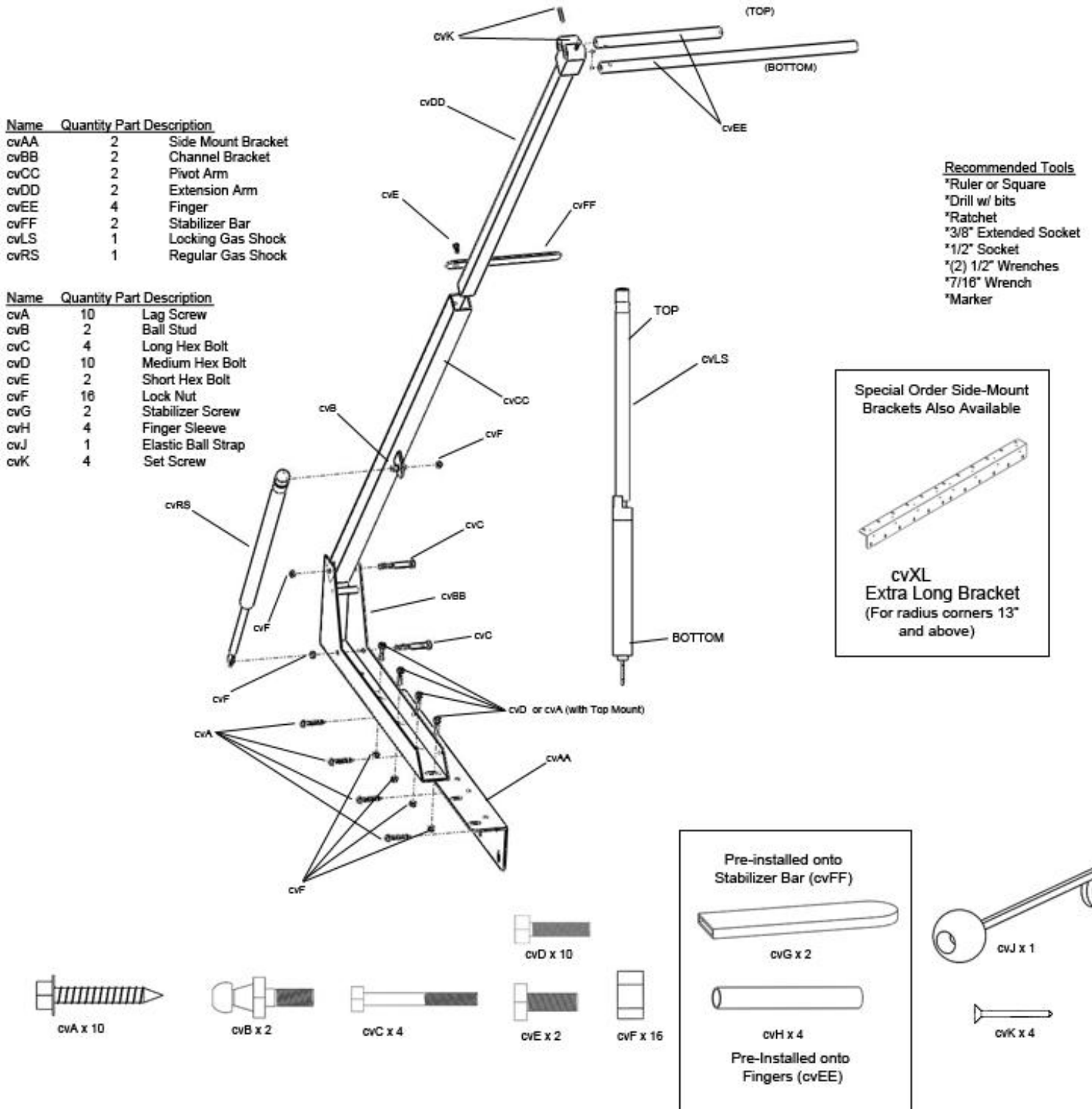


# Cover Valet Installation Instructions

1. Lay out all the parts and verify that they are all present according to the Cover Valet Parts and Hardware List. See Fig 1.

