

HunterDouglasHospitality

Installation • Operation • Care



Standard Manual Roller Shades with Fascia

Fascia, Pocket, and Fascia with
Blockout System

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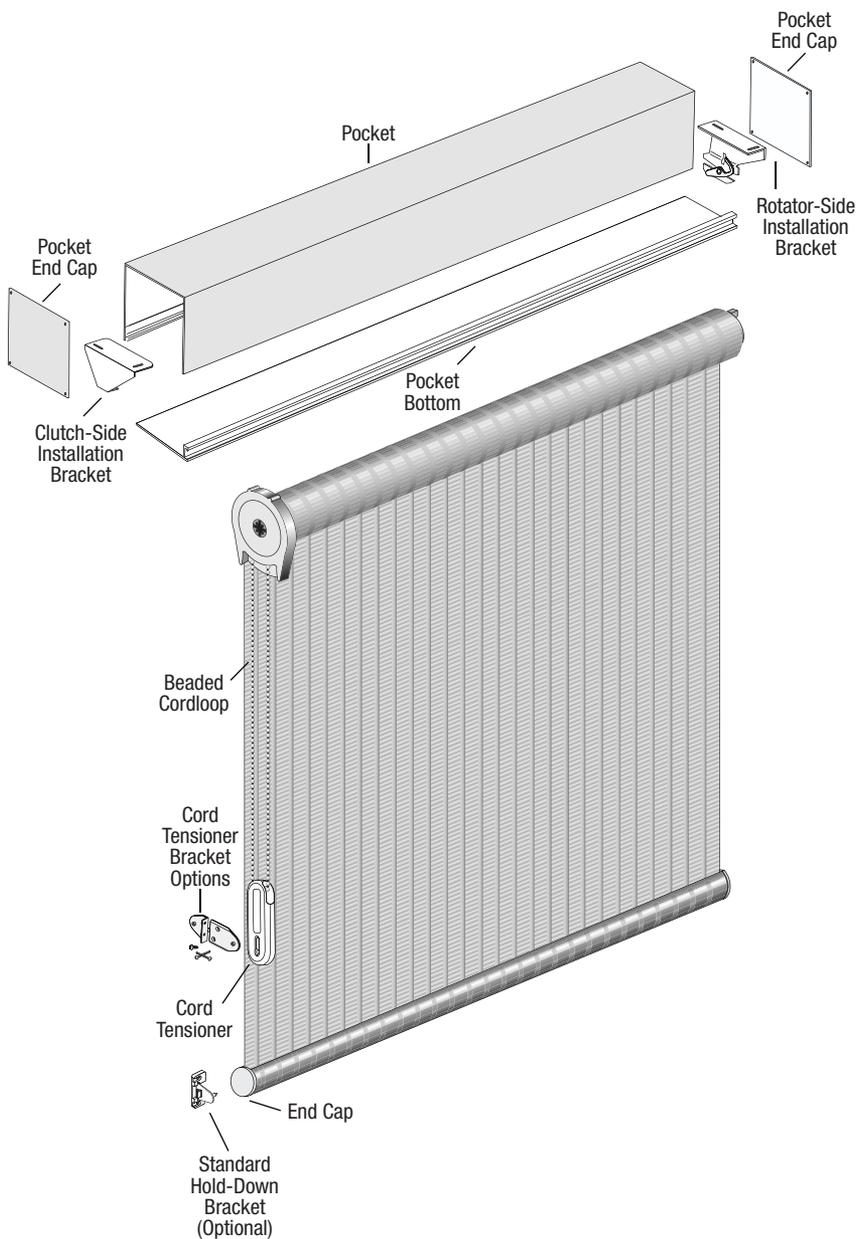
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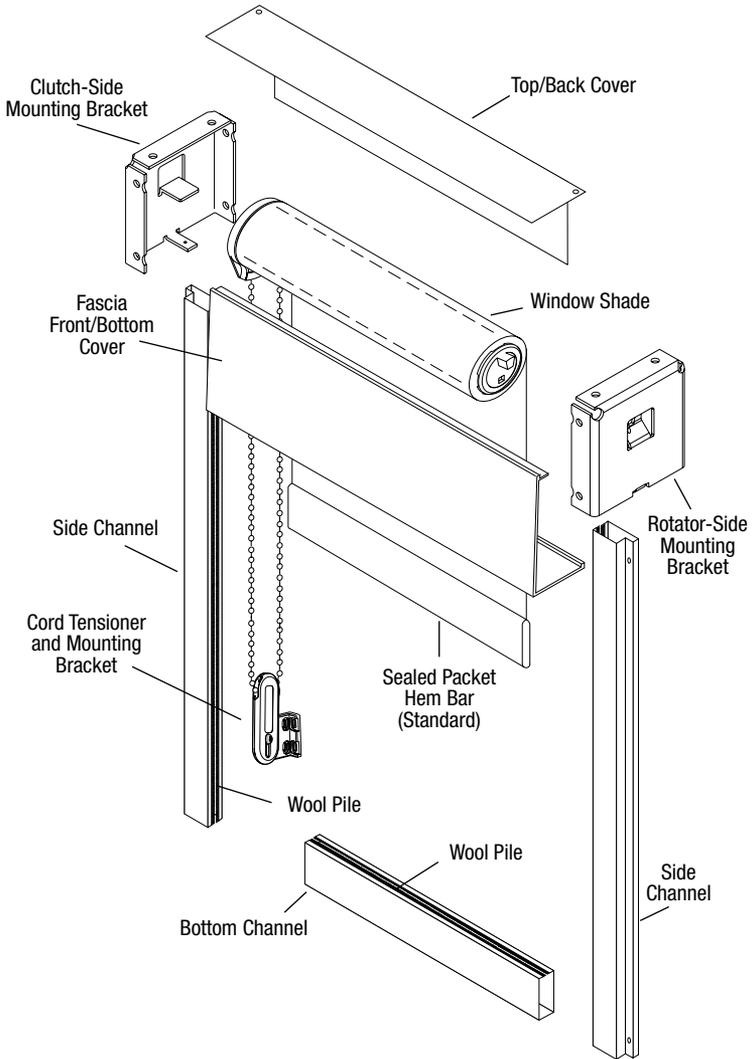


