

# Corded Roman Blind Kit Instructions

- Please read carefully before commencing

**We recommend a professional or a person competent in DIY undertake this installation.**

**Please note:** Additional fasteners other than those sent with your blind may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile or stone need special plugs and drill bits. Remember to always pre-drill holes in wood to avoid splitting.

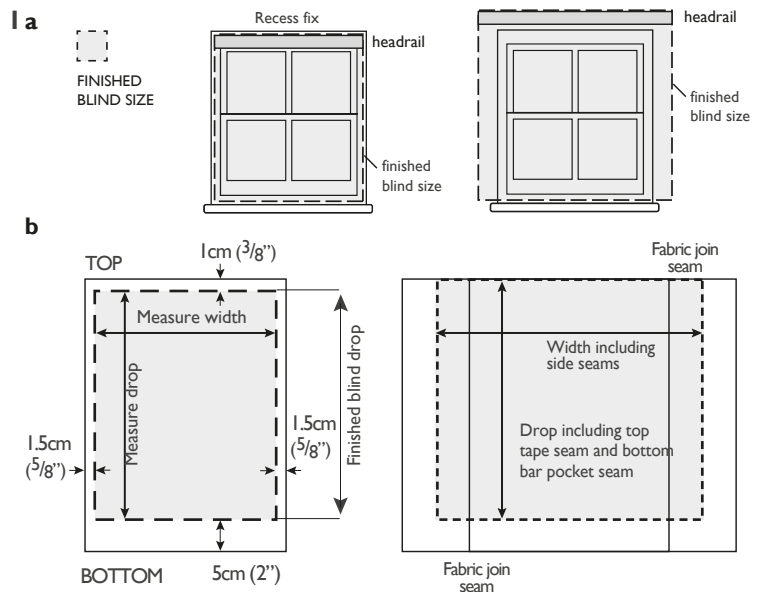
**Tools Required for hanging the headrail**

Drill      6mm Drill Bit      Screw Driver      Hack Saw

Parts list													
headrail length	headrail (with end cap)	support	cord guide	cord pulley (with cords)	split cord collector	cord pull	cord cleat	roman rods	bottom bar	CBA snap on cord toggle	loop tape	pocket roman blind tape	screws & wall plugs
60cm	1	2	2	1	1	1	1	5	1	4	0.61 Mtr	3.2 Mtr	4
90cm	1	2	3	1	1	1	1	5	1	6	0.91 Mtr	4.7 Mtr	4
120cm	1	3	3	1	1	1	1	5	1	6	1.21 Mtr	6.2 Mtr	5
150cm	1	4	4	1	1	1	1	5	1	8	1.51 Mtr	7.7 Mtr	6
180cm	1	4	4	1	1	1	1	5	1	8	1.81 Mtr	9.2 Mtr	6
210cm	1	5	4	1	1	1	1	5	1	8	2.11 Mtr	10.7 Mtr	7

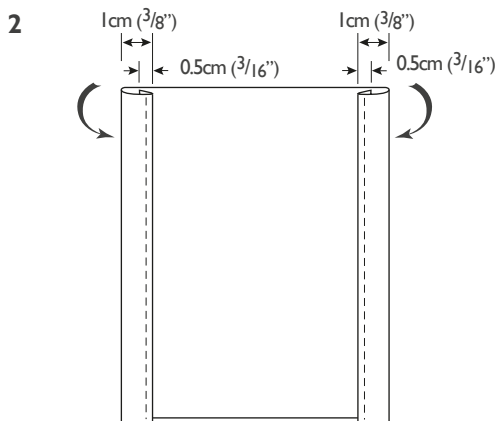
## 1 Fabric requirements for your blind

- Measure the width and drop of your window for recess fixed headrail or if you have mounted your blind headrail outside the recess, measure the width of the blind headrail by the drop required.
- Add to the finished blind the measurements shown in diagram B.  
On wider blinds more than a fabric width wide, join the fabric so the blind will have seams an equal distance from the centre. Mark the blind size plus seams with tailors chalk. Trim out the size.



