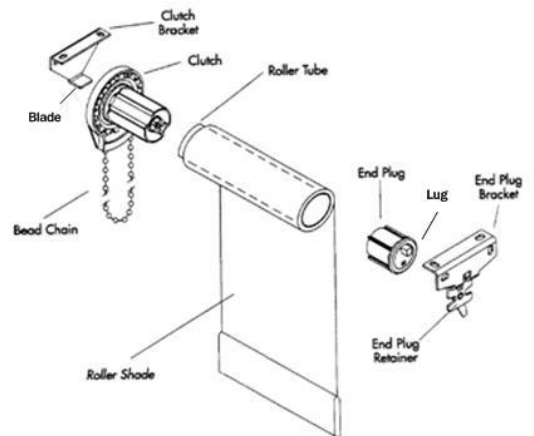# Insolroll® Clutch Operated Shades Installation Instructions
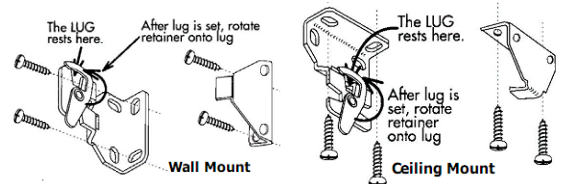
All clutch operated shades are shipped fully assembled and ready for installation. **Mounting screws are not provided**. Screws for chain guide installation to meet the child safety standards are provided. The type and size of the necessary screw for mounting brackets may vary depending on the mounting surface.

Exposed Bracket Installation

1. **Determine mounting position of shades**. The order width is the bracket-to-bracket dimension. The brackets are universal and can be mounted for inside, outside, and ceiling mounts using the appropriate holes. For inside mount, this is typically the opening width. For outside mount, mark the location of the brackets noting that the outside bracket width equals shade width. For proper shade operation, brackets must be mounted perfectly level. Determine operator side as ordered. Mount brackets to wall or ceiling with a #10 or larger truss head, pan head or hex head screw.

2. **Shade installation.** Install the shade by pushing the clutch directly onto the blade of the bracket. The clutch should be installed so the chain hangs straight down. Lower the lug of the end plug onto the "V" of its bracket. The roller should fit securely in the brackets, with just a little play. Rotate the riveted retainer portion to lock the lug in position.

3. **Install the chain guide tension device.** The Tension Device reduces the hazards of strangulation and entanglement of young children by limiting access to the bead chain. *Follow Chain Guide Installation Instructions (Addendum A) for each specific chain guide.* Mount the Tension Device that is attached to the bead chain, to the window frame or wall, so that young children cannot pull the chain around their necks. Position the Tension Device on the window frame or the wall so the Tension Device and bead chain do not interfere with raising or lowering the shade.

4. **Use the control chain to operate shade.** For regular roll shades, where the fabric rolls back toward the window, pull down on the rear chain to lower the shade. For reverse roll shades, where the fabric rolls toward the room, pull down on front chain to lower shade. Pull on opposite chain to raise the shade.
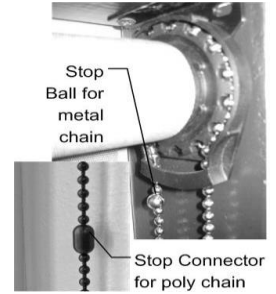
Chain Guide Tension Device MUST be installed!

Metal Select   Universal
Chain Guide Tension Devices

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5. **Check operation of shade and set upper and lower stops.** Lower the shade to its intended down position, then raise shade to the intended top stop location. Check for tellescoping. If shade is telescoping, see troubleshooting instructions. With shade in the "Up" position, attach a metal stop ball or plastic connector to the chain so it touches the mouth of the clutch when shade is rolled up to top stop. Make sure chain connector and stops are snapped completely shut before running them through the chain guide (plastic connector may need to be snapped closed with pliers to ensure stop ball does not come off). Lower shade to sill or floor and repeat the process for down stop.

