

# Installation Instructions

## Access FlexShade by Draper

US Patent Nos. 6,137,629; 6,421,175;  
6,532,109; 6,816,308; 7,559,707

### Caution

- ① Open carton along its length, not at end. Remove all pieces from carton. The headbox is shipped in one carton; the shade is shipped in a separate carton; controls may also be shipped in a separate carton.
- ② **For bead chain clutch units:** If shades are to be installed in areas accessible to young children, be certain to use cord tension device and heed warning below.
- ③ Verify dimensions of opening and refer to order for overall dimensions of the unit. Dimensions are noted on the outside of the carton.
- ④ Installer must ensure Access FlexShade is positively and securely anchored with appropriate fasteners for mounting surface.
- ⑤ Hanger brackets are shipped separately.
- ⑥ For motorized units, make sure POWER IS OFF before making electrical connections. Use extreme caution when working with electric motors.

### For the Safety of Young Children

Be certain to install cord tension device to wall, jamb or sill using appropriate fasteners. Proper installation of cord tension device keeps loops from being easily accessible. If bead chain is not secured with cord tension device, young children can STRANGLE in bead chain loops. In any case, **clutch-operated shades should not be installed near cribs or playpens.**

Please follow installation guidelines carefully. Failure to do so invalidates warranty.

### Headbox Installation

#### Suspended Installation—

- ① Position brackets at a 45° angle on the top of the rear housing, then rotate into place in the grooves provided (see Fig. 1).
- ② Locate bracket as required for threaded rod, chain, or cable, and tighten set screws to hold bracket in place.

Brackets rotate into slots,  
and can slide along case.

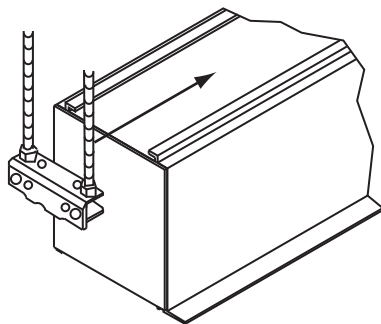


Figure 1

#### Wall (Surface) Installation—

- ① Drill holes through the back of the rear housing as required.
- ② Position housing against wall and transfer mounting hole locations.
- ③ Install appropriate anchors.
- ④ Mount housing to wall (see Fig. 2).

#### Ceiling (Surface) Installation (Clutch Shades Only)—

- ① Drill holes through the top of the rear housing as required.
- ② Position housing against ceiling and transfer mounting hole locations.
- ③ Install appropriate anchors.
- ④ Mount housing to ceiling.

**NOTE: It is the responsibility of the installer to ensure mounting hardware is adequate to support the Access FlexShade.**

### Shade Assembly

Note: Shade mounting brackets must be installed in the housing before installing the shade. Slide brackets at an angle into extrusions inside headbox and twist into place. They may be secured in place using a setscrew.

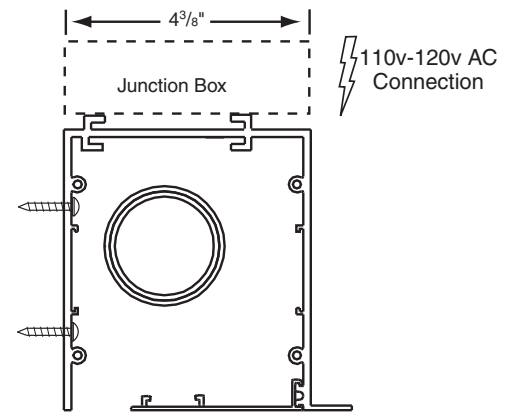


Figure 2

- ① For bead chain clutch operators with spring-loaded pins (idler end of coupled shades): Insert spring-loaded pin into pin-end bracket. Supporting pin-end bracket with your free hand, push roller/fabric assembly toward bracket to compress spring-loaded pin, and slip the clutch end tabs into slots on bracket.
- ② For electric and other operators not using spring-loaded pins: Place operator end onto its bracket, then slide notched pin on other end into slot on bracket. Secure with retainer clip.
- ③ To cover multiple openings, a single headbox may be separated into compartments. Repeat steps one and two for each compartment.
- ④ FOR BEAD CHAIN CLUTCH OPERATORS: Install the L.H. and R.H. bottom closure end brackets with chain exit guides. Thread the bead chain through the holes of the chain guide. Operate shade up and down and install the stop balls as required. Install Cord Tension Device (see below).
- ⑤ FOR ELECTRIC OPERATORS: See "Electrical Connections," below, and wiring diagram on page 2.

