Cord Lift Roman Shade Installation Instructions Using a Cord Lift DC Motor
Please read all instructions before starting

INTRODUCTION:

The **Cord Lift Motorized Roman Shade System** is used to electronically control the roman shade using a Cord Lift Motor and Remote Control. By using a Remote Control or the smartphone app, the operator can raise and lower the shade smoothly and precisely. The maximum size for this system is 120" x 120" and the maximum shade weight is 11 ½ pounds. The minimum width for the shade is 22". **Figure 1** shows an assembled Cord Lift Motor system with mounting brackets.
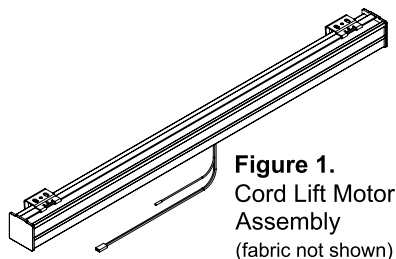
Figure 1. Cord Lift Motor Assembly (fabric not shown)

PARTS LIST. See **Figure 2**.

1. Track
2. Cord Lift Motor
3. Spool
4. Drive Rod
5. Shaft Adapter & Clamp
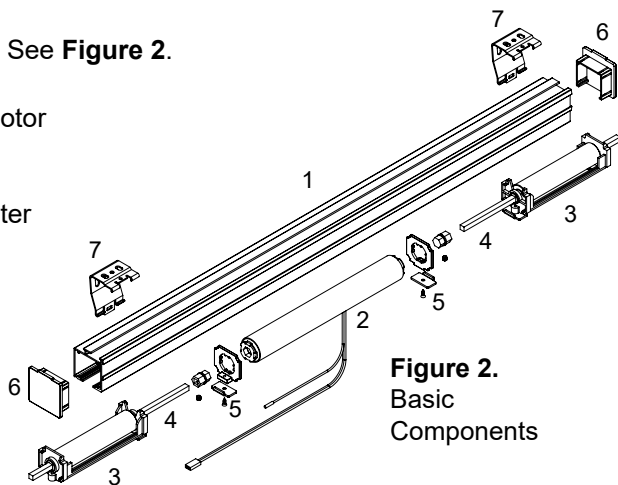6. Track End Caps
7. Mounting Brackets

Figure 2. Basic Components

BRACKET MOUNTING:

The Cord Lift Roman Shade can be mounted inside the window casing as long as there is enough room to mount the Brackets. Or it can be mounted outside on the face of the window casing / or on a flat wall.

For an inside mount application, the Brackets can be mounted to the upper part of the window casing by running mounting screws through the top of the Bracket as shown in **Figure 3A**.
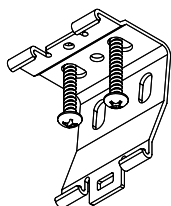
Figure 3A. Inside Mount

For an outside mount application, the Brackets can be mounted to the wall or outer face of the window casing by running mounting screws through the back of the Bracket as shown in **Figure 3B**.
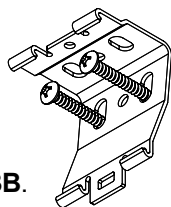
Figure 3B. Outside Mount

MEASUREMENT:

Step 1. See **Figure 4**.

A. **Inside Mount:** Measure the Width inside the casing (jam-to-jam, or casing-to-casing), where the cord lift track will be installed; and the Length from the top of the cord lift track to the bottom of the window. Mark your location.

Figure 4. Measurements on a window

B. **Outside Mount:** Measure the Width outside between the outer edges of the window trim where the Cord Lift Track will be installed; and the Length from the top of the Cord Lift Track to the bottom of the window. Mark your location.
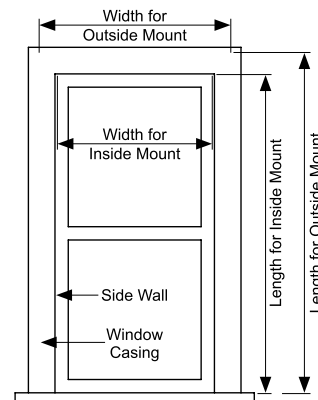
NOTE: Measure all windows for accuracy even though they may look the same.

