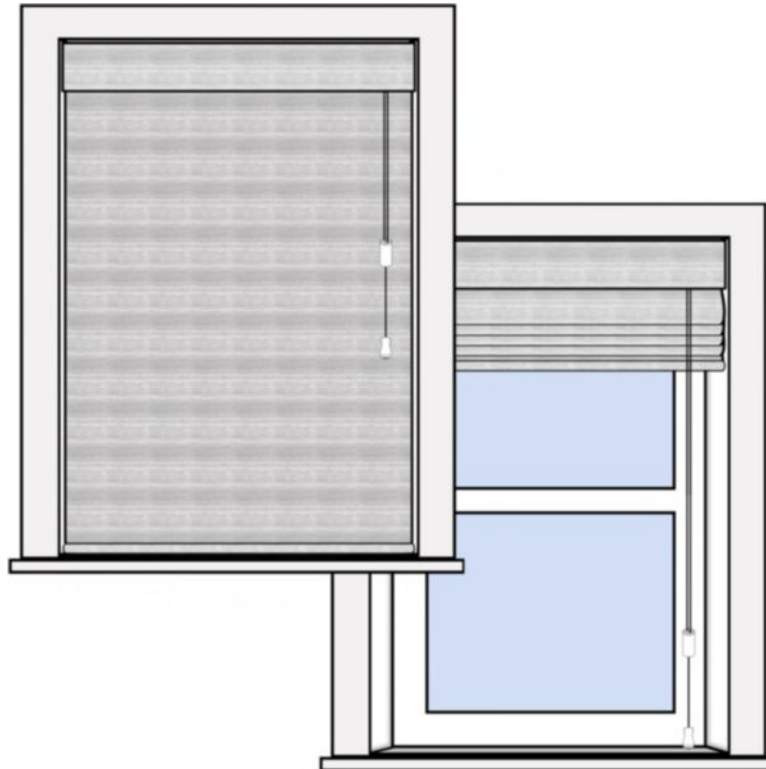


## Installation Instructions Woven Wood Shades



**451 N. Cota St, Corona, CA 92880**  
**800-281-3013**

# Installing Your New Woven Wood Shades

Please take a moment to review the contents of your parts package.

Your parts package should contain the following:

- 1) Installation Brackets (For Outside Mounts)
- 2) Mounting Screws
- 3) Cord Cleats (Std Lift) or Cord Tensioner (Super Rise)

## Important Note:

All woven shade materials have a distinctive style, each being composed of a variety of natural material, including bamboo, reeds, jutes, rattans, grasses and woods. These materials will include variations in shape, size, color and texture. These variations are considered normal, and are part of the natural beauty of woven wood shades, and should not be considered a flaw.

## Before Mounting the Shade:

In order to operate correctly, woven shades need to be installed perfectly level. For Inside Mounts, check the upper inside frame of the window. If the frame is uneven, a shim may be necessary to level the shade. (Fig. 1)

For Outside Mounts, make sure both brackets are installed level to each other. Also make sure the shade will clear all obstructions when installed and operated. Spacer blocks may be used to project the mounting brackets over any obstructions or molding.

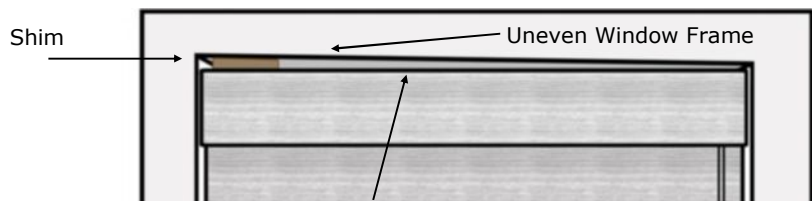


Fig. 1

Shade headrail must be perfectly level for shade to operate correctly.

## Mounting the Shade:

Inside Mount - Shades made for inside mount will have pre-drilled holes in the headrail for the mounting screws.

