

How To Install the Soft Shade Continuous Loop Bead Chain Clutch System

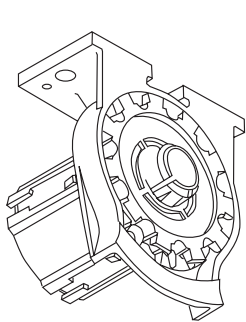
www.DraperySewingSupplies.com

www.DraperyWorkroomSupplies.com
(wholesale orders)

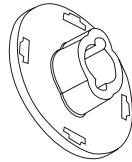
1-800-314-6270

Supplies You Will Need

Your clutch system which consists of the following pieces:



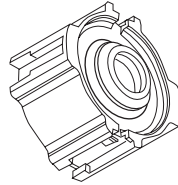
The Unit



Drive Disk



4 Metal Spears

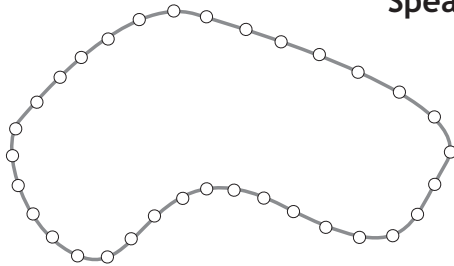


Spear Retainer

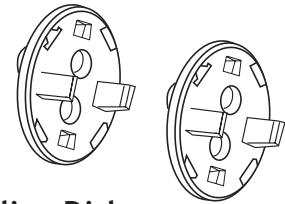
PLUS:

(2) 3/4" screws to install the clutch unit to your wood board

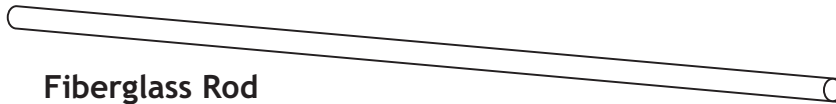
(2) 1/4" screws to attach the drive disk to your fiberglass rod



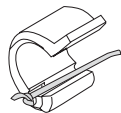
Continuous Loop Bead Chain



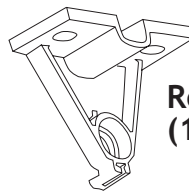
2 Rod Splice Disks
to splice 2 rods together
(if your shade is wider than 48")



Fiberglass Rod



Cord Clips
(1 for each lift cord)



Rod Support Brackets
(1 for each interior lift cord)

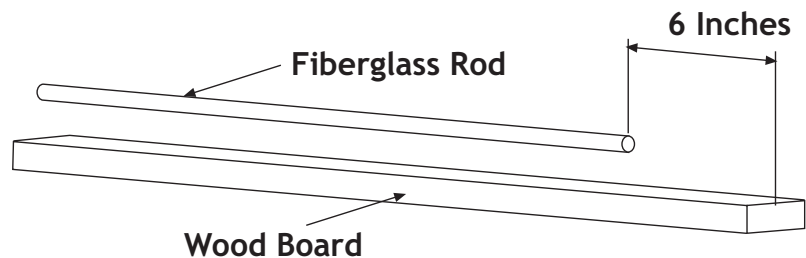


**A 1" x 2" x Width of your shade
Wood Board for a 15LB System
or
A 1" x 3" x Width of your shade
Wood Board for a 30LB System**

Step 1

Cut Your Fiberglass Rod

1. Cut your fiberglass to 6" less than the finished width of your shade. You can easily cut your fiberglass rod to the length you need with a hacksaw.

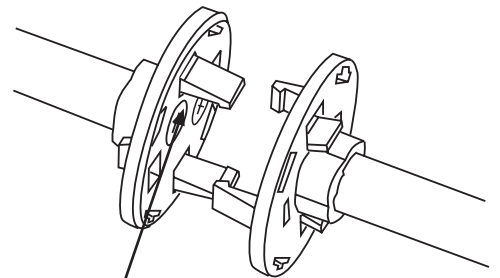


What if my fiberglass rods need to be spliced?

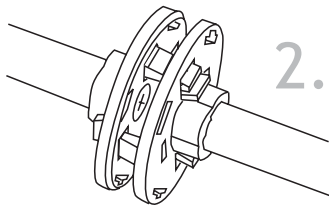
If your shade is wider than 48", then you received 2 or more fiberglass rods with your system. You will need to splice these rods together and trim the last one down so that the entire length of your fiberglass rod is 6" less than the finished width of your shade.

Below, you will see the instructions to splice your rod, but **don't splice your rod yet**. Wait, until you slide your rod support brackets on to your rod to ensure that the splice does not interfere with the other components of your system.

1. Insert one end of a fiberglass rod into a rod splice disk. Make sure the rod is fitted tight into the disk and that the disk is square to the rod. Screw 2 screws into the holes of the disk until the screws are flush with the disk. Repeat for the second disk and rod.

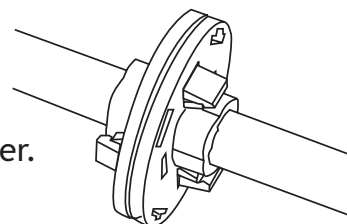


Screws are flush with the disk and do not protrude.



2. Snap the 2 disks together by pushing the prongs of one disk through the holes of the other disk.

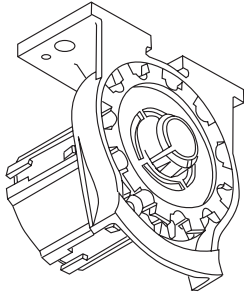
3. Keep pushing until the disks snap together.



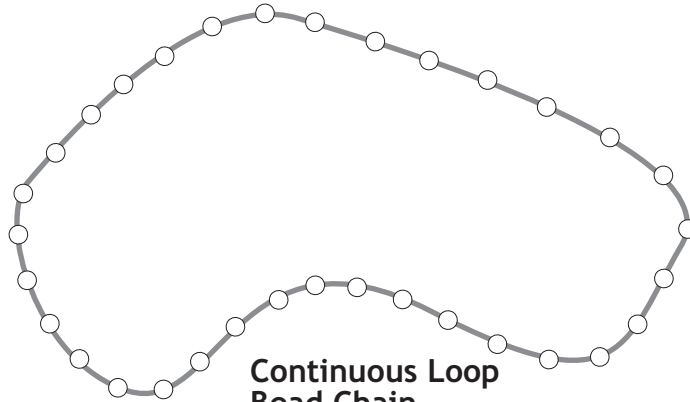
Step 2

Install Bead Chain Into Clutch Unit

You will need your bead chain and the unit:

