

# ROMAN SHADES

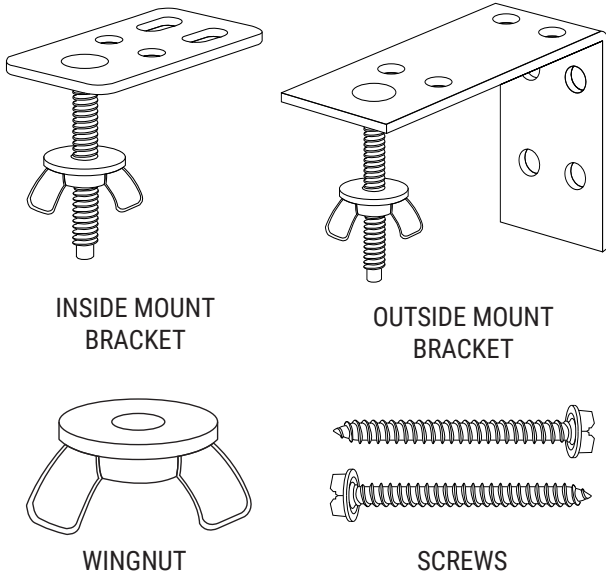
LIFT SYSTEMS: STANDARD LIFT | TOP DOWN BOTTOM UP | CONTINUOUS CORD LOOP | CORDLESS LIFT



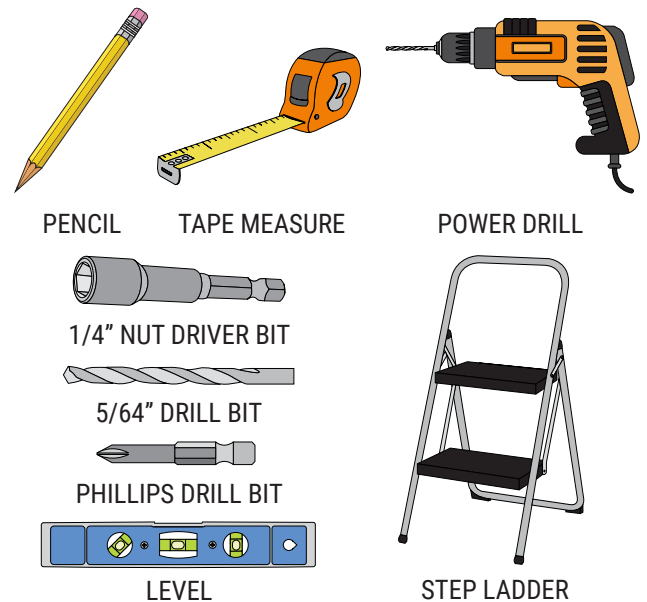
The difficulty level of this installation is ranked at **Level 1**. *A piece of cake!*

If you have questions or get stuck, call our Customer Care Team at 888-685-1735, or email [info@selectblindscanada.ca](mailto:info@selectblindscanada.ca)

## HARDWARE AND PARTS INCLUDED



## TOOLS REQUIRED



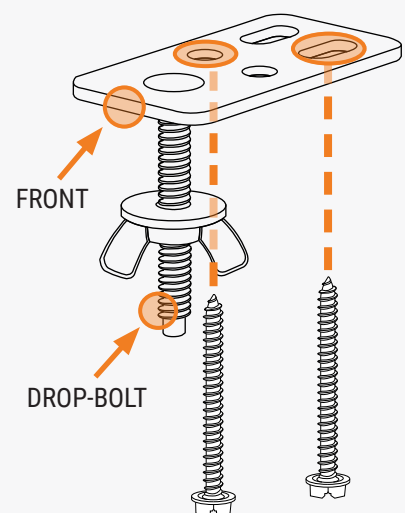
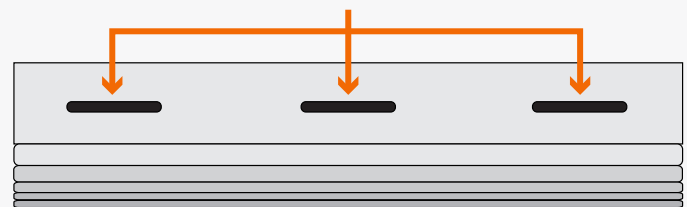
## 1. MOUNTING THE BRACKETS

**NOTE:** Your roman shade has pre-drilled slots in the top of the headrail. You will use these slots as a guide for your bracket placement.

