How to Install a Cordless Roman Shade

Installation and Operating Instructions

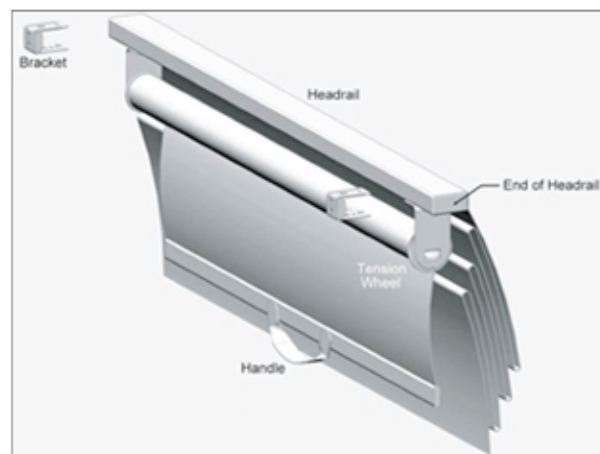Carefully remove the roman shade and the mounting parts from the packaging.

To avoid accidentally discarding parts, we recommend that you do not throw away any of the packaging until the shade is installed and operates to your satisfaction. We also recommend that you do not unfold the shade yet; it is easier to install a shade that is securely folded.

Recommended Tools

- Tape Measure
- Pencil
- Screwdriver
- Power drill with an 1/8 " drill bit

Provided Hardware	Bracket	Short Screw	Long Screw
For Shades 26" to 36" Wide	2 pcs	2 pcs	4 pcs
For Shades 44" to 48" Wide	3 pcs	2 pcs	6 pcs

This roman shade includes a pleated outer panel and an operative inner panel, both supported by a headrail. The headrail is meant to be mounted to a window frame using two or three provided brackets, depending on the width of the shade. The inner panel is operatively connected to a spring-loaded roller located just below the headrail. The tension of the spring is adjustable by rotating a tension wheel located at one end of the roller. A handle is attached to the bottom of the inner panel and is used to adjust the vertical height of the shade as desired.

This shade can be secured to either within a window frame, wherein the shade is about the same width as the window frame, or to a surface located outside the window frame area, wherein the shade is wider than the width of the window frame. Regardless, the frame is secured to the window structure using two C-shaped brackets for shades up to 44 inches wide and three C-shaped brackets for longer shades. The C-shaped brackets effectively "capture" and hold the headrail portion of the shade assembly to the window structure.

To Mount The Shade Inside a Window
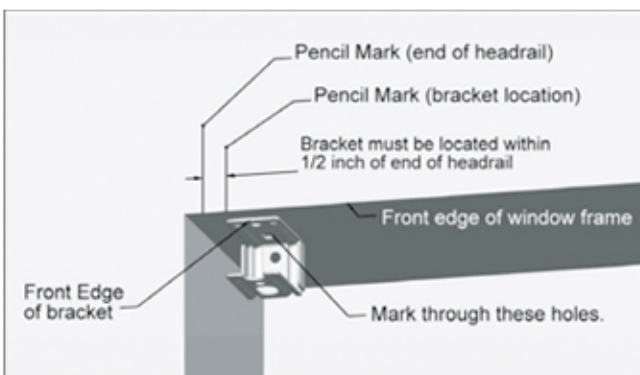
A) Mounting the Brackets

Step 1: Use a tape measure to measure the length of the headrail (the width of the shade) and then use this measurement to make two "end of headrail" marks centered along the top of the window frame.

Step 2: Hold one of the C-shaped brackets against the top of the window frame as shown in the figure below on the left. If you want the headrail to be flush with the window frame when installed, the front edge of the bracket must be located 1/2" from the front window frame edge. Also, each bracket has to be mounted within 1/2" of their respective "end of the headrail" mark. Hold the bracket straight and oriented as shown below and then use a pencil to mark the frame through the two openings provided at the top of the bracket.
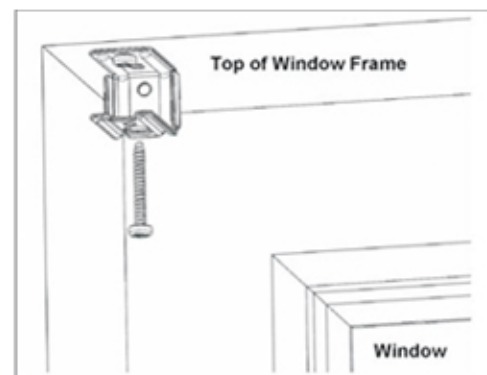
Step 3: To prevent any wood from splitting when screws are secure therein, we recommend that pilotholes be drilled at the marked locations for the brackets. Use a power drill and an 1/8" drill bit to drill a hole at each mark that is about 1" deep.

