

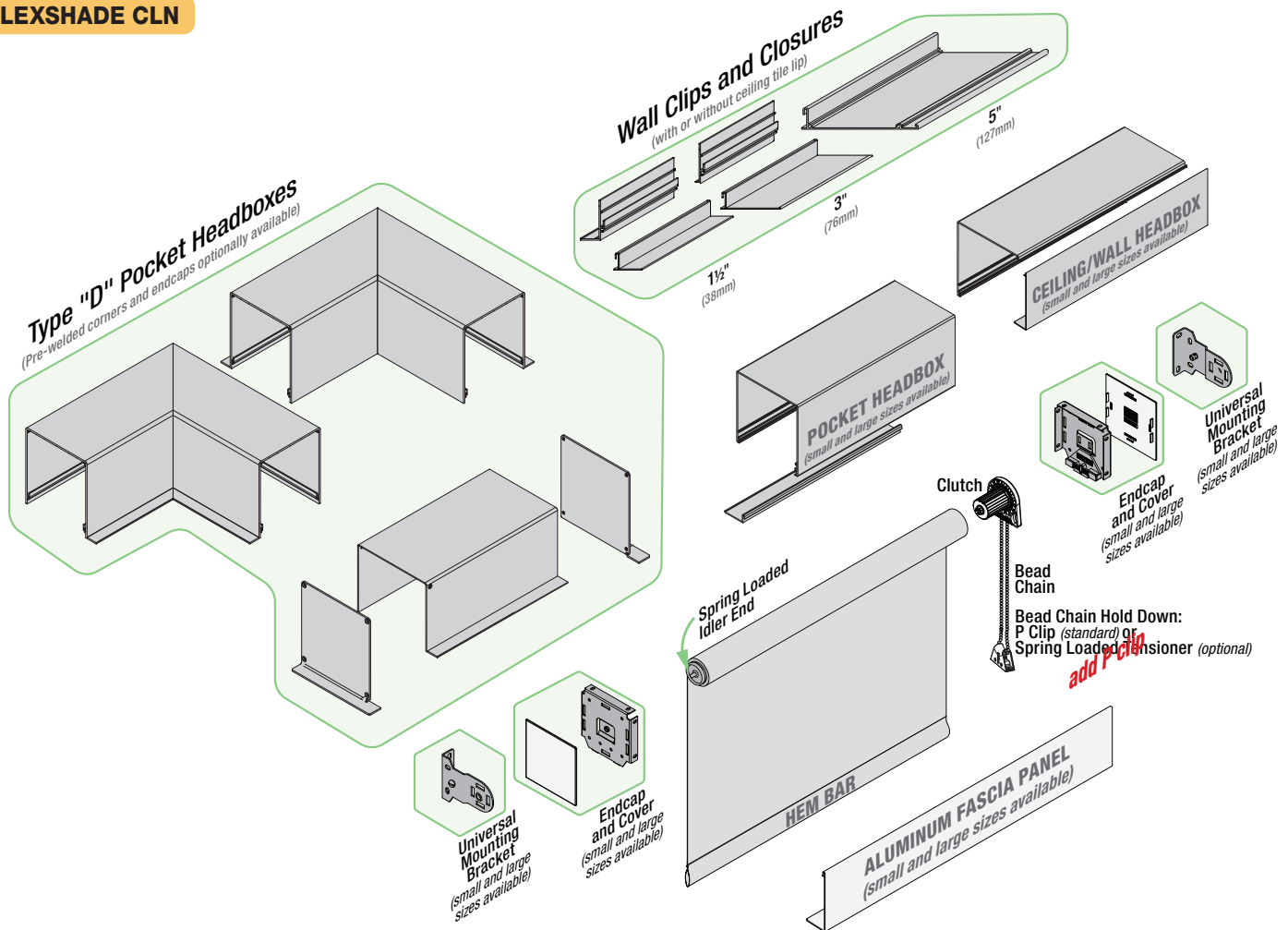
# Clutch-Operated FlexShade®

Manual, clutch-operated window shade with smooth, quiet operation, and independent control

## INSTRUCTIONS INSTALLATION & OPERATION

### Overview - Components

#### FLEXSHADE CLN



**PERSONNEL REQUIRED**

**TOOLS REQUIRED**

**⚠ CAUTION ⚠**  
**Read and understand all warnings (Page 2 of this document) before beginning installation.**

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If you have any difficulties installing or servicing your Clutch-Operated FlexShade, call your dealer or Draper, Inc.

