

Exterior Sun Shade
ASSEMBLY, INSTALLATION, CARE and USE INSTRUCTIONS
Installation Video available at www.shadeinfo.com

CUSTOMER SERVICE

Contact us at 303.652.6164 for additional information. English speaking customer service representatives are available Monday through Friday, from 7am - 4pm (MST). Please visit www.ShadeInfo.com to register your shade purchase.

IMPORTANT INFORMATION

We recommend two (2) people install this shade. This shade is safe for indoor and outdoor use. Retain these instructions for future use. A power drill, tape measure, leveling device, and Phillips screwdriver bit are recommended for installation (not included). Some parts shown in this manual may differ slightly than the product you have purchased.

PART LIST

Please lay out and take an inventory of all parts prior to assembly. Please give us a call if you are missing any parts. Read instructions in their entirety prior to beginning assembly and installation. Note: this shade must be installed into wood studs. If woods studs are not available, anchoring hardware must be used (not included).

PARTS THAT ARE PRE-INSTALLED



Valance (V17) x1

Bottom Tube (BT09) x 1

Bottom Tube Plug (BTP09) x 2



Plug Bracket
(PDV18) x1



Plug with Pin
(P10) x1



Clutch Bracket
(CB18) x1



Clutch With Cord
(C18) x1



Cord Safety Device
(CSD17) x1

PARTS THAT ARE IN THE HARDWARE BOX



Bungee System
(BUN09) x 2



Bracket Screw
(S09) x 8



Valance Bracket
(VB13) x 3



Screw
(S09)



Cord Safety
Device Screw
(CSDS17) x 2

STEP 1: Remove Protective Film from Valance

Remove and discard the anti-scratch film that covers the Valance.



Fig. 1

STEP 2: Determine Your Installation Type

Determine your type of installation. Your sun shade can be hung from a wall or a ceiling.

Figure 1 illustrates a wall installation, Figure 2 illustrates a ceiling installation.



Fig. 2

STEP 4: Install Valance Brackets (read entire step before install)

Your shade includes three (3) Valance Brackets, you must install at least two (2) of them. Install one (1) Valance Bracket near each end of the shade. Note: the Valance Brackets cannot be installed on the extreme edges of the shade, you will need to allow at least 2 inches (5 cm) at the ends of each side. We recommend installing the Valance Brackets on the closest stud to each end of the shade, remembering to allow at least 2 inches (5 cm) from each end. If wood studs are not available, you will need to use anchors (not included).

If you are installing the third Valance Bracket (recommended), we suggest installing it on a wood stud near the center of the shade. It needs to be aligned with the two (2) end Valance Brackets. If wood studs are not available, you will need to use anchors (not included). Visit your local hardware store for more information.

Your shade includes a paper template to help align your pilot holes. Use of the template is optional, but recommended. To use the template, temporarily adhere to your surface. Make sure the template is flat, level and unwrinkled before adhering it to your surface. Remove the template before you install your Valance Brackets.

Important note: your shade will not install correctly unless your Valance Brackets are perfectly aligned with each other. We recommend using a laser level (not included) to align the screw holes.

WALL INSTALLATION

For wall installations, you need to allow at least 1 inch (2.5 cm) above the Valance Bracket to allow the Valance to hook onto the Valance Bracket (only if there is a ceiling that overhangs the shade) (Fig. 3).

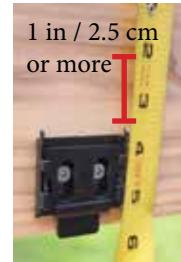


Fig. 3



Fig. 4

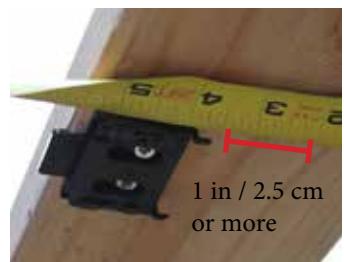


Fig. 5



Fig. 6

CEILING INSTALLATION

For ceiling installations, you need to allow at least 1 inch (2.5 cm) behind the Valance Bracket to allow the Valance to hook onto the Valance Bracket (only if there is a wall/window behind the shade) (Fig. 5).

For ceiling installation, make sure the plastic tabs on your Valance Brackets (L) are pointing out, towards you (Fig. 6). Use the Bracket Screws to install these Valance Brackets.

STEP 5: Install the Shade

For wall installations, first hook the back of the Valance on the top of Valance Brackets (Fig. 7), then rotate the shade down and click it into place (Fig. 8).

Note: you may need to push up on the spring-loaded plastic tabs on the Valance Brackets to help the shade click it into place.

WALL INSTALLATION



Fig. 7



Fig. 8

For ceiling installations, first hook the back of the Valance on the back of the Valance Brackets (Fig. 9), then rotate the Valance upwards and click it into place (Fig. 10).

Note: you may need to push inwards on the spring-loaded plastic tabs on the Valance Brackets to help the shade click it into place.

CEILING INSTALLATION



Fig. 9



Fig. 10

Step 6: Install the Cord Safety Device

The Cord Safety Device secures the Cord to reduce the risk of strangulation. The Cord Safety Device is pre-installed on the cord. To secure the Cord Safety Device, drill two (2) Cord Safety Device Screws into a wall (Fig 11). Make sure the cord is tight before you secure the Cord Safety Device. If a wood stud is not available, you will need to use an anchor (not included). See your local hardware store for more information.

This is a very important step, we strongly recommend that you utilize your Cord Safety Device. Note: if you do not install this device, your cord will not operate your shade properly.



Fig. 11

Install Bungee System (optional step)

The shade includes two (2) Bungee Systems to secure the bottom of both sides of your shade. To install the Bungee System, start by feeding the Bungee through the Bottom Tube Plugs located at each end of your Bottom Tube (Fig. 12). Then insert the Bungee into the Hook and drill the Hook into a wall/post using one (1) Bracket Screw (Fig. 13) from your hardware box. To prevent fabric stretching/damage, hooks should be installed directly underneath the Bottom Tube Plugs and so there is equal tension on each bungee.

Important: Your shade should be rolled up during windy conditions. The Bungee System is only effective in light wind. When using your shade, we recommend leaving at least one (1) roll of fabric wrapped around the top tube.



Fig. 12



Fig. 13

Additional Optional Steps

REVERSING THE ROLL DIRECTION OF YOUR FABRIC

The default fabric roll direction of your shade is “forward”. That is, the fabric rolls from the front side of the top tube. If you want the fabric to roll towards the back of your shade, simply roll your shade down until the fabric begins to roll itself back up.

MOVING THE CORD FROM THE RIGHT TO LEFT SIDE OF THE SHADE

The default location for your Cord is on the right side of your shade. If you want to move the Cord to the left side of your shade, please contact us for instructions on this process. The process takes approximately fifteen (15) minutes.

Care & Maintenance

To clean your shade, simply rinse with water and soap, scrub with a soft brush. Note: Using bleach or an abrasive cleaner will void your warranty. Roll the shade down to air dry. Your shade should be rolled up during windy conditions.

To prolong the life of your shade, we recommend leaving one (1) roll of fabric wrapped around the top tube when using your shade.