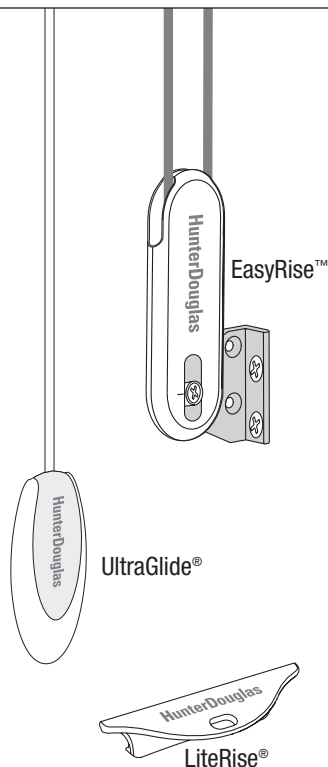


# HunterDouglas

Installation • Operation • Care

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**Vignette® Modern Roman Shades**  
**Tiered™ Style**

**EasyRise, LiteRise, and UltraGlide**  
**Operating Systems**

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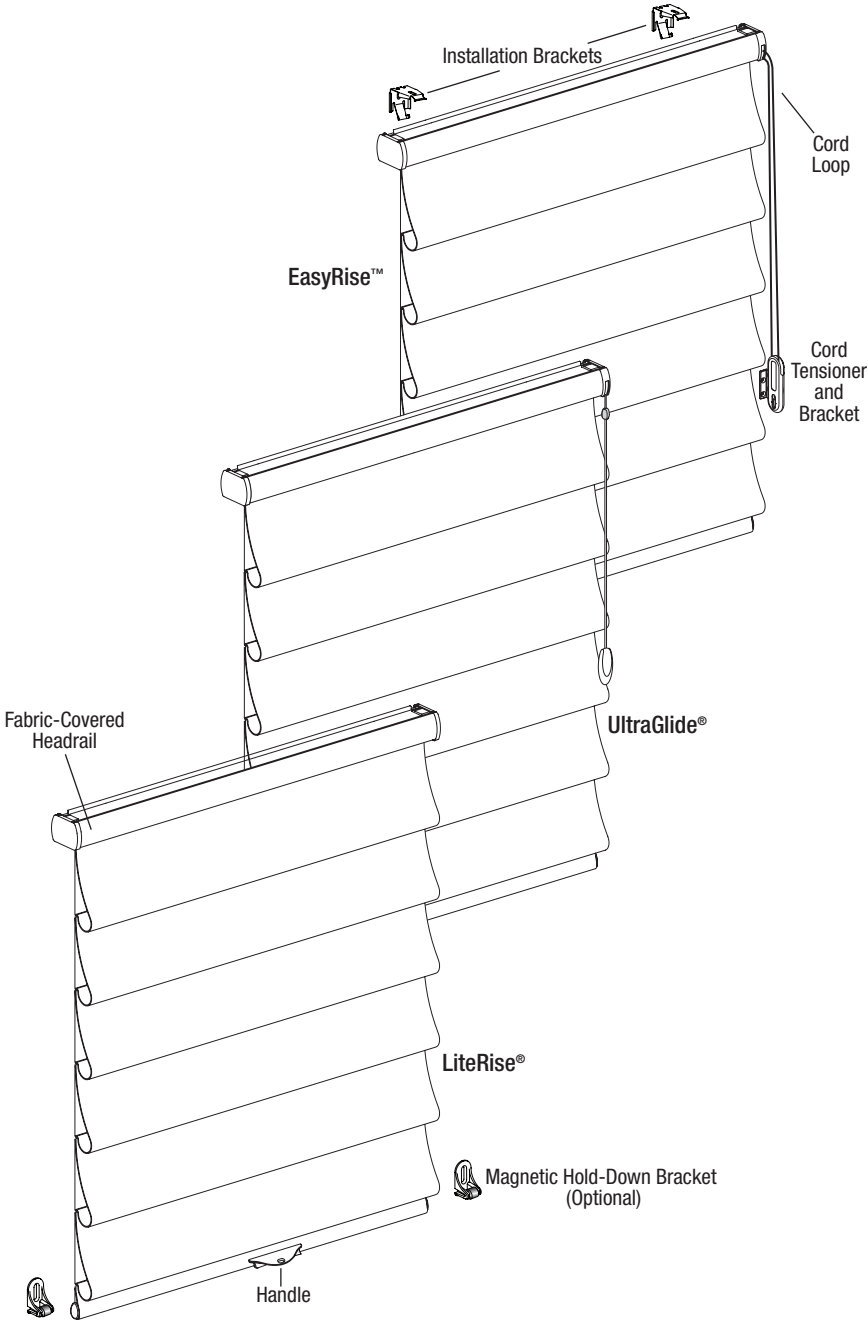
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## Questions?

