



Enjoy Cozy Life!

**12'x16' ALEXANDER 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



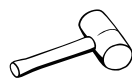
Allen Key



Allen Key



Safety Hat



Rubber Mallet



Gloves

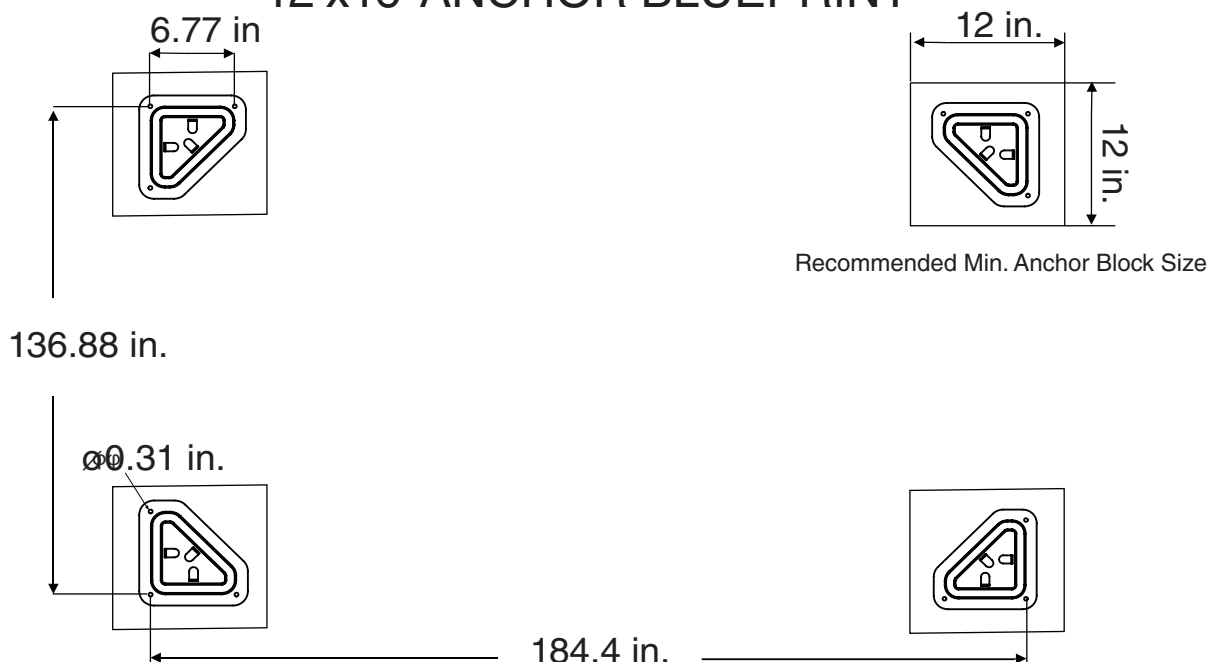


Stepladder



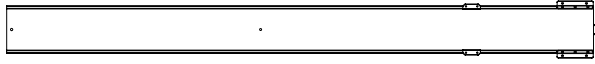
Safetyglasses

12'x16' ANCHOR BLUEPRINT

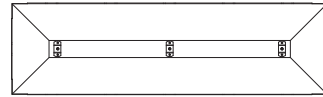


Anchoring poles into concrete is strongly recommended.
Ensure the gazebo is positioned on level ground

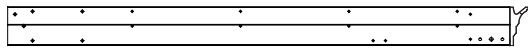
Attention: Prior to assembly, verify that all parts and pieces are included to ensure an efficient installation process.



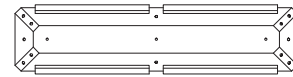
A (x4)



K16 (x1)



B6 (x2)



K6 (x1)



B61 (x2)

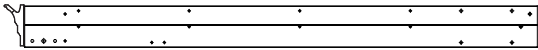


L (x4)



B62 (x2)

M1 (x4)

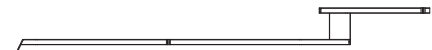


C6 (x2)

M2 (x4)



C61 (x2)



N1 (x4)

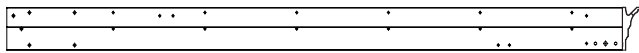


C62 (x2)



N3 (x4)

ITEM	DESCRIPTION	QTY
A	Pole	4
B6	Beam	2
B61	Joint Bar	2
B62	Sidewall Track	2
C6	Beam	2
C61	Jinter Bar	2
C62	Sidewall Track	2
D8	Beam	2
D81	Jinter Bar	2
D81R	Jinter Bar	2
D82	Sidewall Track	2
E8	Beam	2
E81	Jinter Bar	2
E81L	Jinter Bar	2
E82	Sidewall Track	2
F	Union Bar	4
G	Corner Cover	4
H	Joint Cover	4
H1	Joint Cover	4
H2	Silcone Rubber	1
H3	Double-sided adhesive tape	1
J1	Corner Solidifyng Bar	4
J2	Corner Solidifyng Bar	4
K6	Inside Roof Connector	1
K16	Outside Roof Connector	1
L	Plate	4
M1	Short Corner Roof Bar	4
M2	Long Corner Roof Bar	4
N1	Roof Bar	4
N3	Roof Bar	4



D8 (x2)



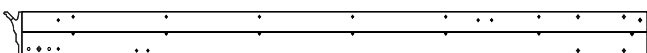
D81R (x2)



D81 (x2)



D82 (x2)



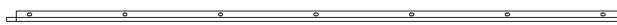
E8 (x2)



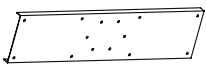
E81 (x2)



E81L (x2)



E82 (x2)



F (x4)



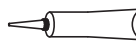
G (x4)



H (x4)



H1 (x4)



H2 (x1)



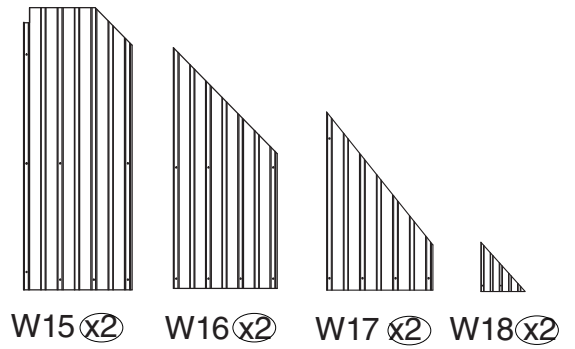
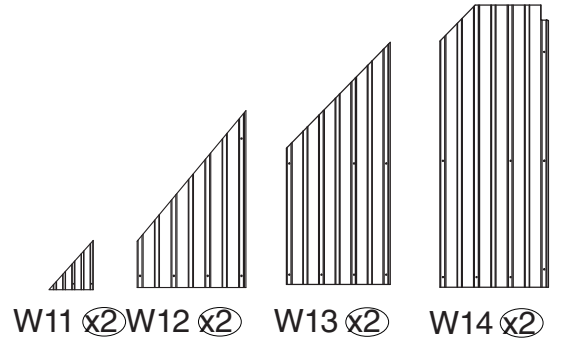
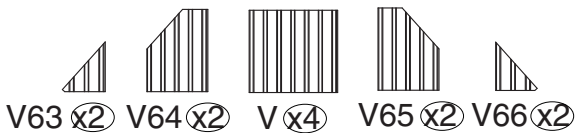
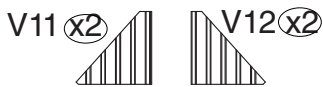
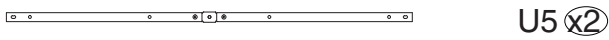
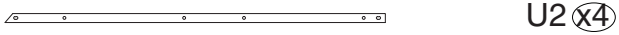
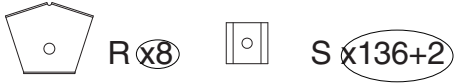
H3 (x1)



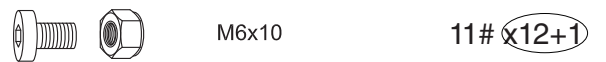
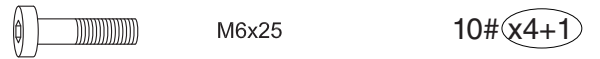
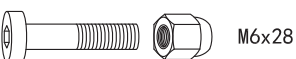
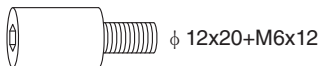
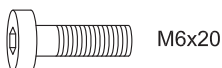
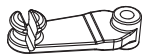
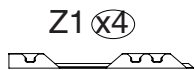
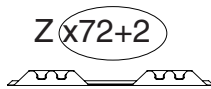
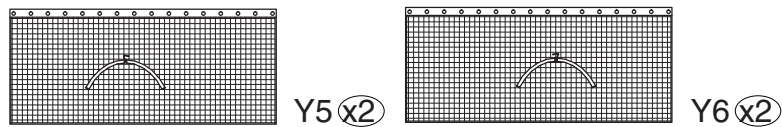
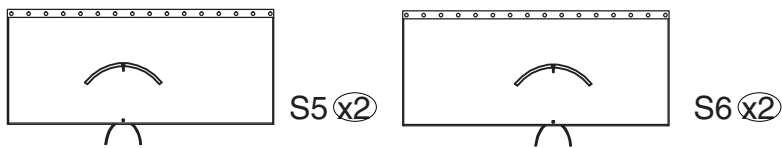
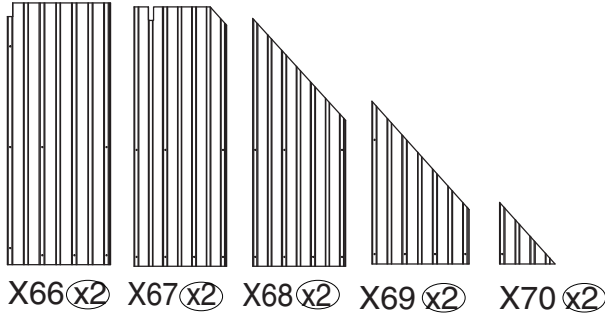
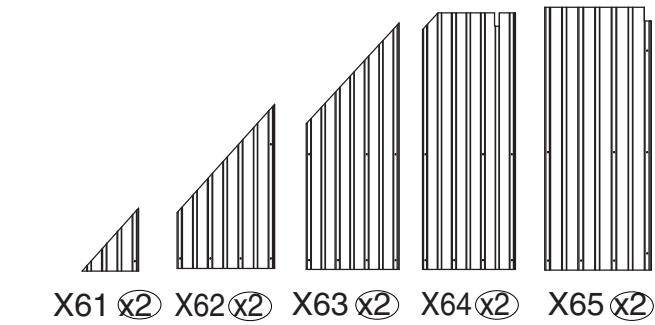
J1 (x4)



J2 (x4)



ITEM	DESCRIPTION	QTY
P2	Finishing Bar	2
P12	Net Frame	2
Q6	Finishing Bar	2
Q15	Net Frame	2
Q16	Net Frame	2
R	Finishing End	8
S	Spacer	136+2
T2	Finishing Bar	2
T6	Finishing Bar	2
U1	Solidifying Bar	4
U2	Solidifying Bar	4
U5	Solidifying Bar	2
U3	Iron Angle	4
U4	Iron Angle	6
V	Roof Panel	4
V11	Roof Panel	2
V12	Roof Panel	2
V63	Roof Panel	2
V64	Roof Panel	2
V65	Roof Panel	2
V66	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

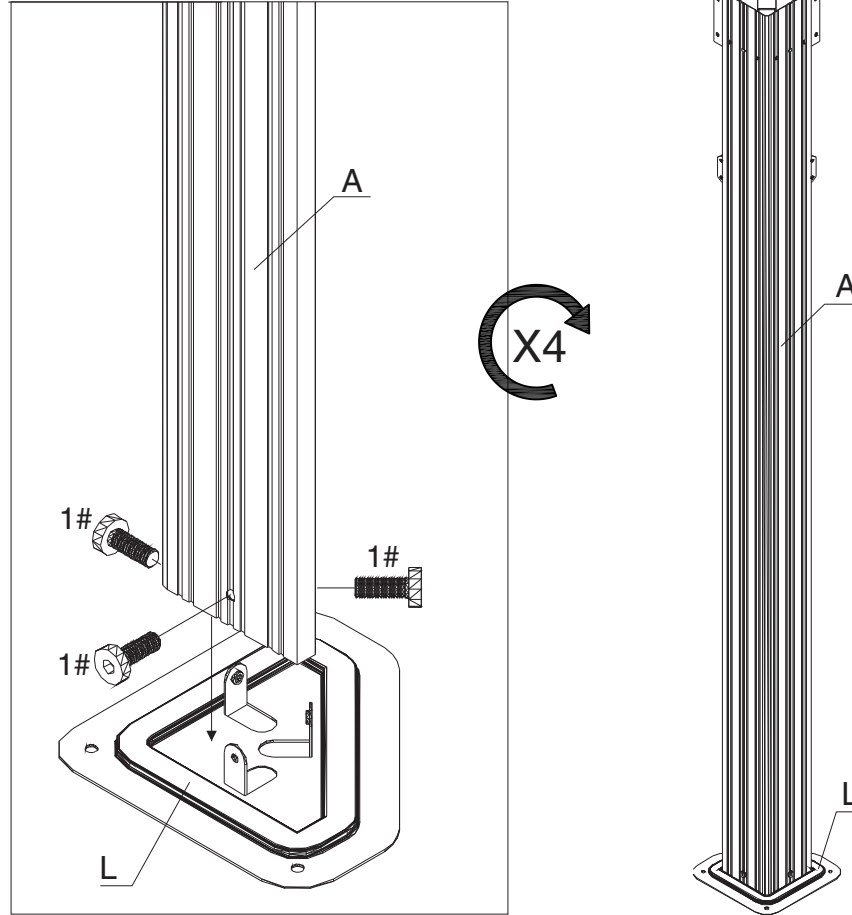
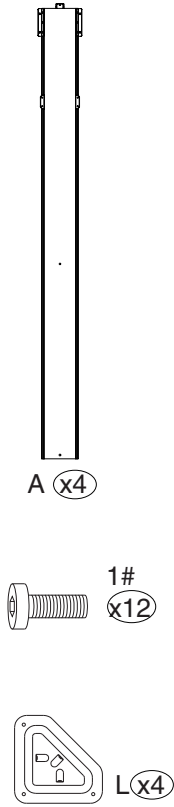


ITEM	DESCRIPTION	QTY
X61	Roof Panel	2
X62	Roof Panel	2
X63	Roof Panel	2
X64	Roof Panel	2
X65	Roof Panel	2
X66	Roof Panel	2
X67	Roof Panel	2
X68	Roof Panel	2
X69	Roof Panel	2
X70	Roof Panel	2
S5/S6	Solid Sidewall	4
Y5/Y6	Mosquito Sidewall	4
SY	Strap	4
Z	Bracket	72+2
Z1	Bracket	4
Z2	Bracket	4
Z3	Bracket	4
Z4	Bracket	4
1#	Screws	283+5
2#	Screws	16+2
3#	Screws	16+2
4#	Hook	128+2
5#	Screws	84+2
6#	Screws	8+1
7#	Screws	40+2
9#	Screws	24+2
10#	Screws	4+1
11#	Screws	12+1
12#	Washer	12+2

Parts Required:

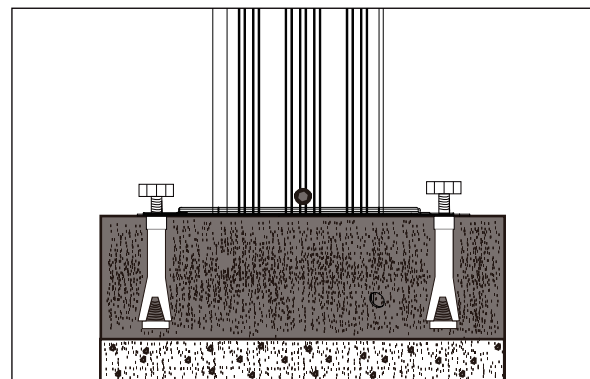
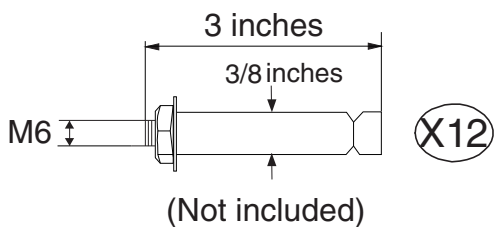
Step 1: Set up Poles

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



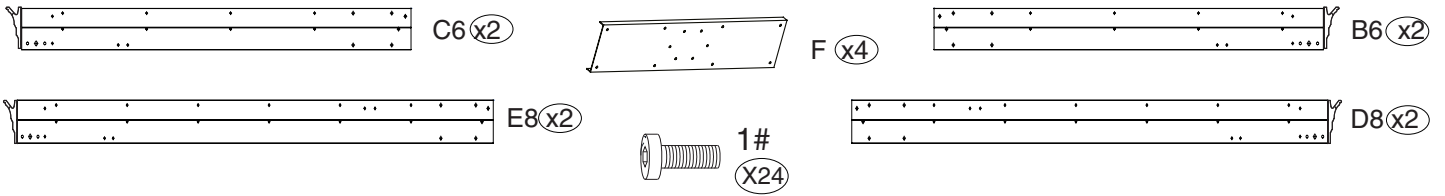
Reference for anchoring gazebo:

- 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.



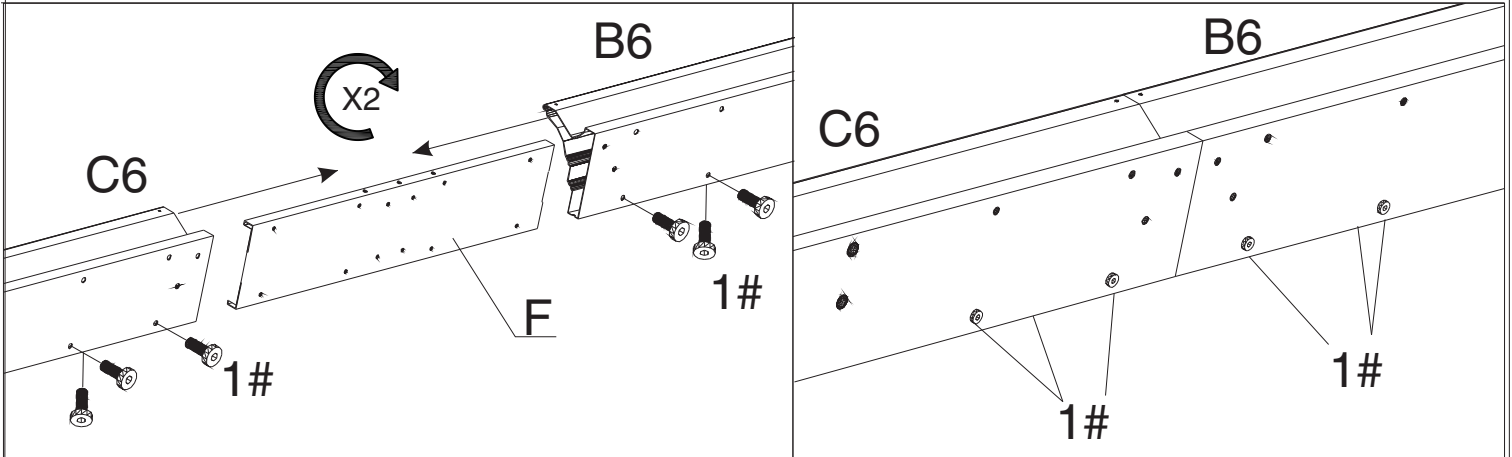
Attention: After assembly, we strongly recommend anchoring the gazebo to your deck or concrete as shown above. Damage resulting from wind or improper anchoring is not covered under warranty.