GETTING STARTED

Product View — Pocket



Product View — Blockout



GETTING STARTED

Thank you for purchasing Hunter Douglas Designer Roller and Designer Screen Shades. With proper installation, operation, and care, your new shades will provide years of beauty and performance.

Please thoroughly review this instruction booklet and the enclosed packing list before beginning the installation. If your shade has a protective plastic cover on the fabric covered headrail, keep the plastic in place until the shade is installed.

Tools and Fasteners Needed

- Flat blade screwdriver
- Measuring tape and pencil
- Power drill, $\frac{3}{32}$ " and $\frac{5}{32}$ " drill bits, and a $\frac{1}{4}$ " hex driver
- Level (laser level is recommended)
- Needlenose pliers

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

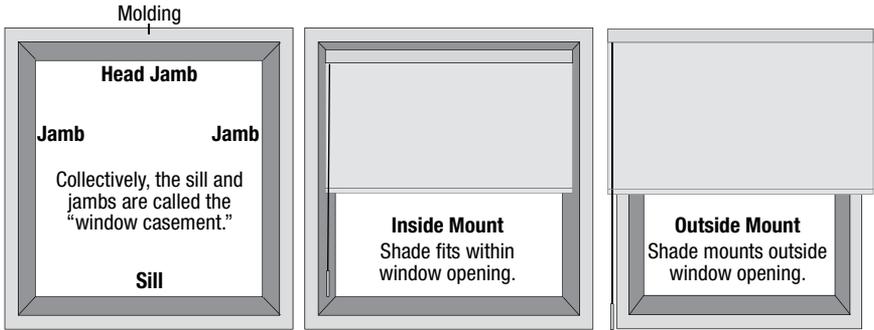
- **#6 Hex Head Screws for Fascia Only (Provided).** A pack of four screws is provided. 3" fascia screws are $1\frac{5}{8}$ " long and the 4" fascia screws are 2" long.
- **#10 x $1\frac{1}{2}$ " Phillips Hex Washer Head Screws for Pocket Only (Not Provided).** Used in pairs for Pocket shades.
- **Drywall Anchor (Not Provided).** Use drywall anchors when mounting into drywall.



