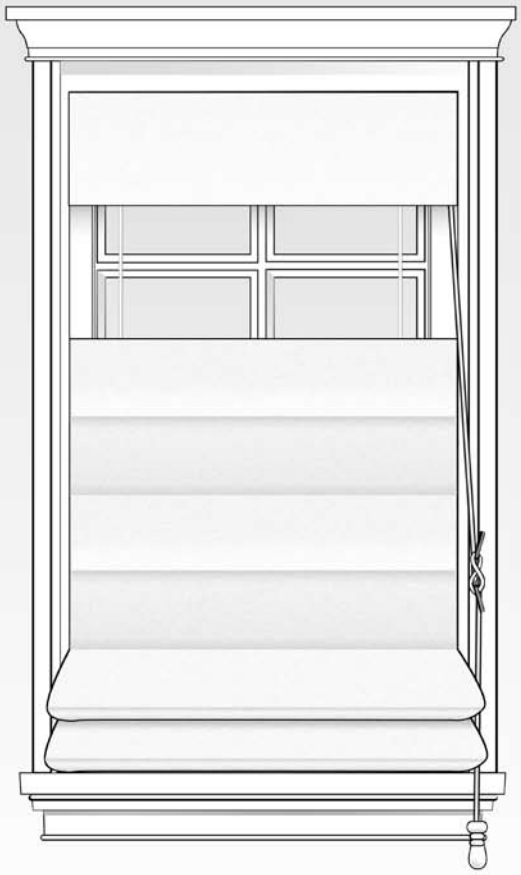
INSTALLATION INSTRUCTIONS



Top-Down Roman Shade

Top-Down Roman Shade

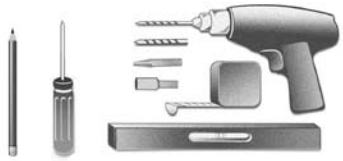
Installation Instructions

Motorized or Manual Lifting Systems

Thank you for purchasing your new Top-Down 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.

Tools Required

- Power drill with the following bits:
  - 1⁄16" drill bit
  - ¼" hex driver
  - Phillips screwdriver
  - Masonry or metal drill bits (if mounting surface requires)
- Pencil
- Awl
- Tape measure
- Level
- Ladder or stepstool
- Motor tester (if shade is motorized)

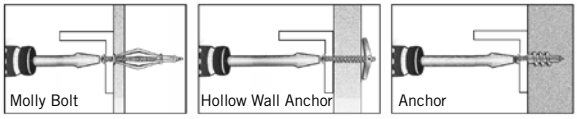


Components

- Shade system consisting of:
  - Pulley rail with valance and lifting system components attached
  - Sill rail with shade attached, connected to pulley rail by lifting system cords and guide wires
- Installation brackets
- Hex head screws
- Cord cleat (for cord and pulley or cord lock lifting systems)
- Chain holder and Phillips screw (for chain and clutch lifting systems)

Special Fasteners

The shade or 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.



Tips on Special Fasteners

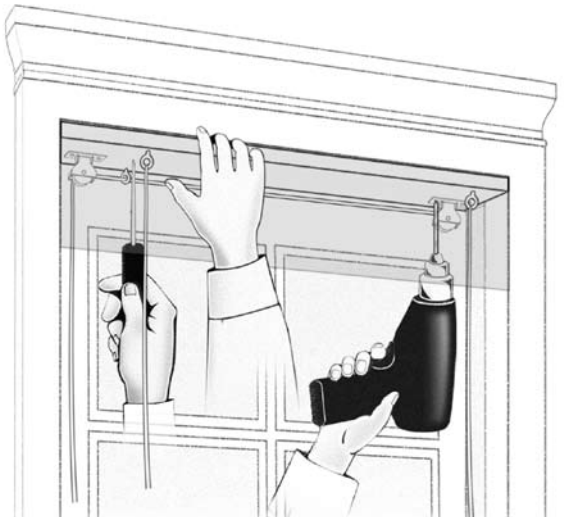
- If drilling into metal, purchase self-tapping screws.
- When selecting your fastener, make sure it is designed to support the weight of the product being installed. Follow the fastener manufacturer's instructions carefully.

Inside Mount

Step 1: Attach the Pulley Rail

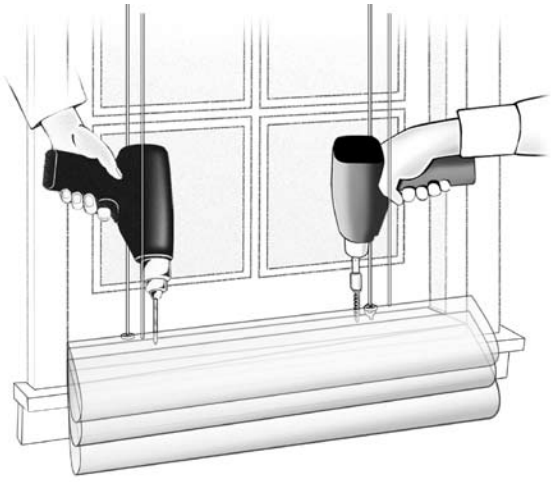
Note: This step and step 2 can be reversed if desired.

