

! WARNING

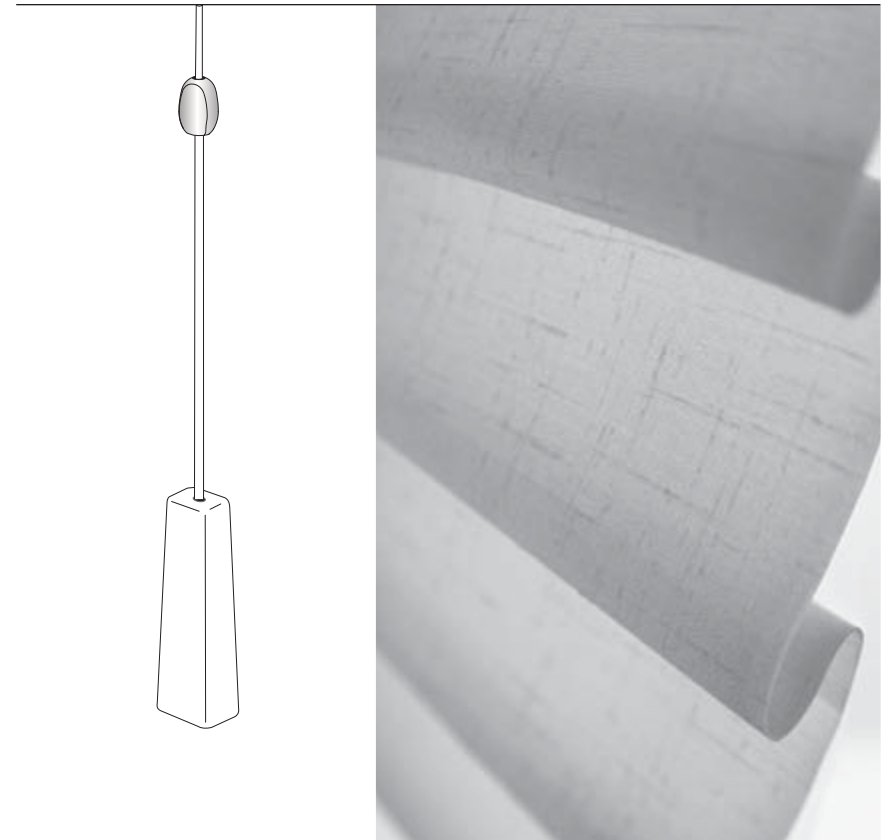
For more safety information call 1-888-501-8364
in the U.S. or 1-866-662-0666 in Canada.

Young children can wrap cords around their necks and **STRANGLE**.

- Always keep cords out of the reach of children.
- Move cribs, playpens and other furniture away from cords. Children can climb furniture to get to cords.
- Do not tie cords together. Make sure cords do not twist together and create a loop.

New Roman Shades

Installation • Operation • Care



Retractable Cord Lifting System



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Ultrasonic Cleaning

New Roman Shades can be ultrasonically cleaned by a professional.

CAUTION: Do not ultrasonically clean the headrail or bottom rail fabric.

- Specify that a mild detergent solution be used.
- Never immerse the fabric-covered headrail or bottom rail into the solution.
- Allow the shade to dry in the completely lowered position.

Injection/Extraction Cleaning

New Roman Shades can be cleaned by a professional using the injection/extraction method of deep cleaning.

CAUTION: Do not use the injection/extraction method of deep cleaning on the headrail or bottom rail fabric.

- Specify the dry cleaning method only. Pretreat heavy stains.

Steaming

CAUTION: Do not steam the headrail or bottom rail fabric.

- 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.

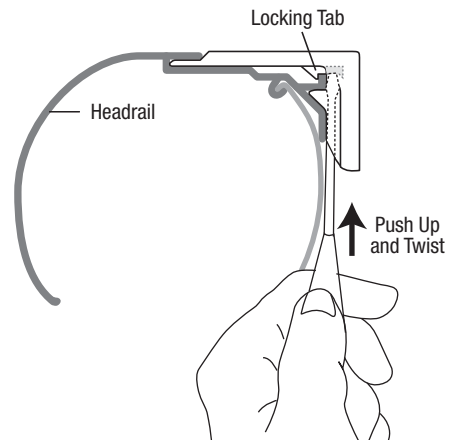
A Note on Textiles

As with all textiles, these fabrics are subject to some inherent variations in the fabric weave. Subtle dye-lot variations, puckering, or wrinkling fall within textile industry standards and should be considered as normal, acceptable quality. Additionally, there will be slight differences in pattern alignment from the fabric on the rails to the fabric of the shade, which do not detract from the product's appeal.

