



Enjoy Cozy Life!

**12'x14' APOLLO HARDTOP GAZEBO
WITH DOUBLE ROOF**

ASSEMBLY MANUAL



KOZYARD LLC PRODUCTS

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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 2500 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



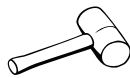
Allen Key



Allen Key



Safety Hat



Rubber Mallet



Gloves

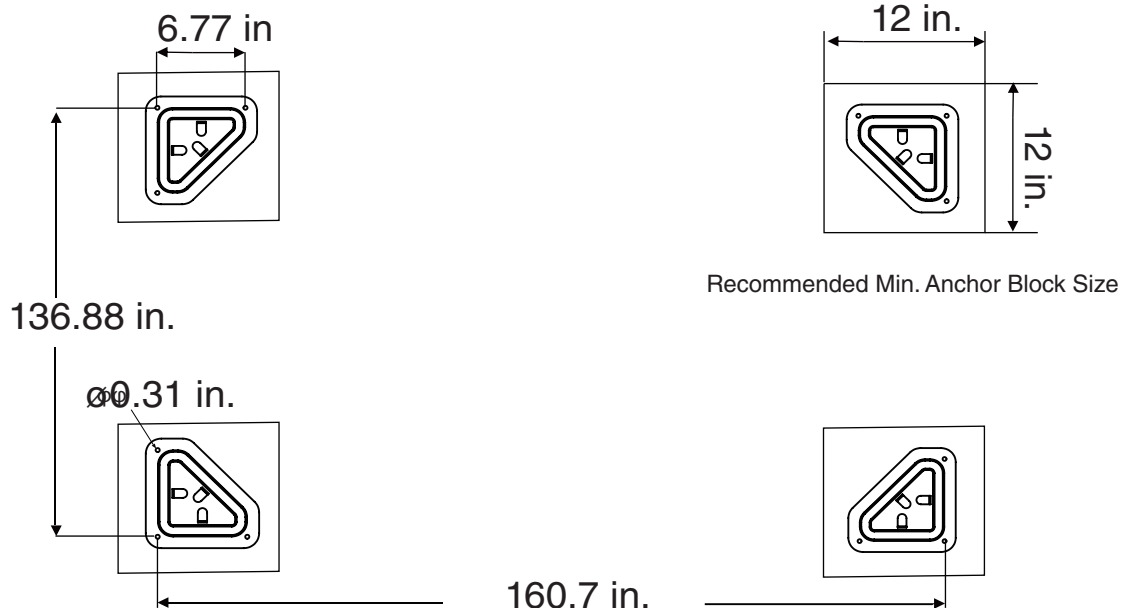


Stepladder



Safetyglasses

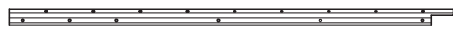
12'x14' ANCHOR BLUEPRINT



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

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

BOX 1



B61 (x2)



G (x4)



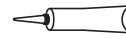
B62 (x2)



H1 (x4)



C61 (x2)



H2 (x1)



C62 (x2)



H3 (x1)



D71 (x2)



R (x8)



D72 (x2)



S (x128+3)



E71 (x2)



U3 (x4)



E72 (x2)



U4 (x4)



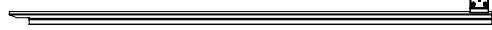
J1 (x4)



J2 (x4)



M1 (x4)



M2 (x4)



N1 (x4)



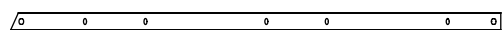
Q4 (x2)



T4 (x2)



U1 (x4)



U6 (x4)



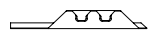
Z (x76+3)



Z1 (x4)



Z2 (x4)



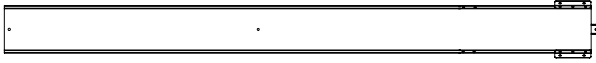
Z3 (x2)



Z4 (x2)

ITEM	DESCRIPTION	QTY
B61	Jointer Bar	2
B62	Sidewall Track	2
C61	Jointer Bar	2
C62	Sidewall Track	2
D71	Jointer Bar	2
D72	Sidewall Track	2
E71	Jointer Bar	2
E72	Sidewall Track	2
J1	Corner Solidifying Bar	4
J2	Corner Solidifying Bar	4
M1	Short Corner Roof Bar	4
M2	Corner Roof Bar	4
N1	Roof Bar	4
Q4	Finishing Bar	2
T4	Finishing Bar	2
U1	Solidifying Bar	4
U6	Solidifying Bar	4
Z	Bracket	76+3
Z1	Bracket	4
Z2	Bracket	4
Z3	Bracket	2
Z4	Bracket	2
G	Corner Cover	4
H1	Joint Cover	4
H2	Silcone Rubber	1
H3	Double-sided adhesive tape	1
R	Finishing End	8
S	Spacer	128+3
U3	Iron Angle	4
U4	Iron Angle	4

BOX 2



A (x4)



R2 (x8)

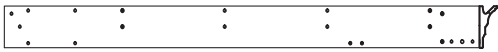


M5x15

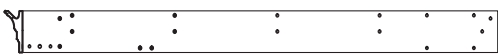
#8 (x16+2)

ITEM	DESCRIPTION	QTY
A	Pole	4
R2	Corner bracket	8
#8	Screws	16+2

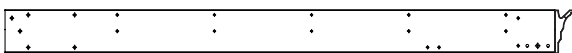
BOX 3



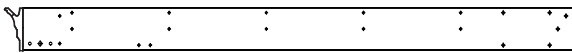
B6 (x2)



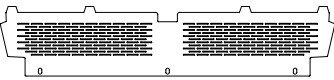
C6 (x2)



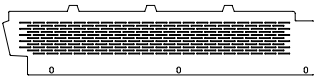
D7 (x2)



E7 (x2)



P12 (x2)



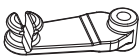
Q14 (x4)



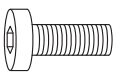
H (x4)



L (x4)

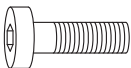


#4 (x60+3)



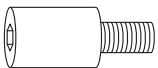
M6x16

#1 (x246+4)

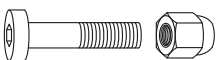


M6x20

#2 (x16+2)

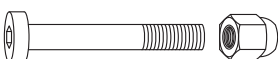


#3 (x16+2)



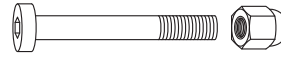
M6x28

#5 (x80+2)



M6x45

#6 (x8+1)



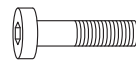
M6x50

#7 (x36+2)



ST4.8x13

#9 (x24+2)



M6x25

#10 (x4+1)



M6x10

#11 (x12+1)

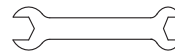


M6

#12 (x12+2)



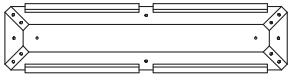
Allen key



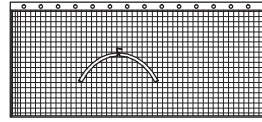
Wrench

ITEM	DESCRIPTION	QTY
B6	Beam	2
C6	Beam	2
D7	Beam	2
E7	Beam	2
P12	Net Frame	2
Q14	Net Frame	4
H	Joint Cover	4
L	Plate	4
#4	Hook	60+3
#1	Screws	246+4
#2	Screws	16+2
#3	Screws	16+2
#5	Screws	80+2
#6	Screws	8+1
#7	Screws	36+2
#9	Screws	24+2
#10	Screws	4+1
#11	Screws	12+1
#12	Washer	12+2
	Allen key	1
	Wrench	1

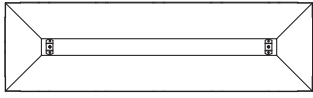
BOX 4



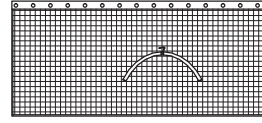
K4 (x1)



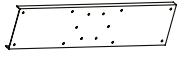
Y3 (x2)



K14 (x1)



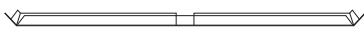
Y4 (x2)



F (x4)



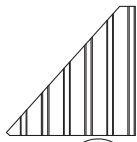
P2 (x2)



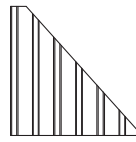
T2 (x2)

ITEM	DESCRIPTION	QTY
K4	Inside Roof Connector	1
K14	Outside Roof Connector	1
F	Union Bar	4
P2	Finishing Bar	2
T2	Finishing Bar	2
Y3	Mosquito Net	2
Y4	Mosquito Net	2

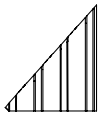
BOX 5



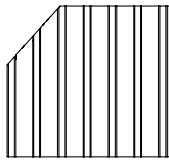
V11 (x1)



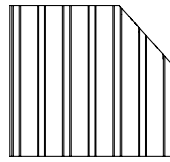
V12 (x1)



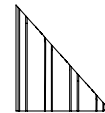
V43 (x1)



V44 (x1)

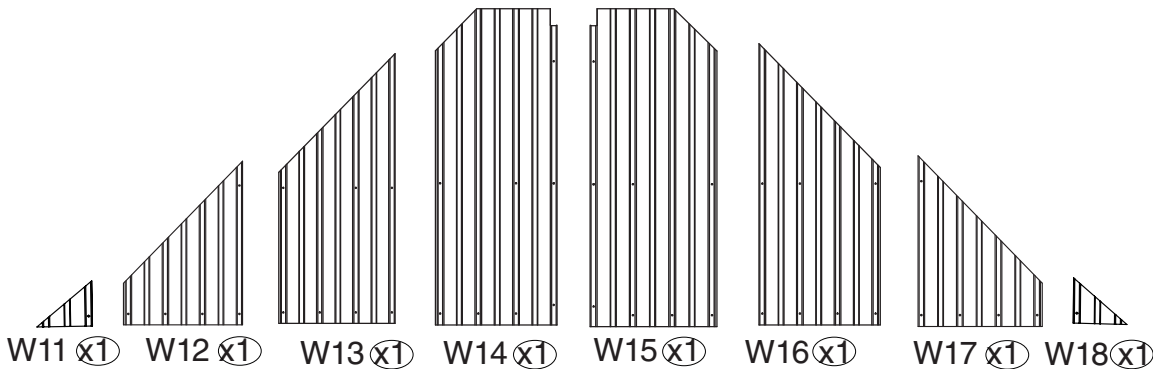


V45 (x1)



V46 (x1)

ITEM	DESCRIPTION	QTY
V11	Roof Panel	1
V12	Roof Panel	1
V43	Roof Panel	1
V44	Roof Panel	1
V45	Roof Panel	1
V46	Roof Panel	1
W11	Roof Panel	1
W12	Roof Panel	1
W13	Roof Panel	1
W14	Roof Panel	1
W15	Roof Panel	1
W16	Roof Panel	1
W17	Roof Panel	1
W18	Roof Panel	1
X41	Roof Panel	1
X42	Roof Panel	1
X43	Roof Panel	1
X44	Roof Panel	1
X45	Roof Panel	1
X46	Roof Panel	1
X47	Roof Panel	1
X48	Roof Panel	1



W11 (x1)

W12 (x1)

W13 (x1)

W14 (x1)

W15 (x1)

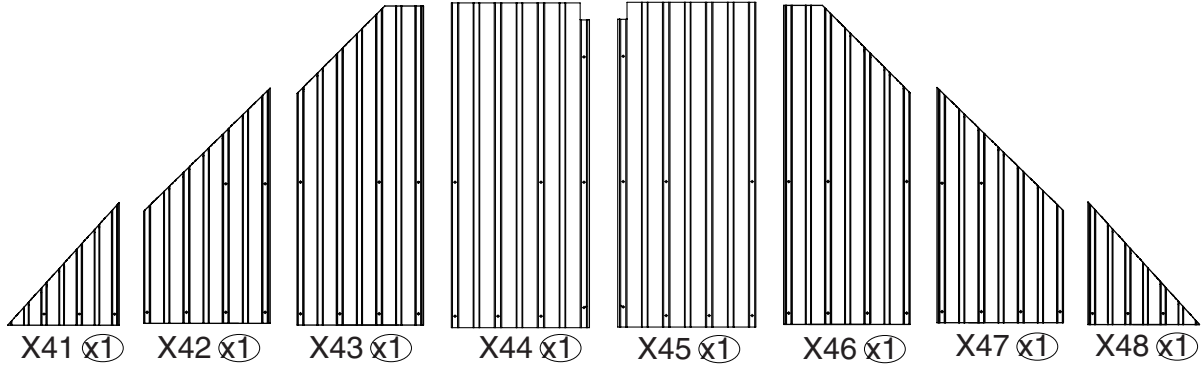
W16 (x1)

W17 (x1)

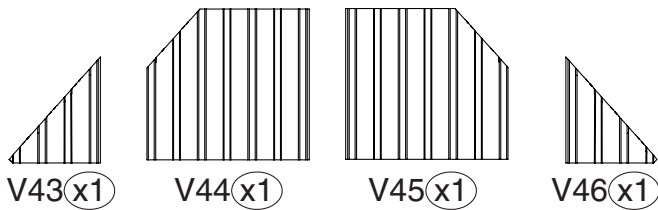
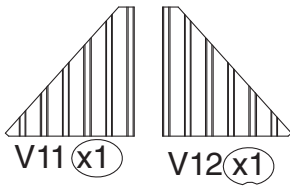
W18 (x1)

continued on the next page

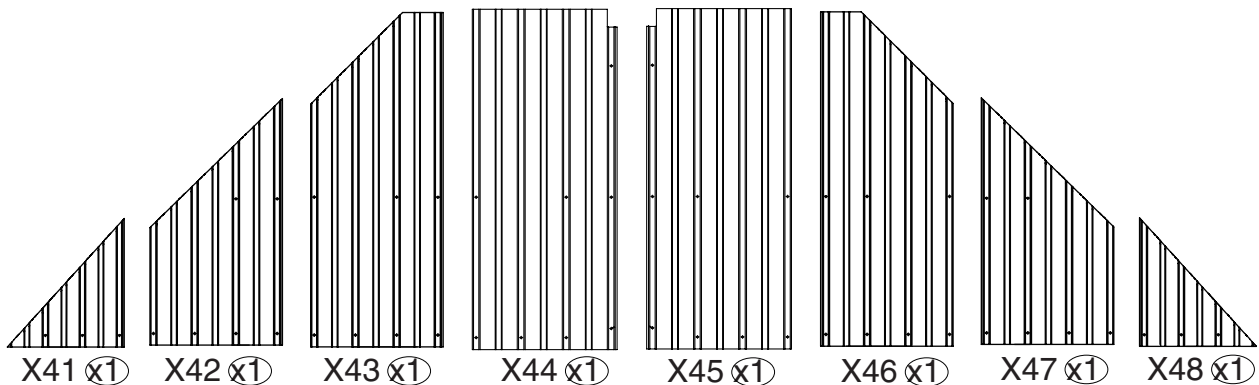
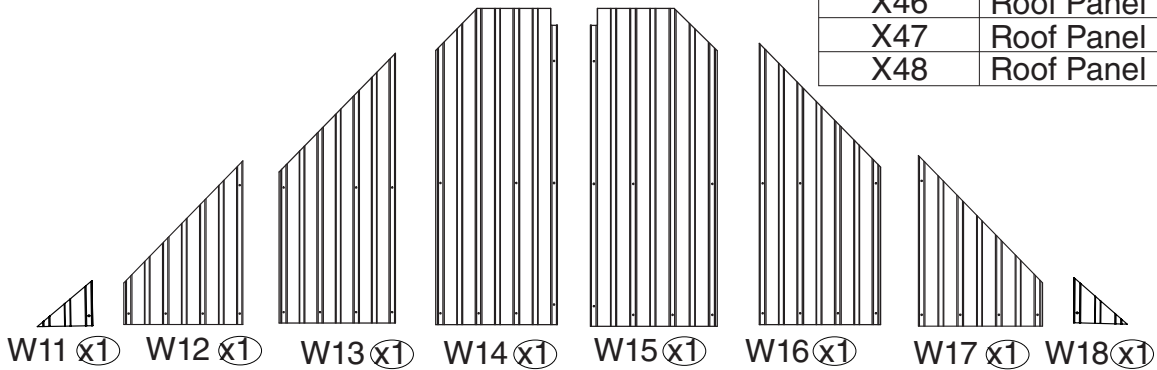
BOX 5, continued from the previous page



BOX 6



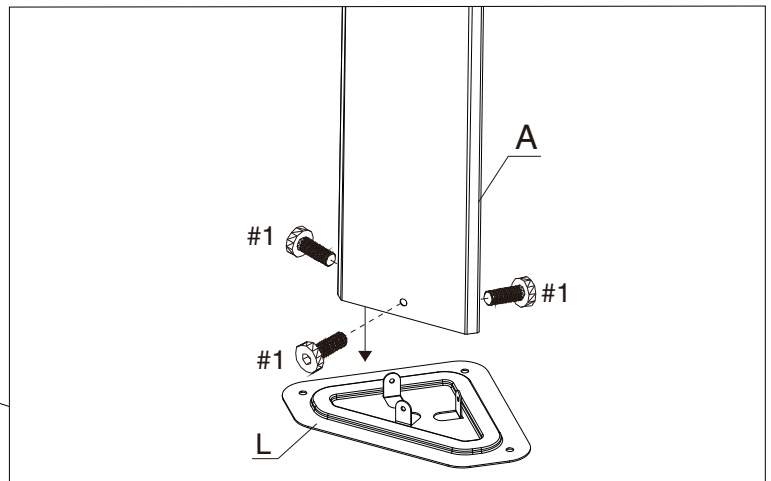
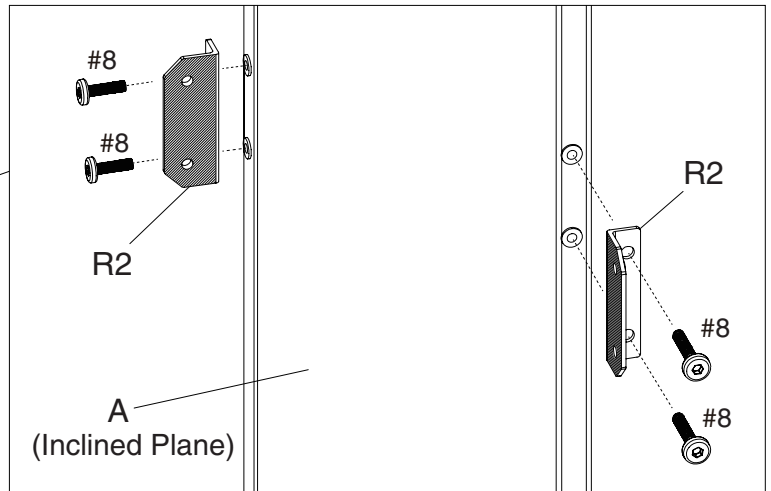
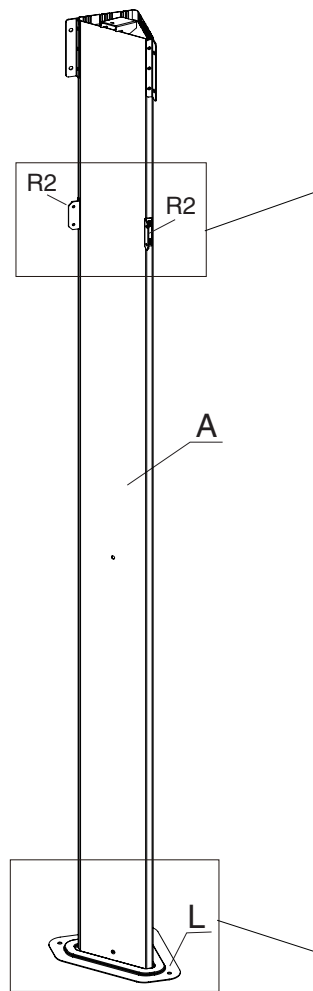
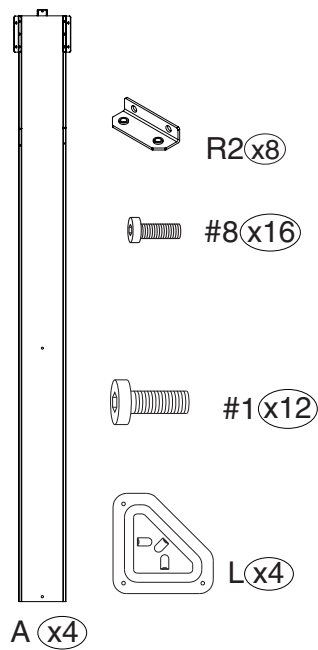
ITEM	DESCRIPTION	QTY
V11	Roof Panel	1
V12	Roof Panel	1
V43	Roof Panel	1
V44	Roof Panel	1
V45	Roof Panel	1
V46	Roof Panel	1
W11	Roof Panel	1
W12	Roof Panel	1
W13	Roof Panel	1
W14	Roof Panel	1
W15	Roof Panel	1
W16	Roof Panel	1
W17	Roof Panel	1
W18	Roof Panel	1
X41	Roof Panel	1
X42	Roof Panel	1
X43	Roof Panel	1
X44	Roof Panel	1
X45	Roof Panel	1
X46	Roof Panel	1
X47	Roof Panel	1
X48	Roof Panel	1



