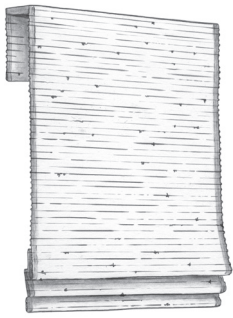


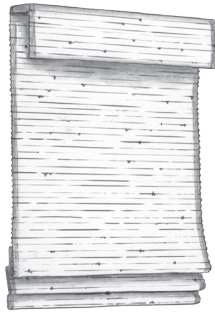
# Installation Instructions

# ROMAN STYLE SHADES

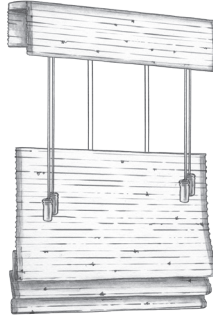
Natural woven and fabric roman shade styles



Old Style



Traditional Style



Splitview Style

## Before You Begin

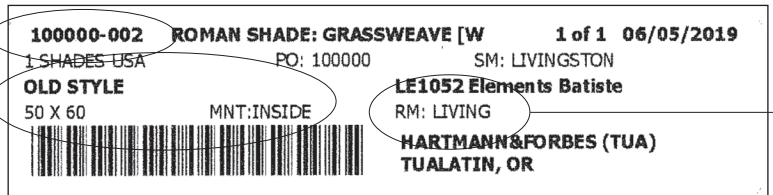
Please promptly remove shades from packaging to minimize creasing and wrinkling. Each shade is labeled to help match shade to window installation.

Order & Item Numbers

Shade Style

Dimensions, Mounting

### PACKAGE LABEL



Location

## TOOLS REQUIRED

- Power Driver
- 1/2" Extension Hex or Phillips Bit
- Level
- Wall Fasteners
- Tape Measure
- 1/16" Drill Bit
- Pencil
- Pliers

## INSTALLATION HARDWARE (included)

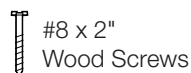
Quantity and type of hardware included depends on shade style, width, specifications and control method.



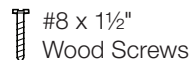
Sliding Brackets  
Outside Mount



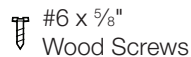
Cord Cleat,  
3/4" Screws



#8 x 2"  
Wood Screws



#8 x 1 1/2"  
Wood Screws



#6 x 5/8"  
Wood Screws



L-Brackets  
Outside Mount



Tension Device,  
Long & Short  
Wood Screws

## 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.



Self-Drilling Anchor  
(drywall)



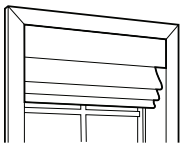
Molly Bolts  
(drywall)



Plastic Insert Plugs  
(drywall or plaster)

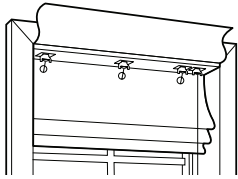


Toggle Bolts  
(drywall or lath & plaster)



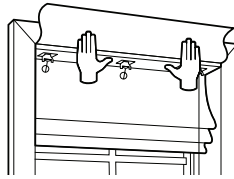
## INSIDE MOUNT (IS)

- 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.

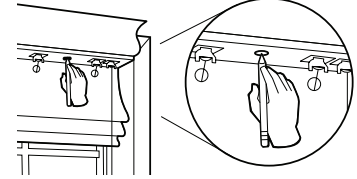


Traditional Style Shown

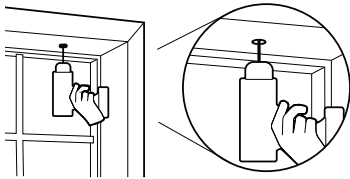
- 2** Position shade inside appropriate window frame at desired location. Center shade horizontally and flush with the front of the window casing.



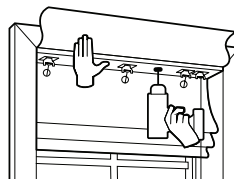
- 3** Locate the pre-drilled holes in the headrail. Mark holes in window casing. An "Installation Here" label indicates hole locations if headrail is fabric-wrapped.



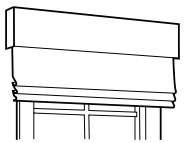
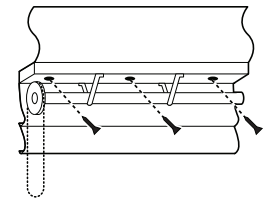
- 4** Remove shade from window. Using a 1/16" drill bit, sink pilot holes at marks in the window frame.



- 5** Align shade with pilot holes. Secure shade to window frame using #8 x 1 1/2" wood screws. Tighten center screw first to allow for adjustment. Install safety device.

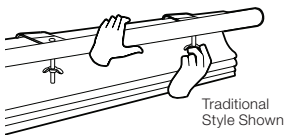


- FOR SHADES OPERATED BY A CLUTCH MECHANISM OR MOTOR,** install the screws at an angle to prevent interference when lifting the shade.



## OUTSIDE MOUNT (OS)

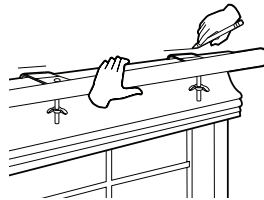
- 1** Begin with shade in open position. The front of the shade should face the room and the rings and lift cords should face towards the window. Secure provided brackets to headrail in each pre-drilled hole. An "Installation Here" label indicates hole locations if headrail is fabric-wrapped.



