Cellular Shades

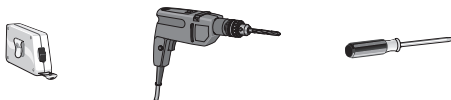## CORD TENSION SHADING SYSTEM

Skylight


Installation & Care Instructions

GETTING STARTED

A few simple tools are required:

- Measuring tape
- Power drill, drill bits
- ¼" Hex head and/or Phillips driver bit
- Flat Head Screwdriver

Additional fasteners other than those sent with your shade may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile or stone need special plugs and drill bits. Remember to always pre-drill holes in wood to avoid splitting.
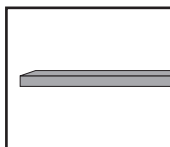
PN: 1023449 (small rail)
1023640 (large rail)

qty 1

qty 4

qty 8
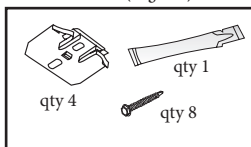
**Mounting
Bracket Kit**

PN: CKIT004Q3

qty 6
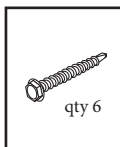
**1 ¼"
Hex Head
Screw for
track (multiple
packs may
be included
depending on
size of shade**

PN: 20202007

**Light Blocking
Foam Strip**

STEP 1: RETAINER INSTALLATION

Important: There can not be more than ¼" variation in window opening.
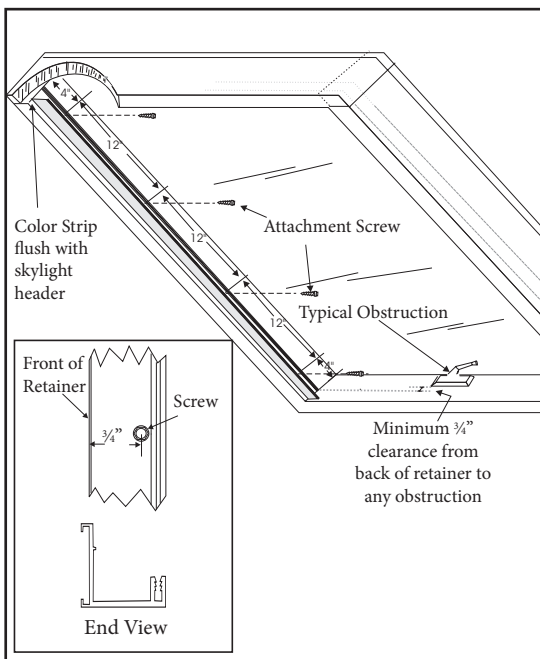
Install the retainer assembly with the screws provided as shown.

Screws should be ¾" from the front edge of the retainer.

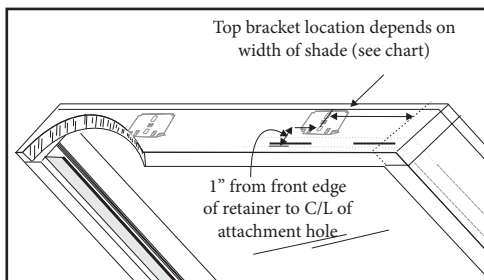Screws should be placed 4" in from each end and approximately 12" apart for intermediate screws.

Left and right tracks must be installed parallel to each other.

Back of retainer must be at least ¾" from any obstruction.

Color Strip flush with skylight header

Attachment Screw

Typical Obstruction

Minimum ¾" clearance from back of retainer to any obstruction

Front of Retainer

Screw

¾"

End View

STEP 2: BRACKET INSTALLATION

Screw mounting brackets into the skylight header with the center of the front attachment screw hole 1" back from the front edge of the retainer.

Top bracket location depends on width of shade (see chart)

1" from front edge of retainer to C/L of attachment hole

Top bracket positions depend on the width of the shade.   Refer to chart for location.

Shade Width	Top Bracket Location
15" - 20"	2 ½"
>20" - 32"	4 ½"
>32"- 48"	6 ½"

Bottom brackets should be screwed 3" in from the left and right sides.

1"

3" Bottom Brackets

see chart for top bracket placement

3"   3"
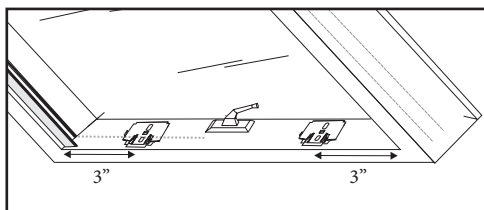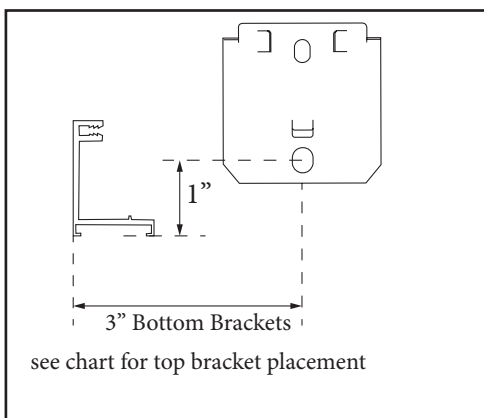
STEP 3: LIGHT BLOCKING STRIP APPLICATION

Please Note: Do not remove paper liner from light blocking strips until they are cut to length.

Cut 6 pieces of light blocking strip to fit in the spaces between the brackets, and between the brackets and the window casing, on top and bottom sills.

Remove paper lining from one piece of light blocking strip. Apply strip to the correct area of the sill, aligning the strip with the center of the brackets.

Press down firmly. **DO NOT** stretch strip.

Repeat for remaining pieces of light blocking strip.

