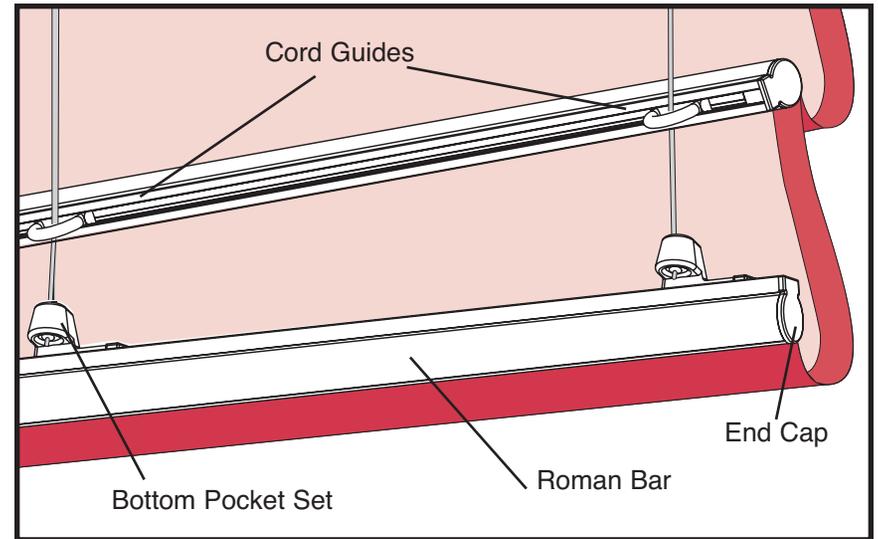
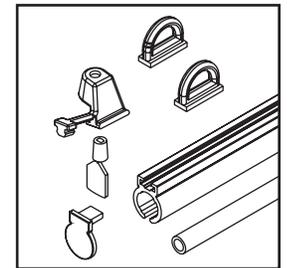


No-Sew Roman Bars™ Assembly Instructions



The patented No-Sew Roman Bar System from RollEase is designed to eliminate the time consuming sewing work traditionally associated with Roman Shades.

The system is comprised of these components: the **(inner rod, outer sleeve) sold as a set, cord guides, end caps, and optional Slotted D-rings, Hobbled Cord, Orbs, or RollEase Bottom Pocket Sets.**

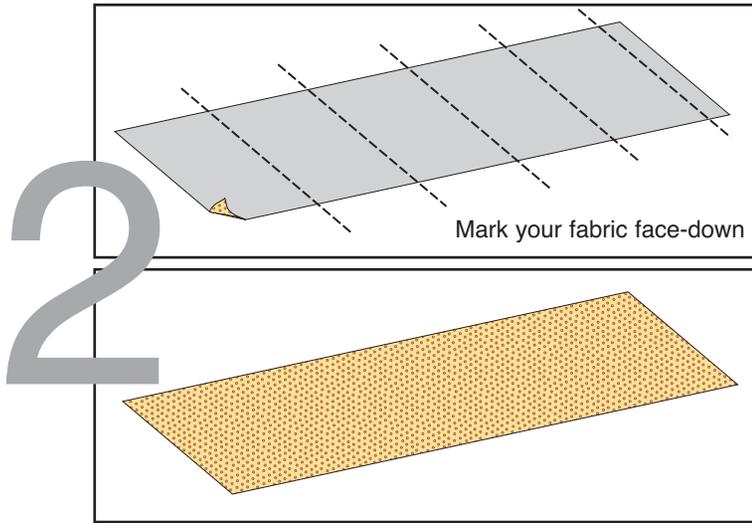


Tools required: marking pen, tape measure, circular saw or hack saw, triangle file, electric drill with counter-sink drill bit, quick drying clear glue.

Before You Begin

1

Determine the drop length of the shade and the number of pleats required. Finish your fabric to it's final hemmed size. It should be ready for the addition of pleats and attachment to your lift system before going on to step #2. Gather the proper number of cord guides and Bottom Rings. If making a Hobbled Roman Shade, you will need Hobbled Cord and Slotted D-Rings, please see instructions - step 7).



