

**TASK: Replace Clutch with Chain and/or Idle End on Indoor or Outdoor Shades with Continuous Loop and No Cassette Valance**

**Use If/When:** The shade has no Cassette Valance and is hard to operate or will not operate.

**Tools Needed:** Screwdriver, Mallet

- For shades less than 100" wide, proceed to step 1.
- For shades over 100" wide, please contact your place of purchase for repair/replacement evaluation.



1. Remove the chain guide located at the bottom of the chain loop.



OR



2. Remove shade from installation brackets. Starting on the non-control end, swing bottom of metal lever towards you. Lift this end out of the bracket, followed by the control end.



3. Unroll shade until silver tube can be seen.

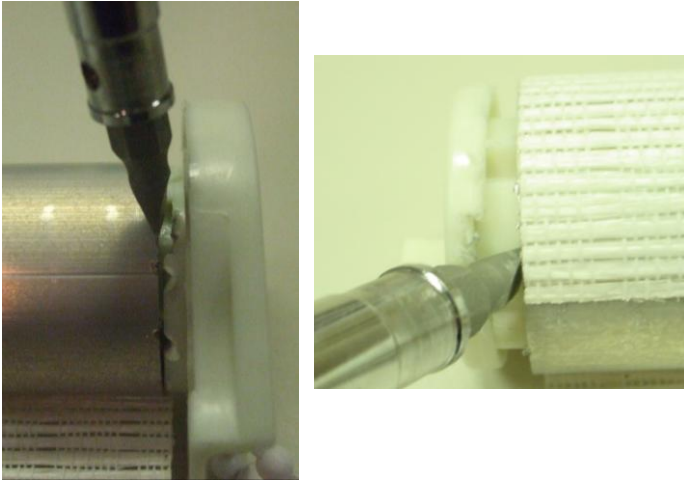


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4. Remove clutch and/or idle end from tube with flat head screwdriver.

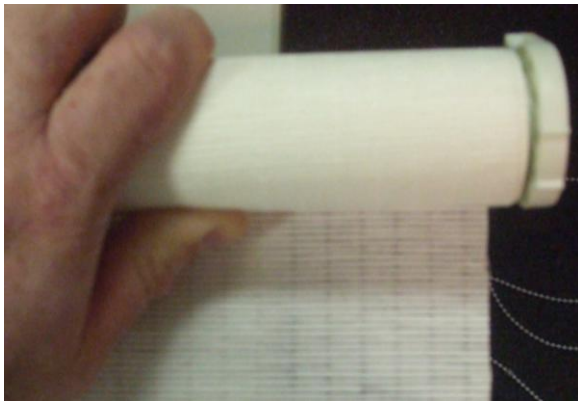


5. Insert new clutch and/or idle end into tube by hand or with a mallet until fully seated.



6. Roll material back onto tube.

**Note:** Roll shade on a clean surface with clutch end hanging over edge.



7. While keeping the shade completely rolled, reinstall shade starting with control end. Ensure the latch on the non-control end is open, then place into notch, close lever.



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**8.** Reinstall chain guide.



OR



**9.** Raise and lower shade several times to ensure proper operation.

