

How To Install, Operate and Maintain
Your Roman Shade (ENGLISH 1-7)

Cómo instalar, operar y mantener
las Persianas Romanas (ESPAÑOL 8-13)

Installation, fonctionnement et entretien de
votre persienne Roman (FRANÇAIS 14-19)



PLEASE READ THROUGH THESE INSTRUCTIONS BEFORE PROCEEDING.

STEP 1: GETTING STARTED

Remove the shade from the packaging. Do not dispose of packaging until the shade is installed and operating to your satisfaction.

Parts List

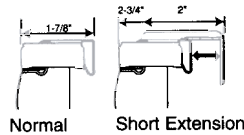
mounting Brackets With Screws

Width	Number of Brackets
16" - 42"	2 Brackets
42" - 70"	3 Brackets
70" - 96"	4 Brackets
96" - 120"	5 Brackets
120" - 150"	6 Brackets
150" - 170"	7 Brackets
170" - 192"	8 Brackets

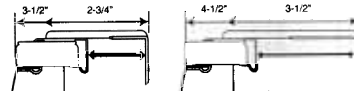
Optional Extension Brackets

Must be ordered separately

All extension brackets must be extended to the same length.



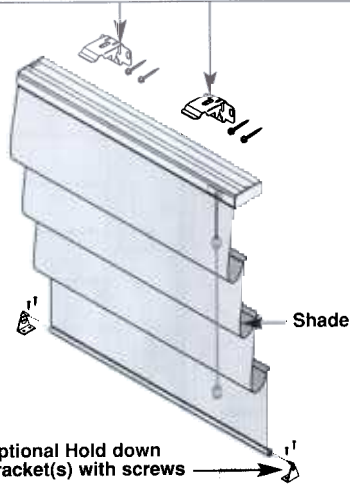
Normal Short Extension



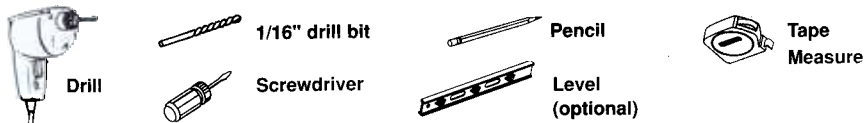
Medium Extension Long Extension

Note: If your extension brackets stick out beyond the front of the shade, they can be cut shorter with a hack saw. After your shade is mounted, mark the bracket flush with the front of the shade. Remove shade and brackets from window. Clamp the brackets in a vice and carefully saw off at mark with a hack saw.

Optional Hold down bracket(s) with screws



TOOLS NEEDED



FASTENER GUIDE



SCREWS: Slotted pan head screws provided in this set. For wood, sheet metal, or for use with anchor inserts.

Please follow manufacturers recommendations for the following types of fasteners.



(Purchased Separately)
ANCHORS: Vinyl or lead anchor insert. Vinyl anchor insert for lightweight draperies only, in wallboard, paneling, etc.



(Purchased Separately)
HOLLOW WALL ANCHORS: For ceilings and heavy shades.
HOLLOW WALL TOGGLE BOLT: For ceilings and heavy draperies.

STEP 2: MOUNTING THE BRACKETS

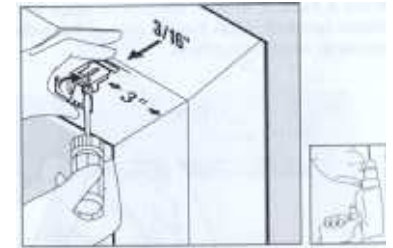
THE BRACKETS MUST BE SECURELY ATTACHED TO THE MOUNTING SURFACE.

The shade must be mounted clear of window cranks, trim work, etc. Shade SHOULD NOT be mounted where it will hit ANY OBSTRUCTION while being lowered.

2a - Inside Mount



Mount the brackets to the top of the window frame, 3" in from each outer edge and 3/16" back from the front edge of the frame for a flush look.



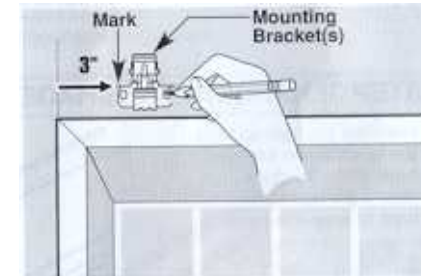
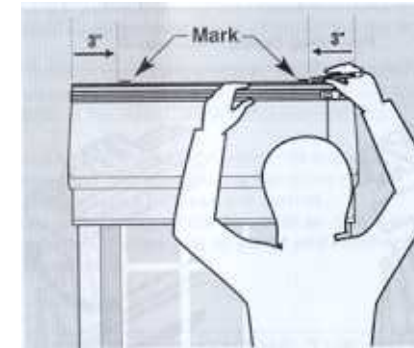
Additional brackets will be supplied with wider shades. Align and mount additional brackets spaced equally between outer brackets.

2b - Outside Mount

NOTE: IF EXTENSION BRACKETS ARE TO BE USED, GO TO STEP 2d.

Center and align the top rear of the shade headrail over the window opening at the desired height. Make a mark 3" in from each outer edge of the shade headrail.

