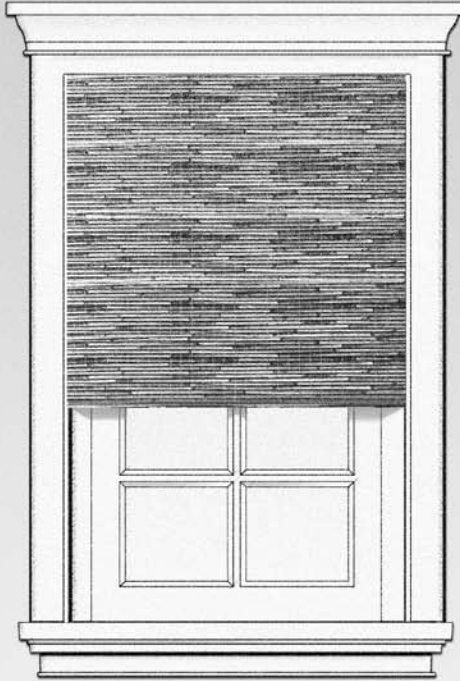


INSTALLATION INSTRUCTIONS



Natural Woven Shades

DuoShade

Natural Woven Shades

Installation Instructions

DuoShade

Thank you for purchasing your new Natural Woven Shade. It has been custom-made from the highest quality materials to the dimensions you specified. With proper installation and care, it will provide you with many years of beauty and trouble-free use.

Please read all instructions before you start so you will be familiar with the overall process.

Getting Started

Remove the shades from the packaging but do not dispose of the packaging until the shades are installed to your satisfaction.

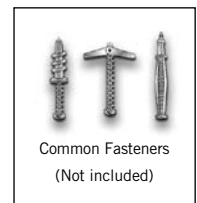
As much as possible, leave the shades in their factory configurations as they come out of the boxes. However, for cord and pulley or cord lock lifting systems, depending on the placement of the cords, you may need to remove the T pins immediately to avoid damaging the cords during installation. Leave the straps around the roll shade until it is installed.

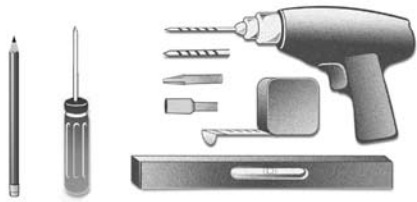
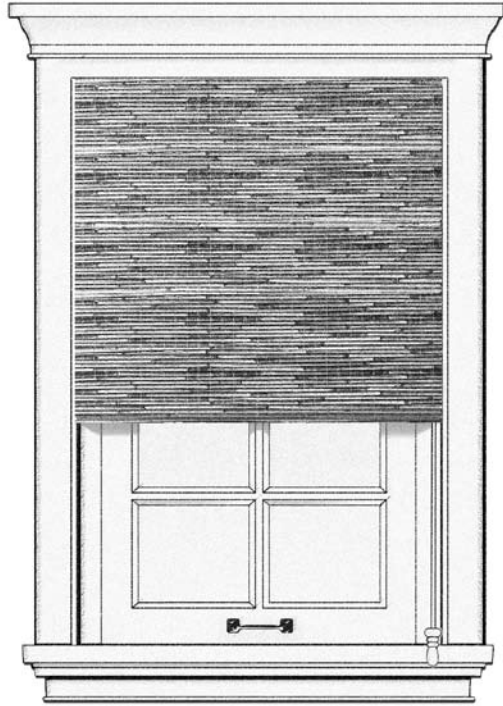
Tools

- Pencil
- Awl
- Tape measure
- Level
- Ladder or stepstool
- Motor tester (if shade is motorized)
- Power drill with the following bits:
 - 1/16" drill bit
 - 1/8" drill bit
 - 1/4" hex driver
 - Phillips screwdriver
 - Masonry drill bit (if drilling into concrete or brick)

Hardware

Check to make sure you received the brackets and screws shown in the diagram. Keep in mind that the brackets must be securely attached to the wall or other mounting surface, preferably by drilling the screws into wood studs. If studs are not available, you will need to purchase special fasteners designed for your situation (see illustration for examples of common fasteners).





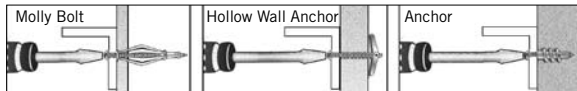
Here are some helpful tips:

When drilling into drywall or plaster, use a fastener designed for hollow wall applications.

When drilling into concrete, stone, brick, or tile, use appropriate plugs, anchors, or screws (not included).

When drilling into metal, use self-tapping screws.

When selecting your fastener, make sure it is designed to support the weight of the product being installed. Follow the fastener manufacturer's instructions carefully.



