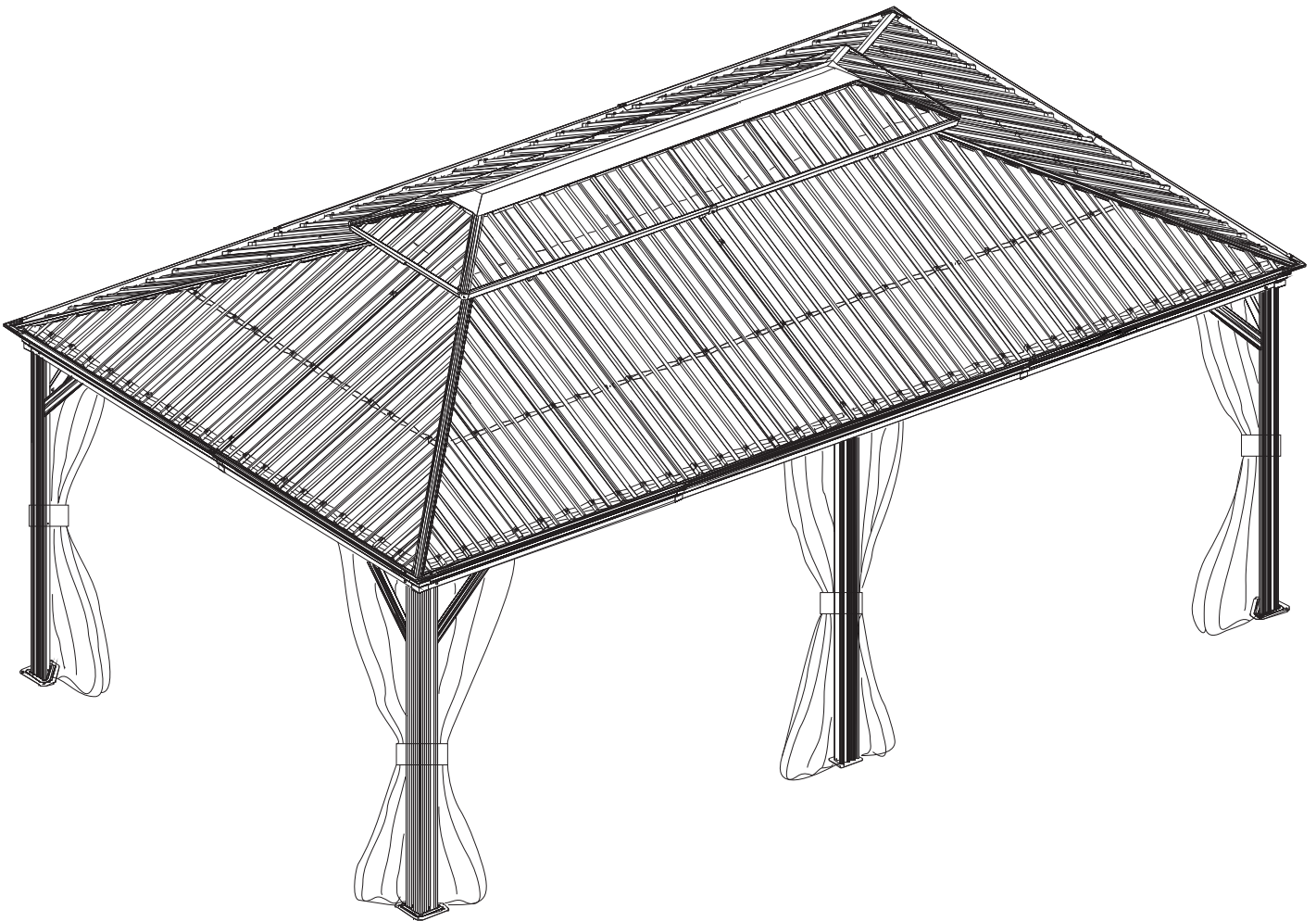




Enjoy Cozy Life!

**12'x20' 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



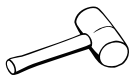
Allen Key



Allen Key



Safety Hat



Rubber Mallet



Gloves

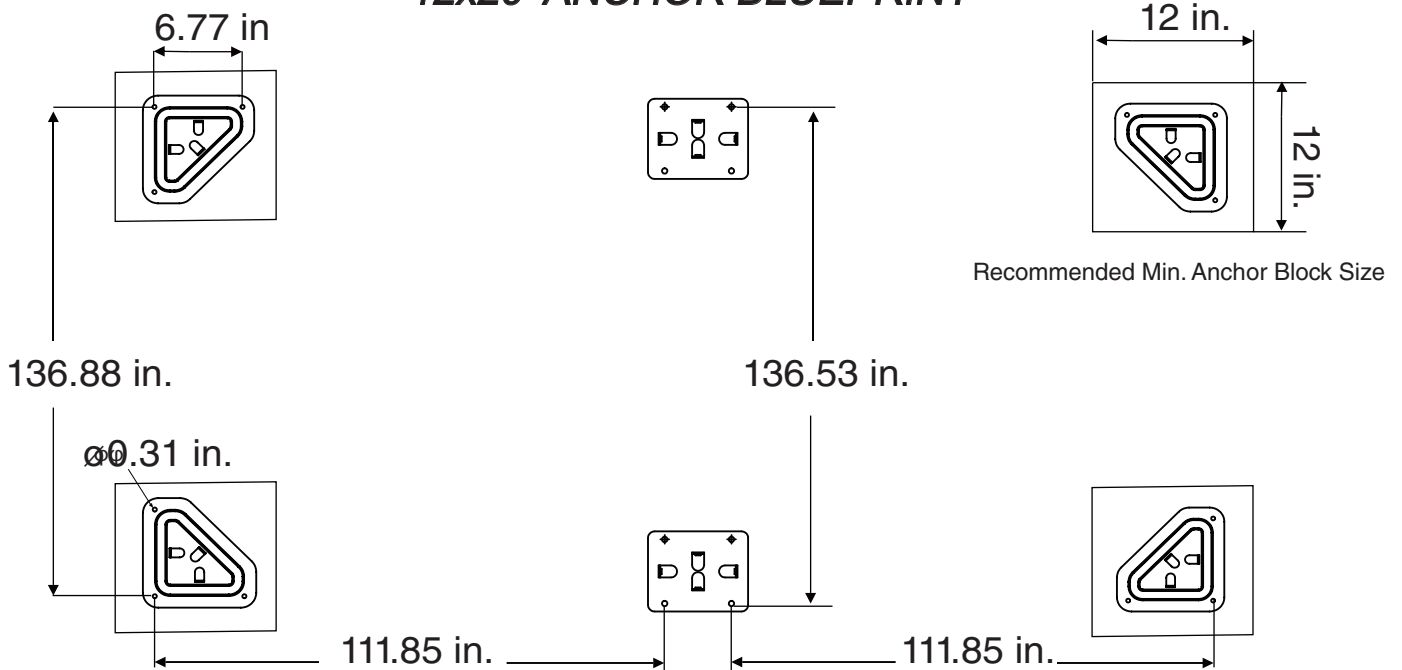


Stepladder



Safetyglasses

12x20' ANCHOR BLUEPRINT

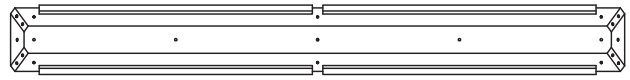


Anchoring poles into concrete is strongly recommended.
Ensure the gazebo is positioned on level ground

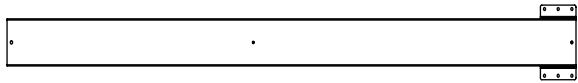
Attention: Prior to assembly, verify that all parts and pieces are included to ensure an efficient installation process.



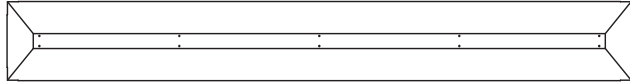
A (x4)



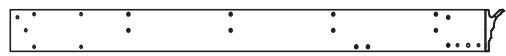
K10 (x1)



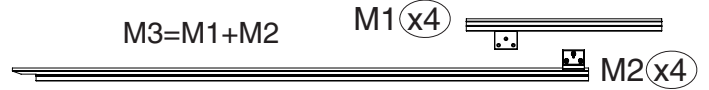
A1 (x2)



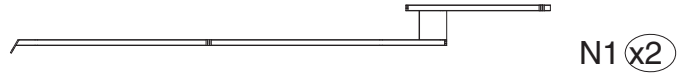
K20 (x1)



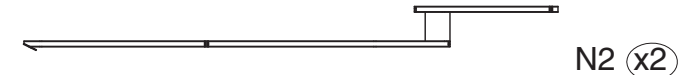
B6 (x4)



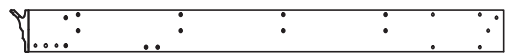
B61 (x2)



B62 (x4)



B21 (x2)



C6 (x4)



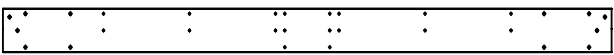
C61 (x2)



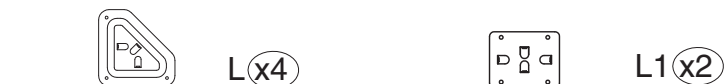
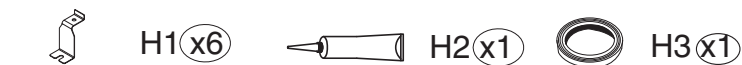
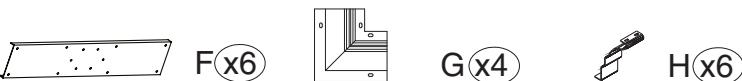
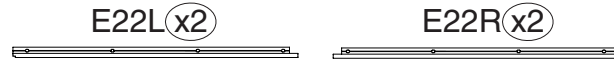
C62 (x4)



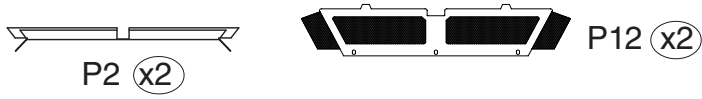
C21 (x2)



E2 (x2)



ITEM	DESCRIPTION	QTY
A	Pole	4
A1	Pole	2
B6	Beam	4
B61	Joints	2
B62	Sidewall Track	4
B21	Joints	2
C6	Beam	4
C61	Joints	2
C62	Sidewall Track	4
C21	Joints	2
E2	Beam	2
E21L	Joints	2
E21R	Joints	2
E22L	Sidewall Track	2
E22R	Sidewall Track	2
F	Union Bar	6
G	Corner Cover	4
H	Joint Cover	6
H1	Joint Cover	6
H2	Silicone Rubber	1
H3	Double-sided adhesive tape	1
J1	Corner Solidifying Bar	4
J2	Corner Solidifying Bar	4
K10	Inside Roof Connector	1
K20	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



