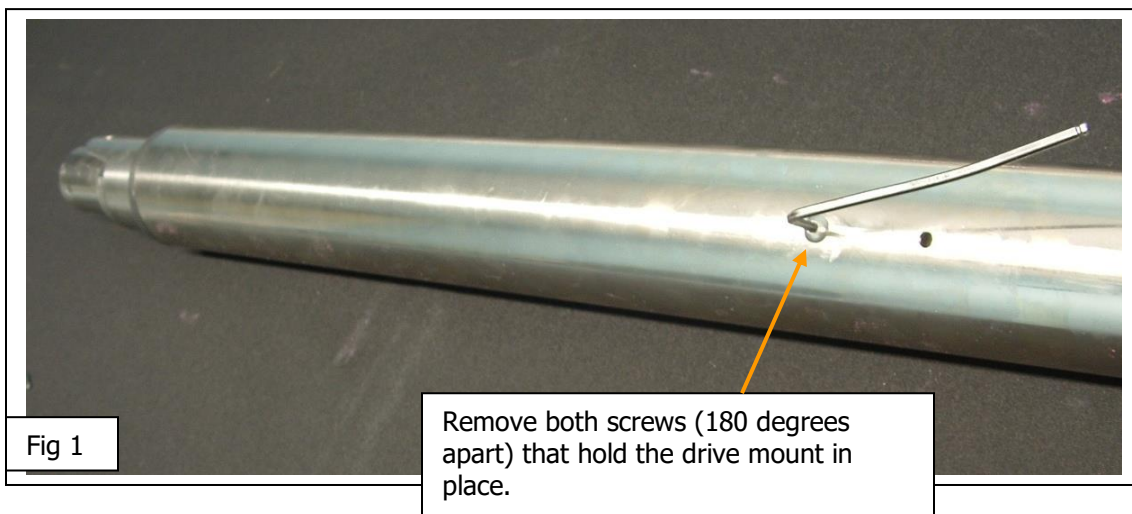


## **SureShade Service Manual** **For Replacing Small Extending Tube**

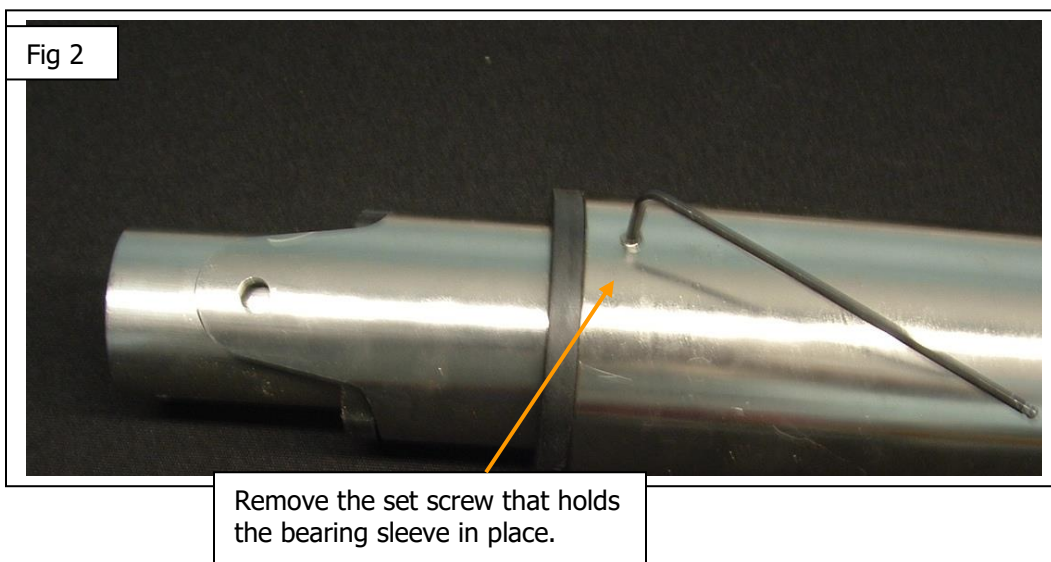
The instructions below describe how to disassemble the actuator, replace the small extending tube and then reassemble the actuator step by step.