### INSIDE MOUNT

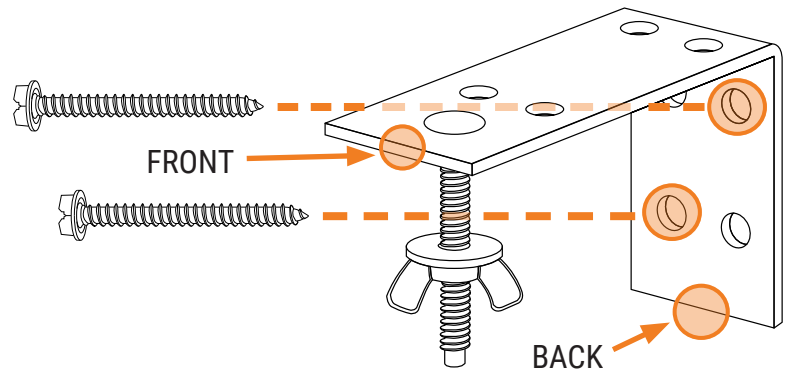
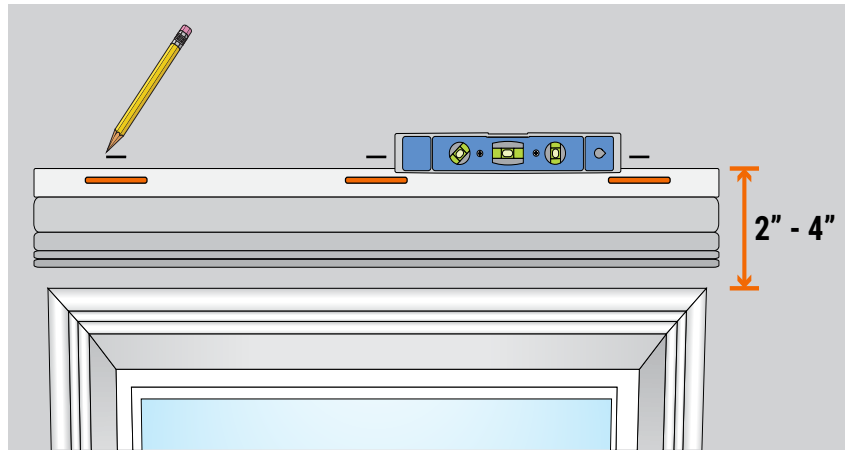
1. Grasp the shade by the headrail and hold it up inside the top of the window. Set it back until the front of the shade is flush with the wall. Hold the shade in place, and with a pencil, make a mark through each hole in the headrail. Set the shade aside.
2. Take a bracket and center the drop-bolt over each mark. Use the holes in the top of the bracket to mark where your two screws will go.
3. Pre-drill the screw holes for each bracket with a 5/64" drill bit. Align the brackets with the holes, and use a 1/4" nut driver bit (or Phillips drill bit) to securely fasten the screws.

### PRE-DRILLED SLOTS



## OUTSIDE MOUNT

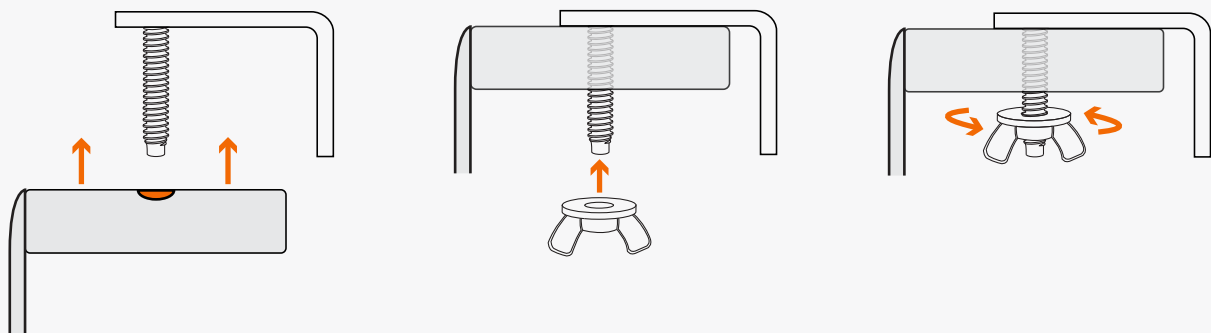
1. Center and hold the headrail at least two inches above the window. While keeping the shade level, make a small line with your pencil just above each of the pre-drilled holes in the headrail. Set the shade aside.
2. Align the top edge of a bracket along each mark, and use the holes in the back of the bracket to mark where your two screws will go.
3. Pre-drill the screw holes for each bracket with a 5/64" drill bit.
4. Align the brackets with the holes, and use a 1/4" nut driver bit (or Phillips drill bit) to fasten the screws in place.