P2 (x2)

P12 (x2)



Q9 (x2)



Q10 (x2)



Q19 (x2)



Q20 (x2)



R (x8)

R1 (x2)

S (x160+3)



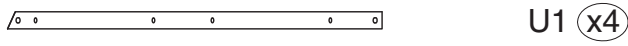
T2 (x2)



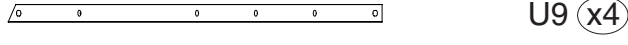
T9 (x2)



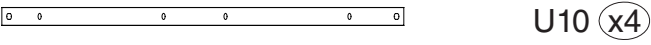
T10 (x2)



U1 (x4)



U9 (x4)

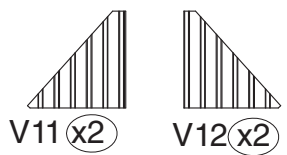


U10 (x4)



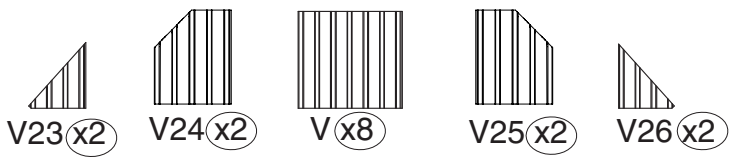
U3 (x4)

U4 (x8)



V11 (x2)

V12 (x2)



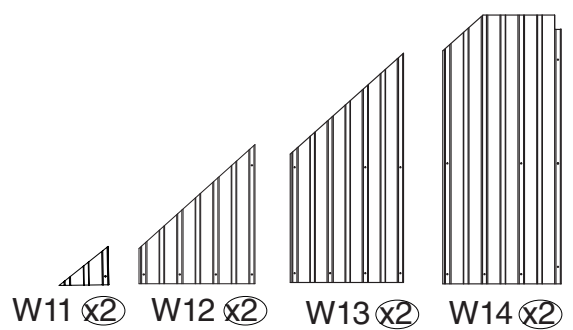
V23 (x2)

V24 (x2)

V (x8)

V25 (x2)

V26 (x2)

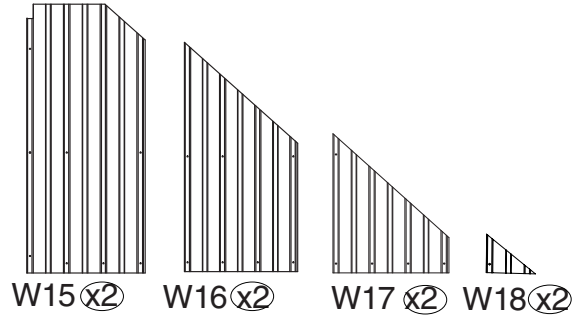


W11 (x2)

W12 (x2)

W13 (x2)

W14 (x2)



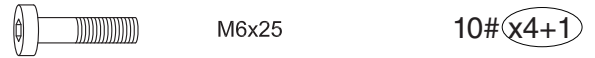
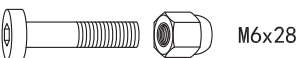
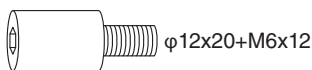
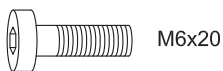
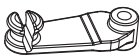
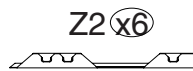
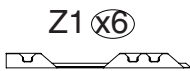
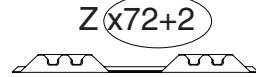
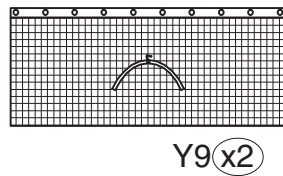
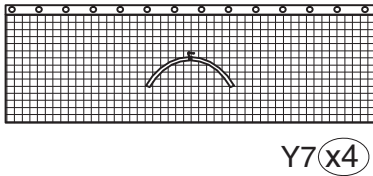
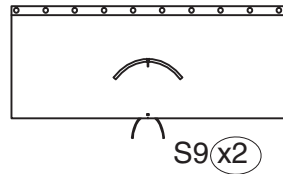
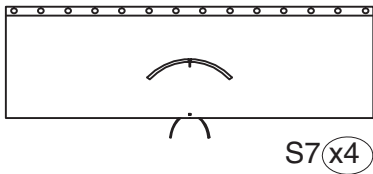
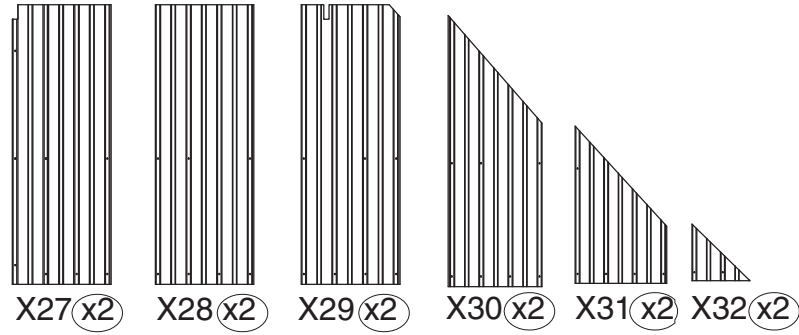
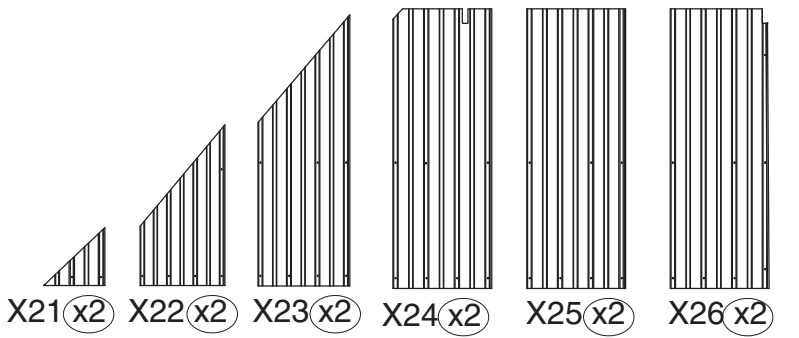
W15 (x2)

W16 (x2)

W17 (x2)

W18 (x2)

ITEM	DESCRIPTION	QTY
P2	Finishing Bar	2
P12	Net Frame	2
Q9	Finishing Bar	2
Q10	Finishing Bar	2
Q19	Net Frame	2
Q20	Net Frame	2
R	Finishing End	8
R1	Finishing End	2
S	Spacer	160+3
T2	Finishing Bar	2
T9	Finishing Bar	2
T10	Finishing Bar	2
U1	Solidifying Bar	4
U3	Iron Angle	4
U4	Iron Angle	8
U9	Solidifying Bar	4
U10	Solidifying Bar	4
V11	Roof Panel	2
V12	Roof Panel	2
V23	Roof Panel	2
V24	Roof Panel	2
V	Roof Panel	8
V25	Roof Panel	2
V26	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

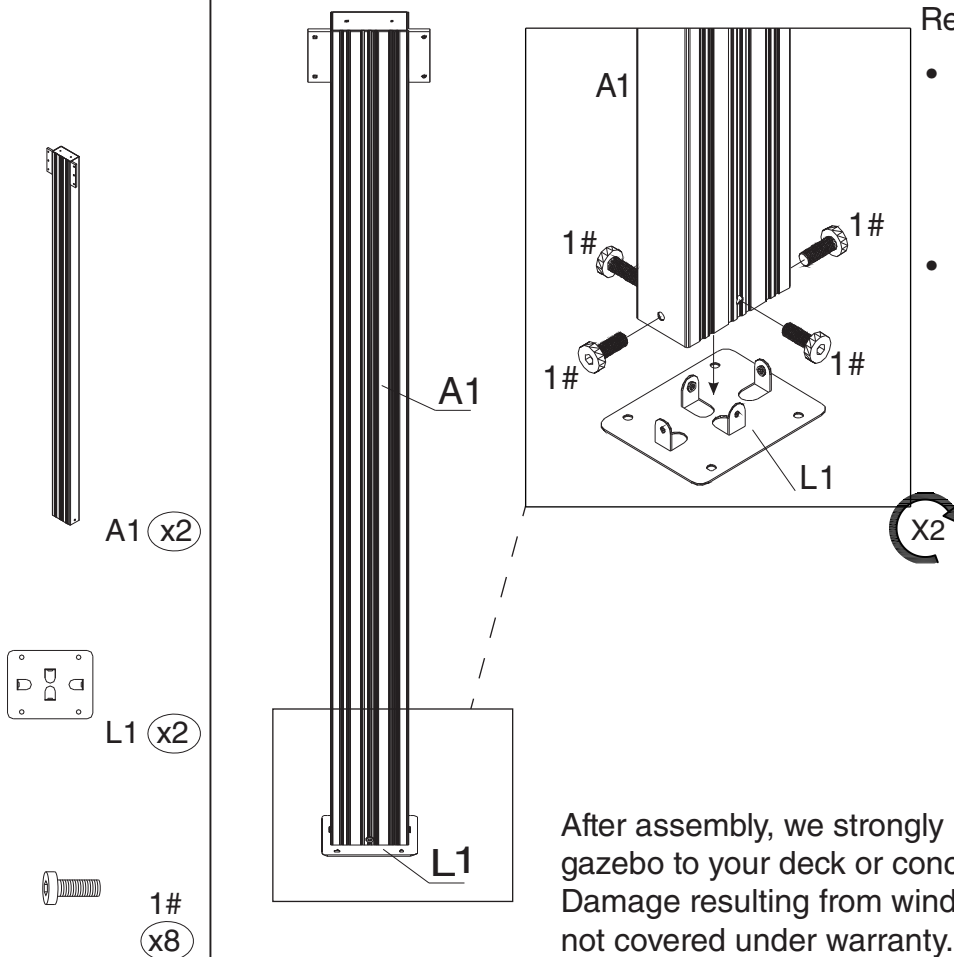
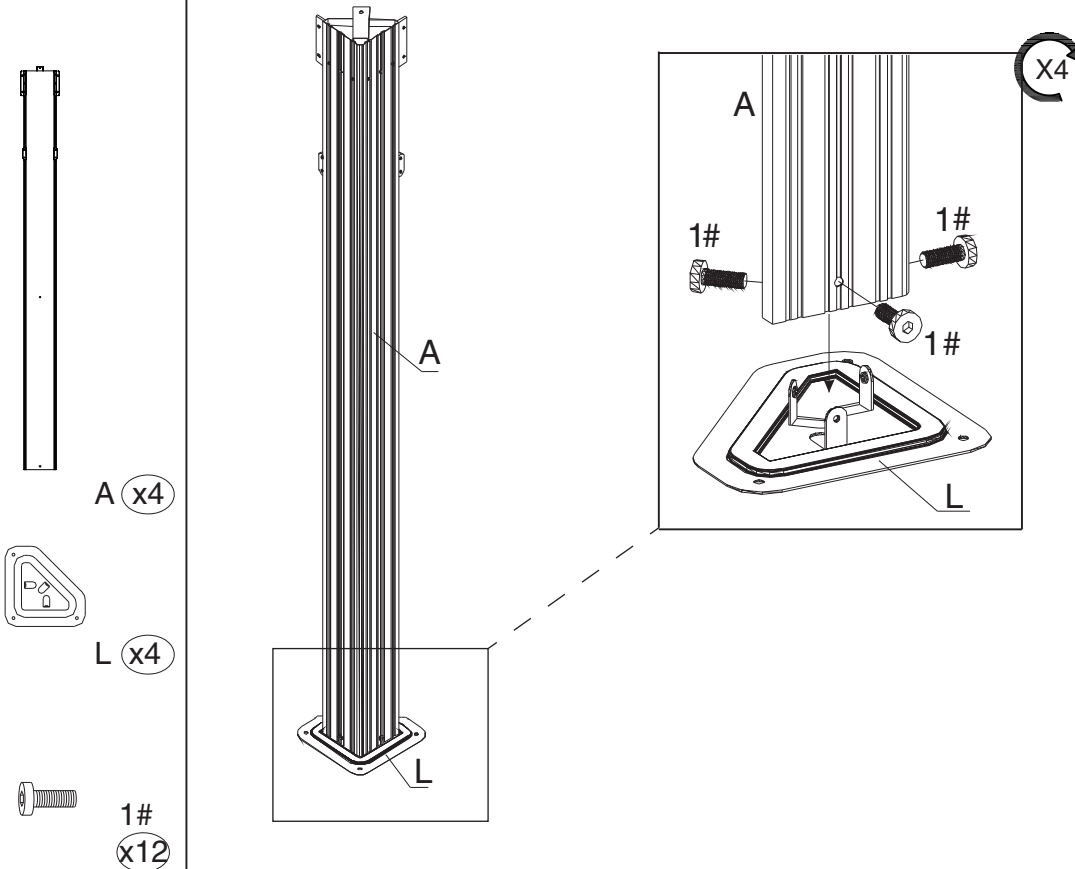


