HunterDouglas

Installation • Operation • Care

Design Studio™ Roman Shades

Straight-Pull Cordlock

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Questions?
Call the Hunter Douglas Consumer Support at
1-888-501-8364.

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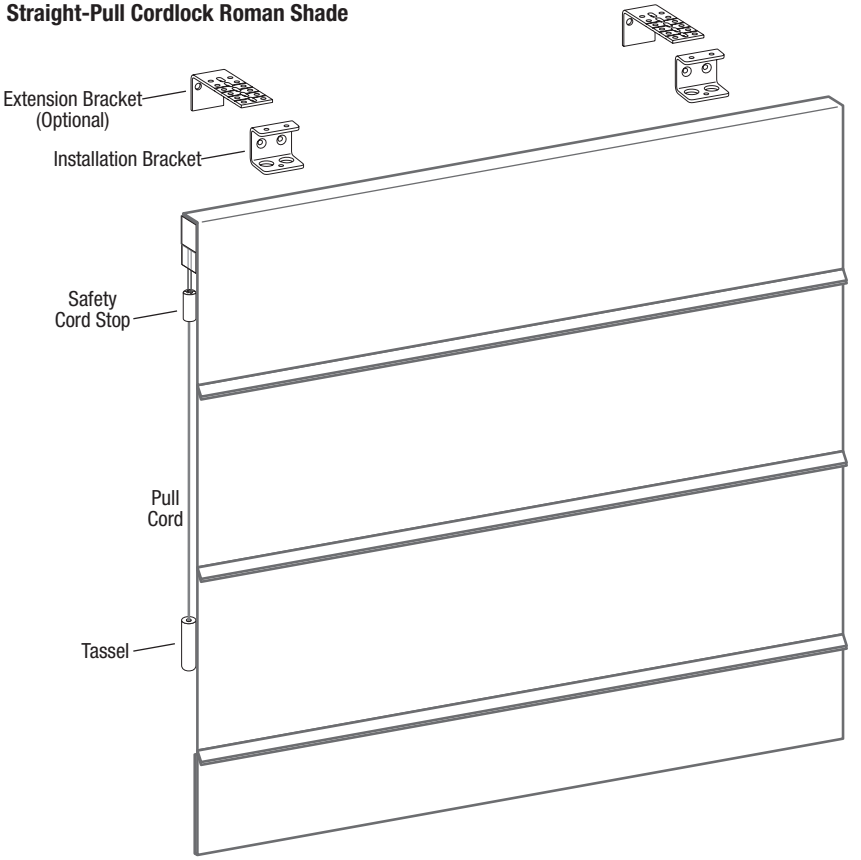
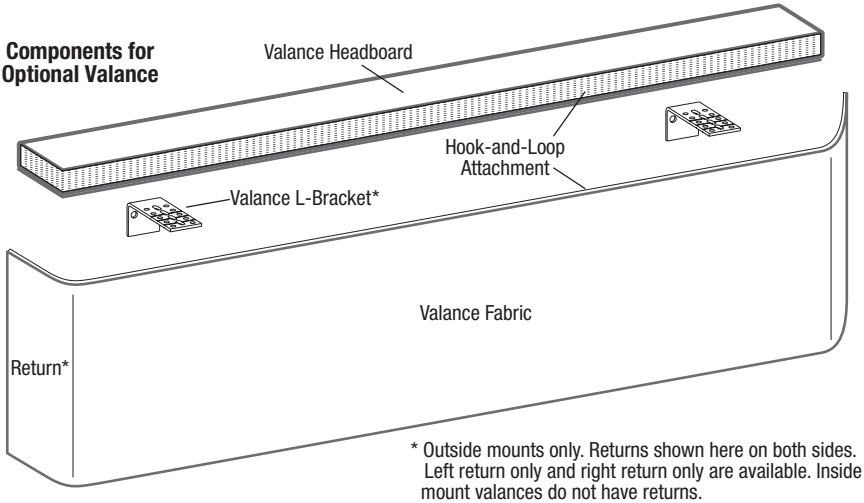
Product View

Straight-Pull Cordlock Roman Shade



Components for Optional Valance



* Outside mounts only. Returns shown here on both sides. Left return only and right return only are available. Inside mount valances do not have returns.

