

**smith+noble®**

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Step by Step Installation Instructions

# Natural Woven Shades



Customer Service 800.248.8888 or visit us online at [smithandnoble.com](http://smithandnoble.com)

**THANK YOU** for purchasing from smith+noble. Your new shades have been custom crafted from the highest quality materials. Once installed, they will provide you with a lifetime of beauty and trouble-free use.

**INSTALLING** your new shades is easy. Simply follow our step-by-step instructions. We recommend that you read through all the instructions before you start. If you have questions, our customer service representatives are available at 800.248.8888.

Do not dispose of packaging until the shade is operating to your satisfaction.

For assistance, call smith+noble  
Customer Service at  
**800.248.8888**  
Visit our website at  
**smithandnoble.com**

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## GETTING STARTED

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Remove the shade from the packaging.

**Do not dispose of packaging until the shade is operating to your satisfaction.**

Check the diagram to make sure you have all the parts indicated for the appropriate type of installation.

**NOTE:** Do not lower the shade yet.

**TOOLS** you may need to install your shades: pencil, screwdriver,  $\frac{1}{4}$ " nut driver, level, pliers and a drill with  $\frac{7}{64}$ " drill bit.

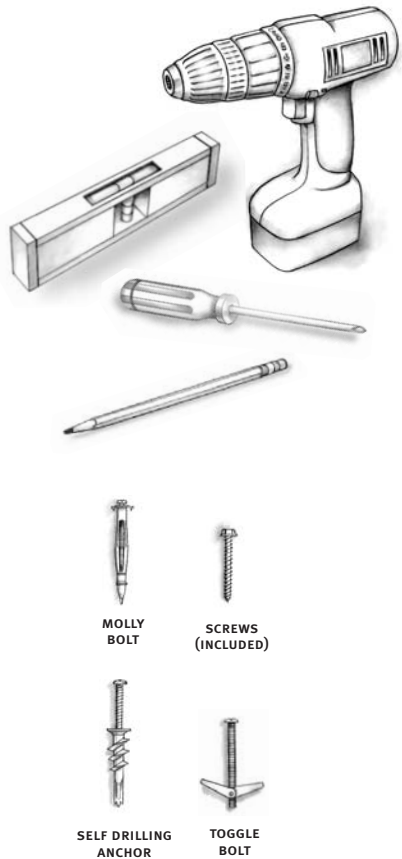
Your brackets must be securely attached to the mounting surface. When screwing into a surface, the included screws must hit wood studs. Otherwise, use a secure fastener as illustrated (not included). When selecting a fastener, make sure it is designed to support the weight of the product being installed. Follow the fastener manufacturer's instructions for proper installation of the fastener.

**WALLBOARD OR PLASTER:** Use a secure fastener designed for hollow wall applications.

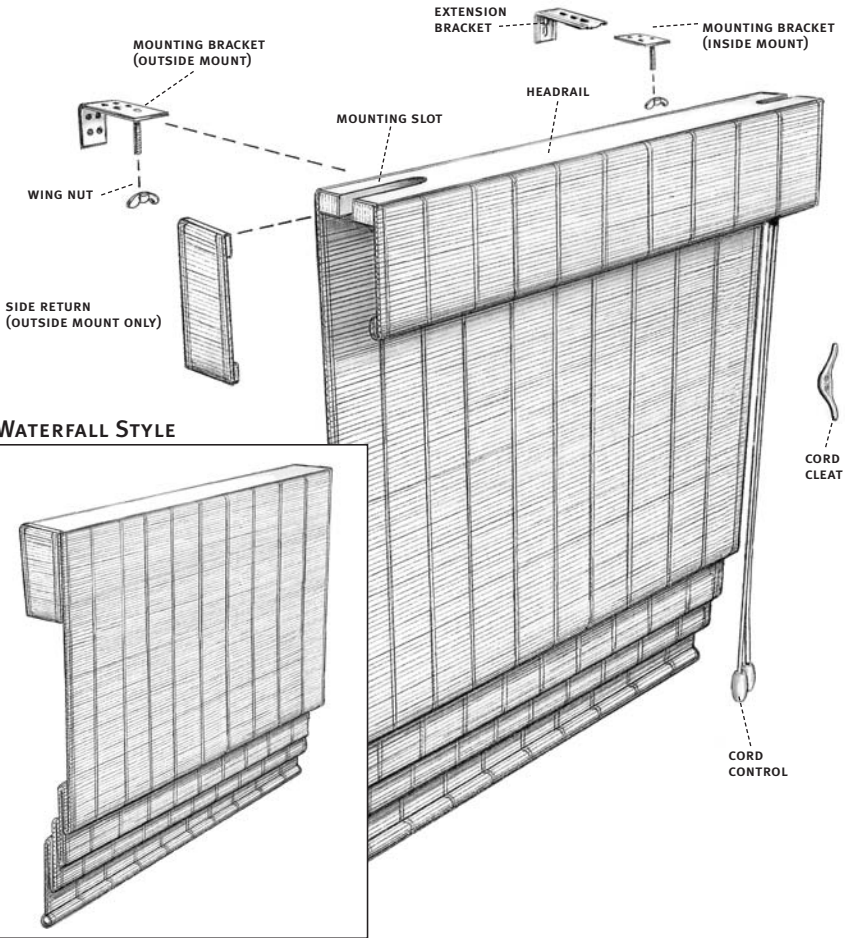
**METAL:** Pre-drill holes and use the included screws.

