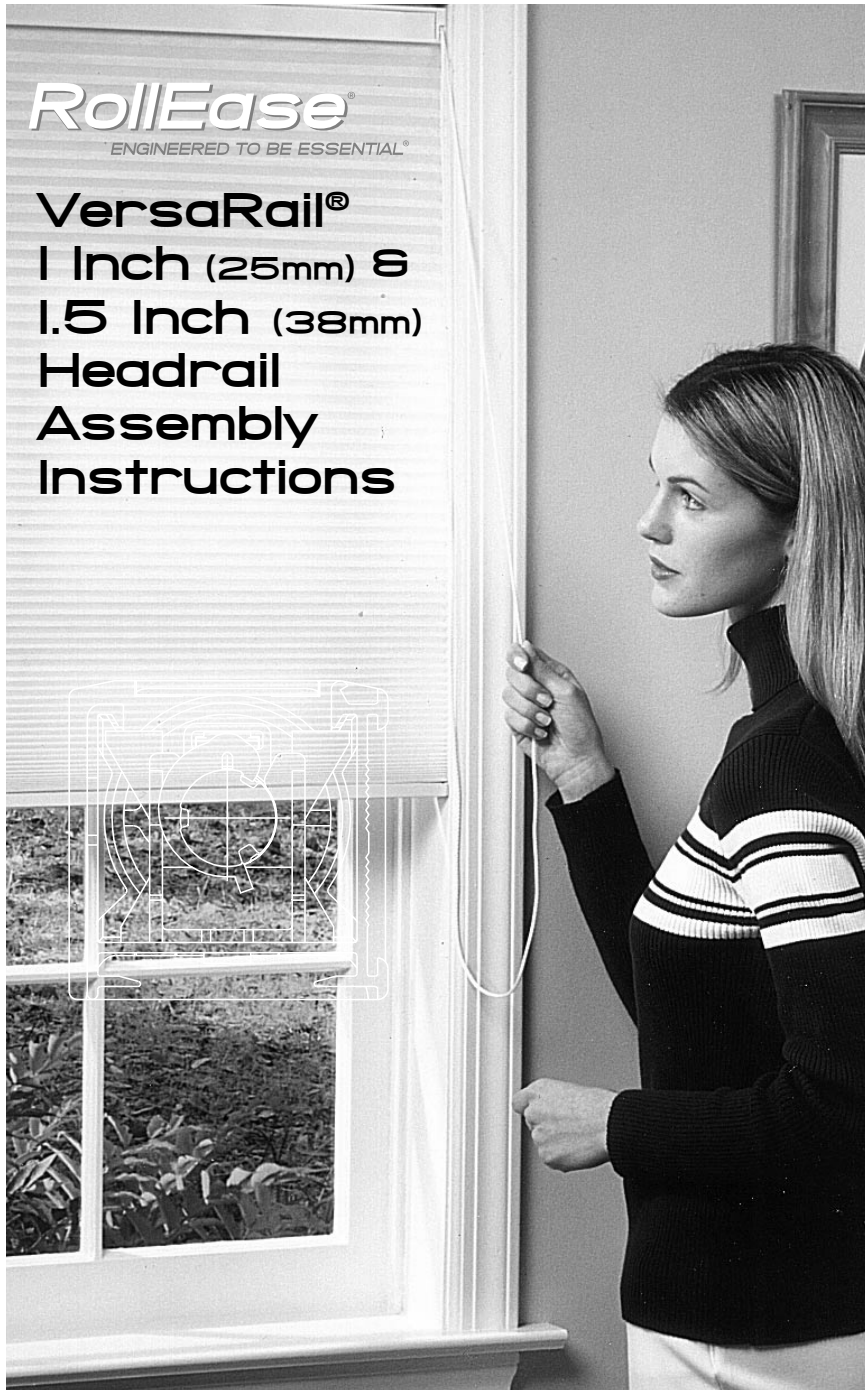


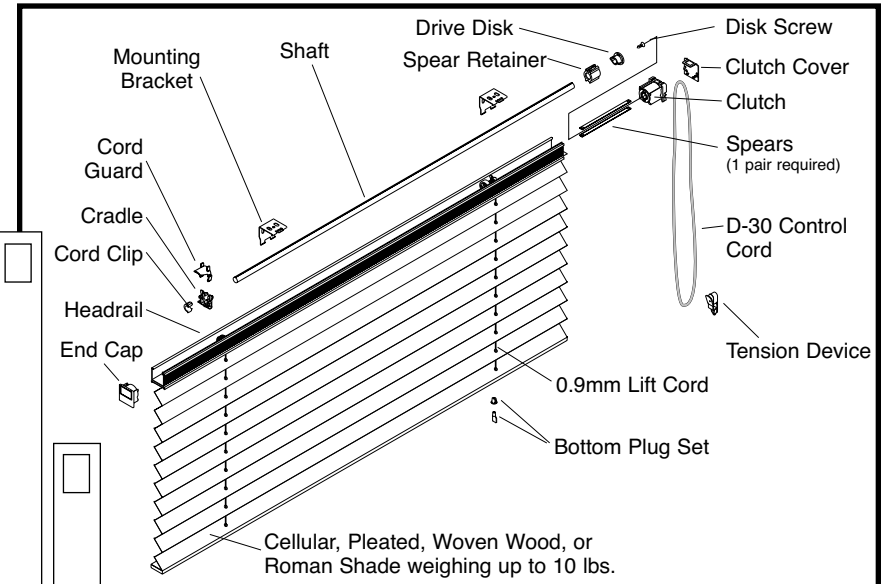
RollEase
ENGINEERED TO BE ESSENTIAL®

VersaRail® 1 Inch (25mm) & 1.5 Inch (38mm) Headrail Assembly Instructions



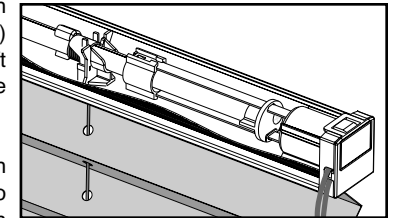
Applications: Cellular, Pleated Roman & Woven Wood Shades

Assembly



The diagrams in this instruction manual show 1 inch system components, the 1.5 inch system is assembled in exactly the same manner.

The maximum recommended drop length for use with this system is 12 ft. (3.6m) when using the recommended .9mm lift cord. Use of heavier cord would reduce this maximum.



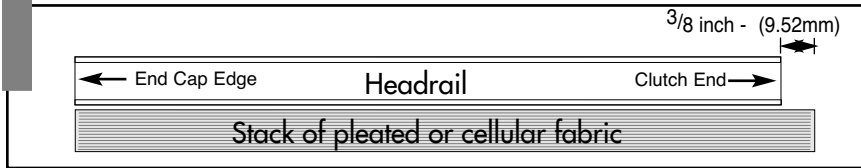
The shade is raised by its lift cords, which wrap around a shaft causing the shaft to traverse away from the clutch. The clutch drives the shaft via two spears and a drive disk. The shafts traversing motion ensures that the lift cords wrap evenly on the shaft without overlapping on itself, keeping the shade absolutely level.

Spear length is the factor that limits the drop length of shades that can be built with this system as spear length corresponds to the amount the shaft can traverse. The amount the shaft can traverse determines how much lift cord can be wrapped onto the shaft.

Spears come in two lengths: a **long spear, part number: VSPR57** and **short spear, part number: VSPR46** and must be coordinated with the shades drop length. Shades between 9 ft. and 12 ft. in drop length (between 2.7m and 3.6m) must use the longer spear. Shades under 9 ft. in drop length (2.7m) may use either spear. Spears shown left are actual size.

PREPARING THE HEADRAIL AND FABRIC

- A. Cut the Headrail $\frac{3}{8}$ inch (9.52 mm) shorter than the width of the pleated fabric as allowance for the clutch housing. (Figure 1A)



