

# TOSO

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## ROMAN SHADE

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## CREATY DRUM KIT

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NO.S – 07020903

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### **Instruction Manual**

Thank you for purchasing TOSO products. To ensure safe use of this product, please read this manual carefully and keep this stored.

#### **Guide for Distributors and Installation Contractors**

This manual contains information for a user to safely operate this product. Please provide this manual to a customer.

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## CAUTION

\* This manual contains cautions and instructions for safe use of the product. Please read it carefully before use and ensure appropriate use.

- This document illustrates the dangers of using this product without taking necessary precautions. Please refer to below symbols for different types of safety points.



CAUTION

illustrates when misused, there are dangers of serious injuries or possible fatal accidents.



ATTENTION

illustrates when misused, there are dangers of casualties or possible physical damage of the product.

- This document illustrates safety points to be kept using below symbols.



Illustrates specific conducts which are prohibited.



Illustrates specific guidelines which are enforced.

- Precautions upon installing the product (Please read before installation.)



### CAUTION

- Screws provided are for xylem only. Do not use on materials other than xylem.
- Check the foundation base and strength of the material before installing this product. If not installed properly to the foundation base, there are dangers of it falling.
- Install a product as instructed with necessary quantity of brackets. If not the product may fall.



### ATTENTION

- This product is intended for indoor use. Please do not use it for exterior purpose.
- Locations subject to high temperatures and high humidity, or areas where water may leak, should be avoided.
- Make sure to install a product horizontally.



- Safety in Use (Please read thoroughly)



### CAUTION

- Please avoid conduct which may result in the cord or the chain entangling the body or hooked onto something. This may cause accident.
- When not in use, please take the cord and put away the handling cord by wrapping it around the safety hook.
- Please do not hang nor dangle from this product. This may damage the product or cause for it fall down.



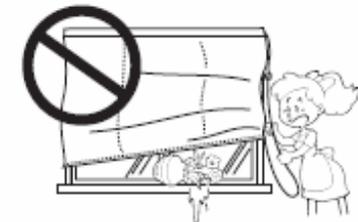
JAPAN Blind Industrial Association

- Please do not treat the product with rapid or drastic motion. This may damage the product or cause for it fall down.

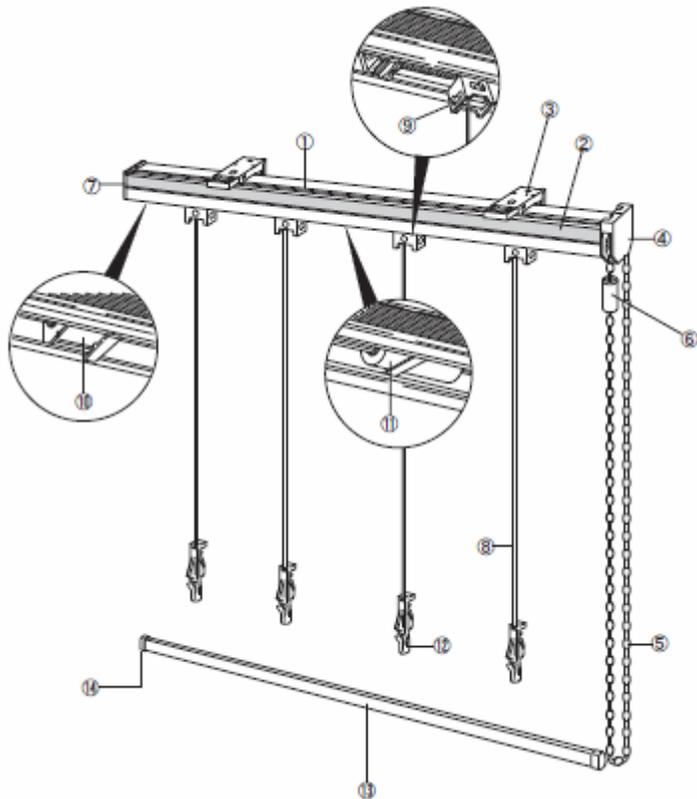


### ATTENTION

- When there is strong wind, please either close the window or have the screen completely opened up.
- Please do not dismantle the mechanical assembly nor lubricate the moving parts of this product. This will ensure physical damage or malfunction of the product.
- Please do not use it around open flames.
- Please remember to always use the cord or ball chain handling this product. Please do not attempt to handle the screen directly.
- Around the area where the screen is to open and close, please remember to clear all objects which may break when placed around the screen.



