

# Clutch-Operated FlexShade®

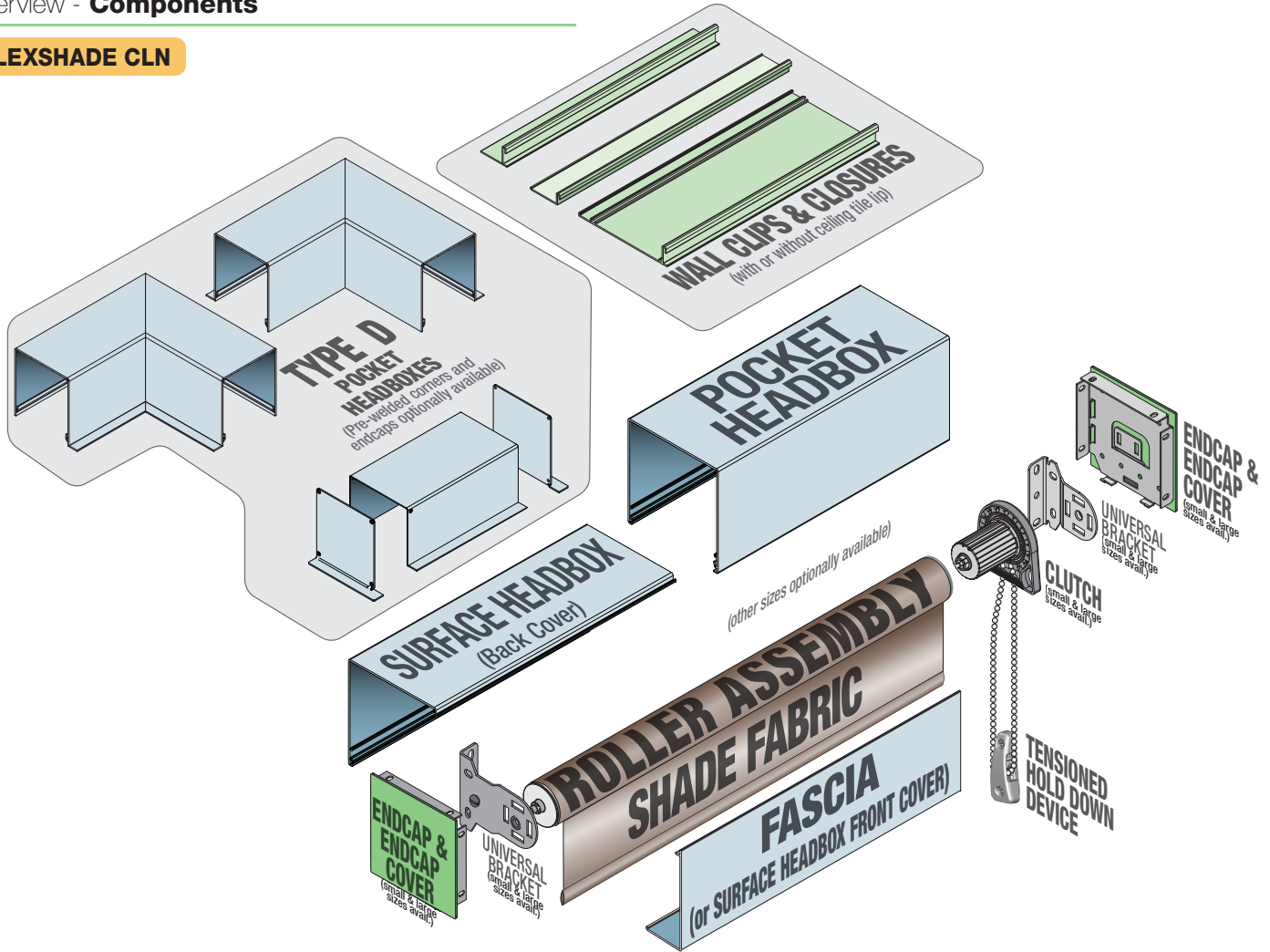
Manual, clutch-operated window shade with smooth, quiet operation, and independent control

## INSTRUCTIONS

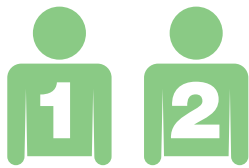
### INSTALLATION & OPERATION

#### Overview - Components

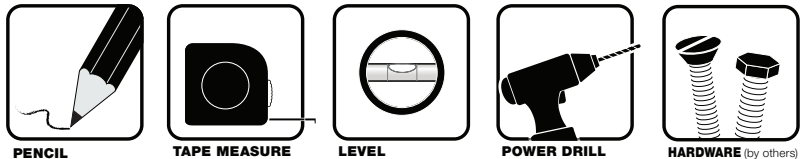
#### FLEXSHADE CLN



#### RECOMMENDED PERSONNEL



#### 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**

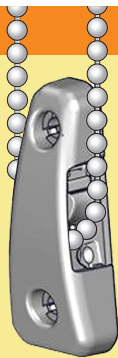
**Improper installation and use of the Clutch-Operated FlexShade® can result in serious injury or death. Primarily, injuries can occur if the unit falls due to imprecise installation, mishandling of the shade during installation or installation on an insufficient wall or ceiling structure. Please use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



To comply with Child Safety Standard ANSI/WCMA A100.1-2022, this product ships with a tensioning device attached to the bead chain. Incorrect installation partially disables the product. When properly fastened to mounting surface, the pre-installed Tensioned Hold Down device for clutch-operated units prevents creation of a hazardous loop by maintaining tension on the bead chain.

**WARNING**  
**ADVERTENCIA**



**Window Blind Cord Can STRANGLE Your Child.**  
Keep all 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 de la persiana puede ESTRANGULAR su niño.**  
Mantenga las cuerdas fuera del alcance de los niños. Acorte las cuerdas para evitar el alcance. Mueva la cuna y los muebles - Los niños pueden subir los muebles para alcanzar cuerdas.



Scan for more information, including short videos on correctly installing the tensioning device, or go to [draperinc.com/windowshades/childsafety](http://draperinc.com/windowshades/childsafety).

PLEASE READ - **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.

PLEASE READ - **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.

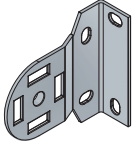
**Please Note:** Exceptions are Flocké and Phifer SW7000 fabrics, which must be cleaned with a dry art sponge.

## Section 1 - Brackets and Endcaps

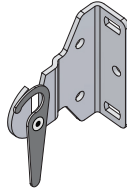
**⚠ Caution:** Before mounting shades, verify measurements on the card provided with the shade, and ensure the brackets/endcaps are installed at the correct width.

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

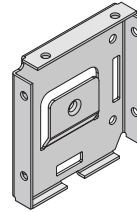
**⚠ Caution:** DO NOT use wall brackets for ceiling installations, and DO NOT use ceiling brackets for wall installations.



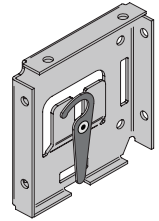
**Idler End Bracket**  
for 20# Clutch and  
Spring Loaded Pin Idler



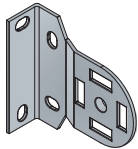
**Idler End Bracket**  
for 24# Clutch and  
Sliding Pin Idler



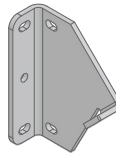
**Idler End Endcap**  
for 20# Clutch and  
Spring Loaded Pin Idler



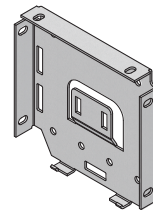
**Idler End Endcap**  
for 24# Clutch and  
Sliding Pin Idler



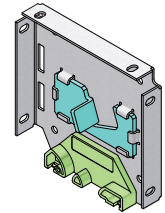
**Clutch End Bracket**  
for 20# Clutch and  
Spring Loaded Pin Idler



