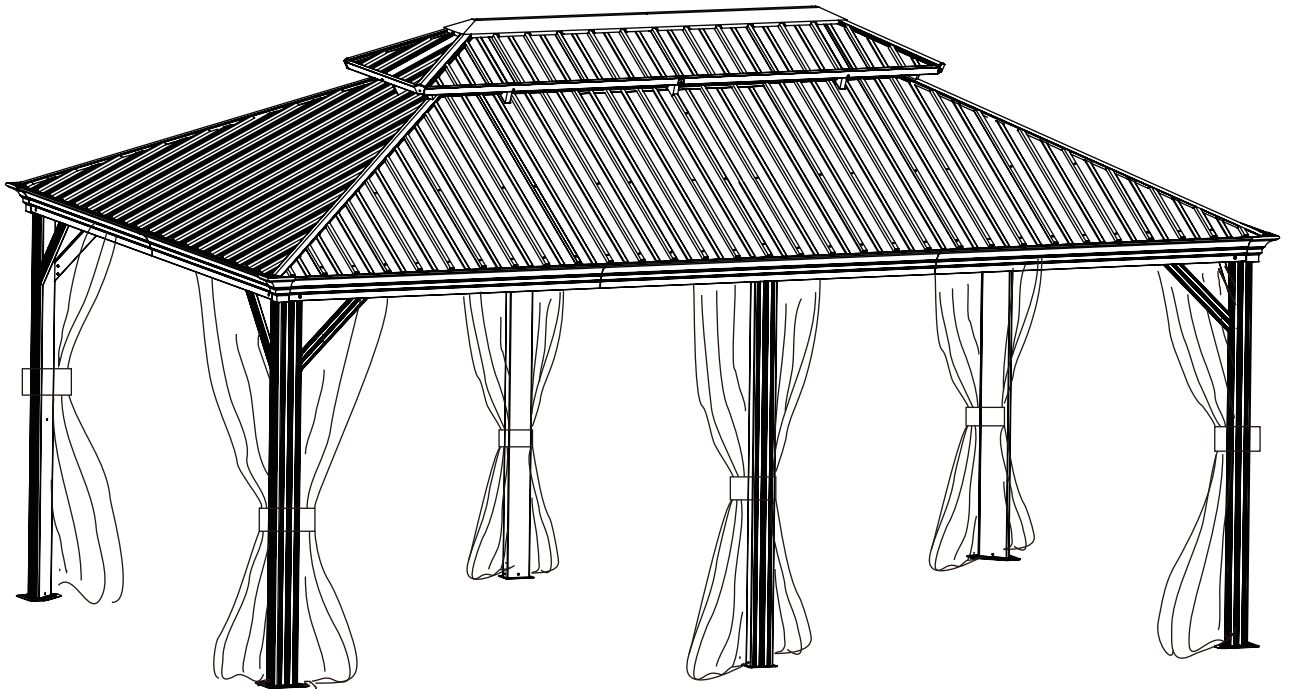




Enjoy Cozy Life!

**12'X18' ALEXANDER 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

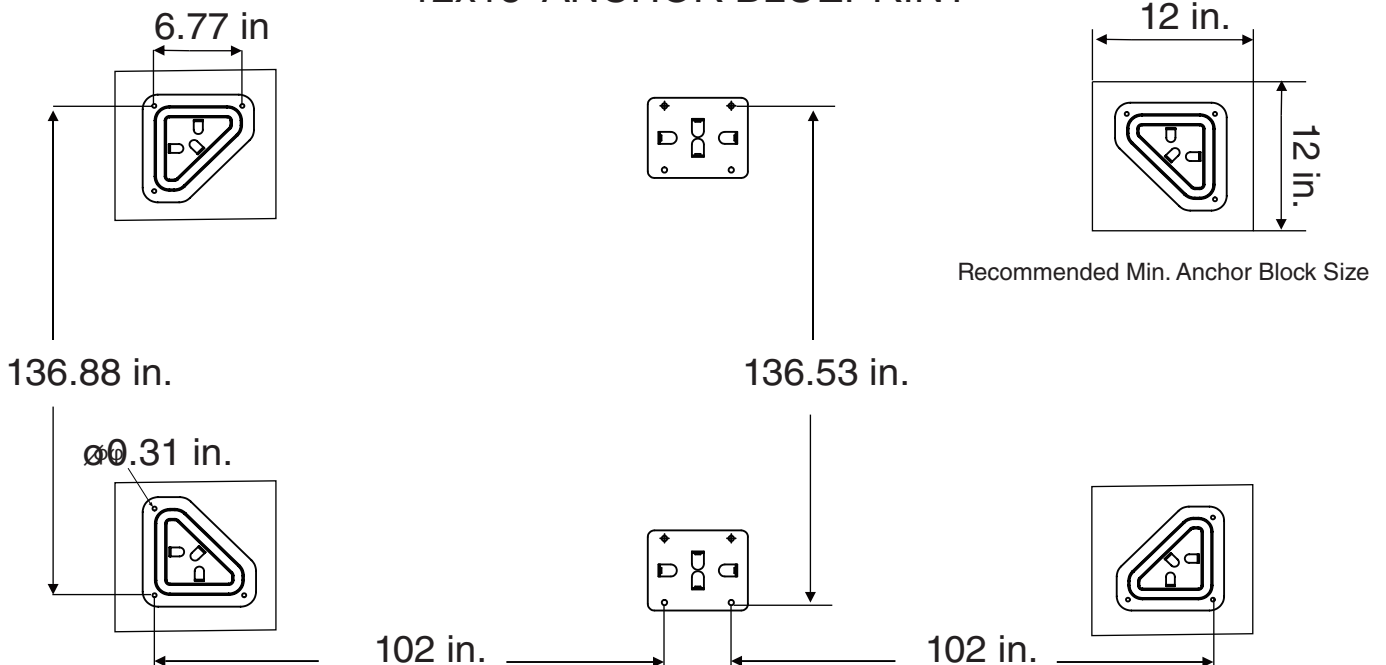


Stepladder



Safetyglasses

12x18' 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) K8 (x1)

A1(x2) K18 (x1)

B6(x4) M3=M1+M2 M1(x4) M2(x4)

B61(x2) N1(x2)

B62(x4) N2(x2)

B91(x2) N3(x4)

C6(x4)

C61(x2)

C62(x4)

C91(x2)

E9(x2)

E91L(x2) E91R(x2)

E92L(x2) E92R(x2)

F(x6) G(x4)

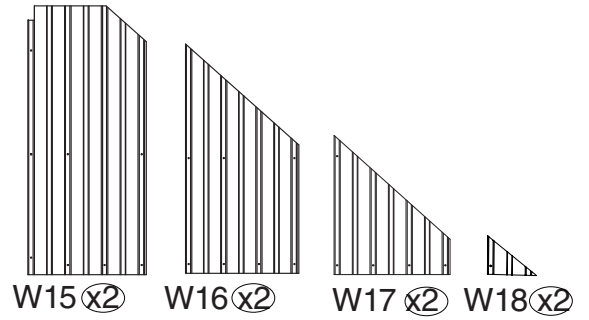
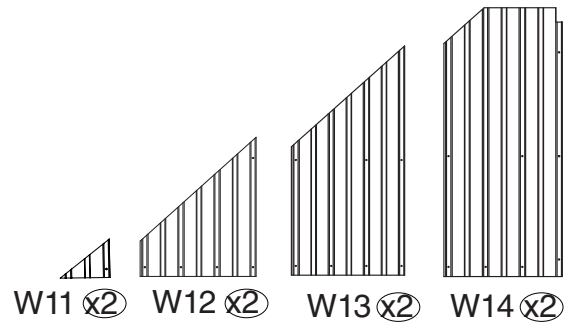
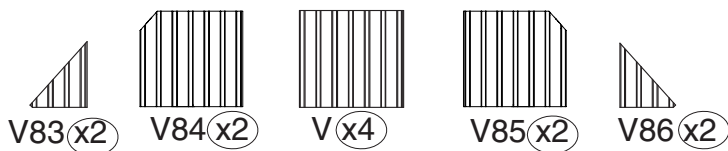
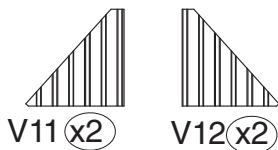
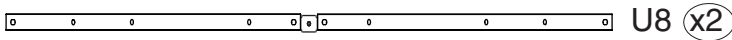
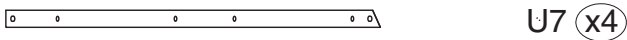
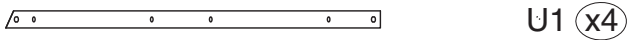
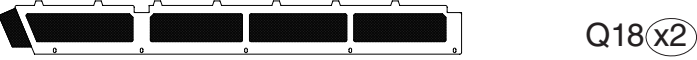
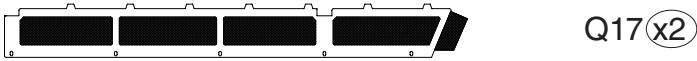
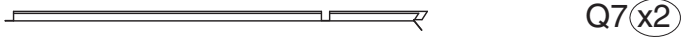
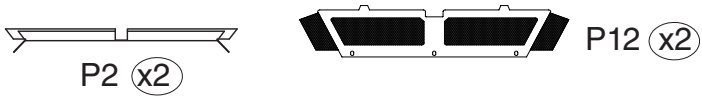
H(x6) H1(x6)

H2(x1) H3(x1)

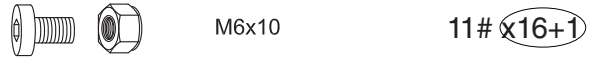
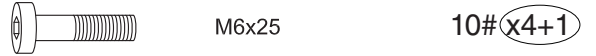
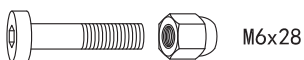
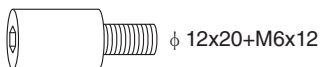
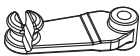
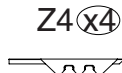
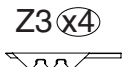
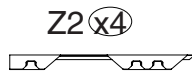
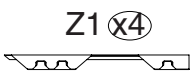
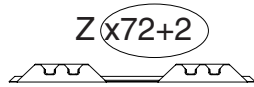
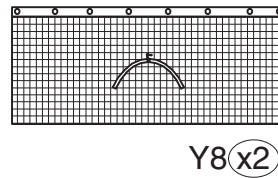
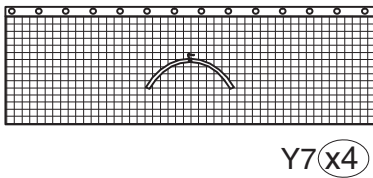
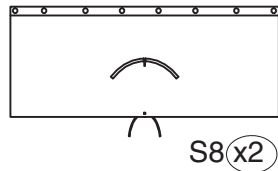
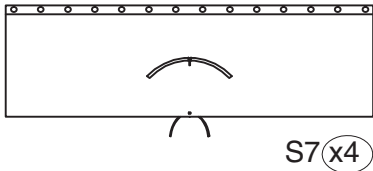
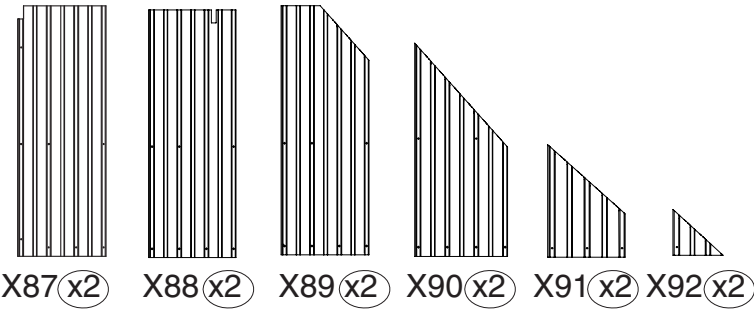
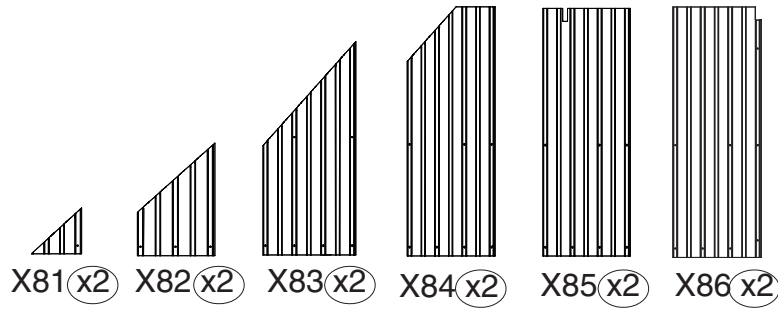
J1(x4) J2(x4)

L(x4) L1(x2)

ITEM	DESCRIPTION	QTY
A	Pole	4
A1	Pole	2
B6	Beam	4
B61	Jointer Bar	2
B62	Sidewall Track	4
B91	Jointer Bar	2
C6	Beam	4
C61	Jointer Bar	2
C62	Sidewall Track	4
C91	Jointer Bar	2
E9	Beam	2
E91L	Jointer Bar	2
E91R	Jointer Bar	2
E92L	Sidewall Track	2
E92R	Sidewall Track	2
F	Union Bar	6
G	Corner Cover	4
H	Joint Cover	6
H1	Joint Cover	6
H2	Silcone Rubber	1
H3	Adhesive Tape	1
J1	Corner Solidifyng Bar	4
J2	Corner Solidifyng Bar	4
K8	Inside Roof Connector	1
K18	Outside Roof Connector	1
L	Plate	4
L1	Plate	2
M1	Short Corner Roof Bar	4
M2	Corner Roof Bar	4
N1	Roof Bar	2
N2	Roof Bar	2
N3	Roof Bar	4



ITEM	DESCRIPTION	QTY
P2	Finishing Bar	2
P12	Net Frame	2
Q7	Finishing Bar	2
Q8	Finishing Bar	2
Q17	Net Frame	2
Q18	Net Frame	2
R	Finishing End	8
R1	Finishing End	2
S	Spacer	148+2
T2	Finishing Bar	2
T7	Finishing Bar	2
T8	Finishing Bar	2
U1	Solidifying Bar	4
U3	Iron Angle	4
U4	Iron Angle	6
U7	Solidifying Bar	4
U8	Solidifying Bar	2
V11	Roof Panel	2
V12	Roof Panel	2
V83	Roof Panel	2
V84	Roof Panel	2
V	Roof Panel	4
V85	Roof Panel	2
V86	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
X81	Roof Panel	2
X82	Roof Panel	2
X83	Roof Panel	2
X84	Roof Panel	2
X85	Roof Panel	2
X86	Roof Panel	2
X87	Roof Panel	2
X88	Roof Panel	2
X89	Roof Panel	2
X90	Roof Panel	2
X91	Roof Panel	2
X92	Roof Panel	2
S7/S8	Solid Sidewall	6
Y7/Y8	Mosquito Net	6
SY	Strap	6
Z	Bracket	72+2
Z1	Bracket	4
Z2	Bracket	4
Z3	Bracket	4
Z4	Bracket	4
1#	Screws	317+5
2#	Screws	28+2
3#	Screws	16+2
4#	Hook	144+2
5#	Screws	92+2
6#	Screws	8+1
7#	Screws	44+2
9#	Screws	28+2
10#	Screws	4+1
11#	Screws	16+1
12#	Washer	12+2

Parts Required:

Step 1: Set up Poles

Set up Poles (Part A,A1) with Stand Plates (Part L, L1) using screws 1# as shown in the diagram.



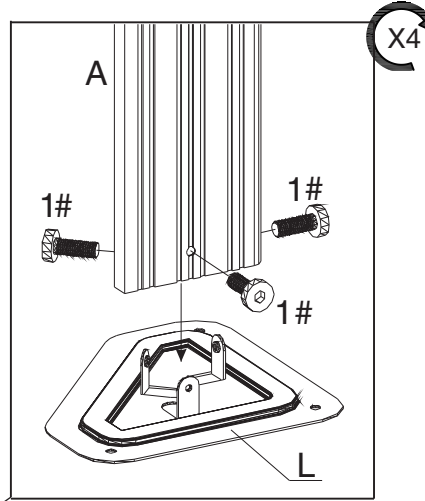
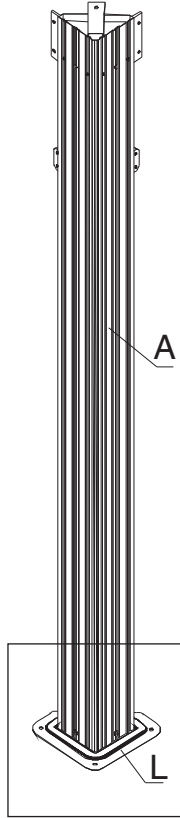
A x4



L x4



1# x12



X4



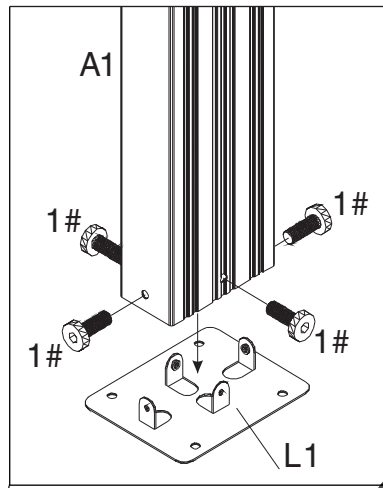
A1 x2



L1 x2



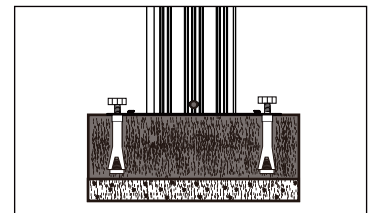
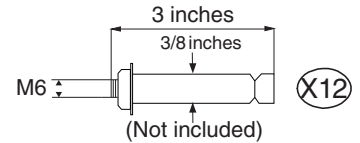
1# x8



X2

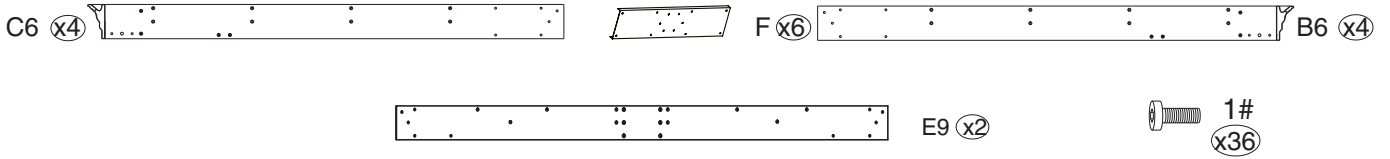
Reference for anchoring gazebo:

- 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.

