



Manual Clutch Installation Instructions



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Contents

1.0 Overview	2
1.1 Tools	2
2.0 Exposed Systems	2
2.2 Location and Mounting	3
2.21 Shade Installation	3
3.0 Cassette Systems (3" and 4")	4
3.1 Cassette Mounting Brackets	4
3.2 Shade Installation	4
3.3 Cassette Removal	4
4.0 Fascia System	5
4.1 Fascia Brackets	5
4.2 Location and Mounting	6
4.21 Shade Installation	6
4.3 Fascia Installation	7
5.0 Chain Tension Device Installation	8
5.1 Inside Mount - Chain Tension Device Only	8
5.2 Outside Mount - Chain Tension Device with Wall Mount Bracket	9
6.0 Setting Limits	10
7.0 Troubleshooting	11
7.1 Fabric Telescoping	11
7.2 Poor Operation	11
7.3 Shortening Chain Loop	12



Manual Clutch Installation Instructions

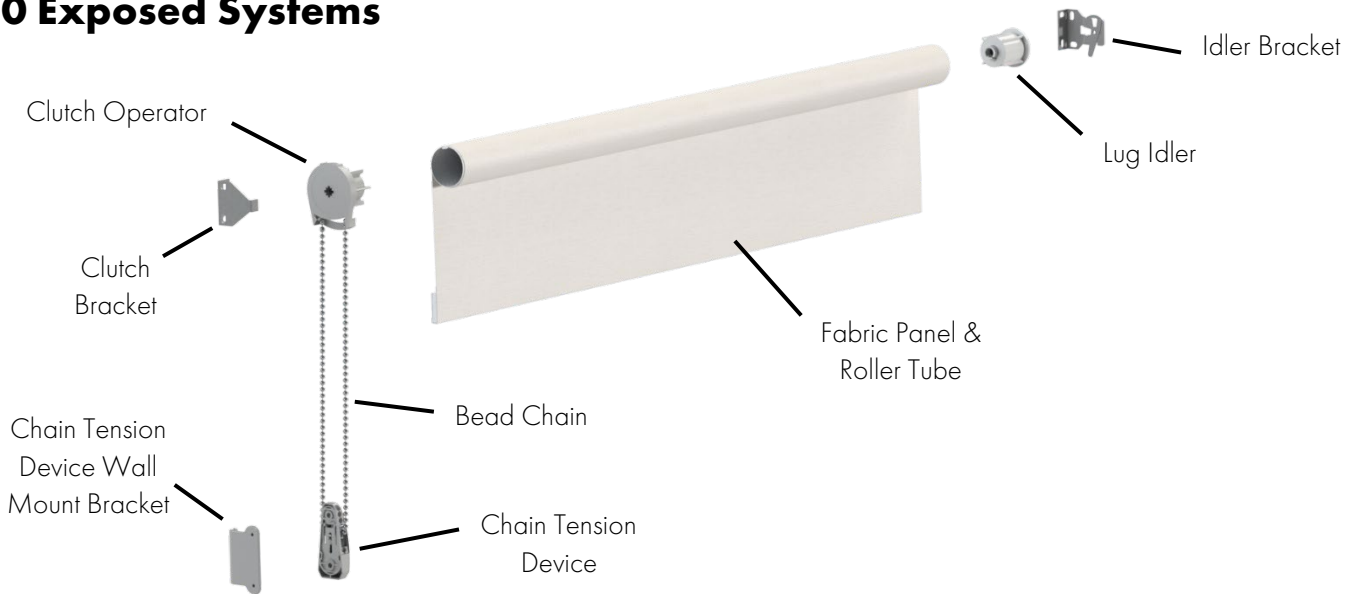
1.0 Overview

The following installation instructions are for Insolroll's Manual Clutch Shades. It is important to note that there are different clutch sizes (R8, R16, R24 and Spring Assist). The R8 brackets will be a smaller footprint than the brackets for the larger clutch sizes, but the installation process will remain the same no matter which clutch you ordered. All manual clutch shades come fully assembled and ready for installation. Screws for mounting the chain tension device are provided, however screws for shade mounting are not provided. The type and size of screw required are project specific and will vary depending upon the mounting surface.

1.1 Tools

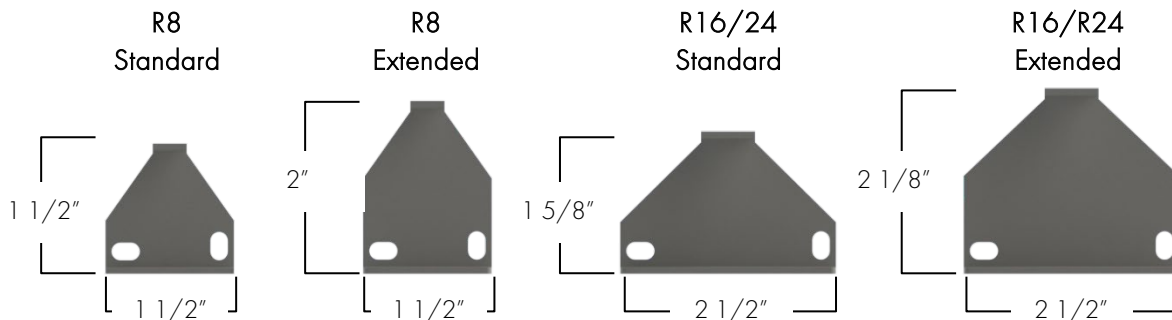
Screw/drill gun with Phillips head bit extender; Hex head driver; Standard and Phillips head screwdriver; level; tape measure; 1/8" and 3/16" drill bit.

2.0 Exposed Systems



2.1 Exposed Brackets

Exposed brackets are offered in two sizes, a standard size for shorter shades and an extended size for taller shades with larger roll diameters. Manual clutch brackets do not have end caps so the brackets will be exposed. Operator and idler brackets are different, so it is important to mount the operator bracket on the correct operator side indicated on your order. All exposed brackets can be used for both ceiling and wall mount applications.





