Natural Woved Wood

ROMAN STYLE SHADES

INSTALLATION INSTRUCTIONS

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)

TOOLS NEEDED

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

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:

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

BEFORE MOUNTING THE SHADE

1. 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
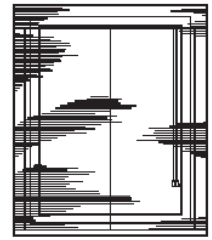
Outside Mount
FIG. 2

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
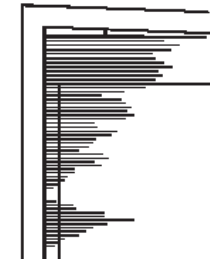
Shim as necessary
FIG. 4

3. 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 –

Mounting with brackets

Mounting with Screws only

Window Casement

Headrail

Bracket Post with wingnut

2-inch Wood Screw

Installation Bracket

Fig. 5

Fig. 6

Window Frame or Wall

Installation Bracket

Headrail

Wing Nut

Ceiling

Headrail

Wing Nut

Installation Bracket

Fig. 7

Inside Window Installation

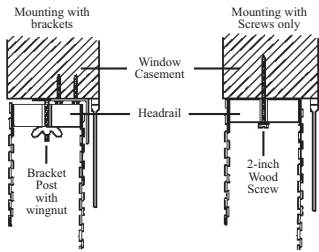Note: If installation brackets (included) are used for inside mount, refer to "Ceiling Installation". Otherwise, see below for mounting instructions.

1. Shade is fabricated to fit inside the window casement.

2. Hold headrail level against the top of the casement, lower the shade to make sure it is the correct height, and that shade clears any obstructions. (Shimming may be required to level shade.)

3. While holding the headrail firmly against the casement, drill 1/16" pilot holes into the casement throught the small round holes in the headrail. (Do not drill pilot holes through the slots in the headrail.)

4. 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.

Frame Or Wall Installation

1. Shade is fabricated to overlap the window opening. The installation brackets are mounted to window frame or wall.

2. Hold headrail level. Lower shade, check for correct length, and that shade clears any obstructions. (Spacers or extension brackets may be required to clear any obstructions.)

3. While holding the headrail level against the window frame or wall, lightly mark on the mounting surface the positions of the headrail slots.

4. 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.

5. 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.)

6. Secure the headrail to installation brackets by tightening wing nuts.
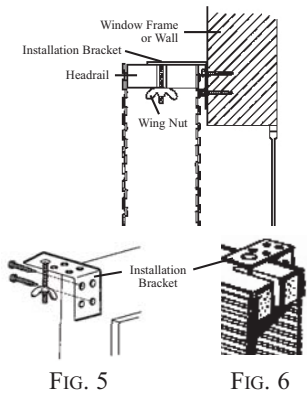
Ceiling Installation

1. Shade is fabricated to overlap the window opening. The installation brackets are mounted to the ceiling.

2. Hold headrail against the ceiling. Lower shade, check for correct length. Position shade so that it clears any obstructions.

3. While holding the headrail against the ceiling, lightly mark on the ceiling surface the positions of the headrail slots.

4. Hold each installation bracket against the ceiling and mark for two diagonal screw holes. (Fig. 7.) 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.

5. 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.)

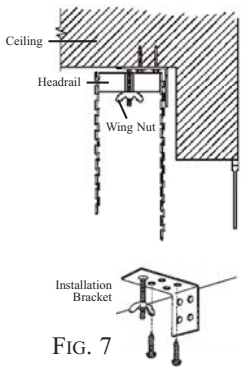6. Secure the headrail to installation brackets by tightening wing nuts.

Shade Adjustment

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

1. 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.

2. 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)
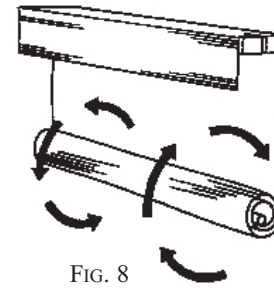
Fig. 8

1. 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.

To Operate Your Shade

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

1. 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.

2. To lock the shade at the desired height, angle the lift cord outward to the side to engage the cord lock. (Fig. 10)

3. If the shade should bind during raising or lowering, check the lift cords for proper alignment on the pulleys (under valance).
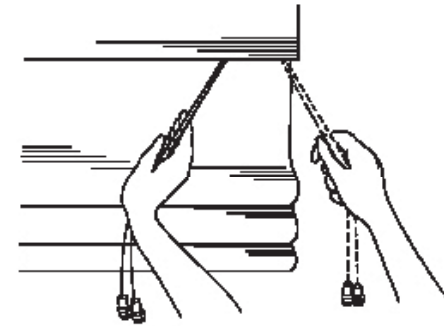
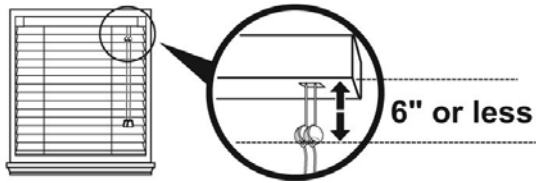Fig. 9   Fig. 10

Care and Cleaning

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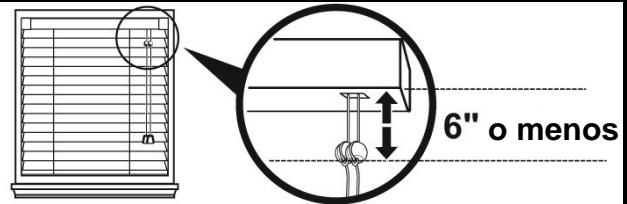
Child Safety

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:

1. Clamp on with pin

2. Cleat

3. Tie the cord to itself

4. Tie-down device

⚠WARNING	**⚠ADVERTENCIA**
6" or less	6" o menos
Inner cords can pull out to form a loop, which can strangle a young child. • Inner cord stop devices can reduce this risk if positioned correctly on the pull cords. • If inner cord stop devices are more than 6 inches (153mm) below the headrail when the blind is fully lowered, move them closer by untying the string from the cord stop (round plastic piece with a hold in the center). Move the cord stop up to the proper position and retie the strings to secure it in its new position.	Las cuerdas internas pueden sacarse para formar un lazo en que puede ESTRANGULARSE un niño pequeño. • Los dispositivos de paro de la cuerda interna pueden disminuir este riesgo si están situados correctamente en el halado de las cuerdas. • Si los dispositivos de paro de cuerda interna son más de 6 pulgadas (153mm) por debajo del riel superior cuando está bajada completamente la persiana, es necesario moverlos más cerca. Para mover los dispositivos de paro se tiene que deshacer el nudo de cada dispositivo (pieza redonda de plástico con abujero en medio. Ajuste el dispositivo de paro más cerca al riel superior y luego amarre la cuerda para que quede seguro en su posición nueva.