Parts Required:

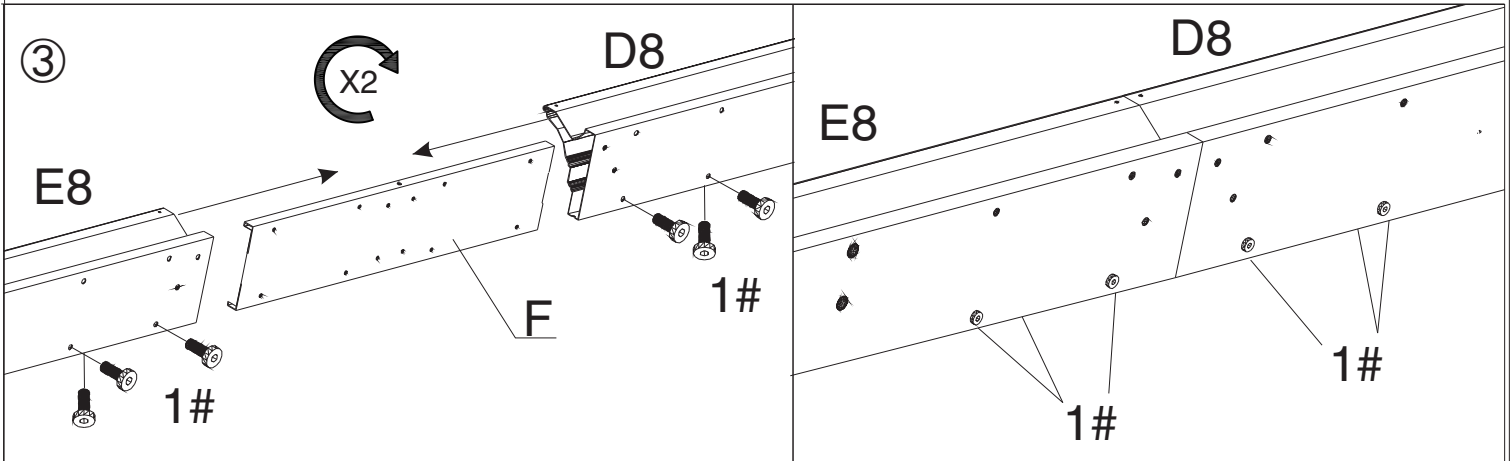


Step 2: Connect the Beams

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



2. Connect (Part E8, D8) into one beam using Union Bar (Part F) with screws 1# as shown in the diagram.



Parts Required:



C61 (x2) B61 (x2)

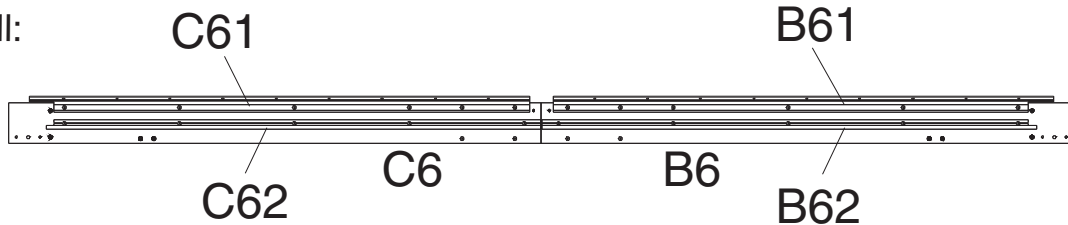
C62 (x2) B62 (x2)

E81 (x2) E81L (x2) D81R (x2) D81 (x2)

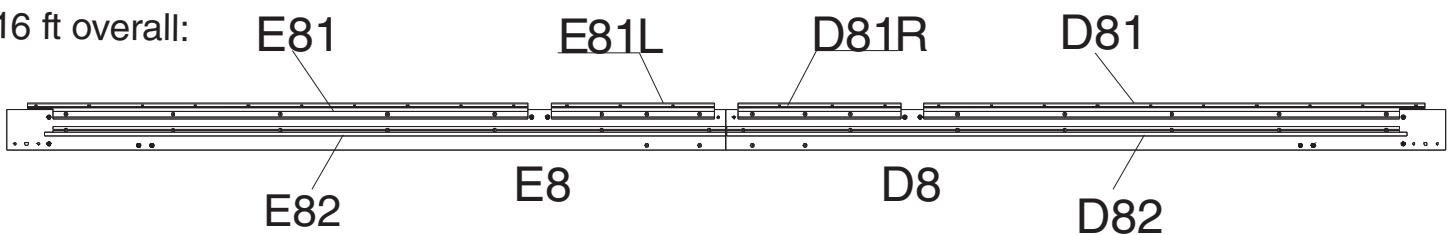
E82 (x2) D82 (x2)

Step 3: Connect Joint Bars and Tracks with Beams

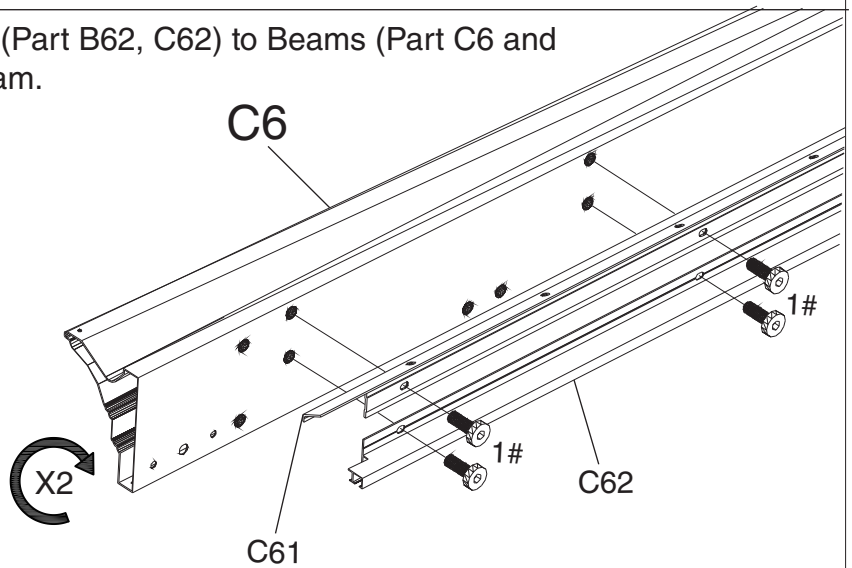
12 ft overall:



16 ft overall:

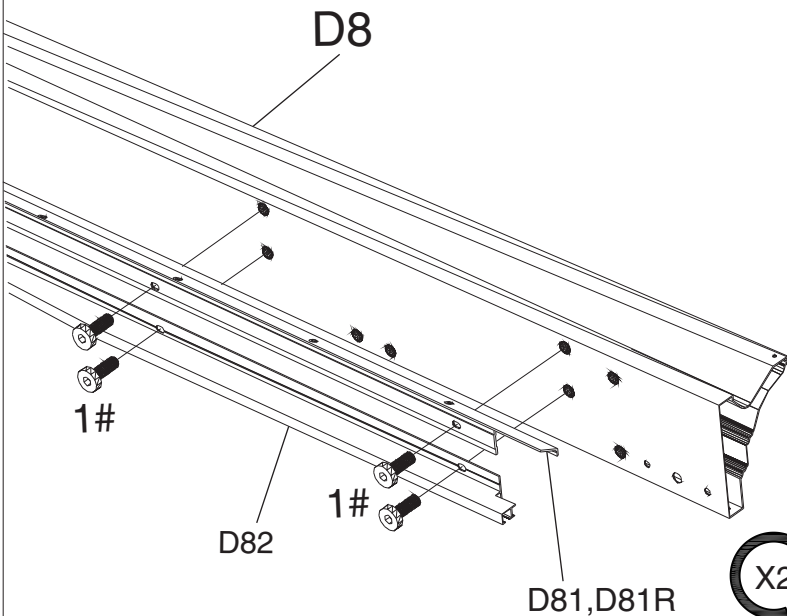


1. Connect Joint Bars (Part B61, C61), Tracks (Part B62, C62) to Beams (Part C6 and B6) using screws 1# as shown in the diagram.



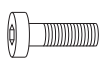
Tip:

Do not tighten all screws on Joints Bars (Part B61, C61, E81, D81, E81L, D81R), until the screws of the roof panels be aligned in place.



2. Replicate the same steps for Joint Bars (Part E81, E81L, D81R, D81), Tracks (Part E82 and D82) attaching them to Beams (Part E8, D8) using screws 1# as shown in diagram.

Parts Required:



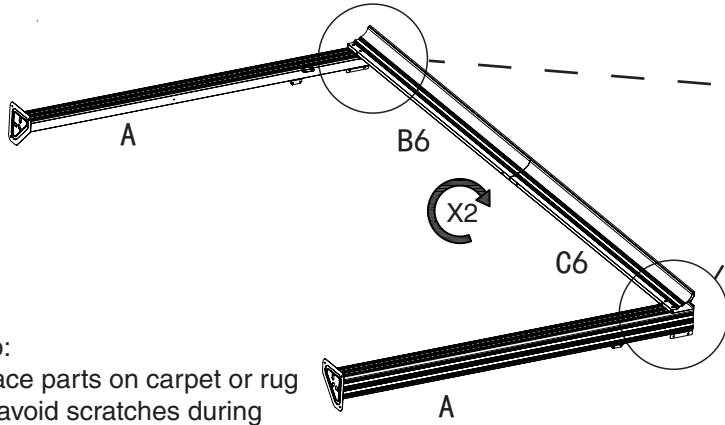
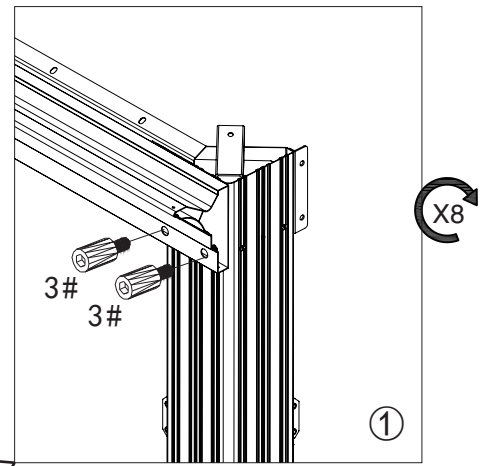
2#
x16



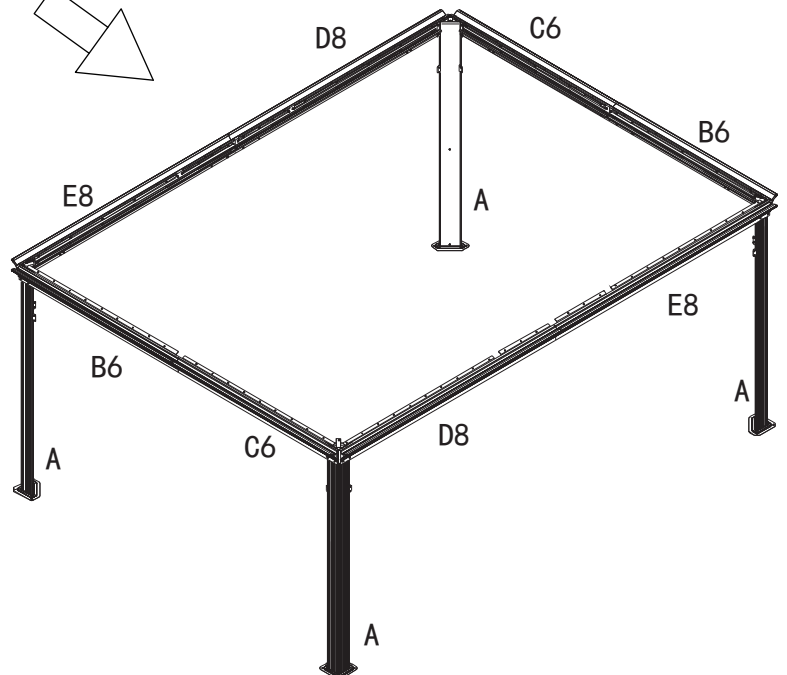
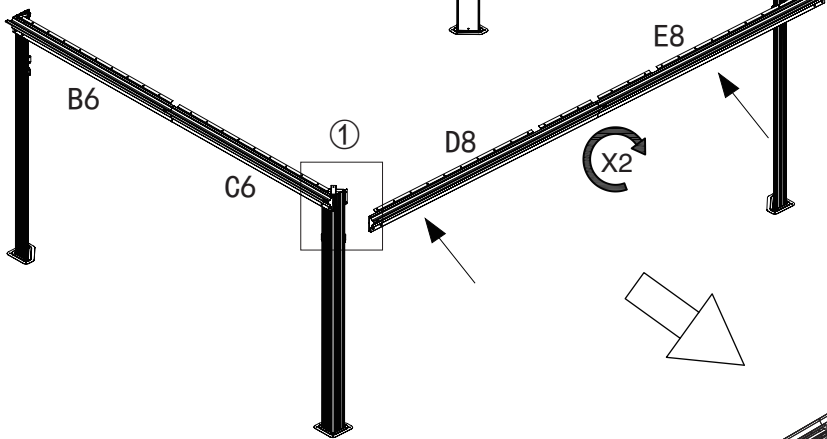
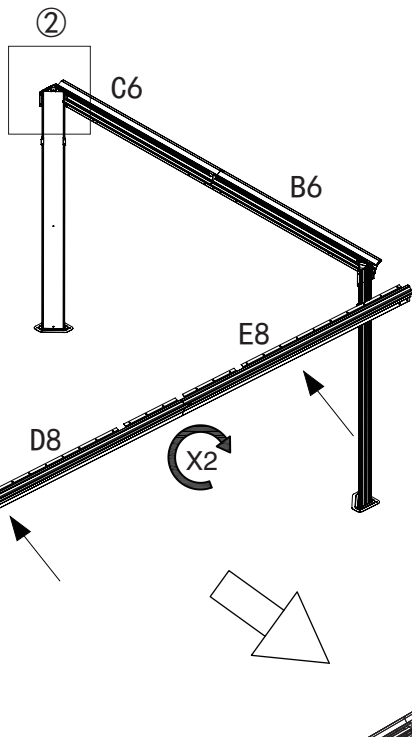
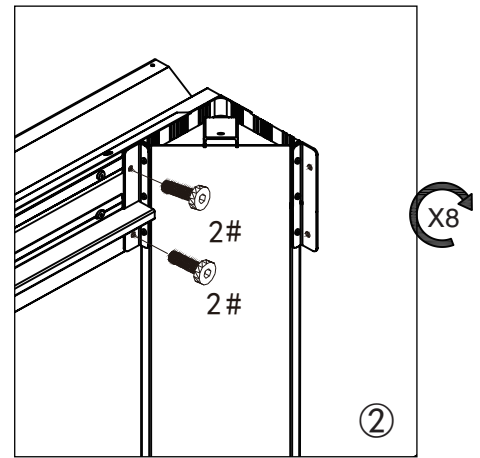
3#
x16

Step 4: Set up Poles and Beams

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

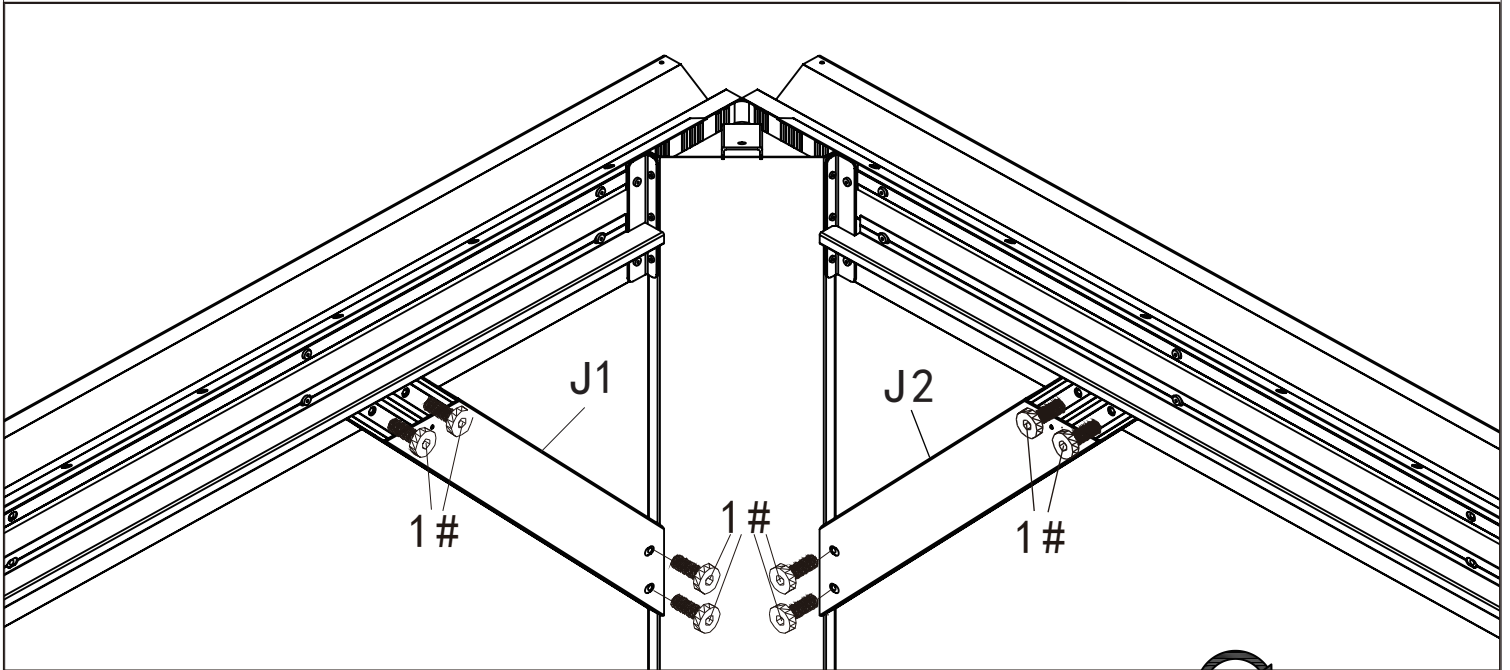
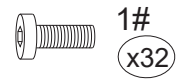


Tip:
Place parts on carpet or rug to avoid scratches during assembly.



