HORIZONS™

STYLE THAT MAKES A STATEMENT

Installation Instructions for

Natural Woven Shades

Congratulations on the purchase of your new Horizons Natural Woven Shades

New York Bracket Installation

New York Brackets are standard for all inside and outside mount installations.

1. Prepare the Headrail
The headrail of your shade has been slotted for New York brackets.
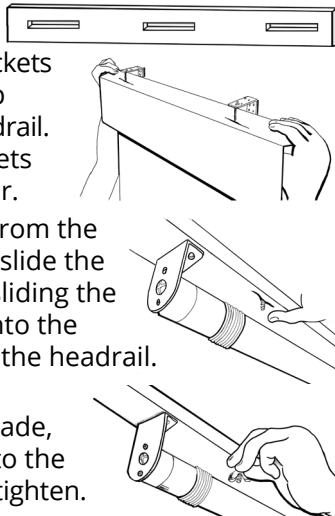
2. Install the Brackets
Install the New York brackets in the window to line up with the slots in the headrail. Make sure all the brackets are level with each other.

Remove the wing nuts from the New York brackets and slide the shade into position by sliding the shafts of the brackets into the slots cut into the top of the headrail.

3. Secure the Shade
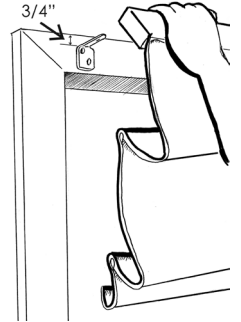While holding up the shade, reattach the wing nuts to the New York brackets and tighten.

Note: Extended New York brackets are available for outside mounted shades and project the shade out an extra ¾"
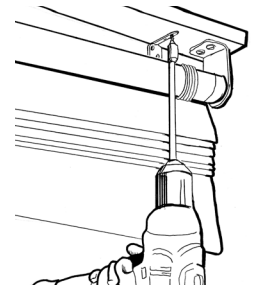
"L" Brackets Installation

1. Mount the Brackets:
The "L" brackets are intended for outside (frame or wall) mount only. Mount the brackets ¾" down from where the top of the shade measurement was taken. Screws provided are appropriate for wood installations, or use your own fasteners.

3/4"

2. Put Up the Shade:
Place the headrail on top of the mounted "L" brackets and then secure the shade to the brackets using the provided ¾" screws.

If your shade has a valance, slide the headrail of the shade into the brackets, guiding the prong between the slats and weaving cords. If the weaving cords interfere, merely shift them to the side. DO NOT CUT WEAVING CORDS!

3. Secure the Shade:
Fasten shade to brackets with a screw inserted from below.
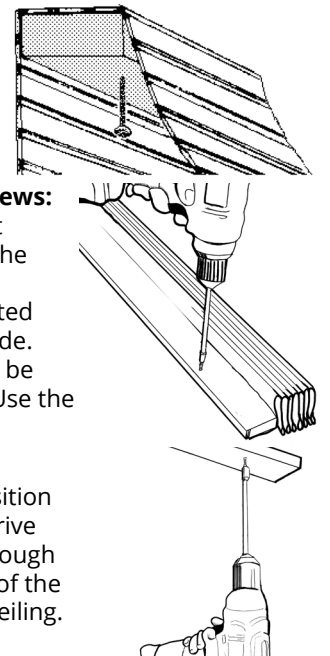
2" or 3" Screw Installation

2" or 3" screws are a quick and easy alternative inside mount installation method.

1. Insert the Mounting Screws:
With the shade down, insert the mounting screws from the bottom side of the headrail. One screw should be mounted 5" from each end of the shade. Intermediate screws should be spaced evenly in between. Use the correct number of screws.

2. Position the Shade
Hold the shades up and position it in the window opening. Drive the mounting screws up through the headrail into the inside of the window opening, soffit, or ceiling.

Clutch Shades

IMPORTANT
In compliance with national safety regulations **shades will not operate unless the cord tensioner is installed correctly!** After the shade is installed, the cord tensioner must be secured to the wall.
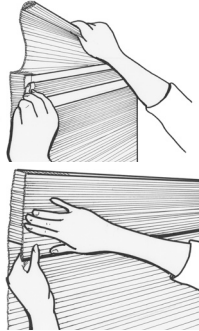
1. Locate the tensioner as close to the shade as possible without interfering with the shade.

