

# 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.

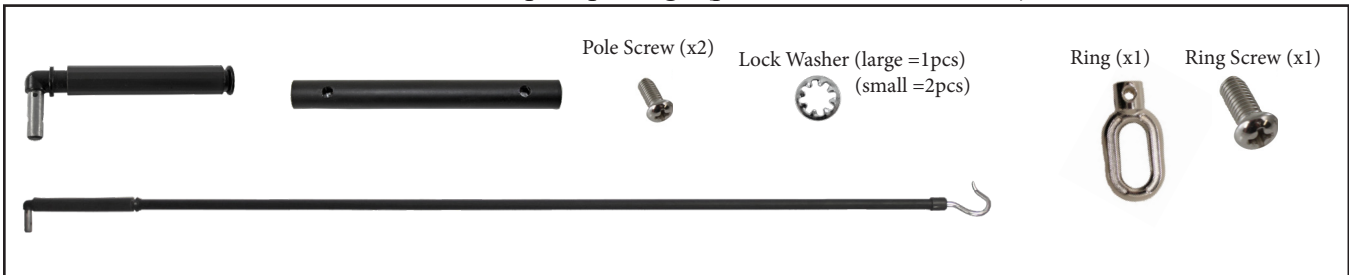
### Part List

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.

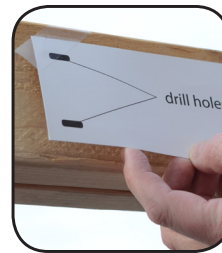


Figure D



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.

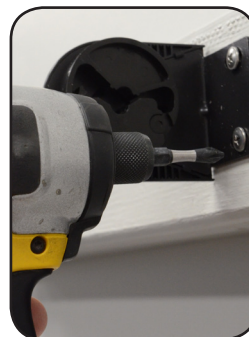


Figure F



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).

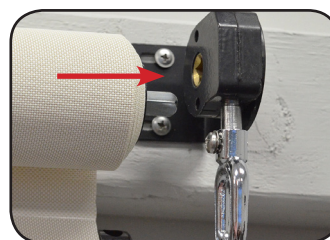


Figure H

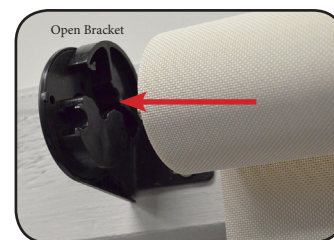


Figure I



Figure J

### 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.

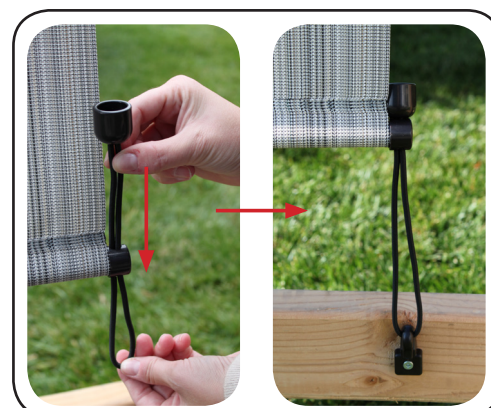


Figure K

## 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)

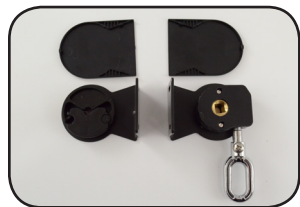


Figure M



Figure N

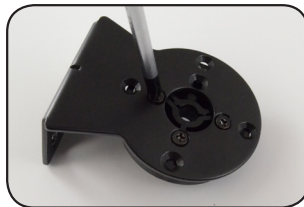


Figure O

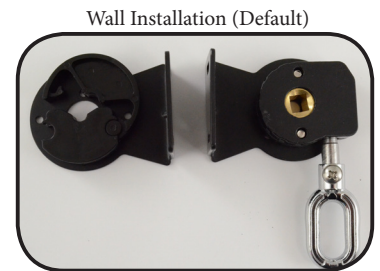


Figure L



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-install the Screws (Fig R). Now you can re-install the shade.



Figure Q

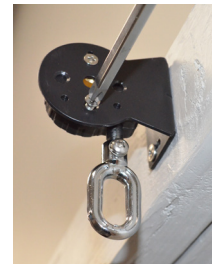


Figure R

## Need Help?

Complete installation video is available at [www.shadeinfo.com](http://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.

# Exterior Pole Operated Sun Shade with Valance

## Installation and Care Instructions

(Installation video available at [www.shadeinfo.com](http://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](http://www.ShadeInfo.com) to register your shade purchase.

