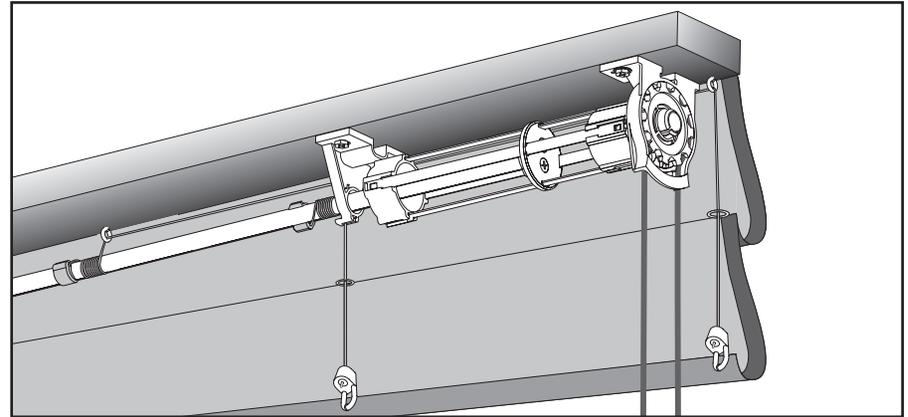


RollEase®



Roman Shade (Workroom) Wood Board Mounted Soft Shade Assembly Instructions

How it works



One lowers or raises the shade by pulling on one side of the control cord. This releases the clutch allowing easy repositioning of the shade. When one stops pulling down on the control cord, the clutch automatically holds the shade securely in position. The RollEase system keeps shades hanging level by wrapping individual lift cords around a rotating and traversing shaft.

Specifications

Maximum shade weight: 30 pounds (13,5kg) (Standard Clutch), 15 pounds (6,8 kg) (Slim Clutch) including fabric, rings, trim, stiffeners and bottom weight, but not including the headboard or RollEase components.

Maximum shade drop: 12 feet (3,6m) when using the recommended 0.9 mm lift cord.

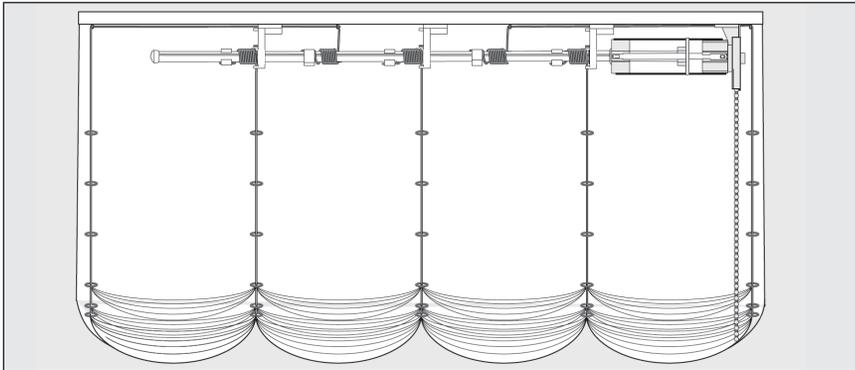
Maximum shade width: Unlimited - provided shade is 30 pounds (13,5 kg) or less.

For best results: Follow the instructions carefully. If you have any questions, call your customer service representative at 800.552.5100, 203.964.1573, or fax at 203.358.5865. Web Site: www.rollease.com

