

TOSO

ROMAN SHADE

CREATY CORD KIT

NO.S – 07091401

Instruction Manual

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

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.

Index

■ Caution	2
■ Product View and Part Names.....	4
■ Style	6
■ Assembling.....	6
■ Installation and Detaching.....	11
■ How to Operate.....	13
■ Cleaning.....	14
■ Adjustment Method for Leveling Top Right and Left of Screen.....	18
■ Disposal of Packing Materials.....	18

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.



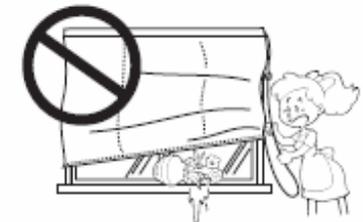
JAPAN Blind Industrial Association

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

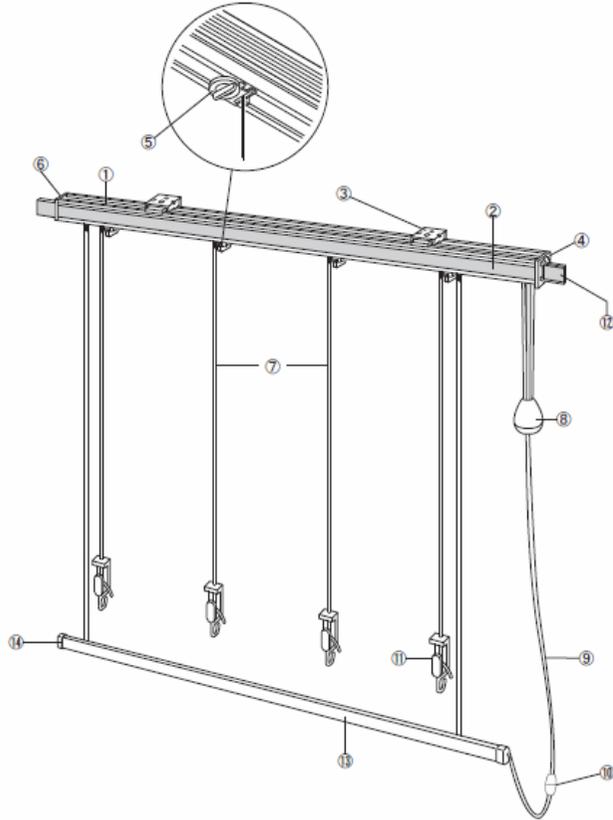


ATTENTION

-  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.



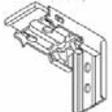
Product View and Part Names



Part Names

- ① Head Rail
- ② Slide-in Velcro Tape
- ③ Bracket
- ④ Stopper Case (Stopper Main Body)
- ⑤ Cord Guide (Cord Guide A / B)
- ⑥ Cap
- ⑦ Lift Cord
- ⑧ Cord Stop
- ⑨ Operation Cord
- ⑩ Safety Joint
- ⑪ Cord Adjuster
- ⑫ Return (Option)
- ⑬ Weight Bar

Number of Components

Components	Bracket  (Universal Bracket)	Bracket Fixing Screw (ø3.5×20) 	Operation Cord 
Product Width (mm) \ 900	2 pieces	2 pieces	1 set
1400	3 pieces	3 pieces	1 set
1900	3 pieces	3 pieces	1 set
2400	4 pieces	4 pieces	1 set

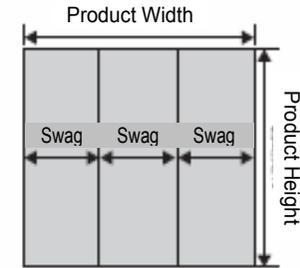
■ Product Weight 1.3kg (Plain Style: Width 2,000mm × Height 2,000mm)

*Weight of screen not included.

