Manual Clutch Installation Instructions

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Manual Clutch Installation Instructions

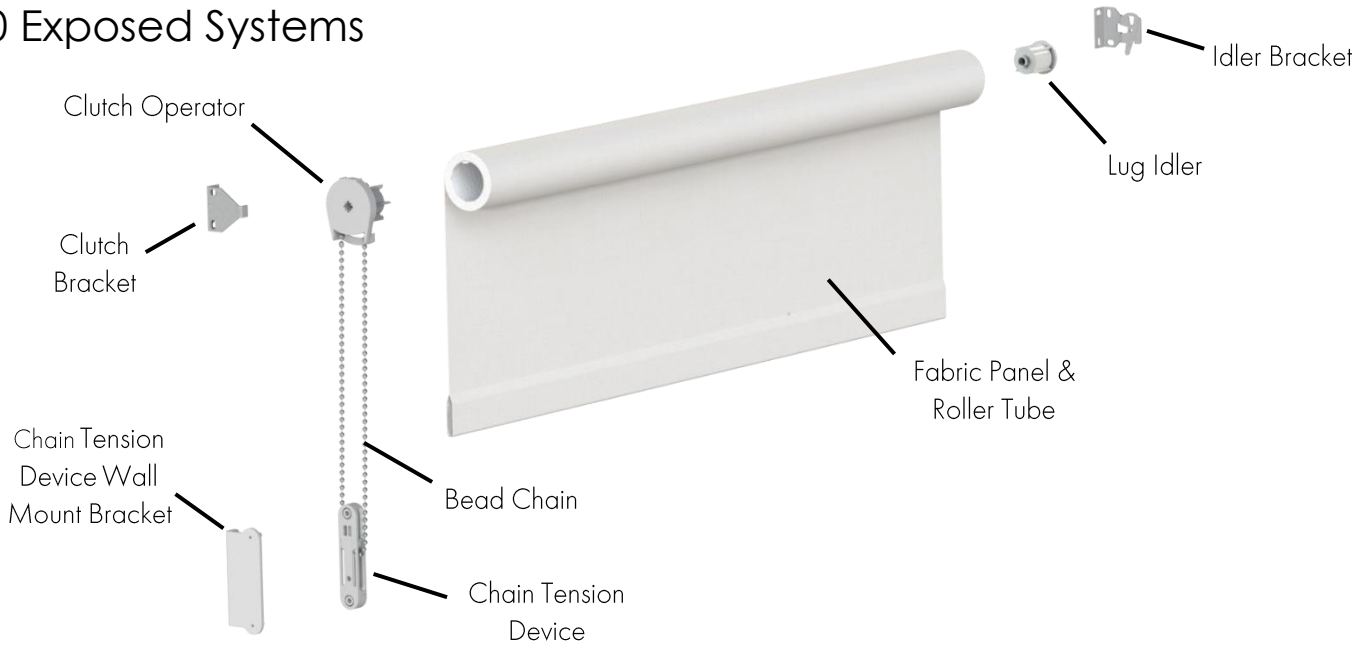
1.0 Overview

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, R24 Spring Assist and G200 Spring Assist). The R8 brackets will be a smaller footprint that 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

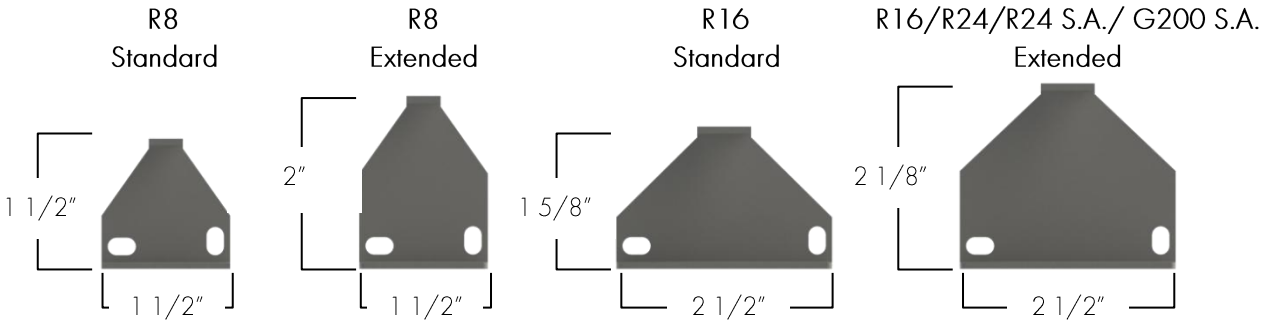
Screw/drill gun with Phillips head bit extender; Hex head driver; Standard and Phillips head screwdriver; level; tape measure; 1/8" and 3/16" drill bit.

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.



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.

2.21 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.