2. The tension on the cord/chain should be loose enough to allow free movement, but tight enough not to allow a hazardous loop.

Deluxe Return Instructions

If your Natural Shade was ordered with Deluxe Returns:

1. Lift the valance up. Peel liner strip from face of return.

2. Peel the liner strip off the double sided tape on the face of the return.

3. Pull the valance flat to align neatly with the return. Press the valance firmly against the return face to adhere the valance to the return. Repeat steps for opposite return.

Note: If your shade is a waterfall style (shade comes off front of headrail), lift the shade away from the return and attach the shade to the return as indicated in steps 2 and 3.

Care and Cleaning

It is recommended that Natural Woven Shades be vacuumed periodically with a brush attachment or drapery hose attachment.

⚠ Warning

Young children can **STRANGLE** in cord and bead chain loops. They can also wrap cords around their necks and STRANGLE.

- Always keep cords and bead chains out of children's reach.
- Move cribs, playpens, and other furniture away from cords and bead chains. Children can climb furniture to get to cords.
- Do not tie cords together. Make sure cords do not twist together and create a loop.
- Attach tension device to wall or floor. This can prevent children from pulling cords and bead chains around their necks. Fasteners provided with the tension device may not be appropriate for all mounting surfaces. Use appropriate anchors for the mounting surface conditions.
- Do not remove looped cord from cord shroud.

Limited Lifetime Guarantee

Horizons Window Fashions warrants that its Horizons products—properly installed in a residential dwelling—will be free from defects in materials and workmanship for as long as the original purchaser owns the product.

All fabric colors tend to lose their original intensity over time, and pull cords eventually wear out. This is considered normal wear and tear and is not covered by this guarantee. Abuse and misuse are not covered. Color lots vary and may not exactly mach a previously ordered product. Repair is the purchaser's sole remedy under this guarantee.

This guarantee does not cover incidental or consequential damages, freight, installation, or service calls (trip charges).

HORIZONS™
STYLE THAT MAKES A STATEMENT

www.horizonsshades.com
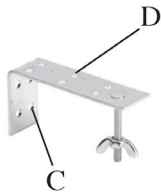
HORIZONS™
STYLE THAT MAKES A STATEMENT

Installing the Shades

For rooms that include multiple shades on one remote, it is important to install all shades in order, left to right, starting with shade #1 and continuing in numerical order. Each shade is labeled with the number indicating its placement in the room it belongs in. The numbers on the shades correspond with the channel to which they are programmed on your multi-shade remote.

OUTSIDE MOUNT INSTALLATION

Step 1: Mount Brackets
The "New York" brackets can be used either for an inside or outside mount application.

Mount the brackets using the holes "C" for outside mounts or holes "D" for inside mounts. Screws provided are appropriate for wood installations, or use your own fasteners.

Step 2: Put Up Shades
Remove the wing nuts from the "New York" brackets and slide the shade into position by sliding the shafts of the brackets into the slots cut into the top of the headrail.

Step 3: Secure Shade
While holding up the shade, reattach the wing nuts to the "New York" brackets and tighten.

INSIDE MOUNT INSTALLATION
Installation with 2" screws is intended for inside or ceiling mount only. No bracket is required.

Step 1: Insert Mounting Screws
With the shade down, insert the mounting screws from the bottom side of the headrail into the pre-drilled pilot holes.

Step 2: Position Shade
Hold the shades up and position it in the window opening. Drive the mounting screw up through the headrail right into inside of the window opening, soffit or ceiling.

Connect the Power

Plug-in (A/C)
For A/C, plug the motor into any standard wall outlet.

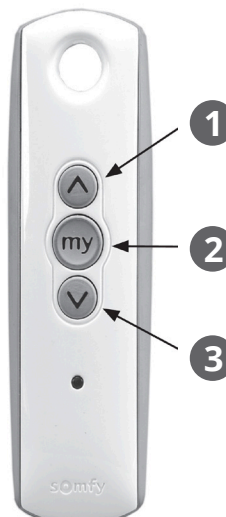An electrician can hard wire the unit if desired.

Battery
Plug the battery into the motor as shown.

Operation: Single Shade Remote Control

FRONT

BACK

1. RAISE SHADE BUTTON
To RAISE the shade, press and hold the RAISE SHADE button. Release when the shade starts to raise.

2. STOP SHADE BUTTON
To STOP the shade from moving, press and hold the STOP SHADE button. Release when the shade stops moving.