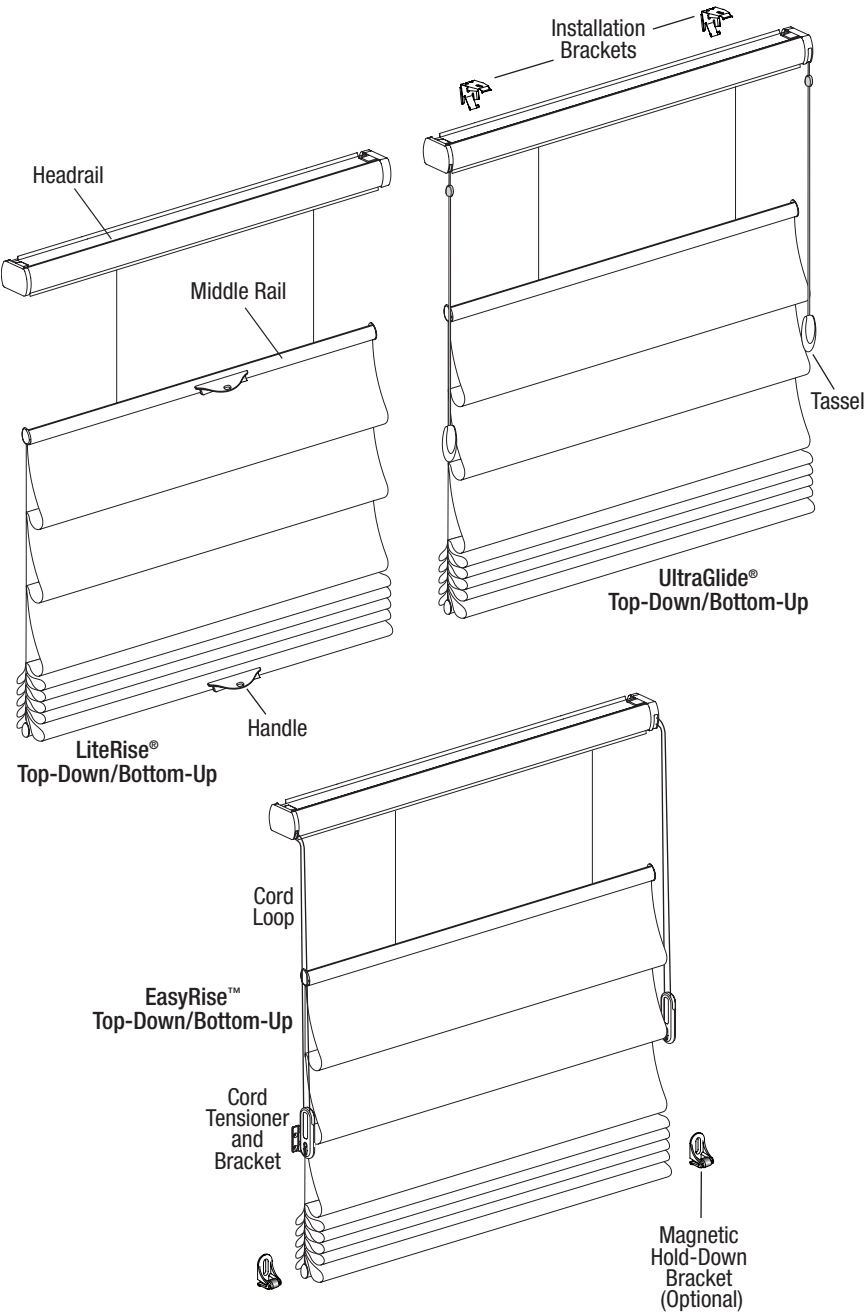
Call the Hunter Douglas Customer Information Center at  
**1-888-501-8364.**

Product View — Tiered™ Style Shades



Not Shown: Two-On-One Headrail Shade

Product View — Tiered™ Style Top-Down/Bottom-Up Shades



Thank you for purchasing Hunter Douglas Vignette® Tiered™ Modern Roman 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 and Phillips screwdrivers
- Measuring tape and pencil
- Level (laser level is recommended)
- 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.
- **Longer Hex Head Screws (Not Provided).** If using spacer blocks, use #6 screws long enough for a secure attachment. Add  $\frac{1}{2}$ " length for each spacer block.
- **Speed Nuts and Screws (Provided).** Extension brackets come with speed nuts and screws.
- **Drywall Anchors (Not Provided).** Use drywall anchors when mounting into drywall.



