



# VERTTICCOOL

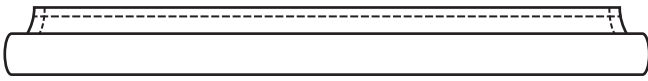
## INSTALLATION INSTRUCTIONS

**801-563-9600**

Monday-Friday: 8:00 AM - 5:00 PM  
Saturday - Sunday: Closed

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**WHAT'S INCLUDED:**



Shade Curtain



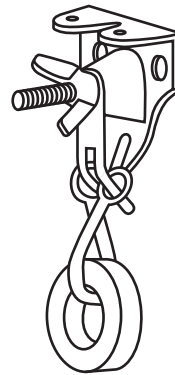
Pull Rope



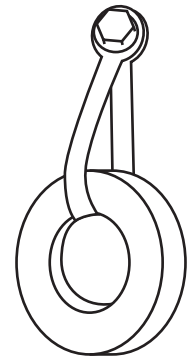
Tie Off and Anchoring Cleats



#12 Wood Screws



Headrod Clamps with Guide Rings



Independent Guide Ring

**REQUIRED TOOLS:**



Pencil



Pliers



5/32 Drill Bit



5/16 Hex Driver

**PARTS QUANTITY:**

The number of parts will differ with the width of the shade.

**48"-72" (4ft.-6ft.)**

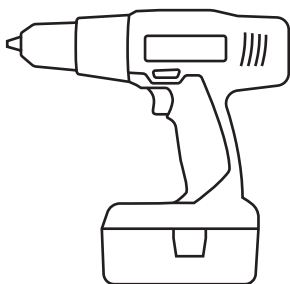
- 4 cleats
- 2 headrod clamps
- 1 guide ring
- 13 #12 wood screws

**73"-120" (6ft. 1in.-10ft.)**

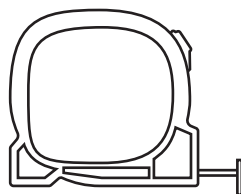
- 4 cleats
- 3 headrod clamps
- 1 guide ring
- 15 #12 wood screws

**121"-168" (10ft. 1in.-14ft.)**

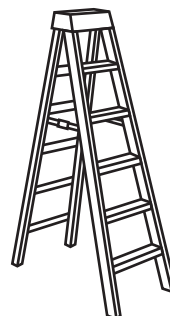
- 4 cleats
- 5 headrod clamps
- 1 guide ring
- 19 #12 wood screws



Drill



Tape Measure

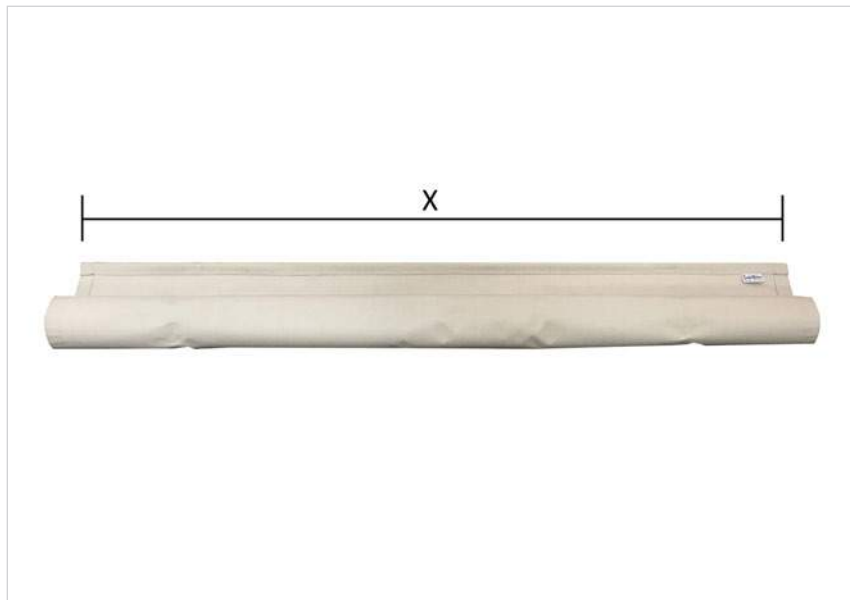


Ladder

### STEP 1: FINDING THE WIDTH OF THE DROP SHADE.

- Using a tape measure, measure the Verticool shade at the headrod to ensure accuracy.

