

# Trackstar Manual Folding Shade Installation Instructions

## Tracklock or Cord and Pulley Lifting System

Thank you for purchasing your new *Trackstar*<sup>™</sup> folding 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.

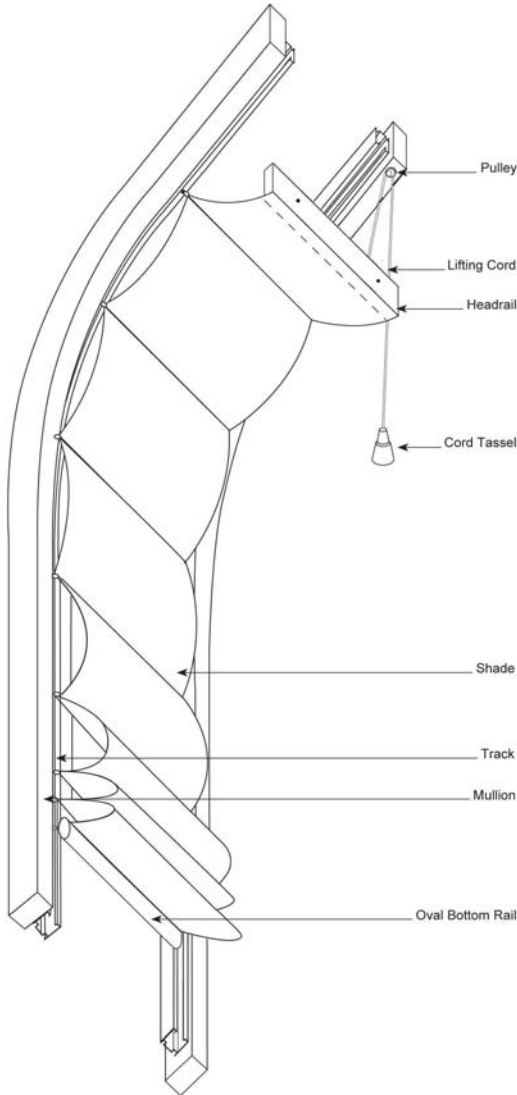


Figure 1 Trackstar Cord and Pulley Shade

### Main Components

- Shade with headrail
- Tracks
- Wand (for Tracklock operating systems)
- Routing pulleys (attached to lifting cord for cord and pulley lifting systems)

### Tools Required

- Metal measuring tape
- Level
- Awl
- Pencil
- Ladder or stepstool
- Needle nose pliers
- Power drill with the following bits:
  - 1/16" drill bit (wood)
  - 1/16" and 1/8" metal drill bits
  - 1/4" and 7/16" hex drivers
  - Phillips screwdriver
  - Masonry drill bits (if mounting surface requires)

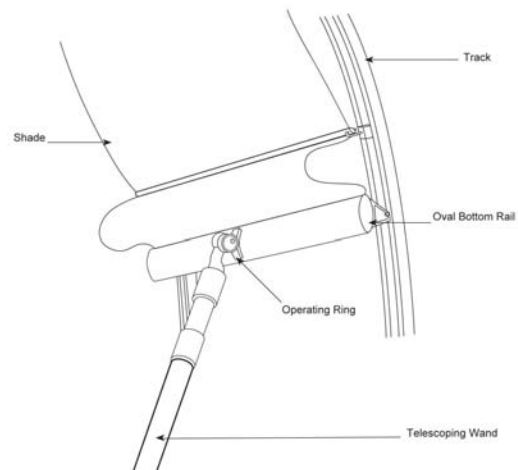


Figure 2 Trackstar Tracklock Shade

## Hardware









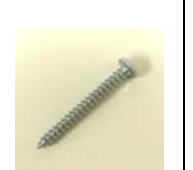


					
Track Bracket	Track End Cap	Headrail Bracket	Cord Cleat (for cord and pulley lifting system)	Pulley	
					
