

## Installation and Care Instructions : Clutch Operated Roller Shade

### Tools Required:

Pliers  
Carpenters level  
Measuring tape  
Power drill and drill bits  
Screwdrivers or bits for drill

**Note:** \*\*For Roller Shades with Standard Mounting Brackets, use Steps 1 thru 3. For Roller Shades with Fascia, use Steps 1 thru 5.

**Starting installation:** \*The surface you are mounting shade on must be solid enough to support the weight of shade and tension created by operation of chain operated clutch.

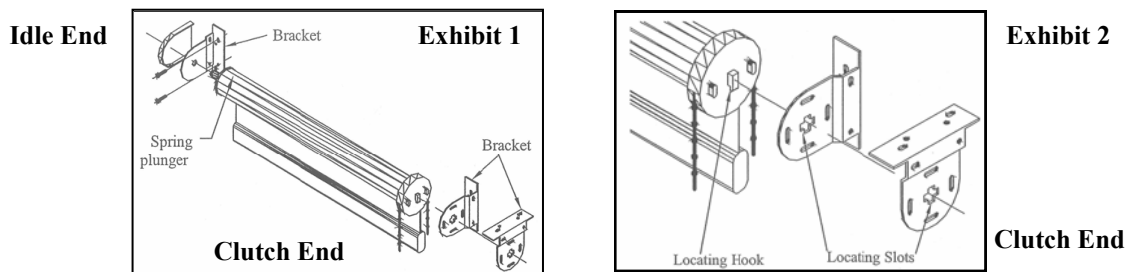
\* Surface must be level or allow you to install mounting brackets level to each other.

### STEP 1: Installing Mounting Brackets

There are two mounting brackets for each shade. One for the clutch end (Has three rectangle shapes in center of bracket) and one for the idle end (Has one circle shape in center of bracket). See Exhibit 1.

Position idle end bracket on correct side of opening in which you are mounting shade. Attach bracket using fasteners designed for surface you are mounting on. A minimum of two fasteners per bracket is recommended. Refer to Exhibit 2 for correct orientation of brackets for both wall and ceiling mounts.

Refer to label on shade for shade width measurement, width will be the first number listed on label. Keeping that width in mind, measure from outside surface of bracket you just installed and mark position for next bracket. Position clutch end bracket at your mark and secure with fasteners. Again Refer to Exhibit 2 for correct orientation of brackets for both wall and ceiling mounts.



### STEP 2: Mounting Shade:

Position shade with fabric going over the top of roll and down the back side. The clutch side of the shade should line up with the clutch mounting bracket if they do not match the shade roll is backwards or you have not mounted the brackets correctly. When shade and brackets are lined up correctly you should insert the spring loaded idle end into the mounting bracket and push gently to compress spring. Then swing clutch end of shade into mounting bracket, line up the hook and nubs on the clutch with the bracket, insert into bracket and pull down gently to lock shade to bracket. See Exhibit 2.

Shade is now ready to operate. Remove shrink wrap from shade roll. Remove chain from bag. Allow chain to drop into its natural position. If you are using fascia mounting brackets (9) you need to install the chain guide at this time. Refer to parts drawing for correct positioning of parts. Insert the two screws provided to secure chain guide. Move safety hook on chain into lowest point on chain and secure to wall with proper fastener. Do not put tension on chain with safety hook; chain should be loose as it hangs inside safety hook.

### STEP 3: Positioning Ball Stop:

Ball stops have been supplied with your shade which will be mounted on the chain to establish a top and bottom stopping point.

Raise shade to the up most position of your choosing. Install the first ball stop on the top link of the chain; just before it enters the chain guide. Use a pair of pliers to pinch the ball stop onto the chain. Now lower the shade to the lowest position and install the second ball stop.

**Critical Note:** To insure you install ball stop on the correct side of chain watch the chain as you are raising shade and install first ball stop on the side of chain that is going up into chain guide, the second ball stop will be located on the opposite side of the chain.