ITEM	DESCRIPTION	QTY
X21	Roof Panel	2
X22	Roof Panel	2
X23	Roof Panel	2
X24	Roof Panel	2
X25	Roof Panel	2
X26	Roof Panel	2
X27	Roof Panel	2
X28	Roof Panel	2
X29	Roof Panel	2
X30	Roof Panel	2
X31	Roof Panel	2
X32	Roof Panel	2
S7/S9	Solid Sidewall	6
Y7/Y9	Mosquito Net	6
SY	Strap	6
Z	Bracket	72+2
Z1	Bracket	6
Z2	Bracket	6
Z3	Bracket	2
Z4	Bracket	2
1#	Screws	331+5
2#	Screws	28+2
3#	Screws	16+2
4#	Hook	152+2
5#	Screws	100+2
6#	Screws	8+1
7#	Screws	48+2
9#	Screws	28+2
10#	Screws	4+1
11#	Screws	16+4
12#	Washer	12+2

Parts Required:

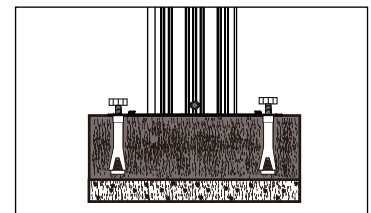
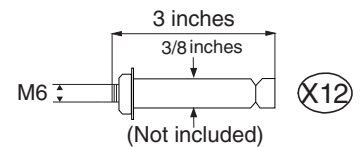
Step 1: Set up Poles

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



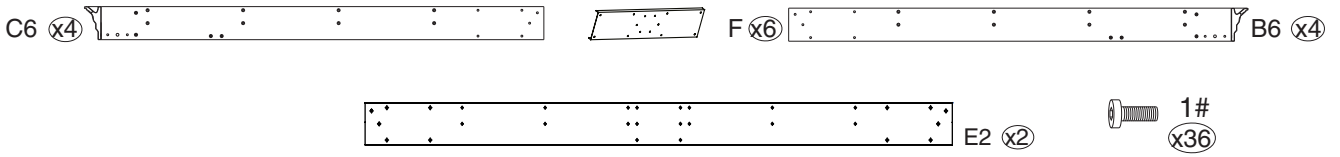
Reference for anchoring gazebo:

- If the ground is concrete and its depth is over 3 inches, you can purchase 3/8" diameter x 3" length sleeve anchors.
- Only anchor after finishing all the assembly.



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

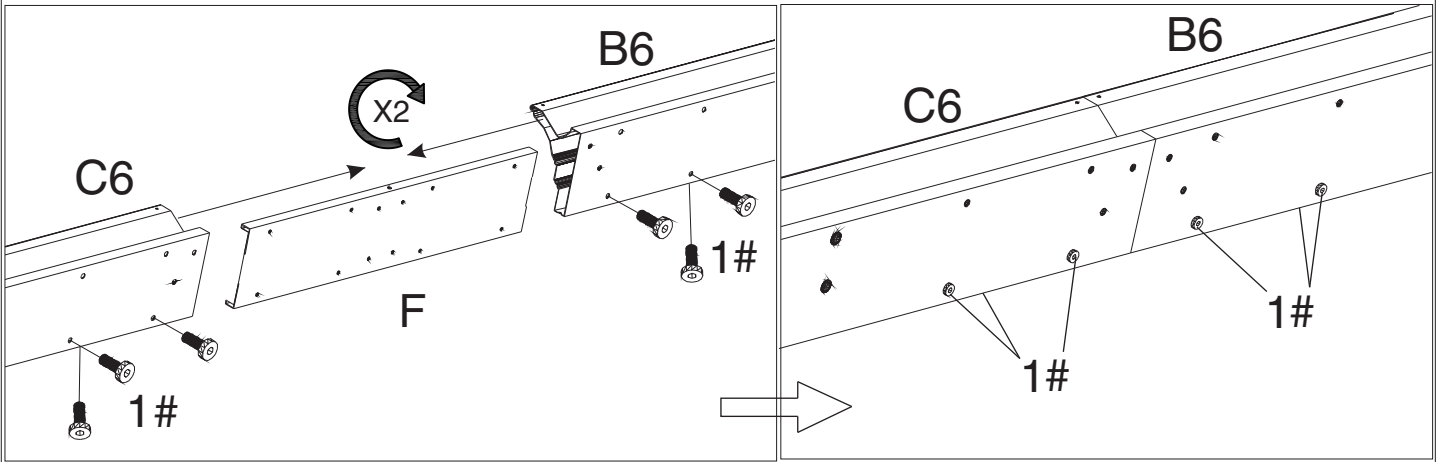
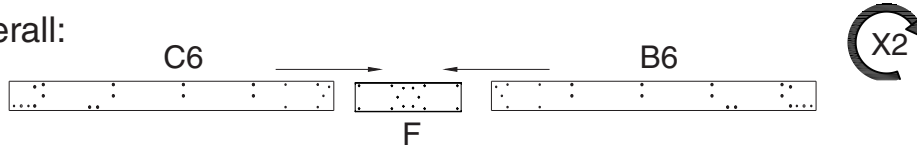
Parts Required:



Step 2: Connect the Beams

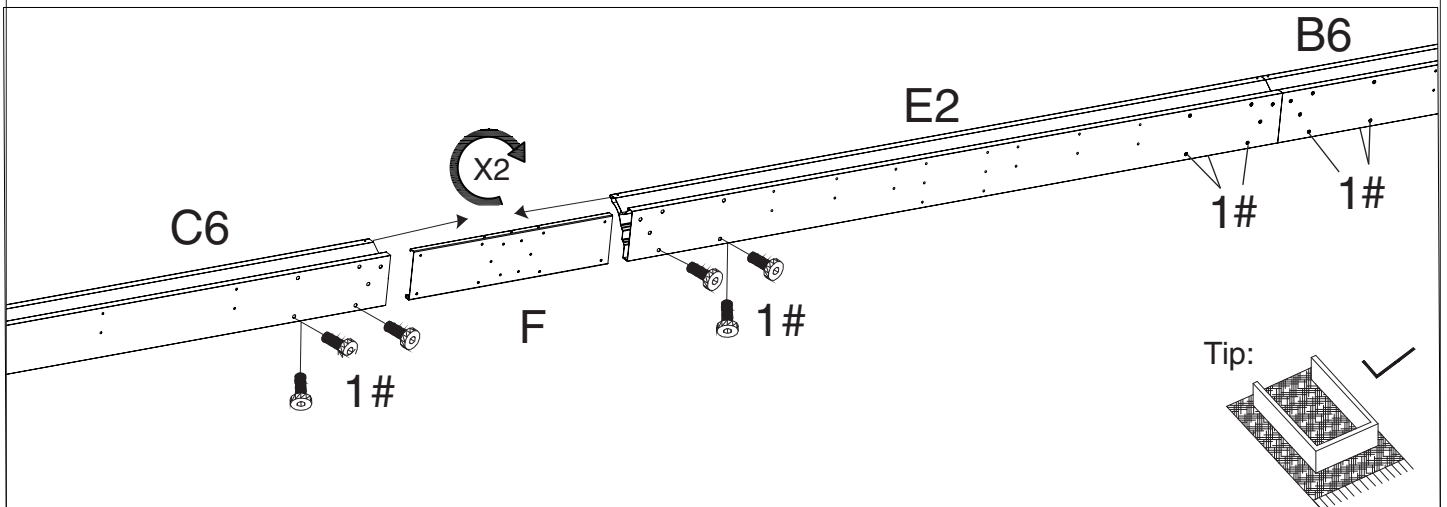
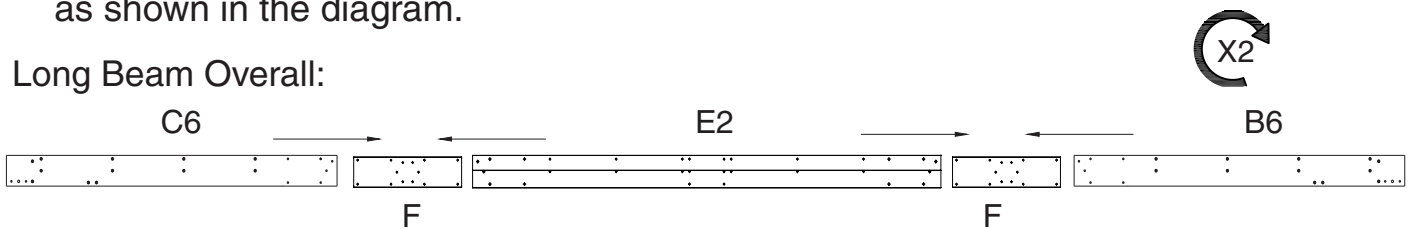
1. Connect (Part C6,B6) into one beam using Union bar (Part F) with screws 1# as shown in the diagram.

