



# Roman Shades Installation Guide

**Mount Position:** Outside  
**Shade Operation:** Front  
**Custom Control:** Cordless

## The Tools You'll Need



## The Hardware We Provide



HEADRAIL  
MOUNTING  
SCREWS



WALL  
MOUNTING  
SCREWS



WALL  
MOUNTING  
BRACKETS



WALL  
ANCHORS

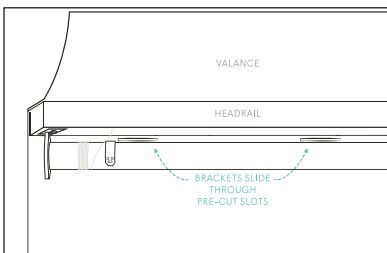


### STEP 1: Determine shade's center point.

The width of your shade is written on its packaging and is based on your custom measurements. If you ordered a 36" W x 48" L shade, your shade's width is 36". Your shade's center point is at 18".

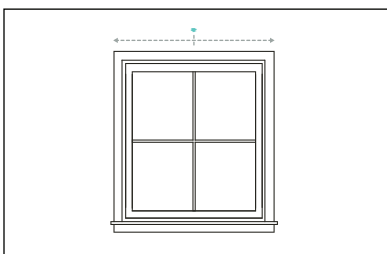
### STEP 2: Find and note position of pre-cut bracket slots.

Place your shade on a clean surface and lift up the valance to expose the shade's headrail. Starting from the center point of your shade's headrail, measure outward to the first pre-cut slot on the headrail. Make a note of how many inches outward you measured. Repeat this process on any other pre-cut slots on your shade's headrail.



### STEP 3: Mark the window's center point.

Measure the width of your window from edge to edge. Identify the horizontal center point and then mark it on the mounting surface for reference. If your window is 32" wide, your center point mark should be placed at 16".

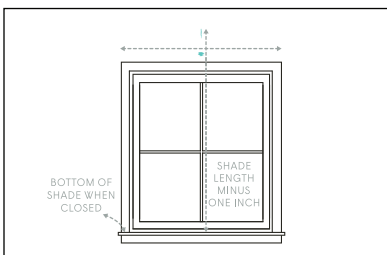


### STEP 4: Determine shade's mounting height.

The length of your shade is written on its packaging and is based on your custom measurements. To determine your shade's mounting height, deduct 1" from your shade's length to account for the height of the headrail. If you ordered a 36" W x 48" L shade, your shade's length is 48". Your shade's mounting height is 47".

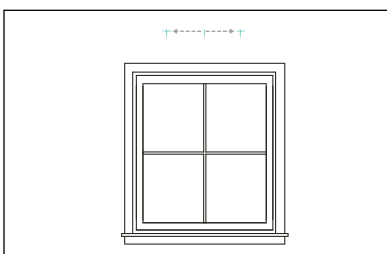
### STEP 5: Mark the mounting height.

Standing at the center of your window, measure upward from the lowest point the shade will cover when closed to the mounting height determined in STEP 4. Align your tape measure with the window center point mark previously made in STEP 3. Now mark the mounting height of your shade.



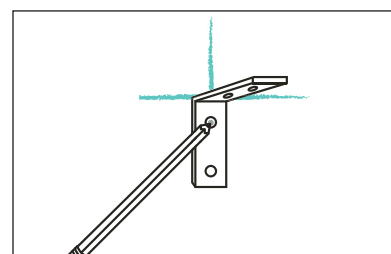
### STEP 6: Mark the bracket mounting positions.

Starting from the centered mounting height mark made in STEP 5, measure outward the number of inches noted in STEP 2 to the first pre-cut bracket slot to determine the position of the first bracket. Mark this point making sure it is level with the mounting height. Repeat this process for all remaining pre-cut bracket slots.



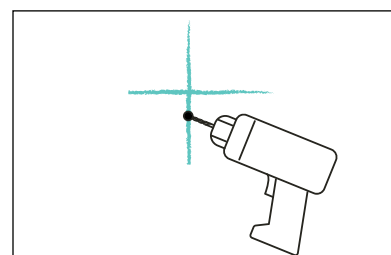
### STEP 7: Mark bracket screw holes.