## 2. ATTACHING THE SHADE

### INSIDE AND OUTSIDE MOUNT

1. Remove the wingnuts from the brackets if you haven't done so already.
2. With the front of the shade facing you, fit the pre-drilled holes of the headrail to each of the drop-bolts on the brackets.
3. While holding the headrail to the brackets with one hand, use your other hand to attach each of the wingnuts to the drop-bolts. Tighten the wingnuts until the shade is firmly held in place.



### 3. ADDITIONAL INSTRUCTIONS

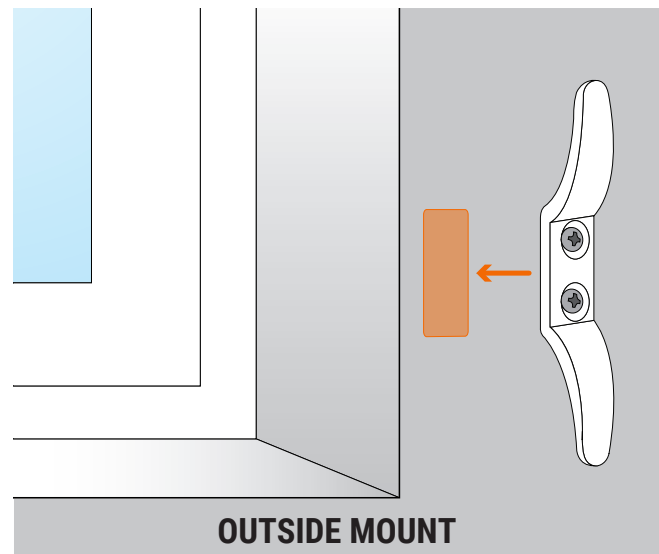
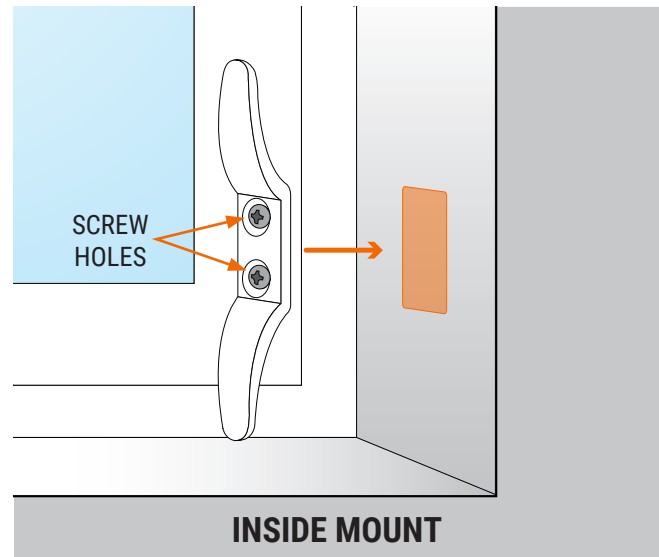
To complete your installation, follow the instructions below that match with the lift style you have.

#### INSTALLING CORD CLEATS

STANDARD LIFT AND TOP DOWN BOTTOM UP

**NOTE:** Shades with cords present a strangulation risk for young children and pets. Cord cleats are included as an important safety feature. Please follow the steps below to properly install them. If you need extra cord cleats, call our Customer Care team and we'll send them to you for free.

1. Place the cord cleat inside, or next to the window frame, so it's well out of reach of small hands and paws (typically 4'-5' above the floor). For inside mount, be sure the cleat is set behind the fabric, close to the window.
2. Use your pencil to mark through the holes in the cord cleat. You can pre-drill a hole with a 5/64" drill bit to make the screw easier to install, if you prefer.
3. Align the hole in the cord cleat with your mark and attach with screw provided. Do NOT over-tighten the screw!
4. With the cord cleat attached, you may now safely tuck the cords away after each use of the shade.

