

FlexShade® Crank-Operated ZIP

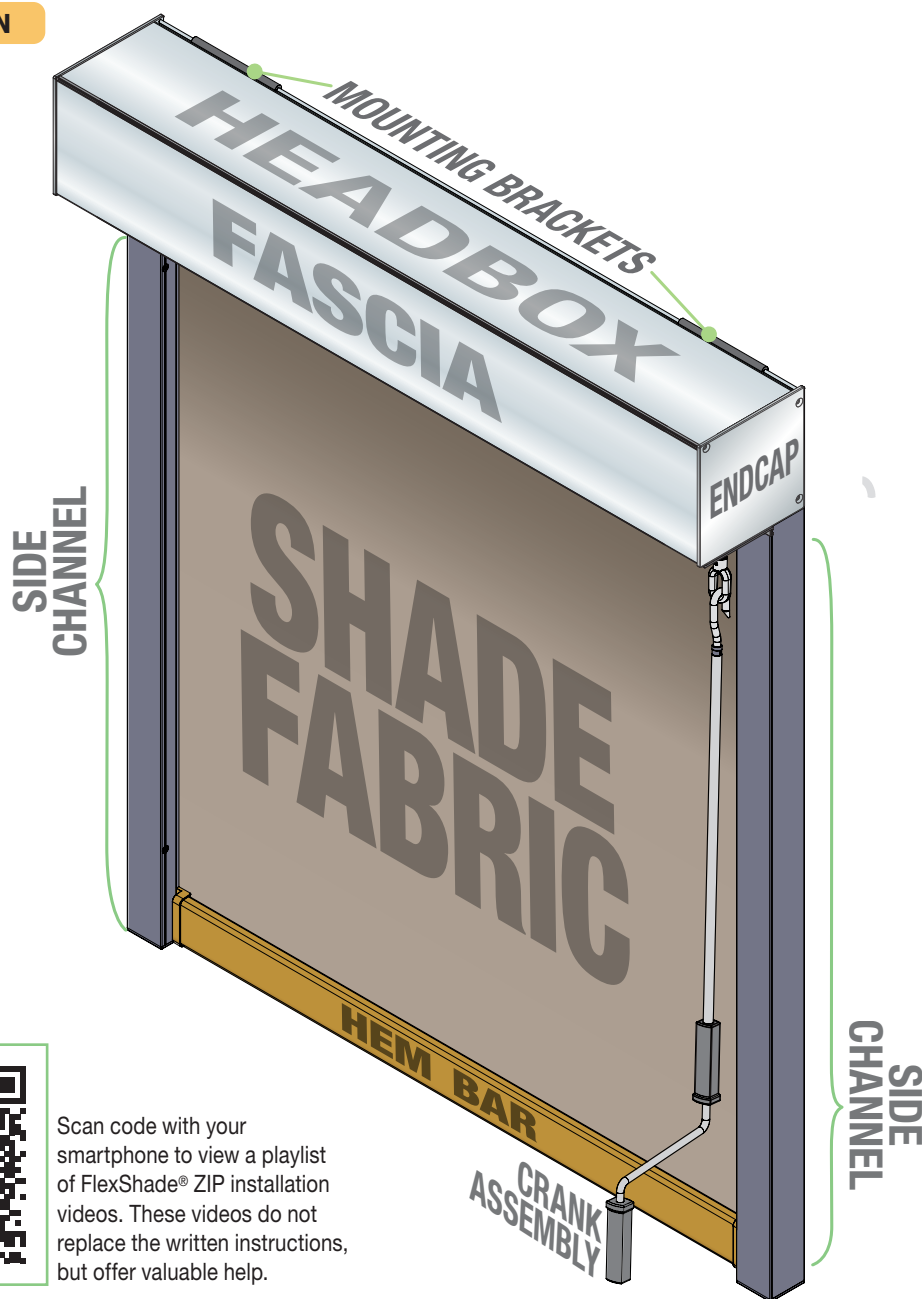
Exterior shading system, ZIP detail creates weather/shading barrier protects against wind, sun, snow, and insects to maintain a comfortable space

INSTRUCTIONS

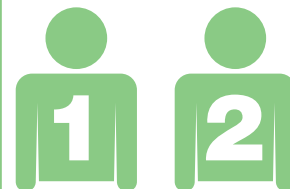
INSTALLATION & OPERATION

Overview - Components

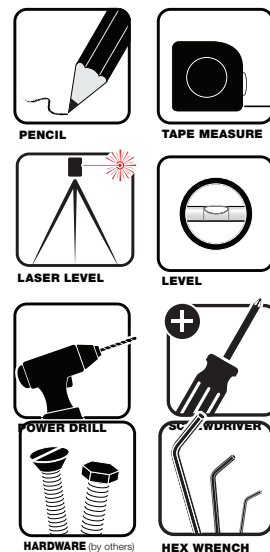
FLEX ZIP CRN



PERSONNEL REQUIRED



TOOLS REQUIRED



CAUTION

Read and understand all warnings before beginning installation.



Scan code with your smartphone to view a playlist of FlexShade® ZIP installation videos. These videos do not replace the written instructions, but offer valuable help.

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If you have any difficulties installing or servicing your FlexShade ZIP, call your dealer or Draper, Inc.

PLEASE READ - Important Installation Information

⚠ Caution:

1. Inspect all boxes to make sure you have received the proper shades and parts. Crank may be shipped separately, or in same carton as shades.
2. Open cartons lengthwise, taking care not to cut into cardboard shipping container.
3. Before mounting shades, verify measurements on label provided with shade, and ensure unit is installed at correct width.
4. All endcaps, fascia, pocket headbox, and other hardware must be installed level. Shades must be level and square.
5. Read the following installation guidelines thoroughly and follow them carefully. Failure to do so may cause product to fall or otherwise fail, and invalidates warranty.
6. Installer is responsible for selecting mounting hardware appropriate for site conditions.

PLEASE READ - Safety Information

Important Safety Information



WARNING

Important Safety Information

Improper installation and use of the FlexShade® ZIP can result in serious injury or death. Primarily, injuries can occur if the unit falls due to imprecise installation, mishandling of the shade during installation or installation on an insufficient wall or ceiling structure. Please use extreme care.

1. Please read the following installation guidelines thoroughly and follow them carefully. Failure to do so may cause product to fall or otherwise fail, and could result in serious injury.
2. Installation and calibration of the shade should only be performed by an authorized, qualified, and experienced professional.
3. Do not affix the unit to wall or ceilings that have inadequate strength to permanently hold the unit during use. It is the owner's and installer's responsibility to confirm the wall or ceiling to which the unit attaches is sufficient to permanently hold the weight and stress loads of the unit at all times. Draper®, Inc., is not responsible for improper installation, application, testing, or workmanship related to the product at place of installation.
4. It is the installer's responsibility to make sure appropriate fasteners are used for mounting.
5. All brackets, fascia, headboxes, pockets, wall clips, and other hardware must be installed level. Shade unit must be level and square.
6. Never leave the area while operating the shade during installation, maintenance, or normal operation, unless it is secure and safe.
7. Before testing or operation, carefully inspect the entire area and path of the shade and areas underneath the shade to be sure no persons or objects are in the area.
8. During testing or operation, carefully watch the surrounding area for any potential safety concerns including nearby persons or objects.
9. After installation, the entire system should be carefully tested to ensure safe and normal operation. Extreme care should be taken during testing to remain clear of moving parts to avoid possible injury.
10. Operation of shade should be performed only by authorized and qualified personnel, who have been trained in the safe and effective operation of the shade and understand its safety features.
11. The safety features of the shade should never be disabled, bypassed, or overridden. The system should not be operated until all safety features are properly and completely installed, calibrated, and tested.
12. Shade may need to comply with local, state, or district rules and regulations, in particular when installed in schools. All applicable rules and regulations should be reviewed before installation and use.
13. Failure to precisely follow installation guidelines invalidates all warranties.
14. Custom products/installations may not be reflected in this manual. Call Draper, Inc., if you have questions regarding your installation.

PLEASE READ - Cleaning and Maintenance

Window covering products manufactured by Draper, when properly installed, should require no operational maintenance or lubrication. However, exterior shading systems require additional cleaning and maintenance as needed.

Most standard Draper fabrics may be cleaned by vacuuming with a soft brush attachment. They also may be cleaned by using a sponge or soft cloth and mild solution of warm soapy water. A mild dishwashing liquid is recommended. A clean dry cloth is recommended for the metal finish.

Please refer to the document [Caring For Your Draper® Home Outdoor Window Shades](#), available on the Draper website.



Section 1 - Site Preparation

RECOMMENDED PERSONNEL



Please Note: Draper recommends that a team of at least **TWO (2)** people install this product.

⚠ Caution: Before mounting shades, verify measurements on label provided with shade, and ensure unit is installed at correct width.

Please Note: Installer is responsible for selecting mounting hardware appropriate for site conditions.

1. Inspect all items prior to assembly:
 - a) Open cartons lengthwise and lay out all pieces.
 - b) Ensure that product is as ordered by checking pieces against Page 1 of this document.
 - c) Arrange all pieces on flat surface in the general manner they are to be installed.
2. Ensure mounting surface is strong enough to hold unit.
3. Look for any site conditions that could interfere with installation or operation.
4. Verify unit measurements, ensuring it will fit in the desired location.

Please Note:

Hem Bar does **NOT** retract into the Headbox. Provide at least **2 1/4" (57mm)** clearance if mounting over a swinging window or door. Refer to Section 16, Page 15 for Hem Bar dimensions and details to determine adequate clearance.

IMPORTANT: DO NOT trim top of side channels.

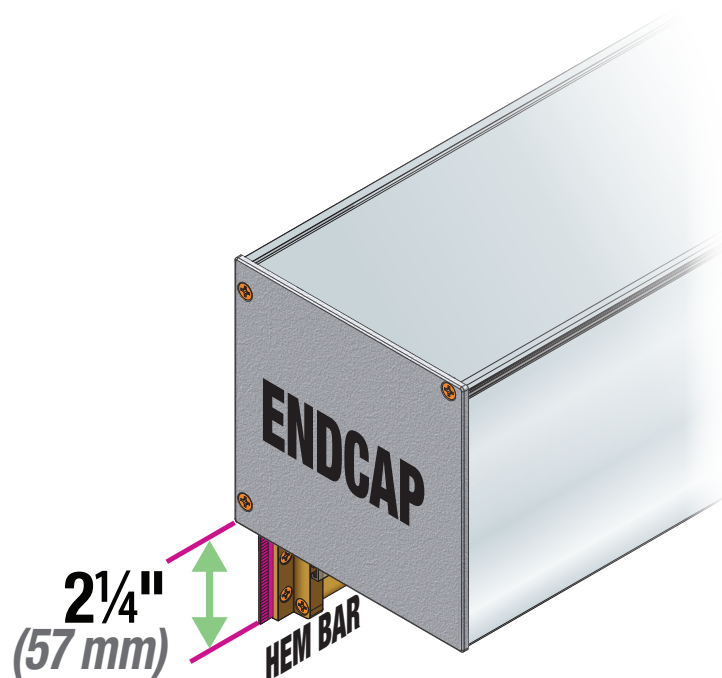
CAUTION:

DO NOT install Crank-Operated ZIP shades with crank operators next to each other - alternate operator locations or leave **1/2"** space between headboxes.

