

# easy-trim<sup>roto</sup>

THE ASPIRATIONAL ROOF WINDOW



Operation Guide - ETRi8 



## Contents

Introduction	vii
Target groups	vii
Pictograms for warnings etc.	vii
For your safety	9
Important information on use	10
Important safety information for children and the mentally disabled	10
Important information on the safety features	10
Product description	11
Product description	12
Main functions	12
Operation	13
Description	14
Operating the roof window in dry weather	14
Opening, stopping and closing the roof window	14
Opening the roof window by 2° for ventilation	14
Operating the roof window in wet weather	15
Opening the roof window by 2° for ventilation in wet weather	15
Opening the roof window further in wet weather	16
Activating and deactivating the button lock	16
Cleaning	19
Cleaning the outside of the roof window	20
Adjustment	23
Adjusting the clearance at the side	24
Maintenance	29
Lubricating the roof window	30
Removing leaves from the roof window	33
Help in the event of a problem	35
What to do if there is a power failure	36
What to do after panic operation	37
What to do if there are any other problems	37
Appendix	39
Contact details	40





## Introduction

Congratulations on your new Roto product. You have bought a high-quality product that will give you pleasure for years to come.

This manual provides important information all about your new Roto product. This includes information on care and maintenance. As with other high-quality technical products, only if you care for and maintain it well is problem-free operation ensured. So please take some time to read through this manual carefully, and keep it in a safe place so that you can consult it if the window gets damaged or is in need of repair.

Your Roto partner will be glad to provide you with further advice at any time. We wish you all the best with your new Roto product and are sure it will give you great pleasure.

## Target groups

The operating and maintenance manual is aimed at the users of roof windows and/or solar modules.

## Pictograms for warnings etc.

It is imperative to heed the information on safety and danger if you are to use your Roto product safely. Your attention is drawn to this information by suitable pictograms.

The pictogram below accompanied by the word "Danger" draws your attention to the threat of danger that can result in immediate death or a serious head injury if it is not averted.

**Danger:**

- The danger is described here.
  - The consequences are described here.
  - The action to be taken to avert this danger is described here.
- 

The pictogram below accompanied by the word "Warning" draws your attention to a possible danger that can result in immediate death or a serious head injury if it is not averted.

**Warning:**

- The danger is described here.
  - The consequences are described here.
  - The action to be taken to avert this danger is described here.
- 

The pictogram below accompanied by the word "Caution" draws your attention to the threat of danger that can result in minor or moderate injury if it is not averted.

**Caution:**

- The danger is described here.
  - The consequences are described here.
  - The action to be taken to avert this danger is described here.
- 



**Note:** This draws your attention to valuable tips and information about the product.

---





## For your safety

### Topics:

- [Important information on use](#)
- [Important safety information for children and the mentally disabled](#)
- [Important information on the safety features](#)

It is imperative to heed the following safety information if you are to use Roto products safely. Read through this safety information carefully and follow it when using the products.



## Important information on use

Please note the following safety information on the use and limitations of this Roto product.



**Attention:**

The roof window may only be opened in order to look out of it, ventilate the room or clean the glass on the outside. Do not climb out of the roof window. This could result in a fatal fall.



**Attention:**

The roof window cannot be opened at an angle of more than 45°. Do not push the roof window manually any further than this. This can lead to product damage for which Roto accepts no liability.

## Important safety information for children and the mentally disabled

Please note the following safety information concerning children and the mentally disabled.



**Attention:**

Do not leave children or anyone with a mental disability unsupervised in a room with a roof window. Children and those with a mental disability could get stuck when operating the roof window or could climb out of the open window and fall.

## Important information on the safety features

The roof window is equipped with automatic functions and an emergency stop button in the danger area and thus meets the requirements of safety class 3.



**Note:**

A safety sensor can be purchased to bring the window up to safety class 4. Safety class 4 permits the roof window to be installed in public buildings such as kindergartens, for example.



## Product description

Topics:

- [Product description](#)
- [Main functions](#)

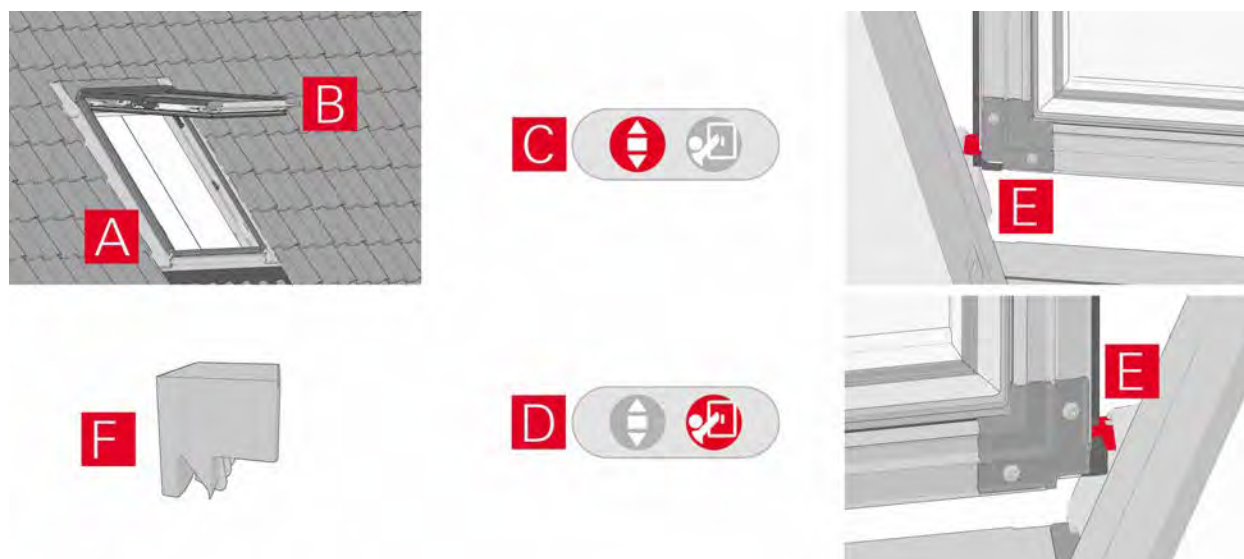
This section tells you everything you need to know about the product.





