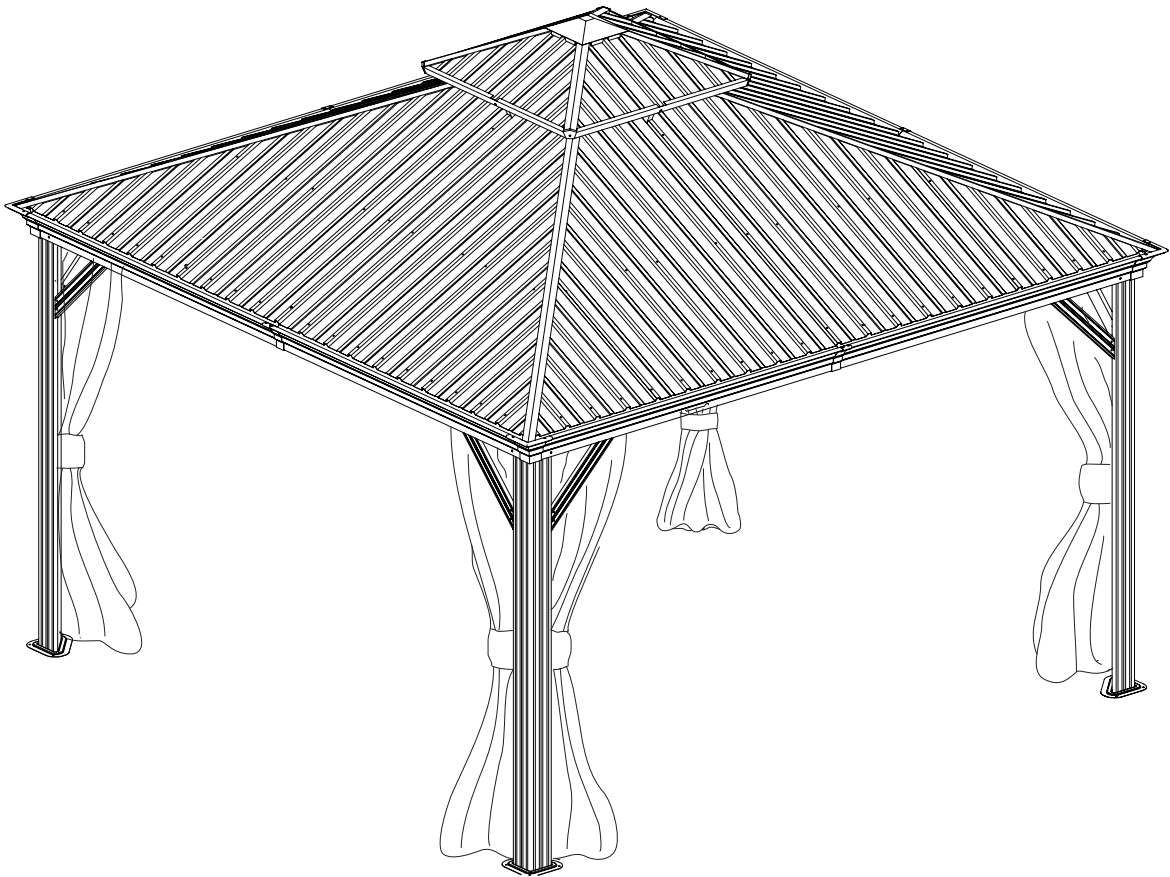




Enjoy Cozy Life!

**12'X12' APOLLO HARDTOP GAZEBO
WITH DOUBLE ROOF
ASSEMBLY MANUAL**



KOZYARD LLC PRODUCTS

WWW.KOZYARD.COM

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Version:20231006

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



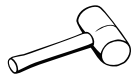
Allen Key



Allen Key



Safety Hat



Rubber Mallet



Gloves



Stepladder



Safetyglasses








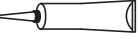
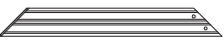
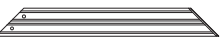


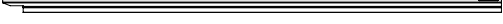

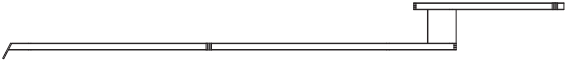
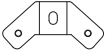



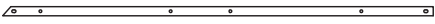


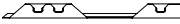


12'x12' ANCHOR BLUEPRINT



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

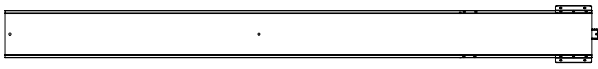
Attn: Prior to assembly, verify all parts and and pieces are included to ensure an efficient installation process.

BOX 1

	B61 (x4)		G (x4)
	B62 (x4)		H (x4)
	C61 (x4)		H1 (x4)
	C62 (x4)		H2 (x1)
 J1 (x4)	 J2 (x4)		H3 (x1)
 M1 (x4)	 M2 (x4)		R (x8)
 N1 (x4)		U3 (x4)	
 P2 (x4)		U4 (x4)	
 T2 (x4)			
 U1 (x8)			
 Z (x72+2)			
 Z1 (x8)			
 Z2 (x8)			
 Hook #4 (x56+2)			
 S (x116+2)			

ITEM	DESCRIPTION	QTY
B61	Jointer Bar	4
B62	Sidewall Track	4
C61	Jointer Bar	4
C62	Sidewall Track	4
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
P2	Finishing Bar	4
T2	Finishing Bar	4
U1	Solidifying Bar	8
Z	Plastic Bracket	72+2
Z1	Plastic Bracket	8
Z2	Plastic Bracket	8
#4	Hook	56+2
S	Spacer	116+2
G	Corner Cover	4
H	Joint Cover	4
H1	Joint Cover	4
H2	Silicone Rubber	1
H3	Double-sided adhesive tape	1
R	Finishing End	8
U3	Iron Angle	4
U4	Iron Angle	4

BOX 2



A (x4)



R2 (x8)

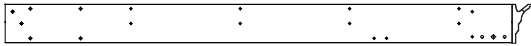


M5x15

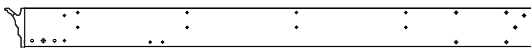
#8 (x16+2)

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

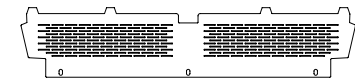
BOX 3



B6 (x4)



C6 (x4)



P12 (x4)

ITEM	DESCRIPTION	QTY
B6	Beam	4
C6	Beam	4
P12	Net Frame	4

BOX 4



M6X16

#1 (x225+4)



M6X20

#2 (x16+2)



D12x20/M6x12

#3 (x16+2)



M6x28

#5 (x72+3)



M6x45

#6 (x8+1)



M6x50

#7 (x32+2)



ST4.8X13

#9 (x24+2)



M6x25

#10 (x4+1)



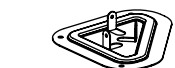
M6x10

#11 (x8+1)

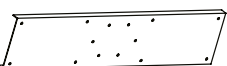


M6

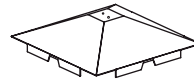
#12 (x12+1)



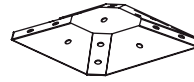
L (x4)



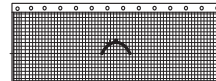
F (x4)



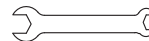
K12 (x1)



K2 (x1)



Y7 (x4)



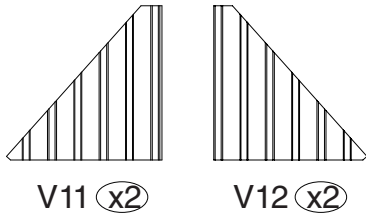
Allen key



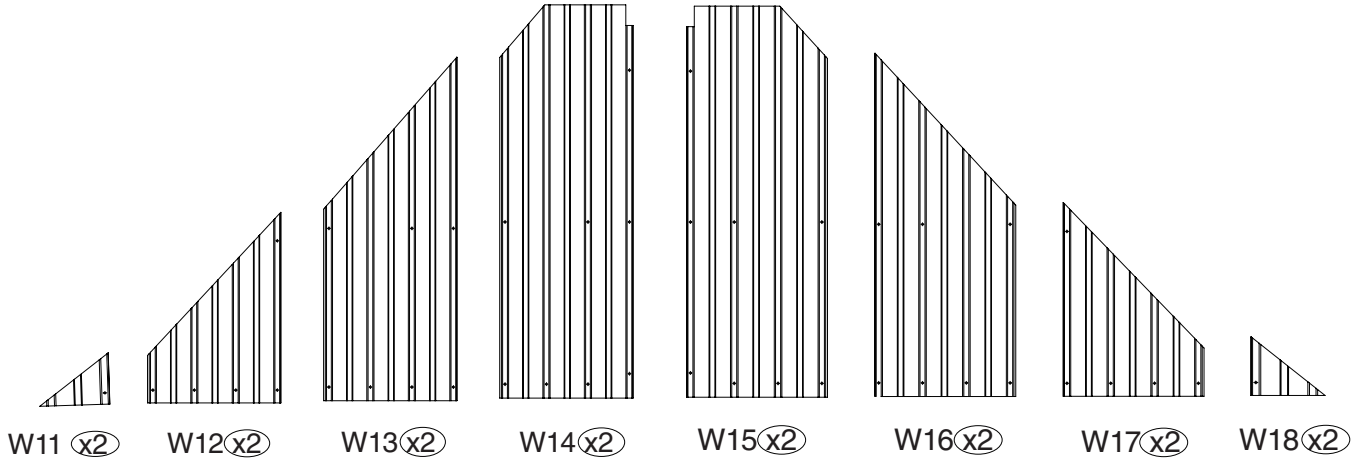
Wrench

ITEM	DESCRIPTION	QTY
#1	Screws	225+4
#2	Screws	16+2
#3	Screws	16+2
#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
L	Plate	4
F	Union Bar	4
K2	Inside Roof Connector	1
K12	Outside Roof Connector	1
Y7	Mosquito Net	4
	Allen key	1
	Wrench	1

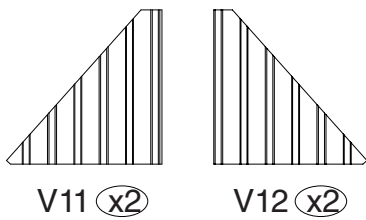
BOX 5



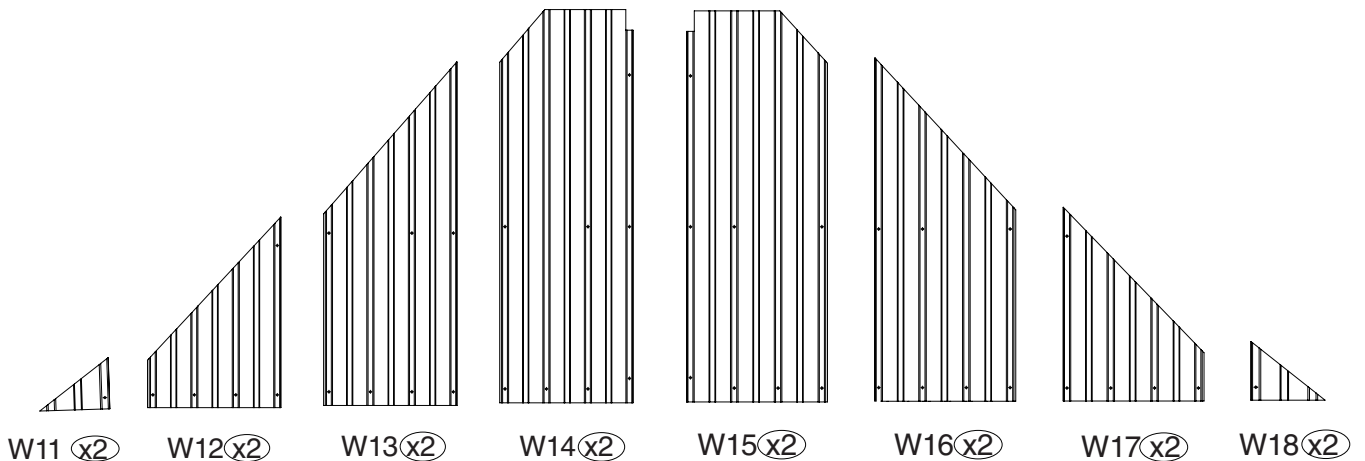
ITEM	DESCRIPTION	QTY
V11	Roof Panel	2
V12	Roof Panel	2
W11	Roof Panel	2
W12	Roof Panel	2
W13	Roof Panel	2
W14	Roof Panel	2
W15	Roof Panel	2
W16	Roof Panel	2
W17	Roof Panel	2
W18	Roof Panel	2



BOX 6



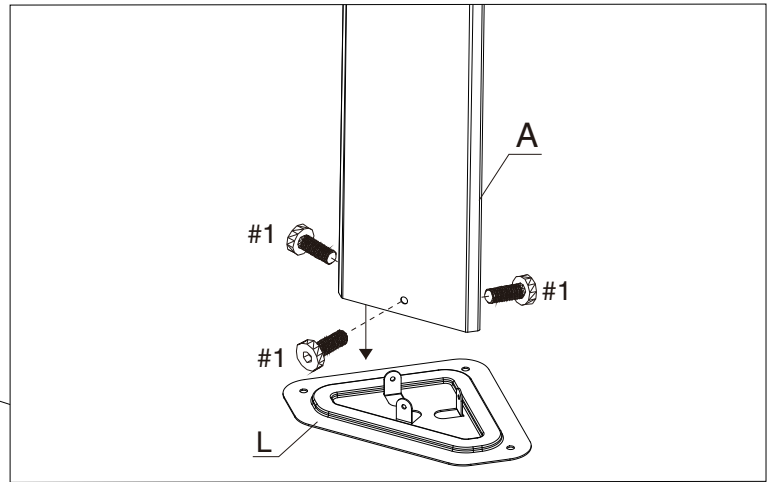
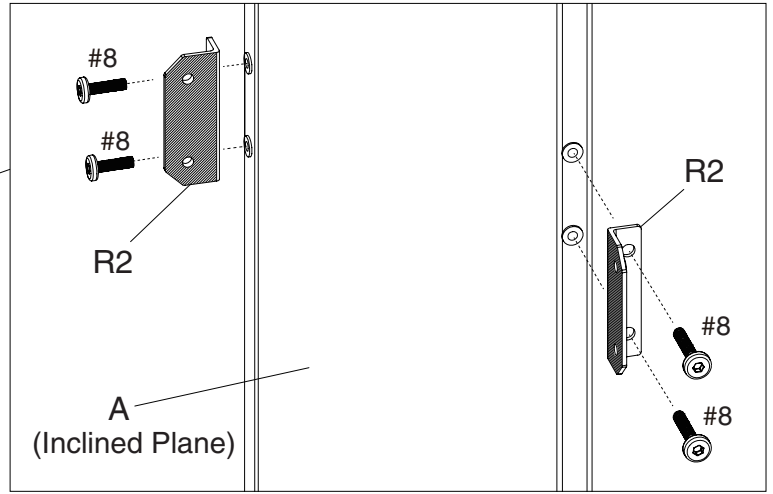
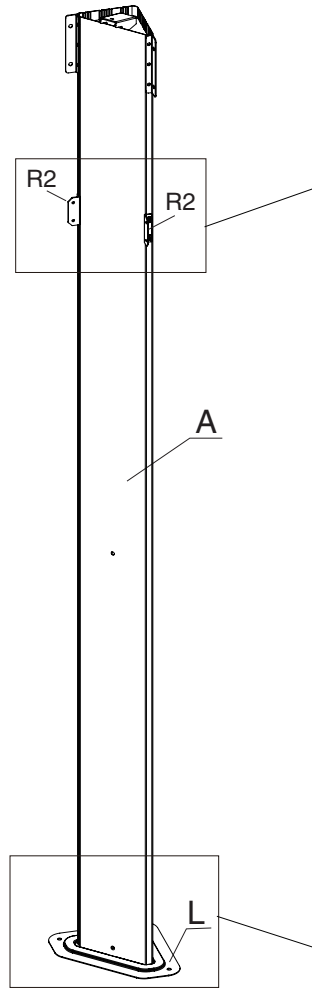
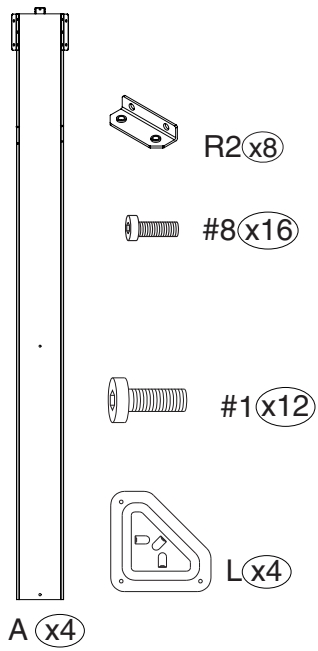
ITEM	DESCRIPTION	QTY
V11	Roof Panel	2
V12	Roof Panel	2
W11	Roof Panel	2
W12	Roof Panel	2
W13	Roof Panel	2
W14	Roof Panel	2
W15	Roof Panel	2
W16	Roof Panel	2
W17	Roof Panel	2
W18	Roof Panel	2



Parts Required:

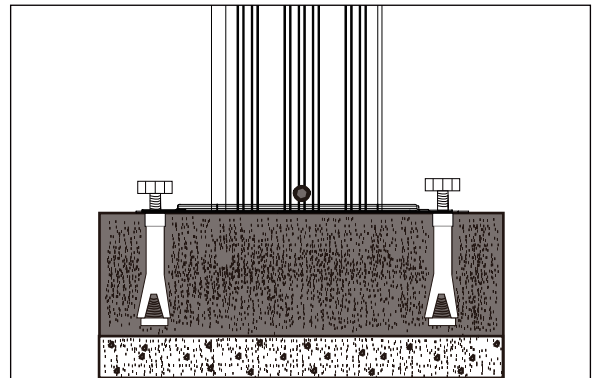
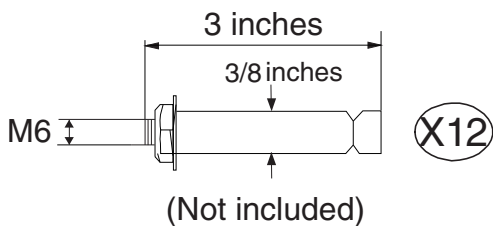
Step 1: Set up Poles

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



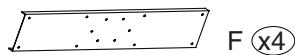
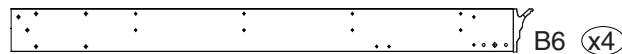
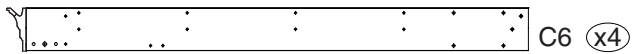
Reference for anchoring gazebo:

- 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.