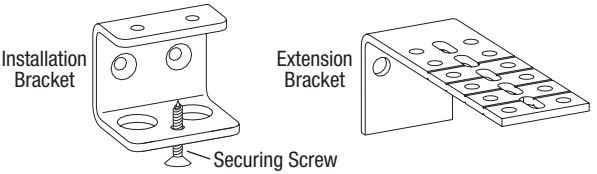
Thank you for purchasing Hunter Douglas Design Studio™ Roman shades. With proper installation, operation and care, your new shades will provide years of beauty and performance. Please thoroughly review this instruction booklet before beginning the installation.

Installation Components Provided

Check the packaging to be sure you have all the components needed to install your shades. Keep the packaging until the shades perform to your satisfaction.

- **Installation brackets.** The number of installation brackets required varies with shade width, as shown in the table below.

Shade Width	Brackets Required
15" – 30"	2
30⅛" – 60"	3



Tools Needed

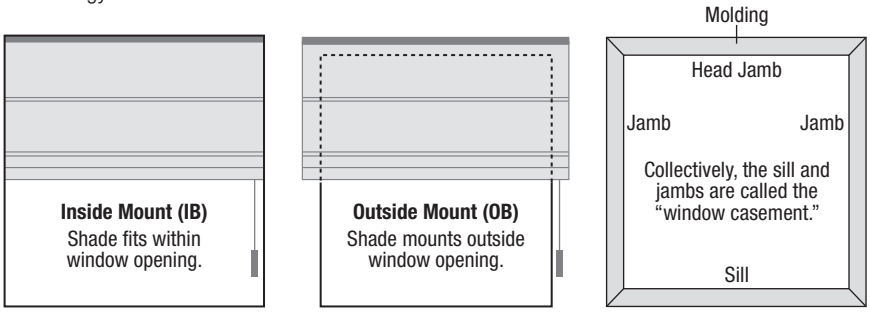
- ¼" hex driver recommended for hex head screws
- Level
- Measuring tape
- Pencil
- Phillips and flat blade screwdrivers
- Power drill and drill bits
- 3" long Phillips bit recommended for flat head screws

Fasteners Needed

- **#6 flat head screws** (provided)**.** Two 1⅝" screws and one ¾" securing screw are provided per installation bracket.
- **#6 hex head screws** (provided)**.** Two 1½" screws are provided per extension bracket.
- **Additional #6 hex head screws are provided with optional valance.**
  - ➤ Inside mount: four or more 2" screws are provided to attach the valance headboard to the head jamb inside the window casement.
  - ➤ Outside mount: two 1½" screws and two ¾" screws are provided per L-bracket to attach the brackets to the mounting surface (1½") and the valance headboard to the brackets (¾").

Mounting Types and Window Terminology

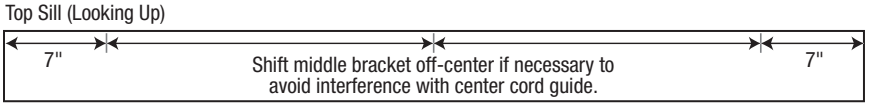
If the installation brackets are mounted correctly, the rest of the installation process follows very easily. To prepare for this important first step, review the mounting types and basic window terminology illustrated below.



- Refer to the appropriate page below based on your order:
  - **Inside Mount — No Valance on page 4.**
  - **Inside Mount — with Optional Valance on page 5.**
  - **Outside Mount — No Valance on page 6.**
  - **Outside Mount — with Optional Valance on page 8.**

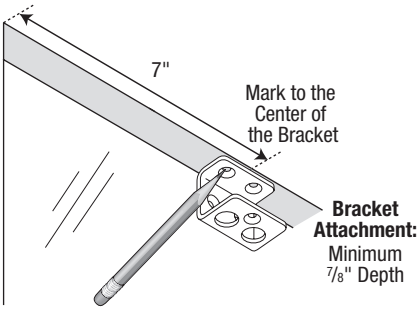
Inside Mount — No Valance

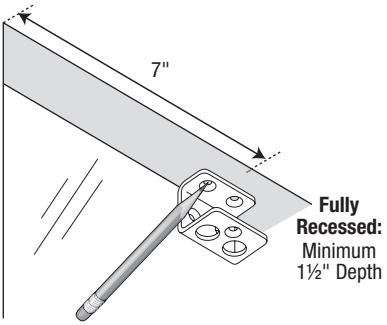
- On the front of the head jamb, use a pencil to lightly mark 7" in from each jamb. (This distance is necessary on the cordlock side to clear the cordlock assembly.) If three installation brackets came with your order, make an additional center mark between the two end marks. Shift this middle bracket off-center if necessary to avoid interference with the center cord guide.



