

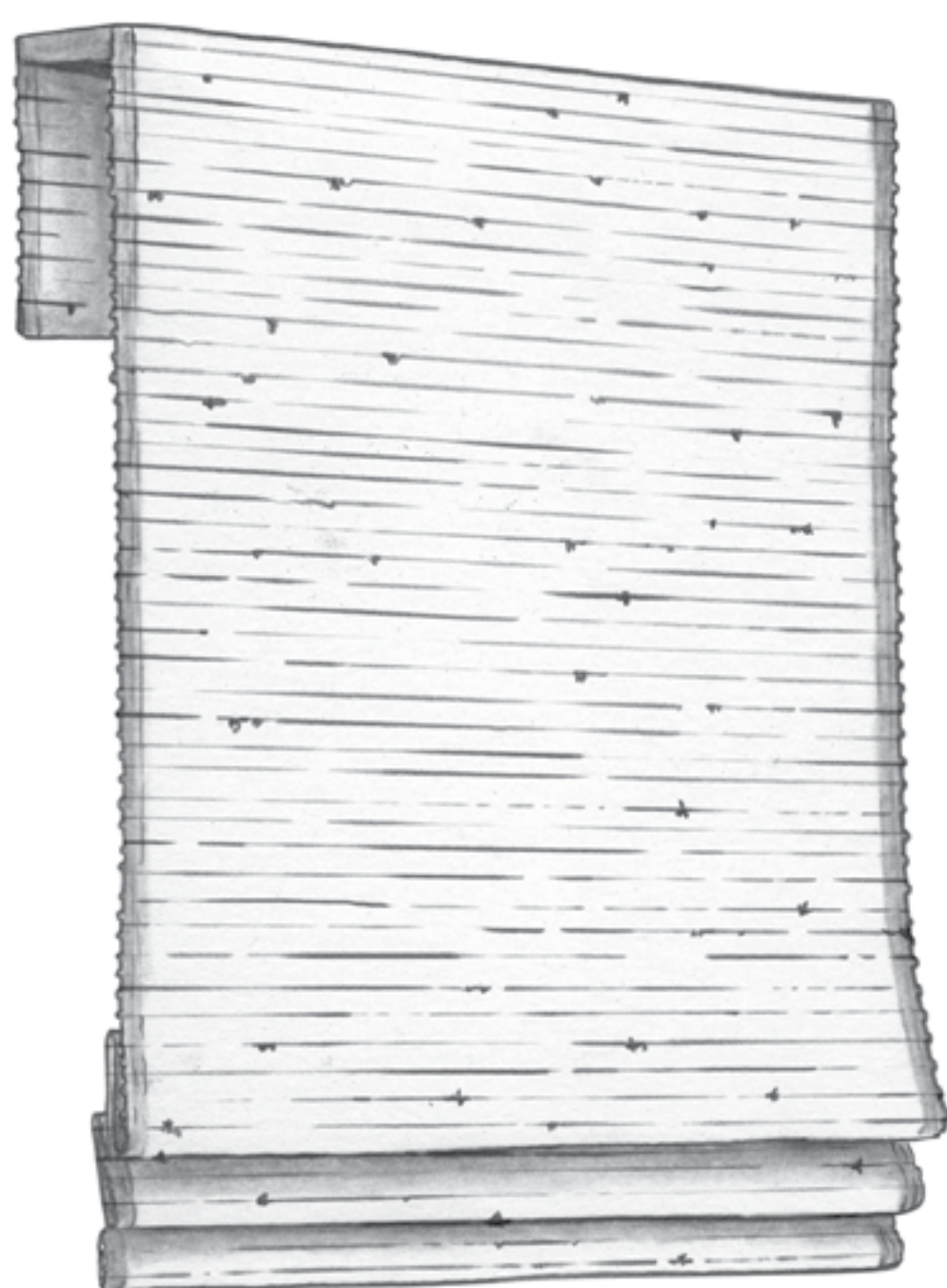


Installation Instructions

# ROMAN STYLE SHADES

Natural woven and fabric roman shade styles

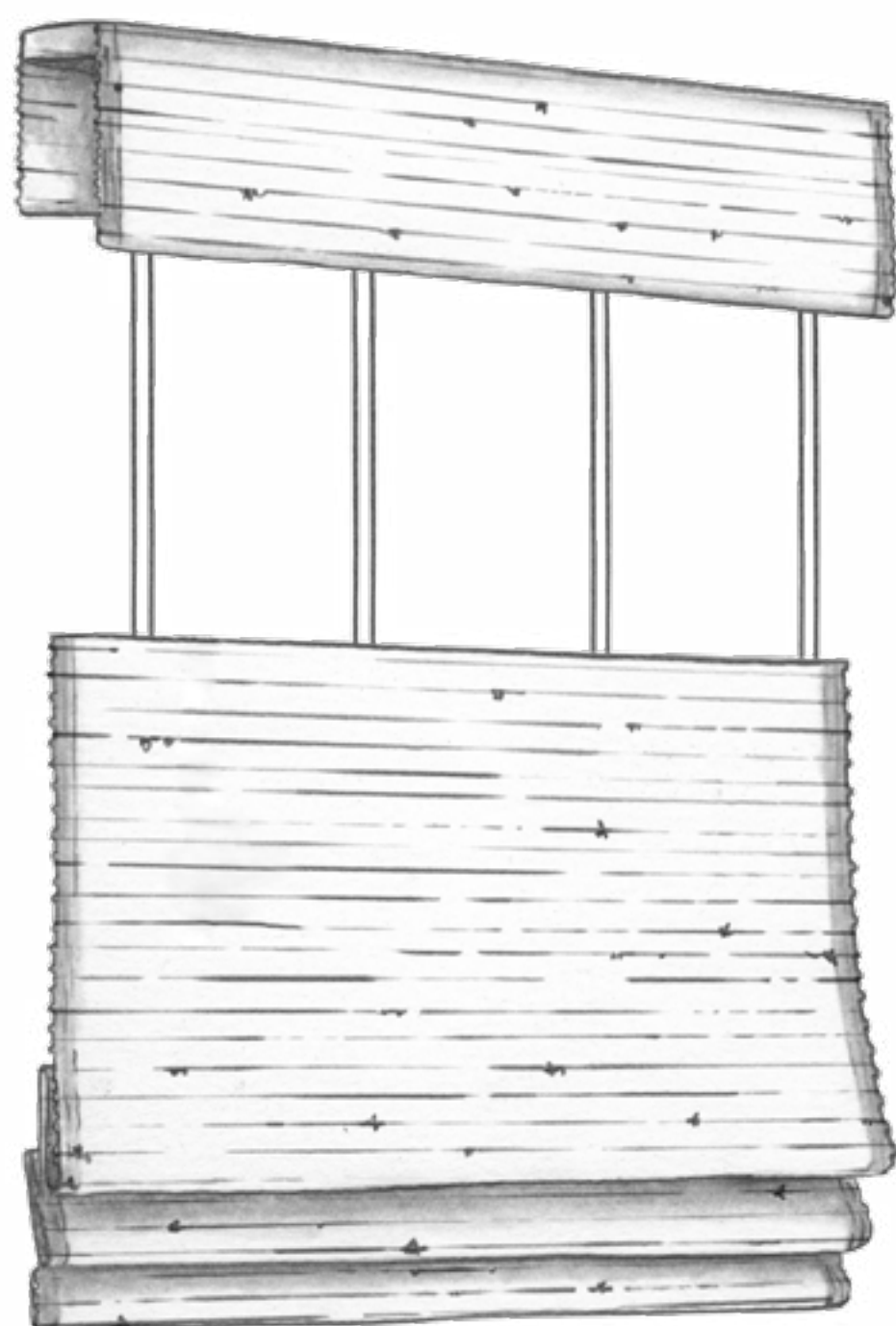
[See Print Version](#)



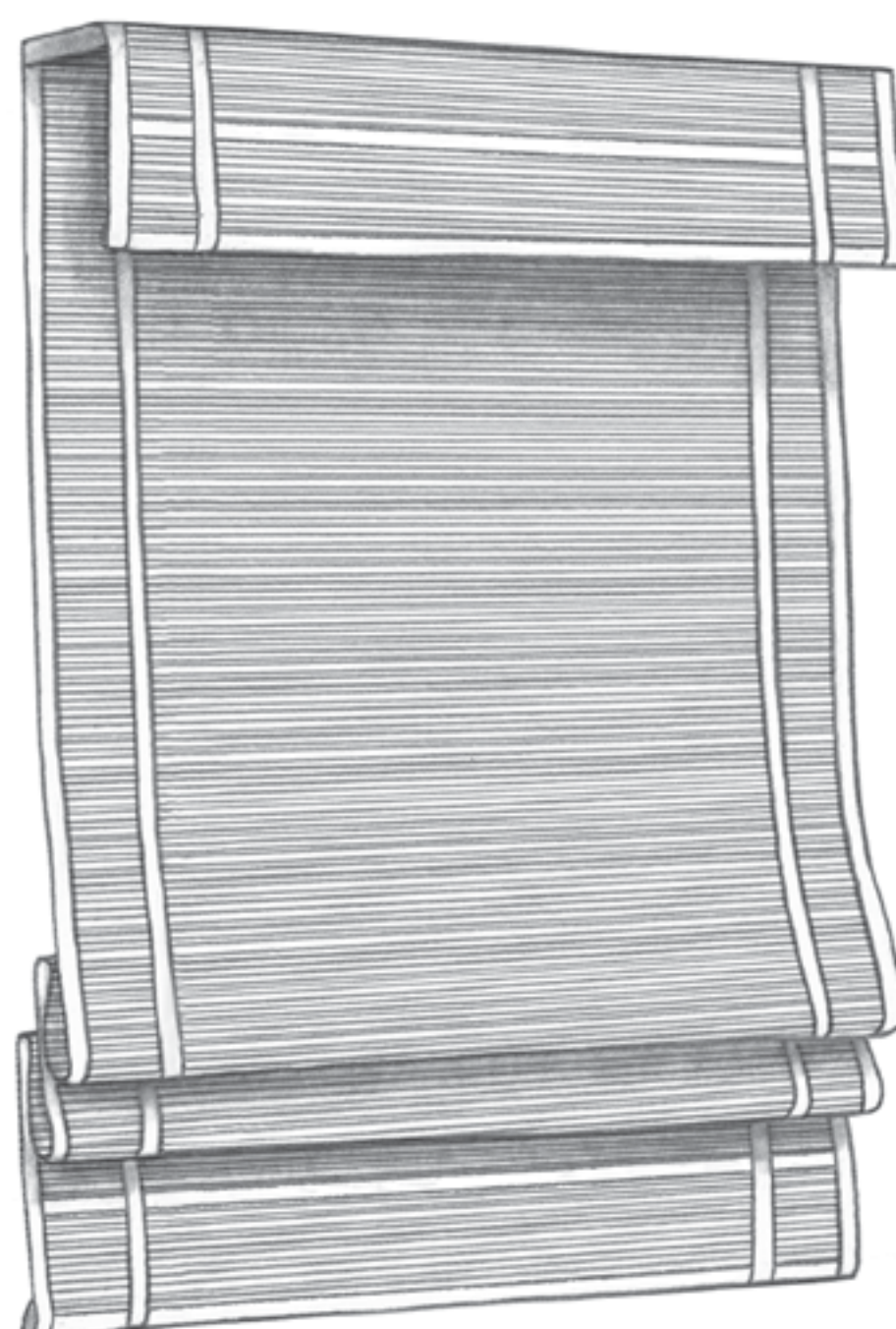
Old Style



Traditional Style



Splitview Style



Sudare Style



# Before You Begin

Please promptly remove shades from packaging to minimize creasing and wrinkling. Each shade is labeled to help match shade to window installation.