**#6 x 1  $\frac{1}{2}$ "  
Hex Head Screw**  
(Provided)



**Longer #6 Hex Head Screw  
for Use with Spacer Blocks**  
(Not Provided)

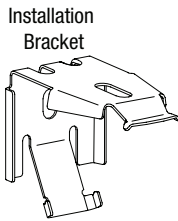


**Speed Nut  
and Screw**  
(Two Provided with  
Each Extension Bracket)

# INSTALLATION

## Installation Overview

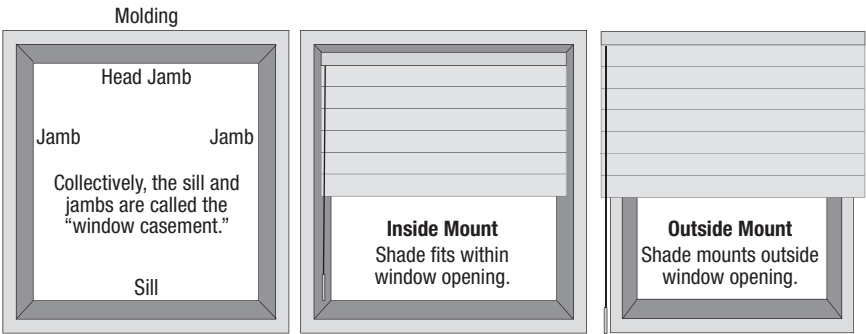
- Your order will include the correct number of installation brackets for your shade width, as shown in the table below.



Shade Width	Brackets Required
12" – 38"	2
38 1/8" – 72"	3
72 1/8" – 96"	4
96 1/8" – 120"	5
120 1/8" – 140"	6

## Mounting Types and Window Terminology

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

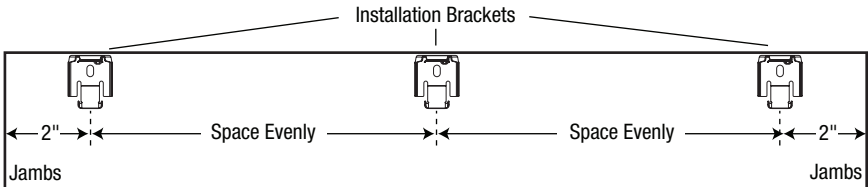


- Refer to the appropriate page below based on your order:

- **Inside Mount — Page 5**
- **Outside Mount — Page 6**
- **End Mount — Page 8**

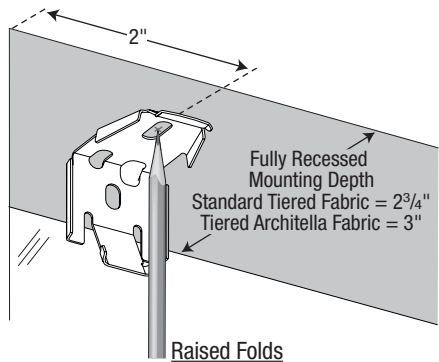
## Mount the Installation Brackets — Inside Mount

- Mark 2" from each jamb for bracket location.
- If more than two installation brackets came with your order, space additional bracket(s) evenly between the two end brackets. Mount into wood whenever possible.

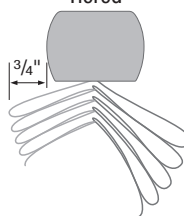


- Center the brackets on your marks and mark the location of the screw holes.

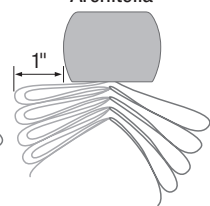
- The minimum casement depth required for installation brackets (including the rear fabric fold clearance) is  $1\frac{5}{8}$ " for standard Tiered™ or  $1\frac{7}{8}$ " for Tiered Architella®.
- The minimum casement depth required for a fully recessed mount is  $2\frac{3}{4}$ " for standard Tiered or 3" for Tiered Architella.
- For rear fabric fold clearance, there must be  $\frac{3}{4}$ " clearance behind the bracket for standard Tiered or 1" clearance behind the bracket for Tiered Architella.



Standard Vignette Tiered



Vignette Tiered Architella

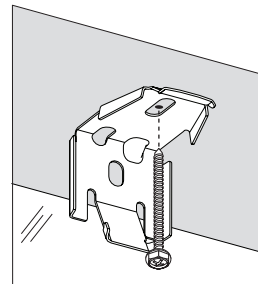


**IMPORTANT:** The front edges of the installation brackets must be aligned to each other.

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

**CAUTION:** Use drywall anchors when mounting into drywall.

- Use a level to check that the mounting surface is level. Shim the brackets if necessary.
- Attach the installation brackets using the screws provided.



