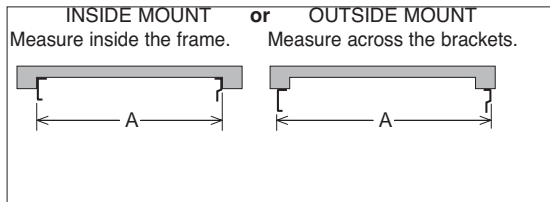


# R-Series R-Series Fabrication

## 1. CALCULATE THE EXACT WIDTH OF A SHADE - DIMENSION "C"

a. Measure dimension ("A"), the distance between the outside of the brackets.

b. Subtract dimension ("B"), the amount of room taken up by the clutch, end plug and brackets.



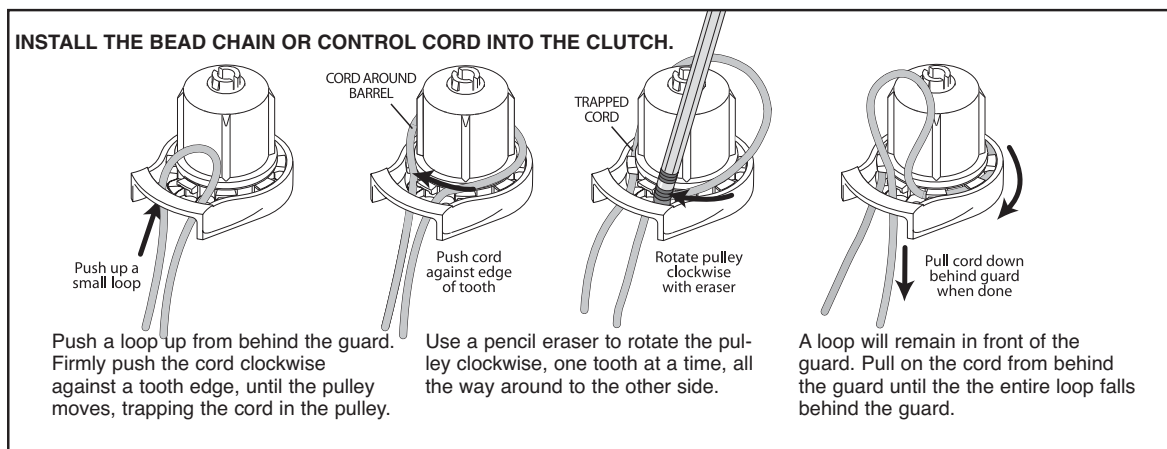
CLUTCH MODEL	DIMENSION B
R3 or R8	1 1/8" (28mm)
R16 or R24	1 1/4" (32mm)
R16 or R24 (RBGAL BKT)	1 3/8" (35mm)

Use the formula: **A - B = C** For example: If measurement "A" is 38" (965mm), and you're using a R16 clutch, "B" is 1 1/4" (32mm)...

$$38" - 1 \frac{1}{4}" = 36 \frac{3}{4}" \quad "C" = 36 \frac{3}{4}" \quad (965\text{mm} - 32\text{mm} = 933\text{mm}, \text{"C"} = 933\text{mm})$$

2. **CUT BOTH SHADE CLOTH AND TUBE TO DIMENSION "C"**. Peel the yellow plastic backing from the sticky tape and affix the cloth to the tube and roll up the shade. Take care to adhere the cloth straight onto the tube so the shade rolls up evenly.



## 3. INSTALL THE BEAD CHAIN OR CONTROL CORD INTO THE CLUTCH.



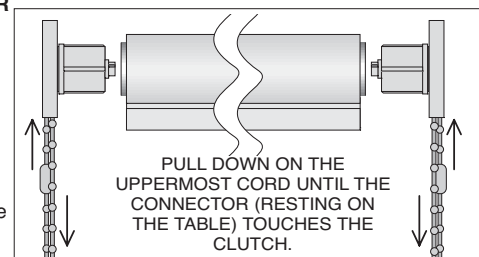
4. **IF USING 2" (50MM) TUBE, INSERT ADAPTERS.** The adapters must be inserted into the tube before the clutch and plugs are inserted.

## 5. IF USING PLASTIC BEAD CHAIN, POSITION THE PLASTIC CONNECTOR AS THE UPPER SHADE STOP.

Decide which end of the tube you want to put the clutch in. Keep track of which is the "clutch end" of the tube.

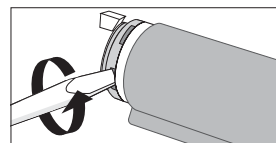
Roll the shade all the way up and lay it on the work table so it looks like this , and not like this .

Point the clutch into "its" end of the tube, and pull on the upper chain until the connector touches the clutch firmly. (Do not attach the lower plastic stop, or any stops on metal bead chain, until installing the shade.)



