Questions?
Call the Hunter Douglas Consumer Support Center at 1-888-501-8364.
Product View—EasyRise™
Product View—UltraGlide®
Product View—LiteRise®

- Dust Cover (Optional)
- Extension Bracket (Optional)
- Installation Bracket
- Dust Cover Hook-and-Loop Strips
- Fabric Covered Headrail
- Plastic End Cap
- Handle
Product View—Optional Valance

Components for Optional Valance

Valance Headboard

Hook-and-Loop Attachment

Valance L-Bracket*

Valance Fabric

Return*

*Outside mounts only. Returns shown here on both sides. Left return only and right return only can be specified. 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 and enclosed packing list before beginning the installation.

**Tools and Fasteners Needed**

- Flat blade and Phillips screwdriver
- Level (laser level is recommended)
- Measuring tape and pencil
- Power drill, ⅛" drill bit, and a ¼" hex driver

In addition, you will need fasteners designed to work with your specific mounting surface(s).

- **#6 hex head screws (Provided).** Two 1½" screws are provided per installation 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.
  - **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").

- **Speed Nuts and Screws (Provided).** Extension brackets come with speed nuts and screws.
INSTALLATION

Installation Overview

■ Installation brackets. The number of brackets required varies with shade width.

<table>
<thead>
<tr>
<th>Shade Width</th>
<th>Brackets Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>15’ – 30”</td>
<td>2</td>
</tr>
<tr>
<td>30 ⅛” – 54”</td>
<td>3</td>
</tr>
<tr>
<td>54 ⅛” – 78”</td>
<td>4</td>
</tr>
<tr>
<td>78 ⅛” – 96”</td>
<td>5</td>
</tr>
</tbody>
</table>

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 without Valance — Page 7
  ➤ Inside Mount with Optional Valance — Page 8
  ➤ Outside Mount without Valance — Page 9
  ➤ Outside Mount with Optional Valance — Page 10

Collectively, the sill and jambs are called the “window casement.”

Shade Width

Molding

Inside Mount
Shade fits within window opening.

Outside Mount
Shade mounts outside window opening.
Mount Installation Brackets — Inside Mount without Valance

■ Mark 3” in from each jamb.
  ➤ If more than two installation brackets came with your order, space additional bracket(s) evenly between the two end brackets and mark their location. Mount into wood whenever possible.

■ Center the installation bracket on your marks, then mark the screw holes. “TOP” is stamped on the top side of the brackets. Use the following mounting depth guidelines when positioning the installation brackets:
  ➤ Minimum mounting depth for bracket attachment is 7⁄8”.
  ➤ Minimum mounting depth for a fully recessed installation is 2 1⁄2”.

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

■ Drill the screw holes using a 1⁄8” drill bit.

■ Attach the installation brackets using the screw provided.
  ➤ Check that the mounting surface is level and the brackets are aligned. If mounting to a heavily textured surface, shim the brackets, if needed.

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 12.
Mount Installation Brackets — Inside Mount with Optional Valance

With the optional valance, first 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 $1\frac{3}{4}''$ for secure attachment.
  ➤ To fully recess the valance, a minimum depth of $3\frac{7}{8}''$ is required.
  ➤ The hook-and-loop material faces front and the staples on the headboard face down.

■ Drill $\frac{7}{8}''$ pilot holes for the valance headboard mounting screws. 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 $1\frac{7}{8}''$ from the back of the headboard so the screws do not interfere with shade installation.

■ Attach the valance headboard to the head jamb. Use the 2'' hex head screws.

■ Attach the installation brackets to the valance headboard using the screw provided. Follow the “no valance” mounting procedures starting on page 7, with the valance headboard being the head jamb.
  ➤ 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 12.
Mount Installation Brackets — Outside Mount without 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.

- Mark 3” in from each end of the headrail.
  - If more than two installation brackets came with your order, space additional bracket(s) evenly between the two end brackets and mark their location. Mount into wood whenever possible.

![Headrail End Marks](image)

- Center the installation bracket on your marks, then mark the screw holes. “TOP” is stamped on the top side of the brackets.
  - The top of the installation brackets should be at 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 the pilot holes.

**IMPORTANT:** Extension brackets cannot be used if an optional valance was ordered with the shade or if an optional dust cover was ordered.

- 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.

![Headrail End Mark](image)

- Drill the screw holes using a 7/8” drill bit.

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

- Attach the installation brackets or extension brackets to the mounting surface.

  **CAUTION:** The rear of the installation brackets must be flush against a flat mounting surface. Do not mount installation brackets on curved molding.

  ➤ Use the 1¼" (installation bracket) or 1⅜" (extension bracket) hex head screws provided with your order.

- The tops of all brackets must be aligned and level.

- If using extension brackets, attach an installation bracket to the underside of each extension bracket using the provided ½" flat head screws and speed nuts, as shown.