Light Blocking Strips

Light Blocking Strips
Align strips with center
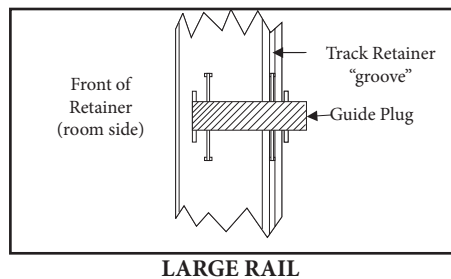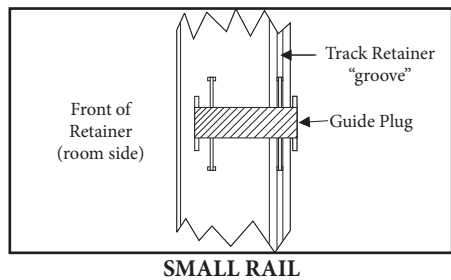of installation brackets

Light Blocking
Strip
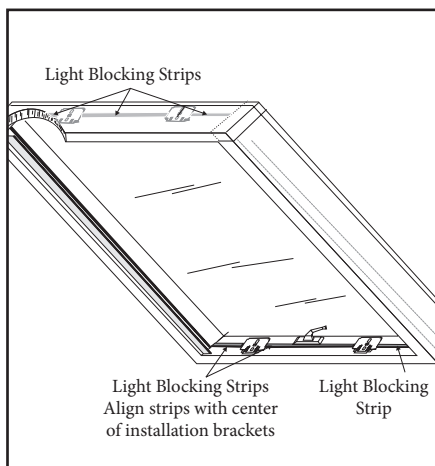
STEP 4: SHADE INSTALLATION

Apply supplied silicone grease to the ribs of guide plugs where shown. The guide plugs are in the ends of the middle rail.

Apply supplied silicone grease to ribs of guide plugs

Small Rail   Large Rail
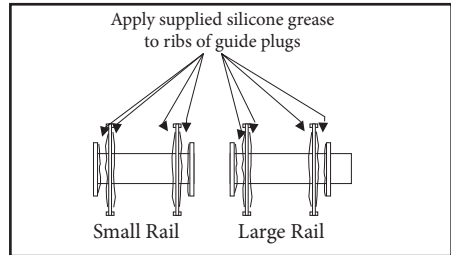
It may be necessary to apply a small amount of grease inside the track retainer groove for smooth operation. Save any left over grease in case future applications are needed.

Track Retainer "groove"

Front of Retainer (room side)

Guide Plug

SMALL RAIL

Track Retainer "groove"

Front of Retainer (room side)

Guide Plug

LARGE RAIL

Tilt compressed top and middle rails to position in retainer track. Make sure the cords are hanging freely from the middle rail and are not wrapped around the guide plugs.

Insert one side of middle rail at a time by positioning "barbed rib" on back side of guide plug into groove of track retainer.

Front View

Top Rail

Middle Rail

Bottom Rail

5
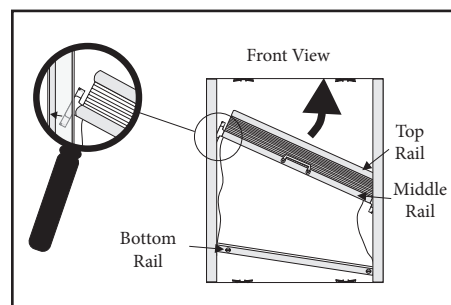
Push guide plugs into track retainer all the way, by holding middle rail securely and pushing rail toward reatainer until you hear three clicks.
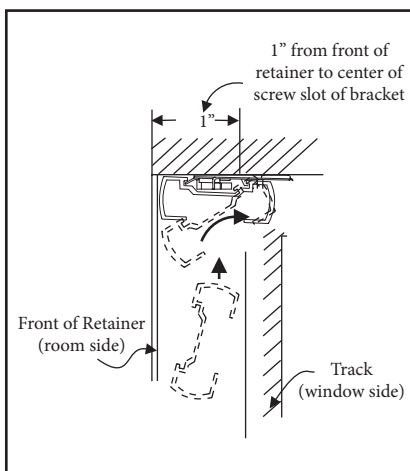
Make sure the guide plug is square to the track retainer for smooth operation.

With both sides of the middle rail snapped into the track retainer, slide the middle and top rails up to the top mounting brackets.
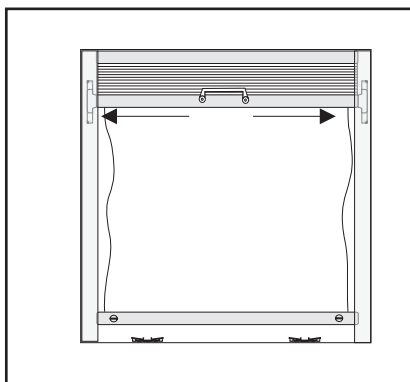
Lift the top rail up against the bottom of the mounting bracket so that the spring loaded clip is engaged in the front groove of the rail.

Push the rail back and up until the back hooks of the bracket are engaged in the back groove of the rail.

1" from front of retainer to center of screw slot of bracket

1"

Front of Retainer (room side)

Track (window side)

STEP 5: ADJUST TENSION

Start by raising the middle rail up to the top rail, compressing the fabric stack tightly. This will insure the leveling of the middle rail. Holding the middle rail in that position, start tightening one of the tension bolts (either side) using a flat head screwdriver.

When turning the tensioning bolt clockwise to tighten, you should see the slack in the cord being removed. The tensioning bolt should not be able to turn back by itself. If it does, you need to tighten the nut on the back of the tensioning bolt.

Turn the bolt until all slack is removed, but the **cord is not tight**. Repeat the process for the other side.

Cords

Tensioning Bolts
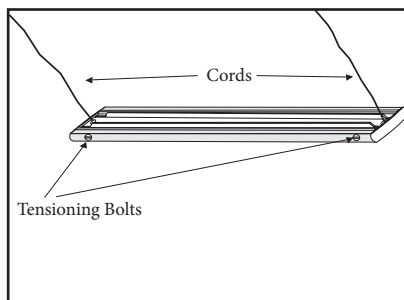
The final cord adjustment now needs to be made. The number of turns in tightening the tension bolts will vary from shade to shade.