**Clutch End Bracket**  
for 24# Clutch and  
Sliding Pin Idler

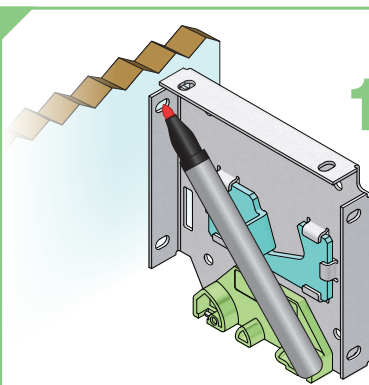


**Clutch End Endcap**  
for 20# Clutch and  
Spring Loaded Pin Idler

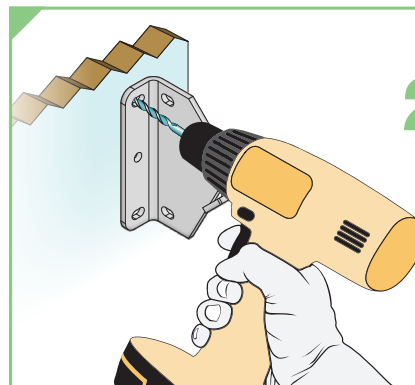


**Clutch End Endcap**  
for 24# Clutch and  
Sliding Pin Idler

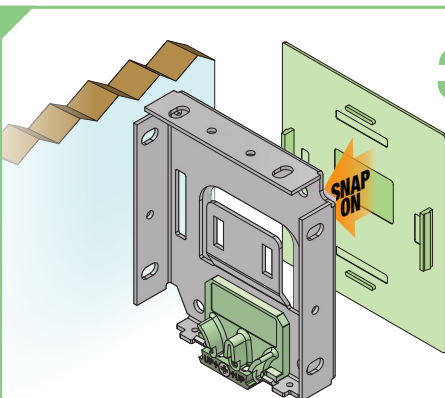
## Section 2 - Bracket/Endcap Installation (Method is the same for all brackets and endcaps.)



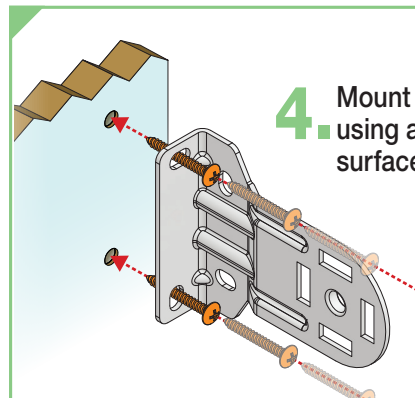
**1.** Mark wall, jamb, or ceiling for placement of mounting brackets or endcaps (24# Clutch Endcap shown).



**2.** Drill small starter hole (if necessary) in mounting surface (24# Clutch Bracket shown).



**3. ENDCAPS ONLY:** Snap endcap covers onto endcaps (20# Clutch Endcap shown).



**4.** Mount brackets or endcaps using appropriate fasteners for surface (20# Clutch Bracket shown).

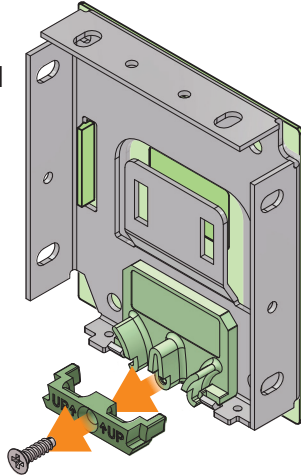
**Please Note:** If installing Fascia, see Section 6 - Fascia Installation Options on p. 7.

## Section 3 - 20# Clutch Roller Installation

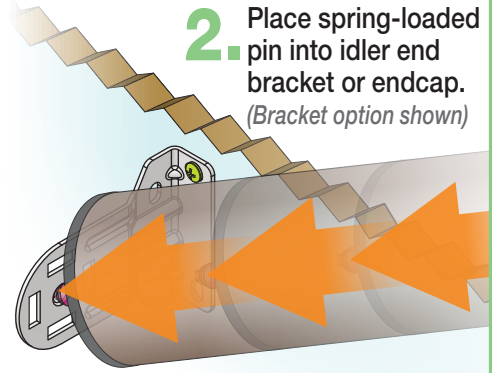
**Please Note:**  
ALWAYS  
START AT THE  
IDLER END OF  
SHADE.

**Please Note:**  
This shade can  
be mounted to  
wall, ceiling, or  
window jamb.  
Wall mounting  
option is  
shown.

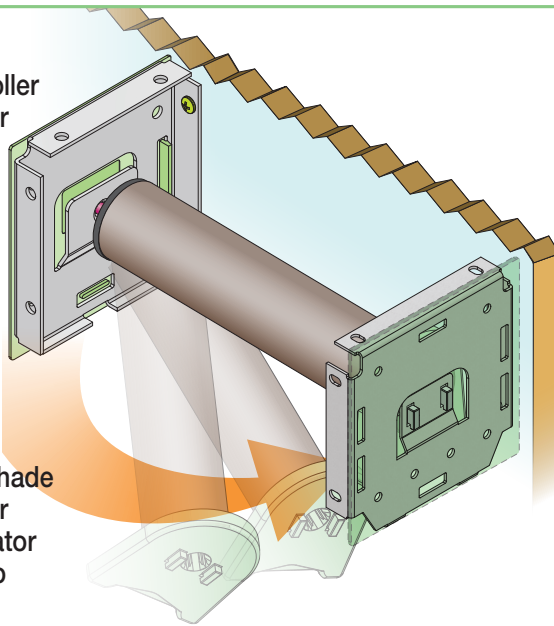
- 1. ENDCAPS ONLY:**  
Remove chain guard  
from endcap and  
set aside. DO NOT  
DISCARD.



- 2.** Place spring-loaded  
pin into idler end  
bracket or endcap.  
(Bracket option shown)

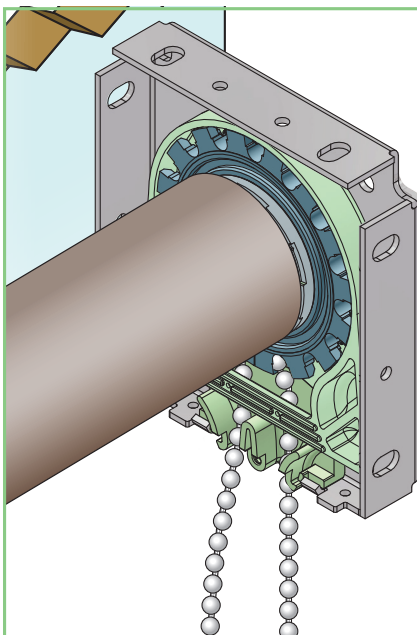
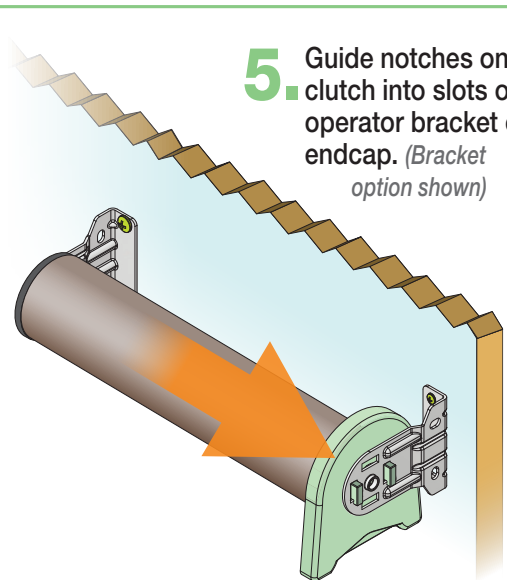


- 3.** Depress pin by  
pushing shade roller  
toward bracket or  
endcap.  
(Endcap option  
shown.)

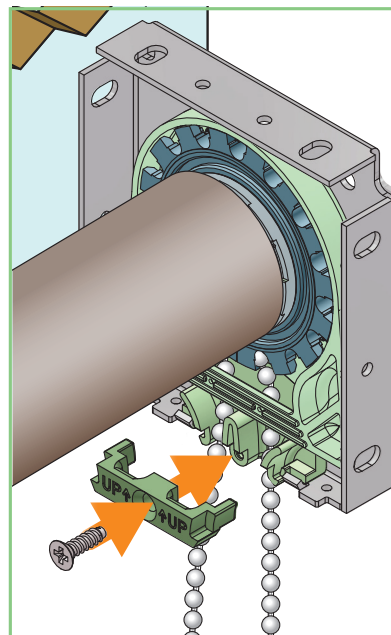


- 4.** While pressing shade  
roller toward idler  
end, swing operator  
end of shade into  
position.

- 5.** Guide notches on  
clutch into slots on  
operator bracket or  
endcap. (Bracket  
option shown)



- 6. ENDCAPS ONLY:**  
Route bead chain  
through chain  
guide.



