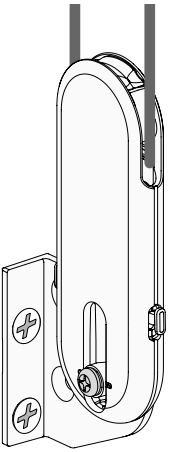
LEVOLOR®

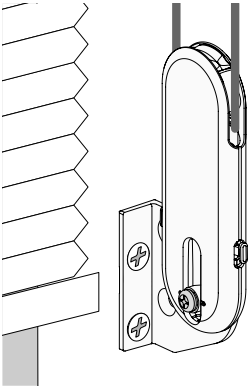
Roman Shades
Persianas romanas

INSTALLATION • OPERATION • CARE
INSTALACIÓN • MANEJO • CUIDADO



Continuous Cord Loop Lift Control
Control de elevación de circuito de cuerdas continuo

Installation Instructions



Universal Cord Tensioner

Inside Mount or Outside Mount Installations

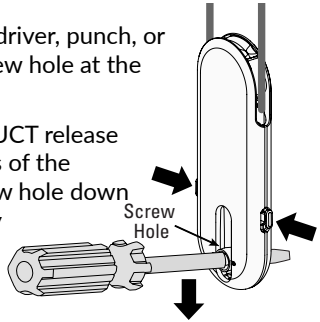
Para Español, vea la página 17.

© 2024 Hunter Douglas. All rights reserved. All trademarks used herein are the property of Hunter Douglas or their respective owners.

Getting Started

Before doing anything, you must first slide the Universal Cord Tensioner (UCT) to the bottom of the cord loop.

1. Insert a small screwdriver, punch, or awl through the screw hole at the bottom of the UCT.
2. While pressing the UCT release buttons on the sides of the UCT, move the screw hole down to release the safety mechanism.
3. Slide the UCT down to the bottom of the cord loop.

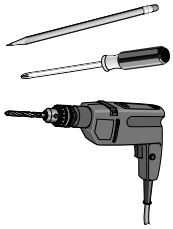


4. Install the window covering.
5. Use the following instructions to secure the UCT.

WARNING: A damaged, loose, or missing tension device poses a strangulation risk to children. Remove from use and repair or replace if tension device is damaged, loose, or missing.

CAUTION: The window covering will not operate properly unless the UCT is secured.

Required Tools



- Pencil
- Small-tip Phillips screwdriver
- Power drill with two drill bit sizes:
  - — For applications not requiring wall anchors, use a $^{1}/_{8}$" drill bit and drill $1^{1}/_{4}$" deep.
  - — For applications requiring anchors, use a $^{7}/_{32}$" drill bit.

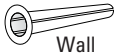
CAUTION: Use wall anchors if the mounting screws will not be secured into wood or metal. For metal surfaces, sheet metal screws are recommended.

IMPORTANT

Install the UCT in a location that minimizes access by children and pets. Locate the UCT where it will not interfere with window covering operation.

Only the supplied UCTs and UCT hardware should be used.

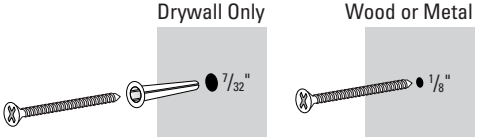
Wall Anchors



If only drywall is available for mounting, a wall anchor is required to ensure a secure attachment of the UCT. If the screw or screws can be fastened into wood or metal (even if the wood is behind drywall), a wall anchor is not necessary.

1. If no wood or metal is available to hold the screw, mark the hole position as shown in the procedures below.
2. Drill a $^{7}/_{32}$" pilot hole through the drywall for each wall anchor at the locations you marked.
3. Tap each wall anchor into its pilot hole until the flange of the anchor is flush with the drywall.
4. Align the UCT or bracket holes to the anchors.
5. Attach the tensioner or bracket using the provided $1^{1}/_{2}$" screws.

NOTE: When mounting into wood or metal, drill $^{1}/_{8}$" pilot holes.



Choose a Mounting Option

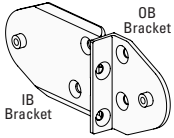
The Universal Cord Tensioner (UCT) can be mounted in one of three ways:

- For outside mount (OB) products:
  - — "Outside Mount" on page 6. This attaches the UCT to a bracket secured to the wall outside the window casement.
- For inside mount (IB) products, you have two choices:
  - — "Inside Mount with a Bracket" on page 10. This attaches the UCT to a bracket secured to the inside of the window casement.
  - — "Inside Mount without a Bracket" on page 13. This attaches the UCT directly to the inside of the window casement. **NOTE:** If mounting to a textured or uneven surface, use the provided mounting bracket.

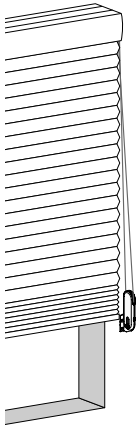
IMPORTANT: For all mounting options, locate the UCT as close to the window glass as possible to minimize accessibility by children and pets. **Be sure the UCT is not placed in the path of the bottom rail or fabric.**

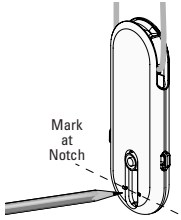
Outside Mount

1. Break off the Outside Mount (OB) bracket.

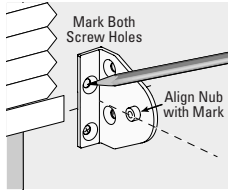


2. With the Universal Cord Tensioner (UCT) at the bottom of the cord loop, position it at the desired location.
3. Mark the wall at the notch in the UCT.

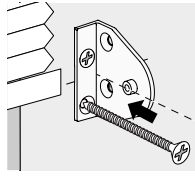




4. Hold the OB bracket with its center hole aligned with the mark and mark both screw hole locations.

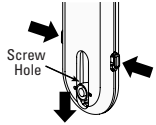


5. Drill the screw holes.
   - Determine whether or not wall anchors are required (see "Wall Anchors" on page 4) and drill either $^{1}/_{8}$" pilot holes (no wall anchor) or $^{7}/_{32}$" pilot holes (with wall anchor).
6. Mount the UCT bracket.
   a. If wall anchors are required, first tap them into the pre-drilled holes.
   b. Use a Phillips screwdriver and the longer screws provided to attach the bracket to the wall.

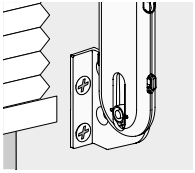


7. Attach the UCT to the bracket

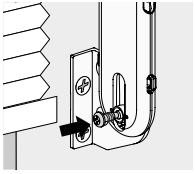
   a. Press the UCT release buttons on the sides of the UCT while pulling down on the spring-loaded screw hole.



   b. Insert the nub on the inside mount bracket into the back of the screw hole in the UCT.



   c. Insert the small provided screw into the nub through the front of the screw hole and tighten it to secure the UCT to the bracket.



8. Ensure the cord can move freely through the UCT without engaging the lock. The center of the screw hole should be aligned with the notch in the UCT (±1/8").

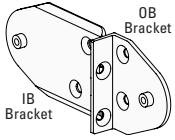
   — If the cord does not move freely through the UCT, the cord is too tight and the UCT should be moved up.

   — If the UCT locks onto the cord, the cord is too loose and the UCT should be moved down.

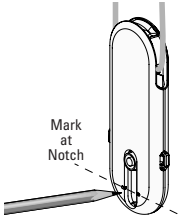
CAUTION: Do not pull the screw hole down to the bottom of the slot. This may cause the cord to become too tight, affecting window covering function and increasing cord wear.

Inside Mount with a Bracket

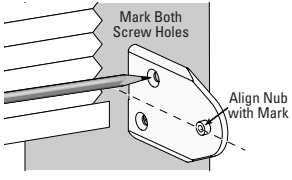
1. Break off the Inside Mount (IB) bracket



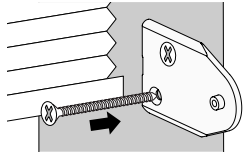
2. With the Universal Cord Tensioner (UCT) at the bottom of the cord loop, position it at the desired location.
3. Mark the window casement at the notch in the UCT.



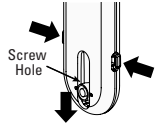
4. Hold the IB bracket with its center hole aligned with the mark and mark both hole locations.



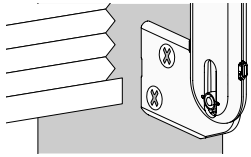
5. Drill the screw holes.
   — Determine whether or not wall anchors are required (see "Wall Anchors" on page 4) and drill either a $^{1}/_{8}$" pilot hole (no wall anchor) or a $^{7}/_{32}$" pilot hole (with wall anchor).
6. Mount the UCT bracket.
   a. If wall anchors are required, first tap them into the pre-drilled holes.
   b. Use a Phillips screwdriver and the longer provided screws to attach the bracket to the wall.



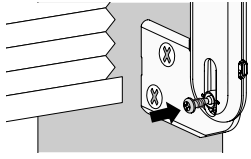
7. Attach the UCT to the bracket
   a. Press the UCT release buttons on the sides of the UCT while pulling down on the spring-loaded screw hole.



b. Insert the nub on the inside mount bracket into the back of the screw hole in the UCT.



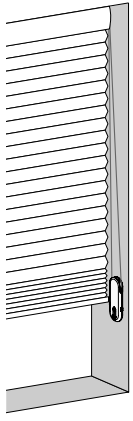
c. Insert the small provided screw into the nub through the front of the screw hole and tighten it to secure the UCT to the bracket.



8. Ensure the cord can move freely through the UCT without engaging the lock. The center of the screw hole should be aligned with the notch in the UCT (±1/8").
   - — If the cord does not move freely through the UCT, the cord is too tight and the UCT should be moved up.
   - — If the UCT locks onto the cord, the cord is too loose and the UCT should be moved down.

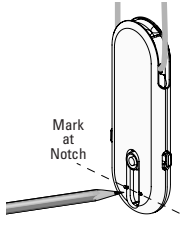
CAUTION: Do not pull the screw hole down to the bottom of the slot. This may cause the cord to become too tight, affecting window covering function and increasing cord wear.

Inside Mount without a Bracket



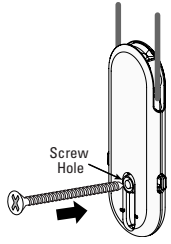
NOTE: If mounting to a textured or uneven surface, use the provided mounting bracket.

1. With the Universal Cord Tensioner (UCT) at the bottom of the cord loop, position it at the desired location.
2. Mark the window casement at the notch in the UCT.

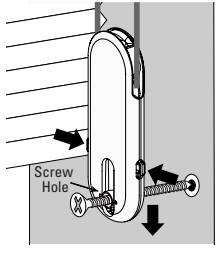


3. Mark and drill the screw hole.
   - — Determine whether or not a wall anchor is required (see "Wall Anchors" on page 4) and drill either a 1/8" pilot hole (no wall anchor) or a 7/32" pilot hole (with wall anchor).
4. Mount the UCT
   a. If a wall anchor is required, first tap the anchor into the pre-drilled hole.

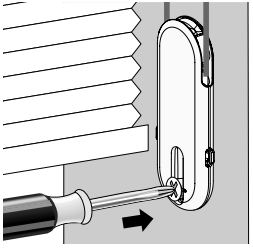
b. Insert one of the longer provided screws into the screw hole in the UCT.



c. Press in on the UCT release buttons and pull down on the screw hole to align the hole with the wall anchor or pilot hole.



d. Attach the UCT directly to the wall.

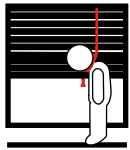


CAUTION: Do not overtighten the mounting screw. This can prevent the UCT from functioning properly and increase cord wear.

