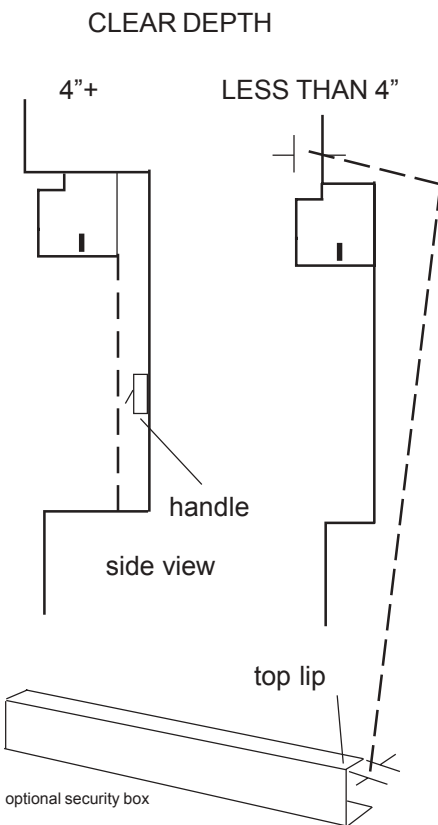


Webb Level-lok Shade Installation Instructions

Step 1: Bracket Plates

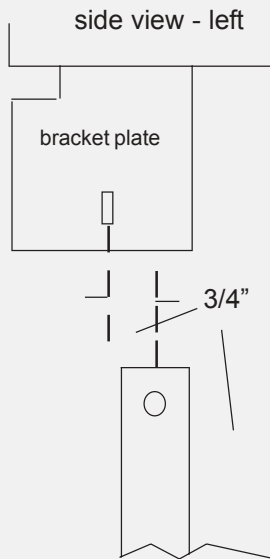
Placement of the plate should be against the top and as far back toward the glass as possible. Keep the plate in front of any handles or mouldings. Fasten slotted bracket plate on the left side of the window and the round hole bracket on the right side. With clear window depth* less than 4", measure the valance return and install the bracket plate the same distance past the frame. If installing a security box measure the top fold of the security box. *Note: Clear depth is defined as total depth minus any obstacles, such as handles.



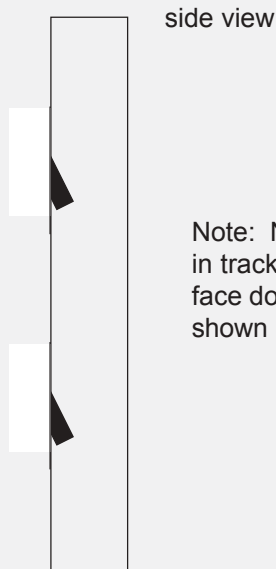
NOTE: The security box is designed to restrict access to the spring roller. This is achieved only if the plate is no further than 3/4" from the glass. If this is not possible, contact the factory for a special back plate.

Step 2: Track

The track is normally placed so the center of the track is 3/4" behind the center of the bracket. This placement will allow the most privacy when the shade is pulled down.



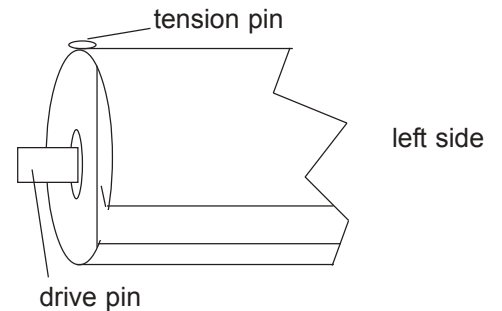
Track position can vary, but should never be closer than 3/4" from the glass or any other obstacle. Fasten track using a #10 pan head screw. Do not install the top screw yet.



Note: Notches in track should face down as shown

Step 3: Spring Roller

Unroll the shade completely. On the left side you will see a square drive pin and a tension pin through the barrel. On the right is a sliding extension.



Slide the drive pin into the left bracket first, then slide the extension in the right bracket. Make sure the roller is fully extended. Then grab the extension and back it off slightly, no more than 1/16". This adjustment will ease any friction that might be caused when the shade is being operated.

Important: Drive a #8 x 1/2" pan head screw in the wood against the roller barrel. **This will keep the roller from falling out of the brackets.**

Note: Be sure the tension pin is up while installing the roller, to keep it from falling out.

WEBB

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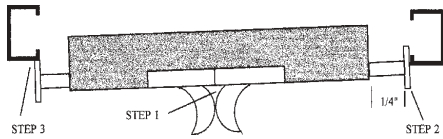
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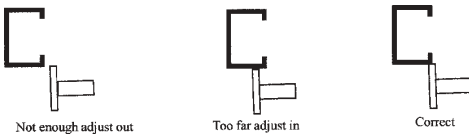
Step 4: End Tips



Step 1 - Squeeze fingerclips so they meet at centerline (marked on underside of center tube) and hold in this position throughout the rest of the steps.

