

INSTALLATION INSTRUCTIONS

TRADITIONAL ROMAN SHADES

STANDARD CORD LOCK

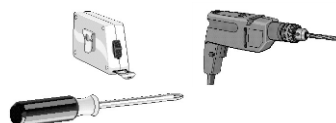
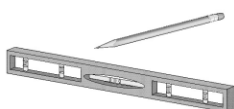
CONTINUOUS CORD LOOP

Thank you for your purchase. This shade has been custom built for you from the highest quality materials. To avoid errors and save valuable time, please read these instructions before installing your new shade.



TOOLS YOU WILL NEED

1. Pencil or Marker
2. Measuring Tape
3. Phillips Screwdriver
4. Carpenter's Level
5. Power Drill
6. Mounting Fasteners






Mounting Surface	Fastener
Drywall, Plaster	Wall Anchors, Expansion Bolts (Not Provided) 
Metal	Sheet Metal Screws (Not Provided) 
Wood	No. 6 Hex Head Screws (Provided) 

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



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GETTING STARTED






All the required installation components are wrapped in your package along with these instructions. Check that the parts you have correspond to the parts shown below.

***NOTE:** Some parts may vary depending upon your chosen mounting options or your chosen control system options.*

STANDARD SHADE PARTS:

- Standard Installation Brackets 
- Ceiling Mount Brackets (optional) 
- Extension Brackets (optional) 
- Spacer Blocks (optional) 
- Cord Cleats 
- Screws 

CONTINUOUS CORD LOOP SHADE PARTS:

- Cord Loop Installation Brackets 
- Extension Brackets (optional) 
- Spacer Blocks (optional) 
- Screws 
- Cord Tensioner Bracket & Instruction Pack 

STEP 1: MOUNTING THE BRACKETS

Standard installation brackets may be used for INSIDE or OUTSIDE mounts. The (optional) ceiling mount brackets will normally be used for OUTSIDE ceiling mounts, but may also be used for limited surface-depth INSIDE mounts.

NOTE: CONTINUOUS CORD LOOP SHADES come with snap-in bracket connectors already pre-attached to the top/back of shade's wood headrail. These pre-attached bracket connectors are already pre-aligned for the proper mounting positions and will snap into



the wide L-Shaped shade installation brackets once these are mounted.

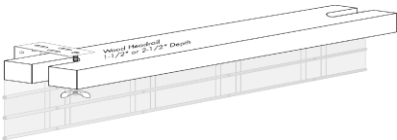
Simply position and mount the wide L-Shaped brackets so that they are aligned with the pre-attached bracket connectors already attached to the cord loop shade headrail.



Mounting the brackets level is essential for proper operation of the shade. Shim the brackets if necessary to achieve a level alignment.

The bracket requirements and placements are the same for inside and outside mounts.

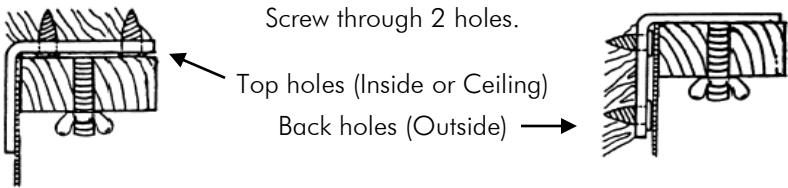
Brackets will be aligned to the routed holes in the shade's headrail for mounting.



Shade Width	Brackets Required
10" to 36"	2
36-1/8" to 72"	3
72-1/8" to 96"	4
96"+ (2 and 3 on 1 headrail)	5

Installation Bracket Requirement Chart

Bracket Mounting Diagrams [INSIDE, OUTSIDE & CEILING MOUNTS]



INSIDE MOUNTS:

For inside mounts the standard (or extension) brackets may be screwed in place through two diagonal back (to wall surface) or top (to ceiling surface) bracket holes. Refer to the depth chart below.

