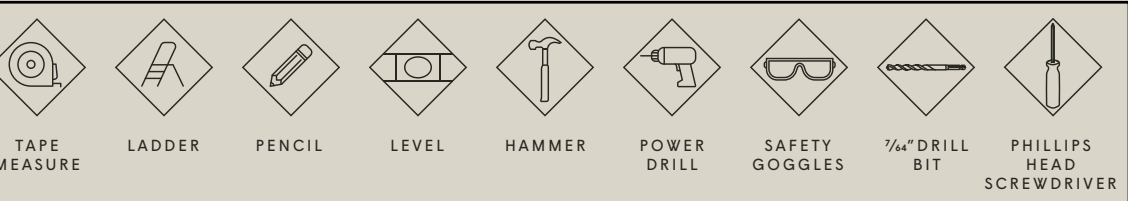




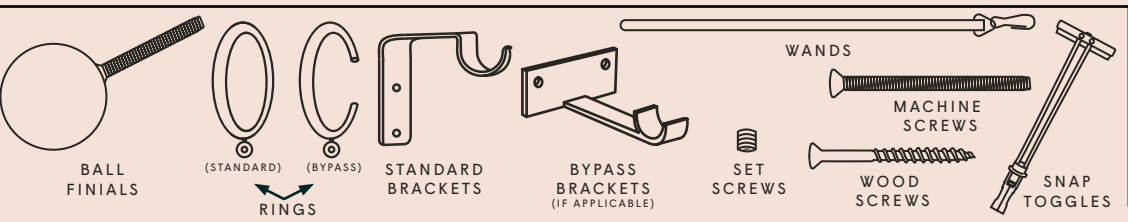
Drapery & Hardware Installation Guide

Single Finial Rod Drapery

The Tools You'll Need



The Hardware We Provide



THE ROD IS IN ONE, SINGLE PIECE

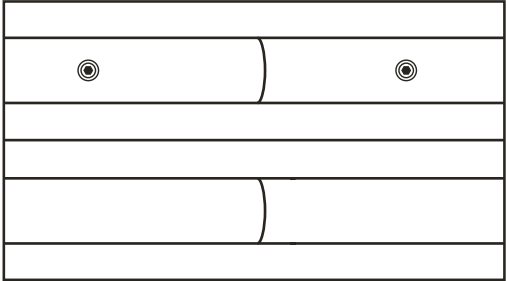
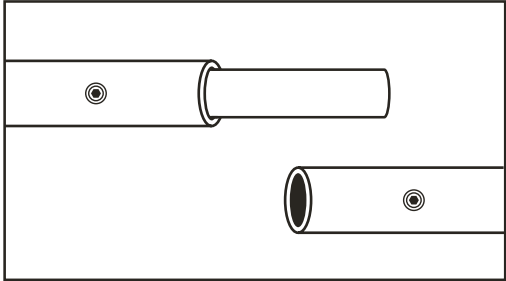
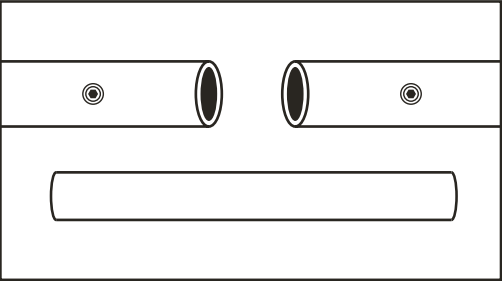
Proceed to Step 2.

THE ROD IS SPLICED INTO TWO OR MORE PIECES.

Complete Step 1, Then Proceed to Step 2.

STEP 1: 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.*



TWO BRACKETS PROVIDED

Proceed to Step 3.