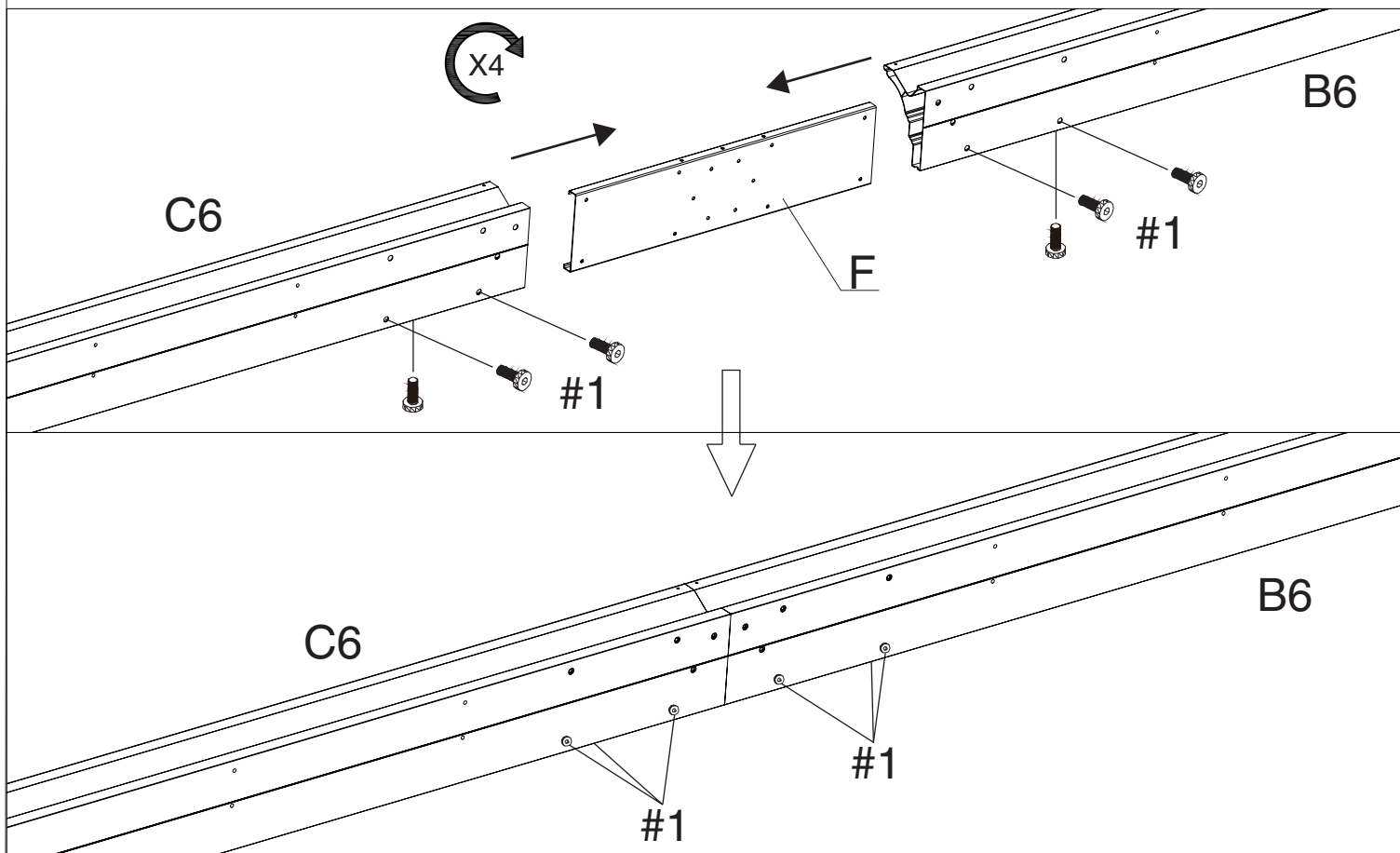
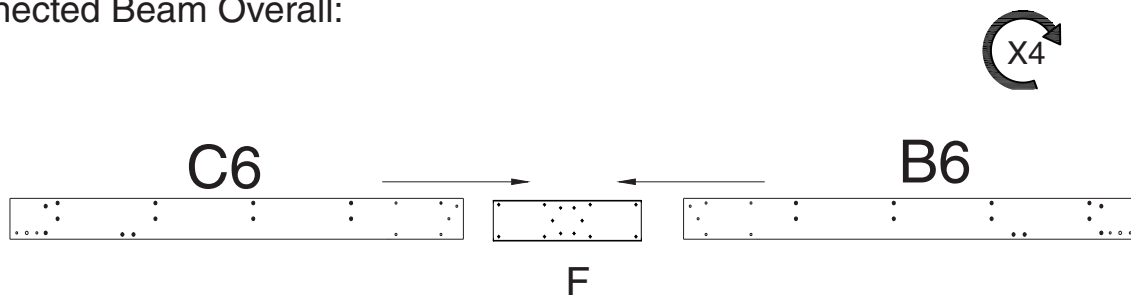
Parts Required:



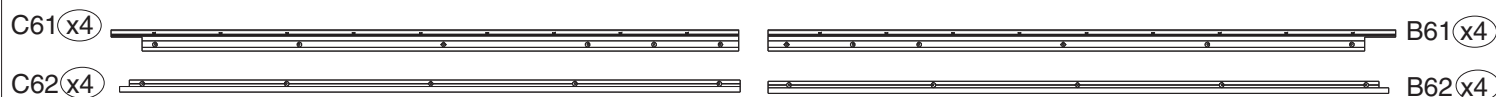
Step 2: Connect the Beams

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

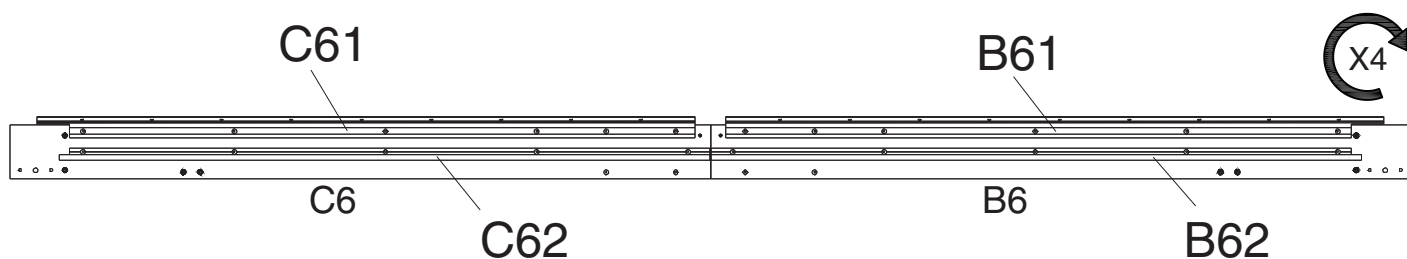
Connected Beam Overall:



Parts Required:



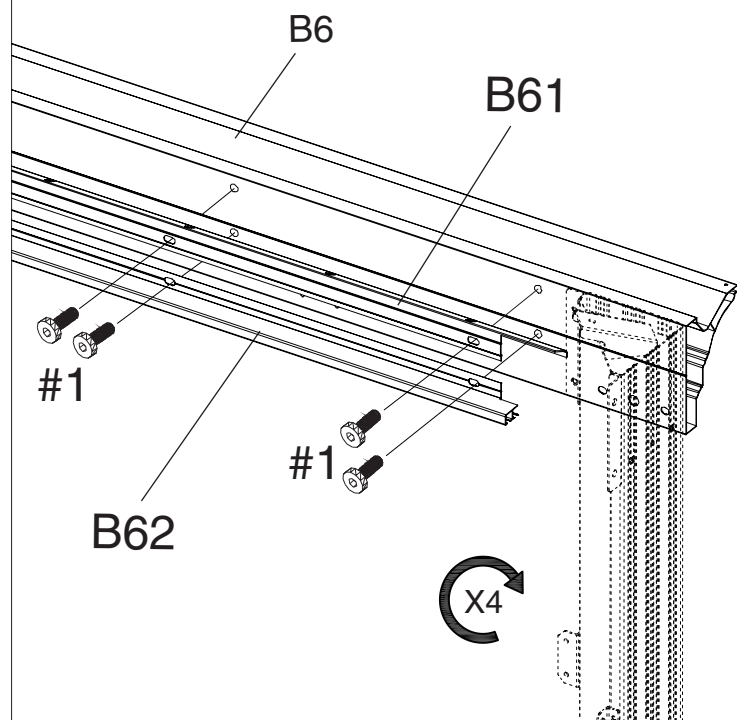
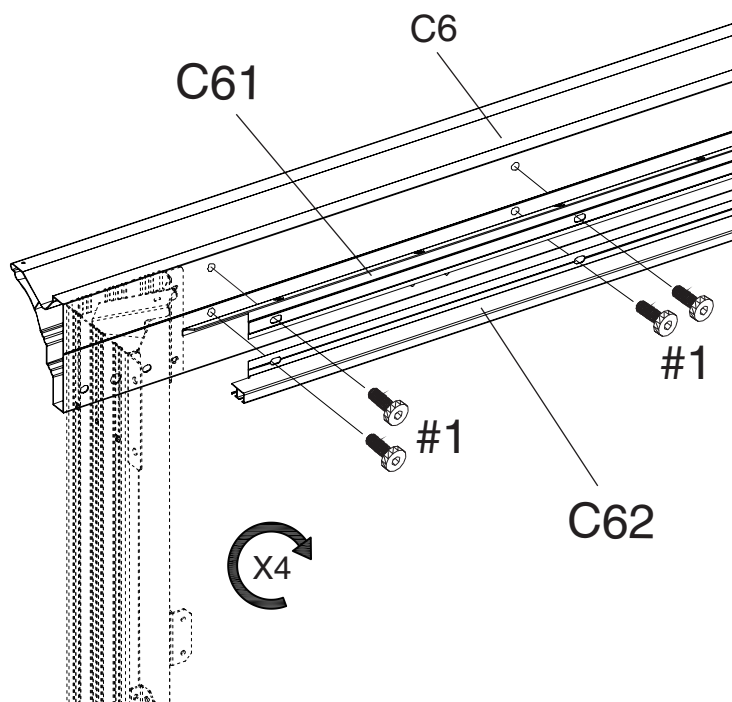
STEP 3: Connect Joint Bars and Tracks with Beams



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

Tip:

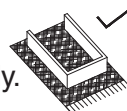
Do not tighten all screws on Joints bar (Part C61, B61), until the screws of the roof panels be aligned in place.



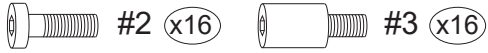
2. Replicate the same steps for Joint Bars (Part B61) and Tracks (Part B62) attaching them to Beams (Part B6) using #1 screws as shown in the diagram.

Tip:

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

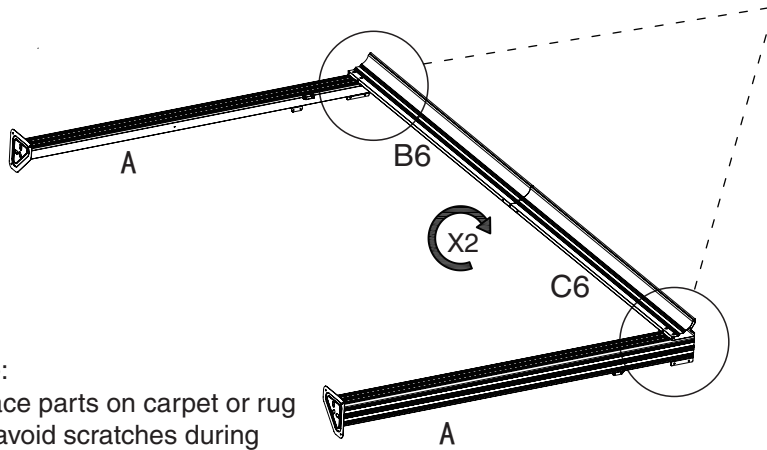


Parts Required:

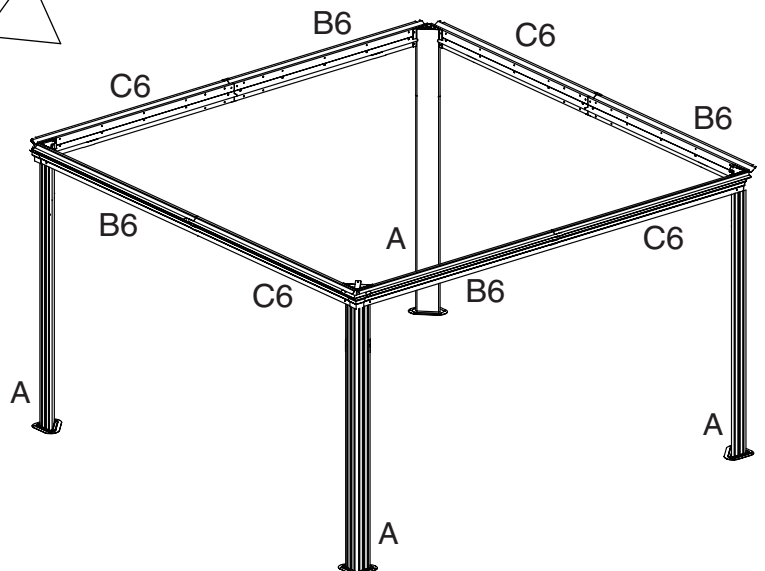
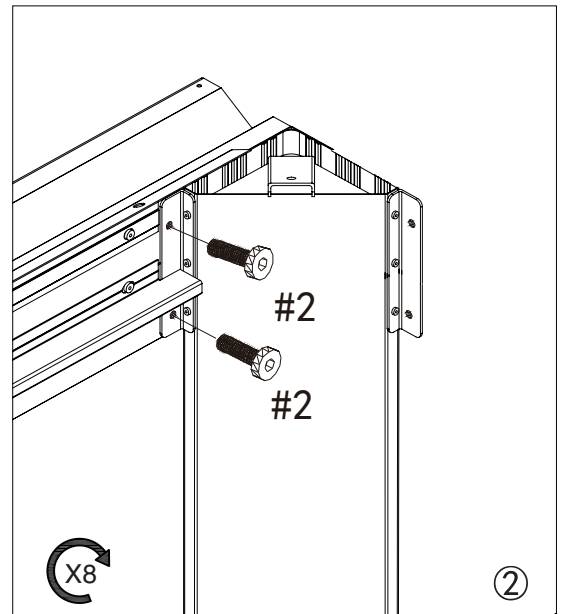
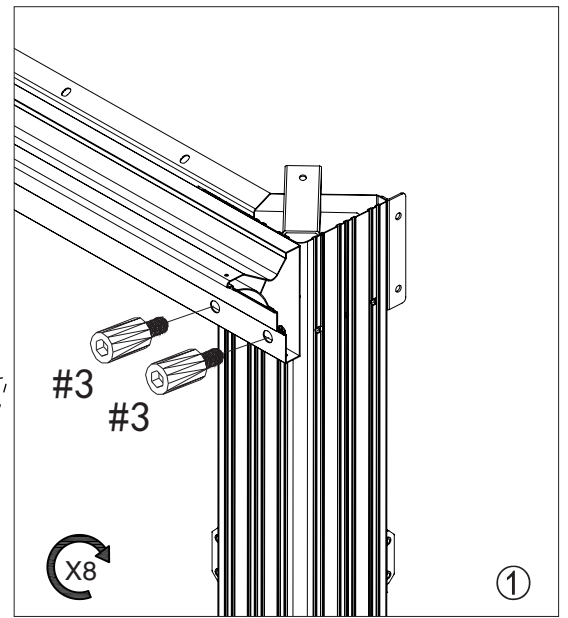
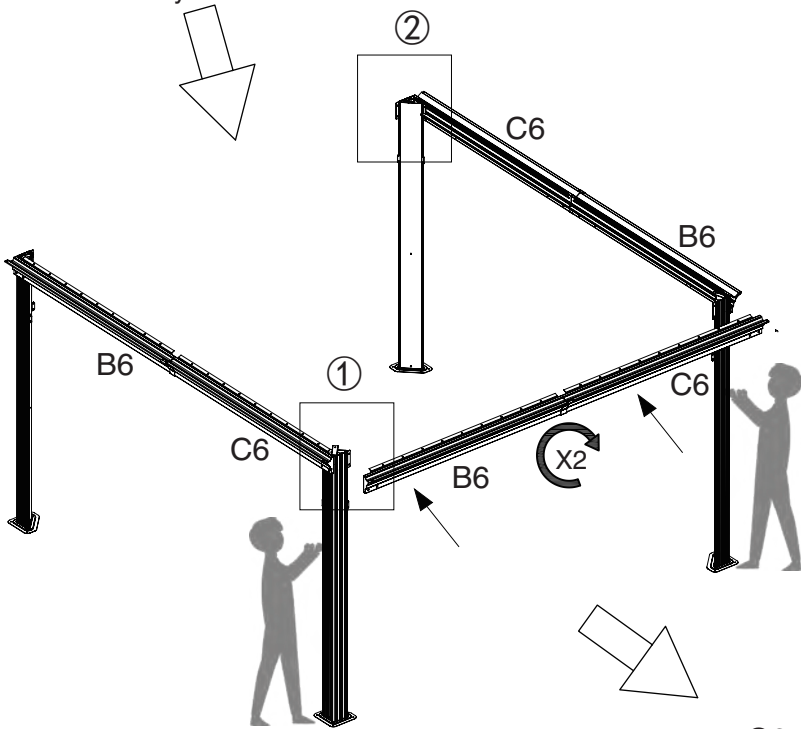


STEP 4: Set up Poles and Beams

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

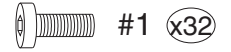


Tip: Place parts on carpet or rug to avoid scratches during assembly.