3. LOWER SHADE BUTTON
To LOWER the shade, press and hold the LOWER SHADE button. Release when the shade starts to lower.

4. PROGRAMMING KEY
When instructed in the programming guide, insert a paper clip here to reset your shades.

NOTE:
When raising or lowering the shade, it will stop moving automatically when it reaches the preset limits. If new limits need to be set, refer to the PROGRAMMING GUIDE: ADJUSTMENTS below.

Operation: Multi-Shade Control

FRONT

BACK

1. RAISE SHADE BUTTON
To RAISE the shade, press and hold the RAISE SHADE button. Release when the shade starts to raise.

2. STOP SHADE BUTTON
To STOP the shade from moving, press and hold the STOP SHADE button. Release when the shade stops moving.

3. LOWER SHADE BUTTON
To LOWER the shade, press and hold the LOWER SHADE button. Release when the shade starts to lower.

4. ACTIVE SHADE INDICATOR
The channel of the active shade will illuminate red. Left to right corresponds to shades 1-4, respectively. All four lights illuminated indicates group control is active.

5. CHANGE SHADE BUTTON
Press to select the desired shade channel, which will illuminate red in the ACTIVE SHADE INDICATOR.

6. PROGRAMMING KEY
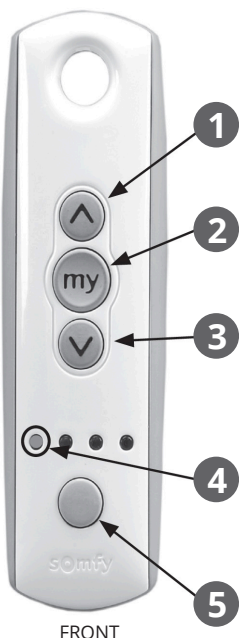When instructed in the programming guide, insert a paper clip here to reset your shades.

NOTE:
When raising or lowering the shade, it will stop moving automatically when it reaches the preset limits. If new limits need to be set, refer to the **PROGRAMMING GUIDE: ADJUSTMENTS**.

Programming Guide: Adjustments

ADJUSTING THE PReset LIMITS

Adjusting the Raised Shade Limit (the highest point the shade will raise to)
NOTE: If you have a MULTI-SHADE REMOTE CONTROL, first select the shade channel you want to adjust by pressing the CHANGE SHADE button.

1. Press the RAISE SHADE button. The shade will move to the preset raise limit.

2. Press and hold the RAISE SHADE and LOWER SHADE buttons at the same time until the shade jogs up and down.

Programming Guide: Adjustments

3. Select the position of the new desired Raised Shade Limit using the RAISE SHADE or LOWER SHADE buttons to adjust.

4. Once you've adjusted to the new desired Raised Shade Limit, press and hold the STOP SHADE button until the shade jogs up and down. The new Raised Shade Limit is now set.

Adjusting the Lowered Shade Limit (the lowest point the shade will lower to)
NOTE: If you have a MULTI-SHADE REMOTE CONTROL, first select the shade channel you want to adjust by pressing the CHANGE SHADE button.

1. Press the LOWER SHADE button. The shade will move to the preset lower limit.

2. Press and hold the RAISE SHADE and LOWER SHADE buttons at the same time until the shade jogs up and down.

3. Select the position of the new desired Lowered Shade Limit using the RAISE SHADE or LOWER SHADE buttons to adjust.

4. Once you've adjusted to the new desired Lowered Shade Limit, press and hold the STOP SHADE button until the shade jogs up and down. The new Lowered Shade Limit is now set.

DELETING OR ADDING SHADES TO THE GROUPED SHADE SETTING USING A MULTI-SHADE REMOTE CONTROL

Deleting a Shade from the Group
1. Press the CHANGE SHADE button to select the shade to be deleted from the group.

2. On the back of the remote, insert a paperclip into the PROGRAMMING KEY until the shade jogs up and down.

3. On the front of the remote, press the CHANGE SHADE button until all 4 ACTIVE SHADE lights are red.

4. On the back of the remote, insert a paperclip into the PROGRAMMING KEY again until the shade jogs up and down.

Adding a Shade to the Group
1. Press the CHANGE SHADE button to select the shade to be added to the group.