Track Bracket Screw 1/2" Self-tapping hex head	Track Screw (for outside mount) 1" self-tapping Phillips	Headrail Bracket Screw 1 1/2" hex head	Cleat Screw 1 1/4" Phillips or hex head	Pulley Screw (for cord and pulley lifting system) 3/4" hex head	Headrail Screw (for cord and pulley headrail) 2" hex head

Figure 3 Hardware

## Important Information on Fasteners

The shade components must be securely attached to the mounting surface. The screws included can be used in wood or metal. When installing to a wood surface, drill 1/16" pilot holes before setting the screws. When installing to metal, the self-tapping screws (for track installation) can be installed without predrilling. To set tapered screws in metal, predrill 1/8" holes.

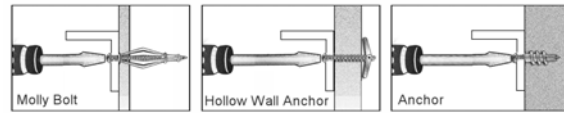


Figure 4 Special Fasteners

For other surfaces, use special fasteners designed for your mounting surface (not included). See Figure 4 for examples. When selecting your fastener, make sure it is designed to support the weight of the product being installed. Follow the fastener manufacturer's instructions carefully.

## Installation Steps

**Note:** If you are installing a wide shade that spans multiple bays, you will need an assistant to help you place the carriers into the tracks.

### All Lifting Systems

#### Step 1: Mount the Tracks

##### *Inside Mount*

- Position the tracks against the sides of the mullions and mark their positions. (The depth of the tracks in the mullions is specified by the customer.)
- Slide the track brackets onto the backs of the two tracks. Use one bracket for approximately every 36" of track plus one for each end.
- Insert a track end cap into the bottom end of each track and tighten the screw.
  - Loosely attach all but the top bracket using the 1/2" self-tapping hex head screws provided. (The top bracket is left unfastened until after the carriers are placed in the tracks.) Adjust the position of the tracks so that they butt against the bottom of the opening, and then tighten the screws.

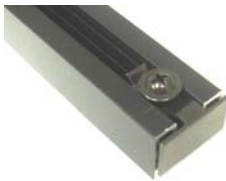


Figure 6 End Cap on Track

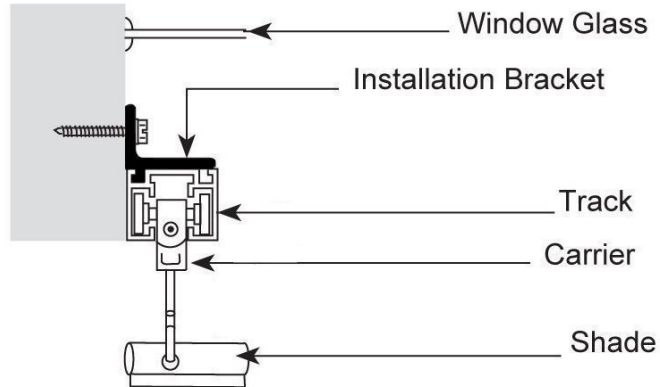


Figure 5 Cross-Section of Inside Mount

##### *Outside Mount*

- Determine and mark the correct placement for the tracks on the mullions or window frame. Measure to ensure the distance between the centers of the tracks is the same as the distance between the carriers on the shade.
- Place the bottom ends of the tracks flush with the floor or windowsill. Using the 1" self-tapping hex head screws provided, loosely fasten the tracks to the mullions at the bottom ends and about every 36" along the track, leaving the top end open. (The top end is not fastened until after the carriers are placed in the tracks.) To avoid placing unnecessary stress on the tracks, wait until all screws are in place and then tighten them all.

