

# Fabric Studio – Custom Roll Shades

## Installation Instructions

### Spring Lifting System

### Inside or Outside Mount

Thank you for purchasing your new roll shade. It has been custom-made from the highest quality materials to the dimensions you specified. With proper installation and care, it will provide you with many years of beauty and trouble-free use.

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#### Tools Required

- Metal measuring tape
- Drill
- 1/16" drill bit
- 1/4" and 7/16" hex drivers
- Standard and Phillips screwdrivers
- Level
- Awl or pencil
- Ladder or stepstool
- Needle nose pliers

The brackets must be securely attached to the wall or other mounting surface, preferably by drilling the screws into wood studs. If studs are not available, you will need to purchase special fasteners designed for your mounting surface. If you are mounting the brackets to concrete, brick, tile, or stone, you will also need a masonry drill bit.

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#### Components and Hardware

**Important:** When you remove the shade from its packaging, leave it rolled up, as in Figure 1. Do not remove the straps until the shade is installed in the brackets.

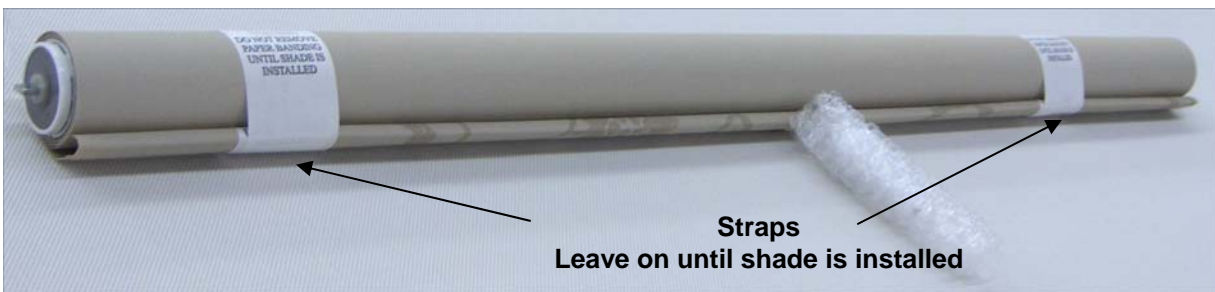
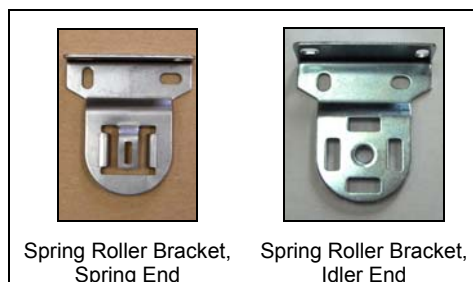


Figure 1 Custom Roll Shade with Spring Lifting System, Showing Straps

#### Components

- Shade: shades ship with spring drive and idler assembled in the tube and ready to install on the included brackets.
- Brackets: two—designed to accommodate shade lifting system (see below).
- Bracket covers
- Hex head screws: two screws per bracket

#### Brackets



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## Installation Steps

### Step 1: Determine Shade and Bracket Locations

**Note:** Place the bracket covers over the brackets before mounting the brackets.

#### *Inside Mount for Walls/Ceilings*

- Temporarily place the brackets on the un-mounted shade.
- Hold the shade in the appropriate location to verify that it fits within the opening. There should be a slight gap on either side of the shade to allow for the thickness of the brackets.
- Mark the locations of the brackets, being sure they are level with each other. If you will be mounting to the upper surface of the window frame, you may need to use a shim (not included).

#### *Outside Mount for Walls/Ceilings*

- Temporarily place the brackets on the un-mounted shade, and then measure the distance between the outside edges of the brackets.
- Measure and mark the bracket locations on the wall, using a level to be sure the brackets will be perfectly level.

**Important:** For the shade to operate properly, the brackets must be perfectly level.

### Step 2: Attach the Brackets

- Drill 1/16" starter holes at each bracket hole location.
- Use the hex head screws and washers provided to attach the brackets to the wall or window frame, being sure the brackets are level. Use a shim if needed. If you do not reach wood or other solid backing, use secure fasteners (not included).

**Important:** Make sure the correct brackets are at each end.

### Step 3: Attach the Shade

- Remove the shade from its packaging but leave it rolled up with the straps securing the roll.
- Use needle nose pliers to turn the spring pin about five turns in the opposite direction to the roll of the shade. This sets the spring tension.
- Place the idler pin on the shade into the idler end bracket. See Figure 2.



Figure 2 Idler pin in bracket

- Gently push the shade toward the idler bracket until the idler pin on the shade collapses. See Figure 3.

