Clutch SELECT Installation Instructions

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Clutch SELECT
Installation Instructions

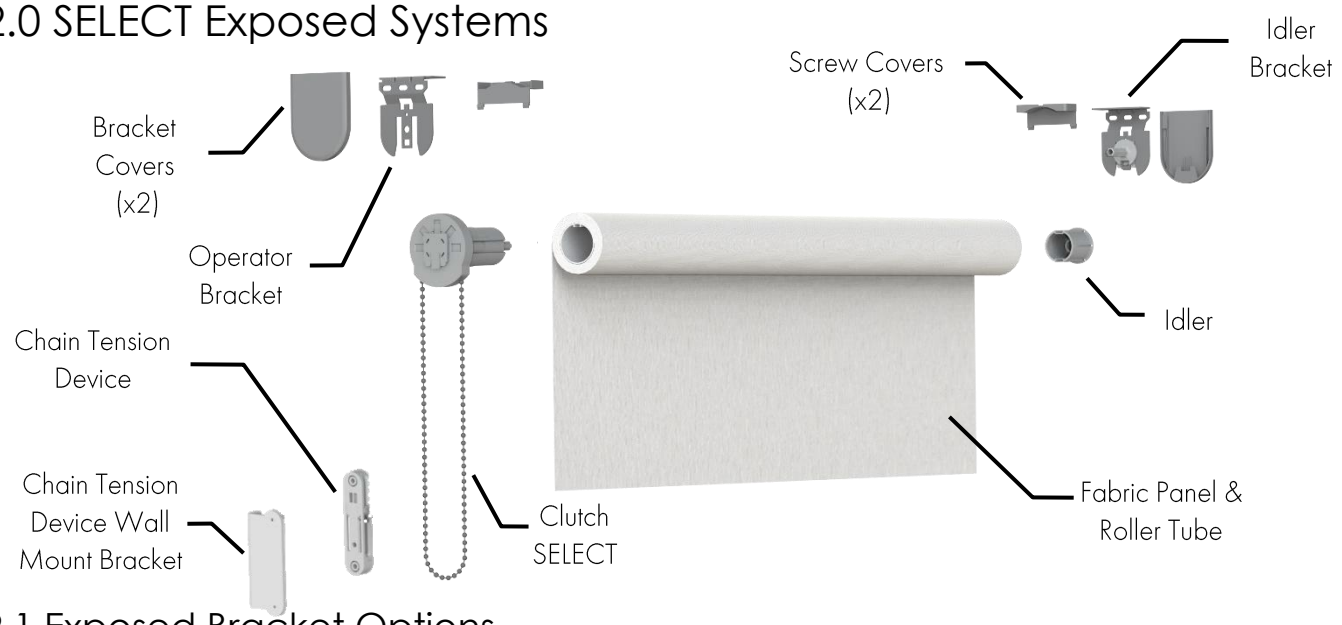
1.0 Overview

The following installation instructions are for Insolroll's clutch SELECT shades. Clutch SELECT shades are available in exposed and 3" SELECT fascia. All SELECT 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 screws 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.

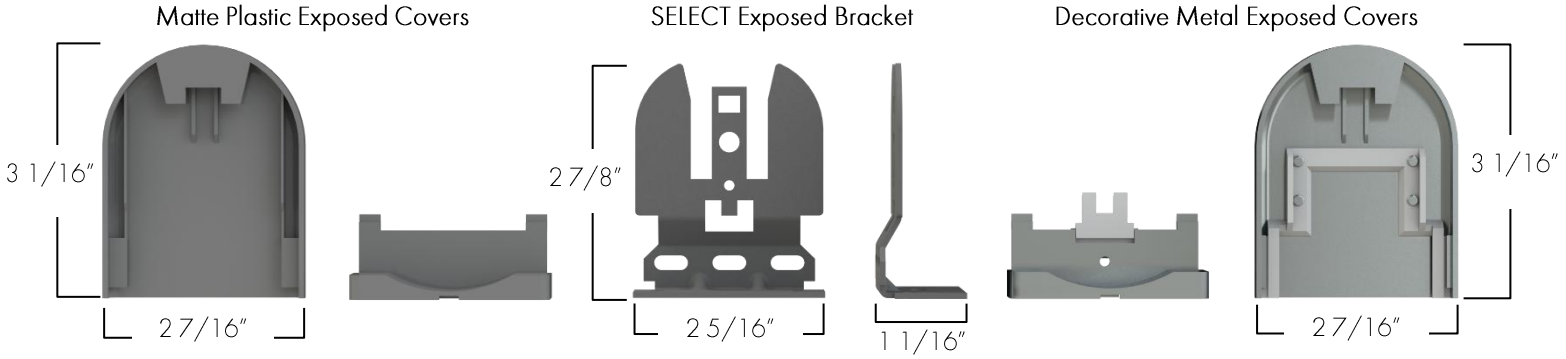
2.0 SELECT Exposed Systems



2.1 Exposed Bracket Options

The SELECT exposed bracket system is offered in decorative metal and matte plastic finishes. Both finishes will come with matching screw covers to conceal the mounting fasteners. Operator and Idler brackets are identical, the idler pin will be installed on the bracket to convert it to an idler specific bracket. These brackets can be used for both ceiling and wall mount applications.

Keep in mind that adding both bracket covers adds a total of 1/8" to the bracket-to-bracket distance.
Insolroll includes bracket covers with the ordered size.



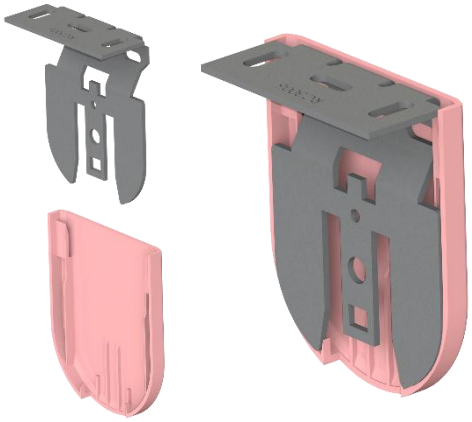
2.2 Bracket Location and Mounting

Mark the location of the brackets noting that the outside bracket cover-to-outside bracket cover width equals shade order width. Install the idler pin on one of the brackets, then install the bracket covers onto the brackets as shown. For proper shade operation, brackets must be mounted perfectly level. Verify using a level.

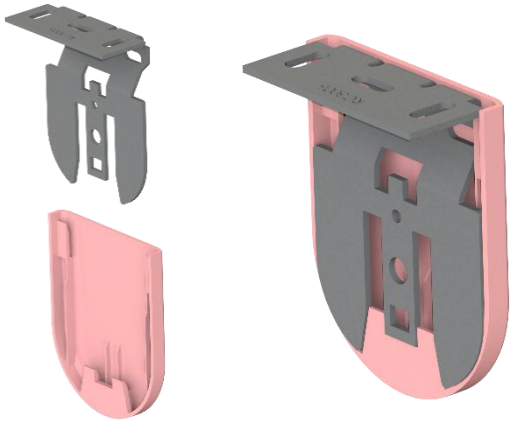
2.21 Operator Bracket Assembly

Locate a bracket and a bracket cover. For inside mount applications, you will be using the bracket cover that is notched to allow the operator to be installed and removed without having to remove the cover. Slide the bracket cover over the bracket as shown. Your operator bracket is now ready to be mounted. Having the bracket cover installed prior to mounting the brackets will allow you to verify the correct bracket to bracket distance.

Inside Mount Applications



Outside Mount Applications



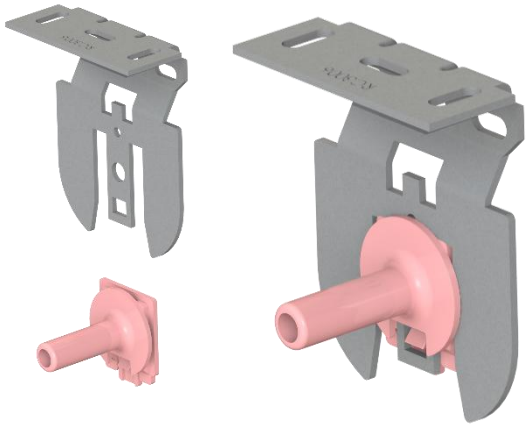
2.22 Idler Bracket Assembly

Locate the idler pin, bracket, and bracket cover. Install the idler pin first by sliding it into the bracket as shown. The pin should easily snap into place. Then slide the bracket cover over the bracket as shown. Your idler bracket is now ready to be mounted.

