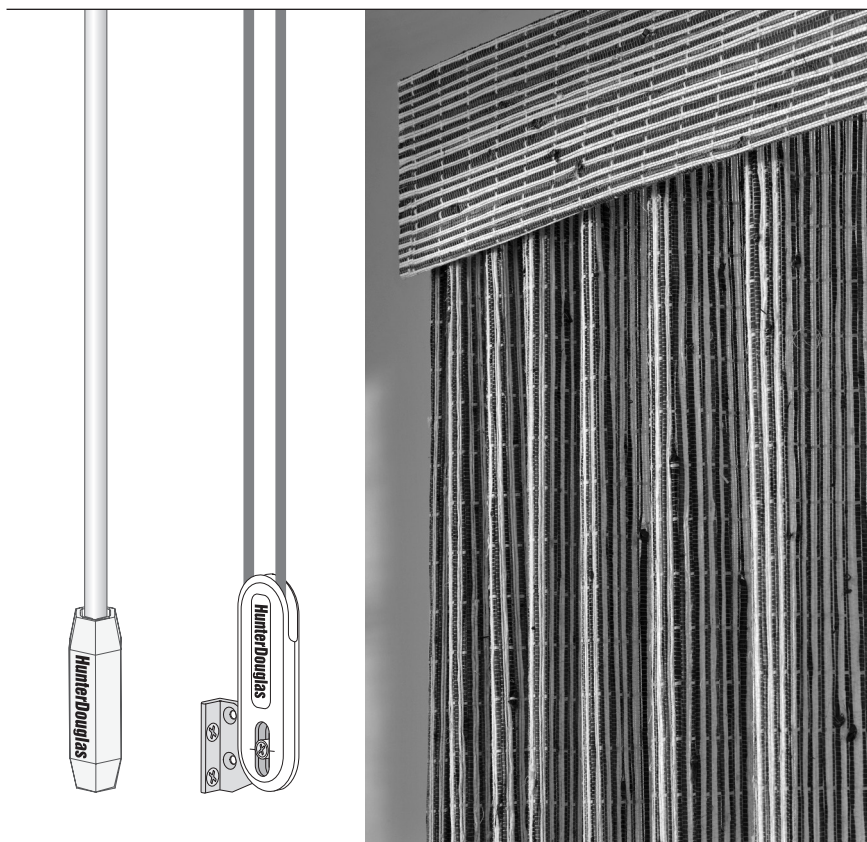


HunterDouglas

Installation • Operation • Care



Provenance® Woven Woods
Vertical Drapery
Manual Operation

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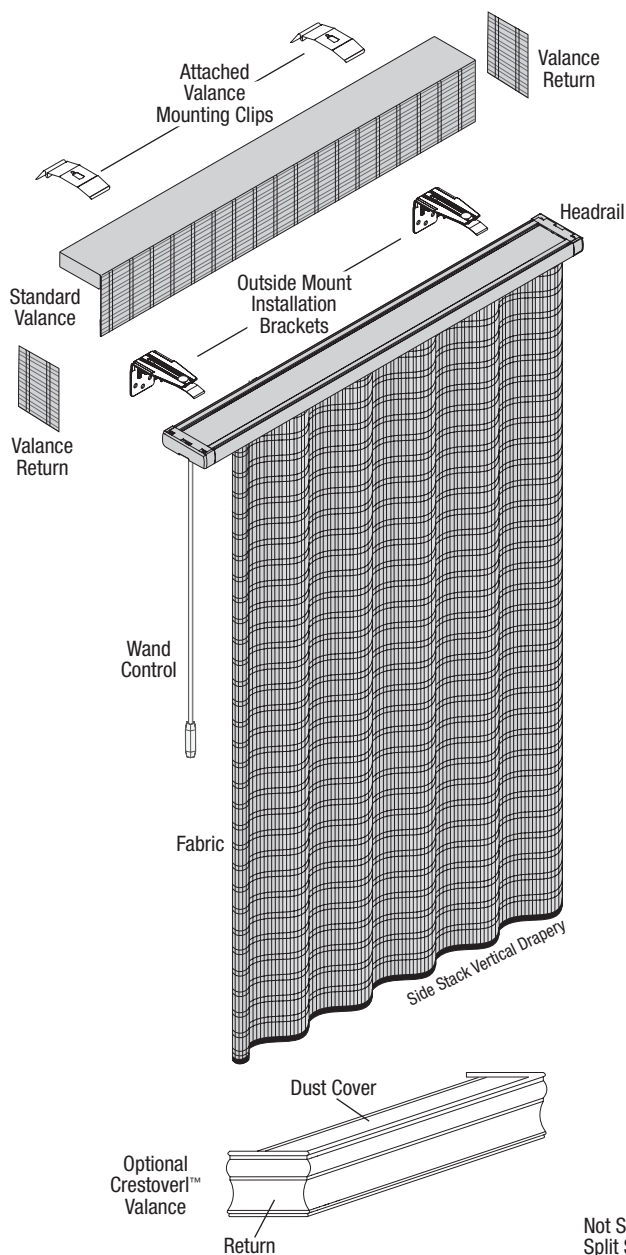
Questions?