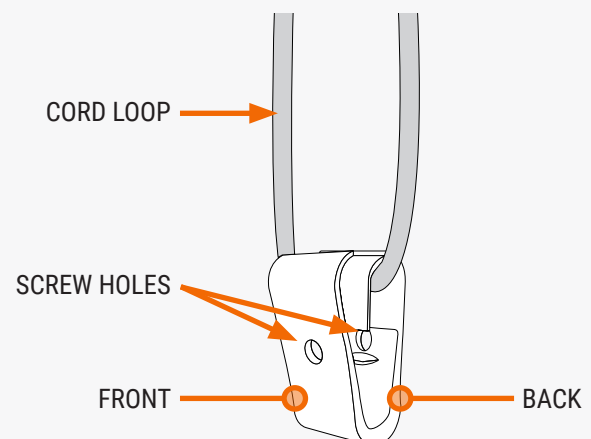


#### INSTALLING CORD TENSIONER

CONTINUOUS CORD LOOP

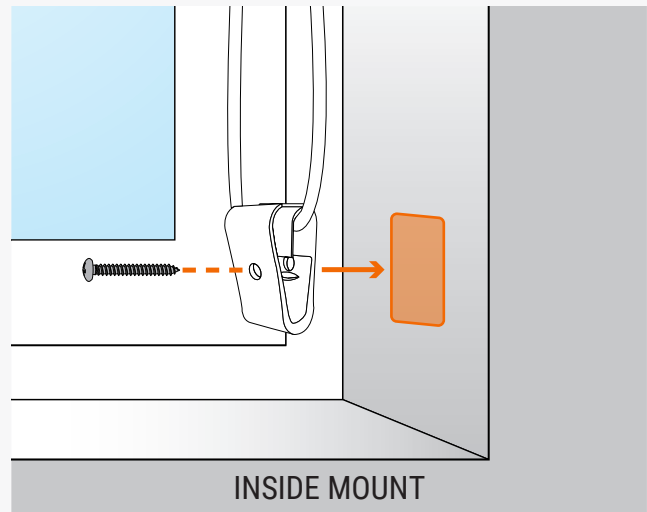
**NOTE:** Cord tensioners are used to ensure the smooth operation of your shade and to help protect children from getting tangled in loose cords. The goal is to make the cord taut, but still slightly loose.

1. Pinch the tensioner to release its grasp on the cord. Pull it to the bottom of the cord loop while keeping it pinched together.



## INSIDE MOUNT

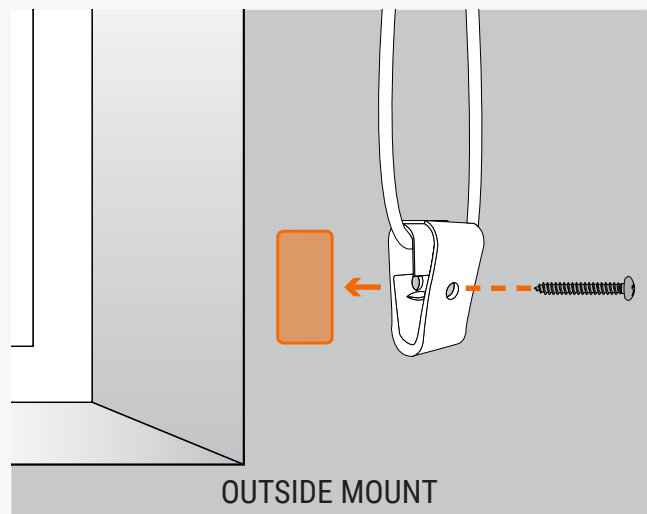
- A. Place the tensioner against the inside of the window and keep the cord pulled tightly. Shift it up about 1/8", then make a mark at the screw hole.
- B. Move the cord away and use the marks to pre-drill screw holes with a 5/64" drill bit.
- C. Align the tensioner with the pre-drilled holes and fasten the 1-1/4" screws, being careful NOT to over-tighten the screws.



