

EZ Rise Cordless Roman Spring Shades Installation Instructions

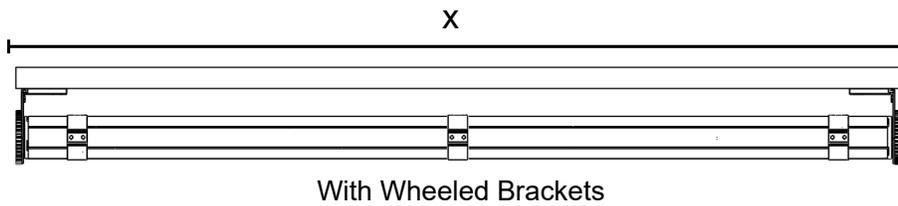
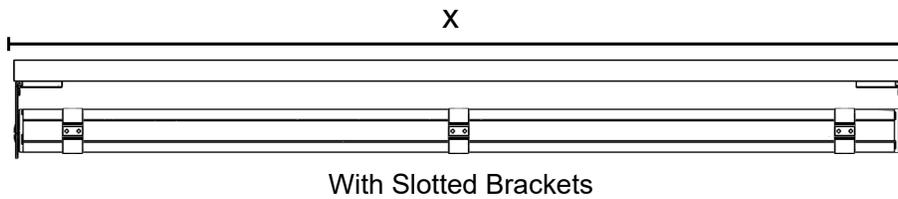
TOOLS REQUIRED:

- Tape Measure
- Pencil
- Level
- Metal Saw/Hacksaw
- Pipe or Tubing Cutter (optional)
- #2 Phillips Head Screwdriver

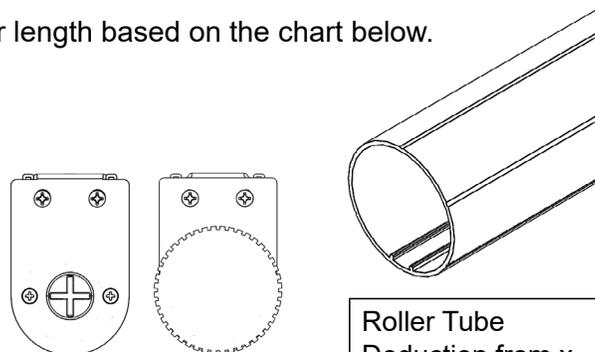
**EZ RISE CORDLESS ROMAN SPRING SHADES INSTALLATION INSTRUCTIONS:
PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE ASSEMBLING YOUR SYSTEM**

Assembly Note: If you ordered your shade through Rowley Custom Solutions, start your installation at step 6.

- Determine the required overall width of the Roman Shade. Dimension “x” shown below is the length of the dust board which also equals the distance from outside of bracket to outside of bracket.



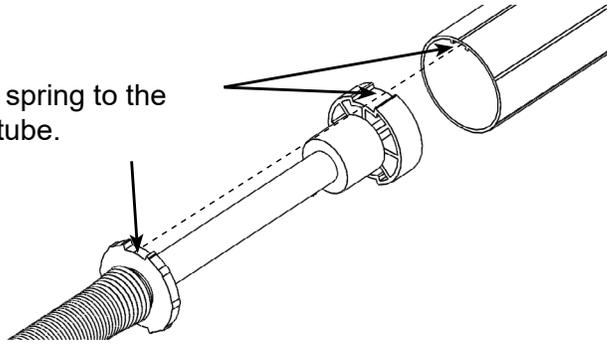
- Cut the roller tube to the proper length based on the chart below.



	Roller Tube Deduction from x
Using Slotted Brackets	3/4"
Using Wheeled Brackets	1"

3. Install the spring into the roller tube. Press the spring all the way in until the shoulder of the spring contacts the tube.