**CONCRETE, STONE, BRICK OR TILE:** Use a masonry drill and appropriate plugs, anchors or screws.

**NOTE:** When selecting a fastener, make sure it is designed to support the weight of the product being installed. Follow the fastener manufacturer's instructions for proper installation of the fastener.



# STANDARD OR LOOP CONTROL SHADE



## ATTACHING THE BRACKETS

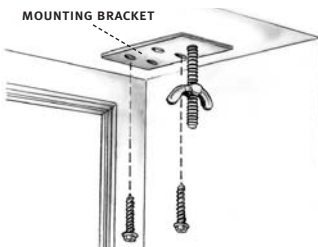
### Inside Mount

For an inside mount, hold the shade inside the window frame. Center the shade so the space between the end of the headrail and edges of the window frame are equal.

The brackets are mounted with two screws flat against the top sill surface.

To fully recess the shade requires a flat surface with a minimum depth of 2".

A minimum depth of  $\frac{3}{4}$ " is required.



### BRACKET CHART

SHADE WIDTH	# OF BRACKETS
Up to 36"	2
36 $\frac{1}{8}$ " to 72"	3
72 $\frac{1}{8}$ " to 96"	4
96 $\frac{1}{8}$ " to 120"	5

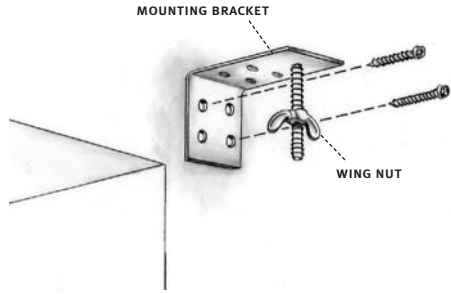
NOTE: shades with heavier material or Loop Control may require additional brackets.

## Outside Mount

Center the shade over the window opening at the desired height.

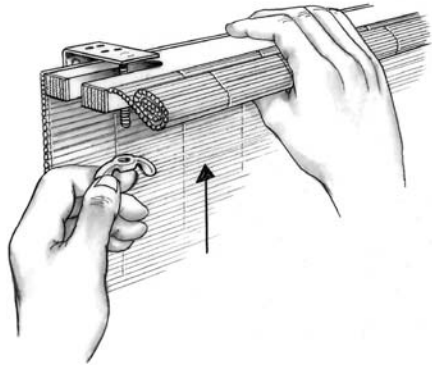
Mark the position of the ends of the headrail on the wall with a pencil.

Measure  $\frac{1}{2}$ " in from the marks on each side and mark with a pencil. Place the outside edge of each bracket on these marks and attach with the screws provided.



## ATTACHING THE SHADE

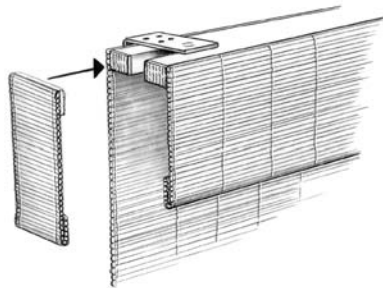
With the brackets installed and level with one another, remove the wing nuts from the screws and place the shade onto the brackets. With the screws coming through the mounting slots on each end of the headrail, reinstall the wing nuts onto the screws and hand tighten.