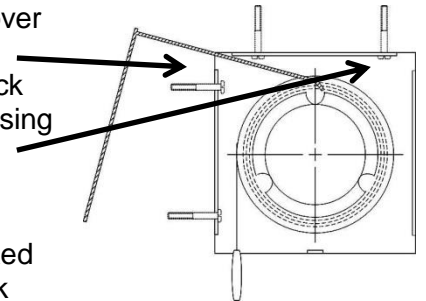## Optional Aluminum Fascia Single Bracket Installation (3" and 4")

1. Using three inch or four inch brackets, shades may be installed with fascia, or fascia plus top/back cover. Top/back cover installed as reverse roll application uses a four-inch bracket only.

2. **Adhesive tape**. On each end of the top/back cover is double sided adhesive tape as shown.
   An orange strip of plastic protects the top of the adhesive tape.
   The tape assists in holding the top/back cover and brackets together
   Do not remove the protective strip on the orange adhesive tape until instructed.

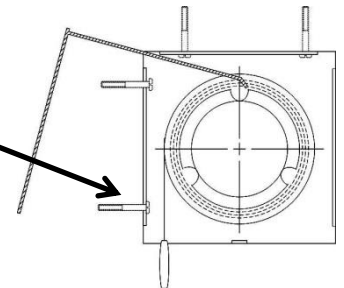3. **Top/back cover pre-drill**
   a. Ceiling mount.
      Slide the top/back into the left and right bracket so the top/back cover is underneath the top bracket flange.
      Using the top of the bracket, mark the bracket holes on the top/back cover. Pre-drill the marked holes in the top of the top/back cover using a 3/16 inch drill bit.
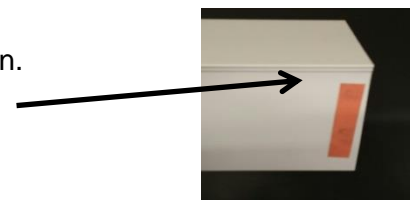
   b. Wall mount.
      Use the same process as ceiling mount except the holes are marked on the back of the top/back cover instead of the top of the top/back cover.
      Slide the top/back into the left and right bracket so the top/back cover is underneath the top bracket flange both brackets. Using the top of the bracket, mark the bracket holes on the top/back cover. Pre-drill the marked holes in the top of the top/back cover using a 3/16 inch drill bit.
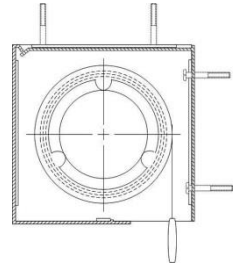

4. On each end of the top/back cover is double sided adhesive tape as shown.
   An orange strip of plastic protects the top of the adhesive tape.
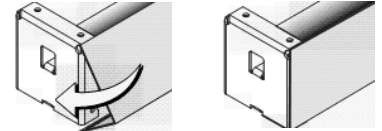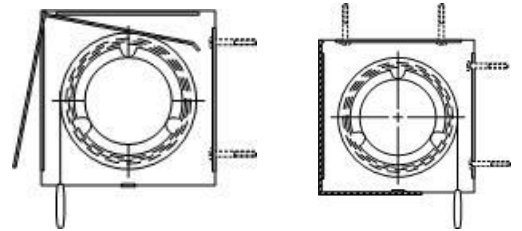   The tape assists in holding the top/back cover and brackets together

5. **Top/back cover with fascia (regular roll only).** Remove the orange protective strip then slide the top/back cover inside the top of the bracket.
Mount the brackets and the top/back cover simultaneously to surface or ceiling using #6 or #8 x 1 ½" pan head or hex head screws (not provided).
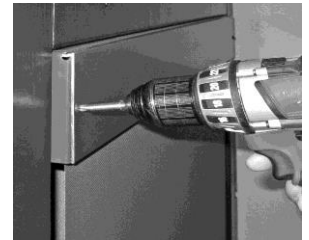
   a. Fascia application. Snap on fascia. Hook the lip in the fascia over the end brackets and swing the fascia down until the bottom of fascia snaps securely into place.

