

Below is the re-tension procedure:

Black screw is for tension and Grey screw is for length of shade when extending.

1. You will need to look upward and find two stainless bracket tips as shown on picture below.



2. Using a flat screw driver or butter knife, pry off the shade from the bracket on both left and right side of the shade (picture above).

3. Once the shade falls off, lift the back part of the shade assembly to remove it completely.



4. Roll up the shade manually and look for a circular plastic adjustment GREY screw which is located in the middle (picture above where thumb is pointing at). Using your flat screw driver, push it as deep as possible and then turn the grey screw clockwise for 8-9 times.

5. While the shade assembly is removed, try to pull the blind and check if there is tension back on the blind.



6. To install back the shade assembly, hook the back part of the shade assembly to the bracket and then push it upward to lock it in place. You will hear a click which means the shade is in lock position.