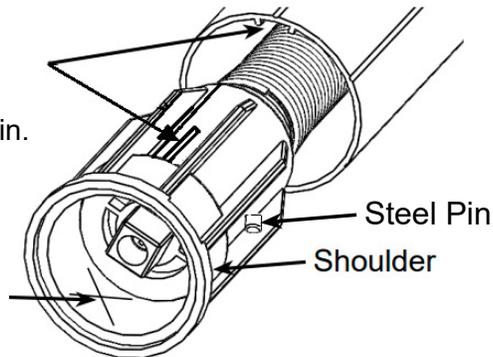
- 3A. Line up the grooves on the spring to the matching ribs on the roller tube.



- 3B. Line up the short rib between the ribs on the roller tube.

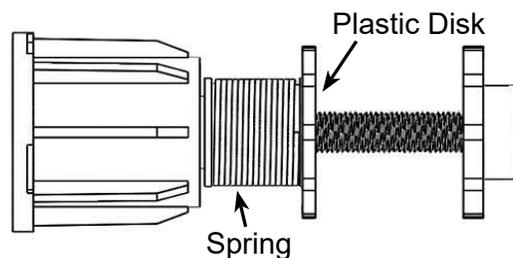
NOTE: The position of the Steel Pin.

- 3C. Mark the spring end of the roller tube assembly with a marker so you can identify the spring end of the assembly for future reference.

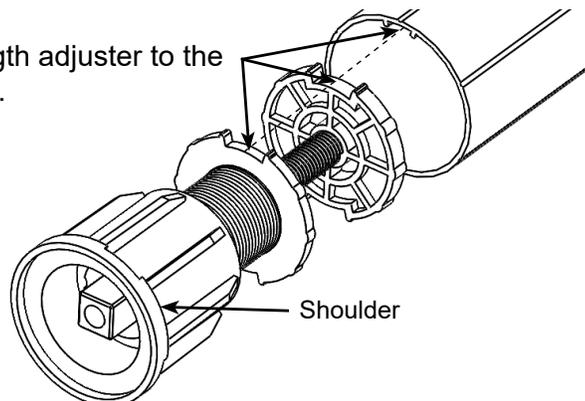


4. Install the length adjuster into the roller tube. Press the length adjuster all the way in until the shoulder of the length adjuster contacts the tube.

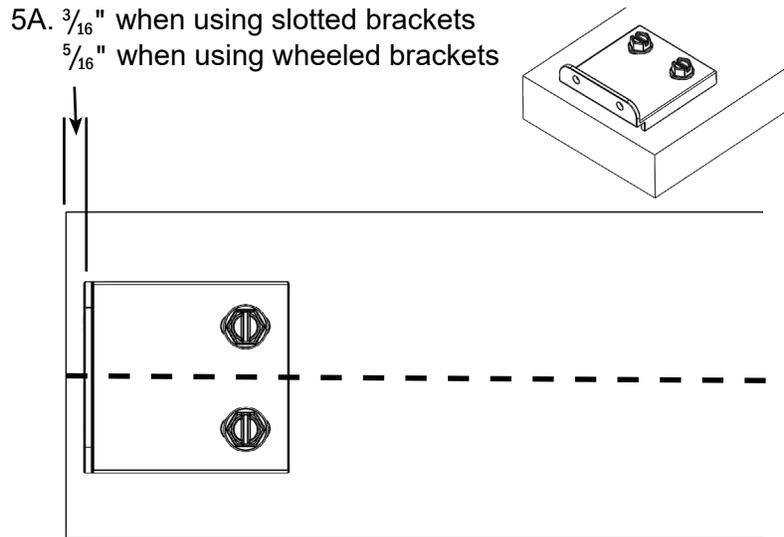
- 4A. Before inserting the length adjuster into the roller tube, make sure the plastic disk is touching the spring. If not, rotate the disk clockwise until it touches the spring. Do not over tighten.



- 4B. Line up the grooves on the length adjuster to the matching ribs on the roller tube.