THREE BRACKETS PROVIDED

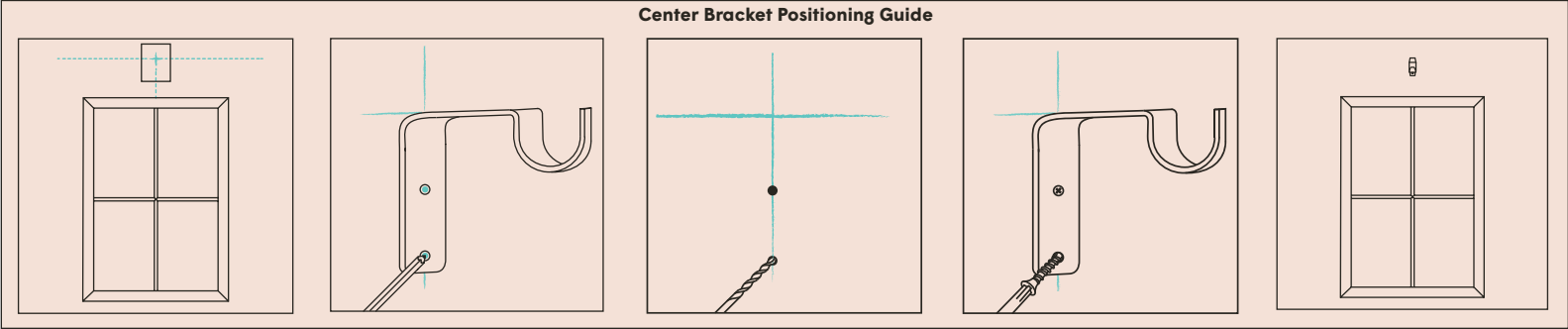
Complete Step 2, then proceed to Step 3.

FIVE BRACKETS PROVIDED

Complete Step 2, then proceed to Step 3.

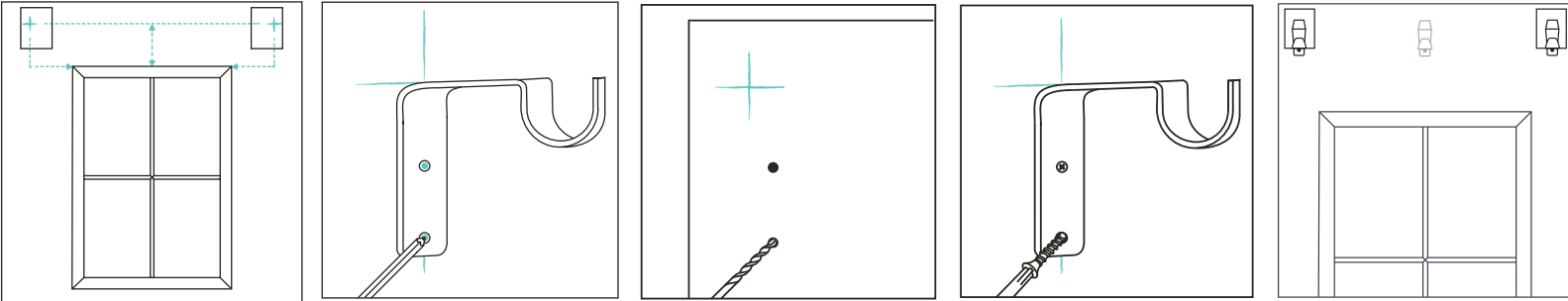
STEP 2: Mount Center Bracket to the Wall

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 arm 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 anchors - view instructions [here](#). If your drill does hit a wooden stud, no anchor is required. Line the 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 into place halfway. Remove the piece of paper from behind then tighten the screws fully to secure the bracket.



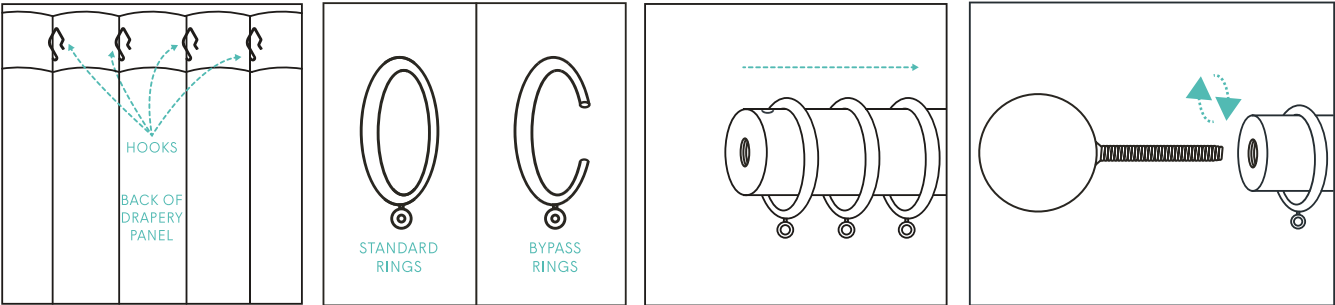
STEP 3: Mount Outer Brackets to the Wall

