

How To Install, Operate and Maintain
Your Roman Shade (ENGLISH 1-7)

Cómo instalar, operar y mantener
las Persianas Romanas (ESPAÑOL 8-13)

Installation, fonctionnement et entretien de
votre persienne Roman (FRANÇAIS 14-19)



Springs Window Fashions LP
Middleton, WI 53562-1096

PLEASE READ THROUGH THESE INSTRUCTIONS BEFORE PROCEEDING.

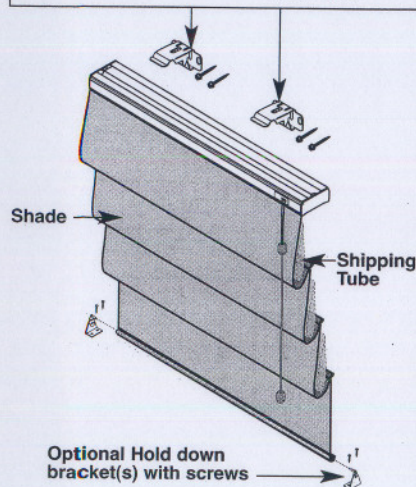
STEP 1: GETTING STARTED

Remove the shade from the packaging. Remove the plastic shipping tubes from the shade by sliding them out the end of the blind. Be careful not to pull the lift cord clips off of the fabric. Do not dispose of the packaging until the shade is installed and operating to your satisfaction.

Parts List

Mounting Brackets With Screws

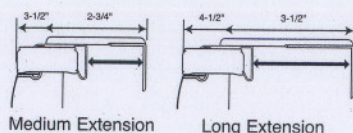
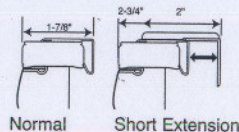
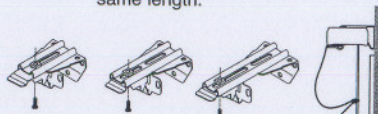
Width	Number of Brackets
16" - 42"	2 Brackets
42 1/4" - 70"	3 Brackets
70 1/4" - 96"	4 Brackets
96 1/4" - 120"	5 Brackets
120 1/4" - 150"	6 Brackets
150 1/4" - 170"	7 Brackets
170 1/4" - 192"	8 Brackets



Optional Extension Brackets

Must be ordered separately

All extension brackets must be extended to the same length.

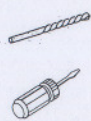


Note: If your extension brackets stick out beyond the front of the shade, they can be cut shorter with a hack saw. After your shade is mounted, mark the bracket flush with the front of the shade. Remove shade and brackets from window. Clamp the brackets in a vice and carefully saw off at mark with a hack saw.

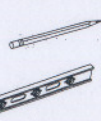
TOOLS NEEDED



Drill



Screwdriver



Pencil



Tape Measure



Level (optional)

TIPS FOR MOUNTING THE BRACKETS

Try to keep at least 1/4" from the edge of the wood to avoid splitting it. You may drill holes for the screws using a 5/64" drill bit, or if no drill is available, use a finishing nail and hammer or an awl to make small holes to start the screws. If the mounting surface is metal, you must pre-drill holes for the no.6 screws. Use a 1/8" steel drill bit.

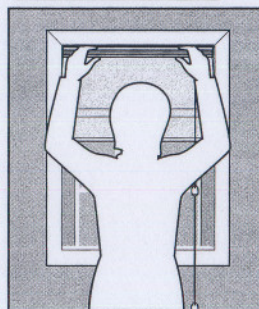
If the surface is brick, tile, stone or concrete, it will be necessary to use a carbide drill bit and suitable anchors, plugs, or screws. Plaster and wall board need pre-drilled holes for anchors or plugs. Follow manufacturer's recommendations for these types of fasteners (not included).

STEP 2: MOUNTING THE BRACKETS

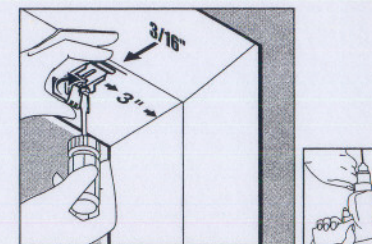
THE BRACKETS MUST BE SECURELY ATTACHED TO THE MOUNTING SURFACE.

The shade must be mounted clear of window cranks, trim work, etc. Shade **SHOULD NOT** be mounted where it will hit **ANY OBSTRUCTION** while being lowered.

2a - Inside Mount



Mount the brackets to the top of the window frame, 3" in from each outer edge and 3/16" back from the front edge of the frame for a flush look.