Hold the headrail firmly against the casement, and drill small pilot holes into the casement through the screw holes. (Do not drill at the slots at the sides of the headrail.) (Fig. 2)

Use the mounting screws to attach the shade to the window casement, at the pilot holes. If a shim was required to level the shade, make sure it is firmly in place before tightening the mounting screws.

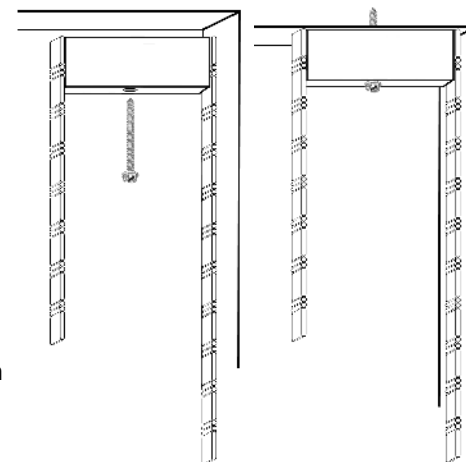


Fig. 2a

Fig. 2b

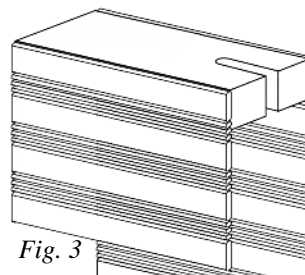


Fig. 3

Outside Mount - Shades made for outside mounting will use the notches cut into the sides of the headrail for mounting on the OM brackets. (Fig. 3)

Hold the headrail level against the window frame or wall above the window frame. Lightly mark the position of the headrail slots.

Hold each mounting bracket against the wall or window frame and lightly mark the screw holes. Make sure you line the brackets up with the center of the slots in the headrail.

Drill pilot holes, and use appropriate fastener screws, wall anchors, or toggle bolts to mount brackets. (Fig. 4)

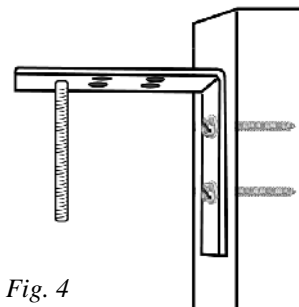


Fig. 4

### Outside Mount: (cont)

Push the headrail up onto the brackets so that the threaded posts on the brackets sit in the slots on the sides of the headrail. (Fig. 5)

Once in place, secure the headrail to the mounting bracket by tightening the wing nut. (Fig. 6)

Fig. 5

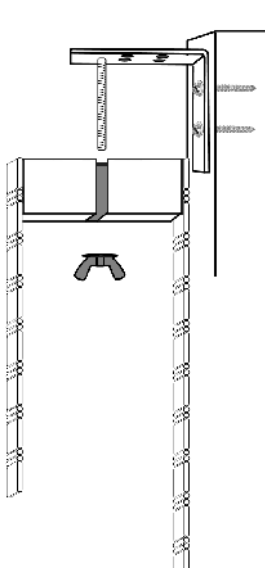
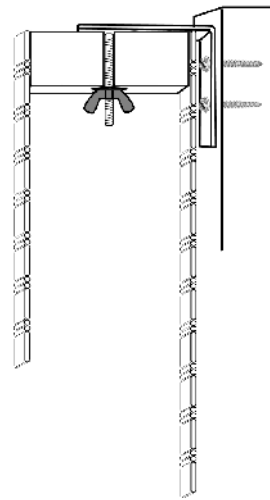


Fig. 6



### Hold-Down Brackets:

Optional hold-down brackets are available to secure the bottom of the shade, to keep it from swinging if the shade is installed on a door.