- Center an installation bracket on each mark, then mark each of the screw holes. Use the following mounting depth guidelines when positioning the installation brackets:
  - ➤ Minimum mounting depth for bracket attachment is ⅞".
  - ➤ Minimum mounting depth for a fully recessed installation is 1½". (An approximate depth of 4" is required to fully recess the folds of a completely lowered Hobble shade.)

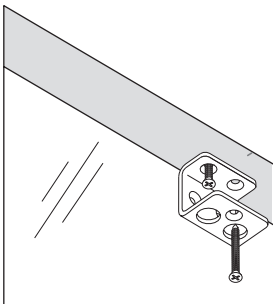
  IMPORTANT: The front edges of the installation brackets must align after mounting.





- Drill the screw holes using a ⅛" drill bit.
- Use a level to check that the mounting surface is level.
- Attach the installation brackets using the screws provided.

WARNING: Product is heavy. Mount into wood/metal studs or into concrete with concrete anchors. Drywall anchors are not recommended.

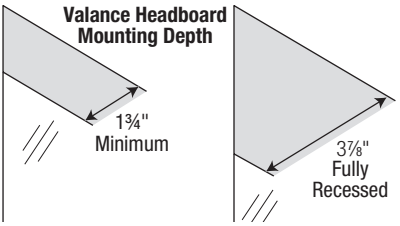


Proceed to Install the Shade on page 10.

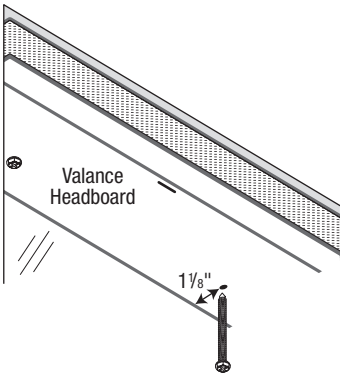
Inside Mount — with Optional Valance

With the optional valance, the valance headboard is mounted inside the casement and then the installation brackets are mounted to the valance headboard.

- Locate the valance headboard inside the window casement. Position the headboard against the head jamb.
  - ➤ The headboard must be recessed into the window opening at least 1¾" for secure attachment.
  - ➤ To fully recess the valance, a minimum depth of 3⅞" is required.
  - ➤ The hook-and-loop material faces front and the staples on the headboard face down.



- Drill the screw holes using a ⅛" drill bit. Drill the holes all the way through the fabric and headboard into the head jamb.
  - ➤ Starting 2" from each end, space the pilot holes no more than 12" apart. Locate the holes 1⅛" from the back of the headboard so the screws do not interfere with shade installation.



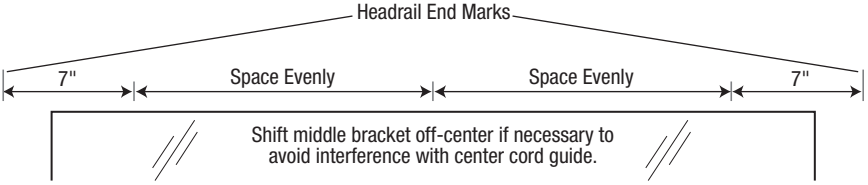
- Attach the valance headboard to the head jamb using the 2" hex head screws provided.
- Mount the installation brackets to the valance headboard. Follow the "Inside Mount — No Valance" on page 4, with the valance headboard taking the place of the head jamb. Take the following into consideration:
  - ➤ If necessary, adjust bracket spacing to avoid the valance headboard mounting screws.
  - ➤ Typically, the back of the installation brackets should align with the back of the headboard.

