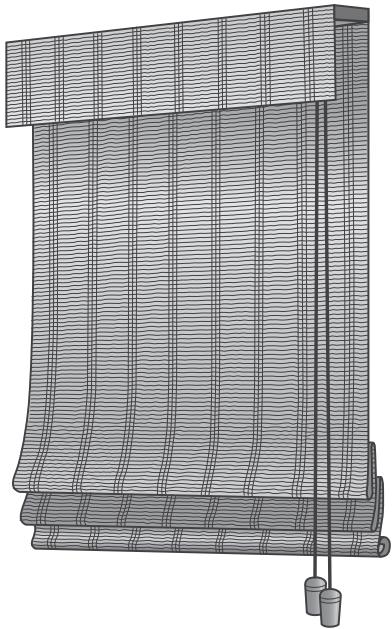


NATURAL ROMAN SHADES

INSTALLATION INSTRUCTIONS



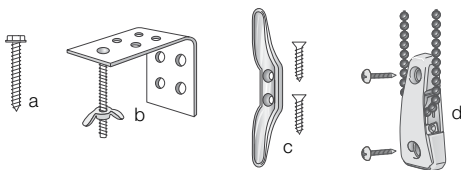
TOOLS REQUIRED

- Power Driver
- 1/4" Hex Bit or Phillips Bit
- 1/16" Drill Bit
- Pencil
- Tape Measure
- Level
- Appropriate Wall Fasteners

INSTALLATION HARDWARE (INCLUDED)

Quantity and type of hardware included depends on shade width and specifications.

- a. #8 x 1 1/2" Wood Screws
- b. New York Brackets (for outside mount)
- c. Cord Cleat with 3/4" Screws (for cord-operated shades)
- d. Tension Device with 1 1/4" Screws (for clutch-operated shades)

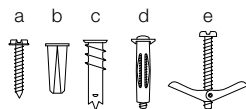


FASTENERS

Brackets and other hardware must be securely mounted to wall or other installation surface. Each installation surface is different and may require fasteners that are not provided. Please be sure to use appropriate fasteners for your situation.

Some common fasteners are:

- a. #8 Screws for Wood (provided)
- b. Plastic Insert Plugs (drywall or plaster)
- c. Self Drilling Anchor (drywall)
- d. Molly Bolts (drywall)
- e. Toggle Bolts (drywall, or lath & plaster)



MOUNT INSTALLATION

INSIDE MOUNT INSTALLATION (IS)

1. Raise the shade into the open position. The front of the shade should face the room and the rings and lift cords should face towards the window.
2. Position the shade into its desired location within the window casing.
3. Locate the pre-drilled holes in the headrail. An "Install Here" label will mark hole locations if headrail is fabric wrapped.
4. Secure shade in place by anchoring directly into the window casing using the #8 x 1 1/2" screws provided (figure 1). Use the 1/16" drill bit to drill pilot installation holes in the window frame if desired. When the method of shade operation is a clutch mechanism or motor, it is necessary to install the screws at an angle to prevent interference from the lifting mechanism (figure 2).
5. Install safety devices (see the reverse of this page for instructions).

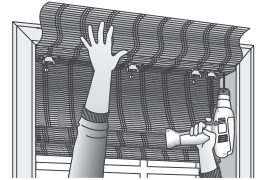


figure 1

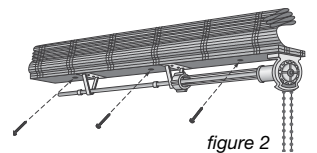


figure 2

OUTSIDE MOUNT INSTALLATION (OS) – NEW YORK BRACKETS

1. Attach New York brackets (provided) to headrail in each pre-drilled slot (figure 3). An "Install Here" label will mark hole locations if headrail is fabric wrapped. Hold the shade in its desired installed location against the wall or window casing. Using a pencil, mark the top of each bracket location (figure 4).
2. Remove brackets from headrail. Starting at one side of the window, position bracket so that the top of the bracket aligns with bottom of marks. Pre-drill pilot holes using 1/16" bit and install using #8 x 1 1/2" screws and appropriate fasteners. If using fasteners (not provided), you may need a larger drill bit.
3. Working from one side of the window to the other, install remaining brackets following step 2. Use a level to ensure that each bracket is aligned with the first bracket installed (figure 5).
4. Attach End Flaps (if desired) by placing side return on top of headrail with rolled hem facing up and tape folded over the end. Ensure tape does not extend beyond top of headrail. Peel backing off adhesive tape and tack side return to headboard (figure 6). Fold return over the tape. Press material down to make a clean fold at the top of the headrail (figure 7).
5. With the brackets installed level to one another, remove the wing nuts and hold the shade up into the bracket posts. Reinstall the wing nuts to the brackets and hand-tighten until snug (figure 3).