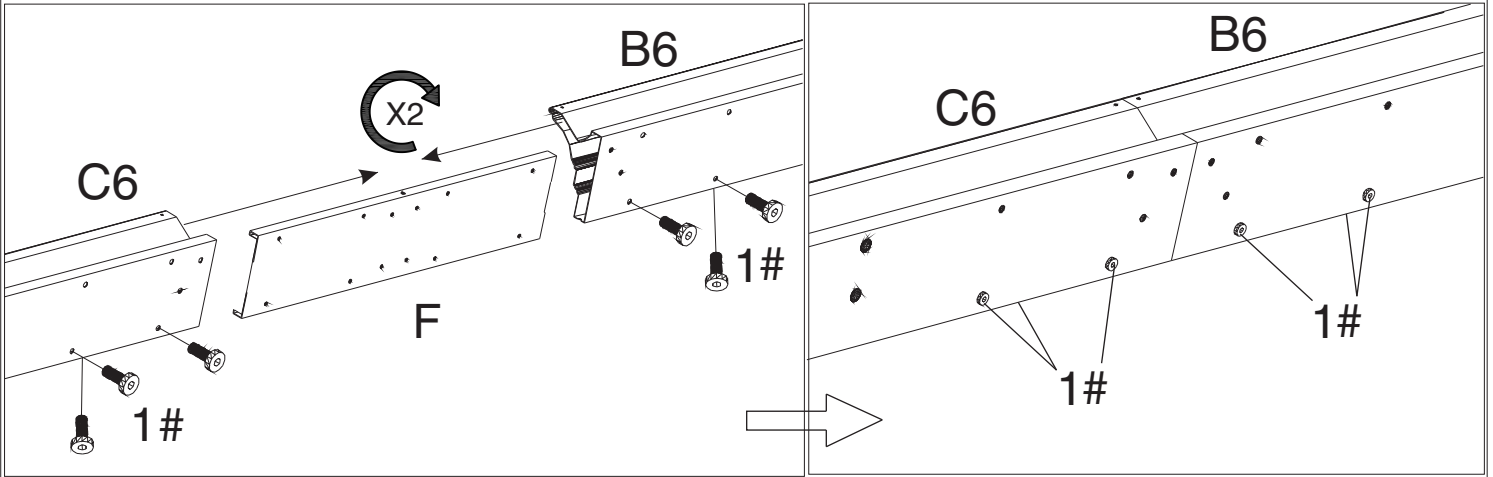
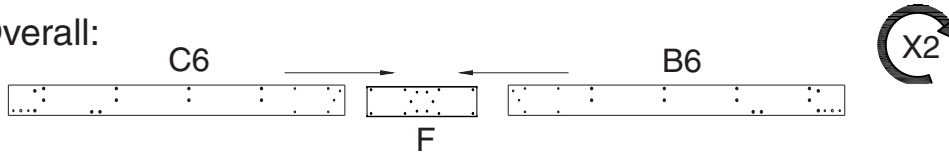
Parts Required:



Step 2: Connect the Beams

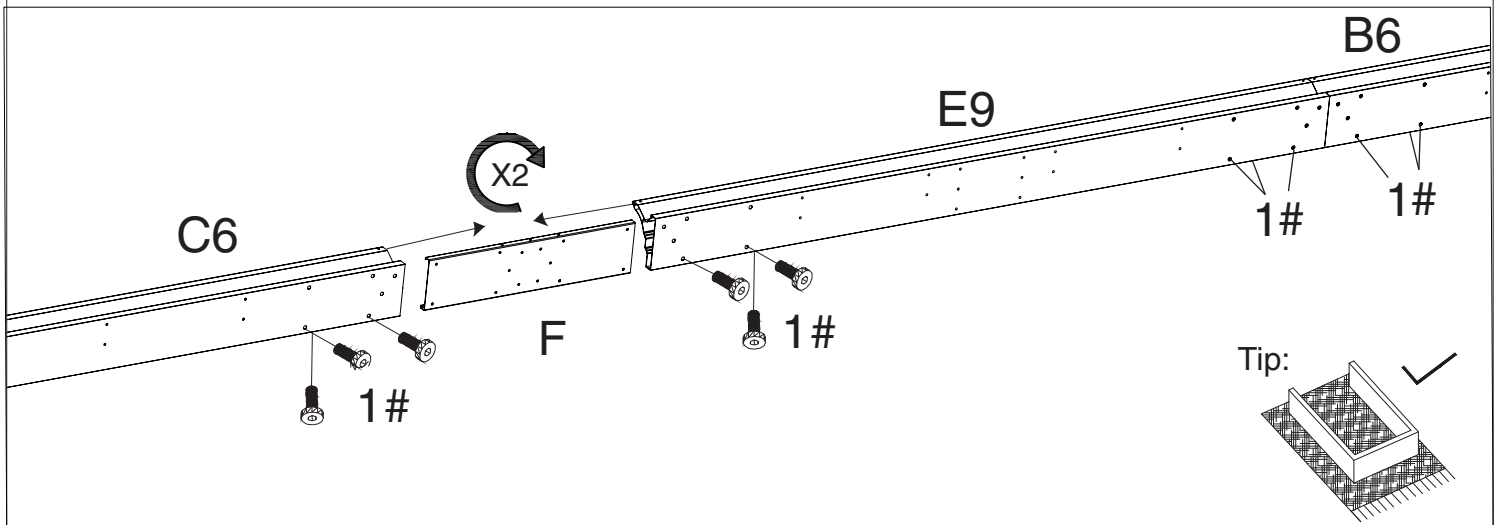
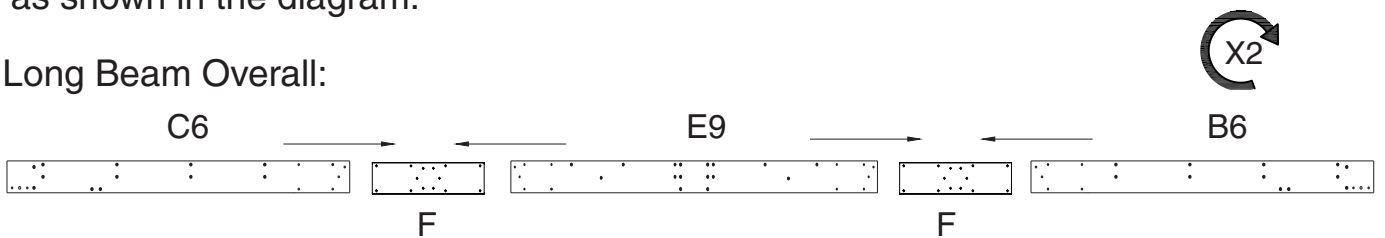
1. Connect (Part C6, B6) into one beam using Union bar (Part F) with screws 1# as shown in the diagram.

Short Beam Overall:



2. Connect (Part C6, E9, B6) into one beam using Union Bar (Part F) with screws 1# as shown in the diagram.

Long Beam Overall:



Parts Required:



C61 (x2)

C62 (x2)

C91 (x2)

C62 (x2)

E91L (x2)

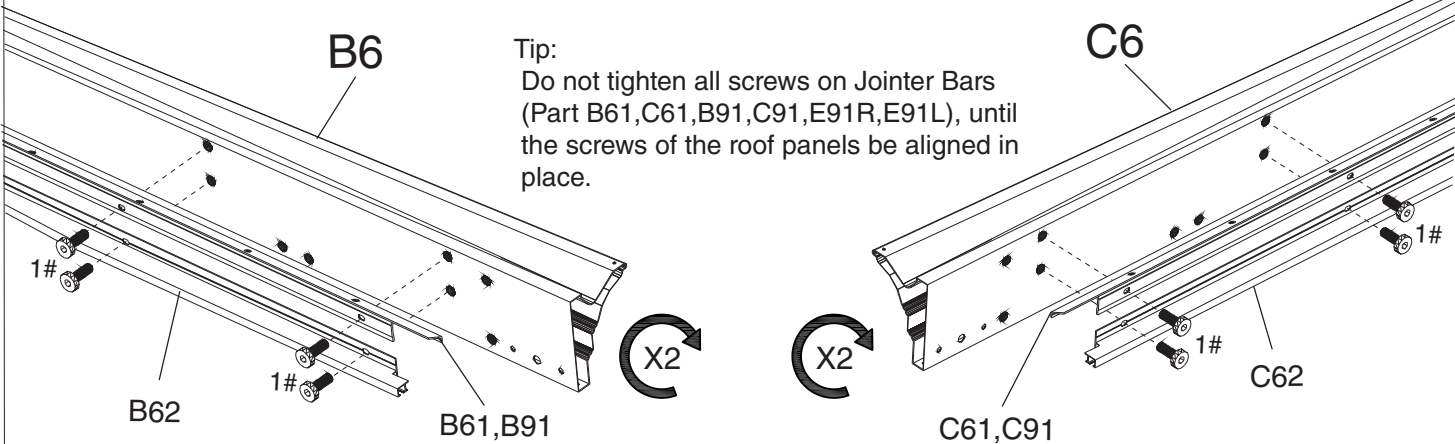
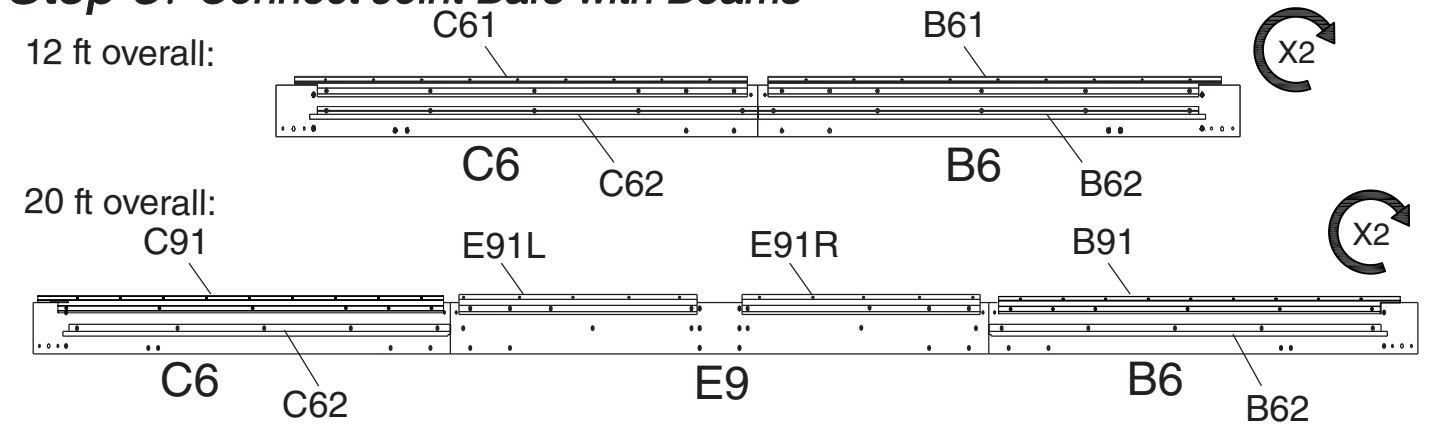
E91R (x2)

B61 (x2)

B62 (x2)

B91 (x2)

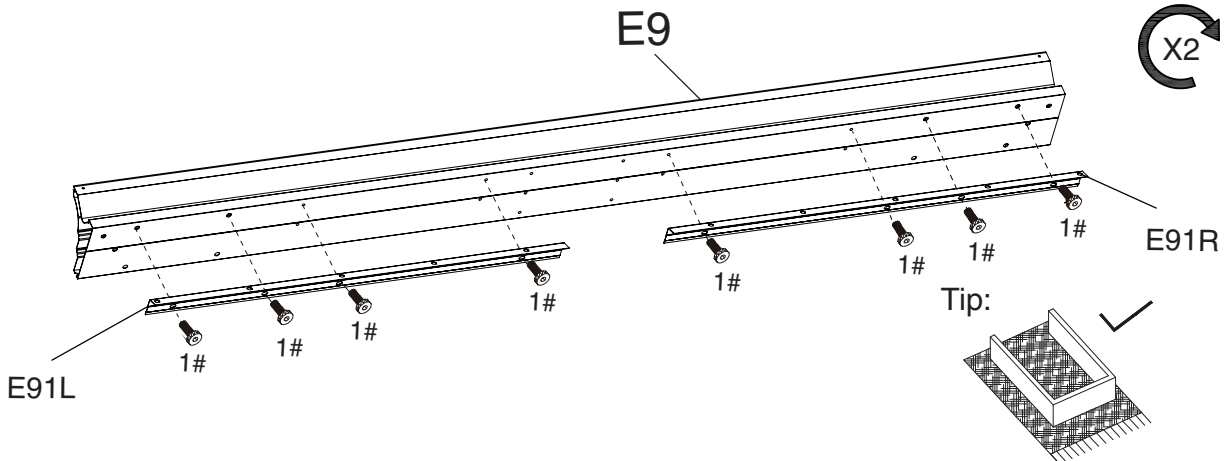
B62 (x2)



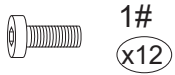
1. Connect Parts (B61, B91, B62) to Part (B6) using screw 1#, as shown in the diagram.

2. Replicate the same steps for Parts (C61, C91, C62) attaching them to Parts (C6) using screws 1# as shown in the diagram.

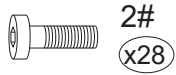
3. Connect Parts (E91L, E91R) to Parts (E9) using screws 1# as shown in the diagram.



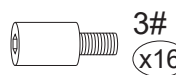
Parts Required:



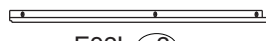
1#
x12



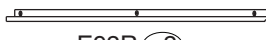
2#
x28



3#
x16



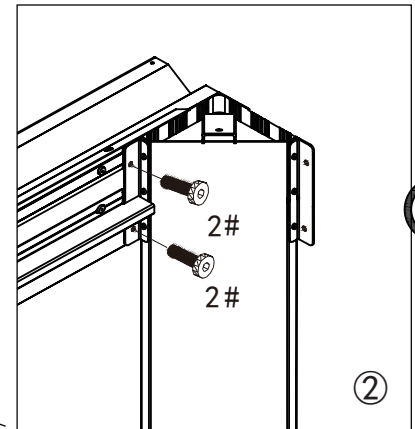
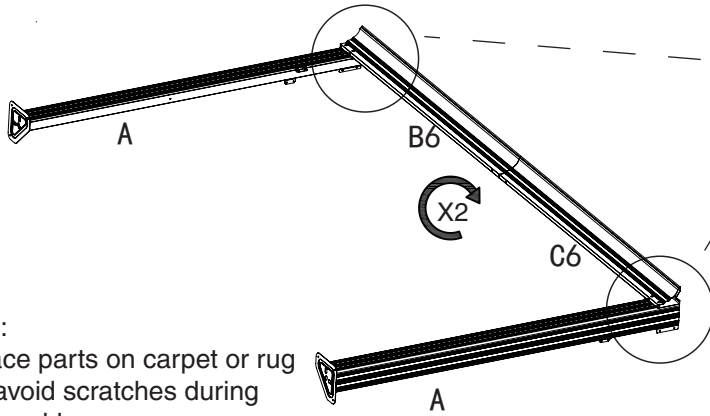
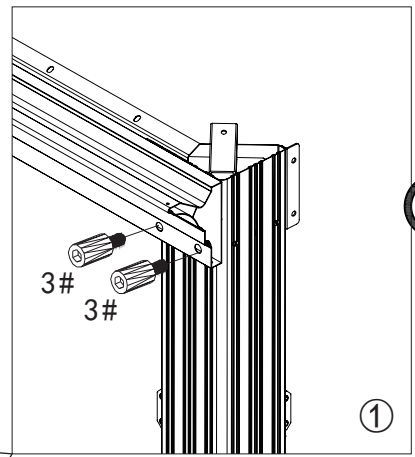
E92L (x2)



E92R (x2)

Step 4: Set up Poles and Beams

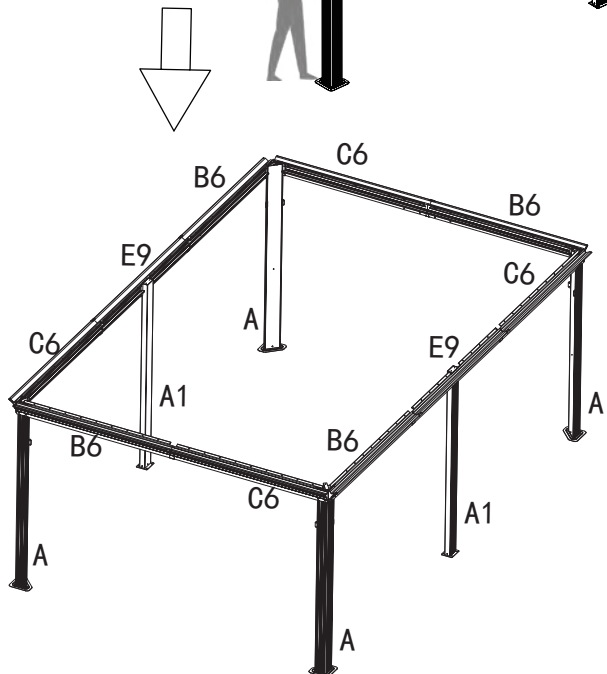
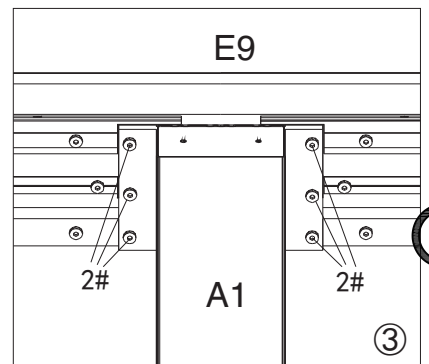
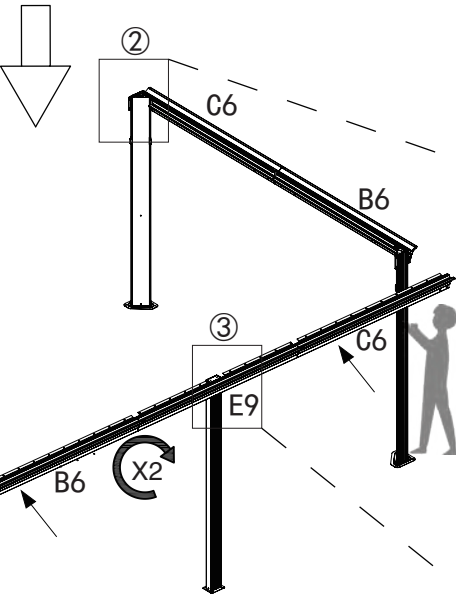
Use screws 3# first, then screw 2# to connect Poles and Beams together as shown in diagram.



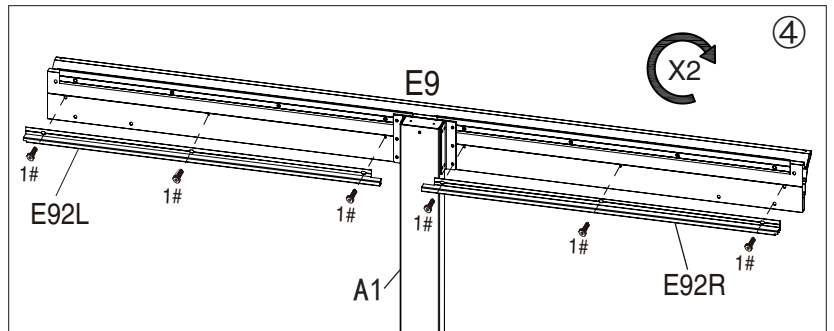
Tip:
Place parts on carpet or rug to avoid scratches during assembly.