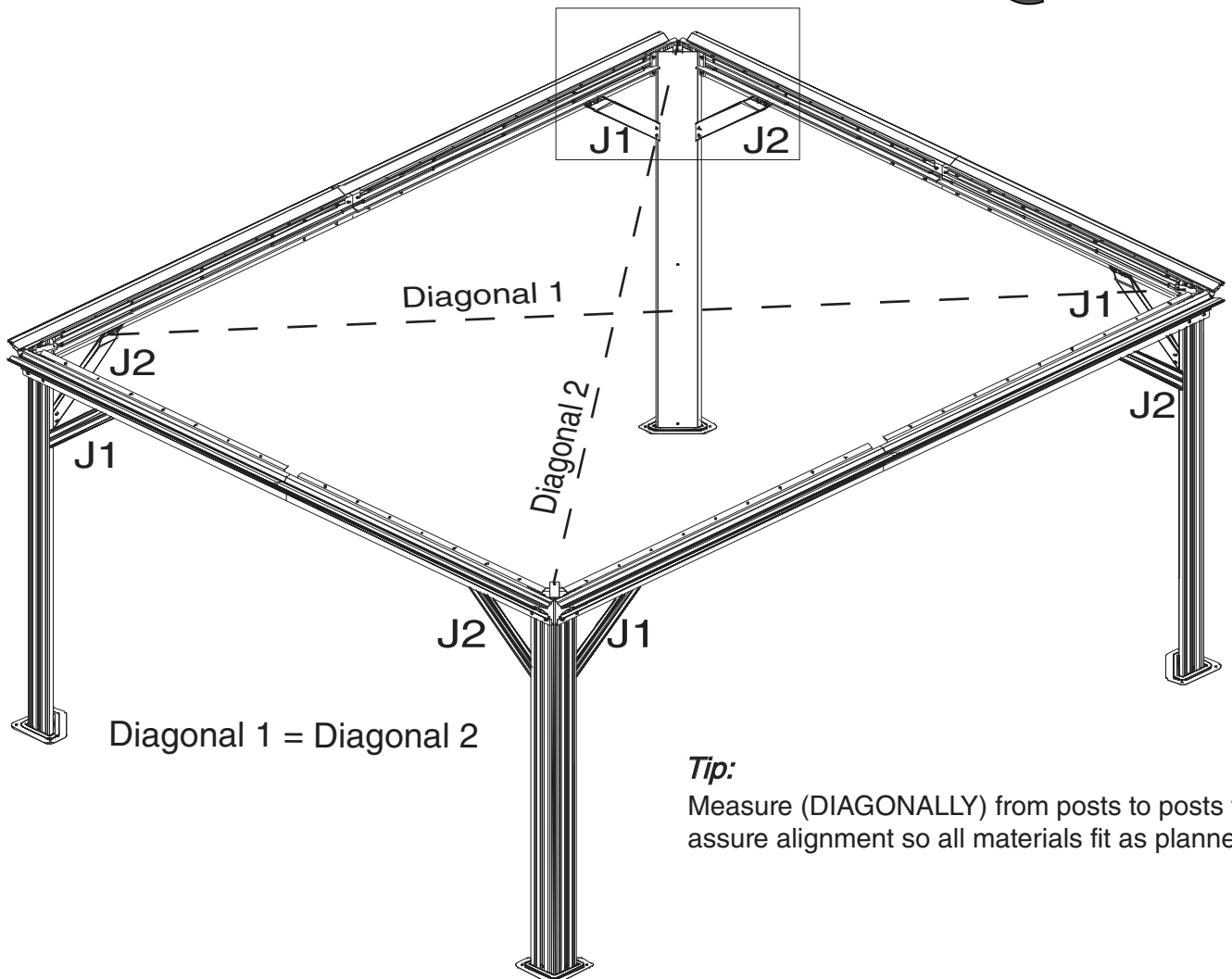
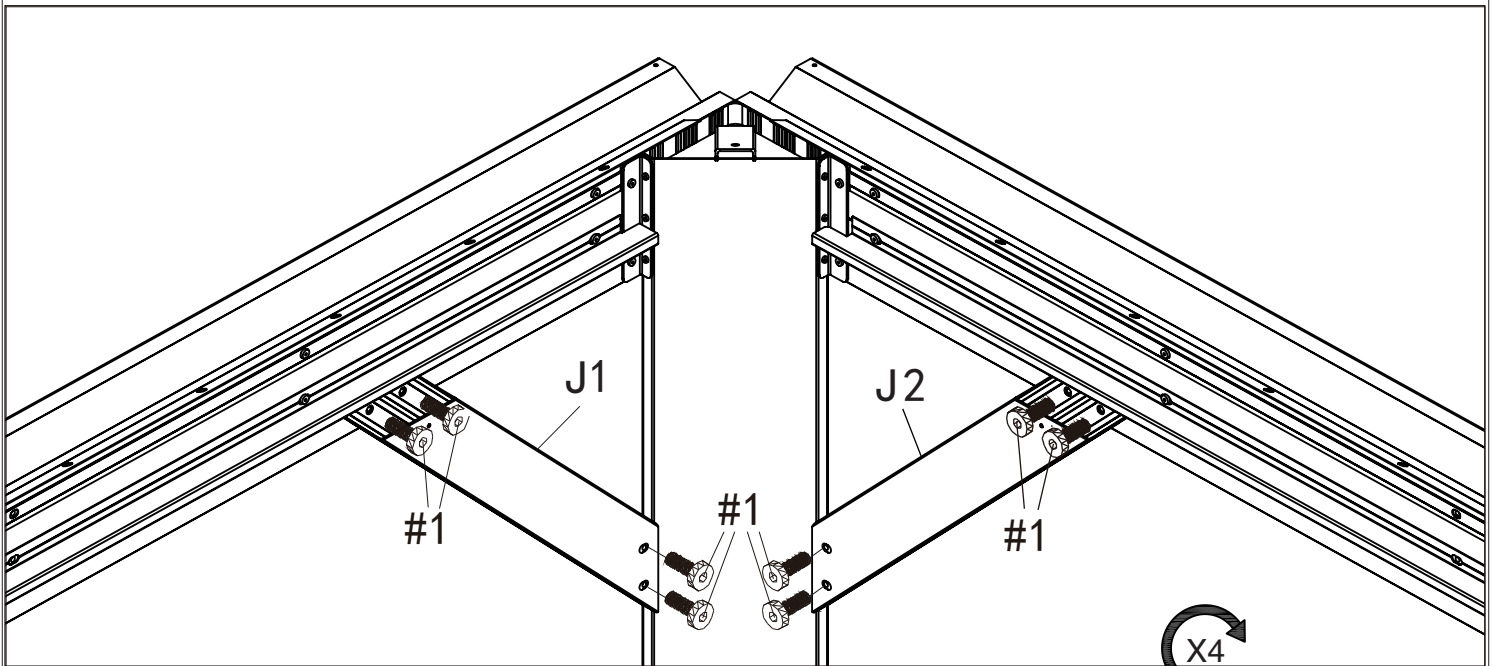
Tip: 3 people suggested for this step.

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 the diagram.



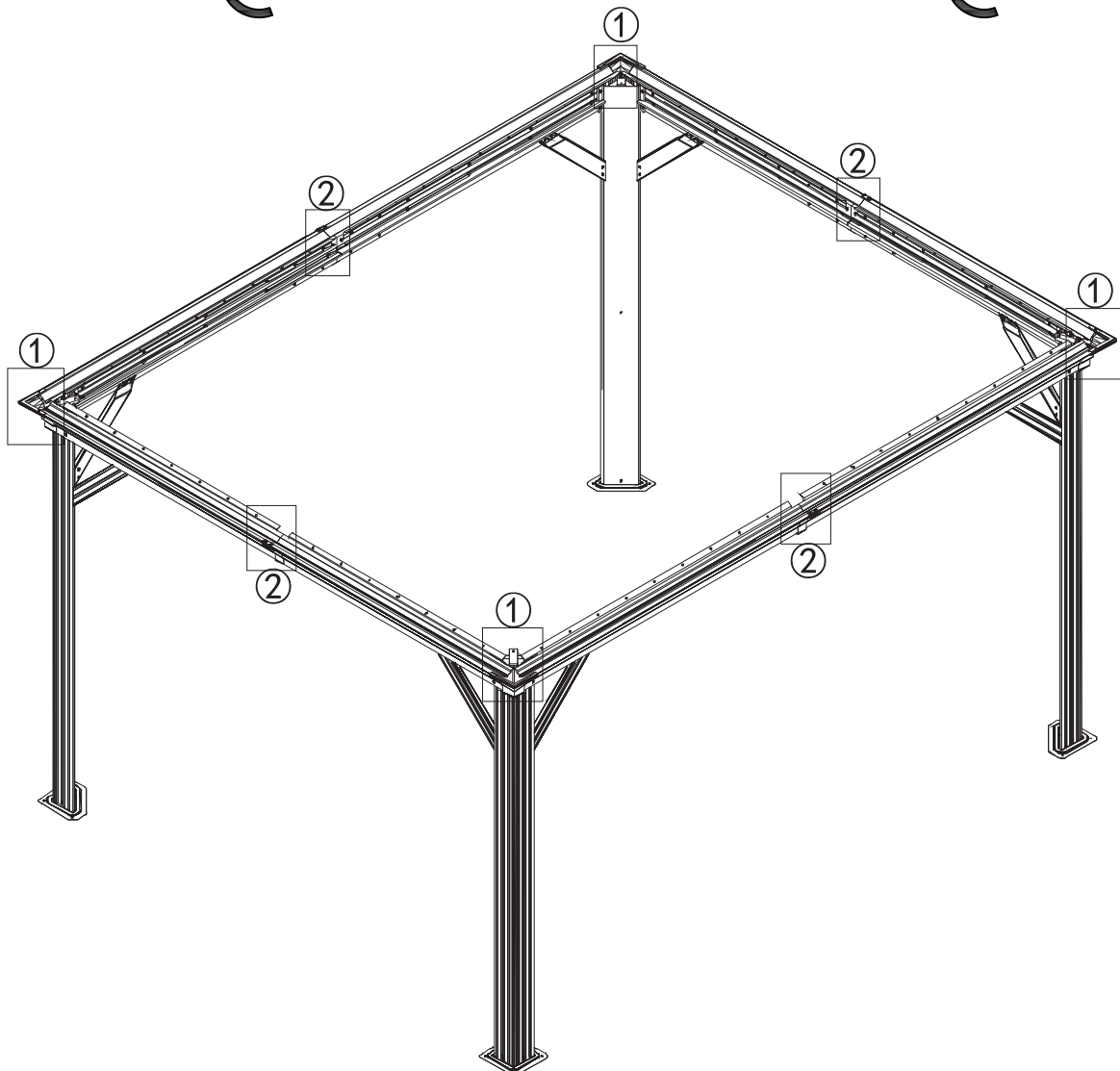
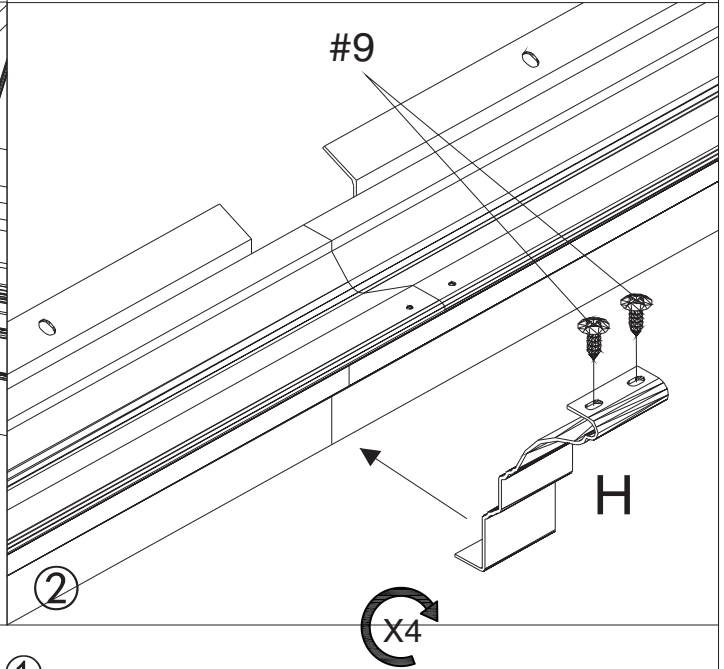
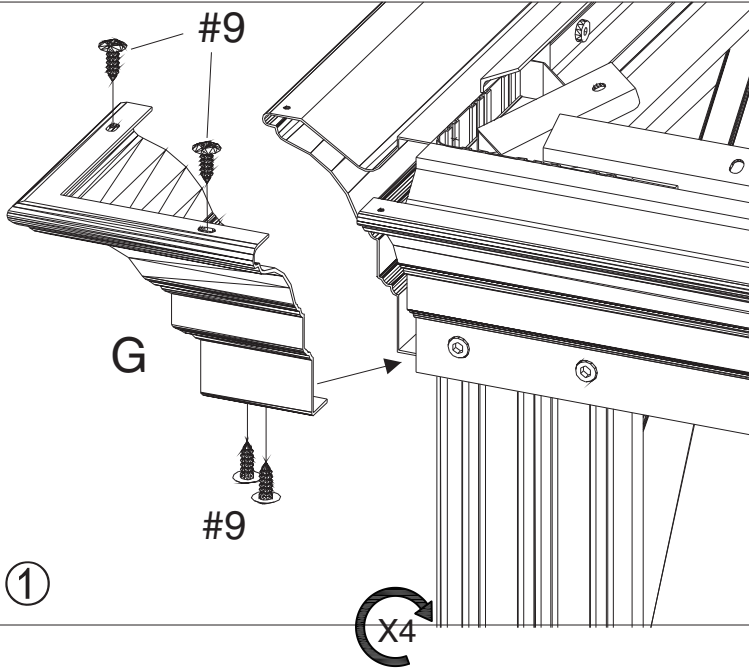
Parts Required:



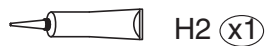
STEP 6: Cover the connections

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

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

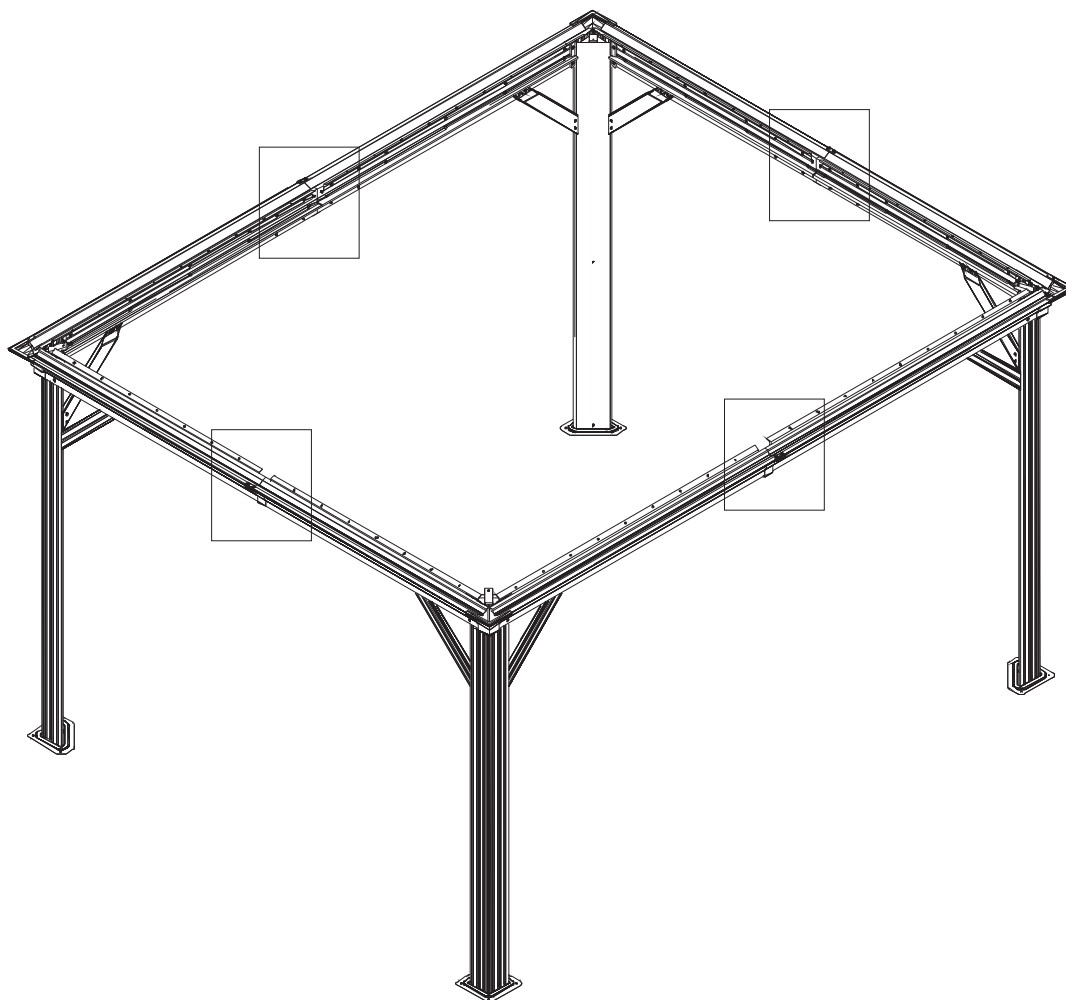
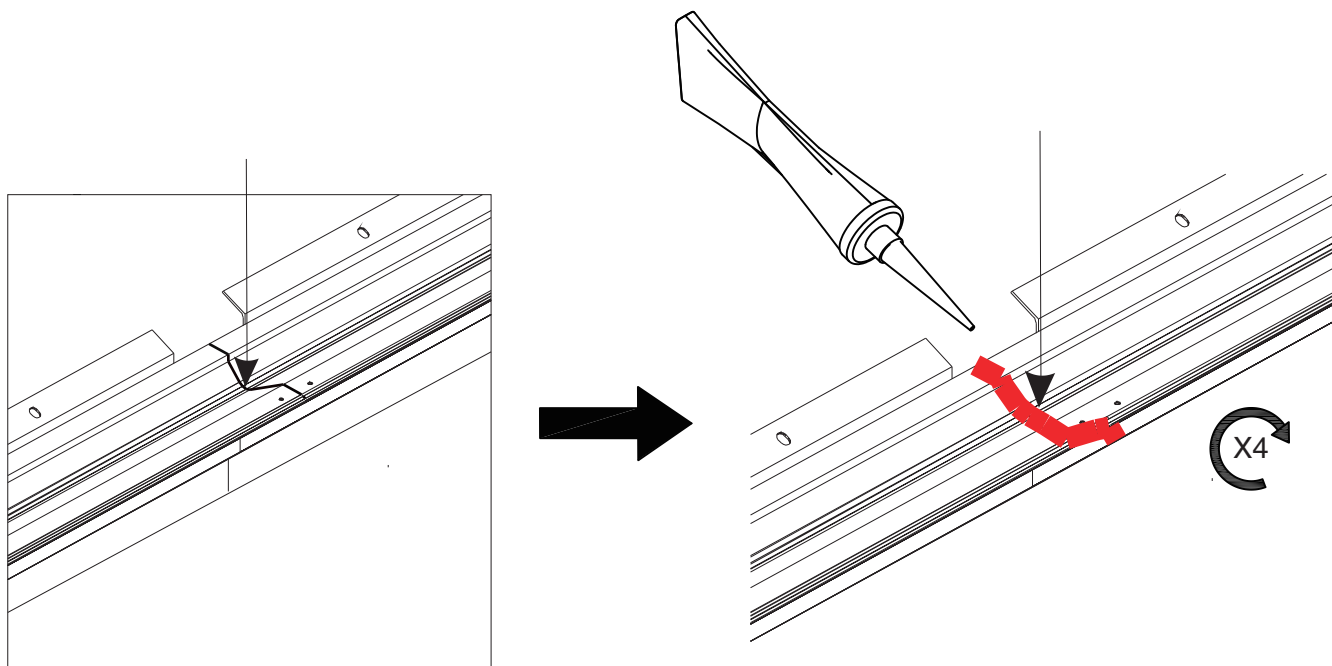


Parts Required:

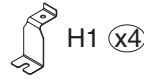


STEP 7: Seal seams

1. After finishing Step 6, apply silicone rubber to the seams to ensure they're watertight.
2. If the screws are correctly attached through Spacer part S on the roof panels, sealing the cap screws with silicone rubber isn't necessary.