WARNING: Product is heavy. Mount into wood/metal studs or into concrete with concrete anchors. Drywall anchors are not recommended.

Proceed to Install the Shade on page 10.

Outside Mount — No Valance

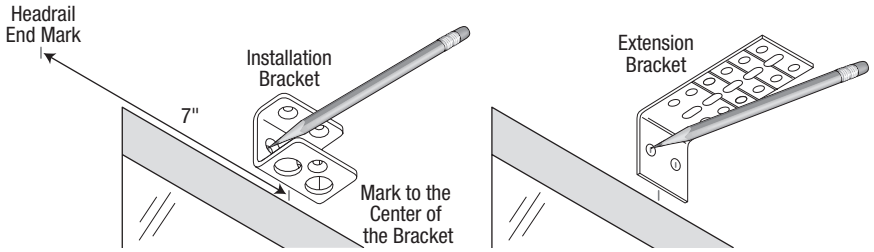
- Center the headrail above the window opening at the desired height. Use a pencil to lightly mark where its ends are located.
  - ➤ Alternatively, measure the width of the headrail and use this measurement to determine where the ends of the headrail will be located.
- Use a pencil to lightly mark 7" in from each headrail end location. (This distance is necessary on the cordlock side to clear the cordlock assembly.) If three installation brackets came with your order, make an additional center mark between the two end marks. Shift this middle bracket off-center if necessary to avoid interference with the center cord guide.



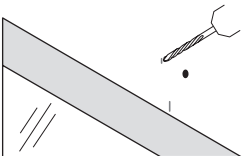
- Center an installation bracket on each mark, then mark each of the screw holes.
  - ➤ The top of the installation brackets should be ¼" above the height where you want the top of the headrail to be located.
  - ➤ If using extension brackets, center an extension bracket on each mark to determine where to drill pilot holes.

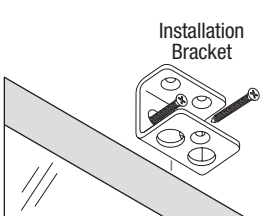
    IMPORTANT: Extension brackets cannot be used if an optional valance was ordered with the shade.
  - ➤ The rear of the installation brackets or extension brackets must be flush against a flat mounting surface. Do not mount brackets on curved molding.

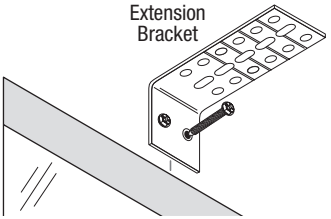
    IMPORTANT: The tops of the brackets must align level after mounting.



- Drill the screw holes using a ⅛" drill bit.
- Use a level to check that the mounting surface is level.
- Attach the installation or extension brackets using the screws provided.
  - ➤ Use 1⅝" flat head screws for the installation brackets.
  - ➤ Use 1½" hex head screws for the extension brackets.



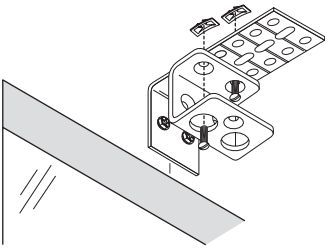




WARNING: Product is heavy. Mount into wood/metal studs or into concrete with concrete anchors. Drywall anchors are not recommended.

- The tops of all brackets must be aligned and level.
- If using extension brackets, attach the installation brackets to the extension brackets. Attach the installation brackets to the underside of the extension brackets using the provided ½" flat head screws and speed nuts. Due to the weight of the shade, a maximum projection of 1" is recommended.

  IMPORTANT: The front edges of the installation brackets must be aligned and level.

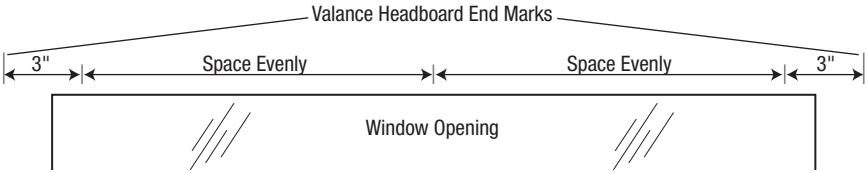


Proceed to Install the Shade on page 10.