Moving away from the left outside edge of your window, locate the intersection of the following points: (1) Left Stack Width minus one inch [1”] and (2) Mounting Height listed on your Everhem packing slip. (e.g. If you ordered Left Stack Width of 8” and your Mounting Height is 90”, measure out 7” and up 90”). 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 outer bracket will be positioned. From that spot, mark the paper with perpendicular lines. Repeat this process on the right side of your window. Align the top of each outer bracket with the horizontal line and the center of each outer bracket with the vertical line. Make sure each bracket 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 anchors - view instructions [here](#). If your drill does hit a wooden stud, no anchor is required. If your drill does hit a wooden stud, no anchor is required.



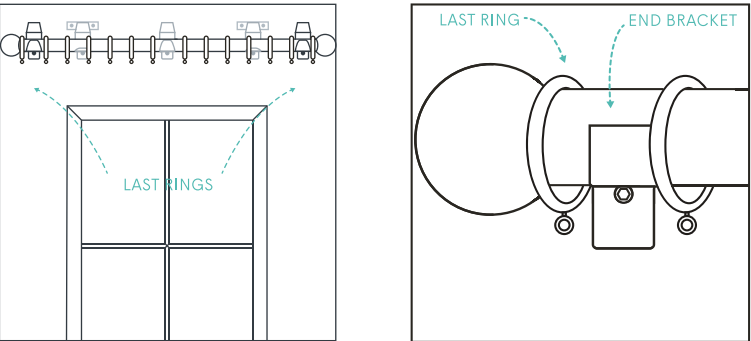
STEP 4: Add Rings and Finials.

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. Place as many rings on the rod as there are hooks on your drapery panels. With the rings on the rod, insert a finial into one end of the rod. Twist finial by hand until secure, do not over tighten - view instructions [here](#). Repeat this process on the other end of the rod. *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.



STEP 5: Place Rod Onto Brackets.

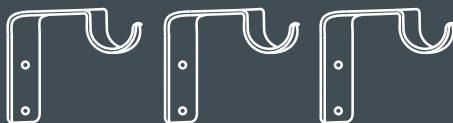
If you installed a center bracket, first divide the rings - bypass or regular - evenly between each side. Otherwise, proceed to placing the rod onto the brackets. For a pair of drapery panels, place the last ring on either end of your rod between the finial and the outer bracket. For a single drapery panel, place the farthest outer ring on the stationary side between the finial and the outer bracket.





TWO BRACKETS PROVIDED

Proceed to Step 7.



THREE BRACKETS PROVIDED

Proceed to Step 7

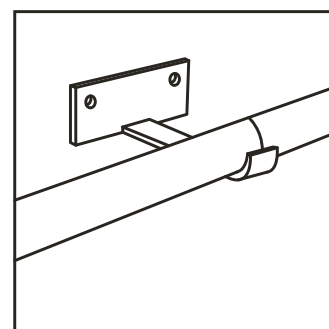
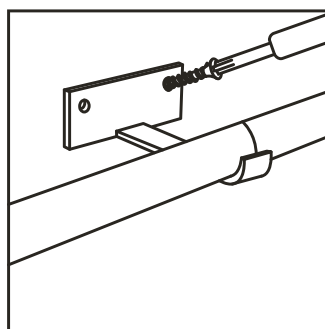
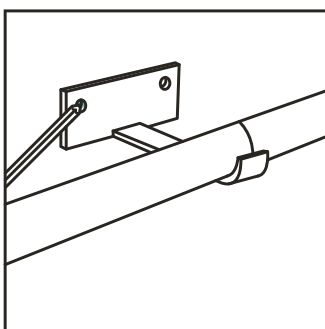
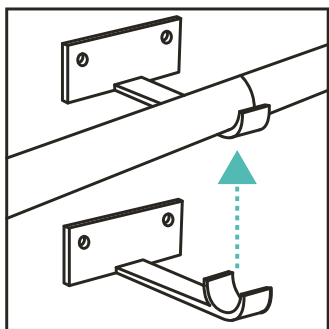


FIVE BRACKETS PROVIDED

Complete Step 6,
then proceed to Step 7.

