



## Easy Installation Instructions: 2" and 2 ½" Horizontal Wood Blinds

We appreciate the purchase of your American made horizontal wood blind. Each blind was custom built and hand crafted to your specifications. With careful installation and periodic cleaning, your quality blind will provide you with years of enjoyment.

***Please take a moment to read these installation instructions carefully.***

### Tools you will need:

- ✓ Tape measure
- ✓ Pencil
- ✓ Screwdriver
- ✓ Level (*suggested*)
- ✓ Drill and ¼" hex head bit
- ✓ 1/16" drill bit for *wood surface* or 3/32" drill bit for *sheet metal surface*

**Note:** When using tools, make sure to use proper eye protection.

### Parts Included:

- A. Horizontal blind with 2" x 2" head rail
- B. Valance
- C. 2 piece adjustable valance clips
- D. Right and left universal installation brackets: 3 hex screws per bracket.
- E. Cord cleat
- F. Center support bracket(s) and screws. Provided with blinds larger than 48 inches wide. \*
- G. Extension Brackets and screws *by request*
- H. Hold down brackets and screws *by request*
- I. Hold down pins *by request*
- J. Spacer blocks *by request*
- K. Wand *by request*

**Caution:** Use proper screws to mount the blind. The screws provided are for wood surfaces and sheet metal surfaces. For all other surfaces obtain appropriate fasteners and install the fasteners according to the manufacturer's instructions.

### Instructions

1. Please follow the instructions according to the type of mount your blind was intended.

***Inside Mount Blind (IB)*** Hold the head rail centered in place where you would like to mount the head rail. Make pencil marks on the mounting surface below each end of the head rail. For optimum blind function, use a level to verify the pencil marks are even with each other. Installation brackets will be mounted using these pencil marks.

***Outside Mount Blind or Overhead Mount Blind (OB)*** Hold the head rail against the mounting surface (wall, window casing or ceiling) and center the head rail with the window. With a pencil, trace the bottom of the head rail 1/8 inch beyond each bottom end of the head rail. For optimum blind function, verify the pencil marks with a level to be certain the marks are even with each other. The installation brackets (or optional extension brackets) will be mounted using these pencil marks.

Note: If you have *center support brackets*, with a pencil, mark the bottom of where the center support brackets will be placed by holding the head rail against the mounting surface and tracing the bottom of the head rail with a pencil. Make sure the pencil marks are level and spaced evenly along the shaft of the head rail between the installation brackets.

2. The installation brackets are marked "left" or "right" indicating which side of the window to install the brackets. Start with the left installation bracket and open the swivel cover top. Line the bottom of the bracket up with the left pencil mark made under the previous instruction and mark the location of three screw holes to pre-drill for a bracket mount. Installation brackets may

be mounted in several different orientations depending on the type of blind mount. Repeat the process with the right installation bracket and the center support brackets. Pre-drill all of the marked screw holes using one of the recommended drill bits. Install the brackets using a phillips-head screw driver and surface appropriate screws. Center support brackets may be used interchangeably.

*Optional Extension Brackets:* Extension brackets may be used interchangeably. Line the bottom of an extension bracket up with one of the pencil marks made under the previously instruction. With a pencil, mark the location of three screw holes to pre-drill for a bracket mount. Extension brackets may be mounted in several different orientations depending on the type of blind mount. Pre-drill the marked holes using one for the recommended drill bits. Repeat the process for as many brackets needed for installation. Install the brackets using a philips-head screw driver and surface appropriate screws. For optimum blind function, with a level, verify all the brackets are even. Attach the installation brackets and the center support brackets to the mounted extension brackets using the bolts and nuts provided. Extension brackets are optional and are provided with each installation bracket and each center support bracket.