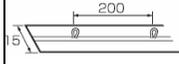
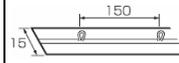
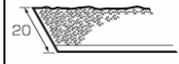
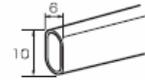
Parts for Sewing (sold separately)

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

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

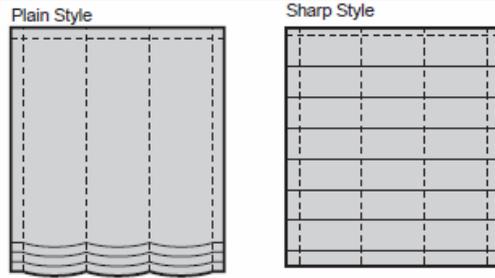


〈TOSO-recommended Genuine Parts〉

Part Name (mm)	Style	Style		Sample quantity to be used
		Plain	Sharp	
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
Shaper Tape 2  White, beige, brown, gray	—	○	○	● 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 	—	○	○	● 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.

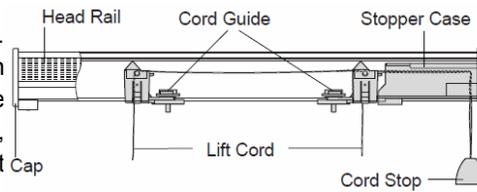
Style

■ Flat Window

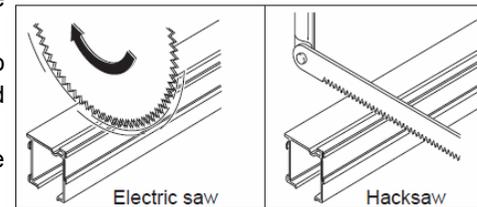
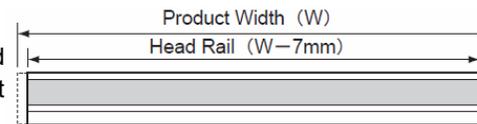


Assembling

- * The parts come preassembled as shown at right.
- * To change the product to the left-hand operation type, assemble the stopper case on the left-hand side, the cap on the right-hand side, and the cord guide with its right and left reversed, as viewed facing the product.



- 1 Remove the stopper case, cord guide, cap, and slide-in Velcro tape from the head rail, and slide-in Velcro tape from the head rail, and cut the head rail to the necessary size. (Determine the cutting size by referring to the illustration at right.)



- * After removing the parts, use caution not to allow the lift cord to come out the stopper and stopper case.
- * When cutting the head rail, be sure to remove the slide-in Velcro tape in advance from the rail.

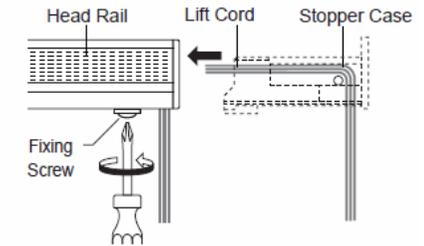
⚠ ATTENTION

- ❗ Cut the head rail before assembling the stopper case, stopper, and cord guide. After cutting the rail, completely remove any loose cutting chips from the inside of the head rail. The presence of cutting chips in the stopper case, stopper, or cord guide might prevent the product from functioning normally.

- 2 Cut the weight bar to the necessary size. (Determine the cutting size by referring to the illustration at right.)



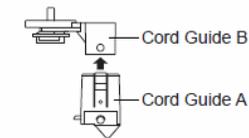
- 3 Install the stopper case on the head rail.
 - * Fit the lift cord inside the head rail.
 - * Be careful not to let the lift cords become caught in the stopper case.



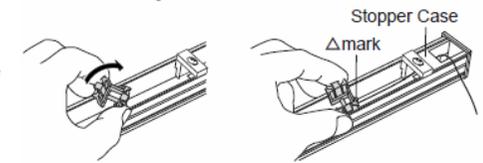
⚠ ATTENTION

- ❗ When fastening the stopper case, tighten the fixing screw just enough to leave the stopper fastened securely. Excessive tightening of the screw might prevent the product from functioning normally.

- 4 Separate the cord guide into two parts: cord guide A and cord guide B.