- 7. ENDCAPS ONLY:**  
Attach cover using  
provided screw.

**Please Note:** If  
installing Fascia,  
see Section 6 -  
Fascia Installation  
Options on p. 7.

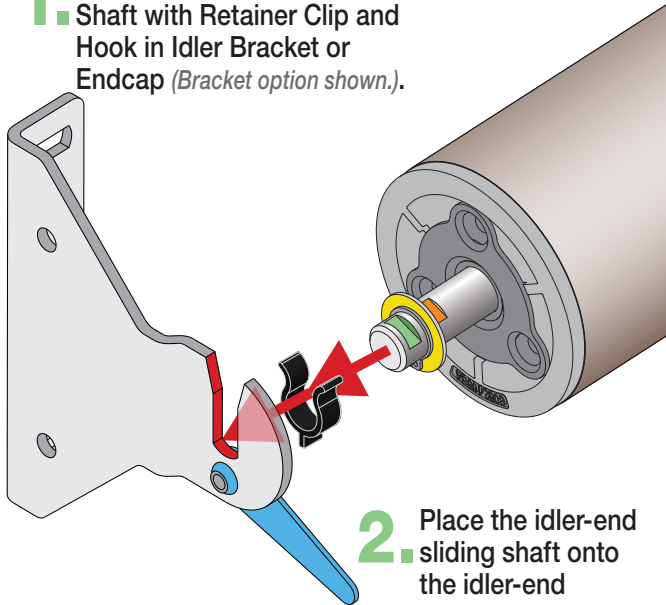
## Section 4 - 24# Clutch Endcap or Bracket Installation Option

**⚠ 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.

**Please Note:** ALWAYS START AT THE IDLER END OF SHADE.

**Please Note:** This shade can be mounted to wall, ceiling, or window jamb. Wall mounting option is shown.

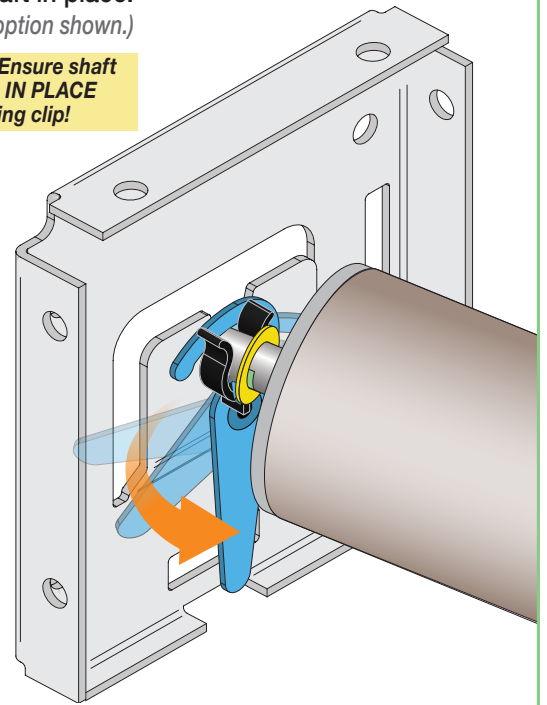
- 1.** Align Sliding Pin Idler End Shaft with Retainer Clip and Hook in Idler Bracket or Endcap (Bracket option shown.).



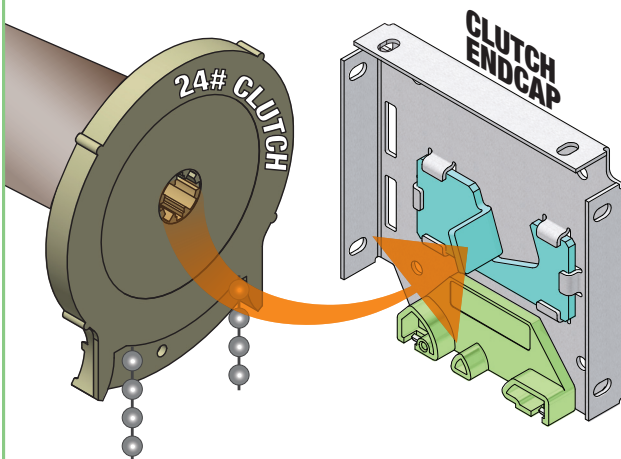
- 2.** Place the idler-end sliding shaft onto the idler-end bracket or endcap.

- 3.** Lock shaft in place. (Endcap option shown.)

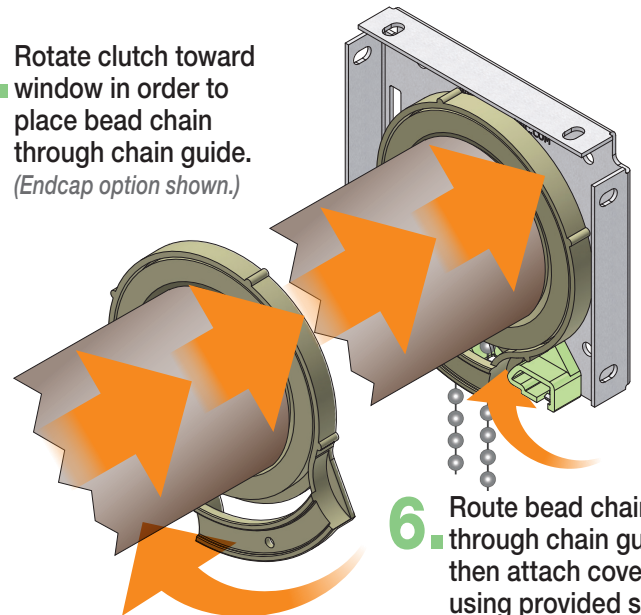
**⚠ CAUTION:** Ensure shaft is **LOCKED IN PLACE** with retaining clip!



- 4.** Install clutch onto spear operator Bracket or Endcap. (Endcap option shown.)



- 5.** Rotate clutch toward window in order to place bead chain through chain guide. (Endcap option shown.)



- 6.** Route bead chain through chain guide, then attach cover using provided screw.

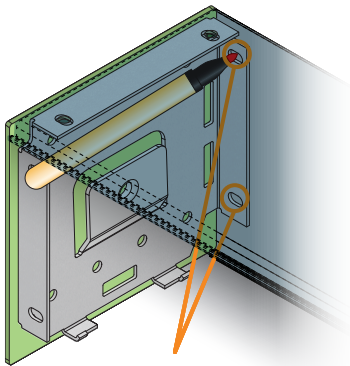
**Please Note:** If installing Fascia, see Section 6 - Fascia Installation Options on p. 7.

## Section 5 - Surface Headbox Installation Option

**Please Note:** Installer must provide adequate clearance for removal of Roller Assembly during installation and maintenance.

**Please Note:** Headbox MUST BE mounted directly to ceiling or wall, or to a continuous blocking that has been secured to building structure.

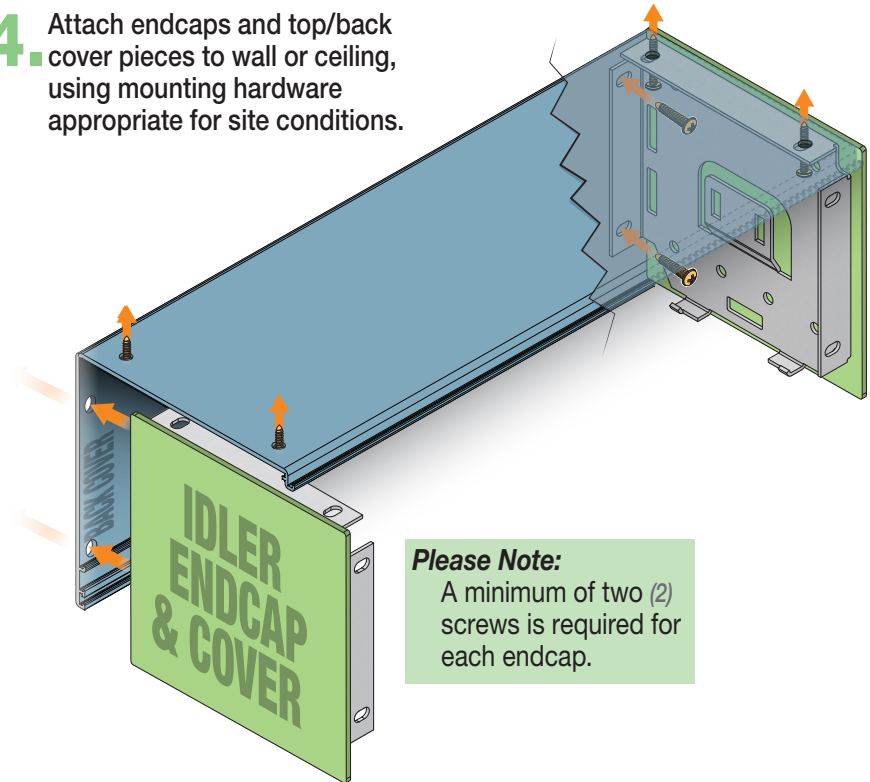
- 1.** Place endcaps into top/back cover pieces of ceiling/wall headbox.



