



JYSK STANDARD

Assembly instructions and manuals for blinds

Scope

This standard describes JYSK requirements for instructions and manuals for blinds.

Change-log

Section	Changes
	Only filename changed.



JYSK 5002

Edition 4 – 2022-11
Compliancequality@JYSK.com

Contents

1	Terminology and content of JYSK blind manuals	3
1.1	Sections of a JYSK blind manual	3
2	General manual requirements	4
2.1	Requirements for text	5
2.2	Requirements regarding manual design and layout of pages	6
2.2.1	Division of pages (from sections 3.2 and onwards).....	6
2.2.2	Process pictograms	8
2.2.3	How to utilise the space within created fields.....	9
2.2.4	How to state dimensions within the manual	10
2.2.5	Design of arrows within the manual	12
2.2.6	How to make and use bubble details	13
3	Front page (Section 1)	14
4	General warnings and marked information (Section 2)	15
4.1	General warning notice.....	15
4.2	Additional general warnings	15
4.3	Grouping of information.....	16
4.4	General strangulation warning.....	17
5	Instructions for assembly and installation (Section 3).....	18
5.1	Package content (Section 3.1).....	18
5.2	Required tools (Section 3.2).....	20
5.3	Instructions for shortening the width of the blind	22
5.4	Assembly/installation instructions for the blind step by step	26
5.5	Instructions for safety devices.....	30
5.5.1	Instructions for tensioning devices	30
5.5.2	Instructions for breakaway devices	32
5.5.3	Specific instructions for accumulation systems	33
5.5.4	Instructions for pull/inner cord(s) stops.....	34
5.5.5	Instructions for non-tangling devices.....	35
5.6	Instructions for adjustment and shortening the height of the blind.....	36
6	Instructions for use and maintenance (Section 4)	37
6.1	Operating instructions	37
6.2	Specific information requirement for pleated blinds:.....	38
6.3	Forced operation that may damage the blind.....	38
6.4	Instructions for maintenance.....	38

1 Terminology and content of JYSK blind manuals

Terms like “*instruction*”, “*guide*” and “*manual*” are often used interchangeably in day to day language. To avoid confusion some important terms will be defined in this chapter.

Within this JYSK standard the word “*manual*” refers to the physical printed document delivered with the blind and considered part of the product.

JYSK requires one single manual for the blind containing all necessary information for the blind product.

Inside the manual must be “*warnings*” and “*instructions*” describing how to perform actions related to the product throughout the product lifecycle.

Warnings and instructions both refer to information (texts and illustrations) printed inside the manual. Warnings in most cases concern how to avoid dangerous situations while instructions concern how to correctly perform actions related to the blind.

To secure that all necessary information is in place for the end-customer, manuals for JYSK must be defined and described in “*sections*” each containing specific information.

Requirements for each section are elaborated within the separate chapters of this standard.

The use of sections stems from the idea that every manual must present information in the same order to give a uniform user experience no matter the product.

The use of sections follows a contingency approach meaning that only relevant sections should be included in the manual.

Sections that are not relevant for a specific blind should naturally be omitted.

Acceptance by JYSK is a prerequisite to omitting any section.

1.1 Sections of a JYSK blind manual

A JYSK blind manual must when relevant contain the following sections:

1. Front page
2. General warnings and marked information
 - 2.1. General warning notice
 - 2.2. Additional general warnings
 - 2.3. Marked information
 - 2.4. General strangulation warning
3. Instructions for assembly and installation
 - 3.1. Package content
 - 3.2. Required tools
 - 3.3. Instructions for shortening the width of the blind
 - 3.4. Assembly/installation instructions for the blind step by step
 - 3.5. Instructions for safety devices
 - 3.6. Instructions for adjustment and shortening the height of the blind
4. Instructions for use and maintenance
 - 4.1. Operating instructions
 - 4.2. Forced operation that may damage the blind
 - 4.3. Instructions for maintenance

2 General manual requirements

Single pages in JYSK manuals for blinds always use the A4 format.

The format of the manual itself must be double printed and stapled A3 booklet.

The paper used must be white and have a paper density (grammage) between 75 and 85 grams per square meter (g/m²).

The print itself must always be in a clear quality without ragged edges or pixilation.

Blank pages within the document are generally not accepted.

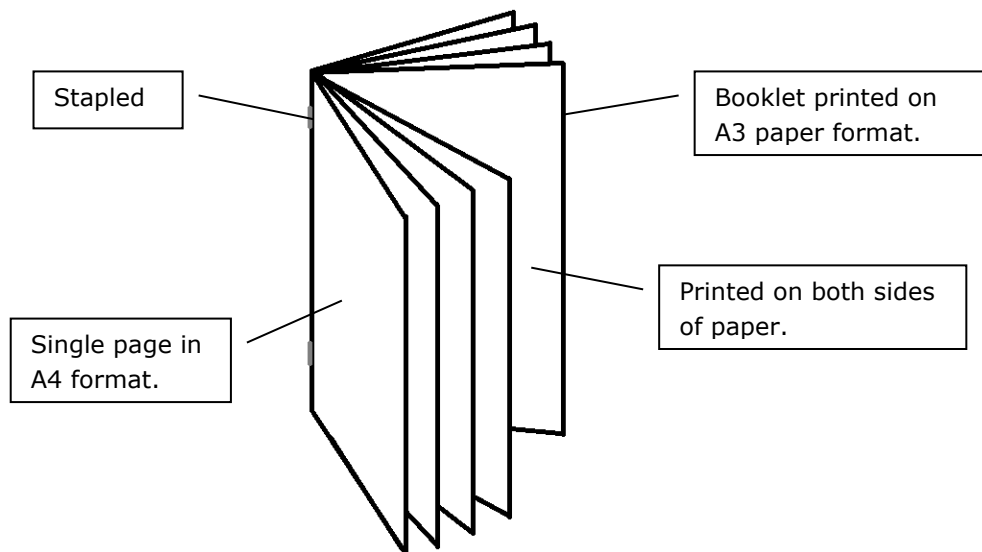


Illustration of requirements for manual format

The manual is a part of the product meaning all illustrations must be exactly corresponding to the actual blind. All manuals must contribute to maintaining and fulfilling expectations and perception of a reliable quality product.

The supplier is welcome to make additions to every section of the manual provided it enhances the customer experience and does not conflict with any other stated requirements.

All manuals must be accepted and approved by the category manager (or an assigned deputy) before use on actual orders.

Please note that acceptance by JYSK does not necessarily mean that the manual can be approved by a testing institute. JYSK does not carry any risk by accepting a manual.

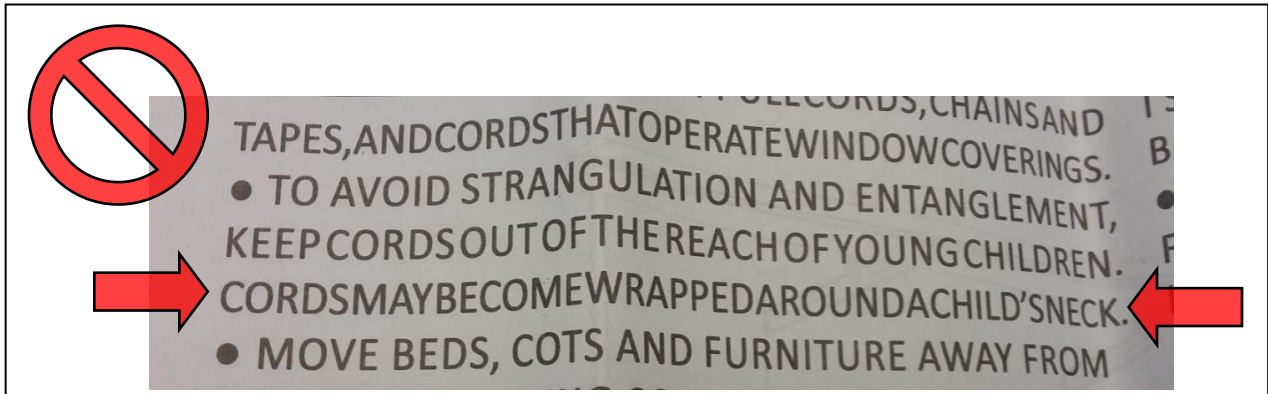
2.1 Requirements for text

All text must be clearly legible.

Generally all text must be in the font Verdana with the exception of Chinese text which must be written in the font SimSun. Numbers in Chinese texts must be in the Verdana font.

The height of text (font size) must be sufficiently large to allow easy reading in all cases.

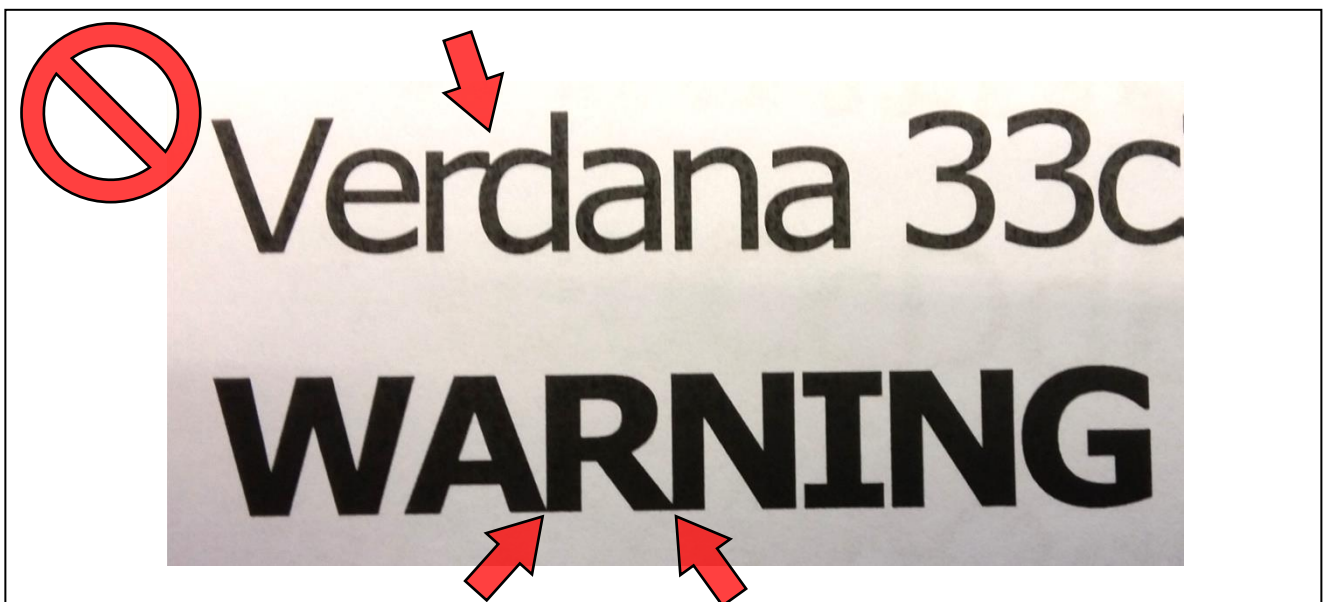
Words and sentences must be clearly distinguishable from each other to avoid ambiguity:



Example of undistinguishable text

Condensation (compression of the text in the reading direction: →text←) can sometimes save space and make a certain layouts within the manual possible.

When condensing texts the letters must not "melt together".



Example of over compressed text

All text in the manual must be translated to *all JYSK languages*.

Note: JYSK has a required succession of languages that must be followed - the succession can be seen in [JYSK General Requirements](#).

2.2 Requirements regarding manual design and layout of pages

To secure a uniform and consistent quality of blind-manuals JYSK has chosen to make some specific requirements for page layout and visual appearance of the graphical elements.

All manual pages must have a solid black framed margin with a line thickness of ~0,5 mm.

The frame must have a distance of ~10 mm to all four edges of the A4 single page.

All pages including the front page must have page numbers in the format X/XX.

Where:

X is the page number of the page.

XX is the total number of pages.

The page number must be shown centred in the bottom of every page outside the border with a cap-height of ~3 mm.

2.2.1 Division of pages (from sections 3.2 and onwards)

In sections 3.2 and onwards all areas within the outer frame must be split into fields fit for the content presented.

Division into fields must be made with solid black lines with a width of ~0,5 mm (*the same width as the outer frame*).

A maximum amount of field divisions is set in both horizontal and vertical direction to avoid overflowing customers with information by having too many steps on a single page.

As a rule of thumb, a page may be split into two in the horizontal direction and up to four in the vertical direction.

The allowed number of divisions in both directions always depends on a holistic assessment of the specific situation.

JYSK in all cases reserves the right to veto regarding how a page is divided.

Every field created can when feasible be further split into several smaller sub-fields by the use of solid black lines with a width of ~0,25 mm.

Info-boxes for fields:

Every field must have an info-box in the upper left corner classifying the content within.

The info-boxes should be ~12 mm in both width and height and have a rounded bottom right corner of ~R2,5 mm.

The grey color of the box can be digitally recreated with the following RGB-colour settings: (R:90, G:90, B:90).

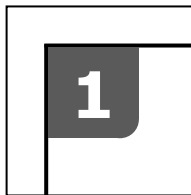


Illustration of an info-box: In this case a step-number

General rules regarding field info-boxes:

- All fields must have an info-box
- Sub-fields may have an info-box when appropriate.

Types of info-boxes:

Tool-box wrench symbols:



General tool info-box



Additional tool info-box

(The use of tool-box symbols are further elaborated in chapter [5.2](#))

The letter “i” for clarifying information:



Exclamation mark for critical information:



Numbers or letters used to indicate the step in an instruction:

2 A	12 2B	13C A/B
One number/letter Verdana (Bold ~24)	Two numbers/letters Verdana (Bold ~18)	Three numbers/letters Verdana (Bold ~12)

A “plus” symbol for additional/supplying information or steps:



Enlarged info-boxes for numbers and letters:

In some rare cases an info box for numbers or letters is not able to contain all the letters and/or numbers required.