Call the Hunter Douglas Customer Information Center at

1-888-501-8364.



Product View — Provenance® Woven Woods Vertical Drapery



Not Shown:
Split Stack Vertical Drapery
Cord Loop Control

GETTING STARTED

Thank you for purchasing the Hunter Douglas Provenance® Woven Woods vertical drapery. With proper installation, operation, and care, your new drapery will provide years of beauty and performance.

- Please thoroughly review this instruction booklet and the enclosed packing list before beginning the installation.
- Carefully remove the rolled up fabric and set aside. Do not unroll the fabric until installation. Carefully remove the headrail and optional valance from the packaging. **Keep all packaging until the unit operates to your satisfaction.**

Tools Needed

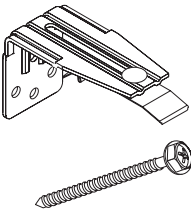
- Flat blade and Phillips screwdrivers
- Level (laser level is recommended)
- Measuring tape and pencil
- Power drill, 3/32" drill bit, and 1/4" hex driver

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

Brackets and Fasteners Needed

- **Outside Mount Installation Brackets.** The number of installation brackets required varies with headrail width, as shown in the table below.
- **#8 x 1 1/2" Hex Head Screws (Provided).** The number of screws required for inside mounting varies with headrail width, as shown in the table below. Two screws are provided per outside mount installation bracket.
- **Drywall Anchors (Not Provided).** Use drywall anchors when mounting into drywall.

Installation Bracket

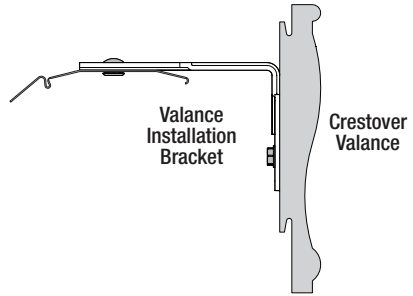


#8 x 1 1/2"
Hex Head Screw
(Provided)

Width	Outside Mount Brackets	Inside Mount Screws
36" – 56"	3	6
56 1/8" – 80"	4	8
80 1/8" – 104"	5	10
104 1/8" – 128"	6	12
128 1/8" – 152"	7	14
152 1/8" – 176"	8	16
176 1/8" – 192"	9	18

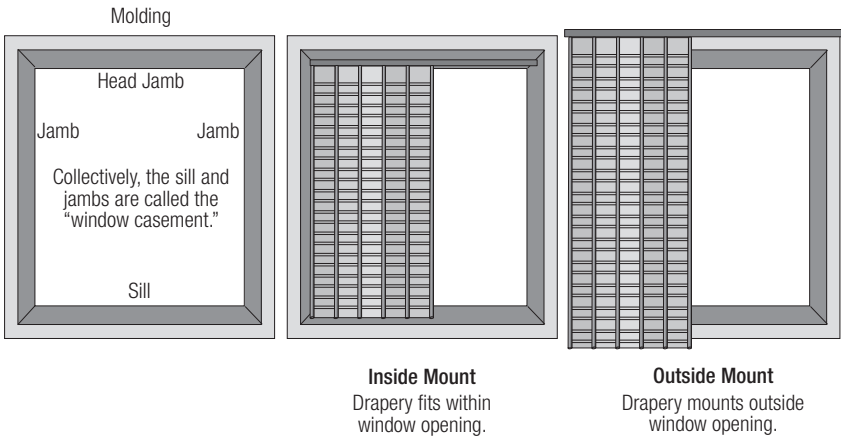
■ **Crestover™ Valance (Optional)**

- If you ordered the optional Crestover™ valance, you will receive additional installation brackets and screws.