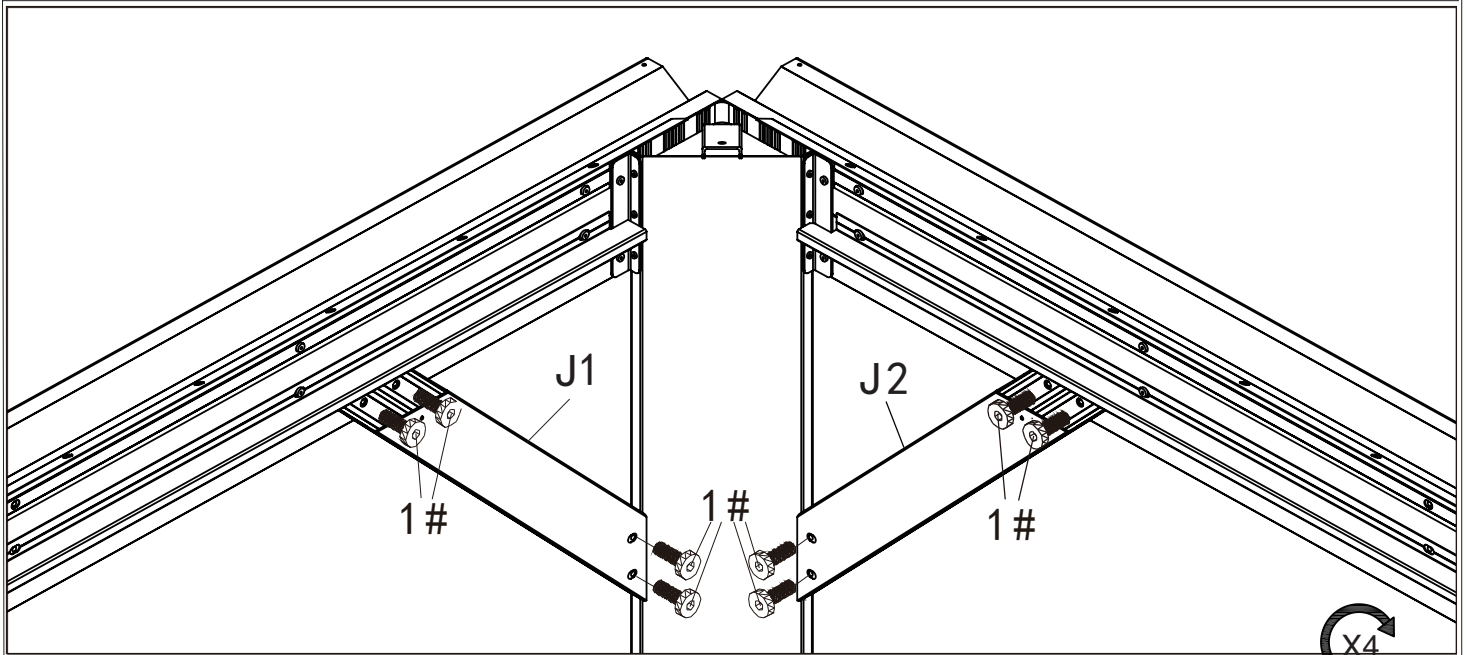
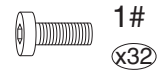
Tip:
At least three people for this step.



2. Connect Joint Bars (Part E92L,E92R) to Beam (Part E9) using screws 1# as shown in diagram.

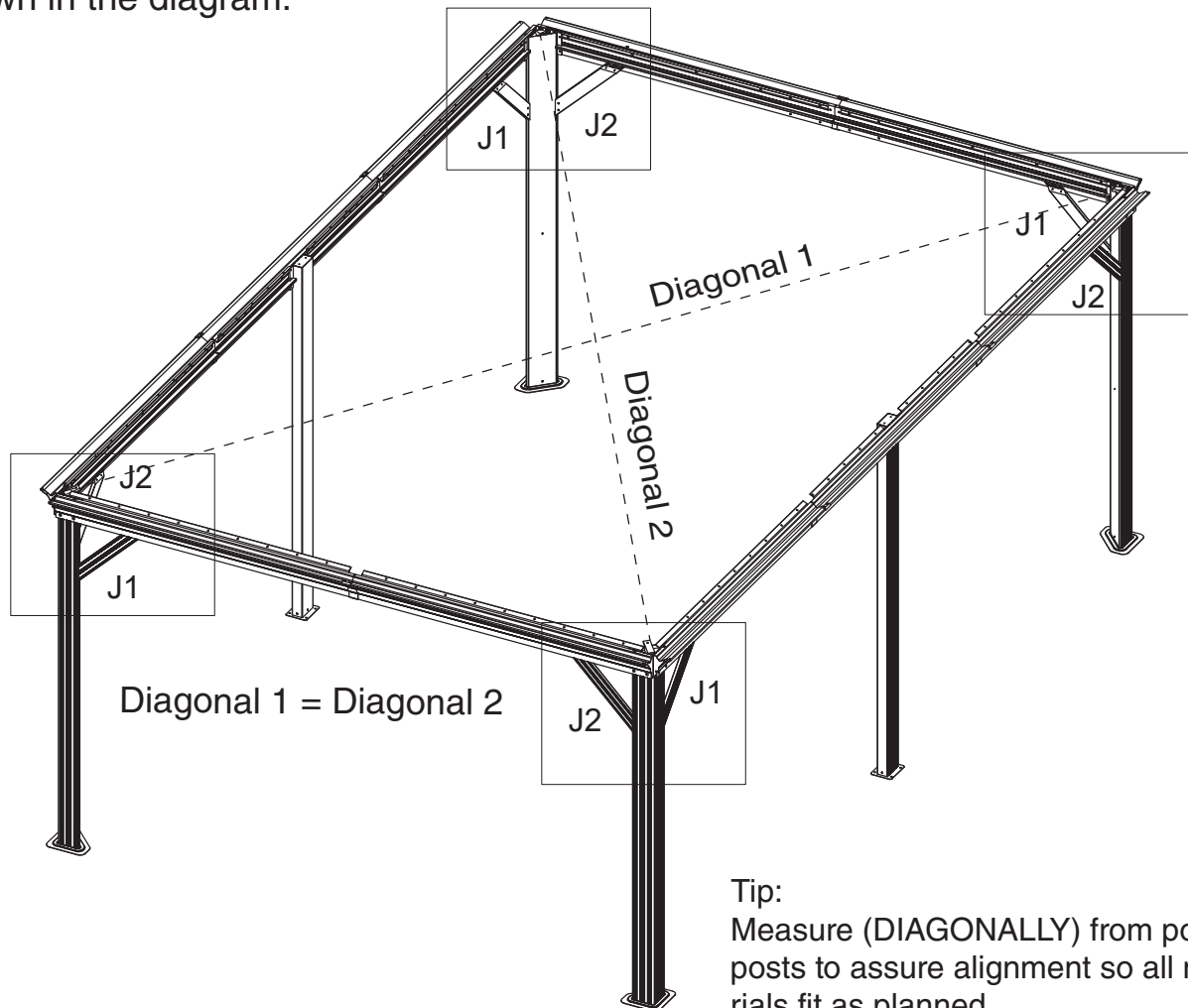


Parts Required:



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.



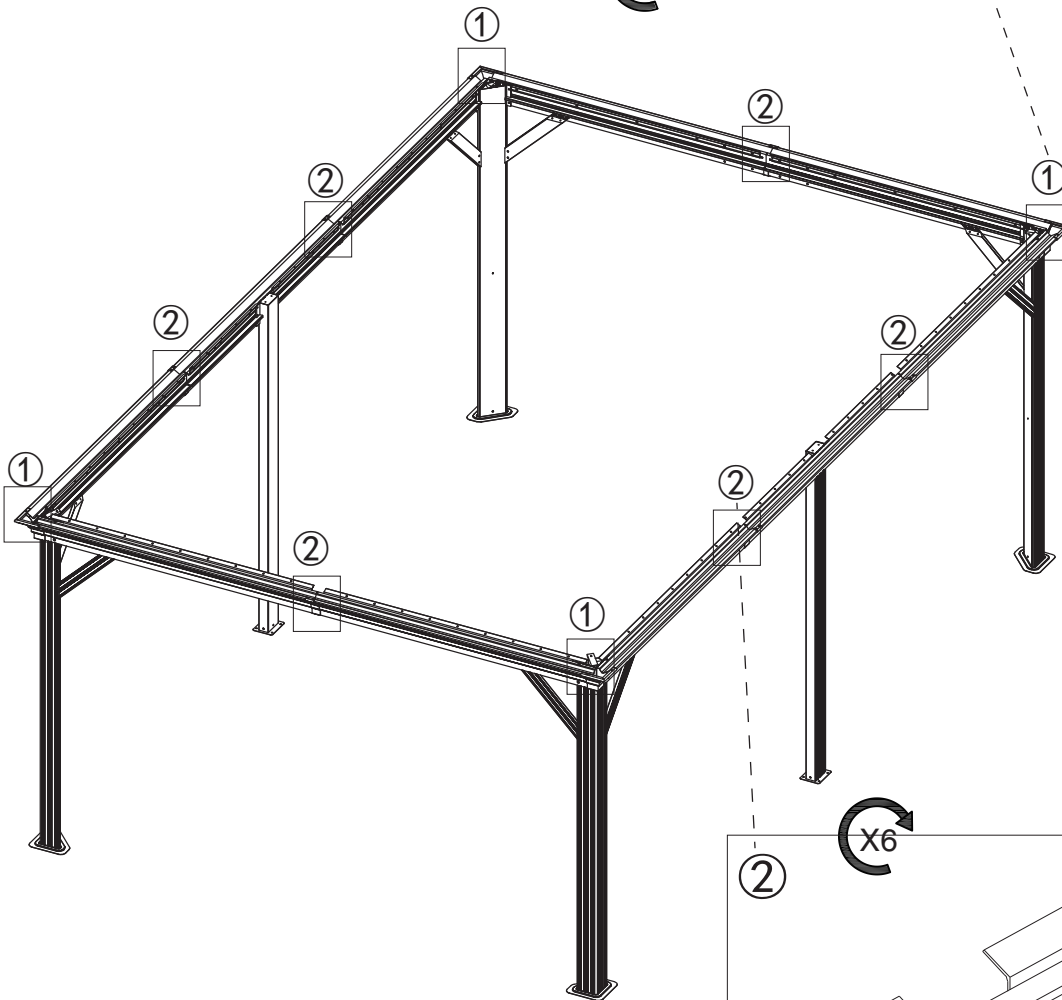
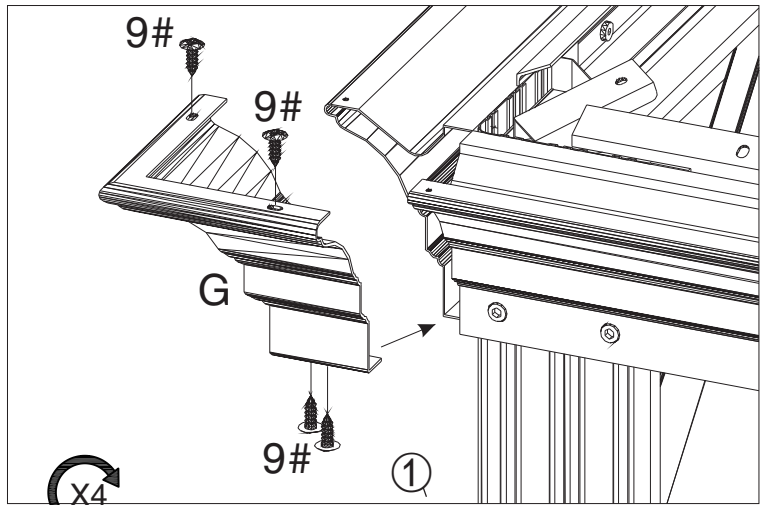
Tip:
Measure (DIAGONALLY) from posts to posts to assure alignment so all materials fit as planned.

Parts Required:

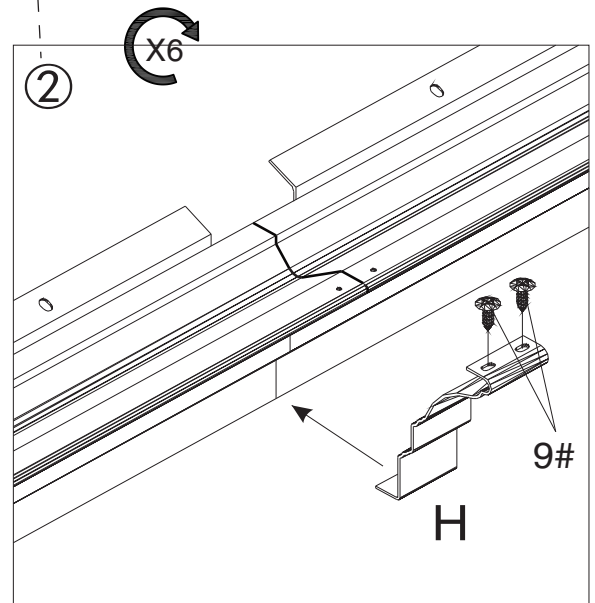


Step 6: Cover the connections

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



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

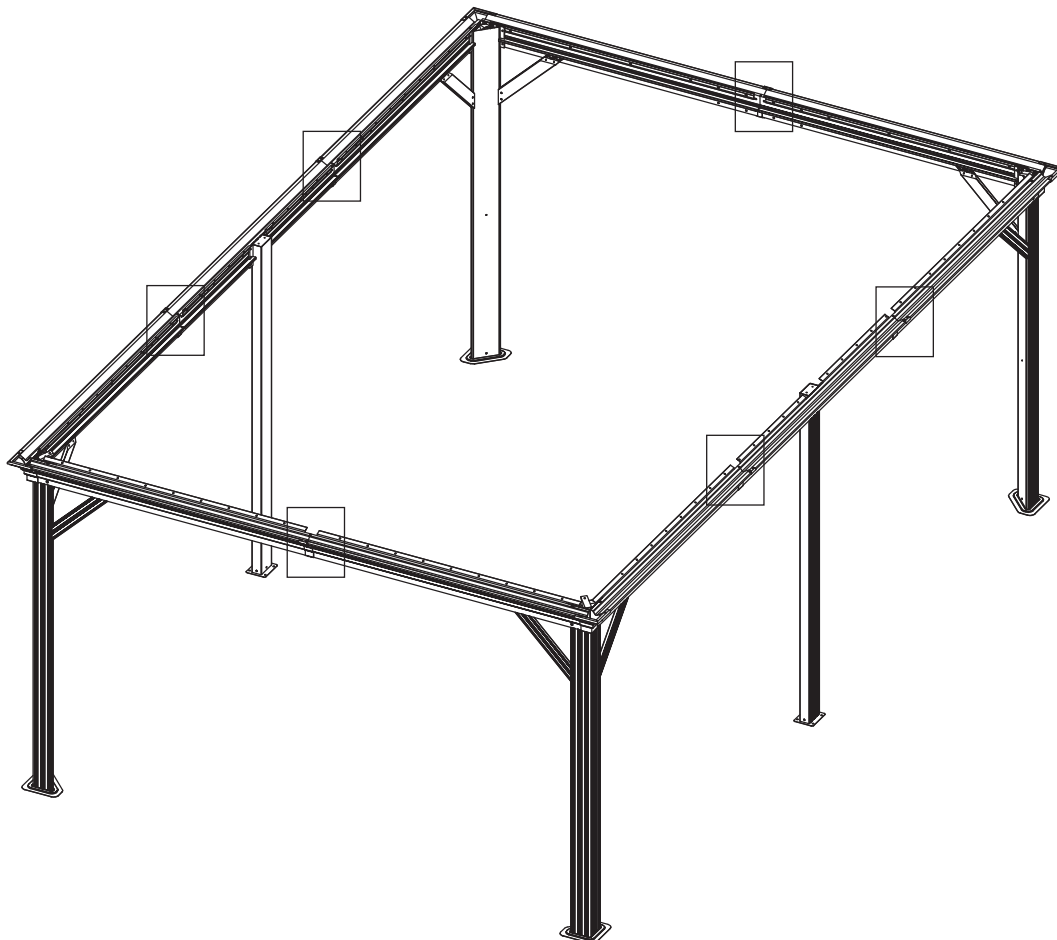
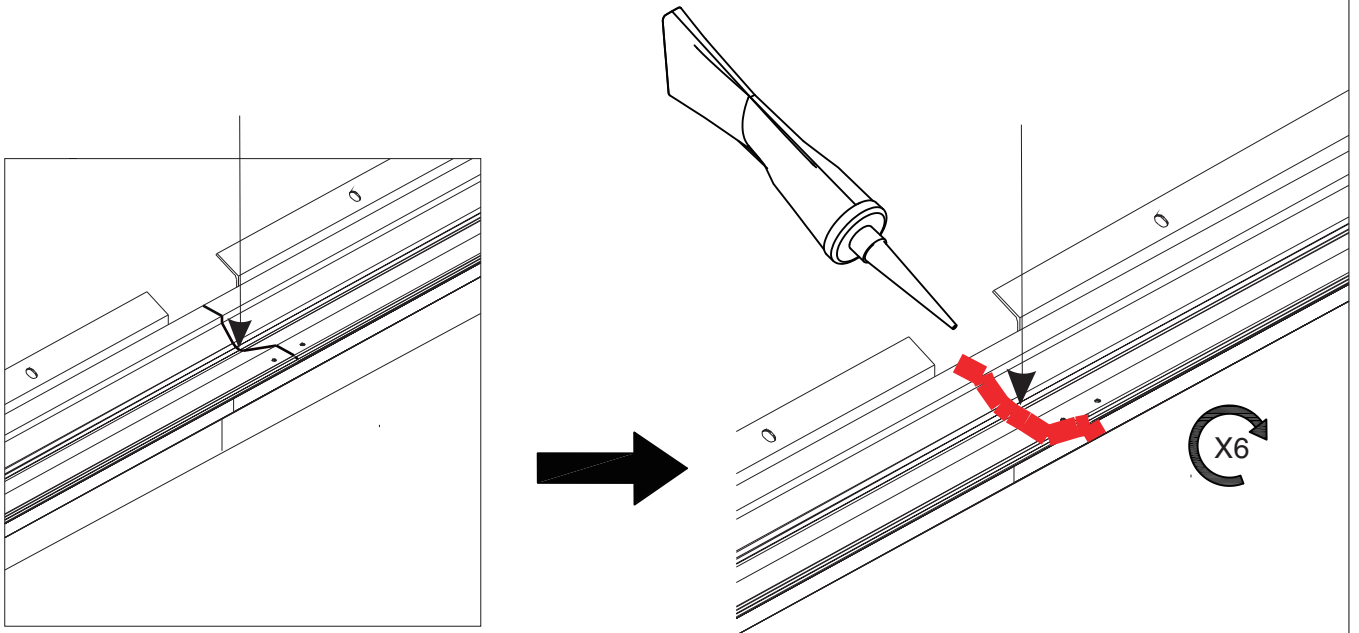


Parts Required:

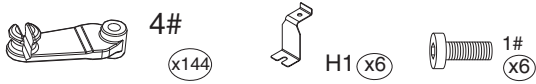


Step 7: Seal the seams

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.

