

Manual Spring Shade Installation Instructions

The VIMCO manual spring shade comes in two different configurations: Standard and Bottom-up.

Tools required: power drill, #8 hex and Phillips drives, 1/8" and 3/8" drill bits, pliers, level, spring winding tool.

Bottom-up Shade System

1. Fasten spring brackets to mounting surface at the appropriate bracket to bracket distance, making sure to mount the bracket with the lock on the correct side. For shade to operate properly, brackets must be perfectly level.
2. Open lock.
3. Insert idle end into spring bracket without lock hole and insert flat head of spring into slot on spring bracket with lock (See Reverse side for orientation of spring)
4. Close lock.
5. Attach pulleys to upper surface making sure that they will be directly above where the cord will be running through them.
6. Attach cord lock near the side of the window. Remove the metal pins in the cord lock and take out the brass roller.
7. If diameter of tube allows, prewind spring by spinning the shade in the brackets. If the shade is too big, take spring end out of bracket and prewind spring with spring winding tool. Engage the spring locking mechanism by rotating the tube and holding the spring tab stationary with the spring winding tool. Periodically back off the spring to see if the lock is engaging. Depending on the size of the shade, the spring should be wound 7-12 rotations. The correct amount of winding is determined by trial and error.

Regular spring winds clockwise, Reverse spring winds counter-clockwise

8. Secure the shade so it doesn't unwind, and feed the two cords through the pulleys at the top and down through the back of the cord lock and out the front.
9. Replace the brass roller on top of the cords and reinsert the pins into cord lock.
10. Holding on to the cords, unsecure the shade and roll it up and down a few times. If the shade is hard to pull up, the spring is overwound. If the fabric does not roll onto the tube all the way when the shade is lowered, then the spring is not wound enough. Try to strike a balance between ease of operation and keeping the fabric tight on the tube.
11. Pull the cords tight enough to take up the slack and even them out.
12. Tie the end of the cords to the pull ring keeping in mind that the two cords must have equal tension on them or the shade will sag to one side and the location you tie the pull ring will be the lower limit for the shade at the cord lock.
13. Pull cord all the way down to raise the shade to the top and give a quick jerk up on the cord to lock the cord in the cord lock. This is just to make sure all the components are fastened securely and can take the stress of the

spring on them.

Standard Spring Shade System

- 1.** Fasten spring brackets to mounting surface at the appropriate bracket to bracket distance, making sure to mount the bracket with the lock on the correct side. For shade to operate properly, brackets must be perfectly level.
- 2.** Open lock.
- 3.** Insert idle end into spring bracket without lock hole and Insert flat head of spring into slot on spring bracket with lock. (See Reverse side for orientation of spring)
- 4.** Close lock
- 5.** If diameter of tube allows, prewind spring by spinning the shade in the brackets. If the shade is too big, take spring end out of bracket and prewind spring with spring winding tool. Engage the spring locking mechanism by rotating the tube and holding the spring tab stationary with the spring winding tool. Periodically back off the spring to see if the lock is engaging. Depending on the size of the shade, the spring should be wound 5-10 rotations. The correct amount of winding is determined by trial and error.
Regular spring winds clockwise, Reverse spring winds counter-clockwise.
- 6.** There should be enough tension in the spring so that the shade rolls all the way up to the top.

This is for Manual Spring Shade and Manual Bottom up Shade

Component # : INS-SPR/BTMUP