Mounting Types and Window Terminology

If the installation brackets are mounted correctly, the rest of the installation process flows 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 and Ceiling Mount — Page 4**
- **Outside Mount — Page 6**

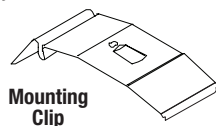
INSTALLATION

Inside and Ceiling Mount

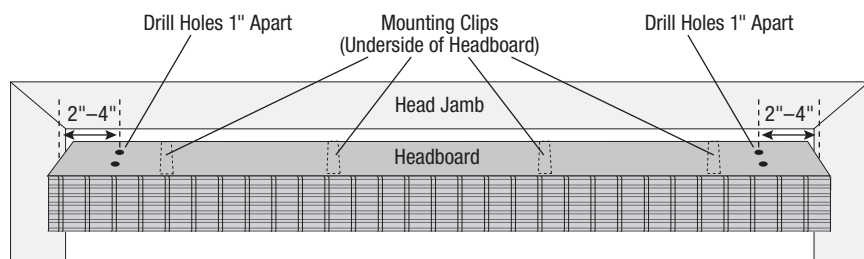
Mount the Standard Valance/Headboard

If you ordered the Crestover™ valance, you will receive a headboard only.

Mounting Clips. Mounting clips are pre-attached to the underside of the valance headboard.



- A minimum inside mounting depth of $2\frac{5}{8}$ " is required. For a flush mount, minimum depth is $4\frac{5}{8}$ ".
- On the underside of the headboard, mark two hole locations 2" to 4" from each end. Space the holes approximately 1" apart. Mark additional hole locations spaced evenly along the headboard. Refer to the table on page 2 to learn the number of holes needed.



- Center the headboard in the window casement.
- Use a $\frac{3}{32}$ " drill bit to drill the screw holes through the headboard and into the head jamb at the marked locations. Mount into wood whenever possible.

IMPORTANT: Use drywall anchors when mounting into drywall.

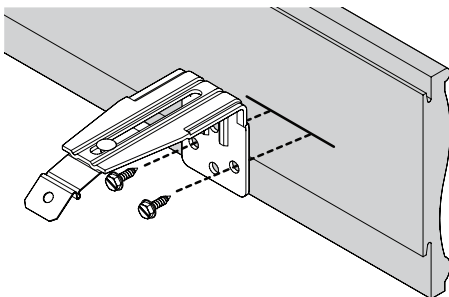
- Holding the headboard in place, use the provided screws to attach the headboard.

IMPORTANT: The headboard must be mounted level for the drapery to operate correctly. Use your level to check that the mounting clips are aligned and level.

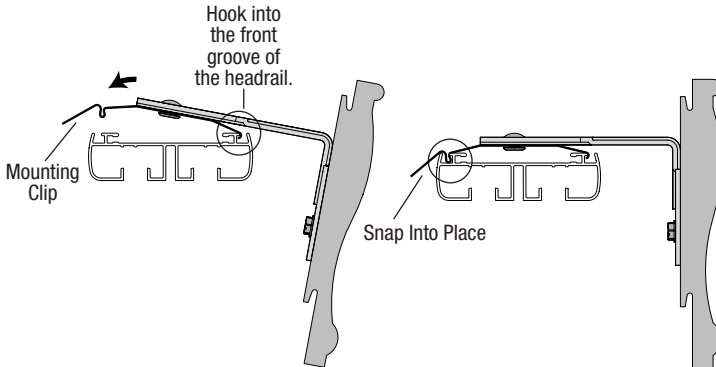
If You Ordered the Optional Crestover Valance...

The valance must be attached to the drapery headrail before mounting the headrail to the headboard.

- Attach the mounting brackets to the Crestover valance using the screws provided.
 - Center the brackets on the line.
 - Vertically position the bracket holes on the line.

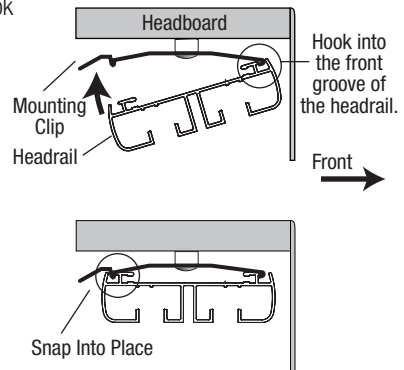


- Tilt the valance assembly and hook the mounting clips into the front groove of the headrail.
- Rotate the valance assembly down and snap into place.



