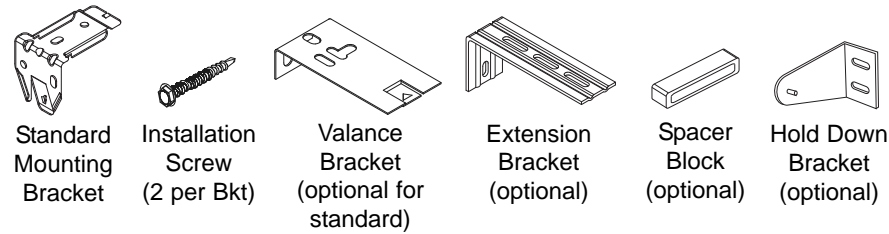## BASICS

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.

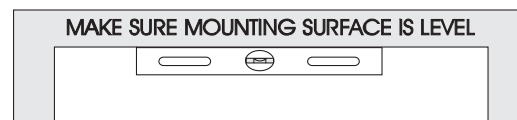| Standard Mounting Bracket | Installation Screw (2 per Bkt) | Valance Bracket (optional for standard) | Extension Bracket (optional) | Spacer Block (optional) | Hold Down Bracket (optional) |

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.
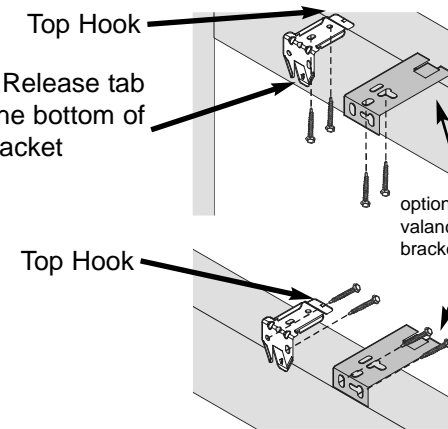

MAKE SURE MOUNTING SURFACE IS LEVEL

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.

Top Hook

Note: Release tab is at the bottom of the bracket

optional valance bracket
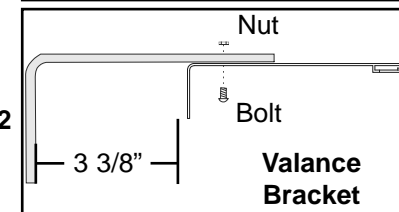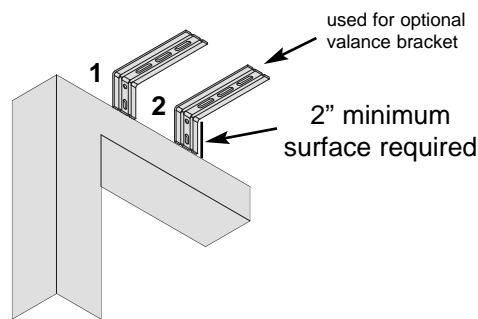
Top Hook

optional valance bracket

Outside Mount with Spacer Block

Optional Spacer block will project bracket 3/8".

optional valance bracket

Outside Mount with Extension Bracket

used for optional valance bracket

2" minimum surface required

Nut

Bolt

1 ⊢ 3 3/8" ⊣ **Installation Bracket**

Nut

Bolt
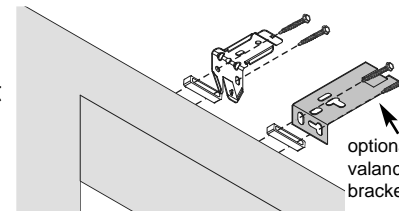
2 ⊢ 3 3/8" ⊣ **Valance Bracket**

Sidemount with Extension Bracket
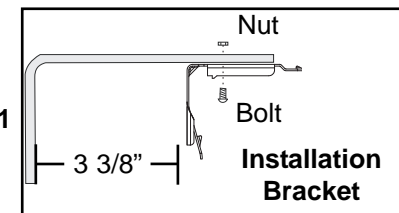

optional valance bracket
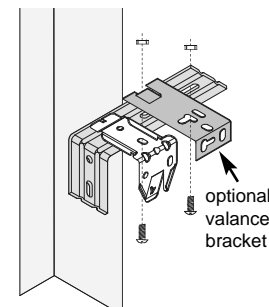
INSERTING THE HEADRAIL

Important - For top down / bottom up shades, remove the tie-wrap that is around the headrail before installing the shade.

