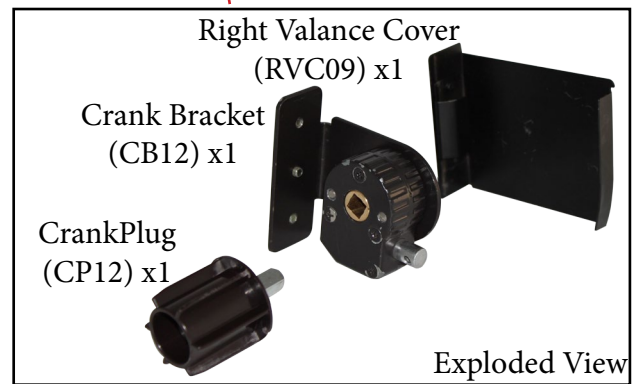# Pole Operated Exterior Sun Sade (with Valance)

To view installation video, please visit https://shadeinfo.com/video-tutorials/

PARTS THAT ARE PRE-INSTALLED

Valance (VA10) x 1

Shade Cloth (SC) x 1

Bottom Tube (BT09) x 1

Bottom tube plug (BTP09) x2

Left Valance Cover (LVC09) x1

Plug Bracket (PB10) x1

Plug with pin (P10) x1

Exploded View

Right Valance Cover (RVC09) x1

Crank Bracket (CB12) x1

CrankPlug (CP12) x1

Exploded View
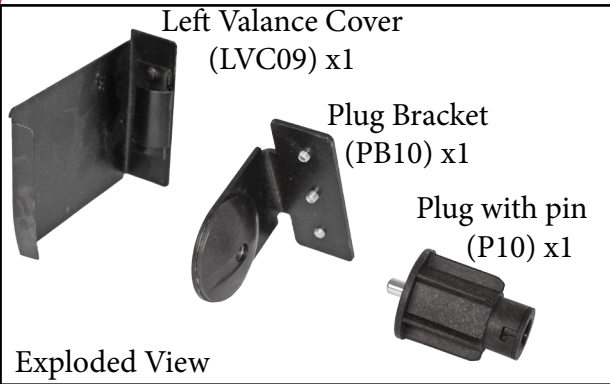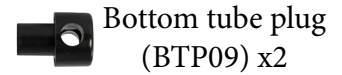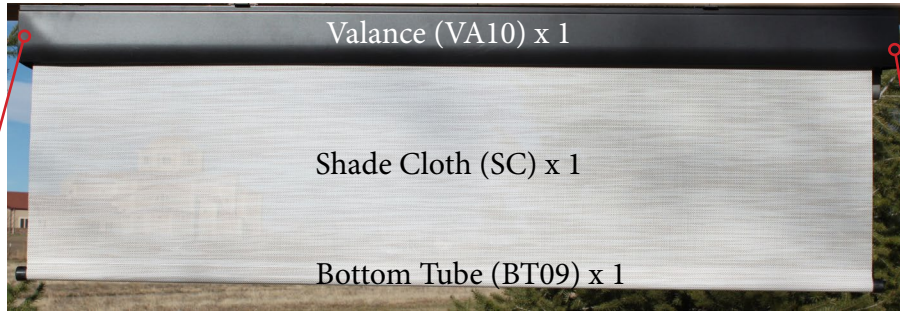
PARTS THAT IN THE HARDWARE BOX

Valance Bracket (VB09) x 3

Bungee System (BUN09) x 2

Screw (S09) x 8

PARTS THAT IN THE POLE PACKAGE

Pole Handle Piece (PHP12) x 1

Ring (R12) x 1

Lock Washers (PLW12) x 3

RingScrew (RS12) x 1

Pole Screw (PS12) x 2

Pole-Mid Piece (PMP12) x 1

Pole-Long Piece (PLP12) x 1

Note: some parts may be slightly different than shown in this manual. We recommend two (2) people install this shade.

Install Ring

Before you install your Valance Brackets, you will need to install the ring onto the Crank Bracket. Using the Ring Screw provided in the pole package, attach the Ring to the Crank Bracket. See Fig A. Be sure to tighten this screw completely.
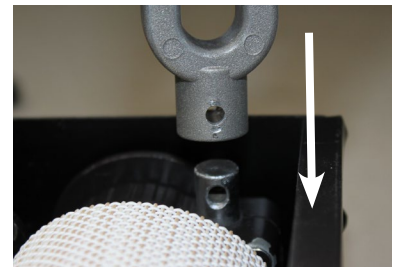

Fig A

Step 1: Install Valance Brackets

Determine your type of installation. Your solar shade can be hung from a wall or a ceiling. See Figures B and C.

