



Enjoy Cozy Life!

**12'x16' APOLLO HARDTOP GAZEBO
WITH DOUBLE ROOF**

ASSEMBLY MANUAL



KOZYARD LLC PRODUCTS

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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

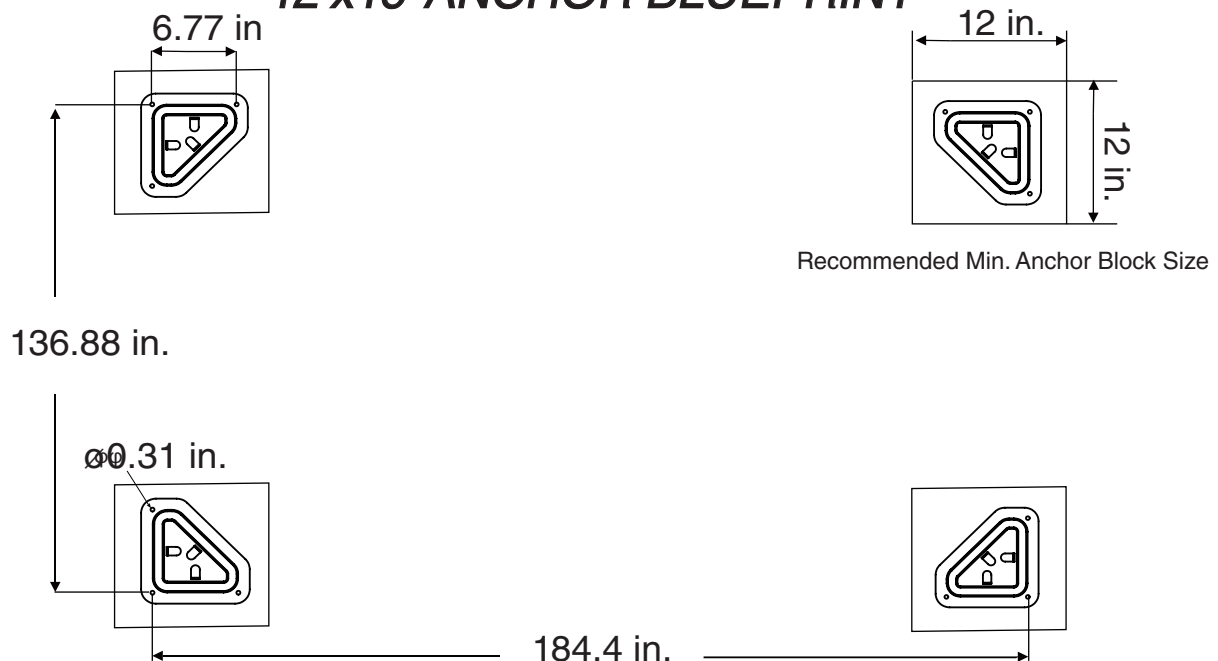


Stepladder



Safetyglasses

12'x16' ANCHOR BLUEPRINT

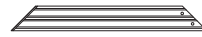


Anchoring poles into concrete is strongly recommended.
Ensure the gazebo is positioned on level ground

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



A (x4)



J1 (x4)



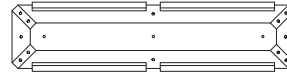
B (x2)



J2 (x4)



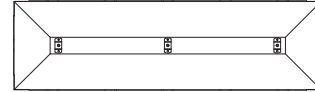
B1 (x2)



K (x1)



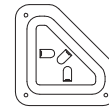
B2 (x2)



K1 (x1)



C (x2)



L (x4)



C1 (x2)



M (x4)



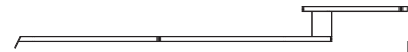
C2 (x2)



N (x4)



D (x2)



N1 (x4)

D1a x2



D1 (x2)



D2 (x2)



E (x2)



E1 (x2)

E1a x2



E2 (x2)



F (x4)



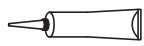
G (x4)



H (x4)

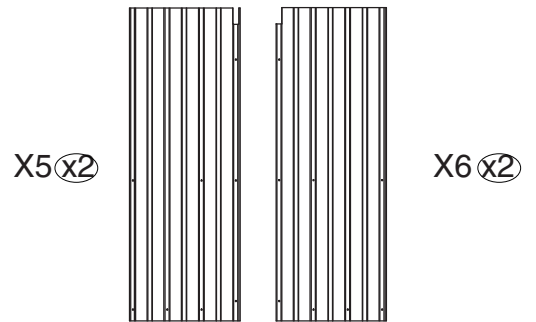
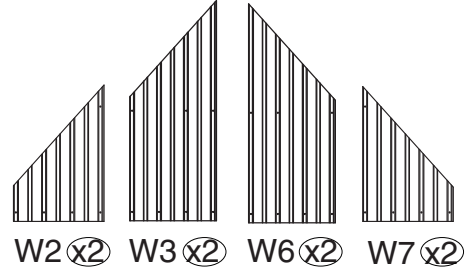
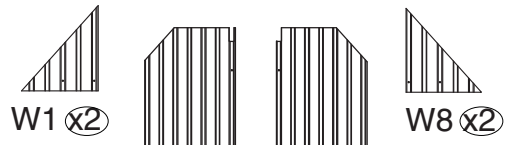
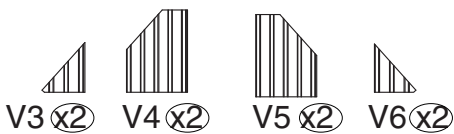
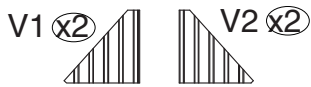
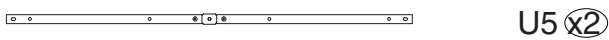


H1 (x4)

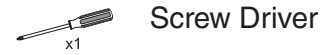
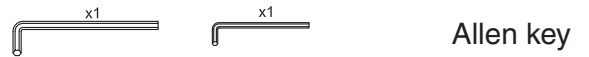
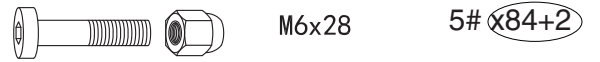
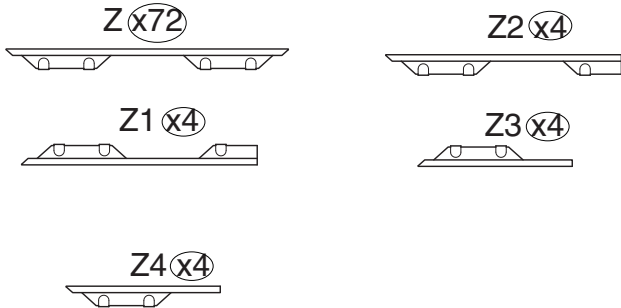
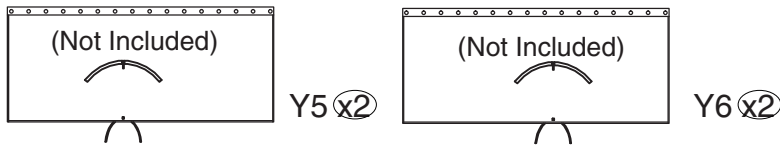
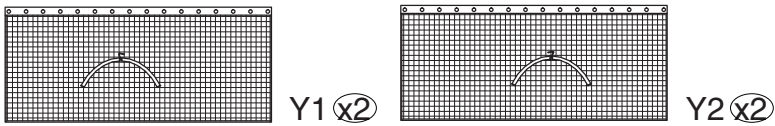
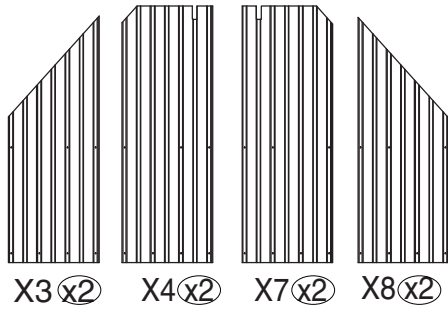
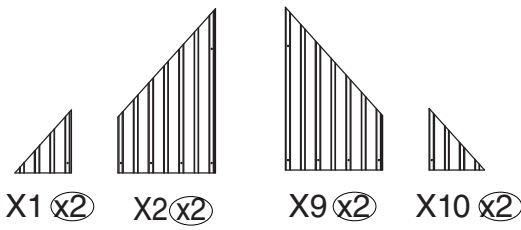


H2 (x1)

ITEM	DESCRIPTION	QTY
A	Pole	4
B	Beam	2
B1	Joint Bar	2
B2	Sidewall Track	2
C	Beam	2
C1	Joints Bar	2
C2	Sidewall Track	2
D	Beam	2
D1	Joints Bar	2
D1a	Joints Bar	2
D2	Sidewall Track	2
E	Beam	2
E1	Joints Bar	2
E1a	Joints Bar	2
E2	Sidewall Track	2
F	Union Bar	4
G	Corner Cover	4
H	Joint Cover	4
H1	Joint Cover	4
H2	Silicone Rubber	1
J1	Corner Solidifying Bar	4
J2	Corner Solidifying Bar	4
K	Inside Roof Connector	1
K1	Outside Roof Connector	1
L	Base	4
M	Corner roof bar	4
N	Roof Bar	4
N1	Roof Bar	4



ITEM	DESCRIPTION	QTY
P	Finishing Bar	2
P1	Net Frame	2
Q	Finishing Bar	2
Q1	Net Frame	2
Q2	Net Frame	2
R	Finishing End	8
S	Spacer	136
T1	Finishing Bar	2
T2	Finishing Bar	2
U1	Solidifying Bar	4
U2	Solidifying Bar	4
U3	Iron Angle	4
U4	Iron Angle	6
U5	Solidifying Bar	2
v	Roof Panel	2
V1	Roof Panel	2
V2	Roof Panel	2
V3	Roof Panel	2
V4	Roof Panel	2
V5	Roof Panel	2
V6	Roof Panel	2
W1	Roof Panel	2
W2	Roof Panel	2
W3	Roof Panel	2
W4	Roof Panel	2
W5	Roof Panel	2
W6	Roof Panel	2
W7	Roof Panel	2
W8	Roof Panel	2
X5	Roof Panel	2
X6	Roof Panel	2



ITEM	DESCRIPTION	QTY
X1	Roof Panel	2
X2	Roof Panel	2
X3	Roof Panel	2
X4	Roof Panel	2
X7	Roof Panel	2
X8	Roof Panel	2
X9	Roof Panel	2
X10	Roof Panel	2
Y1/Y2	Mosquito Sidewall	4
Y5/Y6	Solid Sidewall	4
Yb	Strap	4
Z	Bracket	72
Z1	Bracket	4
Z2	Bracket	4
Z3	Bracket	4
Z4	Bracket	4
1#	Screws	259+4
2#	Screws	16+2
3#	Screws	16+2
4#	Hook	64
5#	Screws	84+2
6#	Screws	8+1
7#	Screws	40+2
8#	Screws	4+1
9#	Screws	24+2
10#	Screws	4+1
11#	Screws	12+1
	Allen key/ Wrench/Screw Driver	5

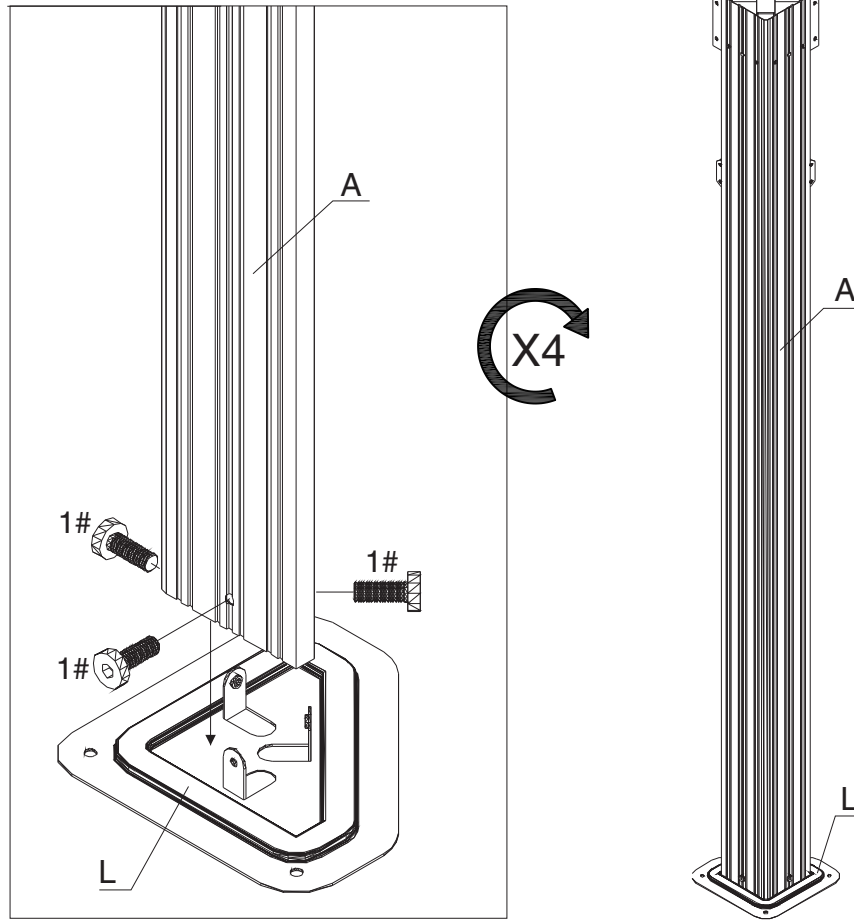
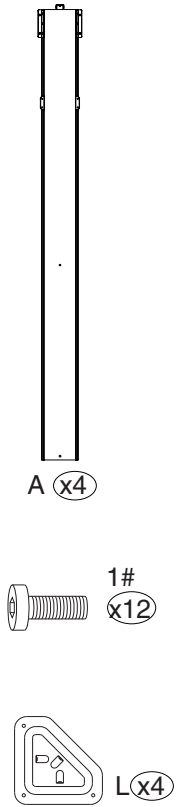
(Not Included)

(Not Included)

Parts Required:

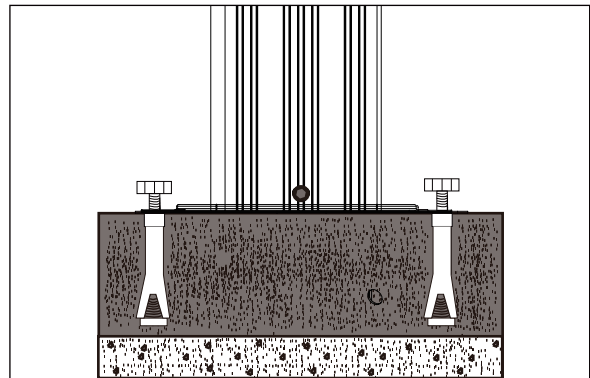
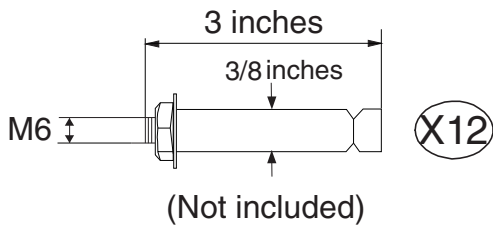
Step 1: Set up Poles

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



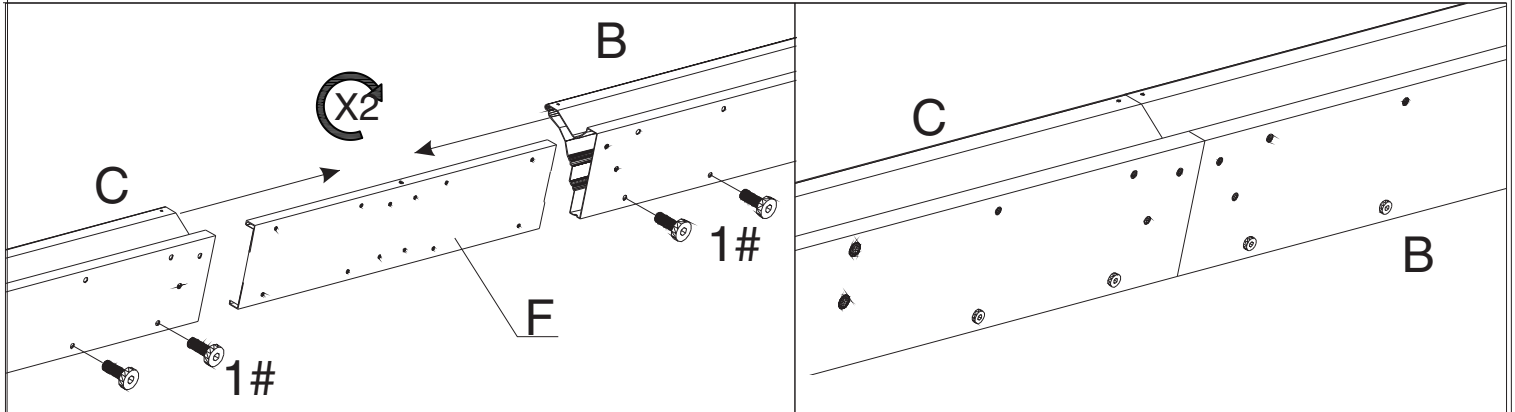
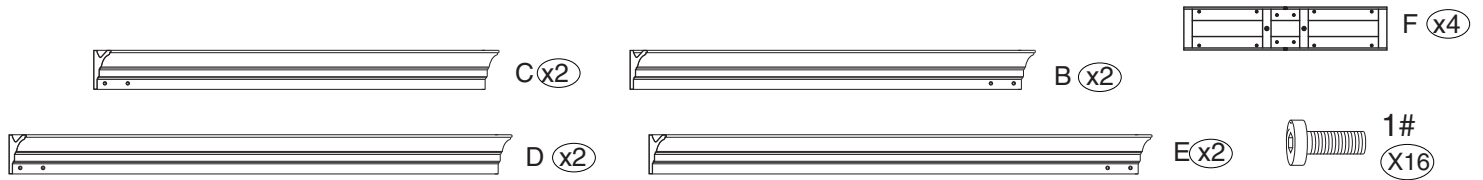
Reference for anchoring gazebo:

- 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.