- 2.** Using pre-drilled holes in endcaps, mark headbox for drilling.

- 3.** Drill holes in back (wall mount) or top (ceiling mount) of top/back cover pieces.

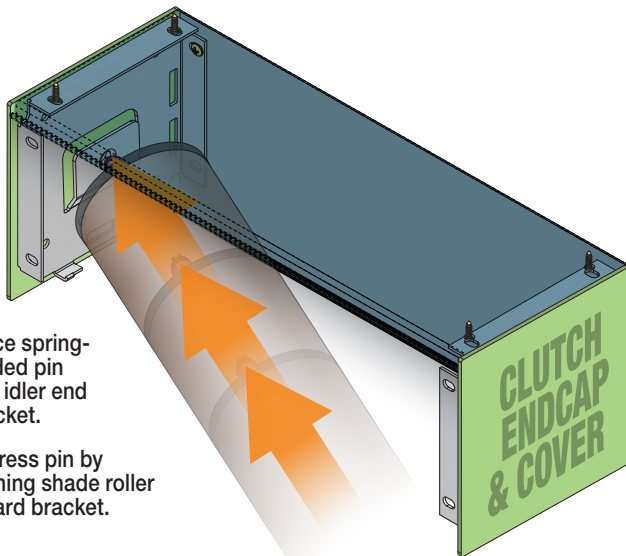
- 4.** Attach endcaps and top/back cover pieces to wall or ceiling, using mounting hardware appropriate for site conditions.



**Please Note:**

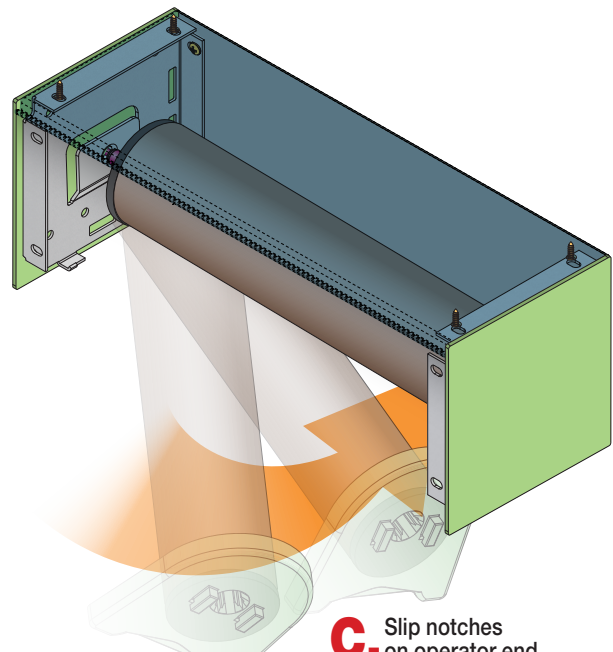
A minimum of two (2) screws is required for each endcap.

**6.**



- A.** Place spring-loaded pin into idler end bracket.

- B.** Depress pin by pushing shade roller toward bracket.



- C.** Slip notches on operator end into other bracket.

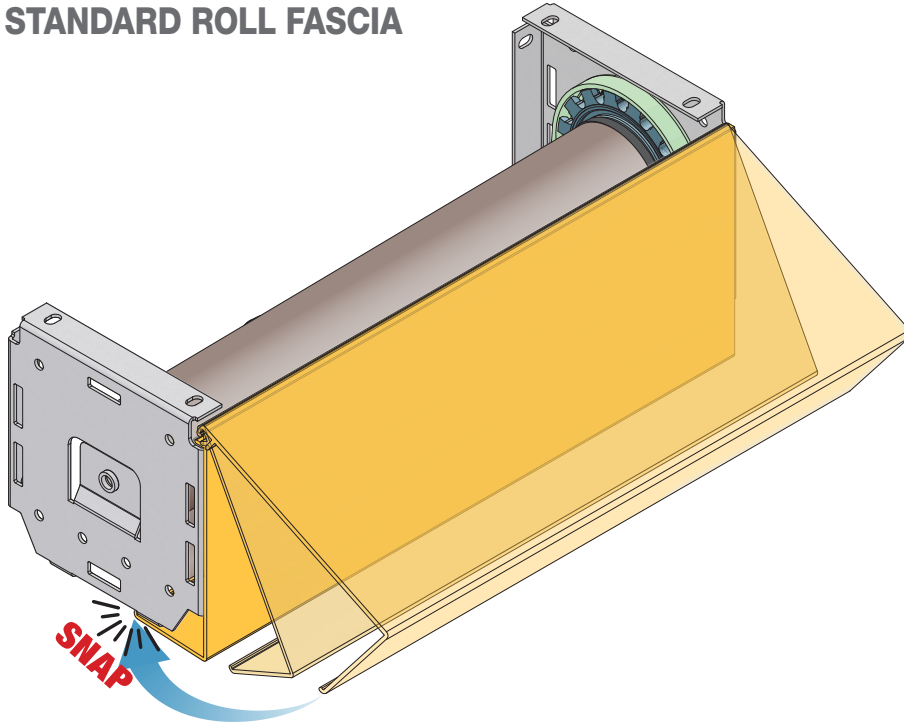
- D.** Press operator end upward to lock in place.

## Section 6 - Fascia Installation Options (Can be used with or without Surface Headbox.)

### Please Note:

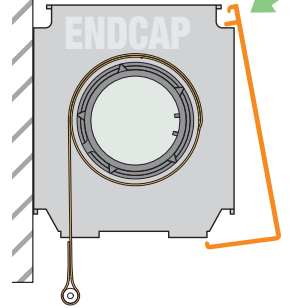
- Endcaps must be installed the correct distance apart for fascia to be properly attached with full engagement.
- Fascia is not fully seated until it clicks into place on both ends.
- Once in place, check for secure fit. If not secure, use an appropriate fastener (not included).

### STANDARD ROLL FASCIA



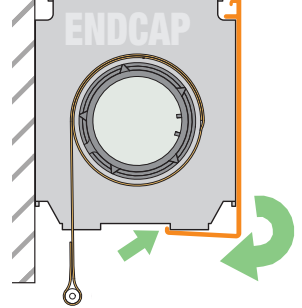
1. Place groove along top of fascia over endcaps.

#### STEP 1:



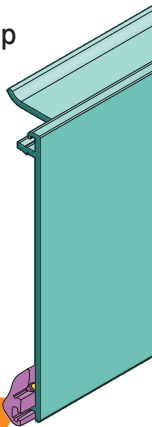
2. Snap into place.