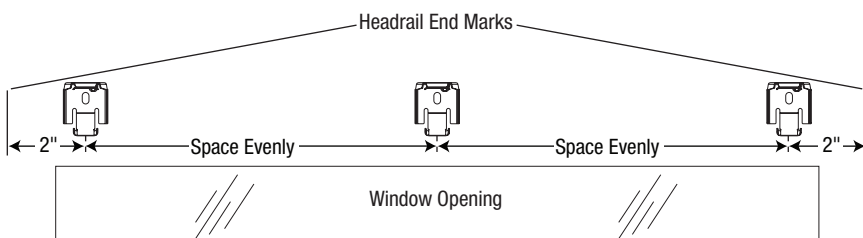
Proceed to "Install the Shade" on page 8.

## INSTALLATION

### Mount the Installation Brackets — Outside Mount

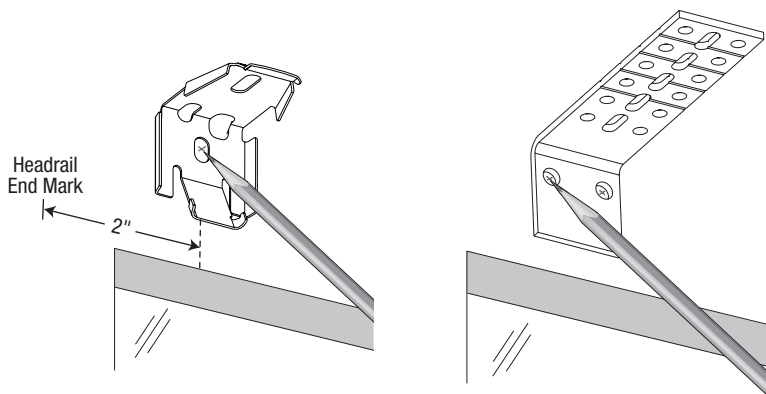
**IMPORTANT:** Spacer blocks are recommended to project the installation brackets away from the mounting surface for rear fabric clearance. Add  $\frac{3}{4}$ " for standard Tiered™ or 1" for Tiered Architella®.

- Center the shade over the window opening at the desired height. Use a pencil to lightly mark each end of the headrail on the mounting surface.
  - Alternatively, measure the width of the headrail and use that width to mark the headrail end points over the window opening.
- Mark 2" from each end of the headrail.
  - If more than two installation brackets came with your order, space them evenly between the two end brackets and mark their location. Mount into wood whenever possible.



- Center the brackets on your marks, then mark each of the screw holes.
  - A minimum 1" flat vertical surface is required to mount the brackets.
  - The top of the installation brackets or extension brackets should be at the desired shade height. The brackets should be level and aligned.
  - When using extension brackets, mark two screw holes per bracket.

**CAUTION:** The rear of the brackets must be flush against a flat mounting surface. Do not mount brackets on curved molding.



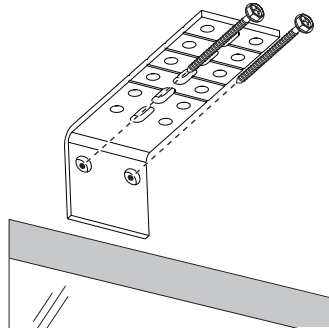
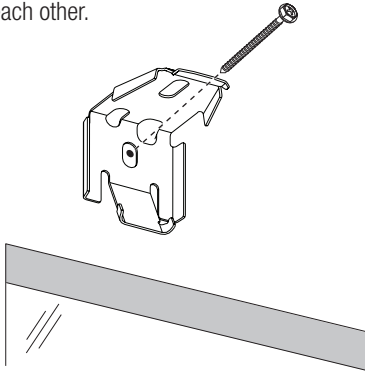


- Drill the screw holes using a  $\frac{3}{32}$ " drill bit.

**CAUTION:** Use drywall anchors when mounting into drywall.

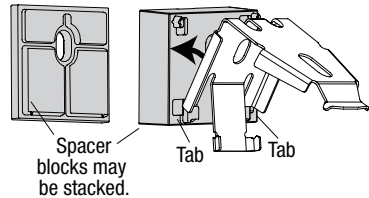
- Attach the installation or extension brackets using the screws provided.