In such case the width of the info box can be expanded in the width direction:



Enlargement of info boxes must generally be tried avoided and only used as a last resort.

If used the width of the enlarged info box should not be wider than necessary to contain the required numbers and letters.

The height of an info box must remain the same as usual even though the box is wider.

In the case an info box would be more than 24 mm wide the “*Method of adding additional information to info boxes*” must be used.

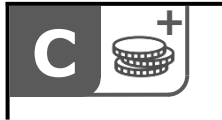
Method of adding additional information to info boxes:

Sometimes it may be needed to state additional information to the customer that cannot be located within an info box of allowed size.

Additional information can be added in a small field to the right of the info box.

The field must be created with a line of 0,5 mm width with the same colour and corner dimension as the info box itself.

Example – box for field showing a part that must be purchased separately:



Example – a long designation-text unable to fit within a regular info box:



Generally the following rules apply to the additional content:


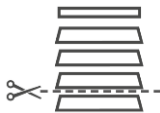

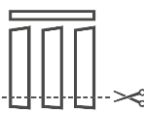
- Standalone symbols should be the same colour as the info box itself.
- Content with text should be in black (including symbols).

2.2.2 Process pictograms

Instructions for shortening processes (width and height) must be classified with a “process pictogram” to indicate the type of process. The process pictograms should always be free-standing to the right of the relevant info box as they are not considered “*additional information*”.

The classification must be made by repeating a process pictogram corresponding to the type of blind in the field containing the first step of the shortening instruction (for example see illustration in chapter [5.3](#)).

Likewise process pictograms must be repeated in the specific toolbox for the shortening process.

Venetian blind		Vertical blind	
			
Shorten width	Shorten height	Shorten width	Shorten height

Examples of process pictograms.

2.2.3 How to utilise the space within created fields

To secure that all manuals are easily comprehensible and the steps within are clearly distinguishable their content must be placed according to the guidelines in this chapter.

In the instructions all illustrations must be placed neatly within the space allowed by JYSK.

JYSK requires that illustrations are placed no closer than 8 mm from the field borders.

A neat placement takes the graphical balance of both the single instruction step and the whole page into consideration.

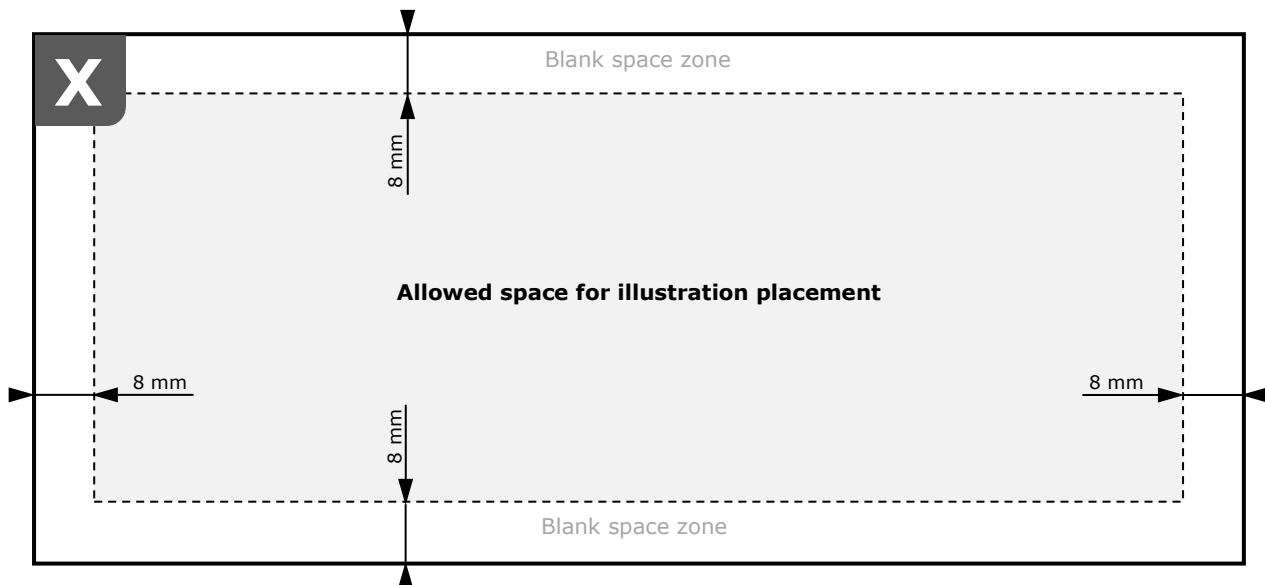


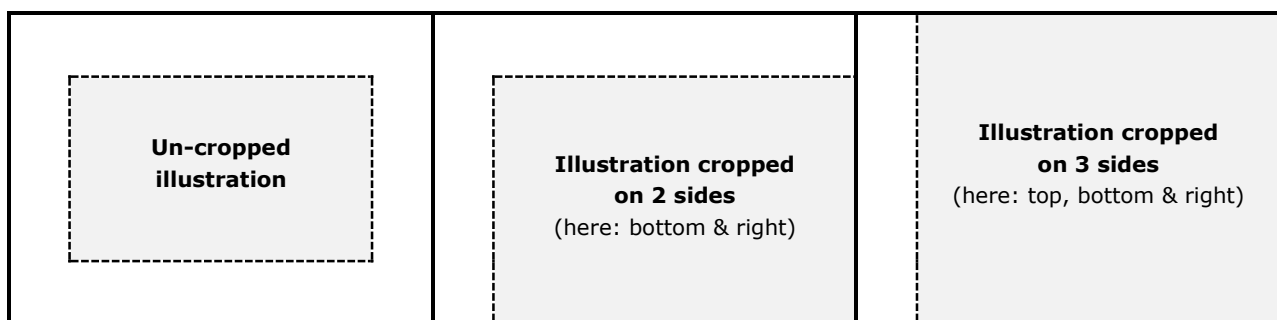
Illustration of allowed placement of illustrations within a square

Dimension elements, arrows, sub-step numbers and other symbols may be placed outside the allowed space for illustrations. In all cases the distance from any element to the borders must be minimum 5 mm.

The distance requirement is generally loosened to 5 mm from the border for fields showing “box content”, “required tools” and “Info”.

“Cropped” illustrations must be drawn all the way out to the field borders.

An illustration may be cropped in any side (top, bottom, left and right) but in maximum three of the four possible sides at once within a single square.



Examples of un-cropped and cropped illustrations

2.2.4 How to state dimensions within the manual

To make dimensions easily understandable and uniform they must be given according to the following principles:

- All graphical elements related to statement of dimensions must be in **black**.
- The dimension-text itself must be given in a font-size suitable for the specific situation and not less than 3 mm high.

A suitable font size is easy to read while graphically coherent with the surrounding illustrations/elements.

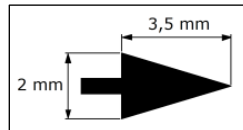
- Dimensions must be given in the most suitable of the following SI-units/formats:

SI-unit (max. decimal places)	Metre (m) (up to two decimals)	Centimetre (cm) (up to 1 decimal)	Millimetre (mm) (no decimals)
Examples:	2 m / 1,5 m / 1,25 m	150 cm / 4,0 cm	15 mm

Unnecessary decimal places should be avoided!

- Dimension- and extension-lines must both have a thickness of ~0,35 mm.
- Arrowheads must be used (as termination symbol) on the dimension lines.

The arrowheads must be ~3,5 mm long and ~2 mm high with a flat backside:



- The length of extension lines should be aligned with the size of arrowheads.
- Dimension-lines may not cross other lines and must be placed at least 5 mm from the dimensioned element.
- Dimensions must in all cases be clear and unambiguous (i.e. not given to hidden lines).
- Extension-lines should be placed to cross as few other lines as possible.
- Dimension lines must always be parallel with the object measured or dimensioned.

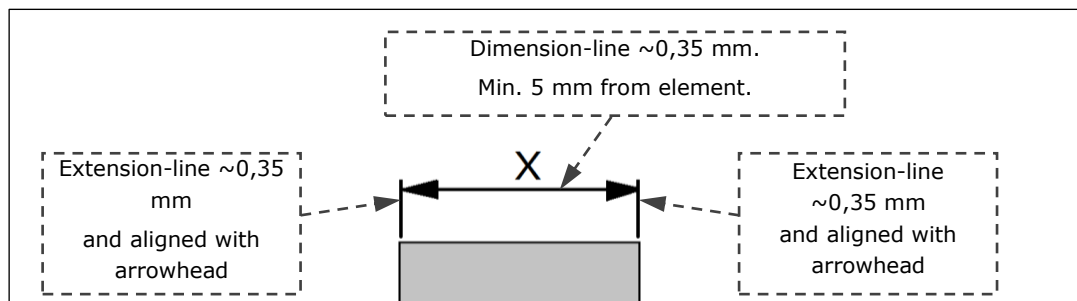
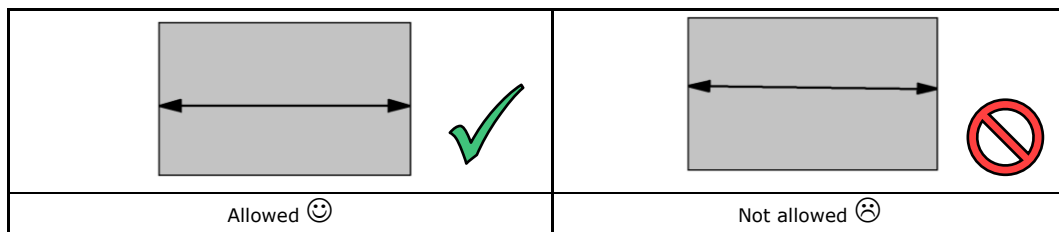
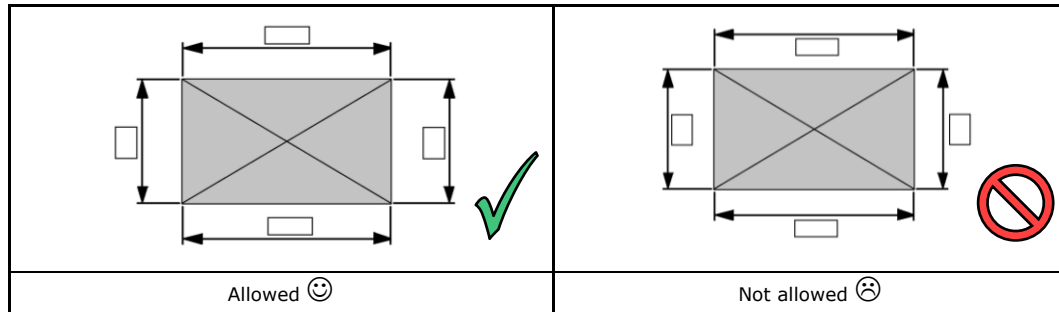


Illustration: an example of a correctly stated dimension.

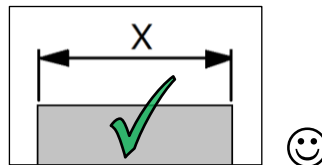
Placement of dimension-text and arrows:

To secure that dimensions are uniform and easily comprehensible way the following applies:

Dimension texts must always be stated *above* or *to the left* of the dimension line:

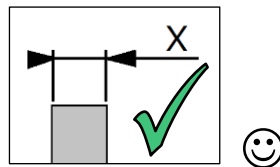


The preferred placement of dimension-text and arrows is placing both elements *inside* (the extension lines) and the text centred:



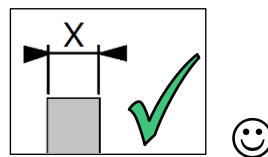
Preferred placement of dimension text and arrow (both inside)

If the dimension-line is too short (to have the arrows *inside*) both the arrows and text can be placed on the *outside*:



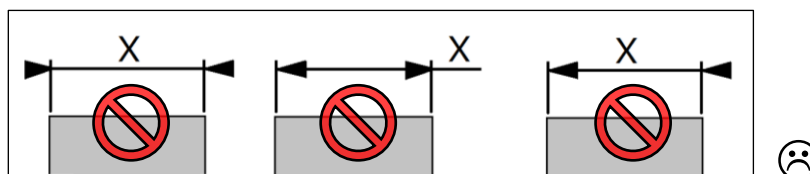
Acceptable placement of dimension text and arrow (both outside)

In some special cases it can be accepted that the text is on the *inside* while the arrows are on the *outside*. Note that this solution is only acceptable in the case that none of the preferred methods are suitable:



Placement of dimension text and arrow (Text inside / arrows outside)

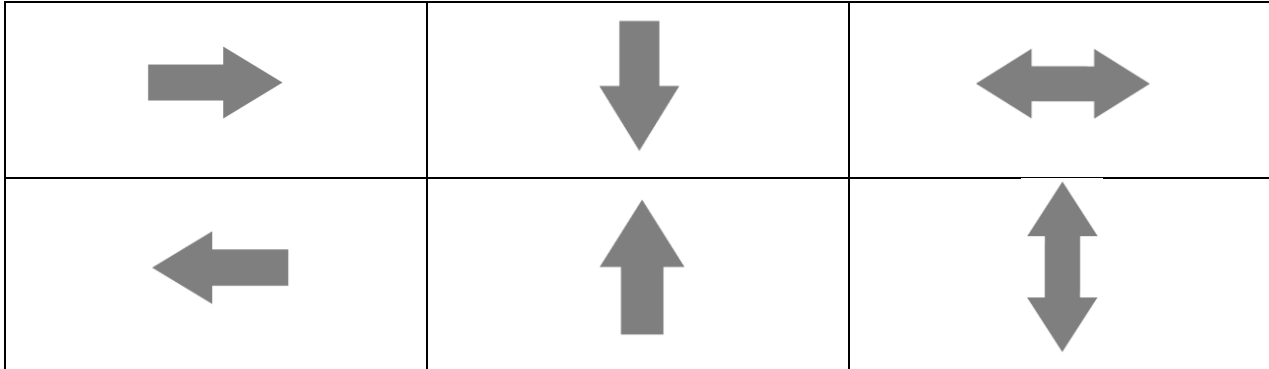
Other placements of dimension texts and arrows are not accepted in the manuals:



Examples: Unacceptable placements of dimension texts and arrows.