Manual Clutch Installation Instructions

2.2 Location and Mounting

Mark the location of the brackets noting that the outside bracket to bracket width equals the shade order width. For proper shade operation, brackets must be mounted perfectly level. Verify using a level.

2.2.1 Shade Installation

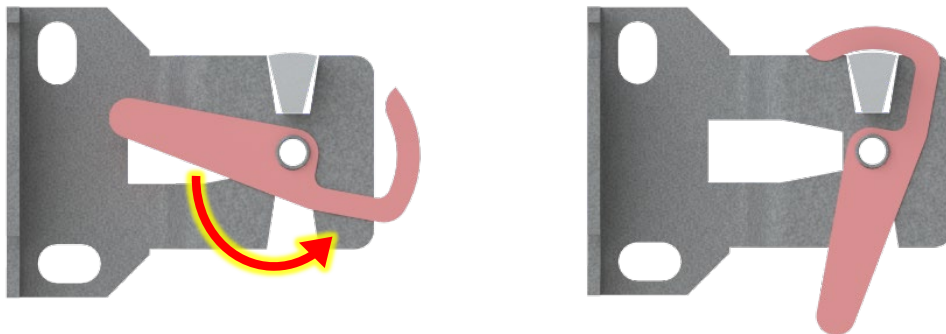
1. Start the installation by sliding the clutch head into the clutch bracket. Ensure that the clutch is installed onto the bracket, so the bead chain runs straight down.



2. Swing the idler end of the shade up and over the idler bracket to sit the "lug" of the idler into the "V" on the bracket. The shade should fit secure in the brackets with about 1/16" of play (side to side). This play will allow the shade to operate smoothly, if the brackets are too tight and there is no play, operation could be more difficult for the end user.



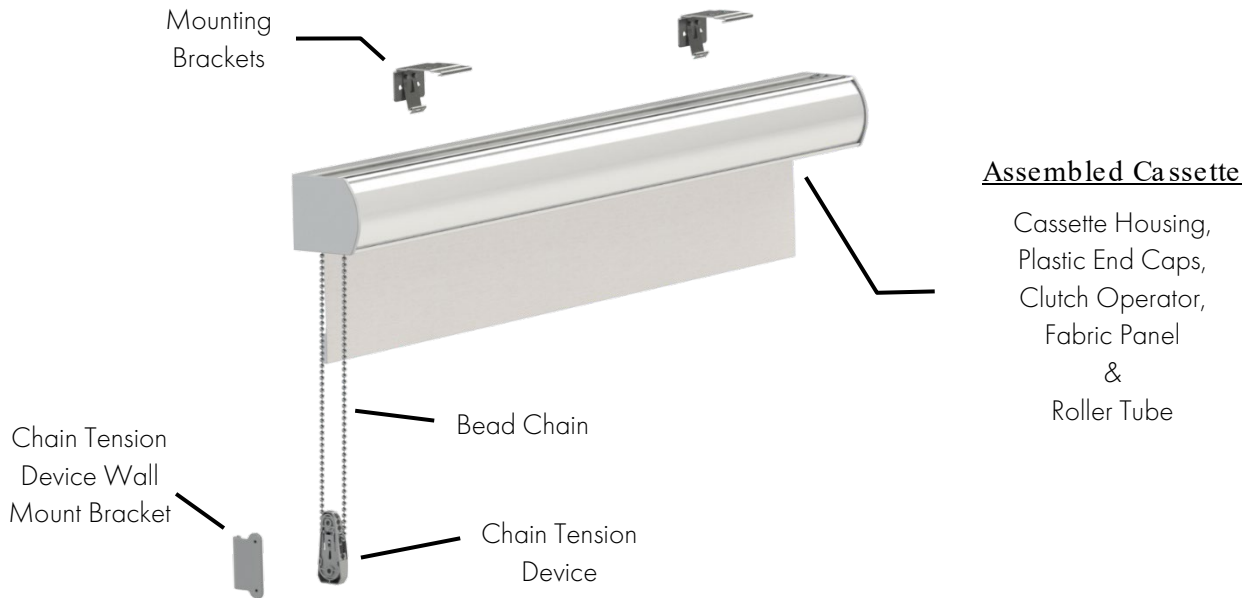
3. Rotate the retainer hook over the "lug" on the idler to lock the shade in place.





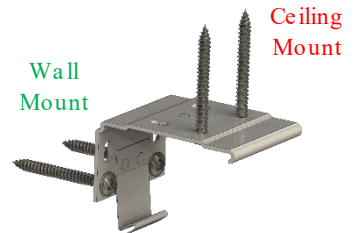
Manual Clutch Installation Instructions

3.0 Cassette Systems (3" and 4")



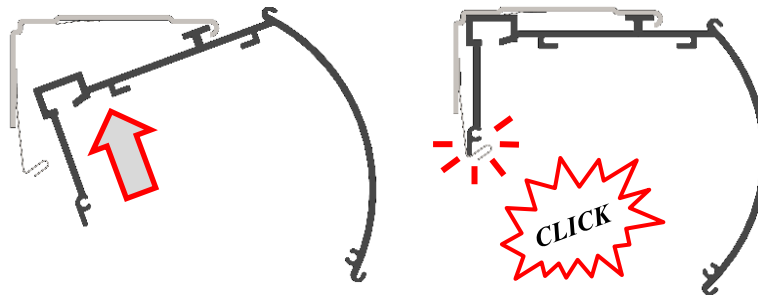
3.1 Cassette Mounting Brackets

Cassette systems are shipped fully assembled. These systems utilize mounting brackets that can be mounted for wall or ceiling mount. Mount two outer brackets approximately 2" in from the end. On wider units install center bracket(s) supplied. We recommend a pan head fastener; other fasteners may prohibit the cassette from seating properly.



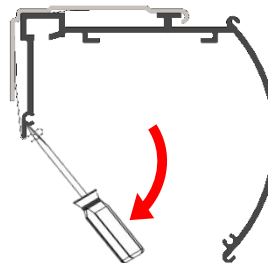
3.2 Shade Installation

Hook top of extrusion into front of mounting brackets as shown. Rotate the back bottom corner of cassette up and snap into bracket.



