BLINDS TO GO™

Roman Shade
Installation Guide

We make it easy!

Before starting

Your new Blinds To Go® shade is custom made to your specifications from the finest material available. The installation should be easy and your shade should fit beautifully.

Mounting Options

Inside mount: Shade is mounted inside the window frame, either to the top of the frame or to the sides.
Outside mount: Shade is mounted either on or outside the window frame.

Note: Mounting screws provided are suitable for most mounting surfaces. See below for additional suggestions.

For wallboard or plaster: Use hollow wall anchors provided for added support.
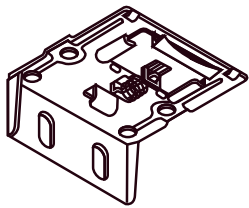
For concrete, stone, brick or tile: Use a carbide drill and appropriate anchors before fastening the screws.

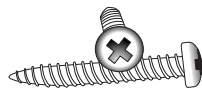**For metal surfaces:** Pre-drill holes before fastening the screws.

Suggested Tools

- Drill
- Level
- Pencil
- Screwdriver (Philips or Robertson)
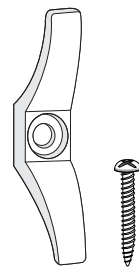- Tape measure

Parts

Regular single spring brackets
Quantity: 2 or more depending on width of shade

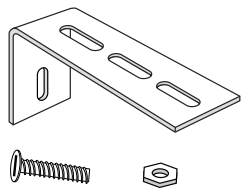Mounting Screws
Quantity: 2 for each bracket

Washers
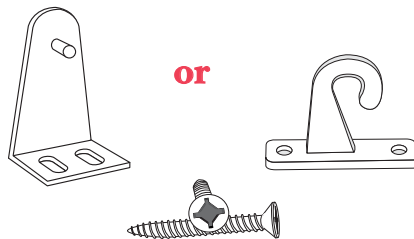*Quantity: 2 per bracket (flat-top bracket only)*
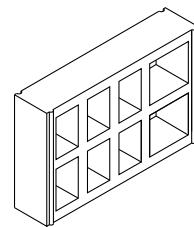
Cord cleat and screws
Quantity: 1

Optional Hardware *(only provided for specific applications)*

Side mount/extension brackets
Quantity: 2

or

Hold down brackets and screws
Quantity: 2

Spacer Blocks
Quantity: 1 for each bracket
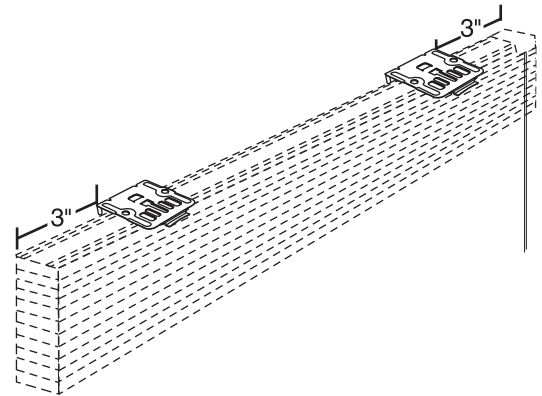
Getting started

Regular Bracket Installation *(see page 4 if using Side Mount Brackets)*

Step 1. Mounting brackets

1. Hold the shade to where you want to mount it and mark **approximately** 3" in from each end of the headrail. This is where your brackets will go. This can also be done by measuring the headrail and marking the corner positions of the headrail on the mounting surface. Then mark **approximately** 3" in from each end. In each case, we recommend you use a level.