Mount the Headrail

- Orient the headrail so that the control side is located on the correct side.
- Center the headrail underneath the mounting clips.
 - Ensure that all the mounting clips on the headboard are oriented with the hook toward the front and the release tab toward the window.
- Starting with the center, tilt the headrail and hook the mounting clips into the front groove of the headrail.
- Rotate the headrail upward and snap it into place.
- Make sure that all clips are attached correctly and the headrail is secure.



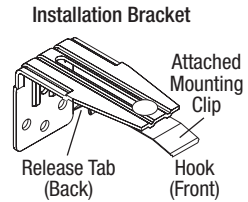
Proceed to "Install the Drapery Panel(s)" on page 8.

INSTALLATION

Outside Mount

Installation Brackets. The number of installation brackets required varies with the headrail width, as shown in the table on page 2.

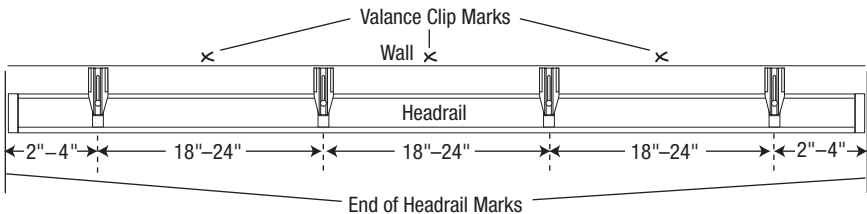
IMPORTANT: The top of the installation brackets must be mounted at the ordered height minus $\frac{7}{8}$ ". If the ordered height does not allow for floor clearance, subtract only $\frac{3}{8}$ " for $\frac{1}{2}$ " of floor clearance.



Installation Bracket Placement

- Center the standard valance or optional Crestover™ valance above the window opening at the desired height.
 - If a side stack drapery was measured for stackback, offset the valance the appropriate amount.
- Using the valance as a template, mark the wall with the locations of the mounting clips attached to the underside of the standard valance.
 - If you have the Crestover valance, use the locations of the pre-drilled screw holes.
- Center (or offset) the headrail above the window opening.
- Mark the location of the ends of the headrail.
- Mark installation bracket locations 2" to 4" from each end of the headrail
 - Evenly space and mark additional installation brackets at 18" to 24" intervals along the headrail. Do not exceed 24" between installation brackets.
 - A minimum flat vertical surface of 3" is required to mount the brackets.

IMPORTANT: Your installation bracket marks must be no closer than $1\frac{1}{2}$ " from the mounting clip marks or the Crestover screw hole marks. Otherwise the installation brackets will interfere with valance mounting.



Attach the Installation Brackets

- Center the installation brackets on your marks and mark the location of the screw holes.

- The installation brackets must be mounted level for the unit to operate correctly.
Do not mount installation brackets on curved molding.

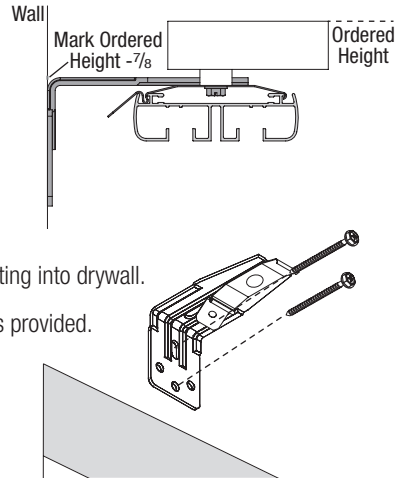
- The top of the installation brackets need to be mounted at the ordered height minus $\frac{7}{8}$ ". If the ordered height does not allow for floor clearance, subtract only $\frac{3}{8}$ " for $\frac{1}{2}$ " of floor clearance.

- Use a $\frac{3}{32}$ " drill bit to drill the screw holes.
Mount into wood whenever possible.

IMPORTANT: Use drywall anchors when mounting into drywall.

- Attach the installation brackets using the screws provided.

- The brackets must be level and aligned.



Mount the Headrail

IMPORTANT: The headrail must be mounted level for the drapery to operate correctly. Use your level to check that the installation bracket mounting clips are aligned and level.

- Orient the headrail so that the control side is located on the correct side.

- Center the headrail underneath the mounting clips.

