Step by Step Installation Instructions

Solar Roman Shades

Customer Service 800.248.8888 or smithandnoble.com
Thank you for purchasing from smith+noble. Your new shade has been custom-crafted to your exact window dimensions from the highest quality materials. Once in your windows, they will provide you with a lifetime of beauty and trouble-free use.

Installing your new shades is easy. Simply follow our step-by-step instructions. We recommend that you read through all the instructions before you start. If you have questions, our customer service representatives are available at 800.248.8888.

Do not dispose of packaging until the shades are operating to your satisfaction.

For assistance, call smith+noble Customer Service at 800.248.8888
Visit our website at smithandnoble.com

Contents
Getting Started .............................................. 3
Standard Shade ............................................. 4
Attaching the Brackets .................................... 4
Hanging The Shade ........................................ 5
Installing the Valance ..................................... 6
Operating the Shade ....................................... 6
Loop Control .................................................. 7
Attaching the Brackets .................................... 8
Installing Battery for Motorized Shades ............... 9
Inserting the Headrail ..................................... 10
Installing the Valance ..................................... 11
Removing the Headrail ................................... 11
Installing Tension Device ................................. 11
Installing the Hold Down Brackets (Optional) ...... 12
Operating the Shade ....................................... 12
Adjusting the Height + Straightening .................. 13
Care + Cleaning ............................................ 14
Safety ......................................................... 14
GETTING STARTED

Remove the shade from the packaging.

**Do not dispose of packaging until the shade is operating to your satisfaction.**

Check the diagram to make sure you have all the parts indicated for the appropriate type of installation.

**NOTE:** Do not lower the shade yet.

**TOOLS** you will need to install your shade: pencil, screwdriver, level and a drill with 1/8" drill bit.

Your brackets must be securely attached to the mounting surface. When screwing into a surface, the included screws must hit wood studs. Otherwise, use a secure fastener as illustrated (not included).

**WALLBOARD OR PLASTER:** Use a secure fastener designed for hollow wall applications.

**METAL:** Pre-drill holes and use the included screws.

**CONCRETE, STONE, BRICK OR TILE:** Use a masonry drill and appropriate anchors or screws.

When selecting a fastener, make sure it is designed to support the weight of the product being installed. Follow the fastener manufacturer’s instructions for proper installation of the fastener.

---

**ATTACHING THE BRACKETS**

The end brackets should be located 2 1/2” in from each end.

Depending on the width of the shade, additional brackets may be necessary. These brackets must be evenly spaced between the two end brackets.

Using the installation bracket as a template, measure and mark the wall for the hole locations with a pencil. When mounting brackets, make sure they are in line and level.

---

**BRACKET CHART**

<table>
<thead>
<tr>
<th>SHADE WIDTH</th>
<th># OF BRACKETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 40&quot;</td>
<td>2</td>
</tr>
<tr>
<td>40&quot; to 72&quot;</td>
<td>3</td>
</tr>
<tr>
<td>72&quot; to 84&quot;</td>
<td>4</td>
</tr>
<tr>
<td>84&quot; and up</td>
<td>5</td>
</tr>
</tbody>
</table>

---

*NOTE:* When installing screws with a drill, be careful not to overtighten. This may cause the screw to break off in the wall or window frame.

*NOTE:* When installing screws with a drill, be careful not to overtighten. This may cause the screw to break off in the wall or window frame.
**Inside Mount**

The mounting bracket with the valance bracket stacked on top is mounted flat against the top sill surface.

The minimum requirement for an inside mount is a flat surface with a depth of 2”.

To fully recess a shade with the valance requires a flat surface with minimum depth of 3”.

The brackets are mounted with two screws through the top of the bracket against the frame.

**Outside Mount**

The brackets are mounted with two screws through the back of the bracket flat against the window molding or the wall above the window. The bracket requires a minimum flat surface height of 1/2”.

**Extension Brackets** (Optional)

Optional extension brackets are used to project the back of the shade out 3” from the mounting surface. Attach the installation bracket to the extension bracket with the nut and bolt provided.

**Hanging The Shade**

Hold the shade up near the brackets and insert the front clip of the bracket into the front groove of the rail.

Make sure the shade is centered in the window opening.

Push the rail back and up until the back clips of the bracket snap into the back groove of the rail.

**Installing the Valance**

Align the valance with the valance brackets. Gently slide into each bracket slot until the valance is fully seated.

**Operating the Shade**

To lower or release shade, pull the cord inward toward the center of the shade and slowly release.

To raise or lock the shade, pull the cord straight down and outward toward the edge of the shade.
End brackets should be located approximately 2 1/2" from either end.

Depending on the width of the shade, additional brackets may be necessary. These brackets must be evenly spaced between the two end brackets.

Using the installation bracket as a template, measure and mark the hole locations with a pencil. When mounting brackets, make sure they are in line and level.

Important: The headrail must be level for the shade to operate properly.

### BRACKET CHART

<table>
<thead>
<tr>
<th>SHADE WIDTH</th>
<th># OF BRACKETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 40&quot;</td>
<td>2</td>
</tr>
<tr>
<td>40&quot; to 72&quot;</td>
<td>3</td>
</tr>
<tr>
<td>72&quot; to 84&quot;</td>
<td>4</td>
</tr>
<tr>
<td>84&quot; and up</td>
<td>5</td>
</tr>
</tbody>
</table>

#### Inside or Ceiling Mounts

Use the top bracket holes.

Optional valance brackets mount between the standard mounting brackets.

**NOTE:** Release tab is at the bottom of the bracket.

#### Wall or Outside Mounts

Use the rear bracket holes. Outside Mount with optional spacer block will project the bracket out 3/8".

