

TOSO

ROMAN SHADE

CREATY DRUM TWIN KIT

NO.S – 07020905

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.



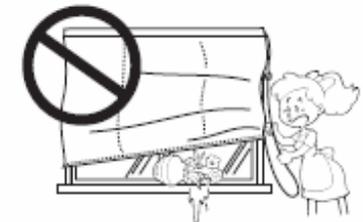
JAPAN Blind Industrial Association

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

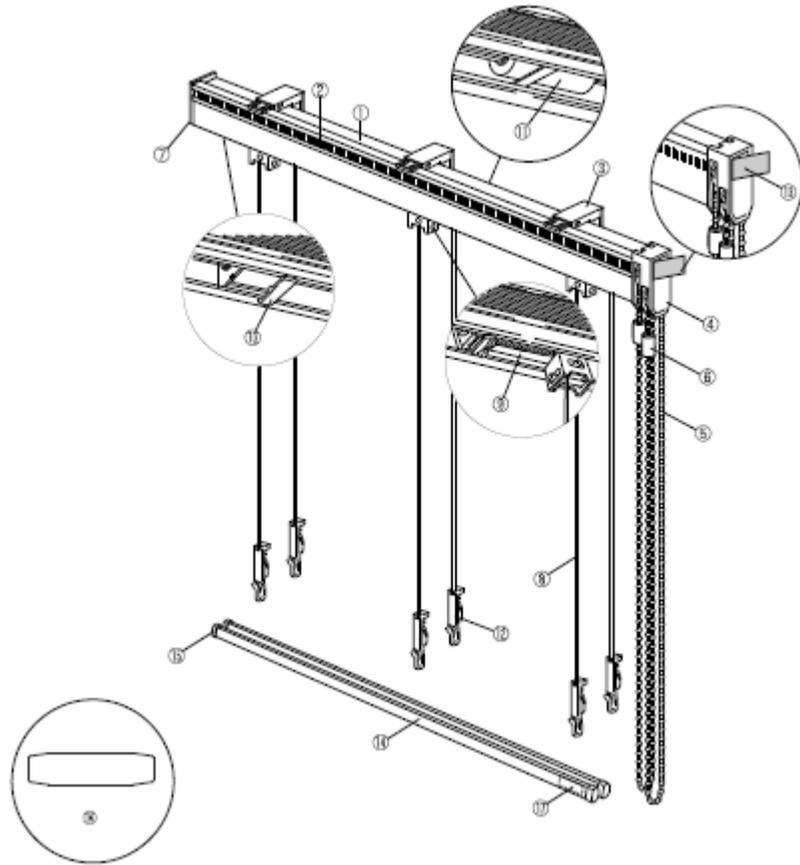


ATTENTION

- ⊘ 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

- | | |
|------------------------|--------------------|
| ⑧ Head Rail | ① Clutch |
| ⑨ Slide-in Velcro Tape | ② Speed Controller |
| ⑩ Bracket | ③ Cord Adjuster |
| ⑪ Pulley Set | ④ Return(Optional) |
| ⑫ Ball Chain | ⑤ Weight Bar |
| ⑬ Ball Chain Joint | ⑥ Weight Bar Cap |
| ⑭ Cap | ⑦ Keeper Plate |
| ⑮ Lift Cord | |
| ⑯ Coiling Drum | |

Number of Components

Components Product Width (mm)	Bracket (Universal Bracket)	Bracket Fixing Screw ($\varnothing 3.5 \times 20$)	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	Weight Steel Bar
900	900mm 3pcs.	300mm 1pc

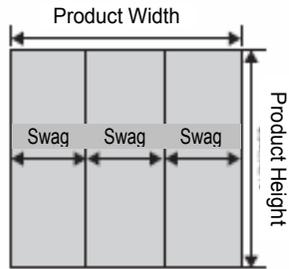
■ Product Weight 3.0kg (Plain Style + Plain Style: Width 2,000mm × Height 2,000mm)

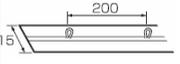
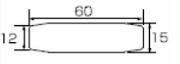
*Weight of screen not included.

