



Manufacturers of Professional Audio-Visual Products

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Motorized Roller Shade Installation

1. Remove the fascia cover by pulling on the bottom of the cover with a down and outward motion. You must pull at each end of the cover.
2. Before removing the roller assembly carefully review the entire assembly and note the position of all of the components.
3. To remove the roller assembly you must remove the steel retaining ring that holds the motor in the bracket. The retaining ring has a small loop in it so that you can grip and pull with pliers.
4. The idle end of the roller has a spring loaded steel pin that mounts in a nylon ball bearing. Grip the motor end of the roller with your hand and while holding the motor and roller with one hand push the roller towards the idle end, compressing the spring loaded pin.
5. When the motor end has cleared the bracket pivot the roller away from the housing and then remove the idle end from the bearing. Be sure to hold the motor in place with your hand at all times to insure that it does not fall out of the roller.
6. The back side of the shade housing has two mounting holes for attaching to the window opening with #8 screws. If these holes are not in the correct location for your particular installation you may drill additional mounting holes as required in either the top or the back of the housing.
7. When mounting the shade housing make absolutely sure that it is installed level or the shade will not roll properly possibly damaging the fabric.
8. After mounting the housing re-install the roller assembly and fascia cover by reversing steps 1 thru 4.
9. Side channels (optional): Side channels must be installed so that they are plumb. The top of the channel should be in contact with the bottom edge of the back of the shade housing. The side surfaces of the channels should be in alignment with the ends of the shade housing. Attachment should be with #8 screws that penetrate the channel as shown.
10. The motor has a 6' wiring lead so make sure that there is a junction box within 4' of the motor end of the shade. The junction box must be placed so that it is easily available for wiring access to meet electrical codes.
11. Make wiring connections per the respective diagrams according to the method of control. See attached wiring diagrams. *CAUTION, multiple motors can NOT be parallel connected. Each motor must have its own cable run to the control device.*
12. IMPORTANT: The automatic stop limits on the motor must be set before normal operation. This should be performed using a BEI Motor Test Unit. See attached limit setting instructions.
13. If the shade has side channels be sure that at least 1" of the shade remains engaged in the top of the side channels when the shade has reached its upper stop limit or the shade may jam when operated.