- B. Deburr both ends of the headrail for easy insertion of the clutch and end cap.
- C. Mark the headrail for punching or drilling the cradle holes. Locate the holes for cradles in accordance with spear length. A shade will operate well only if the spears do not touch the cradle. Spear length therefore determines the minimum distance between the edge at the fabric and the first route hole, as follows:
- When using the longer spears, the minimum distance is 7 inches (178mm). When using the shorter spears, the minimum distance is 6 inches (152mm).



GEARBOX

OPTIONAL GEARBOX: see Page 13, Step 1

- When you mark locations for the cradle holes, one edge of the fabric must be flush with the "end cap edge" of the headrail, as shown above in Figure 1A.

- D. Punch or drill one hole per lift cord with a diameter of $\frac{3}{16}$ inch or between .186 inch (4.72 mm) and .191 inch (4.85 mm)

- E. Cut the lift cord 4 inches (100mm) longer than the shade drop.



TOP DOWN

OPTIONAL TOP DOWN: see Page 11, Step 1

- F To prepare for the last assembly step 11, "Equalizing Lift Cord Tension" make slip knots at the bottom rail and leave an extra 1 inch (25mm) of lift cord below the knot.

INSERTING THE FABRIC INTO THE HEADRAIL

2

- A. Attach stiffener slat to the top fold(s) of the fabric before continuing.
- B. Drill the fabric (and slat) to align with the cradle holes.
- C. Slide the fabric all the way into the channel on the underside of the headrail, so the edge of the fabric lines up flush with the "end cap" edge of the headrail. The fabric should extend $\frac{3}{8}$ inch beyond the headrail at the other end, as shown above in Figure 1A.