Components

The following components are included: Natural Woven Shade and Rollstar™ shade (shipped in separate cartons), motor brackets or chain and clutch brackets shipped attached to the headrail, screws, mounting brackets (for outside mount), and cord cleat.

Inside Mount

Step 1: Mark the Shade Position

Center the shade inside the window frame at the required depth. Using an awl, mark the locations of the mounting holes through the predrilled headrail holes.



Step 2: Attach the Natural Woven Shade

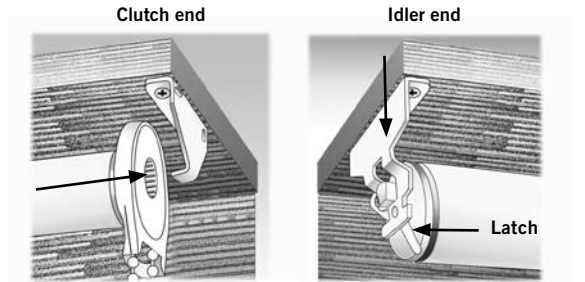
Use a 1/16" drill bit to drill pilot installation holes in the window frame. Align the shade with the installation holes, and use the screws provided to attach the shade to the window frame. If you do not reach solid backing, use secure fasteners (not included, see diagram).



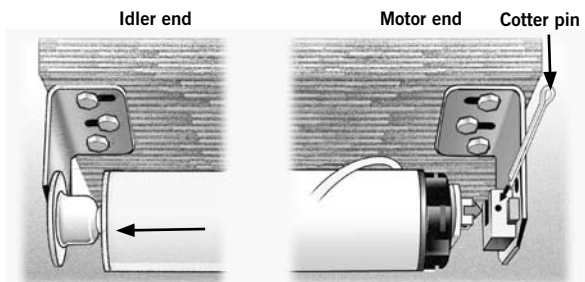
Step 3: Attach the Rollstar Shade

Remove the Rollstar shade from its packing, but leave the shade rolled up.

Chain and Clutch Lifting System—Attach the shade to the headrail, clutch end first. Push the clutch onto the bracket spear. Lift the idler end up under the headrail and drop the idler end pin into the bracket. Rotate the latch to lock it into place.



Motorized Lifting System—First place the idler end in its bracket on the headrail. Then, drop the motor end into its bracket, making sure the limit switches are easily accessible. Insert the cotter pin in the motor end.

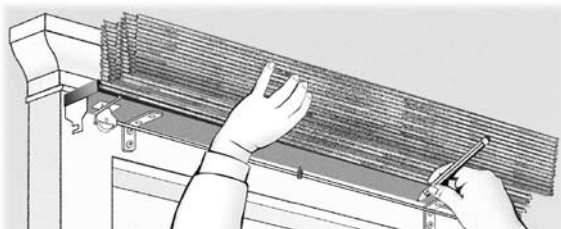


Step 4: Finish the Installation as Described on Back Page

Outside Mount

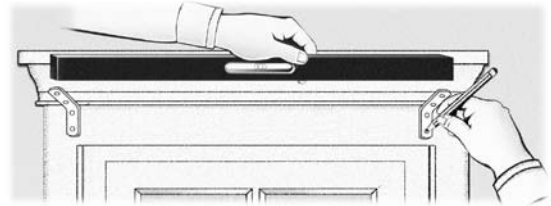
Step 1: Determine Shade and Bracket Locations

Center the shade over the opening at the desired height. Mark the location of the headrail on the wall.



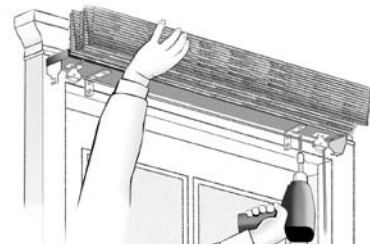
Step 2: Mark the Bracket Mounting Positions

Mark the bracket mounting positions below the headrail position as shown. Place a bracket about 3" from each end of the headrail and make sure the brackets are level with each other. If you are installing a wide shade, space additional brackets equally across the top, no more than 36" apart, and be sure they are level with the end brackets.



Step 3: Attach the Natural Woven Shade

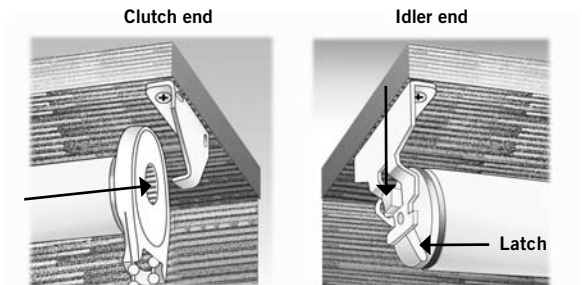
Drill $\frac{1}{16}$ " pilot holes at each bracket hole location. Attach the brackets to the wall using the long hex head screws provided or the appropriate fastener. Place the shade over the brackets and push it back against the wall or window frame. Center the headrail over the window. Check that the draw cord is not snagged and moves freely around the brackets, and that the headrail is level. Holding the shade in place, pierce the fabric using an awl and then drill the headrail through the bracket mounting holes using a $\frac{1}{16}$ " drill bit. Attach the headrail to the brackets using the short hex head screws provided.



