Cordless Roman Shade

Installation and Operating Instructions

Carefully remove the roman shade and the mounting parts from the packaging. To avoid accidentally dropping 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 fit the shade yet; it is easier to install a shade that is securely footed.

Recommended Tools
- Tape Measure
- Pencil
- Screwdriver
- Power drill having a 1/8 inch drill bit

Provided Hardware
- Bracket
- Short Screw
- Long Screw

For Shades 26” to 48” Wide
- 2 pieces
- 2 pieces
- 4 pieces

For Shades 48” to 60” Wide
- 3 pieces
- 2 pieces
- 6 pieces

This roman shade includes a pleated outer panel and an operable 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. A handle is attached to the inner panel and is used to adjust the vertical height of the shade as desired.

The shade can be secured to either within a window frame, wherever the shade is about the same width as the window frame, or to a surface located outside the window frame area, whereas 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 36 inches wide and three C-shaped brackets for longer shades. The C-shaped brackets are affected as "captured" and hold the headrail portion of the shade assembly to the window structure.

To Mount the Shade Inside 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 mark 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. If your trim is flush with the window frame when installed, the front edge of the bracket must be located 0.25” from the front window frame edge. Also, each bracket has to be mounted within 1/30” of their respective "end of headrail" mark. Hold the bracket straight and centered as shown below and then use a pencil to mark the frame through the two openings provided at the top of the bracket.

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.

To Operate the Installed Shade

To operate up or down, always push 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 stay in place.

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

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

Installation Complete:
Additional information on these roman shades may be obtained by viewing our product use information and installation video at:

www.westelm.com
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