5. Ensure the cord can move freely through the UCT without engaging the lock. The center of the screw hole should be aligned with the notch in the UCT (±1/8").
   - — If the cord does not move freely through the UCT, the cord is too tight and the UCT should be moved up.
   - — If the UCT locks onto the cord, the cord is too loose and the UCT should be moved down.

CAUTION: Do not pull the screw hole down to the bottom of the slot. This may cause the cord to become too tight, affecting window covering function and increasing cord wear.

⚠WARNING



Products with a Damaged, Loose, or Missing Tension Device Pose a Strangulation Risk to Children.

This Window Blind is equipped with a Tension Device.

- Remove from use and repair or replace if tension device is damaged, loose, or missing.
- Tension device must be securely attaced to wall or floor.
- Children can climb on furniture to reach cords.
- Fasteners provided with tension device may not be appropriate for all mounting surfaces.
- Use appropriate anchors for mounting surface conditions.
- Tag to be removed only by end-user.

Window and Shade Terminology

Mounting Types and Window Terminology 4
Lift Styles 5

Getting Started

Installation Overview 6
Components Included 7
Tools and Fasteners You May Need 8

Installation

Inside Mount 9-11
Outside Mount 12-14

Installing Additional Components

Cord Loop Tension Device 15
Valance 16
Extension Brackets 16
Spacer Blocks 16
Hold-Down Brackets 16

Operation

Operating the Shade 17
Adjusting Alignment 17

Uninstalling

Removing the Shade 17

Cleaning and Care

Cleaning Procedures 18

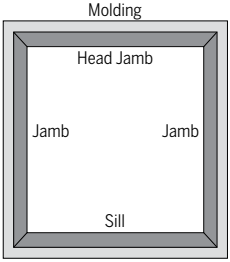
Additional Information and Support

Warranty 19
Customer Service Support 19

WINDOW AND SHADE TERMINOLOGY

Thank you for purchasing LEVOLOR® Roman Shades. With proper installation, operation, and care, your new roman shade will provide years of beauty and performance. Please thoroughly review this instruction booklet before beginning installation.

MOUNTING TYPES AND WINDOW TERMINOLOGY

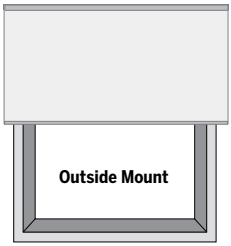


Window Components Terminology

- Collectively, the sill and jambs are called the “window casement” or "frame".

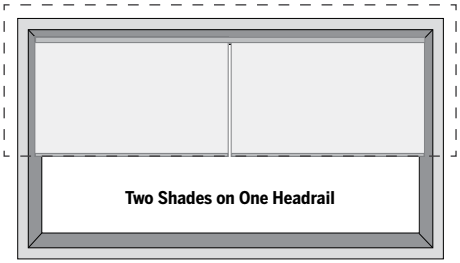
Inside Mount

- Shade fits within window opening.
- Great for windows with beautiful trim.



Outside Mount

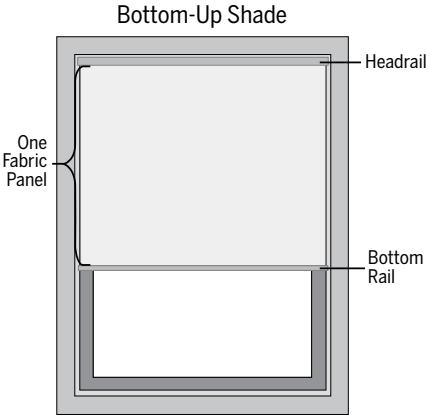
- Shade mounts outside window opening.
- Increased light control and privacy.



Two Shades on One Headrail

- Provides the clean appearance of a single shade with the ability to operate each shade independently.
- Can be mounted inside or outside.

LIFT STYLES

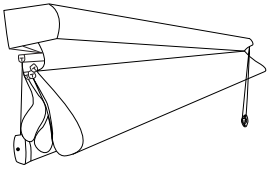


INSTALLATION OVERVIEW

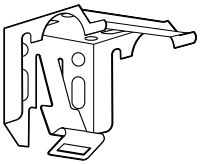
- IMPORTANT: If bound, do not remove binding until the shade is installed in the window.
- Double-check the headrail for proper width. If installing several sets of shades, be sure to match them with the appropriate window.
- Check the installation surface to ensure you have suitable fasteners and tools.
- Lay out and organize all parts and components.
- Your order will include the correct number of installation brackets for your shade width, as shown in the table below.
- Shade orders may also include spacer blocks or extension brackets, if they were specified, for added clearance.

Installation Brackets	
	Number of Brackets
Shade Width	Cord Loop
Up to 38"	2
> 38" - 68"	3
> 68" - 82"	4
> 82" - 106"	5
> 106" - 130"	6
> 130"	7

COMPONENTS INCLUDED



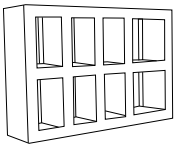
Roman Shade



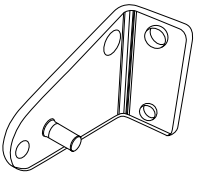
Mounting Bracket

Cord Loop Tension Device

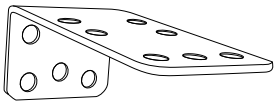
Hex Head Screws
(2 per Bracket)

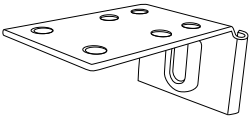


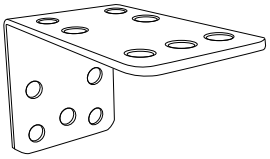
Spacer Block
(optional)



Hold Down Bracket
(optional)







Extension Brackets (optional)

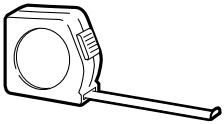
- Shade
- Mounting Brackets
- Installation Hardware

Optional items will be included, if selected at time of shade order.

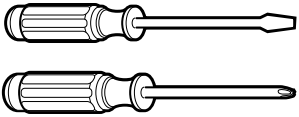
TOOLS AND FASTENERS YOU MAY NEED (not included)

The tools you will need for installing your shade will vary, depending on the installation surface, and mounting bracket type.

Tools typically used for installation include:



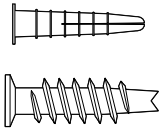
Metal Tape Measure



Screwdrivers
(both flat and Phillips head)

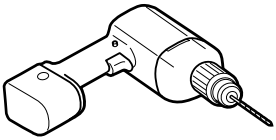
¼" Nutdriver

Safety Glasses



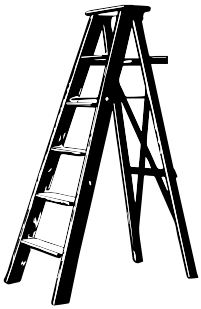
Drywall Anchors

Pencil



Drill with Bits

Level

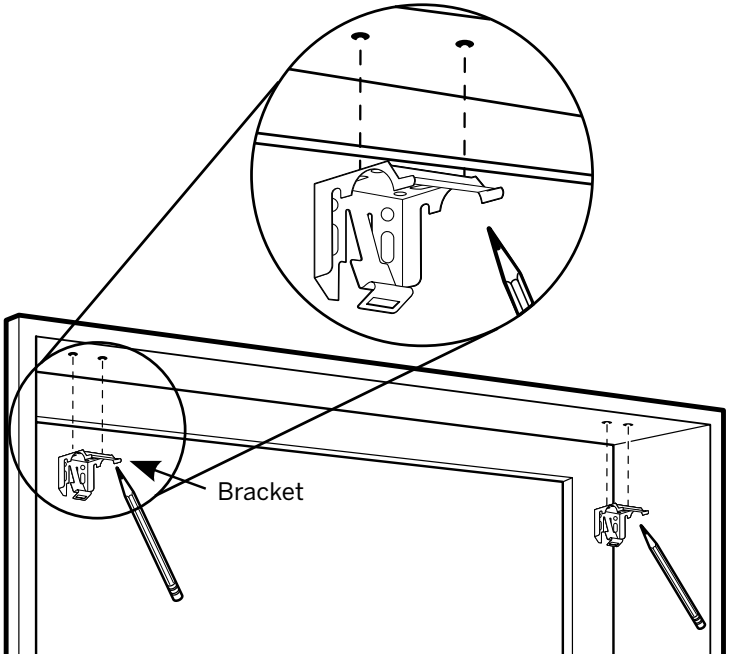


Ladder

Note: Longer Screws may be needed with extension brackets and spacers, not shown.

CAUTION: Use drywall anchors when mounting into drywall. (Not provided.) Failure to properly anchor shade could cause shade to fall possibly resulting in injury.

INSIDE MOUNT (IM)

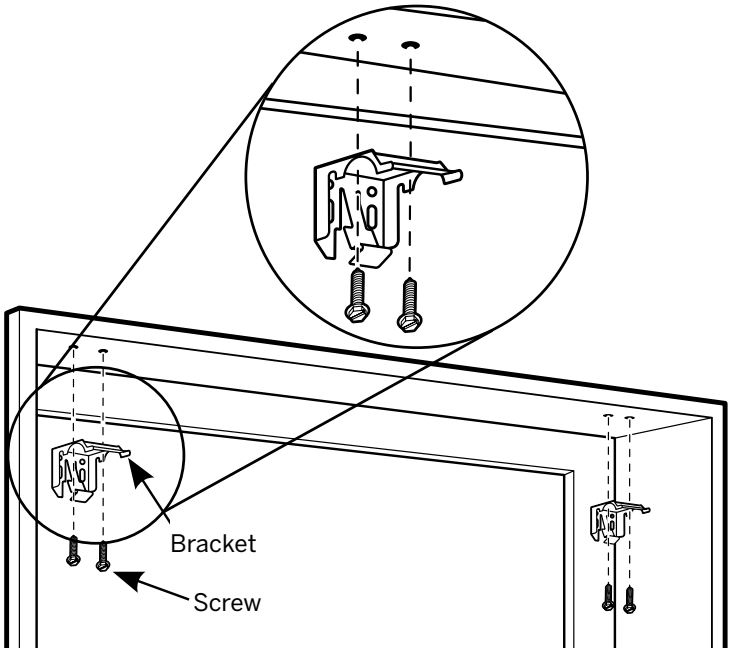


STEP 1: MARKING THE BRACKET LOCATIONS

IMPORTANT: Before marking bracket locations, ensure that your bracket placement will not interfere with any components inside the headrail.

- Verify that your window casing has a minimum depth of ½" which allows for a partially recessed headrail mount.
- If flush mount (fully recessed mount) is desired, a minimum mounting depth of 2 ⅛" is required.
- Mark 1-2" inches from each jamb for bracket location.
- With a pencil, mark the longer, oblong drill hole locations through the top of the holes of the bracket, 2 holes per bracket.
- If more than two installation brackets come with your order, space additional bracket(s) evenly between the two end brackets, no more than 30" apart, and mark drill hole locations.

