**What is covered by this warranty?**

This woven wood shade is warranted against defects in materials and workmanship, provided that:

1. The product was installed according to the product instructions.
2. Pro Design recommendations were followed regarding limitations and specifications of the product.

Pro Design reserves the right to determine if your shade warrants a repair or partial replacement of any parts. If necessary, Pro Design will replace your shade with a new shade of equal or superior value. This shall be your sole remedy under this warranty.

All motors, controls and accessories are warranted for a period of five years from the date of purchase.

**Who is covered by this warranty?**

This warranty applies only to the original retail purchaser with proof of purchase in the USA.

**What is not covered by this warranty?**

Your Pro Design woven wood shade is made from natural materials, which will show natural variations in color, texture and weave. They may also show some fading and discoloration over time, or cracking, twisting, bowing or stretching and shrinkage due to exposure to direct sunlight or excessive moisture. These are not considered defects for the purposes of this warranty.

This warranty does not cover the removal or installation of original or replacement shades. This warranty does not cover damage or defects caused by, or resulting from improper maintenance, neglect or improper use, wear and tear, abuse, accidents, alteration, commercial use, installation, removal or reinstallation or exposure to excessive moisture.

Failure to follow the proper installation, charging and use instructions will invalidate the warranty for motors, remotes and wands.

**Your rights under state law**

This warranty gives you specific legal rights. You may also have other rights which may vary from State to State. In no event shall Pro Design be liable for incidental or consequential damages or for any other direct or indirect damage, loss, cost, expense or fee. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty is exclusive and in lieu of all other obligations, liabilities or warranties.

## ⚠WARNING

**Window Blind Cord Can STRANGLE Your Child.**
To prevent strangulation, purchase cordless products or products with inaccessible cords.

ANSI/WCMA 5.1.3

## ⚠ADVERTENCIA

**La cuerda ciega de la ventana puede ESTRANGULAR su niño.**
Para evitar el estrangulamiento, compre alternativas inalámbricas o productos con cables inaccesibles.

ANSI/WCMA 5.1.3

# Woven Wood Roman Shade
## INSTALLATION INSTRUCTIONS

Thank you for purchasing your custom woven wood window shade. With proper installation, your shade should look beautiful and provide years of service. Please check all parts and read these instructions, before starting installation.

**MOUNTING HARDWARE KIT INCLUDES:**

Mounting Bracket with Wing Nut

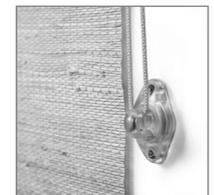| Width of Shade | Qty |
|---|---|
| 18"- 42" | 2 |
| 42 ½"- 84" | 3 |
| 84 ½"- 96" | 4 |

Bracket Screw - 1 inch

| Width of Shade | Qty |
|---|---|
| 18"- 42" | 4 |
| 42 ½"- 84" | 6 |
| 84 ½"- 96" | 8 |

**Cord Cleat and Screws:** Provided with all standard cord lock shades. **All cords should be secured with cord cleats to prevent the risk of strangulation. Keep cords away from children and pets.**

**Clutch Control Shades:** Shades with clutch controls come with a continuous cord loop and are supplied with a cord tensioner, which should always be screwed to the wall. **Always secure cord loops to prevent the risk of strangulation. Keep cord loops away from children and pets.**

**TOOLS THAT MAY BE REQUIRED:**

Pencil, Tape Measure, Screw Driver, Step Stool, Level, and Drill

**INSTALLATION:**

**NOTE:** For wallboard or plaster, use anchors designed for hollow walls (not included). For concrete, stone and brick, use a masonry drill bit and anchors designed for masonry (not included).

**FOR OUTSIDE OR WALL MOUNT:**

1. Position brackets 1 to 2 inches from the end of the head rail. If provided, position middle brackets to align with pre-drilled holes in the head rail.

2. Hold the shade in place and mark the desired bracket locations with a pencil. Use a level to ensure the brackets are straight.

3. Pre-drill the mounting holes into the mounting surface. Next, screw the brackets in place into the mounting surface. **[Figure 1]**

4. Hold the shade so that the screw posts on the brackets fit through the slots in the head rail and re-attach wing nuts and screw tight to hold the head rail firmly. Ensure that the shade is level. **[Figure 2]**

**[Figure 1]**

**FOR INSIDE OR CEILING MOUNT:**

1. Position brackets approximately 1 inch from the ends of the head rail. If provided, position middle brackets to align with pre-drilled holes in the head rail.