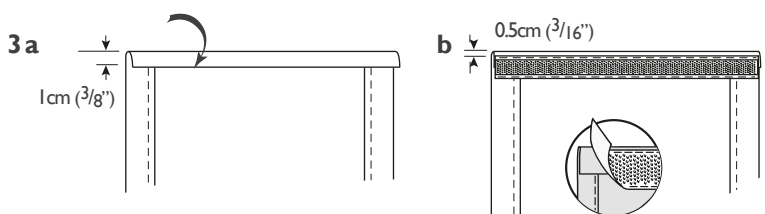
## 2 Sewing the side seams

Working on the back of the fabric, fold the side fabric under 0.5cm (3/16") and then over 1cm (3/8") to form a seam and sew down the inner edge. Repeat for the opposite side.



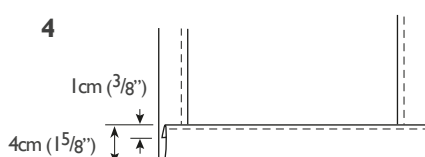
## 3 Stitching the loop tape to the top of the blind

- Remove loop tape from headrail
- Fold over the top of the fabric 1cm (3/8").
  - Place the loop tape over the fold leaving a 0.5cm (3/16") gap between the tape and the top of the fold. Sew the tape into place with two rows of stitches - a row on top and a row on the bottom of the tape.



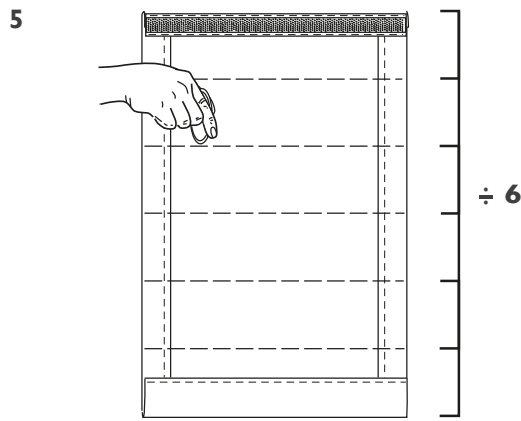
## 4 Sewing the bottom bar pocket

Fold over and create a 4cm (1 5/8") pocket with a turn over of 1cm (3/8") as shown in the diagram. Stitch along the top edge hem/pocket.



## 5 Marking the tape positions

Divide the distance between the top and bottom of the blind by 6 and mark at both sides the position. With tailors chalk draw a faint line across the blind. Note: Ensure the lines are parallel before sewing blind in step 6.

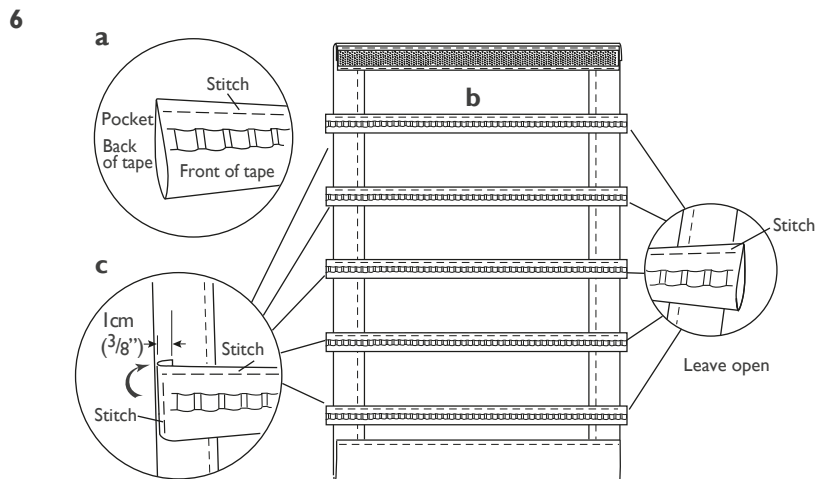


## 6 Sewing the pocket tape to the blind

a. Rotate the pocket tape so that it is in the upright position with the rear large pocket at the bottom of the tape and the small strip of pockets facing upwards as shown opposite.

