Congratulations on the purchase of your new Fabric Roman Shade with Cordless Controls!

Installation Instructions for Fabric Roman Shades with Cordless Controls

**Releasing a Locked Shade**
A shade may become stuck in the down position if pulled with excessive force.

To release if locked in the down position:

- If the adjustment wheel is on the **LEFT**, turn it 1/4 of a turn in this direction.
- If the adjustment wheel is on the **RIGHT**, turn it 1/4 of a turn in this direction.

**Care and Cleaning**
It is recommended that Fabric Roman Shades be vacuumed periodically with a drapery hose attachment.

Professional cleaning is recommended for all Fabric Roman Shades. A professional drapery cleaner may be found in the yellow pages or on the internet.

**Warning**
Young children can STRANGLE in cord and bead chain loops. They can also wrap cords around their necks and STRANGLE.

- Always keep cords and bead chains out of children’s reach.
- Move cribs, playpens, and other furniture away from cords and bead chains. Children can climb furniture to get to cords.
- Do not tie cords together. Make sure cords do not twist together and create a loop.
- Attach tension device to wall or floor. This can prevent children from pulling cords and bead chains around their necks. Fasteners provided with the tension device may not be appropriate for all mounting surfaces. Use appropriate anchors for the mounting surface conditions.
- Do not remove looped cord from cord shroud.

**Dressing the Shade**

**Steaming the Shade**
Like every fabric treatment, a brand new window fashion right out of the box may have wrinkles.

Many of the wrinkles will simply hang out after a few days. However, for best results, we recommend steaming your shade once it is installed.

If a professional steamer is unavailable, a standard iron with a steam button will work just as well.

**Dressing the Shade**
Part of the beauty of a fabric shade is the folding of the pleats. Often, a pleat on a new shade will fold in an unusual way.

Once the shade is raised, a little dressing of the pleats (pulling them into the desired position) may be necessary.
New York Brackets are standard for all inside and outside mount installations.

1. Prepare the Headrail:
The headrail of your shade has been slotted for New York brackets.

2. Install The Brackets:
Install the New York Brackets in the window to line up with the slots in the headrail. Make sure all the brackets are level with each other.

Remove the wing nuts from the “New York” brackets and slide the shade into position by sliding the shafts of the brackets into the slots cut into the top of the headrail.

3. Secure the Shade:
While holding up the shade, reattach the wing nuts to the “New York” brackets and tighten.

Note: Extended New York Brackets are available for outside mounted shades and project the shade out an extra 3/4”.

“L” Brackets Installation (Waterfall Only)

“L” Brackets are an alternative outside mount bracket; not recommended for shades with a 6” classic valance. (Waterfall Only)

1. Install the Brackets:
Install the top of “L” bracket 3/4” down from where the top of the shade measurement was taken. Make sure all the brackets are level. One bracket should be mounted 5” from each end of the shade. Intermediate brackets should be spaced evenly in between.

2. Secure the Shade:
Place the headrail on top of the mounted “L” brackets and then secure the shade to the brackets using the provided 3/4” screws.

2” Screws Installation (IM Only)

2” screws are a quick and easy alternative inside mount installation method.

1. Insert the Mounting Screws:
With the shade down, insert the mounting screws from the bottom side of the headrail. One screw should be mounted 5” from each end of the shade. Intermediate screws should be spaced evenly in between.

2. Position the Shade:
Hold the shades up and position it in the window opening. Drive the mounting screws up through the headrail into the inside of the window opening, soffit, or ceiling.

Cordless Controls

Always use the control ring to operate your shade. Just like a spring roller shade, a simple quick tug will get it started.

Never pull on the hem to operate your shade.

Adjusting Spring Tension

The tension of your shade can be adjusted to make it go up faster or slower with the white adjustment wheel at the end of the drive tube.

If your adjustment wheel is on the LEFT side of your shade follow these directions.

1. Raise the shade fully to the top.
2. Grasp the tube with your right hand making sure it does not rotate.
3. Referring to the pictures below, turn the white ribbed wheel in the direction of the arrow one full rotation.
4. Test the shade. Repeat if necessary.

INCREASE Tension

DECREASE Tension

If your adjustment wheel is on the RIGHT side of your shade follow these directions.

1. Raise the shade fully to the top.
2. Grasp the tube with your left hand making sure it does not rotate.
3. Referring to the pictures below, turn the white ribbed wheel in the direction of the arrow one full rotation.
4. Test the shade. Repeat if necessary.

INCREASE Tension

DECREASE Tension