

# INSTALLATION & OPERATING INSTRUCTIONS

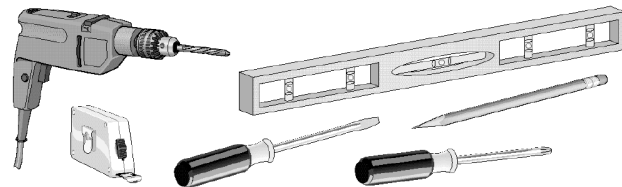
## NATURAL WOVEN SHADES



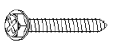
**Standard Cordlock  
Continuous Loop Control  
Cordless Breeze  
Motorization**

Thank you for your purchase. This shade has been custom built for you from the highest quality materials. To avoid errors and save valuable time, please read these instructions before installing your new blind.

### TOOLS YOU WILL NEED

1. Pencil or Marker
2. Measuring Tape
3. Phillips Screwdriver
4. Level
5. Power Drill
6. Mounting Fasteners



Mounting Surface	Fastener
Drywall, Plaster	Wall Anchors, Expansion Bolts (Not provided) 
Metal	Sheet Metal Screws (Not provided) 
Wood	No. 6 Hex Head Screws (Provided) 

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**IMPORTANT NOTE ABOUT NATURAL WOVEN MATERIALS:**

Our woven wood shades are uniquely constructed from natural bamboos, reeds, jutes, grasses, rattans and woods. Many materials, such as natural grasses, are hand tied and braided with expert care. Each woven wood shade is one of a kind. Slight cracks, imperfections and variations in color are all inherent in natural products and are not considered flaws.

Due to the woven construction of our shades, yarns may have shifted during shipping. This shifting may cause a slight shortening of height or uneven edges. Please read below for quick and easy remedies.

**HEIGHT:** If after installation you find your shade is slightly shorter than the ordered height, simply grasp the bottom of the shade and gently pull to stretch the product to full height.

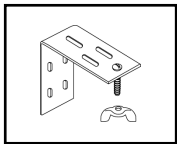
**Note:** Some shade materials may stretch slightly over time and with use.

**UNEVEN EDGES:** Lightly top edge of shade with a flat surface (ruler, etc.) until even.

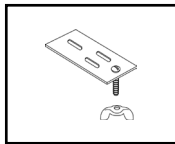
## GETTING STARTED

Thank you for purchasing this Natural Woven Woods Shades. All of the required installation components are wrapped in the package along with these instructions. With proper installation, operation, and care, your new shades will provide years of beauty and performance. Please thoroughly review this instruction booklet before beginning the installation.

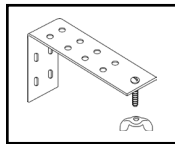
*NOTE: Some parts may vary depending upon your selected mounting options or control system options.*



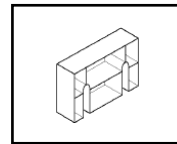
**Outside Mount  
Installation Bracket**



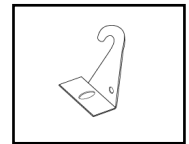
**Inside/Ceiling Mount  
Installation Brackets**  
(optional)



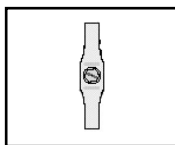
**Extension Brackets**  
(optional)



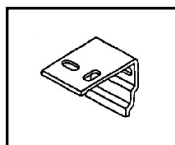
**Spacer Blocks**  
(optional)



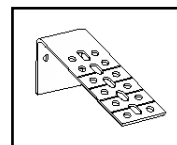
**Hold Down Brackets**  
(optional)