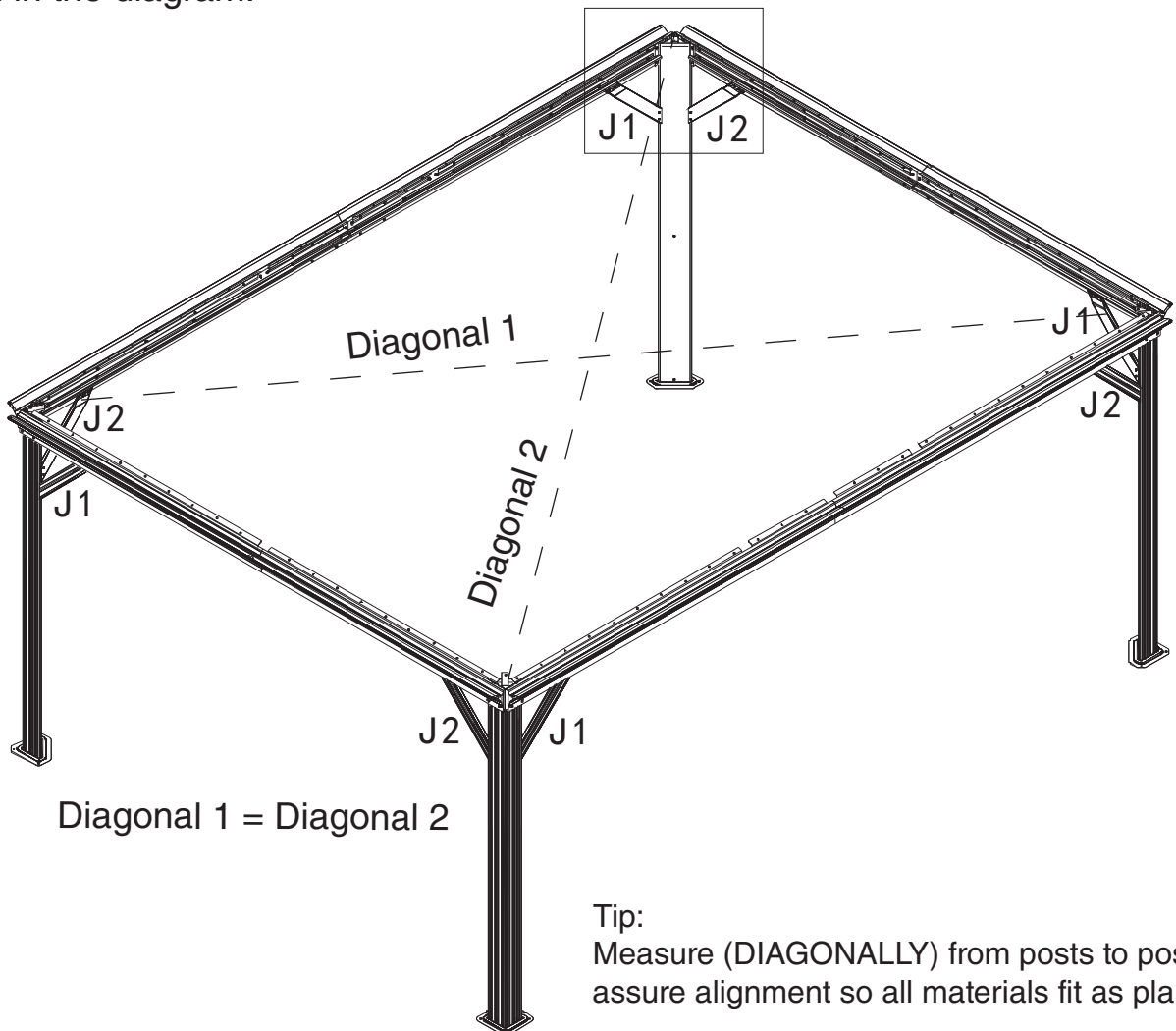
Tip:
At least three people for this step.

Parts Required:

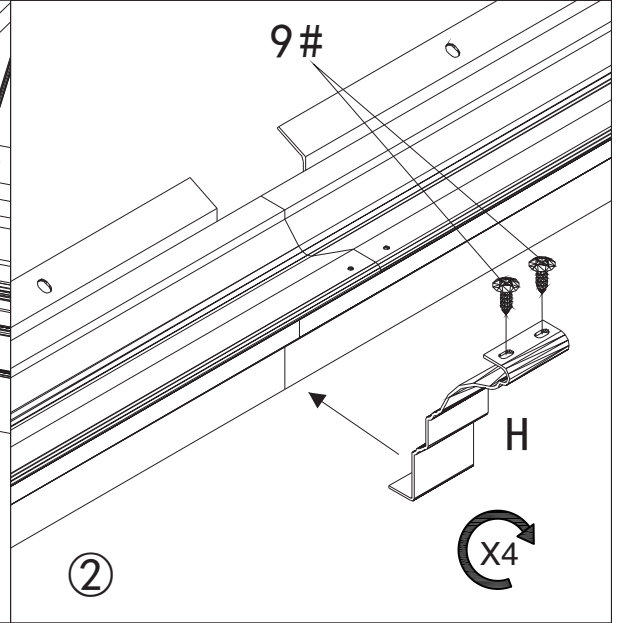
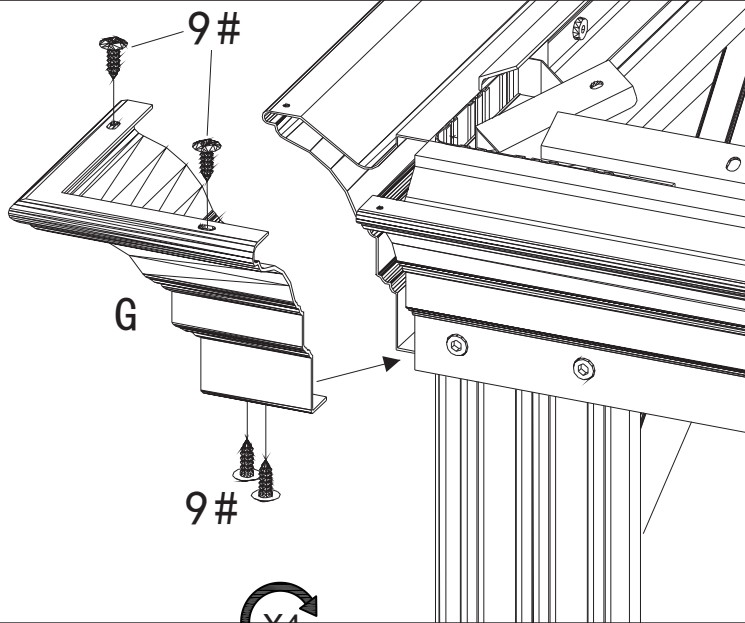


Step 5: Connect Solidifying Bars with Beams and Poles

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



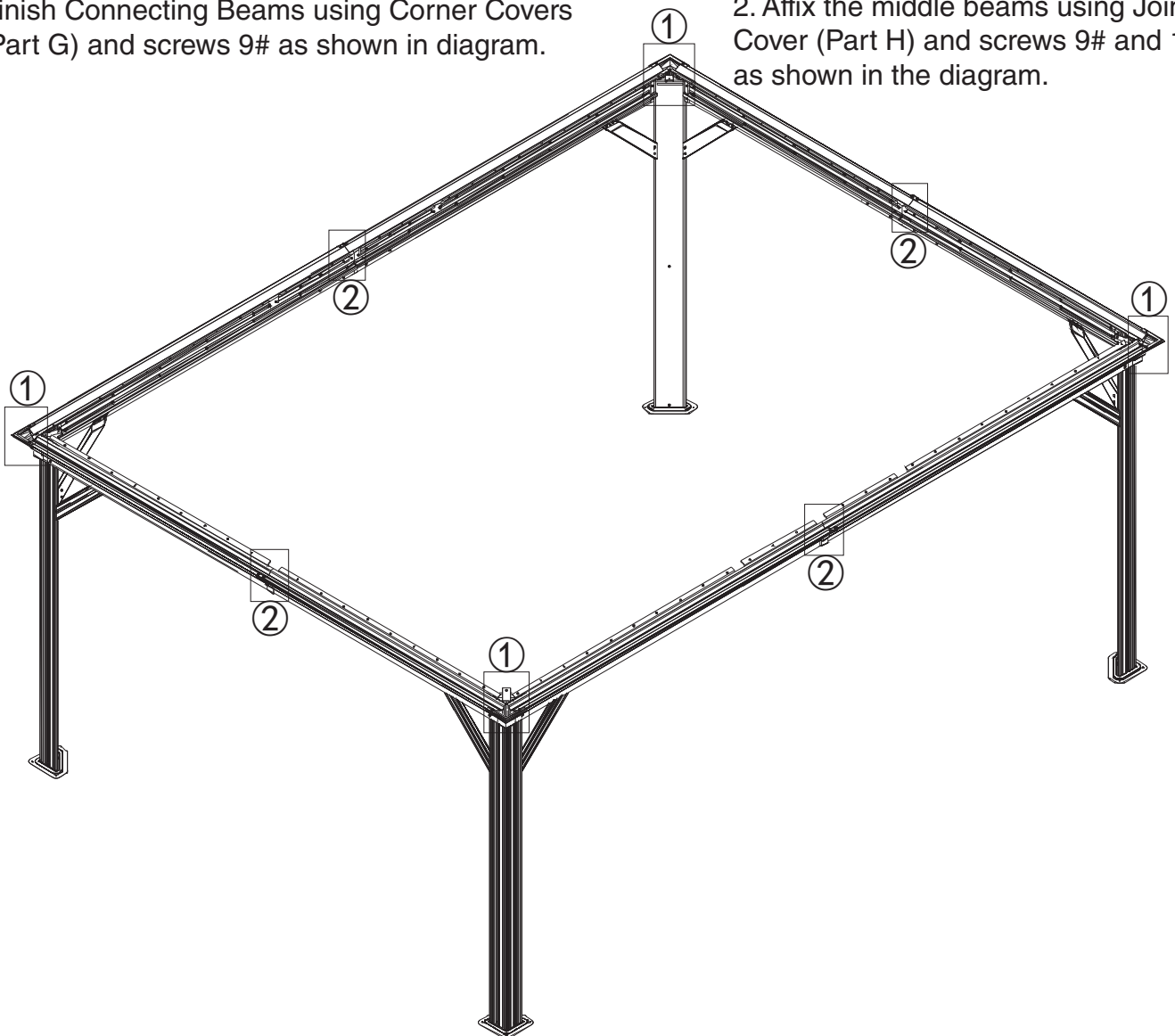
Parts Required:



Step 6: Cover the connections

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

2. Affix the middle beams using Joint Cover (Part H) and screws 9# and 1# as shown in the diagram.

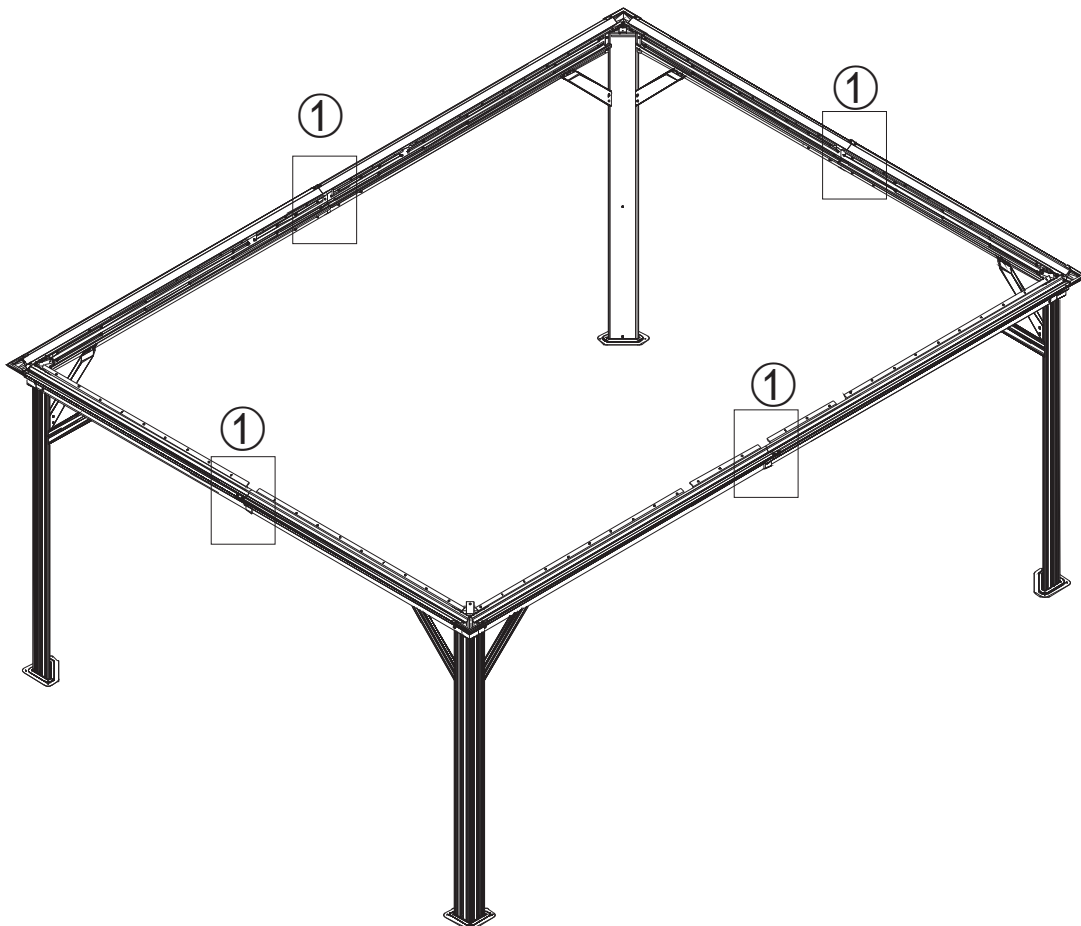
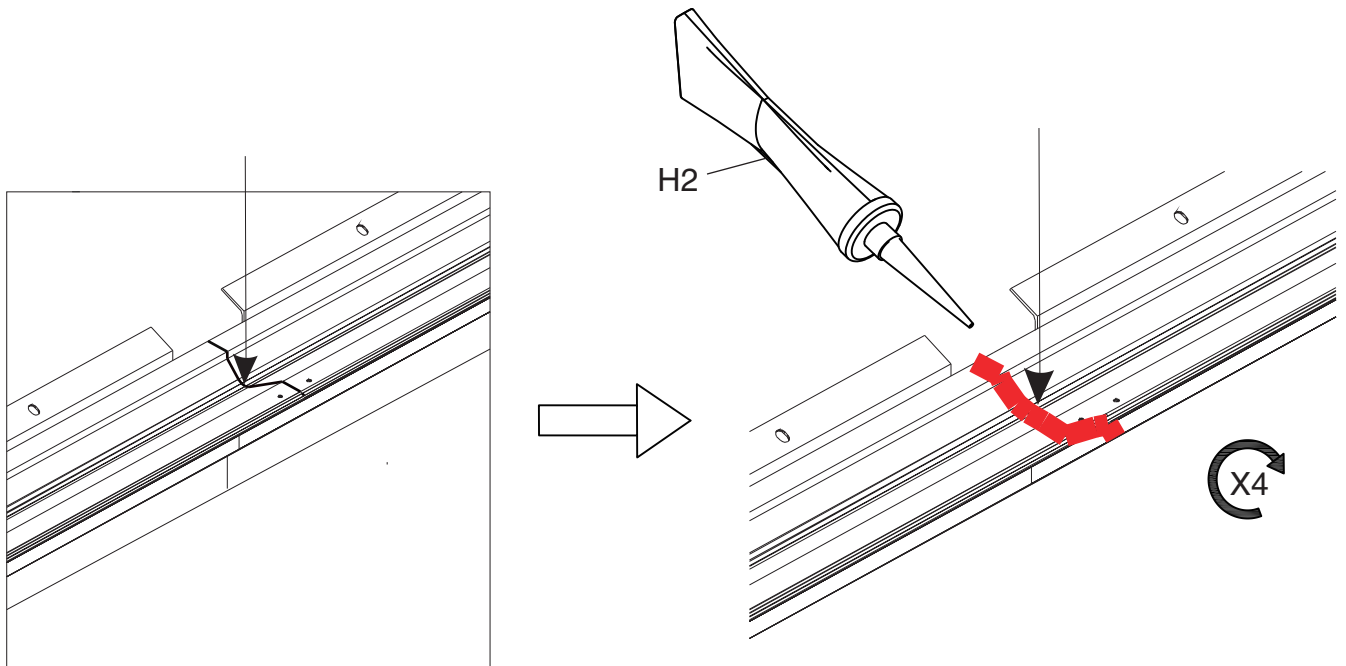


Parts Required:

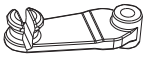


Step 7: Seal the seams

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



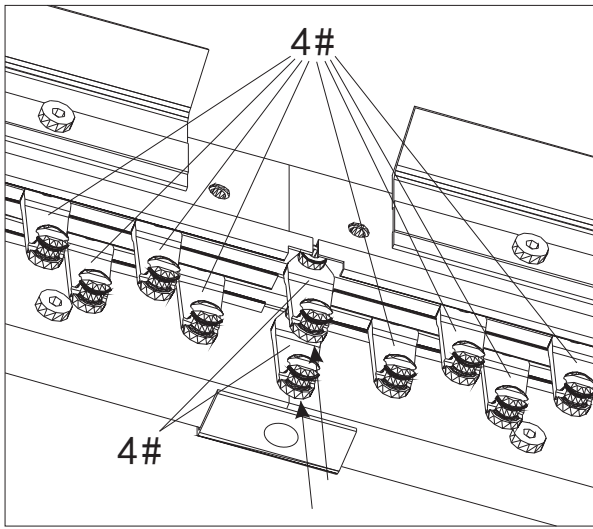
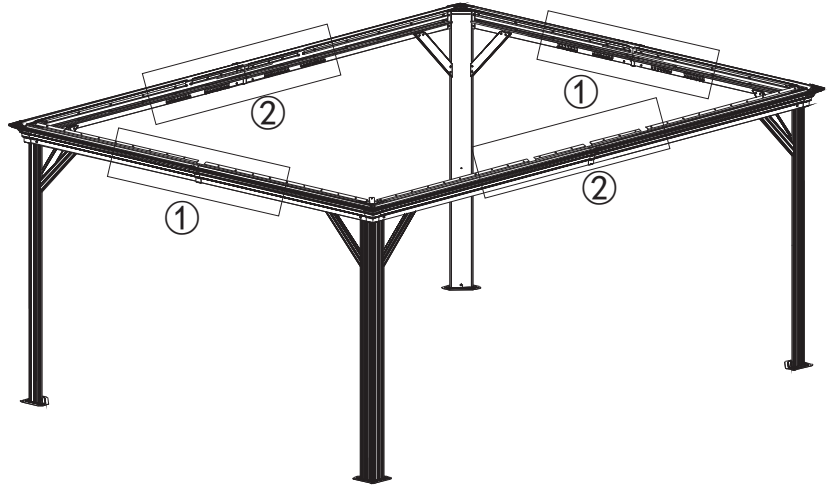
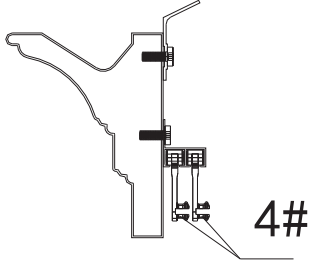
H1 x4



