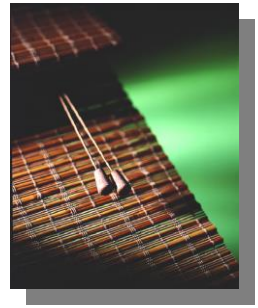


INSTALLATION INSTRUCTIONS

WOVEN WOOD SHADES

STANDARD RECTANGULAR
CONTINUOUS CORD LOOP
CORDLESS LIFT

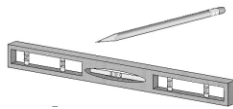
REMOTELIFT™ - Lift Motorization



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 shade.

TOOLS YOU WILL NEED

1. Pencil or Marker
2. Measuring Tape
3. Phillips Screwdriver
4. Carpenter's 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.

GETTING STARTED






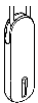
All the required installation components are wrapped in your package along with these instructions. Check that the parts you have correspond to the parts shown below.

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

STANDARD SHADE PARTS:

- Standard Installation Brackets 
- Ceiling Mount Brackets (optional) 
- Extension Brackets (optional) 
- Spacer Blocks (optional) 
- Hold Down Brackets (optional) 
- Cord Cleats 
- Screws 

CONTINUOUS CORD LOOP SHADE PARTS:

- Cord Loop and Cordless Installation Brackets 
- Extension Brackets (optional) 
- Spacer Blocks (optional) 
- Hold Down Brackets (optional) 
- Screws 
- Cord Tensioner Bracket & Instruction Pack
(Cord Loop shades only) 

REMOTELIFT SHADE - OPTIONAL PARTS:

RADIO FREQUENCY (RF) REMOTELIFT POWER SOURCES

Your shade came with one of the following power sources that work on RF systems: reloadable single or dual battery wands, non-reloadable single or dual battery wands or the transformer. Use the wand extension cables to lengthen the distance from the shade to the wand.

- AC Transformer (optional)
- Battery Wand (single or dual)
- Battery Wand Extension Cable



RADIO FREQUENCY (RF) SYSTEM

- Remote Control Unit (1 channel or 5-channel)
- Wireless Wall Switch (1 channel or 5-channel)
- Programmable Timer (1 channel or 5-channel)



STEP 1: PREPPING THE LIFT MOTOR

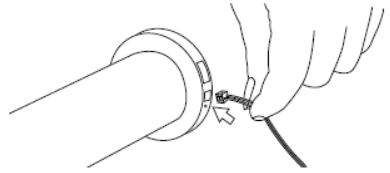
FOR ALL SHADES ORDERED WITHOUT A REMOTELIFT SYSTEM, PLEASE SKIP TO STEP 2 – MOUNTING THE BRACKETS.

FOR SHADES ORDERED WITH A REMOTELIFT SYSTEM, PLEASE FOLLOW THE PREPPING INSTRUCTIONS THAT FOLLOW.

RADIO FREQUENCY (RF) SYSTEMS

CONNECT THE CABLES:

- Plug the optional AC Transformer connector (if ordered) into the back of the lift motor. It plugs in easily, do not force. If it's already connected, press it in gently to verify. If the AC Transformer was not ordered, plug in the battery wand connector.
- Plug the Battery Wand connector into the back of the lift motor. It plugs in easily, do not force. If it's already connected, press it in gently to verify.
- Note: If a Battery Wand Extension Cable was ordered, plug this into the motor first, then plug the other end of the extension wire into the battery wand.
- Note: If Dual Battery Wands were ordered, plug the second battery wand directly to the connector on the other end of the first battery wand after connecting the first wand into the back of the lift motor.



PLUG IN THE AC TRANSFORMER (if ordered):

- Plug the AC Transformer “wall wart” box into a standard wall outlet.

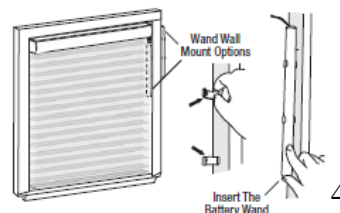


ATTACH THE BATTERY WAND(S):

- **NORMAL LOCATION:** The battery wand is packed with small wall mounting clips and screws which may be attached to the underside of the wood headrail. First, the clips should be attached to the wand about 8” apart. The battery wand may be placed under the headrail and behind the roller tube. Avoid placement too close to the roller tube to avoid any potential rubbing or interference.



