

# ALTA

WINDOW FASHIONS

*design simplified™*



WELCOME GUIDE

# ALTA

WINDOW FASHIONS

*design simplified*





# CONGRATULATIONS, YOU'VE MADE A GREAT CHOICE!

*And thank you for making that choice Alta.*

We take our customer's experience very personally. After all, we are part of your most personal space. Your home. For over four decades, we have delivered on our promise of enduring style and quality. Our pledge is to deliver that same experience for your next project. And the project after that.

Because with Alta, you have a partner for life.

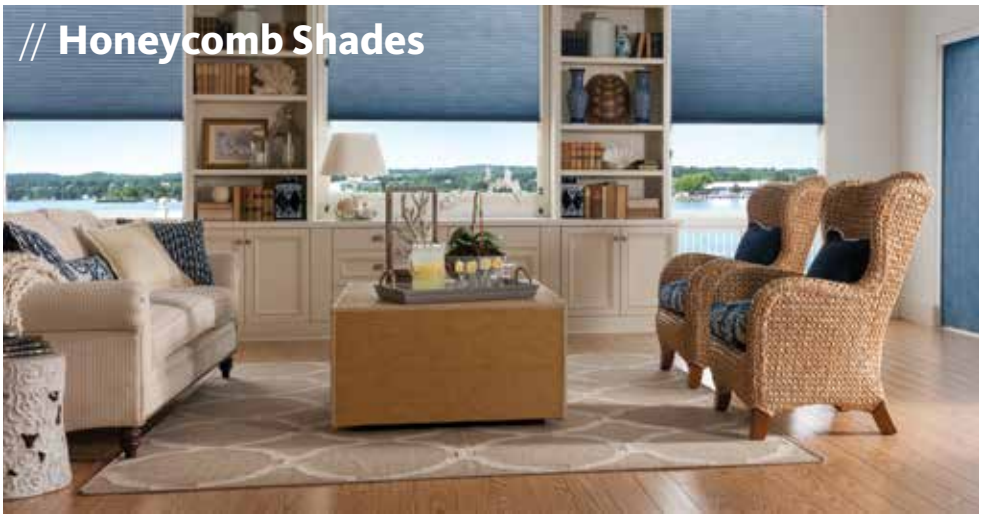
## **TAKE A LOOK:**

- Instructions for easy care and maintenance
- Directions for safely and correctly operating your new window coverings
- Limited Lifetime Warranty

With our appreciation,

***the Alta team***

# // Honeycomb Shades



## CARE & CLEANING GUIDELINES

Alta Honeycomb Shades are 100% polyester and are treated to help resist dust, dirt, and stains.

**Dusting** Dust your shades regularly using an ordinary soft, clean cloth, dust cloth or mitt, feather-like duster, or cylindrical dust brush specially designed for shades.

**Vacuuming** For deeper cleaning, vacuum gently with a brush attachment.

**Compressed Air/Hair Dryer** Use a can of compressed air or a handheld hair dryer on the COOL setting to blow off dust and debris.

**Spot Cleaning** Use a soft cloth or sponge moistened with lukewarm water and mild detergent. Blot gently to avoid creasing or damaging the fabric.

### Bathtub Cleaning/Water Immersion

This method can be used for most, but not all, honeycomb fabrics. DO NOT USE with any SoftStyle fabrics or Blackout fabrics. DO NOT immerse headrails on any operating system other than standard cordlock. Immerse entire shade in lukewarm water with a mild detergent and gently move the water around with your fingers. Rinse with clear water. Close shade before removing, and hold vertically allowing the excess water to drain off. Re-install the damp shade into the window. Lower the shade all the way down and allow to dry completely.

**Ultrasonic Cleaning** Professional ultrasonic cleaning is recommended for most, but not all, Honeycomb fabrics. DO NOT USE with any Blackout fabrics.

**Injection/Extraction Cleaning** This type of cleaning injects a cleaning solution into the fabric and immediately extracts the dirty solution. The service is typically performed in the home. Search online or consult your local Yellow Pages.