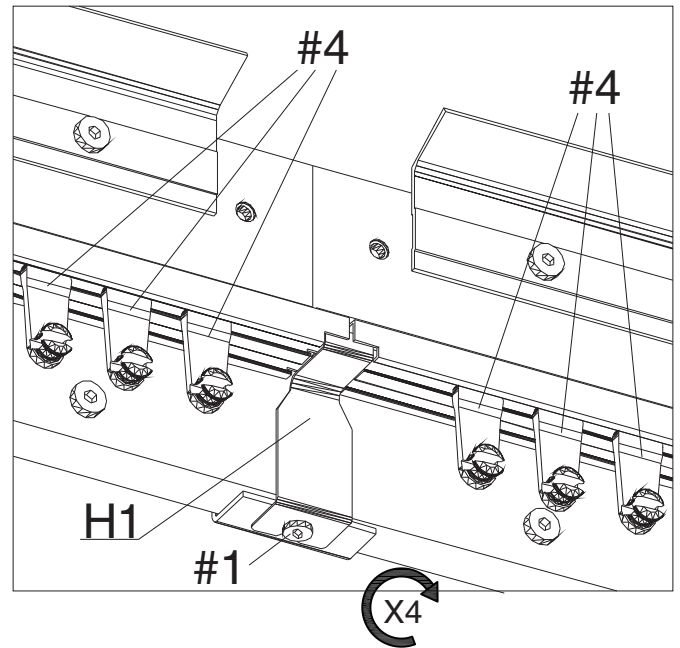
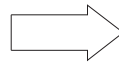
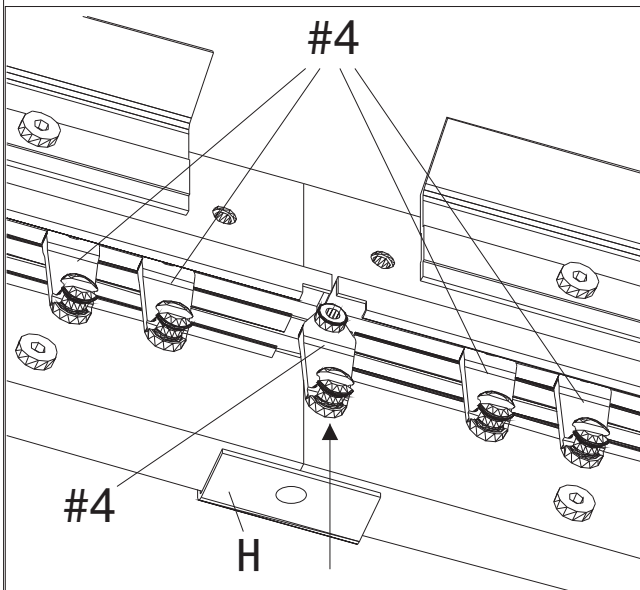
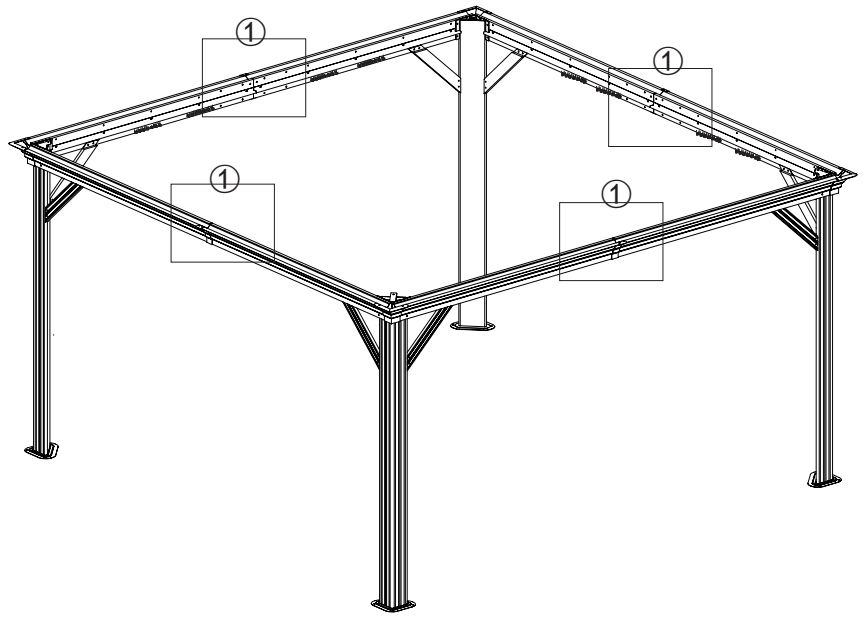
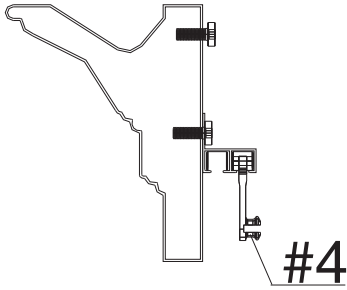


Parts Required:

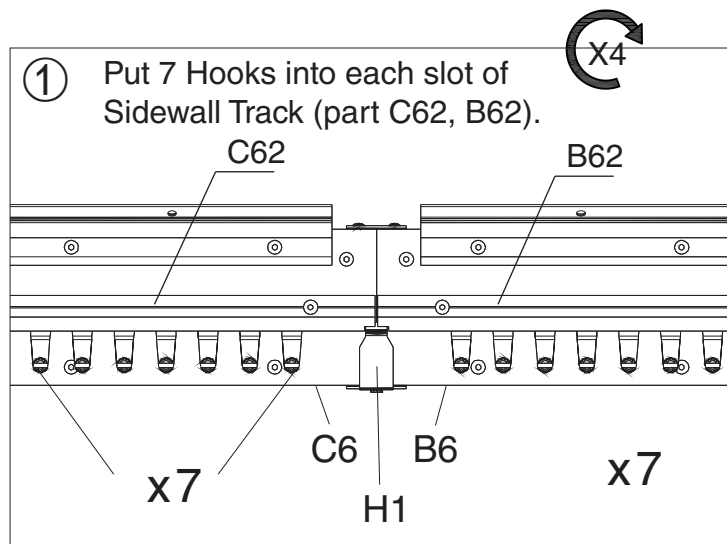


STEP 8: Install Hooks

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



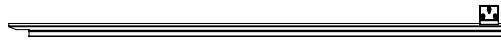
Note the amount of hooks for each slot as noted below:



Parts Required:

M1 (x4)

#12 (x12)



M2 (x4)

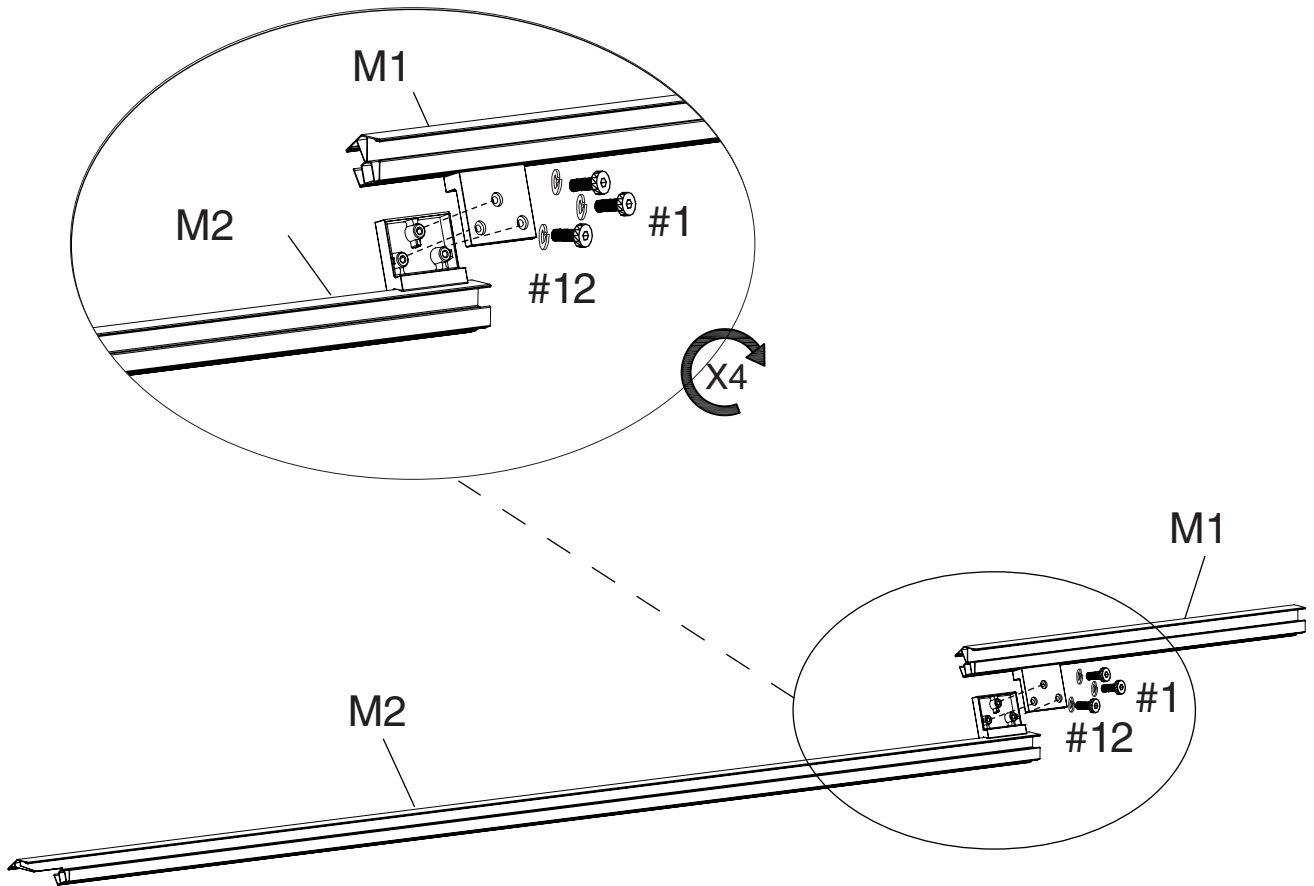
#1 (x12)

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.

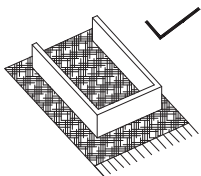
Tip:

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

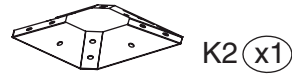


M3=M1+M2

Tip:



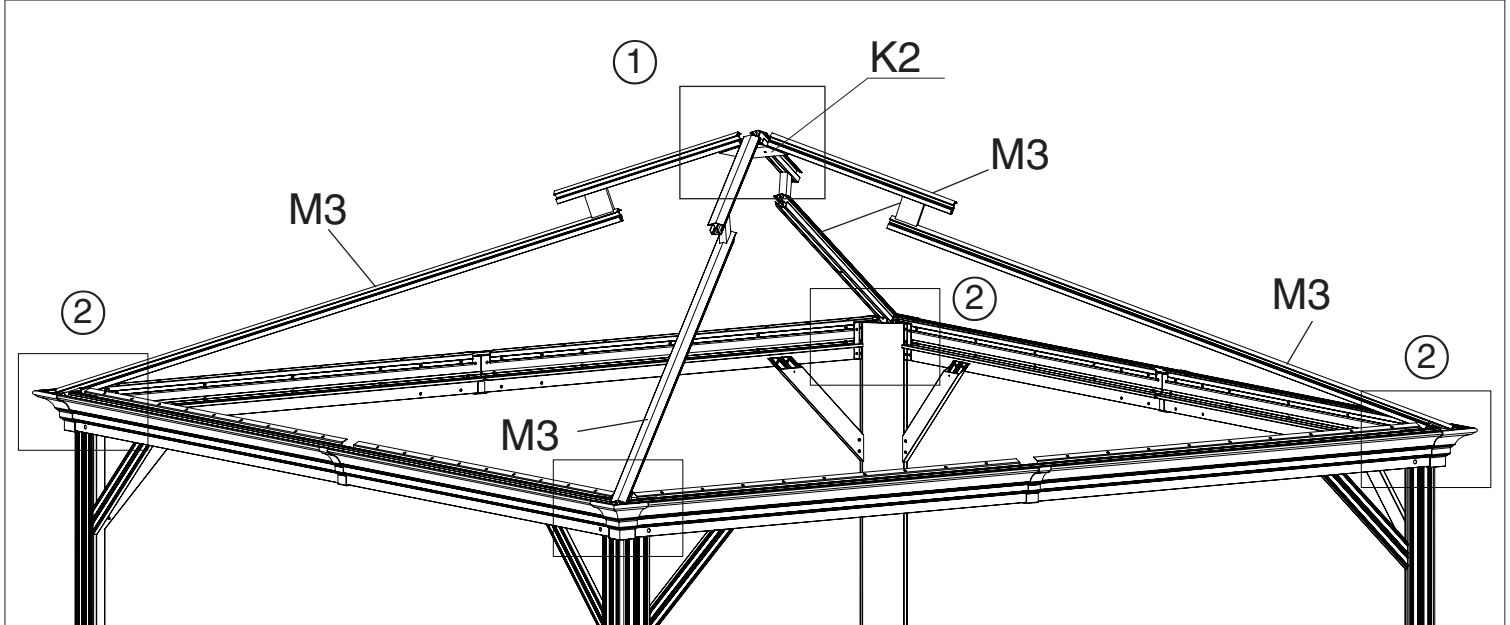
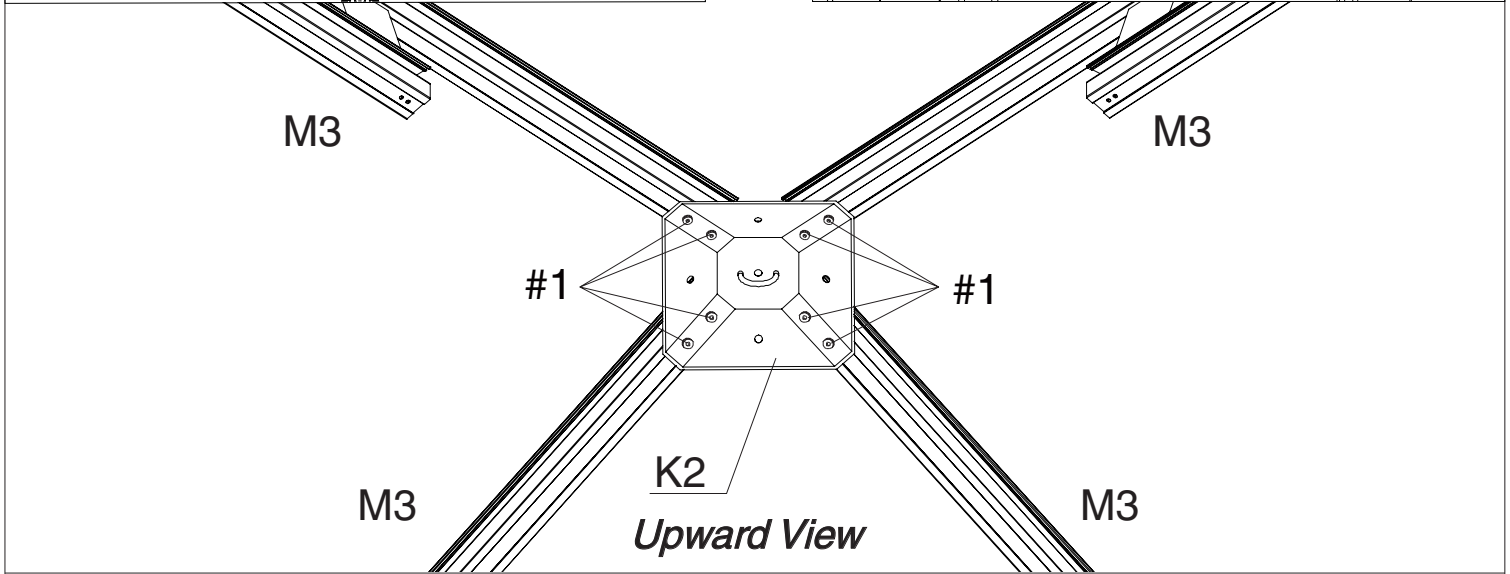
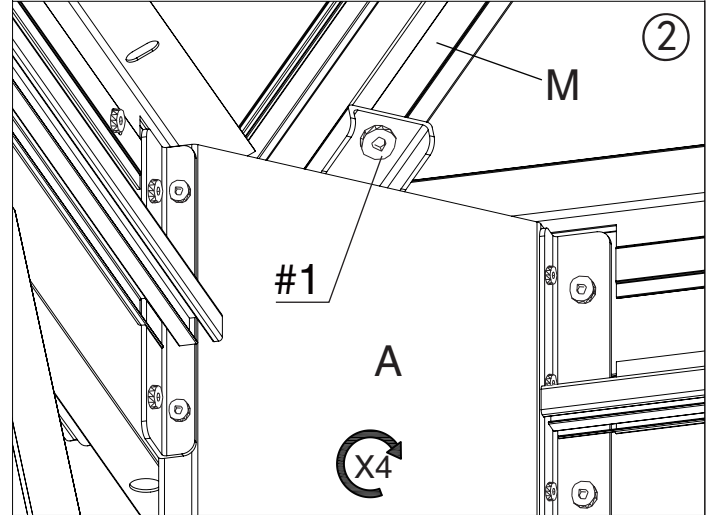
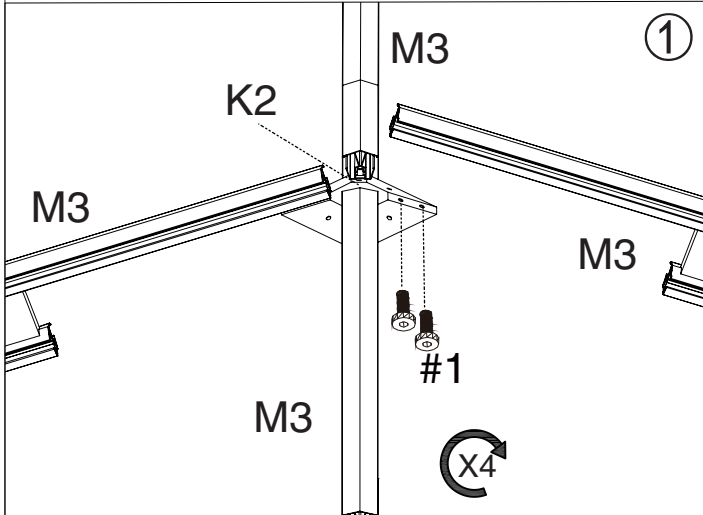
Parts Required:



