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 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.
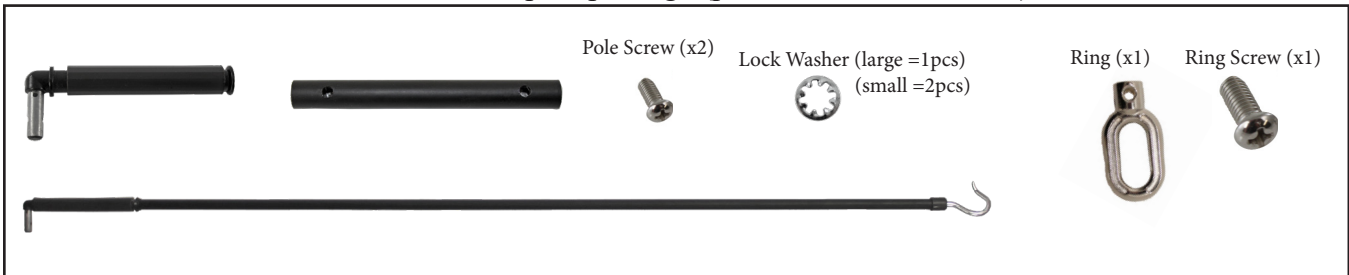
Part List

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 woods studs are not available, anchoring hardware must be used (not included).

Parts in hardware box (parts not shown to scale)

Plug Bracket
(PBNV19) x 1

Crank Bracket
(CBNV19) x 1

Bungee Tie Down
(BUN09) x 2

Screws
(S09 x 6)

Parts in pole package (parts not shown to scale)

Pole Screw (x2)

Lock Washer (large =1pcs)
(small =2pcs)

Ring (x1)   Ring Screw (x1)

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).
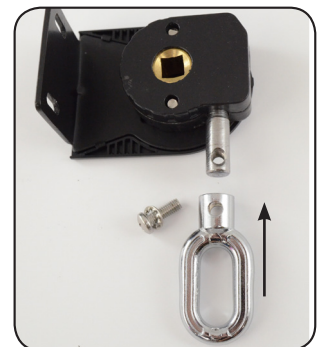
Figure A

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

Ceiling Installation

Figure B

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.
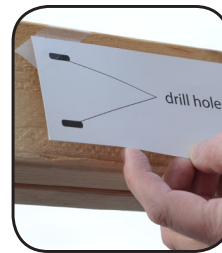

Figure D

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.
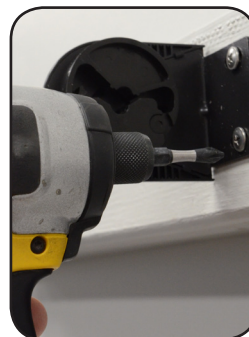

Figure F

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).
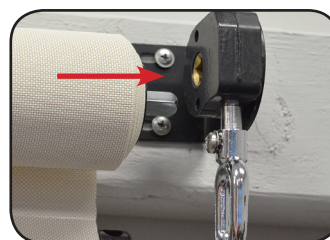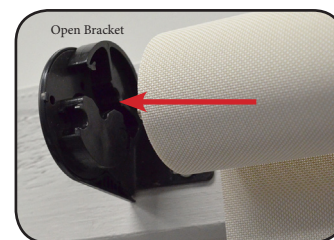

Figure H

Open Bracket
Figure I

Push brackets in to reduce slack
Figure J

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.
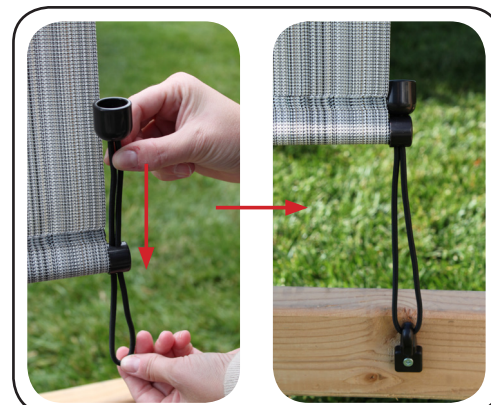

Figure K

Ceiling Mount Bracket Adjustment (optional step)

By default, your shade is prepared for a wall installation (Fig L). If you require a ceiling installation you will need to make a few small changes to your brackets.

To change your brackets, begin by removing your bracket covers (Fig M). Remove the 2 screws from the Crank Bracket (Fig N) and the 3 screws from the Plug Bracket (Fig O).

After removing the screws from both brackets rotate the hardware to match the Ceiling Installation configuration (Fig P)

Wall Installation (Default)
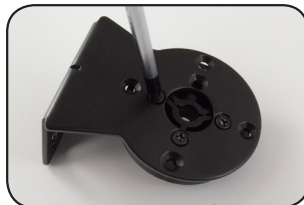

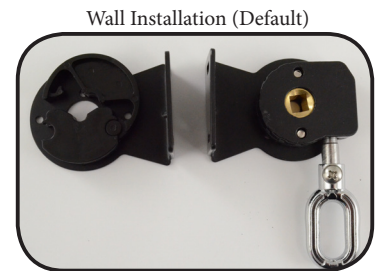Figure L

Figure M

Figure N

Figure O

Ceiling Installation

Figure P

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 Q). Then, reverse the Ring and re-sinstall the Screws (Fig R). Now you can re-install the shade.
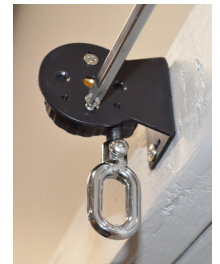

Figure Q

Figure R

Need Help?

Complete installation video is available at www.shadeinfo.com

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.

Don't forget to send us your warranty/registration card.