

Roller Shade Clutch Instructions

Introduction

The **Roller Shade Clutch System** is used to manually control roller shades. The total weight of the shade can be as high as 8 lb for **RC1**; 16 lb for **RC3**; and 24 lb for **RC4** clutch. By pulling the drive bead chain loop, an operator can raise and lower the shade easily, smoothly and precisely. Fig. 1 shows an assembled roller shade with the clutch, end brackets and bracket caps.

The **roller shade** can be mounted either inside or outside the window casing; and the shade can be regular wind or reverse wind as shown in Fig. 2.

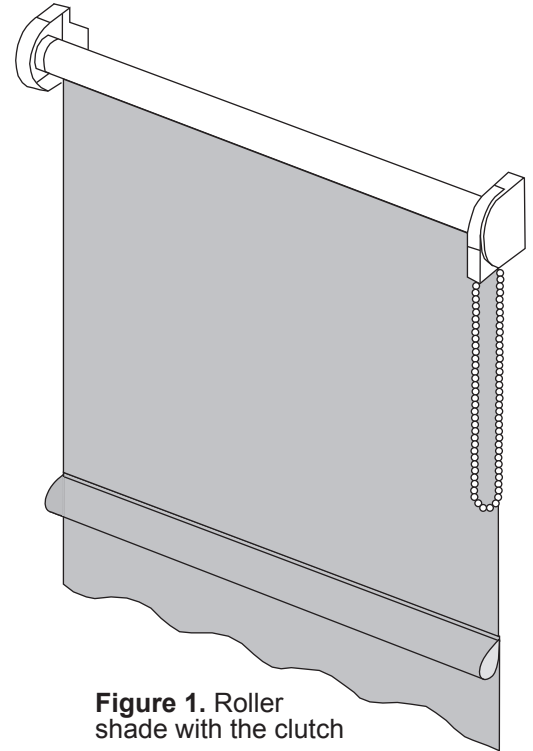
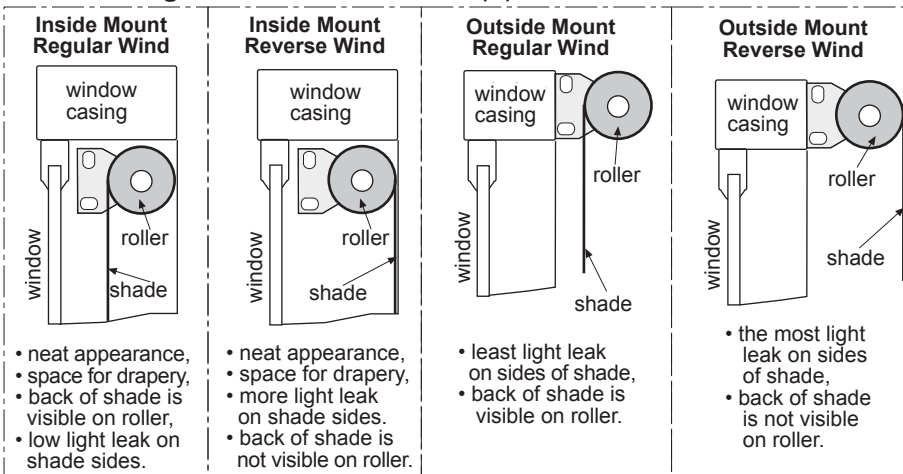


Figure 1. Roller shade with the clutch

Figure 2. Side view on the top portion of the window



Basic Components are shown in Fig. 3.

1. Clutch Unit **RC1**(8 lb), **RC3**(16 lb) and **RC4**(24 lb) includes: Clutch and End Plug.
2. Bracket Set **RC21**, **RC22**, **RC23** and **RC24** includes: Clutch Side Bracket and End Plug Side Bracket.
3. Bracket Cover Set **RC31** and **RC32** includes: Open End Bracket Cover and Close End Bracket Cover.
4. Aluminum Roller **RC50** (1" diameter) in 4', 6', 8' and 12' lengths; **RC60** (1 1/2" diameter) in 6' and 12' length.
5. Bead Chain Loops: Plastic - **CR39** to **CR43** and Metal - **BCL22** to **BCL36** in 2', 3', 4', 5' and 6' drops.

