

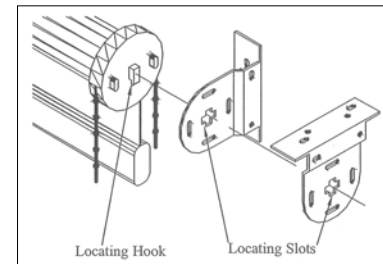
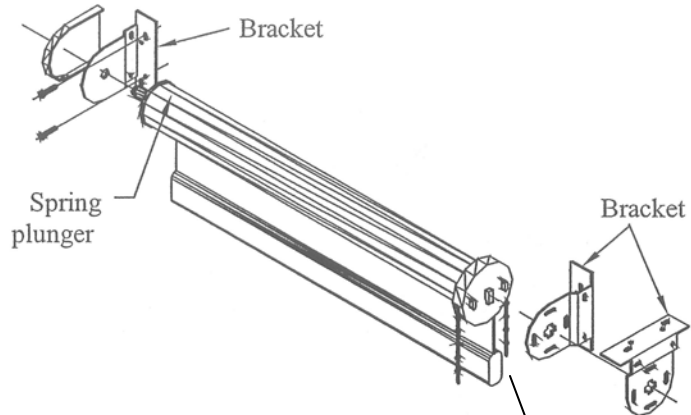
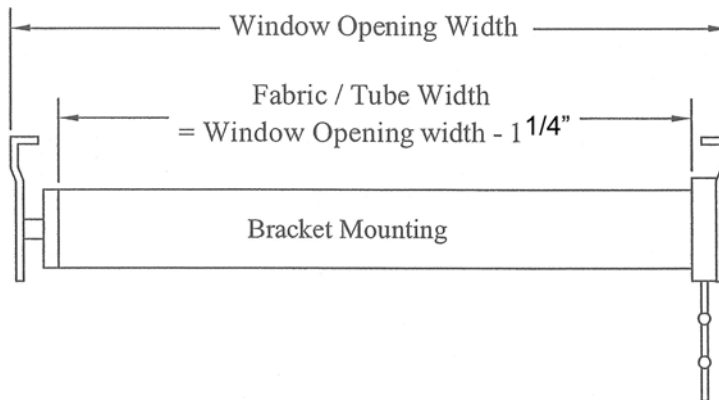
# Clutch Operated Roller Shade Installation Instructions

## Tools Required for Installation:

- Power Drill & Drill Bits or Screwdriver
- Installation Screws
- Level
- Pliers
- Measuring Tape

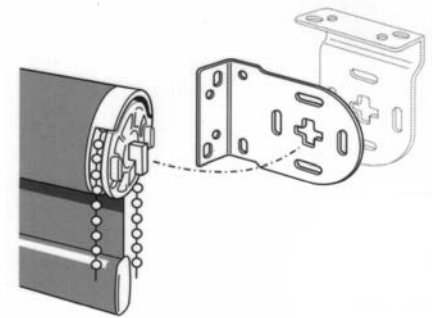
## Step #1 – Bracket Installation

1. Bracket positions are illustrated for a shade with the chain control on the right hand side. For a shade with the chain control on the left hand side, the brackets should be at the opposite end.
2. Brackets may be fixed to any flat surface above, behind, or to the side of the shade.  
**Critical Note:** *The brackets must be level to ensure that the fabric rolls up properly, allowing for smooth operation.*
3. Install the brackets so that the distance between the clutch end and idle end brackets is  $1\frac{1}{4}$ " wider than the fabric width.



## Step #2 – Shade Installation

1. For *Regular Roll shades*, lift the shade up to brackets with the fabric hanging from the back of the rolled up shade. For *Reverse Roll shades*, lift the shade up to the brackets with the fabric hanging from the front of the rolled up shade.
2. Fit the spring plunger (the idle end cap) into its bracket. Push the shade into the bracket shown above, depressing the plunger.
3. With the clutch locating hook pointing downwards, place the hook into the vertical part of the "+" shaped hole in the bracket. Allow the hook to drop downwards so that it locks into place in the bracket.



## Step #3 – Safety Device Installation

Tension devices are designed to minimize the hazards of strangulation and entanglement of small children by restricting access to the chain control. The tension device (chain safety clip) is sent from the factory already attached to each chain control. Fix the tension device to the wall or window frame with a screw.