PLEASE READ - **Safety Information**

**Important Safety Information**



**WARNING**

**Important Safety Information**

**Improper installation and use of the Clutch-Operated FlexShade® can result in serious injury or death. Primarily, injuries can occur if the unit falls due to imprecise installation, mishandling of the shade during installation or installation on an insufficient wall or ceiling structure. Please use extreme care.**

1. Please read the following installation guidelines thoroughly and follow them carefully. Failure to do so may cause product to fall or otherwise fail, and could result in serious injury.
2. Installation and calibration of the shade should only be performed by an authorized, qualified, and experienced professional.
3. Do not affix the unit to wall or ceilings that have inadequate strength to permanently hold the unit during use. It is the owner's and installer's responsibility to confirm the wall or ceiling to which the unit attaches is sufficient to permanently hold the weight and stress loads of the unit at all times. Draper®, Inc., is not responsible for improper installation, application, testing, or workmanship related to the product at place of installation.
4. It is the installer's responsibility to make sure appropriate fasteners are used for mounting.
5. All brackets, fascia, headboxes, pockets, wall clips, and other hardware must be installed level. Shade unit must be level and square.
6. Never leave the area while operating the shade during installation, maintenance, or normal operation, unless it is secure and safe.
7. Before testing or operation, carefully inspect the entire area and path of the shade and areas underneath the shade to be sure no persons or objects are in the area.
8. During testing or operation, carefully watch the surrounding area for any potential safety concerns including nearby persons or objects.
9. After installation, the entire system should be carefully tested to ensure safe and normal operation. Extreme care should be taken during testing to remain clear of moving parts to avoid possible injury.
10. Operation of shade should be performed only by authorized and qualified personnel, who have been trained in the safe and effective operation of the shade and understand its safety features.
11. The safety features of the shade should never be disabled, bypassed, or overridden. The system should not be operated until all safety features are properly and completely installed, calibrated, and tested.
12. Shade may need to comply with local, state, or district rules and regulations, in particular when installed in schools. All applicable rules and regulations should be reviewed before installation and use.
13. Failure to precisely follow installation guidelines invalidates all warranties.
14. Custom products/installations may not be reflected in this manual. Call Draper, Inc., if you have questions regarding your installation.

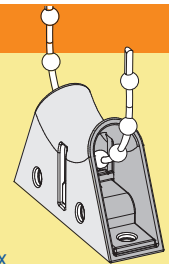
**Before Beginning Installation**

1. Look for any job site conditions that could interfere with installation or operation of the system.
2. Read carefully and be sure to understand all installation instructions and all related operations manuals. These instructions are intended to serve as a guide for the installer and owner. They should be followed closely and combined with the expertise of experienced qualified installers. Draper, Inc., is not responsible for improper installation, application, testing, or workmanship related to the product at place of installation. Please retain all instructions for future use.
3. Open cartons lengthwise.
4. Locate and lay out all pieces.
5. Inspect all boxes to make sure you have received the proper shade and parts. Controls may be shipped separately, or in same carton as shade.
6. If you have any difficulties with installing, servicing, or operating your shade, call your dealer or Draper, Inc., 765-987-7999.

**Child Safety Information**

ANSI/WCMA A100.1-2018 standard (developed by the Window Coverings Manufacturer's Association and the Consumer Product Safety Commission) was established on December 15, 2018, to eliminate strangulation hazards for small children from hanging cords and chain loops.

When a Draper® dealer specifies that custom shades comply with ANSI/WCMA A100.1-2018, Draper provides a pre-installed Spring-Loaded Chain Tension Device (shown at right) for clutch-operated units. A warning label is attached to the kit and approved mechanical fasteners are included. When properly installed, the tension device prevents the creation of a hazardous loop by maintaining tension on the bead chain. If not installed properly, the shade is partially inoperable. A warning label (shown below) is also added to the shade roller.



For more information, please see Draper's ANSI/WCMA A100.1-2018 compliance page: [www.draperinc.com/windowshades/wcmacompliance.aspx](http://www.draperinc.com/windowshades/wcmacompliance.aspx)

**! WARNING**  
**! ADVERTENCIA**



**Window Blind Cord can STRANGLE your child.** Keep cords out of children's reach. Shorten cords to prevent reach. Move crib and furniture away – Children can climb furniture to reach cords.

**La cuerda ciega de la ventana puede ESTRANGULAR a su niño.** Mantenga las cuerdas fuera del alcance de los niños. Acorte los cables para evitar el alcance. Mueva la cuna y los muebles lejos – Los niños pueden subir los muebles para alcanzar las cuerdas.

**Field Adjustments**

Each Draper Solar Control Shade is tested to ensure proper operation. Even with this testing, some field adjustments may be needed for telescoping.

If the shade is telescoping, place a piece of high quality gaffer tape about 1" (25mm) wide on the exposed roller (where the fabric will cover it) on the side that the fabric will be drawn toward. For example: if the fabric is tracking to the left, place the tape on the right side.

**Cleaning and Maintenance**

Window covering products manufactured by Draper, when properly installed, should require no operational maintenance or lubrication.

Most standard Draper® fabrics may be cleaned at the window by vacuuming with a soft brush attachment. They also may be cleaned by using a sponge or soft cloth and mild solution of warm soapy water. A mild dishwashing liquid is recommended. A clean dry cloth is recommended for the metal finish.

**Please Note:** Exceptions are Flocké and Phifer SW7000 fabrics, which must be cleaned with a dry art sponge.

## Section 1 - Bead Chain Clutch Installation (Brackets Only)

**⚠ Caution:** Before mounting shades, verify measurements on label provided with shade, and ensure unit is installed at correct width.