This number is the width (x)



### STEP 2: FINDING THE LINE-UP MARKS.

- Take the difference between the opening and the Verticool shade and divide that number by 2. This will give you the measurement for line-up marks. Take that measurement from the edge of the opening on both sides, and make a mark using your pencil.



### STEP 3: MEASURING FOR THE OUTER HEADROD CLAMPS.

From the line up marks, measure 12" towards the center. Be sure to measure both sides of the opening. This will give you the placement of the two outer headrod clamps.

As you mark the locations for each headrod clamp, using a headrod clamp and a pencil, mark the holes and pre-drill to prevent splitting. After you pre-drill, mount the headrod clamps as you go.

- If your Verticool shade is between 5-6ft. wide you will only need these two clamps.
- If your Verticool shade is above 6ft. (73"-120") you will need 3 clamps.
- If your Verticool shade is 4-5ft. wide you will measure in 8" instead of 12".



#### **STEP 4: MEASURING FOR THE CENTER HEADROD CLAMP.**

If your Verticool Shade only requires 2 headrod clamps skip to Step 6: Aligning the guide ring.

- Take the measurement from the two outer headrod clamps and divide this measurement by 2. This will give you the measurement to place your center headrod clamp.

Remember to mark the hole locations and to pre-drill.

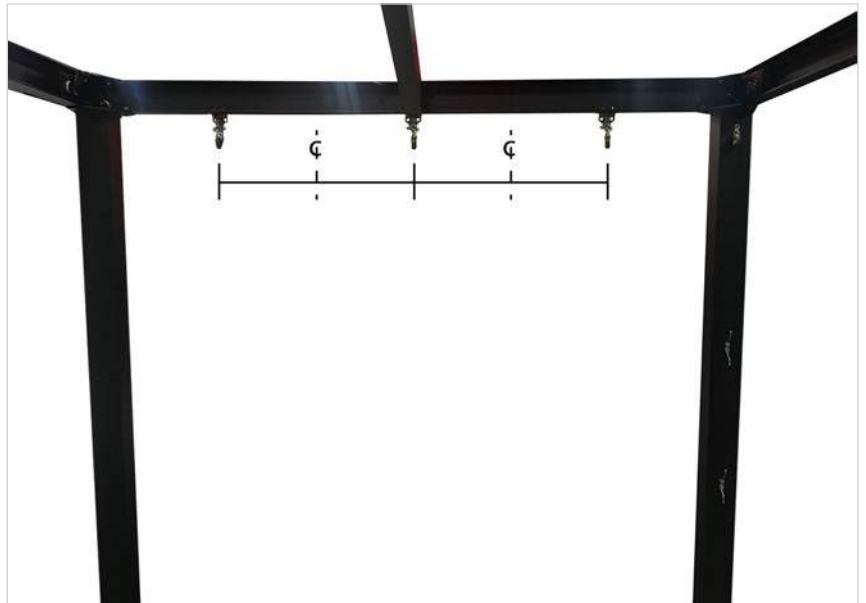


#### **STEP 5: MEASURING FOR THE SUPPORTING HEADROD CLAMPS.**

- Measure the distance from the center headrod clamp to the outer headrod clamp on each side and divide this measurement by 2. This will give you the placement of your supporting headrod clamps.

**DO NOT** allow more than 48" between headrod clamps.

Remember to mark the hole locations and to pre-drill.



#### **STEP 6: ALIGNING THE GUIDE RING.**

- Level over from the nearest headrod clamp's guide ring. This will indicate the approximate height at which the guide ring needs to be.
- Level up from where your tie off cleats will be mounted. This will align your guide ring in the best position.
- Pre-drill and mount the guide ring.



### STEP 7: MOUNTING THE TIE OFF CLEATS.

Use the cleat to mark hole locations then pre-drill the holes to prevent splitting.