#### STEP 2:



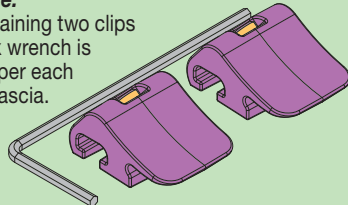
### REVERSE ROLL FASCIA

1. Slide fascia clip onto fascia.

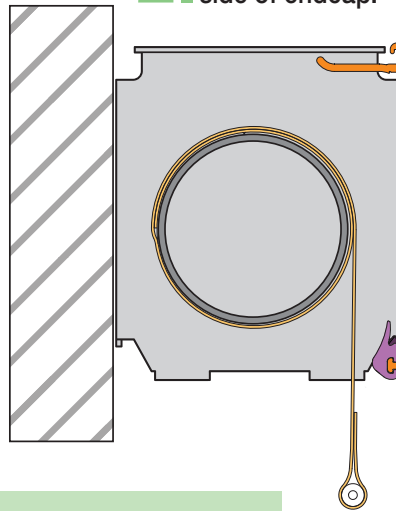


#### Please Note:

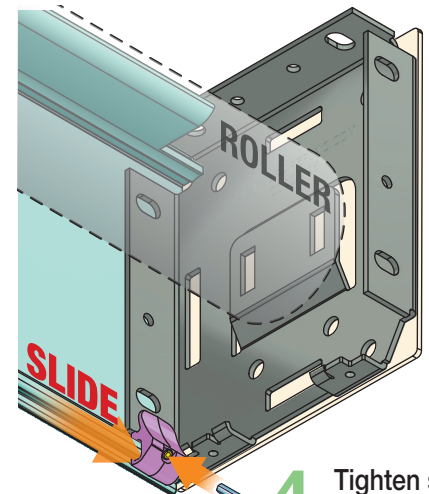
A kit containing two clips and a hex wrench is supplied per each piece of fascia.



2. Hang fascia on room side of endcap.



3. Slide Clip to end of fascia, ensuring that the clip covers mounting bracket of endcaps.



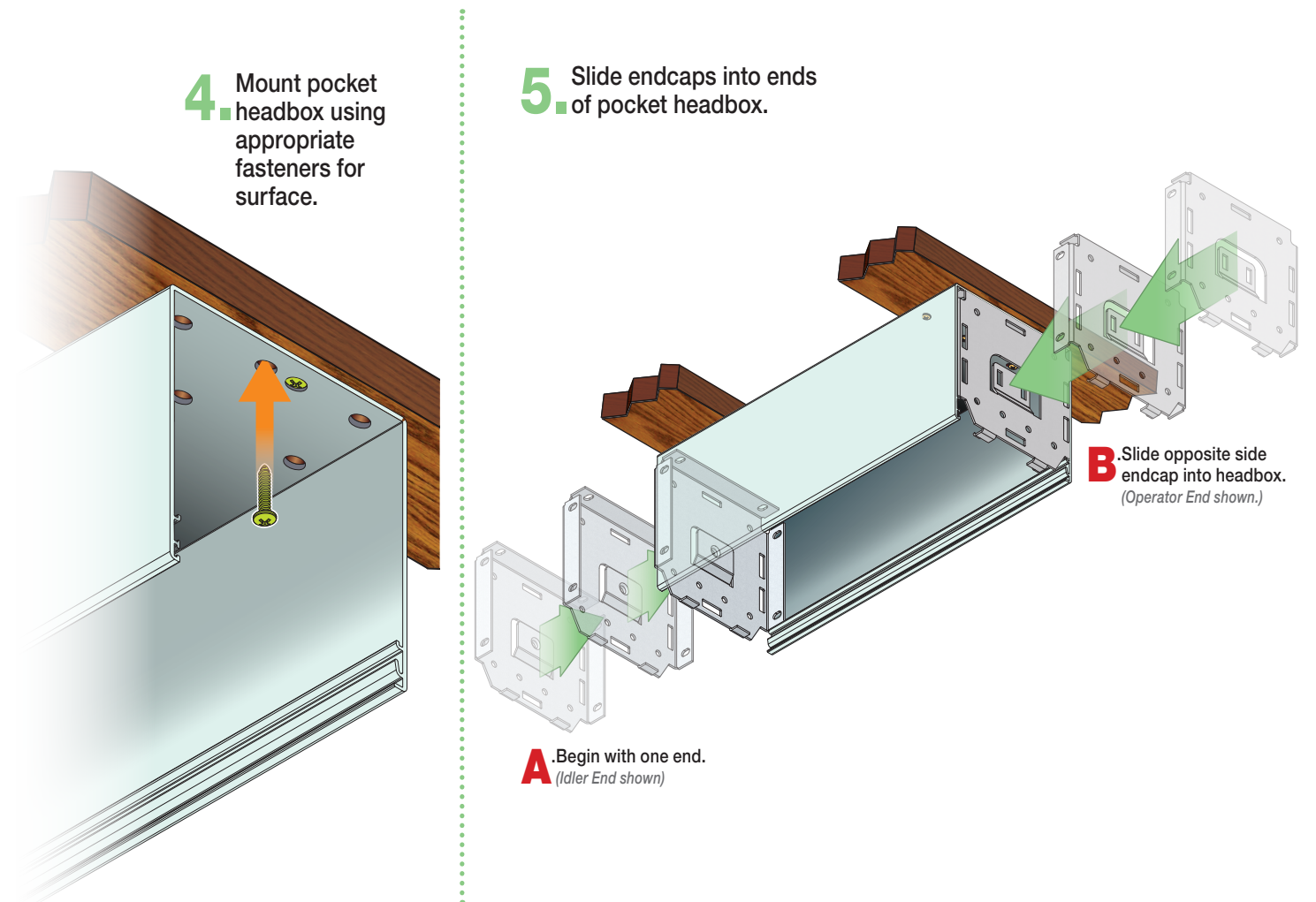
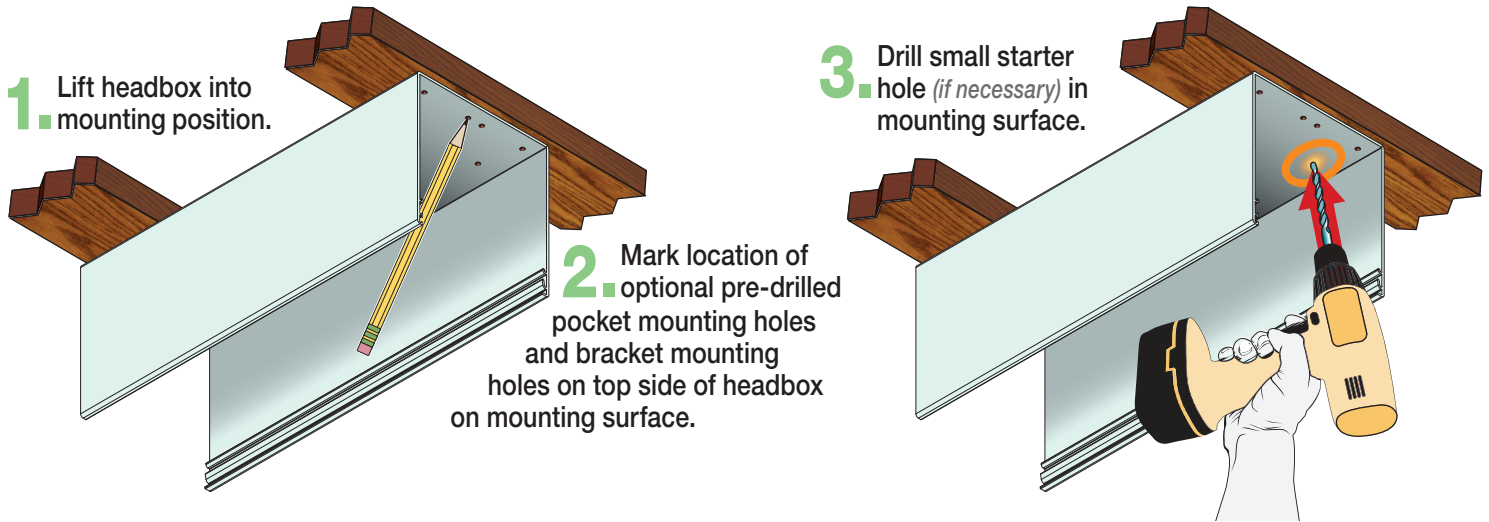
4. Tighten set-screw with included Hex Wrench.