## 6. INSERT THE CLUTCH AND END PLUG INTO THE TUBE.

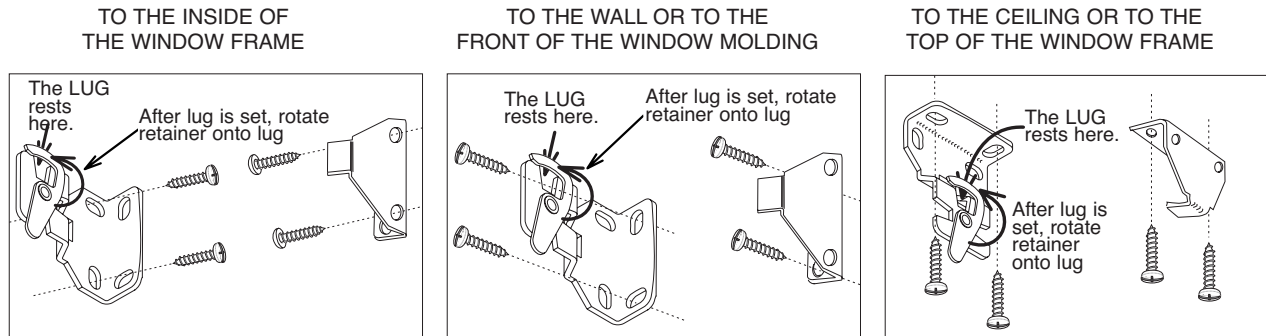
**IMPORTANT:** To remove the clutch or end plug from the tube, gently twist a screwdriver in one or more of the slots between the plastic part and the metal tube. **DO NOT PULL** the parts out; you might break them. Only pry them gently.



# R-Series R-Series Installation

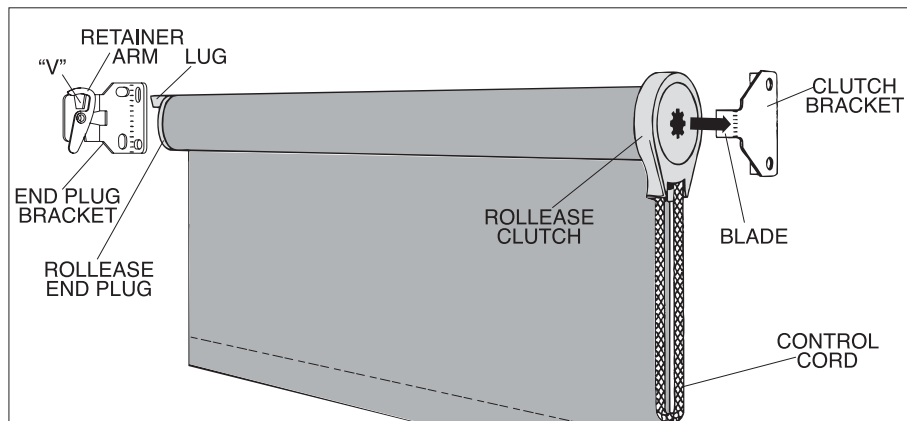
## 1. MOUNT THE BRACKETS.

If the clutch is on the right end of the shade, attach the brackets to the window frame, window molding, wall or ceiling, as shown below. If the clutch is on the left end of the shade, reverse the bracket positions, left for right.



## 2. INSTALL THE SHADE.

- a. Push the clutch straight onto the blade of its bracket. The bottom of the clutch should always point straight down.
- b. Lower the lug of the end plug onto the "V" of its bracket. The roller should fit in the brackets securely, with just a little play. Rotate the riveted retainer portion to lock the lug in position.



## 3. INSTALL THE TENSION DEVICE

See page R30 for details



## 4. USE THE CONTROL CORD TO OPERATE THE SHADE.

Pulling gently on the cord in one direction raises the shade; pulling it in the other direction lowers it.

On shades where the fabric rolls against the window, the front cord does the raising. On shades where the fabric rolls toward the room, the rear cord does the raising.

## 5. ATTACH STOPS TO A CONTROL CORD THAT'S MADE OF BEAD CHAIN.

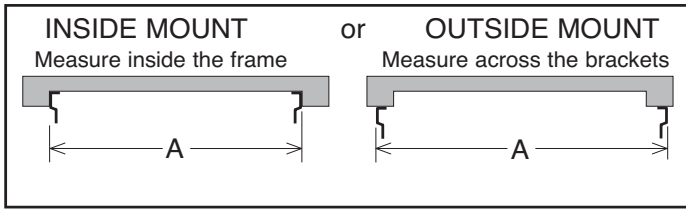
On metal bead chain, attach a metal stop ball that is at least 5/16" (8mm) in diameter, so that it touches the mouth of the clutch when the shade is in the all-rolled-up position.