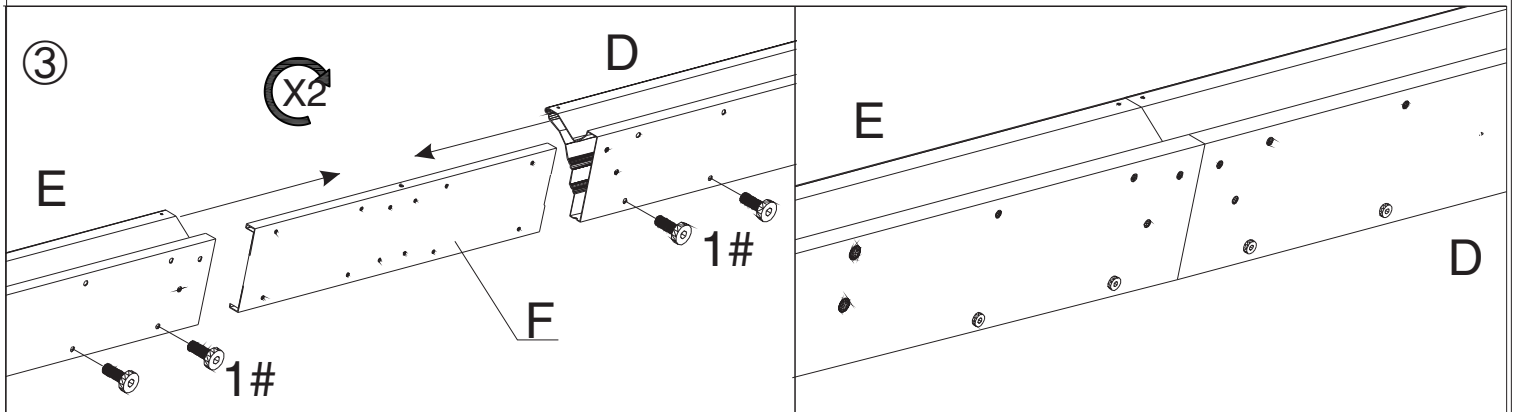
Attention: After assembly, we strongly recommend anchoring the gazebo to your deck or concrete as shown above. Damage resulting from wind or improper anchoring is not covered under warranty.

Parts Required:



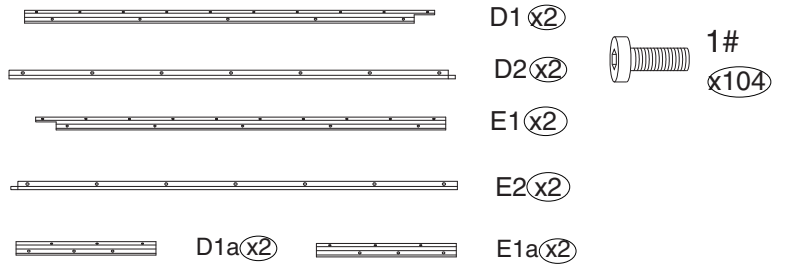
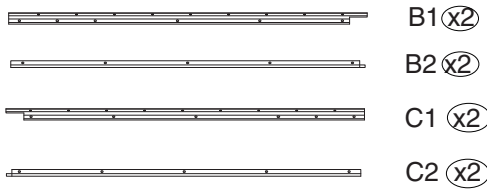
Step 2: Connect the Beams

1. Connect (Part C, B) into one beam using Union bar (Part F) with screws 1# as shown in the diagram.



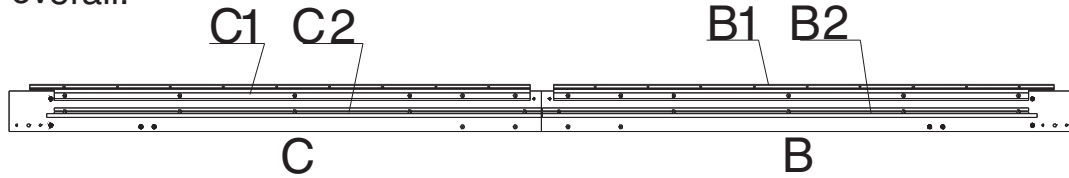
2. Connect (Part E, D) into one beam using Union Bar (Part F) with screws 1# as shown in the diagram.

Parts Required:

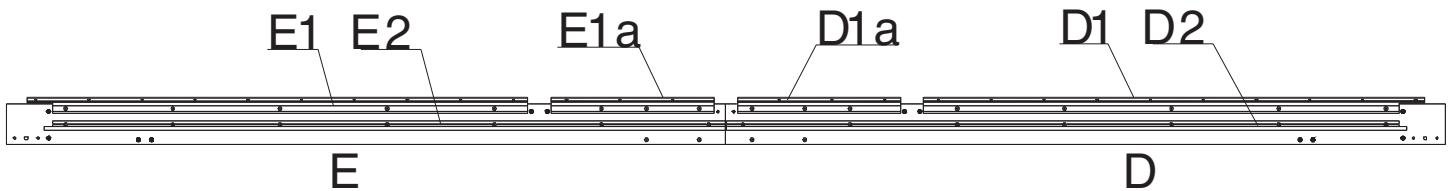


Step 3: Connect Joint Bars and Tracks with Beams

12 ft overall:

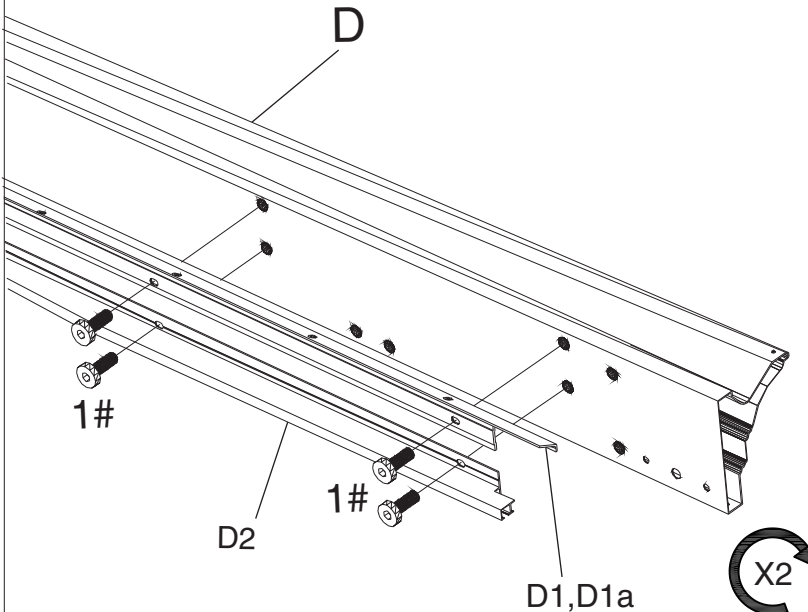
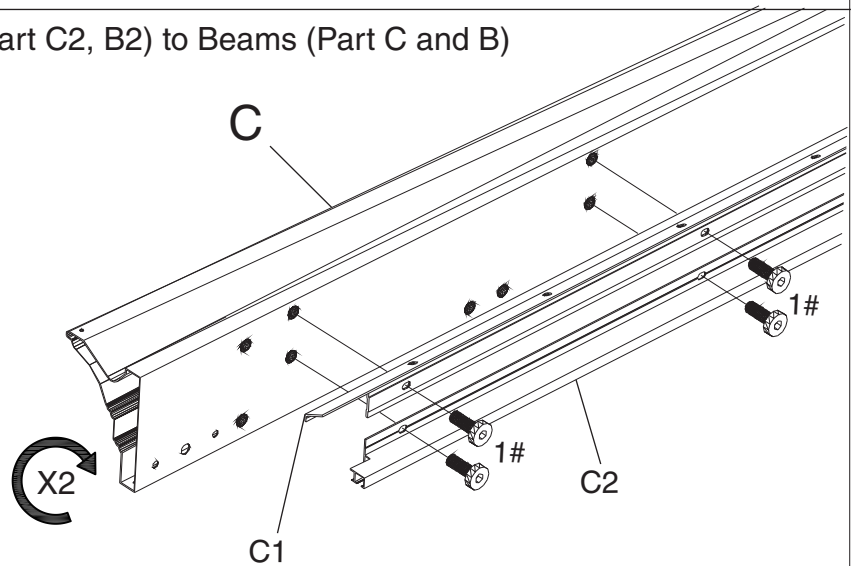


16 ft overall:



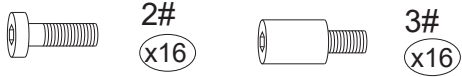
1. Connect Joint Bars (Part C1, B1), Tracks (Part C2, B2) to Beams (Part C and B) using screws 1# as shown in the diagram.

Tip:
Do not tighten all screws on Joints Bars (Part B1, C1, E1, D1, E1a, D1a), until the screws of the roof panels be aligned in place.



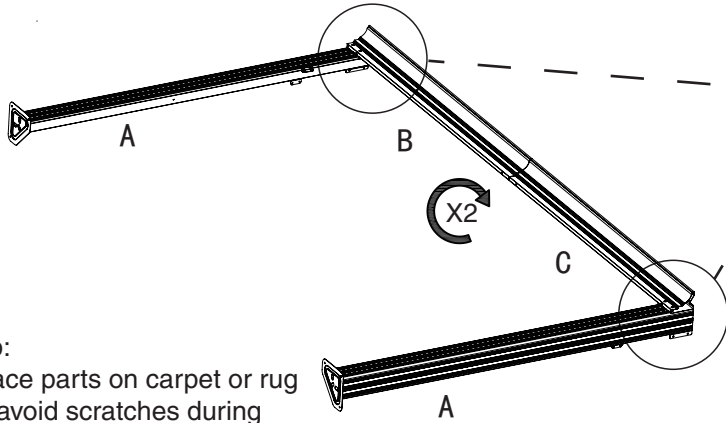
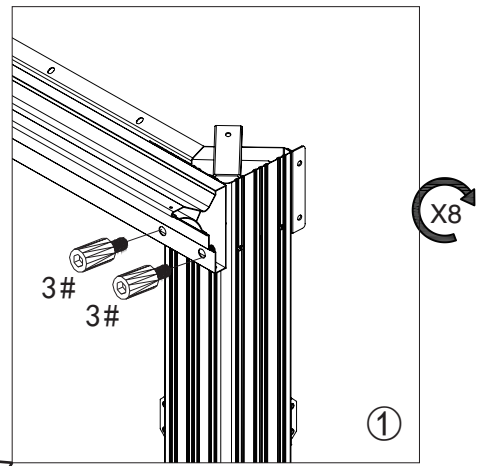
2. Replicate the same steps for Joint Bars (Part E1, E1a, D1, D1a), Tracks (Part E2 and D2) attaching them to Beams (Part E, D) using screws 1# as shown in diagram.


Parts Required:

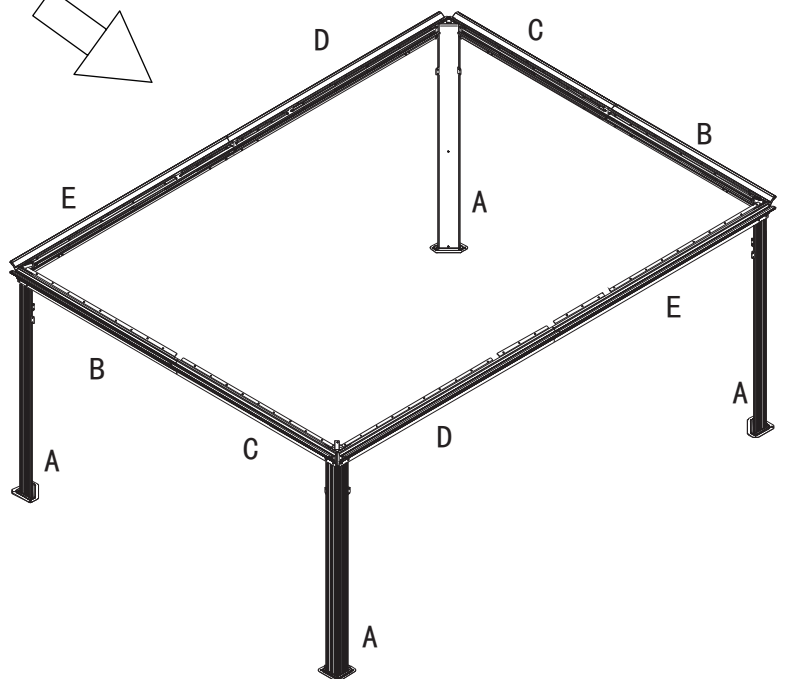
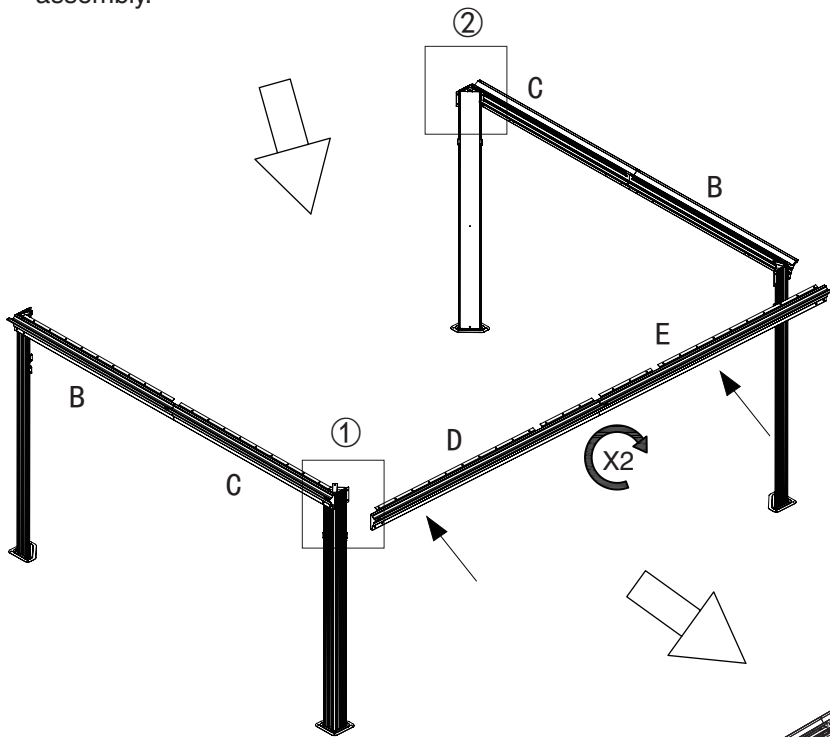
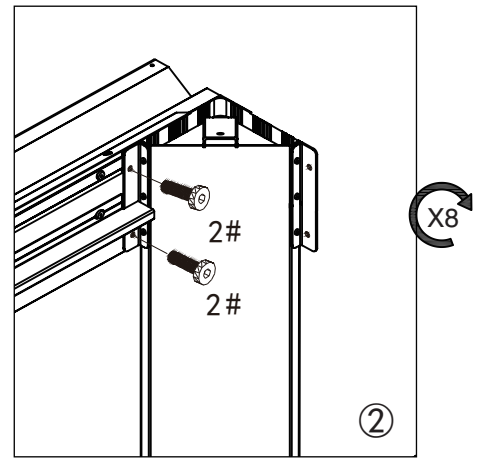


Step 4: Set up Poles and Beams

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

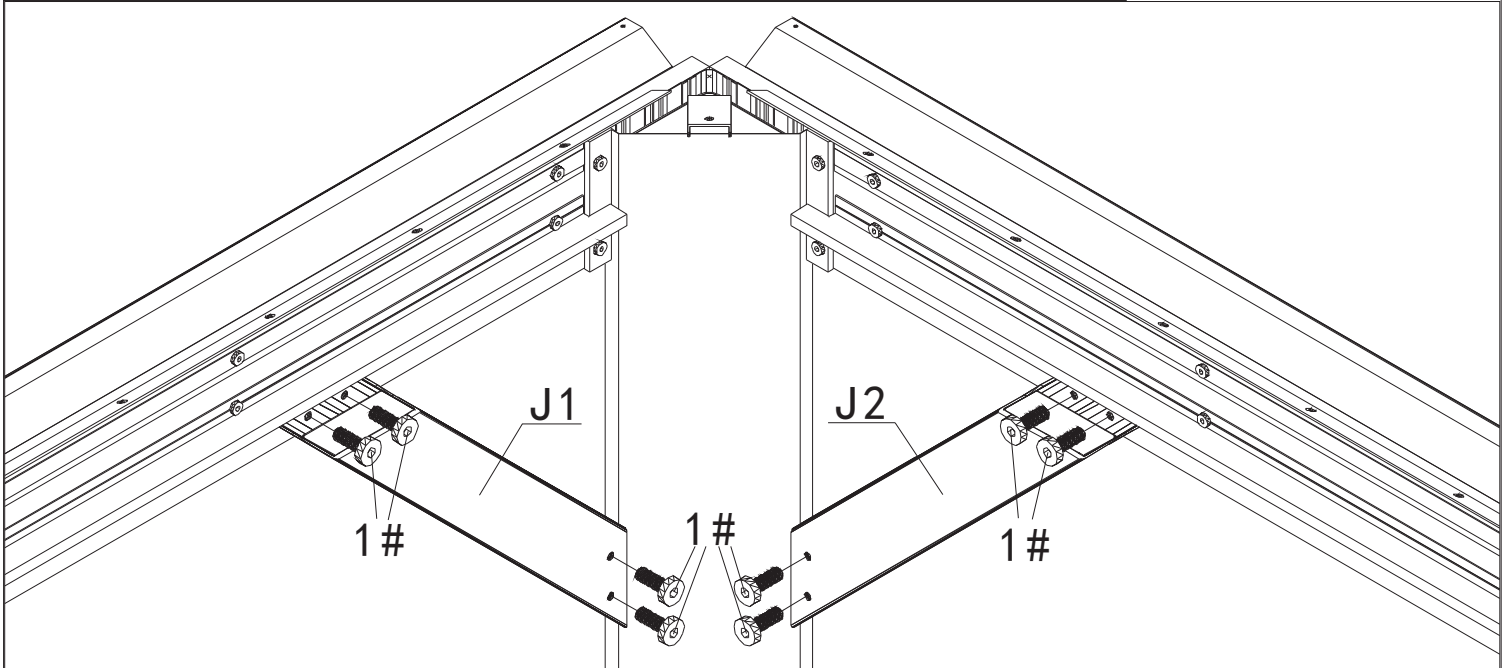
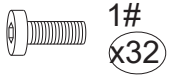


 Tip: Place parts on carpet or rug to avoid scratches during assembly.