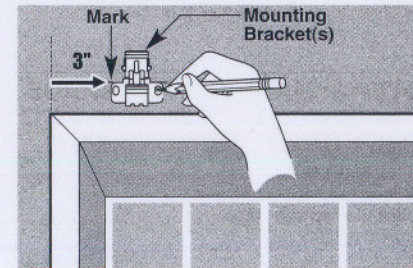
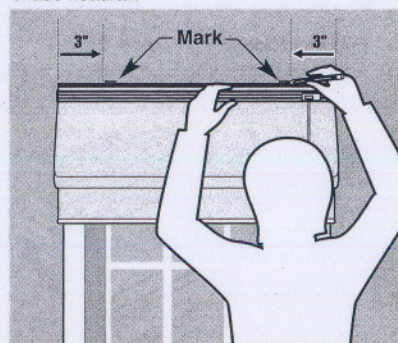
Additional brackets will be supplied with wider shades. Align and mount additional brackets spaced equally between outer brackets.

2b - Outside Mount

NOTE: IF EXTENSION BRACKETS ARE TO BE USED, GO TO STEP 2d.

Center and align the top rear of the shade headrail over the window opening at the desired height. Make a mark 3" in from each outer edge of the shade headrail.

Align the top rear of the mounting brackets with these marks. Use a level to make sure mounting brackets are at the same height.

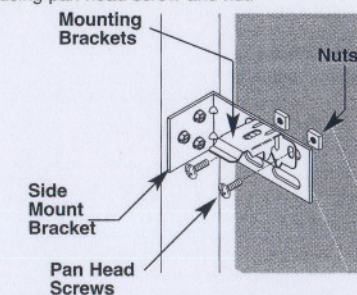
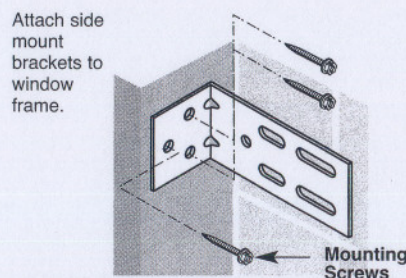


Additional brackets will be supplied with wider shades. Align and mount additional brackets spaced equally between outer brackets.

2c - Optional Side Mount (not available on shades over 60" wide)

Attach regular mounting brackets to side mount brackets as shown.

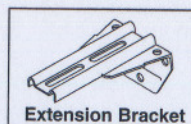
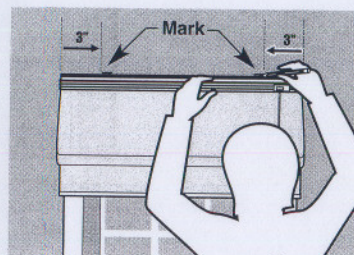
Attach mounting brackets to side mount brackets using pan head screw and nut.



2d - Optional Extension Bracket

Extension brackets can be used to project the shade further into the room. (over window cranks, door knobs etc.)

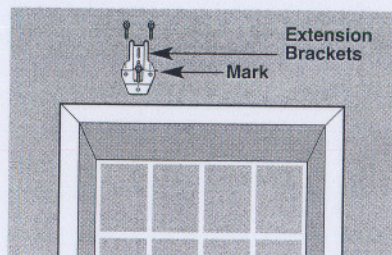
Center and align the top rear of the shade headrail over the window opening at the desired height. Make a mark 3" in from each outer edge of the shade headrail. Align the top rear of the extension brackets with these marks.



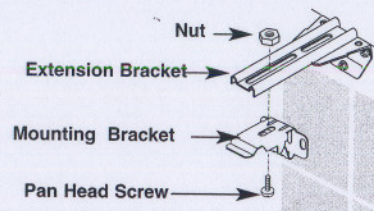
Extension Bracket

Use a level to make sure extension brackets are at the same height.

Additional brackets will be supplied with wider shades. Align and mount additional brackets spaced equally between outer brackets.

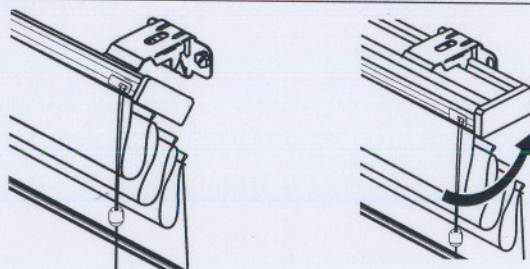


Attach the mounting brackets to the extension brackets using the pan head screw and nut.