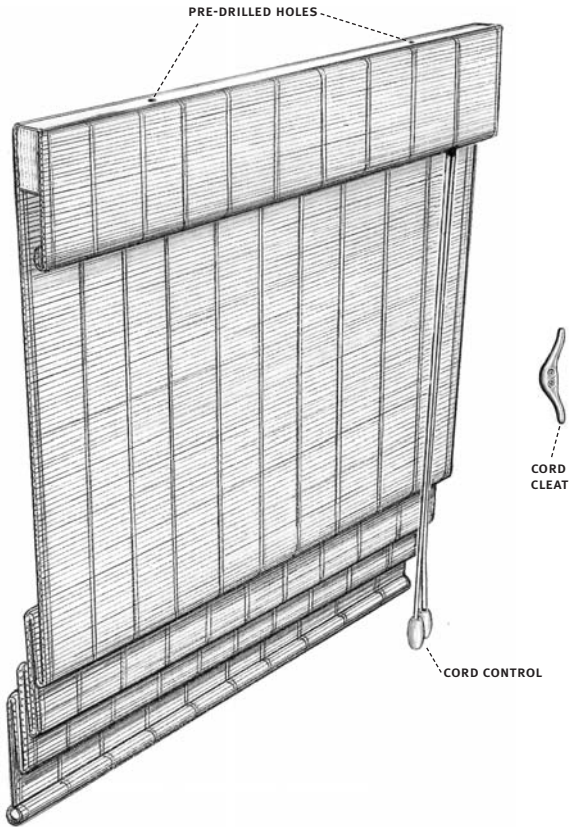
## SIDE RETURNS

For all outside mount styles

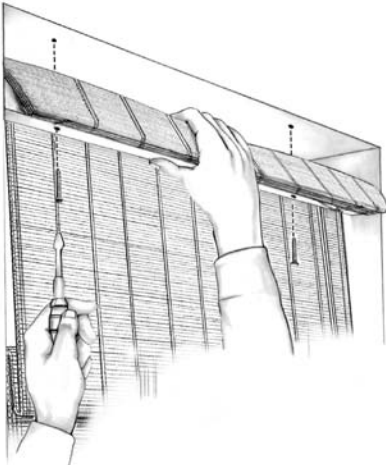
The shade will come with side returns to cover the exposed ends of the headrail. Using the velcro provided, attach the side returns directly to the ends of the headrail.



# UPENDED HEADRAIL



## MOUNTING THE SHADE



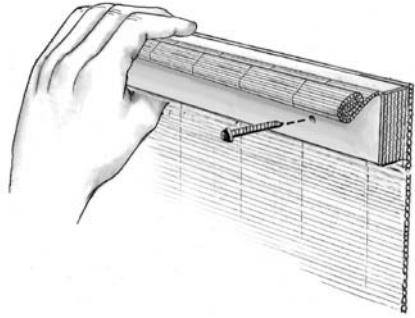
### Inside Mount

Hold the shade inside the window frame. Center the shade so the space between the ends of the headrail and the edges of the window frame are equal. With the shade properly positioned, attach the shade with the long screws provided into the pre-drilled holes.

## Outside Mount

Center the shade over the window opening at the desired height. Make sure the shade is level and centered above the window. Push the shade back against the wall. Attach the shade with the screws provided into the pre-drilled holes.

**NOTE:** For Flat Fold shades, when inserting the screws through the headrail you will need to push through the material in order to properly mount the shade.





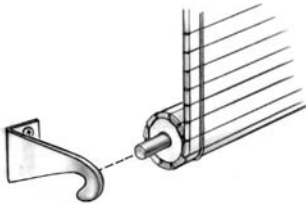


The tension device reduces the hazards of strangulation and entanglement of young children by limiting access to the control cord.

The cord tensioner must be installed to make the shade fully operable.

Please read the instructions included in the mounting hardware packet prior to installation.

