

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 (BUN19) x 2



Screw (S09) x 8

PARTS THAT ARE IN THE POLE PACKAGE



Pole Screw (x2)

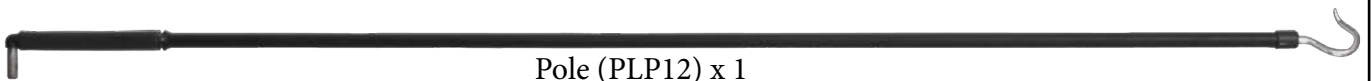


Lock Washer (large= x1 pcs)  
(small=x2 pcs)



Ring (x1)

Ring Screw (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.

### 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

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.

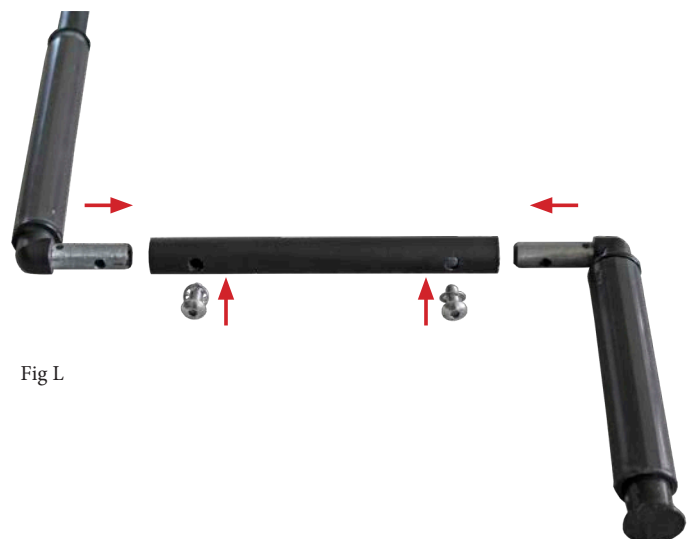


Fig L

## 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

To watch a video of the steps listed below, please visit: [www.shadeinfo.com/video-help-pv](http://www.shadeinfo.com/video-help-pv)

### 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 your shade.

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