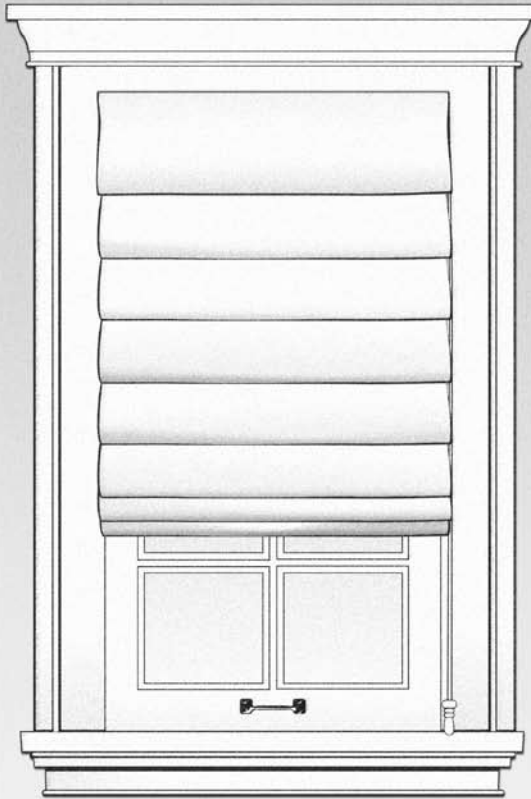# Roman Shades
Sunstar Shades
NWS–Roman Shades

Roman Shades / Sunstar Shades
Installation Instructions

Thank you for purchasing your new Roman shade. It has been custom-made from the highest quality materials to the dimensions you specified. With proper installation and care, it will provide you with many years of beauty and trouble-free use.

Please read all instructions before you start so you will be familiar with the overall process.

Getting Started

Remove the shade from the packaging but do not dispose of the packaging until the shade is installed to your satisfaction.

As much as possible, leave the shade in its factory configuration as it comes out of the box. However, for cord and pulley or cord lock lifting systems, depending on the placement of the cords, you may need to remove the T pins immediately to avoid damaging the cords during installation.

Tools

- Pencil
- Awl
- Tape measure
- Level
- Ladder or stepstool
- Motor tester (if shade is motorized)
- Sharp blade and masking tape (if shade is cords forward, outside mount)
- Power drill with the following bits:
  - $\frac{1}{16}$" drill bit
  - $\frac{1}{8}$" drill bit
  - $\frac{1}{4}$" hex driver
  - Standard screwdriver
  - Phillips screwdriver
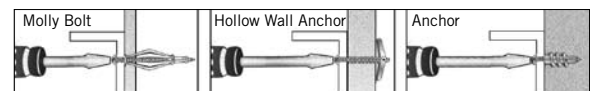 - Masonry drill bit (if drilling into concrete or brick)

Hardware

- 3" wood screws (for inside/ceiling mount, motorized or chain-operated)
- 2" wood screws (for inside/ceiling mount, cord-operated)
- L-brackets (for outside/wall mount)
- 1½" wood screws (for mounting brackets to wall)
- ¾" wood screws (for mounting shade to brackets)
- Cleat with 1¼" color-matched screws (for cord-operated shades)
- 1¼" Phillips screw (for chain holder attachment, chain-operated shades)

(Quantity and type of hardware included depends on shade width and specifications.)

Special Fasteners

The brackets must be securely attached to the mounting surface. If wood studs are not available, use special fasteners designed for your mounting surface (not included). See illustration for examples.
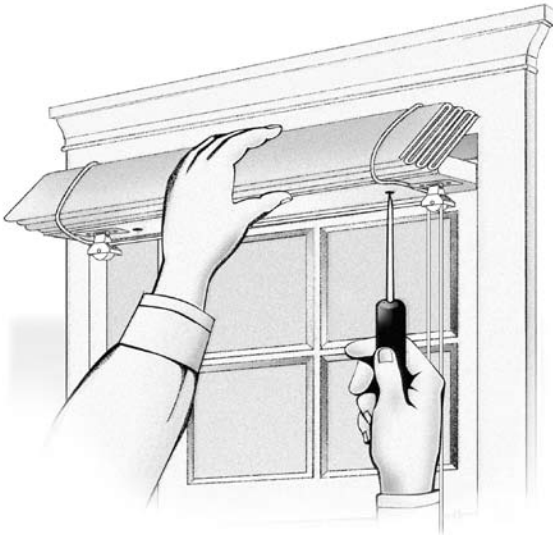
- If drilling into metal, purchase self-tapping scews.
- When selecting your fastener, make sure it is designed to support the weight of the product being installed. Follow the fastener manufacturer's instructions carefully.