**Please Note:** Installer is responsible for selecting mounting hardware appropriate for site conditions.

### 20# Clutches: Brackets and Installation

**Please Note:** Idler End must be installed FIRST.

1. Mark wall, jamb, or ceiling for placement of mounting brackets and drill small starter hole (if necessary) in mounting surface.
2. Place spring-loaded pin into idler bracket, slip notches on clutch into clutch bracket. Press down to lock in place.

#### Small Universal Brackets

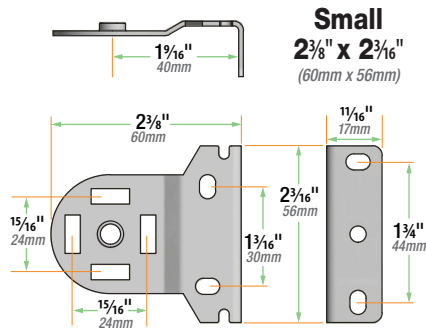


Figure 1A

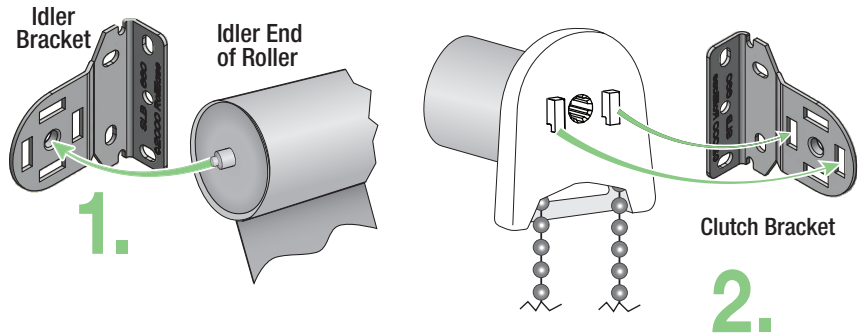


Figure 1B

#### Large Universal Brackets

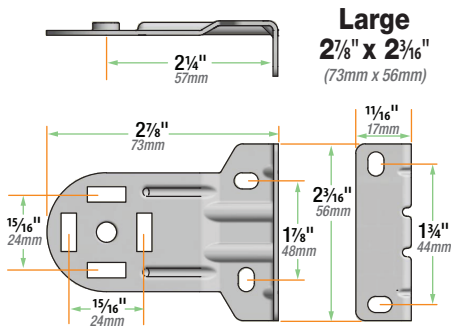


Figure 2A

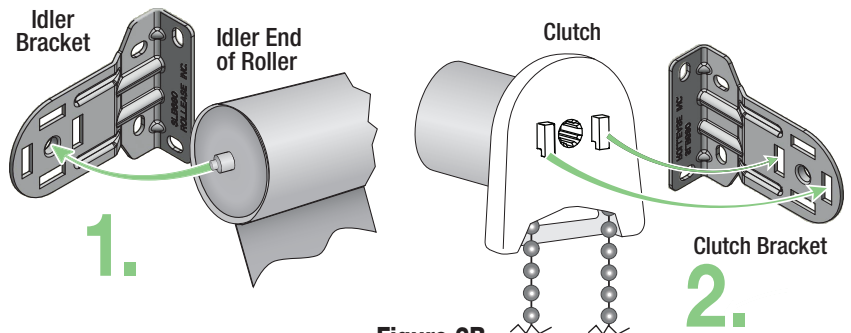


Figure 2B

### 24# Clutches

**Please Note:** Idler End must be installed FIRST.

1. Mark wall, jamb, or ceiling for placement of mounting brackets and drill small starter hole (if necessary) in mounting surface.
2. Slide notched pin into idler bracket. Slip retainer clip onto idler end between bracket and roller (Fig.3B)
3. Install clutch end onto spear on clutch bracket.

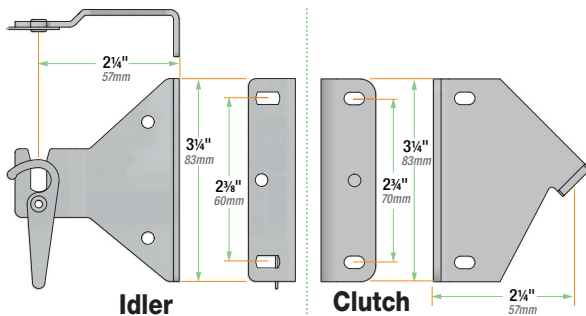


Figure 3A

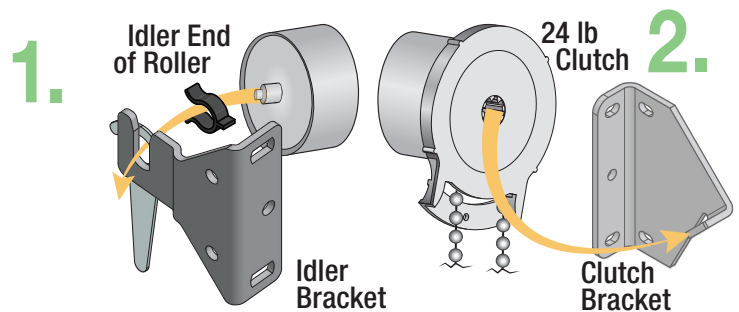
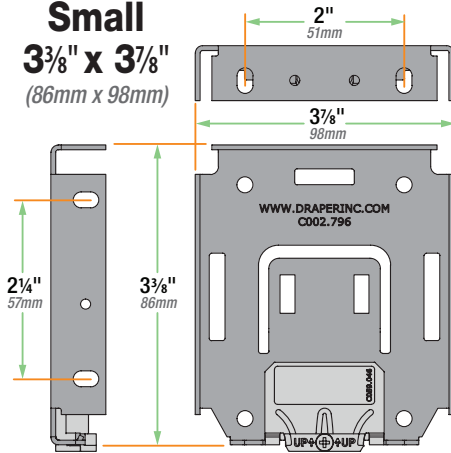


