



# Retractable Screen Replacement Screen Instructions

Patent Pending

For “RTS”, “RET”, & “RTM” Products

## ATTENTION!

**Retractable screens are not intended to provide security or provide for the retention of objects, animals or persons within the interior.**



## Replacement Screen Instructions for ODL “RTS”, “RET”, and “RTM” Retractable Screen Units.

These instructions outline the step-by-step process to replace your Retractable Screen. Before beginning, please review the entire instructions and familiarize yourself with the component parts. A large clean carpeted floor area is suggested as a workspace. The only tool needed is a phillips head screwdriver.

A friend might be helpful but is not necessary to replace your screen.

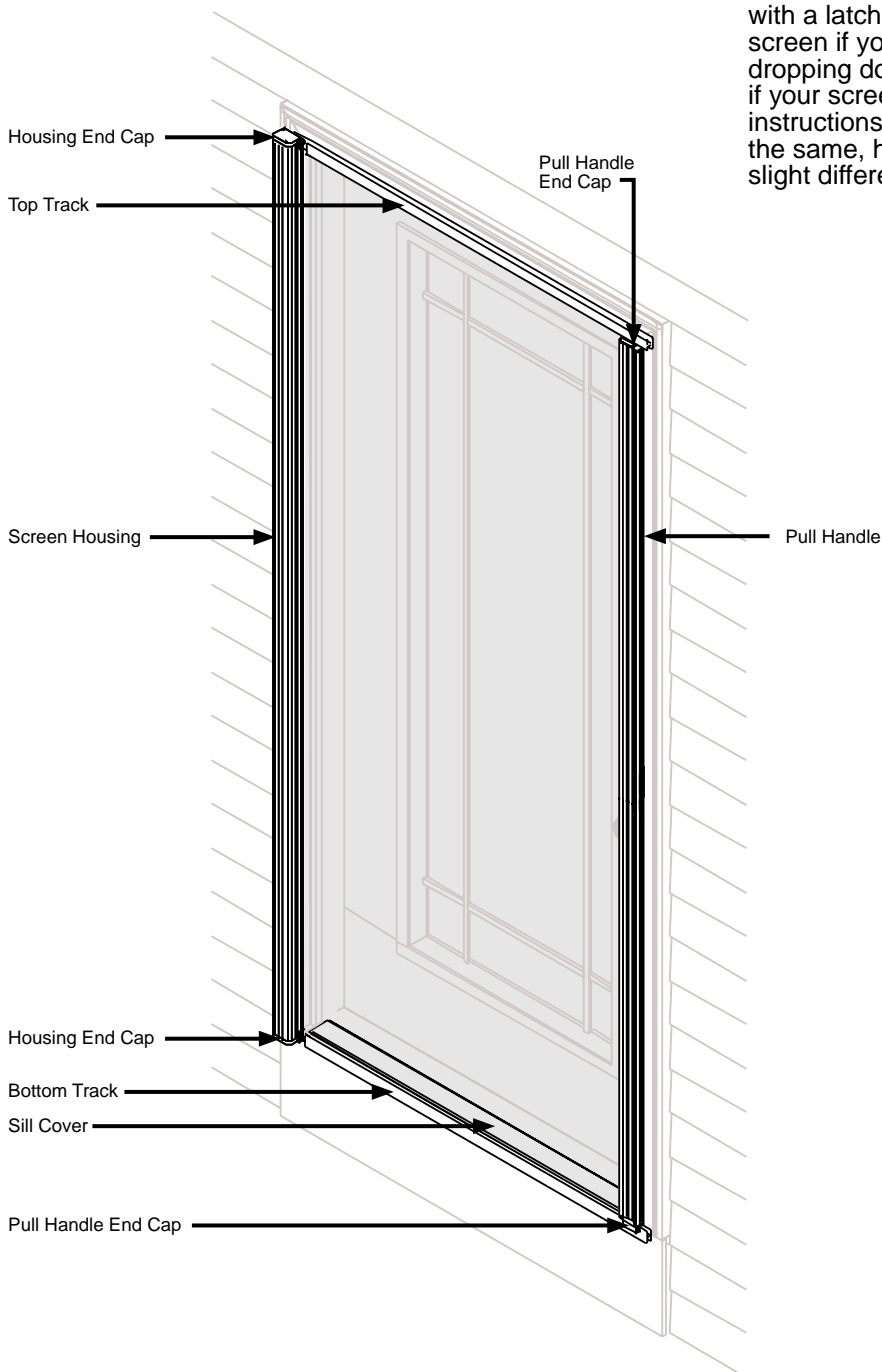
### First...