Center the pulley rail in the top of the window opening and use an awl to mark the locations of the predrilled mounting holes. Use a 1⁄16" drill bit to start the installation holes in the window frame. Align the pulley rail with the installation holes, and use the long hex head screws provided to attach it to the window frame.



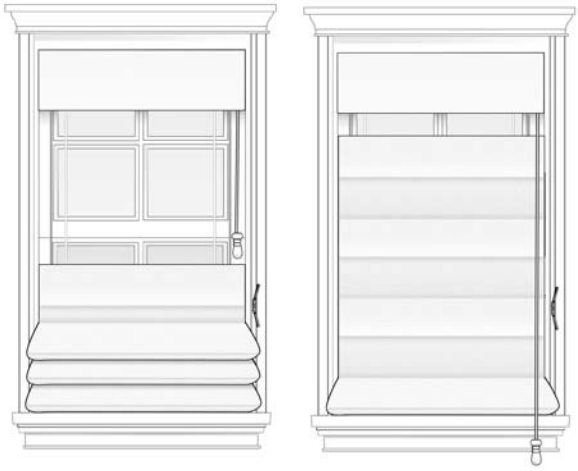
Step 2: Attach the Sill Rail

Center the sill rail in the bottom of the window opening and use an awl to mark the locations of the predrilled mounting holes. Use a 1⁄16" drill bit to start the installation holes in the window frame. Align the sill rail with the installation holes, and use the long hex head screws provided to attach it to the windowsill.



Step 3: Adjust the Shade

After the shade is successfully installed, test that it operates properly by raising and lowering it a few times. If the shade has a motorized lifting system, attach the motor tester to verify correct operation. Adjust the motor limit switches as necessary. Motor limit switch instructions are included separately with motorized shades.

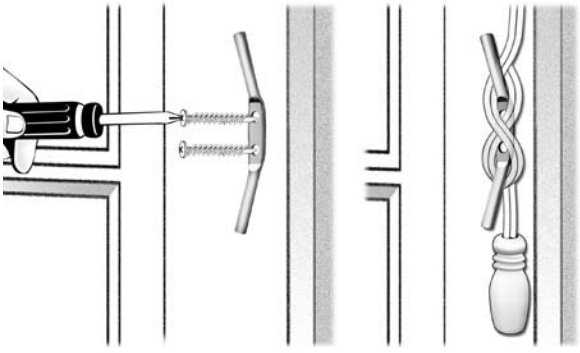


Step 4 (for manual lifting systems only): Attach the Cord Controller

Important: Hanging cords are a safety hazard for small children and pets. The cord controller is a necessary safety feature to prevent strangulation. Do not omit this step.

Cord and Pulley or Cord Lock Lifting Systems

Choose a location for the cord cleat that is close to the shade at a height that will be safe for children. Attach the cord cleat to the wall using the screws provided. On a cord and pulley operated shade, wrap the cord around the cleat to secure the shade in a raised position. On a cord lock operated shade, wrap any excess cord around the cleat to minimize danger to young children and pets.



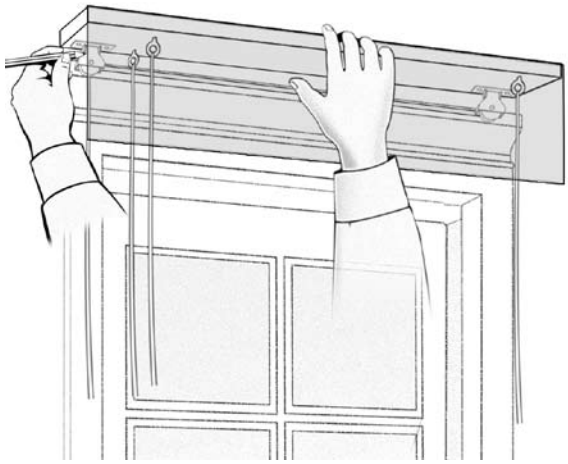
Chain and Clutch Lifting Systems

Hold the chain holder upright and position it against the wall, allowing enough slack so that the bead chain stops can rotate around the device easily. Mark the location of the installation hole on the wall. Drill a 1⁄16" starter hole, and then attach the chain holder using the Phillips screw provided.