Parts Required:

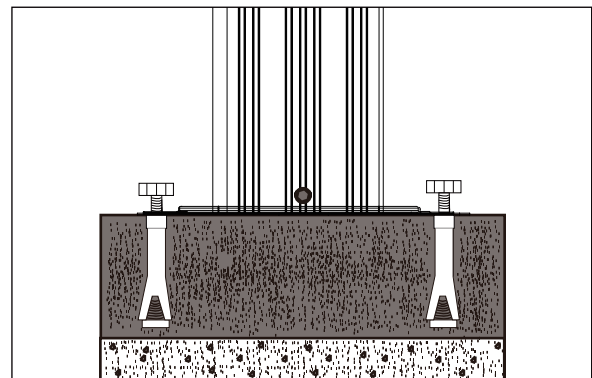
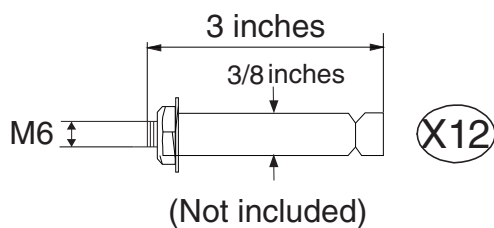
Step 1: Set up Poles

1. Set up Poles (Part A) with Bracket (Part R2) and Stand Plates (Part L) using #8 and #1 screws as shown in diagram.



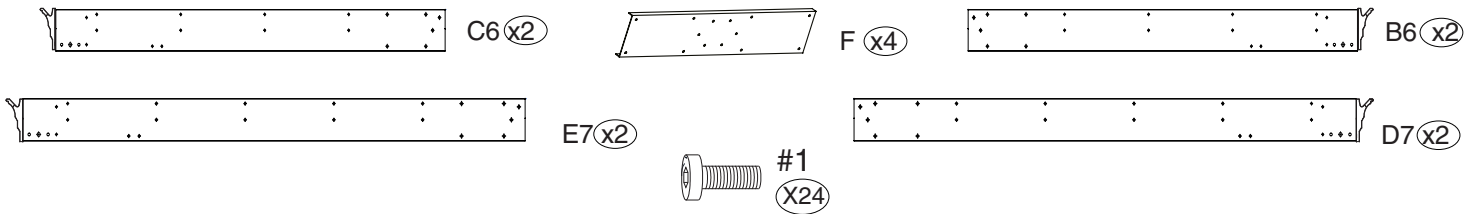
Reference for anchoring gazebo: Only anchor after completing assembly.

When anchoring into concrete over 3 inches, you may use 3/8" x 3" length sleeve anchors.



Attn: Once assembly has been completed: Please reinforce as shown above if gazebo is installed in a high wind area, are prone to strong winds during bad weather or when wind scale reaches Level 5 or above.

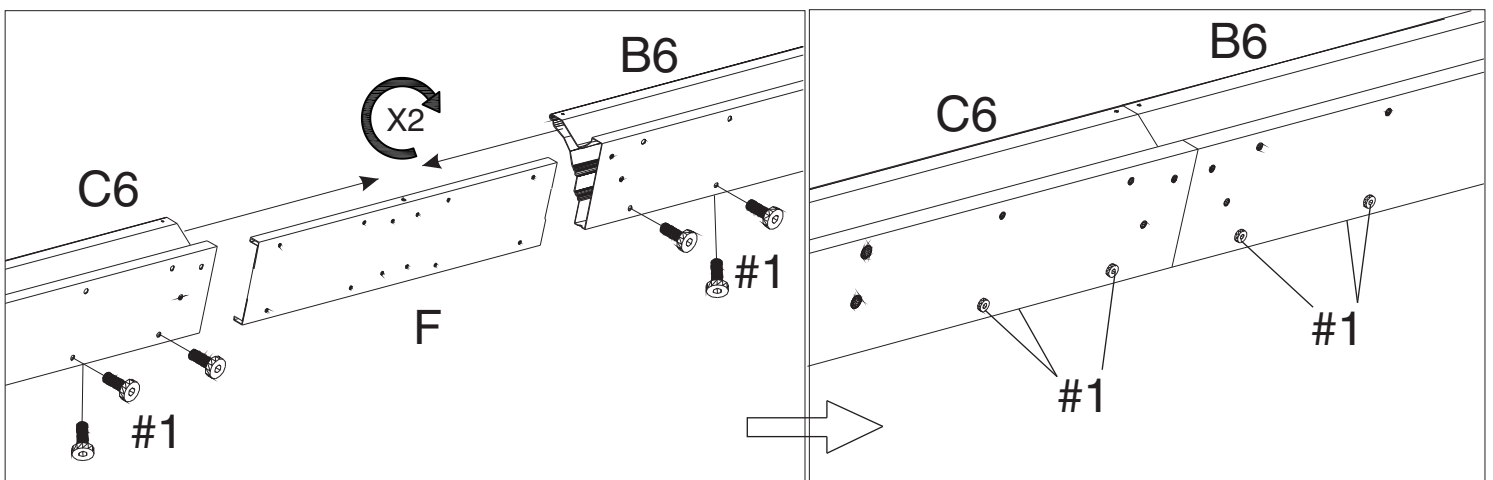
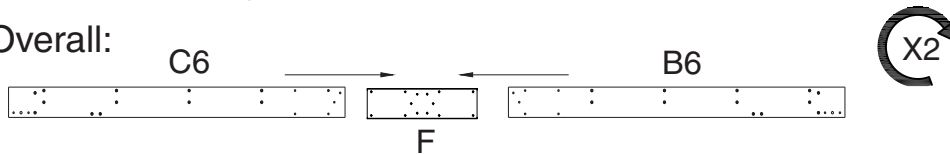
Parts Required:



Step 2: Connect the Beams

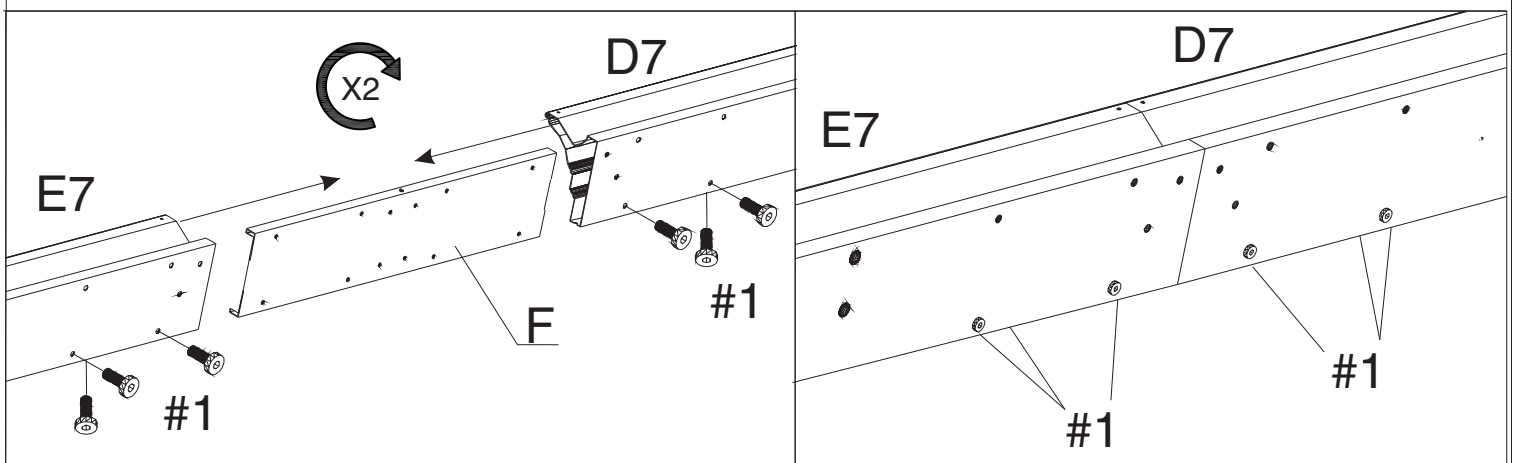
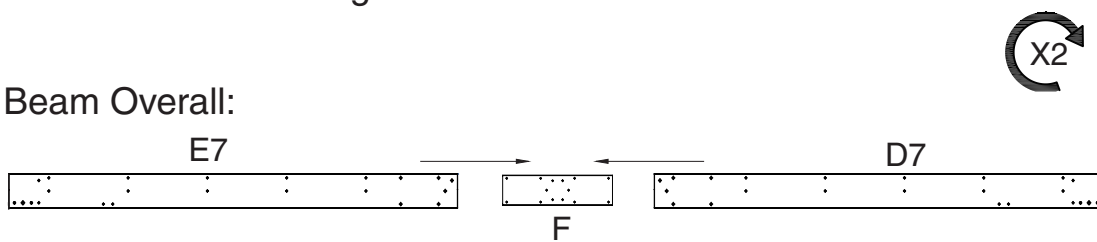
1. Connect Beams (Part C6, B6) into one beam using Union Bar (Part F) with #1 screws as shown in diagram.

Short Beam Overall:



2. Connect Beams (Part E7, D7) into one beam using Union Bar (Part F) with #1 screws as shown in diagram.

Long Beam Overall:



Parts Required:



C61 (x2) B61 (x2)

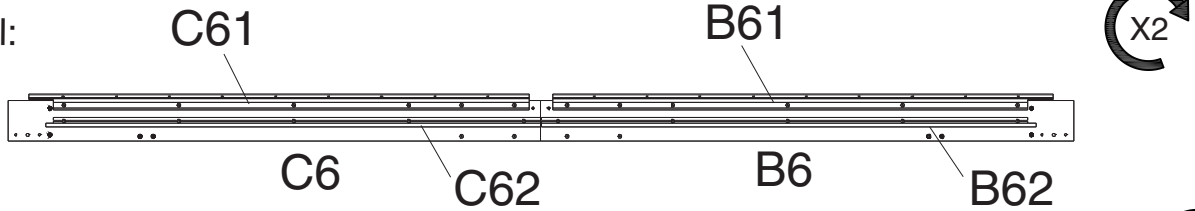
C62 (x2) B62 (x2)

E71 (x2) D71 (x2)

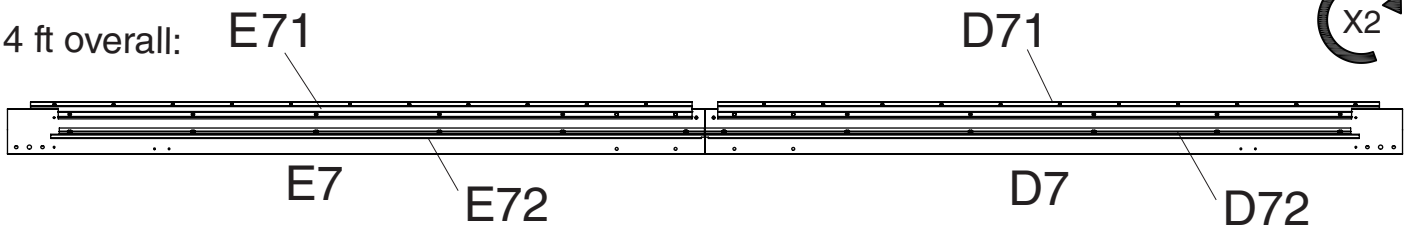
E72 (x2) D72 (x2)

STEP 3: Connect Joint Bars and Tracks with Beams

12 ft overall:



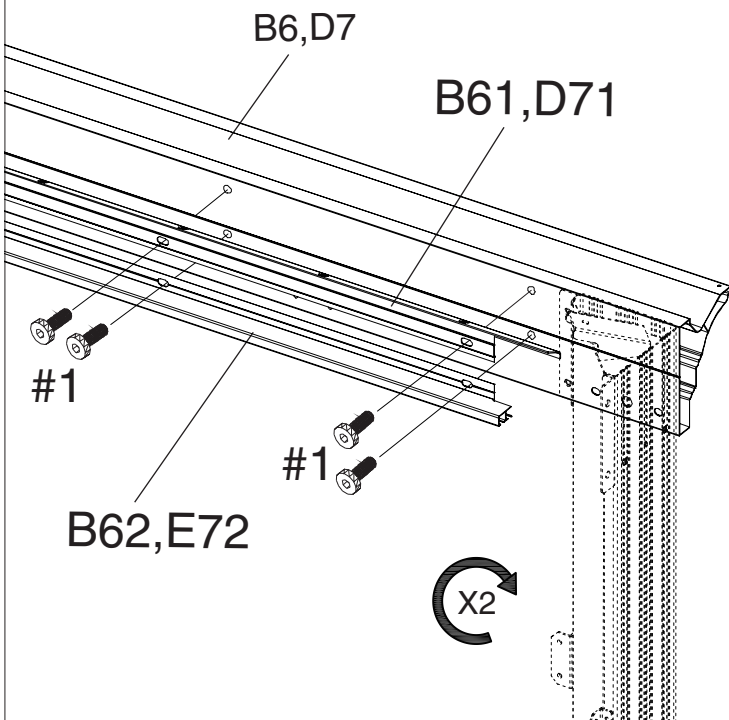
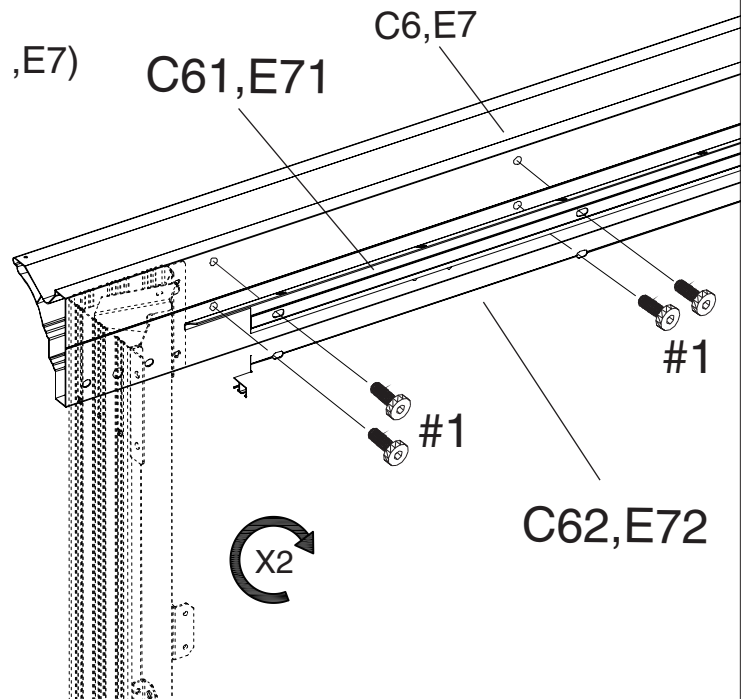
14 ft overall:



1. Connect Joint Bars (part C61,E71) and Tracks (Part C62 ,E72) to Beams (Part C6 ,E7) using #1 screws as shown in diagram.

Tip:

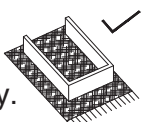
Do not tighten screws on Jointer bar (part C61,E71,B61,D71), until the screws on roof panels are aligned in place.



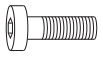
2. Follow the same steps for Joint Bars (Part B61,D71) and Tracks (Part B62,E72) attaching them to Beams (Part B6 , D7) using #1 screws as shown in diagram.

Tip:

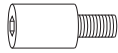
Place parts on carpet or rug to avoid scratches during assembly.



Parts Required:



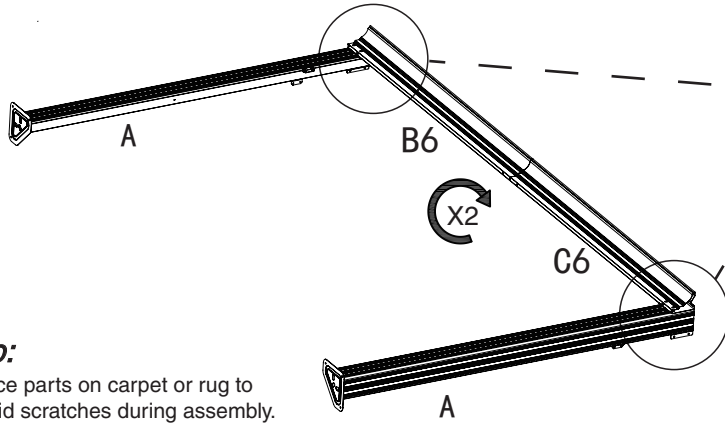
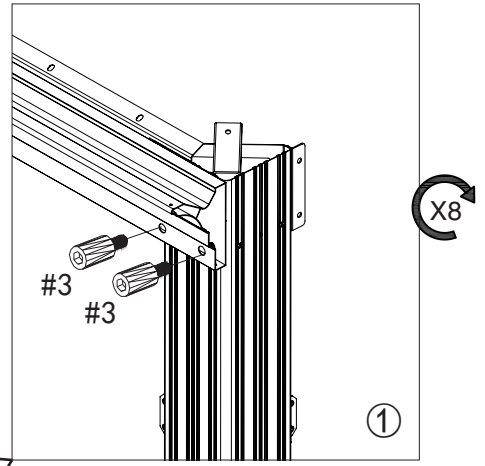
#2
x16



#3
x16

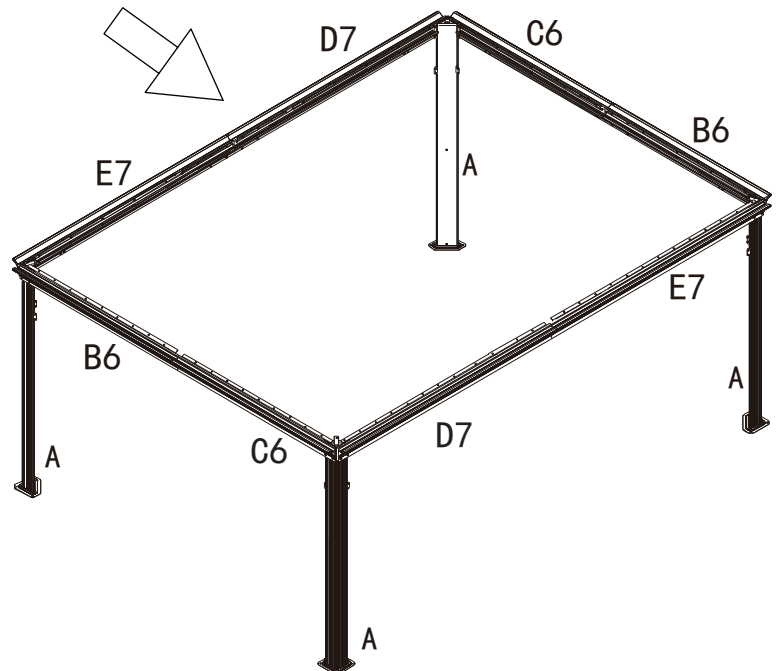
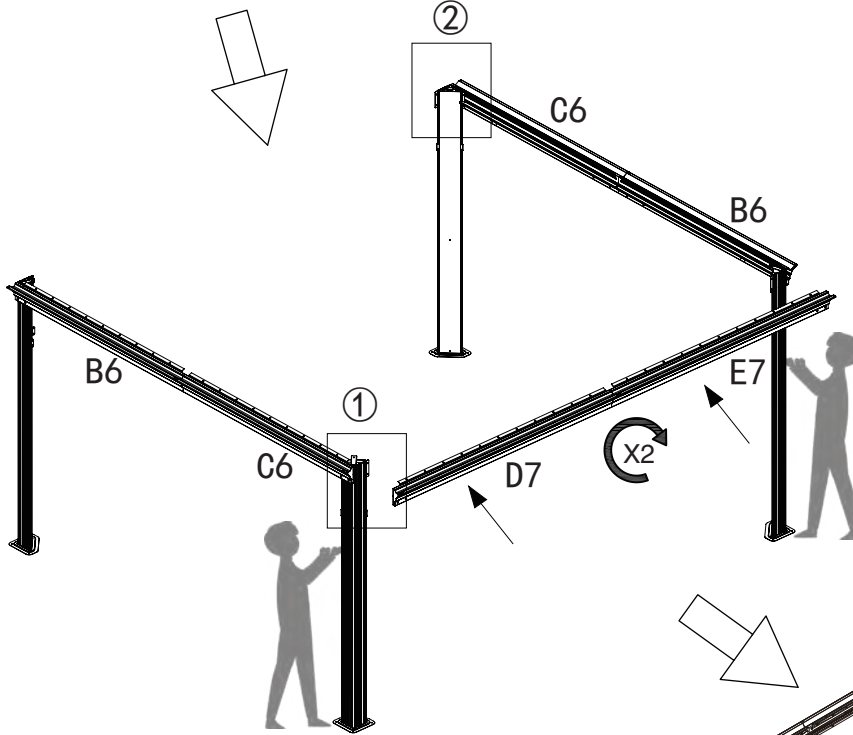
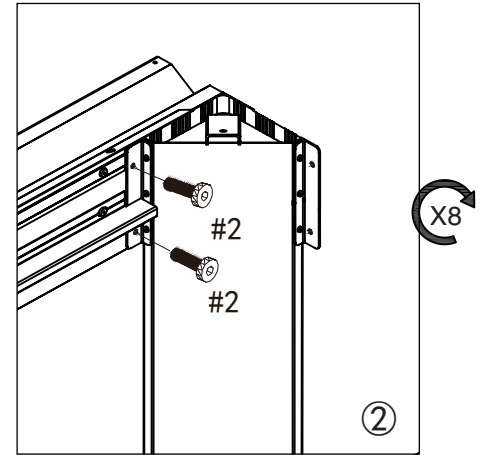
STEP 4: Set up Poles and Beams

Use #3 screws, then #2 screws to connect Poles and Beams together as shown in diagram.