■ Parts for Sewing (sold separately)

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

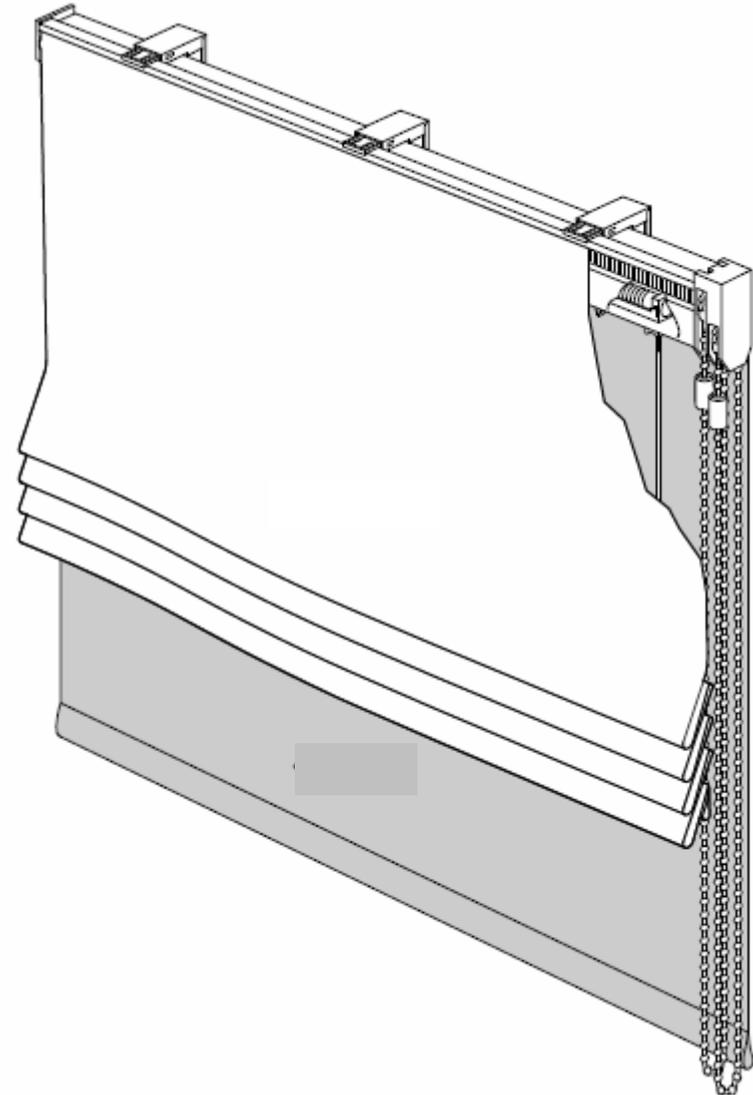
See the table below and decide what you need to buy.



Part Name (mm)		Sample quantity to be used
Looped Tape 200		(Product height + 100) mm × (Number of swags + 1) pcs.
Looped Tape		(Product height + 100) mm × (Number of swags + 1) pcs.
Ring for Tape		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		(Number of swags + 1) pcs.
Velcro Tape For Screen (female side)		(Product width) mm
Keeper Plate		To be attached to the edges of the front screen 2 pcs.

