



Enjoy Cozy Life!

**12'X12' CAESAR HARDTOP GAZEBO  
WITH DOUBLE ROOF**

**ASSEMBLY MANUAL**



**KOZYARD LLC PRODUCTS**

**[WWW.KOZYARD.COM](http://WWW.KOZYARD.COM)**

# Warnings and Cautions

- Please read and follow this assembly and operation guide to reduce the risk of personal injury and damage to your gazebo.
- Do not discard any of the packaging until you have checked that you have all the parts in place. The maximum weight capacity of this gazebo roof is 2000 pounds.
- Sidewalls and nettings should be off or in the opened position and tied to poles when winds are over 30 MPH to avoid damage.
- Some parts may have sharp edges or corners. To ensure your safety, follow basic safety precautions to reduce the risk of injury. Please note that this item contains small parts which could be swallowed by children. Keep it out of reach of children under 3 years old and pets during installation.



Two or more people are required for assembly and disassembly.



Do not fully tighten screw prior to complete assembly.

## Pre-assembly

Tools that may be required. (Not included in boxes)

Note: Tools are not shown to actual size and scale.



Level



Phillips Screw



Drill



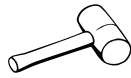
Allen Key



Allen Key



Safety Hat



Rubber Mallet



Gloves

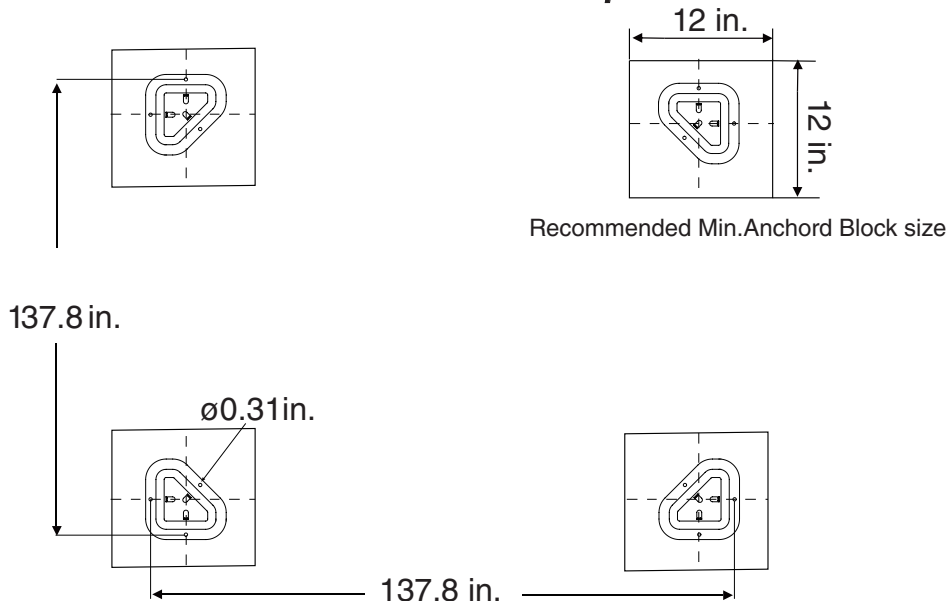


Stepladder



Safetyglasses

## 12'x12' Anchor Blueprint



Anchoring poles into concrete is strongly recommended.  
Ensure the gazebo is positioned on level ground

Attention: Prior to assembly, verify that all parts and pieces are included to ensure an efficient installation process.

A5 (x4)      Q12 (x2)  
 D6 (x4)      R11 (x4)  
 E6 (x4)      R12 (x4)  
 F5 (x4)      G5 (x4)      T2 (x4)  
 H1 (x4)      H3 (x1)      U1 (x8)  
 H5 (x4)      L5 (x4)      U3 (x4)      U4 (x4)  
 J5 (x4)      J6 (x4)      S (x116+3)  
 K2 (x1)      K12 (x1)  
 M1 (x4)      M6 (x4)  
 M7=M1+M6  
 N6 (x4)  
 R (x12)      R1 (x4)      R5 (x4)  
 P2 (x4)      P12 (x2)

ITEM	DESCRIPTION	QTY
A5	Pole	4
D6	Beam	4
E6	Beam	4
F5	Union Bar	4
G5	Corner Cover	4
H1	Joint Cover	4
H3	Double-sided adhesive tape	1
H5	Joint Cover	4
L5	Plate	4
J5	Corner Solidifying Bar	4
J6	Corner Solidifying Bar	4
K2	Inside Roof Connector	1
K12	Outside Roof Connector	1
M1	Short Corner Roof Bar	4
M6	Long Corner Roof Bar	4
N6	Roof Bar	4
R	Finishing End	12
R1	Finishing End	4
R5	Roof Bar Connector	4
P2	Finishing Bar	4
P12	Net Frame	2
Q12	Net Frame	2
R11	Finishing Bar	4
R12	Finishing Bar	4
T2	Finishing Bar	4
U1	Solidifying Bar	8
U3	Iron Angle	4
U4	Iron Angle	4
S	Spacer	116+3



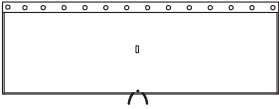
2#  
x16+2



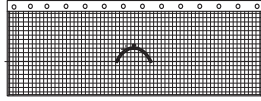
3#  
x8+1



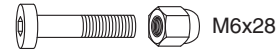
3#L  
x16+2



S7 (x4)



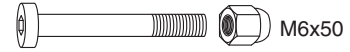
Y7 (x4)



5#  
x72+3



6#  
x8+1



7#  
x32+2



9#  
x24+2



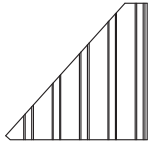
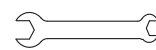
10#  
x4+1



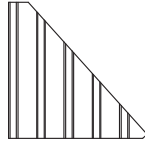
11#  
x8+1



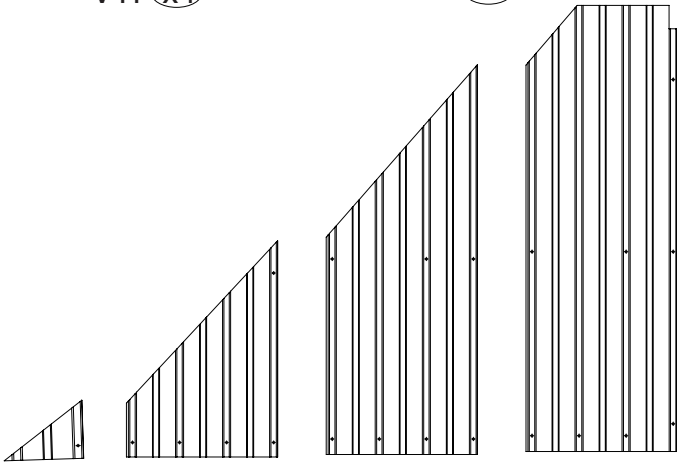
12#  
x12+1



V11 (x4)



V12 (x4)

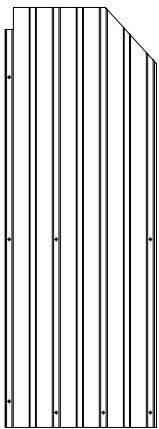


B21 (x4)

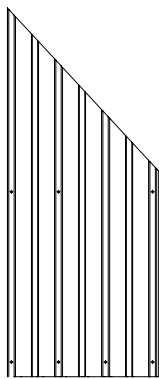
B22 (x4)

B23 (x4)

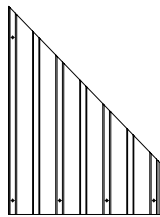
B24 (x4)



B25 (x4)



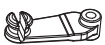
B26 (x4)



B27 (x4)



B28 (x4)



Hook

4#  
x112



M6X16

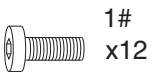
1#  
x185+4

ITEM	DESCRIPTION	QTY
Z	Plastic Bracket	72
Z1	Plastic Bracket	8
Z2	Plastic Bracket	8
S7	Solid Sidewall	4
Y7	Mosquito Net	4
SY	Strap	4
V11	Roof Panel	4
V12	Roof Panel	4
B21	Roof Panel	4
B22	Roof Panel	4
B23	Roof Panel	4
B24	Roof Panel	4
B25	Roof Panel	4
B26	Roof Panel	4
B27	Roof Panel	4
B28	Roof Panel	4
1#	Screws	185+4
2#	Screws	16+2
3#	Screws	8+1
3#L	Screws	16+2
4#	Hook	112
5#	Screws	72+3
6#	Screws	8+1
7#	Screws	32+2
9#	Screws	24+2
10#	Screws	4+1
11#	Screws	8+1
12#	Washer	12+1

## Parts Required:



A5 x4



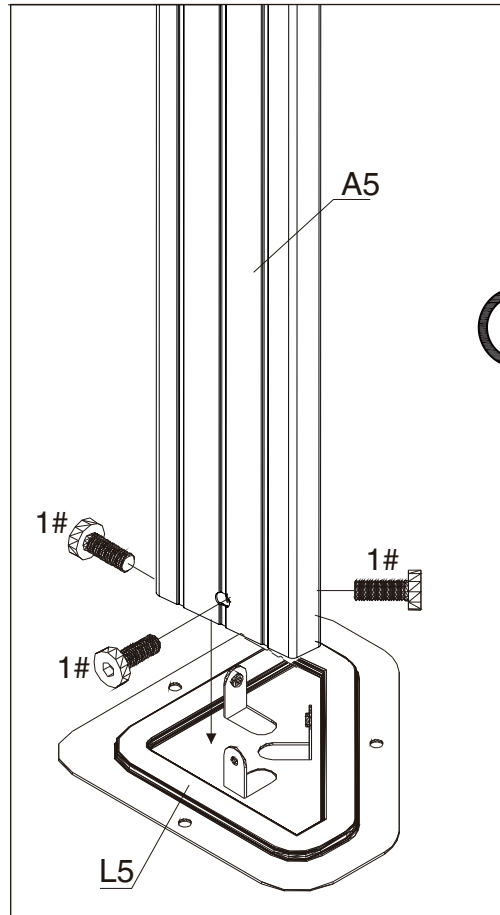
1#  
x12



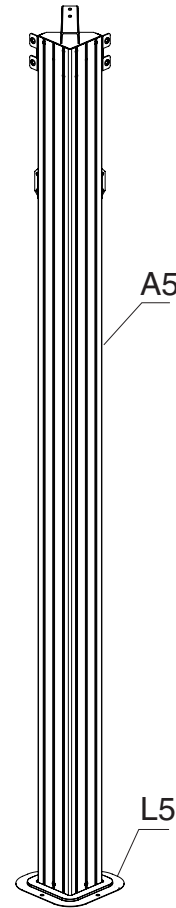
L5 x4

## Step 1: Set up Poles

1. Set up Poles (Part A5) with Stand Plates (Part L5) using screws #1 as shown in the diagram.

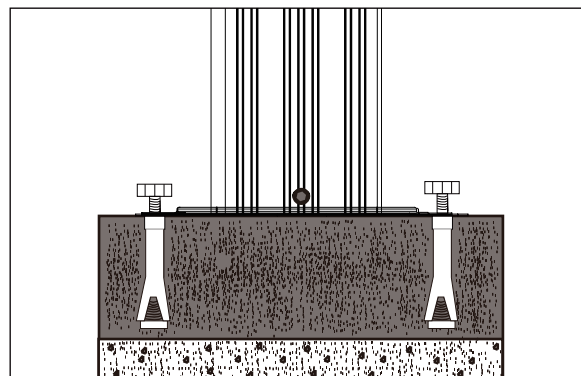
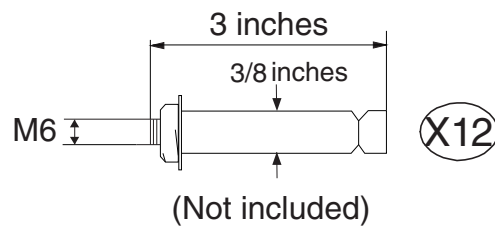


X4



## Reference for anchoring gazebo:

- If the ground is concrete and its depth is over 3 inches, you can purchase 3/8" diameter x 3" length sleeve anchors.
- Only anchor after finishing all the assembly.



After assembly, we strongly recommend anchoring the gazebo to your deck or concrete as shown above. Damage resulting from wind or improper anchoring is not covered under warranty.

## Parts Required:



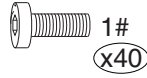
E6 (x4)



F5 (x4)



D6 (x4)

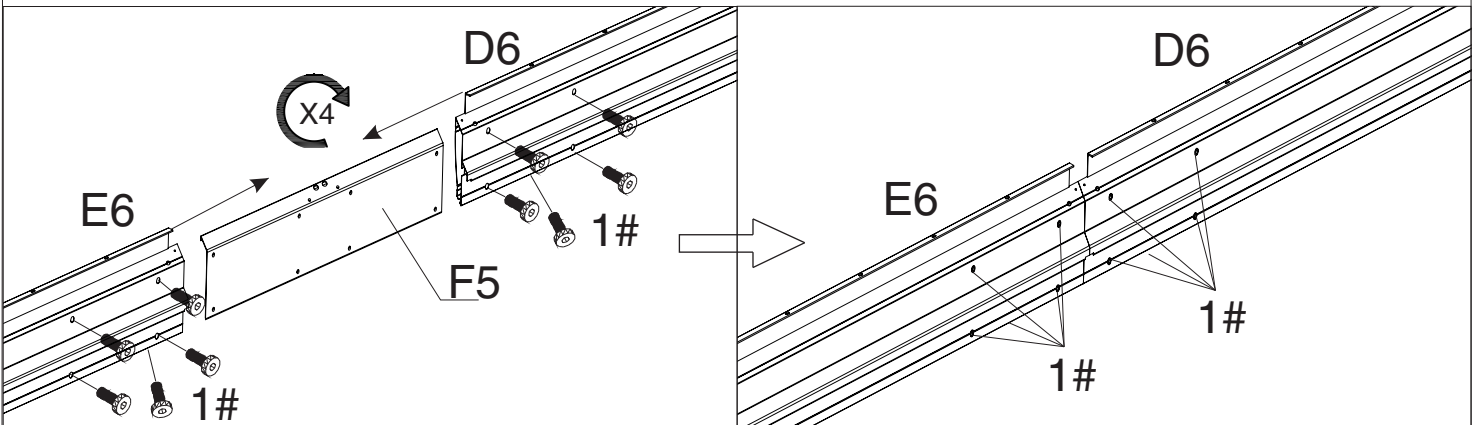
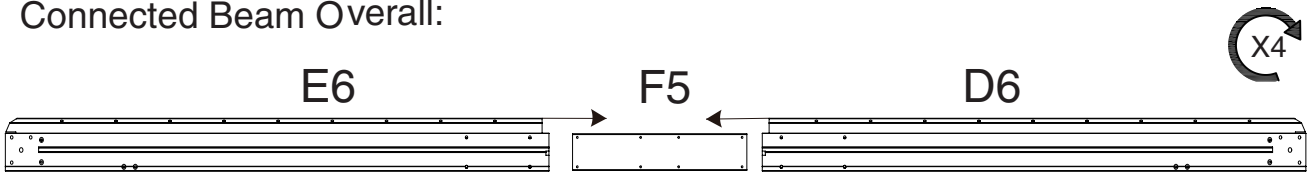


1#  
(x40)

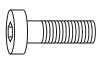
## Step 2: Connect the Beams

Connect Beams (Part E6, D6) into one beam using Union Bar (Part F5) with screws 1# as shown in the diagram.