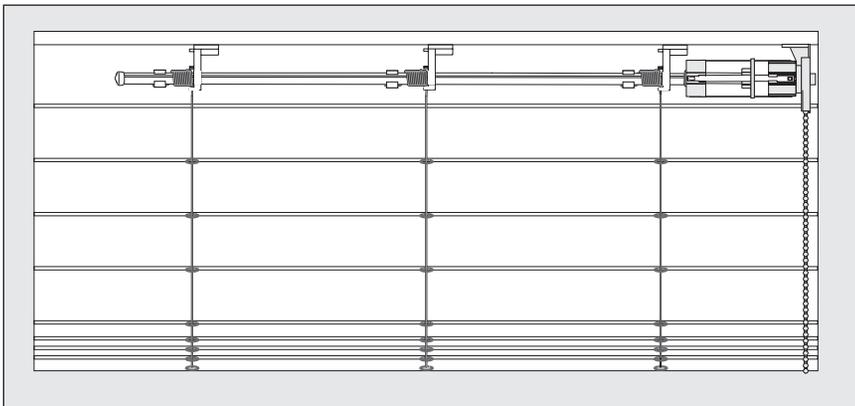
Note: The RollEase system brackets and clutches are available in two widths – 2 1/8 inches (54mm) or 1 1/2 inches (38mm) – All other components can be used with either size clutch. Note: The shades in this booklet are shown using the Standard 2 1/8 inch parts. The same instructions apply to the 1 1/2 inch (38mm) Slim system. The RollEase 1 inch (25mm) VersaRail aluminum headrail system can also be configured for soft shades.

Shade Options

You can make shades with or without edge lifts and with as few as two Shaft Brackets. In determining the number of lift lines and thus the number of brackets, the general rule is that each lift line can be lifting no more than 5 lbs (2,3kg) per lift line. For example: a 20 lbs (9 kg) shade would require an absolute minimum of 4 lift lines. (5 lbs (2,3 kg) max per lift line). Having more lift lines than the absolute minimum is preferred.



With “edge lifts”. Edge lifts are routed through screw eyes to the shaft. Other lift lines will be routed to the shaft through the brackets. Edge lifts must be 1/4 inch (6,3mm) to 1 inch (25mm) from both edges of the shade. Brackets should be 7 inches (178mm) or more from either edge of the shade and be at least 7 inches (178mm) apart or more from each other for all shade scenarios.



Without “edge lifts”. Shaft Brackets should be placed 7 inches (178mm) or more from either edge of the shade and at least 7 inches (178mm) or more apart from each other.

Overview

Items shown are not to scale.

HEADBOARDS: made of a piece of 1 x 2 inch (25 x 50mm) or 1 x 3 inch (25 x 75mm) pine. It may be wrapped with cloth or left bare. Headboard not supplied by RollEase.



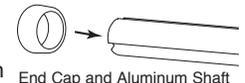
SCREW EYES: used as lift cord guides for edge lifts.



2 DISK SCREWS are used to secure the drive disk to the shaft. The **MOUNTING SCREWS** (flat/hex-head) are used to fasten the Clutch and Shaft Brackets to the headboard. **“L” BRACKETS:** used to mount headboard to window (L brackets not supplied by RollEase)



SHAFT: smooth fiberglass rod with a black alignment filament or 3/8 inch (10mm) aluminum with 3 grooves along the length

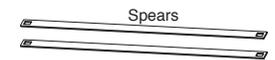


END CAP: used to cover the exposed end of the shaft.

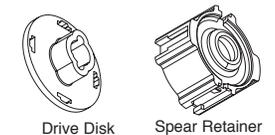


SHAFT SPLICING CONNECTOR: Use two connectors per splice.

SPEARS: transmit clutch torque to the shaft via the drive disk. Notice the symmetrical shape with holes at both ends of the spears.

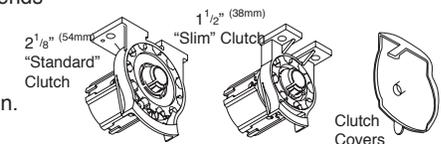


DRIVE DISK: fastens to the shaft with two drive disk screws and is guided by the spears.



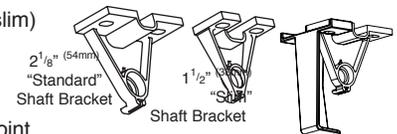
SPEAR RETAINER: used to hold and protect the ends of the spears.

CLUTCH: the mechanism that raises and lowers the shade by means of a control cord or bead chain.

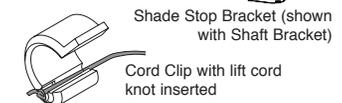


CLUTCH COVERS: provides a more finished appearance (optional) concealing the pulley of the clutch (standard & slim)

SHAFT BRACKETS: support the shaft and guide the lift cord to uniformly wind onto the shaft.