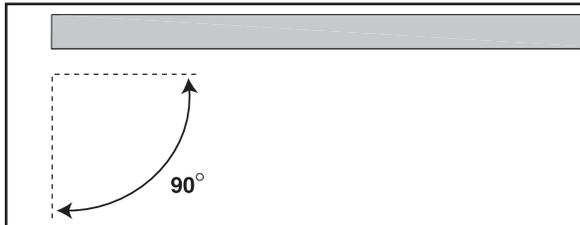
Marking the Fabric

Position the finished shade fabric “face down” on your work table. The various pleat positions should be marked on the fabric. Make sure the bars will be parallel to each other and are 90° to the fabric edges.

Once marked, flip the fabric over so it is now “face-up” onto the table.

Cut Inner Rods & Outer Sleeves

The inner rod(s) and outer sleeve(s) should be cut to precise lengths to match accurately the width of the finished shade fabric. A simple hacksaw will do this job but a circular (fine tooth) saw will produce clean cuts with much less loose burr to be removed.



Check Newly Cut Inner Rods and Outer Sleeves The inner rods and outer sleeves should be cut accurately at right angles (90 degree) and be in line with both fabric side hems.

4

Finish Inner Rod, Outer Sleeve

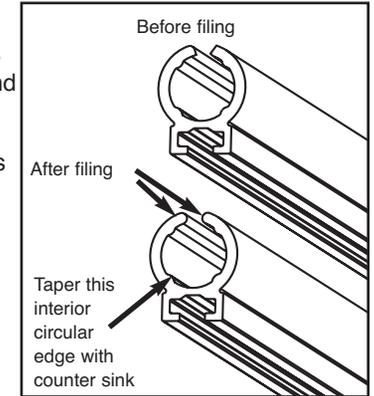
• **DeBurr:**
The newly cut ends of the inner rod and outer sleeve are likely to have sharp and pointed edges which may catch the yarns of the fabric. Deburr sharp edges with a file, especially the ones in contact with the shade fabric.

• **Taper Leading Edge:**

Use a small triangular file on the on the leading edges of the Outer Sleeve which will come in contact with your fabric. Round the edges and corners slightly at each end of the outer sleeve. This will ease fabric threading and accommodate fabric hems.

• **Taper Circular Leading Edge:**

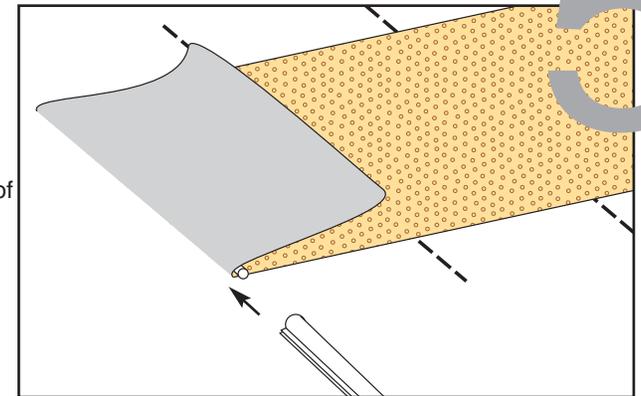
A counter sink drill bit can also be used to slightly taper the inner circular portion of the outer sleeve, which will also ease fabric threading



Attaching the No-Sew Roman Bars™

Until you are experienced at Roman Bar construction, you may want to press a light crease line across the width of each fabric fold, to ease the placement of the Roman Bars. (especially for wide width fabric shades)

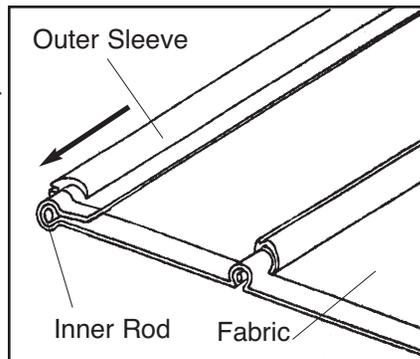
Locate the position of the first pleat and place one inner rod firmly into the crease of the folded fabric with about 1/4" of the rod protruding out at the opposite end. Fold the fabric around an Inner Rod so that the fabric is now face to face.