Align the top rear of the mounting brackets with these marks. Use a level to make sure mounting brackets are at the same height.



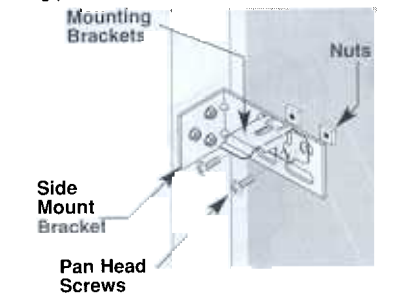
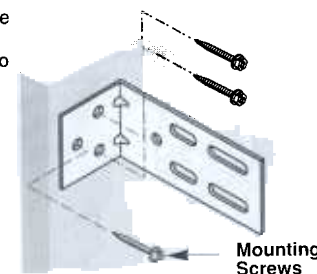
Additional brackets will be supplied with wider shades. Align and mount additional brackets spaced equally between outer brackets.

2c - Optional Side Mount (not available on shades over 42" wide)

Attach regular mounting brackets to side mount brackets as shown.

Attach mounting brackets to side mount brackets using pan head screw and nut.

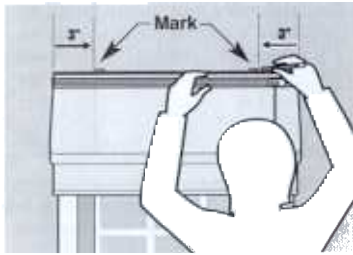
Attach side mount brackets to window frame.



2d - Optional Extension Bracket

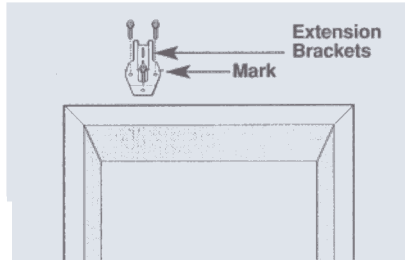
Extension brackets can be used to project the shade further into the room. (over window cranks, door knobs etc.)

Center and align the top rear of the shade headrail over the window opening at the desired height. Make a mark 3" in from each outer edge of the shade headrail. Align the top rear of the extension brackets with these marks.

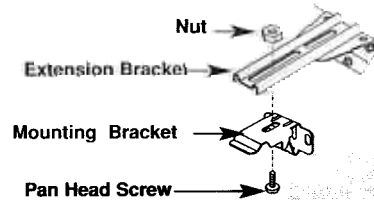


Use a level to make sure extension brackets are at the same height.

Additional brackets will be supplied with wider shades. Align and mount additional brackets spaced equally between outer brackets.

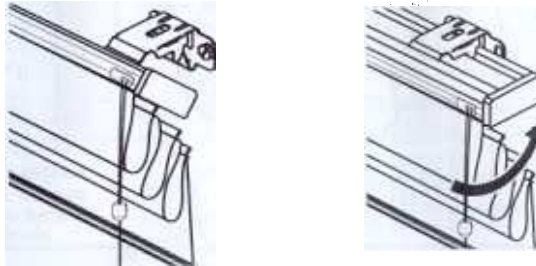


Attach the mounting brackets to the extension brackets using the pan head screw and nut.



STEP 3: HANGING THE SHADE

Hook the top front edge of the headrail into the front hook of the brackets. Rotate the headrail up and back to snap into place.

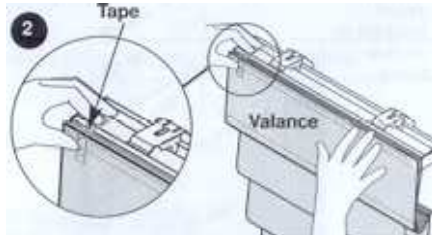


STEP 4: ATTACHING OPTIONAL VALANCE ONTO HEADRAIL

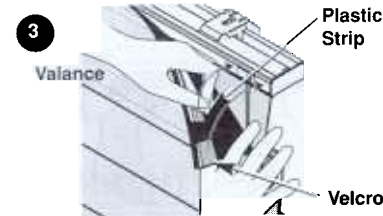
1. Place the valance over the front of the headrail making sure it is level.



2. Attach a piece of scotch tape over the valance and headrail on one end to hold the valance in place as shown.



3. Starting on the opposite end, begin peeling the plastic strip away from the velcro and pressing valance onto the headrail as shown.



4. Stop peeling the plastic strip from the velcro when toward the middle of the valance and remove Scotch Tape.



5. Continue peeling the plastic strip away from the velcro and pressing valance onto the headrail until finished.



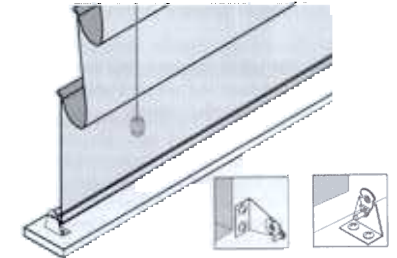
STEP 5: OPTIONAL HOLD DOWN BRACKETS

Hold down brackets are used to prevent the bottom of the shade from swaying.

