

## TASK: Replace Clutch and/or Idle End on Indoor or Outdoor Shades with Continuous Loop and Cassette Valance

**Use If/When:** The shade has a Cassette Valance and is hard to operate or will not operate.

**Tools Needed:** Screwdriver, Mallet

- For shade less than 100" wide proceed to step 1.
- For shades over 100" wide, please contact your place of purchase for repair/replacement evaluation.



1. Remove the chain guide located at the bottom of the chain loop.



OR

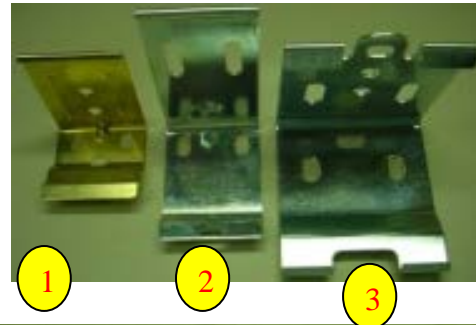


2. Remove shade from installation brackets by pushing back on cassette valance and then rolling front of valance downwards.



3. Identify bracket type.

Contact customer service if you have bracket 3 otherwise continue with step 5.

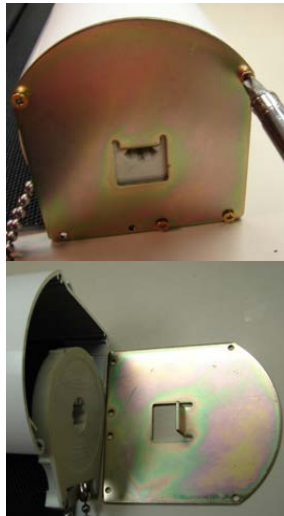
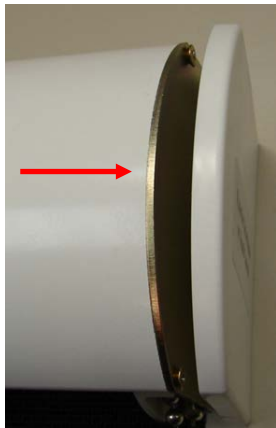


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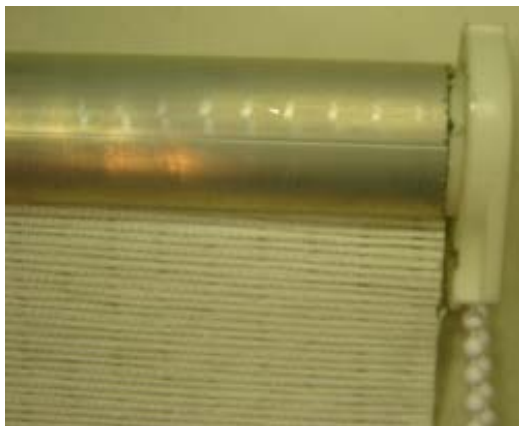
**4.** Remove end cap from control end by pulling away from cassette valance. Then remove end plate from cassette valance by removing all four screws and pulling away from cassette valance.



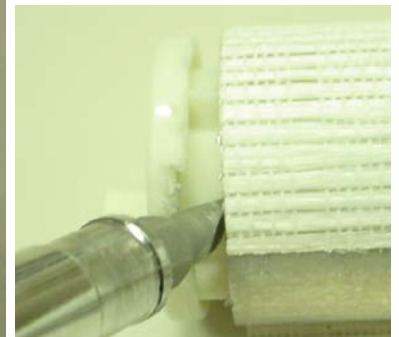
**5.** Remove shade from cassette valance by pulling away from non-control end.



**6.** Unroll shade until silver tube can be seen.



**7.** Remove clutch and/or idle end from tube with flat head screwdriver.



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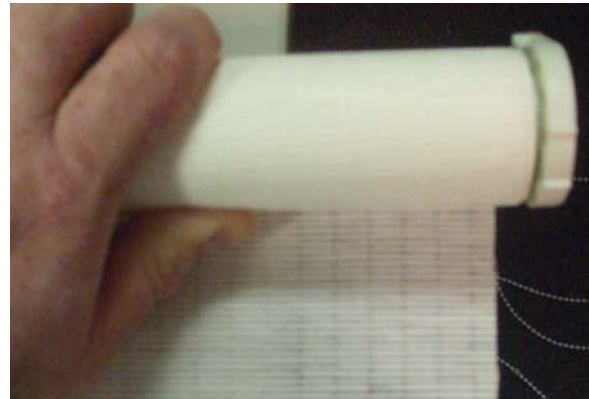
**Tools Needed:** Screwdriver, Mallet

**8.** Insert new clutch and/or idle end into tube by hand or with a mallet until fully seated.



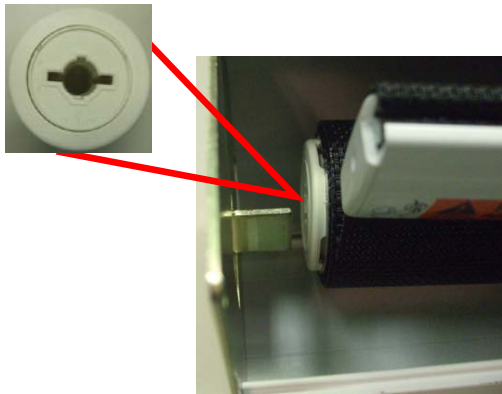
**9.** Roll material back onto tube.

**Note:** Roll shade on a clean surface with clutch end hanging over edge.

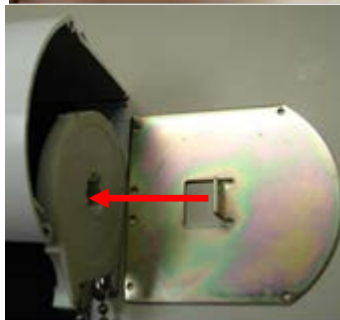


**10.** While keeping the shade completely rolled, reinstall shade into cassette valance. Align non control end with the tab on the end plate.

**Note:** You may need to spin the inside of the non-control end to align slot with tab on end plate.



**11.** Reattach end plate from cassette valance by lining up inside tab with clutch end cavity. Align screw holes and tighten all four screws. Align and snap the end cap on the end of the cassette valance.



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**12.** Reinstall shade into installation brackets by pushing back on cassette valance and then rolling front of valance upwards. Release pressure once front of cassette valance catches brackets.



**13.** Reinstall chain guide.



OR



**14.** Raise and lower shade several times to ensure proper operation.

**Note:** For plastic chain, if shade lowers beyond or above shade height, then proceed to step 15.

For steel chain, reorder new assembled clutch.



**15.** Remove clear stop bead from chain. Lower shade to desired height. Mark the chain bead on the room side next to clutch. Lower shade a few inches, then place clear stop on the marked bead.

Raise and lower shade to ensure proper shade height. Repeat as necessary.