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



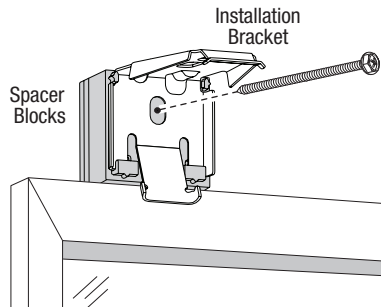
- If using the recommended spacer blocks, first attach the installation bracket to a  $\frac{1}{2}$ " spacer block before stacking additional spacer blocks together.

- Insert the legs of the installation bracket into the tabs on the spacer block.
- Then rotate the installation bracket back.

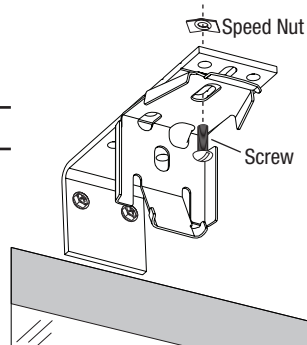


- Attach the spacer blocks/installation bracket to a flat vertical mounting surface with #6 mounting screws long enough for a secure installation.

- A maximum of  $1\frac{1}{2}$ " of spacer blocks per installation bracket is allowed.



- If using extension brackets, attach an installation bracket to the underside of each extension bracket using the provided screws and speed nuts.



**Proceed to "Install the Shade" on page 8.**

## INSTALLATION

### Mount the Installation Brackets — End Mount

End mount the headrail when conventional mounting techniques will not work — for example, in an arched window. Allow for rear fabric clearance.

- Mount the extension brackets on a surface at least 1½" wide.

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

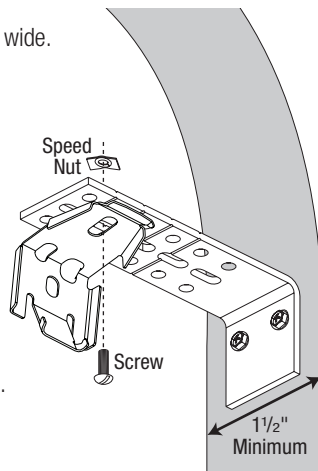
**CAUTION:** The rear of the extension brackets must be flush against a flat mounting surface. Do not mount the extension brackets on the curved surface of the arch opening.

- Mark two screw holes per bracket.
- Attach the extension brackets using the screws provided.

**IMPORTANT:** Use a level to check that the mounting surface is level. Shim the brackets if necessary.

- Attach the installation brackets to the underside of the extension brackets using the provided screws and speed nuts.

**CAUTION:** Both brackets must be installed at the same depth and height.



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Proceed to "Install the Shade" below.

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### Install the Shade

- Peel back the top edge of the protective covering from the top of the headrail.
- Lower the fabric about 6" before installing the shade.

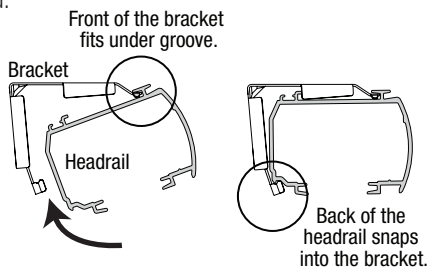
**IMPORTANT:** To avoid damage to the fabric, make sure the fabric is not caught between the headrail and the installation bracket.

- Position the shade so that the front faces you.

- Slip the headrail into the installation brackets so the front of the bracket slides under the front groove on the top of the headrail.

- Gently roll the back of the headrail up and push back to snap it into the bracket.

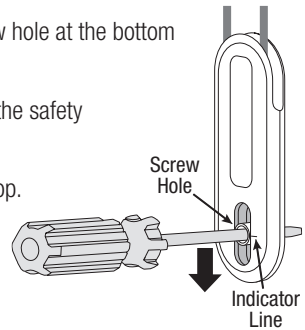
- Remove the protective covering from the headrail.



## Attach the Universal Cord Tensioner — EasyRise™ Shades Only

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



**WARNING:** It is imperative that the cord tensioner(s) 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.

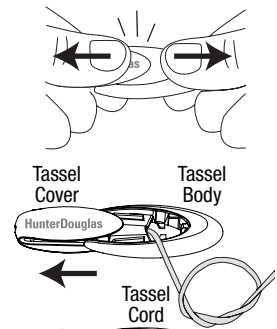
**CAUTION:** The shade will not operate properly unless the cord tensioner(s) is secured. A *Universal Cord Tensioner Installation Kit* has been included with your shade. Follow the instructions in the kit to correctly secure the cord tensioner(s).

## Cord Adjustment — UltraGlide® Shades Only

Adjusting the tassel to eye level will decrease the amount of pulls needed to raise and lower the shade. This will also enhance child and pet safety.