BRACKETS & CORD SPOOLS:

See the chart below for the recommended number of Brackets and Cord Spools required to make your shade. Brackets should be evenly spaced apart. The distance between each Bracket shouldn't exceed 36". The maximum shade size is 120" x 120".

A Bracket should be placed on each end of the shade and shouldn't exceed 2" from the end the shade to the centerline of the Bracket, as shown in **Figure 5**.

Chart for Number of Brackets & Cord Spools required

Shade Width	# of Brackets	# of Spools
20" to 29"	2	2
30" to 36"	2	3
37" to 48"	3	4
49" to 72"	3	5
73" to 84"	3	6 or 7
85" to 120"	4	7 or 8

Figure 5. Bracket

NOTE: Cord Spacing shouldn't exceed 20″. For wider cord spacing, use a lighter weight fabric to avoid sagging
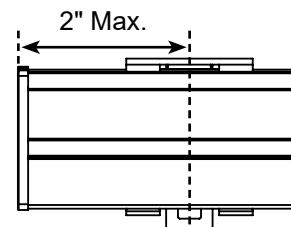
FABRICATION:

Step 2. Use a fine tooth hack saw cut the track to the proper length. The length will be slightly different based on whether it's an inside or an outside mount.

A. **Inside Mount:** The Length of the Track should be the overall width you measured in **Step 1** minus ½". This ½" allowance is for the track end caps and a ⅛" spacing on each side of the shade fabric and the window casing. If you want more space reduce the length of the track accordingly.

B. **Outside Mount:** The Length of the Track should be the overall width you measured in **Step 1** minus ¼" to allow for the track end caps.

Step 3. To layout the cord spools and motor you will need to cut the drive rod which attaches to the motor and turns the cord spools. You will need two pieces of drive rod, one for each side of the motor. Use a fine tooth hack saw to cut the drive rod to length. Use a file or sandpaper to remove any burrs from the ends of the drive rod.

A. **Even Number of Cord Spools:** The motor will be placed in the center of the track, and each piece of drive rod will be the same length.
Ex: Drive Rod Length = (Track length divided by 2) - 3 ¾"

B. **Odd Number of Cord Spools:** The motor will be offset from the center, the drive rod pieces will be different lengths.
Ex: Short Drive Rod Length = (Track length / 2) - 9"
Ex: Long Drive Rod Length = (Track length / 2) + 1 ½"

Step 4. Based on the recommended number of cord spools from the chart on page 1, you will need to layout the cord spools and motor along the length of the track.

A. **Even Number of Cord Spools:** The motor can be placed in the center of the track. The distance between each lift cord should be equal when using 4 or more spools, as shown in **Figure 6A**.
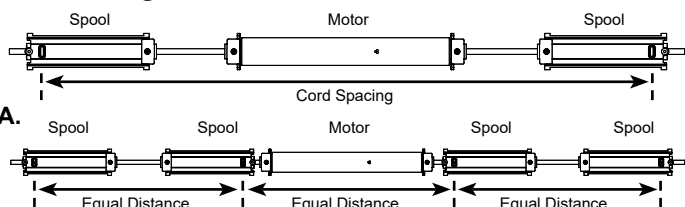

Fig.6A.

B. **Odd Number of Cord Spools:** Where one cord will be located on the centerline, the motor should be placed as close as possible to the center spool. The distance between each lift cord should be equal, as shown in **Figure 6B**.
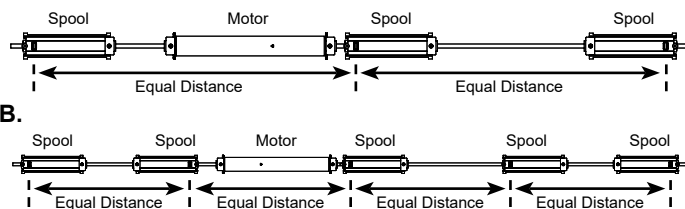

Fig.6B.