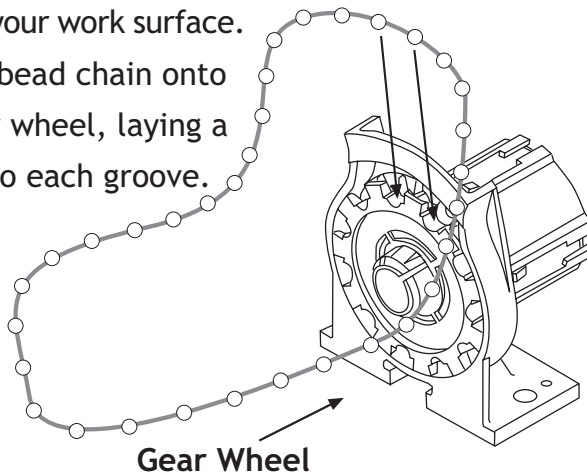


The Unit



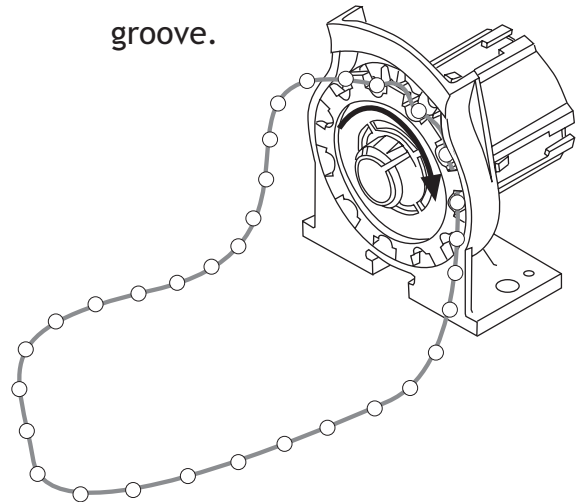
Continuous Loop
Bead Chain

1. Lay the clutch unit on its feet on your work surface. Lay the bead chain onto the gear wheel, laying a bead into each groove.

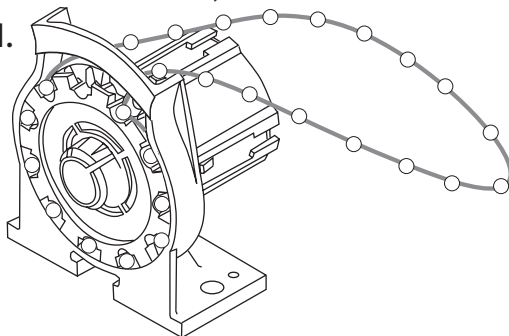


Gear Wheel

2. Rotate the gear wheel clockwise using the tip of your finger with some pressure. As you rotate the wheel, lay a bead into each open groove.



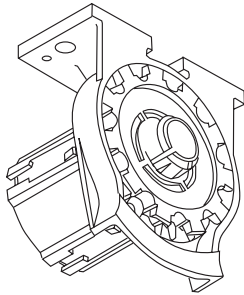
3. Once all the grooves are filled with a bead, slide the bead chain to the back part of the unit, as illustrated.



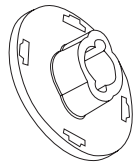
Step 3

Assemble the Clutch Unit

Your clutch unit consists of the following pieces:



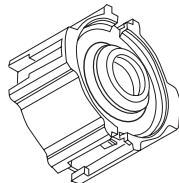
The Unit



Drive Disk



4 Metal Spears



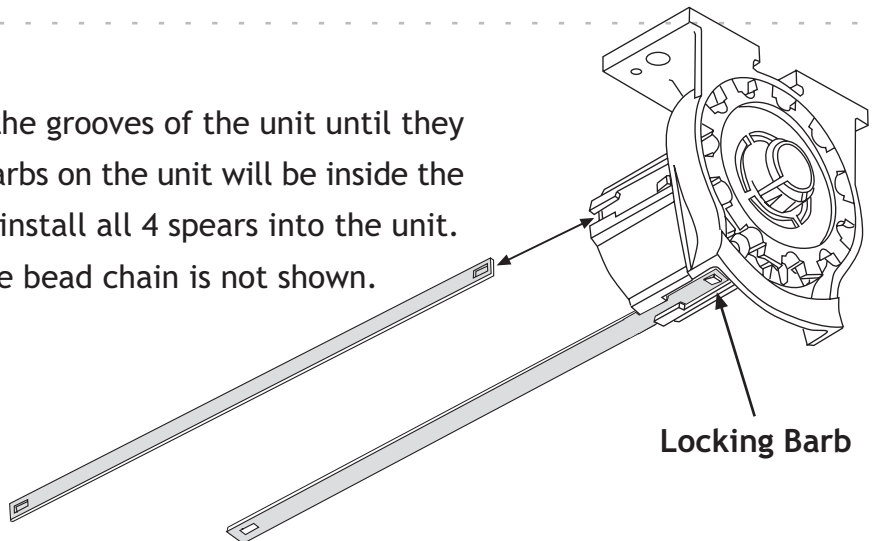
Spear Retainer

PLUS:

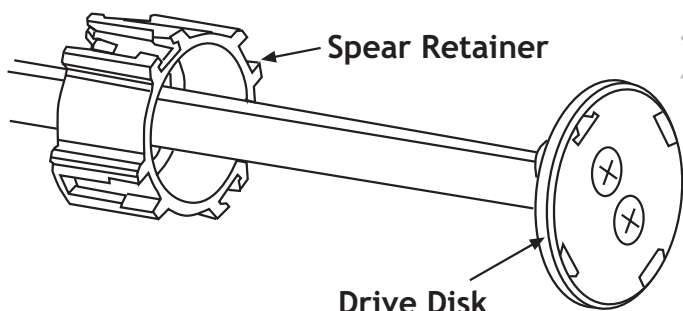
(2) 3/4" screws to install the clutch unit to your wood board

(2) 1/4" screws to attach the drive disk to your fiberglass rod

- Slide the metal spears into the grooves of the unit until they click in place. The locking barbs on the unit will be inside the holes of the spears. You will install all 4 spears into the unit. For illustration purposes, the bead chain is not shown.



