Manual Clutch Shade Installation Instructions

The VIMCO manual clutch shade comes in three main configurations: Standard, Fascia and Stoplight (total blackout). The Fascia configuration is essentially the Stoplight system with out top/back cover, side channels, sill angle and exposed hem bar.

Tools required: power drill, #8 hex and Phillips drivers, 1/8" and 3/8" drill bits, pliers, level.

Standard Clutch System

1. Fasten standard brackets to mounting surface at the appropriate bracket to bracket distance. For shade to operate properly, brackets must be perfectly level.

2. Open the idle locking bracket so that the slot the idle endplug will be resting on is accessible.

3. Insert clutch end of shade onto blade of clutch side bracket.

4. Maneuver idle end of shade so that the trapezoidal lug on the endplug rests in the top trapezoidal slot on the idle end bracket.

5. Shade should fit between the brackets with a small amount of play (approx. 1/16").

6. Close the idle locking bracket to hold idle end of shade in place (V16 w/o fascia).

7. Adjust shade for telescoping (excessive horizontal movement while the shade rolls up on the tube) if necessary, by shimming with masking tape. Roll shade all the way down and sparingly place masking tape on the side of the tube that the fabric must shift towards to roll evenly. The correct amount of tape is determined by trial and error.

8. Crimp ball stops onto chain in the appropriate places to set top and bottom shade travel limits.

9. Attach chain guide vertically in line with the clutch at the bottom of the clutch control chain loop.

Stoplight Shade System
(For Fascia system, disregard references to top/back cover, side channel, sill angle or exposed hem bar.)

1. Attach top/back cover to mounting surface.

2. Snap manual clutch and idle brackets onto top/back cover.

3. Fasten fascia brackets to mounting surface with screws through top/back cover at appropriate bracket to bracket width. For shade to operate properly, brackets and top/back cover must be perfectly level.

4. Insert clutch end of shade onto blade of clutch side fascia bracket.

5. Maneuver idle end of shade so that the trapezoidal lug on the endplug rests on the top trapezoidal slot on the idle end fascia bracket.

6. Shade should fit in between the brackets with a small amount of play (approx. 1/16").

7. Adjust shade for telescoping (excessive horizontal movement while the shade rolls up on the tube) if necessary, by shimming with masking tape. Roll shade all the way down and sparingly place masking tape on the side of the

tube that the fabric must shift towards to roll evenly. The correct amount of tape is determined by trial and error.

8. Attach sill angle to mounting surface where side channels will rest.

9. Attach side channels to mounting surface (the back surface of the side channel should be flush with the back of the fascia bracket or top/back cover).
> **a.** For inside mount, a Phillips head screw must be run through the 1" wall of the side channel into the mounting surface.
> **b.** For outside mount, a 3/8" hole (center aligned with vertical groove) must be drilled in the face of the side channel and 1/8" hole must be drilled through the back side. Run the Phillips head screw through the back side of the channel into the mounting surface. Cover the 3/8" holes with hole plugs.

10. Crimp ball stops onto chain in the appropriate places to set top and bottom shade travel limits. Hem bar should hang just below fascia box at upper limit and ride in side channels.

11. Align the top of the fascia to interlock with front of top/back cover.

12. Maneuver the chain through the notch cut into the fascia.

13. Snap fascia onto fascia brackets securely. You should hear a click on both sides.

14. Attach chain guide vertically in line with the clutch at the bottom of the clutch control chain loop.

15. Attach bracket endcaps to outside mount shades. Arrow on inside of cover should be pointing down and toward the front corner of the fascia. (outside mount only)

This is for Standard and Stoplight Manual Clutch Shades (R3, V8, V16, V24)
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