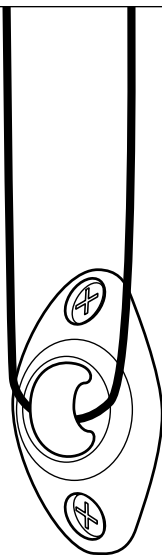


LEVOLOR®

Roman Shades Persianas romanas

INSTALLATION • OPERATION • CARE
INSTALACIÓN • MANEJO • CUIDADO

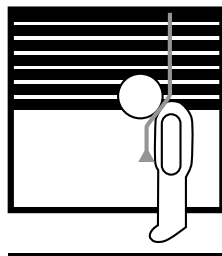


Continuous Cord Loop Lift Control
Control de elevación de circuito de cuerdas continuo



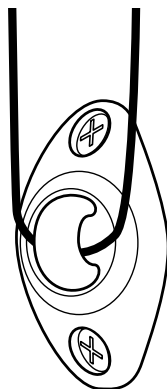
Young children can **STRANGLE** in cord loops. They can also wrap cords around their necks and **STRANGLE**.

- 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.



Cord Tension Device

- Attach the tension device on the cord loop to the wall or window casement. See “Install the Tension Device” on page 15. This can prevent children from pulling cord loops around their necks.
- For the shade to operate properly, the cord tensioner must be correctly mounted and secured.
- Fasteners provided in this kit may not be appropriate for all mounting surfaces. Use appropriate anchors for mounting surface conditions.
- Only supplied tension device and hardware should be used. Replacement parts may be obtained by contacting customer service at 1-800-538-6567.



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.

Window and Shade Terminology

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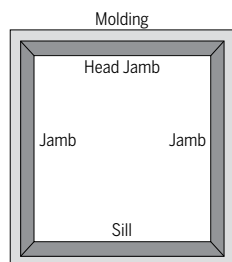
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WINDOW AND SHADE TERMINOLOGY

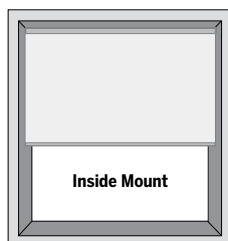
Thank you for purchasing LEVOLOR® Roman Shades. With proper installation, operation, and care, your new roman shade will provide years of beauty and performance. Please thoroughly review this instruction booklet before beginning installation.

MOUNTING TYPES AND WINDOW TERMINOLOGY



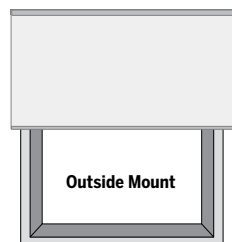
Window Components Terminology

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



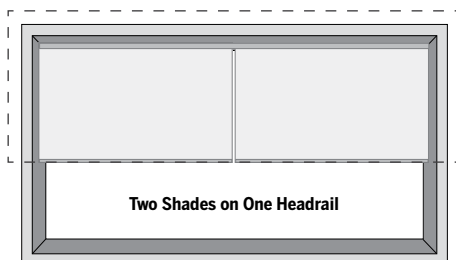
Inside Mount

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



Outside Mount

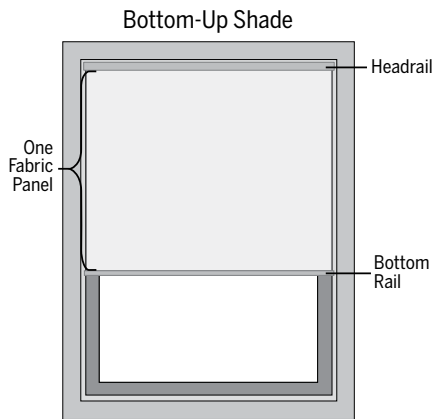
- Shade mounts outside window opening.
- Increased light control and privacy.



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



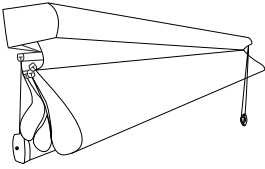
GETTING STARTED

INSTALLATION OVERVIEW

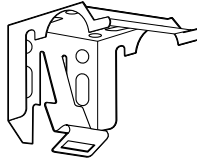
- **IMPORTANT:** If bound, do not remove binding until the shade is installed in the window.
- Double-check the headrail for proper width. If installing several sets of shades, be sure to match them with the appropriate window.
- Check the installation surface to ensure you have suitable fasteners and 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



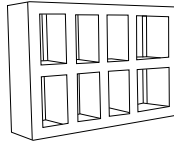
Mounting Bracket



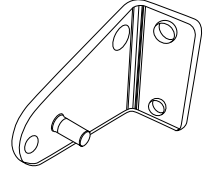
Cord Loop Tension Device



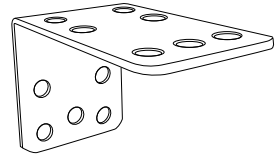
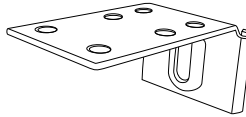
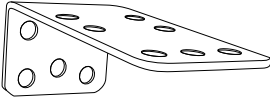
Hex Head Screws
(2 per Bracket)



Spacer Block
(optional)



Hold Down Bracket
(optional)



Extension Brackets (optional)

- Shade
- Mounting Brackets
- Installation Hardware

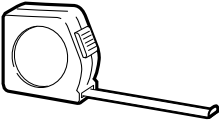
Optional items will be included, if selected at time of shade order.

GETTING STARTED

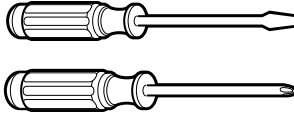
TOOLS AND FASTENERS YOU MAY NEED (not included)

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



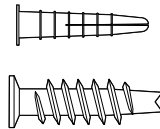
Screwdrivers
(both flat and Phillips head)



1/4" Nutdriver



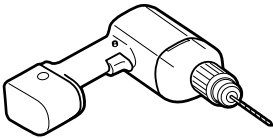
Safety Glasses



Drywall Anchors



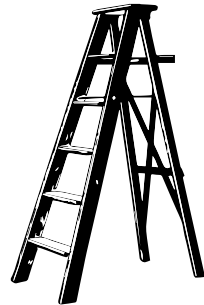
Pencil



Drill with Bits



Level

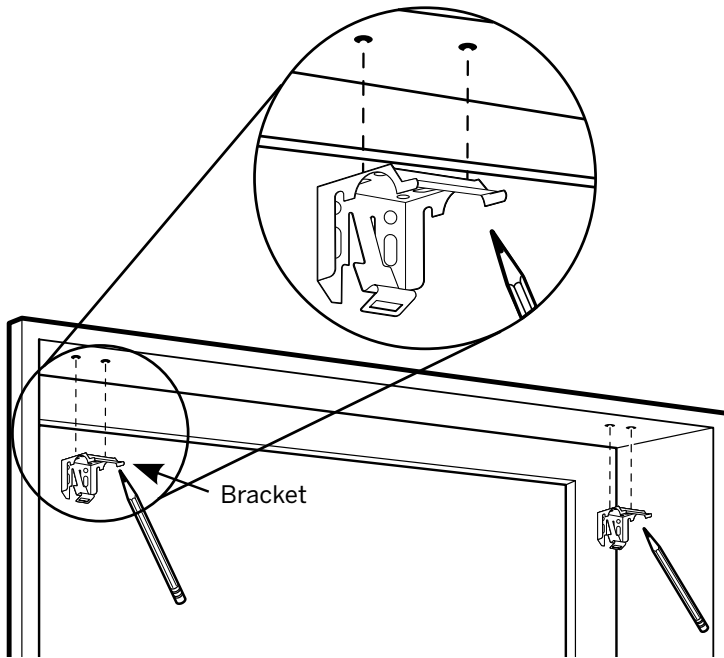


Ladder

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.