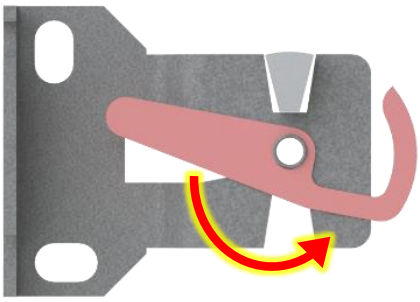


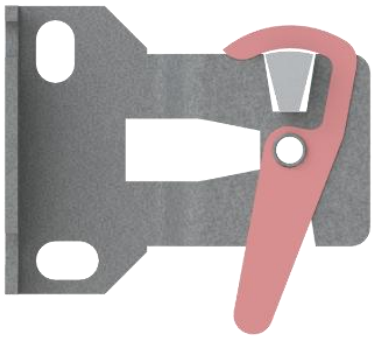
2. Swing the idler end of the shade up and over the idler bracket to sit the "lug" of the idler into the "V" on the bracket. The shade should fit secure in the brackets with about 1/16" of play (side to side). This play will allow the shade to operate smoothly, if the brackets are too tight and there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



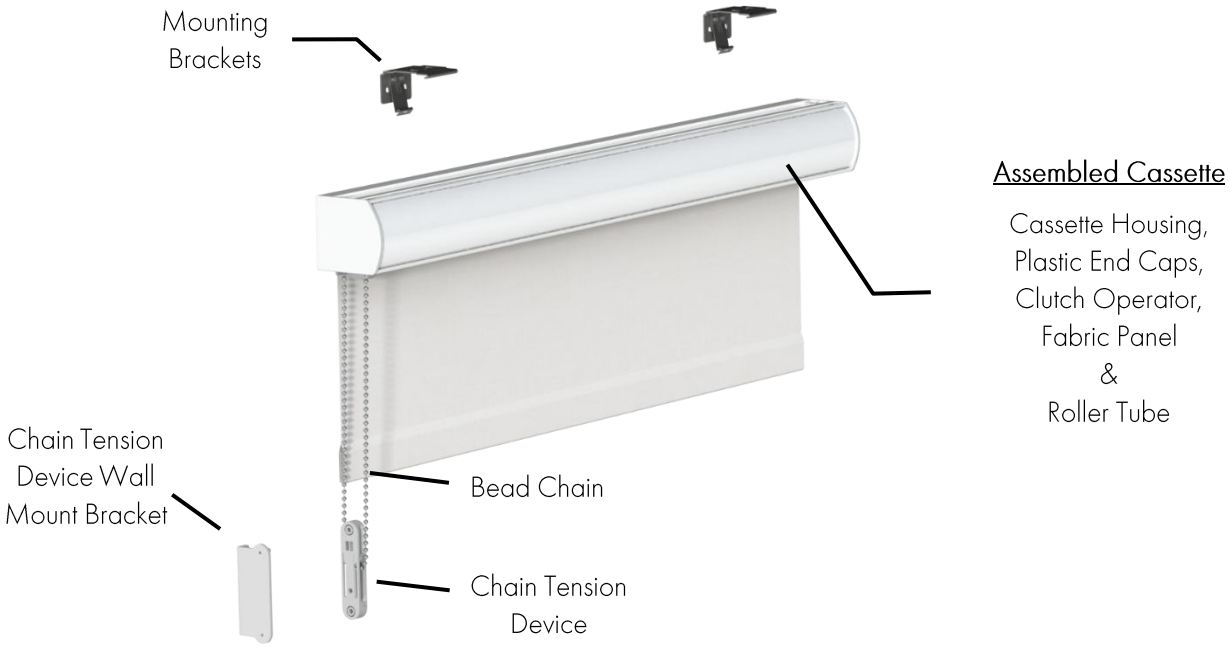


3. Rotate the retainer hook over the "lug" on the idler to lock the shade in place.



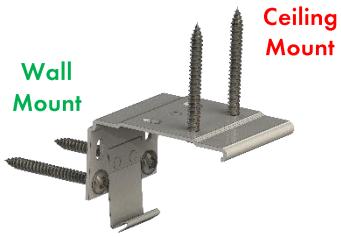


3.0 Cassette Systems (3" and 4")



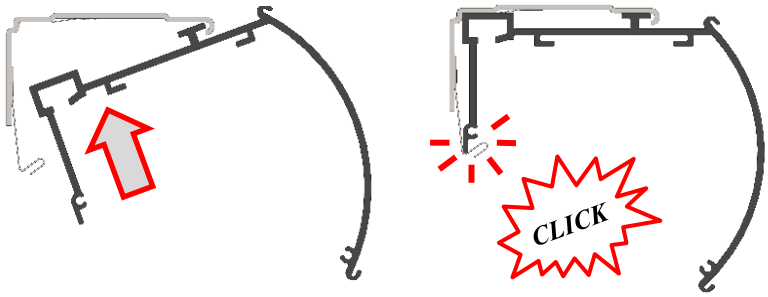
3.1 Cassette Mounting Brackets

Cassette systems are shipped fully assembled. These systems utilize mounting brackets that can be oriented 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.