Removing the Shade

- Fully raise the shade.
- While holding the headrail, place the screwdriver behind the locking tab and push up, twisting the screwdriver to release the shade.

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



Cleaning Procedures

New Roman Shades are made of an anti-static, dust-resistant fabric which repels dirt and dust. For most fabrics, the options below are available if your shade needs cleaning.

Dusting

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

Vacuuming

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

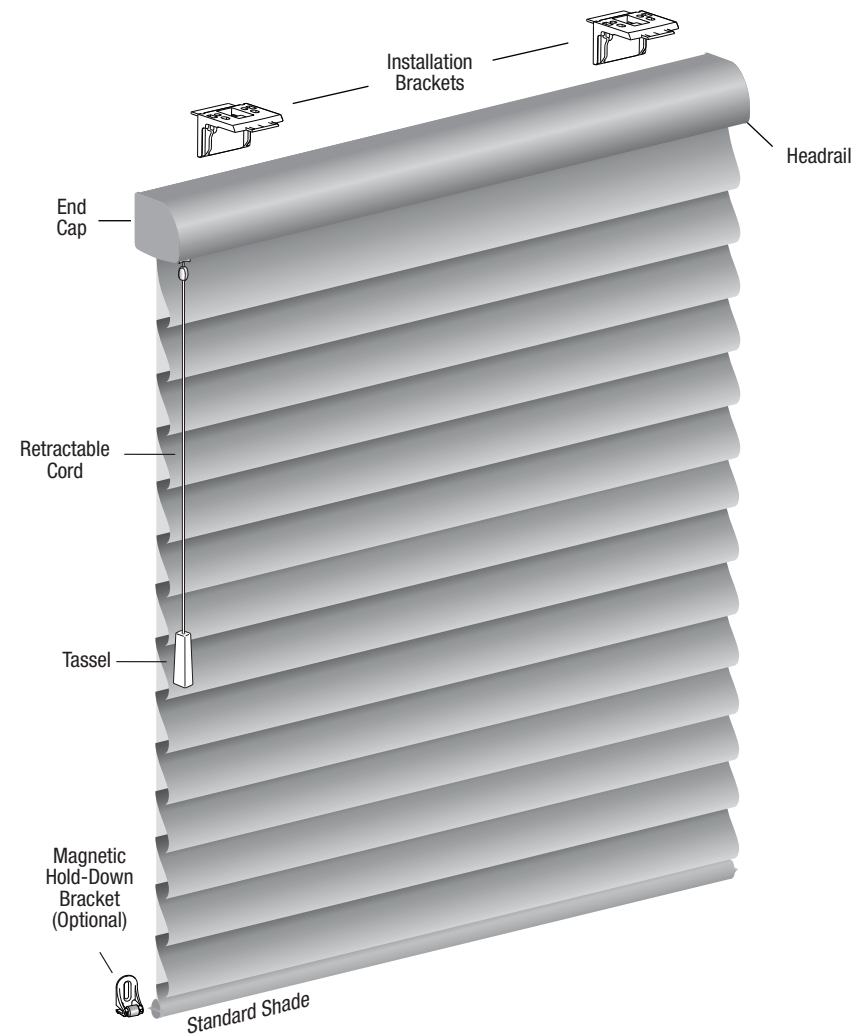
Compressed Air / Hair Dryer (Cool Setting)

- 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.

Product View



Not Shown: Multi-Panel Shades

Thank you for purchasing your New Roman Shades. With proper installation, operation, and care, your new shades will provide years of beauty and performance.

Please thoroughly review this instruction booklet before beginning the installation. If your shade has a protective plastic cover on the fabric-covered headrail, keep the plastic in place until the shade is installed.

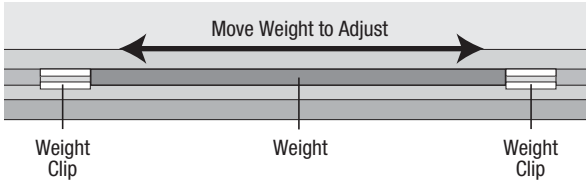
Tools and Fasteners Needed

- Flat blade and Phillips screwdriver
- Measuring tape and pencil
- Power drill, 3/32" drill bit, and a 1/4" hex driver
- Level
- Needlenose pliers

In addition, you will need fasteners designed to work with your specific mounting surface(s).

