

Maintaining Your Shades

Adjusting Spring Tension

Shades are adjusted for proper tension at the factory. However, in delivery, the proper tension may be reduced. If an adjustment in shade tension is needed, follow these steps:

To increase tension:

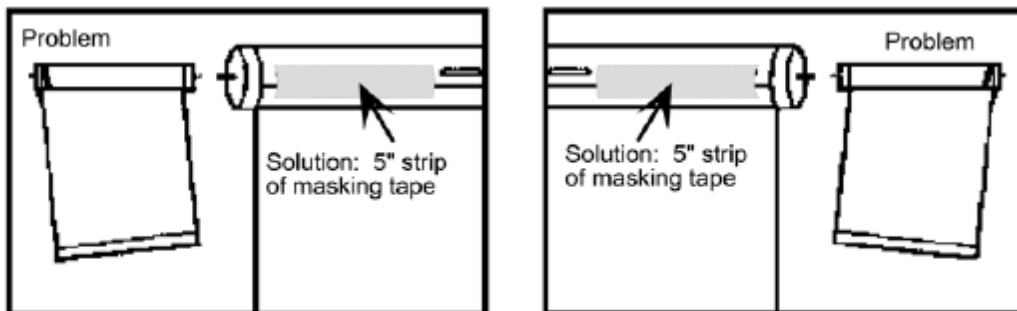
1. Pull down shade about an arm's length.
2. Remove shade from brackets and roll shade up by hand.
3. Replace shade in the brackets.
4. Repeat this if more tension is needed. **DO NOT OVER TIGHTEN.**

To reduce tension:

1. Roll the shade up
2. Take the shade out of the brackets and unroll the shade half way.
3. Replace shade in the brackets
4. Repeat if more tension is to be removed.

Shimming a Shade if it Telescopes:

1. Roll the shade down until the roller is exposed. **DO NOT** roll further to avoid the cloth being separated from roller
2. Put a 5" strip of masking tape/folded piece of paper/business card (shim) on the opposite side of where the shade is telescoping to. Place it as close to the edge as possible.
3. Roll the shade up. If the Shade still telescopes:
 - a. If it is still telescoping to the same side, make the shim a little thicker (adding a piece of tape).
 - b. If the shade is telescoping to the opposite side, roll the shade down and move the shim towards the center of the shade, rolling up to check for telescoping.



Cleaning Your Shades

Most shades may be cleaned with a mild cleaner. **Do NOT try to wash Plissé or any other decorative fabric.** They can only be dusted or lightly vacuumed.