3.3 Cassette Removal

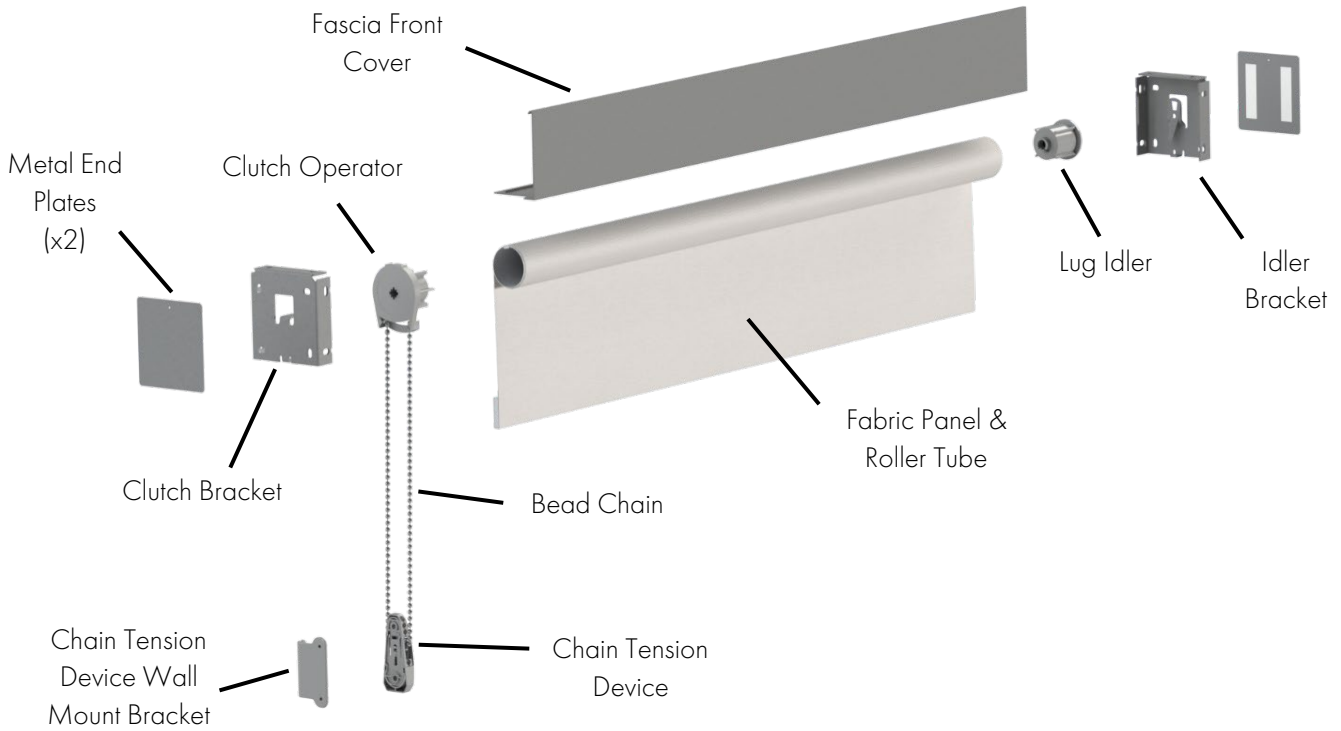
To remove cassette, insert flat head screwdriver into mounting bracket slot, then back to release cassette.





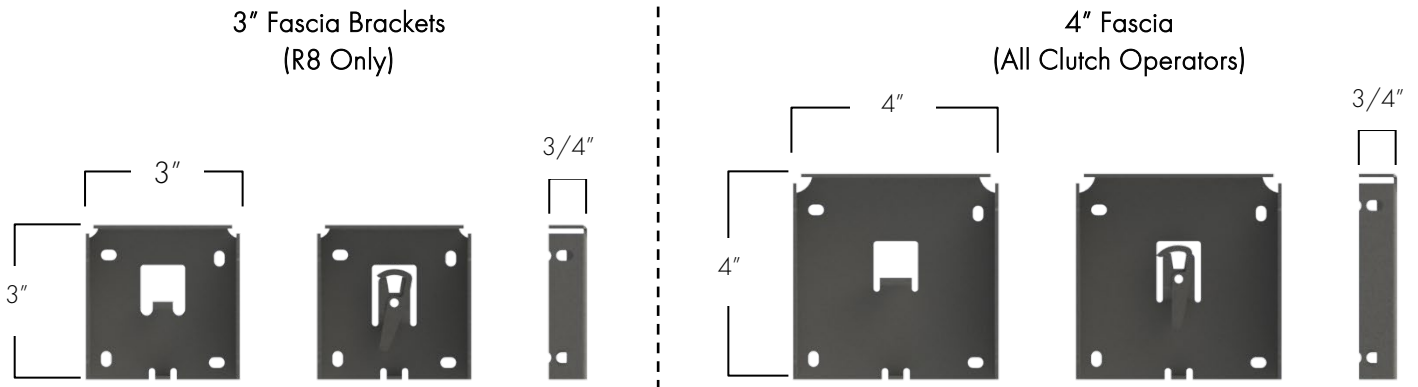
Manual Clutch Installation Instructions

4.0 Fascia System



4.1 Fascia Brackets

Fascia housings are offered in two sizes, a 3-inch (R8 only) and a 4-inch (all clutches). Operator and idler brackets are different, so it is important to mount the operator bracket on the correct operator side indicated on your order. All fascia brackets can be used for both ceiling and wall mount applications. Metal end plates are available, but keep in mind adding both end plates add a total of 1/8" to the bracket-to-bracket distance.



