

# Roman Shades

Installation and Care Guide

Thank you for your purchase of Roman Shades. With proper installation and care, your new Shadings will provide many years of beauty and performance. To install them you will need the following tools:

- Pencil
- Screwdriver
- Power Drill

You will also need a supply of fasteners to install the installation brackets. Sheet metal screws work well for both wood and aluminum mounting surfaces. If you are installing into a hollow wall, you will need to use wall anchors.

### Installation Instructions

*Note:* For a flush inside mount, a 2" window depth is required.

1. Unroll your shade and cord controls.
2. Place the shade in the bracket by putting the bolt through the slot in the top of the shade. (See figure A) and place shade at desired position in the window opening.

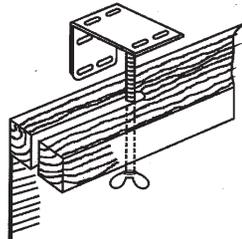


figure A

3. Mark the position of the brackets at the window with a pencil ensuring all brackets are aligned.
4. Remove the brackets from your shade. Place the brackets at the pencil marks and screw into place (pre-drilling small holes for screws will make installation easier).
5. Attach shade up into the brackets so that the bolt is visible under the headrail (see figure B). Place wing nut on the bolt and tighten securely.

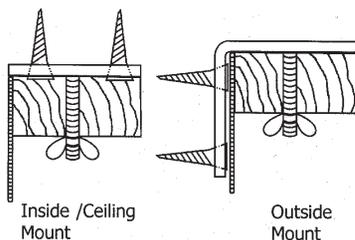


figure B

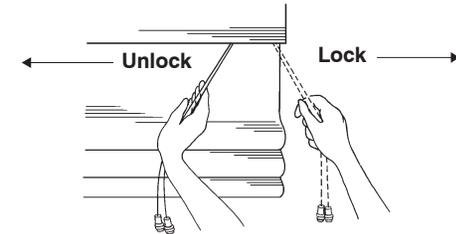
### Operation

#### To unlock shade:

Pull cord sharply to the center of the shade and release cord (see diagram).

To lock shade into position:

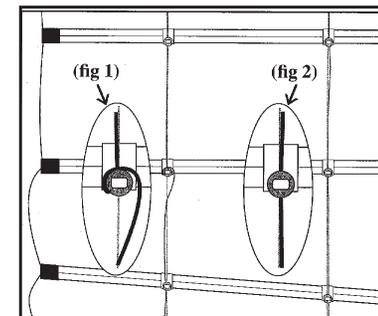
Pull cord down and toward the right of the shade (see diagram).



#### To raise or lower shade:

Keep the cord close to the shade; for best results, do not pull the cord away from the shade more than a 15 degree angle. To disengage the locking mechanism, move the cord toward the center of the shade approximately 30 degrees from the vertical position. Raise or lower shade while holding the cord at this angle. To engage the locking mechanism, return the cord to the vertical position.

Often during shipping, lift cords become looped around the cord guides located on the back of the shade. This will cause your shade to hang uneven. Simply unwrap the cord from around the clip so that the cord runs straight through the clip.



### Care and Maintenance

Roman shades are made of the highest quality material for extended wear. If your shade is not damaged or exposed to a great deal of direct sunlight, you can expect years of enjoyment with minimal care. Raising and lowering shades periodically helps reduce most natural dust accumulation. If additional cleaning is desired, shades can be lightly brushed or carefully cleaned with a soft vacuum brush attachment.