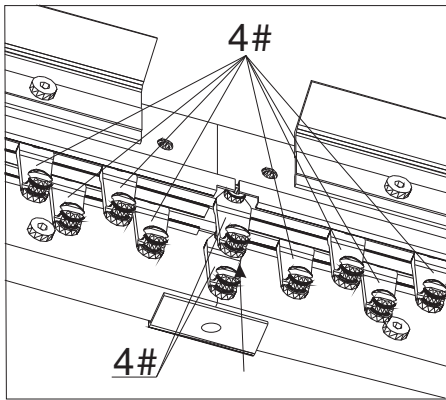
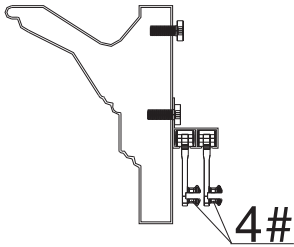
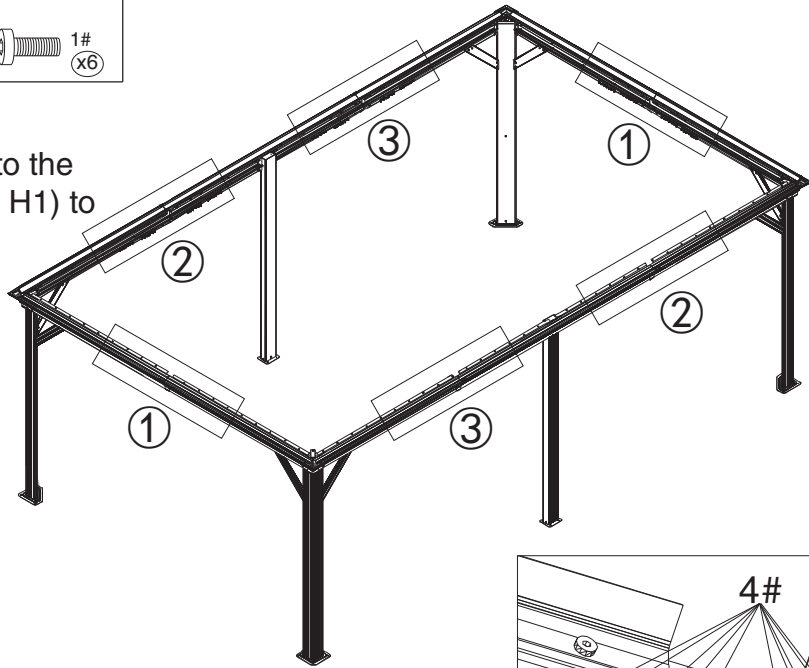


Parts Required:

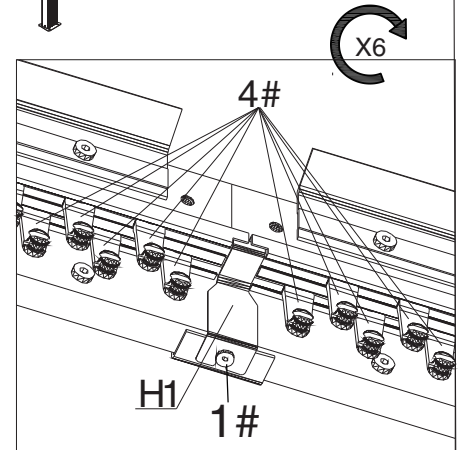


Step 8: Install Hooks

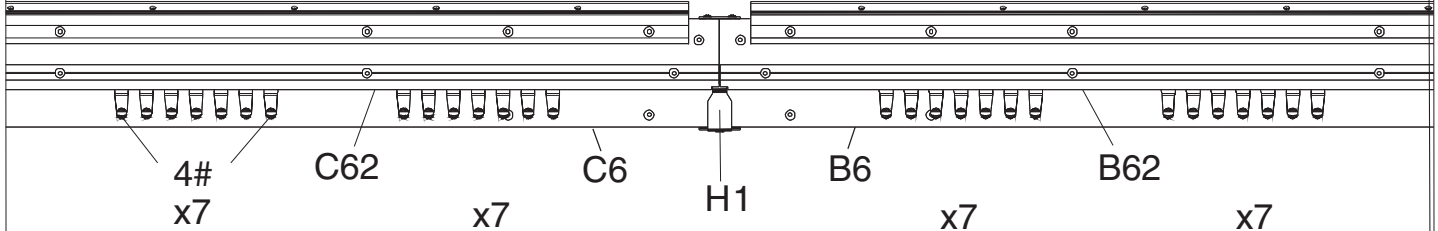
After finishing Hooks (Part 4#) into the tracks, then put Joint Cover (Part H1) to lock them.



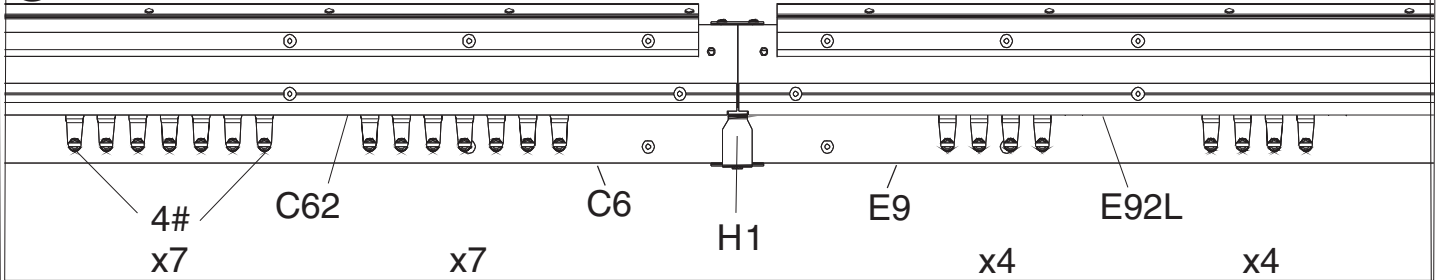
Note the amount of hooks for each slot as noted below:



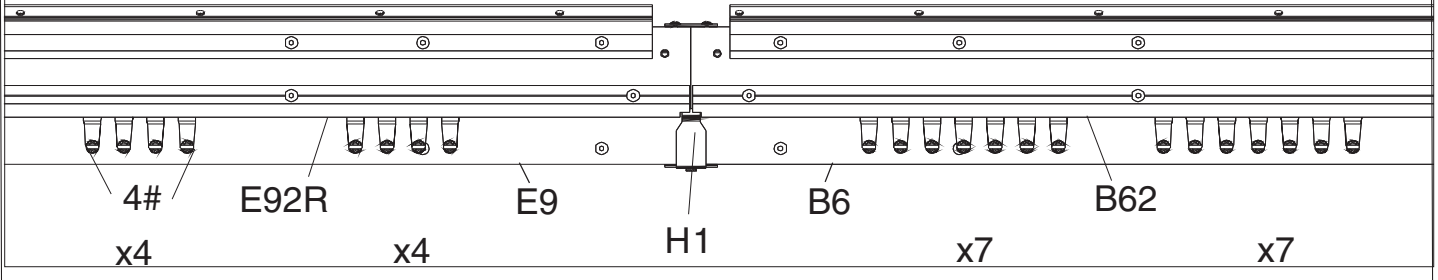
① Attach 7 hooks to each slot of sidewall track (Part C62, Part B62) for 12 ft side.



② Attach 7 hooks to each slot of sidewall track Part C62 and 4 hooks to each slot sidewall track Part E92L.



③ Attach 4 hooks to each slot of sidewall track Part E92R and 7 hooks to each slot sidewall track Part B62.



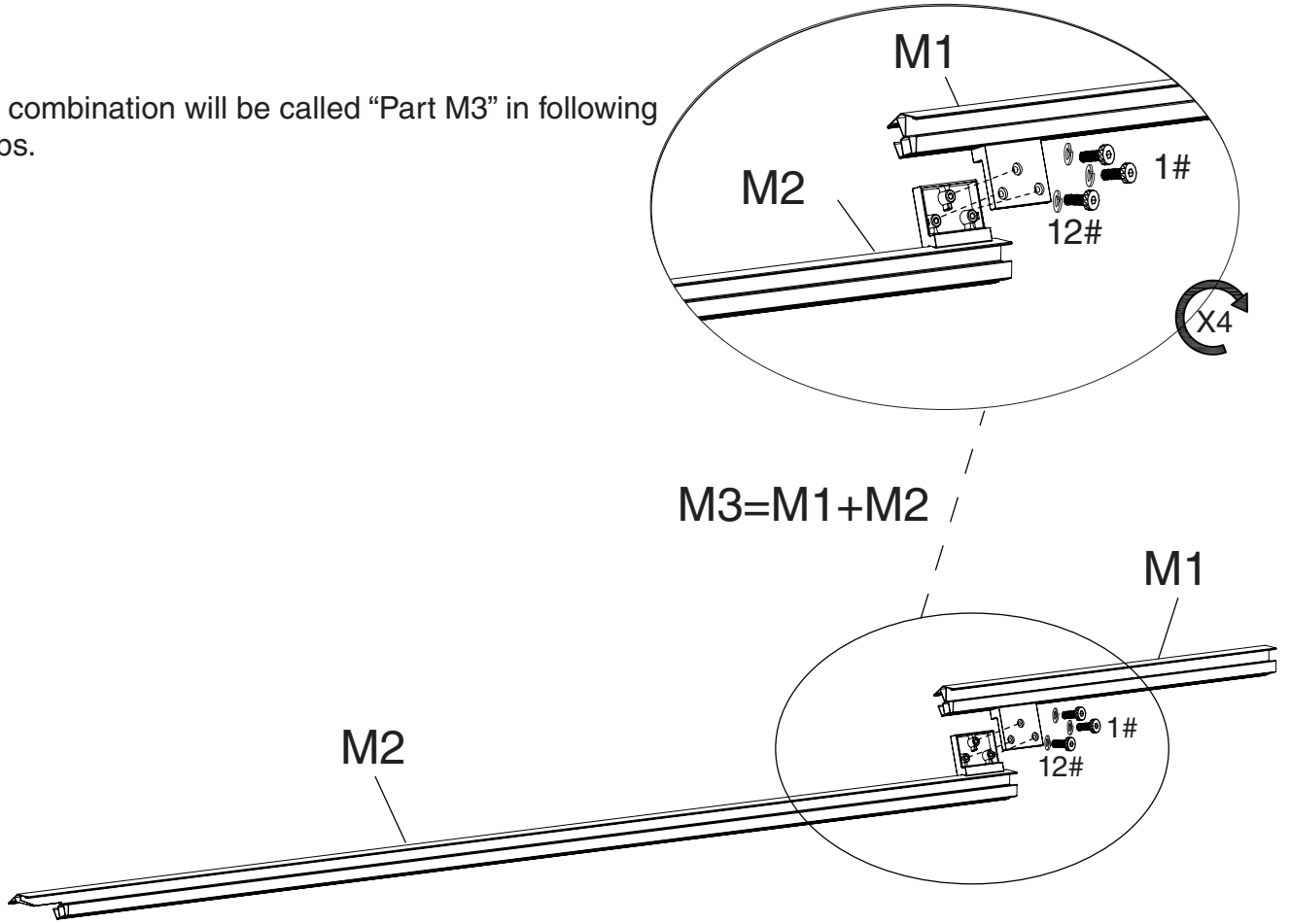
Parts Required:



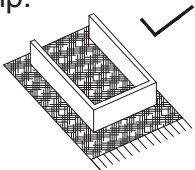
Step 9: Connect Corner Roof Bar "M3"

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.

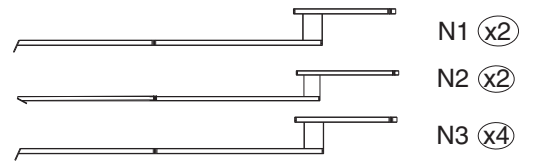
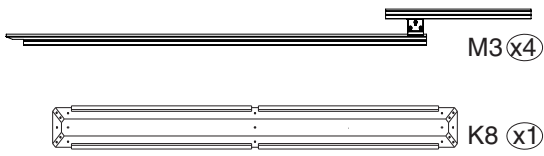


Tip:

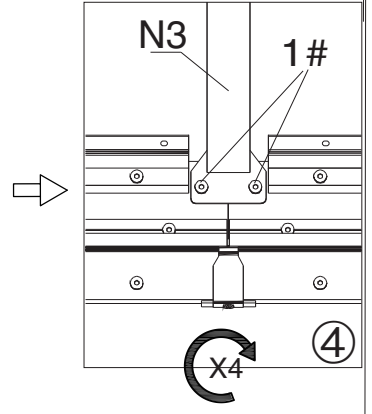
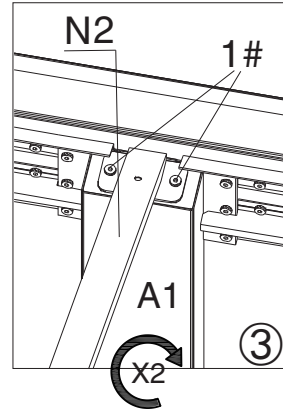
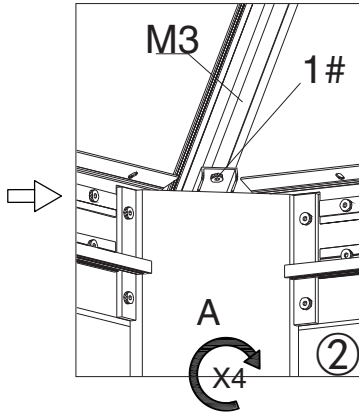
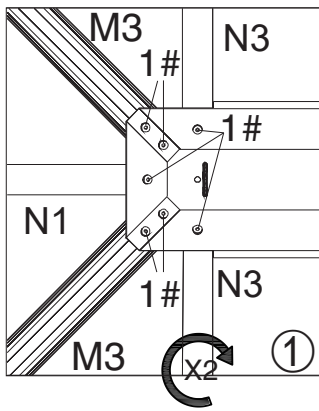
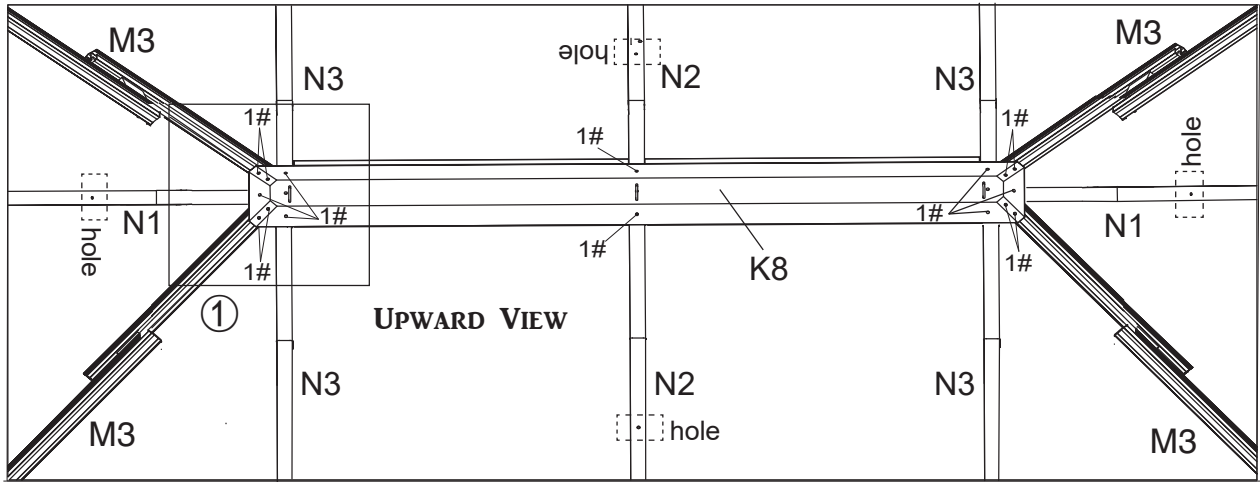


Parts Required:

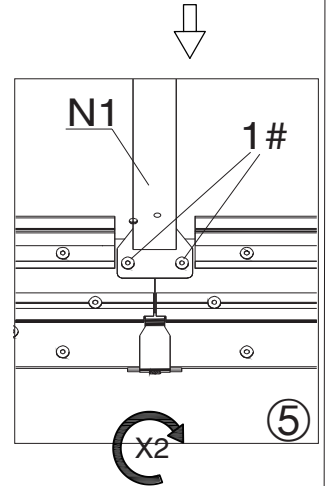
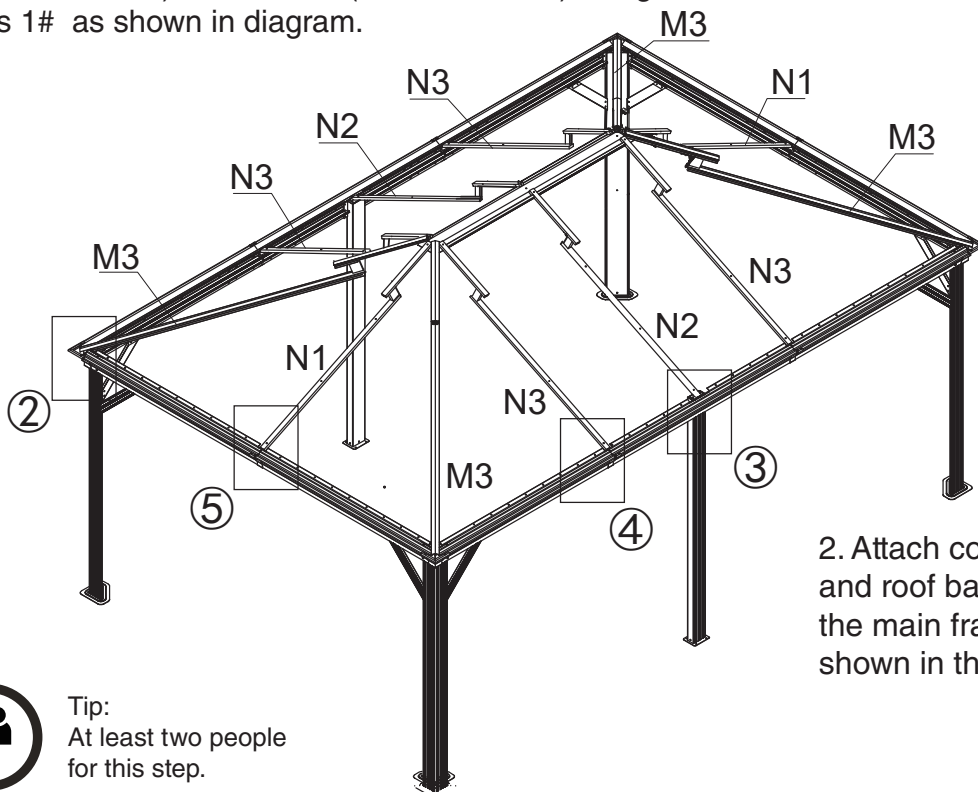
1#
x36



Step 10: Set up roof frame



1. Connect the inside roof connector (Part K8) with the corner roof bar (Part M3) and roof bar (Part N1, N2, N3) using screws 1# as shown in diagram.



2. Attach corner roof bar (Part M3) and roof bars (Part N1, N2, N3) to the main frame using screw 1# as shown in the diagram.



Tip:
At least two people
for this step.