- **#6 Hex Head Screws (Provided).** Two 1 1/2" screws are provided per installation bracket.
- **Longer #6 Hex Head Screws (Not Provided).** If using spacer blocks, use #6 screws long enough for a secure attachment.
- **Speed Nuts and Screws (Provided).** Extension brackets come with screws and speed nuts.
- **Drywall Anchors (Not Provided).** Use drywall anchors when mounting into drywall.



Problem	Solution
The shade raises or lowers unevenly, or the bottom rail is uneven when fully raised.	<ul style="list-style-type: none">■ Check that the headrail is level.<ul style="list-style-type: none">➤ Level the headrail by shimming the installation brackets, if necessary. Shims are not provided.■ Access the weight on the back of the bottom rail.<ul style="list-style-type: none">➤ Push up on the weight clips to release. Slide the clips and weight in 1" increments toward the side where the fabric is gathering. 

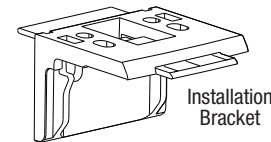
Troubleshooting

Problem	Solution
The shade is hard to raise or lower, or will not raise or lower.	<ul style="list-style-type: none"> ■ Check that the headrail and installation brackets are level and aligned in the window. <ul style="list-style-type: none"> ➤ Level the headrail by shimming the installation brackets, if necessary. Shims are not provided. ■ If the bottom rail is pulled inside the headrail, gently pull it out by hand.
The shade does not lower when fully retracted into the headrail.	<ul style="list-style-type: none"> ■ Gently pull and release the cord 2–3 times until the shade unlocks and lowers.
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 manufacturer's directions. If necessary, reapply the static spray each time the shade is professionally cleaned. ■ Allow the shade to dry in the fully lowered position.
The shade will not snap into the installation brackets.	<ul style="list-style-type: none"> ■ Check that the installation brackets are aligned and level. <ul style="list-style-type: none"> ➤ Level the headrail by shimming the installation brackets, if necessary. Shims are not provided. ■ Check that the headrail is properly aligned in the installation brackets, see <i>Install the Shade</i> on page 6.

Installation Overview

■ Your order will include installation brackets specific to your shade.

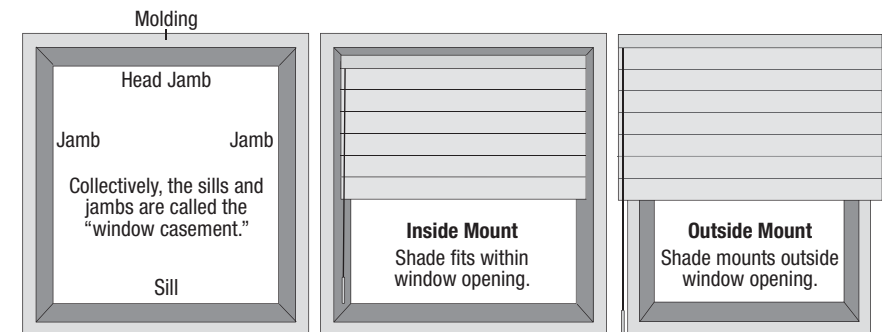
- The number of installation brackets required varies with shade width, as shown in the table below.



Shade Width	Brackets Required
12" – 36"	2
36 ¹ / ₈ " – 72"	3
72 ¹ / ₈ " – 108"	4
108 ¹ / ₈ " – 140"	5

Mounting Types and Window Terminology

If the installation brackets are mounted correctly, the rest of the installation process will follow easily. To prepare for this important first step, review the mounting types and basic window terminology illustrated below.

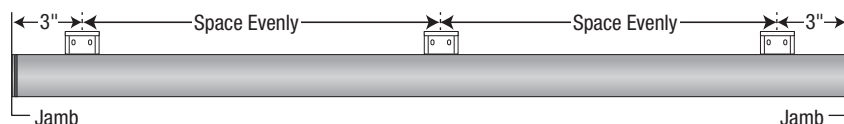
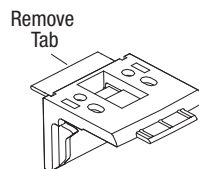


■ Refer to the appropriate page below based on your order:

- **Inside Mount**, see page 4.
- **Outside Mount**, see page 5.
- **End Mount**, see page 6.

