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Motorized EasyShade® Motor Replacement

*** Helper Needed ***

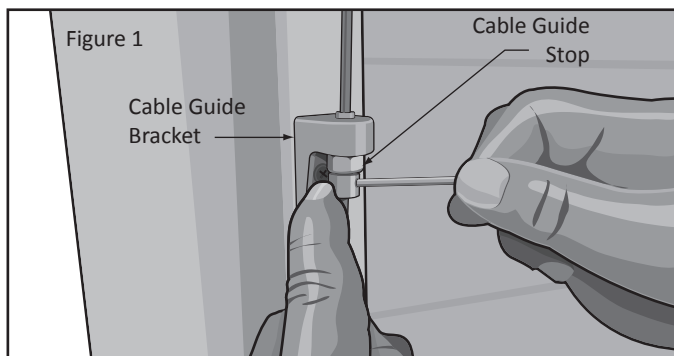
Tools Needed: Phillips Screwdriver, 3mm Allen Wrench, $\frac{5}{64}$ " Allen Wrench

Parts Supplied: Replacement motor

WARNING: FAILURE TO FOLLOW THESE INSTRUCTIONS CAN RESULT IN PERSONAL INJURY!
PLEASE READ THESE INSTRUCTIONS COMPLETELY BEFORE PERFORMING THIS PROCEDURE.

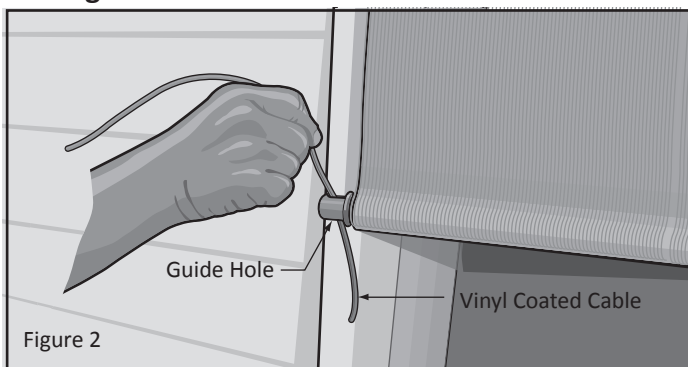
1. Close your EasyShade completely.
2. Unplug the power cord from the outlet.
3. Remove the Cable Guide Stops from the bottom of the Vinyl Coated cable on each side of the EasyShade using a $\frac{5}{64}$ " Allen Wrench.

See **Figure 1**.



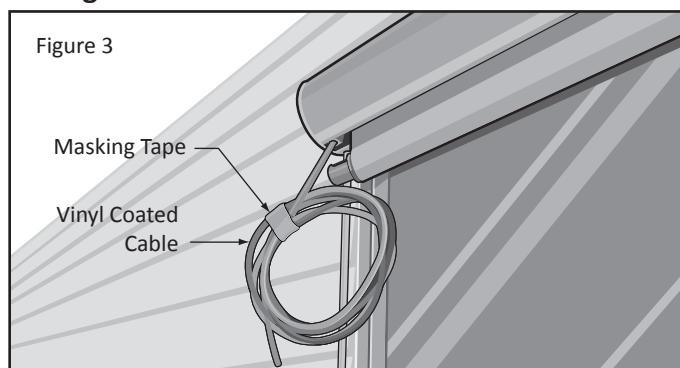
4. Pull the Vinyl Coated Cable out of the guide holes in each end of the EasyShade drop down panel.

See **Figure 2**.



5. Coil the Vinyl Coated cable and secure with a piece of masking tape.

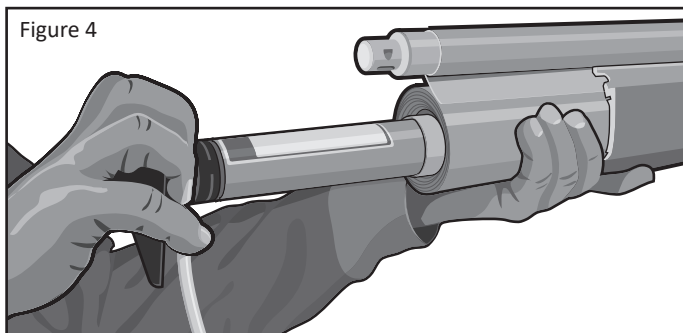
See **Figure 3**.



6. While your helper supports the EasyShade, loosen the set screws on the Mounting Brackets. With the aid of your helper remove the EasyShade from the brackets and place it carefully in your work area.

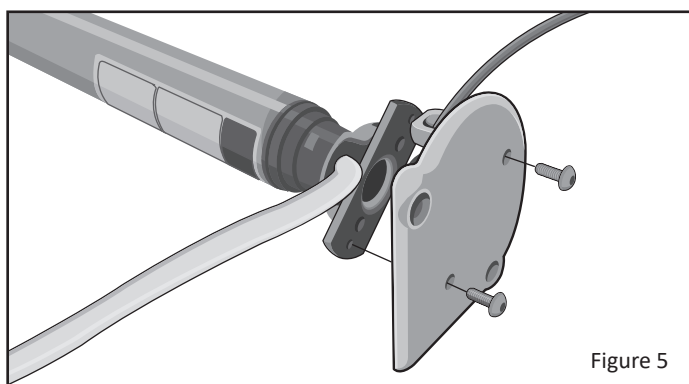
7. On the end of the Housing opposite the motor, remove the two Phillips head screws that secure the end plate to the housing. Remove the end plate and the white nylon insert from the roller bar and place aside for use in reassembly.

8. On the motor end of the housing remove the two Phillips head screws that secure the end plate to the housing. Pull the end plate/motor and the roller bar about 6 inches out of the Housing. While holding the roller bar, pull the end plate/motor out of the roller bar. See **Figure 4**.



