



CordlessPRO™ Professional Wide Band Lift Sheet System

by: Safe-T-Shade

1. Construct your shade to the length and width desired. We suggest putting a stiffener in the bottom of hem of your shade such as Skirtex. This will make a beautiful shade as well as support all the weight of your shade when raised.
2. See Below for Cut Factors of all assembly components:
 - a. Cut 1.5" Roller Tube 1-1/2" less than your face width
 - b. Cut battens 2 ¼" less than your face width
 - c. Cut lift sheet 2" less than face width, make sure lift sheet is square and 10" - 12" longer than the shade length.
 - d. Cut acrylic rods 2" less than face width, or same width as the lift sheet
 - e. Dustboard must be 2" projection.
3. Attach the j-guides to your fabricated shade. (You can place these any distance apart)
 - a. We use 0.9mm cord or upholstery thread, but you can attach the j-guides however you would like. The jguides are placed any distance apart but we are using 10" apart on this example and 1" in from the edge of your shade.
Note: You can place your jguides and battens any distance apart. This is your preference.
 - b. Thread one side through the hole in the j-guide and tie it to the shade. You do not have to go all the way through the front of your shade. We recommend making three knots and add a drop of glue to secure the knots.
 - c. Make sure all j-guides are pointing in and each pair is going in the same direction, like a mirror image of each other. This is important for stacking purposes when the shade is being lifted and lowered.
4. Sew a row of rings on sideways to act as guides for your battens to go through. Depending on the width of your shade you may need more than one row. Larger shade width require one to three extra rows of rings. We recommend a 36" wide shade have 1 row of support rings, a 48" shade have 2 rows of support rings and a 72" wide shade have 3 rows of support rings for your battens to go through. These are not used to lift or lower the shade but acts as a guide/support for the battens.



5. Thread your battens through your rings in the center of your shade. Put a drop of glue on each end and insert firmly into the J-guides. It is helpful to file the paint off the ends of the battens. This will make them easier to insert into the jguides. Make sure the battens go all the way in, if you have trouble, use a hammer on the top of the J-guide to get the batten completely in. When you have a batten on each pair of J-guides make sure the J-guides align like a mirror image of each other. You will have to do this quickly before the super glue dries.



Preparing your lift sheet

1. Cut your lift sheet to the appropriate size. (2" less than face width of your finished shade and 10-12" longer than your shade length) See Cut Factors from #2 above. It is critical to keep the sheet squared with a T-square.
2. Make a 2" pocket at the bottom of the lift sheet and put a seam through it so you have 2 – 1" pockets for the acrylic rods to be inserted into.



3. You will need to make a 5" x 5" pull tab out of your shade fabric



4. Attach your pull tab to the bottom of your lift sheet in the center between the 2 – 1" pockets for the acrylic rods.
5. Place the small acrylic bar into the bottom pocket.

Assembling The Spring Loaded Headrail

You will need the following items to assemble your Spring Loaded Headrail:

- a. 1- Left Side Medium or Large Spring

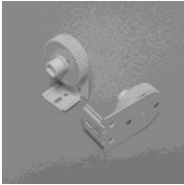


- b. 1- Right Side Stop





- c. 2- Brackets with Adjuster Wheel



- d. 1- 1.5 " Tube (you already have this cut. Your lift sheet will attach to this later)



- e. Pre Rotation Tool (purchased separately from kit)



~All shades must be Waterfall Shades or fabric dropping off the front of the dustboard. This system cannot be reverse mounted.

~If you are facing BACK of shade as shown below, Spring will be on your left and Stop will be on your RIGHT.

Tools Required

1. **Tape Measure**
2. **Drill with extended drill bit**
3. **Metal saw or hacksaw (for cutting tube)**



1. **Select spring based on dustboard width and shade weight.**

Note: When choosing a spring, pick the longest spring that will fit in the tube as long as the shade weight does not exceed the max shade weight in the chart below. (shade weight does not include dustboard and tube system)

Note: Smaller shades can be modified by cutting the medium spring down. Instructions on how to accommodate a smaller width shade is in the Spring Cutdown Section.