Short Beam Overall:

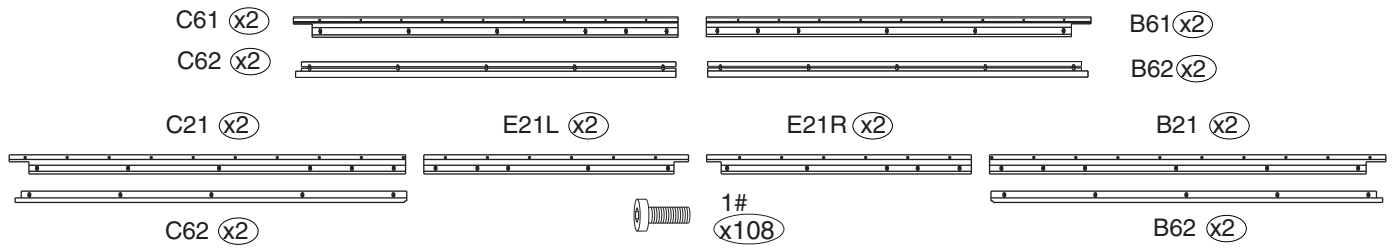


2. Connect (Part C6, E2, B6) into one beam using Union Bar (Part F) with screws 1# as shown in the diagram.

Long Beam Overall:

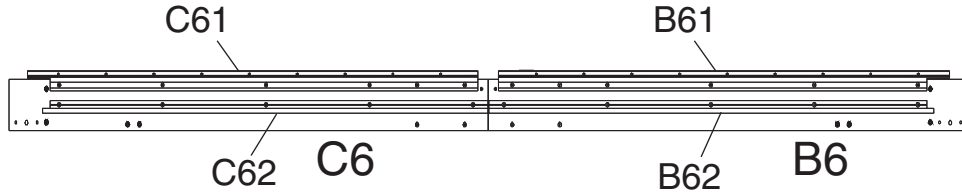


Parts Required:

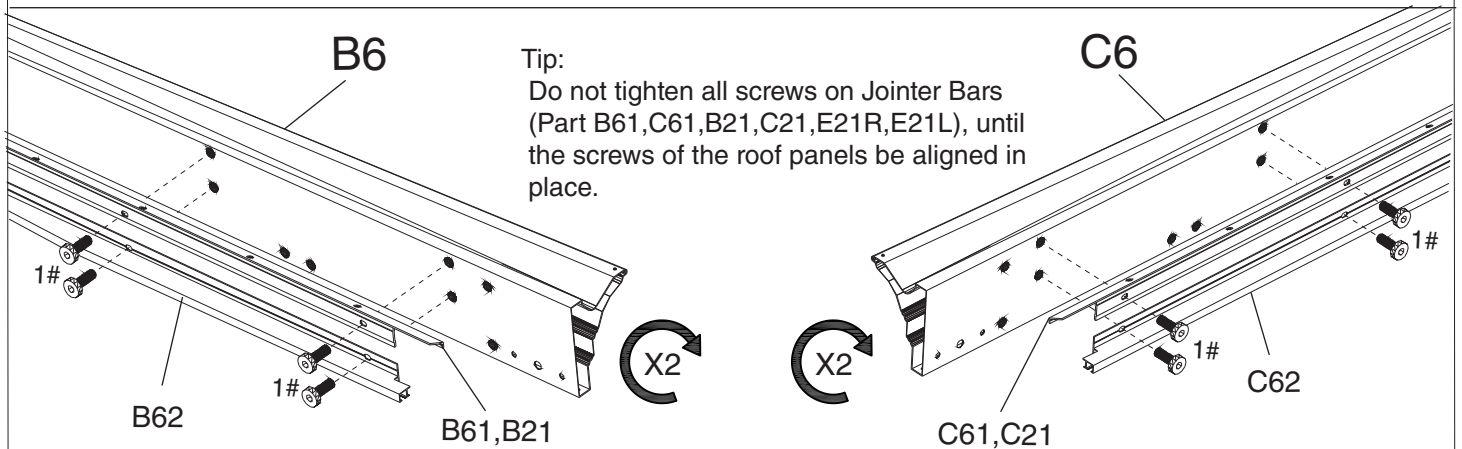
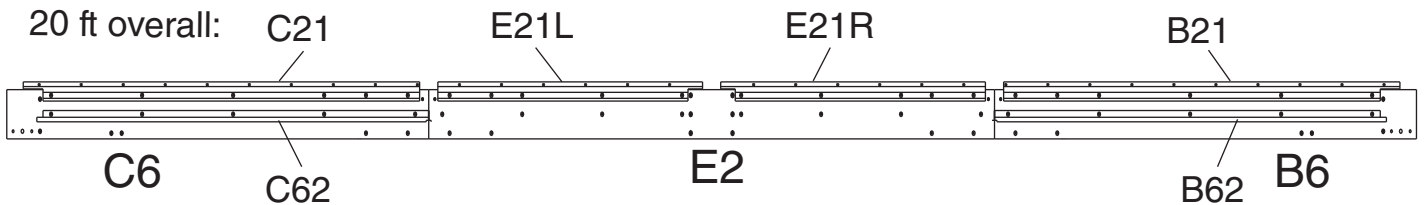


Step 3: Connect Joint Bars with Beams

12 ft overall:



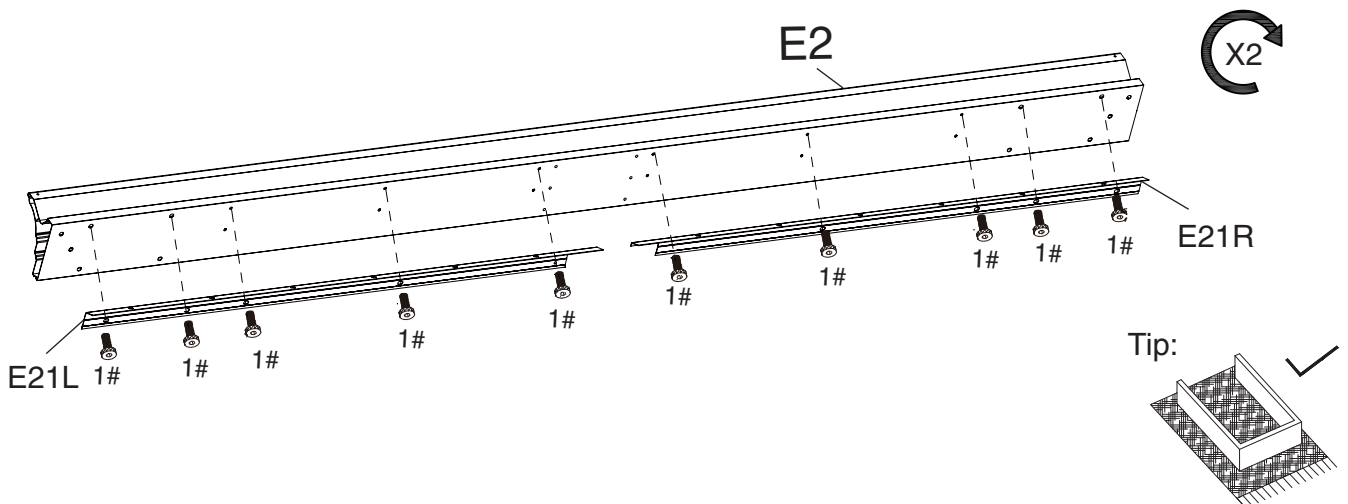
20 ft overall:



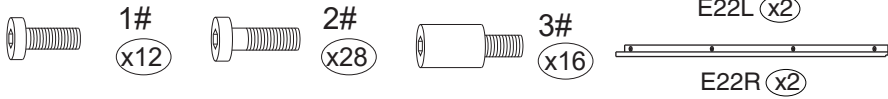
1. Connect Joint Bars (Part B61,B21) and Tracks (Part B62) to Beams (Part B6) using screws 1# as shown in diagram.

2. Replicate the same steps for Joint Bars (Part C61,C21) and Tracks (Part C62) attaching them to Beams (Part C6) using screws 1# as shown in diagram.

3. Connect Joint Bars (Part E21L,E21R) to Beams (Part E2) using screws 1# as show in diagram.

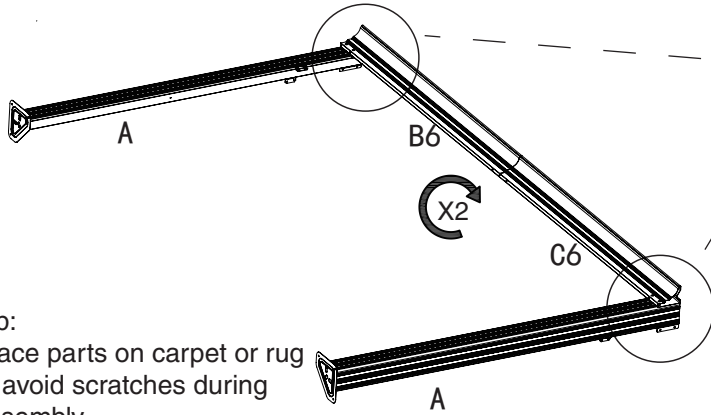
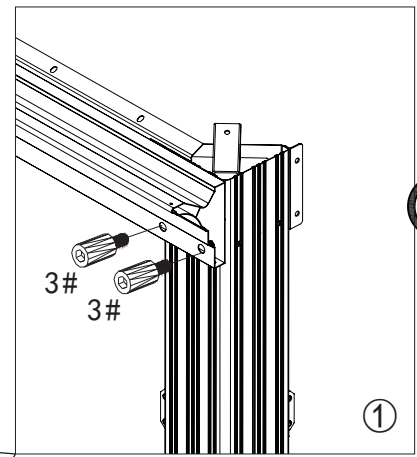


Parts Required:



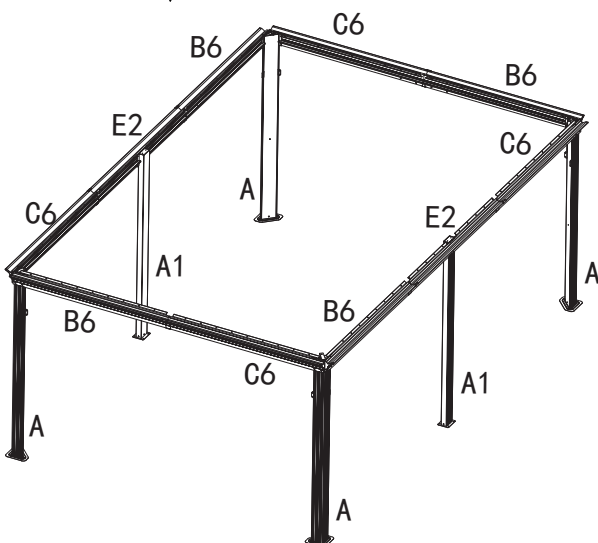
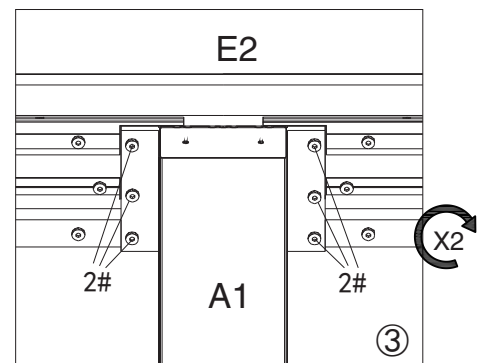
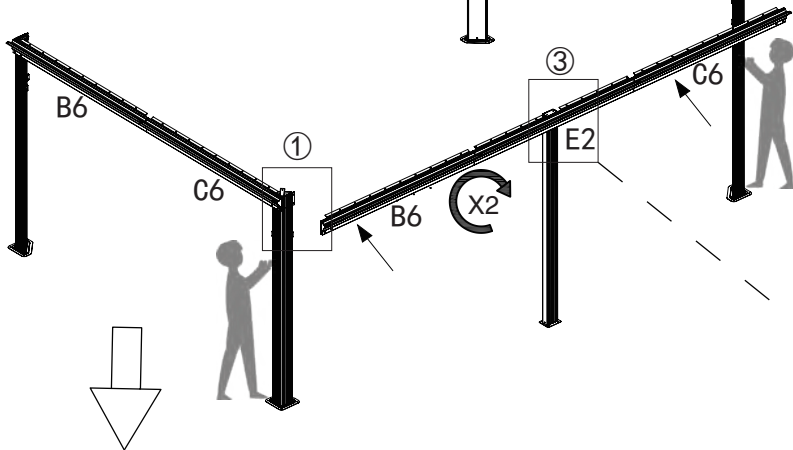
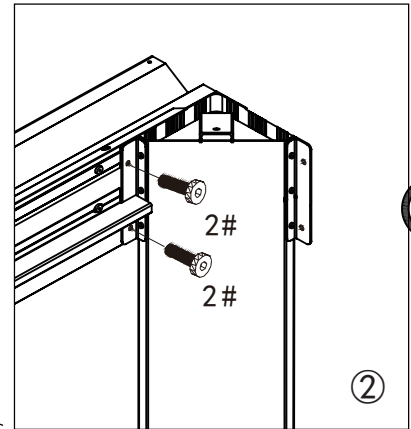
Step 4: Set up Poles and Beams

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

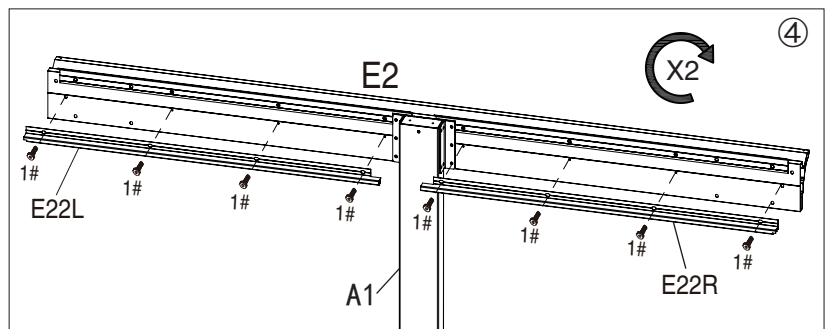


Tip: Place parts on carpet or rug to avoid scratches during assembly.

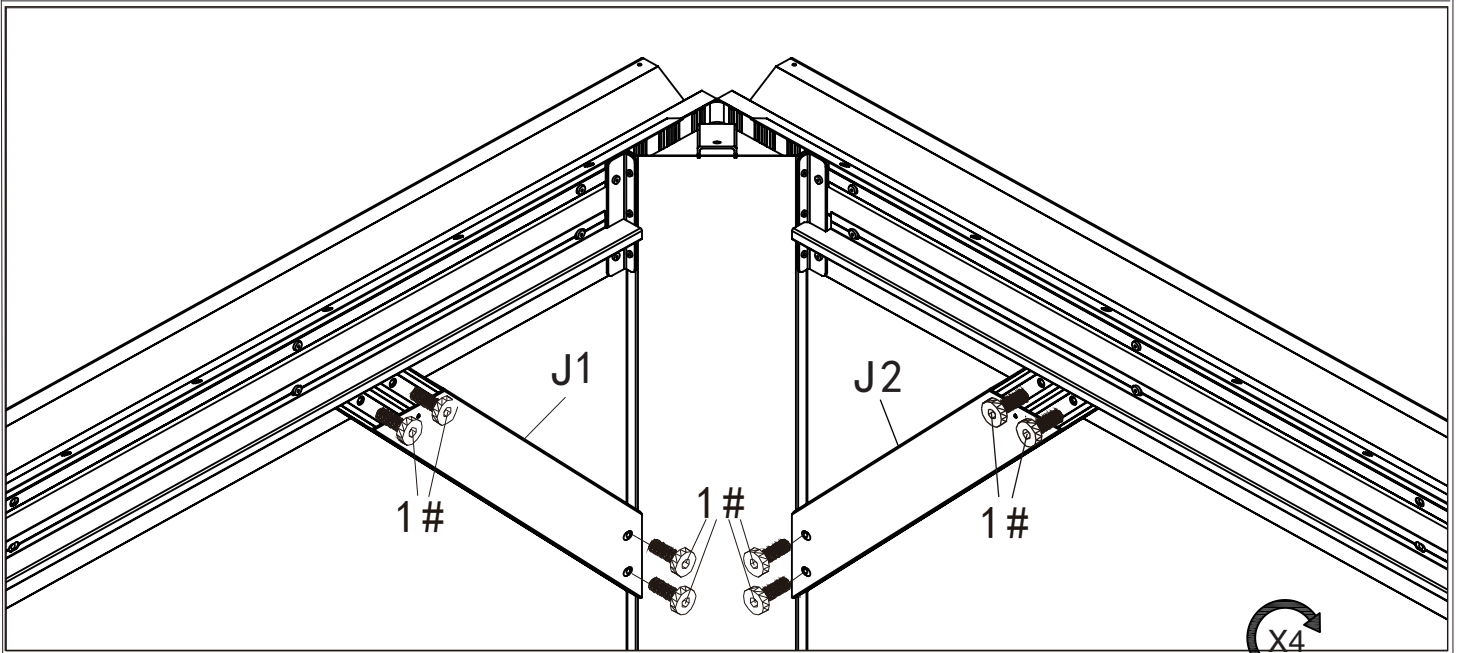
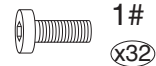
Tip: At least three people for this step.



2. Connect Joint Bars (Part E22L, E22R) to Beam (Part E2) using screws 1# as shown in diagram.

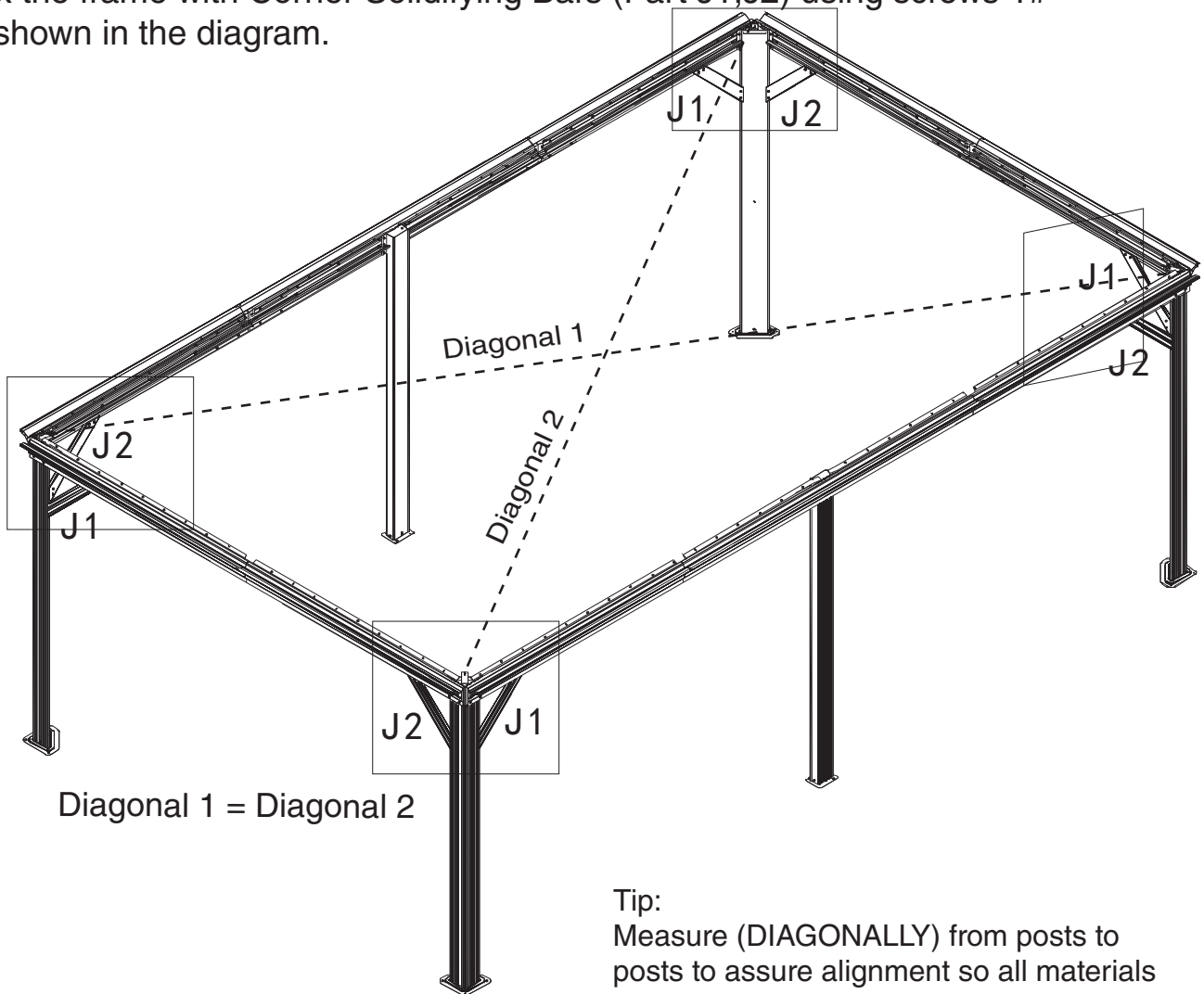


Parts Required:



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.