Your shade is shipped with a protective film to prevent scratching during shipping. Remove this film prior to installation.

Wall Installation

Fig B

Ceiling Installation

Fig C

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 (5.08 cm) at the ends of each side. We recommend installing the brackets on the closet stud to each end of the shade, remembering to allow at least 2 inches (5.08 cm) from each end. If you are installing a third bracket, install it near the center of the shade (ideally on a wood stud). Install the Valance Brackets into wood studs. If wood studs are not available, you will need to use anchors (not included). See your local hardware store for more information.

Some shade models include a paper template to help align your pilot holes. If your shade includes a template, temporarily adhere it to your installation area, making sure it is straight and level, then mark and drill your pilot holes. Remove the paper template before installing your Valance Brackets.

Wall Installation

For wall installations, you need to allow at least 1 inch (2.54 cm) above the bracket to allow the valance to hook onto the bracket (only if there is a ceiling that overhangs the shade). See Figure D

Fig D

Ceiling Installation

For ceiling installations, you need to allow at least 1 inch (2.54 cm) behind the bracket to allow the valance to hook onto the bracket (only if there is a wall behind the shade). See Figure E.

Fig E

It is very important that your brackets are perfectly aligned with each other (your shade will not install correctly unless your brackets are perfectly aligned with each other). We recommend using a laser level to align the screw holes.

Wall Installation

For a wall installation, make sure the plastic tabs on your Valance Brackets are pointing towards the ground (Fig F). Use the screws from your hardware box to install these brackets.

Fig F

Ceiling Installation

For ceiling installation, make sure the plastic tabs on your Valance Brackets are pointing out, towards you (Fig G). Use the screws from your hardware box to install these brackets.

Fig G

Step 2: 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 into place (Fig I).

Note: you may need to push the plastic tabs on the Valance Brackets to help the shade click into place.
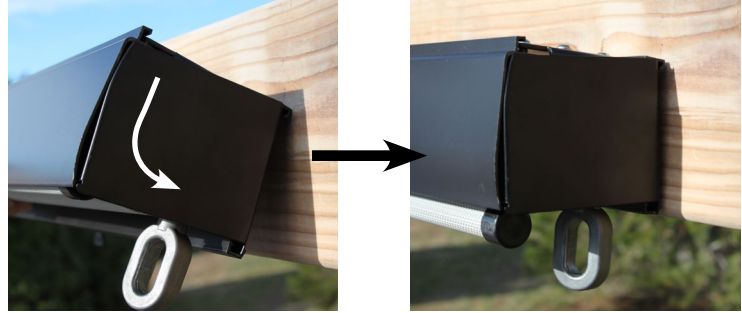
Wall Installation

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 the plastic tabs on the Valance Brackets to help the shade click into place.
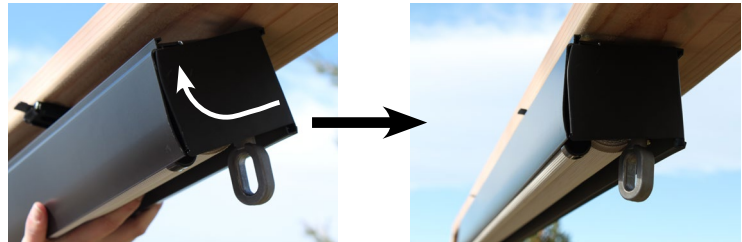
Ceiling Installation

Fig J   Fig K

Step 3: Assemble Pole

To assemble your pole, slide the Pole-Mid Piece onto the Pole-Long Piece, making sure the holes are pointing towards the handle (see Fig L). Then slide the Pole-Handle Piece into the Pole-Mid Piece.

Place the Pole Lock Washers onto the Pole Screws. Note: the Washers may already be on the screws. Insert the Pole Screws into the Pole-Mid Piece. Tighten with phillips head screw driver. Note: Not all of the Pole-Long Piece is shown in Fig L.