Order & Item Numbers

Shade Style

Dimensions, Mounting


PACKAGE LABEL

100000-002

1 SHADES USA

OLD STYLE

50 X 60



ROMAN SHADE: GRASSWEAVE [W

PO: 100000

MNT:INSIDE

1 of 1 06/05/2019

SM: LIVINGSTON

LE1052 Elements Batiste

RM: LIVING

HARTMANN&FORBES (TUA)

TUALATIN, OR

Location

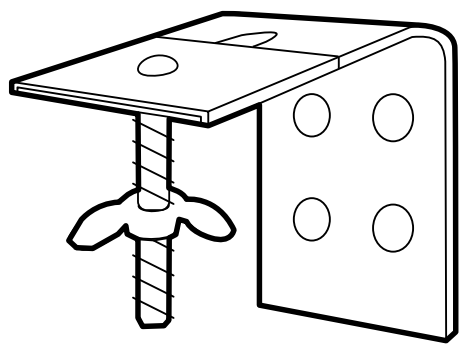
## TOOLS REQUIRED

- Power Driver
  - Tape Measure
  - Level
  - Pencil

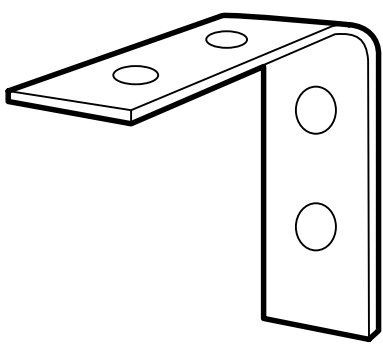
- 1/2" Extension Hex or Phillips Bit
  - 1/16" Drill Bit
  - Wall Fasteners
  - Pliers

## INSTALLATION HARDWARE (included)

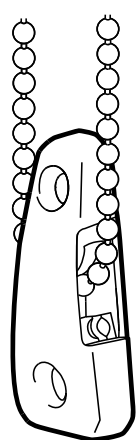
Quantity and type of hardware included depends on shade style, width, specifications and control method.



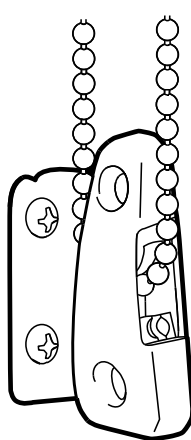
Sliding Brackets  
Outside Mount



L-Brackets  
Outside Mount



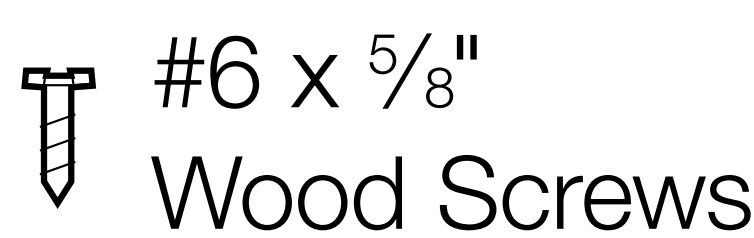
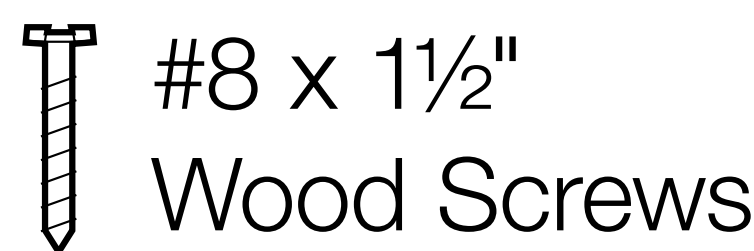
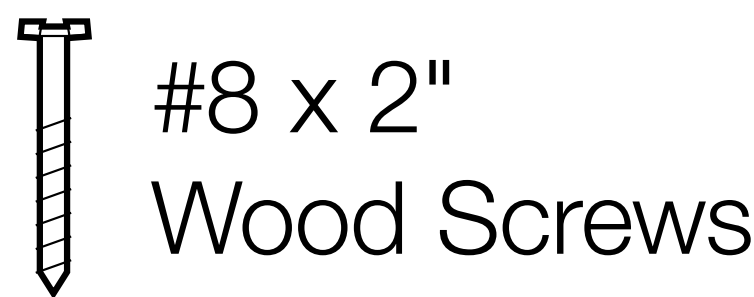
Tension Device  
Inside Mount



Tension Device  
Outside Mount

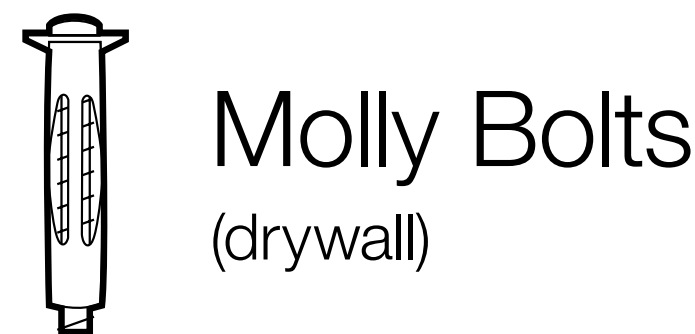
## INSTALLATION HARDWARE (included)

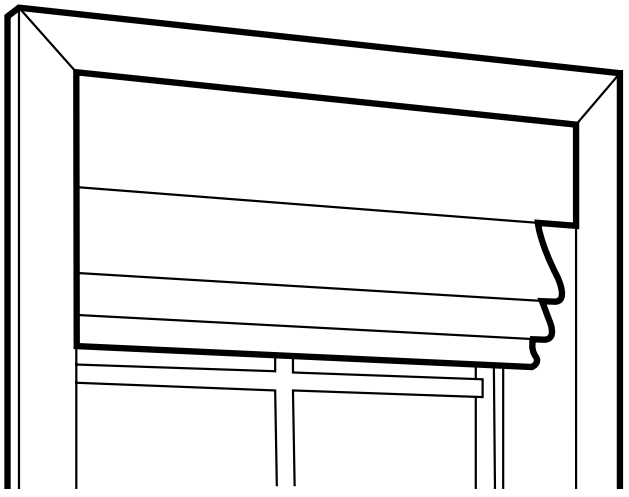
Quantity and type of hardware included depends on shade style, width, specifications and control method.



## WALL FASTENERS (not included)

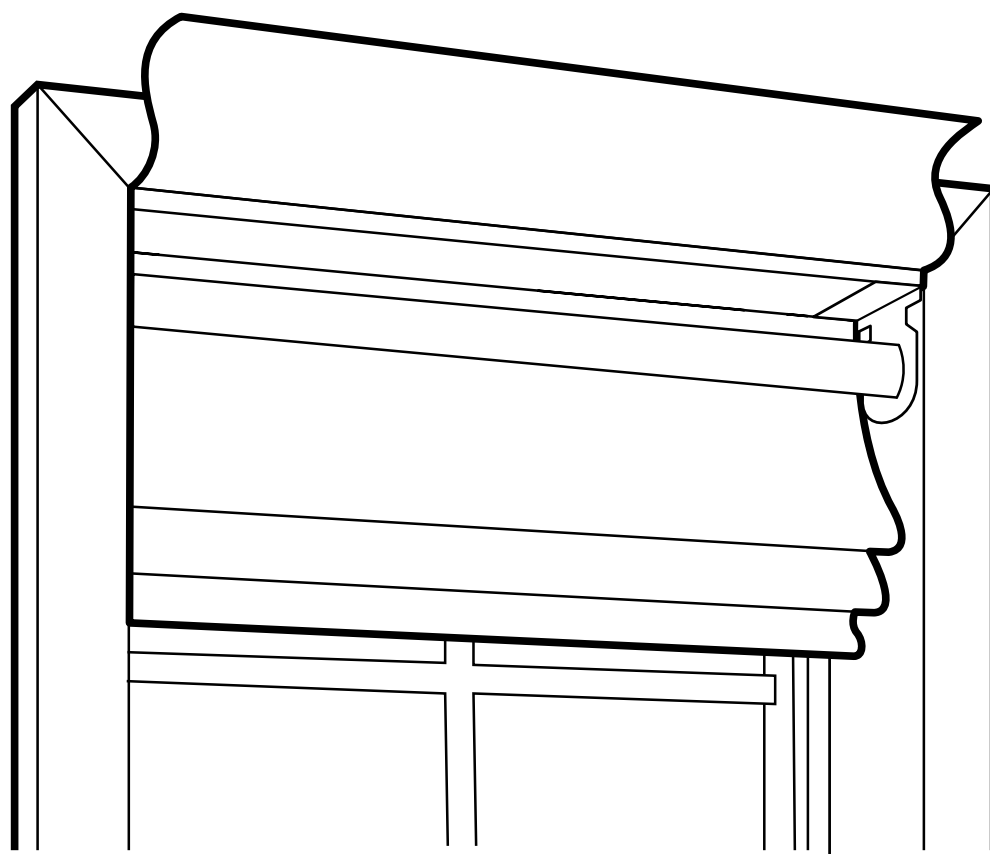
Brackets and other hardware must be securely mounted to wall or other installation surface. Surfaces may vary so use appropriate fasteners.