Connected Beam Overall:



## Parts Required:



2#  
x16



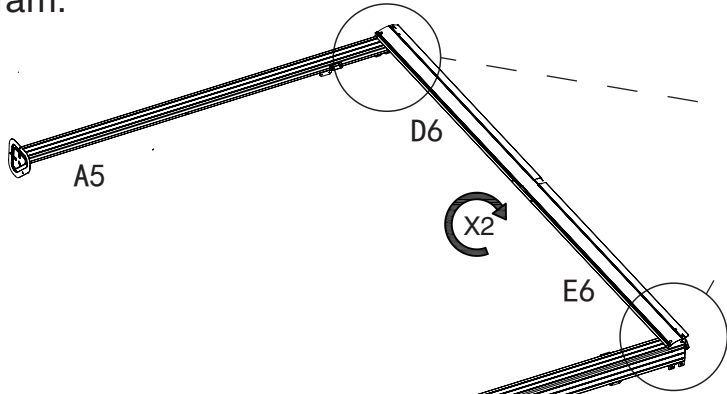
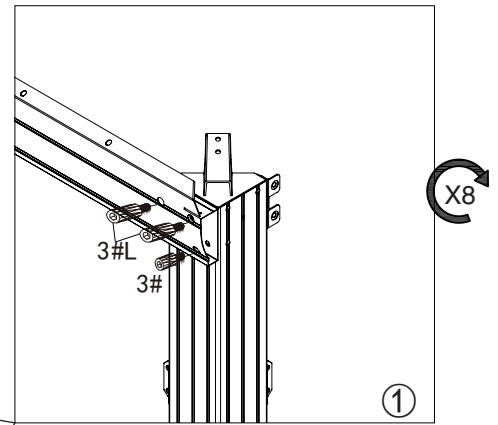
3#  
x8



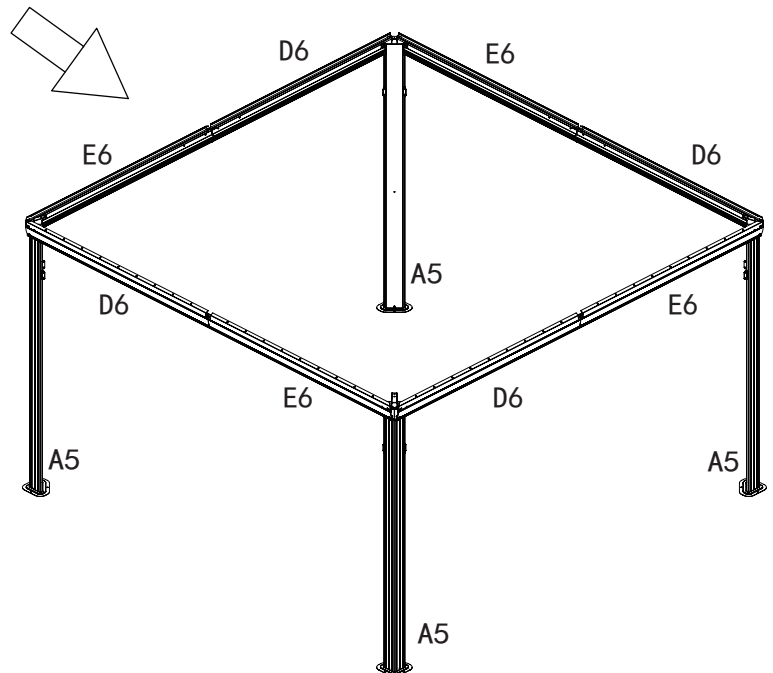
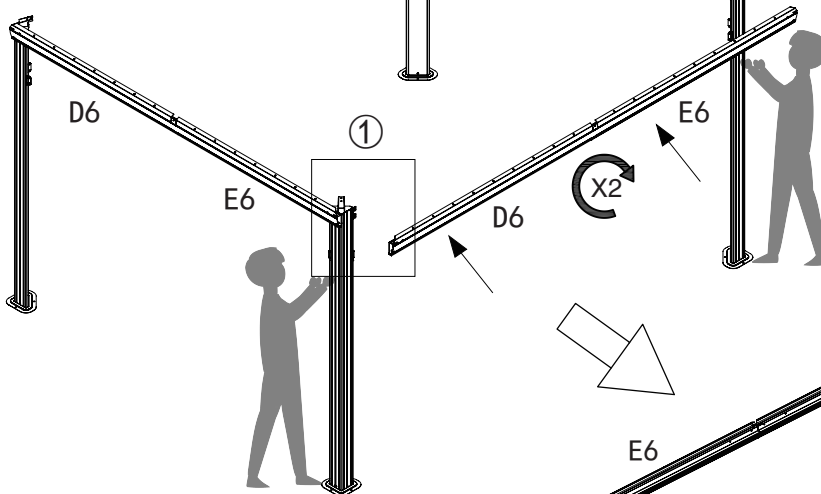
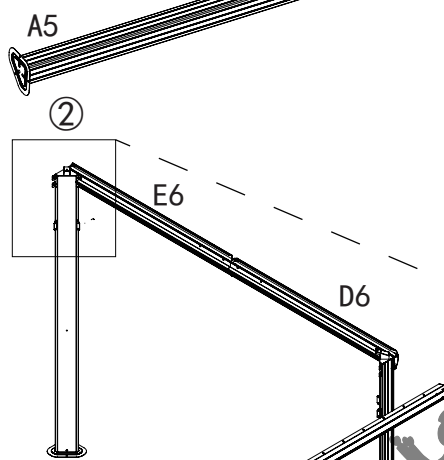
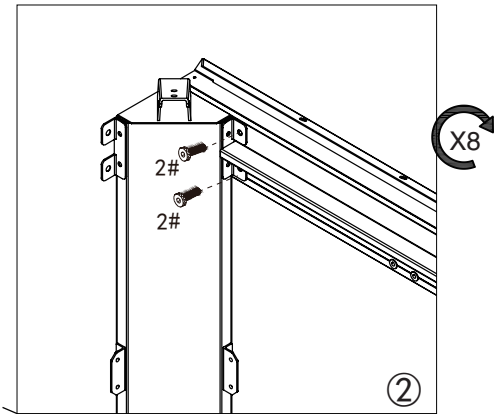
3#L  
x16

## Step 3: Set up Poles and Beams

Use screws 3#L and 3# first, then use screw 2# to connect Poles and Beams together as shown in the diagram.

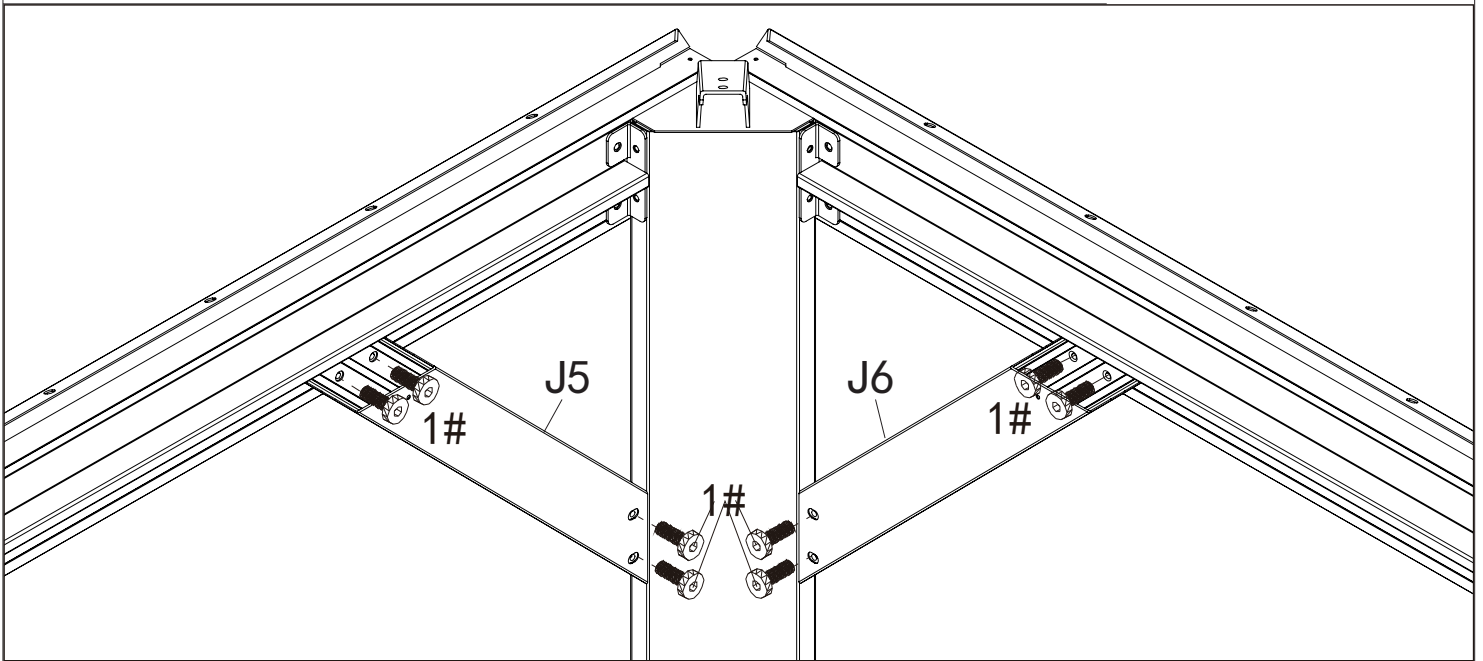
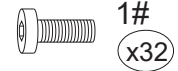
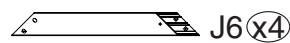
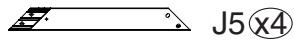


Tip:  
Place parts on carpet or rug  
to avoid scratches during  
assembly.



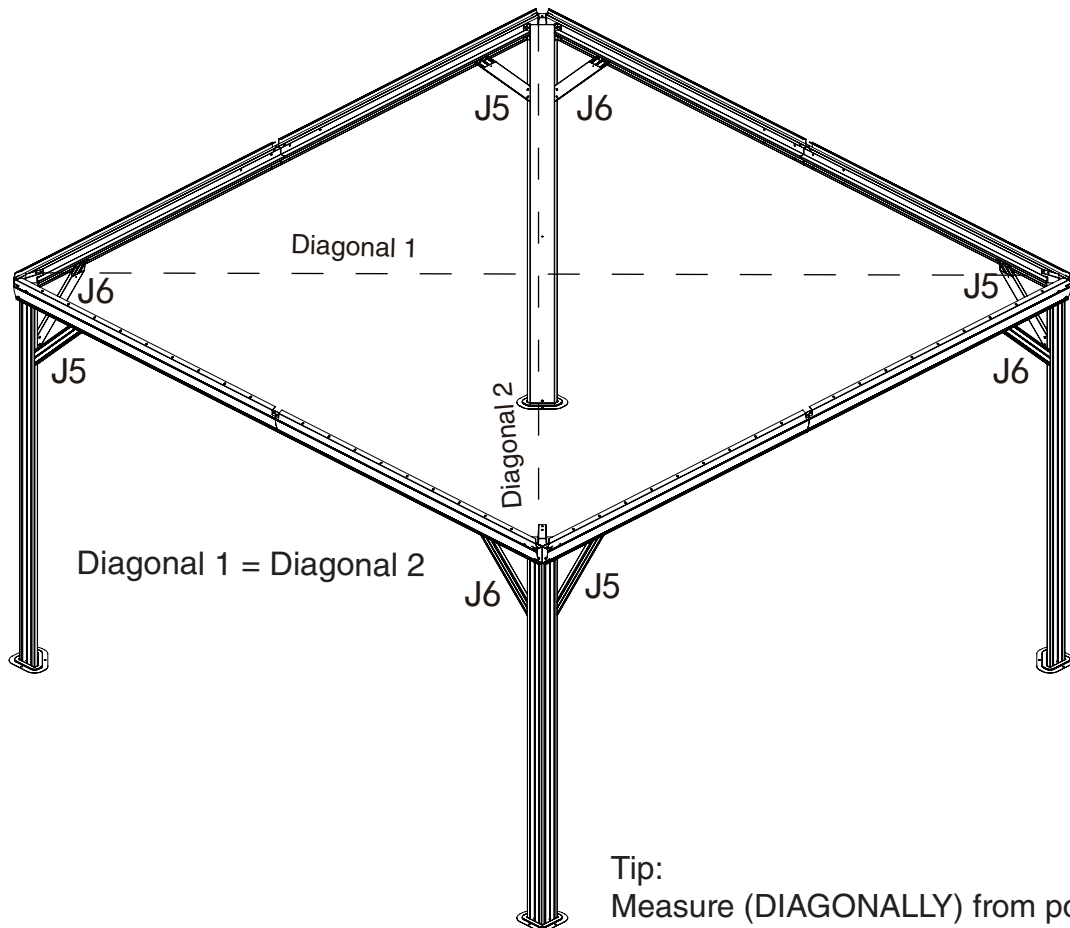
Tip:  
At least three people  
for this step.