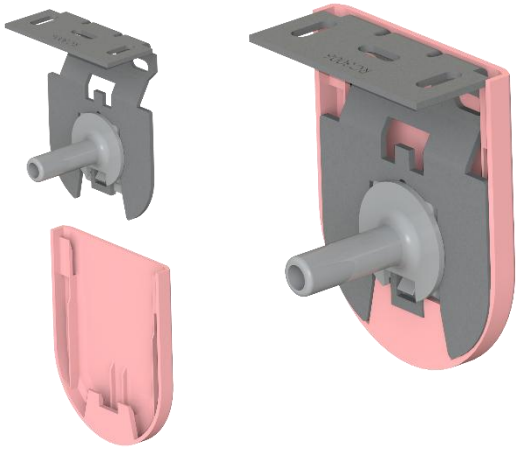
Clutch SELECT
Idler Pin



Install Idler Pin

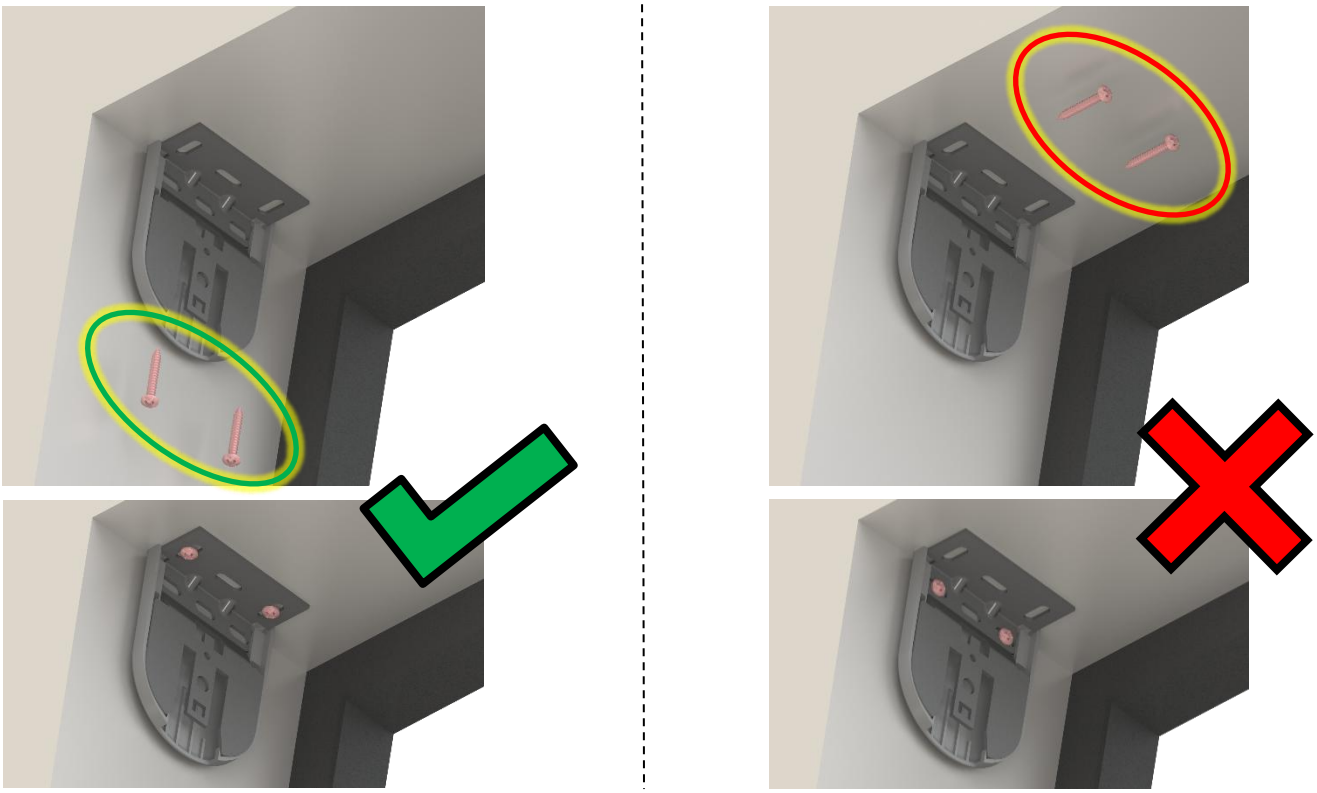


Install Bracket Cover



2.23 Inside Mount

Mount the brackets with the bracket covers on. Shades ordered as an inside mount will have a special operator bracket cover that is notched to allow shade installation and removal without having to remove the bracket cover. Be sure the notched bracket cover is installed on the operator bracket. **Do not drill and mount through the bracket covers when installing inside a jam.** This could pull the brackets further apart than the order size and result in a poor fit. *Insolroll takes an additional 1/8" deduction for inside mount order width.*



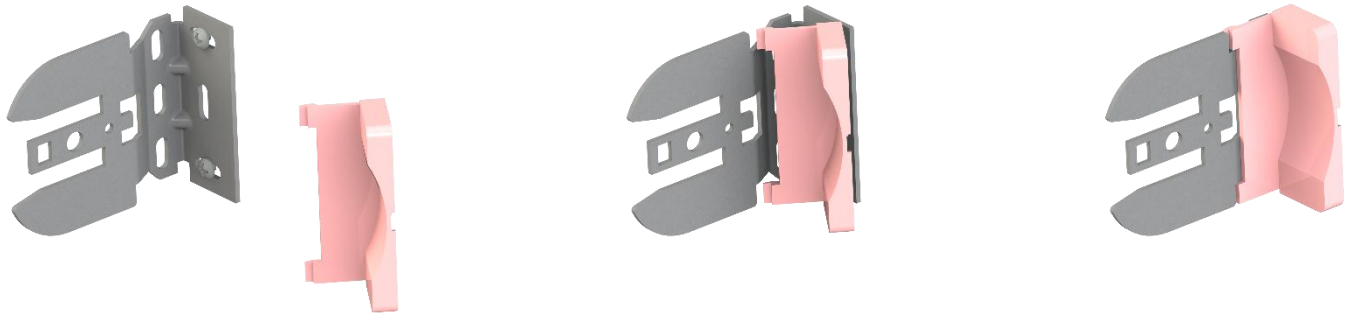
2.24 Outside Mount

Mount the brackets with the bracket covers on. Verify that your order width matches the outside of bracket cover-to-outside of bracket cover distance. When you are finished mounting the brackets, remove the bracket cover on the operator bracket. The operator cannot be installed if the bracket cover is on the bracket.

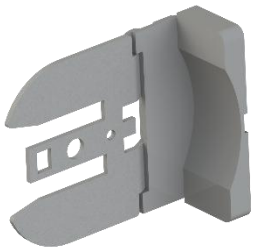


2.25 Screw Cover Install

Locate both screw covers and install them on the brackets by angling the screw cover to fit the two fingers of the screw cap behind the bracket. Then rotate to snap the cover over the mounting screws.



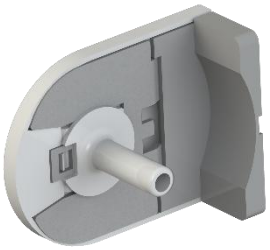
Outside Mount Operator Bracket



Inside Mount Operator Bracket



Idler Bracket

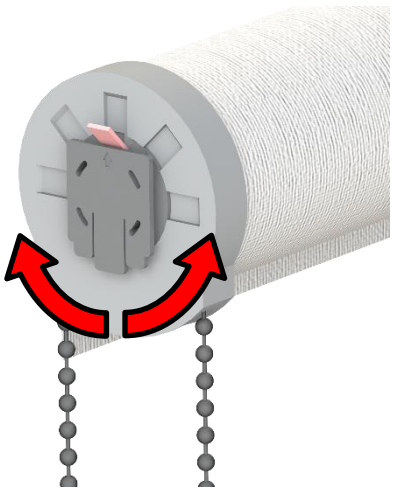


2.3 Shade Installation

1. Orient the plastic mounting clip on the operator prior to installation. Clutch SELECT operators need to be oriented correctly prior to installation. To change the orientation, gently pull up the orientation tab (shown below) and rotate the mounting clip to the correct orientation. Be extremely careful when pulling up the orientation tab, if this piece is broken the operator will have to be replaced.