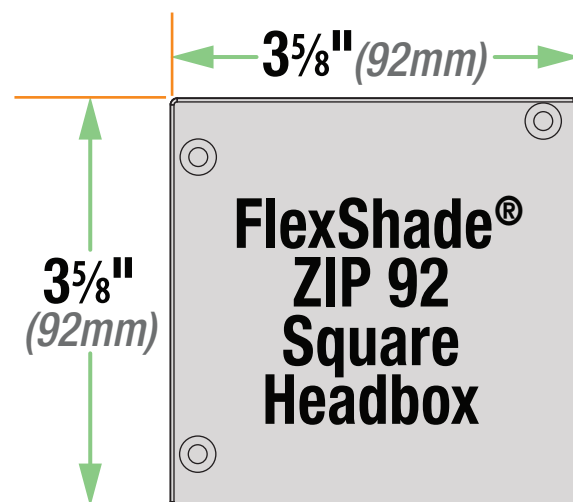
Please Note: Refer to appropriate sections within this document for different installation options:

SECTION 2, PAGE 4: Mounting Headbox with Brackets
(Standard Installation Method)

SECTION 5, PAGE 7: Direct Mounting to Ceiling or Wall
(Alternate Installation Method)



ENDCAP DIMENSIONS



Section 2 - Mounting Headbox with Brackets (Standard Installation Method)

Note: Mounting Bracket positioning as directed in Section 1. Ensure brackets are level.

Please Note: Installation requires use of **AT LEAST TWO (2)** of the top mounting holes.

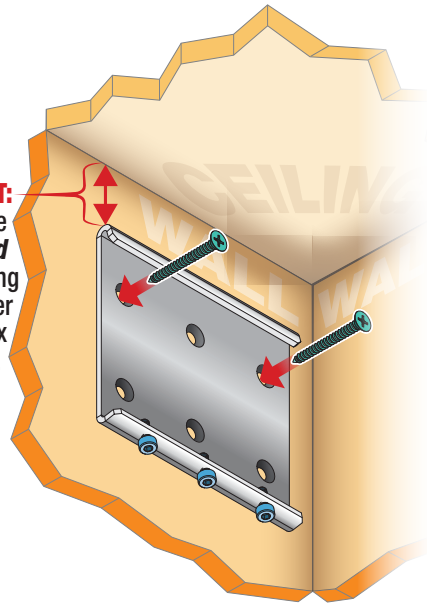
- 1.** Attach Mounting Brackets to mounting surface using #10 flat head screws. Install flush with bracket.

Please Note:
Ensure top of bracket is at least $\frac{5}{16}$ " below ceiling.
(See Drawing A at right.)

Please Note:
Mounting Brackets **MUST** be installed with a minimum gap of $1\frac{3}{4}$ " (44mm) between the Endcap and the Mounting Bracket edge to allow for Side Channels. Mark wall.
(See Drawing B at right.)

Note: Mounting height of product = Product OM height

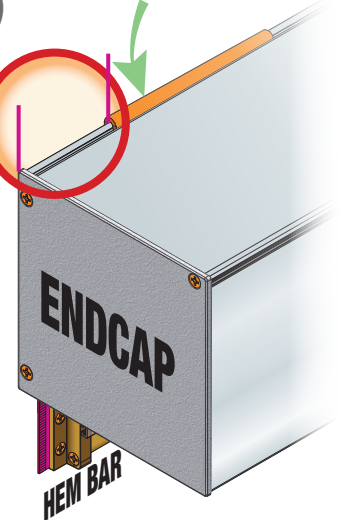
A
IMPORTANT:
Minimum clearance of $\frac{5}{16}$ " is **required** between ceiling and bracket in order to tilt headbox into bracket.



$1\frac{3}{4}$ "
(44 mm)

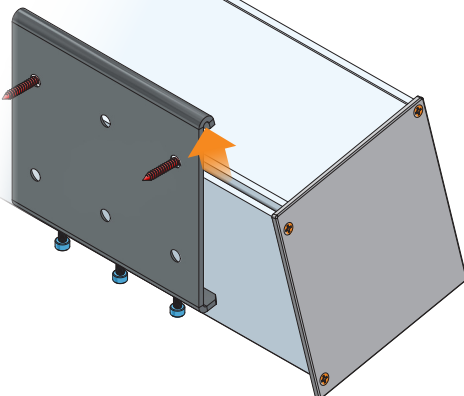
MOUNTING BRACKET

B

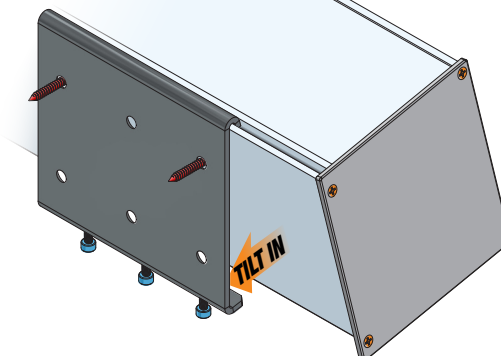


- 2.** Attach Headbox to brackets.

A. Lift Headbox into Bracket, ensuring return of Bracket fits into Headbox channel.

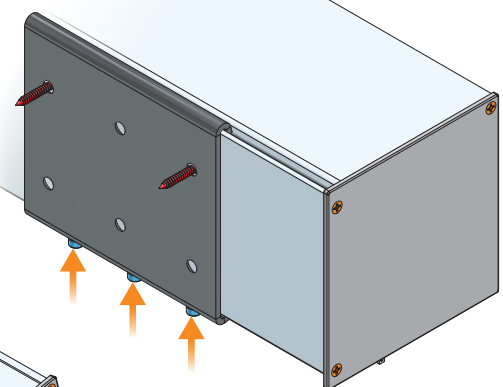


B. Tilt Headbox into bottom lip of Bracket.



C. Check headbox position and adjust if needed, then tighten set screws to lock position.

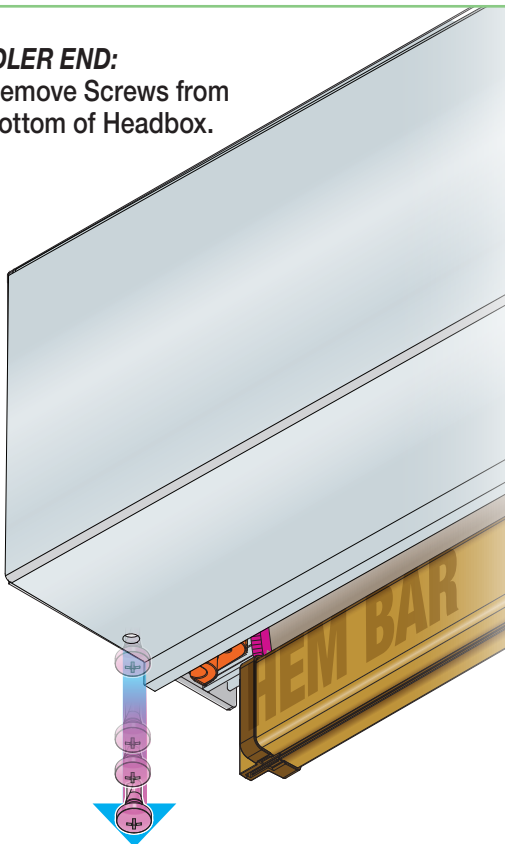
Please Note: Headbox position on brackets can be adjusted left or right prior to tightening set screws.



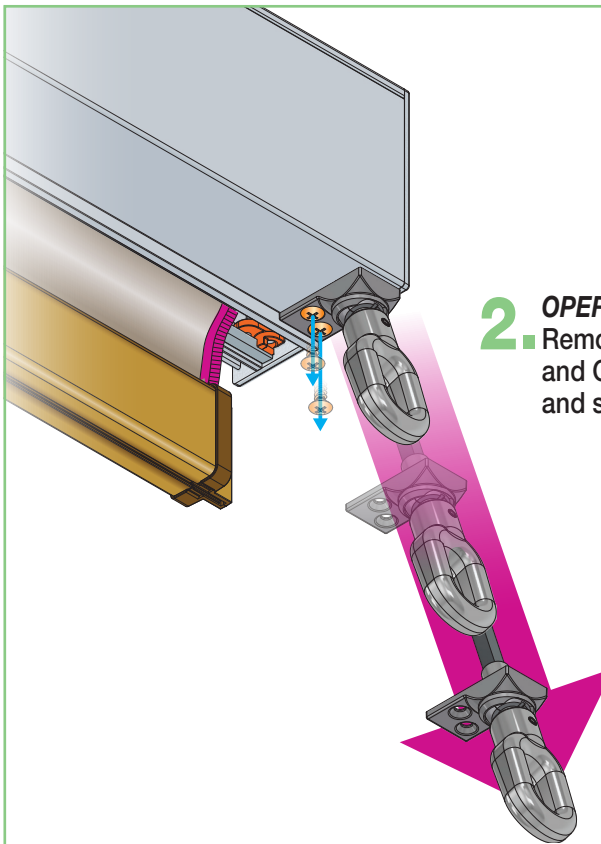
Section 3 - Removing Fascia (Optional Step)

Please Note: Fascia **ONLY** requires removal if directly attaching shade to mounting surface (Section 5, Page 6). Removing fascia is **OPTIONAL** for all other methods of installation.

