

smith+noble®

America's Leading Resource for Window Treatments®

Fabric Shades

- Step by Step Installation
- Troubleshooting Tips
- Easy Care Instructions

Customer Service 800.780.8889 or visit us online at smithnoble.com



STEP 1 Your new shade

THANK YOU for choosing Smith+Noble. Your new Fabric Shades have been custom-crafted to your exact specifications from the highest quality materials. Once in your windows, they will provide you with a lifetime of beauty and trouble-free use.

INSTALLING your new shade is easy. Simply follow our step-by-step instructions. We recommend you read through all the instructions before you start. If you have questions, our Customer Service representatives are available from 5am to 7pm Mon-Fri or 7am to 4pm Sat Pacific time at 800.780.8889.

GETTING STARTED

REMOVE the shade from the packaging.

Do not dispose of packaging until the shade is operating to your satisfaction.

Check the diagram to make sure you have all the parts indicated for the appropriate type of installation.

Do not lower the shade yet.

TOOLS you may need to install your shades: pencil, screwdriver, 1/4" nut driver, level and a drill with 3/64" drill bit.

Your brackets must be securely attached to the mounting surface. When screwing into a surface, the included screws must hit wood studs. Otherwise, use a secure fastener as illustrated (not included).

WALLBOARD OR PLASTER:

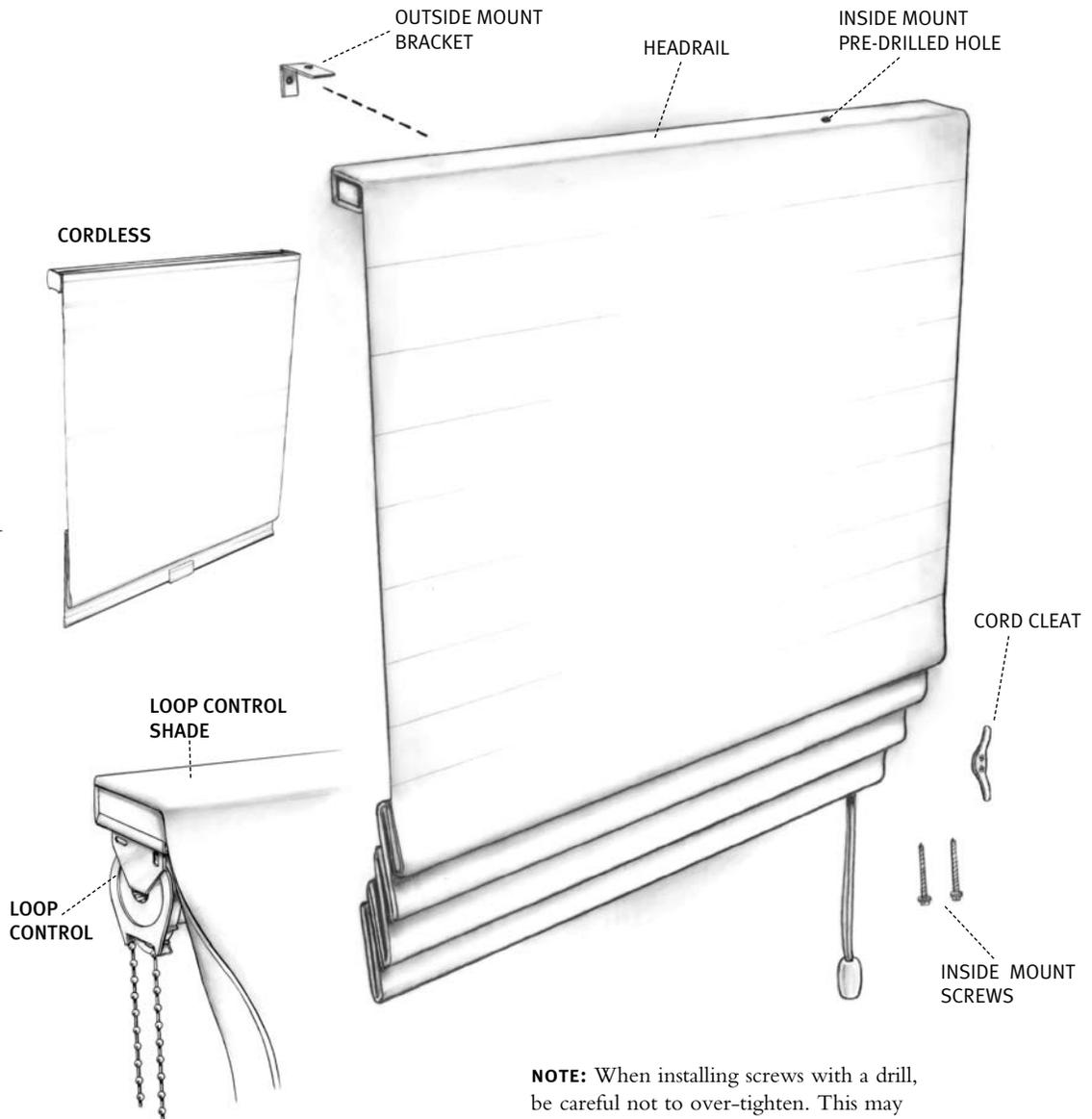
Use a secure fastener designed for hollow wall applications.