Step 4: Use a screwdriver and the two provided long screws to secure each bracket to the top of the window frame at the marked locations, as illustrated in the figure below on the right.
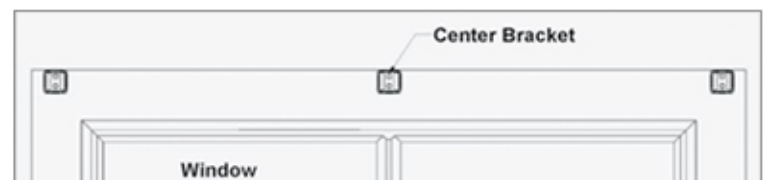
Pencil Mark (end of headrail)

Pencil Mark (bracket location)

Bracket must be located within 1/2 inch of end of headrail

Front edge of window frame

Front Edge of bracket

Mark through these holes.

Step 2

Top of Window Frame

Window

Step 4

NOTE: If the shade is 44" and wider, it must be supported at the center using a third provided bracket. If you only have two brackets with your shade, this does not apply to you. If you do have three brackets, use a tape measure and a straightedge to locate and position the third central bracket so that it aligns with the other two installed "end" brackets.

Center Bracket

Window

Step 5: Skip down to "B) Mounting the Headrail."

To Mount the Shade Outside a Window Frame

A) Mounting the Brackets

Step 1: Use a tape measure to measure the length of the headrail (the width of the shade) and then use this measurement to make two "end of headrail" marks centered along the outside surface of the window frame.
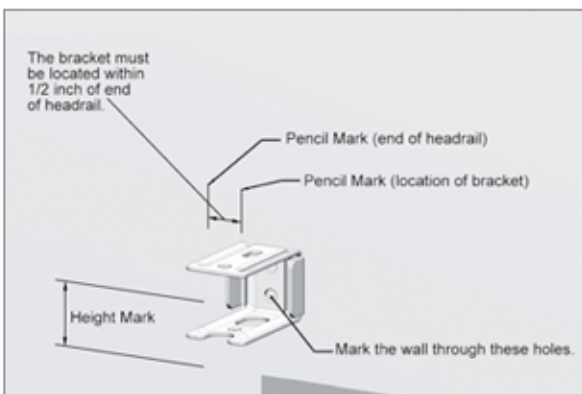
Step 2: Determine the desired height of the shade's headrail above the upper edge of the window frame and make a "height mark" adjacent to each "end of headrail" mark, as illustrated in the below figure.
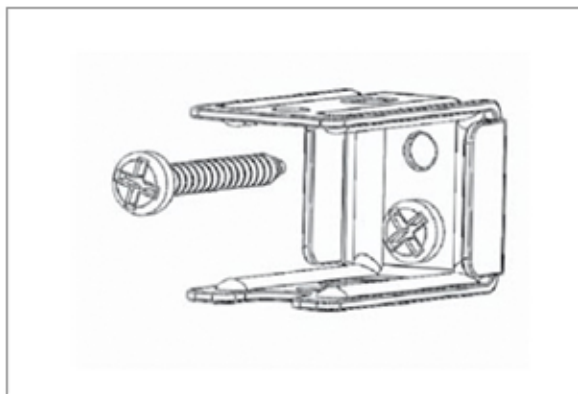
Step 3: Hold one of the C-shaped brackets (as shown in the figure below-left) against the outside surface of the window fram and align it at the height mark. Then move the bracket left or right until it resides within 1/2" of the "end of headrail" mark, as shown in the figure below. Hold the bracket straight and oriented as shown and then use a pencil to mark the outside surface of the window frame through the two openings located at the rear of the bracket.

Step 4: To prevent any wood from splitting when the screws are secure therein, we recommend that pilot holes be drilled at the marked locations for the brackets. Use a power drill and an 1/8" drill bit to drill a 1-inch deep hole at each mark.

Step 5: Use a screwdriver and the two provided long screws to secure each bracket to the outside surface of the window frame at the marked locations, as illustrated in the figure below-right.
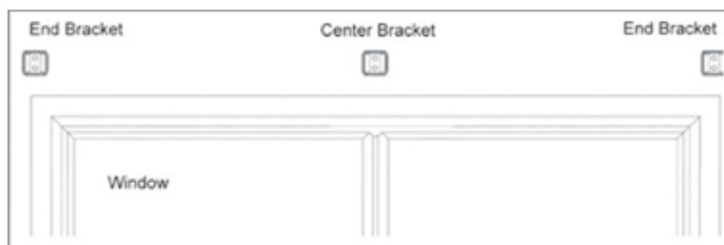
The bracket must be located within 1/2 inch of end of headrail.

