

Installation Instructions For Custom Roman Shades

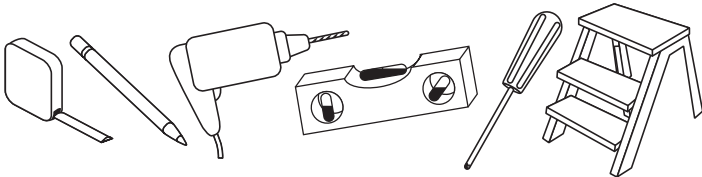
Step 1. Check Package Contents

Missing part? Call 800-264-1190

Mounting hardware kit includes the following:

Part	Quantity
a Mounting Brackets	2 (shades up to 36" wide) 3 (shades 36" to 48" wide) 4 (shades 48" to 96" wide)
b 1-1/4" Screws	2 (shades up to 36" wide) 3 (shades 36" to 48" wide) 4 (shades 48" to 96" wide)
c 3/4" Screws	2 (shades up to 36" wide) 3 (shades 36" to 48" wide) 4 (shades 48" to 96" wide)

Tools required



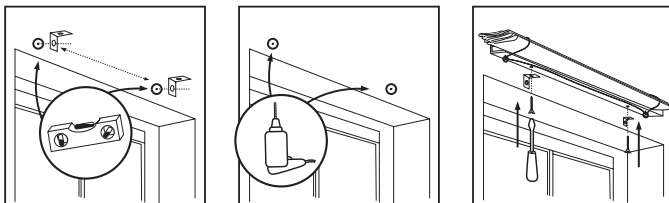
Pencil, tape measure, level, screw driver, step stool, drill.

Step 2. Installation

Wallboard or Plaster: use anchors specifically designed for hollow walls (not included).

Concrete, Stone, Brick: use a masonry drill bit and anchors or screws specifically designed for masonry (not included).

For Outside Mounting:



One bracket should be positioned about 2" to 6" from each end of the head

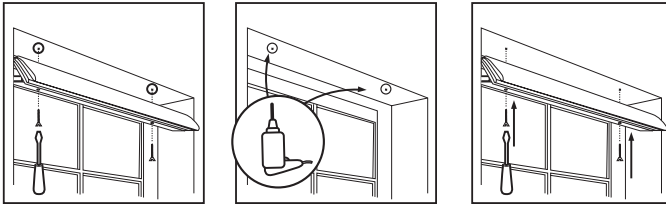
rail. For wider shades that require 3 or 4 brackets, these should be spaced evenly between the two outermost brackets. The brackets must not interfere with the cord guides or cord lock or in any way impede the movement of the lift cords – therefore, we recommend that you hold the shade in place and mark the desired bracket locations with a pencil.

The brackets must be level – use a Spirit Level if necessary to assure proper alignment.

Pre-drill the mounting holes using a 5/64" drill bit, then screw the brackets in place.

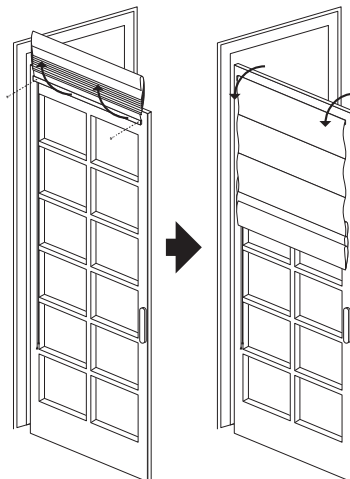
Place the head rail on top of the brackets – center the shade over the window opening – then mark the location of each mounting hole on the head rail. Pierce the fabric at the hole locations using the tip of a screw, then pre-drill the mounting holes using a 5/64" drill bit. Attach the shade to the brackets using the 3/4" screws provided.

For Inside Mounting:



Mounting holes are pre-drilled in the Head Rail, so brackets are not required. Align the front of the shade with the front edge of the window opening (or position as desired), making sure that the shade is centered in the window opening. **Hold the shade cloth up and over the head rail,** and then pre-drill the mounting holes using a 5/64" drill bit – screw the shade in place **using the 1-1/4" screws. A second set of hands makes this job much easier, so get a helper if possible.**

For Outside Mounting with Upended Head Rail



Mounting holes are pre-drilled in the Head Rail, so brackets are not required. Position the shade as desired over the window opening; making sure that it is level - use a Spirit Level if necessary to assure proper alignment. Hold the shade cloth up and over the head rail, and then pre-drill the mounting holes using a 5/64" drill bit - screw the shade in place using the 1-1/4" screws. A second set of hands makes this job much easier, so get a helper if possible.

