

## TASK: With Dust Cover – Replace Clutch and Continuous Loop

Use If/When: Clutch system and continuous loop control with color coordinated metal rail and white plastic cover needs to be replaced.

Tools Needed: Flathead screwdriver, Phillips head screwdriver, sharp pointed felt tip pen and drill with #32 drill bit

To replace cord loop only, follow steps 1-5, 8 and 13-16.

1. Remove screws to release tensioner or cord locking guide at the bottom of the continuous loop.

Prior to March 5, 2012:



3/2/2012 to 8/18/2015:



Current cord guide/shell:

Inside Mount



Outside Mount

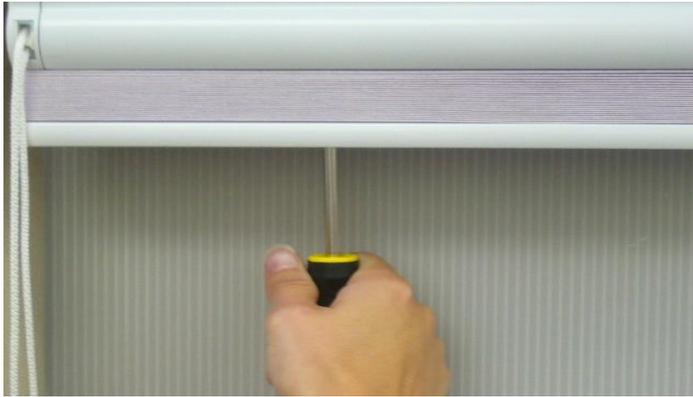


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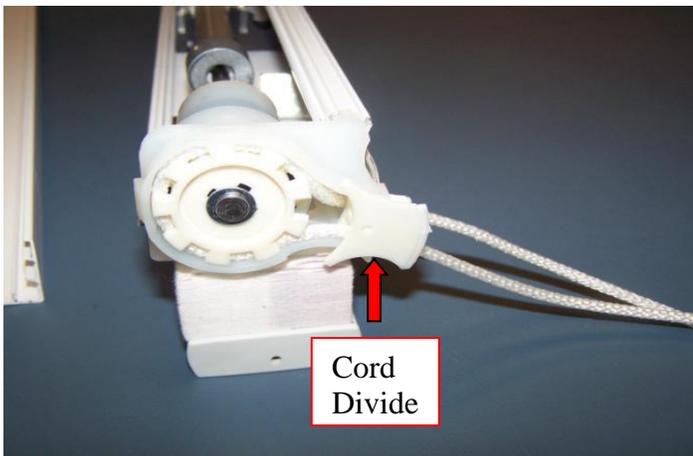
2. Remove shade from installation brackets using a flathead screwdriver. Insert tip of screwdriver between the headrail and the bracket.



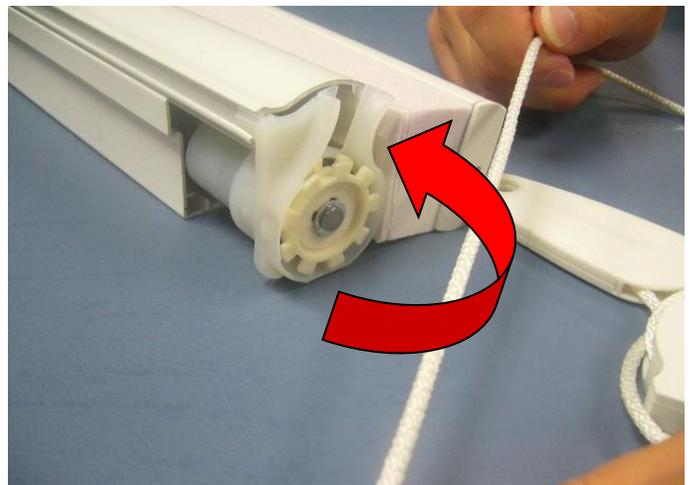
3. Turn shade on its side and remove clutch cover end cap using a flat head screwdriver. Pry on the tab located on the side of the end cap.



4. Remove cord divider from clutch.



5. Remove continuous loop by gently turning the cord loop counter clockwise.



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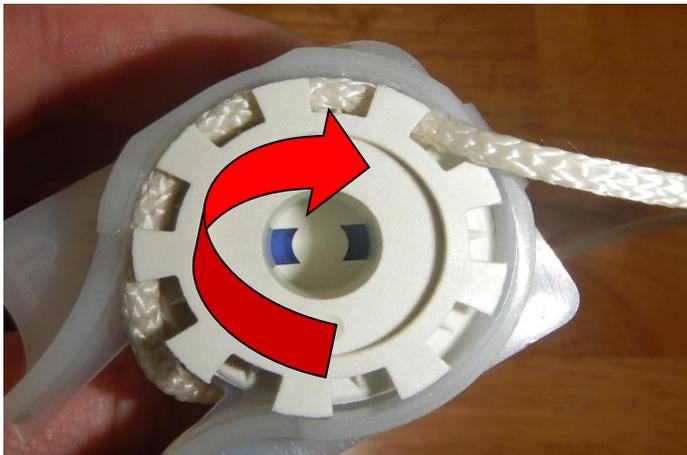
6. Remove dust cover from headrail.



