

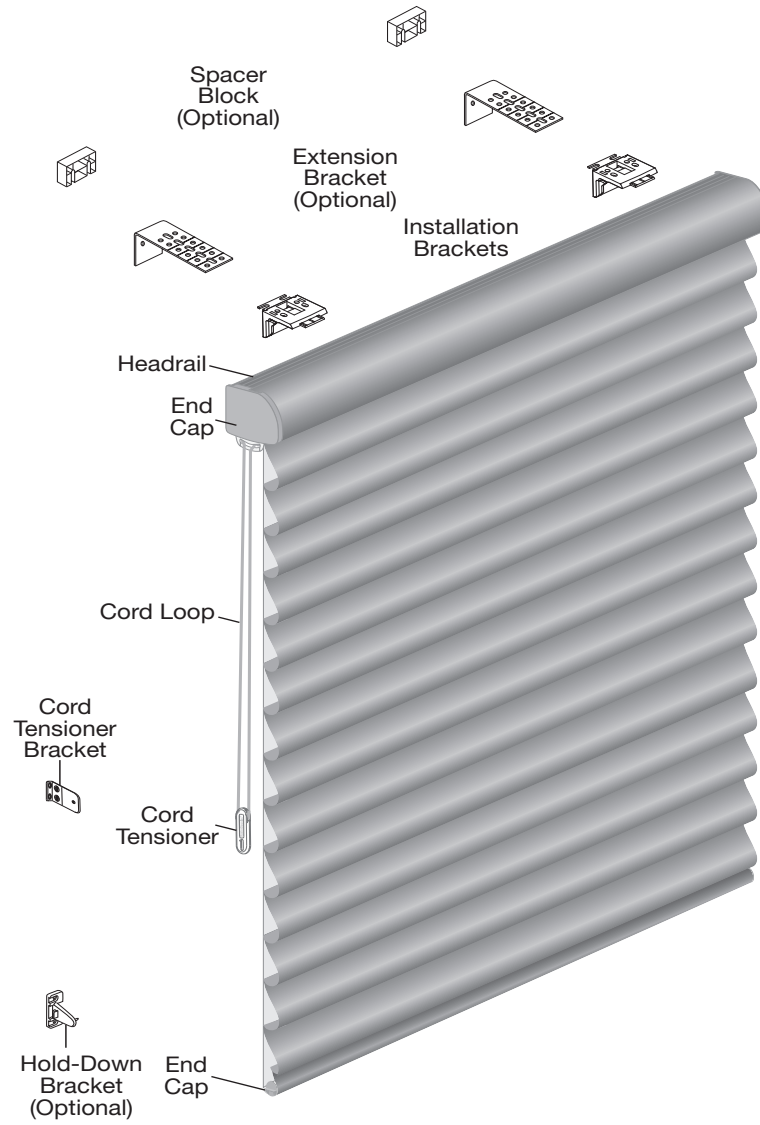
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INTRODUCTION

THANK YOU for purchasing this product. Your new Roman shade has been custom built for you from the highest quality materials.

PRODUCT VIEW



GETTING STARTED




- Remove the materials from the package. Keep the packaging until the shade meets your satisfaction.
- Save these instructions for care and cleaning, shade removal and reinstallation.
- Check the *Product View* on the previous page to make sure you have all of the necessary parts. Contents of the hardware package may vary depending upon how the shade was ordered and how the shade will be mounted.

Tools And Fasteners Needed

- Flat blade and Phillips screwdrivers
- Level
- Measuring tape
- Pencil
- Power drill, 1/4" driver, and drill bits



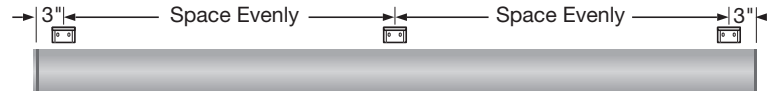
In addition, you will need fasteners designed to work with your specific mounting surfaces:

Mounting Surface	Fastener
Wood	No. 6 Hex Head Screws (Provided) 
Drywall, Plaster	Wall Anchors, Expansion Bolts (Not Provided) 
Metal	Sheet Metal Screws (Not Provided) 

Installation Bracket Placement

- Installation bracket placement is the same for both inside and outside mounts.
- Measure 3" in from where the ends of the headrail will be located and mark the installation bracket locations on the mounting surface.
- Space additional installation brackets evenly between the end installation brackets.
- Adjust the installation bracket placement to accommodate any obstructions to the bottom rail, such as window cranks or handles.