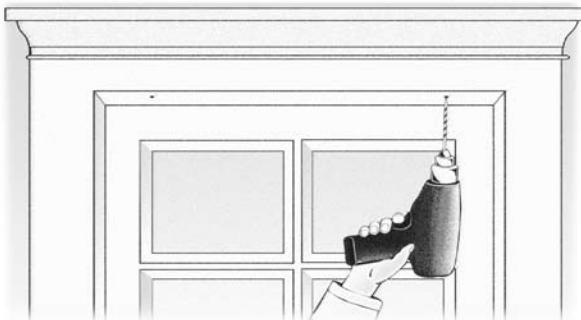## Inside Mount

Step 1: Mark the Shade Position

The wooden headrail has predrilled mounting holes for easy installation. When the lifting system is a chain and clutch or a motor, these holes are drilled at an angle, and longer screws are provided. This allows for installation without any interference from the lifting system tube.

Turn the shade so that the front of the shade is facing into the room and the predrilled headrail holes are easily accessible. Center the shade inside the window frame at the required depth. Using an awl, mark the locations of the mounting holes through the predrilled headrail holes.

Step 2: Drill Mounting Holes

Remove the shade and, using a $\frac{1}{16}$" bit, drill short pilot holes at the indentations left by the awl.

Step 3: Attach the Shade

Align the shade with the drilled holes and ensure that the draw cords are not snagged. Install the shade using the screws provided.
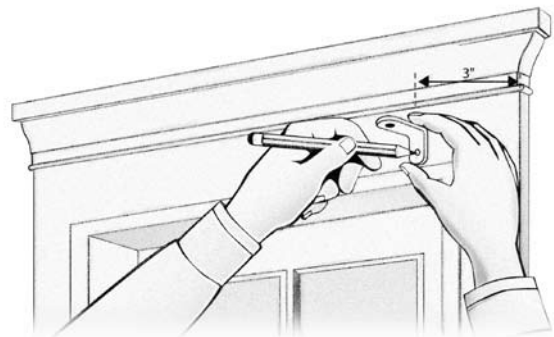
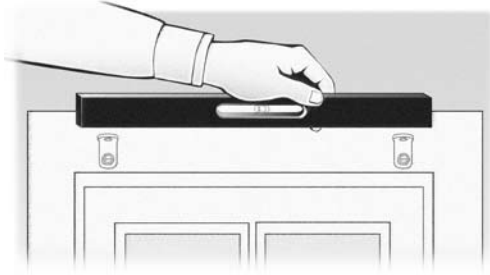### Step 4: Finish the Installation as Described on Back Page

Outside Mount

Step 1: Mark the Bracket Positions

Shades are attached to the wall with the L-shaped brackets provided. With a pencil, mark the mounting position of each bracket at the desired height. A bracket must be installed about 3"–4" from each end.
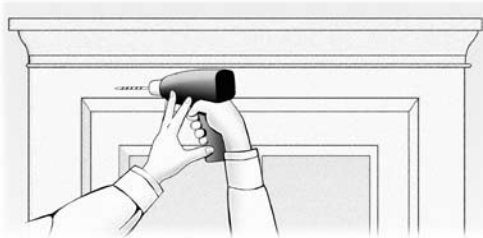
3"

If you are installing a wide shade, additional brackets are included to prevent bowing. Space them equally across the top and be sure that they are level with the two end brackets. Make sure that the bracket placement will not interfere with the operating mechanism of the shade.
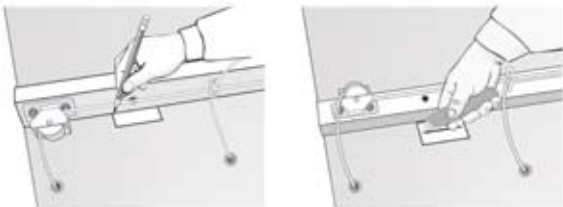
Step 2: Attach the Brackets

Using a 1⁄16" bit, drill into the wall at the marked positions. Then attach the brackets to the wall or window frame with the long screws provided.

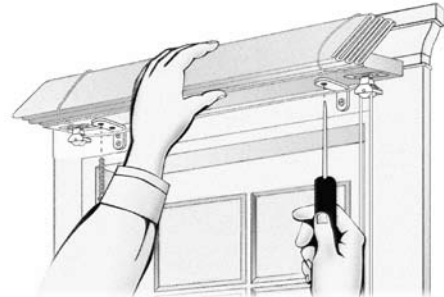### Step 2A: (Conditional for Cords Forward Shade) Make Bracket Slits

If the shade is cords forward (the fabric falls off the back of the headrail) and you are doing an outside mount, you will need to make small slits in the shade fabric to insert the mounting brackets. Put a piece of masking tape, about 1½" long, on the face of the shade at each bracket location. Measure the exact position for each bracket and mark a 1" cutting line on the masking tape directly below the underside of the headrail. Using a sharp blade, carefully cut a 1" slit through the masking tape and the shade fabric at each marked location.

