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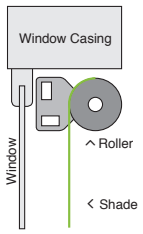
Roller Shade Instructions

Roller Shade Clutch Kit Instructions

This kit contains all the hardware you need to install your own no-sew, manual-control roller shades. These shades can be easily raised and lowered to your desired height by pulling on the ball chain loop. Shades can be mounted either inside or outside the window casing and the shade can be regular wind or reverse wind.

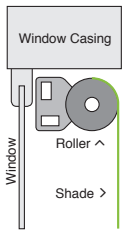
This roller shade kit can be used outdoors on a patio or pergola—all of the materials will be fine in a covered outdoor environment. Just be sure to select a fabric that can be used outside as well.

INSIDE MOUNT REGULAR WIND



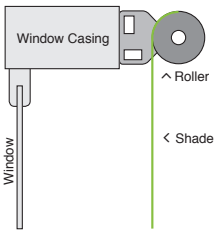
- Neat appearance
- Space for drapery
- Back of shade is visible on roller
- Low light leak on shade sides

INSIDE MOUNT REVERSE WIND



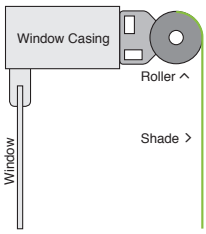
- Neat appearance
- Space for drapery
- More light leak on shade sides
- Back of shade is not visible on roller

OUTSIDE MOUNT REGULAR WIND



- Least light leak on sides of shade
- Back of shade is visible on roller
- Bracket ends exposed

OUTSIDE MOUNT REVERSE WIND



- The most light leak on sides of shade
- Back of shade is not visible on roller
- Bracket ends exposed

Kit Components

Roller Shade Clutch Kits contain the roller and the mounting hardware for the shade, but fabric will need to be purchased separately. When selecting a fabric, look for a fabric that is wide enough to not need to be seamed and that can be cut without needing a hem so the shade will be able to roll up flat and straight. For recommendations on fabric visit Sailrite.com. Kits accommodate a maximum fabric length of 12 ft. and 24 lb.

For added child safety, a continuous loop of ball chain (which can be much shorter than a chain with a connector) can be used instead of the ball chain that is included with the kits. Continuous loop chains of various sizes are sold separately at Sailrite.com.

Note: Included in the kits are mounting screws that are suitable for mounting the brackets to most surfaces. There are a few special materials that have special instructions:

- **Wallboard or plaster:** Use hollow wall anchors for added support.
- **Concrete, stone, brick or tile:** Use an appropriate drill bit and anchors before fastening the screws.
- **Metal:** Pre-drill holes before installing screws.

Suggested Tools for Installation

In addition to the kits, we recommend having the following helpful tools on hand for this project:

- Drill
- Pencil
- Screwdriver
- Tape measure
- Hacksaw, Bi-metal, 32 TPI
- Square
- Scissors
- Stapler
- Calculator
- Rotary cutter & accessories (optional)

Roller Shade Clutch 36" Kit #107149

- 1 Hook Mount Roller Clutch Unit
- 1 Pair of Brackets (inside, outside or ceiling mounted)
- 10 Phillips Pan Head #8 Screws
- 36 inches Aluminum Shade Roller with Double-Sided Tape (1.5" OD)
- 36 inches Plastic Insert Tape
- 36 inches Bottom Drop Rail in White
- 2 Bottom Drop Rail End Caps
- 1 Clear Hold Down Clip
- 20 feet Ball Chain (creates up to a 10 foot loop)
- 1 Ball Chain Connector
- 2 Ball Stoppers
- 1 Safety Warning Tag
- Written Instructions

Roller Shade Clutch 48" Kit #107146

- 1 Hook Mount Roller Clutch Unit
- 1 Pair of Brackets (inside, outside or ceiling mounted)
- 10 Phillips Pan Head #8 Screws
- 48 inches Aluminum Shade Roller with Double-Sided Tape (1.5" OD)
- 48 inches Plastic Insert Tape
- 48 inches Bottom Drop Rail in White
- 2 Bottom Drop Rail End Caps
- 1 Clear Hold Down Clip
- 20 feet Ball Chain (creates up to a 10 foot loop)
- 1 Ball Chain Connector
- 2 Ball Stoppers
- 1 Safety Warning Tag
- Written Instructions

