

TASK: Replace Clutch and Continuous Loop Lift on Cellular, Pleated or Roman Shades

Use If/When: Clutch mechanism on white headrail with color coordinated slat in front need to be replaced.

Tools Needed: Flathead screwdriver, Plastic hammer or mallet

To replace cord loop only, skip steps 5-9 and 12-13.

1. Raise shade fully. Remove screw to release tensioner or cord locking guide at the bottom of the continuous loop.

Cord Tensioner prior to March 5, 2012:



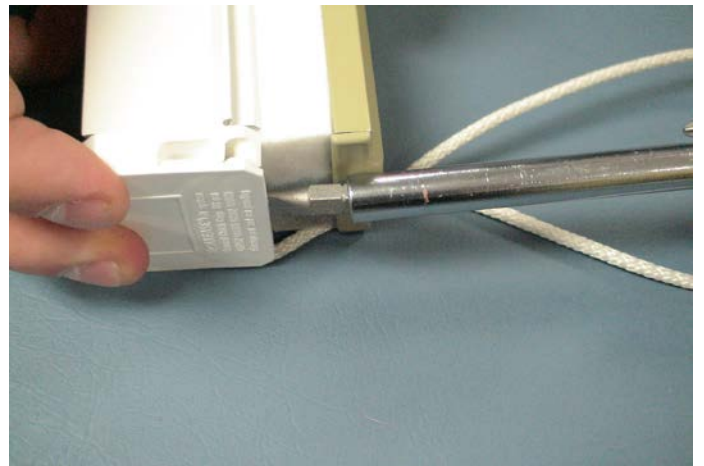
Cord Locking Guide after March 5, 2012:



2. Remove shade from installation brackets using a flathead screwdriver. Insert tip of screwdriver between the back of the headrail and the bracket.



3. Use a flathead screwdriver to remove clutch cover end cap by prying up on the tab.

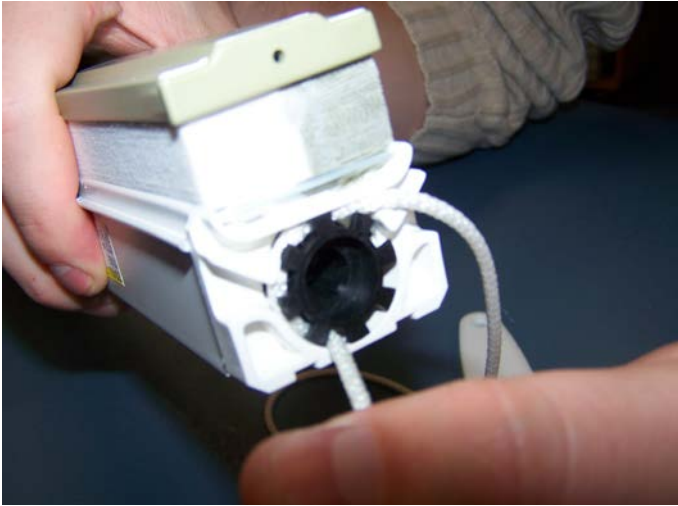


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4. Remove the continuous loop by gently pulling it out of the teeth on the clutch.



5. Loosen clutch by inserting a screw driver between the clutch and headrail.



6. Remove screw in the disc and remove clutch. Retain screw for later.



7. Slide a spear-retaining clip over the open end of the shaft.



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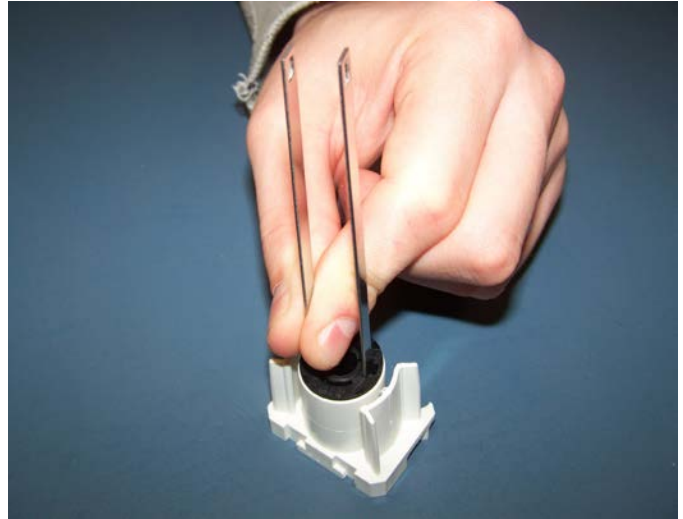
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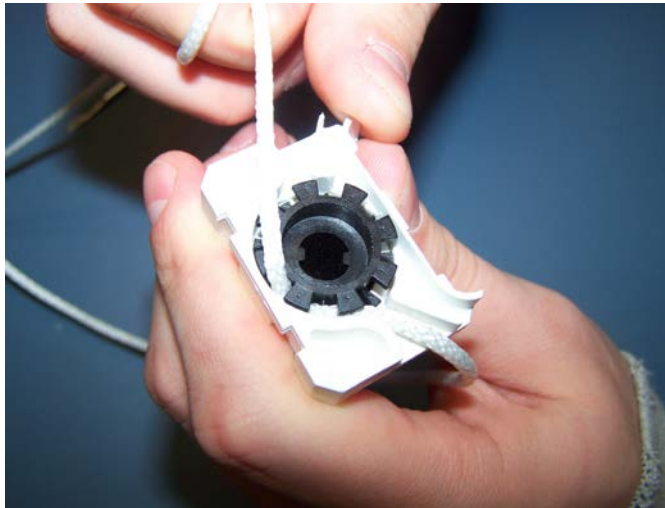
8. Press the disk onto the shaft. Secure the disk with a screw.



