

Woven Wood Shades

Installation Instructions

BLINDSTER

Email: customerservice@blindster.com

Call us: (888) 256-8672

Mon - Fri 8am - 7pm (CT)

Congratulations on purchasing Woven Wood Shades from Blindster. This window treatment is designed to add elegance and beauty to any room in your home for years to come. To properly install your new shade, please following the instructions below as closely and carefully as possible.

Step 1: Check your hardware mounting kit.

Before you begin the installation process, you should make sure you have the necessary items in your hardware mounting kit that came with your shade. Verify that you have the following items in your possession:

- Installation brackets
- Mounting screws
- Additional mounting brackets (if needed for extra support on wide shades)
- Hold down brackets with short screws (optional, included if requested)

Step 2: Gather the necessary tools to complete the job.

After you've made sure you received the correct items in your hardware mounting kit, it's time to gather the tools you'll need to get the job done. Gather the following items and keep them handy while you install your new shade:

- **Screwdriver**
- **Level**
- **Pencil**
- **Drill**
- **Drill bit (7/64" and 1/16")**
- **Scissors**

Step 3: Obtain fasteners for the surface where you'll mount your shade.

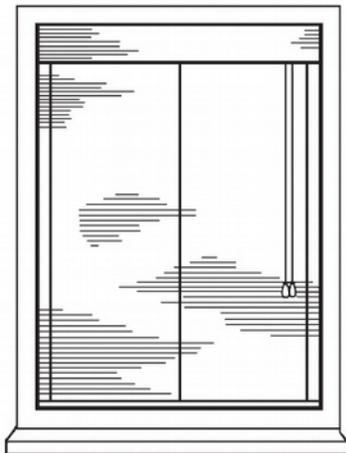
Your hardware mounting kit includes screws designed to mount your shade to wood surfaces only. For any other surfaces, you'll need additional fasteners (not included). Check the list below to find the fasteners needed for your wall, window, or door installation:

- **Wallboard or plastic**
Pre-drill holes and use hollow wall anchors or toggle bolts to install your shade in wallboard or plastic.
- **Metal**
Metal installations require pre-drilled holes and heavy-duty short metal screws.
- **Concrete, stone, brick, or tile**
To install your shade in these hard surfaces, use a carbide drill and appropriate plugs, then anchor with heavy-duty screws.

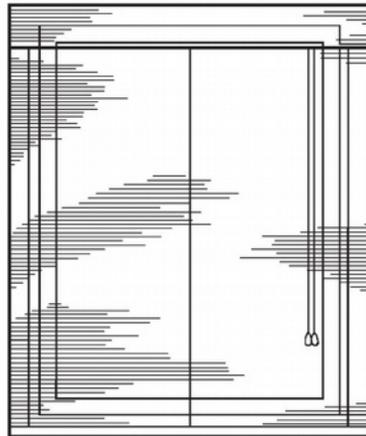
Step 4: Prepare to mount the shade.

Before you can install the shade to your window frame or wall, it's important to make a few measurements to verify that it will be even and level once installed.

- First, hold the shade against the window opening to see if it's designed for inside or outside installation.

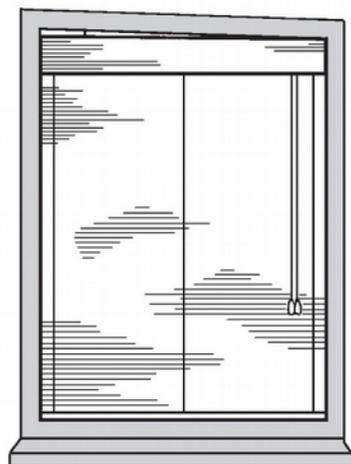


Inside Mount



Outside Mount

- If the shade is designed to be installed inside your window and your window frame isn't perfectly level, use shims to keep the head rail as level as possible during installation.