The depth required for inside mounts depends upon the application.



Installation Brackets Required

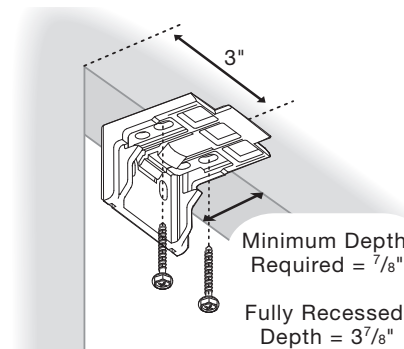
Shading Width	Brackets Required
12" - 36"	2
36½" - 79"	3
79½" - 96"	4
96½" - 120"	5

Inside Mount Applications

Before you begin, either remove the tab on the back of the installation brackets or leave it attached for ½" of spacing. You can also use the tabs to shim the installation brackets (see *Test The Shade* on page 10).

- Center each installation bracket over a mark on the mounting surface.
- Check that all installation brackets are level and their front edges are aligned.
- Attach the installation brackets using two screws.

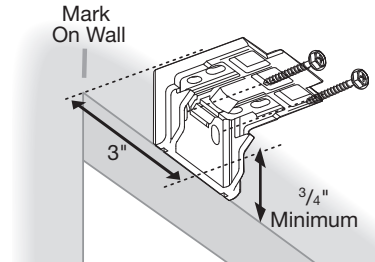
NOTE: Make sure the installation brackets are positioned so the headrail can be fully engaged and locked into the installation brackets. If necessary, use shims to create clearance for proper installation



Outside Mount Applications

Before you begin, remove the tab on the back of the installation brackets. You can use the tabs to shim the installation brackets, if necessary (see *Test The Shade* on page 10).

- The minimum mounting height for outside mounted shades is $\frac{3}{4}$ ".
- Center the shade over the window opening and mark the ends of the headrail.
- Measure 3" in from the marks on the wall and mark the installation bracket locations.
- Center each installation bracket over the previously made mark on the mounting surface.
- Attach the installation bracket using two screws.
- Check that all installation brackets are level and their tops are aligned.

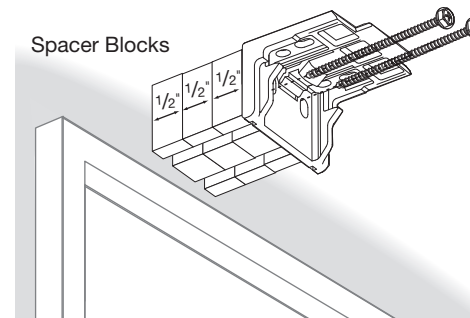


NOTE: Make sure the installation brackets are positioned so the headrail can be fully engaged and locked into the installation brackets. If necessary, use shims to create clearance for proper installation.

Spacer Blocks (Optional)

Each spacer block projects the installation brackets $\frac{1}{2}$ " from the mounting surface.

- Mount spacer blocks with the solid side facing the mounting surface.
- Attach using two mounting screws. Screws should be long enough to securely attach the installation bracket to the mounting surface.
- Use a maximum of three spacer blocks per installation bracket.

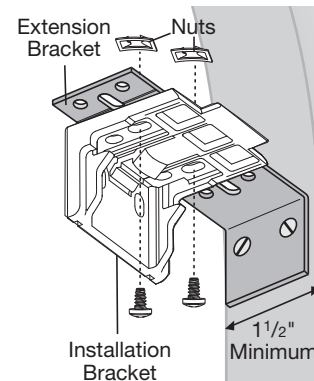


End Mount Applications

End mount the headrail when conventional mounting techniques will not work; for example, in an arched window.

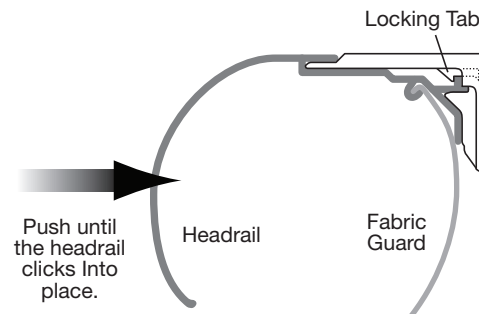
- Mount the extension brackets on a surface at least 1 1/2" wide.
- Attach the installation brackets to the extension brackets using the machine screws and nuts provided.

