

## Outdoor Pole Operated Sun Shade with PVC Fabric INSTALLATION INSTRUCTIONS

### 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](http://www.ShadeInfo.com) to register your shade purchase or to view an installation video.

We recommend two (2) people install this shade. 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.

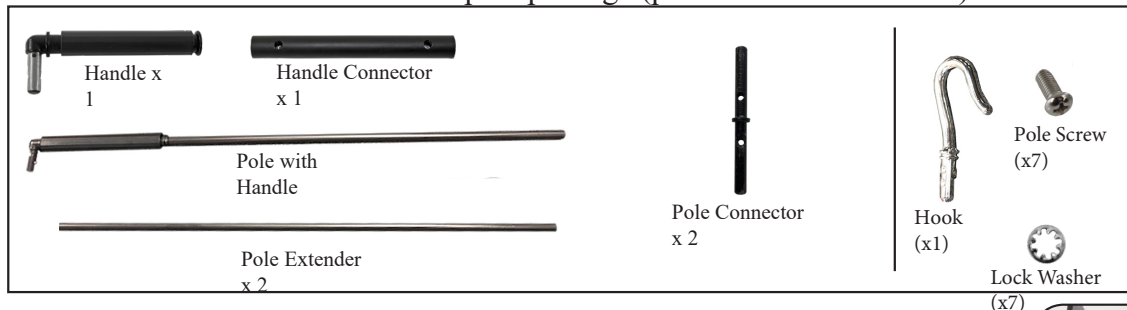
### Part List

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 the instructions in their entirety prior to beginning assembly and installation. Note: this shade must be installed into wood studs. If wood studs are not available, anchoring hardware must be used (not included).

#### Parts in hardware box (parts not shown to scale)



#### Parts in pole package (parts not shown to scale)



### Step 1: Install the Crank Ring

Using the Ring Screw, and Large Lock Washer provided in the pole package, attach the Ring to the Crank Mechanism (Fig. A).



Figure A

### Step 2: Determine Your Installation Type

Your shade can be installed against a wall (Fig B) or against a ceiling/overhang (Fig C). Your shade brackets are prepared for a wall installation.

If you would like to prepare your shade for a ceiling installation, please see the last page of this manual for help preparing the brackets.

#### Wall Installation



Figure B

#### Ceiling Installation



Figure C

### Step 3: Mark holes for installation

An installation template has been provided to help position your pilot holes. To use the template, temporarily attach your template to your mounting surface (Fig. D ) and drill your pilot holes in the four shaded areas as shown in Figure E. Remove the template before moving to the next step.

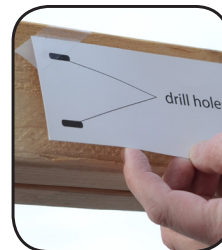


Figure D



Figure E

### Step 4: Install Brackets

Using the provided screws, install the Crank Bracket and Plug Bracket (Fig F and G). Note: The Crank Bracket should be placed on the right side of the shade and the Plug Bracket should be placed on the left side of the shade.

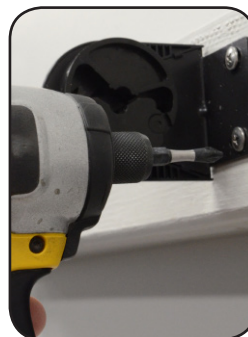


Figure F



Figure G

### Step 5: Install Shade

To install your shade, start by inserting the Crank Plug into the Crank Bracket (Fig H).

Next rotate/open the Plug Bracket and insert the shade, making sure to hear a “click” as the pin locks into place (Fig I).

If your shade moves side-to-side after installation, we recommend that you adjust the brackets to reduce any lateral movement between the shade and the brackets.

To reduce lateral movement, roll your shade down and loosen the screws on both of your brackets slightly. Push the brackets in, (towards each other), to reduce the distance between the brackets (Fig J).

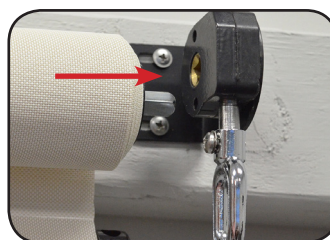


Figure H

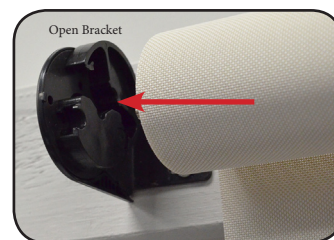


Figure I



Figure J

### STEP 6: Assemble Pole

Before you begin, please note that your Pole can be assembled to be any of the following three (3) lengths:

- 2 ft. long
- 4 ft. long
- 6 ft. long

Using two (2) Pole Screws and two (2) Lock Washers, attach the

Handle to the Pole with Handle using the Handle Connector (Fig K).