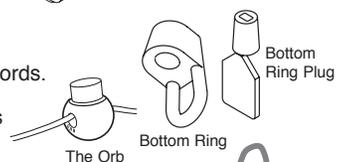


SHADE STOP BRACKETS: provides an even stopping point and stops interference due to raising the shade too high.



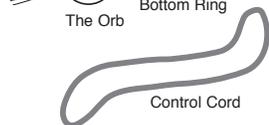
CORD CLIPS: designed to clip onto the shaft and used to hold the knotted end of the .9mm LIFT CORD.

BOTTOM RINGS: used as the bottom row of rings on the shade. Used in conjunction with the **BOTTOM RING PLUGS** which allow you to easily adjust and equalize tension on all lift cords.



THE ORB™ used to quickly and more accurately adjust lift lines

CONTROL CORD: threaded into the clutch and used to raise and lower the shade. It may be polyester or a metal bead chain (chain is required for shades over 10 pounds (4,5kg)).

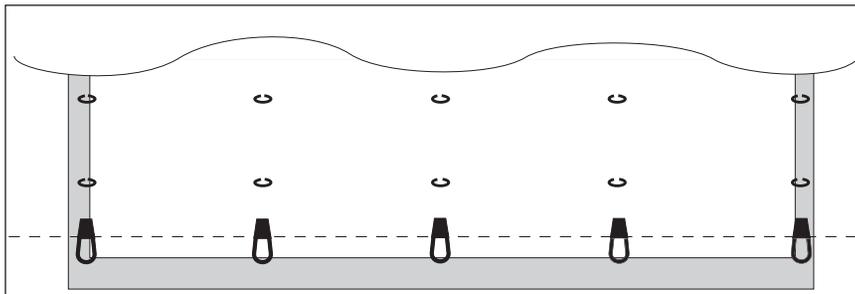


Tools

To assemble the RollEase Soft Shade System, you will need a PHILLIPS HEAD SCREW DRIVER, FLAT HEAD SCREW DRIVER (OR A 1/4 INCH (6,3mm) HEXHEAD DRIVER), AWL, PLIERS, FILE, SCISSORS, tape measure, pencil and HACK SAW OR POWER MITER SAW.

Preparation

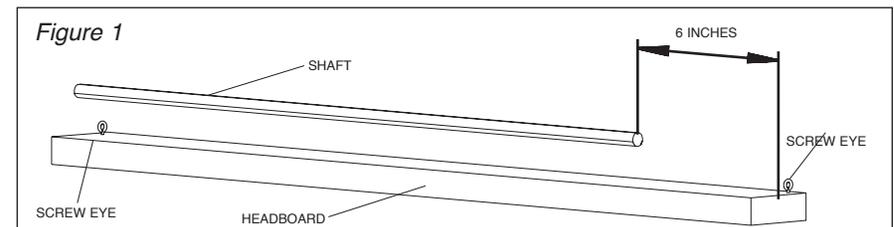
- It is important that bracket spacing and positioning be calculated before you attach lift rings to your shade so that your shade and the lift system will align properly. Minimum Shaft Bracket positioning and spacing varies depending on the drop length of your shade. (see the guidelines on page 3). If you are using edge lifts, make sure the column of rings are sewn between 1/4 inch (6,3mm) and 1 inch (25mm) from the edges of the fabric. Construct the shade placing topmost rings at least 3 1/2 inches (89mm) or more below headboard. Use RollEase BOTTOM RINGS for bottom row as shown in the diagram below.
- Mark and cut headboard to width of shade. You may either paint headboard, leave it bare, or wrap with chosen fabric. Staples may be used to secure fabric to wood.
- Lay headboard on worktable in front of you (stapled side down if covered).