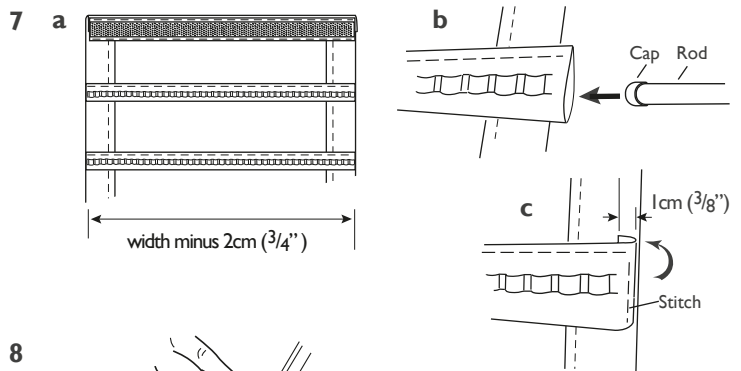
**Trim rods and tapes only if required.**

- b. Measure and trim the 5 lengths of tape to the blind width plus 1cm ( $\frac{3}{8}$ " ) at either end for seams.  
c. Place the lengths onto the chalk marks made previously and turn one side of each length in 1cm ( $\frac{3}{8}$ " ) to form a hem on the tape.  
d. Sew to the blind with a row of stitching above the pocket area leaving one pocket end open on each to be hemed later.



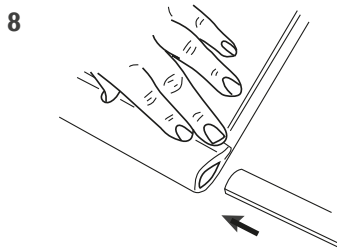
## 7 Inserting the roman rods

- a. Remove cap and trim the roman rods 2cm ( $\frac{3}{4}$ " ) shorter than the blind width. Replace cap.  
b. Insert into the open ends of pockets on the blind tape.  
c. Fold the end of the pocket under 1cm ( $\frac{3}{8}$ " ) and stitch down the side.



## 8 Inserting the bottom bar

Trim the bottom bar to the same width as the roman rods cut previously (2cm ( $\frac{3}{4}$ " ) shorter than the blind width). Insert into the bottom pocket of the blind. Place a tacking stitch at each end to hold in place.



## 9 Positioning the headrail

Please note: Additional fasteners other than those sent with your blind may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile or stone need special plugs and drill bits. Remember to always pre-drill holes in wood to avoid splitting.

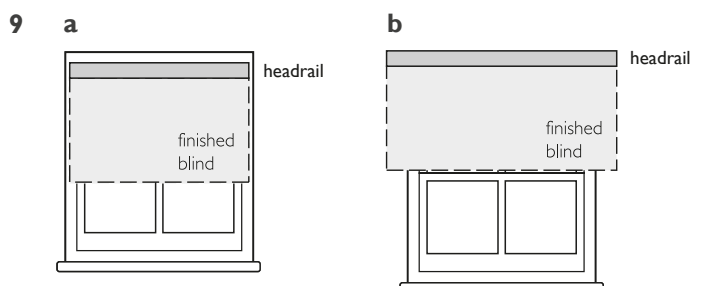
### a. Inside the recess

Decide the position of the headrail so that it will be clear of any latches and window fixtures. If you need to reduce the width of the headrail to fit the recess, this should be done before assembling. See 'Trimming the headrail' instruction on the following page.

### b. Outside the recess

Decide the position of the headrail so that the overlaps on both sides of the recess are equal. It is advisable to allow a minimum of 5cm (2") overlap on each side.

**The headrail shall not be installed less than 1.5m from the floor.**

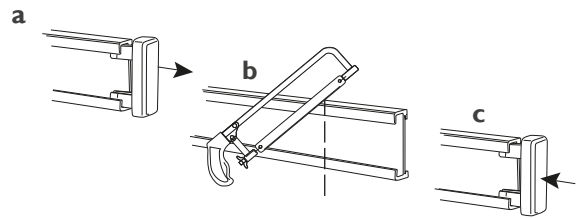


## 10 Trimming the headrail

Tool required is a hacksaw.