### To Shorten the Tassel Cord

- Grasp both parts of the tassel (the colored cover and the frosted body).
- Squeeze the tassel cover with your thumb and forefinger (at the "s" in the Hunter Douglas logo).
- Separate and slide the tassel cover off from the tassel body.
- Pull out the knotted end of the tassel cord.
- Tie the cord at the desired shorter length using a double knot.
- Trim the tassel cord below the knot.
- Pull the trimmed knot up inside the tassel.
- Squeeze the tassel cover while sliding it back onto the tassel body.

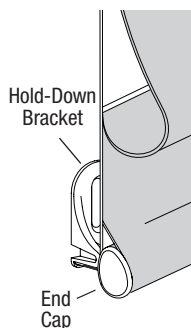


**IMPORTANT:** After reassembling, be sure there are no gaps between the two components. Check that they do not pull apart easily. The tassel cover should be securely seated into the tassel body.

## INSTALLATION

### Attach the Magnetic Hold-Down Brackets (Optional)

- Lower the shade until it is fully lowered.
  - Attach the magnetic hold-down bracket onto the bottom rail just inside the end cap, oriented as shown.
  - Mark the screw location using one of the mounting options shown below.
- The screw should be placed in the middle of the channel. This will allow for adjustment.



#### Outside Mount



Preferred



Alternate

#### Inside Mount

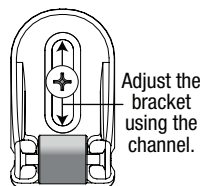


Preferred



Alternate

- Drill the screw holes using a  $\frac{3}{32}$ " drill bit.
- CAUTION:** Use drywall anchors when mounting into drywall.
- Attach the hold-down brackets to the mounting surface using the screws provided.
  - If necessary, adjust the bracket height by loosening the screw and sliding the bracket up or down.



## Operate the Shade

### EasyRise™ Shades

#### To Lower the Shade:

- Pull down on the rear cord of the cord loop to lower the shade.

**IMPORTANT:** If the cord tensioner moves with the cord, you have not secured it to the wall or window frame. You must do so for the shade to operate properly. See the *Universal Cord Tensioner Installation Instructions* in the kit included with your shade.

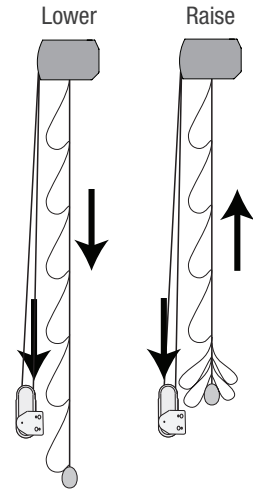
#### To Raise the Shade:

- Pull down on the front cord of the cord loop to raise the shade.

#### Top-Down/Bottom-Up Shades:

- The left cord controls the bottom rail. The right cord controls the middle rail.

**IMPORTANT:** You must first lower the bottom rail before lowering the middle rail. Likewise, you must first raise the middle rail before raising the bottom rail.



### LiteRise® Shades

#### To Lower the Shade:

- Slowly and steadily pull down on the bottom rail handle.

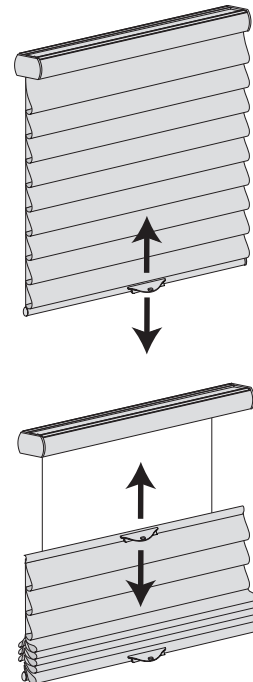
#### To Raise the Shade:

- Slowly and steadily push up on the bottom rail handle. Allow the shade to stack evenly.

#### Top-Down/Bottom-Up Shades:

- Raise or lower the middle rail by slowly and steadily pushing up or pulling down on the middle rail handle.

**IMPORTANT:** You must first lower the bottom rail before lowering the middle rail. Likewise, you must first raise the middle rail before raising the bottom rail.