Figure 3B

## Section 2 - Bead Chain Clutch Installation (Endcaps)

**Figure 4A**  
**Small**  
**3 3/8" x 3 7/8"**  
(86mm x 98mm)

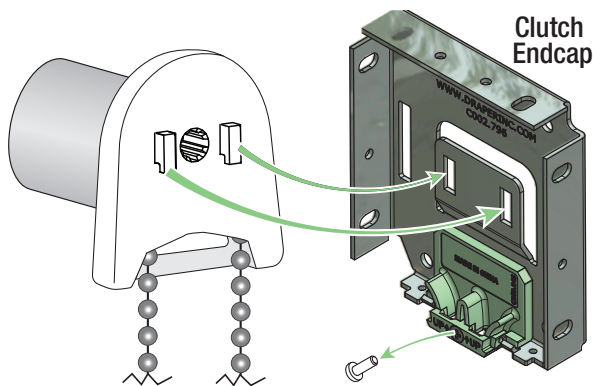
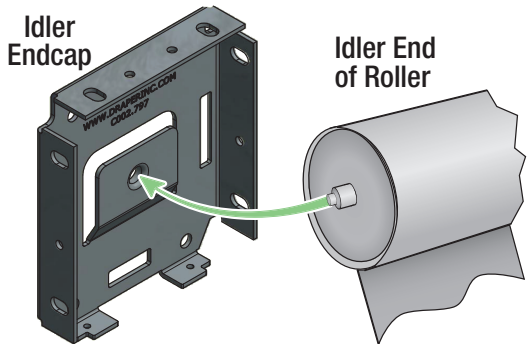


### Section 2.1 - 20# Clutches

**Please Note:** If installing Fascia, see Section 4.1 - Attaching Fascia to Endcaps.

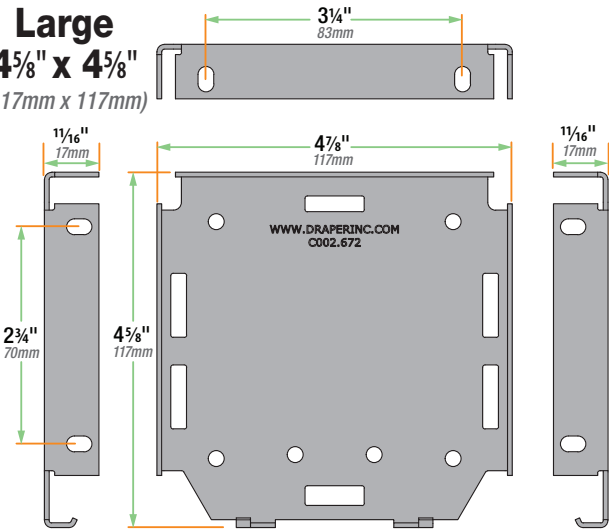
1. Snap on Endcap Covers.
2. Mark wall, jamb, or ceiling for placement of mounting endcaps and drill small starter hole (if necessary) in mounting surface.
3. Place spring-loaded pin into idler endcap (Fig.4B)
4. Slip notches on clutch into clutch endcap. Press down to lock in place (Fig. 4C).
5. Route bead chain through chain guide, then attach cover using provided screw.

**Figure 4B**



**Figure 4C**

**Figure 5A**  
**Large**  
**4 5/8" x 4 5/8"**  
(117mm x 117mm)



### Section 2.2 - 24# Clutches

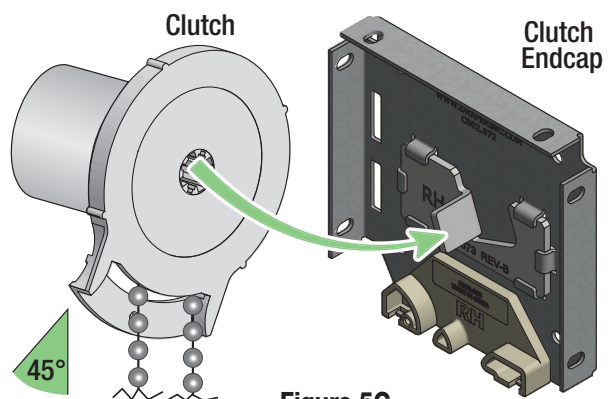
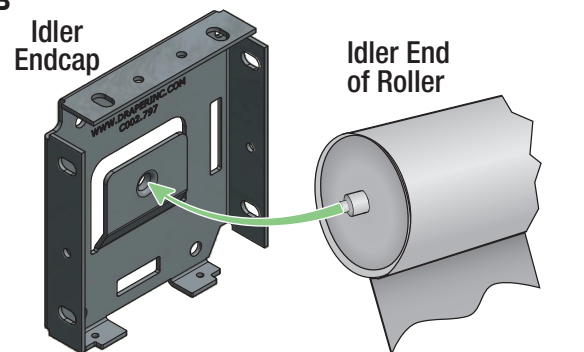
**Please Note:** If installing Fascia, see Section 4.1 - Attaching Fascia to Endcaps.

