Custom Cordless Roman Style Fabric Shade

Installation Instructions

Congratulations on purchasing a Custom Cordless Roman Style Fabric Shade from Blindster. To properly install your new window treatment, please follow these instructions carefully.

Step 1: Check Your Mounting Hardware Kit

All window treatment orders from Blindster come with a mounting hardware kit. The kit for the Custom Cordless Roman Style Fabric Shade includes the following items:

Part	Quantity
Mounting Brackets	2 (shades up to 36" wide) 3 (shades 36" to 48" wide) 4 (shades 48" to 96" wide)
1 1/8" screws	2 per bracket
Control handle (attaches to bottom rail)	1

Note: Each mounting hardware kit comes with one extra screw in case of misplaced parts

Step 2: Gather the Right Tools

After you've verified that you have the right hardware to install your shade, gather the following tools before you begin the installation process:
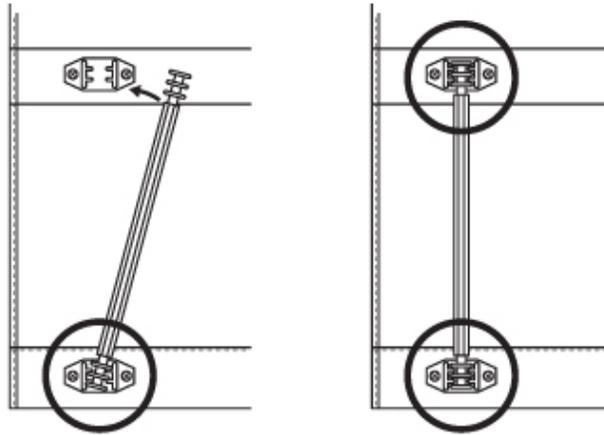
- **Screwdriver**
- **Tape measure**
- **Pencil**

- **Drill**
- **Level**
- **Step stool**

Note: If mounting your shade into dry wall or plaster, use #6 plastic anchors (not included in mounting hardware kit). Use a ¼" drill bit for wall anchors and a 3/32" drill bit for screws.

Step 3: Attach the Included Pleat Stiffeners

Pleat stiffeners are vital to the operation of your shade and may be pre-installed when your order arrives. If they're not already installed, snap them onto the bottom hem of the shade as illustrated in the picture below by pressing down firmly on each end of the stiffener.

Avoid pressing down in the center of the stiffener, as this area can bend or break. Without a bottom pleat stiffener, your shade will be unable to function as intended.
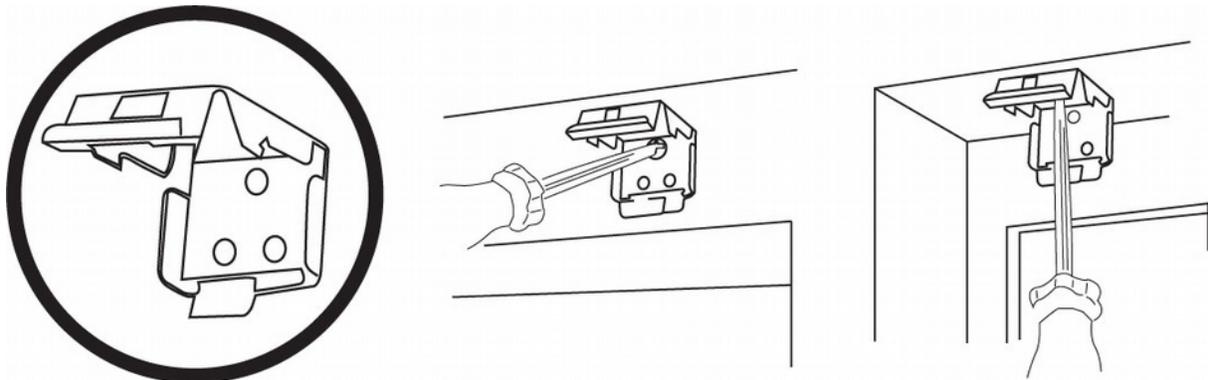

Step 4: Bracket Location and Installation

Your Roman Shade can be installed either inside your window frame or outside of it for maximum window coverage.

