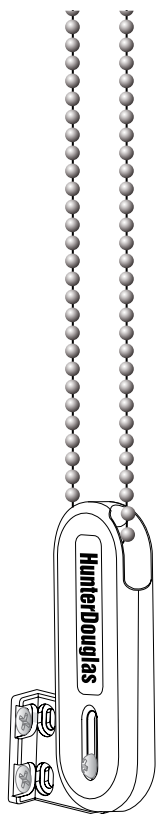


# HunterDouglasHospitality

Installation • Operation • Care

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Standard Roller Shade  
Standard Clutch

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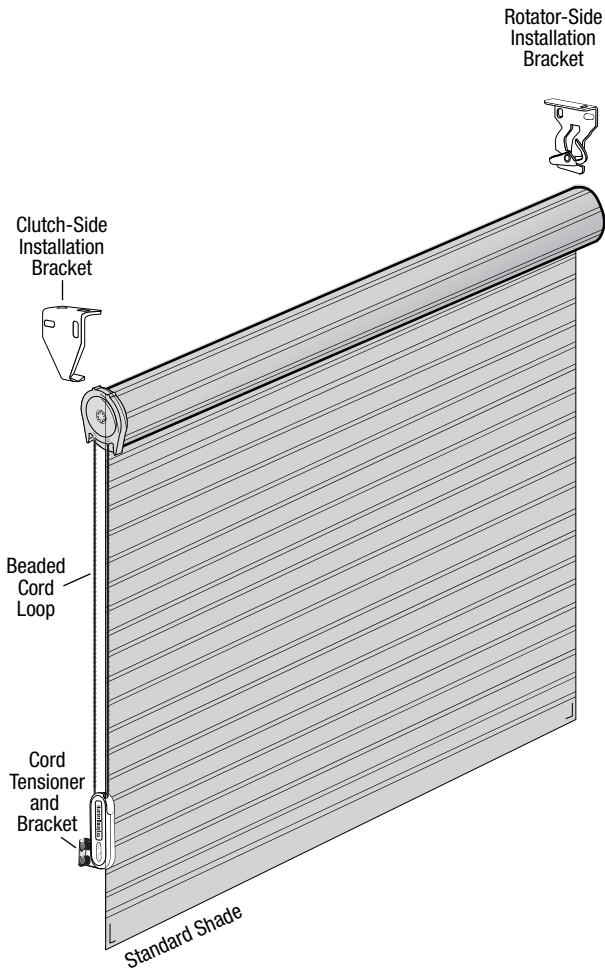


PATIO SHADES™



**WARNING:** Wind forces can cause the shade to move unpredictably and could pose a risk of injury or property damage. To reduce such risk, the shade should be rolled up when air movement is present and especially when unattended.

Product View



Thank you for purchasing Hunter Douglas Hospitality Roller 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.

### Tools and Fasteners Needed

- Flat blade and Phillips screwdriver
- Level (laser level is recommended)
- Measuring tape and pencil
- Power drill,  $\frac{3}{32}$ " drill bit and  $\frac{1}{4}$ " hex driver

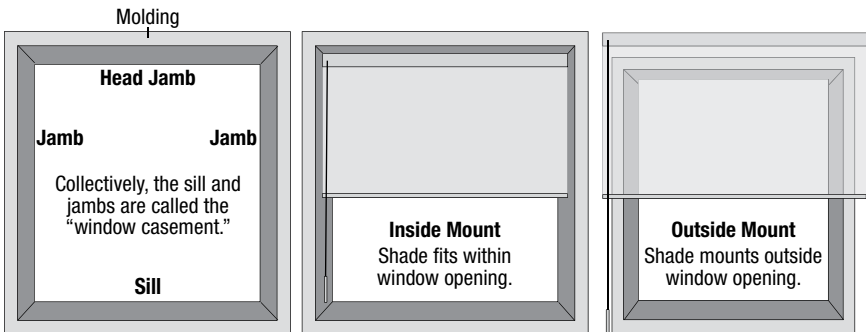
In addition, you will need fasteners designed to work with your specific mounting surface(s).

- **#6 Hex Head Screws (Provided).** Two  $1\frac{1}{2}$ " screws are provided per installation bracket.
- **Drywall Anchor (Not Provided).** Use drywall anchors when mounting into drywall.