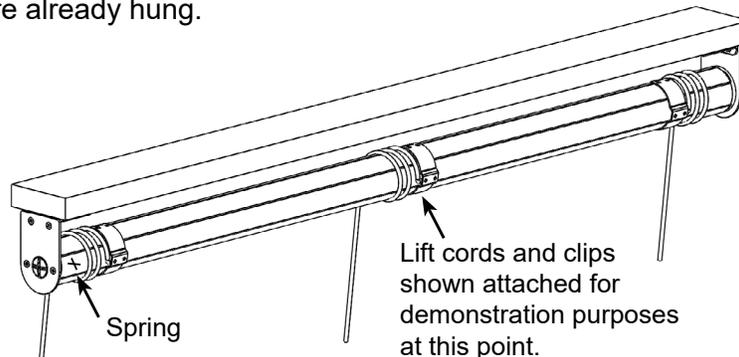
5. Install the mount brackets on to both ends of the dust board. Center the brackets on the dust board and inset them from the end of the dust board depending on the type of brackets you are using (slotted or wheeled). Pre-drill the holes before you install the screw and do not over tighten as to not crack the dust board.



6. Before you attach the lift cord or the lift band material to the roller tube assembly you need to determine if you want the cord or lift band material to roll off the back or off the front of the roller tube assembly. See examples below.

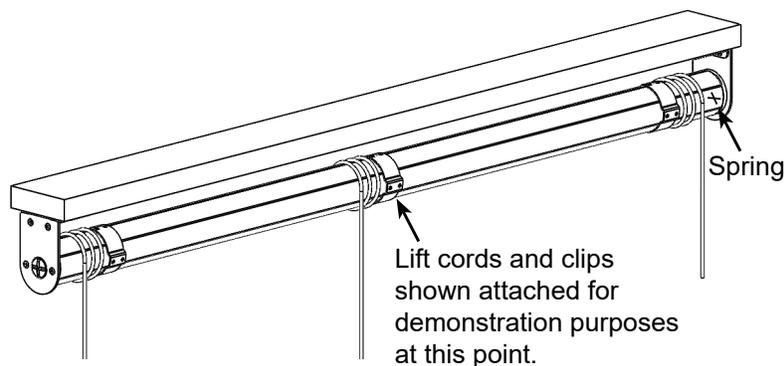
6A. Reverse Mount: Lift cords off the back of the roller tube assembly.

On the standard mount the spring should be located on the left side of your roller tube assembly. This is the front view as if shades are already hung.



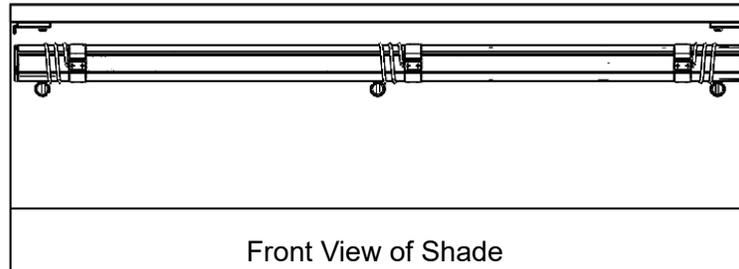
6B. Front or Waterfall Mount: Lift cords off the front of the roller tube assembly.

On the front or waterfall mount the spring should be located on the right side of your roller tube assembly.



7. Use a clean flat surface to assemble your shade. Attach the fabric and lift components to the dust board and roller tube assembly based on the type shade you want to build. Standard mount using lift cords and cord clips are shown below as an example.

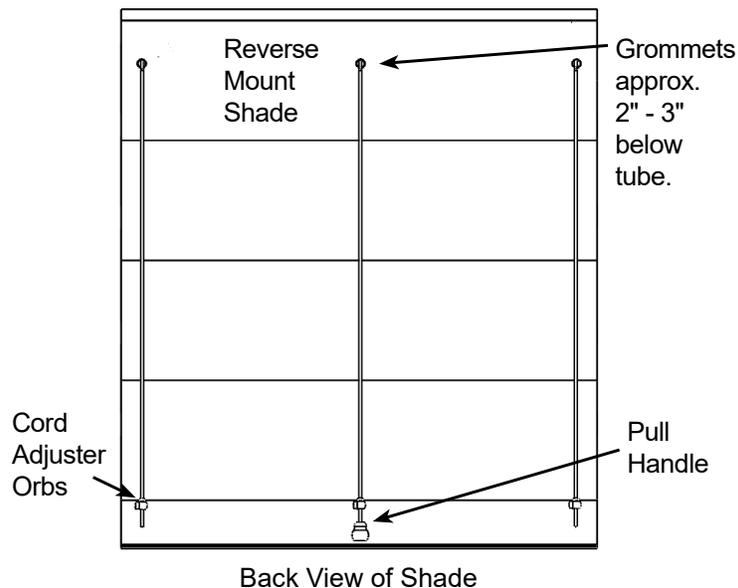
Whether you are using lift cords or lift bands, you should have at least 3 turns of cord or lift band material left on the roller tube assembly when the shade is all the way extended. The roller tube assembly is still not attached to the dust board at this point.