# Parts Required:



## Step 4: Connect Solidifying Bars with Beams and Poles

Affix the frame with Corner Solidifying Bars (Parts J5, J6) using screws 1# as shown in the diagram.



Tip:  
Measure (DIAGONALLY) from posts to posts to assure alignment so all materials fit as planned.



# Parts Required:



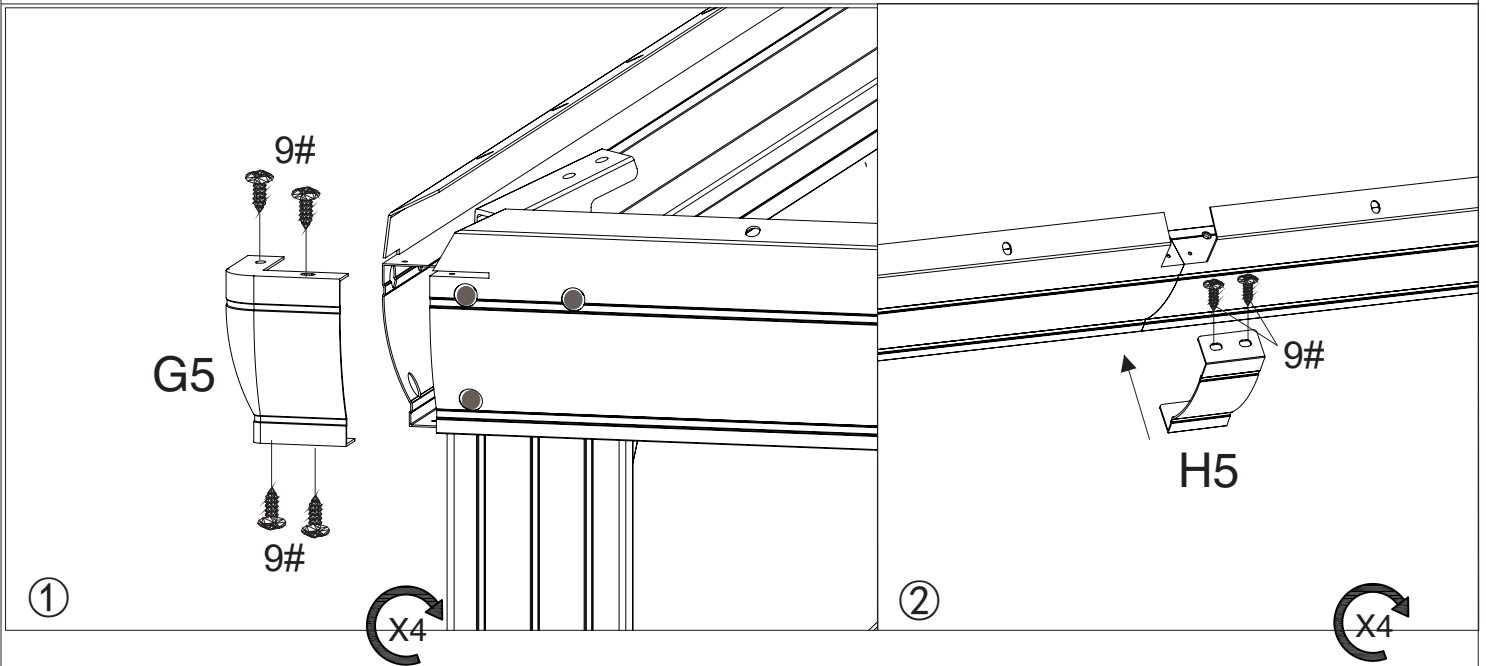
G5 (x4)



H5 (x4)



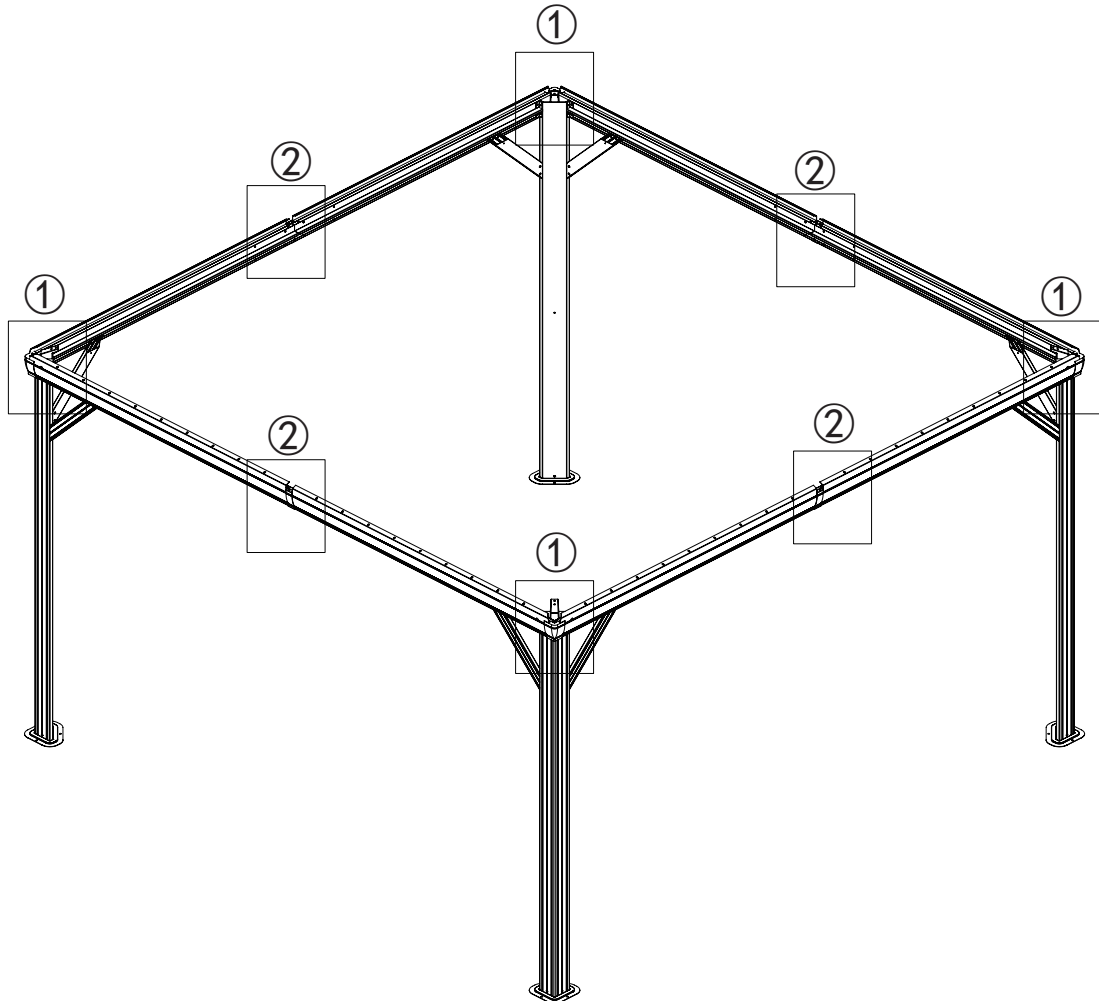
9# (x24)



## Step 5: Cover the connections

1. Finish Connecting Beams using Corner Covers (Part G5) and screws 9# as shown in the diagram.

2. Affix middle beams using Joint Cover (Part H5) and screws 9# as shown in the diagram.



# Parts Required:



4# x112



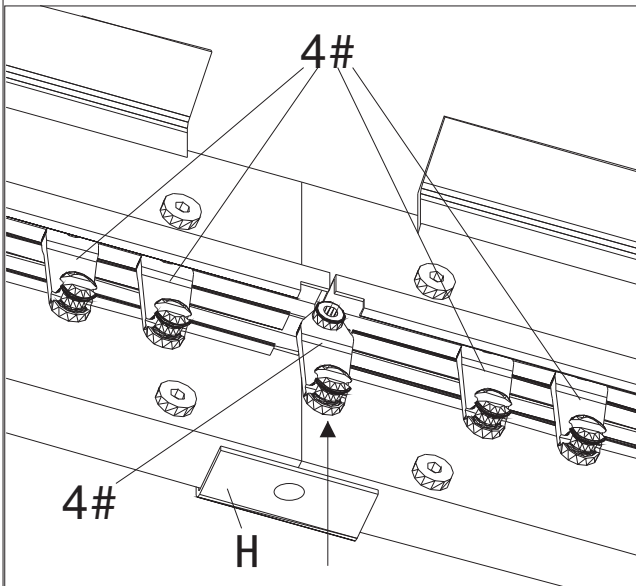
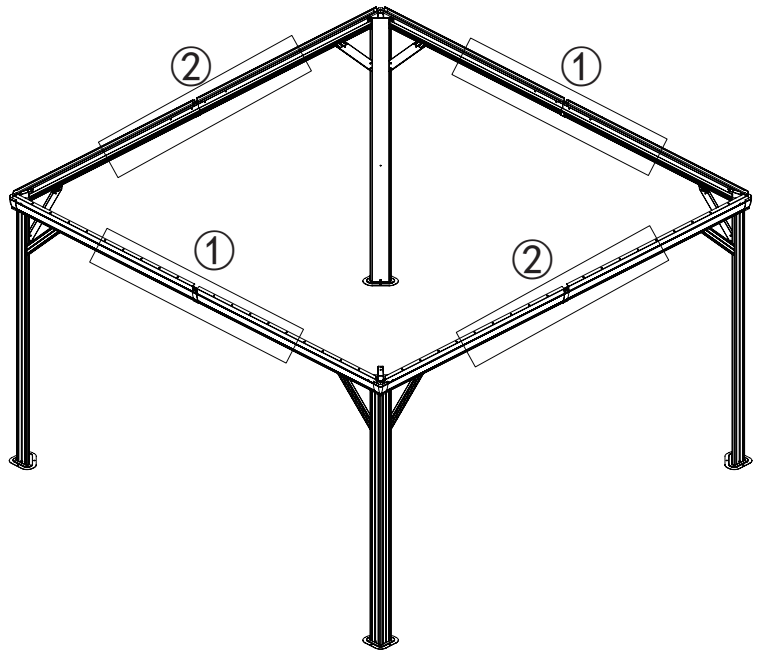
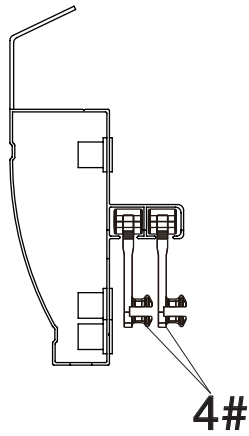
H1 x4



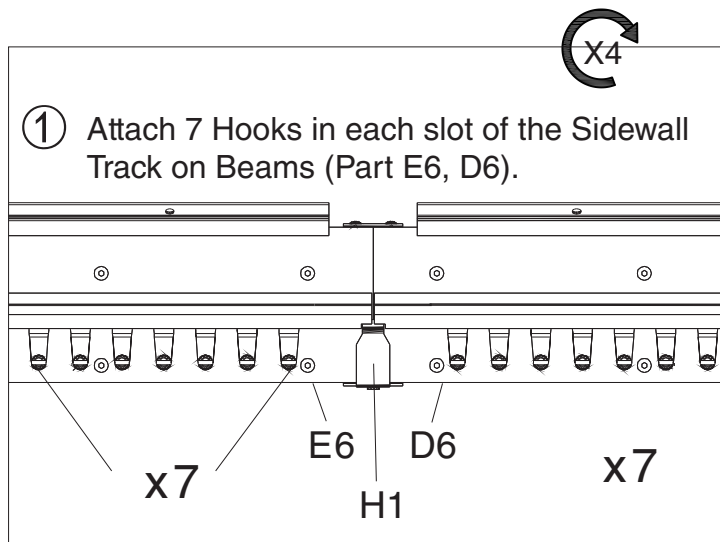
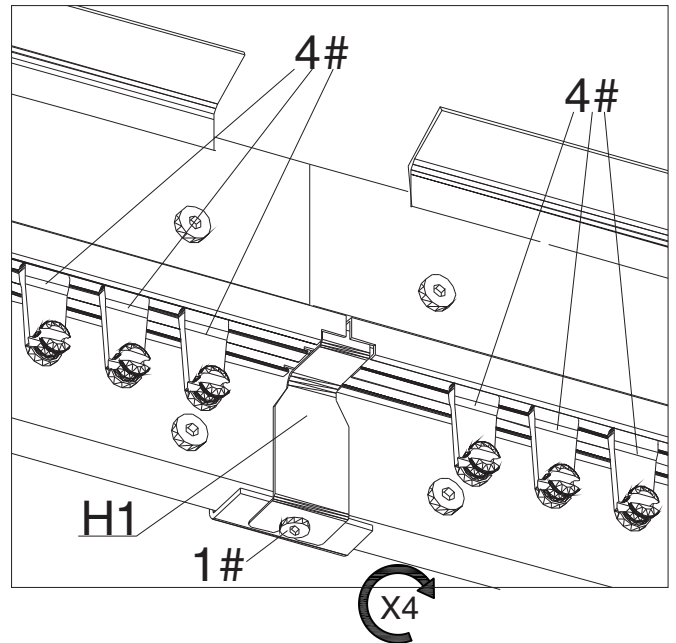
1# x4

## Step 6: Install Hooks

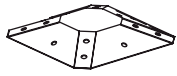
After finishing Hooks (Part 4#) into the tracks, then put Joint Cover (Part H1) to lock them.