With an outer sleeve ready, pinch the fabric around the end of the inner rod making a snug wrap of fabric around the Inner Rod and slide the Outer Sleeve over the fabric and the inner rod.

Pull the outer sleeve straight across the width of the fabric until it is flush with each fabric side hem. Push the inner rod in until it is flush with outer sleeve.

Repeat this process for every pleat



6

Finishing the Bars

Slide the cord guides on to the outer sleeve track and finish with end caps. Please note that the Bottom Pockets should be secured in line with the cord guides above it and with the lift lines from the headrail. Bottom pockets should be locked into position by pressing the “locking arm” of the Bottom Pocket into the track of the Outer Sleeve.

- If making a Hobbled Roman Shade, go on to step 7.
- How to use RollEase adjustable Bottom Pockets, see step 8.

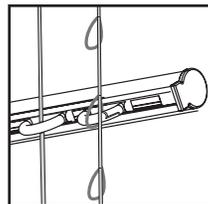
Otherwise, attach and string your shade as usual.

Making A Hobbled Shade

A. Assemble your lift system mounting board as usual. You should plan on adding an a minimum of two additional lines (Hobbled Cords) from which the shade will hang and hold the pleats in their curved hobbled position. Each hobbled-cord will require an equal number of Slotted D-Rings on the Roman Bar. Lift lines will have their own “regular” cord guide. Slotted D-Rings are NOT designed to route .9mm lift line through them.

B. Attach your shade to the mounting board as usual.

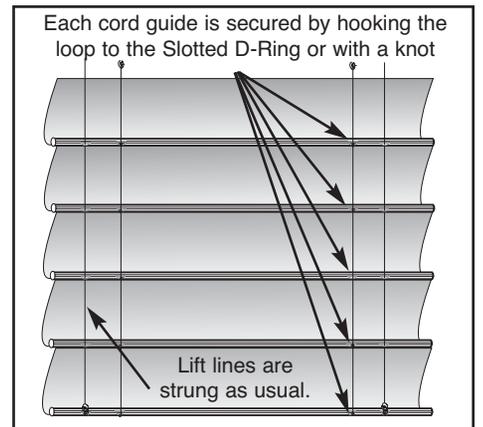
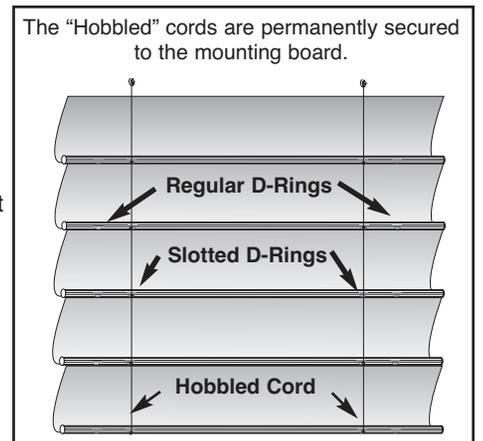
C. Determine the location of the Hobbled Cords. A screw-eye can be used to secure the Hobbled Cord to the mounting board. You may use RollEase’s hobbled-shade lift cord, part number: **(RRBLCH)**, which has spaced loops to make attaching and leveling the pleats very easy, along with slotted D rings part number **(RRBCH)** which allow the hobble-cord loops to quickly attach to the Roman Bar. Or, you may use regular lift line and tie each pleat off by hand.



Make sure the screw eye and Hobbled Cord location will not interfere with brackets, the movement of the traversing shaft or any other part of your lift system.

D. With the shade temporarily but securely hanging, insert the hobbled shade lift cord line down through the Slotted D-Rings, allow approximately 6 inches of excess cord at the bottom.