## Section 7 - Pocket Headbox Installation Option

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

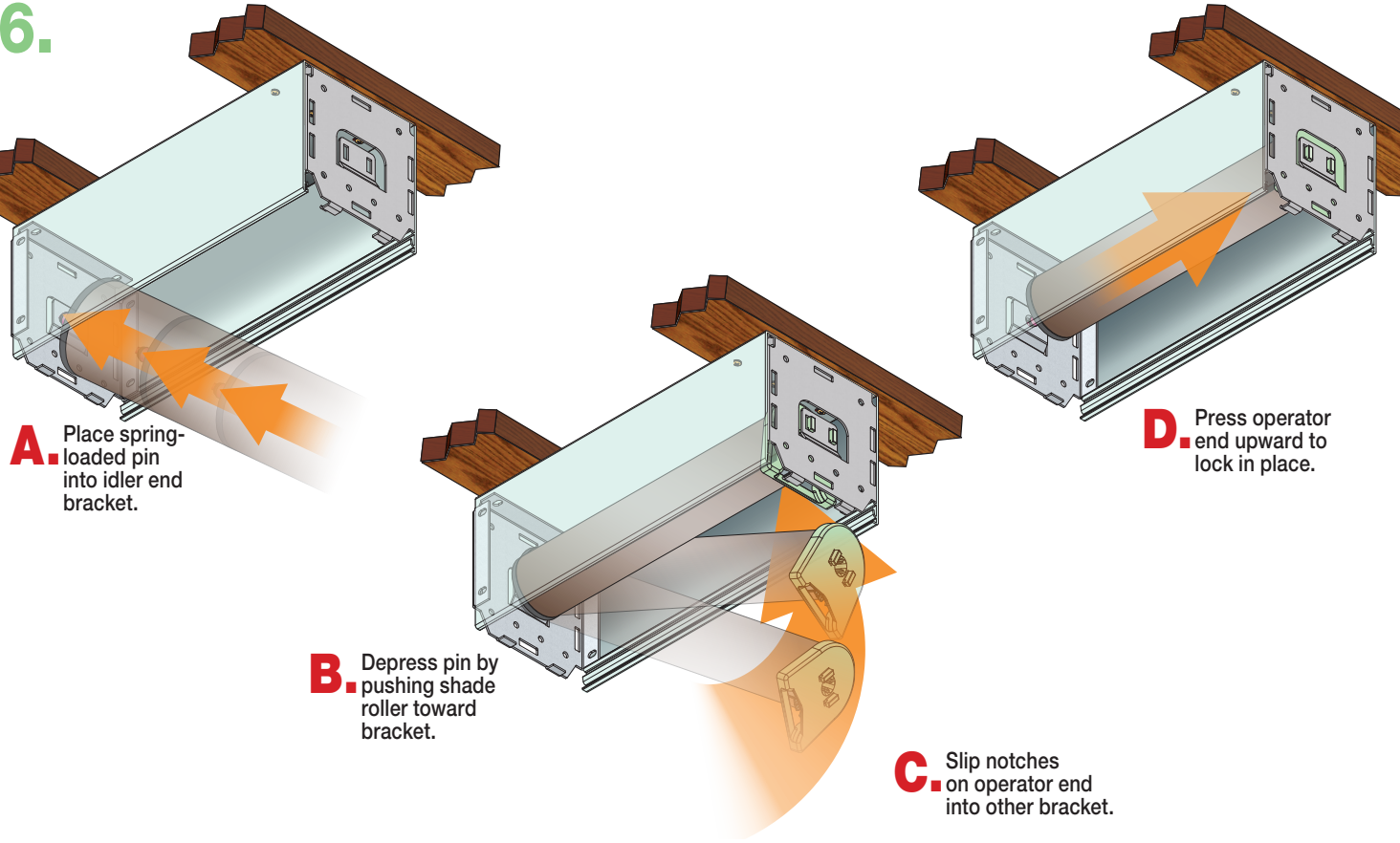
**Please Note:** Installer must provide adequate clearance for removal of Roller Assembly during installation and maintenance.

**Please Note:** Headbox MUST BE mounted directly to ceiling or wall, or to a continuous blocking that has been secured to building structure.