NOTE: Before performing Step 9, take a moment to observe the orientation of the motor on the housing end plate.

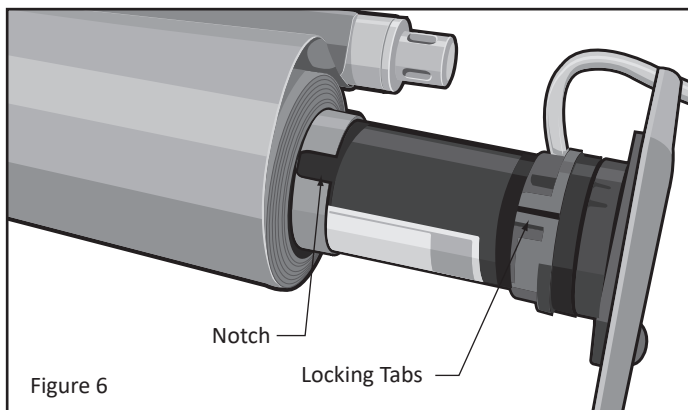
9. Using a 3mm Allen wrench, remove the two screws that secure the Housing end plate to the motor. See **Figure 5**.



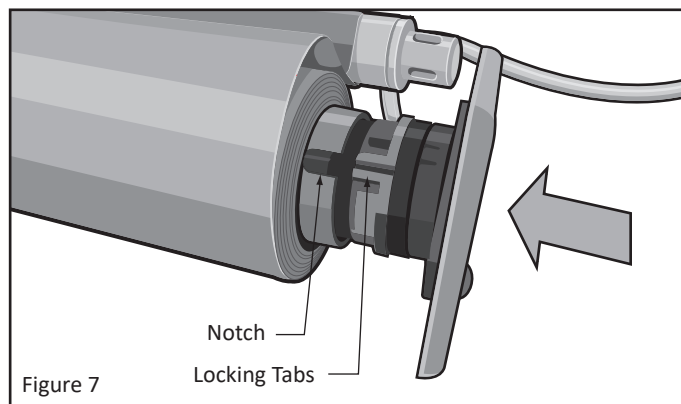
10. Install the end plate removed in Step 9 on the replacement motor.

NOTE: IF THE REPLACEMENT MOTOR YOU RECEIVED IS 1/2" LONGER THAN THE ORIGINAL MOTOR, PLEASE FOLLOW THE RETROFIT INSTRUCTIONS BEGINNING ON PAGE 5.

11. Slide the replacement motor into the end of the roller bar, with the motor aligned with the notch cut in the end of the roller bar. See **Figure 6**.



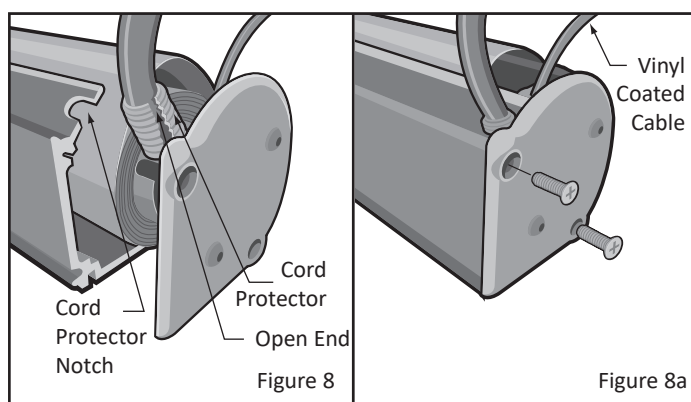
12. Rotate the motor to align the motor locking collar with the notch on the roller bar (see **Figure 7**) and while holding the roller bar push the motor into the roller bar until it is fully seated in the notch.



NOTE: The motor cord has a small white plastic cord protector just below the motor head. See **Figure 8**.

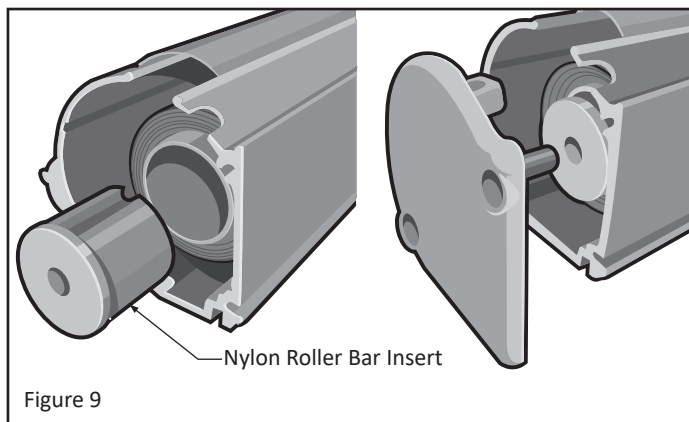
13. Align the cord protector so that the open side will be facing the end of the housing and push the cord and the cord protector into the notch on the end of the housing. See **Figure 8**.

14. On the motor end, make sure that the vinyl coated cable is positioned in the fabric slot. (See **Figure 8a**) Align the end plate with the housing and install the two Phillips head screws to secure it in place.

