



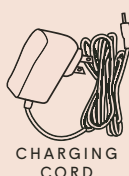
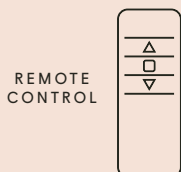
Roman Shades Installation Guide

Mount Position: Inside
Shade Operation: Front
Custom Control: Motorization

The Tools You'll Need

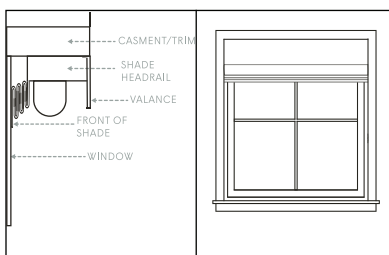


The Hardware We Provide



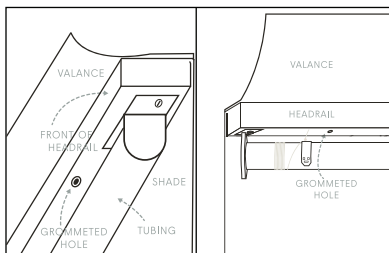
STEP 1: Determine shade's mounting position.

**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.



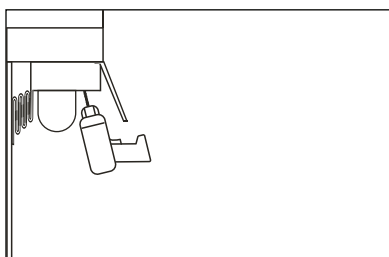
STEP 2: Find mounting screw holes.

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.

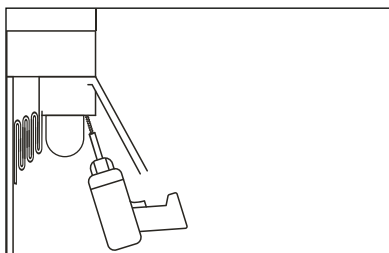
With your shade still held firmly in place and starting from the centermost mounting screw hole found in STEP 2, use your power drill and the 7/64" drill bit to drill through the screw hole and into the window casement above. Repeat this process for each mounting screw hole found in STEP 2.



IMPORTANT: Due to the tubing present under the headrail, it is likely that you will need to drill at an angle in order to reach the window casement.

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.



IMPORTANT: Due to the tubing present under the headrail, it is likely that you will need to drive the screws into the headrail at an angle.

CHARGING YOUR MOTOR

Depending on usage, your motor will need to be charged every 5-6 months.

With the shade in place, plug the provided charging cord into the motor.

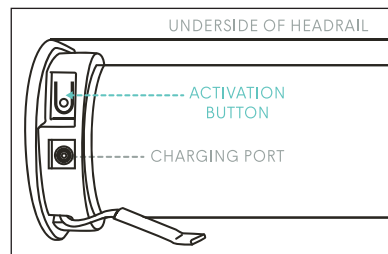
After the motor is fully charged, remove the charging cord and operate your shade with the provided remote.

STEP 5: Locate Motor Position

Looking at the tube located on the underside of the headrail, determine which end has a short antenna exposed - this is where your motor is located.

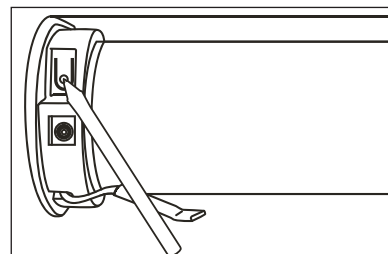
STEP 6: Find Motor Activation Button

On the side found in STEP 12, find the white U-shaped button on the back side of the tube's end cap.



STEP 7: Activate Motor

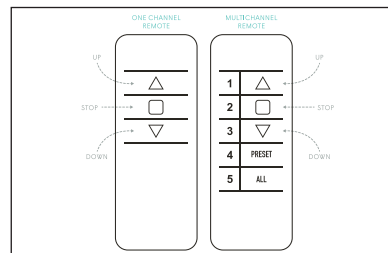
Using a stylus-like tool, press the button 1 time. You will see the tube rotate slightly forward and backward one time. Your motor is now activated.
**Please Note: Do not press the button more than once or hold the button down - this may cause your motor to erase all its pre-programmed settings and malfunction.*



STEP 8: Use Your Remote

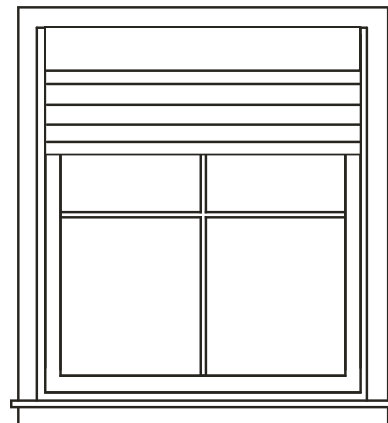
Using the pre-programmed remote provided, operate your shade with the press of a button. If your shade is programmed to a specific channel of a multichannel remote, press the corresponding number first, then use the control buttons.

**Please Note: On a multichannel remote, pushing the "ALL" button will enable all shades programmed to the remote to be operated simultaneously.*



You're done!

Now your shade is ready for safe usage. Open and close your shade using the pre-programmed remote. Use the UP arrow to open your shade, DOWN arrow to close your shade, or the STOP square to lock your shade in a desired position.



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

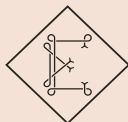
Clean your Everhem hardware with a chamois cloth and a little warm water.

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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