PREPARING THE SHAFT/DRIVE DISK ASSEMBLY

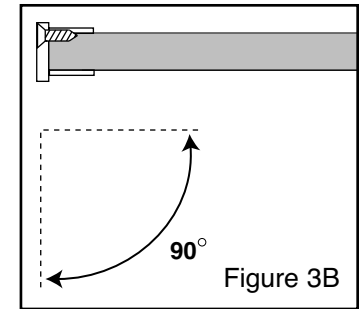
3

- A. Cut a piece of shaft. **For short spears (including gearbox)** : cut the shaft 5 inches (127mm) shorter than the headrail. **For long spears (including gearbox)**: cut the shaft 6 inches (152mm) shorter than the headrail. This provides room for the shaft to traverse.

- Both ends at the shaft must be burr-free and perfectly square.

- B. Attach the drive disk securely to one end of the shaft with the special screw (Figure 3B).

- Check that the drive disk is firmly attached to the shaft at right angles to the shaft.
- Check that the screw is fully seated.



INSERTING THE CRADLES INTO THE HEADRAIL



TOP DOWN

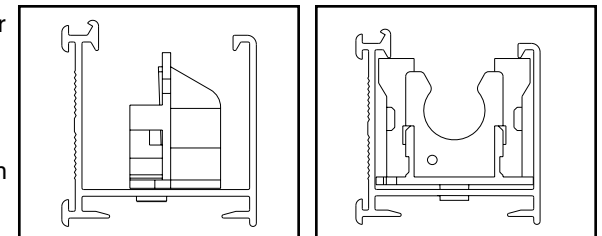
OPTIONAL TOP DOWN: see Page 11, Step 2

- A. Insert the stem of each cradle into a hole in the headrail, with the cradle's shaft receiving area perpendicular to the walls of the headrail (Figure 4A).



- B. Twist the cradle 90° so the shaft receiving area faces towards the clutch end of the headrail and the cradle's wings slide under the inner lips of the headrail. (Figure 4B) shows installation for the clutch at the left end of the headrail.

After repeating for the other cradles check that all shaft receiving areas are facing towards the clutch end.

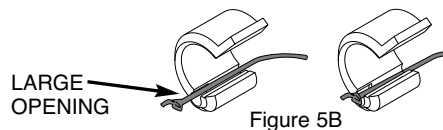


5

PREPARING THE LIFT CORDS AND SHAFT

- The system requires there to be some tension on all the lift cords at all times.
- A. Feed the “headrail end” of each lift cord up through the holes drilled in the shade (and optional slat) up through the hole in the cradle. Pull about 3 inches (75mm) of cord into the headrail.
- B. Tie a single overhand knot at the end of a cord. With the knot at the large opening of a cord clip, lay the cord into the clip’s channel. Pull on the cord until the knot slips into the large opening (Figure 5B). Repeat for every cord.

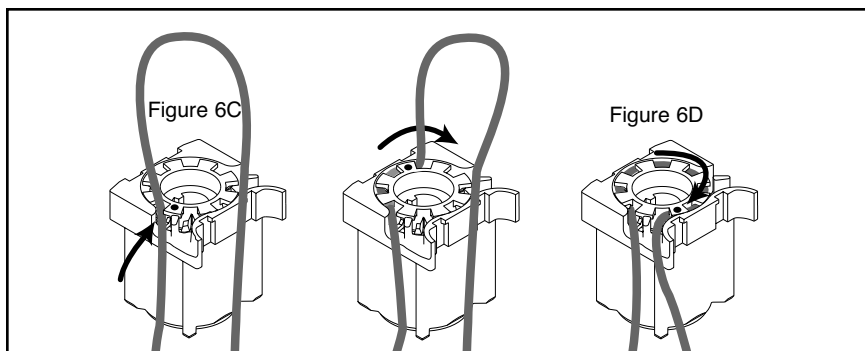
- C. Lay all of the cord clips on the same side of the headrail - either all behind or all in front.



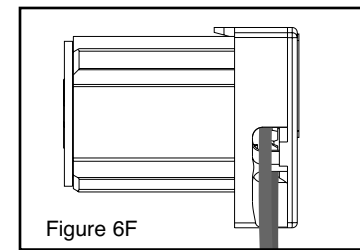
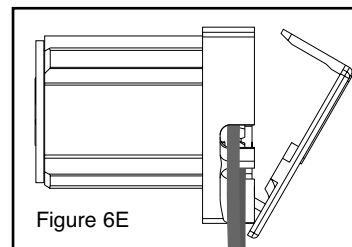
PREPARING THE CLUTCH

- The clutch can be prepared at any point before this.