### 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



Pole Screw (x2)



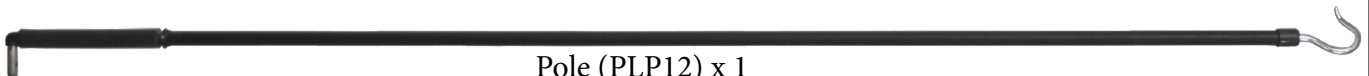
Lock Washer (large= x1 pcs)  
(small=x2 pcs)



Ring Screw (x1)



Ring (x1)



Pole (PLP12) x 1

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.



Fig D



Fig E

### 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.



Fig F



Fig G

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

## 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

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

Insert the Pole Screws into the Pole-Mid Piece and completely tighten (these screws are located in your pole package). Note: Not all of the Pole-Long Piece is shown in (Fig L).

To use the pole simply insert the hook into the Ring and turn the Pole-Handle Piece.

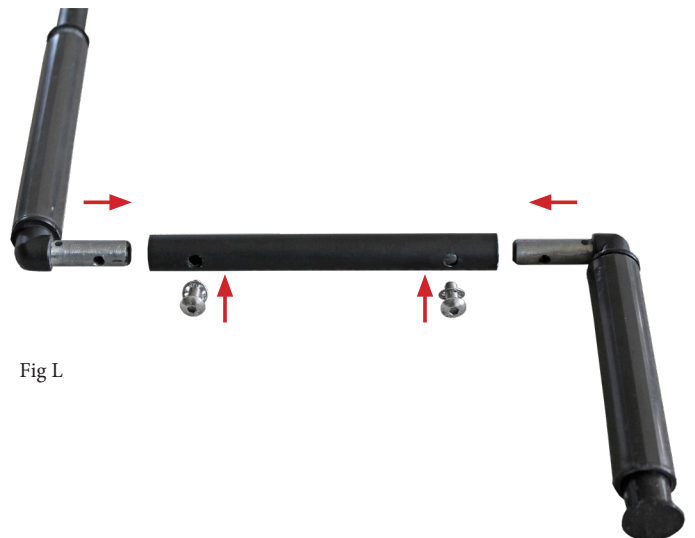


Fig L

## 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.

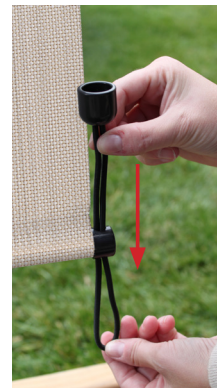


Fig M

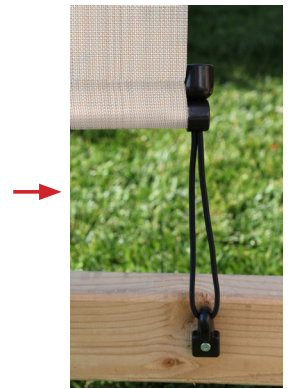


Fig N

## 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.

## Additional information

An instructional video is available on our website ([www.shadeinfo.com](http://www.shadeinfo.com)) if you need additional help installing or programming your shade.

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



# Exterior Motor Operated Sun Shade with Valance Installation and Care Instructions

(Installation video available at [www.shadeinfo.com](http://www.shadeinfo.com))

## CUSTOMER SERVICE

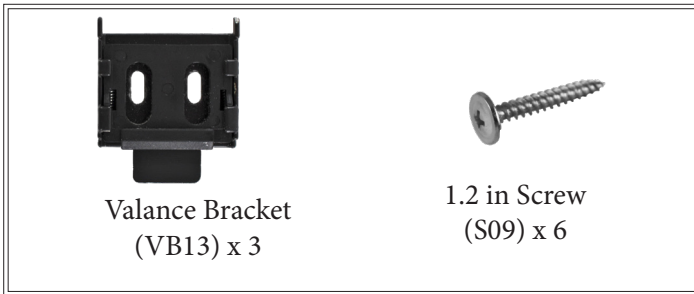
Contact us at 303.652.6164 for additional information. English speaking customer service representatives are available Monday through Friday, from 7am - 4pm (MST). Please visit [www.ShadeInfo.com](http://www.ShadeInfo.com) to register your shade purchase.