Changing Orientation

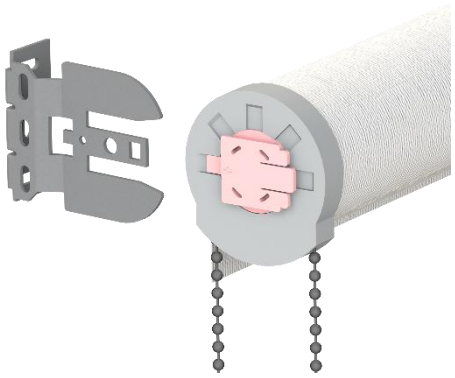
CAREFULLY pull up the tab and rotate the mounting clip.



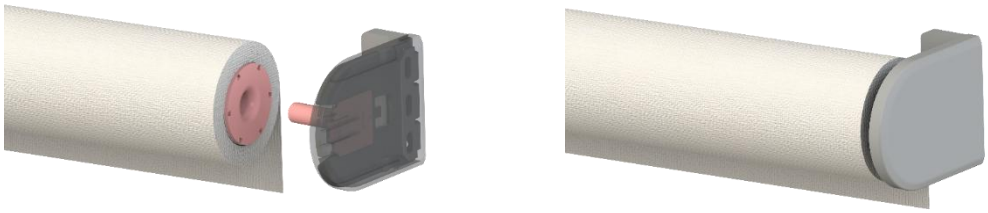
Inside Mount Applications



Outside Mount Applications

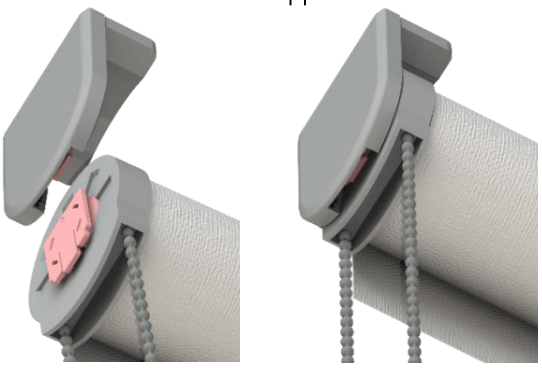


2. Install the shade by carefully inserting the shade idler onto the idler pin on the bracket.

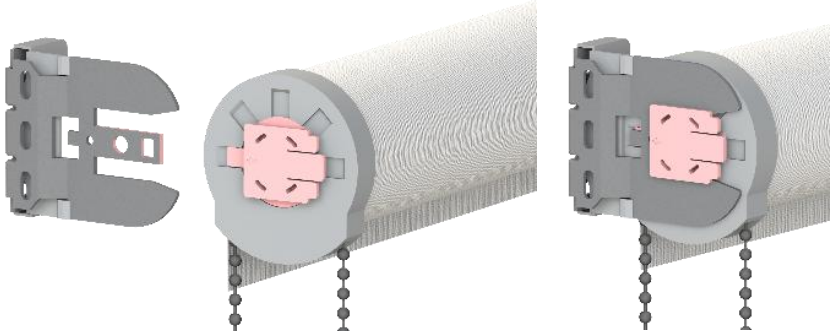


3. Carefully slide the operator mounting clip into the bracket, making sure the plastic tab on the clip is pointing away from the bracket. The operator should easily click into place, do not try to force the operator clip into the bracket. You will risk breaking the mounting clip.

Inside Mount Applications

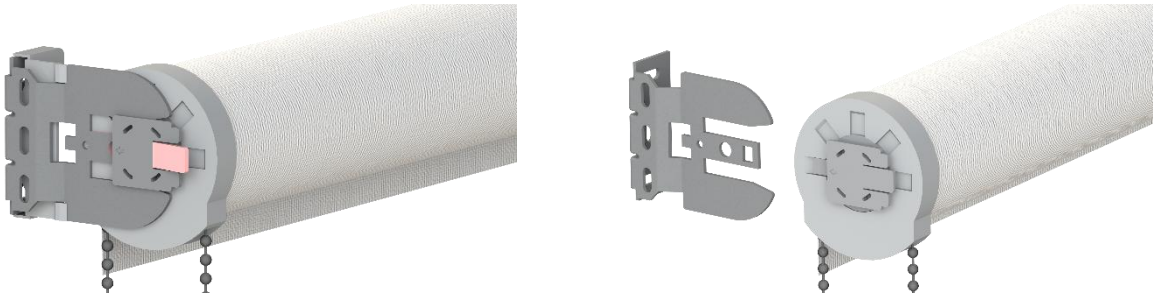


Outside Mount Applications

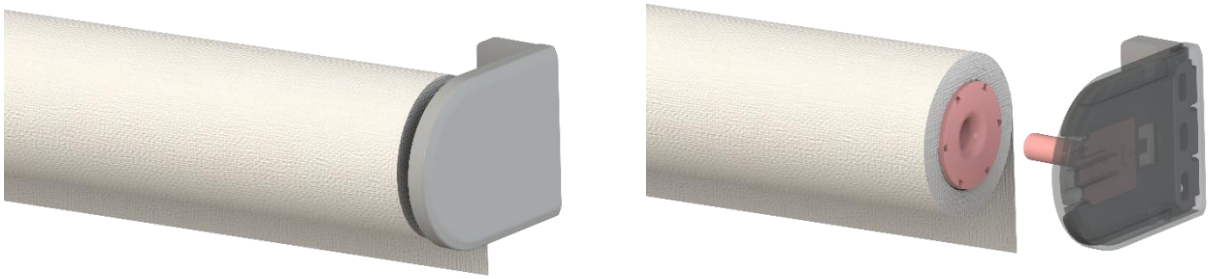


2.4 Shade Removal

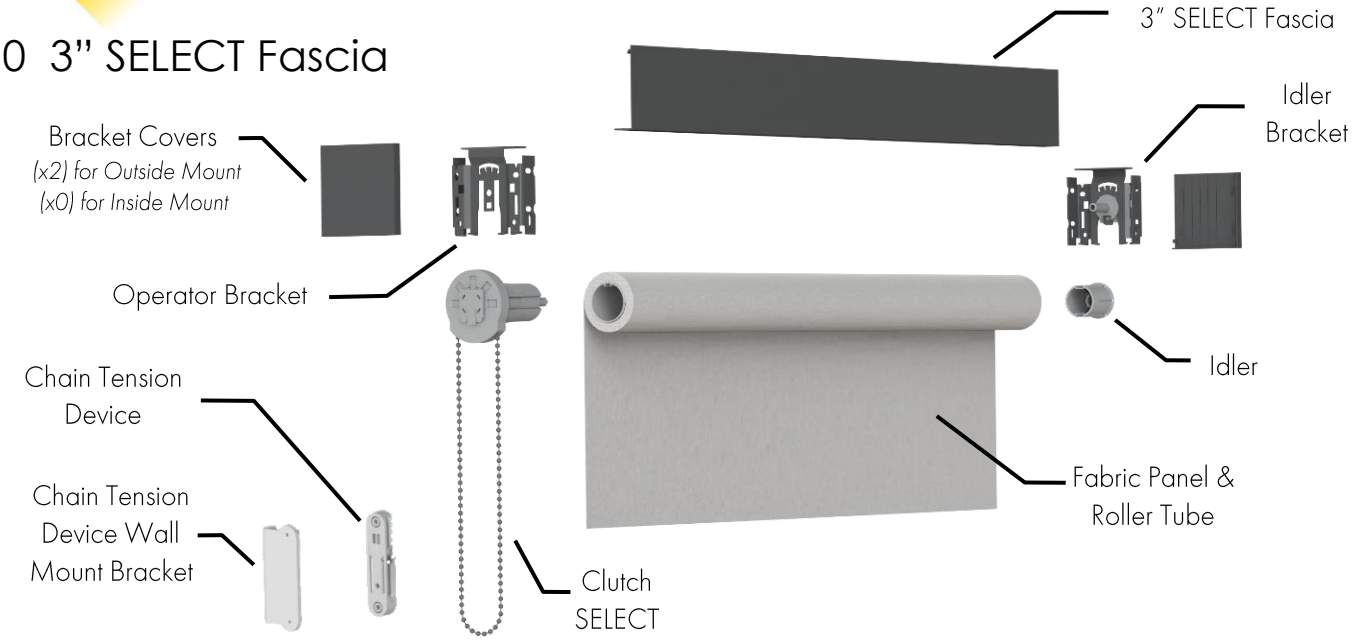
1. Gently lift the tab on the plastic operator mounting clip (inside mount applications will require a flat-head screwdriver). Be very careful not to bend the tab too far or you will risk breaking the mounting clip. With the plastic tab lifted, slide the operator out of the bracket. Be extremely careful when pulling up the mounting clip, if this piece is broken the operator will have to be replaced.