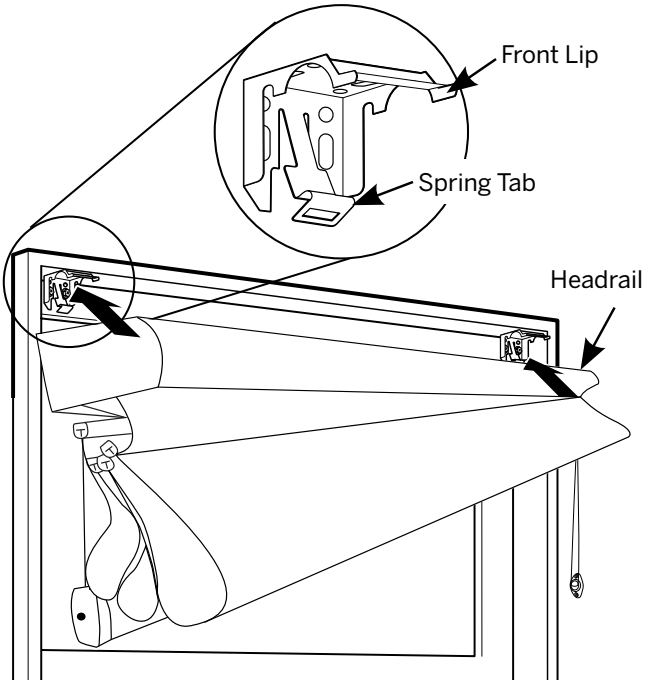
INSIDE MOUNT (IM)



STEP 2: INSTALLING THE BRACKETS

- Pre-drill screw holes using a 1⁄16" drill bit (wood and metal mounting surfaces only) using pencil marks as a guide.
- Hold the bracket with the surface marked "Top" facing up. Line up the pre-drilled screw holes and the longer, oblong holes in the bracket.
- While holding the bracket in place, secure the bracket with screws, 2 screws per bracket.
- Repeat for each bracket.
- Ensure all brackets are square with each other.

INSIDE MOUNT (IM)

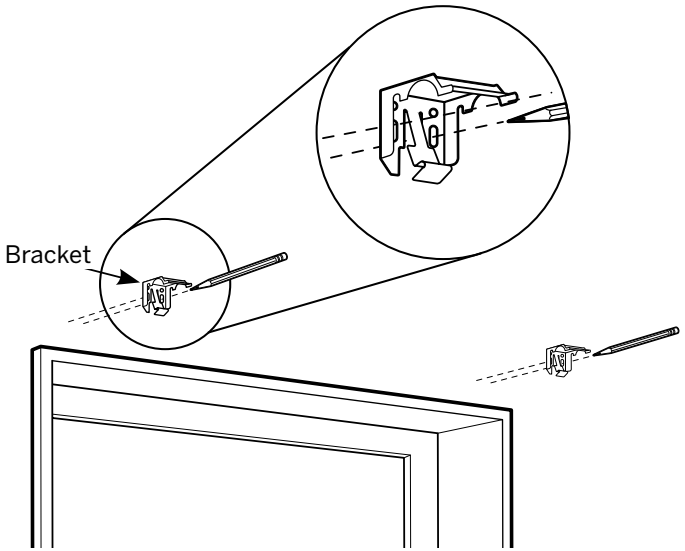


STEP 3: INSTALLING THE SHADE

- Hang the curved front side of the headrail on the front lip of the brackets.
- Rotate the headrail backwards toward the window until a snapping sound is heard. This will let you know the shade is engaged in the brackets.
- Repeat for each bracket.
- Secure cord tension device (see additional instructions on page 15).

CAUTION: Be sure the bracket and headrail are properly secured before operating the shade. Failure to do so may result in the shade falling and possible injury.

OUTSIDE MOUNT (OM)



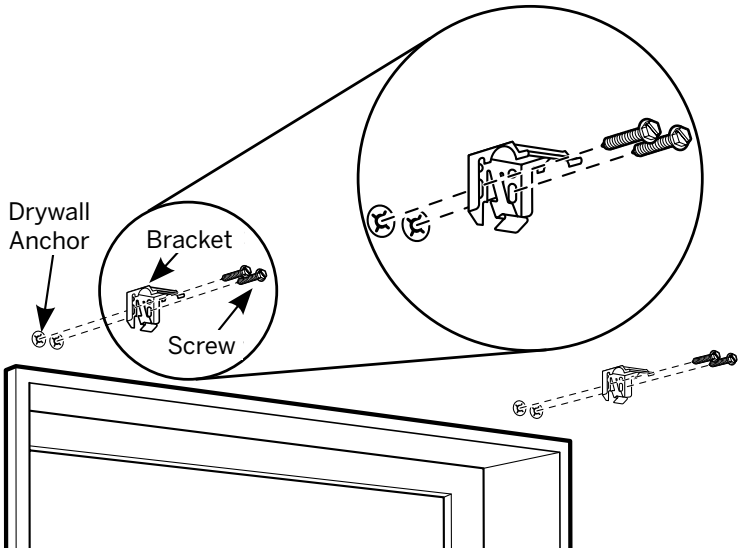
STEP 1: MARKING THE BRACKET LOCATIONS

IMPORTANT: Before marking bracket locations, ensure that your bracket placement will not interfere with any components inside the headrail.

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

- 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 approximately 1 - 2" in from each end of headrail for the installation bracket locations.
  - — Allow a minimum of ¼ in. between the bottom of the installation bracket and the top of the window molding.
- With a pencil, mark the installation brackets or extension bracket screw locations through the larger, oblong rear holes of the bracket, 2 screws per bracket.
- Use a level to ensure all brackets are aligned.
- If more than two installation brackets come with your order, space additional bracket(s) evenly between the two end brackets, no more than 30" apart, and mark drill hole locations.

OUTSIDE MOUNT (OM)



STEP 2: INSTALLING THE BRACKETS

IMPORTANT: Use drywall anchors when mounting into drywall (not provided).

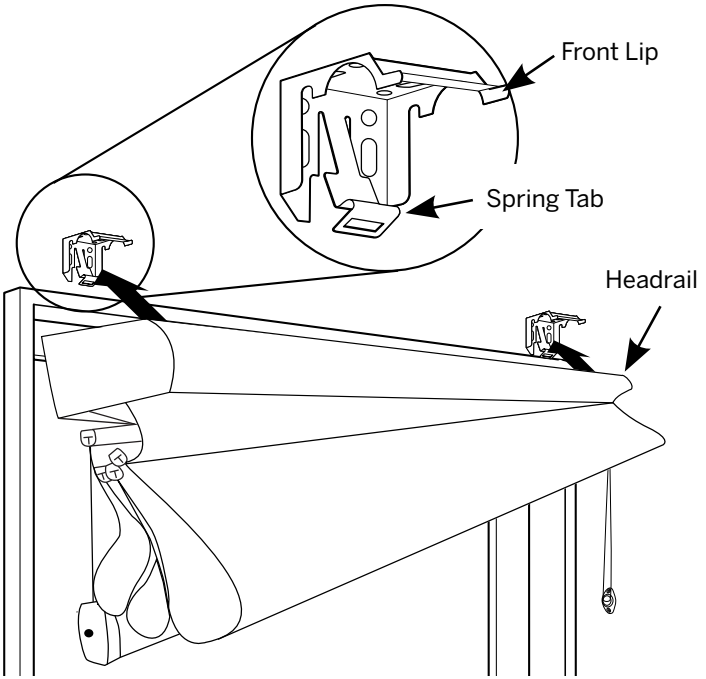
IMPORTANT: The rear of the brackets must be flush against a flat mounting surface. Do NOT mount brackets on curved molding.

- Pre-drill screw holes using a 1/16" drill bit, using pencil marks as a guide.
- Hold the bracket with the surface marked "Top" so that it is facing upwards and then line up the pre-drilled screw holes with the holes in the bracket.
  - — **Note:** If using spacer blocks: Stack spacer blocks on the back side of the installation brackets. See page 16 for additional details.

CAUTION: Do not use more than one spacer block. Using more than one spacer block could cause shade to fall resulting in possible injury.

- While holding the bracket in place, secure with screws, 2 screws per bracket.
- Repeat for each bracket.
- Use a level to confirm all brackets are level.

OUTSIDE MOUNT (OM)



STEP 3: INSTALLING THE SHADE

- Hang the curved front side of the headrail on the front lip of the brackets.
- Rotate the headrail backwards toward the window until a snapping sound is heard. This will let you know the shade is engaged in the brackets.
- Secure cord tension device (see additional instructions on page 15)

CAUTION: Be sure the bracket and headrail are properly secured before operating the shade. Failure to do so may result in the shade falling and possible injury.

CORD LOOP CORD TENSION DEVICE

- Cord Loop Shades will arrive with the tension device mounted to the cord.
- Use the included screws to secure the hold down tension device to the mounting surface, ensuring that the cord loop is taut.
- SEE WARNING LABEL ON SHADE

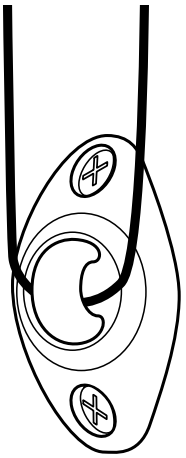
INSTALL THE TENSION DEVICE

- Slide the cord tensioner down to the bottom of the cord loop.
- Using the screws provided, attach the tension device to the wall, allowing some slack for the cord to slide through easily.

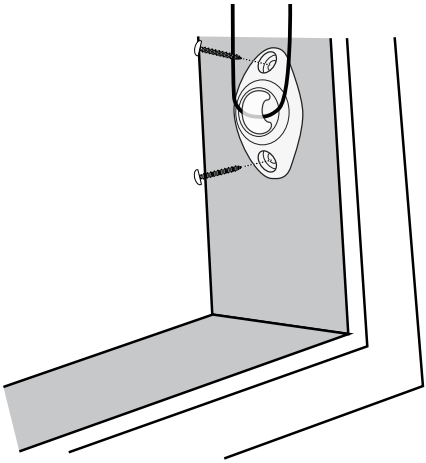
IMPORTANT: When installing into drywall or plaster, use 3⁄16" drill bit and insert wall anchors (size ½", not included) before inserting the screws. When installing in metal, use appropriate anchors for metal material.

IMPORTANT: The tension device provides smooth operation of the shade. The shade will not operate properly unless the tension device is installed.

WARNING: It Is imperative that the cord tensioner be properly secured to the wall or window frame to reduce children's access to the cord loop. Young children can strangle in cord loops. They can also wrap cords around their necks and strangle.



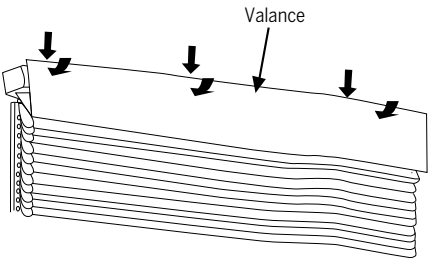
Continuous Cord Loop Tension Device



Installing the Tension Device

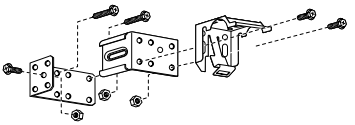
INSTALL VALANCE

- Hook the top of the valance over the top lip of the headrail.
- Carefully press the valance down and back against the headrail until the valance clips into place.



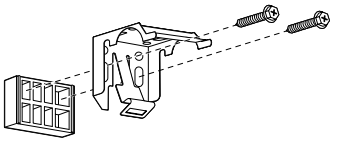
EXTENSION BRACKETS (optional)

- Optional extension brackets offers clearance for obstructions.
- Outside mounting extension brackets will provide 1–3" clearance between the headrail and mounting surface. Assemble extension bracket as shown.
- Secure an extension bracket to each standard mounting bracket.



SPACER BLOCKS (optional)

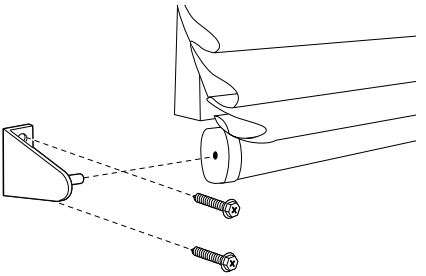
- Outside mounting spacer blocks will provide an additional ⅜" clearance as shown.
- If spacers are used, longer screws may be required to ensure a secure installation (not provided).



CAUTION: Do not use more than one spacer block. Using more than one spacer block could cause shade to fall resulting in possible injury.

HOLD-DOWN BRACKETS (optional)

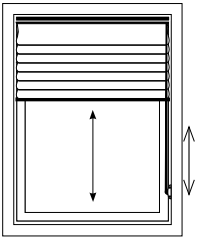
- Ideal for doors, hold-down brackets prevent shade from swaying. Assemble as shown to each side of bottom rail.