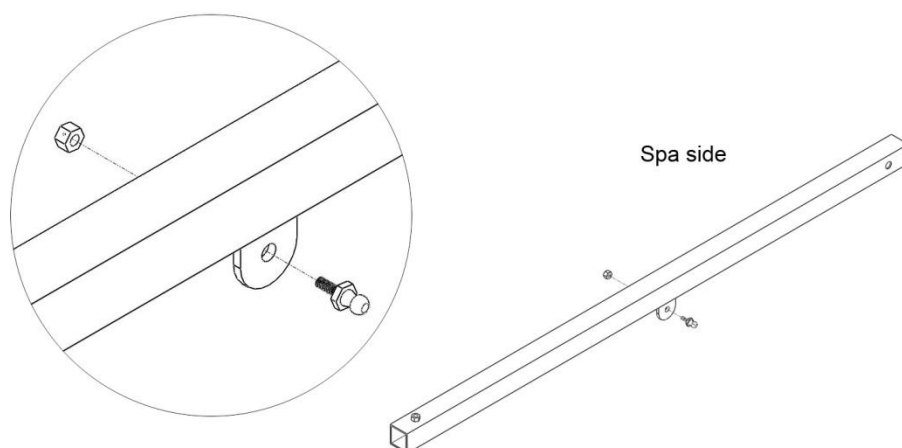
## COVER VALET PARTS AND HARDWARE LIST

Call Cover Valet 1-800-730-7727 or (001)(562) 283-0595 for all replacement, missing, and special order parts.  
8am - 4pm PST Monday - Friday



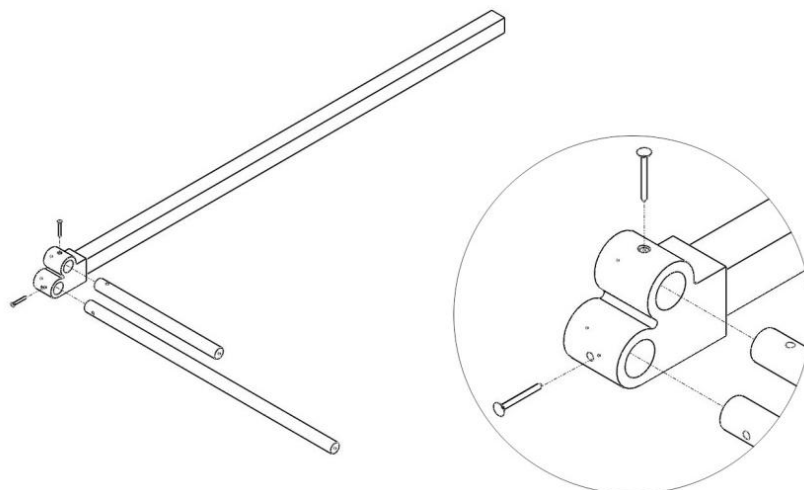
### Figure 1

2. Attach the Ball Stud (cvB) to the Pivot Arm (cvCC) with the Lock Nut (cvF); repeat this for each side of the spa. Ensure the round part of the Ball Stud (cvB) is facing away from the spa. See Fig 2.



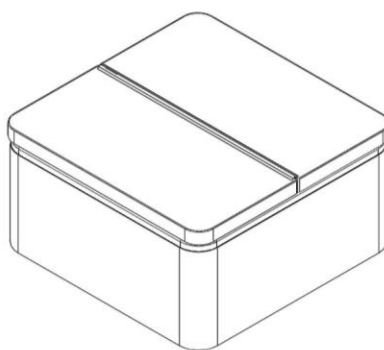
**Figure 2**

3. Insert the Fingers (cvEE) into the Extension Arm (cvDD) and screw the Set Screw (cvK) through each mounting hole. Take note of the positioning of the Fingers (cvEE). The short Finger (cvEE) should be inserted into the upper opening, repeat this for each side of the spa. See Fig 3.