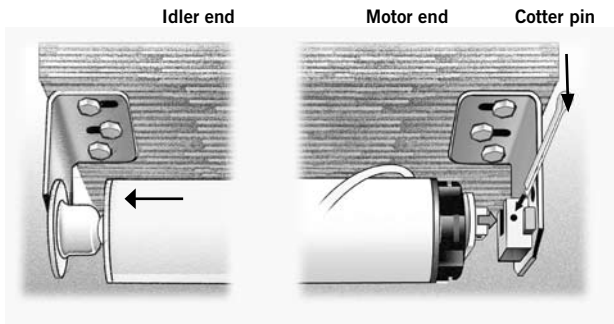
Step 4: Attach the Rollstar Shade

Remove the Rollstar™ shade from its packing, but leave the shade rolled up.

Chain and Clutch Lifting System—Attach the shade to the headrail, clutch end first. Push the clutch onto the bracket spear. Lift the idler end up under the headrail and drop the idler end pin into the bracket. Rotate the latch to lock it into place.



Motorized Lifting System—First place the idler end in its bracket on the headrail. Then, drop the motor end into its bracket, making sure the limit switches are easily accessible. Insert the cotter pin in the motor end, and bend the tabs so it cannot slip out. Adjust the limit switches as needed (instructions included separately).



Step 5: Finish the Installation as Described Below

Finishing the Installation

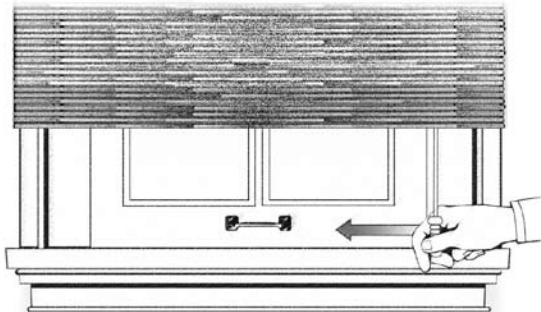
Cord and Cleat or Cord Lock Lifting Systems

Attach the Cleat

Choose a location that aligns with the cord, and a height that will be safe for children. Drill $\frac{1}{16}$ " pilot holes and attach the cord cleat to the wall using the two color-matched screws provided. If you do not reach solid backing, use secure fasteners (not included).

Operating Your Cord Lock Shade

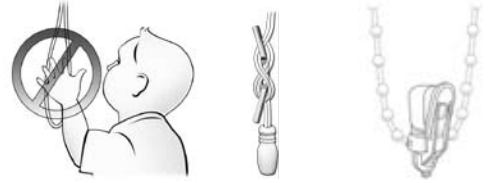
To lower the shade, pull the cord down and towards the center of the shade to unlock. Hold the cord and release the downward pressure on the cord to lower the shade to the desired position. To lock the shade, simply pull the cord past the outside edge of the shade and release.



To raise the shade, pull the cord straight down until the shade is raised to the desired position. To lock the shade, pull the cord past the outside edge of the shade and release. Wrap excess cord around cleat.

Safety

Hanging cord or chain is a safety hazard for children or pets. To prevent possible strangulation, be sure these finishing steps are completed, and always wrap excess cord around a cord cleat.



Chain and Clutch Lifting Systems

Attach the Chain Holder

The shade is shipped with the chain holder attached to the chain. Hold the chain holder upright and position it so that the chain is straight. Allow enough slack so that the bead chain stops can rotate around the device easily.

Mark the location of the installation hole on the wall, and drill a $\frac{1}{16}$ " starter hole. Using the screw provided, attach the chain holder as shown above. If you do not reach solid backing, use a secure fastener (not included).

Caring for Your Natural Woven Shade

Your Natural Woven Shade will provide you with years of beauty and pleasure with minimal care and cleaning.

- Vacuum using a brush or dust head attachment.
- Dust lightly using a soft, clean cloth.
- Dry clean your shade if it needs a more thorough cleaning.
- Never immerse the shade in water or liquids of any type.

Troubleshooting

- The shade will not raise or lower.
 - Check the draw cords. Make sure they are not caught on the mounting brackets or screws.
- When the draw cords are pulled, only one side of the shade moves up or down.
 - Make sure the shade is not caught on an obstruction, such as a part of the window sill, crank, or latch.
 - or
 - Check to determine if any of the draw cords have become untied or knotted accidentally.
- The Rollstar shade does not roll up evenly.

The shade must be perfectly level to roll properly. Check the headrail with a level, and use a shim as needed to level the shade.