



Drapery & Hardware Installation Guide

Single Return Rod Drapery

The Tools You'll Need



TAPE MEASURE



LADDER



PENCIL



LEVEL



HAMMER



POWER DRILL



SAFETY GOGGLES

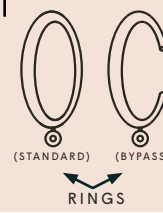


3/64" DRILL BIT



PHILLIPS HEAD SCREWDRIVER

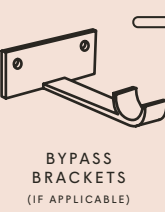
The Hardware We Provide



(STANDARD) (BYPASS)
RINGS



STANDARD BRACKET
(IF APPLICABLE)



BYPASS BRACKETS
(IF APPLICABLE)



WANDS



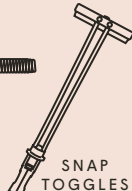
MACHINE SCREWS



SET SCREWS



WOOD SCREWS



SNAP TOGGLES



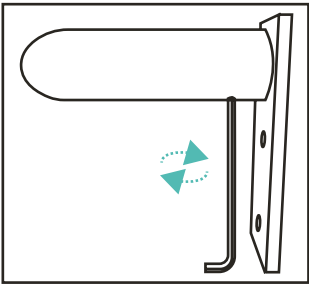
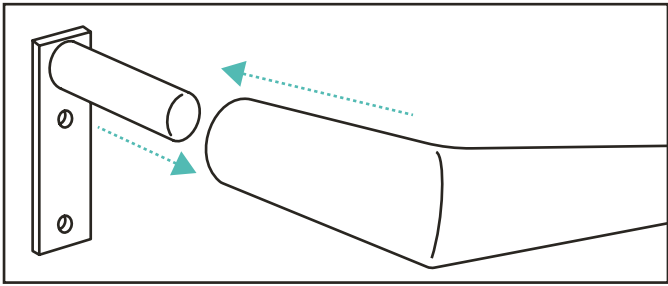
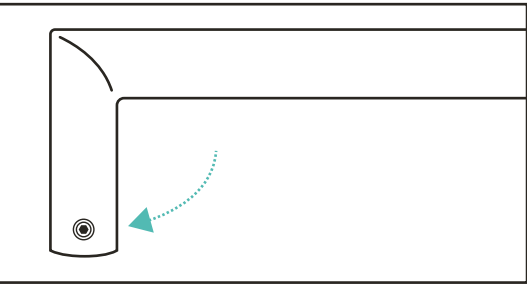
THE ROD IS IN ONE, SINGLE PIECE
Complete Step 1A, Then Proceed to Step 2.



THE ROD IS SPLICED INTO TWO OR MORE PIECES.
Complete Steps 1A & 1B, Then Proceed to Step 2.

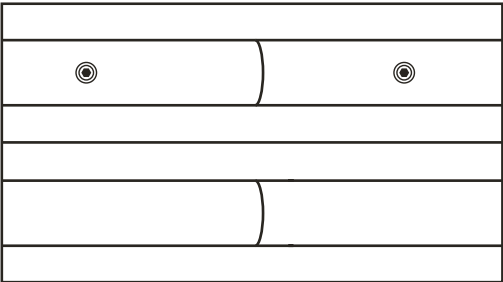
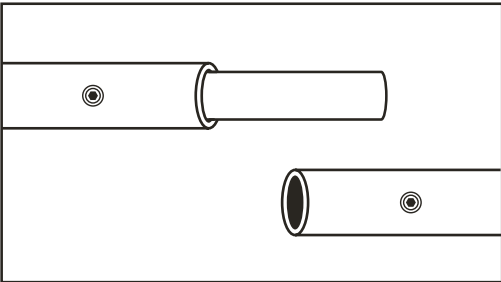
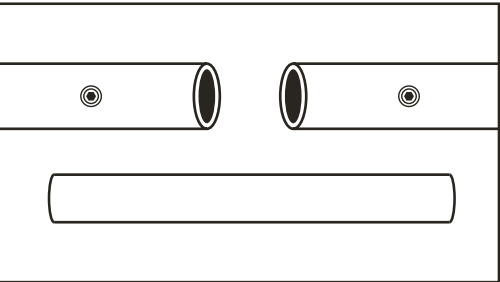
STEP 1A: Attach Rod Backplates

Each return on the rod has a set screw for securing the post bracket backplate. You'll find the set screw on the bottom of the return rod. Slide the return onto the post bracket backplate and tighten the set screw using the provided Allen wrench. Repeat on the other side.