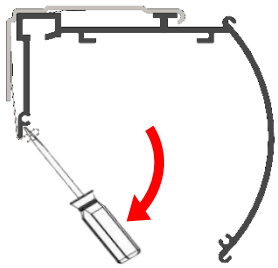
3.2 Shade Installation

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

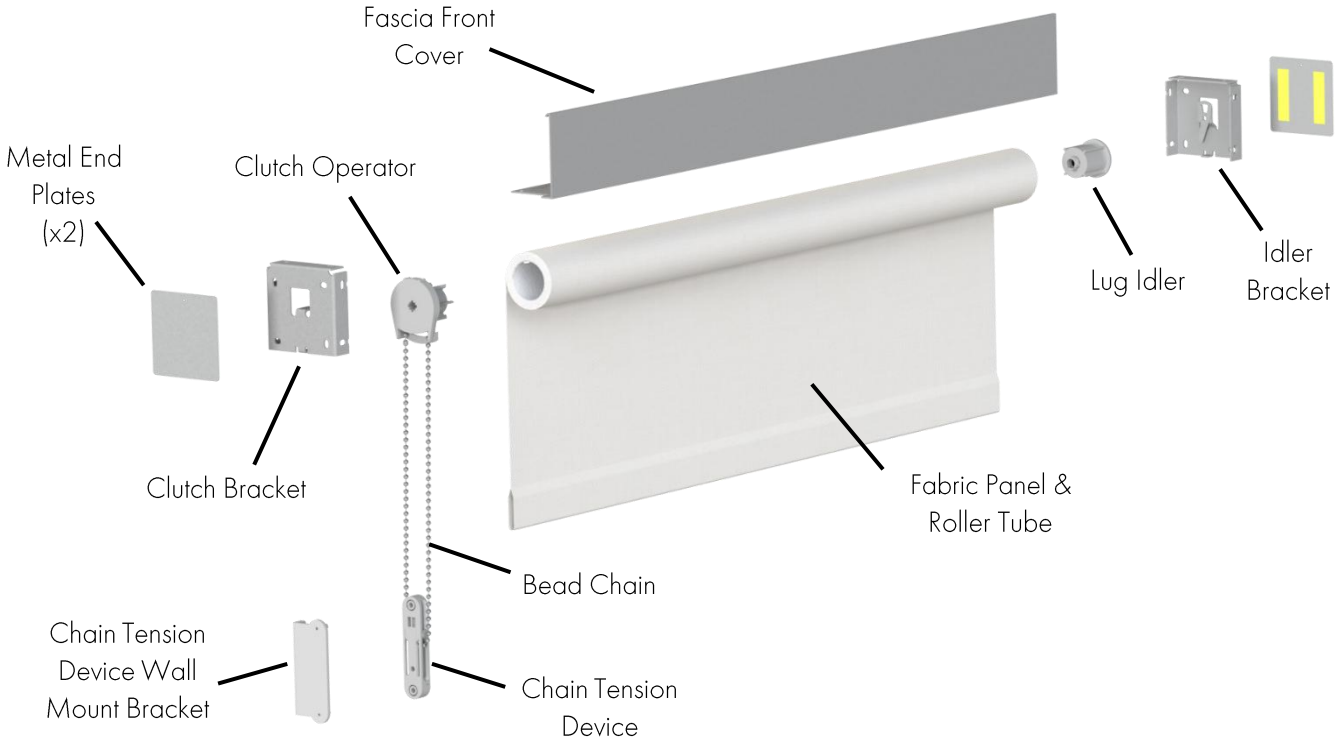


3.3 Cassette Removal

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



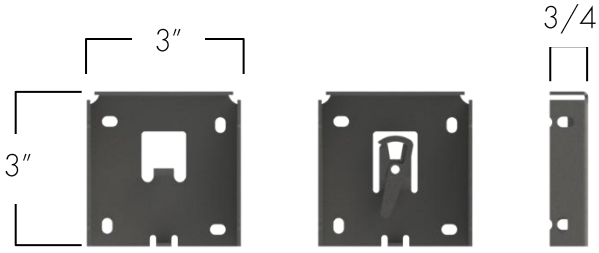
4.0 Fascia System



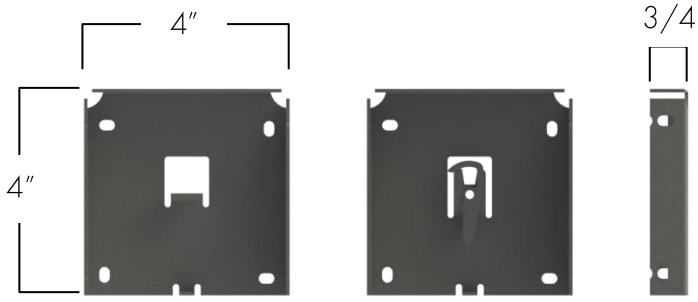
4.1 Fascia Brackets

Fascia housings are offered in two sizes, a 3-inch (R8 and R16 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 will add a total of 1/8" to the bracket-to-bracket distance.