METAL: Pre-drill holes and use the included screws.

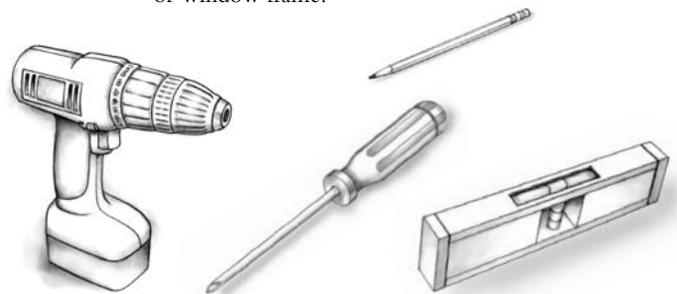
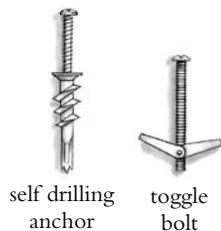
CONCRETE, STONE, BRICK OR TILE:

Use a masonry drill and appropriate plugs, anchors or screws.

*When selecting a fastener, make sure it is designed to support the weight of the product being installed. Follow the fastener manufacturer's instructions for proper installation of the fastener.



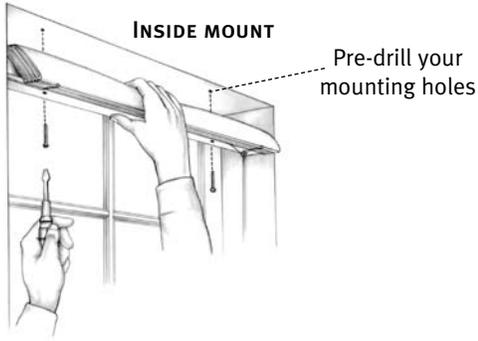
NOTE: When installing screws with a drill, be careful not to over-tighten. This may cause the screw to break off in the wall or window frame.



For assistance, call Smith+Noble
Customer Service at
800.780.8889
Visit our website at
smithnoble.com

STEP 2 Mounting your shade

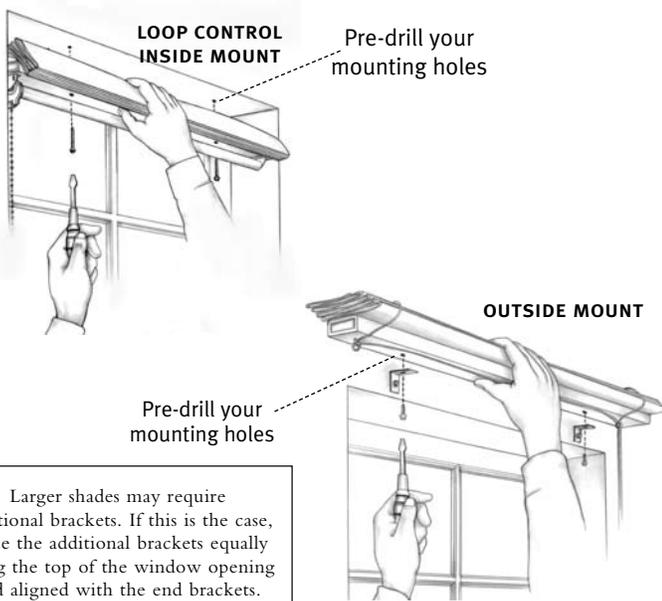
For inside mount see **STEP 2A**. For outside mount see **STEP 2B**.
For cordless shades see **STEP 2C**.



