

Roman Shade Installation Instructions

Inside Mount, All Shade Styles



Let's get excited for your new shades. Please take a few minutes to review these simple steps so your shades will be hanging beautifully in no time.

Getting Started

Read through all instructions carefully before you begin.

Carefully remove your shade from the packaging. Use caution not to damage the fabric while opening the inner packaging. We recommend keeping all the packaging until the end of installation in case you need to return any of the parts.

Make sure that you have all the parts and tools needed for installation.

If you require additional parts or help with installation, call our Customer Care Team at 800-256-5005 or email us at customer care@regaldrapes.com.

Before You Begin

Parts included in your package:

- Assembled Roman Shade (1)
- Mounting brackets (2)
- Wood screws (3)
- Tension safety device (4)
- Assembly and Installation Instructions

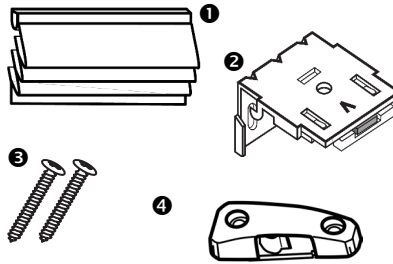


Table 1. Number of brackets and screws included with your shade

Shade Width, Inch	Number of Brackets & Screws
36" and below	2
36 1/8" to 72"	3 - 4
72 1/8" to 108"	4 - 5
108 1/8" to 144"	5 - 6
Over 144 1/8"	6+

Tools required for assembly:

- Drill with a Phillips screwdriver bit and optional 1/16" drill bit
- Phillips screwdriver
- Pencil
- Step ladder
- Measuring tape

Shade Installation

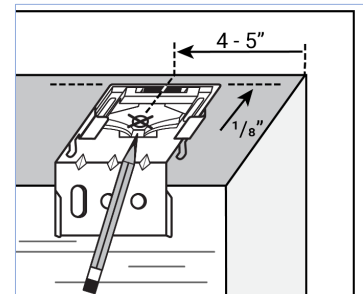
Step 1. Mark Bracket Positions

Your shade comes with the required number of mounting brackets. For inside installation, the length of the bracket should be equal to or bigger than the depth of the window frame. A minimum of 1 5/8" is needed to fully recess the shade.

The end brackets should be installed 4 – 5" from each side of the window frame. Place the bracket about 1/8" in from the front edge of the window frame and mark the hole/screw locations. Spread the rest of the mounting brackets evenly along the window frame.

Note that the top of the bracket will have the letter "V" on it.

Make sure your marks are placed in a straight line. Place brackets deeper if you desire a recessed shade position.



Step 2. Attach Brackets to Window Frame

If needed, pre-drill the marked positions with 1/16" drill bit to avoid splitting the window frame material.

Attach each bracket using a screw from the included hardware.

Do not overtighten the screws while attaching the mounting brackets as this can reduce the bracket's weight support capacity.

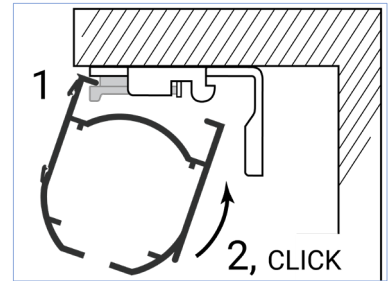
Check that brackets are placed in a straight line, leveled, and located equidistant from the front of the window frame.

Step 3. Attach Shade to Mounting Brackets

Lower the shade a few inches using the chain, hand crank or remote (for motorized shades). This will prevent fabric from getting caught in the bracket during installation.

While holding the headrail at an angle, (1) position the front lip of the bracket inside the front groove of the headrail. Check that no fabric is caught between the brackets and headrail.

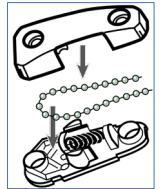
Push (rotate) the headrail up (2) toward the bracket until the end hooks are snapped in the rear headrail groove. Check that all brackets are fully attached to the headrail. You will hear a "click" when the shade is secure.



