

POLAR SHADES VORTEX ZIPPER SHADE

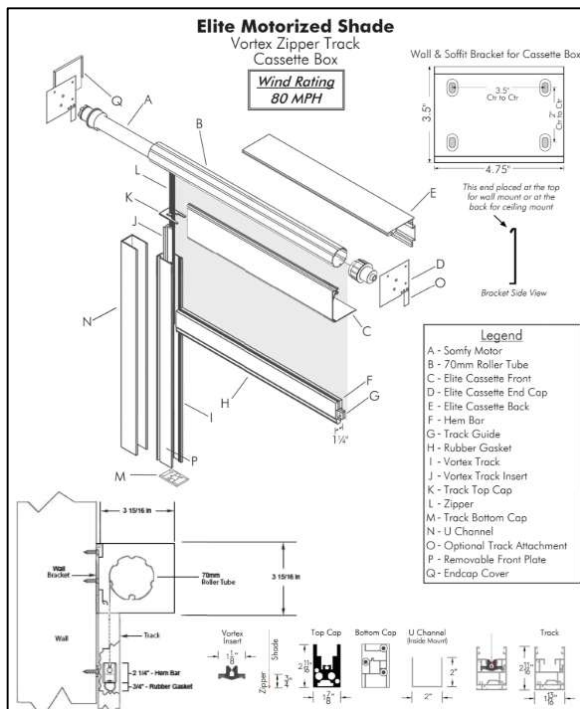
ELITE, TITAN, MEGA CASSETTE BOX

INSTALLATION INSTRUCTIONS

MOTOR CABLE

The Vortex Zipper Shade-Elite, Titan and Mega Cassette Motorized Shades can be mounted by using supplied brackets or by drilling directly through the cassette box. Universal brackets are provided for wall mount and soffit/ceiling mount applications and are ideal for installing to flat/smooth surfaces. When a wall or soffit has irregular surfaces, it is often preferable to drill directly through the cassette box for mounting.

If the cassette box was not produced with a predrilled hole for the motor cable, a hole can be drilled through the cassette box top, back or side, for the motor cable, based on proximity to power location. Determine the appropriate location, drill a hole and feed the motor cable through the hole prior to the mounting of the cassette box. (Note: The motor cable can drop through the bottom of the cassette box, through the back channel of the Vortex Track, top to bottom, when the power source is located towards bottom of the shade.)



The Polar Shades Dealer book includes drawings for all products. The drawing shown above reflects the Elite Cassette Box with Vortex Track; the Titan and Mega Cassette Vortex Shades are designed with larger cassette boxes and all other details as shown above.

CASSETTE BOX WITH BRACKET MOUNT

METHOD

- 1) Remove the front cover from the cassette box by removing the bottom screws which secure the cassette box front cover to the box ends, on left and right. (see arrows below) Lift the front cover off.

MEGA

ELITE/TITAN

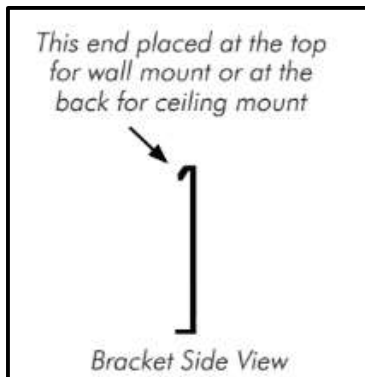


Leave cover off until after the last installation step. (When inside mounting, the front box attaching screws will be left out permanently)

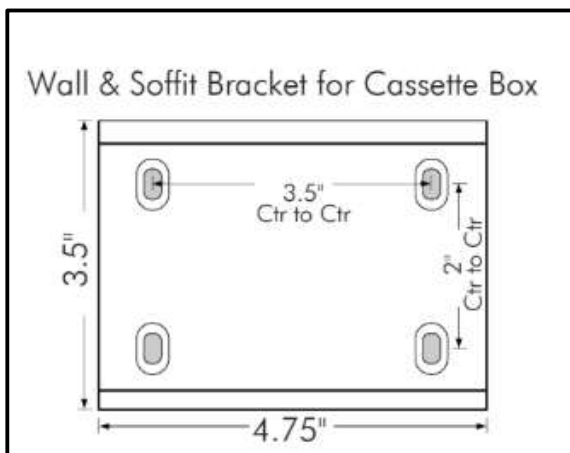
- 2) When mounting the cassette box with brackets, the brackets are placed roughly 35-40" apart as follows:

Up to 60" in width -2 Brackets
 >60" up to 118" in width- 3 Brackets
 >118" up to 157" in width -4 Brackets
 >157" up to 197" in width -5 Brackets
 >197" up to 236" in width -6 Brackets
 >236" up to 276" in width -7 Brackets
 >276" up to 300" in width -8 Brackets

Bracket details:



The brackets are attached by screwing through each of the 4 holes of the bracket to the wall or to the



the soffit surface by mounting the brackets about 3" in from each end of the box and placing the remaining brackets so that they are evenly spaced between the left and right brackets.

Brackets can be used for attaching to a smooth/level plane ensuring that the cassette box can be secured into to the brackets. **The box must be level when installed.**

Additional notes for soffit/ceiling mount:

When determining the placement for the box in a soffit/ceiling mount application, the box placement should not be placed more than 1" from the outside edge of the overhang as a distance in excess of 1 inch will make it more difficult for the easy reattachment of the front cover.

Please note that mounting screws are not provided and must be selected by the installer based on the appropriate screw for the mounting surface- wood, stucco, etc. The length of the screw will vary from 3 to 6" depending on the application.

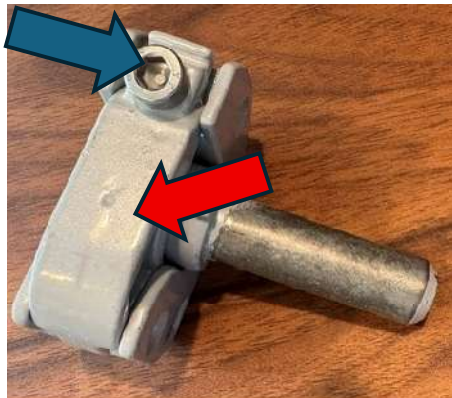
3) After mounting of the brackets is complete, loosen the set screws at the bottom of the bracket with an Allen wrench, place the top edge of the cassette box into the bracket groove, sliding the cassette box into place. Tighten the set screws on each bracket to secure the box.

DRILL THROUGH BOX METHOD*

***DISCLAIMER: When using this mounting method, the cassette box must remain completely straight and free of any twisting or distortion. Because walls/soffits are not always perfectly straight/level, installers must use spacers/shims wherever needed to compensate for irregularities in the**

mounting surface and preserve the cassette box's original profile and shape. A distorted cassette will cause the fabric to rub against the cassette box, and any resulting damage or improper shade operation will NOT be covered under the Polar Shades warranty.

1. If the installation is to be done by drilling directly through the cassette box, after the box front cover has been removed, remove the motor clip from the roll tube on the motor end.
- 2) Using an Allen wrench, remove the Allen screw on the interior idle end bracket, (see blue arrow) and open the front cover of the bracket (red arrow) in order to lift the roll tube out of the cassette box.



- 3) To mount the cassette box by drilling directly through the box, mounting screws should be placed as follows:
 - One set of screws will be placed about 3" in from each end of the box
 - Each "set" of 2 screws is placed through the back or top of box as shown below:



- The additional sets of screws should be placed ~ 35-40" apart based on the set bracket schedule as detailed above.

Please note that mounting screws are not provided and must be selected by the installer based on the appropriate screw for the mounting surface-wood, stucco, etc. The length of the screw will vary from 3 to 6" depending on the application.

It is recommended that the first set of screws is placed at the lowest point of an uneven soffit surface or at the point that protrudes from the wall the most, in a wall mount. Secure the remainder of the screws ensuring that the box remains completely level using spacers as necessary.

