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Skylight Installation Manual

Now you will need to adjust the tension in each cord using the Tension Bolts. Start by raising the Middle Rail up to the Top Rail, compressing the fabric stack tightly. This will insure the leveling of the Middle Rail. Holding the Middle Rail in that position, start tightening one of the Tensioning Bolts (either side) using a flat head screwdriver. When turning the Tensioning Bolt clockwise to tighten, you should see the slack in the cord being removed. The Tensioning Bolt should not be able to turn back by itself. If it does, you need to tighten the nut on the back of the Tensioning Bolt. Turn the bolt until all slack is removed, but cord is not tight. Repeat the process for the opposite side.

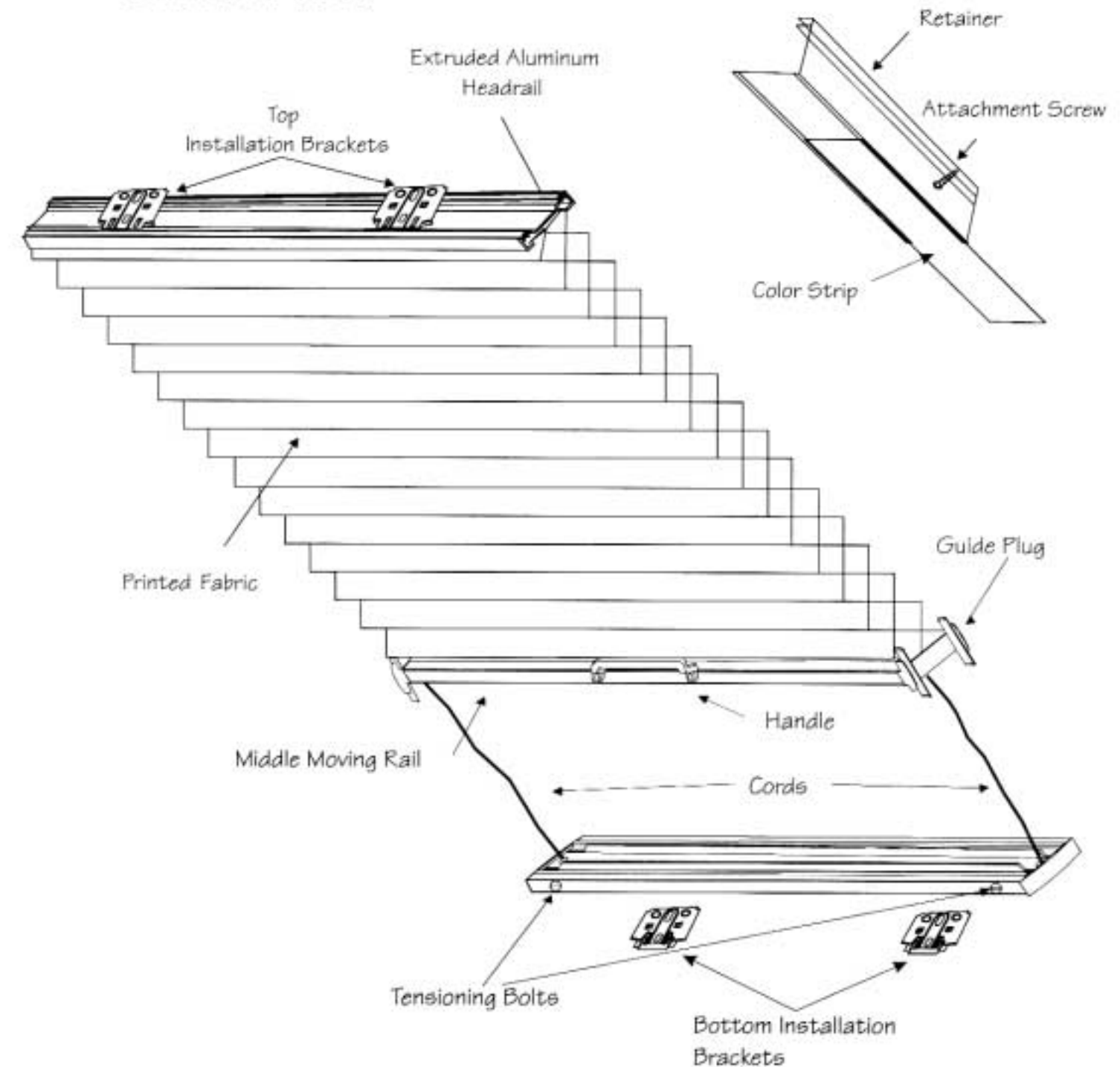
The final cord adjustment now needs to be made. The number of turns in tightening the Tensioning Bolts will vary from shade to shade. Start by tightening each side one full turn. Try operating the shade from full open to full closed. If the shade feels tight or is difficult to move; decrease the amount of tension in each side equally (turn bolt counterclockwise). If shade won't stay all the way opened or closed; increase the amount of tension in each side equally (turn bolt clockwise). If the Middle Rail won't close evenly across the Bottom Rail then you need to adjust one or both of the cords to get equal amounts of tension in each.

