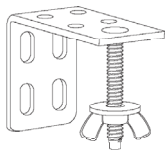# ROMAN SHADES

LIFT SYSTEMS: CORDED LIFT | CORDLESS LIFT

The difficulty level of this installation is ranked at **Level 1**. *A piece of cake!*

If you have questions or get stuck, call our Customer Care Team at 888-257-1840, or email customercare@selectblinds.com
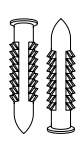
HARDWARE AND PARTS INCLUDED
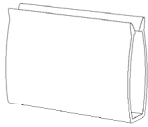
BRACKET WITH WINGNUT   SCREWS   WALL ANCHORS*
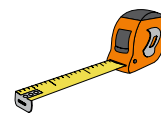
CORDLESS HANDLE

*Recommended if mounting into hollow drywall.

TOOLS REQUIRED

PENCIL   TAPE MEASURE   POWER DRILL

5/64" DRILL BIT   PHILLIPS SCREWDRIVER

PHILLIPS DRILL BIT   LEVEL   STEP LADDER

---

1. MOUNTING THE BRACKETS

PRE-DRILLED HOLES

NOTE: Corded and cordless shades have pre-drilled holes in the top of the headrail. You will use these holes as a guide for your bracket placement. If using your own screws instead of those provided, be sure to pre-drill a small hole with a 5/64" drill bit before the final screws go in to attach brackets.

INSIDE MOUNT

1. Grasp the shade by the headrail and hold it up inside the top of the window. Set it back until the front of the shade is flush with the wall. Hold the shade in place, and with a pencil, make a mark through each hole in the headrail. Set the shade aside.

2. Take a bracket and center the drop-bolt over each mark. Use the holes in the top of the bracket to mark where your two screws will go.

3. Align the brackets with the holes, and use a Phillips drill bit to securely fasten the screws.

FRONT

BACK   DROP-BOLT
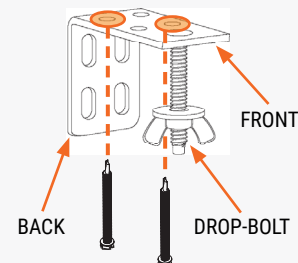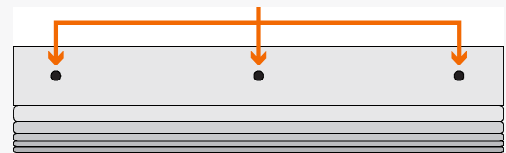
OUTSIDE MOUNT

NOTE: If using your own screws instead of those provided, be sure to pre-drill a small hole with a 5/64" drill bit before the final screws go in to attach brackets.

1. Center and hold the headrail at least two inches above the window. While keeping the shade level, make a small line with your pencil just above each of the pre-drilled holes in the headrail. Set the shade aside.

2. Align the top edge of a bracket along each mark, and use the holes in the back of the bracket to mark where your two screws will go.

3. Align the brackets with the holes, and use a Phillips drill bit to fasten the screws in place.

*If you are using wall anchors, pre-drill with a 1/4" bit instead, and tap the wall anchors into the holes with a hammer before drilling in the screws.

2" - 4"
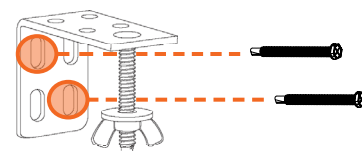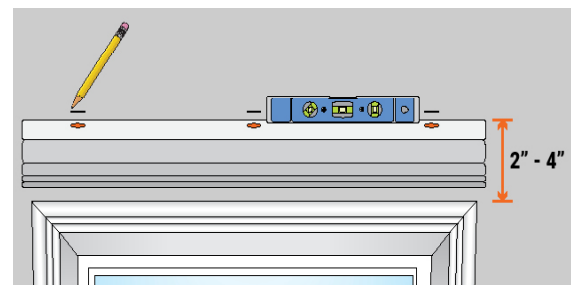
2. ATTACHING THE SHADE

INSIDE AND OUTSIDE MOUNT

IMPORTANT: The cords running along the underside of the headrail must be able to move freely. **To avoid tangling or damage to the cords, make sure the "wings" of the wingnut are facing the sides of the window.**