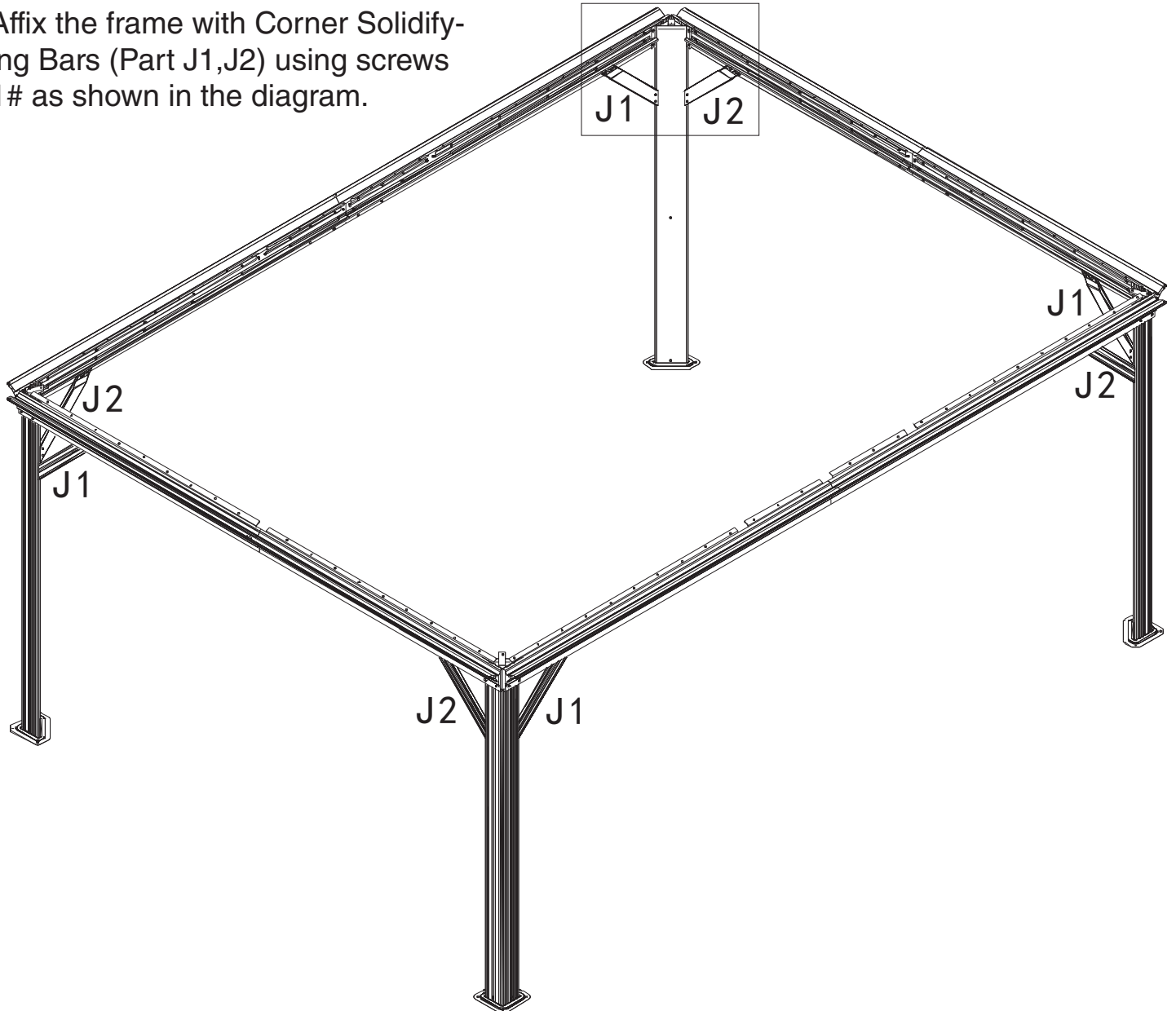
Tip: At least three people for this step.

Parts Required:

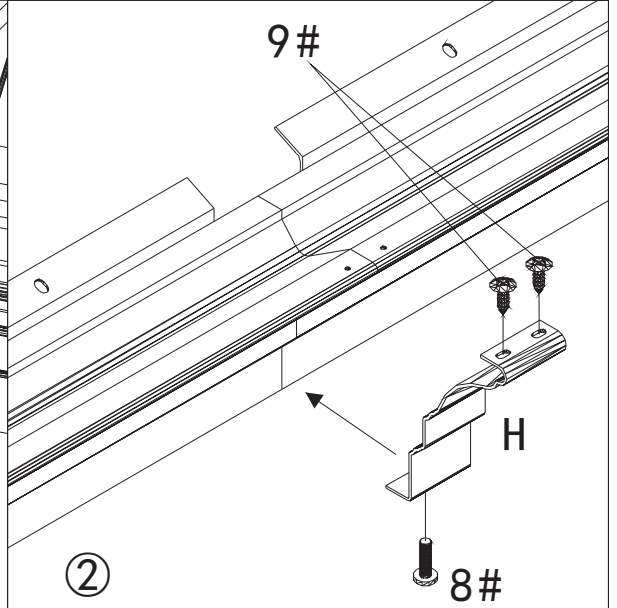
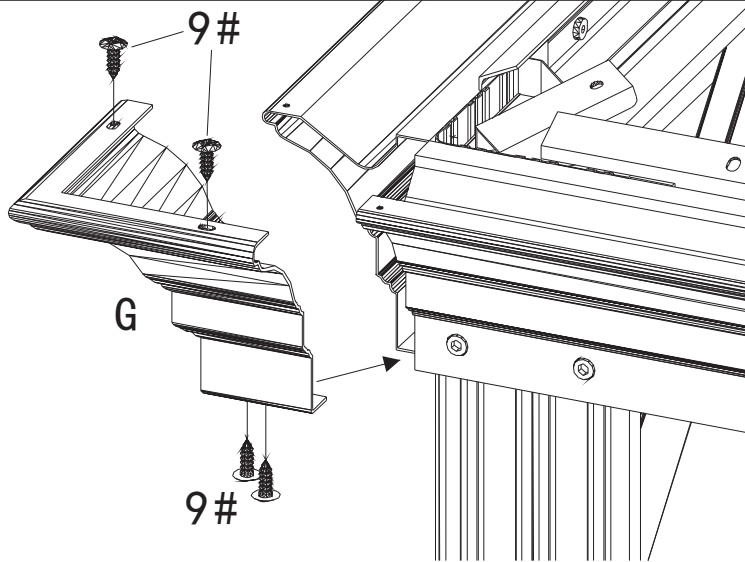
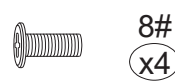


Step 5: Connect Solidifying Bars with Beams and Poles

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



Parts Required:



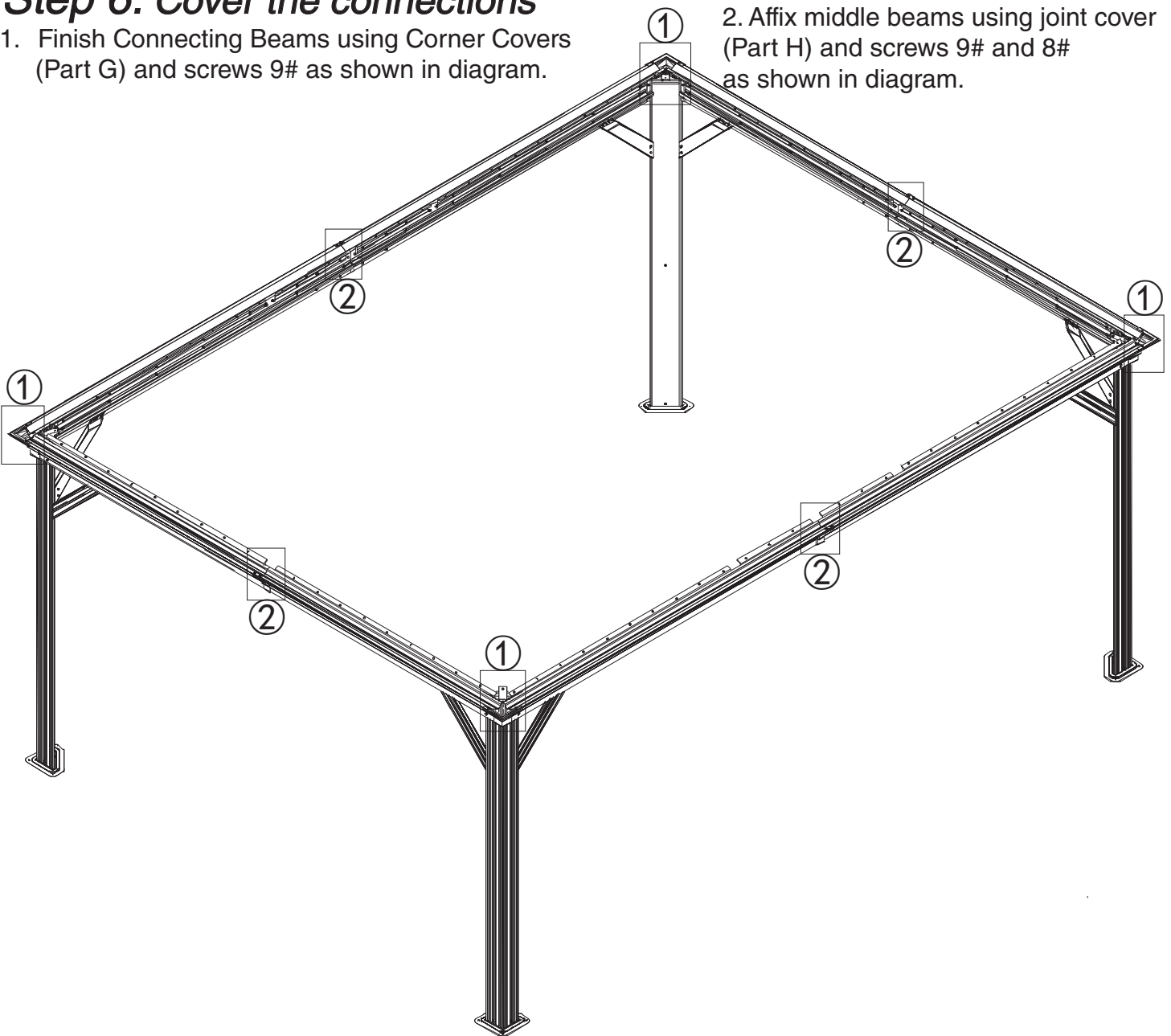
①

②

Step 6: Cover the connections

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

2. Affix middle beams using joint cover (Part H) and screws 9# and 8# as shown in diagram.

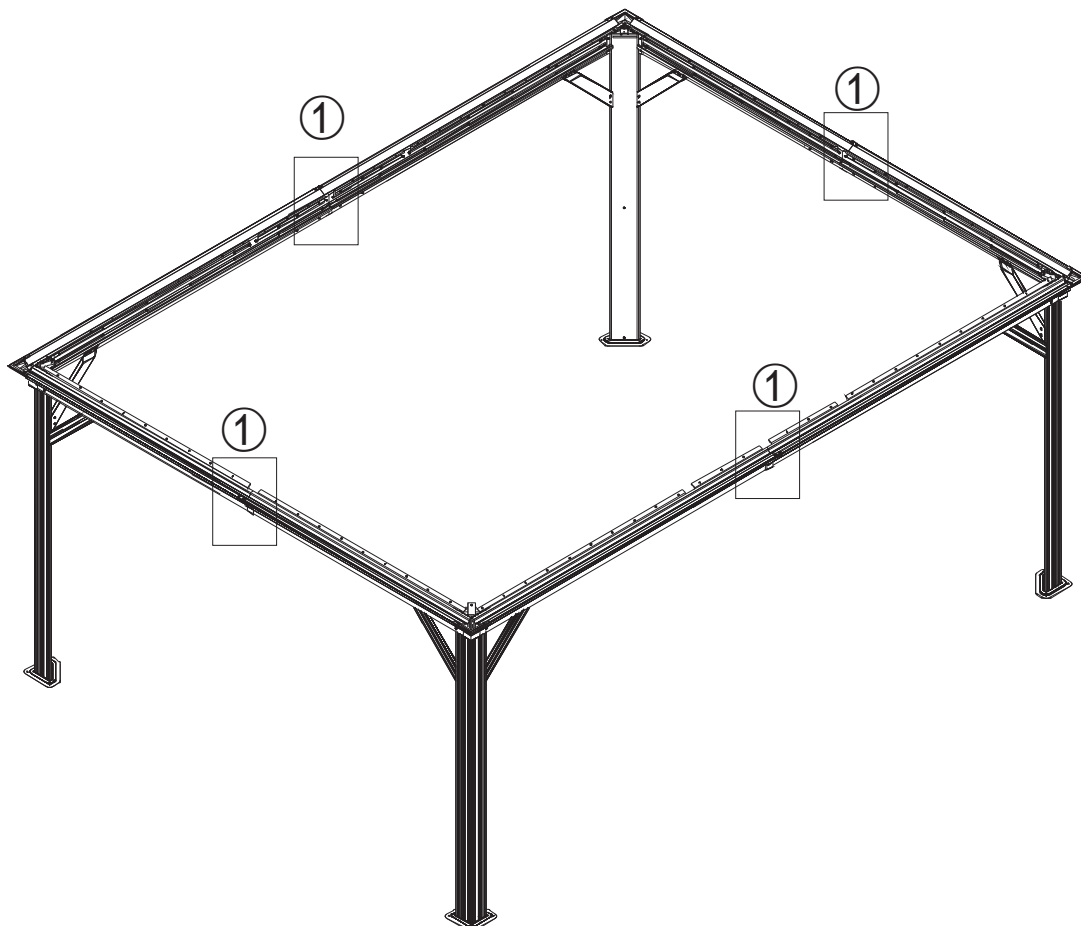
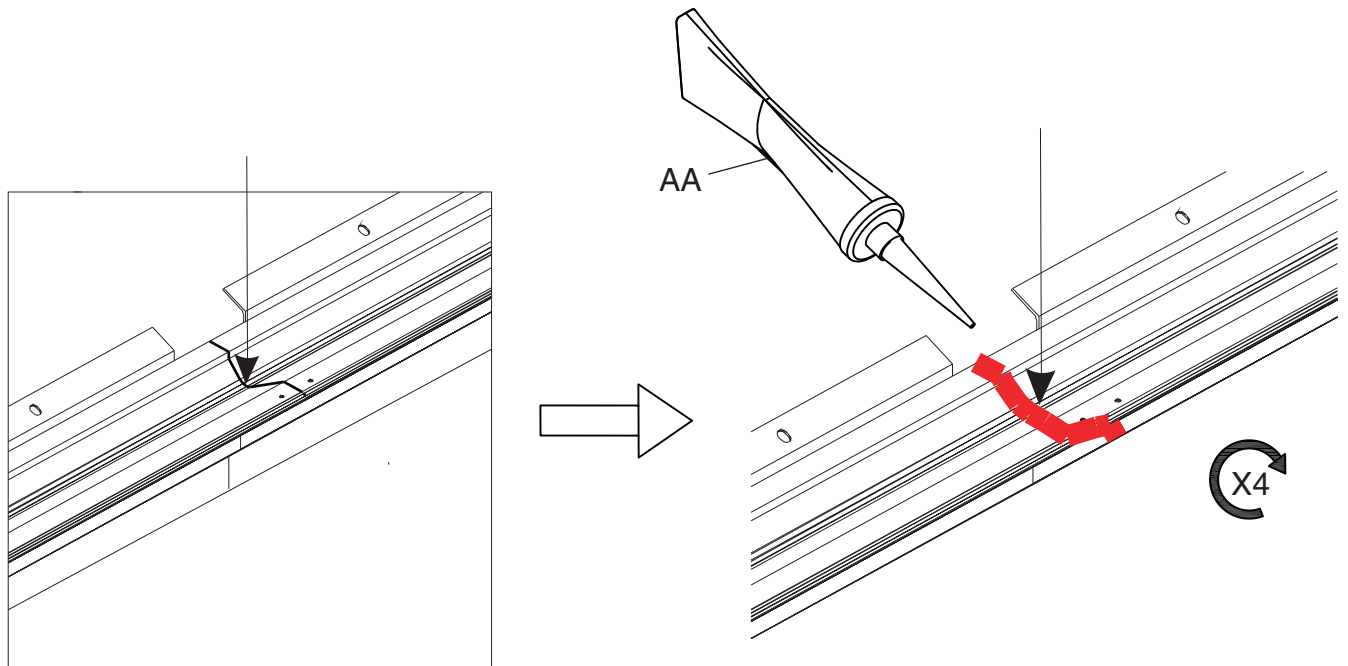


