

CARE AND CLEANING

Occasional dusting or vacuuming with a brush attachment is all that is necessary to keep your shade looking new.

CHILD SAFETY

To protect children and pets from becoming tangled in lift cords, use one of the following methods to keep the lift cords out of reach:

- Clamp on with pin
- Cleat
- Tie the cord to itself
- Tie-down device

WARNING



Cords on window covering products present a potential strangulation hazard.



For child safety, consider cordless alternatives or products with inaccessible cords.

ADVERTENCIA



Las cuerdas y cadenas y persianas presentan un peligro de estrangulación.



Para la seguridad de los niños, considere alternativas sin cuerdas o productos con cuerdas y cadenas inaccesibles.

WOVEN WOOD SHADES

INSTALLATION INSTRUCTIONS



Rev 5/2013

Your quality Woven Wood Shade has been custom crafted to your ordered measurements and comes with the necessary installation hardware for mounting the shade inside or outside the window frame.

How To Install Your Woven Wood Shade

Please take a few minutes to read these instructions.

When properly installed, your shade will provide many years of beauty and dependable service.

HARDWARE INCLUDED

- Installation Brackets
- Mounting Screws
- Additional Mounting Brackets *(If required for extra support)*
- Hold Down Brackets with short screws *(If requested on order)*

TOOLS NEEDED

- Pencil
- Drill
- Screw Driver
- Drill Bits (7/64" & 1/16")
- Level
- Scissors

IMPORTANT: Use wall anchors if the mounting screws will not be secured into a wood stud. For metal surfaces, use sheet metal screws.

FASTENERS FOR OTHER SURFACES

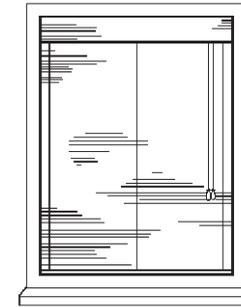
(not included)

The screws provided are for mounting the shade to a wood surface only. For other surfaces, use the following:

- Wallboard or Plastic - Pre-drill holes for suitable hollow wall anchors or toggle bolts.
- Metal Surfaces - Pre-drill holes and use short sheet metal screws.
- For Concrete, Stone, Brick or Tile - Use a carbide drill and appropriate plugs, or anchor with screws.

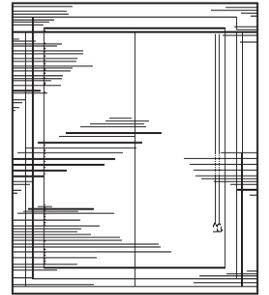
BEFORE MOUNTING THE SHADE

- Hold the shade against the window opening to determine if shade is made for inside or outside installation. *(See Figs. 1 and 2.)*



Inside Mount

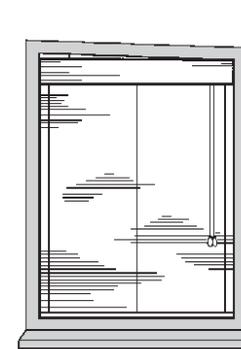
Fig. 1



Outside Mount

Fig. 2

- If shade is for inside window installation, and if the window frame is not even or level *(Fig. 3)*, use shims to make sure that the headrail will be level when installed. *(See Fig. 4)*



Uneven Frame

Fig. 3



Shim as Necessary

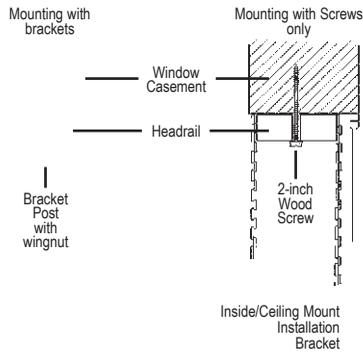
Fig. 4

- Even if the headrail is mounted on the frame, wall or ceiling, it must be level, so the shade will operate properly. Also make sure that shade is the proper length and that it will clear any obstructions.

(Spacers or extension brackets may be required for shade to clear any obstructions.)

MOUNTING THE SHADE

— TWO MOUNTING OPTIONS —



Inside/Ceiling Mount Installation Bracket

INSIDE WINDOW/CEILING INSTALLATION

- Shade is fabricated to fit inside the window casement.
- While holding the headrail firmly against the casement, drill 1/16" pilot holes into the casement through the small round holes in the headrail. (*Do not drill pilot holes through the slots in the headrail.*)
- Use the 2-inch wood screws to attach the shade to the window casement. If shim is used to level headrail, make sure that it is in place before tightening screws.