## OUTSIDE MOUNT

- A. Place the tensioner against the wall while keeping the cord pulled tightly. Shift it up about 1/8", then make a mark at the screw hole.
- B. Move the cord away and use the marks to pre-drill screw holes with a 5/64" drill bit.
- C. Align the tensioner bracket with the holes and fasten the 1 1/4" screws, being careful NOT to over-tighten the screws.

2. Now just test to make sure the shade works properly. Pull on the front of the cord loop to raise the shade, and pull on the back cord to lower the shade.

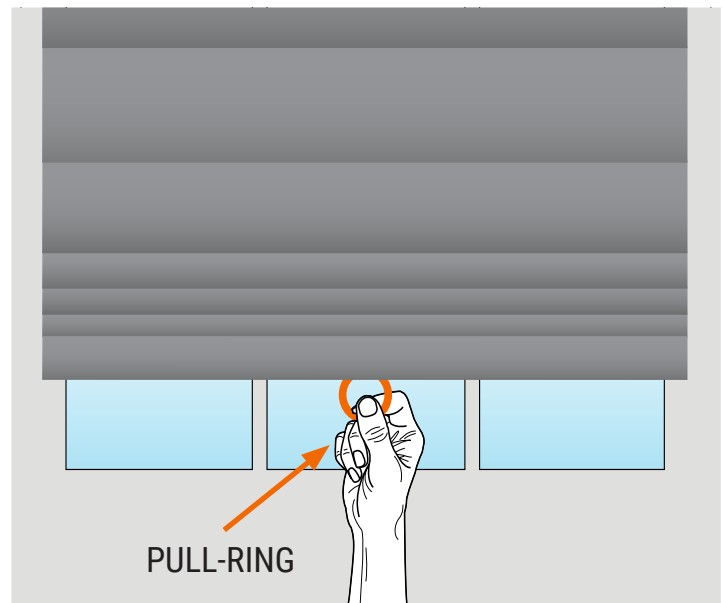


## PULL-RING OPERATION

### CORDLESS LIFT

**WARNING:** Never pull on the bottom hem bar to operate the shade. This can cause damage to the internal components.

1. Lift the bottom of the shade to find the pull-ring on the back. It is located near the bottom hem bar, in the center of the shade.
2. Gently pull straight down from the ring to lower the shade, and give it a light tug to lock the shade in position. To raise the shade, hold the pull-ring and slightly tug to release the cord lock.