Parts Required:

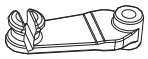


Step 7: Seal the seams

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:



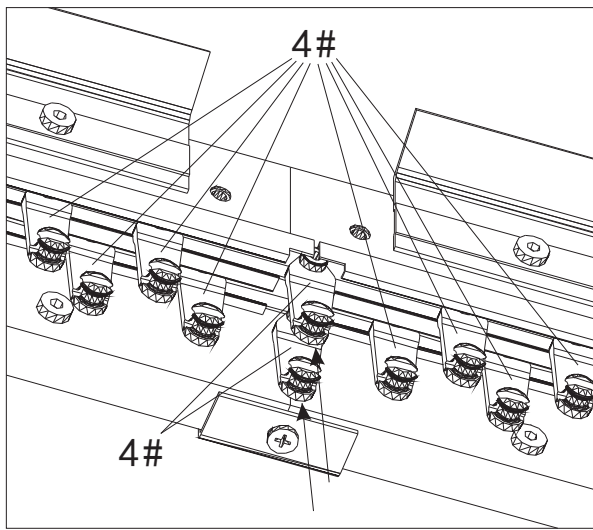
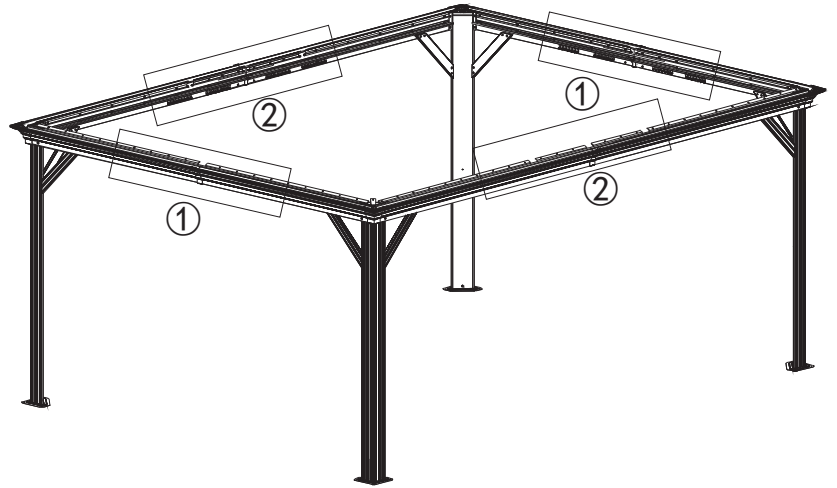
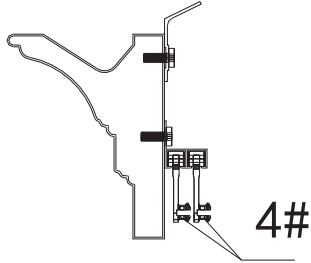
4# x128



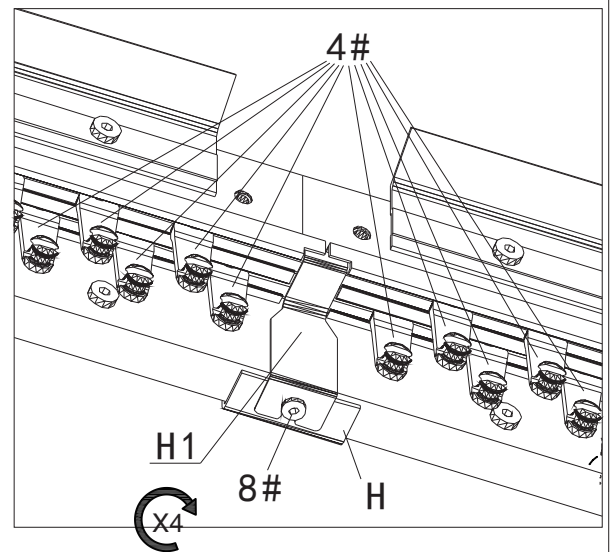
H1 x4

Step 8: Install Hooks

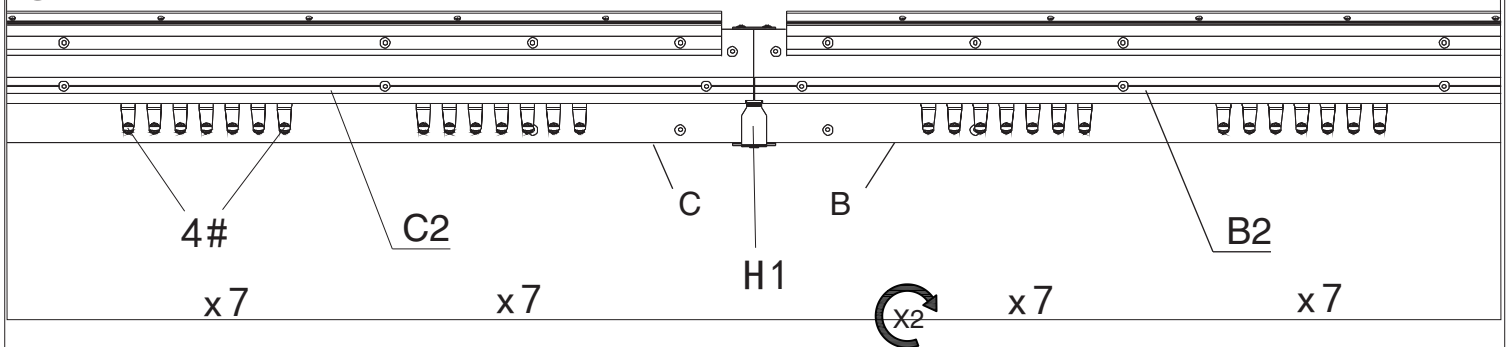
After finishing Hooks (Part 4#) into the tracks, then put Joint Cover (Part H1) to lock them.



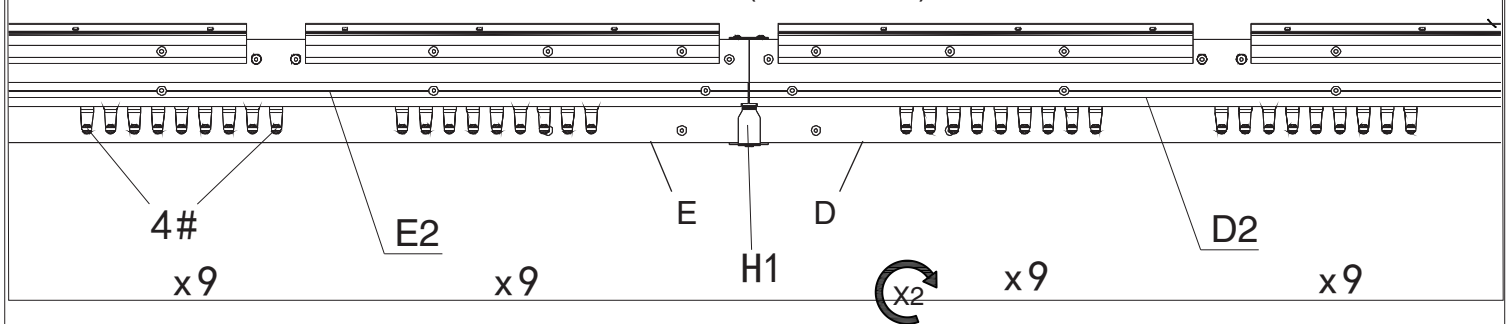
Note the amount of hooks for each slot as noted below:



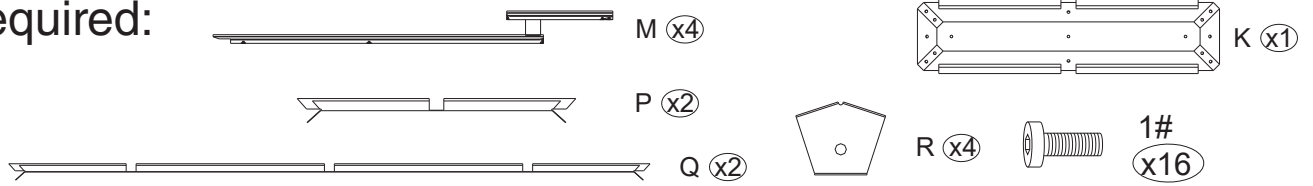
① Attach 7 hooks to each slot of Sidewall Track (Part C2, B2) for 12 ft side.



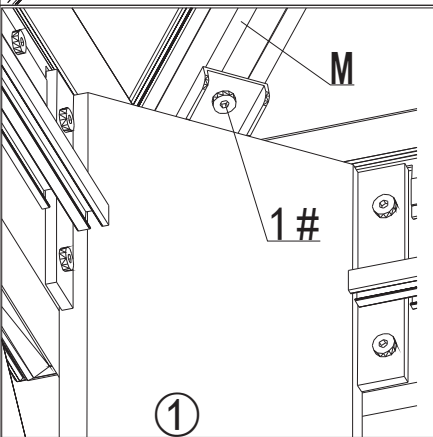
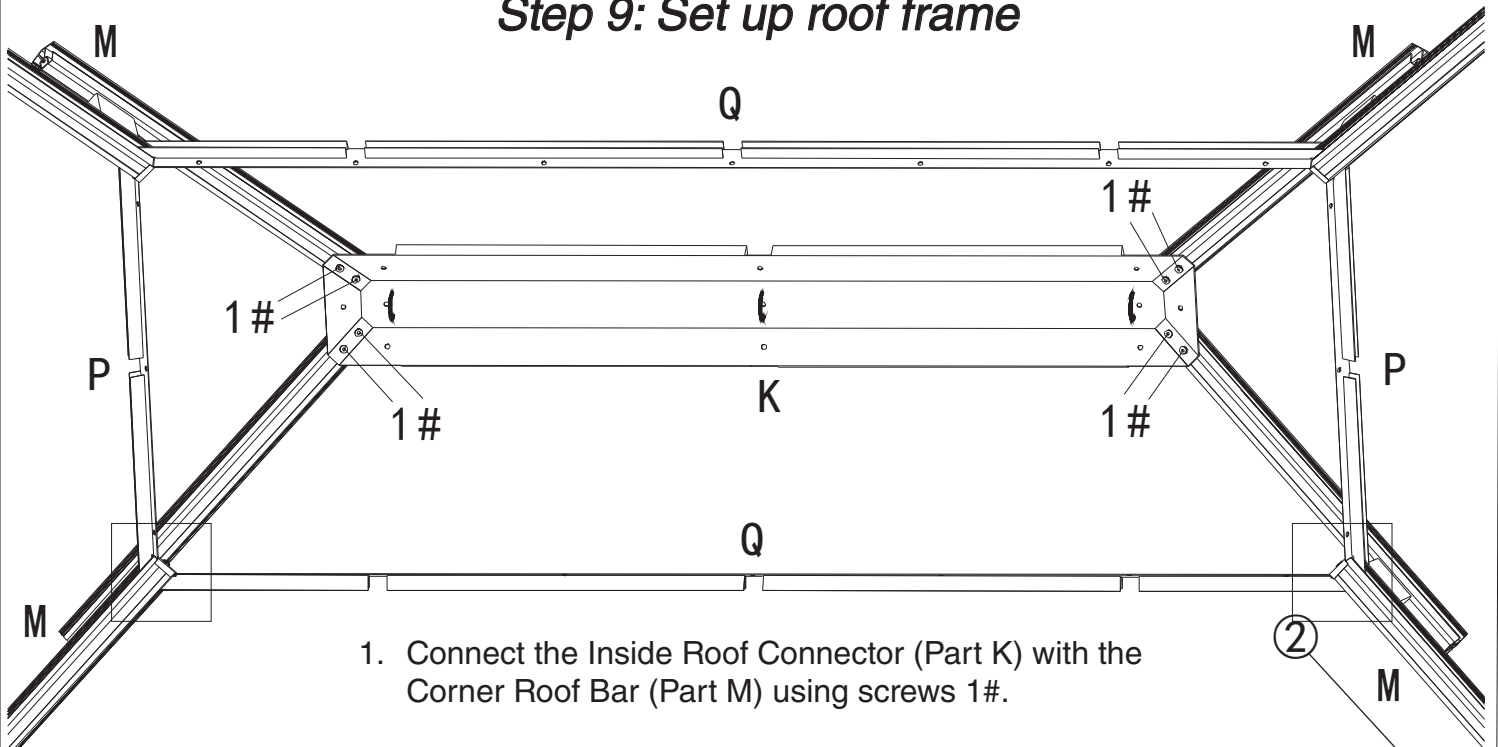
② Attach 9 hooks to each slot of Sidewall Track (Part E2, D2) for 16 ft side.



Parts Required:

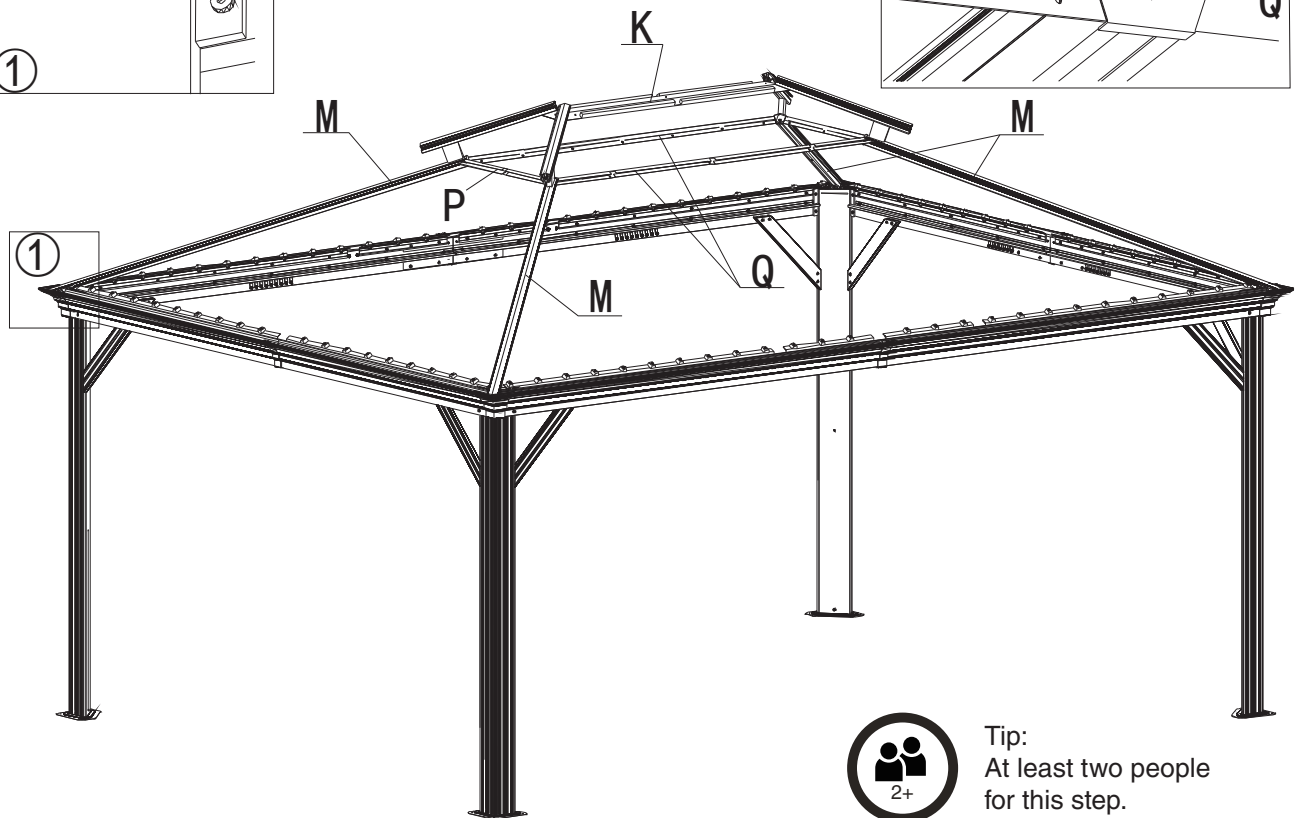
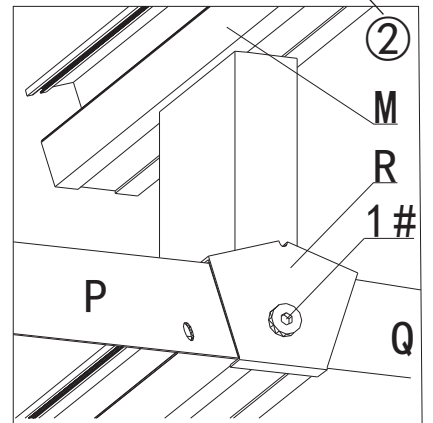


Step 9: Set up roof frame



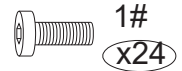
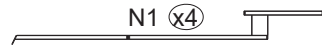
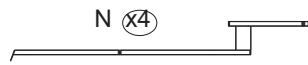
2. Attach Corner Roof Bar (Part M) to the main frame using screw 1#, as shown in the diagram.