2. Measure 1 inch in from each side of the window frame and mark bracket locations with a pencil.

3. Pre-drill the mounting holes into the mounting surface. Next, screw the brackets in place into the mounting surface. **[Figure 1]**

4. Hold the shade so that the screw posts on the brackets fit through the slots in the head rail and re-attach wing nuts and screw tight to hold the head rail firmly. Ensure that the shade is level. **[Figure 2]**

**[Figure 2]**

**INSTALLING THE CORD CLEAT:**

Shades with cord control are each fitted with a cord lock, which allows the shade to stay in whatever position you desire. However cord cleats help keep cords tidy and away from children. **We strongly recommend the use of cord cleats to help prevent the risk of strangulation.**

1. Find a convenient place about 1 inch out from the side of the shade where the cords are located and about one quarter of the way up from the bottom of the shade.

2. Hold the cord cleat parallel with the frame of the window. With a pencil, make a mark through the holes.

3. Make pilot hole and install cord cleat with 2 screws. **[Figure 3]**

**[Figure 3]**

**INSTALLING THE CORD TENSIONER:**

Shades with clutch controls come with a continuous cord loop, which should always be screwed to the wall with the included cord tensioner. **The cord tensioner forms an important safety function by keeping chain and cord loops away from small children. Never operate this shade without a functioning and correctly installed cord tensioner.**

1. The cord tensioner should be installed to a flat surface, so that the cord/bead chain is taut, but not stretched. Be sure not to twist or cross the cord. **[Figure 4]**

On inside mount shades, the tensioner may be attached to the windowsill or to the inside of the window frame. For outside mount or wall mount shades, the bracket may be mounted to the exterior of the window frame or the wall.

2. Mark through the holes in the tensioner with a pencil and drill pilot holes. Then install the tensioner with the screws, making sure that the tensioner is fully installed so that the spring is pushed in and the cord passes smoothly through the guide. **[Figure 4]**

**[Figure 4]**

## TROUBLE-SHOOTING YOUR WAND CONTROL MOTOR

### WAND WILL NOT OPERATE THE MOTOR

1.  Make sure the motor is charging:
    -   Use a pencil eraser to push firmly on the wand plug and ensure that it is fully seated in the motor interface. (figure 1)
    -   Re-charge the battery; see instructions on the front of this document.
    -   If you were able to re-charge the battery, the wand should now operate your shade.

2.  If after re-charging the batter the shade still won't operate, check the motor. Use an opened paperclip to press the setting button on the motor crown (figure 1)

    **If the shade moves,** press button again to stop the shade.
    Contact Customer Service to obtain a new wand.
    > *Note: The motor retains all its programming; just connect the replacement wand to the motor.*

    **If the shade doesn't move,** the motor is defective and needs to be replaced.
    Contact Customer Service to obtain a new motor.
    > *Note: You will need to program the replacement motor with stop limits to ensure problem-free operation of your shade.*

### NO LED LIGHT SHOWING
If during charging there is no LED light (red or green) showing,

-   Check the connection between the wand and the motor. Use a pencil eraser to push firmly on the plug and ensure that it is fully seated.
-   If the connection is good, but no LED light visible, then the wand needs to be replaced. Contact Customer Service to obtain a replacement wand.

### SHADE DOES NOT LIFT STRAIGHT
For a roller shade, check the following:

-   Is shade mounted perfectly level? Use a level to check.
-   Once the shade is level, if it still does not lift straight, contact Customer Service.

For a natural woven roman shade, check the following:

-   Is the shade mounted level? Use a level to check.
-   If the shade is mounted level, lower the shade fully and check the cords on the back. Make sure that each cord has the same amount of tension on it. If one cord has less tension, then you may need to shorten the cord slightly by moving the knot up a little.
-   Slowly raise the shade and check that the lift cords are wrapping uniformly around the spools. If one side is rising faster than the other, check to see if the cords are wrapping over each other on the spool on one side of the shade and not the other. If they are, it may be necessary to adjust the position of the spool slightly; contact Customer Service.


figure 4: Lift Cord on Spool

# USER MANUAL
## WAND CONTROL SHADES

PLEASE KEEP THIS MANUAL AFTER YOUR SHADES ARE INSTALLED AND OPERATING CORRECTLY. IT CONTAINS IMPORTANT INFORMATION, WHICH MAY BE USEFUL IF YOUR SHADES NEED TO BE RE-PROGRAMMED IN THE FUTURE.

### INTRODUCTION

Thank you for your purchase of wand control shades. With careful use, your shades will give you many years of trouble-free operation. Please read the following instructions to familiarize yourself with the operation and maintenance of your re-chargeable shades.