Identify your screen type and the screen parts.

### Screen Type:

You have an “RTS” screen if your screen closes with a latch and catch. You have an “RET” screen if your screen closes by the handle dropping down. You have an “RTM” screen if your screen closes with a magnet. The instructions for replacing your screen are the same, however, you will notice some slight differences.

### Screen Parts:



# ODL® Retractable Screen Replacement Screen Instructions

Step 1

## Take your screen housing down

Remove the screws used to hold your retractable screen housing to your entry door.

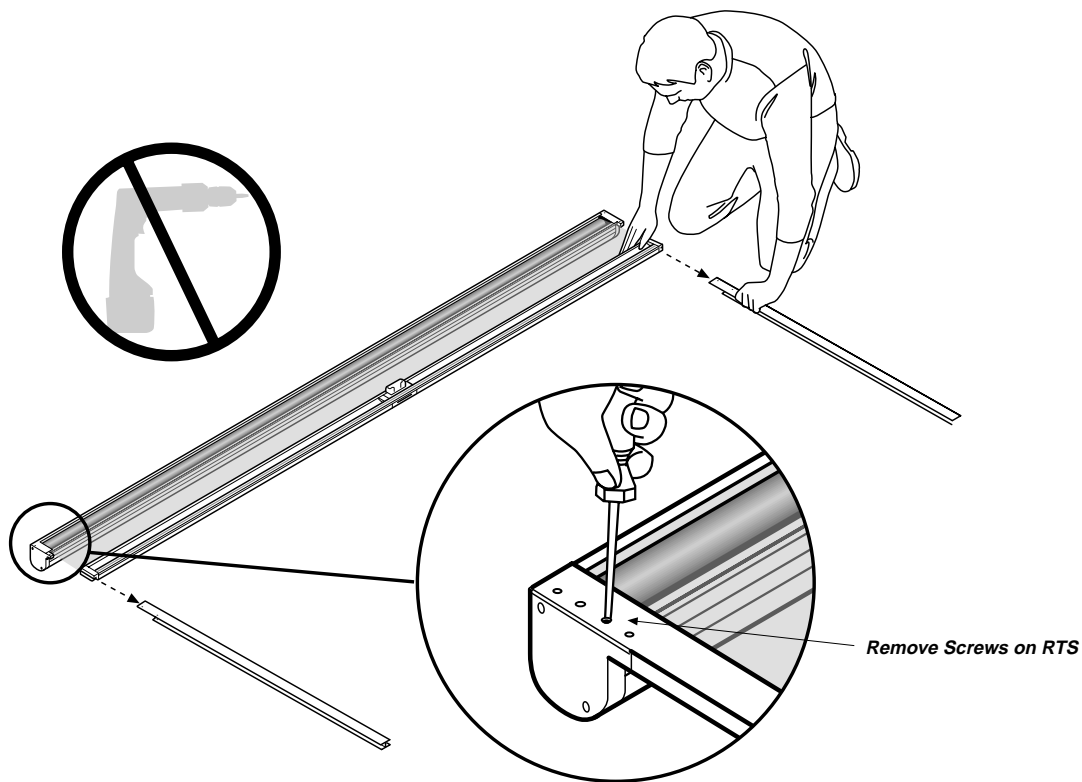
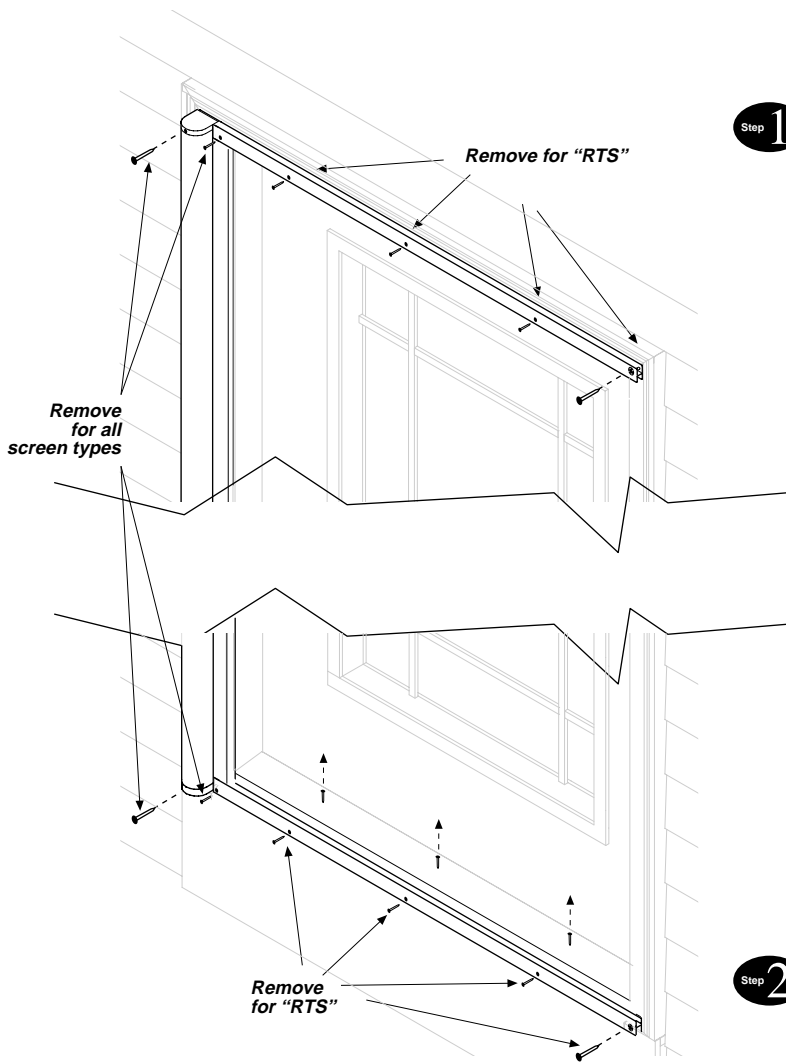
Be sure to keep screws in safe place. When you have removed the screws, lay your housing on a soft surface (a large carpeted floor area is suggested as a workplace).