- A. **IMPORTANT:** Do not disassemble the clutch.
- B. Select an appropriate cord length for the shade.
- C. Push a section of cord into the clutch as shown in figure 6C. Firmly push the cord clockwise against a tooth edge, until the pulley moves, trapping the cord in the pulley.
- D. Use a pencil eraser to rotate the pulley clockwise, one tooth at a time, all the way around to the other side. Figures 6D



- E. Place the “L”-shaped feet of the clutch cover over the matching openings in the bottom of the clutch (Figure 6E).



- F. While exerting upward pressure at the “hinge” formed in step 6E, carefully push the top of the cover into place at the top of the Clutch as shown (Figure 6F).

CONNECTING THE CLUTCH TO THE DISK SHAFT ASSEMBLY WITH SPEARS.

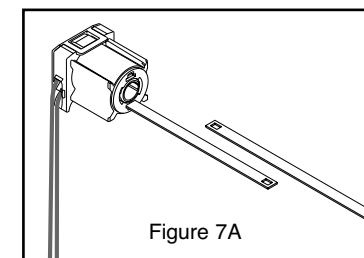


GEARBOX

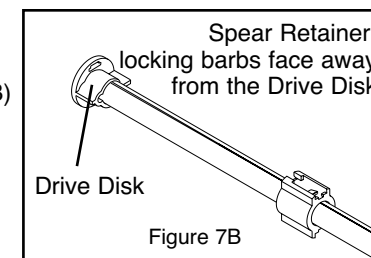
OPTIONAL GEARBOX: see Page 13, Step s 2 & 3

7

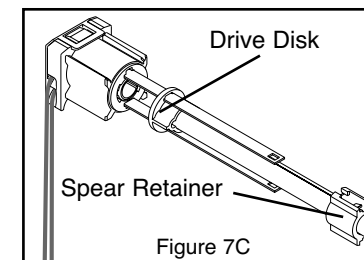
- A. Insert symmetrical Spears with square holes into the clutch. (Figure 7A)
Note: Once the Spear has been inserted, it cannot be removed.



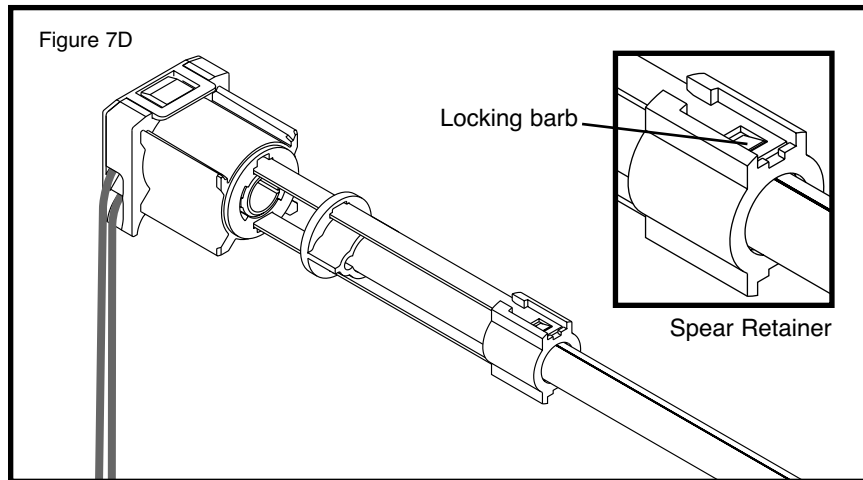
- B. Slide Spear Retainer (with its locking barbs facing away from the Drive Disk) and Drive Disk onto the Shaft. (Figure 7B)



- C. Insert the spears already in the clutch through the drive disk onto the shaft. Slide the Spears into the Spear Retainer onto the locking barbs. (Figure 7C)



- D. Make sure that the locking bars in the Spear Retainer are in the holes of the Spears and Spears are securely snapped into the Clutch. (Figure 7D)
- E. Insert the shaft and clutch assembly into the headrail either from the clutch end of the headrail or from above.
 - The upper lips of the headrail should fit into the grooves in the clutch housing.
 - When inserting the shaft from above, be careful not to break the cradle or bend the shaft. Push down slowly and firmly on the shaft only at points that are directly above a cradle
- F. Check that the spears do not touch the Cradle.
- G. Insert the end cap into the other end of the headrail.
 - Note that the fabric is now flush with the outer face of the clutch.



PREPARING THE SHAFT FOR LIFT CORD ATTACHMENT

8

- A. Slowly pull the control cord until one of the lines on the shaft is accessible.
- B. Slide the Shaft until the drive disk touches the clutch.
 - The shaft must stay against the clutch until all cord clips have been attached to the shaft.