- Tie off cleats are usually 4ft. and 6ft. up from the ground or deck floor.
- Optimal distance between tie off cleats is 2ft.
- If you are mounting on a post center the cleats on the post. If you are mounting into a wall, we recommend mounting 3-4" from the edge of the wall.



### STEP 8: RUNNING THE ROPES.

- Place the rope below the tie-off cleats. To run rope #1 lace the rope through the guide ring directly above the tie-off cleats. Then run the rope through headrod clamp #3, continue through headrod clamp #2 towards clamp #1. Lace the rope through the eyelet of clamp #1 and tie a simple knot to keep in place. Make sure to pull enough rope through that clamps guide ring to account for the drop of your shade. (If the drop equals 5ft. pull 10ft. of rope.) Tie 3 figure 8's in the upper tie-off cleat and cut the rope at the top of the lower tie-off cleat.
- Repeat this process for the remaining headrod clamps. (If your shade requires 5 headrod clamps you will only rope clamps 1, 3 and 5.)



### STEP 9: TYING THE ROPES TO THE TIE OFF CLEATS.

- Once you have run ropes to the center and both outer headrod clamps, tie the ropes to the tie off cleats using 3 figure 8's and a cleat hitch.



**STEP 10: INSERTING THE VERTICOOL SHADE INTO THE ROPES.**

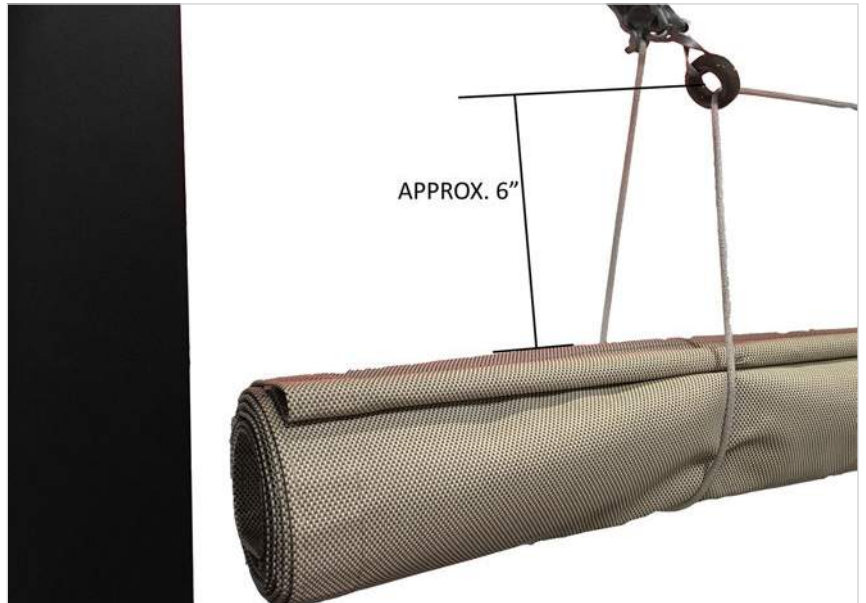
- First pull the ropes so they are at a comfortable height for you to lift the shade.
- Align the ropes correctly making sure they aren't twisted.
- Ensure the shade is facing the correct direction.



**STEP 11: PREPARING TO CLAMP THE HEADROD INTO THE HEADROD CLAMPS.**

- Once the shade is in the ropes, using the pull ropes raise the shade until it's about 6 inches away from the headrod clamps.

This will make getting the headrod to the headrod clamps easier.



**STEP 12: CLAMPING THE HEADROD.**

- Making sure the edge of the shade is aligned with the line-up marks. Lift the shade by the headrod and place into the headrod clamps. (If you have a center headrod clamp begin here and work your way to the sides.)
- Using a pair of pliers snug the wing nuts being careful not to over tighten.



**STEP 13: MOUNTING THE ANCHOR CLEATS.**

- Roll the Verticool shade all the way down.
- Measure from the bottom of the shade down 3 inches and over to the post or wall. This will give you the optimal location for mounting the tie down cleats. (Pre-drill these holes to prevent splitting, if mounting into a wall space it the same distance from the edge as the tie off cleats.)