6. **Top/back cover only (reverse roll).** Fascia is not used in the application.
Remove orange protective strip from the top of the double-sided tape on the top/back cover. Slide the top/back cover in the open bracket slot so the top/back cover is underneath the top flange of the bracket. Install brackets and top/back cover at the same time.

This application requires a screw through the front of the reverse roll fascia. Pre-drill 1/8" hole through fascia into flange on steel bracket. Attach with provided #8 x 3/8" pan head screw. Clutch shade shown in picture to the right.
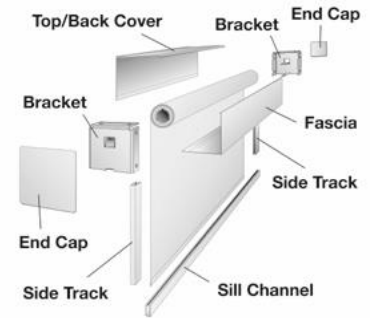
7. **Shade installation**. Install the shade by pushing the clutch straight onto the blade of its bracket. Lower the lug of the end plug onto the "V" of its bracket. The roller should fit in the brackets securely, with just a little play. Rotate the riveted retainer portion to lock the lug in position.
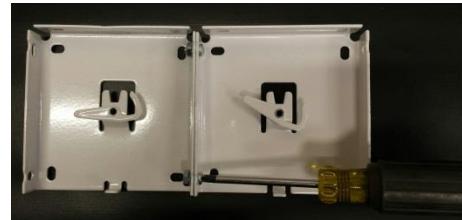
Optional Aluminum Fascia Dual Bracket Installation (4")

1. Shades may be installed with fascia, or fascia plus top/back cover.

2. Determine mounting position of shades. The order width is the bracket-to-bracket dimension. The brackets are universal and can be mounted for inside, outside, and ceiling mounts using the appropriate holes. For inside mount, this is typically the opening width. For outside mount, mark the location of the brackets noting that the outside bracket width equals shade width. For proper shade operation, brackets must be mounted perfectly level. Determine operator side as ordered.
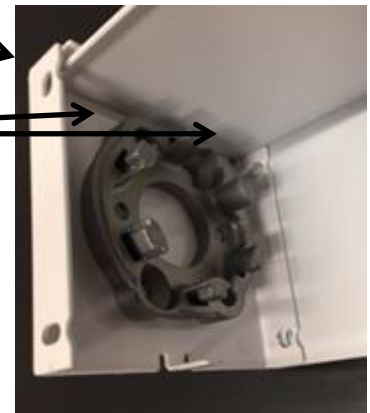

3. Screw the brackets together. Idler brackets are shown. Screw the clutch brackets together in the same manner.

4. Top/back cover pre-drill
   a. Ceiling mount.(only back bracket shown)
      Slide the top/back into the back left and back right bracket so the top/back cover is underneath the top bracket flange.
      Mark the holes on the top/back cover.
      Pre-drill the marked holes in the top of the top/back cover using a 3/16 inch drill bit.

   b. Wall mount. (only back bracket shown)
      Slide the top/back into the back left and back right bracket so the top/back cover is underneath the bracket flange.
      Mark the holes on the top/back cover.
      Pre-drill the marked holes in the top of the top/back cover using a 3/16 inch drill bit.