Locking Barb



Spear Retainer

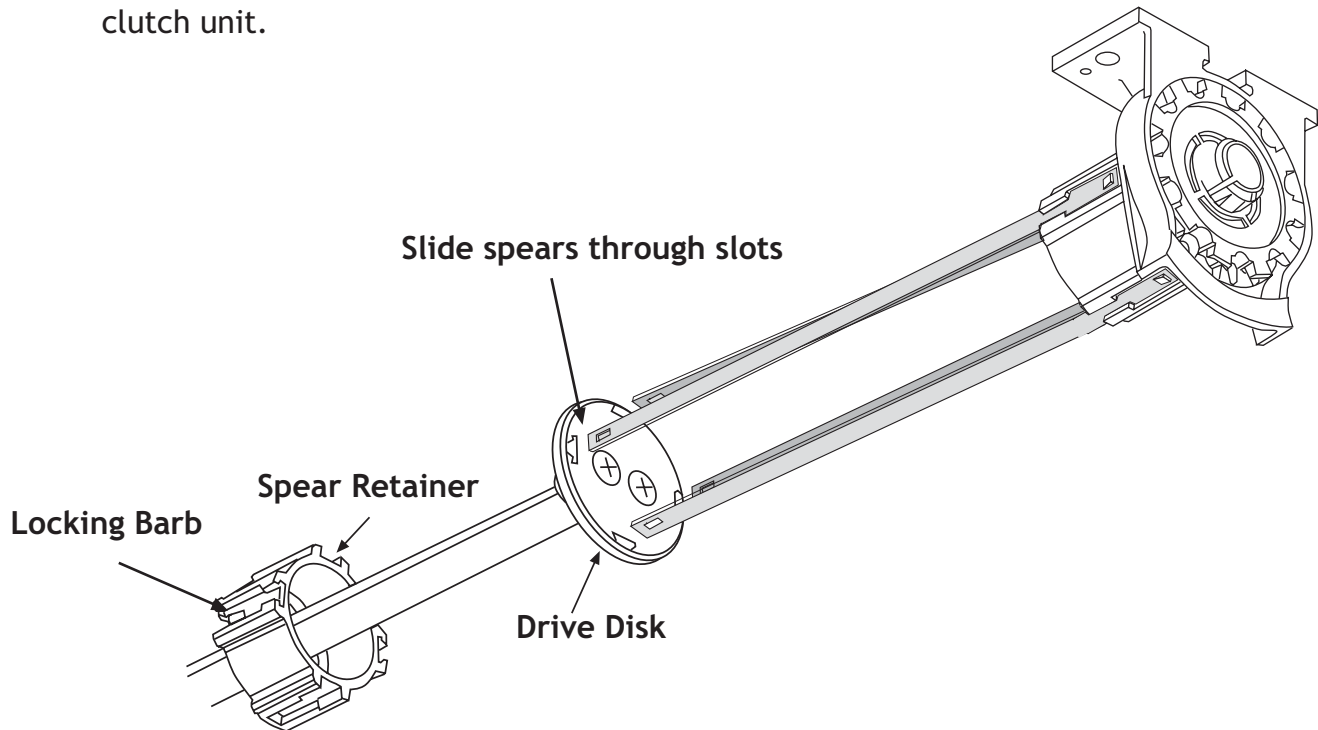
Drive Disk

- Fit one end of the fiberglass rod in the drive disk. This is a very snug fit. Secure this union by screwing the 1/4" screws into the 2 holes of the drive disk.
- Then slide the spear retainer onto the fiberglass rod. The larger opening should face the drive disk.

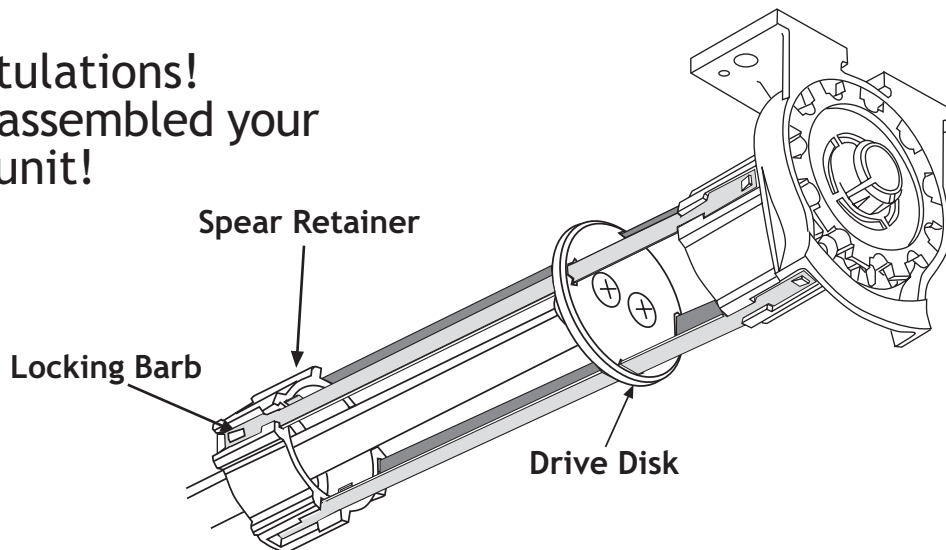
Step 3

Assemble the Clutch Unit (continued)

4. Slide each metal spear through a slot on the drive disk. Then slide the spears into the grooves of the spear retainer until they click in place. The locking bars on the spear retainer will be inside the holes of the spears. This process is just like the step where you inserted the metal spears into the clutch unit.



Congratulations!
You've assembled your
clutch unit!



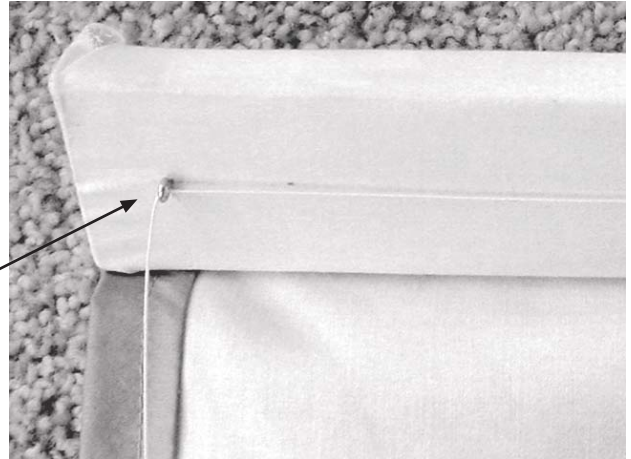
Step 4

Install System Onto Dust Board

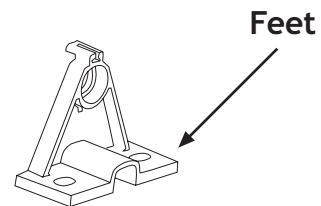
Your roman shade should already be attached to your dust board. You can do this by anyway that you see fit. You can staple the shade to the top of your board.... use velcro.... whatever your method is.

1. Install one micro-screweye for each outer lift cord. The screweye should be aligned with the lift cord. The photo to the right shows one screweye installed for one outer lift cord. You will repeat this for the other end of your board.