Start by tightening each side one full turn. Try operating the shade from full open to full closed. If the shade feels tight or is difficult to move; decrease the amount of tension in each side equally (turn bolt counterclockwise). If the shade won't stay fully open or closed; increase the amount of tension in each side equally (turn bolt clockwise). If the middle rail won't close evenly across the bottom rail then you need to adjust one or both of the cords to get equal amounts of tension in each.

Tighten

Loosen
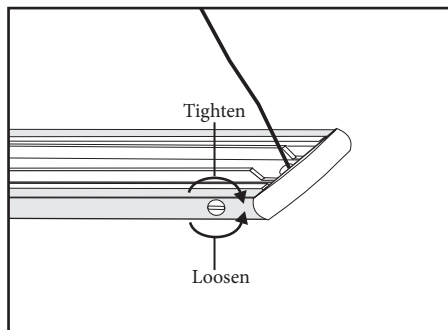
When installation is complete, operate the shade up and down several times to evenly distribute the grease.

Wipe off any excess grease to prevent it from getting on the fabric.
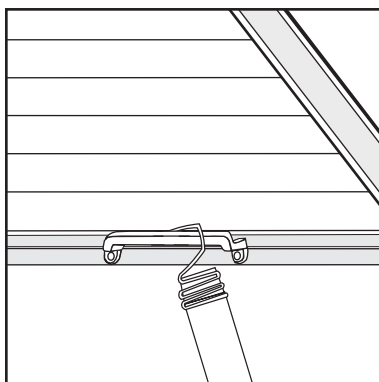
OPERATION

To lower the shade, pull down on the handle which is secured to the middle rail. To raise the shade, push the middle rail up. The shade will hold at any position when the middle rail is released.

For out of reach shades, use the optional extension pole to access the handle.
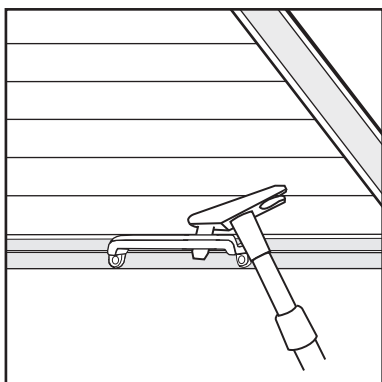
3 FT POLE

5-10 FT POLE

CLEANING AND CARE

The shade fabric is easy to care for. Regular dusting with a feather duster or vacuum cleaner brush is recommended. Most stains can be blotted with a damp sponge and mild detergent. Before using anything stronger than mild detergent and lukewarm water, test an unobtrusive corner of the shade. If you have any questions, call your dealer for advice.

TROUBLESHOOTING

| GENERAL PROBLEM	SYMPTOM	SUGGESTED REMEDY
Middle rail difficult to move.	Tension too tight in cords.	Loosen tensioning bolts.
	Screws in track retainer interfering with guide plugs.	Reposition screw ¾" back from front of track retainer (see page 2).
	Guide plugs not inserted into track properly.	Make sure guide plugs are pressed into track as far as possible and that the top and bottom of each plug is inserted the same amount.
	Insufficient lubrication.	Apply silicone grease (see page 5).
	Shade too wide.	Recheck width dimensions. Call dealer if cutdown is required.
Middle rail won't stay opened or closed.	Tension too loose in cords.	Tighten tensioning bolts (a quarter turn at a time).
Middle rail not level with bottom rail.	Unequal tension in cords.	Method 1: Move middle rail up to top rail, compressing fabric. Adjust one or both tensioning bolts to obtain equal tension.
		Method 2: Move middle rail down to bottom rail. Adjust one or both tensioning bolts to make middle rail parallel with bottom rail (tightening tension bolt will lower middle rail on that side, loosening will raise middle rail on that side).

MOTORIZED SKYLIGHT

Simplicity rechargeable with front access contols


Installation & Care Instructions

GETTING STARTED

A few simple tools are required:
- Measuring tape
- Power drill, drill bits
- ¼" Hex head and/or Phillips driver bit
- Pencil
- Rubbing Alcohol (if mounting solar panel to glass)
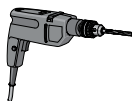
Additional fasteners other than those sent with your shade may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile or stone need special plugs and drill bits. Remember to always pre-drill holes in wood to avoid splitting.

PN: CKIT002   PN: CKIT019Q2   PN: CKIT019Q3
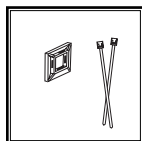
**Cable Ties &
Mounting Base**
(included if solar
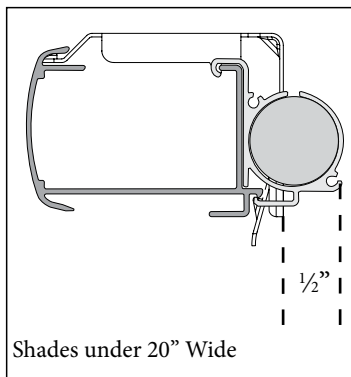panel ordered)
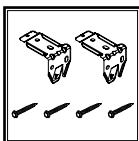
**Mounting
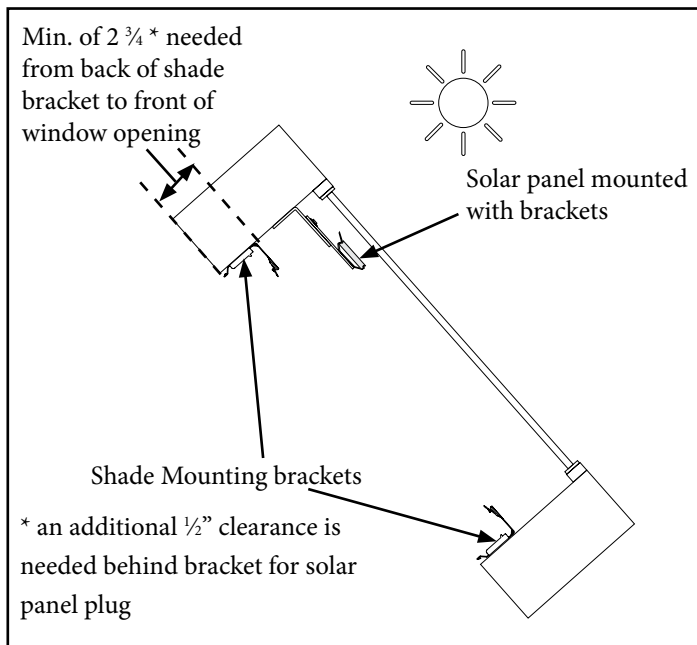Bracket
2 pack**
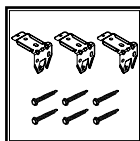
**Mounting
Bracket
3 pack**