## Product description

The roof window consists of the following parts:



Item	Description
A	Frame
B	Sash
C	Operating button, emergency stop button
D	Cleaning position button
E	Cleaning position bars and keeps
F	Rain sensor

## Main functions

The roof window has the following main functions:

- It can be opened to allow you to look out.
- It can be opened for ventilation.
- It can be closed.
- It can be opened to the cleaning position to allow the outside of the window to be cleaned.



## Operation

### Topics:

- [Description](#)
- [Operating the roof window in dry weather](#)
- [Operating the roof window in wet weather](#)
- [Activating and deactivating the button lock](#)

This section tells you everything you need to know to operate the product.



## Description

You can use the operating button to open, stop and close the roof window. However, it is also possible to operate the window using a Roto remote control device or a wall switch if one is available.



### Note:

You can use the emergency stop button to stop the roof window closing at any point.



The following things can only be done with a Roto remote control device or a wall switch:

- [Opening the roof window by 2° for ventilation](#) on page 14
- [Opening the roof window further in wet weather](#) on page 16



**Note:** If you are using a Roto remote control device, please also read the operating manual for the device.

## Operating the roof window in dry weather

### Opening, stopping and closing the roof window

This section describes how to open, stop and close the roof window.

1. Press the operating button to open the roof window.



**Note:** After a power failure, the roof window is re-referenced. If this happens, wait for about 30 seconds until you hear no further noises. Then press the operating button or "open" button again.



2. Press the operating button to stop the roof window.



### Caution:

- There is a danger of being crushed when the roof window closes.
- If parts of your body are crushed between the sash and frame when the window is closing, it can result in minor or moderate injuries.
- Take a step back before closing the roof window and ensure that no parts of your body can get caught between the sash and frame.



3. Press the operating button to close the roof window.



## Opening the roof window by 2° for ventilation

This section describes how to open the roof window by 2° for ventilation using a Roto remote control device or wall switch.



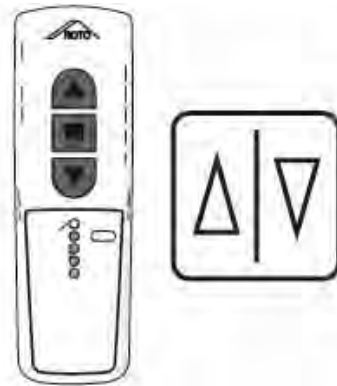
**i Note:** The operating button on the roof window cannot be used in this case.

1. Press the "open" button on the Roto remote control device or the wall switch twice in rapid succession to open the roof window by 2° for ventilation.

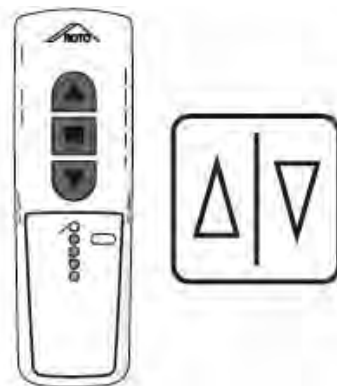
**i Note:** After a power failure, the roof window is re-referenced. If this happens, wait for about 30 seconds until you hear no further noises. Then press the operating button or "open" button again.

**⚠ Caution:**

- There is a danger of being crushed when the roof window closes.
- If parts of your body are crushed between the sash and frame when the window is closing, it can result in minor or moderate injuries.
- Take a step back before closing the roof window and ensure that no parts of your body can get caught between the sash and frame.



2. Press the "close" button on the Roto remote control device or the wall switch to close the roof window.



## Operating the roof window in wet weather

### Opening the roof window by 2° for ventilation in wet weather

This section describes how to open the roof window by 2° for ventilation in wet weather.

1. Press the operating button to open the roof window by 2° for ventilation.

**i Note:** After a power failure, the roof window is re-referenced. If this happens, wait for about 30 seconds until you hear no further noises. Then press the operating button or "open" button again.



2. Press the operating button to close the roof window.





## Opening the roof window further in wet weather

This section describes how to open the roof window further in wet weather using a Roto remote control device or a wall switch. The roof window must be in the ventilation position for this (see [Opening the roof window by 2° for ventilation in wet weather](#) on page 15).

**i Note:** The operating button on the roof window cannot be used in this case.

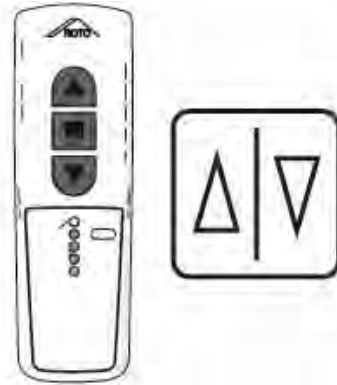
1. Press the "open" button on the Roto remote control device or the wall switch twice in rapid succession to open the roof window further.

**i Note:** This deactivates the rain sensor for 20 minutes. If it is still raining after 20 minutes or starts raining again, the roof window closes automatically.

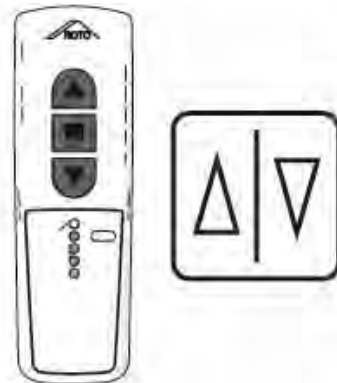
**i Note:** After a power failure, the roof window is re-referenced. If this happens, wait for about 30 seconds until you hear no further noises. Then press the operating button or "open" button again.

**⚠ Caution:**

- There is a danger of being crushed when the roof window closes.
- If parts of your body are crushed between the sash and frame when the window is closing, it can result in minor or moderate injuries.
- Take a step back before closing the roof window and ensure that no parts of your body can get caught between the sash and frame.



2. Press the "close" button on the Roto remote control device or the wall switch to close the roof window.



## Activating and deactivating the button lock

This section describes how to activate and deactivate the button lock. When the button lock is activated, neither the operating button nor the cleaning position button can be used.

1. To activate the button lock, press the operating button and the cleaning position button simultaneously for about 3 seconds until you hear an alarm tone.





