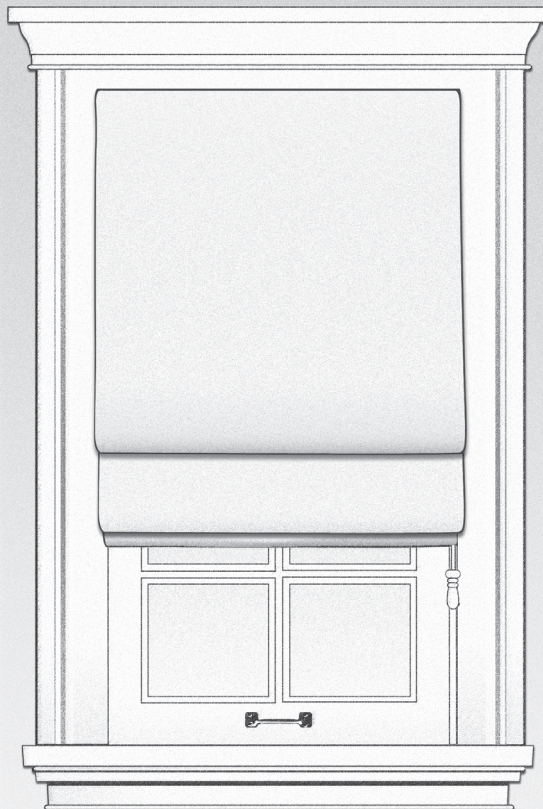


INSTALLATION INSTRUCTIONS



Roman Shade

Screw Eye Lifting System

Roman Shade Installation Instructions

Thank you for purchasing your new Roman shade. With the 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.

Make sure you measure your window to ensure the shade will fit properly before beginning.

There are two installation options:

- Inside mount—the shade is secured inside the window opening with two or more screws, and hangs inside the window opening.
- Outside mount—the shade is secured with L-brackets to the molding or wall above the window opening.

Getting Started

Remove the Roman shade from the packaging. Keep the packaging until you have successfully installed the shade. Do not unfold the shade yet; it is easier to install a shade that is securely folded.

Tools Required

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

Hardware

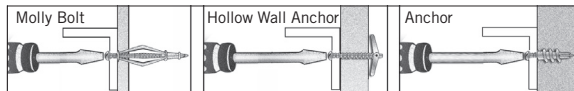


You will use the following for shade installation:

- Inside mount—2" wood screws, cleat with 1 1/4" color-matched screws
- Outside mount—1 1/2" wood screws, 3/4" wood screws, L-brackets, cleat with 1 1/4" color-matched screws

(Quantity of hardware included depends on width of shade.)

For outside mount, it is best to attach the L-brackets to wood studs. If this is not possible, you will need to purchase special fasteners (see illustration for examples).



Here are some helpful tips:

- If you are using a special fastener, make sure it is designed to support the weight of the shade. Follow the fastener manufacturer's instructions carefully.
- When drilling into drywall or plaster, use a fastener designed for hollow wall applications (see illustration).
- When drilling into concrete, stone, brick, or tile, use appropriate plugs, anchors, or screws (not included).
- When drilling into metal, the included screws are sufficient, but it is best to pre-drill the holes.

Mounting the Shade

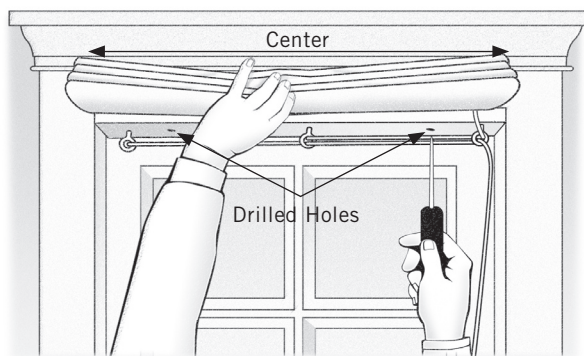
Inside Mount

Step 1: Mark the Mounting Holes

Position the shade as you want it to hang in the window, with the front of the shade facing into the room. Center the shade inside the window frame at the required depth.

Using an awl, mark the locations of the mounting holes through the pre-drilled headrail holes.

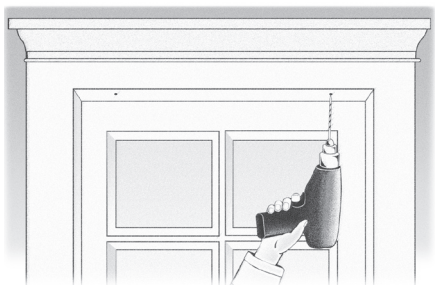
Remove the shade.