- Remove the headrail end cover.
- Trim the track with a fine hacksaw.
- Re-fit the the end cover.

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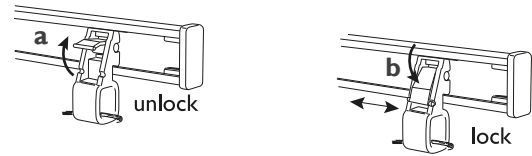


## 11 Positioning the cord guides along the back of the headrail

Note: If you require a left hand draw see point 18 before repositioning the cord guides.

- To position the cord guides push up release catch A, slide to desired position, spaced equally and exactly above a row of loops on the tape.
- Lock by pressing the catch back down.

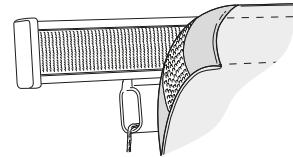
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## 12 Attaching blind to the headrail

Line up the blind/loop tape with the hook tape on the headrail and press firmly to secure the blind in place.

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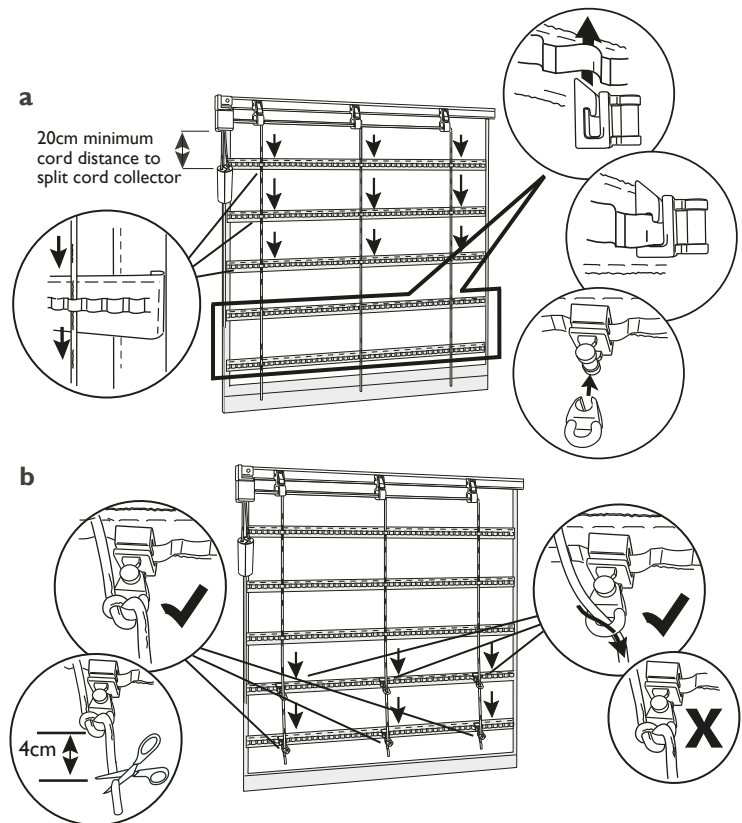


## 13 Cording the blind

For ease of assembling the headrail is pre-corded.

- Working vertically from where each cord will drop from the cord guides, thread the cord through the pocket tape. On the last two rows of pocket tape, insert the CBA snap on cord toggle bases in an upward motion into the pocket tape in line with the cords. Clip on the CBA snap on cord toggle front to each of the bases.
- On the second from last row of CBA snap on cord toggles thread the cord through the toggle loops. **Do not tie the cord to this row of snap on cord toggles or allow the cords to become twisted.** With the blind held in a level, vertical position, tie the cords to the bottom row of toggle. Adjust knots to the CBA snap on cord toggles so that equal tension is held on each and they are level. Trim any excess cord at a distance of 4cm from the CBA snap on cord toggles.