#6 Hex Head Screw
(Provided)

Installation 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:

- **Fascia Installation — page 6**
- **Pocket Installation — page 9**
- **Blockout Installation — page 11**

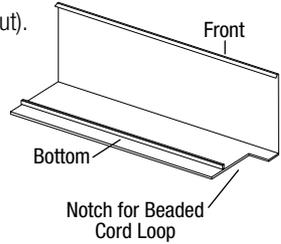
INSTALLATION

Fascia Installation Overview

The bottom of the fascia panel is the surface with the notch (cutout). This notch is used to clear the beaded cord loop when you install the fascia panel.

The brackets always face each other.

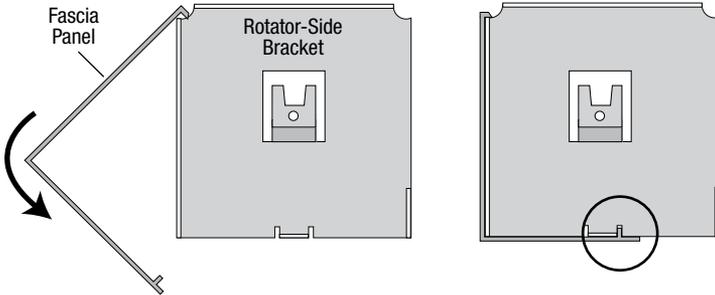
These installation instructions show the beaded cord loop on the left side. If your shade has the beaded cord loop on the right side:



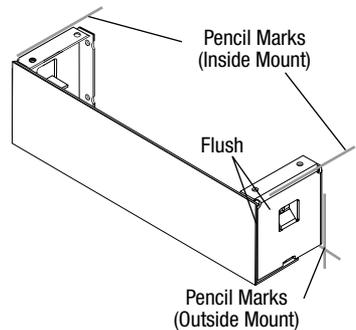
- Reverse the positions of the clutch-side bracket and the rotator-side bracket.
- The notch on the fascia panel will be on the opposite end from what is shown in these installation instructions.

Fascia Installation

- Assemble the two end brackets and the fascia panel.
 - The clutch-side bracket attaches to the side of the panel with the notch. The rotator-side bracket goes on the side without the notch.
 - Place the top of the fascia panel into the top indentation of the brackets. Rotate the panel down and snap it into place.



- Check that the outer surfaces of the brackets are flush with the ends of the panel.
- Hold the bracket and panel assembly in place at the window.

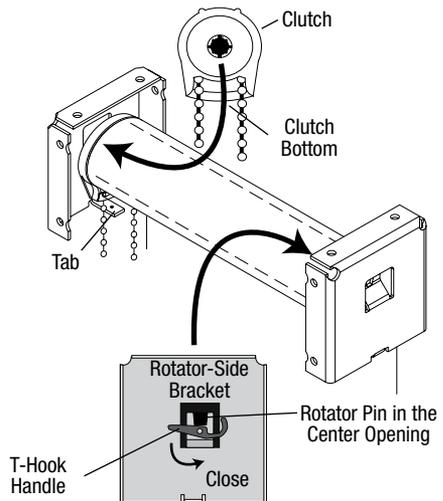


- Use a level against the bottom edge to make sure the assembly is level. Inside mounts may require a shim between the brackets and the mounting surface.
- **For Outside Mount.** Use a pencil to mark the bottom (outside mount only) and outside edges of the brackets on the mounting surface.
- **For Inside Mount.** Use a pencil to mark the outside edges of the brackets on the mounting surface.
- Remove the assembly from the window.
- Remove the brackets from the fascia panel.
- Use your marks to position each bracket and mark the screw holes.
- IMPORTANT:** The brackets should be level and aligned.
- Drill the screw holes using a $\frac{3}{32}$ " drill bit.
- IMPORTANT:** Use drywall anchors when mounting into drywall. Drywall anchors are not provided.
- Fasten the brackets to the mounting surface using the screws provided.