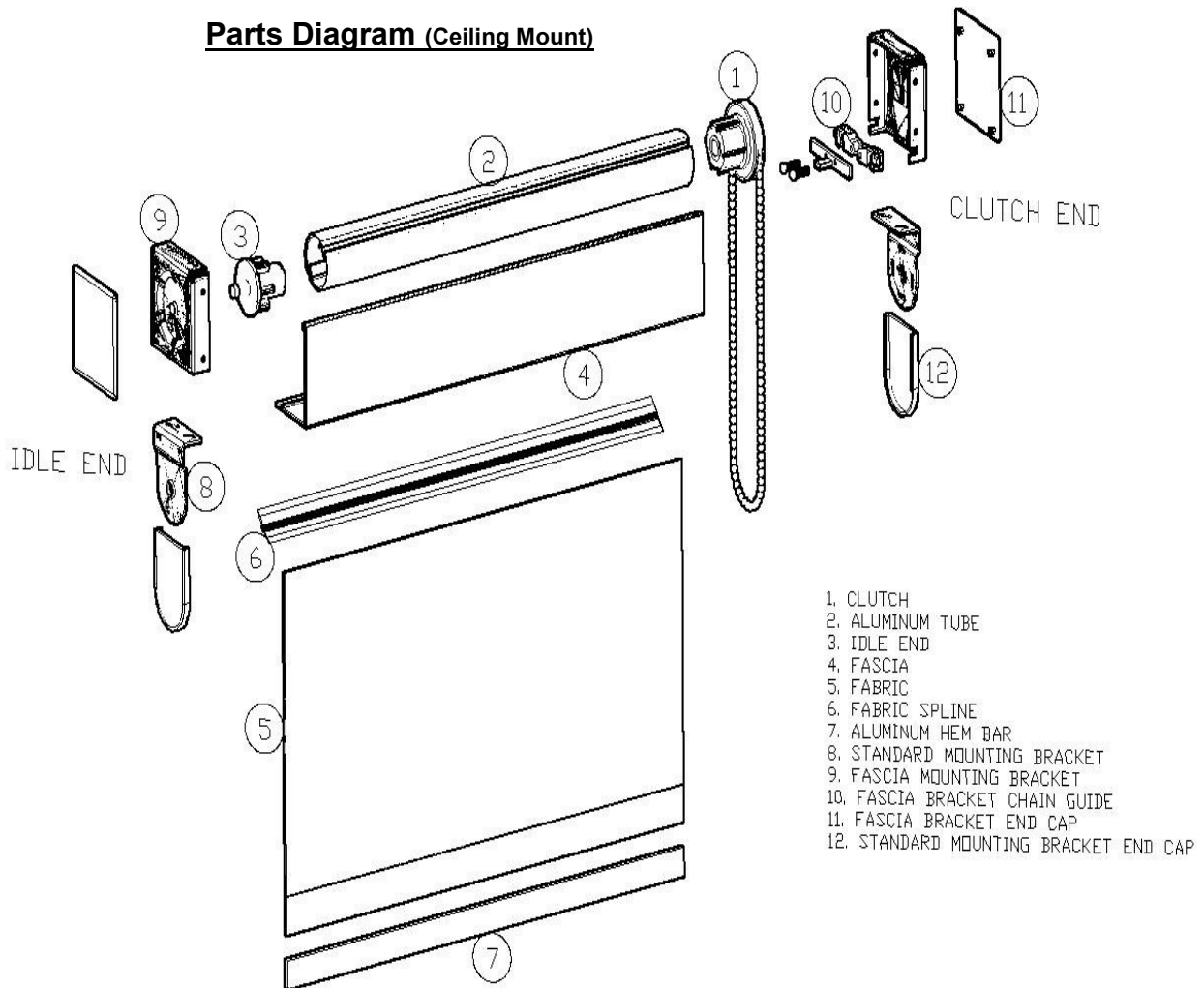
**Installation and Care Instructions: Clutch Operated Roller Shade with Fascia**

**STEP 4: Installing Fascia (Shades with Fascia (4) ONLY)**

To install fascia (4) simply hook the long side of the fascia over the top of the fascia bracket (9) and then snap bottom side onto the bottom of the fascia bracket. Check to insure both ends of the fascia are secure to the fascia bracket.

**STEP 5: Install Bracket Covers(11 OR 12).**

If your shade is mounted inside the window cavity you will most likely not use a bracket cover. For all other shades snap covers onto end of bracket. When using fascia bracket covers, match the studs on the cover to the holes in bracket before snapping on.



## Chain Operated Clutch Operating Instructions

**Exhibit 3**

It is strongly recommended to use two hands when operating (raising or lowering) the shade.