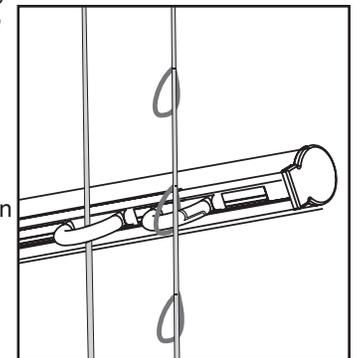
E. Use RollEase’s hobbled-shade lift cord part number: **(RRBLCH)**, and slotted D-rings **(RRBCH)**. Determine which hook on the Hobbled Cord you will use to achieve the desired curvature. Starting with the topmost cord guide, hook a loop to the top cord guide to achieve the desired curvature of the pleat. Do all of the rest of the cord guides on the same pleat before moving down to the next pleat. Secure the entire shade, making sure all the pleats are parallel, square and each has the desired curvature.



Hint: If tying knots ...to ensure your knots do not loosen over time, a drop of glue on the knot helps prevent any slippage. Hobbled Cord with loops require no glueing.

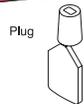
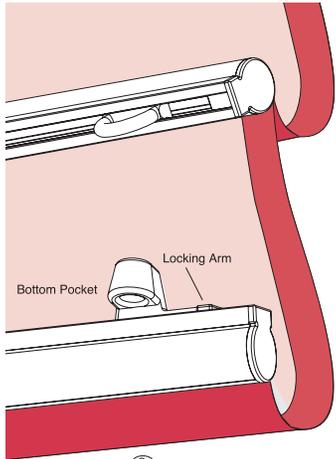
F. String and attach your lift line as usual using regular D-Rings, do not share the Slotted D-Rings. Make sure the tension on all of the lift lines are equal with no slack at any point, especially when the shade is lowered completely.

G. Hang the shade in the window as usual.

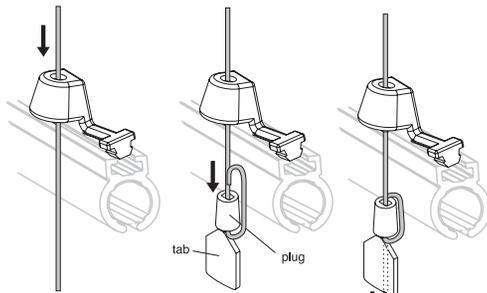


Attach the easily adjustable RollEase Bottom Pockets:

Make the tension equal across all lift lines. Use RollEase Bottom Pockets or hand tie the lift lines to the bottom set of cord guides.

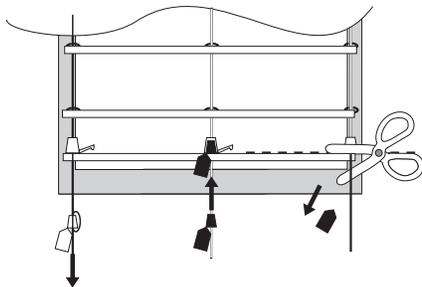


A. Slide a RollEase Bottom Pocket onto the bottom of each column of cord guides.
Note: Lock in position by pressing the locking arm down into the track



B. Thread the lift cord down through the small hole in the bottom pocket and continue through the hole in the plug. (tab on the plug faces down) Loop it once more through the hole in the plug.

* Steps A thru D are to be repeated for each lift cord. They are illustrated side by side for clarity. The part to be moved in each step is shown solid black. IMPORTANT: Tension must be equal on all cords.



C. While holding the lift cord taut slide the plug along the cord until the plug is pressed completely into the bottom pocket. Note: The cord tension may be adjusted by pulling the plug out of the bottom pocket and sliding the plug up or down until tension is correct. When tension is equal on all lift lines insert the plugs back into the bottom pockets.

D. Cut the excess cord and remove the tabs.

8a

8b

THE ORB

Press the button on the Orb, opening the channel through the center of The Orb. Thread the LIFT CORD down through the small hole in the THE ORB. Release the button and the lift line will be locked in position. Adjust The Orb's position on the lift lines to make them level with each other. There should be no slack left on lift lines when shade is hung.



Final tips

- Always transport the shade in the all-the-way-up position.
- If not using RollEase Bottom Pockets or Orbs...to ensure any knots do not loosen with time, a drop of quick-drying clear glue can be applied to the knot.

9