**IMPORTANT:** For the "RTS" product, you will have to take your tracks down as well.

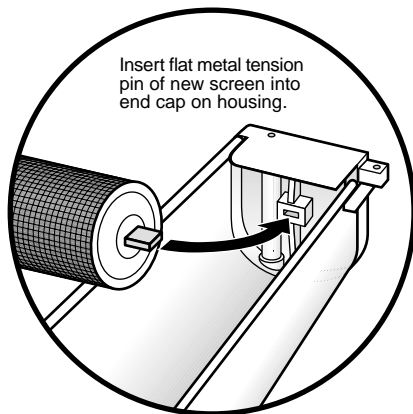
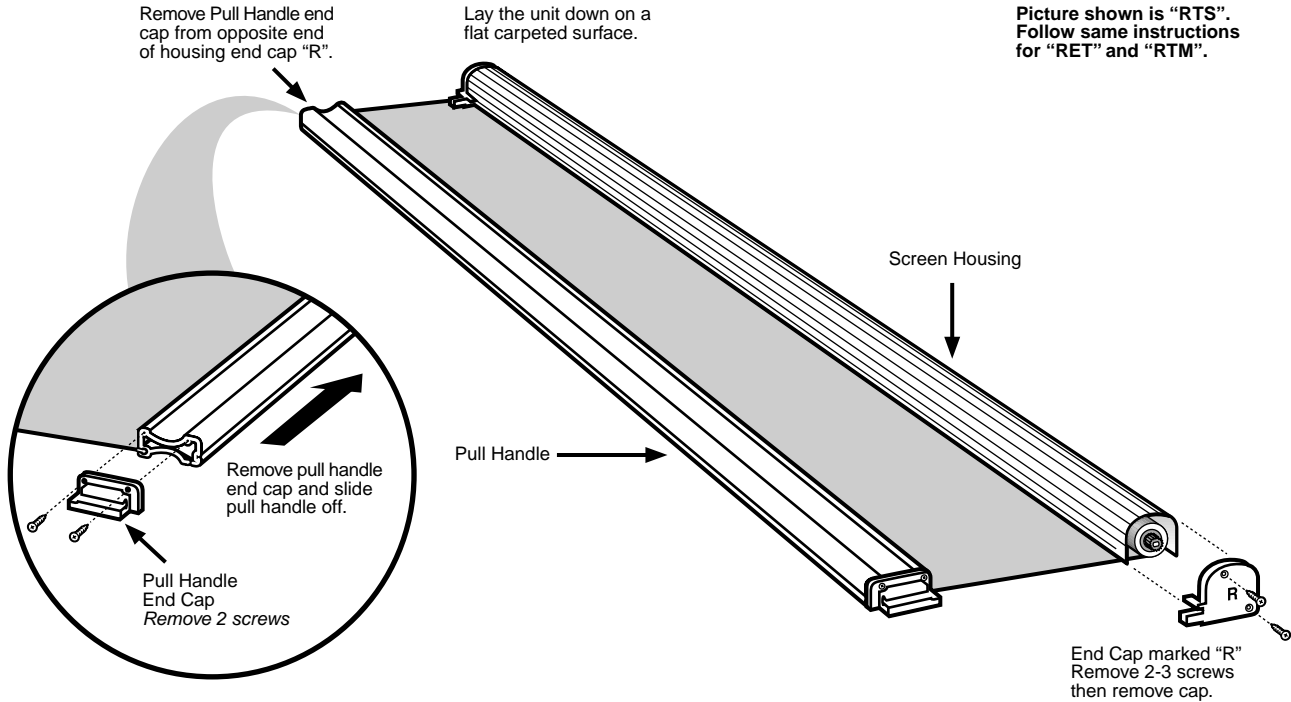
Step 2

## Remove tracks from housing ("RTS" Only)

For the "RTS" product, you'll have to remove the 1/2" screws that connect the track to the back of housing, and pull tracks off from housing.



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### Step 3 Locate the end cap marked R

Remove the screws that secure the end cap marked R. The end cap can then be removed from the housing. You may hear the release of the spring tension which is normal.

### Step 4 Remove the pull handle end cap

Locate the pull handle end cap on the opposite end from the housing end cap you just removed. Remove screw/s that hold the pull handle end cap in place and remove the cap. You can now withdraw the pull handle from the damaged screen.

