

# ROMAN SHADES INSTALL INSTRUCTIONS

SIMPLY FOLLOW OUR STEP-BY-STEP INSTRUCTIONS, AND YOUR BEAUTIFUL NEW SHADES WILL SOON BE ENHANCING YOUR HOME OR WORK SPACE FOR MANY YEARS TO COME.

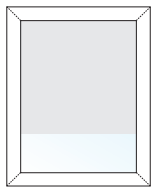
## Getting Started:

Carefully unpack your shades and check to make sure you have the following installation parts. We recommend reading through these instructions before starting the installation.

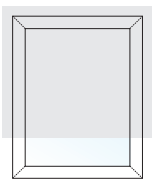
## Parts Included:

- Screws
- Mounting brackets (only needed for outside mount)
- Cord cleat (standard control)
- Tension device (continuous loop control)

Please note that your brackets must be securely attached to the mounting surface. If your screws do not hit wood studs you'll have to use a different fastener which can be found at any local hardware store.



INSIDE MOUNT



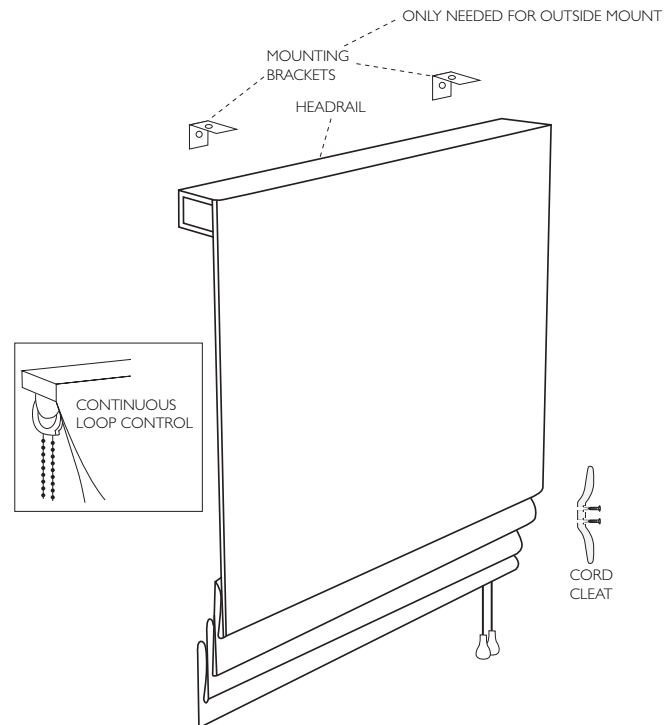
OUTSIDE MOUNT

\* According to the Window Covering Manufacturers Association Inc., all labels must not be removed from the product.

\* To comply with child safety standards, all tension devices must be installed per the installation instructions provided in step 3.

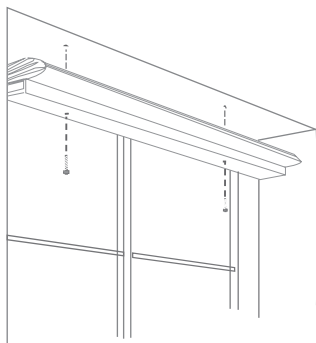
## Tools You Will Need:

- Drill with a 1/8" bit and a hex head and/or Phillips bit
- Screwdriver
- Metal tape measure

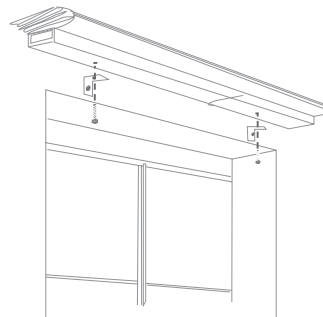


## Mounting Your Shades:

**Inside Mount:** The mounting holes are pre-drilled through the headrail. Start the screws into the mounting holes and tighten until the tips of the screws are slightly showing on the top of the headrail. Hold the shade inside the window frame. If possible, the front of the shade should be even with the front edge of the window frame. The shade should be centered within the window frame. With the shade properly positioned, push up on the headrail allowing the screw tips to leave a small indentation on the window frame. Now drill a hole with a 1/8" drill bit at the indentions. Finish the job by attaching the screws in the headrail into the pre-drilled holes.