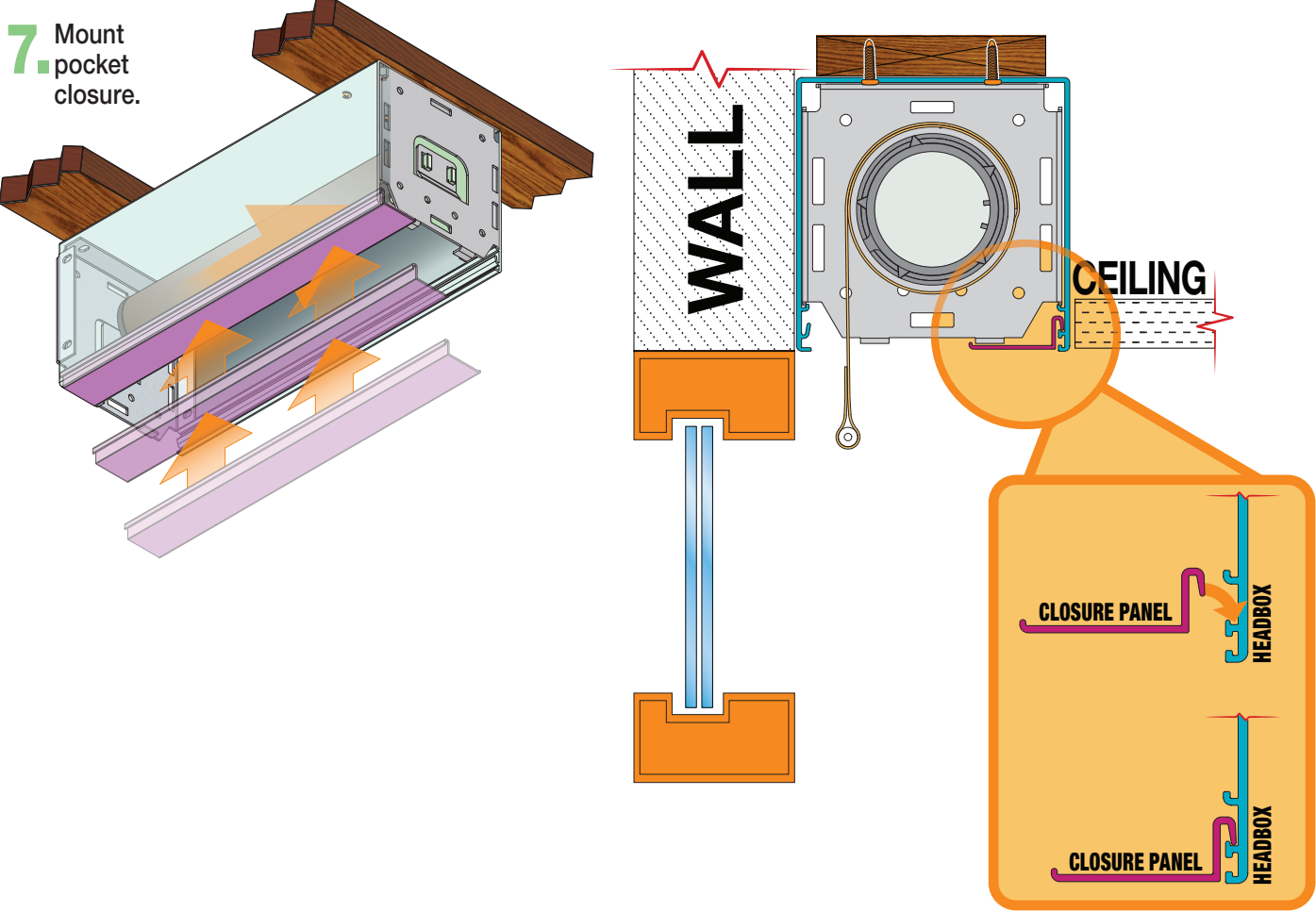




## 6.



## 7. Mount pocket closure.



## Section 8 - Spring Assist Option

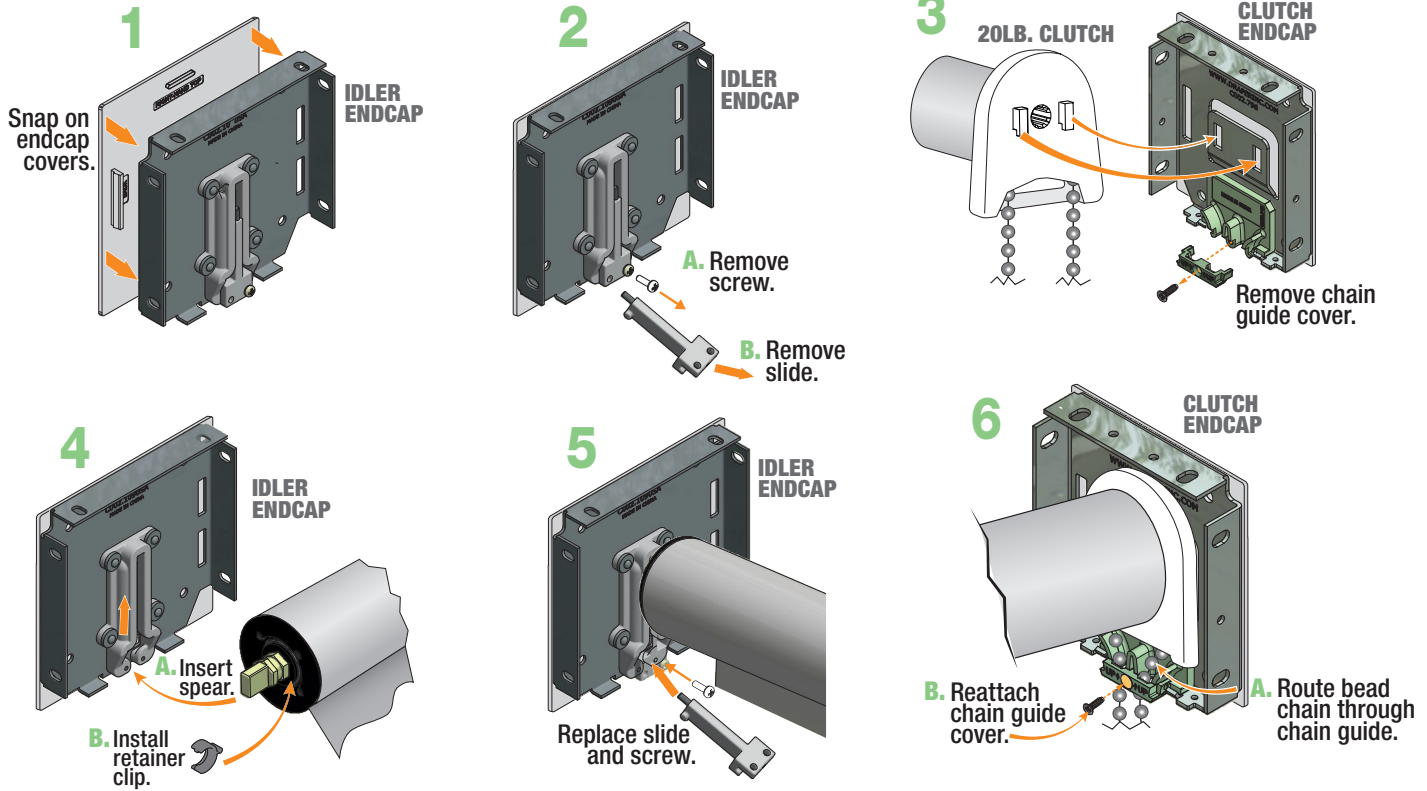
**⚠ Caution:** Spring assist will not operate correctly if installer attempts to change operator location or roll direction.

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 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.

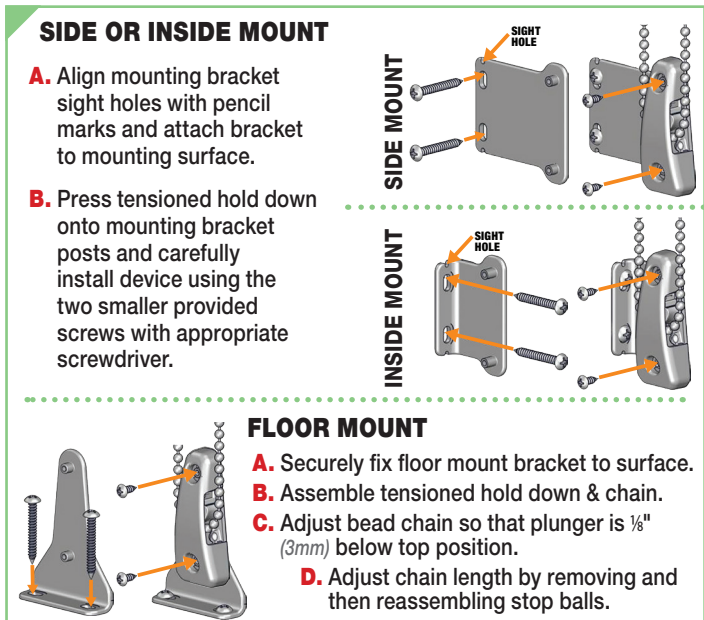
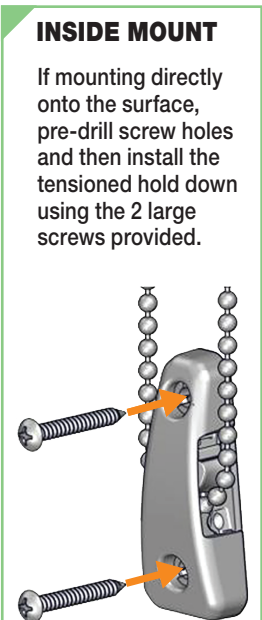
**Please Note:** Make sure 24 lb clutch operator installs to endcap angled toward wall. If shade fabric is uneven, see "Field Adjustments" (Pg. 2).



## Section 9 - Tensioned Hold Down (Must be installed to make shade fully operable.)

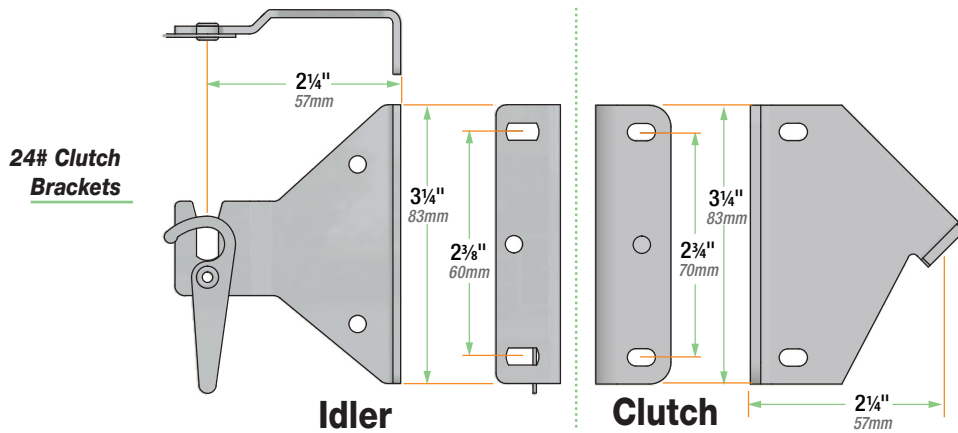
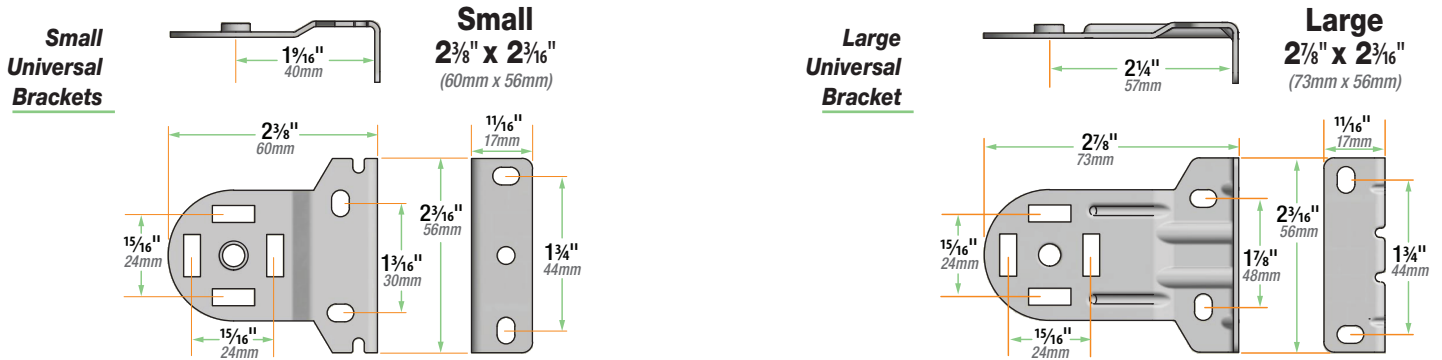
**Please Note:** Screws provided are not suitable for all mounting surfaces. The installer is responsible for secure mounting using appropriate hardware for the site conditions. Consult with contractors and builders as needed.