## OPERATING INSTRUCTIONS

### Standard Rectangular and Top-Down/Bottom-Up Shades

**Raising Your Shade:** Pull the cord toward the center of the shade (approximately 30° from vertical) until the lock is released. Continue pulling the cord at this angle until the shade reaches the desired position. To lock, move the cord back toward the edge of the shade and release.

**Lowering Your Shade:** Pull the cord toward the center of the shade (approximately 30° from vertical) until the lock is released. Let the cord slip slowly through your fingers until the shade reaches the desired position. To lock, move the cord back to the edge of the shade.

### Continuous Cord Loop Shades

Pull gently on the front or back of the cord loop to lift or lower the shade.

### Cordless Lift Shades

Firmly grasp the handle or center of the bottomrail, then lift or lower the shade to the desired position.

### Cordless Lift & Lock Shades

Push and hold the button on the bottomrail handle. Lift or lower the shade to the desired position, then release the button to lock the shade into place.

### Vertical Application

Grasp the handle on the side rail and pull the shade back and forth across the window.

# // Wood & Faux Wood Blinds



## CARE & CLEANING GUIDELINES

**Dusting** Dust your blinds regularly using an ordinary soft, clean cloth, chemically-treated dust cloth or mitt, feather-like duster, or cylindrical dust brush specially designed for blinds.

**Vacuuming** For deeper cleaning, vacuum gently with a brush attachment.

### **Compressed Air/Hair Dryer**

Use a can of compressed air or a handheld hair dryer on the COOL setting to blow off dust and debris.

### **Spot Cleaning** *Faux Wood Blinds only.*

Use a soft cloth or sponge moistened with lukewarm water and mild detergent if needed. DO NOT USE to clean Wood Blinds.

### **Bathtub Cleaning/Water Immersion**

*Faux Wood Blinds without cloth tapes only.*  
DO NOT USE to clean Wood Blinds.

Immerse entire blind in lukewarm water with a mild detergent and gently move the water around with your fingers. Rinse with clear water. Close blind before removing, and hold vertically allowing the excess water to drain off. Re-install the damp blind into the window. Lower the blind all the way down and allow to dry completely.

## OPERATING INSTRUCTIONS

### **Standard Blinds**

*Aligning Your Blind:* After the blind is installed, tilt it open, then raise and lower it several times. This will allow the cords and slats to align themselves.

*Tilting The Slats:* Pull down on either one of the tilt cords or twist the tilt wand until slats reach the desired position.

*Raising Your Blind:* Ensure slats are in the open position, then pull the lift cord downward until the blind reaches the desired height. Release the cord and the blind will automatically lock into place.

*Lowering Your Blind:* Gently pull the cord toward the center of the blind until the lock releases. Let the cord slip slowly through your fingers until the blind reaches the desired height. Move the cord toward the outside of the blind and release. The blind will automatically lock into place.

### **Cordless Lift & Lock**

Push and hold the button on the bottomrail to lift or lower the blind. Release the button to lock the blind into place.

### **Cordless Lift Blinds**

Firmly grasp the center of the bottomrail, then lift or lower the blind to the desired position.

# // Window Shadings



## CARE & CLEANING GUIDELINES

Alta Window Shadings are 100% polyester and are treated to help resist dust, dirt, and stains.

**Dusting** Dust your shadings regularly using an ordinary soft, clean cloth, dust cloth or mitt, feather-like duster, or cylindrical dust brush specially designed for shades. DO NOT USE magnetic cleaners such as a dusting mitt on light-dimming fabrics. This will damage the light-dimming backing.

**Vacuuming** For deeper cleaning, vacuum gently with a brush attachment.

**Compressed Air/Hair Dryer** Use a can of compressed air or a handheld hair dryer on the COOL setting to blow off dust and debris.

**Ultrasonic Cleaning** Professional ultrasonic cleaning is recommended for Window Shadings.

**Injection/Extraction Cleaning** This type of cleaning injects a cleaning solution into the fabric and immediately extracts the dirty solution. The service is typically performed in the home. Search online or consult your local Yellow Pages.