## IMPORTANT INFORMATION

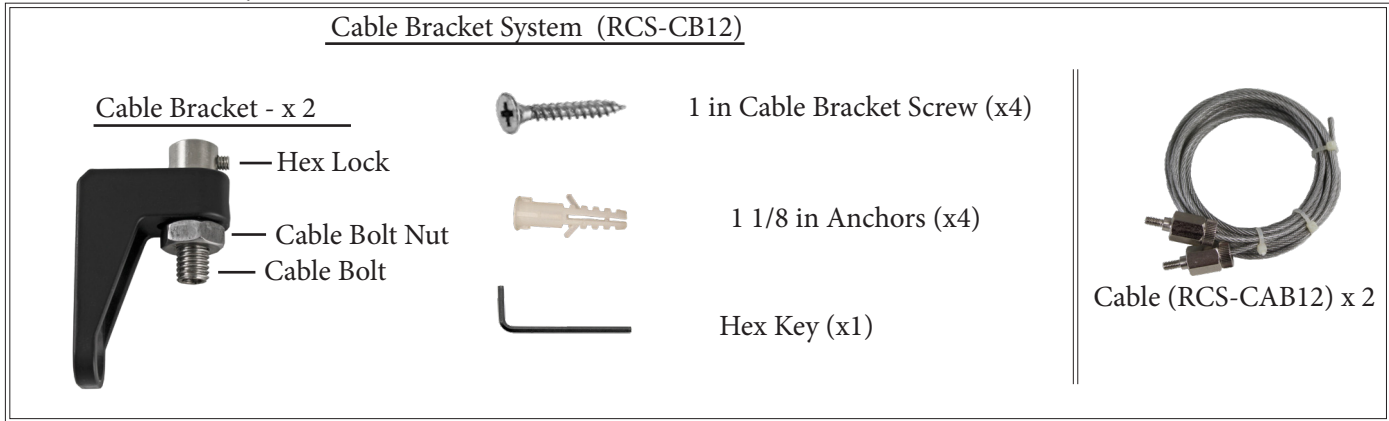
We recommend two (2) people install this shade. Retain these instructions for future use. A power drill, tape measure, leveling device, and Phillips screwdriver bit are recommended for installation (not included). Note: this shade must be installed into wood studs. If wood studs are not available, anchoring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

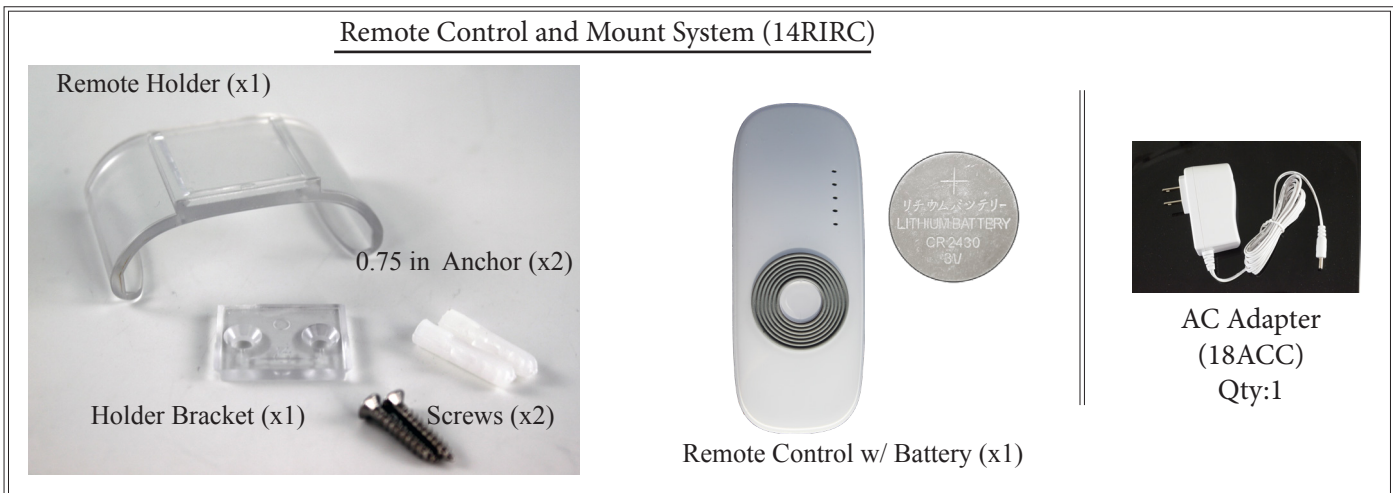
## PARTS THAT ARE IN THE HARDWARE BOX



## Cable Tie Down System and Related Hardware



## Remote Control and Related Hardware





## Important: Do Not Cut the Antenna

Your shade has an antenna that allows the Remote Control to communicate with the shade motor. Please do not cut the antenna (see antenna in Fig A).