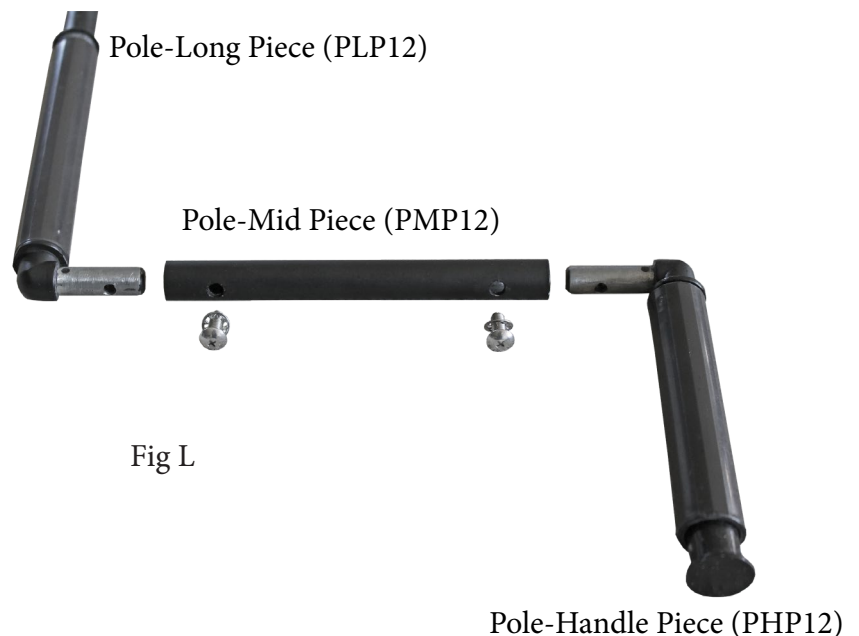To use the pole simply place the hook into the ring on the Crank Bracket, and turn the Pole-Handle Piece.

Pole-Long Piece (PLP12)

Pole-Mid Piece (PMP12)

Fig L

Pole-Handle Piece (PHP12)

Install bungee system

Your shade includes two (2) Bungee and Hooks to secure the bottom of your shade. To install the Bungee System, start by feeding the Bungee through the Bottom Tube Plugs located at the 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) screw (Fig N) from your hardware box. Important: Your shade should be rolled up during windy conditions. The Bungee System is only effective in light wind.
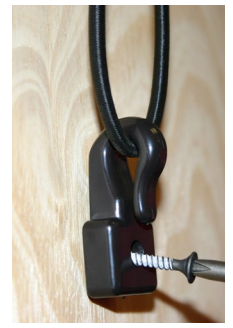
Fig M   Fig N

Reversing the roll direction of your shade (optional)

Note: if you do this step, you will need to flip the gear on the Crank Bracket to prevent the fabric from interfering with the ring. Please see the section below called "Flipping the Gear" for more information.

If you want to reverse the roll of your fabric, simply roll the shade down completely. After the fabric is completely lowered, continue rolling the shade…it will roll itself back up in the opposite direction. .

Switching Crank Bracket to the Left Side of the Shade (optional)

Note: if you do this step, you will need to flip the gear on the Crank Bracket to prevent the fabric from interfering with the ring. Please see the section below called "Flipping the Gear" for more information.

1. Remove both Valance Covers (RVC09 and LVC09). After you have removed the Valance Covers, switch their positions (move the left cover to the right side of the shade, and move the right cover to the left side of the shade).

2. Next, remove the Plug Bracket and the Crank Bracket by loosening the screws and set the Plug Bracket and Crank Bracket on the ground. It is not necessary to completely remove the screws, you only need to loosen the screws. DO NOT reverse the Plug Bracket and Crank Bracket positions.

3. Remove the Valance (leaving the shade on the ground) and reverse (flip around) the Valance . You do not need to reverse the shade fabric or the Valance Covers.

4. Replace the Plug Bracket and Crank Bracket as well as both Valance Covers. IMPORTANT: When replacing the Plug Bracket and Crank Bracket, be sure to push them in completely before tightening the screws. The screws should align with the threaded screw holes.

Flipping the Gear (optional)

If you changed the roll direction of your shade, or you moved your Crank Bracket to the left side of your shade, you will need to flip the gear portion of your Crank Bracket to prevent the ring portion of the Crank Bracket from interfering with your fabric.

Remove the Valance Covers from the shade. Next, remove the Crank Bracket from the shade by loosening the three (3) screws that secure the Crank Bracket to the Valance. Then remove the two (2) screws on the outside of the Crank Bracket (See Fig O).

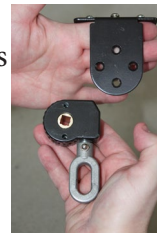Separate the two (2) pieces of the Crank Bracket (See Fig P).

Flip the gear portion and reattach with the two (2) screws (See Fig Q).
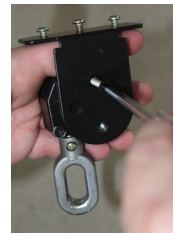
Fig O   Fig P   Fig Q

Maintainance

To clean your shade, simply rinse with water and soap and 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 high wind conditions.