Inside Mount Depth Requirements

Bracket	Minimum Depth	Fully Recessed *	
		1-1/2" Depth Headrail	2-1/2" Depth Headrail
Standard	1-1/8"	2-1/2"	2-1/2"
Ceiling	1-1/8"	2-1/2"	2-1/2"
Extension	1-7/8"	1-1/8"	3-1/2"

* The "Fully Recessed" depth requirements include space for the Roller Roman material attached to the front (valance) of the headrail. These are AVERAGE depths as the different materials have varying degrees of thickness. Verify your individual shade's depth (front to back) before mounting and then position brackets accordingly for an EXACT flush mount.

* Cord Loop are only built on the 2-1/2" depth headrail and require 3-1/4" for a fully recessed mount depth.

NOTE: Prior to mounting the brackets, add any clearance depth required to avoid obstructions such as window cranks or handles.

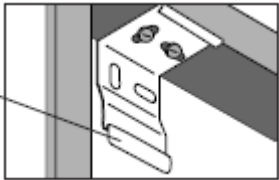
MARK THE BRACKET POSITIONS:

- Attach the brackets to the shade, placing the screw bolt through each route.
- Hold the shade up and mark the bracket or drill hole positions.
- Put the shade down and remove the brackets.

ATTACH THE BRACKETS:

- Align brackets to the marked positions and secure through two holes.
- Verify that the bracket tops are aligned and level to one another.

CORD LOOP SHADES: For cord loop shades, the brackets may be mounted inside the frame or into the back encasement like an outside mount using the rear holes. Make sure the release tab is mounted on the bottom.



OUTSIDE & CEILING MOUNTS:

For outside mounts the standard (or extension) brackets may be screwed in place through two diagonal back (to wall surface) or top (to ceiling surface) bracket holes. For ceiling mounts the optional ceiling mount brackets only have top holes.

**Outside Mount Surface
Space Requirements**

Bracket	Minimum Surface
Standard	1-1/8"
Ceiling	1-1/8"
Extension	1-1/4"

MARK THE BRACKET POSITIONS:

- Attach the brackets to the shade, placing the screw bolt through each route.
- Hold the shade up and mark the bracket or drill hole positions.
- Put the shade down and remove the brackets.

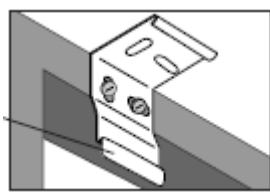
ATTACH THE BRACKETS:

- Align brackets to the marked positions and secure through two holes.
- Verify that the bracket tops are aligned and level to one another.

SPACER BLOCKS (optional):

- Spacer blocks will be attached to the end of each bracket.
- Ensure screws are long enough to secure brackets with spacer blocks.
- Do not use more than three spacer blocks per bracket.
- If installing extension brackets, do not use spacer blocks.

CORD LOOP SHADES: For cord loop shades, the brackets may be mounted outside the frame or wall using the rear holes. Use the top holes for a ceiling mount. Make sure the release tab is mounted on the bottom.

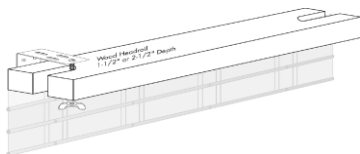


STEP 2: INSTALLING THE SHADE

FOR STANDARD CORDLOCK SHADES:

MOUNT THE HEADRAIL:

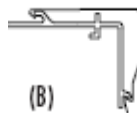
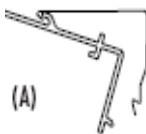
- With the front side of the shade facing you ...
- Lift the shade into bracket bolts until bolts are visible through headrail routes.
- Tightly secure each bolt with wing nuts.
- To **REMOVE** shade, maintain hold on shade and loosen wing nuts.



FOR CONTINUOUS CORD LOOP SHADES:

MOUNT THE HEADRAIL:

- Figure A - Position the shade with the front hook of the pre-attached, headrail bracket connector resting on the top lip of all mounted brackets.
- Figure B - Push the bottom front of the shade headrail firmly backwards and toward the window until the lip on the rear of the pre-attached headrail bracket connector engages the mounting bracket and snaps into place, as shown.