Mount the Installation Brackets — Inside Mount

- Use pliers to break off and discard the tab of each bracket.
- Mark 3" from each jamb for bracket location.
 - If more than two installation brackets came with your order, space additional bracket(s) evenly between the two end brackets. Mount into wood whenever possible.

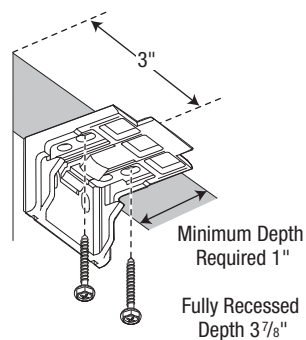


- Mark the location of the screw holes by centering the brackets on your marks.
 - Minimum mounting depth for bracket attachment is 1". Fully recessed mounting depth is 3 7/8".

IMPORTANT: The front edges of the installation brackets must be level and aligned to each other.

- Drill the screw holes using a 3/32" drill bit.

IMPORTANT: Use drywall anchors when mounting into drywall. Drywall anchors are not provided.

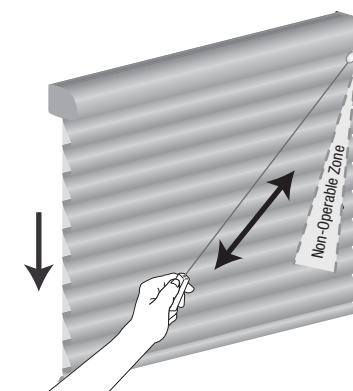


- Use a level to check that the mounting surface is level. Shim the brackets if necessary. Shims are not provided.
- Attach the installation brackets using the screws provided.
- Proceed to *Install the Shade* on page 6.

Operate the Shade

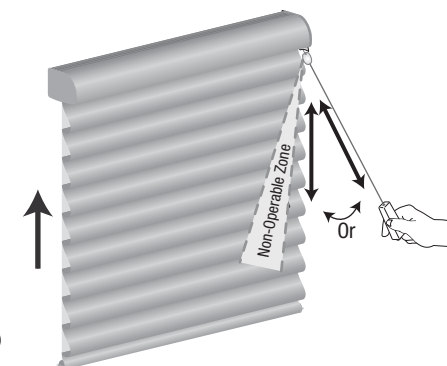
To Lower the Shade

- Using long, even strokes, pull the cord toward the center of the shade.
 - When first lowering from the fully raised position, it may require two or more gentle pulls to release the shade.
- Continue to pull until the shade is fully lowered and the fabric has moved back toward the window.
- To stop the shade at any time, stop pulling the cord and allow it to fully retract.



To Raise the Shade

- Using long, even strokes, pull the cord straight down or to the outside of the shade to raise the bottom rail.
- To stop the shade at any time, stop pulling the cord and allow it to fully retract.



WARNING: To avoid injury or damage to the shade, do not let go of the cord until it is fully retracted.

- Mark the screw location using the mounting options shown below.
 - The screw should be placed in the middle of the channel. This will allow for adjustment.

Outside Mount



Preferred



Alternate

Inside Mount



Preferred

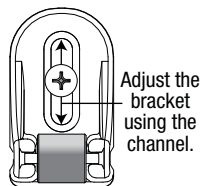


Alternate

- Drill the screw holes using a $\frac{3}{32}$ " drill bit.

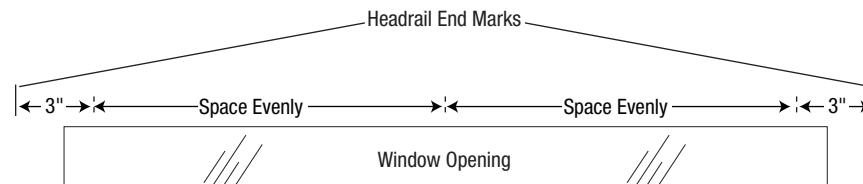
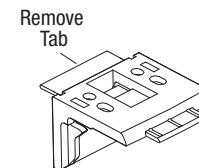
IMPORTANT: Use drywall anchors when mounting into drywall. Drywall anchors are not provided.

- Attach the hold-down brackets to the mounting surface using the screws provided.
- Adjust the bracket location vertically using the channel for best operation, if necessary.



