

TASK: Correct Uneven Continuous Loop Roman Shade with Dust Cover

Use If/When: Shade with color coordinated metal rail and white plastic cover does not hang evenly.

Tools Needed: Flathead Screwdriver, Metal Measuring Tape

The internal components can move if the bottomrail is bumped when the shade is in the lowered position.

1. Use a carpenter's level to make sure the brackets, window and mounting surface are level.



2. Lower shade completely. Measure length of the bottom panel on both sides to confirm the fabric was rolled onto the sill rail evenly. If uneven, go to step 3. If even, skip to step 5.



3. Remove clear sill rail cover.



TASK: Correct Uneven Continuous Loop Roman Shade with Dust Cover

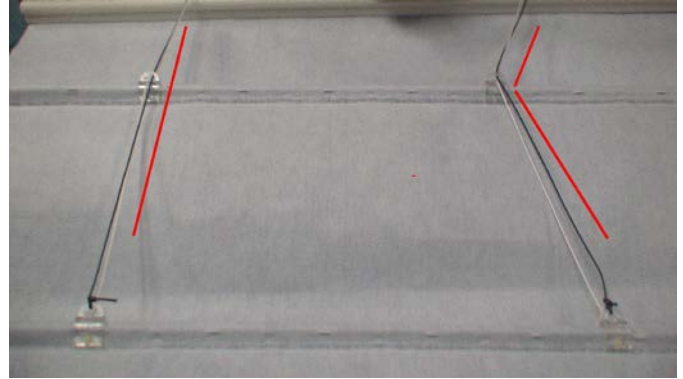
Use If/When: Shade with color coordinated metal rail and white plastic cover does not hang evenly.

Tools Needed: Flathead Screwdriver, Metal Measuring Tape

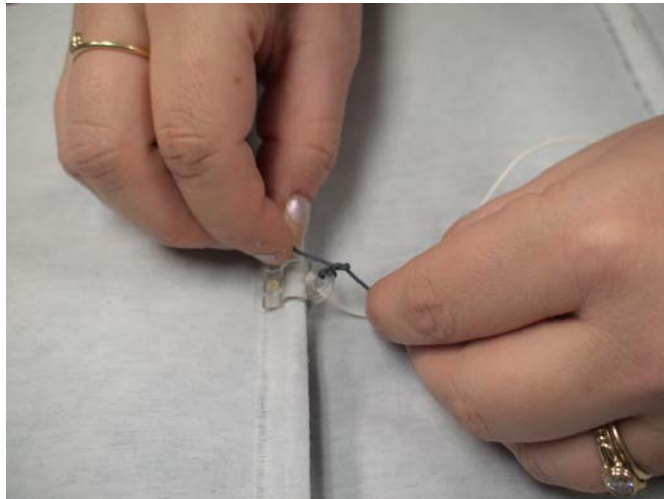
4. Carefully unroll the fabric from the sill rail. Reroll the fabric keeping taut and parallel with the pleat above. Check bottom pleat for evenness by measuring again. Replace sill rail cover.



5. Ensure all cord clips on the back of material are in alignment. If necessary, slide the cord clips horizontally so all are aligned with the headrail.



6. Locate the cord on the side of the shade that is lower. Retie knot in cord so the shade is even in length.



7. Raise shade fully. Remove screw to release tensioner or cord locking guide at the bottom of the continuous loop.

Cord Tensioner prior to March 5, 2012:



Cord Locking Guide after March 5, 2012:



TASK: Correct Uneven Continuous Loop Roman Shade with Dust Cover

Use If/When: Shade with color coordinated metal rail and white plastic cover does not hang evenly.

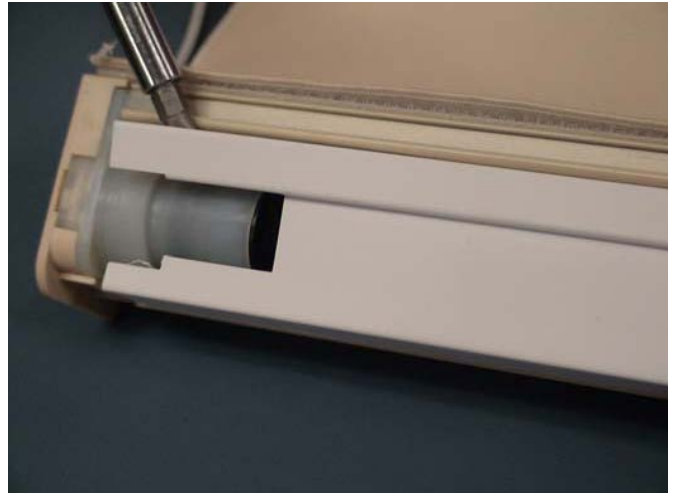
Tools Needed: Flathead Screwdriver, Metal Measuring Tape

8. Remove shade from installation brackets using a flathead screwdriver. Insert tip of screwdriver between the back of the headrail and the bracket.



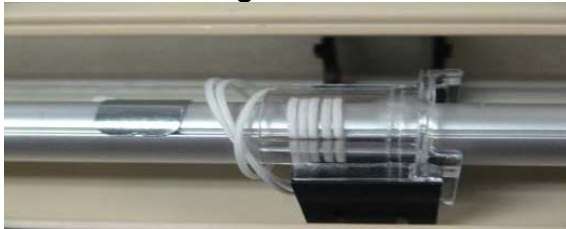
9. Remove dust cover, starting with top corner. Run your finger across the top. Put pressure on the back to remove.

Note: Do not remove the end caps.



10. Make sure cords are not twisted or tangled in the headrail. You can remove the plastic cover to adjust the cords.

Tangled Cords



Untangled Cords



11. If cords are not tangled, replace dust cover. Replace shade in the brackets by attaching the front of the shade to the front of the brackets. Push back on the shade until it snaps into place.



TASK: Correct Uneven Continuous Loop Roman Shade with Dust Cover

Use If/When: Shade with color coordinated metal rail and white plastic cover does not hang evenly.

Tools Needed: Flathead Screwdriver, Metal Measuring Tape

12. Mount the tensioner or cord locking guide depending on manufacturing date as previously installed.

Cord locking guide prior to March 5, 2012:



Cord locking guide after March 5, 2012:

