Made to Measure Window Furnishings

Innovative Solutions to Add Value for your Customer

Sales  Product Training Module 10.3 - Roman Blinds

Revision B
Sales Product Training
Contents for Module 10.3 - Roman Blinds

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   - Product Overview
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Roman Blinds Overview
Operation & Advantages

- Good insulator – Face fit for full coverage is most popular
- Excellent Blockout with B/O fabric & timber headrail
- Can be fitted to lift above the window so no natural light is lost or a view is compromised
- Neat when raised. Act as a pelmet & completes the look of a window without any fuss.
- Can be specially made to fit on to sloping windows
- Available in a wide range of fabrics allowing you to meet any lighting, privacy or design requirements
  - Sheer/translucent
  - Blockout
- 3 design styles to choose from to give a simple & stylish window furnishing effect
  - Classic / Tailored
  - Plantation / Villa
  - Sewless / Resort
Roman Blinds Product Overview
Roman Blinds Styles – All Side Edges are CUT

1. **Classic/Tailored** (sewn pockets in back of blind)
   - Sewn pockets at the rear of the blind
   - Needle pin (light)holes with some Blockout fabrics
   - Fibreglass rod inserted into the pockets
   - Lighter weight blind – easier in operation

2. **Plantation / Villa** (timber battens)
   - Timber ½ round batten to the front of the blind
   - Rectangular timber batten to the rear of the blind
   - No sewing eliminates pin (light) holes in fabric
   - More predictable drop in a reveal

3. **Sewless / Resort** (aluminium back extrusion)
   - Aluminium batten to the rear of the blind
   - No sewing eliminates pin (light) holes in fabric
   - Neatest and cleanest finish

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Please specify on order
Blinds using side cord control are available with side cord either;
- Front of the blind (Facade)
- Rear of the blind (Retroussé)
## Roman Blinds Overview
### Operation Options

<table>
<thead>
<tr>
<th>Type of Operation</th>
<th>Headrail</th>
<th>Brackets</th>
<th>Projection of Bracket to Front of the Blind</th>
<th>Cord/Chain Colours</th>
<th>Recommended Maximum Size</th>
<th>Width</th>
<th>Maximum Drop</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inside Mount</td>
<td>Outside Mount</td>
<td></td>
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<td>STANDARD CORD LOCK with SIDE to SIDE CONTROL</td>
<td>Aluminium - Brushed Silver (22mm x 10mm)</td>
<td>White Acrylic for Inside &amp; Outside Mount</td>
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<td>White, Teak, Mahogany, Alabaster, Black, Gray</td>
<td>6m2</td>
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<tr>
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<td>Timber (18mm x 25mm)</td>
<td>Metal Zinc for Inside &amp; Outside Mount</td>
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<tr>
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<td>Aluminium - Brushed Silver (22mm x 10mm)</td>
<td>White Acrylic for Inside &amp; Outside Mount</td>
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<td>ONE TOUCH CONTROL (TO LOWER) - HEAVY DUTY</td>
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</table>
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<thead>
<tr>
<th>AVAILABLE FABICS</th>
<th>Max Blind Width</th>
<th>Roman</th>
<th>Roller</th>
<th>Panel Glide</th>
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</tbody>
</table>

- Almond not available for Roman Classic & Max Width 2700mm
- Pepper & Slate not available for Roman (all style)
Important Information
Roman Blinds

SETTLING OUT

- All Roman blinds settle out after installation. The fabric type, and the size, style, and weight of the blind all affect the degree to which a blind settles out, and environmental factors also come into play.
- Classic & Plantation styles are subject to minimal settling.
- Sewless style will require a little longer for the fabric to settle.
- The process of settling out is a little unpredictable, the final drop of the blind may vary by up to +/- 10mm.

LIGHT BLEED

- All Roman blinds allow light to pass around the sides of the fabric (even when Blockout fabric is used). This is because a small operating clearance must be left around both sides of the blind.
- To reduce light around the sides: If practical make the blind wider than it needs to be (when face fitting) so that the blind covers more area around the window.
- A small TIMBER headrail will eliminate light at the top & reduce the amount of light that sneaks around the sides of the blind.
Important Information
Roman Blinds

PUCKERING

Puckering is completely normal and should be expected with all Tailored blinds.
Puckering results partly from the tension that the fabric is placed under when pockets are stitched into the fabric, and partly from fabric shrinkage.
To reduce puckering consider using the Plantation/Villa or Sewless/Resort styles instead of the Classic/Tailored style.