## Step 1: Remove Protective Film from Valance

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

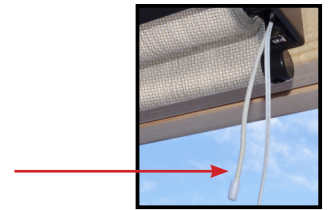


Fig A

## Step 2: 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.

## Step 3: 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



Fig B

### Ceiling Installation



Fig C

### WALL INSTALLATION

For wall installations, if there is a ceiling that overhangs the shade, you need to allow at least 1 inch (2.54 cm) of clearance above the Valance Bracket to allow the Valance to hook onto the Valance Bracket. See (Fig D).

Make sure the plastic tabs on your Valance Brackets are pointing towards the ground (Fig E). Use the 1.2 inch Valance Bracket screws to install your Valance Brackets.



Fig D

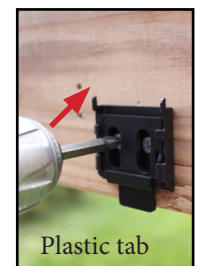


Fig E

### CEILING INSTALLATION

For ceiling installations, if there is a wall behind the shade, you need to allow at least 1 inch (2.54 cm) of clearance behind the Valance Bracket to allow the Valance to hook onto the Valance Bracket. See (Fig F).

Make sure the plastic tabs on your Valance Brackets are pointing out, towards you (Fig G). Use the 1.2 inch screws to install your Valance Brackets.



Fig F

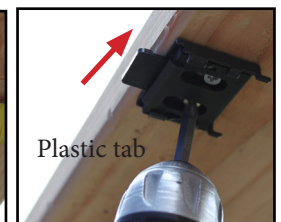


Fig G

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

## Step 4: Install the Shade

### WALL INSTALLATION

For wall installations, first hook the back of the Valance on the top of the 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.



Fig H

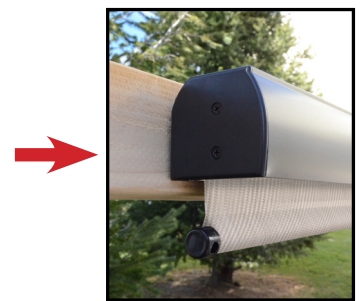


Fig I

### CEILING INSTALLATION

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.



Fig J

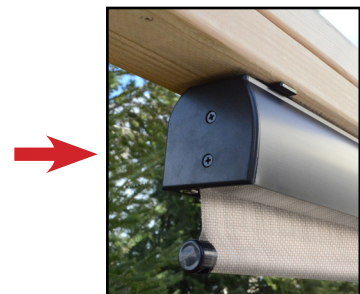


Fig K

## Step 5: Make sure your shade is charged

Your shade battery is pre-charged. When you need to charge your shade, connect it to a standard 110V electrical outlet using the included AC adapter. The battery will fully charge in approximately 3-4 hours. The AC adapter indicator light will turn green when shade is fully charged. If the indicator light is red, the shade battery is charging.

## Step 6: Install Battery in Remote Control

Your Remote Control requires a CR2430 (3V) lithium battery (included). To install the Battery, using your thumb, slide the battery cover off the Remote Control and insert the battery with the positive (+) side of the battery facing the backside of the remote (see Fig L).



Fig L

**Warning:** Keep battery away from small children or pets. If swallowed, please seek medical attention immediately. Do not throw battery into a fire. This battery is not rechargeable. Please dispose of this battery safely and properly.

If the battery is installed correctly, the red light in the upper right corner of the Remote Control should illuminate when you press the stop button.

Your Remote Control has five (5) buttons, Up, Down, Stop, channel increase and channel decrease.

Please see (Fig M) to familiarize yourself with these buttons.