### Mounting Types and Window Terminology

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



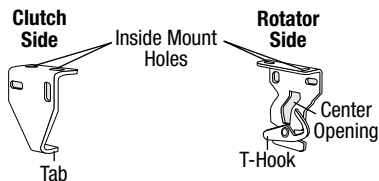
- Refer to the appropriate page below based on your order:
  - **Inside Mount for Standard Shades — page 3**
  - **Outside Mount for Standard Shades — page 4**

## INSTALLATION

### Mount the Installation Brackets — Inside Mount for Standard Shades

#### Installation Brackets for Standard Shades.

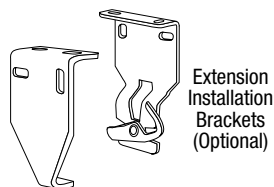
The installation brackets are supplied in pairs. One bracket is used on the clutch side with the beaded cord loop and the other bracket is used with the rotator side of the shade.



The installation brackets are always mounted so that the inner surfaces face each other, as shown. The brackets must be mounted so the shade is level when installed.

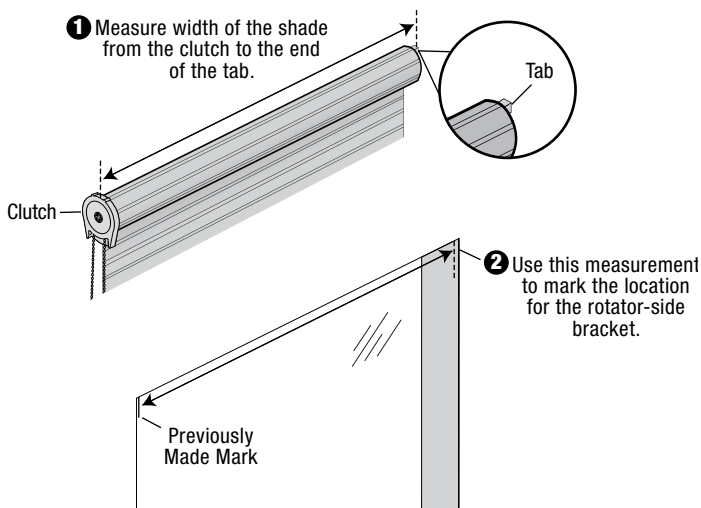
#### Extension Brackets for Standard Shades.

The extension brackets can allow for any additional clearance that may be needed for obstructions or shades with longer drops.

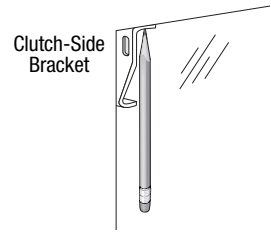


The extension brackets follow the same installation procedures.

- Center the shade in the window opening and mark the end of the clutch side of the shade.
- Measure the width of the shade from the clutch to end of the tab.
- Starting with the previously made mark, use this measurement to mark the location for the rotator-side bracket.



- Place the outside edge of the clutch-side bracket on the first mark, then mark the location of the screw holes.
- The minimum depth required for mounting is 2¾".



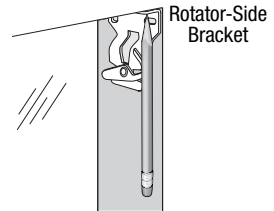
- Place the rotator-side bracket centered on the second mark, then mark the location of the screw holes.

**IMPORTANT:** The front edges of the installation brackets must be level and aligned to each other.

- Drill the screw holes with a ⅜" drill bit.

**IMPORTANT:** Use drywall anchors when mounting into drywall. Drywall anchors are not provided.

- Check that the mounting surface is level. Shim the brackets if necessary. Shims are not provided.
- Attach the installation brackets using the screws provided.



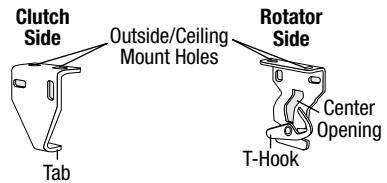
## Mount the Installation Brackets — Outside Mount for Standard Shades

### Installation Brackets for Standard Shades.

The installation brackets are supplied in pairs. One bracket is used on the clutch side with the beaded cord loop and the other bracket is used with the rotator side of the shade.

The installation brackets are always mounted so that the inner surfaces face each other, as shown.

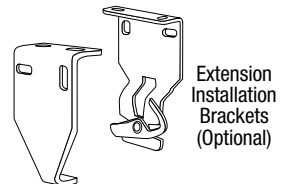
The brackets must be mounted so the shade is level when installed.



### Extension Brackets for Standard Shades.

The extension brackets can allow for any additional clearance that may be needed for obstructions or shades with longer drops.

The extension brackets follow the same installation procedures.