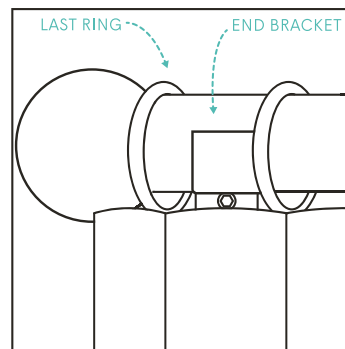
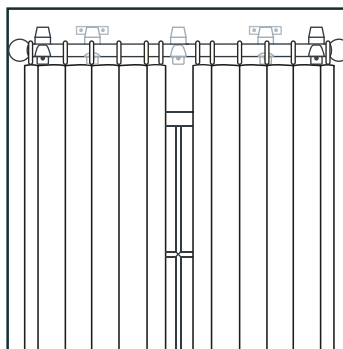
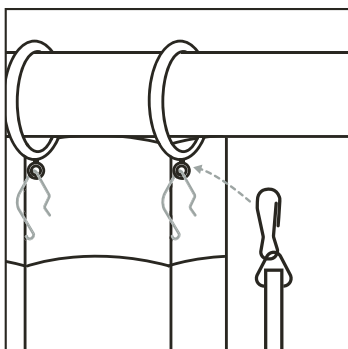
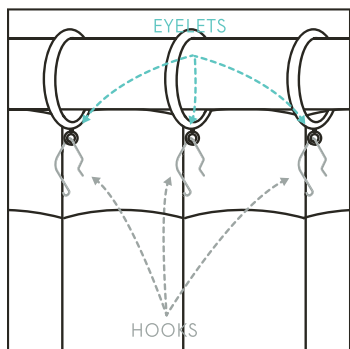
STEP 6: Mount Support Brackets to the Wall.

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 SNAPTGGLE toggle bolts- view instructions [here](#). 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 7: Install Drapery Panels and Wands.

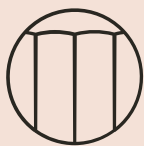
From the furthest left ring, place the furthest left hook of your drapery panel through the eyelet of the ring until the panel is fully secured. Repeat for additional panel(s). For a pair of drapery panels, hang one wand on the eyelet of each center most ring. For a single drapery panel, hang one wand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





Drapery Training Addendum

Box Pleat

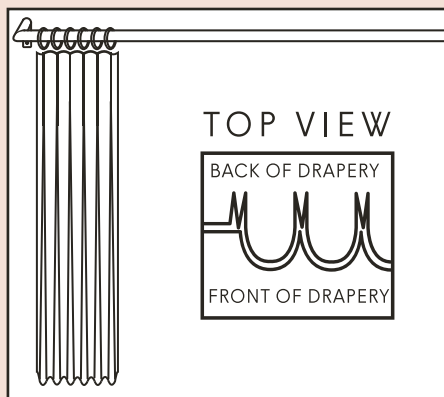


How to Train Your Drapery (Box Pleat)

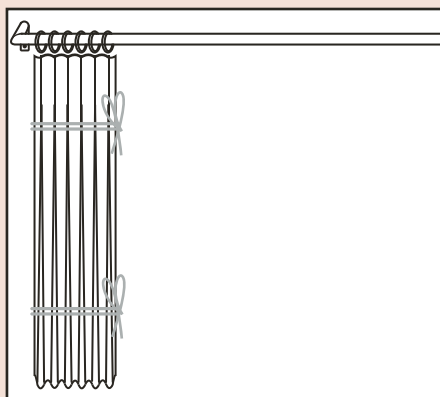
All drapery should be hung properly before you begin and your hands should be clean.