1. Remove the wingnuts from the brackets if you haven't done so already.

2. With the front of the shade facing you, fit the pre-drilled holes of the headrail to each of the drop-bolts on the brackets. While holding the headrail to the brackets with one hand, use your other hand to attach each of the wingnuts to the drop-bolts. Tighten the wingnuts until the shade is firmly held in place.
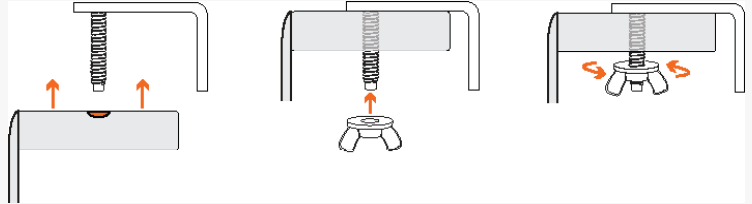
3. If you have a corded shade, pull the cords down and toward the center of the window to release the cord lock and lower it. To raise it, pull the cords down and away from the window to engage the cord lock so your shade stays in position
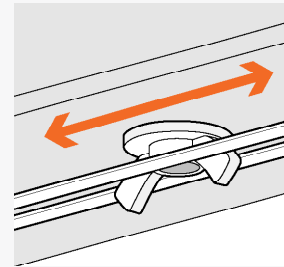
3. ATTACHING THE LIFT HANDLE

CORDLESS ROMAN SHADES

NOTE: Cordless roman shades come with a clear plastic handle to help protect the fabric over multiple uses.

1. At the bottom pleat of the roman shade, locate the sewn-in hem bar.

2. Clip the handle to the center of the bottom hem bar.

3. To operate, grab the handle with your hand, and gently lift or lower the hem bar; the shade will stay in place when released.
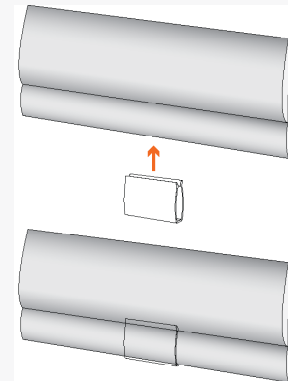
CLEANING INSTRUCTIONS

NOTE: All fabrics are different and some may be easier to clean than others. We recommend cleaning your shades as often as once a month. Here are some general guidelines on how to do so:

1. For regular maintenance, use a duster or a vacuum with a brush attachment and run it over the front and back of the shade.
2. To spot clean stains, use a damp rag with a very mild, gentle detergent or soap. Dab at the affected spots; do NOT rub! Let the dampened area air-dry and repeat as necessary.
3. If your roman shade has wrinkles, you can use a basic steamer to remove them. Hold the steamer roughly six inches away from the fabric and wave the steamer back and forth over the wrinkled areas.
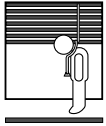
WARRANTY AND REPLACEMENT

To learn more about our product warranties, please visit: **https://www.selectblinds.com/warranty.html**

For replacement parts, and/or to file a warranty claim for a product that is damaged, defective, or missing parts, please call our Customer Care Team at 888-257-1840, or email customercare@selectblinds.com.

CHILD SAFETY WARNING

⚠ **WARNING**

Corded window blinds and shades can be a strangulation risk or cause serious injury to young children and pets. When using corded window treatments, use the following tips to keep them safe:

- Move furniture that children can climb on away from the window.
- **NEVER** place a crib by a window!
- Keep cords up and away from your child's reach.

- Always use cord cleats with corded products.
- Secure child-safe tensioners for continuous cord loop chains to the wall or window encasement.
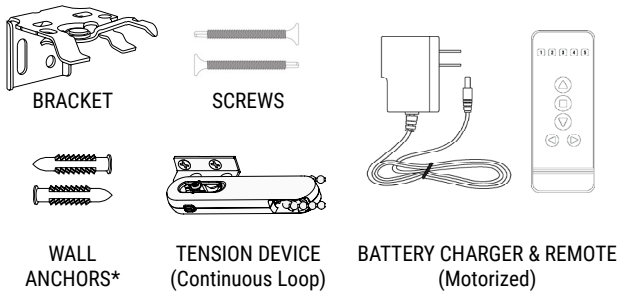
ROMAN SHADES