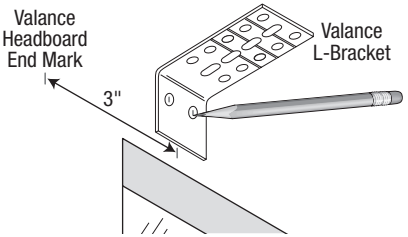
Outside Mount — with Optional Valance

With the optional valance, the valance headboard is mounted and then the installation brackets are mounted to the wall or molding under the valance headboard.

- Mark where the ends of the valance headboard will be located. Center the headboard above the window opening at the desired height. Use a pencil to lightly mark where its ends are located.
  - ➤ Alternatively, measure the width of the valance headboard and use this measurement to determine where the ends of the headboard will be located.



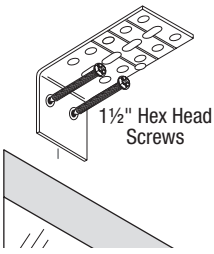
- Mark L-bracket locations. Use a pencil to lightly mark 3" in from each valance headboard end location. If more than two L-brackets came with your order, make additional marks to space the other bracket(s) evenly between the two end brackets.



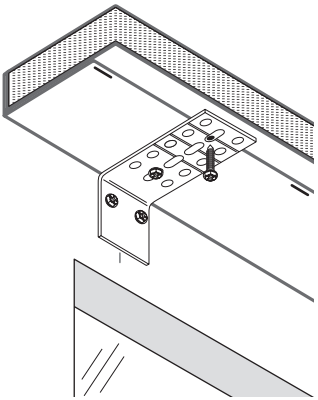
- Center an L-bracket on each mark, then mark the screw holes.
  - ➤ The top of the L-brackets should be 1" below the height where you want the top of the valance to be located.
  - ➤ The rear of the L-brackets must be flush against a flat mounting surface. Do not mount L-brackets on curved molding.

    IMPORTANT: The tops of the L-brackets must align level after mounting.
- Drill the screw holes using a ⅛" drill bit.
- Attach the L-brackets using **1½"** screws provided.

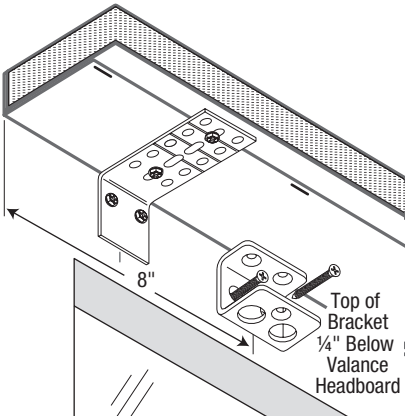
WARNING: Product is heavy. Mount into wood/metal studs or into concrete with concrete anchors. Drywall anchors are not recommended.



- The tops of all L-brackets must be aligned and level.
- Mark screw locations for attaching the valance headboard. Position the headboard on top of the L-brackets with its ends aligned with the end marks and the back against the wall.
  - ➤ The hook-and-loop material faces front and the staples on the headboard face down.
  - ➤ Mark the bottom of the headboard (the side with the staples) through the front and rear slotted holes on the center of the L-brackets.



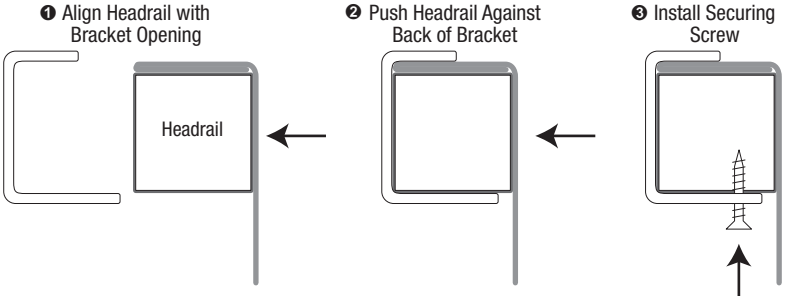
- Drill the screw holes using a ⅛" drill bit for the valance headboard mounting screws. Remove the headboard and drill the screw holes. Be careful not to drill through the top fabric.
- Attach the headboard to the L-brackets. Use the ¾" hex head screws. (Longer screws will pierce the top of the fabric.)
- Attach the installation brackets to the wall or molding underneath the valance headboard.
- Mount the installation brackets to the valance headboard. Follow the "Outside Mount — No Valance" on page 6, with the valance headboard taking the place of the head jamb. Take the following into consideration:
  - ➤ Mount the end installation brackets 8" from the end of the valance headboard. (This will place the center of the brackets 7" from the end of the headrail.)
  - ➤ The top of the installation brackets should be ¼" below the bottom of the valance headboard.
  - ➤ If necessary, adjust spacing of additional installation brackets to avoid L-brackets.