For metal or plastic bead chain, lower the shade to sill or floor height, and attach the appropriate metal stop or plastic connector next to the clutch, this prevents the shade from being lowered beyond that point.

## 1. CALCULATE THE EXACT CUT WIDTH OF A SINGLE SHADE - DIMENSION "C"

A. Measure dimension ("A"), the distance between the outside of the brackets

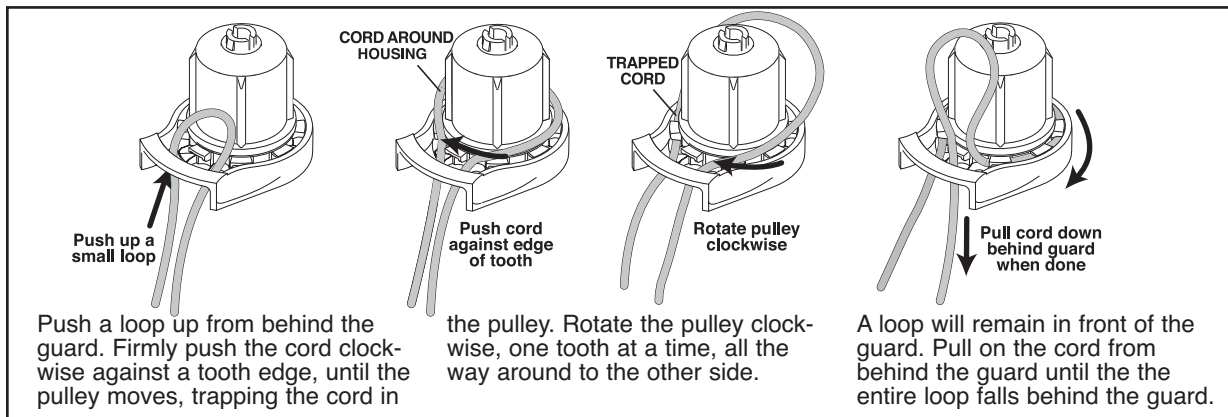
B. Subtract dimension ("B"), the amount of room taken up by the clutch, pin end and brackets.



CLUTCH MODEL	DIMENSION B
SL-10/15 (1.125" Tube)	1-1/16"
SL-10/15 (1.25"/1.5" Tube)	1-1/4"
SL-20	1-1/4"
SL-30	1-1/4"



Use the formula:  $A - B = C$  For example: If measurement "A" is 38", and you're using a SL-20 clutch, from the chart "B" is 1 1/4"...so:  $38" - 1 \frac{1}{4}" = 36 \frac{3}{4}"$ ... **DIMENSION "C" = 36 3/4"**  
**CUT BOTH SHADE CLOTH AND TUBE TO DIMENSION "C".**

## 3. INSTALL THE BEAD CHAIN OR CONTROL CORD INTO THE CLUTCH.

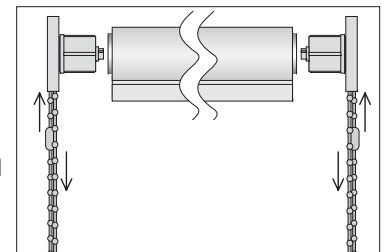


4. IF USING 2 inch or 2.5 inch TUBE, INSERT ADAPTERS. The adapters must be inserted into the tube before the clutch and pin end are inserted.

5. IF USING PLASTIC BEAD CHAIN, POSITION THE PLASTIC CONNECTOR AS THE UPPER SHADE STOP.

Decide which end of the tube you want to put the clutch in. Keep track of which is the "clutch end" of the tube. Roll the shade all the way up and lay it on the work table so it looks like this , and not like this .

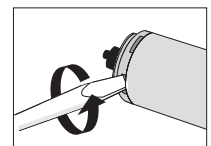
Point the clutch into its end of the tube and pull on the upper chain until the connector touches the clutch firmly. (Do not attach the lower plastic stop, or any stops on metal bead chain, until installing the shade.)



6. INSERT THE CLUTCH AND PIN END INTO THE TUBE.

**IMPORTANT:** To remove the clutch or pin end from the tube, gently twist a screwdriver in one or more of the slots between the plastic part and the metal tube. DO NOT PULL the parts out; you might break them.

**Note:** The removal of clutches and pin ends can degrade the fit of the components in the tube.



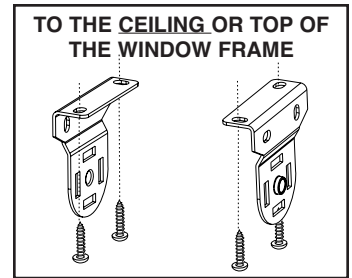
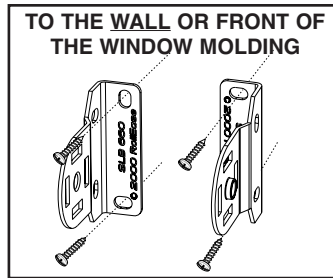
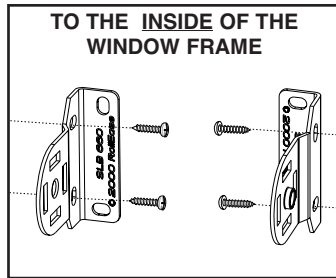
# Skyline Installation

## 1. MOUNT THE BRACKETS.

Attach the brackets to the window frame, window molding, wall or ceiling, as shown.