Note the amount of hooks for each slot as noted below:



## Parts Required:



K2 (x1)

M1 (x4)



12#  
(x12)

M6 (x4)

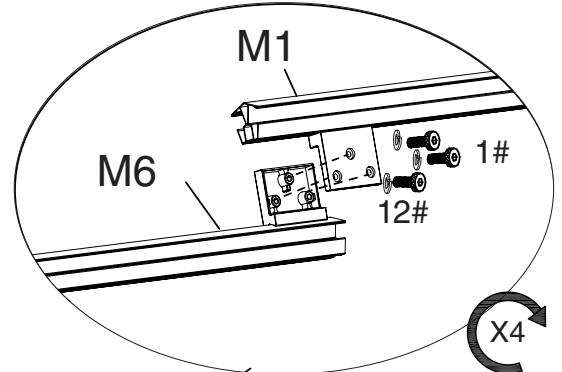


1#  
(x12)

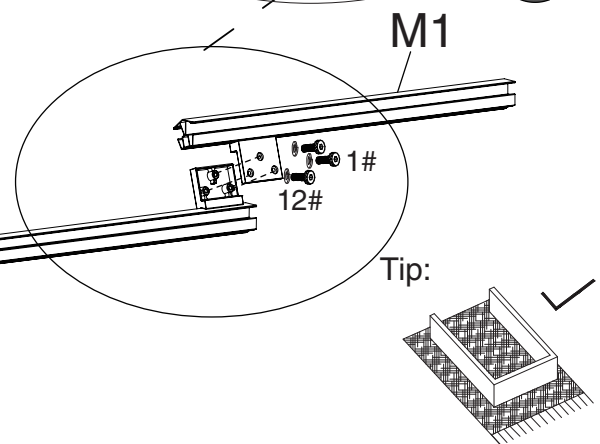
## Step 7: Connect Corner Roof Bar "M7"

Connect the Short Corner Roof Bar (Part M1) with Long Corner Roof Bar (Part M6) using screws 1# and washer 12#.

Tip:  
The combination will be called "Part M7" in following steps.

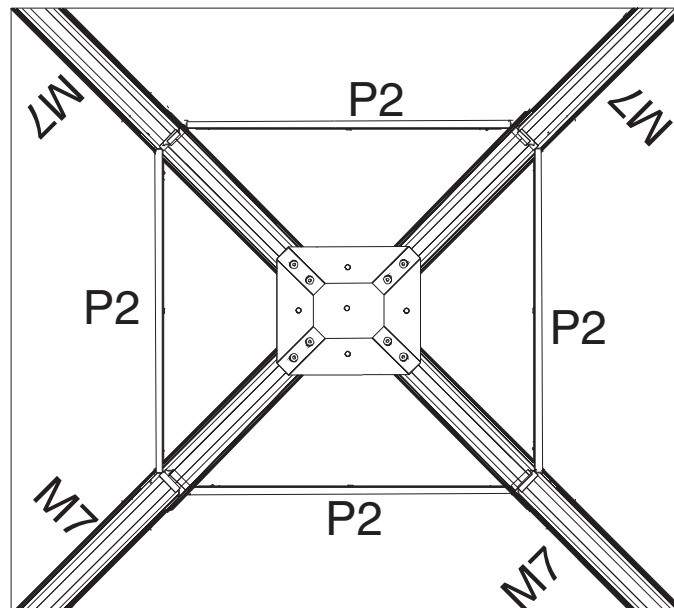


$M7 = M1 + M6$

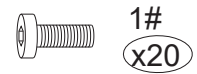


## Step 8: Set up Roof Frame

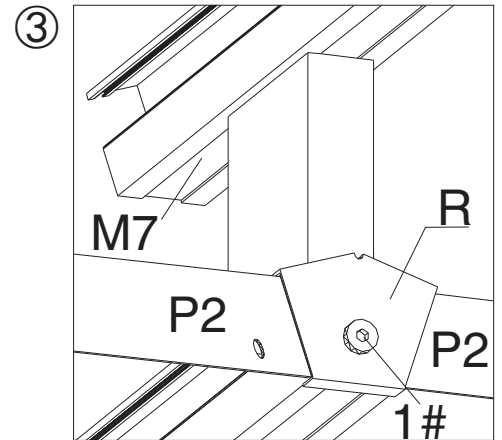
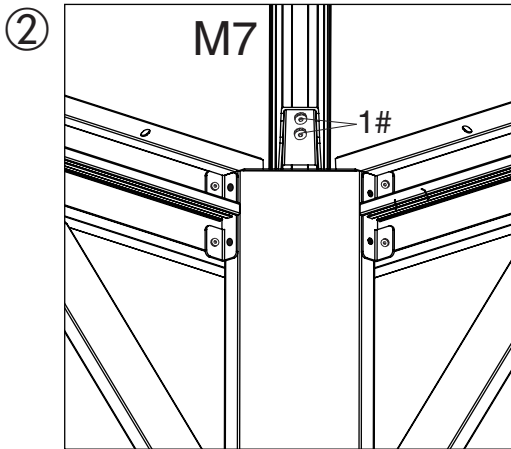
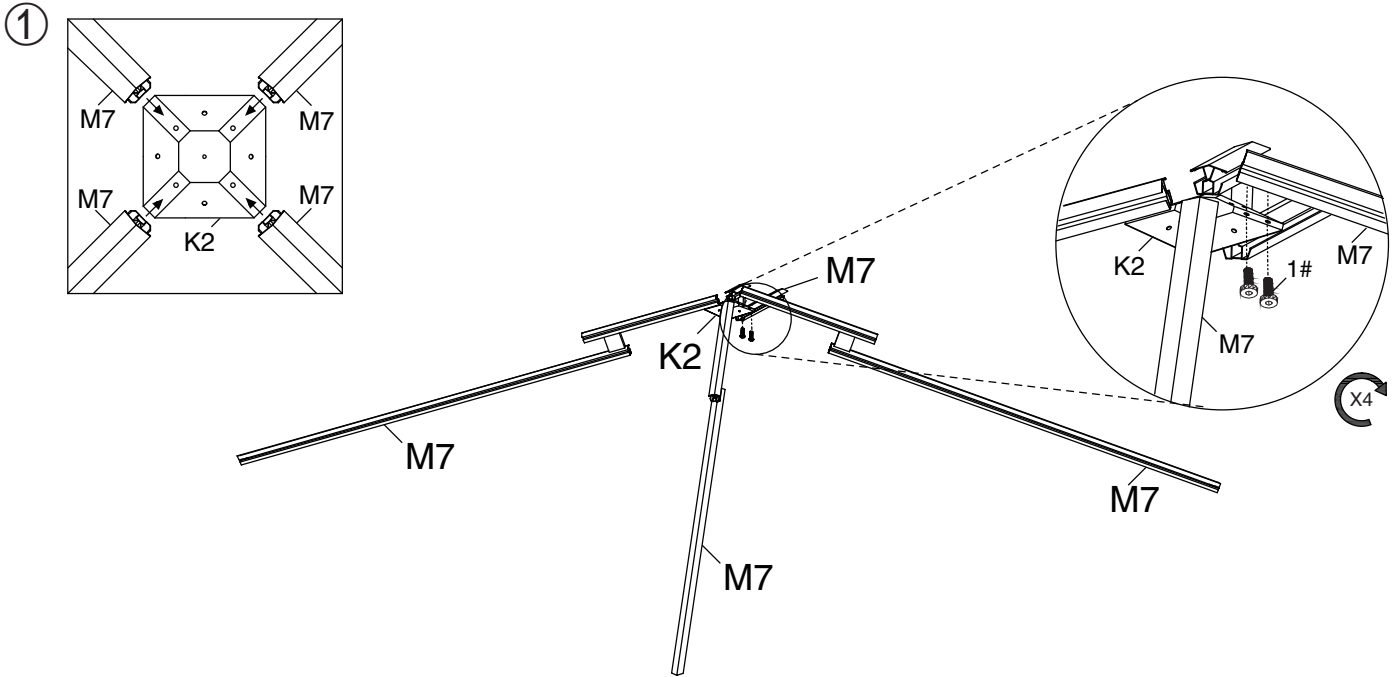
Upward View



# Parts Required:

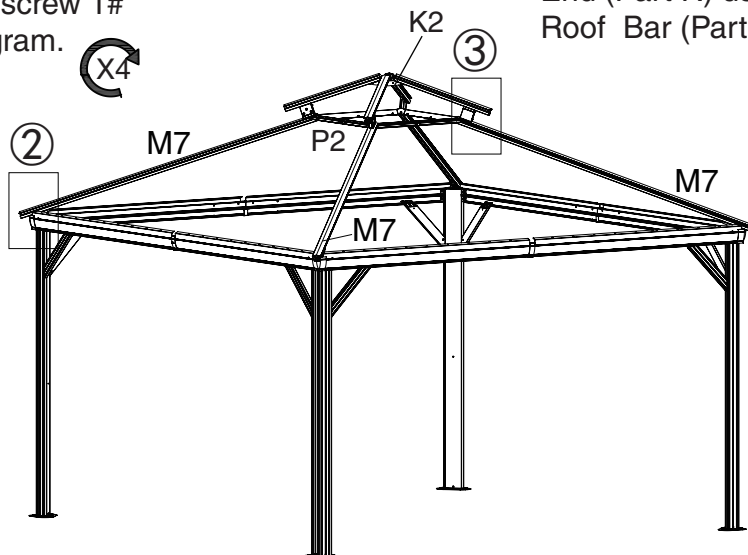


1. Connect the Inner Roof Connector (Part K2) with the Corner Roof Bar (Part M7) using screws 1#.

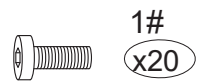
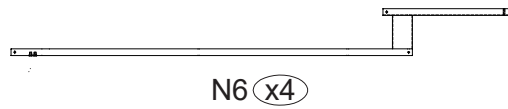


2. Attach Corner Roof Bar (Part M7) to main frame using screw 1# as shown in the diagram.

3. Attach Finishing Bar (Part P2) with Finish End (Part R) using screws 1# to Corner Roof Bar (Part M7) as shown in diagram.

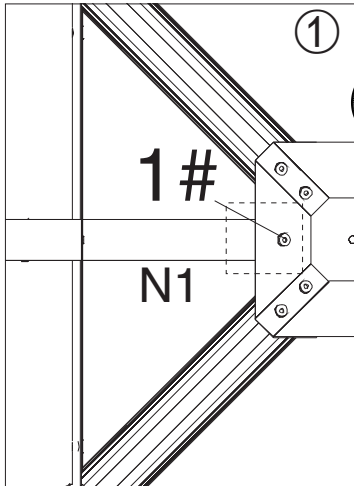
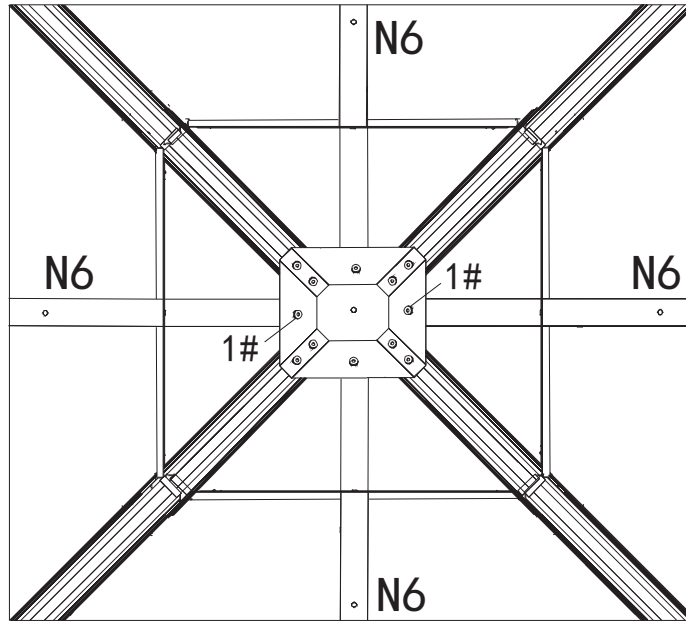


Parts Required:

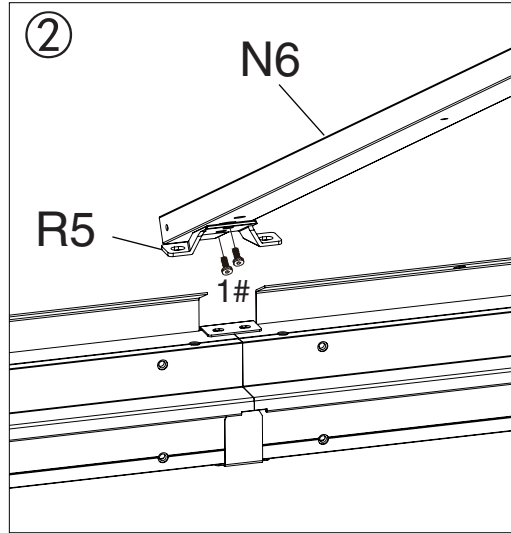


Step 9: Set up Roof Bar

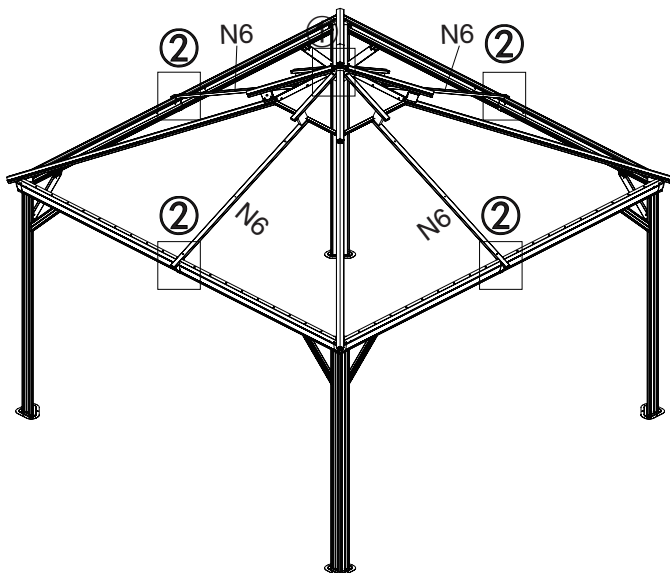
Upward View



1. Attach Roof Bar (Part N6) to Roof Connector (Part K) using screw 1# as shown in the diagram.

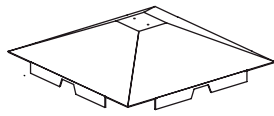


2. Connect Roof Bar connector (Part R5) to Roof Bar (Part N5) using screw 1# as shown in the diagram.



3. Attach Roof Bar (Part N6) to Beams using screw 1# as shown in the diagram.

# Parts Required:



K12 (x1)