Tip:

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



Tip:

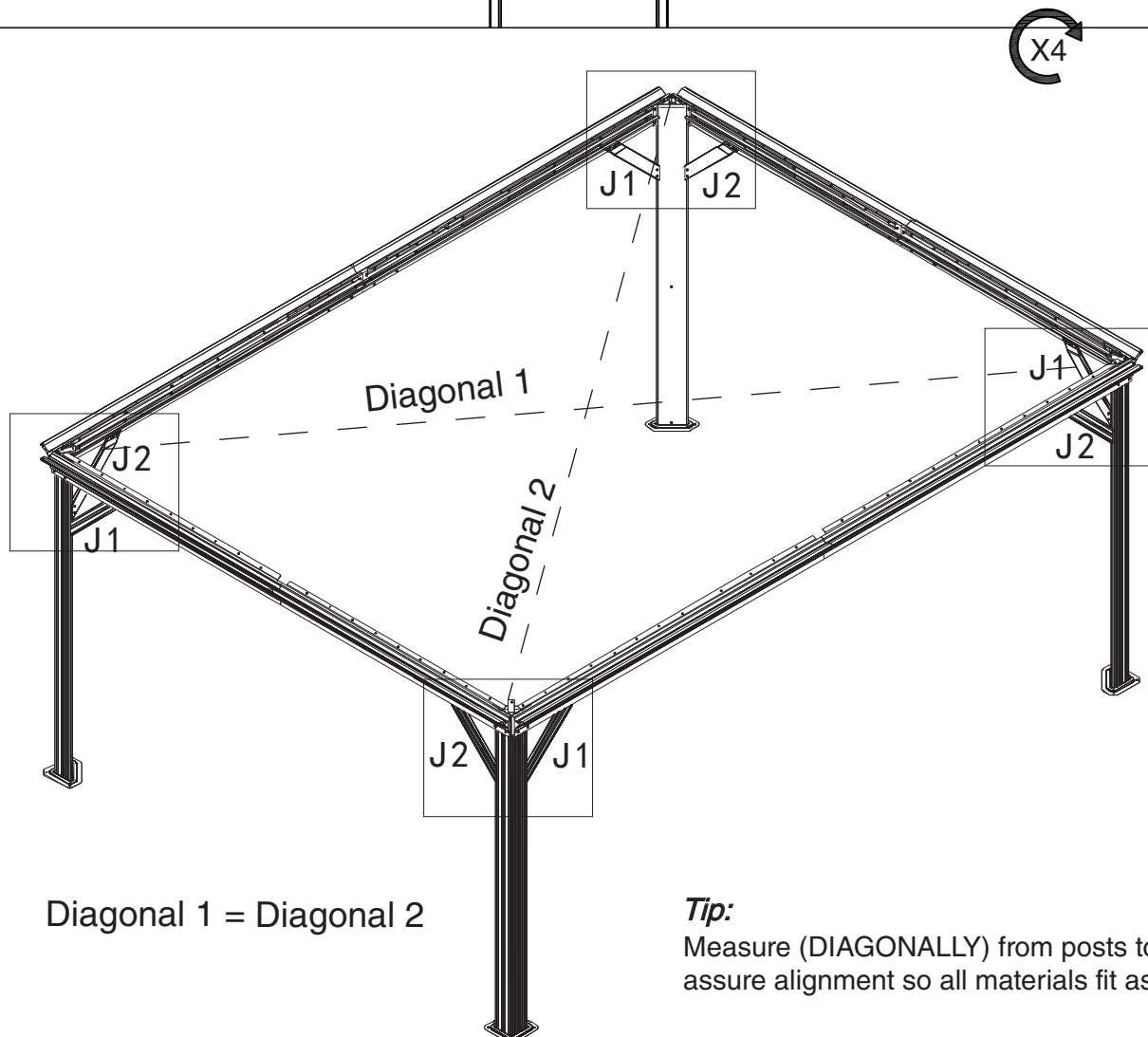
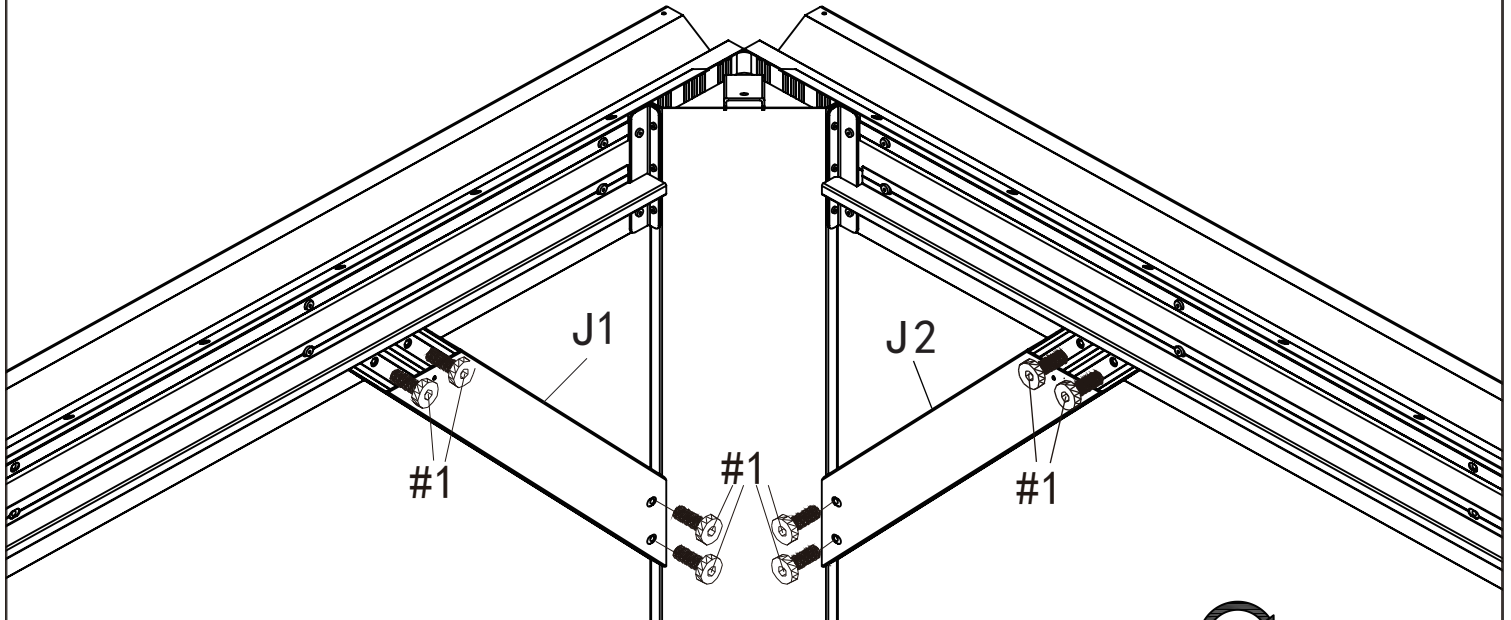
3 people suggested for this step.

Parts Required:



STEP 5: Connect Solidifying Bars with Beams and Poles

Affix the frame with Corner Solidifying Bars (Parts J1, J2) using #1 screws as shown in diagram.



Diagonal 1 = Diagonal 2

Tip:

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

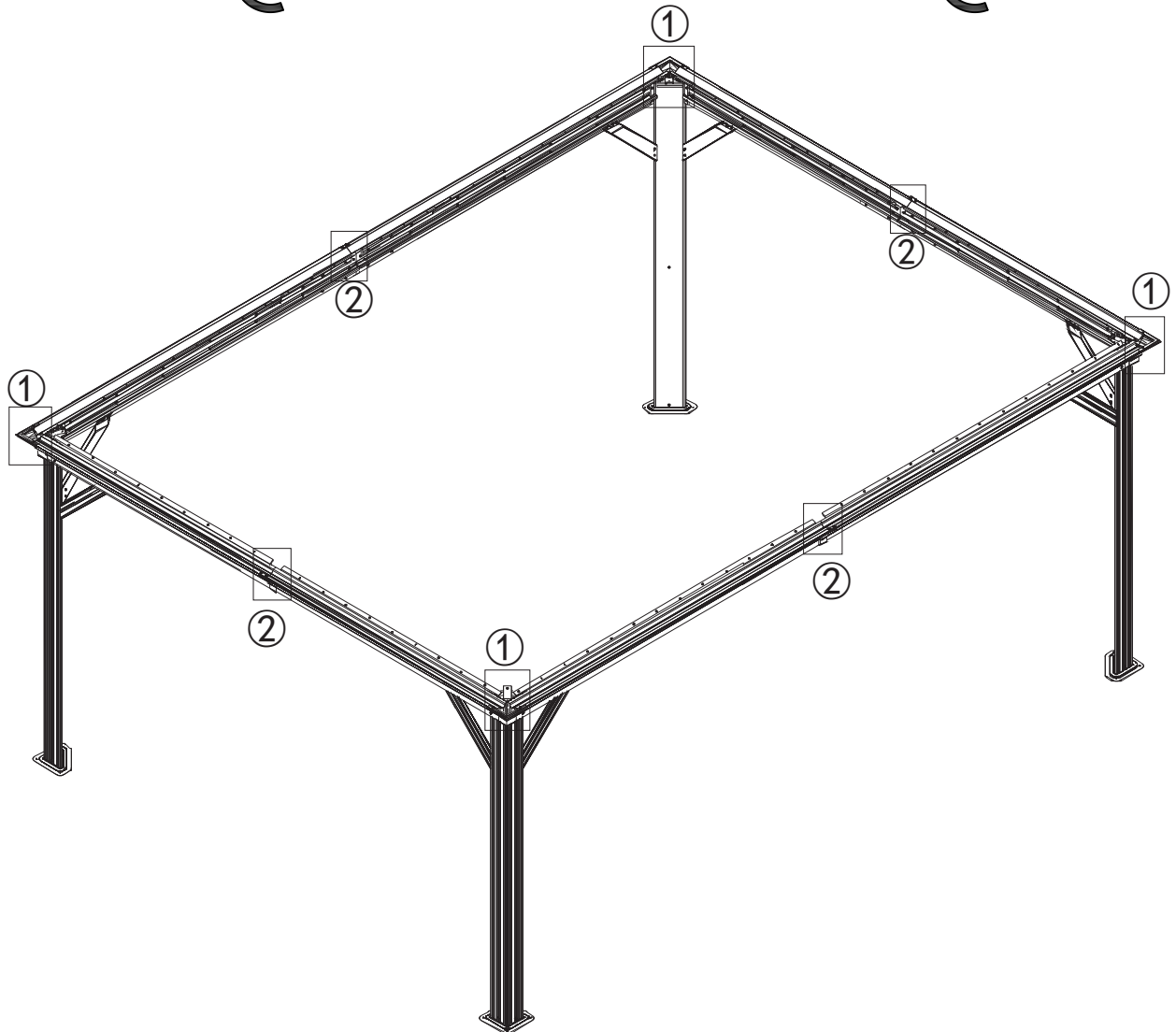
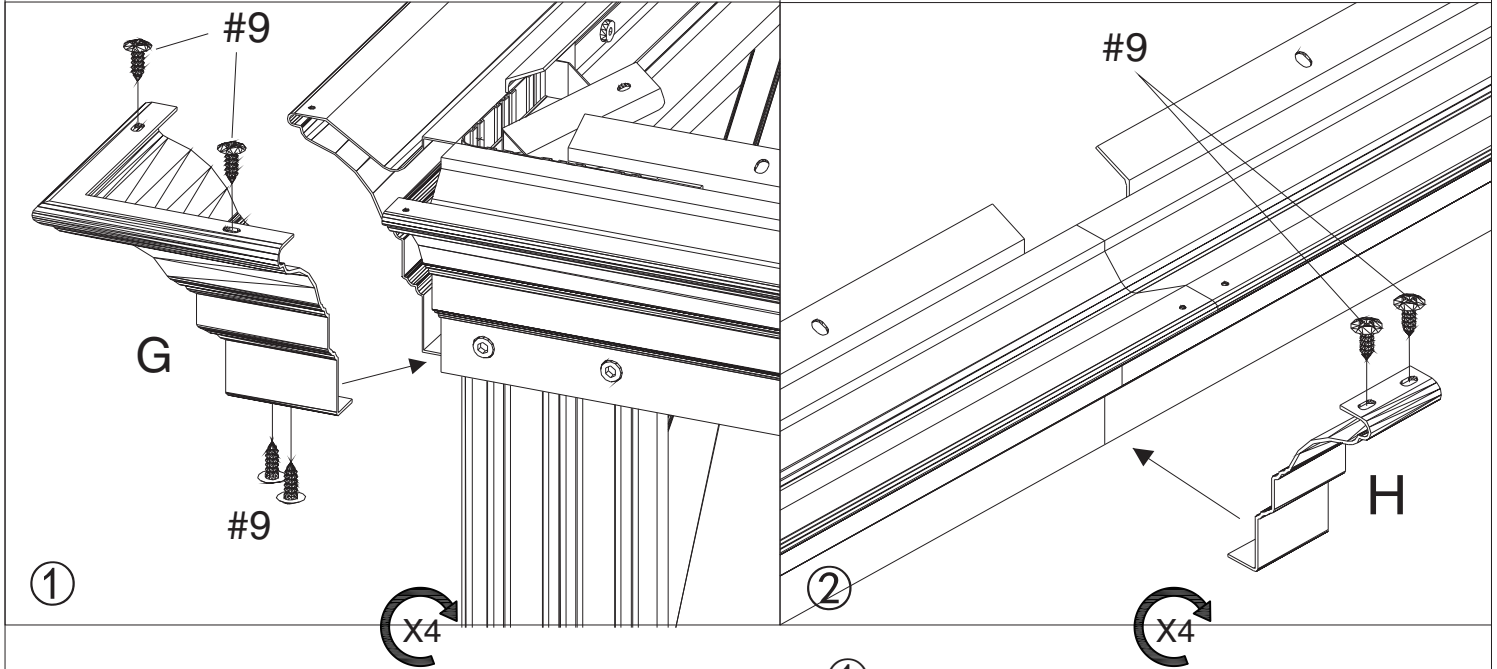
Parts Required:



STEP 6: Cover the connections

1. Finish connecting beams using Corner Covers (Part G) and #9 screws as shown in diagram.

2. Affix middle beams using Joint Covers (Part H) with #9 screws as shown in diagram.

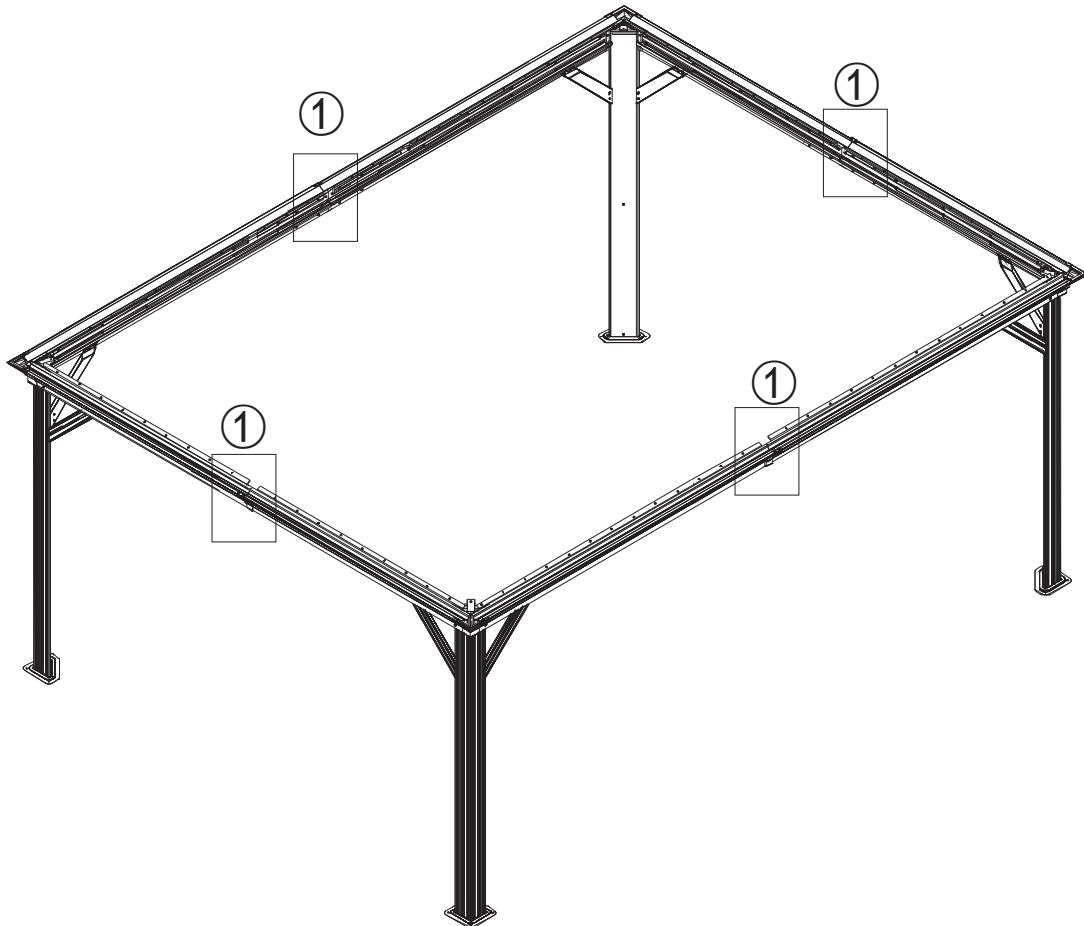
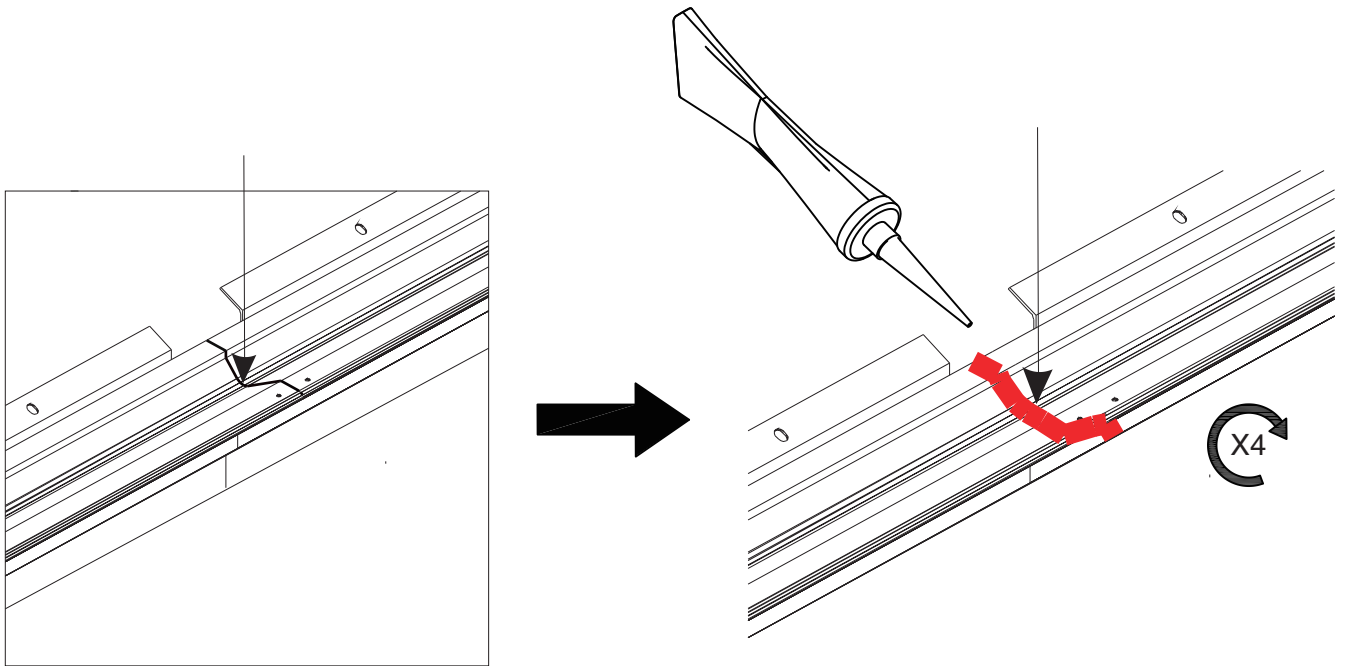


Parts Required:



STEP 7: Seal seams

1. Seal seams with Silicone Rubber after Step 6 to prevent water leakage.
2. There is no need to seal the cap screws of the roof panel with the silicone rubber if the screws (attached through Spacer part S) are properly fixed on roof panels.

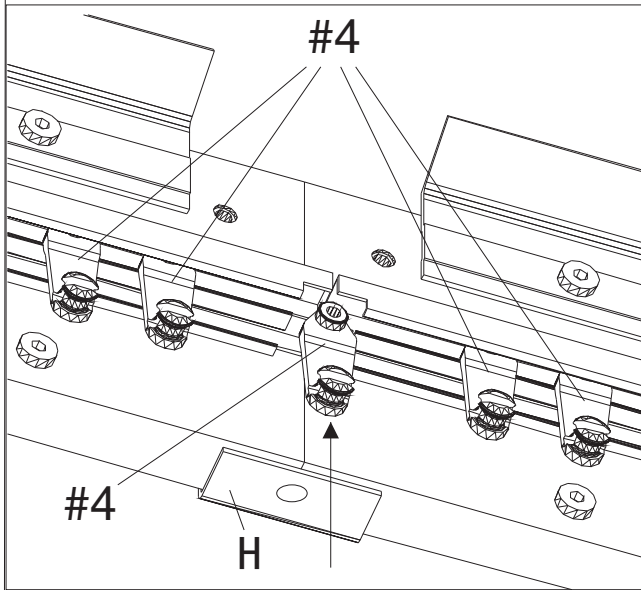
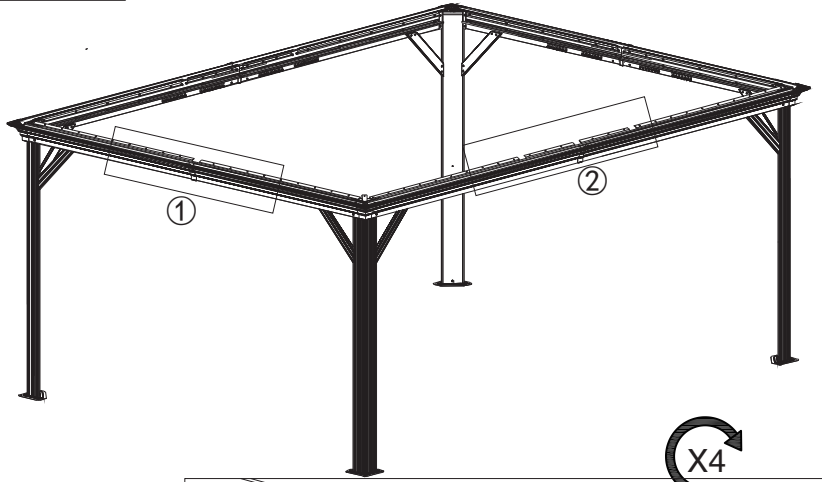
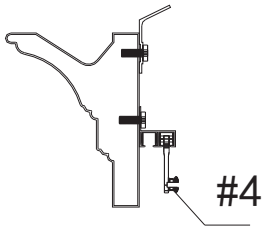


Parts Required:

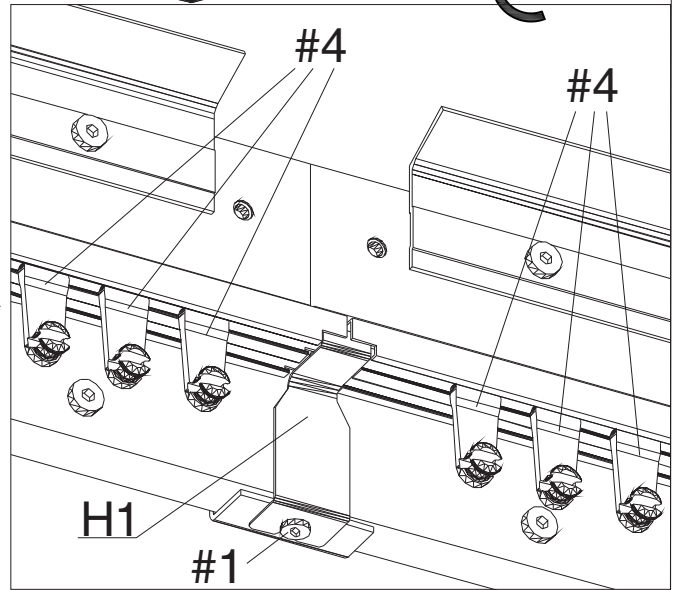


STEP 8: Install Hooks

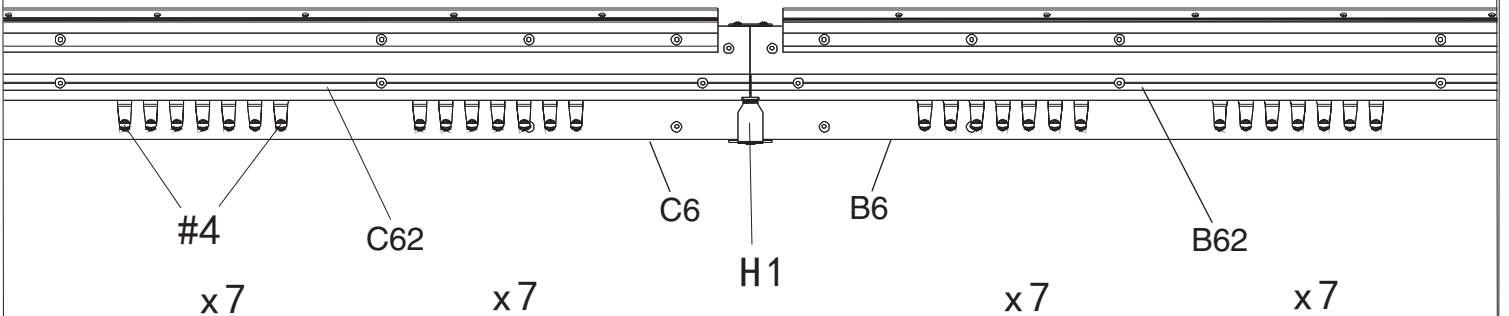
After finishing Hooks (Part #4) into tracks, then put Joint Cover (Part H1) to lock them.



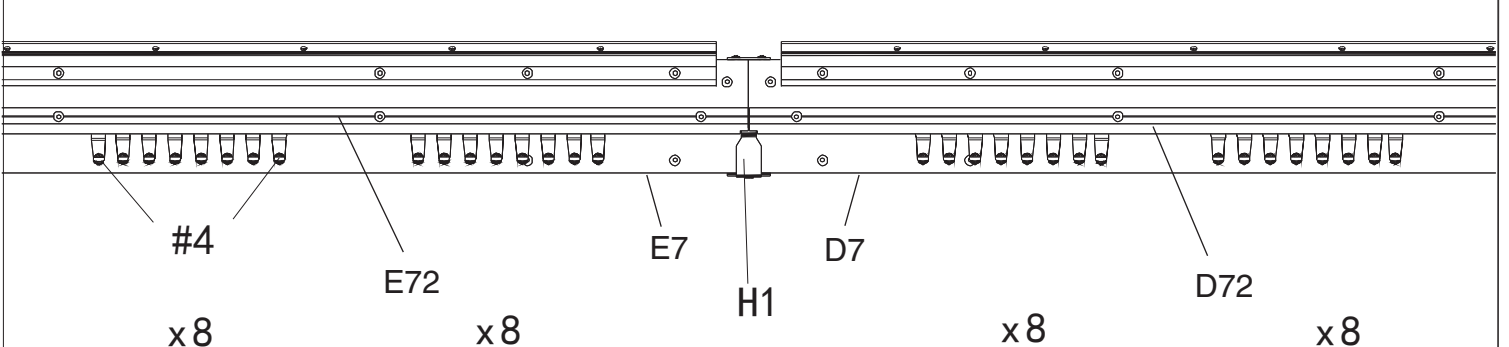
Note the amount of hooks for each slot as noted below:



① Put 7 hooks to each slot of sidewall track (part C62, Part B62)



② Put 8 hooks to each slot of sidewall track (part E72, Part D72)



Parts Required:

M1 (x4)

#12 (x12)



M2 (x4)

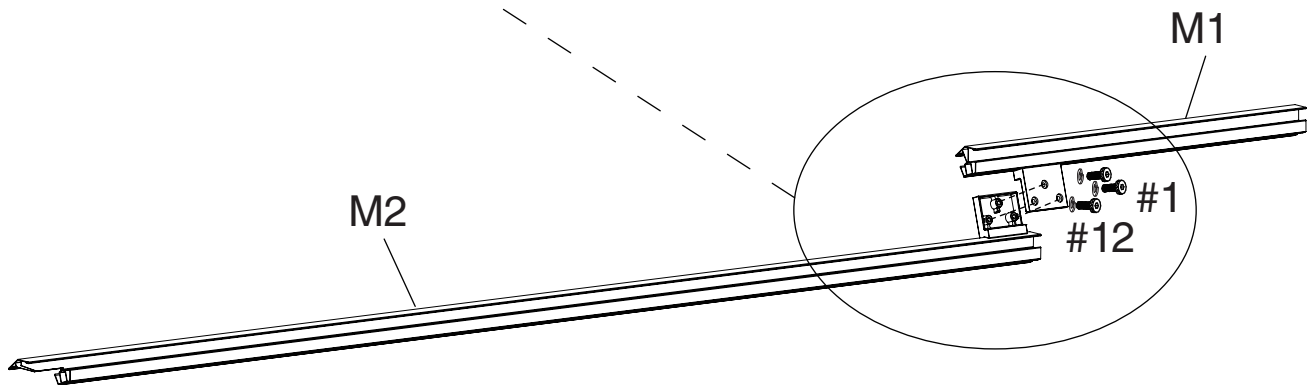
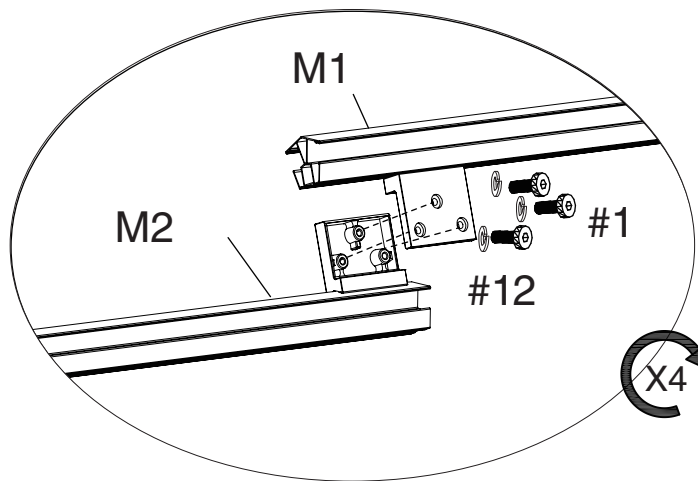
#1 (x12)

STEP 9: Connect Corner Roof Bar "M3"

Connect the Short Corner Roof Bar (Part M1) with the Long Corner Roof Bar (Part M2) using screws #1 and washer #12.

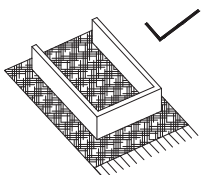
Tip:

The combination will be called "Part M3" in following steps.

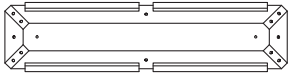


M3=M1+M2

Tip:



Parts Required:



K4 (x1)



M3 (x4)

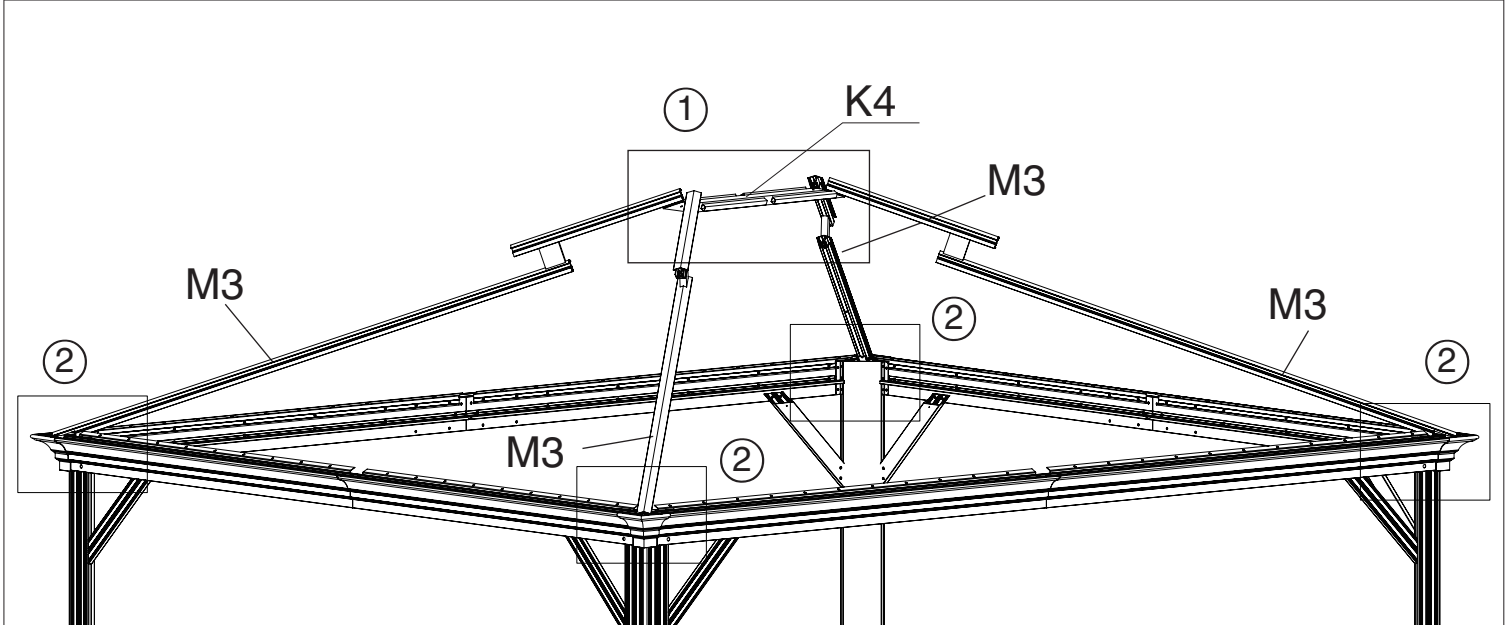
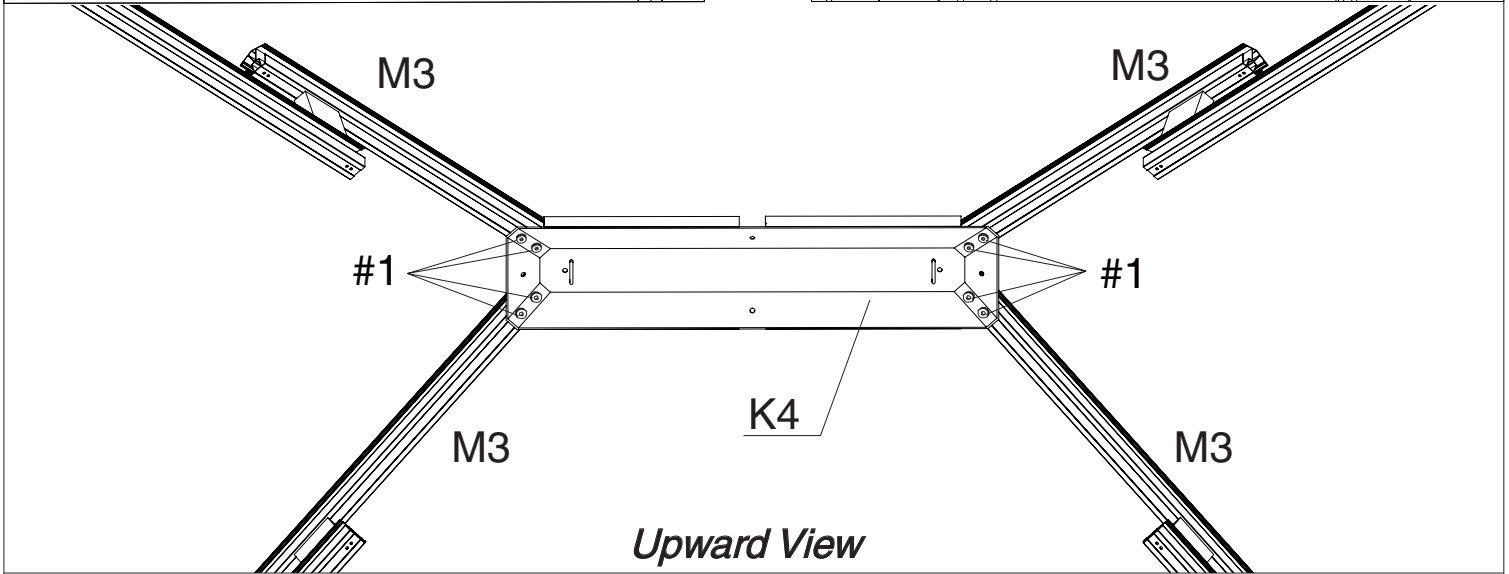
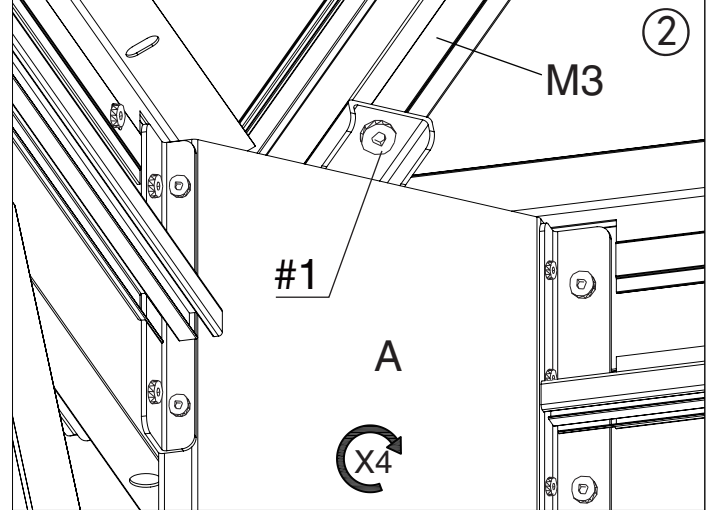
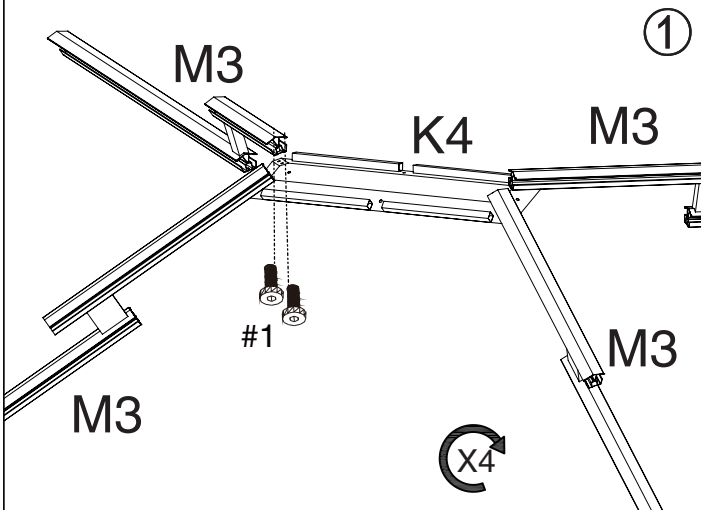


