

# Installation Instructions For Custom Roman Shades

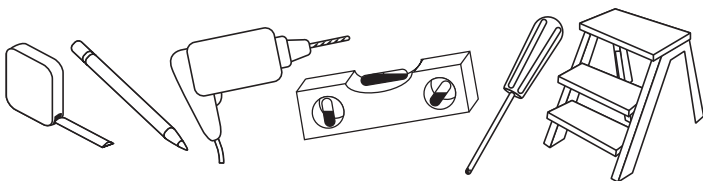
## Step 1. Check Package Contents

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



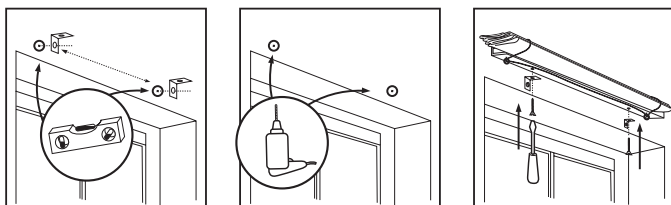
Pencil, tape measure, level, screw driver, step stool, drill.

## 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 headrail.

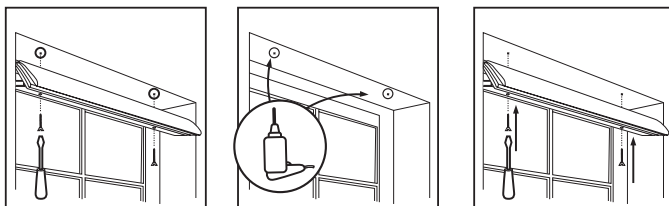
For wider shades that require 3 or 4 brackets, these should be spaced evenly between the two outermost brackets.

The brackets must be level. Use a Spirit Level, if necessary, to ensure proper alignment.

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

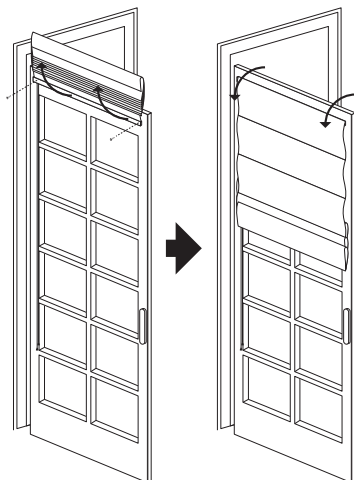
Place the headrail on top of the brackets. Center the shade over the window opening, and then mark the location of each mounting hole on the headrail. Pierce the fabric at the hole locations using the tip of a screw, and then pre-drill the mounting holes using a 5/64" drill bit. Attach the shade to the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

For Inside Mounting:



Mounting holes are pre-drilled into the headrail, 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 the shade is centered in the window opening. **Hold the shade cloth up and over the headrail**, 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 you can.**

**For Outside Mounting with Upended Headrail**



Mounting holes are pre-drilled in the headrail, 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, push up or pull down on the bottom rail.

# Custom Cordless Roman Shade

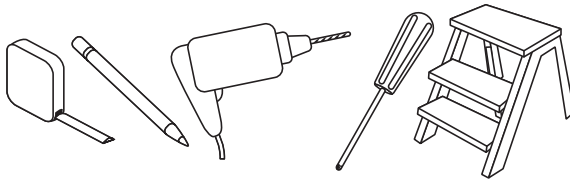
## Step 1. Check Package Contents

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

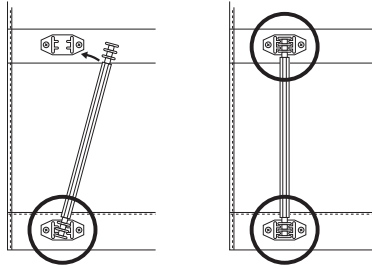


Screwdriver, tape measure, pencil, drill, step ladder.

*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

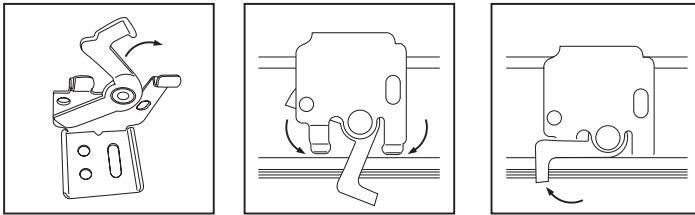
If the pleat stiffeners are not pre-attached, snap them onto the bottom hem as illustrated, by pressing down firmly on each end of each stiffener. Do not press down in the center of the stiffener as it can break. The bottom pleat must have rigidity in order for the shade to function properly.



## 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 headrail. For wider shades that require 3 or more brackets, these should be spaced evenly between the two outermost brackets. The procedure outlined below will ensure proper bracket placement.

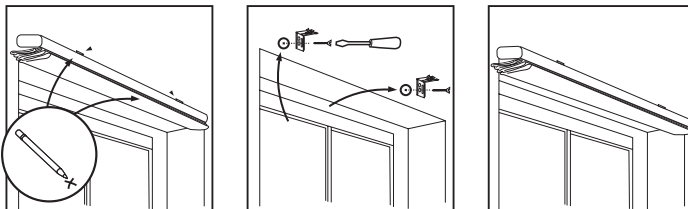


To attach the brackets the locking arm should be facing out. Then position the bracket so that it engages the inner front and inner back of the bracket. Then push the locking arm inward to lock it in place.

### For Outside Mounting:

Attach the brackets to the headrail 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.

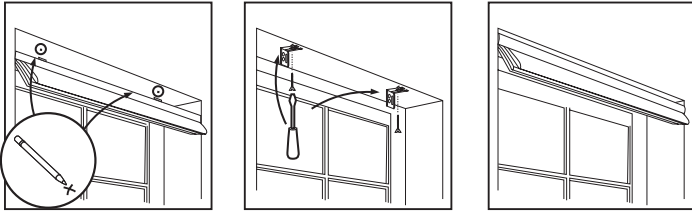
Remove the brackets from the headrail and position the top of each bracket at the marked location and screw each bracket into the wall or window molding using the 1/8" screws, pre-drill the screw holes using a 5/64" drill bit.



**For Inside Mounting:**

Clip the brackets onto the headrail 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 headrail and align them with the marks. Attach each bracket using the 11/8" screws, pre-drill the screw holes using a 5/64" drill bit.

**Step 3. Securing the Headrail**

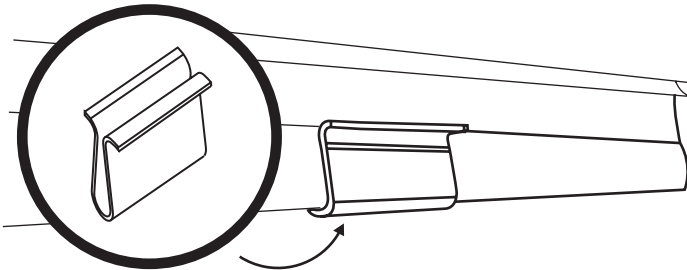
Place the headrail on the brackets as described in step 4 above, and lock it in place. Check carefully to ensure that each bracket is properly secured.

**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 ensure 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 ensure 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 headrail 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

**WARRANTIES**

To learn more about the available warranties, please visit this page:  
<http://www.selectblinds.com/warranty.html>