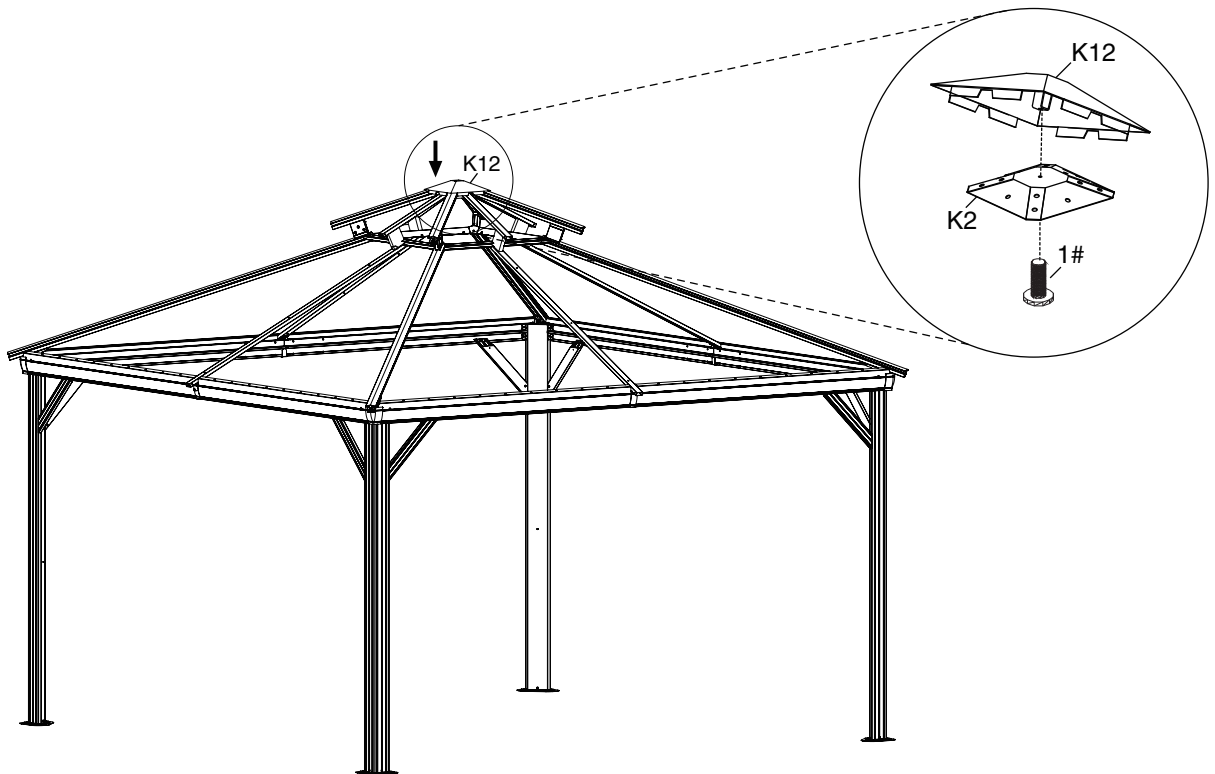
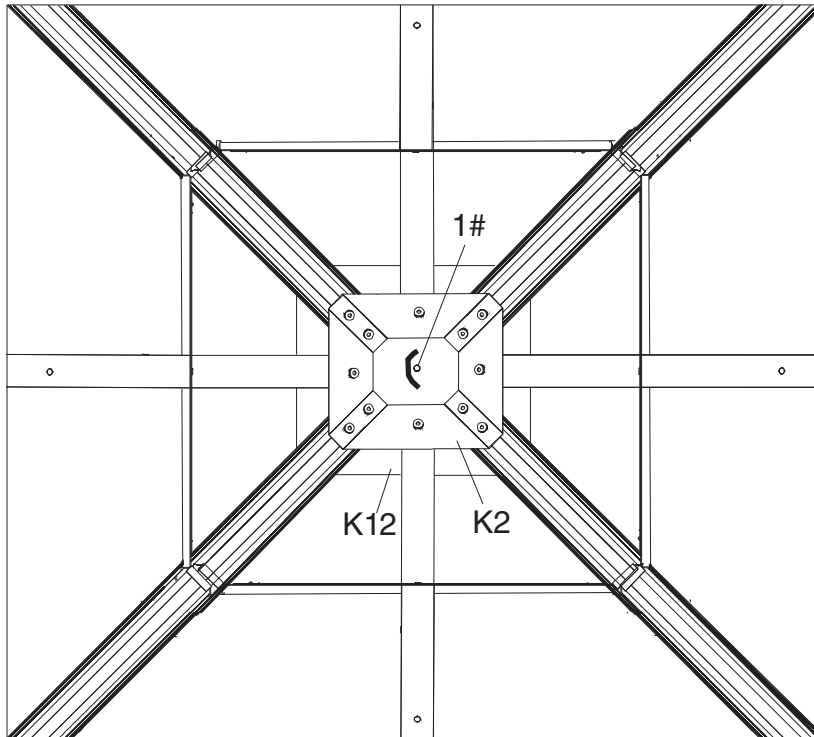
1#

(x1)

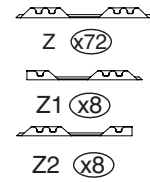
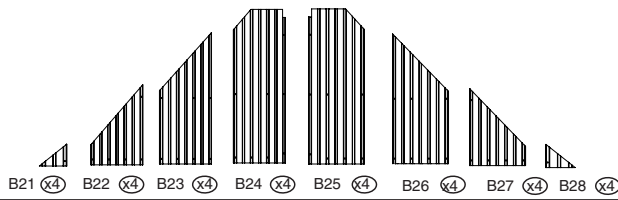
## Step 10: Connect Outside Roof Connector

Connect Outside Roof Connector (Part K12) to Inside Roof (Part K2) using screw 1# as shown in the diagram.

Upward View

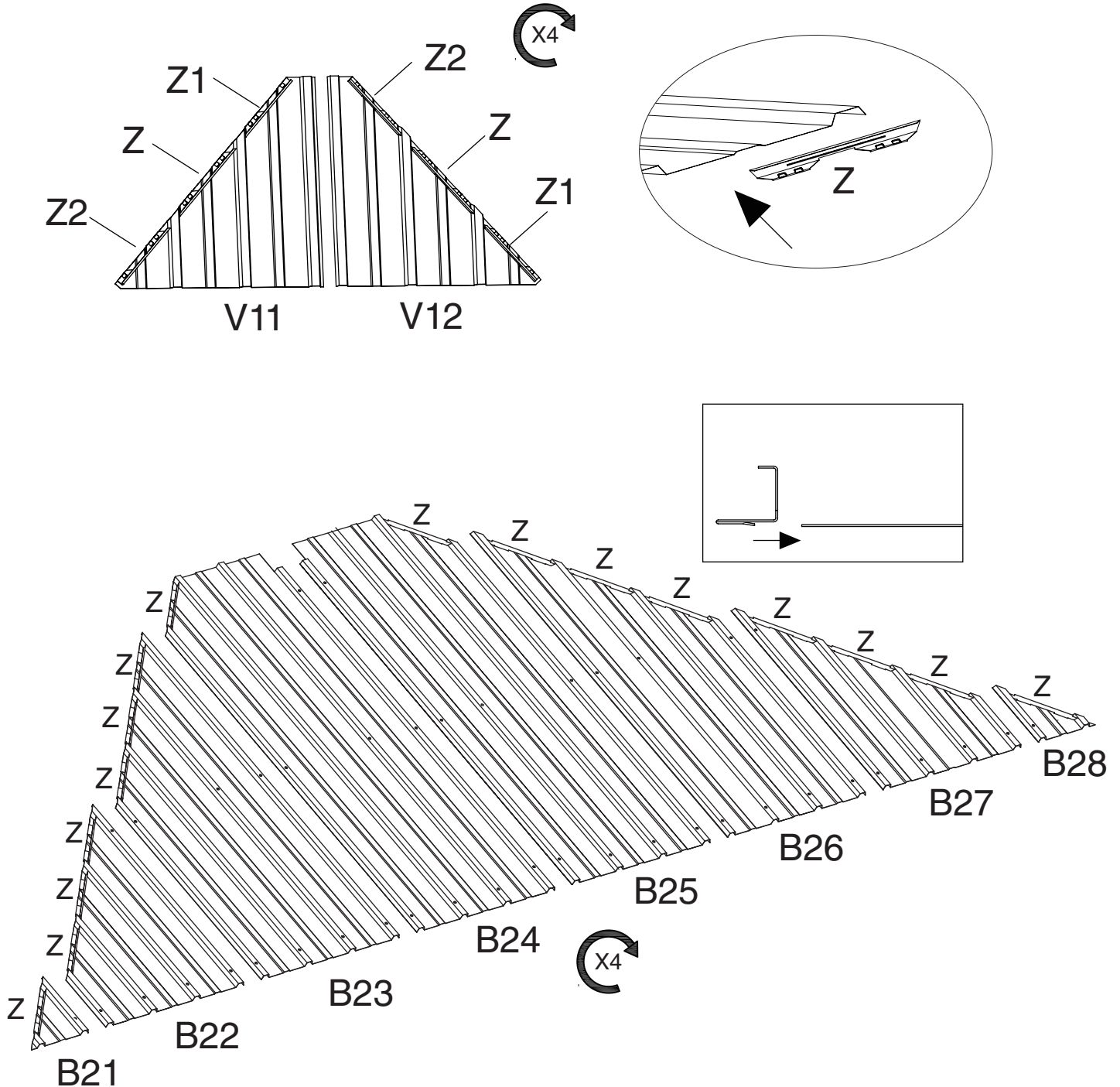


# Parts Required:



## Step 11: Snap Brackets

Snap Bracket (Part Z, Z1, Z2) to the roof panel edges as shown in the diagram.  
(with snaps facing upwards)



### Tips:



1. Wearing protective gloves is recommended.
2. To prevent Z-Clips (plastic brackets) from sliding off prior to assembly, apply double-sided adhesive tape (Part H3) to the underside (bottom) edge of the roof panels where the brackets (Part Z, Z1, Z2) are supposed to attach.
3. You can use super glue (not included) to attach the brackets to the roof panel if the double-sided tape doesn't work for you.

# Parts Required:



R (x4)



T2 (x4)



V11 (x4)

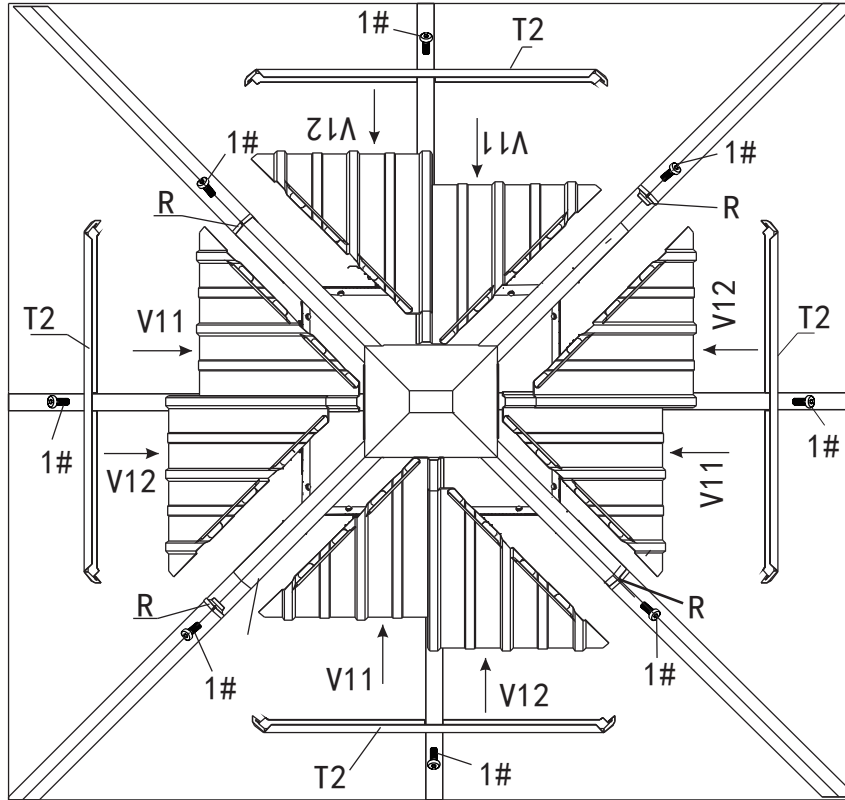


V12 (x4)



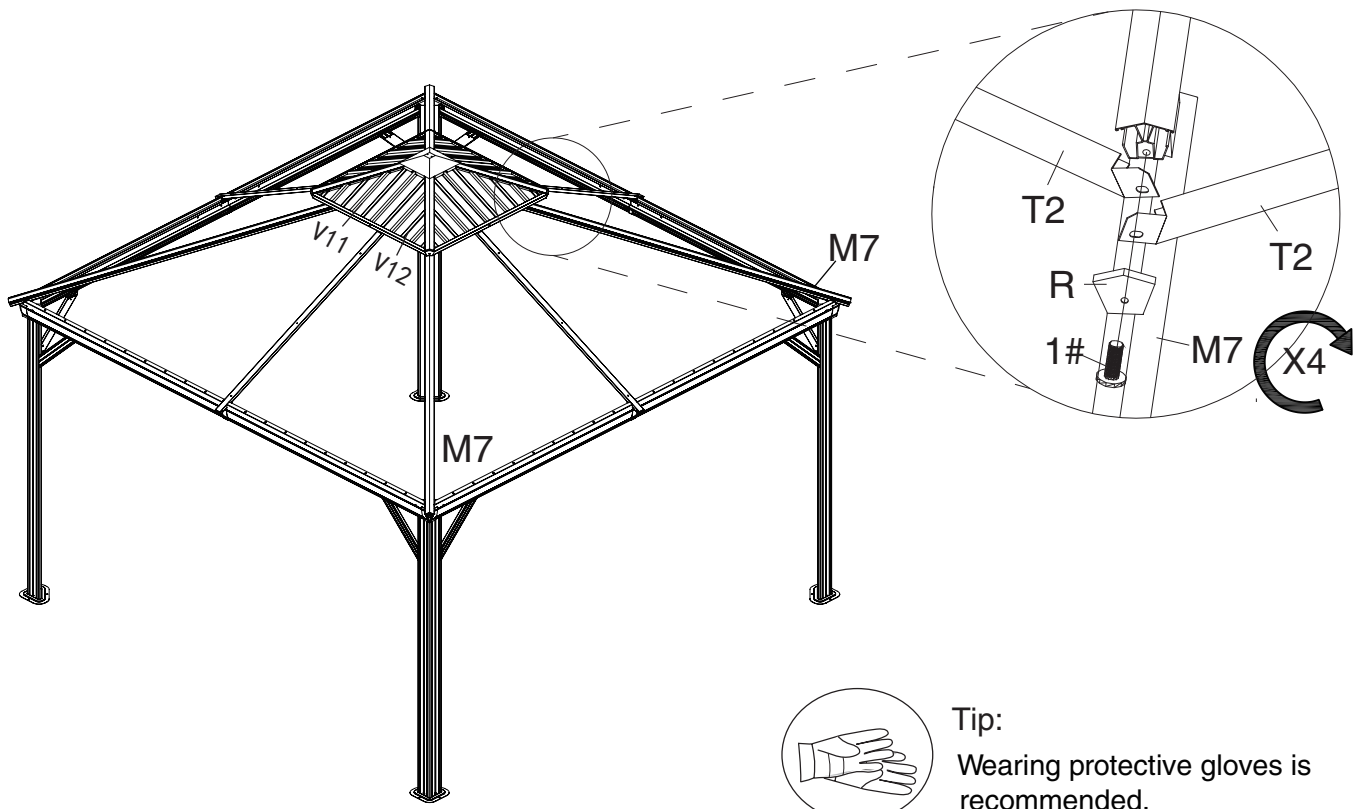
1# (x8)

## Downward View



## Step 12: Assemble Roof Panels

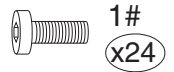
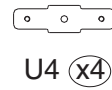
1. Push the Roof Panels (Part V11, V12) to upper roof as shown in the diagram.
2. Attach Finishing Bars (Part T2) to upper roof with Finish End (Part R) using screws 1# as shown in the diagram.