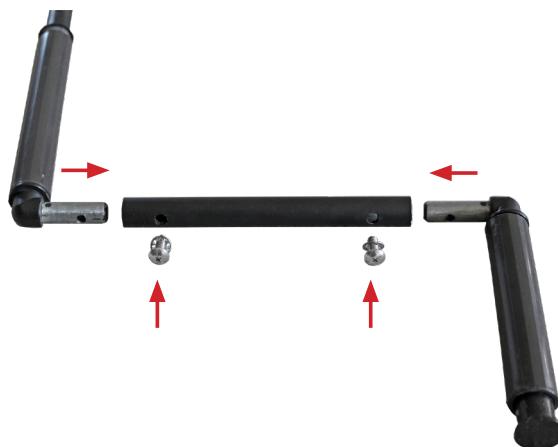


Fig K

If you desire a 2 ft. Pole, you can now attach the Hook to the Pole with Handle (using a Pole Screw and Lock Washer; see Fig. L) If you desire a longer pole, please continue reading Step 6.



Fig. L

For a 4 ft. Pole:

Attach a Pole Extender to the Pole with Handle using one (1) Connector Piece and two (2) Pole Screws and two (2) Lock Washers (Fig M). Then, attach the Hook to the Pole Extender (Fig L).

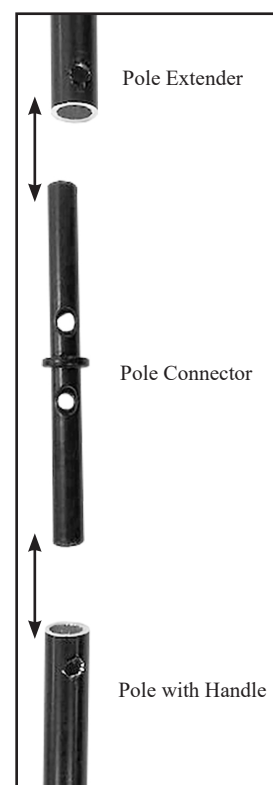


Fig. M

For a 6 ft. Pole:

Attach a Pole Extender to the Pole with Handle using one (1) Connector Piece and two (2) Pole Screws and two (2) Lock Washers (Fig M). Then, connect the two (2) Pole Extenders to each other using a Pole Connector. Finally, attach the Hook to the Pole Extender (Fig L).



## Changing Installation type (optional step)

By default, your shade is prepared for a wall installation (Fig M) and comes with the Crank Bracket on the right side of the shade. If you require a ceiling installation or you would like to move your crank to the left side of the shade, you will need to make a few small changes to your brackets.

To change your brackets, begin by removing your bracket covers (Fig N).

Remove the 2 screws from the Crank Bracket (Fig O) and the 3 screws from the Plug Bracket (Fig P).

After removing the screws from both brackets rotate the hardware to match desired installation configuration (Fig Q, R or S).

Wall Installation, Right Side Crank (Default)

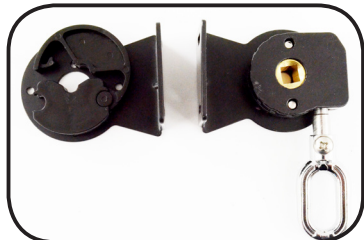


Figure M



Figure N



Figure O



Figure P

Ceiling Installation, Right Side Crank

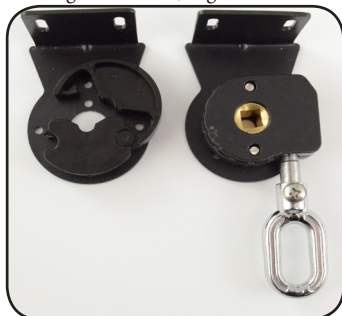


Figure Q

Ceiling Installation, Left Side Crank



Figure R

Wall Installation, Left Side Crank

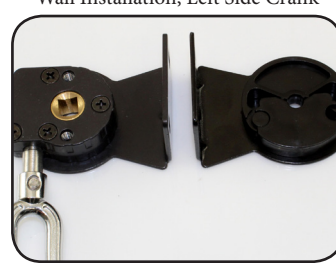


Figure S

Note: If you changed your Crank Bracket to the left side, you must reverse the hinged portion of the Plug Bracket (Fig T). You will also need to remove the Crank Plug (Fig U) and the Plug with Pin (Fig V) from the top tube and switch their positions.