2. Slide the shade idler off the idler pin on the bracket.



3.0 3" SELECT Fascia

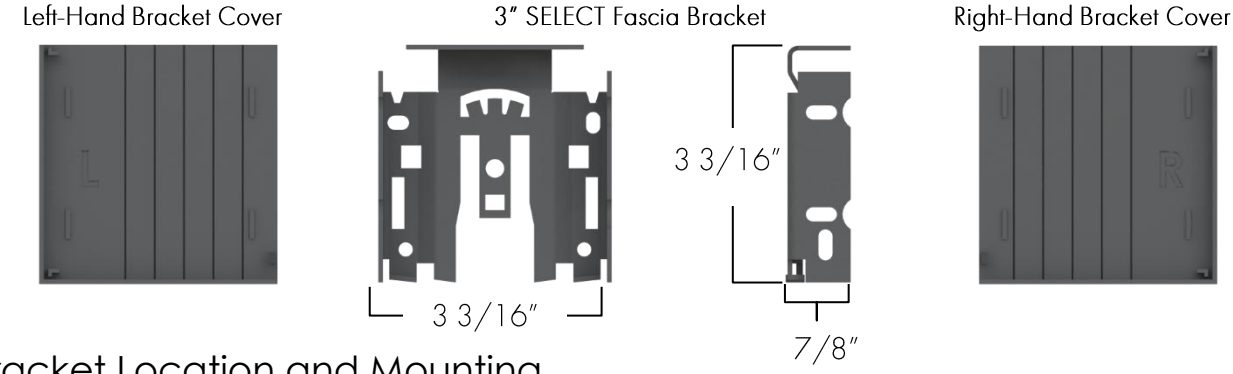


3.1 SELECT Fascia Brackets

Operator and Idler brackets are identical, the idler pin will be installed on the bracket to convert it to an idler specific bracket. These brackets can be used for both ceiling and wall mount applications.

Keep in mind that adding both bracket covers will add a total of 1/4" to the bracket-to-bracket distance.

Bracket covers will only be provided for outside mount applications. Inside mount applications will not have bracket covers.

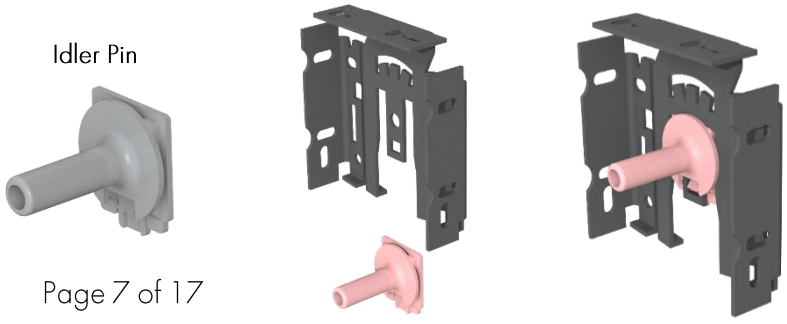


3.2 Bracket Location and Mounting

Mark the location of the brackets noting that the outside bracket cover-to-outside bracket cover width equals shade order width for outside mount applications. Bracket-to-bracket width equals shade order width for inside mount applications. For proper shade operation, brackets must be mounted perfectly level. Verify using a level.

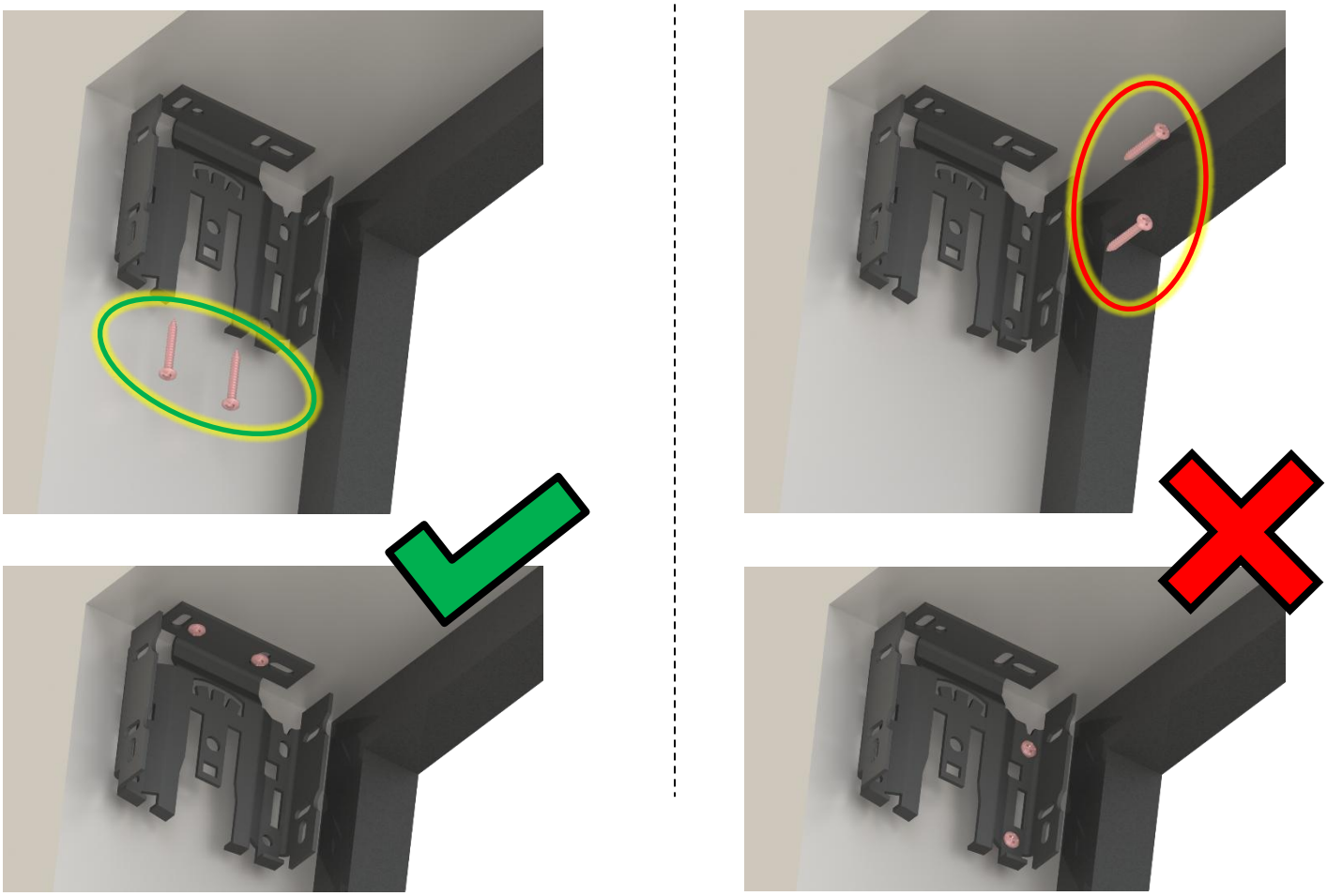
3.21 Idler Bracket Assembly

Locate the idler pin, and a bracket. Install the idler pin by sliding it into the bracket as shown. The pin should easily snap into place. Your idler bracket is now ready to be mounted.



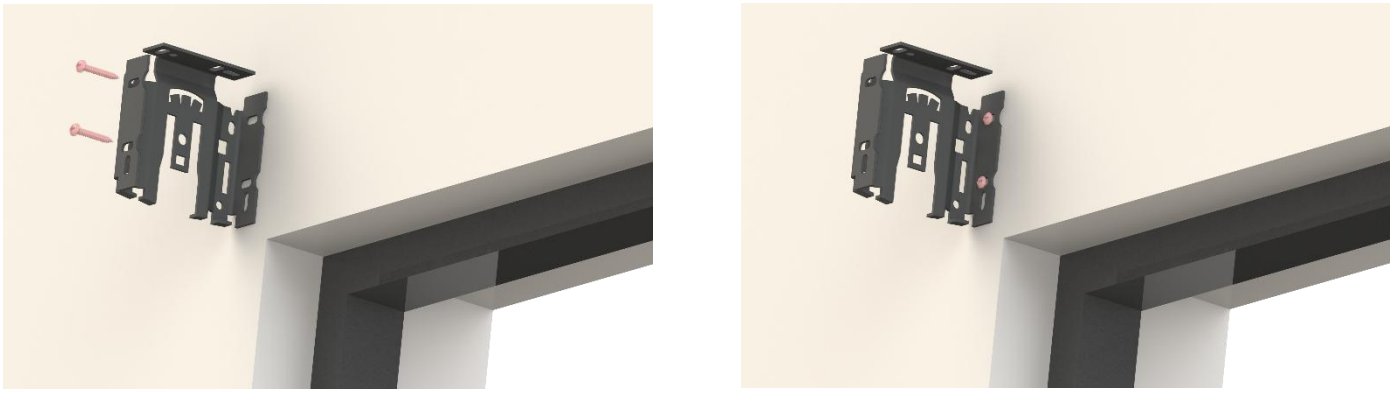
3.22 Inside Mount

Do not mount through the side of the bracket when installing inside a jam. This could pull the brackets further apart than the order size and result in a poor fit.