   When more than two brackets are supplied, position the additional brackets **evenly between** the two end brackets.
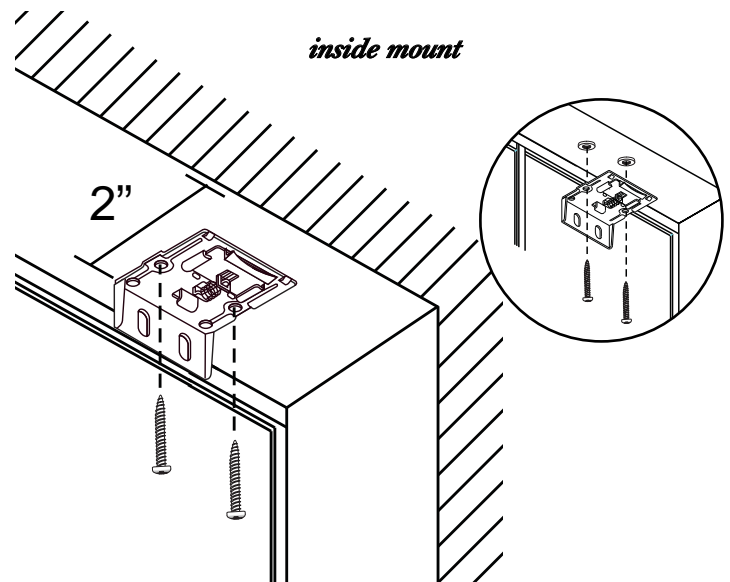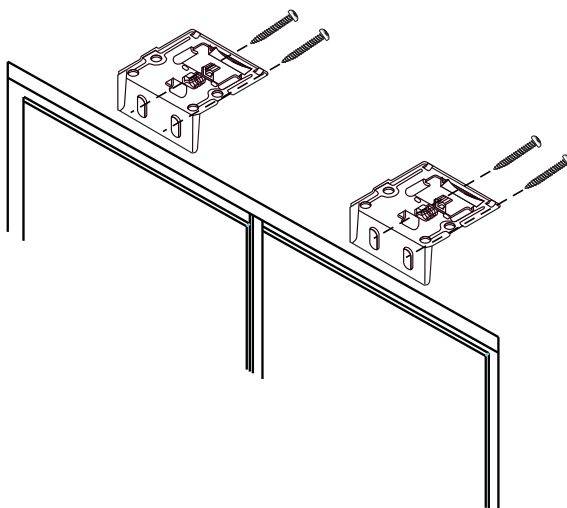
2. Mount the brackets as illustrated.

   Note: If you have ordered spacer blocks, extension brackets, or side mount brackekts, apply as illustrated.

For the shade to be flush within the frame, the back edge of the brackets should be 2" back from the front of the frame.
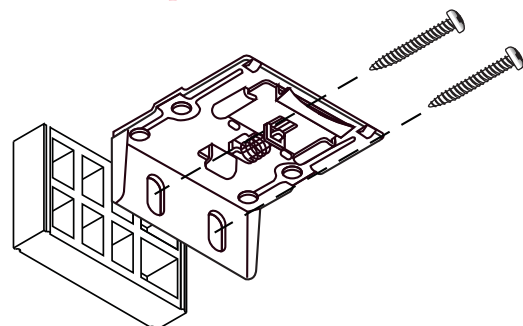
If you were supplied flat-top brackets, and are installing inside the top frame, place supplied washers between frame and brackets.
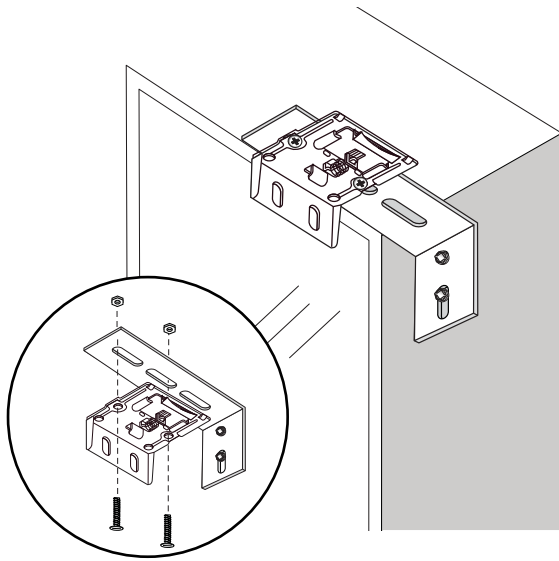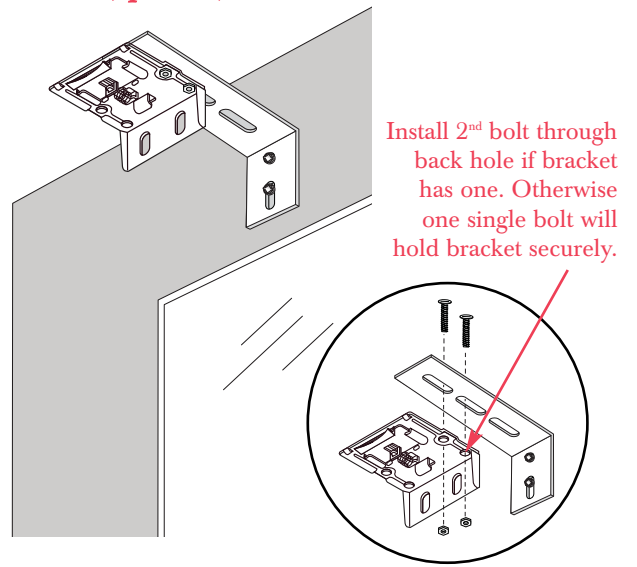
inside mount