PINHOLING (Tailored style)

If you order a Tailored blind made from a block out fabric, then pinholes of light will show through the blind wherever stitching occurs.
To reduce light pinholes: consider using the Villa/Resort styles instead of the Tailored style.
Important Information
Roman Blinds – Raised Stack Heights & Projections

- All Roman blinds stack when raised.
- Stack height will vary according to the length of the blind
- The approximate stack height of a raised blind will be up to 445mm
- They are not recommended above standard doorways.
- Special stack heights are available on request.

Stack Projection on Corner Windows

- 2 blinds butting together in a corner window cannot both be fully raised at the same time.
- One blind may be fully stacked
- The second blind will stop below the first blind stack
Important Information

Roman Blinds - Stacking, Pocket Spacing & Lining Up

- Roman blinds are made with uneven panels of 3, 5, 7, 9 etc. The number of panels is calculated by the factory from the drop specified & whether inside or outside mount. Refer chart for a general guide.

- The distance between each pocket will vary depending on if the blind is inside or outside mount, the drop of the blind & the operating system.

- Panels are pitched similar from the TOP to BOTTOM. The bottom panels of Roman blinds on widows of different drop, in the same room will vary.

<table>
<thead>
<tr>
<th>Drop</th>
<th>No. of Panels</th>
<th>Stack (Including 90mm Headrail)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Outside Mount</td>
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<td>600</td>
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<tr>
<td>900</td>
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<td>2100</td>
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<td>7</td>
</tr>
<tr>
<td>2400</td>
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<td>9</td>
</tr>
<tr>
<td>2700</td>
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<td>9</td>
</tr>
<tr>
<td>3000</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>3200</td>
<td>11</td>
<td>11</td>
</tr>
</tbody>
</table>
Important Information
Roman Blinds

PATTERN MATCH
If you order a Roman blind made with a patterned fabric, please note that the grain of the pattern may not be perfectly horizontal or perfectly vertical. Blinds may exhibit up to a few centimetres of variation in the direction of the pattern from one side of the blind to the other. Sometimes the pattern may also give the impression that it is out of square at the points where the fabric “rolls” into the batten pockets.

BLIND LENGTH
+/- 5mm is our standard manufacturing tolerance for widths and drops.
We cannot accept claims for blinds made less than +/- 5mm outside the ordered make sizes.

CARE & CLEANING
Dust can be easily brushed off at regular intervals using a soft cloth, feather duster or a vacuum cleaner with brush attachment.
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Product Information
Roman Blind Control System Options

- Cord Control with Standard (side to side) Cord Lock
- Cord Control with “Up/Down” Cord Lock
- One Touch Control
- Chain Control
- Motorisation
Roman Blind Control System Options
Cord Control with Standard Cord Lock

- Available in widths up to 2,410mm
- Cord lock operates with a side to side operation
- Not recommended for reveal fit – cord operation will wear edge of fabric
- 2 types of headrail available
  - Aluminium Headrail
    - Light gap behind headrail when face fitted to the wall
    - Retroussé (Rear) mounted cord lock only available
  - Timber Headrail
    - No light gap behind headrail when face fitted to the wall
    - Retroussé (Rear) or Façade (Front) mounted cord lock are both available. PLEASE SPECIFY
Roman Blind Control System Options

Cord Control with “Up/Down” Cord Lock

- Available in widths up to 2,410mm
- Cord Lock operates with Up/Down Operation
- 2 types of headrail available
  - **Aluminium Headrail**
    - **Light gap** behind headrail when face fitted to the wall
    - Retrousse (Rear) mounted cord lock only available
  - **Timber Headrail**
    - Retrousse (Rear) or Façade (Front) mounted cord lock are both available. PLEASE SPECIFY
- The up/down motion release helps eliminate damage caused to the edges of Roman blinds as you are less likely to interfere with the blind at all, consequently increasing the lifespan of the blind components
Roman Blind Control System Options
One Touch Control

- System available in widths up to 3,000mm
  - NOTE the blind width is limited by fabric width
- One touch (of the front of the chain) to lower
- No adjustment required
- Manual chain operation to raise
- Aluminium headrail extrusion only
- Available in white colour only
- Standard manufacture is chain gearbox
  COVERED by Roman blind fabric.
Roman Blind Control System Options
Chain Control

- Chain Control (available up to 2410mm) – chain secured safety clip therefore no loose chains
- Chain lifting system will carry a maximum area of 6m2 and the gear box mechanism reduces the overall effort to lift a blind in comparison to cord operation.
- A 22mm x 10mm head rail is required to occupy the chain lifting system.
- Plastic chains come as standard while metal chains are an option at no extra charge, they will however, make more noise than the plastic chain.
- Standard manufacture is chain gearbox COVERED by Roman blind fabric.
Motorisation System is practically the same concept as a motorised Roller Blind.