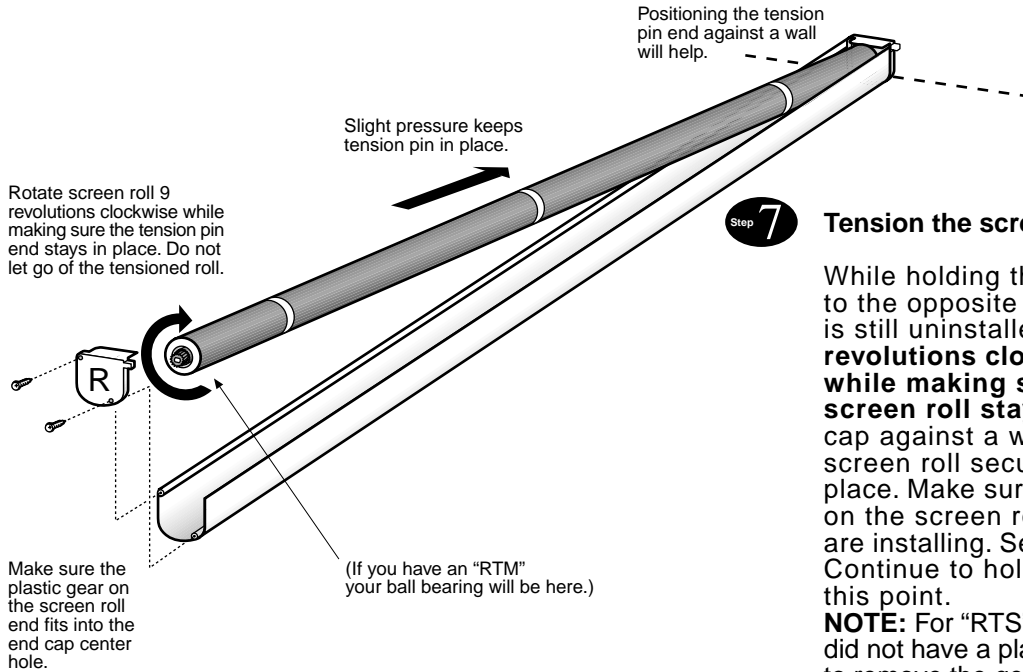
### Step 5 Remove the damaged screen

You can now remove the entire damaged screen roll & discard. If you have an "RTM" screen you will need to remove the ball bearing from your damaged screen and insert it in your new screen. You will need to remove the damper (has a plastic gear on it) from the new screen in order to do this.

### Step 6 Install the new screen roll.

Remove the new screen from it's packaging - leave the tape holding the screen roll in place. Identify the tension pin end of the new screen - this is the end with the flat metal pin protruding. Carefully insert the metal tension pin into the slot on the end cap that is still secured to the housing. Make sure it is seated properly and kept there for the next few steps.

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Pictures shown are "RTS".

Step 7

## Tension the screen roll

While holding the screen roll in place, move to the opposite end where the housing end cap is still uninstalled. **Rotate the screen roll 9 revolutions clockwise to build spring tension while making sure the secured end of the screen roll stays in place.** Positioning the end cap against a wall will help. Keep holding the screen roll securely and install the end cap in place. Make sure the plastic gear or ball bearing on the screen roll end fits into the end cap you are installing. Secure it with one screw right now. Continue to hold tension on the screen roll at this point.

**NOTE:** For "RTS", if the screen you are replacing did not have a plastic gear at one end, you will need to remove the gear from the new screen you are installing. This can be done simply by pinching the gear with wire cutters or pliers and pulling it off from the plastic pin. The plastic pin will now fit snugly into your existing screen housing end cap.

