

# Skystar 701C 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.

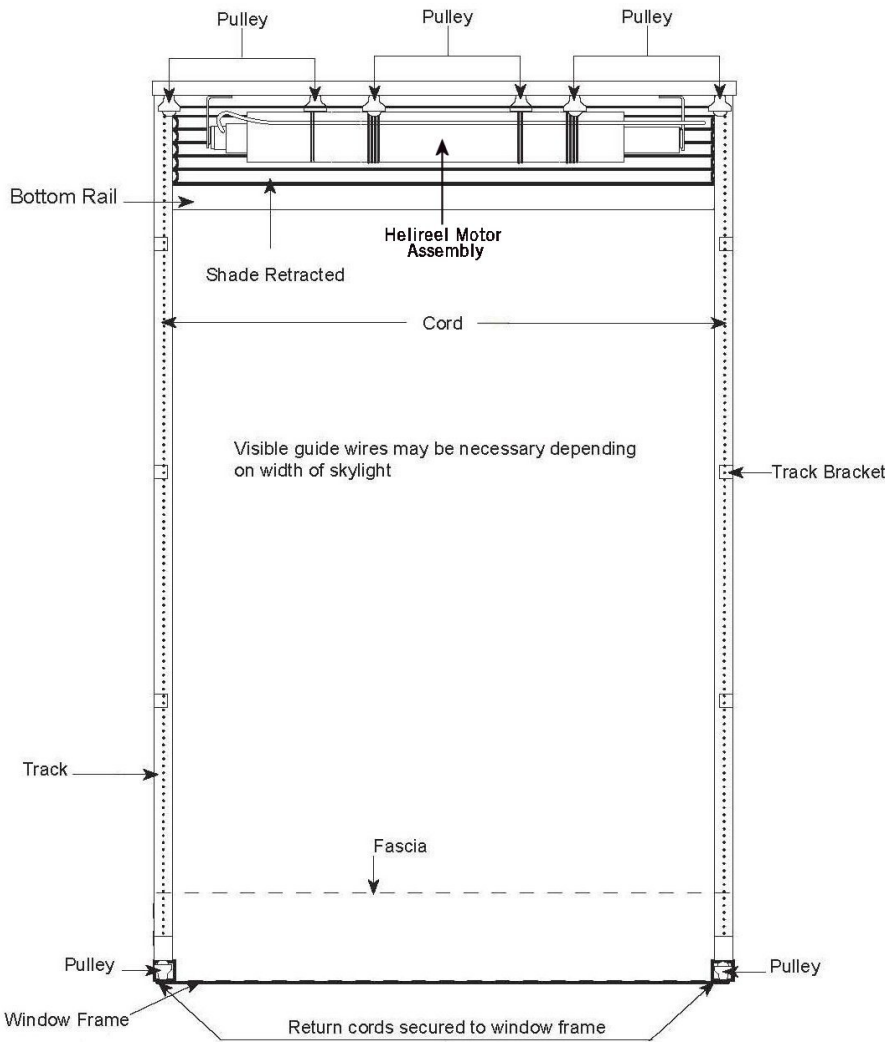


Figure 1 Skystar 701C Folding Skylight Shade

## Main Components

- Shade with headrail
- Motor assembly on headrail
- Tracks
- Guide wires (if required)
- Fascia

## 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)
  - 1/8" metal drill bit (metal mounting surface)
  - Masonry drill bit (if mounting surface requires)
  - 1/4" hex driver with extended shaft (8" to 12")
  - Flat head screwdriver

**Note:** The shade is shipped with the cords wrapped on cards and taped to the motor. Do not remove the cards or tape until after the headrail is installed and the shade carriers are in the tracks.

## Hardware











				
Track Bracket	Track End Cap	Track Bracket Screw <i>1/2" hex head</i>	Master Carriers (shipped attached to shade cords)	Motor Headrail Screw <i>2"-long 7/16" hex head screw with washer</i>
				
Fascia Screw <i>1 1/2" self-tapping hex head</i>	Pulley Screw <i>3/4" 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  $\frac{1}{16}$ " pilot holes before setting the screws. When installing to metal, predrill  $\frac{1}{8}$ " holes, unless self-tapping screws are used.