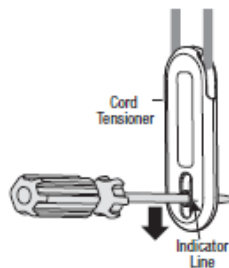
TO REMOVE A CORD LOOP SHADE:

- From the bottom rear of the shade headrail, insert a flathead screwdriver in between the headrail bracket connector and bracket. Gently twist the screwdriver and pry open the bracket to release it from the bracket connector. Support the shade as the brackets are released.

ATTACH THE CORD LOOP TENSIONER

Before doing anything, you must first slide the cord tensioner to the bottom of the cord loop.

- Insert a small screwdriver, punch, or awl through the screw hole at the bottom of the cord tensioner.
- Move the screw hole down to the indicator line to release the safety mechanism.



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.

CAUTION: The shading will not operate properly unless the cord tensioner is secured. A cord tensioner installation kit has been included with your shading. Follow the instructions in the kit to correctly secure the cord tensioner.

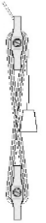
IMPORTANT: Locate the tensioner as close to the window as possible to minimize accessibility by children and pets. Ensure that the tensioner is not placed in the path of the woven wood shade material.

STEP 3: INSTALLING REMAINING ITEMS

MOUNT THE CORD CLEATS:

Cord cleats should be mounted at a height where they will be out of the reach of children. Consider that a child may stand on furniture attempting to reach the cords.

- Attach the cord cleats so they are 6" to 12" apart.
- Wrap excess cord around the cleats after each use of the shade.
- Clip the cord onto itself using a clamping devise (e.g. a binder clip).
- Wrap or tie the cord to itself.



STEP 4: OPERATING THE SHADE

STANDARD CORDLOCK

TO RAISE AND LOWER THE SHADE:

- Pull the single lift cord and tassel toward the center of the shade to disengage the cord lock.
- Pull the cord to raise or lower shade to desired position, then...
- Move the cord toward the original position to re-engage the cord lock.

NOTE: Do not try to raise the shade any higher than it was intended to go. If the shade binds, check the cord alignment to see that the cords are not jamming. If the shade does not rise evenly, adjust individual cords and draw cords through equalizer ring to maintain tension. **Only raise and lower operable privacy liners when the woven shade is completely lowered (all the way down).**

CONTINUOUS CORD LOOP

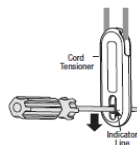
TO RAISE AND LOWER THE SHADE:

- Pull down on the cord loop to raise and lower.
- One side of the loop will raise the shade and one side will lower it.
- If the same cord is continuously pulled after lowering, the shade will begin to rise.

NOTE: Don't raise shade any higher than it was intended to go. If shade binds, check rear cord alignment to ensure the cords are not jamming. If shade doesn't raise evenly, in most cases lowering it completely will allow cords to re-align on the shaft.



CAUTION: The shade will not operate properly unless the cord tensioner is secured. A cord tensioner installation kit has been included with your shade.



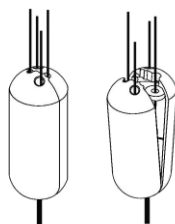
SAFETY FEATURES

CORD CLEATS: Cord cleats should be mounted at a height where they will be out of the reach of children. Take into account that a child may stand on furniture attempting to reach the cords.

- Attach the cord cleats so they are 6" to 12" apart.
- Wrap excess cord around the cleats after each use of the shade.
- Clip the cord onto itself using a clamping devise (e.g. a binder clip).
- Wrap or tie the cord to itself.



BREAK-AWAY STOP BALL: This component breaks apart with minimal pressure should a child or pet become entangled on the top lift cords. It also acts as a stopper to prevent inner cords from being pulled through the blind, which can also create potential entanglement.



REASSEMBLY OF BREAK-AWAY STOP BALL: Reinsert any loose cords into the top notches of the cord stop. There is a notch on each side. Line up the right and left sides of the cord stop and snap the pieces back together.