Style

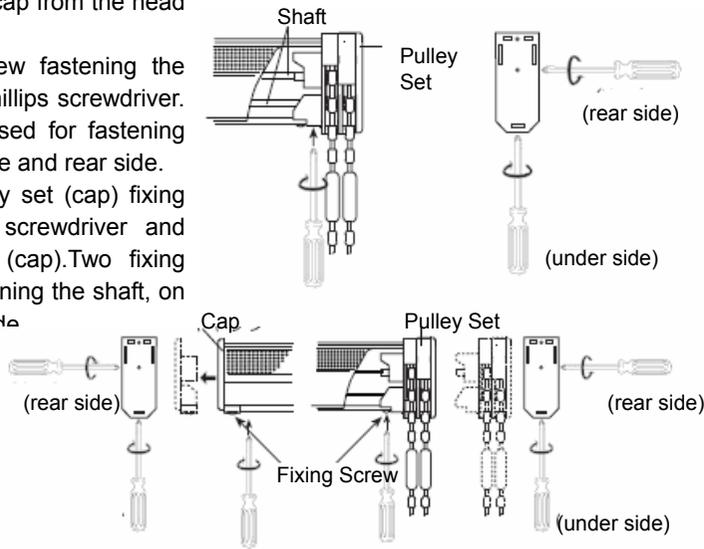
■ Plain + Plain



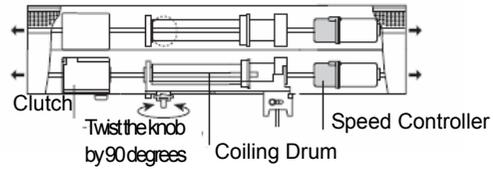
Assembling

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

- Slightly loosen the screw fastening the pulley set shaft with a Phillips screwdriver. Two fixing screws are used for fastening the shaft, on the underside and rear side.
- Slightly loosen the pulley set (cap) fixing screws with a Phillips screwdriver and remove the pulley set (cap). Two fixing screws are used for fastening the shaft, on the underside and rear side.



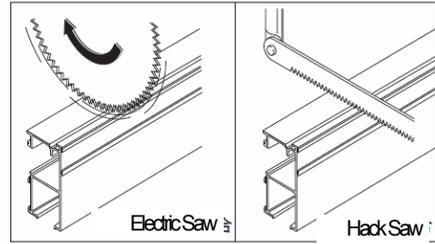
2 Remove the shaft coiling drum, clutch, speed controller, and slide-in Velcro tape from the head rail. Remove the coiling drum by sliding it sideways after twisting its knob 90 degrees.



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>

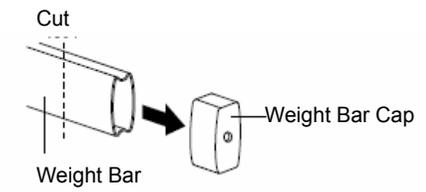
1 Cut off the weight flat bars according to the product width.

Product Width (mm)	Front Screen		Rear Screen		Handling of weight flat bar
	Cutting Size	Required q'ty	Cutting Size	Required q'ty	
400~500	Product Width - 52mm	1 pc	-*	-*	Use one for the front screen cut off from the 900-mm flat bar.
510~900	-	-	Product Width - 72mm	3 pcs.	Use three for the rear screen cut off from the 900-mm flat bar.

* Weight steel bars are used for the rear screen with a product width of 400 to 500 mm. They do not require cutting.

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 for front screen, and minus 70 mm for rear screen.

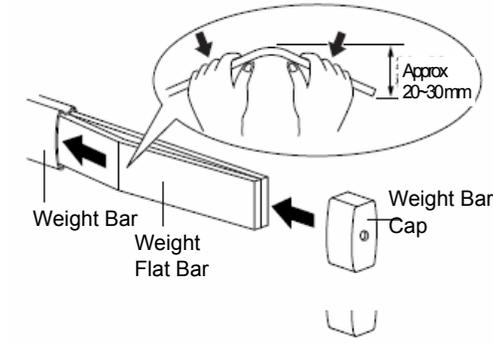


3 Insert the required quantity of weight flat bars and weight steel bars into the weight bar.

* 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.

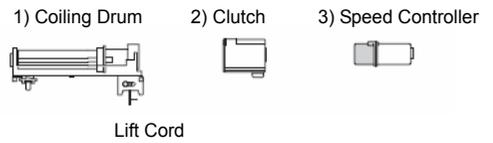
* Insert the weight steel bars into the weight bar after peeling off the both-sided tape, then fix them in the center.

* 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

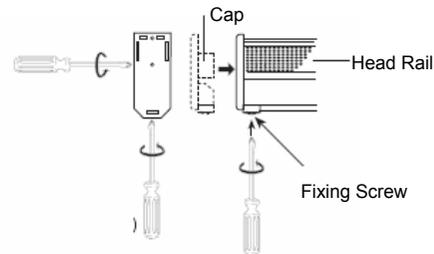
	Prod./Mth	Left-hand operation		Prod./Mth	Right-hand operation
1 swag	400~500		1 swag	400~500	
2 swag	510~900		2 swag	510~900	
3 swag ~	910~		3 swag~	910~	

*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.

