

Woven Woods



Installation Instructions: Tropical Wovens™ & Santa Fe!™ Shades



The Basics

A few simple tools are required:

- Pencil
- Measuring Tape
- Carpenter's Level
- Power Drill and/or Phillips Head Screwdriver
- 1/16" Drill Bit

Additional fasteners other than those sent with your shading may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile, or stone need special plugs and drill bits. Remember to always predrill holes in wood to avoid splitting.

Step One: Shade Installation

Woven wood shades are constructed to be hung as either an inside mount or an outside mount. The installation brackets can be mounted inside the window opening, for an inside mount, or on the molding or wall above the window for an outside mount. When mounting installation brackets, make sure they are in line and level. Shim the brackets if necessary to achieve a level alignment.

Shades are shipped with the required number of brackets for proper installation. Depending on the width of the shade, additional brackets may be necessary, evenly spaced between the two end brackets.

For shade widths of:	Use this # of brackets:
Up to 36"	2 brackets
36" – 72"	3 brackets
72" – and Up	5 brackets

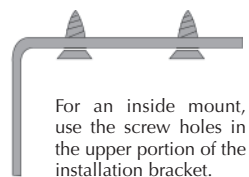
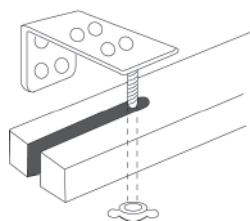
Shades fabricated with 2-on-1 and 3-on-1 headrails are mounted in the same manner as any standard shade; the use of additional mounting brackets is recommended with these models to accommodate the weight of the shade.

Inside (Ceiling) Mount

Place the end brackets on the shade, inserting the bolts through the slots in the shade's headrail. Next, place the shade in the desired position in the window opening. Mark the position of the brackets using a pencil.

Remove the brackets from the shade. Place brackets along pencil marks in the window opening and secure into place, using two upper diagonal screw holes. (Note: marking screw holes and pre-drilling will make installation easier.)

Attach shade up into bolt brackets so that the bolts are now visible under the headrail. Place wing nuts on bolts and tighten securely.

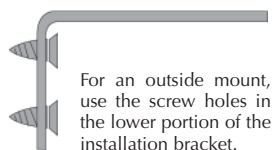
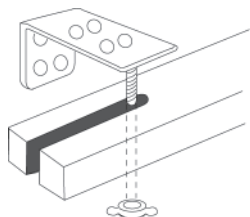


For an inside mount, use the screw holes in the upper portion of the installation bracket.

Outside (Wall) Mount

Place the end brackets on the shade, inserting the bolts through the slots in the shade's headrail. Center the shade over the window opening at the desired height. Mark the position of the brackets using a pencil.

Remove the brackets from the shade. Place brackets along pencil marks and secure into place, using two lower diagonal screw holes. (Note: marking screw holes and pre-drilling will make installation easier.)

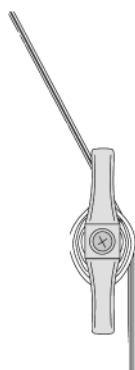


For an outside mount, use the screw holes in the lower portion of the installation bracket.

Step Two: Child Safety

Be aware that it is possible for children to strangle in window covering cords. To reduce the occurrence of accident, all cords must be kept out of the reach of children, including infants. Cord cleats are an effective way to implement this essential precaution. To protect your children, we are pleased to provide cord cleats free of charge with every shade that we manufacture.

Mount the cord cleat at a safe height, taking into account furniture or other objects upon which a child may climb. Then, after each use of the shade, simply



wrap the excess cord around the cleat. It's fast, easy and safe.

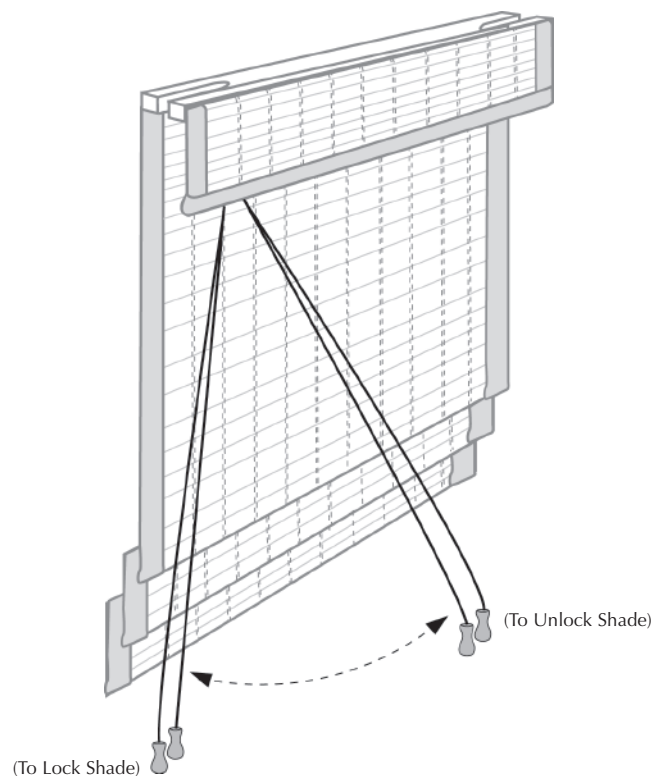
PLEASE NOTE: Under any circumstances, DO NOT attempt to shorten cord length by cutting or clipping cords. Cutting woven wood shade cords will seriously interfere with the operation of your shade and is in violation of the Limited Lifetime Warranty covering your product.

Step Three: Standard Shade Operation

To raise the shade, grasp all draw cords and pull firmly until the shade reaches desired position. Do not attempt to raise the shade any higher than it is intended to go. To lock the shade in place, pull cords sharply to the left of the shade and release.

If the shade is skewing when raised, confirm that all draw cords are being pulled evenly; gently pulling on any individual cord will adjust skew.

To unlock the shade, pull the draw cords down and toward the right of the shade. Lower the shade to desired position while still holding draw cords toward the right of the shade.



Step Four: Cleaning and Care

If not damaged or exposed to high levels of direct sunlight, you may expect years of enjoyment from your shades with minimal care. Periodic raising and lowering of shades helps prevent dust accumulation. If additional cleaning is desired, shades can be lightly brushed or carefully vacuumed with a brush attachment.

Step Five: Troubleshooting

Each woven wood shade has a very unique style, composed of a variety of natural materials originating from many points across the world: bamboo, reeds, jute, rattan, grasses, and woods. Slight imperfections and variations in color are all part of the natural beauty of this type of product and should not be considered flaws. Due to the woven construction of your shade, materials may have shifted slightly during shipping. Use the guidelines below to realign your shade. If you have any questions, call your dealer for advice.

Problem:

Only one side of the shade moves when pulling all draw cords.

Cause:

One of the draw cords may have come untied.

Repair:

Gently run the stray draw cord back through the shade's pulley mechanism and through the rings on the back of the shade. Tie the draw cord to the bottom ring.

Problem:

Shade appears slightly shorter than ordered length.

Cause:

Some materials are woven very tightly, and have a tendency to "spring up" which decreases over time.

Repair:

If your shade is slightly shorter than ordered after you have completed installation, gently grasp the bottom of the shade and pull carefully to stretch the shade back into shape.

Problem:

Shade appears to have uneven edges once hung.

Cause:

Woven materials may have shifted slightly during shipping.

Repair:

Lightly tap the edges of the shade with a flat tool (ruler, etc.) until even.