Parts Required:

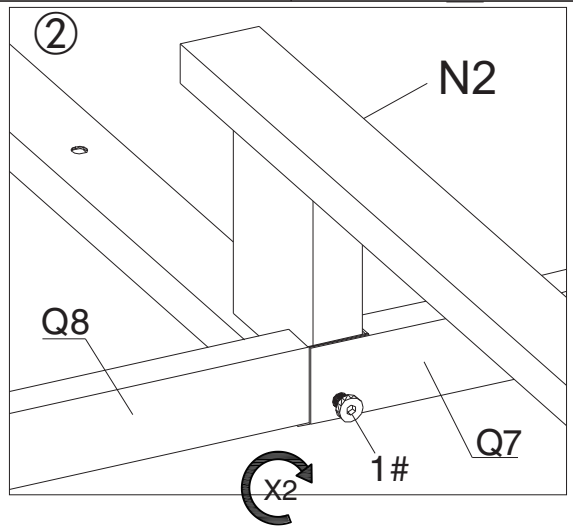
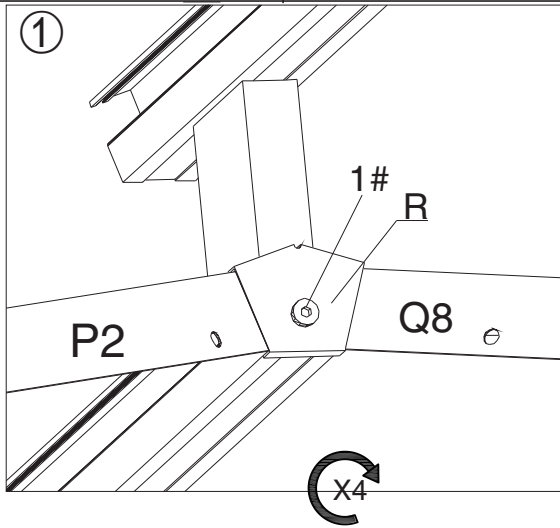
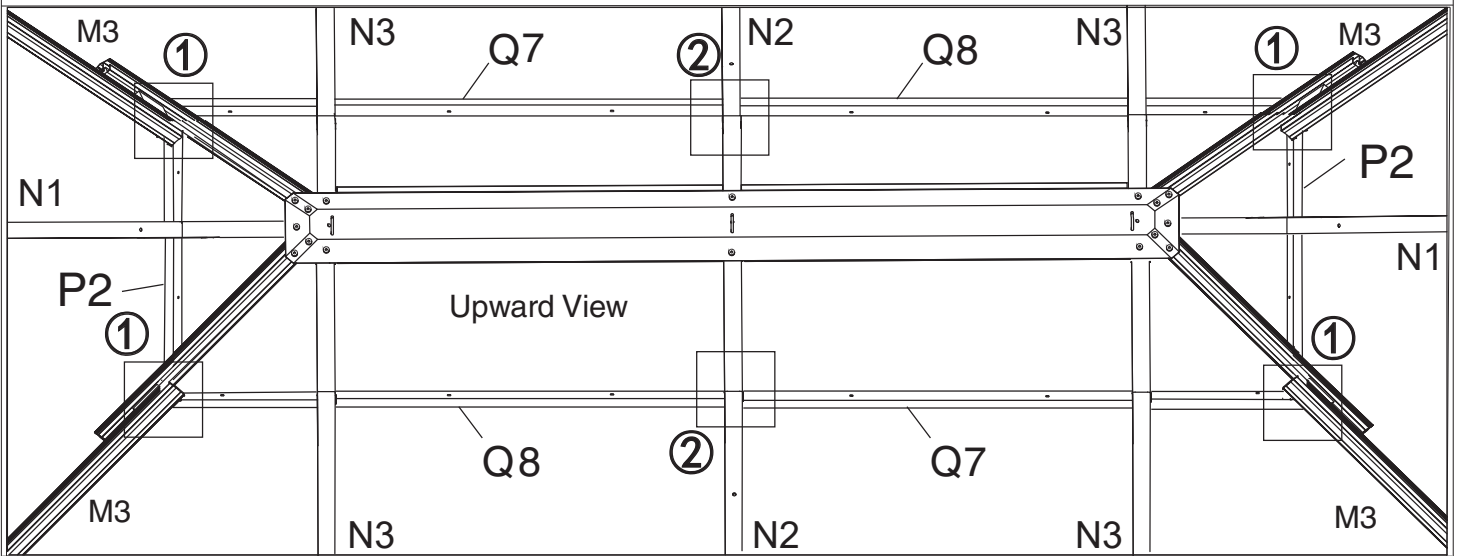
P2 (x2)

R (x4)

Q7 (x2)

1# (x6)

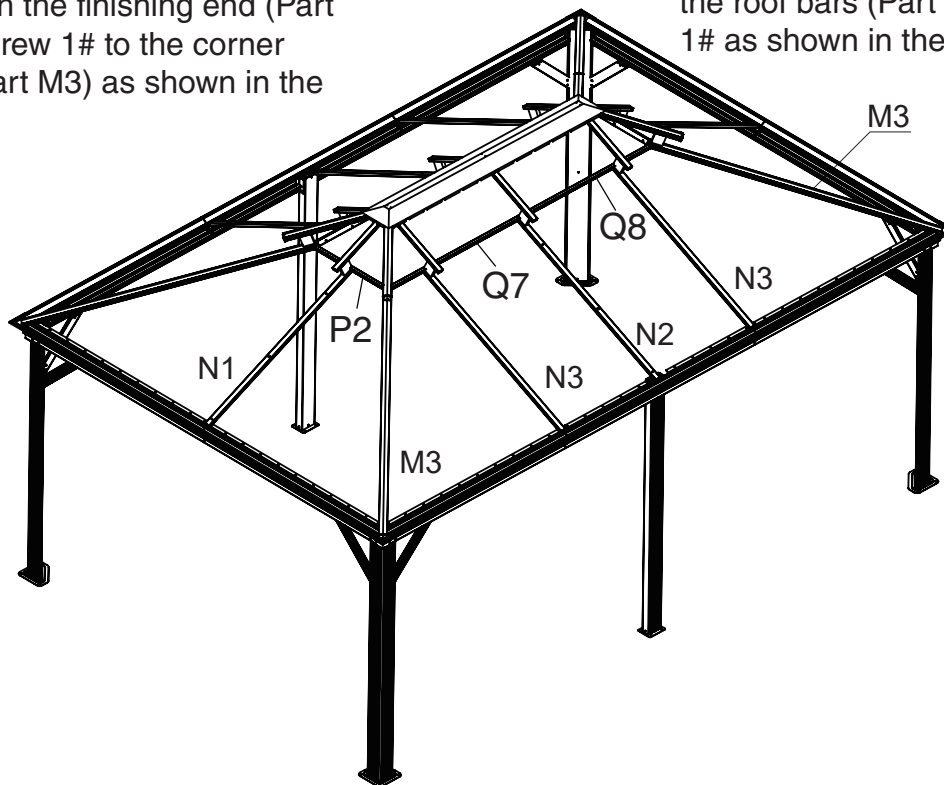
Q8 (x2)



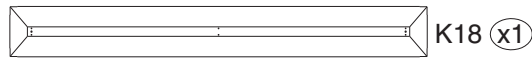
Step 11: Set up Roof Bar

1. Attach the finishing bar (Part P2, Q7, Q8) with the finishing end (Part R) using screw 1# to the corner roof bar (Part M3) as shown in the diagram.

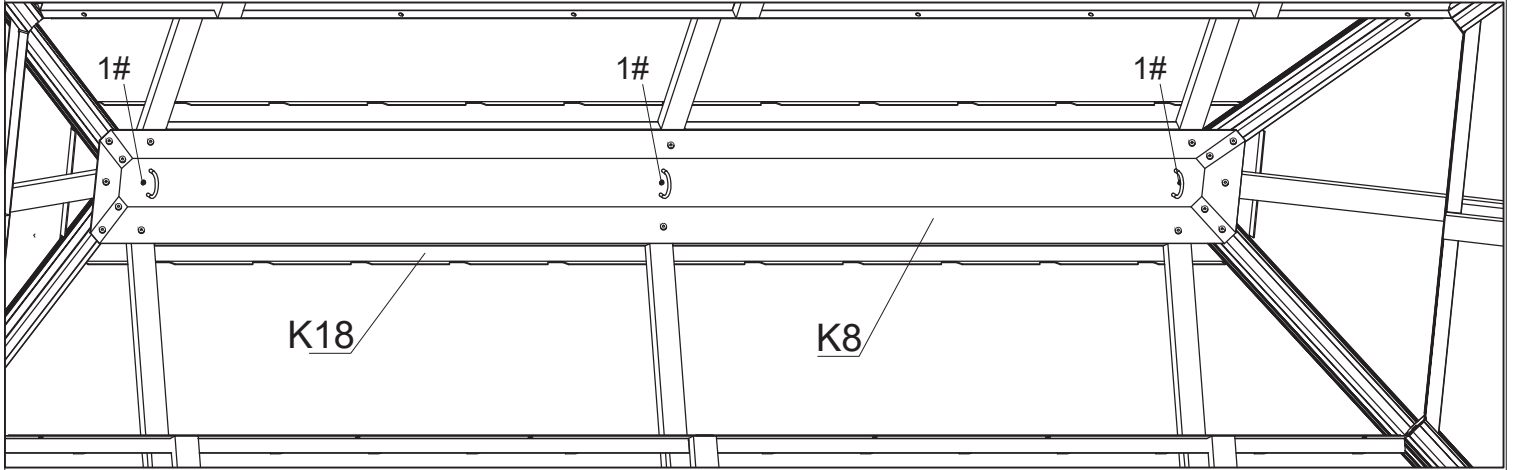
2. Affix the Finishing Bar (Part Q7, Q8) to the roof bars (Part N2, N3) using screw 1# as shown in the diagram.



Parts Required:

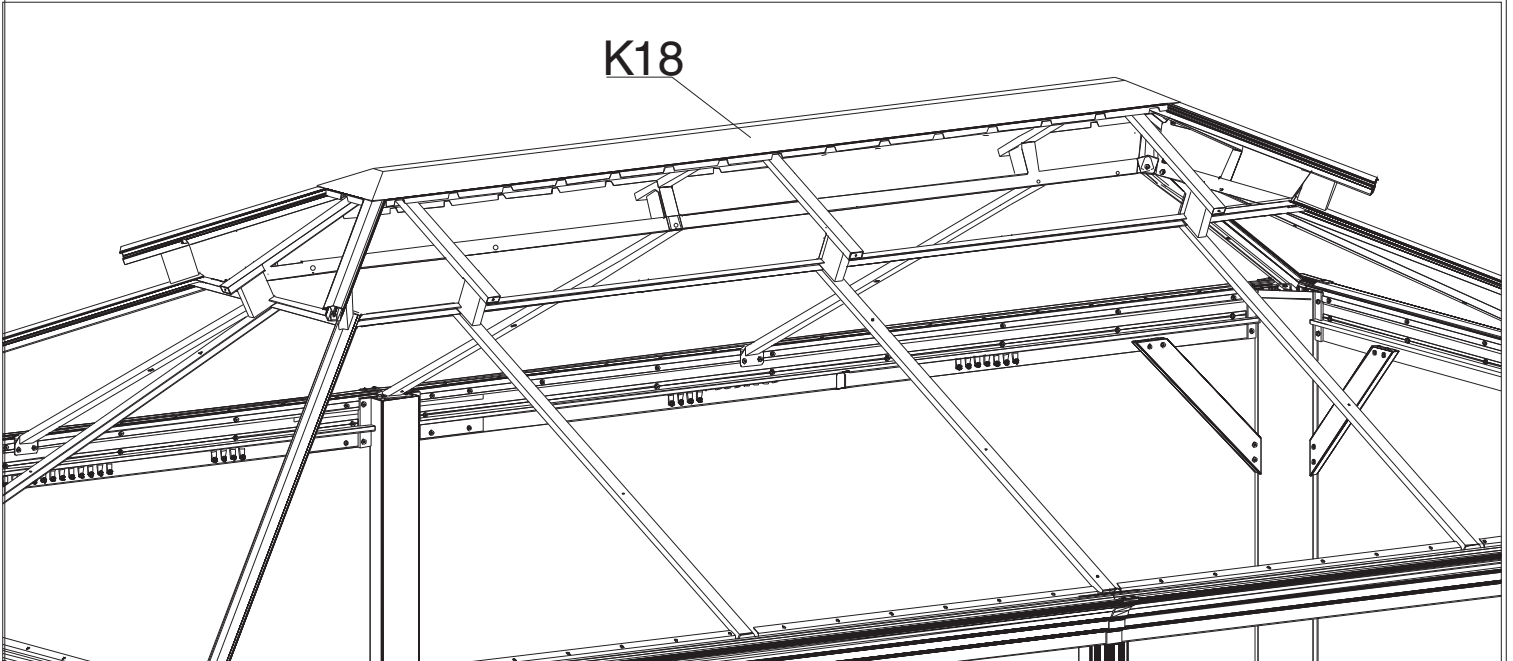


Upward View



Step 12: Connect Outside Roof Connector

Connect the Outside Roof Connector (Part K18) to the Inside Roof Connector (Part K8) using screw 1#, as shown in the diagram.

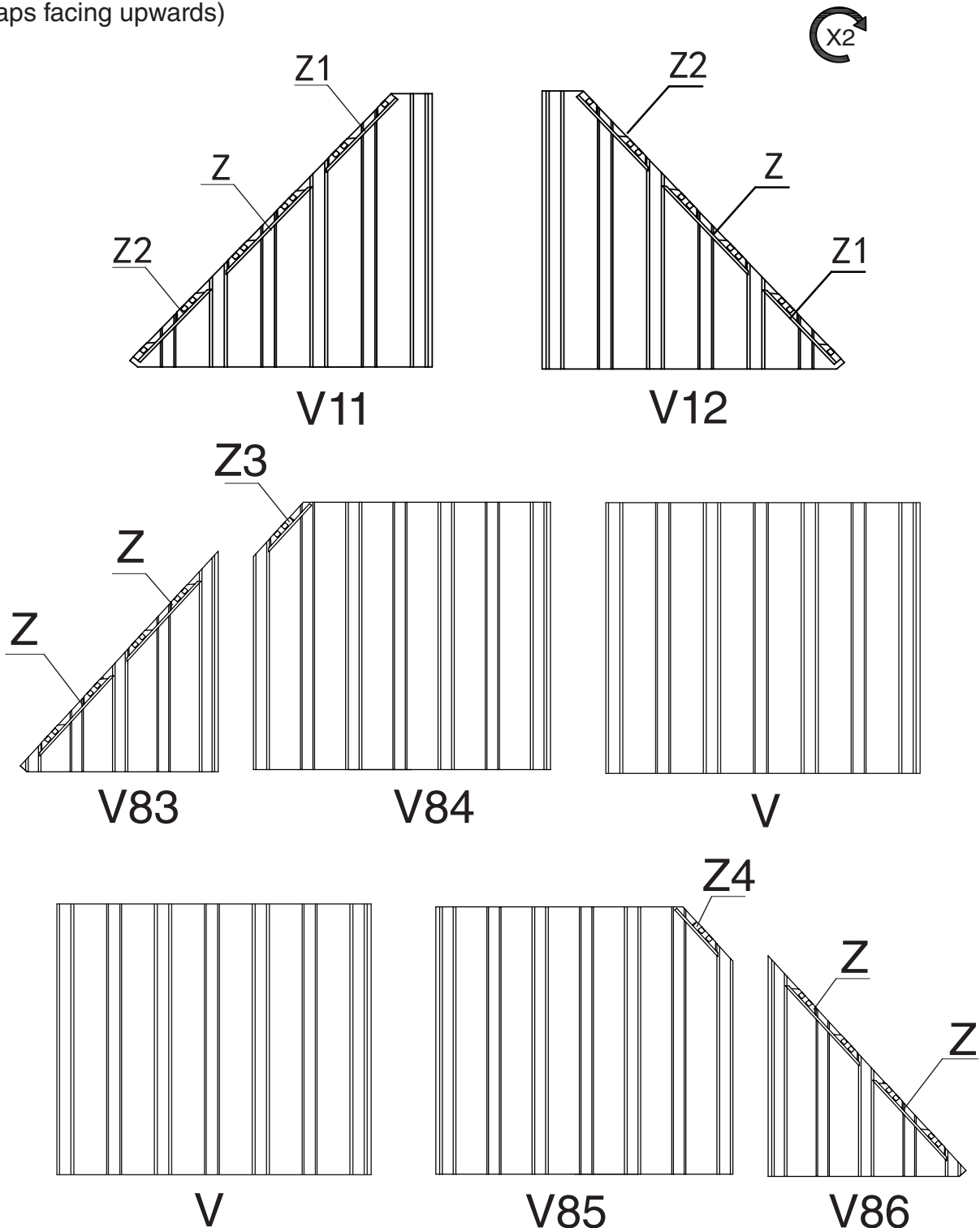


Parts Required:



Step 13: Snap Bracket

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

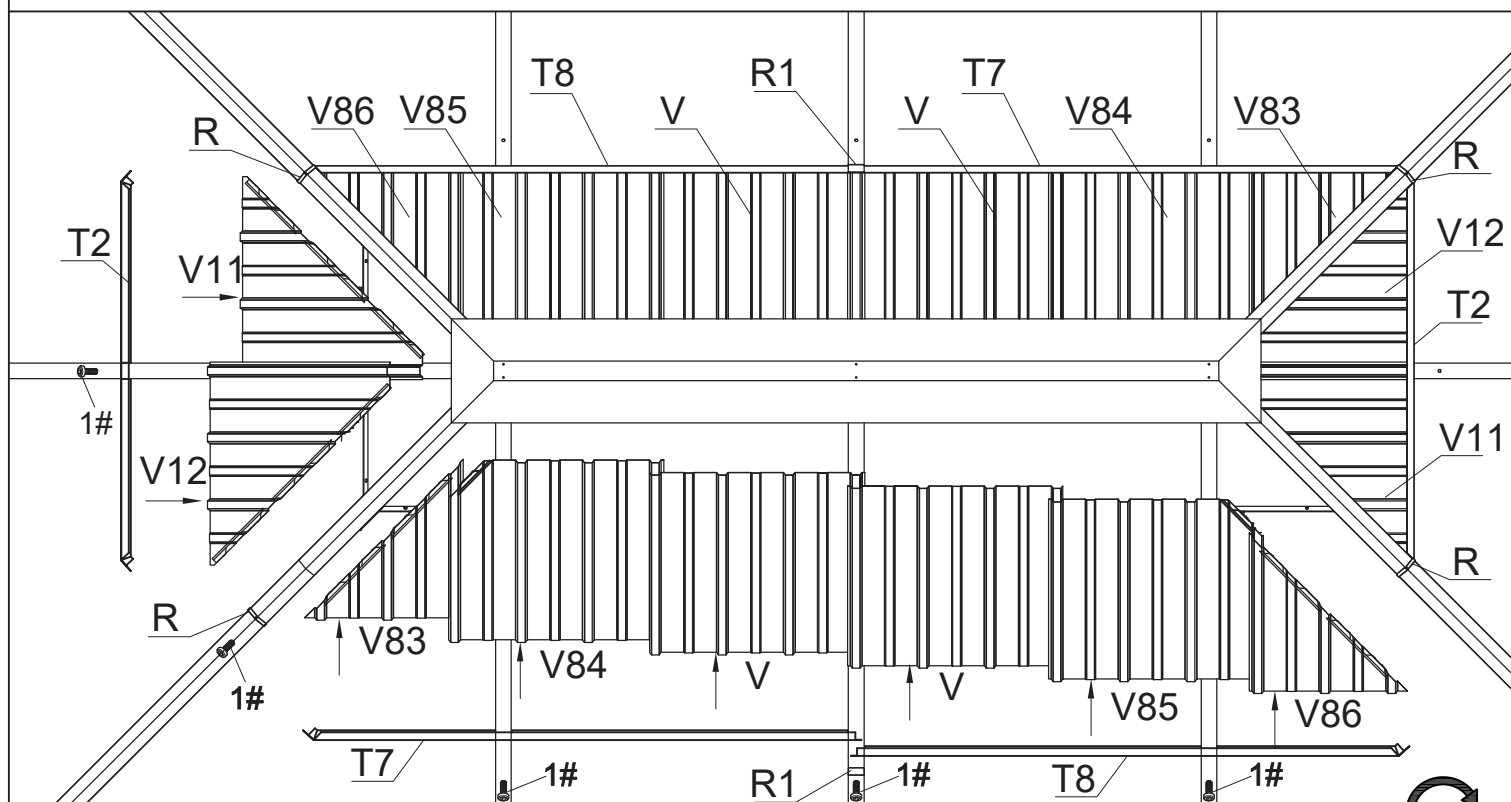
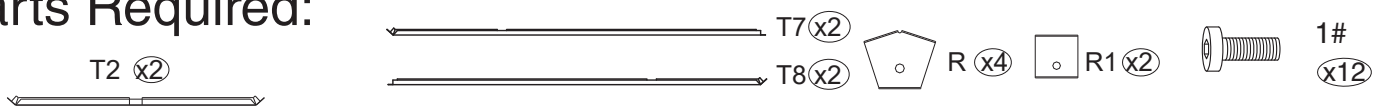