Figure T



Figure U



Figure V



## Install Bungee System (optional step)

The shade includes two (2) Bungee Tie Downs 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. K). Then insert the Bungee into the Hook and drill the Hook into a wall/post using one (1) Bracket Screw from your hardware box. To prevent fabric stretching/damage, hooks should be installed directly underneath the Bottom Tube Plugs 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.

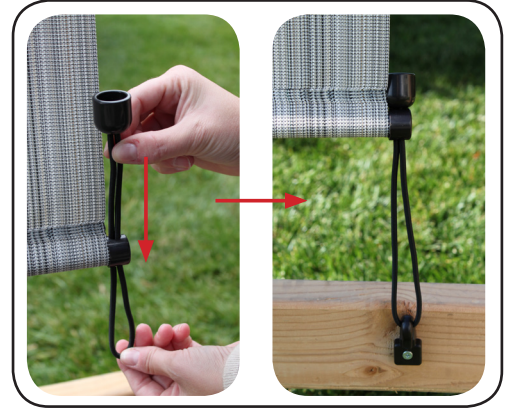


Figure K

## Change the roll direction of your shade

The default fabric roll direction of your shade is “reverse”. That is, the fabric rolls from the back side of the top tube. If you want the fabric to roll from the front side of the top tube, simply roll your shade down until it rolls itself back up on the other side of the shade. If you reverse the roll of your fabric, you will need to move the Ring so it does not interfere with the fabric (see below).

## Moving the ring from the front to the back of the shade

The default placement for your Ring is in the front of your shade. That is, the Ring is placed near the front of the fabric roll. If you reversed the roll of your fabric, we recommend that you change the location of your Ring.

Before you begin, make sure the shade has been removed from the brackets. To begin, remove your bracket cover from the Crank Mechanism. Then remove the two screws from the outside of the Crank Mechanism (Fig R). Then, reverse the Ring and re-install the Screws (Fig S). Now you can re-install the shade.



Figure R

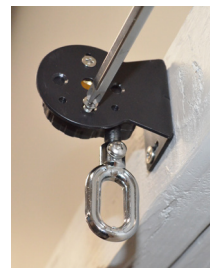


Figure S

## Maintenance

To clean your shade simply rinse with water and scrub with any non-abrasive cleaner (using bleach or other abrasive cleaners will void your warranty). Roll the shade down to air dry.



**Exterior Pole Operated Sun Shade with Valance**  
**Installation and Care Instructions**  
(Installation video available at [www.shadeinfo.com](http://www.shadeinfo.com))

**CUSTOMER SERVICE**

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**IMPORTANT INFORMATION**

We recommend two (2) people install this shade. Retain these instructions for future use. A power drill, tape measure, leveling device, and Phillips screwdriver bit are recommended for installation (not included). Note: this shade must be installed into wood studs. If wood studs are not available, anchoring hardware must be used (not included).

Tools required: phillips screwdriver, leveling device (laser level, standard level, etc.), and power drill (if pre-drilling the holes). Note: your parts and fabric may differ in color than shown in this manual. Parts shown are not to scale. Pre-installed parts are not shown in the part list below.

**PARTS THAT ARE IN THE HARDWARE BOX**



Valance Bracket (VB13) x 3



Bungee System (BUN09) x 2



Screw (S09) x 8

**PARTS THAT ARE IN THE POLE PACKAGE**



Handle Connector x 1



Pole with Handle



Handle x 1



Pole Connector x 2



Pole Extender x 2

Pole Screw (x2)



Lock Washer (large= x1 pcs)  
(small=x2 pcs)

Ring Screw (x1)



Pole Screw (x7)



Lock Washer (x7)



Hook (x1)



Ring (x1)

Note: some parts may be slightly different than shown in this manual.

## STEP 1: Remove Protective Film from Valance

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

## STEP 2: Install Ring

Using the Ring Screw and Lock Washer provided in the pole package, attach the Ring to the Crank Mechanism (Fig A).