**Note: Remove protective strips from shade roller before operating.**

### P-Clip Cord Tension Device

- ① Cord tension device comes pre-attached to bead chain (see Fig. 3), and must be attached to wall, jamb or sill so that the bead chain is held taut enough that children cannot pull it away from the wall or fit their head into the loop. **See safety note above.**

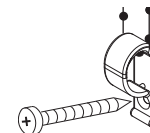


Figure 3

### Optional Spring-Loaded Cord Tension Device

- ② Cord tension device comes installed on bead chain (see Fig. 4). Install cord tension device to wall, jamb or sill. To install, pull tensioner down so that the bead chain is held taut and use the mounting hardware to keep it taut. The bead chain should be taut enough so it will move smoothly through the device. If there is not enough tension, the device will not allow the bead chain to pass through and operate the shade. This device is designed so that children cannot pull the bead chain away from the wall or fit their head into the loop. **See safety note.**

**The installer is responsible for selecting mounting hardware appropriate for site conditions.**

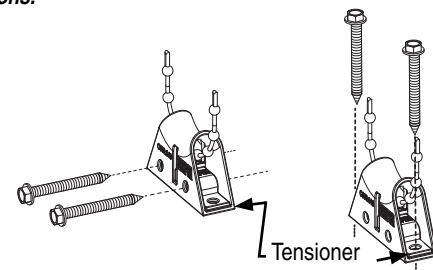


Figure 4

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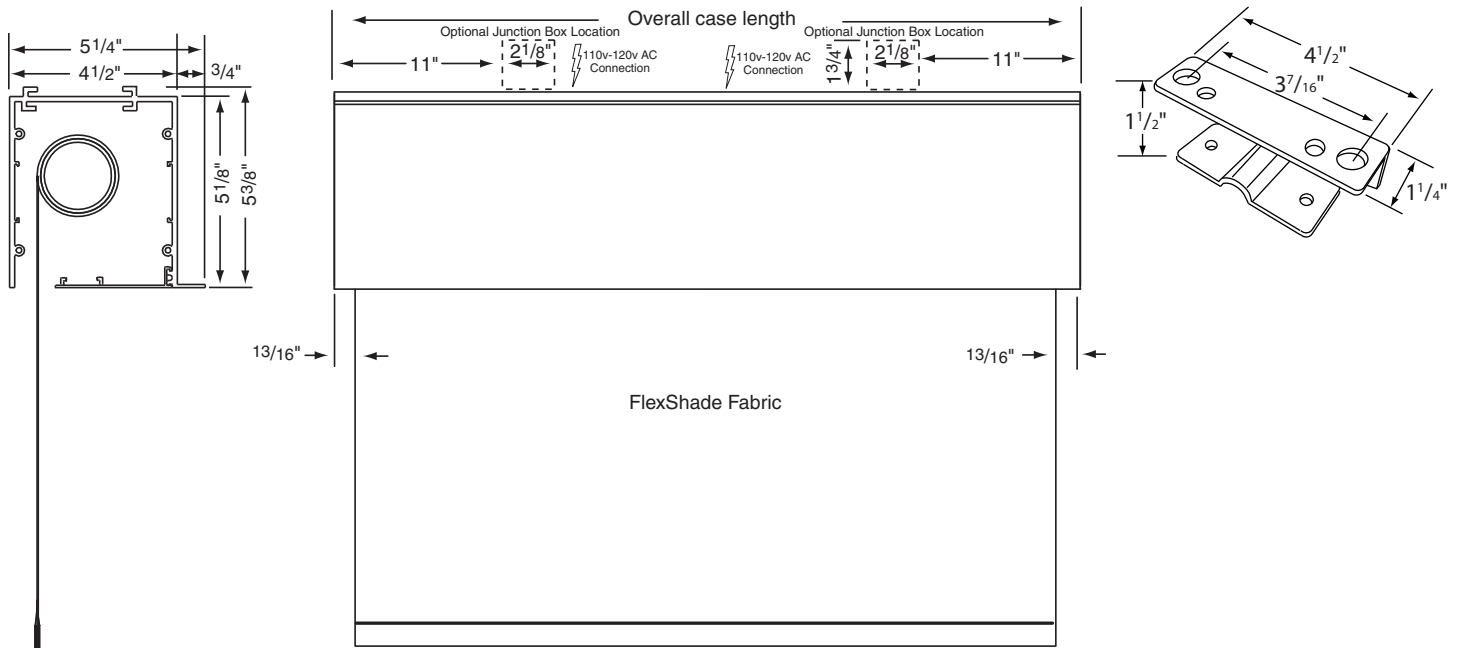
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If you encounter any difficulties installing or servicing your Access FlexShade, call your dealer or Draper, Inc., Spiceland, Ind., (765) 987-7999 or fax (765) 987-7142.