- **ALTERNATIVE LOCATION(S):** If preferred, the battery wand may be attached off to the side somewhere. A battery wand extension wire (if ordered) will also provide extra wire length to place and attach the wand further away from the window.



STEP 2: 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.

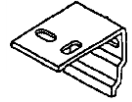
NOTE: for 3/4" HEADRAIL shades go to STEP 3: INSTALLING THE SHADE.

NOTE: CONTINUOUS CORD LOOP AND CORDLESS LIFT SHADES come with snap-in bracket connectors already pre-attached to the top/back of shade's wood headrail. These pre-attached bracket connectors are already pre-aligned for the proper mounting positions and will snap into



the wide L-Shaped shade installation brackets once these are mounted.

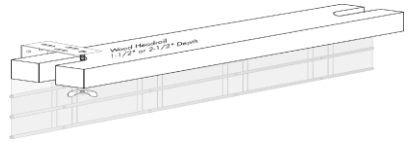
Simply position and mount the wide L-Shaped brackets so that they are aligned with the pre-attached bracket connectors already attached to the cord loop shade headrail.



Mounting the brackets level is essential for proper operation of the shade. Shim the brackets if necessary to achieve a level alignment.

The bracket requirements and placements are the same for inside and outside mounts.

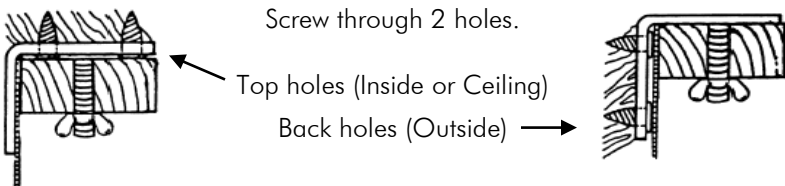
Brackets will be aligned to the routed holes in the shade's headrail for mounting.



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

Installation Bracket Requirement Chart

Bracket Mounting Diagrams [INSIDE, OUTSIDE & CEILING MOUNTS]



INSIDE MOUNTS:

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	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"

* 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.

* Cord Loop, Cordless and motorized 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.

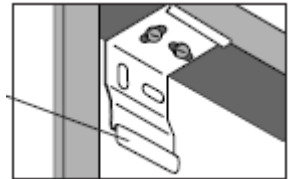
MARK THE BRACKET POSITIONS:

- 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.

CORD LOOP AND CORDLESS SHADES: For cord loop and cordless 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.



OUTSIDE & CEILING MOUNTS:

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 Surface
Standard	1-1/8"
Ceiling	1-1/8"
Extension	1-1/4"

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.

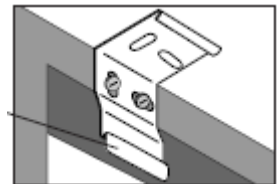
ATTACH THE BRACKETS:

- 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.

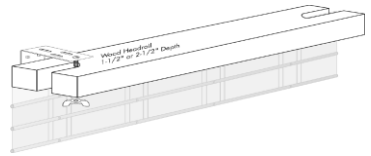
CORD LOOP AND CORDLESS SHADES: For cord loop and cordless shades, the brackets may be mounted outside the frame or wall using the rear holes. Use the top holes for a ceiling mount. Make sure the release tab is mounted on the bottom.



STEP 3: INSTALLING THE SHADE

MOUNT THE HEADRAIL:

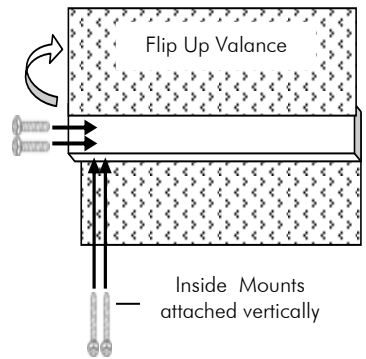
- With the front side of the shade facing you ...
- Lift the shade into bracket bolts until bolts are visible through headrail routes.
- Tightly secure each bolt with wing nuts.
- To **REMOVE** shade, maintain hold on shade and loosen wing nuts.



3/4" HEADRAIL SHADES (only):

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**.

Typical inside mounts will be screwed vertically through the headrail into the top of the window frame. Typical outside mounts will be screwed horizontally through the headrail into the wall.