## Product View and Part Names



### Part Names

- ① Head Rail
- ② Slide-in Velcro Tape
- ③ Bracket
- ④ Pulley Set
- ⑤ Ball Chain
- ⑥ Ball Chain Joint
- ⑦ Cap
- ⑧ Lift Cord
- ⑨ Coiling Drum
- ⑩ Clutch
- ⑪ Speed Controller
- ⑫ Cord Adjuster
- ⑬ Weight Bar(Plain Style, Sharp Style)
- ⑭ Weight Bar Cap(Plain Style, Sharp Style)

## Number of Components

Components Product Width (mm)	Bracket (Universal Bracket)	Bracket Fixing Screw (∅3.5×20)	Safety Hook		
			Main Body	Both-sided Tape	Fixing Screw (3.5 × 20)
900	2 pieces	2 pieces	1 pc	1 pc	1 pc
1400	3 pieces	3 pieces			
1900	3 pieces	3 pieces			
2400	4 pieces	4 pieces			
2900	4 pieces	4 pieces			

Components Product Width (mm)	Weight Flat Bar
900	900mm 3pcs.

\* Included only in kits with product width of 900 mm.

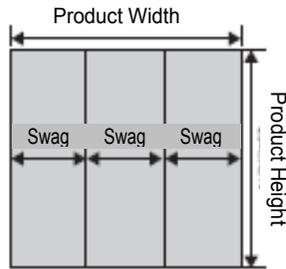
## Product Weight 1.5kg (Plain Style: Width2,000mm × Height 2,000mm)

\* Weight of screen not included.

■ Parts for Sewing (sold separately)

- In addition to the kit, necessary sewing parts are available for purchase.

See the table below and decide what you need to buy.



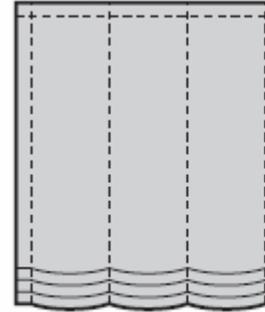
<TOSO-Recommended Genuine Parts>

Part Name (mm)		Style		Sample quantity to be used
		Plain	Sharp	
Looped Tape 200		<input type="radio"/>	—	(Product height + 100) mm × (Number of swags + 1) pcs.
Looped Tape		<input type="radio"/>	—	(Product height + 100) mm × (Number of swags + 1) pcs.
Ring for Tape		<input type="radio"/>	—	To be attached to "Loop Tape" ● In the case of Looped Tape 200, (Product height ÷ 200mm) pcs. × (Number of swags + 1) pcs. ● In the case of Looped Tape, (Product height ÷ 150mm) pcs. × (Number of swags + 1) pcs.
Cord Adjuster		<input type="radio"/>	<input type="radio"/>	(Number of swags + 1) pcs.
Velcro Tape For Screen (female side)		<input type="radio"/>	<input type="radio"/>	(Product width) mm
Shaper Tape 2		—	<input type="radio"/>	● In the case of a product height up to 1,500mm, (120-mm pitch in the direction of product height) pcs. × (product width mm) pcs.
Shaper 10		—	<input type="radio"/>	● In the case of product height of 1,510 to 3,000mm, (150-mm pitch in the direction of product height) pcs. × (product width mm) pcs.

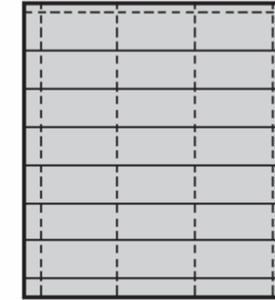
Style

■ Flat Window

Plain Style



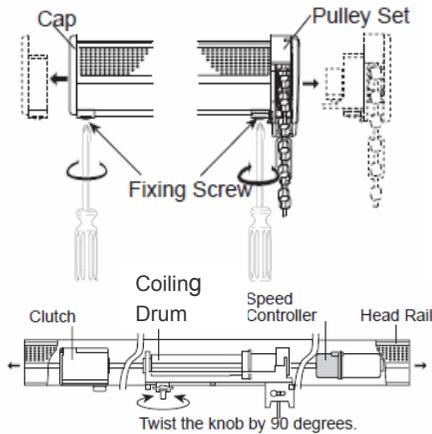
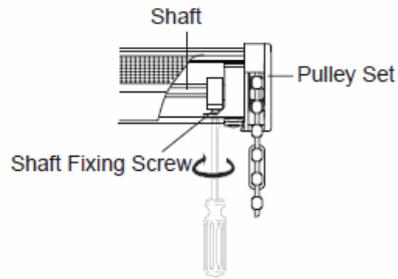
Sharp Style



# Assembling

1 Remove the pulley set and cap from the head rail.

- 1) Slightly loosen the screw fastening the pulley set shaft with a Phillips screwdriver.
- 2) Slightly loosen the pulley set (cap) fixing screws with a Phillips screwdriver and remove the pulley set (cap).

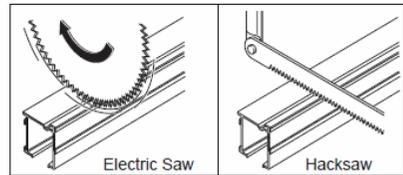


2 Remove the shaft, coiling drum, clutch, speed controller, and slide-in Velcro tape from the head rail. Remove the coiling drum by sliding it sideways after twisting its knob 90 degrees.

3 Cut the head rail, shaft, and slide-in Velcro to the necessary size.  
(Determine the cutting size by referring to the illustration at right.)



\* When cutting the head rail, be sure to remove the slide-in Velcro tape in advance from the rail. Also cut the slide-in Velcro tape separately using a utility knife or scissors.



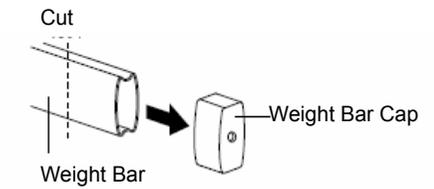
4 Cut off the weight bar to a length of product width minus 50 mm.

<In the case of a kit with a product width of 900 mm>

1 Cut off the weight flat bars according to the product width.

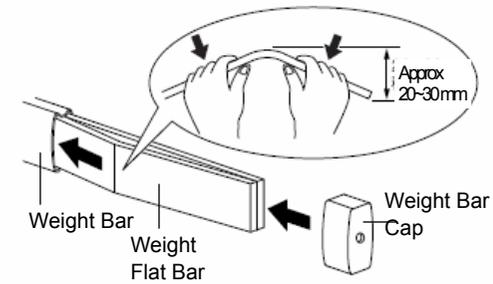
Product Width (mm)	Cutting Size	Required qty	Handling of weight flat bar
400-500	Product Width - 52mm	1pc	Use one for the front screen cut off from the 550-mm flat bar.

2 Remove the weight bar cap and cut the weight bar according to the product width.  
\* Cut off the weight bar to a length of product width minus 50 mm.



3 Insert the required quantity of weight flat bars into the weight bar.

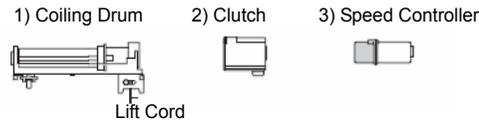
- \* If no more than one or two weight flat bars are required, bend them (by 20 to 30 mm) by hand into a dogleg form so they will not remain loose inside the weight bar.
- \* The quantity of weight flat bars can be adjusted according to the weight of the fabric and the product height.



4 Put the weight bar cap in place.

5

Assemble the components into the head rail in line with the layout diagram of component below.



■ Layout Diagram of Components

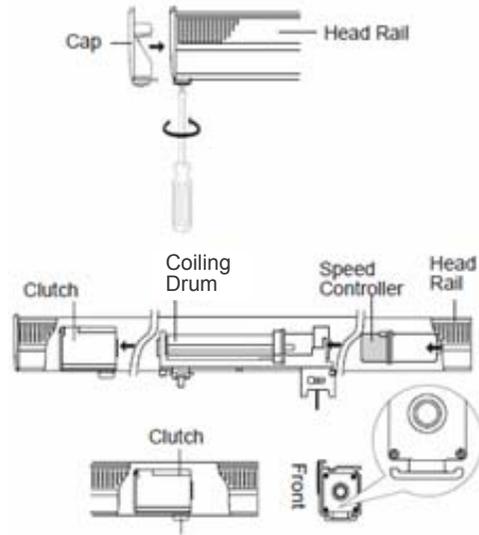
	Prod Wth	Left-hand operation		Prod Wth	Right-hand operation
1 swag	400~ 500		1 swag	400~ 500	
2 swag	510~ 900		2 swag	510~ 900	
3 swag ~	910~		3 swag ~	910~	

- \*1: Of the (coiling drums), only the one on the cap side should be positioned inversely.
- \*2: Insert the (clutch), so that the protrusion for fastening the rail is located on the right.
- \*3: Arrange the (speed controller) in the center of the product. Insert it in such a way that the white part is located on the right.