**Figure 3**

4. Lay the spa cover on top of the spa and center the cover evenly. See Fig 4.



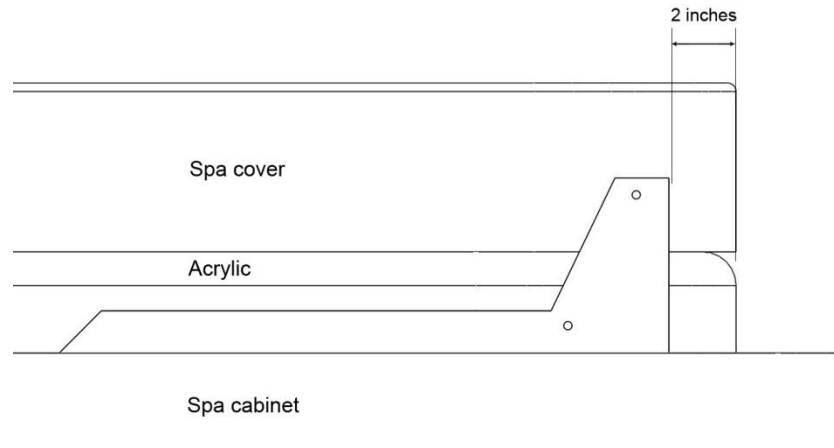
**Figure 4**

**If your spa has decking surrounding the acrylic rim, go to Step 5.**

**If your spa doesn't have decking surrounding the acrylic rim, go to Step 6.**

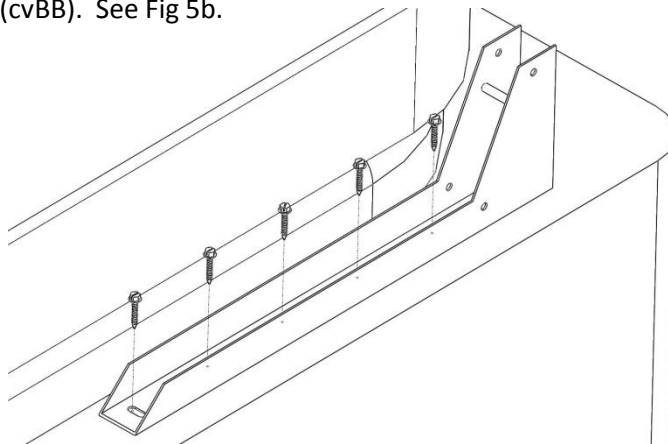
**5. Top Mount Bracket**

- a. Align the Channel Bracket (cvBB) flush against the rim of the spa. The rear of the Channel Bracket (cvBB) should be 2" from the back edge of the spa, as shown in Fig 5a.



**Figure 5a**

- b. Mount the Channel Bracket (cvBB) to the decking using at least 4 of the 5 supplied Lag Screws (cvA), make sure to leave room for the cover and the vinyl skirt to fit between the acrylic and the Channel Bracket (cvBB). See Fig 5b.



**Figure 5b**

**You may have some parts left over: 2 Side Mount Brackets (cvAA), 10 Medium Hex Bolts (cvD), 10 Lock Nuts (cvF), and possibly 2 Lag Screws (cvA), depending on how many are used on the Channel Bracket (cvBB).**

**Go to step 7**

## 6. Side Mount Bracket

- a. Line up the slotted holes on the Channel Bracket (cvBB) to the Side Mount Bracket (cvAA) and bolt them together using at least 4 Medium Hex Bolts (cvD) and 4 Lock Nuts (cvF). The Channel Bracket (cvBB) should hang over the edge of the Side Mount Bracket (cvAA). Do not tighten the bolts all the way. See Fig 6a.

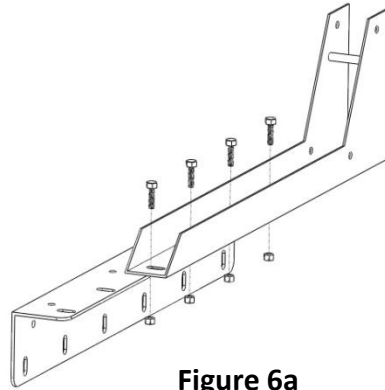


Figure 6a

**NOTE: The Side Mount Bracket (cvAA) has one small side and one large side. If your cover is extra wide, mount the Channel Bracket (cvBB) to the large side.**

- b. Place the bracket assembly against the side of the spa. The Side Mount Bracket (cvAA) must be flush with the side of the spa. **Do Not** allow the Side Mount Bracket (cvAA) to hang over the rounded edge. See Fig 6b.