Your wand control shade is operated by a re-chargeable lithium ion battery motor. The battery is inside the motor tube and need never be accessed. It is re-charged via a re-charging port in the end of the wand.

Under normal operating conditions you should never have to access or program the motor. This manual will give you a step-by-step guide to setting up, charging and operating your wand control shade.

### STEP 1: CONNECT WAND TO THE MOTOR

Before installing shade, attach the wand to the motor:

1.  Insert the shepherd's hook on the end of the wand into the eyelet on the motor crown and push it all the way through so the wand hangs freely.

2.  Ensure that the three buttons on the wand are facing forward.

3.  Lift the protective cover to the motor interface (figure 1), and insert the plug on the end of the wand cable. Use a pencil eraser to push firmly on the plug to ensure that it is fully seated.
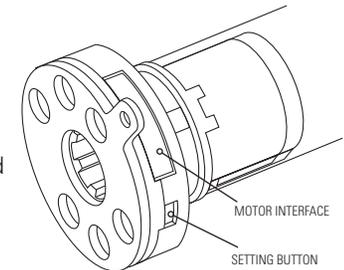

MOTOR INTERFACE
SETTING BUTTON
figure 1: Motor crown

### STEP 2: CHARGE THE MOTOR BATTERY

The motor battery is inside the shade tube. It may come fully charged from the factory, but we recommend that you check.

1.  Plug the recharger into the micro USB re-charging port on the back of the wand (figure 2), and the other end into an AC outlet.

2.  If the battery is fully charged, the LED light (figure 3) on the wand front will glow green. If not, you'll see a red light; let the wand charge until the LED light is green, then unplug the charger.


MICRO USB RE-CHARGING PORT
figure 2: Back of wand

## STEP 3: INSTALL THE SHADE

You are now ready to install the shade. Please refer to the Installation Instructions packaged with your shade.

## STEP 4: OPERATE THE SHADE

Your shade has been programmed at the factory with an upper and lower stop limit. This means it will automatically stop when the shade is fully raised or lowered.

Once your shade is installed, check the operation (figure 3).

The wand has three buttons: UP, STOP and DOWN:

- Press the UP button to raise the shade to pre-set upper stop limit.
- Press the STOP button to stop the shade at any desired location.
- Press the DOWN button to lower the shade to pre-set lower stop limit.
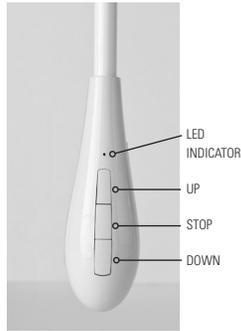
LED INDICATOR
UP
STOP
DOWN

figure 3: Front of wand

## CHANGING THE UPPER AND LOWER STOP LIMITS

Your shade has been pre-programmed at the factory with stop limits, but you may need to adjust them after installation.

TO CHANGE THE **UPPER STOP** LIMIT:

1. Press UP button to move the shade to the existing upper stop limit.
2. Press & hold **UP + STOP** buttons together until the motor jogs once (quickly moves slightly up and then down); it may take up to 10 seconds. *This puts shade in program mode.*
3. Move shade to the desired upper limit.
4. Press & hold **UP + STOP** buttons together until the motor jogs two times. *This sets the new upper stop limit and exits program mode.*

TO CHANGE THE **LOWER STOP** LIMIT:

1. Press DOWN button to move the shade to the existing lower stop limit.
2. Press & hold **DOWN + STOP** buttons together until the motor jogs once; it may take up to 10 seconds. *This puts shade in program mode.*
3. Move shade to the desired lower stop limit.
4. Press & hold **DOWN + STOP** buttons together until the motor jogs 2 times. *This sets the new lower stop limit and exits program mode.*

## SETTING MIDDLE STOP LIMIT

This motor also has a middle stop position capability. Setting this limit is left to the customer; it's not pre-programmed at the factory.

Once the middle limit is set, pressing STOP when the shade is already stopped will move the shade to the middle position.

TO SET OR CHANGE THE **MIDDLE STOP** LIMIT:

1. Move the shade to the desired middle stop limit.
2. Press & hold **STOP** button for 5 seconds until the motor jogs and beeps.
3. To confirm that you've set this limit,
    - Move shade up or down and then stop it.
    - Press the STOP button when shade is not moving, and it will move to the middle limit you just set.