**Cord Cleats**  
(optional)



**Installation Brackets**  
(Continuous Loop Control)



**Extension Brackets**  
(optional)  
(Continuous Loop Control)

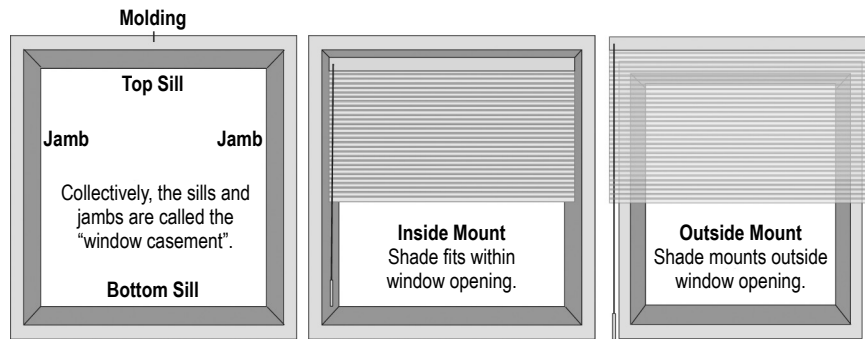


**Cord Tensioner Bracket  
& Instruction Pack**  
(Continuous Loop Control)

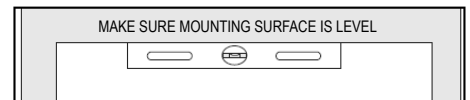
## MOUNTING TYPES

If the installation brackets are mounted correctly, the rest of the installation process will follow easily. To prepare for this important first step, review the mounting types and basic window terminology illustrated below.

Prior to mounting the brackets, add any clearance depth required to avoid obstructions such as window cranks or handles.



Make sure mounting surface is level. Brackets must be in line and level. Shim brackets if necessary. **The head rail must be level for the shade to operate properly.**



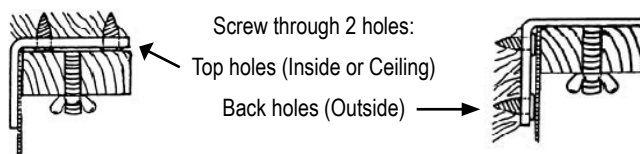
## Mounting the Brackets

Standard installation brackets may be used for INSIDE or OUTSIDE mounts. The (optional) ceiling mount brackets will normally be used for OUTSIDE ceiling mounts, but may also be used for limited surface-depth INSIDE mounts.

**For 3/4" headrail shades go to INSTALLING THE SHADE**

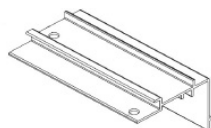
Installation Bracket Requirement Chart	
Shade Width	Brackets Required
10" to 36"	2
36-1/8" to 72"	3
72-1/8" to 96"	4
96"+ (2 and 3 on 1 headrail)	5

### Mounting Diagrams [INSIDE, OUTSIDE & CEILING MOUNTS] — STANDARD CORDLOCK, CORDLESS BREEZE AND MOTORIZATION



**Continuous Loop Control Shades** bracket requirements and placements are the same for INSIDE and OUTSIDE mounts. Align brackets to routed holes in the shade's headrail for mounting.

- Simply position so that the brackets are aligned with the pre-attached bracket connectors already attached to the shade headrail.
- To ensure proper shade operation, mount the brackets level. Shim the brackets if necessary to achieve a level alignment.



Bracket Connectors



Installation Bracket

## Mounting the Brackets

### INSIDE MOUNT

For inside mounts the standard (or extension) brackets may be screwed in place through two diagonal back (to wall surface) or top (to ceiling surface) bracket holes. Refer to the depth chart below.

Inside Mount Depth Requirements			
Bracket	Minimum Depth	Fully Recessed* 1-1/2" Depth Headrail	Fully Recessed* 2-1/2" Depth Headrail
Standard	1-1/8"	2-1/2"	2-1/2"
Ceiling	1-1/8"	2-1/2"	2-1/2"
Extension	1-7/8"	1-1/8"	3-1/2"

#### General Information:

\* The "Fully Recessed" depth requirements include space for the woven wood material attached to the front (valance) and back (shade) sides of the headrail. These are AVERAGE depths as the different woven wood materials have varying degrees of thickness. Verify your individual shade's depth (front to back) before mounting and then position brackets accordingly for an EXACT flush mount.

\* Continuous Loop Control, motorized and some of the Cordless Breeze shades are only built on the 2-1/2" depth headrail and require 2-3/4" for a fully recessed mount depth.

NOTE: Prior to mounting the brackets, add any clearance depth required to avoid obstructions such as window cranks or handles.