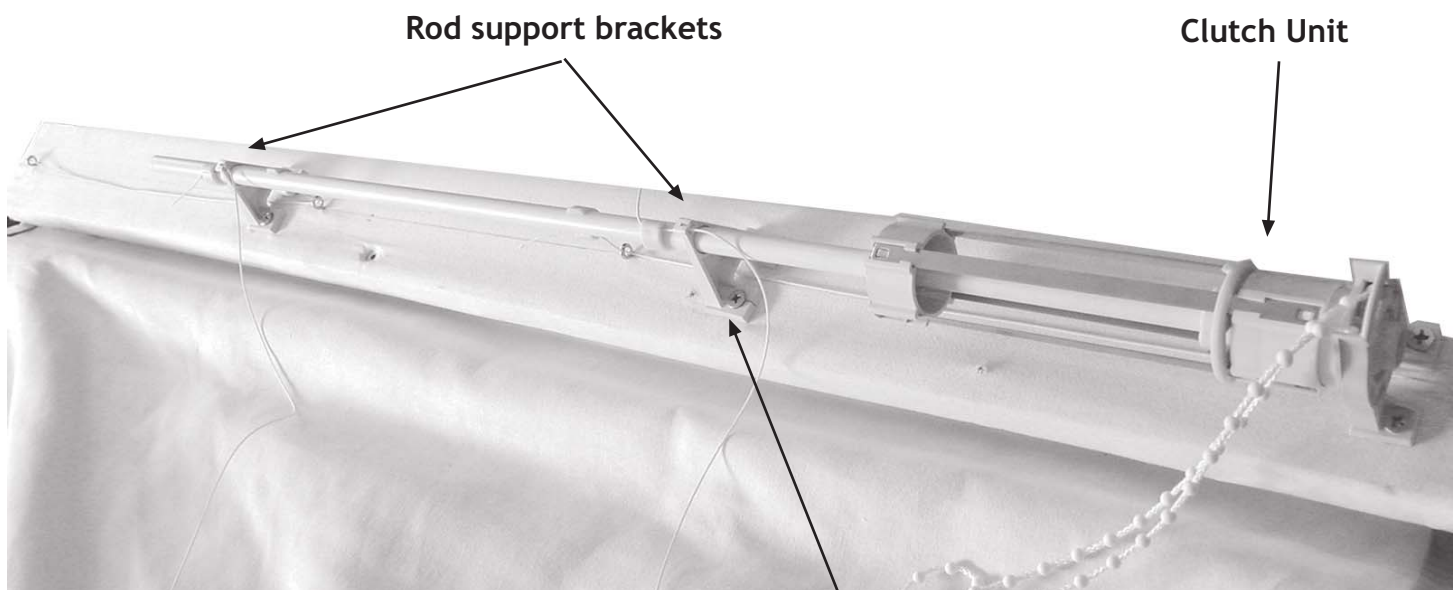
Screweye aligned
with outer lift cord



2. Slide the rod support brackets onto the fiberglass rod. You should have one support bracket for each interior lift cord. The feet of the rod brackets should point toward the clutch unit.



Rod support bracket



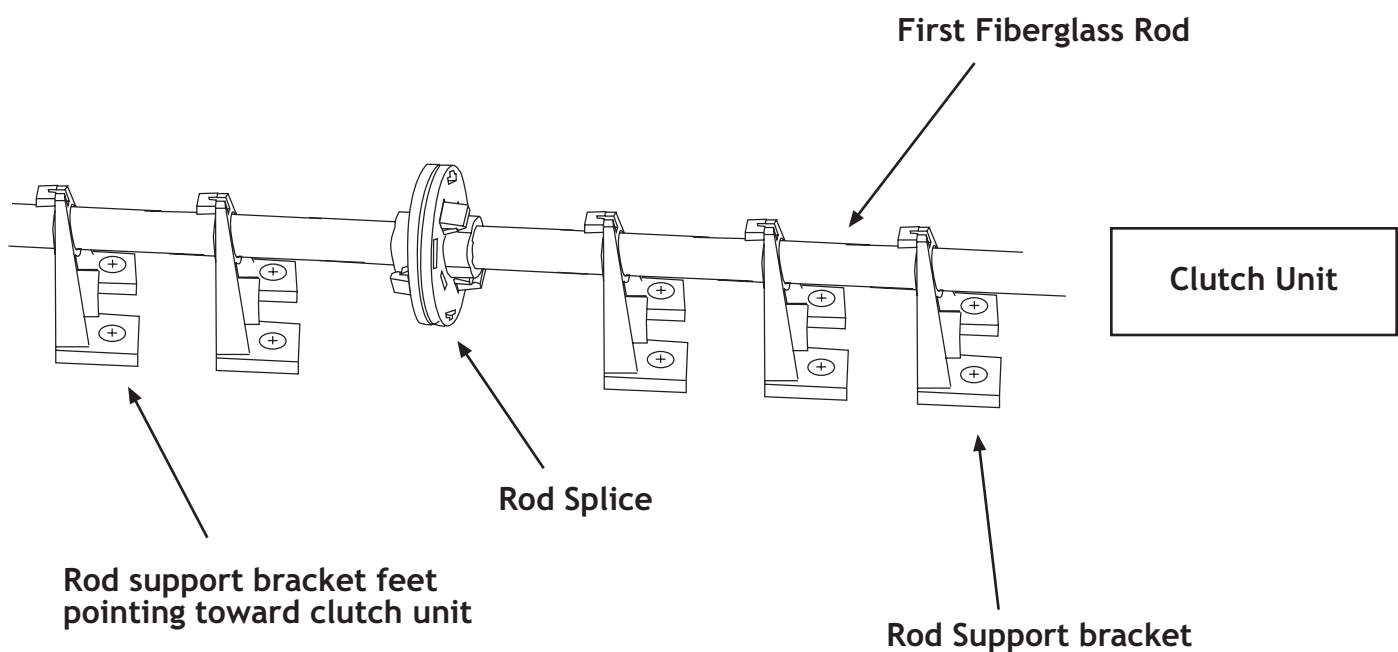
Rod support bracket feet
pointing toward clutch unit.

Step 4

Install System Onto Dust Board (cont.)

3. If you are planning on splicing 2 or more rods together, then you will need to plan on the number of rod support brackets that will slide onto the *first fiberglass rod* before you add the splice. Once you splice your rods you will not be able to slide your support brackets onto the first rod.

Go ahead and slide on your brackets and splice your fiberglass rods.