5. On each end of the top/back cover is double sided adhesive tape as shown.
   An orange strip of plastic protects the top of the adhesive tape.
   The tape assists in holding the top/back cover and brackets together.
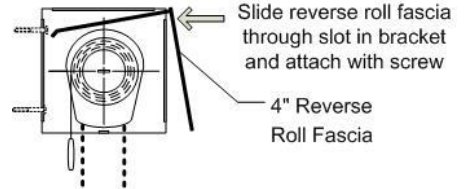
For more assistance: Insolroll, Inc.   www.Insolroll.com   800- 447-5534   Version 03
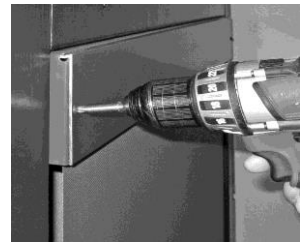
6. **Top/back cover with fascia (regular roll only).** Remove the orange protective strip then slide the top/back cover inside the top of the bracket. Mount the brackets and the top/back cover simultaneously to surface or ceiling using #6 or #8 x 1 ½" pan head or hex head screws (not provided).
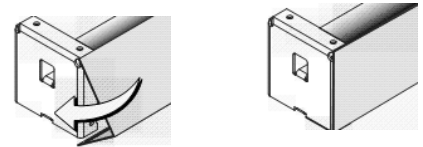
7. **Top/back cover only (reverse roll).** Remove orange protective strip from the top of the double-sided tape on the top/back cover. Install brackets and top/back cover at the same time.

Slide reverse roll fascia through slot in bracket and attach with screw

4" Reverse Roll Fascia

This application requires a screw through the front of the reverse roll fascia. Pre-drill 1/8" hole through fascia into flange on steel bracket. Attach with provided #8 x 3/8" pan head screw. Clutch shade show in picture to the right. Follow step 2 of Exposed Bracket installation.
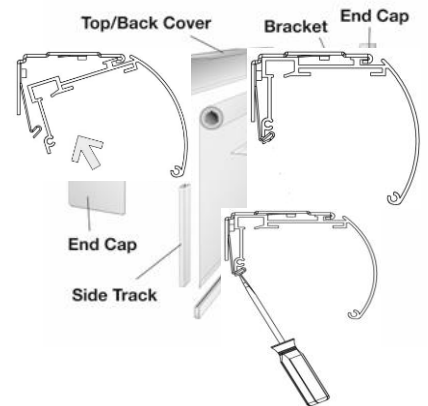
8. Snap on fascia. Hook the lip in the fascia over the end brackets and swing the fascia down until the bottom of fascia snaps securely into place.

Optional Cassette Installation (3" or 4")

1. Cassette system is shipped assembled. Cassette system utilizes universal mounting brackets that can be mounted for wall or ceiling mount. Determine exact mounting location for cassette.

2. Determine wall or ceiling mount. Locate and mount the two outer brackets approximately 1 ½" – 2" in from the end of shade and evenly space intermediate brackets on wider units. On wider units install center bracket(s) supplied. Attach brackets with #6 or #8 x 1 ½" pan head or hex head screw (not provided).

Top/Back Cover   Bracket   End Cap

End Cap

Side Track

3. Snap cassette into mounting brackets. Hook top of extrusion into front of mounting brackets as shown in diagram. Rotate the back bottom corner of cassette up and snap into bracket. (*To remove cassette, insert flat head screwdriver into mounting bracket slot provided, then back to release cassette.*)

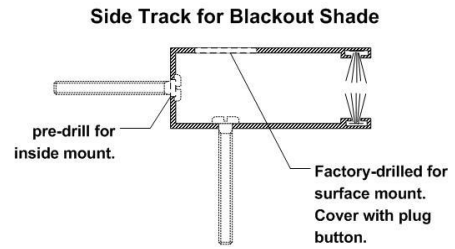4. Follow Exposed Bracket installation steps 3 through 5.

Optional Sidetrack Installation

1. Follow Exposed Roller Shade installation steps 1 through 5.

2. **Install side tracks.** Line up outside track width with outside bracket width. Use level to make sure tracks are plumb.
   a. **For surface mount installations,** screw through pre-drilled side track. Snap plug buttons over hole when complete.
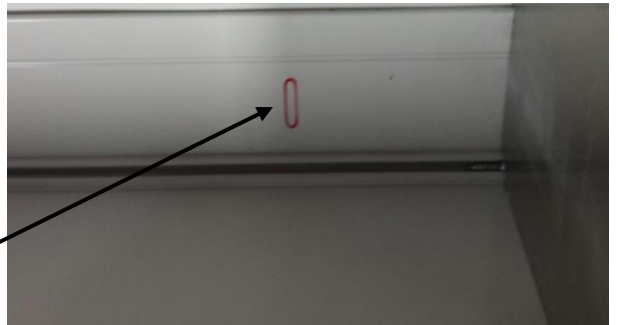   b. **For inside mount installations,** pre-drill side rail at desired locations before screwing to window jamb.