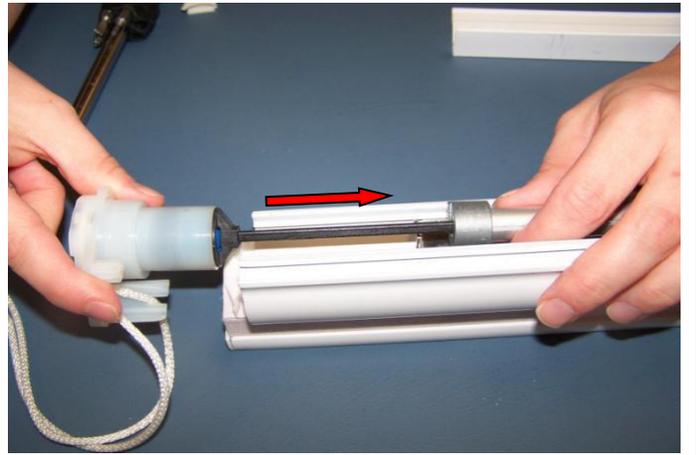
7. Loosen screw inside of headrail. Slide clutch out of headrail.



8. Reinstall the continuous loop cord into the new clutch by gently turning and wrapping the loop under the teeth of the clutch.



9. **If your shade was made prior to August 2014, insert new clutch by pushing the drive shaft into the aluminum rod.**  
**Shades made after August 2014, please proceed to step 12.**



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10. With a sharp pointed felt tip pen, mark the location of the screw hole on the inside surface of the headrail. Remove clutch and put aside.



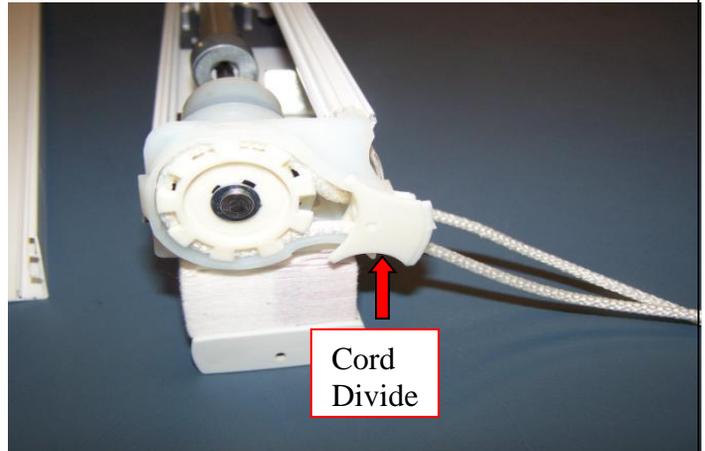
11. Using a #32 drill bit, carefully drill a hole at the marked location through the headrail. Be careful not to damage the fabric.



12. Reinsert new clutch and tighten screw inside rail to hold clutch in place.



13. Reinsert the cord divider into the clutch. Make sure the continuous loop lays in the groove of the divider. Slide divider up into the clutch.

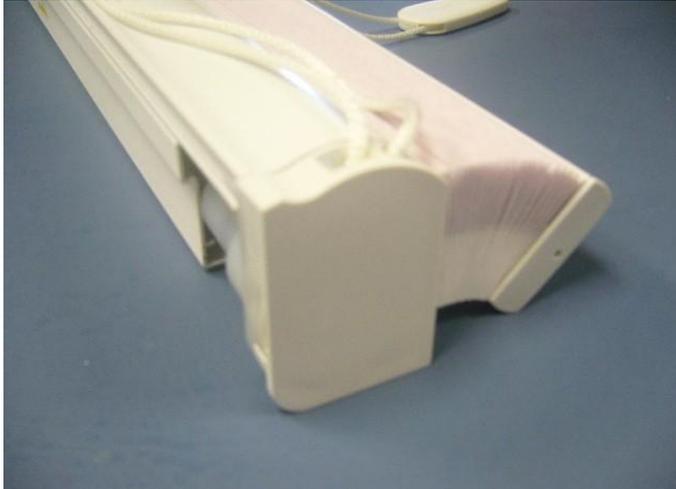


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**14.** Snap clutch cover in place. Replace dust cover.



**15.** Reinstall shade back into brackets by attaching front of shade to the front of the bracket and pushing back on shade until it snaps into place.



**16.** Mount the tension or cord locking guide depending on manufacturing date as previously installed.

**Prior to March 5, 2012:**



**3/2/2012 to 8/18/2015:**



**Current cord guide/shell:**

**Inside Mount**



**Outside Mount**

