



Metro Blinds, Draperies and Shutters

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Installation Instructions

Outside Mounting (OB)

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

- 1. Install brackets.** Brackets should be mounted 2" above moldings in most cases. There are 3 holes in each bracket. Refer to your receipt for height measurement of the opening and add 3/8"; for example, if the receipt indicates a height of 84", you must add 3/8" for a total of 84-3/8". With your tape measure barely resting on the floor, measure up to the height needed and make an indicator mark. Place the "L" (top) of the bracket directly on your mark then anchor a bracket on both left and right side only, using the bottom slotted screw hole.
- 2.** With left and right side brackets in place lay the track on its' side on top of the brackets. Stand back to judge your line. The line (by sight only) should be parallel to the line of the ceiling. If the line is not level, use your slots to adjust the brackets up or down as needed to make it level. With the track still in this position place the center brackets where needed (approximately every 3 feet) and put all 3 screws in each of the brackets.
- 3. Install track.** You are now ready to put up your track. Angle the track (white carriers pointing down) up to catch the clip on each bracket, catching 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.** The valance is cut 1" longer than your actual stated size, thus giving you a 1/2" overhang on each side. Take the valance and place it in front of the valance slot on top of the center bracket. Bump the valance into the slot with the heel of your hand. This should fit tightly; if you cannot get it in you may need to spread the slot on top of the bracket slightly. You do not want it to be loose; tighten this slot as necessary. Continue until all brackets have the valance attached into the bracket slots.
- 6. 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.
- 7.** Be sure to always turn the vanes to 90° position before pulling them open or closed.