Tip:  
Wearing protective gloves is recommended.

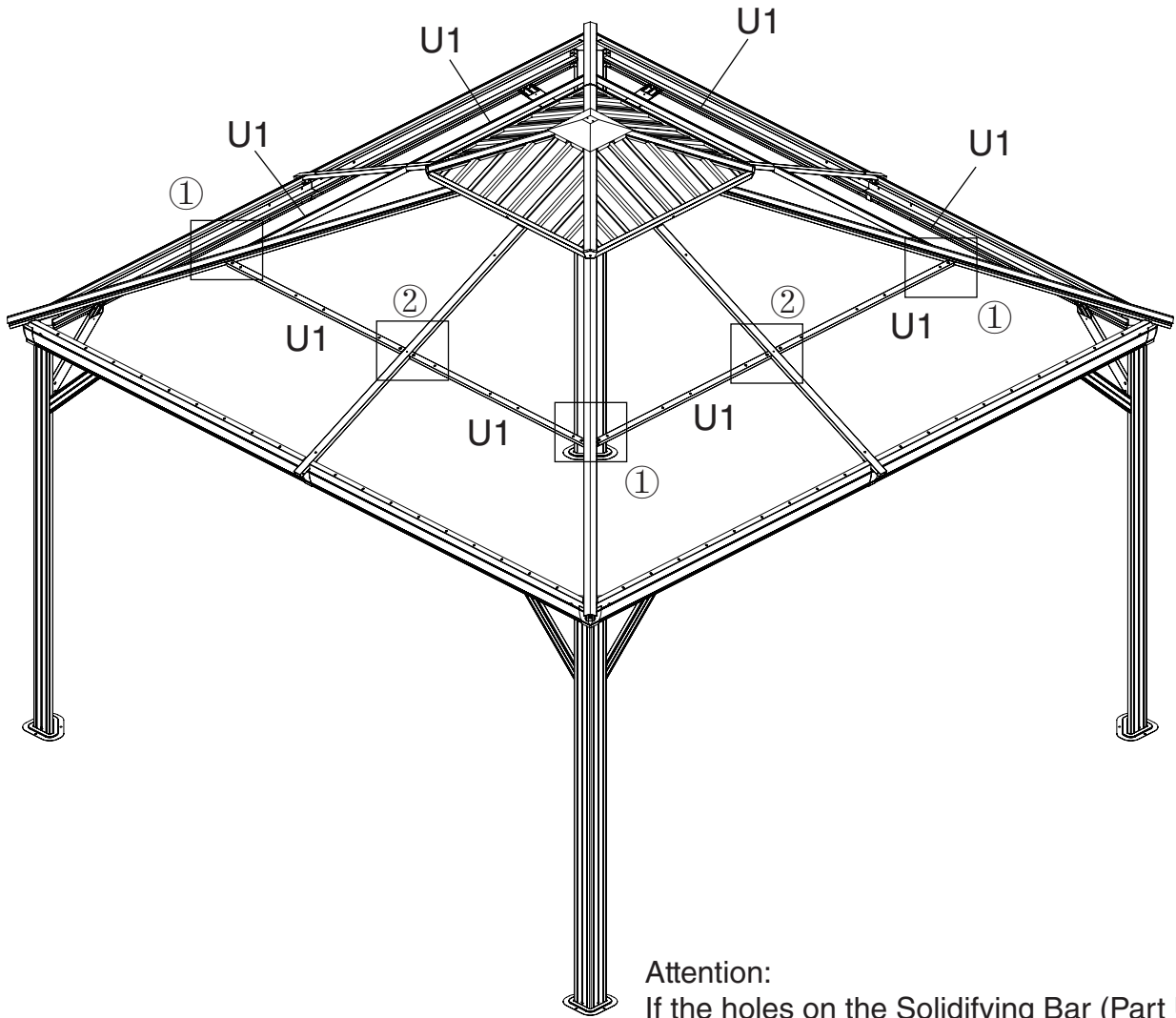


# Parts Required:

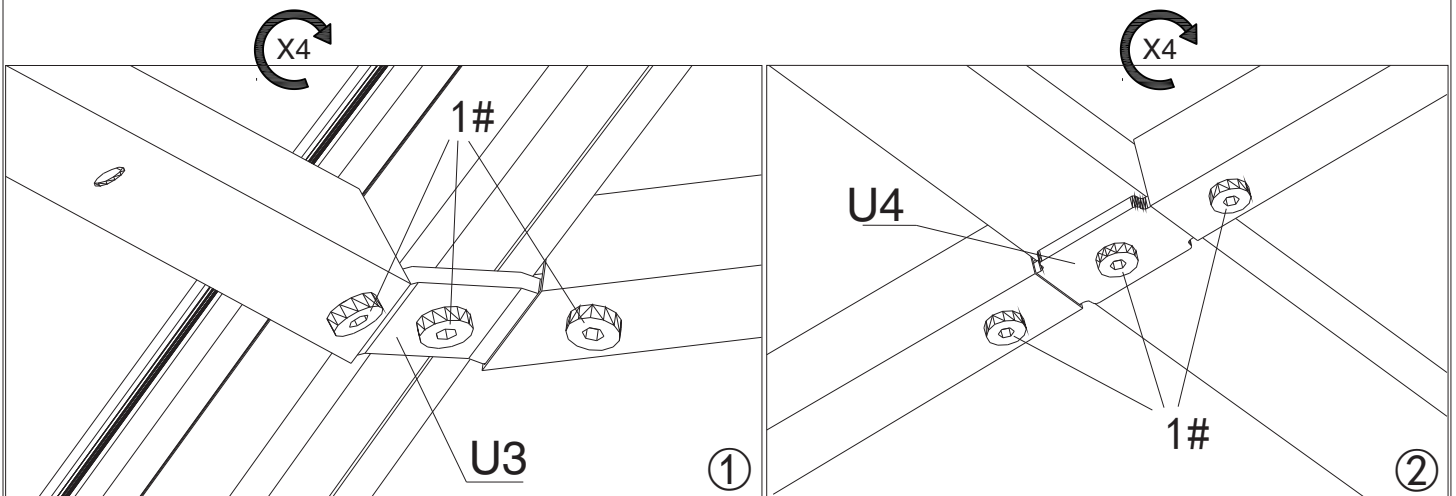


## Step 13: Connect Solidifying Bars

Attach Solidifying Bars ( Part U1) to roof bar or corner roof bar using Iron Angle (Part U3, U4) and screws 1# as shown in the diagram.

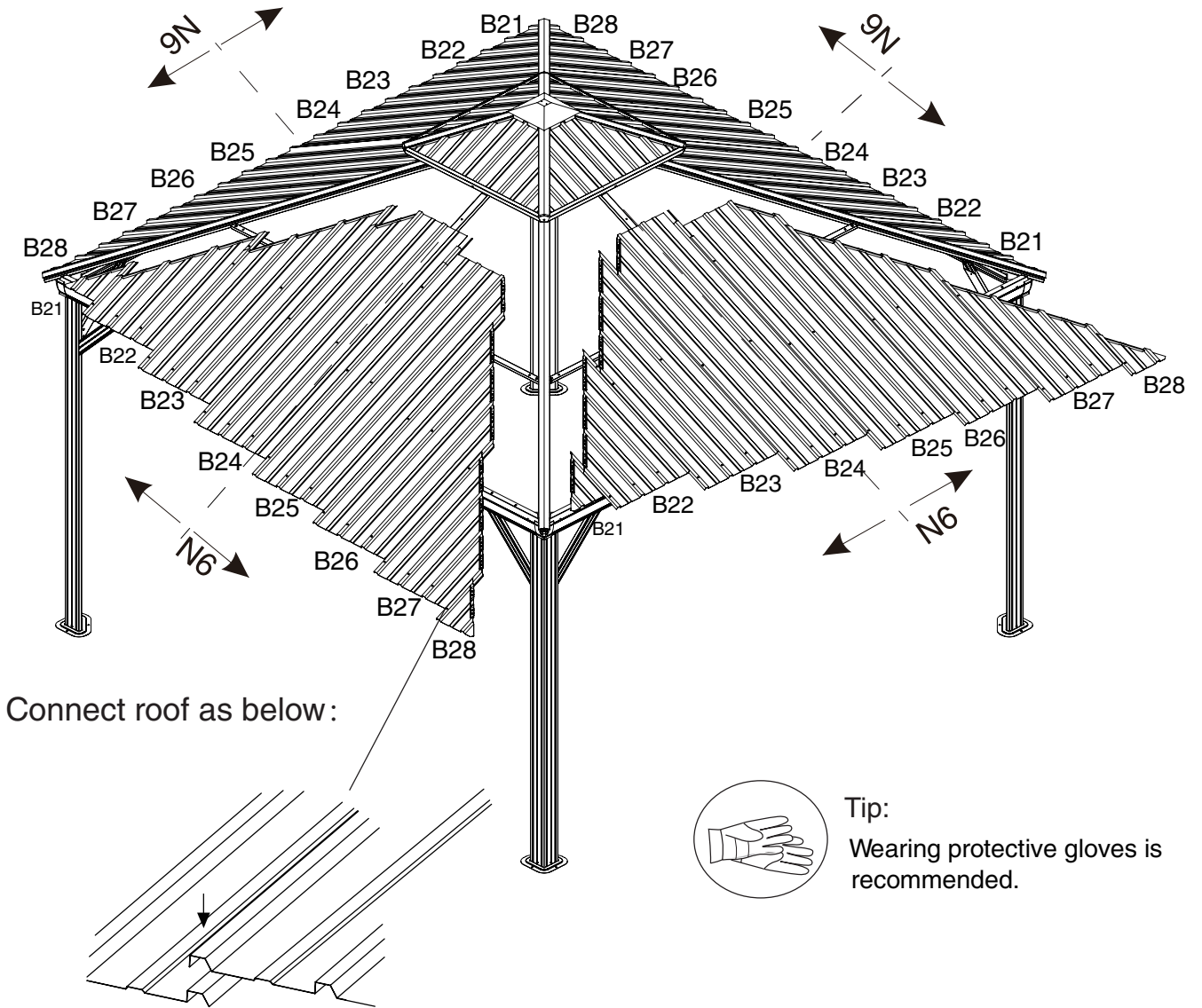


**Attention:**  
If the holes on the Solidifying Bar (Part U1) and the hole of the roof panel cannot be aligned, please adjust or loosen screw 1# until the screws of the roof panel are in place.



## Overall roof assembly:

Please place the panels on the frame and assemble them from the centerline (Part N6) to the left and right.

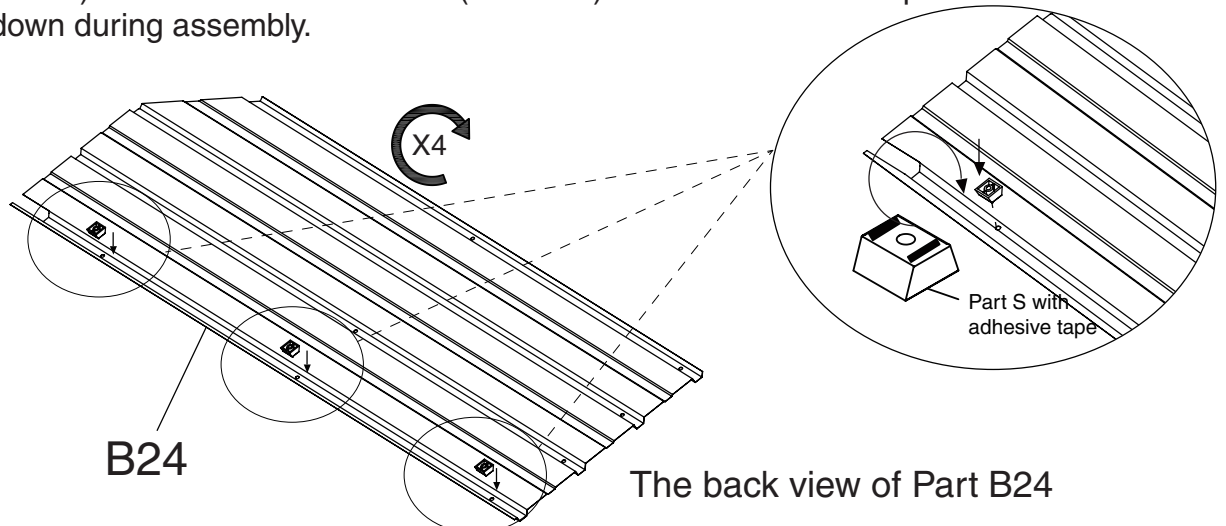


Connect roof as below :



Tip:  
Wearing protective gloves is recommended.

