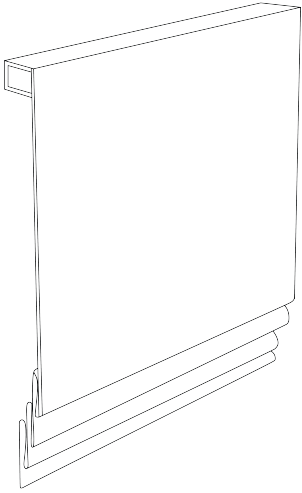# Your Roman Shade

PARTS INCLUDED

- Screws
- Mounting Brackets (only needed for outside mount)
- Cord Cleat (standard control)
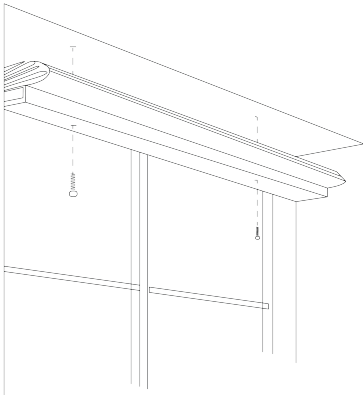- Tension Device (continuous loop control)

TOOLS YOU WILL NEED

- Drill with a 1 /8" bit
- Hex head and/or Phillips bit
- Phillips Screwdriver
- Metal Tape Measure

Pro Tip: Your brackets must be securely attached to the mounting surface. If your screws are not secure you'll have to use a different fastener which can be found at any local hardware store.
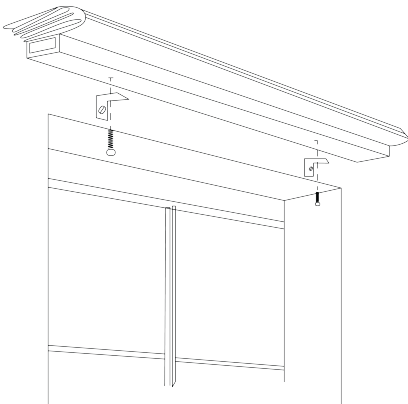
1 A —• Mounting Your Shade: Inside Mount
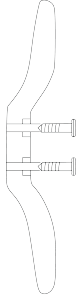
(mounting holes are pre-drilled through the headrail)

- Start the screws into the mounting holes and tighten until the tips of the screws are slightly showing on the top of the headrail.
- Hold the shade inside the window frame. If possible, the front of the shade should be even with the front edge of the window frame. The shade should be centered within the window frame.
- With the shade properly positioned, push up on the headrail, allowing the screw tips to leave a small indention on the window frame.
- Drill a hole with a 1/8" drill bit at the indentions.
- Finish by attaching the screws in the headrail into the pre-drilled holes.

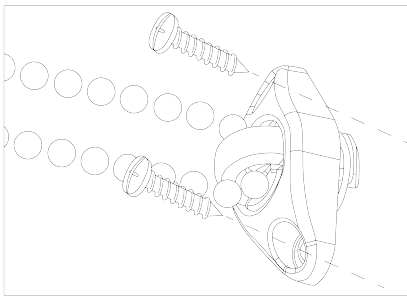## 1 B —• Mounting Your Shade: Outside Mount

- Attach the brackets to the wall or window frame at the desired height, using the screws provided, making sure the brackets are level with each other.
- Set the headrail on the brackets. Make sure the draw cords move freely around the mounting brackets.
- Center the shade back against the wall or window frame.
- Mark hole and pre-drill using 1/8" drill bit at each bracket location.
- Attach the shade to the brackets using the short screws provided.

2 —• Attaching the Cord Cleat (Standard Control)

- If you have small children, you should install the cord cleat to keep the control cord out of harm's way. Simply mount the cord cleat to the wall or window frame next to the shade with the screws provided.
- Mount the cord cleat at a safe height, taking into account furniture or other objects upon which a child may climb.
- Then, after each use of the shade, simply wrap the excess cord around the cleat. It's fast, easy and safe.

3 —• Installing Tension Device (Continuous Loop Control)

- The tension device should be positioned on the window frame or the wall so that the tension device and bead chain does not interfere with operation of window treatment.
- The tension device should be installed so that bead chain is taut without stretching. Stretching the bead chain will cause excessive wear. Do not twist or cross the bead chain.
- Press and hold the back spring on the tension device that is pre-installed at the top of the continuous loop. With the spring held, slide the device down to the bottom of the loop to where you would like the device positioned.
- Insert and secure the two screws through the holes in the device. The loop should now pass freely through the tension device.
- When attaching to wood, included screws can be screwed directly into wood. When attaching to drywall and metal, use anchors that are designed for such substrates. Visit your local hardware store for guidance on appropriate anchors for your substrate.

For assistance, visit our website at **www.helloalva.com** or contact us at: **support@helloalva.com**.