3.23 Outside Mount

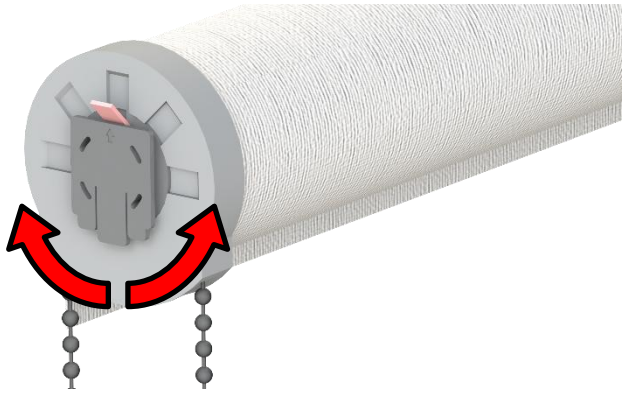
Mount the brackets as shown. Verify that your order width matches the outside of bracket cover-to-outside of bracket cover distance (bracket covers add a total of ¼" when both are installed). Bracket covers cannot be installed until the shade and fascia are installed, put them aside until the end.

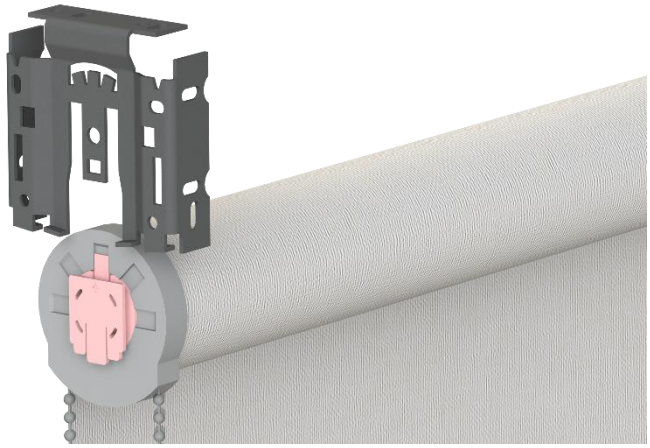


3.3 Shade Installation

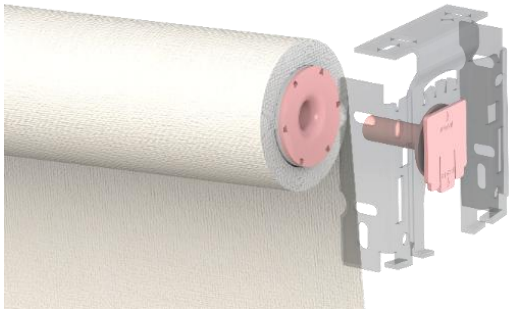
1. Verify the orientation of the plastic mounting clip on the operator prior to installation. Clutch SELECT operators need to be oriented correctly prior to installation. To change the orientation, gently pull up the orientation tab (shown below) and rotate the mounting clip to the correct orientation. Be extremely careful when pulling up the orientation tab, if this piece is broken the operator will have to be replaced.

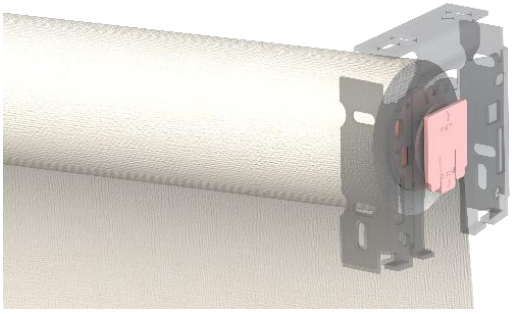
Changing Orientation
CAREFULLY pull up the tab and rotate the mounting clip.



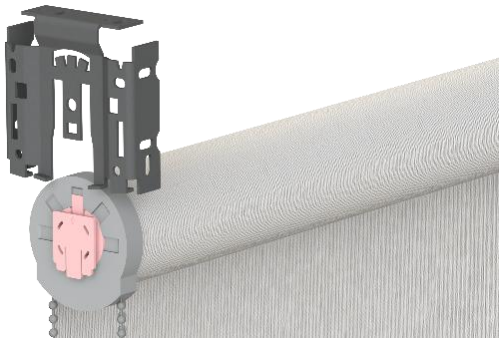


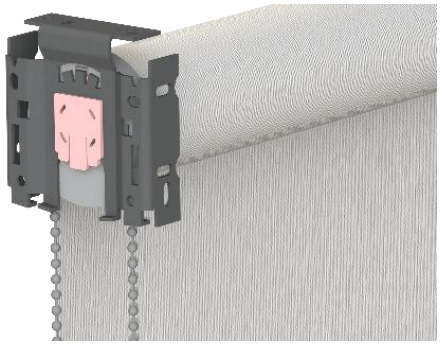
2. Install the shade by carefully inserting the shade idler onto the idler pin on the bracket.



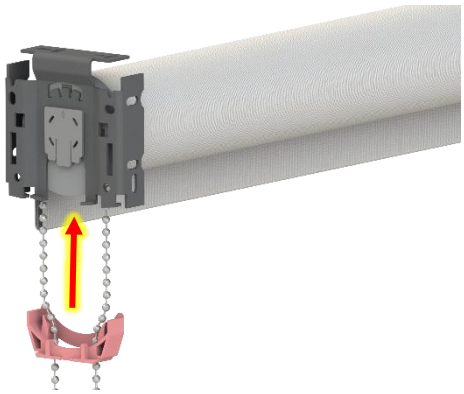
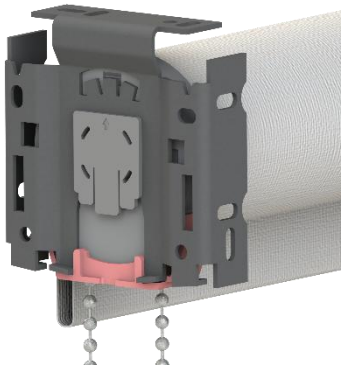


3. Carefully slide the operator mounting clip into the bracket, making sure the plastic tab on the clip is pointing away from the bracket. The operator should easily click into place, do not try to force the operator clip into the bracket. You will risk breaking the mounting clip.



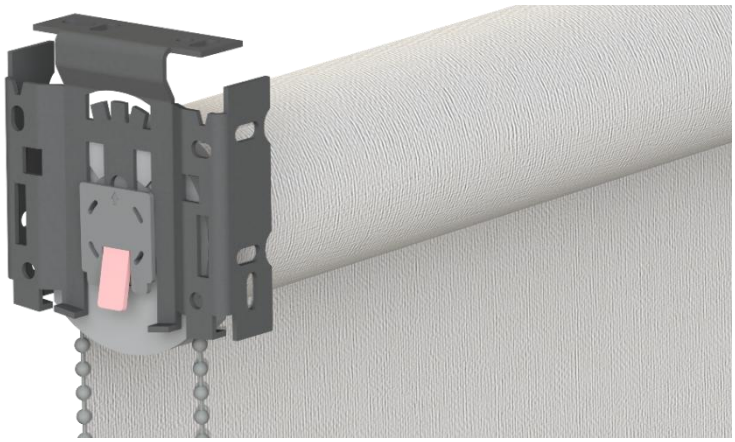
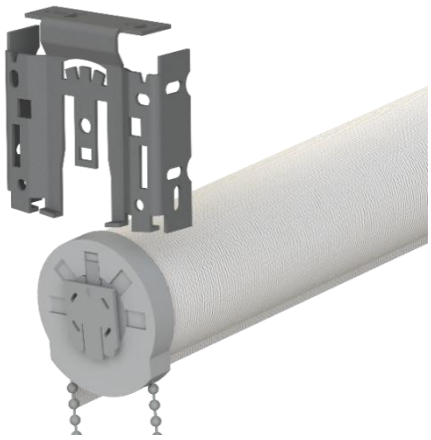


4. Clutch SELECT Systems ONLY: Slide the chain diverter over the bead chain as shown. (The smooth face of the diverter should be installed facing the inside of the shade). When complete, the chain diverter should mate in place with the fascia bracket and the chain should not rub against the fascia.