2. On the back of the remote, insert a paperclip into the PROGRAMMING KEY until the shade jogs up and down.

3. On the front of the remote, press the CHANGE SHADE button until all 4 ACTIVE SHADE lights are red.

4. On the back of the remote, insert a paperclip into the PROGRAMMING KEY again until the shade jogs up and down.

ADDING ANOTHER SINGLE SHADE REMOTE
1. On the back of the original remote, insert a paperclip into the PROGRAMMING KEY and hold it there until the shade jogs up and down.

2. On the back of the new remote, insert a paperclip into the PROGRAMMING KEY and hold it there until the shade jogs up and down.

3. On the new remote, press the RAISE SHADE or

LOWER SHADE button to test that the programming transferred correctly.

ADDING ANOTHER MULTI-SHADE REMOTE
1. On the original remote, press the CHANGE SHADE button and select a channel to be added to the new remote.

2. On the back of the original remote, insert a paperclip into the PROGRAMMING KEY and hold it there until the shade jogs up and down.

3. On the new remote, press the CHANGE SHADE button and select the same channel as you selected on the original remote.

4. On the back of the new remote, insert a paperclip into the PROGRAMMING KEY and hold it there until the shade jogs up and down.

5. Repeat steps 1-4 with all channels.

6. Test to make sure all programming transferred to the new remote.

7. To program the group function, go to ADDING A SHADE TO THE GROUP under PROGRAMMING GUIDE: ADJUSTMENTS on page 6.

PROGRAMMING THE "MY" FAVORITES BUTTON
In addition to being used to stop the shade, the "My" button may also be set to a favorite shade position.

Setting a favorite MY Position
1. Press the CHANGE SHADE button to select the shade to be programmed with the "my" button.

2. Press the Raise or Lower Shade Button to move the shade.

3. Press the MY button when the desired shade position is reached.

4. Press and hold the MY button until the shade jogs up and down.

5. The shade will move to the MY setting each time the MY button is pressed.

Using the MY position setting
Once set, simply press the "My" button when the shade is at rest and it will automatically return to your favorite position. The "My" button can still be used as a stop button when the shade is in motion.

Deleting the MY position setting
1. Press the MY button to move the shade to the MY setting.

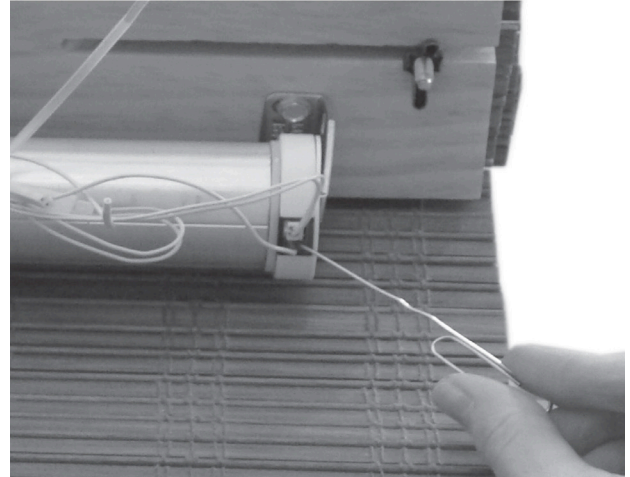**2.** Press and hold the MY button until the shade jogs up and down.

NOTE: These procedures completely erase all presets. Complete reset is only necessary for a new remote or if the shades were sent in for repair. If you simply want to adjust the limits or grouping, refer to the PROGRAMMING GUIDE: ADJUSTMENTS section.

Resetting Battery Powered Shades
1. The RESET SWITCH is a small slot located on the motor next to where the wire plugs into the motor. Insert a paperclip into the slot and hold it there.

2. A red light will flash, then stay on for a moment, then flash again. When the light turns off, remove the paperclip.

3. If you have a MULTI-SHADE REMOTE, repeat with all shades controlled by the remote.

4. Once all shades have been reset:

– If using a SINGLE SHADE REMOTE, proceed to step #1 in the BATTERY AND A/C section on page 9.

– If using a MULTI-SHADE REMOTE proceed to step #1 in the BATTERY ONLY on page 9.

Resetting A/C (Plug-In) Shades
1. Plug-in the selected shade and wait 2 minutes.