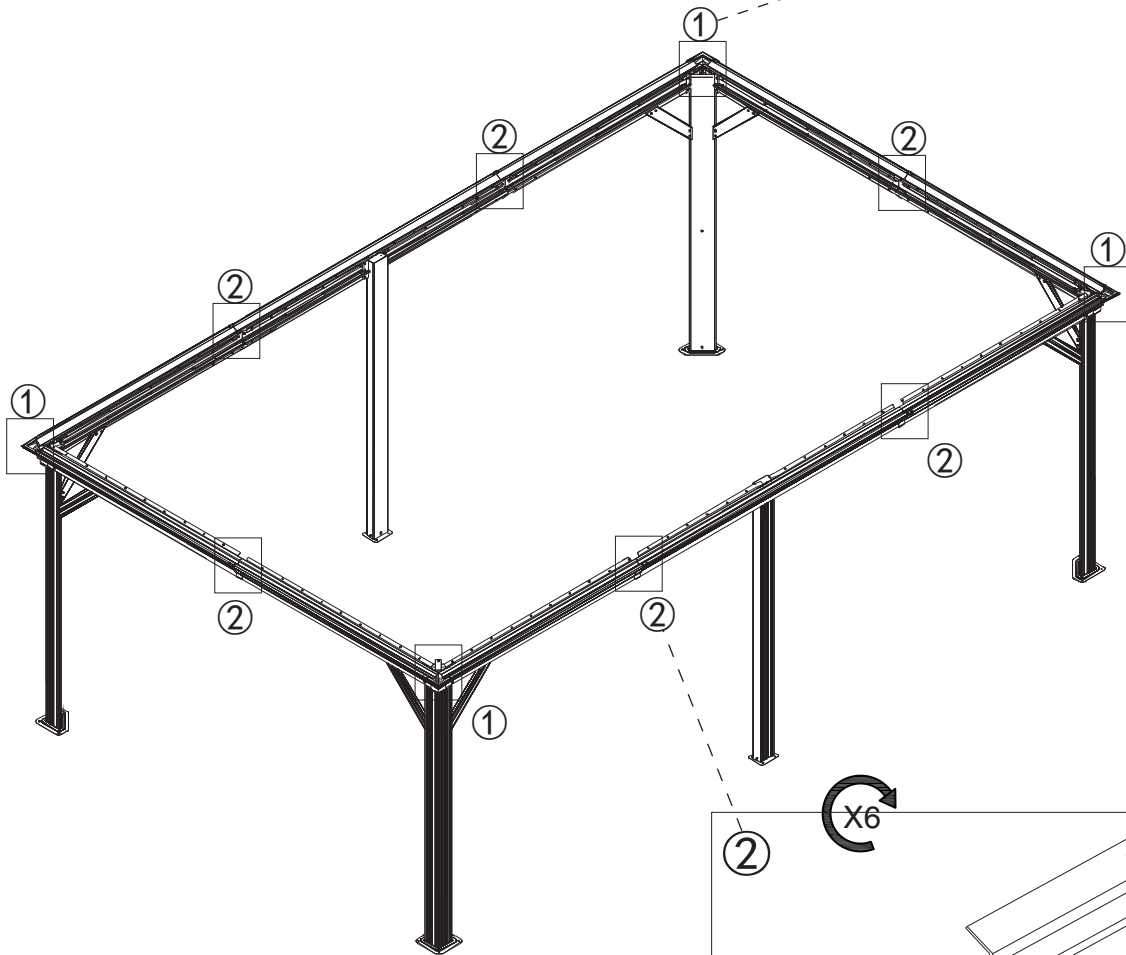
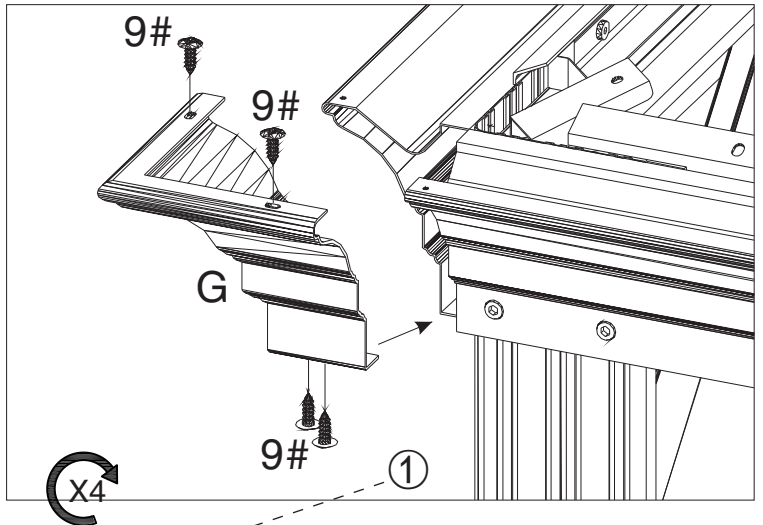
Tip:
Measure (DIAGONALLY) from posts to posts to assure alignment so all materials fit as planned.

Parts Required:

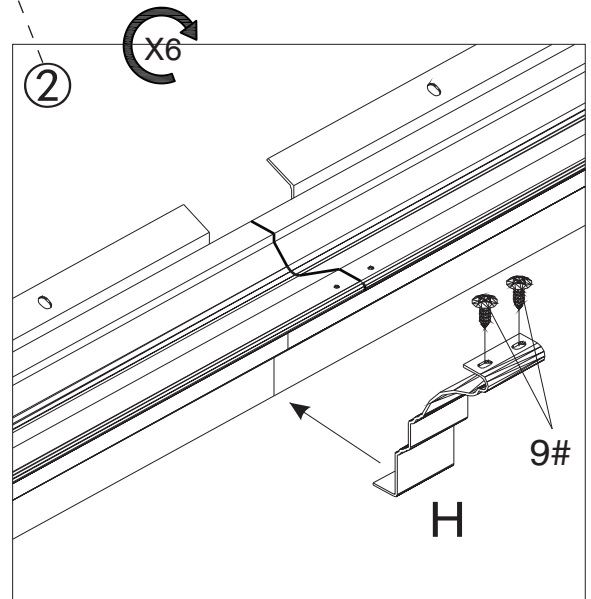


Step 6: Cover the connections

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# as shown in the diagram.

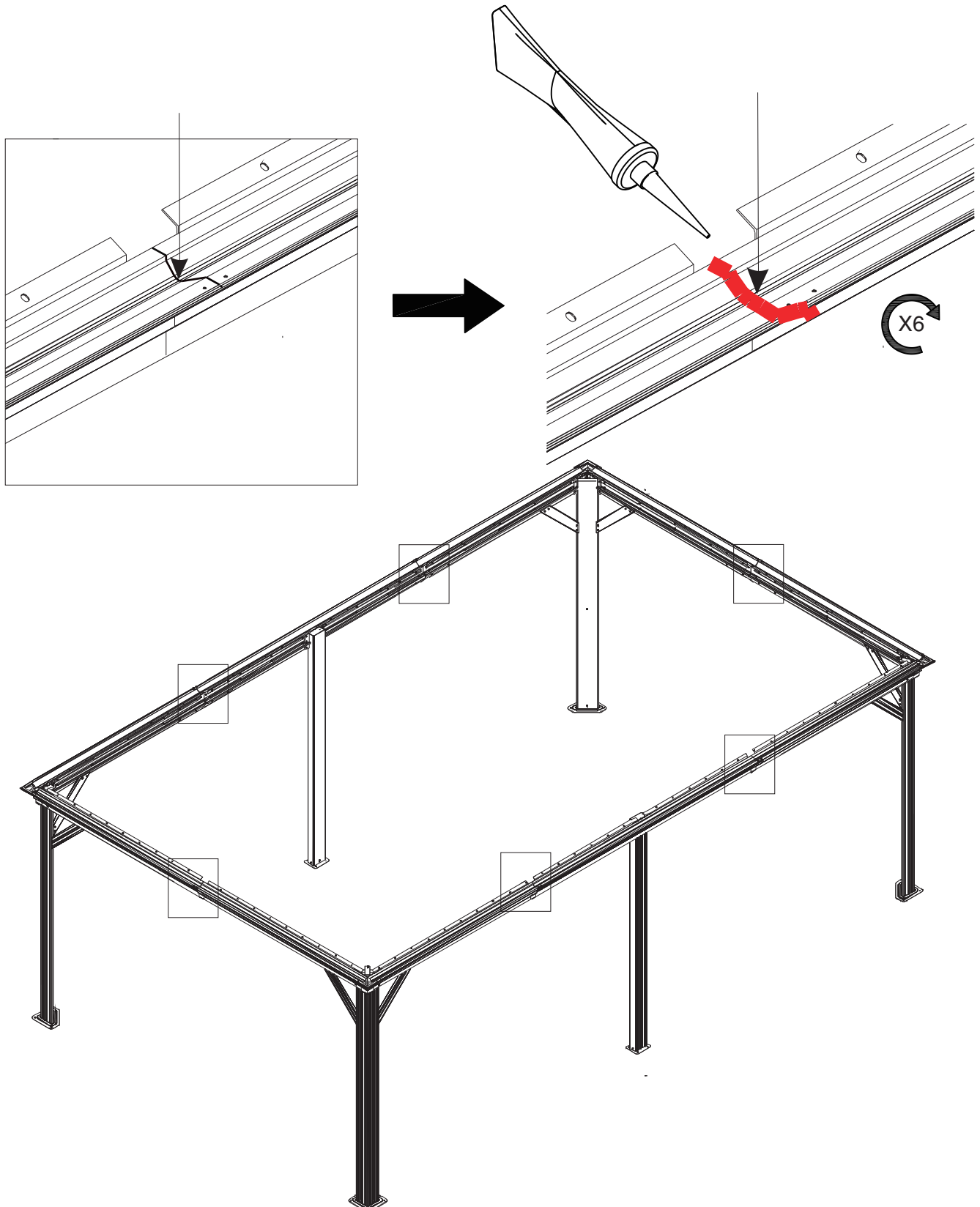


Parts Required:

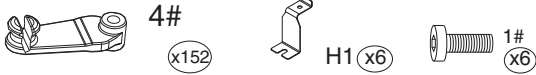


Step 7: Seal the seams

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.