When installation is complete, operate the shade up and down several times to evenly distribute the grease. Wipe off any excess grease to prevent it from getting on fabric.

TROUBLE SHOOTING

PROBLEM	SYMPTOM	SUGGESTED REMEDY
Middle Rail difficult to move	Tension too tight in cords	Loosen Tensioning Bolts
	Screws in track retainer interfering with Guide Plugs	Reposition screw 3/4" back from front of Track Retainer (see instructions)
	Guide Plugs not inserted into Track properly	Make sure Guide Plugs are pressed into track as far as possible and that the top and bottom of each plug is inserted the same amount
	Insufficient lubrication	Apply Silicone Grease (see page 3)
Middle Rail won't stay opened or closed	Tension too loose in cords	Tighten Tensioning Bolts (A quarter turn at a time)
Middle Rail not level with Bottom Rail	Unequal tension in Tensioning Bolts	Method 1: Move Middle Rail up to Top Rail, compressing fabric. Adjust one or both Tensioning Bolts to obtain equal tension. Method 2: Move middle rail down to bottom rail. Adjust one or both Tensioning Bolts to make middle rail parallel with bottom rail (Tightening Tension Bolt will lower middle rail on that side, loosening will raise middle rail on that side).

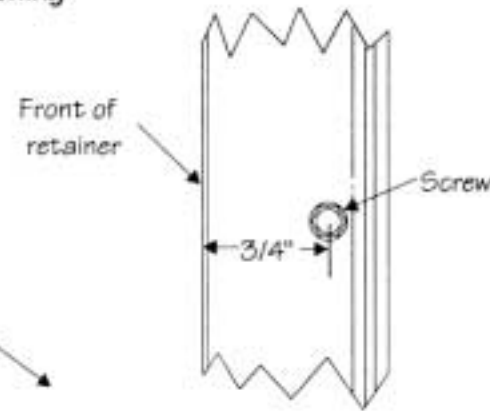
EXPLODED VIEW



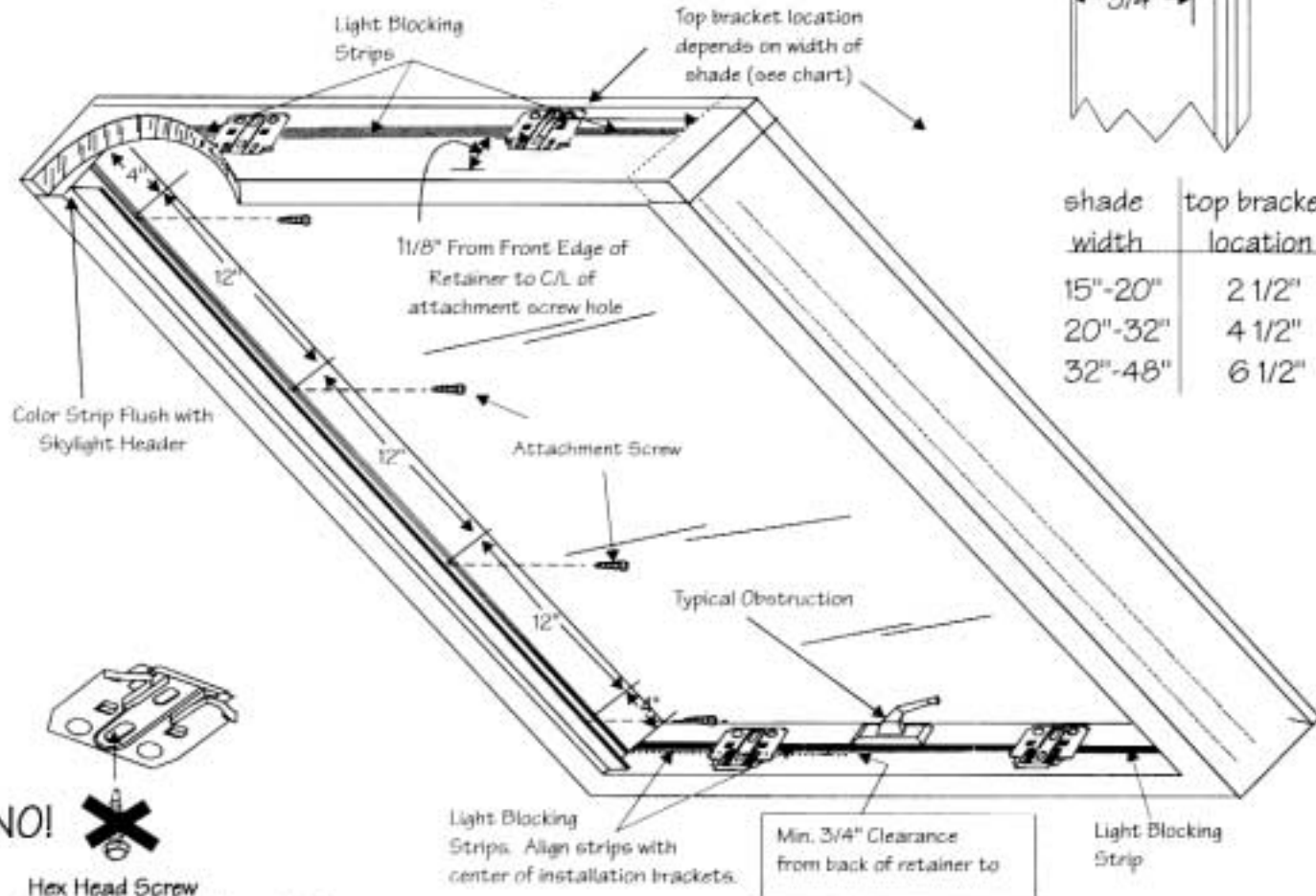
SKYLIGHT INSTALLATION INSTRUCTIONS

Important: There can not be more than 1/4" variation in window opening

- ◆ Install the Retainer assembly with screws provided as shown below.
- ◆ Screws should be 3/4" from front edge of the Retainer.
- ◆ Screws should be placed four (4) inches in from each end and twelve (12) inches apart for intermediate screws.
- ◆ Left and right tracks must be installed parallel to each other.