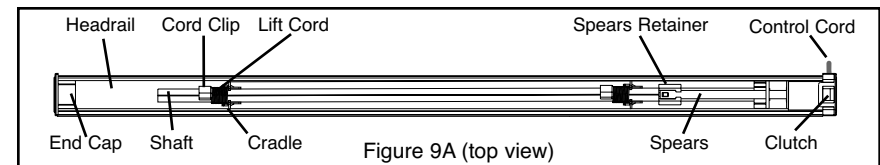
ATTACHING THE LIFT CORDS TO THE SHAFT



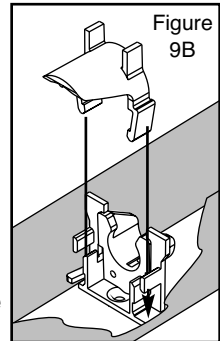
OPTIONAL TOP DOWN: see Page 12, Step 3

9

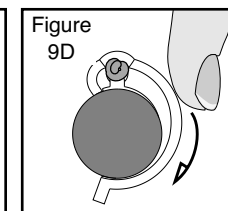
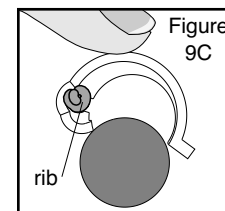
- A. Note (Figure 9A) that all of the cord clips must be attached to the shaft on the side of the cradle that faces away from the clutch. (shown below without cord guards for ease of viewing)



- B. Snap the cord guard to the cradle. (Figure 9B). The two arms of the cord guard will slide in between the double receiver arms of the cradle as shown. Once the cord guard is locked in place it is difficult to remove. When properly installed the cord guard will point away from the clutch side of the shade. (shown without shaft for ease of viewing in Figure 9B)
- C. With the knot facing away from the drive disk, and the cord clip as close as possible to the cord guard, fit the narrow rib that runs along the Clip's channel into the line along the top of the shaft (Figure 9C).



- D. Using the rib as a pivoting point apply pressure to the top of the clip with your thumb and push the cord clip until it snaps onto the shaft (Figure 9D).
- E. Pull on the knot to check that the cord is in the Clip's Channel and is not pinched between the clip and the shaft. (if the cord does not slide easily, redo this step without pinching the cord.)



- Check that all the clips are engaged on the same line of the shaft. Once the clutch is inserted this line must point straight down so all that all lift cords hang even.
- Check that all the clips are on the correct side of the headrail (i.e., away from the clutch).
- Cord clips should be positioned 1/8 to 1/4 inch away from the cord guard. Check that all cord clips are the same distance away from each cord guard. If one is 1/4 inch away, then they all should be 1/4 inch away. **Consistency of this distance is important.**
- Check that all the knots face away from the clutch end of the headrail.

HANGING THE SHADE

10

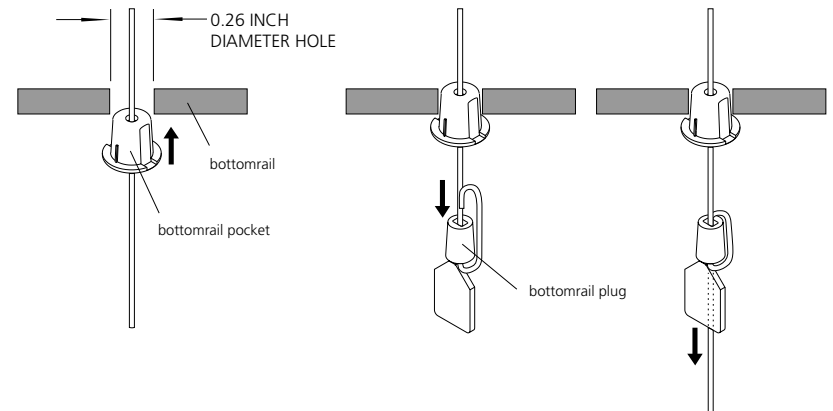
- A. Hang the shade perfectly level but do not release the shade fabric.
- B. The cords should be secured at the bottom with slip knots or the optional RollEase adjustable Bottom plugs. Taking care that the cords do not pop out at the fabric, slowly release the shade until it hangs to exactly its full desired length - no more, no less.
- C. If the pleated fabric is very springy, you may wish to attach weights to the fabric (to simulate the weight of the bottom rail). in order to get the shade to hang to its full length.
 - Check that the drive disk is fully against the clutch.
 - Make sure that the cords are not wrapped around the shaft at all and go straight from the cradle hole to the cord clip.
 - Check that the line into which the cord clips were aligned faces straight down. If necessary, rotate the shaft slightly (by operating the clutch) until the alignment line faces down.