Step 10: Set up Corner Roof Bar

1. Connect the inside Roof Connector (Part K2) 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.

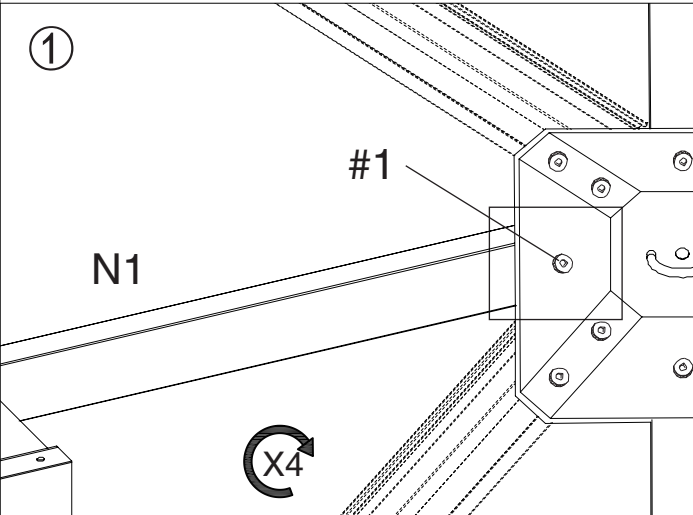


Parts Required:

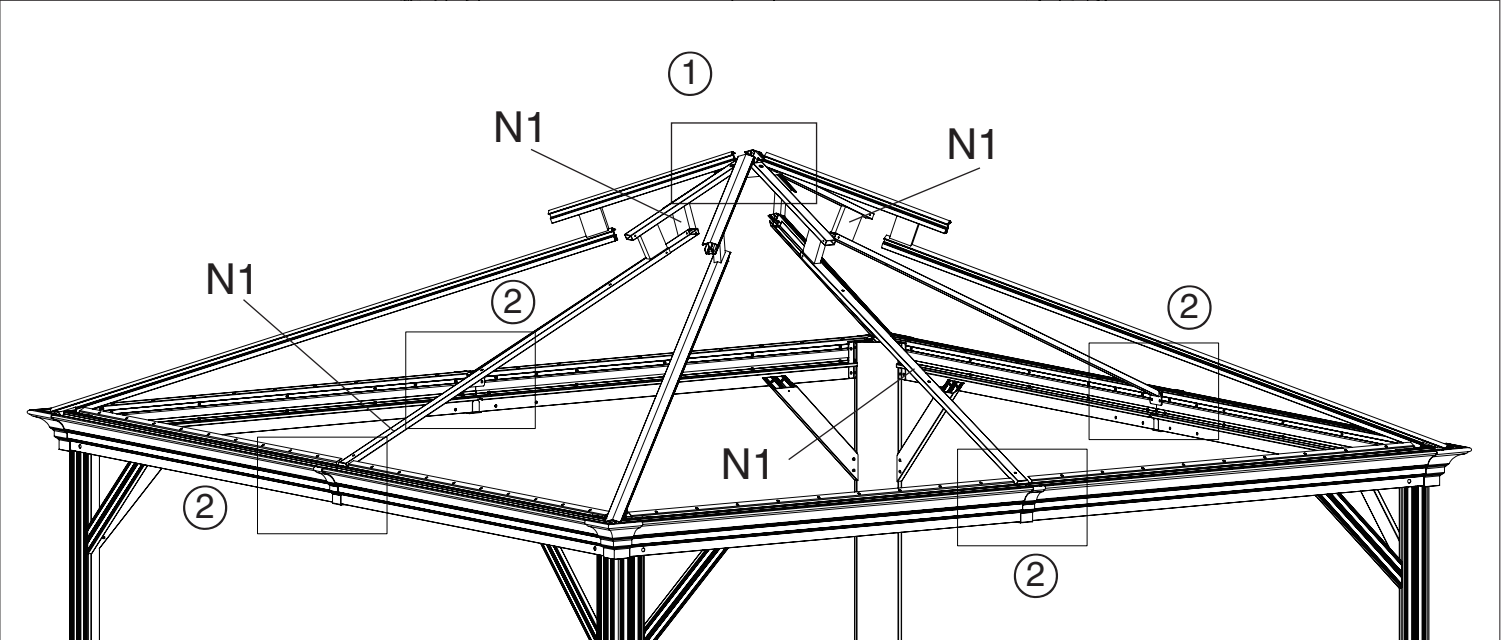
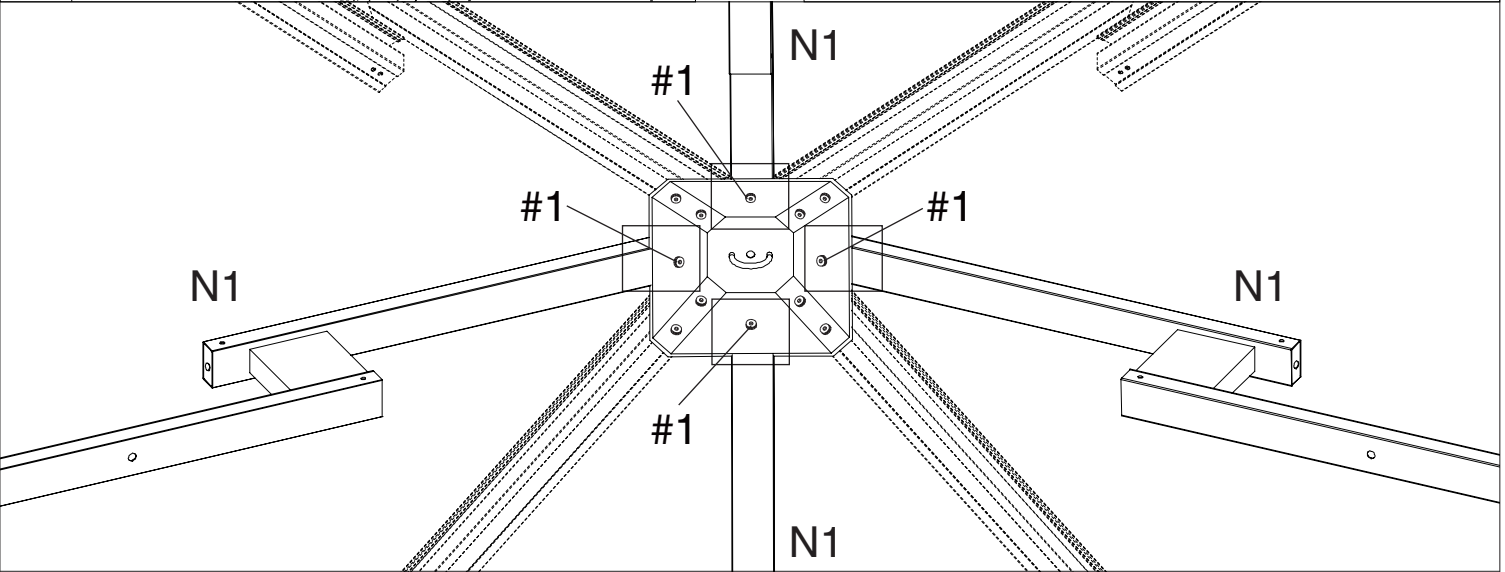
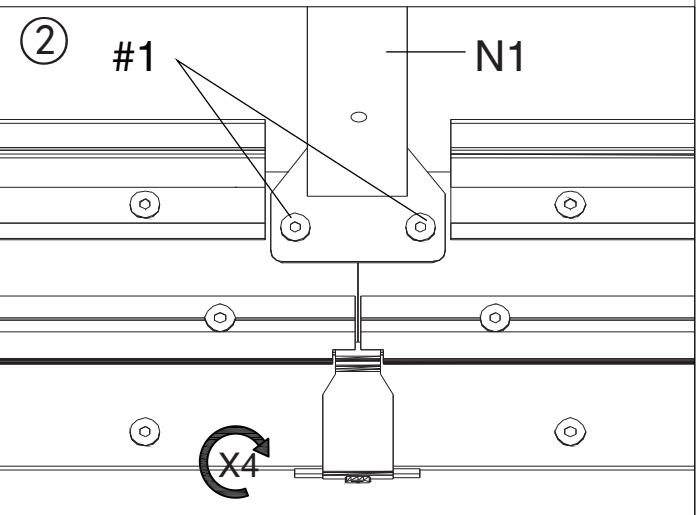


Step 11: Set up Roof Bar

1. Connect Roof Bar (Part N1) to Inside Roof Connector (Part K2) using #1 screws as shown in diagram.



2. Attach Roof Bar (Part N1) to Beams using #1 screws as shown in diagram.

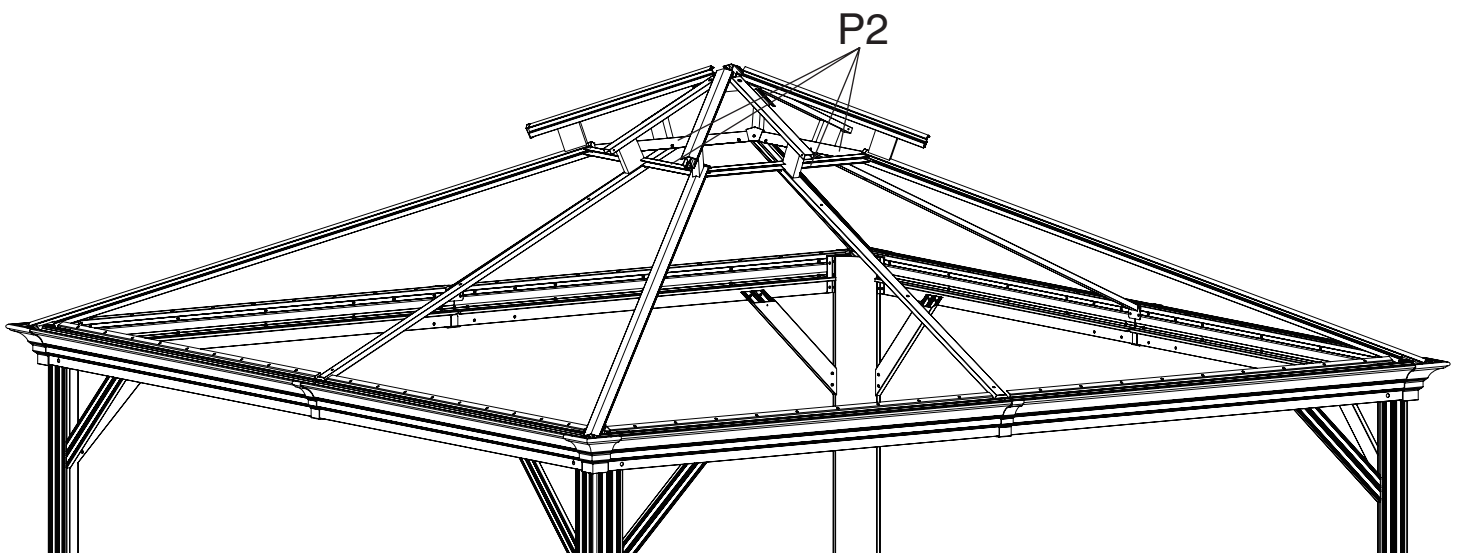
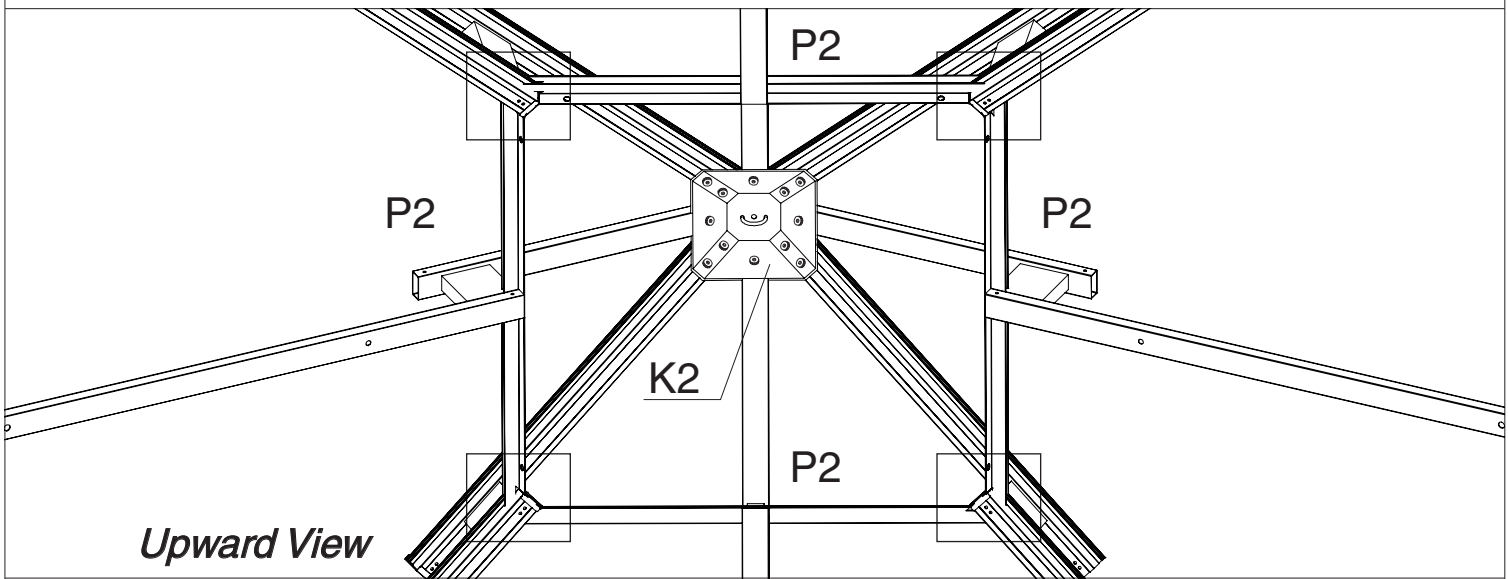
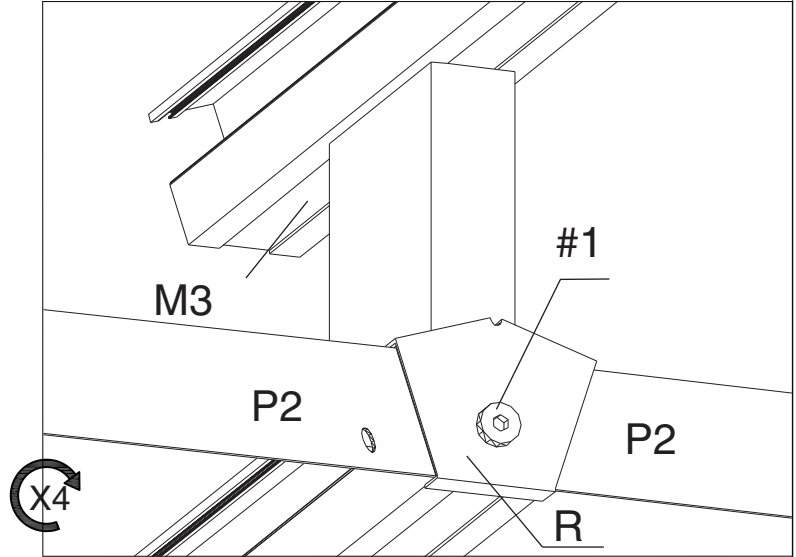


Parts Required:



Step 12: Set up Finishing Bar

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



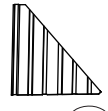
Parts Required:



T2 (x4)



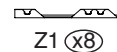
V11 (x4)



V12 (x4)



Z (x8)



Z1 (x8)



R (x4)



H3 (x1)