## OPERATING INSTRUCTIONS

### Continuous Loop Control

*Lower Shading/Open Vanes:* Pull the rear cord of the cord loop down to lower the shading. With the shading fully lowered, continue to pull the rear cord to tilt the bottom rail and open the vanes.

*Close Vanes/Raise Shading:* Pull the front cord of the cord loop down to close the vanes and raise the shading.

**NOTE:** If the cord tensioner moves up the cord while operating, you have not secured it to the wall or window frame. You must do so for the shading to operate properly.

### Retractable Cord Control

*Lower Shading/Open Vanes:* Pull cord down toward the center of the shading with long strokes. Allow cord to retract completely into the headrail after each downward stroke. Continue until shading is fully lowered and vanes are open. While lowering, stop shading at any point by moving the cord back toward the vertical position.

**NOTE:** The shading must be in the fully lowered position before the vanes can be opened.

*Tilt Vanes/Raise Shading:* Pull cord straight down, or down and slightly out, with long strokes. With each stroke the shading partially raises. Allow cord to retract completely into headrail after each downward stroke. Use multiple strokes until shading reaches desired position. The shading can be stopped at any point while raising.

### Cordless (Available Summer, 2017)

*Lower Shading/Open Vanes:* Gently pull down on handle. (Handle will retract when released.) When shading is fully lowered, continue pulling down on the handle until the vanes open to desired position.

*Close Vanes/Raise Shading:* Slightly pull down on handle (about 1") and release. The vanes will close first, then shading will retract into headrail.

**NOTE:** To reposition the shading, it must be raised several inches first to reset the mechanism and then pulled down to the new position.

**IMPORTANT:** If the shading raises or lowers unevenly, the fabric rubs against one end of the headrail, or the bottomrail is uneven when fully raised, the bottomrail weight needs to be adjusted. To do so, release the weight clips on the bottomrail by inserting a flat blade screwdriver into the weight clip and turning clockwise. Move the weight in 1" increments toward the side where the fabric is gathering. Secure the weight clips back into position by counterclockwise after making the adjustment. Test and adjust again as necessary.



## // Vertical Shadings



### CARE & CLEANING GUIDELINES

Alta Vertical Shadings are 100% polyester and are treated to help resist dust, dirt, and stains.

**Dusting** Dust your shadings regularly using an ordinary soft, clean cloth, dust cloth or mitt, feather-like duster, or cylindrical dust brush designed for shades.

DO NOT USE magnetic cleaners such as a dusting mitt on light-dimming fabrics, for it will damage the backing.

**Compressed Air/Hair Dryer** Use a can of compressed air or a handheld hair dryer on the COOL setting to blow off dust and debris.

**Ultrasonic Cleaning** Professional ultrasonic cleaning is recommended for Vertical Shadings.

**Injection/Extraction Cleaning** This type of cleaning injects a cleaning solution into the fabric and immediately extracts the dirty solution. The service is typically performed in the home.

### OPERATING INSTRUCTIONS

#### Wand/Cord Combination Control

*Rotating the Vanes:* With the shading fully traversed across the window, grasp the wand tether in one hand and the bottom handle in the other. Twist the bottom handle left or right to open or close vanes.

*Traversing The Vanes:* Rotate the vanes to the fully open position. Then pull down on either side of the cord to draw the shading across the window.

#### Safety Wand Operation

*Rotating the Vanes:* With the shading fully traversed across the window, twist the wand to the left or right to open or close vanes to the desired position.

*Traversing The Vanes:* Rotate the vanes to the fully open position. Then push or pull the wand to draw the shading across the window.

## // Dual Shades



### CARE & CLEANING GUIDELINES

Alta Dual Shades are 100% polyester and are treated to help resist dust, dirt, and stains.

**Dusting** Dust your shades regularly using a featherlike duster, or cylindrical dust brush specially designed for shades.