11

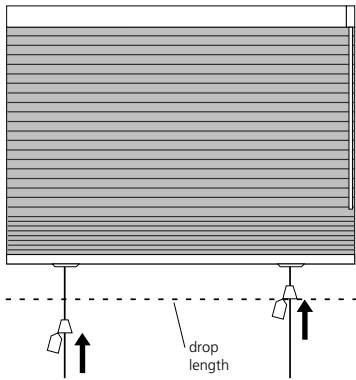
EQUALIZING LIFT CORD TENSION AND ATTACHING THE BOTTOM RAIL

- Slide the bottom rail over the fabric either before or after adjusting the tension, according to the type of bottom rail you use.

- A. Adjust the tension at the bottom of the shade until all the lines have equal tension.
- B. Minor adjustments to the tension can be made by sliding the cord clips very slightly toward or away from the clutch.
 - Note: minor adjustments to cord tension using this method should be limited to no more than 1/8 inch.
 - Make sure that there is no slack, and that the tension in all the lift lines is equal.

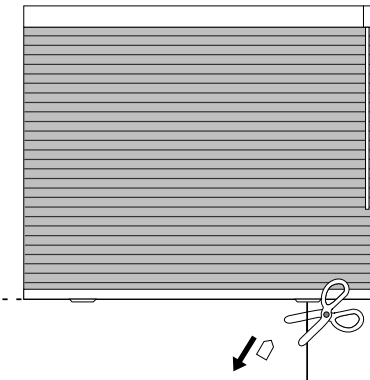


- C. Insert the lift cord through the bottomrail pocket and push the pocket into the bottomrail.
- D. Thread the lift cord through the bottomrail plug as shown, leaving a few inches of extra lift cord below the plug.



- E. Lift shade fabric and bottomrail up while measuring drop length of lift cords. Slide the plugs up or down the lift cord so that the bottom of the plug is at the drop length.

Note: Drop length must allow at least 1/8 inch clearance above the window sill.



- F. Lower shade fabric and bottom rail to drop length and push the plugs into the bottomrail pockets. Cut excess cord and remove tabs from plugs.

TESTING THE SHADES OPERATION

- A. When the shade is all the way down, check that pulling on the control cord in either direction raises the shade.
- B. Raise the shade all the way and check that the lift cords are wrapped neatly in a single layer around the shaft.
- C. Lower the shade all the way and check that the drive disk has returned within 1/2 inch (13mm) of the clutch. (This test requires looking into the headrail from above.)

The drive disk must return to the clutch by itself. If it does not, gradually add weight to the bottom rail until the shade is heavy enough to bring the disk all the way back to the clutch. Add the weight uniformly across the bottom rail.

If the shade fails any of these "tests" and a simple review of the instructions does not solve the problem please contact RollEase, Inc. at 1.800.552.5100, or 203.964.1573

Thank you.

12



TOP DOWN

OPTION



Preface:

A top-down only shade can be made from existing RollEase components. The top down only shade will require a top rail in addition to a bottom rail. The bottom rail may hang freely or be secured to the window sill. The top rail will be raised by wrapping lift line on the traversing shaft. The moving top rail and stack of cellular fabric will be guided by a static track-guide cord secured at the top by a knot through the track-guide hole in the cradle. Both the track-guide cord and the lift line will share the same route hole in the cradle and the hole in the top rail.

1. DOUBLE CORDS REQUIRED.

A top down only shade will use two cords per route hole. One to lift the shade, one to guide the top rail and fabric. The lift line should be assembled to the traversing shaft as usual but will be secured to the top rail rather than to a bottom rail as with a bottom-up shade. Track Guide Cord will be secured with a knot through a hole drilled in the cradle and will run down through the top rail, through the fabric and be secured into the bottom rail. Both lift cord and track guide cord should be assembled so that they are always taut without any slack.

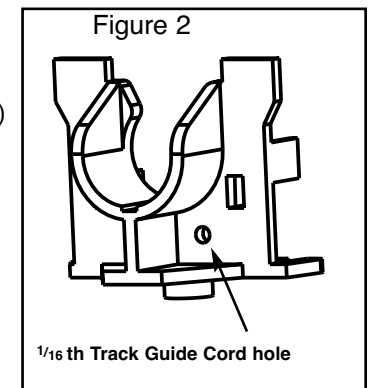
Return to Page 2 and continue with Step 1F.

2. PREPARING THE CRADLES

Use the correct components. The top-down option cradle has track-guide cord knot-hole. (see figure 2)

If your cradle does not have the hole molded into it, one needs to be drilled. Use a 1/16th drill bit in the location as shown.

Note: All cradles now sold have this hole molded into them.



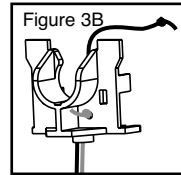
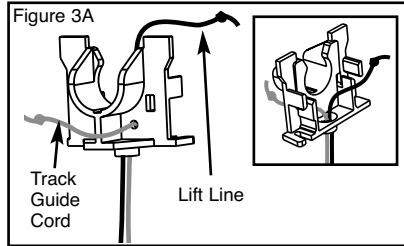
Return to Page 3 and continue with Step 4.



