

# Roman Style Fabric Shade with Continuous Cord Loop

## Installation Instructions

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Congratulations on purchasing a Roman Style Fabric Shade with Continuous Cord Loop from Blindster. This window treatment provides a touch of elegance to any home and is highly effective at increasing privacy and blocking out excess sunlight.

To properly install your new shade, please follow the instructions below.

### Step 1: Check your Included Mounting Hardware Kit

All window treatments ordered from Blindster come with an included mounting hardware kit that contains the components needed to install the blind or shade. Before you get started on the installation process, check to make sure your package contained the following items:

| Part               | Quantity                                                                              |
|--------------------|---------------------------------------------------------------------------------------|
| Mounting Brackets  | 2 (shades up to 36" wide)<br>3 (shades 36" to 48" wide)<br>4 (shades 48" to 96" wide) |
| 1 1/2" & 2" Screws | 2 (shades up to 36" wide)<br>3 (shades 36" to 48" wide)<br>4 (shades 48" to 96" wide) |
| 3/4" Screws        | 2 (shades up to 36" wide)<br>3 (shades 36" to 48" wide)<br>4 (shades 48" to 96" wide) |

**Note:** 3/4" and 1 1/2" screws are for use in outside mount installations only.  
2" screws for inside mount installations only.

### Step 2: Gather the Recommended Tools

After you've made sure you have all of the necessary items in your hardware mounting kit, take the time to gather the tools you'll need to complete the installation process. Gather the follow items and keep them within reach while installing your new window treatment:

- **Screwdriver**
- **Tape measure**
- **Pencil**
- **Drill**
- **Level**
- **Step stool**

### Step 3: Installing the Shade

With the mounting hardware kit and tools in hand, it's time to begin the installation process.

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If you're installing your shade into wallboard or plaster, use anchors that are designed for hollow walls (not included in hardware mounting kit).

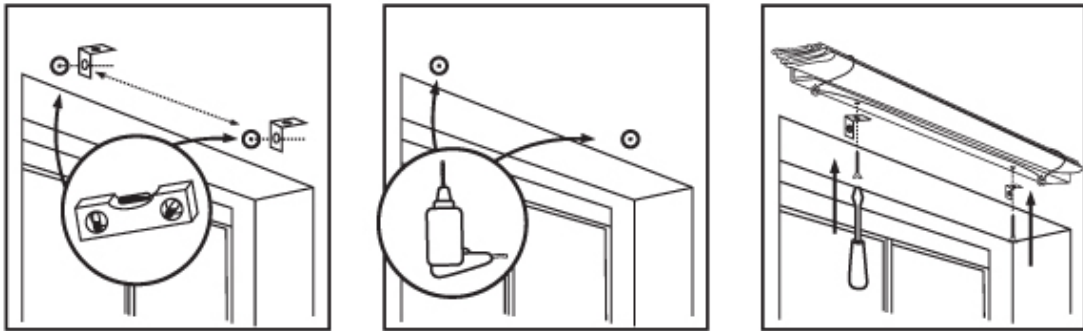
If you're installing your shade into concrete, stone, or brick, use a masonry drill bit and anchors/screws specifically designed for masonry (not included in hardware mounting kit).

### **Steps for Mounting Your Shade Outside your Window Frame**

To properly mount your shade outside your window frame, secure one bracket about 2" to 6" from each end of the head rail. If your shade is wide enough to require 3 or more brackets, space them evenly apart between the two outermost brackets to fully support the weight of the head rail.

It's also important that you make sure the brackets don't impede the movement or mechanisms of any moving parts, including the lift cords.

Before attaching brackets to the wall, hold the shade centered and level over your window and mark each bracket's location with a pencil. Then remove the brackets from the head rail and pre-drill mounting holes for each bracket using a 5/64" drill bit. Now attach the brackets into those holes using the included screws.



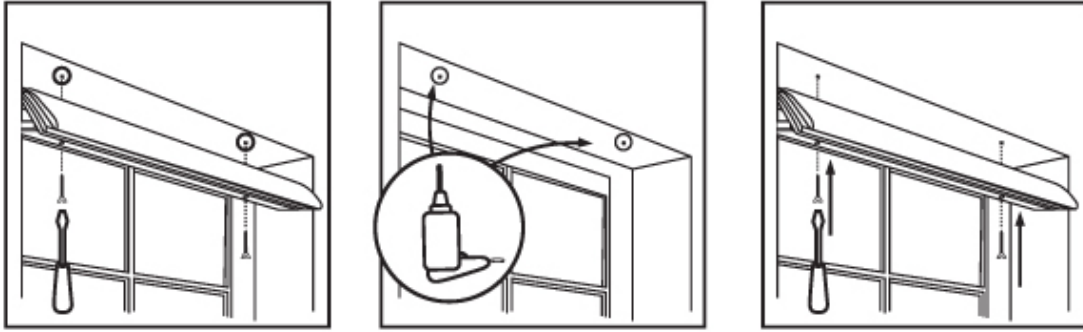
Once the brackets are in place, place the head rail on top of the brackets and center the shade over the window opening. Then, mark the locations of the mounting holes on the head rail with a pencil. Using a screw, piece the fabric of the shade at the marks you just crated and again pre-drill holes using the 5/64" drill bit.