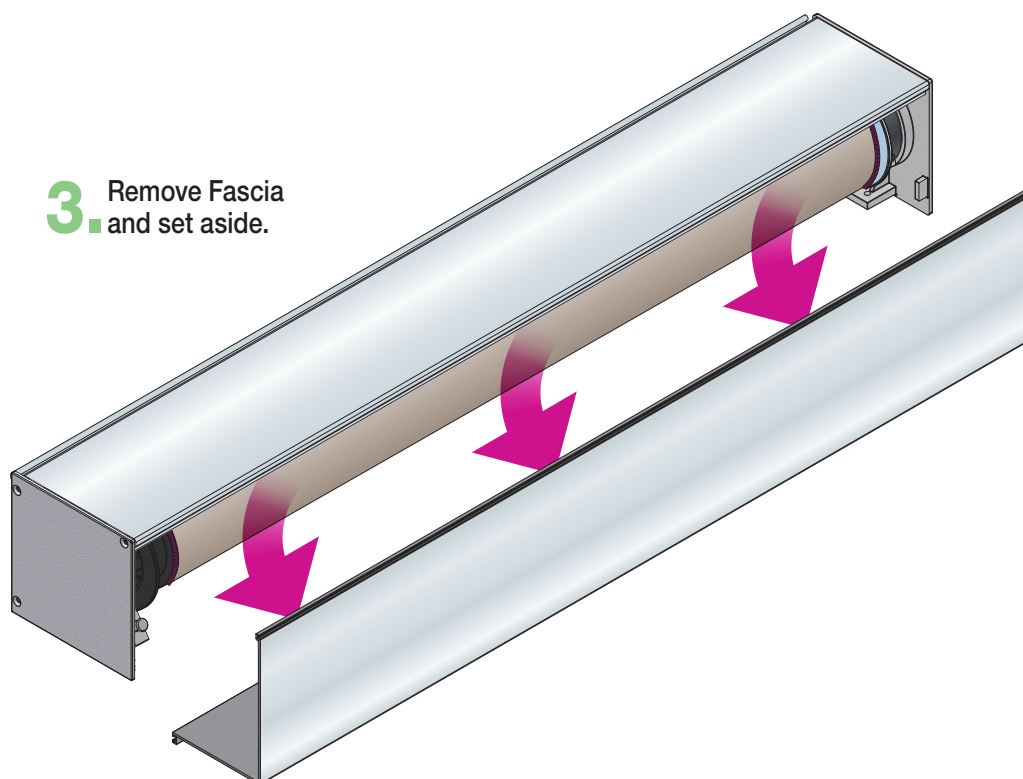
- 1. IDLER END:**
Remove Screws from bottom of Headbox.



- 2. OPERATOR END:**
Remove screws and Crank Operator and set aside.



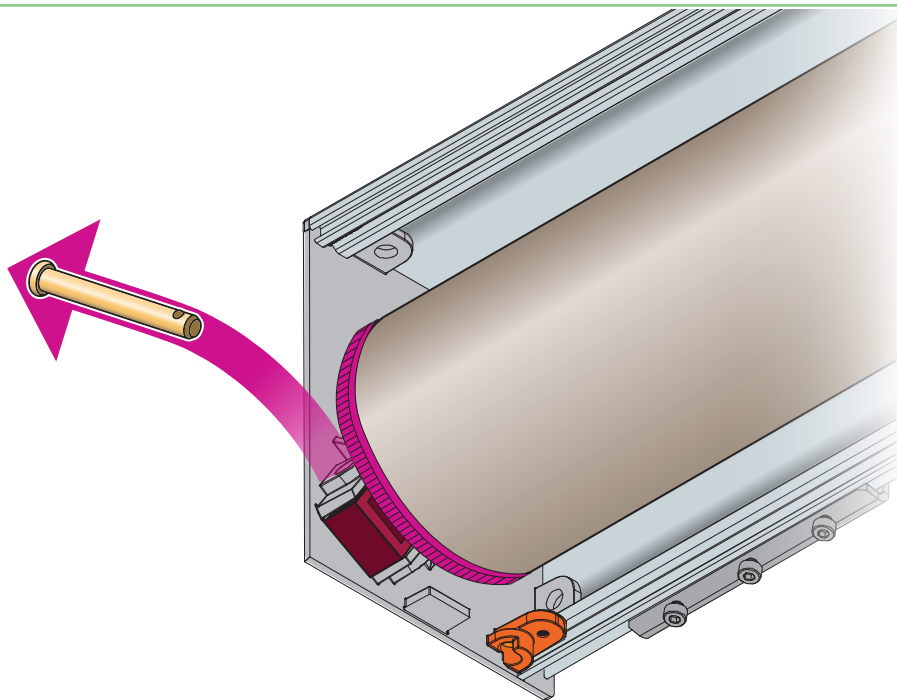
- 3.** Remove Fascia and set aside.



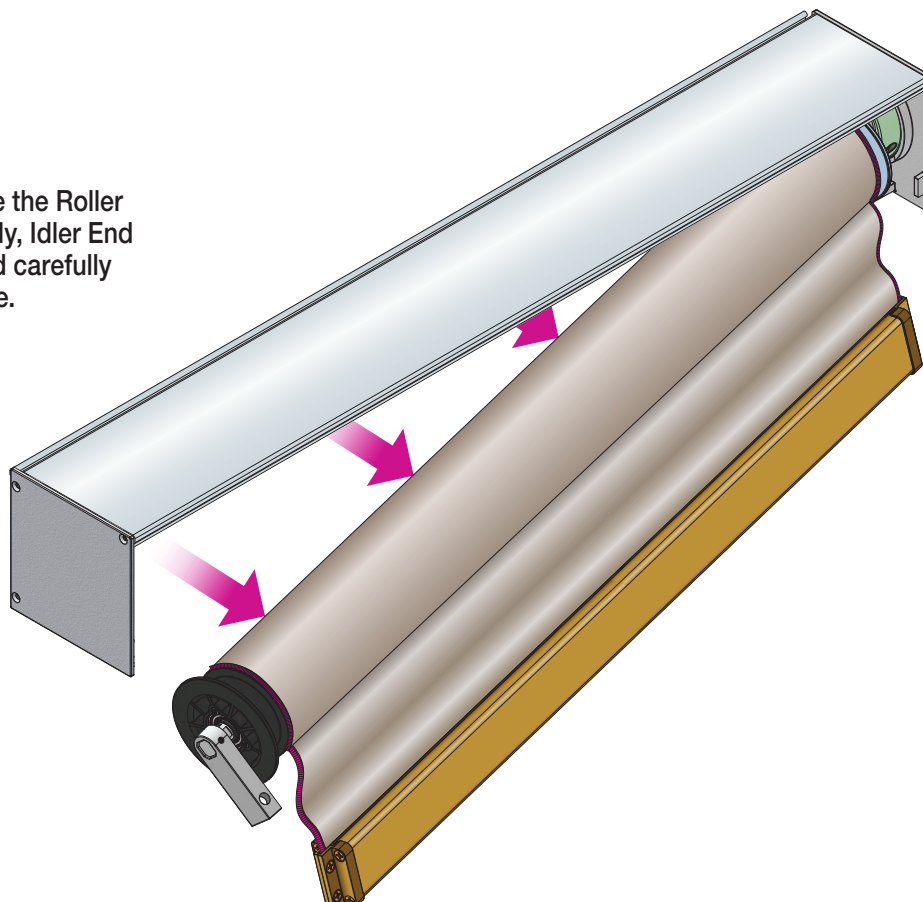
Section 4 - Removing Shade Roller Assembly (Optional Step)

Please Note: Shade Roller **ONLY** requires removal if directly attaching headbox to mounting surface (Section 5, Page 7).

1. Remove the Quick Release Pin from Idler End of Roller Assembly.
(Hem Bar not shown.)



2. Remove the Roller Assembly, Idler End first, and carefully set aside.



Section 5 - Direct Mounting to Ceiling or Wall

(Alternate Installation Method)

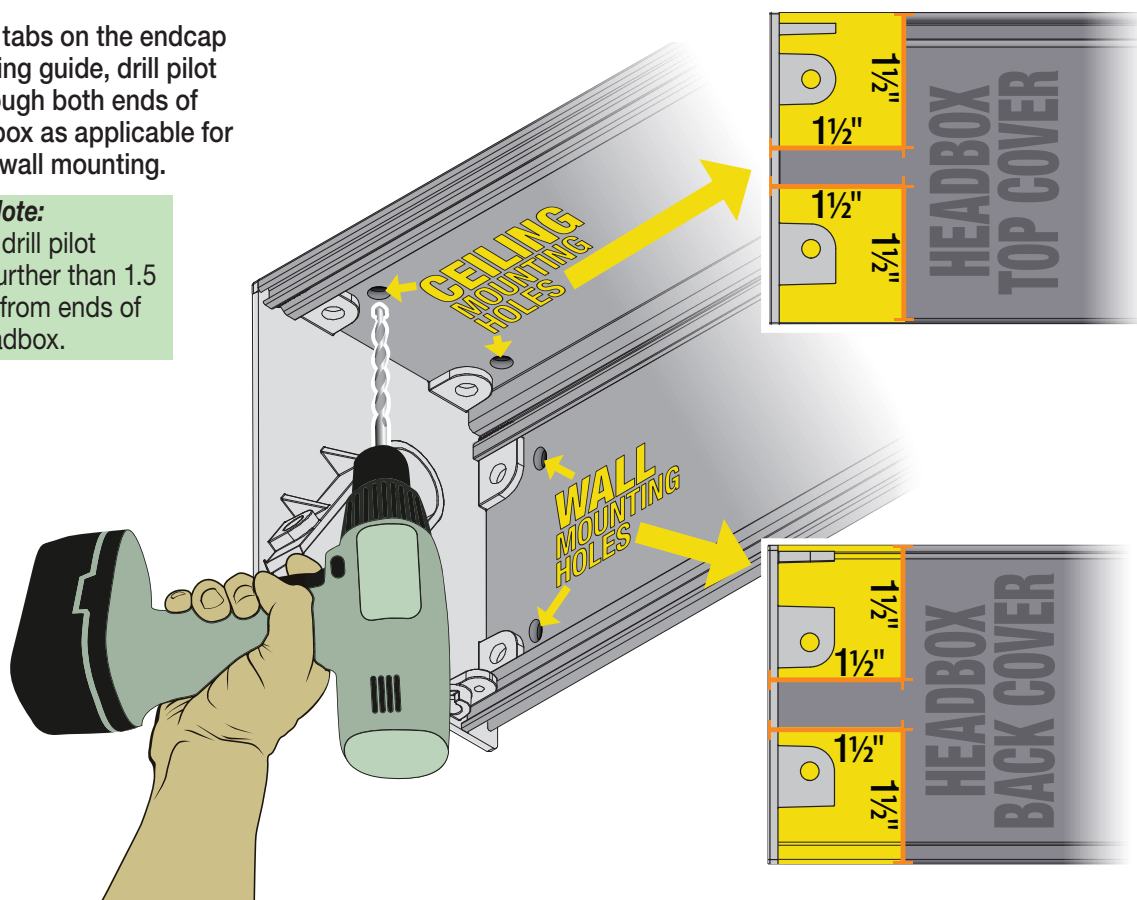
NOTE: This step requires removing Fascia and Roller Assembly.

See Section 3 - Removing Fascia (Page 5) and Section 4 - Removing Shade Roller Assembly (Page 6).

1. Using the tabs on the endcap as a spacing guide, drill pilot holes through both ends of the Headbox as applicable for ceiling or wall mounting.

Please Note:

Do not drill pilot holes further than 1.5 inches from ends of the headbox.