CONTINUOUS CORD LOOP BOTTOM-UP

- Pull one side of cord loop to lower the shade to the desired height. Pull the other side of the cord loop to raise the shade to the desired height.

Bottom-Up Shade



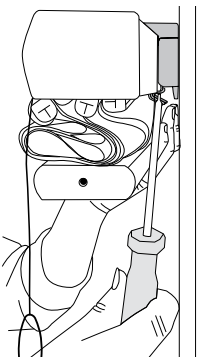
ADJUSTING ALIGNMENT AND FOLDS

To ensure the shade raises and lowers evenly, the roman bar clips on the back of the shade may need to be adjusted. These clips are self aligning, however they can shift out of alignment from time-to-time.

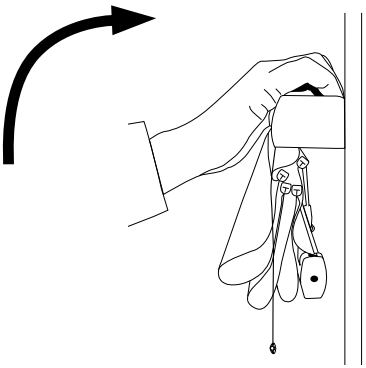
- The shade should be adjusted to the fully lowered position.
- Locate the cord route in the top of the headrail behind the shade.
- On the back of the shade, adjust any roman bar clips by hand that are out of vertical alignment with the cord location in the headrail.

REMOVING THE SHADE

- Fully raise the shade.
- **Step 1:** Use a flathead screwdriver and push downwards on spring tab and then rotate the front headrail.
- **Step 2:** While pushing back on the headrail, rotate the front of the headrail up. Never force the spring tab beyond the back of the brackets.



Step 1



Step 2

CAUTION: Hold shade firmly when removing. Failure to do so may result in the shade falling and possible injury.

CLEANING PROCEDURES

A brush-type vacuum attachment or feather duster should be used for cleaning. If your shade should become stained, you may clean it by dabbing the spot with a sponge dampened with lukewarm water. Do not immerse shade in water. Avoid contact with window cleaning products as these may discolor your shade. Ultrasonic cleaning is not recommended or covered by our warranty. Improper cleaning may damage the shade and void warranty.

DUSTING

Use a feather duster for regular cleaning.

FORCED AIR

Blow away dirt and debris using clean compressed air.

PROFESSIONAL INJECTION/EXTRACTION CLEANING

Call local on-site blind/shade cleaner that injects a cleaning solution into the fabric and extracts the dirty solution at the same time. The service is typically performed at home so you do not need to remove your window treatments.

VACUUMING

Use a low suction vacuum with a brush-type cleaner attachment; stroke lightly over the shade to clean.

SPOT-CLEANING/STAIN REMOVAL AT HOME

Use warm water and a mild soap, like Woolite® or Scotchgard®, if needed. Do not immerse shade in water.

Additional Notes

- Once mounted, leave the shade in the lowered position for 48 hours to release any wrinkles in the fabric.
- Shades made from patterned fabrics may differ slightly in the location of of the pattern from shade to shade. This is due to normal variation in the roll from which the fabric is cut for the shade.
- With time, soft folds may settle or flatten. Shades that are raised regularly will be less subject to settling and will maintain a more relaxed appearance.

LEVOLOR®

Roman Shades
Persianas romanas

INSTALLATION • OPERATION • CARE
INSTALACIÓN • MANEJO • CUIDADO

Cordless Lift Control
Control de elevación sin cuerda

19-0050-030 Romans Install Guide-Cordless_F_070720.indd 1 7/7/20 9:10 AM

CONTENTS

Window and Shade Terminology
Mounting Types and Window Terminology 3
Lift Styles 4

Getting Started
Installation Overview 5
Components Included 6
Tools and Fasteners You May Need 7

Installation
Inside Mount 8-10
Outside Mount 11-13

Installation - Additional Components
Installing the Valance 14
Extension Brackets 14
Spacer Blocks 14
Hold-Down Brackets 14

Operation
Operating the Shade 15
Adjusting Alignment 16

Uninstalling
Removing the Shade 17

Cleaning and Care
Cleaning Procedures 18

Additional Information and Support
Warranty 19
Customer Service Support 19

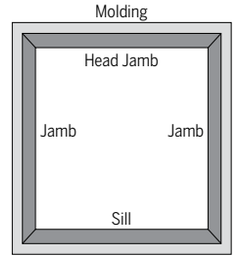
WARNING: Keep all small parts, components and packaging away from children as they pose a potential choking hazard which may result in serious injury or death. Please reference all warning tags and labels in the instructions and on the shade.

© 2020 LEVOLOR®, Inc.

WINDOW AND SHADE TERMINOLOGY

Thank you for purchasing LEVOLOR® Roman Shades. With proper installation, operation, and care, your new roman shade will provide years of beauty and performance. Please thoroughly review this instruction booklet before beginning installation.

MOUNTING TYPES AND WINDOW TERMINOLOGY

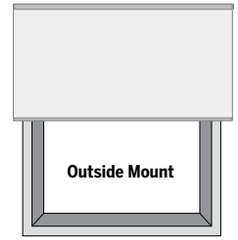


Window Components Terminology

- Collectively, the sill and jambs are called the “window casement” or "frame".

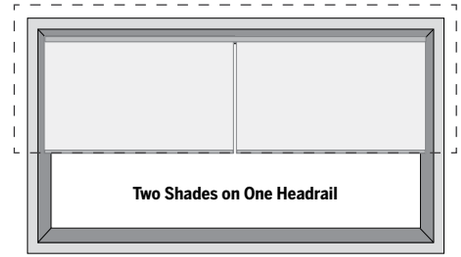
Inside Mount

- Shade fits within window opening.
- Great for windows with beautiful trim.



Outside Mount

- Shade mounts outside window opening.
- Increased light control and privacy.



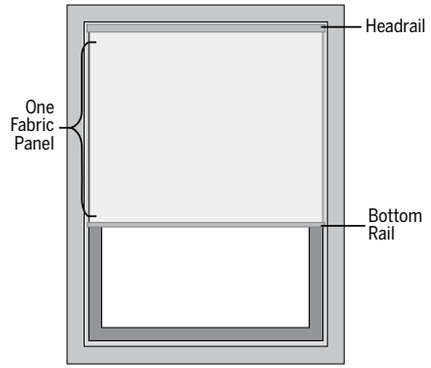
Two Shades on One Headrail

- Provides the clean appearance of a single shade with the ability to operate each shade independently.
- Can be mounted inside or outside.

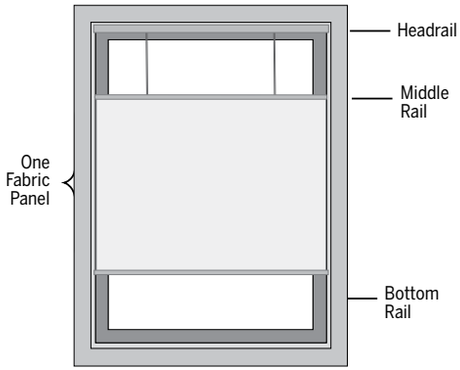
19-0050-030 Romans Install Guide-Cordless_F_070720.indd 2-3 7/7/20 9:11 AM

LIFT STYLES

Bottom-Up Shade



Top-Down/Bottom-Up Shade



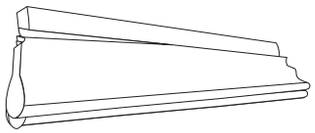
INSTALLATION OVERVIEW

- IMPORTANT: If bound, do not remove binding until the shade is installed in the window.
- Double-check the headrail for proper width. If installing several sets of shades, be sure to match them with the appropriate window.
- Check the installation surface to ensure you have suitable fasteners and tools.
- Lay out and organize all parts and components.
- Your order will include the correct number of installation brackets for your shade width, as shown in the table below.
- Shade orders may also include spacer blocks or extension brackets, if they were specified, for added clearance.

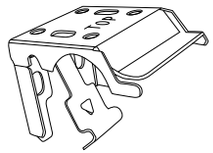
Installation Brackets	
	Number of Brackets
Shade Width (inches)	Cordless
Up to 38"	2
> 38" - 68"	3
> 68" - 82"	4
> 82" - 106"	5
> 106" - 130"	6
> 130"	7

19-0050-030 Romans Install Guide-Cordless_F_070720.indd 4-5
7/7/20 9:11 AM

COMPONENTS INCLUDED



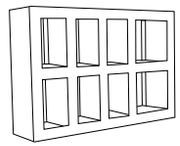
Roman Shade



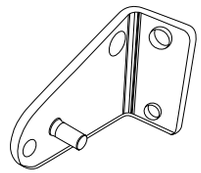
Mounting Bracket

Cordless Handle

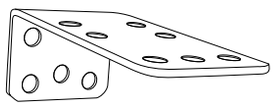
Hex Head Screws
(2 per Bracket)

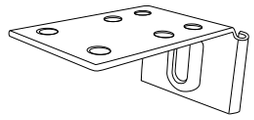


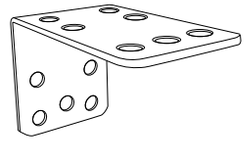
Spacer Block
(optional)



Hold-Down Bracket
(optional)







Extension Brackets
(optional)

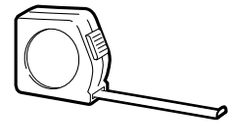
- Shade
- Mounting Brackets
- Installation Hardware
- Other accessories (optional)

Optional items will be included, if selected at time of shade order.

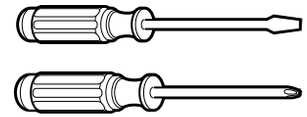
TOOLS AND FASTENERS YOU MAY NEED (not included)

The tools you will need for installing your shade will vary, depending on the installation surface, and mounting bracket type.

Tools typically used for installation include:



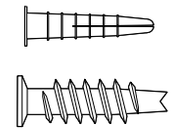
Metal Tape Measure



Screwdrivers
(both flat and Phillips head)

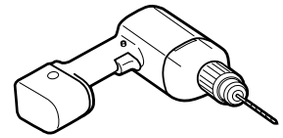
¼" Nutdriver

Safety Glasses



Drywall Anchors

Level



Drill with Bits

Pencil

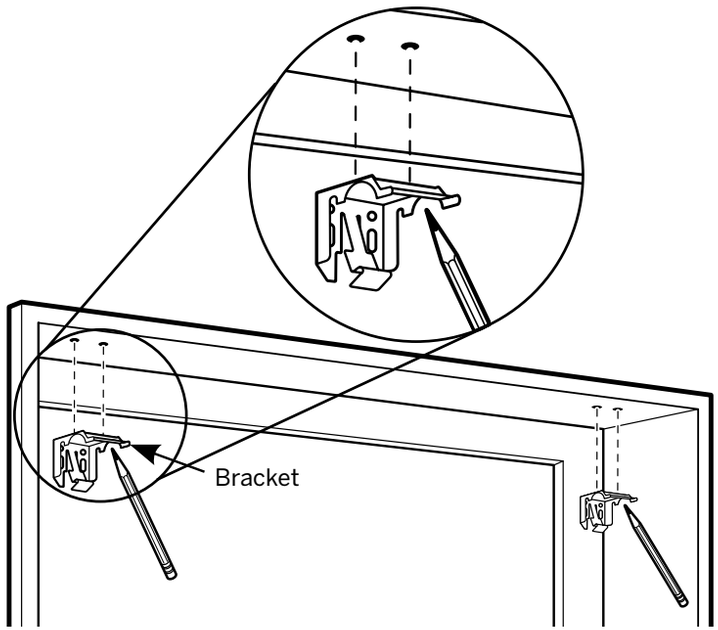
Ladder

Note: Longer Screws may be needed with extension brackets and spacers, not shown.