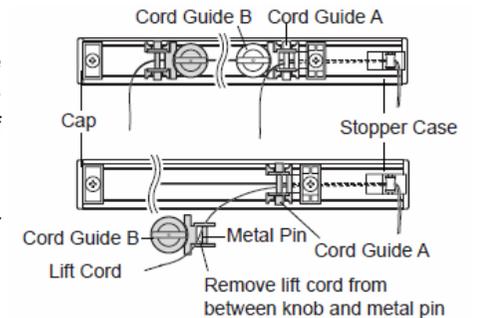


- 5 With the head rail groove in the up position, insert cord guide A into the groove while twisting it by 45 degrees.



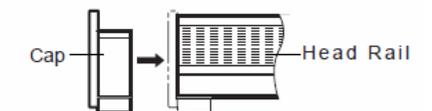
- * Install cord guide A with the Δ mark directed toward the stopper case.

- 6 Direct the knob of cord guide B toward the stopper case side and fasten it to cord guide A. Pass the lift cord through the outside of the metal pin.



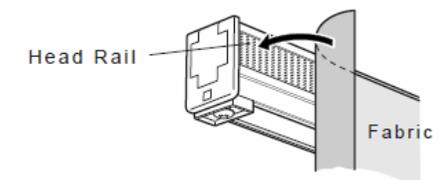
- 7 Only on cord guide B adjacent to the stopper case, direct the knob toward the cap side and pass the lift cord from between the knob and the metal pin. After passing the lift cord through, attach it to the cord guide.

- 8 Insert the cap into the head rail.



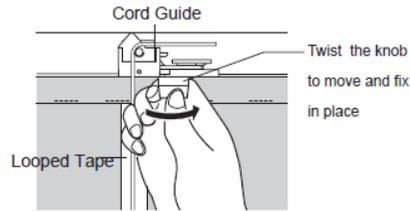
- 9 Install the fabric (optional purchase) on the head rail.

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

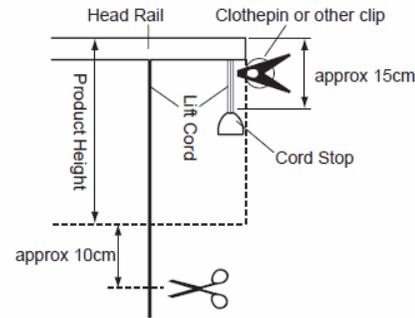


Plain Style

- Align the cord guide to the position of looped tape and fasten.
 - Slide cord guide B, fasten to cord guide A, to the position of looped tape.
 - Twist the knob of the cord guide again by 90 degrees and fasten it in place.



- Tack the lift cords with clothespins or other clips such that the cord stop will be positioned approximately 15 cm from the top of the head rail (or in a position at which the cord can be gripped easily for operation). (Remove the temporary tacking when operating the screen.)



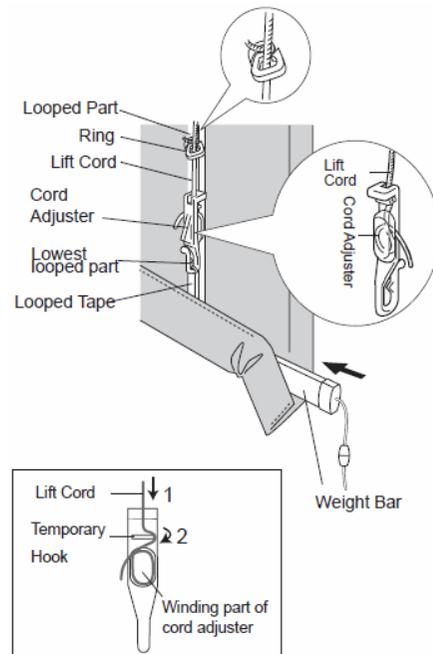
* Trim the lift cords leaving a length equivalent to the product height + approx. 10cm.

- Hook the smaller hole of the ring onto the looped part of the looped tape.

- 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.

- 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.

