



**DA-LITE SCREEN COMPANY, INC.**

3100 NORTH DETROIT STREET  
POST OFFICE BOX 137  
WARSAW, INDIANA 46581-0137  
PHONE: 219/267-8101  
800-622-3737  
FAX: 219/267-7804  
<http://www.da-lite.com>  
E-mail: [info@da-lite.com](mailto:info@da-lite.com)

## ***Replacing Fabric on Boardroom Projection Screen***

---

**PREPARATION:** Make sure the work area has ample space and the surface is clean. Cover with paper.

**TOOLS AND SUPPLIES:** Allen Wrench (1/8"), Socket/Ratchet (7/16"), and Phillips screwdriver (No. 2)

### **REMOVING ROLLER FROM THE CASE**

Remove the slat caps from the fabric. Remove the tape from one end of the slat pocket. Remove the slat bar from the fabric. (The slat bar is glued into place, so it may take some effort to slide it out of the pocket). Set the slat caps and slat bar aside for later use.

Run screen to the "up" position. Do not close door by holding fabric away from door hooks. Disconnect all power to the screen.

Remove the screws from the access door. Set aside for later use. Open the access door.

Place several bands of heavy paper around fabric on roller then tape. This will prevent fabric from unrolling during the roller removal.

Use socket/ratchet to remove hex head nuts from pin end roller bracket. **Using two people, hold the roller securely during this operation.**

With the nuts removed, carefully lower the pin end of the roller assembly downward and slide the roller assembly to the right until it clears the motor assembly. The pin end roller bracket comes out with the roller assembly. **Be sure to retain it for later use.**

Carefully lower the roller assembly to the floor or work area.

### **FABRIC REPLACEMENT**

Have ample space for this available on a flat, clean surface such as a large table or floor. The area to be used should be larger than the screen fabric. If the floor is used, clean papers should be spread to keep all dirt from fabric (if the old fabric is to be discarded, it may be used instead of papers).

Place roller with fabric at the edge of the clean surface. Remove tape and paper bands. Roll the fabric out on the clean area. Carefully remove the tape holding the end of the fabric to the roller. Clean roller.

**NOTE:** Notice the position the fabric is taped to the roller.

Unroll the new fabric approximately 10" (picture surface faces upward). Set roller gently on fabric approximately 10" below the fabric's top edge. Make sure the motor end of the roller is on the same respective edge of the new fabric as the old.

The roller has two (2) indentations, each about 1 ¼" in from the ends of the roller. Use a chalk line or straight edge to mark the centerline from one indentation to the other.



**DA-LITE SCREEN COMPANY, INC.**

3100 NORTH DETROIT STREET  
POST OFFICE BOX 137  
WARSAW, INDIANA 46581-0137  
PHONE: 219/267-8101  
800-622-3737  
FAX: 219/267-7804  
<http://www.da-lite.com>  
E-mail: [info@da-lite.com](mailto:info@da-lite.com)

## ***Replacing Fabric on Boardroom Projection Screen***

---

The roller should extend beyond the edges of the fabric an equal distance on each side. The marked centerline should be up.

Bring the end of the fabric up and around roller (picture surface toward roller) and match end of fabric to centerline. The end of the fabric must be absolutely parallel to this line. Failure to keep fabric parallel to the line will cause fabric to roll crooked, wrinkle or crease.

Attach fabric to roller about every 8" with masking tape to hold in place temporarily.

Using two people, unroll Mystik Tape supplied until it is slightly longer than screen fabric is wide. Turn coated side of tape down and lay tape carefully on end of fabric so that half the strip is on the fabric and half the strip is on the roller. Rub tape with cloth folded into pad to insure good adherence.

Carefully roll fabric onto roller; while watching both sides of the fabric to insure that grit, dirt or foreign particles are not rolled into the fabric.

Place several heavy bands of paper around fabric on roller to hold fabric in place while the roller is being installed. Tape the paper bands. **Do not tie them.**

Roller and fabric are now ready for reinstallation into unit.

### **REPLACING ROLLER IN CASE**

Handle roller by the metal ends so that the weight of the roller is not placed on the fabric. Use care not to crease fabric with hands or allowing the fabric to touch case when installing.

Using two people, lift roller assembly into the case.

Be careful not to strike the door mounting bracket or other hardware that may damage fabric.

