

# INSTRUCTIONS FOR INSTALLATION, OPERATION and MAINTENANCE of YOUR WOOD BLINDS

## **PLEASE READ INSTRUCTIONS COMPLETELY BEFORE STARTING!**

Get acquainted with your blind components and terms prior to installing. Treat your blinds with care beginning with the installation (See Diagram A.). Suggested tools needed to complete the installation are: Pencil; Slotted or 1/4" Nut Screw Driver; Hand or Electric Drill; 3/32" Bit; Level; and Measuring Tape.

Inside, Outside or Ceiling Mount: Your blind has been produced exactly to your width specifications to fit inside or outside your window frame. Length specifications can vary up to 3/4" longer. Blinds tilt properly when raised and locked with the bottomrail freely hanging above the window sill. Do not drill holes into the mounting surface. Start the screws through the bracket into the mounting surface. (See Diagram B.)

## **INSTALLATION**

1. Place the headrail of the blind where you desire to mount it. Raise or lower the headrail to clear any obstructions. Make sure that the headrail is level. Once it is properly positioned, pencil a reference mark at each end of the headrail.
2. Mount the end brackets. Each blind comes with 2 brackets and 4 screws. Brackets are marked left and right. On outside or ceiling mounts, brackets should be spaced an additional 1/4" on each side of the headrail. Place brackets at the reference mark and mark the screw holes with a pencil. Select diagonal (i.e., right top, left bottom) holes to assure a secure installation and avoid splitting the window frame. Space center support brackets evenly along the width of the blind. Line-up the top of the center support bracket with the top of the end brackets, mark for screws. Insert and tighten screws through all brackets, making sure the brackets are straight and level. (See Diagram B).
3. Mount the blind by sliding the headrail into the brackets. Press the front hinged cover plate of the installation brackets until it snaps in place.
4. To install the valance: Place the valance on the headrail. Magnets will hold the valance in place.
5. If hold down brackets were requested the brackets should be installed after the blind has been hung. Release blind to full length and mark each side of the blind directly across from the hold down pin in the bottomrail. Make sure that marks are level. Place top of hold down bracket at mark, screw the brackets to the mounting surface. Pull blind down and slip the pins into the brackets and bottomrail.

## **OPERATING YOUR BLINDS**

### Tilting:

Wand Tiltors - Turn the wand and slats will tilt: turning to the left will tilt slats upward, right will tilt slats downward.

Cord Tiltors - Move either of the two cords and slats will tilt. Left cord tilts slats downward, right cord tilts slats upward. To make it easier to choose the right cord: shorten right cord by lifting tassel and retying a knot at a higher level so that after any use this cord will remain shorter. Reminder: short cord - up; long cord - down.

### Raising and Lowering:

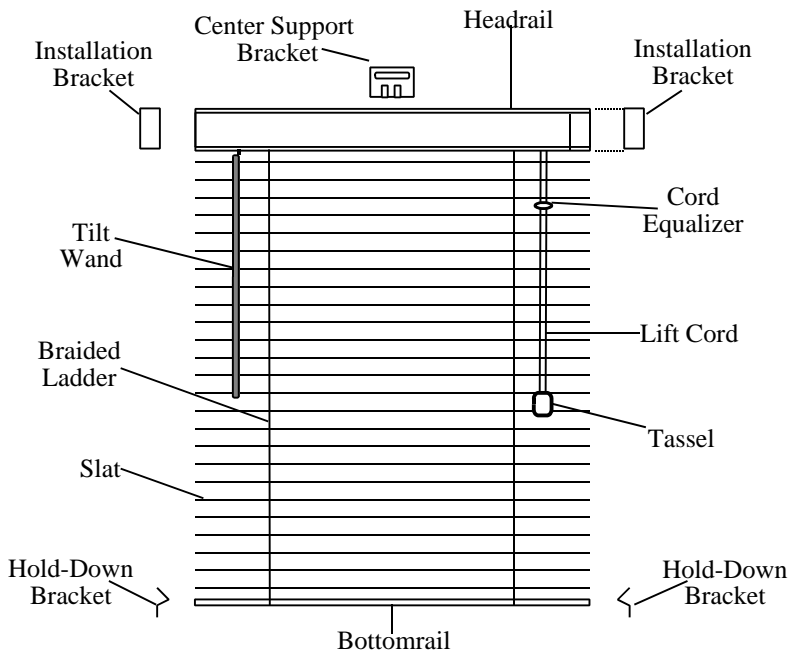
Always keep slats fully open (not tilted) when raising or lowering your blind. To raise blind, pull the lift cord(s) straight down. The lock mechanism is a sliding rod type and it will lock automatically when the cord is released. To lower blind, move lift cord toward center of blind and slowly raise your hand while holding onto the cord (supporting the bottomrail with your free hand will make raising and lowering your blind easier). To lock blind in position, move the cord back to its straight down position and release.

