

Instructions:

Replacing a Chain Loop on a Roller Shade

Tools Needed: Pliers and pointed tool



Steps:

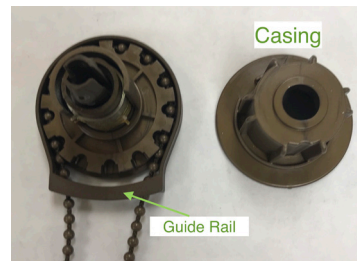
1. Begin by raising the shade completely, and then removing the end caps (if needed) from the cassette or fascia in order to access the clutch.



2. Press on the spring-loaded idle end pin and remove the shade from its brackets.

3. Pull the clutch out of the shade tube.

4. Use the pliers to press the two prongs in the center of the clutch together and pull off the casing. This will expose the internal springs.



5. Hold the clutch assembly flat on a table and remove the chain:

- Pull the chain loop up and through the chain guide
- Pull the left side of the chain up and away from the clutch
- Now pull the right side of the chain counter-clockwise in order to spin the clutch and free the chain



6. To add the new chain to the clutch:

- Continue to use one hand to keep pressure on the clutch so that it doesn't come apart.
- Insert part of the chain into the bottom of the clutch
- Pull it counter-clockwise to spin the clutch until the chain is fully in place.
- Now pull the chain loop back through the bottom tab on the clutch.



7. If the chain loop has a stop-bead (or chain connector) adjust the position of the chain loop in the clutch to accommodate it.

8. Replace the clutch casing.

9. Reinsert the clutch into the shade tube, and then replace the clutch into the brackets.