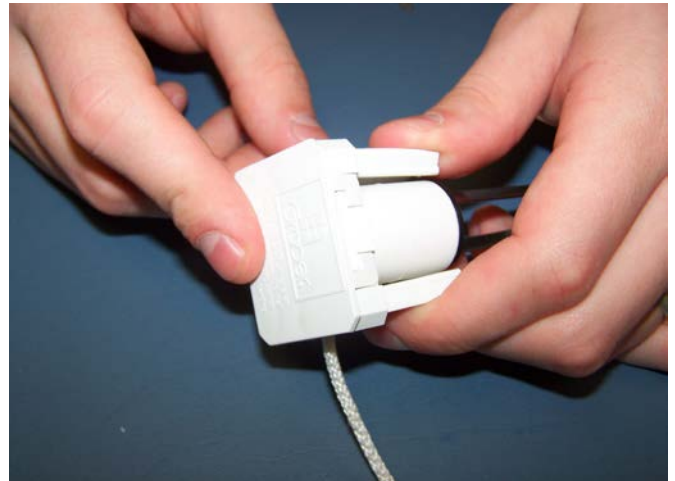
9. If you received the clutch assembled skip to step 11. If the spears have not been inserted into the new clutch, you will need to do so by sliding the spear into the clutch until you hear it click. You will need to do this for both spears.



10. If the new continuous loop has not been placed into the clutch, you will need to wrap the new loop around the teeth until the loop is completely wrapped around the clutch.



11. Replace clutch cover by snapping it into place.

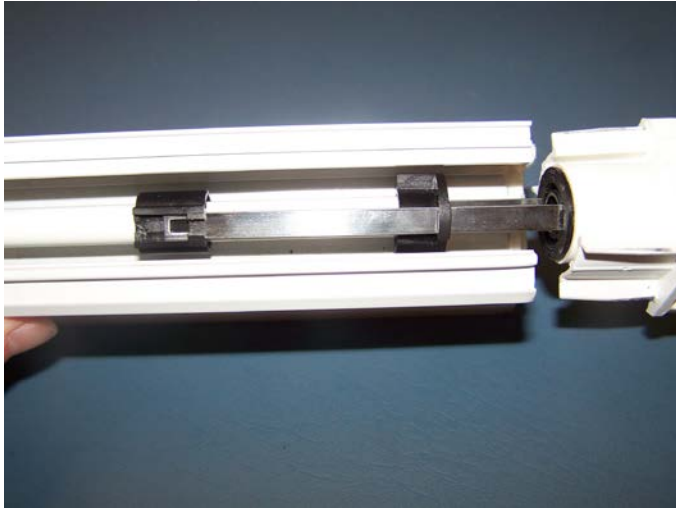


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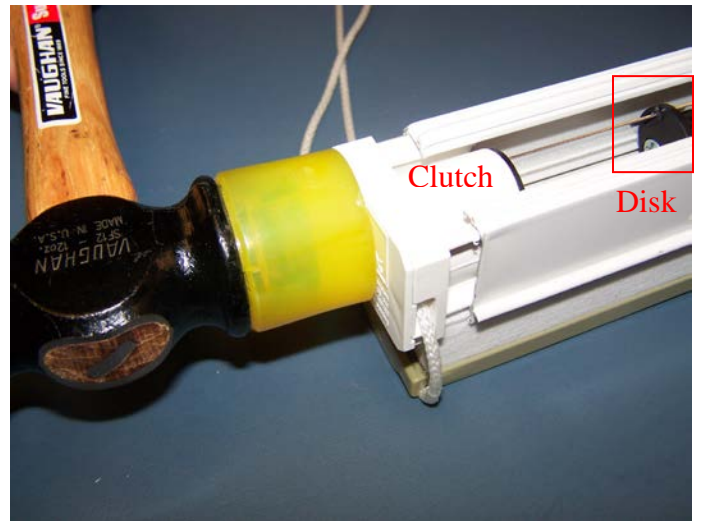
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- 12.** Place the new clutch on the shaft by sliding the spear ends through the slots in the spear-retaining clip and into the slots in the disk. Once inserted, you should see the holes in the end of the spear.



- 13.** Using a plastic hammer, tap the clutch into place. Make sure the disc is not touching the clutch system.



- 14.** Reinstall shade back into brackets by attaching front of shade to the front of the brackets. Push back on shade until it snaps into place.



- 15.** Mount the tensioner or cord locking guide depending on manufacturing date as previously installed.

Cord locking guide prior to March 5, 2012:



Cord locking guide after March 5, 2012:



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