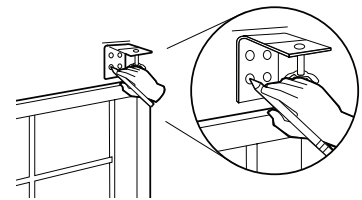
Traditional Style Shown



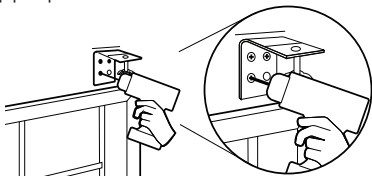
- 2** Hold shade in desired location on wall or window casing. Clearly mark wall on top of each bracket location. Remove brackets from headrail.



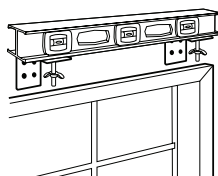
- 3** Starting at one side of window, position brackets beneath each marking. Mark each hole location.



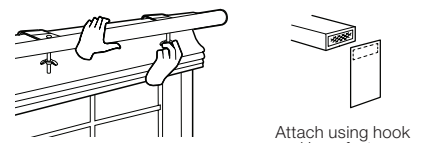
- 4** Sink pilot holes using 1/16" drill bit then install bracket using provided #8 x 1 1/2" wood screws and appropriate fasteners. If using other fasteners, be sure to also use appropriate-sized bit.



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



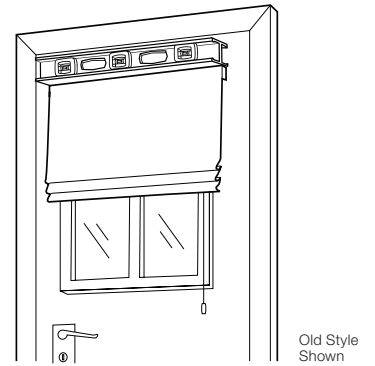
- 6** Lift shade up to the brackets and reinstall the wing nuts through the brackets, hand-tightening until snug. Once shade is installed, attach the side returns on the end of the headrail using hook and loop fasteners.



Attach using hook and loop fastener

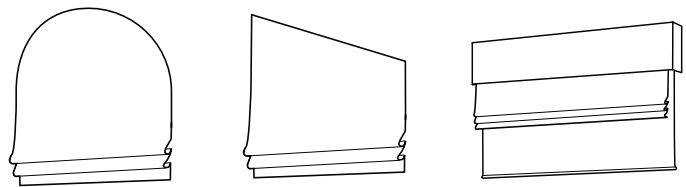
## Door Mount Shades

- 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.
- 2** Position the shade in desired location on door or wall. Locate the pre-drilled holes in the front of the headrail. An "Installation Here" label will mark hole locations if headrail is fabric wrapped. Use a level to ensure it is positioned squarely.
- 3** Use the  $\frac{1}{16}$ " drill bit to sink pilot holes in the door or wall if desired. Secure shade in place by anchoring directly into the door or wall using #8 x  $1\frac{1}{2}$ " wood screws.
- 4** Install safety devices following the instructions in the Safety Device section on the reverse side of this document.



## Specialty & Dual Shades

Specialty shades, including Dual Shades, 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.



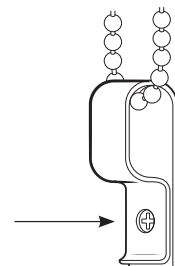
### Cord Cleat for Cordlock Shades

- 1** Cleat must be installed at a height well out of reach of children on the pull-cord side of the shade. Position in desired location and mark cleat holes.
- 2** Using a  $\frac{1}{16}$ " drill bit, sink pilot holes at marks and anchor the cleat using the  $\frac{3}{4}$ " screws and appropriate fasteners.
- 3** Wrap excess cord onto cord cleat in a figure-8 pattern to secure.



### Control Guide for Clutch Shades

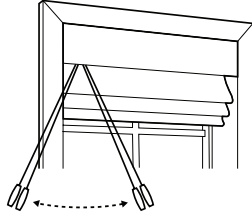
- 1** Remove Safety Booklet from control loop.
- 2** Mark Screw holes for mounting the control guide on windowcasing or wall.
- 3** Allow enough slack to pull operating control loop through the control guide.
- 4** Mount control guide to windowcasing or wall using color coordinating screw.



# OPERATING YOUR SHADE

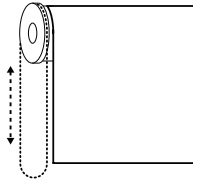
## Cordlock

To raise the shade, pull the cord down and to the outside to lock. To lower the shade, pull cord to the center to unlock and guide the shade down as the cord raises.



## 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.

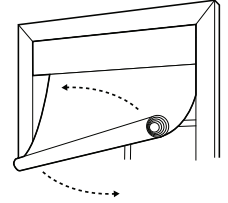


## Troubleshooting

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.



Hover over QR code with your smartphone camera to view troubleshooting instructions



## Care & Maintenance

- Vacuum shades with an upholstery attachment to remove dust, hair or other airborne particles.
- 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.

### 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
- 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

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.

AS-IS; NO OTHER WARRANTIES: THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, EXCEPT THIS LIMITED WARRANTY. HARTMANN&FORBES EXPRESSLY DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

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.

Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may or may not apply to you.

If shade is damaged, the hardware is missing or if you need assistance please contact H&F at 888.582.8780 or email [hfor@hartmannforbes.com](mailto:hfor@hartmannforbes.com)