# Roman Shades

## HOW TO INSTALL

Your quality **Roman Shade** has been custom crafted to your ordered measurements and comes with the necessary installation hardware for mounting the shade inside or outside the window frame.

## HOW TO INSTALL YOUR WOVEN WOOD SHADE

**Please take a few minutes to read these instructions.** When properly installed, your shade will provide many years of beauty and dependable service.

### HARDWARE INCLUDED

- Installation Brackets
- Mounting Screws
- Additional Mounting Brackets
  *(If required for extra support)*

### TOOLS NEEDED

- Pencil ■ Drill ■ Screw Driver
- Drill Bits (7/64" & 1/16") ■ Level ■ Scissors

### FASTENERS FOR OTHER SURFACES (NOT INCLUDED)

The screws provided are for mounting the shade to a wood surface only. For other surfaces, use the following:

- **Wallboard or Plastic** - Pre-drill holes for suitable hollow wall anchors or toggle bolts.
- **Metal Surfaces** - Pre-drill holes and use short metal screws.
- **For Concrete, Stone, Brick or Tile** - Use a carbide drill and appropriate plugs, or anchor with screws.

### BEFORE MOUNTING THE SHADE

■ Hold the shade against the window opening to determine if shade is made for inside or outside installation. (See Figs. 1 and 2.)



*Inside Mount*
FIG. 1

*Outside Mount*
FIG. 2

■ If shade is for inside window installation, and if the window frame is **not** even or level (Fig. 3), use shims to make sure that the headrail **will** be level when installed. (See Fig. 4)

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Your shade has been carefully inspected and adjusted to operate properly. Once installed however, minor adjustments may be necessary.

■ The yarn in your Roman Shade is flexible enough to straighten to window opening by stretching the yarn. Pull down on the short side on the bottom to eliminate unevenness and align the shade.

■ If the shade is not flat when lowered, roll the shade tightly from the bottom and then twist the roll from the ends (one end clockwise and the other counter-clock-wise) to align yarn and slats. (Fig. 8)

■ Should a strand of yarn slip out from the edge of the Roman Shade fabric, it may be removed with scissors (from top to bottom of shade) without affecting the strength of the shade.

## TO OPERATE YOUR SHADE

Your shade is equipped with a locking mechanism that holds the shade at the desired height.

■ To raise or lower the shade, pull and angle the lift cords toward the middle of the shade. (Fig. 9) A slight tug will release the cord lock allowing shade to be moved up or down.

■ To lock the shade at the desired height, angle the lift cord outward to the side to engage the cord lock. (Fig. 10)

■ If the shade should bind during raising or lowering, check the lift cords for proper alignment on the pulleys (under valance).
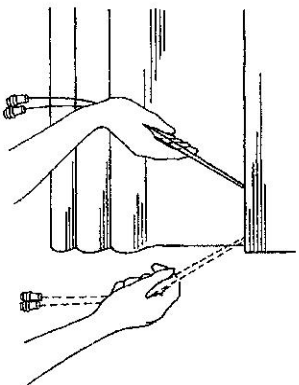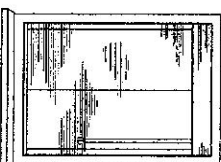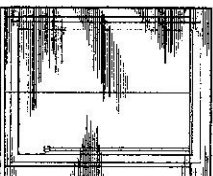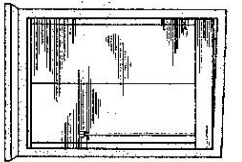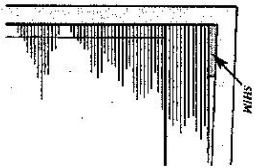


Fig. 9          Fig. 10

■ Even if the headrail is mounted on the frame, wall or ceiling, it must be level, so the shade will operate properly. Also make sure that shade is the proper length and that it will clear any obstructions. (Spacers or extension brackets may be required for shade to clear any obstructions.)

Uneven Frame
FIG. 3

Shim as necessary
FIG. 4

SHIM

FIG. 5

FIG. 6

Window Frame or Wall

Installation Bracket

Headrail

Wing Nut

Installation Bracket

## FRAME OR WALL INSTALLATION

■ Shade is fabricated to overlap the window opening. The installation brackets are mounted to window frame or wall.

■ Hold headrail **level**. Lower shade, check for correct length, and that shade clears any obstructions. (Spacers or extension brackets may be required to clear any obstructions.)
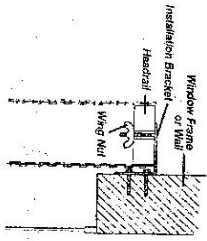
■ While holding the headrail **level** against the window frame or wall, lightly mark on the mounting surface the positions of the headrail slots.

■ Hold each installation bracket against the mounting surface and mark for two diagonal screw holes. (Fig. 5.) Position brackets to line up with **centers** of slots in headrail. Drill pilot holes and use appropriate fastener screws, wall anchors or toggle bolts to mount brackets.

■ Push the headrail up onto the brackets so that the threaded posts on the brackets fit through the slots in the headrail. (See Fig 6.)

■ Secure the headrail to installation brackets by tightening wing nuts.

## CEILING INSTALLATION

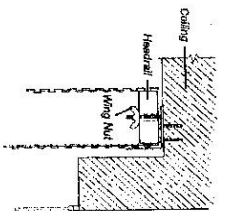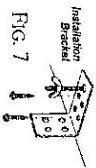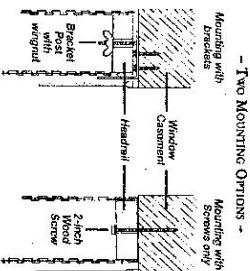■ Shade is fabricated to overlap the window opening. The installation brackets are mounted to the ceiling.

■ Hold headrail against the ceiling. Lower shade, check for correct length. Position shade so that it clears any obstructions.

■ While holding the headrail against the ceiling, lightly mark on the ceiling surface the positions of the headrail slots.

Ceiling

Headrail

Installation Bracket

Wing Nut

FIG. 7

■ Hold each installation bracket against the ceiling and mark for two diagonal screw holes. (Fig. 7.) Position brackets to line up with **centers** of slots in headrail. Drill pilot holes and use appropriate fastener screws, wall anchors or toggle bolts to mount brackets.

■ Push the headrail up onto the brackets so that the threaded posts on the brackets fit through the slots in the headrail. (See Fig. 6.)

■ Secure the headrail to installation brackets by tightening wing nuts.

## INSIDE WINDOW INSTALLATION

**Note: If installation brackets (included) are used for inside mount, refer to "Ceiling Installation". Otherwise, see below for mounting instructions.**

• Shade is fabricated to fit inside the window casement.

• Hold headrail level against the top of the casement, lower the shade to make sure it is the correct height, and that shade clears any obstructions. (Shimming may be required to level shade.)

• While holding the headrail firmly against the casement, drill 1/16" pilot holes into the casement through the small round holes in the headrail. (Do not drill pilot holes through the slots in the headrail.)

• Use the 2-inch wood screws to attach the shade to the window casement. If shim is used to level headrail, make sure that it is in place before tightening screws.

Mounting with brackets

Mounting with Screws only

— TWO MOUNTING OPTIONS —

Bracket Post with wingnut

Headrail

Window Casement

2-inch Wood Screw