### OUTSIDE MOUNT

For outside mounts the standard (or extension) brackets may be screwed in place through two diagonal back (to wall surface) or top (to ceiling surface) bracket holes. For ceiling mounts the optional ceiling mount brackets only have top holes.

Outside Mount Surface Space Requirements	
Bracket	Minimum Depth
Standard	1-1/8"
Ceiling	1-1/8"
Extension	1-1/4"

#### Standard Cordlock, Cordless Breeze & Motorization:

##### Mark the Bracket Positions

- Attach the brackets to the shade, placing the screw bolt through each route.
- Hold the shade up and mark the bracket or drill hole positions.
- Put the shade down and remove the brackets.

##### Attach the Brackets

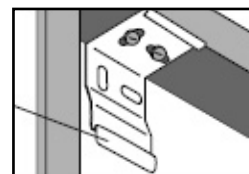
- Align brackets to the marked positions and secure through two holes.
- Verify that the bracket tops are aligned and level to one another.

##### Spacer Blocks (optional):

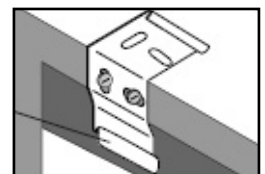
- Spacer blocks will be attached to the end of each bracket.
- Ensure screws are long enough to secure brackets with spacer blocks.
- Do not use more than three spacer blocks per bracket.
- If installing extension brackets, do not use spacer blocks.

#### Continuous Loop Control:

For continuous loop control shades, the brackets may be mounted inside the frame or into the back encasement like an outside mount using the rear holes. Make sure the release tab is mounted on the bottom.



Inside Mount



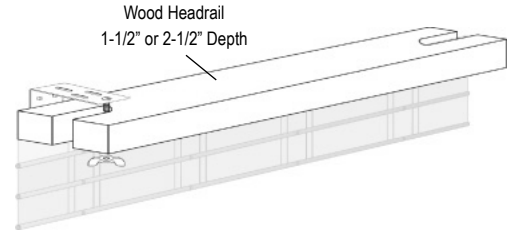
Outside Mount

## Installing the Shade

### MOUNT THE HEADRAIL

#### For Standard CordLock, Cordless Breeze & Motorization:

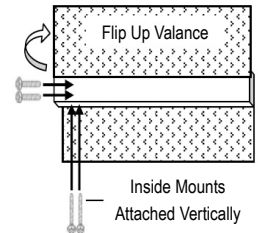
1. With the front side of the shade facing you lift the shade into bracket bolts until bolts are visible through headrail routes.
  2. Tightly secure each bolt with wing nuts.
- To **REMOVE** shade, maintain hold on shade and loosen wing nuts.



#### Mount 3/4" Headrail Shades (ONLY):

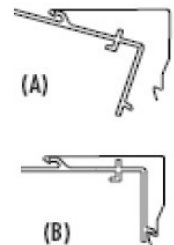
**NOTE:** 3/4" Headrail shades are designed for shallow installation depths and mount with screws only. The headrail will come with pre-drilled holes at the required locations for **INSIDE** and **OUTSIDE** mounting.

1. With the front side of the shade facing you position **and level** the shade where it will be installed and mark the locations.
  2. Flip up the valance to expose the headrail facing and pre-drilled holes. For Waterfall Style shades, lift up the folded shade material (may require 2 people).
- For **INSIDE MOUNTS**, drill vertically through the pre-drilled holes into the top of the window frame.
  - For **OUTSIDE MOUNTS**, drill horizontally through the pre-drilled holes into the wall. The screws will need to go through the shade material attached to the back of the headrail.
  - To **REMOVE** shade, maintain hold on shade and unscrew the screws.



#### For Continuous Loop Control (ONLY):

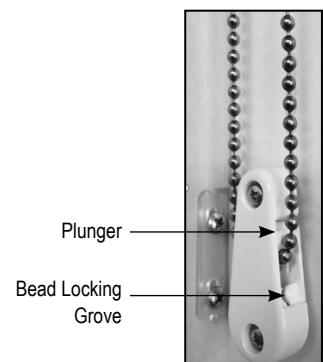
1. Figure A - Position the shade with the front hook of the pre-attached, headrail bracket connector resting on the top lip of all mounted brackets.
  2. Figure B - Push the bottom front of the shade headrail firmly backwards and toward the window until the lip on the rear of the pre-attached headrail bracket connector engages the mounting bracket and snaps into place, as shown.
- To **REMOVE** shade, from the bottom rear of the shade headrail, insert a flathead screwdriver in between the headrail bracket connector and bracket. Gently twist the screwdriver and pry open the bracket to release it from the bracket connector. Support the shade as the brackets are released.