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## Dimensions



## Adjustments

**NOTE:** Limit switches are pre-set, but some field adjustment may be necessary.

- ① Fully depress both limit switch push buttons. Operate switch to make sure system works properly.
- ② Raise shade to desired "up" stop position.
- ③ Set upper limit by depressing and releasing the proper push button (see Fig. 5).
- ④ Lower shade to desired "down" stop position.
- ⑤ Set lower limit by depressing and releasing the proper push button (see Fig. 5).

**NOTE:** Limit switches can be set with a single motor switch on a test cord furnished by Draper, Inc. upon request. Each shade's limit switch must be set if using group control system.

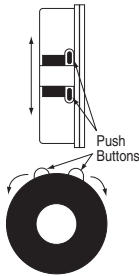


Figure 5

## Bottom Closure Installation

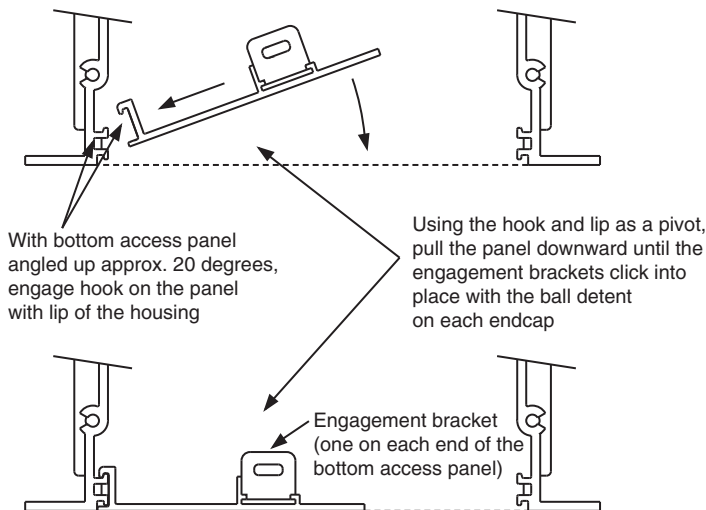
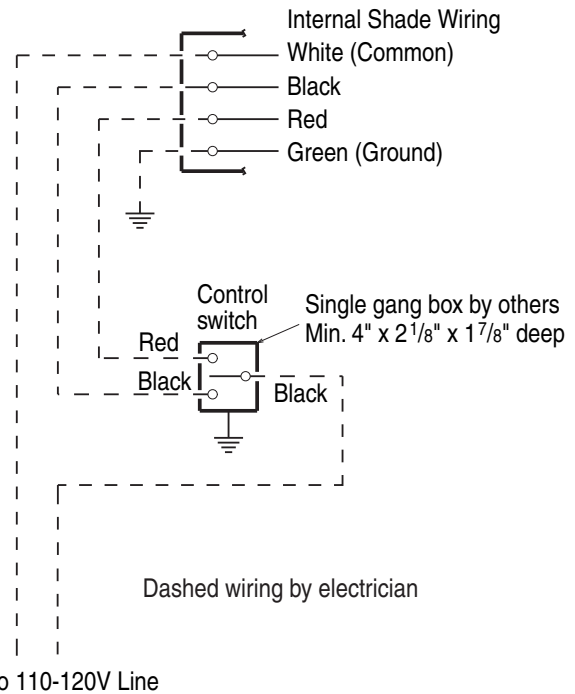


Figure 6

## Standard Wiring Diagram

This diagram is for standard switching for one Access FlexShade. Because each Access FlexShade is isolated on its own contacts, this diagram will need to be followed for each unit. For low voltage, remote or group control, consult wiring diagrams provided with control.



**NOTE:** Test shade operation. If shade direction does not correspond with the switch orientation, turn power back off and switch the red and black wires from the motor to the switch.