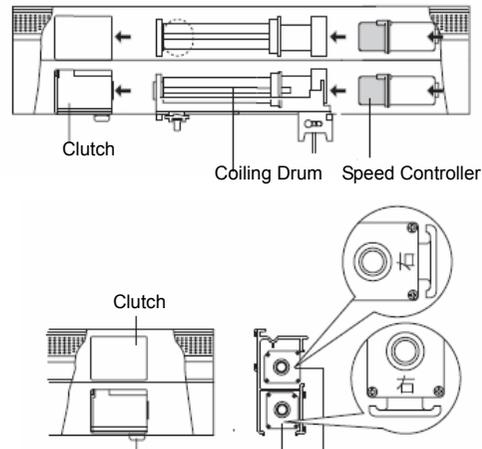
1 Apply the slide-in Velcro tape to the front and rear sides of the head rail.



2 Insert the cap into the head rail (opposite to the operation side) and tighten its screw with a Phillips screwdriver. There are cap-fixing screws in two locations: on the underside and rear side of the cap.

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

* Assemble the components of the front screen to the lower tier of the head rail. Attach the components of the rear screen to the upper tier of the head rail, in a position rotated by 90 degrees to direct the lift cord outlets to the rear.

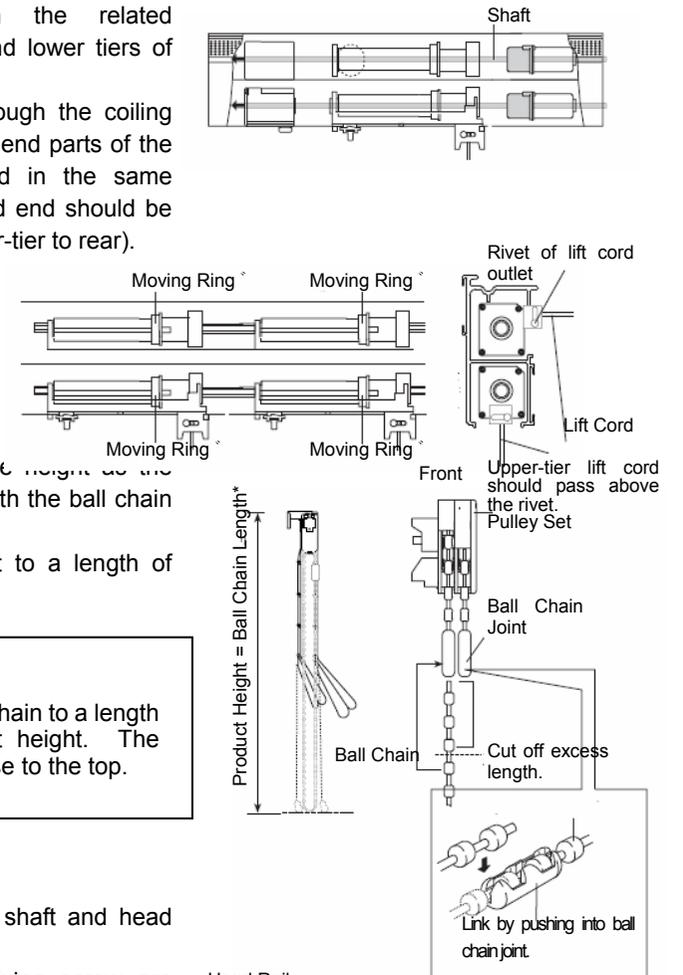


*The clutch has its assembly direction into the head rail determined as illustrated at right.

4 Pass the shaft through the related components at the upper and lower tiers of the head rail.

* When passing the shaft through the coiling drums, make sure the lift cord end parts of the moving rings are all oriented in the same direction (the lower-tier lift cord end should be oriented to under and the upper-tier to rear).

* Place the upper-tier coiling drum in an orientation such that the lift cord passes above the rivet of the lift cord outlet.



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

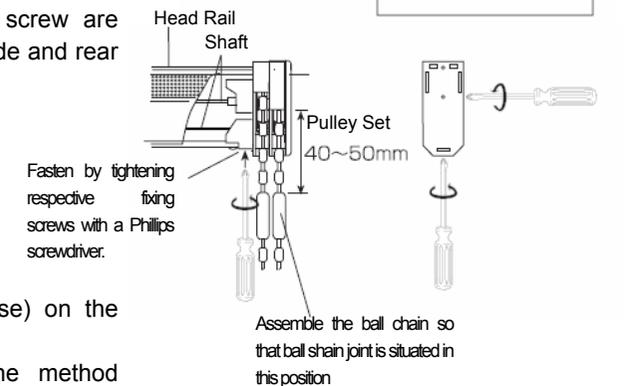
*The ball chain should be cut to a length of product height x 2.