## RESETTING THE SHADE MOTOR
If you need to remove all shade stop limits and start over, follow these steps:

1. Press & hold the Setting Button (figure 1) on the motor crown until the shade jogs 3 times. *This removes all programming.*

    *NOTE: There is a longer pause between the 2nd and 3rd jogs.*

2. Set upper and lower limits:

    *NOTE: Motor is in "program mode" and only moves in small steps. To move shade more quickly, press & hold UP or DOWN button until the shade continues moving.*

    - Set the upper limit by moving shade to desired upper stop position, then
    - Press & hold **UP + STOP** buttons together until the motor jogs 2 times and beeps once. *You've now set the upper limit.*
    - Set the lower limit by moving shade to desired lower stop position, then
    - Press & hold **DOWN + STOP** buttons together until the motor jogs 2 times and beeps once. *You've now set the lower limit.*

3. If desired, follow instructions for "Setting Middle Stop Limit."

## REVERSING SHADE DIRECTION
If for some reason the shade direction is reversed:

- Press & hold the Setting Button (figure 1) on the motor crown until the shade jogs 2 times.

## PAIRING SHADE TO THE REMOTE

1. For a multi-channel remote, select channel first (Do not select Channel 0).

2. **Press & hold** the **Setting Button** (Figure 2) on the shade motor end until the shade jogs once; let go and you'll hear a long beep.

3. Quickly press the **UP** button; shade will jog once and beep 3 times.

*Note: Once motor jogs, you must press UP within 20 seconds.*

## UN-PAIRING SHADE FROM THE REMOTE/CHANNEL

Follow "PAIRING THE SHADE…" steps, but press the **DOWN** button instead.

## REVERSING THE ROLL DIRECTION

If for some reason shade direction is reversed, **Press & hold** the **Setting Button** (figure 2) on the shade motor end until the shade **jogs 3 times**.

## REORGANIZING SHADES ON MULTI-CHANNEL REMOTE

Remember that the programming (stop limits) for each shade is saved in the shade motor, not the remote. So whatever changes you want can be accomplished.

• Moving a shade from one channel to another (see below)

Contact Customer Service for assistance/instructions on:

• Moving a group of shades from one channel to another
• Copying programming from one remote to another

## MOVING A SHADE FROM ONE CHANNEL TO ANOTHER

The simplest way to move a shade (and its stop limits) from one channel to another is by un-pairing and pairing the shade to the remote.

**Example:** *Left and right shades in dining room are on separate channels, but you want them to move together.*

| Channel 1: LEFT shade | Channel 2: RIGHT shade |
| --- | --- |

1. Select channel 2 and un-pair the right shade.
2. Then select channel 1 and pair the right shade to this channel.

| Channel 1: LEFT **and RIGHT shades** | Channel 2: ~~RIGHT shade~~ |
| --- | --- |

Now both the left and right dining room shades are on the same channel (channel 1) and will move together.

# USER MANUAL
## REMOTE CONTROL SHADES

PLEASE KEEP THIS MANUAL AFTER YOUR SHADES ARE INSTALLED AND OPERATING CORRECTLY. IT CONTAINS IMPORTANT INFORMATION WHICH MAY BE USEFUL IF YOUR SHADES NEED TO BE RE-PROGRAMMED IN THE FUTURE.

### INTRODUCTION

Thank you for your purchase of motorized shades. With careful use, your shades will give you many years of trouble-free operation. Please read the following instructions to familiarize yourself with the operation and maintenance of your shades.

### CHARGING THE MOTOR BATTERY

The shade battery is inside the motor, encased in the shade tube.

Ensure that the battery is fully charged before installing the shade:



**Figure 1: Charging cord**

• Insert the charging cord (Figure 1) into the charging port on the end of the motor tube (Figure 2), and plug the other end of the power adaptor into an outlet.

• When the LED on the power adaptor changes from red to green, the motor is fully charged.

If the motor battery needs to be charged, it will beep 10 times when you press any button on the remote control.



**Figure 2: Motor end**

### PREPARING THE REMOTE CONTROL

Remove the panel on the back of the remote and pull out the insulating paper tab used to protect it during shipment/storage (Figure 3).

When you press a button on the remote, you will see blue LED backlight in between the buttons.
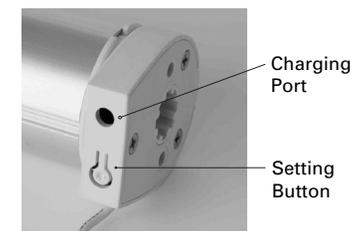


**Figure 3: Remote with battery cover removed**

## SINGLE-CHANNEL REMOTE

- Press (and release) the Up or Down button and the shade will go to the upper or lower stop limit set by the factory.

