Natural Woven Shades

Roman Shade with Valance
Roll Up Shade

Natural Woven Shades
Installation Instructions

Roman Shade with Valance
Roll Up Shade

Thank you for purchasing your 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 Natural Woven Shade from the packaging but do not dispose of the packaging until the shade is installed to your satisfaction.
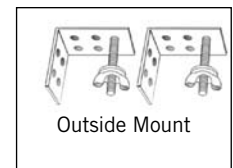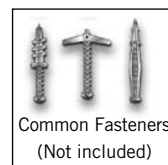
As much as possible, leave the shade in its factory configuration as it comes out of the box. However, for cord and pulley or cord lock lifting systems, depending on the placement of the cords, you may need to remove the T pins immediately to avoid damaging the cords during installation.
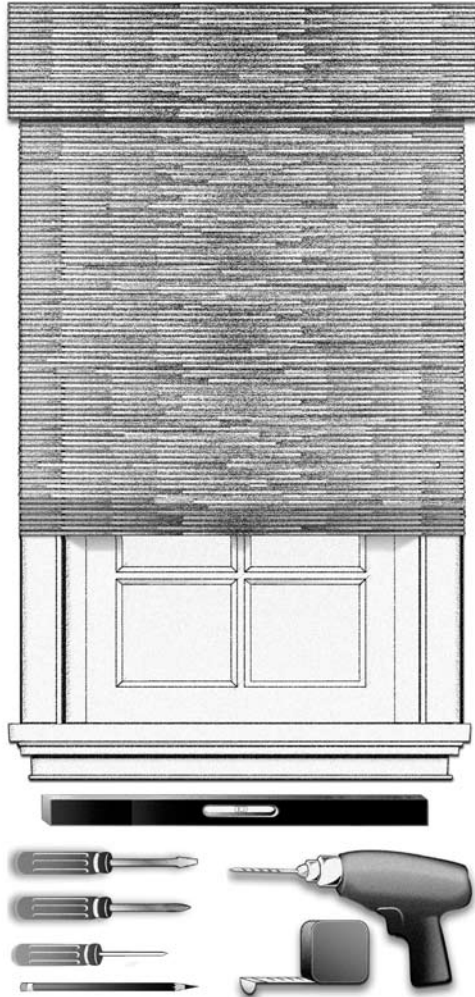
Tools

- Pencil
- Awl
- Tape measure
- Level
- Ladder or stepstool
- Motor tester (if shade is motorized)

- Power drill with the following bits:
  - $\frac{1}{16}$" drill bit
  - $\frac{1}{8}$" drill bit
  - $\frac{1}{4}$" hex driver
  - Standard screwdriver
  - 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).

Common Fasteners
(Not included)

Outside Mount

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.

When drilling into metal, the included screws are sufficient but we recommend predrilling the holes.

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.

Molly Bolt	Hollow Wall Anchor	Anchor

Inside Mount

Step 1: Separate and Identify All Components

The following components are included: Natural Woven Shade, screws, and cord cleat (for cord and pulley or cord lock) or chain holder (for chain and clutch).
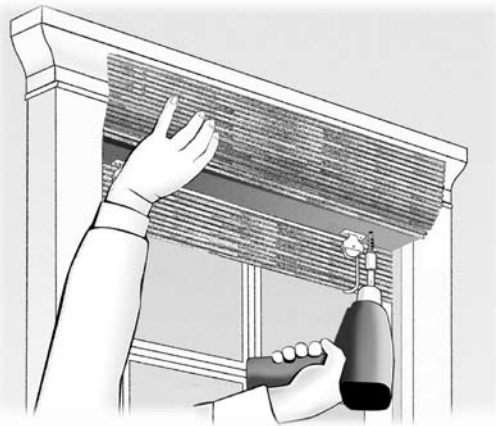
Step 2: Mark the Shade Position

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

Step 3: Attach the Shade

Use the 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 a secure fastener (see diagram).
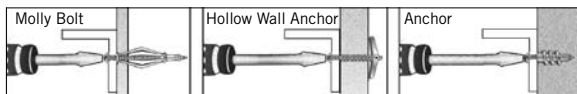

### Step 4: Finish the Installation as Described on Back Page

Outside Mount

Step 1: Separate and Identify All Components

The following components are included: Natural Woven Shade, Yankee brackets, screws, and cord cleat (for cord and pulley or cord lock) or chain holder (for chain and clutch).