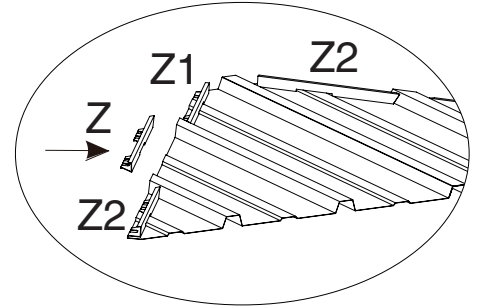
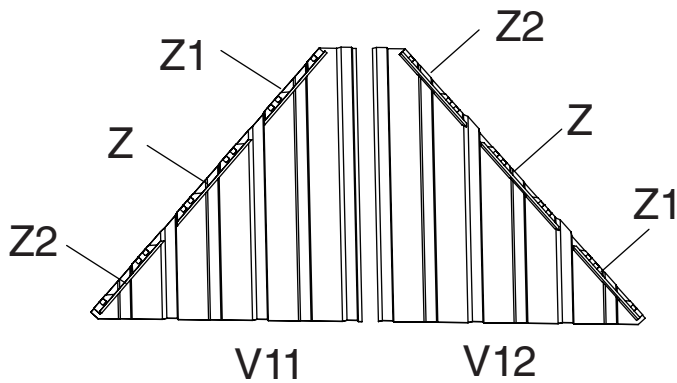
Z2 (x8)



#1 (x8)

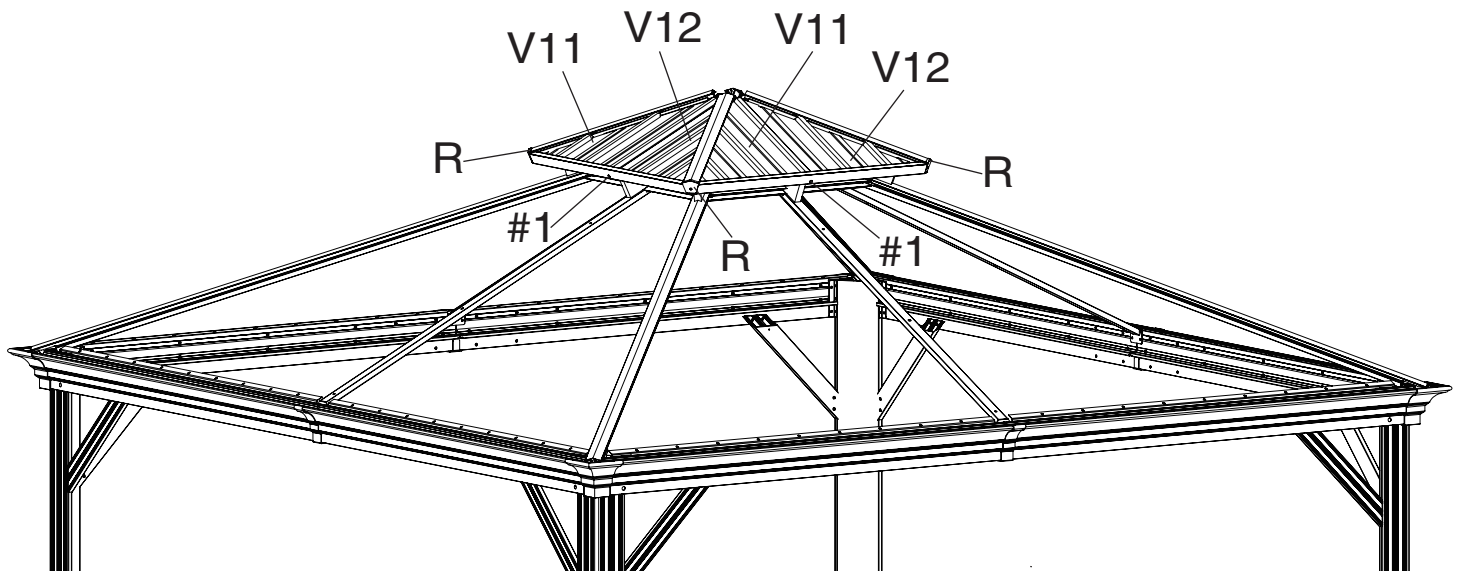
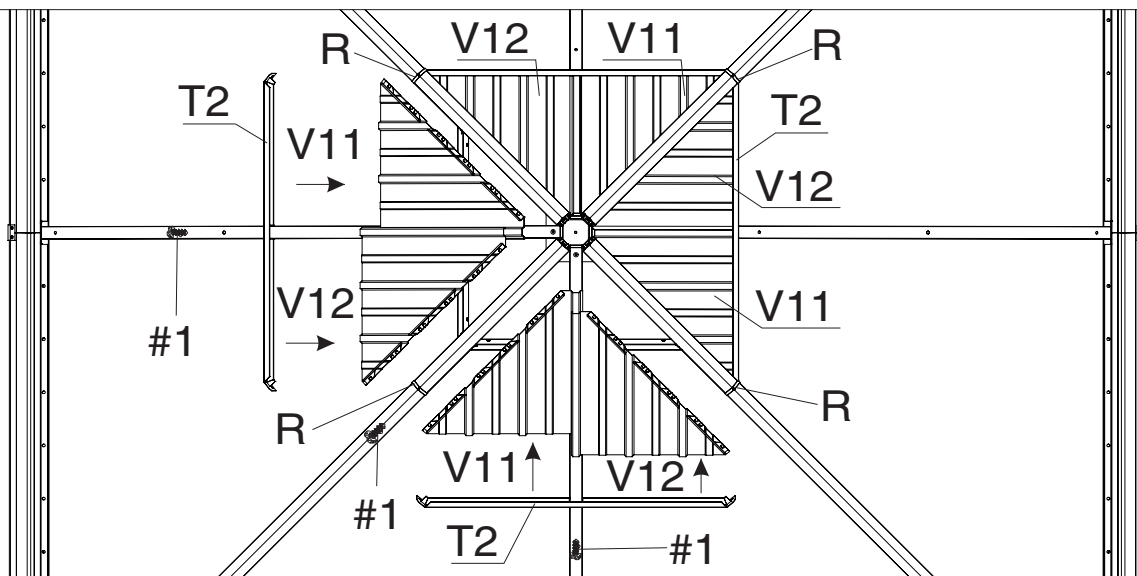
STEP 13: Assemble Roof Panels

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

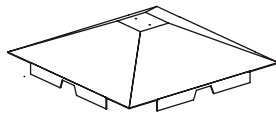


2. Insert Roof Panels (Part V11, V12) to upper roof as shown in diagram.

3. Attach Finishing Bars (Part T2) to upper roof with Finish End (Part R) using #1 screws as shown in diagram.



Parts Required:



K12 (x1)

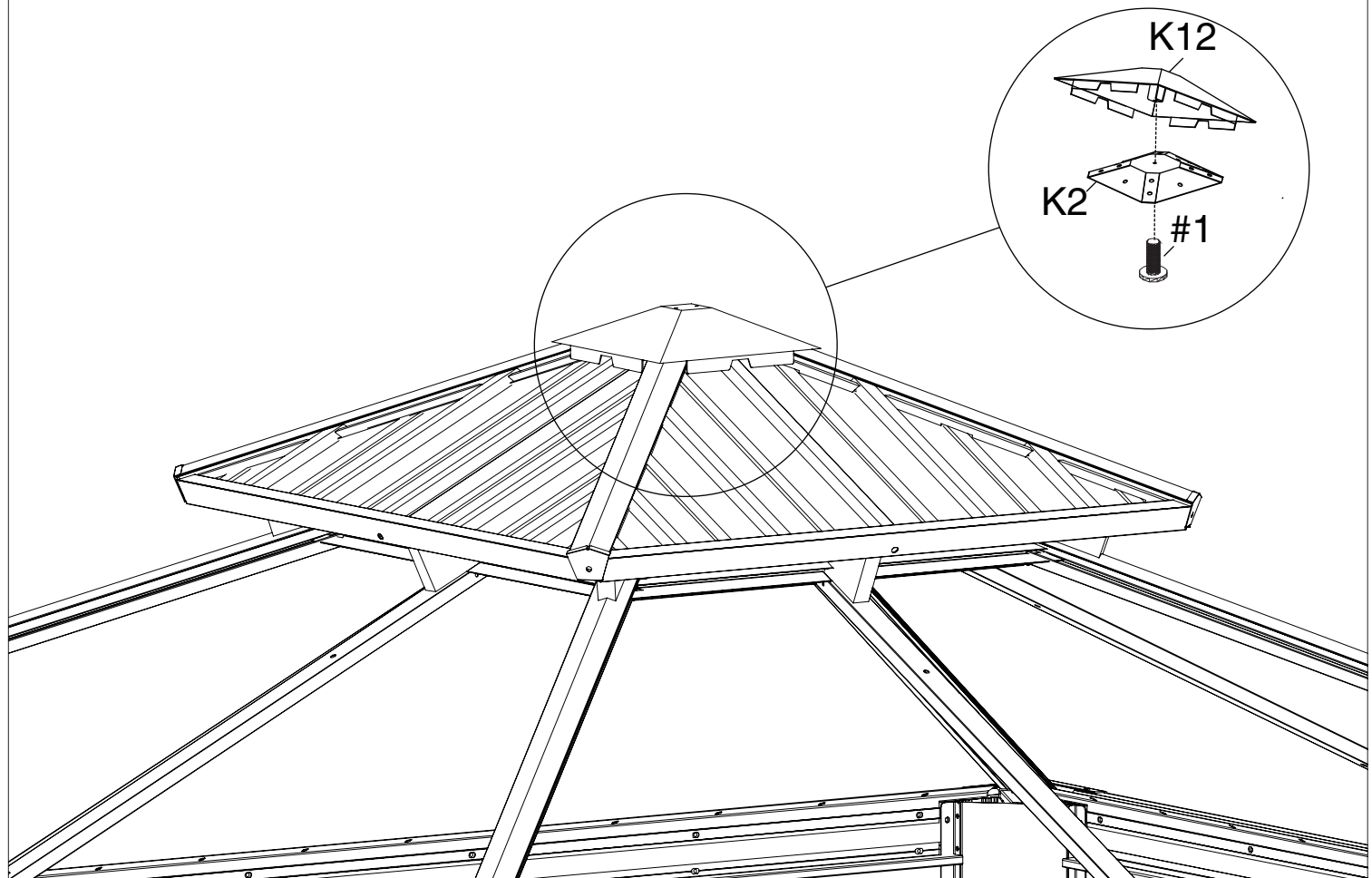
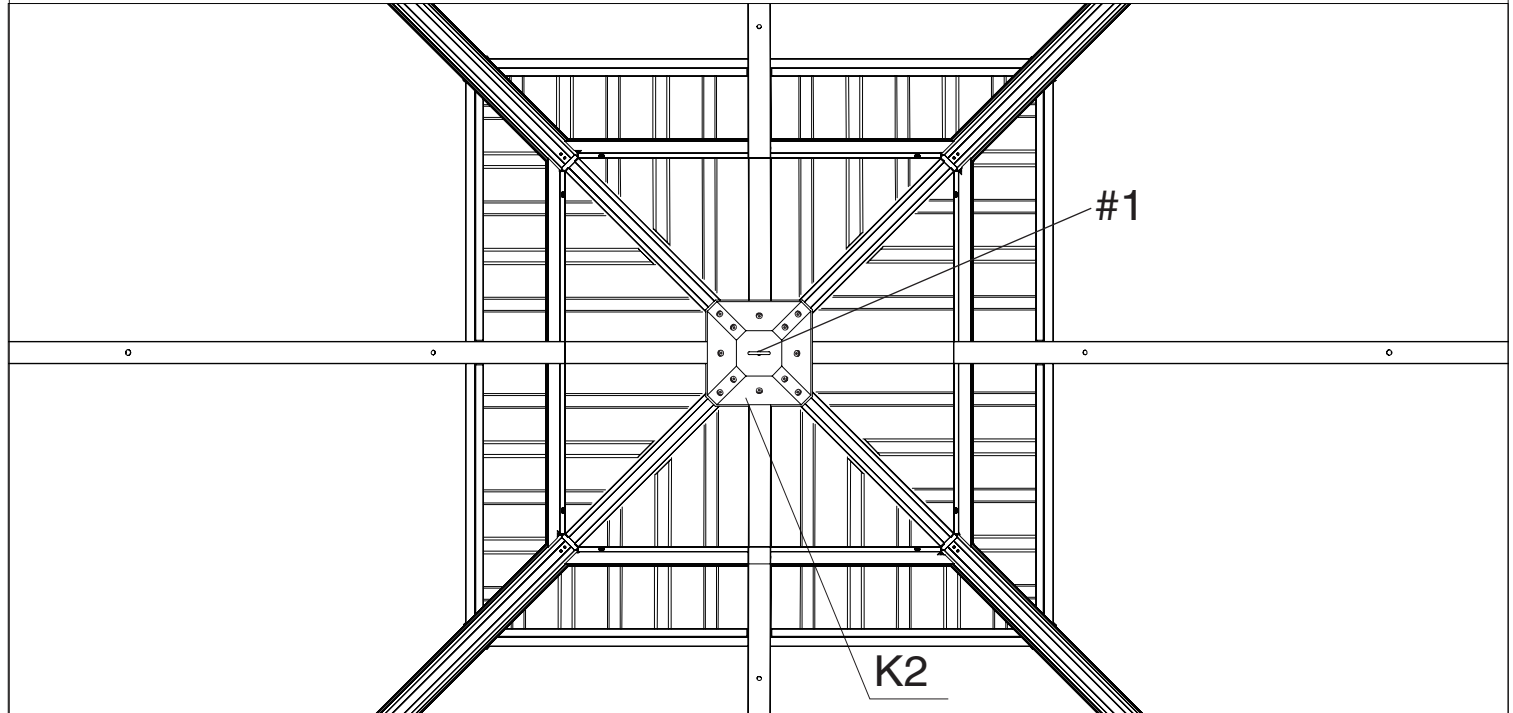


#1 (x1)

STEP 14: Connect Outside Roof Connector

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

Upward View



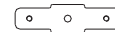
Parts Required:



U1 (x8)



U3 (x4)



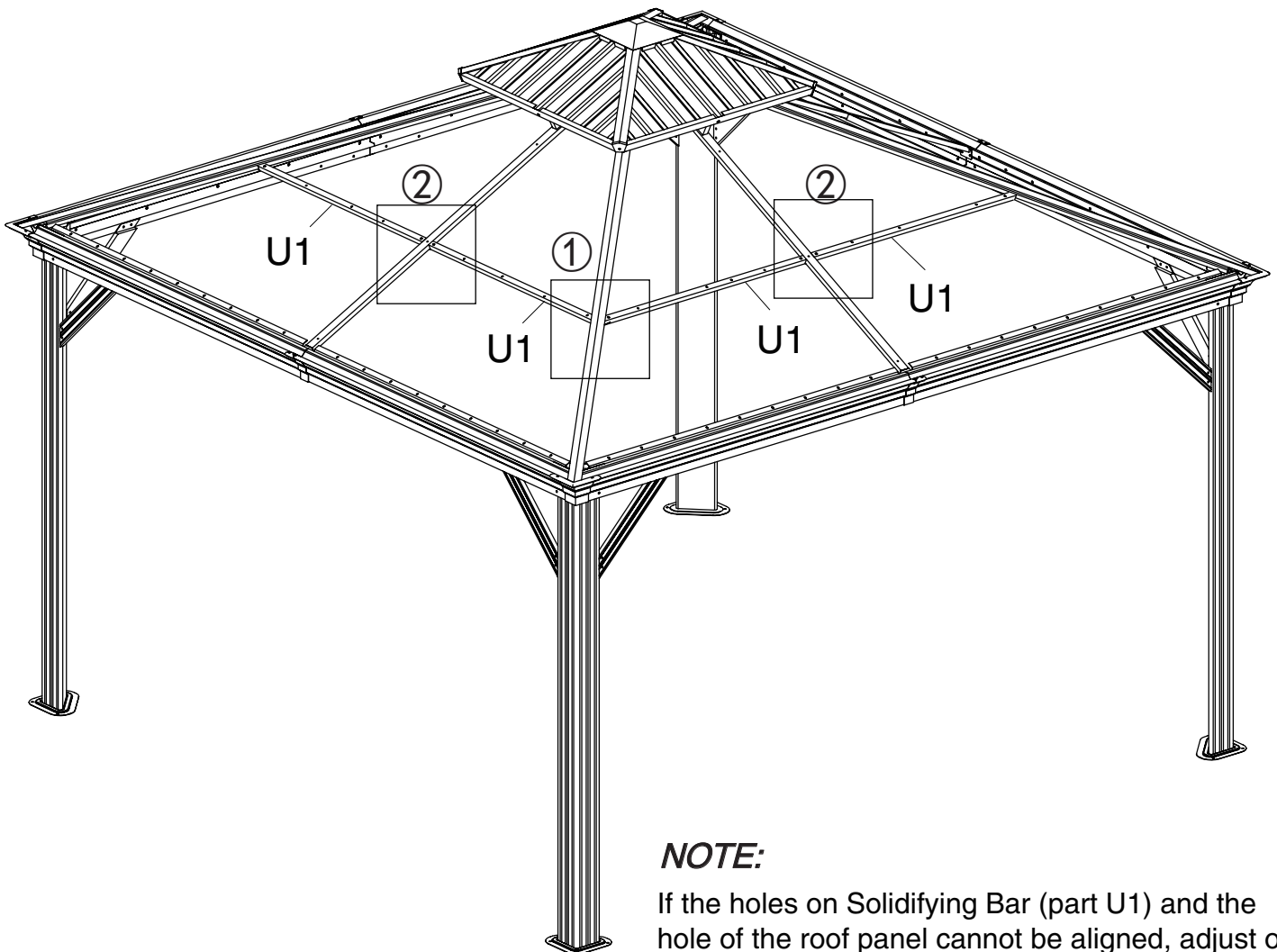
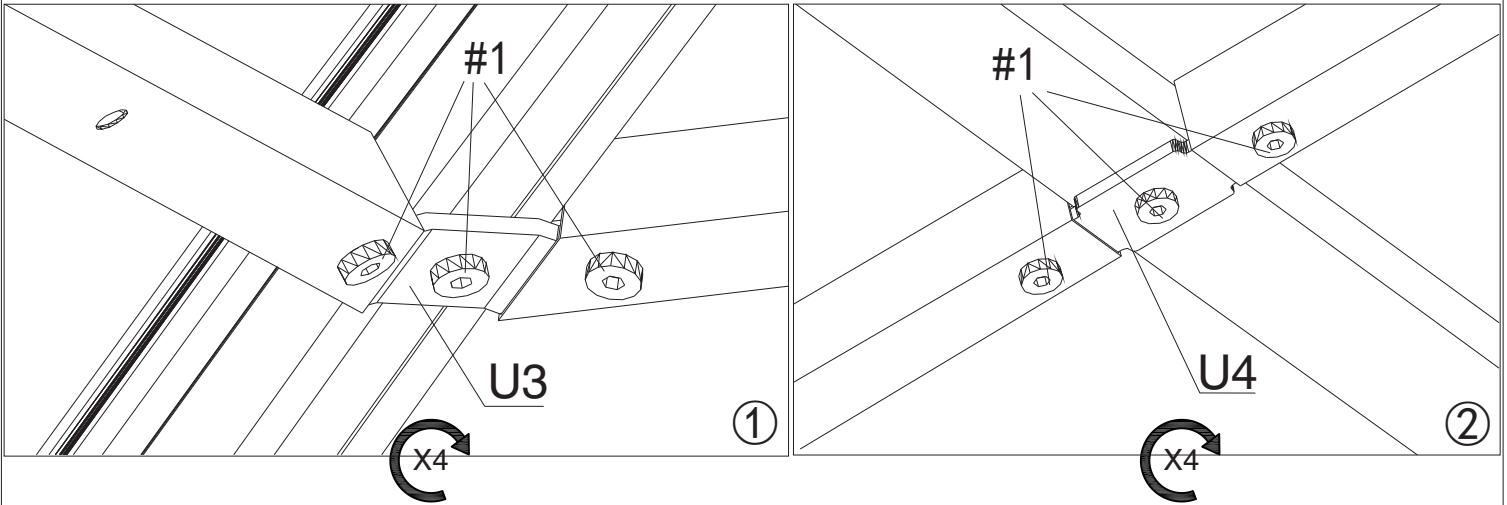
U4 (x4)



#1 (x24)

Step 15: Connect Solidifying Bars

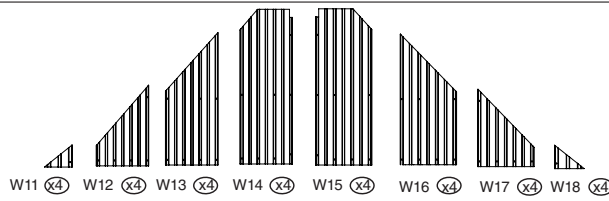
Attach Solidifying Bars (Part U1) to roof bar or corner roof bar using Iron Angle (Part U3, U4) and screws #1 as shown in diagram.



