CustomCordless Roman**Style** **Fabric**Shade

owner's handbook

INSTALLATION INSTRUCTIONS

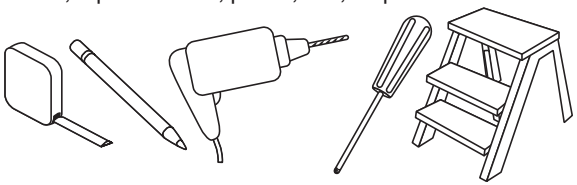
Step 1. Check Package Contents
Missing part? Call 1-800-264-1190

Mounting hardware kit includes the following:

Part	Quantity
Mounting Bracket	2 (for shades 24” to 36” wide) 3 (for shades 36⅛” to 54” wide) 4 (for shades 54⅛” to 84” wide)
1⅛” Screws	2 per bracket
Control Handle (*attaches to bottom rail*)	1

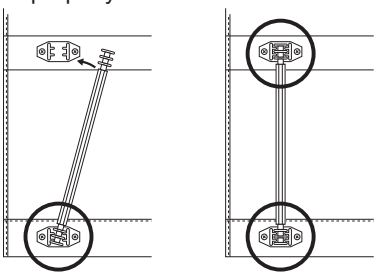
Note: one extra screw of each noted size is included for convenience

Step 2. Tools Required
Screwdriver, tape measure, pencil, drill, step ladder.



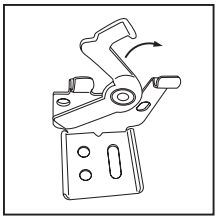
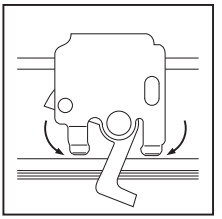
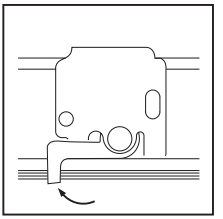
Note: use #6 plastic anchors for dry wall or plaster mounting (not included)
Drill Bits: for screws, use a 3/32" drill bit - for wall anchors, use 1/4" drill bit.

Step 3. Attach Pleat Stiffeners
If the Pleat Stiffeners are not pre-attached, snap them onto the bottom hem as illustrated, by pressing down firmly on each end of each stiffener. Do not press down in the center of the stiffener as it can break. The bottom pleat must have rigidity in order for the shade to function properly.



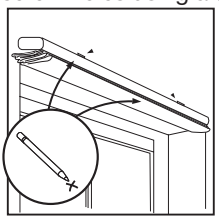
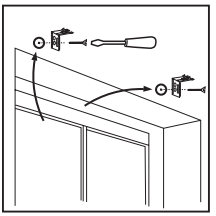
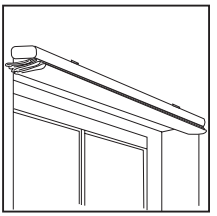
Step 4. Bracket Location and Installation
Your shade may be installed either inside the window frame or outside the window frame.

A mounting bracket should be positioned about 1” to 6” from each end of the head rail. For wider shades that require 3 or more brackets, these should be spaced evenly between the two outermost brackets. Always position the brackets such that there is no interference with the cords and mechanisms inside the head rail. The procedure outlined below will assure proper bracket placement.

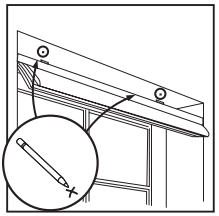
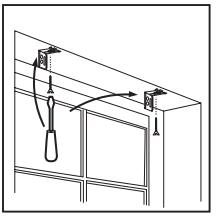
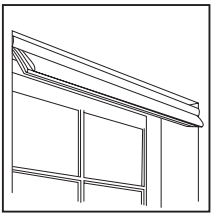




To attach the brackets the locking arm should be facing out. Then position the bracket so that it engages the inner front and inner back of the bracket, and then push the locking arm inward to lock it in place.

For Outside Mounting:
Attach the brackets to the head rail as described above. Hold the shade level at the height desired and center it over the window opening. Mark the exact location of each bracket with a pencil. Remove the brackets from the head rail and position the top of each bracket at the marked location and screw each bracket into the wall or window molding using the 1⅛" screws, pre-drill the screw holes using a 5⁄64" drill bit.

For Inside Mounting:
Clip the brackets onto the head rail as described above. Hold the shade in place and make a pencil mark at the rear of each bracket where it contacts the inside of the window frame. Remove the brackets from the head rail and align them with the marks. Attach each bracket using the 1⅛" screws, pre-drill the screw holes using a 5⁄64" drill bit.

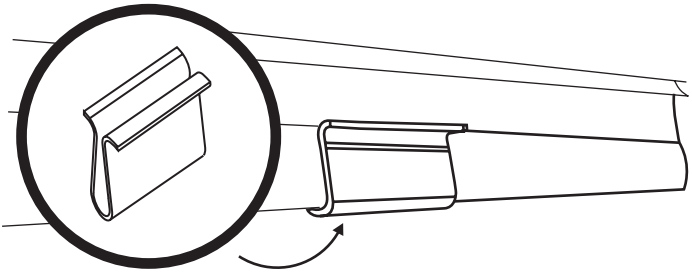




Step 5. Securing the Head Rail
Place the head rail on the brackets as described in Step 4 above, and lock in place. Check carefully to assure that each bracket is properly secured.

Step 6. Attach Handle / How to Operate
Attach the handle to the bottom of the shade as illustrated. The handle is designed to minimize contact with the shade fabric. Always raise and lower the shade slowly to assure that the fabric gathers neatly.

To lower the shade: grip the handle and slowly pull straight down.

To raise the shade: put one hand under the handle (palm facing up) and lift slowly until the desired height is reached.



IMPORTANT

Always push and pull at the center of the shade to assure that the bottom of the shade remains even (i.e. parallel to the top of the shade). If the shade becomes uneven, slowly pull it all the way down, and then lift to the desired position. If necessary, reach behind the shade and manually pull the cording slowly out of the head rail until the bottom of the shade is level.

Cleaning your Shades

To clean the shade fabric, use a feather duster or vacuum lightly using the soft brush attachment.

For 100% Polyester, Cotton/Poly blends and 100% Cotton or 100% Linen fabrics you may: Spot clean with warm soapy water using mild detergent and a clean sponge. Air dry, and then steam or iron.

Ironing

100% Polyester: If necessary, steam polyester or gently iron on a low heat setting to remove stubborn wrinkles. 100% Polyester fabrics release wrinkles easily. Steam or iron on the Polyester / Synthetic Fabrics setting (Low), but be aware that Polyester will melt if the iron is too hot.

Cotton/Poly blends: If necessary, gently iron on a Blended Fabric (Medium) setting to remove stubborn wrinkles.

100% Cotton and 100% Linen: If necessary, gently iron on a Cotton (High) setting to remove stubborn wrinkles.

Replacement Parts
In the event that replacement parts are ever needed, you may call:
1-800-264-1190

Please be sure to provide the following information, if possible:

- The complete model or catalog number of your product
- A description of the product
- A description of the part needed