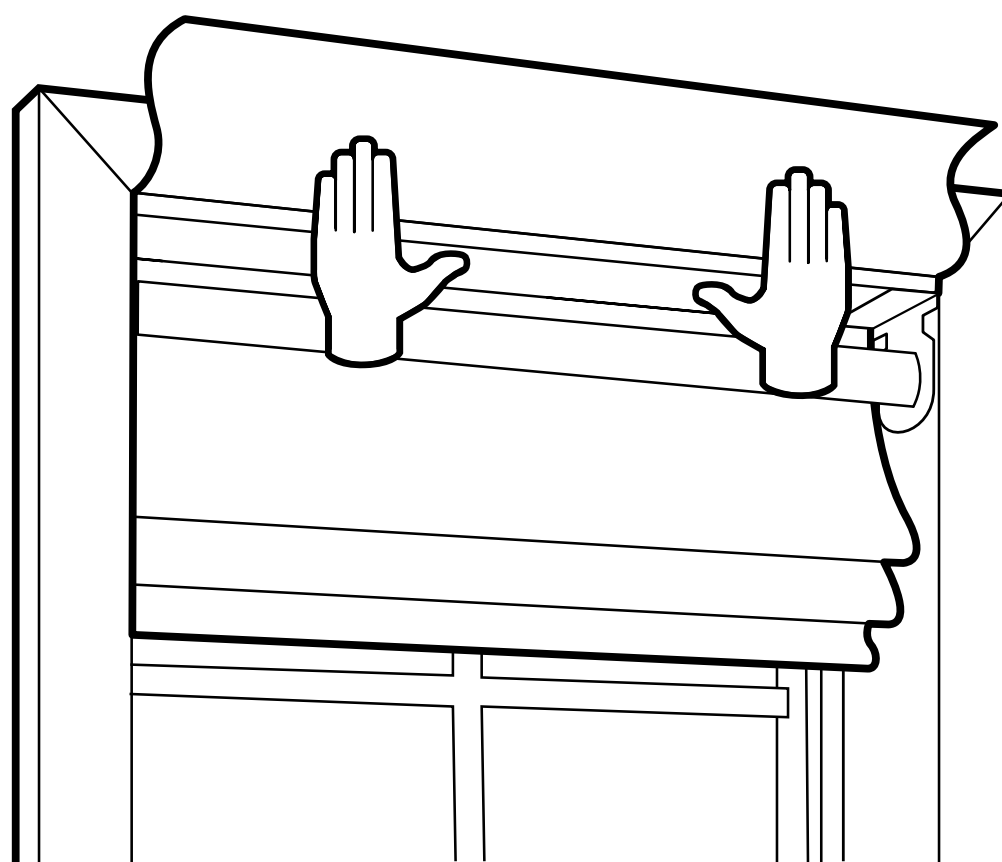
# INSIDE MOUNT (IS)

- 1** Begin with shade in open position. The front of the shade should face the room, rings and lift cords should face the window. Ensure no excess material is pinched or drilled in installation.

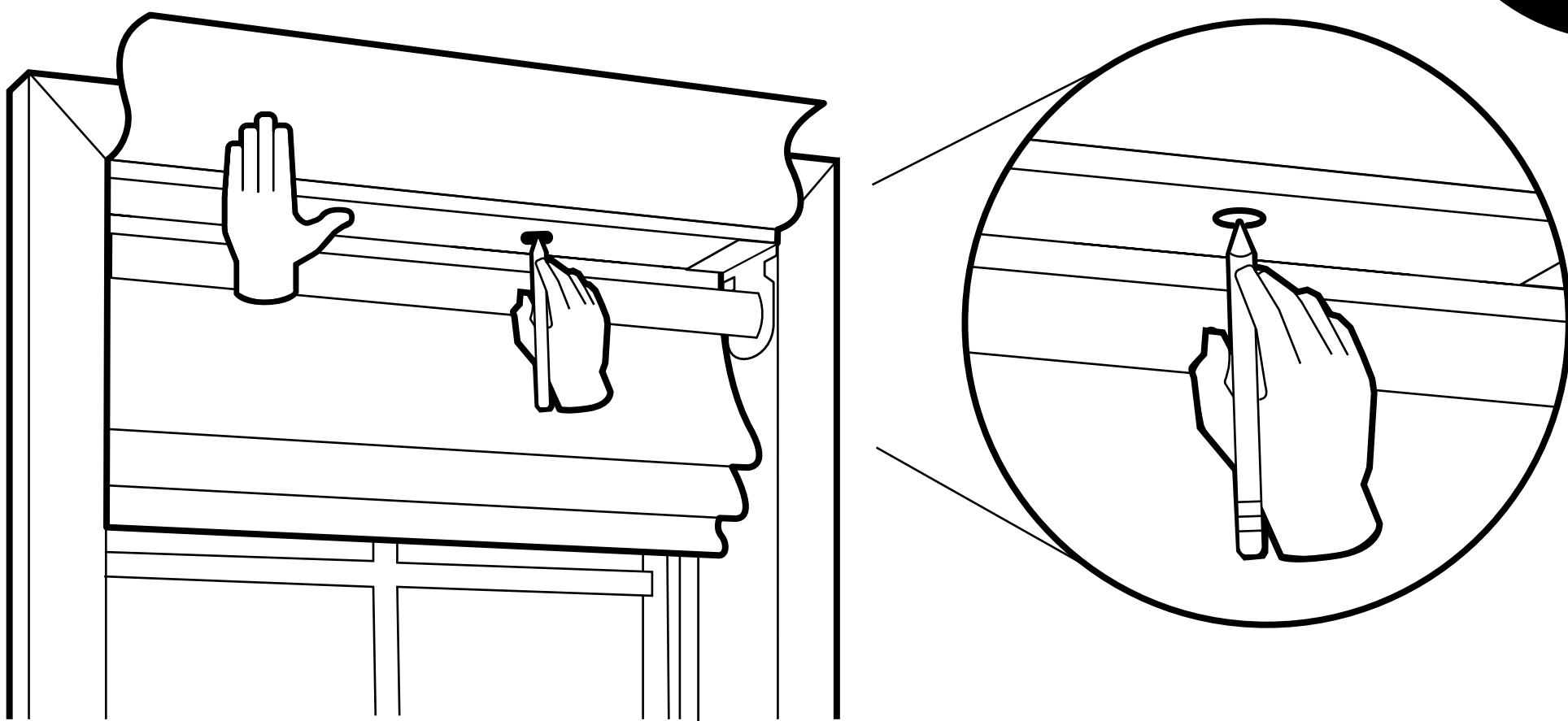


Traditional  
Style Shown

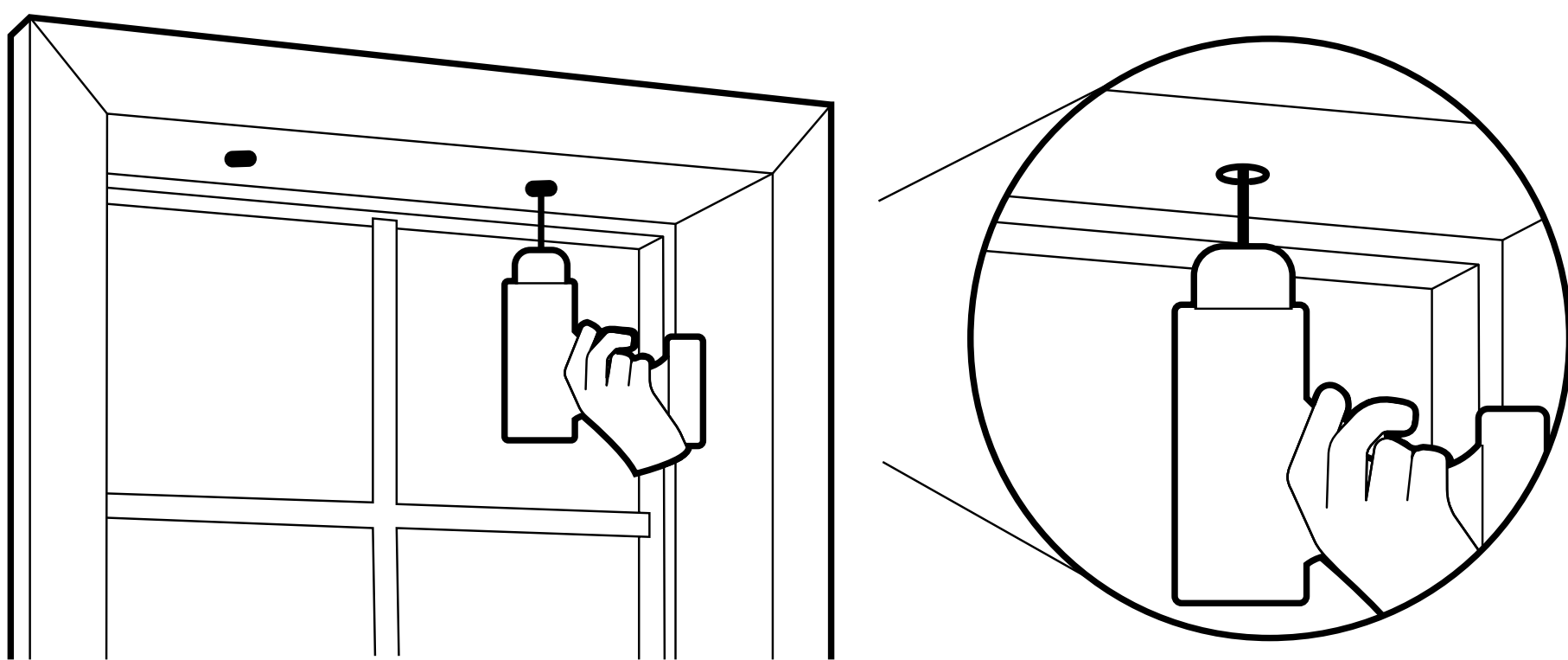
- 2** Position shade inside appropriate window frame at desired location. Center shade horizontally and flush with the front of the window casing.