**Outside Mount:** The shades are to be attached to the window frame or wall with the mounting brackets included. The brackets need to be placed so they will not interfere with the shade's operating mechanism. Attach the brackets to the wall or window frame at the desired height. Attach the brackets using the long screws provided, making sure the brackets are level with each other. Set the headrail on the brackets. Make sure the draw cords move freely around the mounting brackets. Center the shade back against the wall or window frame. Mark hole and pre-drill using 1/8" drill bit at each bracket location. Attach the shade to the brackets using the short screws provided. For shades with loop control, attach the shade to the brackets with a single short screw in the front hole of the bracket only.



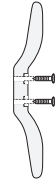
# ROMAN SHADES INSTALL INSTRUCTIONS (continued)

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## Attaching the Cord Cleat (Standard Control):

If you have small children, you should install the cord cleat to keep the control cord out of harm's way. Simply mount the cord cleat to the wall or window frame next to the shade with the screws provided.

Mount the cord cleat at a safe height, taking into account furniture or other objects upon which a child may climb. Then, after each use of the shade, simply wrap the excess cord around the cleat. It's fast, easy and safe.



## 3. Installing Tension Device (Continuous Loop Control):

### Consider Position of Tension Device:

The tension device should be positioned on the window frame or the wall so that the tension device and bead chain does not interfere with operation of window treatment.

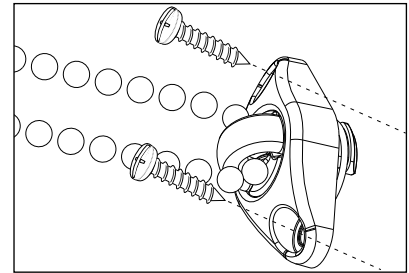
**The tension device should be installed so that bead chain is taut without stretching or pulling down on it. Stretching the bead chain will cause excessive wear. Do not twist or cross the bead chain.**

### Install Tension Device:

Press and hold the back spring on the tension device that is pre-installed at the top of the continuous loop. With the spring held, slide the device down to the bottom of the loop to where you would like the device positioned.

Insert and secure the two screws through the holes in the device. The loop should now pass freely through the tension device.

**Please Note:** When attaching to wood, included screws can be screwed directly into wood. When attaching to drywall and metal, use anchors that are designed for such substrates. Visit your local hardware store for guidance on appropriate anchors for your substrate.



## Tips of the Trade:

If the shade will not raise or lower: make sure the draw cords are not caught under the mounting brackets or screws.

If only one side of the shade moves when the cords are pulled: make sure the shade is not caught on an obstruction, such as a window crank, latch, etc. or : one of the draw cords may have come untied. Call the shade store customer service for assistance.

## Care and Cleaning:

Minimal care and cleaning is needed to maintain the beauty of your shades. To vacuum: Use a hand held, low suction vacuum.

To dust: Use a soft, clean cloth or a feather duster.

If the shades are in need of a more thorough cleaning, then have them professionally cleaned. Never immerse the shades in liquid of any type.

## Warranty:

The Shade Store products are covered by a limited lifetime warranty. This warranty covers any defects in materials or workmanship so long as the product is measured and installed according to instructions. Every shade store window treatment is designed to provide trouble-free use. In the unlikely event that warranty service is ever needed, simply contact the Help Desk at [help@theshadestore.com](mailto:help@theshadestore.com) or 800-754-1455 for assistance.