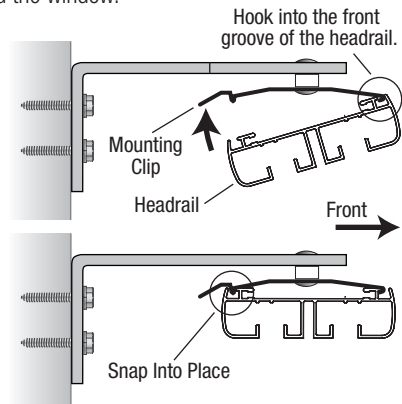
- Ensure that all the mounting clips on the valance board are oriented with the hook toward the front and the release tab toward the window.

- Starting with the center, tilt the headrail and hook the mounting clips into the front groove of the headrail.

- Rotate the headrail upward and snap it into place.

- Make sure the headrail is secure.

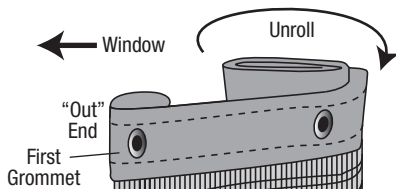
NOTE: With outside mounts, the valance is attached after the drapery is installed.



INSTALLATION

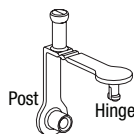
Install the Drapery Panel(s)

The drapery panels are rolled so the end that is “out” is the stationary or stack side end. Position the roll under the installed headrail so it unrolls toward the window. Drapery panels will be marked **LEFT** or **RIGHT**. With a split stack design, you will have **LEFT** and **RIGHT** panels.



- Install the first grommet (marked with a hang tag) onto the anchor carrier.

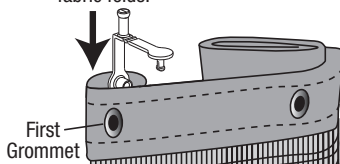
- The anchor carrier is next to the end cap with the screw, to hold this side of the drapery stationary.
- Each carrier has a hinged and a post side to it. Place the grommet on the post.



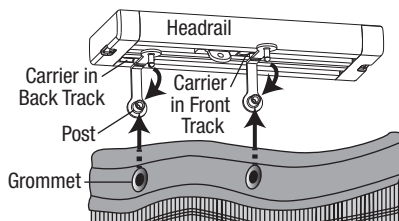
IMPORTANT: For the first and last grommets, insert the post between the fabric folds. Then place the grommet on the post.

- Bend the hinged side down, insert it through the grommet, and snap it into the post, to secure the grommet to the carrier.

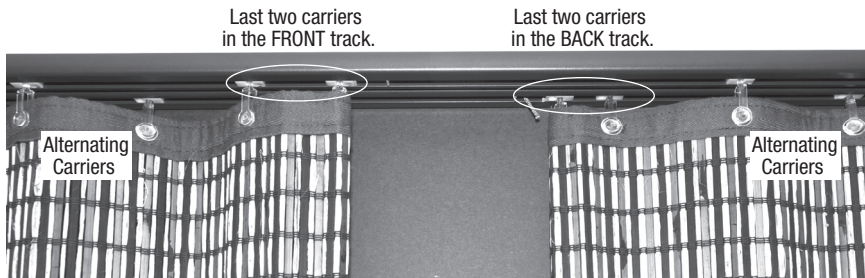
For the first and last grommet, insert the post between the fabric folds.



- Attach the next grommet from the drapery to the next carrier in the **FRONT** track of the headrail.
- Continue attaching all the grommets on the drapery to the carriers, alternating between the **FRONT** and the **BACK** track.



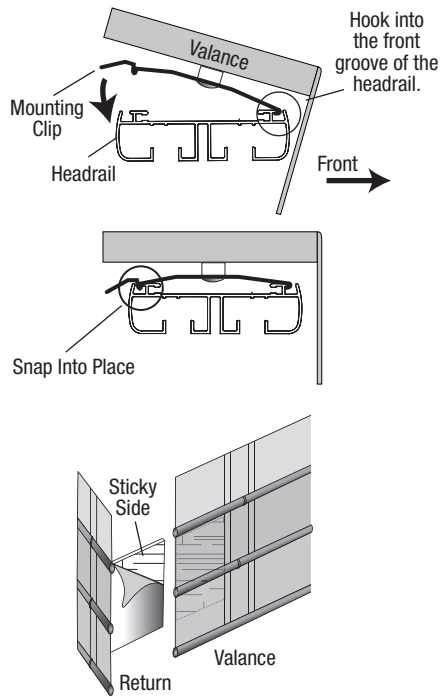
- **Split Stack.** Place the last two carriers in the same track. The left panel will be in the **FRONT** track and the right panel in the **BACK** track.