Outside Mount

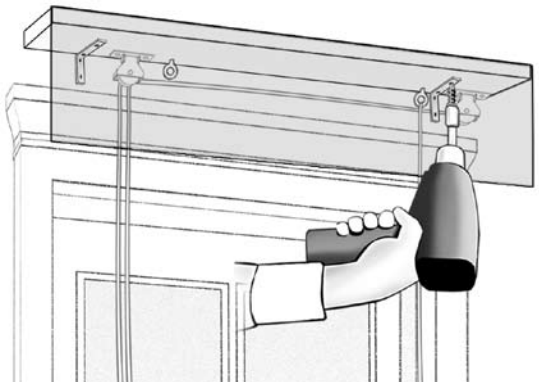
Step 1: Mark the Bracket Positions for the Pulley Rail

Center the pulley rail over the opening at the desired height, and mark the location on the wall. Determine mounting bracket positions that will not interfere with the operating mechanism of the shade. Place a bracket about 4" in from each end of the pulley rail. Space the remaining brackets equally across the rail, no more than 36" apart. Mark the bracket mounting hole locations on the wall, and make sure that the brackets will be level with each other.



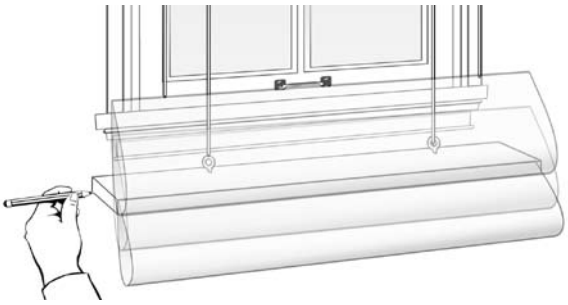
Step 2: Attach the Pulley Rail

Drill 1⁄16" holes at each bracket hole location. Attach the brackets to the wall using the long hex head screws provided or the appropriate fasteners. Place the pulley rail over the brackets and push it back against the wall or the window frame. Center the pulley rail over the window. Check that the draw cord is not snagged and moves freely around the brackets, and that the pulley rail is parallel to the top of the window. Attach the pulley rail to the brackets using the short hex head screws provided.



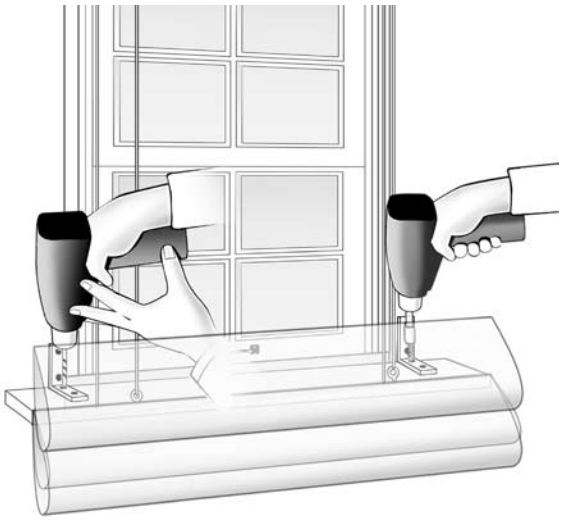
Step 3: Mark the Bracket Positions for the Sill Rail

Hold the sill rail against the wall so that the guide wires are taut but not stretched. Mark the position of the sill rail and use a level and measuring tape to be sure it is level and aligned with the pulley rail. Mark the positions of the mounting brackets, placing them above the sill rail if possible and being sure they will not interfere with the shade lifting system. Place a bracket about 4" from each end and space additional brackets equally across the sill rail, no more than 36" apart. Make sure the brackets will be level with each other.



Step 4: Attach the Sill Rail

Hold the sill rail out of the way and drill 1⁄16" pilot holes in the wall at the bracket mounting hole locations. Attach the brackets to the wall using the long hex head screws or the appropriate fasteners. Slide the sill rail over the brackets and be sure it is aligned with the pulley rail. Drill 1⁄16" pilot holes and attach the sill rail to the brackets using the short hex head screws provided.



Step 5: Adjust the Shade

After the shade is successfully installed, test that it operates properly by raising and lowering it a few times. If the shade has a motorized lifting system, attach the motor tester to verify correct operation. Adjust the motor limit switches as necessary. Motor limit switch instructions are included separately with motorized shades.

Step 6 (for manual lifting systems only): Attach the Cord Controller

Cord and Pulley or Cord Lock Lifting Systems

Choose a location for the cord cleat that is close to the shade at a height that will be safe for children. Attach the cord cleat to the wall using the screws provided. On a cord and pulley operated shade, wrap the cord around the cleat to secure the shade in a raised position. On a cord lock operated shade, wrap any excess cord around the cleat to minimize danger to young children and pets.

Chain and Clutch Lifting Systems

Hold the chain holder upright and position it against the wall, allowing enough slack so that the bead chain stops can rotate around the device easily. Mark the location of the installation hole on the wall. Drill a 1⁄16" starter hole, and then attach the chain holder using the Phillips screw provided.

Safety

Manually operated shades feature knotted cords designed to protect small children and pets from becoming entangled. To prevent possible injury, use a cord cleat to wrap up the loose cord when the shades are raised.

Caring for Your Shade

Your Top-Down Roman shade will provide you with years of beauty and pleasure with minimal care and cleaning.

- Vacuum using 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.