Mount the Shade

- **Attach the end plates (if ordered).**
Remove the paper from the adhesive on the end plates and attach the end plate to the end of the fascia brackets.
- IMPORTANT:** Do not remove the paper banding used to prevent shade from unrolling prematurely until after the shade is installed.

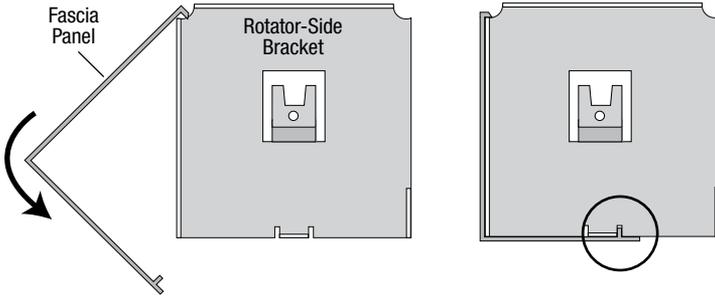
- Rotate the T-hook in the rotator-side bracket to the open position.
- With the beaded cord loop hanging from the bottom, slip the clutch end of the shade onto the clutch tab on the clutch-side bracket.
- The lower tab goes between the bead chains.
- Position the rotator pin into the center opening on the rotator-side bracket.
- Rotate the T-hook, on the rotator-side bracket to the closed position (handle nearly straight down).



INSTALLATION

■ Attach the fascia panel.

- The notched side of the panel goes on the side with the cord loop.
- Place the top of the fascia panel into the top indentation of the brackets. Rotate the panel down and snap it into place.



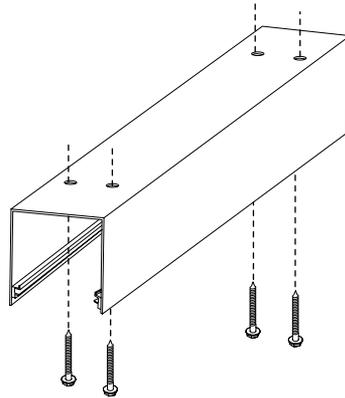
Proceed to "Attach the Universal Cord Tensioner (UCT)" — page 15.

Pocket Installation

CAUTION: Hunter Douglas strongly recommends that shades in a pocket be mounted through wood or metal studs by a professional installer.

The number of #10 x 1 1/2" Phillips hex washer head screws (not provided) required will vary depending on the width of the shade, as shown in the table below.

Shade Width	Screws Required
Up to 36"	4
36 1/8" – 72"	6
72 1/8" – 90"	8
90 1/8" – 120"	10
120 1/8" – 156"	12
156 1/8" – 180"	14



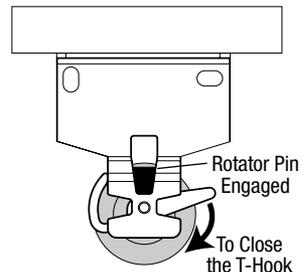
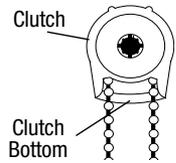
Brackets Removed for Clarity

- Locate the studs or other substantial material for your mounting surface.
- Mark the pocket for the locations you have chosen for the screw holes.
- Drill the screw holes into the pocket and the mounting surface using a 5/32" drill bit.
- Fasten the pocket to the mounting surface using the screws.

Standard Shade

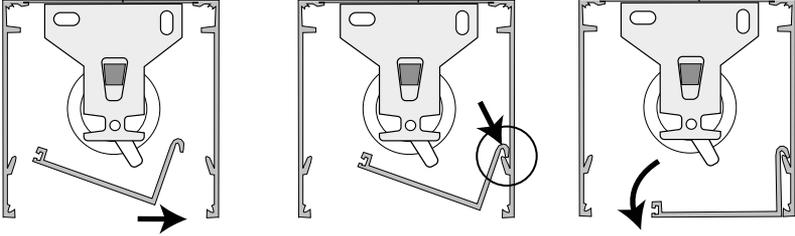
IMPORTANT: Do not remove the paper banding used to prevent shade from unrolling prematurely until after the shade is installed.