## Step #4 – Operate the Shade

Pull the chain control in one direction to raise the shade; then pull it in the opposite direction to lower it again. Make sure that the fabric rolls straight and does not touch the brackets on either side.

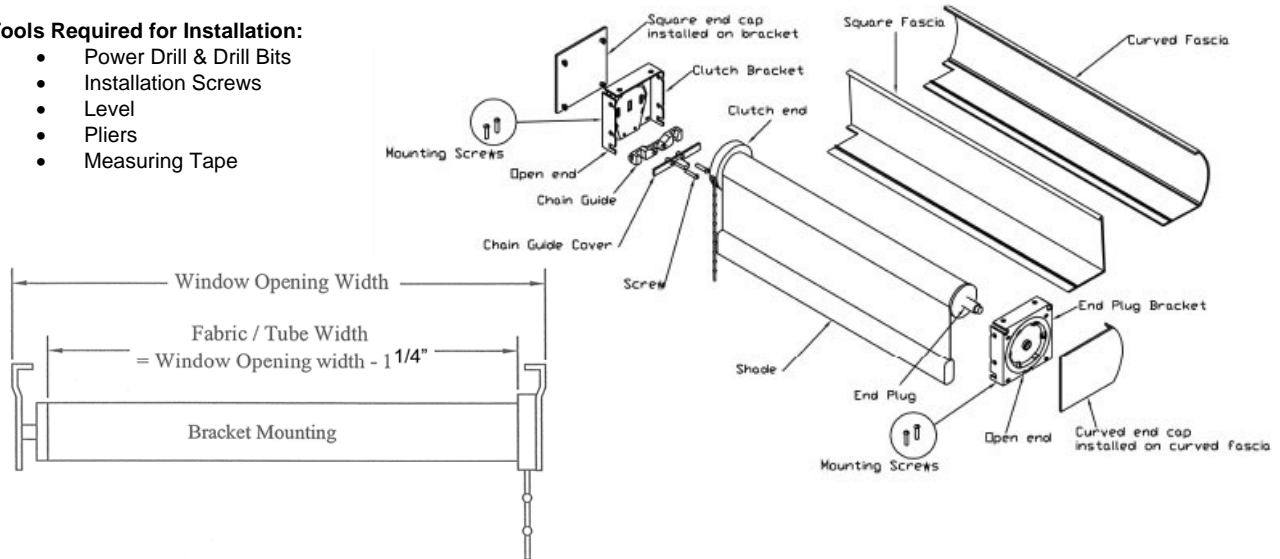
## Step #5 – Setting the Bottom Limit

An additional metal bead stop is sent with each shade. This bead stop is used to prevent the shade from being lowered past its ordered drop (also known as the bottom limit). Lower the shade to the bottom of the window opening. Once the shade is at the bottommost point, the bead stop needs to be placed over control chain. For *Regular Roll shades*, place the bead stop in front of the clutch mechanism so that the chain cannot be pulled from the back any further. For *Reverse Roll shades*, place the bead stop in back of the clutch mechanism so that the chain cannot be pulled from the front any further. With a pair of pliers, squeeze the bead stop so that it cannot be removed.

# Clutch Operated Roller Shade with Fascia Installation Instructions

## Tools Required for Installation:

- Power Drill & Drill Bits
- Installation Screws
- Level
- Pliers
- Measuring Tape

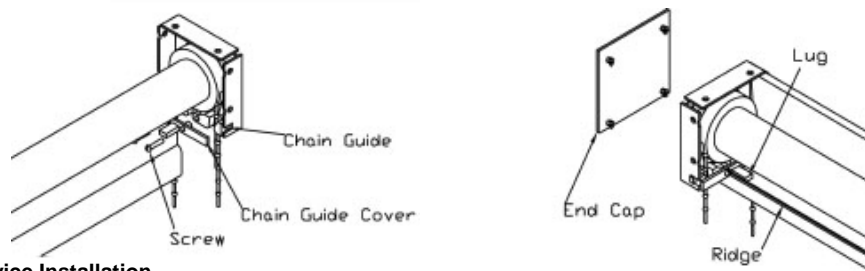


## Step #1 – Bracket Installation

1. Bracket positions are illustrated for a shade with the chain control on the right hand side. For a shade with the chain control on the left hand side, the brackets should be at the opposite end.
2. Brackets may be fixed to any flat surface above, behind, or to the side of the shade. **Critical Note:** *The brackets must be level to ensure that the fabric rolls up properly, allowing for smooth operation.*
3. Install the brackets so that the distance between the clutch end and idle end brackets is 1 ¼" wider than the fabric width. The open end of the bracket faces downward.