Manual Clutch Installation Instructions

4.2 Location and Mounting

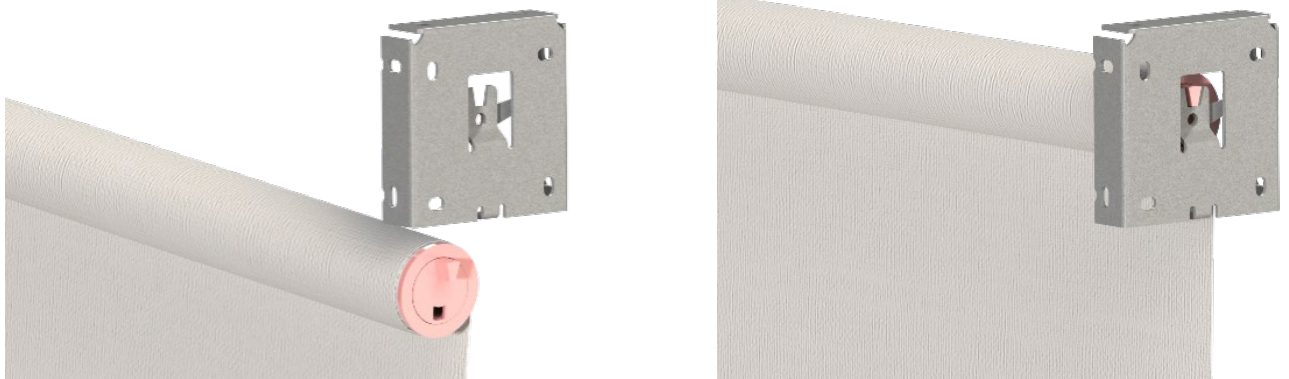
Mark the location of the brackets noting that the outside end plate to end plate width equals the shade order width. For proper shade operation, brackets must be mounted perfectly level. Verify using a level.

4.2.1 Shade Installation

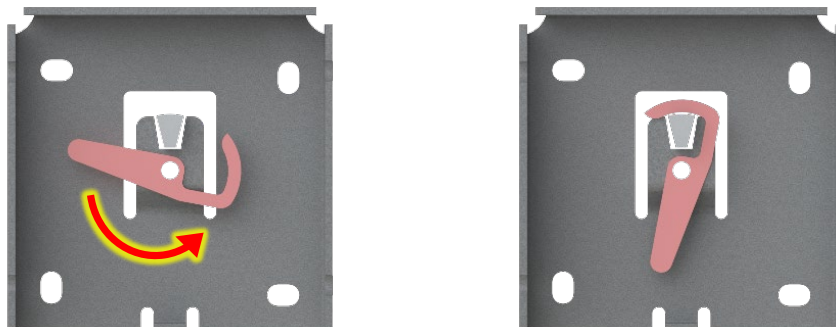
1. Start the installation by sliding the clutch head into the clutch bracket. Ensure that the clutch is installed onto the bracket, so the bead chain runs straight down.



2. Swing the idler end of the shade up and over the idler bracket to sit the "lug" of the idler into the "V" on the bracket. The shade should fit secure in the brackets with about 1/16" of play (side to side). This play will allow the shade to operate smoothly, if the brackets are too tight and there is no play, operation could be more difficult for the end user.



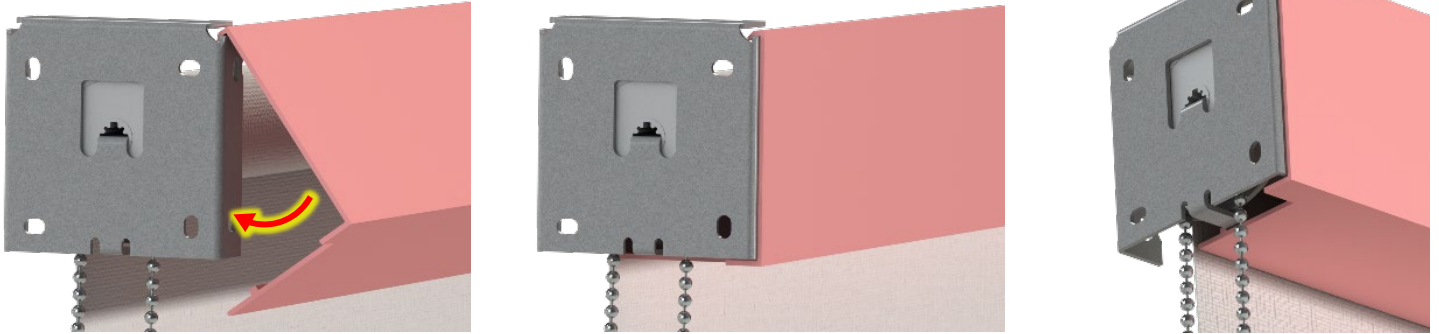
3. Rotate the retainer hook over the "lug" on the idler to lock the shade in place.