3. Attach finishing bar (Part P&Q) with finish end (Part R) using screws 1# to corner roof bar (Part M) as shown in the diagram.

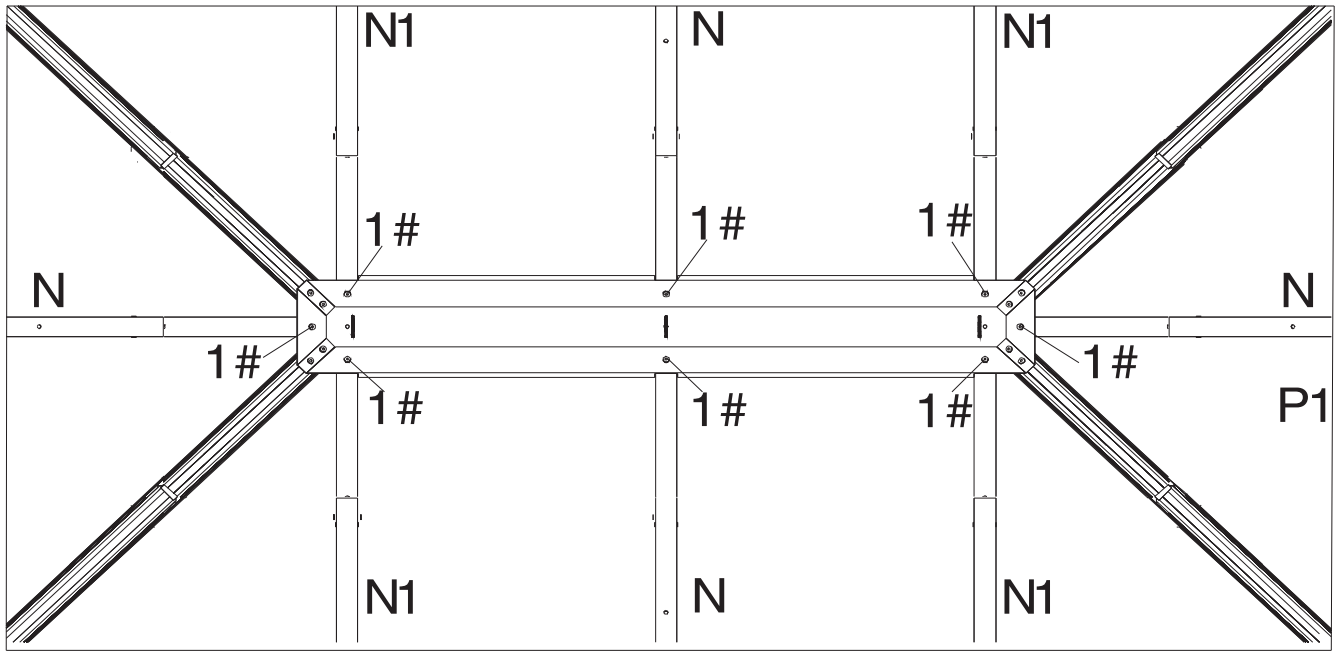


Tip:
 At least two people
 for this step.

Parts Required:

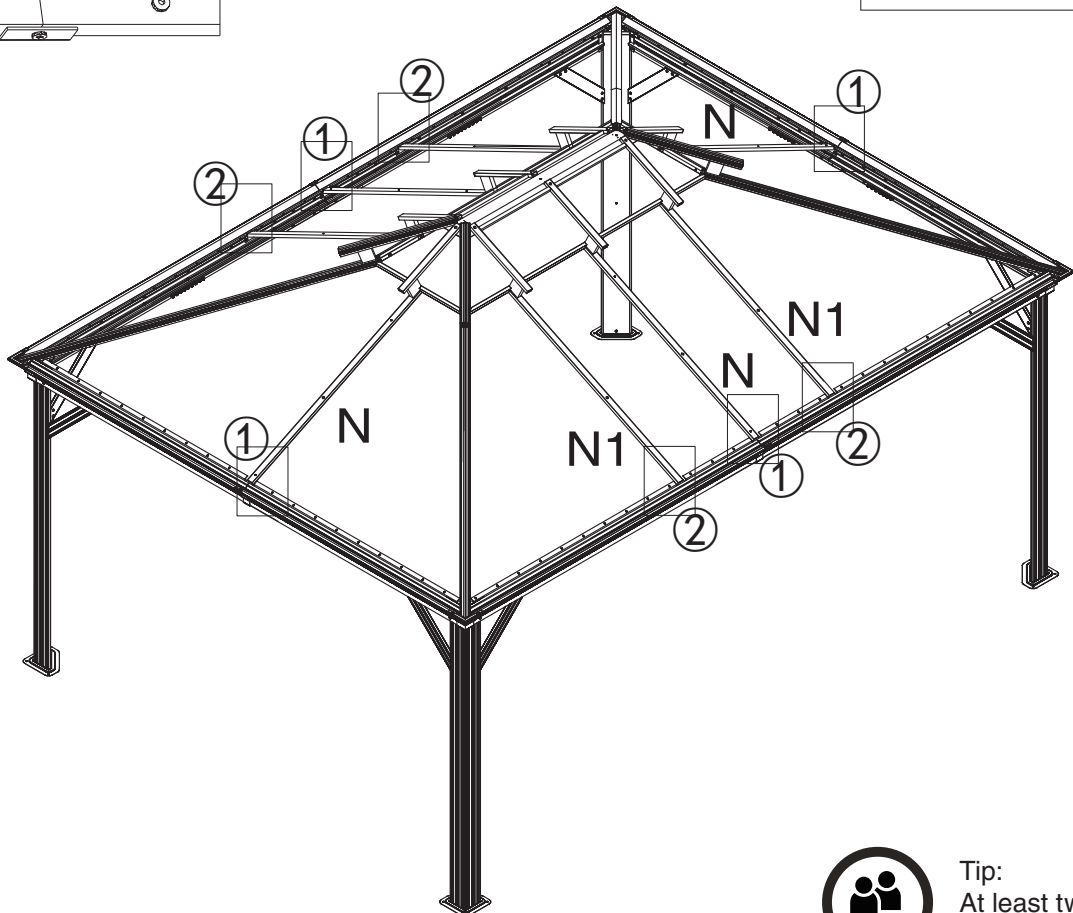
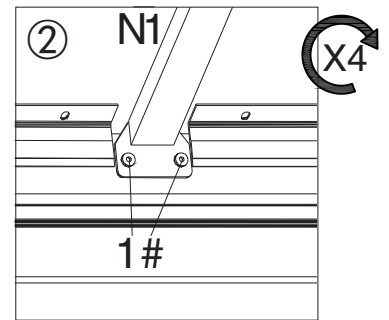
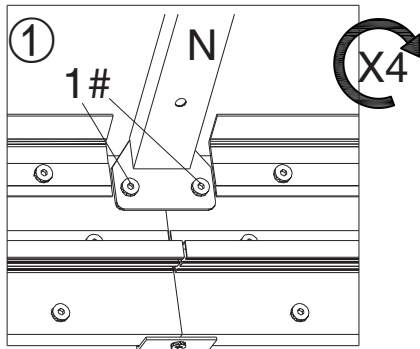


Upward View



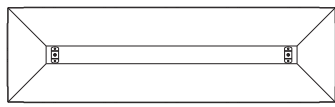
Step 10: Set up Roof Bar

Attach Roof Bar (Part N, N1) to the main frame using screw 1#.



Tip:
At least two people
for this step.

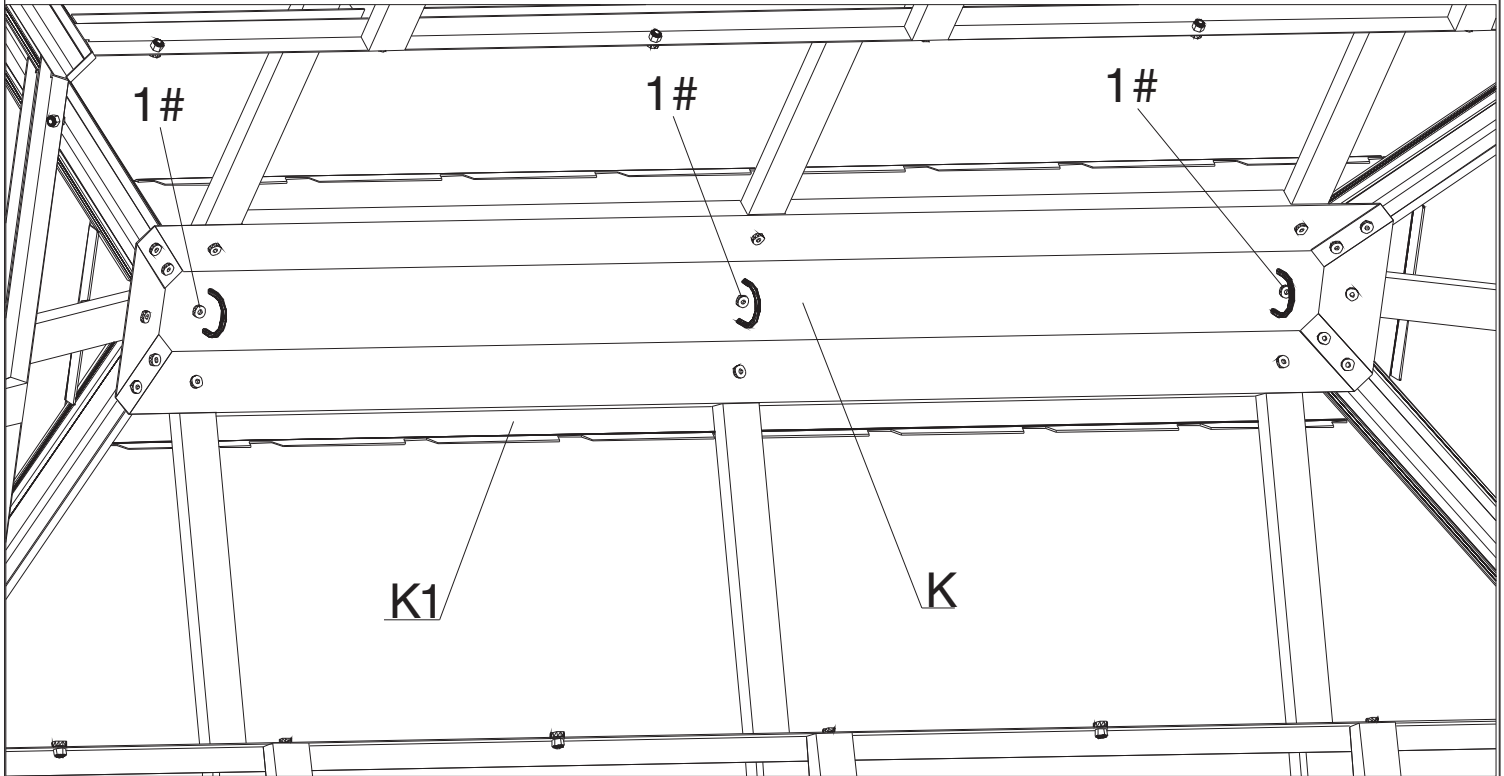
Parts Required:



K1 (x1)

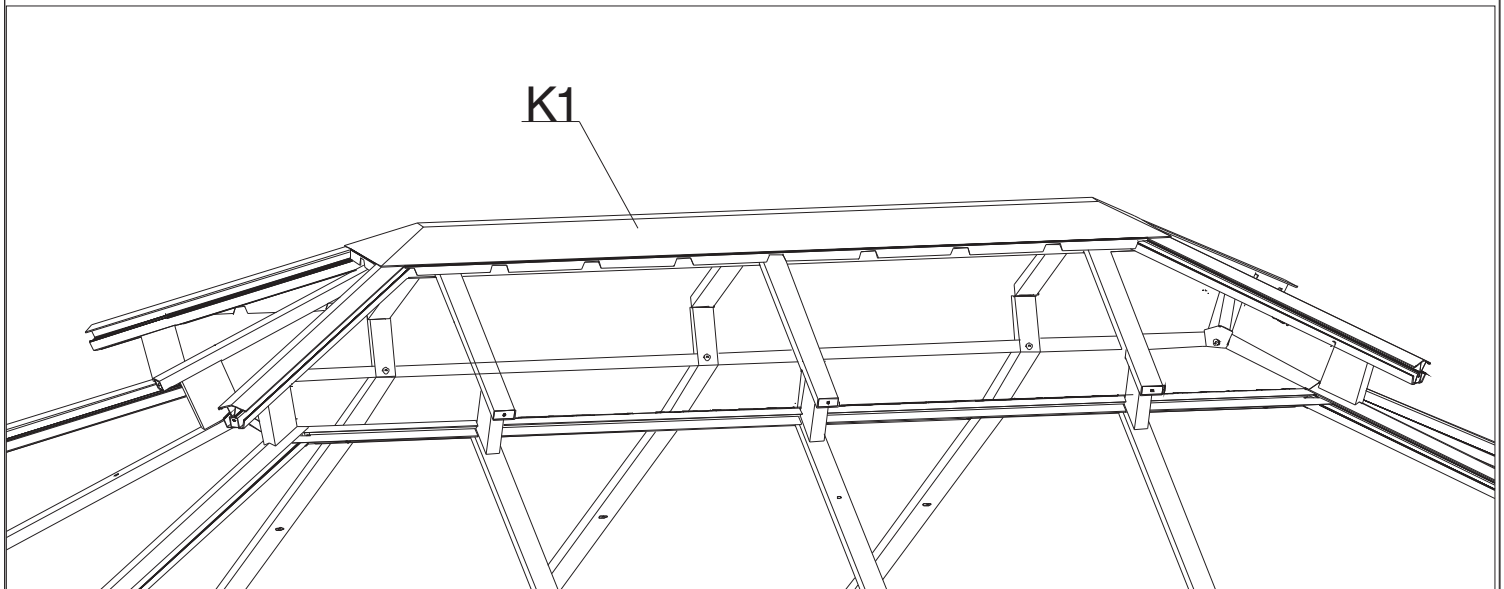


1#
(x3)

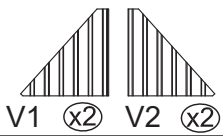


Step 11: Connect Outside Roof Connector

Connect the Outside Roof Connector (Part K1) to the Inside Roof Connector (Part K) using screw 1#, as shown in the diagram.



Parts Required:



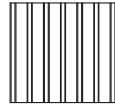
V1 (x2) V2 (x2)



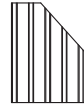
V3 (x2)



V4 (x2)



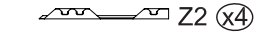
V (x4)



V5 (x2)

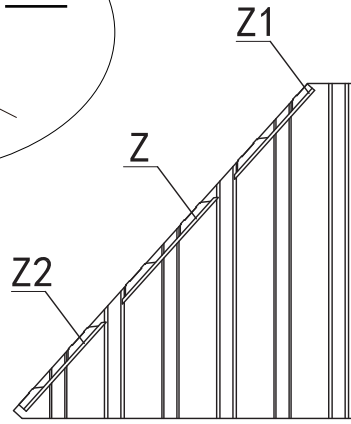
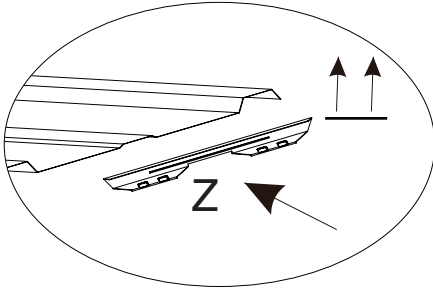


V6 (x2)

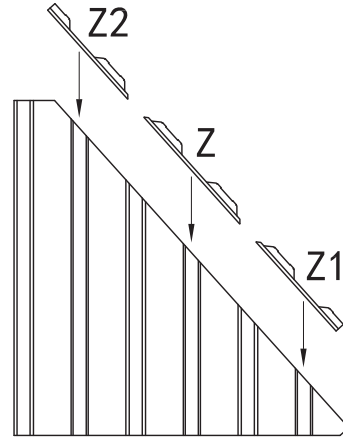


Step 12: Snap Bracket

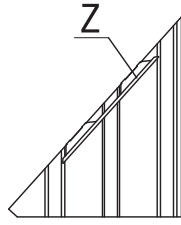
Snap Bracket (Part Z, Z1, Z2) to the roof panel edges as shown in the diagram.
(with snaps facing upwards)



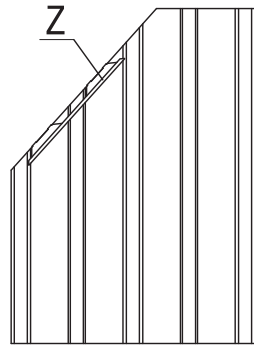
V1



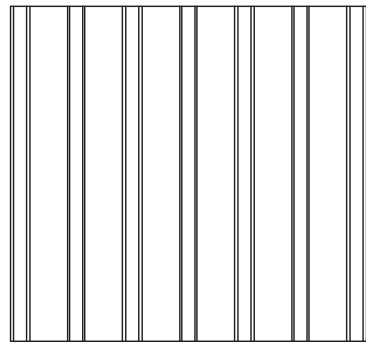
V2



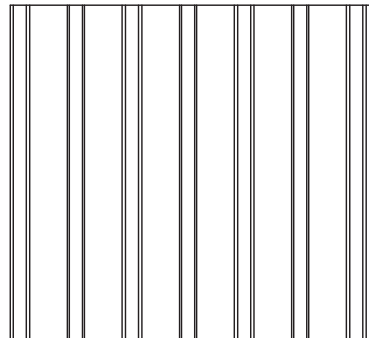
V3



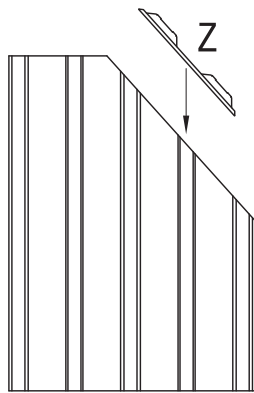
V4



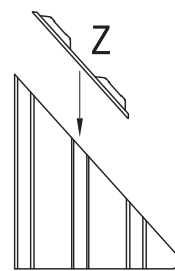
V



V



V5



V6

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 (not include) to the underside (bottom) edge of the roof panels where the brackets (Part Z, Z1, Z2) are supposed to attach.