2. Un-plug the selected shade and/or

3. Plug-in the selected shade again and wait 10 seconds.

4. Un-plug the selected shade again and wait 3 seconds.

5. Plug-in the selected shade again. The shade will move in one direction about 12" and stop.

6. On the remote, press the CHANGE SHADE button to select the channel to be used.

7. On the back of the remote, press the PROGRAMMING KEY BUTTON continuously with a paper clip. The shade will jog up and down immediately. Continue pressing the paperclip into the PROGRAMMING KEY BUTTON until the shade jogs up and down a second time. This takes approximately 7 seconds.

8. If the shade does not jog up and down a second time after more than 10 seconds, go back to step #2 and repeat all steps.

9. Once the shade jogs up and down the second time, proceed to the BATTERY and A/C section under PROGRAMMING.

NOTE: Follow the instructions below only after you've reset all your shades (see PROGRAMMING GUIDE: COMPLETE RESET on page 8)

Battery Only
1. When using a MULTI-SHADE REMOTE CONTROL, remove the power (unplug the battery) for all shades except the first one you want to program.

2. On the remote, press the CHANGE SHADE button to select the channel you want to control. The channel selected will be indicated by the ACTIVE SHADE light turning red for that channel.

3. Continue with BATTERY AND A/C instructions below.

Battery and A/C
1. Press and hold the RAISE SHADE and LOWER SHADE buttons at the same time until the shade jogs up and down.

2. Select the position of the desired Raised Shade Limit using the RAISE SHADE or LOWER SHADE buttons to adjust.

3. Press and hold the STOP SHADE and LOWER SHADE buttons at the same time. Release when the shade is at least half way down.

4. The shade will continue to lower. Press the STOP SHADE button when the shade reaches the desired Lowered Shade Limit. If necessary, adjust using the RAISE SHADE or LOWER SHADE buttons.

5. Press the STOP SHADE and RAISE SHADE buttons at the same time and release as soon as the shade starts to go up.

6. The shade will stop automatically at the Raised Shade Limit you set in step #2.

7. Press the STOP SHADE button until the shade jogs up and down.

8. On the back of the remote, insert a paperclip into the PROGRAM KEY and continue pressing until the shade jogs up and down.

9. The shade is now programmed to the channel.

– For SINGLE SHADE remote controls, proceed to COMPLETING PROGRAMMING OF BATTERY AND A/C below.

– For BATTERY SHADES with a MULTI SHADE REMOTE, disconnect the power from this shade and connect the power to the next shade you want to program. Press the CHANGE SHADE button to select the channel you want to correspond with the shade you just powered and repeat back to step #1. Continue until all shade/channels have been programmed, then proceed to COMPLETING PROGRAMMING OF BATTERY AND A/C

– For A/C SHADES, repeat step #1 under RESETTING A/C (PLUG-IN) UNITS until all shade/channels have been programmed then proceed to COMPLETING PROGRAMMING OF BATTERY AND A/C.

Completing Programming of Battery and A/C
1. Check that power is connected to all shades.

2. Use your remote to test programming.

3. To program the group control function on MULTI SHADE REMOTES, follow the instructions in the PROGRAMMING GUIDE/ADJUSTMENTS section under ADDING A SHADE TO THE GROUP. Each shade/channel must be individually added to the group channel.

Trouble Shooting Guide

ISSUE	POSSIBLE CAUSE	SOLUTION/REPAIR
The Shade does not raise or lower.	Not holding the RAISE SHADE or LOWER SHADE button long enough	Hold the button down for 1 second.
	The battery is not connected to the motor (Battery Motors Only)	Connect the battery to the motor (See the diagram on page 3).
	The A/C is not plugged in. (A/C Motors Only)	Plug the unit in.
	Multi-Shade Remote is on the wrong channel.	Try the other channels on the remote. See page 5 under OPERATION: MULTI-SHADE REMOTE
	The motor is overheated (This will be indicated by a flashing light where the wire plugs in to the motor.)	Wait 15 minutes and try again.
	The remote control battery is discharged (No lights will illuminate on any channel of the remote)	Replace the remote control battery.
	The motor battery is discharged (Battery Shades Only - If you are on the correct channel and you press the CHANGE SHADE button, a light should flash where the wire plugs into the motor on the shade. If there is no light, the motor battery is discharged.)	Replace the motor battery. Contact your dealer for replacement batteries.