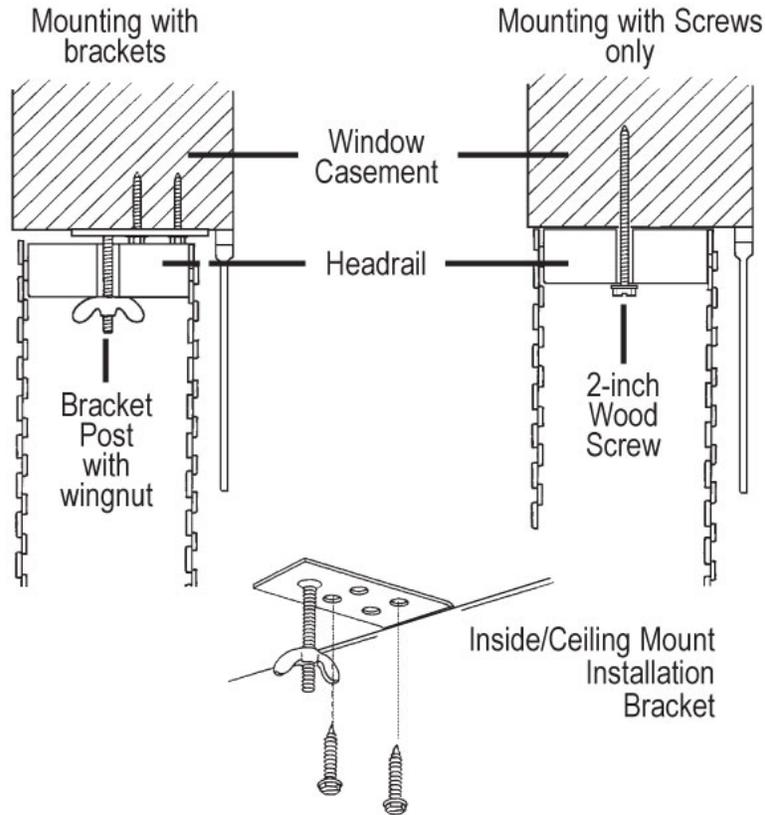
Uneven Frame



Shim as Necessary

- Whether the shade is mounted on your wall, inside your window frame, or on your ceiling, make sure that it's completely level for proper operation. You should make sure the shade is at the proper length and free of any obstructions.

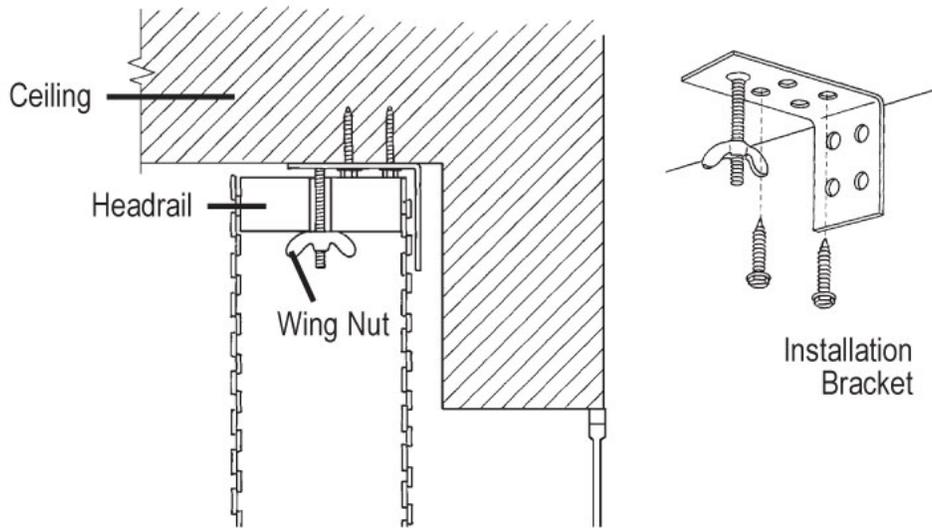
Step 5: Mount the shade



With a plan in place to make sure the shade is completely level, it's time to install it in or above your window.