**Compressed Air/Hair Dryer** Use a can of compressed air or a handheld hair dryer on the COOL setting to blow off dust and debris.

**Ultrasonic Cleaning** Professional ultrasonic cleaning is recommended for Dual Shades.

**Injection/Extraction Cleaning** This type of cleaning injects a cleaning solution into the fabric and immediately extracts the dirty solution. The service is typically performed in the home.

NOTE: Dual Shades should not be vacuumed or spot-cleaned.

### OPERATING INSTRUCTIONS

#### Continuous Loop Control

*Lowering the Shade:* Hold the back of the cord loop and pull down until shade reaches desired position.

*Raising the Shade:* Hold the front of the cord loop and pull down until the shade reaches desired position.

# // Shades: Roller // Panel Track // Roman



## CARE & CLEANING GUIDELINES

**Dusting** Dust your shades regularly using an ordinary soft, clean cloth, dust cloth or mitt, feather-like duster, or cylindrical dust brush specially designed for shades.

**Vacuuming** For deeper cleaning, vacuum gently with a brush attachment.

**Compressed Air/Hair Dryer** Use a can of compressed air or a handheld hair dryer on the COOL setting to blow off dust and debris.

**Spot Cleaning** (*Screen shades and vinyls only*) Use a soft cloth or sponge moistened with lukewarm water and mild detergent. Blot gently to avoid creasing or damaging the fabric. **DO NOT USE** this method on delicate woven fabrics.

## OPERATING INSTRUCTIONS

### ROLLER SHADES

#### Beaded Chain Control

*Raising and Lowering Your Shade:* Pull gently on the front or back of the beaded chain to lift or lower the shade.

#### TouchLift Cordless Control

*Lowering Your Shade:* Grasp the handle or center of the bottomrail and gently pull the shade down to the desired position. Release the shade and it will lock into position.

*Raising Your Shade:* Gently pull the handle or center of the bottomrail down slightly to release the locking mechanism, then guide the shade to the desired position. Then gently pull down slightly to engage the lock.

### PANEL TRACK

#### Safety Wand Operation

*Traversing the Panels:* Push or pull the wand to draw the panels across the window.

### ROMAN SHADES

#### Standard Rectangular

*Lifting Your Shade:* Pull the lift cord down and toward the left of the shade to unlock the cordlock, then continue pulling on the cord until the shade reaches the desired height. To lock the shade into position, pull the cord sharply to the right of the shade and release.

*Lowering Your Shade:* Pull the cord down and toward the left of the shade to unlock the cordlock, then let the cord slip slowly through your fingers until the shade reaches the desired position. To lock the shade into position, pull the cord sharply to the right of the shade and release.

**NOTE:** Do not try to raise the shade any higher than it was intended to go. If the shade binds, check the cord alignment to ensure that the cords are not jamming.

#### Continuous Cord Loop Shades

Pull gently on the front or back of the cord loop to lift or lower the shade to the desired position. Do not try to raise the shade any higher than it was intended to go. If the shade level becomes uneven, lower the shade completely to realign the shade lift cords.



## // Natural Wovens



### CARE & CLEANING GUIDELINES

**Dusting** Dust your shades regularly using an ordinary soft, clean cloth, dust cloth or mitt, feather-like duster, or cylindrical dust brush specially designed for shades.

**Vacuumping** For deeper cleaning, vacuum gently with a brush attachment.

**Compressed Air/Hair Dryer** Use a can of compressed air or a handheld hair dryer on the COOL setting to blow off dust and debris.

### OPERATING INSTRUCTIONS

#### Standard Rectangular And Top-Down/Bottom-Up Shades

**Lifting Your Shade:** Pull the lift cord down and toward the left of the shade to unlock the cordlock, then continue pulling on the cord until the shade reaches the desired height. To lock the shade into position, pull the cord sharply to the right of the shade and release.

**Lowering Your Shade:** Pull the cord down and toward the left of the shade to unlock the cordlock, then let the cord slip slowly through your fingers until the shade reaches the desired position. To lock the shade into position, pull the cord sharply to the right of the shade and release.