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.


A

Push here upwards and toward the window.

B
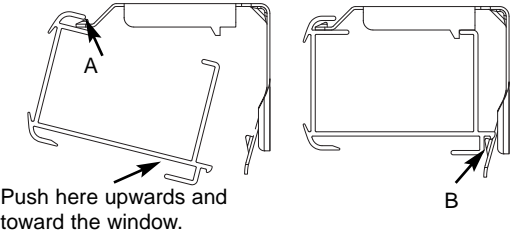
REMOVING THE HEADRAIL

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.
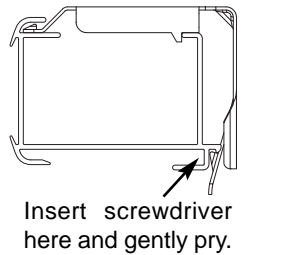
INSTALLING THE VALANCE (Optional for Standard)

Align the valance with the Valance Brackets. Gently push at each bracket location until the valance is fully seated.
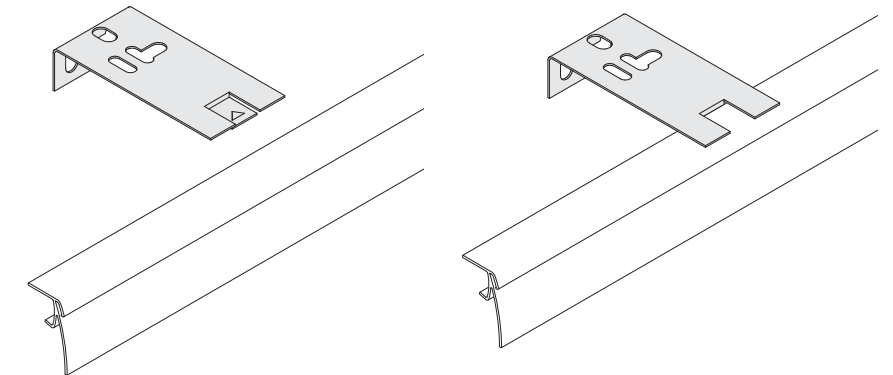
OPTIONAL HOLD DOWN BRACKETS

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.
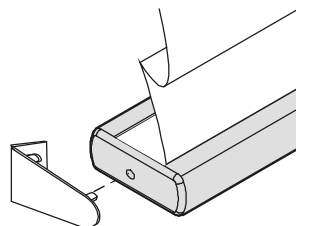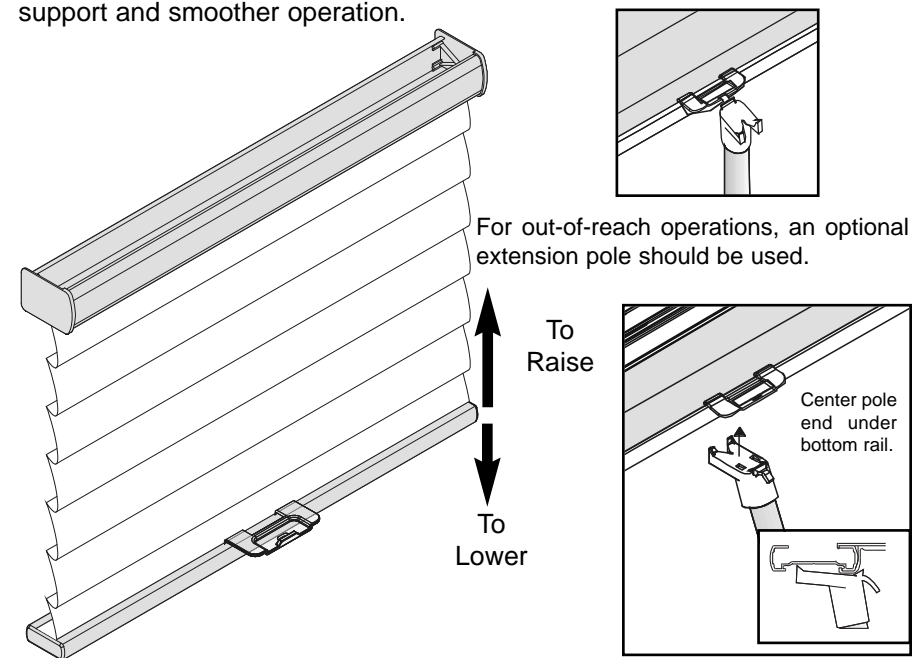
OPERATION - STANDARD SHADE

To lower the shade, pull down on the handle which is secured to the bottom rail. To raise the shade, push the bottom rail up. The shade will hold at any position when the bottom rail is released.

