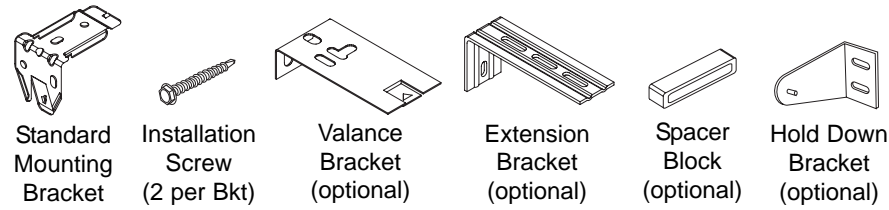## BASICS

A few simple tools are required:
- Measuring tape
- Power drill, drill bits
- Hex head and/or Phillips driver bit
- Pencil

Additional fasteners other than those sent with your shade may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile or stone need special plugs and drill bits. Remember to always pre-drill holes in wood to avoid splitting.

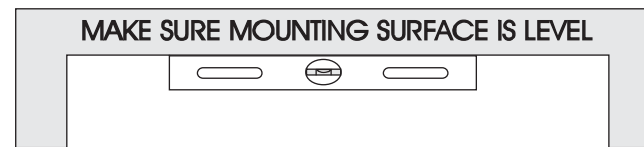| Standard Mounting Bracket | Installation Screw (2 per Bkt) | Valance Bracket (optional) | Extension Bracket (optional) | Spacer Block (optional) | Hold Down Bracket (optional) |

BRACKET INSTALLATION

Shades are shipped with the required number of brackets for proper installation. End brackets should be located approximately 3" from either end. Depending on the width of the shade, additional brackets may be necessary, evenly spaced between the two end brackets.

For shade widths of:	Use this Number of brackets:
Up to 40"	2
40" - 72"	3
72" - 84"	4
84" and up	5

Using the Installation Bracket as a template, measure to the edge of the bracket and mark the hole locations with a pencil. When mounting brackets, make sure they are in line and level. Place Valance Brackets to the inside of the Mounting Brackets.

Brackets must be in line and level. Shim brackets on inside mounts if necessary. The headrail must be level for the shade to operate properly.
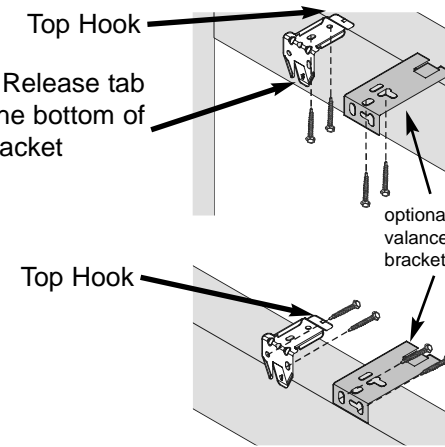
MAKE SURE MOUNTING SURFACE IS LEVEL

Inside or Ceiling Mounts

Use the top bracket holes.

Optional valance brackets mount next to standard mounting brackets.
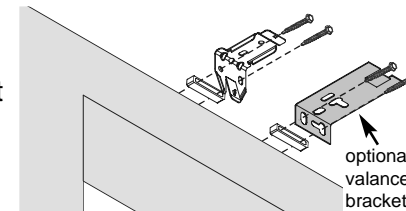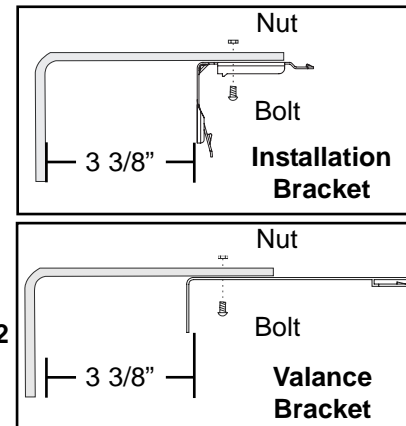
Wall or Outside Mounts

Use the rear bracket holes.

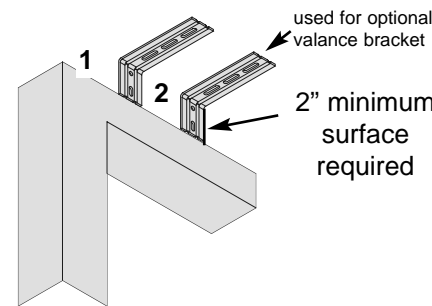## Outside Mount with Spacer Block

Optional Spacer block will project bracket 3/8".

Outside Mount with Extension Bracket

used for optional valance bracket

2" minimum surface required

1 Installation Bracket — 3 3/8", Nut, Bolt

2 Valance Bracket — 3 3/8", Nut, Bolt

Sidemount with Extension Bracket

optional valance bracket
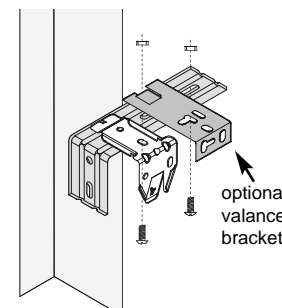
INSERTING THE HEADRAIL

Position the headrail with the front lip (A) resting on the top hooks of all the brackets. Make sure that no fabric is pinched between the brackets and the headrail.