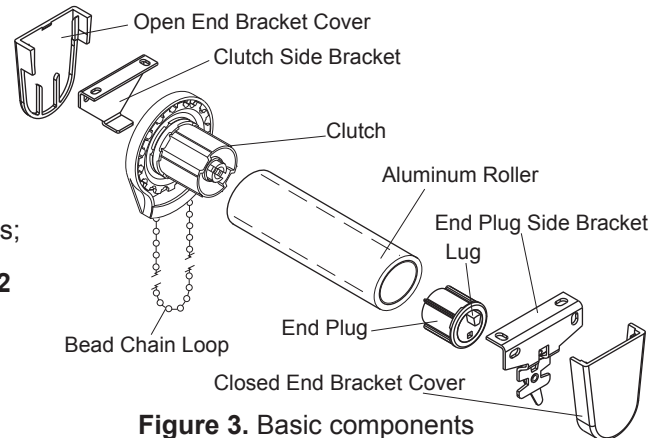


Figure 3. Basic components

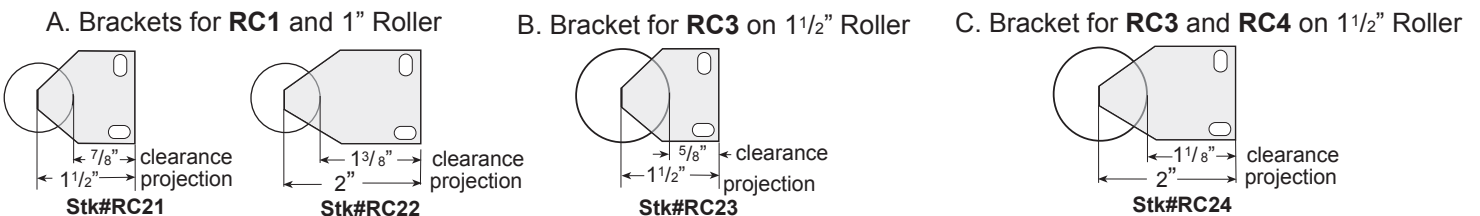


Figure 4. Mounting Brackets

Measurement

Step 1. Measurements (see Fig. 5)

A. Inside Mount

Measure the **Width** inside the casing (jam-to-jam, or casing-to-casing), where the brackets will be installed; and the **Length** from the top of the bracket to the bottom of the window.

B. Outside Mount

Measure the **Width** outside between the outer edges of the window trim where the brackets will be installed; and the **Length** from the top of the bracket to the bottom of the window.

Note: Measure all windows for accuracy even though they may look the same.

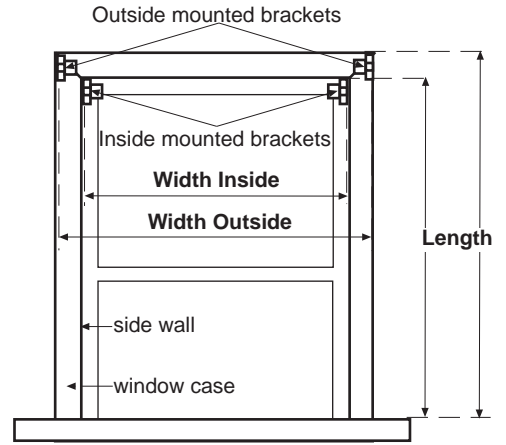


Figure 5. Measurements on a window

Step 2. Cut shade cloth and aluminum roller.

A. Using 8 lb clutch RC1

Width - 1 1/8" = Cut length of the roller and Finished Shade Cloth Width

Length + 9" = Finished Shade Cloth Length (includes allowance for pocket and to wrap around roller at top)

B. Using 16 lb clutch RC3 and 24 lb clutch RC4

Width - 1 1/4" = Cut length of the roller and Finished Shade Cloth Width

Length + 12" = Finished Shade Cloth Length (includes allowance for pocket and to wrap around roller at top)

Note: Cut the shade cloth "square" to ensure the shade will travel up and down straight.

