Exterior Sun Shade
ITM/ART 703969
ASSEMBLY, INSTALLATION, CARE and USE 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). Visit our website www.KoolSpot.net for video instructions. If inquiring by mail, please send all correspondence to: The Keystone Group, 1010 Carbon Court, Unit D, Erie, CO 80516.
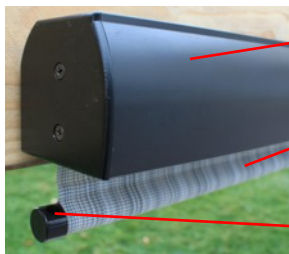
Important Information

We recommend two (2) people install this shade. This shade is safe for indoor and outdoor use. Retain these instructions for future use. A power drill, tape measure, leveling device, and Phillips screwdriver bit are recommended for installation (not included).

Part List

Please layout and take an inventory of all parts prior to assembly. Please give us a call if you are missing any parts. Read instructions in their entirety prior to beginning assembly and installation. Note: Valance (A) must be installed into wood studs. If woods studs are not available, anchoring hardware must be used (not included).

PARTS THAT ARE PRE-INSTALLED

A. Valance (VA13) x1

B. Bottom Tube (BT09) x 1

C. Bottom Tube Plug (BTP09) x 2

D. Plug with Pin (P10) x1

E. Plug Disk (PD13) x1

F. Plug Disk Screw (PDS13) x2

G. Crank Plug (CP12) x 1

H. Crank Mechanism (CM13) x 1

I. Crank Screw (CMS13) x 2

PARTS THAT ARE IN THE HARDWARE BOX

J. Bungee System (BUN09) x 2

K. Bracket Screw (S09) x 8

L. Valance Bracket (VB13) x 3

PARTS THAT ARE IN THE POLE PACKAGE

M. Ring (R12) x 1

N. Ring Screw (RS12) x 1

O. Lock Washers (PLW12) x 3

P. Pole Screw (PS12) x 2

Q. Pole-Handle Piece (PHP12) x 1

R. Pole-Mid Piece (PMP12) x 1

S. Pole-Long Piece (PLP12) x 1

Step 1: Remove Protective Film

Remove and discard the anti-scratch film that covers the Valance (A).

Step 2: Install Ring

Using the Ring Screw (N) and Lock Washer (O) provided in the pole package, attach the Ring (M) to the Crank Mechanism (H) (Fig. 1).
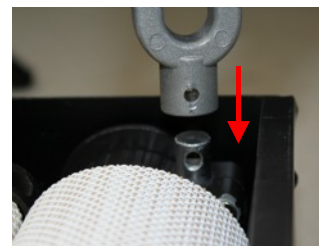
Fig. 1

Step 3: Determine Your Installation Type

Determine your type of installation. Your sun shade can be hung from a wall or a ceiling. Figure 2 illustrates a wall installation, Figure 3 illustrates a ceiling installation.

Step 4: Install Valance Brackets (read entire step prior to install)

Your shade includes three (3) Valance Brackets (L), you must install at least two (2) of them. Install one (1) Valance Bracket (L) near each end of the shade. Note: the Valance Brackets (L) 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 (L) on the closest stud to each end of the shade, remembering to allow at least 2 inches (5 cm) from each end. It needs to be aligned with the two (2) end brackets. **If wood studs are not available, you will need to use anchors (not included).**

Fig. 2

If you are installing the third Valance Bracket (L) (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 (L). 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 (L).

Fig. 3

Important note: your shade will not install correctly unless your Valance Brackets (L) are perfectly aligned with each other. We recommend using a laser level to align the screw holes.

WALL INSTALLATION

For wall installations, you need to allow at least 1 inch (2.54 cm) above the Valance Bracket (L) to allow the Valance (A) to hook onto the Valance Bracket (L) (only if there is a ceiling that overhangs the shade) (Fig. 4).
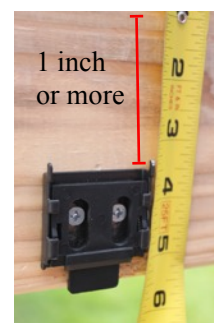
For a wall installation, make sure the plastic tabs on your Valance Brackets (L) are pointing towards the ground (see Fig. 5). Use the Bracket Screws (K) to install the Valance Brackets (L).

1 inch or more

Plastic tab

Fig. 4

Fig. 5

CEILING INSTALLATION

For ceiling installations, you need to allow at least 1 inch (2.54 cm) behind the Valance Bracket (L) to allow the Valance (A) to hook onto the Valance Bracket (L) (only if there is a wall/window behind the shade) (Fig. 6).

For ceiling installation, make sure the plastic tabs on your Valance Brackets (L) are pointing out, towards you (Fig. 7). Use the Bracket Screws (K) to install these Valance Brackets (L).
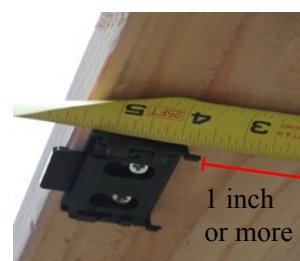
Plastic tab

1 inch or more

Fig. 6

Fig. 7

Step 5: Install THE SHADE

For wall installations, first hook the back of the Valance (A) on the top of Valance Brackets (L) (Fig. 8), then rotate the shade down and click it into place (Fig. 9).