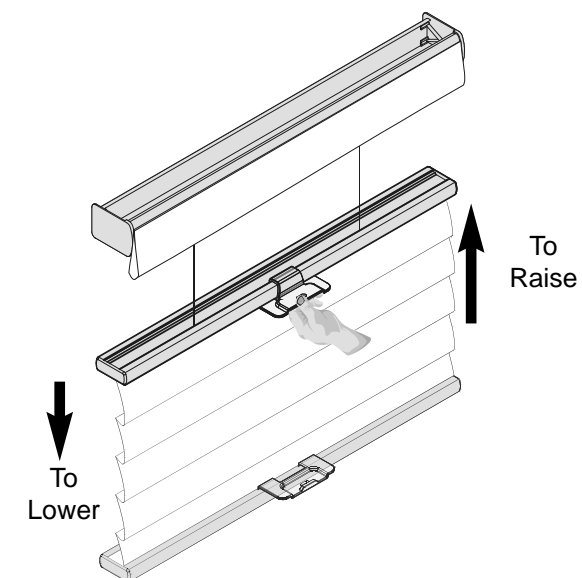This product should be operated from the handle of the bottom rail.

Be sure to raise the shade slowly and steadily to allow the shade enough time to stack evenly.

Be sure to use the handle when raising and lowering shade for better support and smoother operation.

For out-of-reach operations, an optional extension pole should be used.

To Raise

Center pole end under bottom rail.

To Lower

OPERATION - TOP DOWN / BOTTOM UP

To raise or lower the shade, push up or down on the handle of either the middle or bottom rail.The shade will hold at any position when the middle or bottom rail is released.

**Be sure to raise the shade slowly and steadily to allow the shade enough time to stack evenly.**

Be sure to use the handle when raising and lowering shade for better support and smoother operation.

To Raise

To Lower

CHECK LENGTH AND EQUALIZATION ON SHADES

NOTE: Only adjust one cord at a time. Disconnecting more than one cord may allow the cords to retract into the headrail.

If the shade length and equalization is satisfactory, simply trim the excess cord and ladder braid hanging below the bottom rail. For top down/bottom up shades also trim the excess cord from the middle moving 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
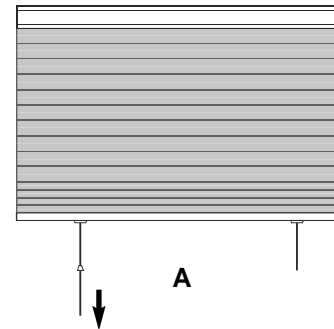
If the cord needs to be longer, slide the bottom end of the cord up into the plug and slide the plug down to take up slack.

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 Clip (figs. E & F).

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

B   C   D   E   F

Bottom Rail Pocket

Bottom Rail Plug
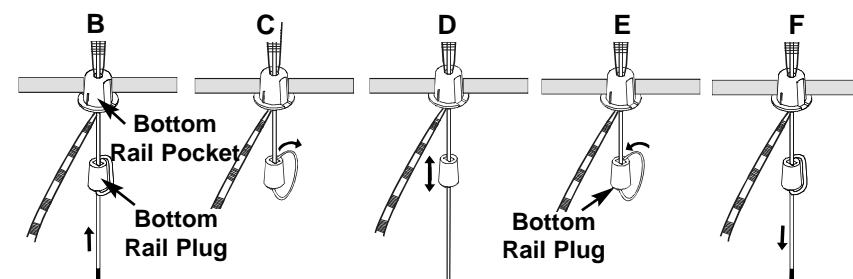
Bottom Rail Plug

Follow the same procedures for adjusting the middle moving rail on a top down/bottom up shade.