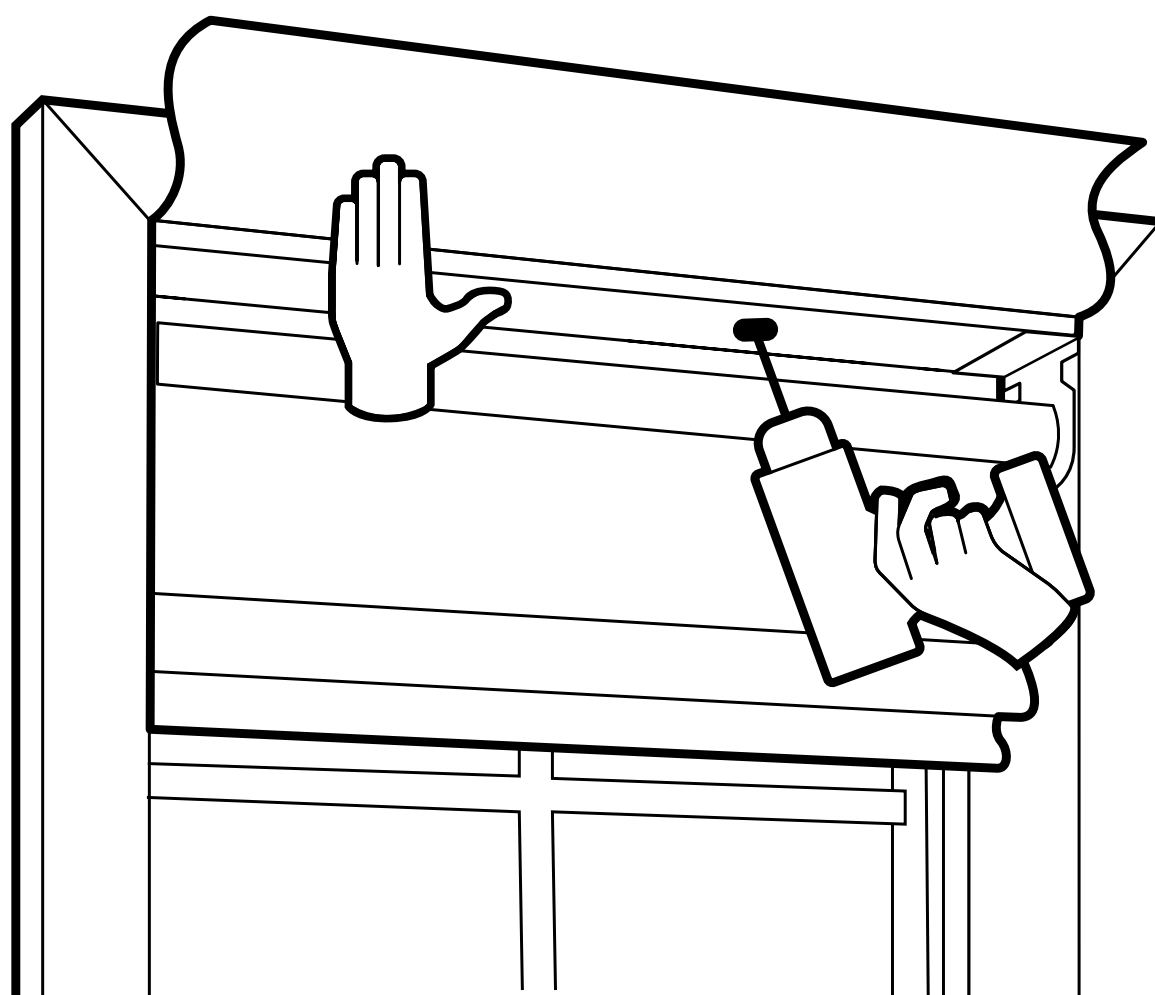
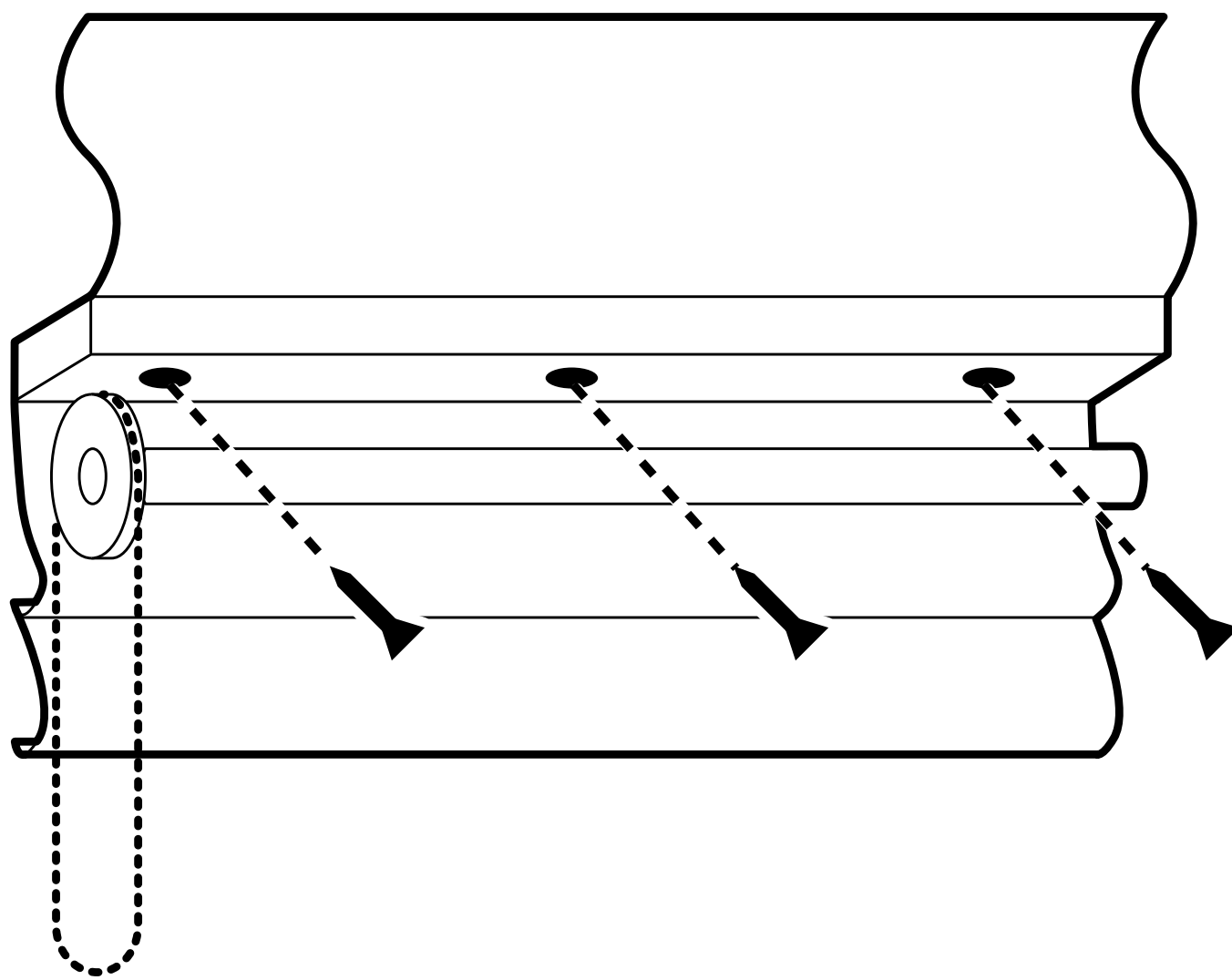
**3** Locate the pre-drilled holes in the headrail. Mark holes in window casing. An “Installation Here” label indicates hole locations if headrail is fabric-wrapped.

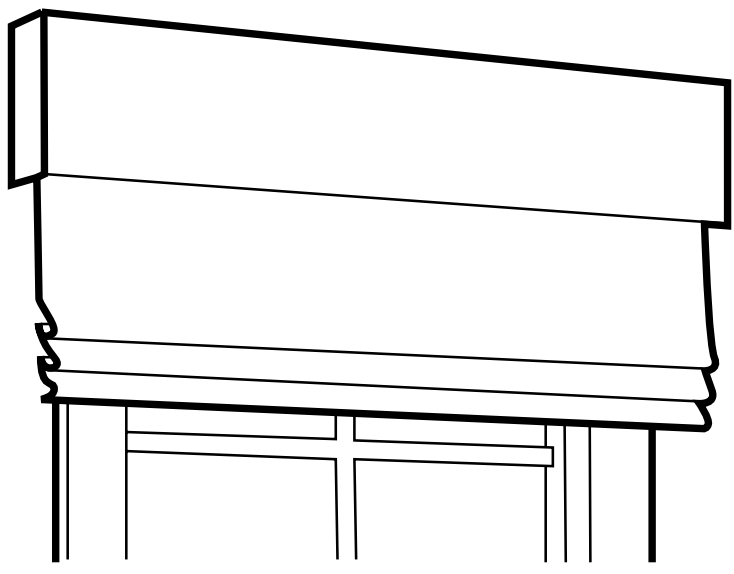


**4** Remove shade from window. Using a  $\frac{1}{16}$ " drill bit, sink pilot holes at marks in the window frame.



**5** Align shade with pilot holes. Secure shade to window frame using #8 x 1½" wood screws. Install screws at an angle to avoid clutch or motor tube. Tighten center screw first to allow for adjustment. Install safety device.

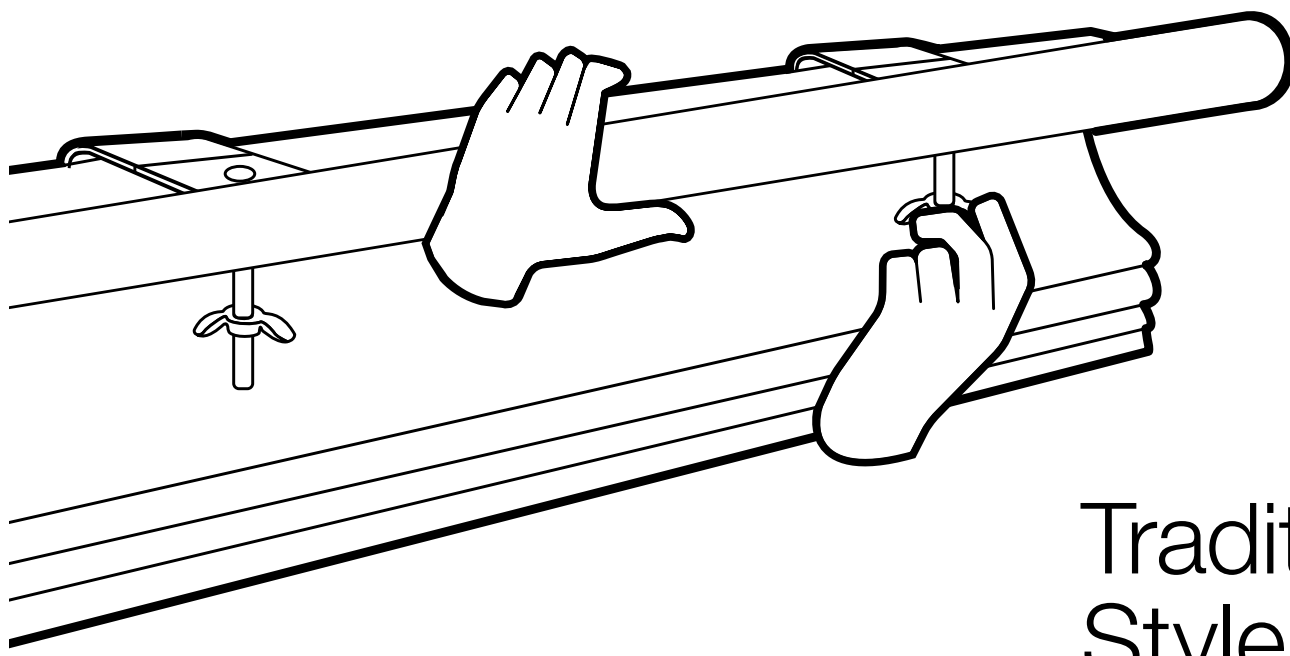




# OUTSIDE MOUNT (OS)

(Window & Door Installation)

- 1** Begin with shade in open position. The front of the shade should face the room and the rings and lift cords should face towards the window. Secure provided brackets to headrail in each pre-drilled hole. An “Installation Here” label indicates hole locations if headrail is fabric-wrapped.