The cord spools on each end of the track should be installed so they have their cord opening towards the end of the track. The cord opening should be at least 1" away from the end of the track, as shown in **Figure 7**.
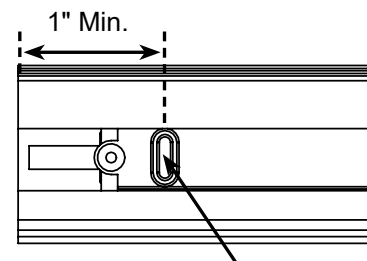

Figure 7. Cord Opening

Step 5. The Cord Lift Motor is held in place on the Track by Motor Clamps. Snap a Motor Clamp to each end of the Motor as shown in **Figure 8A**. Make sure the clamp snaps fully onto the motor, as shown in **Figure 8B**.
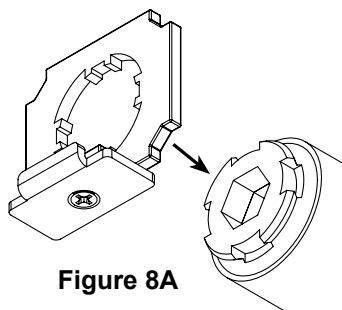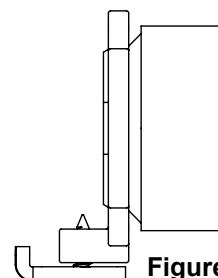

Figure 8A

Figure 8B

Attach the Motor Clamps so the screws are toward the Antenna and Power Cord as shown, as shown in **Figure 8C**.
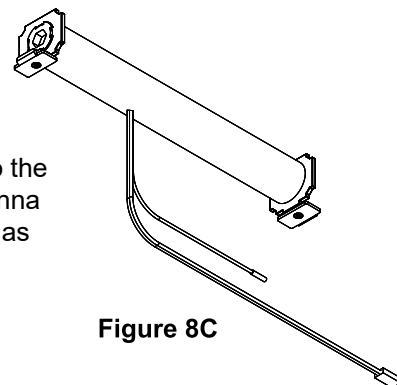

Figure 8C

Step 6. Next you need to attach the Drive Rods to the Motor. The Drive Rod attaches to the Motor using the Motor Shaft Adapters. Push an adapter onto one end of each Drive Rod, using an allen wrench to tighten the set screw. Make sure not to overtighten or you could crack the adapter. See **Figure 9A**.

Insert the Shaft Adapter into each side of the Motor and push in until they lock until they feel snug, as shown in **Figure 9B**.
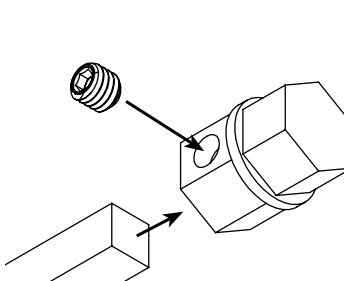

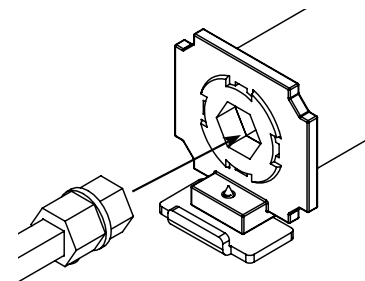**Figure 9A.** Attaching the Drive Rods to the Motor

Figure 9B. Insert the Shaft Adapter into Motor

Step 7. Slide the Cord Spools onto the Drive Rod Assemblies. Make sure none of the Lift Cord is wrapped around the Spools. The Lift Cord should be pulled straight across the top of the Spool before sliding it onto the Drive Rod, as shown in **Figure 10A (Lift Cord in gray)**. Make sure the track clamps on the cord spools and the motor line up in the same direction, as shown in **Figure 10B**.

Figure 10A.

Lift Cord

Track Clamp

Track Clamp
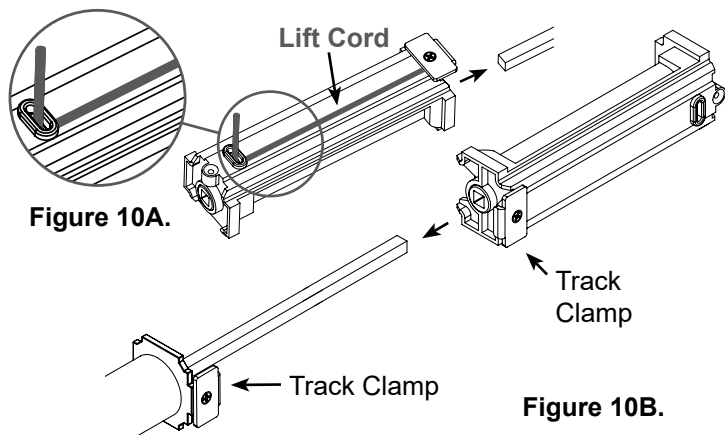
Figure 10B.