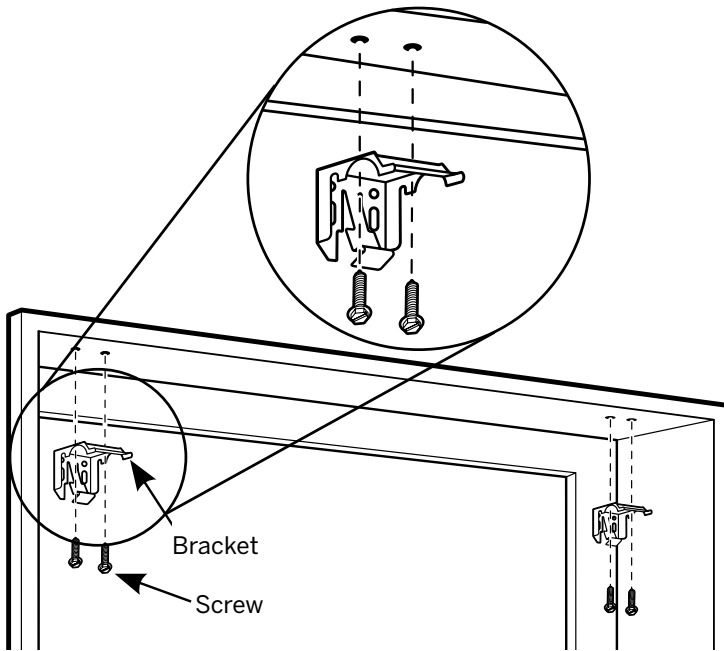
INSIDE MOUNT (IM)**STEP 1: MARKING THE BRACKET LOCATIONS**

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.

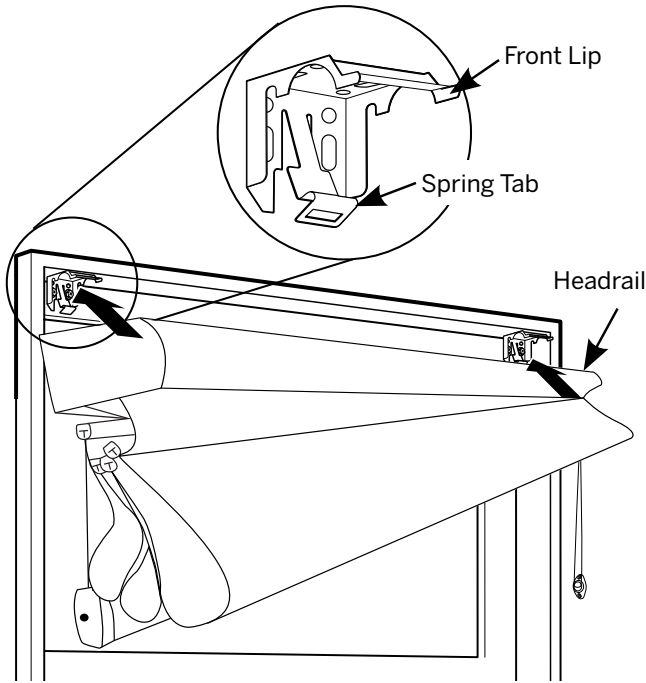
INSTALLATION

INSIDE MOUNT (IM)



STEP 2: INSTALLING THE BRACKETS

- Pre-drill screw holes using a $\frac{1}{16}$ " 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**

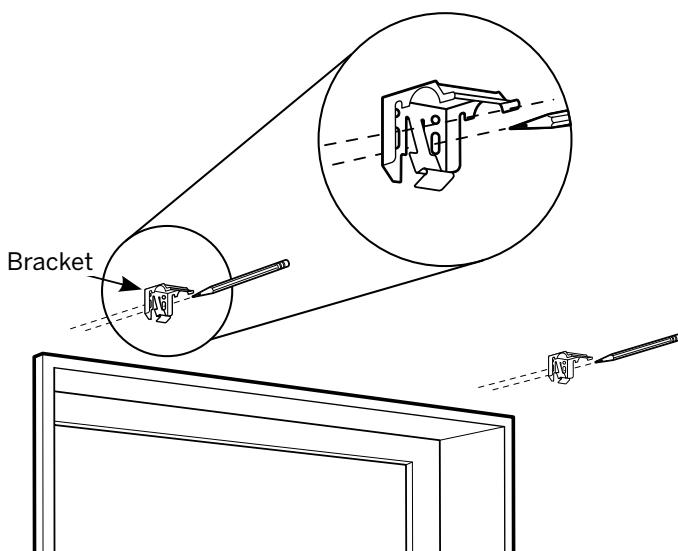
- Hang the curved front side of the headrail on the front lip of the brackets.
- Rotate the headrail backwards toward the window until a snapping sound is heard. This will let you know the shade is engaged in the brackets.
- Repeat for each bracket.
- Secure cord tension device (see additional instructions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

INSTALLATION

OUTSIDE MOUNT (OM)



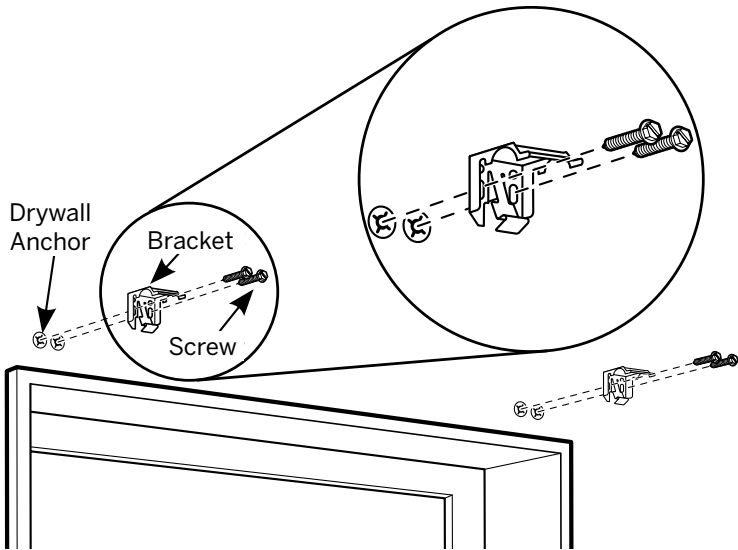
STEP 1: MARKING THE BRACKET LOCATIONS

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 $\frac{1}{4}$ 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 $\frac{1}{16}$ " 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.