LIFT SYSTEMS: CONTINUOUS CORD LOOP | MOTORIZATION

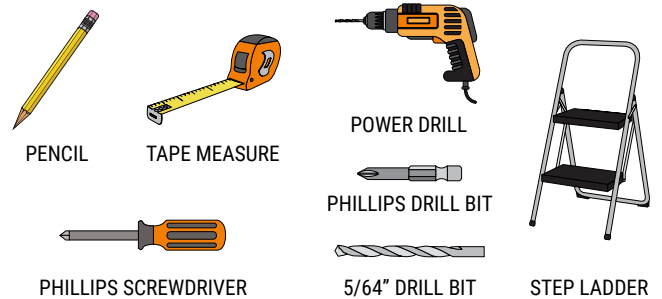The difficulty level of this installation is ranked at **Level 1**. *A piece of cake!*

If you have questions or get stuck, call our Customer Care Team at 888-257-1840, or email customercare@selectblinds.com

HARDWARE AND PARTS INCLUDED

BRACKET

SCREWS

WALL ANCHORS*

TENSION DEVICE (Continuous Loop)

BATTERY CHARGER & REMOTE (Motorized)

*Recommended if mounting into hollow drywall.

TOOLS REQUIRED

PENCIL

TAPE MEASURE

POWER DRILL

PHILLIPS DRILL BIT

PHILLIPS SCREWDRIVER

5/64" DRILL BIT

STEP LADDER

1. MOUNTING THE BRACKETS

TIP: The back of each bottom rail should have a tag with a number. This indicates the channel and remote that the shade is pre-programmed to.

INSIDE MOUNT

1. Measure 2"- 4" in from each side of the window frame, and mark once with a pencil for your outer brackets. The front of the bracket will face out from the window, and the back of it will hang down parallel to the window.
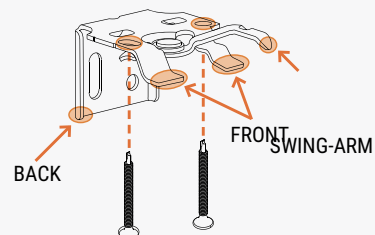
NOTE: Leave marks for any additional brackets you need, evenly spaced between your first two marks. If using your own screws instead of those provided, be sure to pre-drill a small hole with a 5/64" drill bit before the final screws go in to attach brackets.

2" - 4"
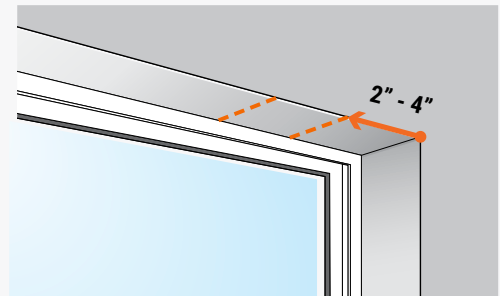
2. Center the brackets over your marks, and set them back until the front of the bracket meets the edge of your window. Mark through the top hole in the bracket with your pencil. This is where your screws will go.

3. Align each bracket with your screw holes and drill the screws securely into place.

*If you are using wall anchors, pre-drill with a 1/4" bit instead, and tap the wall anchors into the holes with a hammer before drilling in the screws.

BACK

FRONT

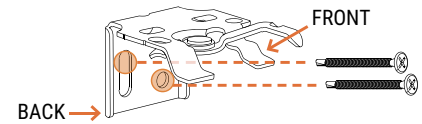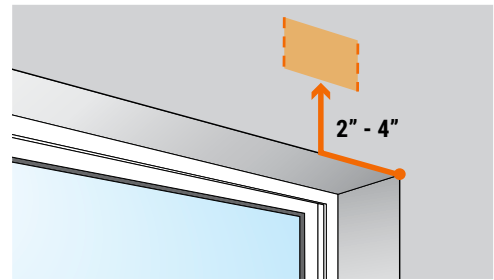SWING-ARM

OUTSIDE MOUNT

1. Measure 2"- 4" in from each side of the window frame. From here, measure upward another 2" - 4", and make a pencil mark.

NOTE: Leave marks for any additional brackets you need, evenly spaced between your first two marks and at the same height. If using your own screws instead of those provided, be sure to pre-drill a small hole with a 5/64" drill bit before the final screws go in to attach brackets.

2. Center the top edge of the brackets on your marks. With your pencil, mark through the back holes of the bracket. This is where your screws will go.

3. Align each bracket with your screw holes and drill the screws securely into place.

*If you are using wall anchors, pre-drill with a 1/4" bit instead, and tap the wall anchors into the holes with a hammer before drilling in the screws.