1 Apply the slide-in Velcro tape to the head rail.

2 Insert the cap into the head rail (opposite to the operation side) and tighten its screw with a Phillips screwdriver.

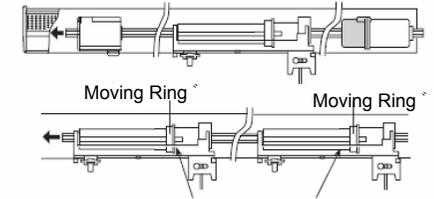
3 Assemble the components into the head rail in line with the layout diagram of components.



\* The clutch has its assembly direction into the head rail determined as illustrated at right.

4 Pass the shaft through the components.

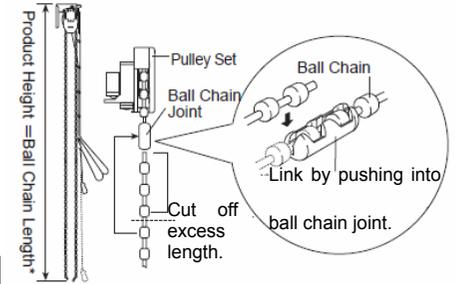
\* When passing the shaft through the coiling drum, see to it that the lift cord end parts of the moving ring all face in the same direction (downward).



All clips should face downward.

5 Cut the ball chain to the same height as the product height and couple it with the ball chain joint.

\*The ball chain should be cut to a length of product height x 2.



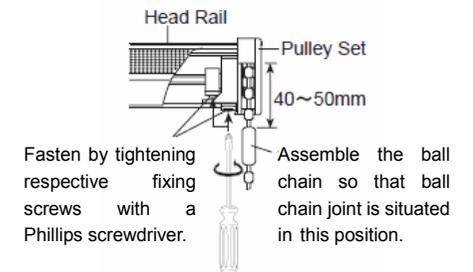
**⚠ ATTENTION**

Do not cut off the ball chain to a length less than the product height. The screen may not fully rise to the top.

6 Attach the pulley set to the shaft and head rail.

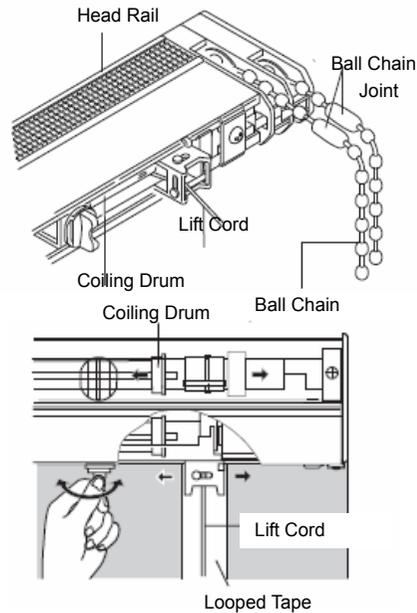
7 Install the fabric (optional purchase) on the head rail.

\* Attach the fabric by following the method described for each style.



## Plain Style

1 Perform adjustment so that the joint part of the ball chain is situated in the topmost position on the front side (as illustrated at right). In this operation, make sure the lift cord is not wound around the coiling drum (state in which the lift cord is fully drawn out).



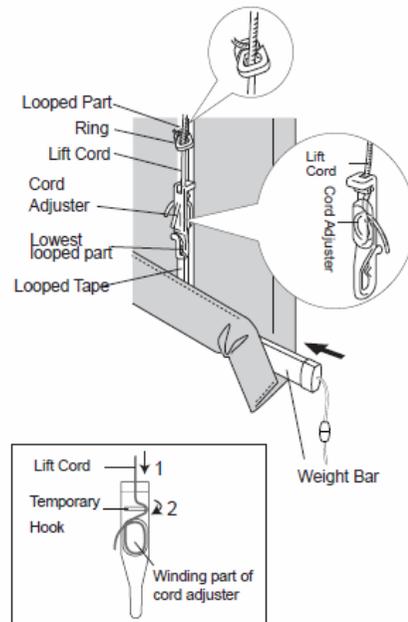
2 After attaching the screen (optional purchase) to the head rail, twist the knob of the coiling drum 90 degrees to move it, align the lift cord to the position of the looped tape, and fasten the lift cord by twisting the knob again 90 degrees.