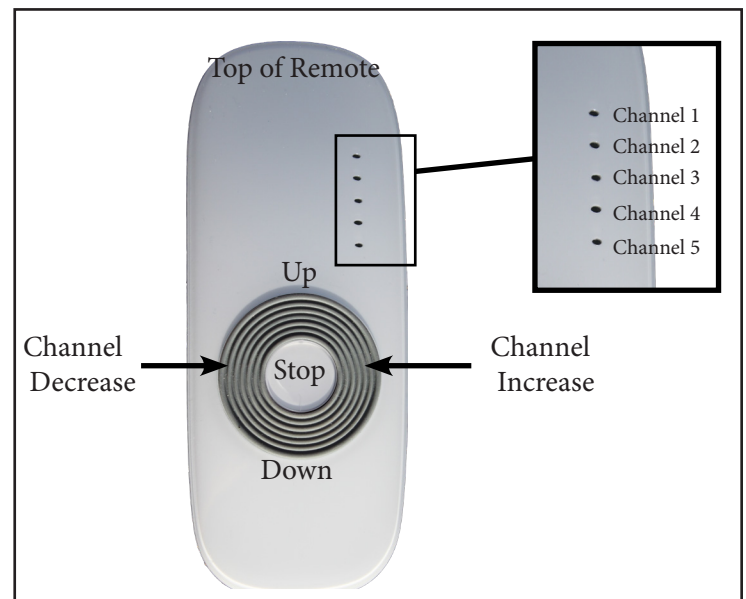


Fig M

## Step 7: Set your top and bottom limits

When rolling your shade up or down, you have the option of stopping the fabric at any position by pushing the stop button on your Remote Control. Your shade is pre-programmed with a “Fabric Top Limit” and a “Fabric Bottom Limit”. These are the points where the fabric will stop rolling without you pushing the “stop” button. The default “Fabric Top Limit” is approximately 4” below the valance. The default “Fabric Bottom Limit” is approximately 96” below the Valance. If you are satisfied with these pre-programmed limits, you can skip to Step 7. If you would like to change your top and bottom limits, you will first need to delete the factory limits.

### DELETE FACTORY LIMITS THEN PUT YOUR SHADE INTO “LIMIT SETTING MODE”

To delete the top and bottom limits, follow these steps: (remember, your shade must be on channel one (1) before you proceed). The three buttons listed below must be pressed within ten (10) seconds of each other.

1. Press the program button (see Fig N) on the back of the remote. (The fabric will jog and the motor will beep)
2. Press the “Down Button” on the front of the remote. (The fabric will jog and the motor will beep)
3. Press the program button on the back of the remote control. (The fabric will jog and the motor will beep four times).

To enter “limit setting mode”, follow these steps: (remember, your shade must be on channel one (1) before you proceed). Note: The three (3) buttons listed below must all be pressed within ten (10) seconds of each other (if this is not done, the motor will go back into normal operation mode). You must set both the top and bottom fabric limits to complete this process

1. Press the program button (see Fig N) on the back of the Remote Control (The fabric will jog and the motor will beep)
2. Press the “Up Button” on the front of the Remote (The fabric will jog and the motor will beep)
3. Press the program button on the back on the Remote Control (The fabric will jog and the motor will beep four times)
4. You are now in “limit setting mode

To set your Top Fabric Limit, follow these steps:

1. Using the up/down button, position the fabric where you want the Top Fabric Limit to be located, press stop once (we recommend leaving at least one (1) inch of fabric unrolled).
2. Now press and hold the Stop Button. The fabric will beep four times as you hold the button down, jog once, then beep one more time. You can now release the button.

Now, set your Bottom Fabric Limit, by following these steps:

1. Using the up/down button, position the fabric where you want the Bottom Fabric Limit to be located, press stop.
2. Now press and hold the Stop Button. The fabric will beep four times as you hold the button down, jog once, then beep one more time. You can now release the button.

Your shade should now have top and bottom fabric limits set on channel one (1). After setting your bottom limit, the shade will exit limit setting mode automatically. Test your shade to make sure it stops in the locations you set. Remember, you must set both top and bottom fabric limits to exit limit setting mode. If you purchased more than one (1) shade, we recommend setting the top and bottom fabric limits for each shade with its original Remote Control. If you are not happy with the limits you set, or if the process did not work correctly, go back to the beginning of this step (6), and start again.

IMPORTANT- Do not allow your shade to go up into the valance, if it does, press “stop” immediately and lower your shade. Failure to press stop will cause damage to your motor, as the motor will continue to try to roll up until the “stop” button is pressed.

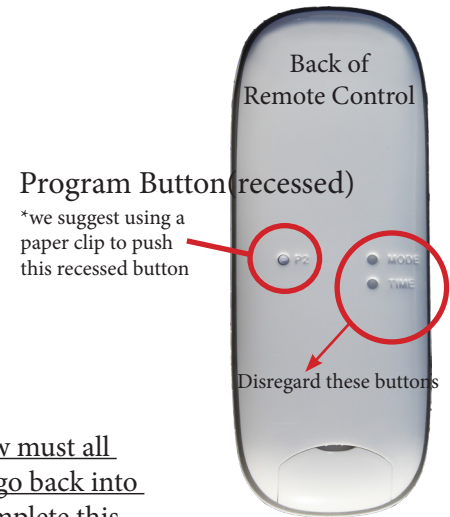


Fig N



## Step 8: Mount Remote Control to Wall (optional step)

Your shade includes a Remote Control Holder that allows you to mount your Remote Control to a wall/beam.