## Step #2 – Shade Installation

1. Lift the shade up to brackets with the fabric hanging from the back of the rolled up shade.
2. Fit the spring plunger (the idle end cap) into its bracket. Push the shade into the bracket shown above, depressing the plunger.
3. With the clutch locating hook pointing downwards, place the hook into the vertical part of the "+" shaped hole in the bracket. Allow the hook to drop downwards so that it locks into place in the bracket.
4. Install the chain guide and chain guide cover to the clutch bracket. Make sure that the chain control passes through the opening in the chain guide. Secure the chain guide cover with the screws provided.
5. Install the fascia to the brackets by placing the top of the fascia to the top front corner of the bracket. With your hands, push the bottom of the fascia to the bottom of the brackets. The fascia should snap in place and should now be secured to the brackets. Make sure that the lug or tooth on the chain guide cover is locked behind the ridge of the fascia.
6. Place the bracket end caps on each end of the clutch side and idle side bracket. Please note that the square end cap is installed to the bracket and the curved end cap is secured to the fascia.



## Step #3 – Safety Device Installation

Tension devices are designed to minimize the hazards of strangulation and entanglement of small children by restricting access to the chain control. The tension device (chain safety clip) is sent from the factory already attached to each chain control. Fix the tension device to the wall or window frame with a screw.

## Step #4 – Operate the Shade

Pull the chain control in one direction to raise the shade; then pull it in the opposite direction to lower it again. Make sure that the fabric rolls straight and does not touch the brackets on either side.

## Step #5 – Setting the Bottom Limit

An additional metal bead stop is sent with each shade. This bead stop is used to prevent the shade from being lowered past its ordered drop (also known as the bottom limit). Lower the shade to the bottom of the window opening. Once the shade is at the bottommost point, the bead stop needs to be placed over control chain. *For Regular Roll shades*, place the bead stop in front of the clutch mechanism so that the chain cannot be pulled from the back any further. *For Reverse Roll shades*, place the bead stop in back of the clutch mechanism so that the chain cannot be pulled from the front any further. With a pair of pliers, squeeze the bead stop so that it cannot be removed.

# Product Cut Sheet: Chain Operated Clutch Operating Instructions

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## Chain Operated Clutch Operating Instructions

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  $\frac{1}{2}$ " 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.

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### Preventing Chain Breakage and Clutch Damage

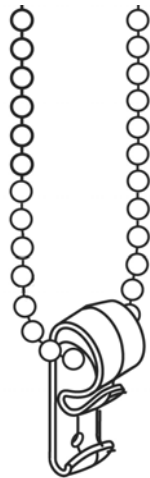
It is important to always use two hands when pulling on the bead chain. Pull the chain straight down. Do not under any circumstances pull the bead chain at an angle. Pulling the bead chain at an angle creates unnecessary pressure and strain on the bead chain and clutch. This action inhibits the intended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

