

Skystar 701A Folding Skylight Shade Installation Instructions

Thank you for purchasing your new *Skystar*™ folding skylight shade. It has been custom-made from the highest quality materials to the dimensions you specified. With proper installation and care, it will provide you with many years of beauty and trouble-free use.

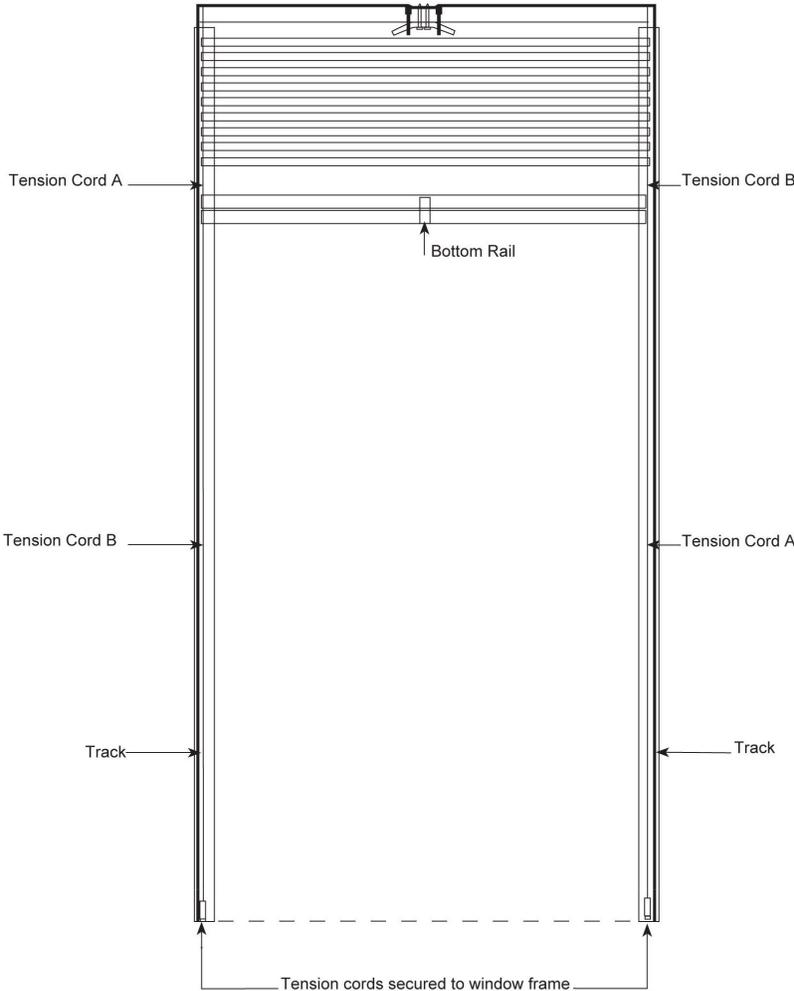


Figure 1 Skystar 701A Folding Skylight Shade

Main Components

- Shade with headrail
- Tracks
- Wand
- Guide wires (if required)
- Fascia (optional)

Tools Required

- Metal measuring tape
- Level
- Awl
- Pencil
- Ladder or stepstool
- Pliers or crimping tool
- Wire cutter (for shades requiring guide wires)
- Power drill with the following bits:
 - 1/16" drill bit (wood)
 - 1/16" and 1/8" metal drill bit (metal mounting surface)
 - Masonry drill bit (if mounting surface requires)
 - 1/4" hex driver
 - Phillips screwdriver

Hardware

				
Track Bracket	Track End Cap	Screw Eye	Guide Wire	
				
Track Bracket Screw <i>1/2" hex head</i>	Headrail Screw <i>2" hex head</i>	Crimp Sleeve	Turnbuckle	Fascia Screw (for optional fascia) <i>1 1/2" self-tapping hex head</i>

Figure 2 Hardware

Important Information on Fasteners

The shade components must be securely attached to the mounting surface. The screws included can be used in wood or metal. When installing to a wood surface, drill 1/16" pilot holes before setting the screws. When installing to metal, the self-tapping screws (for track installation) can be installed without predrilling. To set tapered screws in metal, predrill 1/8" holes.