BATTERY PACK

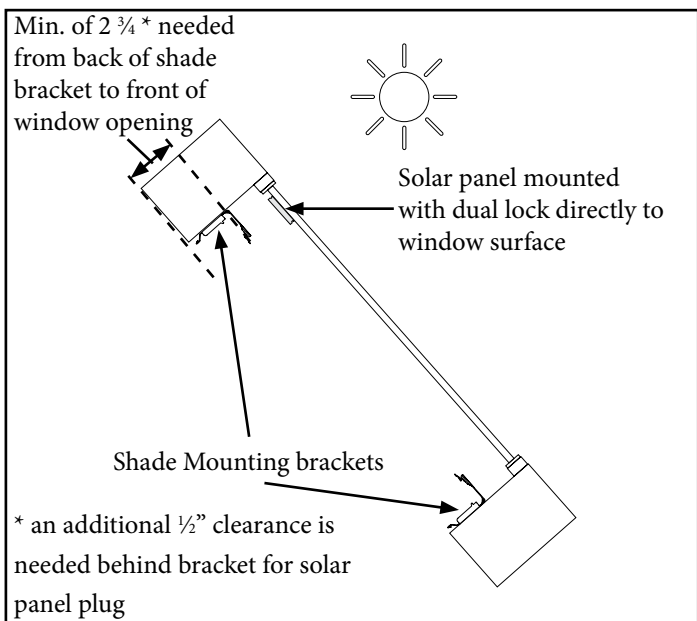Shades 20" wide and wider have the rechargeable battery inside the head rail.

Shades under 20" wide require the rechargeable battery to be mounted on the back of the head rail. This requires an additional ½" clearance for mounting.

½"

Shades under 20" Wide

STEP 1: DETERMINE PLACEMENT OF
BRACKETS & SOLAR PANEL (if ordered)

Min. of 2 ¾ * needed
from back of shade
bracket to front of
window opening

Solar panel mounted
with brackets

Shade Mounting brackets

* an additional ½" clearance is
needed behind bracket for solar
panel plug

Solar Panel Mounted with Bracket

Min. of 2 ¾ * needed
from back of shade
bracket to front of
window opening

Solar panel mounted
with dual lock directly to
window surface

Shade Mounting brackets

* an additional ½" clearance is
needed behind bracket for solar
panel plug

Solar Panel Mounted Directly to Glass

STEP 2: BRACKET INSTALLATION

Shades are shipped with the required number of brackets for proper installation. End brackets should be located approximately 3" from either end. Depending on the width of the shade, additional brackets may be necessary, evenly spaced between the two end brackets.
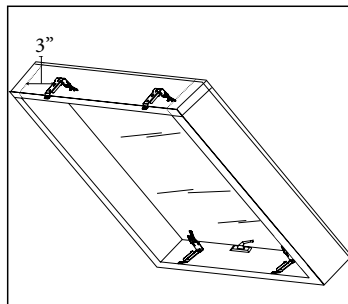
Using the installation bracket as a template, measure to the edge of the bracket and mark the hole locations with a pencil for drilling. When mounting brackets, make sure they are in line.
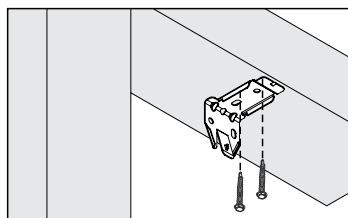

STEP 3: INSTALL SOLAR PANEL (IF NOT USING SOLAR PANEL SKIP TO STEP 4)

The solar recharge unit should be placed where is gets the maximum amount of sunlight per day. **In most cases this can be achieved by mounting the unit directly to the glass with dual lock.**

Brackets are provided if attaching to the glass is not possible.

The brackets may be mounted several different ways depending on the application (window depth, window width, etc.).

The unit requires 19" minimim window width to mount horizontally.
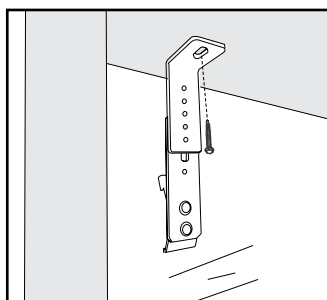
Bottom portion of the bracket may be lowered if needed for more sun exposure.

Bracket can be mounted behind or next to shade mounting bracket.

Note: only two of the holes are threaded.

INSTALL SOLAR RECHARGE UNIT

Dual lock Method

Clean the ends of the solar panel where the dual lock will go with rubbing alcohol. When dry, remove the release liner from two pieces of the dual lock and adhere them to the plastic caps. Make sure to put the dual lock on the face (black side) of the panel (not the side with the LED lights). Attach mating pieces of dual lock to the pieces on the panel.

Clean the window surface with rubbing alcohol. When dry, remove the release liners from the remaining pieces of dual lock and attach the solar panel to the glass, pressing firmly to adhere.

Place Dual lock here
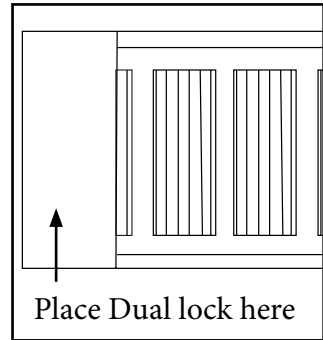
Bracket Method

If using brackets, set the bottom groove of the unit onto the bottom bracket hook. Then press the top of the unit until it snaps into place.