---

**ATTACHING THE BRACKETS**

---

**LOOP CONTROL**

---

**Inside or Ceiling Mounts**

Use the top bracket holes.

Optional valance brackets mount between the standard mounting brackets.

**NOTE:** Release tab is at the bottom of the bracket.

**Wall or Outside Mounts**

Use the rear bracket holes. Outside Mount with optional spacer block will project the bracket out 3/8".
Outside Mount with Extension Bracket

Using one screw per clip, attach the clips to the wall as shown. Be sure that the distance between the first and the second clip is 12" from the first. This will allow room for the installation brackets.

RUBBER BAND

Wall Attachment

Using one screw per clip, attach the clips to the wall as shown. Be sure that the distance between the first clip and the second clip is 12".

If you install the battery vertically, determine where the mounting clips will make contact with the battery wand, and place the included rubber non-skid bands in those locations. These will prevent the battery from slipping out of the mounting clips.

Next, insert the battery wands into the mounting clips.

Connect the motor lead to the battery pack.

After completing installation test the shade operation. If the limits are not set correctly, adjust the limits or make other necessary programming changes per the motorization guide (included separately).

Please call Smith+Noble Customer Service at 800.248.8888 or go online to download instructions at smithandnoble.com.

Side Mount with Extension Bracket

INSTALLING BATTERY FOR MOTORIZED SHADES

The motor is programmed before shipment. All you need to do is:

1. Install the shade
2. Insert the batteries into the mounting clips
3. Connect the battery wand clips together (if more than one battery wand is used)

Mounting clips can be installed either in the window casing behind, above, in front of the shade, vertically on a wall or to the headrail.

First, install your brackets and shade to determine the location of the battery. If you install the battery on the window side of the shade (recommended), you will need to temporarily remove the shade in order to install the mounting clips and battery.

Headrail Attachment

Remove the paper backing from the adhesive backing on the clip. Attack the clip to the back on the headrail as shown.

Be sure that the first clip is 6" in from the end of the headrail and the second clip is 12" from the first. This will allow room for the installation brackets.

INSERTING THE HEADRAIL

Position the headrail with the front lip resting on the top hooks of all the brackets. Make sure that no shade fabric is pinched between the brackets and the headrail.

Push the bottom of the headrail firmly upwards and toward the window until the leg at the bottom of the headrail snaps into place, as shown.
**INSTALLING THE VALANCE**
Align the valance with the valance brackets. Gently push at each bracket location until the valance is fully seated.

**INSTALLING TENSION DEVICE (LOOP CONTROL)**
The tension device reduces the hazards of strangulation and entanglement of young children and pets by limiting access to the control cord.

**NOTE:** The cord tensioner must be installed to make the shade fully operable.

**Please read the instructions included in the mounting hardware packet prior to installation.**

**REMOVING THE HEADRAIL**
To remove a shade, insert a screwdriver between the headrail and the bottom back of the bracket (tab which extends out slightly from each bracket).

Gently pry the screwdriver to release the bracket from the headrail. Take care not to damage the painted finish of the headrail.

As you release the brackets, support the headrail to keep it from falling.

**INSTALLING THE HOLD DOWN BRACKETS (OPTIONAL)**
Optional hold down brackets are mounted with the supplied screws. With the shade at its proper down position, place the pin of each hold down bracket into the hole in each end cap. Press the hold down bracket (with end caps attached) flat against the mounting surface. Make sure the pins are level and aligned. Mark the screw holes. Raise the shade, then screw the hold down bracket into the mounting surface.

**OPERATING THE SHADE**

**Loop Control**
To raise the shade, pull down on the front cord of the loop. To lower the shade, pull down on the back cord of the loop.
**Adjusting the Height + Straightening**

**NOTE:** Only adjust one cord at a time. Disconnecting more than one cord may allow the cords to retract into the headrail.

If adjustments are necessary, pull the excess cord at the bottom of the shade down until the bottom rail plug is released (fig. A). Push the cord up or down through the bottom rail plug (figs. B & C).

**Standard Shade**

**Loop Control & Top Down/Bottom Up**

If the cord needs to be longer, or the shade needs to be brought down, slide the bottom end of the cord up into the plug and slide the plug down to take up slack.

If the cord needs to be shorter, or the shade needs to be brought up, slide the top end of the cord down into the plug and slide the plug up to take up slack.

Adjust the position of the plug as necessary (fig. D).

Feed the cord back through the bottom rail plug (figs. E & F). To lock the cord in place.

Push the bottom rail plug back into the bottom rail pocket.

When bottom rail adjustments have been made trim the excess cord hanging below the bottom rail.

---

**Care + Cleaning**

The shades are as easy to clean as they are to operate. Solar Roman fabrics are anti-static and repel dust. Occasional vacuuming with a soft bristle attachment is all that is needed. Also, the use of a feather duster or vacuum cleaner with duster attachment at a low setting will help keep your shades clean and fresh.

---

**Safety**

Children and pets can become entangled in shade cords, causing a safety hazard. To help prevent possible injuries, loop control cords must be secured with the enclosed cord tensioner. See enclosed pamphlet for details. When standard shades are raised, draw cords should always be secured out of reach of children and pets with a cord cleat (included). To obtain a FREE cord cleat, call Customer Service at 800.248.8888 or go to smithandnoble.com/childsafety
Warranty

All Smith+Noble shades are designed for a lifetime of trouble-free use and are covered by a limited lifetime warranty. This warranty applies to the original customer/installation with proof of purchase and covers any defects in materials or workmanship provided that the product is measured and installed according to the product instructions.

In the unlikely event that warranty service is ever needed, simply call Customer Service at 800.248.8888. Our customer service representatives will arrange for a repair as quickly as possible.