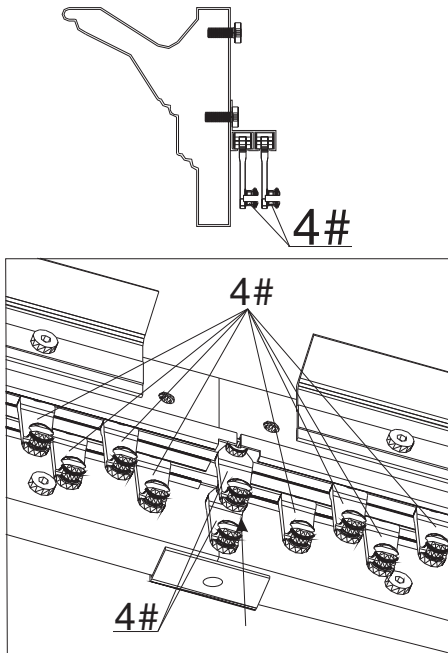
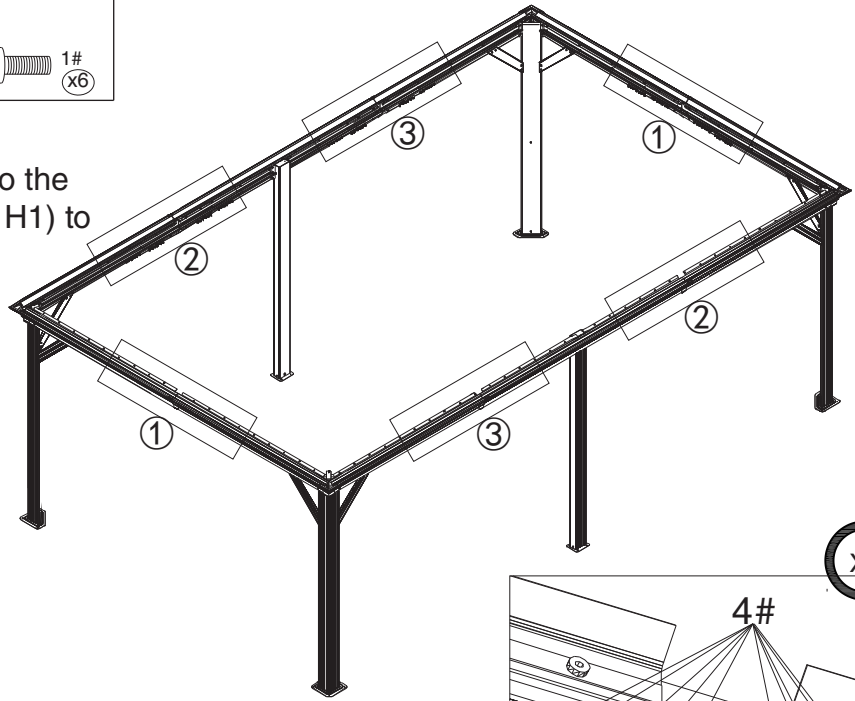


Parts Required:

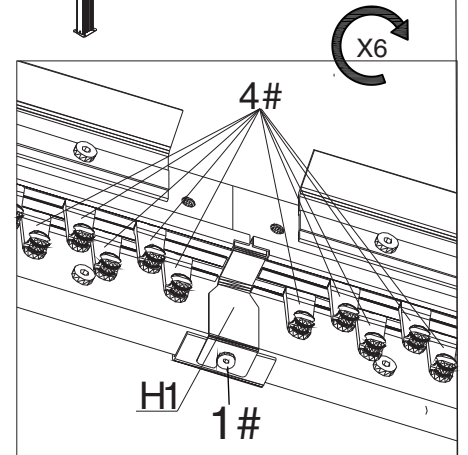


Step 8: Install Hooks

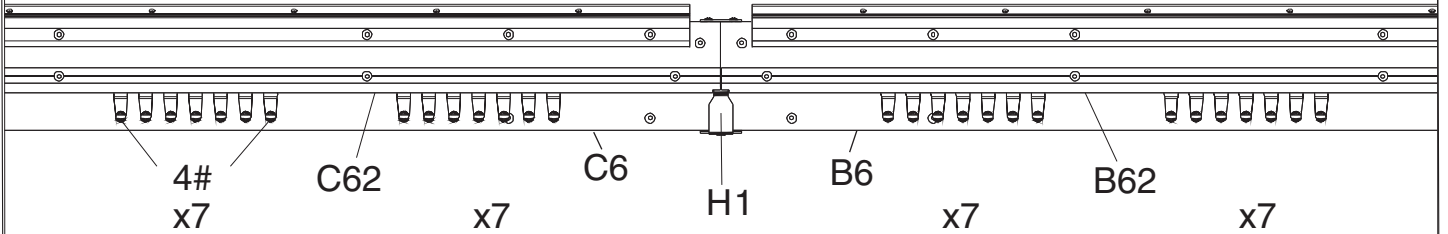
After finishing Hooks (Part 4#) into the tracks, then put Joint Cover (Part H1) to lock them.



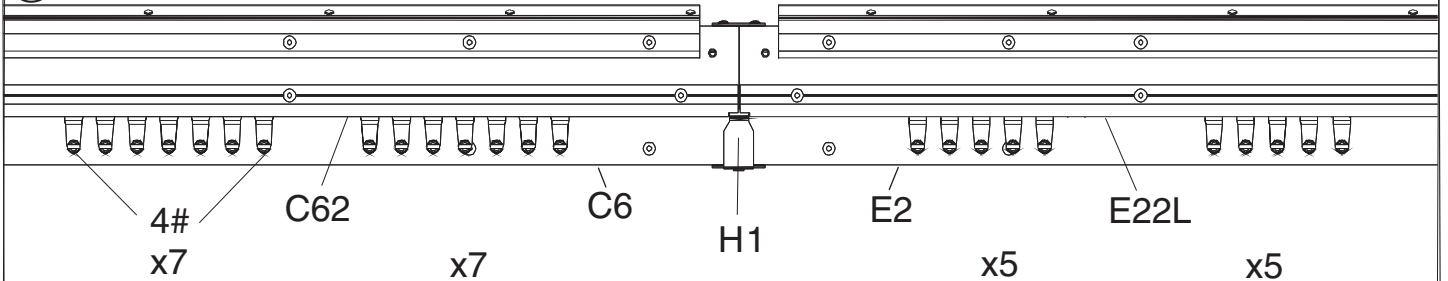
Note the amount of hooks for each slot as noted below:



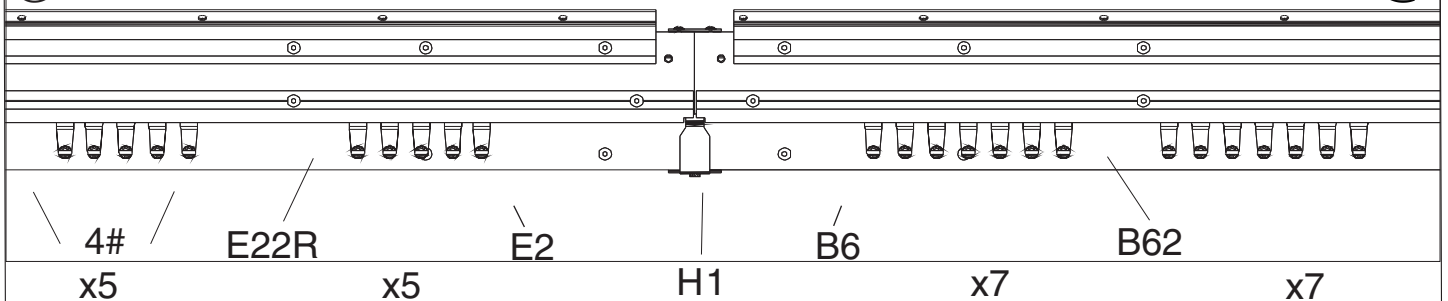
① Put 7 hooks to each slot of Sidewall Track (Part C62 , Part B62) for 12 ft side. X2



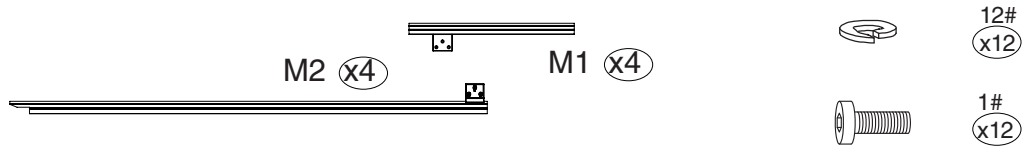
② Put 7 hooks to each slot of Sidewall Track Part C62 and 5 hooks to each slot Sidewall track Part E22L for 20 ft side. X2



③ Put 5 hooks to each slot of Sidewall Track Part E22R and 7 hooks to each slot Sidewall Track Part B62 for 20 ft side. X2



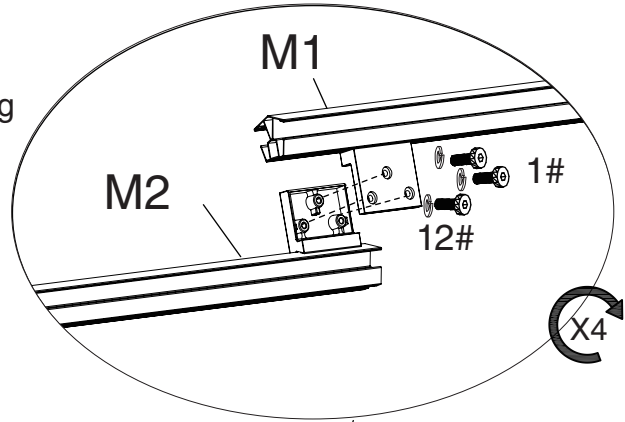
Parts Required:



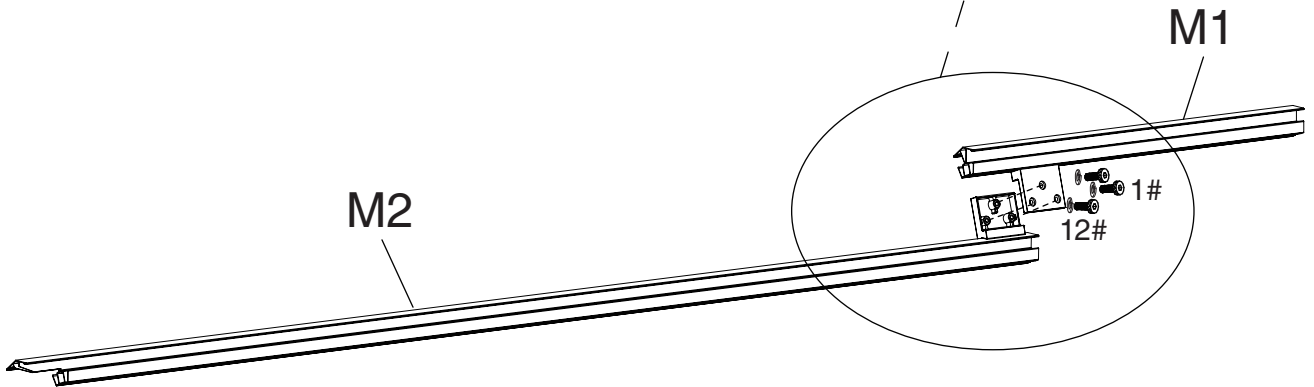
Step 9: Connect Corner Roof Bar "M3"

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

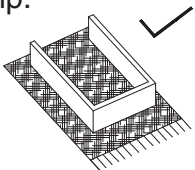
Tip:
The combination will be called "Part M3" in following steps.