When preparing to install the brackets, note that one mounting bracket should be positioned between 1" to 6" from each end of the shade's head rail. If your shade is wide enough to require 3 or more mounting brackets, install them spaced evenly apart from the outer brackets along the inner part of the head rail.

Make sure that the mounting brackets aren't installed in a manner that interferes with the function of the cords, mechanisms, and other moving parts inside the head rail.
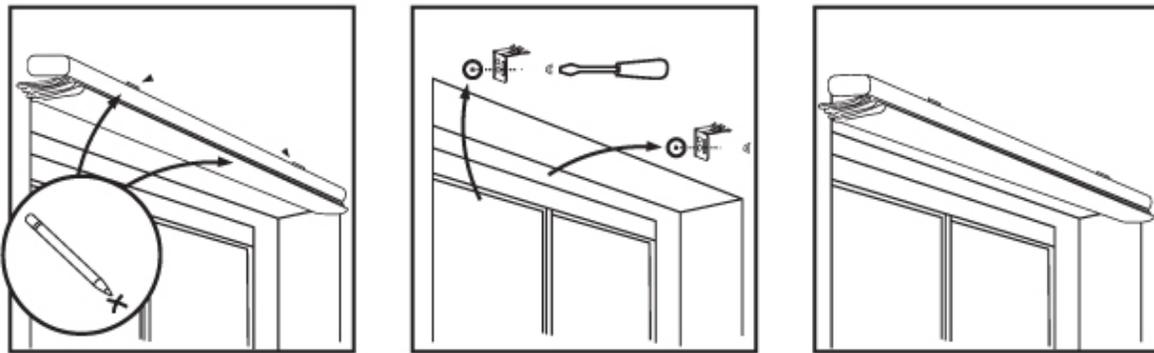
When attaching the head rail to the mounting brackets, see the picture above and make sure the locking arm is facing outward. Align the head rail so that it engages the front and back of the inside of the bracket—then, push the locking arm in to lock the head rail into place.

Tips for Outside Mount Installation

To install your shade outside of your window frame, attach the brackets to the head rail in the manner explained above. Then, hold the shade level against the wall at the desired height and center it over the window. Using a pencil, mark the locations of the mounting brackets on the wall to record their locations.
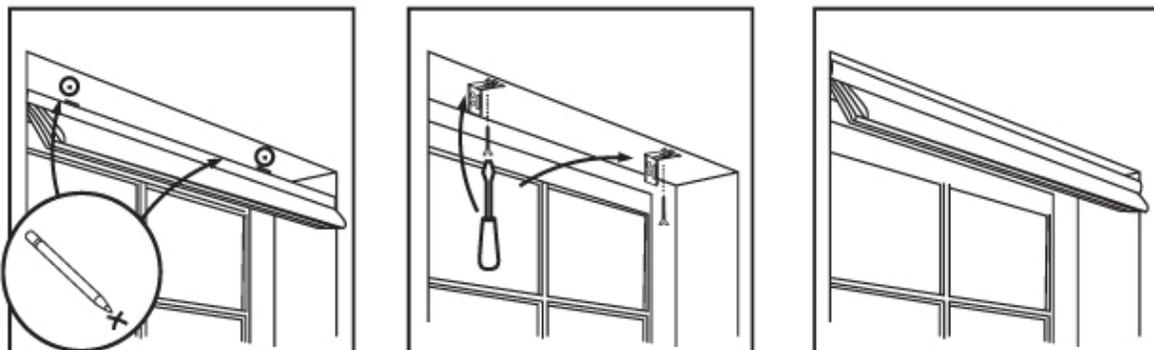
Next, remove the brackets from the head rail and position the top of one bracket at each marked location. Screw the brackets into the wall using 1 1/8" screws and pre-drilled holes using a 5/64" drill bit.

Tips for Inside Mount Installation

To install your shade inside your window frame, clip the brackets onto the head rail as instructed at the beginning of Step 4. Next, hold the shade in place inside the window frame and mark the location with a pencil where the back of the bracket contacts the window frame.