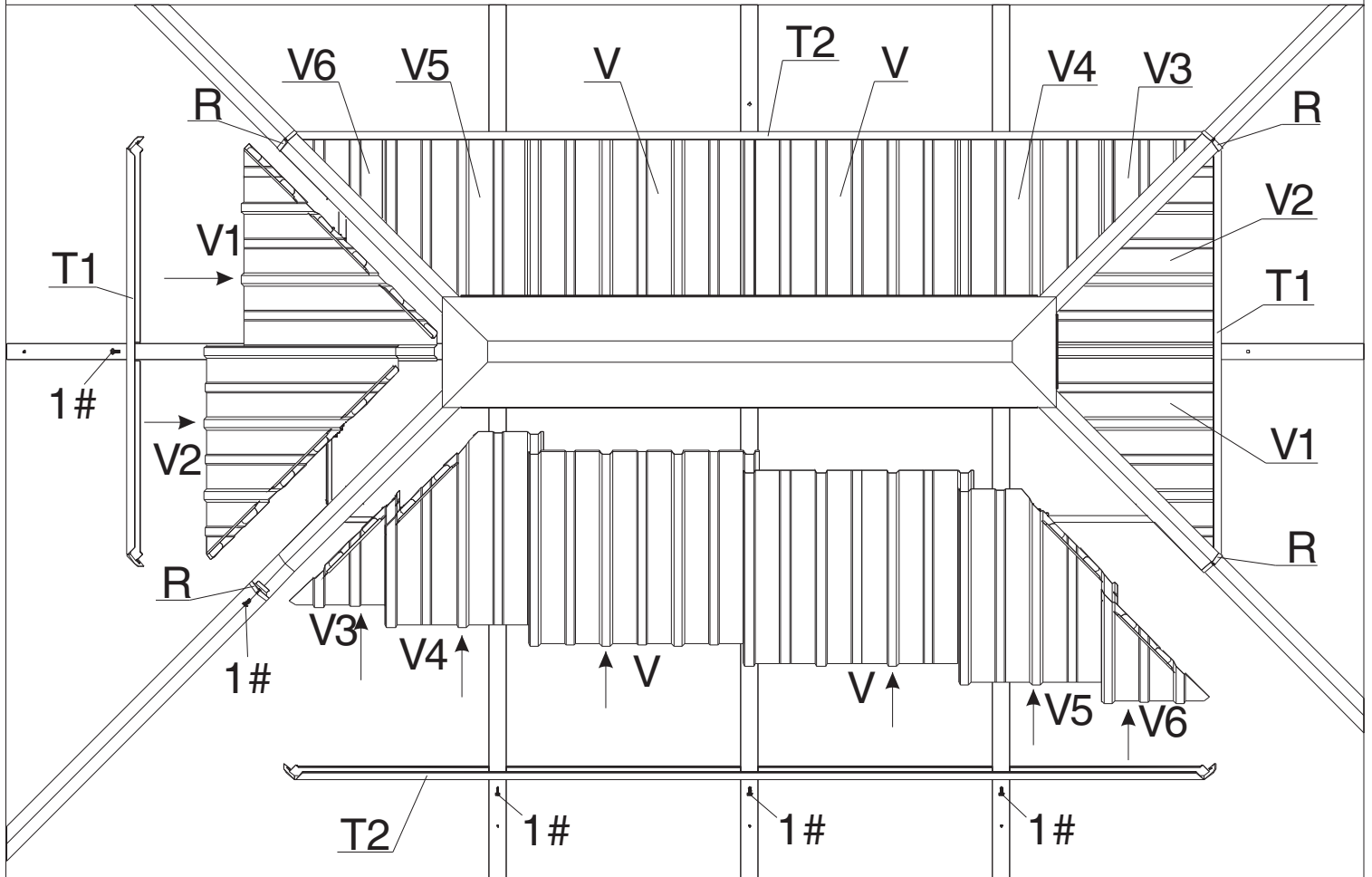
Parts Required:

T1 (x2)

T2 (x2)

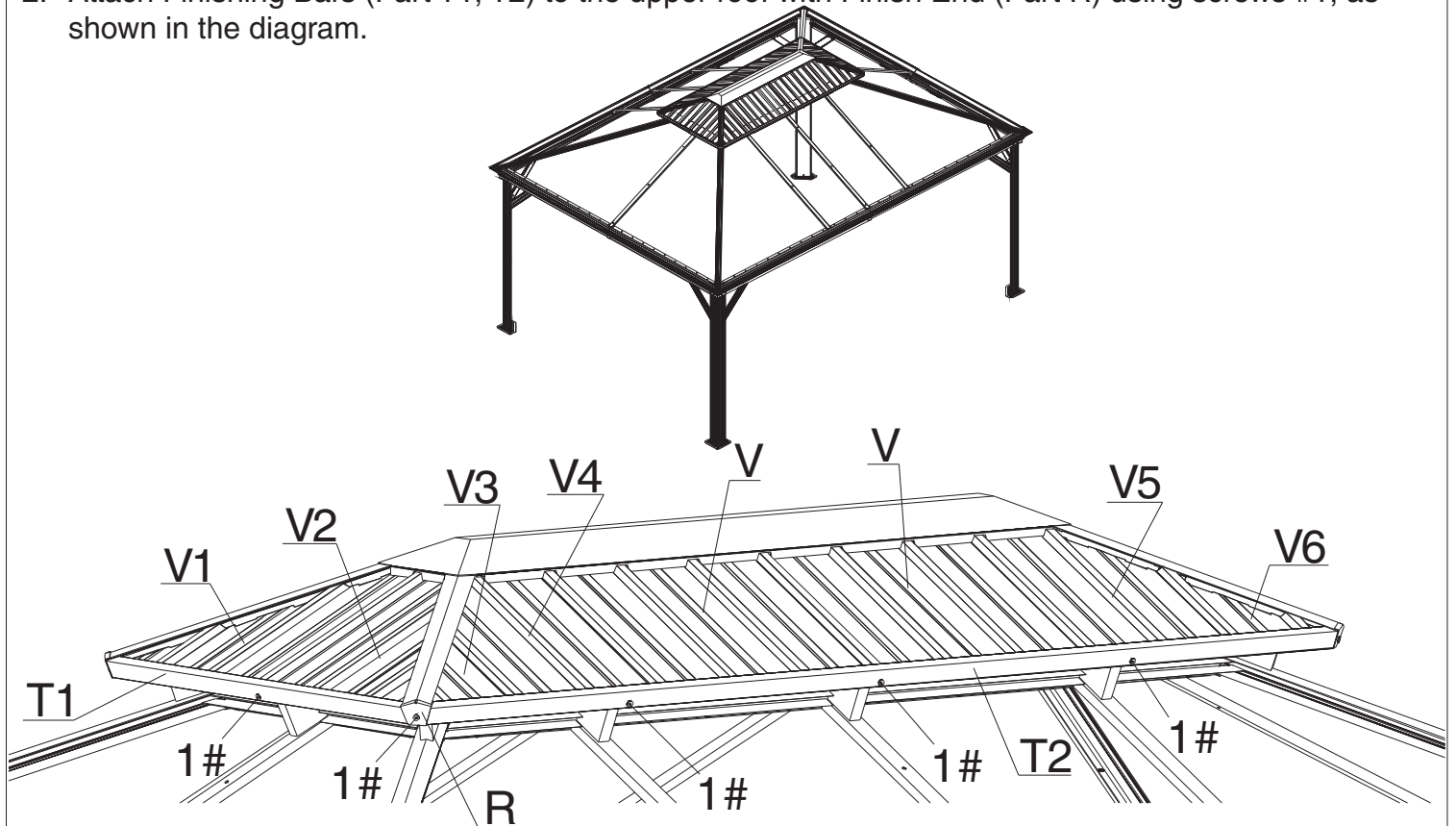
R (x4)

1# x12



Step 13: Assemble Roof Panel

1. Push the Roof Panels (Part V1, V2, V3, V4, V5, V6) up to the upper roof as shown in the diagram.
2. Attach Finishing Bars (Part T1, T2) to the upper roof with Finish End (Part R) using screws #1, as shown in the diagram.



Parts Required:

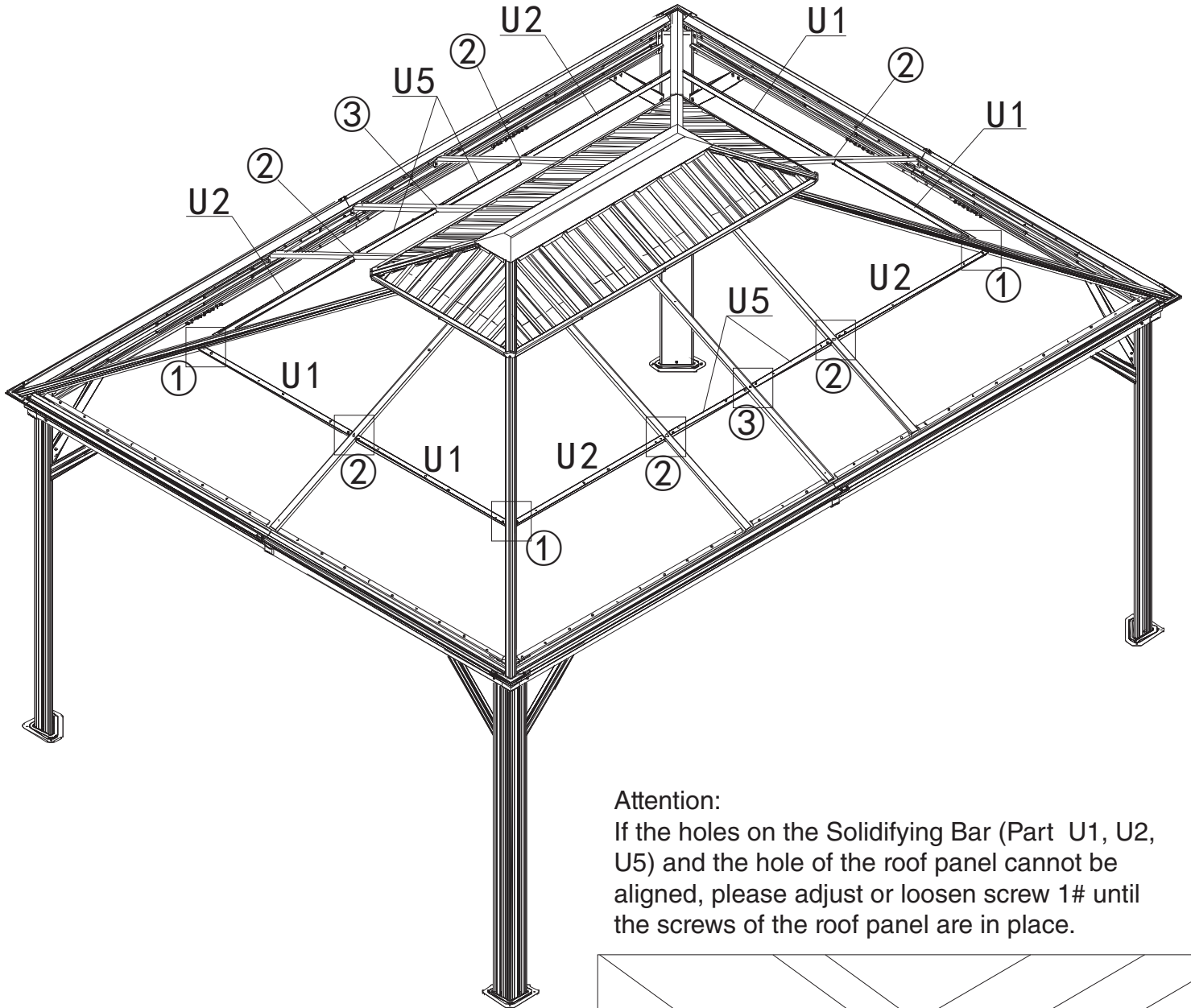
U1 (x4)

U2 (x4)
U5 (x2)

U3 (x4)

U4 (x6)

1# (x32)

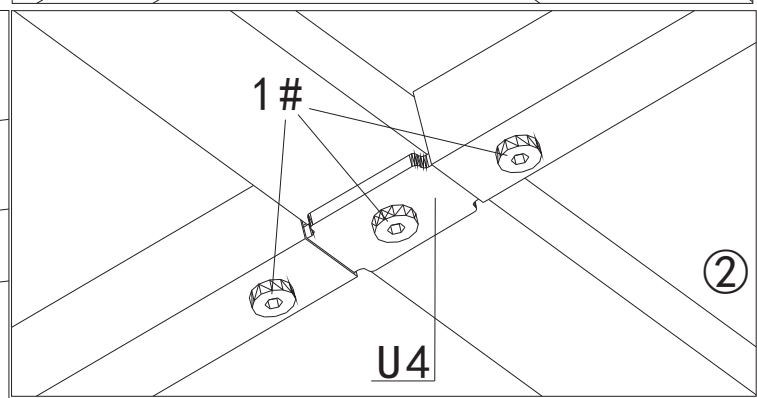
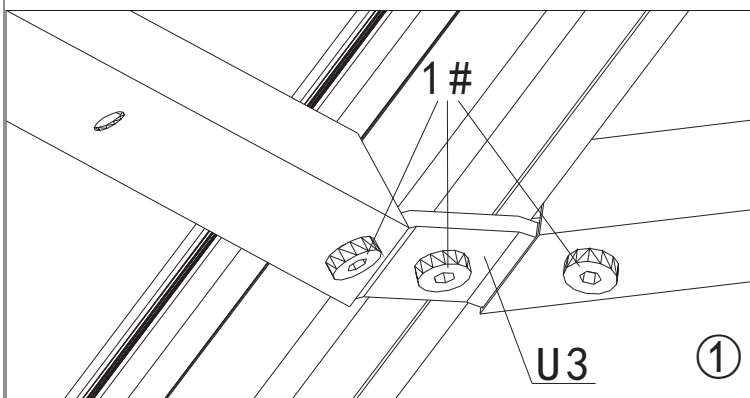
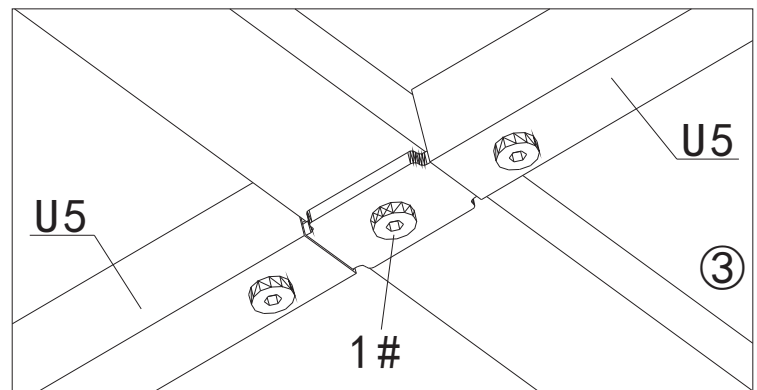


Attention:

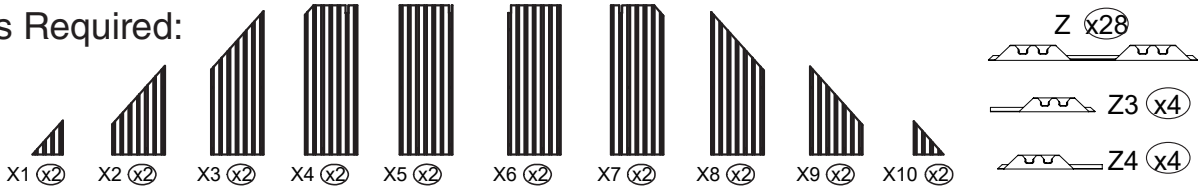
If the holes on the Solidifying Bar (Part U1, U2, U5) and the hole of the roof panel cannot be aligned, please adjust or loosen screw 1# until the screws of the roof panel are in place.

Step 14: Connect Solidifying Bars

Attach Solidifying Bars (Part U1, U2, U5) to Roof Bar or Corner Roof Bar using Iron Angle (Part U3, U4) and screws 1# as shown in the diagram.