Spring	Spring size	Stopper Size	Max Shade Weight	Min Tube Width	Min Dustboard Width
1.5mmX450mm	26"	3.9"	15 lbs	32-1/2"	34-9/16"
1.7mmX550mm	30"	3.9"	20 lbs	36-5/8"	38-11/16"

2. **Insert Spring into tube**





Setting the Stop Plate

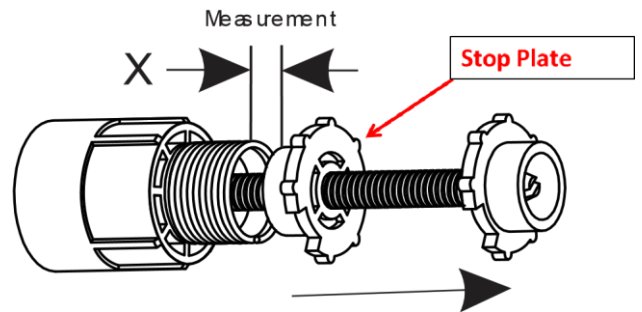
On a Cordless Roller Roman Shade system, It is necessary to set the stop plate (move the stop plate away from the stop spring) before inserting it into the tube. This will allow you to be able to set the upper stop position of the shade. (Skipping this step will cause the shade to stick at the bottom and not raise.)

To set this quickly and adjust later: Use the chart below to set the stop according to the height of the shade

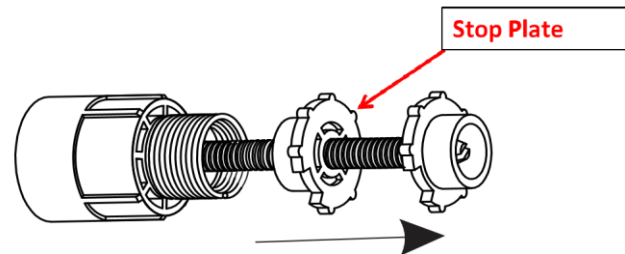
Shade Height (Inches)	Plate Revolutions	Distance from Spring (X)
5	1	1/16"
9	2	1/8"
14	3	1/8"
19	4	3/16"
24	5	3/16"
28	6	1/4"
33	7	3/8"
38	8	3/8"
42	9	7/16"
47	10	1/2"
52	11	1/2"
56	12	9/16"
61	13	5/8"
66	14	11/16"
71	15	3/4"
75	16	3/4"
80	17	7/8"
85	18	7/8"
89	19	15/16"
94	20	1"
96	21	1"

Set the stop plate on the shade stop by rotating it half way from the stop spring. To set this more accurately now:

Rotate stop plate away from stop spring



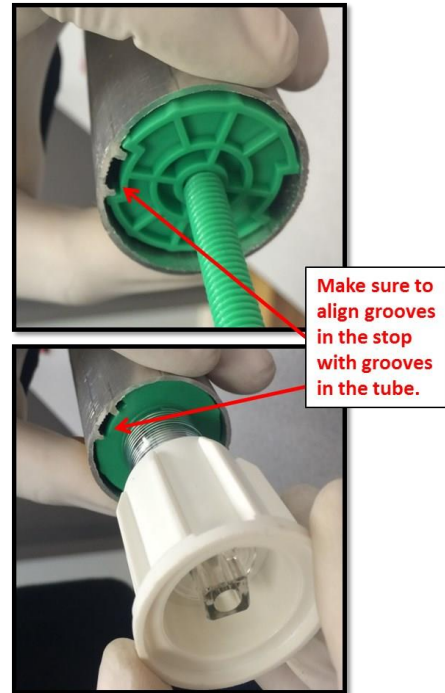
Below shows stop plate half way from stop spring



Note: Fractional distances are approximate



3. Insert the Stop (opposite side from spring)



4. Determine number of pre-rotations needed, then pre-rotate the Spring.

The number of spring pre-rotations are determined by the length and weight of the shade. Refer to the Pre-rotation Charts (next page) and follow the steps below:

In the “Pre-rotations by Shade Length” chart, find the LENGTH of your shade on the left side axis. Then move horizontally across to the plotted line, and then vertically down to the bottom axis to find the number of pre-rotations required for your shade's LENGTH.

Next In the “Pre-rotations by Shade Weight” chart, find the WEIGHT of your shade on the left side axis. Then move horizontally across to the plotted line, and then vertically down to the bottom axis to find the number of pre-rotations required for your shade's