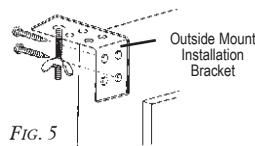
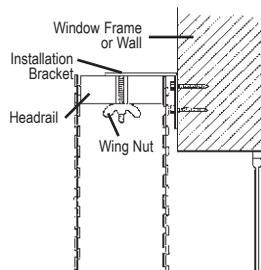


FIG. 5

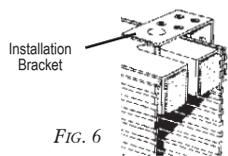


FIG. 6

FRAME OR WALL/CEILING INSTALLATION

- Shade is fabricated to overlap the window opening. The installation brackets are mounted to window frame or wall.
- While holding the headrail level against the window frame or wall, lightly mark on the mounting surface the positions of the headrail slots.
- Hold each installation bracket against the mounting surface and mark for two diagonal screw holes.

(Fig. 5.) Position brackets to line up with centers of slots in headrail. Drill pilot holes and use appropriate

fastener screws, wall anchors or toggle bolts to mount brackets.

- Push the headrail up onto the brackets so that the threaded posts on the brackets fit through the slots in the headrail. (See Fig. 6.)
- Secure the headrail to installation brackets by tightening wing nuts.

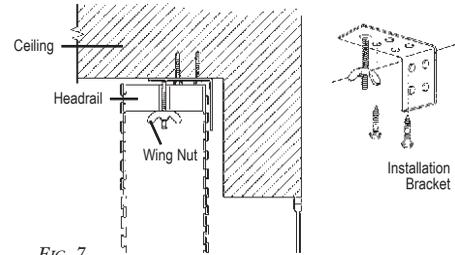
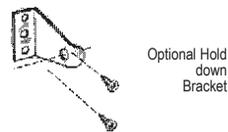


FIG. 7

HOLD DOWN BRACKETS

used on door mounted shades

Optional hold down brackets are used to secure the bottomrail of the shade in order to keep it from moving around. To install, lower the shade completely and position the hold down bracket that the pins installed in the bottomrail are align with the holes. Install each bracket with the short hold down screws. To unhook the pins from the bracket, move the bottomrail in the opposite direction and slide pin out from hole.



Optional Hold down Bracket

SHADE ADJUSTMENT

Your shade has been carefully inspected and adjusted to operate properly. Once installed however, minor adjustments may be necessary.

- The yarn in your Woven Wood shade is flexible enough to straighten to window opening by stretching the yarn. Pull down on the short side to eliminate unevenness and align the shade.
- If the shade is not flat when lowered, roll the shade tightly from the bottom and then twist the roll from

the ends (one end clockwise and the other counter-clockwise) to align yarn and slats. (Fig. 8)

- Should a strand of yarn slip out from the edge of the woven wood fabric, it may be removed with scissors (from top to bottom of shade) without affecting the strength of the shade.

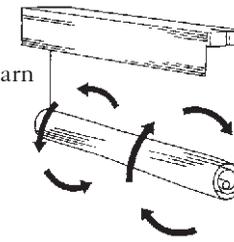


FIG. 8

TO OPERATE YOUR SHADE

Your shade is equipped with a locking mechanism that holds the shade at the desired height.

- To raise or lower the shade, pull and angle the lift cords toward the middle of the shade. (Fig. 9) A slight tug will release the cord lock allowing shade to be moved up or down.
- To lock the shade at the desired height, angle the lift cord outward to the side to engage the cord lock. (Fig. 10)
- If the shade should bind during raising or lowering, check the lift cords for proper alignment on the pulleys (under valance).

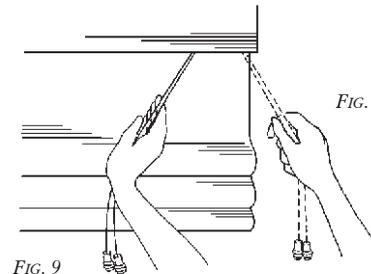


FIG. 9

FIG. 10

TROUBLE SHOOTING

Each woven wood shade has a very unique style, composed of a variety of natural materials originating from many points across the world: bamboo, reeds, jute, rattan, grasses, and woods. Slight imperfections and variations in color are all part of the natural beauty of this type of product and should not be considered flaws.

Due to the woven construction of your shade, materials may have shifted slightly during shipping.

Use the guidelines below to realign your shade. If you have any questions, call your dealer for advice.

Problem: Only one side of the shade moves when pulling all draw cords.

Cause: One of the draw cords may have come untied.

Repair: Gently run the stray draw cord back through the shade's pulley mechanism and through the rings on the back of the shade. Tie the draw cord to the bottom ring.

Problem: Shade appears slightly shorter than ordered length.

Cause: Some materials are woven very tightly, and have a tendency to spring up which decreases over time.

Repair: If your shade is slightly shorter than ordered after you have completed installation, gently grasp the bottom of the shade and pull carefully to stretch the shade back into shape.

Problem: Shade appears to have uneven edges once hung.

Cause: Woven materials may have shifted slightly during shipping.

Repair: Lightly tap the edges of the shade with a flat tool (ruler, etc.) until even.