- A motor is fitted inside a 45mm dia. tube system & attached to a 70mm headboard using 45mm Roller Blind brackets.
- The blind is lifted from the cord that winds itself around the 45mm system as it is raised and lowered; just like fabric would on a Roller Blind.
- Motor is supplied fitted with a Molex connector. A separate Molex “Tail” is supplied to the client for their electrician to install ready for the blind.

Retrousser & Façade Roman blinds may be motorised.
Product Information
Component s - Chain Options

- Standard Chain length is 2/3 Drop
- All chain comes as continuous chain (without chain joiner).
- As an option, steel chains can also be supplied as a continuous length without a chain joiner.
- In plastic chain, length of 250, 500, 750, 1000 and 1500mm only available.

- Chain Colours + beige & grey
  - Ivory - plastic chain
  - White - plastic chain
  - Black - plastic chain
  - Stainless steel chain
  - Nickel plated steel

Chain stops are fitted to suit drop on the loop
Product Information
Components - Cord Guide & Plantation Battens

Sewless & Classic Styles
- The cords to enable lifting of the blind are attached via PVC ring that is clipped onto the back extrusion or the pocket, creating the Roman folding action

Plantation Style
- Battens are secured to the fabric with small staples through the back batten & into the front batten.
- The cords to enable lifting of the blind are attached to the back batten via small metal eyelets or staples, creating the Roman folding action

Plantation Batten Style
- Timber Batten Colours
  1. White
  2. Alabaster
  3. Natural
  4. Baltic
  5. Teak
  6. Cherry
  7. Brown
  8. Black

Timber Batten Dimensions
- Front of blind – Half round profile 12mm wide x 8mm deep
- Back of Blind – Flat profile 12mm wide x 5mm deep
Product Information
Component s – Base Rail & Tassels

Base Rails
• Sewless & Classic Styles - Sewn pocket
  – PVC bottom weight enclosed in sewn pocket base
• Plantation – Base bar batten matching blind battens

Tassel
• All styles & Roman Cord
• White, Alabaster, Black, Teak, Baltic, Redwood, Mocha
• The plastic tassel will be co-ordinated to suit the battens
  (where fitted) and/or the back colour of the fabric.
Product Information
Valance Options

- Cord Control with Standard (side to side) Cord Lock
  - No valance
- Cord Control with “Up/Down” Cord Lock
  - No valance
- One Touch Control
  - 50mm wide timber slat up to 2,400mm width
  - No valance above 2,400mm width
- Chain Control
  - 50mm wide timber slat
- Motorisation
  - No valance
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Measuring Guidelines
The Importance of Accurate Information

- 67% of errors at the quotation stage
  - Mis-measured
- 27% of errors at the order entry stage
- Know how your product fits
- Measure, write down & check measure
- Write clearly 0, 6 or 9?, 1, 4 or 7
- Write any additional instructions
Measuring Guidelines
Inside Mount for Blind Fitting Inside the Widow Reveal

- It is industry standard for blinds fitting into the window reveal to sit flush with the front of the reveal.
- The factory will make the standard deductions for the product type
- Check the reveal is deep enough to fit the blind
- Use a small step ladder to reach the top of high windows

FACTORY STANDARD DEDUCTIONS
ROMAN BLINDS

<table>
<thead>
<tr>
<th>INSIDE MOUNT WIDTH DEDUCTION</th>
<th>10mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSIDE MOUNT DROP DEDUCTION</td>
<td>5mm</td>
</tr>
</tbody>
</table>

- WIDTH - Measure neat internal size of reveal
- Measure at 3 width points - Top, Middle & Bottom
- USE THE SHORTEST DIMENSION

- DROP - Measure neat internal size of reveal
- Measure at 3 width points - Left, Middle & Right
- USE THE SHORTEST DIMENSION
- Note: Advise your client if the window reveal is out of square as this can cause irregular light down sides of blind and/or across base of blind.