CAUTION: Use drywall anchors when mounting into drywall. (Not provided.) Failure to properly anchor shade could cause shade to fall possibly resulting in injury.

19-0050-030 Romans Install Guide-Cordless_F_070720.indd 6-7 7/7/20 9:11 AM

INSIDE MOUNT (IM)

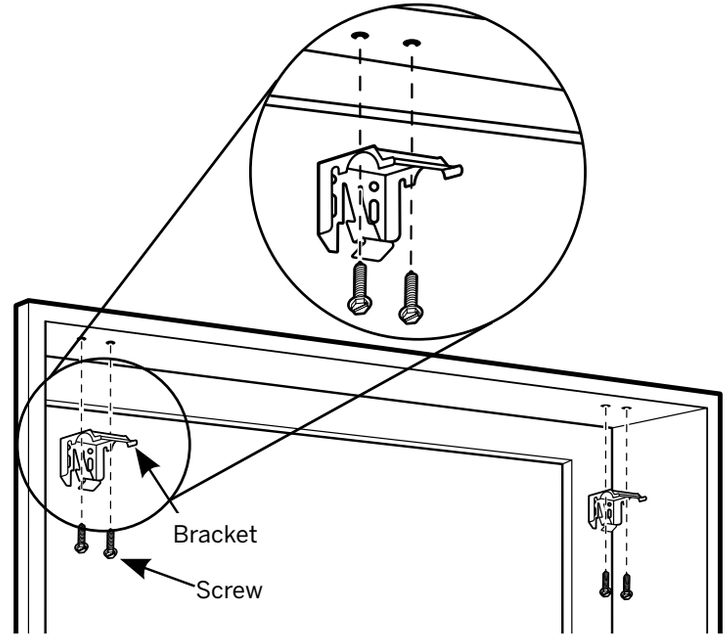


STEP 1: MARK THE BRACKET LOCATIONS

IMPORTANT: Before marking bracket locations, ensure that your bracket placement will not interfere with any components inside the headrail.

- Verify that your window casing has a minimum depth of ½" which allows for a partially recessed headrail mount.
- If flush mount (fully recessed mount) is desired, a minimum mounting depth of 2 ⅛" is required.
- Mark 1 - 2" from each jamb for bracket location.
- With a pencil, mark the longer, oblong drill hole locations through the top of the holes of the bracket, 2 holes per bracket.
- If more than two installation brackets come with your order, space additional bracket(s) evenly between the two end brackets, no more than 30" apart, and mark drill hole locations.

INSIDE MOUNT (IM)

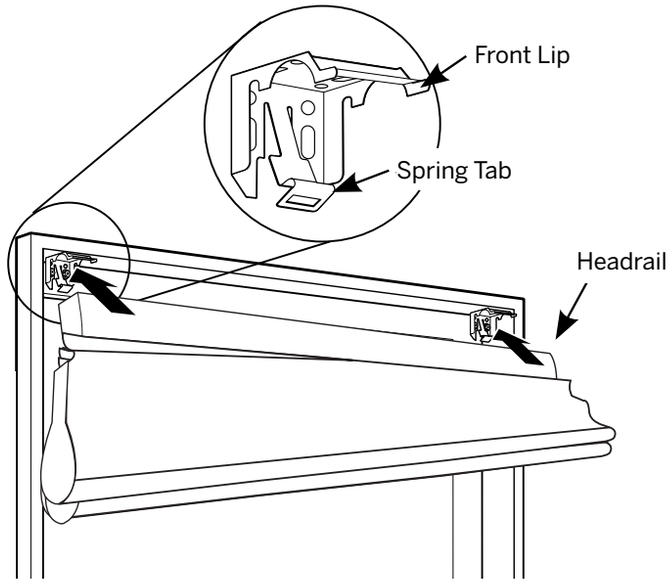


STEP 2: INSTALL THE BRACKETS

- Pre-drill screw holes using a 1⁄16" drill bit (wood and metal mounting surfaces only) using pencil marks as a guide.
- Hold the bracket with the surface marked "Top" facing up. Line up the pre-drilled screw holes and the longer, oblong holes in the bracket.
- While holding the bracket in place, secure the bracket with screws, 2 screws per bracket.
- Repeat for each bracket.
- Ensure all brackets are square with each other.

19-0050-030 Romans Install Guide-Cordless_F_070720.indd 8-9 7/7/20 9:11 AM

INSIDE MOUNT (IM)

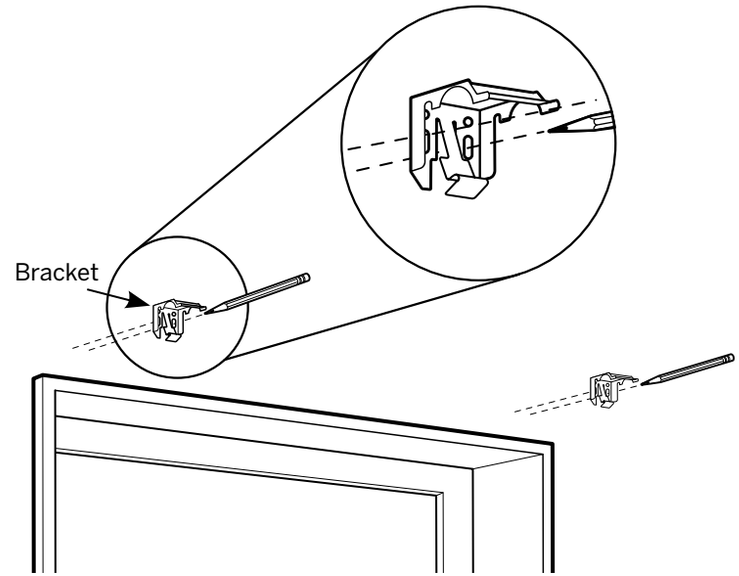


STEP 3: INSTALLING THE SHADE

- Hang the curved front side of the headrail on the front lip of the brackets.
- Rotate the headrail backwards toward the window until a snapping sound is heard. This will let you know the shade is engaged in the brackets.
- Install the included operating handle by snapping it onto the front of the bottom rail; in case of a top-down/bottom-up shade, snap a handle onto the middle rail as well.

CAUTION: Be sure the bracket and headrail are properly secured before operating the shade. Failure to do so may result in the shade falling and possible injury.

OUTSIDE MOUNT (OM)



STEP 1: MARKING THE BRACKET LOCATIONS

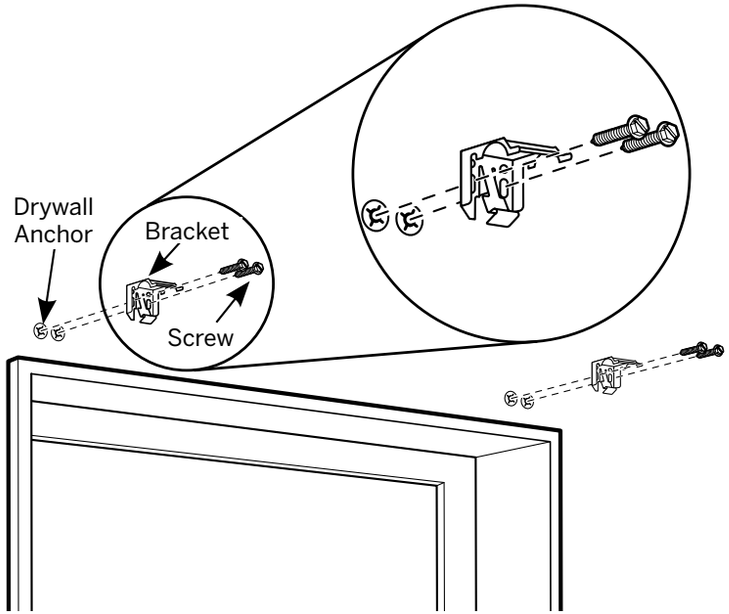
IMPORTANT: Before marking bracket locations, ensure that your bracket placement will not interfere with any components inside the headrail.

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

- 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 approximately 1 - 2" in from each end of headrail for the installation bracket locations.
  - — Allow a minimum of ¼ in. between the bottom of the installation bracket and the top of the window molding.
- With a pencil, mark the installation brackets or extension bracket screw locations through the larger, oblong rear holes of the bracket, 2 screws per bracket.
- Use a level to ensure all brackets are aligned.
- If more than two installation brackets come with your order, space additional bracket(s) evenly between the two end brackets, no more than 30" apart, mark drill hole locations.

19-0050-030 Romans Install Guide-Cordless_F_070720.indd 10-11 7/7/20 9:11 AM

OUTSIDE MOUNT (OM)



STEP 2: INSTALLING THE BRACKETS

IMPORTANT: Use drywall anchors when mounting into drywall (not provided).

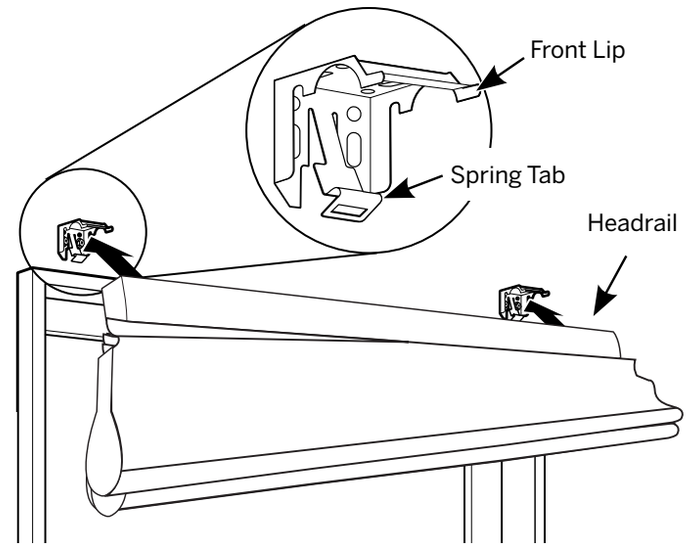
IMPORTANT: The rear of the brackets must be flush against a flat mounting surface. Do NOT mount brackets on curved molding.

- Pre-drill screw holes using a 1/16" drill bit, using pencil marks as a guide.
- Hold the bracket with the surface marked "Top" so that it is facing upwards and then line up the pre-drilled screw holes with the holes in the bracket.
  - **Note:** If using spacer blocks: Stack spacer blocks on the back side of the installation brackets (see page 14 for additional details).

CAUTION: Do not use more than one spacer block. Using more than one spacer block could cause shade to fall resulting in possible injury.

- While holding the bracket in place, secure with screws, 2 screws per bracket.
- Repeat for each bracket.
- Use a level to confirm all brackets are level.

OUTSIDE MOUNT (OM)



STEP 3: INSTALLING THE SHADE

- Hang the curved front side of the headrail on the front lip of the brackets.
- Rotate the headrail backwards toward the window until a snapping sound is heard. This will let you know the shade is engaged in the brackets.
- Install the included operating handle by snapping it onto the front of the bottom rail; in case of a top-down/bottom-up shade, snap a handle onto the middle rail as well.

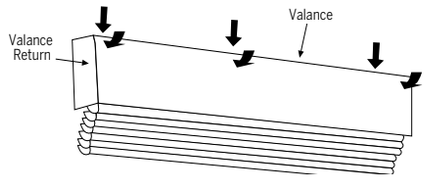
CAUTION: Do not use more than one spacer block. Using more than one spacer block could cause shade to fall resulting in possible injury.

19-0050-030 Romans Install Guide-Cordless_F_070720.indd 12-13 7/7/20 9:11 AM

INSTALLING THE VALANCE

Install Valance

- Hook the top of the valance over the top lip of the headrail.
- Carefully press the valance down and back against the headrail until the valance clips into place.