Step 8

## Secure the Screen Tension

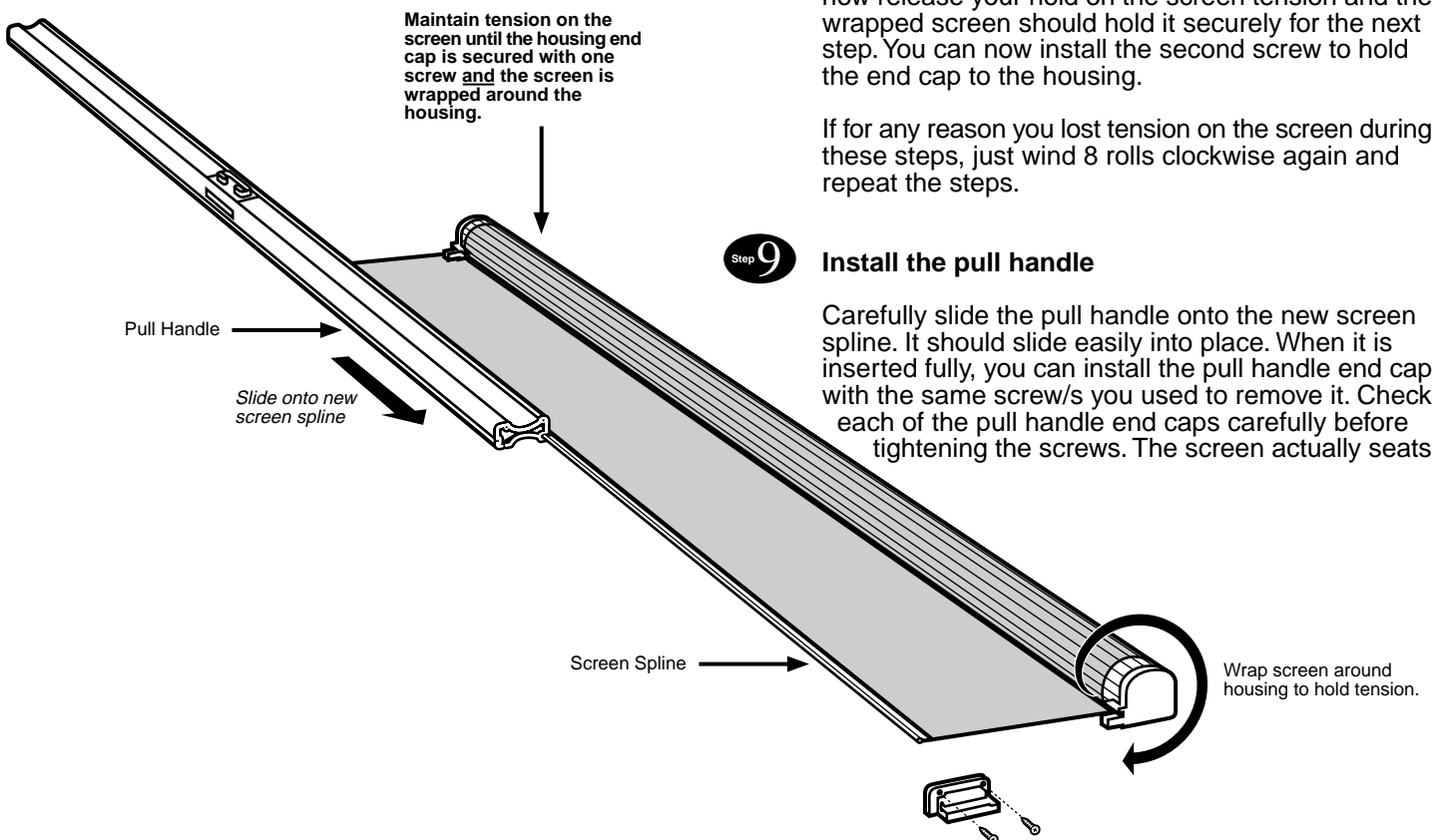
Remove the tape holding the screen and pull out the tensioned screen approximately 18". Carefully wrap the screen around the housing once or twice and lay the housing flat to hold the screen securely. You can now release your hold on the screen tension and the wrapped screen should hold it securely for the next step. You can now install the second screw to hold the end cap to the housing.

If for any reason you lost tension on the screen during these steps, just wind 8 rolls clockwise again and repeat the steps.

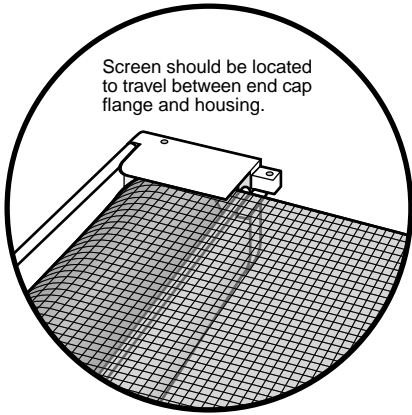
Step 9

## Install the pull handle

Carefully slide the pull handle onto the new screen spline. It should slide easily into place. When it is inserted fully, you can install the pull handle end cap with the same screw/s you used to remove it. Check each of the pull handle end caps carefully before tightening the screws. The screen actually seats