When fully drawn up the Roman blind will stack up to an approximate depth of between 300 to 450mm. This will vary according to the blind drop & the operating system. Advise client where the blind will approximately stack to in the reveal.
Measuring Guidelines
Outside Mount for Blind Fitting onto Architrave

- Use a small step ladder to reach the top of high windows

FACTORY STANDARD DEDUCTIONS
ROMAN BLINDS

| OUTSIDE MOUNT WIDTH DEDUCTION | 0mm |
| OUTSIDE MOUNT DROP DEDUCTION  | 0mm |

- WIDTH - Measure outside edge of architrave to outside edge of opposite architrave
- Measure at 3 width points - Top, Middle & Bottom
- USE THE WIDEST DIMENSION
- ADD 20mm to OVERALL WIDTH to ensure no architrave is visible down the sides of the blind

- DROP - Measure top of architrave to base of lower architrave or floor
- Measure at 3 drop points - Left, Middle & Right
- USE THE SHORTEST DIMENSION

When fully drawn up the Roman blind will stack up to an approximate depth of between 300 to 450mm. This will vary according to the blind drop & the operating system. Advise client where the blind will approximately stack to in the reveal.
Measuring Guidelines
Outside Mount for Sloping Blind Fitting onto Raked Ceiling

- **FACTORY STANDARD DEDUCTIONS**
  - **ROMAN BLINDS**
    - OUTSIDE MOUNT WIDTH DEDUCTION: 0mm
    - OUTSIDE MOUNT DROP DEDUCTION: 0mm

- A diagram must be supplied with each order detailing all dimensions & BATTEN positions

- **Advise your client** - When fully drawn up the Roman blind will stack up to an approximate depth of between 300 to 450mm **BELOW THE LOWEST POINT OF THE ANGLE**. This will vary according to the blind drop & the operating system. Advise client where the blind will approximately stack to in the reveal.
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Cord Safety for Roman Blinds
Important for Safe Installation & Operation

In the sales process inform each customer of the December 2010 ACCC National Safety Standards & our requirement to fit safety labels.

- All Roman blinds are fitted with warning labels advising of child safety risks.

- Roman blinds are fitted with a unique BREAK AWAY Tassel. This is designed to break apart should weight or pressure be applied

- Cord cleats supplied & fitted to tie up loose cords

- To keep cots and furniture away from window covering cords, and install & use safety devices that remove the cord loop or reduce access to cords.
Sales Product Training
Contents for Module 10.3 - Roman Blinds

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   - Roman Blind Operation Options
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   - Valance Options
4. Measuring Guidelines
5. Cord & Chain Safety
6. Common Problems, Causes & Solutions
7. Summary
8. Knowledge & Learning Assessment Test
# Common Problems, Causes & Solutions

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Cause</th>
<th>Possible Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blinds too wide &amp; installer can’t fit in reveal</td>
<td>Common problem in units with rendered walls</td>
<td>Measure top of window reveal to check if narrower</td>
</tr>
<tr>
<td>Blind 6mm too short</td>
<td>Handwriting not clear</td>
<td>Print dimensions clearly on quote pad</td>
</tr>
<tr>
<td>Blind sold at 2,560mm long &amp; can only make up to 2,400mm long</td>
<td>Sold outside specification</td>
<td>Check maximum sizes when measuring &amp; consider joins to line up with window mullion/frame</td>
</tr>
<tr>
<td>Centre light gaps does not line up with window frame/mullions</td>
<td>Average of total width divided by 2</td>
<td>Measure width of each blind individually</td>
</tr>
<tr>
<td>Blinds hit window &amp; door handles</td>
<td>Blinds specified reveal fit</td>
<td>Face fit to clear door handles or cut out at side up to 100mm wide</td>
</tr>
<tr>
<td>Bedroom window light gaps</td>
<td>Customer sensitive to light gaps</td>
<td>Recommend flush fitting Roman blinds or curtains</td>
</tr>
</tbody>
</table>
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Roman Blinds
Review of This Modules Key Issues

Innovative Solutions to Add Value for your Customer

- Always assess customers budget/decorator goals
- Custom blind not ready made blind allows for a wide range of solutions
- Different styles & suitability of different fabrics for Roman blinds you are offering
  - Classic/Tailored (sewn pockets in back of blind)
  - Plantation / Villa (timber battens)
  - Sewless / Resort (aluminium back extrusion)
- Important information – stack height / stack projection, weight, puckering issues to avoid
- Control System Options
  - Cord Control with Standard (side to side) Cord Lock
  - Cord Control with “Up/Down” Cord Lock
  - One Touch Control
  - Chain Control
  - Motorisation
  - Components – cord guides, plantation battens, bottom bar
  - Valance details
- Measuring guidelines for different types of windows, including sloping windows
- Cord safety & ACCC legislation - very important where there are small children in homes
- Common problems
Sales Product Training
Contents for Module 3 - Roman Blinds

1. Overview
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   – Product Overview
   – Roman Blind Operation Options
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Knowledge & Learning Assessment Test
Certificate of Achievement