3. ATTACHING TRACK-GUIDE CORDS, LIFTS CORDS

The track-guide cords should be slipped through the route hole in the cradle along with lift cord. The track guide cord will feed through the track guide hole in the cradle. (See Figure 3A)

Tie a knot in the track guide cord and gently pull it snug against the cradle. (see Figure 3B) Cut off any excess tail after the knot so that it doesn't interfere with the shaft. The lift cord attaches to the shaft as usual. Feed the track guide cord down through the top rail and the fabric to the bottom rail where it should be secured. The track guide cord should always be taut with no slack.



Note: Do not twist Track Guide Cords with Lift Cords.

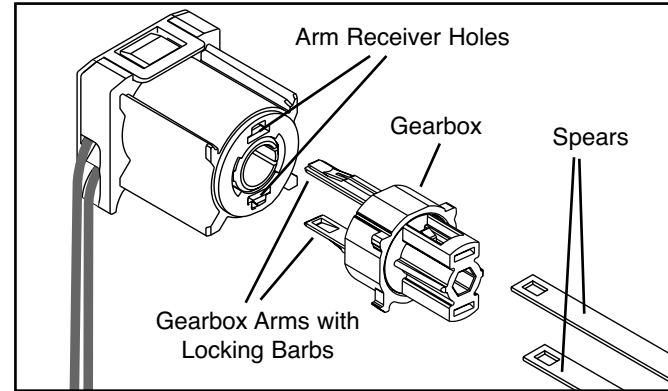
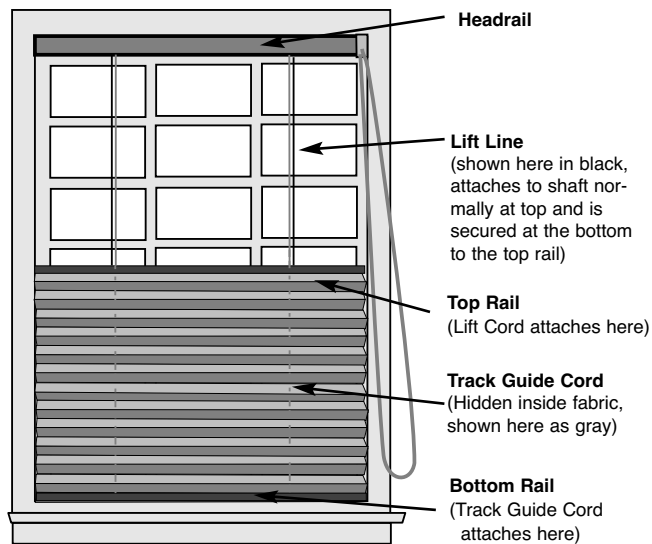
For top down only shades the bottom of the lift cords will attach to the top rail.

Return to Page 7 and continue with Step 9A.

4. EQUALIZING TENSION

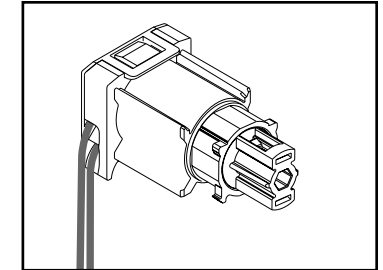
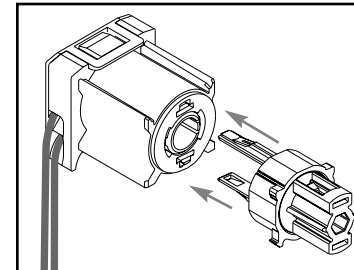
Top down only shades require that both the track-guide cords and the lift cords always have tension on them with out any slack. First adjust the tension on the track-guide cords and then on the lift cords.

Return to Page 9 and continue with Step 11A.



- 1. ➤ When using the longer spears with gearbox the minimum edge distance is **8.5 inches (216 mm)**
- When using the shorter spears with gearbox the minimum edge distance is **7.5 inches (191 mm)**

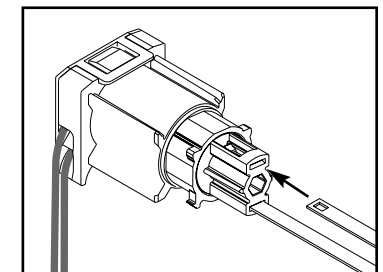
Return to Page 2 and continue with Step 1D.



- 2. Insert the two arms of the gearbox into the arm receiver holes on the clutch. Push in until the locking barbs on the arm engage and lock into the clutch.