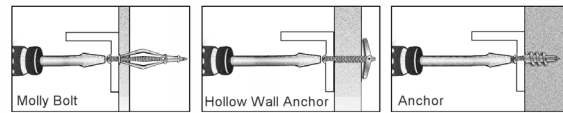


Figure 3 Special Fasteners

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 motor headrail is mounted; "bottom of the opening" refers to the side of the opening directly opposite the side with the motor headrail. To designate positioning with regard to the depth within the skylight opening, "upper edge" refers to the edge closer to the window and "lower edge" refers to the edge closer to the floor.

## Installation Steps

### **Step 1: Mount the Motor Headrail**

The lift cords and return cords are wrapped on the tube the correct number of times, and the additional cord is wrapped around cards for shipping. Do not remove the tape or cards holding the cords until it is necessary for cord installation.



Figure 4 Motor Headrail Attached

- In the top of the opening, measure and mark the position for the motor headrail, making sure it is centered and the VELCRO strip is facing down. For a flush mount, measure  $\frac{3}{4}$ " up from the lower edge to allow room for the shade headrail. For a recessed mount, adjust the measurement accordingly.
- Determine the desired mounting hole positions and drill  $\frac{1}{16}$ " starter holes in the motor headrail. The holes will have to be angled slightly to allow room for the drill above the motor.
- Attach the headrail using the 2" hex head screws provided.

### **Step 2: Mount the Tracks**

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

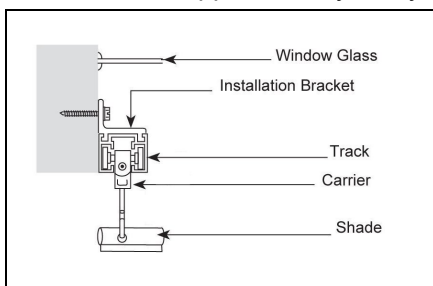


Figure 6 Installed Track Cross-Section

- Space the brackets evenly along the track. Place the track in its marked position, and loosely fasten all but the bottom bracket (furthest from the motor) using the hex head screws provided. (Leave the bottom bracket unfastened until after the carriers are placed in the tracks.)
- Insert the track end caps in the open ends of the tracks at the top (motor) end and tighten them down.

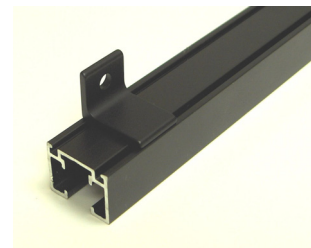


Figure 5 Track Bracket on Track

- Slide the tracks as far as they will go toward the top of the opening.
- Do not tighten the brackets yet.

### Step 3: Place the Shade Carriers in the Tracks

- Starting with the shade headrail end, slide the carriers into the tracks from the bottom of the opening.

### Step 4: Attach the Master Carriers

Both the master carriers and the return pulleys are attached to the return cords on the motor assembly.

- Unwrap the return cords from the cardboards and remove the tape holding them to the motor tube. Insert the master carriers into the bottom rail as shown in Figure 7 and Figure 8.
- Place the master carriers into the tracks by placing the first carrier wheel in the track and then rotating the carrier and bottom rail to slide in the remaining wheels.