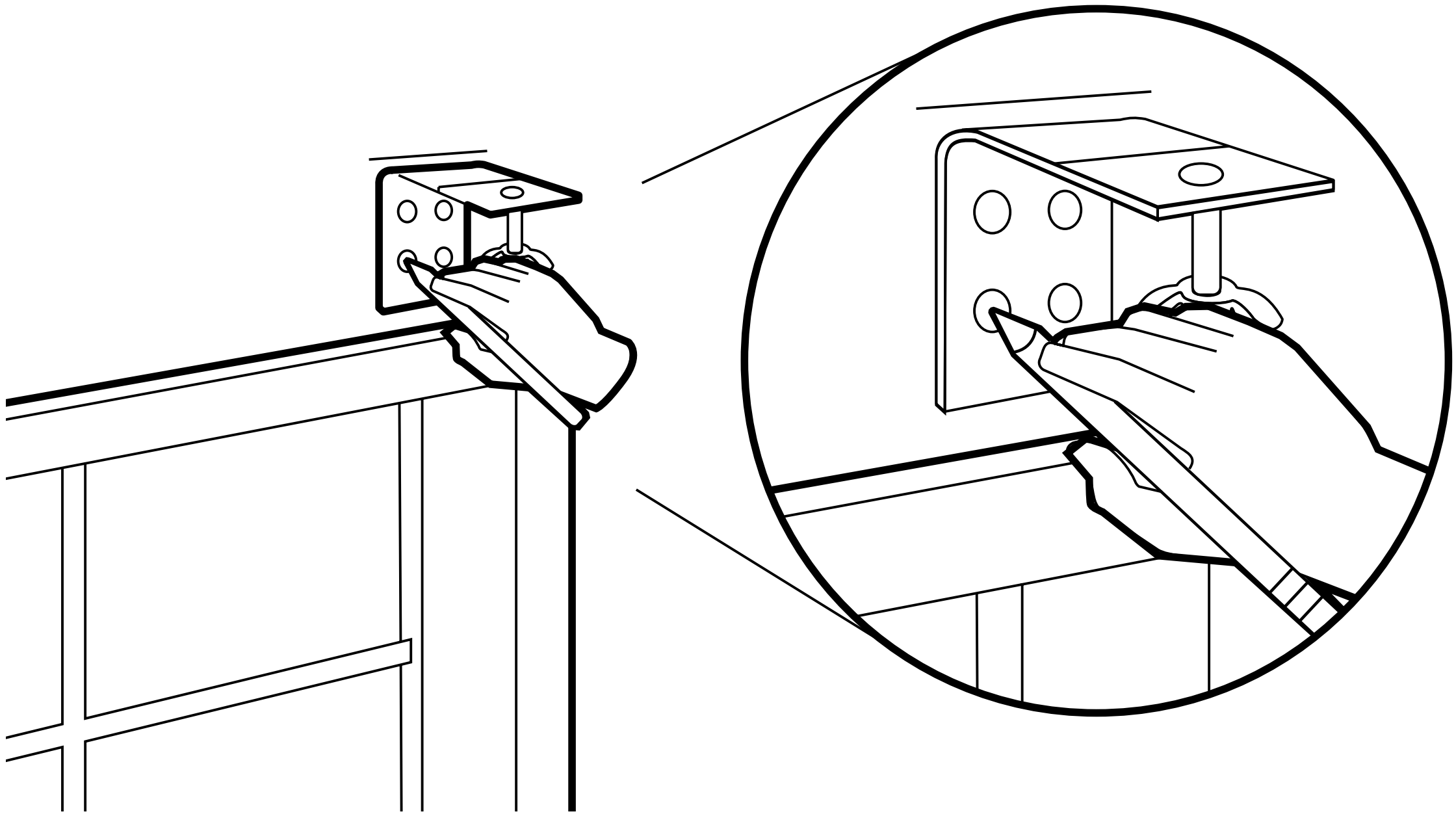
Traditional  
Style Shown



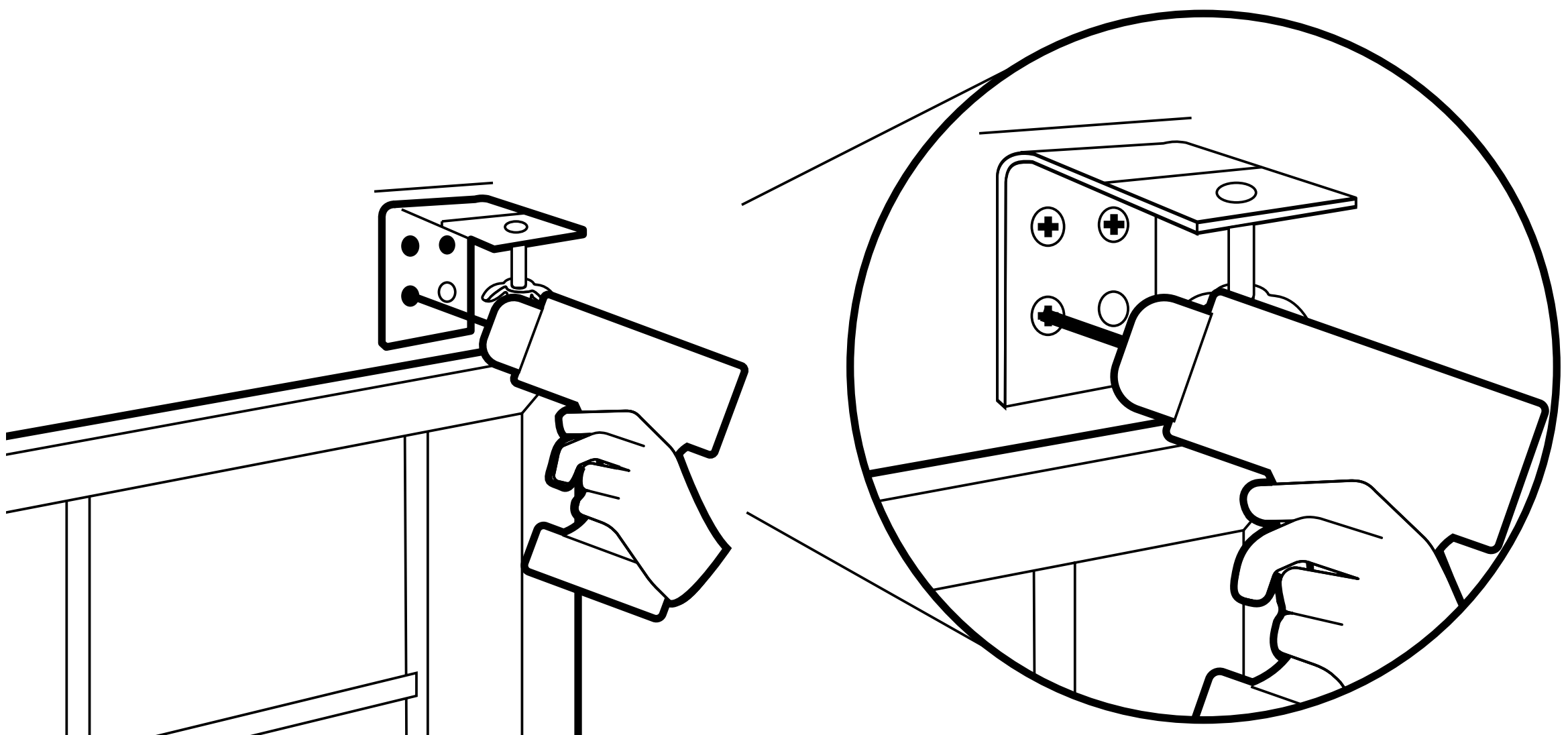
- 2** Hold shade in desired location on wall or window casing. Clearly mark wall on top of each bracket location. Remove brackets from headrail.