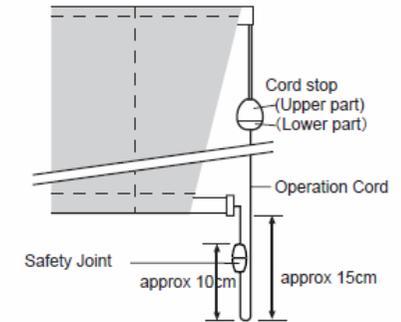


- Pass the lift cord through the top of the cord adjuster (1) and align the fastened position to the top of the cord adjuster. The cord can be fastened temporarily by hanging it on the temporary hook and swinging the cord to the opposite side (2). While adjusting the balance between the right and left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

- After passing the operation cord (safety joint side) through the weight bar cap, tie the end part to fasten it to the weight bar.

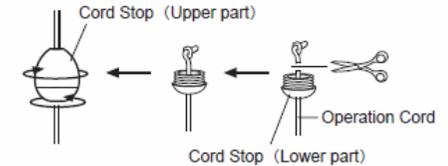
- Insert the weight bar into the fabric.

- Adjust the length of the operation cord such that the safety joint will be situated in the position shown at right (approximately 10 cm below the lowest point of the operation cord.) Then attach the lower part of cord stop to the upper part.



● Adjustment of operation cord length

- Trim the operation cord.
- Tie the operation cord end fasten it to the upper cord stop.



Sharp Style

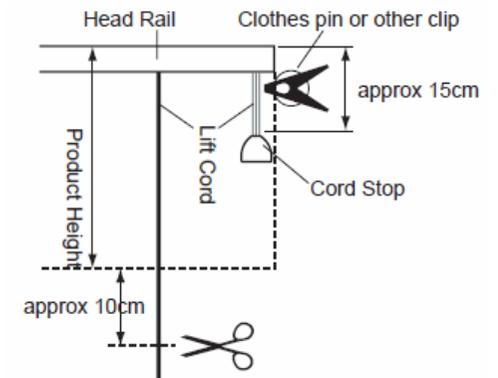
- Align the cord guides to a position 8cm from both ends of the head rail (to the position at which the lift cord hangs down), and fix in place.

- Slide the intermediate cord guides to a position such that the lift cords can hang down with equal spacing and fix in place.

* For details of the fixing method, see "Plain Style 1" on page 8.

- Tack the lift cords with clothespins or other clips such that the cord stop will be positioned approximately 15 cm from the top of the head rail (or in a position at which the cord can be gripped easily for operation). (Remove the temporary tacking when operating the screen.)

* Trim the lift cords leaving a length equivalent to the product height + approx. 10cm.



4 Attach the cord adjuster to the lowest shaper tape.

5 Insert the shaper into the shaper tape.

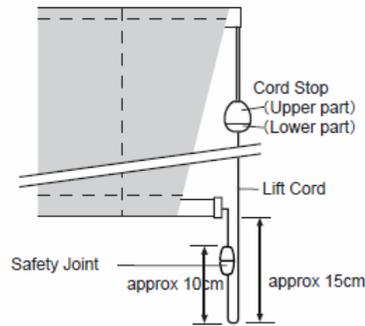
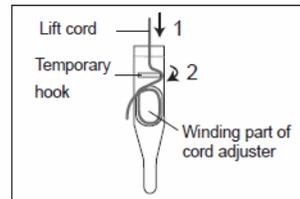
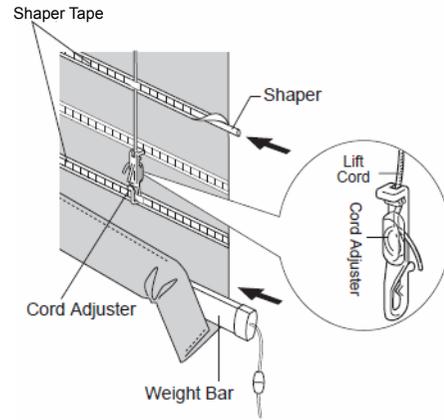
6 Pass the lift cord through the shaper tapes.
* Pass the lift cord through the shaper tapes from the bottom up, starting from the lowest shaper tape and skipping every other tape.