**Tips:** To facilitate the easy fastening of roof panels (Part B24), please use double-sided adhesive tape (Part H3) to affix Part S onto Panel (Part B24) in advance. This will prevent Part S from sliding down during assembly.



The back view of Part B24

# Parts Required:

S (x116)

5# (x72)  
L 28mm

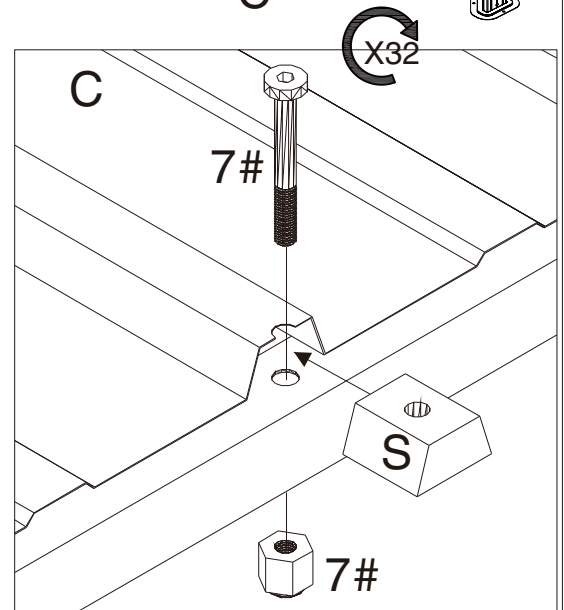
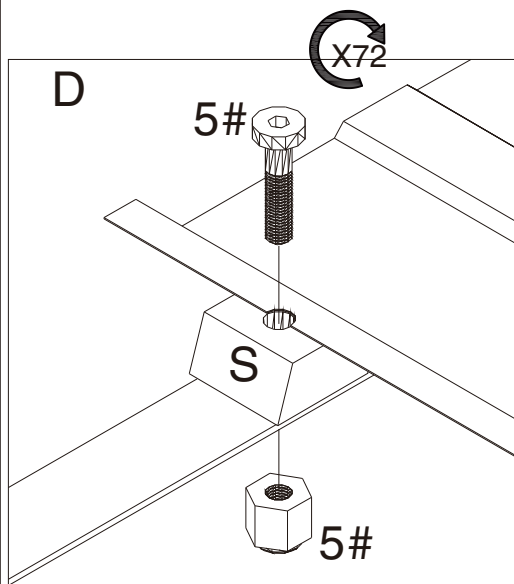
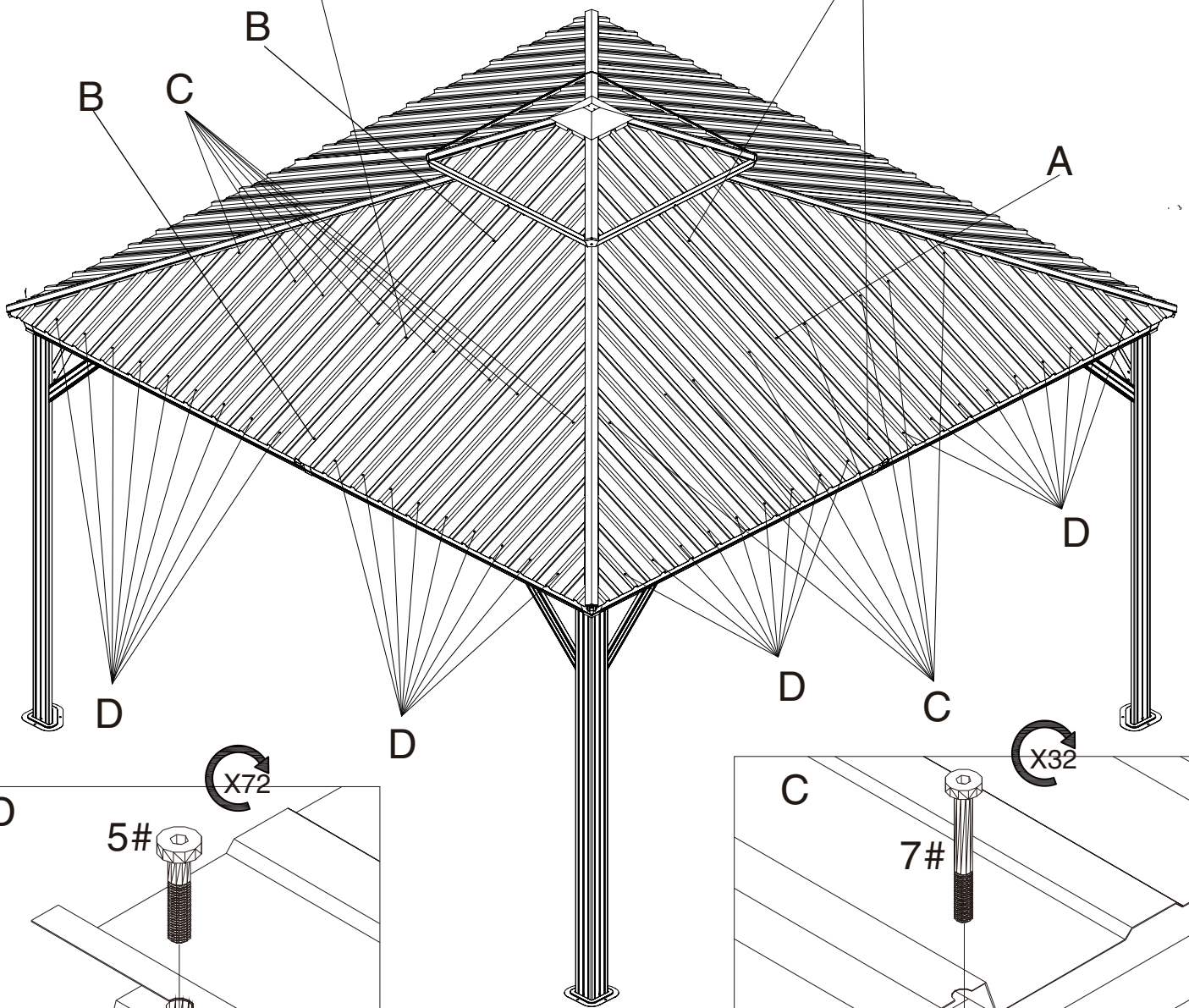
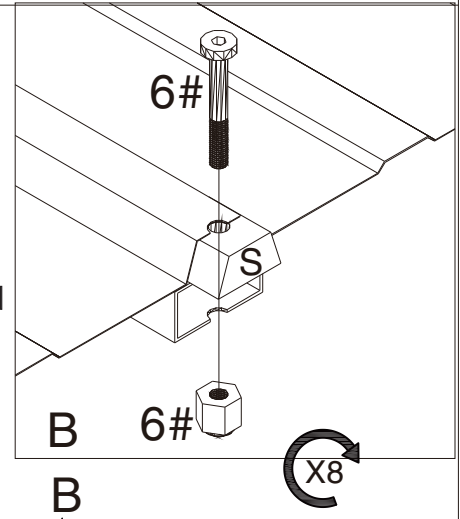
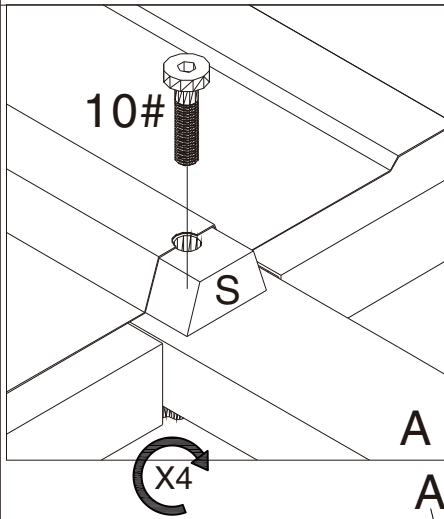
6# (x8)  
L 45mm

7# (x32)  
L 50mm

10# (x4)  
L 25mm

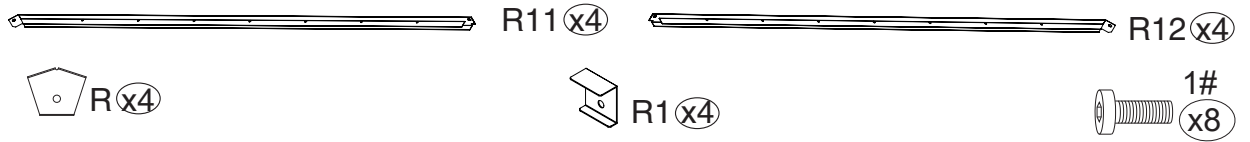
**Step 14:** Affix roof panels using screws and Spacers (Part S) as shown in the diagram.

Align all roof panels and screws **LOOSELY (DO NOT TIGHTEN ANY SCREWS)** until all the roof panels are aligned accordingly, **THEN TIGHTEN** all screws to secure the roof panels in place.



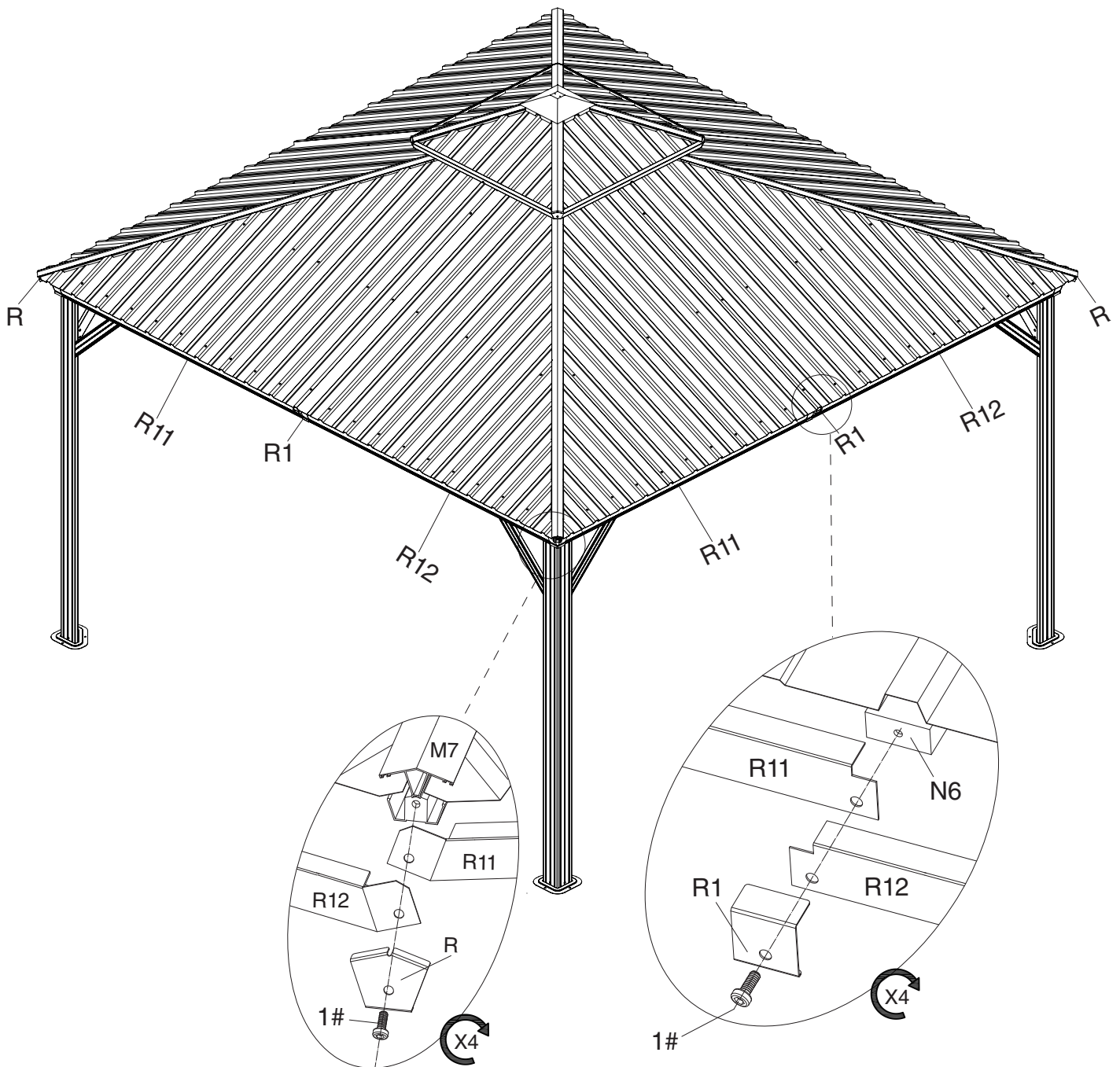
Tip:  
At least two people  
for this step.

## Parts Required:

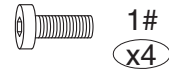
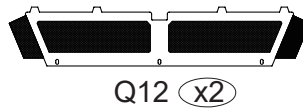
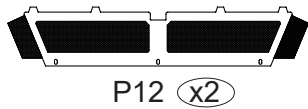


### Step 15: Cover edge of roof

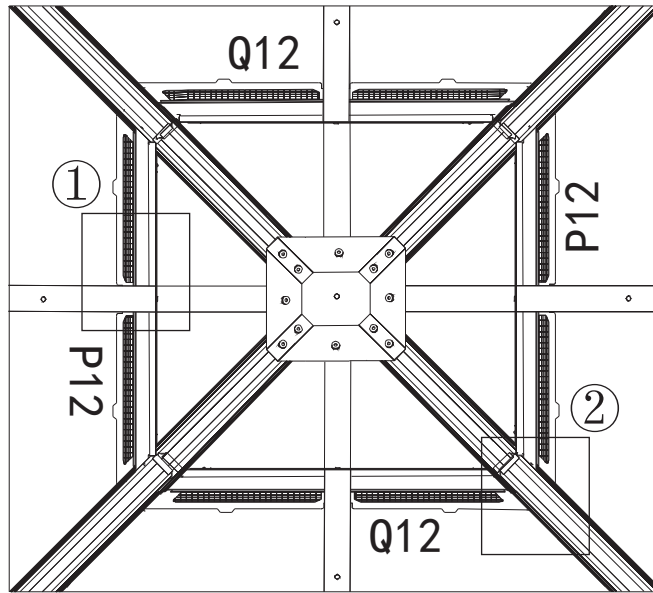
1. Attach Finishing bars (Part R11, R12) to Roof bar and Corner Roof bar.
2. Then put Finshih End (Part R, R1) to cover them using screws 1# as shown in the diagram.