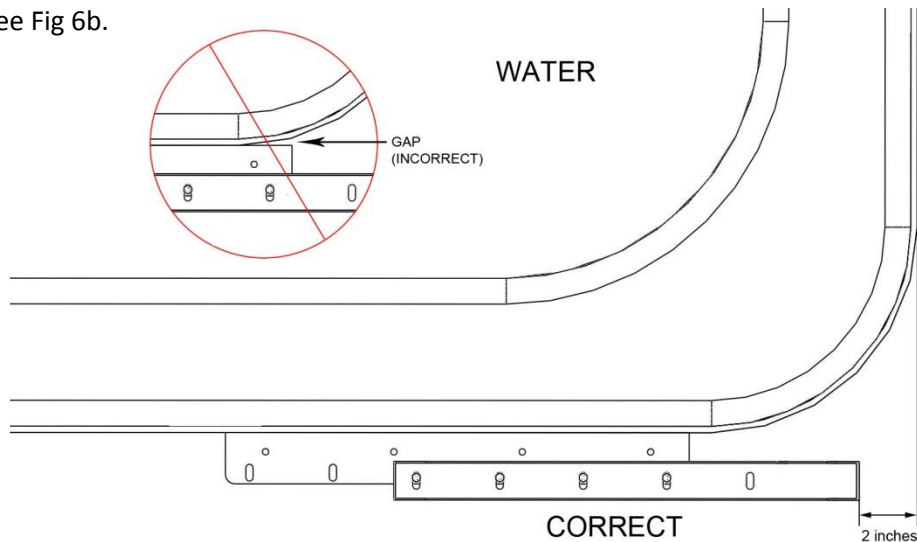


Figure 6b

- c. The rear of the Channel Bracket (cvBB) should be 2 inches from the rear edge of the acrylic. The top of the Side Mount Bracket (cvAA) should be flush with the top of the spa cabinet. See Fig 6c.

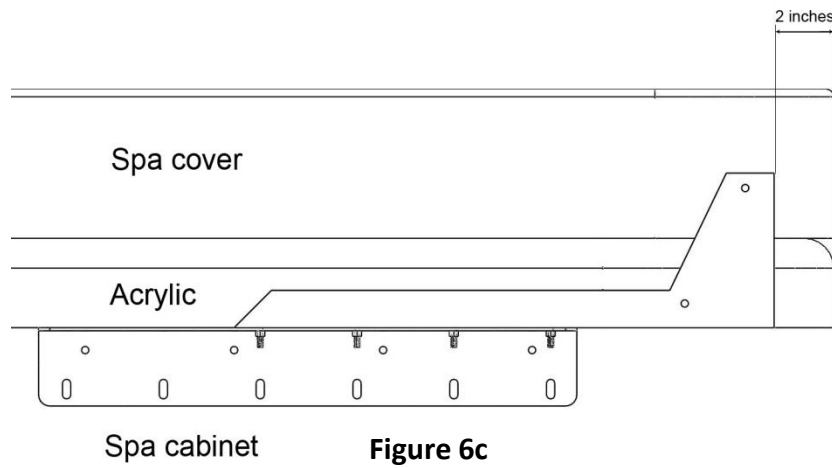
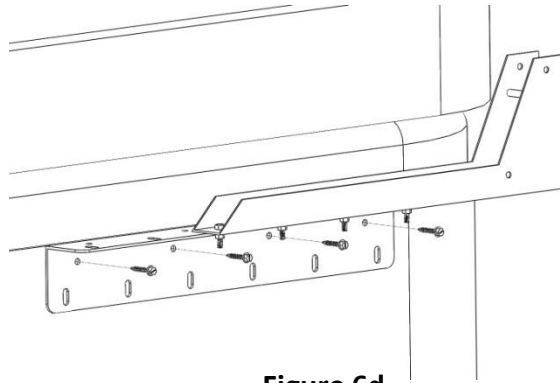


Figure 6c

d. Use the 4 Lag Screws (cvA) to mount the Side Mount Bracket (cvAA) to the side of the spa. Repeat Steps 6a through 6d on the other side of the spa. See Fig 6d. After you install the Lag Screws (cvA) tighten the Medium Hex Bolts (cvD) and Lock Nuts (cvF) holding the brackets together.

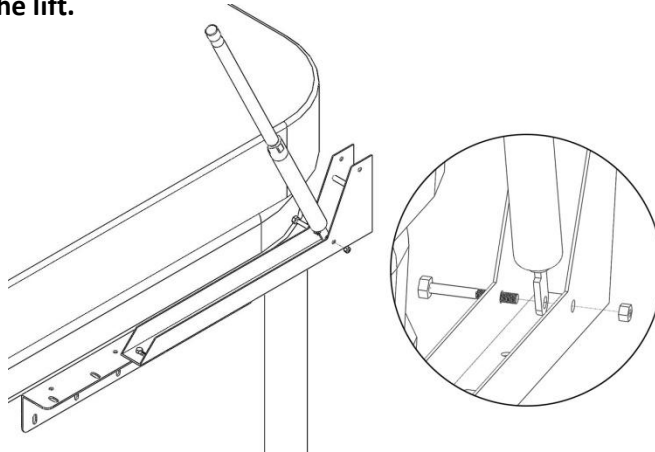


**Figure 6d**

**You may have some parts left over: 2 Lag Screws (cvA) and possibly 2 Medium Hex Bolts (cvD) with 2 Lock Nuts (cvF), depending on the offset of the Channel Bracket (cvBB) and the Side Mount Brackets (cvAA).**