Outside Mounts: Install the Valance

Standard Valance

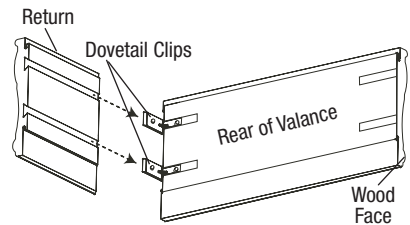
- Ensure that all the mounting clips on the standard valance headboard are oriented with the hook toward the front and the release tab toward the window.
- Starting at the center of the headrail, tilt the standard valance headboard to hook the mounting clips into the front groove of the headrail.
- Rotate the standard valance down snapping the back of the mounting clip into the back groove of the headrail.
- Attach the valance returns.
 - Remove the paper from the pressure sensitive tape on the valance returns.
 - Smooth the valance down the sticky portion of the tape.



Optional Crestover™ Valance

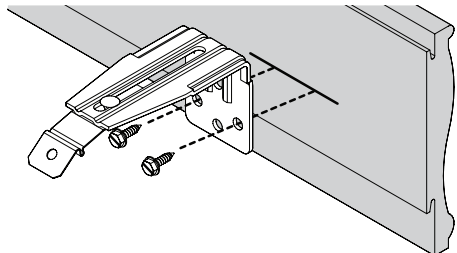
Assemble the Valance Using Dovetail Corner Clips

- Slide the two dovetail clips attached to the wood valance face into the corresponding grooves on the valance returns.
- NOTE:** If the returns are too long, they can be shortened using a cut-off saw to remove material from the back edge. Do not cut the miter corners to shorten the returns.



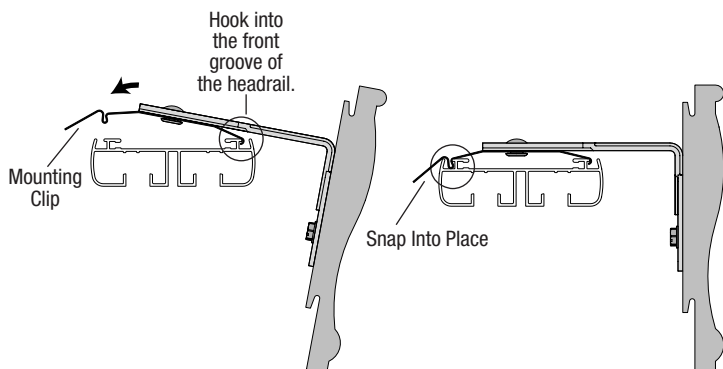
Mount the Crestover Valance

- Attach the mounting brackets to the Crestover valance using the screws provided.
 - Center the brackets on the line.
 - Vertically position the bracket holes on the line.



INSTALLATION

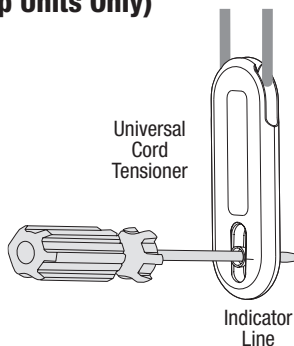
- Tilt the valance assembly and hook the mounting clips into the front groove of the headrail.
- Rotate the valance assembly down and snap into place.



Attach the Universal Cord Tensioner (Cord Loop Units Only)

Before you proceed, you must first slide the cord tensioner 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 according to the instructions provided with the *Universal Cord Tensioner Installation Kit*.



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.

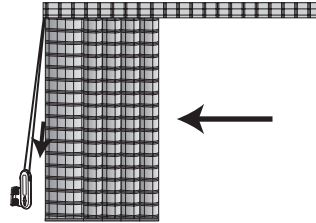
CAUTION: The unit will not operate properly unless the cord tensioner is secured. A Universal Cord Tensioner Installation Kit has been included with your unit. Follow the instructions in the kit to correctly secure the cord tensioner.

Operate the Drapery

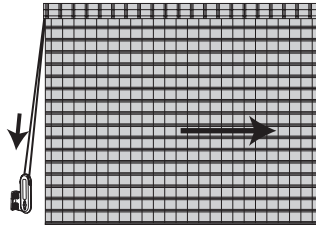
For a more even, tailored appearance, you may “dress” your vertical drapery by gently adjusting the folds when traversing or stacking the drapery.

Cord Loop Operation

- Pull down on the FRONT cord to open/stack the drapery.