---

The button lock is now activated. Neither the operating button nor the cleaning position button can be used.

2. To deactivate the button lock, press the operating button and the cleaning position button simultaneously for about 3 seconds until you hear an alarm tone.



The button lock is now deactivated. Neither the operating button nor the cleaning position button can be used.

---





## Cleaning

Topics:

- [Cleaning the outside of the roof window](#)

This section tells you everything you need to know about cleaning the product.



## Cleaning the outside of the roof window

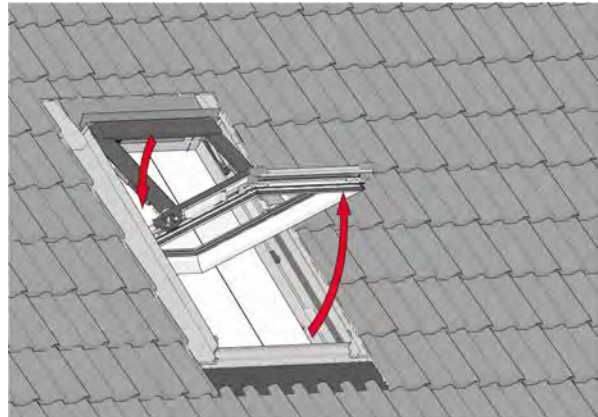
Before you can clean the outside of the roof window, it must first be closed.

1. Press the cleaning position button.



The sash unlocks and opens a little.

2. Turn the upper end of the sash towards the lower end of the frame.



The operating situation must now be as shown in the drawing.

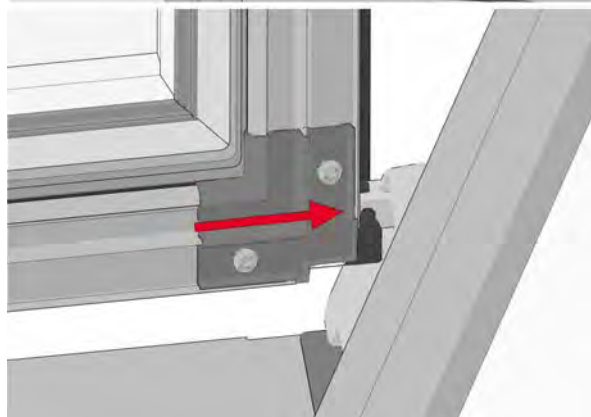
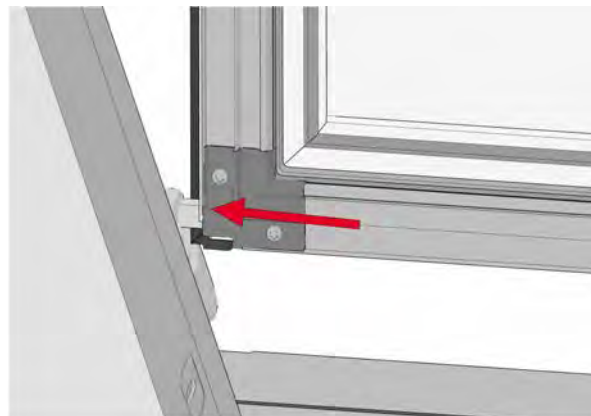




3. Push the cleaning position bars on both sides of the upper part of the sash into the keeps in the frame to secure the sash in position.

**Danger:**

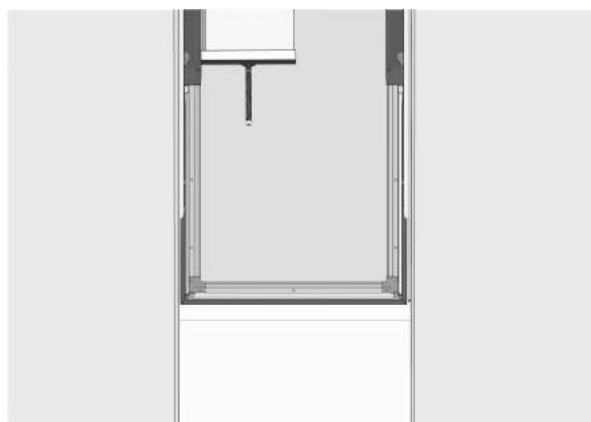
- There is a danger of falling when cleaning, maintaining or adjusting the roof window.
- If you have not correctly secured the roof window by means of the cleaning position locking mechanism, you could topple forward, fall and suffer a life-threatening injury.
- You should therefore check that the cleaning position bars are correctly inserted into the keeps.



4. Clean the outside of the roof window.



**Note:** Use only gentle cleaning agents to clean the window.



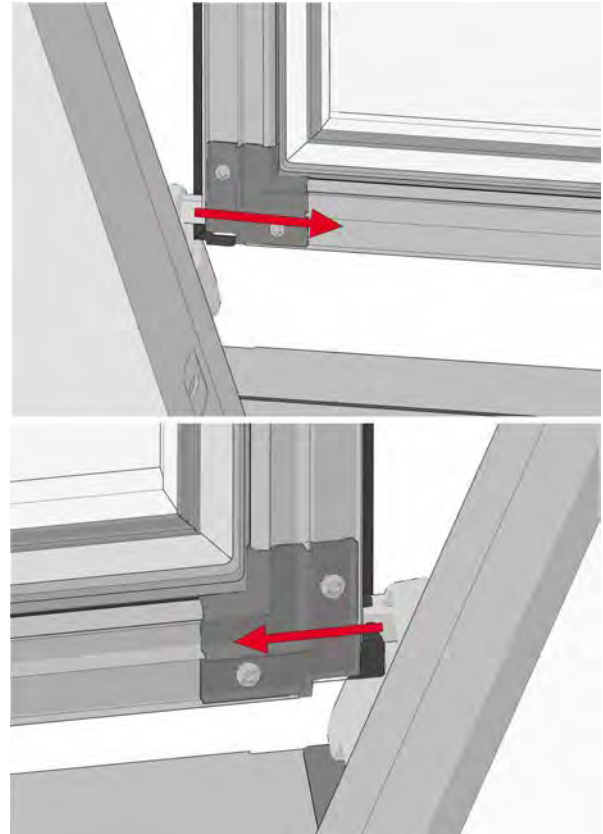


5. Push the cleaning position bars on both sides of the upper part of the sash out of the keeps in the frame to release the sash.