Step 2: Determine Shade and Bracket Locations

Remove the shade from the plastic packaging. Center the shade over the opening at the desired height. Mark the location of the shade headrail on the wall.
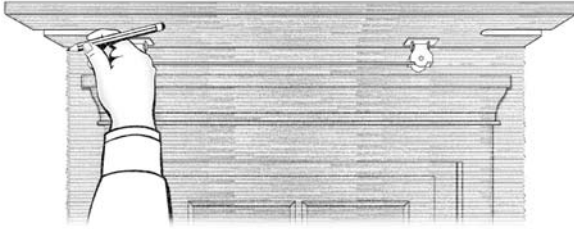

Valance not shown for clarity

The shade is attached to the wall with the Yankee brackets that are included. The headrail of the shade has slots machined into it to accept the Yankee brackets. Measure the location of the center of each slot on the headrail, and mark these locations on the wall.
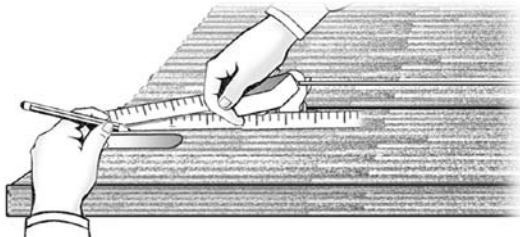
Use one of the Yankee brackets to mark the mounting locations. Align the bracket at each marked location, placing the bottom of the horizontal piece of the Yankee bracket at the same level as the top of the headrail. Mark the bracket mounting hole locations on the wall, at least two per bracket, and make sure that the brackets are level with each other.
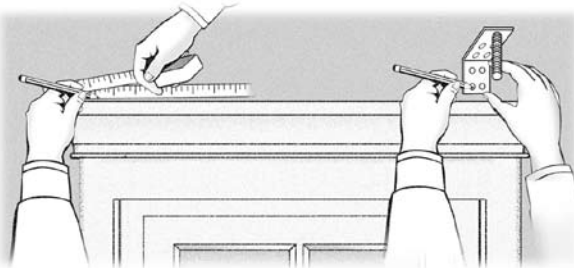
Step 3: Attach the Brackets to the Wall

Drill ¹⁄₁₆" pilot holes at each bracket hole location. If you do not reach solid backing, use a secure fastener (see diagram). Attach the brackets to the wall using the hex head screws provided or the appropriate fastener.

Wide Chain and Clutch or Motorized Shades

On shades equipped with chain and clutch or motorized lifting systems, any Yankee brackets that are provided for center supports have a shortened bolt to allow room for attaching the wing nut without interfering with the lifting system. Use the long bolts at the ends of the headrail, and use the shortened bolts for center supports.


Step 4: Attach the Natural Woven Shade to the Brackets

Remove the wing nuts and the washers from the brackets. Position the shade so that the mounting slots are aligned with the threaded studs from the brackets. Push the shade up onto the studs as far as it will go. At one end, attach the washer and then the wing nut to the stud. Repeat this at the other end, and then at any other bracket locations. The mounting slots allow for some horizontal adjustment, so be sure the shade is centered over the window before fully tightening the wing nuts.

Centered
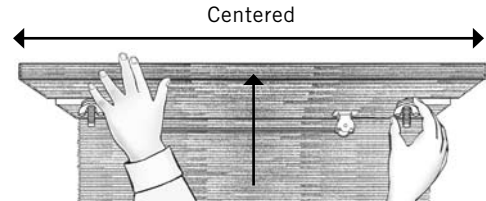
Step 5: Attach the Hardware Covers

Align the VELCRO® strips on the hardware covers with the VELCRO strips attached to the ends of the shade headrail, and press firmly.
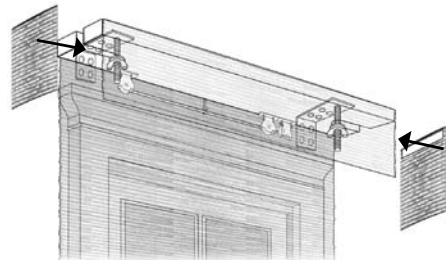
**Step 6: Finish the Installation as Described Below**

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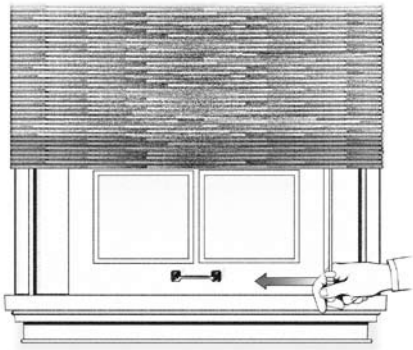
To raise the shade, pull the cord straight down until the shade is raised to the desired position. To lock the shade, pull the cord past the outside edge of the shade and release. Wrap excess cord around cleat.

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.
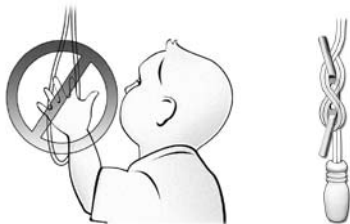
Chain and Clutch Lifting Systems
Attach the Chain Holder

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 ¹⁄₁₆" starter hole. Using the screw provided, attach the chain holder as shown. If you do not reach solid backing, use a secure fastener (not included).

Motorized Lifting Systems

Test and Adjust the Motor

Attach the motor tester by connecting the color-coded leads (instructions included separately). Lower and raise the shade and check that it operates properly. Adjust the upper and lower limits for the motor as needed (instructions included separately). Have the wiring completed by a qualified electrician.

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.

• 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.