2" - 4"

FRONT

BACK →

② ATTACHING THE SHADE

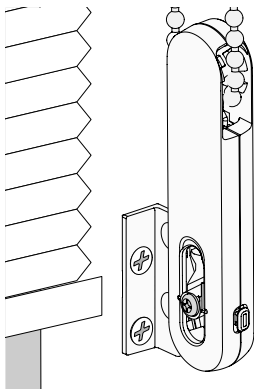### INSIDE AND OUTSIDE MOUNT

1. Slide the swing-arm of all the brackets to the right, so that they point away from the window.

2. Place the headrail onto the brackets so that the front edge of the brackets fit under the inner front lip of the headrail. Slide the headrail left and right until the shade is centered in or over the window.

3. Hold the shade in position, and slide the swing-arms to the left on all the brackets, until they latch onto the back lip of the headrail. The shade is now installed!

STEP 1   STEP 2   STEP 3

TOP OF HEADRAIL

BACK LIP

FRONT LIP
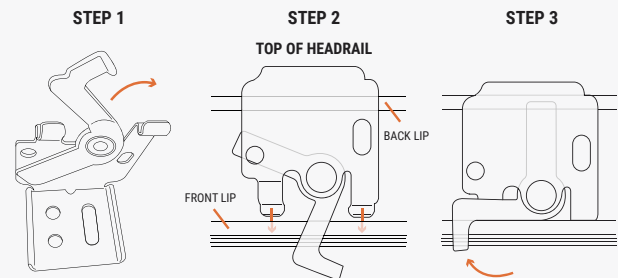
Installation Instructions

Bead Chain Loop
Universal Cord Tensioner

## Inside Mount or
Outside Mount Installations

Getting Started

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

Screw Hole

3. Slide the UCT down to the bottom of the bead chain 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.
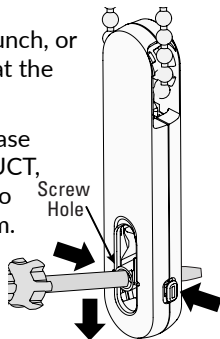
Required Tools

- 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 $1\frac{1}{4}$" deep.
 — For applications requiring anchors, use a $7/32$" drill bit.
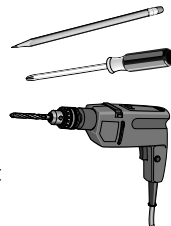
CAUTION: Use wall anchors if the mounting screws will not be secured into wood or metal. For metal surfaces, sheet metal screws are recommended.

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
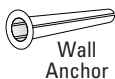
Wall Anchor

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.

Drywall Only   Wood or Metal

$^7/_{32}$" $^1/_8$"
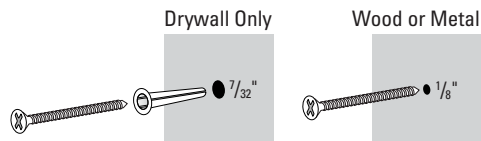
Choose a Mounting Option

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.**
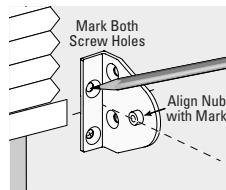
Outside Mount

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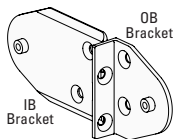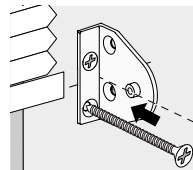
OB Bracket

IB Bracket

2. With the Universal Cord Tensioner (UCT) at the bottom of the bead chain loop, position it at the desired location.

3. Mark the wall at the notch in the UCT.

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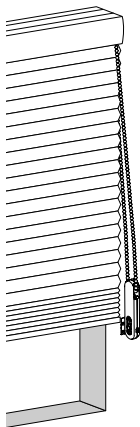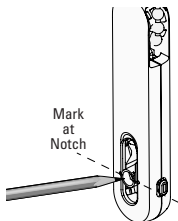
4. Hold the OB bracket with its center hole aligned with the mark and mark both screw hole locations.

Mark Both Screw Holes

Align Nub with Mark

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.

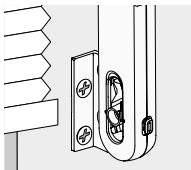   b. Use a Phillips screwdriver and the longer screws provided to attach the bracket to the wall.
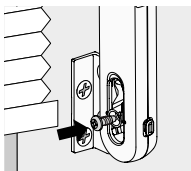
7. Attach the UCT to the bracket

   a. Press the UCT release buttons on the sides of the UCT while pulling down on the spring-loaded screw hole.
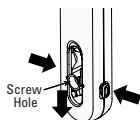
   b. Insert the nub on the outside mount bracket into the back of the screw hole in the UCT.

