



Zip-Ext Shades Installation Guide

1. Lay the Valance on the Floor:

- Place the valance on the floor, and remove the small Phillips screws located at the bottom of the front piece of the valance (left and right sides).

2. Remove the Face of the Valance:

- After removing the screws, take off the face of the valance.

3. Remove the Face of the Side Channels:

- Take off the face of the left and right side channels.
- Inside each side channel, there will be a plastic zipper track. Remove this track as well.

4. Insert the Side Channels into the Valance:

- Insert the left and right side channels into the valance.
- Ensure that the bracket piece on the valance slides directly into the side channels.

5. Position the Frame:

- With a minimum of two people, each person should grab one side of the frame and stand it up.
- Insert the frame into the opening (for inside mount) or place it against the wall (for outside mount).

6. Pre-Drill Holes:

- Pre-drill holes in the side channels and the valance. The location of the holes will depend on whether you're doing an inside or outside mount.
- Recommended to drill 3 or more holes on each side of the side channels.
- Drill two different sizes of holes:
 - A 1/2" minimum hole (larger hole).
 - A 3/16" smaller hole (smaller hole).
- **Important:** Do not drill all the way through the side channel with the 1/2" drill bit—only drill into the first layer of the side channel.

7. Ensure Everything is Level:

- Once pre-drilled, check that the valance and side channels are 100% level in every direction. Use a level for accuracy.
- Keep in mind that gaps are unavoidable during installation. Discuss with the homeowner that small gaps can be filled with silicone or caulking, but for larger gaps, a different option may be needed.

8. Drill the Side Channels into the Wall:

- Drill the sidechannel into the wall using the appropriate screws based on the type of wall (stucco, wood, aluminum, etc.).
- (recommended to drill 6" above the floor, and the rest spread out evenly or where feel needed)
- Be careful not to overdrill, as this may affect the alignment of the frame, leading to potential issues when testing the shade, such as misalignment or difficulty snapping the side channel face back into place.

9. Drill a Hole for the Motor Cable:

- Determine where you will need to drill a hole into the valance to allow the motor's electrical cable to pass through.
- Drill the appropriate-sized hole for the motor cable to be passed through the hole.

10. Insert the Shade into the Valance:

- Before inserting the shade, remove the small Allen screws from the left and right brackets (keep them handy for later).
- The motor side and pin side are identical—each has two large wheels and one small wheel.
- Place the two large wheels facing down into the bracket and slide the roller into it.
- **Important:** Do not let go of the shade as it can slide back out. While holding the shade with one hand, use the other hand to insert and tighten the small Allen screws you removed earlier to secure the shade in place.

11. Install the Zipper Track:

- Take the plastic zipper track and insert it into the side channels with the metal piece facing up.
- Attach the zipper (already attached to the shade) into the guide, ensuring the metal piece goes in first, and secure the track inside the channel.

12. Snap the Faces of the Side Channels Into Place:

- Once the zipper track is secured, snap the faces of the side channels into place.
- **Important:** Keep the shade up at this point; do not lower it yet.

13. Test the Shade:

- Connect the shade to power and test the shade by pressing the remote button to lower it.
- Check for any issues such as the shade jumping, getting stuck, or the motor struggling to lift it.
- If the shade does not function correctly, it may be too tensioned. If this happens, remove the face of the side channel and look for foam pieces inside the plastic track.
- Remove the foam pieces from one side, then snap the side channel face back into place and test the shade again. If the issue persists, repeat the same for the opposite side.

14. Ensure Proper Tension:

- If the problem still occurs, recheck all measurements and levels to ensure everything is completely level.

- Proper alignment and leveling are crucial for the proper functioning of the shade.

15. Attach the Face of the Valance:

- Once the shade is moving properly, attach the face of the valance to the top.
- Insert the top portion of the face into the groove at the top of the valance and snap it down.
- Reinsert the two Phillips screws you removed earlier into the left and right sides of the bottom of the valance.

16. Final Check and Clean Up:

- After securing everything, perform a final check to ensure everything is working smoothly, the shade is functioning correctly, and all components are securely in place.