Step 8. Slide the Cord Spool and Motor Assembly into the Track. The Track Clamps should be on the outside of the Track as you slide the pieces in the Track, as shown in **Figure 11**.

Figure 11. Slide Cord Spool and Motor Assembly into Track

Track Clamp

Track Clamp
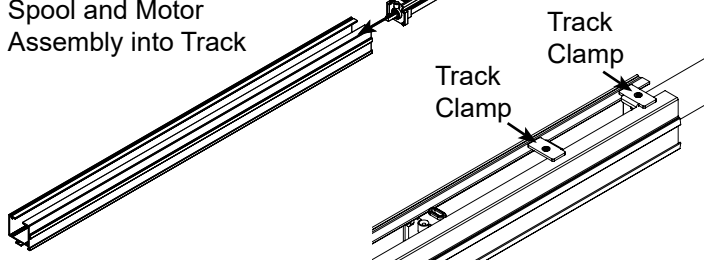
Step 9. Attach the fabric to the Track using Loop Tape sewn on the top edge of the fabric. The Track has Hook Tape already attached, as shown in **Figure 12**.
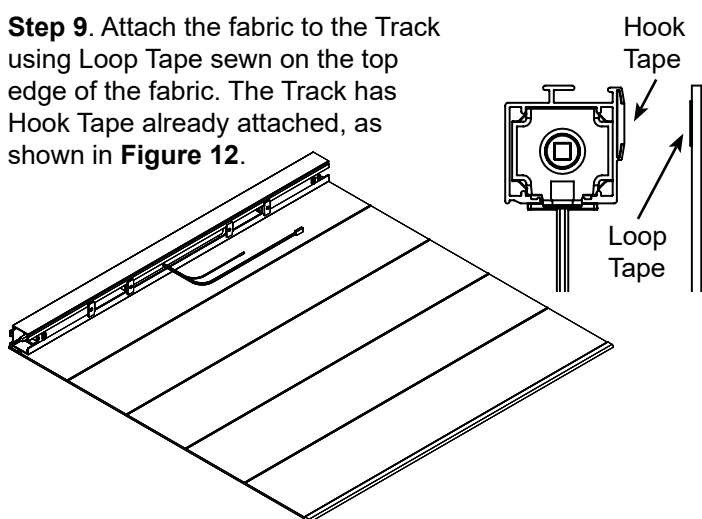
Hook Tape

Loop Tape

Figure 12. Attach Fabric to Track & Hook Tape with Loop Tape

Step 10. See **Figure 13**. Adjust the position of the Cord Spool so the Cord Opening lines up directly with the Lift Cord position on your fabric. Once they are in position, use a small Phillips screwdriver and tighten the Track Clamps on the Cord Spools and Motor. Make sure not to overtighten. Thread the Lift Cords through your preferred attachment method on the fabric.

Use a method that complies with ANSI 2018 Standard for Safety of Window Covering Products, such as Rowley Shroud Tube shown in Figure 13.
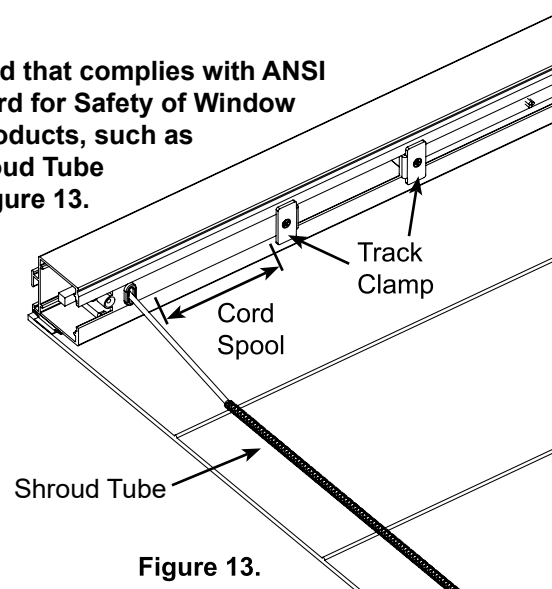

Track Clamp

Cord Spool

Shroud Tube

Figure 13.