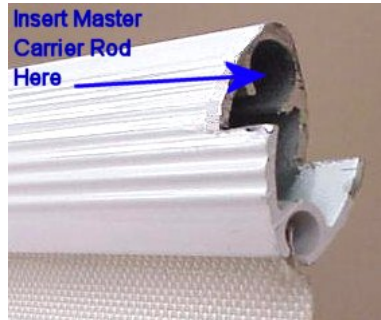


Figure 7 Bottom Rail End

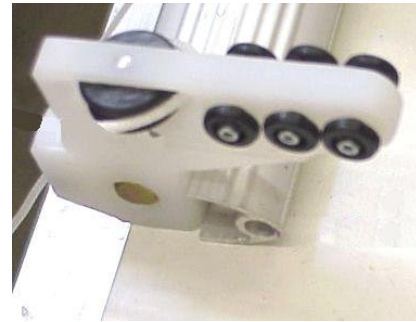


Figure 8 Master Carrier in Bottom Rail

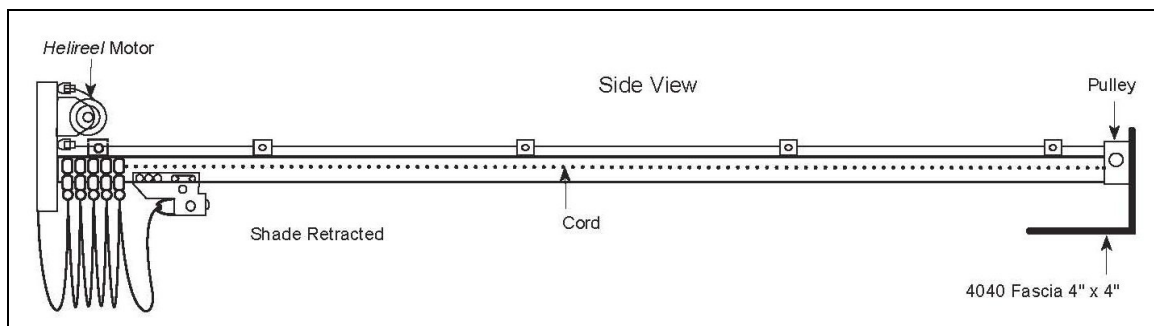


Figure 9 Skystar 701C Folding Skylight Shade Side View

### Step 5: Install the Return Pulley

The return pulleys are attached to the return cords. Attach each return pulley to the bottom of the opening as follows:

- Line up the bottom of the return pulley wheel with the bottom of the opening of the sidetrack, being sure the cords are not twisted or tangled. The return cord should pass along the bottom of the track from the master carrier to the bottom of the pulley. It then passes through the pulley and over the top of the track to the motor tube at the top of the opening. Be sure the pulley is positioned so that the cord does not rub on the track.
- Attach the pulley using the  $\frac{3}{4}$ " hex head screws provided.
- Slide the track down so that it is almost touching the pulley. (The track brackets should have been left loose per step 2. If necessary, loosen the brackets so the track will slide.)
- When the track is correctly placed, tighten the track brackets.

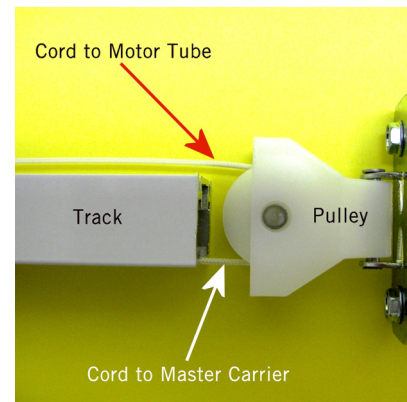


Figure 10 Return Pulley Installed

## Step 6: Install the Guide Wires (if needed)

If the shade is wide enough to require guide wires, heavy-duty carriers (Figure 11) are attached to the shade at the stays to accommodate the wires.

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

- Separate the screw eyes and crimp sleeves from the guide wire itself.
- Using the guide wire carriers as guides, mark the guide wire positions in the top and the bottom of the window frame. The guide wires should be attached about ½" above the level of the top of the track and aligned with these carriers.
- At each marked location drill a ¼" pilot hole (wood surface) or a ⅛" 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. To do this, string the guide wire through a crimp sleeve, through the screw eye, and back through the crimp sleeve (Figure 12). Pull the crimp sleeve close to the screw eye, crimp it closed, and trim any excess wire.



Figure 11 Guide Wire Carrier

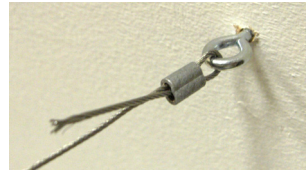


Figure 12 Guide Wire on Screw Eye

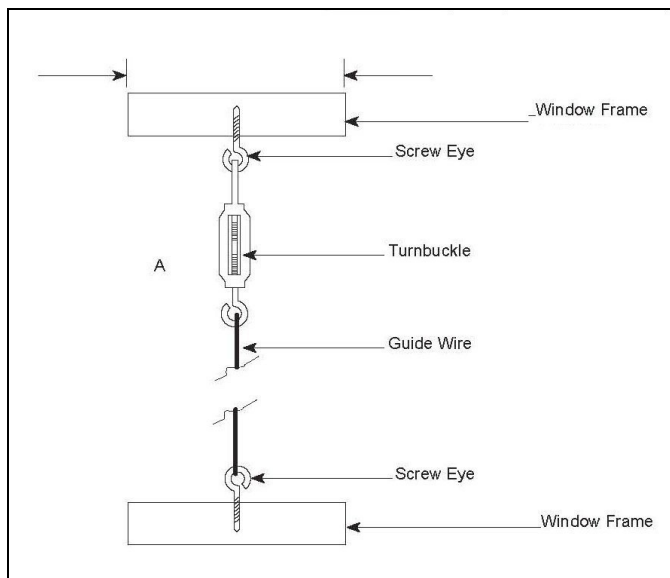


Figure 13 Turnbuckle Attachment

- Open the turnbuckle to its maximum length and hook it to the screw eye at the top of the opening.
- String the guide wire along the shade through the guide wire carriers from the bottom to the top of the shade. 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 the sleeve closed.
- Trim off the excess wire. Turn the turnbuckle to tighten the wire as much as possible.