   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 bead chain 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 ($\pm^1/_8$").

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

   — If the UCT locks onto the bead chain, the bead chain 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 bead chain to become too tight, affecting window covering function and increasing bead chain wear.
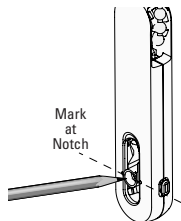
Inside Mount with a Bracket

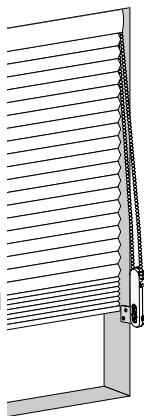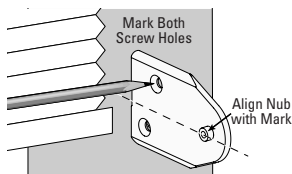1. Break off the Inside Mount (IB) bracket
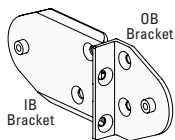
OB Bracket

IB Bracket

2. With the Universal Cord Tensioner (UCT) at the bottom of the bead chain loop, position it at the desired location.

3. Mark the window casement at the notch in the UCT.

Mark at Notch

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

Mark Both Screw Holes

Align Nub with Mark
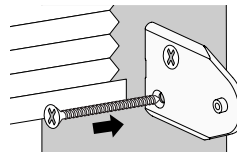
5. Drill the screw holes.

— 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).
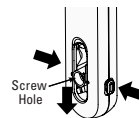
6. Mount the UCT bracket.

a. If wall anchors are required, first tap them into the pre-drilled holes.

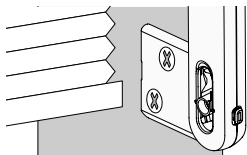b. Use a Phillips screwdriver and the longer provided screws to attach the bracket to the wall.
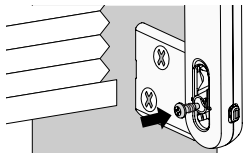

7. Attach the UCT to the bracket

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

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 bead chain 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 ($\pm 1/8$").

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

   — If the UCT locks onto the bead chain, the bead chain 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 bead chain to become too tight, affecting window covering function and increasing bead chain 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 bead chain loop, position it at the desired location.

2. Mark the window casement at the notch in the UCT.

Mark at Notch
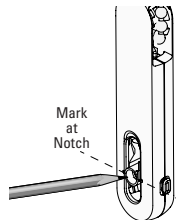
3. Mark and drill the screw hole.

   — 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.
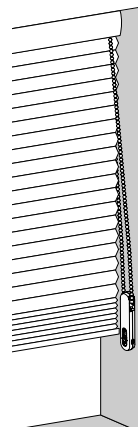
b. Insert one of the longer provided screws into the screw hole in the UCT.
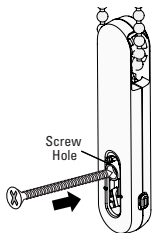
c. Press in on the UCT release buttons and pull down on the screw hole to align the hole with the wall anchor or pilot hole.

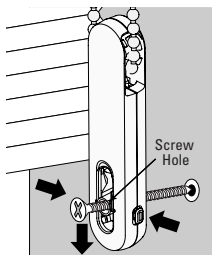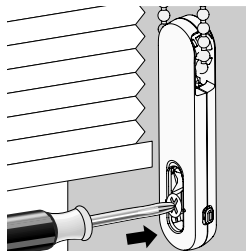d. Attach the UCT directly to the wall.

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

5. Ensure the bead chain 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 ($\pm 1/8$").

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

— If the UCT locks onto the bead chain, the bead chain 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 bead chain to become too tight, affecting window covering function and increasing bead chain wear.

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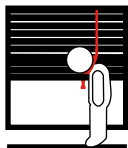
Products with a Damaged, Loose, or Missing Tension Device Pose a Strangulation Risk to Children.

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

4. PROGRAMMING AND USING YOUR REMOTE

MOTORIZED ROMAN SHADES

WARNING: DO NOT attempt to raise or lower your motorized shade with your hands. This may cause permanent damage to the motor, and other components in the headrail, which may not be covered under your warranty.