2.2.5 Design of arrows within the manual

For all arrows (*other than the ones related to dimensions and measurements*) a design similar to the following must be used:



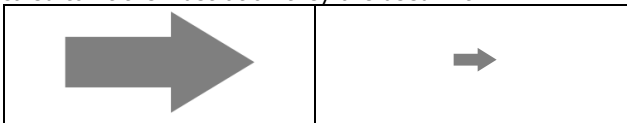
Examples of arrow design

The colour of the arrow may be any tone of grey but must be consistent throughout the single manual.

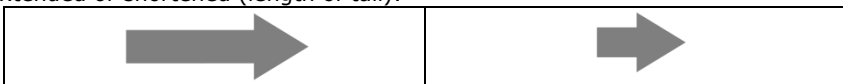
JYSK generally advises to use a relatively dark tone of grey as a high contrast against the white background of the manual will make the arrow more visible.

To create appropriate arrows for every situation they may be:

- Scaled to fit the illustration they are used with:



- Extended or shortened (length of tail):



- Bent and or turned to any direction e.g. to illustrate any needed type of movement pattern.

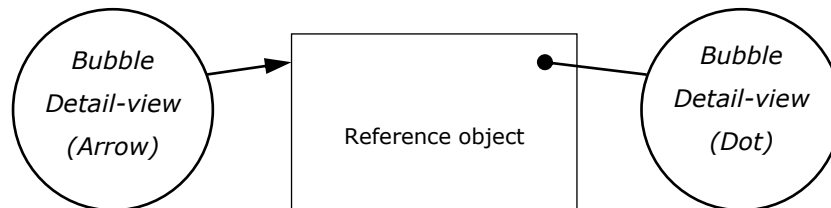


The arrows may be 100% or 0% transparent where overlapping other illustration elements depending on what makes most sense in the specific situation.

2.2.6 How to make and use bubble details

Note: JYSK generally prefers to divide steps into several self-explaining steps instead of using bubble details!
Always try to solve a specific illustration problem by the use of step-division before turning to the use of bubble details!

A bubble detail can be used to show an enlarged or more detailed version of an illustration. The detail view is located within an enclosed area with an indicator (called a leader) pointing towards the smaller/less detailed original illustration.



The following applies to bubble details:

- The outline of the bubble and the leader must be black lines with a width of ~0,35 mm.
- The bubble must be placed neatly in relation to the surrounding illustrations.
- The shape of “the bubble” does not necessarily have to be circular.
- Leaders should be placed neatly and overlap as few other lines as possible.
- Several leaders can be made from a single “bubble”.
- Leaders must use allowed termination symbols.

Allowed leader termination symbols for leaders:

Two types of termination symbols are allowed for bubble leaders. The two types are “arrowheads” and “dots”
Termination symbols must in all cases be black.

Arrowhead:

Arrowheads must be used when making the reference to the base object is made by pointing the leader towards the object.

Arrowheads must be according to the specifications for arrowheads given in chapter [2.2.4](#).

Dot:

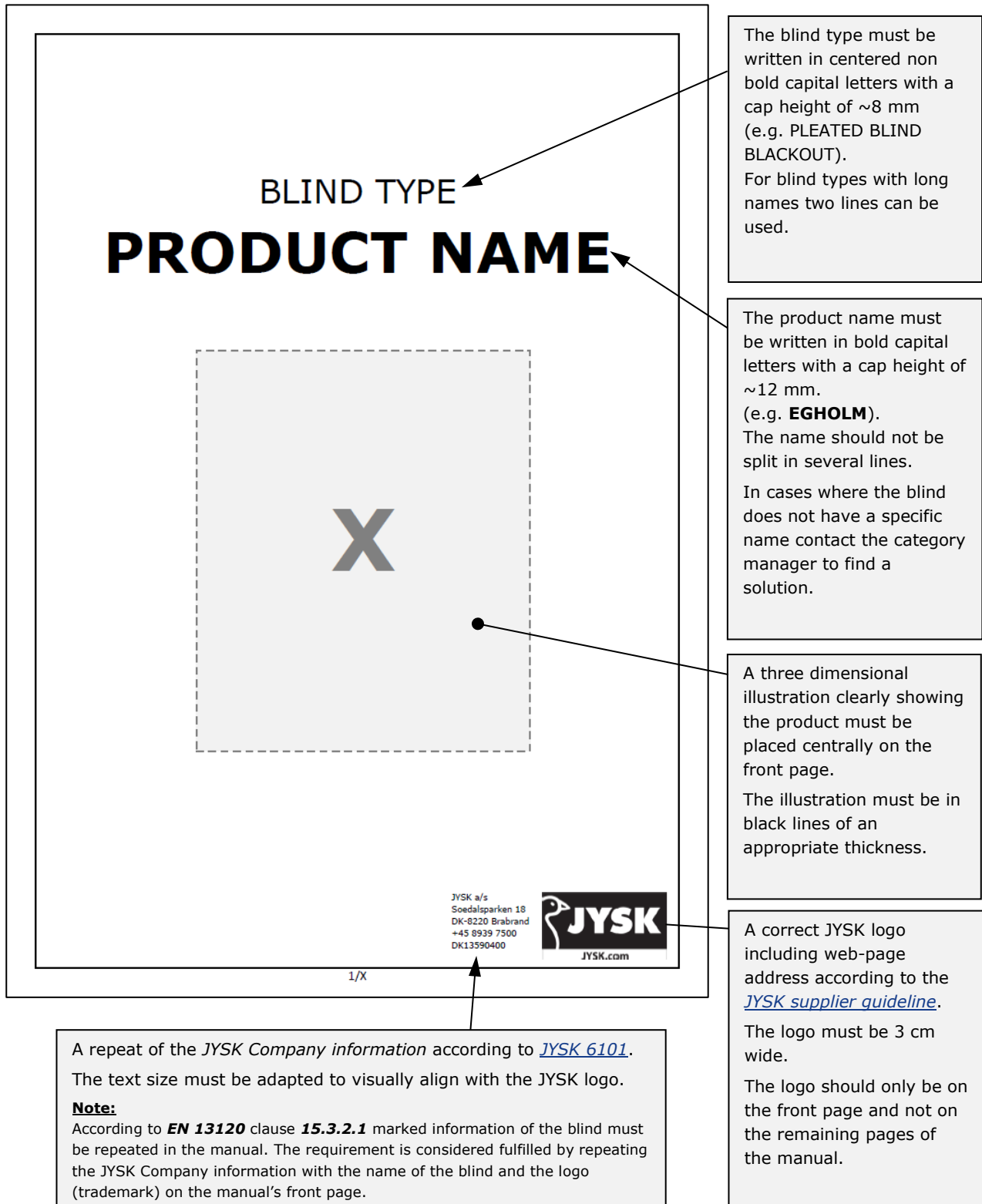
A dot must be used when the reference to the base object is made by pointing the leader to a point within the object.

Dots should have a diameter in the size of Ø2 to Ø3 mm depending on what is graphically most fitting.

3 Front page (Section 1)

The first section of a JYSK blind manual is the front page.

The front page of the manual must have the following layout:



BLIND TYPE

PRODUCT NAME

X

JYSK a/s
 Soedalsparken 18
 DK-8220 Brabrand
 +45 8939 7500
 DK13590400

JYSK
 JYSK.com

1/X

The blind type must be written in centered non bold capital letters with a cap height of ~8 mm (e.g. PLEATED BLIND BLACKOUT). For blind types with long names two lines can be used.

The product name must be written in bold capital letters with a cap height of ~12 mm. (e.g. **EGHOLM**). The name should not be split in several lines. In cases where the blind does not have a specific name contact the category manager to find a solution.

A three dimensional illustration clearly showing the product must be placed centrally on the front page. The illustration must be in black lines of an appropriate thickness.

A correct JYSK logo including web-page address according to the [JYSK supplier guideline](#). The logo must be 3 cm wide. The logo should only be on the front page and not on the remaining pages of the manual.

A repeat of the *JYSK Company information* according to [JYSK 6101](#). The text size must be adapted to visually align with the JYSK logo.

Note:
 According to **EN 13120** clause **15.3.2.1** marked information of the blind must be repeated in the manual. The requirement is considered fulfilled by repeating the JYSK Company information with the name of the blind and the logo (trademark) on the manual's front page.

4 General warnings and marked information (Section 2)

The second section of the manual should contain warnings, statements and repeats of marked information. The content of this section have this conspicuous highly visible placement early in the manual because they are important and general.

4.1 General warning notice

According to **EN 13120** clause **15.2** a general warning notice must be given.

JYSK requires including a general danger pictogram as proposed in the standard.

A text similar to the “mandatory warning” is made available in [Downloads](#) and is preferred used by JYSK as general warning notice.

The general warning notice must in all cases include a statement about keeping the manual for further reference as in the “mandatory warning”.

A graphical version of a general danger pictogram is available for download as [JYSK 10175](#).

The general danger pictogram made available by JYSK is the only version allowed within the manuals and must be shown once on every page containing the general warnings.



Illustration of the General danger pictogram made available for [Download](#)

To align the graphical expression of blind manuals any other warning symbol used must be created by scaling the “General danger pictogram” to an appropriate size.

4.2 Additional general warnings

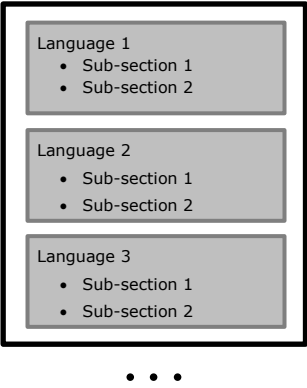
Besides the general warning notice some additional warnings are required.

The additional warnings required by JYSK and translations hereof are made available for download as [JYSK 10177](#).

Part of the additional warnings is a general statement stating that *all of the processes related to the blind can be performed by non-professionals* as required in **EN 13120** clause **15.3.2.1**.

4.3 Grouping of information

The contents of the sub-sections described in chapter [4.1](#) and [4.2](#) must be written per language and not per sub-section headline.

<p>GB – IMPORTANT INFORMATION!</p> <p>Please read the entire manual carefully before starting to assemble and/or using this product. Follow the manual thoroughly and keep it for further reference.</p> <p>Mounting screws are not included. Always make sure that the fastening method you choose is suitable and safe for your home. Assembling process can be completed by non-professionals. If you have doubts or questions regarding safe installation, always contact a professional. For indoor use only.</p>	
<p><i>Example of the texts put together (English only)</i></p> <p><i>Green: General warning notice</i></p> <p><i>Red: Additional information</i></p> <p><i>Texts must be black within manual.</i></p>	<p><i>Illustration outlining how to state warnings per language. The three dots illustrate that more than 3 languages exist.</i></p>

4.4 General strangulation warning

A general strangulation warning must be given accompanied by a "Risk of strangulation pictogram" according to **EN 13120** and the JYSK interpretation described in the [JYSK 2002](#).

The general strangulation warning must be written by itself to make it extra conspicuous and underline the importance of its content.

Note that this particular warning and translations hereof are subject to specific text height requirements as stated in **EN 13120** regardless of the font-size and design in the remaining sections of the manual!

An electronic version of the text for the 'general warning notice' is made available as [JYSK 10176](#).

Note:

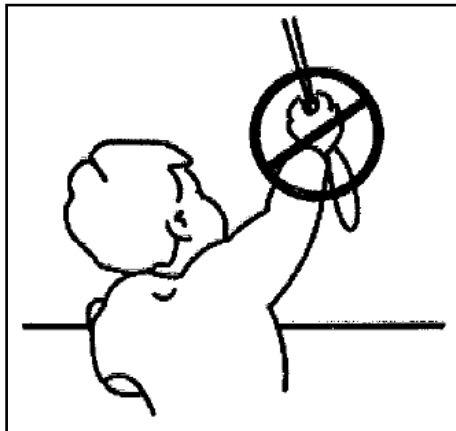
The translated texts in the available warnings are made from the English source-text in **EN 13120** by a certified translation company.

When placing the warning inside the manual a single language must not be broken over several pages.

A "Risk of strangulation pictogram" must follow the strangulation warning texts.

JYSK makes a pictogram available for download as [JYSK 10174](#).

The pictogram made available by JYSK is the only version allowed within the manuals and must be shown once in an appropriate size on every page containing the general strangulation warnings.



**Example of the "risk of strangulation pictogram" from EN 13120.
Do not use this example as reference as the quality is not adequate!**

5 Instructions for assembly and installation (Section 3)

The content of this section should allow the customer to easily assemble, install, shorten and adjust the blind in the correct and intended way.

Successful instructing of should be achieved by using simple and unambiguous illustrations to guide the customer/user safely through all needed steps and processes.

5.1 Package content (Section 3.1)

The first sub-section within “assembly and installation instructions” must include the full content of the package. The full content of the package has to be illustrated according to two principles.

The first principle is to illustrate included elements that are always delivered in the same amounts within boxes.

The boxes must be created as fields according to the general layout and design requirements.

A number clearly stating the amount of each element must be present within each box except for the one considered the main-part of the blind.