If space is limited it may be easier to attach the brackets to the solar unit before screwing the brackets in place.
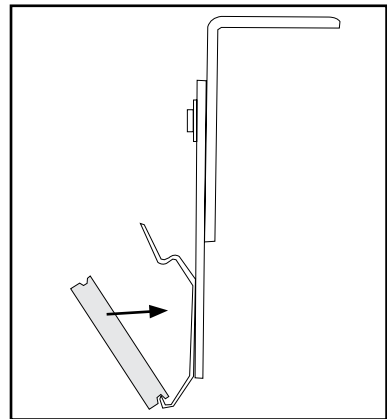
STEP 4: LINK REMOTE

**Important: Please read through this section completely before beginning.**

This remote control has 14 channels. Before linking the remote, determine which shade(s) you want on which channel. All shades linked to a remote will also automatically be programmed to the "ALL" channel.

The 14 Channel remote may also be used to operate top down-bottom up cellular shades. **You can not mix a standard bottom up only shade and a TD/BU shade on the same channel.**

Remove plastic film from the front of the remote.

Setting Button

On/Off Switch

Up = On
Down = Off

Remove screw from the back of the remote and slide cover down and off. Do not replace cover until shades have been linked

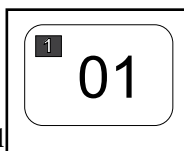If battery is not already installed in the remote follow the instructions on page 18.
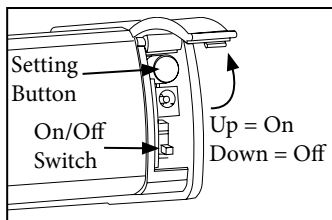
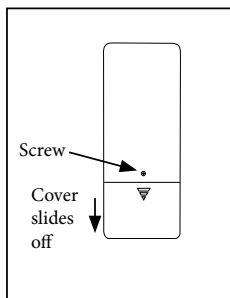1. Rotate the door over the contols up. The door is located at the right end of the head rail.

2. Make sure the On/Off switch on the motor is set to "ON"

3. Select the channel that you want to link the shades to, using the **CHANNEL** selector button. The button will scroll through channels in ascending order only. The remote will go back to channel 1 after channel AL. See next page to disable unused channels.
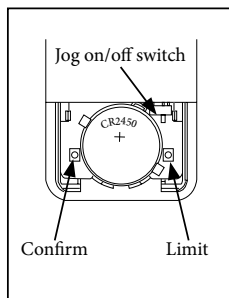
4. Confirm that the channel selected is set for bottom up only shades by looking to see if a number 1, 2 or 3 shows in the left of the display. If a number is shown, deactivate the Top Down/ Bottom Up function for that channel by pressing the **RAIL SELECTOR** and **DOWN** buttons at the same time until the rail selector number disappears from the left side of the screen.

1

01

.

Channel Display

Up

Stop/Favorite

Down

Channel

Rail Selector

Front

Screw

Cover slides off

Back (cover on)

Jog on/off switch

CR2450
+

Confirm

Limit
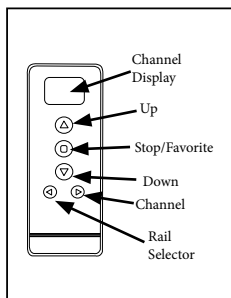
Back (cover off)

5. Press the **SETTING** button on the motor until the motor starts to beep. Release the button immediately after the beeps start. The motor will make 4 fast beeps followed by 5 long beeps. Press the **CONFIRM** button on the remote anytime during the series of long beeps. It must be pressed before the last long beep. The motor will respond with 3 fast beeps/jogs confirming that the shade has been linked

6. Close the door over the controls.

7. Repeat steps 1-6 to program the rest of the channels.

DISABLING EXCESS CHANNELS

The 14 channel remote has the option of turning off unused channels, making channel selection easier.

Press and hold both UP and DOWN buttons for 3 seconds until 00 Channel displays. Release the buttons and the 00 will start to flash.

Press the UP or DOWN button to select the required number of channels (between 1-14).

Press and hold the CHANNEL and RAIL selector buttons at the same time to confirm selection. The display will go back to channel 01.

Follow the same process if you need to re-add channels.

Channel Display
Up
Stop/Favorite
Down
Channel
Rail Selector
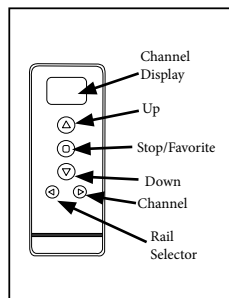
14 Channel Remote (front)

STEP 5: ATTACH SOLAR PANEL (IF NOT USING SOLAR PANEL SKIP TO STEP 6)

Plug the solar unit into the motor recharge port on the back of the control end before installing the shade if there will be ½" to 1" of clearance behind the headrail. If there is greater than 1" clearance the shade may be installed prior to connecting the solar unit.

Connect Solar
Unit Here
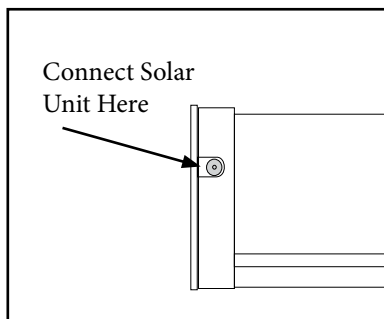
Use the included cable ties and cable tie mounting base to bundle any excess wires.

The mounting base may be adhered to the back of the head rail or any other convenient surface.
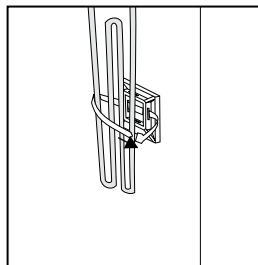
STEP 6: INSTALL TOP RAIL

Start with the top rail/fabric assembly. The top rail is the rail with the motor in it.