MOUNT THE 3/4" HEADRAIL SHADE:

- With the front side of the shade facing you ...
- Position **and level** the shade where it will be installed and mark the locations.
- 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 CORD LOOP AND CORDLESS SHADES (only):

MOUNT THE HEADRAIL:

- 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.
- 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.



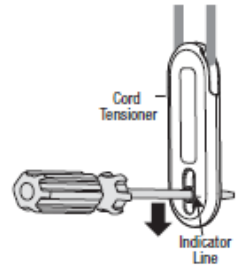
TO REMOVE A CORD LOOP OR CORDLESS SHADE:

- From the bottom rear of the shade headrail, insert a flathead screwdriver 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.

ATTACH THE CORD LOOP TENSIONER

Before doing anything, you must first slide the cord tensioner to the bottom of the cord loop.

- Insert a small screwdriver, punch, or awl through the screw hole at the bottom of the cord tensioner.
- Move the screw hole down to the indicator line to release the safety mechanism.



WARNING: It is imperative that the cord tensioner be properly secured to the wall or window frame to reduce children's access to the cord loop. Young children can strangle in cord loops. They can also wrap cords around their necks and strangle.

CAUTION: The shading will not operate properly unless the cord tensioner is secured. A cord tensioner installation kit has been included with your shading. Follow the instructions in the kit to correctly secure the cord tensioner.

IMPORTANT: Locate the tensioner as close to the window as possible to minimize accessibility by children and pets. Ensure that the tensioner is not placed in the path of the woven wood shade material.

STEP 4: INSTALLING REMAINING ITEMS

MOUNT THE CORD CLEATS:

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.

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



ATTACH THE (optional) HOLD DOWN BRACKETS:

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



STEP 5: OPERATING THE SHADE

STANDARD and WATERFALL shades, TOP-DOWN and TOP-DOWN/BOTTOM-UP shades

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. **Only raise and lower operable privacy liners when the woven shade is completely lowered (all the way down).**

CONTINUOUS CORD LOOP shades

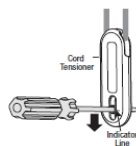
TO RAISE AND LOWER THE SHADE:

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

NOTE: Don't 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 doesn't raise evenly, in most cases lowering it completely will allow cords to re-align on the shaft.



CAUTION: The shade will not operate properly unless the cord tensioner is secured. A cord tensioner installation kit has been included with your shade.



CORDLESS LIFT SHADES:

TO RAISE AND LOWER THE SHADE:.

- Firmly grasp the center of the bottom hem.
 - For larger shades, grasp the left and right side of the bottom hem, equal distances from the shade's edges.
- Move the shade up or down to the desired position.

RADIO FREQUENCY (RF) REMOTELIFT SHADES:

Please also refer to the separate RF program instructions included with your shade.

TO RAISE AND LOWER THE SHADE:

- Hold the **remote control unit** in hand (no need to point at shade).
- Press the up button once to lift the shade, press again to stop.
- Press the down button once to lower the shade, press again to stop.
- Press the "my" button in the middle to have the shade raise or lower to your programmed favorite position.
- For the 5-channel RF remote, first press the channel button until the appropriate red light or lights are active and then follow the above steps.



REMOTELIFT TROUBLESHOOTING

LIFT MOTOR DOES NOT OPERATE:

FOR RADIO FREQUENCY (RF) SYSTEMS -

- Check the connection between the motor and the battery wand (or wand extension wire if ordered) or AC transformer wire.
- Check that the AC transformer (if ordered) is plugged into the wall outlet.
- The 8 AA lithium batteries in the reloadable battery wand or the single/dual non-reloadable battery wands may need to be replaced. Typically, the motor will run slowly for a period of time before non-operation.
- For the reloadable wand, ensure batteries are installed with correct polarity.
- If the motor stops working after excessive use wait for it to cool 5 minutes.

LIFT MOTOR RUNS VERY SLOWLY:

FOR RADIO FREQUENCY (RF) SYSTEMS -

- The 8 AA lithium batteries in the reloadable battery wand or the single/dual non-reloadable battery wands may need to be replaced. Typically, the motor will run slowly for a period of time before non-operation.
- For optimal performance, the use of lithium batteries is highly recommended in all battery wands (excluding remote controls). The use of lithium batteries helps ensure long-term battery life. Extreme heat conditions may cause alkaline batteries to drain very quickly. Lithium batteries are able to withstand higher heat extremes than alkaline batteries, and will not drain as quickly.