3" Fascia Brackets
(R8 and R16 Only)



4" Fascia
(All Clutch Operators)



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.

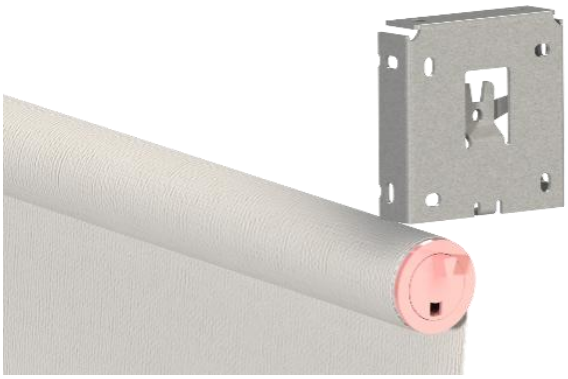
4.21 Shade Installation

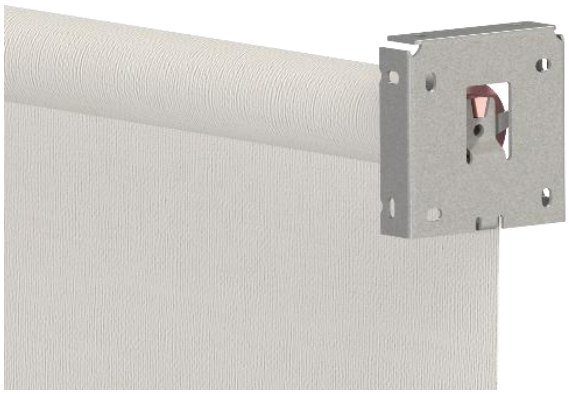
1. Start the installation by sliding the clutch head into the clutch bracket. Ensure that the clutch is installed onto the bracket, so the bead chain runs straight down.





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.





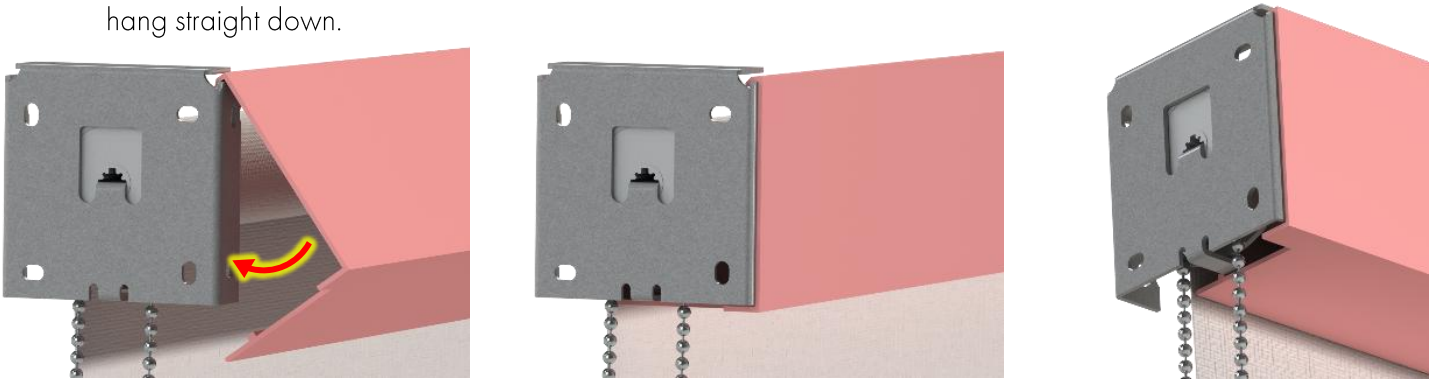
3. Rotate the retainer hook over the "lug" on the idler to lock the shade in place.