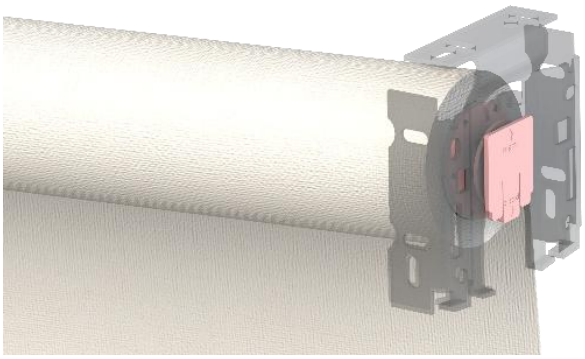
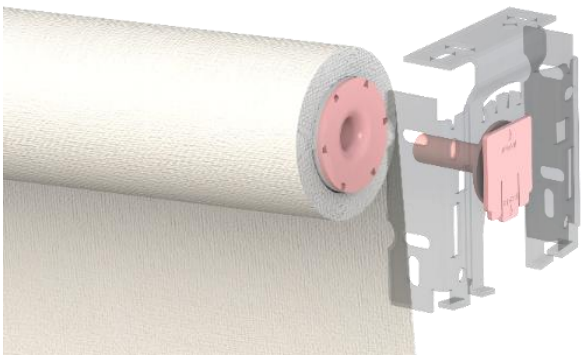




3.4 Shade Removal

1. Gently lift the tab on the plastic operator mounting clip (inside mount applications will require a flat-head screwdriver). Be very careful not to bend the tab too far or you will risk breaking the mounting clip. With the plastic tab lifted, slide the operator out of the bracket. Be extremely careful when pulling up the mounting clip, if this piece is broken the operator will have to be replaced.

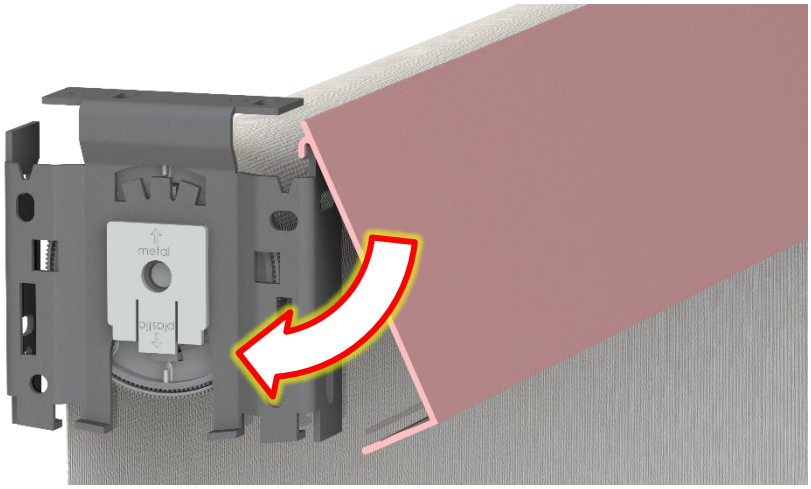



2. Slide the shade idler off the idler pin on the bracket.

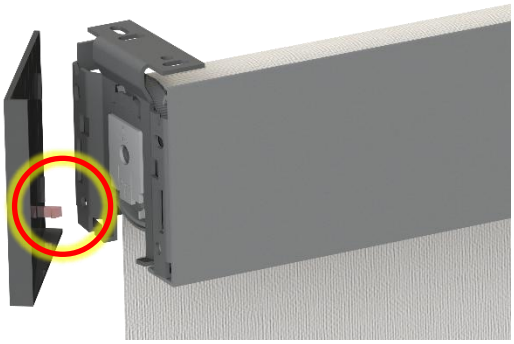
3.5 Fascia Installation

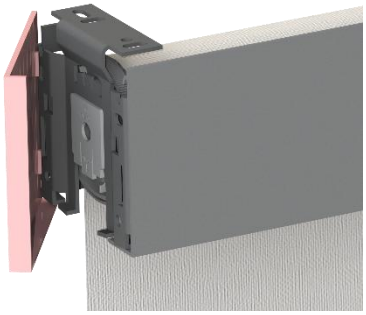
1. Insert fascia into the top lip of both brackets. Push fascia toward the back of the lower part of the bracket. The fascia snaps onto the tang of both brackets. If the fascia is not secure, check the tang to ensure it is not bent. If necessary, carefully bend the tang down so the fascia engages with the tang.

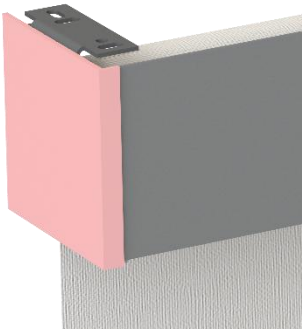




2. For outside mount, secure the bracket covers to the bracket by hooking tab on the back of the bracket cover to the bracket. Then rotate forward and over the front of the fascia. Left and right bracket covers are indicated by an "L" or "R" on the inside of each cover.



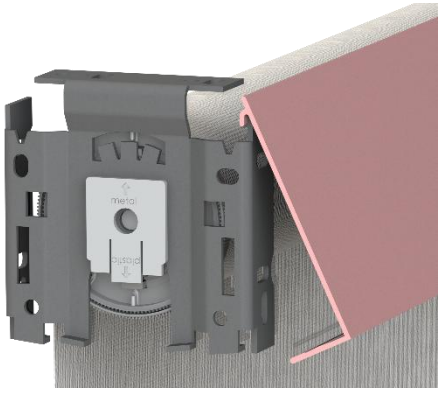




3.6 Fascia Removal

To remove the fascia, you must first remove the bracket covers (if any). Remove the fascia by pulling 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.





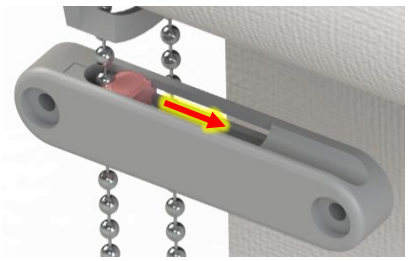
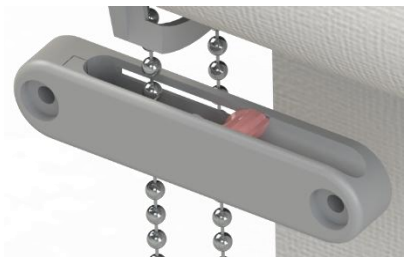
4.0 Chain Tension Device Installation

Insolroll has two styles of chain tension devices, FLEX (taller) and Legacy (shorter). The installation process will remain the same for both styles. Both chain tension devices have optional wall mount brackets that can be ordered separately. Determine whether your order contains the wall mount bracket or not and whether your application will need the bracket as the installation process varies slightly whether you use it or not.



4.1 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.

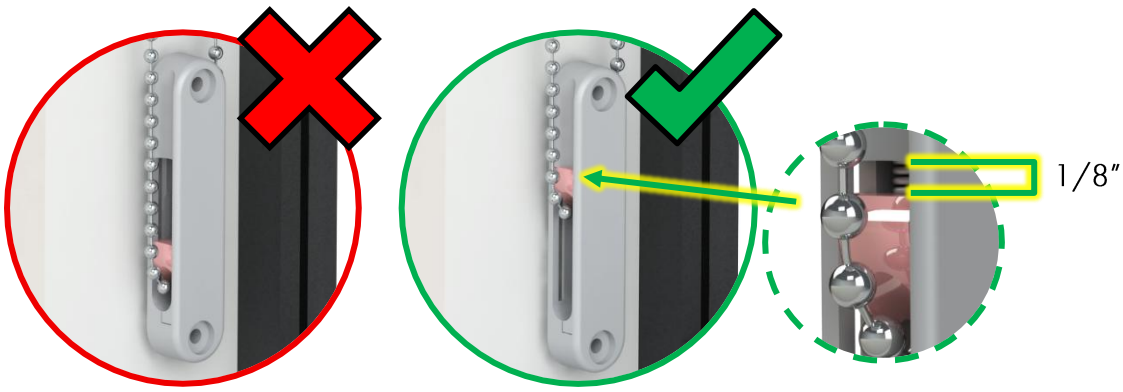



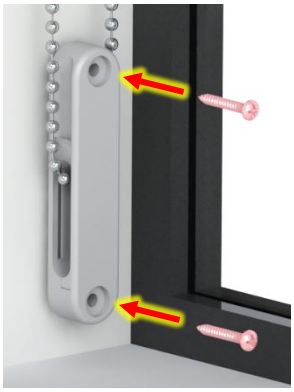

Same Process for Legacy Chain Tension Device

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 almost fully compressed (~1/8" gap). 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.