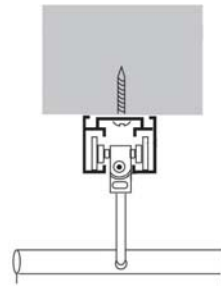


Figure 7 Single Track on Mullion

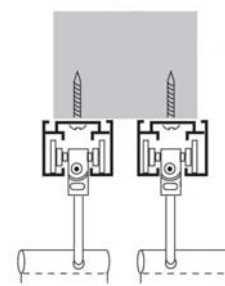


Figure 8 Two Tracks on Mullion (multiple shades)

#### Step 2: Attach the Shade

- From the top of the opening, slide the shade carriers into the tracks, starting with the carriers at the bottom rail of the shade. If you are installing a shade that covers multiple bays, you will need an assistant to insert the carriers on one side while you insert the carriers on the other side.

- After all the carriers are inserted, insert the track stops at the open ends of the tracks and tighten them down. Then fasten the top end of the track to the mullion.
- Complete the installation per the applicable instructions below.

### **Tracklock Operated Shade**

Begin with steps 1 and 2 under *All Lifting Systems*.

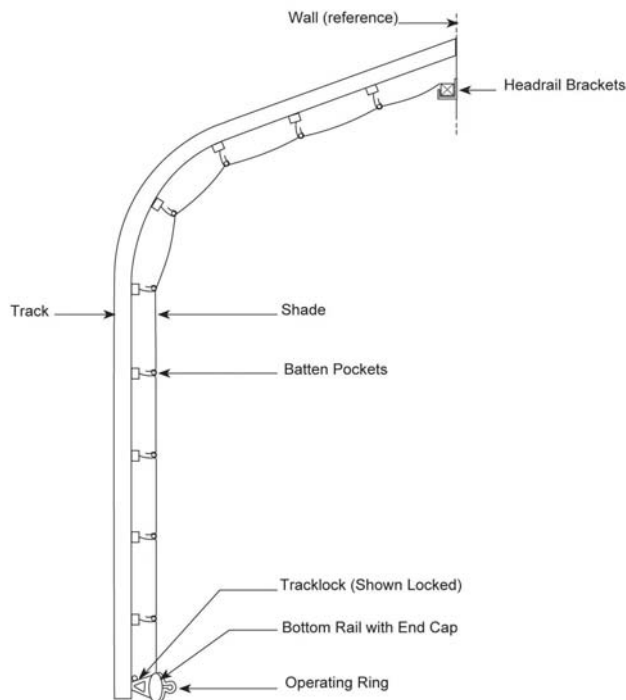


Figure 9 Trackstar Tracklock Shade, Side View

#### Tracklock Step 3: Mount the Headrail

- On the header wall, mark the location for the headrail in line with the level of the shade. Mark bracket positions near each end of the headrail with the open end of the U facing up. Space additional brackets approximately 12" apart, making sure all brackets are level with each other.
- Predrill  $\frac{1}{16}$ " starter holes at the bracket mounting-hole locations and install the brackets using the  $1\frac{1}{2}$ " hex head screws provided.
- Pull the headrail up the tracks and snap it into the brackets.

#### Tracklock Step 4: Test and Adjust the Shade

- Insert the wand hook into the operating ring on the bottom rail and operate the shade in both directions to ensure it moves freely. To lock the shade in any position, rotate the bottom rail into the locked position as shown in Figure 10.
- If desired you can reduce the overall fabric length: Remove the headrail from the headrail brackets and roll it over once or twice to take up excess fabric. Then snap the headrail back into the brackets.

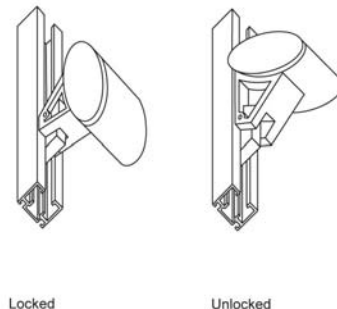


Figure 10 Tracklock Operation

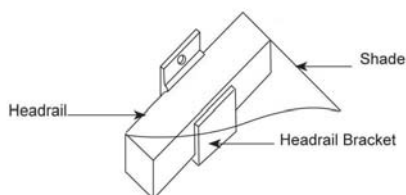


Figure 11 Headrail in Bracket

## **Cord and Pulley Operated Shade**

Begin with steps 1 and 2 under *All Lifting Systems*.