## Continuous Loop Control Shades — Attaching the Cord Tensioner

**NOTE:** The tension device must be installed to make the shade fully operable.

1. Before doing anything, **FIRST** slide the tension device to the bottom of the bead chain.
2. Insert a small screwdriver, punch, or awl through the screw hole at the bottom of the cord tensioner.
3. While holding the tension device in one hand, pull the plunger away from the bead chain with the other hand. Lift the bead chain out of the bead locking groove and slide the tension device to the bottom of the chain loop.
4. Pull the tension device down until the bead chain is fully tensioned (plunger will be at the top) and then **move the tension device up approximately 1/8"**.



## Operating the Shade

### Standard Cordlock:

#### TO RAISE AND LOWER THE SHADE

- Pull the **single lift cord and wood tassel** toward the center of the shade to disengage the cord lock.
- Pull the cord to raise or lower shade to desired position, then...
- Move the cord toward the original position to **re-engage the cord lock**.

**NOTE:** Do not try to raise the shade any higher than it was intended to go. If the shade binds, check the cord alignment to see that the cords are not jamming. If the shade does not rise evenly, adjust individual cords and draw cords through equalizer ring to maintain tension.

### Continuous Loop Control Shades:

#### TO RAISE AND LOWER THE SHADE

- Pull down on the chain to raise and lower.
- One side of the loop will raise the shade and one side will lower it.
- If continuously pulled after lowering, the shade will begin to rise.

**NOTE:** DO NOT raise shade any higher than it was intended to go. If shade binds, check rear cord alignment to ensure the cords are not jamming. If shade does not raise evenly, in most cases lowering it completely will allow cords to re-align on the shaft.

### Cordless Breeze Shades:

#### TO RAISE AND LOWER THE SHADE

- Grasp the bottom hem with both hands.
- Move the shade up or down to the desired position using the bottom hem.



## Mounting the Cord Cleat

Cord cleats should be mounted at a height where they will be out of the reach of children. Consider that a child may stand on furniture attempting to reach the cords.

1. Attach the cord cleats so they are 6" to 12" apart.
2. Wrap excess cord around the cleats after each use of the shade.
3. Clip the cord onto itself using a clamping devise (e.g. a binder clip).
4. Wrap or tie the cord to itself.



## Attaching the Hold Down Brackets (Optional)

1. Lower the shade and place the hold down pins into the hold down brackets.
2. Mark the hold down bracket locations on the mounting surface.
3. With the brackets level, attach them using two screws.

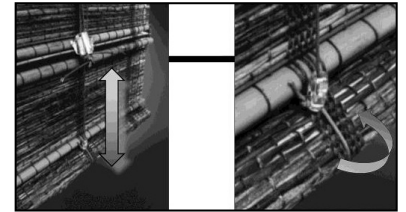


## Limited Length Adjuster

All woven wood shade configurations that include a bottom dowel will also include a Limited Length Adjuster. Shades that have edge-binding or tape-binding on the bottom will NOT include the Adjuster.

The Limited Length Adjuster allows up to a 1" shade height reduction (depending upon the dowel size and the ordered woven wood material). It works by simply SLIDING UP THE ADJUSTER attached to the bottom of each lift cord on the back of the shade.

- As the Adjuster is moved upward, it rolls the dowel upward and reduces the shade height.
- As the Adjuster is moved downward, it rolls the dowel downward and increases the shade height.
- Position the Adjusters on ALL lift cords to the same height to level the shade.



**NOTE:** New woven shades may sometimes “shrink” a little in length when shipping, due to heat and/or dryness. After installing your shade, if the length is a little less than ordered, this shipping shrinkage may be the reason. The simple solution is to carefully grasp the bottom of the shade (dowel or fabric binding area) with both hands a few feet apart and gently tug downward. This will loosen the woven shade threads a little and restore the shade to its original length.