STEP 1B: Assemble Your Rod Pieces

The end of each rod segment has a set screw for securing the splice. You'll find the set screw on the back of each segment of the rod approximately 2" from the end of the non-return side. The splice connector is a smaller diameter piece of rod, about 8" long. Slide the splice connector halfway into one rod segment and tighten the set screw with the provided Allen wrench. Repeat on the other rod segment. Rotate the rods such that the set screws are on the back, next to the wall. *Once installed, only a thin seam remains which will be completely hidden behind the middle bracket, thus making the rod appear as a continuous, seamless rod.*



NO BRACKETS PROVIDED

Proceed to Step 3.

ONE BRACKET PROVIDED

Complete Step 2,
then proceed to Step 3.

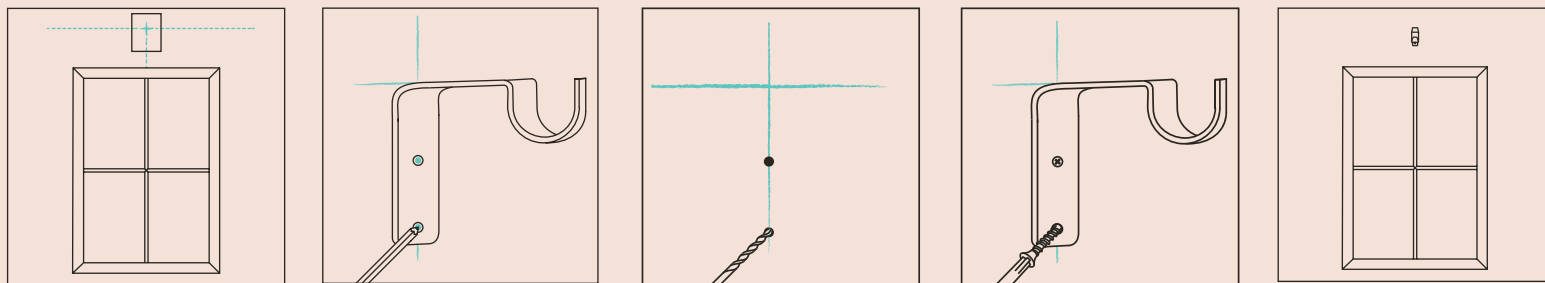
THREE BRACKETS PROVIDED

Complete Step 2,
then proceed to Step 3.

STEP 2: Mount Center Bracket to the Wall.