### Cord and Pulley Step 3: Mount the Headrail

- On the header wall, mark the location for the headrail centered below the tracks. Use an awl to mark the positions of the predrilled mounting holes.
- Predrill  $\frac{1}{16}$ " pilot holes, and install the headrail using the 2" hex head screws provided.

### Cord and Pulley Step 4: Attach the Pulleys

- Pulleys for routing the lifting cords to the desired position are attached to the cords at the factory. Determine the correct positioning for the pulley or pulleys according to the customer's specifications. Mark the locations, drill  $\frac{1}{16}$ " pilot holes, and attach the pulleys using the  $\frac{3}{4}$ " hex head screws provided.

### Cord and Pulley Step 5: Attach the Cord Cleat

- Find a location on the wall or mullion that will be convenient for tying up the cords. Attach the cord cleat using the  $1\frac{1}{4}$ " screws provided.

### Cord and Pulley Step 6: Test and Adjust the Shade

- Raise and lower the shade and ensure it moves freely. Wrap the cords on the cord cleat to secure the shade in the desired position.
- If desired you can reduce the overall fabric length: Remove the headrail from the headrail brackets and roll it over once or twice to take up excess fabric. Then snap the headrail back into the brackets.

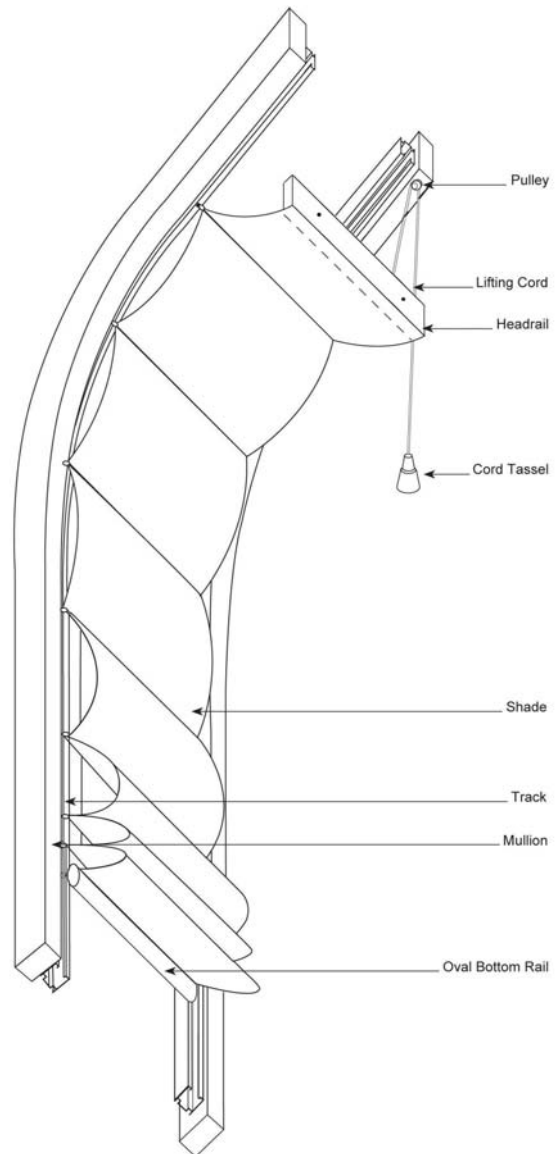


Figure 12 Trackstar Cord and Pulley Shade

## **Caring for Your Trackstar Shade**

Your *Trackstar*™ folding shade will provide you with years of beauty and pleasure with minimal care and cleaning. To care for your shade:

- Vacuum using a brush or dust head attachment.
- Dust lightly using a soft, clean cloth.
- Never immerse your shade in water or liquids of any kind.
- If necessary, wipe the solar fabric with a damp cloth. Allow the shade to dry completely before raising.
- On some fabrics, a mild detergent solution can be used, if needed. Test on a small inconspicuous area first. Be sure to rinse thoroughly and allow the shade to dry fully before raising.