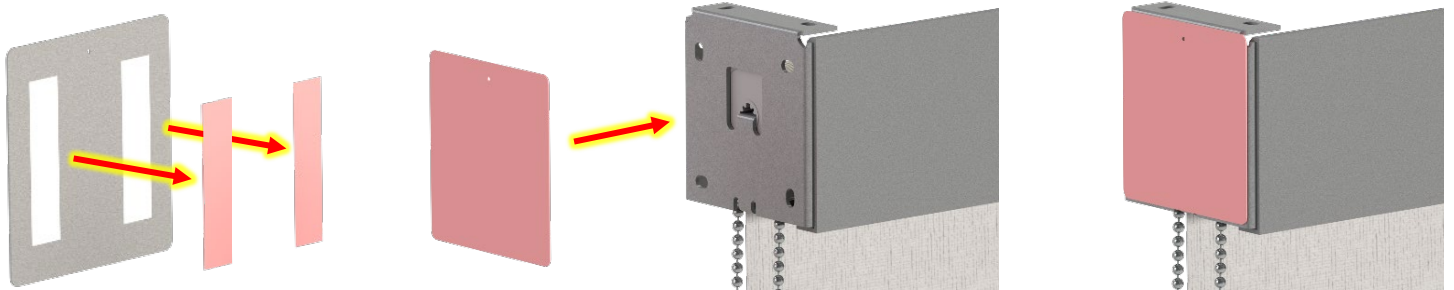
Manual Clutch Installation Instructions

4.3 Fascia Installation

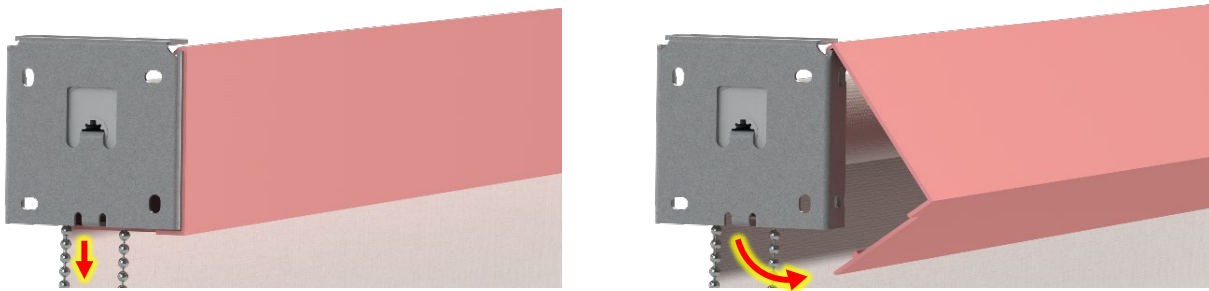
1. Insert the fascia into the top lip of both brackets. Push the bottom of the fascia toward the back of the lower part of the bracket. The fascia snaps into the tang of both brackets. If the fascia is not secure, check the tang to ensure it is not bent. If necessary, carefully bend the tang down so the fascia engages with the tang. All fascia front covers for manual clutch shades are notched on the operator side to allow the bead chain to hang straight down.



2. For outside mount, secure the end plates. Begin by removing the protective film from the double-sided adhesive strips. Center the metal end plate on the bracket and press firmly to adhere the end plate to the bracket.



3. To remove the fascia, simply pull down on the bottom flap of the fascia near the brackets to ease the fascia over the edge of each bracket. Carefully remove the fascia and place on a scratch resistant surface.



Manual Clutch Installation Instructions

5.0 Chain Tension Device Installation

All chain tension devices will be shipped with an optional wall mount bracket. These brackets are optional and may not be needed for your application. Determine whether your application will need the bracket as the installation process varies slightly whether you use it or not.



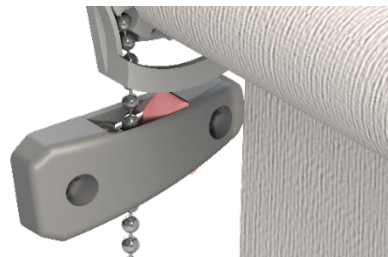
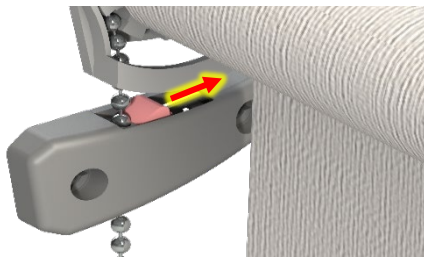
Inside Mount
(chain tension device only)



Outside Mount
(uses wall mount bracket)

5.1 Inside Mount - Chain Tension Device Only

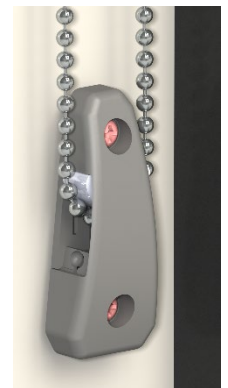
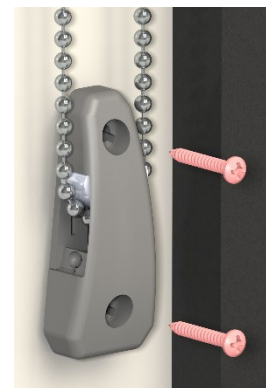
1. The chain tension device will be pre-installed onto the bead chain of your shade. **DO NOT ATTEMPT TO REMOVE THE CHAIN TENSION DEVICE.** Doing so will damage the chain tension device. Compress the internal spring of the chain tension device and slide it to the very bottom of the chain loop.



2. Determine the mounting location of the chain tension device. Be mindful that the final location of the chain tension device must hold the bead chain under tension for the shade to operate properly.

(IMPORTANT NOTE: If the chain is too long for the chain tension device to be mounted under tension, see Section 7.3 Shortening Chain Loop before proceeding.)

Pull the chain tension device down so the spring is **fully compressed**. While holding the bead chain under tension and chain tension device in place, mount it using the provided fasteners. If the provided fasteners are not appropriate for the substrate that the chain tension device is being mounted to, replace them with appropriate fasteners.