\*In the case of two-swag product width of 510–530 mm, the coiling drums on the cap side and in the center and the looped tapes will be somewhat out of position, but this will not affect the lifting operation.

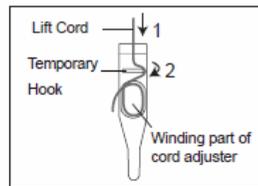
3 Attach the cord adjuster to the lowest looped part of the looped tape.

\* If the ring cannot be detached, attach the cord adjuster directly to the ring.

4 Pass the lift cord through the large hole of the ring, starting from the top of the fabric. If you happen to omit a ring, the lift cord can be inserted through the notch in the rings.



5 While adjusting the balance between the right and left top edges of the fabric, wind the lift cord around the cord adjuster, ensuring that the tensions in the lift cords remain roughly equal. Pass the lift cord through the top of the cord adjuster (1) and align the fastened position to the top of the cord adjuster. The cord can be fastened temporarily by hanging it on the temporary hook and swinging the cord to the opposite side (2). Wind the excess portion of the lift cord around the cord adjuster.



6 Insert the weight bar into the fabric.

## Sharp Style

1 Install the fabric (optional purchase) on the head rail.

\*See "Plain Style" on page12.

2 Bring the coiling drums located on both ends to 8 cm from both ends of the head rail (to a position where the lift cords suspend), then fasten.

3 Move the intermediate coiling drum to a position such that the suspending positions of the lift cords are spaced equally, then fasten.

\*In the case of a swag product width of 510–530 mm, the coiling drums on the cap side and in the center and the looped tapes will be somewhat out of position, but this will not affect the lifting operation.

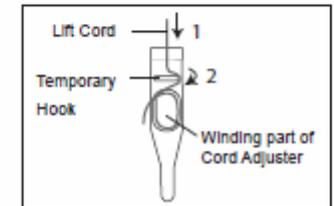
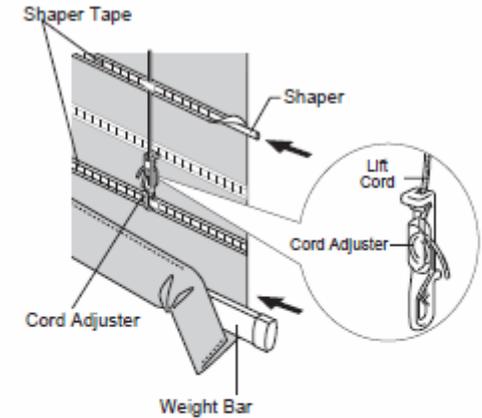
4 Attach the cord adjuster to the lowest looped part of the looped tape.

5 Pass the lift cord through the shaper tapes.

\* Pass the lift cord through the shaper tapes from the bottom up, starting from the lowest shaper tape and skipping every other tape

6 While adjusting the balance between the right and left top edges of the fabric, wind the lift cord around the cord adjuster, ensuring that the tensions in the lift cords remain roughly equal. Pass the lift cord through the top of the cord adjuster(1) and align the fastened position to the top of the cord adjuster. The cord can be fastened temporarily by hanging it on the temporary hook and swinging the cord to the opposite side(2). Wind the excess portion of the lift cord around the cord adjuster.

7 Insert the weight bar into screen.



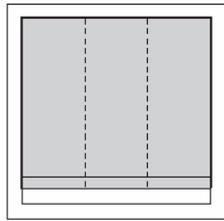
# Installation and Detaching

## ⚠ ATTENTION

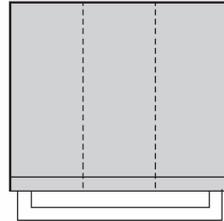
- ⊘ Do not hold the groove of the head rail, and do not force the parts onto the head rail
- ⊘ The attached screw for installing the Bracket is for xylem section. Please do not use other than xylem section.