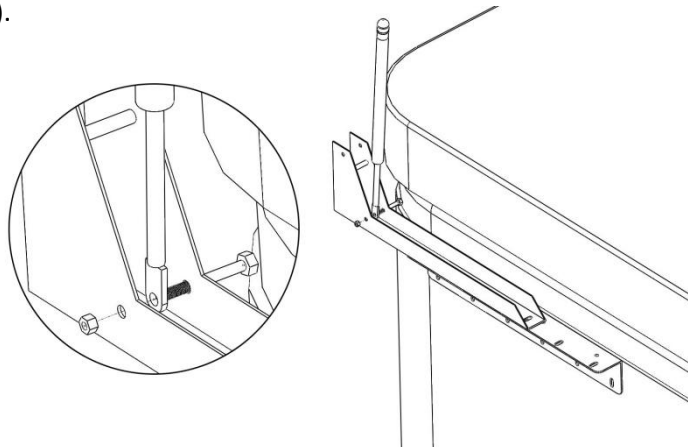
### **Go to step 7**

7. Fasten the bottom end of the Locking Gas Shock (cvLS) to the Channel Bracket (cvBB) using the Long Hex Bolt (cvC) and the Lock Nut (cvF) as shown in Fig 7. **Attach the Locking Gas Shock (cvLS) to the side of the spa where you will operate the lift.**



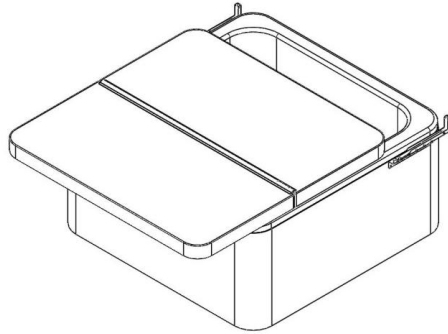
**Figure 7**

8. Fasten the bottom end of the Regular Gas Shock (cvRS) to the other Channel Bracket (cvBB ) using the Long Hex Bolt (cvC) and the Lock Nut (cvF) as shown in Fig 8. Leave the Gas Shocks (cvRS & cvLS) lying in the well of the Channel Bracket (cvBB).



