

# EZ-Rig Assembly Instructions

These systems require at least a 9" horizontal ring spacing. The 15 pound clutch requires the edge row of rings to be at least 2" from the edge and 20 pound clutch edge rings need to be at least 2 1/2" from the edge.

**Step 1: Determining Which Clutch To Use:** See fig 1. Rowley Company sells two types of EZ-Rig clutch units. The Standard Clutch will lift a shade up to 15 pounds and the Heavy Duty Clutch can lift up to 20 pounds. The Standard Clutch will lift a shade approximately twice as fast as the Heavy Duty Clutch. Use a small phillips screw driver to loosen the bead chain cover on the clutch and install the bead chain so it is positioned around the top of the sprocket as shown in fig 2a or 2b. Reattach the bead chain cover with all three screws.

**Step 2: Cutting the Headrail:** Measure the width of your shade.

- If you are using the Standard Clutch, subtract 5/8" to determine cut length of Headrail.
- If you are using the Heavy Duty Clutch, subtract 1/2" to determine cut length of Headrail.
- Cut with a hacksaw, preferably 18 or 24 tpi blade.
- See "Splicing Headrail" section below if you need a wider width than we sell.

**Step 3: Cutting the Square Drive Rod:**

- If you are using the Standard Clutch, subtract 1 1/8" from the Width Of The Shade to determine cut length of the Square Drive Rod.
- If you are using the Heavy Duty Clutch, subtract 1 5/8" to determine cut length of the Square Drive Rod.

**Step 4: Assembling Headrail Mechanism:** See fig 3.

- Insert the Square Drive Rod into the clutch.
- Attach the Rail Lock to the Corded Drum spool with the included screw.
- Slide the spools onto the Square Drive Rod with the cord guide closest to the clutch. Be sure the cord travels directly out the cord guide from the cord release nub and has no windings on the spool, otherwise the shade will go up unevenly. Repeat for each spool.
- On the last spool, reverse the orientation of the spool so the cord guide is positioned farthest from the clutch.

**Step 5: Inserting the Headrail Mechanism into the Headrail:** Most typical shades are mounted to the front of the headrail. If the shade is to be mounted on the front, place the Headrail on your work table with hook tape facing away from you. Carefully slide the Headrail Mechanism into the Headrail from the Drive Chain side of the headrail. Tighten all rail lock screws on the clutch and spools. If you would like the shade mounted to the backside of the headrail, for a reverse mount shade, fabricate the shade with grommets to allow cords to travel through to the backside of the shade. The grommets need to be located a couple inches below the headrail. Add a valance to conceal the mechanism. Snap Headrail End Cap onto the end furthest from the clutch.

**Step 6: Installation:** Mount the finished mechanism to either a wood dust board or directly to ceiling or wall with the proper brackets. Be sure to provide the required child safety componets.

**Splicing Headrail:** See fig 4. Use our Drive Rod Splice to join the Drive Rod together. No splice is needed to join the Headrail but you will need to adequately support both ends of the headrail with a separate bracket on each end. The brackets should be no more than two inches apart. Try to position the splice so it carries the least amount of weight by locating it as far as possible from the clutch.

**Cleaning the Shade:** The EZ-Rig system also makes it easy for your customer to wash or dry clean the shade. When the shade is all the way down, simply tug on the Cord Release Nubs to release the lift cords from the mechanism, remove the shade from the hook tape on the headrail, clean shade and re-attach the Cord Release Nubs to the mechanism.