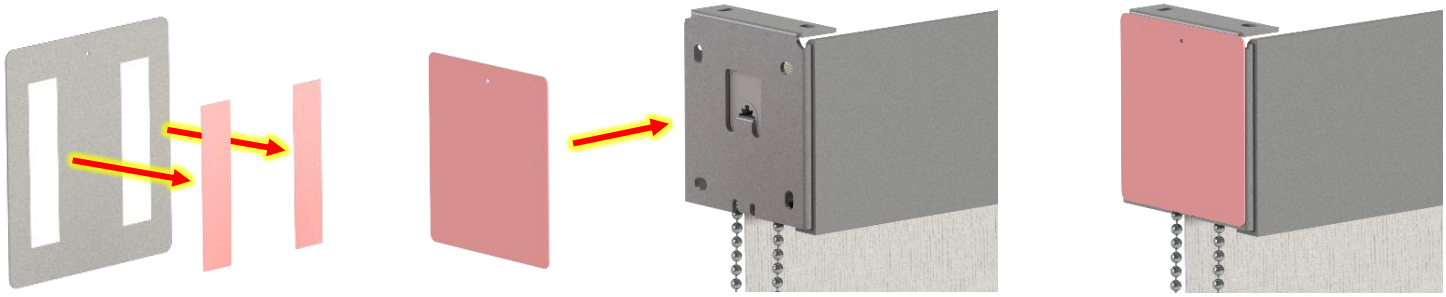


4.3 Fascia Installation

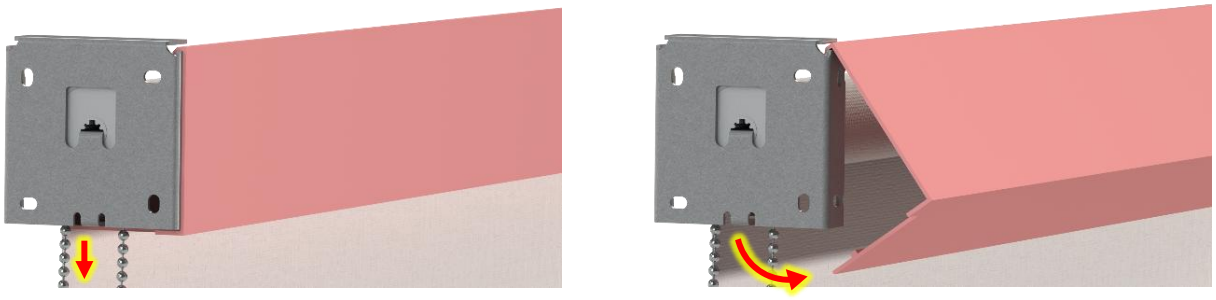
1. Insert the fascia into the top lip of both brackets. Push the bottom of the fascia toward the back of the lower part of the bracket. The fascia snaps into the tang of both brackets. If the fascia is not secure, check the tang to ensure it is not bent. If necessary, carefully bend the tang down so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



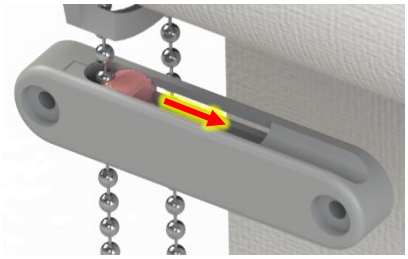
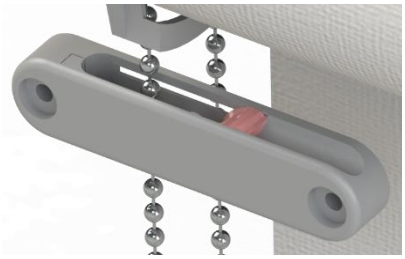
5.0 Chain Tension Device Installation

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.



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.

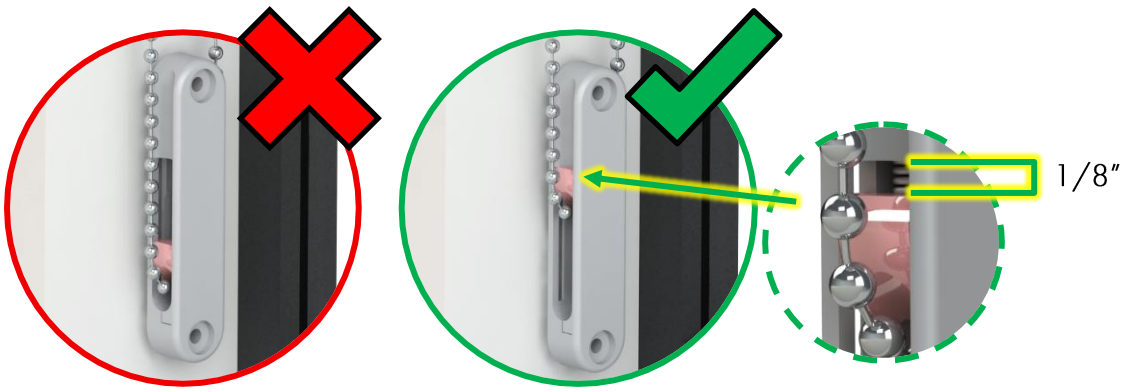



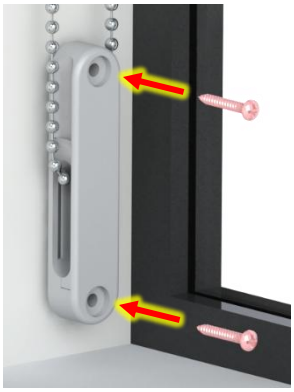

Same Process for Legacy Chain Tension Device

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.