1. Lift bead chain out of bead locking groove and slide tensioned hold down to bottom of chain loop.
  - PLUNGER**
  - BEAD LOCKING GROOVE**
2. Hold tensioned hold down in one hand while pulling plunger away from bead chain with other hand.
3. Pull tensioned hold down until bead chain is fully tensioned and move tension device up approx. 1/8" (3mm)
4. Mark screw hole locations with a pencil.

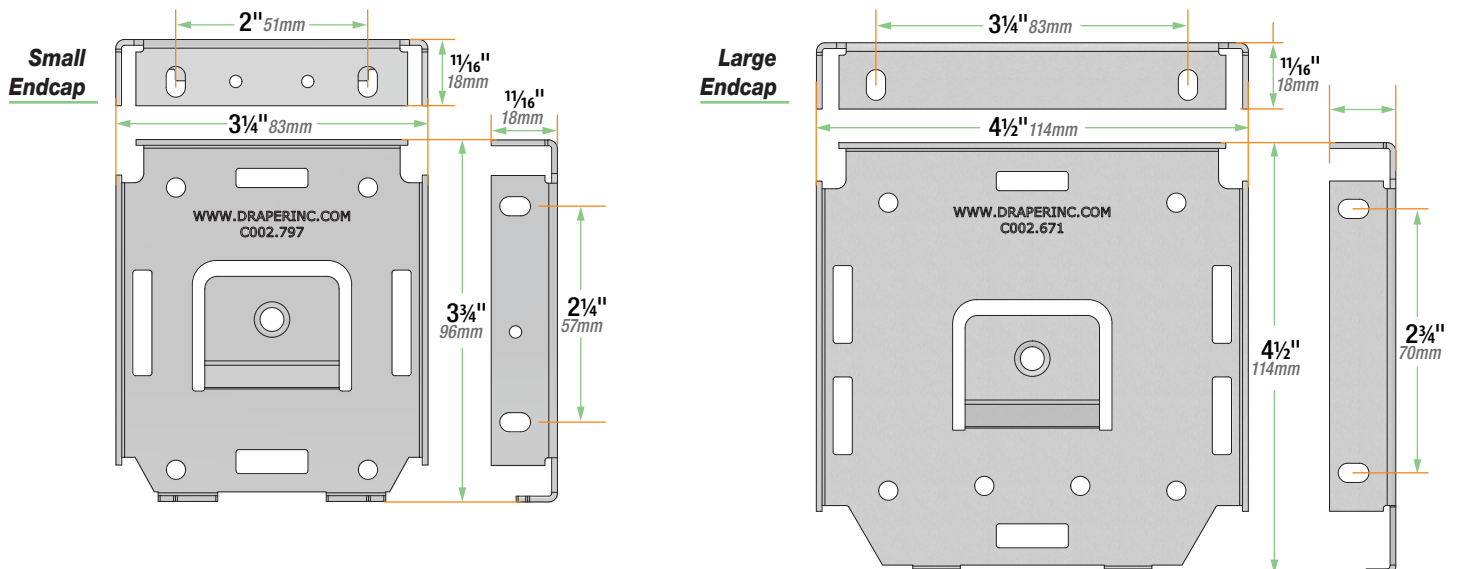


## Section 10 - Dimensions: Components

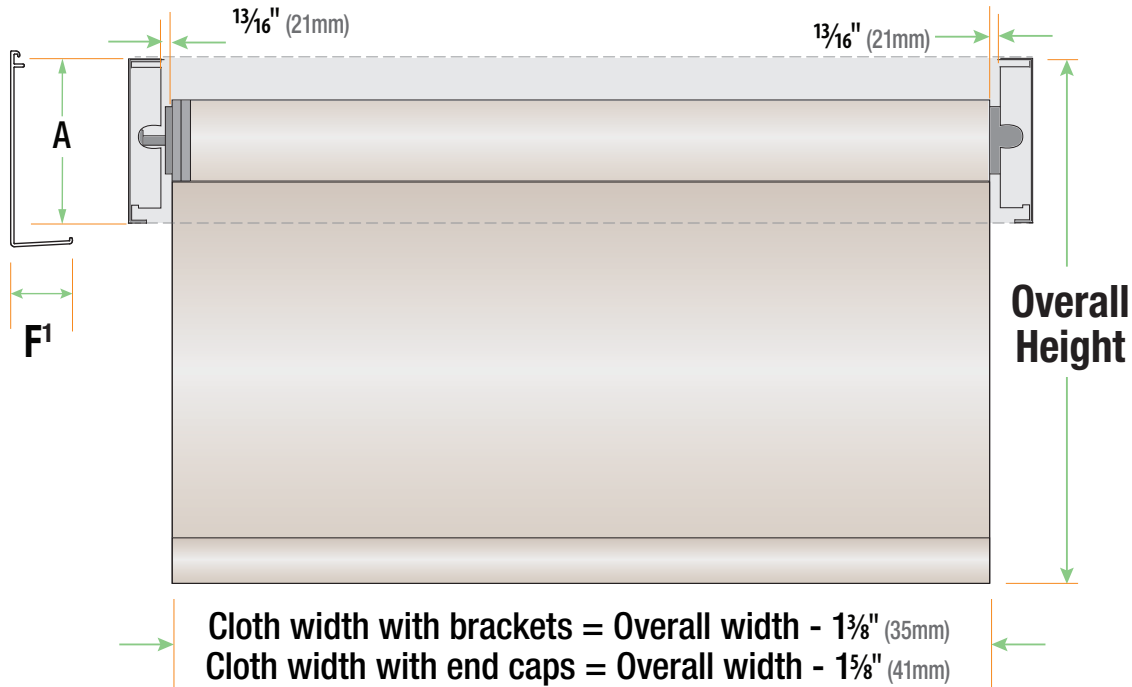
Small brackets are supplied with 20 lb clutch. Large bracket optionally available at Draper's discretion. For 24 lb clutch, contact Draper® for dimensions.



**Please Note:** Product Overall Width includes plastic endcap covers. Pair adds 1/8" (3mm) to Overall Width.

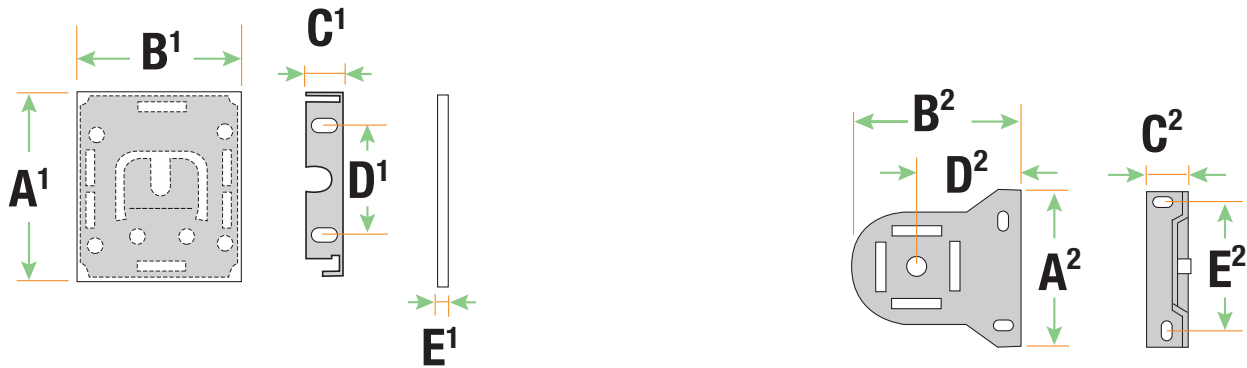


## Section 11 - Clutch-Operated FlexShade Dimensions



**Please Note:**

- Shade Overall Width includes plastic endcap covers.
- Pair of small endcap covers adds  $\frac{1}{8}''$  (3.2mm) to Overall Width.
- Pair of large endcap covers adds  $\frac{3}{16}''$  (4.8mm) to Overall Width.



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

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

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

**Shade Overall Width includes plastic endcap covers.**  
**Pair of small endcap covers adds  $\frac{1}{8}''$  (3.2mm) to Overall Width.**  
**Pair of large endcap covers adds  $\frac{3}{16}''$  (4.8mm) to Overall Width.**

Above dimensions based upon 20 lb clutch and 1  $\frac{1}{2}''$  (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.