## OPERATION

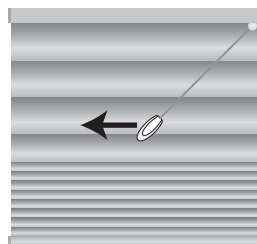
### UltraGlide® Shades

**CAUTION:** To avoid damage to the shade or personal injury, do not let go of the cord until it is fully retracted.

#### To Lower the Shade:

- Pull the cord toward the center of the shade at a 45° angle. A locking mechanism at the top of the cord releases with a “click”. The shade automatically lowers as you allow the cord to retract, releasing the tension.
- To stop the shade while lowering, move the cord back toward the vertical position and give a slight downward pull, until the locking mechanism engages.
- If the shade hits an obstruction as it is lowered, it will stop and the internal cords may become misaligned. This may cause the shade to be angled or tilted when fully raised. If this occurs, do the following:
  - Raise the shade slightly.
  - Lower the shade completely to the sill. In some cases, pull gently on the bottom rail to get it to drop completely.

**To Lower:**  
Pull the cord toward the center, click and release.



To stop the shade while lowering, move the cord back toward the vertical position and give a slight downward pull, engaging the locking mechanism.

**IMPORTANT:** If the shade is tilted when fully raised, do not pull harder on the cord. It does not correct the tilt and may make it worse. See “Troubleshooting” starting on page 13.

**NOTE:** On inside mount shades, the bottom rail and fabric folds may rest on the sill.

#### To Raise the Shade:

- Pull the cord straight down using short even strokes.
  - With each stroke the shade partially raises.
  - Allow the cord to retract after each downward stroke.
  - Use multiple strokes until the shade reaches the desired position.

**To Raise:**  
Pull the cord straight down with short strokes.



Allow the cord to retract between strokes.

**NOTE:** Tiered™ UltraGlide shades stop below the first fold in the fully raised position to provide clearance for cord operation.

#### Top-Down/Bottom-Up Shades:

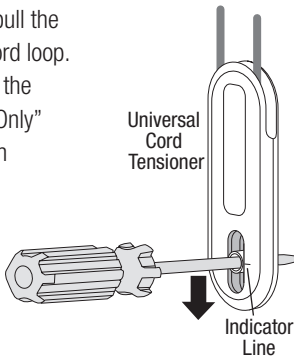
- The left cord controls the bottom rail. The right cord controls the middle rail.

**IMPORTANT:** You must first lower the bottom rail before lowering the middle rail. Likewise, you must first raise the middle rail before raising the bottom rail.

## Troubleshooting

<b>Problem</b>	The shade is hard to raise or lower, or will not raise or lower.
<b>Solution</b>	<p>Check that the headrail and installation brackets are level and aligned in the window. Level the headrail by shimming the installation brackets, if necessary.</p> <p>Make sure the fabric is not caught in the installation brackets.</p> <p><b>EasyRise™ shades:</b> Check that the cord tensioner is mounted correctly. See <i>Universal Cord Tensioner Installation Instructions</i> in the kit included with your shade.</p> <p><b>EasyRise shades:</b> Check that cord loop is not pinched or tangled.</p> <p><b>UltraGlide® shades:</b> As you pull the cord, check that the cord is clearing the fabric folds.</p> <p><b>LiteRise® shades:</b> Pull down on the handle to engage the shade for operation.</p>
<b>Problem</b>	The fabric folds gather unevenly or seem to wrinkle.
<b>Solution</b>	<p>Slowly lower the shade and raise the shade again.</p> <p><b>NOTE:</b> This is inherent on narrow shades when fully stacked.</p>
<b>Problem</b>	The shade will not snap into the installation brackets.
<b>Solution</b>	<p>Check that the installation brackets are aligned and level. Level the headrail by shimming the installation brackets, if necessary.</p> <p>Check that the headrail is properly aligned in the installation brackets, see “Install the Shade” on page 8.</p> <p>Check that the fabric is not caught in the brackets.</p>
<b>Problem</b>	The front fabric appears to cling to the back fabric.
<b>Solution</b>	<p>Lightly apply a static spray for home furnishings. Follow the manufacturer's directions. If necessary, reapply the static spray each time the shade is professionally cleaned. Allow the shade to dry in the fully lowered position.</p>