Tips:



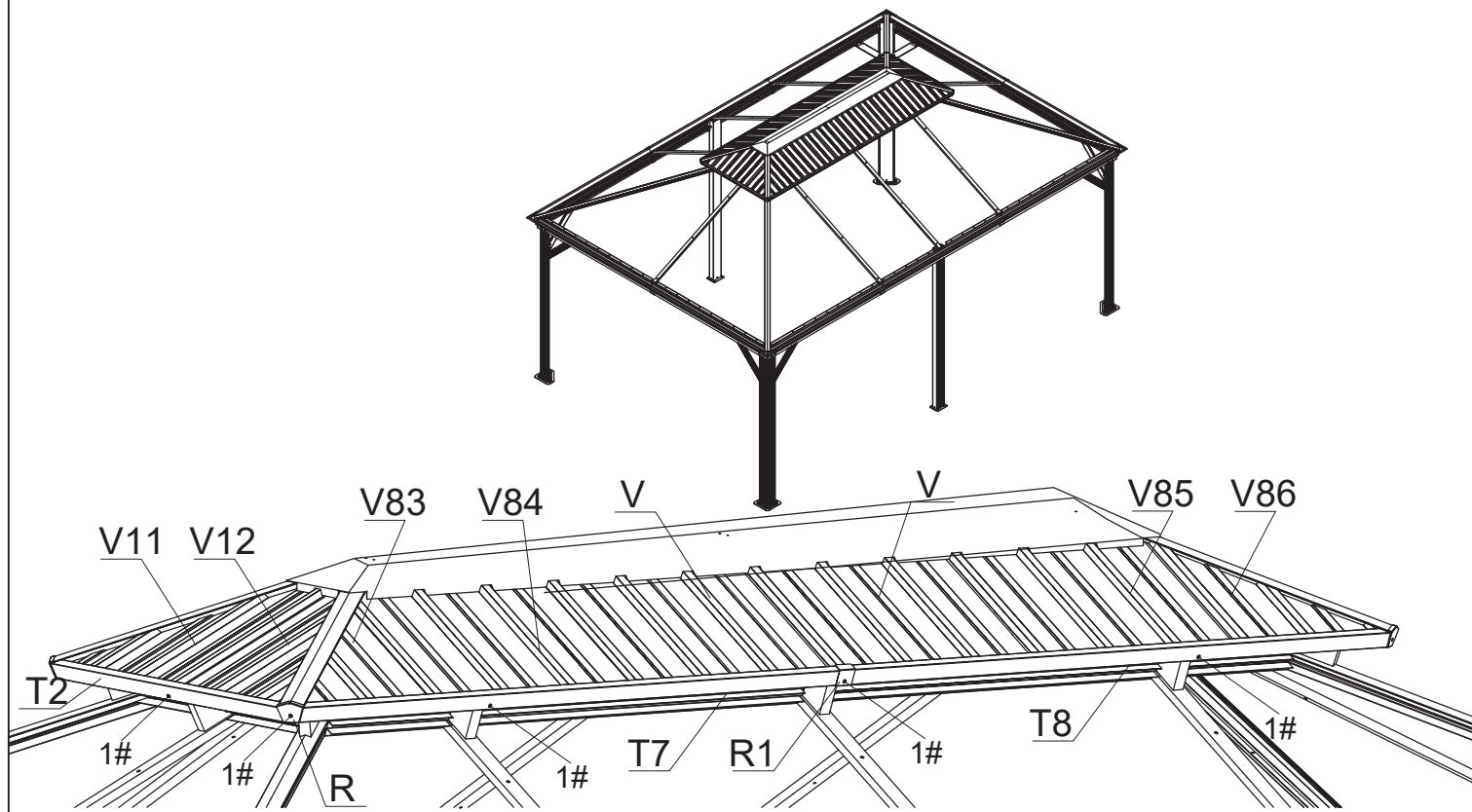
1. Wearing protective gloves is recommended.
2. To prevent Z-Clips (plastic brackets) from sliding off prior to assembly, apply double-sided adhesive tape (Part H3) to the underside (bottom) edge of the roof panels where the brackets (Part Z, Z1, Z2) are supposed to attach.
3. You can use super glue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

Parts Required:

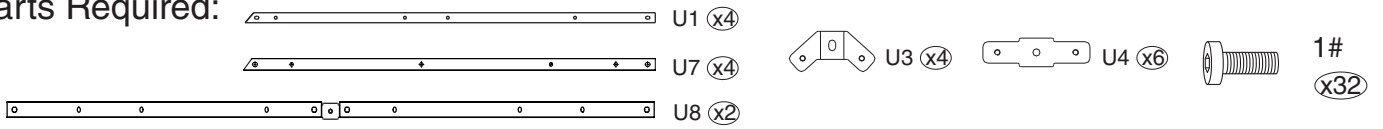


Step 14: Assemble Roof Panel

1. Push the Roof Panels (Part V11, V12, V83, V68,V,V, V85,V86) up to the upper roof as shown in the diagram.
2. Attach Finishing Bars (Part T2, T7, T8) to the upper roof with Finish End (Part R) using screws #1, as shown in the diagram.

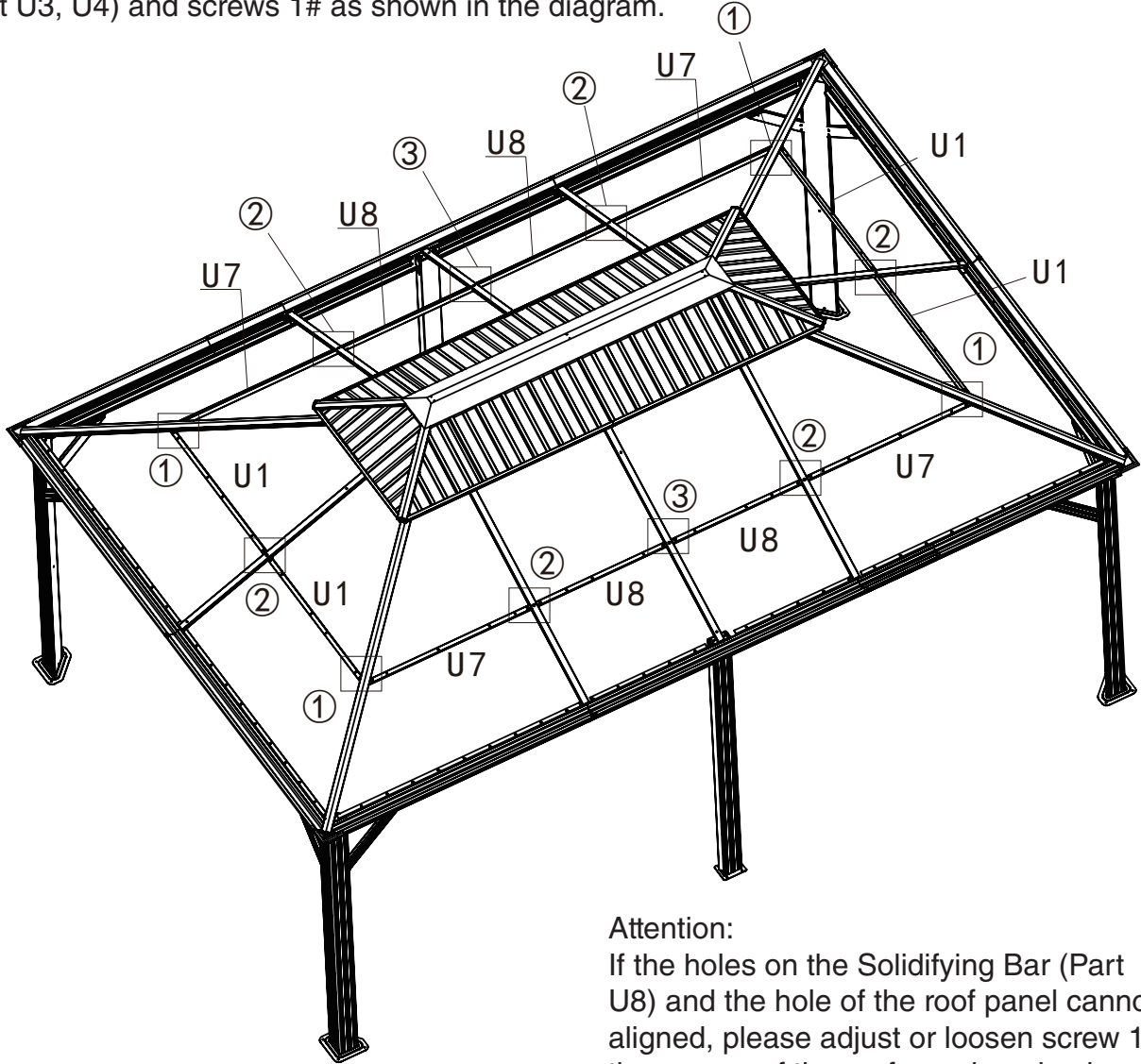


Parts Required:



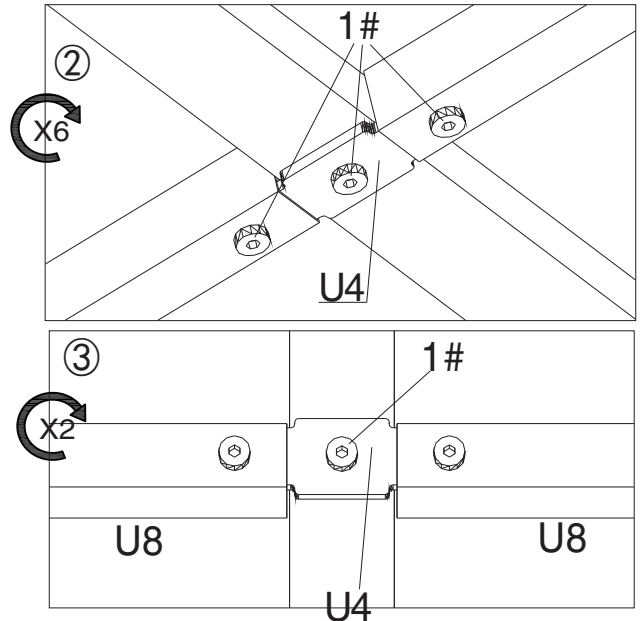
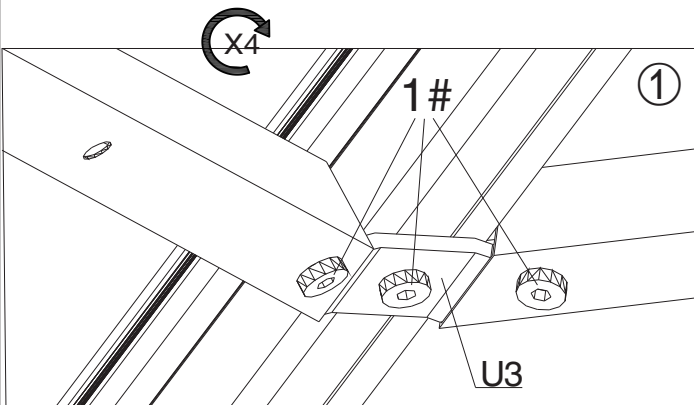
Step 15: Connect Solidifying Bars

1. Attach Solidifying Bars (Part U1, U7, U8) to Roof Bar or Corner Roof Bar using Iron Angle (Part U3, U4) and screws 1# as shown in the diagram.

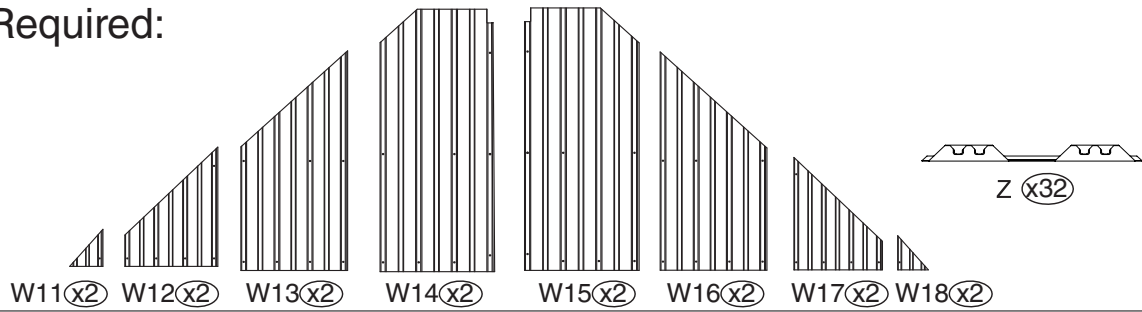


Attention:

If the holes on the Solidifying Bar (Part U1, U7, U8) 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.

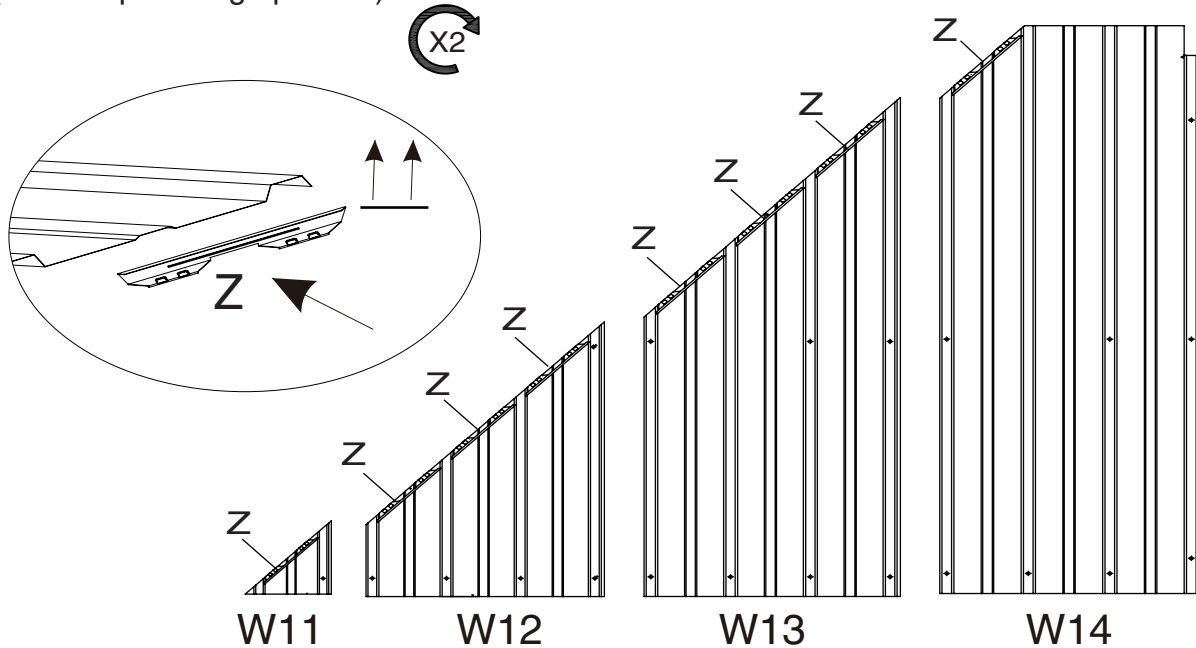


Parts Required:



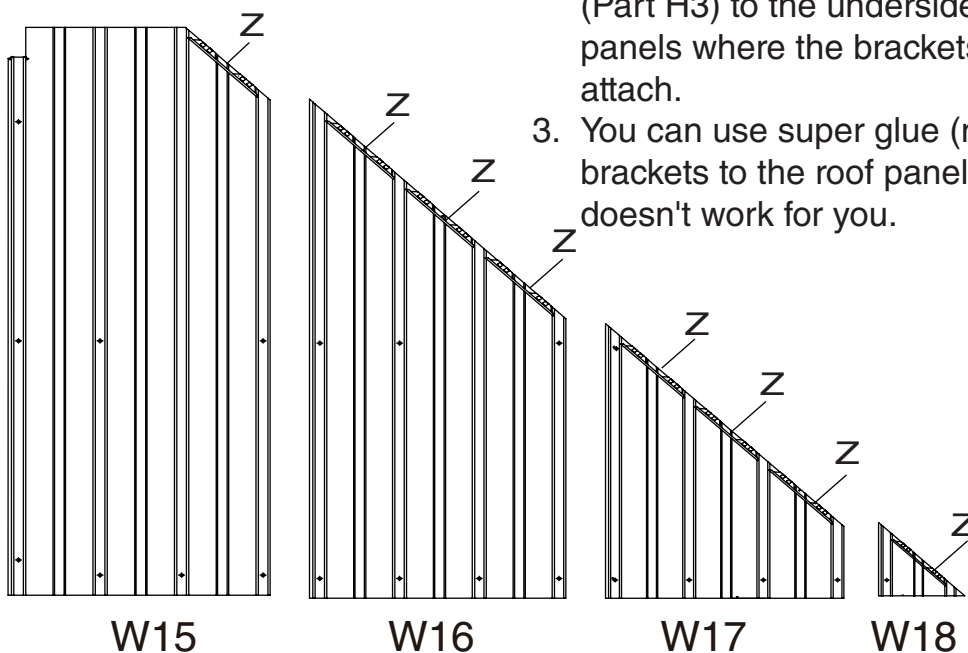
Step 16: Snap Bracket

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

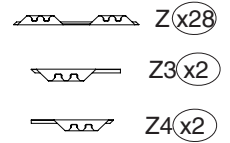
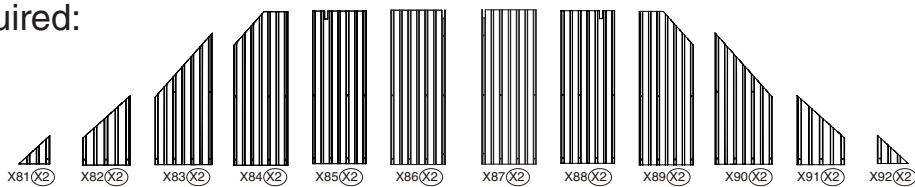


Tips:

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 tape doesn't work for you.