- ◆ Back of retainer must be at least 3/4" from any obstruction.



shade width	top bracket location
15"-20"	2 1/2"
20"-32"	4 1/2"
32"-48"	6 1/2"



Hex Head Screw

Hex head screws can not be used in the back screw hole. The head will not permit the rail to properly secure.



Can not properly secure.

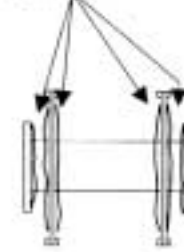
Screw Installation Brackets into the skylite header with the center of the attachment screw hole 1 1/8" back from the front edge of the Retainer. Hex Head and Bugle Head screws are supplied for the mounting brackets. Use Hex Head for Aluminum or Steel window frames, and Bugle Head for wood or sheetrock frames. **Important: Hex head screws can not be used in the back hole of the mounting bracket.** Top Bracket locations depend on the width of the shade. Refer to chart for location. Bottom Brackets should be screwed three inches in from the left and right sides.

LIGHT BLOCKING STRIP APPLICATION

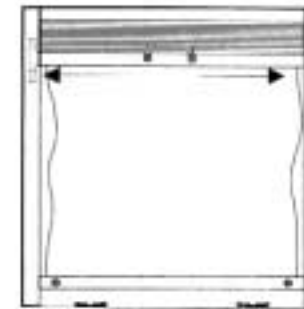
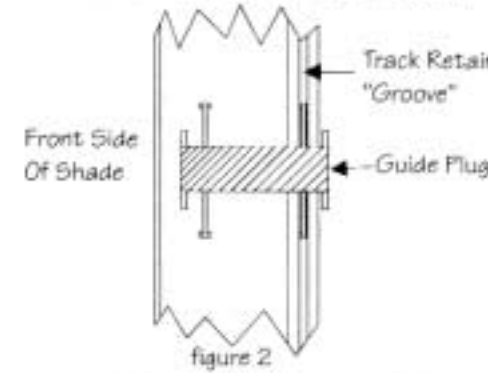
Note: Do Not remove paper liner from Light Blocking Strips until they are cut to length.

1. Cut 6 pieces of Light Blocking Strip to fit in the spaces shown in the diagram above. (Between brackets, and between brackets and window casing, on top and bottom sills)
2. Remove paper liner from one piece of Light Blocking Strip. Apply strip to correct area of sill, aligning the strip with the center of the brackets.
3. Press down firmly. Do Not stretch strip.
4. Repeat steps 2 and 3 for remaining pieces of Light Blocking Strip.

Apply supplied Silicone Grease to ribs of Guide Plugs where shown.



It may be necessary to apply a small amount of grease inside the track retainer groove (figure 2) for smooth operation. Save any leftover grease in case future applications are needed.