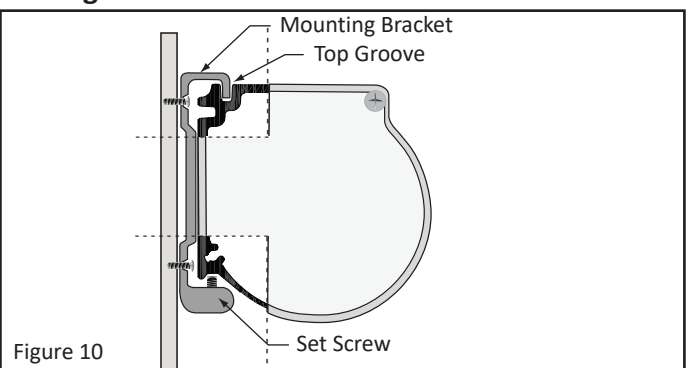


15. Locate the end plate and the nylon roller bar insert for the other end of the easyshade.

16. Slide the nylon roller bar insert into place. Slide the end cap into the insert and make sure that the vinyl coated cable is positioned in the fabric slot. Align the end plate with the housing and install the two Phillips head screws to secure it in place. See **Figure 9**.



17. With your helper, lift the shade assembly up to the installed mounting brackets and insert the top groove of the shade assembly onto the protruding tab on the mounting brackets. While maintaining upward pressure to keep the top groove of the shade assembly on the tab of the mounting brackets, press the shade assembly toward the mounting bracket and be sure that the set screw is aligned in the recessed portion of the shade assembly. See **Figure 10**.



18. Tighten the set screw in each mounting bracket until the shade assembly is secure.

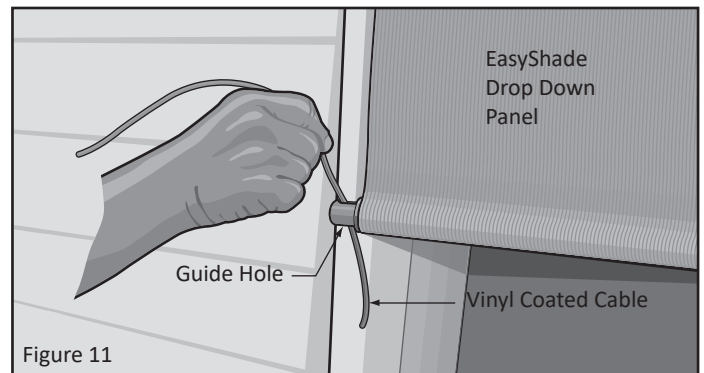
19. Plug the motor power cord into the electrical outlet.

20. Reset your existing Remote Transmitter to communicate with the new replacement Motor and set new Up and Down stop positions using the instructions in Appendix A. Then continue to Step 21.

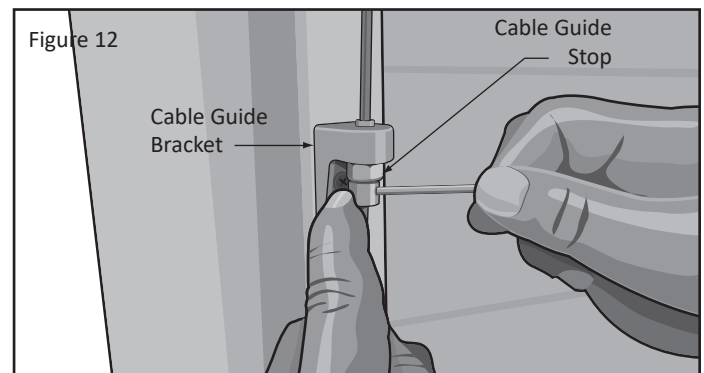
21. Open your EasyShade pressing the DOWN button on your remote control. With the EasyShade open, unplug the power cord from the electrical outlet.

22. At each end of the EasyShade Housing Assembly uncoil the Vinyl Coated Cable. Allow the coiled cable to hang flat against the mounting surface.

23. Insert the Vinyl Coated Cable located at each end of the Housing Assembly through the guide holes at each end of the EasyShade Drop Down Panel. See **Figure 11**.



24. Place the lower end of one of the Vinyl Coated cables through the hole in the Cable Guide Bracket and from the bottom slide one of the Cable Guide Stops onto the Vinyl Coated Cable and secure in place with the 5/64" Allen wrench. Repeat for the other side of the EasyShade. See **Figure 12**.



25. Ensure the Vinyl Coated Cables are tight. Adjust the tension using a 7/16" open end wrench as follows. On each of the Cable Guide Stops you will find 7/16" nut, by turning the nut counter clockwise you can tighten the cable.

NOTE: DO NOT OVER TIGHTEN THE CABLE.

26. Plug the power cord back into the electrical outlet.

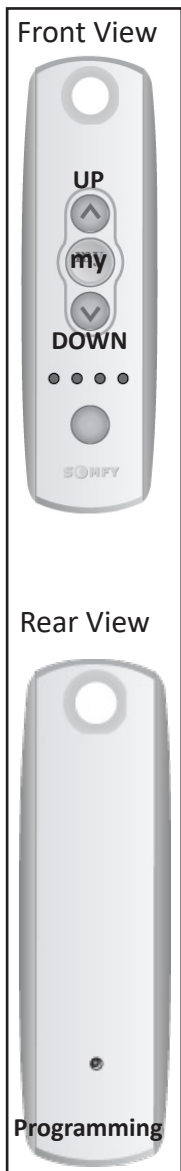
27. Test for proper operation. Enjoy.

Appendix A

This procedure describes the actions needed to establish communication between the new Motor and the Remote Transmitter that will be used to control your Motorized EasyShade.

This procedure also describes how to set the Up and Down stops for the Motorized EasyShade.

Tools needed: A pen or similar pointing device is needed to press and hold the Programming Button on the Remote Transmitter.



WARNING: THIS PROCEDURE MUST BE FOLLOWED THOROUGHLY AND COMPLETELY.

SET PROPER DIRECTION OF THE MOTOR ROTATION

1. Press and Hold the **UP** and **DOWN** buttons together until the Motor jogs. A jog is a short movement of the Motor, usually a brief Up and Down movement.
2. Check direction of Motor rotation. Change if necessary according to these steps:
 - a. Press the **UP** button and release it. The Fabric should move momentarily up.
 - b. Press the **DOWN** button and release it. The Fabric should move momentarily down.
 - c. If not, change the direction of Motor rotation. To do this, press and Hold the **my** button until the motor jogs. This jog causes the Motor to rotate in the opposite direction.