#1 (x12)

Step 10: Set up Corner Roof Bar

1. Connect the inside Roof Connector (Part K4) with the Corner Roof Bar (Part M3) using #1 screws.

2. Attach Corner Roof Bar (Part M3) to Poles (Part A) using #1 screws as shown in diagram.

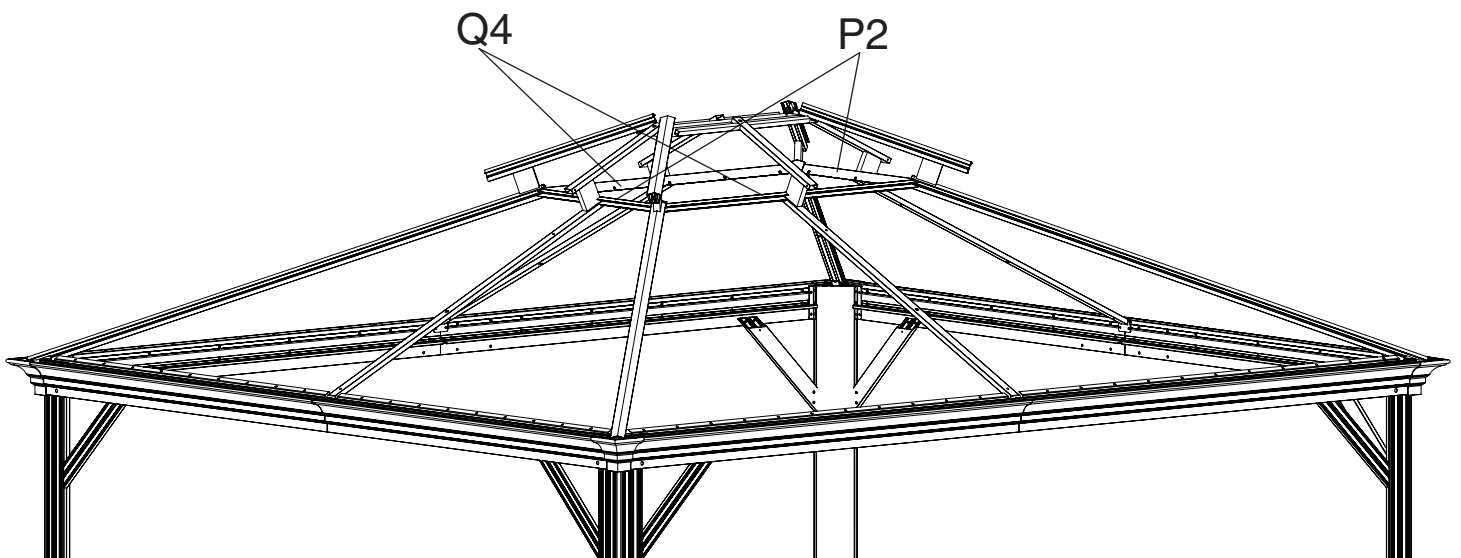
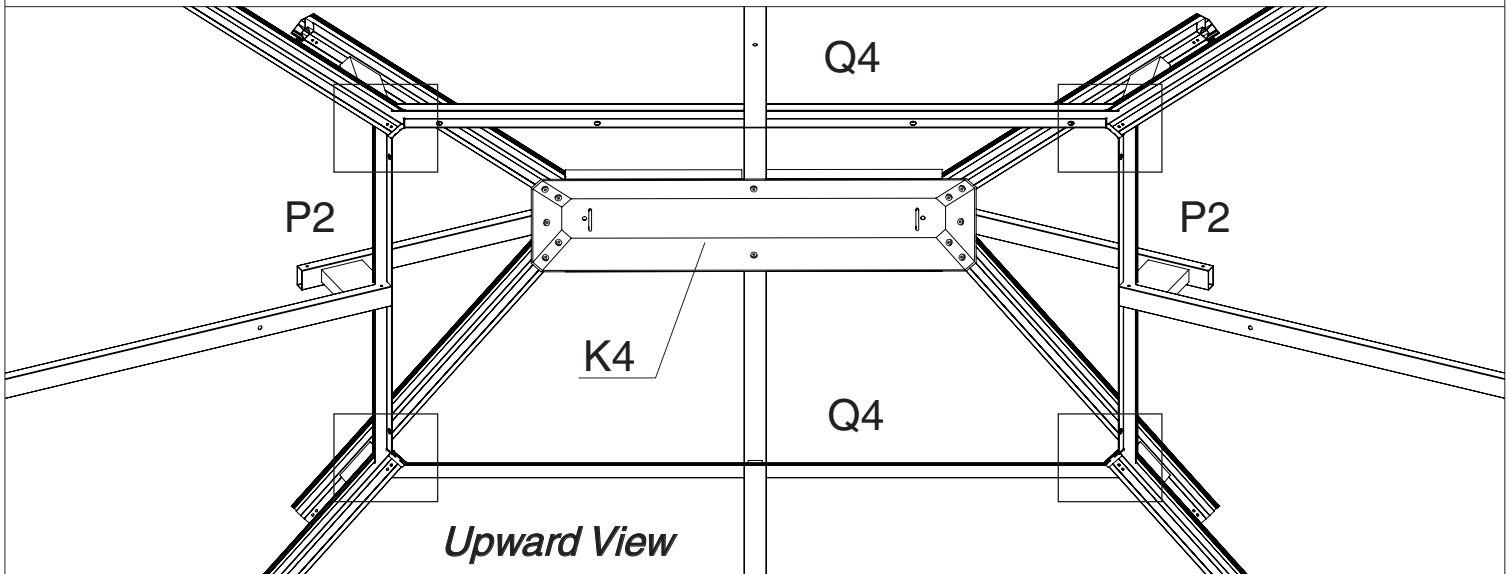
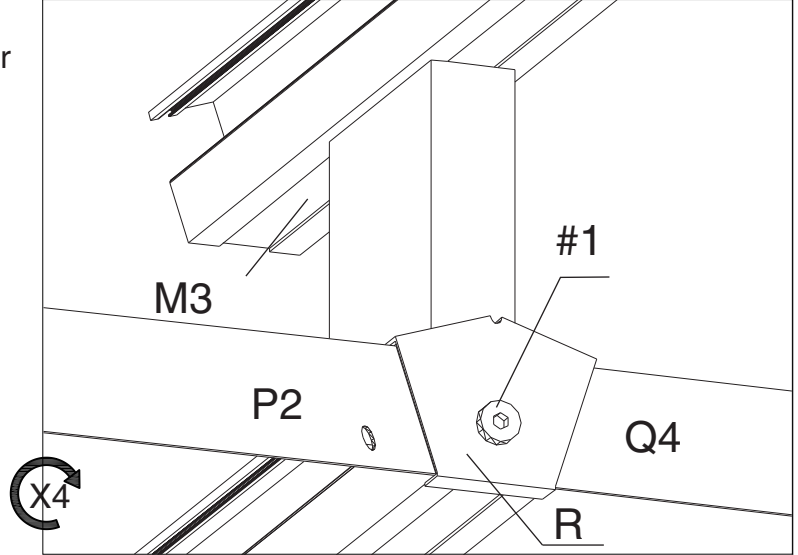


Parts Required:

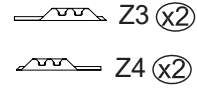
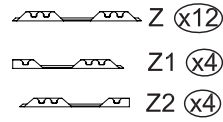
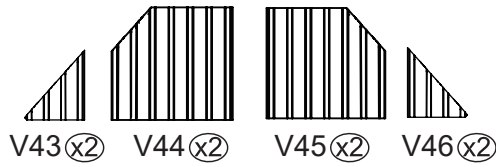
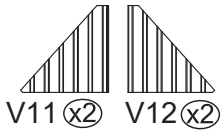


Step 12: Set up Finishing Bar

Attach Finishing Bar (Part P2, Q4) with Finish End (Part R) using #1 screws to Corner Roof Bar (Part M3) as shown in diagram.

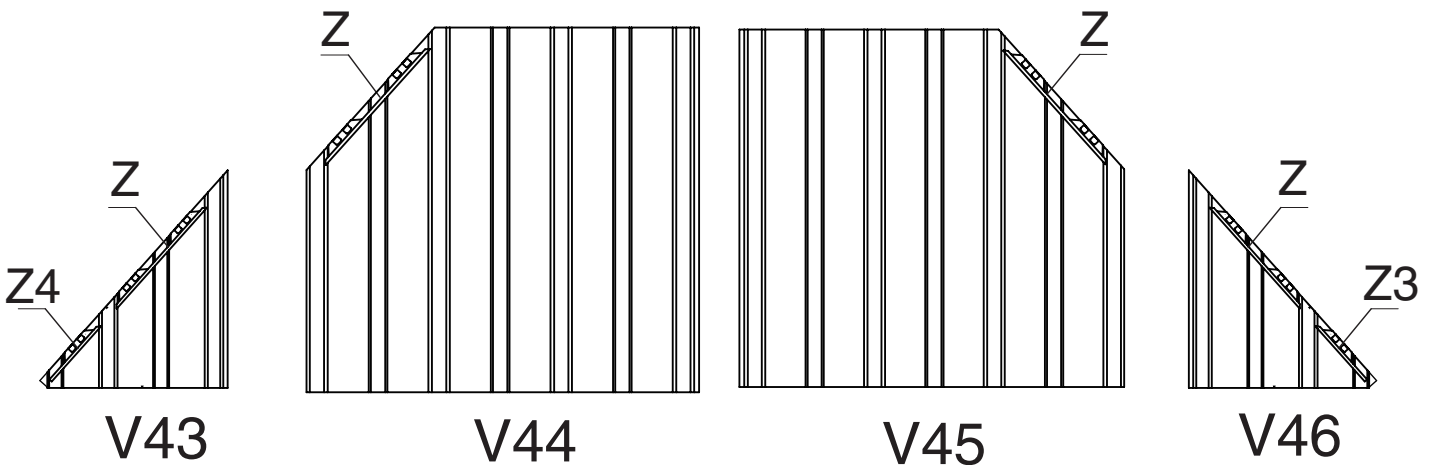
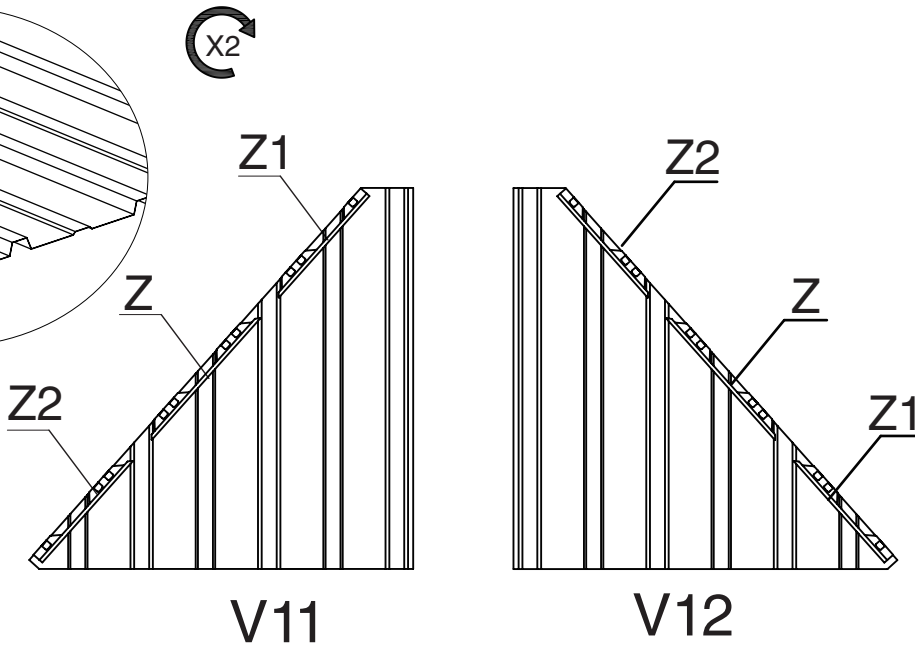
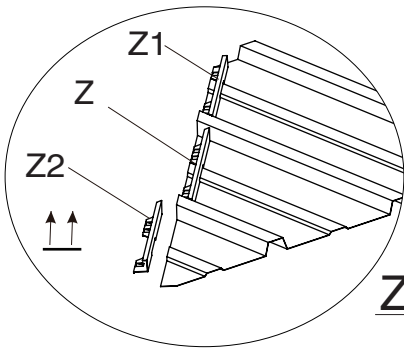


Parts Required:



STEP 13: Snap Brackets

Snap Bracket (Part Z, Z1, Z2, Z3, Z4) to roof panel edges as shown in diagram.
(with snaps facing upwards)



Tip:

1. Wearing protective gloves is recommended.
2. In order to avoid Z-Clips (plastic brackets) from sliding off prior to assembly, place double-sided adhesive tape (Part H3) to the down side (bottom) edge of the roof panels where the brackets (Part Z, Z1, Z2, Z3, Z4) are supposed to attach.

Parts Required:



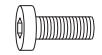
T2 (x2)



T4 (x2)



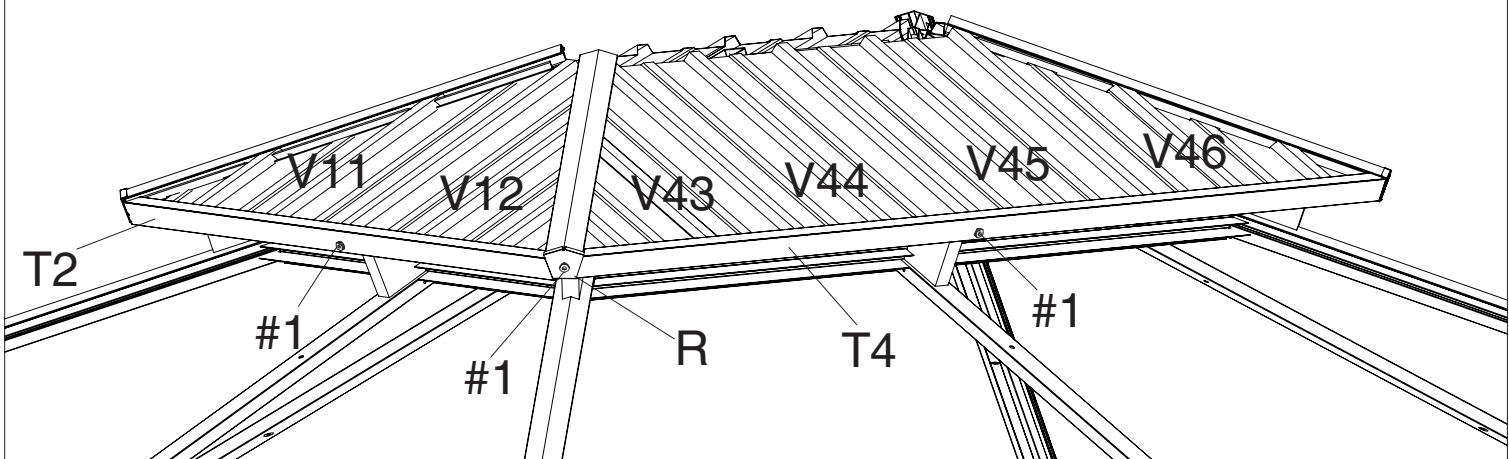
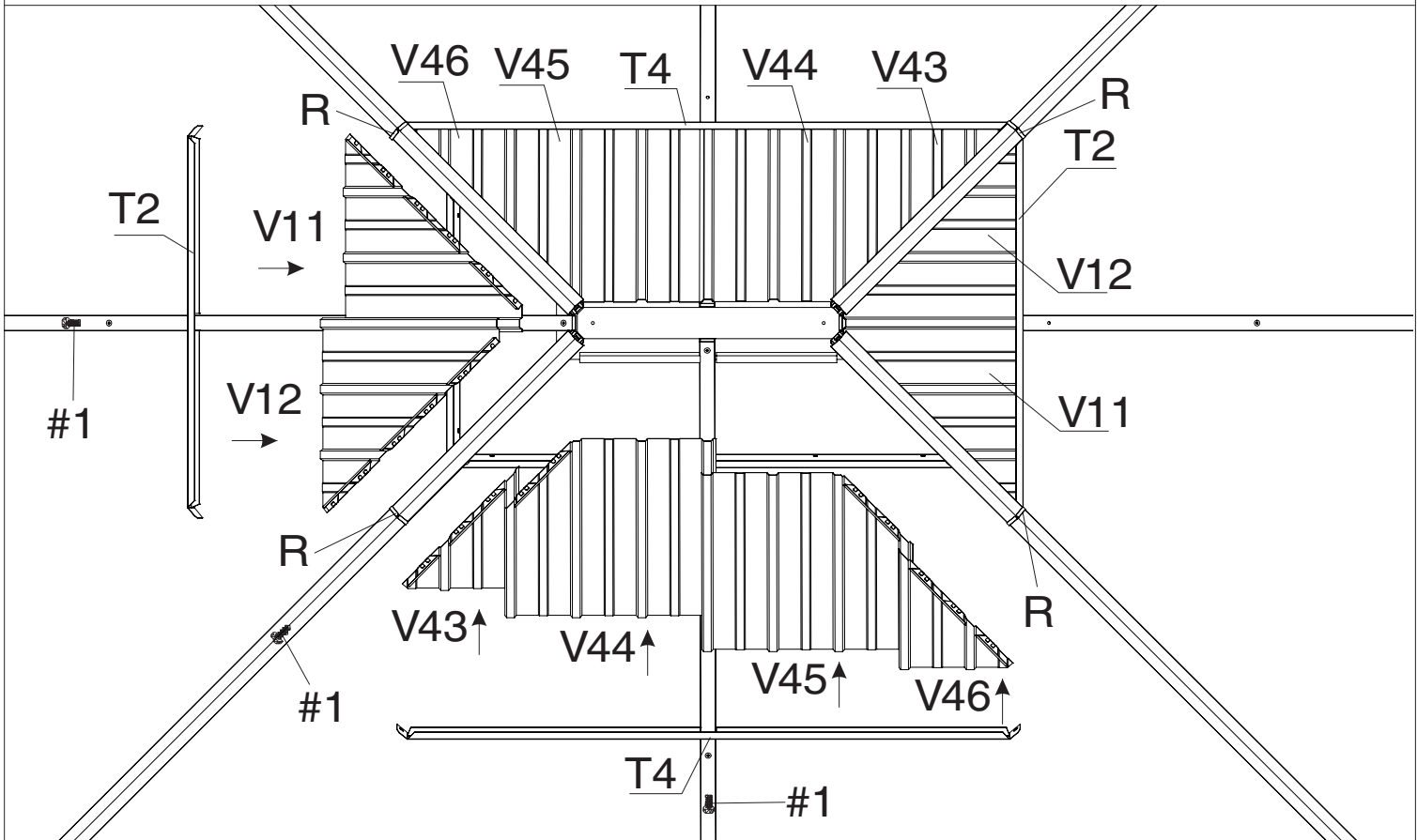
R (x4)



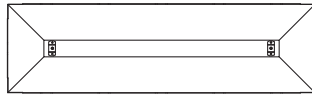
#1 (x8)

STEP 14: Assemble Roof Panels

1. Insert Roof Panels (Part v11,v12,v43,v44,v45,v46) to upper roof as shown in diagram.
2. Attach Finishing Bars (Part T2,T4) to upper roof with Finish End (Part R) using #1 screws as shown in diagram.