When bottom rail adjustments have been made trim the excess cord and ladder braid hanging below the bottom rail. For top down/bottom up shades also trim the excess cord on the middle moving rail.

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.

Cordless Roman
Standard and Top Down/Bottom Up

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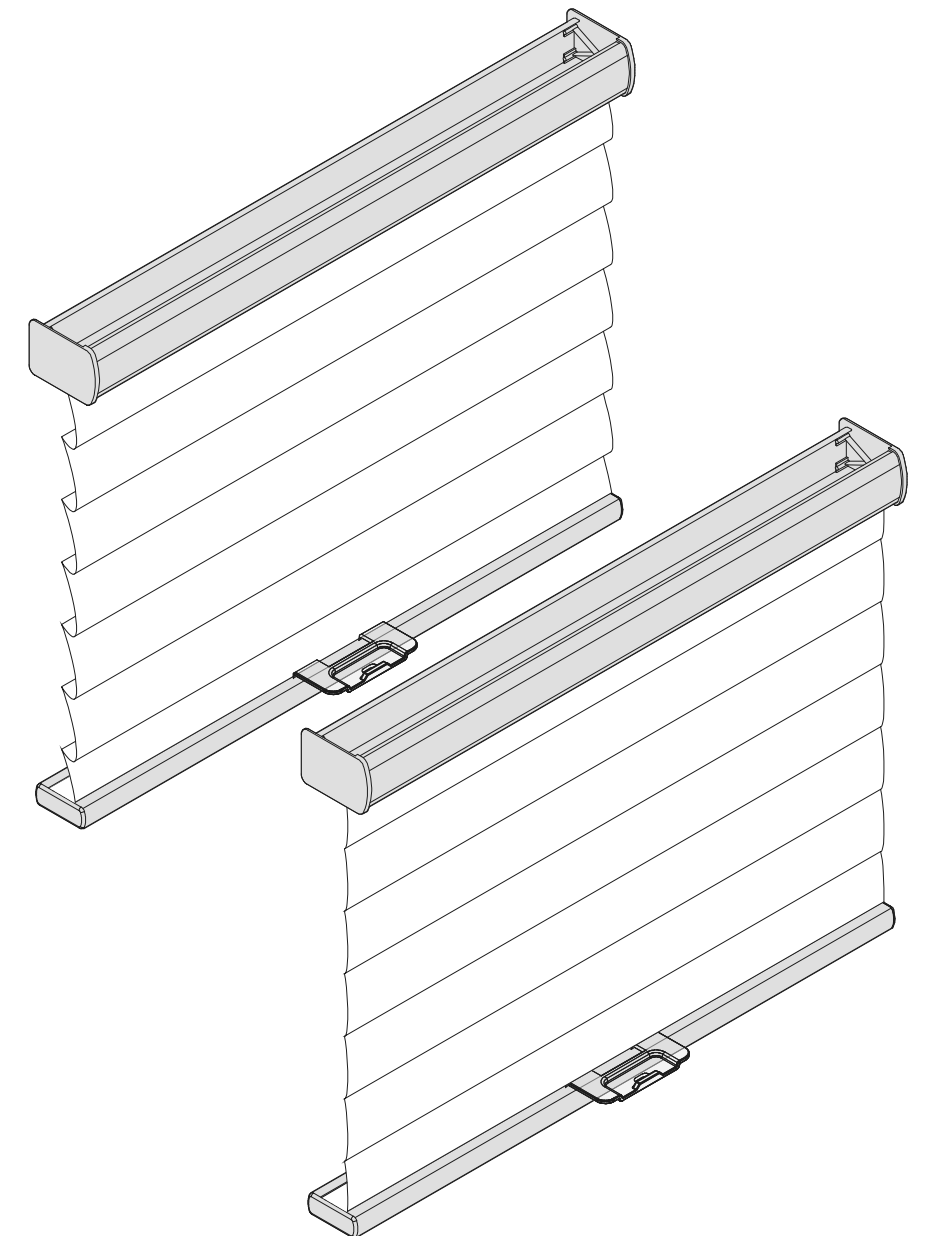
Our window fashions represent a design breakthrough in style, efficiency, and function. The unique hardware system is designed to provide years of reliable service when properly installed.

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