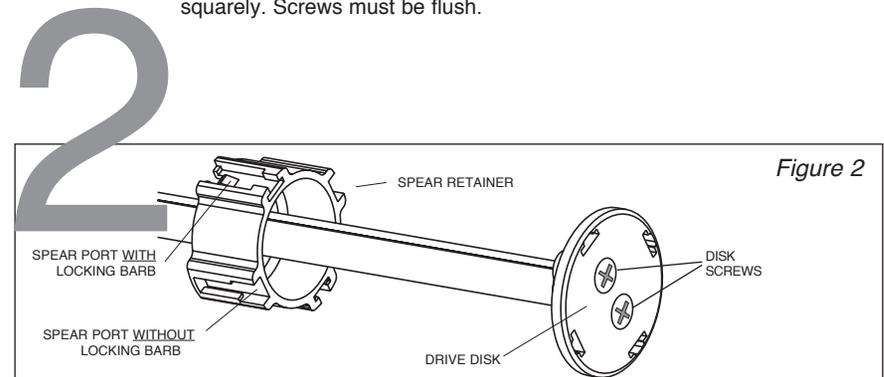
Assembly

Instructions shown are for right hand clutch with edge lifts*

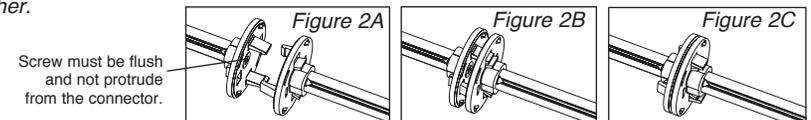
- If edge lifts are used, attach SCREW EYES to each end of the HEADBOARD off-centered on the headboard on the side in which the fabric will attach to the headboard. Screw eyes should also be in line with edge rings on the shade. The edge rings on any shade must be between 1/4 inch (6,3mm) and 1 inch (25mm) from the edge of the fabric.
 - Edge lifts are optional and depend on the design and construction of the shade. See page 3 for diagram of a shade with and without edge lifts. Skip edge lift instructions if they do not apply. All other instructions remain the same.
 - Cut SHAFT 6 inches (152mm) shorter than headboard. Cut must be made square. File off rough edges.



- Attach DRIVE DISK firmly and squarely to the shaft.
- Use two DISK SCREWS to secure Drive Disk. Make sure disk is seated squarely. Screws must be flush.

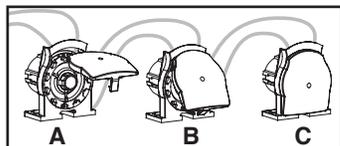
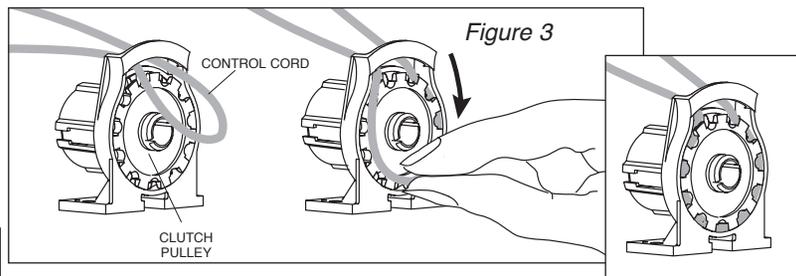


How to splice shaft together. (if required) Splice can only be done after all of the brackets are on the shaft. The brackets cannot be pushed beyond the splice, so brackets should be positioned appropriately. **Figure 2A:** Both connectors must be attached firmly and squarely to their respective lengths of shaft. **Figure 2B:** Line up the connectors with the screws back to back. This ensures that the grooves on the shaft line up straight...this is essential to the smooth operation of the RollEase Soft Shade System. **Figure 2C:** Push the prongs of each connector into the holes of the other connector, and keep pushing until the two parts snap together.