1. Using your hands gather all the pleats across the top neatly together, making sure the fabric and lining in between pleats is folded **forward in front** of the pleats.
2. Using a piece of thick ribbon, tie the top of the panel together loosely approximately 1/4 to 1/3 of the way down from the top. Using your hands follow the folds of the fabric and lining from the top and train them all the way down the panel to the bottom. Take another piece of thick ribbon and tie the bottom of the panel together loosely approximately 1/4 to 1/3 of the way up from the bottom. Let the panels sit like this for a minimum of 48 hours (longer is better if possible).
3. Remove the ribbons and your drapery panels will gain a fabric memory and follow the folds and pleats properly when the panels are closed and reopened.

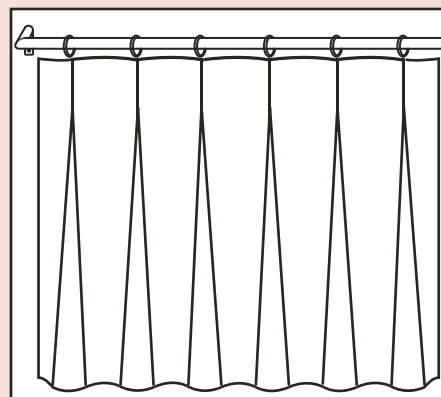
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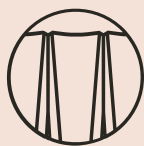
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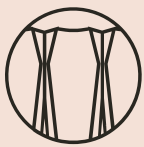
3



Tailored & Pinch Pleat



TAILORED



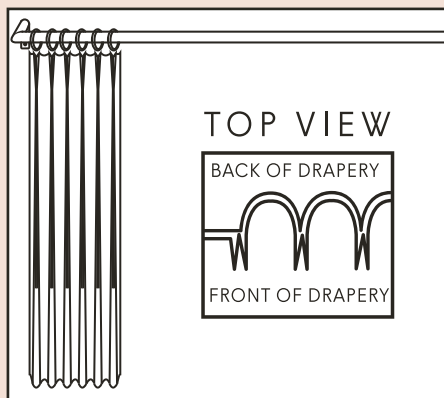
PINCH

How to Train Your Drapery (Tailored & Pinch Pleat)

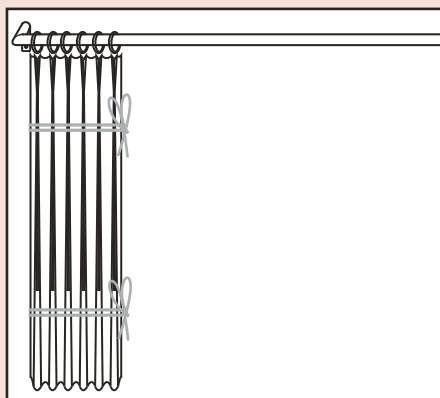
All drapery should be hung properly before you begin and your hands should be clean.

1. Using your hands gather all the pleats across the top neatly together, making sure the fabric and lining in between pleats is folded **backward behind** the pleats.
2. Using a piece of thick ribbon, tie the top of the panel together loosely approximately 1/4 to 1/3 of the way down from the top. Using your hands follow the folds of the fabric and lining from the top and train them all the way down the panel to the bottom. Take another piece of thick ribbon and tie the bottom of the panel together loosely approximately 1/4 to 1/3 of the way up from the bottom. Let the panels sit like this for a minimum of 48 hours (longer is better if possible).
3. Remove the ribbons and your drapery panels will gain a fabric memory and follow the folds and pleats properly when the panels are closed and reopened.

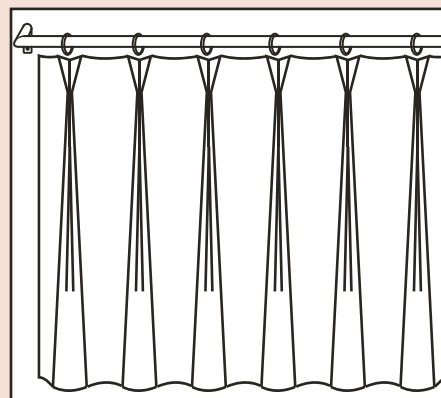
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2



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

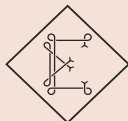
Clean your Everhem hardware with a chamois cloth and a little warm water.

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.
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