NOTE: The surface to which you are attaching the extension bracket must be vertical.



INSTALL THE SHADE

- Hold the shade so the front (curved side) faces you.
- Push the top edge of the headrail into the installation bracket until it snaps into place. You will hear a click made by the locking tab when the shade is securely installed.
- Gently pull on the front of the headrail to ensure that the shade is locked into the installation brackets.



SECURE THE CORD TENSIONER

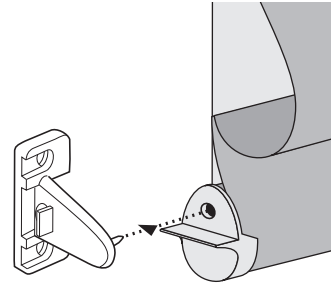
- It is imperative that the cord tensioner be properly secured to the wall or window frame to reduce children's access to the cord loop. Young children can strangle in cord loops. They can also wrap cords around their necks and strangle.
- Furthermore, the shade will not operate properly unless the cord tensioner is secured. A cord tensioner installation kit has been included with your shade. Follow the instructions in the cord tensioner installation kit to correctly secure the cord tensioner.

IMPORTANT: See the *Child Safety* section on page 13.

INSTALL THE HOLD-DOWN BRACKETS (OPTIONAL)

Hold-down brackets can only be used with outside mounted shades.

- With the shade fully lowered, insert the pin on the hold-down bracket into the hole on the bottom rail end cap.
- Mark the mounting hole locations on the mounting surface.
- Center the hold-down brackets over the mounting hole locations and check their alignment.
- Attach the hold-down brackets using two screws.



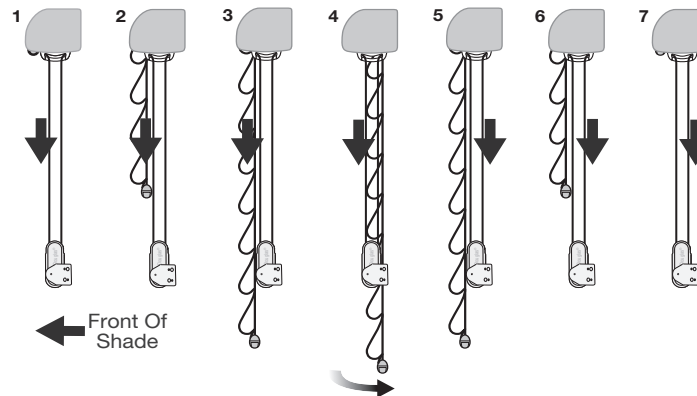
NOTE: Disconnect the bottom rail from the hold-down brackets to raise the shade.

OPERATE THE SHADE

The shade panels operate independently.

- Pull the front cord of the cord loop to lower the shade.
- With the shade fully lowered, continue to pull the front cord to shift the shade fabric back to within $\frac{7}{8}$ " of the mounting surface.
- Pull the rear cord of the cord loop to raise the shade.
- If the cord tensioners move up the cords, you have not secured them to the wall or window frame. You must do so for the shade to operate properly.

In the following figure, shades 1-3 show the outside cord being pulled to lower the shade. Shade 4 shows that continuing to pull down on the front cord will move the shade back toward the window. Shades 5-7 show the inside cord being pulled to raise the shade.



ADJUST THE SHADE

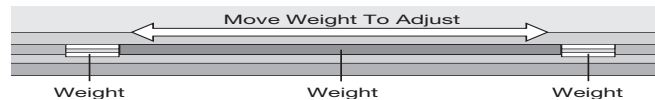
Test The Shade

- While watching the edges of the shade near the end caps, lower the shade, then slowly raise it.
- If the fabric rolls unevenly or rubs against the end cap, use a level to check the headrail. Level the headrail by adding shims to the installation brackets if necessary.
- If the fabric still rolls toward one end, check that the window is square by measuring the diagonals. Shim the installation brackets if necessary (see *Installation Bracket Mounting* on pages 6 and 7 regarding shim material).
- If the headrail is level and the window is square, adjust the bottom rail weight.