Note: you may need to push up on the spring-loaded plastic tabs on the Valance Brackets (L) to help the shade click it into place.

WALL INSTALLATION

Fig. 8

Fig. 9

For ceiling installations, first hook the back of the Valance (A) on the back of the Valance Brackets (L) (Fig. 10), then rotate the Valance (A) upwards and click it into place (Fig. 11).

Note: you may need to push inwards on the spring-loaded plastic tabs on the Valance Brackets (L) to help the shade click it into place.

CEILING INSTALLATION

Fig. 10

Fig. 11

Step 6: Assemble Pole

To assemble your pole, slide the Pole-Mid Piece (R) onto the Pole-Long Piece (S), making sure the holes are pointing towards the handle (Fig. 12). Then, slide the Pole-Handle Piece (Q) into the Pole-Mid Piece (R).

Insert the Pole Screws (P) into the Pole-Mid Piece (R) and completely tighten (these screws are located in your pole package). Note: Not all of the Pole-Long Piece (S) is shown in Figure 12.

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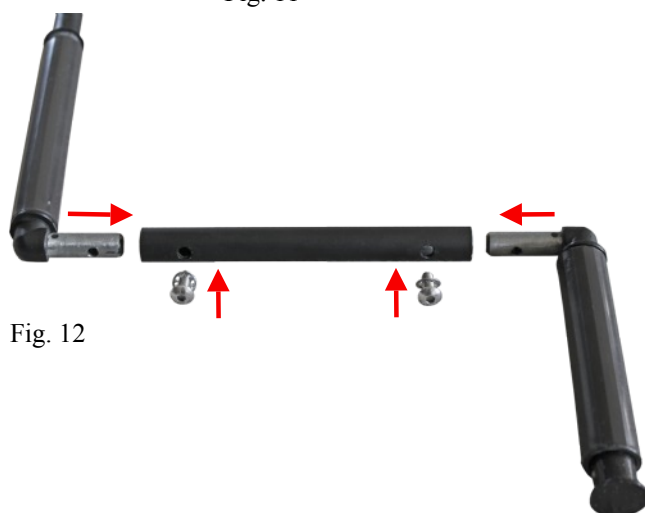

Fig. 12

Install Bungee System (optional step)

The shade includes two (2) Bungee Systems (J) to secure the bottom of both sides of your shade. To install the Bungee System (J), start by feeding the Bungee through the Bottom Tube Plugs (C) located at each end of your Bottom Tube (Fig. 13). Then insert the Bungee into the Hook and drill the Hook into a wall/post using one (1) Bracket Screw (K) (Fig. 14) from your hardware box.

Important: Your shade should be rolled up during windy conditions. The Bungee System (J) is only effective in light wind.
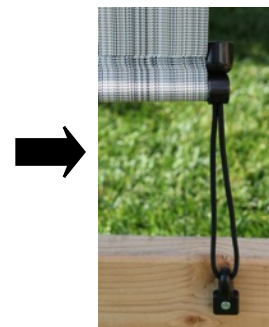

Fig. 13

Fig. 14

Moving Ring to the Left Side of the Shade (optional step, refer to pre-installed part list on pg 1)

Place the shade on the ground with the front of the shade opening facing upwards, towards the sky and the Ring (M) on the right side (Fig. 15). Remove the two (2) Crank Screws (I) from the right side of the Valance (A) (Fig. 16). Remove the two (2) Plug Disk Screws (F) from the left side of the Valance (A) (Fig. 17). Remove the shade from the Valance (A), then separate the Crank Mechanism (H) from the shade (Fig. 18). Separate the Plug Disk (E) from the shade (Fig. 19).

| Fig. 15 | Fig. 16 | Fig. 17 | Fig. 18 | Fig. 19 |

Remove the Plug with Pin (D) from the left side of the shade (Fig. 20) and remove the Crank Plug (G) from the right side of the shade (Fig. 21). Note: both plugs are friction-fit inside the tube. Next, move the Plug with Pin (D) to the right side of the shade and insert it into the tube (Fig. 22). Move the Crank Plug (G) to the left side of the shade and insert it into the tube (Fig. 23).

| Fig. 20 | Fig. 21 | Fig. 22 | Fig. 23 |

Move the Plug Disk (E) to the right side of the Valance (A) and re-attach it to the Valance (A) using the two (2) Plug Disk Screws (F) (Fig. 24).

Move the Crank Mechanism (H) to the left side of the Valance (A) and re-attach it to the Valance (A) using the two (2) Crank Screws (I). Be sure to install the Crank Mechanism (H) with the Ring (M) towards the front of the shade (Fig. 25).

| Fig. 24 | Fig. 25 |

Re-install the shade into the Valance (A) by first inserting the Crank Plug (G) into the Crank Mechanism (H) (Fig. 26). Next, insert the Plug with Pin (D) into the Plug Disk (E) (Fig. 27).

Note: you may need to depress the pin in order to insert the shade into the Valance (A). You should hear a "click" when the pin is inserted correctly.

| Fig. 26 | Fig. 27 |

Additional Optional Steps

Please contact Keystone if you would like to move your Ring (M) to the back of the shade, or if you want to reverse the roll direction of your fabric.

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 high wind conditions.