2"

outside mount

applying spacer blocks (optional)

4

applying side-mount bracket
(optional)

applying extension bracket
(optional)

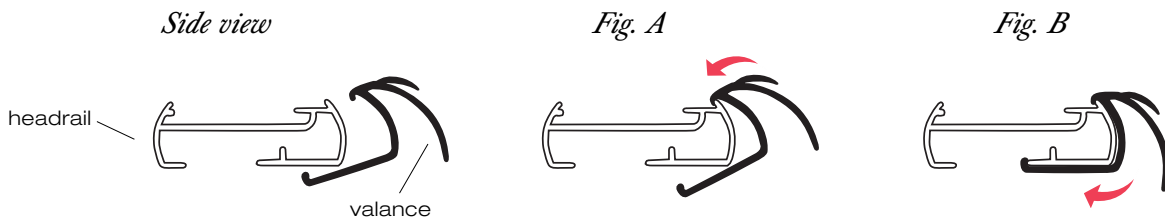Install 2nd bolt through back hole if bracket has one. Otherwise one single bolt will hold bracket securely.

Step 2. Mounting the valance (*only if not factory installed*)

Hook the front lip of the valance onto the headrail as shown (*Fig. A*). Rotate downward until it clicks into place as shown (*Fig. B*).
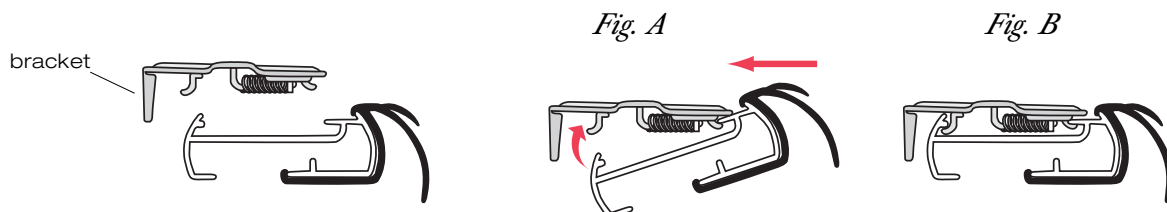
Side view

Fig. A

Fig. B

headrail

valance

Note: To remove the valance, unclip the bottom lip until loose and rotate upward to disengage.