## CARE AND CLEANING

Woven Woods are made of the highest quality materials for extended wear. If it is not damaged or exposed to a great deal of direct sunlight, it is not unrealistic to expect years of enjoyment with minimal care. Raising and lowering shades periodically helps reduce most natural dust accumulation. If additional cleaning is desired, shades can be lightly brushed or carefully cleaned with a soft vacuum brush attachment. You can also use 3M Scotch guard spray on shades for added stain protection.

### **IMPORTANT NOTE:**

Woven Woods are hand crafted from a variety of quality natural bamboo, rattan, reeds, jutes and wood materials. As such, there is an inherently greater corresponding variation in color, grain, texture, cracking and warpage in the final manufactured shade. These variations are considered acceptable and are part of the unique beauty of woven woods.

**DUSTING:** Regular light dusting with a feather duster is all the cleaning that is needed in most circumstances.

**VACUUMING:** Use a hand-held vacuum with low suction for more thorough dust removal.

**CAUTION:** Do not immerse woven wood shades in water. Do not ultrasonically clean woven wood shades.

## CHILD SAFETY

Young children can **STRANGLE** in cord loops and in the loop above the cord stop. They can also wrap cords around their necks and **STRANGLE**.

- Always keep cords out of children's reach.
- Move cribs, playpens and other furniture away from cords.  
Children can climb furniture to get to cords.
- Do not tie cords together.
- Make sure cords do not twist together and create a loop.

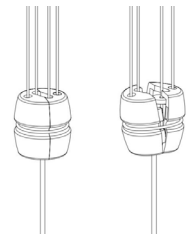


### Cord Loop and Beaded Chain Loop Shades

- Attach the tensioner to the wall or window casement. See installing the tensioner on page 5.  
This can prevent children from pulling cord loops around their necks.
- A tensioner installation kit with instructions for attaching the tensioner is provided. For the shade to operate properly, the tensioner must be correctly mounted and secured. See tensioner instructions provided for details.
- Only the supplied tensioner(s) and hardware should be used.

**BREAK-AWAY STOP BALL:** This component breaks apart with minimal pressure should a child or pet become entangled on the top lift cords. It also acts as a stopper to prevent inner cords from being pulled through the blind, which can also create potential entanglement.

**REASSEMBLY OF BREAK-AWAY STOP BALL:** Reinsert any loose cords into the top notches of the cord stop. There is a notch on each side. Line up the right and left sides of the cord stop and snap the pieces back together.



### SAFETY LABELS

In compliance with WCMA/ANSI safety standards the warning labels on the bottom rail are designed to be permanent. **DO NOT** remove the permanent warning label on the bottom rail. This assures that future owners of this product will be aware of potential dangers associated with this shade.

## WARRANTY INFORMATION

Lifetime Limited Warranty covering our Custom Made Blinds

We extend this lifetime limited warranty to the original purchaser. This warranty applies only to manually operated Custom Products properly installed in the window, door or interior area for which they were intended. Installation of the product must be in accordance with accompanying instructions. The product cannot be modified. It is the purchaser's responsibility to maintain and clean the product in compliance with the instruction provided. The product must be used only in the window for which it was purchased. Damage to the product resulting from misuse, abuse, direct exposure to salty air or discoloration due to sunlight or the passage of time is not covered by this warranty.

This warranty does not apply to conditions caused by normal wear and tear upon the product. This warranty is exclusive and in lieu of all other obligations, liabilities or warranties. In no event shall the Manufacturer be liable for incidental or consequential damages or for any other direct or indirect damage, loss, cost, expense or fee. Some states do not allow the exclusion or limitation of incidental or consequential damages, so this exclusion or limitation may not apply to you.

In the event of a defect under this warranty, we will repair or replace the product, at our option, provided it is returned to our store. Our warranty obligation excludes shipping charges and labor costs for measuring and installation. Repairs will be made with like or similar parts. This warranty gives you specific legal rights, and you may have other rights which vary from state to state.

Notes: Specialty Blinds and Shades are warranted for one year from the date of purchase. This warranty does not apply to Commercial Orders.