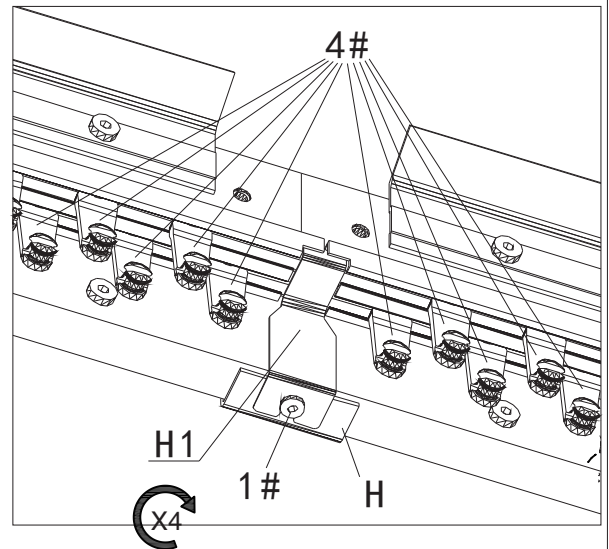
1# x4

Step 8: Install Hooks

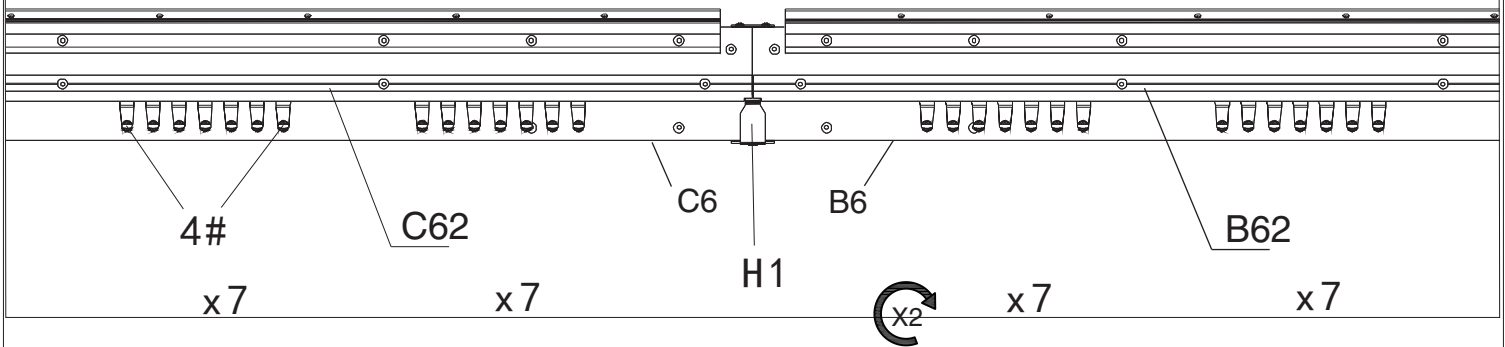
After finishing Hooks (Part 4#) into the tracks, then put Joint Cover (Part H1) to lock them.



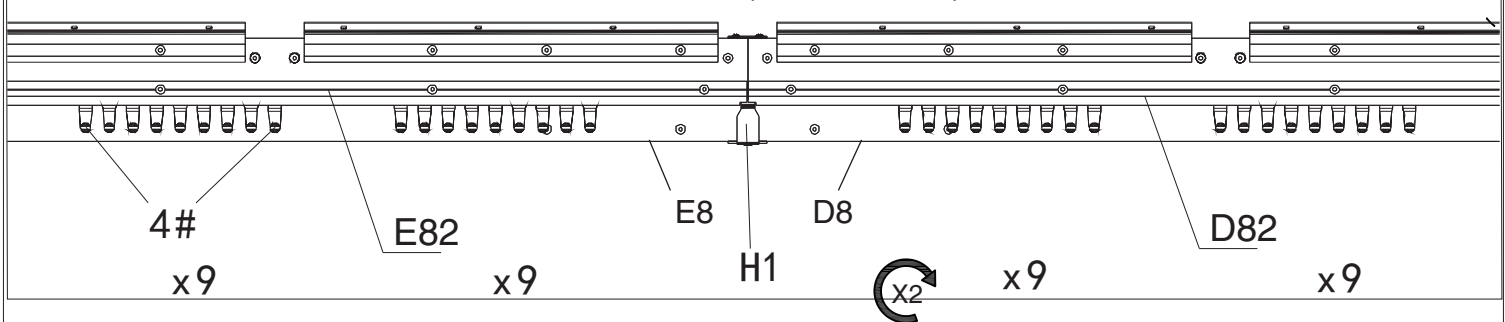
Note the amount of hooks for each slot as noted below:



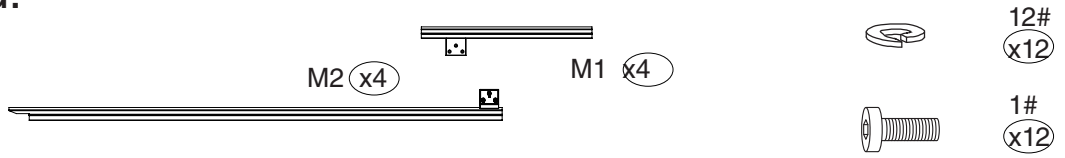
① Attach 7 hooks to each slot of Sidewall Track (Part C62, B62) for 12 ft side.



② Attach 9 hooks to each slot of Sidewall Track (Part E82, D82) for 16 ft side.



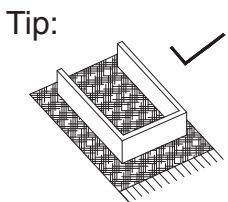
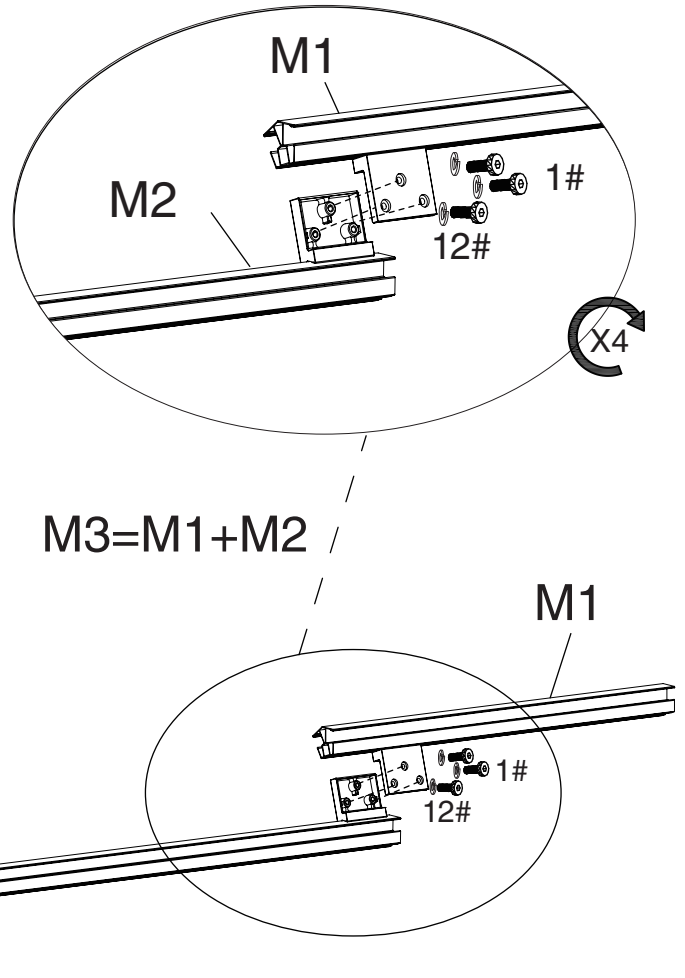
Parts Required:



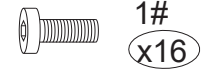
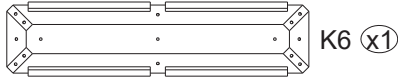
Step 9: Connect Corner Roof Bar "M3"

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

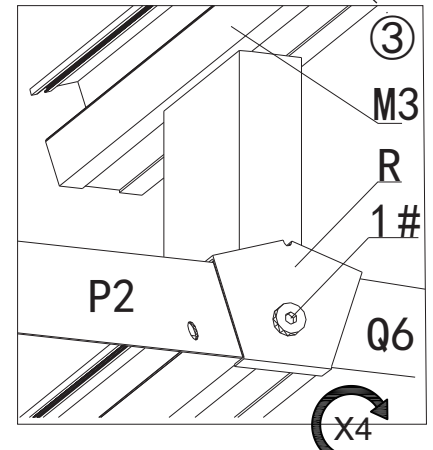
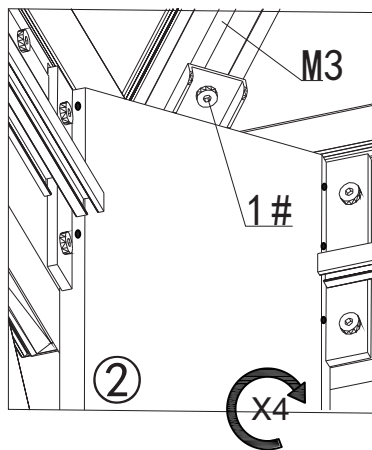
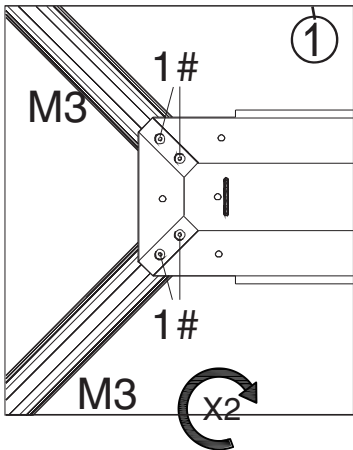
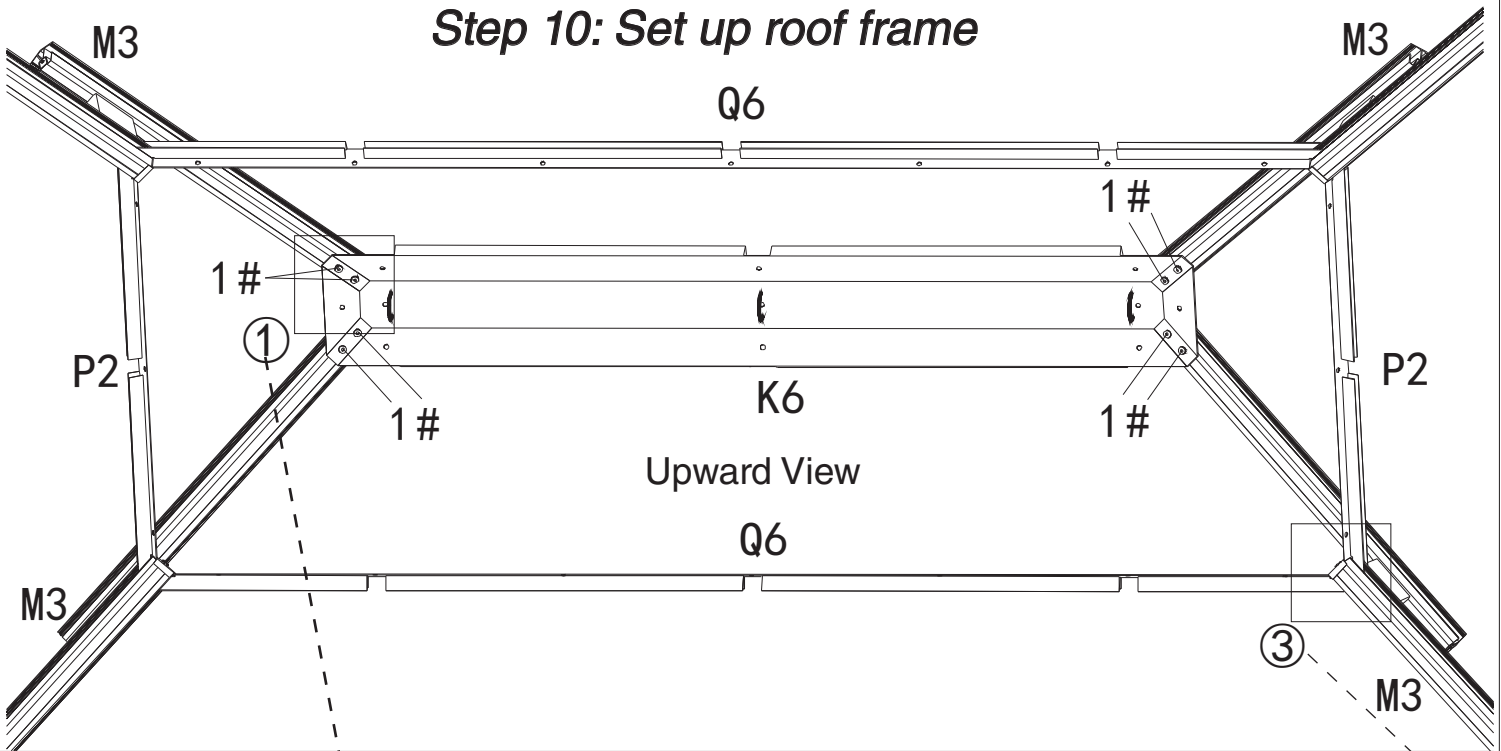
Tip:
The combination will be called "Part M3" in following steps.



Parts Required:



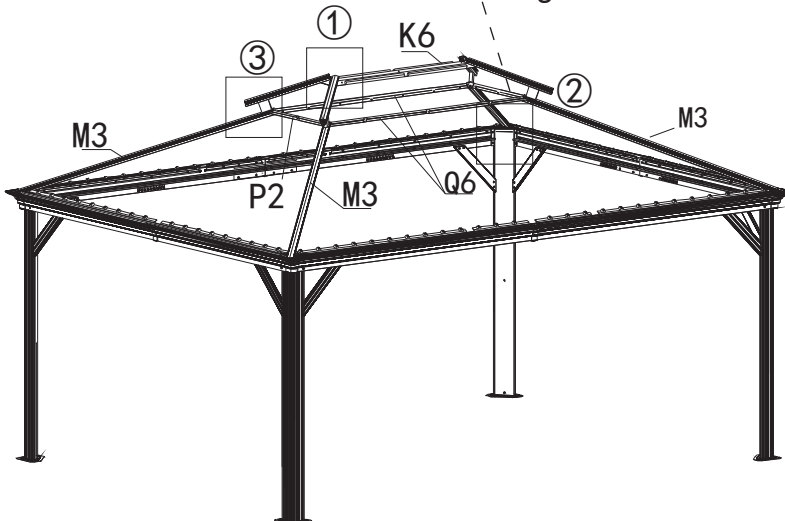
Step 10: Set up roof frame



1. Connect the Inside Roof Connector (Part K6) with the Corner Roof Bar (Part M3) using screws 1#.

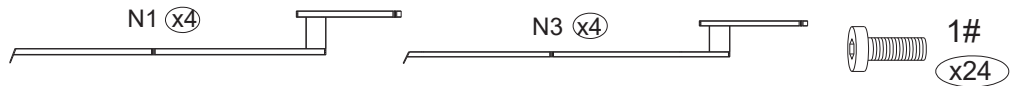
2. Attach Corner Roof Bar (Part M3) to the main frame using screw 1#, as shown in the diagram

3. Attach the Finishing Bar (Part P2, Q6) to the Finish End (Part R) using screws 1# to connect it to the Corner Roof Bar (Part M3), as shown in the diagram

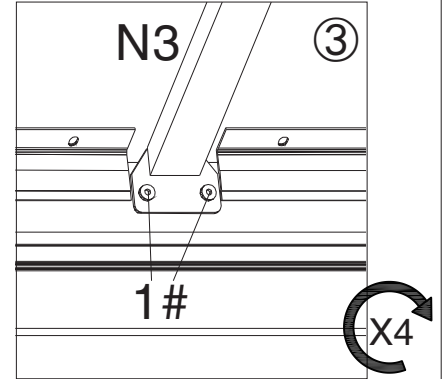
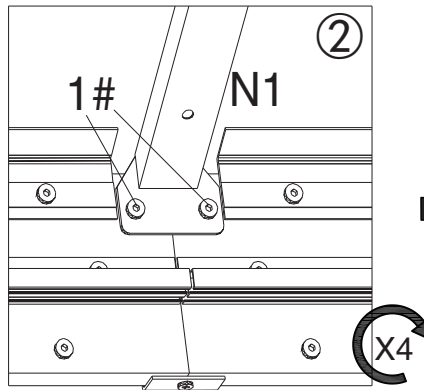
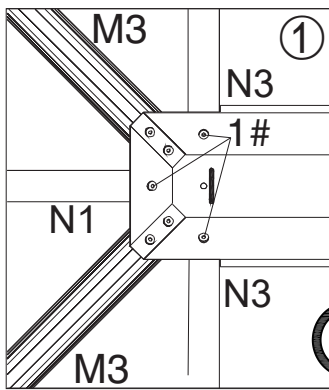
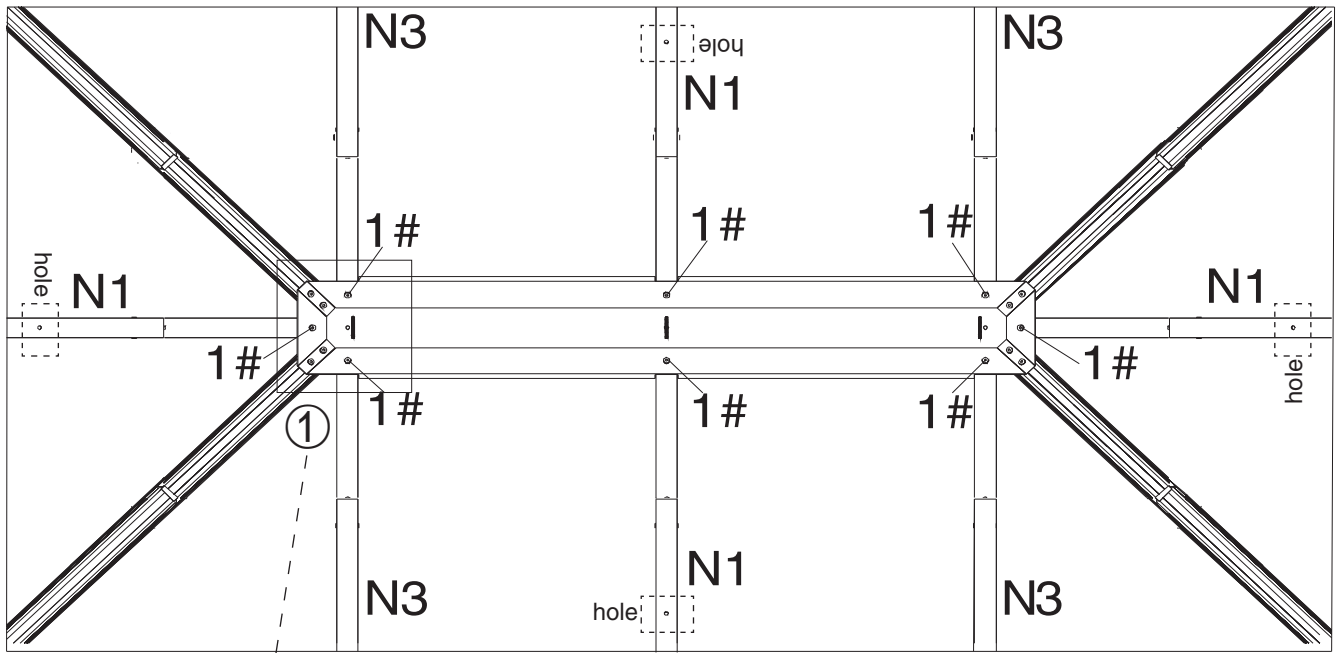


Tip:
At least two people
for this step.