How to Operate

To raise or lower the shade, pull the lift cord slightly to release the cord lock. Adjust the shade to the desired height, then move the lift cords slightly toward the outside of the shade to lock in place.

Custom Roman Shade With Cord Control

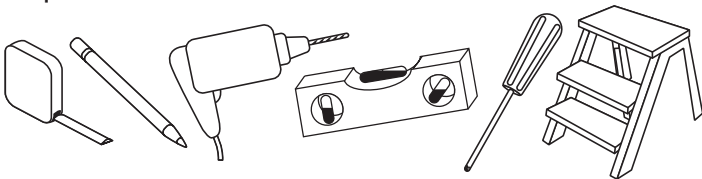
Step 1. Check Package Contents

Mounting hardware kit includes the following:

Part	Quantity
a Mounting Brackets	2 (shades up to 36" wide) 3 (shades 36" to 48" wide) 4 (shades 48" to 96" wide) 5 (shades 96" to 120" wide)
b 1-1/4" Screws	2 (shades up to 36" wide) 3 (shades 36" to 48" wide) 4 (shades 48" to 96" wide) 5 (shades 96" to 120" wide)
c 3/4" Screws	2 (shades up to 36" wide) 3 (shades 36" to 48" wide) 4 (shades 48" to 96" wide) 5 (shades 96" to 120" wide)

Note: brackets are for Outside Mount installations only!

Tools required



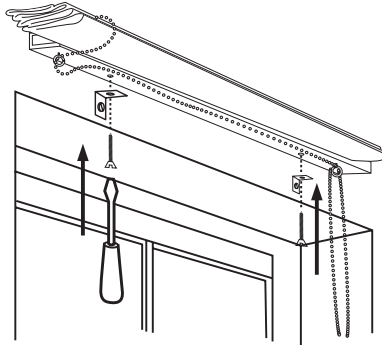
Pencil, tape measure, level, screw driver, step stool, drill.

Step 2. Installation

Wallboard or Plaster: use anchors specifically designed for hollow walls (not included).

Concrete, Stone, Brick: use a masonry drill bit and anchors or screws specifically designed for masonry (not included).

For Outside Mounting



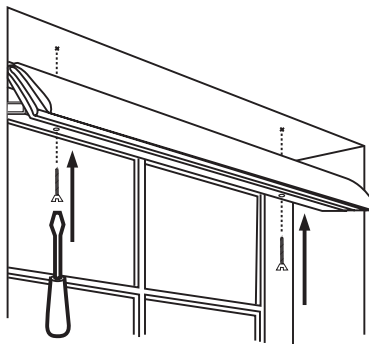
One bracket should be positioned about 2" to 6" from each end of the head rail. For wider shades that require 3 or more brackets, these should be spaced evenly between the two outermost brackets. Hold the shade in place and mark the desired bracket locations with a pencil.

The brackets must be level – use a Spirit Level if necessary to assure proper alignment.

The brackets will be attached to the top of the head rail, so attach the brackets to the wall or window frame first. Pre-drill the mounting holes using a $\frac{5}{64}$ " drill bit, and then screw the brackets in place.

Place the head rail against the brackets as illustrated – center the shade over the window opening – then mark the location of each mounting hole on the head rail. Pierce the fabric at the hole locations using the tip of a screw, then pre-drill the mounting holes using a $\frac{5}{64}$ " drill bit. Attach the shade to the brackets using the $\frac{3}{4}$ " screws provided.

For Inside Mounting:



Mounting holes are pre-drilled in the Head Rail. Screw the $1\frac{1}{4}$ " screws into the head rail until the tips of the screws extend very slightly beyond the top of

the head rail. Align the front of the shade with the front edge of the window opening (or position as desired), making sure that the shade is centered in the window opening – then push up on the screws so that the screw heads leave tiny impressions in the top of the window frame. Now, use the impressions as a guide and pre-drill the mounting holes using a $\frac{5}{64}$ " drill bit – then screw the shade in place.

Attach the Safety Cord Guide

The cord guide must be attached per these instructions in order for your shade to function properly. The Cord Guide is pre-attached to the Cord Control, and must be attached inside or outside the window opening, to the window frame or wall as you prefer.

The base of the Cord Guide can be attached vertically, horizontally or at an angle. Note that the 'U' shaped guide that the chain passes through swivels and can be set in any position to facilitate smooth operation.