Important: if you mount your Remote Control, please make sure the remote is in a covered location. The Remote Control should not be exposed to rain, snow or direct sunlight.

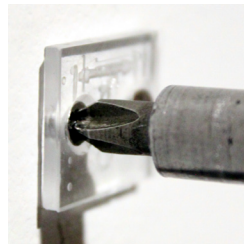


Fig O



Fig P



Fig Q

To install, place the Holder Bracket against the installation surface with the narrow side against the wall/beam and install it using the two Small Screws (Fig O).

Next, slide the Holder onto the Holder Bracket (Fig P). Now slide the Remote Control into the holder bracket (Fig Q). Note: The holder bracket may have sharp edges, please handle with care.

## Step 9: Install Cable Tie Down System (optional step)

Your shade includes a Cable Tie Down System to keep your shade secured during mild wind conditions. If you will be using your shade indoors and do not plan to use the Cable System, you can skip this step. If you intend on installing the Cable Tie Down System, first determine if your particular application is suitable for the Cable System.

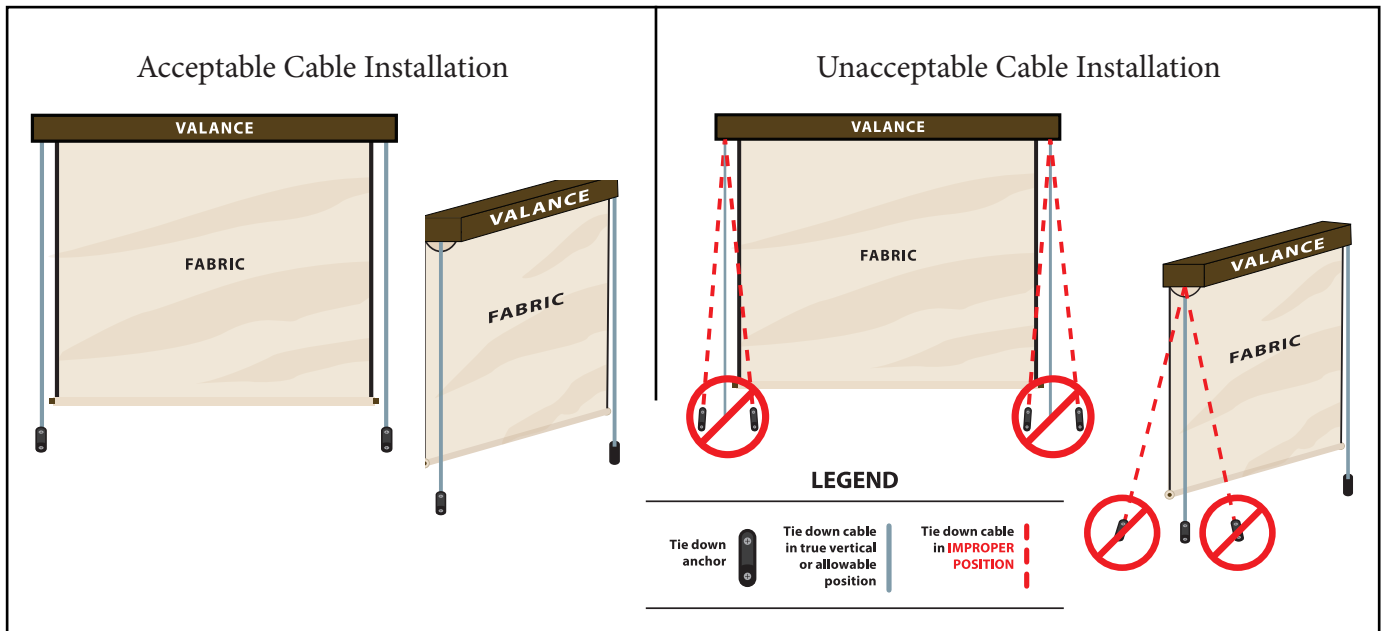


Fig R

If you cannot anchor the bottom of your Cable directly underneath the point where the Cable enters the Valance (see Fig R), then you will not be able to use the provided Cable system. Please see (Fig R) for illustrations showing appropriate and inappropriate Cable installations. If you cannot use the Cable System, you will need to find another way to secure your shade during windy conditions. We offer a Bungee Tie Down System for purchase on our website that may better suit your application. Contact us for more information.