**NOTE:** Do not try to raise the shade any higher than it was intended to go. If the shade binds, check the cord alignment to ensure that the cords are not jamming.

#### Continuous Cord Loop Shades

Pull gently on the front or back of the cord loop to lift or lower the shade to the desired position. Do not try to raise the shade any higher than it was intended to go. If the shade becomes uneven, lower the shade completely to realign the shade lift cords.

#### Cordless Lift Shades

Firmly grasp the center of the bottomrail, then lift or lower the shade to the desired position.

## // Aluminum Blinds



### CARE & CLEANING GUIDELINES

Alta Aluminum Blinds are treated with an anti-static paint additive that helps inhibit dust build-up.

**Dusting** Dust your blinds regularly using an ordinary soft, clean cloth, chemically-treated dust cloth or mitt, feather-like duster, or cylindrical dust brush specially designed for blinds.

**Vacuumping** For deeper cleaning, vacuum gently with a brush attachment.

**Compressed Air/Hair Dryer** Use a can of compressed air or a handheld hair dryer on the COOL setting to blow off dust and debris.

**Spot Cleaning** Use a soft cloth or sponge moistened with lukewarm water and mild detergent.

#### Bathtub Cleaning/Water Immersion

*This method can be used for all Aluminum Blinds except 2" Blinds with cloth tapes.*

Immerse entire blind in lukewarm water with a mild detergent and gently move the water around with your fingers. Rinse with clear water. Lift the blind from the water and hold vertically allowing the excess water to drain off. Lightly pat dry with a soft towel. Re-install the blind into the window. Lower the blind all the way down and allow to dry completely.

### OPERATING INSTRUCTIONS

**Aligning Your Blind:** Tilt slats open, then raise and lower blind several times to allow the cords and slats to align themselves.

**Tilting Slats Open and Closed:** Twist the tilt wand until the slats reach the desired position.

**Raising Your Blind:** Open slats, then pull the lift cord downward until the blind reaches the desired height. Release the cord to lock into place.

**Lowering Your Blind:** Gently pull the cord toward the center of the blind until the lock releases. Let the cord slip slowly through your fingers until the blind reaches desired height. Move the cord toward the outside of the blind and release to lock blind into place.

**Cordless Lift & Lock:** Push and hold the button on the bottomrail to lift or lower the blind. Release the button to lock the blind into place.

## // Vertical Blinds



### CARE & CLEANING GUIDELINES

**Dusting** Dust your blinds regularly using an ordinary soft, clean cloth, dust cloth or mitt, feather-like duster, or cylindrical dust brush specially designed for blinds.

**Vacuuming** For deeper cleaning, vacuum gently with a brush attachment.

**Compressed Air/Hair Dryer** Use a can of compressed air or a handheld hair dryer on the COOL setting to blow off dust and debris.

**Spot Cleaning** *Vinyl Blinds only.* Use a soft cloth or sponge moistened with lukewarm water and mild detergent. DO NOT USE this method on Fabric Blinds.

**Ultrasonic Cleaning** Professional ultrasonic cleaning is recommended for Fabric Blinds only.

**Injection/Extraction Cleaning** This type of cleaning injects a cleaning solution into the fabric and immediately extracts the dirty solution. The service is typically performed in the home. Search online or consult your local Yellow Pages.

### OPERATING INSTRUCTIONS

#### Standard Cord and Chain Operation

**Rotating The Vanes:** Pull gently on either of the beaded chains to tilt vanes open and closed.

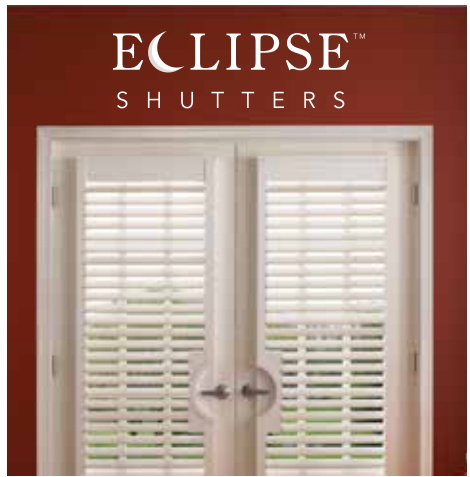
**Traversing the Vanes:** Ensure vanes are in the open position, then pull gently on the front or back of the cord loop to traverse the vanes across the window.