To install hold down brackets, first fully extend the shade then press the pin of the bracket into the hole at the center of the bottomrail end caps.

Next, mark the location where the brackets will be mounted. Mount each bracket at the marked location using 2 screws per bracket.

Be sure to mount the brackets so they can flex which will allow you to insert and remove the bottomrail.



STEP 6: OPERATING THE SHADE

TO LOWER THE SHADE:

Pull the cord down and towards the center of the shade to unlock the cord, then slowly release the cord until the shade is at the position desired.



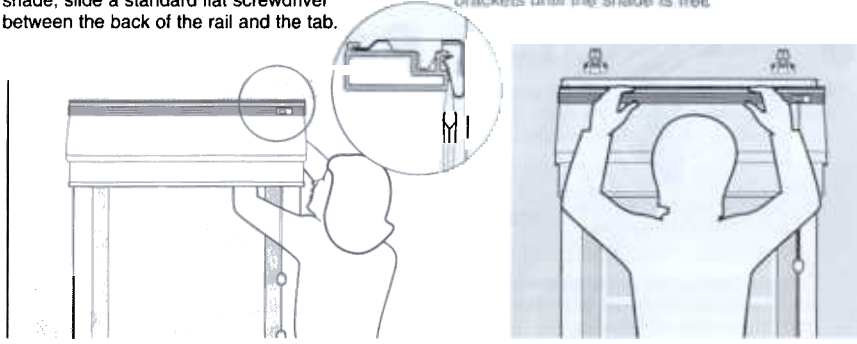
TO RAISE THE SHADE:

Pull the cord straight down until the shade is at the position desired. Move the cord past the side of the shade and let go to lock the cord.

STEP 7: REMOVING THE SHADE

On each bracket there is a tab on the lower back side. Starting at one end of the shade, slide a standard flat screwdriver between the back of the rail and the tab.

Push the screwdriver up and twist while rotating the bottom of the shade towards you. Keep releasing brackets until the shade is free.



BOTTOM-UP/TOP-DOWN (Standard Lock Only)

STANDARD CONTROL OPTION

The cord on the right controls the bottom of the shade. The cord on the left controls the top of the shade.

Note: Controls can be reversed.

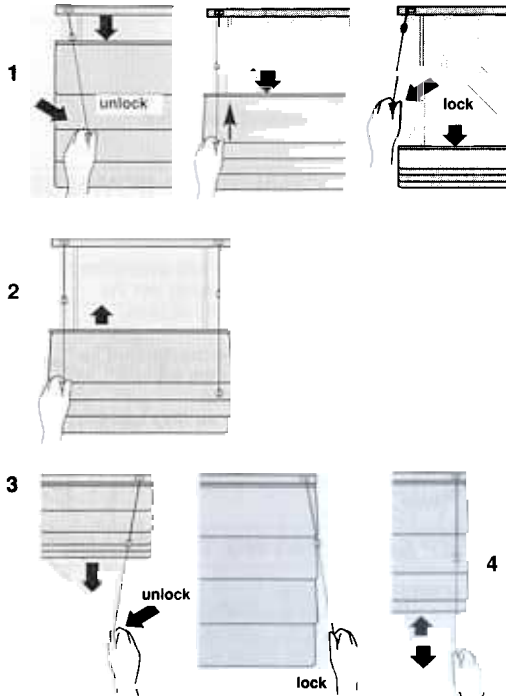
1. To lower the top of the shade, pull the left cord down slightly and toward the center of the shade to release the cord lock. While holding the cord towards the center of the shade, let the cord run through your hand until the top of the shade is in the position desired. Pull the cord to the outside of the shade and release it to lock it in place.

2. To raise the top of the shade, pull the left cord straight down and release it when the shade is at the position desired.

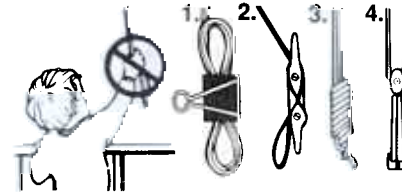
3. To lower the bottom of the shade, pull the right cord down slightly and toward the center of the shade to release the cord lock. While holding the cord towards the center of the shade, let the cord run through your hand until the bottom of the shade is in the position desired. Pull the cord to the outside of the shade and release it to lock it in place.

4. To raise the bottom of the shade pull the right cord straight down and release it when the shade is at the position desired.

HINT: Before raising the entire shade to the top: Raise the top of the shade completely, and then raise the bottom of the shade.



SAFETY WARNING



To avoid possible strangulation keep cords out of reach of children. Use these devices:

1. Clamp or clothespin
2. Cleat
3. Tie the cord to itself
4. Tie-down devices

CLEANING THE SHADE

1. Remove the shade from its window, open the shade and lay it out on a clean, flat surface, such as a table or counter top. If the shade is dusty, simply vacuum over it using an upholstery attachment.

2. A feather duster can also be used to remove dust while shade is in the window.

Gently brush over the shade to remove any surface dust.

3. Due to the differences in ultrasonic cleaning operators, we cannot recommend this method of cleaning.

4. Do not use strong detergents or spot removers.
5. Dry cleaning is not recommended.