# CORDLESS ROMAN SHADES INSTALL INSTRUCTIONS

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## Getting Started:

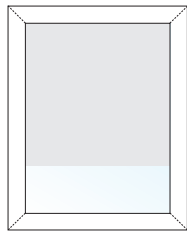
Carefully unpack your shades and check to make sure you have the following installation parts. We recommend reading through these instructions before starting the installation.

## Parts Included:

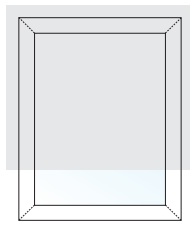
- Screws
- Mounting brackets (only needed for outside mount)

Please note that your brackets must be securely attached to the mounting surface. If your screws do not hit wood studs you'll have to use a different fastener which can be found at any local hardware store.

\* According to the Window Covering Manufacturers Association Inc., all labels must not be removed from the product.



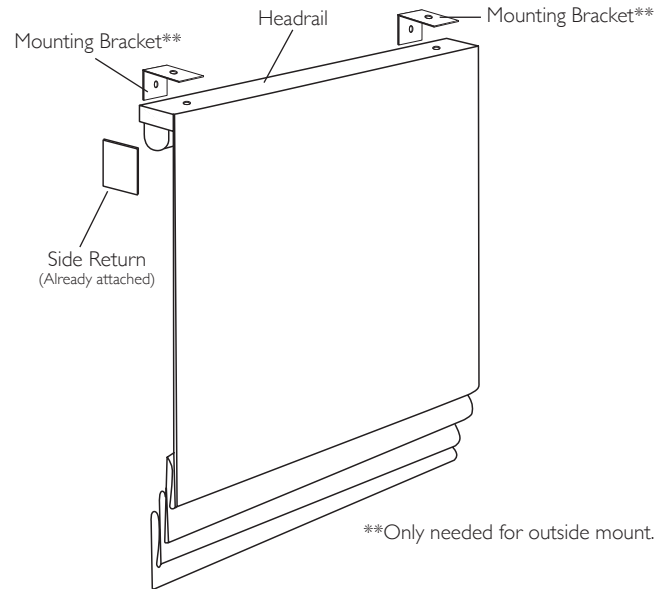
Inside Mount



Outside Mount

## Tools You Will Need:

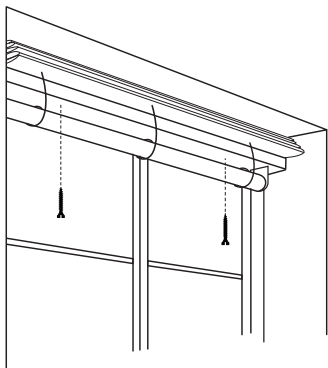
- Power drill with a:
  - 1/8" bit (outside mount)
  - Phillips bit (both inside and outside mount)
- Extension bit (optional)
- Phillips screwdriver
- Metal tape measure
- Pencil



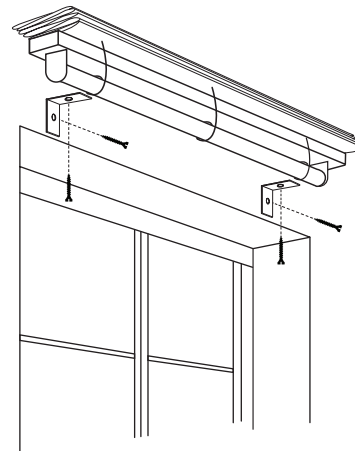
Make sure that you are mounting to a level surface. If your shade does not sit level, the roman shade may not raise evenly which could damage the edges of the fabric.

## Mounting Your Shades:

**Inside Mount:** The mounting holes are pre-drilled through the headrail. Start the screws into the mounting holes and tighten until the tips of the screws are slightly showing on the top of the headrail. Hold the shade inside the window frame. If possible, the front of the shade should be even with the front edge of the window frame. The shade should be centered within the window frame. With the shade properly positioned, push up on the headrail allowing the screw tips to leave a small indentation on the window frame. Now drill a hole with a 1/8" drill bit at the indentions. Finish the job by attaching the screws in the headrail into the pre-drilled holes.