## ■ Installation Type

〈Ceiling Attachment〉  
Install inside of a window frame

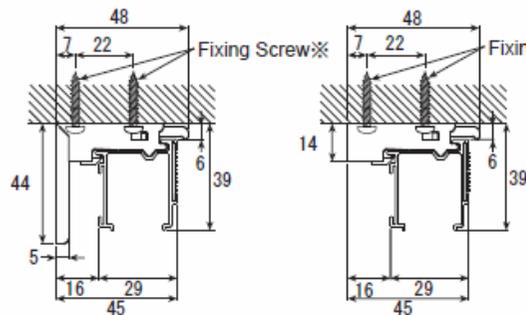


〈Front Attachment〉  
Install on a wall or outside of a window

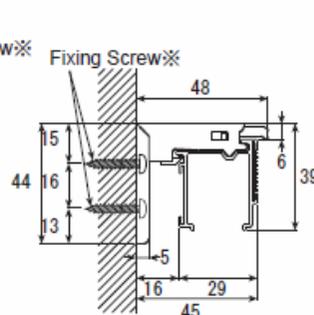


## ■ Installation Diagram (mm)

〈Ceiling Attachment〉



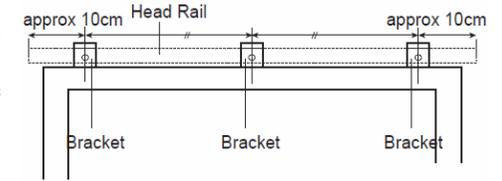
〈Front Attachment〉



- \* In the case of a bay window, only the ceiling attachment is available.
- \* Place the fixing screw in either of the position shown above, according to the condition of the underlying backing material.
- \* Fasten the front attachment of a product exceeding 2,010 mm in width through the higher screw hole of the bracket.

## ■ Position of Bracket

- Install the brackets on both sides approximately 10 cm from both ends of the Head Rail using fixing screws (pan-head,  $\varnothing 3.5 \times 20$ ).
- \* The brackets should be used in the quantities noted in the table below. Be sure to observe the correct quantities to be used.



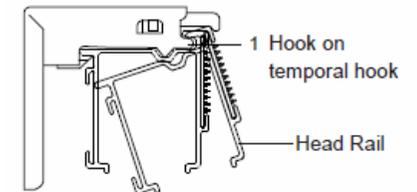
Product Width (mm)	Number of Bracket
~ 1200	2 pcs.
~ 2000	3 pcs.
~ 2400	4 pcs.

\* In the case of a product of 1,210 mm or more in width, three or more brackets will be required. Install them at even intervals.

## ■ How to attach and detach a Head Rail

### 〈Attaching〉

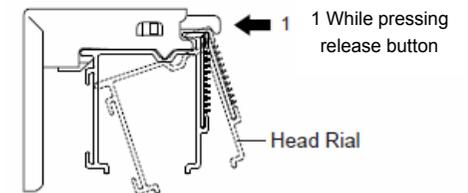
- 1 Hook a Head Rail on temporal hook of Bracket.
- 2 Push main body into bracket until it firmly fixed.



2 Push it in

### 〈Detaching〉

- 1 Pull out a Head Rail while pressing release button of Bracket.
- 2 Take main body off from temporal hook of Bracket.



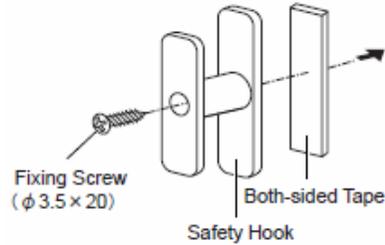
Pull it out

## ⚠ CAUTION

- ⓘ After installing the Brackets, check to ensure that they are fastened securely to the main body.

## ■ How to Attach the Safety Hook

- This safety hook is a component designed to protect children from accidents, such as an operation cord winding around the neck or body. Fasten the safety hook securely to a base using both-sided tape and a safety hook fixing screw.



## How to Operate



### ATTENTION

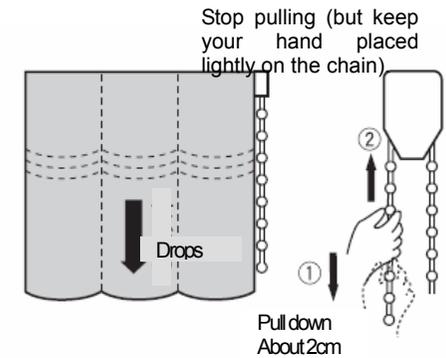
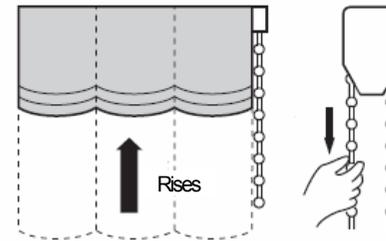
- ❗ Be sure to raise and lower the screen using the ball chain.
- ❗ When lowering the screen, make sure to hold the ball chain by hand. If you release your hand from the chain, the screen may drop abruptly, posing a danger.