#### Installation:

Lower the shade to its lowest position. Place the hold-down bracket on the window frame, aligned with the pins in the bottom rail of the shade. Lightly mark the hole locations for the screws. Mount each bracket to the frame at your marks with the short screws. Insert the pins into the brackets. (Fig. 7)

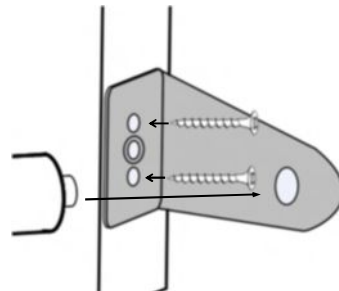
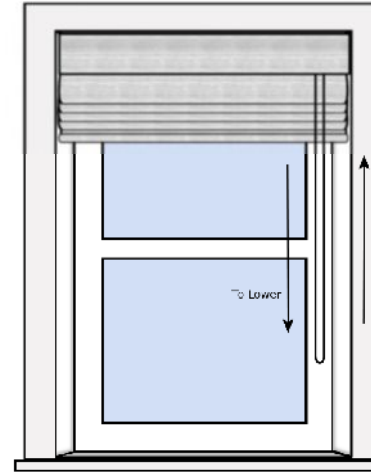


Fig. 7

### Operating Your Shade:



#### Super Rise:

To raise the shade, pull the continuous cord loop down until the shade is fully raised. To lower, pull the continuous cord loop down until the shade reaches the window sill. (Fig 8b)

### Adjusting Your Shade:

Your shades have been inspected thoroughly for quality in materials and workmanship. However, minor adjustments may be necessary after installation.

If the shade isn't correctly aligned to the window opening, there is plenty of flexibility in the yarn to straighten the shade to fit. Gently pull down on the shortest side of the shade to even it out at the bottom.

If the shade is twisting at the bottom, and is not laying flat, roll the shade tightly from the bottom, and twist the roll gently, clockwise on one side, counter clockwise on the other, to align the yarns and slats.

Occasionally, small yarns may come loose from the sides of the shade. This is normal, and these loose yarns can be trimmed with small scissors to eliminate them. Doing this will in no way affect the integrity of the shade.

## Caring For Your Woven Shade

The quality materials used in manufacturing your woven shade require minimal care to maintain their appearance for several years. Here are some simple tips to keep your window coverings looking their best.

Woven shades are easily cared for with regular dusting. A soft vacuum cleaner with a soft brush attachment, will remove deeper dirt and dust. When cleaned regularly, surface dust is easily removed.

Gently blot stains with a soft clean cloth lightly dampened with water. (Spot testing is recommended) Do not use harsh chemicals or cleaning agents, as this may cause permanent discoloration of the fabric.



## Child Safety - Continuous Cord Lift Shades

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. In addition, inner cords can pull out to form a loop, which can STRANGLE a young child.



- Always keep cords out of children's reach.
- Move cribs, playpens, and other furniture away from the windows, so a child cannot reach the operating cords.
- Do not tie cords together. Make sure cords do not twist together to create a loop.



### Child Safety:

Century Blinds Inc manufactures its products in accordance with ANSI/WCMA recommendations for Child Safety.

To help prevent children from becoming tangled in lift cords, all blinds or shades made with a continuous cord loop come with a Safety Tensioner. This device comes already attached to the cord and keeps the continuous loop safely anchored to the window frame or wall.

The Safety Tensioner can be installed inside the window frame, with or without a bracket, or mounted outside the window frame, with the bracket. Detailed mounting instructions are included in the parts package for your shades.

Inside  
Frame, No  
Bracket



Inside  
Frame,  
With  
Bracket



Outside  
Frame, With  
Bracket



The Window Covering Safety Council (WCSC) and the U.S. Consumer Product Safety Commission (CPSC) are urging parents and caregivers to check their window coverings for exposed or dangling cords that can pose a strangulation hazard to infants and young children, and to retrofit or replace them with today's safer products. WCSC and CPSC recommend that only cordless window coverings or those with inaccessible cords be used in homes with young children.