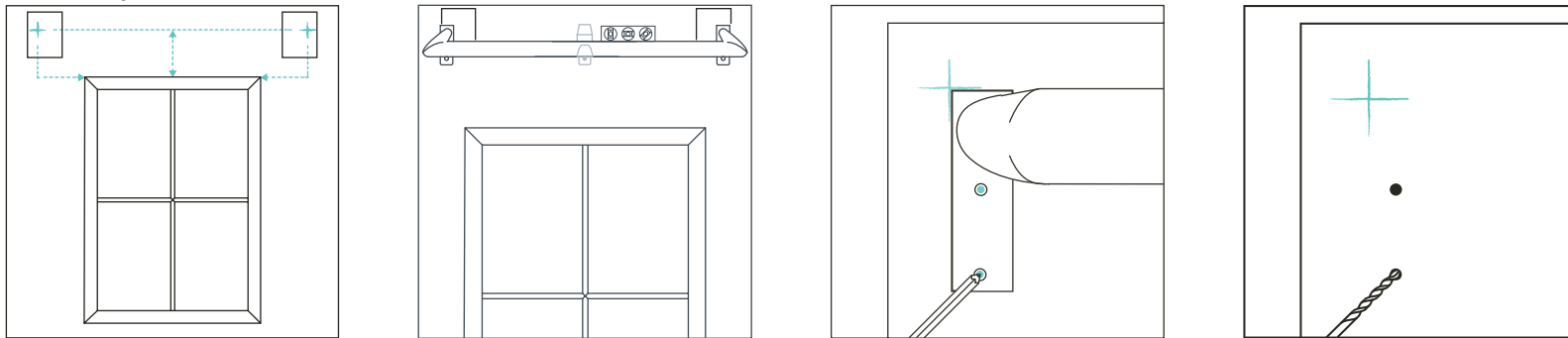
Locate the horizontal center of your window and the mounting height listed on your Everhem packing slip. Tape a piece of paper up on the wall in this general area to avoid marking up the wall. Next, mark the paper at the exact spot where the center bracket will be mounted. From that spot, mark the paper with perpendicular lines. Place the bracket against the wall, aligning the top of the bracket with the horizontal line and the center of the screw holes with the vertical line. Make sure it is level, then **mark the screw holes** with a pencil. Using your power drill and the 7/64" drill bit, **drill into the marked holes**. If your drill doesn't hit a wooden stud, install one of the provided SNAPTOGGLE Toggle Bolts anchors. Please refer to [this video](#) for instructions. If your drill does hit a wooden stud, no anchor is required. Line the bracket up with the pre-drilled holes. Use the provided wood screws (machine screws if anchors were used), and a Phillips head screwdriver to **secure the bracket into place halfway**. Remove the piece of paper from behind then tighten the screws to **fully secure the bracket**.

Center Bracket Positioning Guide



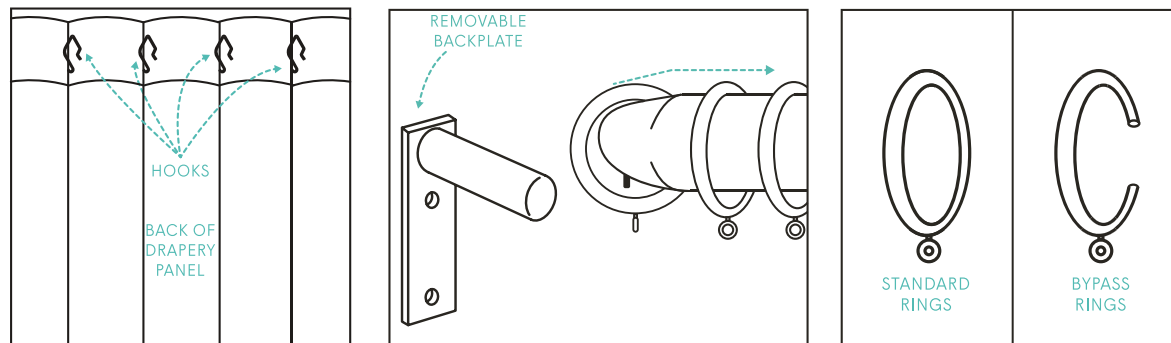
STEP 3: Find Backplate Mounting Position.

Moving away from the left outside edge of your window, locate the intersection of the following points: (1) Left Stack Width and (2) Mounting Height listed on your Everhem packing slip. **Tape a piece of paper up** on the wall in this general area to avoid marking up the wall. Next, mark the paper at the exact spot where the mounting plate will be positioned. From that spot, mark the paper with perpendicular lines. Repeat this process on the right side of your window. With the rod held firmly against the wall [or resting on the mounted bracket, align the top of each mounting plate with the horizontal line and the outer edge of each mounting plate with the vertical line. Make sure the rod is level, then **mark the screw holes** with a pencil. Using your power drill and the 7/64" drill bit, **drill into the marked holes**. If your drill doesn't hit a wooden stud, install one of the provided SNAPTOGGLE Toggle Bolts. Please refer to [this video](#) for instructions. **Push the rod into the predrilled hole using a Phillips head screwdriver**. If your drill does hit a wooden stud, no anchor is required.



