



Metro Blinds, Draperies and Shutters
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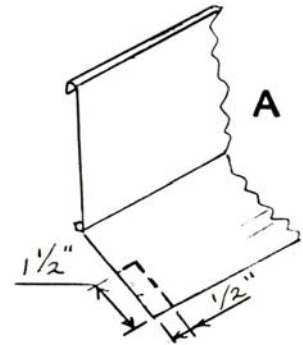
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Installation Instructions

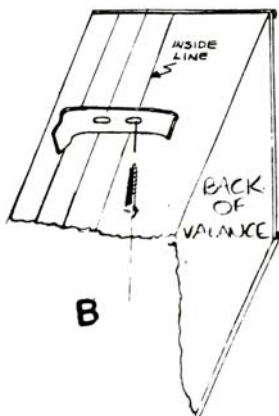
Inside Mounting (IB)

Basic Tools Needed: Drill with Phillips bit or Phillips head screwdriver, tin snips, scissors and pencil.

1. **Install valance first.** It is purposely cut 1" wider than the actual inside measurement of your opening. Look at the top underneath side of the valance where the lines run horizontally. Turn the valance so the clear edge side is facing to the front and the horizontal lines are on the bottom. (See Diagram A) Using tin snips, cut into the side of the valance 1/2" in from the edge and 1 1/2" deep. (Refer to dotted lines in Diagram A) This should allow the valance to fit into the window with 1/2" extending past the window on each side.



2. **Drill the valance into place.** Using drill bit or screwdriver, point the tip upward, place a screw onto the tip, then position bracket over the screw. (See Diagram B) Holding the valance up into the opening and looking up underneath the valance and starting in the middle (if opening is 36" or less you will need only 2 brackets



and will start on either side), put the tip of the screw on the first line closest to you and tighten. This screw should catch the cornerbead of the drywall. Turn the bracket with the long side away from you. NOTE: Use only one screw per bracket. If you are dealing with plaster or concrete walls, you will need to drill through the valance and use anchor bolts to secure the brackets. Continue to place the brackets approximately 36" apart. You may want to tug on the sections as you go to make sure that it is secure.

3. **Install track.** Angle the track (white carriers pointing down) up to catch the clip on each bracket, beginning at the control side. This control side should be close to the wall, about 1/8" away. Catch the front part of the clip first, then press upward on the rear of the track and it will pop into place with a "CLICK".

4. **Install vanes** (slats, louvers). Pull the chain to turn the carriers 90° and draw the cord to the closed position (so that the carriers are all the way across the track). If you have purchased plain PVC or fabric verticals only, then you may install them into the carriers at any position. **VERY IMPORTANT: If you have purchased the Channel Panel with fabric insert, it MUST be hung with the PVC backing against the long side of the carrier. If this is not hung properly, all track warranties are voided.**

5. **Install valance side returns.** Take the side pieces and place one end flush against the wall. Then make a mark on the side piece where it meets the top piece so it is perfectly straight; it can then be cut with snips or scissors. If using fabric, it needs to be inserted into this piece with an overhang of about 1" on one side. The side with the overhang should be folded over and inserted into the small edge of the clear plastic corner. The large edge of the corner will go onto the valance. Fabric in the valance should also be extended about 1" over on each side and wrapped around the valance. If you have cut the side returns pieces correctly your valance will be at a 90° angle from the floor.
6. Be sure to always turn the vanes to 90° position before pulling them open or closed.