Carefully slide the roller assembly onto the motor assembly. (The fabric and roller assembly should be oriented so that the bottom of the fabric is facing the case opening while sliding the fabric and roller assembly onto the motor assembly). Be sure to have the pin end bracket in the roller.

Replace the nuts in the pin end roller bracket.

Remove taped paper bands from around roller.

Reconnect power to the screen. Operate the screen in the down direction.

**IMPORTANT: Watch the fabric and roller carefully in the operation. Be prepared to stop motor if the end of the fabric should be exposed on the roller (fabric rolls down too far.)**



**DA-LITE SCREEN COMPANY, INC.**  
 3100 NORTH DETROIT STREET  
 POST OFFICE BOX 137  
 WARSAW, INDIANA 46581-0137  
 PHONE: 219/267-8101  
 800-622-3737  
 FAX: 219/267-7804  
 http://www.da-lite.com  
 E-mail: info@da-lite.com

## Replacing Fabric on Boardroom Projection Screen

**NOTE:** There should be a minimum of 1½ wraps of fabric on the roller. If necessary, adjust the limit switches accordingly (see end of instructions for limit switch adjustment procedures).

With the screen hanging down, slide the slat rod into the slat pocket. The slat pocket should already have black tape over the ends of the slat pocket. This can be peeled back to allow the slat rod to slide in easier. The slat bar should be centered, with 1-3/8- inch of slat rod on either side of fabric. Replace slat caps. Once the slat bar is in the pocket, place a few beads of vinyl adhesive glue (with Methyl Ethyl Ketone) on top of the slat cap on each end and rotate it in the slat pocket to spread the glue. Do not allow the glue to touch any other part of the fabric. Allow the glue to dry 30-minutes before use.

Reinstall the screws (one in each end of case to secure access door.)

Test the whole operating cycle.

Surface travel is stopped automatically in the fully opened and closed positions by limit switches that are properly adjusted at Da-Lite. Should it be necessary to adjust more or less drop of picture, proceed in the following manner:

Note: Use a screwdriver or Allen Wrench to make adjustments.

### More Screen Drop

Place operating switch in "down" position.

When the screen stops, turn the white "down" limit knob one-quarter turn counterclockwise. Test by raising picture surface approximately two feet, then lower again. Repeat until desired picture surface position is attained.

### Less Screen Drop

Raise the picture surface approximately two feet above desired level.

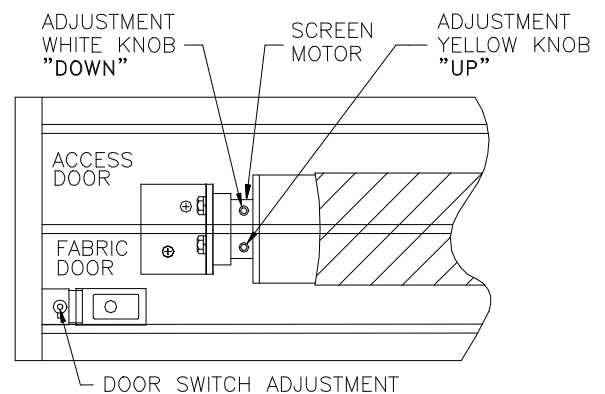
Place operating switch in "off" position.

Turn the white "down" limit knob one-quarter turn clockwise. Test by raising picture surface approximately two feet, then lower again. Repeat until desired picture surface position is attained.

The slat rod picks up the slat hooks and closes the screen door. If door does not close, turn limit yellow "up" limit knob in the counterclockwise direction in one-quarter turn increments until the door closes.

If the surface door does not close flush with the roller access door, it may become necessary to adjust the door limit switch. Turn the adjusting knob counterclockwise in increments of one-quarter turn until the surface door is flush with the roller access door.

**CAUTION! Do not over adjust. This will place unnecessary strain on the fabric slat pocket and could cause damage to the screen surface.**





DA-LITE SCREEN COMPANY, INC.

3100 NORTH DETROIT STREET

POST OFFICE BOX 137

WARSAW, INDIANA 46581-0137

PHONE: 219/267-8101

800-622-3737

FAX: 219/267-7804

<http://www.da-lite.com>

E-mail: [info@da-lite.com](mailto:info@da-lite.com)

## Replacing Fabric on Boardroom Projection Screen