NOTE:

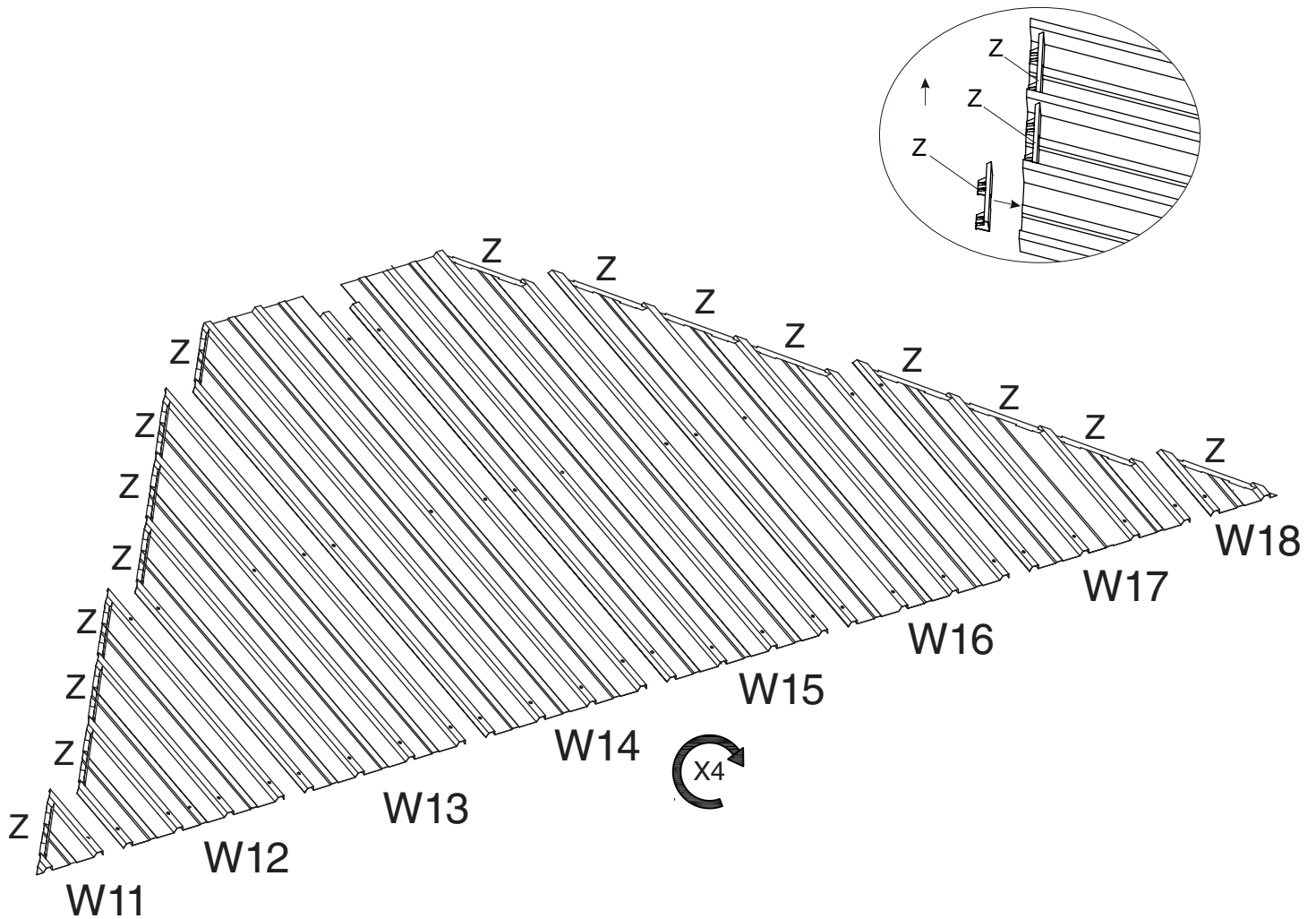
If the holes on Solidifying Bar (part U1) and the hole of the roof panel cannot be aligned, adjust or loosen #1 screws until the screws of the roof panel fall in place.

Parts Required:



Step 16: Snap Bracket

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



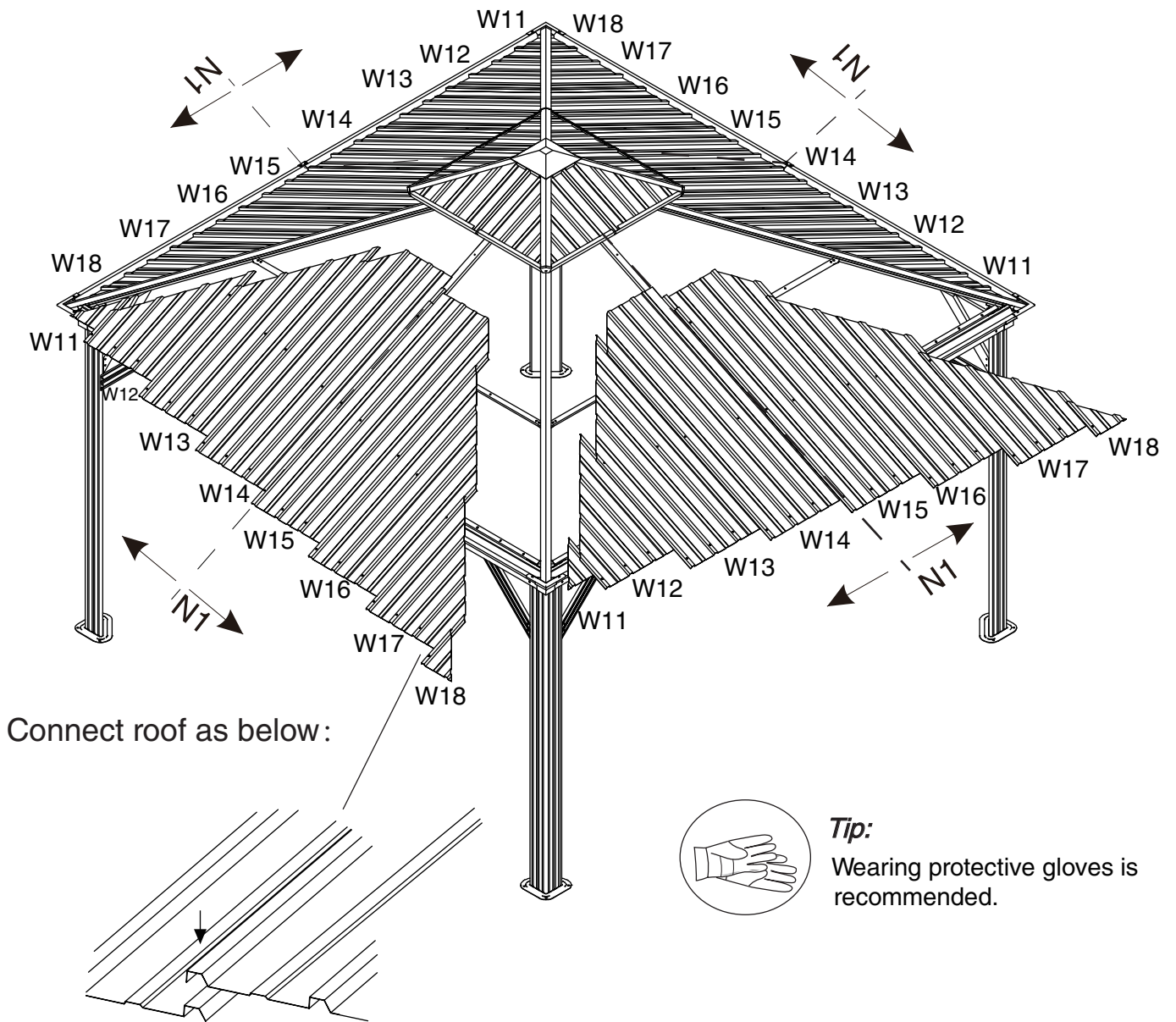
Tip:



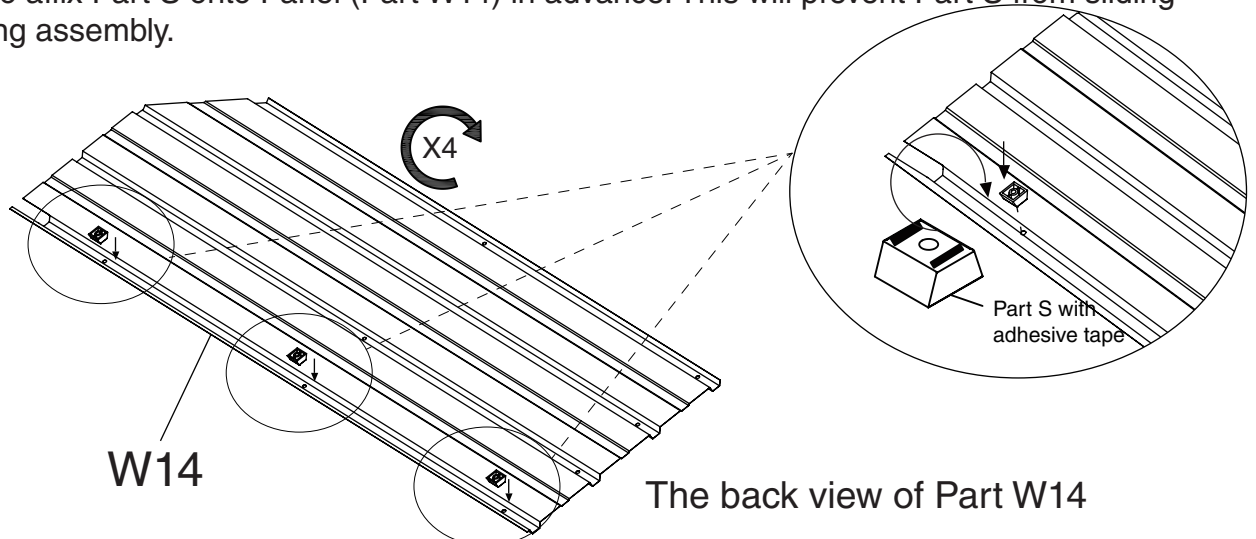
1. Wearing protective gloves is recommended.
2. To prevent Z-Clips (plastic brackets) from sliding off prior to assembly, apply double-sided adhesive tape (Part H3) to the underside (bottom) edge of the roof panels where the brackets (Part Z) are supposed to attach.
3. You can use super glue (not included)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






Overall roof assembly:

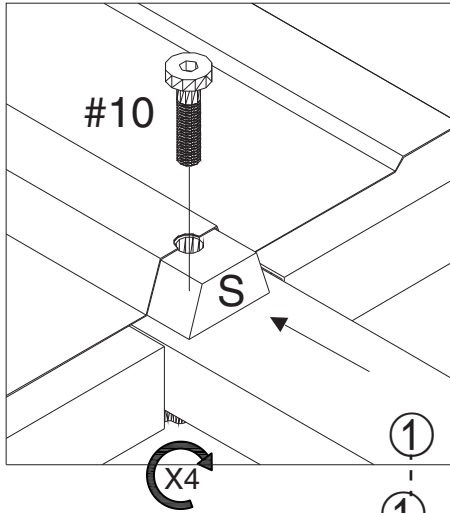
Please put the panels on the frame and assemble them from the centerline (Part N1) to the left and right.



Tip: To facilitate the easy fastening of roof panels (Part W14), please use double-sided adhesive tape (Part H3) to affix Part S onto Panel (Part W14) in advance. This will prevent Part S from sliding down during assembly.

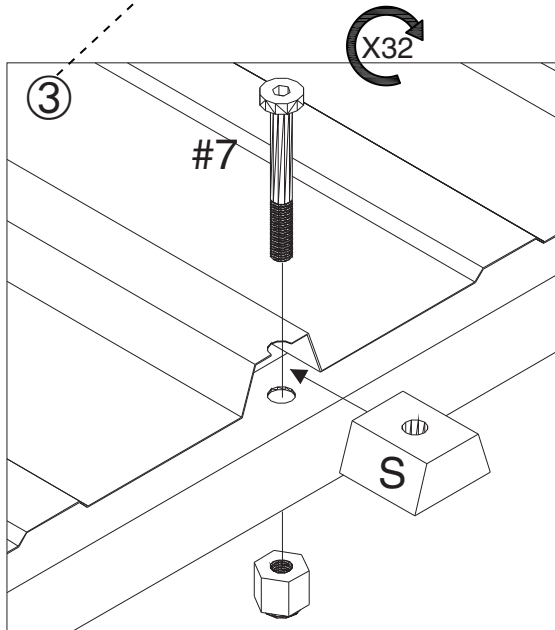
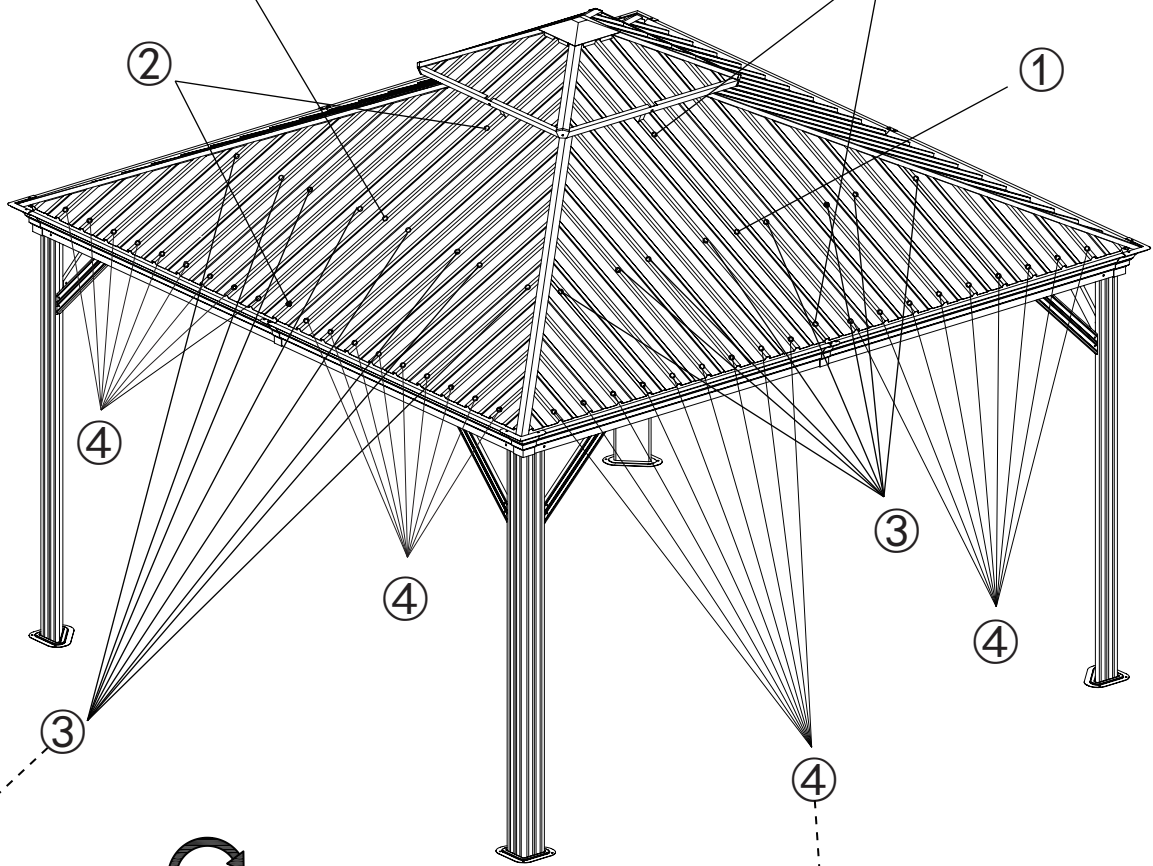
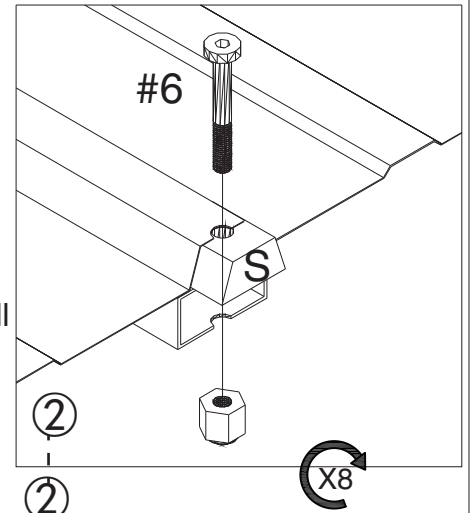


Parts Required:  S (x116)  #5 (x72) M6x28  #6 (x8) M6x45  #7 (x32) M6x50  #10 (x4) M6x25

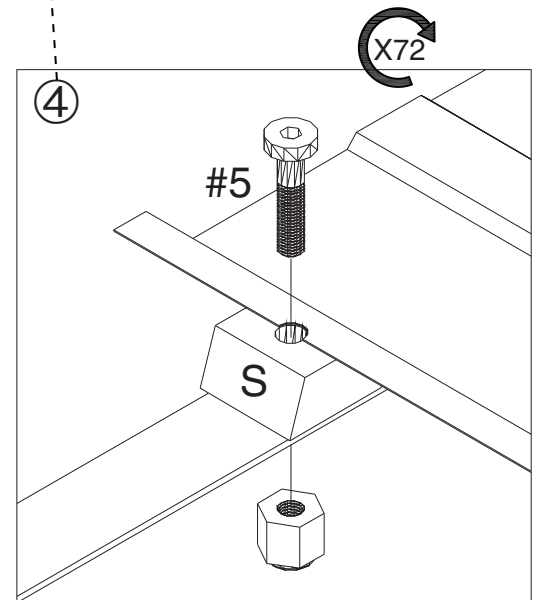


Step 17: Affix roof panels using screws and Spacers (Part S) as shown in the diagram.