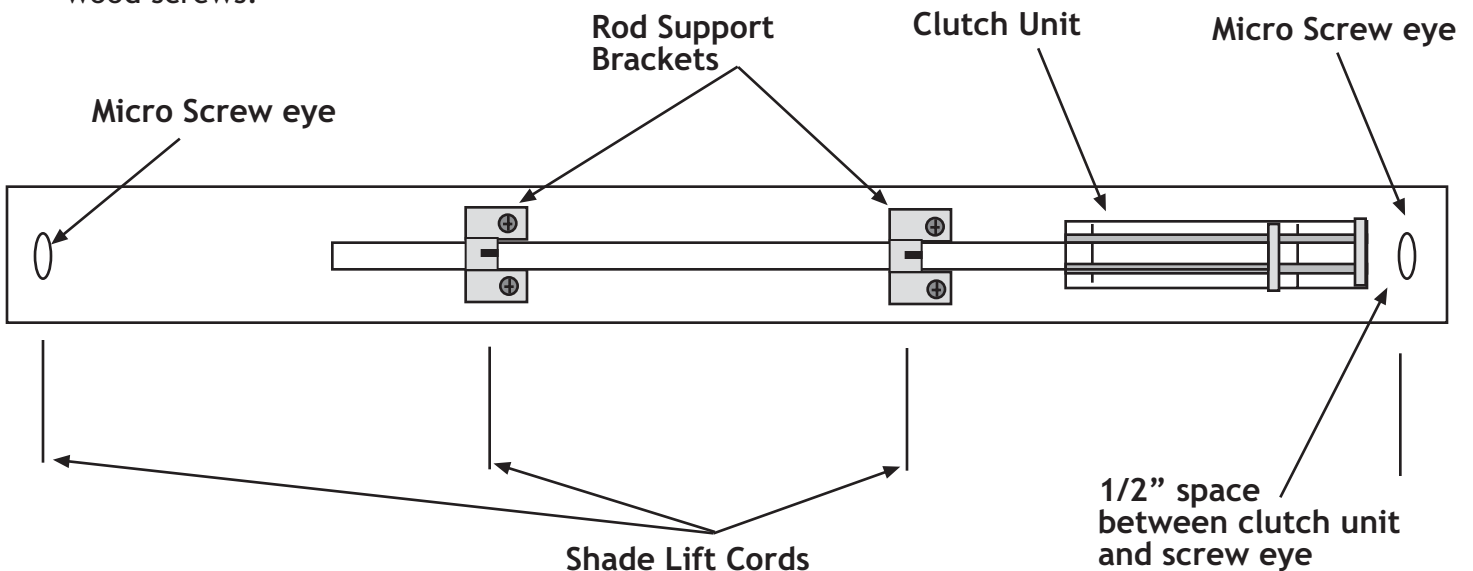
The illustration above shows 3 rod support brackets that were slid onto the fiberglass rod that's directly attached to the clutch unit. Each rod support bracket will be aligned with an interior lift cord. When trying to align the 4th support bracket with its lift cord, the bracket did not fit on the first fiberglass rod. So the rods were spliced and the remaining support brackets were slid onto the second fiberglass rod. The second rod was cut so that the total length of the spliced rod was 6" less than the width of the shade.

Step 4

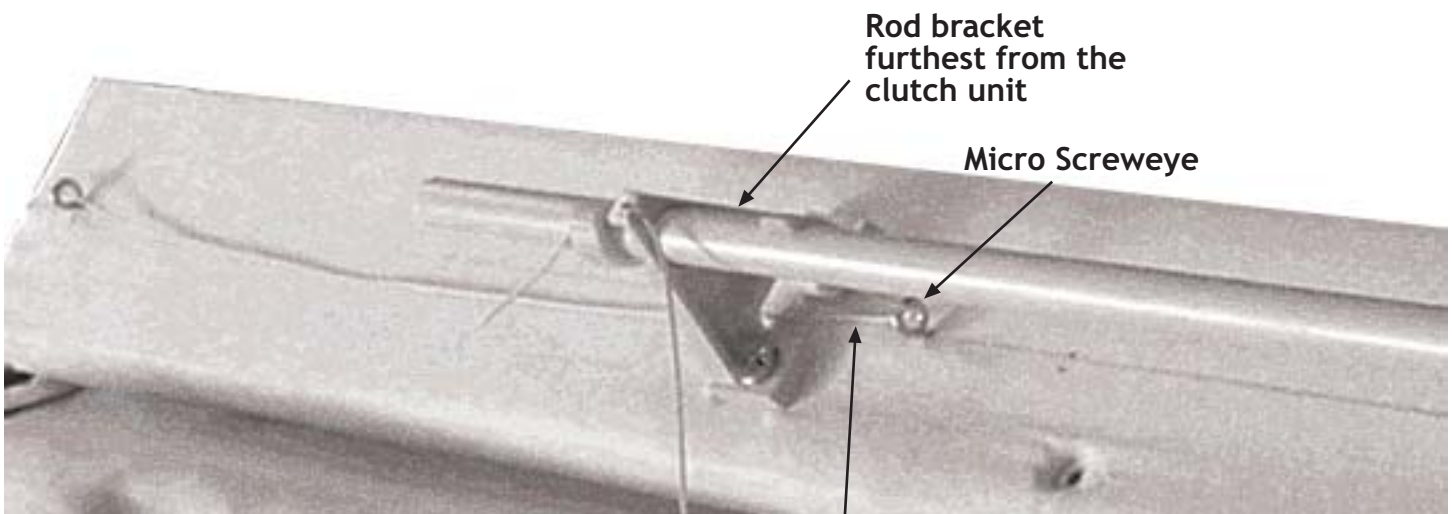
Install System Onto Dust Board (cont.)

4. Place your clutch unit and rod support brackets onto the dust board... so that the clutch unit is 1/2" in from an installed screw eye. Make sure you place your clutch unit on the side of your roman shade that you want your bead chain to hang.

Slide your rod support brackets so that the tip of the brackets align with their lift cords. Once the unit and the brackets are in place, secure them to the dust board with your #6 wood screws.



5. Start with the rod support bracket furthest from the clutch unit. Measure in from the rod support bracket at least 3" and install a screw eye. You want to allow at least 1" for every 3 feet of shade for the space between the bracket and the screw eye.



1" for every 3 feet of shade length between bracket and screw eye

Step 4

Install System Onto Dust Board (cont.)

- Now locate the rod support bracket that is **closest to the clutch unit**. Measure in from the rod support bracket at least 3" and install the last micro-screweye. You want to allow at least 1" for every 3 feet of shade for the space between the bracket and the micro screweye.