Parts Required:



K14 (x1)

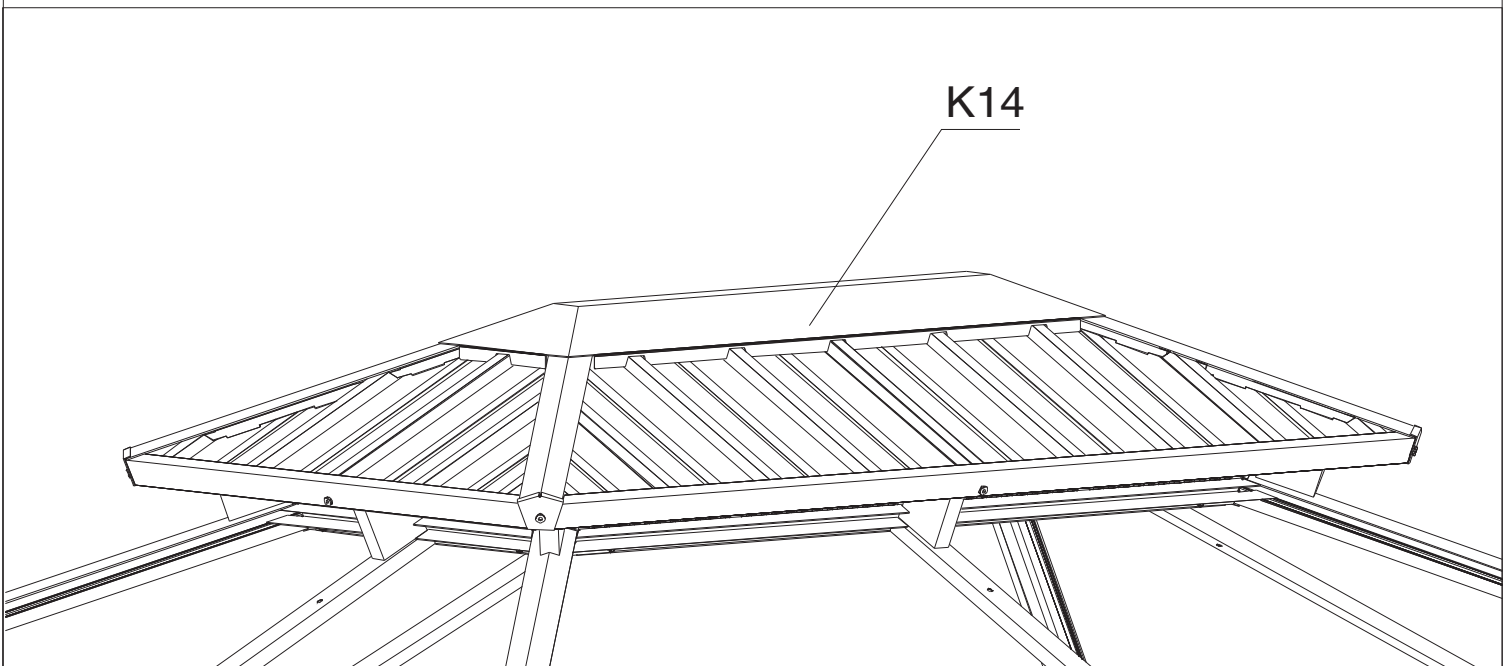
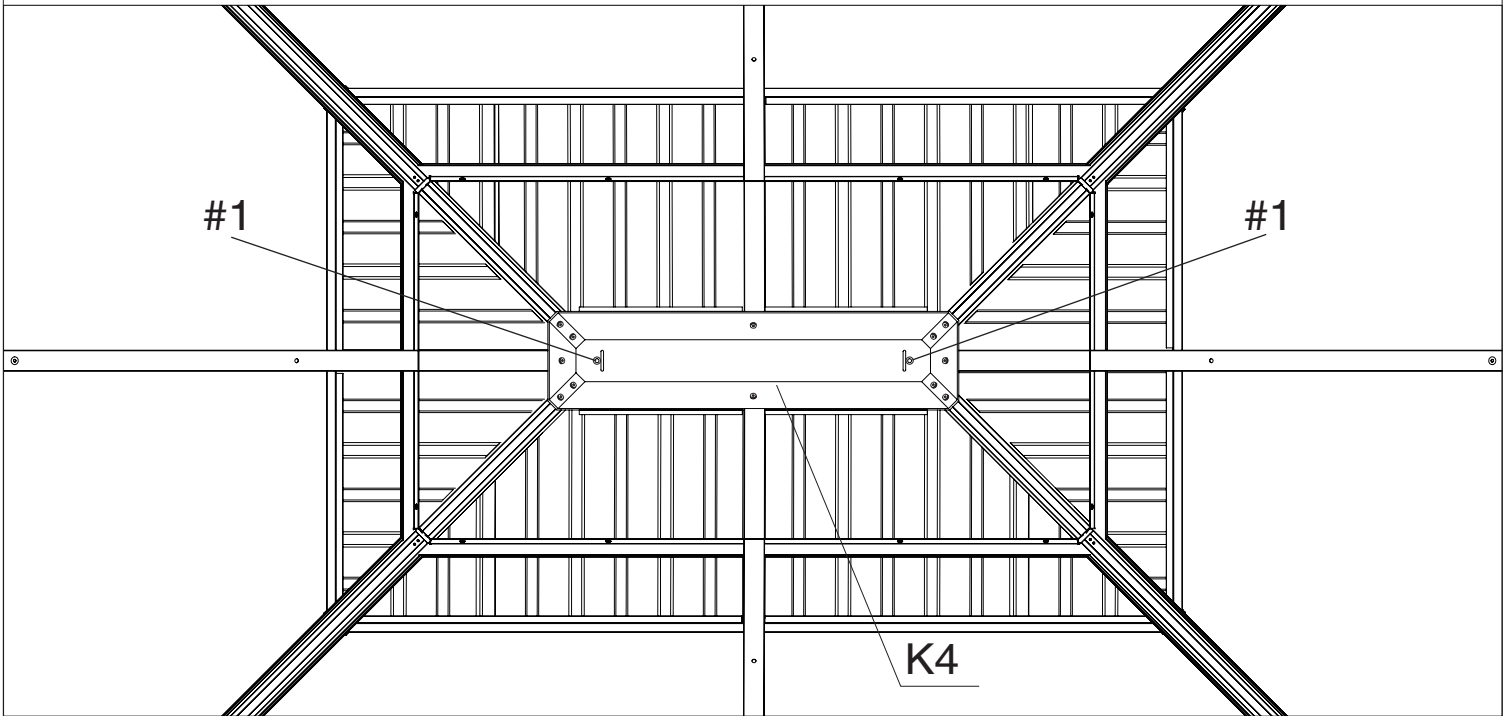


#1 (x2)

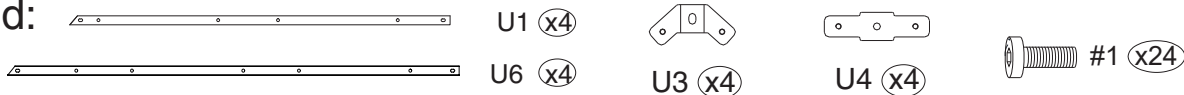
STEP 15: Connect Outside Roof Connector

Connect Outside Roof Connector (Part K14) to Inside Roof (Part K4) using #1 screws as shown in diagram.

Upward View

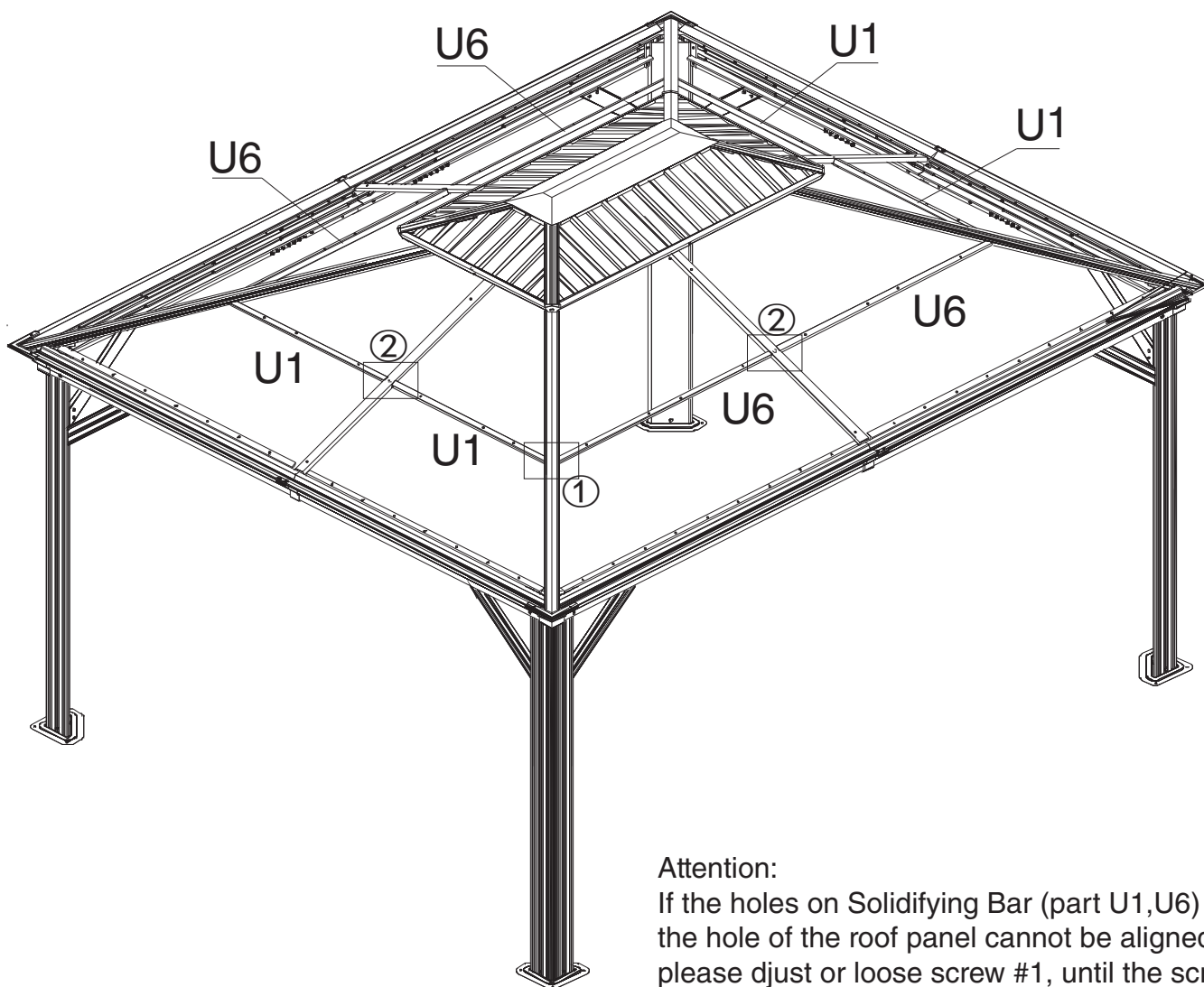
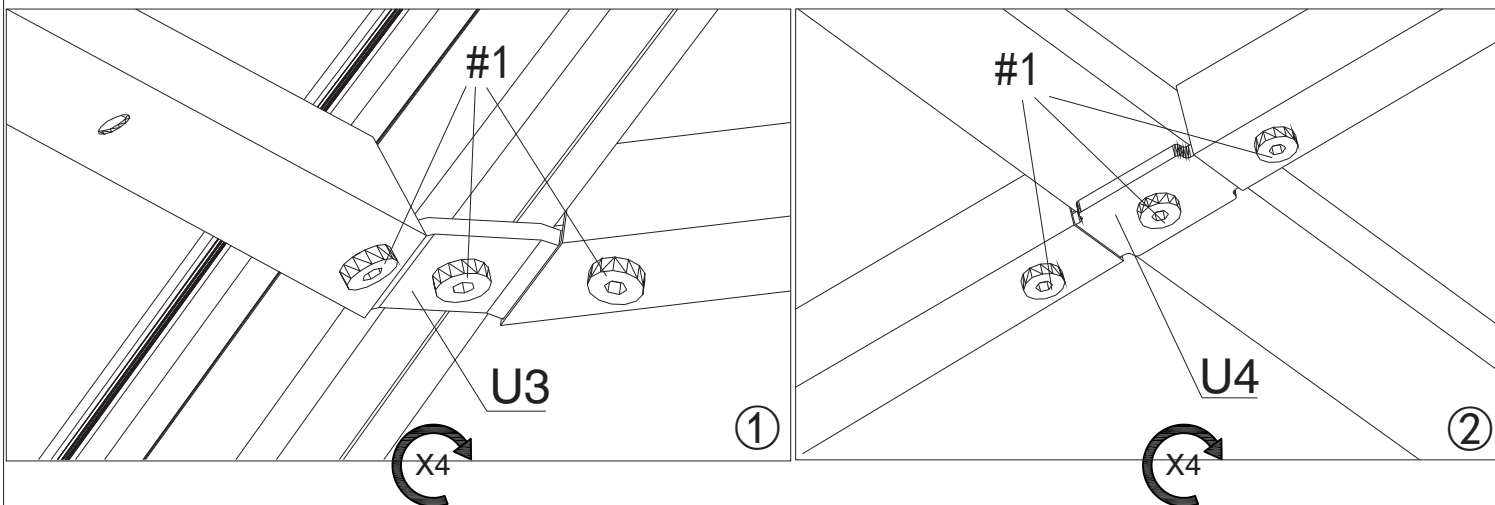


Parts Required:



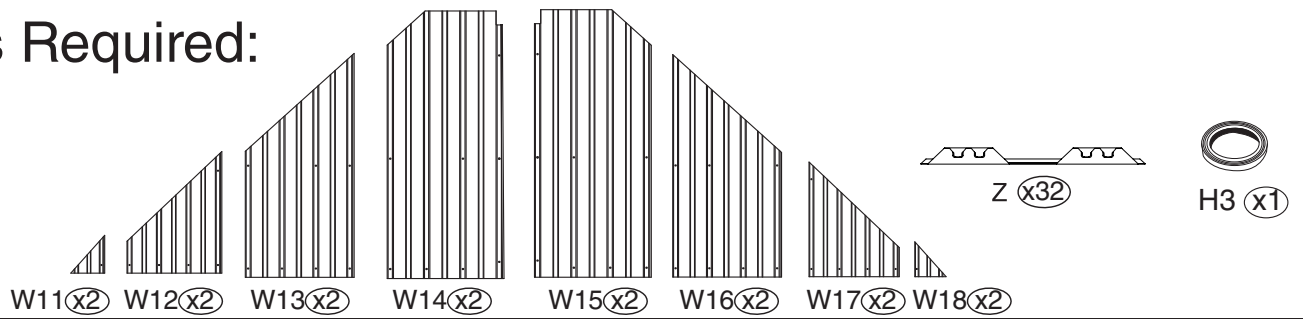
Step 16: Connect Solidifying Bars

Attach Solidifying Bars (Part U1, U6) to roof bar or corner roof bar using Iron Angle (Part U3, U4) and screws #1 as shown in diagram.



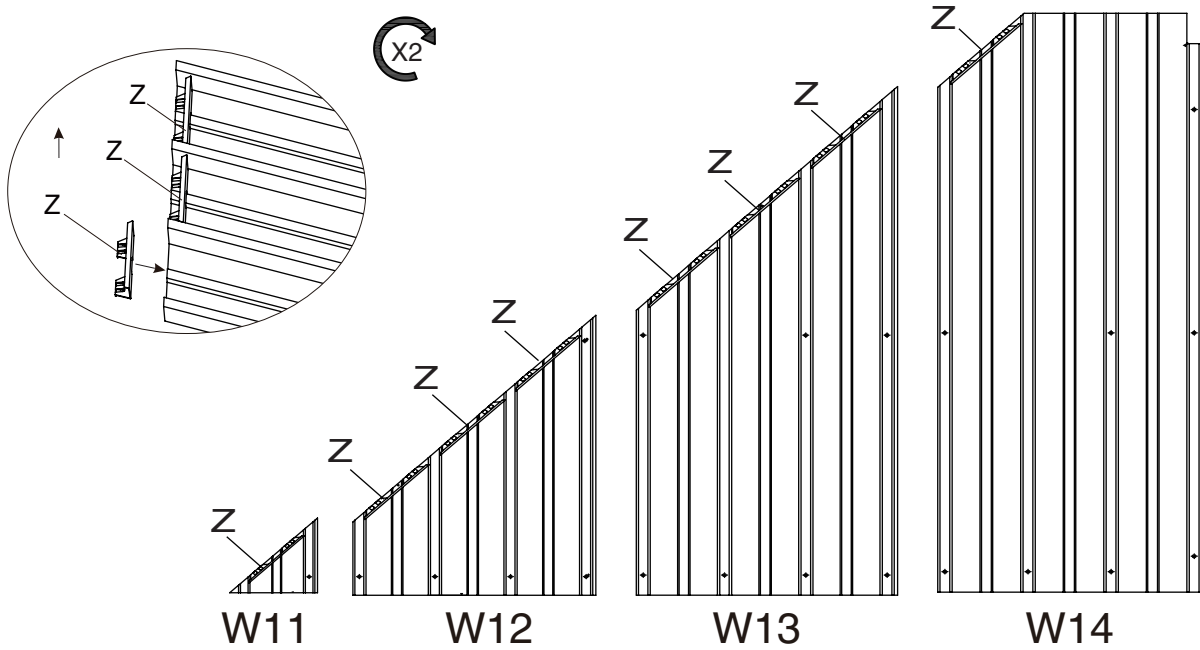
Attention:
If the holes on Solidifying Bar (part U1,U6) and the hole of the roof panel cannot be aligned, please adjust or loose screw #1, until the screws of the roof panel in place.