- Press (and release) the Stop button at any time while the shade is raising or lowering to stop it at that point.

## MULTI-CHANNEL REMOTE

Multi-channel remotes are used to control several shades independently with just one remote.

- The remote has 15 channels that can be programmed.

- A single shade or a group of shades has been pre-programmed to operate on a specific channel, as specified on the order.

- Channel 0 is always the group channel; it will operate all shades at once. It cannot be programmed.

- Press the "**<**" or "**>**" button to select the correct channel, and then operate the shade(s) on that channel with the Up, Down and Stop buttons.

LED Screen (channel #)

**UP** button

**STOP** button
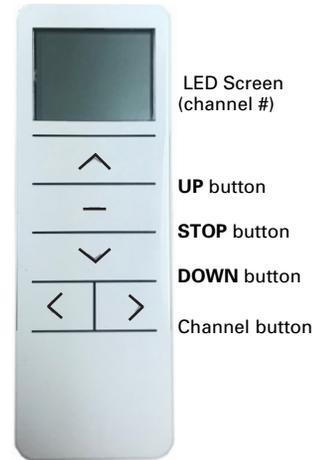
**DOWN** button

Channel button

**Figure 4: Multi-channel remote**

## CHANGING THE REMOTE BATTERY

If the blue LED backlight between the remote buttons doesn't show when you press Up, Down or Stop, it is time to replace the battery.

- The remote should operate your shades from a distance of up to 100 feet, but low remote battery power can shorten this distance.

- Sometimes there is enough power to display a channel number on the LED screen of a multi-channel remote, but still not enough to signal the motor and operate the shade.

The remote control uses a CR2450 battery, available at most hardware or general stores.

## SETTING MIDDLE STOP LIMIT

This motor also has a middle stop position capability. Setting this limit is left to the customer; it's not pre-programmed at the factory.

TO SET OR CHANGE THE **MIDDLE STOP** LIMIT:

1. Move the shade to the desired middle stop limit.

2. **Press & hold STOP** button for 5 seconds* until the motor jogs once and beeps once. *A "jog" is a quick, small up-and-down movement.*

3. To confirm that you've set this limit, move the shade to another position. Then while shade is not moving, press the STOP button and it should move to the middle limit.

*\*Please note that if the stop button is held for 10 seconds, the remote will become locked. To unlock the remote, press and hold the stop button for 20 seconds. The remote is unlocked when the backlighting on the front of the remote flashes blue.*

## CHANGING UPPER AND LOWER STOP LIMITS

Your shade has been pre-programmed at the factory with stop limits, but you may need to adjust them after installation.

*NOTE: When the motor is in "program mode" it will only move in small steps. To move the shade more quickly, **press & hold** the UP or DOWN button until the shade continues moving.*

TO CHANGE THE **UPPER STOP** LIMIT:

1. **Press UP** to move the shade to the current pre-set upper stop limit.

2. **Press & hold UP&STOP** buttons together until the motor jogs once, then beeps 2 times. *A "jog" is a quick, small up-and-down movement.*

3. Move the shade to the desired upper stop limit.

4. **Press & hold UP&STOP** buttons together until the motor jogs 2 times and beeps once.

TO CHANGE THE **LOWER STOP** LIMIT:

1. **Press DOWN** to move the shade to the current pre-set lower stop limit.

2. **Press & hold DOWN&STOP** together until the motor jogs once, then beeps 2 times.

3. Move the shade to the desired lower stop limit.

4. **Press & hold DOWN&STOP** buttons together until the motor jogs 2 times and beeps once.

## RESETTING THE SHADE MOTOR

If you need to remove all shade stop limits and start over, follow these steps:

1. **Press & hold** the **Setting Button** (Figure 2) on the shade motor end until the **shade jogs 4 times then beeps 4 times**. This removes all programming.

   *NOTE: There is a longer pause between the 2nd and 3rd jogs.*

2. Pair the shade to the motor (directions on next page)

3. Set upper and lower limits:

*NOTE: The motor is in "program mode" it will only move in small steps. To move the shade more quickly, **press & hold** the UP or DOWN button until the shade continues moving.*

- To set the upper limit, move shade to the desired upper stop position.

- **Press & hold UP&STOP** buttons together until the motor jogs 2 times and beeps once. *You've now set the upper limit.*

- To set the lower limit, move shade to the desired lower stop position.

- **Press & hold DOWN&STOP** buttons together until the motor jogs 2 times and beeps once. *You've now set the lower limit.*

4. If desired, follow instructions for "Setting Middle Stop Limit."