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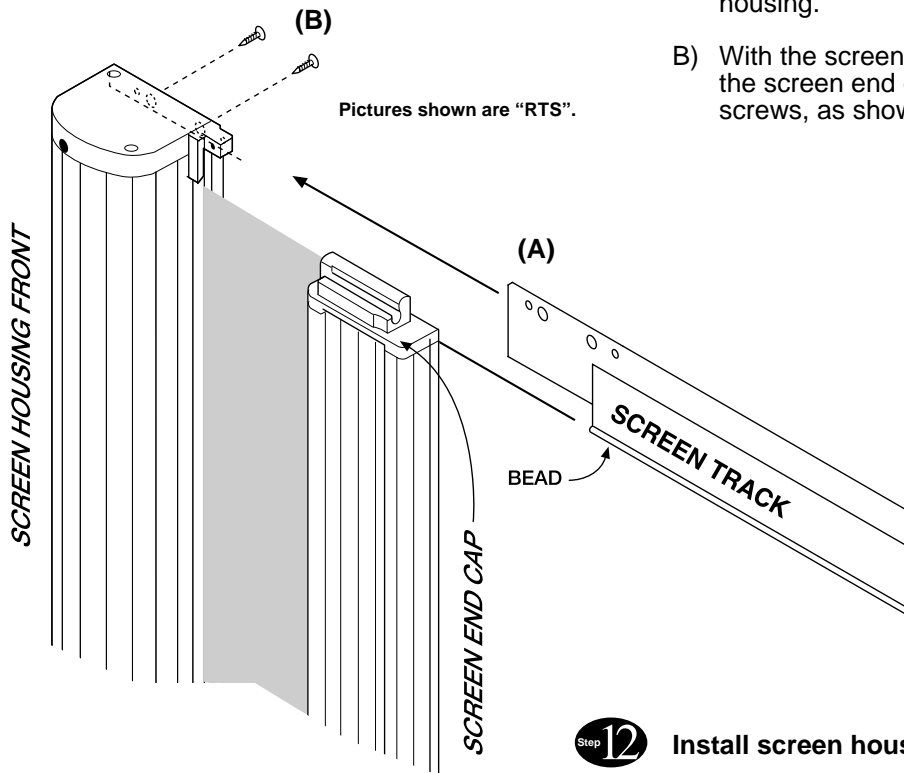


### Step 10 Check screen path and test operation

Unwrap the screen from around the housing. The screen itself should follow the path through the end cap channels as shown in the detailed illustration. If it doesn't, carefully maneuver the screen into position. You can now test the screen for proper operation by extending it and letting it retract. It should operate smoothly and not retract with excessive force.

### Step 11 Install the screen tracks (For "RTS" Only)

- A) Thread bead on track through hole in screen end cap. Flat end of track lies flush with back of screen housing.
- B) With the screen track properly threaded through the screen end cap, install your 1/2" flat head screws, as shown.



### Step 12 Install screen housing / tracks to door

Take your screen housing / track assembly to the door. Use the existing holes as a guide for correct position. Once the correct position is obtained, install your track, sill cover and housing screws. Be sure you don't overtighten your track screws, for that could cause binding of the screen.

### Step 13 Check for operation on door

With all screws securely installed you can now test the operation of the installed unit. It should open and close smoothly with no binding. If binding occurs, first check that the screws securing the housing are not over tightened. If binding still occurs, check the helpful tips on the next page.

# ODL® Retractable Screen Replacement Screen Instructions

## Maintenance and Helpful Tips

### Regular seasonal maintenance

- Check for loose screws and proper operation.
- Clean debris from tracks and screen.
- Retract screen into housing during below freezing temperatures - do not operate - damage may occur.

### If screen binds during extension/retraction:

- Check for squareness where track and housing meet.
- Check for proper fit between track and housing.
- Check that top and bottom tracks are parallel
- Check that tracks are mounted to flat vertical surfaces
- Check tracks for debris - leaves, twigs, etc.
- Check for screws that may be overtightened causing the pull handle to bind on the track.

For questions or additional information  
call ODL at 800-253-3900

## Limited Warranty for ODL Retractable Screen

Effective August 2000

### Warranty Coverage

Subject to the conditions, exclusions and limitations herein, ODL Incorporated ("ODL") warrants that its Retractable Screen Product ("Product") is free from defects in material and workmanship that would render the Product unfit for its normal and recommended use.

THIS WARRANTY APPLIES AND EXTENDS ONLY TO THE ORIGINAL CONSUMER PURCHASING THIS PRODUCT. THE DURATION OF THIS WARRANTY BEGINS ON THE DATE OF PURCHASE BY THE CONSUMER AND EXTENDS FOR PERIOD OF ONE YEAR.