REMOTE CONTROL FAILS TO OPERATE LIFT MOTOR:

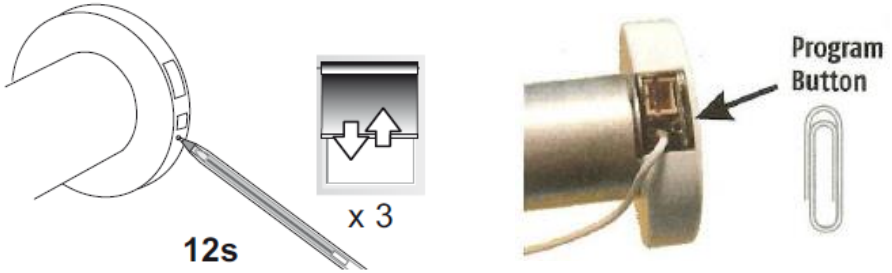
FOR RADIO FREQUENCY (RF) SYSTEMS -

- The RF remote controls use a special long life lithium battery that should not require replacement.
- Look at the red channel light(s) below the “V” down button on the RF remote control. If you see a light when pressing the remote buttons, see separate RF remote control operating instructions which provide additional details.

IF ALL TROUBLESHOOTING STEPS (above) DON'T RESOLVE ISSUE:

You may erase the memory of the motor. This motor reset procedure deletes all stop limits and intermediate positions previously programmed. The motor returns to factory mode. Refer to the motor reset picture that follows; the motor program reset button may be accessed and pressed with a paper clip or pen.

- Press and hold the «program» button for 12 seconds until the shade jogs 3 times. The first jog is at 2 seconds, the second at 7 seconds and the third at 12 seconds.
- After resetting the motor, follow the separately included RF remote control programming instructions to re-program the motor.



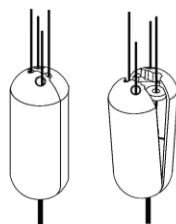
SAFETY FEATURES

CORD CLEATS: Cord cleats should be mounted at a height where they will be out of the reach of children. Take into account that a child may stand on furniture attempting to reach the cords.

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



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.

CORD LOOP SHADES: Young children can STRANGLE in cord loops. They can also wrap cords around their necks and STRANGLE.

CHILD SAFETY



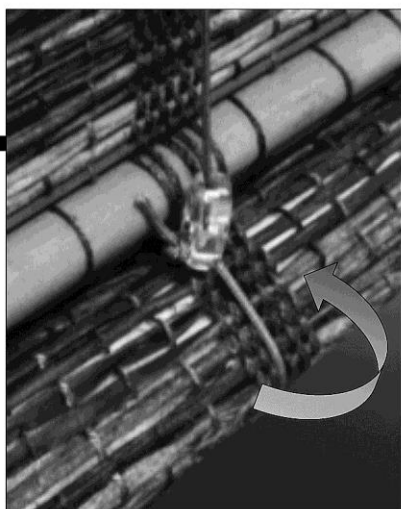
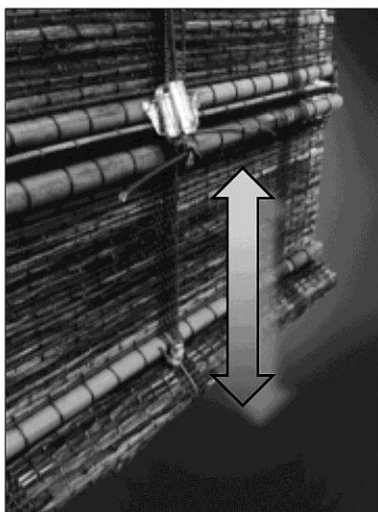
- Always keep cords out of the reach of children.
- Move cribs, playpens and other furniture away from cords. Children can climb furniture to get to cords.
- Attach the cord tensioner to the wall or window casement. See Attach The Cord Tensioner under STEP 3 – INSTALLING THE SHADE.

LIMITED LENGTH ADJUSTER

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.

CLEANING INSTRUCTIONS

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.

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: Motorization Systems are warranted for five years from the date of purchase. Specialty Shades are warranted for one year from the date of purchase.

This warranty does not apply to Commercial Orders.