## **MAINTENANCE**

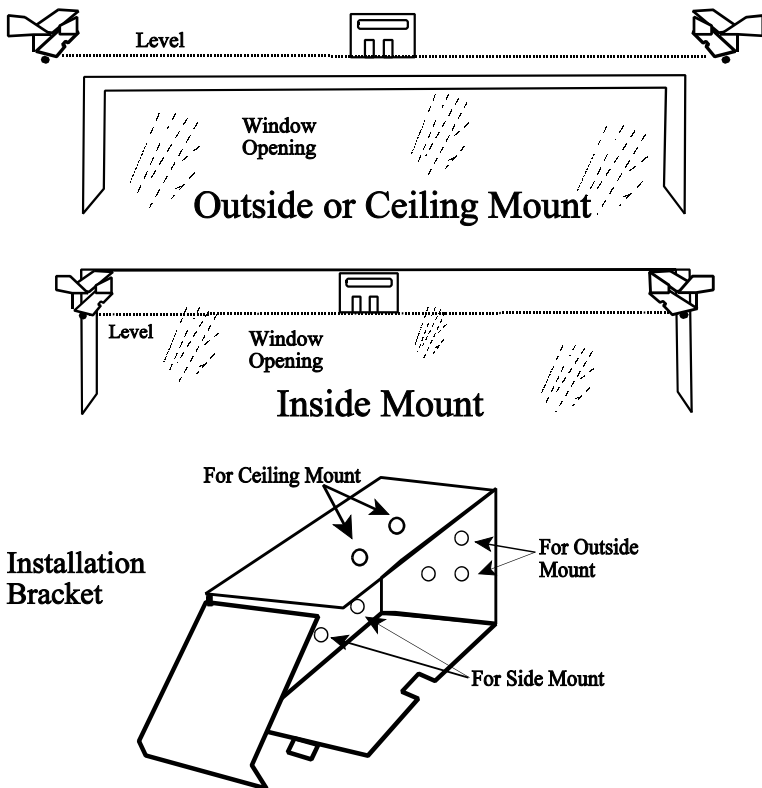
Treat the blinds as you would any fine wood furniture. Dust with a soft clean cloth or dusting mitt. Dust is easily brushed off, especially when cleaned at regular intervals. Avoid using harsh chemicals and cleaners.

# GET ACQUAINTED WITH YOUR NEW BLIND ....

## Diagram A



## Diagram B



## WARNING

1. Parents should know that children could accidentally strangle in window covering cords. Keep cords out of the reach of children. Use these devices available at local hardware or window covering stores:

- Cleat (sent with blinds upon request)
- Clamp or clothes pin
- Tie cord to itself
- Tie-Down device



2. Use **PROPER SCREWS**. Two #6 screws are supplied for each bracket. These are self tapping, 3/4" (1.9 cm) long screws with slotted hex heads, suitable for wood or sheet metal surfaces. In **METAL SURFACES** drill holes with #31 (.120 inch or 3mm diameter) steel drill bit after starting hole with center punch or awl. In **WOOD SURFACES**; 7/64" (2.8 mm) drilled holes make driving the screw easier and minimize wood splitting. For **PLASTER, DRYWALL, CONCRETE, STONE, BRICK, OR TILE**; use carbide drill and appropriate plugs, anchors or screws of proper type and length to fasten to stud, beam or other subsurface. Follow fastener manufacturer's recommendations.

3. **USE PROPER EYE PROTECTION** when drilling mounting holes.

4. When patio door blinds are raised. **KEEP LIFT CORD AWAY FROM DOOR OPENING** to prevent possible tripping hazard.