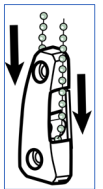
Step 4A. Install the Tension Safety Device (Chain Operated Shades)

Place bead chain in the bottom groove of the Tension Safety Device base. Snap cover onto the base.

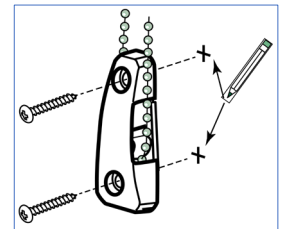
While keeping the cover in place, pull the chain out of the groove.



Pull the Tension Safety Device straight down until the chain is fully tensioned. The plunger insert will be fully raised.

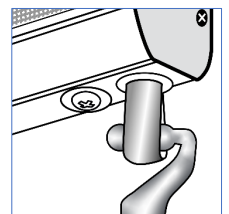


Mark locations for screws on the window frame, pre-drill holes if needed and use a screwdriver to attach the tension device to the window frame.



Step 4B. Attach the Crank Rod (Crank Rod Operated Shades)

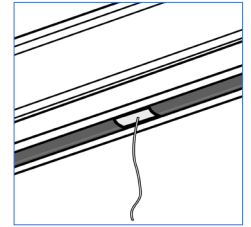
Attach the Crank Rod hook to the loop on the headrail's lift mechanism. You can straighten the Crank Rod handle and leave it attached to the shade or detach and store it separately.



Step 4C. Check Antenna and Charging Port Positions (Motorized Shades)

Check that the antenna wire is outside of the headrail and free of any obstructions. You can identify the antenna as a thin short white wire, about 5" long. It is usually located in the middle of the headrail.

Check that the battery charging port on the side of the headrail is accessible and free of any obstructions. Charge the battery overnight after the installation and every 3 to 6 months thereafter, depending on the amount of daily up and down cycles.



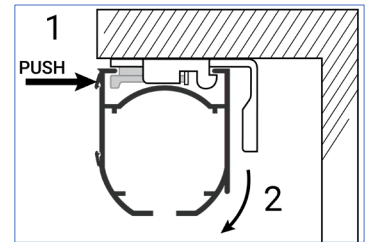
Next Steps

Dressing Your Shade

Some roman shade styles, especially those made of heavier fabrics, will require initial training of the shade folds to establish fabric memory and uniform folds. We recommend raising the shade and individually adjusting and smoothing the folds. Start with the top fold and work your way down. Smooth each fold from the middle out, then leave the shade raised for 7 days to establish memory.

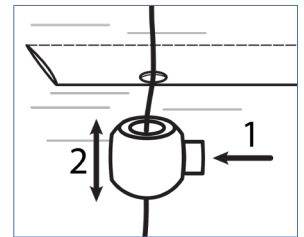
Detaching the Shade from Headrail (optional)

Lower the shade a few inches from the top. With hands on each side of the shade, push the headrail toward the window (1), then start rotating the headrail down (2) until the headrail is clear of the mounting hooks on the back. Remove the shade with both hands.



Leveling the Shade (optional)

If the bottom of your shade needs to be leveled with the window frame, use the small plastic orbs at the bottom ends of the lifting strings. Press the button on the side of the orb (1) and slightly move the orb up or down (2) to level the shade. Release the button to fix the string in the new position. Repeat this procedure with the other orbs if needed.



Cleaning & Care

Please give your shade time to relax. Most fabric wrinkles should resolve on their own within 1-2 weeks of installing. A garment or commercial steamer may be used to help smooth out wrinkles. Do not iron fabric directly. Fabric wrinkle release products may also be used (following the manufacturer's instructions). Clean the shade with an upholstery vacuum attachment.

100% Satisfaction Guarantee

If you aren't completely satisfied with your custom drapery for any reason, you may return it within 15 days of receipt for a full refund. Read our full warranty details at <https://www.regaldrapes.com/Custom-Drapes-Guarantees.aspx>

For more installation tips, visit our website and YouTube channel!



Thank you for choosing Regal Drapes. We are proud to make your shades with careful attention to every detail. We hope you enjoy your shades for many years to come.