Tilt compressed top and middle rails to position in retainer track (figure 1). Make sure the cords are hanging freely from the middle rail and are not wrapped around the Guide Plugs. Insert one side of middle rail at a time by positioning "barbed rib" on back side of guide plug into groove of track retainer (figure 2).

Push Guide Plugs into Track Retainer all the way, by holding middle rail securely and pushing rail toward retainer until you hear three clicks (figure 3). Make sure that the Guide Plug is square to the track Retainer for smooth operation.

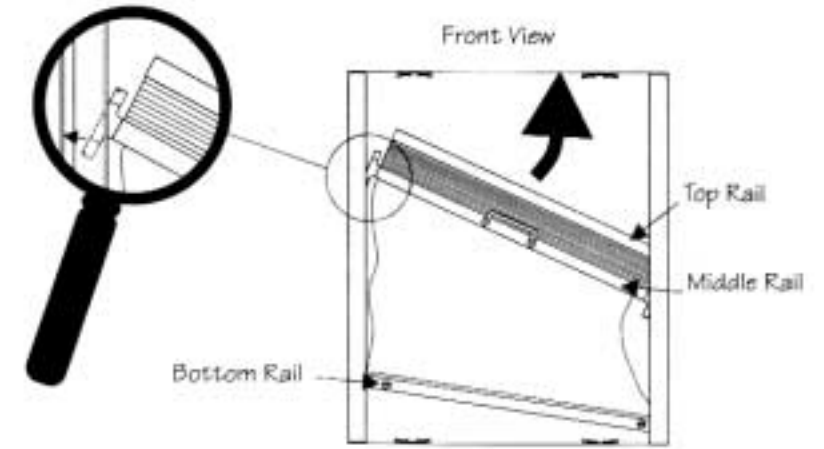


figure 1

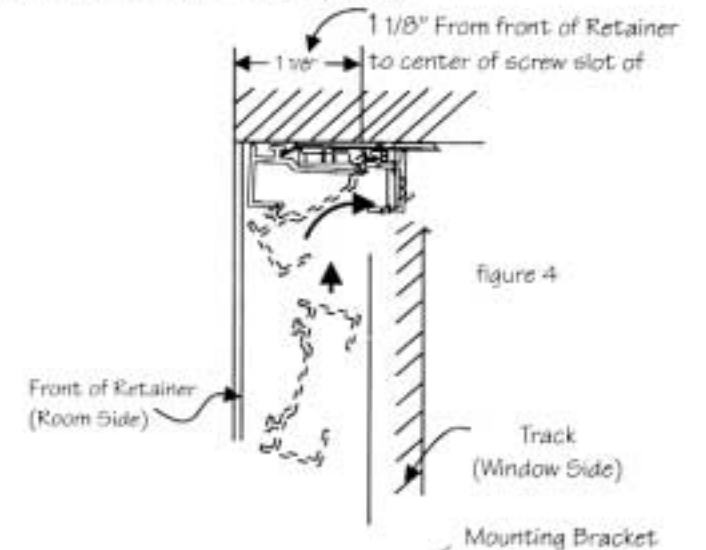


figure 4

With both sides of the Middle Rail snapped into the track retainer, slide the middle and top rails up to the top mounting brackets. Lift the top rail up against the bottom of the installation bracket so that the spring loaded front clip is engaged in the front groove of the rail. Push the rail back and up until the back hooks of the bracket are engaged in the back groove of the rail (figure 4).

With the Top Rail securely fastened to the top installation brackets, you can now secure the Bottom Rail to the bottom installation brackets in the same manner. You will notice that the cords are loose. Check the gap between the fronts of the Head and Bottom Rails and the front side of the Retainer Track (see figure 5). If the spacing is not uniform, loosen mounting brackets and adjust as necessary.

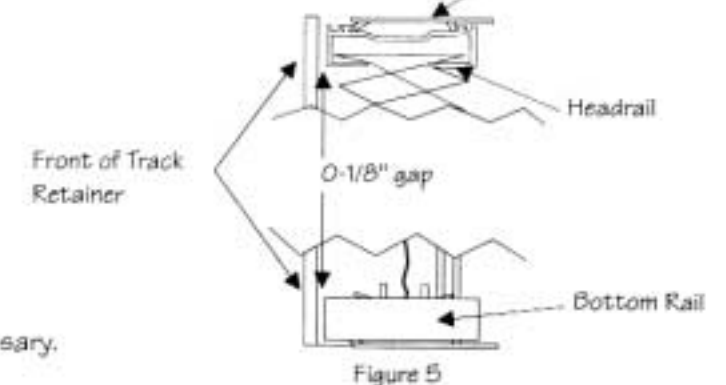


Figure 5