  - ➤ Do not install the installation brackets directly into the valance headboard.
  - ➤ Do not use extension brackets with the shade installation brackets.

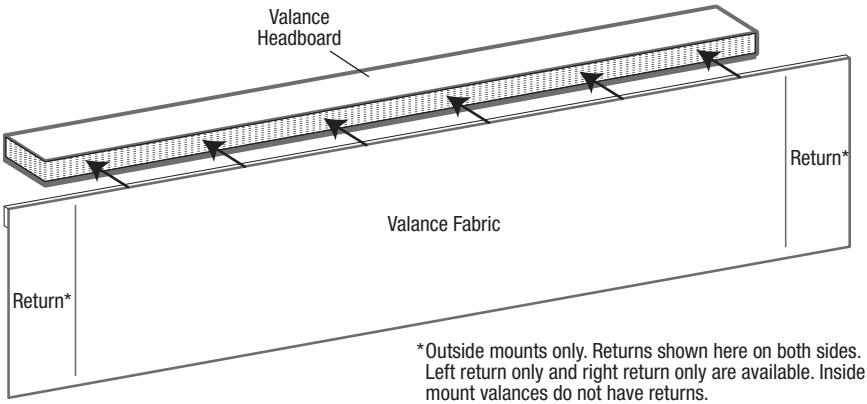
Install the Shade

- Mount the headrail to the installation brackets. Refer to the illustrations below.
  - ➤ With the cordlock mechanism facing down, align the headrail with the openings on the installation brackets.
  - ➤ Push the headrail into the brackets until it is flush against the back of all brackets.
  - ➤ Check that no lift cords are captured in the bottom of the installation brackets.
  - ➤ Check that the fabric is smooth and even (not pinched) across the width of the headrail.
  - ➤ Install the ¾" securing screw through the front hole on the bottom of each bracket to hold the headrail in place. Tighten the screws until flush with the bottom of the bracket.



Attach the Valance Fabric (If Applicable)

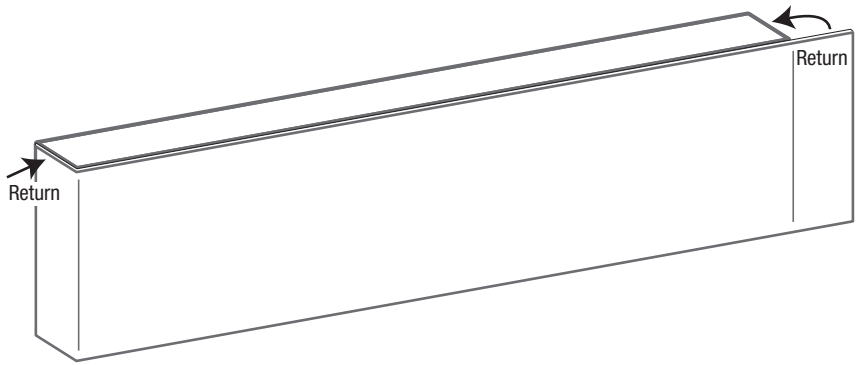
- Center the valance fabric in front of the valance headboard. Press the strip of hook-and-loop material on the fabric to the hook-and-loop material on the front of the headboard.
  - ➤ Be sure the top of the valance fabric is aligned and level with the top of the valance headboard.
  - ➤ If necessary, adjust the placement of the valance fabric by carefully peeling the top from its hook-and-loop attachment and repositioning it.
  - ➤ For valances with only one return, attach the fabric to the return side first.