1. Snap on Endcap Covers.
2. Mark wall, jamb, or ceiling for placement of mounting endcaps and drill small starter hole in surface
3. Slide notched pin into idler endcap (Fig.5B). Replace retainer clip.
4. Install clutch onto spear on operator endcap (Fig.5C).

5. Route bead chain through chain guide, then attach cover using provided screw.

**⚠ Caution:** Be sure retainer clip is installed on idler with 24 lb clutch. **DO NOT** use 24 lb clutch wall brackets on ceiling installations. **DO NOT** use 24 lb clutch ceiling brackets for wall installations. 24 lb clutches are LEFT and RIGHT specific.

**Figure 5B**



**Figure 5C**

## Section 3 - Spring Assist Installation

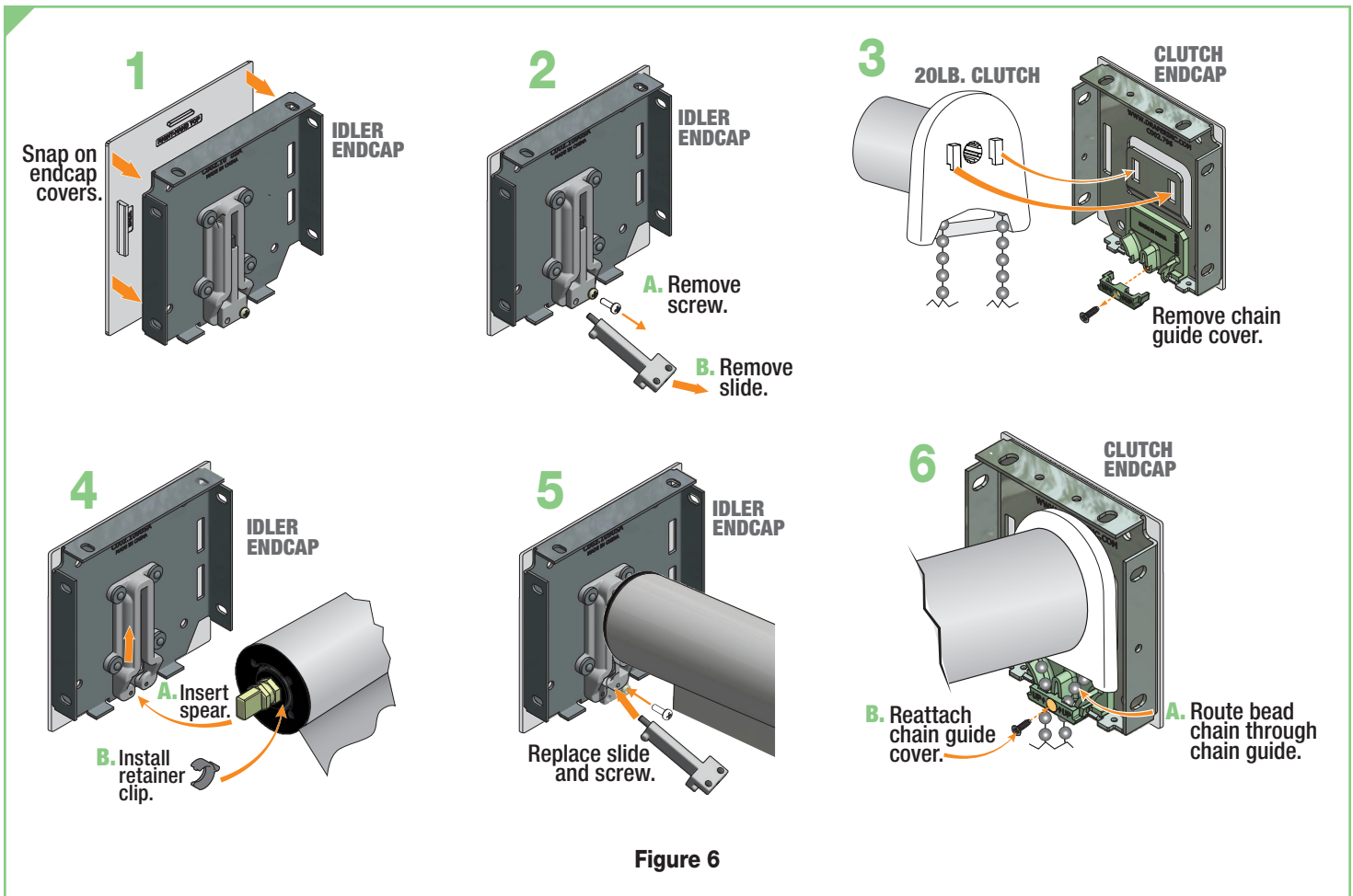
**⚠ Caution:** Spring assist will not operate correctly if installer attempts to change operator location or roll direction.