- 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.



INSTALLATION

- Attach the bottom of the pocket.
 - Place the bottom into the pocket at an angle.
 - Hook the bottom to the ledge inside the pocket.
 - Rotate it down to secure it into place.



Proceed to “Attach the Universal Cord Tensioner (UCT)” — page 15.

Blockout Installation

There are two different installation brackets: the clutch-side bracket and the rotator-side bracket. These instructions show the beaded cord loop on the left. If your beaded cord loop is to be on the right, reverse the positions of the clutch-side and rotator-side installation brackets.

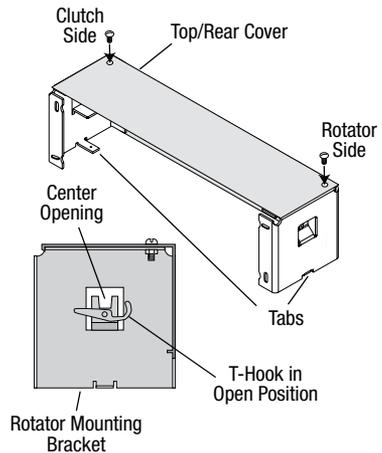
Cover Identification

- Top/rear cover has a notch (cutout) at each end and two screw holes.
- Front/bottom cover has no screw holes.

Attach the Top/Rear Cover

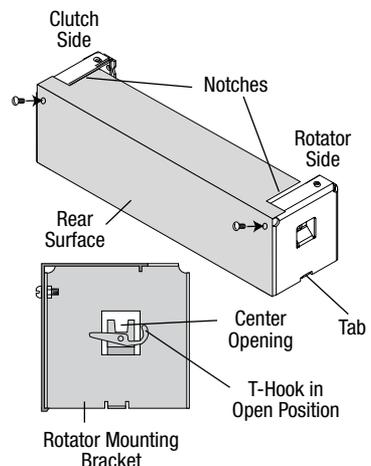
Outside Mount

- Orient the installation brackets so the tabs are down and face each other.
- Set the top/rear cover in place with the screw holes on top.
- Attach the top/rear cover to the installation brackets using the small flat-head Phillips screws and nuts provided.
- Locate the T-hook on the inside of the rotator-side installation bracket and move it to the open position.



Inside Mount

- Orient the installation brackets so the tabs are down and face each other.
- Set the top/rear cover in place so the screw holes are in the rear and at the top.
- Attach the top/rear cover to the installation brackets using the small flat-head Phillips screws and nuts provided.
- Locate the T-hook on the inside of the rotator-side installation bracket and move the T-hook to the open position.



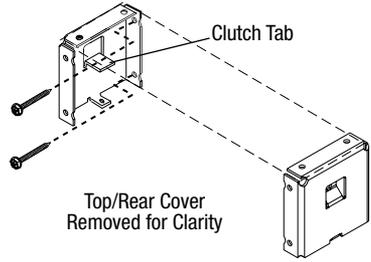
INSTALLATION

Mount the Brackets

Outside Mount

- Use the two holes in the rear of each bracket.
- Attach each bracket to the mounting surface with two hex-head screws.

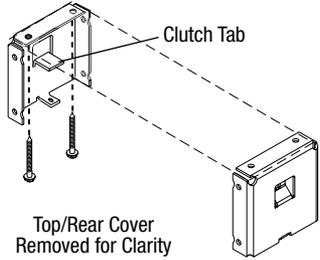
IMPORTANT: With outside mounts, use a level to be sure the top cover is horizontal.



Inside Mount

- Use the two holes in the top of each bracket.
- Attach each bracket to the mounting surface with two hex-head screws.

IMPORTANT: With inside mounts, check that the mounting surface is level. If necessary, add shims to the brackets to make the shade level.