Parts Required:



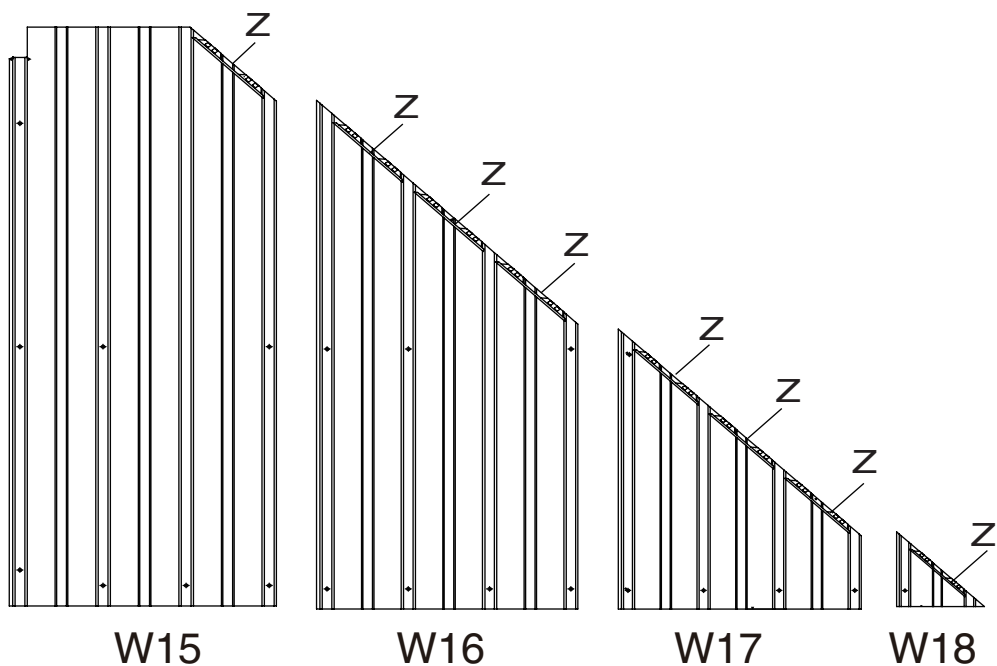
Step 17: Snap Bracket

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

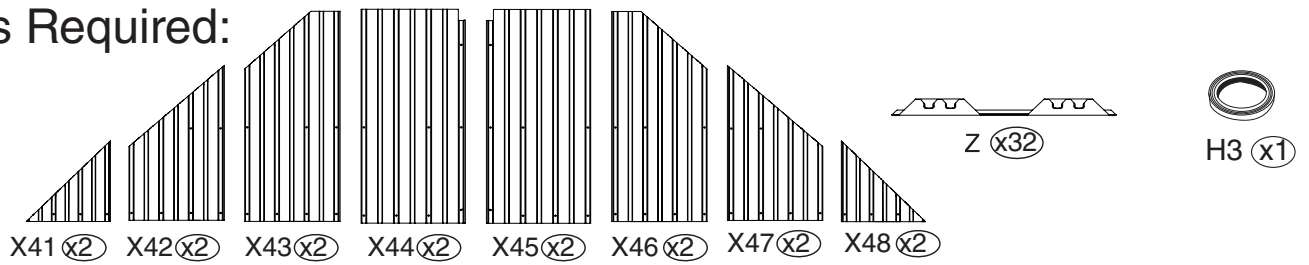


Tip:

1. Wearing protective gloves is recommended.
2. In order to avoid Z-clips (plastic brackets) from sliding off prior to assembly, place double-sided adhesive tape (Part H3) to the down side (bottom) edge of the roof panels where the Brackets (Part Z) are supposed to attach.

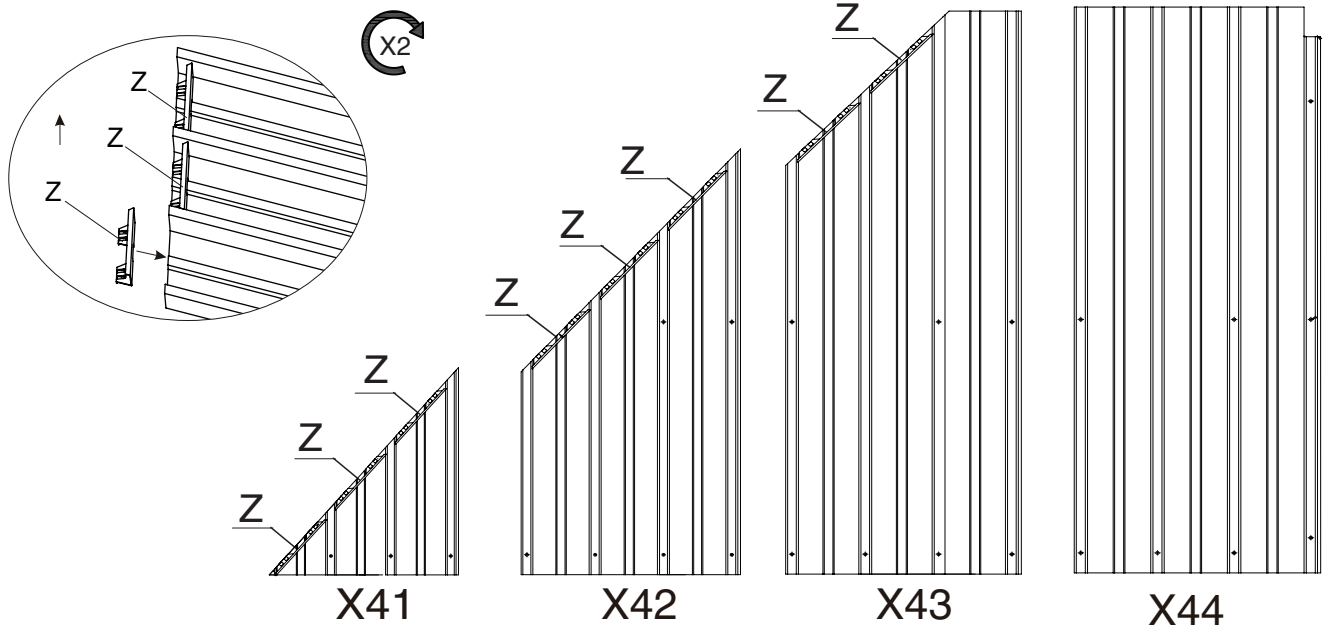


Parts Required:



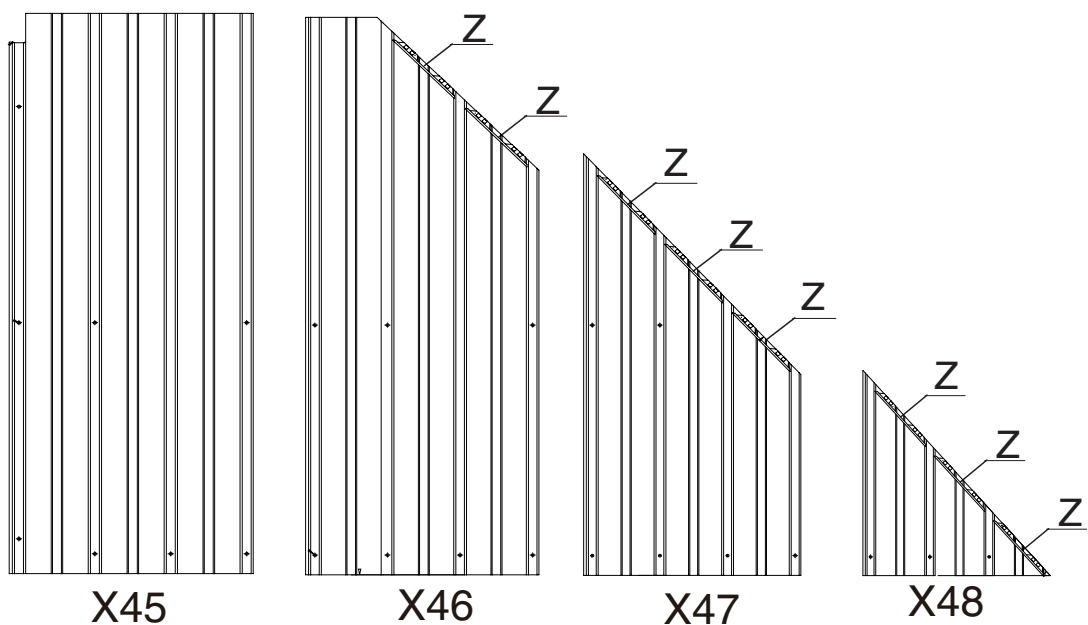
Step 18: Snap Bracke

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



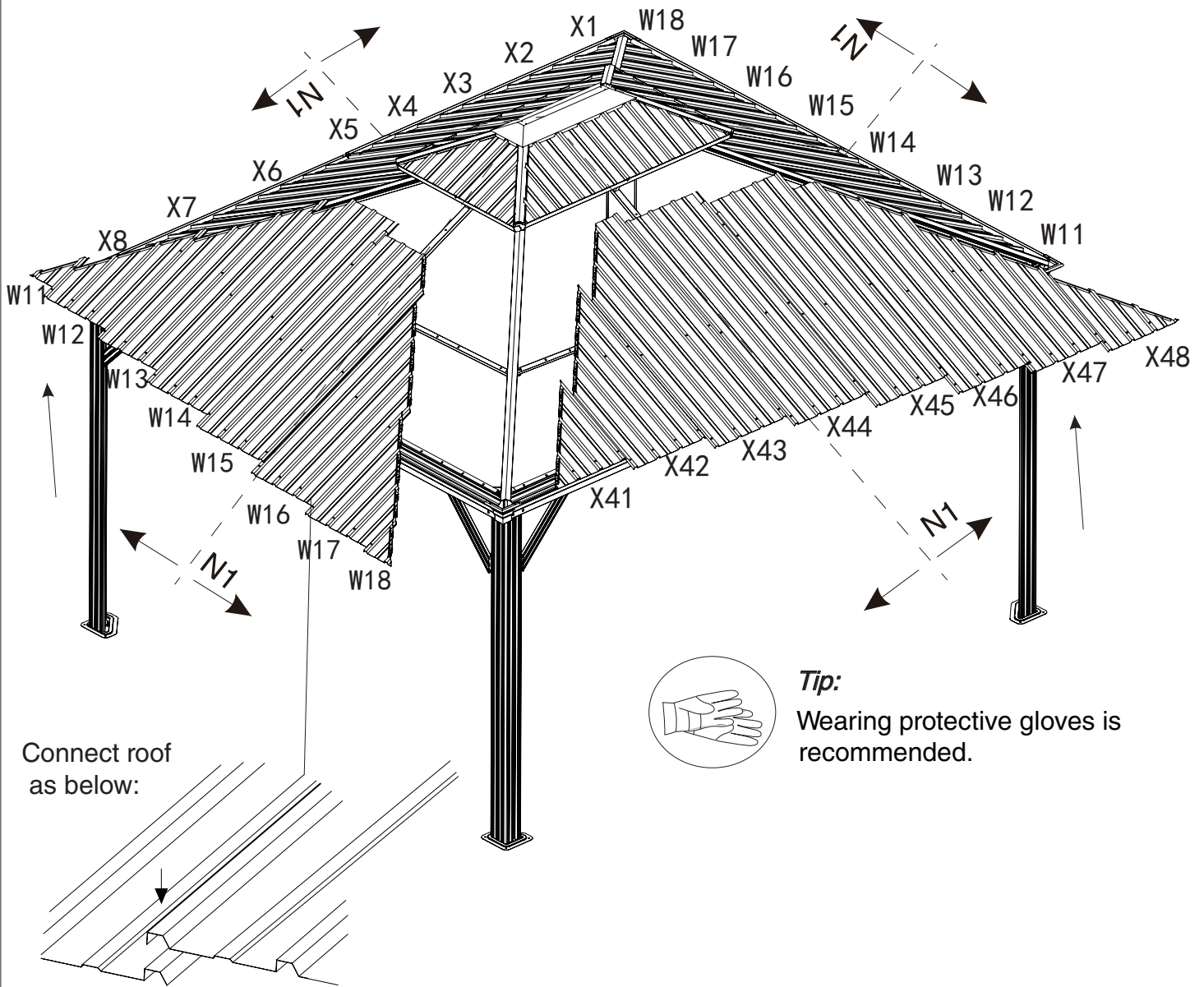
Tip:

1. Wearing protective gloves is recommended.
2. In order to avoid Z-clips (plastic brackets) from sliding off prior to assembly, place double-sided adhesive tape (Part H3) to the down side (bottom) edge of the roof panels where the Brackets (Part Z) are supposed to attach.

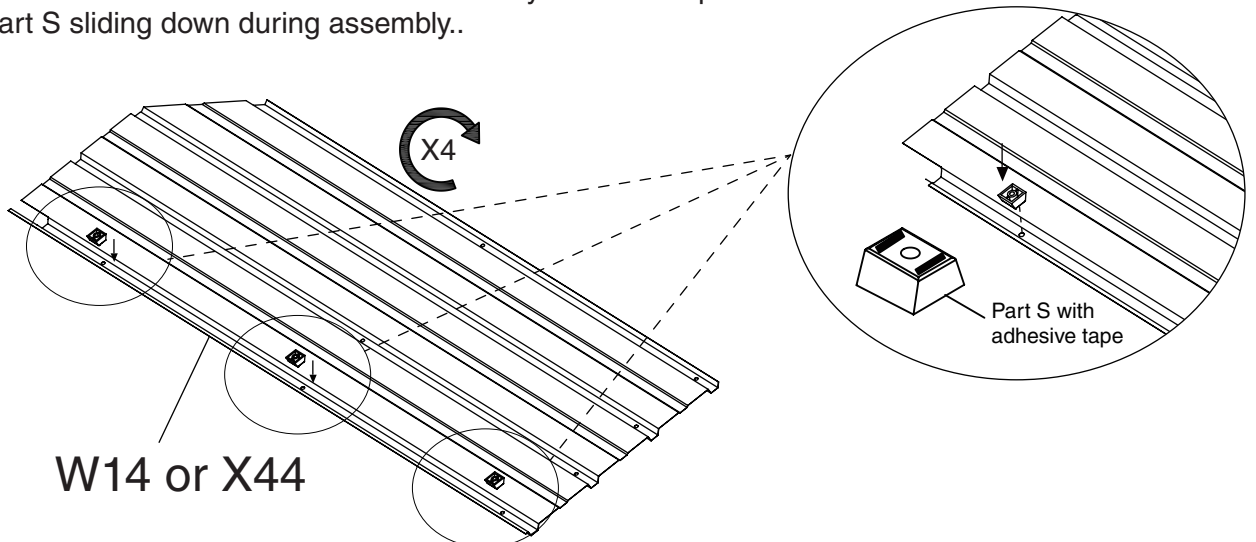


Overall roof assembly:


Please put the panels on the frame and assemble them from the centerline (Part N1) to the left and right.





Tip: For fastening roof panels (Part W14 and Part X44) easily, please glue Part S onto Panel W14 and Part X44 by adhesive tape in advance to avoid Part S sliding down during assembly..



Parts Required:  s (x128)

 #5 (x80)
M6x28

 #6 (x8)
M6x45

 #7 (x36)
M6x50

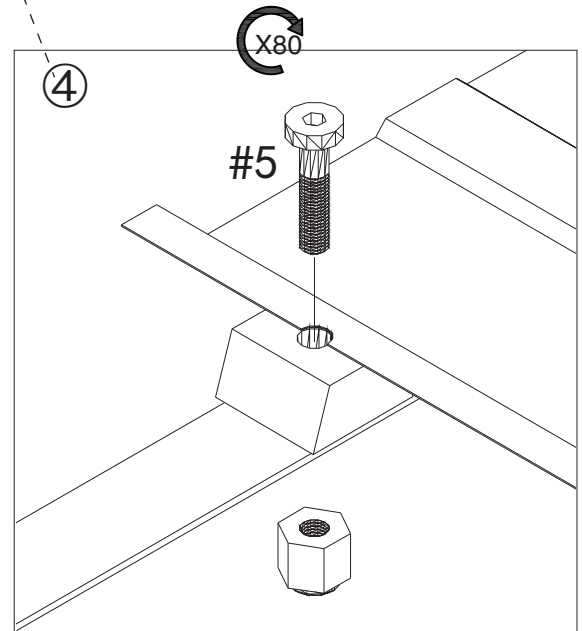
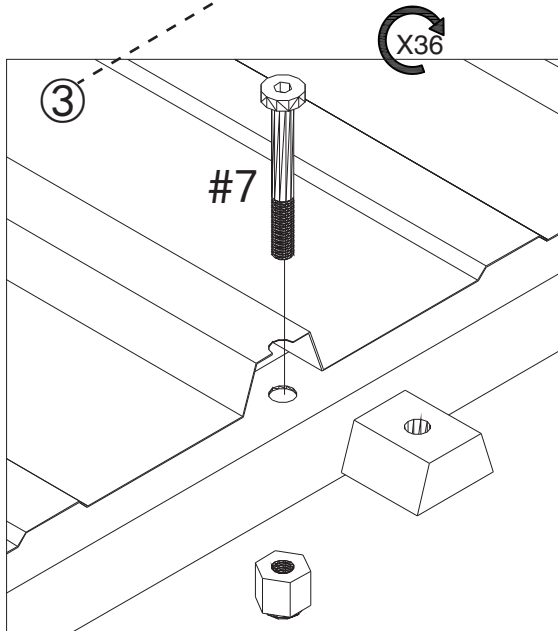
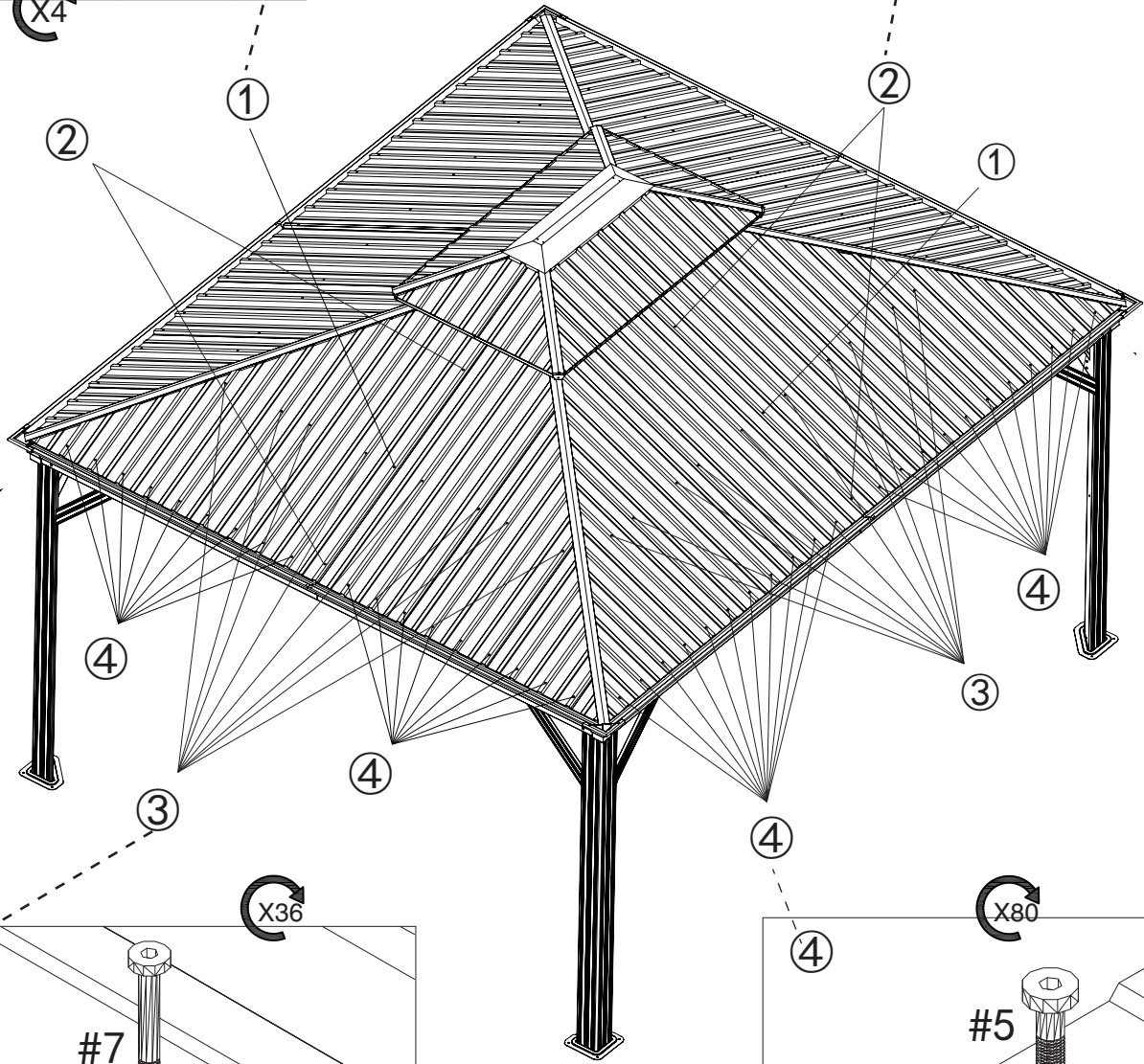
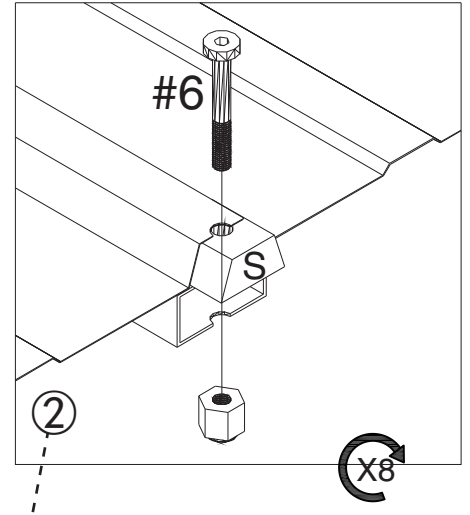
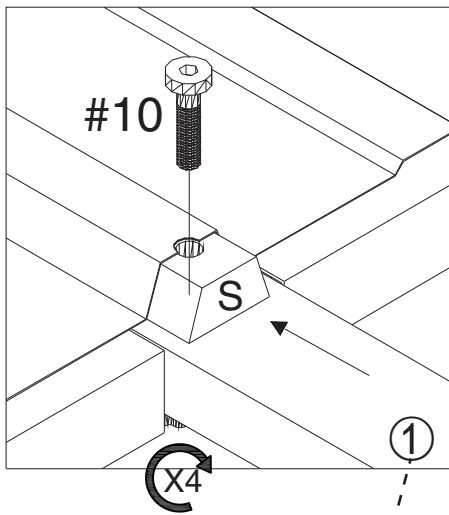
 #10 (x4)
M6x25

Step 19:

Affix roof panels using screws and Spacers (Part S) as shown in diagram.