**3** Starting at one side of window, position brackets beneath each marking. Mark each hole location.

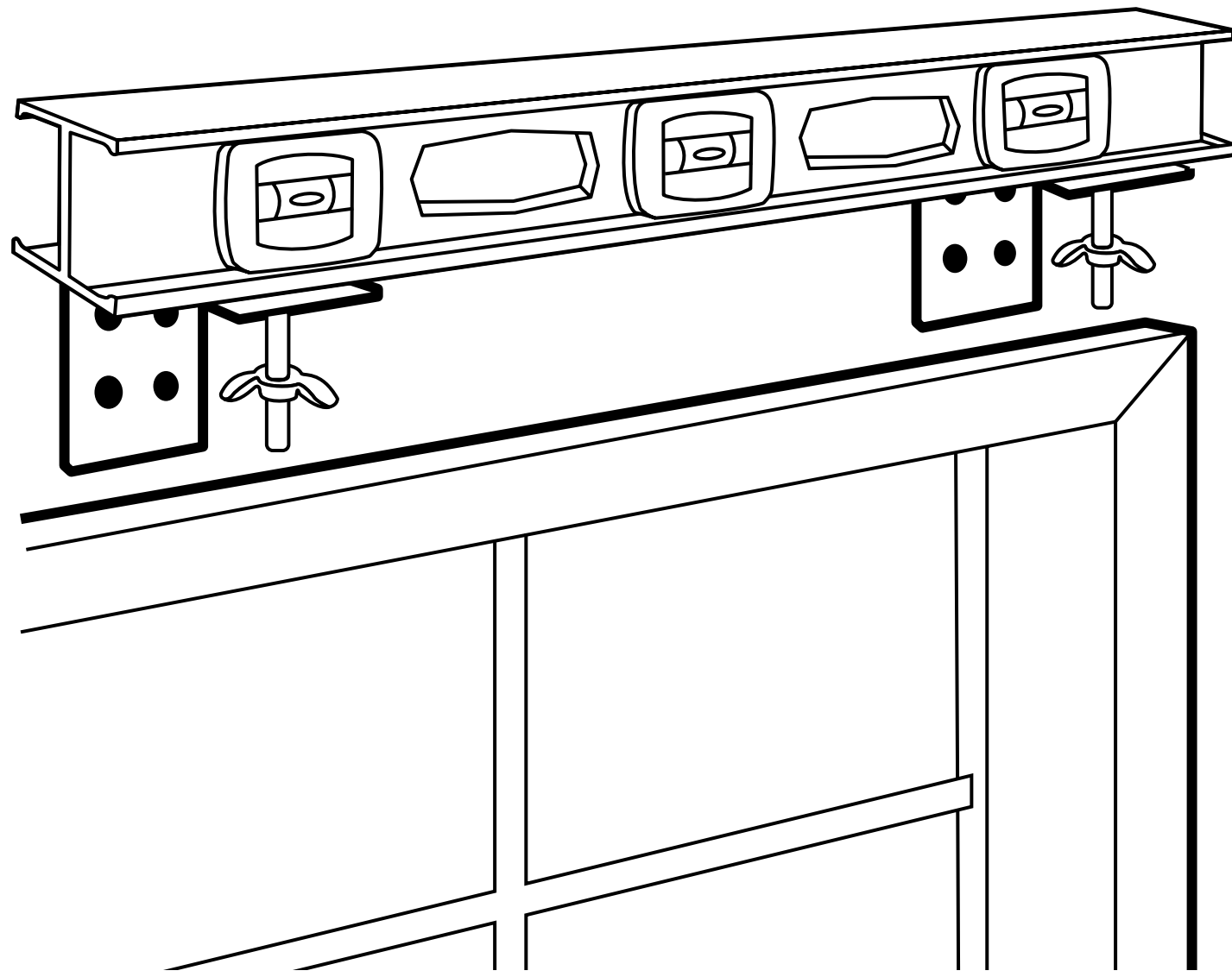


**4** Sink pilot holes using  $\frac{1}{16}$ " drill bit then install bracket using provided #8 x  $1\frac{1}{2}$ " wood screws and appropriate fasteners. If using other fasteners, be sure to also use appropriate-sized bit.

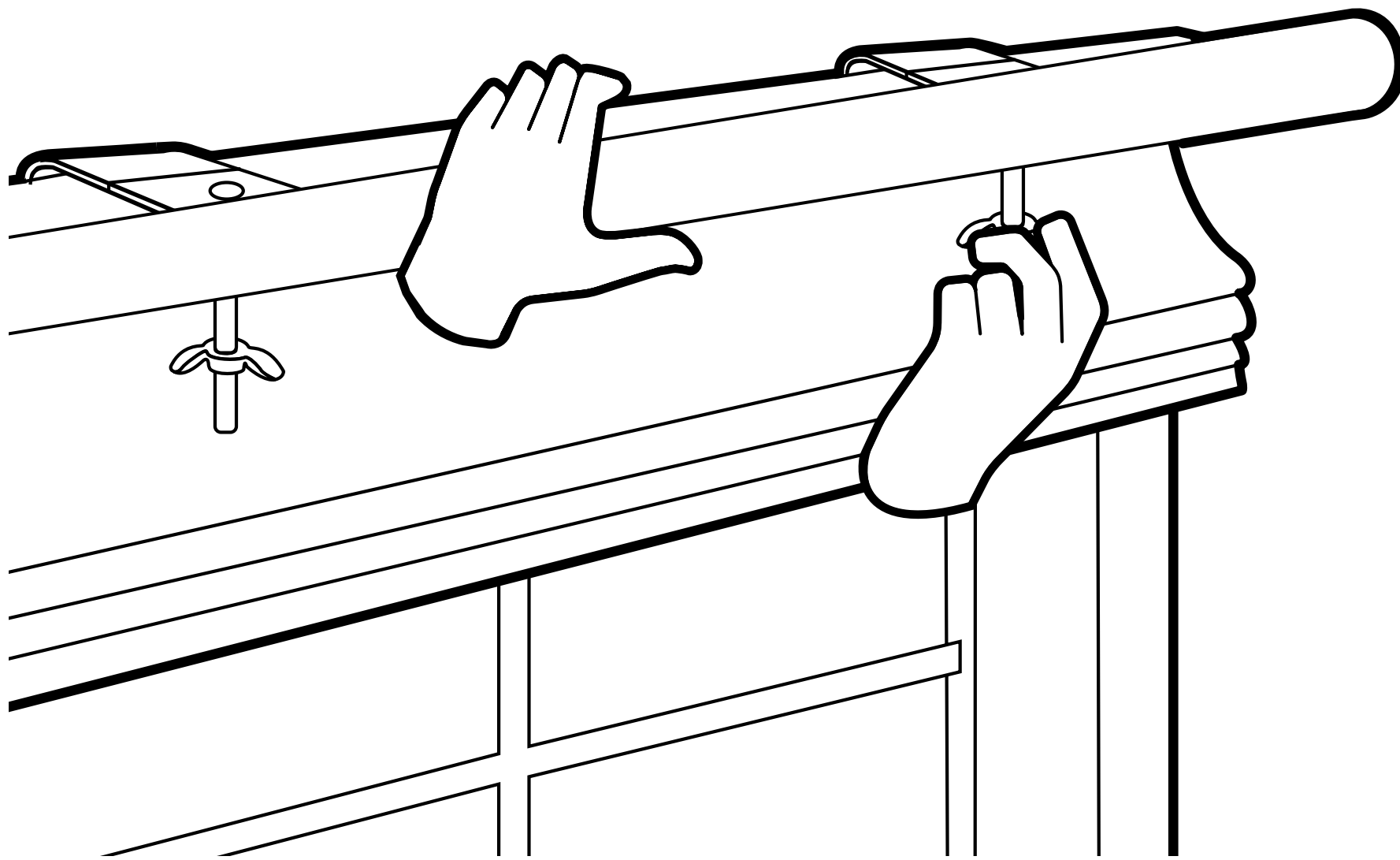




**5** Working from one side of the window to the other, install remaining brackets. Use a level to ensure that each bracket is aligned.