Step 2: Drill the Mounting Holes

Note: Be sure about the desired position of the shade before drilling the mounting holes.

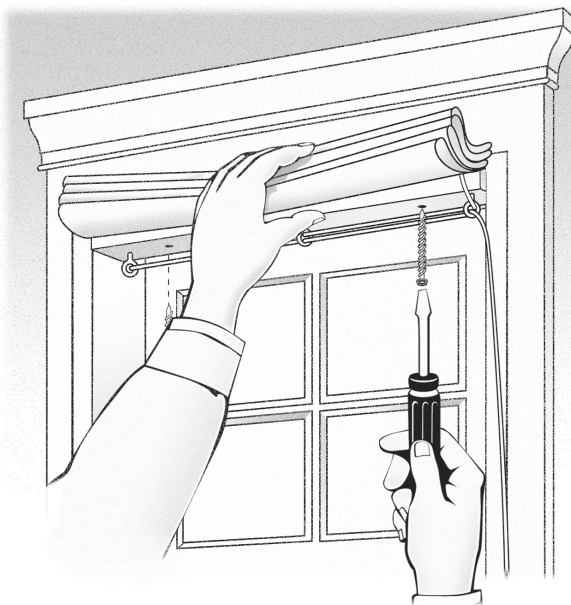
Using a $\frac{1}{16}$ " drill bit, drill pilot holes at the locations marked in Step 1.



Step 3: Mount the Shade

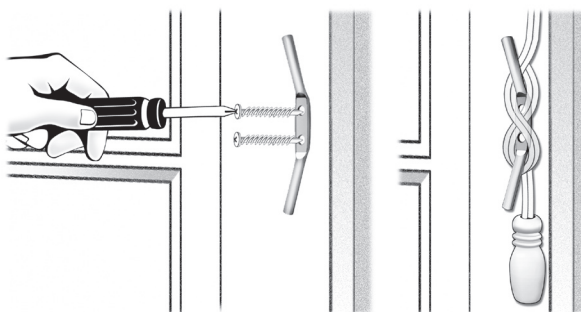
Place the shade in the position you selected in Step 1. Align the shade with the drilled holes and make sure the draw cords are free.

Install the shade using the 2" screws provided.



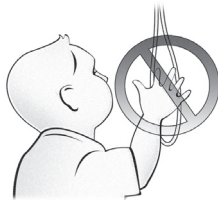
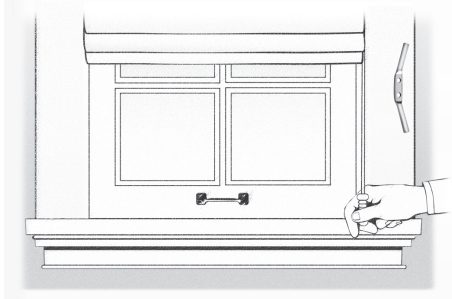
Step 4: Attach the Cord Cleat

For the cord cleat, choose a location that is close to the shade, and a height that will be safe for children. Attach the cord cleat to the wall using the two color-matched screws provided.



Operating Your Shade

Raise or lower the shade to the desired height, and then wrap the draw cord around the cord cleat to secure the shade at that height.



Safety

All Roman shades feature knotted cords designed to protect small children and pets from becoming entangled. When the shades are raised, excess cord may hang within the reach of children or pets. To prevent possible injury in these situations, wrap excess cord around the cleat.

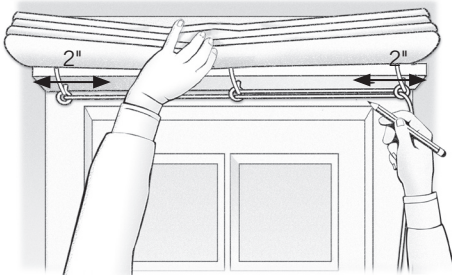
Outside Mount

Step 1: Mark the Mounting Holes

Position the shade as you want it to hang on the molding or wall above the window opening. Make sure it is centered.

On the wall or molding, mark the positions where you will install the L-brackets, 2" in from each side of the shade. For wider shades, position the third L-bracket at or near the center of the shade, making sure it does not interfere with a screw eye. Mark the position. Make sure all L-brackets are level and aligned.