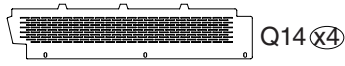
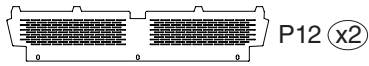
ATTENTION – VERY IMPORTANT!

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 lock the roof panels in place.



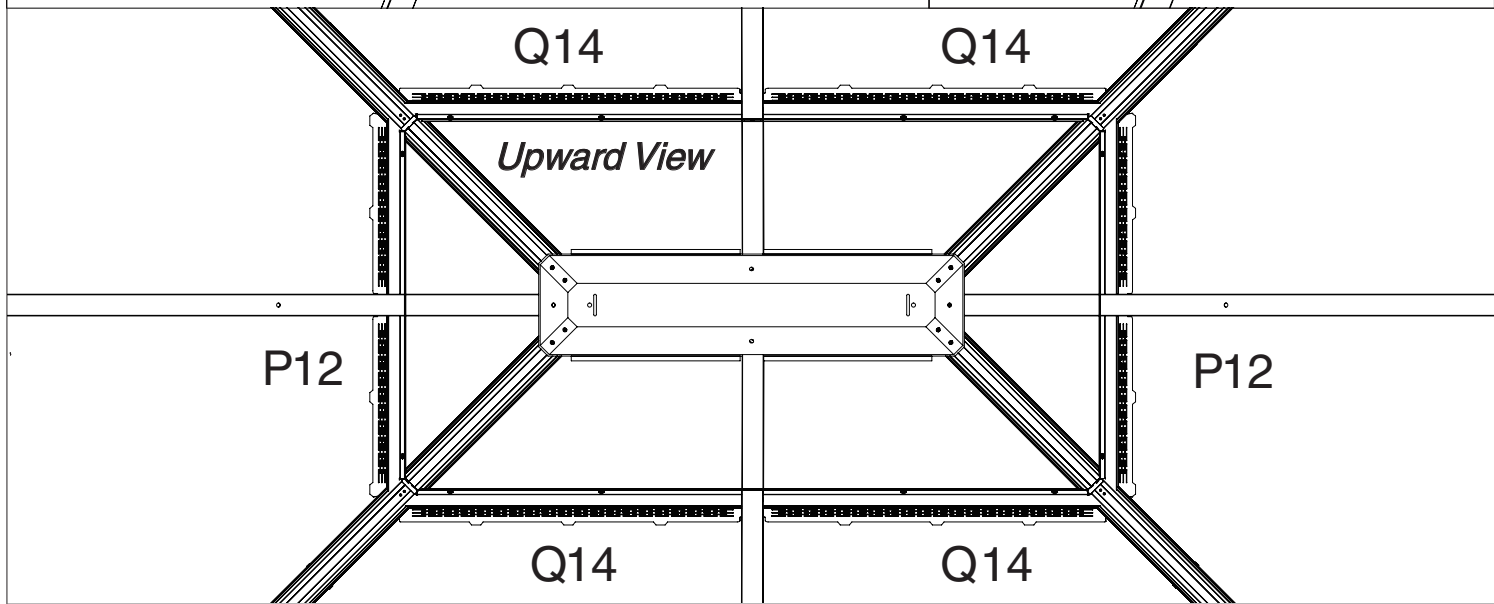
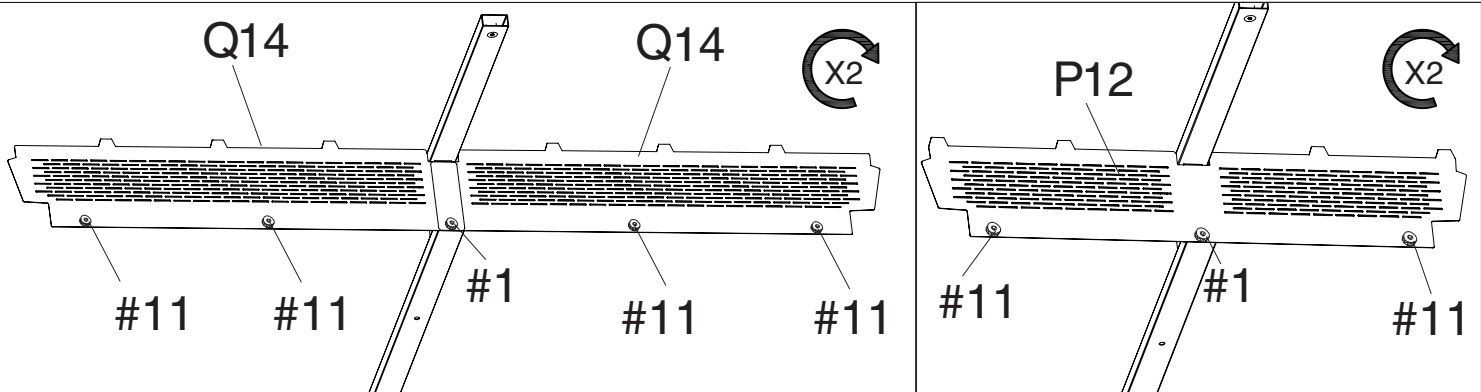
Tip:
At least two people
for this step.

Parts Required:

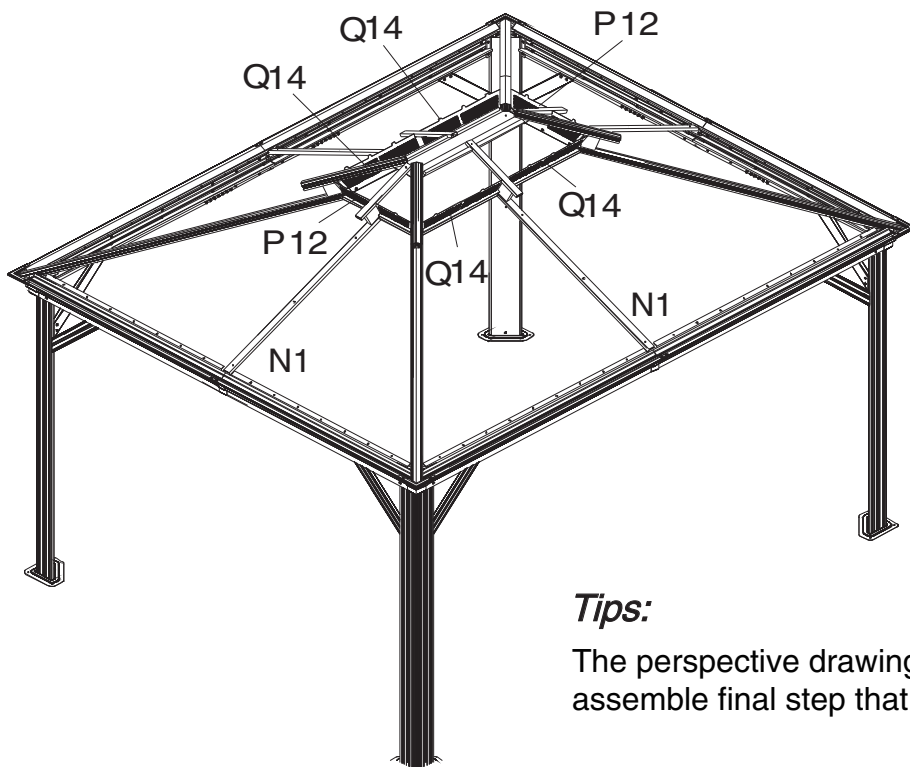


STEP 20: Assemble Net Frame

Attach Net Frames (Part P12, Q14) to Finishing Bars (Part P2, Q4) using #1 & #11 screws as shown in diagram.



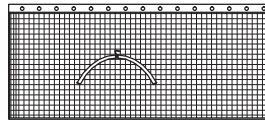
Perspective:



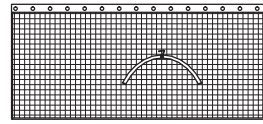
Tips:

The perspective drawing is for demonstrating how to better assemble final step that sets up Net Frame (Parts P12, Q14).

Parts Required:



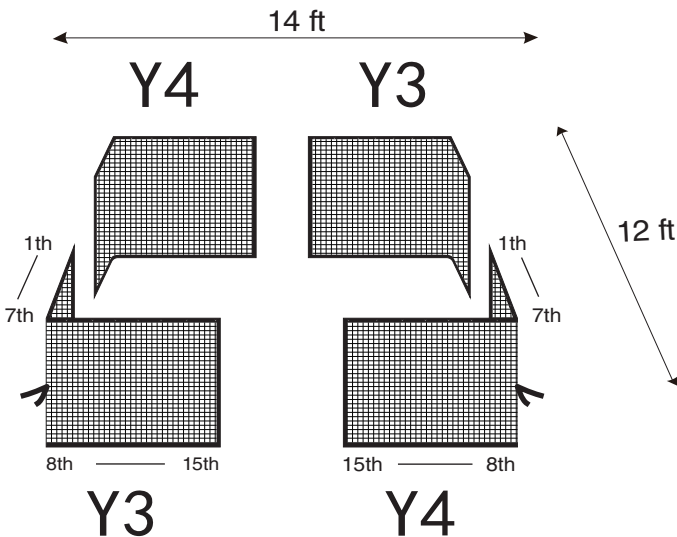
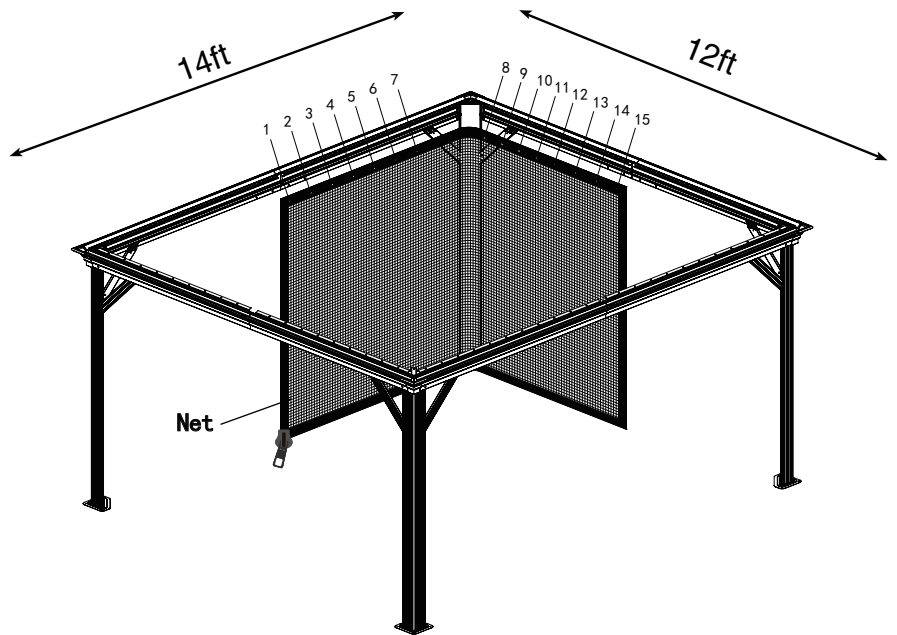
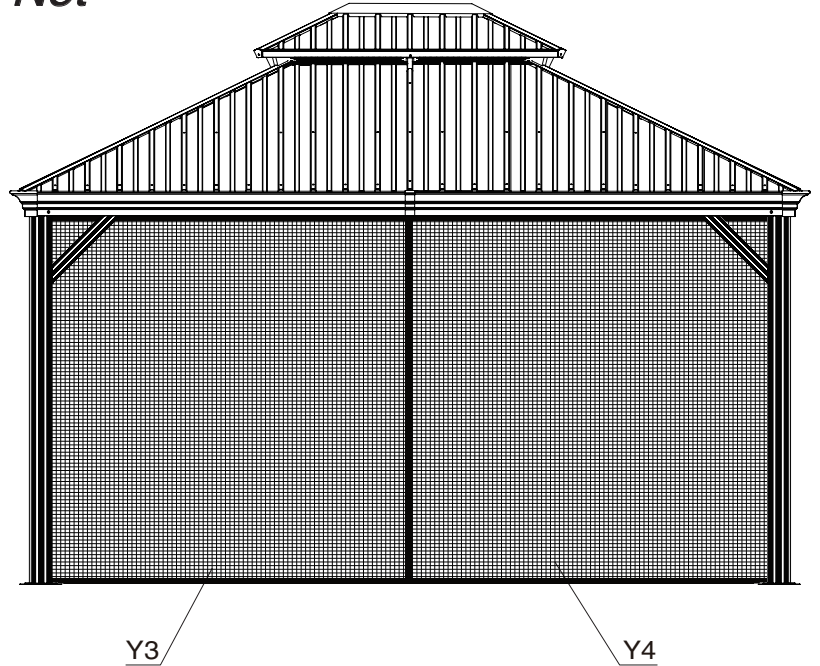
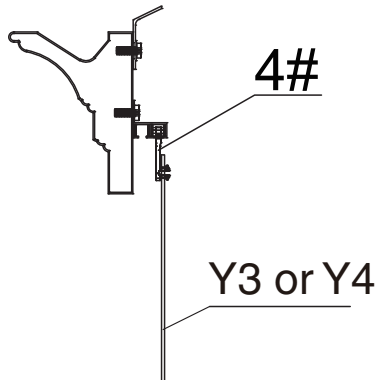
Y3 (x2)



Y4 (x2)

STEP 21: Assemble Mosquito Net

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



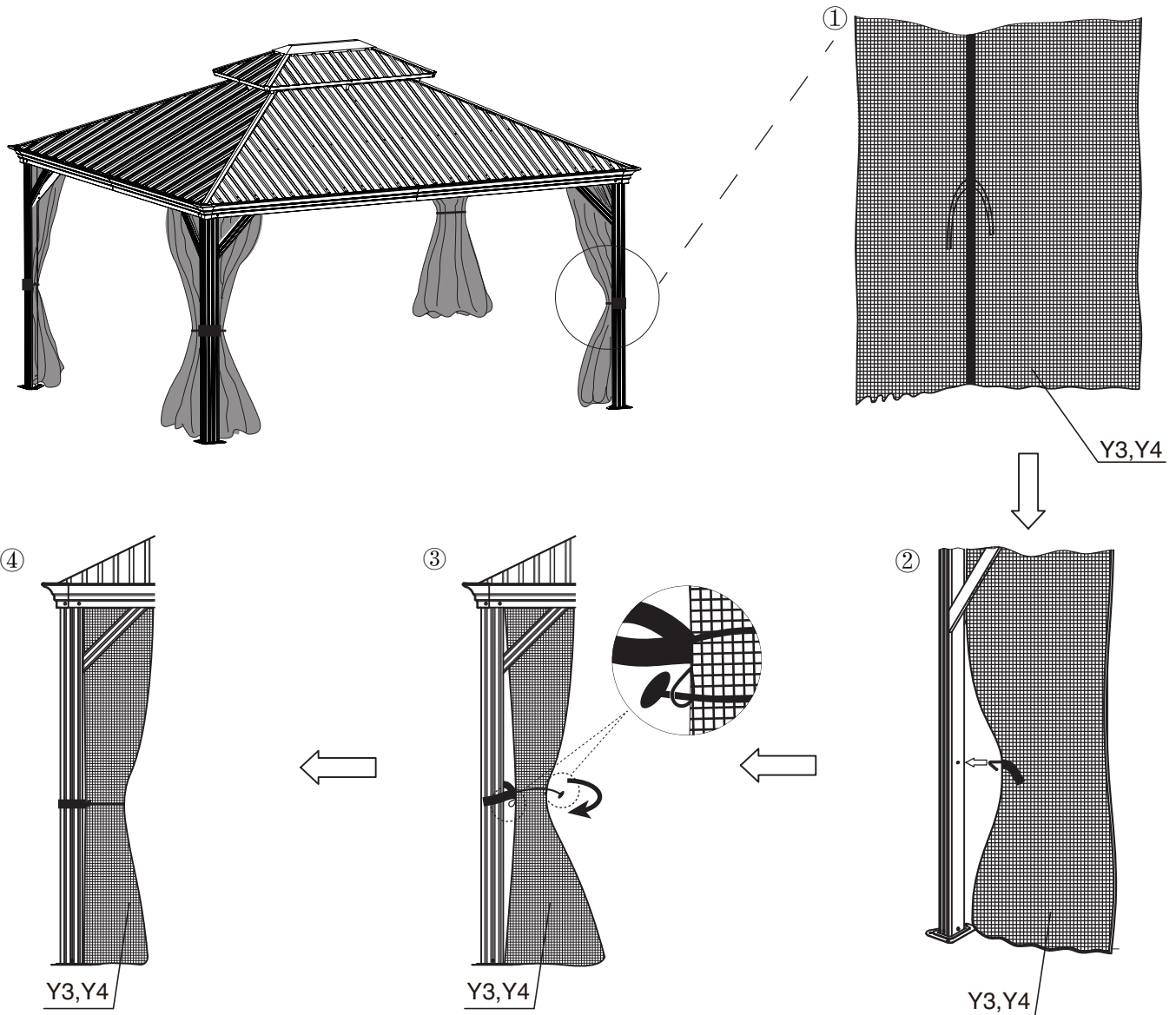
The privacy curtain is not included, but available for separate purchase. Visit kozyard.com and search for KZAHG1214SW to buy it.

S3 (x2)

S4 (x2)

Parts Required:

Step 22: When closing the Mosquito Net, refer to steps below to align with poles as shown in 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. 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:

Toll free: 1-866-355-0018

www.kozyard.com

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