Example of first principle- Showing all parts in boxes:

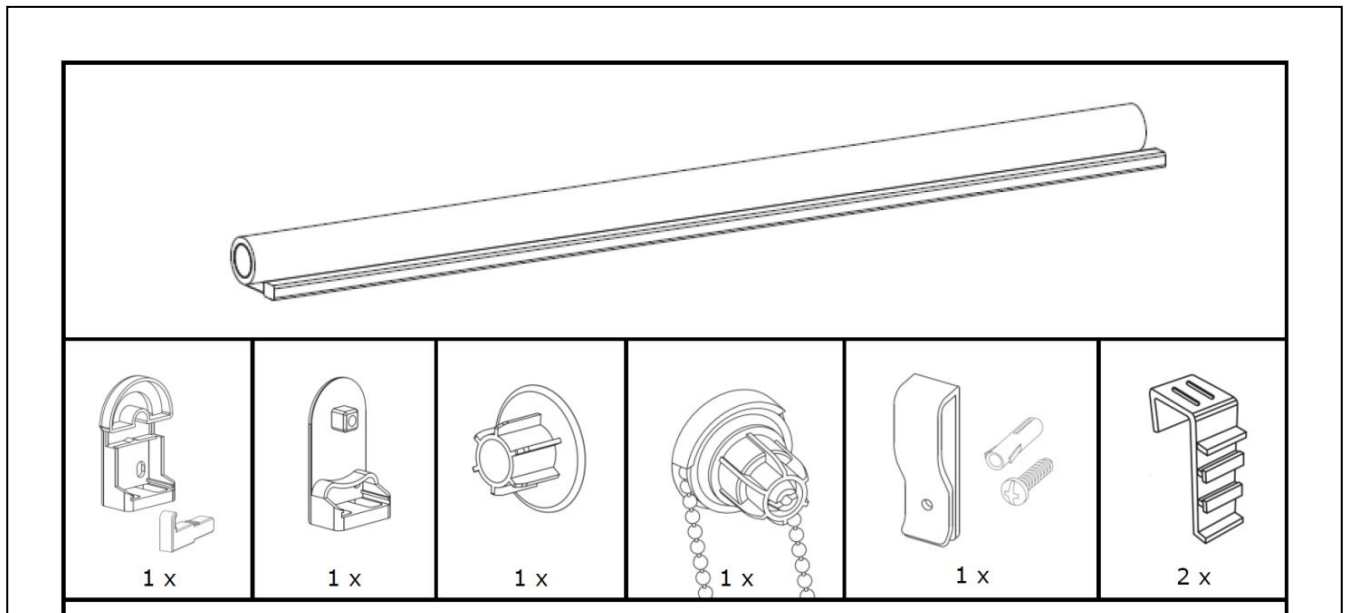


Illustration: Principle 1 - All included parts are shown in boxes with the amounts clearly written.

The second principle is relevant when amounts of particular elements differ depending on blind size (often width). In that case amounts of element must be illustrated using tables with cells created as sub-fields according to the general layout and design requirements.

If only the width of the blind influences the number of elements the length can be omitted from the blind size annotations (i.e. only writing 120 cm instead of 120x180 cm).

A miniature illustration of the blind or a symbol clearly illustrating the changing parameter must be used in the row or column containing the different dimensions.

Example of second principle - Showing amounts of elements in boxes:





	80x180 cm	90x210 cm	100x180 cm	120x180 cm	140x180 cm	180x180 cm
	2	2	2	2	3	3
	2	2	2	2	3	3
	2	2	2	2	3	3

Illustration: Principle 2 - Amounts of relevant elements are illustrated by the use of the table.
A miniature illustration is used in the row containing dimensions.

When applicable blinds may also be grouped in clusters as in the following example:


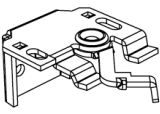
	
≤ 140 cm	2x
> 140 cm	3x

Illustration: Principle 2 – The changed parameter is grouped in two clusters
(Blind width up to and including 140 cm and blind width over 140 cm)

The package content section can of course be a mix of both of the two principles described.

5.2 Required tools (Section 3.2)

The tools required for different processes must be illustrated by showing “tool-pictograms” inside “tool boxes” created as sub-fields according to the general layout and design requirements. In this context “tools” is a generic term for all tools and aids.

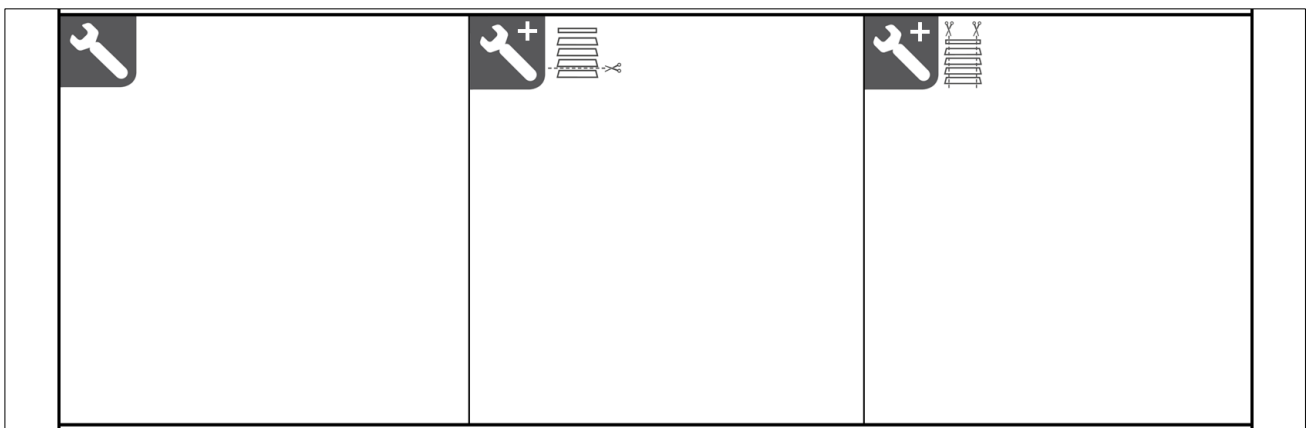
All tool boxes must have a tool info-box in the upper left corner.

Tool-boxes for assembly/installation processes should have the “general tool info-box”.

Tool-boxes for shortening the width and height of the blind need “additional tool info-box”.

Tool-boxes containing tools for shortening-processes must include pictograms clearly illustrating what process the tools are for.

The pictogram must be placed to the right of the info-box.



Example of tool boxes (without tool pictograms inside)

The assembly/installation tool box must always contain tools and aids such as pencils, tape measures and levels (spirit/bubble levels) to advocate correct and workmanlike installation.

The tool pictograms in the boxes can show the tools in two or three dimensional view as long as it is easily understandable.

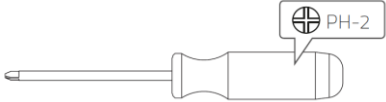
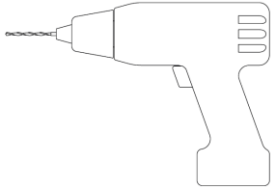
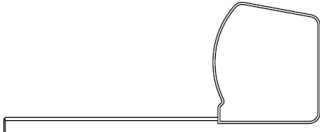
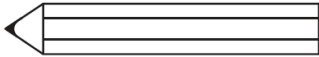

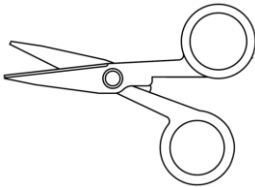
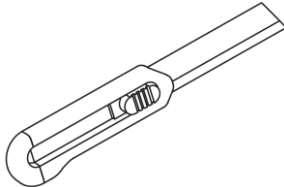
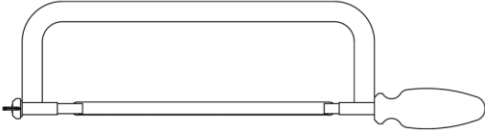
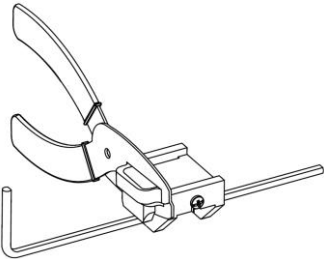
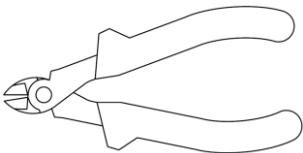

The supplier must use a uniform style of pictograms within a single manual. When a pictogram is used once within a manual it must be used consistently throughout the rest of the same manual to avoid confusing the customer.

Correct tools with screw drives must be shown when needed for supplied parts.

The type and size of such tools must specified with the correct annotation (letters and numbers) e.g. PH1 or PZ2.

Specifically needed tools like the blind cutter for aluminium blinds may not be replaced by a regular tool like a scissor as the shortening operation cannot be performed correctly with the wrong tool.

Examples of tool pictograms:

 <p>(only include drive type when relevant)</p>	
	
	
	
	
	

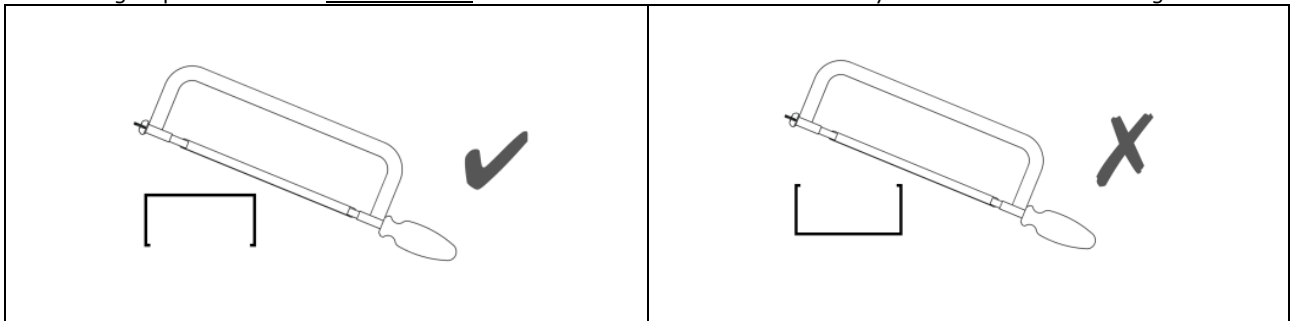
5.3 Instructions for shortening the width of the blind

Some blinds can be shortened in width. When such operations are relevant the supplier must secure that necessary instructions are in place.

Instructions for shortening width must be given before the assembly/installation instructions to make sure they are available when the customer might need it.

Instructions for shortening of blinds have to be given according to the following principles:

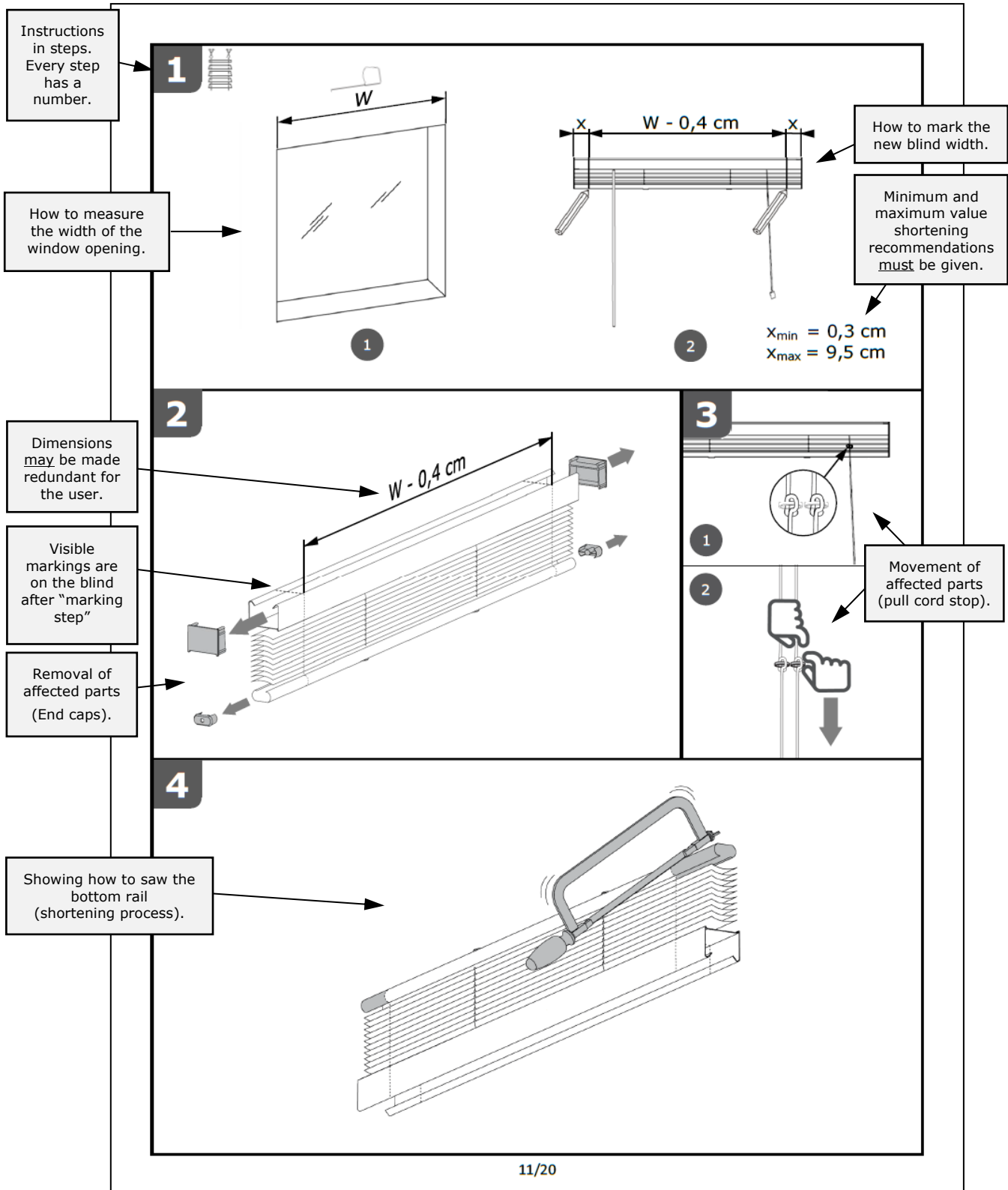
- Instructions must be split in simple logical steps. When relevant affected parts can be highlighted in grey within the step to make the part easier for the customer to locate.
- The instruction must always include how to identify the correct and relevant dimension(s).
- Instructions must include adjustments, disassembly and correct assembly of any parts affected by the shortening process.
- The minimum and maximum shortening lengths must be clearly stated to the customer.
- Usage of correct tool and method for shortening of every element must be advised.
Advised tools should allow the customer to make clean edges when cutting or sawing.
- Sawing of profiles should when feasible be advised in the direction least likely to “wobble” when sawing:

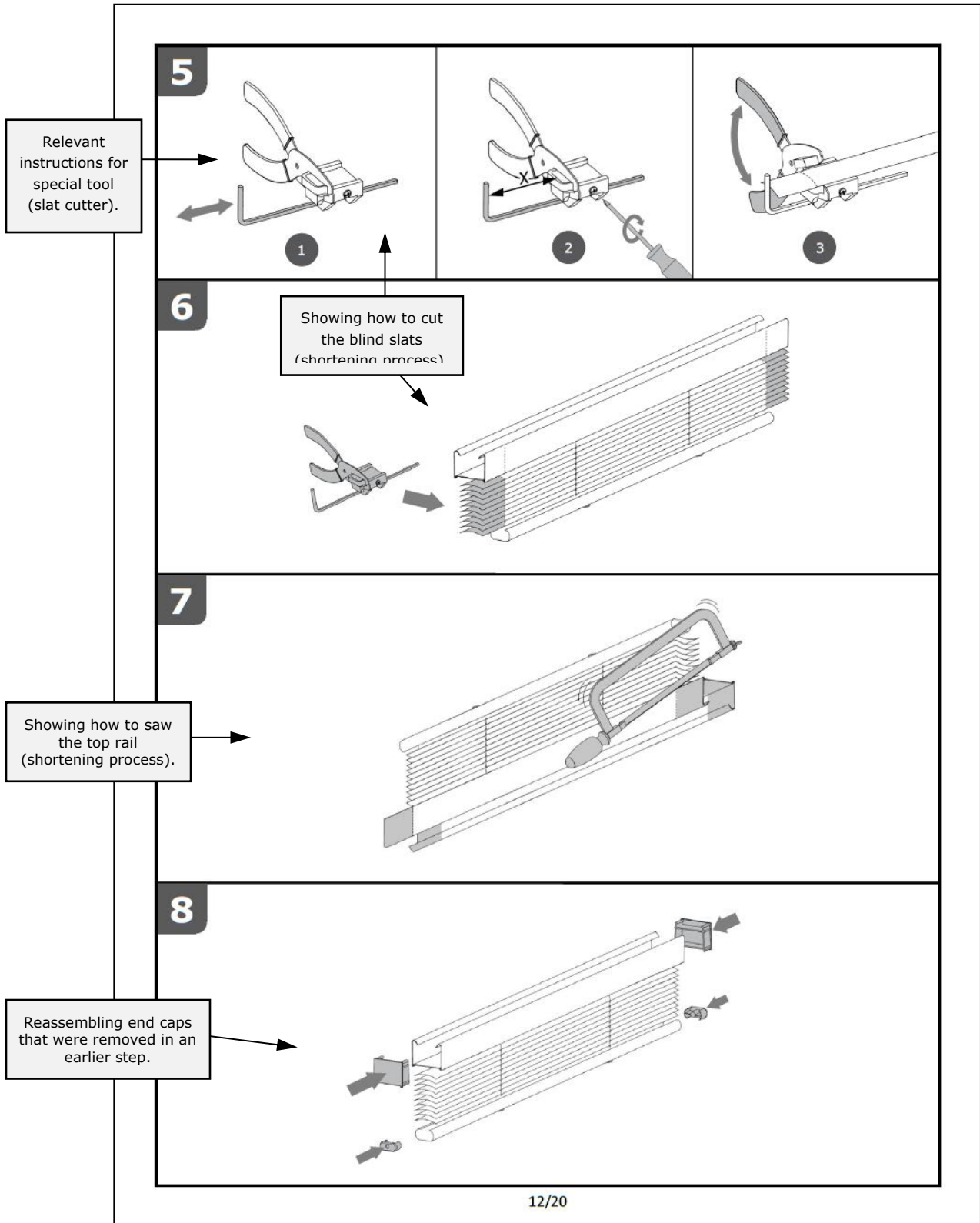


Instructions for shortening blind width must at least include the following steps (when relevant):

1. How to measure the width of the window opening and mark the new blind width
(Remember to state minimum and maximum shortening lengths!).
2. Removal/movement of all affected parts
(e.g. removal of end plugs in rails or moving a pull cord stop).
3. Shortening processes related to the different parts of the blind with correct tools.
4. Assembly of all affected parts (e.g. remounting end plugs).

Example of width shortening instructions (2 pages) - Shortening the width of a venetian blind:





Specific detail for shortening vertical blind width:

Shortening the width of vertical blinds is probably the most technically advanced instruction related to blinds supplied for JYSK due to the many internal moving parts within the top rail.

Instructions for vertical blinds must include how to remove the internal parts and shorten the pull cord length if affected.

Instructions for removal of internal parts must include at least the following:

- How to determine amount of parts to remove (e.g. how many wagons).
- Disassembly steps required to reach parts for removal.
- Processes required to remove each element/part (e.g. cutting, sawing or clipping).
- Assembly steps required to make the blind functional after internal parts have been removed.

Specific detail for shortening roller blind width:

When shortening the width of roller blinds the curtain width must always be instructed to be 5 mm from the rail ends to secure that the textile will not fray by rubbing against other elements. It is important that instructions are given in a way allowing the customer to easily fulfil the requirement.

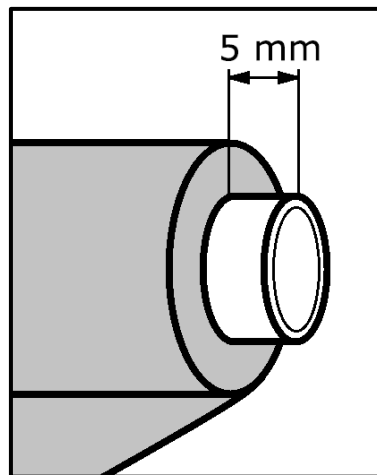


Illustration of rail end with correct length free of textile.

5.4 Assembly/installation instructions for the blind step by step

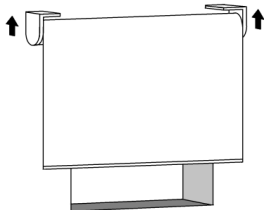
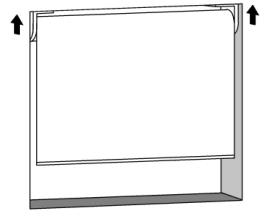
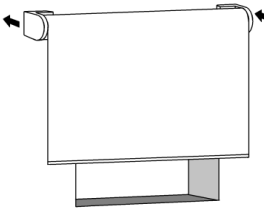
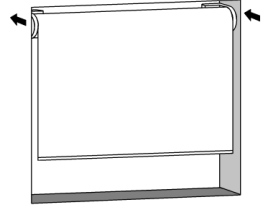
Instructions for assembly and installation of the blind must be given as step by step instructions with a relevant amount of information per step.

The instructions must be given according to the general principles of using easily understandable illustrations and minimizing the need for text and translation.

Instructions must be simple and self-explanatory to secure that all parts are correctly assembled and installed by the customer without any damage.

Assembly processes vary between blind-types but will nearly always be present to some extent. JYSK prefers to have instructions for assembly processes logically integrated in the installation instructions.

Generally speaking four different configurations exist for blind installation:

		Placement relative to building opening	
		Outside opening	Inside opening
Orientation of mounting surface	Horizontal		
	Vertical		

The supplier must secure that instructions cover installation of all possible configurations and warn against using configurations unfit for the particular blind.

JYSK in most cases recommends that assembly/installation instructions are based on the two mounting surface orientations (vertical/horizontal) as orientation is relevant when mounting the blind both inside and outside a window opening.

Installation of blinds is in most cases carried out with the use of “fixing brackets” consisting of at least one part (in this context the term “fixing bracket” covers all types of included elements used for mounting). Instructions must be in place for all types and combinations of mounting elements included with the blind.

Installation instructions must always contain at least the following:

- How to place and fasten fixing brackets including:
 - Orientation of fixing bracket.
 - Distance requirements, if any, from surrounding surfaces to the blind.
 - Distance requirements, if any, to or between fixing brackets.
- How to fasten the blind to the fixing bracket.
- How to install all blind parts.
- Different configurations of the blind itself.

How to place mounting elements:

The assembly/installation instruction must show how to place and make placement markings for the mounting elements in the easiest way.

The easiest method naturally differs depending on both the blind and the mounting element.

On vertical surface orientations the use of a level must always be recommended to secure workmanlike installation.

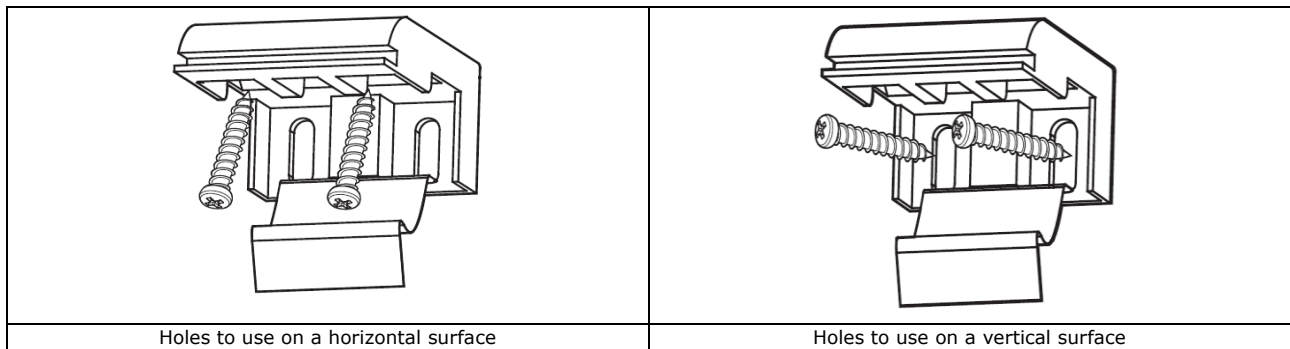
How to fasten mounting elements:

It must be very clear in the instruction how mounting elements should be fastened to the mounting surface.

In most cases screws are used but other methods can of course occur. Examples of other fastening methods could typically exist in relation to mounting elements made for mounting directly on the window or window frame.

Some mounting elements cover different configurations but must be used differently depending on e.g. surface orientation.

An often seen example is brackets with holes on several sides.

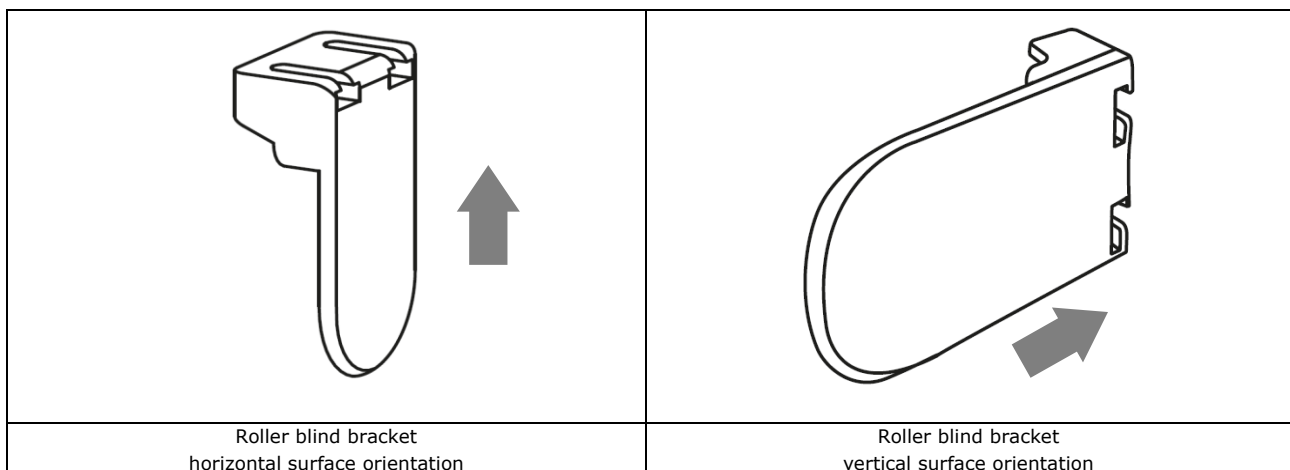


Example: illustrating which holes to use depending on configuration

The installation instruction must cover how to install mounting elements on all allowed surface orientations.

Orientation of mounting elements:

Some mounting elements are themselves orientated differently depending on the mounting surface orientation.



Instruction must always clearly illustrate the orientation of the mounting element for all allowed surface orientations.

Distance requirements, if any, from surrounding surfaces to the blind.

If any distance requirements from the surrounding surfaces exist they must be clearly shown within the assembly/installation instruction.