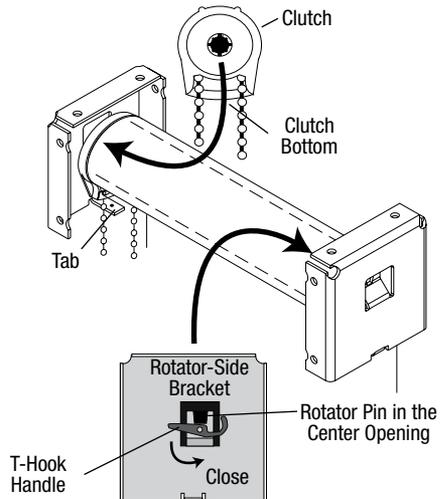


Mount the Shade

- With the clutch bottom in the down position, slip the clutch end of the shade onto the clutch tab on the clutch-side installation bracket.

NOTE: The lower tab, used to secure the cover, goes between the bead chains.

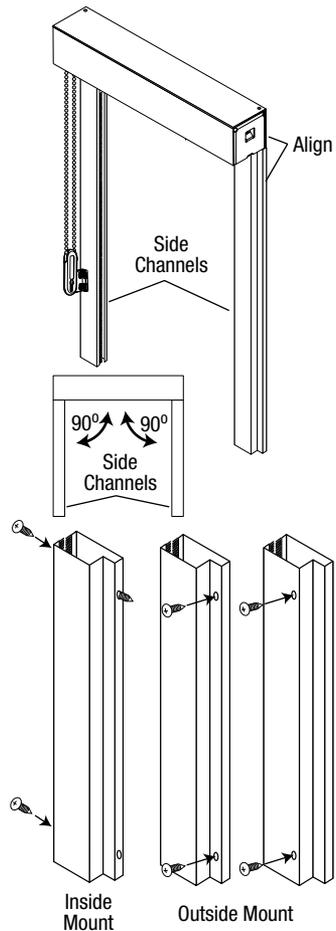
- Rotate the T-hook in the rotator-side installation bracket in the open position.
- Position the rotator pin on the shade into the center opening on the rotator-side installation bracket.
- Rotate the T-hook, on the rotator-side installation bracket, to the closed position (handle nearly straight down).



Attach the Side Channels

NOTE: Lower the shade slightly when you mount each side channel to fit the shade into the top of the channel.

- Align the outer edge of the side channels with the outside of the brackets.
- NOTE:** The mounting holes will be on the rear face of the side channels, with the larger access holes on the front side (the room side).
- Hold the top of each side channel snug against the bracket, and mark through the side channel's mounting holes to determine where to drill the pilot holes.
- After marking all the holes on each side, measure the side-to-side distance between them. The distance between the top two holes and between the bottom two holes should be equal.
- Drill pilot holes approximately $\frac{3}{8}$ " deep using a $\frac{3}{32}$ " drill bit.
- Use the screws provided to attach the side channels to the mounting surface.



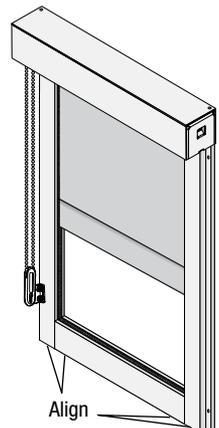
Attach the Bottom Channel

- Align the bottom of the channel with the outer edges of the side channels and mount it with the screws provided.
- Screw through the side of the bottom channel when attaching it to the molding or wall with an outside mount; or screw down through the bottom of the channel when attaching it to the sill or the casement with an inside mount.

Install the Side Channel Plugs

NOTE: This is for outside mount only.

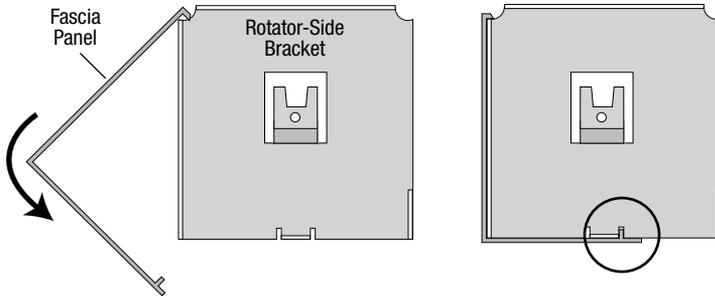
- Cover the access holes in the side channels with the provided plugs, pushing them in until they are firmly seated.