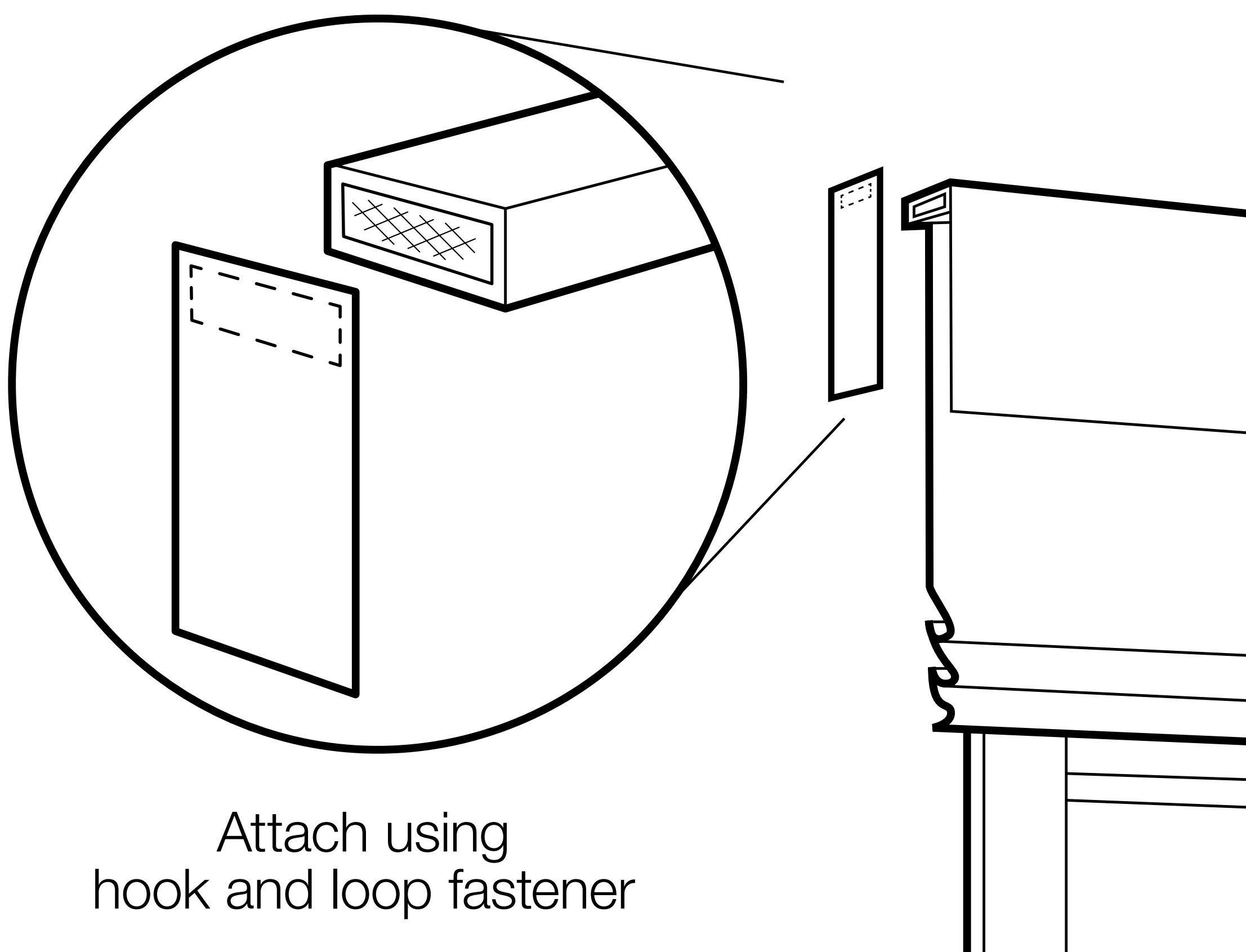


**6** Lift shade up to the brackets and reinstall the wing nuts through the brackets, hand-tightening until snug.



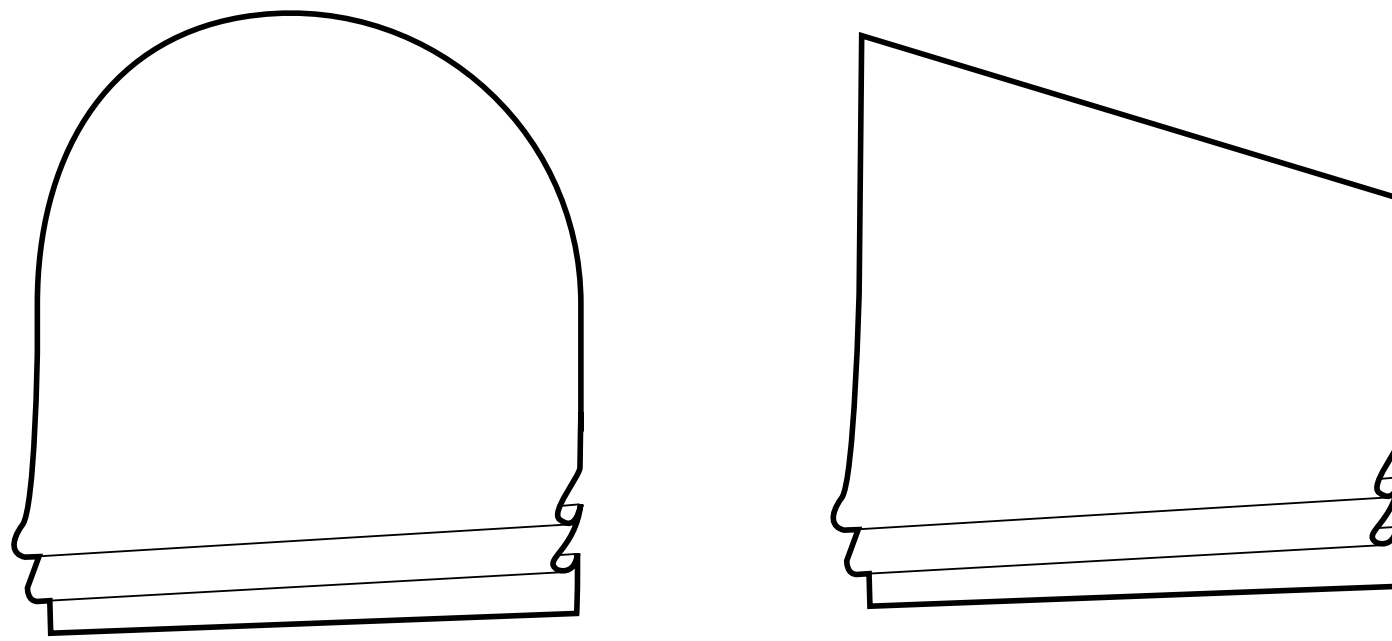
# Side Returns

You'll find the side returns packaged on the belly band of the shade. Once shade is installed, attach the side returns on the end of the headrail using hook and loop fasteners. Install safety device.



# Specialty Shades

Specialty shades, including Arch Top and Angle Top shades, are installed in the same manner as described in previous sections.



## SAFETY DEVICE

### Installation Instructions

Shades should not be operated without the installation of the provided safety devices detailed below. Anchoring devices to the wall or window casing, and proper usage, reduces the hazards of strangulation and entanglement of young children and pets by limiting access to the control loop.

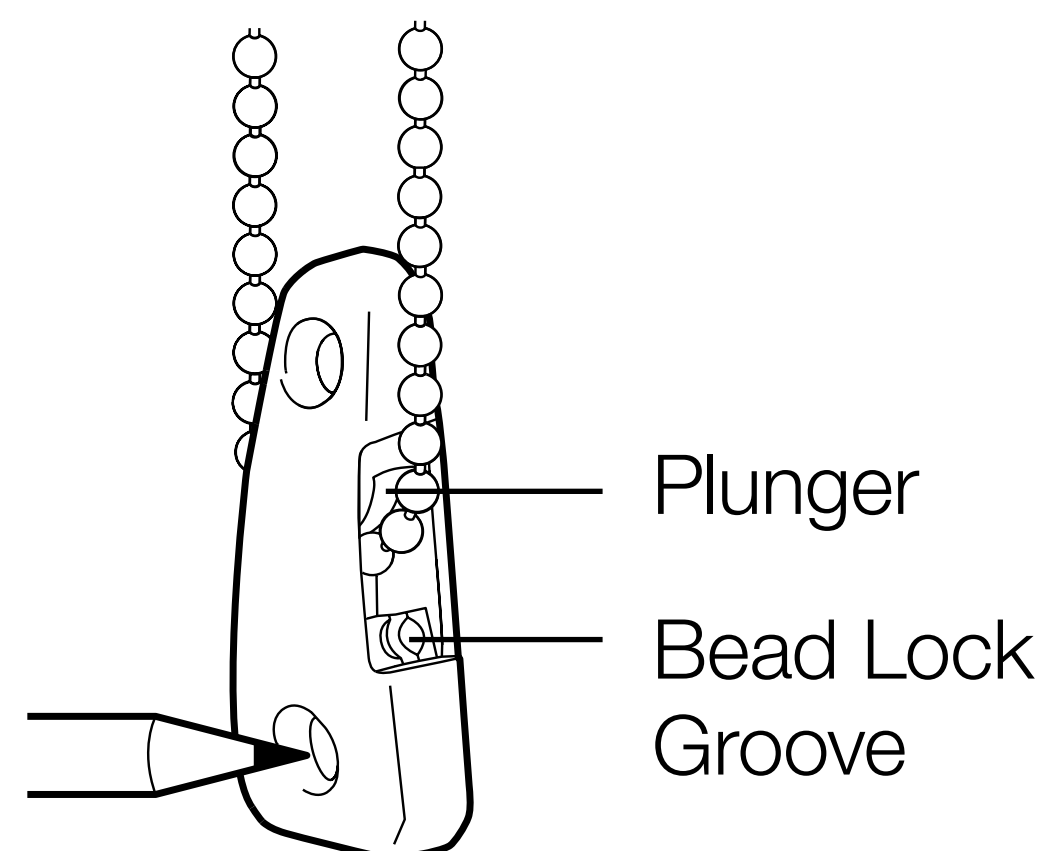


SAFETY by DESIGN™

# Tension Device for Clutch with Control Loop

## INSIDE MOUNT

**1** Pull plunger away from control loop. Lift control loop out of bead lock groove and slide tension device to bottom of loop.



**2** Holding control loop, pull tension device down until loop is taut and plunger spring is fully contracted. Then move tension device up approximately 1/8" to relieve stress on control loop. Do not twist or cross the loop.

**3** Mark screw holes through the tension device on window casing.

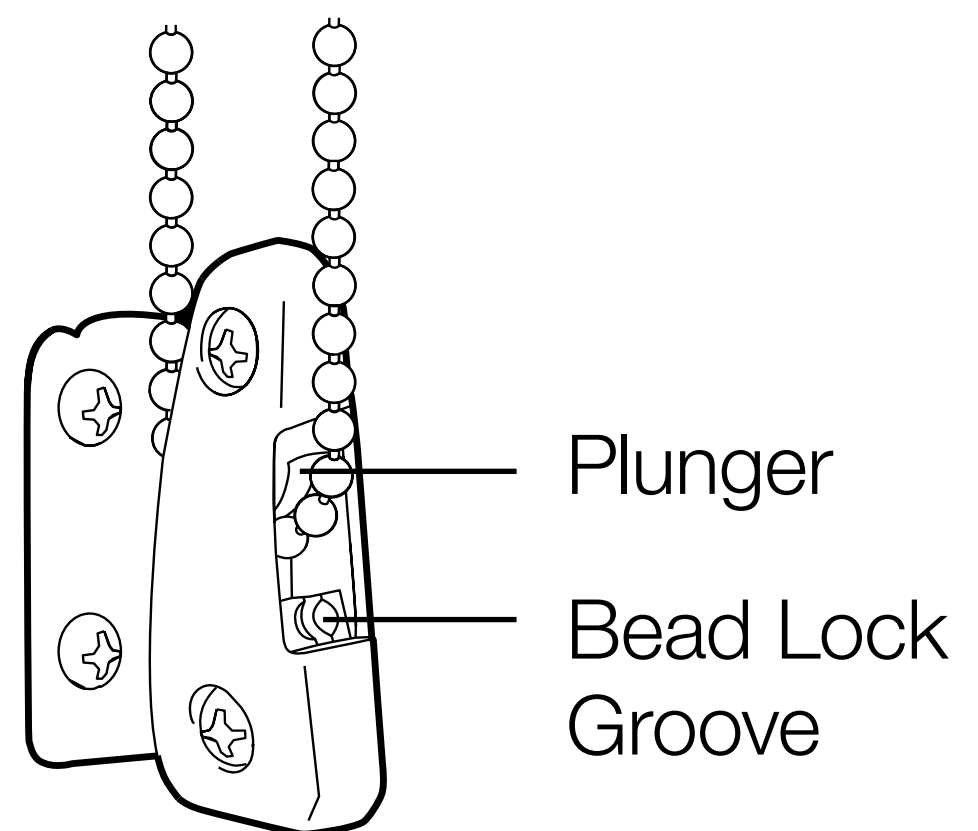
**4** With flat side of tension device flush against the wall or window casing, sink pilot holes and install device with two provided long wood screws.



# Tension Device for Clutch with Control Loop

## OUTSIDE MOUNT

**1** Pull plunger away from control loop. Lift control loop out of bead lock groove and slide tension device to bottom of loop.



**2** Holding control loop, pull tension device down until loop is taut and plunger spring is fully contracted. Then move tension device up approximately 1/8" to relieve stress on control loop. Do not twist or cross the loop.