Push the bottom of the headrail firmly upwards and toward the window until the leg at the bottom of the headrail snaps into place, (B) as shown.

Push here upwards and toward the window.
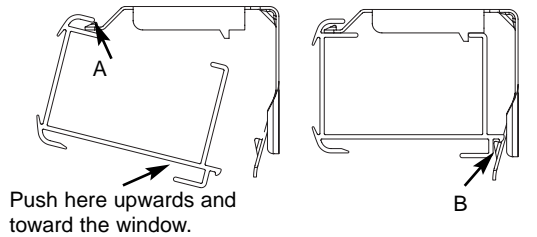
REMOVING THE HEADRAIL

To remove a shade, insert a screwdriver between the headrail and the bottom back of the bracket (tab which extends out slightly from each bracket).

Gently pry the screwdriver to release the bracket from the headrail. Take care not to damage the painted finish of the headrail.

As you release the brackets, support the headrail to keep it from falling.

Insert screwdriver here and gently pry.
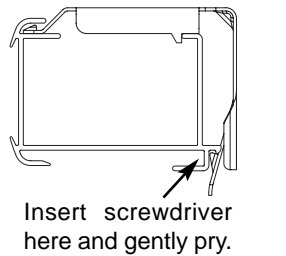
INSTALLING THE VALANCE

Align the valance with the Valance Brackets. Gently push at each bracket location until the valance is fully seated.
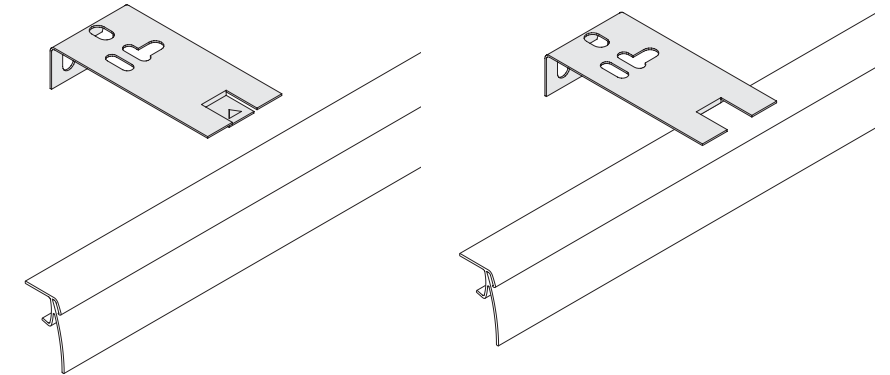
SHADE OPERATION

Operate the shade by pulling down on one side of the cord. - The front cord raises the shade, the rear cord lowers the shade.

Do not lift the bottom rail with your hands. Also, be careful not to place objects on the window sill that will interfere with operating the shade or cause it to hang unevenly.

ADJUST LENGTH OR EQUALIZATION ON SHADES

If the shade length and equalization is satisfactory, simply trim the excess cord hanging below the bottom rail.

If adjustments are necessary, pull the excess cord at the bottom of the shade down until the Bottom Rail Plug is released (fig. A). Push the cord up or down through the Bottom Rail Plug (figs. B & C).

A
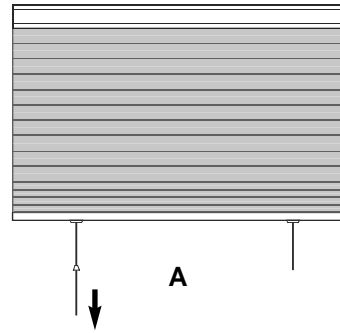
If the cord needs to be longer, slide the bottom end of the cord up into the plug and slide the plug down to take up slack.

If the cord needs to be shorter, slide the top end of the cord down into the plug and slide the plug up to take up slack.

Adjust the position of the plug as necessary (fig. D).

Feed the cord back through the Bottom Rail Plug (figs. E & F).

Push the Bottom Rail Plug back into the Bottom Rail Clip.

When bottom rail adjustments have been made trim the excess cord hanging below the bottom rail.

B   C   D   E   F

Bottom
Rail Clip

Bottom
Rail Plug

Bottom
Rail Plug
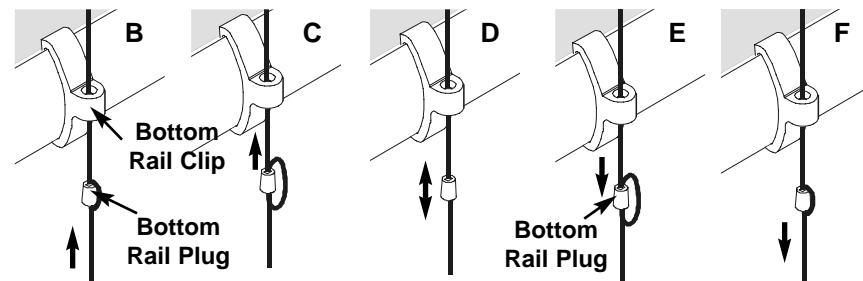
OPTIONAL HOLD DOWN BRACKETS