### Exclusions from Coverage

This warranty does not cover:

- Damage to the screen mesh component of the product.
- A Product that is not installed on a steel, wood or fiberglass entry door.
- Defects or damages resulting in failure to install or operate the Product in accordance with ODL's installation instructions.
- Defects or damages resulting from use of the Product for purposes other than those for which it was designed.
- Defects or damages resulting from modifications or attachments to the Product.
- Damage to the entry door.
- Defects or damages arising out of improper handling, cleaning, maintenance, operation, defective or improper installation, (including installation not in accordance with ODL's installation instructions), improper storage, normal wear and tear, accident, act of God, intentional human acts, misuse, abuses, or any circumstances beyond the control of ODL.
- Defects or damages resulting from shipment by common carriers, private transportation or other means of transportation.

### Inspection and Discovery of Defect

It is the Consumer's responsibility to inspect the Product immediately upon receipt of the Product. If a defect covered under this warranty is discovered upon inspection, the customer must follow the Warranty Claim Procedure set forth below.

ODL shall have no obligation under this warranty with respect to any defect reasonably discoverable upon immediate inspection once the product has been installed.

If a defect occurs after installation within the warranty period, then the consumer must follow the Warranty Claim Procedure set forth below.

### Warranty Claim Procedure

The Consumer must follow the following procedure to make a claim under this warranty:

1. The Consumer must present a written claim to ODL within 30 days after discovering the defect. The Consumer must submit its claim to the following address: ODL Incorporated, Customer Service, 215 East Roosevelt Avenue, Zeeland, Michigan, 49464. ODL must receive this written claim within the warranty period.

2. The Consumer must use reasonable diligence to include all of the following in the written claim:

a. An adequate description of the claimed defect(s); b. The date of the Consumer's purchase, the place of purchase, and the purchase price.

3. The Consumer must, if requested by ODL, permit ODL or its representative to inspect the Product.

### Remedies

After receiving a valid claim, ODL will, at ODL's option either (a) repair the Product or provide a replacement Product of like kind and design, or (b) upon the return of the Product to ODL, refund the Consumer the purchase price of the Product paid by the Consumer.

If ODL elects to provide a replacement Product, the limited warranty for the replacement product will last for the balance of the warranty of the original Product.

ODL'S LIABILITY UNDER THIS WARRANTY IS LIMITED TO EITHER (A) OR (B) ABOVE, AND ODL WILL IN NO EVENT BE RESPONSIBLE FOR SHIPPING, LABOR, REMOVAL OF ORIGINAL PRODUCT, INSTALLATION OF REPLACEMENT PRODUCT, FINISHING EXPENSES, OR OTHER CHARGES, COSTS OR CLAIMS INCURRED BY THE CONSUMER.

### Disclaimer of Warranty

NO IMPLIED WARRANTY, INCLUDING WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, SHALL APPLY TO THE PRODUCT (OR ANY REPLACEMENT) BEYOND THE DURATION OF THIS WRITTEN WARRANTY. (Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.)

### Limitation of Remedies

THE REMEDIES SET FORTH ABOVE ARE THE CONSUMER'S EXCLUSIVE REMEDIES FOR BREACH OF WARRANTY OR NEGLIGENCE, IN NO CASE SHALL ODL BE LIABLE TO THE CONSUMER OR ANY OTHER PERSON FOR ANY GENERAL, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. (Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.)

Unless modified in a later writing signed by both ODL and Consumer, this warranty is the complete and exclusive warranty related to the Product, and it supersedes all earlier agreements and other communications relating to the Product. No employee of ODL or any other party is authorized to make any warranty in addition to this warranty. Invalidation of any one or more of the other provisions of this warranty shall not invalidate or affect one of the other provisions. This warranty is not transferable.

This warranty gives the Consumer specific legal rights, and the Consumer may also have other legal rights which may vary from state to state.



Building Value  
Into Building Products®

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800.253.3900 [www.odl.com](http://www.odl.com)