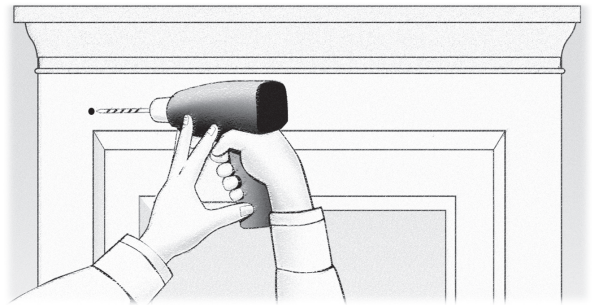
Remove the shade.



Step 2: Drill the Mounting Holes

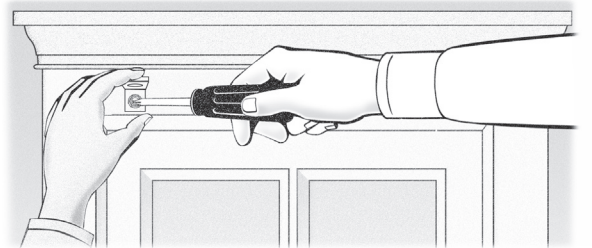
Note: Be sure about the desired position of the shade before drilling the mounting holes.

Using a 1/16" drill bit, drill pilot holes at the locations marked in Step 1.

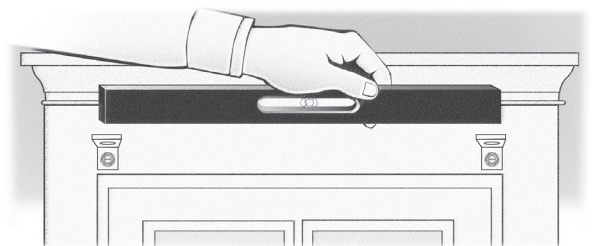


Step 3: Attach the L-Brackets

Attach the L-brackets to the wall or molding as shown, using the 1 1/2" screws.



Ensure that the L-brackets are level and evenly spaced before attaching the shade.

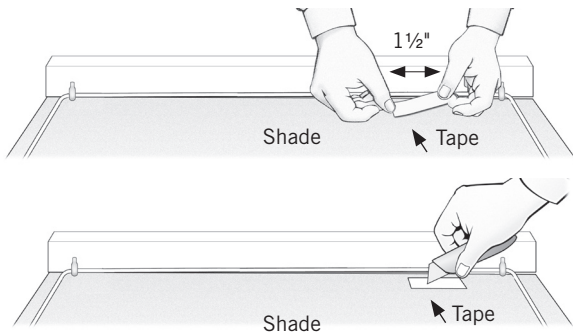


Step 3A: (Conditional for Cords Forward Shade) Make Bracket Slits

If the shade is cords forward (the fabric falls off the back of the headrail) and you are installing 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.



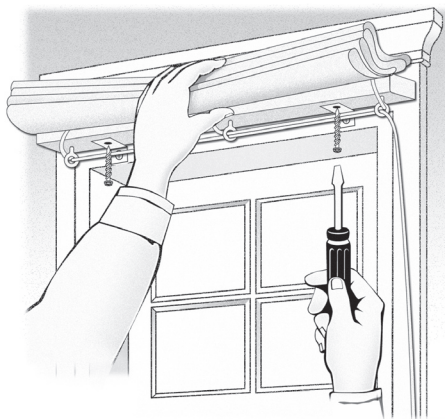
Step 4: Attach the Shade

Place the shade on the L-brackets and push it back against the wall or window frame. Center it, and make sure the draw cord is not snagged and is freely available.

Using an awl, mark locations for the screws on the headrail.

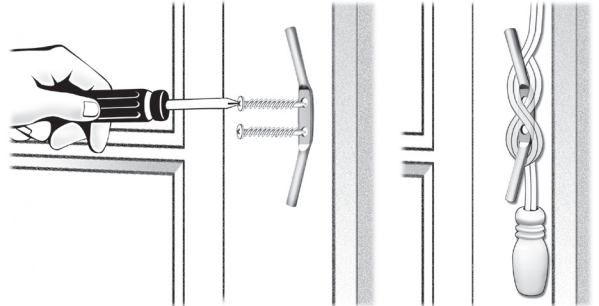
Drill ⅛" pilot holes in the headrail, being careful not to drill through the fabric on the top.

Attach the headrail to the L-brackets using the ¾" screws provided.



Step 5: Attach the Cord Cleat

For the cord cleat, choose a location that is close to the shade, and a height that will be safe for children. Attach the cord cleat to the wall using the two color-matched screws provided.



Caring for Your Shade

Your Roman shade will provide you with a lifetime 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

- My shade will not raise or lower.
Check the draw cords. Make sure they are not caught on the mounting L-brackets or screws.
- When I pull the draw cord, only one side of the shade moves up or down.
Make sure your 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.