STEP 2A - INSIDE MOUNT

Hold the shade inside the window frame. The front edge of the shade should be even with the front edge of the window frame. Center the shade so the space between the ends of the headrail and the edges of the window frame are equal. With the shade properly positioned insert a screw into each of the riveted holes in the headrail. The screw's tips will leave small indentations in the top of the window frame. With a $\frac{1}{4}$ " drill bit, pre-drill the mounting holes at these locations. Attach the shade with the screws provided into the pre-drilled holes.

Proceed to step 3.

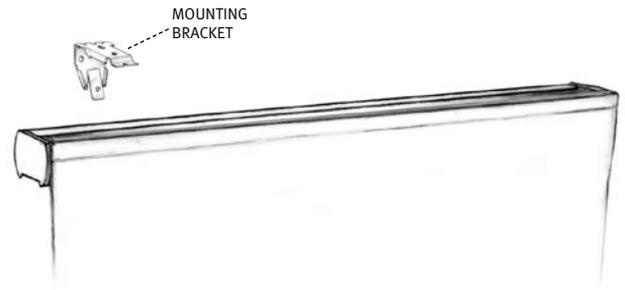


Larger shades may require additional brackets. If this is the case, space the additional brackets equally along the top of the window opening and aligned with the end brackets.

STEP 2B - OUTSIDE MOUNT

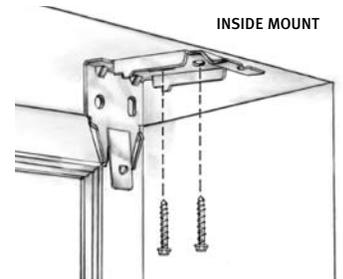
The shades are attached to the wall with the mounting brackets included. The brackets need to be placed so they will not interfere with the operating mechanism of the shade. Attach the brackets to the wall or window frame at the desired height. Attach the brackets using the long screws provided, making sure the brackets are level with each other.

Set the headrail on top of the brackets, making sure the draw cords move freely around the mounting brackets. Center the shade over the window and push the shade back against the wall or window frame. Pierce the fabric and pre-drill the mounting holes using a $\frac{1}{16}$ " drill bit at each bracket location. Attach the shade to the brackets using the short screws provided. For shades with Loop Control, attach the shade to the bracket with a single short screw in the front hole of the bracket only.

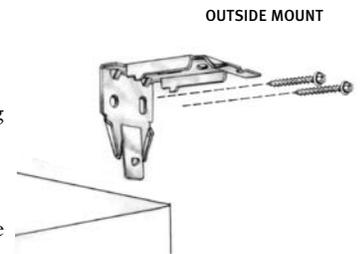


STEP 2C - MOUNTING CORDLESS SHADES

INSIDE MOUNT – Hold the shade in place and mark the bracket position, making sure the bracket won't interfere with the internal mechanism. Mount the brackets to the window frame on the marks. Make sure the brackets are aligned with one another.

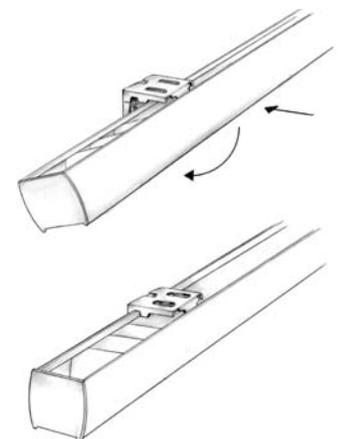


OUTSIDE MOUNT – Center the blind over the window opening at the desired height. Mark the position where the brackets are to be placed making sure the bracket won't interfere with the internal mechanism. Place the mounting brackets on the wall over the marks, making sure the mounting brackets are level with one another. Secure with two screws in each bracket making sure the screws hit a solid object otherwise use secure fastener.



Larger shades may require additional brackets. If this is the case, space the additional brackets equally along the top of the window opening and align with the end brackets.

With brackets installed and aligned with one another, insert the top front into the front lip of the brackets. Rotate the headrail back into the brackets until it snaps into place.



STEP 3 Attaching the cord cleat

The Cord Cleat Device reduces the hazard of strangulation and entanglement of young children by limiting access to shade cord.