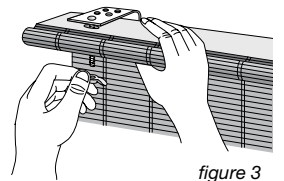


figure 3

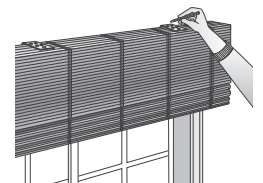


figure 4

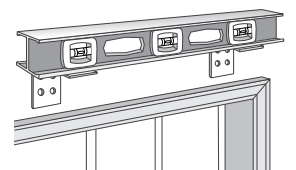


figure 5

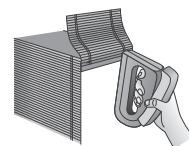


figure 6

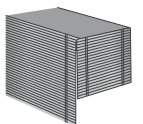


figure 7

MOUNT INSTALLATION CONTINUED

OUTSIDE MOUNT INSTALLATION (OS) – FRONT TO BACK

1. Raise the shade into the open position. The front of the shade should face the room and the rings and lift cords should face towards the window.
2. Position the shade into its desired location on wall or door.
3. Locate the pre-drilled holes in the headrail. An "Install Here" label will mark hole locations if headrail is fabric wrapped. Use a level to ensure it is positioned squarely (*figure 8*).
4. Secure shade in place by anchoring directly into the wall or door using the #8 x 1½" screws provided. Use the ⅛" drill bit to drill pilot installation holes in the door if desired.
5. Install safety devices (see below for instructions).

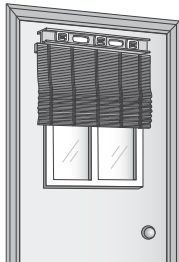


figure 8

SAFETY DEVICE INSTALLATION

CORD LOCK OPERATED SHADES

Install cord cleat(s) by finding a suitable location on the pull-cord side of the shade, making sure the cleat is installed at a height well out of reach of children. Drill a ⅛" pilot hole and anchor the cleat using the color coordinated installation screws (*figure 9*). If you do not have a wall or casing that is solid, use fasteners (not included).

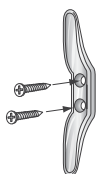
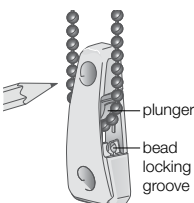


figure 9

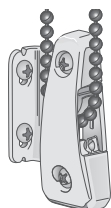
CLUTCH OPERATED SHADES

Anchoring the tension device to the window casing or wall reduces the hazards of strangulation and entanglement of young children by limiting access to the cord loop. The tension device must be installed to make the shade fully operable and cannot be removed from the cord loop unless it is physically cut off.

1. Pull plunger away from bead chain.
2. Lift bead chain out of bead locking groove and slide tension device to bottom of chain loop.
3. Pull tension device down until bead chain is fully tensioned (plunger will be at the top). Do not twist or cross the cord loop.
4. Move tension device up approximately ⅛".
5. Mark screw hole locations on window casing or wall.
6. Pre-drill screw holes and install tension device with 2 provided screws.



inside mount



outside mount

HELPFUL HINTS

HINT: DUAL SHADES

Roman / Roller Dualshades are premounted and installed in the same manner as detailed in mount installation.

HINT: SPECIALTY SHADES

There are many specialty shade types, including curved headrails and slanted headrails. These are all installed in the same manner as detailed in mount installation.

DRESSING YOUR PRODUCT

HARTMANN&FORBES carefully inspects each window covering prior to shipping. However, products can shift during delivery and may need minor adjustments and dressing during installation. The weave is flexible enough to allow for minor adjustments so it fits properly in the window.

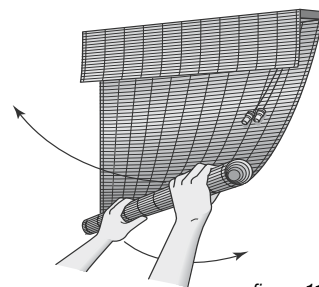


figure 11

1. If your window covering doesn't 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 (*figure 11*). If this doesn't help, please contact Customer Relations for assistance at 888.582.8780.
2. The edges of reeded shades may need to be aligned after installation. Gently tap one side of the screen from top to bottom until reeds are even along the edge.

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