Pencil Mark (end of headrail)

Pencil Mark (location of bracket)

Height Mark

Mark the wall through these holes.
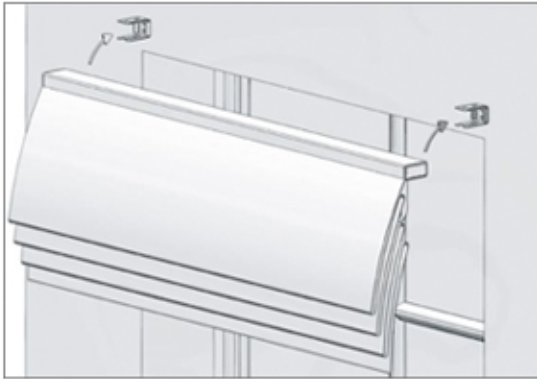
Step 3

Step 5

NOTE: If the shade is 44" and wider, it must be supported at the center using a third provided bracket. If you only have two brackets with your shade, this does not apply to you. If you do have three brackets, use a tape measure and a straightedge to locate and position the third central bracket so that it aligns with the other two installed "end" brackets.
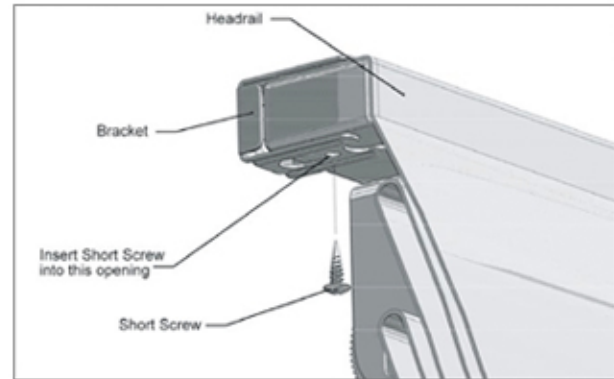
End Bracket   Center Bracket   End Bracket

Window

B) Mounting the Headrail to the Brackets

Step 6: Position the headrail so that it aligns with the two (or three) mounted brackets and simply push the headrail into engagement with the open end of the brackets. Make sure that the headrail is centered between the brackets. Adjust by sliding the headrail side to side, if necessary.

Step 7: Once the headrail is properly centered within the brackets, use a screwdriver and a provided short screw to secure the mounted headrail to each end bracket (securement to the third central bracket, if there is one, is not necessary).
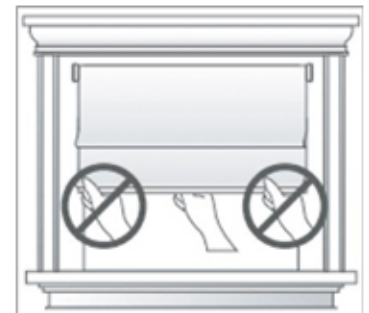

Step 6

Step 7

To Operate the Installed Shade

To operate up or down, always pull the shade using the handle which is located along the lower edge of the rear panel.
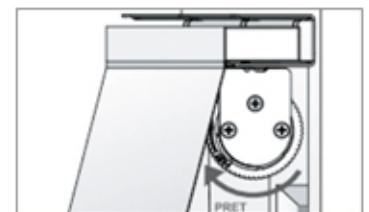
Adjust Down: Pull the shade down to a desired height - the shade will automatically lock and hold in place.

Adjust Up: First pull the shade down (using the handle) a short distance to unlock the shade. The shade wil then automatically retract upwards by the tensioned spring located in the headrail assembly.

Adjust Up

To Adjust the Spring Tension: The tension of the spring located in the headrail assembly should be adjusted so that the roman shade will consistently return to its highest position immediately adjacent to the headrail. If the shade, once unlocked, does not raise automatically to this high position, the spring tension must be increased. To do this, simply hold the shade roller still with one hand and rotate the tension adjustment wheel located at one end of the roller in the clockwise direction until there is suffcient tension to allow the roller to fully retract the roman shade to its highest position. If the shade moves too quickly, we strongly recommend that you readjust the tension adjustment wheel in the counter clockwise direction to slow it down. Adjusting the tensions spring too high can damage the spring.

Adjust Spring Tension

Care Instructions: Spot clean with a damp white cloth. Blot to remove any excess water and then let air dry.