SET THE UP AND DOWN POSITIONS

3. Use the **UP** button to move the EasyShade to the desired **Up** position. The Leading Bar in the bottom hem of the fabric should not be tight against the Aluminum Housing.
4. Press and Hold the **my** and **DOWN** buttons simultaneously; release them when the EasyShade begins to move **Down**.
5. Press the **my** button to **Stop** the EasyShade at (or close to) the desired **Down** position. When fully extended, the fabric should extend more than 84" from the Aluminum Housing.
6. Use the **UP** and **DOWN** buttons to adjust the **Down** position, if needed.
7. Press and Hold the **my** and **UP** buttons simultaneously; release them when the EasyShade begins to move. Let the EasyShade stop at the **Up** position set in step 3.
8. Press and Hold the **my** button; release when the EasyShade jogs.
9. Press and Hold the **Programming** button, release when the EasyShade jogs.
10. Process is complete. Test the EasyShade for correct **Up** and **Down** settings.

TO CHANGE AN EXISTING UP OR DOWN STOP POSITION

1. Press the **UP** or **DOWN** button to move the EasyShade to the stop limit position to be changed. Let the EasyShade stop on its own.
2. Press and hold the **UP** and **DOWN** buttons together until the motor jogs or moves. The motor enters Programming mode where the buttons operate the motor only while being pressed.
3. Reposition the EasyShade to the desired stop limit position, using the **UP** and **DOWN** buttons individually.
4. Press and hold the **my** button until the motor jogs or moves. The new position is saved, programming ends.
5. Test the new stop limit position setting.

Motorized EasyShade® Motor Replacement Retrofit

* Helper Needed *

The EasyShade Motor design was changed in March of 2017, adding 1/2" to the Motor's length. If a replacement motor is needed on a Motorized EasyShade purchased before March of 2017, use the following instructions to ensure the new motor will fit the roller bar.

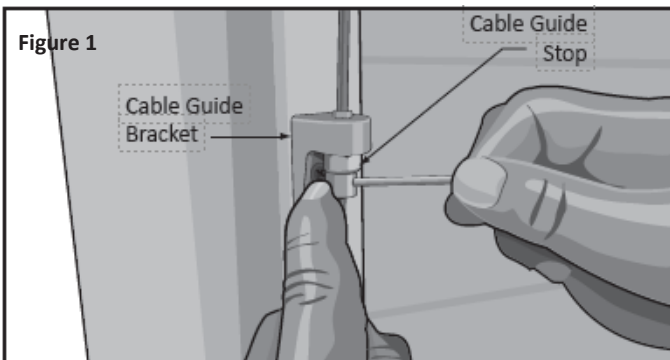
Tools Needed: 5/64" Allen Wrench, Masking Tape, Phillips Screwdriver, 3mm Allen Wrench, Marker, Tape Measure, Center Punch, Hammer, Electric Drill with 3/16" bit (Use Gloves and Eye Protection), 7/16" Open End Wrench

Parts Supplied: Replacement motor

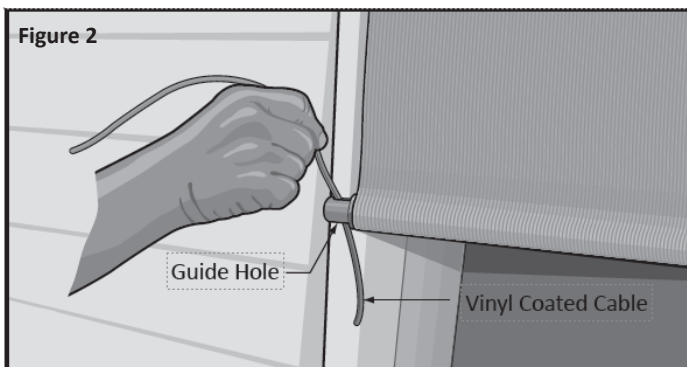
**WARNING: FAILURE TO FOLLOW THESE INSTRUCTIONS CAN RESULT IN PERSONAL INJURY!
PLEASE READ THESE INSTRUCTIONS COMPLETELY BEFORE PERFORMING THIS PROCEDURE.**

1. Close your EasyShade completely.
2. Unplug the power cord from the outlet.
3. Remove the cable guide stops from the bottom of the vinyl coated cable on each side of the EasyShade using a 5/64" allen wrench.

See **Figure 1**.

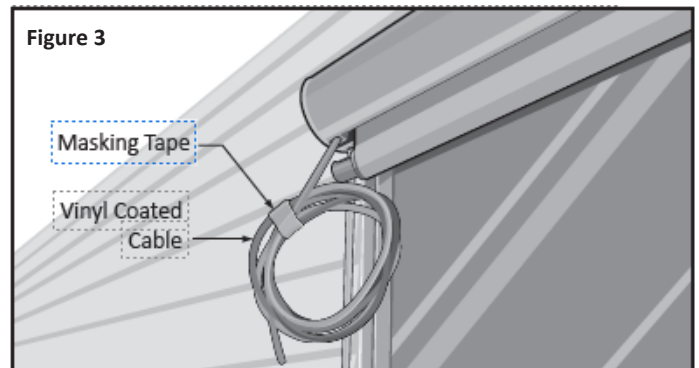


4. Pull the vinyl coated cable out of the guide holes in each end of the EasyShade drop down panel. See **Figure 2**.



5. Coil the vinyl coated cable and secure with a piece of masking tape.

See **Figure 3**.



6. While your helper supports the EasyShade, loosen the set screws on the mounting brackets. With the aid of your helper remove the EasyShade from the brackets and place it carefully in your work area.