Your shade's motor and remote(s) are pre-programmed at the factory, and are ready to use once the shade is installed. Look for the tag with two numbers on the back of each bottom rail. This indicates which channel and remote your shade is programmed to.

All you have to do is install the battery in the remote. Open the battery compartment at the bottom of the remote and insert the lithium battery into the round slot, positive side up. Slide the battery cover back onto the remote.

REMOTE LABEL

REMOTE BACKSIDE

REMOTE 01

CR2450 + LITHIUM BATTERY

LIMIT (L)

CONFIRM (C)

BATTERY COVER
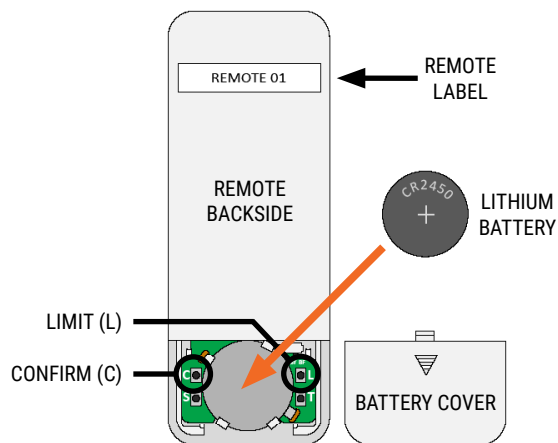
MOUNTING BATTERY PACK

For 1) outside mount and for 2) inside mount with a shallow windowsill, you won't have room behind the headrail to attach the battery pack. You can either 1) attach the battery pack to the wall near the window, or 2) vertically inside the shallow windowsill, below the headrail, and as far back as possible. Note: Be sure your placement of the battery pack allows for uninterrupted operation of your shade and window.

1. To attach battery pack for outside mount:
The most important thing to remember is to use a pencil and a level to make sure your mounting clips are aligned when you attach them to the wall. Slide the battery pack into place on the clips when ready.

2. To attach battery pack for shallow inside mount:
With a pencil and a level, make sure the mounting clips are aligned vertically when you attach them inside the windowsill, as far back as possible toward the glass, so as not to interfere with the shade's operation. Slide the battery pack into place on the clips when ready.
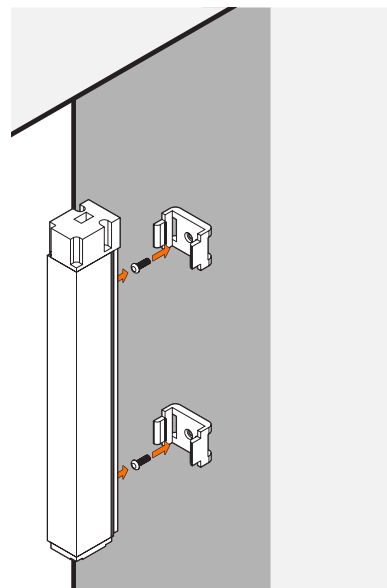
HOW TO USE THE REMOTE

Press and hold the **Down** button to lower the shade. You can release when the shade begins lowering.

Press and hold the **Up** button to raise the shade. You can release when the shade begins raising.

Press the **Stop** button to halt the up or down movement. If you later choose to program a favorite position, holding the **Stop** button will automatically lift or lower the shade to this position.

Choose a channel by pressing the **Channel Increase** and **Channel Decrease** buttons. The **Channel Display** at the top of the remote will illuminate the channel you are currently on.

To operate all your shades at the same time, set the remote to Channel 5, and then press the **Channel Increase** button. This will illuminate all the **Channel Display** lights, which activates motors on all channels.

FRONT

Channel Display → 1 2 3 4 5

Up →
Stop →
Down →
Channel Decrease →
Channel Increase →
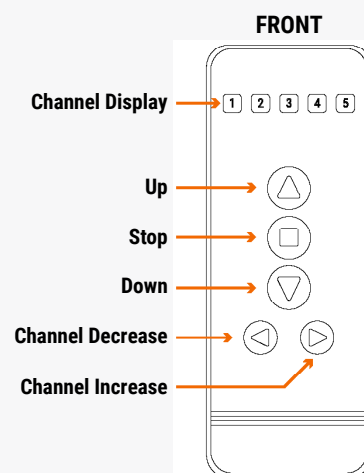
PAIRING THE REMOTE WITH A MOTOR

NOTE: The factory pairs each of your shades to the remote. The following steps are only necessary if you want to change how the channels are configured, or if you are adding a new shade to a remote already in use.

