



REGAL DRAPES

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Roman Shade Inside Mount Instructions

Hello,

Thank you for selecting one of our custom Roman Shade designs. It is a pleasure to have our work included in your home or business.

Every Regal Drapes piece is made to order with careful attention to proportion, material, and finish. From fabric selection to final construction, each detail is considered with the intention of creating something timeless, refined, and enduring.

Should you have any questions or wish to discuss any aspect of your order, our team is always at your disposal. You may reach us at **800-256-5005** or **customercare@regaldrapes.com**, and we will be pleased to assist you.

Thank you for your trust in Regal Drapes.

With our compliments,
The Regal Drapes Team

PARTS INCLUDED & TOOLS REQUIRED

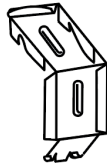
Parts Included

1. Assembled Roman Shade
2. Mounting Brackets
3. Wood Screws
4. Tension Safety Device

1



2



3



4



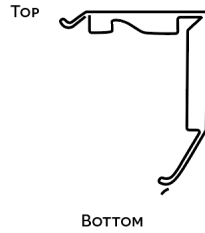
Tools Required

1. Drill with Phillips screwdriver bit
2. Measuring Tape
3. Step Ladder
4. Pencil
5. Leveler (OPTIONAL)

***It is best to keep all the packaging until the end of the installation in case you need to return the product or any specific parts.**

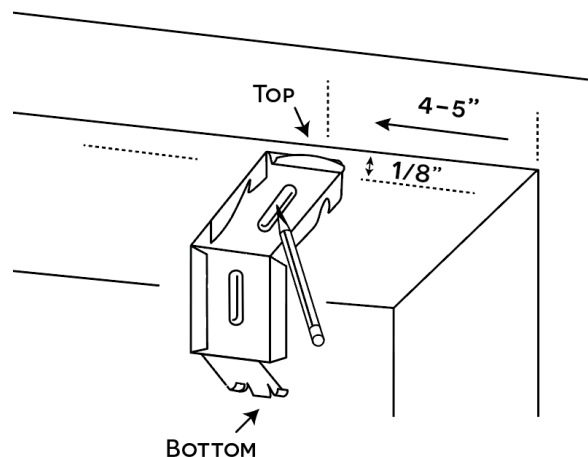
BRACKET POSITIONING

The top/front of the bracket is the flat side with a single lip and the bottom/front is angled out with 3 separate lips.



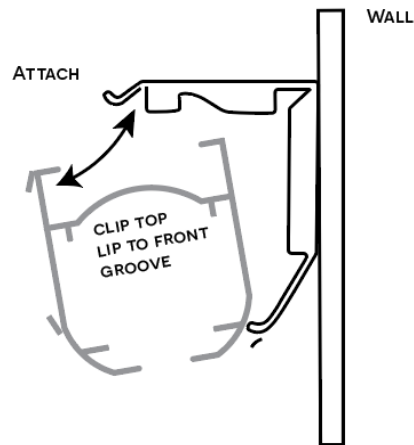
Inside Mount Installation

Both end brackets need to be installed 4-5 inches away from the side of the window frame. Place the bracket about $\frac{1}{8}$ an inch from the front edge of the window frame. Using the width of your shade, calculate the even distance between each bracket making sure each end bracket is 4-5 inches away from the side of the window frame. Mark each bracket position using a pencil. While holding the bracket in position, drill the screws into the marked locations mounting the bracket in place. If needed, pre drill the marked positions with a $\frac{1}{16}$ " drill bit to avoid splitting the window frame material. Use a leveler to confirm the brackets are straight, level, and equal distance from the window frame. (**EXACT MEASUREMENTS VARY PER SHADE WIDTH**)

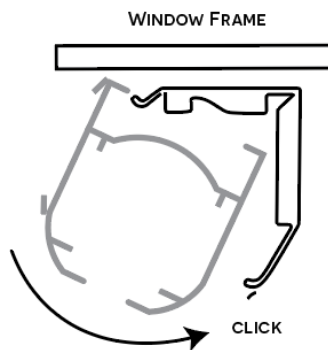


ATTACHING SHADE TO MOUNTING BRACKET

Position the front lip of the bracket inside the front groove of the headrail. Check that no fabric is caught between the brackets and the headrail. Push (rotate) the headrail up.