For all blinds with pull cords the installation instruction must clearly state that the head rail has to be installed at least 150 cm from the floor. This information must be given at a logical step within the installation instruction and in a conspicuous position.

Other examples of distance requirements:

- Minimum distance from upper horizontal surface
(e.g. for roller blinds – the advised installation must secure necessary space around the textile roll as it gets thicker when rolling up the blind).
- Minimum distance from vertical surface on the window side
(e.g. for vertical blinds – vanes are most often wider than the head rail and must be able to rotate freely).
- Minimum distance from blind to upper edge of window opening:
For configurations outside window openings it can make sense to state a minimum distance to secure that the blind is “free of the window” in closed position (as the window might open inwards and hit the blind).

Note that in many cases the smartest solution is to set the distance to the fixing brackets instead of the blind itself to make it easier for the customer.

Distance requirements, if any, to or between fixing brackets

Any distance/placement requirements related to fixing brackets must be clearly shown within the assembly/installation instruction.

Examples of distance requirements related to mounting elements:

- Maximum distance between mounting elements – it can be necessary to state maximum distances for some heavy blinds to secure that the blind will not bend down.
- Minimum distances from ends of blind head rail
- Specific distances in relation to the blind – e.g. venetian blinds often have areas along the head rail in which a brackets cannot be positioned due to the operating mechanism.

Installation instruction for fastening of the blind to the fixing brackets

The manual must clearly show to fasten the blind to the (fastened) fixing brackets.

The detail level of these instructions must be appropriate for the type of fitting and proportional with the difficulty of the process.

Illustrations for simple brackets can be equally simple and consist of only few steps:

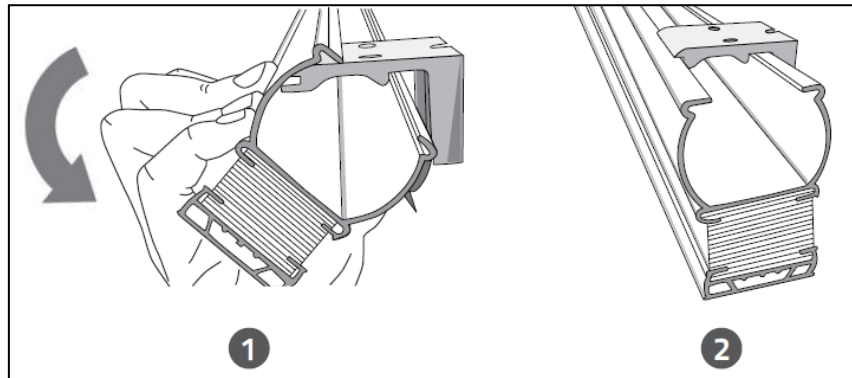
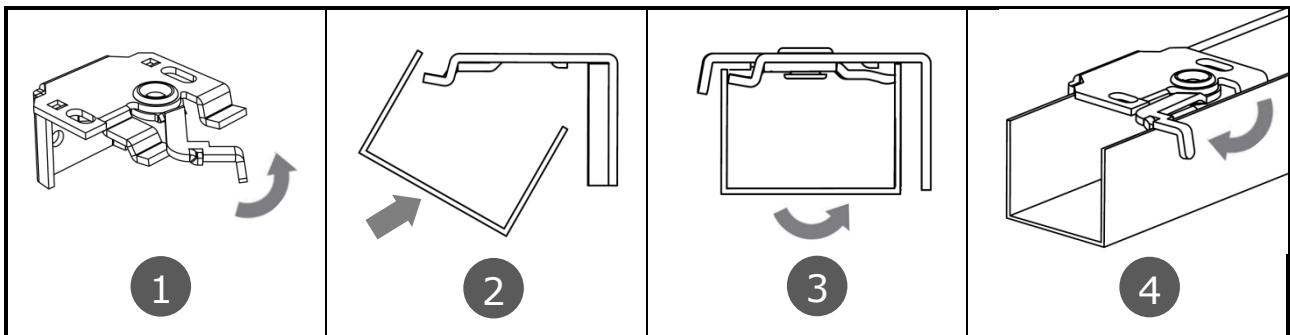


Illustration: An example of a simple fastening instruction

While instructions for more advanced brackets must be more explanatory and often require several steps:



How to install all blind parts

The manual must include all necessary instructions for full installation and assembly of the blind in the installation/assembly instructions.

In some cases assembly processes of loose parts takes place after the blind has been mounted. Examples of loose parts could be vertical blind slats or operating wands that are not preassembled at delivery.

Different configurations of the blind itself

Special attention must be paid to showing elements that can be installed in several ways.

A great example of a blind with different configurations is a simple roller blind for which both the rolling direction of the curtain (over/under) and the placement of the operating mechanism (left/right) can be changed depending on the specific needs of the user.

The assembly/installation instructions must clearly illustrate how to install the blind correctly for all possible configurations.

5.5 Instructions for safety devices

Necessary instructions must be given for all safety devices delivered with the blind.

Instructions related safety devices must be given according to the requirements of **EN 13120** and **EN 16434** clause **12**.

JYSK requires that every safety device of any blind has an instruction page of its own within the blind manual.

Information for safety devices that has to be given in text:

To comply with requirements from **EN 16434** it must be stated which type of blind the device has been designed for and tested with. JYSK makes a suitable text and translations hereof available that must be used.

The file containing the texts is made available as [JYSK 10177](#).

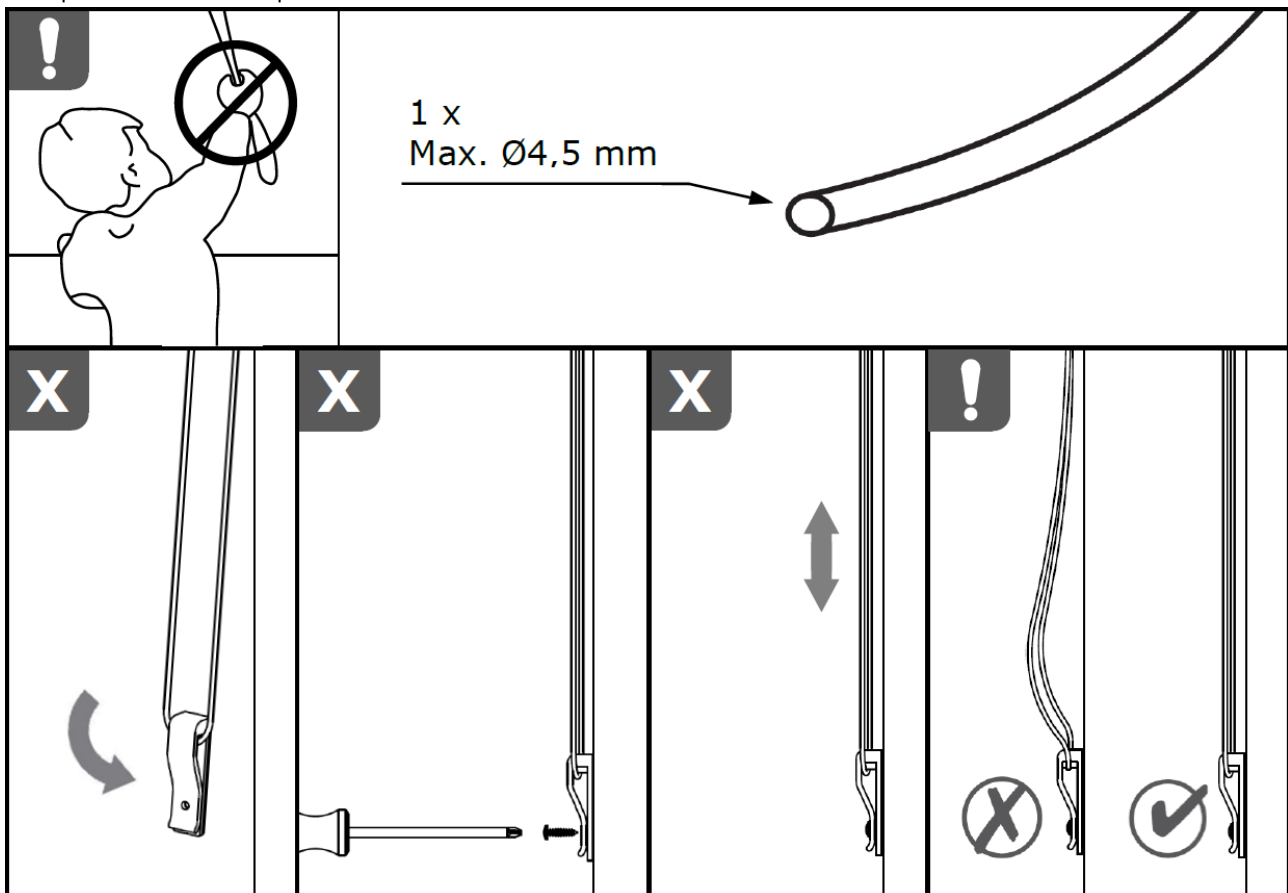
When needed the supplier must warn that release of small parts which can result in internal asphyxiation of a child.

5.5.1 Instructions for tensioning devices

Tension devices are installed to limit the accessibility of looped cords and chains for children.

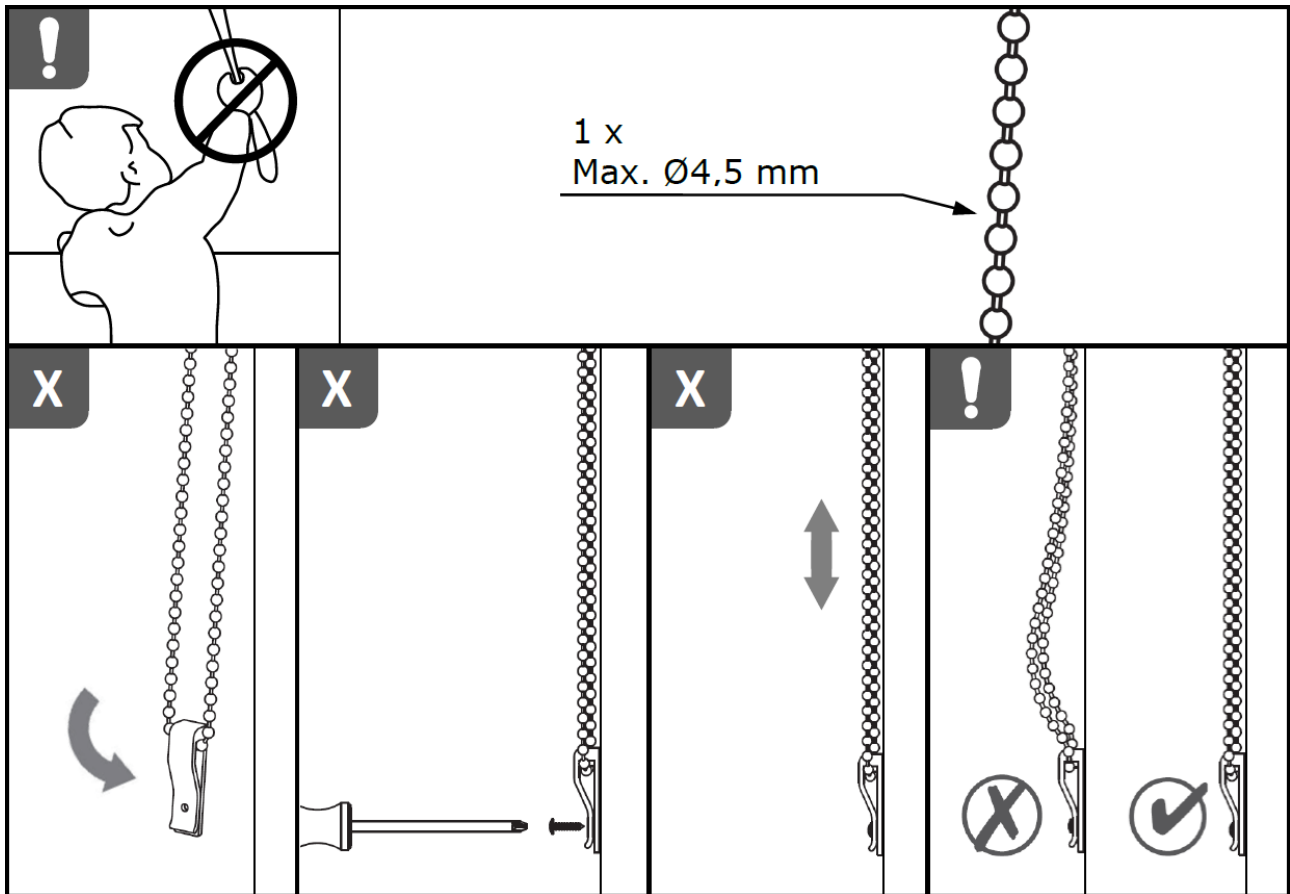
Instructions for this type of safety device must generally focus on correct installation/mounting of the device.

Example – Instruction looped cord tension device:



Note: The requirements for tension devices are essentially identical for cords and chains.
 Comments and further descriptions of requirements will be stated after the ball chain example.

Example – Instructions for a ball chain tension device:



The limit dimensions of cords/chains to be used with the device must be stated. Using illustrations as in the example is recommended by JYSK.

The allowed number of cords to be used with the device must be stated. The manual may give this information as an illustration or in text.

5.5.2 Instructions for breakaway devices

Breakaway devices are designed to eliminate hazardous loops when specific forces are applied.