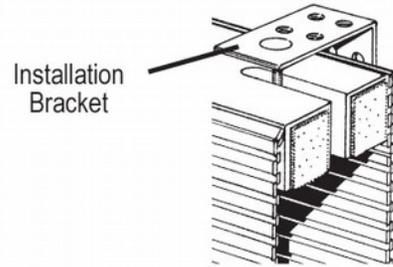
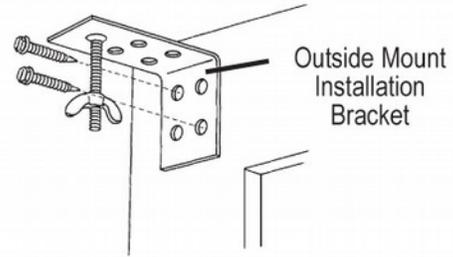
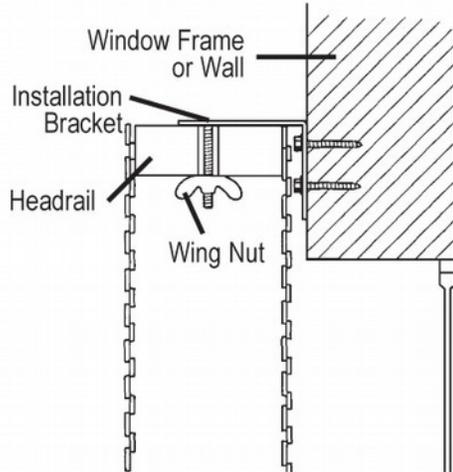
Inside window installation process

- Your shade is designed to fit inside your window frame.
- Hold the head rail firmly against the top of the window frame. Then, drill 1/16" holes into the window frame directly through the small round holes in the head rail.
Note: Do not drill holes through the slots in the head rail.
- Use the included 2" wood screws to attach the shade to the inside of the window frame. If your window frame requires a shim for proper leveling of the shade, make sure it's in place before securely attaching the shade with the screws.



Outside window installation process

- Your shade is designed to fit over your window opening by attaching to mounting brackets outside the window frame.
- Hold the head rail tightly against the wall or ceiling and mark on the surface where the head rail slots contact it.
- Press the installation brackets against the wall or ceiling and make marks for two screw holes.
- Position the mounting brackets to line up with the slots in the head rail. Then, pre-drill holes and use the appropriate screws, wall anchors, or bolts to mount the brackets, depending on the type of wall you have.
- Push the head rail into the brackets so that the threaded posts on the brackets fit through the slots in the head rail.
- Finally, secure the head rail to the installation brackets on the wall or ceiling by tightening the wing nuts.



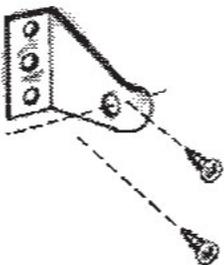
Step 6: Install hold down brackets (optional).

Hold down brackets are optional accessories that secure the bottom rail of your shade and prevent it from moving around due to wind or other factors.

To install hold down brackets on your shade, lower the shade all the way and position the brackets so that the pins in the bottom rail line up with the holes in the bracket.

Then, attach each bracket using the short hold down screws included with the hold down brackets.

To unhook the pins from the bracket, simply move the bottom rail in the opposite direction and slide the pins out from their holes.



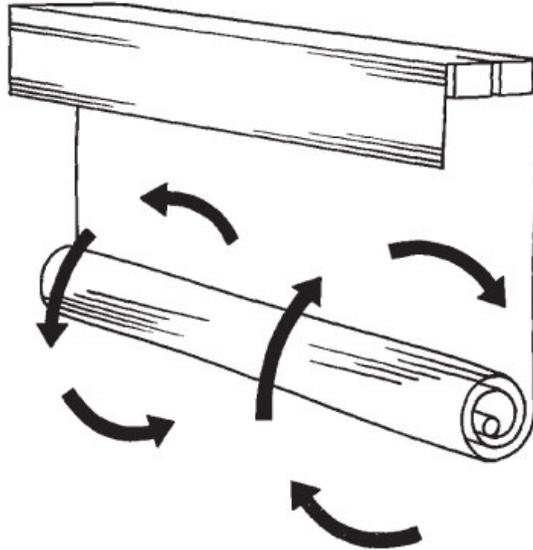
Step 7: Adjust your shade.

From the moment you order your shade from Blindster to the moment it arrives at your door, you can be certain that it has been thoroughly inspected and tested to operate properly. However, certain variations in window types means that small adjustments are often necessary.

