



Roman Shades Installation Guide

Mount Position: Inside
Shade Operation: Front
Custom Control: Chain Loop

The Tools You'll Need

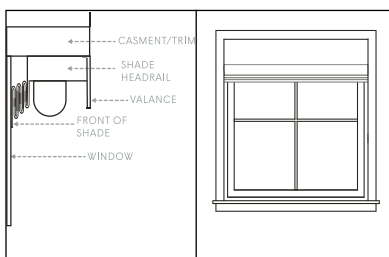


The Hardware We Provide



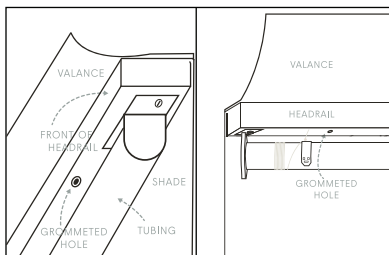
STEP 1: Determine shade's mounting position.

**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.



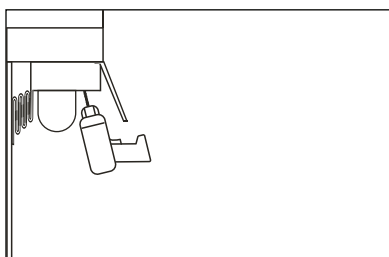
STEP 2: Find mounting screw holes.

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.

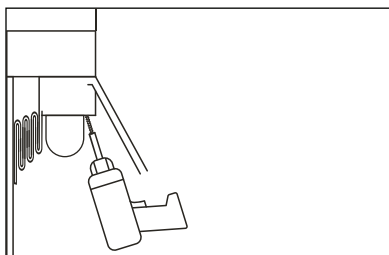
With your shade still held firmly in place and starting from the centermost mounting screw hole found in STEP 2, use your power drill and the 7/64" drill bit to drill through the screw hole and into the window casement above. Repeat this process for each mounting screw hole found in STEP 2.



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.



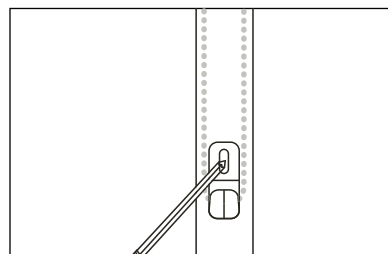
IMPORTANT: Due to the tubing present under the headrail, it is likely that you will need to drive the screws into the headrail at an angle.

STEP 5: Release the cord lock system.

Lift the valance and remove the twist-tie(s) securing the cord in place on the underside of the headrail.

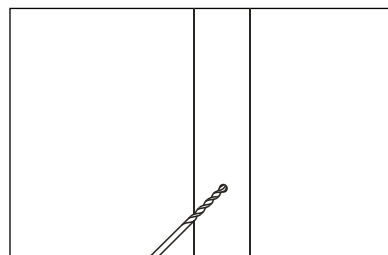
STEP 6: Mark cord cleat mounting position.

At your desired height, place the cleat upright either on the window trim or the wall on the same side of the shade as the cord and tassel. Mark the cleat screw holes.



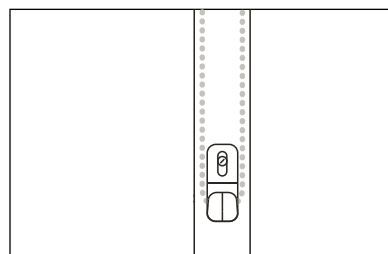
STEP 7: Drill cord cleat screw holes.

Using your power drill and the 7/64" drill bit, drill into the marked holes.



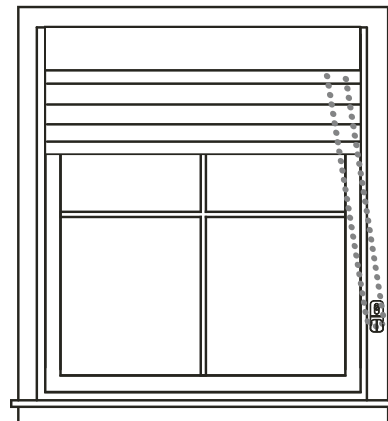
STEP 8: Secure cord cleat.

Using the provided cleat screws, and your Phillips head screwdriver, secure the cord cleat into place.



You're done!

Now your shade is ready for safe usage. Pull down on the back side of the chain to open the shade. Pull down on the front side of the chain to close the shade.



WARNING



Roman Shade chains can STRANGLE children. To prevent strangulation, make sure the chain is properly secured using the provided chain clip.

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

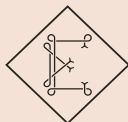
Clean your Everhem hardware with a chamois cloth and a little warm water.

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.



Follow us and share
your Everhem products! 



@everhem



everhem

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

hello@everhem.com

Thanks for your order!
Come visit us again sometime. 

[everhem.com](https://www.everhem.com)