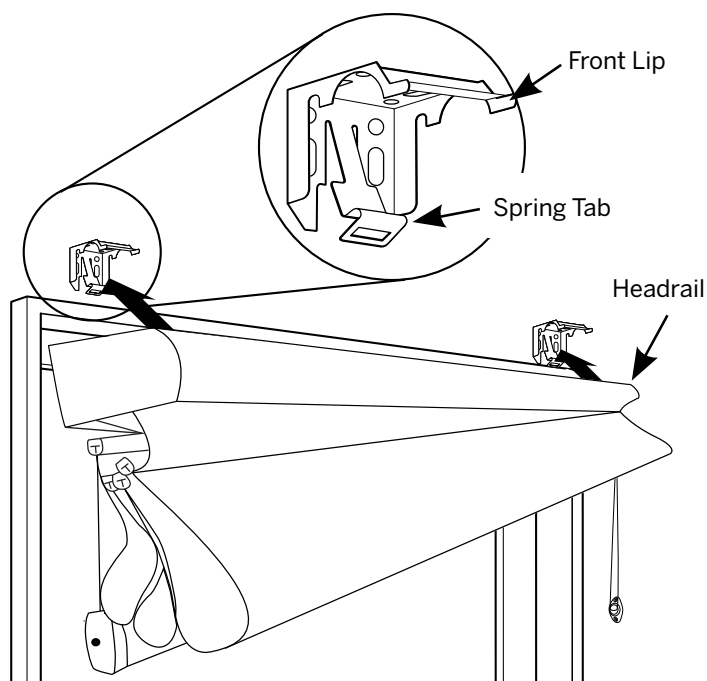


CAUTION: Do not use more than one spacer block. Using more than one spacer block could cause shade to fall resulting in possible injury.

- 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.

INSTALLATION

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 $\frac{3}{16}$ " drill bit and insert wall anchors (size $\frac{1}{2}$ ", not included) before inserting the screws. When installing in metal, use appropriate anchors for metal material.

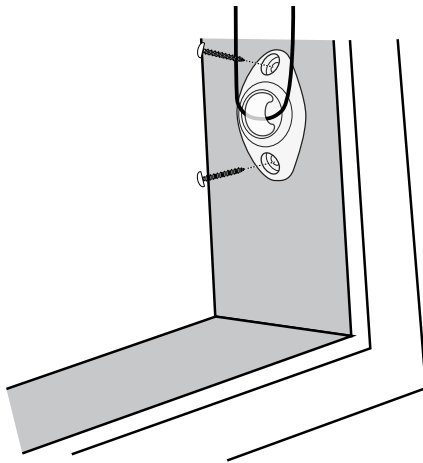
IMPORTANT: The tension device provides smooth operation of the shade. The shade will not operate properly unless the tension device is installed.



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

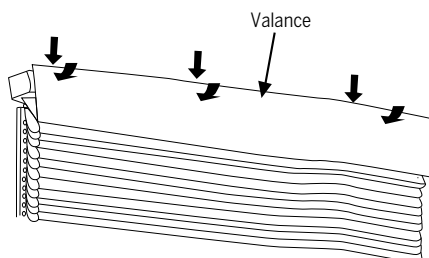


Installing the Tension Device

INSTALLATION - ADDITIONAL COMPONENTS

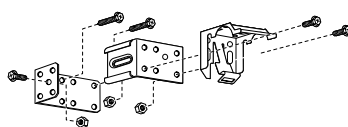
INSTALL VALANCE

- 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.



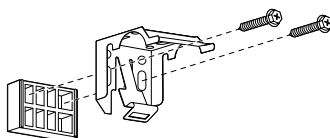
EXTENSION BRACKETS (optional)

- 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)

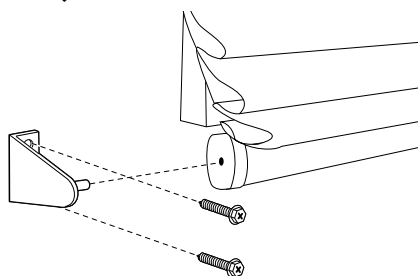
- Outside mounting spacer blocks will provide an additional $\frac{3}{8}$ " clearance as shown.
- If spacers are used, longer screws may be required to ensure a secure installation (not provided).



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)

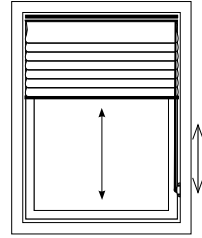
- Ideal for doors, hold-down brackets prevent shade from swaying. Assemble as shown to each side of bottom rail.



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



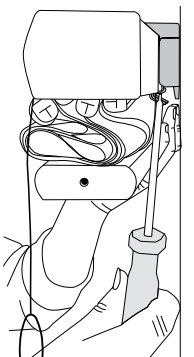
ADJUSTING ALIGNMENT AND FOLDS

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.

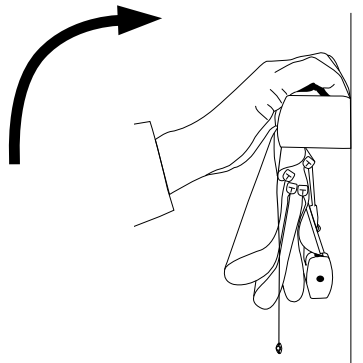
- The shade should be adjusted to the fully lowered position.
- Locate the cord route in the top of the headrail behind the shade.
- On the back of the shade, adjust any roman bar clips by hand that are out of vertical alignment with the cord location in the headrail.

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 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 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

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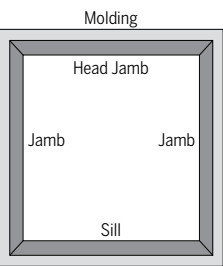


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WINDOW AND SHADE TERMINOLOGY

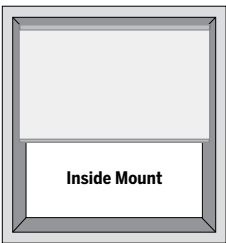
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MOUNTING TYPES AND WINDOW TERMINOLOGY



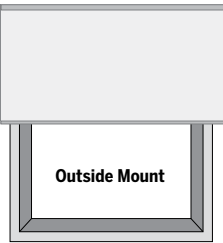
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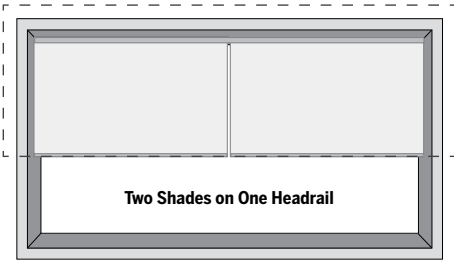
Inside Mount

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



Outside Mount

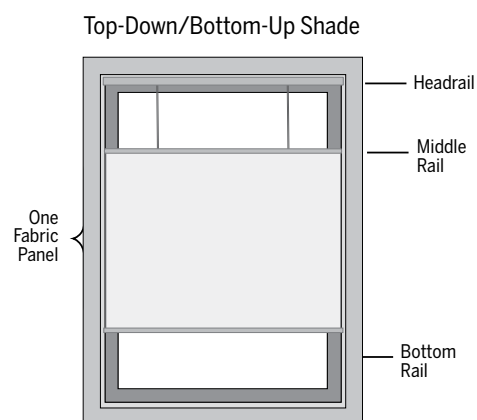
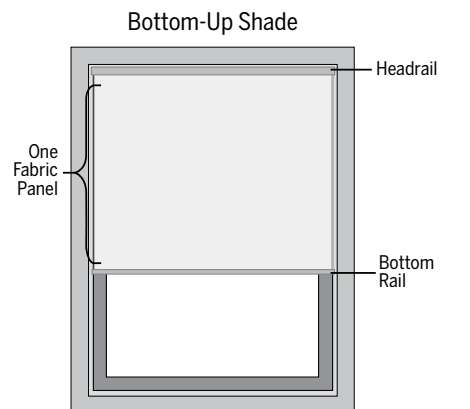
- Shade mounts outside window opening.
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Two Shades on One Headrail

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- Can be mounted inside or outside.