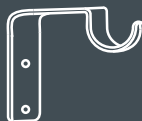
STEP 4: Add Rings to Rod.

To add your rings, first count how many hooks are on your drapery panels. Identify the ring type for the rod - bypass or regular - listed on your Everhem packing slip. Loosen the set screw on one post bracket and remove from the rod, then place as many rings on the rod as the hooks on your drapery panels, then reattach the post bracket by tightening the set screws. **Please Note: If using Bypass rings, make sure the opening of the "C" is facing the wall and the eyelet underneath the ring is at the bottom.*



NO BRACKETS PROVIDED

Complete Step 5A,
then proceed to Step 6.



ONE BRACKET PROVIDED

Complete Step 5A,
then proceed to Step 6.

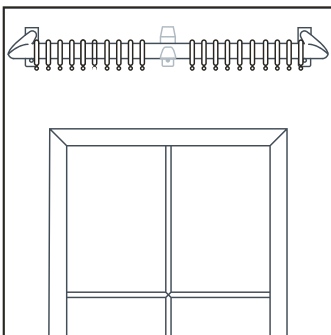
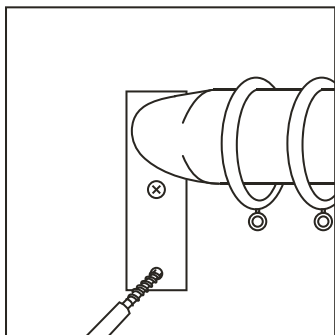


THREE BRACKETS PROVIDED

Complete Steps 5A and 5B,
then proceed to Step 6.

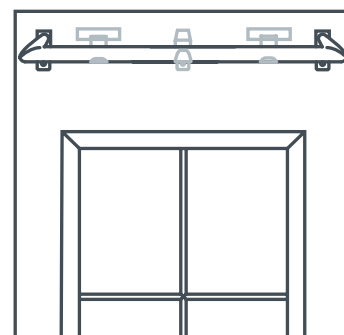
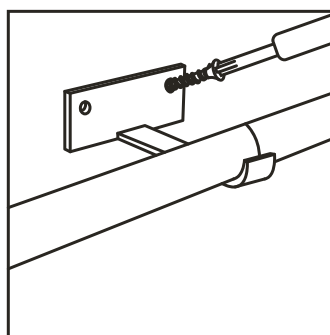
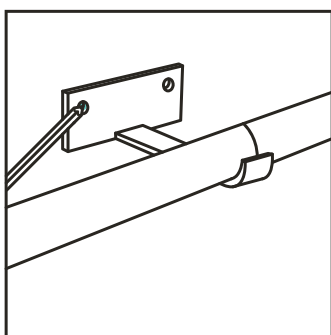
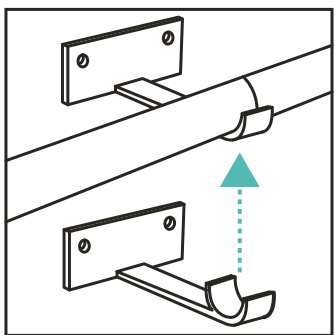
STEP 5A: Secure Rod to the Wall.

If you installed a center bracket, first divide the rings - bypass or regular - evenly between each side. Otherwise, proceed to securing the rod to the wall. Line each mounting backplate up with the pre-drilled holes. Use the provided mounting screws, your power drill and your Phillips head socket bit (or Phillips screwdriver) to secure each mounting backplate into place halfway. Remove the piece of paper from behind then tighten each mounting backplate fully to secure the rod.



