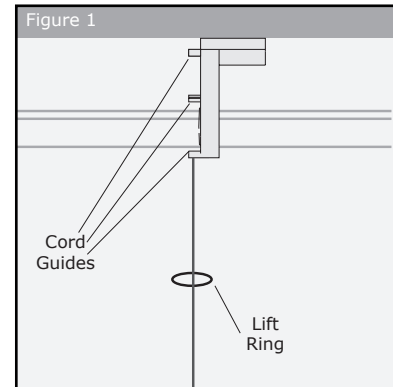


## How to String a Workroom System Mounting Board

### 1. HANG THE SHADE

Attach the shade to the mounting board as usual. The rings must line up with the cord guides on the back of the bracket. (Figure 1)

Temporarily hang the mounting board from wall brackets if possible. The board must be level — both side-to-side and front-to-back. If you cannot hang the shade, stretch it out to its full length on a flat surface, and make sure that the board is balanced on its back edge, not leaning over.



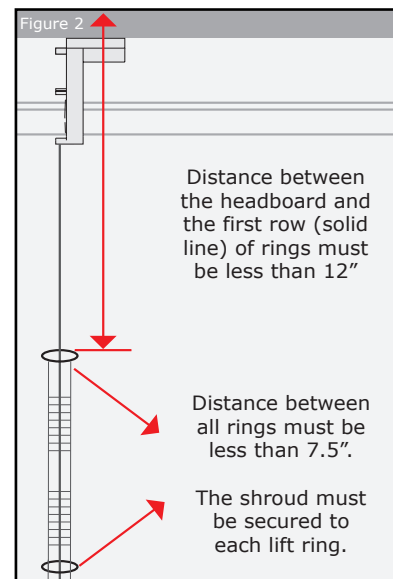
### 2. ENSURE SHADE WILL MEET SAFETY STANDARD

In order for the shade to meet the current safety standard for using cord shroud a few guidelines must be followed with the sewing of the lift rings. The distance between the headboard and the first row of rings must be less than 12". From there, the distance between each lift ring must be less than 7½". (Figure 2)

### 3. PREPARE & ATTACH CORD SHROUD

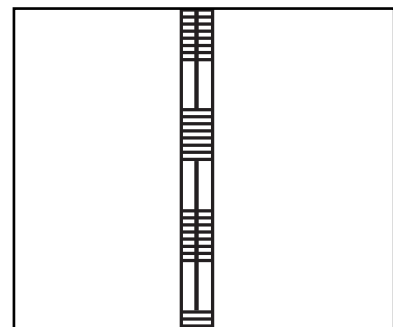
Cut the lengths of shroud you will need. You will need to have one cut length for each lift line. Cut each length about 6" longer than the length of the lift cord. The actual length may vary based on the style of the shade.

Permanently attach the shroud to the top lift ring. Then either knot or sew the shroud to each lift ring. If sewing, you must ensure a strong enough stitch to keep the shroud from detaching.



### 4. WEAVE LIFT CORD THROUGH THE SHROUD

Starting from the top, weave the lift cord in and out of each ladder on the shroud and through each lift ring. (Figure 4)



## 5. ROLLEASE ADJUSTABLE BOTTOM RINGS

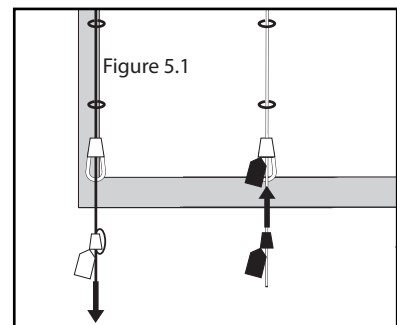
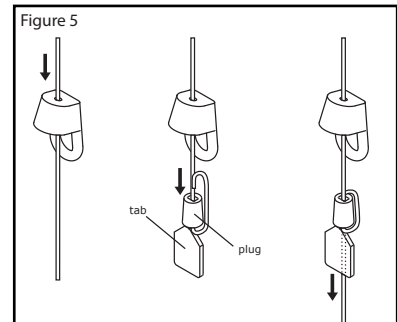
Thread the lift cord down through the small hole of the bottom ring and continue through the hole in the plug (tab on plug faces down). Loop it once more through the hole in the plug. Repeat this step for all lift lines.

(Figure 5)

While holding the lift cord taut, slide the plug along the cord until the plug is pressed completely into the bottom ring.

(Figure 5.1)

The cord tension may be adjusted by pulling the bottom plug out of the bottom ring and sliding the plug up or down until tension is correct. Insert the plug back into the bottom ring when tension is correct. Repeat for each lift cord until they are all even and there is no slack. Tension must be equal on all cords.