LIFT STYLES



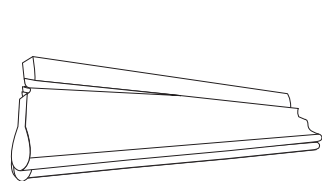
INSTALLATION OVERVIEW

- **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.
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- Shade orders may also include spacer blocks or extension brackets, if they were specified, for added clearance.

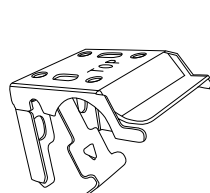
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Shade Width (inches)	Number of Brackets
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GETTING STARTED

COMPONENTS INCLUDED



Roman Shade



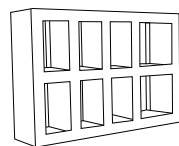
Mounting Bracket



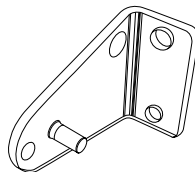
Cordless Handle



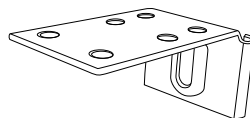
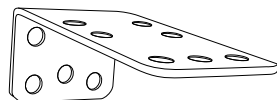
Hex Head Screws
(2 per Bracket)



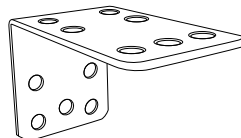
Spacer Block
(optional)



Hold-Down Bracket
(optional)



Extension Brackets
(optional)



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

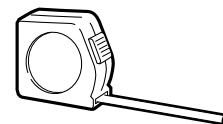
Optional items will be included, if selected at time of shade order.

GETTING STARTED

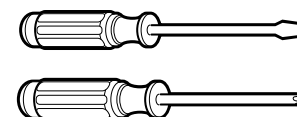
TOOLS AND FASTENERS YOU MAY NEED (not included)

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



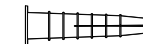
Screwdrivers
(both flat and Phillips head)



1/4" Nutdriver



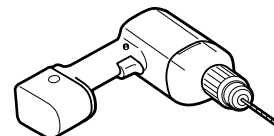
Safety Glasses



Drywall Anchors



Level



Drill with Bits



Pencil



Ladder

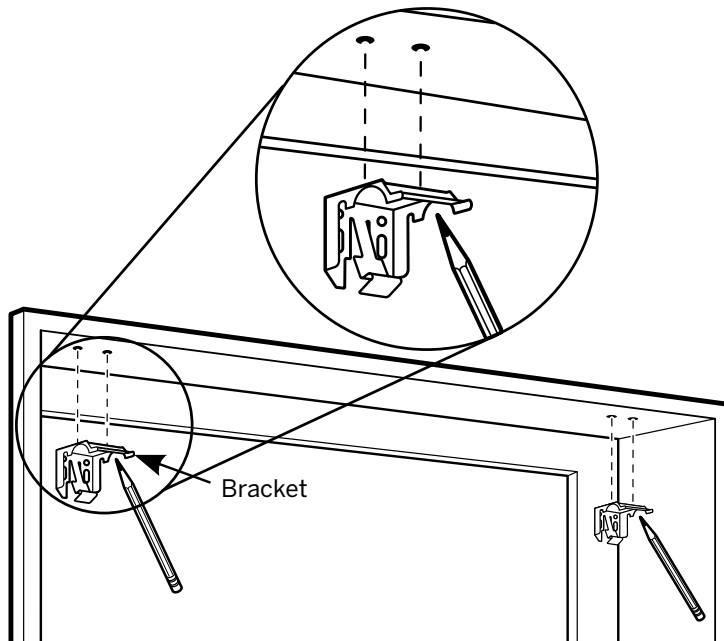
Note: Longer Screws may be needed with extension brackets and spacers, not shown.



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

INSTALLATION

INSIDE MOUNT (IM)



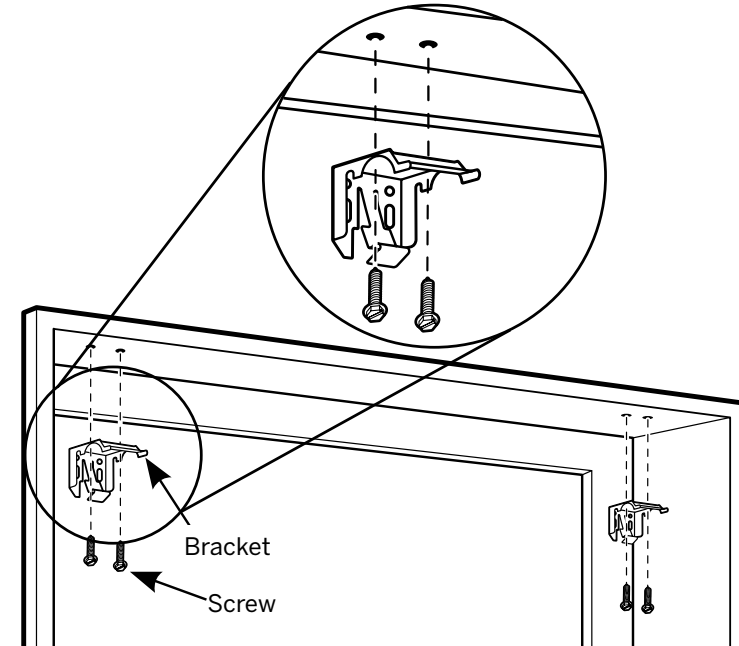
STEP 1: MARK THE BRACKET LOCATIONS

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 $\frac{1}{2}$ " which allows for a partially recessed headrail mount.
- If flush mount (fully recessed mount) is desired, a minimum mounting depth of $2\frac{1}{8}$ " 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.

INSTALLATION

INSIDE MOUNT (IM)

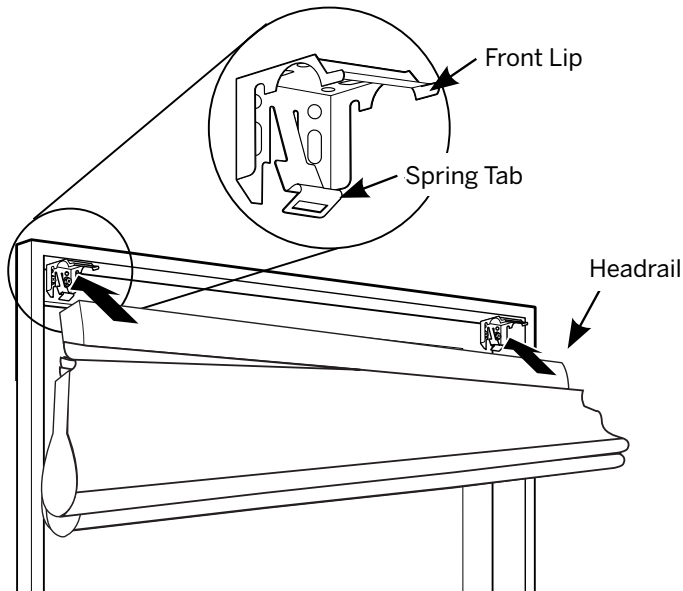


STEP 2: INSTALL THE BRACKETS

- Pre-drill screw holes using a $\frac{1}{16}$ " 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.