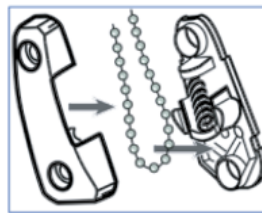


Tilt forward the headrail until the end hooks are snapped in the rear headrail groove. Check that all brackets are fully attached to the headrail. You will hear a “click” when the shade is secure.



INSTALLING THE TENSION SAFETY DEVICE (CHAIN OPERATED SHADES)

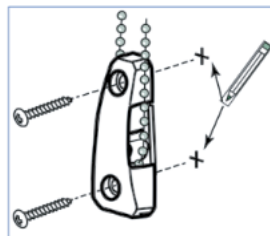
Place the bead chain in the bottom groove of the tension safety device base. Snap cover onto the base. While keeping the cover in place, pull the chain out of the groove.



Pull the tension safety device straight down until the chain is fully tensioned. The plunger insert will be fully raised.

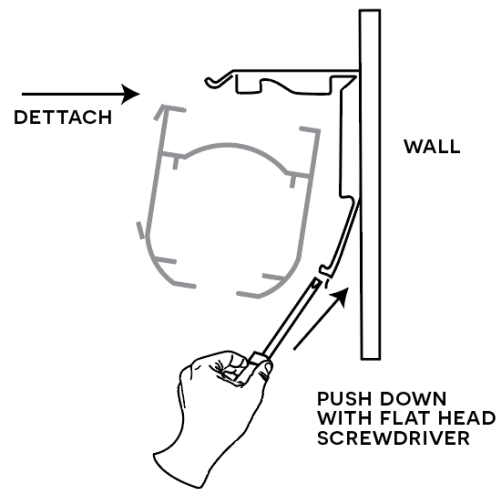


Mark locations for screws on the window frame, pre-drill holes if needed and use a screwdriver to attach tension devices to the window frame.



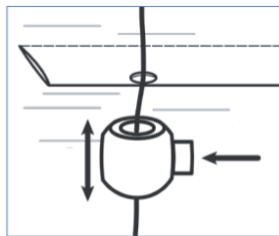
Detaching the Shade From the Headrail (Optional)

Lower the shade a few inches from the top. With hands on each side of the shade, push the headrail toward the window. Rotate the headrail down until the headrail is clear of the mounting hooks on the back. With a screwdriver, push on the bottom of the bracket until the wall bracket is released from the brackets. Remove the shade with both hands.



Leveling the Shade (Optional)

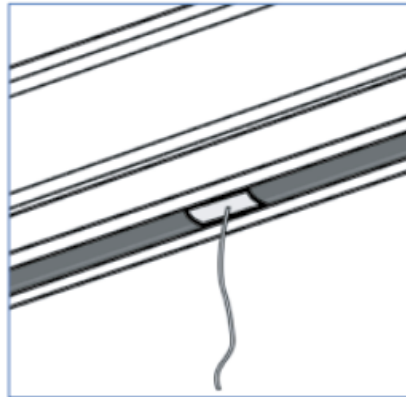
If the bottom of your shade needs to be leveled with the window frame, use the small plastic orbs at the bottom ends of the lifting strings. Press the button on the side of the orb and slightly move the orb up or down to level the shade. Release the button to fix the string in the new position. Repeat this procedure with the other orbs if needed.



COMPLETING INSTALLATION

Check Antenna and Charging Port Positions (Motorized Shades)

Check that the antenna wire is outside of the headrail and free of any obstructions. You can identify the antenna as a thin short white wire, about 5” long. It is usually located in the middle of the headrail. Check that the battery charging port on the side of the headrail is accessible and free of any obstructions. Charge the battery overnight after installation and every 3 to 6 months thereafter, depending on the amount of daily up / down cycles.



Dressing your shade

Some roman shade styles, especially those made of heavier fabric, will require initial training of the shade folds to establish fabric memory and uniform folds. We recommend raising the shade and individually adjusting and smoothing the folds. Start with the top fold and work your way down. Smooth each fold from the middle out, then leave the shade raised for 7 days to establish memory.