3

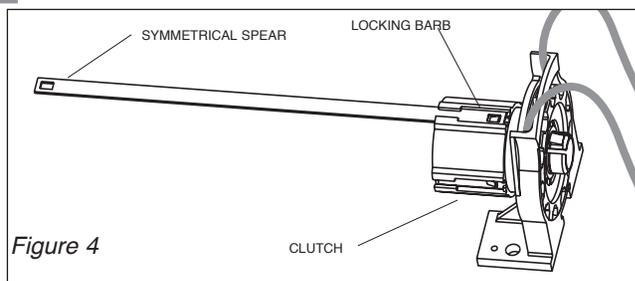
- Slide SPEAR RETAINER onto the other end of the shaft as shown.
- Insert CONTROL CORD into the CLUTCH by slipping a loop through the opening of the clutch as shown in figure 3. While holding right side of the control cord between your thumb and forefinger, press fingers lightly against the clutch pulley and turn one revolution clockwise, as if dialing a rotary telephone, until cord is completely inserted into clutch. For shades over 10 pounds (4,5kg) , metal bead chain is required and installs the same as control cord.



Clutch Cover (optional): A. Insert the tab of the cover into the cord-guard on the clutch. B. Rotate the cover up until the locking-arm of the cover clicks and C. locks to the clutch.

4

- Slide one end of a symmetrical SPEAR into the grooves on the CLUTCH making sure the HOLE on the spear securely snaps and locks onto the locking barb in the clutch. Once the spear is inserted, it can't be removed. If using only two spears (shade weight under 10 pounds (4,5kg)), install them on opposite sides of the clutch.



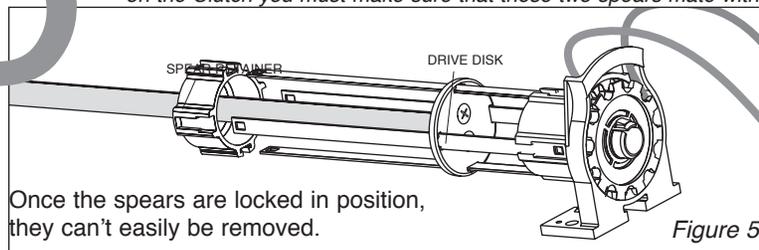
- Use 2 spears for shades under 10 pounds (4,5 kg) .
- Use 4 spears for shades over 10 pounds (4,5 kg) .

Short Spear (part number **VSPR46**) shown actual size
Use on shades up to 9 ft. (2.7m) tall

Long Spear (part number **VSPR57**) shown actual size
Use on shades up to 12 ft. (3.7m) tall

5

- Slide Drive Disk onto the Spears. Insert and lock the Spears into the Spear Ports on the Spear Retainer. **Important:** if using only two spears on the Clutch you must make sure that these two spears mate with the



Once the spears are locked in position, they can't easily be removed.

Figure 5

6

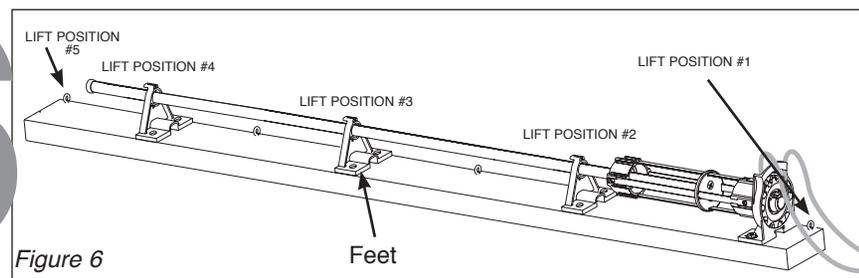


Figure 6

two Spear Ports that have the locking barbs.

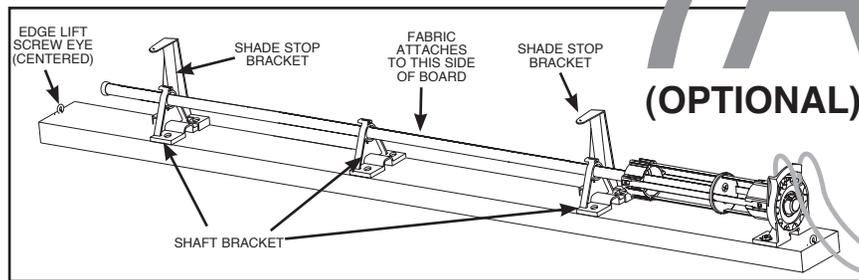
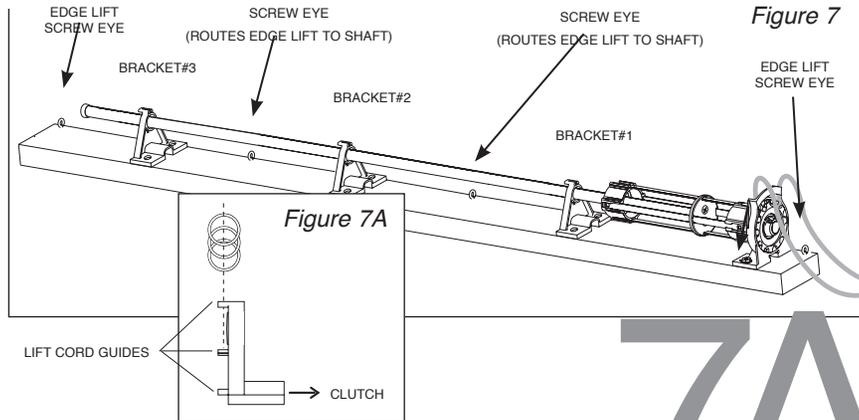
- Slide one BRACKET for each lift cord (excluding edge lifts, if any) onto shaft with "feet" (see Figure 6) pointing towards the clutch and add shaft END CAP. **Note:** For this example: The shade utilizes 3 interior lift brackets and 2 edge lifts. Positions #1 & #5 will be used for edge lifts. Lift positions 2 , 3 & 4 will be for interior lifts. Screw eyes should be used to route edge lifts (#1 & #5) to the shaft unless these represent the only two lift lines on the shade. (A minimum of 2 brackets must be used. Remember: 5 lbs (2,3kg) maximum per lift line)
- Position CLUTCH ASSEMBLY on headboard 1/4 inch (6.3mm) to 1/2 inch (13mm) from edge lift screw eye. If no edge lifts are used, position 1/2 inch (13mm) from edge of headboard. Make sure the feet of clutch are straight and the shaft lines up with center of headboard.

7

- Line up and attach shade to headboard.
- Note: If using optional stop brackets:** First read Step 7A.
- Beginning with LIFT POSITION #2 (closest to the CLUTCH), align lift cord guides on bracket (figure 7A) with center of corresponding column of lift rings on the shade. Make sure shaft moves freely. Mark the bracket positions and screw lightly onto headboard. Repeat for all remaining brackets in order shown (Lift Position #2 first, then #5, #3 and #4). Test shaft movement after tightening each bracket. Tighten all screws on brackets and clutch.

with center of headboard. Screw clutch onto headboard but do not tighten.

Check shaft alignment again after brackets have been tightened. If shaft does not slide freely when all brackets are installed, check bracket alignment and adjust. Make sure all screws are tight before proceeding to Step 8.

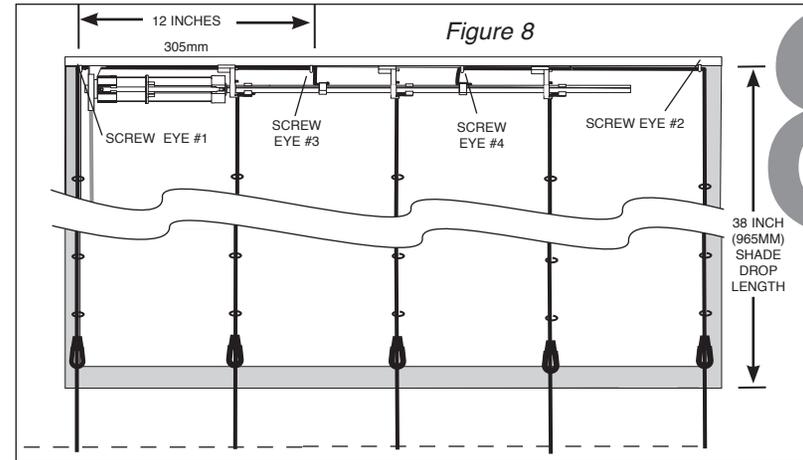


Shade Stop Brackets are designed to provide an even stopping point when raising a fabric, sunscreen or woven wood Roman shade and prevents damage to the fabric and stops interference with the spears and clutch due to raising the shade too high.