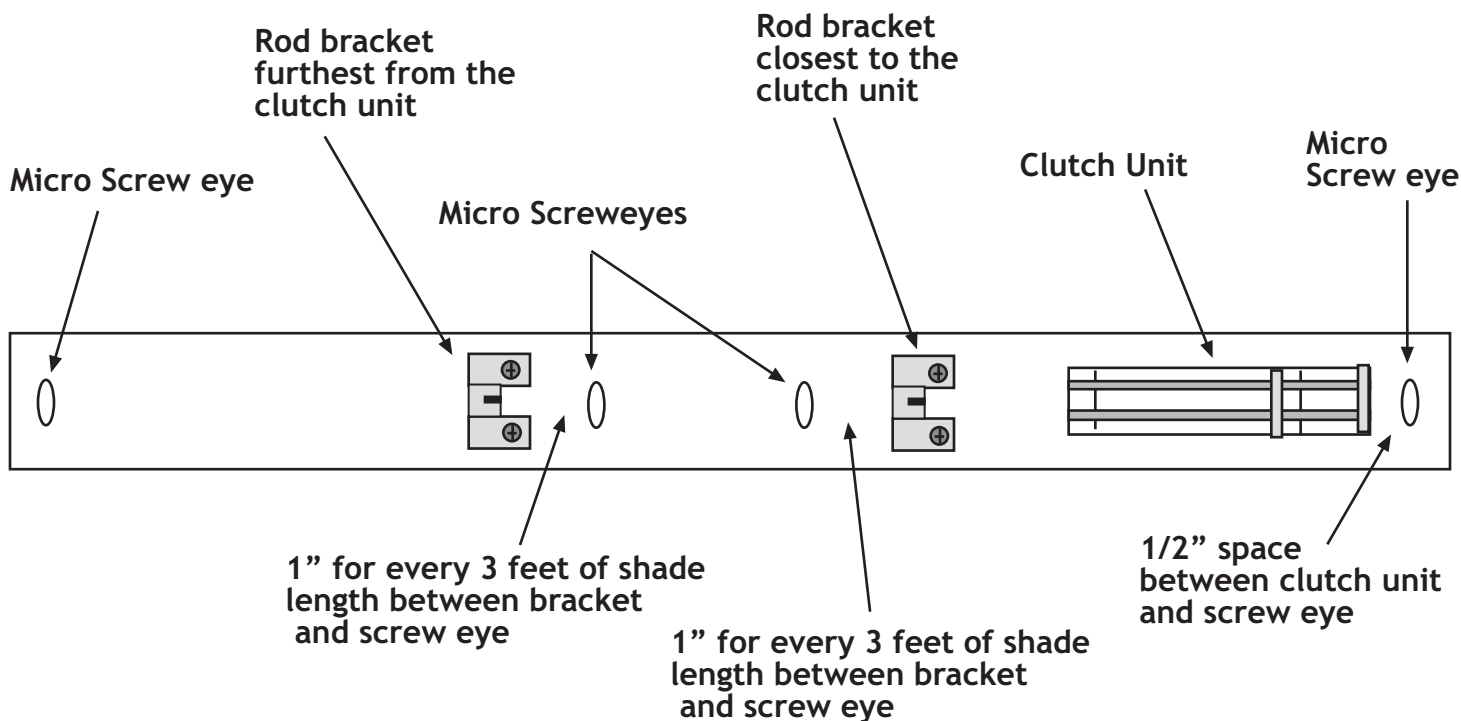
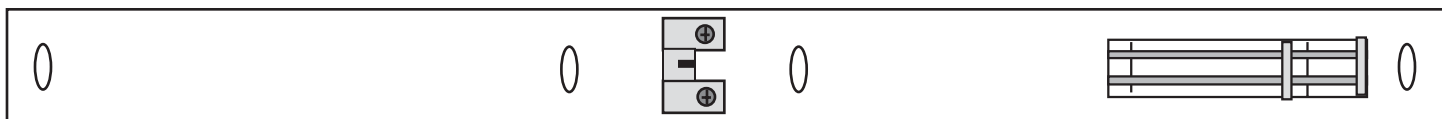
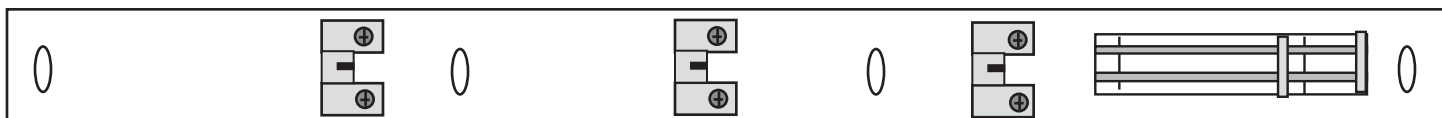


Illustration above does not show fiberglass rod so that you can see the micro screweyes installed. The above diagram is an example of a 4-cord shade. You would use this exact set up for a 2-cord shade that has a lift cord near each side of the roman shade.