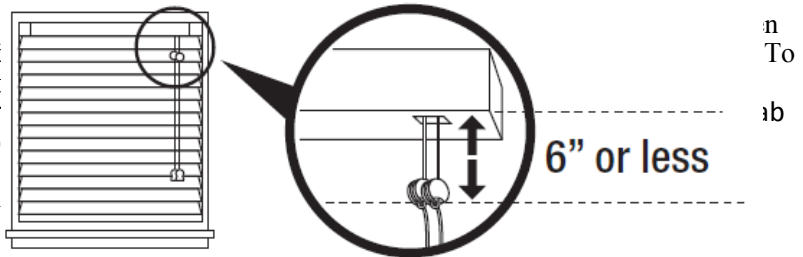
Note: If working on a wood surface, locate the screw holes at least ¼ inch from the edge of the surface to prevent splitting.

3. Take apart the two piece adjustable valance clips (if not apart) and snap the valance clip pieces, with the hooks, over the front lip of the head rail so that the flat portion of the valance clips are facing the front of the head rail.
4. Insert the head rail into the installation brackets. Close the installation brackets swivel covers and lock the head rail in place.
5. Wand Attachment: The tilt mechanism inside the head rail has a metal shaft protruding from it that extends beneath the head rail. Hook the wand through the hole in the shaft. Open and close the slats to test the wand tilter.
6. Hold Down Brackets: Some blinds have bottom rail end caps with a hole in the center; on these blinds, push a hold down pin into the hole in the end caps.
  - A. Lower blind completely and make sure the bottom rail is level.
  - B. Place hold down brackets on bottom rail hold down pins (slotted bracket on the right, slot down).
  - C. Mark bracket location on window/door frame with a pencil.
  - D. Remove brackets and raise blind.
  - E. Drill holes for bracket screws and mount brackets.
  - F. To secure bottom rail, insert hold down pin into the bracket without a slot first.
  - G. Then snap opposite pin into the bracket with a slot.

7. Take the portion of the valance clip with the knob and place the knob, with the clip turned horizontal, in the backside of the valance groove. Twist the valance clip vertical with the wide end of the clip twisted towards the top of the valance. Repeat the process with the remaining valance clips, spacing them according to the head rail clips. Connect the clips together by sliding the top of the valance clips onto the bottom of the head rail clips. Adjust the valance as needed.

**CORD STOPS:** The pull cords on your wood blinds is in its fully lowered position the cord stop, loosen the knob to an interesting point. You can position the cord stop to change the formatting of the pull

8. around the cord stop, adjust the



**Installation Complete!**

### Blind Operation

To Open or Close Blind: Turn the wand or the pull cord to tilt the slats to a desired angle.

To Raise or Lower Blind: The blind should be fully open, slats facing forward and not tilted, when raising or lowering the blind. To raise the blind, pull the lift cord straight down. To lower the blind, pull the lift cord toward the center of the blind and slowly raise the cord to desired height, then lock the blind in place by moving the cord back to resting position.

#### Child and Pet Safety Recommendation

To protect your children

1. Clamp or Clothes Pin
2. Cleat
3. Tie the cord to itself
4. Tie-down device



#### **⚠ WARNING:**

Young children can become entangled and strangle in cords. Keep all cords out of the reach of children. To avoid strangulation, use these devices.



pets from becoming tangled or strangled in cords, we recommend the following:

1. Changing your tassels to “Child Safety Tassels” or “Break Away Tassels”. The company you ordered your blinds from should be able to provide these tassels.
2. Purchase “Cord Cleats” or “Tie Down Devices” to wrap the blind’s cords around and keep the cords from dangling where children or pets may have access. Cord cleats and tie down devices can be found in many styles through the internet, local hardware stores or local window coverings retail stores.
3. Tie the cord to its self. Use a clothes pin or other device to keep cords away from where children and pets may have access.

**Cleaning and Care of Blind** To properly care for wood blinds, routine dust with a soft brush, cloth or duster. If blinds become soiled, they may be cleaned with a damp soft cloth or with a small amount of non-abrasive soap meant for wood surfaces and finishes. *Our warranty does not cover damages caused by other cleaning methods other than those suggested above.*