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). 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. (At this time, trim the surplus of the cords.)

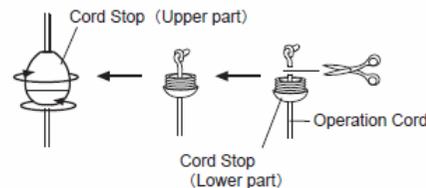
8 After passing the operation cord (safety joint side) through the weight bar cap, tie the end part to fasten it to the weight bar.

9 Insert the weight bar into the fabric.

10 Adjust the length of the operation cord such that the safety joint will be situated in the position shown at right (approximately 10 cm below the lowest point of the operation cord.) Then attach the lower part of cord stop to the upper part.



● Adjustment of operation cord length
1 Trim the operation cord.
2 Tie the operation cord end to fasten it to the cord



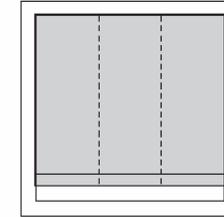
Installation and Detaching

⚠ ATTENTION

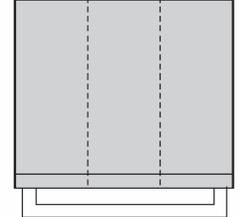
⊘ The attached screw for installing the Bracket is for xylem section. Please do not use other than xylem section.

■ Installation Type

〈Ceiling Attachment〉
Install inside of a window frame

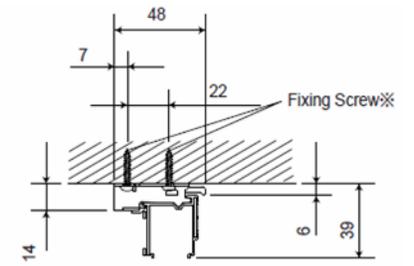
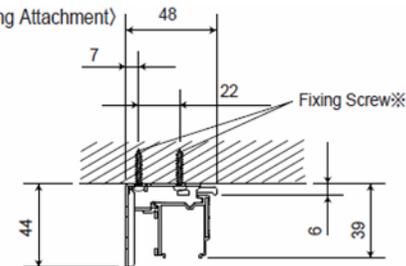


〈Front Attachment〉
Install on a wall or outside of a window

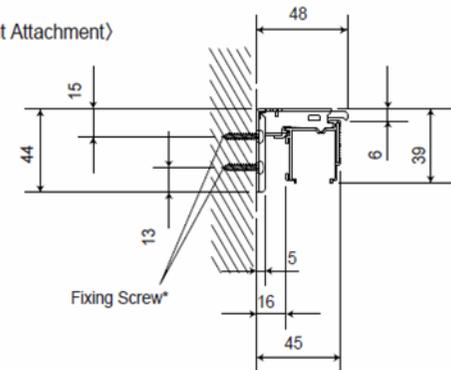


■ Installation Diagram (mm)

〈Ceiling Attachment〉



〈Front Attachment〉



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

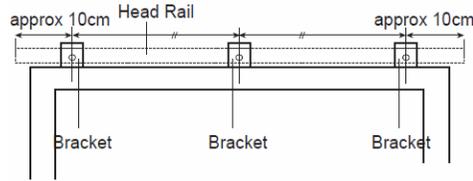
* Place the fixing screw in either of the position shown above, according to the condition of the underlying backing material.

* Fasten the front attachment of a product exceeding 2,010 mm in width through the upper screw hole of 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.



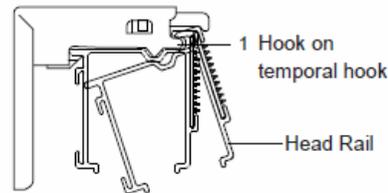
Product Width (mm)	Number of Bracket
~ 1200	2 pcs.
~ 2000	3 pcs.
~ 2400	4 pcs.