Then, remove the mounting brackets from the head rail and place them on the marks you just made. Secure each bracket to the wall using 1 1/8" screws using pre-drilled holes created with a 5/64" drill bit.
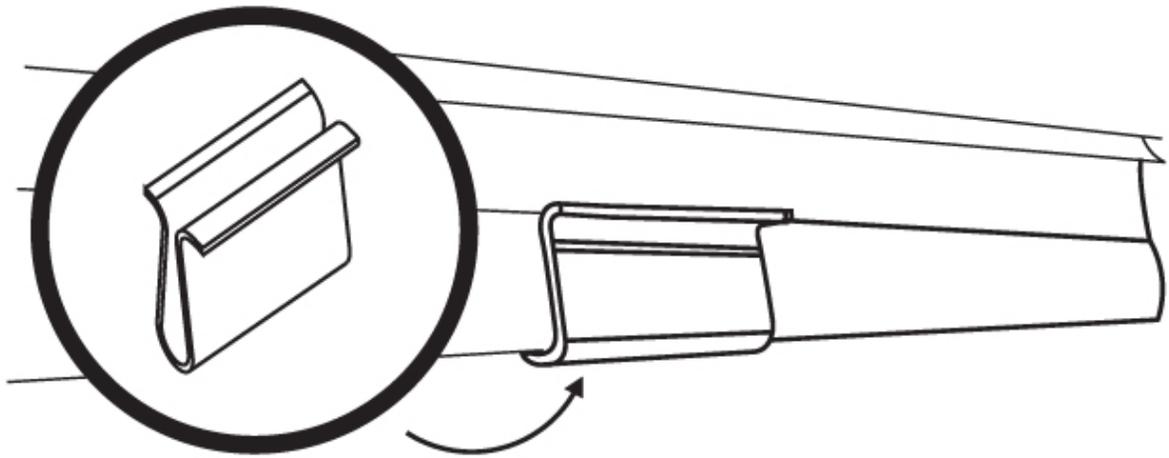
Step 5: Securing the Head Rail

To attach the head rail to the installed mounting brackets, simply repeat the steps described in Step 4 and lock it into place by securing the locking arm. Before continuing with installation, make sure the brackets and head rail are properly secured.

Step 6: Attaching the Handle

To attach the handle to the bottom of your shade, simply use the diagram provided below and slide the handle over the bottom rail.

Tips for Raising and Lowering the Shade

When raising or lowering your shade from Blindster, always do so slowly to make sure the fabric gathers neatly. Failure to do so can shorten the lifespan of your shade or cause it to malfunction.

- **Properly lowering the shade**
  To properly lower your shade, grip the handle installed on the bottom rail and pull straight down until the shade reaches the desired height.

- **Properly raising the shade**

To properly raise your shade, place one hand under the handle or bottom rail and push up with your palm facing up until the shade reaches the desired height.

IMPORTANT INFORMATION FOR LEVELING YOUR SHADE
Always keep the center of the shade even by pushing and pulling at its center. If at any time the shade becomes uneven, slowly pull it all the way down, then lift it back up to its desired position. You can also reach behind the shade and manually pull the cording out of the head rail until the shade becomes level.

Tips for Cleaning Your Shade

Your shade needs frequent cleaning to look and operate at optimal levels. To safely clean your window treatment, use a feather duster or vacuum with a soft brush attachment to remove dirt and dust.

100% polyester, cotton/poly blends and 100% cotton or linen fabrics can be spot cleaned using warm soapy water and a mild detergent and clean sponge. Air dry and steam or iron to maintain crispness.

Tips for Ironing Your Shade

Over time, your shade may become wrinkled and lose its crisp appearance. To restore its look, follow these tips to safely iron out any wrinkles.

- **100% Polyester**
  To iron a 100% polyester shade, use a low heat setting to remove any wrinkles in the fabric. Note that polyester is vulnerable to melting at high heat settings.
- **Cotton/Poly Blends**
  To iron a cotton/poly blend shade, use an iron on medium heat to remove wrinkles and maintain a crisp shape and appearance.

- **100% Cotton and 100% Linen**
  To iron a 100% cotton or 100% linen shade, use an iron on high heat to remove wrinkles and maintain the shade's crispness.