To install your Cable Tie Down System, start by screwing the Cable into your Valance (See Fig S).



Fig S

Next, roll your Fabric down to your desired Bottom Limit (if you haven't already programmed your Bottom Limit, please refer to Step 6) and make a horizontal mark below both Bottom Tube Plugs (see Fig T).



Fig T

## Step 9: (continued)

Next, thread the Cable through the Bottom Tube Plug and make a vertical mark where the Cable intersects the horizontal mark (see Fig U). Note: you may need to roll the Fabric up to complete this part of the process.

Align the top of the Cable Bracket with the horizontal line and centered on the vertical line you created using the Cables (see Fig V) and install using the provided 1 inch Screws (two screws per Cable Bracket). Note: the Cable Bolt and Cable Bolt Nut will need to be removed before you can install the Cable Bracket.

Loosen the Bracket Lock Screw and thread the Cable through the Cable Bolt. Pull the Cable taut and tighten both the Cable Bolt Nut using a wrench (not included) and Hex Lock using the included Hex Key (Fig W). Cut any excess Cable slack underneath the Cable Bracket with wire cutters (not included) (Fig X).

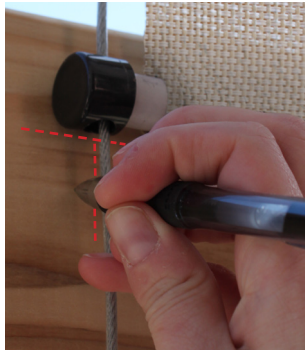


Fig U

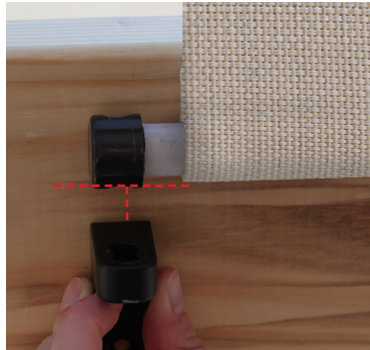


Fig V



Fig W



Fig X

## Remote and Shade Programming

### USING ONE (1) REMOTE TO OPERATE MULTIPLE SHADES (optional)

If you have not already done so, remember to set the top and bottom fabric limits for each shade you purchased (with its original remote, see step six (6)).

Your remote control has five (5) usable channels. Each channel can operate one (1) shade. All shades come programmed to operate on channel one (1) of their original remote. If you purchased multiple shades, you have the option of controlling up to five (5) shades with one (1) Remote Control.

Before you program one (1) remote control to operate multiple shades, make sure you know which remote goes with each shade. You must have all remote controls present to complete this step. Decide which shade you want to operate on channel one (1), this will be your primary shade. The remote that goes with this shade will be your primary remote. Your other shades will operate on channels 2-5 of the primary remote.

1. Put your primary remote on channel two (2) by pressing the “channel increase” or “channel decrease” button until channel two (2) is illuminated (remember, channel one (1) is already programmed to operate your primary shade).
2. Next, determine which shade you want to operate on channel two (2) (on the primary remote). This is your secondary shade. Make sure the remote for the secondary shade is on channel one (1). Using the remote for the secondary shade, press the Program button on the back of the remote once (the motor will beep and the fabric will jog). Then press the program button again (the motor will beep and the fabric will jog).
3. Using your primary remote, press the Program button once, the fabric will jog and the motor will beep 7 times.
4. Your secondary shade now works on channel two (2) of your primary remote.
5. To add additional shades, set your primary remote on channel 3, 4 or 5, and repeat this process with the remote for your 3rd, 4th or 5th shade.

All buttons must be pressed within 10 seconds of each other or the motor will return to normal operation mode.

You can now control each shade individually by selecting their channel on your primary remote or you can control all shades at the same time on the primary remote by lighting all five (5) channels. Press the “channel increase” or “channel decrease” buttons until all five (5) channels are illuminated.

## Programming Help

### ERASING TOP AND BOTTOM LIMITS

If your top and bottom fabric limits programming did not work properly or you want to change them, see the following instructions.

Before you begin this step, make sure your remote is on the correct channel for that shade. Additionally, we strongly recommend that you use the original remote for your shade when erasing or changing limits.

1. Press the Program button on the remote one time (the motor will beep).
2. Press the “down” button one time (the motor will beep).
3. Press the Program button one time (motor will beep four times and fabric will jog),  
Your top and bottom limits have been erased and you can now re-set them (see step 6).