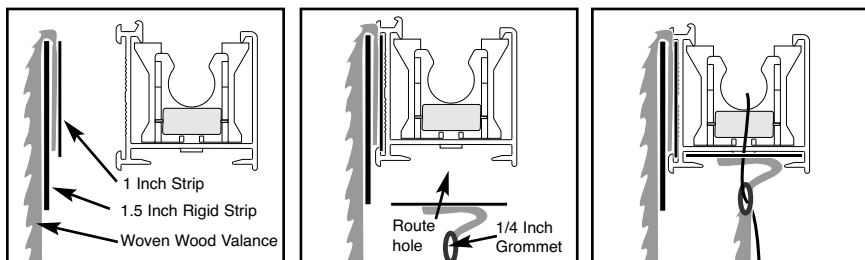
Note: Once the Arms have been inserted, they cannot be removed.

- 3. Insert the spears into the spear ports in the gearbox until securely locked in position.



Return to Page 5 and continue with Step 7B.

WOVEN WOOD/SOFT SHADE OPTION

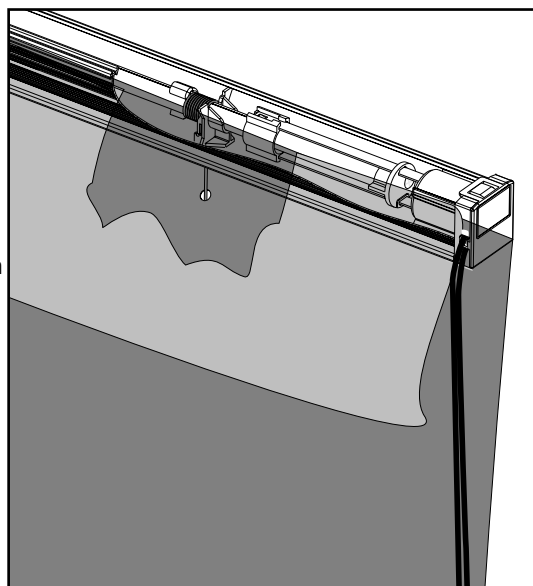


Prepare the Valance

1. Staple the woven wood valance and its 1.5 inch rigid strip to a 1 inch strip as wide as your shade. Make sure that when stapled together the highest portion of the woven wood shade will be flush with the top of the headrail. (especially important of top mounted shades).
2. Slide the inch strip into the front channel of the headrail.

Prepare the Woven Wood Shade

3. Take a section of 1 inch strip as wide as your shade. Measure, mark and drill a 1/8 inch hole centered in the locations of your lift lines.
4. Staple the top of the woven wood shade to the 1 inch strip. Drill a 1/16th inch hole through the woven wood shade through the center of the hole in the 1 inch strip.
5. Measure down 3-4 inches from each hole, mark and crimp in a 1/4 inch (or smaller) grommet.
6. Slide the inch strip, with woven wood shade attached, into the bottom channel of the headrail, making sure the lift line holes align with the cradle exits ports.
7. Feed your lift down through the cradle and through the grommet so that the lift line feeds behind the shade.



Trouble shooting

Transporting Instructions:

- Always transport the shade in the all-the-way-up position.

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.

The Shade Rises Unevenly, Does Not Return, or is Noisy?

Note: If a shade should ever hang unevenly, lower it all the way down and then raise it again.

- 1) Lift cords are not uniformly taut (check when the blind is fully lowered, all lift lines should have equal tension on them). Lift cords should never be slack in any position.
- 2) Cord clips need to be uniformly spaced on the shaft from the cradle (ie; don't have one clip 1/2 inch away from the cord guard or cradle and another 2 inches away.) Use the cord guard as a reference, cord clips may start as close to the cord guard as possible.
- 3) Tails of knots in the cord clips must be facing away from the clutch. Tie a single knot only, multiple knots will prevent the knot head from being pulled inside the knot head cavity in the cord clip.
- 4) When in the fully lowered position there shouldn't be any cord wrapped on the shaft at all.
- 5) Lift cords may wrap around cord clips because there's not enough room between lift lines. (need to allow 1 inch of shaft space for every 3 feet of drop)
- 6) Blind catching in window...check to make sure window hardware or crank is not an obstruction.
- 7) Shaft Bent or warped?
- 8) Drive disk not square on the shaft. Was the shaft cut square? Was the shaft deburred when cut?
- 9) Mounting bracket is not close enough to the clutch? When control cord is pulled, headrail may be temporarily twisted enough to put shaft out of alignment with cradles. Brackets mounted close to clutch help prevent any headrail twisting.

Control Cord Slipping in Clutch?

- 1) Are you using D-30 control cord? D-30 is the only approved control cord, anything else is likely to slip in clutch.
- 2) Shade too heavy? 10 lbs maximum.

RollEase, Inc. 200 Harvard Ave Stamford, CT 06902-6320
800.552.5100 203.964.1573 Order Fax: 203.358.5865 www.rollease.com