* 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〉

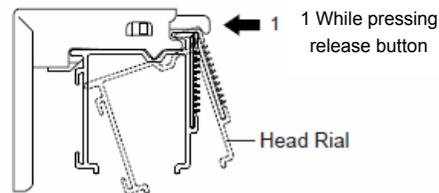
- 1 Hook a head rail on temporal hook of bracket.
- 2 Push main body into bracket until it firmly fixed.



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 Operate

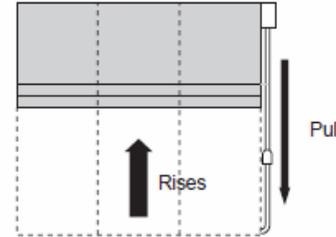
⚠ ATTENTION

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

■ Raising a Screen

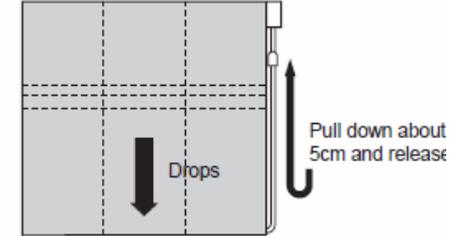
Pull the Operation Cord and release.

Screen stops where released.



■ Lowering a Screen

Pull down the Operation Cord a little (approx 5cm), and loosen.



- The stopper stops and releases alternately.

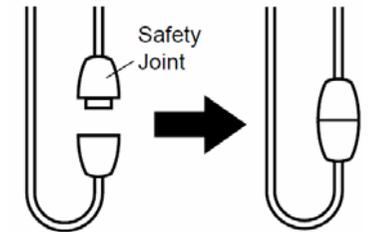
■ Safety Joint

⚠ WARNING

- Do not allow children to play with the operation cords. An accident may occur in the event the cord is caught around the Child's neck or body.

● The safety joint is intended to release the operation cord to avoid danger in the event that the cord becomes caught around the child's neck or body.

● The safety joint will come apart if force is applied to the cord or if the cord is held near the joint in operation. If the safety joint comes apart for any reason, do not leave it in this condition, but instead of make sure to reconnect it before using the screen.



Care of the fabric

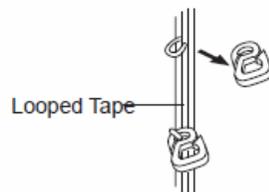
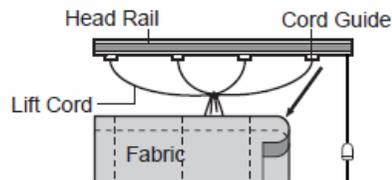
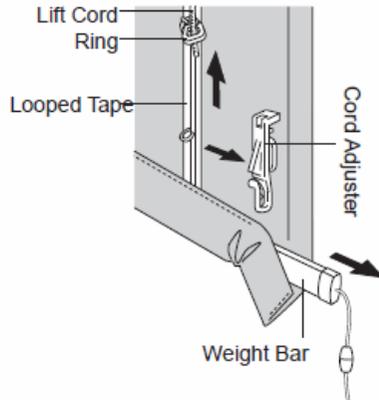
- Check the label for handling instructions affixed to the back of the fabric.
- If the fabric comes with a label of pictorial washing instructions, follow the instructions provided on the label
- If the fabric comes with a label indicating method for care, follow the instructions provided on the label.

* After removing the fabric from the Head Rail, be sure to bundle and tie the cords to ensure that they will not fall out of the Cord Guides.

■ 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.