Woven wood shades include yarn that's flexible enough to stretch over time. To eliminate any unevenness and misalignments, simply pull down on the short side of the shade.

If your shade doesn't rest flat when lowered, roll the shade tightly from the bottom. Then, twist the roll from the ends, with one end rotated clockwise and the other end counter-clockwise, to realign the yarn and slats in the shade.

If any strands of yard become loose in the edge of fabric, simply remove it as close to the shade as possible with scissors. This won't affect the overall function of the shade.



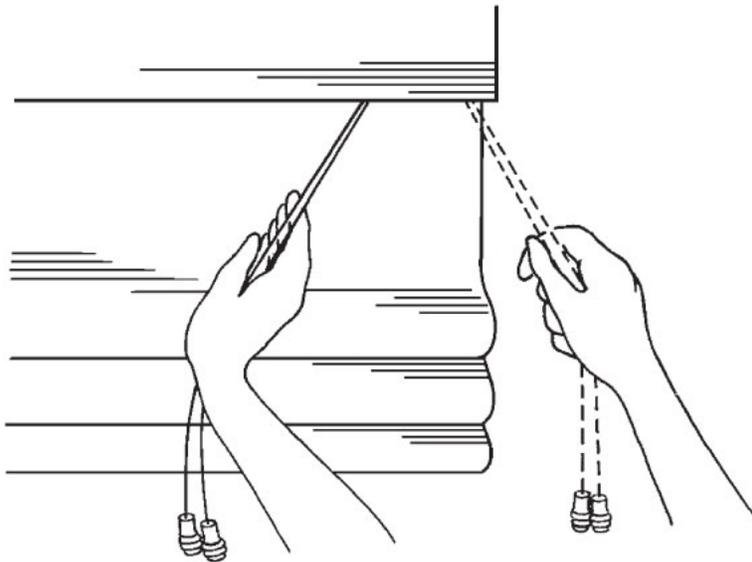
Step 8: Operate your shade.

Your shade is designed to be operated simply and easily. To make sure your shade works at its best for years to come, follow these brief instructions when operating the shade's controls:

To raise or lower your shade, simply pull down and angle the lift cord toward the middle of the shade. Tugging slightly on the lift cord release the lock, allowing the shade to be moved to the desired height.

To lock your shade at its current height, angle the lift cord to the side of the shade to engage the locking mechanism.

If the shade binds or gets struck while raising or lowering it, check the lift cords and make sure they are properly aligned.



Step 9: Troubleshoot your shade.

Although we take pride in our products at Blindster, occasionally problems can occur with shade and blinds due to their many moving parts. In addition, it's important to understand that due to the natural materials used in woven wood shades, slight imperfections and differences in appearance from one shade to the next are unavoidable and natural parts of the manufacturing process.

If you have any other questions about your shade's operation, consult the troubleshooting guide below:

Problem: Only one side of the shade moves when I pull on the draw cords.

Cause: This problem is caused by one of the draw cords becoming untied.

Solution: To fix this issue, run the loose draw cord back through the shade's pulley mechanism and through the rings on the back of the shade. Then, tie the draw cord tightly to the bottom ring.

Problem: The shade looks shorter than the length I ordered.

Cause: Because of the packaging and manufacturing process, the materials of your shade are woven very tightly. As a result of shipping, the shade can become compact and will expand over time.

Repair: To quickly stretch your shade to its normal height, install it inside your window frame or on your wall and gently grasp the bottom and carefully pull down until it reaches the desired length.

Problem: The shade looks like it has uneven edges after it has been installed.

Cause: The woven materials in the shade shifted during the packing and shipping process.

Repair: Lightly tap on the edges of the shade with a hard surface or flat tool, such as a ruler, until it evens out.

Care instructions for your new shade

To look its best, your shade requires regular cleaning and maintenance. To properly clean your new shade, dust and vacuum it with a light brush attachment to remove any accumulated dirt, dust, pet hairs, and other debris.

Child safety information

Your shade can pose a strangulation hazard to small children and pets. To prevent any injuries from occurring due to your shade, keep the lift cord out of reach by:

- Clamping it with a pin
- Cleating it
- Tying the cord to itself
- Using a tie-down device