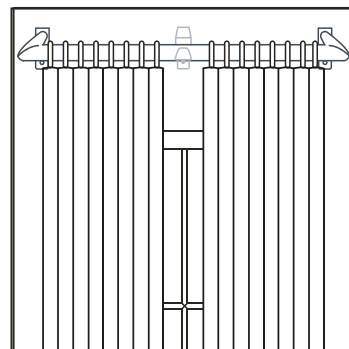
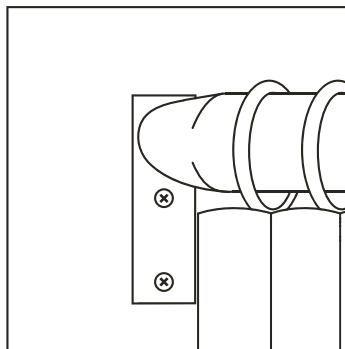
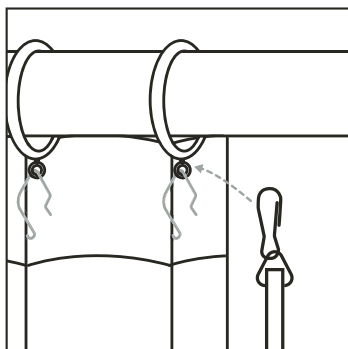
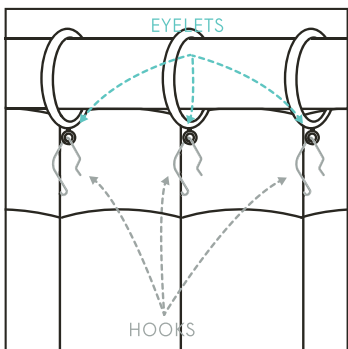
STEP 5B: Mount Support Brackets to the Wall.

If your rod has two additional support brackets, these will be bypass brackets that enable the rings to pass by them when opening and closing the drapery panels. Each of these brackets should be placed halfway between the end and center of your rod. If your rod is spliced into multiple pieces, make sure to place a bracket at the seam where the splices are located. Place the first bracket up on the wall with the cup resting under the rod centered horizontally around one of the seams. Making sure the bracket is level, mark the screw holes with a pencil. Using your power drill and the 7/64" drill bit, drill into the marked holes. If your drill doesn't hit a wooden stud, install one of the provided SNAPTOGGLE toggle bolts. If your drill does hit a wooden stud, no anchor is required. Line each bracket up with the pre-drilled holes. Use the provided mounting screws, your power drill and your Phillips head socket bit (or Phillips screwdriver) to secure the bracket fully into place. Repeat on the other side with the remaining bracket.



STEP 6: Install Drapery Panels and Wands Onto Rod

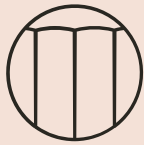
From the furthest left ring, place the furthest left hook of your drapery panel through the eyelet of the ring until the panel is fully secured. Repeat for additional panel(s). For a pair of drapery panels, hang one wand on the eyelet of each center most ring. For a single drapery panel, hang one wand on the eyelet of the farthest left or right ring.





How To Train Your Drapery

Box Pleat



Before you begin:

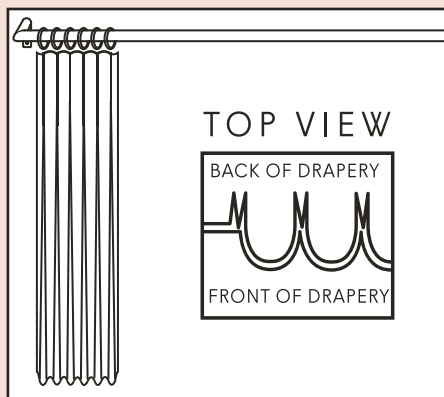
- ☒ All hardware is fully installed.
- ☒ All drapery panels are hung properly.
- ☒ Your hands are clean.

1. Starting at the top of the drapery panel, use your hands to gather all the pleats neatly together. Make sure to fold the fabric (and lining, if applicable) forward in front of the pleats. Then, tie a thick ribbon loosely approximately 1/4 to 1/3 of the way down from the top to hold the panel's folded pleats together.