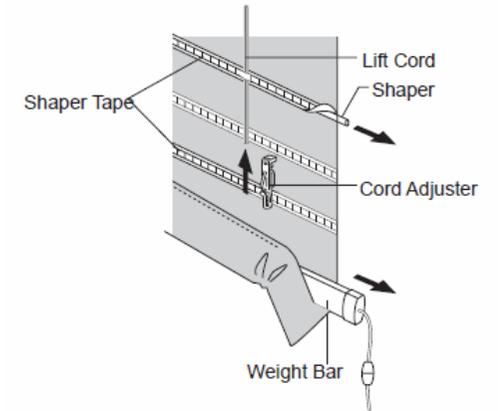
- 1 Lower the fabric fully.
- 2 Unwind the lift cord from the cord adjuster at the bottom and remove the cord adjuster from the looped tape.
* Keep the cord adjuster in a safe place to avoid losing it.
- 3 Remove the weight bar from the fabric.
- 4 Detach the weight bar from the head rail.
- 5 Tie the lift cords together so that they won't come off from the cord guides.
- 6 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. Exercise caution to avoid staining the fabric with the pen.
- * Lift cord: Top part of cord adjuster
- * Shaper tape: Position at which the cord adjuster is installed and positions to which the lift cords are attached.

- 1 Take out the weight bar.
- 2 Untie 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.
- 5 Tie the lift cords together so that they won't come off from the cord guides.
(See page 14 for the fabric removal method for the plain style.)

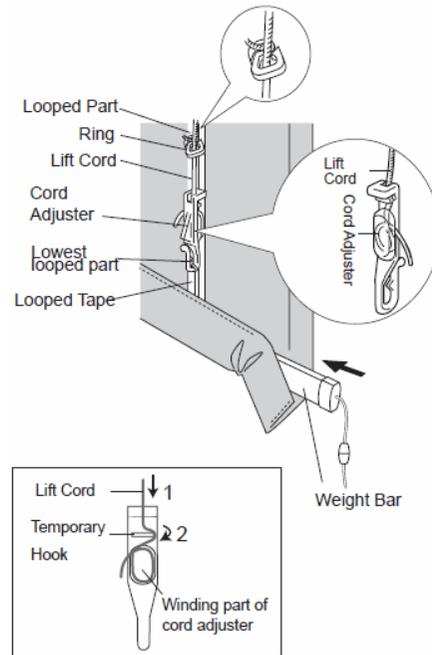


■ How to Install Fabric

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 temporal hook and swinging the cord to the opposite side (2). 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.

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

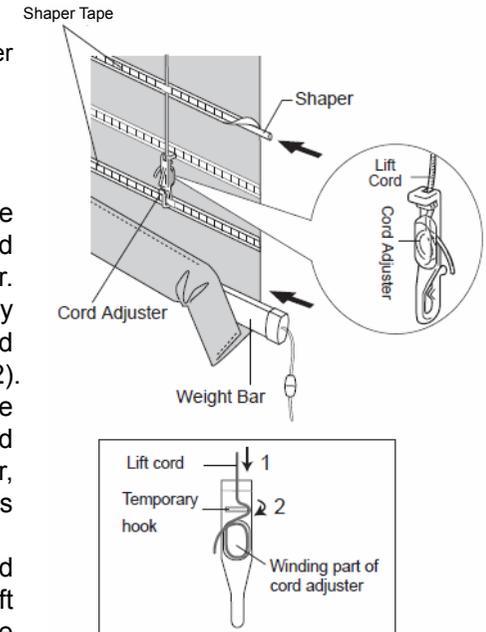


Sharp Style

- 1 Install the fabric on the head rail.
- 2 Attach the cord adjuster to the lowest shaper tape.
- 3 Insert the shaper into the shaper tape.
- 4 Insert the weight bar into the fabric.
- 5 Pass the lift cord through the shaper tapes.
- 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). 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.

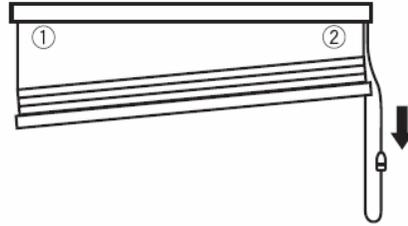
* Determine the location where the cord adjuster is to be attached or where the lift cord is to be pass through by using the position that is marked with a pen in advance.

* Determine the location where the lift cord is to be wounded 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..