**Fitting and General cleaning of Venetian Blinds**

**Face or top fixing brackets**

If extension brackets have been supplied fit the other brackets

to the underside of the extension brackets using the screws provided.

Please note that wooden blinds have a wooden headrail valance which must

be removed from the headrail before fitting the blind. It is held in place with Velcro tape.

The brackets supplied can be screwed to the top or to the face of a

wall or window frame. They should be spaced equidistantly along the width of the blind.

Before selecting a fixing point ensure that the brackets will not cover any of the mechanisms inside the blind. The brackets should be positioned to one side of any internal fitting within the headrail.

After fixing the brackets pull the finger tabs to the centre of each bracket. Push the blind headrail upwards into the brackets and fold the finger tabs back towards the headrail so that they fit flush with the front of the headrail.

**Concealed top fix bracket**

Please note that great care should be taken when using this bracket as the blind cannot be easily removed once it has been fixed into position.

The brackets should be fitted to a horizontal surface above the blind location. Brackets should be fitted at least 15mm from a wall or window frame to allow for headrail clearance.

Fit the brackets provided from either end of the headrail with any additional brackets, if supplied, should be fitted equidistantly between the end brackets. When positioning the brackets great care must be taken to ensure that they do not cover any part of the mechanism. The projections on the

brackets must be positioned so that they engage with the lips on the headrail.

After fitting the brackets push the headrail upwards so that the legs of the brackets are inside the headrail. Continue to push the headrail upwards until the projecting lugs lock firmly into the headrail.

**Blinds fitted with a tilt wand**

The tilt wand will need to be fitted before operating the blind.

Take the plastic wand, holding the hook end and locate it into the wand tilter which is located in the headrail. This is done by simply locating the hook into the hole on the warm arm projecting from the headrail.

The blind is now ready for operation

**Operating the blind**

Caution: the slats should only be tilted when the blind is at its lowest point i.e. fully extended. Furthermore the blind should be raised or lowered only when the slats are horizontal or fully open.

Tilting the slats

To tilt the slats on a blind fitted with a tilt wand, rotate the wand either clockwise or anticlockwise until the desired position is obtained.

If the blind has tilt cords, pull one cord to tilt the slats and the other one to reverse the action.

Adjusting the drop of the blind.

To raise and lower the blind pull the lift cords towards the centre of the blind to release the cord lock. Adjust the blind to the required level and move the cord to the outside of the blind to lock the cords in position.

**General Cleaning of Blinds**

**The blinds must be in the closed position**.

**Obtain a soft cotton glove**. Alternatively, you might like to purchase a dust-attractant glove. Even kitchen paper towels will work if necessary but be sure to replace them regularly as you clean. Anti-static sheets are great because they reduce the static electricity.

**Keep the glove dry for wooden slats**. Oily or damp gloves will leave streaks. For synthetic polymers or metallic slats, you can use a slightly dampened glove. If you use a cleaning spray, check the suitability of the spray for your material. You do not want to end up leaving sticky streaks on your blinds that will attract dirt.

**Run your fingers lightly over the slats**. Do this from center to edge, right and left. This helps to ensure that additional dust is not run across the entire slat from one end to the other.

**Open the blind and shut it back the opposite way**. Again run your fingers lightly over the slats. If easier, open the slats and run your fingers under the slats.

**Change or dust off the glove or cleaning sheet regularly to prevent creating further build-up on the slats**.

**Using a Vacuum Cleaner**

**Close the slats**.

**Prepare the vacuum cleaner**. Affix the soft duster brush attachment to the nozzle. Do not use a nozzle without this attachment, as you may scratch or chip the slats.

**Hold the blind with one hand to prevent it banging as you move the vacuum nozzle over it**.

**Vacuum from the center outwards, both left and right**.

**Repeat until blind is finished on one side**. Open and shut the slats the other way and clean the underside of slat.