  ➤ 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.

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**Mount Installation Brackets — Outside Mount with Optional Valance**

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

- Center the headboard above the window opening at the height to allow enough room for the shade to be mounted below. Mark where the ends of the valance headboard will be 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 3" in from each valance headboard end location. If more than two L-brackets came with your order, space additional bracket(s) evenly between the two end brackets and mark their location. With two-piece headboards (valances over 96" wide), the two equal-width sections abut in the center. Space brackets 3" in from the ends of each section and evenly in-between.

  **IMPORTANT:** Be sure to place a bracket on each side of the center split.

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Center the L-brackets on your marks and 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 level and aligned.

- Drill the screw holes for the L-bracket using a $\frac{7}{8}$" drill bit.
- Attach the L-brackets using the 1$\frac{1}{2}$" hex head screws provided.

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

- Mark screw locations for attaching the valance headboard. Position the valance 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 $\frac{7}{8}$" drill bit for the valance headboard screws. Remove the headboard and drill the holes. Be careful not to drill through the fabric on the top of the valance headboard.

- Attach the headboard to the L-brackets. Use the 3$\frac{3}{4}$" hex head screws. (Longer screws will pierce the top of the fabric.)

- Mount the shade installation brackets to the wall or molding underneath the valance headboard.
  - The top of the installation brackets must be $\frac{1}{4}$" below the bottom of the valance headboard, so that the L-brackets do not interfere with shade installation.
  - Mount the end installation brackets on the inside of the valance L-brackets.
  - 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.
INSTALLATION

Install the Shade

- If an optional dust cover was ordered (outside mount with no valance only), attach hook-and-loop strips to the top of the headrail. Install the strips 1½" from each end of the headrail and midway between installation bracket mounting locations.
  
  ➤ Peel the adhesive backing from one side of the hook-and-loop strip.
  
  ➤ Press the adhesive side firmly in place so that the ends of the strip are flush with the front and back lips on the top of the headrail.

- Install the shade into the installation brackets. Refer to the illustrations below.
  
  ➤ With the headrail slightly tilted, insert its front lip onto the front lip of the installation bracket.
  
  ➤ Push the headrail back and up until its bottom lip snaps into bottom tab on the installation bracket.
  
  ➤ Check that the headrail is secure in all brackets.

**NOTE:** On inside-mounted shades, there is a light-minimizing strip on the headrail that helps to reduce the top light gap. This strip may be removed, if desired.

Install the Dust Cover (If Applicable)

- Peel the backing from the top of the hook-and-loop strips. With the top of the dust cover facing the room, align its ends with the ends of the headrail.
  
  ➤ Tuck the front edge of the dust cover under the folded edge of the fabric on top of the headrail.
  
  ➤ Push the back of the dust cover down and press firmly in place onto the hook-and-loop strips.
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.

➤ 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 pleats on the returns during shipping. They can be left in for a more tailored return or carefully removed for a fuller return.
Attach the Universal Cord Tensioner (UCT)

Before you proceed, you must first slide the cord tensioner(s) to the bottom of the cord loop.

- Insert a small screwdriver, punch, or awl through the screw hole at the bottom of the cord tensioner.
- Move the screw hole down to the indicator line to release the safety mechanism.
- Slide the cord tensioner down to the bottom of the cord loop.
- Attach the cord tensioner(s) according to the instructions provided with the Universal Cord Tensioner Installation Kit.

**WARNING:** It is imperative that the cord tensioner(s) be properly secured to the wall or window frame to reduce children’s access to the cord loop. Young children can strangle in cord loops. They can also wrap cords around their necks and strangle.

**CAUTION:** The shade will not operate properly unless the cord tensioner(s) is secured. A Universal Cord Tensioner Installation Kit has been included with your shade. Follow the instructions in the kit to correctly secure the cord tensioner(s).
Operate the Shade

UltraGlide® Lifting System

For smooth operation, keep the cord close to the fabric when lowering and raising the shade.

To Lower the Shade

- Pull the cord toward the center of the shade at about a 45° angle. A locking mechanism at the top of the cord releases with a “click.” The shade lowers as you allow the cord to return to the vertical position.

- To stop the shade while lowering, move the cord back toward the vertical position and give a slight downward pull, until the locking mechanism engages.

- If the shade hits an obstruction as it is lowered, it will stop, but the cords in each cord rout may become misaligned. This may cause the shade to be angled or tilted when fully raised. If this occurs, do the following:
  - Raise the shade slightly.
  - Lower the shade completely to the sill. In some cases, pull gently on the bottom rail to get it to drop completely.

**IMPORTANT:** If the bottom of the shade is tilted when fully raised, do not pull harder on the cord. It does not correct the tilt and may make it worse.