■ Shade Stop Brackets should be installed when attaching the Shaft Brackets and must be mounted on the side of the board where the fabric will be attached. Use a minimum of 2 stop brackets on shades up to 5 feet (1,5m) in width. Add 1 additional Shade Stop Bracket for each additional 3 feet (914mm) in shade width. The Shade Stop Bracket is mounted with two screws with one of the mounting screws being shared with the Shaft Bracket.

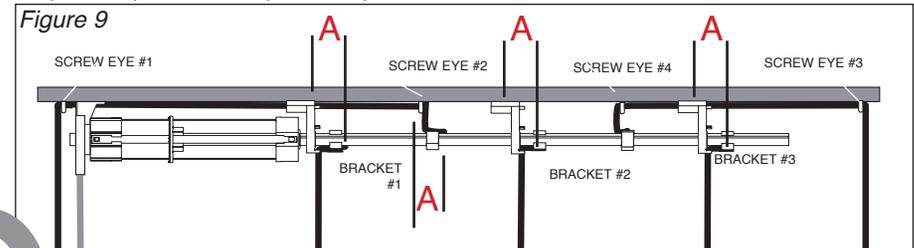
■ Screws Eyes should be used as usual when edge lifts are required. Edge lift cord should be routed to the shaft using the center channel of Shaft Brackets instead of routing cord behind the Shaft Brackets.

■ When mounting grommets or sewing rings directly to your material, space rings a minimum of 4 inches (102mm) down from the mounting board to allow clearance of the Shade Stop Bracket.



Measuring the lift cords:

- For edge lift measurement**, measure the distance from Screw Eye #1 to Screw Eye #3. Add this distance to the length of shade and then add another 10 inches (254mm). **For example:** A 38 inch (965mm) shade length + 12 inches (305mm) between screw eye #1 and screw eye #3 = 60 inches (1,5m) of lift cord. Do the same for screw eye #2 and screw eye #4.
- For inner lift measurements**, measure length of shade and add 10 inches (254mm). **For example:** A 38 inch (965mm) shade length + 10 inches (254mm) = 48 inch (1,219mm) lift cord.



Attaching Edge Lift Cords

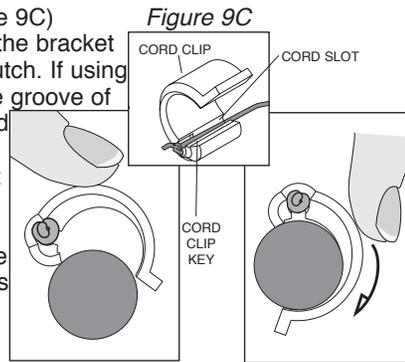
- Slide shaft until disk drive is all the way against the clutch. The shaft must remain against the clutch for the remaining operation. **If edge lifts are not used, go on to step 9E.**
- Feed one edge lift cord through the screw eye #1, behind the clutch. On the side of the board the shade will be attached to screw eye #2 and then to the shaft as shown in figure 9. Prevent the cord from pulling back through the screw eyes by temporarily tying the cord to the shaft. Feed the other edge lift cord through screw eye #3 and through screw eye #4 where it will be routed to the shaft (figure 9). Temporarily tie off this cord as well.
- Align shaft correctly (drive disk touching clutch) before attaching cord clips. With aluminum shaft, the groove should point down. With fiberglass shaft, the black line should point down. **Note:** Inner lift line knots attach to the bottom of the shaft, the (2) edge lift lines knots are attached to the top of the shaft. Make sure all cords are consistently placed; (1/2 inch away) (Dimension A- Figure 9)

9

8

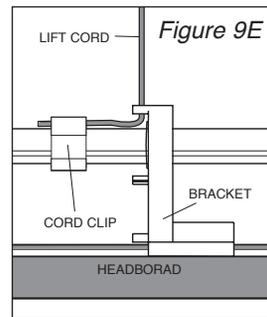
7A

- d. Insert knot into cord slot of a CORD CLIP. (Figure 9C) Position cord clip 1/2 inch (13mm) away from the bracket with the tail of the knot facing away from clutch. If using aluminum shaft, insert key of cord clip into one groove of shaft. If using fiberglass shaft, align key of cord clip with the black alignment thread on the shaft. Snap on as shown in Figure 9D. Repeat for second edge lift, making sure both cord clips are in the same groove or aligned with the black alignment thread. If necessary, rotate shaft so knots in cord clips face down & cord is not wrapped on shaft.