### **Disassembling the Actuator**

Step 1 - To remove the drive system from the stationary tube of the actuator, remove the forward button screws. These screws hold the drive system mount in place. There are two (2) of them – 180 degrees apart.

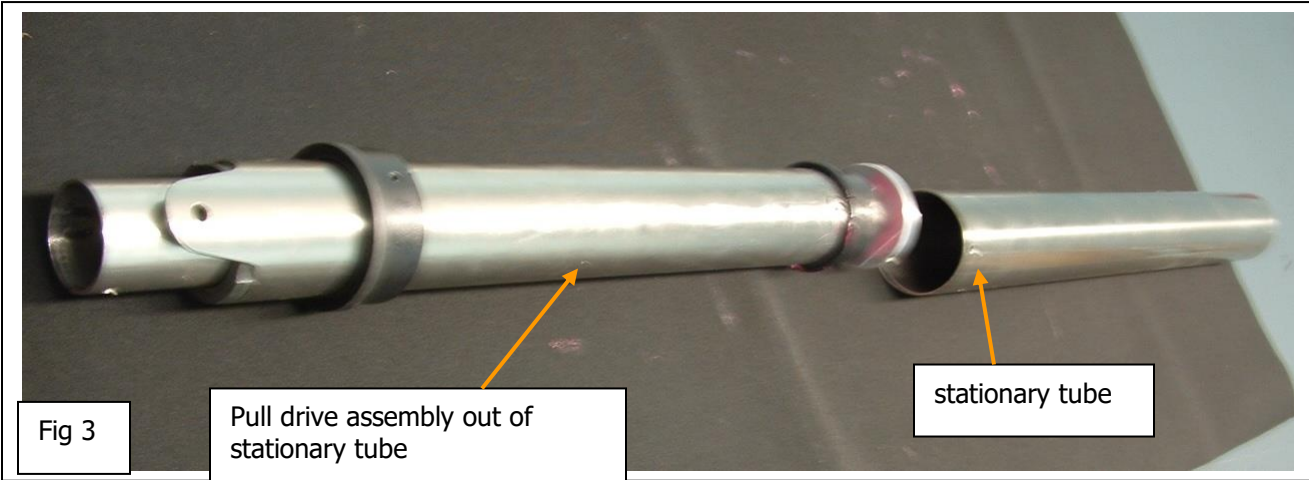


Step 2 – remove the set screw that holds the bearing sleeve in place at the end of the stationary tube (Fig 2)