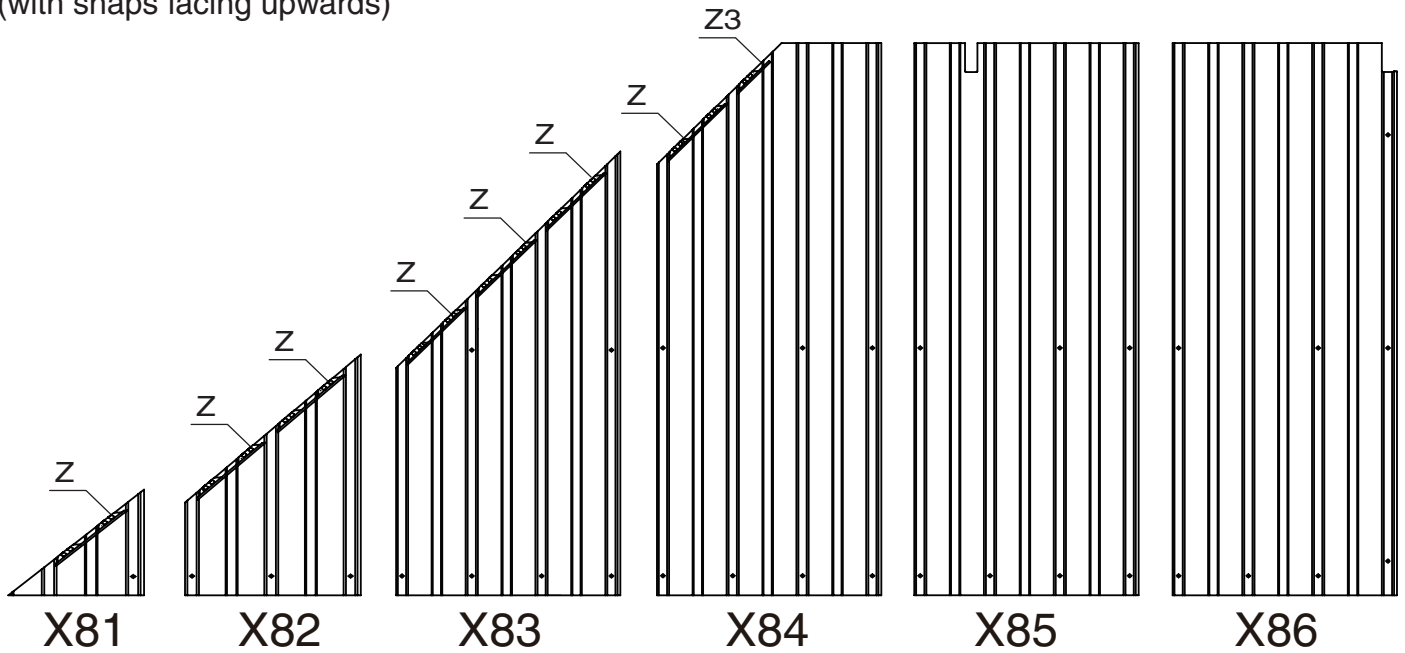


Parts Required:



Step 17: Snap Bracket

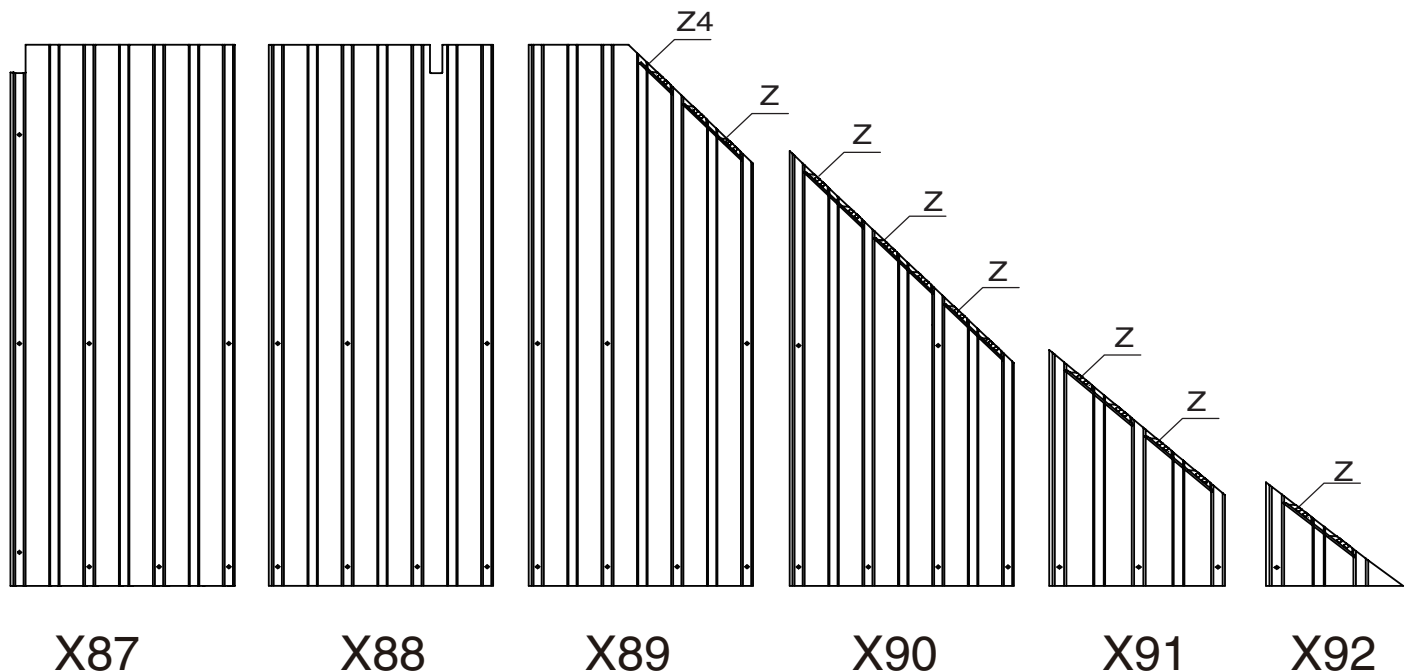
Snap Brackets (Part Z, Z3, Z4) to roof panel edges as shown in the diagram.
(with snaps facing upwards)



Tips:

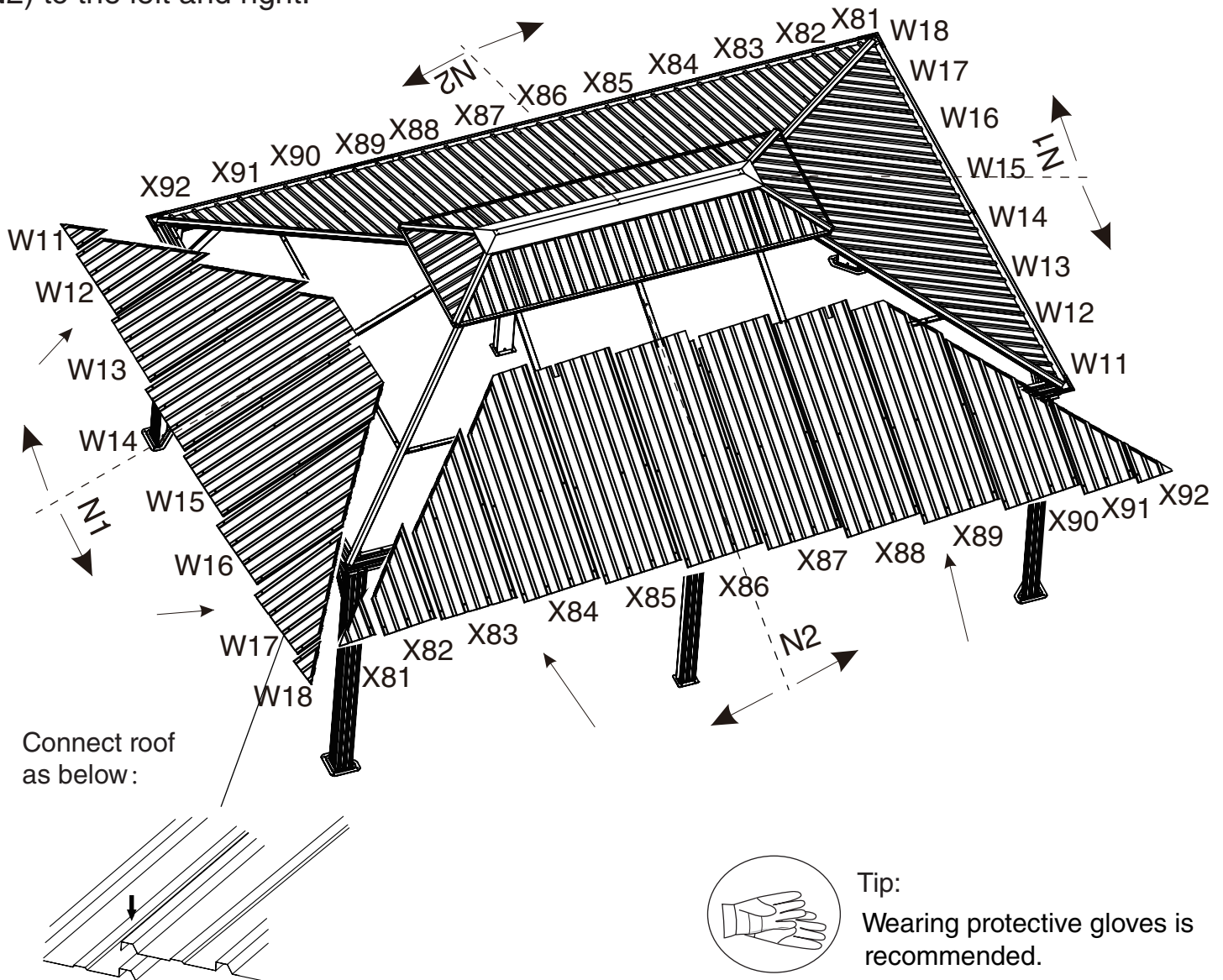


1. Wearing protective gloves is recommended.
2. To prevent Z-Clips (plastic brackets) from sliding off prior to assembly, apply double-sided adhesive tape (Part H3) to the underside (bottom) edge of the roof panels where the brackets (Part Z, Z3, Z4) are supposed to attach.

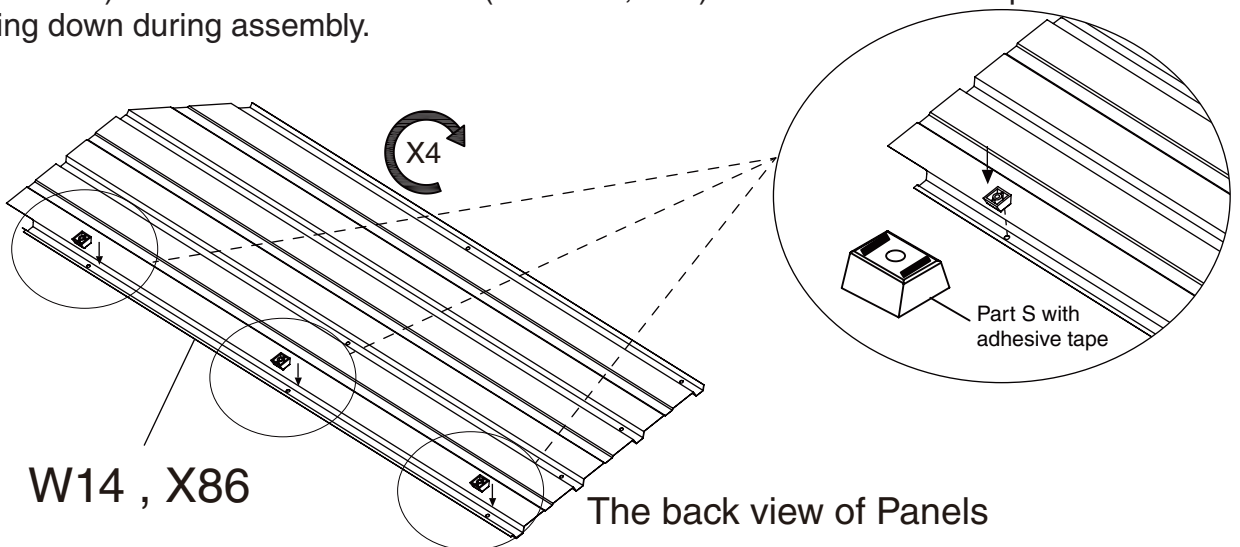


Overall roof assembly:

Please place the panels on the frame and assemble them from the centerline (Part N1, N2) to the left and right.



Tip: To facilitate the easy fastening of roof panels (Part W14, X86), please use double-sided adhesive tape (Part H3) to affix Part S onto Panel (Part W14, X86) in advance. This will prevent Part S from sliding down during assembly.



Parts Required:

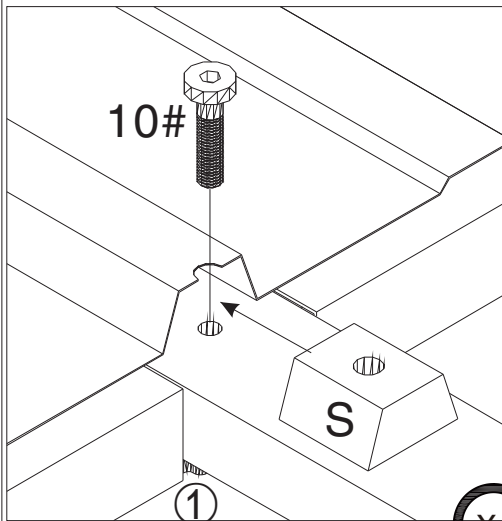
S x148

5# L 28mm x92

6# L 45mm x8

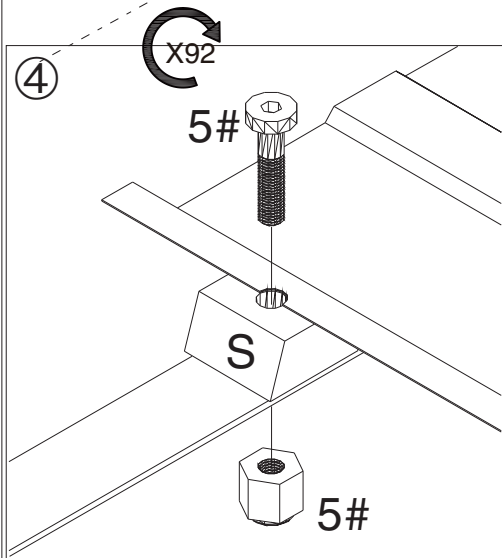
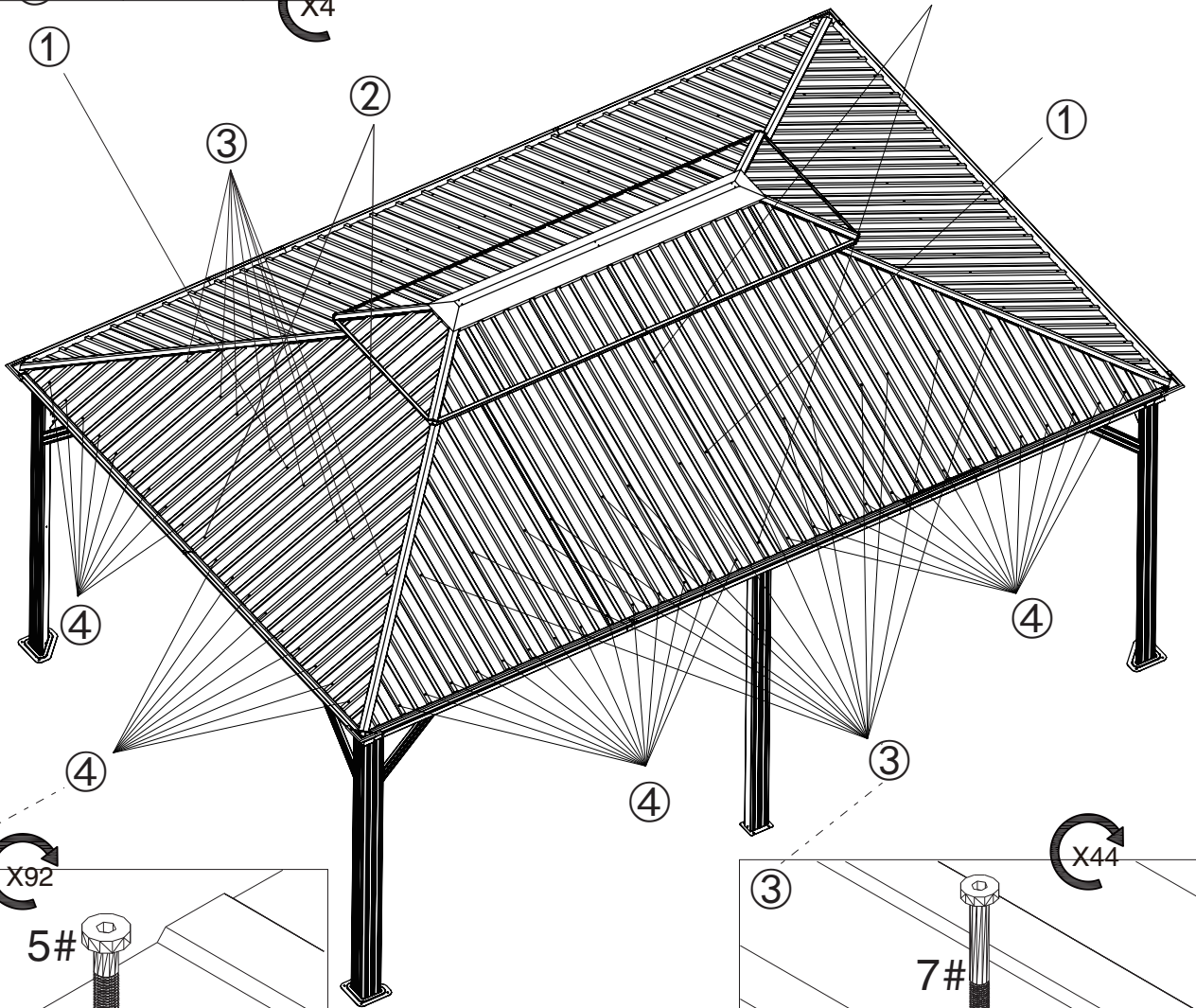
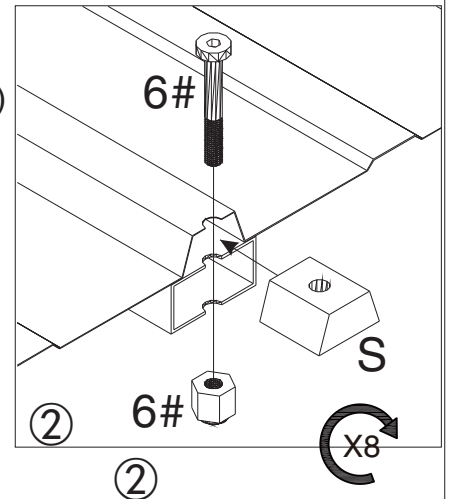
7# L 50mm x44

10# L 25mm x4

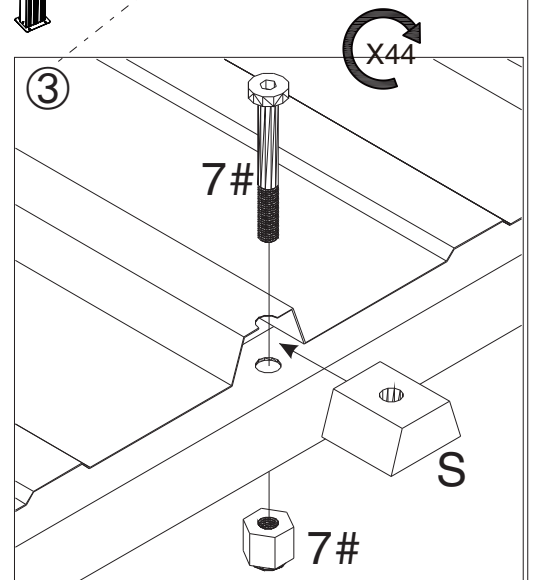


Step 18: Affix roof panels using screws and Spacers (Part S) as shown in the diagram.

