



Supporting Your View of the World™

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Installing, Care, & Cleaning Romans



WARNING: Please read and follow these directions to ensure the safety of children, pets, warranties, and a lifetime of satisfaction. ALWAYS KEEP BLIND CORDS OUT OF THE REACH OF CHILDREN. Use safety devices mounted high enough to be out of the reach of children and pets. BEWARE OF OBJECTS BELOW OR NEAR A WINDOW THAT MAY PRESENT A CLIMBING OR FALLING HAZARD. Move cribs, and other furniture safely away from any window treatment or cord hazard. NEVER TIE CORDS TOGETHER. Should cords or any other part of your window treatment begin to fray, loosen or operate improperly in any manner, immediately remove the treatment from the window and properly repair. LOOSE BRACKETS OR IMPROPERLY INSTALLED SHADES PRESENT A FALLING HAZARD. Please call with questions or concerns.

INSTALLATION

Installing your natural shades will be a breeze if you follow these simple instructions. A screw-gun or drill with a screw tip is recommended for the easiest installation. Otherwise a screw driver, an awl, and a pencil should be all that you will need. Your local hardware specialist can assist you with screws and/or special anchors suitable for the material to which the brackets are to be fastened.

INSIDE MOUNT INSTALLATION

- Unpack and lay out all parts included with your new custom shade. Hardware may be hidden within packing material.
- Hold the headrail of the shade up to the window. Using a pencil, lightly mark the position of the slots at both ends of the headrail on the top of the window casement (wide shades will require 1 or more center brackets as well).
- Hold the bracket so that the threaded bolt is aligned with the pencil mark. Secure the bracket to the TOP of the window casement. Do not use the holes on the back of the bracket. Repeat for the remaining bracket(s).
- Place the shade so that the bolts of the brackets fall into the slots on the head rail and center the headrail in the window opening.
- Place wingnuts on the bolts and tighten until secure.
- Determine a safe height to mount the cord safety device(s) that will be out of the operating path of the shade. See warning above.
- See operating instructions below.

OUTSIDE MOUNT INSTALLATION

- Unpack and lay out all parts included with your new custom shade. Hardware may be hidden within packing material.
- Hold the headrail of the shade up to the outside of the window. Using a pencil lightly mark the position of the slots at both ends of the headrail on the mounting surface (wide shades will require 1 or more center brackets as well).

FOR WINDOWS MEASURED WITH TRIM: Hold the brackets so that the threaded bolt is aligned with your pencil marks and the top of the trim. Secure the brackets to the trim using the holes at the rear of the bracket. Do not use the holes on top of the bracket. Repeat for the remaining bracket(s).

FOR WINDOWS MEASURED WITHOUT TRIM: Measure and mark two inches above the opening to accommodate light leaks as recommended in the measuring instructions at the time of order. Using a level, draw a light level line to the other side of the window. This line is where the top of the bracket is aligned when mounted. Secure the brackets to the wall using the holes at the rear of the bracket.

NOTE: You may need longer screws or anchors to properly secure brackets.

- Place the shade so that the bolts of the brackets fall into the slots of the headrail and center the headrail over the window opening.
- Place wingnuts on the bolts and tighten until secure. See warning above.
- Determine a safe height to mount the cord safety device(s) that will be out of the operating path of the shade. See warning above.
- The optional use of Velcro™ is recommended to secure the bottom rail to minimize the swing of shades mounted to a door.

SHADE OPERATION

- To raise the shade simply pull on the cords to the desired height. Pull cords toward the outside to engage the cordlock.
- To lower the shade pull the cords to the inside to dis-engage the cordlock and lower to the desired height.
- If the shade appears to operate at an angle, a simple adjustment is necessary. Simply tug on the material to realign the woven fabric. This may be necessary from time to time as the cloth is natural and hand-woven.
- Should the shade raise or lower with difficulty or at an angle, the cords may be mis-aligned from shipping. Lift the valance and insure that cords are not tangled and are properly routed on the pulleys. All cords must be raised or lowered together to ensure even operation.

CARE AND CLEANING:

- Your custom natural shades are simple to care for. Routine light dusting is all that will be necessary. The brush attachment on your vacuum cleaner is recommended for deep cleaning. Should excessive moisture come in contact with a shade, simply allow it to air dry with the shade in the full down position. Scrubbing with cleansers or blotting dry may permanently stain or deform the hand woven cloth. Natural sun bleaching or fading may occur over time. This is a natural quality inherent to the material.

Congratulations, you are now an experienced installer! Please retain original packaging for future service or warranty claims. We are continuing our efforts to upgrade these materials with those derived from recycled or sustainable resources. Thank you for choosing Earthshade. We invite your comments on your experience with us by calling or emailing: info@earthshade.com.