Several types of breakaway devices exist:

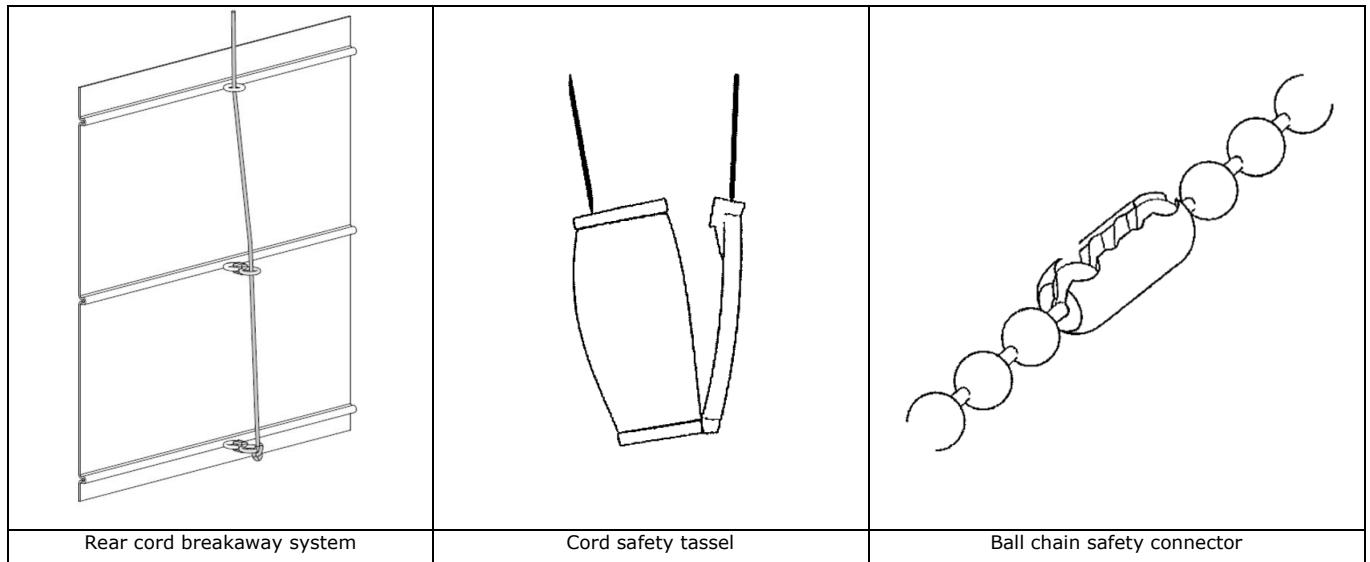


Illustration: Examples of breakaway device types

Instructions for breakaway devices must clearly show the function of the device and how to reinstall the device after elimination of a hazardous loop.

Limits of any relevant property or characteristic must be given for elements to be used with the breakaway device e.g.:

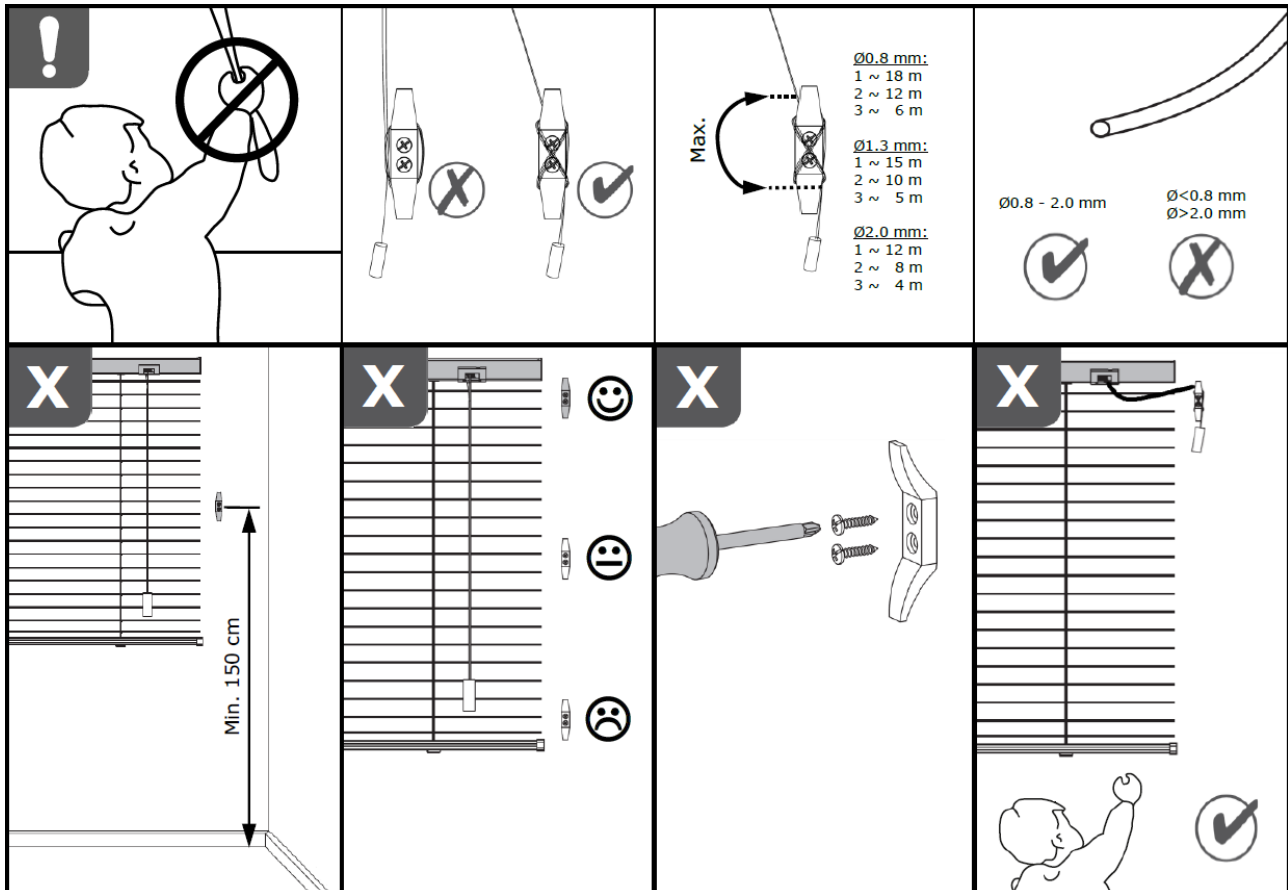
- Cords – Minimum and/or maximum allowed diameter of the cord
- Ball/bead chains – Minimum and/or maximum allowed sizes of beads
- Fabric – Minimum and/or maximum allowed thickness

The manual may give this information in an illustration or as text translated into *all JYSK languages*.

5.5.3 Specific instructions for accumulation systems

Accumulation devices are installed to get free hanging cords out of the reach of children. Instructions for this type of safety device should focus on correct installation/mounting besides correct usage.

Example of illustration layout:



Accumulation device instructions must state that the device needs to be installed at least 150 cm from the floor. This information can be given as an illustration as in the example.

The instruction must state that the accumulation device must be installed as closely as possible to the head rail. In the example this information is given as an illustration.

The minimum and maximum cord diameter to be used with the device must be stated.

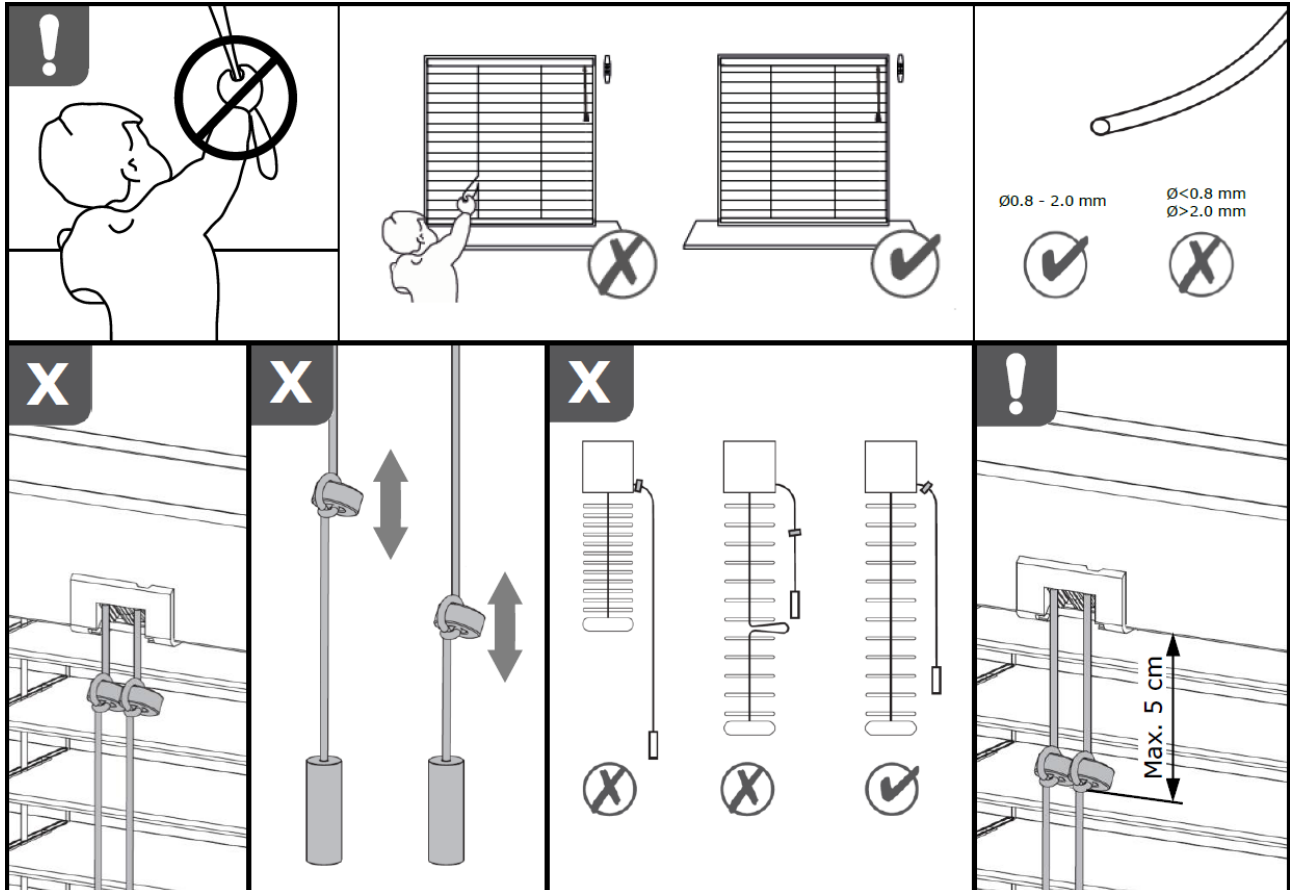
The cord capacity of the safety device must be stated depending on cord properties e.g. like in the example shown. JYSK can also accept stating a maximum capacity of the device of 3,5 m as this length cannot be exceeded by a blind within the required specifications of **EN 13120**.

To use this solution the device must of course actually be able to hold 3,5 m of cord within the allowed limits of cord diameters for the blind.

5.5.4 Instructions for pull/inner cord(s) stops

This kind of safety should always be delivered pre-installed in at delivery. The following instructions must cover how to properly adjust the safety device after the blind has been assembled and installed/mounted.

Example of illustration layout:

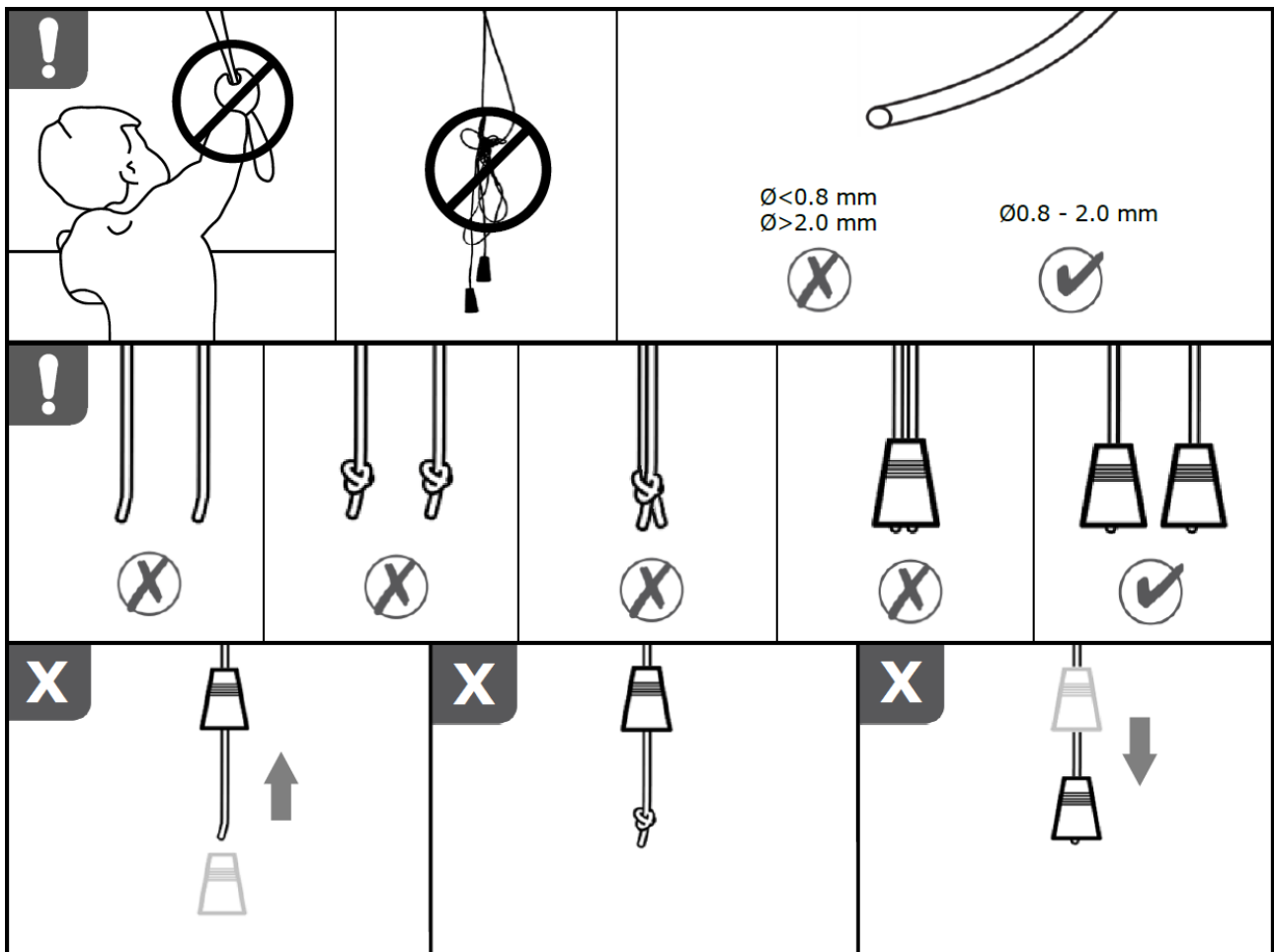


The dimension limits of blind cords (if any) must be stated.