**Outside Mount:** The shades are to be attached to the window frame or wall with the mounting brackets included. The brackets need to be placed so they will not interfere with the shade's operating mechanism. Attach the brackets to the wall or window frame at the desired height. Attach the brackets using the long screws provided, making sure the brackets are level with each other. Set the headrail on the brackets. Center the shade back against the wall or window frame. Mark hole and pre-drill using 1/8" drill bit at each bracket location. Attach the shade to the brackets using the short screws provided.



## CORDLESS ROMAN SHADES INSTALL INSTRUCTIONS (continued)

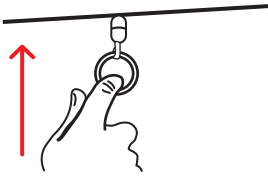
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### 2. Operation

Please always use the ring pull to operate your roman shade. Please do not pull on the hem of your roman shade to operate.

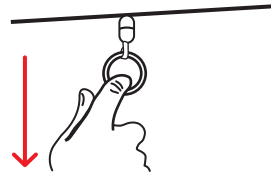
#### Raising the shade:

Gently pull the ring downward and then guide the roman shade upward to the desired location. Once at desired location, gently pull the ring downward to lock it.



#### Lowering the shade:

Gently pull the ring downward to the desired location and then release the shade with a gentle upward movement until it locks in place.

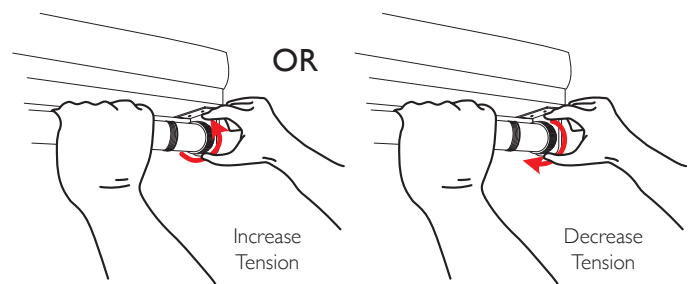
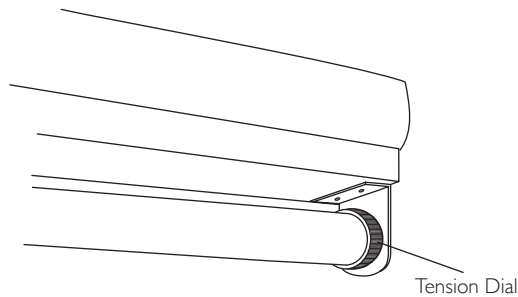


### 3. Adjusting The Tension On Your Shade

If your roman shade has too much tension (springs up too quickly) or too little (does not reach the top), the level of tension can be adjusted.

Begin by locating the acrylic tension dial on your roman shade's headrail as shown in the picture below.

Note: Your tension dial may be on the left. In this case, rotation directions will be opposite as shown.



- Raise your roman shade completely.
- Hold the tube with one hand to secure it so that it does not rotate.
- Rotate the tension dial in the appropriate direction as shown in the pictures above.
- Test the shade to ensure it is now at the desired setting. Repeat if necessary.

#### Care and Cleaning:

Minimal care and cleaning is needed to maintain the beauty of your shades. To vacuum: Use a hand held, low suction vacuum. To dust: Use a soft, clean cloth or a feather duster. If the shades are in need of a more thorough cleaning, then have them professionally cleaned. Never immerse the shades in liquid of any type.

#### Warranty:

The Shade Store products are covered by a limited lifetime warranty. This warranty covers any defects in materials or workmanship so long as the product is measured and installed according to instructions. Every shade store window treatment is designed to provide trouble-free use. In the unlikely event that warranty service is ever needed, simply contact the Customer Care at [help@theshadestore.com](mailto:help@theshadestore.com) or 800-754-1455 for assistance.