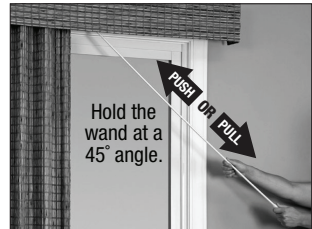


- Pull down on the REAR cord to close the drapery.



Wand Operation

- To stack the drapery, hold the wand at a 45 degree angle and pull or push the wand toward the stationary side.
- To close the drapery, hold the wand at a 45 degree angle and pull or push the wand toward the open side.

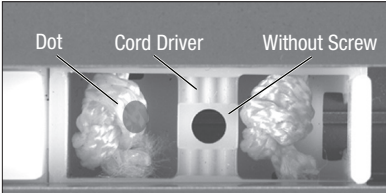
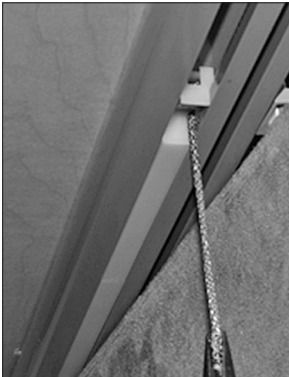



CAUTION: Please do not “bow” the wand. Your drapery operates best when you hold the wand at a 45 degree angle and pull or push the wand toward the open side.



Troubleshooting

Problem	The drapery does not hang correctly.
Solution	<p>Check that the drapery is attached to the carriers correctly, alternating between the front and back tracks.</p> <p>Check that the headrail is level.</p> <p>Check that there are no obstructions to the drapery.</p> <p>Check that there are no obstructions to the movement of the drapery, such as a cord caught in the brackets.</p>
Problem	The drapery does not open or does not close easily.
Solution	<p>Check that the cord tensioner is mounted correctly. See the <i>Universal Cord Tensioner Installation Instructions</i> in the kit included with your drapery.</p> <p>Check that the drapery is attached to the carriers correctly, alternating between the front and back tracks.</p> <p>Check that the installation brackets are level, and the attached mounting clips are aligned.</p> <p>Check that there are no obstructions to the movement of the drapery, such as a cord caught in the brackets.</p> <p>Operate the wand correctly by holding it at a 45 degree angle and pulling or pushing it toward the desired side.</p> <p>Lightly spray dry silicon lubricant inside the carrier track.</p>
Problem	The Universal Cord Tensioner (UCT) has climbed to the headrail.
Solution	<p>Insert a small screwdriver, punch, or awl through the screw hole in the Universal Cord Tensioner.</p> <p>Pull down on the screw hole to relieve the tension on the UCT.</p> <p>Pull the entire UCT to the bottom of the cord loop.</p> <p>Properly mount the UCT. Attach the cord tensioner according to the instructions provided with the UCT Installation Kit.</p>
Problem	The Universal Cord Tensioner grabs onto the cord upon operation.
Solution	<p>Check that the cord tensioner is mounted correctly. See the <i>Universal Cord Tensioner Installation Instructions</i> in the kit included with your drapery.</p> <p>Reinstall, if necessary.</p>

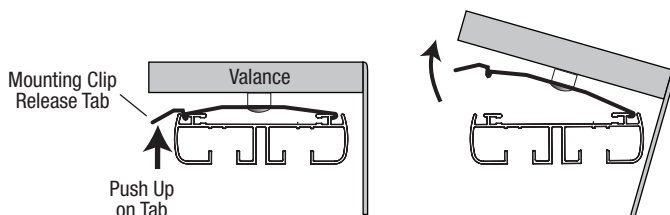
Problem	The length of the cord for the Universal Cord Tensioner is too long.
Solution	<ul style="list-style-type: none"> ■ The length of the cord can be shortened to allow you to attach the Universal Cord Tensioner in the desired position on the wall. ■ Mount the UCT to the wall in the desired position. Refer to the UCT installation kit for instructions. ■ Pull each cord until you identify the one that does NOT move the carriers when pulled. This is the cord that can be adjusted. It may have a black permanent marker dot on it. (There will be no dot on cocoa or black cords.)  <ul style="list-style-type: none"> ■ Using needle nose pliers, pull the cord knot from the cord driver (located in the headrail). ■ Pull out the cord until it is taut and the cord loop moves easily through the cord tensioner. <p>IMPORTANT: If the cord is not taut, it will not move through the cord tensioner.</p> <ul style="list-style-type: none"> ■ Mark the top of the cord close to the cord driver. (Use a white marker for cocoa or black cords.) ■ Remove the UCT from the bracket or wall. ■ Tie a double knot at the mark on the cord and let it retract into the cord driver. ■ Re-attach the UCT to the wall to ensure the cord is taut and cord loop moves easily through the UCT. Repeat steps above to adjust further, if necessary. ■ Once the cord is adjusted, cut the excess cord below the knot hanging from the cord driver.  