► STANDARD AND TOP DOWN/BOTTOM UP

Lower the shade or blind.

Hold the shade cord straight down.

Position the Cord Cleat onto the window frame or wall.

Holding the Cord Cleat upright, insert and secure a screw into the Cord Cleat to attach on the wall or window frame. Always wrap the shade cord around the Cord Cleat when possible.

Note: The mounting screw must be secured into a solid surface or use molly, self drilling or toggle bolt.

► LOOP CONTROL

Please refer to the enclosed booklet titled "Installation Instructions - Universal Cord Tensioner".

Operating your shade

► CORDLOCK

To lower the shade, pull the cord down and toward the center of the shade to unlock the cord. While holding the cord toward the center, lower the shade to the desired position. To lock the shade into position, move the cord back past the outside edge of the shade and release.

To raise the shade, pull straight down on the cord until the shade is in the desired position. Move the cord back past the outside edge of the shade and release to lock the shade into position. Wrap any excess cord around the cord cleat.

► CORD CLEAT

Raise or lower the shade to the desired height. Wrap the draw cord around the cord cleat.

► TOP DOWN/BOTTOM UP

(NOT AVAILABLE WITH ALL STYLES AND SIZES)

To lower the shade, pull the cord down and toward the center of the shade to unlock the cord. While holding the cord toward the center, lower the shade to the desired position. To lock the shade into position, move the cord back past the outside edge of the shade and release.

► LOOP CONTROL

(NOT AVAILABLE WITH ALL STYLES AND SIZES)

Pull the front chain to lower and the rear chain to raise.

Note: To prevent the shade cord from tangling, make sure the shade operates freely and without obstruction.

► CORDLESS

Using the handle on the bottom, raise and lower your shade to the desired height.

Care and cleaning

Minimal care and cleaning is needed to maintain the beauty of your shades.

TO VACUUM: Use brush or dust head attachment.

TO DUST: Use a soft, clean cloth.

If the shades are in need of more thorough cleaning, Dry clean only. Never immerse the shades in liquid of any type.

Dressing your shade

To create the beautiful looks you see in our catalog, you will want to "dress your shade" after raising and lowering.

ROMAN SHADES:

After raising your shade pull tightly on the sides of the shade to smooth out the folds and help them lie flat.



BEFORE DRESSING



AFTER DRESSING

BALLOON SHADE:

After raising your shade, fluff the swags or balloons and arrange poufs to fall nicely and unbunched.



BEFORE DRESSING



AFTER DRESSING

Troubleshooting

STANDARD SHADES

►THE SHADE WILL NOT RAISE OR LOWER

Make sure the draw cords are not caught under the mounting brackets or screws.

► ONLY ONE SIDE OF THE SHADE MOVES WHEN THE DRAW CORDS ARE PULLED:

Make sure the shade is not caught on an obstruction, such as a window crank, latch, etc.

OR

One of the draw cords may have come untied. Call Customer Service for assistance.

CORDLESS SHADES

►THE SHADE WILL NOT RAISE OR LOWER:

Make sure the brackets are not interfering with the internal mechanism on the headrail.

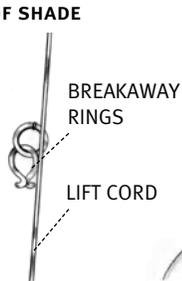
OR

Make sure the lift cords are properly attached. They are designed to break away for enhanced child and pet safety and can be re-attached, as shown at right. If you need further assistance, please call Customer Service.

Trouble Shooting Continued

To re-attach lift cords to back of your Cordless Fabric Shade you will need to follow these steps.

BACK OF SHADE



① Firmly grip the lift cord.

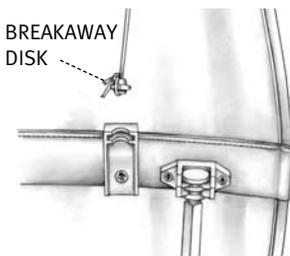


② Line up the lift cord with the open end of the breakaway ring.

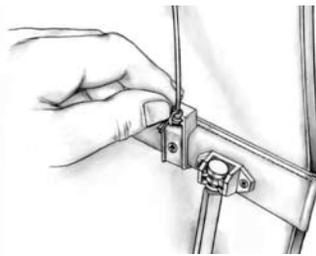


③ Push the lift cord between the open end of the breakaway ring until it moves freely inside the ring. Repeat for all rings that have broken away.