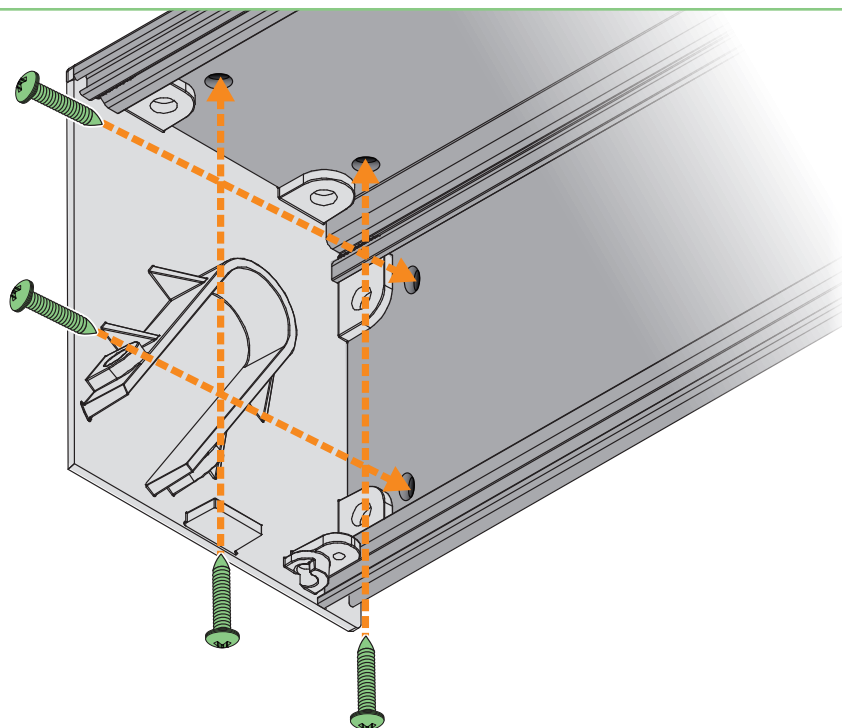


2. Attach to mounting surface using appropriate fasteners.

Please Note: Installer is responsible for selecting mounting hardware appropriate for site conditions.

3. Replace roller assembly and fascia as shown in Section 11 - Replacing Roller Assembly & Fascia (Page 14).

4. Proceed to Section 6 - Installing Side Channels: Wall or Ceiling Mounted Shade.

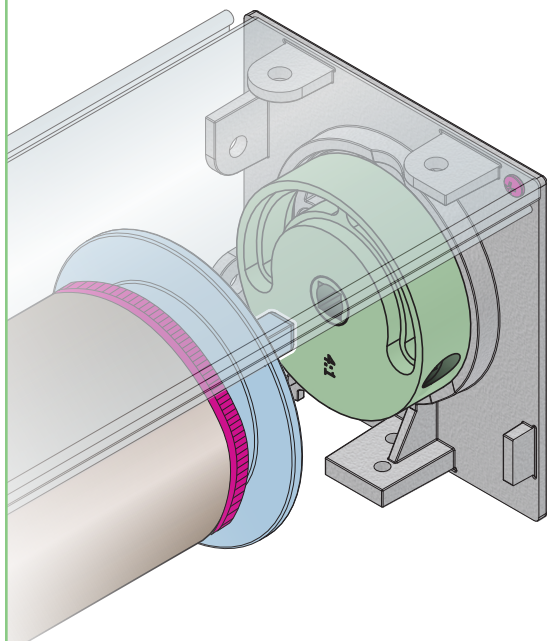


Section 6 - Replacing Roller Assembly (If applicable)

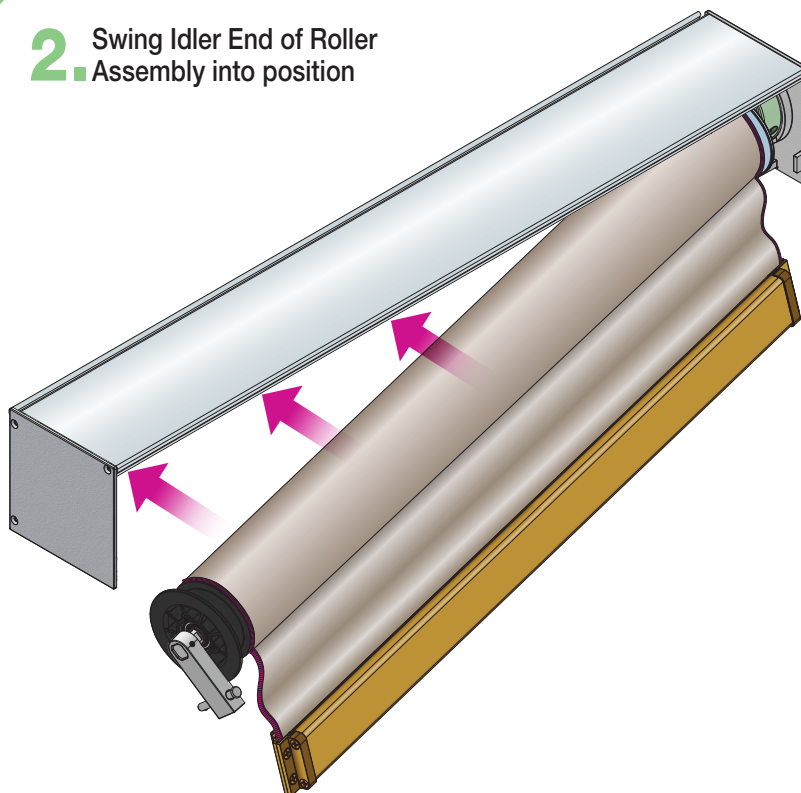
Please Note: Fascia and Roller Assembly only require removal if shade is directly mounted to mounting surface. Removing fascia is **OPTIONAL** for all other methods of installation.

Please Note: Section 10 (Reinstalling Side Channel Covers) must be completed **before** replacing the Fascia.

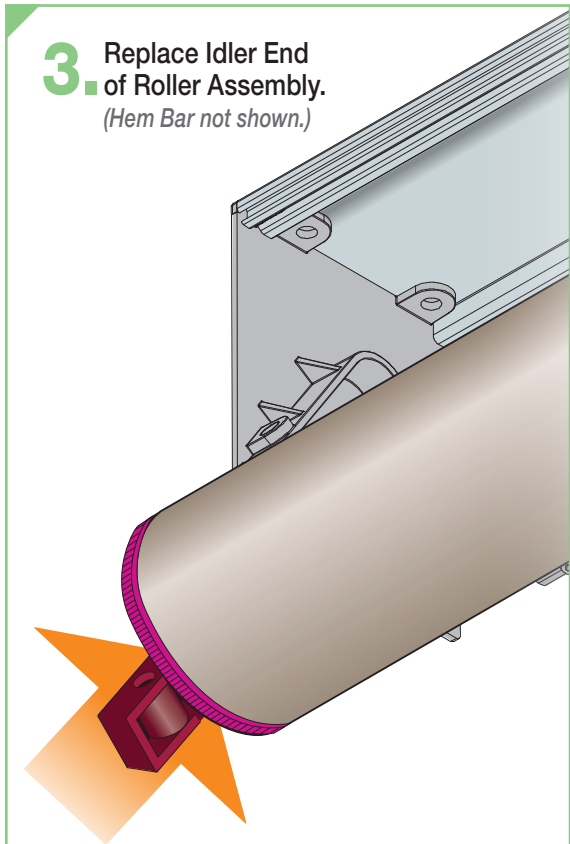
1. Replace Operator End of Roller Assembly by inserting square shaft at end of roller into the gearbox.
(Hem Bar not shown.)



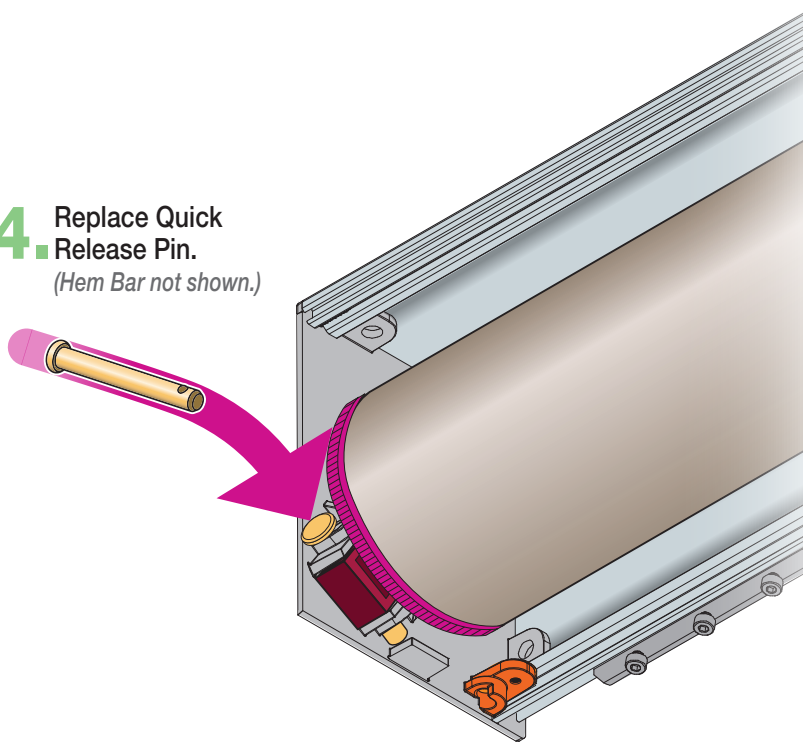
2. Swing Idler End of Roller Assembly into position



3. Replace Idler End of Roller Assembly.
(Hem Bar not shown.)



4. Replace Quick Release Pin.
(Hem Bar not shown.)



Section 7 - Installing Side Channels: Wall or Face Mounted Shade

NOTE: Side Channels must be installed parallel and square with a tolerance of $\frac{1}{8}$ ".
Each side channel should be installed plumb with a tolerance of $\frac{1}{16}$ " over height of opening.

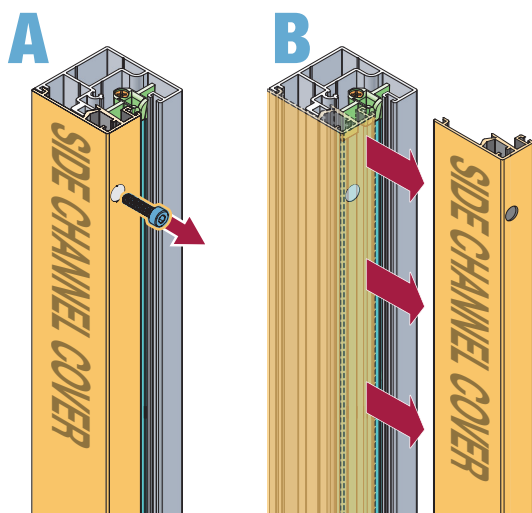
IMPORTANT: DO NOT trim top of side channels.

1. **A.** Use a 3mm Hex Wrench to remove screws from Side Channels.
- B.** Remove Side Channel Covers. Ensure that covers are matched back to same side channels.