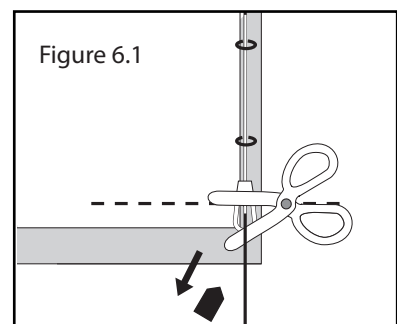
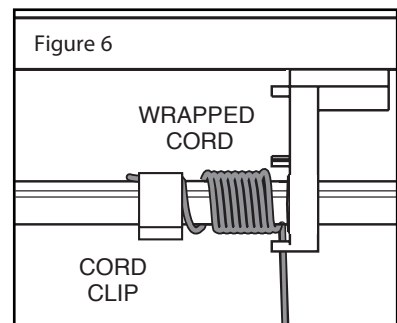
## 6. TEST THE SHADE

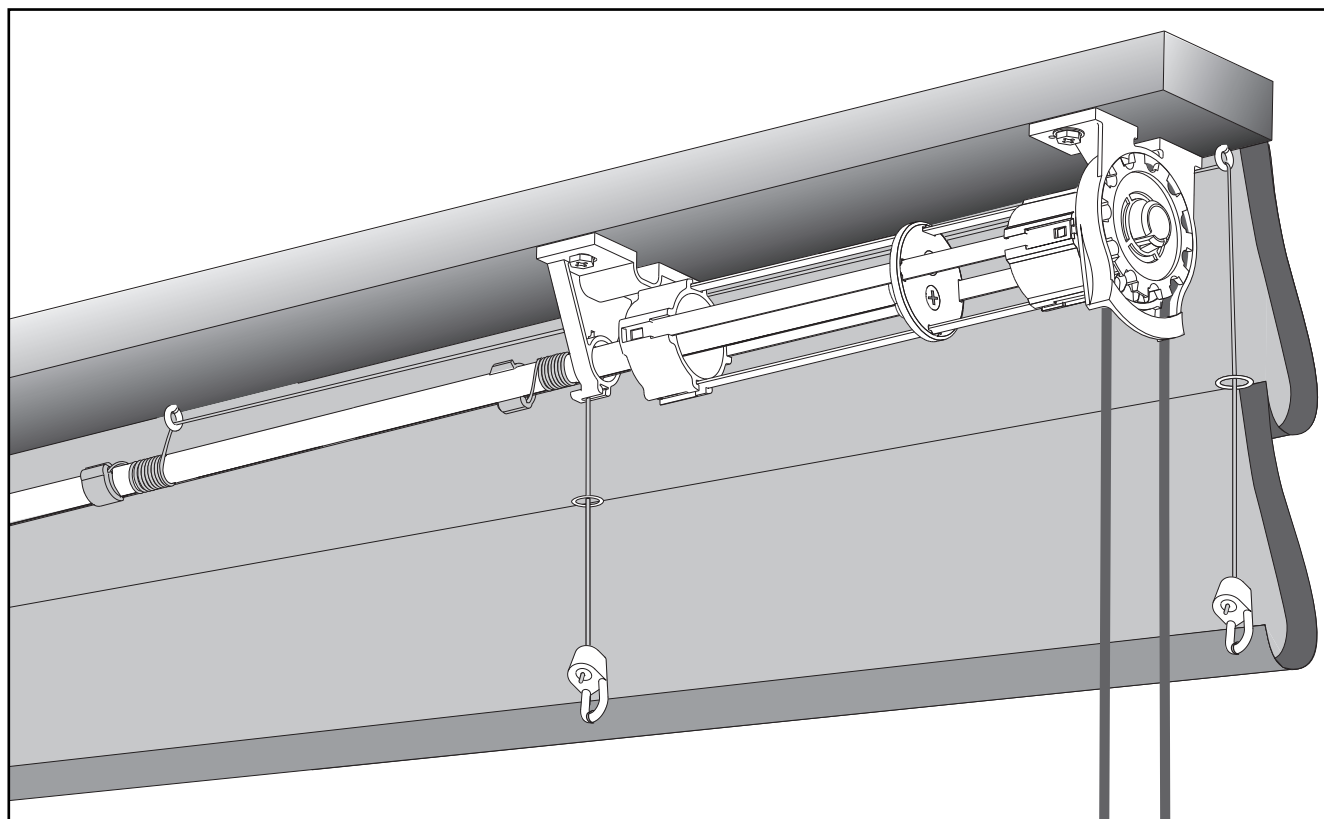
Pull down on one side of the control cord to raise the shade. Pull down on the other side to lower the shade. The shade should go up smoothly. Do not force the shade.

Check the wrapping of the cords around the shaft. All of the cords should be wrapped neatly around the shaft and not around any of the cord clips. (Figure 6) Note: A cord that wraps unevenly around the shaft shows there is less tension on that cord than on the others. Equalize tension by re-adjusting RollEase bottom rings on one or more cords until tension is equal on all lift cords.

When you are sure shade is operating properly, break off the tabs on the RollEase Bottom Ring Plug. (Figure 6.1)

Cut off excess cord. Shade is Complete.





## Installation Instructions

- Always transport the shade in the all-the-way-up position.
- When installing the finished shade to a wall or frame, position and "L" bracket close to the clutch. This will keep the headboard from flexing when the control is pulled.

## Some Tips for your Customers

- Do not continue to pull the cord if it ever becomes difficult to pull.
- Maintain equal tension on the lift cords.
- Do not put objects on the sill where they may interfere with the operation of the shade.
- If a shade should ever hang unevenly, lower it all the way down and then raise it again.