3. Operate the shade to verify that the bead chain runs smooth through the chain tension device.

Manual Clutch Installation Instructions

5.2 Outside Mount - Chain Tension Device with Wall Mount Bracket

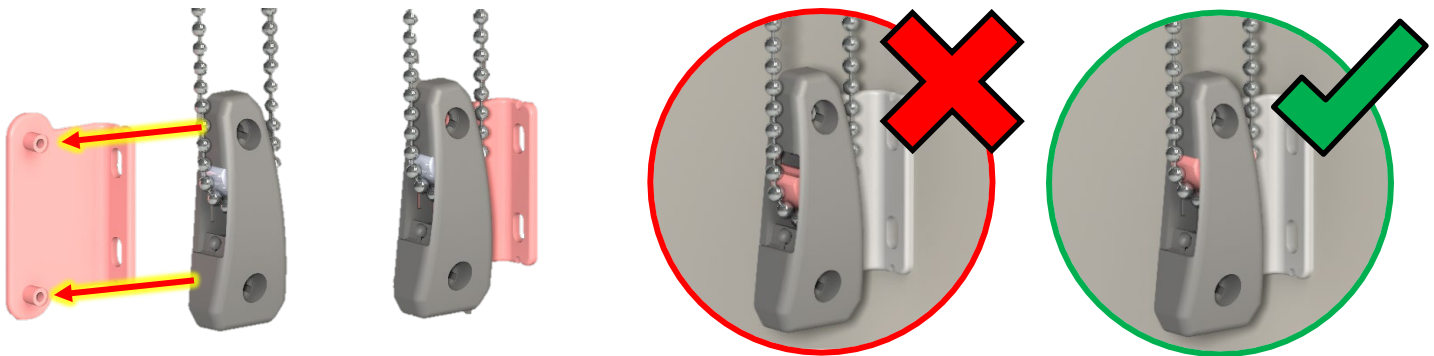
1. The chain tension device will be pre-installed onto the bead chain of your shade. DO NOT ATTEMPT TO REMOVE THE CHAIN TENSION DEVICE. Doing so will damage the chain tension device. Compress the internal spring of the chain tension device and slide it down to the very bottom of the chain loop.



2. Determine the mounting location of the chain tension device. Be mindful that the final location of the chain tension device must hold the bead chain under tension for the shade to operate properly.

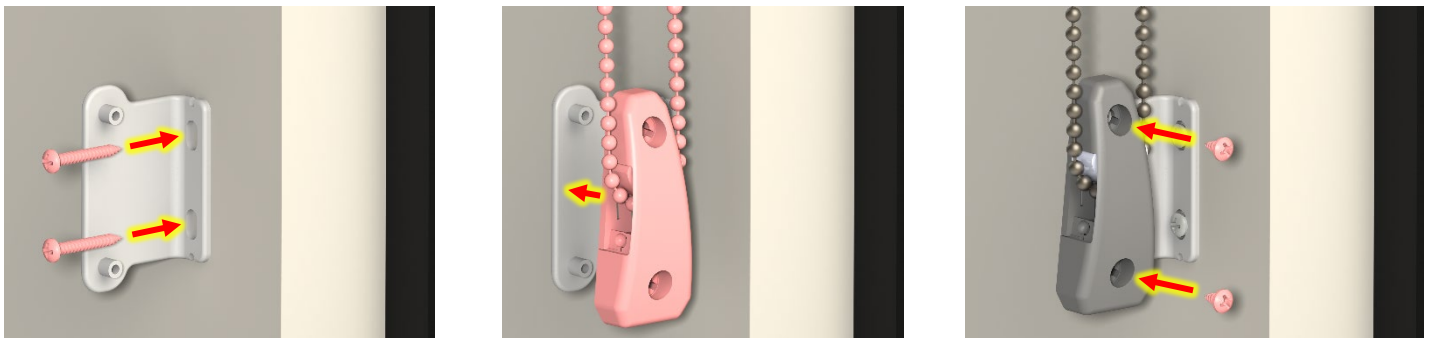
(IMPORTANT NOTE: If the chain is too long for the chain tension device to be mounted under tension, see Section 7.3 Shortening Chain Loop before proceeding.)

Place the chain tension device on the wall mount bracket first. Pull the chain tension device/wall mount bracket assembly down so the spring is **fully compressed**. While holding the bead chain under tension and the chain tension device/wall mount bracket assembly in place, carefully mark the location of the wall mount bracket.



3. Mount the wall mount bracket using the two longer provided screws (or more appropriate fasteners – not provided). Then attach the chain tension device to the wall mount bracket using the two shorter provided screws.

(IMPORTANT: Be extremely careful not to overtighten the short screws.)

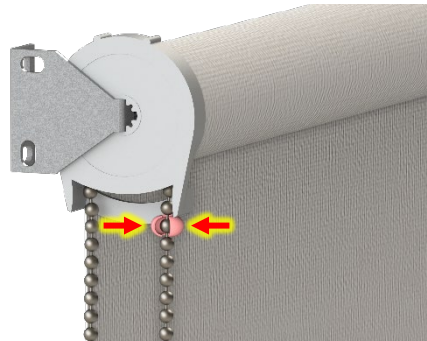
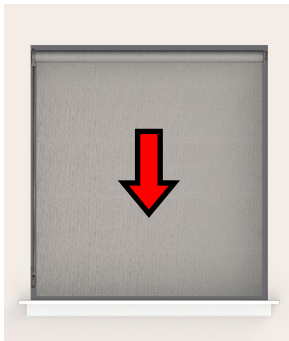


4. Operate the shade to verify that the bead chain runs smooth through the chain tension device.

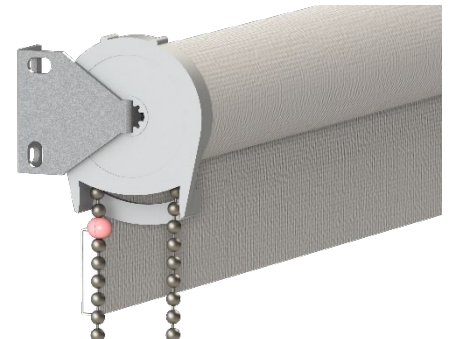
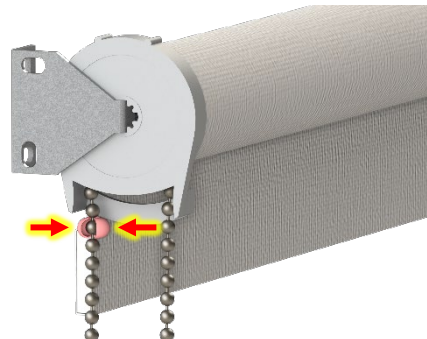
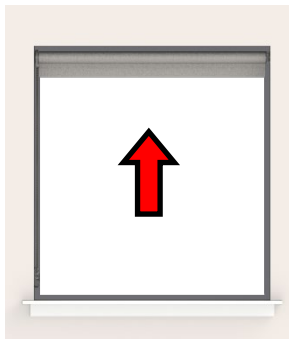
Manual Clutch Installation Instructions

6.0 Setting Limits

1. Before setting the limits, roll the shade up and down multiple times to ensure the fabric is rolling up evenly without any telescoping. If you observe fabric telescoping, go to Section 7.1 Fabric Telescoping to correct it before setting any limits.
2. Roll the shade down to the desired lower limit. Place one of the provided ball stops over the highest ball on the front portion of the bead chain and crimp it closed. When installed correctly, the ball stop should hit the head of the clutch, preventing the shade from rolling down any further.



