Roman Shades Installation Guide

The Tools You'll Need

- TAPE MEASURE
- LADDER
- PENCIL
- LEVEL
- HAMMER
- POWER DRILL
- SAFETY GOGGLES
- 7/64" DRILL BIT
- 1/4 HEX SOCKET BIT
- PHILLIPS HEAD SCREWDRIVER

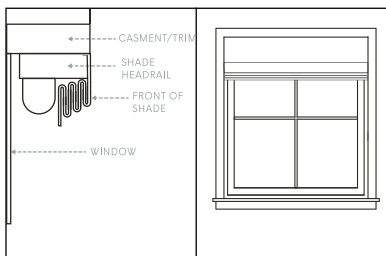## The Hardware We Provide
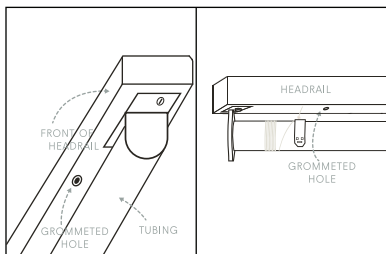
- HEADRAIL MOUNTING SCREWS
- WALL ANCHORS

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.

CASMENT/TRIM
SHADE HEADRAIL
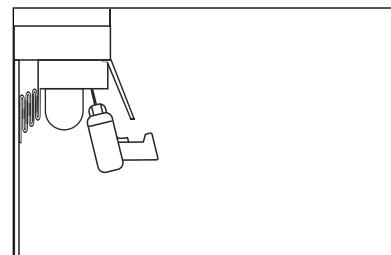FRONT OF SHADE
WINDOW

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.

FRONT OF HEADRAIL
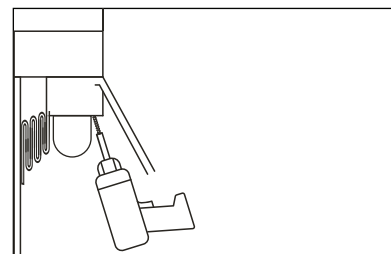HEADRAIL
GROMMETED HOLE
GROMMETED HOLE
TUBING

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. If your drill doesn't hit a wooden stud, install one of the provided wall anchors into the predrilled hole using a Phillips head screwdriver. If your drill does hit a wooden stud, no anchor is required. Repeat this process for each mounting screw hole found in STEP 2.

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.

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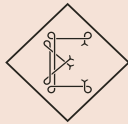
Drapery Hardware
Clean your Everhem hardware with a chamois cloth and a little warm water.

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.

Troubleshooting Guide

The Cordless Custom Control works on a spring mechanism that can sometimes get shifted in transit.

Here's how to troubleshoot the most common scenarios:

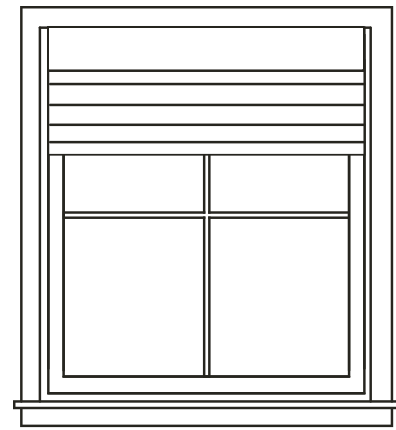**Cord & Tassel Appear Too Long When Shade is Drawn Up**

Gently pull on the tassel and bring the shade down about one inch (1"). This unlocks the spring mechanism so you can raise and lower shade normally.

Shade Not Holding Tension Correctly

Draw the shade open as far as it will go. When looking at the shade, lift it up and locate the white plastic Phillips head screw on the right side of the metal tube. With a flat screwdriver, turn the screw to draw the shade up until fully open. This corrects the tension and the shade should now fully draw open normally.

You're done!

Now your shade is ready for safe usage. Pull the wood tassel centered on the back of the shade down, then guide the shade up slowly as it draws open; pull the tassel down to close the shade or to hold the shade's desired position.

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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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