1. Plug the battery pack into the shade.

2. Set the remote to whichever channel you want to program the shade to.

3. Push and hold the button on the battery pack until the shade jogs**.**

4. With your finger, quickly press and hold the **Confirm (C)** button on the back of the remote.

STEP 4

CONFIRM (C)
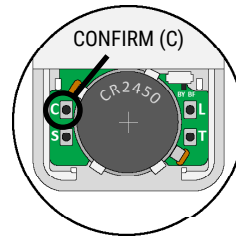
When the shade jogs (a quick up and down movement), the remote is paired to the channel you've chosen.

DELETING A CHANNEL FROM THE MOTOR

NOTE: Removing a remote or channel from a shade does not delete or reset the limit settings.

1. Select the channel you'd like to disconnect the shade from.

2. Press the **Confirm** button repeatedly (about 3 - 7 presses); the shade will jog three individual times. After the third jog, your channel is removed from the shade, and ready to be assigned to a new channel or a new remote.

CONFIRM (C)
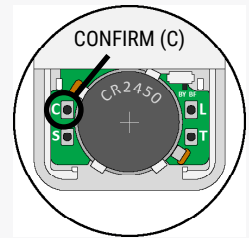
ADJUSTING UPPER AND LOWER LIMITS

NOTE: The upper and lower limits are already set-up at the factory, so the following steps are only necessary if you want to change how these settings are configured. Both limits must be reprogrammed in these instructions.

1. Start with the shade fully raised. For a few seconds, press and hold the **Limit** button until the shade jogs. Your motor is now in programming mode.

2. Press **Down** to lower the shade until it's almost to the bottom, then press **Stop**. From here, repeatedly press **Down** to lower the shade slowly.

3. When the shade reaches the desired bottom position, flip the remote and use your pen to press the **Confirm** button. The shade will jog to acknowledge that your lower limit is now set, but the motor is still in programming mode.

4. Press **Up** to raise the shade until it's almost to the top, then press **Stop**. From here, repeatedly press **Up** to raise the shade slowly.

5. When the shade reaches the desired top position, flip the remote and use your pen to press the **Confirm** button. The shade will jog to acknowledge that your upper limit is now set, and the motor will automatically exit programming mode.

LIMIT (L)

CONFIRM (C)

CONFIRM (C)
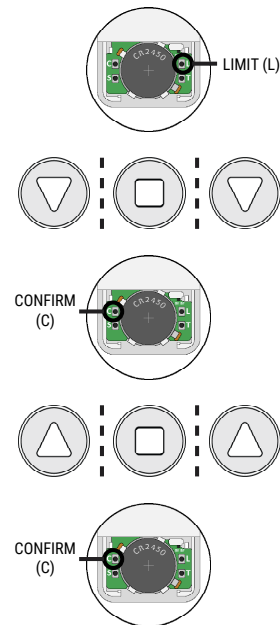
SETTING A FAVORITE POSITION (OPTIONAL)

1. Start with the shade raised fully, then press the **Down** button for the shade to lower.

2. Press **Stop** at the position you wish to save as your favorite.

3. Simultaneously press and hold the **Limit** button and the **Up** button, until the shade jogs. Your favorite position is now set. If you wish to change the favorite position, simply repeat these steps again.

LIMIT (L)
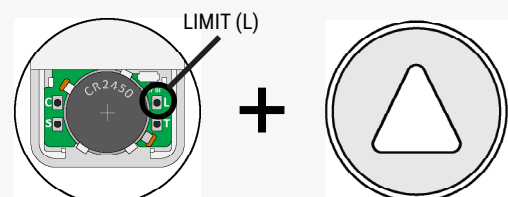
Installation Guide
No-Drill Blinds Headrail

The difficulty level of this installation is ranked at **Level 1**. *A piece of cake!*

If you have questions or get stuck, call our Customer Care Team at 888-257-1840, or email customercare@selectblinds.com

Remove the No-Drill Blinds Headrail

The No-Drill Blinds Headrail will already be installed onto the existing product headrail.

