



Woven Wood Cordless Roman Shade Installation Instructions

Please follow these Installation Instructions

You will need a pencil, tape measure, drill, screwdriver, pliers, and appropriate fasteners.

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

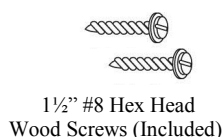
Please take a few minutes to read these instructions. When properly installed, your shade will provide many years of beauty and dependable service.

HARDWARE INCLUDED

Installation Brackets
Mounting Screws
Additional Mounting Brackets
(If required for extra support)

TOOLS NEEDED

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



FASTENERS FOR OTHER SURFACES

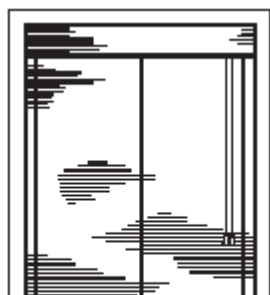
The screws provided are for mounting the shade to a wood surface only. For other surfaces, use the following:

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

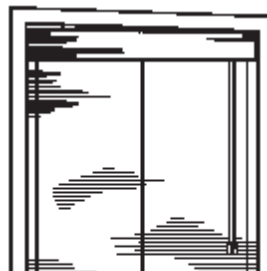
1. Hold the shade against the window opening to determine if shade is made for inside or outside installation. (See Figs. 1 and 2.)



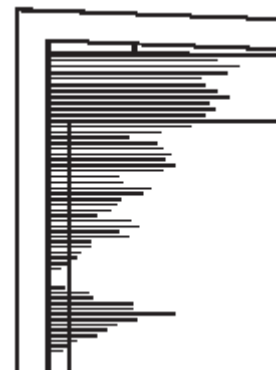
Inside Mount
FIG. 1



Outside Mount
FIG. 2



Uneven Frame
FIG. 3



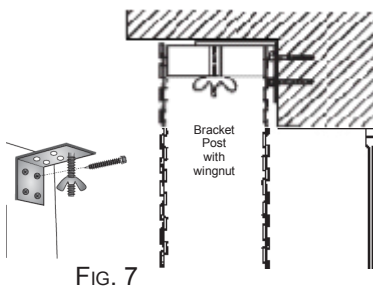
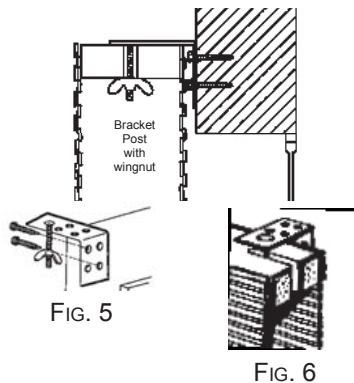
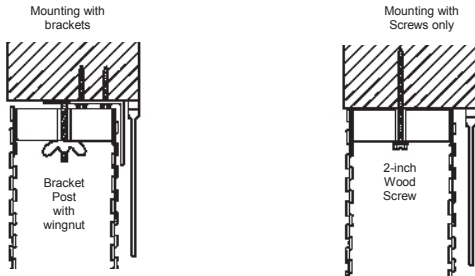
Shim as Necessary
FIG. 4

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.)

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MOUNTING THE SHADE

TWO MOUNTING OPTIONS



OPERATING INSTRUCTIONS:

To lower the shade, pull down on the shade skirt with one hand gripping it near the middle or with both hands grabbing the bottom rail at the equal distance from the center. When released shade will stay in place at desired height.

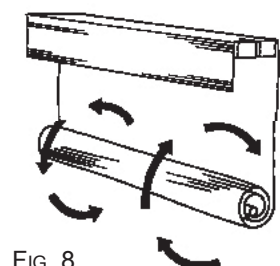
To raise the shade, push up on the shade skirt near the center to reach desired height. Once released, shade will stay in place.

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.

CARE AND CLEANING

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

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.



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 through 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

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