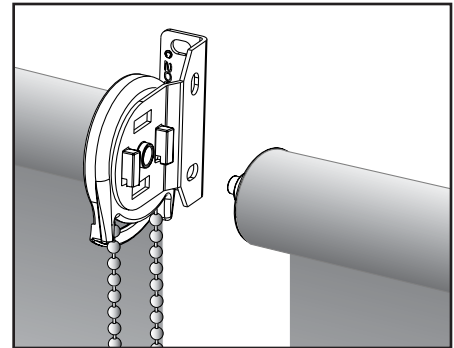
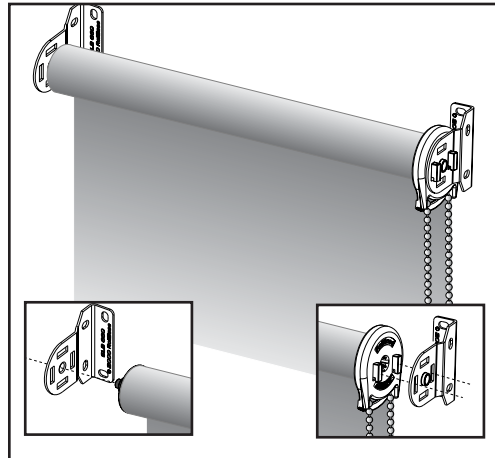
Brackets are universal so clutch may be mounted on either side.

**Note:** If sharing a standard bracket between two shades, bracket can only be shared by a clutch and a pin end, not clutch-to-clutch or pin end-to-pin end. If sharing an intermediate bracket it can only be shared by two pin ends



## 2. INSTALL THE SHADE

- a. Put the spring loaded pin end into the round hole of the bracket.
- b. Keeping the pin end secured in its bracket, insert the hooks on the clutch straight into the two slots in the bracket. Once the two hooks are through the slots, gently pull down on the clutch until the two hooks have locked securely to the bracket. The bottom of the clutch should point straight down.



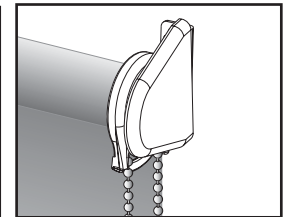
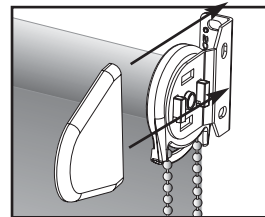
**Note:** If sharing a bracket between two shades, bracket can only be shared by a clutch and a pin end, not a clutch-to-clutch or pin end to pin end.

## 3. INSTALL THE BRACKET COVERS

Bracket covers slide over the bracket until snapped into position.

## 4. INSTALL THE TENSION DEVICE

See details page SL22



## 5. USE THE CONTROL CORD OR BEAD CHAIN TO OPERATE THE SHADE.

Pulling gently on the cord in one direction raises the shade; pulling it in the other direction lowers it.

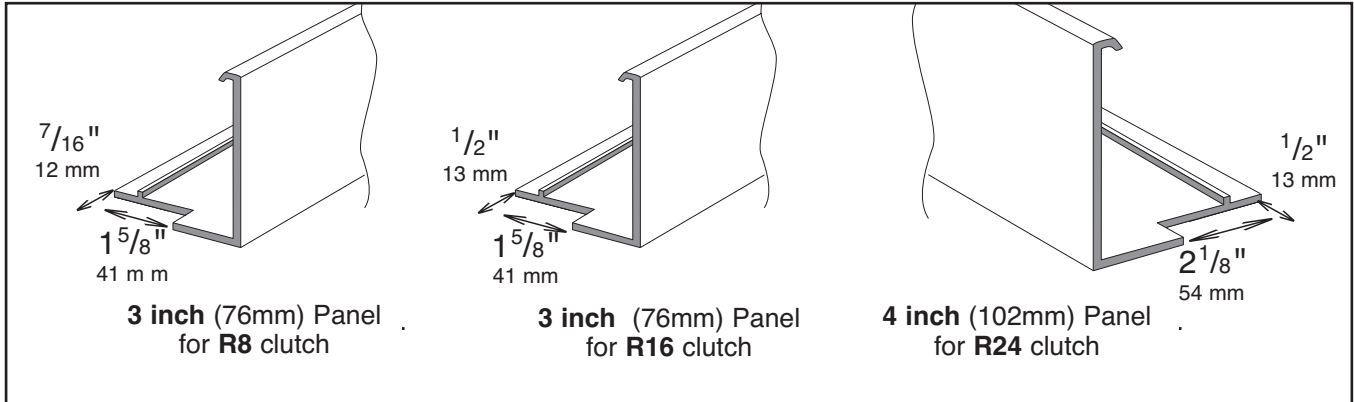
## 6. ATTACH STOPS TO A CONTROL CORD THAT'S MADE OF BEAD CHAIN.