3. Roll the shade up to the desired upper limit. Place one of the provided ball stops over the highest ball on the back portion of the bead chain and crimp it closed. When installed correctly, the ball stop should hit the head of the clutch, preventing the shade from rolling up any further.



4. Operate the shade to verify that the bead chain runs smooth through the chain tension device.



Manual Clutch Installation Instructions

7.0 Troubleshooting

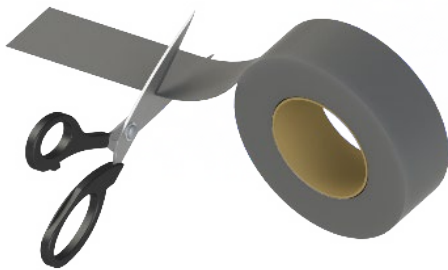
7.1 Fabric Telescoping

Fabric telescoping is excessive horizontal movement of fabric while shade rolls up on the tube. Shades are tested and fabric telescoping is adjusted prior to shipment, but additional adjustments may be required depending on each specific application.

If fabric adjustments are required, roll the shade all the way down so the tube is exposed (this will require removing the lower limit ball stop if you have already set limits).

Place a piece of duct tape, 2"-4" in length, near the edge of the tube on the side opposite of the direction the fabric is moving.

Run the shade up and down a few times. If the shade still telescopes, repeat the process. The correct amount of tape can only be determined by trial and error. Re-set the lower limit after completing shade adjustments.



Cut a 2" - 4" piece of duct tape



Place tape near the edge of the roller tube.
(on the side opposite of the direction the fabric is moving)

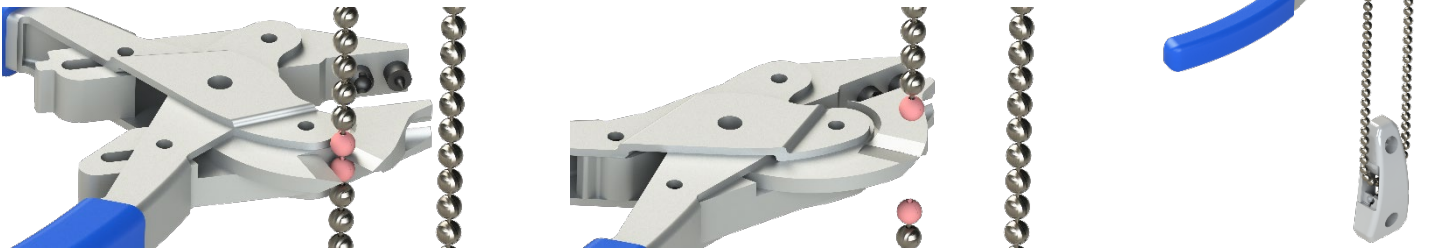
7.2 Poor Operation

If the shade is difficult to operate, the positioning of the brackets may need to be adjusted, If the brackets are too tight, installed at an angle or are not level, the shade may be difficult to operate.

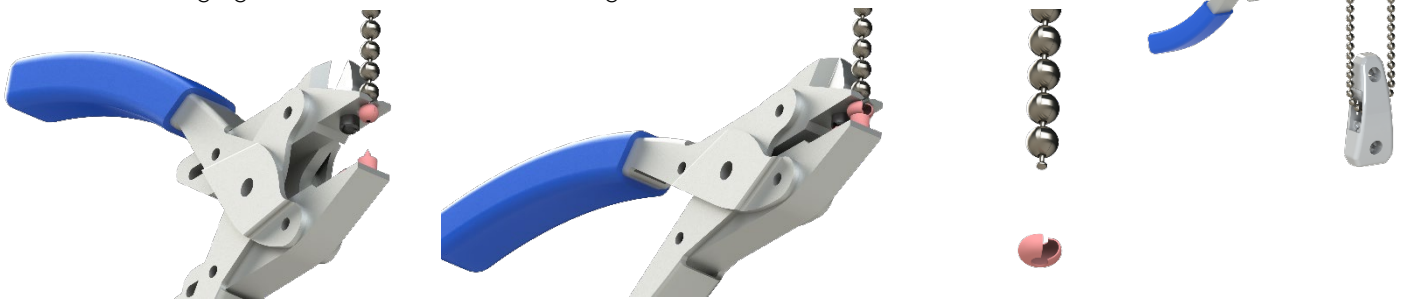
7.3 Shortening Chain Loop

If the chain loop needs to be shortened, a chain splicing tool is required. Any adjustments of the bead chain loop should be made prior to mounting the chain tension device. This will allow for a an easier and more efficient installation.