⚠ 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.

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

* The pulley set and shaft fixing screw are located in two locations: the underside and rear side.

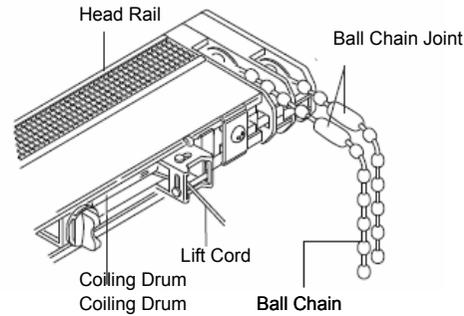


⑥ Install the fabric (optional purchase) on the head rail.

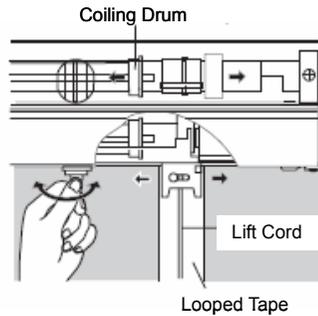
* Attach the fabric by following the method described for each style.

■ How to Install Fabric

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 Attach the front screen (optional purchase) to the front side of the head rail, and attach the rear screen (optional purchase) to its rear side. 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.

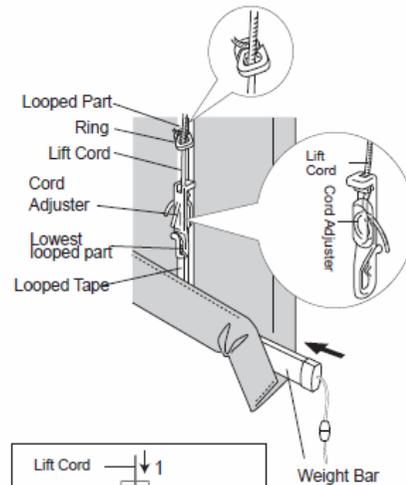


*In the case of a swag product width of 510–530 mm, the coiling drums on the cap side and in the center and the looped tapes will be somewhat out of position, but this will not affect the lifting operation.

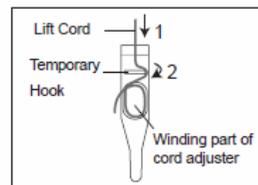
3 Attach the Cord Adjuster to the lowest looped part of the Looped Tape.

* 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).



6 Insert the Weight Bar into the fabric.

Installation and Detaching

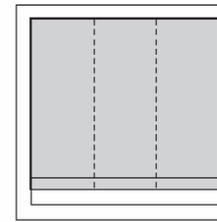
⚠ ATTENTION

- ⊘ 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

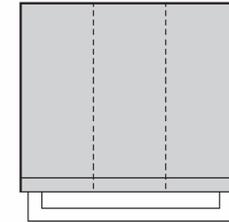
〈Ceiling Attachment〉

Install inside of a window frame



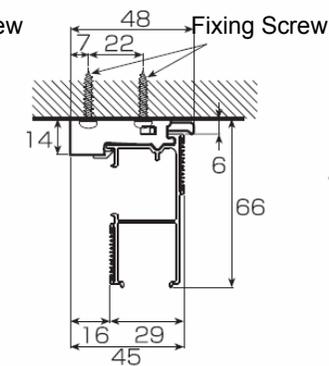
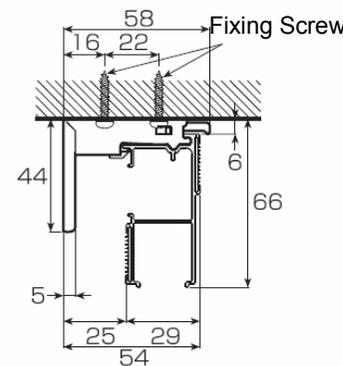
〈Front Attachment〉

Install on a wall or outside of a window

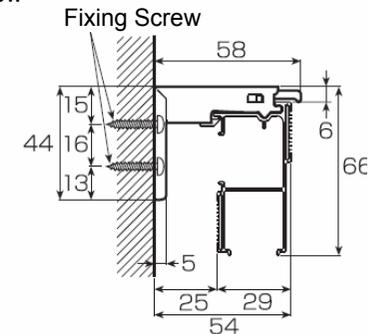


■ Installation Diagram (mm)

〈Ceiling Attachment〉



〈Front Attachment〉



* In the case of a bay window, only the ceiling attachment is available.