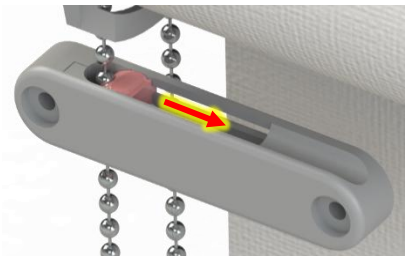
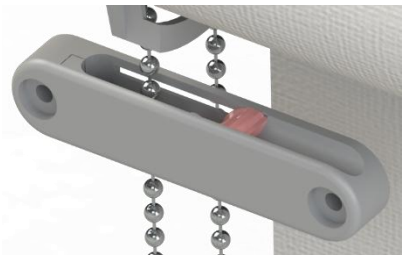




3. Operate the shade to verify that the bead chain runs smooth through the chain tension device.

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.

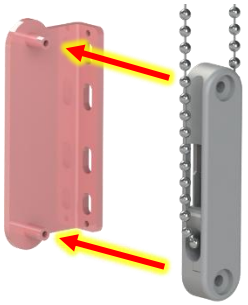
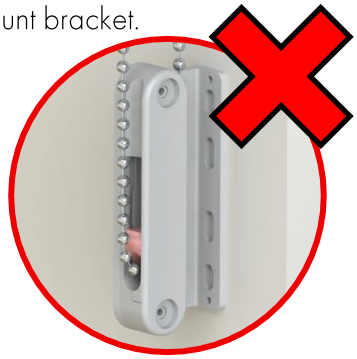
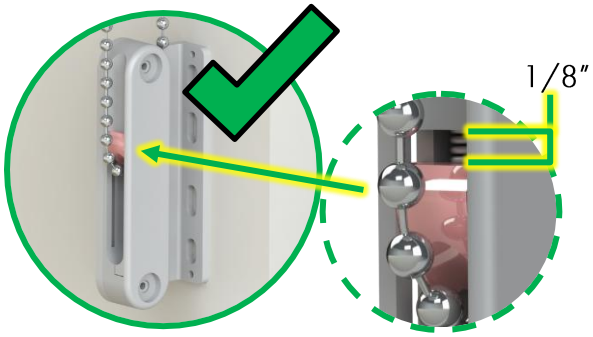


Same Process for Legacy Chain Tension Device

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.)

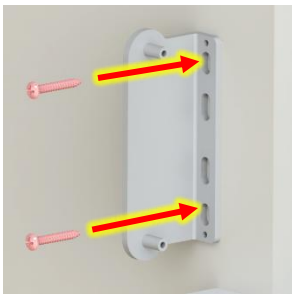
Place the chain tension device on the wall mount bracket first. Pull the chain tension device/wall mount bracket assembly down so the spring is almost fully compressed (~1/8" gap). While holding the bead chain under tension and the chain tension device/wall mount bracket assembly in place, carefully 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.

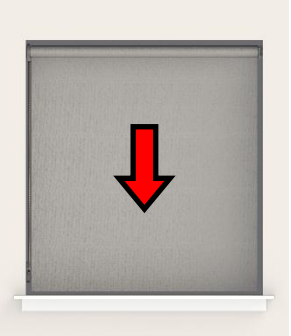
4. Operate the shade to verify that the bead chain runs smooth through the chain tension device.

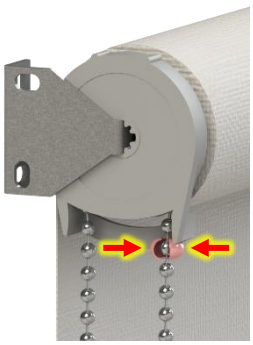
6.0 Setting Limits

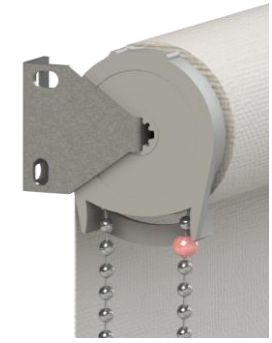
6.1 Regular Roll Shades

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 7.1 Fabric Telescoping to correct it before setting any limits.

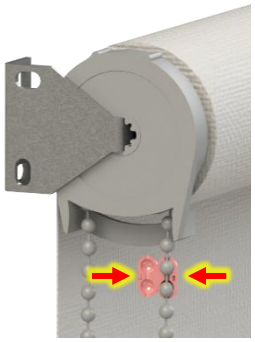
2. Roll the shade down to the desired lower limit. Place one of the provided ball stops over the highest ball on the front portion of the bead chain. For metal chain, use pliers to crimp the ball closed so both ends touch each other (DO NOT OVER-CRIMP THE BALL STOP). For plastic bead chain, use pliers to close the ball stop ensuring the stop is fully closed (NO GAP IS SEEN). When installed correctly, the ball stop should hit the head of the clutch, preventing the shade from rolling down any further.