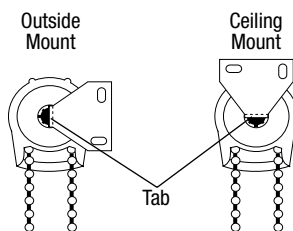
## INSTALLATION

### If the shade is outside mounted...

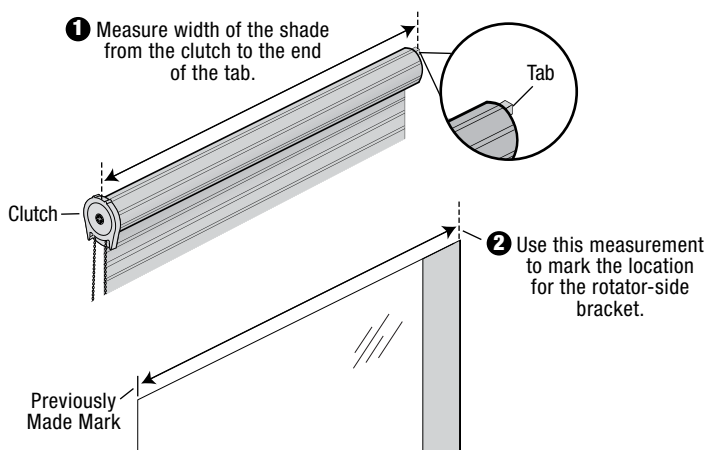
The screws are placed horizontally when mounting the bracket to the wall.

### If the shade is ceiling mounted...

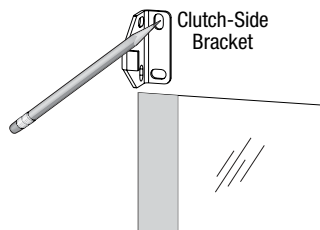
The screws are placed vertically when mounting the bracket to the ceiling.



- Center the shade over the window opening at the desired height and make a mark on the end of the clutch side of the shade.
- Measure the width of the shade from the clutch to end of the tab.
  - Measure and mark the width of the shade from the previously made mark.

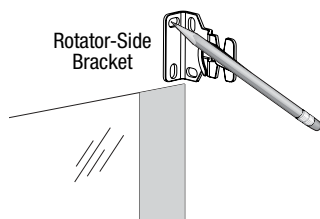


- Place the outside edge of the clutch-side bracket on the first mark, then mark the location of the screw holes.



- Place the rotator-side bracket centered on the second mark, then mark the location of the screw holes.

- The top of the installation brackets should be at the desired height. The brackets should be level and aligned.



**IMPORTANT:** The front edges of the installation brackets must be level and aligned to each other.

- Drill the screw holes with a  $\frac{3}{32}$ " drill bit.

**IMPORTANT:** Use drywall anchors when mounting into drywall. Drywall anchors are not provided.

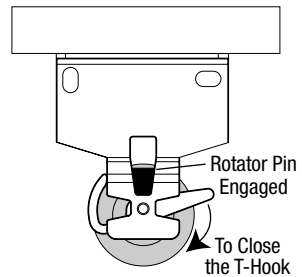
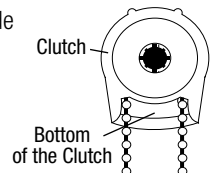
- Use a level to check that the mounting surface is level. Shim the brackets if necessary. Shims are not provided.
  - Attach the installation brackets using the screws provided.
- 

## Install the Shade

### Standard Shade

**IMPORTANT:** Do not remove the paper banding used to prevent shade from unrolling prematurely until after the shade is installed.

- Hold the shade with the bottom of the clutch facing the floor, and the beaded cord loop hanging straight down.
- Install the clutch end of the shade onto the tab on the clutch-side bracket.
- Swing the rotator side of the shade into place so the rotator pin engages the rotator-side bracket.
- Rotate the T-hook down to close.
- Remove the paper banding on the shade.

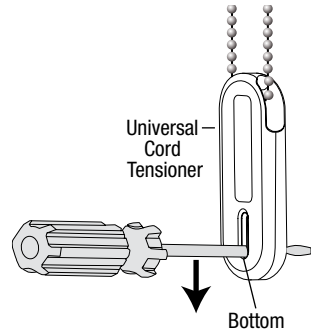




## Attach the Universal Cord Tensioner (UCT)

Before doing anything, you **must** first slide the cord tensioner to the bottom of the beaded cord loop.

- Insert a small screwdriver, punch, or awl through the screw hole at the bottom of the cord tensioner.
- While holding the cord tensioner, move screw hole all the way down to the bottom of the cord tensioner to release the safety mechanism.
- Slide the cord tensioner down to the bottom of the beaded cord loop.