## ADJUSTING SPRING TENSION

### CORDLESS LIFT

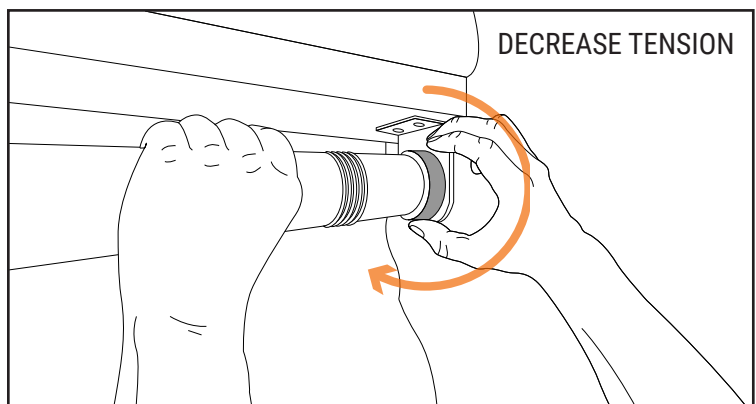
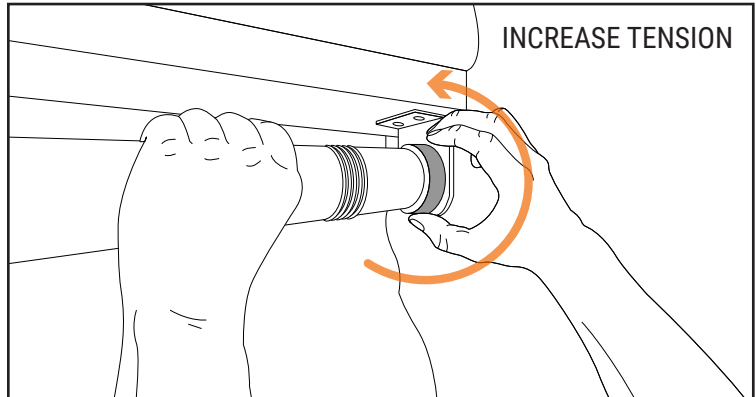
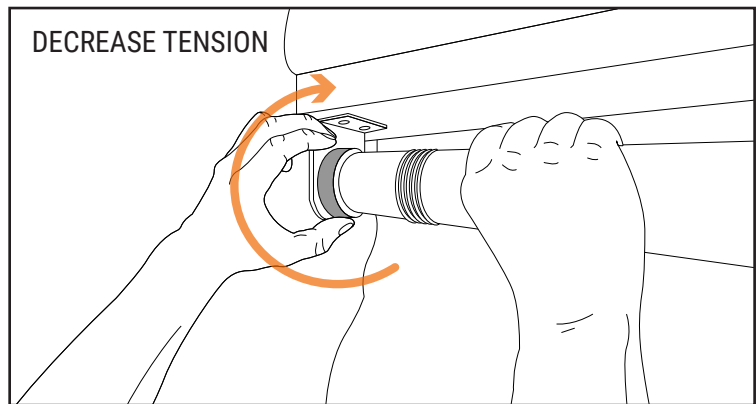
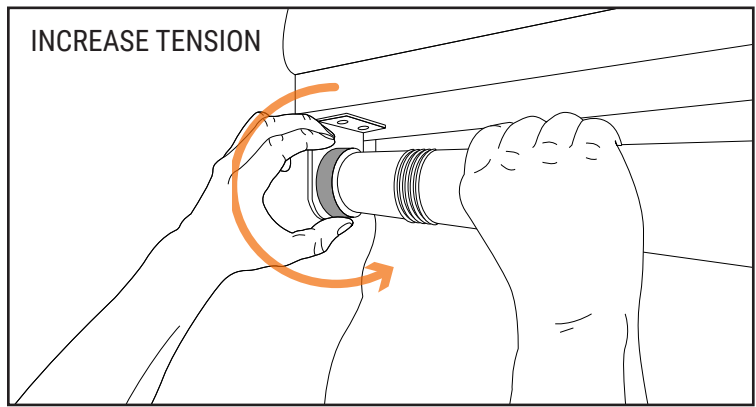
**NOTE:** To adjust the speed at which you want to raise or lower your shade, find the adjustment wheel on the end of the roller tube in the headrail and follow the instructions below to adjust the spring tension.

#### If the adjustment wheel is on the LEFT:

1. Raise the shade fully to the top.
2. Grasp the tube with your right hand and make sure it does not rotate.
3. If your shade rises too slowly, turn the wheel toward you to increase the tension; if too fast, turn it away from you to decrease the tension.
4. Test the shade by lowering then raising it again. Repeat these steps until you are satisfied with the tension of your shade.

#### If the adjustment wheel is on the RIGHT:

1. Raise the shade fully to the top.
2. Grasp the tube with your left hand and make sure it does not rotate.
3. The images show which direction to turn the wheel to increase or decrease tension. If your shade rises too slowly, turn the wheel away from you to increase the tension; if too fast, turn it toward you to decrease the tension.
4. Test the shade by lowering then raising it again. Repeat these steps until you are satisfied with the tension of your shade.



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## CLEANING INSTRUCTIONS

**NOTE:** All fabrics are different and some may be easier to clean than others. We recommend cleaning your shades as often as once a month. Here are some general guidelines on how to do so:

- 1.** For regular maintenance, use a duster or a vacuum with a brush attachment and run it over the front and back of the shade.
- 2.** To spot clean stains, use a damp rag with a very mild, gentle detergent or soap. Dab at the affected spots; do NOT rub! Let the dampened area air-dry and repeat as necessary.
- 3.** If your roman shade has wrinkles, you can use a basic steamer to remove them. Hold the steamer roughly six inches away from the fabric and wave the steamer back and forth over the wrinkled areas.

## WARRANTY AND REPLACEMENT

To learn more about our product warranties, please visit:

<https://www.selectblindscanada.ca/warranty>

For replacement parts, and/or to file a warranty claim for a product that is damaged, defective, or missing parts, please call our Customer Care Team at **888-685-1735**, or email [info@selectblindscanada.ca](mailto:info@selectblindscanada.ca).