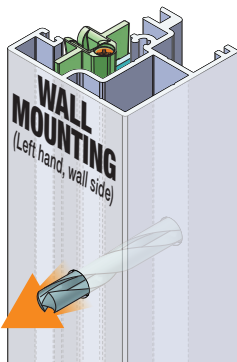
TIP: Use a pencil to scribe "L" (left) and "R" (right) on inside of covers.

WARNING: DO NOT remove the Bottom Caps from Side Channels unless trimming of side channels is required.

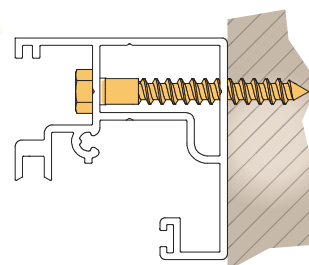
WARNING: If trimming is required, remove bottom cap and trim to required length. DO NOT alter position of inner plastic retainer. Ensure cut is straight & clean as parts will be visible after installation.



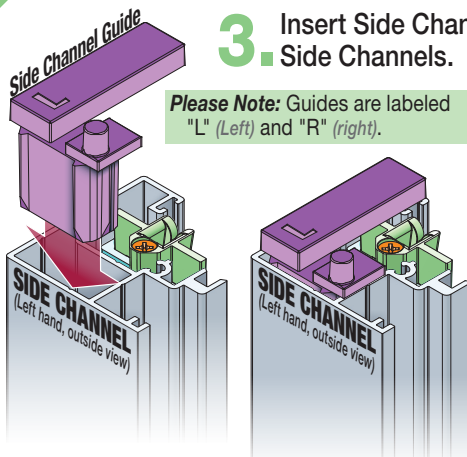
2. Mark and drill Side Channels at desired mounting points.



Please Note: REQUIRED attachment of Side Channel to structure: MINIMUM of every 24" (61cm).

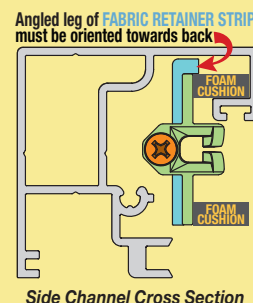


3. Insert Side Channel Guide into Side Channels.



Please Note: Guides are labeled "L" (Left) and "R" (right).

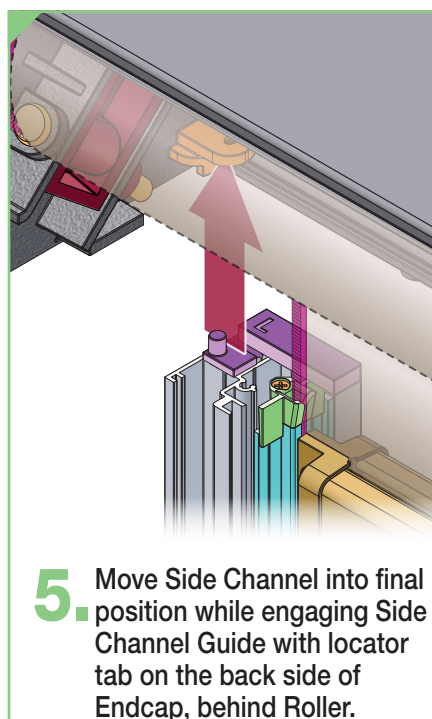
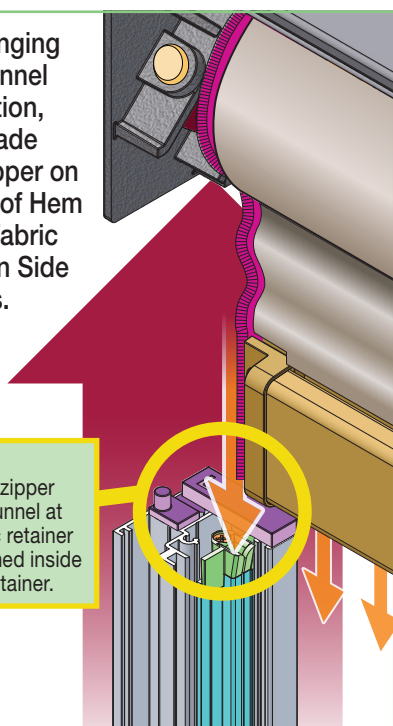
Please Note: Ensure foam cushions are not pinched, folded or deformed.



Side Channel Cross Section

4. While bringing Side Channel into position, insert shade fabric Zipper on one side of Hem Bar into fabric retainer in Side Channels.

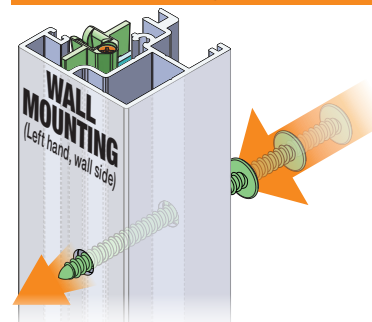
Please Note: Ensure that zipper feeds into funnel at top of fabric retainer and is retained inside the fabric retainer.



5. Move Side Channel into final position while engaging Side Channel Guide with locator tab on the back side of Endcap, behind Roller.

6. Attach Side Channels to wall/structure using appropriate fasteners. (Headbox not shown.)

Please Note: REQUIRED attachment of Side Channel to structure: MINIMUM of every 24" (61cm).



7. Repeat process for opposite Side Channel.
8. Proceed to Section 9 - Reinstalling Side Channel Covers (Page 12).

Section 8 - Installing Side Channels: Jamb Mounted Shade

NOTE: Side Channels must be installed parallel and square with a tolerance of $\frac{1}{8}$ ".
Each side channel should be installed plumb with a tolerance of $\frac{1}{16}$ " over height of opening.

IMPORTANT: DO NOT trim top of side channels.

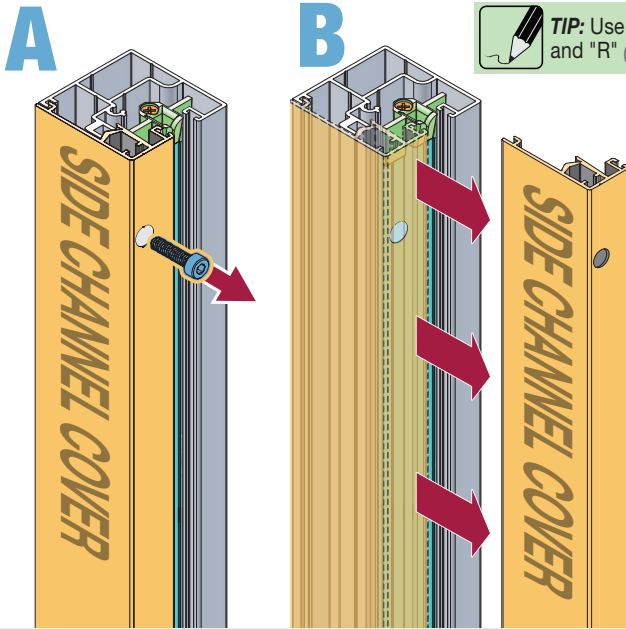
CAUTION: Jamb mounted shade should not be recessed more than depth of side channels: $1\frac{1}{8}$ ". Crank operator may interfere with jamb/adjacent wall. Alternatively, leave $\frac{1}{2}$ " space between headbox and jamb.

CAUTION: Do not install Crank-Operated ZIP shades with crank operators next to each other - alternate operator locations or leave $\frac{1}{2}$ " space between headboxes.

- 1.** A. Use a 3mm Hex Wrench to remove screws from Side Channels.

- B. Remove Side Channel Covers. Ensure that covers are matched back to same side channels.

TIP: Use a pencil to scribe "L" (left) and "R" (right) on inside of covers.

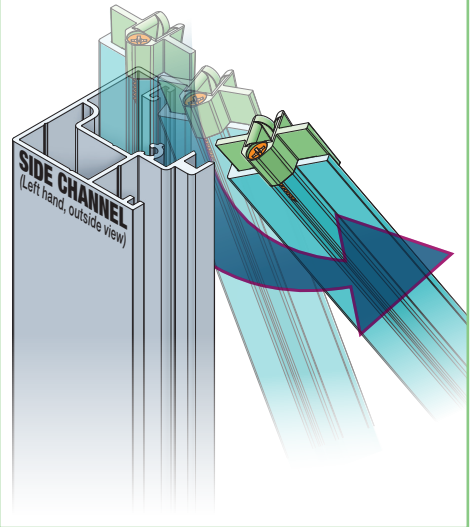


WARNING:
DO NOT remove the Bottom Caps from Side Channels unless trimming of side channels is required.

WARNING:
If trimming is required, remove bottom cap and trim to required length. DO NOT alter position of inner plastic retainer. Ensure cut is straight & clean as parts will be visible after installation.

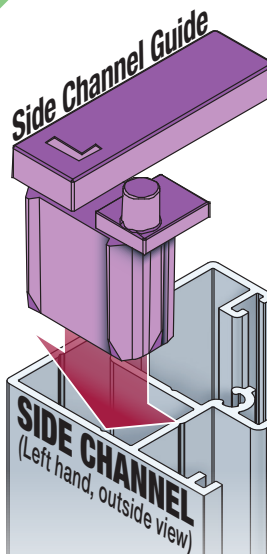
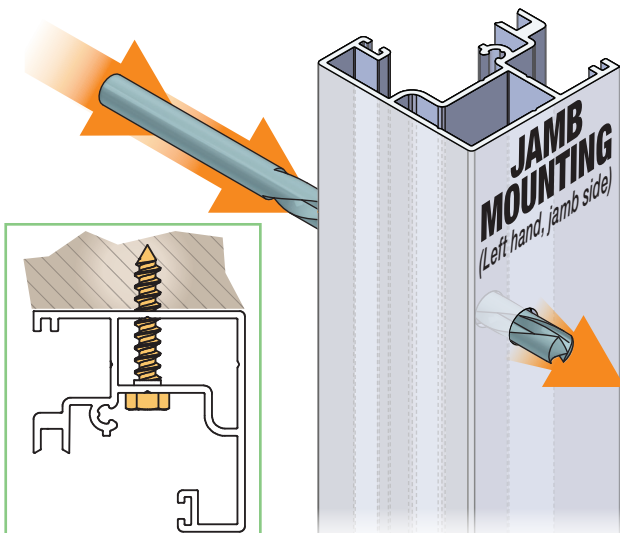
- 2.** Remove Fabric Retainer Strips from Side Channels.

TIP: Use a pencil to scribe "L" (left) and "R" (right) on Retainer Strips.