5.5.5 Instructions for non-tangling devices

On blinds with free hanging cords non tangling devices can be used to keep the cords from creating loops.
 Non-tangling devices should be delivered attached to the cords but will often be moved when shortening cords.
 Instructions for this type of safety device should focus on correct installation/mounting.

Example of illustration layout:



The dimension limits (if any) for cords the device safely can be used with must be stated. This information can be given with an illustration or with text.

The instruction must warn against using a single non-tangling device for several cords as this will create a closed loop. This information can be given with an illustration or with text.

5.6 Instructions for adjustment and shortening the height of the blind

This subsection must contain all relevant information and instructions for shortening the height of the blind and make adjustment to resolve known problems.

Placement of the adjustment sub-section can be before or after the shortening instructions within the fourth section depending on what is most logical and feasible in the situation.

Shortening the height of the blind:

Some blinds can be shortened in height. When such operations are possible and allowed the supplier must secure that necessary instructions are in place. The instructions should follow the principles stated in chapter 5.3.

Shortening instructions for blinds with cords must always include necessary steps to secure that the cords do not exceed 1 meter in fully extended position after shortening.

Specific requirements for shortening of vertical blind height (Slat length):

An instruction for shortening the height of vertical blind must include at least the following:

- How to identify the correct slat length
- How to mark the slats including which end of the slat to cut
- The easiest method of cutting slats
- How to correctly mount slats on the head rail

Specific requirements for shortening of venetian blind height (Removing slats):

An instruction for shortening the height of venetian blinds must include at least the following:

- How to loosen and reinstall pull cords.
- How to remove slats and move bottom rail to the new correct position.
- When and how to correctly trim the ladder braids after slats have been removed.
- How to correctly adjust pull cord stops after the blind has been shortened. This can be a reference to the instruction of the safety device.

Adjustment instructions:

Sometimes generally occurring problems for specific blind types can require instructions to secure that the end customer gets the expected functionality.

JYSK requires that adjustment instructions for generally occurring problems are included in the manual.

By the term “adjustment” is meant all necessary actions to be performed to remedy, trouble shoot and resolve known problems for the particular blind-type.

The amount of adjustment required will logically depend on the quality of the assembly/installation instruction - many problems can be solved simply by increasing the detail level of other sections within the manual.

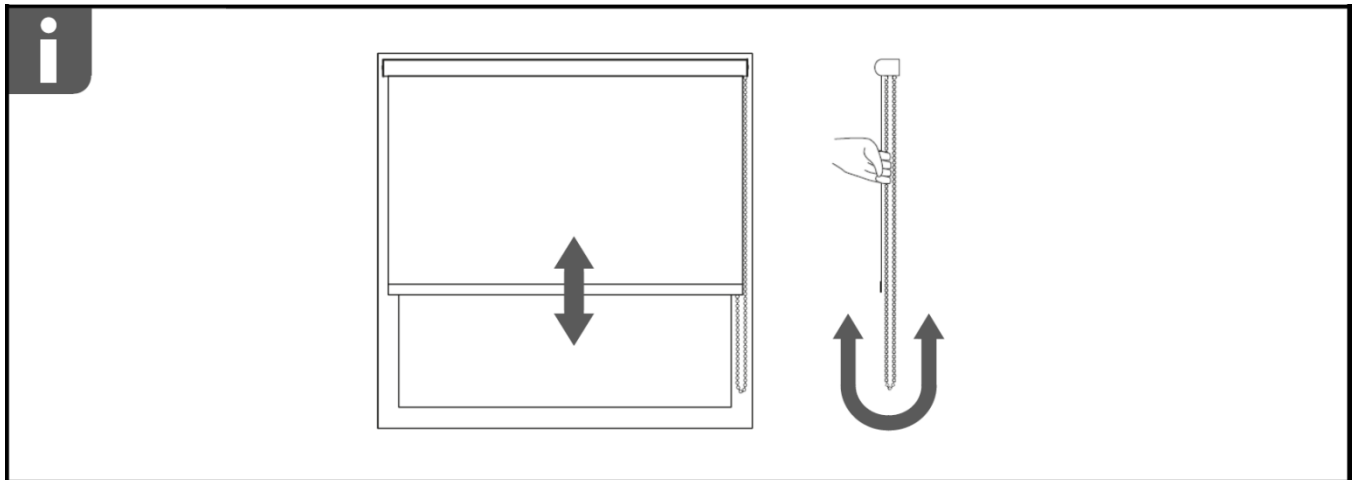
JYSK generally prefers to omit the need of standalone adjustment instructions but is aware that in some cases using such is the most feasible solution.

6 Instructions for use and maintenance (Section 4)

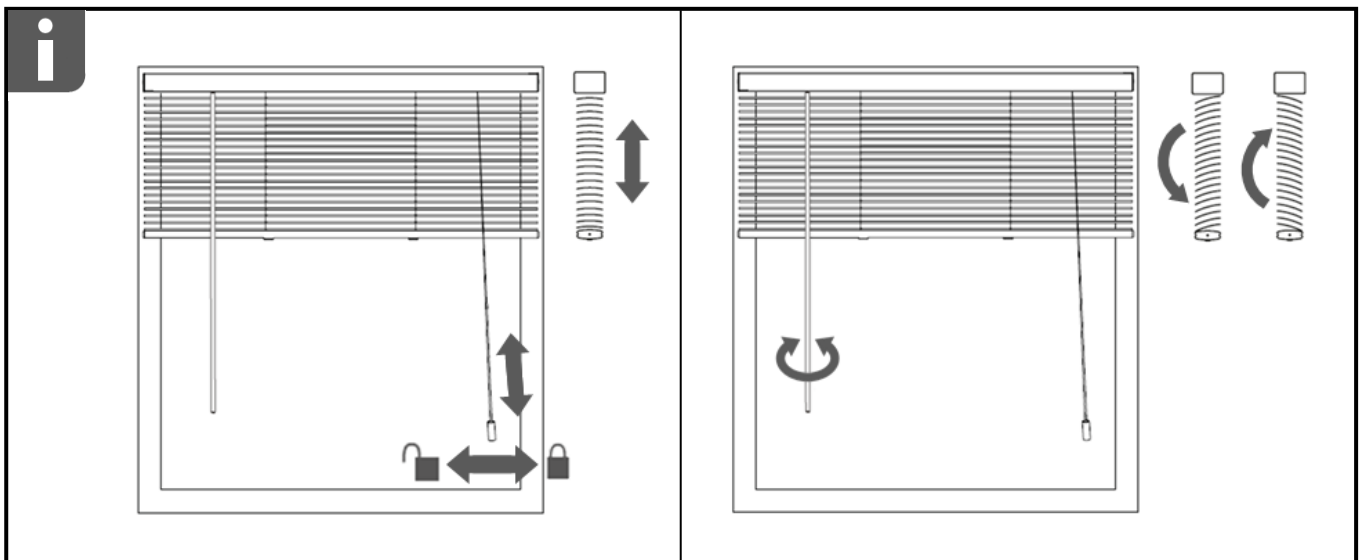
This section should include relevant information for correctly using and maintaining the blind.

6.1 Operating instructions

Instructions for all operation mechanisms must be given. JYSK prefers the use of simple illustrations:



Example of simple operation instructions (Roller blind with chain)



Example of simple operation instructions (Venetian blind with cords and wand)

Operating instructions must cover all operating mechanisms and functions of the blind.

If operation of the blind can result in dangerous situations all necessary warnings and information must be stated within the operating instructions.

6.2 Specific information requirement for pleated blinds:

Pleated blind pleats can permanently stretch and sink if hanging in open position for too long.

JYSK requires that sufficient information is given in accordance with the characteristics of the specific pleated blind.

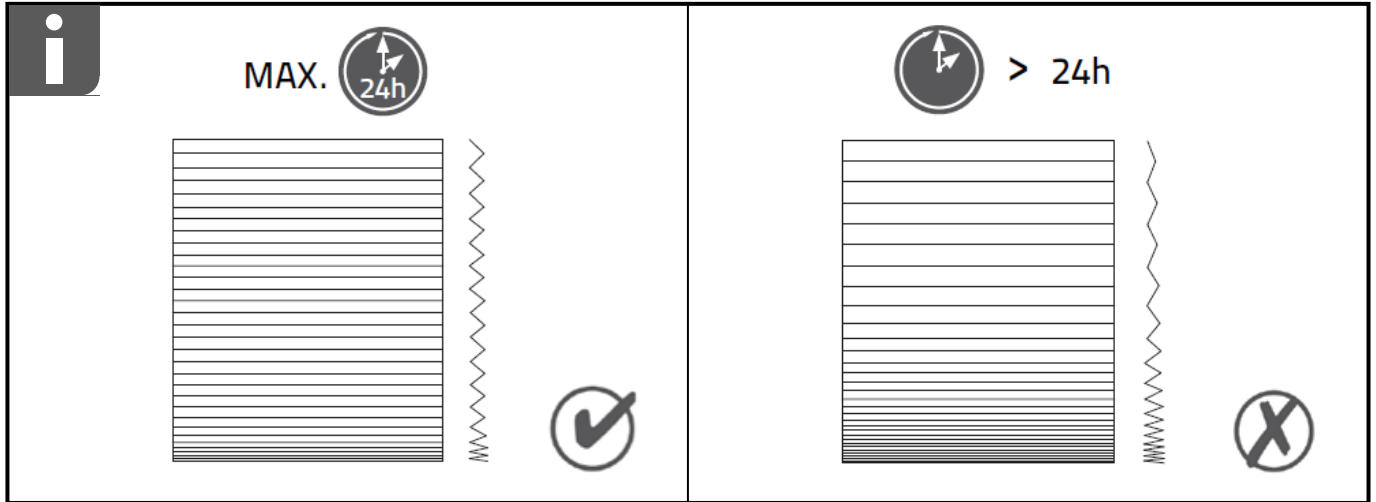
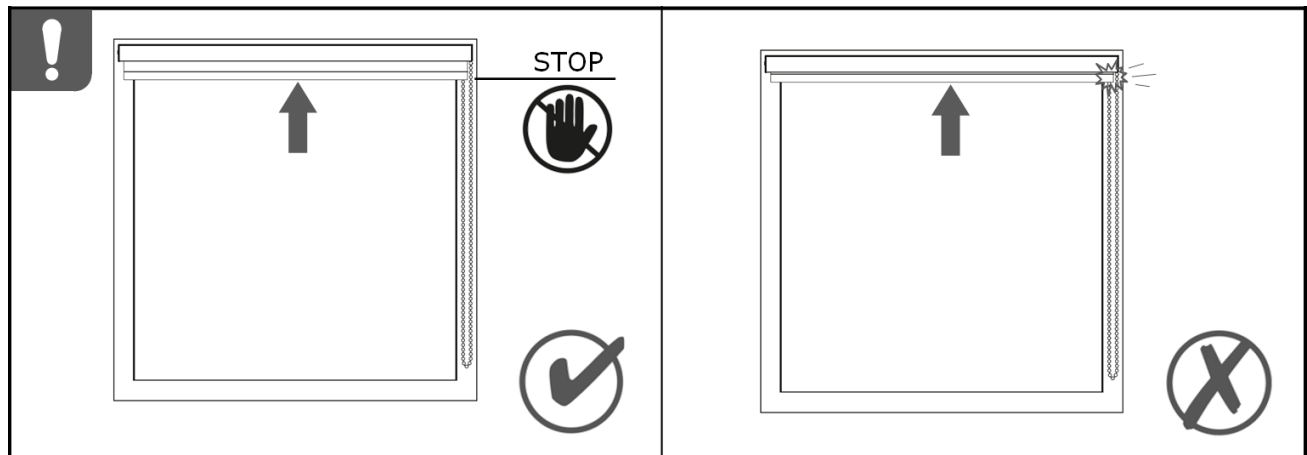


Illustration: Example of how to instruct against sinking pleats

6.3 Forced operation that may damage the blind

According to the harmonized content **EN 13120** clause **15.2.1** technical instructions must very clearly illustrate situations in which forced operation may damage the product.

JYSK generally prefers to have such information given as simple illustrations to minimize the need for text and translations. Illustrations should generally include both the damaging situation and how to avoid it.



Example of forced operation warning

6.4 Instructions for maintenance

The blinds for sale at JYSK are generally considered maintenance free.

In the case that any maintenance information is relevant or needed it must be given in this sub-section.

For blinds including textile a repeat of the care labels found on the packaging can be shown.

Allowed care labels are available from [JYSK 10070](#).

Relevant maintenance information can also be statements like "Spot clean only" or "Clean with blind brush only".