Removing the Drapery (If Necessary)

- Release the Universal Cord Tensioner.
 - Remove the screw securing the Universal Cord Tensioner to its installation bracket.
- Remove the drapery from the carriers.
 - At each grommet, separate the carrier hinge from the post. Roll the drapery from the leading edge to the stationary end, so that the stationary end is on the outside of the roll.

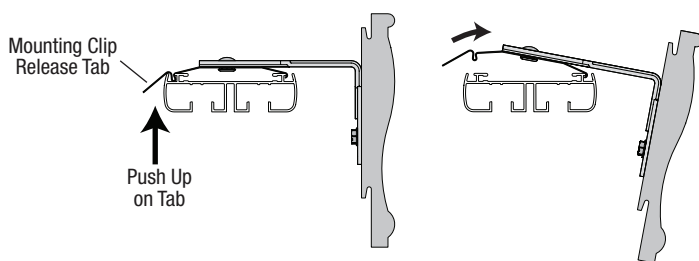
Outside Mount: Standard Valance Removal

- Push up on the release tab on the mounting clips, to release the valance from the headrail.
- Unhook the mounting clip from the front groove in the headrail. Repeat for each mounting clip.



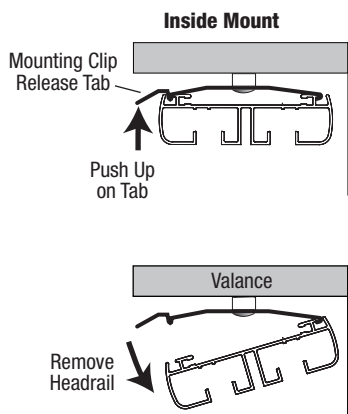
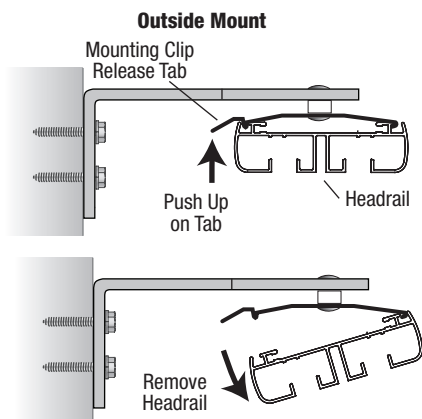
Outside Mount: Crestover™ Valance Removal

- Push up on the release tab on the mounting clips, to release the valance from the headrail.
- Unhook the mounting clip from the front groove in the headrail. Repeat for each mounting clip.



Headrail Removal

- Firmly support the headrail.
- Push up on the release tab to release the headrail. Repeat for each mounting clip.
- Unhook the mounting clip from the front groove in the headrail.



Cleaning Procedures

For most fabrics, the following options are available if your shade needs cleaning.

Dusting

- Regular light dusting with a feather duster is all the cleaning that is needed in most circumstances. You may also use a hair dryer on a cool setting or compressed air set to a low pressure.

Vacuuming

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

Spot-Cleaning

Only the following Provenance® fabrics can be spot-cleaned:

- | | |
|-----------------|--------------------|
| ➤ Aspen | ➤ Montana |
| ➤ Brisbane | ➤ Nantucket™ |
| ➤ Coastal | ➤ Palisade |
| ➤ Colfax | ➤ Safari |
| ➤ Corner Market | ➤ Samoa |
| ➤ Janipur | ➤ Thailand |
| ➤ Kiawah | ➤ Duo Color Liners |
| ➤ Mindanao | |

- Prepare a solution of warm water and a mild detergent.
- Dampen a clean cloth in the solution and wring it out.
- Dab the spot with the dampened cloth until it is gone. Do not rub the fabric.
- Allow the shade to dry in the completely fully closed position.



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 Draperies

- Attach the cord tensioner on the cord loop to the wall or window casement. This can prevent children from pulling cord loops around their necks. See “Attach the Universal Cord Tensioner (UCT)” on page 10.
- 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 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.



LIFETIME GUARANTEE

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.

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.

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

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.

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