**3** Mark screw holes through the tension device on window casing, wall or door.

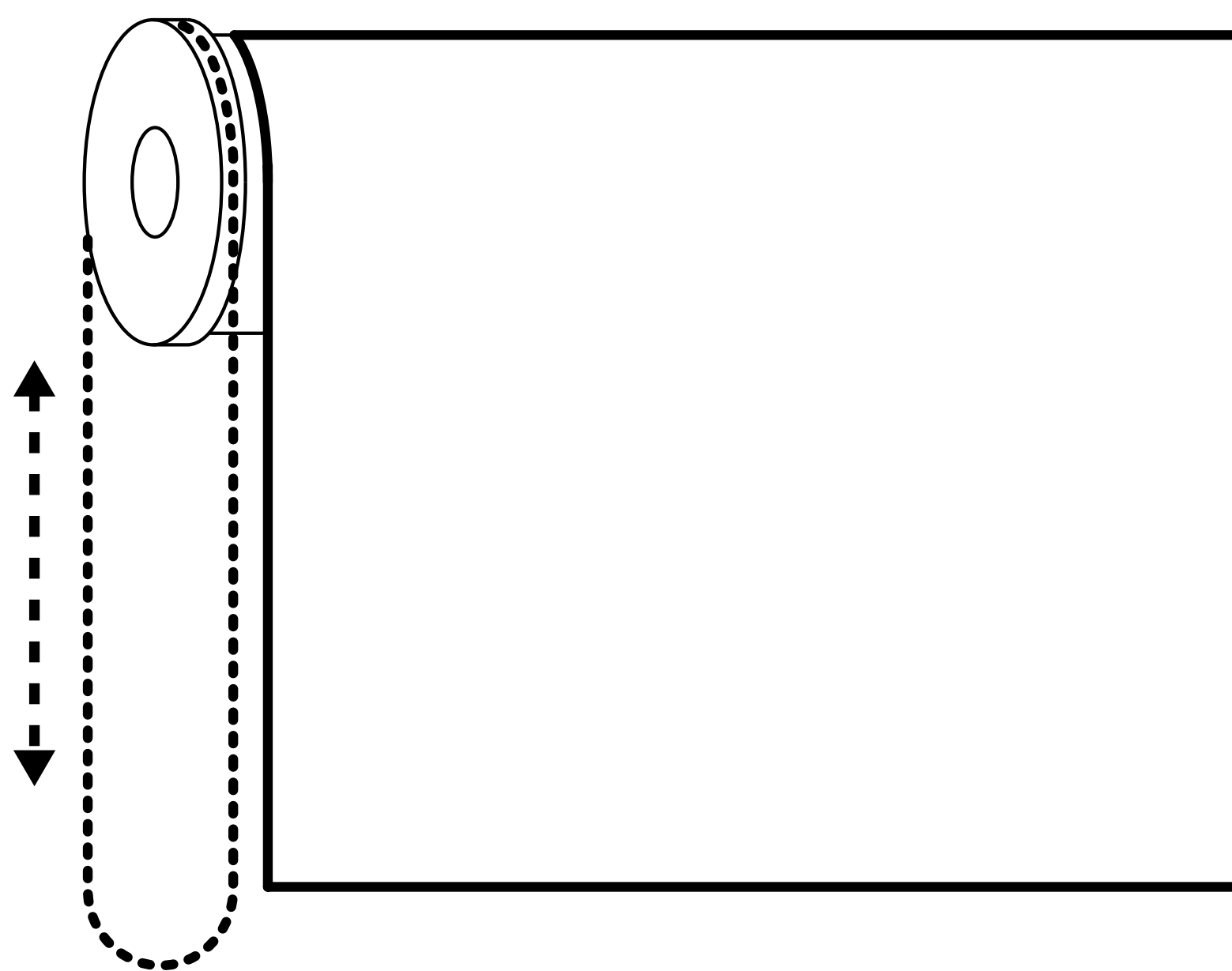
**4** Align mounting bracket with markings and sink pilot holes.

**5** Install mounting bracket using two provided long wood screws and appropriate fasteners.

**6** Holding control loop, pull tension device down until loop is taut and plunger spring is fully contracted. Then move tension device up approximately 1/8" to relieve stress on control loop. Do not twist or cross the loop.

# Clutch with Control Loop

To raise your shade, pull down on the front of the control loop. To lower the shade, pull down on the back of the control loop. Pull hand-over-hand to desired position. To preserve the shade system do not adjust beyond limits. Stop when the shade no longer moves without resistance.

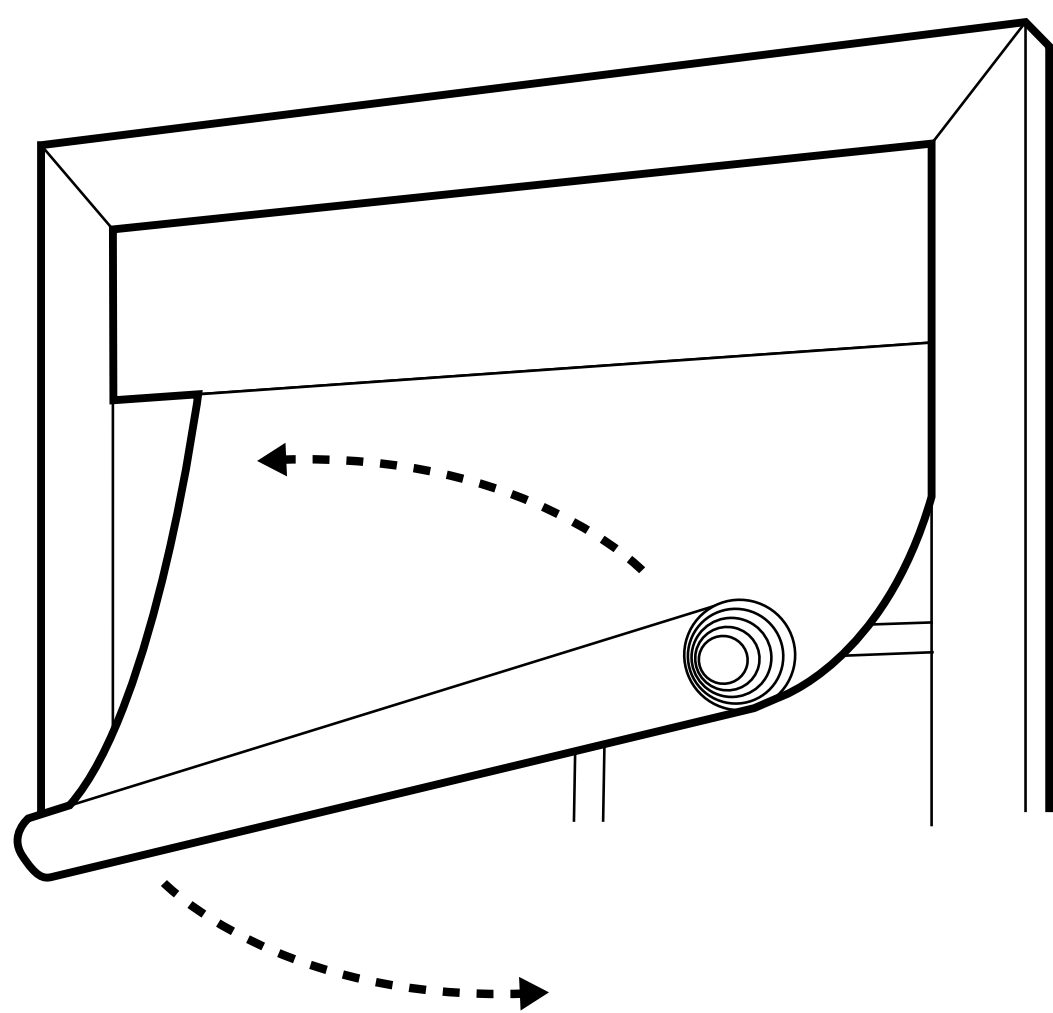


# TROUBLESHOOTING

We carefully inspect each windowcovering prior to shipping. However, products can shift during shipping and may need minor adjustments. The weave is flexible enough to allow for minor adjustments for proper fit in the window.

If your windowcovering does not lie flat against the window casement or flares to one side, roll the product up tightly by hand and gently twist the shade or panel against the direction of the flare.

The edges of reeded shades may need to be aligned after installation. Gently tap one side of the shade from top to bottom until reeds are even along the edge.



For additional troubleshooting tips visit:

[www.hartmannforbes.com/troubleshooting](http://www.hartmannforbes.com/troubleshooting)

# CARE & MAINTENANCE

- After receiving your windowcoverings, it is recommended that you promptly remove them from the box and install or hang to minimize creasing and wrinkling.
- Vacuum shades with an upholstery attachment to remove dust, hair or other airborne particles.
- For windowcoverings that extend to the floor, always use special care to avoid contact when cleaning the floor.
- Prolonged exposure to the elements will result in visible wear. It is recommended to open and close shades on a regular basis to help ensure they wear more evenly.
- Ensure windows are dry to protect shades from moisture caused by window condensation or rain. Prolonged exposure to moisture and extreme humidity will cause discoloration from mildew, which can be difficult to remove.
- In the event that wrinkling occurs, use a dry iron on a low setting, increasing the heat as needed. Do not exceed the medium heat setting or use steam.



# WARRANTY

Hartmann&Forbes warrants to the original purchaser (“purchaser”) that its windowcoverings (“products” or “the product”), when correctly installed and operated in strict accordance with the installation instructions, will be free from defects in materials and workmanship for FIVE (5) YEARS from the date of delivery (the “Warranty Period”). Subject to the following warranty exclusions, any products or parts determined to be defective during the Warranty Period will be repaired or replaced by Hartmann&Forbes at no-charge to the purchaser. Motor and motor componentry not covered under Craftsmanship Limited Warranty, but is covered under motor manufacturer warranty. For specific coverage visit [hartmannforbes.com](http://hartmannforbes.com).

## NOT COVERED BY WARRANTY:

- Hartmann&Forbes products or parts which fail due to accident, alteration, improper use, abuse, neglect, normal wear, color-fading due to sunlight, atmospheric conditions, direct exposure to salt air or improper cleaning
- Any conditions or damage resulting from the removal of the product or reinstallation in the same or another window
- Inherent rippling, wrinkling and organic variations including knots and striations in Natural Windowcovering materials, which may be accentuated by artificial lighting
- Labor costs and expenses associated with measuring and installing replacement products, shipping, packaging and returning merchandise, except as may be authorized by Hartmann&Forbes in advance
- Hartmann&Forbes motor-ready windowcoverings
- Customer-provided motors and parts
- Hartmann&Forbes Natural Wallcoverings
- Hartmann&Forbes By-the-Yard Textiles

# WARRANTY (CONT.)

To obtain Warranty service, contact the showroom or distributor from which you purchased your Hartmann&Forbes product(s) and, if it is determined that your claim is subject to warranty, Hartmann&Forbes will promptly repair or replace any defective parts at no-charge. Charge-backs for repair or installation costs will not be honored unless authorized by Hartmann&Forbes in advance. Hartmann&Forbes retains the right to determine the appropriate method for repairing or remaking any product.

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LIMITATION OF REMEDIES: HARTMANN&FORBES SHALL NOT BE LIABLE FOR ANY DIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES EXCEPT AS SPECIFICALLY LISTED ABOVE, AND SHALL NOT BE LIABLE IN ANY CIRCUMSTANCE FOR SPECIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES OR LOST PROFITS OF ANY KIND WHETHER BASED ON CONTRACT, WARRANTY, NEGLIGENCE, PRODUCT LIABILITY OR ANY OTHER THEORY OF RELIEF RESULTING FROM OR ARISING IN ANY WAY FROM YOUR PURCHASE OR USE OF HARTMANN&FORBES PRODUCTS.

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# HARTMANN&FORBES