Side Track for Blackout Shade

pre-drill for inside mount.

Factory-drilled for surface mount. Cover with plug button.

Optional Valance Installation

A six inch valance accomodates a single or dual shade system.

A. Inside Mount and Ceiling Mount Application for six-inch valance

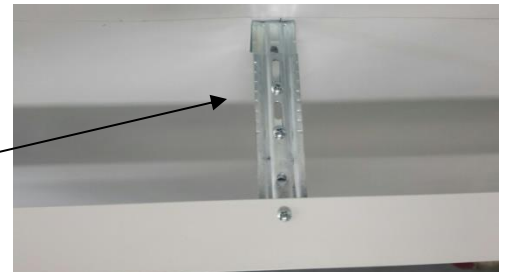No end plates are included with an inside mount application.

1. Determine the location of the idler bracket and the clutch bracket. Follow Exposed Roller Shade installation step 1.
2. Hold the valance at the desired location to ensure shade clearance and proper fit for single or dual shade application. Valance may be flush with front of opening or inset to desired location. Ensure that there is sufficient clearance for a chain-operated shade. Mounting the valance too close to the shade will result in the chain contact with the bottom return.
3. Pre-drill 3/16 inch holes in the 1½ inch top return of the valance in the extrusion guide groove for direct mount or when using an L bracket when applicable. When using L brackets, recommended spacing between brackets is a maximum of 36 inches. Mount the shade bracket in an orientation as dictated by the application.
4. Place valance into opening. Secure the valance by screwing through the top of the valance into the drywall/trim. Screws not provided.

B. Outside Wall Mount Application for six-inch valance

End plates are included for an outside mount application
1. Secure the end plates to the valance with supplied mounting screws. Hold the valance at the desired location to ensure shade clearance and proper fit.
2. Determine the location of the shade brackets. Mount shade brackets per Exposed Roller Shade installation step 1.
3. Determine the location of the L-brackets. Recommended spacing between L brackets is a maximum 36 inches. Mount L-brackets.
4. The top of the L-bracket must be mounted underneath the 1½ inch return.

B. Outside Wall Mount Application for six-inch valance (Continued)

Dry fit valance on L-brackets to determine the pre-drill hole location. Loosen L Bracket adjustable screws as required for ease of installation.
Pre-drill 3/16 inch holes in the 1 ½ inch top return of the valance in the extrusion guide groove

Place valance into opening. Using the supplied fasteners, secure the valance to the L-brackets.
Position the valance so the end plates are flush with the mounting surface and firmly tighten the L bracket adjustable screws
Mount roller shade back on brackets.

Optional Paramount Valance Installation

Refer to the Paramount Valance Installation Instructions for details

Pocket Installation

1. Attach the end plates to the back cover using the provided screws.

2. Align the brackets in between the bracket location ridges toward the back of the back cover for ceiling or wall mount application. Mark the bracket holes for ceiling or wall mount. Hole spacing should be the same for the left and right side to ensure proper shade operation.

3. The top of the back cover is mounted at the order height. Use a 3/16 drill bit and pre-drill holes for easier installation. Secure the back cover using intermediate mounting points spaced four to six feet apart.
   a. For wall mount, screw the back cover to mounting surface using #8 x 1 ½ inch or longer pan-head screws (not provided). Ensure that the back cover is level. Be careful not to over-tighten screws as this may cause damage to the back cover.
   b. For ceiling mount, the head box must be fully assembled before installation. Insert the front cover tongue into the back cover groove. After correctly inserting the front cover in the groove, the front cover will stay engaged as it closes. Secure the front cover to the end plate using the remaining screw position. .