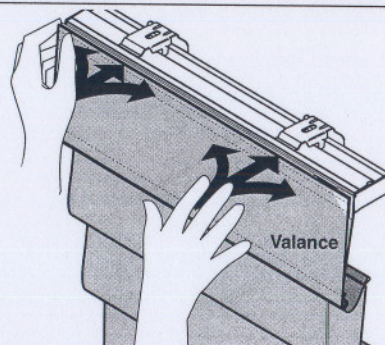
STEP 3: HANGING THE SHADE

Hook the top front edge of the headrail into the front hook of the brackets. Rotate the headrail up and back to snap into place.



STEP 4: ATTACHING OPTIONAL VALANCE ONTO HEADRAIL

Attach the valance to the headrail by starting on one end and work to the opposite end making sure it is level. Apply pressure all along the valance to insure proper attachment to the headrail.



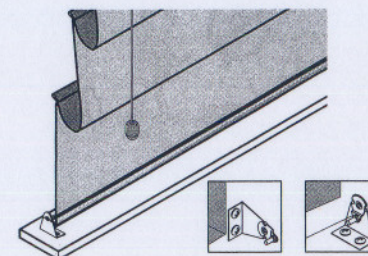
STEP 5: OPTIONAL HOLD DOWN BRACKETS

Hold down brackets are used to prevent the bottom of the shade from swaying.

To install hold down brackets, first fully extend the shade then press the pin of the bracket into the hole at the center of the bottomrail end caps.

Next, mark the location where the brackets will be mounted. Mount each bracket at the marked location using 2 screws per bracket.

Be sure to mount the brackets so they can flex which will allow you to insert and remove the bottomrail.



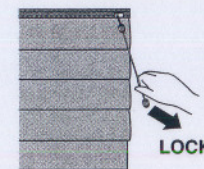
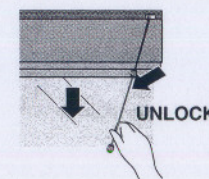
STEP 6: OPERATING THE SHADE

TO LOWER THE SHADE:

Pull the cord down and towards the center of the shade to unlock the cord, then slowly release the cord until the shade is at the position desired.

TO RAISE THE SHADE:

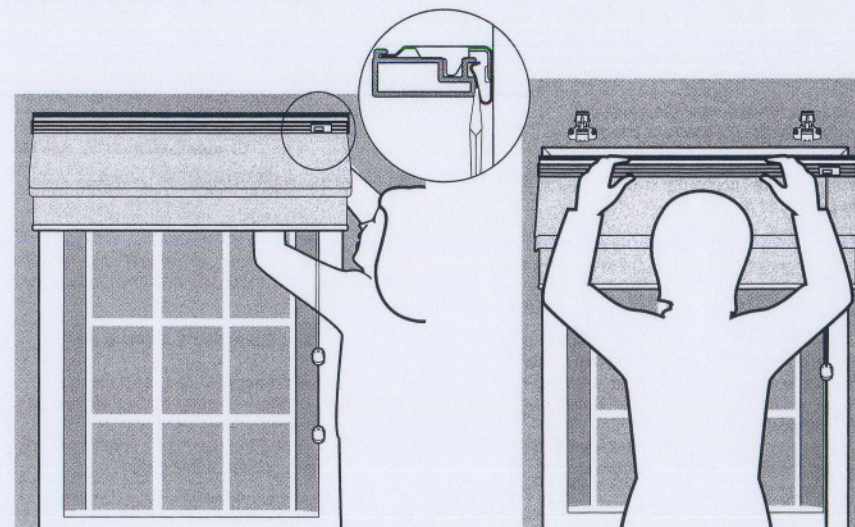
Pull the cord straight down until the shade is at the position desired. Move the cord past the side of the shade and let go to lock the cord.



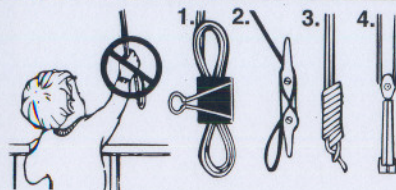
STEP 7: REMOVING THE SHADE

On each bracket there is a tab on the lower back side. Starting at one end of the shade, slide a standard flat screwdriver between the back of the rail and the tab.

Push the screwdriver up and twist while rotating the bottom of the shade towards you. Keep releasing brackets until the shade is free.



SAFETY WARNING



To avoid possible strangulation keep cords out of reach of children. Use these devices:

1. Clamp or clothespin
2. Cleat
3. Tie the cord to itself
4. Tie-down devices

BOTTOM-UP/TOP-DOWN (Standard Lock Only)

STANDARD CONTROL OPTION

The cord on the right controls the bottom of the shade. The cord on the left controls the top of the shade.
Note: Controls can be reversed.