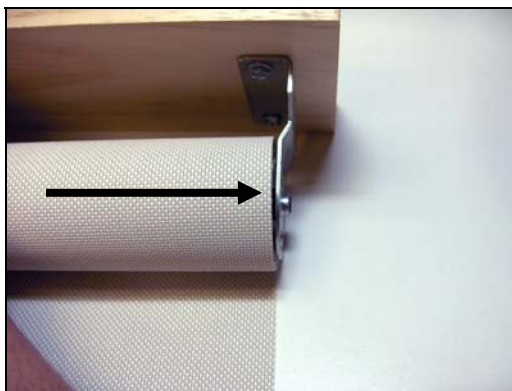


Figure 3 Idler pin collapsed

- Place the rectangular spring end in its bracket and release the pressure on the idler end to engage the spring pin in the bracket. See Figure 4.



Figure 4 Setting spring end in the bracket

#### Step 4: Adjust the Shade

**Important:** Do not lower the shade more than one inch below the ordered length. For the shade to stay securely fastened, several inches of shade cloth must stay wrapped around the tube.

- Remove the packing straps and test that the shade operates properly by raising and lowering it a few times. See the *Troubleshooting* section if the shade telescopes to either side or does not raise and lower evenly.
- If the shade does not raise all the way to the top, adjust the tension of the spring roller using either of the following methods:
  - Lower the shade a few inches below its highest point. Take the shade out of the brackets, and manually roll up the remaining shade fabric. Replace the fully rolled shade in the brackets.
  - Remove the shade from the brackets and use pliers or an adjustable wrench to turn the rectangular spring end pin. Start by turning it a half turn counterclockwise to unlock it. Then turn it one or two rotations clockwise. Each full turn of the pin equals one full turn of the roller. Replace the shade in the brackets and test that it now rolls up completely. Repeat or adjust as necessary.
- If the shade pulls too tightly against the headrail when raised, adjust the tension of the spring roller using either of the following methods:

- Remove the shade from the brackets and unroll a few inches of the shade. Replace the partially unrolled shade in the brackets and test that the tension is now correct. Repeat or adjust as needed.
- Remove the shade from the brackets and use pliers or an adjustable wrench to turn the rectangular spring end pin. Turn it one or two rotations counterclockwise. Make sure that the pin locks after each turn. Each full turn of the pin equals one full turn of the roller. Replace the shade in the brackets and test the tension. Repeat or adjust as necessary.

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## Caring for Your Custom Roll Shade

Your roll shade will provide you with years of beauty and pleasure with minimal care and cleaning. For routine cleaning, remove surface dust by wiping gently with a soft, clean, lint-free cloth or dusting with a completely clean feather duster. Please note that more aggressive cleaning may damage the shade fabric. If your shade becomes soiled and the routine cleaning instructions do not fix the problem, please contact Castec to determine whether more aggressive cleaning methods are appropriate for your shade.

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## Troubleshooting

**Important:** When troubleshooting, you might need to pull the shade down to expose part of the tube. However, only expose enough tube to be able to shim the shade, as explained below. If you allow the shade to unroll so much that the entire roll of fabric is falling from the back, the fabric might come off the tube.

**Problem:**

The shade telescopes to one side or the other, or rolls up unevenly.

**Solution:**

The brackets may be installed unevenly. If the shade telescopes to the left, the right bracket is higher than the left bracket. If the shade telescopes to the right, the left bracket is higher than the right bracket. Use a level to check the bracket positions and re-install one bracket, using a shim if necessary.

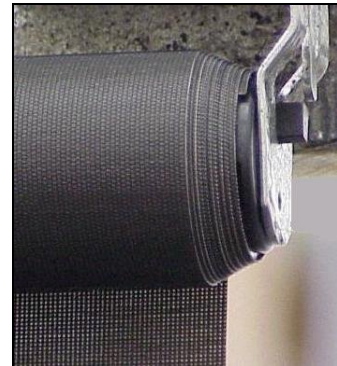


Figure 5 Telescoping to the left

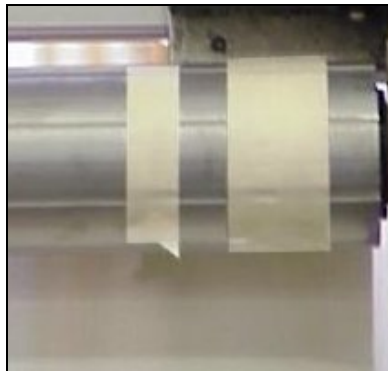


Figure 6 Masking tape shims

**Problem:**

The shade telescopes to one side or the other, but the brackets are perfectly level.

**Solution:**

Lower the shade until a small part of the tube is exposed. Adjust the shade for telescoping by shimming with masking tape. Use a piece of masking tape on the side opposite the telescoping end; for example, if the shade telescopes to the left (see Figure 5), then place the masking tape on the right side of the shade (see Figure 6). Raise and lower the shade to test for proper tracking. If the shade still does not track properly, repeat the above procedure. The correct amount of tape needed is determined by trial and error.

**Problem:**

The shade rolls up unevenly, but the brackets are perfectly level.

**Solution:**

Lower the shade until a small part of the tube is exposed. Place one or two long strips of masking tape horizontally along the tube (about half the length) on the side that hangs too low. Raise and lower the

shade to see if it now rolls evenly. If the shade still does not roll evenly, repeat the above procedure. The correct amount of tape needed is determined by trial and error.