13 a



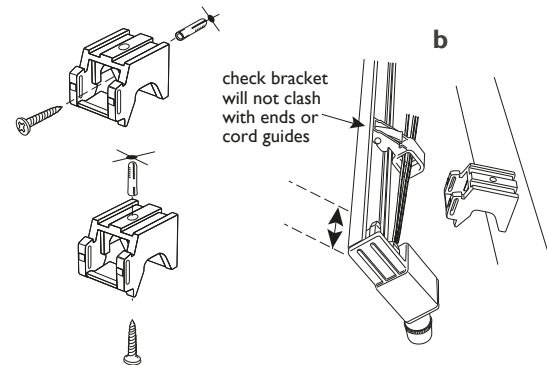
Should the cords ever become detached please ensure when replacing that they are aligned vertically and that the CBA snap on cord toggles have equal tension on each and they are level.

## 14 Fixing the wall support brackets

The brackets are designed for face or top fixing to frame, wall or ceiling.

- Mark through the screw holes the position for the brackets making sure they are level and in line, check with a spirit level.
- Leave a gap of at least 2cm between the end brackets and the end of the headrail to avoid clashing with the end cover and the cord lock. Also make sure the bracket positions will fall between the cord guides. With the brackets removed, drill each bracket screw position using a 6mm drill bit. Fix brackets into place using screws provided, check alignment and level as you go. Use the wall plugs provided for plaster and masonry walls. We recommend for plaster walls a wooden batten be secured first.

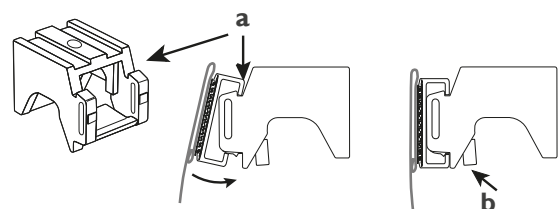
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## 15 Installing the finished roman blind

- Clip the finished roman blind onto brackets by resting the headrail on the top arrowed position and pressing back until it rotates and clicks into place.
- To remove the headrail depress and release the underneath catch.

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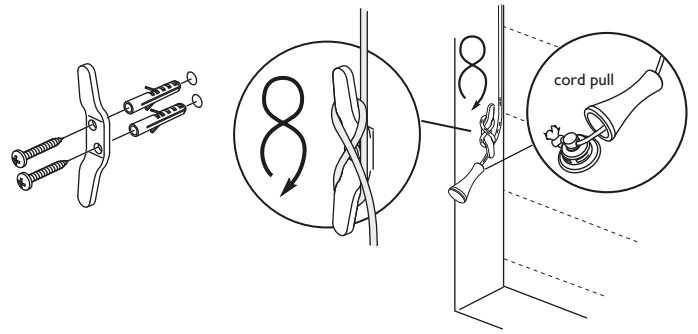


## 16 Installing the cord cleat

The cleat shall be installed as close to the headrail as possible and in all cases not less than 1.5m from the floor. Cut any access cord and thread on the cord pull supplied. Knot to hold in place.

**Children can strangle if this safety device is not installed. Always use this device to keep cords or chains out of reach of children.**

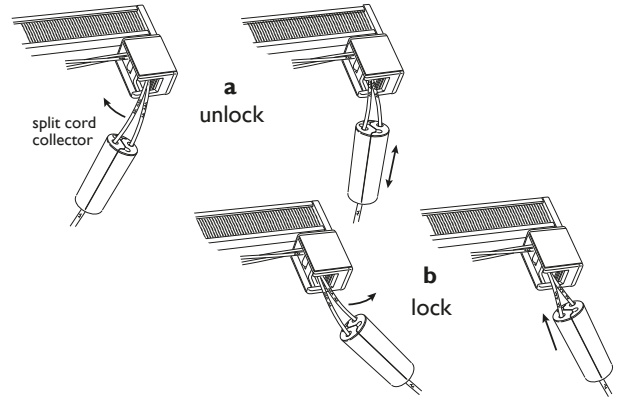
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## 17 Using the cord lock

- To unlock the cords and allow the blind to rise and fall, angle the cord to the left and pull.
- To lock the blind in place, angle the cords to the right and release.