Roller Shade Clutch 60" Kit #107147

- 1 Hook Mount Roller Clutch Unit
- 1 Pair of Brackets (inside, outside or ceiling mounted)
- 10 Phillips Pan Head #8 Screws
- 60 inches Aluminum Shade Roller with Double-Sided Tape (1.5" OD)
- 60 inches Plastic Insert Tape
- 60 inches Bottom Drop Rail in White
- 2 Bottom Drop Rail End Caps
- 1 Clear Hold Down Clip
- 20 feet Ball Chain (creates up to a 10 foot loop)
- 1 Ball Chain Connector
- 2 Ball Stoppers
- 1 Safety Warning Tag
- Written Instructions

Roller Shade Clutch 96" Kit #107148

- 1 Hook Mount Roller Clutch Unit
- 1 Pair of Brackets (inside, outside or ceiling mounted)
- 10 Phillips Pan Head #8 Screws
- 96 inches Aluminum Shade Roller with Double-Sided Tape (1.5" OD)
- 96 inches Plastic Insert Tape
- 96 inches Bottom Drop Rail in White
- 2 Bottom Drop Rail End Caps
- 1 Clear Hold Down Clip
- 20 feet Ball Chain (creates up to a 10 foot loop)
- 1 Ball Chain Connector
- 2 Ball Stoppers
- 1 Safety Warning Tag
- Written Instructions

Step1. Measure Window (Determine where your roller shade will mount and follow the appropriate step 1.1 or 1.2 below)

1.1 Measure for an Inside Mount

Measure the width from casing to casing (or jam-to-jam) inside the window where the brackets will be installed. Measure the length from the top of the bracket to the bottom of the window (where the shade will end).

1.2 Measure for an Outside Mount

Measure the width of the window from the outside edge of where each bracket will be installed. Measure the length from the top of where the bracket will be installed to the bottom of the window (where the shade will end).

Note: If installing multiple shades in the same room or across a bay of windows, be sure to measure each window individually as measurements can vary slightly, even on windows that look the same.

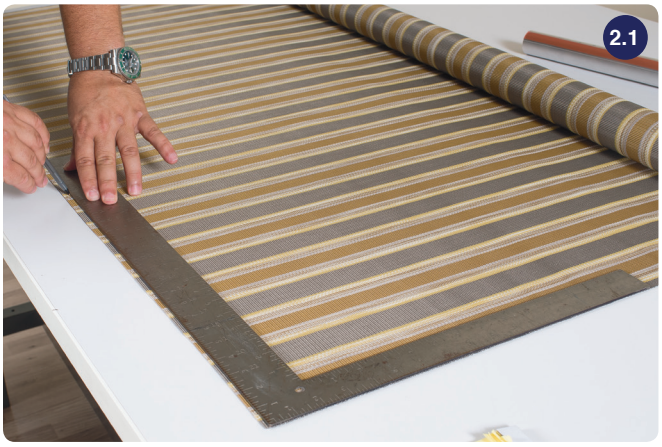
Step 2. Cut Fabric & Roller to Size

2.1 Square the Cut Edge of the Fabric

Using a square, trim the cut edge of your fabric so it is straight.

2.2 Cut Decorative Strip for Bottom Drop Rail

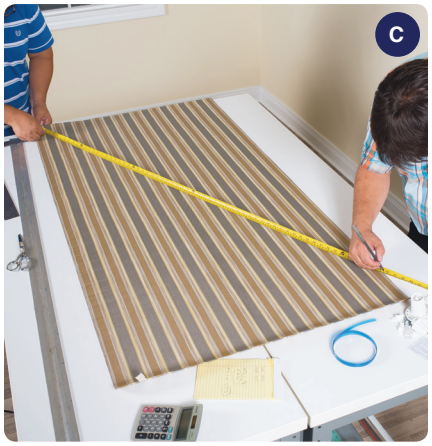
Cut out from your fabric a 3/4" high strip of fabric across the full width of the fabric.



2.3 Pattern Fabric

Using the measurements from **Step 1**, pattern your fabric width to the width measured minus 1-1/4" (**A**). Then pattern the length to be equal to the length measured plus 12" (**B**). If you're using a patterned fabric, make sure the pattern is centered on the shade. Cut out your fabric to these dimensions. You can use a rotary cutter to make this step easier if you have one available. Make sure to cut your fabric square so the shade will travel up and down straight.

Tip: To make sure your fabric is cut squarely, measure the fabric from corner to corner in each direction. If the measurements are the same, your fabric is square! (**C**)



2.4 Cut Aluminum Roller

If needed, use a hacksaw to cut the aluminum shade roller to be equal to the window width (**Step 1**) minus 1-1/4" (same width as the fabric).