CHILD SAFETY

WARNING:



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

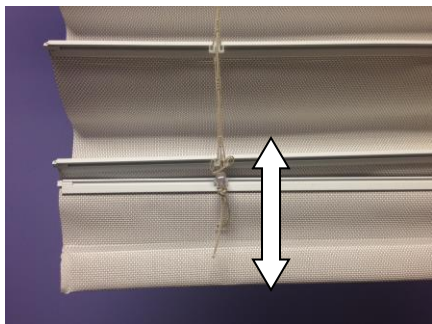
- Always keep cords and chains out of the reach of children.
- Move cribs, playpens and other furniture away from cords and chains. Children can climb furniture to get to cords and chains.
- Do not tie cords or chains together. Make sure cords or chains do not twist together and create a loop.

LIMITED LENGTH ADJUSTER

LIMITED LENGTH ADJUSTER: All Roller Roman shade configurations will also include a Limited Length Adjuster.

The Limited Length Adjuster allows up to a 1" shade height reduction. It works by simply **SLIDING UP THE ADJUSTER** attached to the bottom of each lift cord on the back of the shade.

- As the Adjuster is moved upward, it pulls the bottom rail upward and reduces the shade height.
- As the Adjuster is moved downward, it rolls the bottom rail downward and increases the shade height.
- Position the Adjusters on **ALL** lift cords to the same height to level the shade.



CLEANING INSTRUCTIONS

DUSTING: Regular light dusting with a feather duster is all the cleaning that is needed in most circumstances.

VACUUMING: Use a hand-held vacuum with low suction for more thorough dust removal.

CAUTION: Do not immerse woven wood shades in water. Do not ultrasonically clean woven wood shades.

All Shade-O-Matic products are covered with the Limited Lifetime Warranty. Products shall be free from defects in material and workmanship for so long as the original retail purchaser owns the products, provided that: (1) such products were properly installed in accordance with accompanying instructions in residential dwellings in the window or door for which they were purchased; (2) the products are manually operated custom products which have not been modified or altered.

This warranty does not cover damage to the product resulting from misuse, abuse, alterations, dry cleaning, cleaning with ultrasonic method, discolouration or colour change due to sunlight or passage of time, humidity, exposure to salty air or corrosive materials, warpage due to high humidity or excessive heat. This warranty does not apply to natural features of the products or conditions caused by normal wear and tear upon the product, including normal fading from sunlight.

Dye lots may vary with in commercial tolerances, therefore, colours of fabrics and woods may vary from the samples. Dye lots may not match samples of previous purchases. This applies to all product lines.

In the event of a defect under this warranty, Shade-O-Matic shall at its option repair or replace the product. Our warranty obligation excludes labour costs for measuring and installation out side of one year. Repairs will be made with like or similar parts. It is the responsibility of the Dealer to get the product from the endconsumer back to Shade-O-Matic for any warranty work.

Note: In the event there are multiple blinds or shades in the same room, only the defective blinds or shades will be repaired or replaced. Shade-O-Matic can not guarantee a dye lot match to existing blinds. Different warranty periods and terms apply for commercial applications.

This warranty is exclusive and in lieu of all other obligations, liabilities or warranties written or oral. In no event shall Shade-O-Matic be liable for incidental or consequential damages or for any other direct or indirect damage, loss, cost expense or fee.

Warranty Guidelines	
Product/Component	Period of Coverage
All moving parts, headrails, components	Limited Lifetime
All fabrics (except Sheer)	5 Years
Horizontal Shadings Fabrics	3 Years
Cording Systems	3 Years
Chaindrive Mechanisms	5 Years
Cordless Shade Mechanism	5 Years
Wood Slats, Faux Wood Slats, Aluminum Slats, PVC Slats and Vanes	3 Years
Woven Woods	1 Year
S48 / Solutions Products	1 Year
Commercial Orders	1 Year
Automated Blinds for All Products	
Motors, Remote Control, Switches, etc	5 Years