INSTALLING YOUR SHADE:

NOTE: For wallboard or plaster, use anchors as designed for hollow walls (not included). For concrete, stone and brick, use a masonry drill bit and anchors designed for masonry (not included).

STEP 1: INSTALL BRACKETS
FOR OUTSIDE OR WALL MOUNT:
1. Your shade will have come with pre-drilled holes for the mounting brackets. Hold the shade in the desired location for installation and then mark the bracket locations with a pencil, so that the screw posts of the brackets will fit through the pre-drilled holes.
2. Check with a level that the bracket locations are straight.
3. Mark the screw holes for the brackets with a pencil and then pre-drill pilot holes into the mounting surface. Next, screw the brackets into place. [Figure 1]

STEP 2: INSTALL SHADE
Hold the shade so that the screw posts on the brackets fit through the slots in the head rail and re-attach wing nuts and screw tight to hold the head rail firmly. Ensure that the shade is level. [Figure 2]

STEP 3: INSTALL THE CORD CLEAT
If your shade is fitted with a cord lock, you will have been supplied with a cord cleat, which must be installed to prevent the risk of strangulation to young children and pets.
1. Find a convenient place about 1 inch out from the side of the shade where the cords are located and about one quarter of the way up from the bottom of the shade.
2. Hold the cord cleat parallel with the frame of the window. With a pencil, make a mark through the holes.
3. Make pilot hole and install cord cleat with 2 screws. [Figure 3]

OPERATING YOUR SHADE:
CORDED SHADES
Your shade is operated by a lift cord and cord lock, which allows the shade to stay in whatever position you desire.

For shades with valances and cords in front, move the cord to the middle of the shade to release the cord lock and to the outside of the shade to engage the cord lock and lock the shade in place.

For shades without valances and cords behind, move the cord to the outside or the shade to release and to the middle of the shade to engage the cord lock and lock the shade in place.

After operating the shade always wrap the cord around the cord cleat to prevent the cord becoming a strangulation hazard.

Your shade is provided with a breakaway cord tassel, which collects the lift cords into one tassel for ease of use and a cleaner, tidier look. [Figure 4]

This tassel is also a safety device to make sure cords do not become tangled and create a hazardous loop. If weight is applied to the cords above the tassel, it is designed to break into two halves, to prevent a strangulation hazard.

If the tassel should break apart, it can easily be snapped back together again.

CORDLESS SHADES
Your shade has no lift cords on the front and the lift cords on the back are operated by a spring system under the head rail.

When installing the shade, make sure that the cords run free of any obstructions or the installation brackets. Rubbing against a bracket or any obstruction will cause the cords to fray and break over time.

Operate your shade by pulling down firmly on the handle or tassel. For wide shades use both hands to make sure the shade is lowered evenly.

To raise the shade use both hands beneath the bottom of the shade and lift the shade up manually. The spring system will hold the shade in place where you release it, but the shade will not raise on its own.

TROUBLE-SHOOTING CORDLESS SHADES:
If the shade is not raising evenly, check that all the cords are not obstructed and lower the shade fully. Then raise with both hands. If this does not solve the problem, contact your dealer.

If the shade does not stay at the desired position when released, contact your dealer.

If a cord breaks or comes untied, contact your dealer.

CARING FOR YOUR SHADE
Your shade is attached to the head rail by velcro so that it can be removed for professional dry cleaning if necessary. Do not wash your shade. Soaps and liquid cleaners may stain the fabric.

If a cordless shade needs to be dry cleaned, please contact your dealer.

For more specific care advice for any particular fabric contact your dealer.

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 as children can climb furniture to get to cords.
- Attach a cord tension device or cord guide to the wall. This can prevent children from pulling cords and bead chains around their necks.

Thank you for purchasing your custom fabric roman shades. With proper installation your shade should look beautiful and provide years of service. Please check all parts and read these instructions, before starting installation.

Your roman shades have been packed carefully to arrive in good condition. However it is possible that they may have become creased during transit. Many creases will hang out with time, but it may also be necessary to iron the shades with a cool iron or steam them to remove creases.

MOUNTING HARDWARE KIT INCLUDES:

- Mounting Bracket with Wing Nut
- Bracket Screw
- Cord Cleat and Screws – corded shades only

All cords should be secured with cord cleats to prevent the risk of strangulation. Keep cords away from children and pets.

TOOLS THAT MAY BE REQUIRED:
Pencil, Tape Measure, Drill, Screw Driver, Level and Step Stool
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**Mounting Hardware Kit Includes:**

- Mounting Bracket
- Bracket Screw
- Chain Tensioner and Screws

All bead chain loops should be secured with tensioners to prevent the risk of strangulation. Keep chain loops away from children and pets.