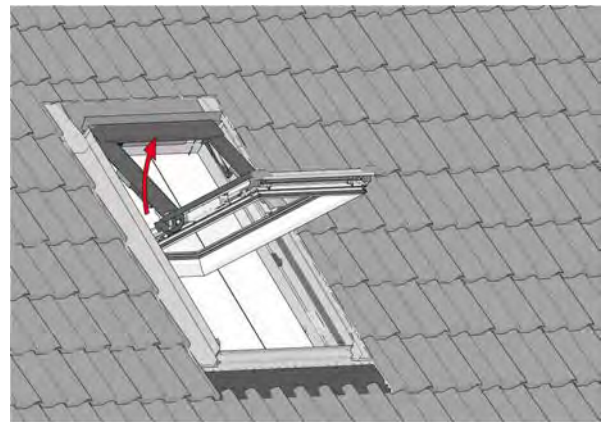


**Note:**

Ensure that the cleaning position bars have been fully pushed back. If you do not do this, you could damage the frame when pushing the sash up, or the sash will not engage properly.



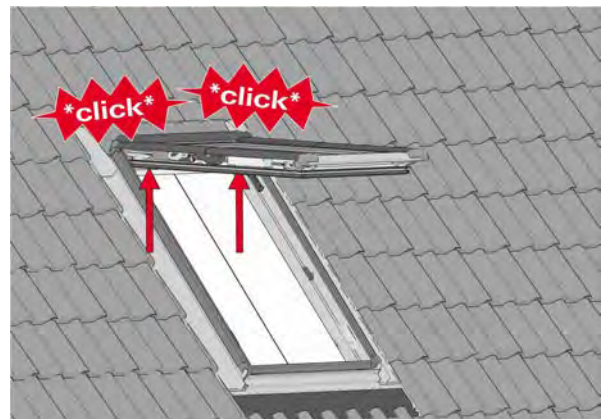
6. Turn the upper end of the sash back to its initial position.



7. Push the sash up forcefully until it engages on both sides.



**Note:** If you should want to clean the outside of the window again, simply press the cleaning position button again and repeat the steps above.



8. Press the operating button to close the roof window.





## Adjustment

Topics:

- [Adjusting the clearance at the side](#)

This section tells you everything you need to know about the adjustments you can make to the product.



## Adjusting the clearance at the side

Over time, the clearance at the side may change in such a way that the sash is slightly misaligned in the frame due, for example, to the fact that wood has been used in a working system. The drawing illustrates this.

This section describes how to adjust the clearance at the side. The roof window must be closed in order to do this.

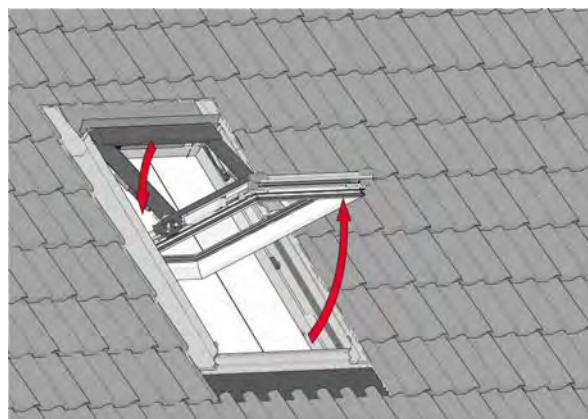


1. Press the cleaning position button.



The sash unlocks and opens a little.

2. Turn the upper end of the sash towards the lower end of the frame.



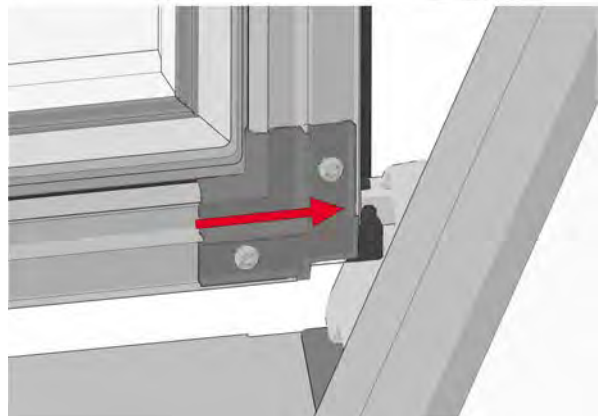
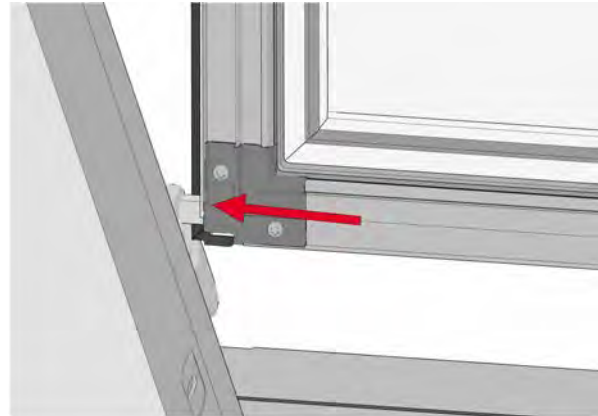
The operating situation must now be as shown in the drawing.