### ■ Raising a Screen

- 1 Pull down the front ball chain.
- 2 To stop it halfway, stop pulling the ball chain, and the screen will stop there.

### ■ Lowering a Screen

- 1 Pull the front ball chain by 2 cm or so (1) then stop pulling (2). (Keep your hand placed lightly on the ball chain.)
- 2 To stop the screen halfway, grip the ball chain again, pull it by 2 cm or more, ensure that it is stopped, then release the ball chain.



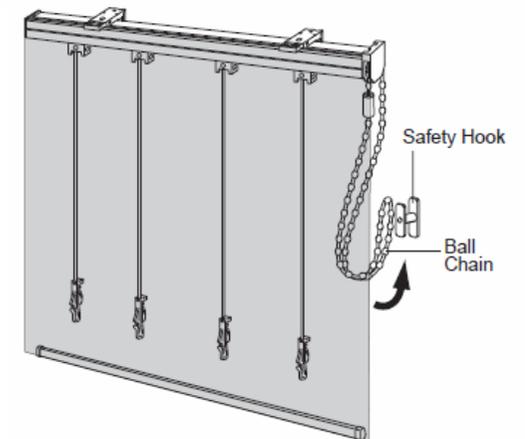
### ■ When Not in Use

- Hook the ball chain on the safety hook.



### ATTENTION

- ⊘ Do not place anything else other than cord on the safety hook.



## Cleaning

### Care of the fabric

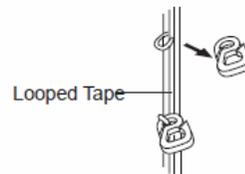
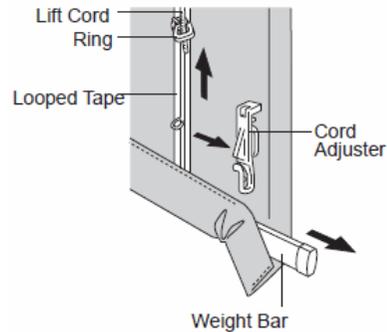
- Check the label for handling instructions affixed to the back of the fabric.
- If the fabric comes with a label of pictorial washing instructions, follow the instructions provided on the label
- If the fabric comes with a label indicating method for care, follow the instructions provided on the label.

### ■ Removing Fabric

#### Plain Style

\* Before removing the lift cord from the cord adjuster, place a mark on the cord (at the top end of the cord adjuster) using a pen. The mark will serve as a guide when winding up the cord later, allowing for easy reinstallation. Be very careful not to stain the fabric with the pen.

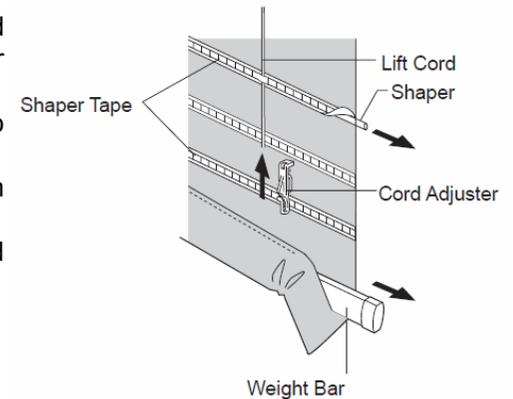
- 1 Lower the fabric fully.
- 2 Unwind the lift cord from the cord adjuster at the bottom and remove the cord adjuster from the looped tape.
  - \* Keep the cord adjuster in a safe place to avoid losing it.
- 3 Remove the weight bar from the fabric.
- 4 Detach the weight bar from the head rail.
- 5 Remove the rings from the Looped Tape.
  - \* Keep the rings in a safe place to avoid losing them.



#### Sharp Style

\* Marks placed in the positions mentioned below using a pen will make it easy to reinstall the fabric later. Be very careful not to stain the fabric with the pen.\* Shaper tape: Position at which the cord adjuster is installed and positions to which the lift cords are attached.

- 1 Lower the fabric fully.
- 2 Unwind the lift cord from the cord adjuster and remove the cord adjuster from the shaper tape.
  - \* Keep the cord adjuster in a safe place to avoid losing it.
- 3 Remove the weight bar and shaper from the fabric.
  - \* Keep the shaper in a safe place to avoid losing it.
- 4 Detach the fabric from the head rail.

