Fabric Studio – Custom Roll Shades
Installation Instructions
Cassette System—Chain and Clutch 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.

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.

Components and Hardware

Important: When you remove the cassette system from its packaging, leave the shade rolled up, as in Figure 1. Do not remove the straps until the cassette is installed in the brackets. Do not remove cassette-mounted shades from the cassette.
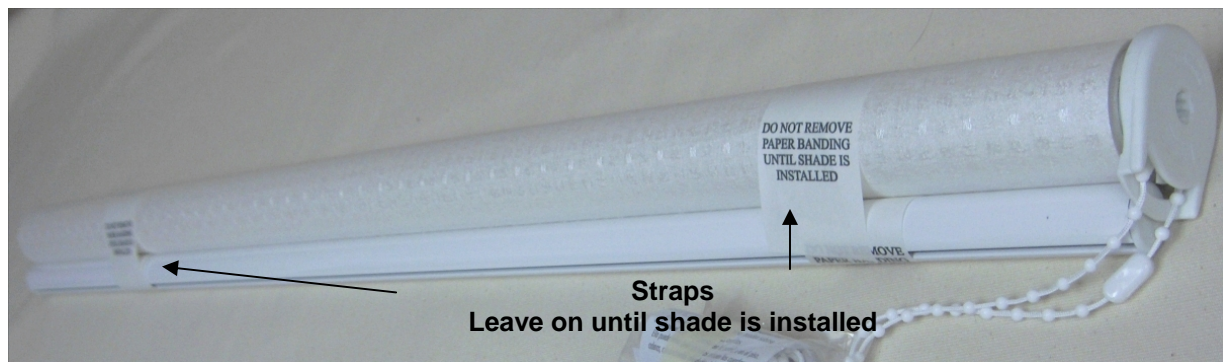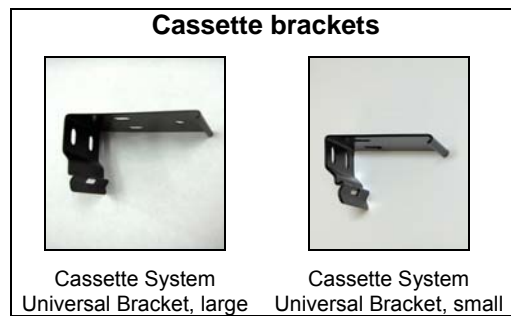

Figure 1   Custom Roll Shade with Chain and Clutch Lifting System, Showing Straps

Components

- Shade: Cassette mount shades come fully assembled on an aluminum top rail.
- Brackets: two (for wide cassette-mounted shades, your package includes more than two brackets)
- Hex head screws
    – Cassette, small: two screws per bracket
    – Cassette, large: three screws per bracket
- Chain holder and two flat-head Phillips screws

Brackets

Pictured below are samples of the brackets used to mount the cassette system.

Cassette brackets
Cassette System Universal Bracket, large   Cassette System Universal Bracket, small

Installation Steps

Cassette mounted shades come fully assembled on an aluminum top rail and are mounted using clip-in brackets.

Figure 2   Shade in cassette

Step 1: Determine Shade and Bracket Locations

- The outer-most brackets should be set approximately 3″ in from each end. Additional brackets should be spaced evenly between the outer-most brackets.

Inside Mount

- 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.

- Measure and mark the bracket locations in the window, being sure that the brackets are exactly parallel to each other and aligned at the front. See Figure 3. To mount the cassette so that the front is flush with the wall above, set the brackets ½″ back from the opening.
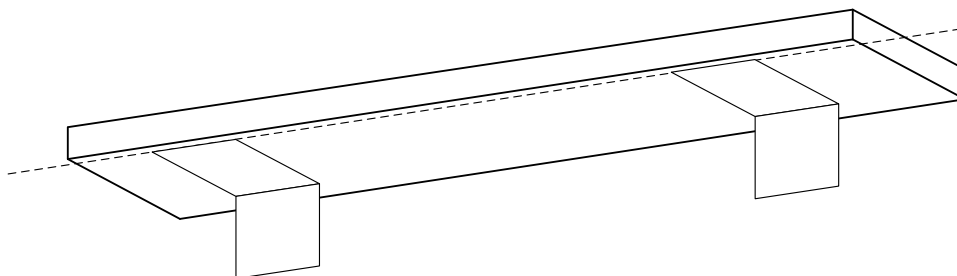