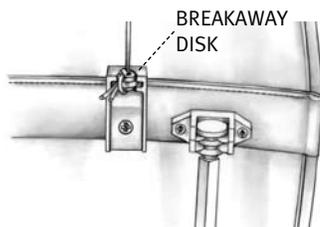
BOTTOM OF SHADE



① Firmly grip the lift cord and the breakaway disk.



② Line up the breakaway disk with the grooves and push it gently so it snaps into place.



③ This is how the breakaway disk should look when properly put back into place.

Safety



All Smith+Noble shades are made with tassel systems designed to protect small children and pets if they become tangled in the cords. When the blind is raised, excess cords may hang within the reach of children or pets. In these situations, use a cord cleat as shown at right to prevent possible injury. To obtain a cord cleat call Customer Service at 1.800.780.8889.



cord cleat

Warranty Service

Smith+Noble Fabric Shades are designed for a lifetime of trouble-free use and are covered by a limited lifetime warranty. Warranty applies to the original customer and installation with proof of purchase and covers any defects in materials or workmanship provided that the product is measured and installed according to product instructions. If warranty service is needed, call Customer Service and we will arrange for a repair or replacement as quickly as possible. Smith+Noble reserves the right to determine if your piece warrants a repair or partial replacement of any parts, or in the unlikely event the entire piece is defective, it will be handled accordingly.

smith+noble®

Cord Tensioner
Installations

for Loop Control Shades
Inside and Outside Mount

Customer Service 800.780.8889 or visit us online at smithnoble.com

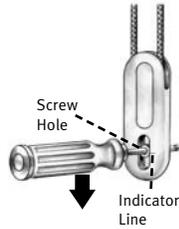


THANK YOU for choosing Smith+Noble. Dangling window cords can be a hazard for children and pets. Installing a Cord Tensioner adds extra safety to any shade or blind operated with a looped cord lift mechanism.

STEP 1 Getting Started

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

- Insert a small screwdriver, punch, or awl through screw hole at bottom of 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.
- Install the window covering and use the following instructions to secure the cord tensioner to the window casement.



IMPORTANT Install the cord tensioner in a location that minimizes access by children or pets. Locate the cord tensioner where it will not interfere with the window covering operation. Only supplied cord tensioners and cord tensioner hardware should be used.

STEP 2 Choose A Mounting Option

INSIDE MOUNT WITHOUT BRACKET*

The cord tensioner is attached with one screw through the screw hole.



INSIDE MOUNT WITH BRACKET*

This option uses three screws with the inside mount bracket and slightly projects the cord loop from the window covering allowing for easier access.



OUTSIDE MOUNT*

This option uses three screws and is attached to an outside mount bracket.



* Locate cord tensioner as close to the window glass as possible to minimize accessibility by children and pets. **Be sure cord tensioner is not placed in the path of the bottom rail and fabric.**

IMPORTANT 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.

CAUTION The shading will not operate properly unless the cord tensioner is secured.

STEP 3 Installing the Cord Tensioner

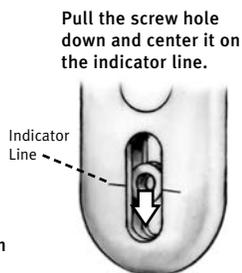
INSIDE MOUNT WITHOUT A BRACKET

Insert an awl, punch, or a small tip screwdriver into the screw hole on the cord tensioner.

Then pull the screw hole down so that its center aligns with the indicator lines on the cord tensioner.

IMPORTANT Be sure to hold the cord tensioner firmly in place and check that the cord can move freely through it.

If the cord does not move freely through the cord tensioner, it is too tight and the cord tensioner and/or bracket should be moved up.



If the cord tensioner locks onto the cord, it is too loose and the cord tensioner and/or bracket should be moved down.

Mark and pre-drill the screw hole.

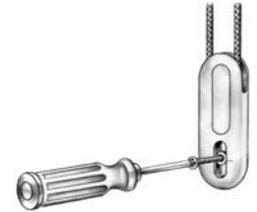
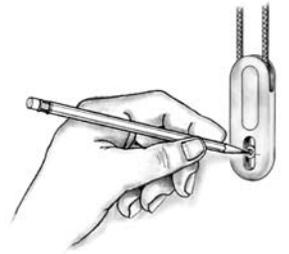
MOUNT THE CORD TENSIONER

Use a Phillips screwdriver and one of the longer screws provided to attach the cord tensioner directly to the wall.