## HOLD DOWN BRACKET (OPTIONAL)



Hold-down brackets are used to secure the bottom hem of the shade in situations where excessive movement may be a problem. To install, pre-drill the pin holes in each end of the hem dowel using a  $\frac{7}{64}$ " drill bit. The depth of the holes should be half the length of the pin. Lower the shade completely and mark the position where the hold down bracket will be mounted. Attach the hold down bracket with the screws provided.

## OPERATING THE SHADE

### Standard Shade

To lower the shade, pull the cord down and toward the center of the shade to release the cord lock. While holding the cord toward the center, lower the shade to the desired position. To lock the shade into position, move the cord back past the outside edge of the shade and release.

To raise the shade, pull straight down on the cord until the shade is in the desired position. To lock the shade into position, move the cord back past the outside edge of the shade and release. Wrap any additional cord around the cord cleat.

### Loop Control

Pull the front cord to raise or the rear cord to lower.

**NOTE:** To prevent the shade cord from tangling in the headrail, make sure the shade does not encounter any obstructions when lowered.

### Motorization

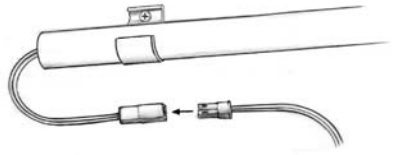
Please see motorization guide (included separately).

## INSTALLING BATTERY FOR MOTORIZED SHADES

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The motor is programmed before shipment. All you need do is:

1. Install the shade
2. Insert the batteries into the mounting clips
3. Connect the batteries clips together (if more than one battery wand is used)



Mounting clips can be installed either in the window casing, behind, above, in front of the shade, vertically on a wall, or to the headrail.

First, install your brackets and shade to determine the location of the battery. If you install the battery on the window side of the shade (recommended), you will need to temporarily remove the shade in order to install the mounting clips and battery.

If you install the battery vertically, determine where the mounting clips will make contact with the battery wand, and place the included rubber non-skid bands in those locations. These will prevent the battery from slipping out of the mounting clips.

Next, insert the battery wands into the mounting clips.

Connect the motor lead to the battery pack.

After completing installation, test the shade operation. If the limits are not set correctly, adjust the limits or make other necessary programming changes per the motorization guide (included separately).

Please call Smith+Noble customer service at 800.248.8888 or go online to download instructions at [smithandnoble.com](http://smithandnoble.com).

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## A NOTE ABOUT NATURAL WOVEN MATERIALS

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Natural Woven Shades are made with pride and the highest quality standards, but during shipping the material may shift slightly due to its woven construction. This could show up as a slight shortening in the shade's length or in slightly uneven edges. This is very easy to fix, just follow the instructions below:

**Height:** Some materials will stretch over time. If after installation you find your shade slightly shorter than ordered, gently grasp the bottom of the shade and pull carefully to stretch the shade.

**Uneven Edges:** Lightly tap the shade's edges with a flat surface (ruler, etc.) until even.

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## TROUBLESHOOTING

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### **The shade binds when raised or lowered:**

Lift the valance, make sure the draw cords move freely.

### **Only one side of the shade moves when the draw cords are pulled:**

One of the draw cords may have come untied. Run the draw cord back through the pulley mechanism, through the rings on the back of the shade and tie to the bottom ring.

### **The bottom of the shade is not level:**

Your shade has been carefully inspected and adjusted by the factory. Minor adjustments may be necessary after the shade has been installed. The yarns in your shade are flexible enough to permit minor adjustments. Lightly pull down on the high side of the shade until it is level with the lower side.

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## CARE AND CLEANING

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Minimal care and cleaning is needed to maintain the beauty of your shades.

**To vacuum:** Use brush or dust head attachment.

**To dust:** Use soft, clean cloth.

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## SAFETY

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All smith+noble standard shades are made with tassel systems designed to protect small children and pets if they become tangled in the cords. When the shade is raised, excess cords may hang within the reach of children or pets. In these situations, use a cord cleat as shown at right to prevent possible injury. To obtain a cord cleat call Customer Service at 800.248.8888

### **Warranty**

All Smith+Noble shades are designed for a lifetime of trouble-free use and is covered by a limited lifetime warranty. This warranty applies to the original customer/installation with proof of purchase and covers any defects in materials or workmanship provided that the product is measured and installed according to the product instructions.

In the unlikely event that warranty service is ever needed, simply call Customer Service at **800.248.8888**. Our customer service representatives will arrange for a repair as quickly as possible.