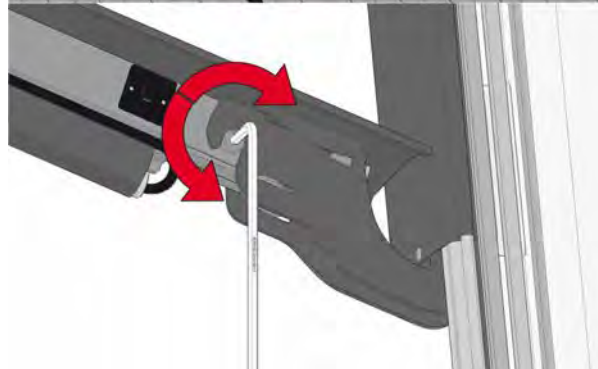
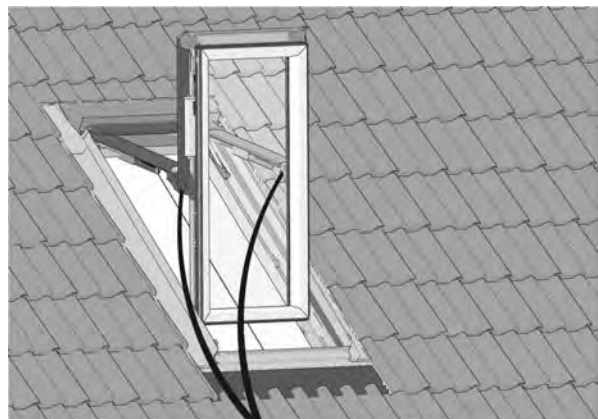
3. Push the cleaning position bars on both sides of the upper part of the sash into the keeps in the frame to secure the sash in position.

**Danger:**

- There is a danger of falling when cleaning, maintaining or adjusting the roof window.
- If you have not correctly secured the roof window by means of the cleaning position locking mechanism, you could topple forward, fall and suffer a life-threatening injury.
- You should therefore check that the cleaning position bars are correctly inserted into the keeps.



4. Use a suitable Allen key to turn the screws at the locations shown in one direction.

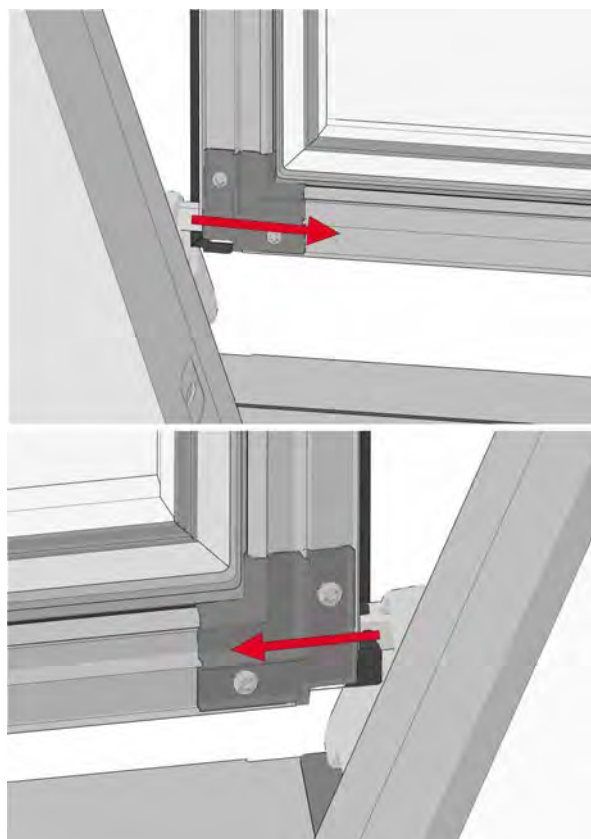




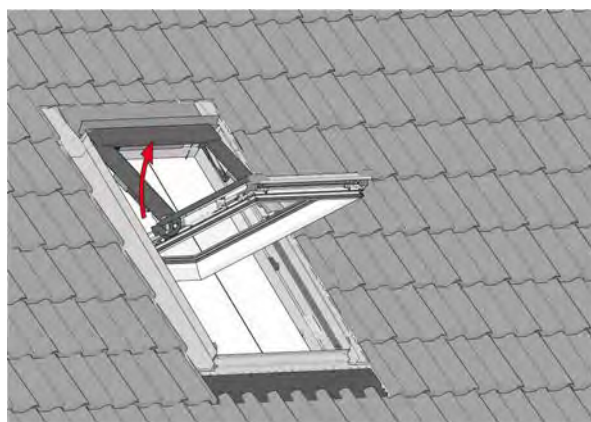
5. Push the cleaning position bars on both sides of the upper part of the sash out of the keeps in the frame to release the sash.

**Note:**

Ensure that the cleaning position bars have been fully pushed back. If you do not do this, you could damage the frame when pushing the sash up, or the sash will not engage properly.



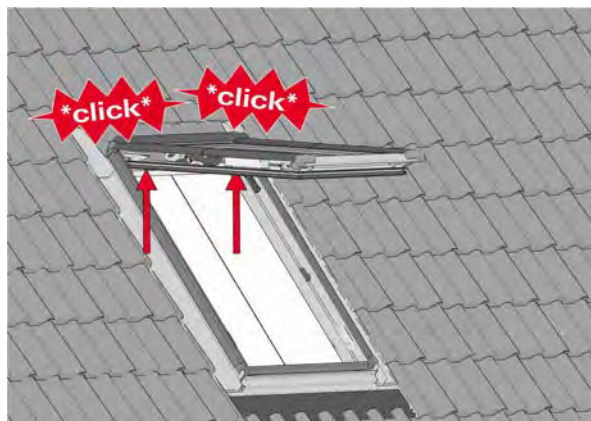
6. Turn the upper end of the sash back to its initial position.



7. Push the sash up forcefully until it engages on both sides.



**Note:** If you should want to clean the outside of the window again, simply press the cleaning position button again and repeat the steps above.

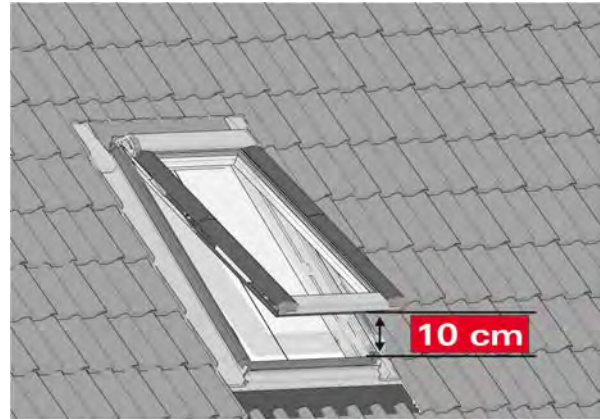


8. Press the operating button to close the roof window.





9. Open the roof window about 10 cm. Follow the steps below.



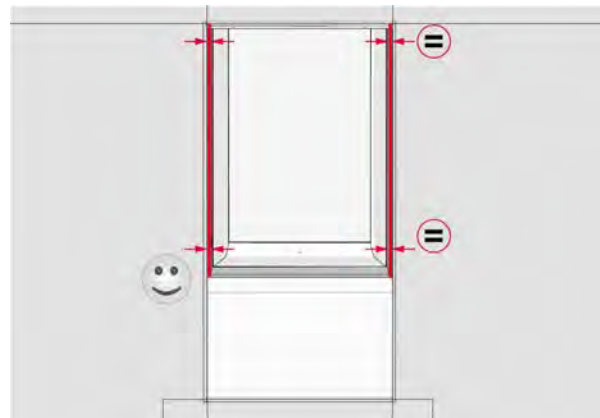
- a) Press the operating button to open the roof window.