4. Screw brackets to wall or ceiling mounting surface through the back cover with #10 x 1 ½ inch or longer pan-head screws (not provided).

5. Follow the Exposed Roller Shade installation steps 2 through 5.

6. For wall mount, insert the front cover tongue into the back cover groove. After correctly inserting the front cover in the groove, the front cover will stay engaged as it closes. Secure the front cover to the end plate using the remaining screw position. ..

7. For wall and ceiling mount, insert the flap in the front cover.

Troubleshooting Telescoping In Shade

1. To adjust shades for telescoping (excessive horizontal movement of fabric while shade rolls up on the tube), roll shade all the way down so tube is exposed (this will require removal of motor down stop limit).

2. Place a 4" piece of tape (2"-4" in from the end of shade) on the side of the tube opposite of the direction the fabric is moving toward.

3. Run the shade up. If shade still telescopes, repeat the process. The correct amount of tape can only be determined by trial and error.

4. Re-set the down limit after completing shade adjustments.

Safety Warning

Young children can wrap cords around their necks and STRANGLE.
● Keep all window cords well out of the reach of children.
● Move all cribs, beds, furniture and toys away from windows with cords.

⚠ WARNING

Window Blind Cord Can STRANGLE Your Child
- Children can climb furniture to reach cords.
- Move crib and furniture away.
- Keep all cords out of children's reach.
- Attach tension device to wall or floor.
- Fasteners provided with the tension device may not be appropriate for all mounting surfaces.
- Use appropriate anchors for the mounting surface conditions.

⚠ ADVERTENCIA

La cuerda ciega de la ventana puede ESTRANGULAR su niño
- Los niños pueden subir los muebles para alcanzar las cuerdas.
- Mueva la cuna y los muebles.
- Mantenga todas las cuerdas fuera del alcance de los niños.
- Conecte el dispositivo de tensión a la pared o al suelo.
- Los sujetadores provistos con el dispositivo de tensión pueden no ser apropiados para todas las superficies de montaje.
- Utilice anclajes apropiados para las condiciones de la superficie de montaje.
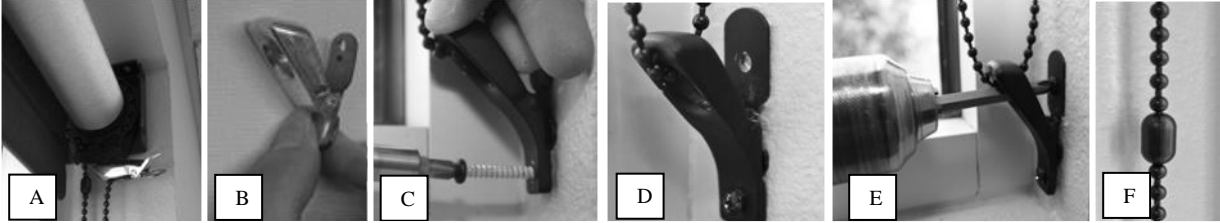
Addendum A-1:
Installation Instructions for Insolroll® Metal Select Chain Guide

Metal Select Chain Guide is a chain tension device designed for inside or outside mounts.

A   B   C   D   E   F

1. Shades come with chain guide attached to shade in a manner that installer must release and install this chain tension device for the shade to be fully operational. (Fig. A)
2. After mounting shade in brackets, squeeze on flanges furthest from the chain to open, this releases tension on chain guide to slide it down to the bottom of the chain loop. (Fig. B)
3. Open the chain guide prior to screwing to wall or window frame by squeezing flanges open or using your finger to hold open while attaching bottom screw first. (Fig. B, C, D) If chain guide is not opened before attaching to wall, or top screw attached first, chain will over-tighten and may make shade operation rough. #8 self-tapping mounting screws (provided) are designed for installation in wood trim, drywall, or aluminum mullion. Typical mounting conditions below.
4. Operate shade after bottom screw is attached to ensure smooth operation. Use a 3 ½" extended screw bit to ensure the bit does not catch on the chain. Attach the top screw through the chain guide opening (Fig. E).
5. Attach chain stops for upper and lower limits of the shade (Fig. F).