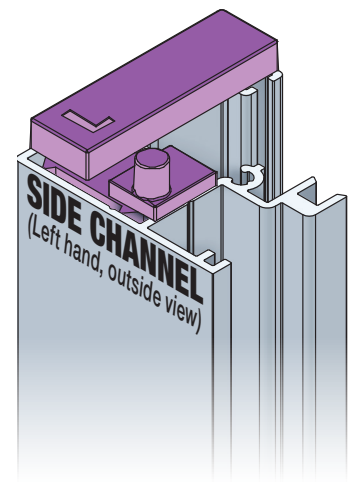
- 3.** Mark and drill Side Channels at desired mounting points.

Please Note: REQUIRED attachment of Side Channel to structure: **MINIMUM** of every 24" (61cm).



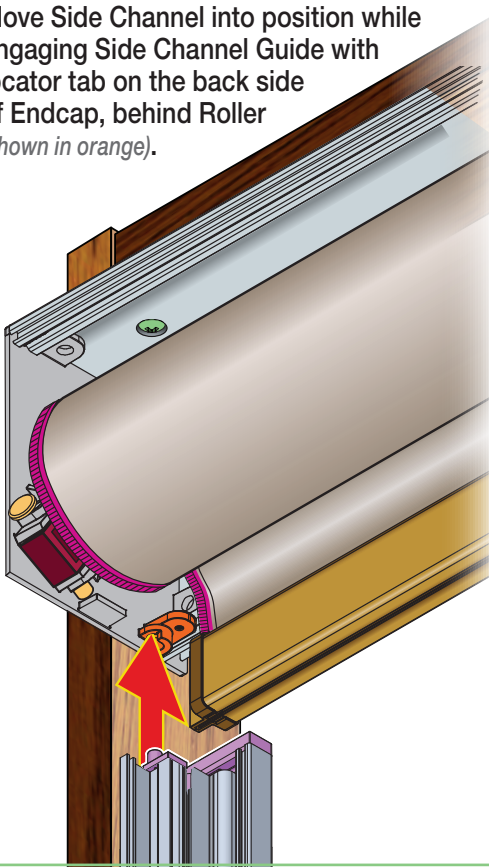
- 4.** Insert Side Channel Guide into Side Channels.

Please Note: Guides are labeled "L" (Left) and "R" (right).



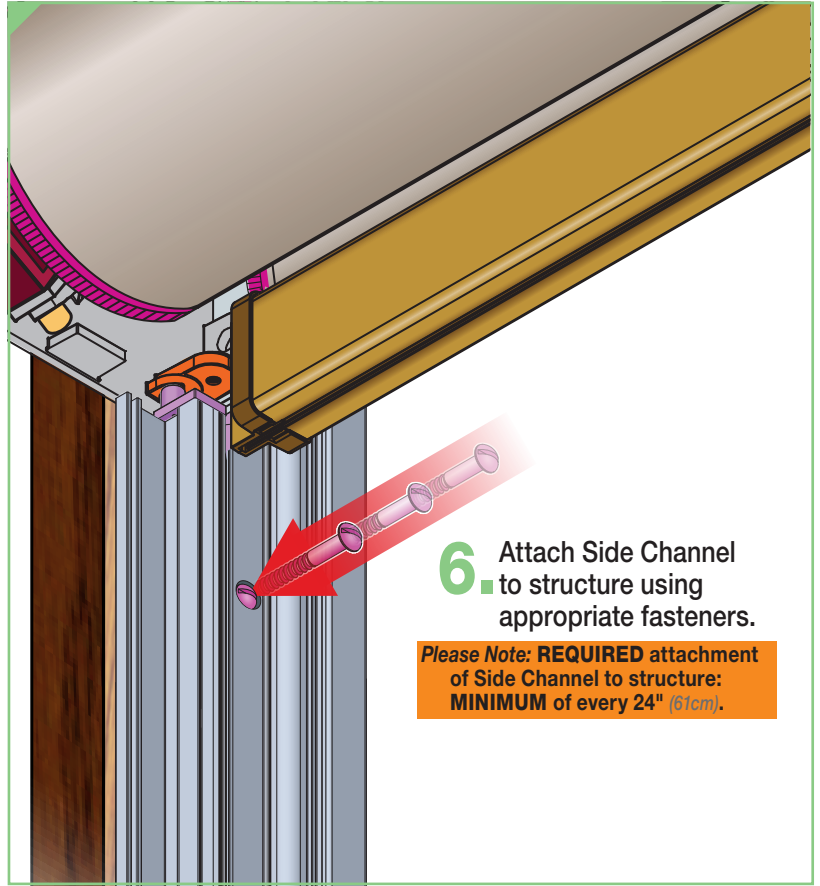
Section 8 (continued)

- 5.** Move Side Channel into position while engaging Side Channel Guide with locator tab on the back side of Endcap, behind Roller (shown in orange).



- 6.** Attach Side Channel to structure using appropriate fasteners.

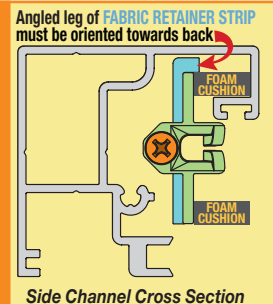
Please Note: REQUIRED attachment of Side Channel to structure: MINIMUM of every 24" (61cm).



- 7.** Install Fabric Retainer Strip into Side Channel and insert Zipper.

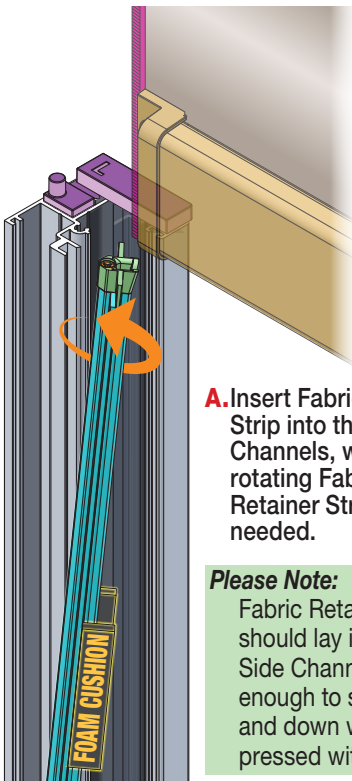
Please Note: Headbox and Shade Roller not shown for illustration purposes ONLY.

IMPORTANT: Ensure Fabric Retainer is installed correctly with angled leg oriented against back of side channel - do not mix left & right.



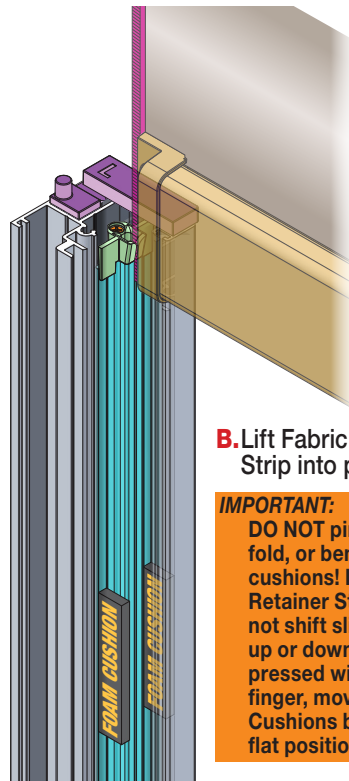
- A.** Insert Fabric Retainer Strip into the Side Channels, while rotating Fabric Retainer Strip as needed.

Please Note: Fabric Retainer Strip should lay inside Side Channel loosely enough to shift up and down when pressed with finger.

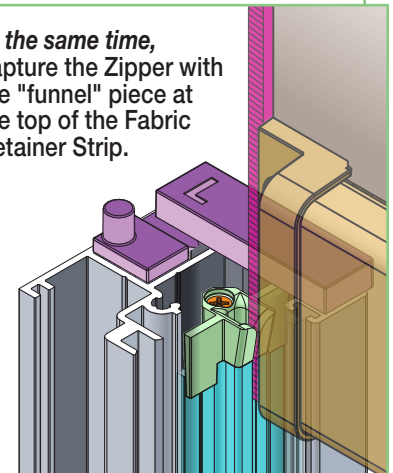


- B.** Lift Fabric Retainer Strip into place.

IMPORTANT: DO NOT pinch, fold, or bend foam cushions! If Fabric Retainer Strip does not shift slightly up or down when pressed with a finger, move Foam Cushions back to flat position.



- C.** At the same time, capture the Zipper with the "funnel" piece at the top of the Fabric Retainer Strip.

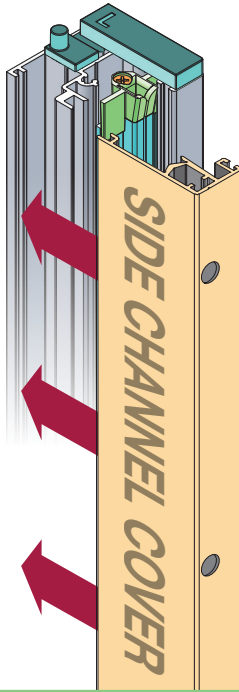
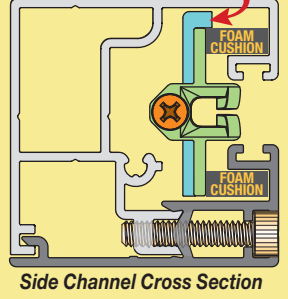


Section 9 - Reinstalling Side Channel Covers

1. Re-attach Side Channel Covers.

Please Note: Ensure foam cushions are not pinched, folded or deformed.

Angled leg of **FABRIC RETAINER STRIP** must be oriented towards back



2. Replace the provided screws.

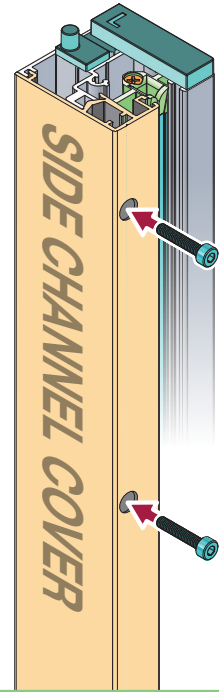
Please Note:

Failure to use provided fasteners to re-attach Side Channel covers may result in product failure in high wind.

CAUTION:

DO NOT use power drill for this step due to risk of stripping screw threads. Screws should be hand-tightened to appropriate tightness using manual tool.

TIP: Fabric retainer should fit loosely enough to shift up and down slightly when pressed with fingers. A tight fit may indicate foam cushion(s) are pinched or folded. Check closely before operating and testing shade: Feel inside channel with finger and visually inspect. If folded cushion is found, remove side channel cover and reposition retainer or cover as required.