- b) Once the roof window has opened by about 10 cm, press the operating button again to stop the window opening.



10. Check the clearance. Is it the same at the top and bottom of the window? If not, close the roof window and repeat the steps above until the clearance is the same at both ends.



The clearance at the side is now correctly adjusted.







## Maintenance

### Topics:

- [Lubricating the roof window](#)
- [Removing leaves from the roof window](#)

This section tells you everything you need to know about maintaining the product.



## Lubricating the roof window

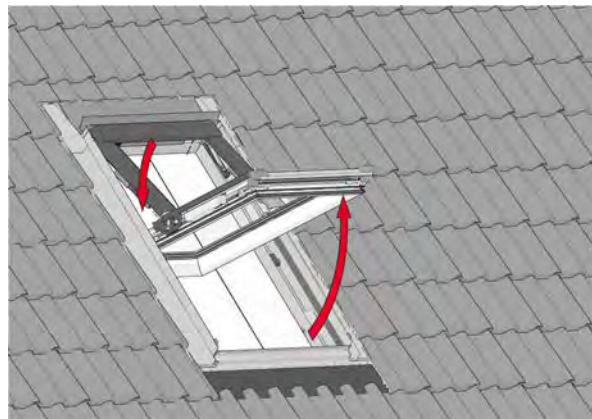
To ensure that the roof window continues to operate without problems, it must be lubricated annually. This section describes how to do this.

1. Press the cleaning position button.



The sash unlocks and opens a little.

2. Turn the upper end of the sash towards the lower end of the frame.



The operating situation must now be as shown in the drawing.



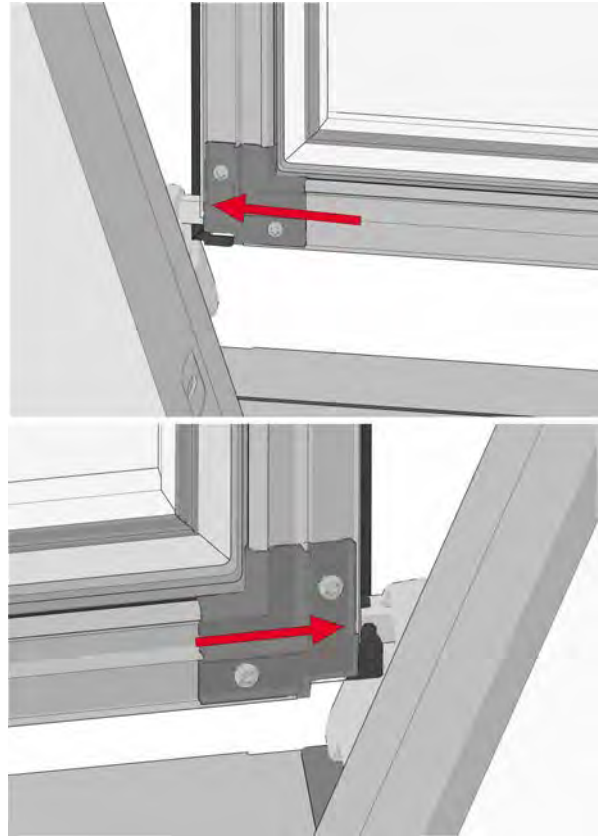


3. Push the cleaning position bars on both sides of the upper part of the sash into the keeps in the frame to secure the sash in position.

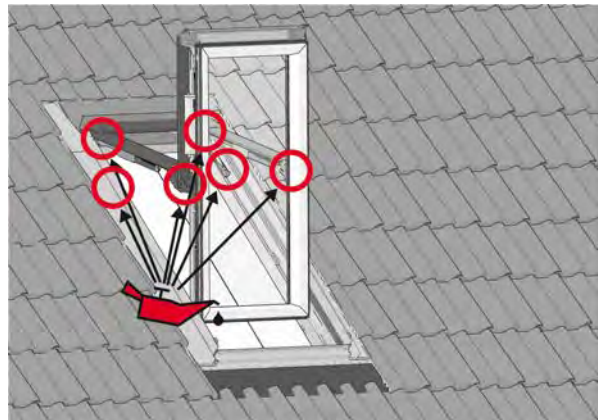


**Danger:**

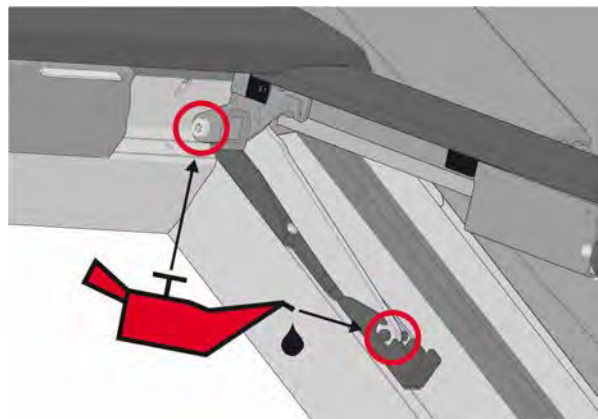
- There is a danger of falling when cleaning, maintaining or adjusting the roof window.
- If you have not correctly secured the roof window by means of the cleaning position locking mechanism, you could topple forward, fall and suffer a life-threatening injury.
- You should therefore check that the cleaning position bars are correctly inserted into the keeps.