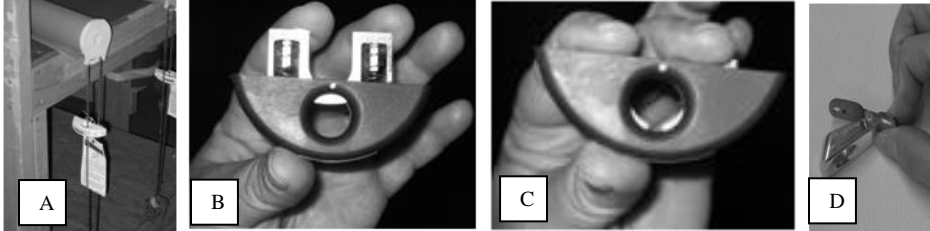| Wood Trim or jamb	Drywall with Stud Behind	Drywall with No Stud Behind	Hollow Aluminum Mullion
Screw directly into wood trim or jamb. For hardwood trim, pre-drill a 1/16" hole to avoid splitting trim. For applications with metal stud behind, it may be necessary to pre-drill depending upon gauge of stud.	Screw directly into drywall with wood or metal stud behind it. For applications with metal stud behind, it may be necessary to pre-drill depending upon gauge of stud.	Place chain guide at desired location. Mark location for screw anchors. Remove chain guide. Punch hole in drywall and attach anchor to drywall. Screw self-drilling anchor into drywall (Nylon Zip-It wallboard anchor or equal). Place Metal Select chain guide back into position and mount chain guide with screws into drywall anchors. (Drywall anchor NOT SUPPLIED.)	Place chain at desired location. Mark location for screws and pre-drill a 1/16" hole. Move chain guide back into position and screw into window mullion.

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Insolroll® Clutch Operated Shades
Installation Instructions

Addendum A-2:

Installation Instructions for Insolroll® Universal Chain Guide

Universal Chain Guide is a chain tension device designed for inside or outside mounts.

1. Shades come with chain guide attached to shade in a manner that installer must release and install this chain tension device for the shade to be fully operational. (Fig. A)

2. After mounting shade in brackets, squeeze spring/tension mechanism to open (Fig. B,C). This releases tension on chain guide to slide it down to the bottom of the chain loop.#8 self -tapping mounting screws (provided) are designed for installation in wood trim, drywall, or aluminum mullion. Typical mounting conditions below.

3. Push the chain guide against wall to desired position prior to screwing to wall or window frame.

4. Install both screws; spring mechanism will be pushed into the Universal Chain Guide as screws are tightened.

5. Attach chain stops for upper and lower limits of the shade (Fig. D).

Wood Trim or Jamb	Drywall with Stud Behind	Drywall with No Stud Behind	Hollow Aluminun
Screw directly into wood trim or jamb. For hardwood trim, pre-drill a 1/16" hole to avoid splitting trim. For applications with metal stud behind, it may be necessary to pre-drill depending upon gauge of stud.	Place chain at desired location, mark location for screws and pre-drill 1/16" hole. Move chain guide back into position and screw into window mullion..	Place chain guide at desired location. Mark location for screw anchors. Remove chain guide. Punch hole in drywall and attach anchor to drywall. Screw self-drilling anchor into drywall (Nylon Zip-It wallboard anchor or equal). Place Universal chain guide back into position and mount chain guide with screws into drywall anchors *(Drywall anchor NOT SUPPLIED.)*	Place chain at desired location. Mark location for screws and pre-drill a 1/16" hole. Move chain guide back into position and screw into window mullion.

For more assistance: Insolroll, Inc.   www.Insolroll.com   800- 447-5534   Version 03