**Tools That May Be Required:**

Pencil, Tape Measure, Drill, Screw Driver, Level and Step Stool
INSTALLING YOUR SHADE:

NOTE: For wallboard or plaster, use anchors as designed for hollow walls (not included). For concrete, stone and brick, use a masonry drill bit and anchors designed for masonry (not included).

STEP 1: INSTALL BRACKETS
1. First note how the bracket fits into the head rail by pushing the front of the head rail against the movable plastic tab. [Figure 1]

2. Position brackets at a convenient distance from each end of the head rail and mark the desired bracket locations with a pencil. Make sure the brackets are level and in line with each other, or the head rail may not engage correctly.

3. Pre-drill the mounting holes into the mounting surface and screw the brackets into place. Check that the brackets are level. [Figure 2 & 3]

STEP 2: INSTALL SHADE
Hold the shade up to the brackets and push the front of the head rail against the movable tab in the bracket until the head rail snaps into place. [Figure 4]

STEP 3: INSTALL THE CHAIN TENSIONER
Shades with clutch controls come with a continuous chain loop, which should always be screwed to the wall with the included chain tensioner.

1. The chain tensioner should be installed to a flat surface, so the bead chain is taut but not stretched. Be sure not to twist or cross the chain. [Figure 5]

On inside mount shades, the tensioner may be attached to the windowsill or to the inside of the window frame. For outside mount or wall mount shades, the bracket may be mounted to the exterior of the window frame or the wall.

2. With a pencil, mark the desired location of the screw holes for the tensioner and then drill pilot holes. Then install the tensioner with the screws, making sure that the tensioner is fully installed, so that the spring is pushed in and the chain passes smoothly through the guide. [Figure 5]

The chain tensioner forms an important safety function by keeping chain loops away from small children. Never operate this shade without a functioning and correctly installed chain tensioner.

OPERATING YOUR SHADE
The shade can be raised and lowered by pulling on the front or the back chain.

CARING FOR YOUR SHADE
Your shade is attached to the head rail by velcro so that it can be removed for professional dry cleaning if necessary. Do not wash your shade. Soaps and liquid cleaners may stain the fabric.
Connect the battery pack

Hook the battery pack over the back lip of the headrail so that it rests against the back of the headrail.

Then clip the motor cable into the battery pack.

Top-Tip: Make sure that the receiver cable is hanging down straight from the headrail and that it is not touching anything metal.

Install the brackets

Top-Fix:
Use this method to mount the blind to the surface directly above the blind (commonly the ceiling or the lintel of the recess), only one screw per bracket is required for top-fixing.

To attach the blind to the brackets, hold the rail at a slight angle and locate the front lip of the rail onto the plastic lip of the bracket. Then gently push the rail towards the back of the bracket while straightening the angle of the rail to lock the rail into place.

To remove the rail, simply push the rail towards the back of the bracket and twist the rail downwards at the back, it will disengage the hooks at the back of the bracket and allow the blind to be taken down.

Top-Tip: Be sure to position the brackets at such a distance from the ends of the blind that they don’t interfere with the battery pack.

Fit the blind

Locate the front lip of the rail onto the plastic lip of the bracket.

Using the remote control

The remote control will be pre-programmed during manufacture to work with your blind, so there’s no need to perform the install programming (the programming of automatic stop points is optional). In the case of multiple blinds with multi-channel remotes, each blind will be pre-programmed to a particular channel on the remote, and a label showing the channel number assigned will be attached to the back of the headrail on each blind.

To insert the battery when you first unpack the remote, open the battery compartment (bottom of the remote), insert the lithium ion battery into the round slot in the battery compartment, then clip the compartment back into the remote.

By default, pressing the ‘Up’ button will raise the blind. Press once, and the blind will continually raise until you press the ‘Stop’ button.

By default, pressing the ‘Down’ button will lower the blind. Press once, and the blind will continually lower until you press the ‘Stop’ button.

Stops the blind when in motion. If an intermediate stop point has been set, pressing this button while the blind is not in motion will raise or lower the blind to its intermediate stop point, where it will then stop automatically.

Multi-Channel Remotes

‘Left’ and ‘right’ buttons are used to toggle which channel (and therefore which blind) the remote is controlling. If channel ’0’ is selected, then all of the blinds will move simultaneously when the remote is used.

Top-Tip:
A label is affixed to the back of the headrail of each blind to indicate which channel on the remote the blind is programmed to.