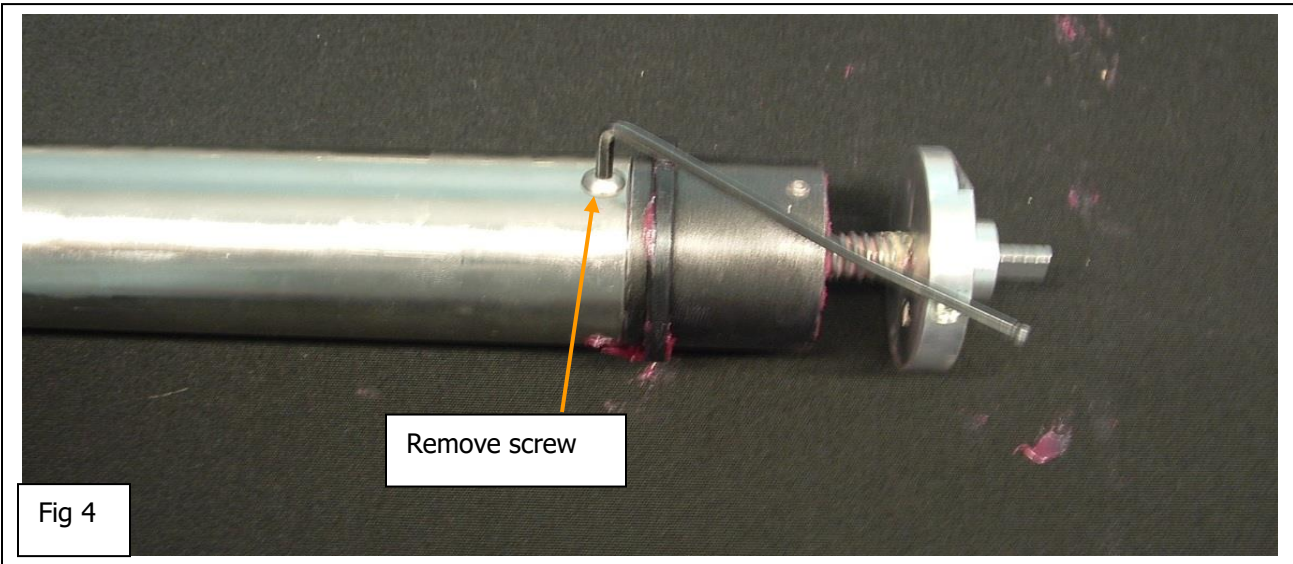




Step 3 – pull drive assembly out of stationary tube Fig 3.

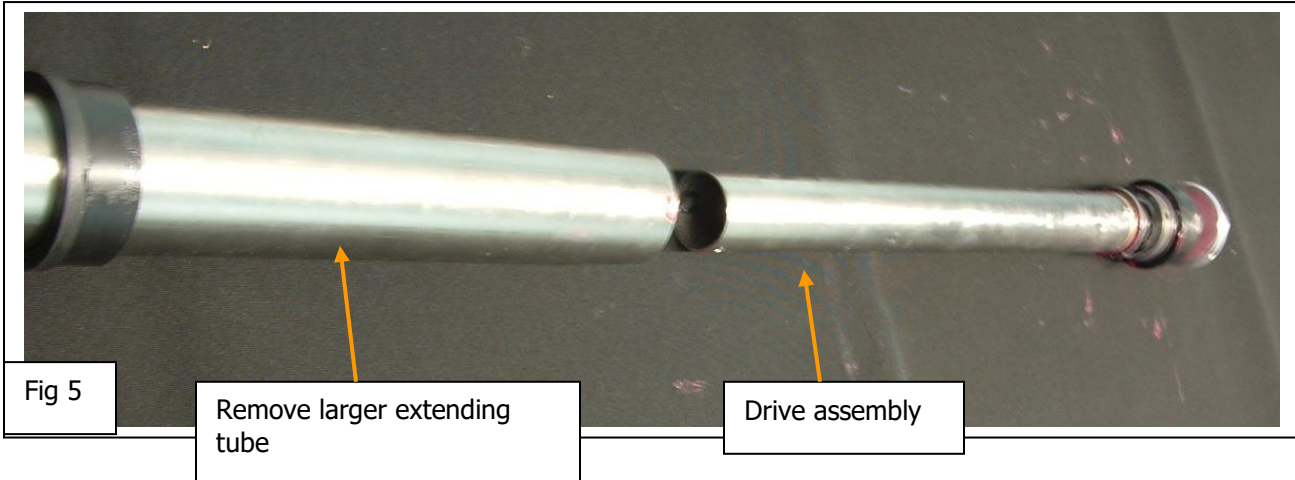


Step 4 – remove screw that holds larger extending tube to the drive Fig 4.