INSTALLATION

INSIDE MOUNT (IM)



STEP 3: INSTALLING THE SHADE

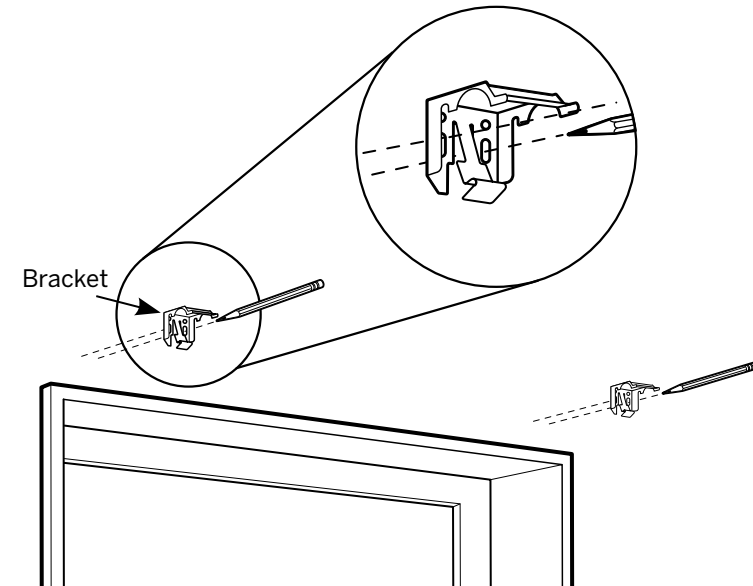
- Hang the curved front side of the headrail on the front lip of the brackets.
- Rotate the headrail backwards toward the window until a snapping sound is heard. This will let you know the shade is engaged in the brackets.
- Install the included operating handle by snapping it onto the front of the bottom 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.

INSTALLATION

OUTSIDE MOUNT (OM)



STEP 1: MARKING THE BRACKET LOCATIONS

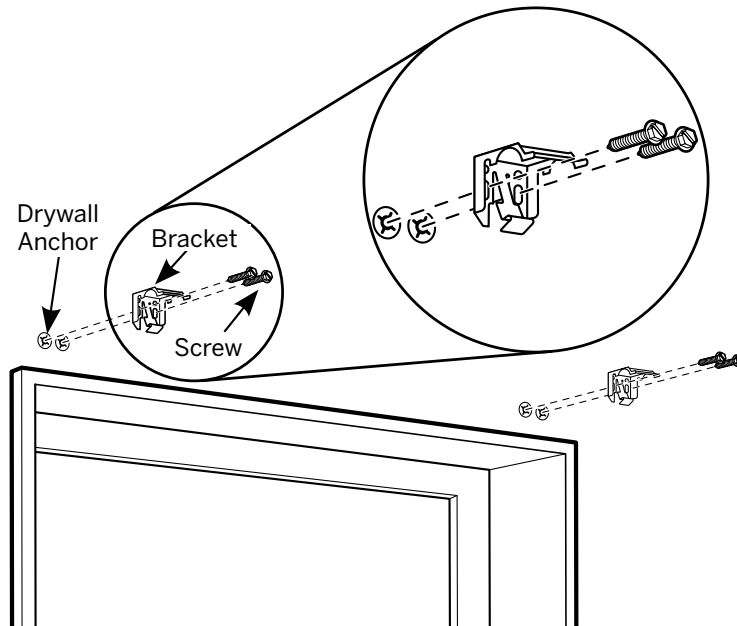
IMPORTANT: Before marking bracket locations, ensure that your bracket placement will not interfere with any components inside the headrail.

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 1/4 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.

INSTALLATION

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 $\frac{1}{16}$ " 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).

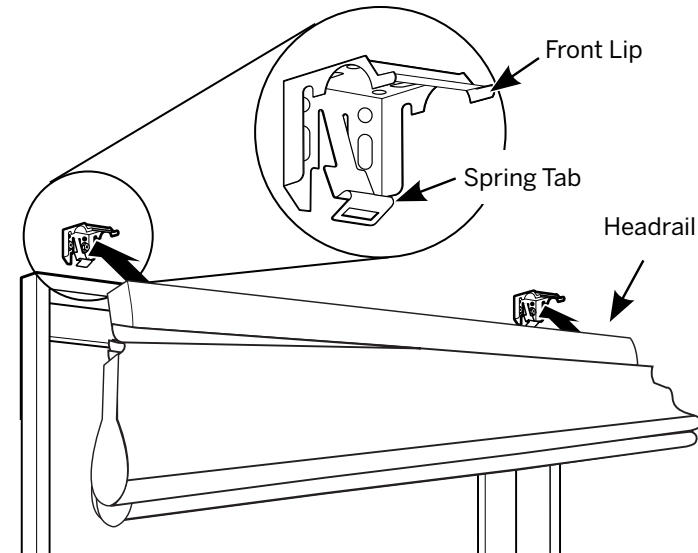


CAUTION: Do not use more than one spacer block. Using more than one spacer block could cause shade to fall resulting in possible injury.

- 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.

INSTALLATION

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.



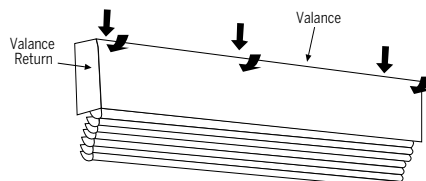
CAUTION: Do not use more than one spacer block. Using more than one spacer block could cause shade to fall resulting in possible injury.

INSTALLATION - ADDITIONAL COMPONENTS

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.

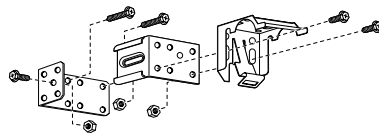


Attach Valance Returns (Outside Mount Only)

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

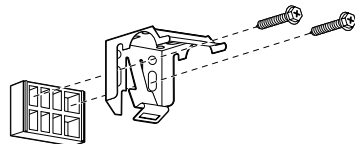
EXTENSION BRACKETS (optional)

- 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)

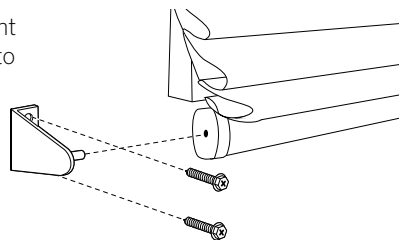
- Outside mounting spacer blocks will provide an additional 3/8" clearance as shown.
- If spacers are used, longer screws may be required to ensure a secure installation (not provided).



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.

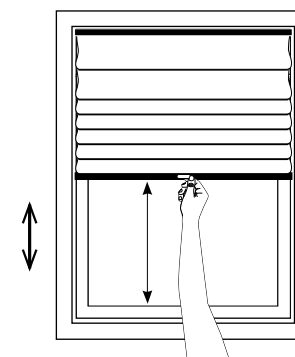


OPERATION

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.