Parts Required:

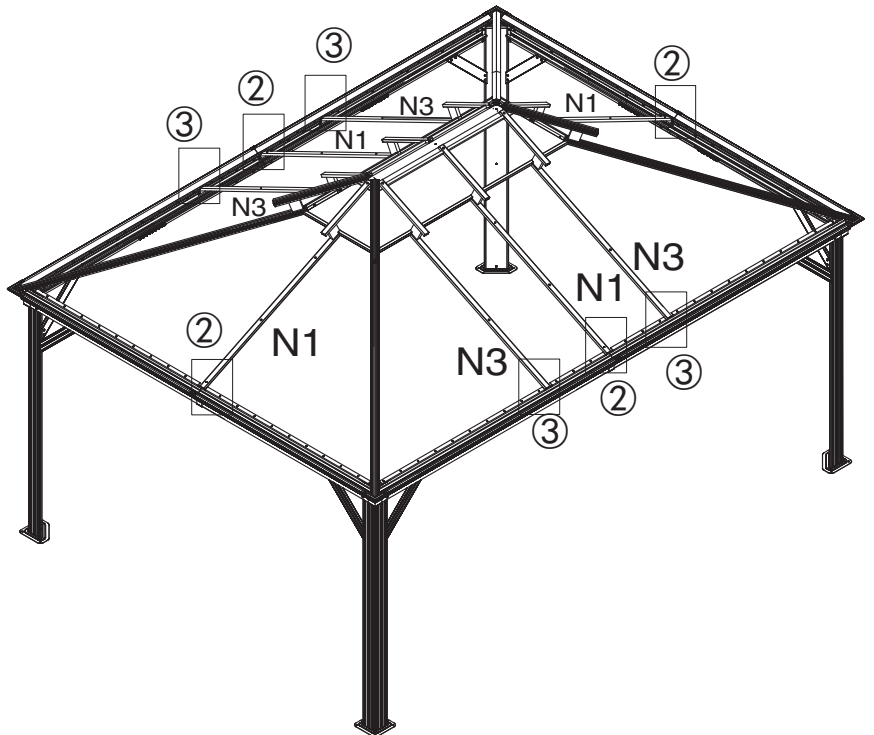


Upward View



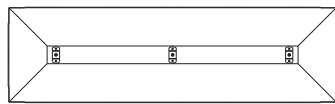
Step 11: Set up Roof Bar

Attach Roof Bar (Part N1, N3) to the main frame using screw 1#.



Tip:
At least two people
for this step.

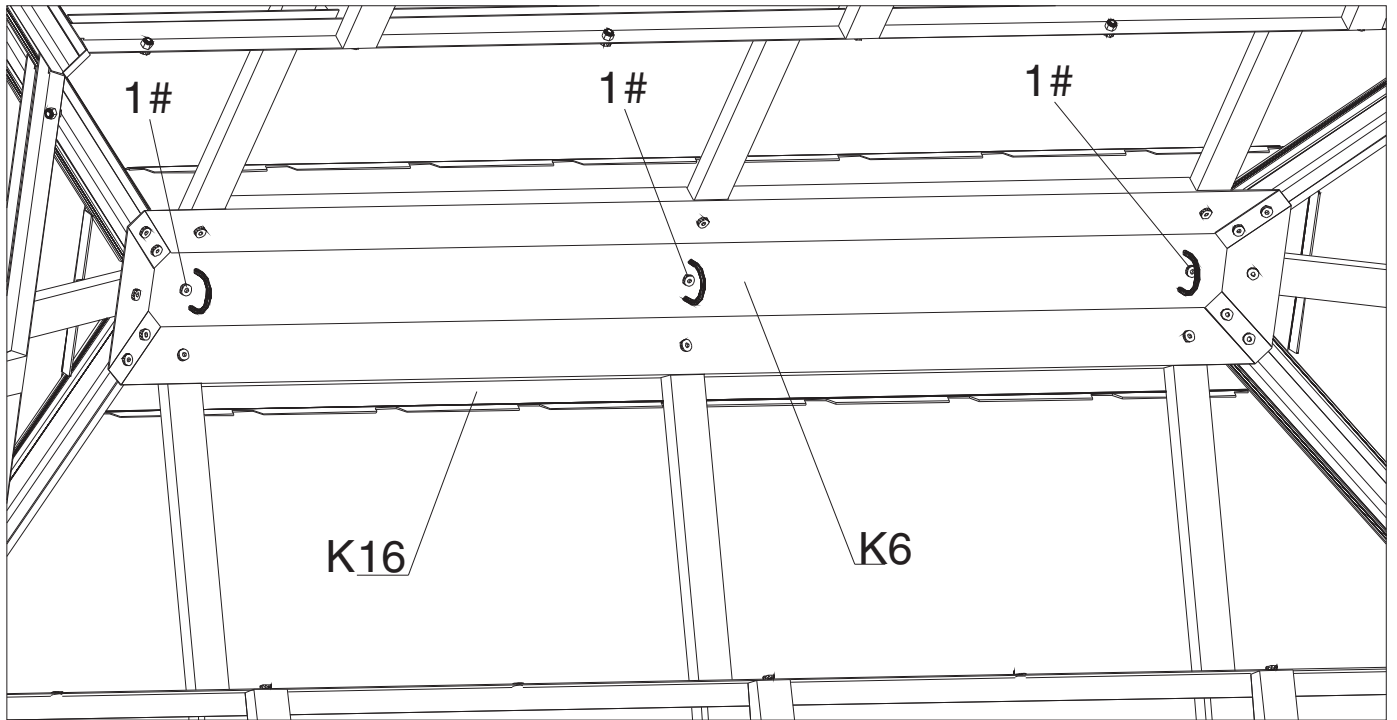
Parts Required:



K16 (x1)

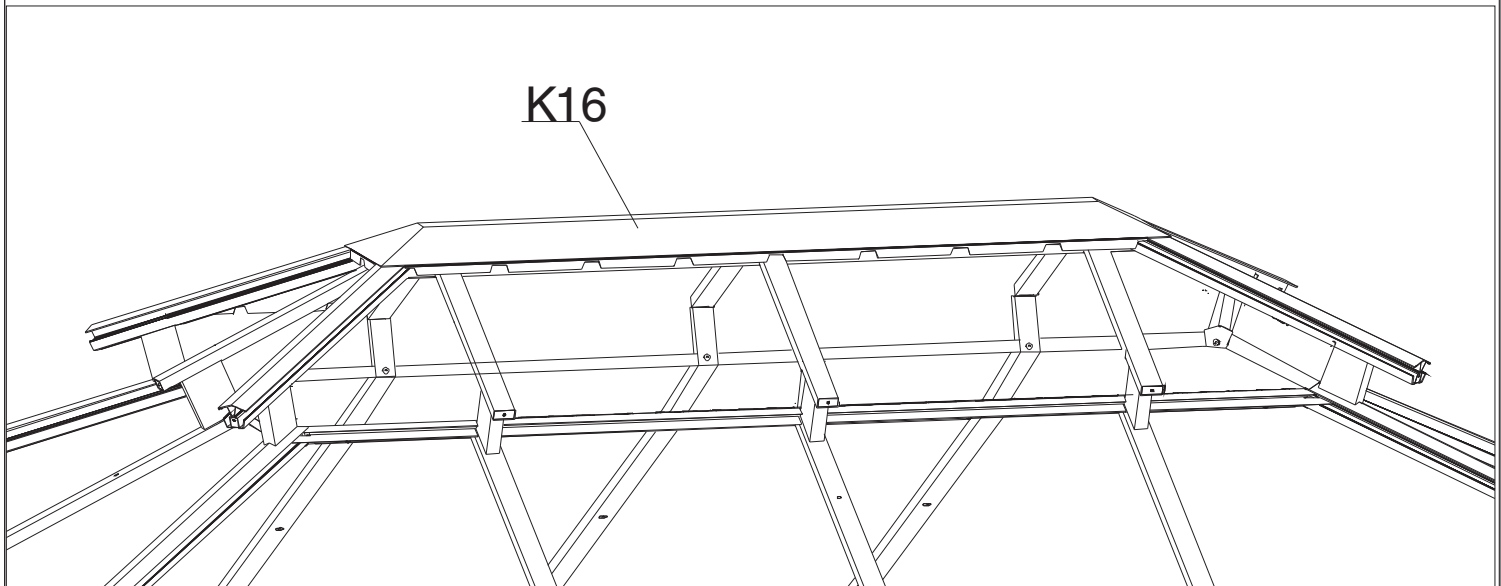


1#
(x3)

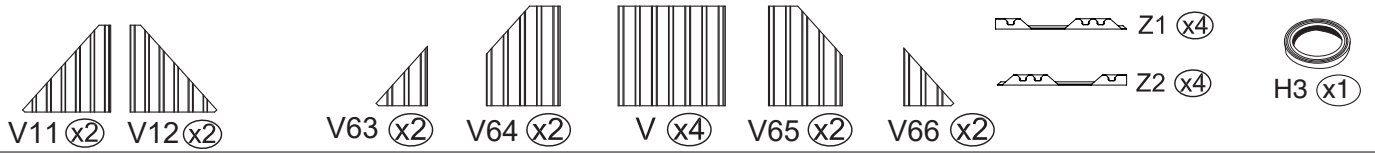


Step 12: Connect Outside Roof Connector

Connect the Outside Roof Connector (Part K16) to the Inside Roof Connector (Part K6) using screw 1#, as shown in the diagram.

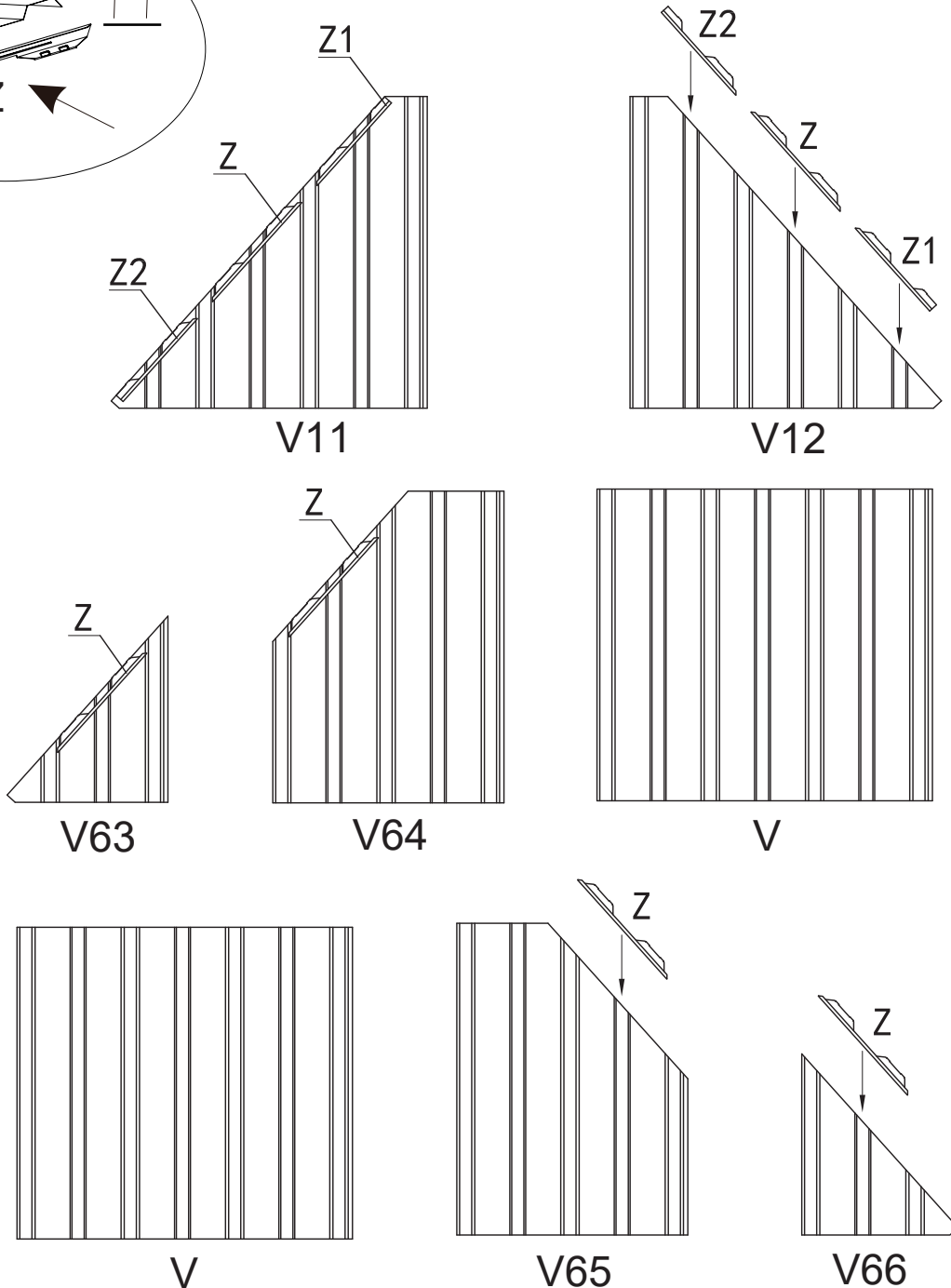
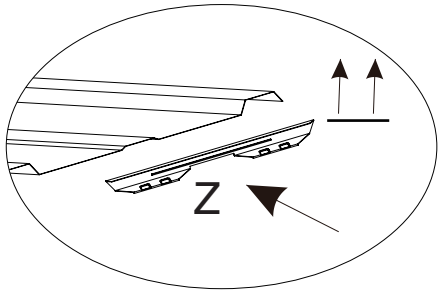


Parts Required:



Step 13: Snap Bracket

Snap Bracket (Part Z, Z1, Z2) to the roof panel edges as shown in the 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, Z1, Z2) are supposed to attach.



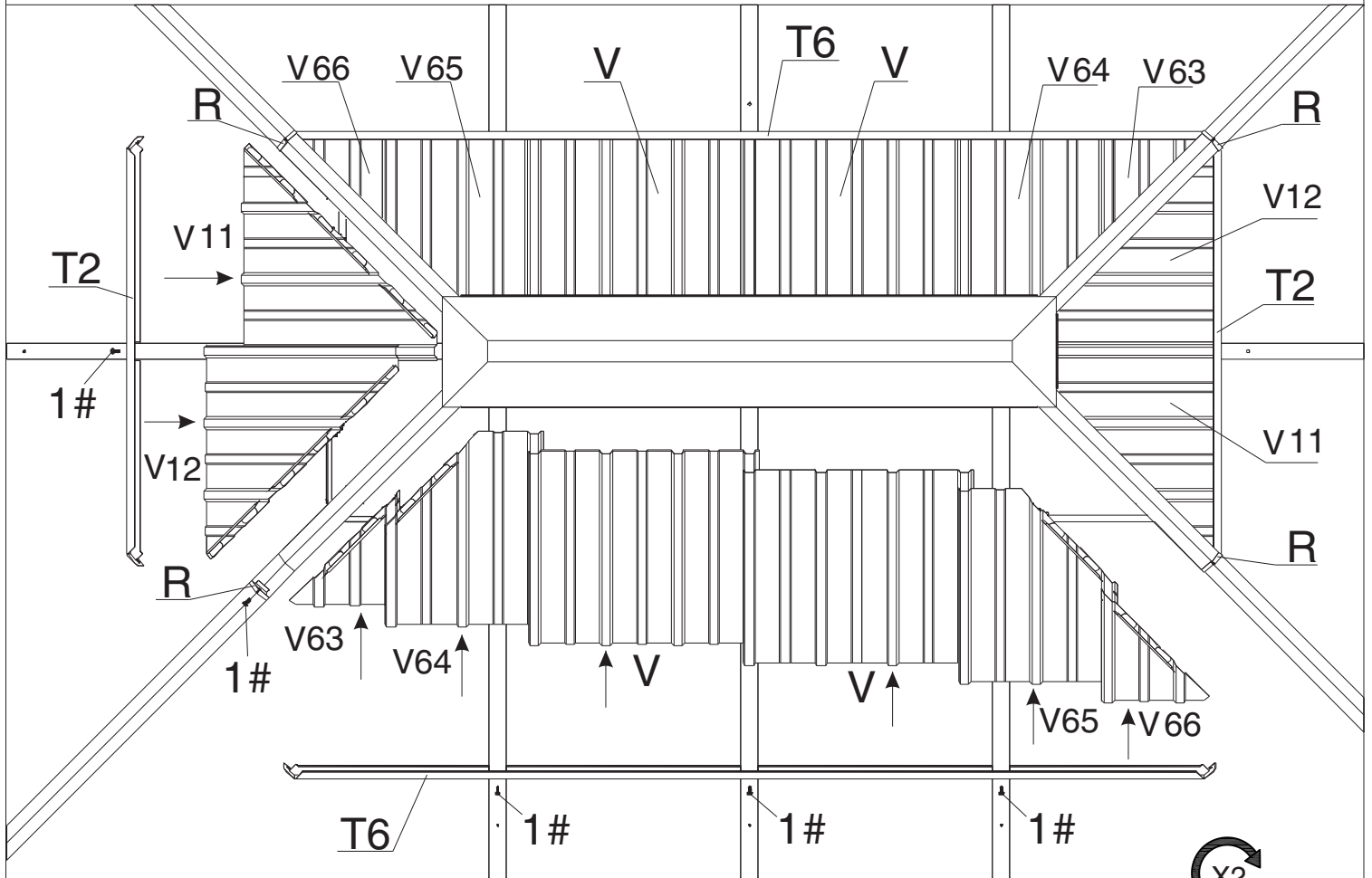
Parts Required:

T2 (x2)

T6 (x2)

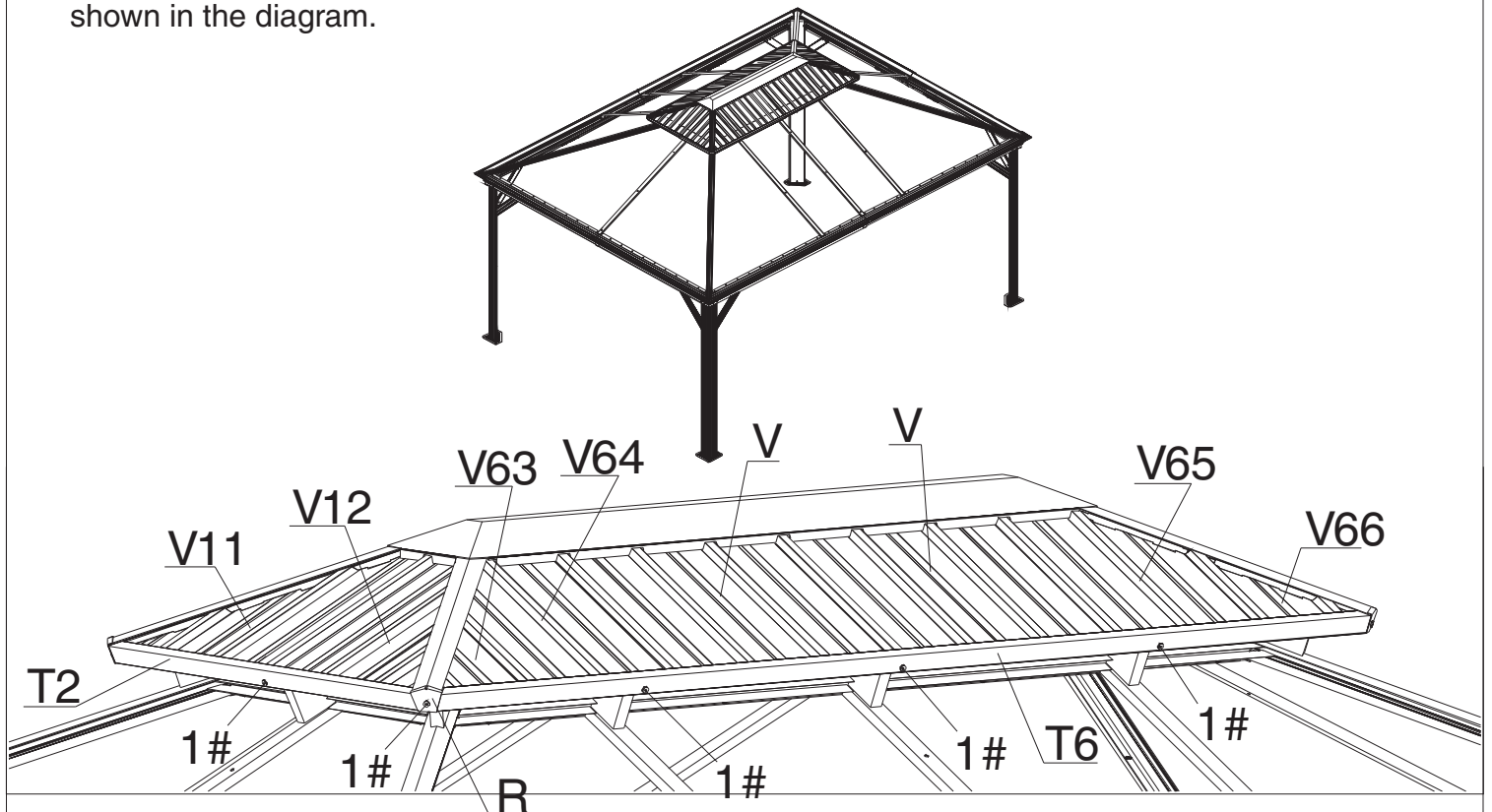
R (x4)

1# (x12)



Step 14: Assemble Roof Panel

1. Push the Roof Panels (Part V11, V12, V63, V64, V, V, V65, V66) up to the upper roof as shown in the diagram.
2. Attach Finishing Bars (Part T2, T6) to the upper roof with Finish End (Part R) using screws #1, as shown in the diagram.



Parts Required:

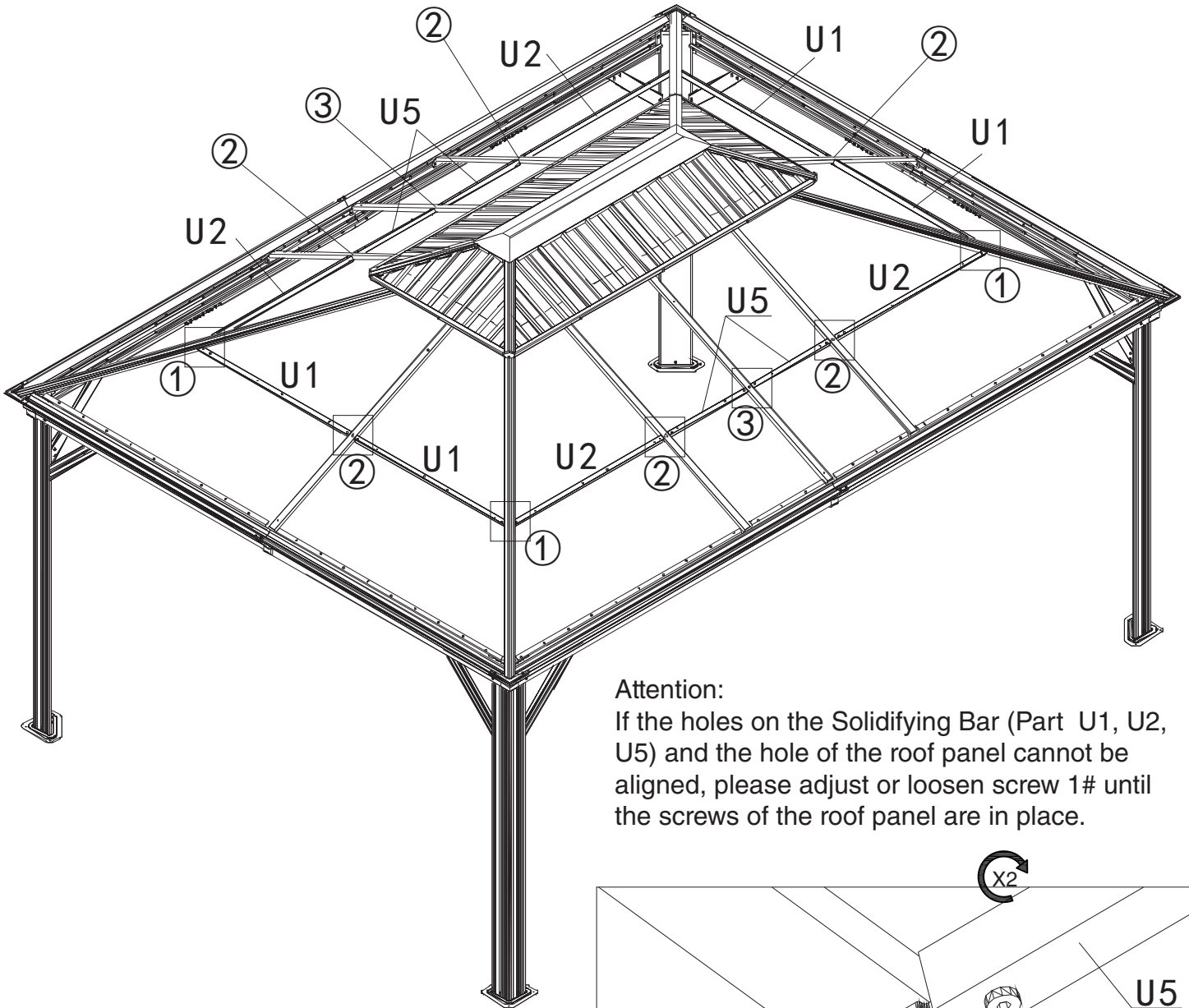
U1 (x4)

U2 (x4)
U5 (x2)

U3 (x4)

U4 (x6)

1# (x32)

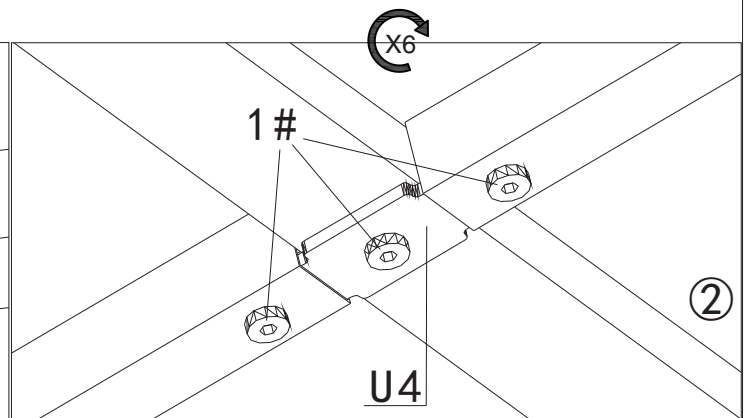
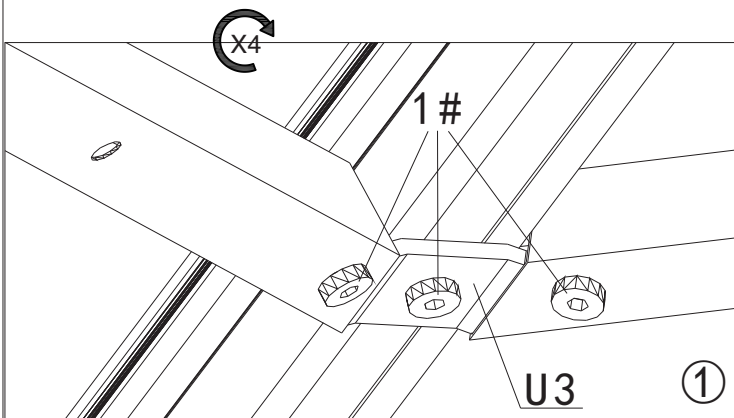
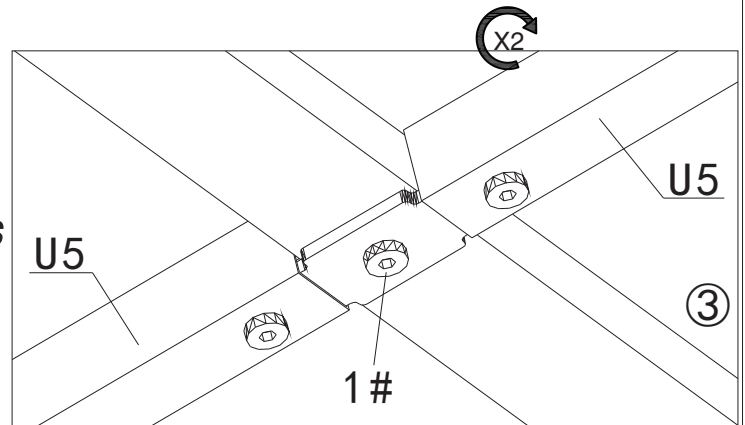


Attention:

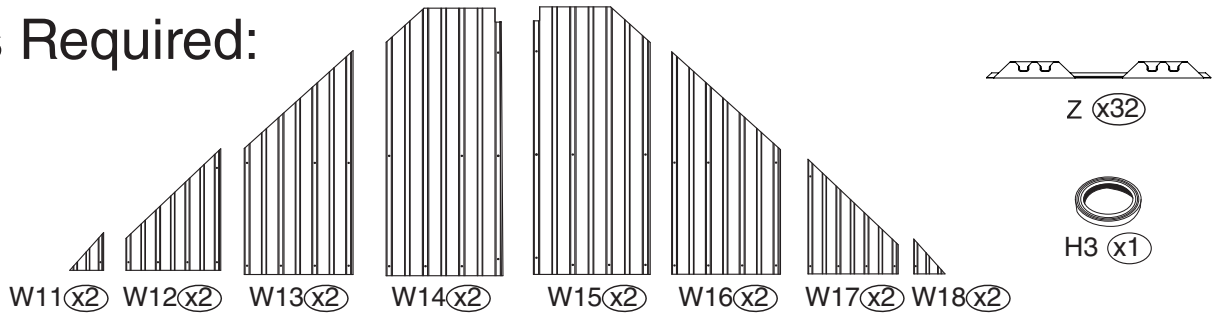
If the holes on the Solidifying Bar (Part U1, U2, U5) and the hole of the roof panel cannot be aligned, please adjust or loosen screw 1# until the screws of the roof panel are in place.

Step 15: 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.

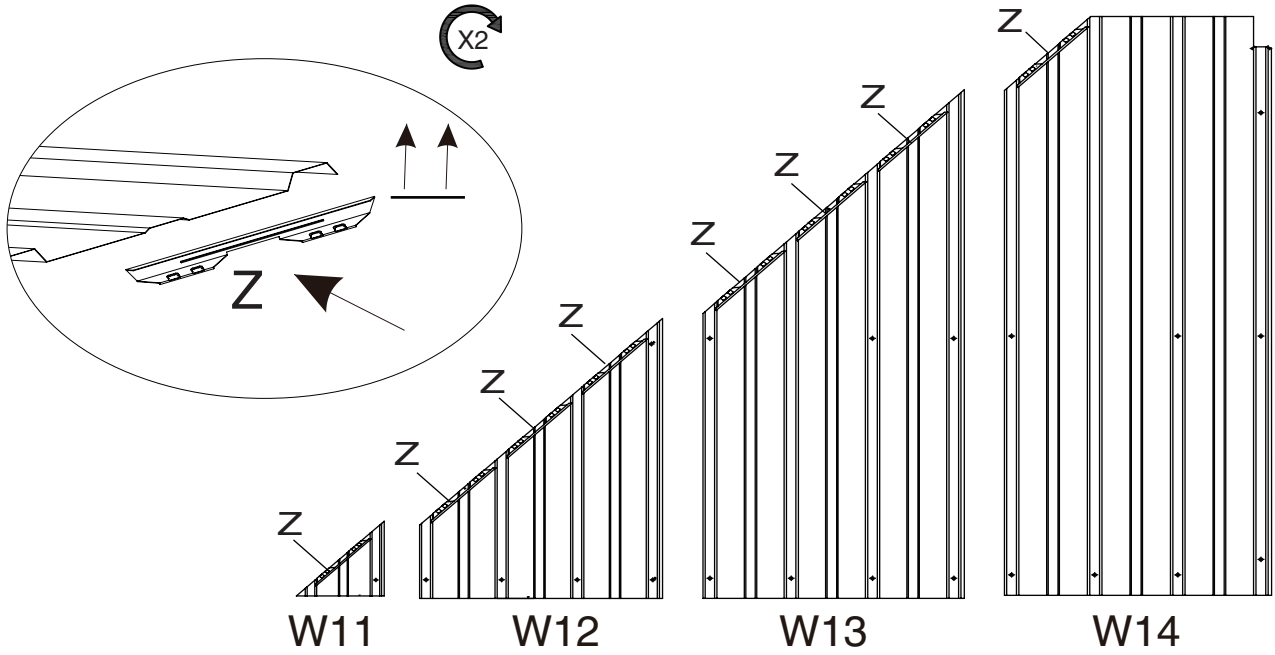


Parts Required:



Step 16: Snap Bracket

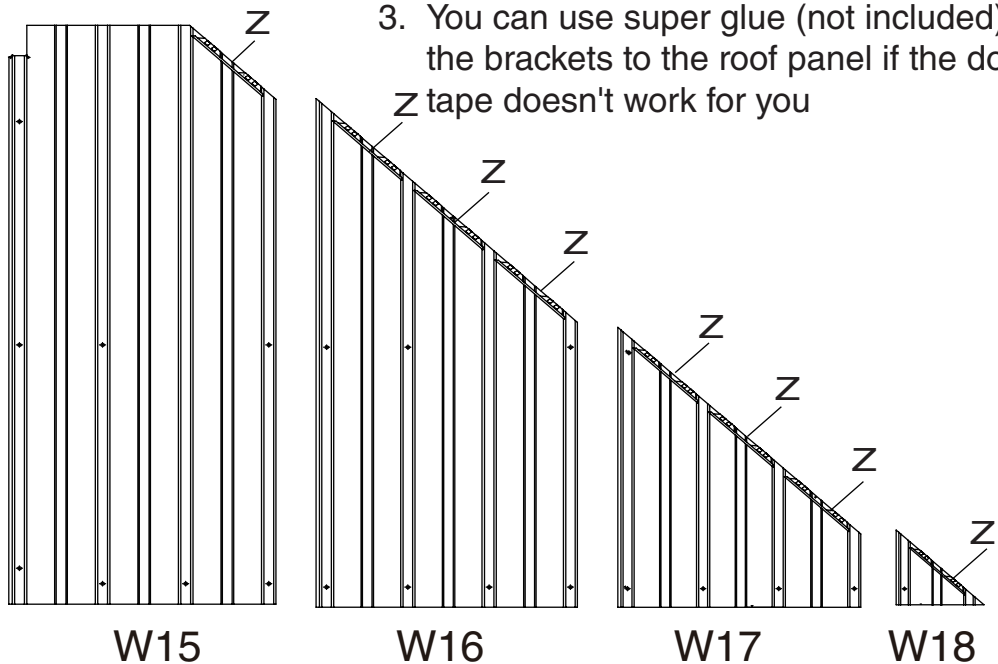
Snap Brackets (Part Z) to roof panel edges as shown in the diagram.
(with snaps facing upwards)



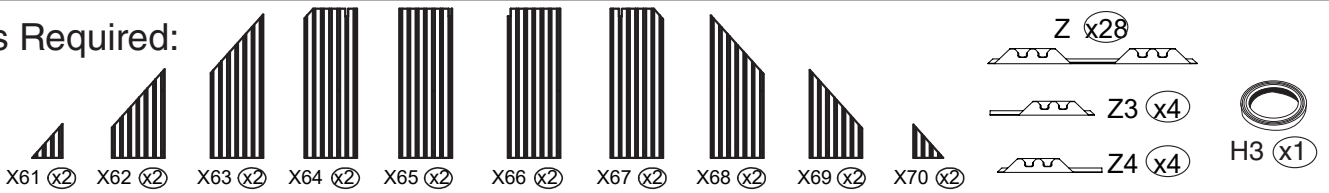
Tips:



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

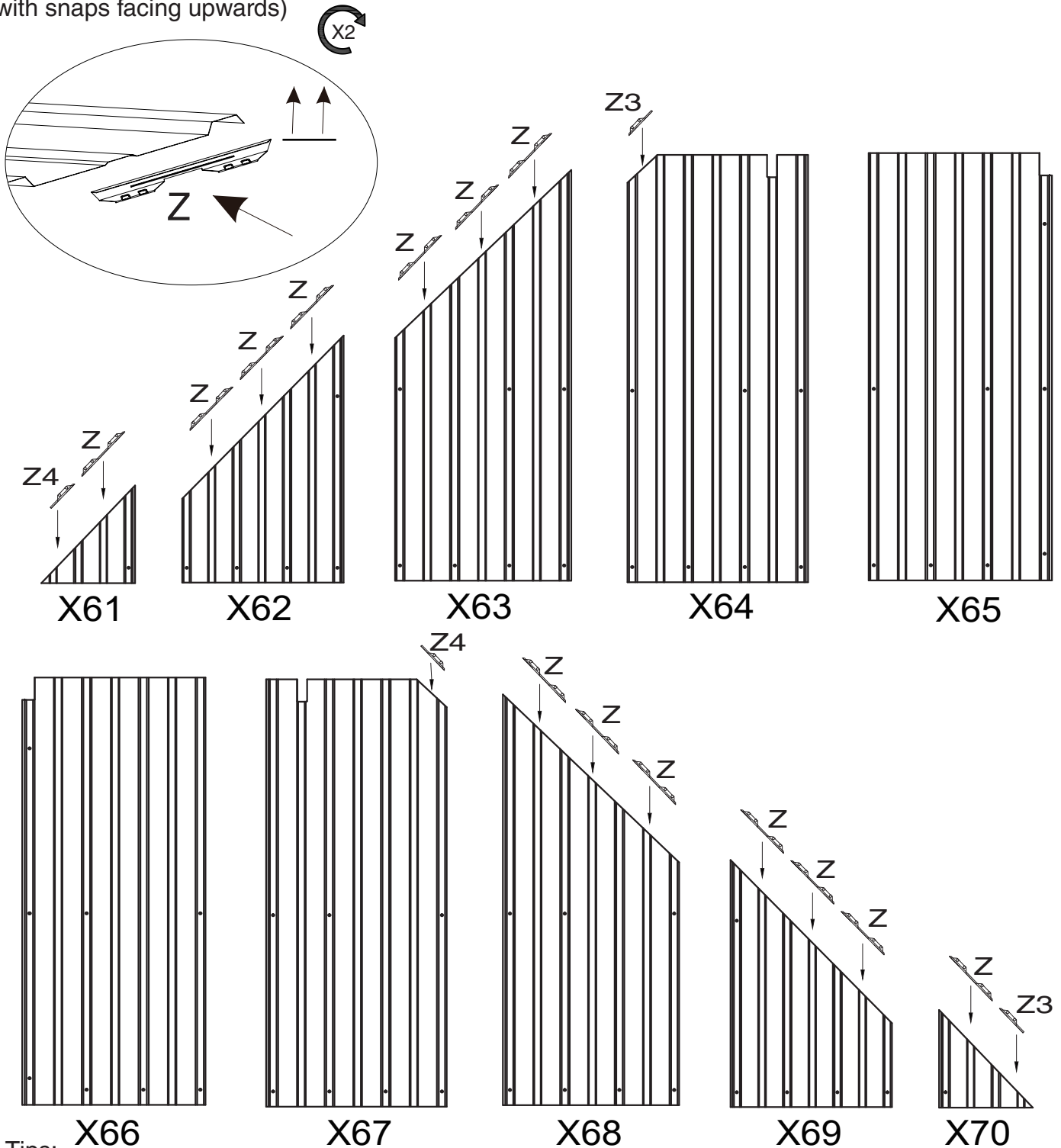


Parts Required:



Step 17: Snap Bracket

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



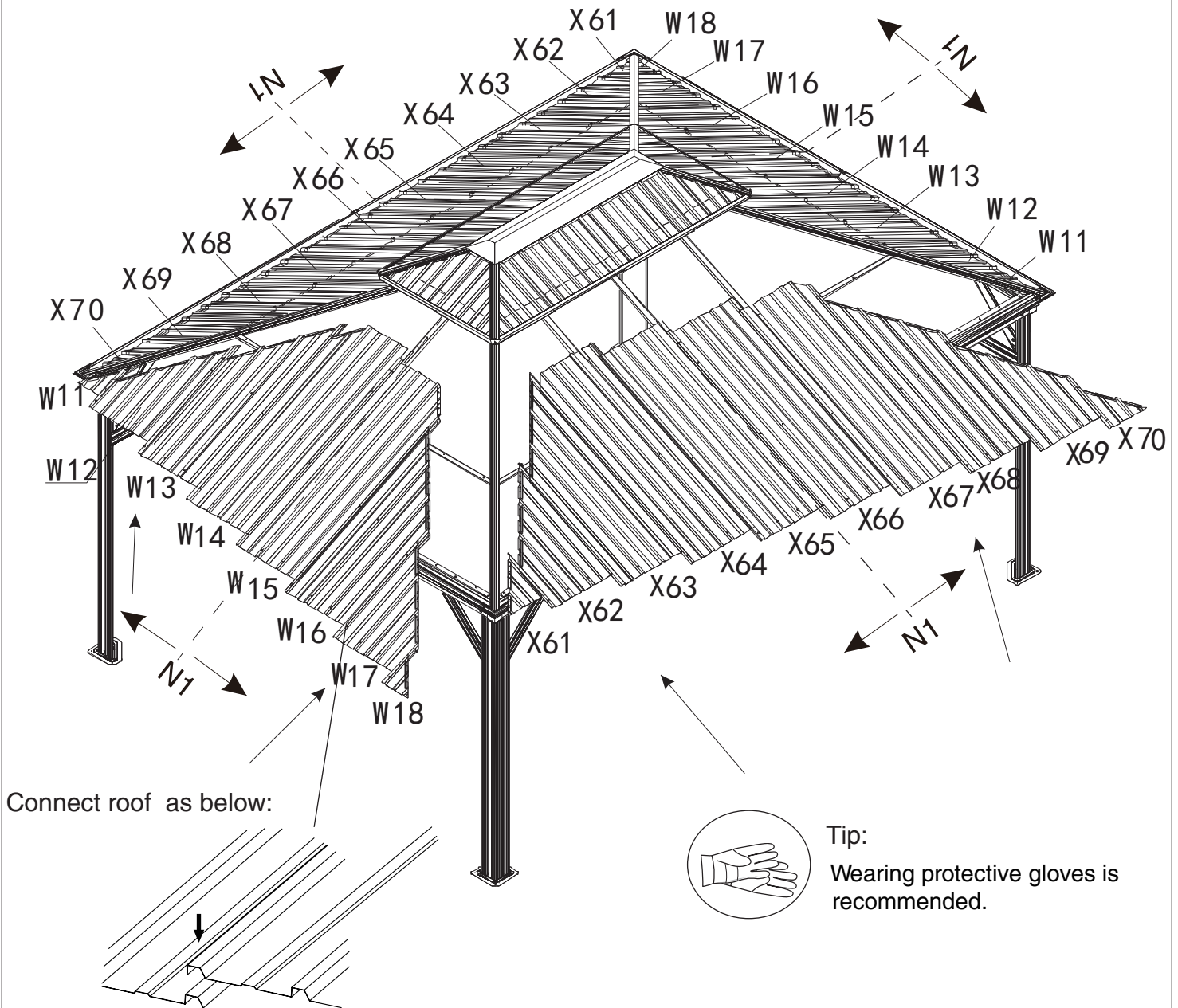
Tips:



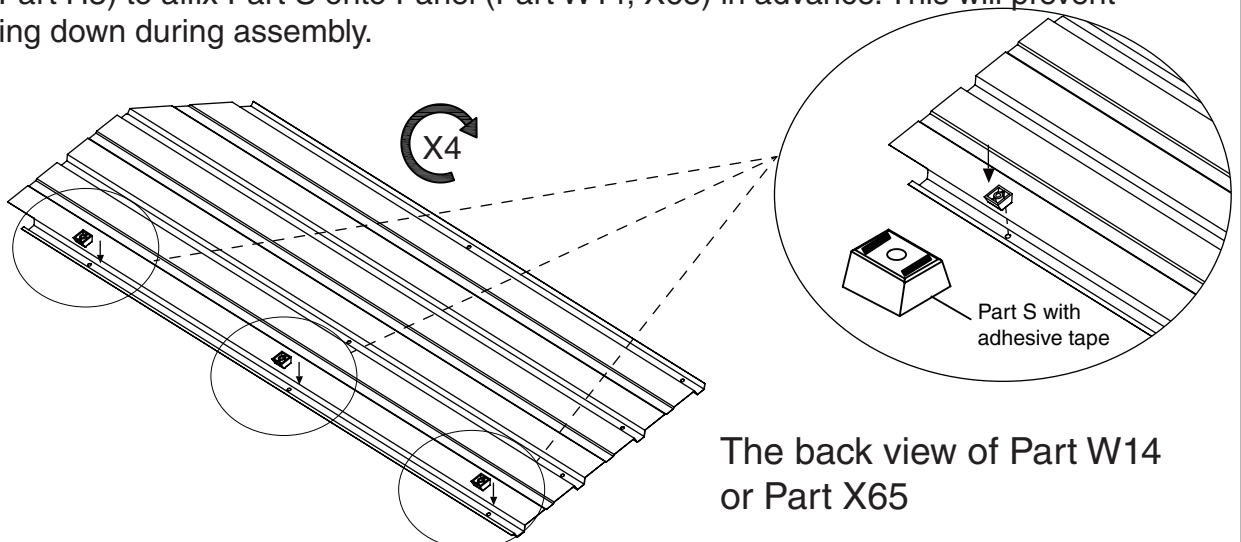
1. Wearing protective gloves is recommended.
2. To prevent Z-Clips (plastic brackets) from sliding off prior to assembly, apply double-sided adhesive tape (Part H3) to the underside (bottom) edge of the roof panels where the brackets (Part Z, Z3, Z4) are supposed to attach.
3. You can use super glue (not included) to attach the brackets to the roof panel if the double-sided tape doesn't work for you.

Overall roof assembly:



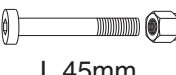
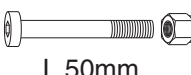
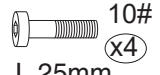
Please place the panels on the frame and assemble them from the centerline (Part N1) to the left and right.



Tip: To facilitate the easy fastening of roof panels (Part W14, X65), please use double-sided adhesive tape (Part H3) to affix Part S onto Panel (Part W14, X65) in advance. This will prevent Part S from sliding down during assembly.

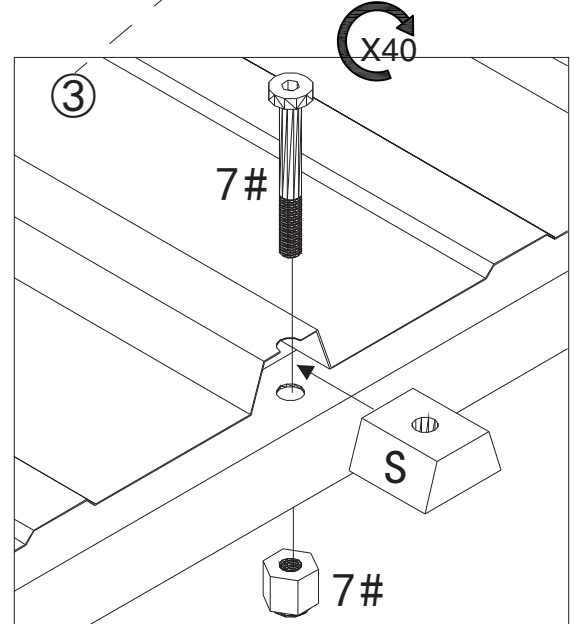
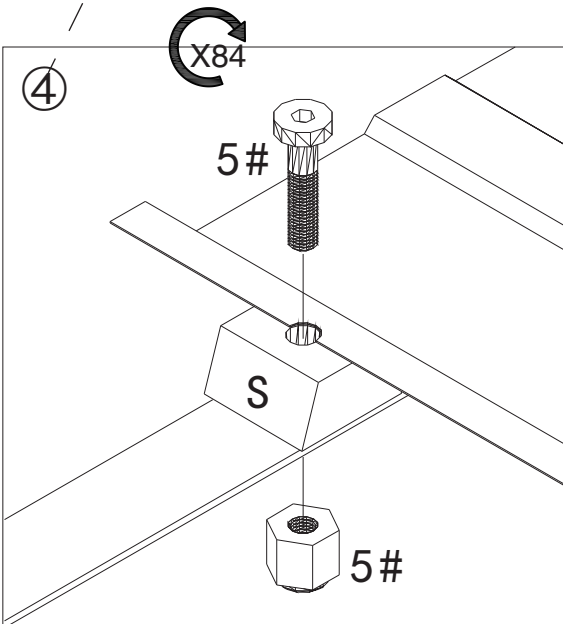
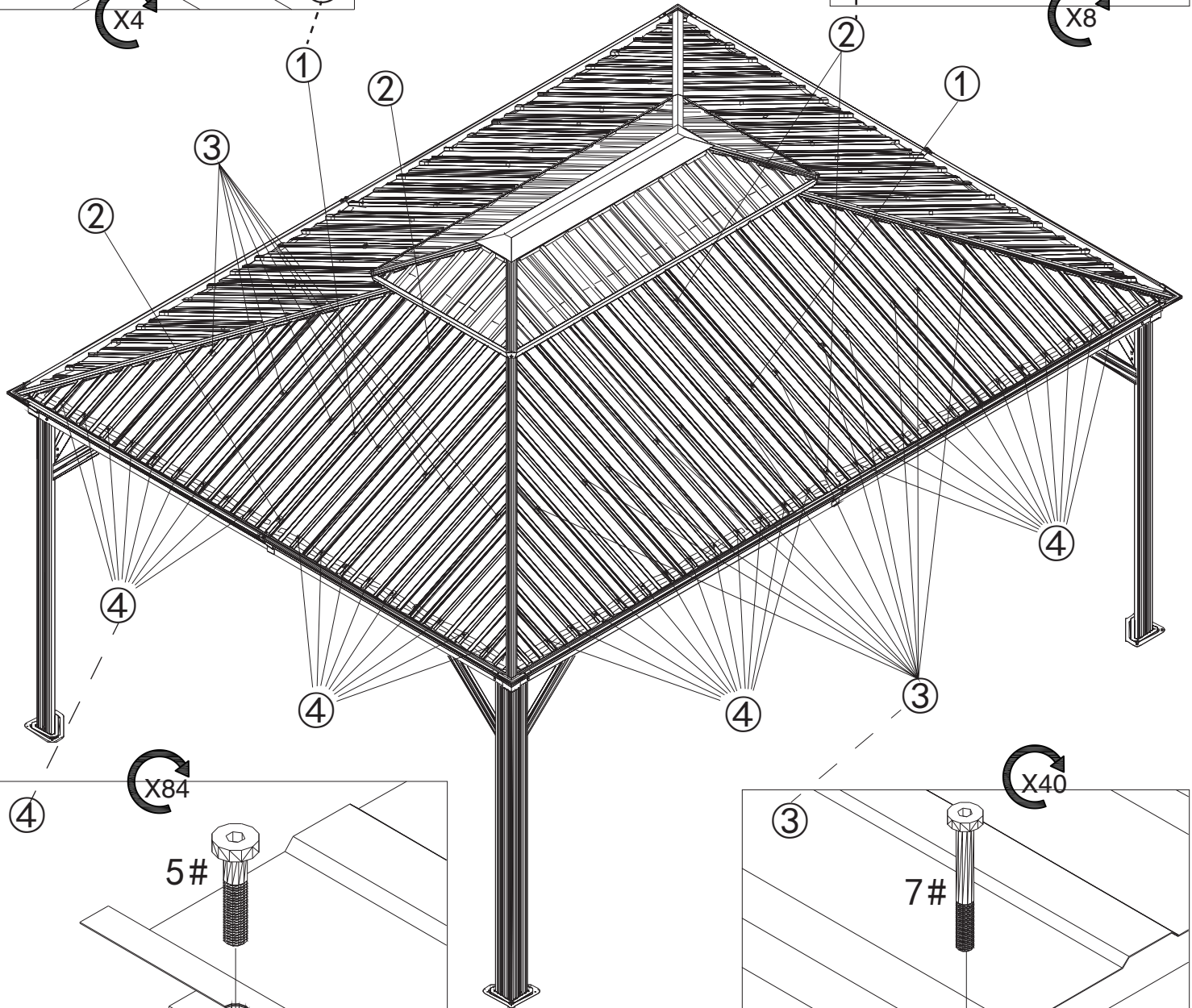
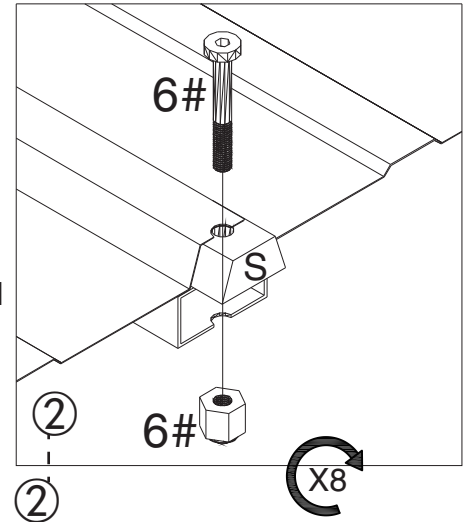
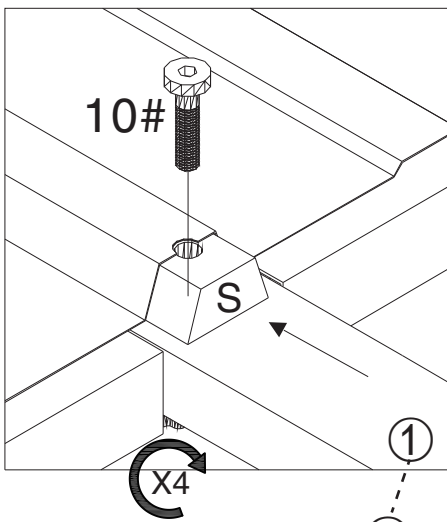


Parts Required:

-  S x136
-  5# x84
L 28mm
-  6# x8
L 45mm
-  7# x40
L 50mm
-  10# x4
L 25mm

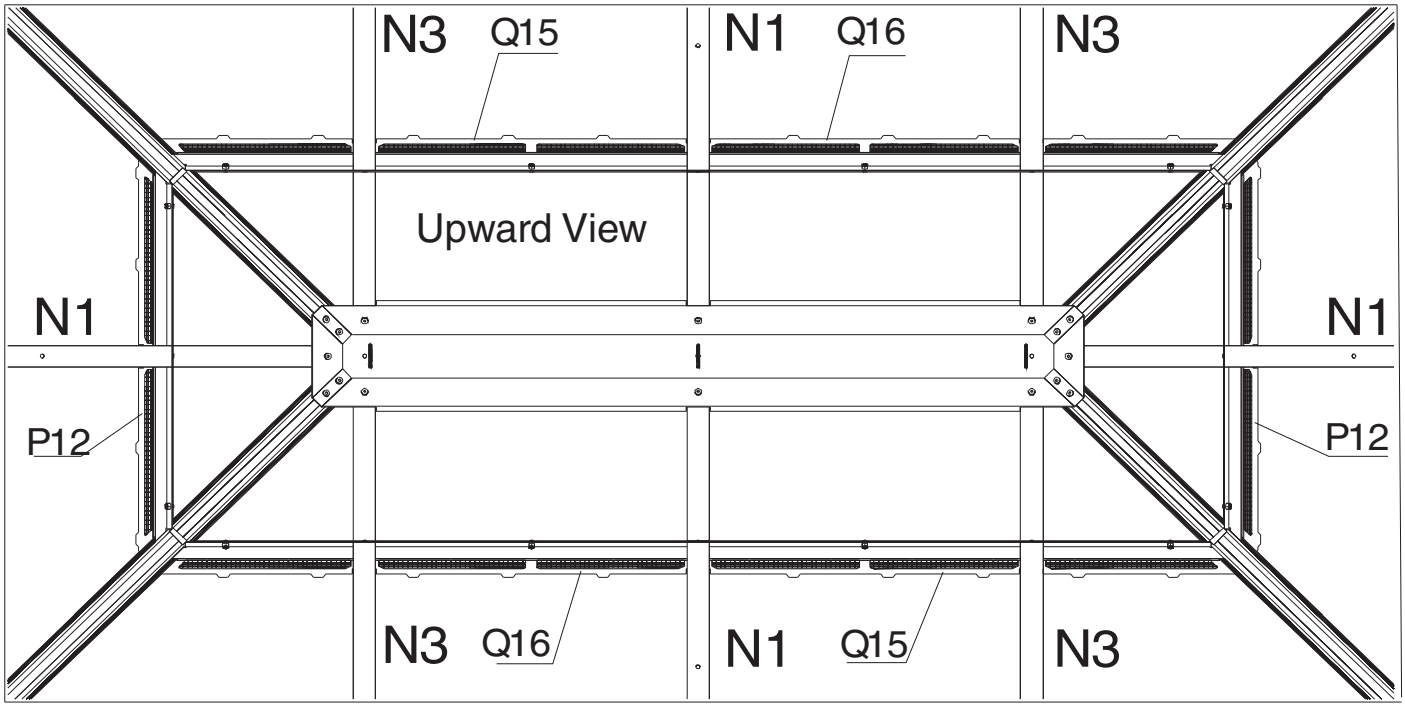
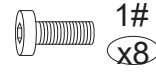
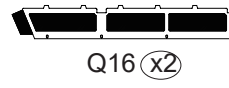
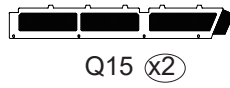
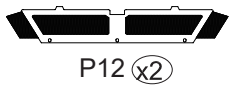
Step 18: Affix roof panels using screws and Spacers (Part S) as shown in the diagram.

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.



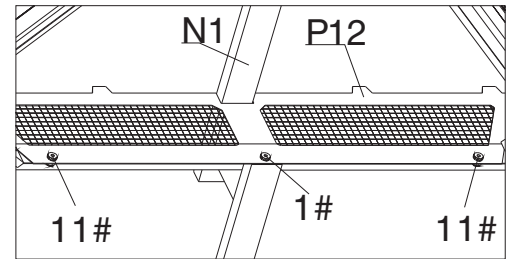
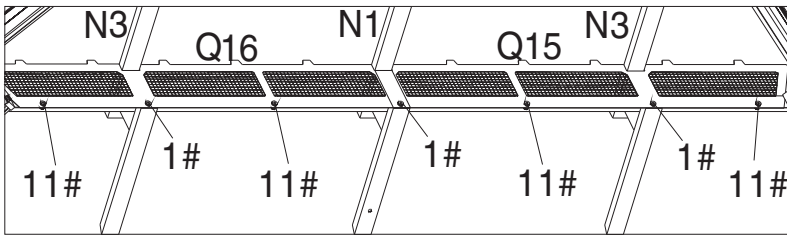
Tip:
At least two people
for this step.

Parts Required:

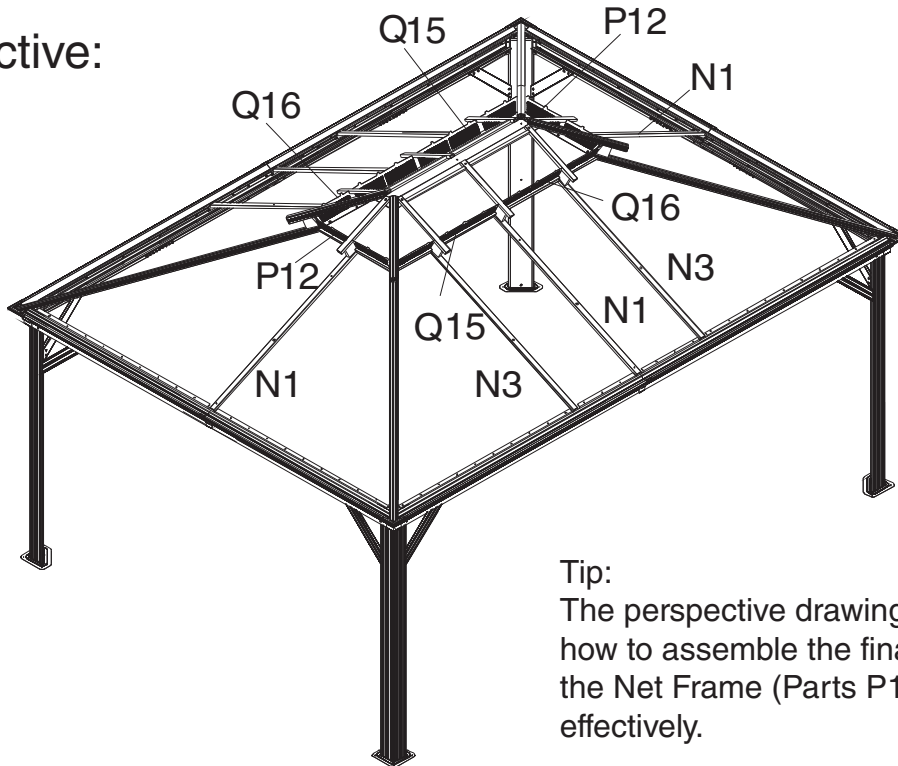


Step 19: Assemble Net Frames

Attach Net Frames (Part P12, Q15, Q16) to Finishing Bars (Part P2, Q6) using screws (1#, 11#) as shown in the diagram.

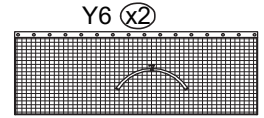
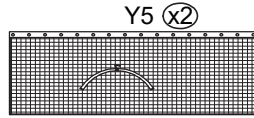
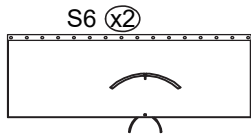
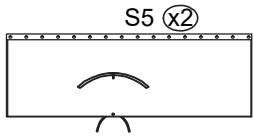


Perspective:



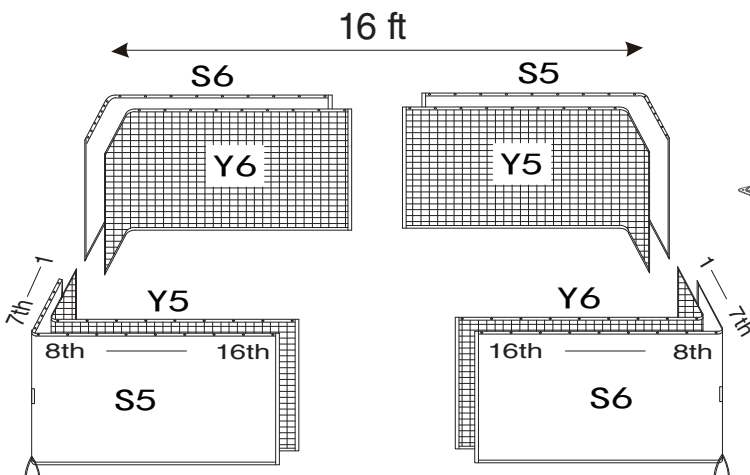
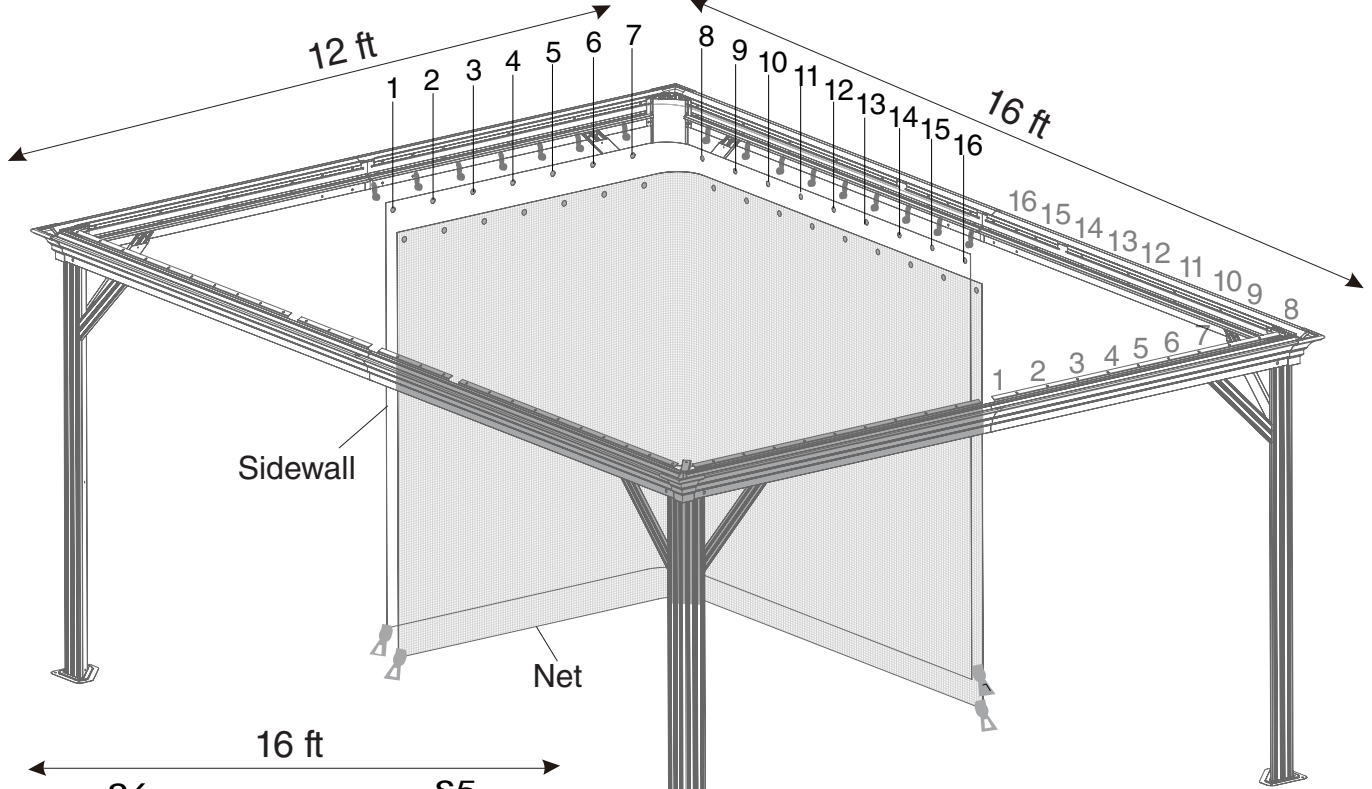
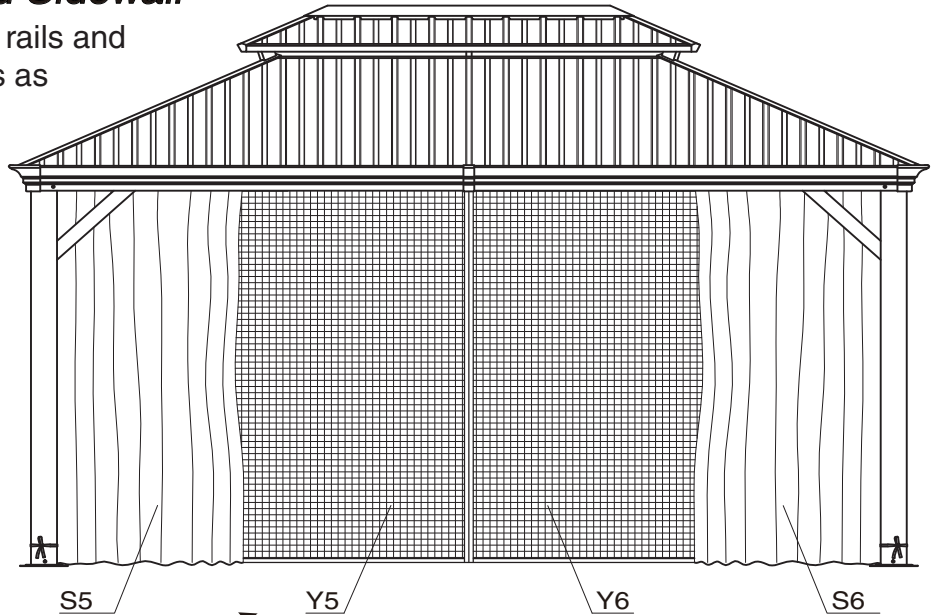
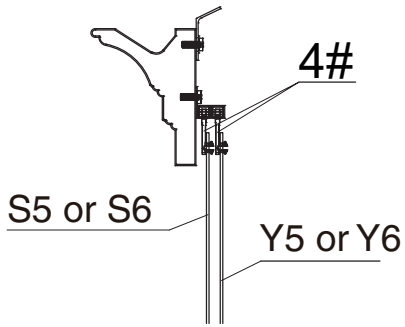
Tip:
The perspective drawing is for demonstrating how to assemble the final step that sets up the Net Frame (Parts P12, Q15, Q16) more effectively.

Parts Required:



Step 20: Assemble Net and Sidewall

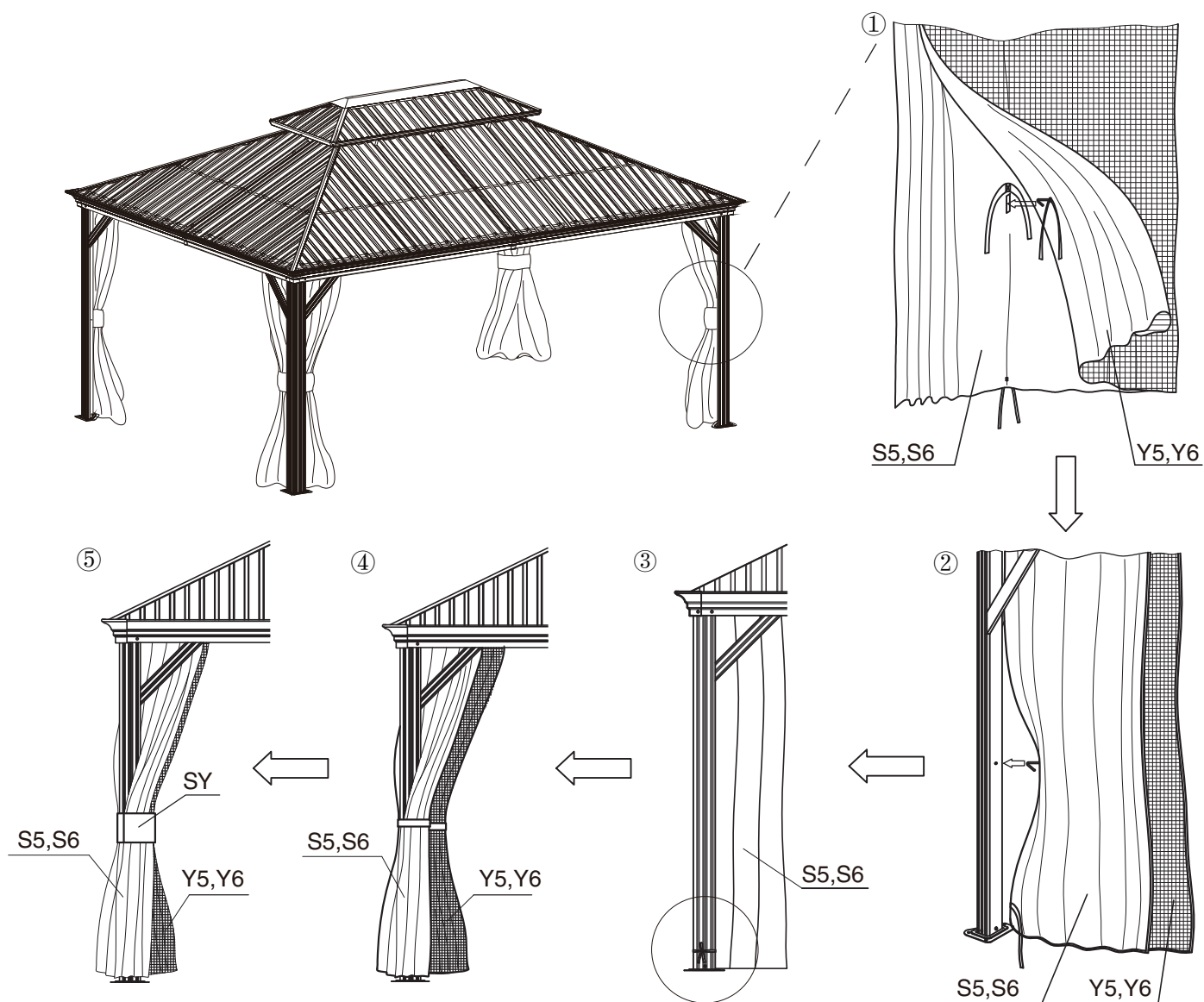
Hang the Mosquito Net on the inner rails and the Solid Sidewalls on the outer rails as shown in the diagram.



Parts Required:



Step 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.

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