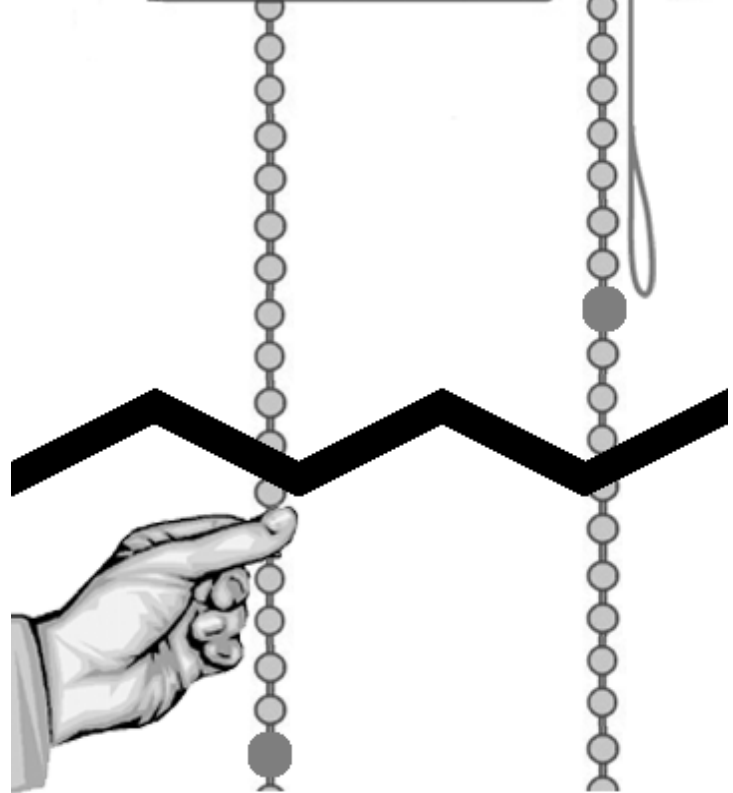
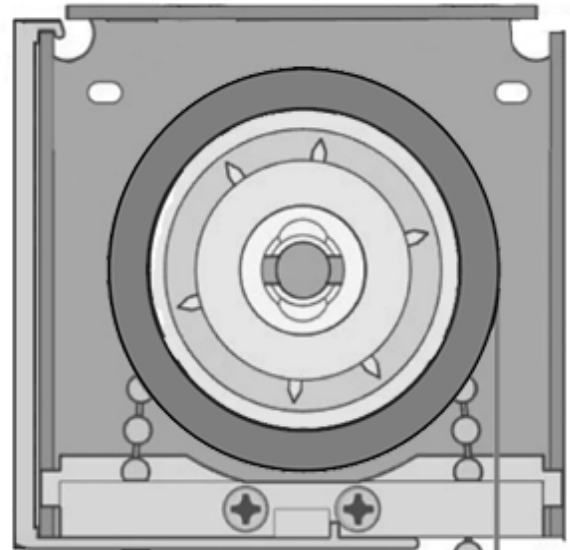
*(The diagram to the right indicates a left side chain control with a regular roll shade.)*

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### 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.



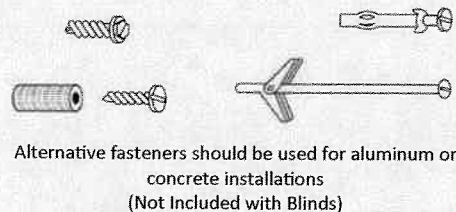
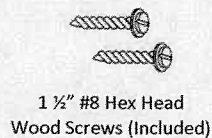
# Roller Shade (Spring/Cordless)

## Installation Instructions

### Please follow these Installation Instructions

You will need a pencil, tape measure, drill, screwdriver, pliers, and appropriate fasteners.

### Step 1: Choose the Correct Fastener



### Step 2: Mark the Bracket Locations

Brackets may be mounted to the wall, ceiling, or inside of the window frame.

**Critical Note:** Installation brackets must be level to ensure that the fabric will roll up properly, allowing for smooth operation. Installation brackets must be placed such that the outer edge of the brackets are 1 3/8" wider than the fabric. Mark the brackets for mounting hole locations.

### Step 3: Bracket & Shade Installation

Brackets are not universal and have to be mounted correctly. Screw the brackets in place for inside, wall, or ceiling mount. For regular roll shades (fabric is rolled off the back of the roller), lift the shade up to the brackets with the fabric hanging closest to the window. For reverse roller shades (fabric is rolled off the front of the roller), lift the shade up to the brackets with the fabric hanging closest into the room.

Set the spring end into the open slot in the bracket as shown in **Figure A**. Next secure the idler pin end into the bracket as shown in **Figure B**.

**Please note:** Although the spring mechanisms are pre-tensioned at the factory, occasionally, they will uncoil during shipping. If this occurs, the shade will not raise or lower properly. A simple adjustment of the spring can correct this problem.

#### To Tighten The Spring Tension:

1. Pull the shade down approximately three-quarters.
2. Remove the roller shade from its brackets. (Be sure to have spring mechanism in lock position)
3. Roll up the shade by hand being careful to roll the shade evenly on the tube.
4. Replace the roller shade in its brackets.
5. Repeat these steps if necessary until you achieve the desired tension.

#### To Loosen The Spring Tension:

1. Roll up the shade.
2. Remove the roller shade from its brackets. (Be sure to have spring mechanism in lock position)
3. Unroll the shade approximately halfway by hand.
4. Replace the roller shade in its brackets.
5. Repeat these steps if necessary until you achieve the desired tension.