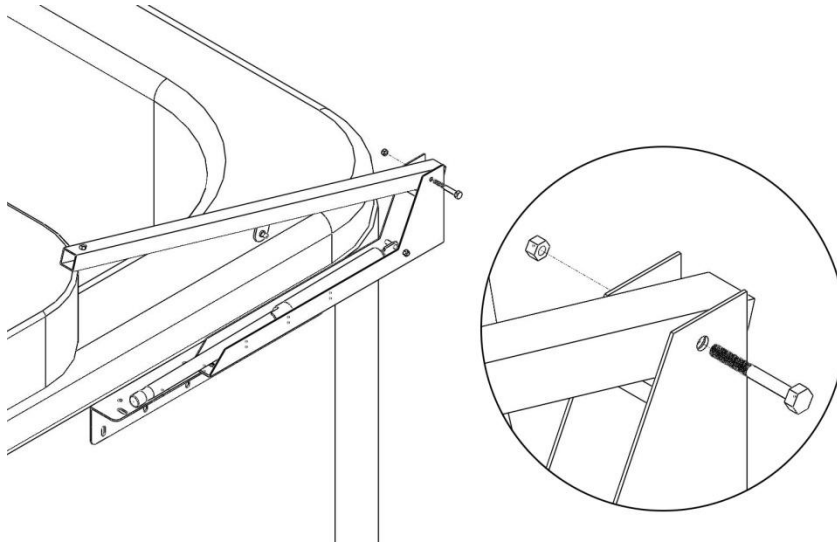
**Figure 8**

9. Slide the spa cover away from the Cover Valet. See Fig 9.



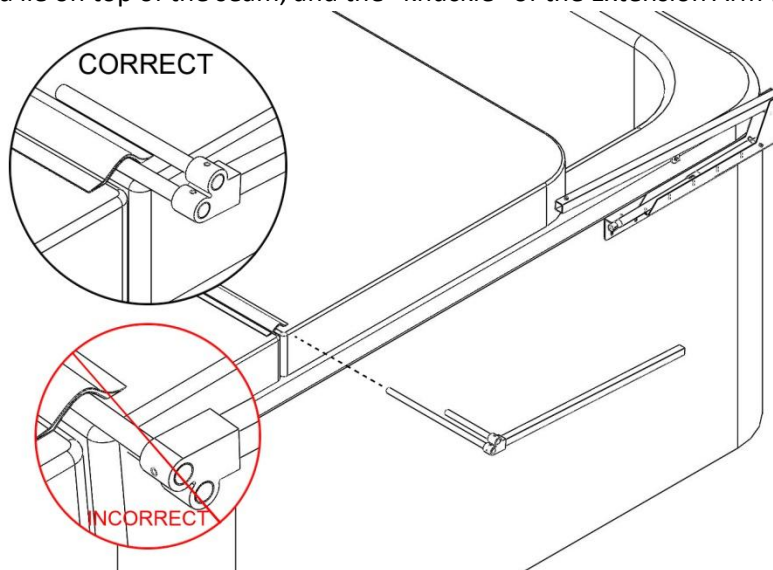
**Figure 9**

10. Attach the Pivot Arm (cvCC) to the Channel Bracket (cvBB) using the Long Hex Bolt (cvC) and Lock Nut (cvF). Ensure the Lock Nut (cvF) is on the outside of the Channel Bracket (cvBB) and the Pivot Arm (cvCC) moves up and down easily. See Fig 10. **Do Not Over Tighten the Bolts.**



**Figure 10**

11. Slip the seam in the middle of the spa cover between the Fingers (cvEE) with the Extension Arm (cvDD) pointing towards the Pivot Arm (cvCC). The long Finger (cvEE) should slide under the seam, while the short Finger (cvEE) should lie on top of the seam, and the “knuckle” of the Extension Arm (cvDD) should be facing up. See Fig 11.



**Figure 11**

12. Align the Extension Arm (cvDD) so that it will slide into the Pivot Arm (cvCC). Slowly and evenly slide the Pivot Arm (cvCC) into the Extension Arm (cvDD) until the spa cover is centered over the spa, as shown in Fig 12.

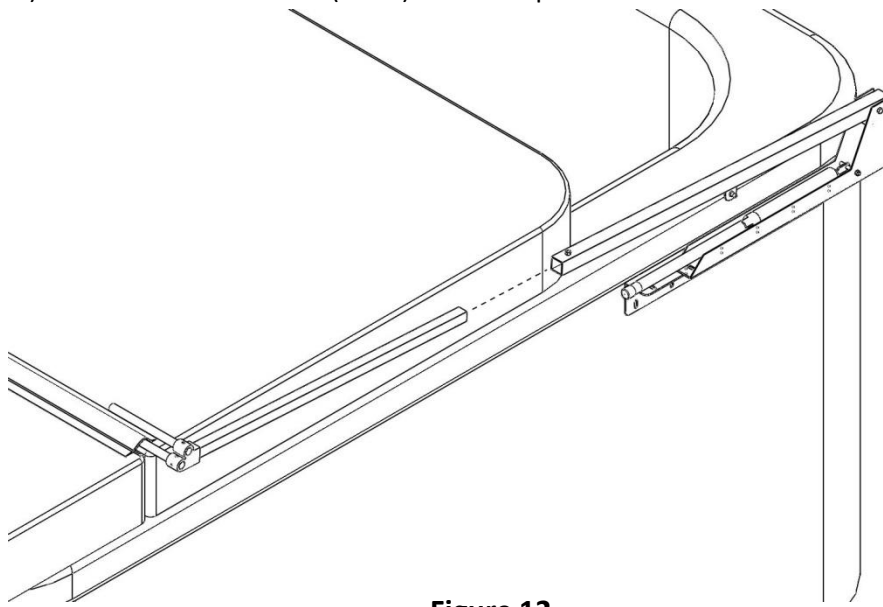


Figure 12

13. Prior to this step, ensure that the cover is centered on the spa (in closed position). Securely fasten the Stabilizer Bars (cvFF) **and** the Extension Arms (cvDD) to the Pivot Arms (cvCC) with the Medium Hex bolt (cvD). Tighten the bolt to the pre-installed nut on the Pivot Arm (cvCC) so that the Extension Arm (cvDD) will no longer slide in the Pivot Arm (cvCC) and the Stabilizer Bar (cvFF) does not move freely. **Do Not Over Tighten the Bolts.** See Fig 13.