## Step 7: Attach the Lift Cords

The cords are already strung on the motor assembly as shown. The installer only needs to attach the lift cords to the bottom rail as detailed below.

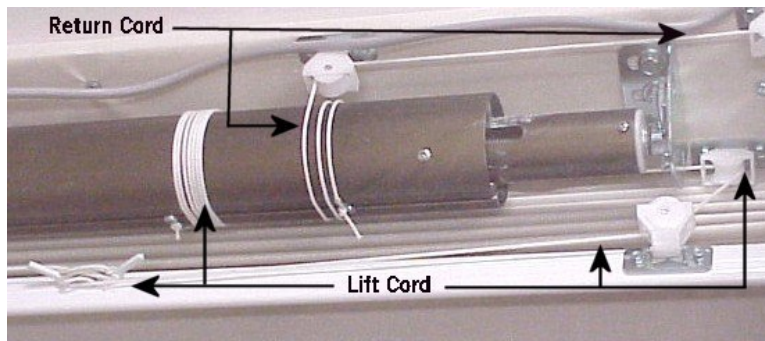


Figure 14 Cord Routing at Motor Tube

- Unwrap the lift cords from the cardboard.
- Slide the shade all the way to the top of the opening.
- Thread each lift cord through its pulley on the bottom rail from the outside toward the inside.
- Pull the cord taut and wrap it around the cleat on the bottom rail.
- Knot the cord onto the wing of the cleat that is furthest from the pulley, but do not trim the excess cord yet.

## Step 8: Adjust the Return Cords

You can adjust the tension in the return cords either from the motor tube or from the master carriers.

- Move the shade to its fully open position, stacked at the top of the opening.
- Grasp the knot of the return cord where it is attached to the motor tube or the master carrier.
- Pull the cord to take up any slack, making sure the shade stays fully open. Then make a new knot to hold it in place.
- Repeat this process for the other return cord.
- Secure the cords by tightening the setscrews on the master carriers.

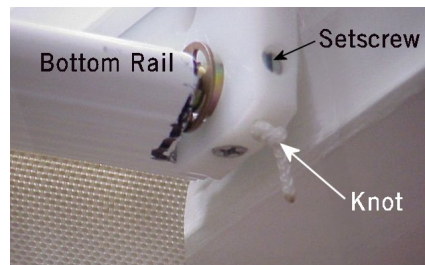


Figure 15 Return Cord Attachment to Master Carrier

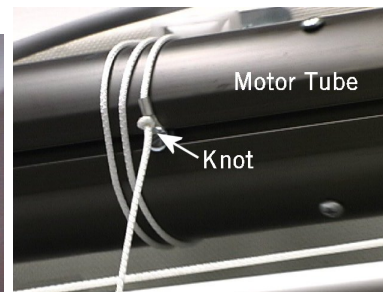


Figure 16 Return Cord Attachment to Motor Tube

## Step 9: Adjust the Motor

The upper and lower limits for the motor operation are preset at the factory. However, the limits may sometimes need adjustment and the motor should be tested before final wiring to ensure it is operating properly.

- With the shade still stacked at the top of the opening, attach the motor tester to the motor by connecting the color matched leads (instructions included separately). Operate the motor in both directions to ensure that it is working properly.
- Temporarily position the shade headrail below the motor by joining the VELCRO strips.
- Operate the motor in the down direction to close the shade completely. Be sure that when the shade stops at the closed position, the master carrier is not touching the return pulley. If necessary, remove the shade headrail from the VELCRO and reset the limit on the motor (instructions included separately).

- Operate the motor in the up direction to open the shade completely. If necessary, reset the upper limit on the motor.
- Operate the shade in both directions to ensure the limits are now correctly set and the cords have the correct tension. Make any final adjustments to the limits or cord tension as covered above. Then trim any excess cord and attach the shade headrail to the motor headrail by joining the VELCRO strips.

### **Step 10: 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.
- Level the fascia and mark its position.
- Attach the fascia to the bottom of the opening using the 1½" self-tapping hex head screws provided. Place screws about 3" from each end, plus additional screws about every 24". 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 opening.
- 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 opening.