**Cordless Roman Shade**

**Installation and Operating Instructions**

Carefully remove the roman shade and the mounting parts from the packaging. To avoid accidentally disassembling parts, we recommend that you do not throw away any of the packaging until the shade is installed and operates to your satisfaction. We also recommend that you do not unfold the shade yet; it is easier to install a shade that is securely folded.

**Recommended Tools**
- Tape Measure
- Pencil
- Screwdriver
- Power drill having a 1/8 inch drill bit

<table>
<thead>
<tr>
<th>Provided Hardware</th>
<th>Bracket</th>
<th>Short Screw</th>
<th>Long Screw</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Shades 26&quot; to 36&quot; Wide</td>
<td>2pcs</td>
<td>2pcs</td>
<td>4pcs</td>
</tr>
<tr>
<td>For Shades 46&quot; to 60&quot; Wide</td>
<td>3pcs</td>
<td>3pcs</td>
<td>8pcs</td>
</tr>
</tbody>
</table>

This roman shade includes a pleated outer panel and an operational inner panel, both supported by a headrail. The headrail is meant to be mounted to a window frame using two or three provided brackets, depending on the width of the shade. The inner panel is operationally connected to a spring-loaded roller located just below the headrail. A handle is attached to the bottom of the inner panel and is used to adjust the vertical height of the shade as desired.

The shade can be secured to either within a window frame, wherein the shade is about the same width as the window frame, or to a surface located outside the window frame area, wherein the shade is wider than the width of the window frame. Regardless, the frame is secured to the window structure using two C-shaped brackets for shades up to 36 inches wide and three C-shaped brackets for longer shades. The C-shaped brackets effectively "capture" and hold the headrail portion of the shade assembly to the window structure.

---

**To Mount the Shade Inside a Window Frame:**

**A) Mounting the Brackets:**

**Step 1:** Use a tape measure to measure the length of the headrail (the width of the shade) and then use this measurement to make two "end of headrail" marks centered along the top of the window frame.

**Step 2:** Hold one of the C-shaped brackets against the top of the window frame as shown in the figure below. If you want the headrail to be flush with the window frame when installed, the front edge of the bracket must be located 1/2" from the front window frame edge. Also, each bracket has to be mounted within 1/2" of their respective "end of headrail" mark. Hold the bracket straight and oriented as shown below and then use a pencil to mark the frame through the two openings provided at the top of the bracket.

**B) Mounting the Headrail to the Brackets:**

**Step 5:** Position the headrail so that it aligns with the two (or three) mounted brackets and simply push the headrail into engagement with the open end of the brackets. Make sure that the headrail is centered between the brackets. Adjust by adding the headrail sides to side, if necessary.

**Step 6:** Once the headrail is properly centered within the brackets, use a screwdriver and a provided short screw to secure the mounted headrail to each end bracket (measurement to the third central bracket, if there is one, is not necessary).

---

**To Mount the Shade Outside a Window Frame:**

**A) Mounting the Brackets:**

**Step 1:** Use a tape measure to measure the length of the headrail (the width of the shade) and then use this measurement to make two "end of headrail" marks centered along the outside surface of the window frame.

**Step 2:** Determine the desired height of the shade by placing the headrail above the upper edge of the window frame and make a "height mark" adjacent to each "end of headrail" mark, as illustrated in the below figure.

---

**Adjust Up:**

First pull the shade down using the handle a short distance to check the shade. The shade will then automatically retract upwards by the spring loaded in the headrail assembly.

**Care Instructions:**

Spot clean with a damp white cloth. Do not remove any excess water and then let air dry.

**Installation Complete!**

Additional information on these roman shades may be obtained by viewing a product use information and installation video at:

www.potterybarnkids.com

www.potterybarnkids.com

---

**To Operate the Installed Shade**

To operate up or down, always pull the shade using the handle which is located along the lower edge of the rear panel.

**Adjust Down:**

Pull the shade down to a desired height - the shade will automatically lock and hold in place.

---

**NOTE:** If the shade is 44 inches wide, I must be supported at the center using a third provided bracket. If you only have two brackets with your shade, this does not apply to you. If you do have three brackets, use a tape measure and a straightedge to locate and position the third central bracket so that it aligns with the other two installed "end" brackets.