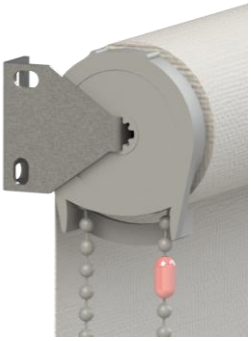






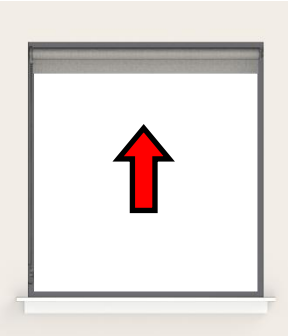
Metal Bead Chain

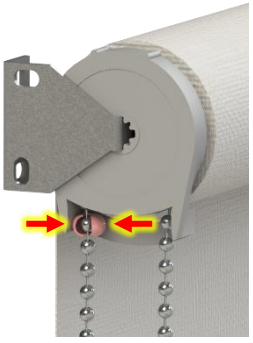




Plastic Bead Chain

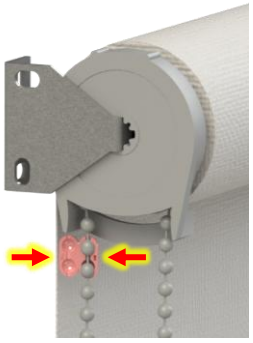
3. Roll the shade up to the desired upper limit. Place one of the provided ball stops over the highest ball on the back portion of the bead chain. For metal chain, use pliers to crimp the ball closed so both ends touch each other (DO NOT OVER-CRIMP THE BALL STOP). For plastic bead chain, use pliers to close the ball stop ensuring the stop is fully closed (NO GAP IS SEEN). When installed correctly, the ball stop should hit the head of the clutch, preventing the shade from rolling up any further.

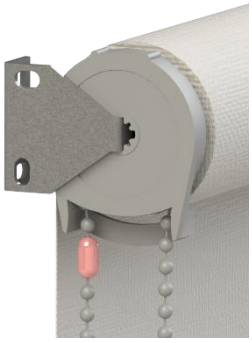






Metal Bead Chain





Plastic Bead Chain

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

6.2 Reverse Roll Shades

Reverse roll shades will follow the same steps as above, the only difference is the clutch operation direction. The lower limit stop ball will be placed on the back portion of the chain loop and the upper limit ball stop will be placed on the front portion of the chain loop.

7.0 Troubleshooting

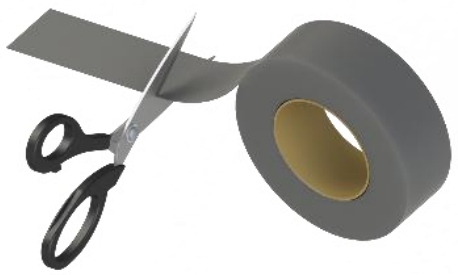
7.1 Fabric Telescoping

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



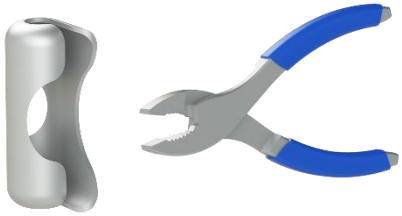
Place tape near the edge of the roller tube.
(on the side opposite of the direction the fabric is moving)

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

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.

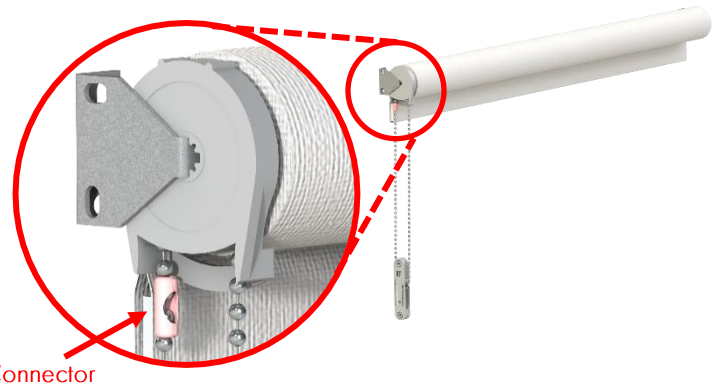


Plastic connectors will need to be super glued shut to comply with current child safety standards.