Optional Hold Down Brackets are mounted with the supplied screws. With the shade at its proper drop, place the pin of each Hold Down into the hole in each End Cap and mark the screw holes. Make sure the pins are level and aligned. Raise the shade, then screw the Hold Down Bracket into the mounting surface.
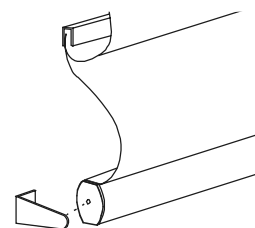
CHILD SAFETY
Install Tension Device

The tension device reduces the hazards of strangulation and entanglement of young children by limiting access to the control cord.

Attention!

The cord tensioner must be installed to make the shade fully operable.

Please read the instructions included in the mounting hardware packet prior to installation.

CLEANING AND CARE

The shades are as easy to clean as they are to operate. Roman fabrics are anti-static and actually repel dust. Occasional vacuuming with a soft bristle attachment is all that is needed. Also, the use of a feather duster or dust buster at a low setting will help keep your shades clean and fresh. Roman shades may also be cleaned ultrasonically.

Roman
Continuous Cord Loop
Operated Shades With Global Rail

Installation Instructions
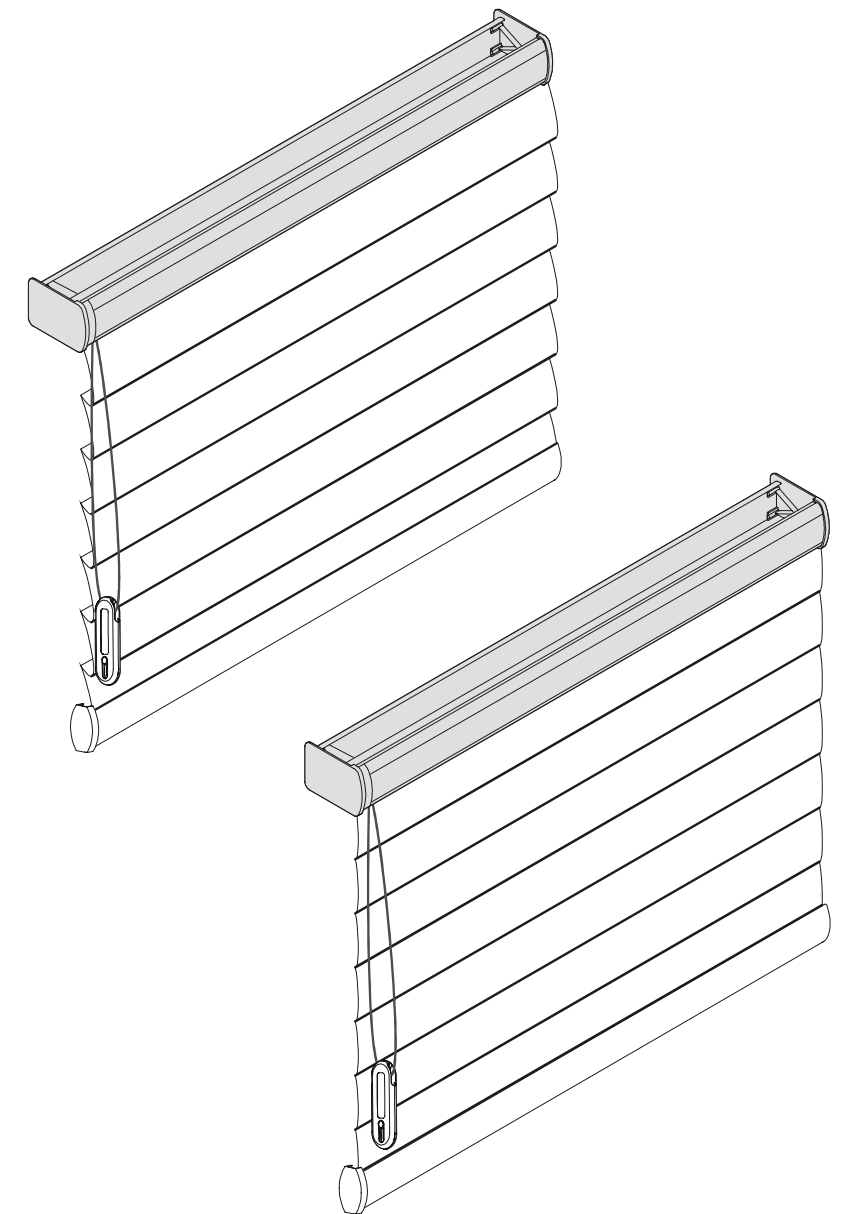
Our window fashions represent a design breakthrough in style, efficiency, and function. The unique hardware system is designed to provide years of reliable service when properly installed.

Please take a few minutes to read through these instructions before beginning.