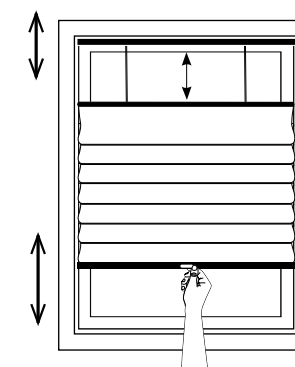
Bottom-Up Shade



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



OPERATION

ADJUSTING ALIGNMENT AND FOLDS

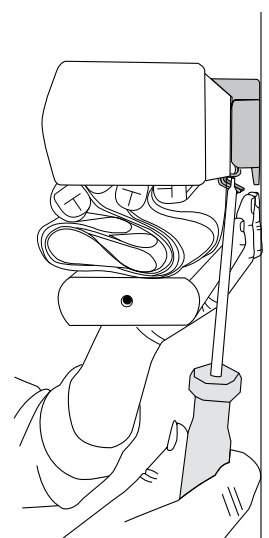
To ensure the shade raises and lowers evenly, the roman bar clips on the back of the shade may need to be adjusted. These clips are self aligning; however they can shift out of alignment from time-to-time.

- 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.

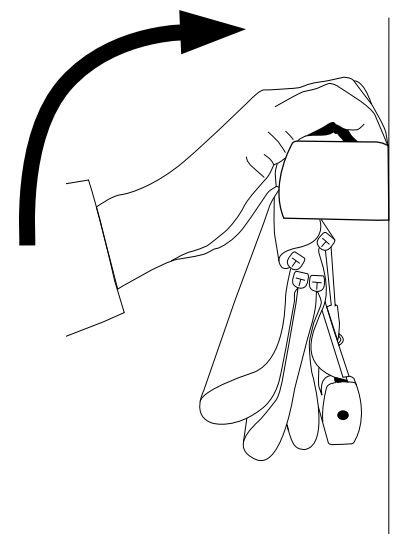
UNINSTALL

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 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.

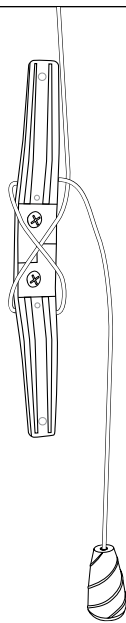
Additional Notes

- 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.

LEVOLOR®

Roman Shades Persianas romanas

INSTALLATION • OPERATION • CARE
INSTALACIÓN • MANEJO • CUIDADO



Corded Lift Control
Control de elevación con cuerda

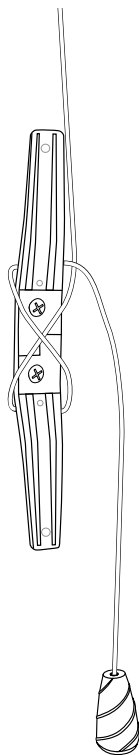
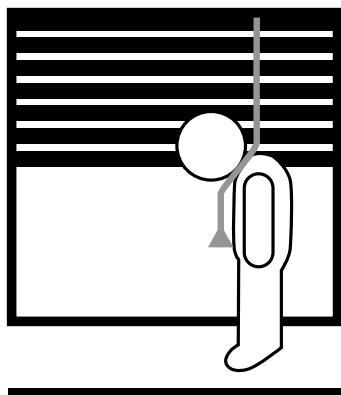


WARNING



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.

Window and Shade Terminology

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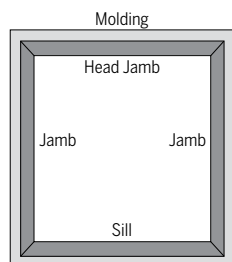
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WINDOW AND SHADE TERMINOLOGY

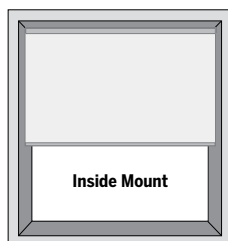
Thank you for purchasing LEVOLOR® Roman Shades. With proper installation, operation, and care, your new roman shade will provide years of beauty and performance. Please thoroughly review this instruction booklet before beginning installation.

MOUNTING TYPES AND WINDOW TERMINOLOGY



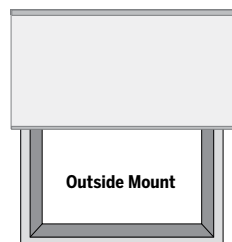
Window Components Terminology

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



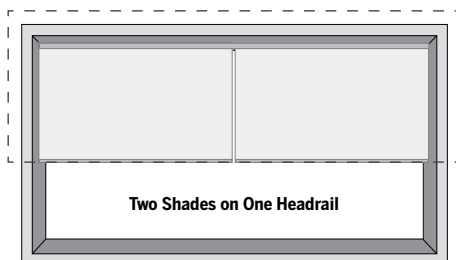
Inside Mount

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



Outside Mount

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

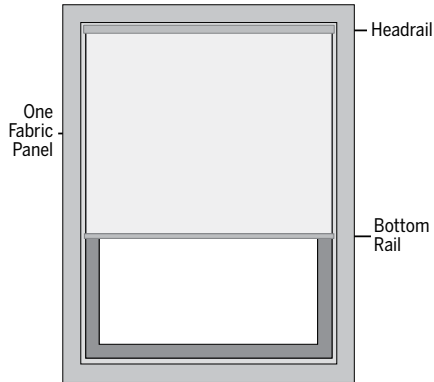


Two Shades on One Headrail

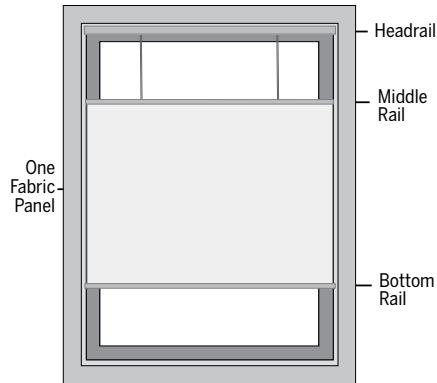
- Provides the clean appearance of a single shade with the ability to operate each shade independently.
- Can be mounted inside or outside.

LIFT STYLES

Bottom-Up Shade



Top-Down/Bottom-Up Shade

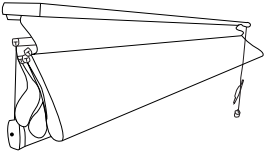


GETTING STARTED

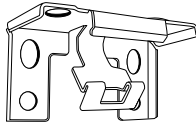
INSTALLATION OVERVIEW

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

COMPONENTS INCLUDED

Roman Shade



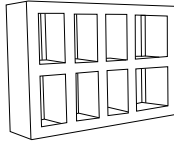
Mounting Bracket



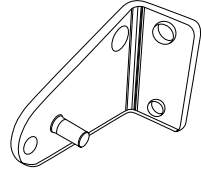
Cord Cleat



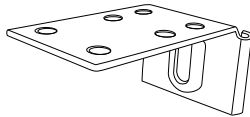
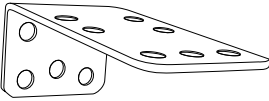
Hex Head Screws
(2 per Bracket)



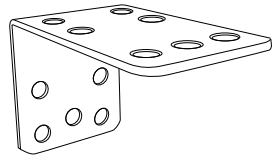
Spacer Block
(optional)



Hold Down Bracket
(optional)



Extension Brackets
(optional)



- Shade
- Mounting Brackets
- Installation Hardware

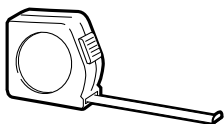
Optional items will be included, if selected at time of shade order.