Position the rail with the front lip (A) resting on the hooks of all the brackets. Push the rail firmly up and toward the window until the groove on the rail snaps into place, (B) as shown.
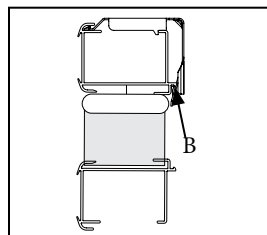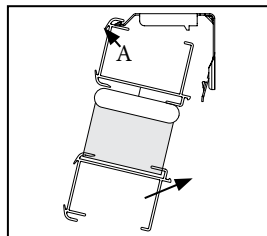
STEP 7: INSTALL BOTTOM RAIL

Use the remote to lower the bottom rail all the way down so that it can be attached to the mounting brackets.

Select the desired channel with the **CHANNEL** buttons. The channel will show in the display screen. If an "AL" is displayed the remote will control all 14 channels at once.

Press the **DOWN** button to lower the shade.

Channel Display
Up
Stop/Favorite
Down
Channel
Rail Selector
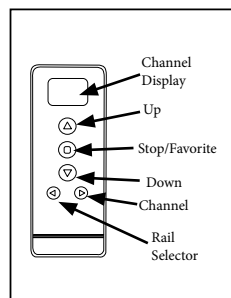
14 Channel Remote (front)

Position the rail with the front lip (A) resting on the hooks of all the brackets. Push the rail firmly down and toward the window until the groove on the rail snaps into place, (B) as shown.


A

B
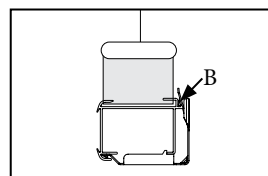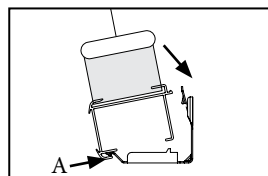
STEP 8: INSTALL TRACKS

Place the track against the front of the top and bottom rails. Make sure that the notched track is placed on the right with the notch at the top.

Attach the track with the screws provided. Space the screws no more than 12" apart.

Follow the same procedure for the other track. Make sure that the 2 tracks are parallel to each other.

Notch top/right

Attachment Screw

Front of track overlaps front of rails
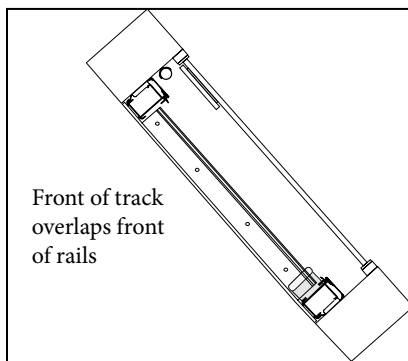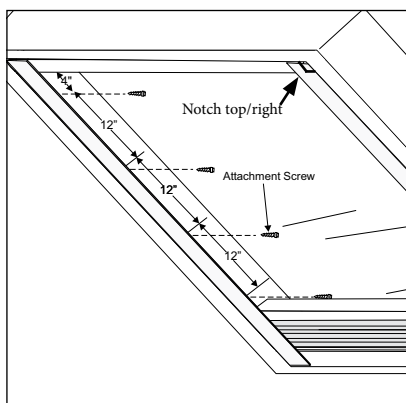
OPERATION

Select the desired channel with the **CHANNEL** button.

Tapping the **UP** or **DOWN** buttons for less than 2 seconds will move the shade in short steps. Holding the **UP** or **DOWN** buttons down for more than 2 seconds before releasing will operate the shade in the faster standard speed. Press the **UP** or **DOWN** buttons to raise or lower the shade.

Press the **STOP** button to stop the shade anywhere along the travel.

Channel Display

Up

Stop/Favorite

Down

Channel

Rail Selector
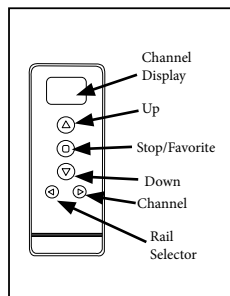
TO DE-ACTIVATE THE JOG FUNCTION

The remote comes pre-set with the jogging function activated. Follow the directions below if you would like to de-activate it.

Remove the screw and slide the cover down and off.

Slide the switch from the H position to the R position.

Replace the back cover.

Screw

Cover slides off

Jog on/off switch

CR2450
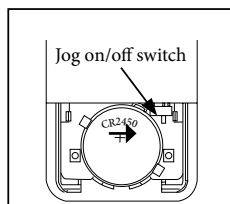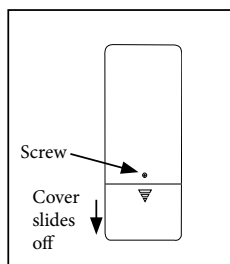
ADJUST MOTOR LIMITS (IF DESIRED)

The lower and upper limits have been set at the factory. If you need to make adjustments to the limits, follow the instructions below.

Please Note: When clearing the factory set limits, both the upper and lower limits will need to be reset.

Use the **CHANNEL** buttons to select the channel for the shade that needs to be adjusted. Then follow the directions below.

When adjusting one shade any other shades on that channel need to be temporarily disabled. Set the switch on the motor to the "OFF" position.

Follow the limit setting instructions on next page and then turn the other shades back on by setting the ON/OFF switch on the motor to the "ON" position.

LOWER LIMIT

Hold the **LIMIT** button until the shade starts beeping.

After the shade stops beeping, use the **DOWN** button to lower the shade. Press stop when the shade is near the desired lower limit.

Use the **UP** and **DOWN** buttons to adjust the length more accurately.

Hold the **CONFIRM** button until the shade makes a series of short beeps. This locks in the lower limit.

UPPER LIMIT

Use the **UP** button to raise the shade. Press stop when the shade is near the desired upper limit.

Use the **UP** and **DOWN** buttons to adjust the upper limit more accurately.