Parts Required:

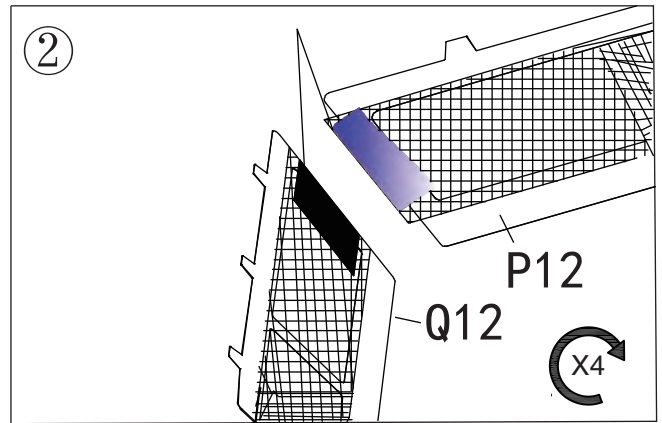
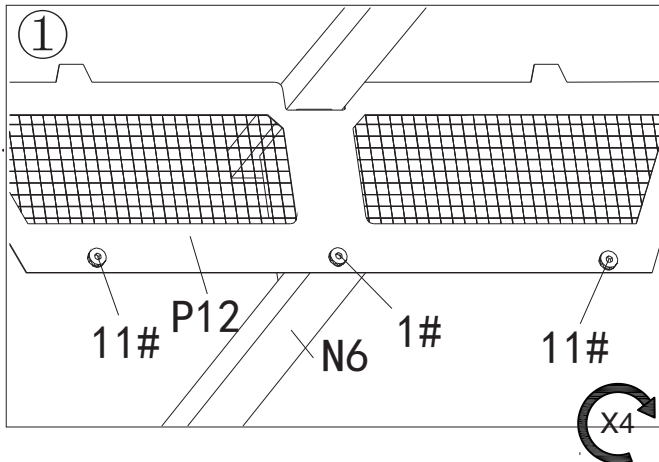


Upward View

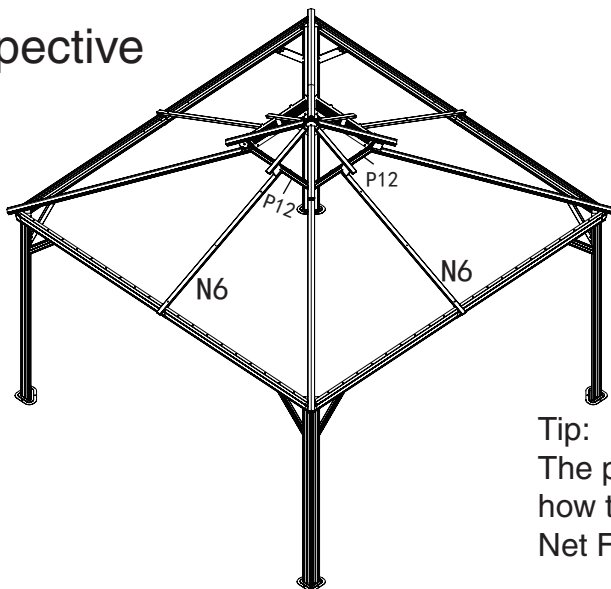


**Step 16: Assemble Net Frame**

Attach Net Frames (Part P12) to Finishing Bars (Part P2) using screws (1#, 11#) as shown in the diagram.

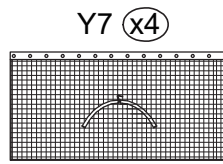
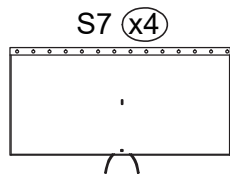


Perspective



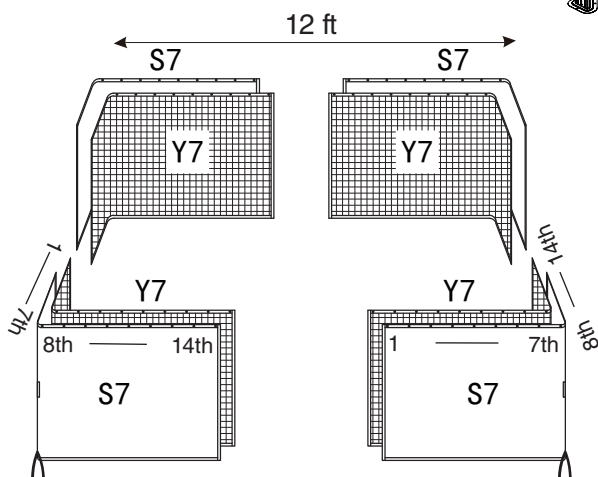
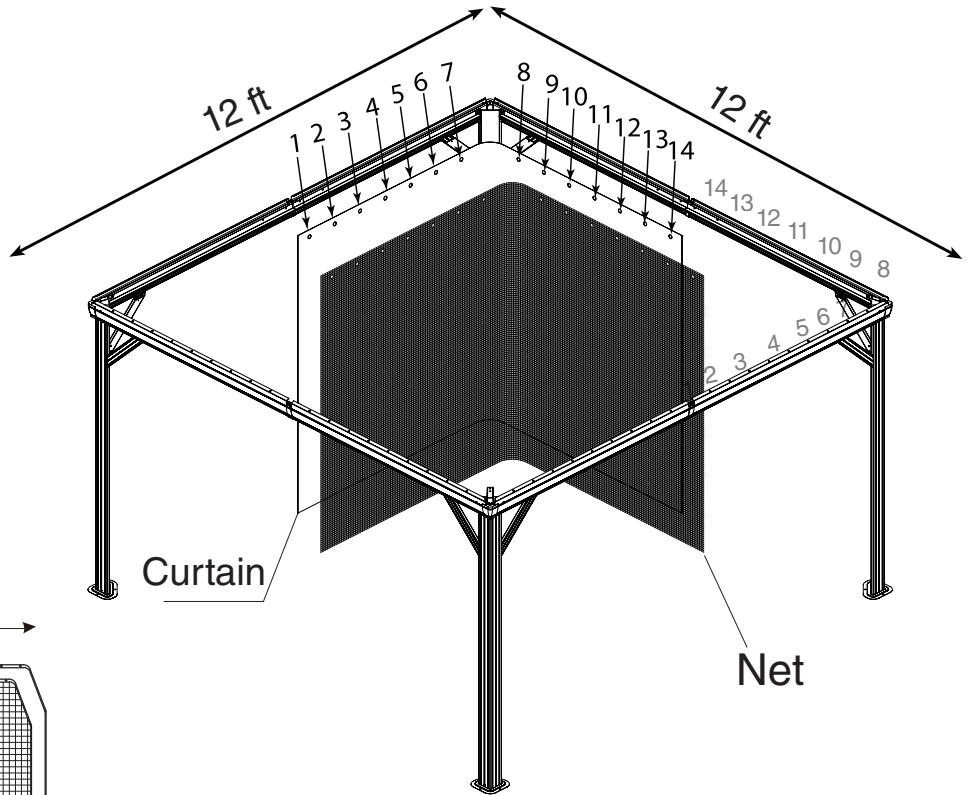
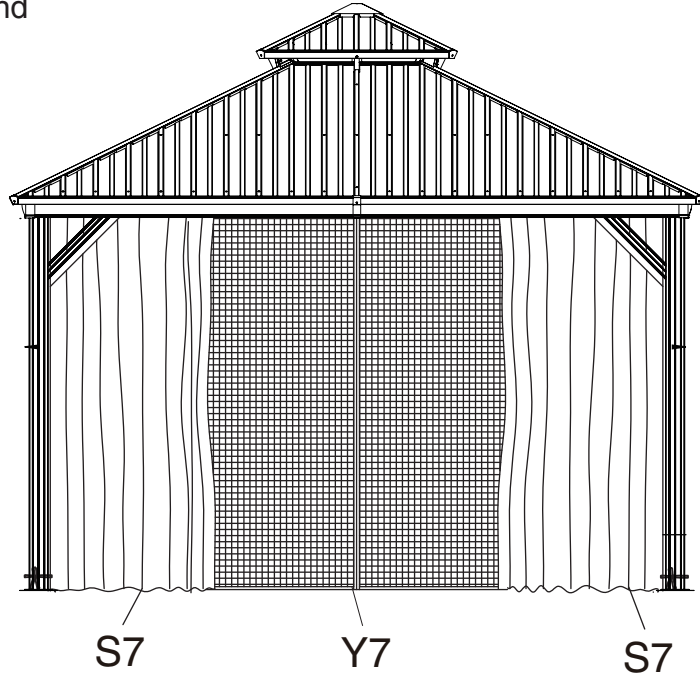
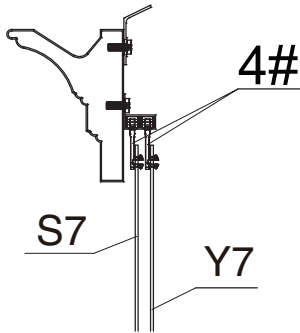
Tip:  
The perspective drawing is for demonstrating how to assemble the final step that sets up the Net Frame (Parts P12) more effectively.

# Parts Required:



## Step 17: Assemble Net Sidewall

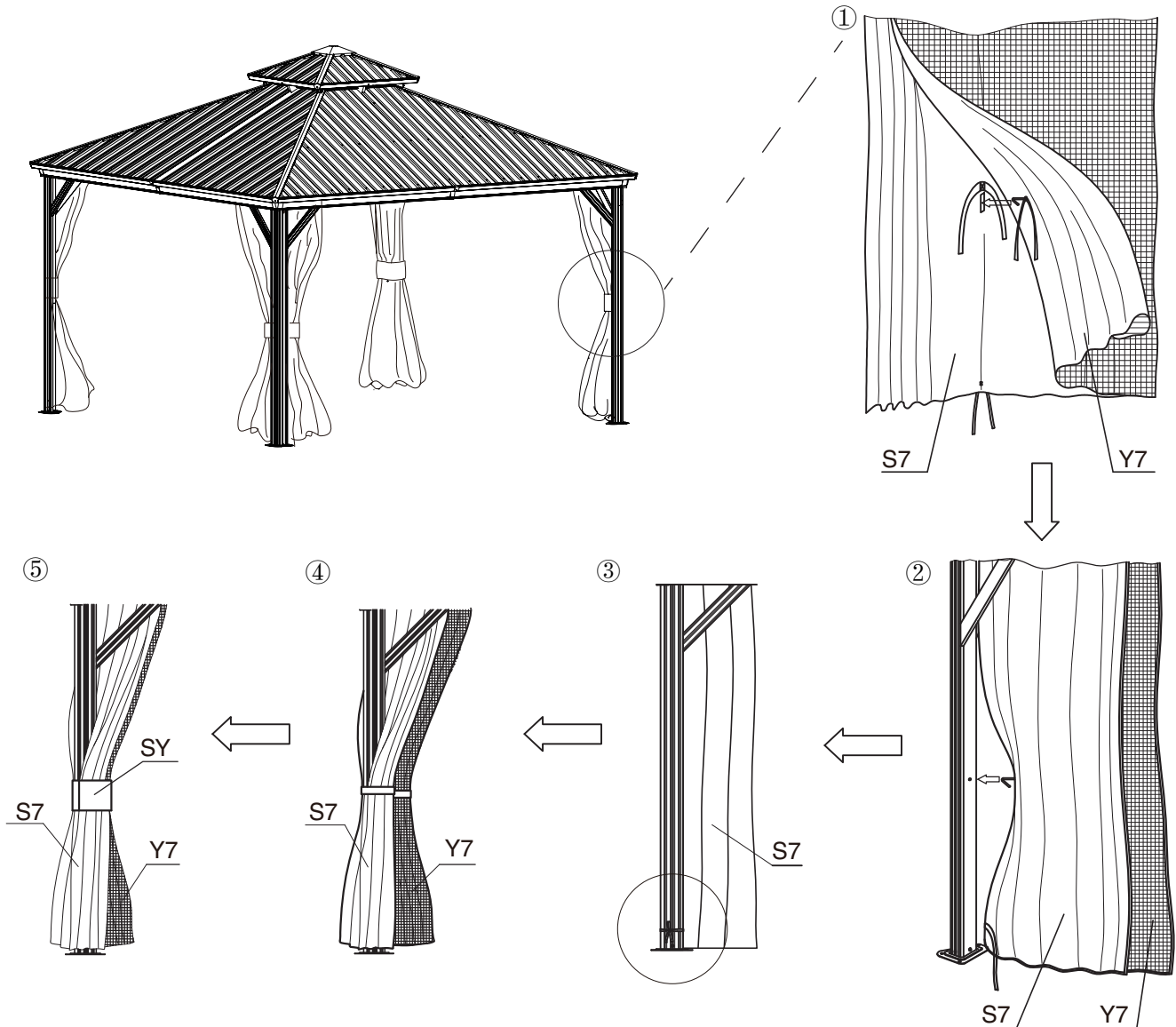
Hang the Mosquito Net on the inner rails and the Solid Sidewalls on the outer rails as shown in the diagram.



Parts Required:



**Step 18:** When closing the Mosquito Net, refer to the steps below to align it with the poles, as shown in the diagram.



## Care and Warranty

- Clean the frame components and fabric with a mild soap solution, then rinse thoroughly. Avoid using bleach, acid, or any other solvents on either the fabric or frame components.
- The roof, frame, bolts, and nuts come with a guarantee against defects in material and workmanship for one year from the date of purchase. However, the privacy curtain and mosquito netting are warranted for just 90 days. For a comprehensive warranty policy, please visit [www.kozyard.com](http://www.kozyard.com). Be aware that warranty terms can change without prior notification.
- For the best performance and safety of your gazebo, inspect and tighten all bolts and fasteners regularly



Enjoy Cozy Life!

As expert manufacturer of hardtop gazebos, Kozyard remains committed to supporting you with parts and replacements, even beyond your warranty period. Don't hesitate to contact us directly if you are missing parts or need a replacement.

**SUPPORT:**

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[www.kozyard.com](http://www.kozyard.com)  
email: [support@kozyard.com](mailto:support@kozyard.com)

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