Place a wall mounting bracket against the wall and align it so the top is flush with the first bracket mounting position mark made in STEP 6. Mark the position of the screw hole on the wall. Repeat this process at each remaining bracket mounting position mark, making sure all screw hole marks are level with one another.



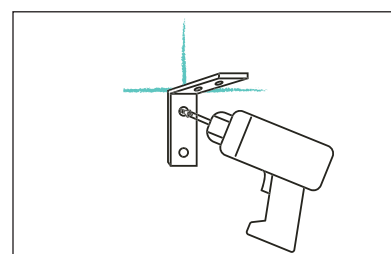
### STEP 8: Drill the marked bracket screw holes.

Using your power drill and the 7/64" drill bit, drill into the first bracket screw hole marked in STEP 7. 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 bracket screw hole marked in STEP 7.



### STEP 9: Secure brackets to the wall.

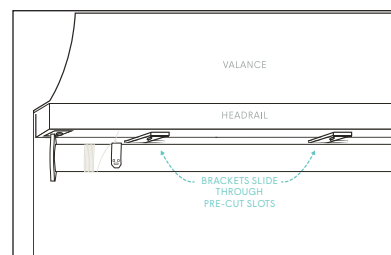
Using your power drill and 1/4 hex socket screw bit, secure each wall mounting bracket to the wall using one of the provided wall mounting screws.



### STEP 10: Place shade on the brackets.

*\*Shades wider than 72" may require assistance.*

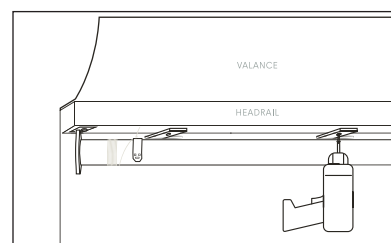
With the shade facing right side up, carefully lift the shade and firmly set into place, sliding each wall mounted bracket through its corresponding pre-cut slot so that the shade rests on top of the wall mounted brackets. Make sure no cords are caught between the headrail and the brackets. Slowly let go so that the shade remains in place and does not slide off the brackets.



### STEP 11: Secure shade to brackets.

Making sure your shade is centered, use your power drill, your 1/4 hex socket screw bit and the provided headrail mounting screws to secure the brackets directly to the shade's headrail.

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.



## 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

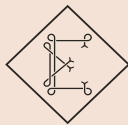
Clean your Everhem hardware with a chamois cloth and a little warm water.

## 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.



## Troubleshooting Guide

The Cordless Custom Control works on a spring mechanism that can sometimes get shifted in transit.

Here's how to troubleshoot the most common scenarios:

### Cord & Tassel Appear Too Long When Shade is Drawn Up

Gently pull on the tassel and bring the shade down about one inch (1"). This unlocks the spring mechanism so you can raise and lower shade normally.

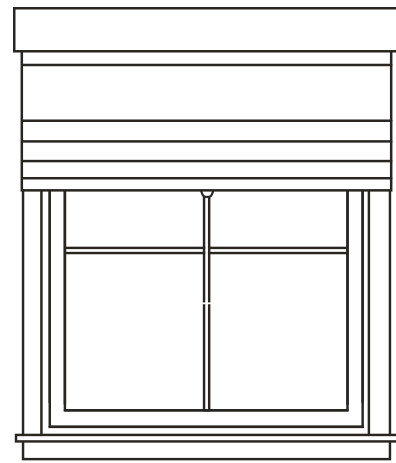
### Shade Not Holding Tension Correctly


Draw the shade open as far as it will go. When looking at the shade, lift it up and locate the white plastic Phillips head screw on the right side of the metal tube. With a flat screwdriver, turn the screw to draw the shade up until fully open. This corrects the tension and the shade should now fully draw open normally.

## You're done!

Now your shade is ready for safe usage. Pull the wood tassel centered on the back of the shade down, then guide the shade up slowly as it draws open; pull the tassel down to close the shade or to hold the shade's desired position.

**PLEASE NOTE:** The cordless mechanism is extremely delicate as it functions via a tension spring. The application of unnecessary force can compromise the mechanism. Handle with care.




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