Adjust The Bottom Rail Weight

The bottom rail weight is located in the underside of the bottom rail (see the *Product View* on page 4). This weight is used to eliminate any sideways travel in the shade as it is raised and lowered. If you need to adjust the bottom rail weight:

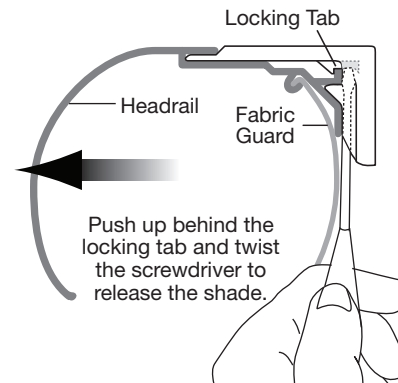
- Slide the clips and weight in 1" increments toward the side where the fabric is gathering.
- After adjustment, make sure the weight clips are against the weight as shown below.
- Test and, if necessary, adjust the weight again.



REMOVE THE SHADE

- Raise the shade completely.
- Holding the headrail, take a flat blade screwdriver and release the locking tab on the installation brackets.
- While holding the locking tab in the released position, gently pull out on the headrail to remove the shade from the installation brackets.

NOTE: On longer shades, you might need to lower the shade slightly to access the locking tab.



CARE AND CLEANING

New Roman shades are made from an anti-static, dust-resistant fabric which repels dirt and dust. The following options are available if your shade becomes wrinkled or dirty.

Dusting

Regular light dusting with a feather duster is all the cleaning needed in most circumstances.

Vacuumping

Use a hand-held vacuum with low suction for more thorough dust removal.

Forced Air

Blow dirt and debris from within the fabric folds using clean, compressed air or a hair dryer set on a cool setting.

Spot-Cleaning

- Prepare a solution of warm water and mild detergent.
- Dampen a clean cloth in the solution and wring it out.
- Place a dry, clean cloth behind the spot between the face fabric and the back fabric.
- Dab the spot with the dampened cloth until it is gone. *Do not rub the fabric.*
- Rubbing alcohol or non-oil-based baby wipes may be used on more stubborn stains.
- Allow the shade to dry in the completely lowered position.

Ultrasonic Cleaning

Both standard and room-darkening shades can be ultrasonically cleaned by a professional fabric shade cleaner. Specify that the cleaner:

- Only use a mild detergent solution.
- Never immerse the headrail into the solution.
- Dry the shade in the completely lowered position.
- Never ultrasonically clean the fabric on a fabric-covered headrail.

Steaming

Steam the face fabric from the bottom to the top, making sure to get steam under each fabric fold. Be careful not to saturate the fabric with steam. Allow the shade to dry completely before raising it.

CAUTION: Do not steam the headrail fabric on fabric-covered headrails.

TROUBLESHOOTING

Problem	Solution
The shade is hard to raise or lower, or will not raise or lower.	<ul style="list-style-type: none"> ■ Check for clearance between the ends of the shade and the window casement on inside mounts. ■ Check that the headrail is level. Shim the installation brackets so the headrail is level, if necessary. ■ If hold-down brackets are used, make sure you have released them. ■ Make sure the fabric is not caught.
The shade raises or lowers unevenly, or the bottom rail is uneven when fully raised.	<ul style="list-style-type: none"> ■ Check that the window is square by measuring the diagonals. ■ Check that the headrail is level. Shim the installation brackets to level, if necessary. ■ Adjust the bottom rail weight (see page 10).
The shade will not snap into the installation brackets.	<ul style="list-style-type: none"> ■ Check that the installation brackets are aligned and level. ■ Check that the installation brackets are not damaged. ■ Check that the headrail is not damaged.
The front fabric appears to cling to the back fabric.	<ul style="list-style-type: none"> ■ Lightly apply a static spray for home furnishings. Follow the product manufacturer's directions and allow the shade to dry in the fully lowered position. ■ If necessary, reapply the static spray each time the shade is professionally cleaned.
The universal cord tensioner has climbed to the headrail.	<ul style="list-style-type: none"> ■ Pull down on the spring to relieve tension and pull the universal cord tensioner to the bottom of the cord loop. Properly mount the cord tensioner. See <i>Universal Cord Tensioner Installation Instructions</i>.
The universal cord tensioner grabs onto the cord upon operation.	<ul style="list-style-type: none"> ■ Check that the universal cord tensioner is mounted properly. Reinstall, if necessary.