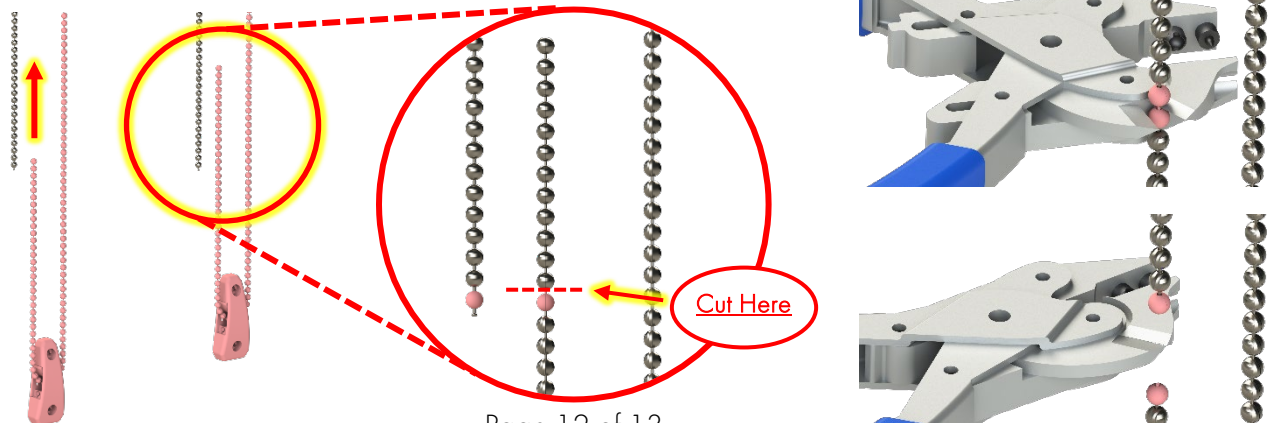
1. Begin by cutting the front portion of the bead chain. If you have not set the upper and lower limits, the location of the cut does not matter. (If you have already set the limits, make the cut on a portion of the chain that will not affect the limits otherwise you will have to re-set the limits.)



2. Place the last ball of the front portion of the bead chain into the slot on the nose of the splicing tool as shown below. Then align the spike of the splicing tool so it pierces the hole of the ball. Squeeze the pliers FULLY shut so the ball is bent and can be removed from the chain. A small dumbbell shaped chain connector should be hanging out of the end of the remaining bead chain.

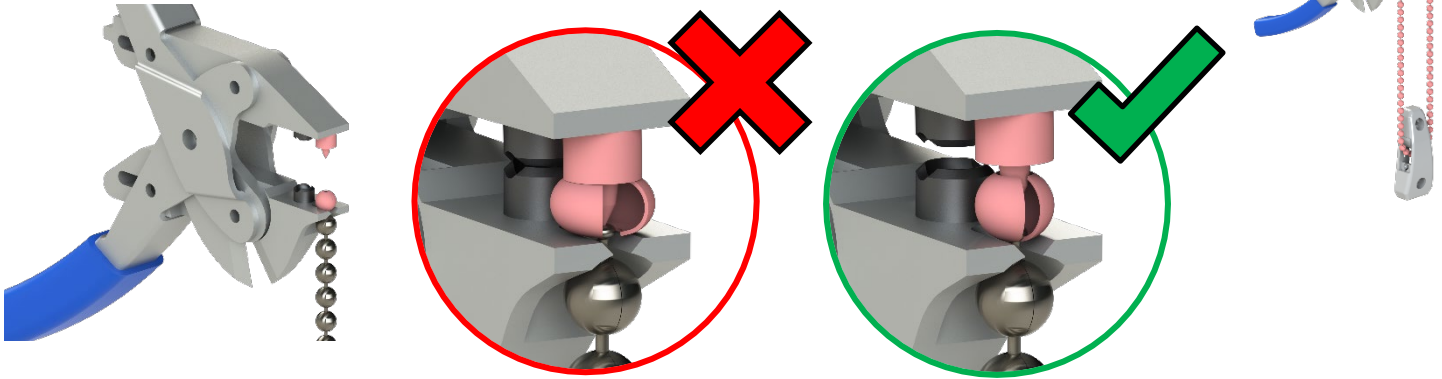


3. Allow the front portion of the chain to hang straight down and lift the back portion of the chain. Raise the chain to create the ideal bead chain drop. Cut the chain directly above the ball that is in line with the last ball from the chain that is hanging down.

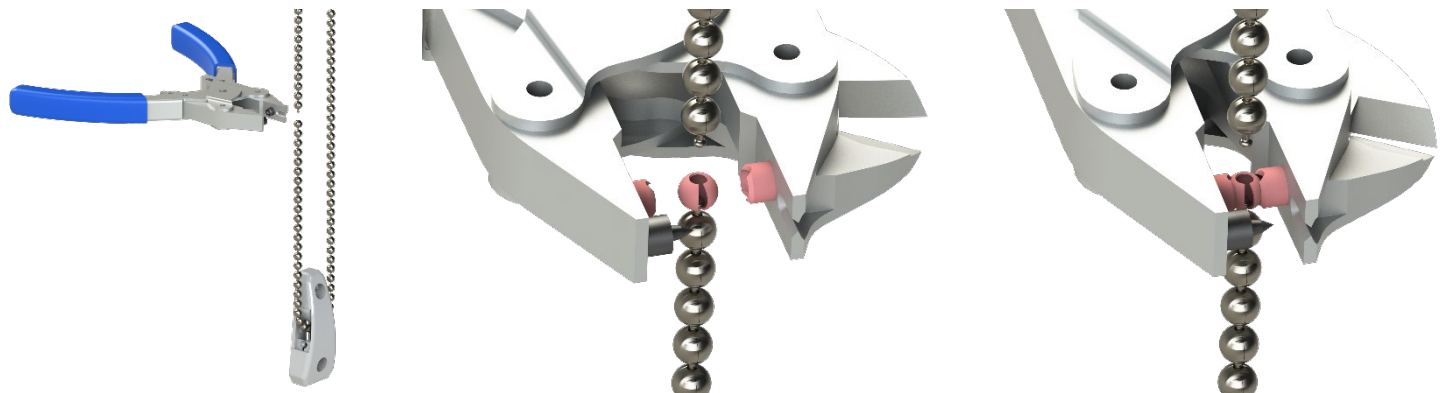


Manual Clutch Installation Instructions

4. Place the last ball of the back portion of the bead chain into the slot on the nose of the splicing tool as shown below. Then align the spike of the splicing tool so it pierces the hole of the ball. Squeeze the pliers HALFWAY shut so the ball is slightly opened to allow the dumbbell shaped chain connector to be inserted into the ball.



5. Stage the partially opened ball into the chain splicing tool as shown. Close the splicing tool just enough to hold the ball in place.



6. Using gravity to assist, lower the small dumbbell shaped chain connector into the partially opened ball. Once the chain connector is in the partially opened ball, full squeeze the splicing tool to fully close the ball.