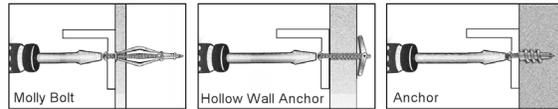


Figure 3 Special Fasteners

For other surfaces, use special fasteners designed for your mounting surface (not included). See Figure 3 for examples. When selecting your fastener, make sure it is designed to support the weight of the product being installed. Follow the fastener manufacturer's instructions carefully.

Definitions

For identification purposes, "top of the opening" refers to the side of the opening where the shade headrail is mounted; "bottom of the opening" refers to the side of the opening directly opposite the side with the shade headrail.

Installation Steps

Step 1: Mount the Shade Headrail

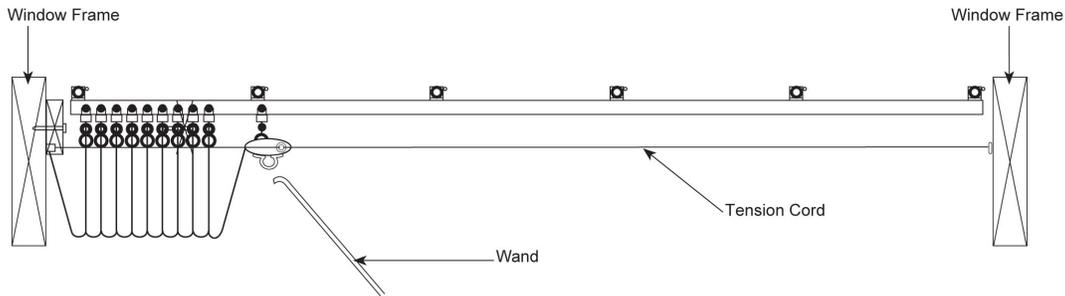


Figure 4 Skystar 701A Side View

- Measure and mark the position of the headrail in the opening, making sure it is level and centered. The shade can be mounted flush with the bottom of the opening, or it can be recessed into the opening. If the shade is mounted flush with the opening, the cords and folds of the shade will be visible from the side.
- Hold the headrail in place in the opening and use an awl to mark the locations of the predrilled mounting holes. Attach the headrail using the 2" hex head screws provided, but do not tighten the screws all the way until the rest of the installation is complete.

Step 2: Mount the Tracks

- On each side of the window opening, hold the track in position so that the top of the track is aligned with the top of the headrail, and mark the position with a pencil.
- Slide the track brackets onto the backs of the tracks, allowing one bracket for approximately every 12" of track.

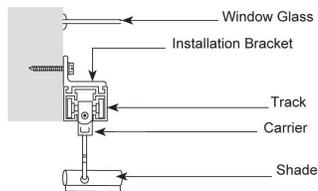


Figure 6 Installed Track Cross-Section

- Space the brackets evenly along the track. Place the track in its marked position, and loosely fasten all but the top bracket using the hex head screws provided. (The top bracket is left unfastened until after the carriers are placed in the tracks.)
- Adjust the positioning of the track so that the bottom end is flush with the bottom end of the window opening. Then tighten the screws.

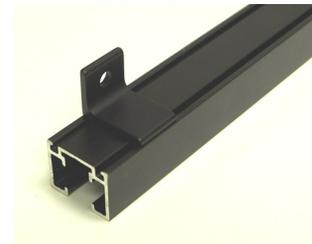


Figure 5 Track Bracket on Track

Step 3: Place the Shade Carriers in the Tracks

- Unwrap the shade cords and pull the bottom rail away from the headrail to make sure the cords move freely. If the cords do not move freely, loosen the screws on the headrail to free the cords.
- Starting with the bottom rail, slide the carriers into the tracks from the top of the opening, keeping the cords on the outside of the carriers. After all carriers are inserted, insert the track end caps at the open ends of the tracks and tighten them down. Then attach the top bracket.