**WARNING:** It is imperative that the cord tensioner 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 is secured. A cord tensioner installation kit has been included with your shade. Follow the instructions in the kit to correctly secure the cord tensioner.

## Operate the Shade

**IMPORTANT:** Dual Roller shades have two beaded cord loops, one on each side to operate shades separately.

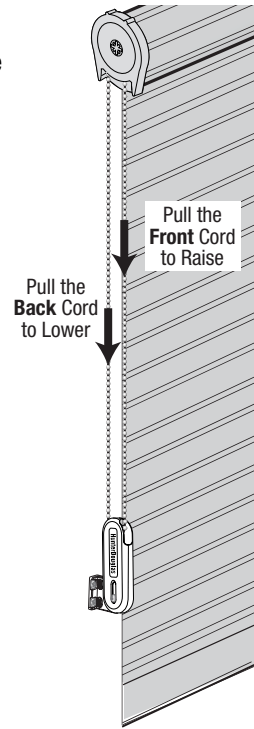
### To Lower the Shade

- Hold the back of the cord loop and pull down.
- Pull until the shade is at the desired height.

**IMPORTANT:** If a reverse roll shade was ordered, the fabric will roll off the front of the shade.

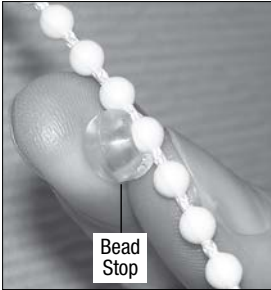
### To Raise the Shade

- Hold the front of the cord loop and pull down.
- Pull until the shade is at the desired height.



## Troubleshooting

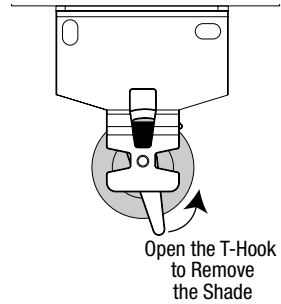
<b>Problem</b>	The shade raises or lowers unevenly.
<b>Solution</b>	Check that the installation brackets are level and aligned. Shim the brackets, if necessary. Shims are not provided.
<b>Problem</b>	The shade will not raise.
<b>Solution</b>	If the hold-down brackets have been used, make sure they have been released.
<b>Problem</b>	The universal cord tensioner grabs onto the cord upon operation.
<b>Solution</b>	Check that the universal cord tensioner is mounted properly. Reinstall, if necessary. See the "Universal Cord Tensioner Installation Instructions" that came with your Cord Tensioner Kit.

<b>Problem</b>	The shade fabric winds unevenly on the roll.
<b>Solution</b>	<p>Check that the shade is level.</p> <p>Using the beaded cord loop, completely lower the roller shade.</p> <ul style="list-style-type: none"><li>➤ If the fabric winds unevenly and begins to telescope to one side, check to insure that the shade is level.</li><li>➤ If the shade is not level, remove it from the installation brackets and shim or re-install the brackets, as necessary.</li></ul> <p>If the shade was unrolled before being installed, it may not raise and lower to the right points. To correct this:</p> <p>Remove the shade from the mounting brackets.</p> <p>Roll the shade up until the bottom rod is even with the bottom of the clutch.</p> <p>Re-install the shade.</p>
<b>Problem</b>	The shade is slightly long or short.
<b>Solution</b>	<p>Raise the shade completely (until the bead stop touches the back of the clutch).</p> <ul style="list-style-type: none"><li>➤ For a shorter drop, move the bead stop two to four beads up.</li><li>➤ For a longer drop, move the bead stop two to four beads down.</li></ul> <p><b>IMPORTANT:</b> Maximum adjustment is 1¾", or eight to nine beads.</p> 

## **Removing the Shade (If Necessary)**

### **Standard Shades**

- Open the T-hook on the rotator-side installation bracket.
- Slide the rotator side of the shade up and away from the bracket.
- Gently pull the opposite end of the shade from the clutch tab on the other bracket.



## **Cleaning Procedures**

Please refer to care and cleaning instructions for your specific fabric. Information can be found at [www.HunterDouglasHospitality.com](http://www.HunterDouglasHospitality.com)

The following options are available if your shade needs cleaning.

### **Dusting**

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

### **Vacuuming**

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



# WARNING

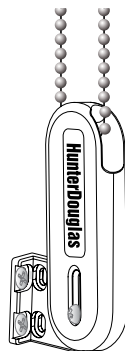
For more safety information call 1-888-501-8364 in the U.S. or 1-866-662-0666 in Canada.

Young children can **STRANGLE** in cord loops. 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.

### 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 11. 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.



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