On metal bead chain, attach a metal stop ball that is at least 5/16" (8mm) in diameter, so that it touches the clutch when the shade is in the fully raised position.

For metal or plastic bead chain, lower the shade to its fully lowered position, and attach the appropriate metal stop or plastic connector next so that it touches the clutch, this prevents the shade from being lowered beyond that point.

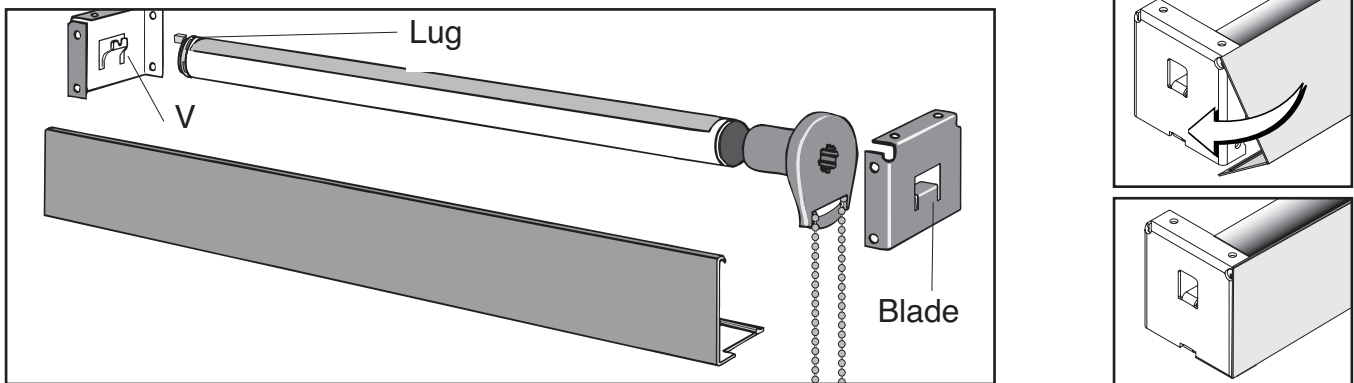
# R-Series Fascia Fabrication - Installation

- CUT FASCIA PANEL TO DIMENSION "A" as calculated in step 1, over.**
- CUT AN OPENING IN THE BOTTOM OF THE CLUTCH END OF THE FASCIA PANEL. DEBURR THE CUT EDGES.**  
The clutch bottom and control cord will fit through this opening. The openings for the R8 and R16 clutches are shown for left-hand control. The opening for the R24 clutch is shown for right-hand control.



## INSTALLATION

- MOUNT THE BRACKETS.** The open end of each bracket faces downward, as shown in the drawing below. **NOTE:** If you have an inside mount and must use inside mount holes, you will have to drill your own holes in the side of the bracket. Use at least two screws per bracket, and make sure that the screw heads clear the clutch.



- INSTALL THE SHADE.** Push the clutch straight onto the blade of its bracket. The bottom of the clutch should always point straight down, as shown above. Lower the lug of the end plug onto the V of its bracket. The roller should fit in the brackets securely, with just a little play.

**ATTACH FASCIA PANEL** Attach the fascia by first hooking the top lip of the fascia panel onto the bracket as shown. Swing the bottom the fascia panel towards the bracket and gently press at the bottom to the panel until the lip on the fascia engages and snaps locked to the bracket.

- ATTACH STOPS TO METAL OR PLASTIC BEAD CHAIN.** For plastic bead chain: use connector for top stop and attach another connector for lower stop. For metal bead chain: attach a metal stop ball at least 5/16 inch (8 mm) in diameter so that it touches the clutch when the shade is rolled all the way up. For both kinds of bead chain, lower the shade to sill or floor height, and snap the appropriate metal stop or plastic connector on the opposite side from the stop, so that the shade cannot be lowered beyond that point.