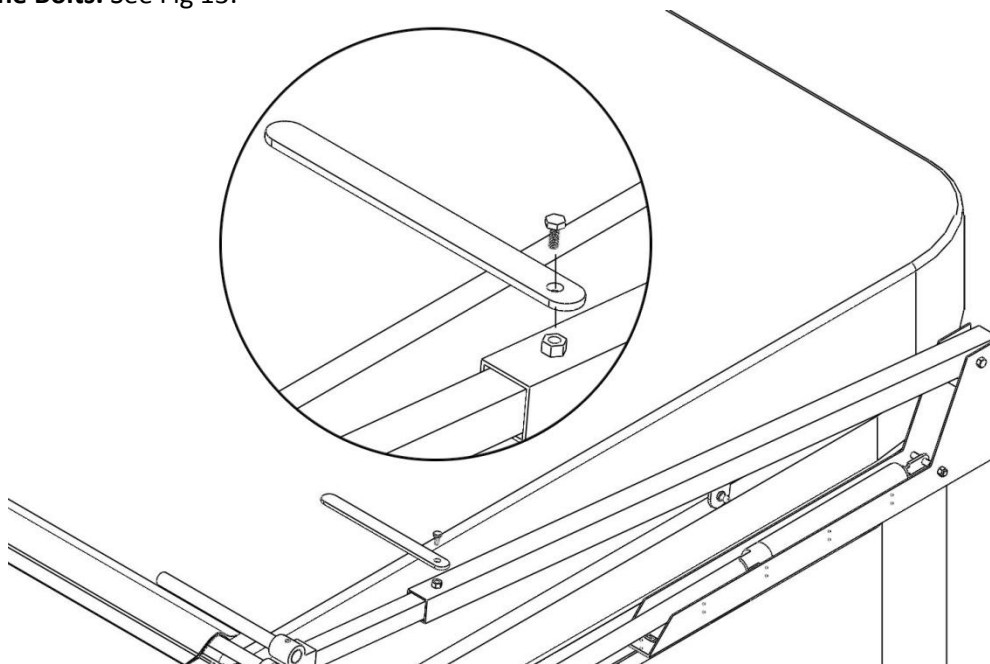
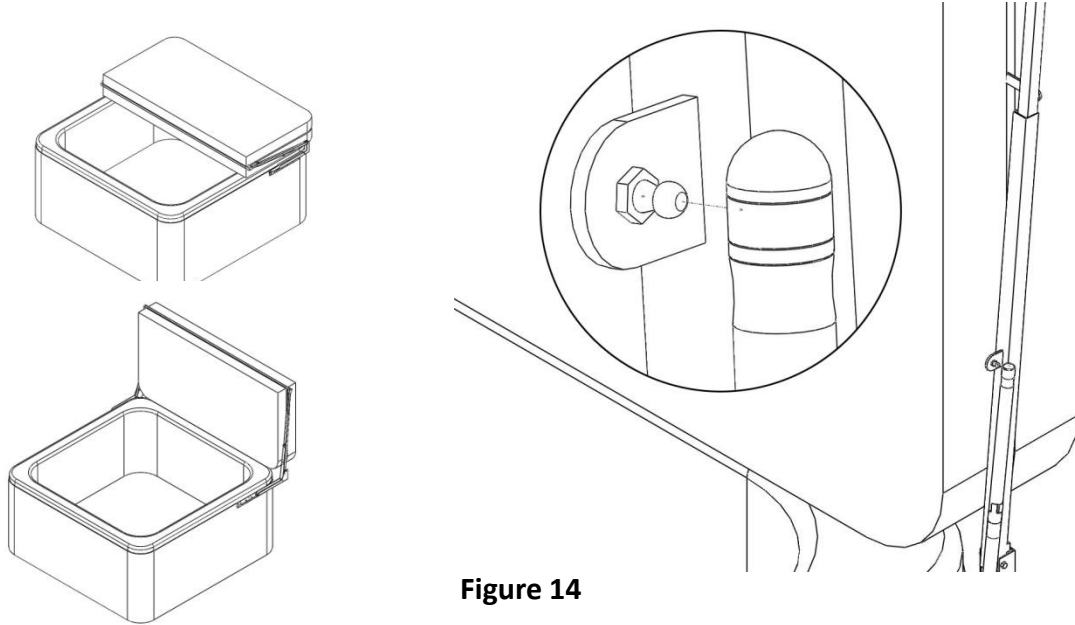


Figure 13

14. Fold back the spa cover onto itself, then manually lift the Cover Valet and spa cover to the upright position. You will need at least one person to help hold the cover. With the cover upright, attach the top end of the Regular Gas Shock (cvRS) to the Ball Stud (cvB) on the Pivot Arm (cvCC). See Fig 14.