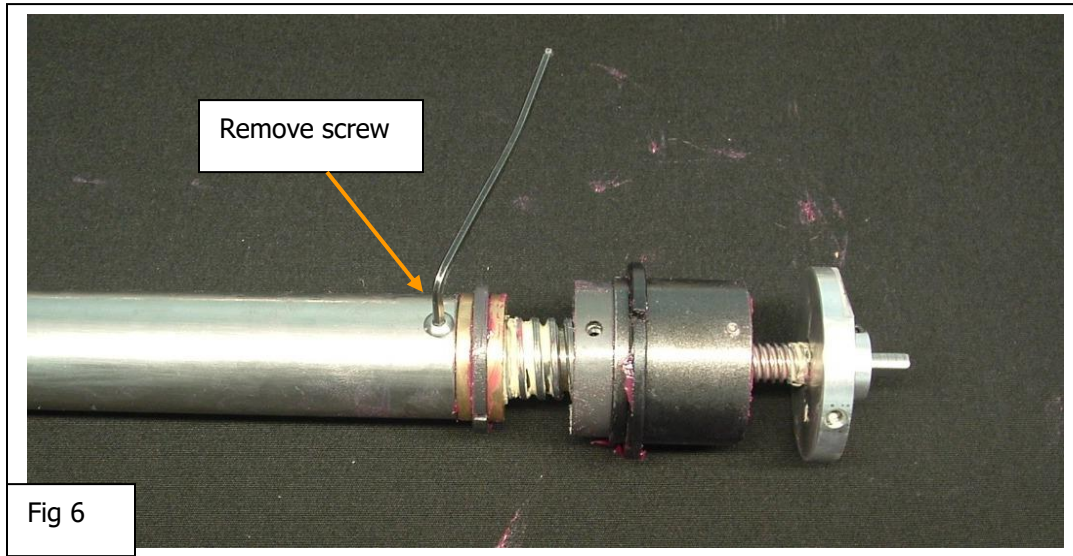




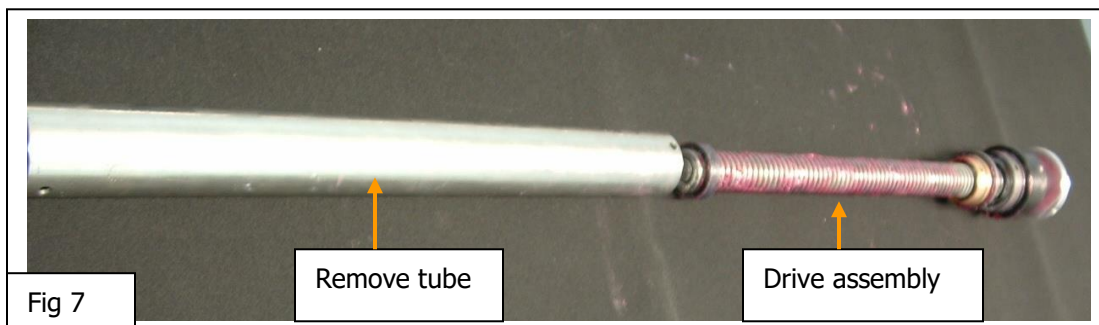
Step 5 – pull larger extending tube off drive Fig 5.



Step 6 – remove the screw that holds the smaller extending tube to the drive assembly Fig 6.



Step 7 – Remove smaller extending tube from drive assembly Fig 7 **and install new small extending tube.**

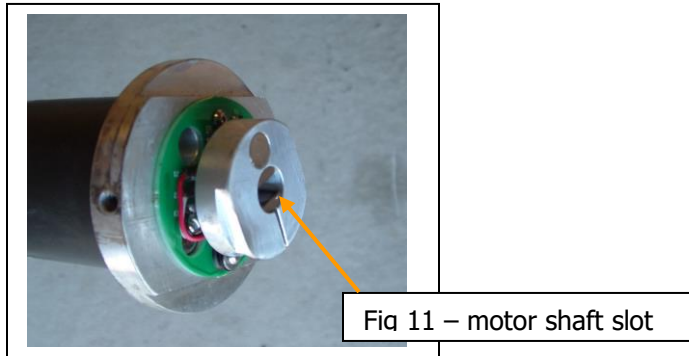
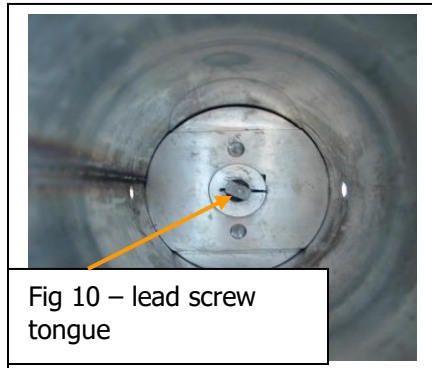