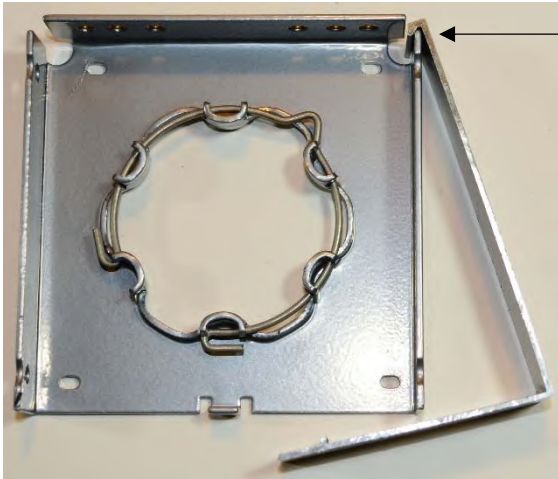
- INSTALL THE TENSION DEVICE:** See page Tension device assembly sheet for details



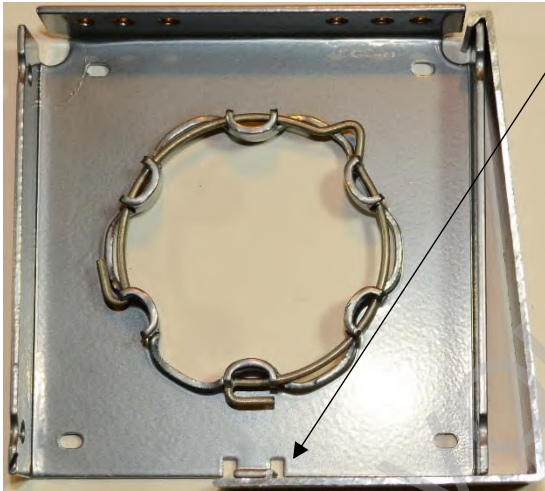
- USE THE CONTROL CORD OR BEAD CHAIN TO OPERATE THE SHADE.** Pulling gently on one side of the control cord or bead chain raises the shade; pulling down on the other side lowers it.

# Fascia Installation Instructions

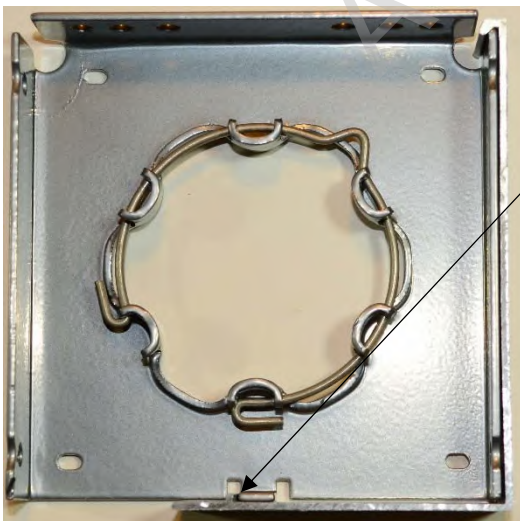
(Shown with ST50 motor brackets – Others install the same)



**Step 1:** Hook the fascia panel on the top front corner of both fascia brackets. The fascia panel will now be able to hang there.



**Step 2:** Swing the fascia panel down so the rib on the inside of the fascia touches the tab on the bracket.



**Step 3:** Push on the bottom front edge of the fascia to snap in place. The internal rib of the fascia will move past the tab and lock in place.

Stop Ball - Minimum Chain Requirements Chart

Minimum bead chain run through to raise shade completely (in inches)

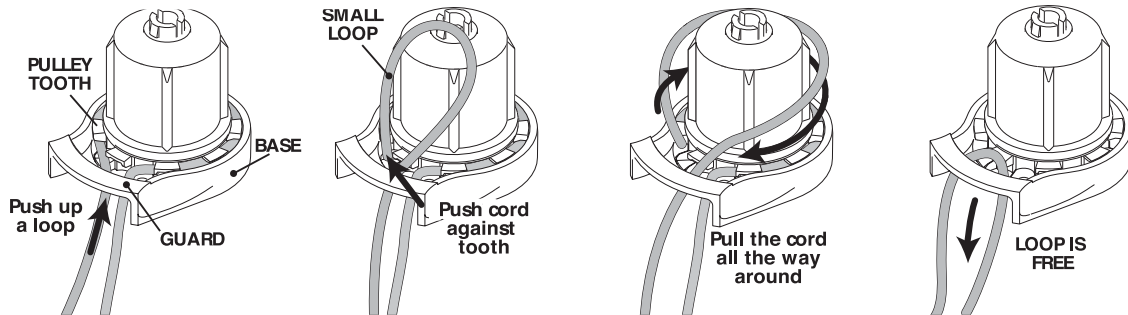
Shade Drop Length	ROLLEASE CLUTCH SIZE			
	R-3	R-8	R-16	R-24
36"	42	51	57	78
42"	48	59	66	90
48"	54	66	74	103
54"	59	74	83	114
60"	65	81	91	126
66"	71	88	100	138
72"	76	95	108	150
78"	82	102	116	161
84"	87	109	124	173
90"	92	116	133	184
96"	98	123	141	195
102"	103	129	149	206
108"	108	136	157	218
114"	113	142	164	229
120"	118	149	172	240
126"	123	155	180	250
132"	128	162	188	261
138"	133	168	195	272
144"	137	174	203	283

NOTE: This table shows the length of chain that runs through the clutch to raise the shade completely, this is important in selecting chain length when a stop ball will be installed. **IMPORTANT:** The drop length of the chain will be slightly less than one-half the length shown in the table.

