

# **CLUTCH SHADE WITH 4" HOUSING**

## INSTALLATION INSTRUCTIONS

### **TOOLS NEEDED:**

DRILL  
3/8" METAL DRILL BIT  
1/2" SOCKET WITH HEX DRIVER  
PHILLIPS #2 DRIVER FOR DRILL  
MEASURING TAPE  
PENCIL  
2' LEVEL  
PLUMB LINE  
1/4" MASONRY DRILL BIT  
HAMMER  
LINESMAN PLIERS

### **HARDWARE NEEDED:**

5/16" X 4 1/2" LAG SCREWS OR OTHER APPROPRIATE  
INSTALL HARDWARE (4 OR MORE)  
3/8" FLAT WASHERS OR OTHER APPROPRIATE  
WASHER (4 OR MORE)

### **1: INSTALL END CAPS ON TOP/BACK OF HOUSING USING PROVIDED SCREWS.**

### **2: PREPARE HOUSING FOR INSTALLATION**

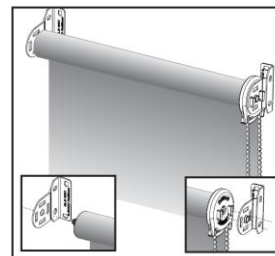
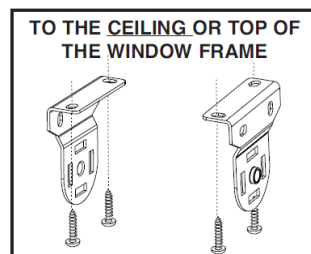
Measure space where shade will be installed. Identify center and determine even gap on either side of shade and mark with pencil. Drill holes evenly across mounting surface side of housing. Top mount holes are on the top of the housing, surface mount holes are on the back of the housing. Each hole should be about 10" apart using 3/8" metal drill bit. Also drill 2 holes very close to each end cap on both sides. Holes should be close enough to end cap that washer will overlap lip of end cap before securing screws.

### **3: HANG BACK OF HOUSING**

Hold back of housing up to the marks, assure housing is level, using drill with socket, attach housing through holes to installation surface. Tighten lag screws securing housing to surface. NOTICE: Lag screws should also be close enough to end caps that washers will overlap lip of end cap on both ends.

### **4: INSTALL SHADE IN BRACKETS**

Put the spring loaded pin end into the round hole in the bracket. Brackets are mounted to housing box end caps. Diagram below does not show the end caps. Keeping the pin end secured in its brackets, insert the hooks on the clutch straight into the two slots in the brackets. Once the two hooks are through the slots, gently pull down on the clutch until the two hooks have locked securely to the bracket. The bottom of the clutch should point straight down.



**5: INSTALL THE CHAIN SAFETY DEVICE**

Do not over tighten the screw as the device may crack. Make sure you have enough slack in the chain, so that any chain joiners can run easily through the device.

**6: USE THE BEAD CHAIN TO OPERATE THE SHADE**

Pulling gently on the chain in one direction raises the shade; pulling it the other direction lowers it.

**7: ATTACH STOPS TO BEAD CHAIN**

On metal bead chain, attach a metal stop ball that is at least 5/16" in diameter, so that it touches the clutch when the shade is in the fully raised position.

For metal or plastic bead chain, lower the shade to its fully lowered position, and attach the appropriate metal stop or plastic stop so that it touches the clutch, this prevents the shade from being lowered beyond that point.

FOR "SUPER CLUTCH" SHADES: Your chain will be a continuous loop with no joiner bead and will have no stops.

This is because the gearing of the Super Clutch would require too long a chain to operate if made with stops. You will have to be careful not to raise or lower the shade too far.