Step 4: Attach the Tension Cords

The screw eyes and crimp sleeves are attached to the end of each tension cord where it emerges from the bottom rail.

- On each side, pull the tension cord out from the bottom rail, remove the hardware, and tie a loose knot in the cord to prevent it from slipping back into the hole.

Important: The tension cords must be fastened firmly to solid material.

- At the bottom of the opening, centered just below the track, drill a $\frac{1}{16}$ " pilot hole (wood surface) or a $\frac{1}{8}$ " hole (metal surface), and fasten the screw eye.
- Untie the knot in the tension cord and string the end through a crimp sleeve, through the screw eye, and back through the crimp sleeve. Pull the crimp sleeve as close to the screw eye as possible and crimp it closed. Trim off the excess cord.



Figure 7
Screw Eye Hole
Below Track



Figure 8
Screw Eye
Fastened

Step 5: Install the Guide Wires (if needed)

If the shade is wide enough to require guide wires, pulleys are attached to the shade at the battens to accommodate the wires.

- Slide the shade to the bottom and then to the top of the opening and, using the pulleys as guides, mark the guide wire positions on the window frame. The guide wires should be attached about $\frac{1}{2}$ " above the level of the top of the track.

Important: The guide wires must be fastened firmly to solid material.

- At each marked location drill a $\frac{1}{16}$ " pilot hole (wood surface) or a $\frac{1}{8}$ " hole (metal surface), and install the screw eyes.
- Install each guide wire as follows:
 - Attach one end of the guide wire to the screw eye at the bottom of the opening by stringing the guide wire through a crimp sleeve, through the screw eye, and back through the crimp sleeve. Pull the crimp sleeve close to the screw eye and crimp it closed.
 - Open the turnbuckle to its maximum length and hook it to the screw eye at the top of the opening.
 - String the guide wire through the pulleys from the bottom to the top of the shade, and then string it through a crimp sleeve, through the eye on the turnbuckle, and back through the crimp sleeve. Pull the wire taut, pull the crimp sleeve close to the turnbuckle, and crimp it closed.
 - Trim off the excess wire. Turn the turnbuckle to tighten the wire as much as possible.

Step 6: Adjust and Secure the Shade

- At the top of the opening, pull the cords from the center of the headrail to make them as taut as possible. Make sure the tension is equal on both cords. Wrap and tie the cords around the cleat. **Do not cut the excess cord yet.**
- Open and close the shade to be sure it is operating correctly. If the shade does not close evenly, you can adjust it by untying and adjusting the cords at the headrail end or by turning the screw eyes at the bottom of the opening.
- When you are satisfied the shade is installed correctly, be sure the cords are secured tightly to the cleat, and then cut off the excess cord.
- Tighten the screws securing the headrail to the window frame.

Step 7: Attach the Fascia (if a fascia was ordered)

- Hold the fascia in place with the short side against the bottom of the opening, making sure that it will not interfere with closing the shade. On the short side of the fascia, mark locations for the mounting holes. Center the mounting holes across the depth of the fascia plate about 3" from each end. Mark additional holes spaced about every 24" as needed.

- Use a 1/8" drill bit to drill mounting holes in the fascia at the marked locations. Attach the fascia to the bottom of the opening using the hex head screws provided. Operate the shade in both directions to verify that it is operating properly and that the fascia is not interfering with the shade as it closes.

Caring for Your Skystar Shade

Your *Skystar*[™] shade will provide you with years of beauty and pleasure with minimal care and cleaning. To care for your shade:

- Vacuum using a brush or dust head attachment.
- Dust lightly using a soft, clean cloth.
- Never immerse your shade in water or liquids of any kind.
- If necessary, wipe the solar fabric with a damp cloth. Allow the shade to dry completely before raising.
- On some fabrics, a mild detergent solution can be used, if needed. Test on a small inconspicuous area first. Be sure to rinse thoroughly and allow the shade to dry fully before raising.