GETTING STARTED

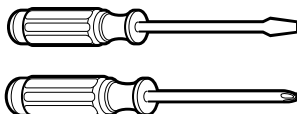
TOOLS AND FASTENERS YOU MAY NEED (not included)

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



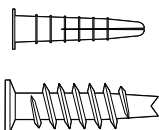
Screwdrivers
(both flat and Phillips head)



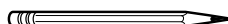
1/4" Nutdriver



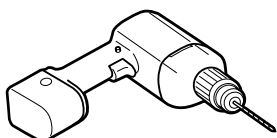
Safety Glasses



Drywall Anchors



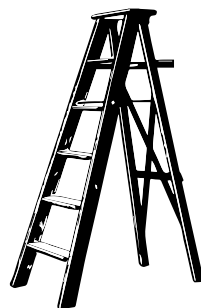
Pencil



Drill with Bits



Level

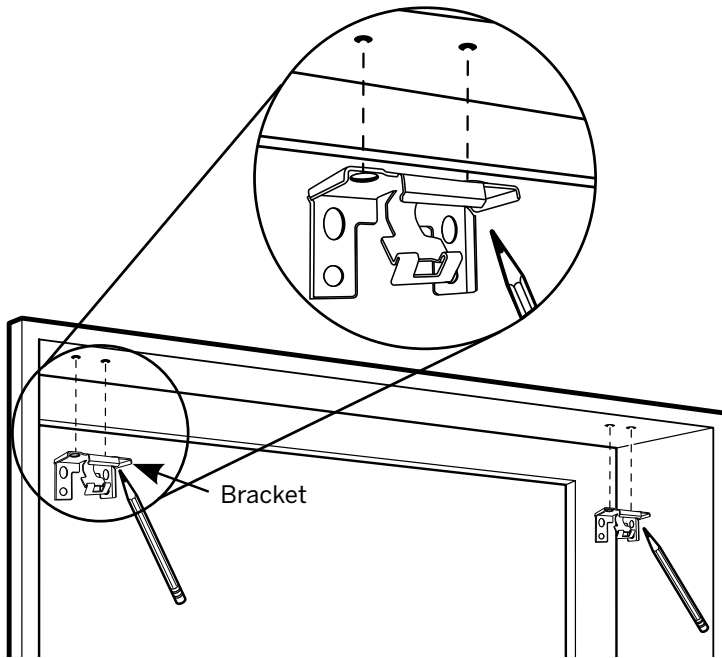


Ladder

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.

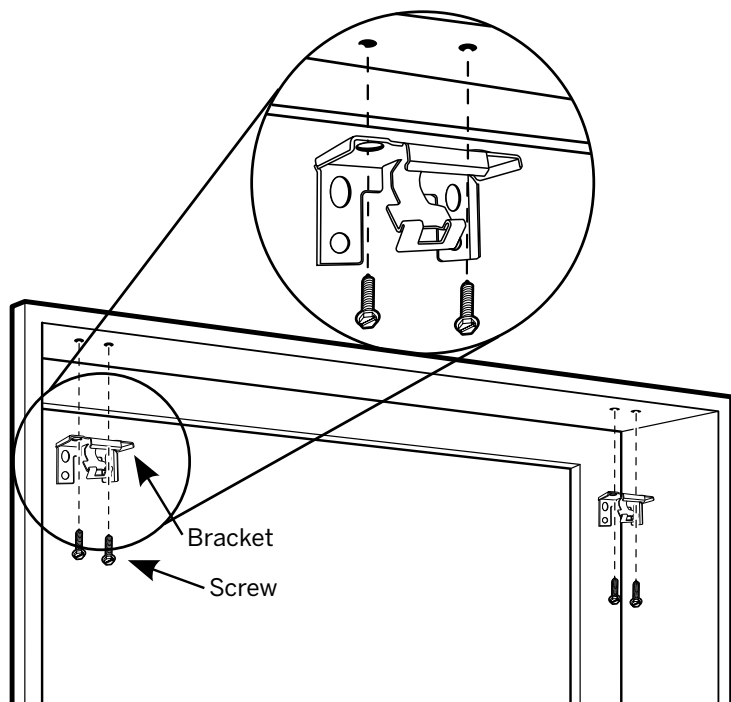
INSIDE MOUNT (IM)**STEP 1: MARKING THE BRACKET LOCATIONS**

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 $\frac{5}{8}$ " which allows for a partially recessed headrail mount.
- If flush mount (fully recessed mount) is desired, a minimum mounting depth of $2\frac{1}{4}$ " 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.

INSTALLATION

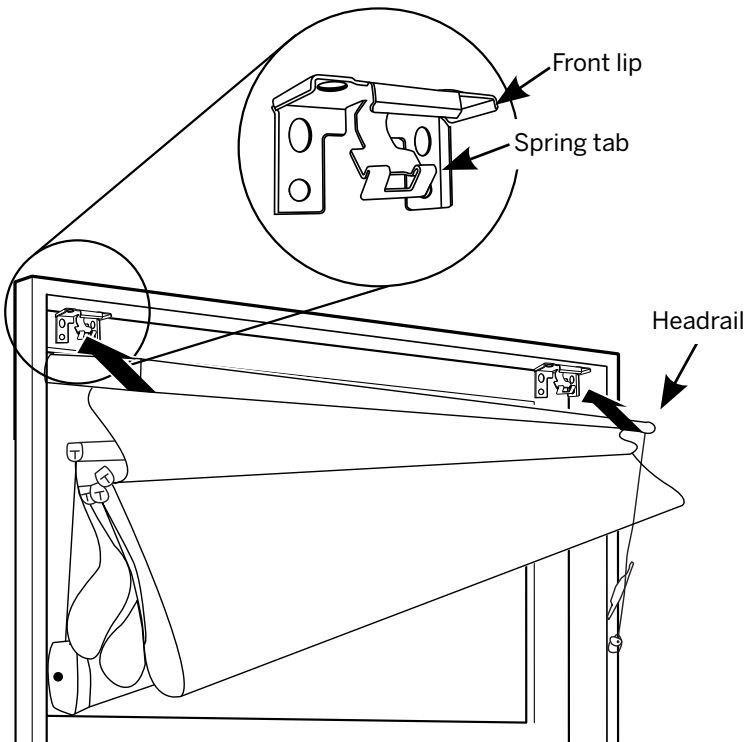
INSIDE MOUNT (IM)



STEP 2: INSTALLING THE BRACKETS

- Pre-drill screw holes using a $\frac{1}{16}$ " 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

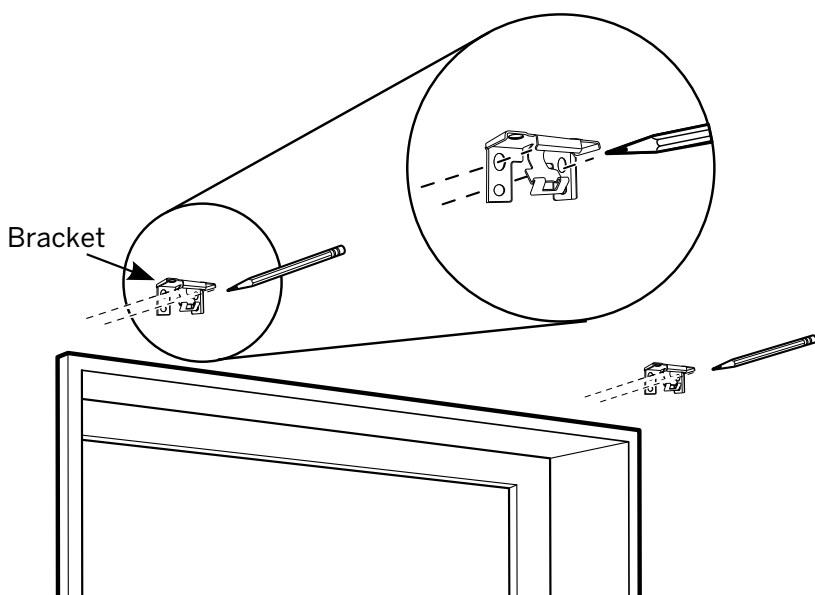
- Hook the rear lip of the headrail on the mounting bracket spring tab.
- While pushing back against the bracket, rotate the front of the headrail upward to engage the top locking tab of the mounting bracket.
- The shade will easily snap onto the bracket
- Use the included screws to secure the cord cleat 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.