Important: The slits must be placed exactly at the bottom edge of the headrail. If they are too high or too low, the shade fabric can bunch up or the cloth can rip.
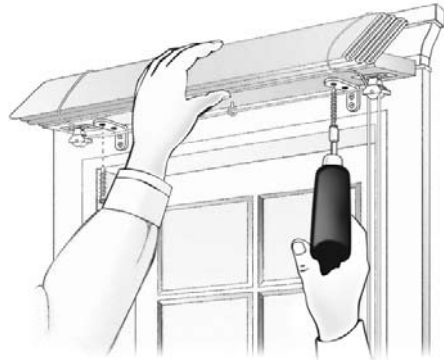

Step 3: Position the Shade

Place the headrail on top of the brackets and push it back against the wall or window frame. Center the shade over the window. Check that the draw cords are not snagged, that they move freely around the brackets, and that the headrail is parallel to the top of the window. Holding the shade in place, pierce the fabric using an awl, and then drill the headrail through the bracket mounting holes using a 1⁄16" drill bit. **Do not drill** through the fabric on top of the headrail.

Step 4: Attach the Shade

Attach the shade to the brackets, using the short screws provided.

Step 5: Finish the Installation as Described Below
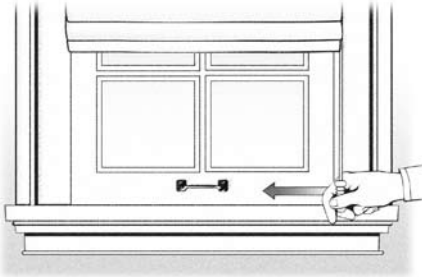
Finishing the Installation
Cord and Cleat or Cord Lock Lifting Systems
Attach the Cleat

Choose a location that aligns with the cord, and a height that will be safe for children. Drill 1⁄16" pilot holes and attach the cord cleat to the wall using the two color-matched screws provided. If you do not reach solid backing, use secure fasteners (not included).
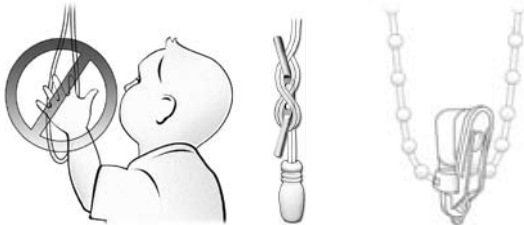
Operating Your Cord Lock Shade

To lower the shade, pull the cord down and towards the center of the shade to unlock. Hold the cord and release the downward pressure on the cord to lower the shade to the desired position. To lock the shade, simply pull the cord past the outside edge of the shade and release.

To raise the shade, pull the cord straight down until the shade is raised to the desired position. To lock the shade, pull the cord past the outside edge of the shade and release. Wrap excess cord around cleat.

Safety

Hanging cord or chain is a safety hazard for children or pets. To prevent possible strangulation, be sure these finishing steps are completed, and always wrap excess cord around a cord cleat.

Chain and Clutch Lifting Systems

Attach the Chain Holder

The shade is shipped with the chain holder attached to the chain. Hold the chain holder upright and position it so that the chain is straight. Allow enough slack so that the bead chain stops can rotate around the device easily.

Mark the location of the installation hole on the wall, and drill a ¹⁄₁₆" starter hole. Using the screw provided, attach the chain holder as shown above. If you do not reach solid backing, use a secure fastener (not included).
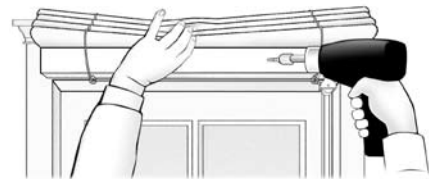
Motorized Lifting Systems

Test and Adjust the Motor

Attach the motor tester by connecting the color-coded leads (instructions included separately). Lower and raise the shade and check that it operates properly. Adjust the upper and lower limits for the motor as needed (instructions included separately). Have the wiring completed by a qualified electrician.

Upended Headrail

If the shade uses an upended headrail, 2" flat head Phillips screws are provided. The shade is attached through the predrilled holes in the headrail whether the shade is inside or outside mount. Determine the proper shade location as above, making sure it is level. Hold the shade fabric out of the way and attach the headrail as shown. Ensure the screws or moving drill parts do not catch the shade fabric or cords.

Specialty Shades

There are many specialty shade types, including curved headrails and slanted headrails. These are all installed in the same manner as detailed above.

Caring for Your Shade

- Vacuum using a brush or dust head attachment.
- Dust lightly using a soft, clean cloth.
- Dry clean your shade if it needs a more thorough cleaning.
- Never immerse the shade in water or liquids of any type.

Troubleshooting

- The shade will not raise or lower.

  Check the draw cords. Make sure they are not caught on the mounting brackets or screws.
- When the draw cords are pulled, only one side of the shade moves up or down.

  Make sure the shade is not caught on an obstruction, such as a part of the window sill, crank, or latch.

  or

  Check to determine if any of the draw cords have become untied or knotted accidentally.