Additional notes for soffit/ceiling mount/drill through box application:

When determining the placement for the box in a drill through soffit/ceiling mount application, the box placement must not be placed more than 1" from the outside edge of the overhang as a distance in excess of 1 inch will not allow for the easy reattachment of the front cover.

- 4) Upon completion of the mounting of the of the cassette box, lift the roller tube back into the box, feeding the motor cord through

the predrilled hole in the cassette box. Resecure the roll tube into the idle end bracket and motor crown, replace the motor clip and rotate the roll tube to leave 1' of fabric hanging down. Close the idle end bracket and secure the Allen screw. Leave the front cover off until after the last installation step.

VORTEX TRACK INSTALLATION

Tracks should always be ordered based on the longest height for a sloping patio, to ensure proper fit and finish of track installation, flush to the ground. Check track lengths and if necessary, using a chop saw, trim track from the bottom or the track for the shorter length side.

OUTSIDE MOUNT VORTEX TRACK INSTALLATION

- 1) To determine the exact location for the Vortex Track placement, keep in mind that the track will be installed so that the outside and back edges of the Vortex Track are aligned exactly with the outside edges of the cassette box-see track alignment on right side below.

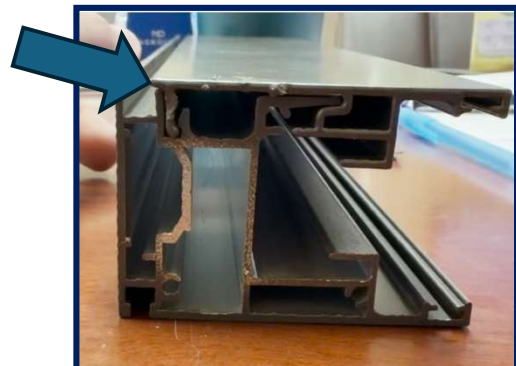
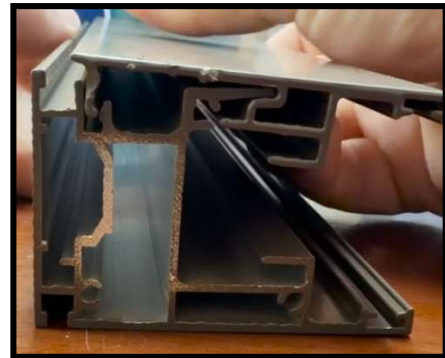


In the picture above, an optional track guide is shown on the left. The track guide is attached with a

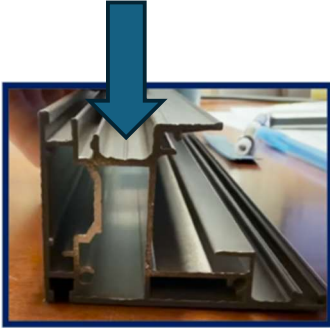
screw to the cassette box, and the Vortex track has a slot into which the track guide can be inserted. This attachment ensures exact proper placement of the Vortex track. The cassette box with attached optional track guides can be laid on the ground, have tracks attached to the guides and then be lifted up as one unit for cassette box and track attachment to the wall.

Before sliding the Vortex Track onto the track guides (if used):

- 1) Remove the front plate of the Vortex track by pressing on the inside edge of the plate or by prying open at the back edge. (See arrow)



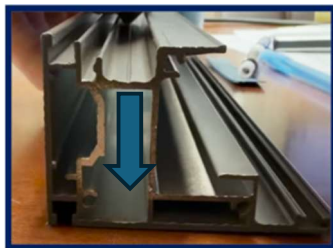
- 2) Using the exposed track channel, drill a 3/8" hole through the top plate of the empty channel.



To determine the exact location for the Vortex Track placement, keep in mind that the track must be installed so that the outside and back edges of the Zip track are aligned exactly with the outside edges of the cassette box.