FINAL CHECK

Ensure the cord can move freely through the cord tensioner without engaging the lock. The center of the screw hole should be aligned with the indicator line on the cord tensioner.

CAUTION Do not pull the screw hole down to the bottom of the slot. This may cause the cord to become too tight, affecting the window covering function and increasing cord wear.



INSIDE MOUNT WITH A BRACKET

First, break off the inside mount bracket.

DETERMINE LOCATION

Attach the inside mount bracket to the cord tensioner.

The nub on the inside mount bracket fits into the back of the screw hole in the cord tensioner.

Insert the small screw into the front of the screw hole to secure the cord tensioner to the bracket.

Pull down on the bracket, aligning the center of the screw hole with the indicator line on the cord tensioner.

IMPORTANT Be sure to hold the cord tensioner firmly in place and check that the cord can move freely through it.

If the cord does not move freely through the cord tensioner, it is too tight and the cord tensioner and/or bracket should be moved up.

If the cord tensioner locks onto the cord, it is too loose and the cord tensioner and/or bracket should be moved down.

MOUNT THE CORD TENSIONER

Mark and pre-drill the screw hole and mount the cord tensioner to the wall with the long screws provided.

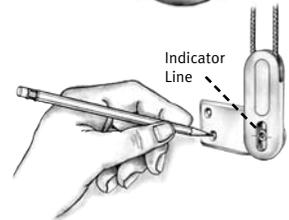
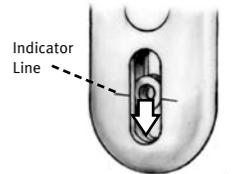
FINAL CHECK

Ensure the cord can move freely through the cord tensioner without engaging the lock. The center of the screw hole should be aligned with the indicator line on the cord tensioner.

CAUTION Do not pull the screw hole down to the bottom of the slot. This may cause the cord to become too tight, affecting the window covering function and increasing cord wear.



Pull the screw hole down and center it on the indicator line.

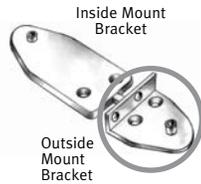


OUTSIDE MOUNT WITH A BRACKET

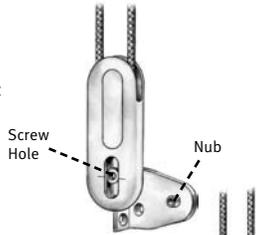
Break off the outside mount bracket.

Mark screw locations.

Attach the outside mount bracket to the cord tensioner.



The nub on the outside mount bracket fits into the back of the screw hole in the cord tensioner.

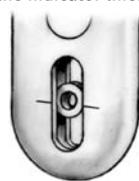


Insert the small screw into the front of the screw hole to secure the cord tensioner to the bracket.



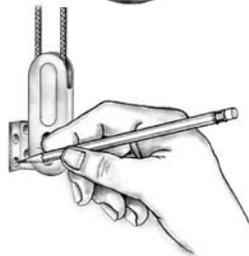
Pull the screw hole down and center it on the indicator line.

Pull down on the bracket, aligning the center of the screw hole with the indicator line on the cord tensioner.



IMPORTANT: Hold the cord tensioner firmly in place and check that the cord move freely through it.

When all elements are in proper alignment, mark and pre-drill the screw holes.

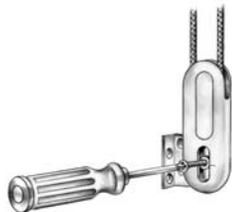


MOUNT THE CORD TENSIONER

Detach the cord tensioner from the bracket by removing the small screw.

Use a Phillips screwdriver and the two longer screws provided to attach the outside mount bracket to the wall.

Reattach the cord tensioner to the outside mount bracket using the smaller screw provided.



FINAL CHECK

Ensure the cord can move freely through the cord tensioner without engaging the lock. The center of the screw hole should be aligned with the indicator line on the cord tensioner.

CAUTION Do not pull the screw hole down to the bottom of the slot. This may cause the cord to become too tight affecting the window covering function and increasing cord wear.