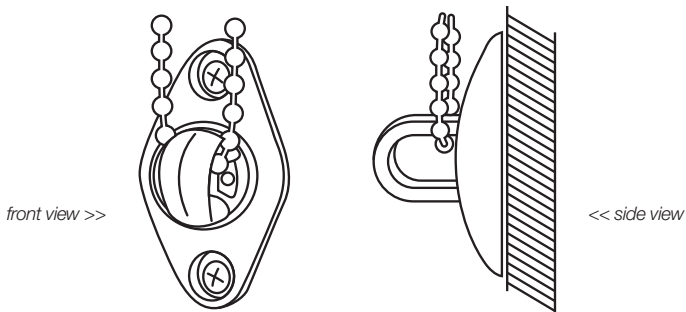
Attach the Cord Guide with the $\frac{1}{4}$ " screws provided. Pre-drill the screw holes using a $\frac{3}{32}$ " drill bit if mounting to a solid surface.

If the Cord Guide is attached to hollow drywall, please use the wall anchors provided. Use a $\frac{1}{4}$ " drill bit to drill the holes for the anchors.

DO NOT PUT TENSION ON THE CORD/BEAD CHAIN!

Install the Cord Guide such that the cord hangs loosely – this optimizes the performance of the clutch, and assures that the Cord Connector will pass through the Cord Guide with relative ease. Do not twist or cross the control cord/bead chain. In order to position the base properly, adjust the cord so that the Cord Guide is at the bottom of the cord loop and let it hang freely. Compress the spring by hand so that the chain moves freely through the 'U' channel.

Hold the tension device and the bracket against the window frame or wall and then move it upward at least $\frac{1}{4}$ " - mark the position of the bracket (mark the location of the screw holes with a pencil). Insert and secure two screws through the holes in the base of the Cord Guide.



How to Operate Cord Control Shades

Pulling gently on the cord in one direction raises the shade; pulling it in the other direction lowers it. On shades where the fabric rolls against the window, the front cord lifts the shade. On shades where the fabric rolls toward the room, the rear cord lifts the shade.

Custom Cordless Roman Shade

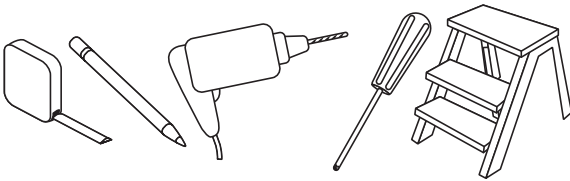
Step 1. Check Package Contents

Mounting hardware kit includes the following:

Part	Quantity
a Mounting Bracket	2 (for shades 24" to 36" wide) 3 (for shades 36 1/8" to 54" wide) 4 (for shades 54 1/8" to 84" wide)
b 1 1/8" Screws	2 per bracket
c Control Handle (attaches to bottom rail)	1

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

Tools Required



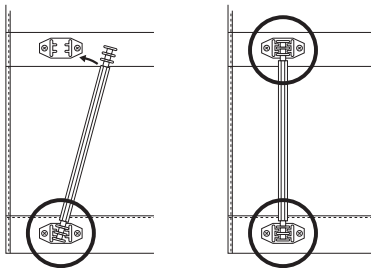
Screwdriver, tape measure, pencil, drill, step ladder.

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 1. 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.

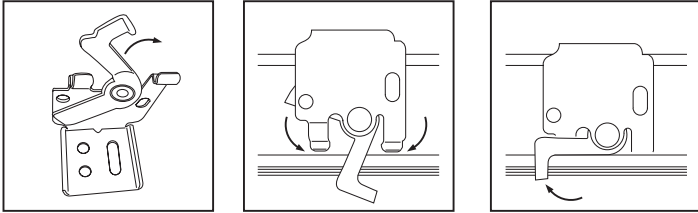


Step 2. Bracket Location and Installation

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.

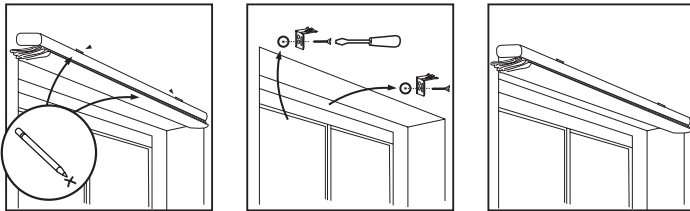


To attach the brackets the locking arm should be facing out. Then position the bracket so that it engages the inner front and inner back of the bracket, and then push the locking arm inward to lock it in place.

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.