2.5 Cut Bottom Drop Rail

If needed, use a hacksaw to cut the Bottom Drop Rail to be equal to the window width (**Step 1**) minus 1-1/4" (same length as the roller).

2.6 Paint Bottom Drop Rail

Using the spray paint of your choice, paint the Bottom Drop Rail and the End Caps. You could paint it to blend in with your fabric or in a contrasting or complimentary color—be creative! Allow paint to fully dry before installing the rail to your fabric.

Step 3. Assemble the Shade

3.1 Attach the Fabric to the Roller

Peel the colored tape backing off the roller, exposing the sticky tape. For a regular wound shade, stick the topside of your fabric onto the adhesive on the roller. For a reverse wound shade, stick the backside of the fabric to the roller. Take care to adhere the cloth in a straight line onto the roller so the shade will roll up evenly. Roll up the shade.

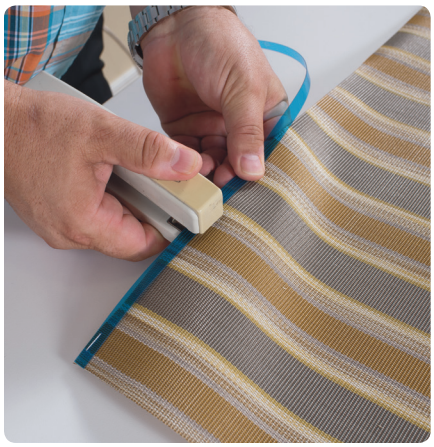
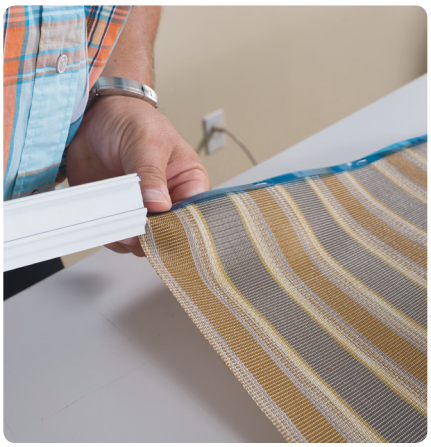
Tip: The aluminum roller has several, horizontal score marks around its outer surface. Use one of these score marks as a guide to help you line up your fabric on the roller.

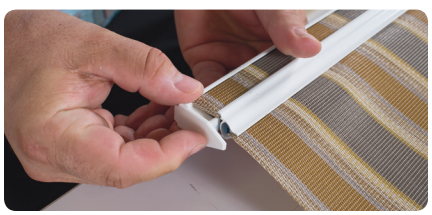
3.2 Install the Bottom Drop Rail

Lay the blue, Plastic Insert Tape across the bottom of the shade so the bottom edge of the tape is flush with the bottom of the shade fabric. Starting at one end, remove the transfer paper from the double sided tape and baste in place. Then staple the tape in place, positioning the staples in the center of the tape. Making your way across the shade, stapling every 3-4 inches. Be sure there is a staple at each corner. Cut off the excess tape.

Fold the Plastic Insert Tape under a half fold and feed the bottom of the fabric into the slot in the Bottom Drop Rail. Be sure to install the rail so that the front of the rail (where the decorative fabric will go) is facing the front of the shade.

Feed the decorative fabric strip from **Step 2.1** into the slot on the front of the Bottom Drop Rail. Line up any patterns if necessary. Then trim the sides of the fabric strip, leaving about an inch past the rail on either side. Fold the extra fabric on one end into the opening on the side of the rail. Plug the opening with the End Cap Cover trapping the fabric inside. Repeat on the opposite end.



3.3 Cut the Ball Chain to Size

Multiply the measured length of the shade from Step 1 by 1.6. The product is the needed length of ball cord. Cut your cord to this size. For elevated windows you can use a longer chain. If a shorter chain is desired, you can use a continuous loop of chain (sold separately).

Note: To reduce the chance of a child becoming entangled in the drive ball chain loop, we suggest using the shortest loop possible.

3.4 Install the Ball Chain

A. Chain by the Roll (included in kit) – Feed the chain up under the bar on the clutch. About 1 inch in on the chain, insert two balls into the cogs of the clutch. Pull the short end of the chain to rotate the clutch in a clockwise direction, helping the balls fit into the cogs as your go until the chain comes out the opposite side. Feed the chain under the bar on the clutch. Pull the chain through, leaving about 5 inches of chain at the back of the shade. If the shade is a reverse roll, leave the 5 inches of chain at the front of the shade.