Example of a 3-cord system



Example of a 5-cord system



Example of a 7-cord system

Step 5

Thread the Lift Cord

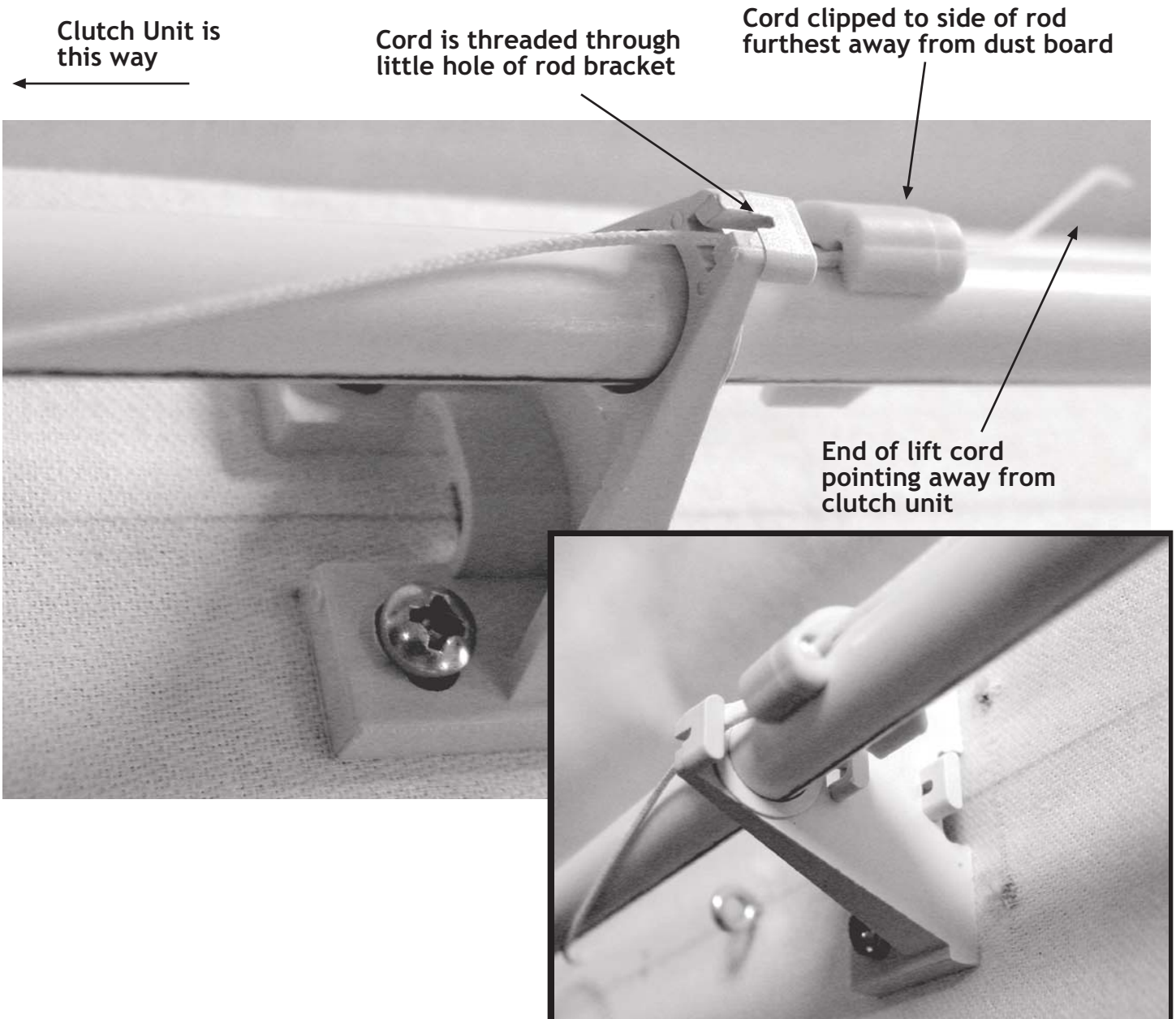
IMPORTANT

Before you begin clipping your lift cord to the fiberglass rod, slide your fiberglass rod all the way so that the drive disk is against the clutch unit.

1. For each rod support bracket, thread the lift cord up through the shade rings and through the little hole at the tip of the rod support bracket. Tie a knot at the end of your lift cord.

Clip the lift cord to the rod with a cord clip so that:

- * the end of the lift cord is pointing away from the clutch unit
- * the cord is clipped to the side of the rod furthest away from the board.
- * the cord clip should be to the side of the rod bracket that is furthest from the clutch unit.



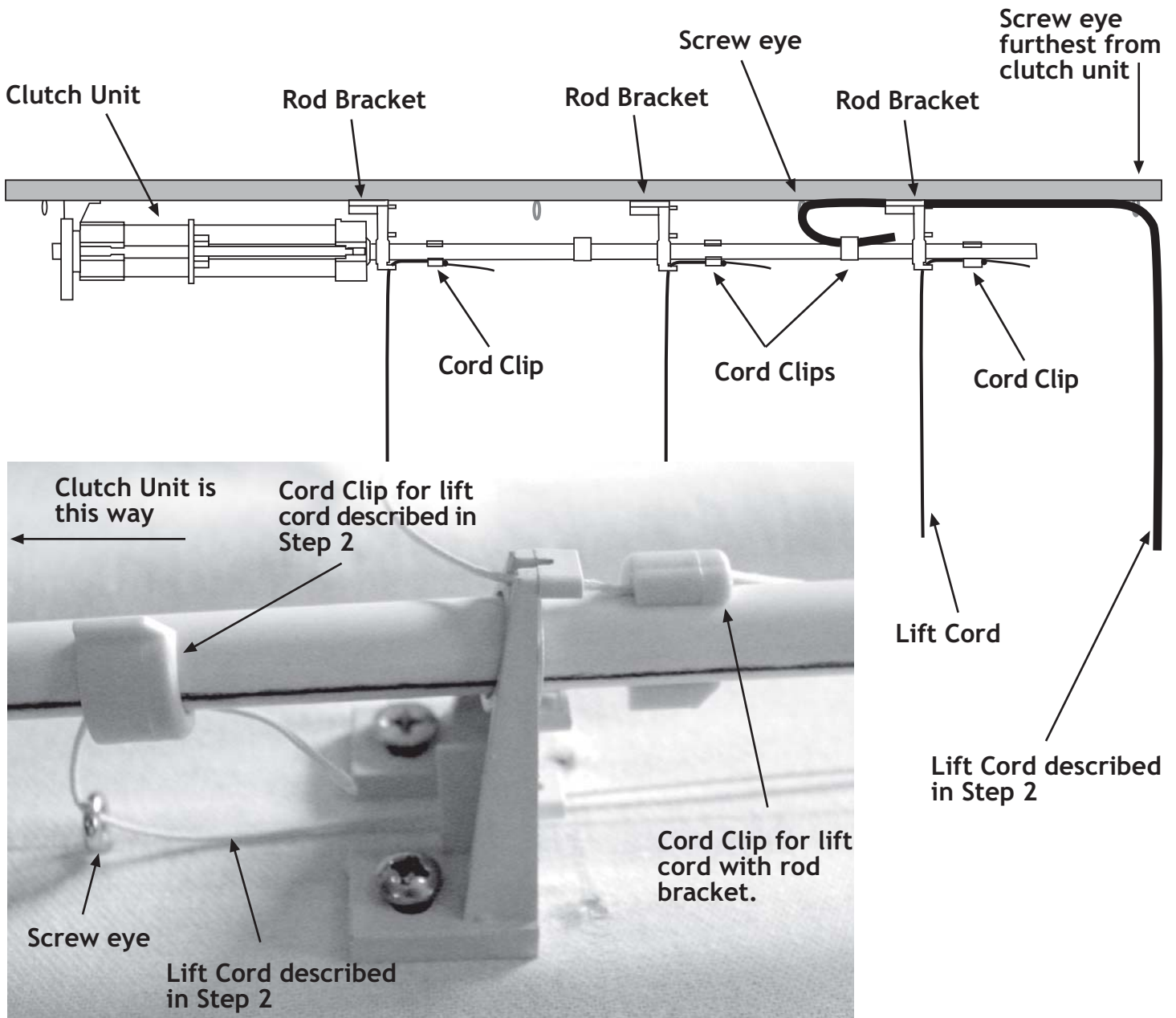
Step 5

Thread the Lift Cord (cont.)

2. Find the screw eye furthest from the clutch unit. Thread the lift cord up through the shade rings and through the screw eye, under the next rod bracket, through the next screw eye. Tie a knot at the end of your lift cord.

Clip the lift cord to the rod with a cord clip so that:

- * the end of the lift cord is pointing away from the clutch unit (this is important)
- * the cord is clipped to the side of the rod closest to the board.
- * the cord clip should be to the side of the screw eye that is furthest from the clutch unit.