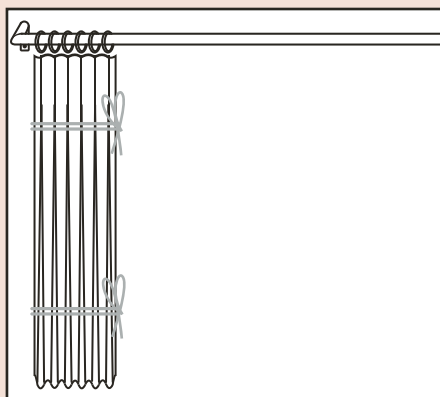
2. Starting at the first ribbon tie, use your hands to follow the the panel's folded pleats down to the bottom of the drapery. Make sure to fold the fabric (and lining, if applicable) forward in front of the pleats. Then, tie a thick ribbon loosely approximately 1/4 to 1/3 of the way up from the bottom to hold the panel's folded pleats together.

3. After 48 hours (or up to a week if time allows), remove the ribbons. Your drapery panels are now trained to follow the folded pleats properly when opening and closing!

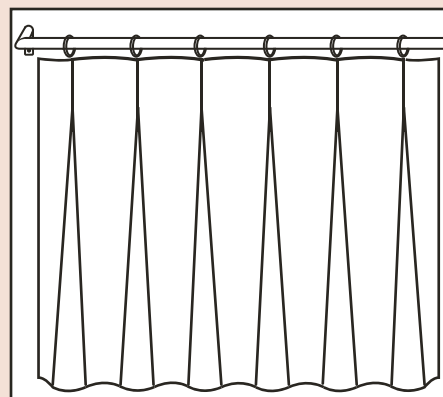
1



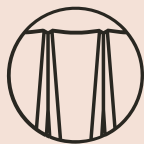
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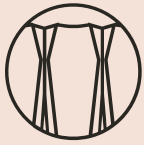
3



Tailored & Pinch Pleat



TAILORED



PINCH

Before you begin:

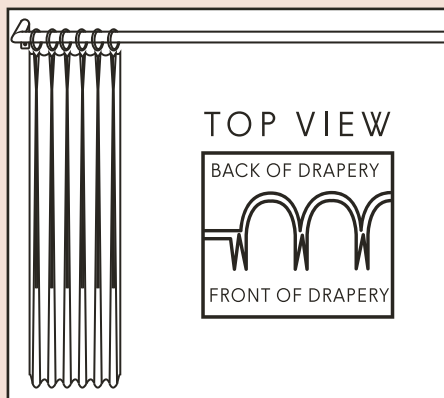
- ☒ All hardware is fully installed.
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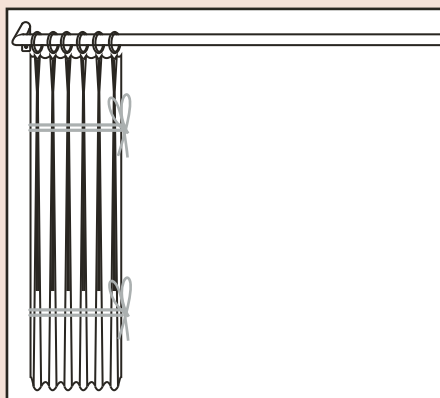
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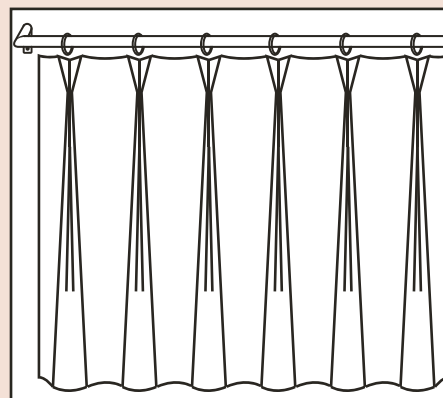
1



2



3



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

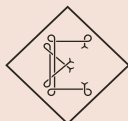
Clean your Everhem hardware with a chamois cloth and a little warm water.

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 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, our team is happy to assist you with a prompt resolution.



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More questions? Reach out to us.
We're happy to help!

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Thanks for your order!
Come visit us again sometime.

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