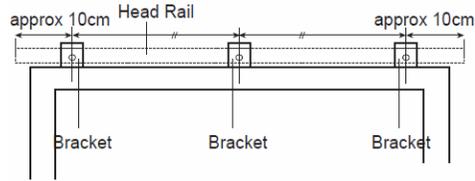
* Place the fixing screw in either of the position shown above, according to the condition of the underlying backing material.

* 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, $\phi 3.5 \times 20$).

*The brackets should be used in the quantities noted in the table below. Be sure to observe the correct quantities to be used.



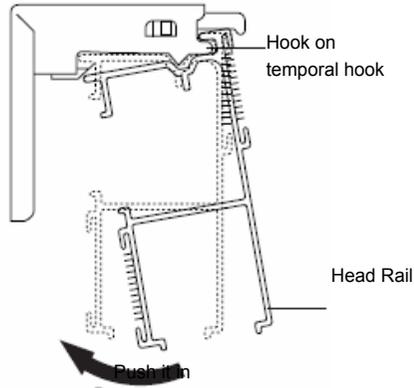
Product Width (mm)	Number of Bracket
~ 1200	2 pcs.
~ 2000	3 pcs.
~ 2900	4 pcs.

* 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

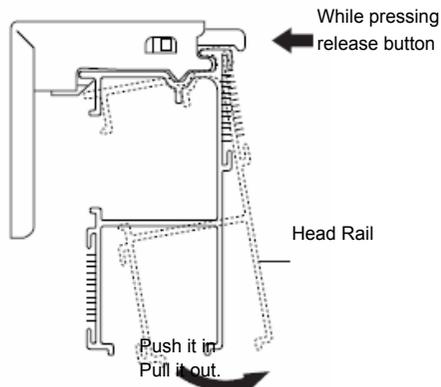
〈Attaching〉

- 1 Hook a head rail on temporal hook of bracket.
- 2 Push main body into bracket until it firmly fixed.



〈Detaching〉

- 1 Pull out a head rail while pressing release button of bracket.
- 2 Take main body off from temporal hook of bracket.

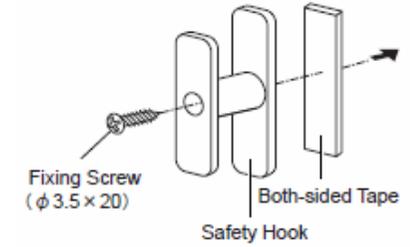


CAUTION

- 1 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.



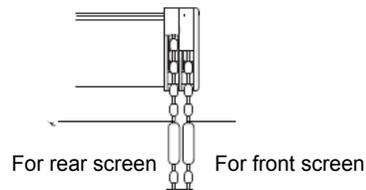
How to Operate

⚠ 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.

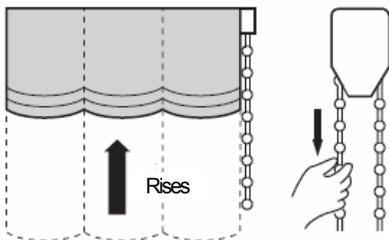
Identification of Front and Rear Screens

- * The front screen is raised/lowered with the ball chain outside of the pulley.
- * The rear screen is raised/lowered with the ball chain inside of the pulley.



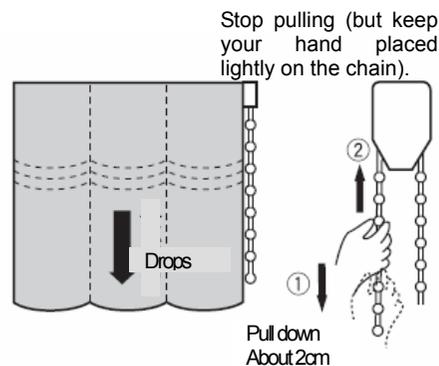
■ Raising a Screen

- 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

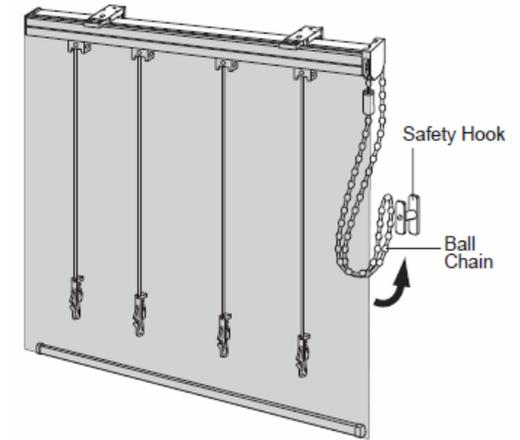


■ When Not in Use

- Hook the ball chain on the safety hook.