INSTALLATION

Attach the Front/Bottom Cover

- Hold the front/bottom cover at an angle of about 45°. The notched end should be on the beaded cord loop end of the shade.
- Hook the lip of the cover onto the top of the installation brackets.
- Lower the front/bottom cover into position until it snaps into place. The ridge on the bottom of the cover fits behind the bottom tab on the brackets (see the circled area on the illustration).

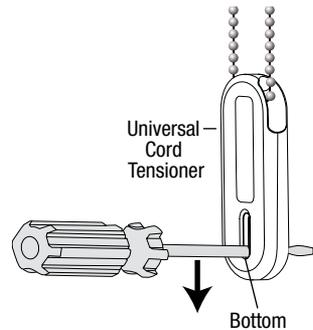


Proceed to “Attach the Universal Cord Tensioner (UCT)” — page 15.

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.
- Move the screw hole all the way down the channel to release the safety mechanism.
- Slide the cord tensioner down to the bottom of the beaded cord loop.



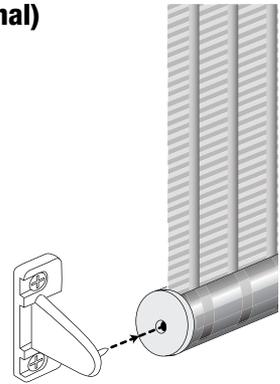
WARNING: It is imperative that the cord tensioner be properly secured to the wall or window frame to reduce children's access to the cord loop. Young children can strangle in cord loops. They can also wrap cords around their necks and strangle.

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.

Attach the Standard Hold-Down Brackets (Optional)

The standard hold-down brackets may be used with outside mount shades only.

- With the shade fully lowered, insert the pin on the hold-down bracket into the hole on the bottom rail end cap.
- Mark the hole locations on the mounting surface.
- Center the hold-down brackets over the mounting hole locations and check their alignment. Attach using two screws.



IMPORTANT: Disconnect the bottom rail from the hold-down brackets to raise the shade.

Operate the Shade

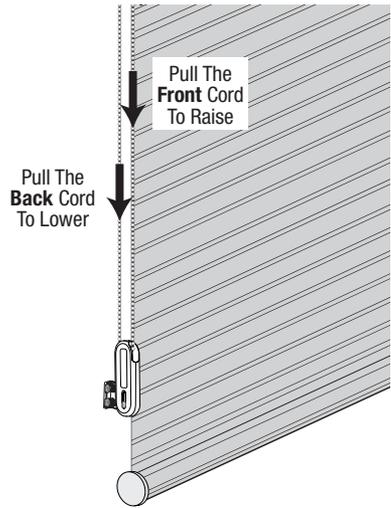
To Lower the Shade

- 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

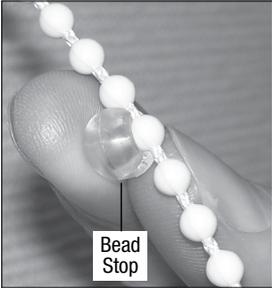
- Hold the front of the cord loop and pull down.
- Pull until the shade is at the desired height.



Troubleshooting

Problem	The shade raises or lowers unevenly, or winds unevenly on the roll.
Solution	Check that the installation brackets are level and aligned. Shim or re-install the brackets, if necessary. Shims are not provided.
Problem	The universal cord tensioner has climbed to the top of the shade.
Solution	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 <i>Universal Cord Tensioner Installation Instructions</i> in the kit included with your shade.
Problem	The universal cord tensioner grabs onto the cord upon operation.
Solution	Check that the universal cord tensioner is mounted properly. Reinstall, if necessary. See the <i>Universal Cord Tensioner Installation Instructions</i> that came with your Cord Tensioner Kit.