4. Lubricate the roof window at the joints shown. Follow the steps below.

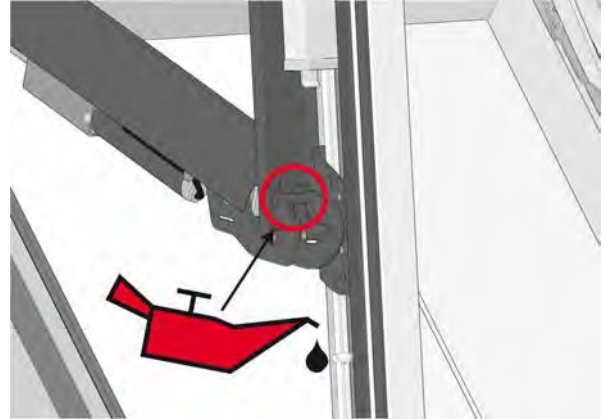


- a) Oil the tilt bearing bolts and lever bearing bolts.





- b) Oil the tilt-and-swing bearings.

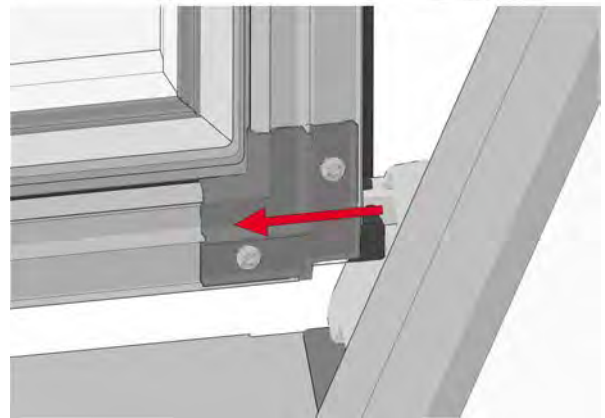
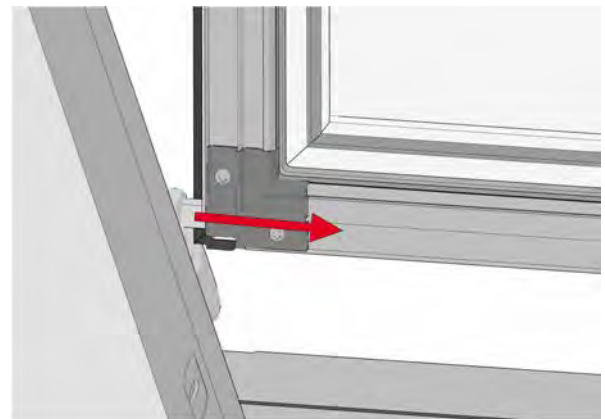


5. Push the cleaning position bars on both sides of the upper part of the sash out of the keeps in the frame to release the sash.

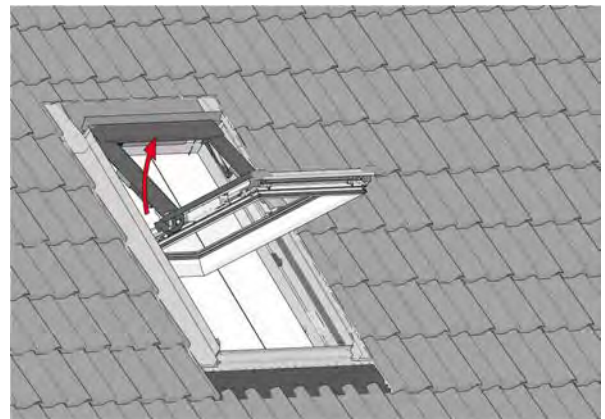


**Note:**

Ensure that the cleaning position bars have been fully pushed back. If you do not do this, you could damage the frame when pushing the sash up, or the sash will not engage properly.



6. Turn the upper end of the sash back to its initial position.

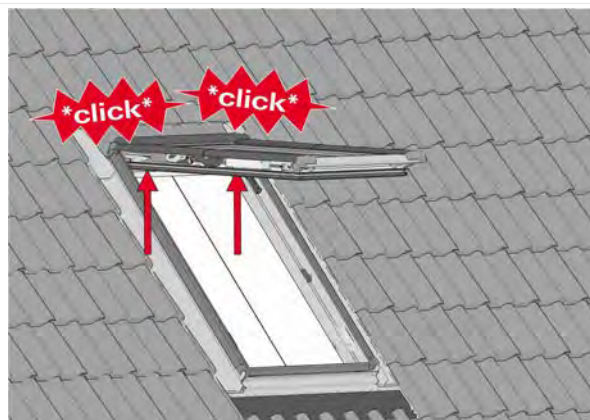




7. Push the sash up forcefully until it engages on both sides.



**Note:** If you should want to clean the outside of the window again, simply press the cleaning position button again and repeat the steps above.



8. Press the operating button to close the roof window.



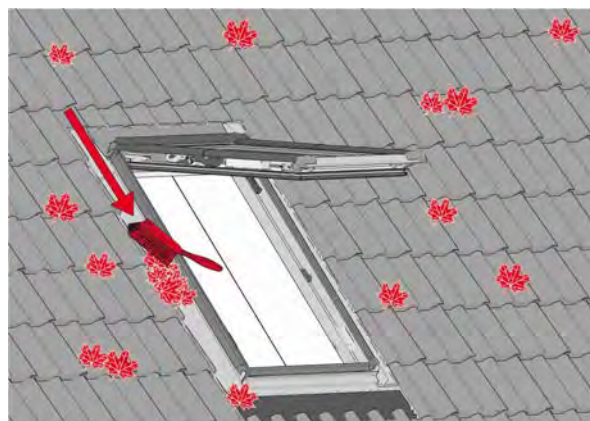
## Removing leaves from the roof window

To ensure that the roof window continues to operate without problems, leaves must be removed from it at the end of autumn each year. This section describes how to do this.

1. Press the operating button to open the roof window.



2. Remove any leaves from the roof window.



3. Press the operating button to close the roof window.







## Help in the event of a problem

### Topics:

- [What to do if there is a power failure](#)
- [What to do after panic operation](#)
- [What to do if there are any other problems](#)

This section tells you everything you need to know about the possible problems that can occur with the product.