Step 3. Peel the yellow plastic backing from the sticky tape on the roller. For a regular wound shade, affix the top face of your shade cloth to the roller. For a reverse wound shade, affix the backside of the shade cloth to the roller. Make sure to adhere the cloth straight onto the roller so the shade rolls up evenly.

Step 4. Insert bead chain into the clutch as shown in Fig. 6.

Note: To reduce the chance of a child entangling in the drive bead chain loop, we suggest using the shortest one possible. If you're using bead chain by the roll and chain connector to form the chain loop, multiply the finished shade cloth **length** by 1.5 for **RC1**, 1.6 for **RC3** and 2.2 for **RC4** to determine how long to cut bead chain. For elevated windows you can use a longer chain, but you cannot use a shorter length.

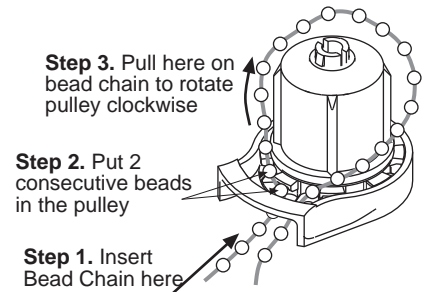


Figure 6. Insert Bead Chain

Installation

Step 5. At the job site, install the brackets on the window casing according to Fig. 5. If brackets are going to be mounted inside the casing, try to position them as close to the window as possible yet have enough space for the roller shade when completely rolled up. If the clutch is on the right end of the shade, attach the brackets to the window casing, wall, or ceiling, as shown in Fig. 7. If the clutch is on the left end of the shade, reverse the brackets, left and right.

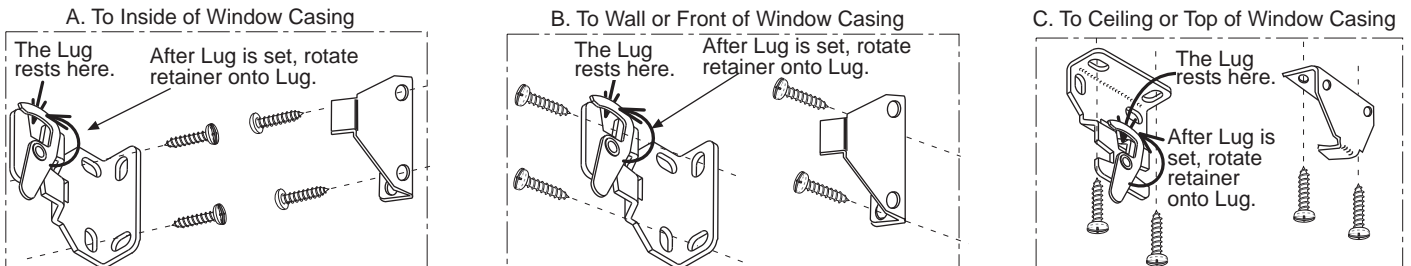


Figure 7. Install Brackets

Step 6. Inserting the clutch and the end plug in the roller as shown in Fig. 8.

Note: Use end bracket covers to cover the brackets for outside mount roller shade. Before the roller shade is installed, slide the open end bracket cover onto the clutch bracket, and the closed end bracket cover onto the end plug bracket.

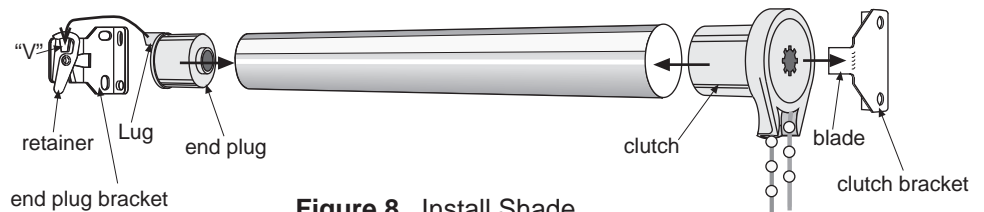


Figure 8. Install Shade

Step 7. To install, push shade clutch straight onto the blade of its bracket. The bottom of the clutch should always point straight down. Lower the lug of the end plug onto the "V" of its bracket. The roller should fit in the brackets securely, with just a little play. Rotate the riveted retainer portion to lock the lug in position (See Figures 7 and 8).