Figure 3   Cassette bracket inside mount alignment

Outside Mount for Walls/Ceilings

- Measure and mark the bracket locations on the wall, using a level to be sure the brackets will be perfectly level. See Figure 4.
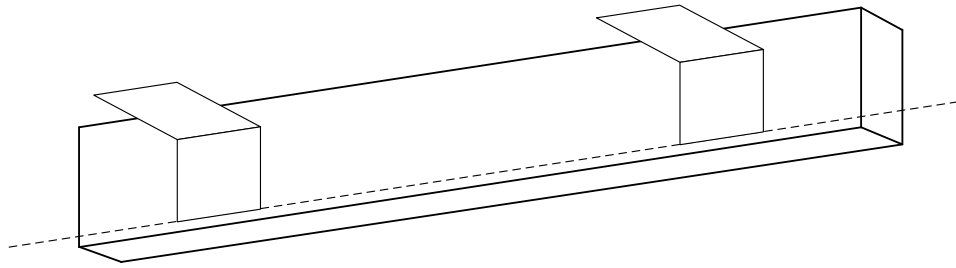
Figure 4   Cassette bracket outside mount alignment

Step 2: Attach the Brackets

Important: To hold the cassette properly, the brackets must be perfectly level and parallel to each other.

- Drill 1/16″ starter holes at each bracket hole location.

- Use the hex head screws 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).

Step 3: Install the Cassette into the Brackets

- Fit the groove at the front of the top of the cassette into the hooks on the front of the brackets. See Figure 6.
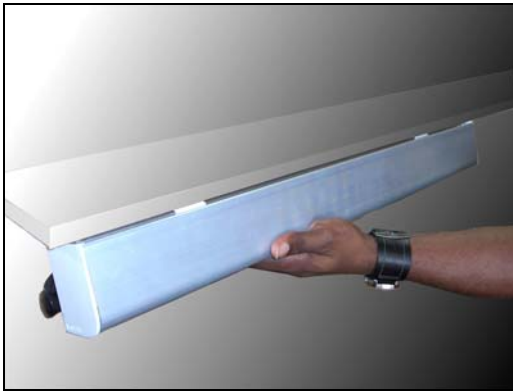

Figure 5   Cassette hooked onto brackets

Figure 6   Cassette on front of bracket

- Rotate the cassette up at the back to clip it into the brackets. See Figure 7 and Figure 8.
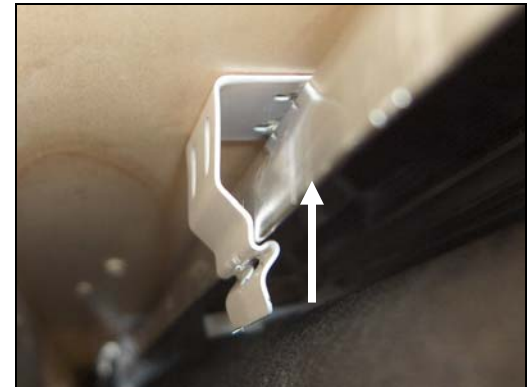

Figure 7   Cassette bracket unclipped

Figure 8   Cassette bracket secured

Step 4: Adjust the Shade

- Remove the packing straps and pull the back length of chain down to lower the shade.

- Raise the shade and check to see that it tracks properly and that the lower edge is level.

- If the shade telescopes to either side or does not raise and lower evenly, refer to the Troubleshooting section.

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.

Step 5: Set the Lower Bead Stop

Note: A chain and clutch lifting system has two bead stops to limit how far the shade can be raised or lowered. The bead stop for the upper limit, which also connects the two ends of the chain together, is put in position at the factory; the lower stop is placed when the shade is installed, to allow it to be adjusted precisely for the window.

- Pull the back length of the chain down until the shade is at its lowest position in the window.

- Grasp the bead that is at the top front of the clutch (Figure 9), pull it down, and simply snap the bead stop onto the chain at that bead (Figure 10).

Figure 9   Clutch end

Figure 10 Plastic bead stop

Step 6: Attach the Chain Holder

Important: Hanging cords are a safety hazard for small children and pets. The chain holder is a necessary safety feature to prevent strangulation. Do not omit this step.

- Hold the chain holder upright and position it against the wall or window frame so that the chain is straight but not stretched (Figure 11). There should be enough slack so that the bead stops can rotate around the chain holder easily.

- Mark the location of the installation holes on the wall, and drill 1/16″ pilot holes.

Attach the chain holder to the wall or window frame using the Phillips screws provided. If you do not reach solid backing, use a secure fastener (not included).

Figure 11 Chain holder

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.

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.

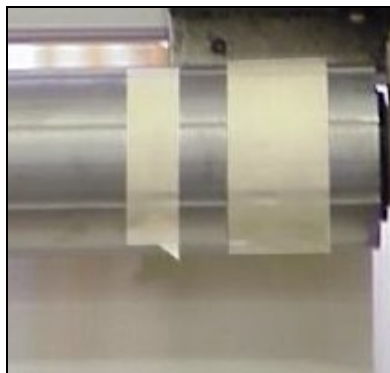
Figure 12 Telescoping to the left

Figure 13 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 12), then place the masking tape on the right side of the shade (see Figure 13). 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.