**Please Note:** If installing Fascia, see **Section 4.1 - Attaching Fascia to Endcaps.**

1. Snap on Endcap Covers.
2. Remove Safety Screw from idler endcap. Remove slide (*keep for later*).
3. Slip notches on operator end into clutch endcap, then press down to lock in place. Swing idler end into place. Slide idler end spear into receiver. If needed, compress spring-loaded spear.
4. Replace Slide and Safety Screw. Place into groove at an angle, slide up, and make sure bottom of slide hooks into Receiver.
5. Spear Retaining Clip must be installed around idler-end shaft (*Fig. 6, #4B*) to immobilize roller assembly during operation.
6. Route bead chain through chain guide.

**⚠ Caution:** Be sure to lock chain guide cover to chain guide with provided screw.

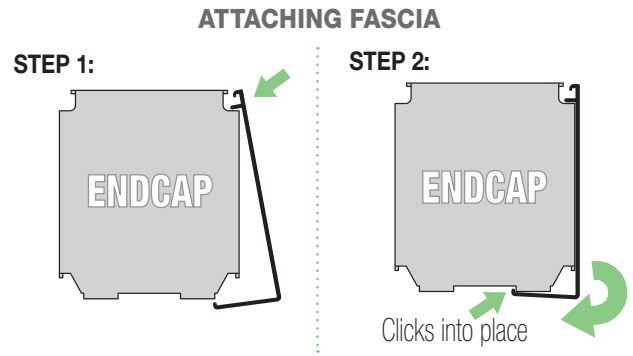
**Please Note:** Make sure 24 lb clutch operator installs to endcap angled toward wall. If shade fabric is uneven, see "Field Adjustments" (Pg. 2).



## Section 4 - Endcaps with Fascia

### Section 4.1 - Attaching Fascia to Endcaps

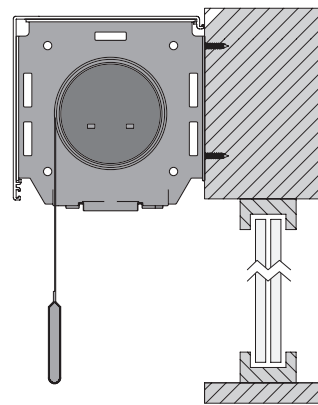
1. Place groove along top of fascia over endcaps, and snap into place. Endcaps must be installed the correct distance apart for fascia to be properly attached with full engagement.
2. Fascia is not fully seated until it clicks into place on both ends.
3. Once in place, secure with appropriate fastener (*not included*) if necessary.



### Section 4.2 - Reverse Roll Fascia

1. Slide endcaps into Fascia.
2. Using provided holes in endcaps, mark the Fascia for drilling.
3. Attach endcaps to fascia.
4. Mount Endcaps/Reverse Roll Fascia.
5. Install roller/fabric/operator assembly according to relevant instructions.
6. Attach endcap covers to endcaps. Use double-sided tape to help secure in place.
7. Once in place, check for secure fit. If not secure, secure with appropriate fastener (*not included*).

### REVERSE ROLL FASCIA



## Section 5 - Surface Headbox or Pocket Headbox

1. Snap endcap covers onto endcaps.
2. Slide endcaps into the top/back portion of surface headbox or into pocket extrusion of headbox. Using provided holes in endcaps, mark headbox for drilling.

**Please Note:** The installer is responsible for selecting mounting hardware appropriate for site conditions.

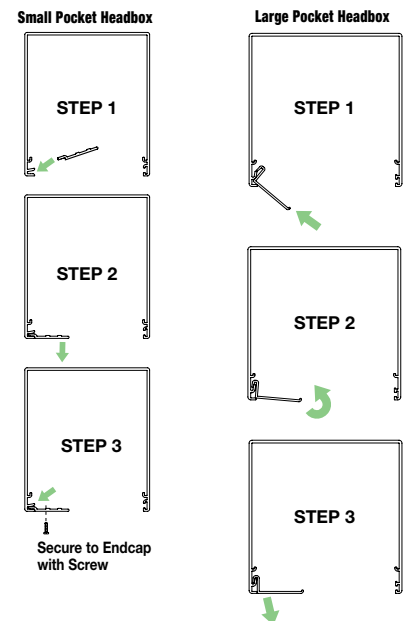
**CAUTION:** Before mounting shades, verify measurements on the label provided with shade, and ensure endcaps are installed at correct width.

3. Drill holes in back (*wall mount*) or top (*ceiling mount*).
4. Attach Surface or Pocket Headbox extrusion to wall, ceiling or pocket using mounting hardware appropriate for site conditions.
5. Install shade (*See Section 2 - Bead Chain Clutch Installation - Endcaps*).
6. Attach headbox fascia or pocket closure.