Step 11. See **Figure 14**. Insert the End Caps into each end of the Track and push into place until the are tight against the Track. Do not use a hammer or you may crack the end cap.
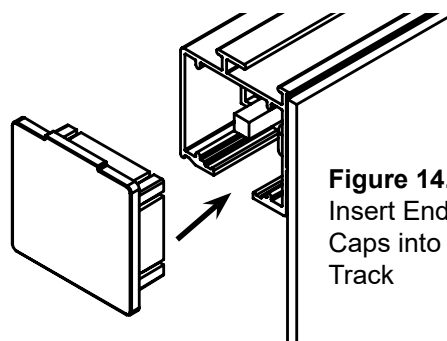

Figure 14. Insert End Caps into Track

Step 12. Hook the Track to the top of the Brackets. Then rotate and press the Track until snaps into the bottom hood of the Bracket.
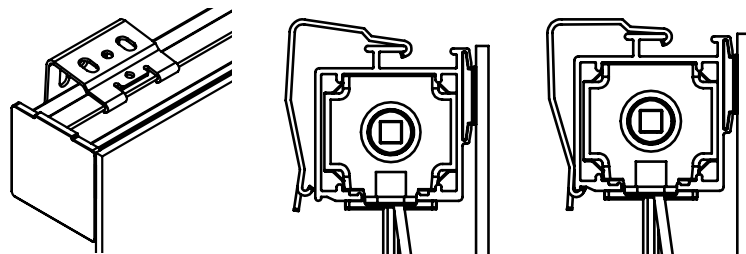

Figure 15. Attach the Track to the Brackets

System checks and tips for shade installation:

- The Lift Cords should hang straight down from the Cord Spool openings. If not, readjust the Cord Spool until they hang straight.
- The Lift Cords should be tied off evenly per your preferred method after your last fabric attachment.
- The excess Lift Cord should be trimmed off
- The Antenna and Power Cord should be taped or clipped to back side of the Track, away from any moving parts on the shade and so it's not visible when looking the back of the shade.
- For programming your shade. refer to the instructions provided with the Motor.
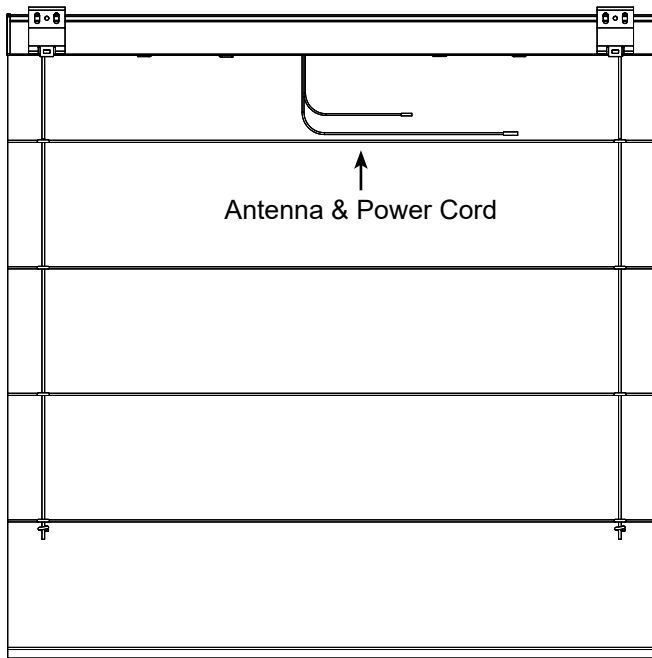

Antenna & Power Cord

Figure 16. Back side view of the shade

How to get started using your Motorized Cord Lift Shade System:

- Please read all the instructions provided with your Cord Lift Motor.
- Your motor will be shipped in "sleep mode" and must be woken up before using.
- You will need a remote control or a smartphone to set up and control your Cord Lift Motor.
- Keep the cords and any loose fabric away from the rotating parts of the shade while in use.
- Only use power options for your motor that are available through Rowley Company.
- Cord Lift Motors will have an Antenna and Power Cord out the side of the motor.