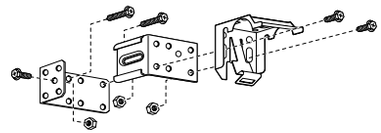


Attach Valance Returns (Outside Mount Only)

- Fold the valance returns around the end of the headrail and firmly press into place so that the hook-and-loop strips engage.

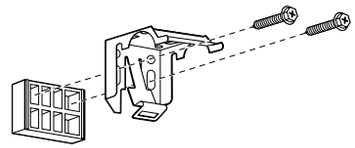
EXTENSION BRACKETS (optional)

- Optional extension brackets offers clearance for obstructions.
- Outside mounting extension brackets will provide 1–3" clearance between the headrail and mounting surface. Assemble extension bracket as shown.
- Secure an extension bracket to each standard mounting bracket.



SPACER BLOCKS (optional)

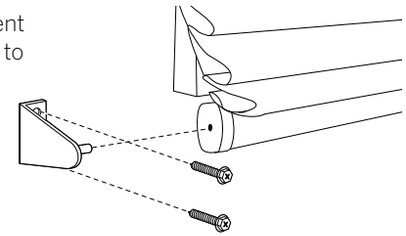
- Outside mounting spacer blocks will provide an additional ⅜" clearance as shown.
- If spacers are used, longer screws may be required to ensure a secure installation (not provided).



CAUTION: Do not use more than one spacer block. Using more than one spacer block could cause shade to fall resulting in possible injury.

HOLD-DOWN BRACKETS (optional)

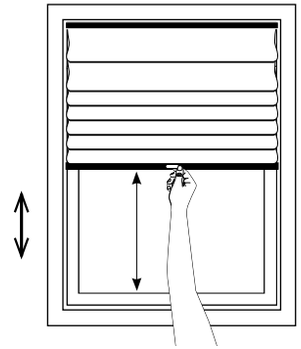
- Ideal for doors, hold-down brackets prevent shade from swaying. Assemble as shown to each side of bottom rail.



CORDLESS BOTTOM-UP

- To lower the shade, grasp the handle on the bottom rail and pull down until desired location is reached. Release and the shade will stay in place.
- To raise the shade, grasp the handle on the bottom rail and push up until desired location is reached. Release and the shade will stay in place.

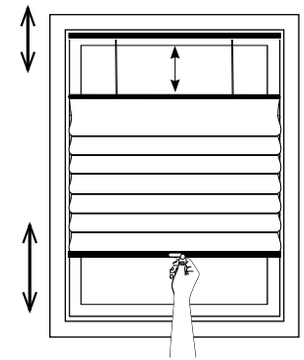
Bottom-Up Shade



CORDLESS TOP-DOWN / BOTTOM-UP

- To raise or lower the middle rail, grasp the handle on the middle rail and push up or pull down until desired location is reached. Release and the shade will stay in place.
- To raise or lower the bottom rail, grasp the handle on the bottom rail and push up or pull down until desired location is reached. Release and shade will stay in place.

Top-Down / Bottom-Up Shade



19-0050-030 Romans Install Guide-Cordless_F_070720.indd 14-15 7/7/20 9:11 AM

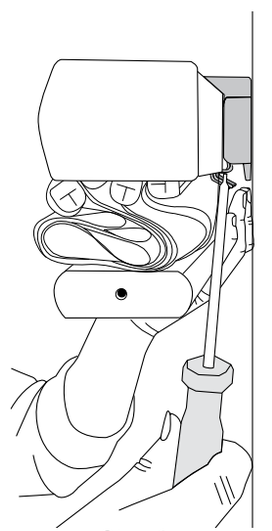
ADJUSTING ALIGNMENT AND FOLDS

To ensure the shade raises and lowers evenly, the roman bar clips on the back of the shade may need to be adjusted. These clips are self aligning; however they can shift out of alignment from time-to-time.

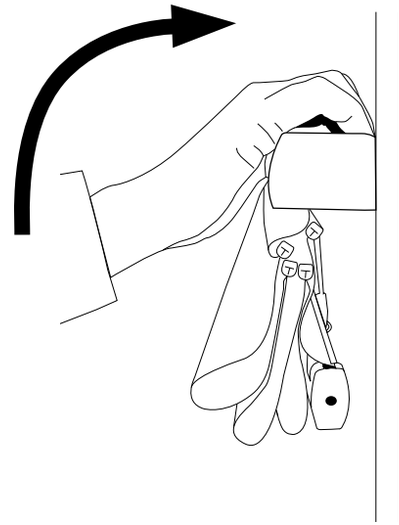
- The shade should be adjusted to the fully lowered position.
- Locate the cord route in the top of the headrail behind the shade.
- On the back of the shade, adjust any roman bar clips by hand that are out of vertical alignment with the cord location in the headrail.

REMOVING THE SHADE

- Fully raise the shade.
- **Step 1:** Use a flathead screwdriver and push downwards on spring tab and then rotate the front headrail.
- **Step 2:** While pushing back on the headrail, rotate the front of the headrail up. Never force the spring tab beyond the back of the brackets.



Step 1



Step 2

CAUTION: Hold shade firmly when removing. Failure to do so may result in the shade falling and possible injury.

19-0050-030 Romans Install Guide-Cordless_F_070720.indd 16-17 7/7/20 9:11 AM

CLEANING AND CARE

CLEANING PROCEDURES

A brush-type vacuum attachment or feather duster should be used for cleaning. If your shade should become stained, you may clean it by dabbing the spot with a sponge dampened with lukewarm water. Do not immerse shade in water. Avoid contact with window cleaning products as these may discolor your shade. Ultrasonic cleaning is not recommended or covered by our warranty. Improper cleaning may damage the shade and void warranty.

DUSTING

Use a feather duster for regular cleaning.

FORCED AIR

Blow away dirt and debris using clean compressed air.

PROFESSIONAL INJECTION/EXTRACTION CLEANING

Call local on-site blind/shade cleaner that injects a cleaning solution into the fabric and extracts the dirty solution at the same time. The service is typically performed at home so you do not need to remove your window treatments.

VACUUMING

Use a low suction vacuum with a brush-type cleaner attachment; stroke lightly over the shade to clean.

SPOT-CLEANING/STAIN REMOVAL AT HOME

Use warm water and a mild soap, like Woolite® or Scotchgard®, if needed. Do not immerse shade in water.

Additional Notes

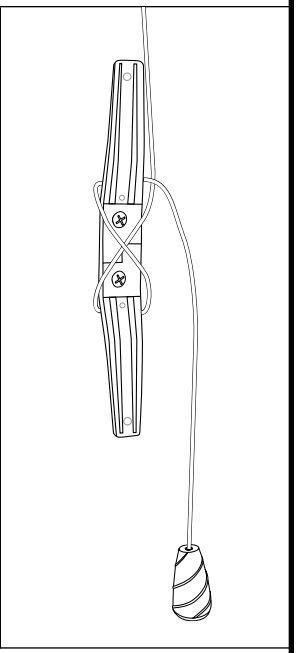
- Once mounted, leave the shade in the lowered position for 48 hours to release any wrinkles in the fabric.
- Shades made from patterned fabrics may differ slightly in the location of of the pattern from shade to shade. This is due to normal variation in the roll from which the fabric is cut for the shade.
- With time, soft folds may settle or flatten. Shades that are raised regularly will be less subject to settling and will maintain a more relaxed appearance.

19-0050-030 Romans Install Guide-Cordless_F_070720.indd 18-19 7/7/20 9:11 AM

LEVOLOR®

Roman Shades
Persianas romanas

INSTALLATION • OPERATION • CARE
INSTALACIÓN • MANEJO • CUIDADO



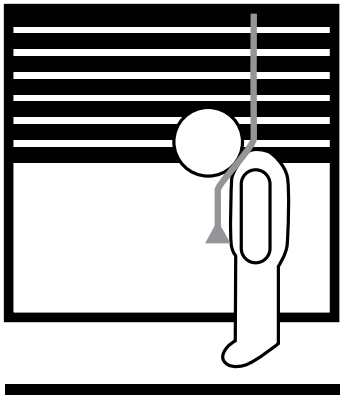
Corded Lift Control
Control de elevación con cuerda

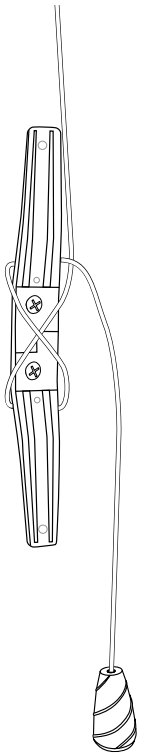
CHILD SAFETY

WARNING

Young children can STRANGLE in cords. They can also 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.**
- **Always wrap the cords around the cleats in a figure eight, up high, out of reach of children.**





WARNING: Keep all small parts, components and packaging away from children as they pose a potential choking hazard which may result in serious injury or death. Please reference all warning tags and labels in the instructions and on the shade.

© 2020 LEVOLOR®, Inc.

Window and Shade Terminology

Mounting Types and Window Terminology 4
Lift Styles 5

Getting Started

Installation Overview 6
Components Included 7
Tools and Fasteners You May Need 8

Installation

Inside Mount 9-11
Outside Mount 12-14

Installing Additional Components

Installing Cord Cleat 15
Installing the Valance 15
Extension Brackets 15
Spacer Blocks 15
Hold-Down Brackets 16

Operation

Operating the Shade 16
Adjusting Alignment 17

Uninstalling

Removing the Shade 17

Cleaning and Care

Cleaning Procedures 18

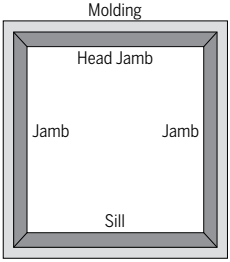
Additional Information

Warranty 19
Customer Service Support 19

WINDOW AND SHADE TERMINOLOGY

Thank you for purchasing LEVOLOR® Roman Shades. With proper installation, operation, and care, your new roman shade will provide years of beauty and performance. Please thoroughly review this instruction booklet before beginning installation.

MOUNTING TYPES AND WINDOW TERMINOLOGY

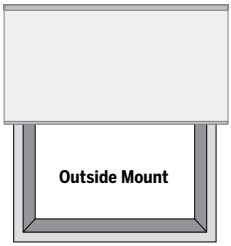


Window Components Terminology

- Collectively, the sill and jambs are called the “window casement” or "frame".

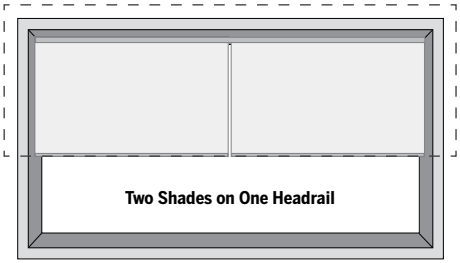
Inside Mount

- Shade fits within window opening.
- Great for windows with beautiful trim.



Outside Mount

- Shade mounts outside window opening.
- Increased light control and privacy.

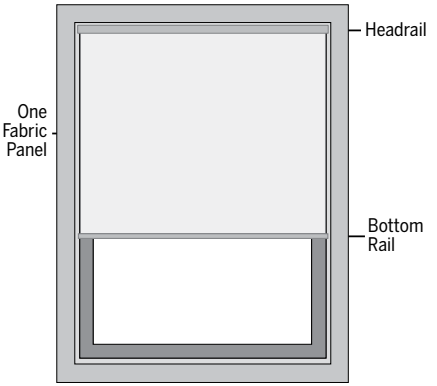


Two Shades on One Headrail

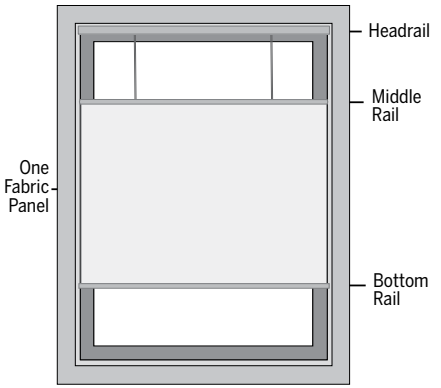
- Provides the clean appearance of a single shade with the ability to operate each shade independently.
- Can be mounted inside or outside.