### Note on Surface Style Headbox:

Fascia is not fully seated until it clicks into place on both ends. Once in place, secure with appropriate fastener (*not included*) if necessary

### ATTACHING CLOSURE PANEL

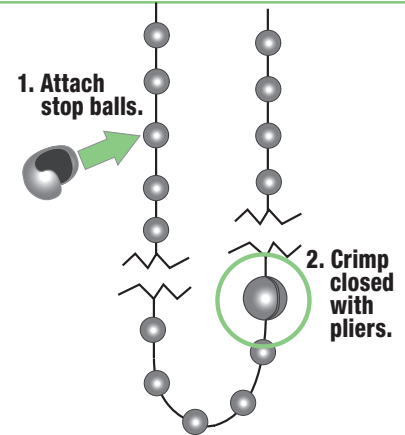


**Please Note:** On pocket style headbox, small size will require securing closure panel to endcap with provided screw.

## Section 6 - Bead Chain Limits and Safety Device Installation

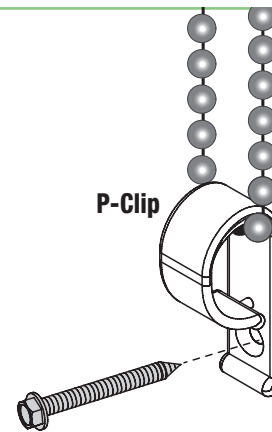
### Attaching Stop Balls

Set upper and lower travel limits by installing stop balls to bead chain (*crimp closed using pliers*).



### P-Clip Cord Tension Device

**Please Note:** Draper® Bead Chain Clutch-Operated shades that do not comply with WMCA/ANSI Standard A100.1-2012 come with a P Clip cord tension device pre-attached to bead chain. This device must be attached to wall, jamb, or sill so that bead chain is held taut enough that children cannot pull it away from wall or fit their head into loop.

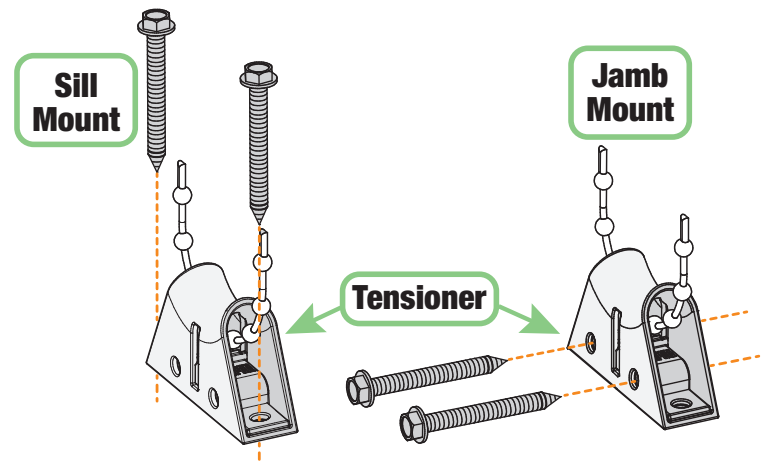


### Spring-Loaded Cord Tension Device

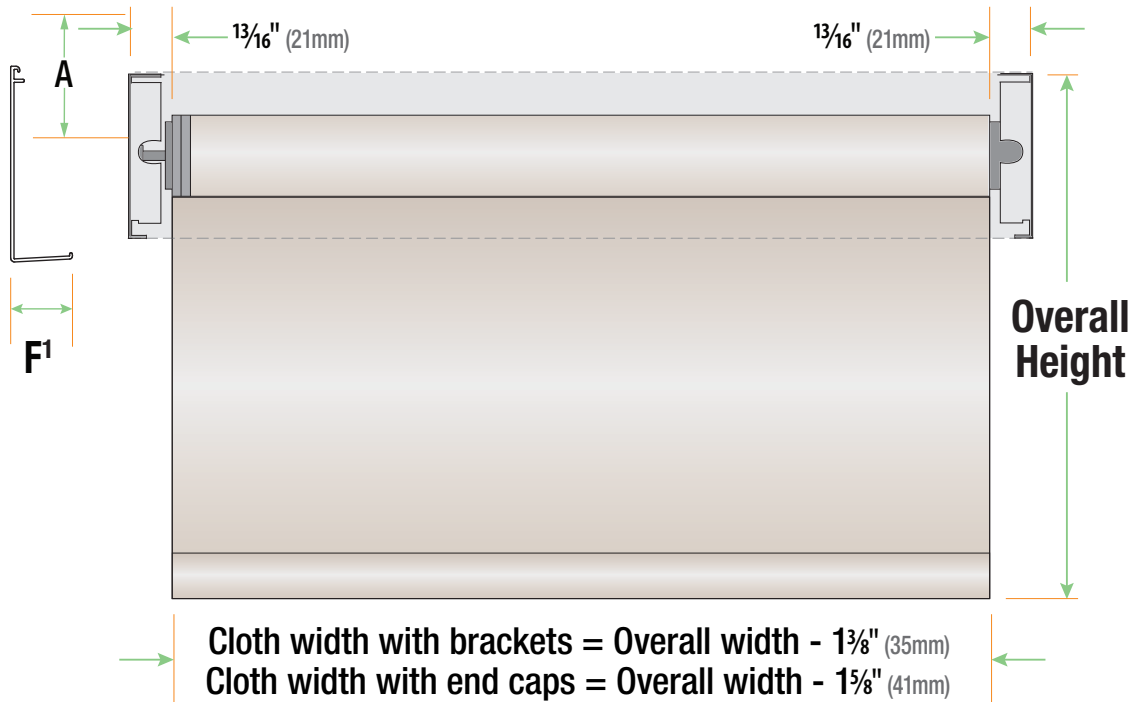
If Draper Clutch FlexShade® complies with WMCA/ANSI Standard A100.1-2018, a Spring-Loaded Cord Tension Device comes installed on bead chain. An approved permanent warning label and approved mechanical fasteners (*wood screws*) are included. Device is designed so that children cannot pull bead chain away from wall or fit their head into loop. (See safety note on page 2). For more information, visit <https://www.draperinc.com/windowshades/wcmacompliance.aspx>.