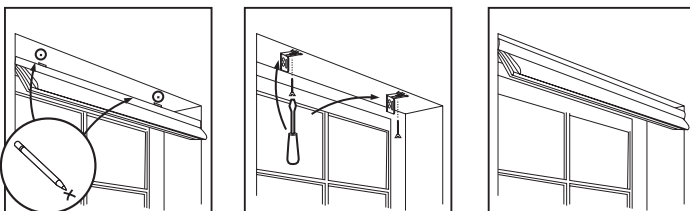
Remove the brackets from the head rail and position the top of each bracket at the marked location and screw each bracket into the wall or window molding using the 1 1/8" screws, pre-drill the screw holes using a 5/64" drill bit.



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 1 1/8" screws, pre-drill the screw holes using a 5/64" drill bit.



Step 3. Securing the Head Rail

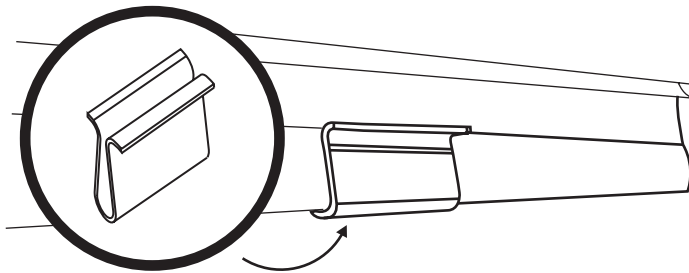
Place the head rail on the brackets as described in Step 4 above, and lock in place. Check carefully to assure that each bracket is properly secured.

Step 4. 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.

Fabric Care Instructions

The packaging and shipping of soft treatments frequently results in minor wrinkling of the fabrics used.

There are different characteristics and handling needs for the variety of fabrics offered in this program.

Please refer to the descriptions below for guidance on how to remedy minor wrinkles upon delivery.

First, allow all items to hang for a few days so wrinkles relax and begin to fall out.

Silk fabrics:

- Natural irregularities give the fabric its unique and desired character. The appearance of slubs, nubs, loops and barre ridges are universally accepted as normal and should not be considered defects.
- If necessary, steam silk to remove stubborn wrinkles. Please note that a good quality steamer is needed so water spots won't form from water spitting out from the steaming device.

Rayon/Poly blends:

- If necessary, steam rayon/poly to remove stubborn wrinkles. Please note that a good quality steamer is needed so water spots won't form from water spitting out from the steaming device.

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.

General Cleaning Guidance:

- Dry Cleaning is the best method to clean soiled soft window treatments.
- However, on 100% Polyester, Cotton/Poly blends and 100% Cotton or 100% Linen you may: Spot clean with warm soapy water using mild detergent and a clean sponge. Air-dry and then steam or iron as guided above.

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

LIMITED LIFETIME WARRANTY

Lifetime: Entire product against manufacturing defects (i.e. a flaw in the product design, materials or workmanship that causes the product to no longer function).

5 Years: All fabric

Not Covered: Normal Wear and Tear. Any product that fails due to:

- abuse • exposure to salt air • improper installation • accident • extraordinary use • improper operation • alteration • improper cleaning • misapplication • damage from pests/insects/pets
- improper handling • misuse

Costs associated with:

- product removal • transportation to and from the retailer • brand label removal • product re-measure • incidental or consequential damages • product reinstallation • shipping

To Report Shipping Damage

If damage occurred during shipping, call place of purchase and report within 7 calendar days or else you may be denied credit for your damaged product.

To Obtain Service

If you suspect that this Phase II product has a manufacturing defect in materials or workmanship:

1. Locate the sales receipt
2. Call place of purchase

Any unauthorized returns will not be accepted.

Warranty Remedy

THIS SHALL BE YOUR SOUL REMEDY UNDER THIS LIMITED WARRANTY.

If this product is found to have a manufacturing defect in materials or workmanship, we will, at our discretion, do one of the following:

- repair the product
- replace the product
- refund the cost of the product

Color

Colors vary from lot to lot and may not exactly match sample swatches or previous purchases.

Discontinued items or color selections will be replaced with the closest equivalent current product.

YOUR RIGHTS UNDER STATE LAW

This lifetime limited warranty gives you specific legal rights, and you may have other rights, which vary from state to state. Some states do not allow limitations on how long a warranty lasts, so the above limitations may not apply to you.

No agent, representative, dealer or unauthorized employee has the authority to increase or alter the obligation of this warranty. This lifetime limited warranty supersedes any previous versions.