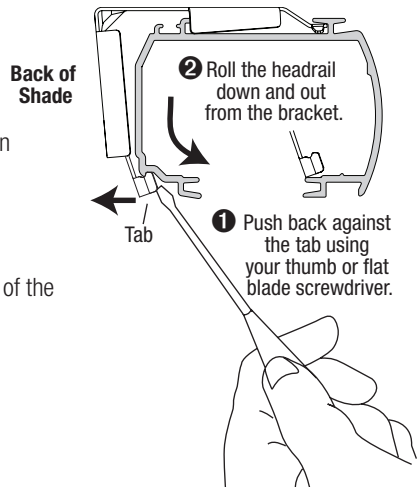
## OPERATION

<b>Problem</b>	<b>EasyRise™ shades only:</b> The universal cord tensioner has climbed to the headrail.
<b>Solution</b>	<p>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 “Attach the Universal Cord Tensioner — EasyRise Shades Only” on page 9 and/ or the instructions included with your <i>Universal Cord Tensioner Installation Kit</i>.</p>  <p>The diagram illustrates the adjustment of the Universal Cord Tensioner. It shows a side view of the device with a screwdriver being used to turn a screw. An arrow points down to a horizontal line on the side of the tensioner, labeled 'Indicator Line'.</p>
<b>Problem</b>	<b>EasyRise shades only:</b> The shade raises at different rates when the cord is pulled.
<b>Solution</b>	Depending on the size and weight of the shades, the clutch ratios may be different. More cord travel is required with larger shades than with smaller shades. This is completely normal, and not a defect of the product.
<b>Problem</b>	The shade raises or lowers unevenly, or the bottom rail is uneven when fully raised.
<b>Solution</b>	Check that the headrail is level. Level the headrail by shimming the installation brackets, if necessary.
<b>Problem</b>	<b>UltraGlide® shades only:</b> Shades do not stack fully to the top.
<b>Solution</b>	Check that the headrail is level. Level the headrail by shimming the installation brackets, if necessary.



## Removing the Shade

- While holding the headrail, lower the shade approximately 4".
- Push back on the bottom tab of the installation bracket using your thumb or a flat blade screwdriver to release the bottom edge of the headrail.
- After releasing the bottom edge, roll the back of the headrail down and out from the bracket.



## Cleaning Procedures

Vignette® Modern Roman Shades are made of an anti-static, dust-resistant fabric which repels dirt and dust. For most fabrics, the options below 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)

- Blow dirt and debris from within the fabric folds using clean, compressed air.

### Spot-Cleaning

- Prepare a solution of warm water and mild detergent.
- Dampen a clean cloth in the solution and wring it out.
- Place a dry, clean cloth behind the spot between the face fabric and the back fabric.
- Dab the spot with the dampened cloth until it is removed. Non-oil-based baby wipes may be used on more stubborn stains. Do not rub the fabric.
- Allow the shade to dry in the completely lowered position.

### **Ultrasonic Cleaning**

Vignette® Modern Roman Shades can be ultrasonically cleaned by a professional.

**CAUTION:** Do not ultrasonically clean the headrail, midrail, or bottom rail fabric; or any room-darkening shades.

- Specify that a mild detergent solution be used.
- Never immerse the fabric-covered headrail or bottom rail into the solution.
- Allow the shade to dry in the completely lowered position.

### **Injection / Extraction Cleaning**

Vignette Modern Roman Shades can be cleaned by a professional using the injection/extraction method of deep cleaning.

**CAUTION:** Do not use the injection/extraction method of deep cleaning on the headrail or bottom rail fabric.

- Specify the dry cleaning method only.
- Pretreat heavy stains.

### **Steaming**

**CAUTION:** Do not steam the headrail, midrail, or bottom rail fabric.

- Steam the face fabric from the bottom to the top, making sure to get steam under each fabric fold. Be careful not to saturate the fabric with steam.
- Allow the shade to dry completely before raising it.

### **A Note on Textiles**

As with all textiles, Vignette fabrics are subject to some inherent variations in the fabric weave. Subtle dye-lot variations, puckering, or wrinkling fall within textile industry standards and should be considered as normal, acceptable quality. Additionally, there will be slight differences in pattern alignment from the fabric on the rails to the fabric of the shade, which do not detract from the product's appeal.

Variations in color and or pattern are unique characteristics that contribute to the classic beauty of the shade.



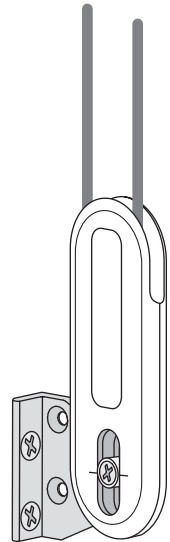
# WARNING

For more safety information call 1-888-501-8364 in the U.S. or 1-800-265-8000 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.
- Do not tie cords together. Make sure cords do not twist together and create a loop.

## 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 9. 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 the cord tensioner installation 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.



**NOTE:** The warning labels on corded window coverings contain important safety information. These warning labels are designed to be permanent, in accordance with the industry's safety standards, and must not be removed.

## 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](http://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](http://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.

**NOTE:** In no event shall Hunter Douglas or its licensed fabricators/distributors be liable or responsible for incidental or consequential damages or for any other indirect damage, loss, cost or expense. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Different warranty periods and terms apply for commercial products and applications.

**HunterDouglas**   
[hunterdouglas.com](http://hunterdouglas.com)