Hold the **CONFIRM** button until the shade makes a series of short beeps. This locks in the upper limit.
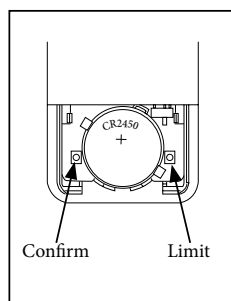
Note: If you also desire to set a favorite position you should do so prior to moving the switch back to the "ON" position for shades that share that channel. See the next page for setting favorites.
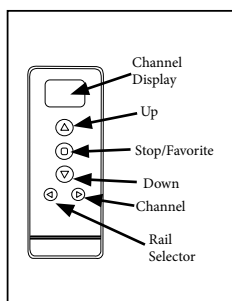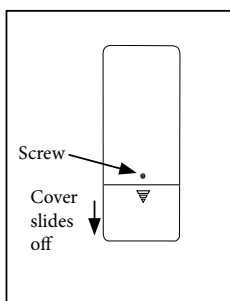
| Front | Back (cover on) | Back (cover off) |

FAVORITE POSITION

If there is only a single shade on the channel proceed to setting favorites below.

If there is more than one shade on the channel, all other shades on that channel will need to be disabled.

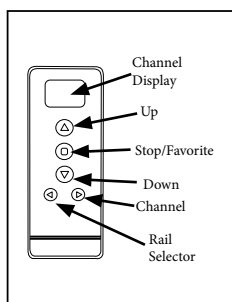To disable a shade, set the ON/OFF switch on the motor to the "OFF" position.

SETTING A FAVORITE POSITION

Use the **UP** or **DOWN** buttons to position the shade at the desired "favorite" position. While holding the **LIMIT** button, quickly press and hold the **UP** button. Release both buttons when the shade makes a series of short beeps.

When complete, turn the other shades back on by setting the ON/OFF switch on the motor to the "ON" position.
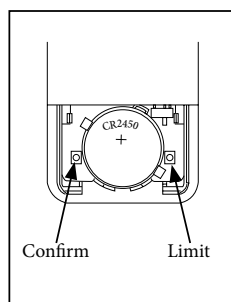
USING A FAVORITE POSITION

With the shade at either the upper or lower limit, simply press the **STOP/FAVORITE** button to bring the shade to the "favorite" position. To go to the "favorite" position from any other location, make sure the shade has been stopped for at least three seconds before pressing the **STOP/FAVORITE** button.
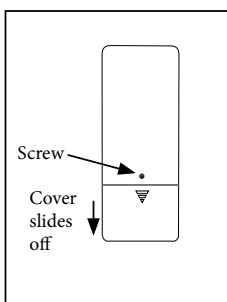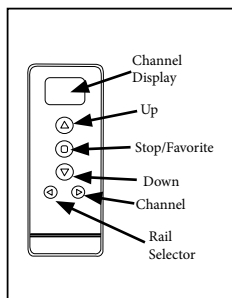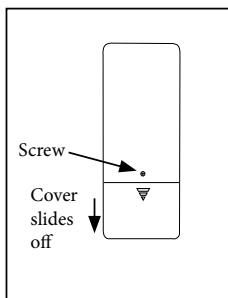

| Front | Back (cover on) | Back (cover off) |

CHANGING A FAVORITE POSITION

Use the **UP** or **DOWN** buttons to position the shade at the desired "favorite" position.   While holding the **LIMIT** button, quickly press and hold the **UP** button. Release both buttons when the shade makes a series of short beeps.
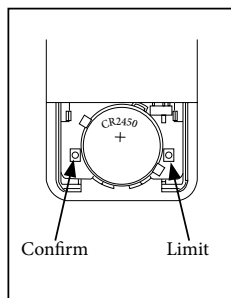
To erase a "favorite" position, bring the shade to the **upper** limit. Press and hold the **LIMIT** button on the back of the remote, then press and hold the **UP** button. Release both buttons when the shade makes a series of short beeps.

Front	Back (cover on)	Back (cover off)

Channel Display
Up
Stop/Favorite
Down
Channel
Rail Selector

Screw
Cover slides off

CR2450
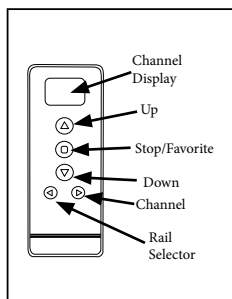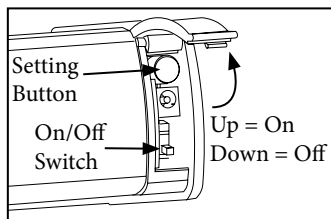Confirm   Limit

ADVANCED PROGRAMMING

REPLACE ORIGINAL REMOTE, ADD ADDITIONAL REMOTE OR ADD SHADE TO AN ADDITIONAL CHANNEL

1. Select the channel that you want to program using the **CHANNEL** selector button.
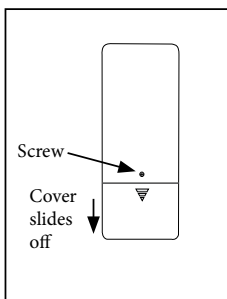

Setting Button

On/Off Switch

Up = On
Down = Off

2. Press the **SETTING** button on the motor until the motor starts to beep. Release the button immediately after the beeps start. The motor will make 4 fast beeps followed by 5 long beeps. Press the **CONFIRM** button on the remote anytime during the series of long beeps. It must be pressed before the last long beep. The motor will respond with 3 fast beeps/jogs confirming that the shade has been linked.

3. Repeat steps 1-2 to program the rest of the channels on a multi-channel remote.
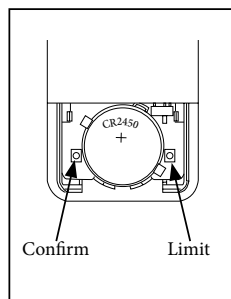
4. All shades linked to a remote will also automatically be programmed to the "ALL" channel.