Attaching Inner Lift Cords

- e. Thread inner LIFT CORD through SHAFT BRACKET CORD GUIDE and tie a knot on the end. Make sure shaft is against clutch. Insert knot into cord slot of a CORD CLIP and fasten to shaft 1/2 inch (13mm) from bracket with knot end away from clutch. Insert key of clip into top groove of shaft. Repeat for each bracket.



Note: All inner lift cord clips should be placed in the same groove the same distance from each bracket. Make sure no cord is wrapped around the shaft.

Securing lift cords:

If using RollEase No-Sew Roman Bars™ the lift lines should be secured using No-Sew's lockable Bottom Pockets or the Orb with the No-Sew Roman Bar. (see separate No-Sew Roman Bar instructions sheet.)

Note: The cord tension may be adjusted by pulling the bottom plug out of the bottom ring and sliding the plug up or down until tension is correct. Insert the plug back into the bottom ring when tension is correct. Repeat for each lift cord until they are all even and there is **no slack**. **IMPORTANT: Tension must be equal on all cords.**

11 THE ORB

- a. Press the button on the Orb, opening the channel through the center of The Orb. Thread the LIFT CORD down through the small hole in the THE ORB. Release the button and the lift line will be locked in position. Adjust The Orb's position on the lift lines to make them level with each other. There should be no slack left on lift lines when shade is hung.

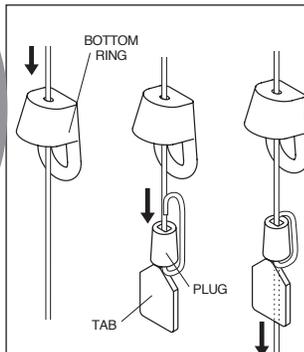


12

Once the shade is complete, run it up and down several times, check the tension on the lift cords, in any shade position there should be slack left on the lift lines. Leave the excess lift cord. If using Bottom Ring Set leave the bottom ring plug tabs. This will enable the installer to make adjustments if necessary. This will enable the installer to make adjustments if necessary.

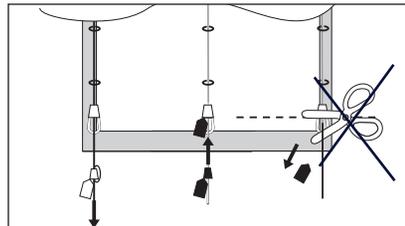
Shade is complete and ready to be hung.

10



BOTTOM RING SET

- a. Thread the LIFT CORD down through the small hole in the BOTTOM RING and continue through the hole in the plug (tab on plug faces down). Loop it once more through the hole in the plug. **Repeat for each lift cord.**
- b. While holding the lift cord taut, slide the plug along the cord until the plug is pressed completely into the bottom ring.



Options Step 10: Bottom Ring Set or Step 11: The Orb

Notes

- For French doors or other long narrow shades (18"-24") (500mm to 600mm) and up to 72" (1,8m) in length, cut shaft only 3"- 4" (75mm to 100mm) shorter than headboard. The extra space on shaft is needed for cords wrapping.

Hanging Instructions:

- Always transport the shade in the all-the-way-up position.
- When installing the finished shade to the wall or frame, position an "L" bracket close to the clutch. This will keep the headboard from flexing when the control cord is pulled.

Some Tips for Your Customers:

- Do not force shade past its comfortable high/low positions.
- Do not put objects on the sill where the shade might rest on them.
- Do not operate the shade while lifting a corner to peer out the window.