⚠ ATTENTION

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



Cleaning

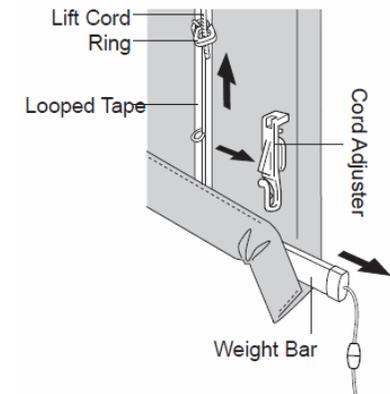
Care of the fabric

- 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

* 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 Remove the keeper plate from the end part of the front screen Velcro tape.
- * Keep the keeper plate in a safe place to avoid losing it.

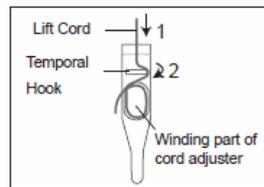
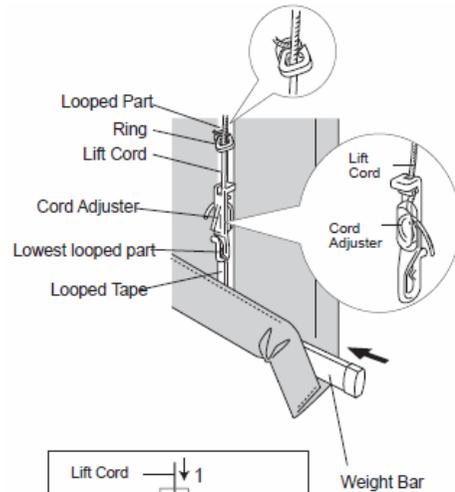
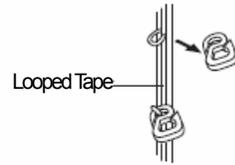
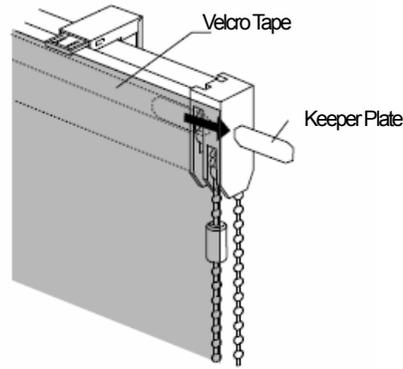
- 5 Detach fabric from the head rail.

- 6 Remove the rings from the looped tape.
- * Keep the rings in a safe place to avoid losing them.

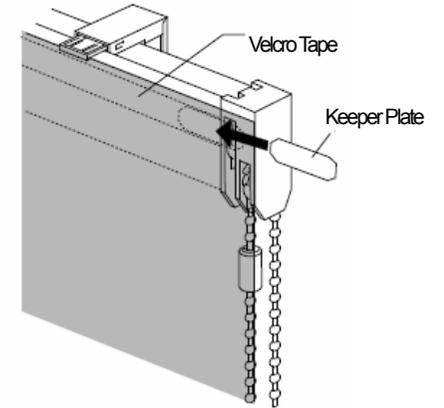
■ How to Install Fabric

- 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 temporal 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.

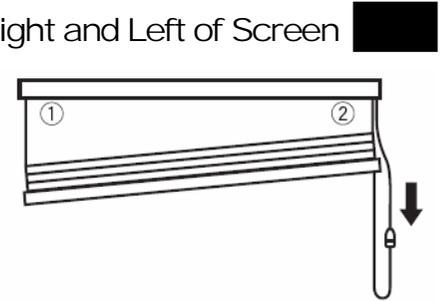


- 7 Insert the keeper plate into the end part of the front screen Velcro tape.



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..