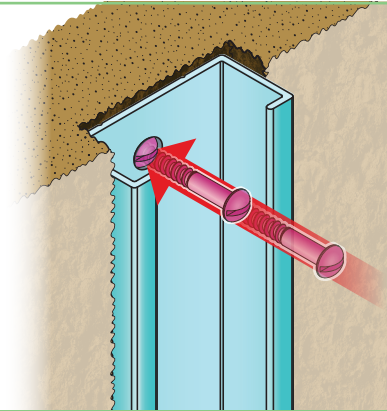
Section 10 - Channel Adaptors (Optional Hardware)

Use and configuration of Channel Adaptors is site dependent: Each installation may require different adaptors or a combination of adaptors.

Please Note: Installer is responsible for safely and securely attaching Channel Adaptors to prepare each opening for best installation of the product.

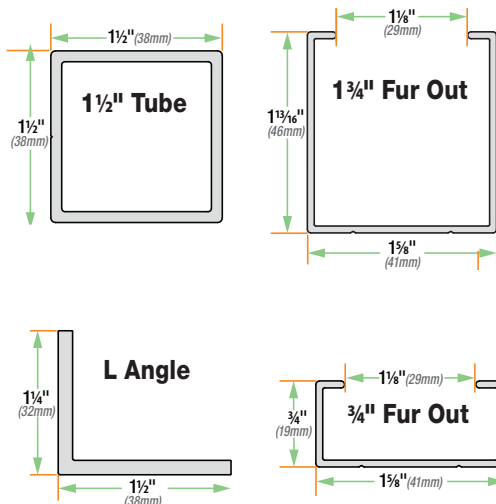
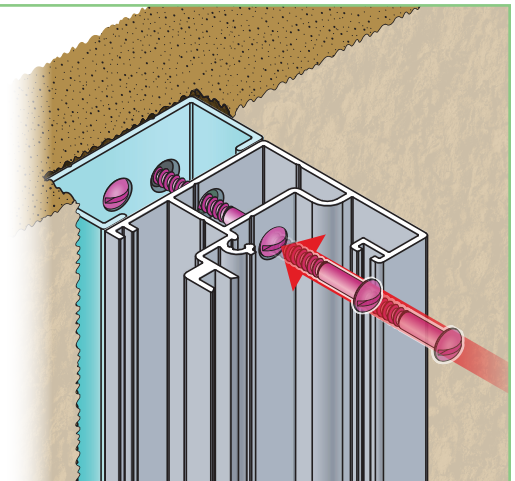
- If opening is not suitable for direct mounting due to uneven surfaces, stonework, trim, or other irregular element, use Channel Adaptors to build in or fur out an opening for Side Channel or headbox attachment.

3/4" Fur Out channel adaptor shown.



- Channel Adaptors can provide a mounting surface for both the Side Channels and headbox.
- If necessary, installer can "stack" a sufficient number of tubes to bring the opening flush from floor to ceiling.

3/4" Fur Out channel adaptor shown.



Section 11 - Replacing Fascia (If applicable) (Side channels not shown.)

Please Note: Fascia and Roller Assembly only require removal if shade is directly mounted to mounting surface. Removing fascia is **OPTIONAL** for all other methods of installation.

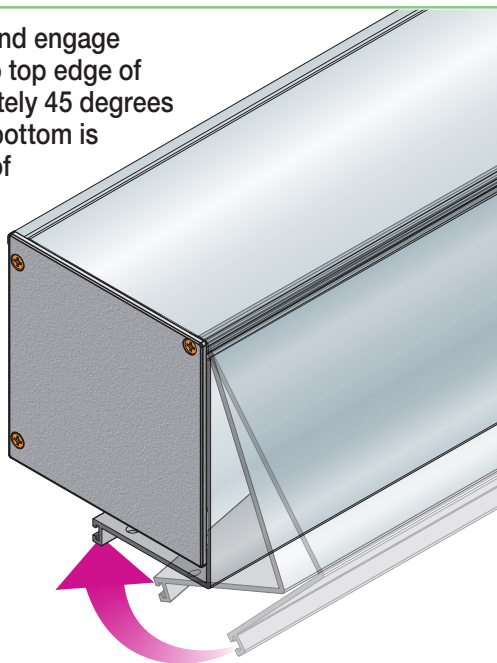
Please Note: Section 9 (Reinstalling Side Channel Covers) must be completed **before** replacing the Fascia.

1. Lift Fascia into place and engage top edge of Fascia into top edge of headbox at approximately 45 degrees and rotate down until bottom is flush with the bottom of headbox endcaps.

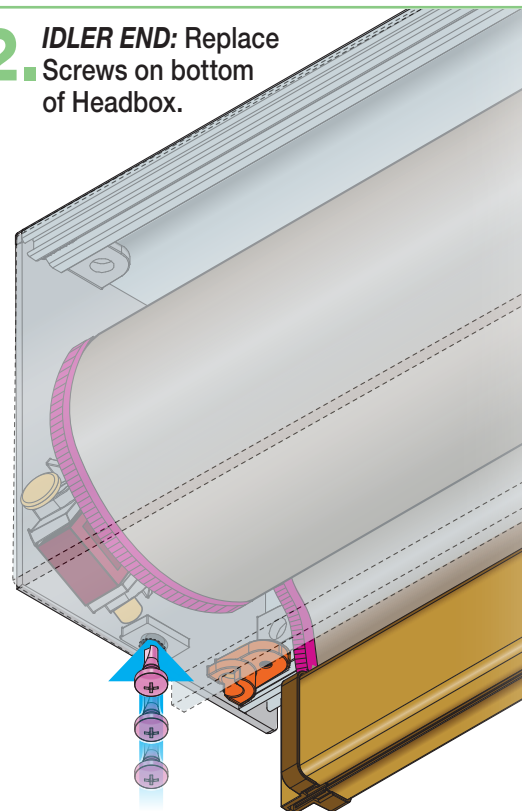
Please Note:

Do not force fascia!

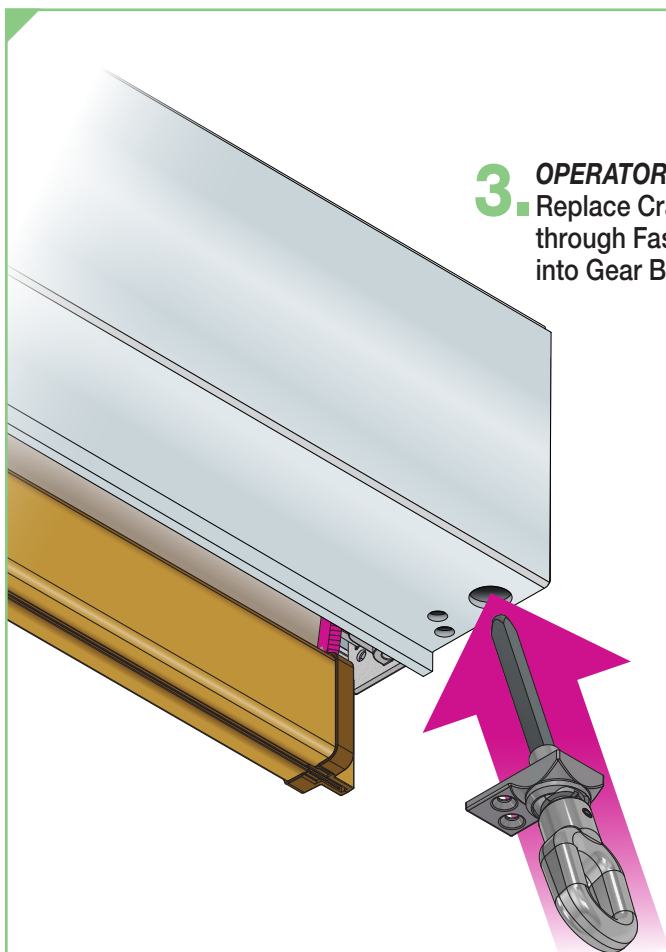
If fascia will not rotate, check alignment and proceed when Fascia hinges smoothly into position.



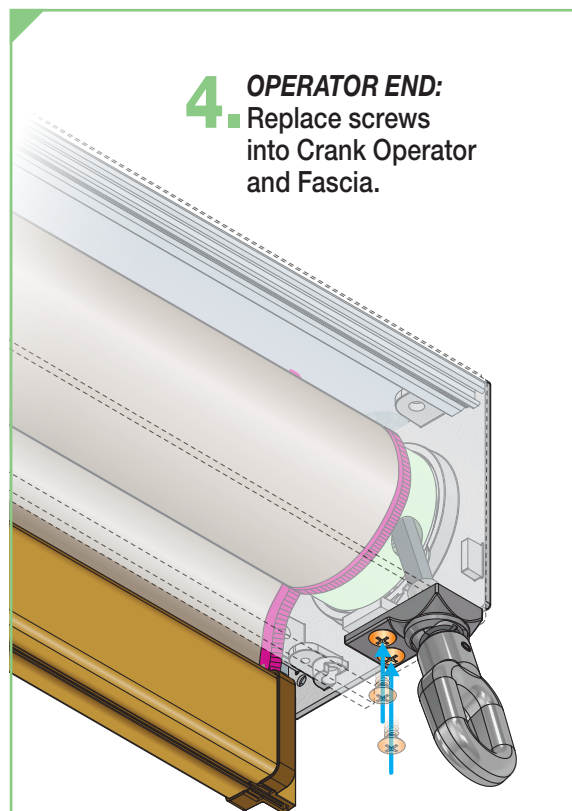
2. **IDLER END:** Replace Screws on bottom of Headbox.



3. **OPERATOR END:** Replace Crank Operator through Fascia and into Gear Box.

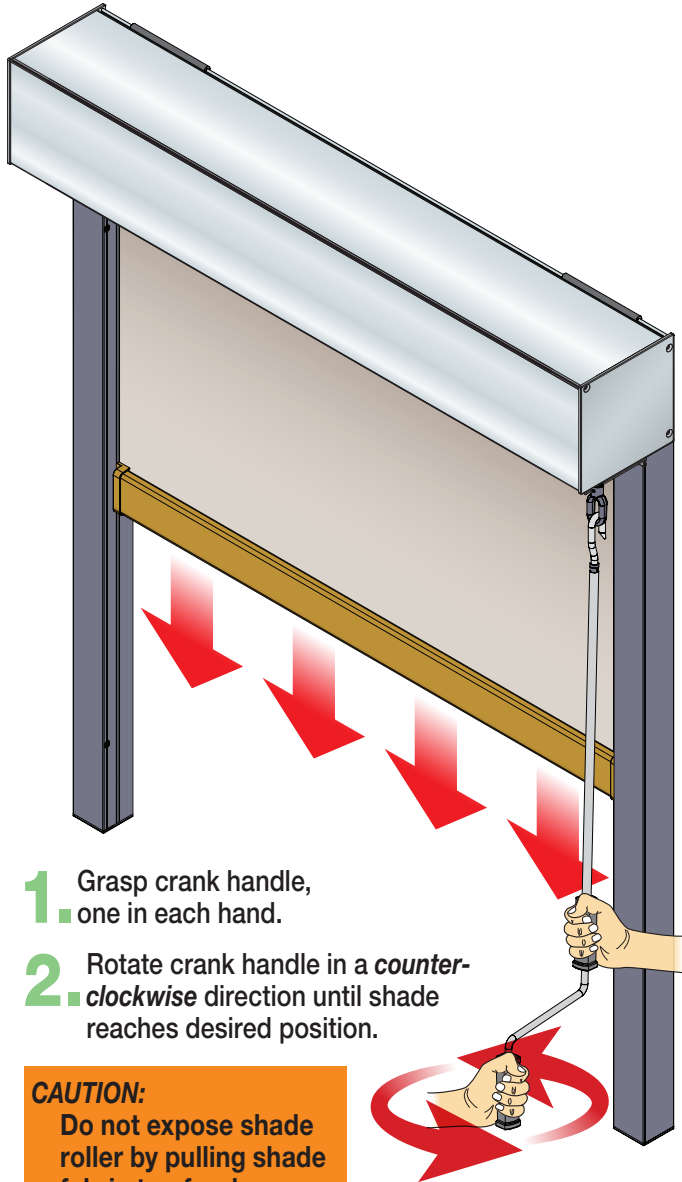


4. **OPERATOR END:** Replace screws into Crank Operator and Fascia.