#### Safety Wand Operation

**Rotating the Vanes:** With the blind fully traversed across the window, twist the wand to the left or right to open or close vanes to the desired position.

**Traversing the Vanes:** First, rotate the vanes to the fully open position. Then push or pull the wand to draw the vanes across the window.

## ECLIPSE™ SHUTTERS



### CARE & CLEANING GUIDELINES

Eclipse Shutters, comprised of Polyresin 3 compound, feature a permanent finish that resists dents and scratches. Should a scratch occur, it can be removed without harming the finish.

**Dusting** Dust your shutters regularly using an ordinary soft, clean cloth, dust cloth or mitt, feather-like duster, or cylindrical dust brush.

**Vacuuming** For deeper cleaning, vacuum gently with a brush attachment.

**Compressed Air/Hair Dryer** Use a can of compressed air or a handheld hair dryer on the COOL setting to blow off dust and debris.

**Spot Cleaning** Use a soft cloth or sponge moistened with lukewarm water and mild detergent if needed. For difficult to remove dirt and stains, a water-based household cleaner can be used. Chlorine-based cleaners, or other cleaners containing organic solvents could affect the surface appearance and durability of the product, and therefore should not be used.

### OPERATING INSTRUCTIONS

**Tilting Louvers Open and Closed:** Grasp the tilt bar and move it up or down to the desired position. If the panel features rear tilt, grasp one louver and move it to the desired position. All other louvers in that panel will move as well.

**Opening Panels:** Tilt the louvers to the open position, grasp the inside edge of the panel and gently pull open.

# LIMITED LIFETIME WARRANTY

## *Covering Our Custom Made Window Coverings*

Because we take pride in our workmanship and quality that goes into every one of our products, we back our products with this warranty.

We extend this limited lifetime warranty to the original purchaser. This warranty applies only to manually operated Custom Products properly installed in the window, door or interior area for which they were intended.

Installation of the product must be in accordance with the accompanying instructions. The product cannot be modified. It is the purchaser's responsibility to maintain and clean the product in compliance with the instructions provided. The product must be used only in the window for which it was purchased.

This warranty covers our products for defects in materials, mechanisms, workmanship, or failure to operate properly. Operational cords are warranted for 5 years from the date of purchase.

Any conditions caused by damage to the product resulting from misuse, abuse, direct exposure to salty air or discoloration due to sunlight or the passage of time are not covered by this warranty.

THIS WARRANTY DOES NOT APPLY TO CONDITIONS CAUSED BY NORMAL WEAR AND TEAR UPON THIS PRODUCT.

This Warranty Is Exclusive And In Lieu Of All Other Obligations, Liabilities Or Warranties. In no event shall Alta be liable for INCIDENTAL or CONSEQUENTIAL DAMAGES or 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 this exclusion or limitation may not apply to you.

In the event of a defect under this warranty, Alta will repair or replace the product, at our option, provided it is returned to an authorized dealer.

Our warranty excludes shipping charges and labor costs for removal, measuring and installation. Repairs will be made with like or similar parts.

This warranty gives you specific legal rights, and you may also have other rights, which may vary from state to state.

### **NOTES:**

- *Specialty Shades are warranted for one year from the date of purchase.*
- *Motorization Systems are warranted for five years from the date of purchase.*

# ALTA

WINDOW FASHIONS

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Ask us about our many products that are certified Best for Kids.  
They are best suited for use in homes with young children.

[www.altawindowfashions.com](http://www.altawindowfashions.com)

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