LIFT STYLES

Bottom-Up Shade



Top-Down/Bottom-Up Shade

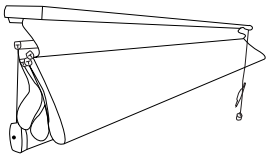


INSTALLATION OVERVIEW

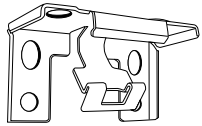
- Important: If bound, do not remove binding, until the shade is installed in the window.
- Double-check the headrail for the proper width. If installing several sets of shades, be sure to match them with the appropriate window.
- Check the installation surface to ensure you have suitable fasteners and tools.
- Lay out and organize all parts and components.
- Your order will include the correct number of installation brackets for your shade width, as shown in the table below.
- Shade orders may also include spacer blocks or extension brackets, if they were specified, for added clearance.

Installation Brackets	
	Number of Brackets
Shade Width	Corded
Up to 38"	2
> 38" - 68"	3
> 68" - 82"	4
> 82" - 106"	5
> 106" - 130"	6
> 130"	7

COMPONENTS INCLUDED



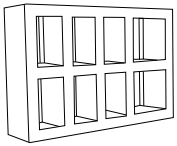
Roman Shade



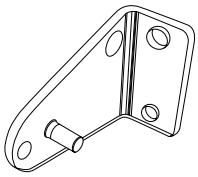
Mounting Bracket

Cord Cleat

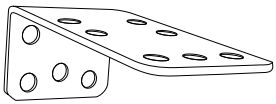
Hex Head Screws
(2 per Bracket)

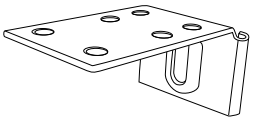


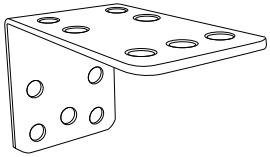
Spacer Block
(optional)



Hold Down Bracket
(optional)







Extension Brackets
(optional)

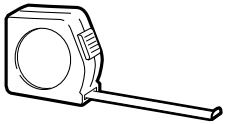
- Shade
- Mounting Brackets
- Installation Hardware

Optional items will be included, if selected at time of shade order.

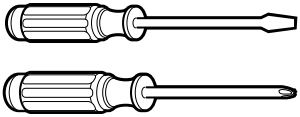
TOOLS AND FASTENERS YOU MAY NEED (not included)

The tools you will need for installing your shade will vary, depending on the installation surface, and mounting bracket type.

Tools typically used for installation include:



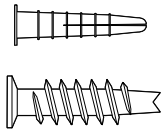
Metal Tape Measure



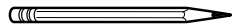
Screwdrivers
(both flat and Phillips head)

¼" Nutdriver

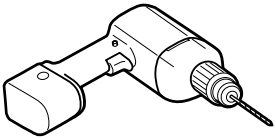
Safety Glasses



Drywall Anchors

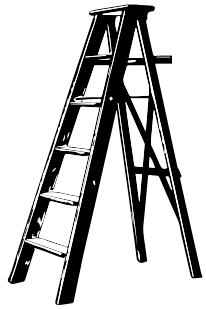


Pencil



Drill with Bits

Level

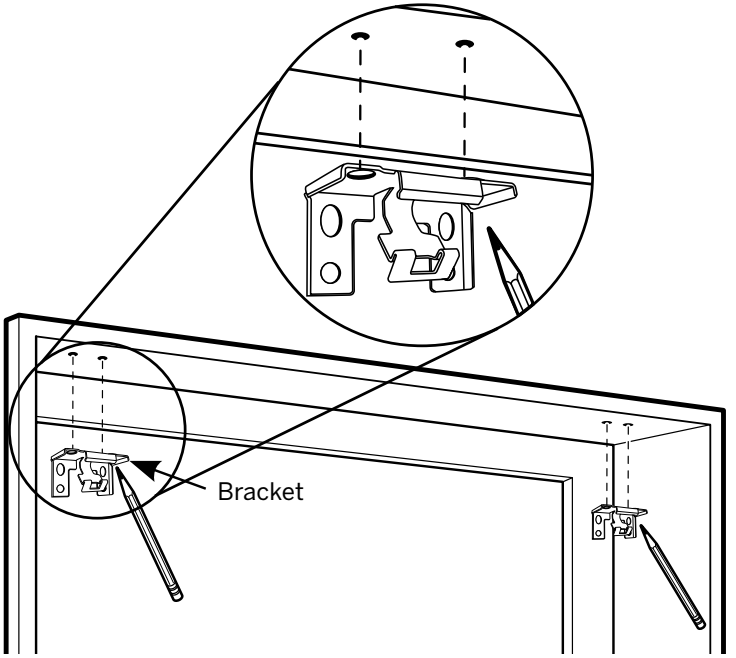


Ladder

Note: Longer Screws may be needed with extension brackets and spacers, not shown.

CAUTION: Use drywall anchors when mounting into drywall. (Not provided.) Failure to properly anchor shade could cause shade to fall possibly resulting in injury.

INSIDE MOUNT (IM)

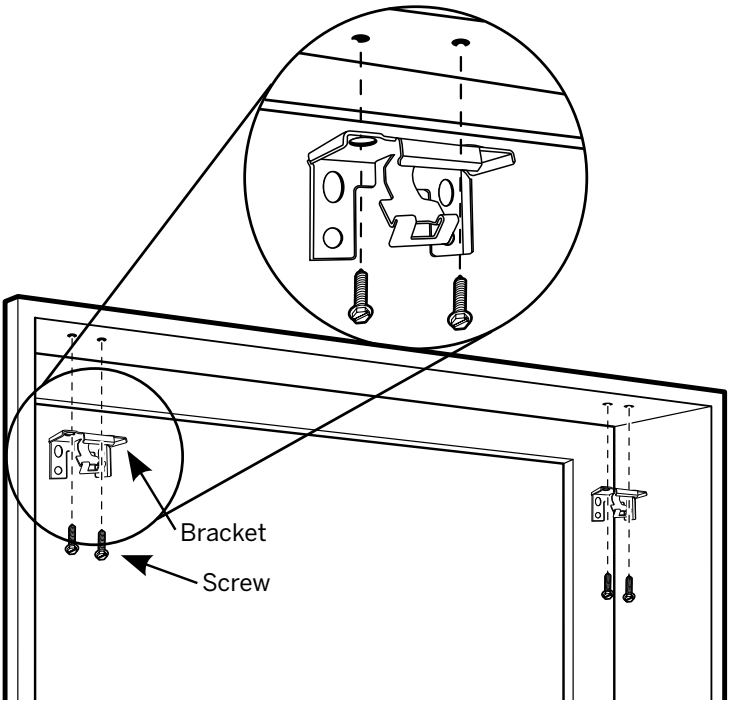


STEP 1: MARKING THE BRACKET LOCATIONS

IMPORTANT: Before marking bracket locations, ensure that your bracket placement will not interfere with any components inside the headrail.

- Verify that your window casing has a minimum depth of 5/8" which allows for a partially recessed headrail mount.
- If flush mount (fully recessed mount) is desired, a minimum mounting depth of 2 1/4" is required.
- Mark 1 - 2" from each jamb for bracket location.
- With a pencil, mark the longer, oblong drill hole locations through the top of the holes of the bracket, 2 holes per bracket.
- If more than two installation brackets come with your order, space additional bracket(s) evenly between the two end brackets, no more than 30" apart, and mark drill hole locations.

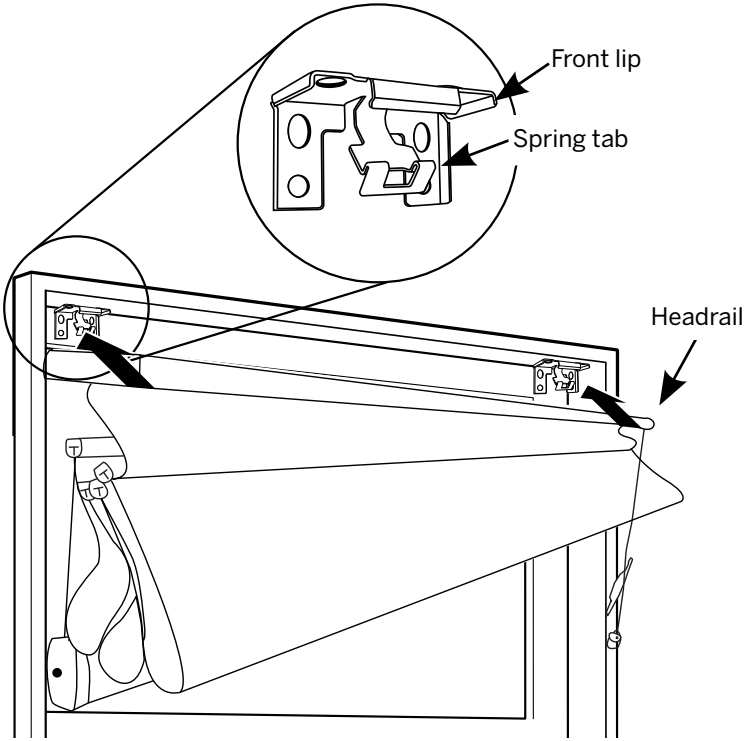
INSIDE MOUNT (IM)



STEP 2: INSTALLING THE BRACKETS

- Pre-drill screw holes using a 1/16" drill bit (wood and metal mounting surfaces only) using pencil marks as a guide.
- Hold the bracket with the surface marked "Top" facing up. Line up the pre-drilled screw holes and the longer, oblong holes in the bracket.
- While holding the bracket in place, secure the bracket with screws, 2 screws per bracket.
- Repeat for each bracket.
- Ensure all brackets are square with each other.

INSIDE MOUNT (IM)

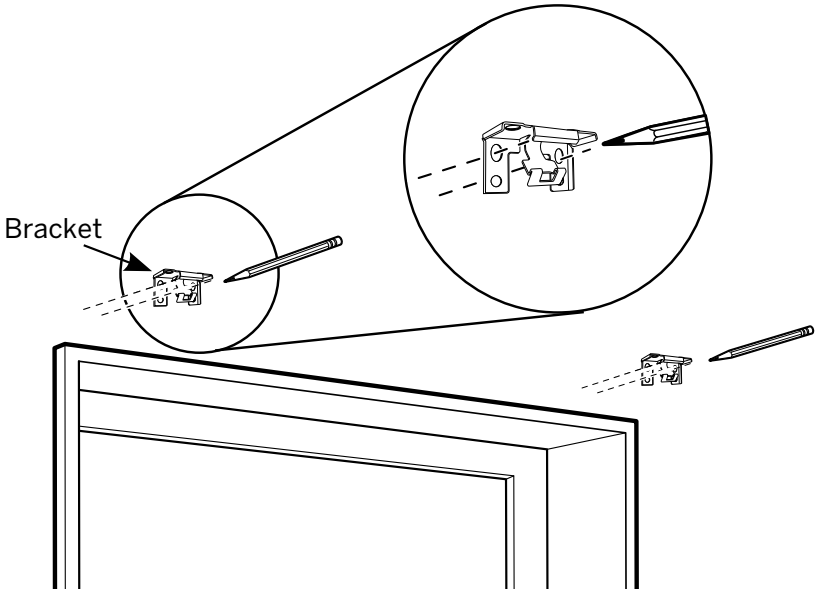


STEP 3: INSTALLING THE SHADE

- Hook the rear lip of the headrail on the mounting bracket spring tab.
- While pushing back against the bracket, rotate the front of the headrail upward to engage the top locking tab of the mounting bracket.
- The shade will easily snap onto the bracket
- Use the included screws to secure the cord cleat device to the mounting surface (see additional instructions included with cord cleat) .
- Repeat for each bracket.