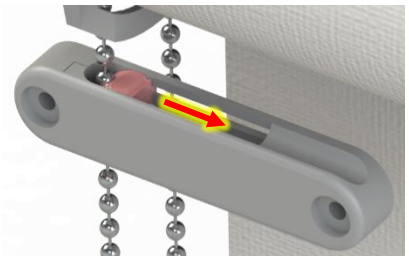
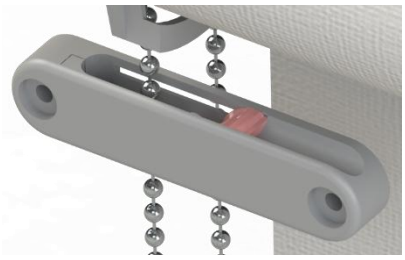




3. Operate the shade to verify that the bead chain runs smooth through the chain tension device.

4.2 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.

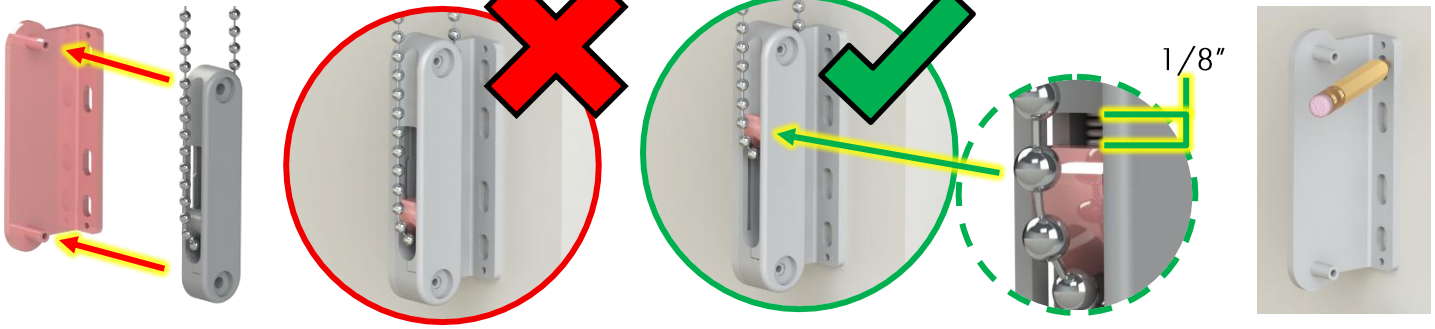


Same Process for Legacy Chain Tension Device

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 almost fully compressed (~1/8" gap). 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. Insolroll recommends using a screwdriver to install the short screws, but if a screw gun must be used make sure it is set to the lowest torque setting. Using a high torque setting can break the bracket rendering it useless.)




Chain tension devices can also be installed without the wall mount bracket.

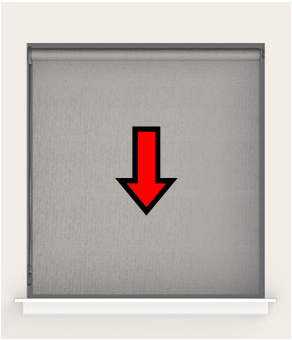
4. Operate the shade to verify that the bead chain runs smooth through the chain tension device.

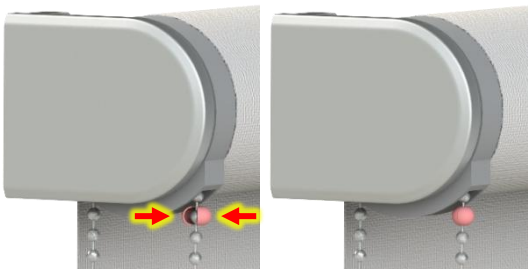
5.0 Setting Limits

5.1 Regular Roll Shades

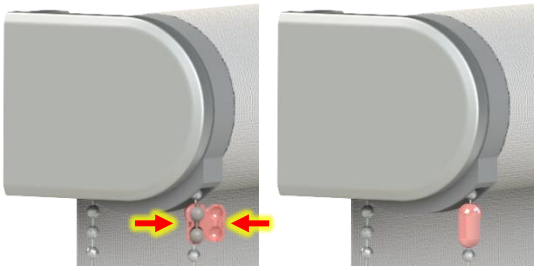
1. Before setting the limits, roll the shade up and down multiple times to ensure the fabric is rolling up evenly without any telescoping. If you observe fabric telescoping, go to Section 6.1 Fabric Telescoping to correct it before setting any limits.

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.



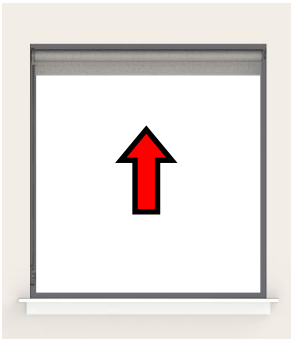


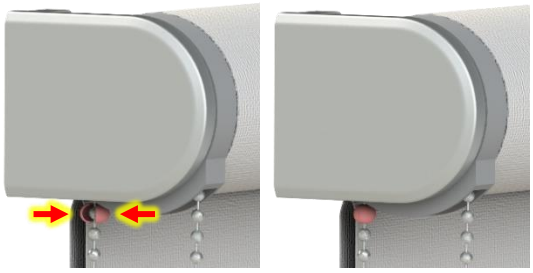
Metal Bead Chain



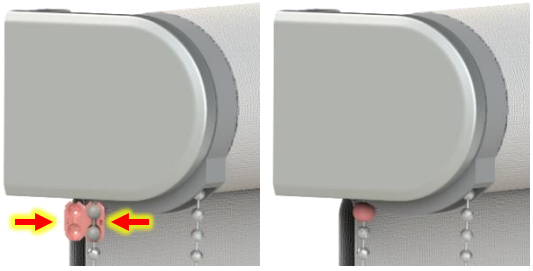
Plastic Bead Chain

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.





Metal Bead Chain



Plastic Bead Chain

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

5.2 Reverse Roll Shades

Reverse roll shades will follow the same steps as above, the only difference is the clutch operation direction. Lower the shade to the desired lower limit and place the lower limit stop ball on the back portion of the chain loop. Then raise the shade to the desired upper limit and place the upper limit ball stop on the front portion of the chain loop.

6.0 Troubleshooting

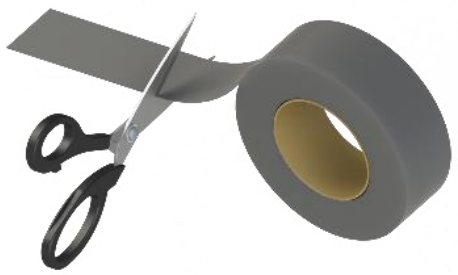
6.1 Fabric Telescoping

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



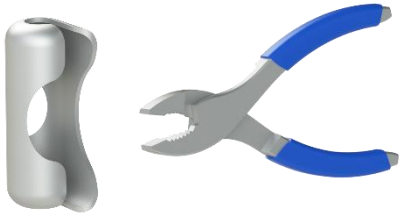
Place tape near the edge of the roller tube.
(on the side opposite of the direction the fabric is moving)

6.2 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.

6.3 Shortening Chain Loop

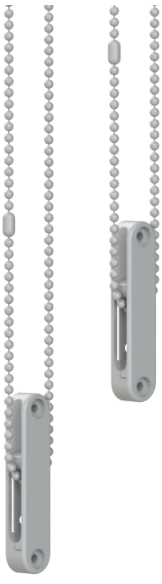
Insolroll provides extra bead chain connectors with every order to help with the chain shortening process. To comply with the current child safety standards, new metal connectors must be installed and crimped properly to maintain a continuous bead chain loop. Plastic bead connectors must be glued to maintain a continuous bead chain loop. Any adjustments of the bead chain should be made prior to mounting the chain tension device. This will allow for an easier and more efficient installation.



