



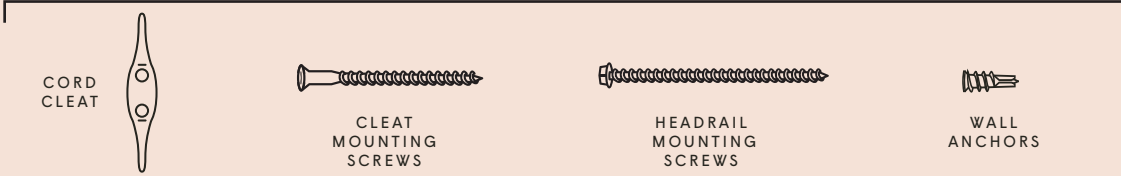
# Roman Shades Installation Guide

**Mount Position:** Inside  
**Shade Operation:** Front  
**Custom Control:** Cord Lock

## The Tools You'll Need

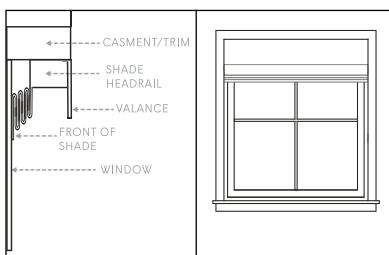


## The Hardware We Provide



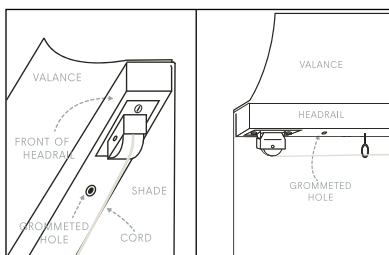
### STEP 1: Determine shade's mounting position.

*\*Shades wider than 72" may require assistance.*  
Center your shade's headrail inside the window casement horizontally. Then, make sure the valance of the shade is flush with the window trim and does not extend forward.



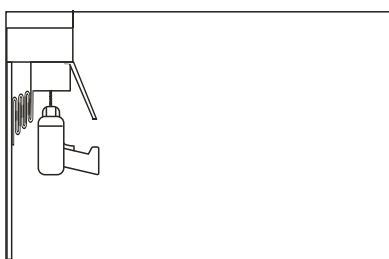
### STEP 2: Find mounting screw holes.

With the shade held firmly in place, carefully lift the valance and identify the brass-lined screw holes along the underside of the shade's headrail.



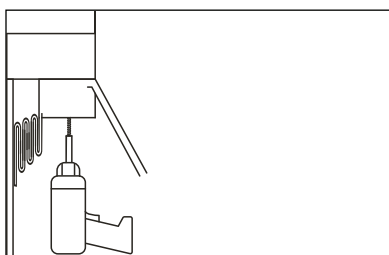
### STEP 3: Drill mounting screw holes.

With your shade still held firmly in place and starting from the centermost mounting screw hole found in STEP 2, use your power drill and the 7/64" drill bit to drill through the screw hole and into the window casement above. If your drill doesn't hit a wooden stud, install one of the provided wall anchors into the predrilled hole using a Phillips head screwdriver. If your drill does hit a wooden stud, no anchor is required. Repeat this process for each mounting screw hole found in STEP 2.



### STEP 4: Secure shade to window.

Holding your shade in position and beginning with the centermost screw hole, use your power drill, 1/4 hex socket screw bit and the provided headrail mounting screw to secure the shade's headrail to the window casement. Repeat this process for each mounting screw hole drilled in STEP 3. To prevent damaging your shade, be sure to keep the cords and shade mechanisms out of the way of your power drill and mounting screws.

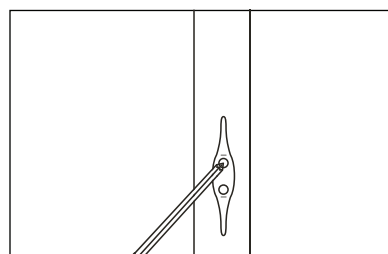


### STEP 5: Release the cord lock system.

Lift the valance and remove the twist-tie(s) securing the cord in place on the underside of the headrail.

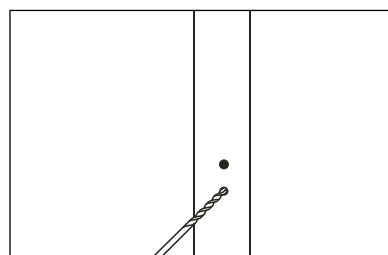
### STEP 6: Mark cord cleat mounting position.

At your desired height, place the cleat upright either on the window trim or the wall on the same side of the shade as the cord and tassel. Mark the cleat screw holes.



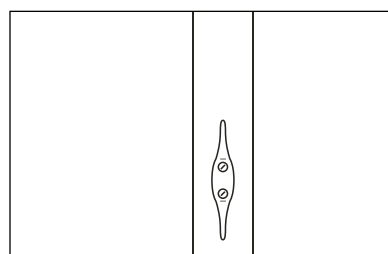
### STEP 7: Drill cord cleat screw holes.

Using your power drill and the 7/64" drill bit, drill into the marked holes.



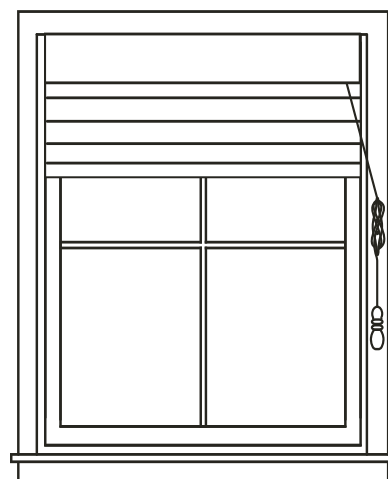
### STEP 8: Secure cord cleat.

Using the provided cleat screws, and your Phillips head screwdriver, secure the cord cleat into place.



## You're done!

Now your shade is ready for safe usage. To draw the shade open pull the cord down. To lock the shade at any position along the way, pull the cord away from the shade at any angle. Wrap the cord around the cord cleat until it is at the desired length to be safely out of reach of small children. After unraveling the cord from the cleat, unlock and draw the shade closed by pulling the cord in toward the shade and slowly guiding it upward until the shade is fully closed.



## WARNING



Roman Shade cords can **STRANGLE** children. To prevent strangulation, make sure the cord is properly stowed at all times when the shade is open using the provided cord cleat.

# Cleaning Instructions

## Drapery & Roman Shades

Deep Cleaning is recommended every six months. Between deep cleanings, we recommend maintaining your products using a vacuum with a hose attachment.

## Woven Woods

Woven woods are very delicate and can be cleaned by carefully using a vacuum with a hose attachment.

## Drapery Hardware

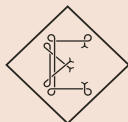
Clean your Everhem hardware with a chamois cloth and a little warm water.


# Warranty & Returns

Due to the incredibly nuanced and custom nature of window coverings, all items are considered final sale and we are unable to accept returns.

Everhem Drapery, Roman Shades, Woven Woods and Hardware are all custom made by hand in the United States; our products contain intricate components that should be handled with care. If your product arrives damaged or defective, please contact [hello@everhem.com](mailto:hello@everhem.com) within 48 hours of receiving your order so we can troubleshoot the issue and help with replacement, repair or other resolution. Proof of damage or defect will be required and is subject to review by our team.

If your product arrives incorrect due to customer error, we are not responsible for the product replacement or repair. However, it is always our aim to make things right. Please contact us at [hello@everhem.com](mailto:hello@everhem.com), our team is happy to assist you with a prompt resolution.




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