Step 2 - Adjust the right end tip so the tip extends approximately 1/4" beyond the edge of the shade. Set the tip on the face of the track (see drawing above).

Step 3 - Adjust the left end tip so the tip just hits the front of the track. If track is visible inside the foot then the tip needs to be adjusted in (see drawing below)

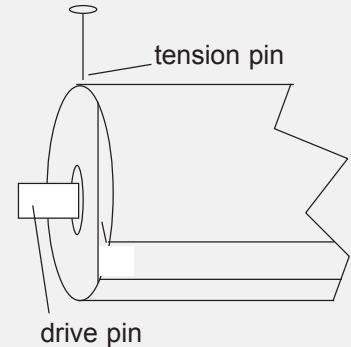


Step 4- Check to make sure there is even space on both sides between the material and the end tips before installing the shade in the track.

Step 5 - Lift bottom rail and drop the end tips into the track, letting shade drop to full length in the tracks.

Step 5: Roller Tension

Remove the tension pin on roller by grabbing the roller with your right hand, turn the roller away from you, over the top, and at the same time pull the pin out with your left. After the pin has been removed, let the shade roll up.



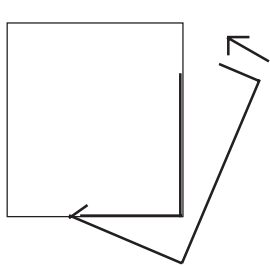
The factory adds tension when inspecting the shades. However, jobsite conditions are impossible to duplicate, so each shade must be tested in the window for proper tension. This is the most critical and important adjustment of the level-lok system. The roller should slowly raise the shade to each track stop, smoothly and easily. If the shade will not stay at the track stops there is not enough tension and turns must be added to the roller. If the shade jumps & slams into the stops there is too much tension and turns must be taken off. **Remember too little is better than too much. Too much tension causes premature end tip wear and may void the warranty.**

Adding tension: Unroll the shade completely, replace the pin in the roller and twist the roller back until the pin falls in. Pull the pin out about 1/2" ... it should still hold the tension. Now carefully remove the square end (left side) of the shade being careful not to pull it out of the wood extension end (right side). Wind the shade up starting with 1-2 turns. Replace the slotted end in the bracket. If the wood extension end of the roller comes out of the bracket, remove the tension pin and unroll the shade holding pressure against the left side until the roller is exposed. (Be careful not to let the shade come out of the bracket or the roller will spring and release all of the tension.) Replace the pin and slide the wood extension into the bracket. Otherwise, remove the tension pin and let the shade roll up until it catches a track stop. Repeat if necessary.

Removing tension: Let the shade up half way. Replace the tension pin so 1/2" is exposed. Again carefully remove the slotted side of the shade and let it unroll exposing the roller. Return the shade to the bracket and remove the tension pin. Repeat if necessary.

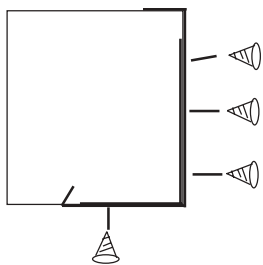
Step 6: Optional Security Box or Valance

Security Box:



Take the security box and hook the bottom of the box to the back of the bracket plate and push up until the box snaps in place.

Push the box to one side, hold the box tightly against the bracket plates, and fasten the box to the bracket using a #8 self drilling screw. Look at the other side of the box. If there is a gap of 1/4" or less between the top of the plate and the box, push the plate in towards the box while fastening the box to the plate.

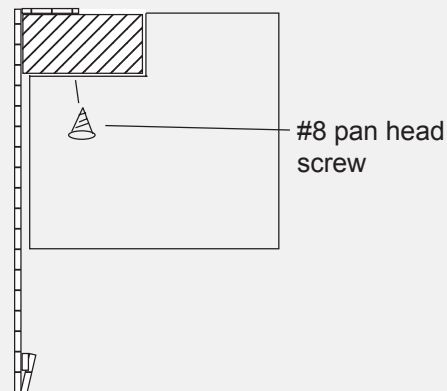


#8 pan head self drilling screws

If the gap is more than 1/4" the box is too small and should be replaced. If the box is too wide it can be cut down using a pair of tin snips. Use a file to smooth any sharp edges.

Valance :

Place the valance on the folded lip of the bracket plate. Center the valance in the window. Using #8 pan head screw, fasten the valance through mounting holes in the plate.



After the security box or valance has been fastened, install a #10 pan head screw and nylon spacer in top mounting hole of the track.