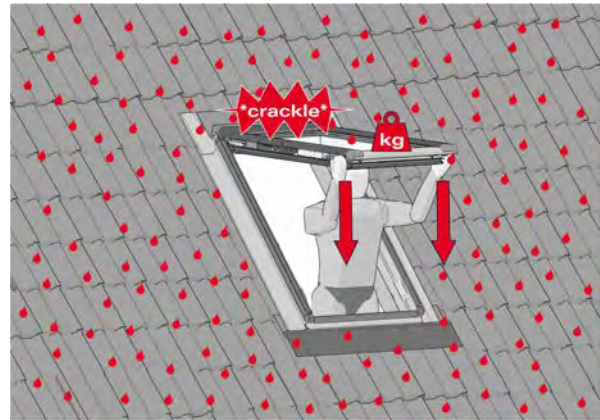
## What to do if there is a power failure

If there is a power failure when the roof window is open, you can still close it. This section describes how to do this.

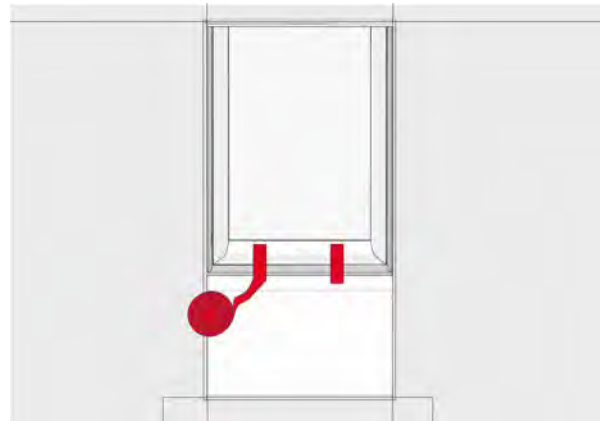
1. Hold the window sash by the latches at the two lower corners, and pull it down forcefully until there is a cracking sound.



**Note:** This will not damage the roof window.



2. Close the roof window and stick two adhesive strips across the lower edge of the sash and the frame.



3. Remove the two adhesive strips after the power failure.

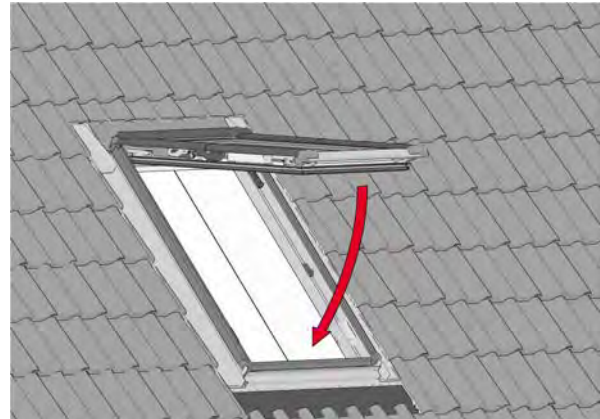


4. Press the operating button to reference the roof window.





Wait for about 30 seconds until you hear no further noises and the roof window closes.



The roof window can now be used again in the usual way.

## What to do after panic operation

If a roof window automatically opens next to you, you may be so surprised by it that you pull the sash down forcefully in panic to prevent it from opening. We refer to this as panic operation. Although you will hear the roof window make a cracking sound when this happens, it does not get broken.

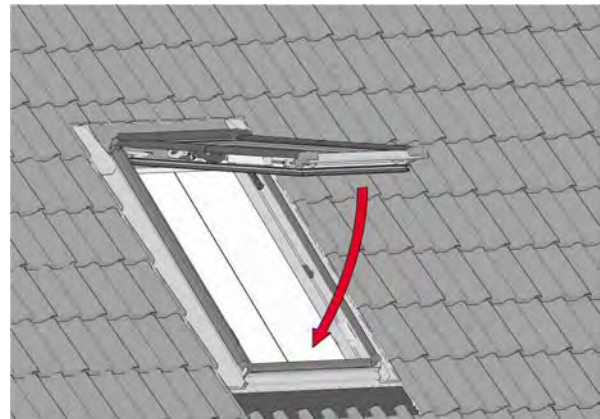
This could happen, for example, if someone else uses a Roto remote control device or a wall switch to open the roof window while it is raining hard outside or there is a storm.

This section describes how to re-reference the roof window following panic operation.

Press the operating button to reference the roof window.



Wait for about 30 seconds until you hear no further noises and the roof window closes.



The roof window can now be used again in the usual way.

## What to do if there are any other problems

It is possible for a variety of problems to occur during use of the roof window. The table below tells you what these are and what you can do in these cases.

Alarm tone	Problem	Possible cause	What to do
1 x short	Operation not possible	-	Contact a service engineer



Alarm tone	Problem	Possible cause	What to do
2 x short	The safety sensor is not working	The connector is not correctly inserted	Check the connector
2 x short	The safety sensor is not working	The safety sensor is not correctly adjusted or active	Contact a service engineer
3 x short	The cleaning position sensors are open	The top-hung open position is not correctly adjusted	Push the upper side of the sash forcefully against the side of the frame
4 x short	The control unit is too hot	The roof window has been operated too many times in succession	Wait 10 minutes
1 x long; 2 x long, 3 x short	The roof window will not lock	-	Contact a service engineer
1 x long, 3 x short	The roof window will not open correctly on the right	-	Contact a service engineer
1 x long, 4 x short	The roof window will not open correctly on the left	-	Contact a service engineer
2 x long, 2 x short	The opening actuators are not working	-	Contact a service engineer
1 x long, 1 x short	Overcurrent	-	Contact a service engineer
1 x long, 2 x short	Tilt position	-	Contact a service engineer
1 x long, 3 x short	Hardware fault	-	Contact a service engineer
1 x long, 2 x short	Software problem	-	Contact a service engineer

**easy-trim**roto   
THE ASPIRATIONAL ROOF WINDOW

Easy-Trim Roto Roof Windows

12B Metcalf Drive, Altham Industrial Estate, Altham, Lancashire, BB5 5TU

Tel: 01788 558 600 Email: [sales@easy-trimroto.co.uk](mailto:sales@easy-trimroto.co.uk)

[www.easy-trimroto.co.uk](http://www.easy-trimroto.co.uk)