OPERATION

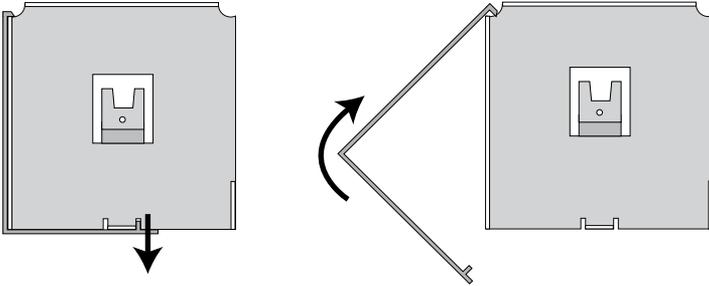
Problem	The shade does not raise or lower to the correct stopping points.
Solution	<p>If the shade was unrolled before being installed, it may not raise and lower to the correct stopping points. To correct this:</p> <ul style="list-style-type: none">➤ Remove the shade from the brackets.➤ Roll the shade up until the bottom rod is even with the bottom of the clutch.➤ Re-install the shade.
Problem	The shade is slightly long or short.
Solution	<p>Raise the shade completely (until the bead stop touches the back of the clutch).</p> <ul style="list-style-type: none">➤ For a shorter drop, move the bead stop two to four beads up.➤ For a longer drop, move the bead stop two to four beads down. <p>IMPORTANT: Maximum adjustment is 1¾", or eight to nine beads.</p> 

Removing the Shade (If Necessary)

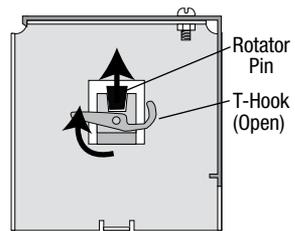
Fascia and Fascia Shades with Blockout System

CAUTION: Before removing the shade, the shade should be fully raised.

- Remove the front/bottom cover of the fascia by pulling down on the bottom of the cover, near the installation brackets, to release it from the tabs on the installation brackets.
- Rotate the cover up and remove it.



- Rotate the T-hook on the rotator-side bracket to the open position.
- Lift the rotator pin out of the center opening.
- Swing the rotator pin end of the shade out of the bracket, lowering the shade on that end as little as possible.



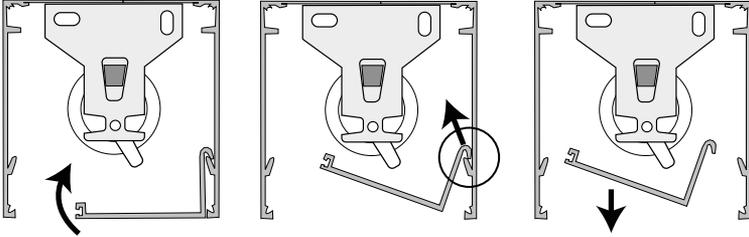
CAUTION: Excessive lowering of the shade on the rotator end before disengaging the clutch end of the shade from the clutch-side bracket can damage either the clutch on the shade or bend the tab on the clutch-side bracket.

- Carefully pull the shade from the clutch tab on the clutch-side installation bracket.

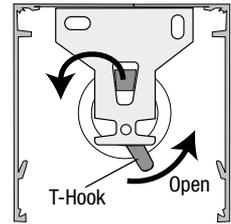
Pocket Shades

CAUTION: Excessive lowering of the shade on the rotator end before disengaging the clutch end of the shade from the clutch-side bracket can damage either the clutch on the shade or bend the tab on the clutch-side bracket.

- Lift up the edge of the bottom cover.
- Disengage it from the ledge of the pocket.
- Remove the bottom cover.



- Rotate the T-hook on the rotator-side bracket to the open position.
- Lift the rotator pin out of the center opening.
- Swing the rotator pin free of the bracket.
- Carefully pull the shade from the clutch tab on the clutch-side bracket.



Cleaning Procedures

Designer Roller and Designer Screen Shades are made from anti-static, dust-resistant materials which repel dirt and dust. 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.

Compressed Air/Hair Dryer (Cool Setting)

■ Use compressed air or a hair-dryer on a cool setting to blow dust and dirt off of shades.



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)” — page 15. 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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