Metal connectors will need to be crimped shut to operate smoothly and comply with current child safety standards.

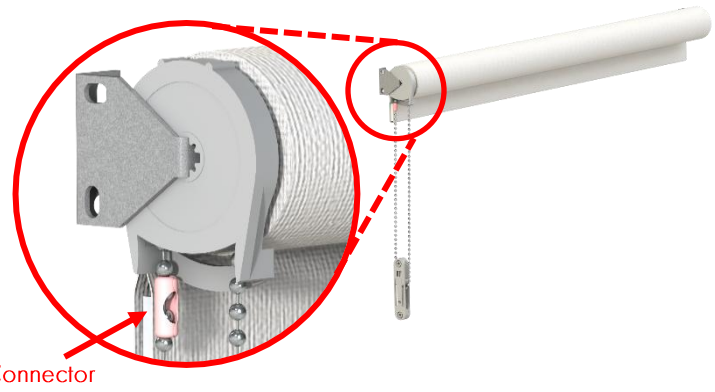


Plastic connectors will need to be super glued shut to comply with current child safety standards.

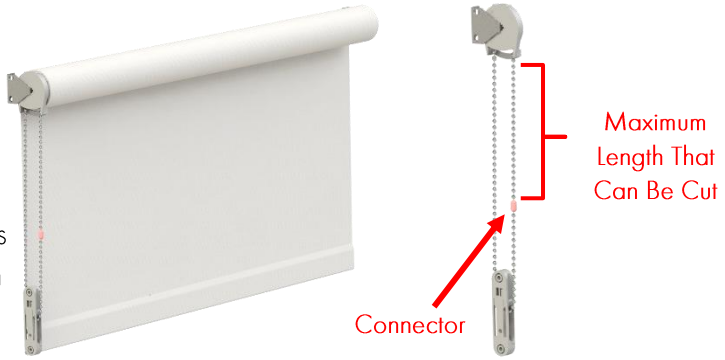


Clutch SELECT
Installation Instructions

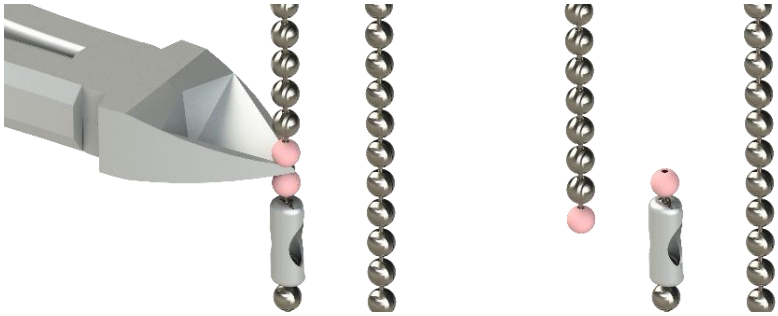
1. Prior to making any chain shortening, it is important to know how short you can make the loop to ensure you don't make the loop too short. Roll the shade all the way up to its desired upper limit and position the chain connector under the back of the head of the clutch. The chain connector should be preventing the shade from rolling any further up.



2. Roll the shade to its desired lower position. Measure the distance from the top of the chain connector to the bottom of the head of the clutch. The distance measured will be the maximum length that can be cut off while still allowing for full operation. Insolroll recommends cutting less than the maximum length so you can be sure to set limits accurately.



3. Begin by cutting the bead chain directly above the current bead chain connector. 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.)



4. Place the new bead chain connector on the chain that is hanging down.

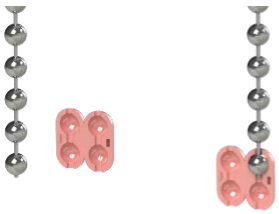
<u>Metal Connector Installation:</u>

Place the ball in the center slot of the connector and rotate it until the ball sits in one end of the connector. Note that the fit may be very tight. Leave the connector uncrimped.



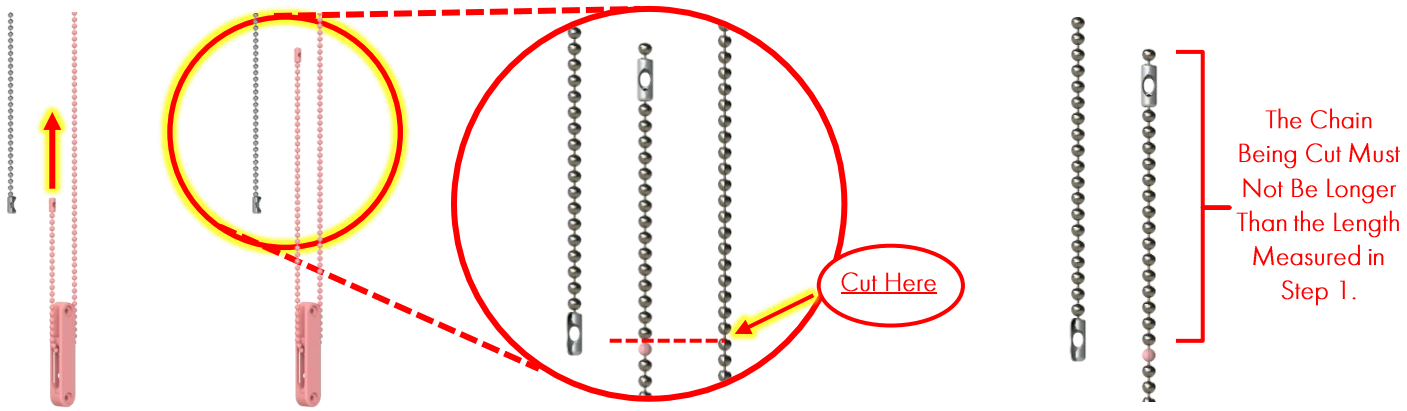
<u>Plastic Connector Installation:</u>

Position the ball so it fits into the top holder of the plastic connector. Press the ball into the connector until you feel it snap into place.

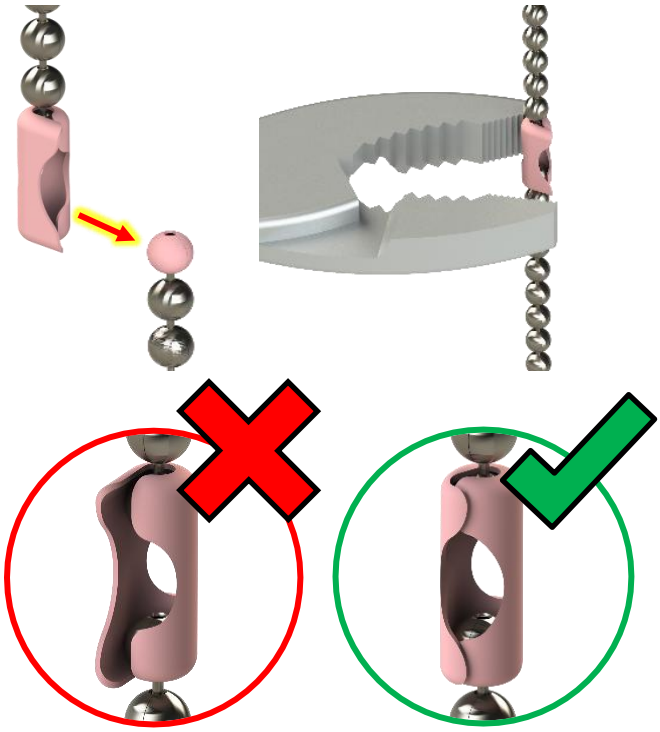


Clutch SELECT
Installation Instructions

5. Allow the front portion of the chain with the uncrimped connector to hang straight down and lift the portion of the chain with the crimped connector. Raise the chain to create the desired bead chain drop. Cut the chain directly above the ball that is in line with the bottom of the uncrimped chain connector.



METAL CHAIN: Insert the bead chain into the uncrimped connector and crimp the connector closed using pliers. It is important to note that the connector must be crimped completely closed so the two longer flaps overlap the shorter flaps. This will create a secure hold and prevent the bead chain from being removed.



PLASTIC CHAIN: Insert the bead chain into the plastic connector. Apply a small amount of super glue to both balls and the connector clip. Then close the connector using pliers. It is important to note that the connector must be completely closed (no visible gap where both sides meet). This will create a secure hold and prevent the bead chain from being removed.