*Outside mounts only. Returns shown here on both sides. Left return only and right return only are available. Inside mount valances do not have returns.

- Affix the valance returns to the ends of the valance headboard (outside mounts only). Press the strip of hook-and-loop material on the valance returns to the hook-and-loop material on the ends of the headboard. Make adjustments as necessary until you are satisfied with the appearance of the valance.

  NOTE: Garment tacks are used to secure the returns during shipping. They can be left in for a more tailored return or carefully removed for a fuller return.



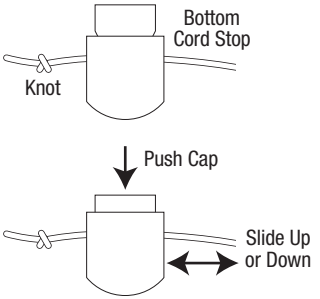
Operate the Shade

With a straight-pull cordlock, the cord remains vertical. It is not necessary to pull the cord to one side to lock or release the cordlock. Reach behind the shade to access the cord.

- To raise the shade: Pull down on the cord until the shade is raised to the desired position. Then raise the cord slightly to lock it in position.
- To lower the shade: Pull down on the cord slightly to release the cordlock. Then raise the cord until the shade is lowered to the desired position. To stop the shade before it is fully lowered, pull down on the cord slightly to lock the cordlock.

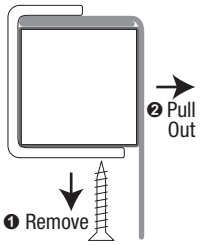
  IMPORTANT: Do not release the cord while raising and lowering until you lock the cordlock.

Troubleshooting

Problem	Shade will not fit into the installation brackets.
Solution	Check that all brackets are aligned at the same level and even across the front.
Problem	Shade raises unevenly.
Solution	Adjust one or more of the bottom cord stops to level the bottom of the shade. Lift up the bottom of the shade to access the cord stops. Push the cap of the cord stop and slide the stop up or down, as shown below. Be sure the lift cord and ladder cord are secure. 
Problem	Shade is too short.
Solution	If the shade was ordered with a valance, be sure the valance and shade brackets are installed properly. The valance headboard is considered in the overall height of the shade and valance combined. A deduction in shade height is taken by fabrication to accommodate the thickness of the valance headboard.
Problem	Shade is wrinkled when installed.
Solution	Allow the shade to hang in the lowered position for a few days to reduce wrinkles.

Problem	Valance fabric is not level.
Solution	Carefully detach the fabric from its hook-and-loop attachment and re-position it.
Problem	There is a light gap at the top of the window frame.
Solution	If a valance was ordered with the shade, the valance fabric can be adjusted using the hook-and-loop attachment to minimize the light gap or accommodate uneven applications.
Problem	The battens or folds don't align.
Solution	Side-by-side shade alignment is guaranteed within ¼" when shades are ordered at the same time, and in the identical style, fabric, lining, color, height, lifting system, and mounting style. Side-by-side shades must be specified on the order form. In order to achieve custom shade heights for Hunter Douglas Design Studio™ Roman shades, spacing from the top of the shade to the first batten or fold may be more or less than the consistent spacing between battens or folds on the rest of the shade. This is called "top indexing."

Shade Removal (If Necessary)



Raise the shade completely before removing it.

- Remove the valance fabric. If the shade has an optional valance, carefully peel the hook-and-loop material at the top of the valance fabric from the valance headboard.
- Remove the securing screws. Remove the securing screw from each installation bracket.
- Pull the headrail from the installation brackets. Pull the headrail straight out.

Dressing Design Studio™ Roman Shades

- After installation, allow shades to hang fully lowered for a few days to let wrinkles fall out.
- "Dressing" refers to easing the fabric into soft folds across the shade to create a uniform appearance.
- If a shade is left in the raised position with the folds dressed for an extended period, the folds may retain their shape over time, and may require less dressing.

Cleaning Procedures

The following options are available for cleaning your shade:

- **Dusting.** Light dusting with a feather duster is usually all the cleaning that is needed.
- **Vacuuming.** Vacuum on low suction for dust removal.