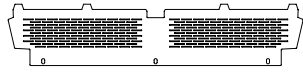
Align all roof panels and screws LOOSELY (DO NOT TIGHTEN ANY SCREWS) until all the roof panels are aligned accordingly. THEN, TIGHTEN all screws to secure the roof panels in place.



Tip:
At least two people for this step.



Parts Required:



P12 (x4)



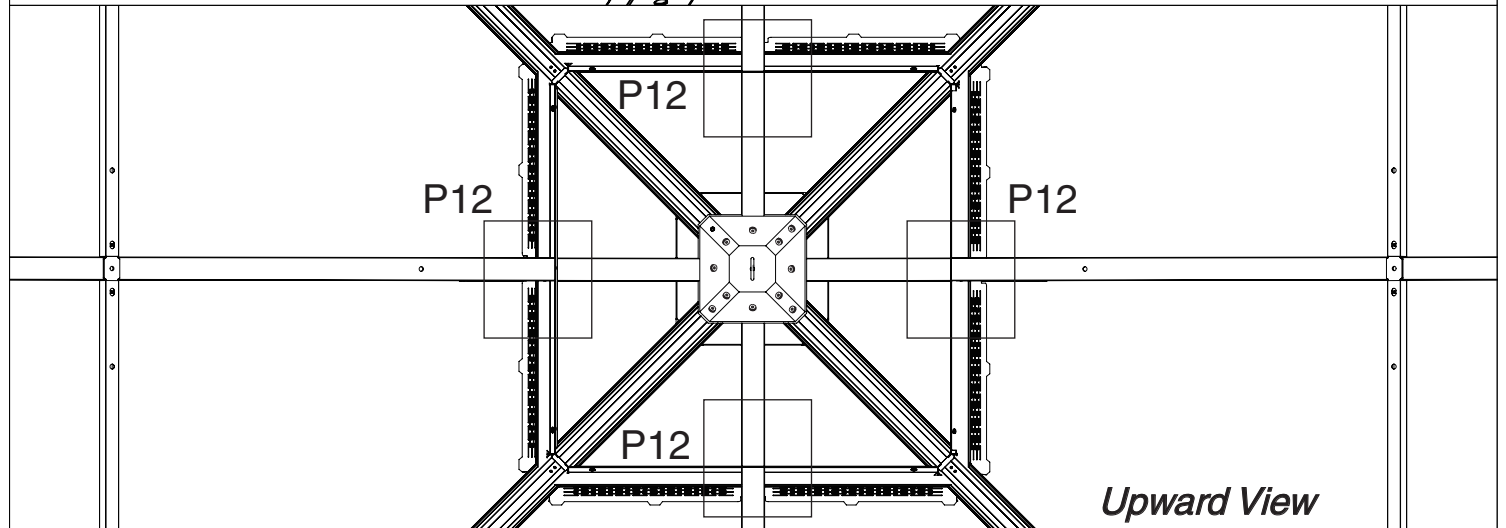
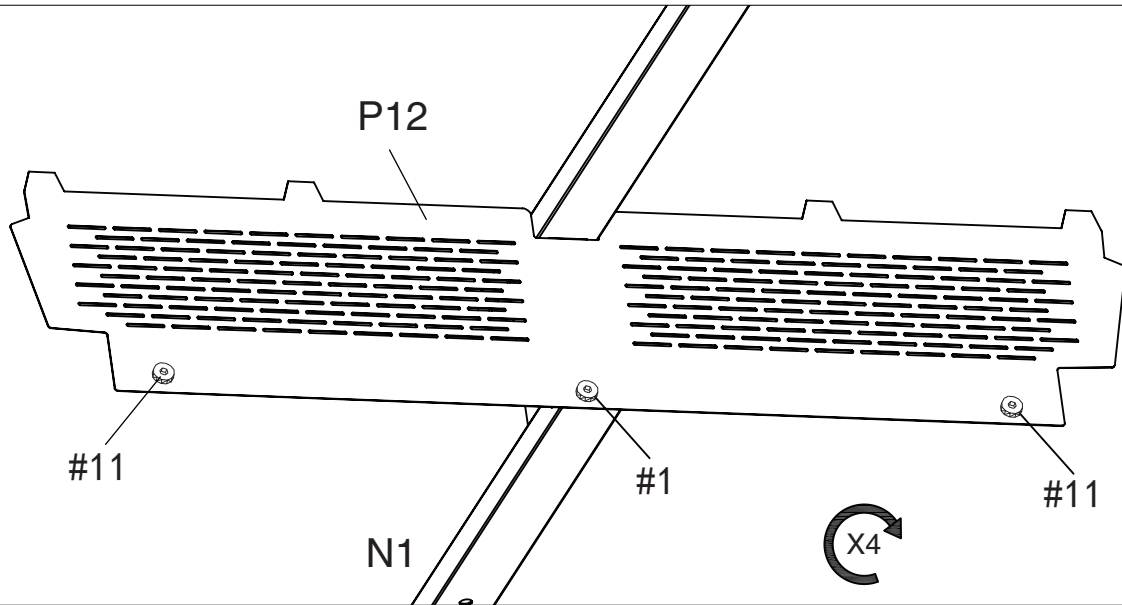
#1 (x4)



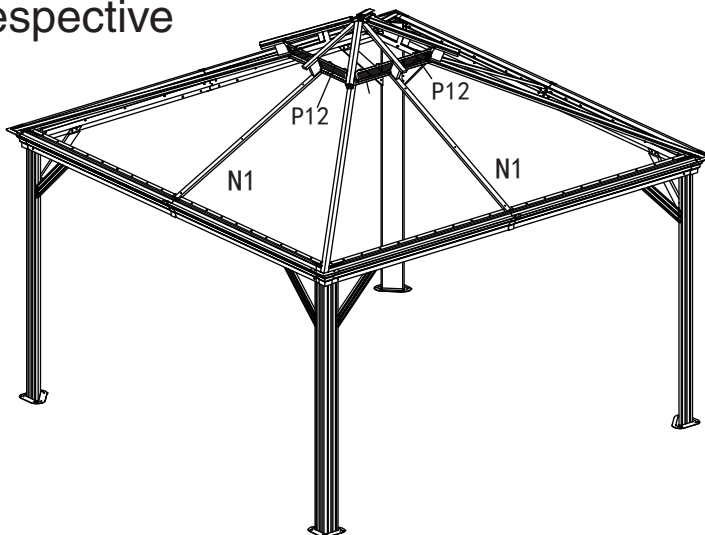
#11 (x8)

STEP 18: Assemble Net Frame

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



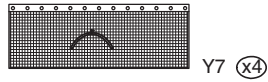
Perspective



Tip:

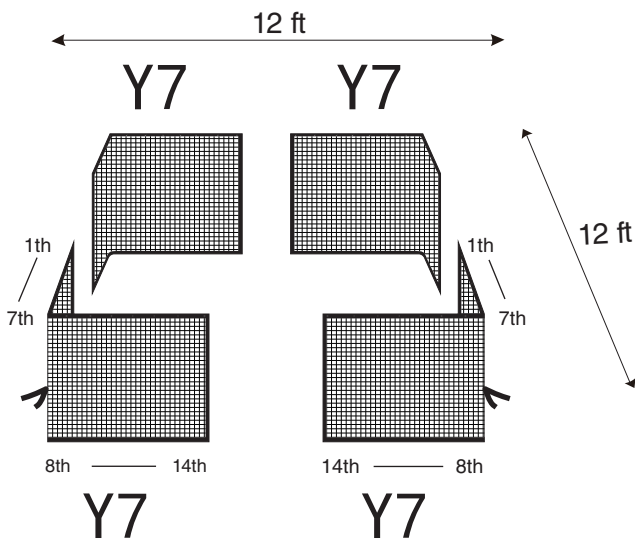
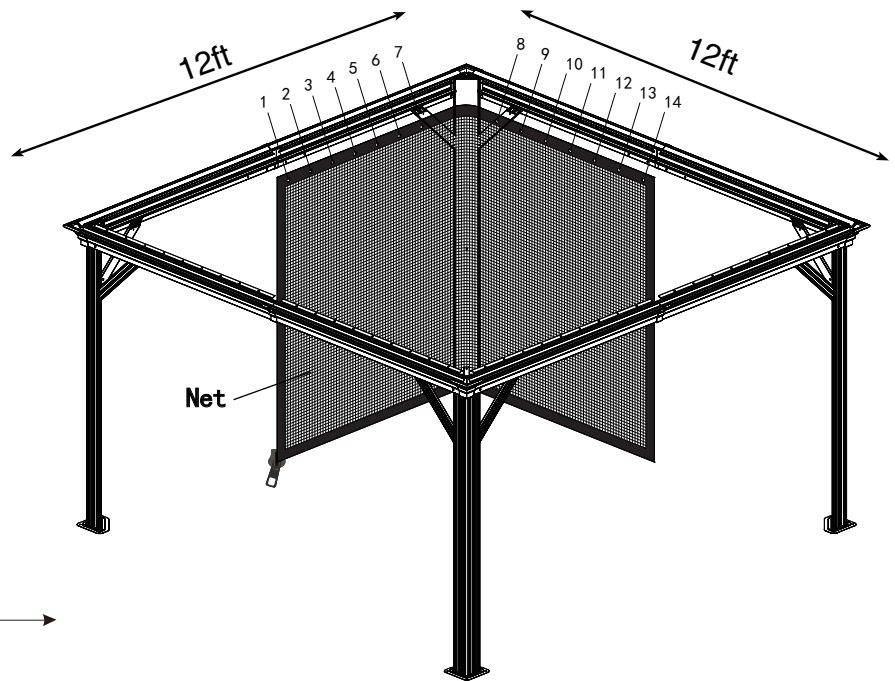
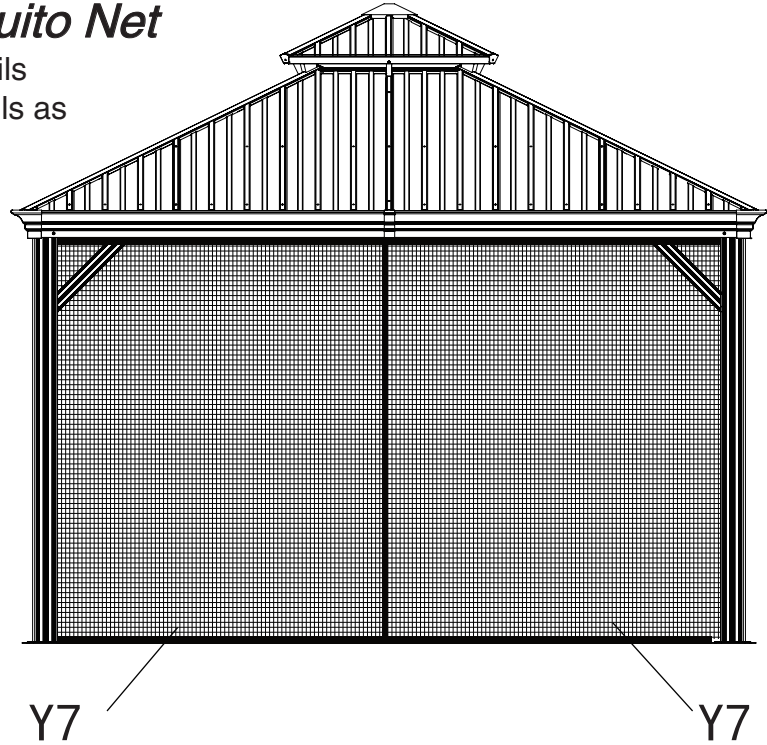
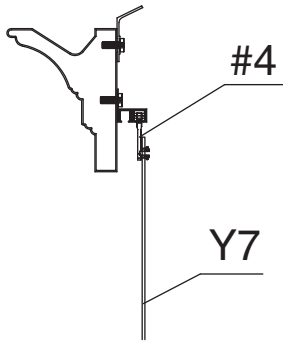
The perspective drawing is for demonstrating how to assemble the final step that sets up the Net Frame (Parts P12) more effectively.

Parts Required:

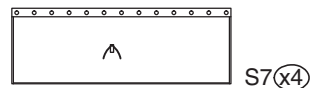


STEP 19: Assemble Mosquito Net

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

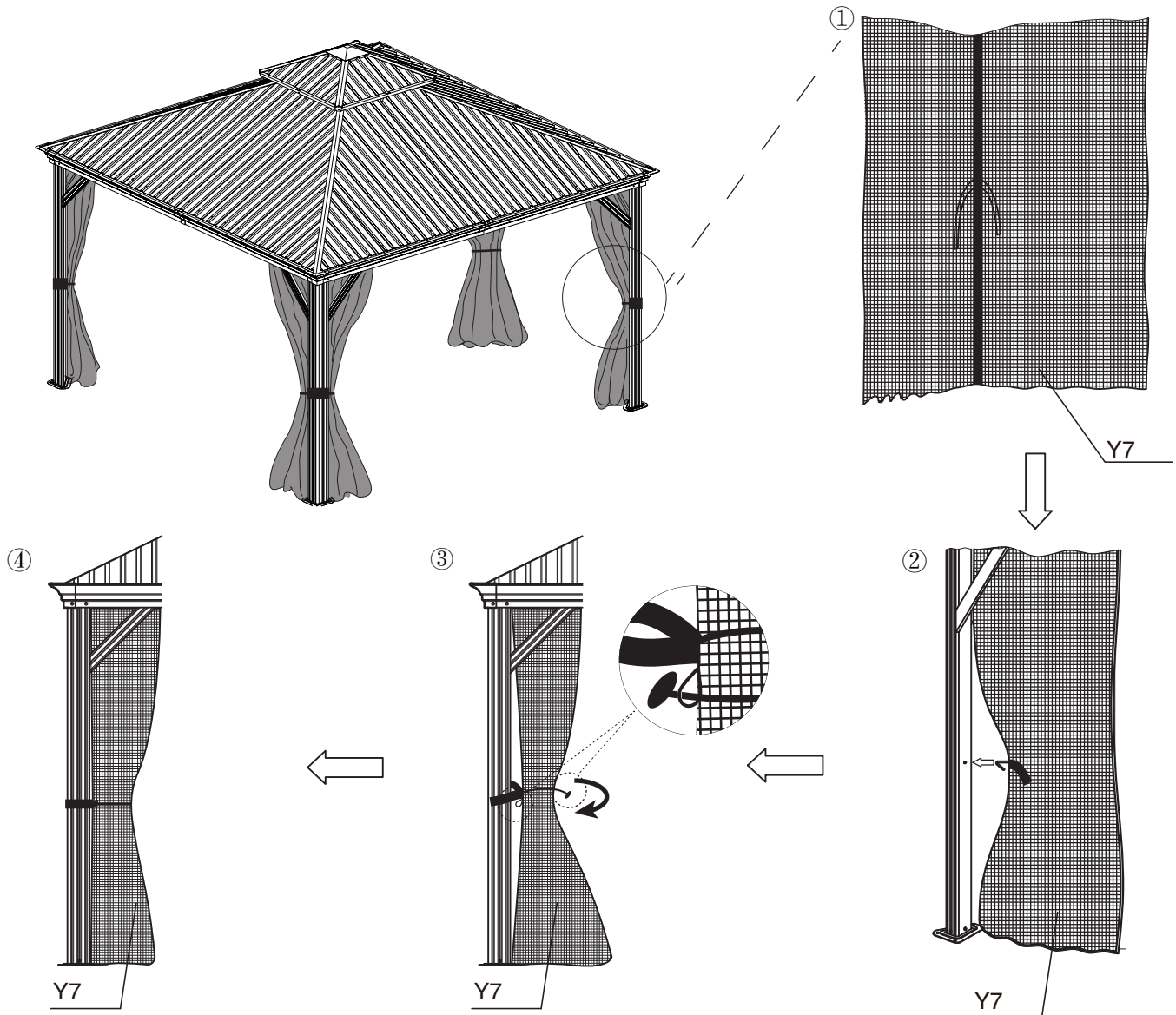


The privacy curtain is not included, but available for separate purchase. Visit kozyard.com and search for KZAHG1212SW to buy it.



Parts Required:

Step 20: 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.

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www.kozyard.com

email: support@kozyard.com

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