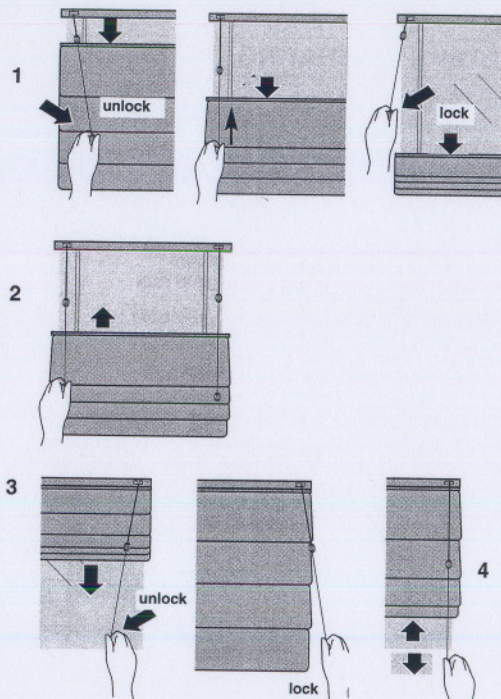
1. To lower the top of the shade, pull the left cord down slightly and toward the center of the shade to release the cord lock. While holding the cord towards the center of the shade, let the cord run through your hand until the top of the shade is in the position desired. Pull the cord to the outside of the shade and release it to lock it in place.

2. To raise the top of the shade, pull the left cord straight down and release it when the shade is at the position desired.

3. To lower the bottom of the shade, pull the right cord down slightly and toward the center of the shade to release the cord lock. While holding the cord towards the center of the shade, let the cord run through your hand until the bottom of the shade is in the position desired. Pull the cord to the outside of the shade and release it to lock it in place.

4. To raise the bottom of the shade pull the right cord straight down and release it when the shade is at the position desired.

HINT: Before raising the entire shade to the top: Raise the top of the shade completely, and then raise the bottom of the shade.



CLEANING THE SHADE

1. Remove the shade from its window, open the shade and lay it out on a clean, flat surface, such as a table or counter top. If the shade is dusty, simply vacuum over it using an upholstery attachment.

2. A feather duster can also be used to remove dust while shade is in the window.

Gently brush over the shade to remove any surface dust.

3. Due to the differences in ultrasonic cleaning operators, we cannot recommend this method of cleaning.

4. Do not use strong detergents or spot removers.

5. Dry cleaning is not recommended.

WARRANTY

TYPE OF WARRANTY

Limited Lifetime for aluminum, cellular, roman and pleated products with the exception of standard pleat products as described here: Three Year Warranty.

WHAT IS COVERED

This shade product is warranted against original defects in materials or workmanship for the time period specified above provided that:

- (1) the product was properly installed in a residential dwelling;
- (2) the product was made or assembled exclusively from Springs Window Fashions' materials and components;
- (3) Springs Window Fashions recommendations were followed with regard to limitations and specifications.

WHO IS COVERED

This warranty extends only to you as the original purchaser of the above stated products.

OBLIGATIONS TO THE CONSUMER

The obligations of Springs Window Fashions are limited to the repair or replacement of parts or product found to be defective.

Springs Window Fashions is not responsible for shipping costs or labor costs for measuring and taking the shade down or reinstalling the product.

If repairs are made under this warranty, the repairs will be made with like or similar parts.

WHAT THE WARRANTY DOES NOT COVER

This warranty does not cover conditions or damages caused by accidents, alterations, misuse, or failure to follow instructions for measurement, installation, cleaning or maintenance. In addition, normal wear and tear are not covered by the warranty.

All fabrics can lose original intensity after long exposure to the sun. When left for extended periods in direct sunlight, plastics tend to yellow or crack. All cords will eventually wear out. Springs Window Fashions considers these things normal wear and tear and are not covered by this warranty.

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WRITTEN OR ORAL WARRANTIES OR OBLIGATIONS AND LIABILITIES.

No person is authorized to extend or alter this warranty.

SPRINGS WINDOW FASHIONS SHALL HAVE NO LIABILITY WHATSOEVER FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

Some states do not allow the exclusion or limitation of incidental or consequential damages, so this limitation or exclusion may not apply to you.

SERVICE

To obtain warranty service contact:

Customer Service Center
Springs Window Fashions LP
8467 Route 405 Highway South
P.O. Box 500
Montgomery, PA 17702
windowfashions@springs.com

Warranty claims must be accompanied by the original sales receipt as well as details regarding the nature of the problem, location of the shade, etc.

Customer Service Hotline

1-800-221-6352