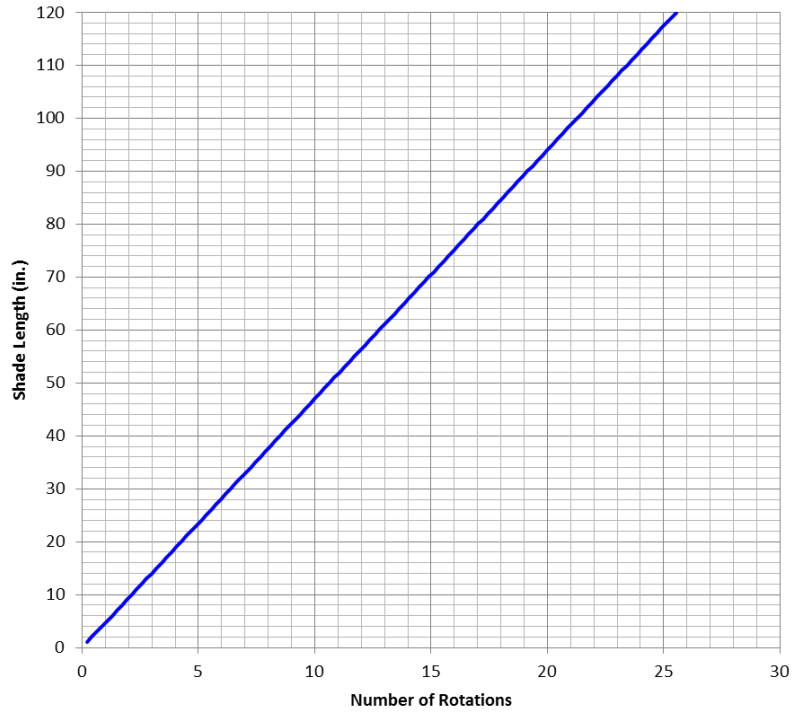
Add the total from both charts together for the total number of pre-rotations. The total cannot exceed 50 pre-rotations.

Using the pre-rotation tool, rotate the spring clockwise to set the tension. Before removing handle, rotate the handle 1/4 turn backwards to set the lock. Roller tube must be horizontal for lock to work properly.

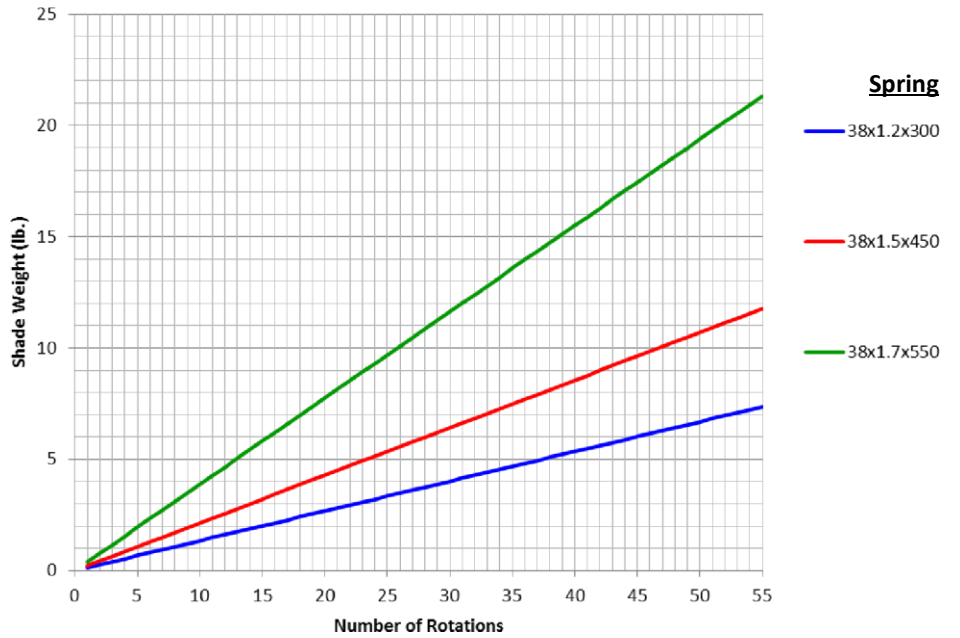




Pre-Rotations for Shade
LENGTH
1 ½ Inch Tube



Pre-Rotations for Shade WEIGHT
1 ½" Tube

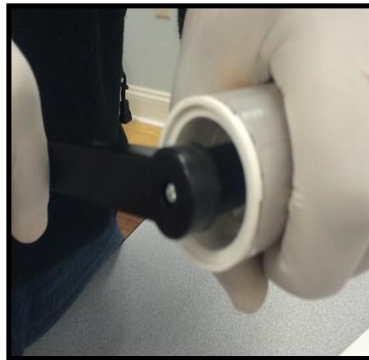




**Total Pre-Rotations from Length Chart + Total Pre-Rotations from Weight Chart=
TOTAL PRE-ROTATIONS REQUIRED (Total may NOT exceed 50)**

Add the total from both charts together for the total number of pre-rotations. The total cannot exceed 50 pre-rotations.

Using the pre-rotation tool, rotate the spring clockwise to set the tension. Before removing handle, rotate the handle 1/4 turn backwards to set the lock. Roller tube must be horizontal for lock to work properly.



5. You will now roll your prepared lift sheet onto your tube with the sheet rolling on the backside of the tube. The sheet will be right up against your shade. Leave enough so that the bottom pocket is even with your first row of jguides and battens. Your very bottom jguide should be between your two pockets and inserted all the way up thread through your jguides as the instructions illustrate below.