Front View of Shade

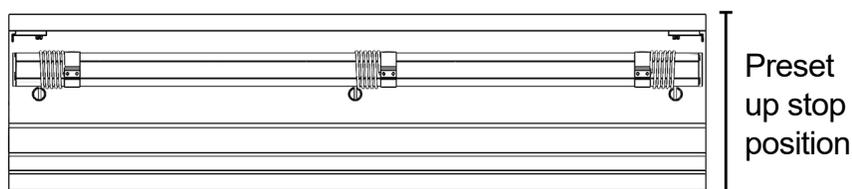
- 7A. To release the locking mechanism in the spring, the roller tube assembly must rotate roughly $\frac{1}{4}$ turn, which allows the spring to release and raise the shade. To allow the spring to release, you must have extra travel distance in the fabric at the bottom of your shade to pull the shade down and release the spring.

If you are using lift cords, you can also attach a pull to the most centered lift cord after all your lift cords. Simply pull the handle enough to allow the spring to turn $\frac{1}{4}$ turn, the spring will release and the shade will rise. You can attach this pull handle after you have hung the shade and adjusted the lift cord lengths.



Back View of Shade

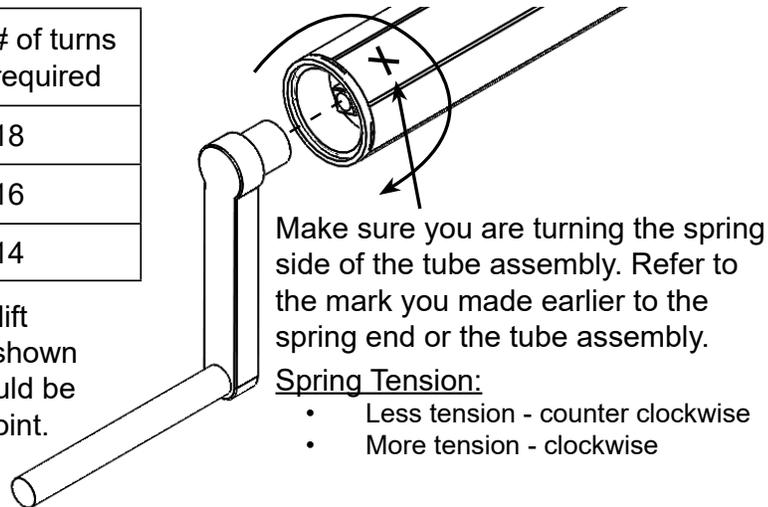
- 7B. With the shade laying on a flat surface, use your hands to roll the lift cord onto the roller tube assembly like you were raising the shade. Stop rolling once you get to the where you want the shade to stop in the up position.