# Control Cord - Bead Chain Installation

**IMPORTANT: Do not disassemble the clutch.**

## 1. Remove the old control cord.



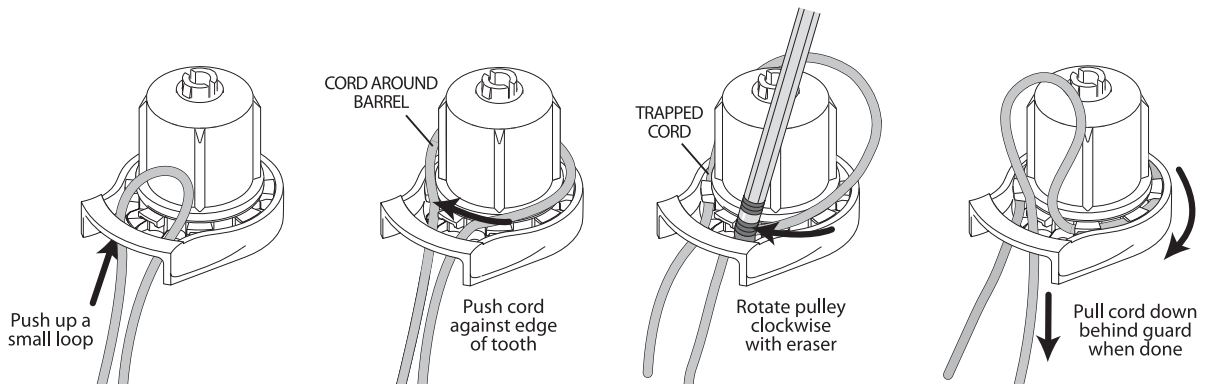
Hold the clutch by its base. With your other hand, push a small loop of cord up to the front from behind the guard.

With the hand that's not holding the base, bend the cord sharply against the first pulley tooth. Push or pull the cord hard enough to move

the pulley. Use the cord as a handle to pull the pulley all the way around until the cord is completely out of the pulley.

## 2. Select an appropriate cord length for the shade.

## 3. Insert the new control cord.



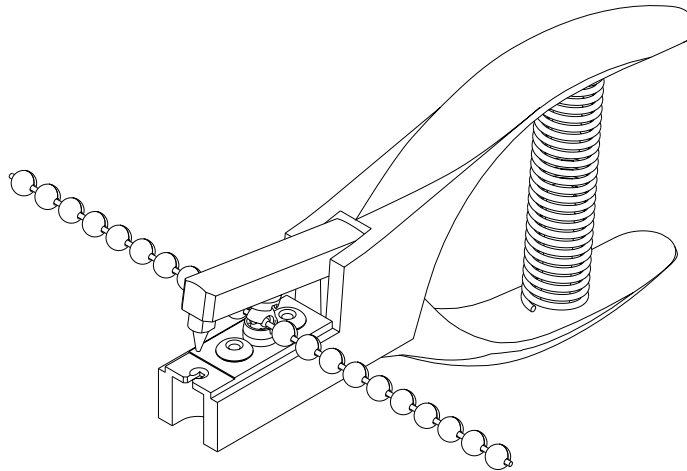
Push a loop up from behind the guard. Firmly push the cord clockwise against a tooth edge, until the pulley moves, trapping the cord in the pulley.

Use a pencil eraser to rotate the pulley clockwise, one tooth at a time, all the way around to the other side.

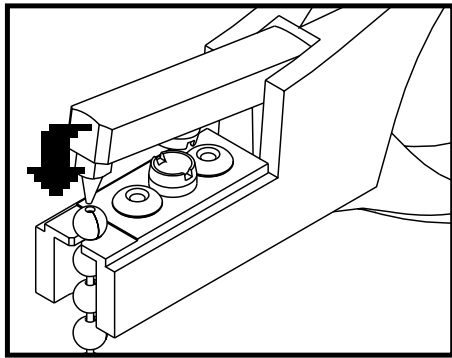
A loop will remain in front of the guard. Pull on the cord from behind the guard until the the entire loop falls behind the guard.