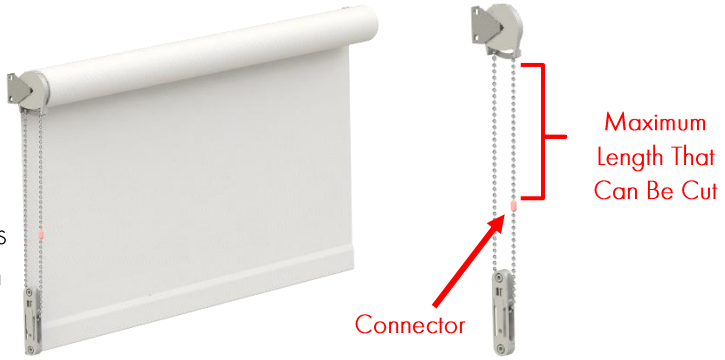


Manual Clutch Installation Instructions

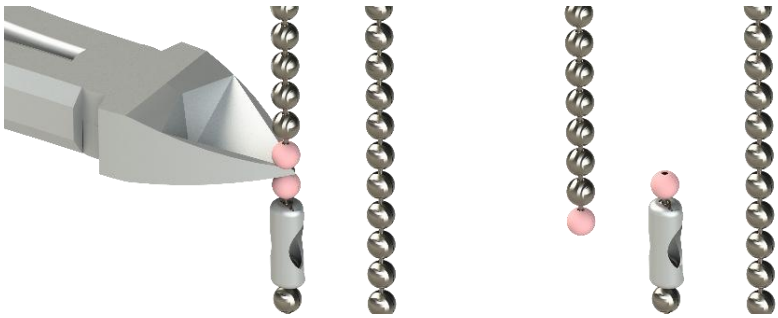
1. Prior to making any chain shortening, it is important to know how short you can make the loop to ensure you don't make the loop too short. Roll the shade all the way up to its desired upper limit and position the chain connector under the back of the head of the clutch. The chain connector should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

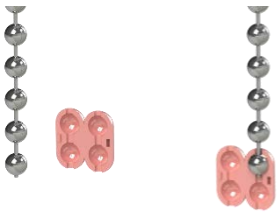
<u>Metal Connector Installation:</u>

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.



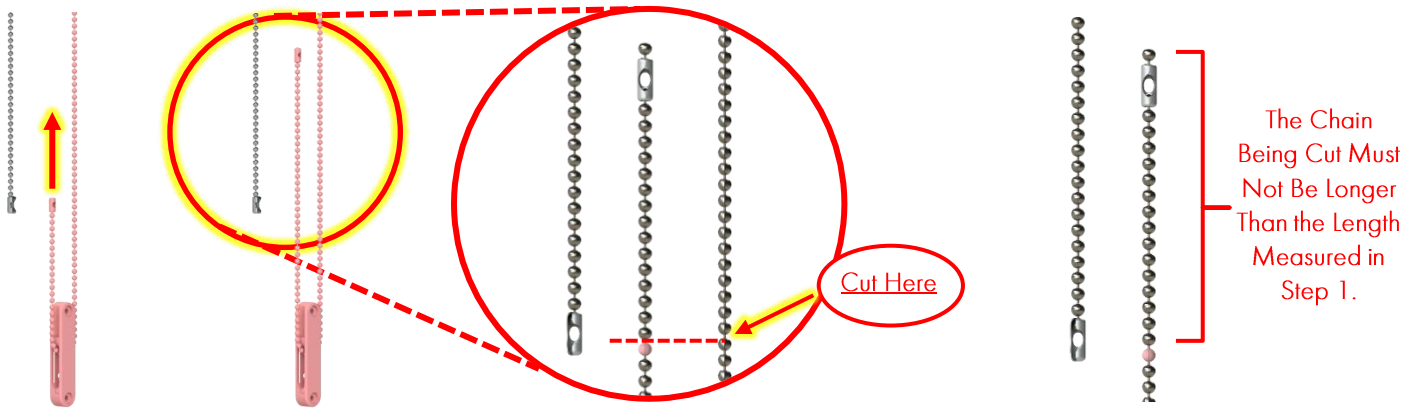
<u>Plastic Connector Installation:</u>

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.

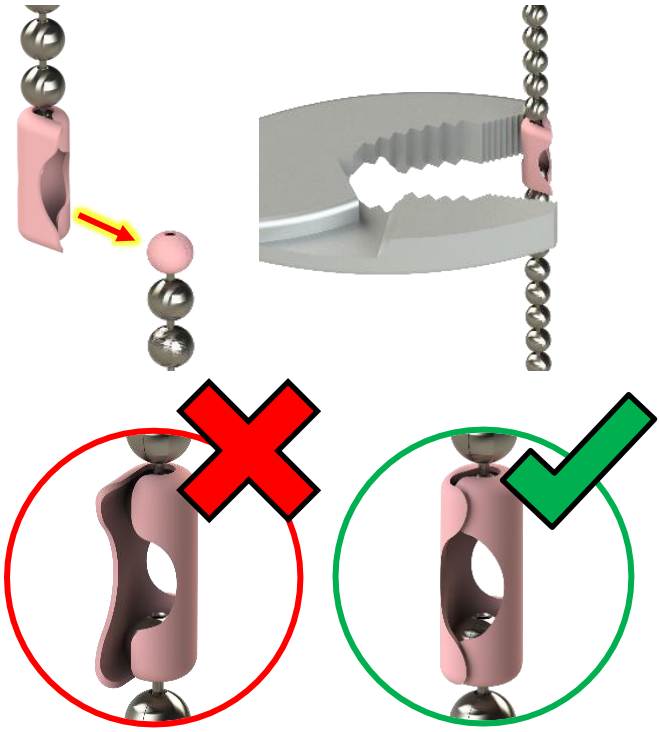


Manual Clutch Installation Instructions

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.