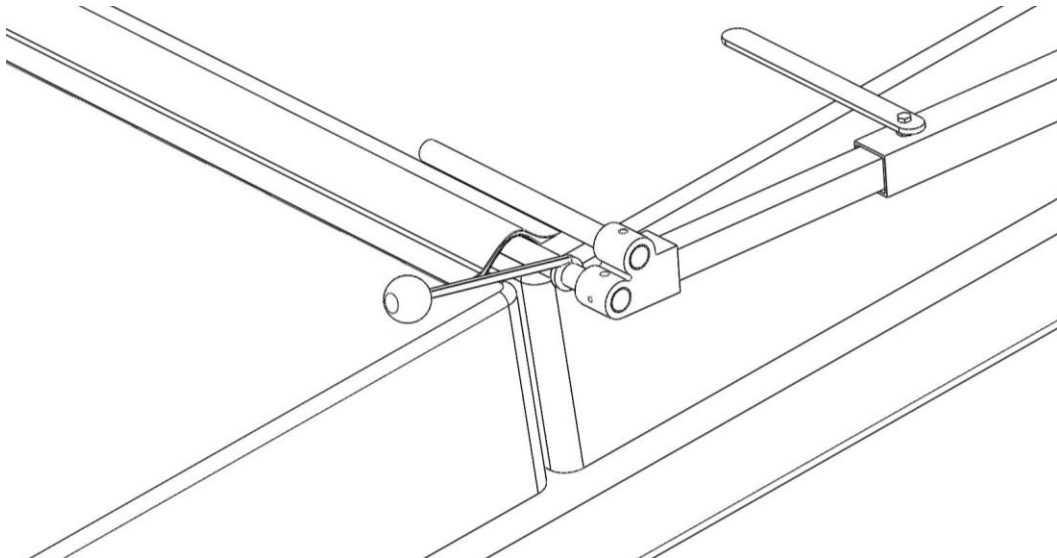


**Figure 14**

Repeat this step on the other side of the spa with the Locking Gas Shock (cvLS).

**IMPORTANT:** When operating the Cover Valet, make sure you press the orange button on the Locking Gas Shock (cvLS). This will disengage the locking mechanism and allow you to lower the cover back onto the spa. Not disengaging the locking mechanism WILL damage your Cover Valet and/or spa cover.

15. Tie the Elastic Ball Strap (cvJ) to the long finger on the same side as the Locking Gas Shock (cvLS) is located. Use the Elastic Ball Strap (cvJ) to help lower the spa cover. **Do Not Pull on the side flaps of the cover.** See Fig 15.



**Figure 15**



## COVER VALET MAINTENANCE INSTRUCTIONS

The Cover Valet was designed for a specific use. **Do Not stand, sit, lie on, or permit heavyweight to rest on the Cover Valet.** Do not clean with abrasives, solvents, or strong detergents. Check nuts and bolts often and tighten if necessary. Any parts showing evidence of wear should be replaced immediately. **Call 1-800-730-7727 or (001) (562) 283-0595 for any replacement, missing, or special order parts.**

Caution must be used when operating the Cover Valet in order to maintain its function and longevity. The maintenance and use instructions are provided to prevent damage to the Cover Valet. Damage caused by the failure to follow the maintenance and use instructions will not be covered by the manufacturer's warranty.

---

## COVER VALET USE INSTRUCTIONS

How to **CLOSE** your spa cover using the Cover Valet:

1. With the spa cover in the upright position, **ALWAYS** push and hold-in the orange button on Locking Gas Shock before and during the initial closing your spa cover. Holding in the orange button will keep the locking mechanism "open" and allow the Cover Valet to close your spa cover smoothly. Failure to hold the orange button in while closing the spa cover can cause damage to your Cover Valet, spa, and/or spa cover!
2. Guide the Cover Valet and spa cover down onto the spa slowly. **NEVER** allow the spa cover to fall onto the spa shell unassisted, as it can cause damage to your Cover Valet, spa, and/or spa cover!
3. Unfold the spa cover and engage the spa cover locks if available.

How to **OPEN** your spa cover using the Cover Valet:

1. Unlock the spa cover.
2. Fold spa cover onto itself.
3. Lift Cover Valet and spa cover to upright position by pulling/pushing up and back on the middle of the spa cover and/or Extension Arm. The Locking Gas Shock should "click" signaling the cover is upright.

**NEVER LEAVE AN UNCOVERED HOT TUB OR SPA UNATTENDED.  
NEVER LEAVE A COVERED HOT TUB OR SPA UNLOCKED.**