### **Lowering the Shade**

Pull the back chain (closest to the window glazing) down until the bead stop ball on the chain loop stops at the shade bracket and the shade hembar is approximately ½" above the window sill.

### **Raising the Shade**

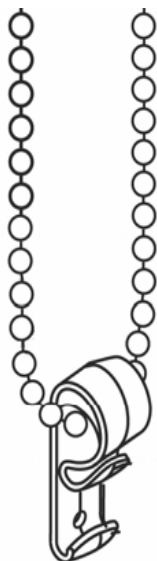
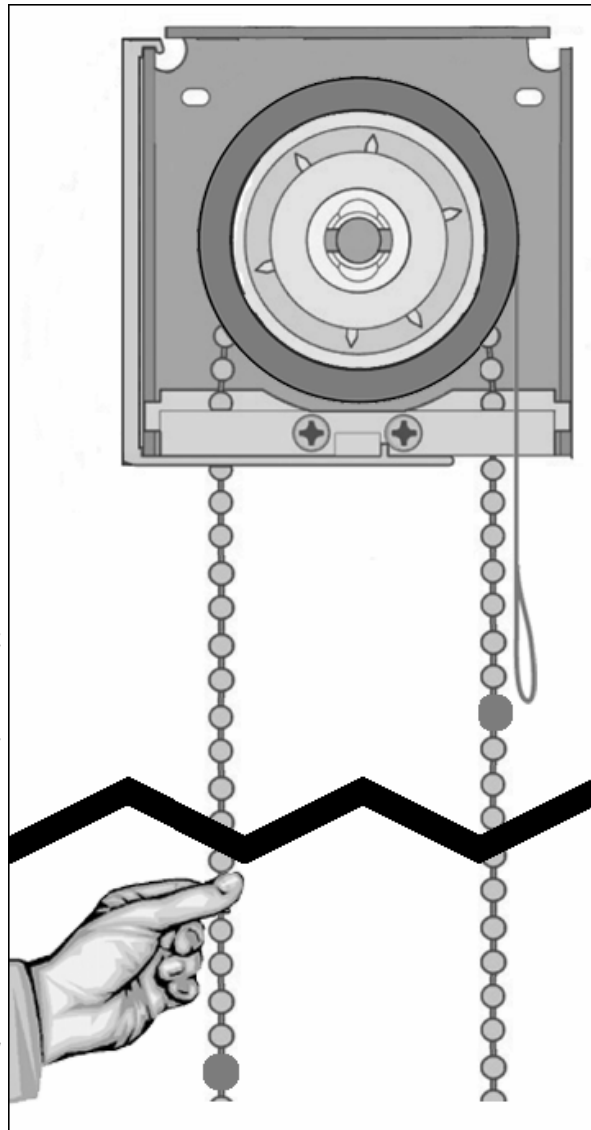
Pull the front chain (furthest from the window glazing) down until the bead stop ball on the chain loop stops at the shade bracket and the shade hembar is at the top of the window.

### **Preventing Chain Breakage and Clutch Damage**

It is important to always use two hands when pulling on the bead chain. Pull the chain straight down. Do not under any circumstances pull the bead chain at an angle. Pulling the bead chain at an angle creates unnecessary pressure and strain on the bead chain and clutch. This action inhibits the intended operation of the clutch and can cause the shade to break

When lowering the shade, do not let go of the bead chain as this action can cause the shade to lower quickly causing harm to the clutch or bead chain breakage. Allowing the bead chain to glide through the operators hands with gentle pressure assists in controlling the speed at which the shade will lower or raise.

*(Exhibit 3 to the right indicates a left side chain control with a regular roll shade.)*



### **Installation of the Chain Safety Clip**

To prevent chain breakage and clutch damage as well as promoting product safety, it is imperative that the Chain Safety Clip shipped with every chain operated clutch shade be installed to the wall or window mullion. The Chain Safety Clip should be installed so that the bead chain and bead stop balls move smoothly through the opening of the clip. Each chain operated clutch operated roller shade is shipped from the factory with the Chain Safety Clip pre-installed on the bead chain. Removal of this device or failure to properly install it, can cause damage to the clutch lifting mechanism and will result in the voidance of the product's limited lifetime warranty.