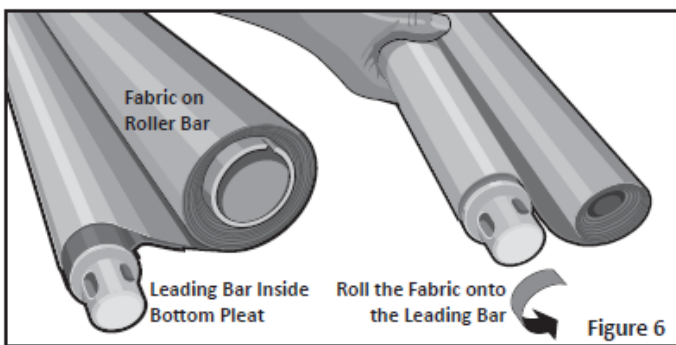
7. On the end of the housing opposite the motor, remove the two Phillips head screws that secure the end plate to the housing. Remove the end plate and the white nylon insert from the roller bar and place aside for use in reassembly.

8. On the motor end of the housing, remove the two Phillips head screws that secure the end plate to the housing.

9. With the aid of your helper, slide the motor, roller bar, and fabric out of the housing, taking care to keep the motor fully inserted into the roller bar.

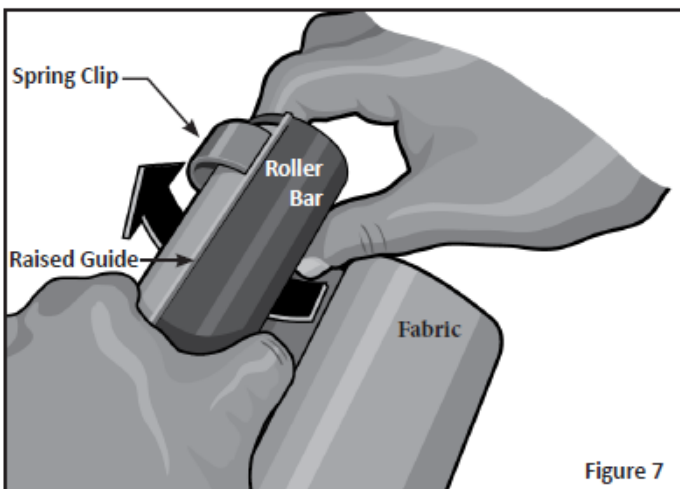
10. Place the motor, roller bar, and fabric on a table or work area.

11. Locate the end of the fabric that has the Leading bar in it, and then roll the fabric onto the leading bar until the roller bar is exposed. Note the orientation of the fabric on the roller bar. See **Figure 6**.



12. Note the location of installed spring clips (if any). If spring clips need removal, place your thumb under the fabric, against the edge of the clip that is opposite the roller bar's raised guide, and push it gently but firmly off the roller bar. See **Figure 7**.

WARNING: THE SPRING CLIPS COULD HAVE SHARP EDGES. TO PREVENT THE RISK OF INJURY, USE SAFETY GLOVES WHEN REMOVING OR REPOSITIONING THE SPRING CLIPS ON THE ROLLER BAR. FAILURE TO DO SO COULD CAUSE PERSONAL INJURY.

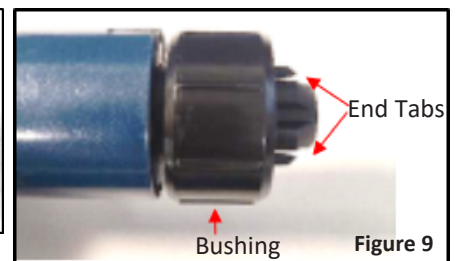


13. With the roller bar exposed, find the two small Phillips screws located 18.5" from the notched end of the bar. These screws secure a black plastic bushing (see **Figure 8**) inside the roller bar. Using a Phillips head screwdriver, remove these screws and set aside for use in reassembly.

14. Pull the end plate/motor out of the roller bar. The black plastic bushing should come out along with the motor.

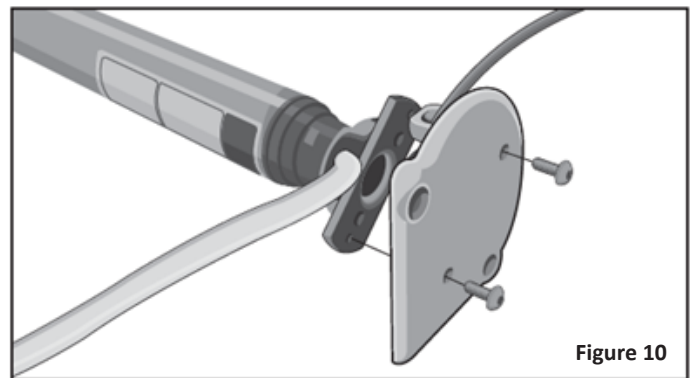
15. If the bushing is still attached to the motor upon removal, (**Figure 9**) squeeze the motor end tabs together while sliding the bushing off the end of the motor.

16. If the bushing remains inside the roller bar, tilt the bar vertically and gently tap to dislodge it.



NOTE: Before performing Step 15, take a moment to observe the orientation of the motor on the housing end plate.

15. Using a 3mm Allen wrench, remove the two screws that secure the housing end plate to the motor. See **Figure 10**.



16. Install the end plate removed in Step 8 on the replacement motor, matching the previous orientation.

17. Slide the black plastic bushing onto the end of the replacement motor, taking care to align the two small screw holes as shown in **Figure 11**.