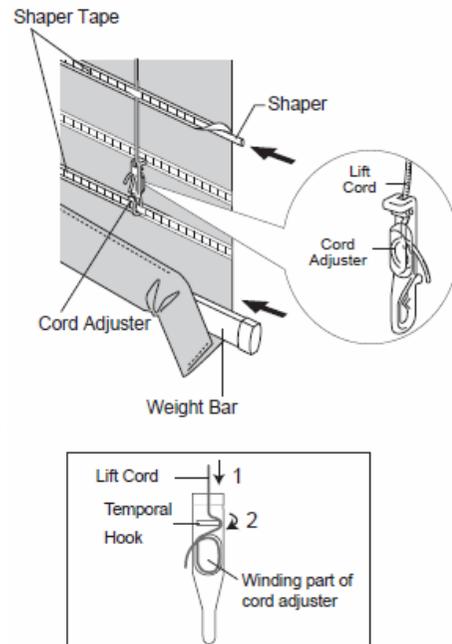
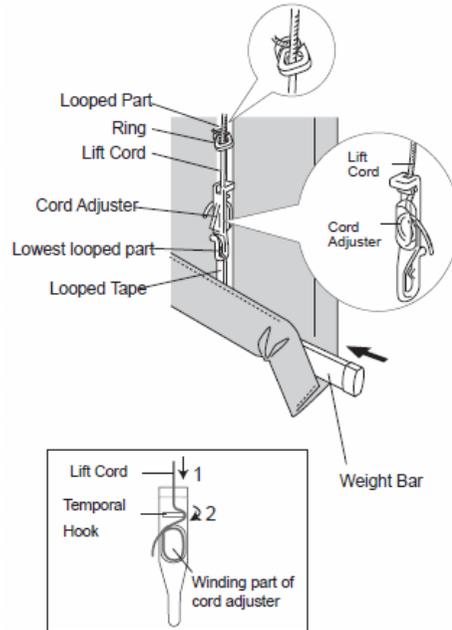


## ■ How to Install Fabric

### Plain Style

- 1 Install the fabric on the head rail.
- 2 Hook the smaller hole of the ring onto the looped part of the looped tape
- 3 Attach the cord adjuster to the lowest looped part of the looped tape.
- 4 Insert the weight bar into the fabric.
- 5 Pass the lift cord through the large hole of the ring, starting from the top of the fabric. If you happen to omit a ring, the lift cord can be inserted through the notch in the rings.
- 6 Pass the lift cord through the top of the cord adjuster (1) and align the fastened position to the top of the cord adjuster. The cord can be fastened temporarily by hanging it on the temporary hook and swinging the cord to the opposite side (2). Wind the excess portion of the lift cord around the cord adjuster.

\* Determine the location where the lift cord is to be wound by using the position that originally came with the cord wound or marked with a pen as the guide. Note that pulling the cord out forcibly might prevent normal operation.



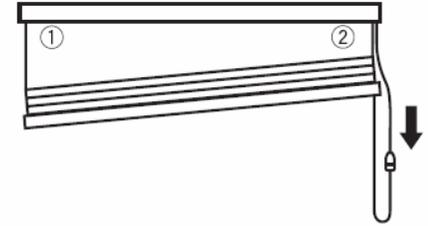
### Sharp Style

- 1 Install the fabric on the head rail.
- 2 Hook the smaller hole of the ring onto the looped part of the looped tape
- 4 Insert the shaper into the shaper tape.
- 5 Insert the weight bar into the fabric.
- 6 Pass the lift cord through the shaper tapes.
- 7 Pass the lift cord through the top of the cord adjuster (1) and align the fastened position to the top of the cord adjuster. The cord can be fastened temporarily by hanging it on the temporary hook and swinging the cord to the opposite side (2). Wind the excess portion of the lift cord around the cord adjuster.

\* Determine the location where the lift cord is to be wound by using the position that originally came with the cord wound (or marked with a pen as the guide).

## Adjustment Method for Leveling Top Right and Left of Screen

- 1 After installing the fabric, raise it to check to see if its right and left top edges are equal.
- 2 If the heights are not equal, bring down the fabric and adjust the heights using procedure described below, such that the tensions of the lift cords remain equal.



- 1) Redo the winding of the lift cord that is wrapped around the cord adjuster of the lowered side to make it somewhat shorter.
- 2) Redo the winding of the lift cord that is wrapped around the cord adjuster of the raised side to make it somewhat longer.

## Disposal of Packing Materials

- Dispose of the packing materials after separating burnable and non-burnable materials.
- Follow local waste management law..