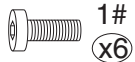
Align all roof panels and screws LOOSELY (DO NOT TIGHTEN ANY SCREWS) until all the roof panels are aligned accordingly. THEN, TIGHTEN all screws to secure the roof panels in place.



Tip: At least two people for this step.

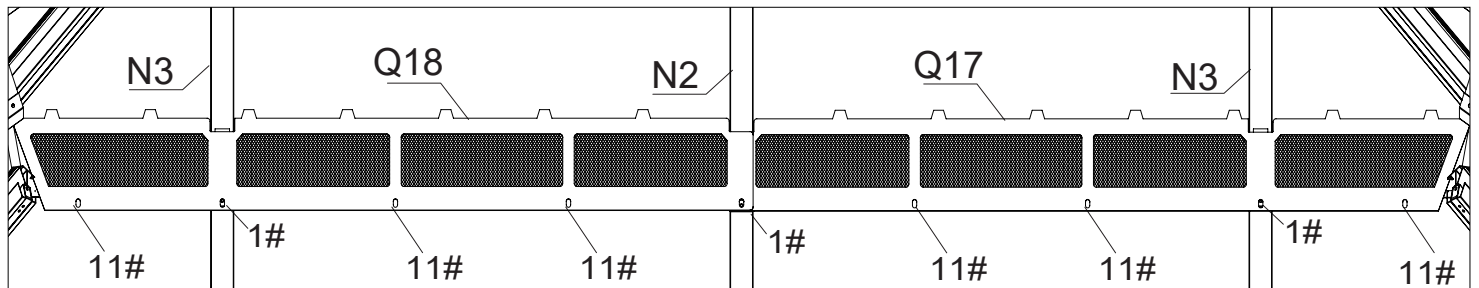
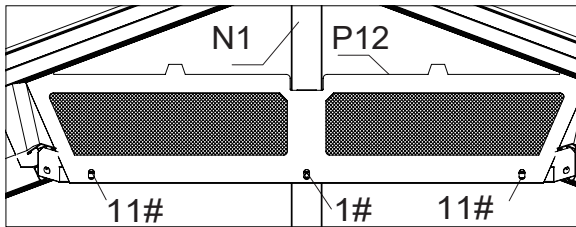
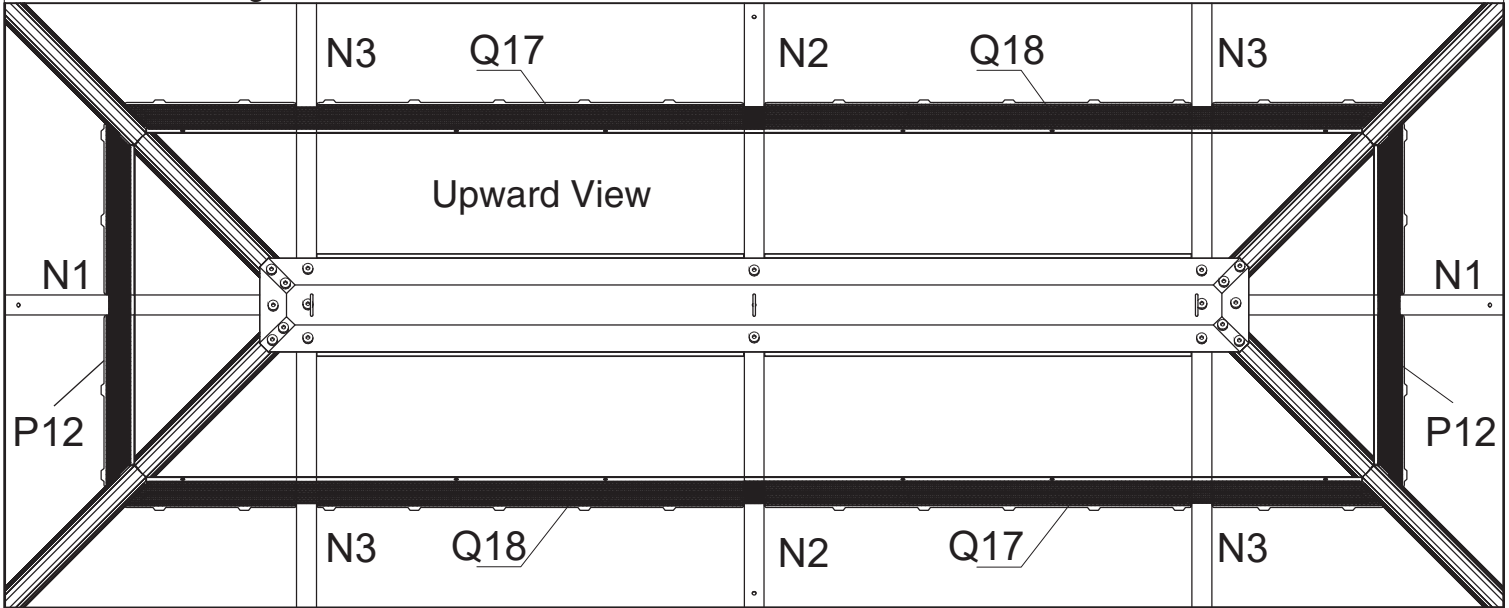


Parts Required:

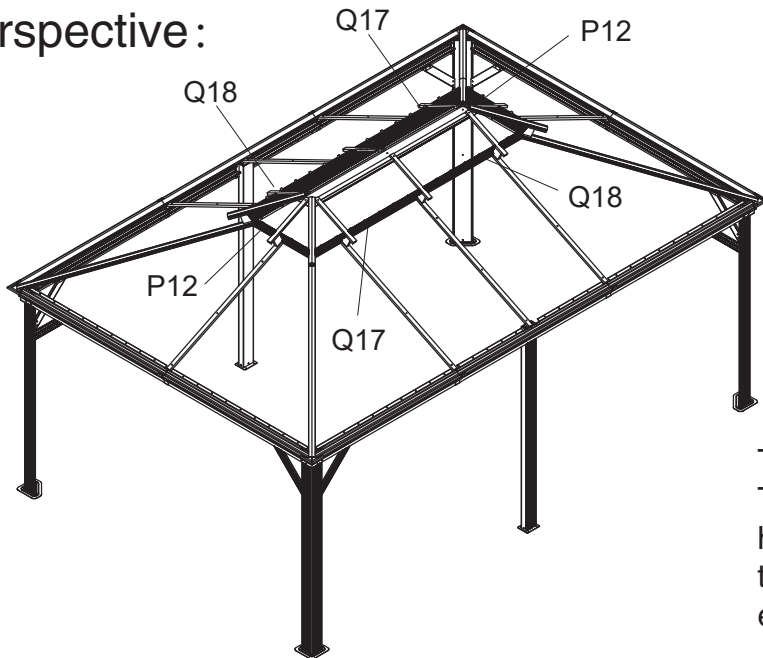


Step 19: Assemble Net Frames

Attach net frame (Part P12, Q17, Q18) to finishing bar (Part P2, Q7, Q8) using screws (1#, 11#) as shown in the diagram.

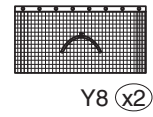
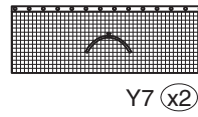
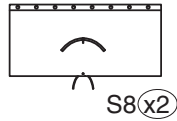
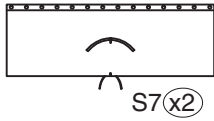


Perspective:



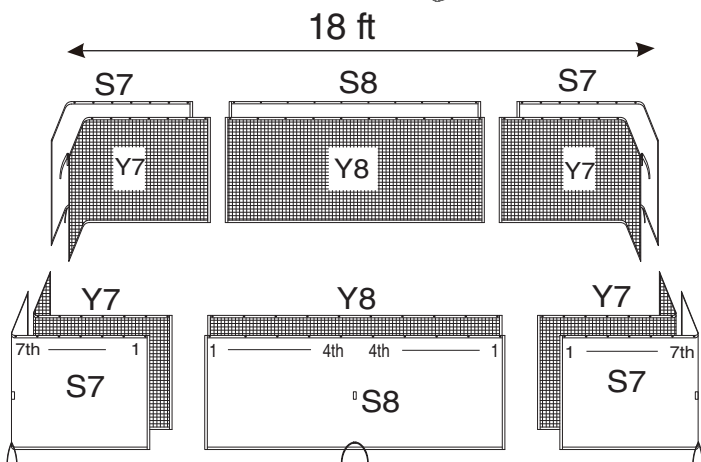
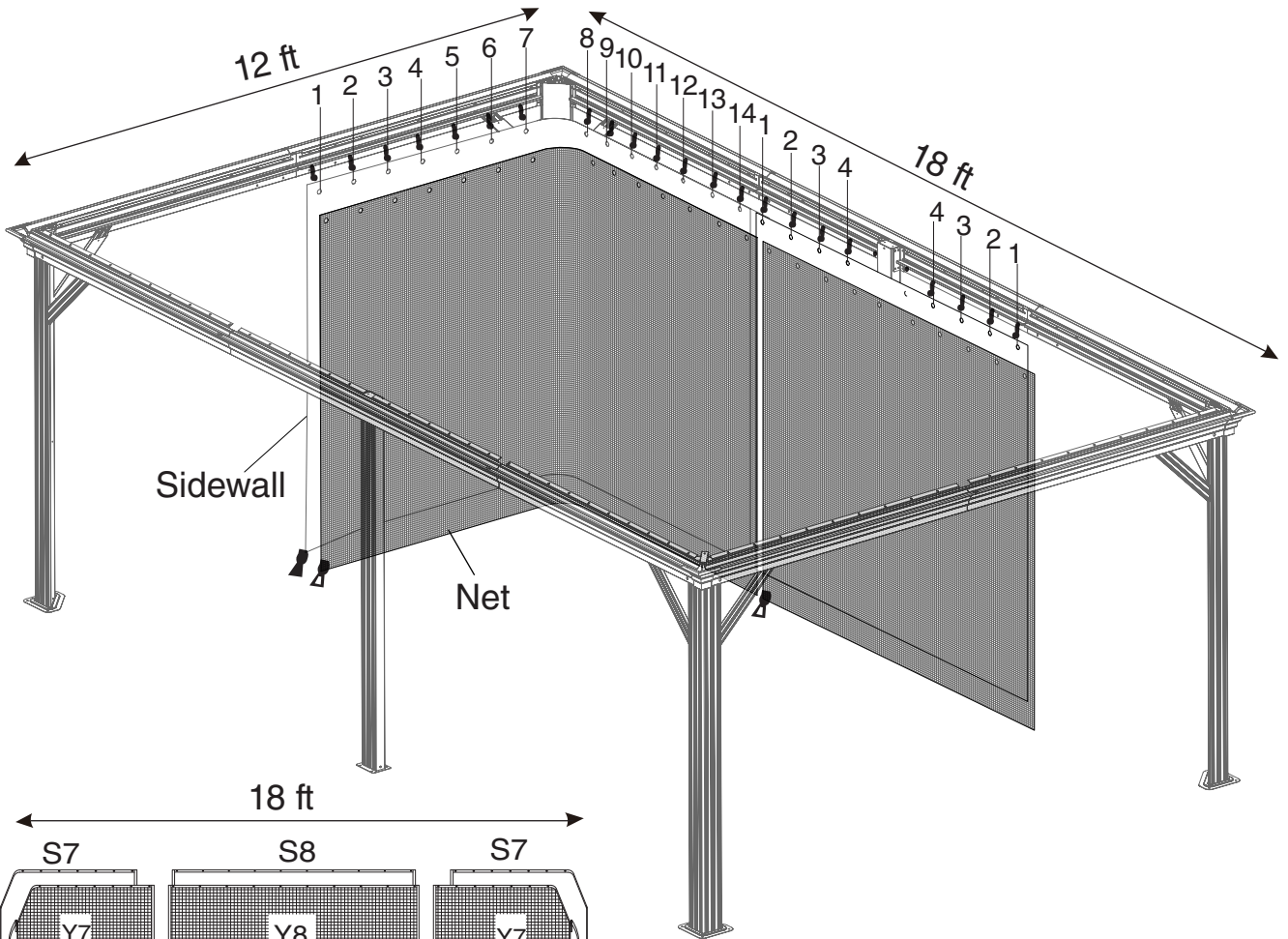
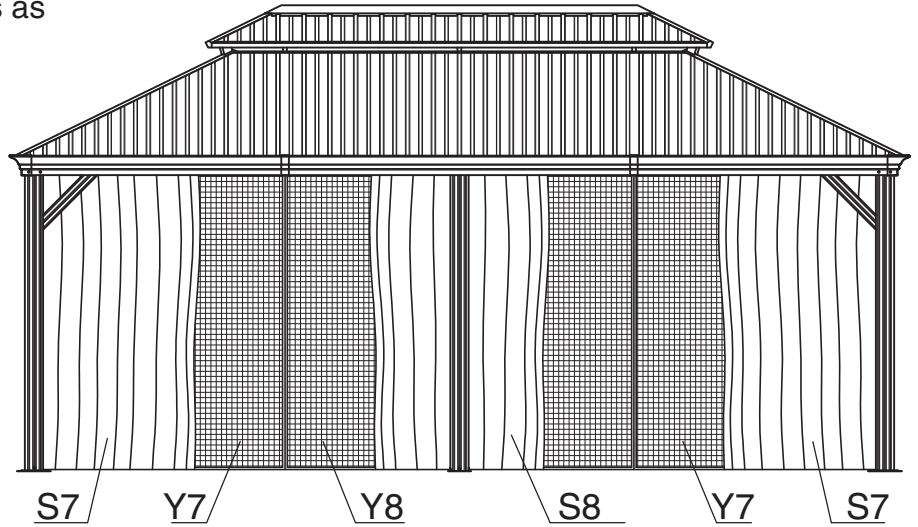
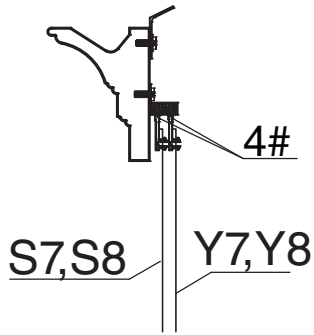
Tip:
The perspective drawing is for demonstrating how to assemble the final step that sets up the Net Frame (Parts P12, Q17, Q18) more effectively.

Parts Required:



Step 20: Assemble Net and Sidewall

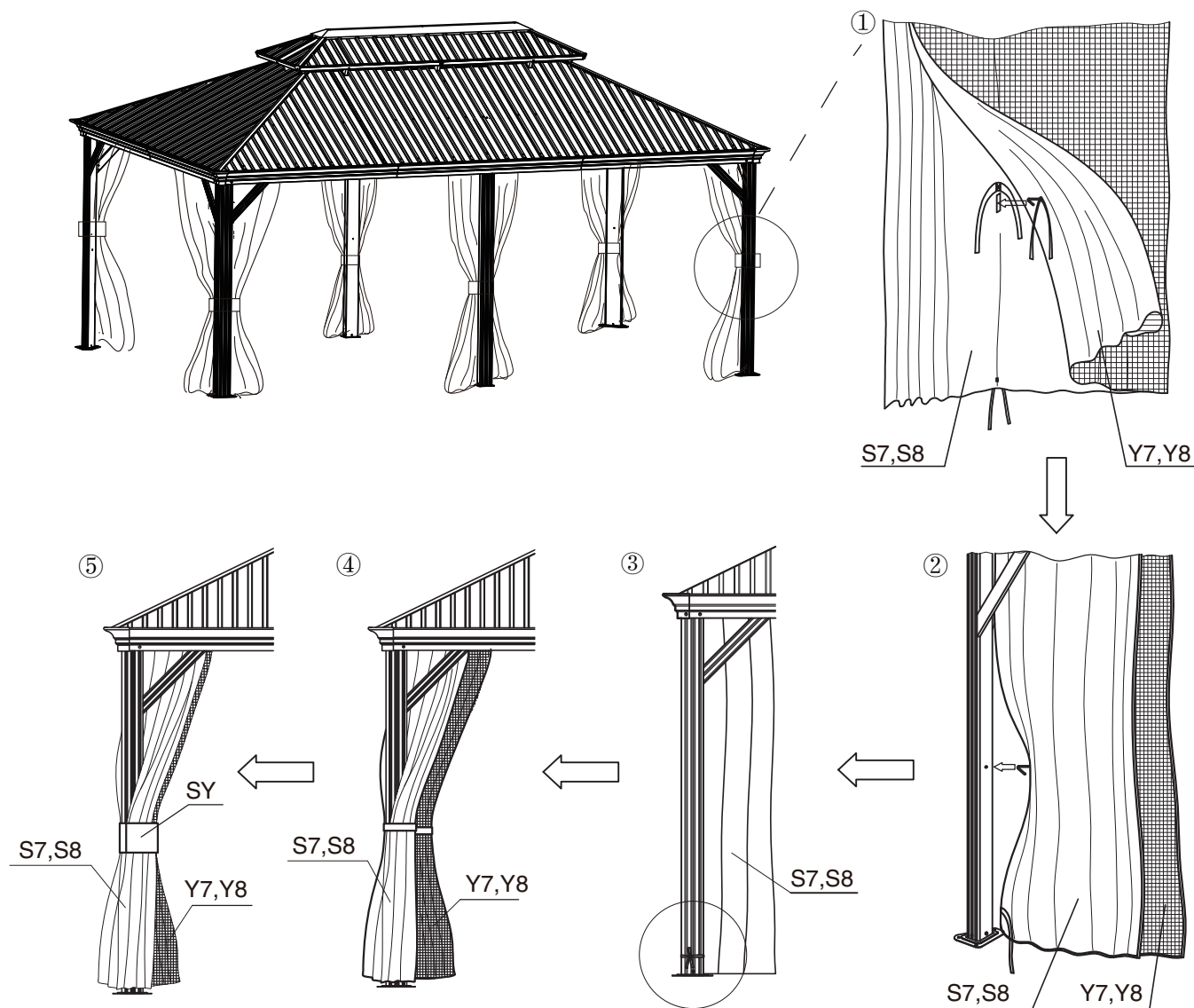
Hang the Mosquito Net on the inner rails and the Solid Sidewalls on the outer rails as shown in the diagram.



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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www.kozyard.com
email: support@kozyard.com

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