A note on textiles: As with all textiles, the fabric on your Roman shade(s) is subject to some inherent variations. Slight dye-lot variations, puckering or wrinkling are within textile industry standards and should be considered normal.

WARNING

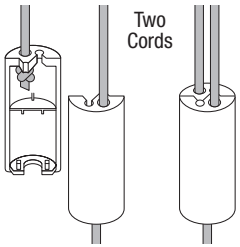
For more safety information call 1-888-501-8364 in the U.S. or 1-800-265-8000 in Canada.

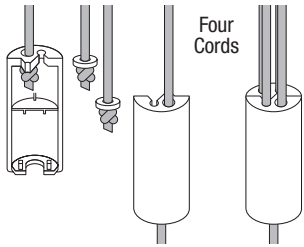
Young children can STRANGLE in cord loops and in the loop above the cord stop. They can also wrap cords around their necks and STRANGLE.

- **Always keep cords out of the reach of children.**
- **Move cribs, playpens and other furniture away from cords.** Children can climb furniture to get to cords.
- **Do not tie cords together.** Make sure cords do not twist together and create a loop.
- **Hunter Douglas provides cord cleats and we recommend their use.** Attach two cord cleats 6" to 12" apart at a height where they will be out of the reach of children. Take into account that a child may stand on furniture attempting to reach the cords.
- **Be sure the cord cleats are firmly secured.**
- **Once the cord cleats are attached, wrap excess cord around them after each use of the shade.**
- **Replacement or additional cord cleats may be obtained by contacting the Hunter Douglas Consumer Support at 1-800-265-8000.**

Safety Cord Stop

- The safety cord stop reduces the risk of loops formed by pulling out the back cords.
- This component also breaks apart with minimal pressure should a child or pet become entangled in the top lift cords.
- To reassemble the cord stop:
  - ➤ Re-insert any loose cords into the top notches of the cord stop. There is a notch on each side.
  - ➤ Line up the two halves of the cord stop and snap the pieces back together.





Back Cords

- This product contains accessible cords on the back.
- Accessible cords on the back of Roman shades can be pulled out to form a loop, which can STRANGLE a young child.
- Children can climb furniture to access these cords. Move cribs, playpens and other furniture away from Roman shades.

LIFETIME GUARANTEE

The Hunter Douglas® Lifetime Guarantee is an expression of our desire to provide a thoroughly satisfying experience when selecting, purchasing and living with your window fashion products. If you are not thoroughly satisfied, simply contact Hunter Douglas at (888) 501-8364 or visit **hunterdouglas.com**. In support of this policy of consumer satisfaction, we offer our Lifetime Limited Warranty as described below.

COVERED

BY A LIFETIME LIMITED WARRANTY

- Hunter Douglas window fashion products are covered for defects in materials, workmanship or failure to operate for as long as the original retail purchaser owns the product (unless shorter periods are provided below).
- All internal mechanisms.
- Components and brackets.
- Fabric delamination.
- Operational cords for a full 7 years from the date of purchase.
- Repairs and/or replacements will be made with like or similar parts or products.
- Hunter Douglas motorization components are covered for 5 years from the date of purchase.

NOT COVERED

BY A LIFETIME LIMITED WARRANTY

- Any conditions caused by normal wear and tear.
- Abuse, accidents, misuse or alterations to the product.
- Exposure to the elements (sun damage, wind, water/moisture) and discoloration or fading over time.
- Failure to follow our instructions with respect to measurement, proper installation, cleaning or maintenance.
- Shipping charges, cost of removal and reinstallation.

Hunter Douglas (or its licensed fabricator/distributor) will repair or replace the window fashion product or components found to be defective.

TO OBTAIN WARRANTY SERVICE

1. Contact your original dealer (place of purchase) for warranty assistance.
2. Visit hunterdouglas.com for additional warranty information, frequently asked questions and access to service locations.
3. Contact Hunter Douglas at (888) 501-8364 for technical support, certain parts free of charge, for assistance in obtaining warranty service or for further explanation of our warranty.

NOTE: In no event shall Hunter Douglas or its licensed fabricators/distributors be liable or responsible for incidental or consequential damages or for any other indirect damage, loss, cost or expense. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Different warranty periods and terms apply for commercial products and applications.

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