Mount the Installation Brackets — Outside Mount

- Use pliers to break off and discard the tab of each bracket.
- Determine the bracket locations.
 - Center the headrail over the window opening at the desired height. Use a pencil to lightly mark each end of the headrail.
 - Alternatively, measure the width of the headrail and use that width to mark the headrail end points over the window opening.



- Mark 3" from each end of the headrail.

- If more than two installation brackets came with your order, space additional bracket(s) evenly between the two end brackets and mark their location. Mount into studs whenever possible.

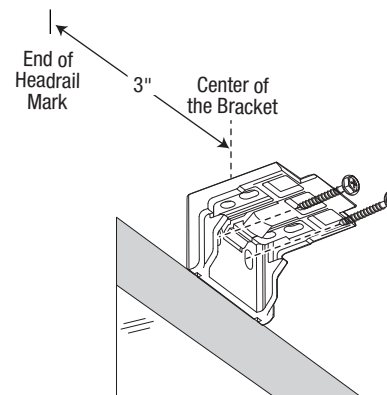
- Mark the location of the screw holes by centering the brackets on your marks.

- A minimum of 1" flat vertical surface is required to mount the brackets.
- The top of the installation brackets should be at the desired height. The brackets should be level and aligned.

CAUTION: The rear of the brackets must be flush against a flat mounting surface. *Do not mount brackets on curved molding.*

- Drill the screw holes using a $\frac{3}{32}$ " drill bit.

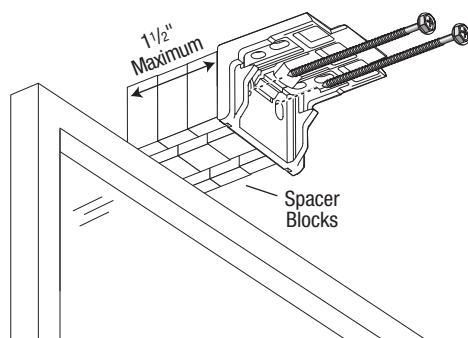
IMPORTANT: Use drywall anchors when mounting into drywall. Drywall anchors are not provided.



- Attach the installation brackets using the screws provided.

- If using ¼" or ½" spacer blocks, attach the spacer block(s) and installation bracket to a flat vertical mounting surface with #6 screws long enough for a secure installation. Screws are not provided.

IMPORTANT: The maximum spacer block projection is 1½".

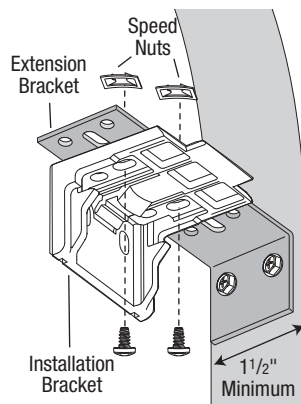


- Proceed to *Install the Shade* below.

Mount the Installation Brackets — End Mount

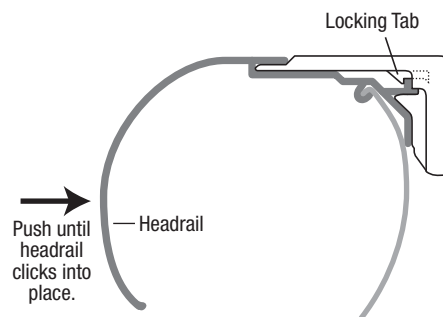
End mount the headrail when conventional mounting techniques will not work — for example, in an arched window.

- Mount the extension brackets on a surface at least 1½" wide.
- Attach the installation brackets to the extension brackets using the provided screws and speed nuts.



Install the Shade

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



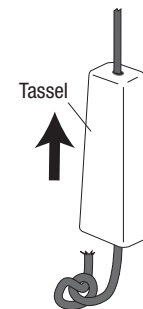
Tassel Adjustment

Adjusting the tassel to eye level will decrease the amount of pulls needed to raise and lower the shade. This will also enhance child and pet safety.

To Shorten the Tassel Cord

The tassel cord length is usually ⅔ the length of the fully closed shade. To shorten the tassel cord:

- Slide the tassel up the cord revealing the knot.
- Make a new knot below the tassel at the desired location.
- Trim the excess cord below the knot.
- Slide the tassel back down over the knot.



Attach the Magnetic Hold-Down Brackets

- Lower the shade until it is fully lowered and rotated back toward the window.
- Attach the magnetic hold-down bracket onto the bottom rail just inside the end cap, oriented as shown.