Finally, attach the shade to the brackets using the 3/4" screws included in your hardware mounting kit.

### **Steps for Mounting Your Shade Inside Your Window Frame**

To properly mount your shade inside your window frame, screw the included 1 1/4" screws into the pre-drilled holes in the head rail until the ends of the screws extend slightly past the top of the head rail.

Then, align the front of the shade with the front edge of the window opening inside the window frame. Make sure that the shade is centered inside the window frame—then, push up on the head rail until the screw heads leave small marks at the top of the window frame.



Using those marks as a guide, pre-drill holes using a 5/64" drill bit and then screw the shade in place.

#### **Step 4: Installing the Continuous Loop Cord Control Device**

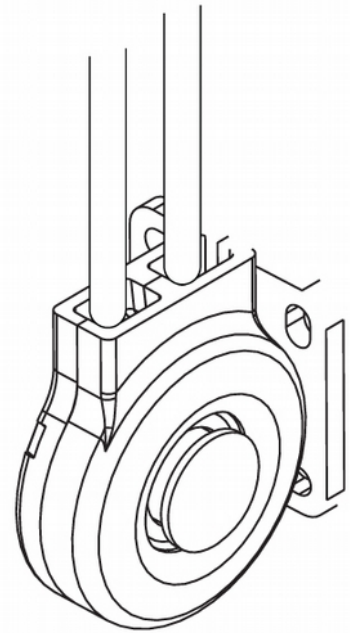
After your continuous loop cord control shade has been installed to your wall or inside your window frame, it's time to install the tension device. This mechanism helps reduce the hazards of strangulation and entanglement of young children and pets by limiting access to the control cord.

The tension device is attached to the shade's control cord and should be anchored to the window frame or wall, which will prevent children from pulling the cord down around their necks.

To properly install the device, lower your shade and position it on the window frame or wall so that it and the control cord don't interfere with normal operation of the shade's raising and lowering functions.

Mount the tension device by marking the screw hole locations with a pencil, then pre-drilling holes using a 3/32" drill bit. If you're installing the tension device into dry wall, use wall anchors (not included in your hardware mounting kit).

During installation, make sure the shade is installed in a manner that doesn't stretch or pull down on the control cord, as this can cause excessive wear to the cord.



#### **Step 5: Operating the Shade**

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Follow the instructions below to learn how to properly operate your Custom Roman Style Fabric Shade from Blindster:

- **Standard corded shades**  
To raise or lower the shade, pull the lift cord down slightly to release the cord lock. Then, adjust the shade to the desired height, and move the lift cord to the outside of the shade to lock it into place.
- **Continuous loop corded shades**  
To raise or lower the shade, pull down slightly on the lift cord until it reaches the desired height.
- **Top-down/bottom-up shades**  
Use the right side cord to control the bottom-up/down function, and the left side cord to control the top-down/up function.

## Step 6: Taking Care of your New Shade

When you receive your shade from Blindster, it may arrive with wrinkles due to the nature of packaging and shipping the product. There are different treatment options to remove wrinkles depending on the type of fabric you ordered.

To remove wrinkles from your new shade, let it hang for a few days to relax the fabric. Then, follow the instructions below based on the fabric of your shade:

- **Silk fabrics**  
Silk fabrics contain natural irregularities and the appearance of nubs, loops, and ridges are accepted with this type of fabric and not considered manufacturing defects.  
  
To remove wrinkles from silk fabrics, use steam. Note that high-quality steamers are less likely to leave water spots on silk fabrics.
- **Rayon/poly blends**  
Use steam on your rayon/poly blend shade to remove any stubborn wrinkles that don't fall out from hanging the fabric after removing it from its packaging.
- **100% polyester**  
To remove wrinkles from a shade made of 100% polyester, use steam or an iron on low heat. Note that 100% polyester fabrics release wrinkles easily and high heat can cause the material to melt.
- **Cotton/poly blends**  
Use an iron on a blended fabric (medium) setting to remove wrinkles from a cotton/poly blend shade.
- **100% cotton and 100% linen**  
Iron 100% cotton and 100% linen fabrics on high heat to remove wrinkles.

## General Cleaning Tips for Roman Shades

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To keep your shade looking and operating its best, follow these tips:

- Dry cleaning is the best option to remove stains from softly soiled window treatments.
- For 100% polyester, cotton/poly blends and 100% cotton/linen shades, use a sponge and warm soapy water and mild detergent to remove stains. Air-dry the fabric and use steam or an iron to remove any wrinkles causing during the cleaning process.