INSTALLATION

OUTSIDE MOUNT (OM)



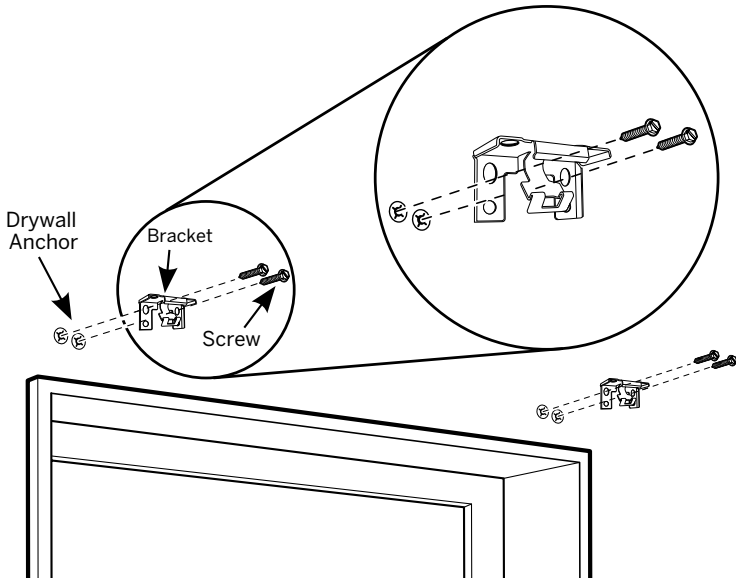
STEP 1: MARKING THE BRACKET LOCATIONS

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 $\frac{1}{4}$ " 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 $\frac{1}{16}$ " 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.

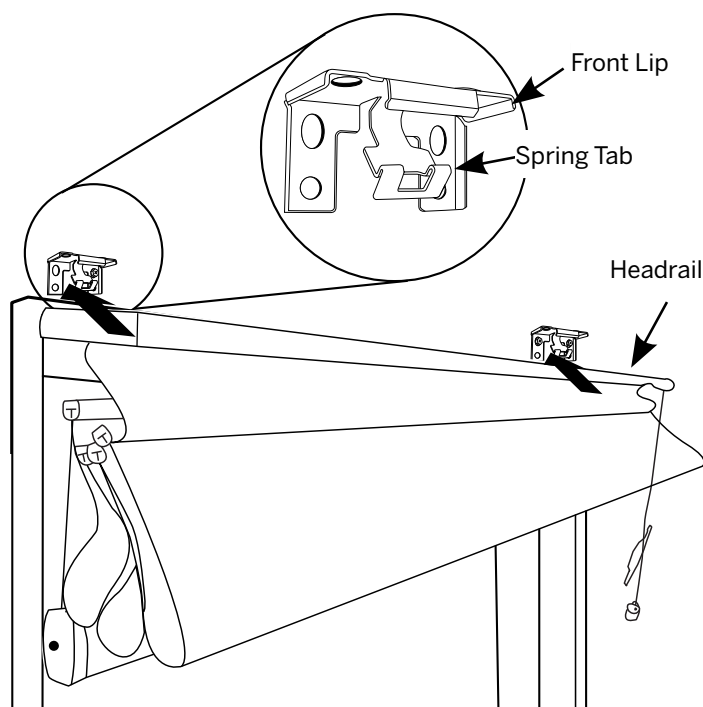


CAUTION: Do not use more than one spacer block. Using more than one spacer block could cause shade to fall resulting in possible injury.

- 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.

INSTALLATION

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

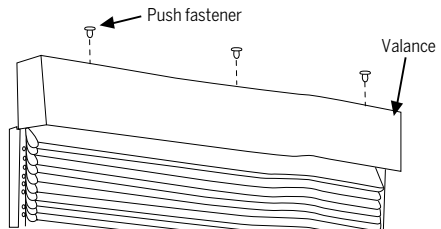
Refer to Cord Cleat Installation Instructions included with cord cleat for the proper way to install cord cleat.



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.

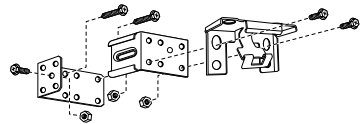
INSTALL VALANCE

- 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.



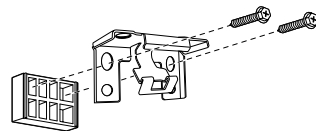
EXTENSION BRACKETS (optional)

- 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)

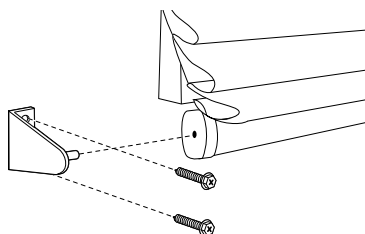
- Outside mounting spacer blocks will provide an additional $\frac{3}{8}$ " clearance as shown.
- If spacers are used, longer screws may be required to ensure a secure installation (not provided).



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

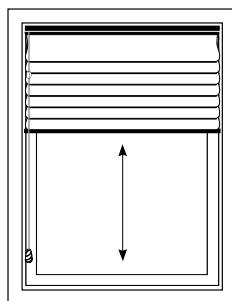
HOLD-DOWN BRACKETS (optional)

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



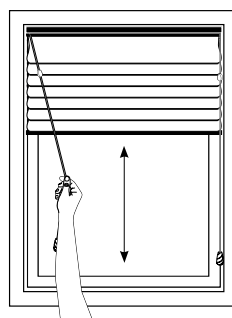
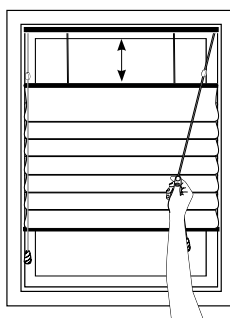
CORDED BOTTOM-UP

- 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

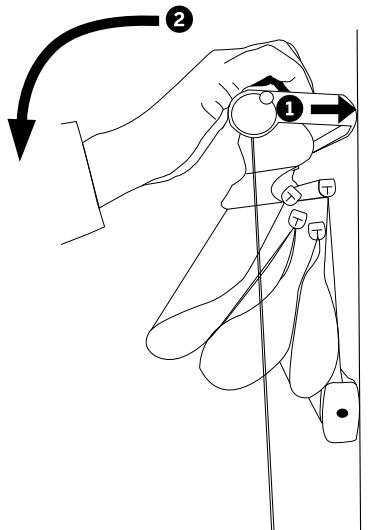
To ensure the shade raises and lowers evenly, the roman bar clips on the back of the shade may need to be adjusted. These clips are self aligning; however they can shift out of alignment from time-to-time.

- 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 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 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.