CAUTION: Be sure the bracket and headrail are properly secured before operating the shade. Failure to do so may result in the shade falling and possible injury.

OUTSIDE MOUNT (OM)



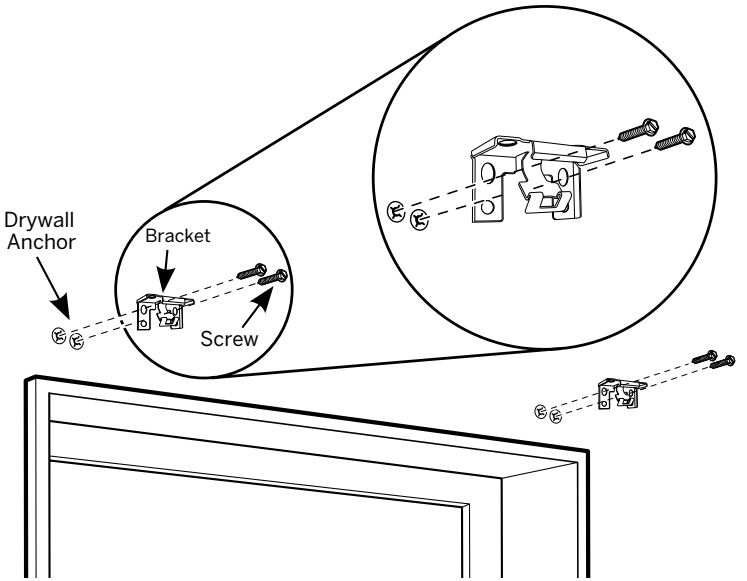
STEP 1: MARKING THE BRACKET LOCATIONS

IMPORTANT: Before marking bracket locations, ensure that your bracket placement will not interfere with any components inside the headrail.

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

- 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 approximately 1 - 2" in from each end of headrail for the installation bracket locations.
  - — Allow a minimum of ¼" between the bottom of the installation bracket and the top of the window molding.
- With a pencil, mark the installation brackets or extension bracket screw locations through the larger, oblong rear holes of the bracket, 2 screws per bracket.
- Use a level to ensure all brackets are aligned.
- If more than two installation brackets come with your order, space additional bracket(s) evenly between the two end brackets, no more than 30" apart, and mark drill hole locations.

OUTSIDE MOUNT (OM)



STEP 2: INSTALLING THE BRACKETS

IMPORTANT: Use drywall anchors when mounting into drywall (not provided).

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

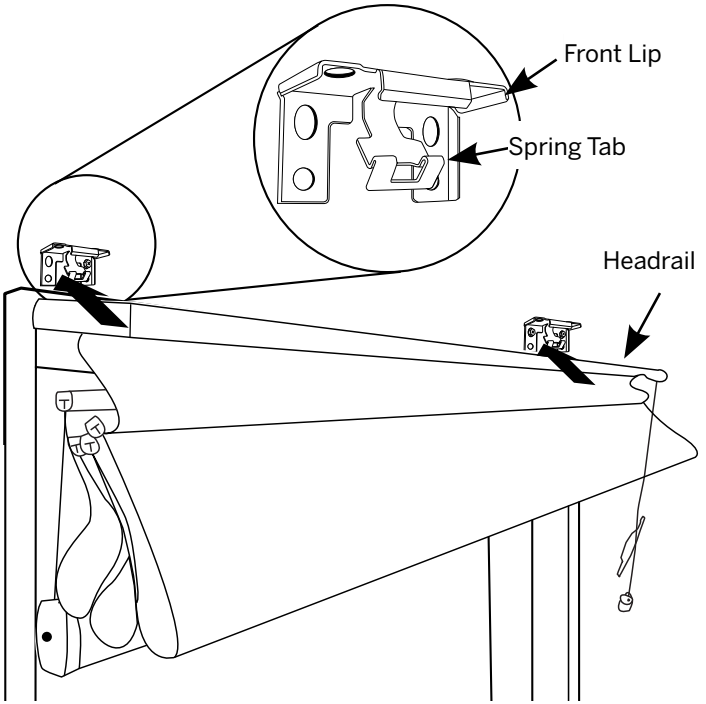
- Pre-drill screw holes using a 1/16" drill bit, using pencil marks as a guide.
- Hold the bracket with the surface marked "Top" so that it is facing upwards and then line up the pre-drilled screw holes with the holes in the bracket.

— **Note:** If using spacer blocks: Stack spacer blocks on the back side of the installation brackets. See page 15 for additional details.

CAUTION: Do not use more than one spacer block. Using more than one spacer block could cause shade to fall resulting in possible injury.

- While holding the bracket in place, secure with screws, 2 screws per bracket.
- Repeat for each bracket.
- Use a level to confirm all brackets are level.

OUTSIDE MOUNT (OM)



STEP 3: INSTALLING THE SHADE

- Hang the curved front side of the headrail on the front lip of the brackets.
- Rotate the headrail backwards toward the window until a snapping sound is heard. This will let you know the shade is engaged in the brackets.
- Use the included screws to secure the cord cleat device to the mounting surface (see additional instructions included with cord cleat) .

CAUTION: Be sure the bracket and headrail are properly secured before operating the shade. Failure to do so may result in the shade falling and possible injury.

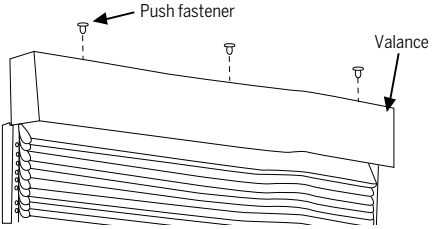
CORDED CORD CLEAT

Refer to Cord Cleat Installation Instructions included with cord cleat for the proper way to install cord cleat.

WARNING: Always wrap the cords around the cleats in a figure eight, up high, out of reach of children. Young children can STRANGLE in cords. They can also wrap around their neck and STRANGLE.

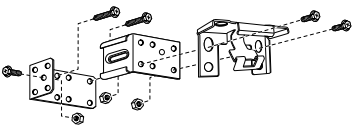
INSTALL VALANCE

- Align the holes in the valance rail with the holes in the top of the headrail.
- Press the push fasteners fully into the holes to secure the valance in place.
- Valance returns for outside mount are self-supporting and do not require additional installation.



EXTENSION BRACKETS (optional)

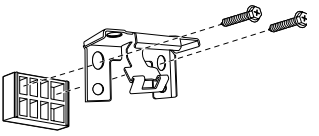
- Optional extension brackets offers clearance for obstructions.
- Outside mounting extension brackets will provide 1–3" clearance between the headrail and mounting surface. Assemble extension bracket as shown.



- Secure an extension bracket to each standard mounting bracket.

SPACER BLOCKS (optional)

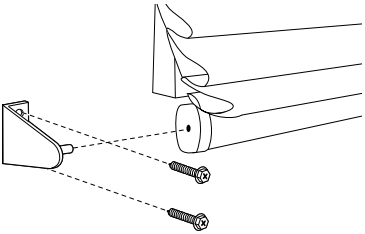
- Outside mounting spacer blocks will provide an additional ⅜" clearance as shown.
- If spacers are used, longer screws may be required to ensure a secure installation (not provided).



CAUTION: Do not use more than one spacer block. Using more than one spacer block could cause shade to fall resulting in possible injury.

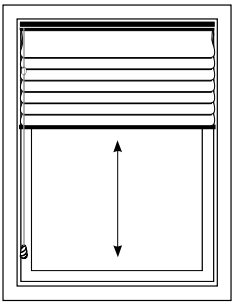
HOLD-DOWN BRACKETS (optional)

- Ideal for doors, hold-down brackets prevent shade from swaying. Assemble as shown to each side of bottom rail.



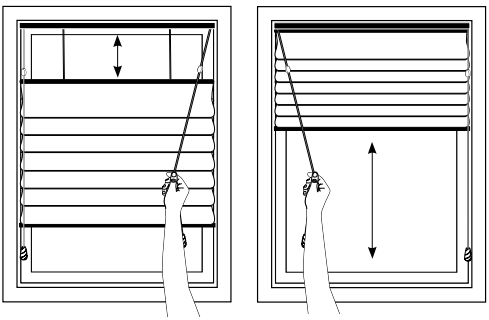
CORDED BOTTOM-UP

- Pull cord in toward the center of the shade to release the lock; this allows you to raise and lower the shade. Once the shade is at the desired height, pull the cord away from the center to lock into position.



CORDED TOP-DOWN / BOTTOM-UP

- The right cord operates the top-down function.
- The left cord raises and lowers the entire shade.



ADJUSTING ALIGNMENT AND FOLDS

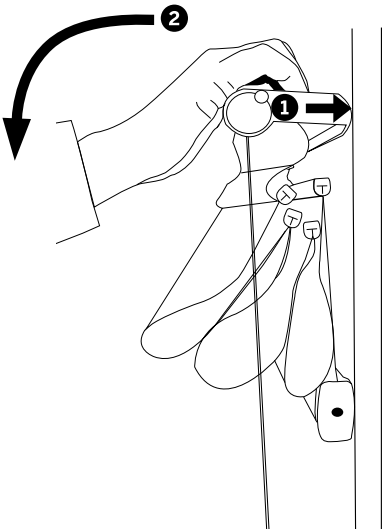
To ensure the shade raises and lowers evenly, the roman bar clips on the back of the shade may need to be adjusted. These clips are self aligning; however they can shift out of alignment from time-to-time.

- The shade should be adjusted to the fully lowered position.
- Locate the cord route in the top of the headrail behind the shade.
- On the back of the shade, adjust any roman bar clips by hand that are out of vertical alignment with the cord location in the headrail.

REMOVING THE SHADE

In one motion forcefully push forward on the headrail until spring tabs on installation brackets are fully depressed, then tilt headrail down to release headrail from bracket.

Note: Focus push force in the areas where the installation brackets are connected to the headrail.



CAUTION: Hold shade firmly when removing. Failure to do so may result in the shade falling and possible injury.

CLEANING PROCEDURES

A brush-type vacuum attachment or feather duster should be used for cleaning. If your shade should become stained, you may clean it by dabbing the spot with a sponge dampened with lukewarm water. Do not immerse shade in water. Avoid contact with window cleaning products as these may discolor your shade. Ultrasonic cleaning is not recommended or covered by our warranty. Improper cleaning may damage the shade and void warranty.

DUSTING

Use a feather duster for regular cleaning.

FORCED AIR

Blow away dirt and debris using clean compressed air.

PROFESSIONAL INJECTION/EXTRACTION CLEANING

Call local on-site blind/shade cleaner that injects a cleaning solution into the fabric and extracts the dirty solution at the same time. The service is typically performed at home so you do not need to remove your window treatments.

VACUUMING

Use a low suction vacuum with a brush-type cleaner attachment; stroke lightly over the shade to clean.

SPOT-CLEANING/STAIN REMOVAL AT HOME

Use warm water and a mild soap, like Woolite® or Scotchgard®, if needed. Do not immerse shade in water.

Additional Notes

- Once mounted, leave the shade in the lowered position for 48 hours to release any wrinkles in the fabric.
- Shades made from patterned fabrics may differ slightly in the location of of the pattern from shade to shade. This is due to normal variation in the roll from which the fabric is cut for the shade.
- With time, soft folds may settle or flatten. Shades that are raised regularly will be less subject to settling and will maintain a more relaxed appearance.