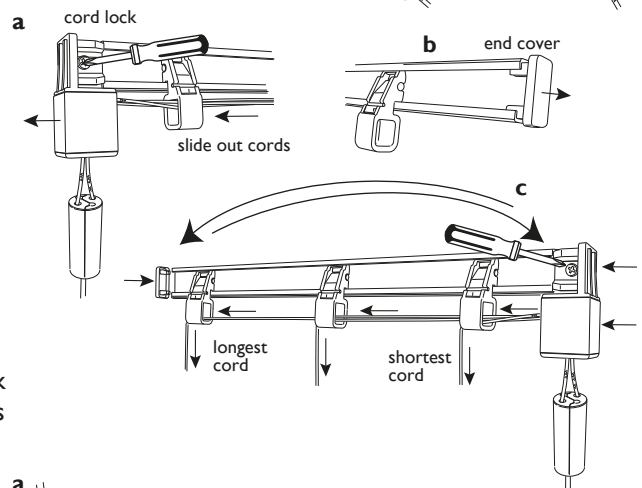
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## 18 Converting to left hand draw

- Remove the cord lock by unscrewing the retaining screw and sliding from the track with the attached cords.
- Slide and remove the end cover from the left side opposite end of the track.
- Slide the cord lock and the end cover into the track at the opposite ends from before. Screw the cord lock into place. Re-dress the cords through the cord guides from left to right. The cords are various lengths, please ensure the longest cord is through the furthest cord guide from the cord lock, and the shortest nearest the cord lock. Make sure the cords do not become twisted as this will inhibit the blinds function.

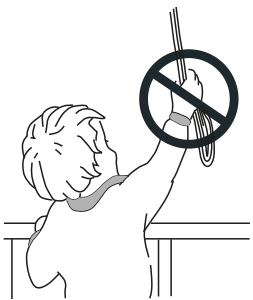
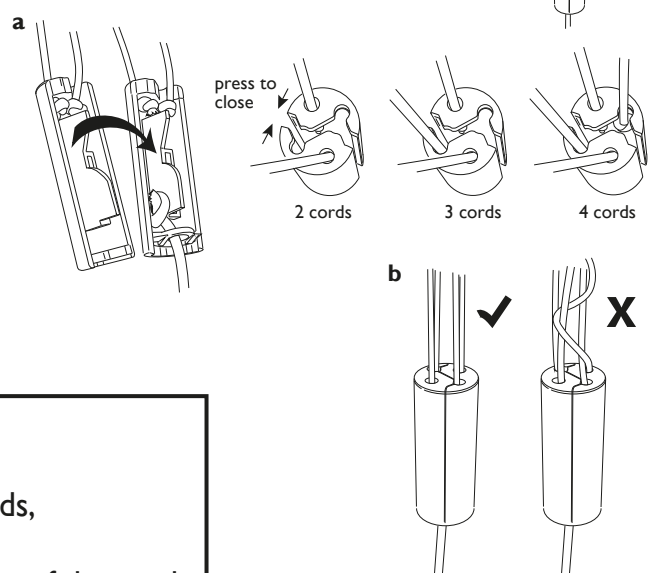
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## 19 CBA Split Cord Collector care

- If the split cord collector becomes detached simply press back into the closed position making sure that the number of cords and cord positions correspond to the diagram opposite.
- Do not put the cords back in a twisted position and never allow the cords to become twisted when in use.

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# WARNING

Young children have been strangled by loops in pull-cords, chains and tapes, and cords that operate the product. To avoid strangulation and entanglement, keep cords out of the reach of young children. Cords may become wrapped around a child's neck. Move beds, cots and furniture away from window covering cords. Do not tie cords together. Make sure cords do not twist and create a loop. Cut the cord to suitable length to ensure it can be wound around the cleat several times when your roman blind is both open and closed. Children can strangle if the cleat device is not installed. Always use this device to keep cords out of reach of children.

Keep out of the reach of young children.  
Small parts - choking hazard.

Batch code:

Retain these instructions for future reference.