B. Loop of Chain (sold separately)—Feed one end of the loop under the bottom bar of the pulley wrapping the loop around the clutch. Insert two consecutive balls into the cogs and pull the chain clockwise until all the balls are set in the pulley.

Regular wind, left positioned clutch or reverse roll, right positioned clutch

Regular wind, right positioned clutch or reverse roll, left positioned clutch

3.5 Attach Safety Warning Tag

String the included Safety Warning Tag onto the ball chain.

3.6 Install the Ball Chain Connector

For ball chain by the roll, connect the two ends to make a loop using the Ball Chain Connector.

Step 4. Install the Shade

4.1 Install the Brackets

Install the brackets on the window casing as depicted. If brackets are being mounted inside the window casing, try to position them as close to the window as possible, while still leaving space for the shade when it is fully rolled up. Be sure that your brackets are level with each other, this is important for the shade to roll up evenly.

4.2 Install the Shade

With the front of the shade facing you and the shade fully rolled, push the clutch onto the roller on the desired side. The clutch should fit into the groove inside the roller. Push it all the way into the roller until it stops. Be sure your chain is oriented properly for your shade as discussed in **Step 3.4 A**. Repeat the process on the opposite side with the end plug.

To install the shade, push the spring loaded end pin side of the roller into the bracket first. The pin will give so you can slide the clutch side into place in its bracket. The clutch should settle and hook into place in its bracket.

Note: When installed, there will be a minimum 5/8" gap from the edge of the fabric to the edge of the bracket.

4.3 Install Chain Stops

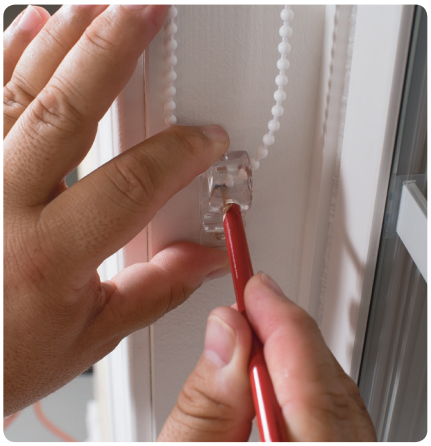
Roll up the shade to your desired stopping point. Then hold the first ball outside of the clutch (the one that's just about to enter the clutch). Keeping your hand on that ball, pull the chain down. Snap the plastic stop onto the chain three balls above the ball you're holding.

Roll the shade all the way down to your desired stopping point, making sure to stop at least a little above the window sill. Repeat the process on the opposite side of the chain.

Test the shade to make sure it stops in each direction as desired. If not, make appropriate adjustments.

4.4 Install the Hold Down Clip

Secure the ball chain into the clear, Hold Down Clip. Position the clip on your wall or in your window well so that the cord can move freely



Troubleshooting

without being too slack. Screw the clip into place to secure.If you find that your Ball Chain Connector is inhibiting the full motion of your shade, we have a quick tip to help you fix it without removing the chain.

The Ball Chain Connector stops the shade from going up.

- Pull on the chain until the connector hits the clutch at the back of the shade, stopping the shade's movement. If you have a reverse mount shade, pull the chain until the connector hits the clutch at the front of the shade.
- Remove the shade from the brackets and manually roll up the fabric until it's completely rolled up.
- Reinstall the shade into the brackets.

The Ball Chain Connector stops the shade from going down.

- Pull on the chain until the connector hits the clutch at the front of the shade, stopping the shade's movement. If you have a reverse mount shade, pull the chain until the connector hits the clutch at the back of the shade.
- Remove the shade from the brackets and manually roll the fabric down to its longest, installed length.
- Reinstall the shade into the brackets.

Installing Two Roller Shade Clutch Kits Together

You can install two Roller Shade Clutch Kits side-by-side using only 1 center bracket if you desire. Each shade will still be operated by its own clutch, however.

- Install your first shade as described in the instructions with the end plug bracket centered between your two windows. Your width measurements will then be taken from the far side of the clutch bracket to outside of the center bracket's arm.
- On the end plug of your first roller, push in one half of the plastic, half-moon piece that sticks farthest out from the roller.
- On the second roller, push in the opposite side of the half-moon piece, so it fits with the end plug of the first roller.
- Finish building your second roller and then install.

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