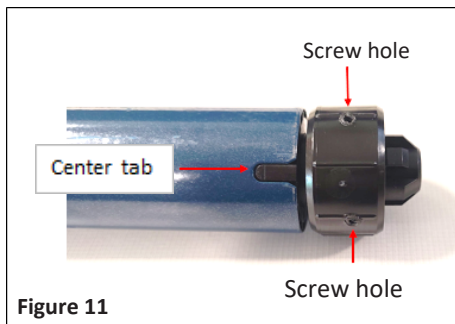


Figure 11

18. Orient the roller bar and fabric in front of you with the notched end on the left. See **Figure 12**.

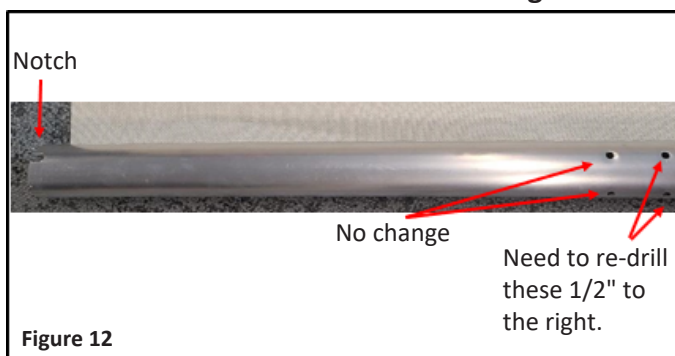


Figure 12

19. Locate the set of holes furthest to the right on the roller bar. They should be about 18.5" from the notched end. From the center of each hole, measure and mark 1/2" to the right. These marks will be the centers of the new holes. See **Figure 13**.

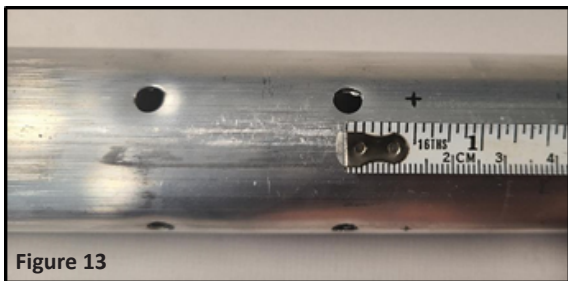


Figure 13

Note: Use gloves and eye protection.

20. Have your helper hold the roller bar steady. Position your center punch over each new hole mark, and tap the back end with a hammer. This will create small indents to help prevent your drill bit from slipping in Step 21.

21. Have your helper hold the roller bar steady. Using an electric drill with a 3/16" drill bit, drill holes into each mark. See **Figure 14**.



Figure 14

22. Slide the motor into the end of the roller bar, aligning the motor with the notch cut in the end of the roller bar. See **Figure 15**.

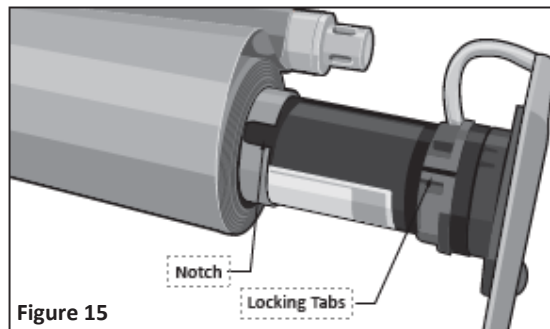


Figure 15

23. Rotate the motor to align the motor locking collar with the notch on the roller bar (see **Figure 16**) and while holding the roller bar push the motor into the roller bar until it is fully seated in the notch.

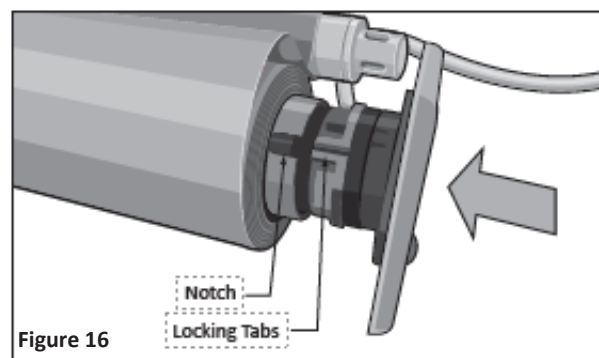


Figure 16

24. Screw the two small roller bar screws into the newly drilled holes to secure the black plastic bushing in place within the bar. See **Figure 17**.

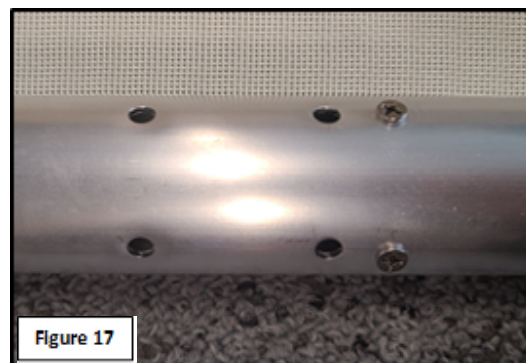
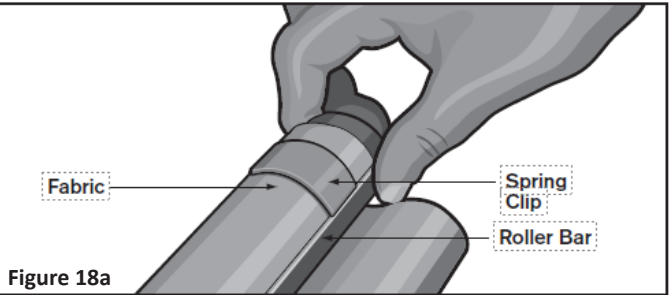
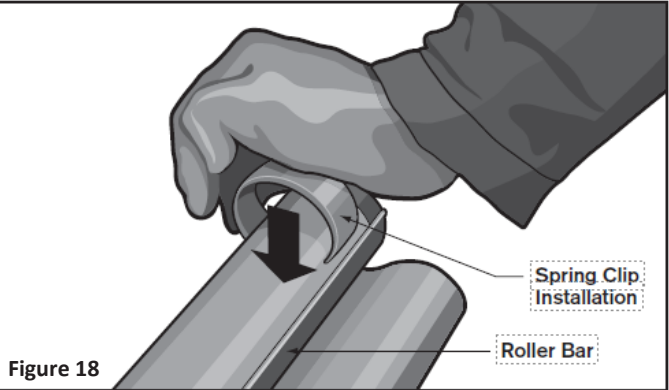


Figure 17

Note: One (1) clip will be installed over the fabric on each end of the roller bar, approximately one (1) inch from the outer edge of the roller bar. All remaining clips will be installed equally distanced along the roller bar, between the two (2) end clips. See Figure 18.