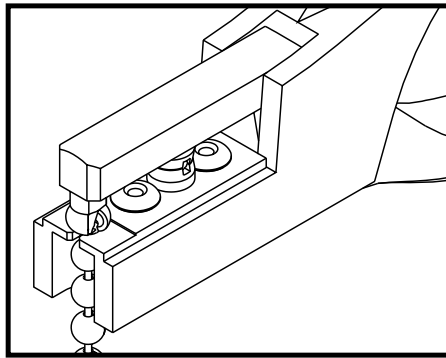
## Bead Chain Pliers Instructions



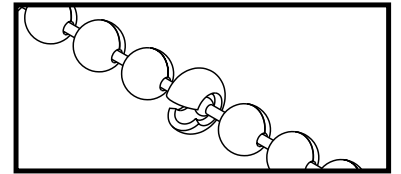
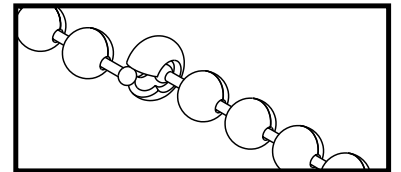
1. Cut a length of chain **twice** the length of the final loop.



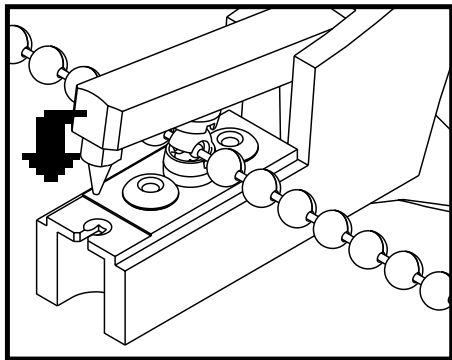
2. Using the spike on the bead chain pliers open the bead on one end of the chain and discard the opened bead.



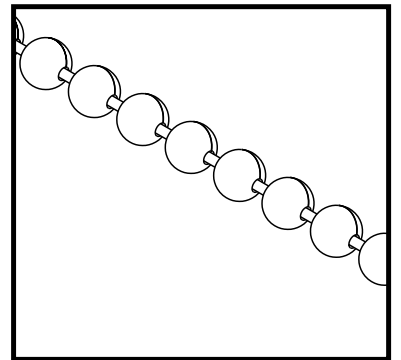
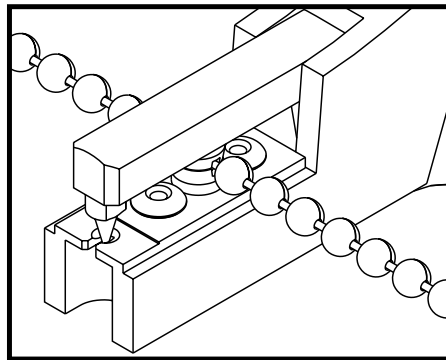
3. In the same manner, open but **do not remove** the bead on the other end of the chain.



4. Insert the post on the first end of the chain into the open bead.



5. Close the bead using the jaws on the bead chain pliers.

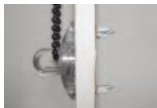


6. Your chain is now complete.

## Instructions for SafetyHold3

To properly assemble the bead chain and cord loop tension device, please flip this card over for complete step-by-step instructions.

A WCMA 5.2.4 Warning Tag (available from RollEase) must be fastened to the device prior to shipping. The SafetyHold3 must be secured to the clutch or headrail to make the shade inoperable without purposeful action of installer.



Use appropriate anchors when installing.

### Parts Included



Base



Guide



Insert



Spring



Screws

## SafetyHold3™

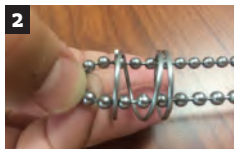
To order more, phone Customer Service at **800.552.5100** or **203.964.1573**

For additional Product Information, visit **[www.rollease.com](http://www.rollease.com)**





**1**  
Slide bead chain or cord through base entering through the rounded part of base following through the flat end.



**2**  
Slide the same end of the bead chain or cord through the spring following the base.



**3**  
Hook the guide through the end of the bead chain or cord.



**4**  
Pull the spring back down the chain so it is completely over the guide and rests on the bottom legs.



**5**  
Using thin needle nose pliers, grasp entire spring on both sides with the guide legs pointing up and squeeze until completely compressed together.\*



**6**  
Once the spring is fully compressed, turn insert on an angle and push through the guide legs.

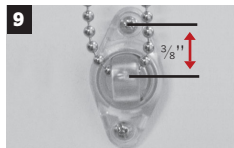
\* Keep pliers all the way to one side (next to one leg of the guide) to allow room for insert to be pushed through in Step 6.



**7**  
Turn the insert flat and then release the spring. For cord, the serrated edge should face cord. For bead chain, the smooth edge should face chain.



**8**  
Slide base back down the bead chain or cord and over the guide.



**9**  
Pull tension device down until chain is taut on both sides. Mark the upper screw hole, and using screws provided, install tension device with upper hole  $\frac{3}{8}$ " above mark.