Remember, all three buttons must be pressed within ten(10) seconds, or the motor will return to normal operation mode. To set new upper and lower fabric limits, see step 6 for instructions.

Warning: If your remote has all 5 channels illuminated, you will erase the limits for all shades you are controlling

### ERASING ALL FREQUENCIES ON THE REMOTE AND SHADE (and re-establish a connection)

If your remote and/or shade are not working properly, you can reset the remote and shade. This process will clear the frequency of the shade and selected channel on the remote. It will also erase any top and bottom fabric limits you may have set.

#### Step A: Delete shade/remote connection and fabric limits

(If your shade motor does not respond to your remote during this step, skip to the step B. Before you begin, make sure your remote is on the channel you wish to erase (usually channel 1).

1. Press the Program button on the remote one time (the motor will beep and the fabric will jog).
2. Press the stop button one time (the motor will beep and the fabric will jog).
3. Press the Program button one time (motor will beep several times and fabric will jog). If this process worked correctly, your remote will no longer function.

#### Step B: Re-establish shade/remote connection

Before you begin this step, make sure your remote is set to the channel you wish to program for your shade (usually channel 1). Your shade battery must be charged for this process to work.

1. To reprogram your shade you will need to press the green reset button (found next to the antenna) for three seconds, (see Fig Y)
2. Once you release the button, the motor will beep (long beep) .
3. Press the Program button. The motor will beep and the fabric will jog.
4. Press the Program button. The motor will beep.
5. Press the “up” button (the motor will beep several times and the fabric will jog).

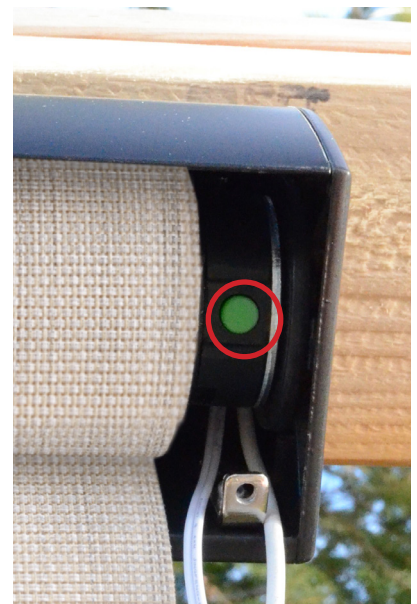


Fig Y

Your remote control is now programmed with your shade. Now you can set your upper and lower limits. See step 6 for these instructions. NOTE: If you accidentally press “down” instead of “up” during this process, the up/down functions on your remote will be reversed. If this occurs, complete this process again starting with Step A.



## Troubleshooting

| Problem   | Possible Reasons   | Solution   | Process   |
|---|--|--|---|
| Remote does not work  | Remote control battery is dead or has not been installed   | Install battery or replace battery (1 battery included in package) | see installation instructions (step 5)  |
|   | Remote frequency has been deleted  | Re-program Remote  | See “programming help” follow instructions: erasing all frequencies (pg 7)  |
|   | Shade needs to be charged  | Charge Shade   | Use included AC adapter and plug in shade   |
|   | Remote battery not installed correctly   | Install battery correctly  | Remove battery, and reinstall with correct polarity   |
|   | Remote is not on correct channel   | Place remote on correct channel                                    | Use the channel increase/ channel decrease buttons to get shade on correct channel (usually channel 1)  |
| Up and down functions reversed on remote (remember, remote must be held in the correct position, with channel lights in the upper right corner) | Programming Error  | Re-Program Remote  | See “programming help” follow instructions: erasing all frequencies (pg 7)  |
|   | Shade has been unrolled all the way down (without a lower limit) and continued back up the other side. | Roll shade down until fabric rolls up other side of shade.         | Push “up” button on shade (shade should roll down). Allow shade to roll all the way down and continue back up. Press “stop” when fabric nears the top of the shade. Set upper and lower limits (see step 7) |
| Top and bottom fabric limits did not save correctly   | Remote signals not successfully received by motor  | Set Upper and Lower Limits again                                   | See Step 7 for instructions   |

## Maintenance

To clean your shade fabric, simply rinse with water and soap and scrub with a soft brush. Remember to unplug your shade before cleaning. Do not allow the motor to get wet. 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.

## Additional information

An instructional video is available on our website ([www.shadeinfo.com](http://www.shadeinfo.com)) if you need additional help installing or programming your shade.

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