To Raise the Shade

- Pull the cord straight down.
  - With each stroke the shade partially raises.
  - Allow the cord to retract after each downward stroke.
  - Use multiple strokes until the shade reaches the desired position.
**EasyRise™ Lifting System**

- Pull the rear cord to lower the shade.
- Pull on the front cord to raise the shade.

**IMPORTANT:** If the cord tensioner moves up the cord, you have not secured it to the wall or window frame. You must do so for the shade to operate properly. See the instructions that came in the cord tensioner installation kit.

**LiteRise® Lifting System**

For better support and smoother operation, use the handle when raising and lowering the shade.

**To Lower the Shade**
- Slowly and steadily pull down on the bottom rail handle.

**To Raise the Shade**
- Slowly and steadily push up on the bottom rail handle.
## Troubleshooting

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The shade will not fit into the installation brackets.</td>
<td>Check that the front edges of all installation brackets are aligned and on the same level.</td>
</tr>
<tr>
<td>The valance fabric is not level.</td>
<td>Carefully detach the fabric from its hook-and-loop attachment and re-position it.</td>
</tr>
<tr>
<td>The shade raises unevenly.</td>
<td>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. Pull the ferrule out of bottom of the cord stop. Move ferrule up or down to position cord stop higher or lower. Push the ferrule back into bottom of cord stop and check the shade for levelness. Be sure the lift cord and ladder cord are secure.</td>
</tr>
<tr>
<td>EasyRise™ Only: The universal cord tensioner has climbed to the headrail.</td>
<td>Pull down on the spring to relieve tension and pull the universal cord tensioner to the bottom of the cord loop. Properly mount the cord tensioner. See the Universal Cord Tensioner Installation Instructions included with your shade.</td>
</tr>
<tr>
<td>EasyRise Only: The shades raise at different rates when cord loop is pulled.</td>
<td>Depending on the size and weight of the shades, the clutch ratios may be different. More cord travel is required with larger shades than with smaller shades. This is completely normal, and not a defect of the product.</td>
</tr>
<tr>
<td>The shade is too short.</td>
<td>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.</td>
</tr>
<tr>
<td>Problem</td>
<td>Solution</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>The shade is wrinkled when installed.</td>
<td>Allow the shade to hang in the lowered position for a few days to reduce wrinkles.</td>
</tr>
<tr>
<td>There is a light gap at the top of the window frame.</td>
<td>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.</td>
</tr>
<tr>
<td>The battens or folds don’t align.</td>
<td>Side-by-side shade alignment is guaranteed within ¼&quot; 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.”</td>
</tr>
<tr>
<td>The shade hits an obstruction as it is lowered.</td>
<td>If the shade hits an obstruction as it is lowered, it will stop, but the cords in each cord rout may become misaligned. This may cause the shade to be angled or tilted when fully raised. If this occurs, do the following: Raise the shade slightly. Lower the shade completely to the sill. In some cases, pull gently on the bottom rail to get it to drop completely. <strong>IMPORTANT:</strong> If the bottom of the shade is tilted when fully raised, do not pull harder on the cord. It does not correct the tilt and may make it worse.</td>
</tr>
</tbody>
</table>
Shade Removal (If Necessary)

- Raise the shade completely before removing it.
- Remove the valance fabric or dust cover. Carefully peel the hook-and-loop material from its attachment on the valance headboard or headrail.
- Support the headrail so that it does not fall. Push up on the headrail and use your finger or a flat blade screwdriver to release the bottom tab, as shown.
- Pull the headrail straight out from the installation brackets.

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

- Regular light dusting with a feather duster is all the cleaning needed in most circumstances.

Vacuuming

- Use hand-held vacuum with low suction, for more thorough dust removal.

**NOTE:** 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 1-800-997-2389.

- Window Blind Cord Can STRANGLE Your Child.
- Children can climb furniture to reach cords. Move crib and furniture away.
- Keep all cords out of children’s reach.

Cord Loop Shades
- Attach the cord tensioner on the cord loop to the wall or window casement. See Attach the Universal Cord Tensioner (UCT) on page 14. This can prevent children from pulling cord loops around their necks.
- Hunter Douglas provides a cord tensioner installation kit with instructions for attaching the cord tensioner. For the shade to operate properly, the cord tensioner must be correctly mounted and secured.
- Fasteners provided in this kit may not be appropriate for all mounting surfaces. Use appropriate anchors for the mounting surface conditions.
- Only Hunter Douglas supplied cord tensioners and hardware should be used. Replacement parts may be obtained by contacting the Hunter Douglas Customer Information Center at 1-888-501-8364.

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.

NOTE: The warning labels on the bottom rails of corded window coverings contain important safety information. These warning labels are designed to be permanent, in accordance with the industry’s safety standards, and must not be removed.
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.

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

### 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.

### 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.