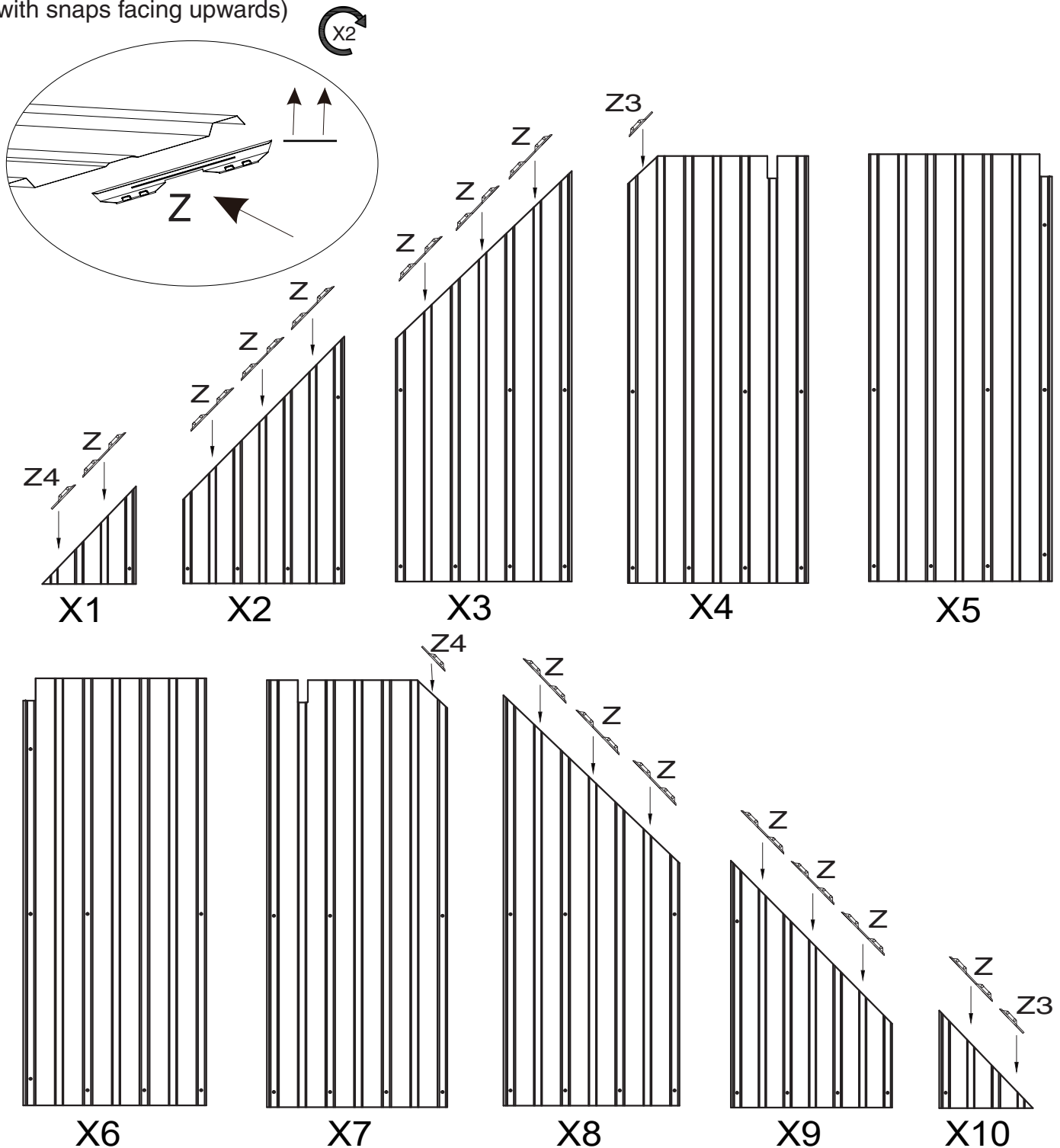


Parts Required:



Step 16: Snap Bracket

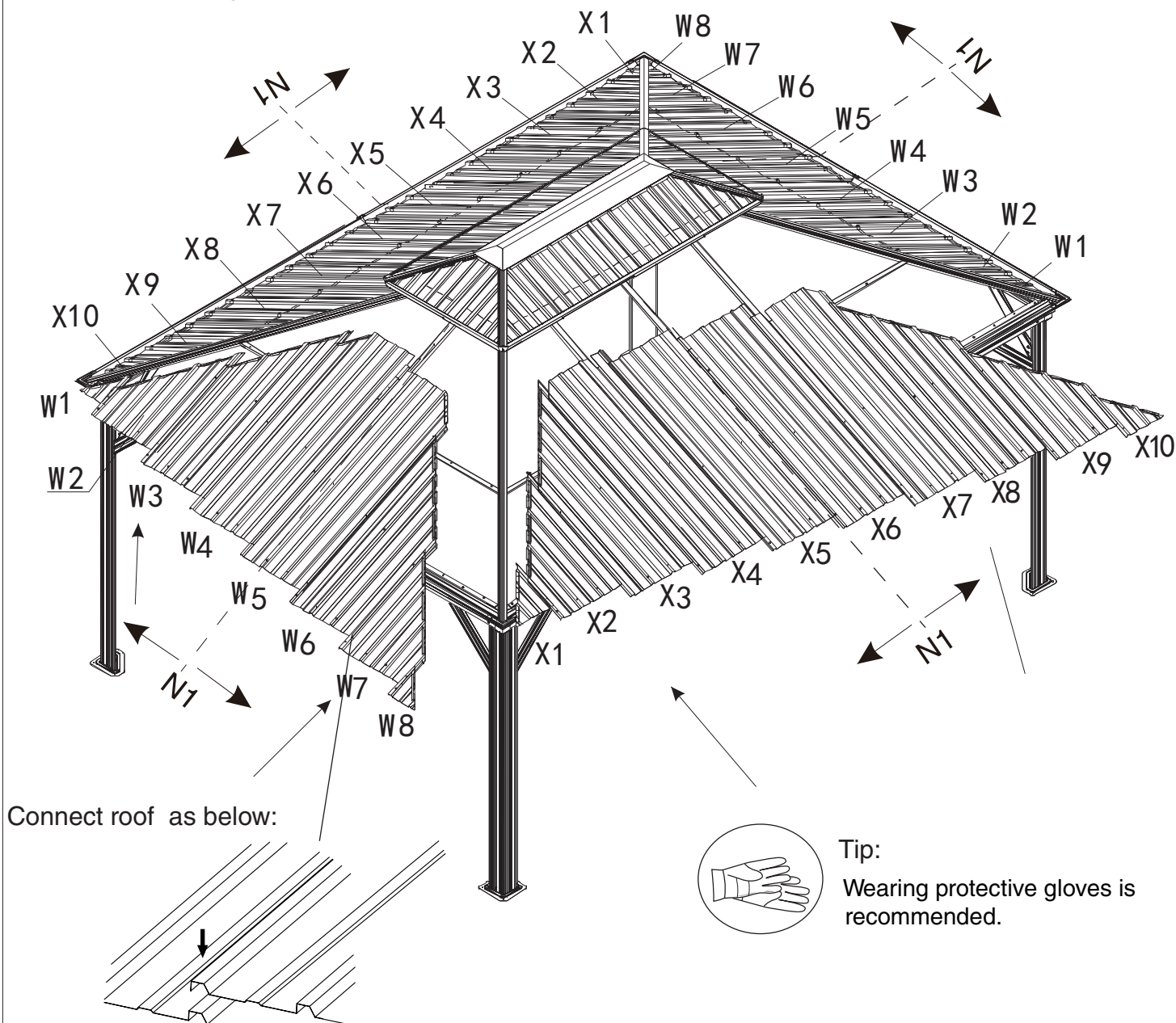
Snap Brackets (Part Z, Z3, Z4) to roof panel edges as shown in the diagram.
(with snaps facing upwards)



1. Wearing protective gloves is recommended.
2. To prevent Z-Clips (plastic brackets) from sliding off prior to assembly, apply double-sided adhesive tape (not include) to the underside (bottom) edge of the roof panels where the brackets (Part Z, Z3, Z4) 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.

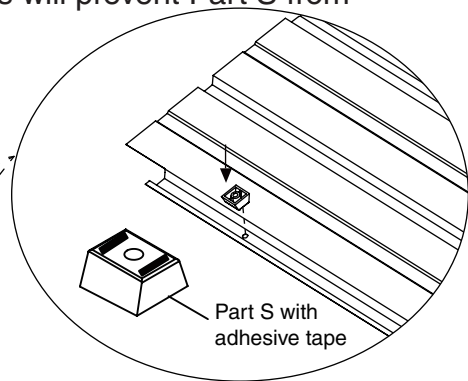
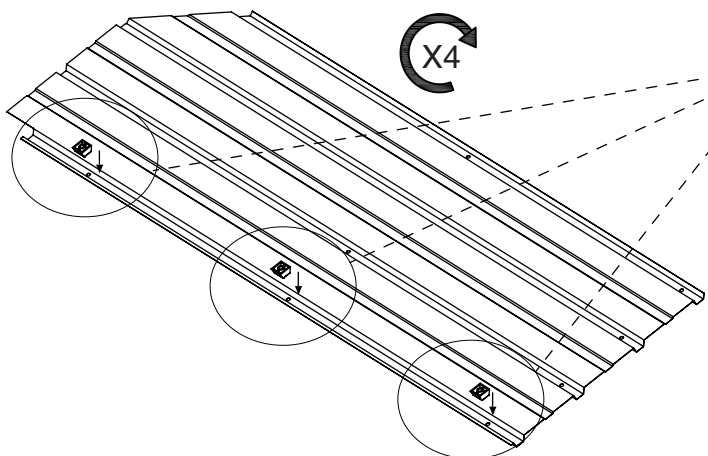
Overall roof assembly:

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



Tip:
Wearing protective gloves is recommended.

Tip: To facilitate the easy fastening of roof panels (Part W4, X5), please use double-sided adhesive tape to affix Part S onto Panel (Part W4, X5) in advance. This will prevent Part S from sliding down during assembly.



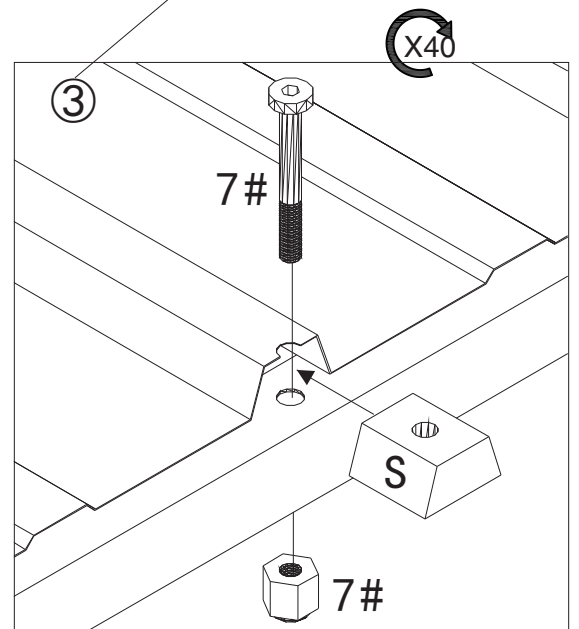
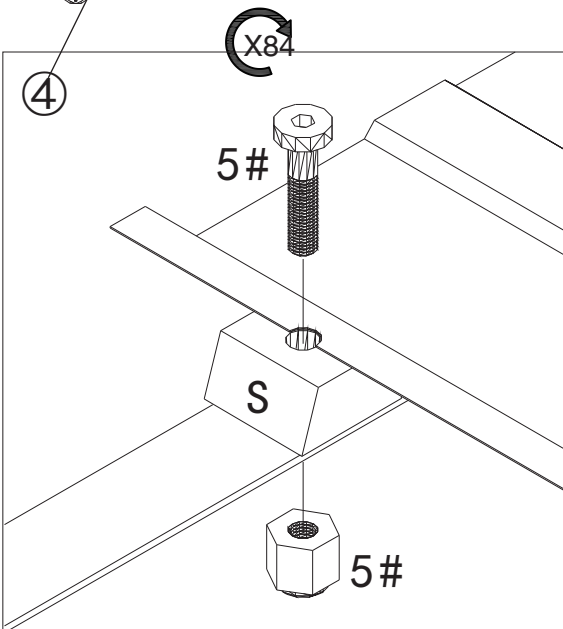
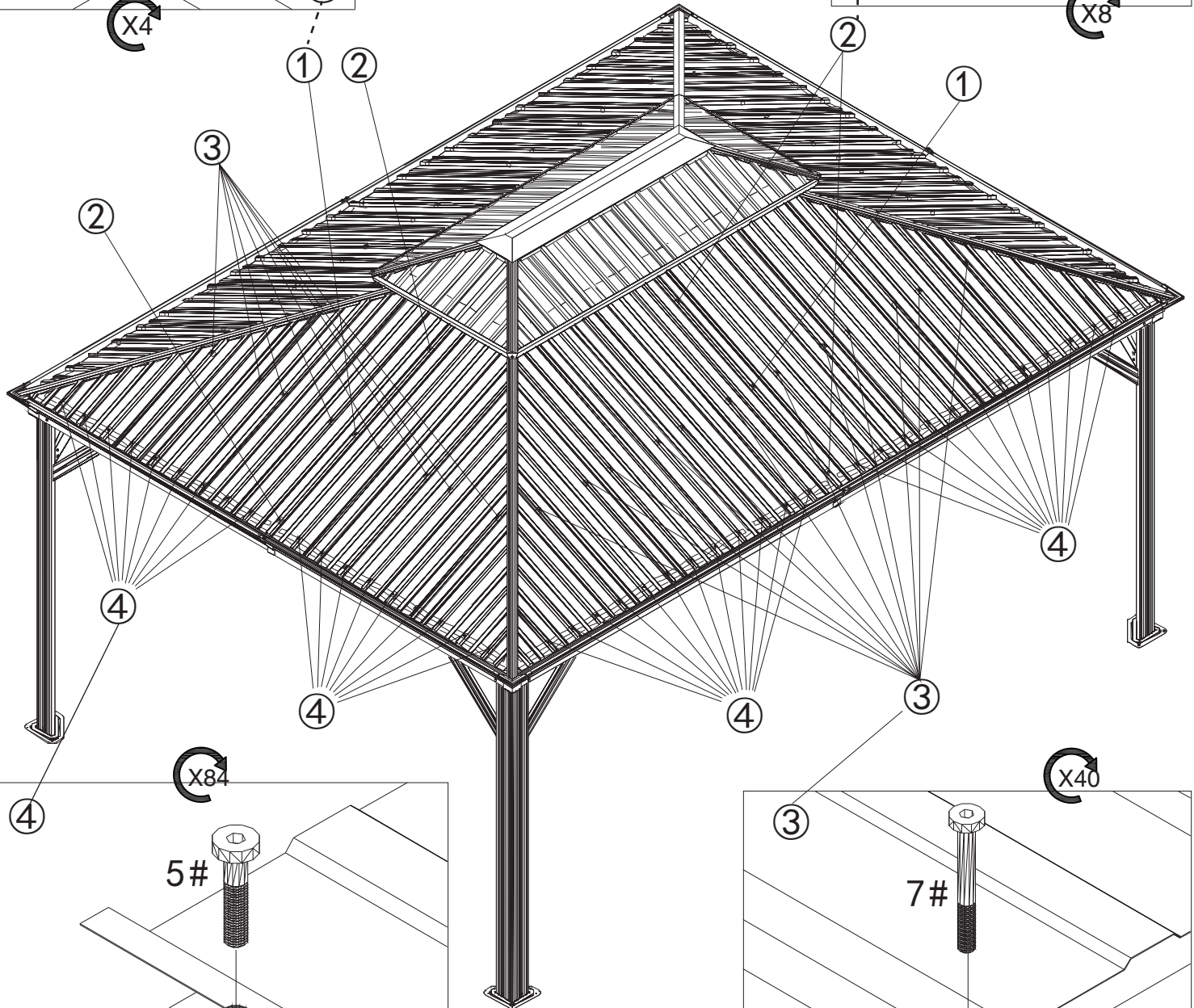
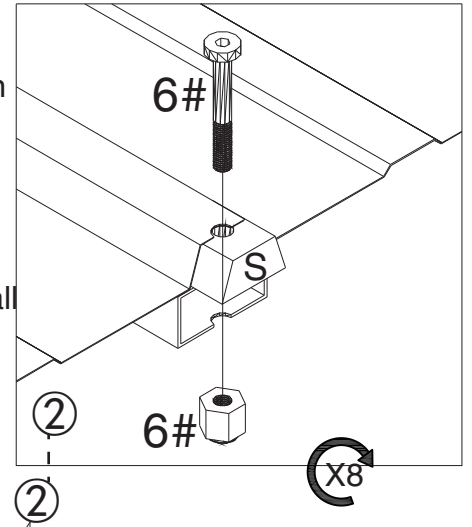
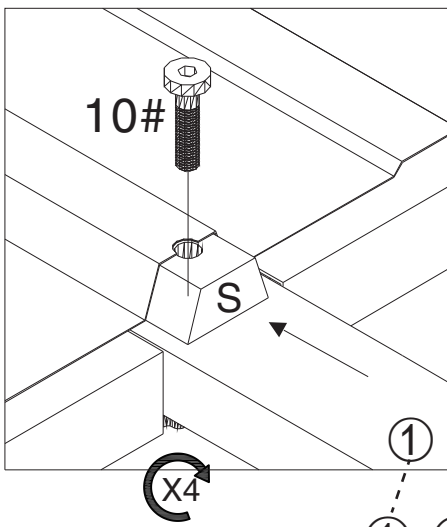
The back view of Part W4 or Part X5

Parts Required:



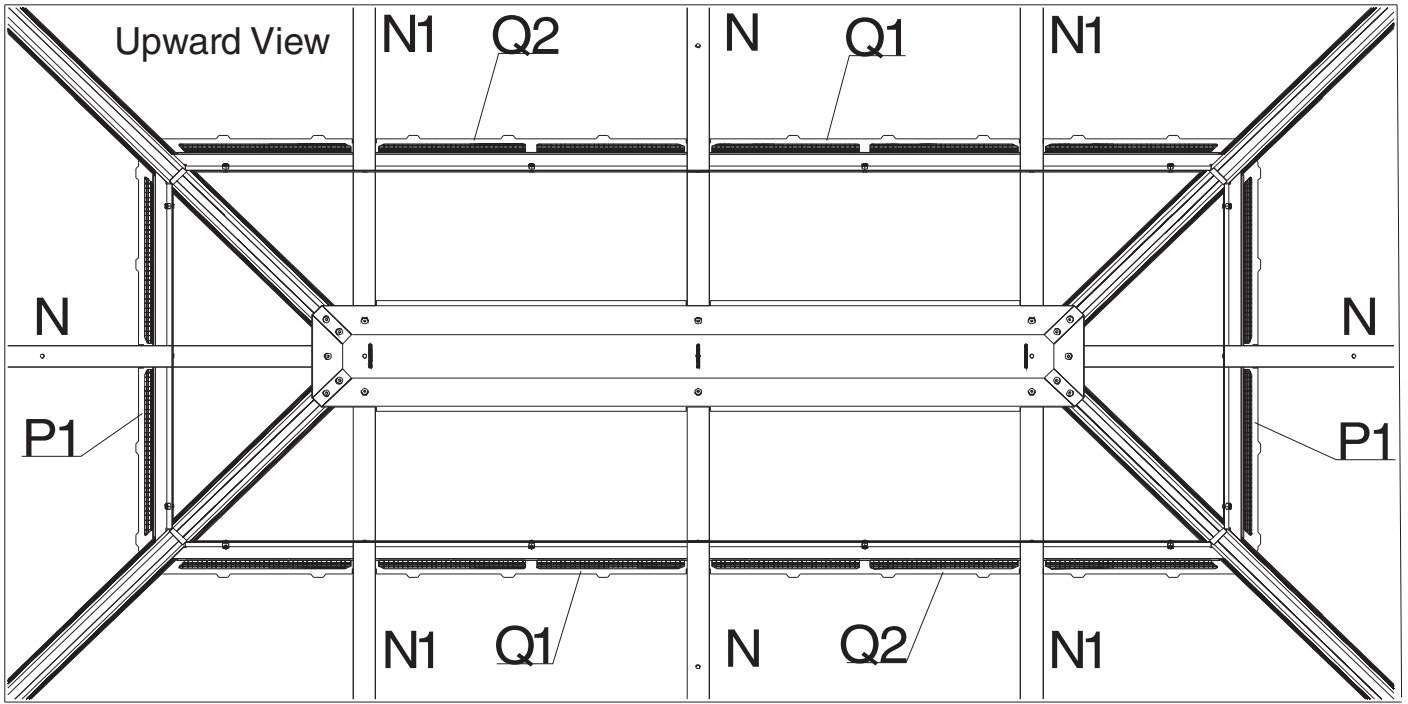
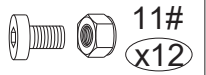
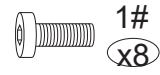
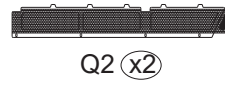
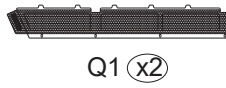
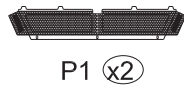
Step 17: Affix roof panels using screws and Spacers (Part S) as shown in the diagram.

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.



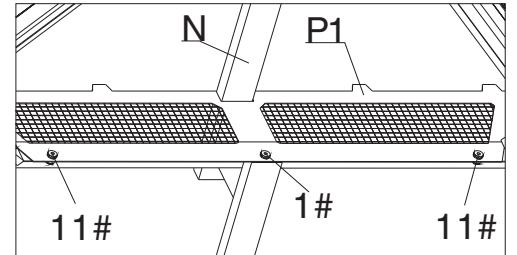
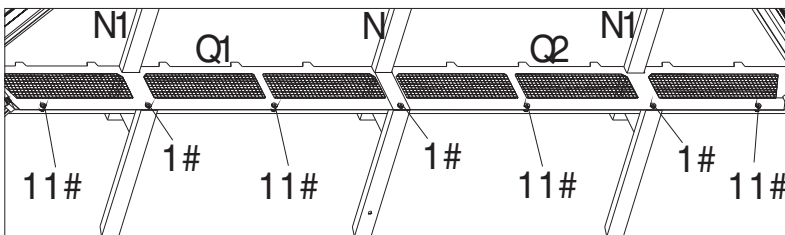
Tip:
At least two people
for this step.

Parts Required:

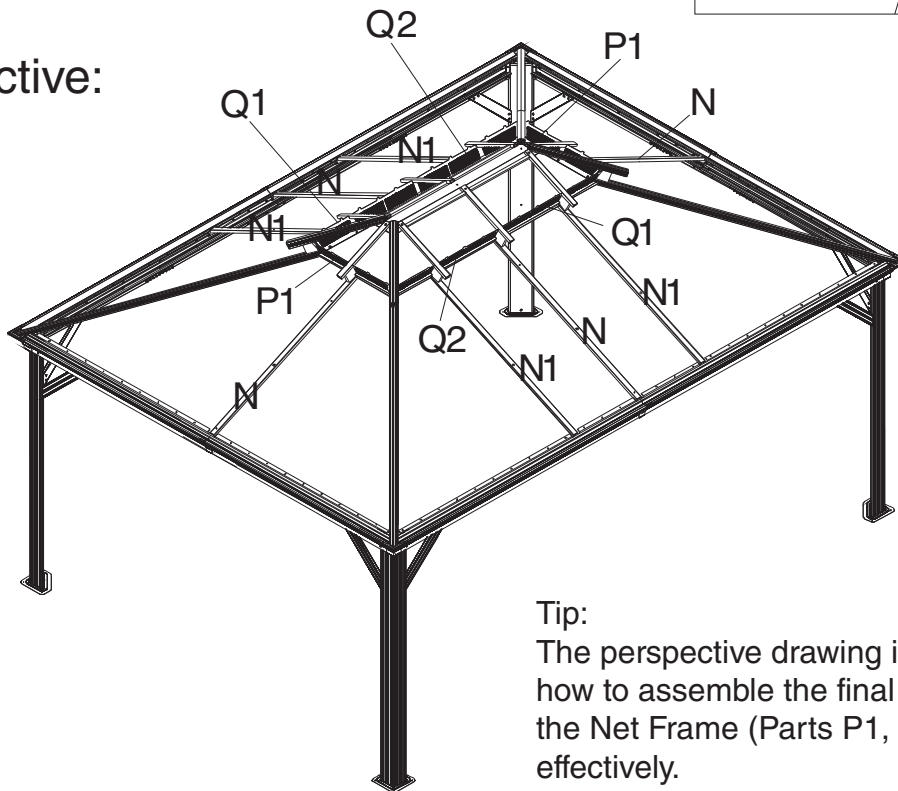


Step 18: Assemble Net Frames

Attach Net Frames (Part P1, Q1, Q2) to Finishing Bars (Part P, Q) using screws (1#, 11#) as shown in the diagram.

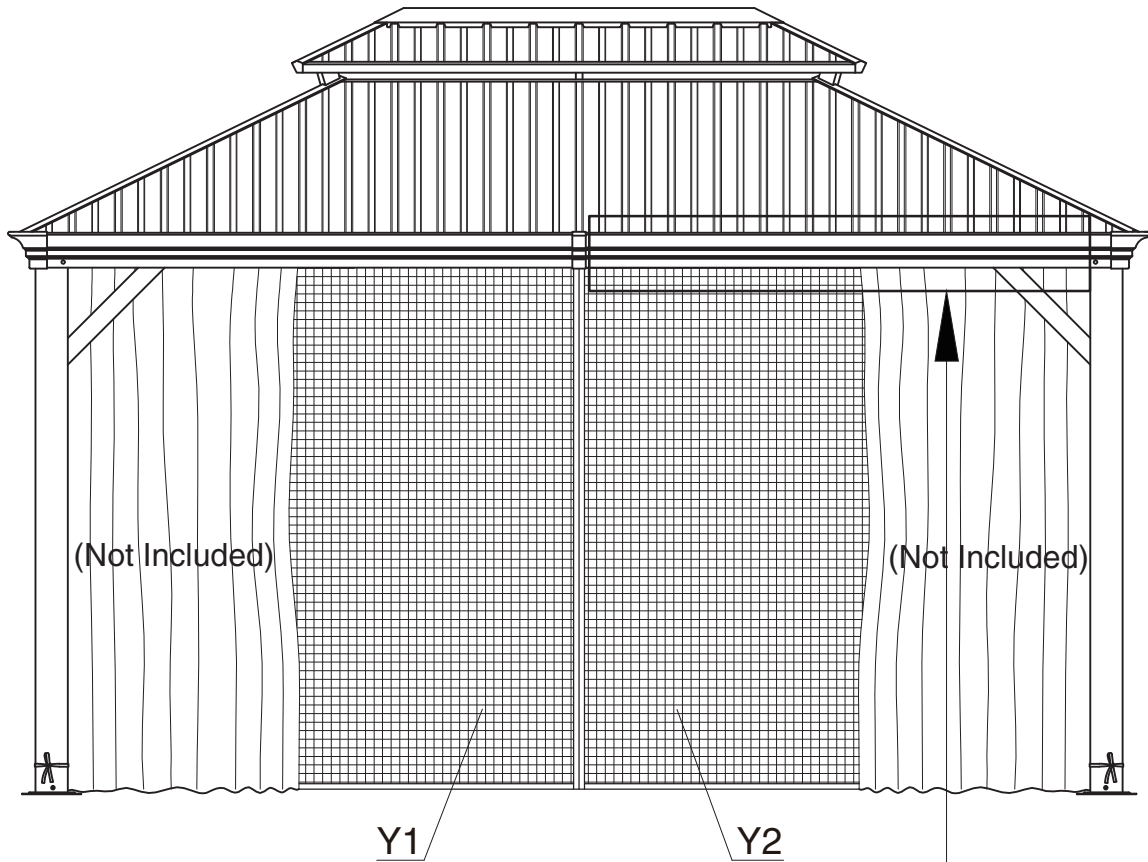
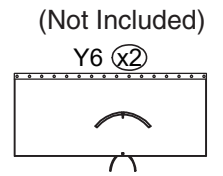
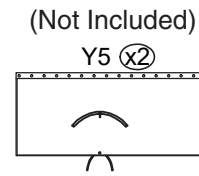
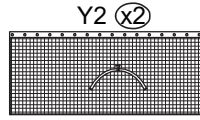
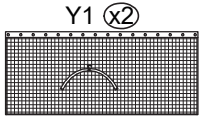


Perspective:



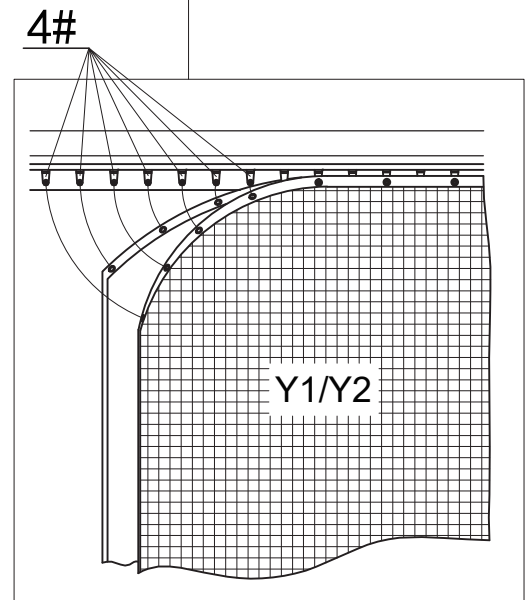
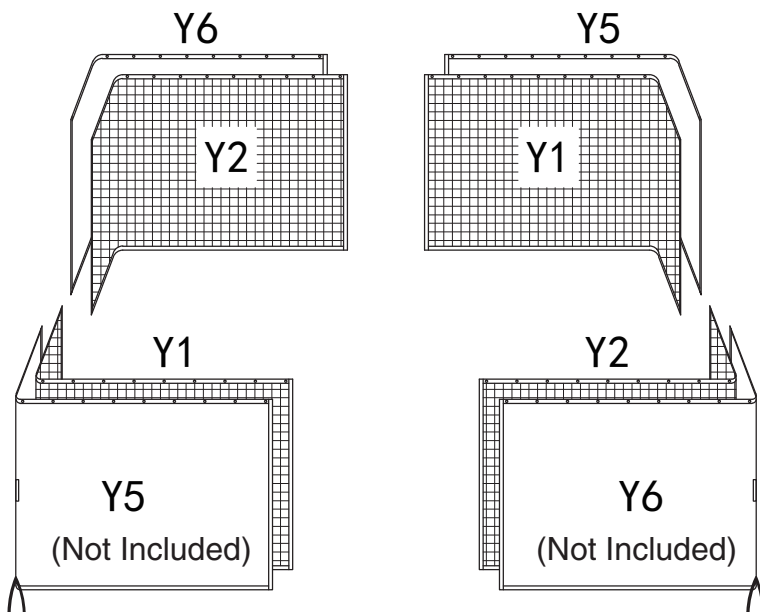
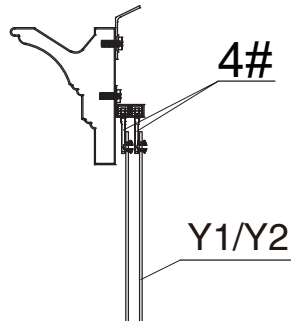
Tip:
The perspective drawing is for demonstrating how to assemble the final step that sets up the Net Frame (Parts P1, Q1, Q2) more effectively.

Parts Required:

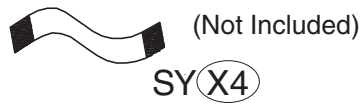


Step 19: Assemble Net and Sidewall

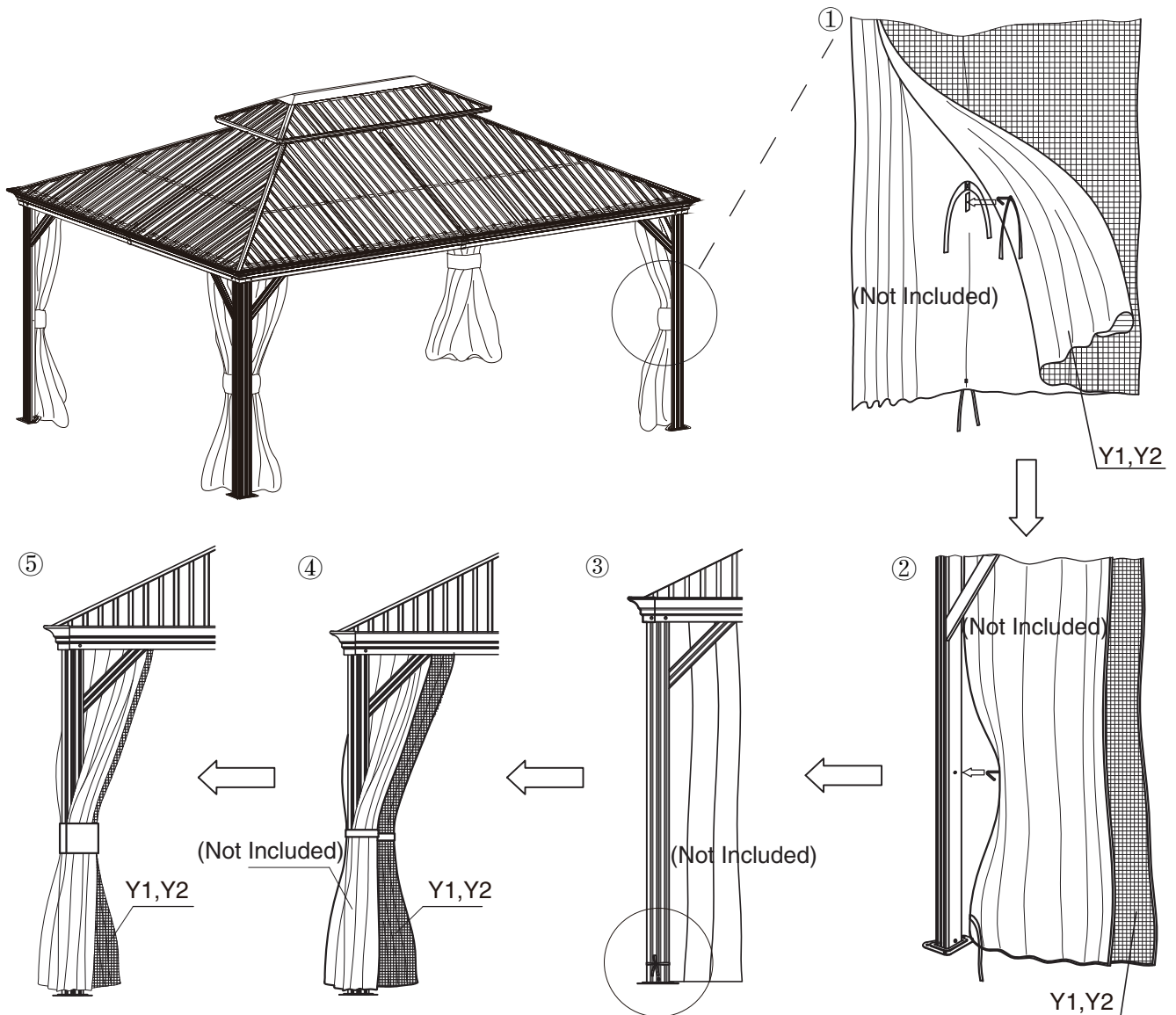
Hang the Mosquito Net on the inner rails as shown in the diagram.



Parts Required:



Step 21: 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. 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

email: support@kozyard.com

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