Trouble Shooting Guide

ISSUE	POSSIBLE CAUSE	SOLUTION/ REPAIR
The Shade does not raise or lower. (Cont.)	The motor is not programmed.	Program the motor using the instructions in the Programming Guide: Complete Reset section.
	Defective or damaged remote or motor	Contact your dealer
The shade will not stop in the correct position.	The shade is set to an undesired Raised Shade Limit or Lowered Shade Limit.	Adjust the limits using the ADJUSTING PReset LIMITS section of the Programming Guide- Adjustments.
The GROUP function on the multi-shade remote (all lights illuminated) does not operate all the shades.	The RAISE SHADE or LOWER SHADE button is not being pressed long enough.	Press the RAISE SHADE or LOWER SHADE button and hold it down for at least 1 second
	The remote control battery is discharged. (No lights appear on any channel)	Replace the remote control battery.
	The motor may be defective.	Contact your dealer
	One of the shade motors is overheated.	Wait 15 minutes for the motor to cool and try again.
	The shade that does not operate needs to be added to the GROUP.	Add the shade to the GROUP using the instructions for ADDING A SHADE TO THE GROUP section in the Programming Guide: Adjustments.
The CHANGE SHADE button in the GROUP function (all 4 lights illuminated) operates shades that are not included in the GROUP.	The shade is programmed into the GROUP.	Remove the shade from the GROUP using hte instructions for DELETING A SHADE FROM THE GROUP section in the Programming Guide: Adjustments.
The shade operates on the wrong channel.	The shades were not installed in the correct order or were programmed in the wrong order.	Re-program all incorrect shades using the Programming Guide: Complete Reset of All Programming Instructions.
	The motor is overheated.	Wait 15 minutes for the motor to cool and try again.

Limited Lifetime Guarantee

Horizons Window Fashions warrants that its Horizons products—properly installed in a residential dwelling—will be free from defects in materials and workmanship for as long as the original purchaser owns the product.

All fabric colors tend to lose their original intensity over time, and pull cords eventually wear out. This is considered normal wear and tear and is not covered by this guarantee. Abuse and misuse are not covered. Color lots vary and may not exactly mach a previously ordered product. Repair is the purchaser's sole remedy under this guarantee.

This guarantee does not cover incidental or consequential damages, freight, installation, or service calls (trip charges).
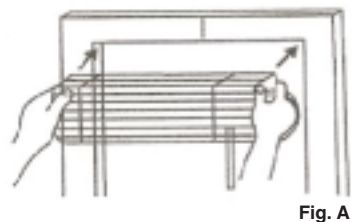
Natural Wovens Installation Instructions

Installation with Wing Nut Brackets

ROMAN & ROLL-UP SHADES

Your Natural Woven shade is custom made using the finest materials available. Each shade includes all necessary installation hardware and has been checked for operation and alignment. The following instructions are for the two most common installation types.

1 **Measure for Bracket Placement**

Hold your shade up to the window (Figure A). Determine where the shade brackets will be positioned. Drill suitable holes for the type of fasteners to be used.

Fig. A

2 **Inside Mount Installations (ceiling or window casement)**

Shade is measured and assembled to fit inside window casement. Install mounting brackets at the top of casing with screws placed at opposite corners.

Remove wing nuts. Slide headrail into position making sure that bolts are visible in the slots (Figure B). Tighten wing nuts.

Fig. B

3 **Outside Mount Installations (wall)**

Shade is measured and assembled to overlap the window casing. Install mounting brackets in wall with screws placed at opposite corners.

Remove wing nuts. Slide headrail into position making sure that bolts are visible in the slots (Figure B). Tighten wing nuts.

4 **Securing The Cord Cleat**

Secure the cord cleat in a suitable location beside the shade with the screws provided. While the shade is fitted with an auto-lock pulley, it is advisable to use the cleat for any excess cord. (Figures C & D)

Fig. C   **Fig. D**

5 **Installing Hold Downs**

For shades with Edge Bindings or Scalloped Hems please use dual lock hold-down fasteners to adhere.

Dual Lock Hold Down Fastener

For Standard Shades, Straight Hem with Trim, and Wood Bars use the plastic hold-down brackets.

Plastic Hold Down Brackets

6 **Installing Cord Tensioner**

Mount the Tensioner to the wall to hold the cord.

The following items are included with the Cord Tensioner part and are shipped with the shade:

(1) Mounting Bracket - Small
(1) Mounting Bracket - Large
(2) Mounting to Wall Screw 3/4"
(1) Housing to Mtg. Bracket Screw 3/8"

Finished Assembly