1. Install cord tension device to wall, jamb, or sill.
2. Pull tensioner down so that bead chain is held taut and use mounting hardware to keep it taut.

**Please Note:** Bead chain should be taut enough to move smoothly through device. However, overtightening screws will damage Spring-Loaded Tension Device.

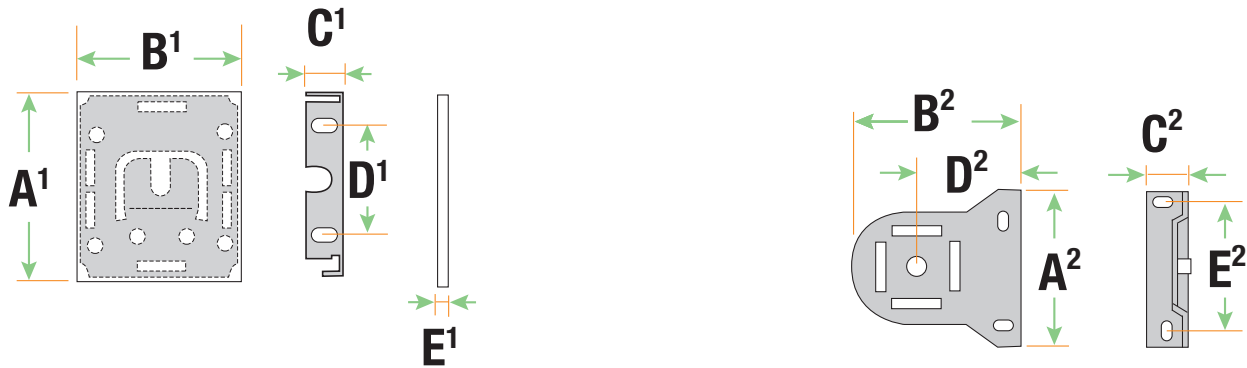


## Section 7 - Clutch-Operated FlexShade Dimensions



**Please Note:**

- Shade Overall Width includes plastic endcap covers.
- Pair of small endcap covers adds 1/8" (3.2mm) to Overall Width.
- Pair of large endcap covers adds 3/16" (4.8mm) to Overall Width.



HEADBOX WITH ENDCAPS				
	SMALL		LARGE	
A <sup>1</sup>	3 15/16"	100mm	4 11/16"	119mm
B <sup>1</sup>	3 7/16"	87mm	4 11/16"	119mm
C <sup>1</sup>	5/8"	16mm	5/8"	16mm
D <sup>1</sup>	2"	51mm	3 1/4"	83mm
E <sup>1</sup>	1/16"	1.6mm	3/32"	2.4mm
F <sup>1</sup>	1 3/16"	30mm	1 9/16"	40mm

ENDCAPS WITH FASCIA				
	SMALL		LARGE	
A <sup>1</sup>	3 7/8"	98mm	4 5/8"	117mm
B <sup>1</sup>	3 3/8"	86mm	4 5/8"	117mm
C <sup>1</sup>	5/8"	16mm	5/8"	16mm
D <sup>1</sup>	2"	51mm	3 1/4"	83mm
E <sup>1</sup>	1/16"	1.6mm	3/32"	2.4mm
F <sup>1</sup>	1 3/16"	30mm	1 9/16"	40mm

BRACKETS				
	SMALL		LARGE	
A <sup>2</sup>	2 3/16"	56mm	2 3/16"	56mm
B <sup>2</sup>	2 3/8"	60mm	3"	76mm
C <sup>2</sup>	1 1/16"	27mm	1 1/16"	27mm
D <sup>2</sup>	1 5/8"	41mm	2 1/4"	57mm
E <sup>2</sup>	1 1/4"	32mm	1 3/4"	44mm
F <sup>2</sup>	NA	NA	NA	NA

**Shade Overall Width includes plastic endcap covers.**  
**Pair of small endcap covers adds 1/8" (3.2mm) to Overall Width.**  
**Pair of large endcap covers adds 3/16" (4.8mm) to Overall Width.**

Above dimensions based upon 20 lb clutch and 1 1/2" (38mm) diameter roller.

Small brackets are supplied with 20 lb clutch. Large bracket optionally available at Draper's discretion. For 24 lb clutch, contact Draper® for dimensions.