Channel Display

Up

Stop/Favorite

Down

Channel

Rail Selector

Front

Screw

Cover slides off

Back (cover on)

CR2450 +

Confirm   Limit

Back (cover off)

15

REMOVE A SHADE FROM A REMOTE OR CHANNEL AND LINK IT TO A DIFFERENT REMOTE OR CHANNEL

Unlink the motor from the remote

1. Select the Channel that you want to unlink.

Please note: All shades on that channel will be unlinked. If you have shades on a channel that you do not want to unlink you must temporarily move the switch to the "OFF" position.
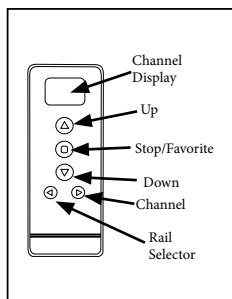
Setting Button

On/Off Switch

Up = On
Down = Off
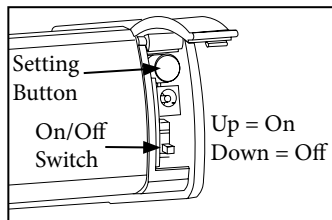
2. Press and release the **CONFIRM** button. The shade will jog and beep one time. Continue to press and release until the shade jogs and beeps several times in a row.
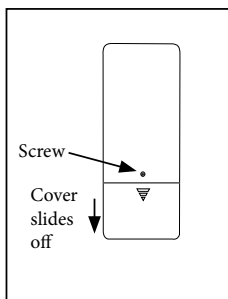
All shades previously linked to selected channel will now be unlinked.
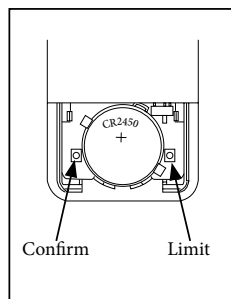
Link the motor to the new remote or channel

1. Follow the steps for replacing the remote on page 15.

Channel Display

Up

Stop/Favorite

Down

Channel

Rail Selector

Front

Screw

Cover slides off

Back (cover on)

CR2450

Confirm   Limit

Back (cover off)

16

EQUALIZATION - IF NECESSARY

Motorized Skylight Shades use a system that allows easy leveling of the moving rail. Use a flat head screwdriver or a coin (a quarter works best) to turn the adjustment screw to raise or lower that side of the moving rail. The adjustment screws are on the top of the moving rail. One quarter turn of the screw will move the moving rail up or down approximately ¼". **Over-turning the adjustment screw (more than 1" of adjustment) can cause the cord to tangle or wedge inside the rail. The screw should turn easily - DO NOT FORCE.**
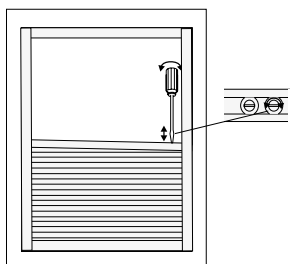
If the rail is uneven at the top, raise the low side with the outer adjustment screw.
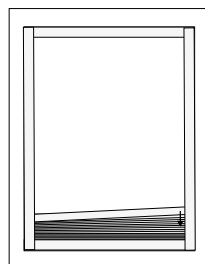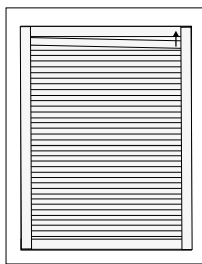
If the stack is uneven at the bottom, lower the high side with the inner adjustment screw.
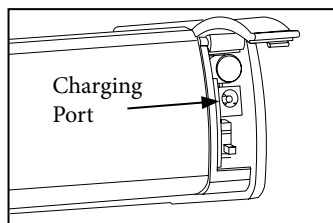
CHARGING THE BATTERY

When the shade begins to operate slower than normal it is time to charge the battery.

Plug the 8.4v charger into the charging port.

Plug the charger into an electrical outlet.

A red light on the charger indicates that the battery is charging.


Charging Port

Allow the batteries to charge until the light on the charger turns green. A typical charge cycle can take between 4-6 hours.

Do not leave the charger plugged in for more than 24 hours. This could prematurely age the battery.

REPLACING THE BATTERY IN THE REMOTE

Remove the screw from the back of the remote and slide the cover down/off.

Insert the new battery (CR2450 lithium) into the battery tray so that the writing is facing up (positive up). Slide the cover back onto the remote and replace the screw.

Screw

Cover slides off

CR2450

Battery
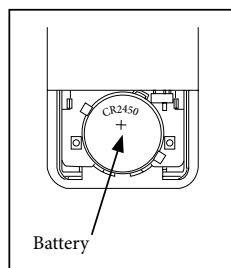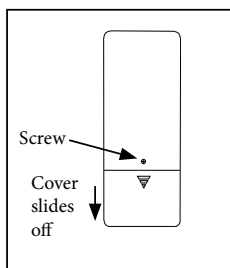
SHADE REMOVAL

To remove a shade, first remove the side tracks. Then insert a screwdriver between the rail and the bottom back of the bracket (tab which extends out slightly from each bracket).

Gently pry the screwdriver to release the bracket from the rail. Take care not to damage the painted finish of the rail.

As you release the brackets, support the rail to keep it from falling.
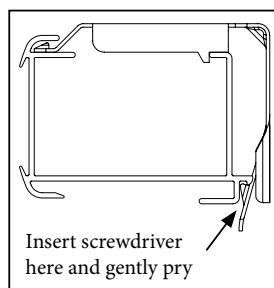
Insert screwdriver here and gently pry

CLEANING AND CARE

The shade fabric is easy to care for. Regular dusting with a feather duster or vacuum cleaner brush is recommended. Most stains can be blotted with a damp sponge and mild detergent. Before using anything stronger than mild detergent and lukewarm water, test an unobtrusive corner of the shade. If you have any questions, call your dealer for advice.

TROUBLESHOOTING

Problem	Solution
The motor does not work and the shade is stuck in the closed position.	Carefully pull down on the moving rail enough to allow access. Follow solution below. If this is required, limits will need to be reset. See Adjust Motor Limits section for setting limits.
The motor does not work	1. Recharge Battery 2. If using a solar panel - be sure that the panel is facing the sun 3. If using a solar panel - there may have been a high draw (operating shade often) with limited sun exposure (multiple cloudy days). If this happens a DC charger may be purchased to give the rechargeable batteries in the shade a boost. Contact your dealer for a charger
The indicator light on the remote does not shine or the remote-controlling range becomes shorter	Replace the battery in the remote (CR2450)