25. Install the existing or supplied spring clips over the fabric, onto the roller bar. Align one end of the clip with the raised guide. Using the palm of your hand, press the spring clip down, onto the roller bar. See Figure 18 and 18a.

WARNING: THE SPRING CLIPS COULD HAVE SHARP EDGES. TO PREVENT THE RISK OF INJURY, USE SAFETY GLOVES WHEN REMOVING OR REPOSITIONING THE SPRING CLIPS ON THE ROLLER BAR. FAILURE TO DO SO COULD CAUSE PERSONAL INJURY.



26. For ease of re-rolling the fabric, temporarily remove the replacement motor from the roller bar and set aside for reassembly.

27. Carefully roll the fabric back onto the roller bar.

28. Place the EasyShade housing in your work area.

29. Orient the leading bar so that you can slide the non-motorized end of the roller bar into the housing. See Figure 19.

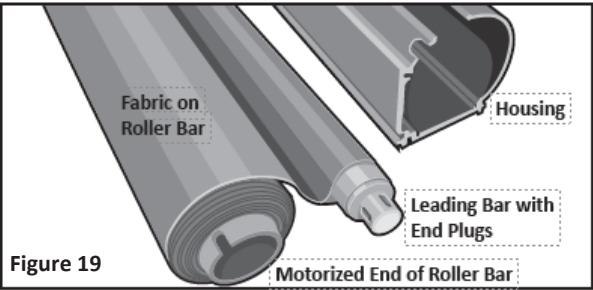


Figure 19

30. Carefully slide the non-motorized end of the roller bar and fabric into the housing until approximately six (6) inches of the roller bar still extends from the housing. The tube will lead the fabric out of the slotted opening in the housing. See Figure 20.

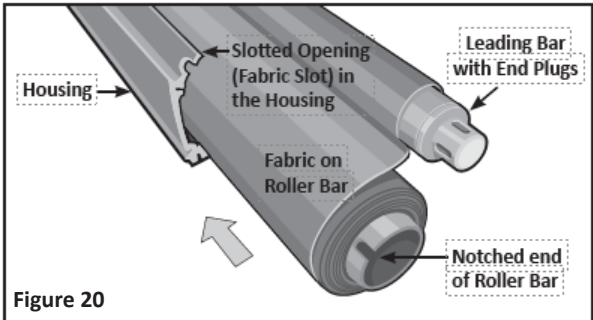


Figure 20

31. Locate the replacement motor removed in Step 25. Begin sliding the motor into the end of the roller bar, rotating it to align the locking tabs on the motor collar with the notch on the roller bar. While holding the roller bar, push the motor into the roller bar until it is fully seated in the notch, then slide the roller bar into the housing. See Figure 21 and Figure 22.

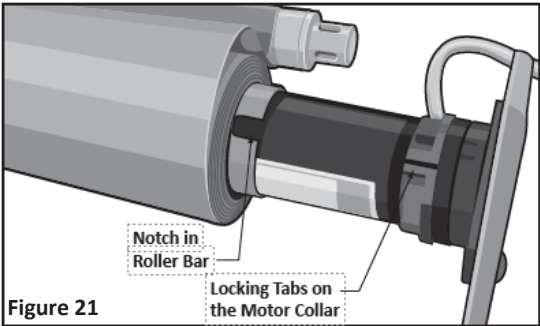


Figure 21

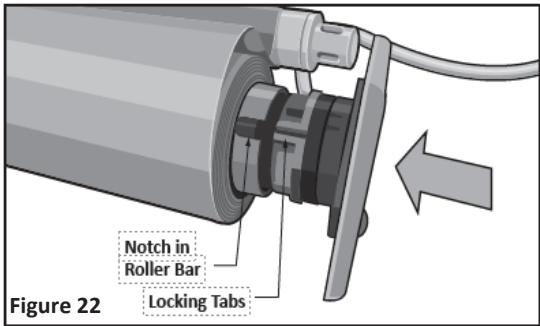
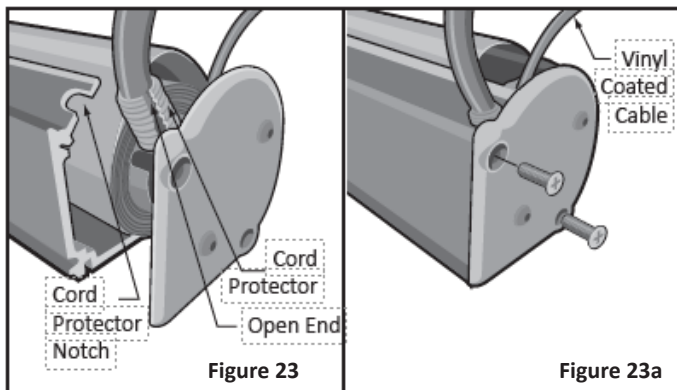


Figure 22

NOTE: The motor cord has a small white plastic cord protector just below the motor head. See Figure 23.