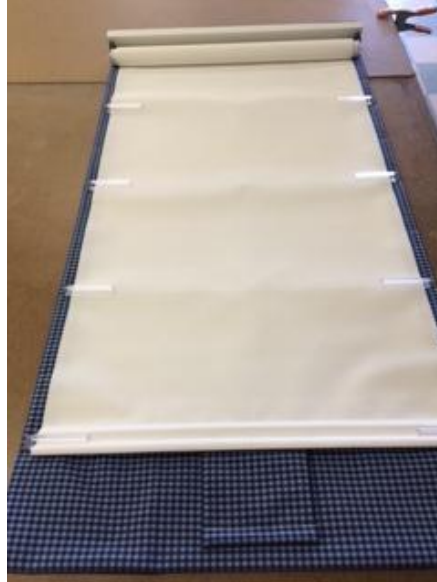
Attaching your shade to the lift sheet system on the board

Attaching the lift sheet to the 1.5" Roller Tube:

- a. You are now ready to attach the lift sheet to the 1.5" roller tube
- b. Pull the yellow tape on the spring roller tube to expose the adhesive that is on the seam in the center of the tube.
- c. Place your lift sheet straight along the straight line indentation that is embossed in your tube.. The embossed seam is straight therefore your lift sheet will be straight if you use that seam as your guide. Add a strip of duct tape or other tape adhesive to completely secure the bond between the lift sheet and the roller tube.



- i. Manually roll the lift sheet up so that the pull tab is above the bottom of the shade. Make sure that your lift sheet rolls up the back of the 1.5" tube. The lift sheet should be right up against the back of your shade.



6. Insert spring end of tube into bracket with adjuster wheel. This bracket should be already screwed to your board.





7. Install stop end bracket on the opposite end into head rail. Align adjuster wheel with end of stopper and secure bracket with screws provided.

You will need your drill with extended drill bit and screw two screws in at an angle as shown in the picture below.



8. Your last J-guides should be between the 2 acrylic rods. These acrylic rods are used as stoppers when pulling the shade down. You will have to put your rods in last. Put the bottom rod in first and then lift your sheet up so that the last J-guide is above the rod, then put your top rod in.





You may have to adjust your lift sheet slightly before screwing in your stop side bracket. Once this is screwed in it is difficult to adjust. The stop side bracket is the very last thing you do once your lift sheet is in place exactly where the guides are between the acrylic rods in the pockets you have sewn into your lift sheet.

Adjusting the stop and spring:

1. First hang shade so you can work from the back.

2. Tug on 5 inch tab that is sewn to the back of your lift sheet. This releases the locking mechanism. Release tab and let shade raise naturally.

3. Check tension of spring and adjust by raising shade as far as it will go to the top, holding tube with one hand and turning adjuster wheel with the other (facing end of tube) counterclockwise to decrease and clockwise to increase the tension. This should be adjusted before setting the stop.

4. Now you can adjust stop height. Once the shade has risen all the way up, pull it down to the position where you want it to automatically stop. Hold the tube still while you rotate the stop adjuster wheel clockwise (or front of wheel toward top of window) until the wheel stops. The stop height is now set.



Troubleshooting

Shade is stuck at the bottom and will not raise.

- Did you remember to pre-rotate the spring? Check to make sure spring has tension.
- Check to make sure stop plate is not against stop spring.
- Shade must have enough slack to work properly. The tube must be able to turn in the reverse direction for the lock to disengage. If the shade has run out of slack, rotate the tube about 1/4 turn (in the direction that the lift sheet comes off the tube) by hand to disengage the lock.

Shade goes up too fast or slow. (Spring needs adjustment)

Remove (or add) tension from the spring with the spring adjuster wheel. Assuming the instructions were followed, the spring side will be on the left side of the tube.

Too slow - add tension by rotating the wheel counter-clockwise (toward the bottom of the window).

Too fast - remove tension by rotating the wheel clockwise (toward the top of the window).

Shade stops too high or too low from top. (Stop needs adjustment)

* Adjust stop height by turning the stop adjuster wheel. Then, lower and raise shade to check.

When the **stop is on your right facing the window**

Too high - lower by rotating the wheel clockwise (toward the bottom of the window)

Too low - raise by rotating the wheel counter-clockwise (toward the top of the window).

For Smaller width than 32.50" follow the Spring Cut Down Instructions on the next page.

Following are instructions for cutting a Medium spring down for use in a smaller shade.



Take off the damper & screw



Take off the Spring End counter-clockwise



Cut the spring.
Record the cutting length.



Cut the inner tube same length as spring cutting length.



Assemble the Spring End clock-wise.



Drill a hole in the end of tube.
3mm - 1.1x120mm spring



Screw & done.

If you have further questions please call Customer Support at 336-228-6000.