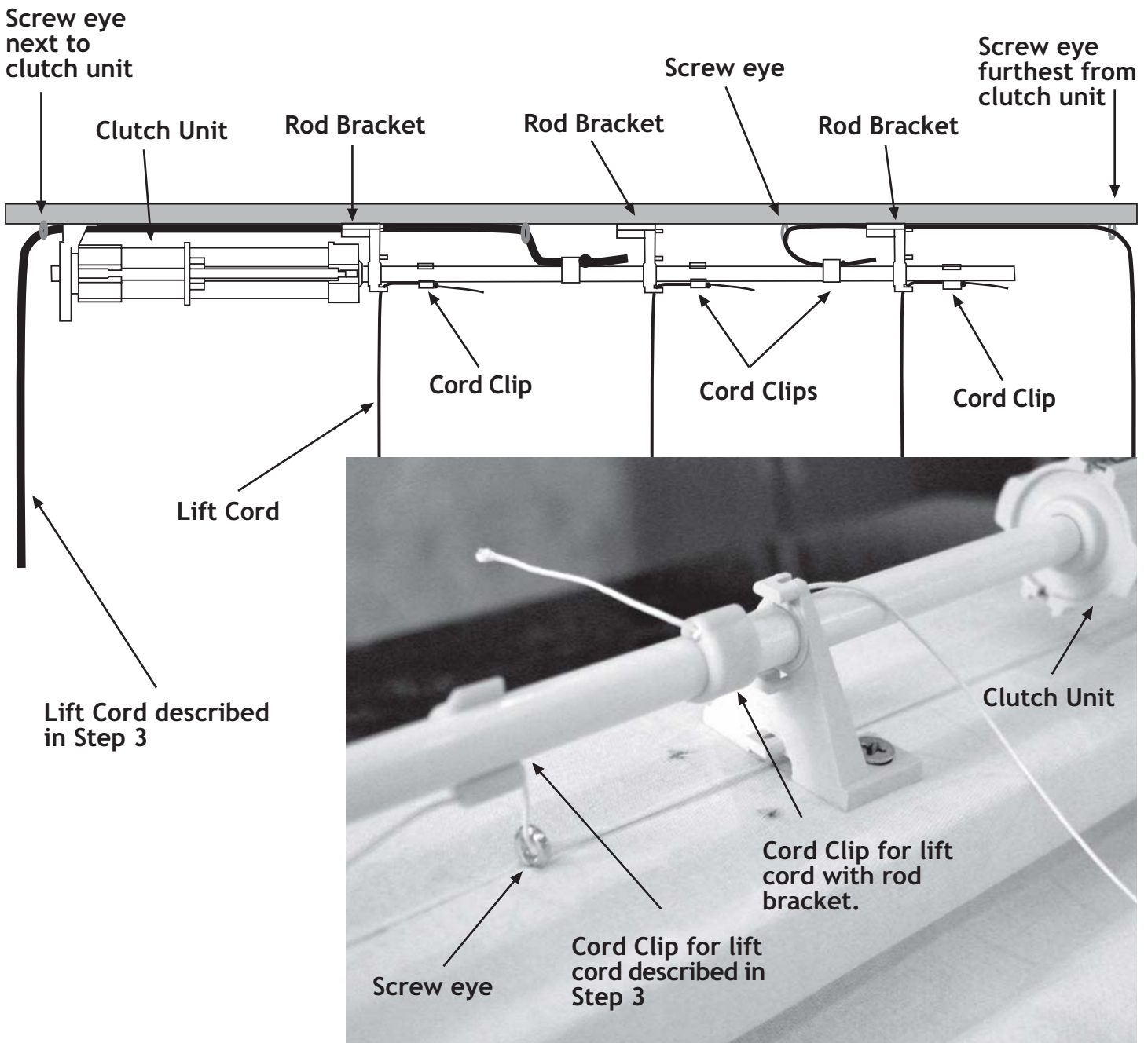
Step 5

Thread the Lift Cord (cont.)

3. Find the screw eye next to the clutch unit. Thread the lift cord up through the shade rings and through the screw eye, under the clutch unit, under the next rod bracket, through the next screw eye. Tie a knot at the end of your lift cord.

Clip the lift cord to the rod with a cord clip so that:

- * the end of the lift cord is pointing away from the clutch unit (this is important)
- * the cord is clipped to the side of the rod closest to the board.
- * the cord clip should be to the side of the screw eye that is furthest from the clutch unit.



Step 6

Test Your Clutch System

Congratulations! You've completed attaching your roman shade to your clutch system!

Now, it's time to test it.

If you are installing your roman shades into a client's home, then it is critical that you temporarily hang your shades at your workroom first. This means installing the shades onto a wall or mock frame. You want to raise and lower your shades completely to make sure there are no problems before you go to your client's location.

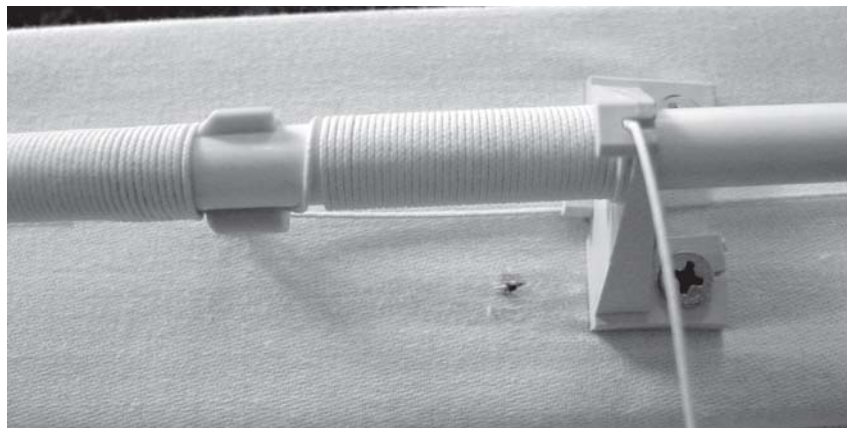
If you are making these for yourself, then you will install your shades onto your wall or window.

Do not try to test the clutch system by having someone hold the board while you pull the bead chain. This isn't going to work for a few reasons. The person is not holding the board level and the lift cords are not evenly taught.

Once you have your roman shade installed, slide your fiberglass rod all the way toward the clutch unit. Then adjust the tension in your lift cords so that each lift cord doesn't have any slack. You can easily do this by sliding your orbs at the bottom of your shade.

Next, pull your bead chain so that your shade begins to raise up. Do not lift your shade to peek at the system, this will cause problems. You should be able to raise your shade all the way up.

If your shade begins to raise higher on one side, stop and look at your fiberglass rod. The lift cord should be winding evenly along your fiberglass rod like the photo to the right.



If your lift cord is wrapping on top of itself or over another cord clip, then this is the reason the shade is raising unevenly. Lower your shade completely and reevaluate the placement of your cord clips, brackets and screw eyes.

Need Help?

If you have questions or concerns at any time, please don't hesitate to contact us.

We are glad to help. No matter what the problem is, we can walk you through a solution.

Getting help is easy!

Simply **send an email to support@homesewingpatterns.com** and provide us with your name, phone number to reach you and a summary of the problem. We will respond to you quickly!

Or you can call 1-800-314-6270.

Also, don't forget that there is an online video you can watch at **www.DraperySewingSupplies.com** under Product Instructions. Plus several other troubleshooting articles.

For the fastest response, send us an email to support@homesewingpatterns.com. This will give us time to research the problem and respond to you with the best possible solution.