- 3) Using appropriate screws, attach the back side of the track (see arrow) to the wall, roughly 12" from top of track, 12" from bottom of track, and dead center. For heights exceeding 12', add 1-2 additional attaching points, using a minimum of 3 screws and attaching points spaced every 30"



VORTEX TRACK ATTACHMENT/INSIDE

Due to typical uneven openings and unplumb walls and posts in an inside mount application, the U channel is used to "true up" the non-parallel openings, without using shims or spacers. (Please note that u channel will be powder coated to match shade hardware)

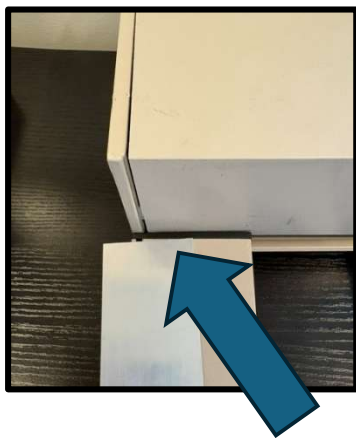


VORTEX TRACK ATTACHMENT FOR INSIDE MOUNT

The U channel is attached to the posts or walls, and the Vortex track is inserted into the u channel. The proper placement for the track ensures that the back and outside edges of the Vortex Track are exactly aligned with the cassette box back and outside edges and the tracks are level and parallel. The U channel always sits outside of the cassette box edge as shown below.



The Vortex Track does not need to be fully inserted into the U Channel, nor does the Vortex Track need to be completely parallel to the U channel. Exact positioning will vary by setting/ordered measurements.



After properly positioning the Vortex Track into the U channel, confirming that the top of the Vortex Track is lined up with the cassette box and confirming that the Vortex Tracks are level/parallel to each other, use the provided ½" self-

tapping screw to drill through the top and bottom outside corner of the U channel into the Vortex Track thus securing the correct positioning of the 2 Vortex Tracks. (see arrow for top screw position)

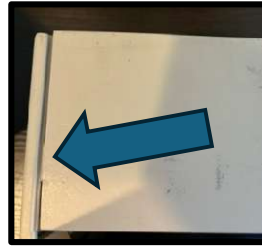
FABRIC BAND CENTERING

With the cassette box and Vortex tracks secured in place and the front cover of the cassette box open, **before** inserting the hem bar and fabric into the tracks, it is important to ensure that the fabric band is centered on the roll tube. Connect the shade to power and extend the fabric completely down to bare tube. If the fabric band is not centered on the roll tube, pull the spline to move the fabric band in the appropriate direction, properly centering it. Slowly retract the fabric back onto the roll tube ensuring that the fabric rolls evenly onto the tube until 1 foot of the shade is hanging below the cassette.

COMPLETION

- 1) Lift the bottom bar up and insert the bottom edge of the zipper into the Vortex insert, guiding the shade and the hem bar guide into the tracks. Retract to upper limit.
- 2) Return the face plate, if previously removed for OM, to the Vortex Track by pressing the bottom of the front plate into the track. Once 1-2 feet of the front plate are in place, extend the shade down to its lower limit. Once the shade is extended, continue to press the front plate into place all the way to the top.

- 3) Program the motor limits. Please note that setting limits with the bottom bar/gasket pushing firming on the floor surface, may result in fabric wrinkles. Adjusting the limits up slightly will eliminate the wrinkles.
- 4) Upon completion of all installation steps and final testing of the shade, re- attach the front cassette box cover and secure as follows:



Wall mount

Reattach the screws through the bottom edge of the cassette box end into the front cover, using screws previously removed from the cassette box end. (see page 1) Slide the decorative end cap covers onto the ends of the box to cover hardware etc

Inside mount (ends not accessible)

Mega Box: Place a screw through the cassette box front hood lip into the Vortex Track using supplied ½" self-tapping screws.



Elite/Titan Box: Place a screw through the bottom of the cassette box front cover. up into the side tab found on both sides of the box, using supplied 1/2" self-tapping screws.