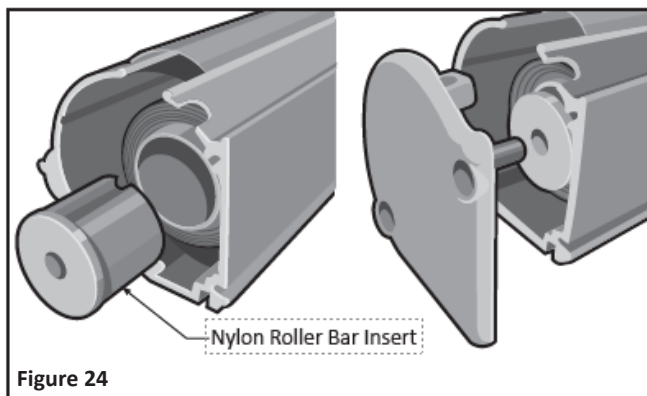
32. Align the cord protector so that the open side will be facing the end of the housing and push the cord and the cord protector into the notch on the end of the housing.

See Figure 23.

33. On the motor end, make sure that the vinyl coated cable is positioned in the fabric slot. (See **Figure 23a**) Align the end plate with the housing and install the two Phillips head screws, removed in Step 8, to secure it in place.

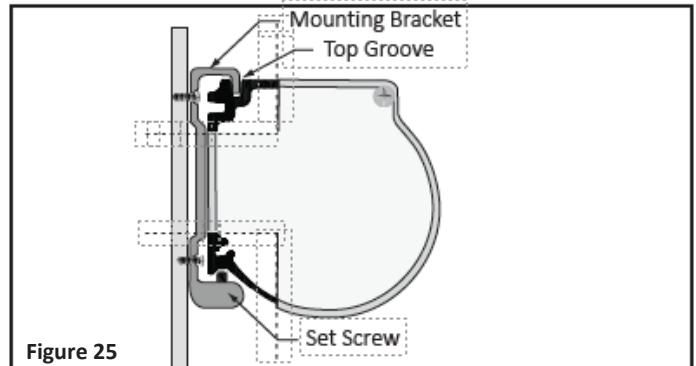
34. Locate the end plate and the nylon roller bar insert for the other end of the EasyShade.

35. Slide the nylon roller bar insert into place. Slide the end cap into the insert and make sure that the vinyl coated cable is positioned in the fabric slot. Align the end plate with the housing and install the two Phillips head screws, removed in Step 7, to secure it in place. See **Figure 24**.



36. With your helper, lift the shade assembly up to the installed mounting brackets, and insert the top groove of the shade assembly onto the protruding tab on the mounting brackets. While maintaining upward pressure to keep the top groove of the shade assembly on the tab of the mounting brackets, press the shade assembly toward the mounting bracket, and be sure that the set screw is aligned in the recessed portion of the shade assembly.

See **Figure 25**.



37. Tighten the set screw in each mounting bracket until the shade assembly is secure.

38. Plug the motor power cord into the electrical outlet.

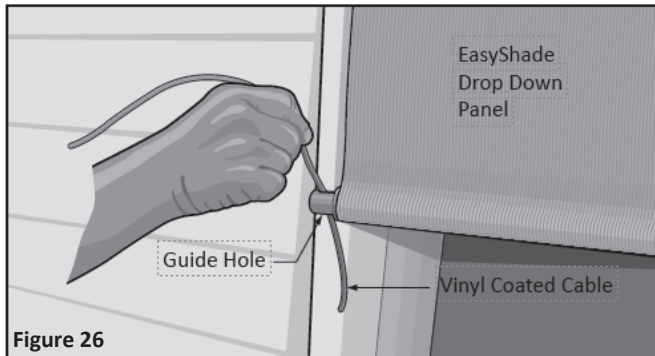
39. Reset your existing Remote Transmitter to communicate with the new replacement Motor and set new Up and Down stop positions using the instructions in **Appendix A**. Then continue to Step 40.

40. Open your EasyShade by pressing the DOWN button on your remote control. With the EasyShade open, unplug the power cord from the electrical outlet.

41. At each end of the EasyShade housing assembly, uncoil the vinyl coated cable. Allow the coiled cable to hang flat against the mounting surface.

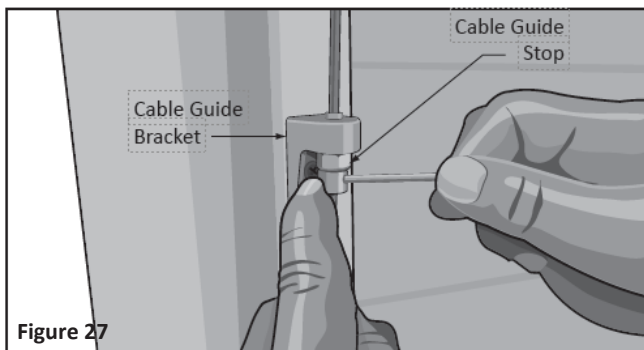
42. Insert the vinyl coated cable located at each end of the housing assembly through the guide holes at each end of the EasyShade drop down panel.

See **Figure 26**.



43. Place the lower end of one of the vinyl coated cables through the hole in the cable guide bracket and from the bottom slide one of the cable guide stops onto the vinyl coated cable and secure in place with the 5/64" allen wrench. Repeat for the other side of the EasyShade.

See **Figure 27**.



44. Ensure the vinyl coated cables are tight. Adjust the tension using a 7/16" open end wrench as follows. On each of the cable guide stops you will find a 7/16" nut. By turning the nut counter clockwise you can tighten the cable.

NOTE: DO NOT OVER TIGHTEN THE CABLE.

45. Plug the power cord back into the electrical outlet.

46. Test for proper operation. Enjoy.