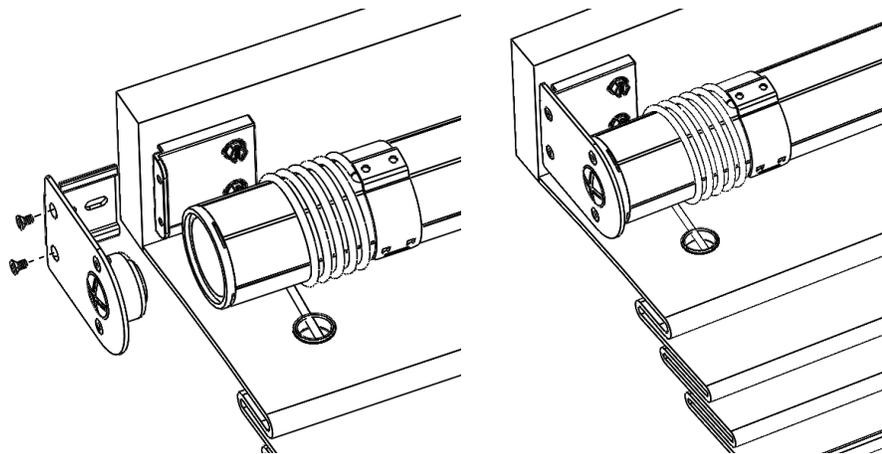
8. With the tube assembly still laying on a flat surface, pre-tension the spring by inserting the spring crank onto the spring on the spring end of the tube assembly. While holding onto the tube assembly, turn the crank clockwise. Use the chart below to determine the number of times you turn the spring crank. Before removing the crank let the handle rotate backwards roughly $\frac{1}{4}$ turn to set the spring tension lock. The roller tube assembly must be horizontal for the spring tension lock to work properly. Usually more tension/turns are needed initially.

Shade Length/Drop	# of turns required
Up to 4'	18
From 4' to 6'	16
From 6' to 8'	14

NOTE: Fabric or lift components not shown for clarity, but would be installed at this point.

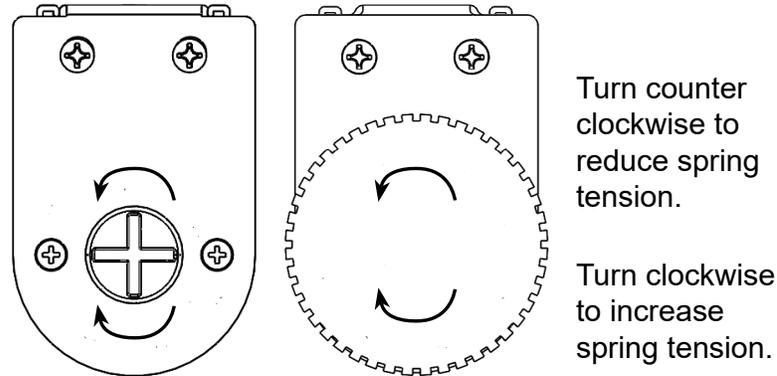


9. Install the end brackets by sliding them into the mounting brackets and securing them with the screws provided. You might need to turn the roller tube slightly to get it to engage with the end bracket. Be careful not to release the spring tension when installing the end bracket into the spring end of the roller tube assembly. If the spring tension is released, repeat step 8.



10. The shade assembly is complete at this point and can be installed onto the wall or ceiling per your preferred method (Angle Brackets, Z Brackets, Direct Attachment, etc.). Make sure the shade assembly is level when installed to ensure the shade operates properly. After the shade is mounted, test the operation by raising and lower a couple of times. Continue on to steps 10 and 11 if you need adjust the spring tension or the up stop position.

11. If the shade doesn't rise all the way up or if it goes up too fast you may need to adjust the spring tension. To add more spring tension use one hand to hold onto the roller tube assembly and turn the tension adjuster on the end of the tube assembly that has the spring. Use a flat head screwdriver or a coin to adjust the slotted bracket. Use your hand to turn the wheeled bracket.



12. You can adjust the stopping location of your shade after it has been installed by following these steps. Use the end of the roller tube assembly that you inserted the length adjuster.

- **If you want the shade to stop further down:** Pull the shade down to the point you want the up stop position to be and use one hand to hold the roller tube assembly in that location. Turn the adjustment (slot or wheel) clockwise until feel the adjustment start to get tight. Don't over tighten. Cycle the shade up and down to check the position.
- **If you want the shade to stop further up then your initial up stop position:** Use one hand to hold the roller tube assembly and turn the adjuster (slot or wheel) counter clockwise by $\frac{1}{4}$ turn. Cycle the shade up and down to check the position.
 - Pull to length.
 - Turn clockwise to set.
 - Turn counter clockwise to re-adjust.