Remove the product from the headrail (See Fig A), which will vary from product and depend on lift type.
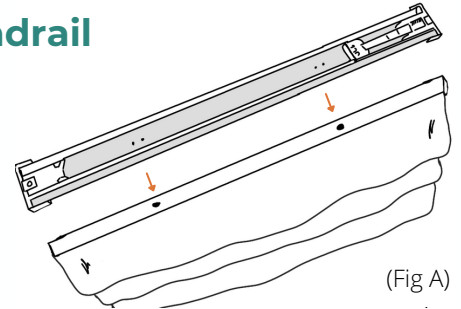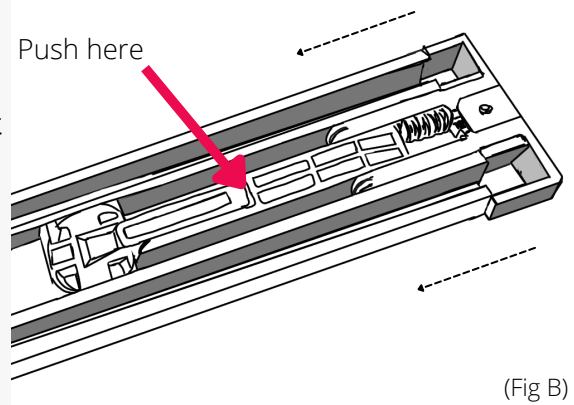
(Fig A)

1. Preparing the No Drill Blinds Headrail

Pull the lever from below or push down on the mechanism from above to retract the tension boot (See Fig B).

Install the metal strips or padded adhesive tape on opposite sides of the window opening where you'll be installing the No-Drill Blinds Headrail. This is optional and only available on larger products.

Push here

(Fig B)

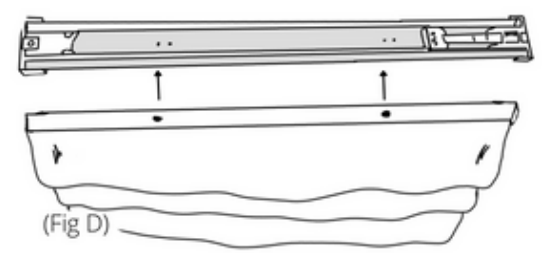## 2. Installing the No Drill Blinds Headrail

Insert the No-Drill Blinds Headrail into the window opening, make it flush with the top of the window opening, then push on the lever to extend the tension spring and secure the No-Drill Blinds Headrail. (See Fig C)

Push the lever in here to extend the spring end.
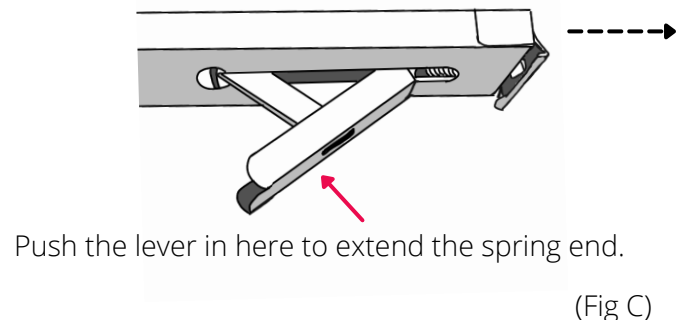
(Fig C)

3. Installing the Product

Install the product onto the brackets (See Fig D). Test and operate the product to ensure secure installation and smooth functionality.
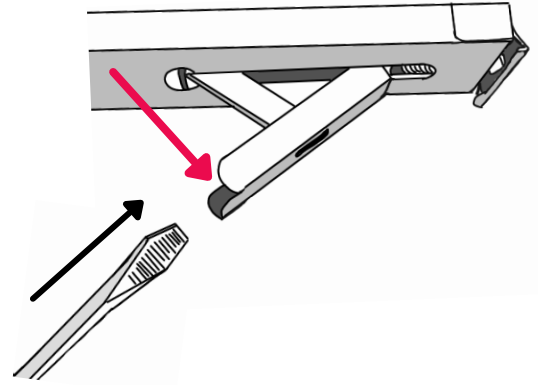
(Fig D)

Uninstalling the No Drill Blinds Headrail

To uninstall the product, follow step 1 by removing the product from the headrail and use a screwdriver to unlatch the lever.

Make sure to hold the No Drill Blinds Headrail in place while unlatching the lever. This will prevent damage to the window or headrail.

Tech Tip

If the fixed boot end was accidentally forced out, use a flathead screwdriver to twist the red "droplets" towards the center and then push it back in.