Section 12 - Testing Operation

To lower ZIP shade



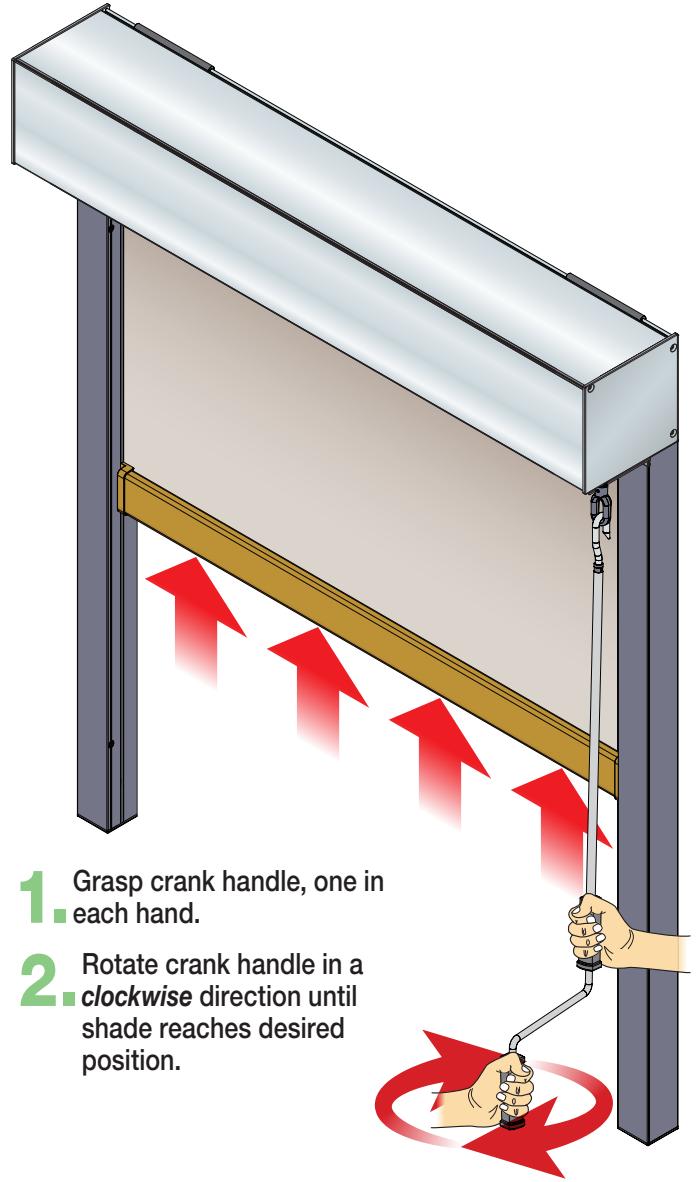
CAUTION:

Do not expose shade roller by pulling shade fabric too far down.

PLEASE NOTE: Do not force the bottom of shade against ground, floor, or sill. Fabric should always be weighted in place by Hem Bar.

IMPORTANT: Stop shade when hem bar (or hem bar liner if applicable) first makes contact at bottom. If gaps are visible, hem bar liner or a taller liner may be required.

To raise ZIP shade



CAUTION:

Do not force hem bar against the headbox or over-crank. Stop shade with slight space between headbox and hem bar or when hem bar first makes contact.

Troubleshooting Tips:

1. Shade fabric hesitates or hangs up during lowering:

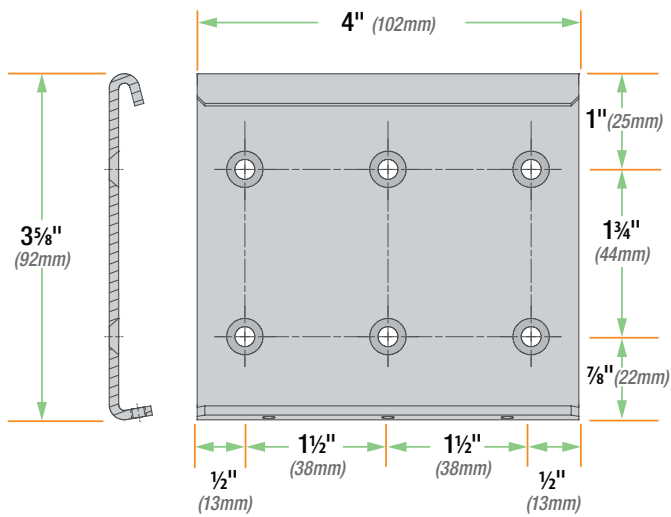
- Check side channel spacing and alignment.
- Ensure that foam cushions in side channels are not folded or pinched.

2. Shade fabric has diagonal waves or ripples:

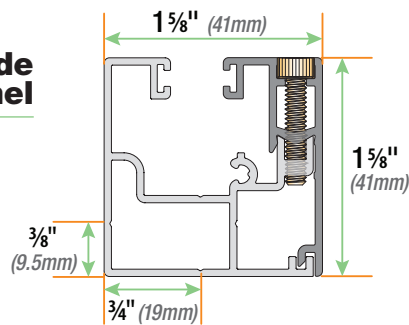
- Check side channel spacing & alignment.
- Check shade is not overextended too far in down position.

Section 13 - Dimensions

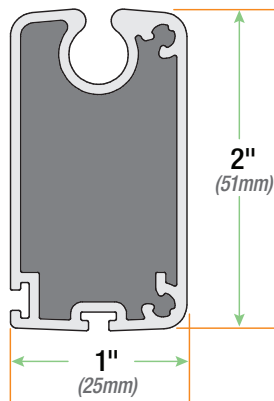
Wall Mounting Bracket



Side Channel

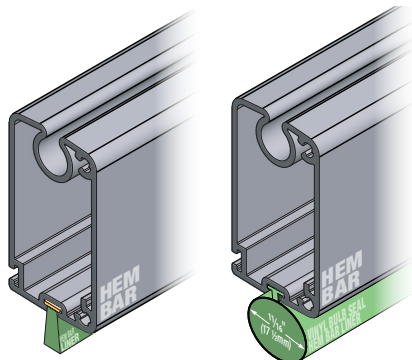


Hem Bar

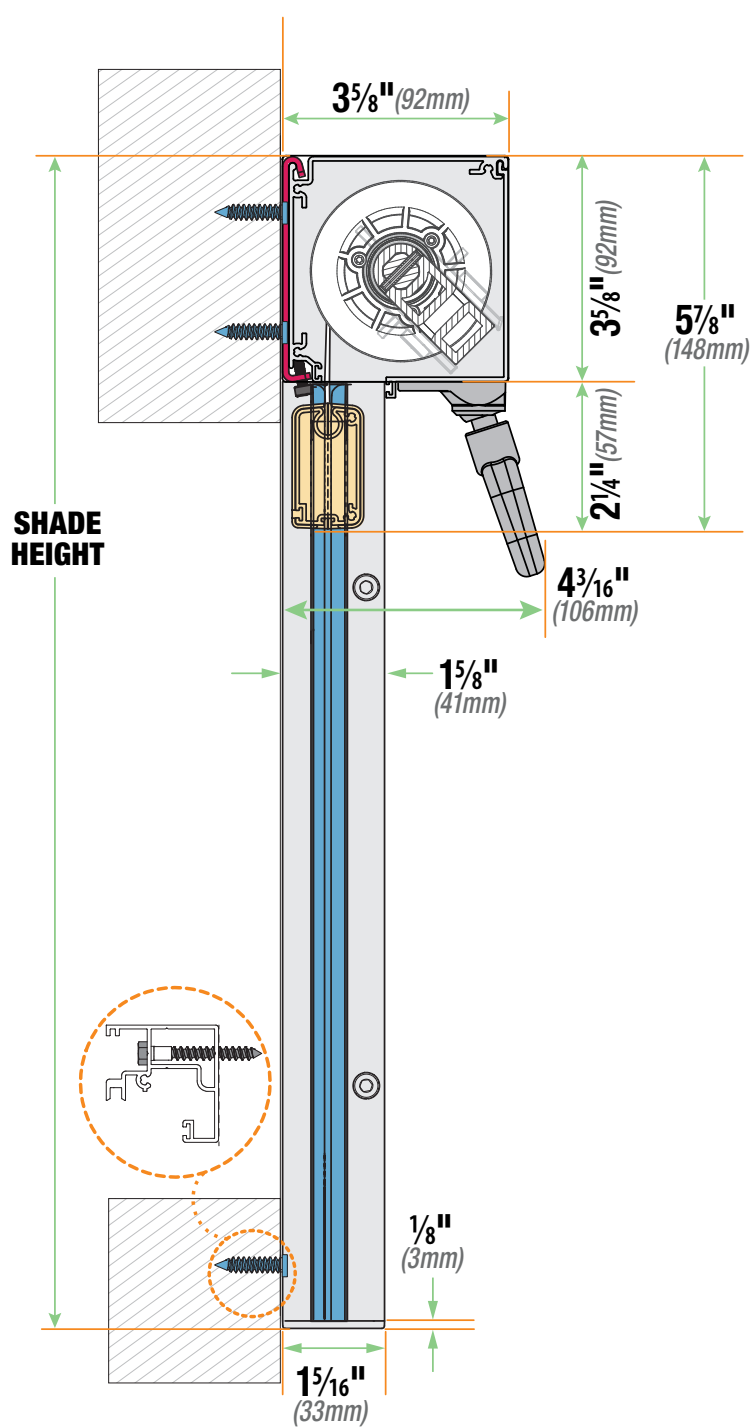


Hem Bar Liner (Optional)

Please Note:
Liner is factory installed (if ordered).



Side View



Section 13 - Dimensions (continued)