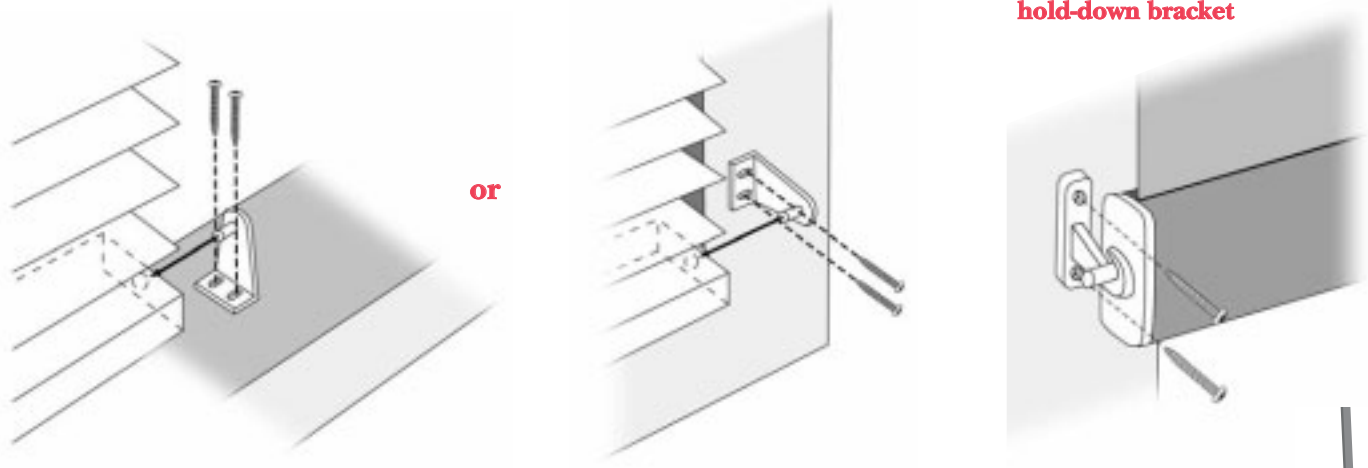## Step 3. Fitting the shade into the brackets

Note: Make sure the shade is in the closed position and the valance is attached.

Place the front of the metal bracket into the inside front groove of the headrail. Then push headrail backwards firmly (*Fig. A*) and press the back upward so that it snaps into the bracket (*Fig. B*).

Fig. A

Fig. B

bracket

5

Step 4. Mounting hold down brackets *(only if you have ordered hold down brackets)*

1. Lower the shade to the desired height. Position the hold down bracket to align the tab to the holes of the end caps of the bottom rail.

2. Mount the brackets as illustrated.

Alternate hold-down bracket

or

Step 5. Mounting the cord cleat *(for child safety)*

This cleat is to be used when there is excessive cord dangling, especially when the shade is in the raised position. This helps reduce the risk of a child playing with loose cords.
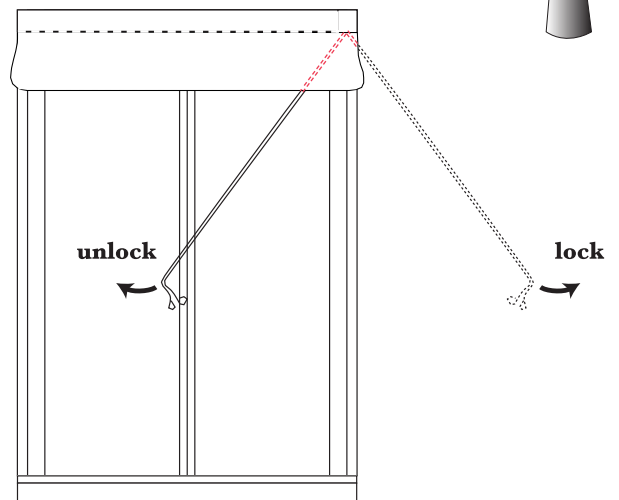
1. Mount the cleat out of reach of children. Exact location of the cord cleat is not critical, it can be mounted inside the frame, on the frame or outside the frame.

2. Wrap the excess cord around the cleat as illustrated.

Operating your shade

Important: Ensure the cords remain BEHIND the fabric valance, otherwise damage to the fabric may occur.

1. To lower or raise the shade, pull the cord toward the center of the shade to unlock the cord lock.

2. While holding the cord toward the center of the shade, raise or lower the shade until it reaches the desired height.

3. Then move the cord away from the center of the shade, beyond the outside edge of the shade, to lock the shade in position.

unlock

lock

Troubleshooting

When the shade is uneven at the bottom, follow either one of the following two methods to correct.

Method 1. [recommended for smaller shades]
Fully open and close the shade twice using the cord. The bottom bar should become level.

Method 2. [recommended for larger shades]
Open the shade to its full length. Then grip the bottom bar with both hands and gently adjust the bottom bar so that it is level.