Fig A

## STEP 3: Determine Your Installation Type

Determine your type of installation. Your sun shade can be hung from a wall or a ceiling. (Fig B) illustrates a wall installation, (Fig C) illustrates a ceiling installation.



Fig B

## 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).



Fig C

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) (see Fig D).

For a wall installation, make sure the plastic tabs on your Valance Brackets are pointing towards the ground (see Fig E). Use the Bracket Screws to install the Valance Brackets.

### 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) (see Fig F).

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

It is very important that all brackets are perfectly aligned with each other.



Fig D



Fig E

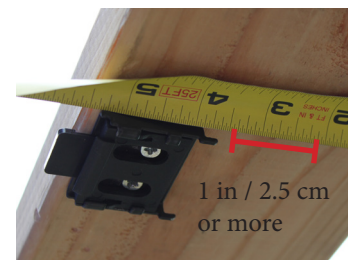


Fig F



Fig G



## STEP 5: Install the Shade

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

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 H



Fig I

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

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 J



Fig K

## STEP 6: Assemble Pole

Before you begin, please note that your Pole can be assembled to be any of the following three (3) lengths:

- 2 ft. long
- 4 ft. long
- 6 ft. long

Using two (2) Pole Screws and two (2) Lock Washers, attach the Handle to the Pole with Handle using the Handle Connector (Fig K).

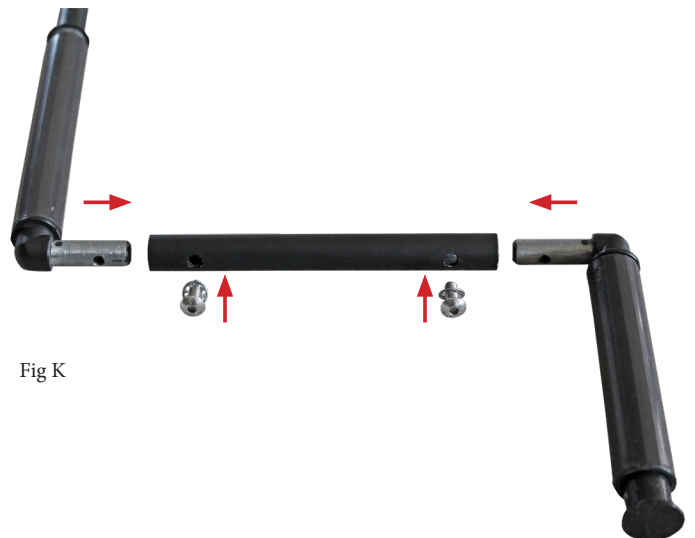


Fig K



## 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 M). Then insert the Bungee into the Hook and drill the Hook into a wall/post using one (1) Bracket Screw (Fig N) 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.

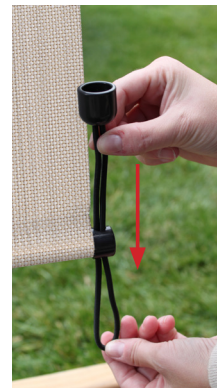


Fig M

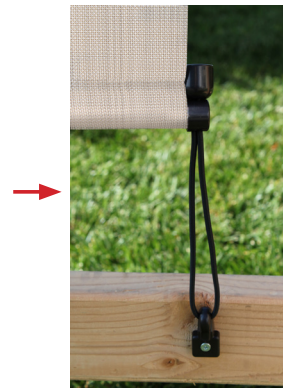


Fig N

## Additional Optional Steps

### REVERSING THE ROLL DIRECTION OF YOUR FABRIC

The default fabric roll direction of your shade is “reverse”. That is, the fabric rolls from the back side of the top tube. If you want the fabric to roll towards the front of your shade, simply roll your shade down until the fabric begins to roll itself back up, towards the Valance. Note: if you reverse the roll direction of your fabric, you will need to move your Ring so it does not interfere with the fabric.

### MOVING THE RING FROM THE RIGHT TO LEFT SIDE OF THE SHADE

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

### MOVING THE RING FROM THE FRONT TO THE BACK OF THE SHADE

The default placement for your Ring is in the front of your shade. That is, the Ring is placed near the front of the Valance (A). If you want to move your Ring to the back of the Valance, please contact us for instructions on this process. Note: if you move the Ring from the front to the back of your Valance, you will also need to reverse the roll direction of your fabric. 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.