**Reassembly of the Internal Components and Actuator**



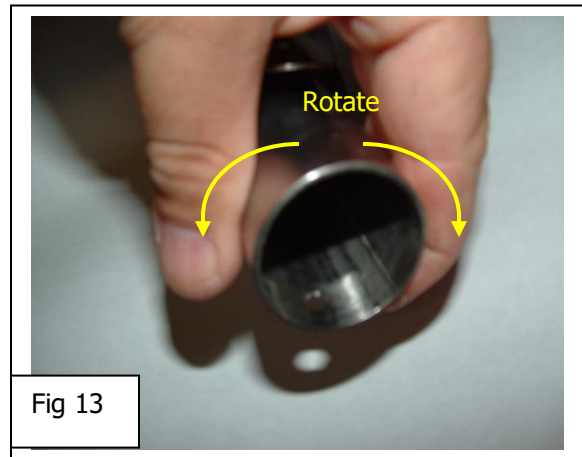
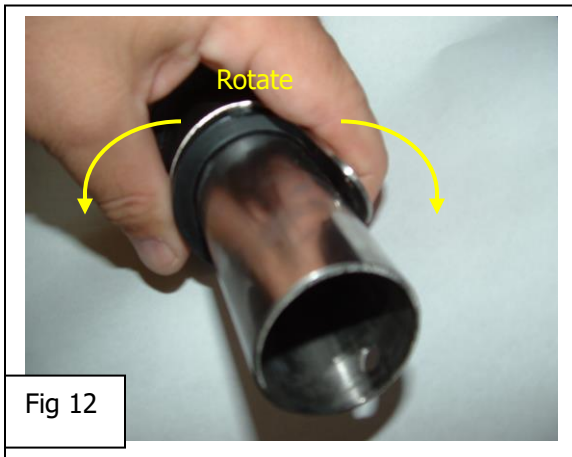


1. Screw the dislodged bronze nut back onto large lead screw about 1 in (2.54 cm) from the face of the bearing housing (see Fig 8 and Fig 9 on Page 4 for proper placement of the bronze nut).
2. Press bumper onto the end of the large lead screw. Note the bumper may be inside the small tube (see Fig 8 and Fig 9 on Page 4 for proper placement of the bumper).
3. Screw in small lead screw into the bearing housing with nut (see Fig 8 on Page 4 for proper placement of the small lead screw in bearing housing)
4. Slide small extending tube onto drive and fasten in place with screw (Fig 6 on Page 3).
5. Slide larger extending tube onto drive and fasten in place with screw (Fig 4 on Page 2).
6. Slide drive assembly inside stationary tube making sure that the lead screw tongue (Fig 10) engages with the motor shaft slot (Fig 11) and secure components in place (Fig 1 and Fig 2 on Page 1)



7. Adjust actuators manually so they are the same length to each other (Port & Starboard) physically rotating the tubes Fig 12 & 13 (**note – crossbars should be removed**).

With the crossbars disconnected, adjust the tubes by rotating them clockwise or counterclockwise. Rotating the tubes clockwise will screw the tube into the stationary tube (reducing the length) and counterclockwise rotation will screw the tube out of the stationary tube (increasing the length). Reassemble crossbars.



8. **Before the shade can be powered, the controller will need to be reset. Please contact SureShade at +1-267-968-7533 or +1-267-968-7532 and a SureShade tech will walk you through the reset exercise. Resetting the controller will take less than 15 minutes.**