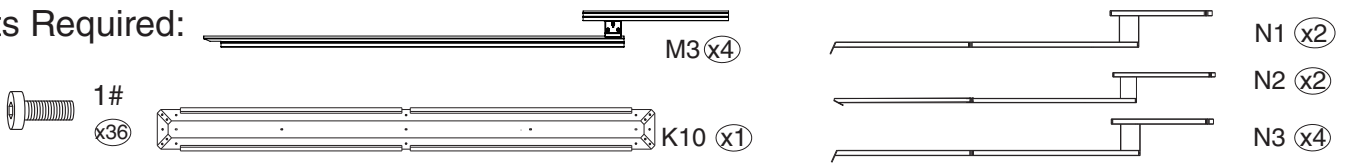
M3=M1+M2



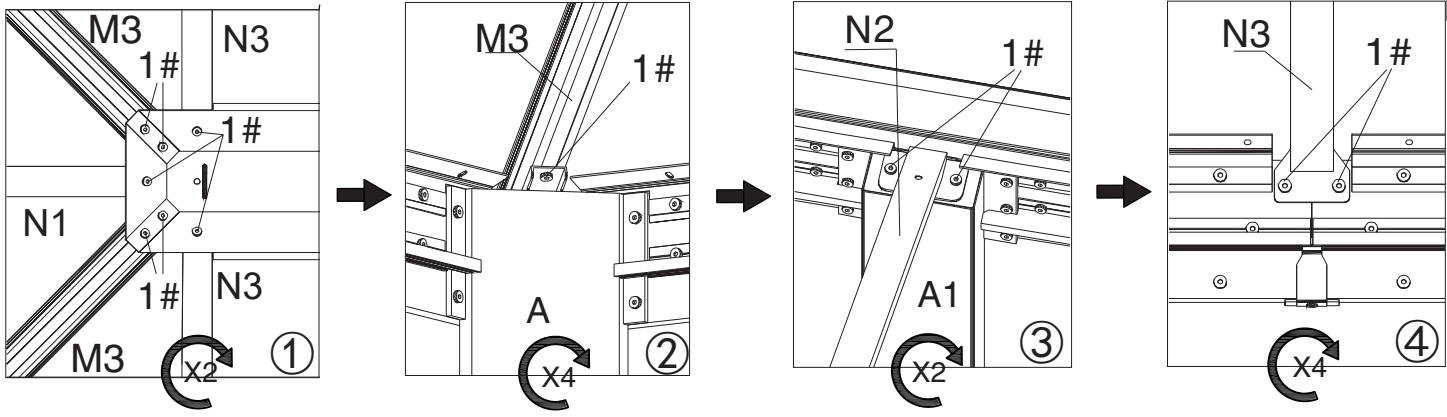
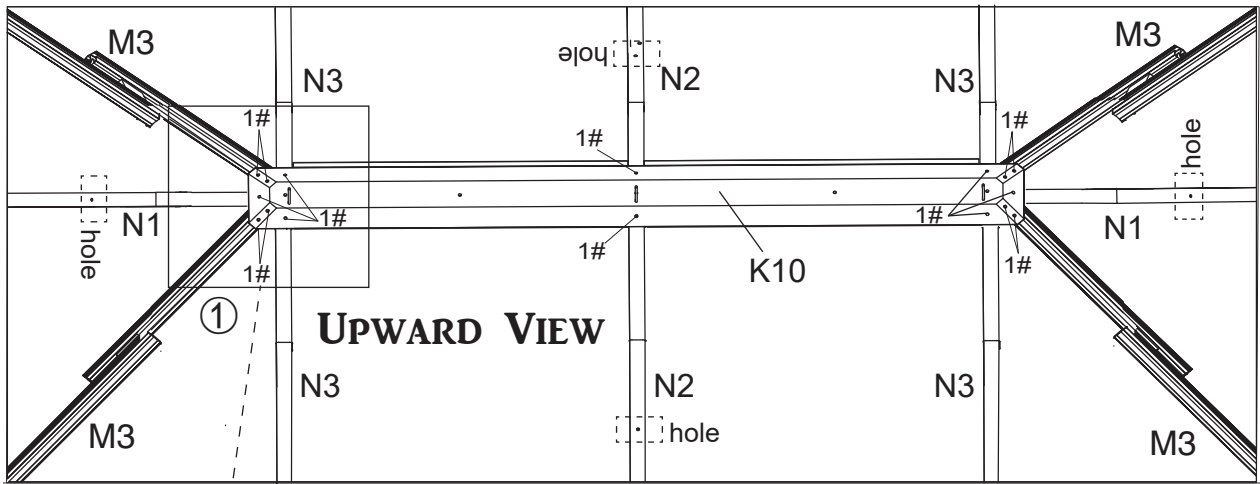
Tip:



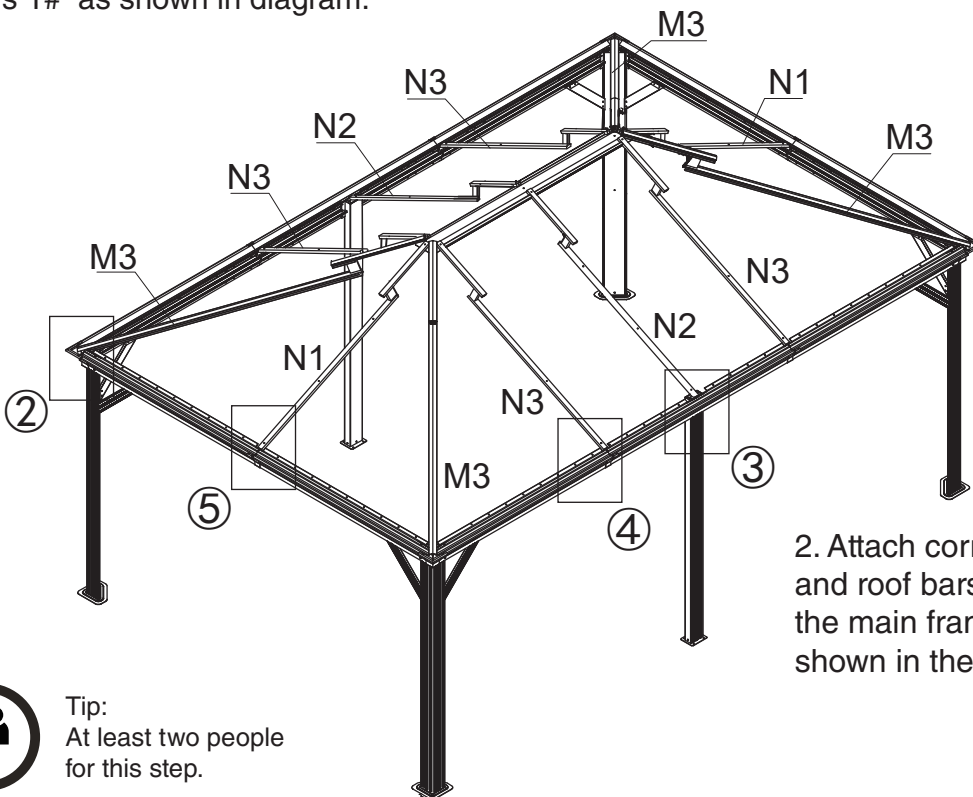
Parts Required:



Step 10: Set up roof frame



1. Connect the inside roof connector (Part K10) with the corner roof bar (Part M3) and roof bar (Part N1, N2, N3) using screws 1# as shown in diagram.

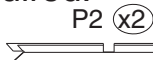





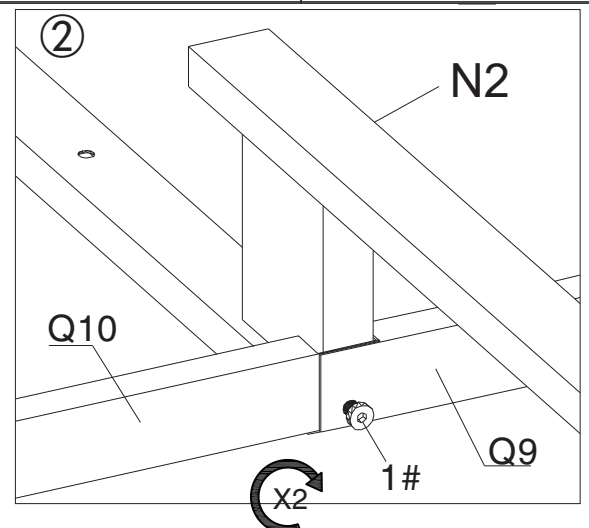
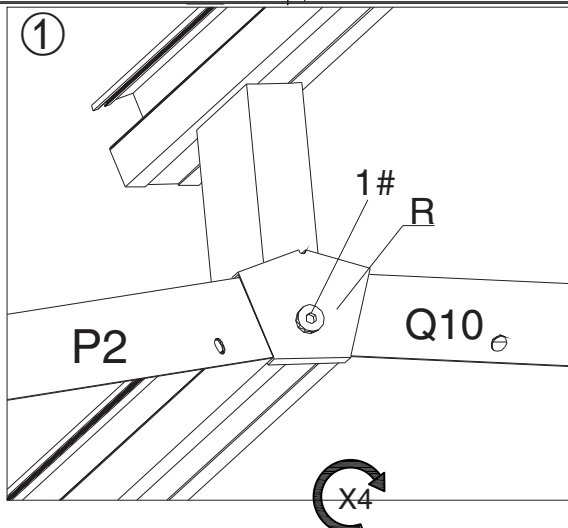
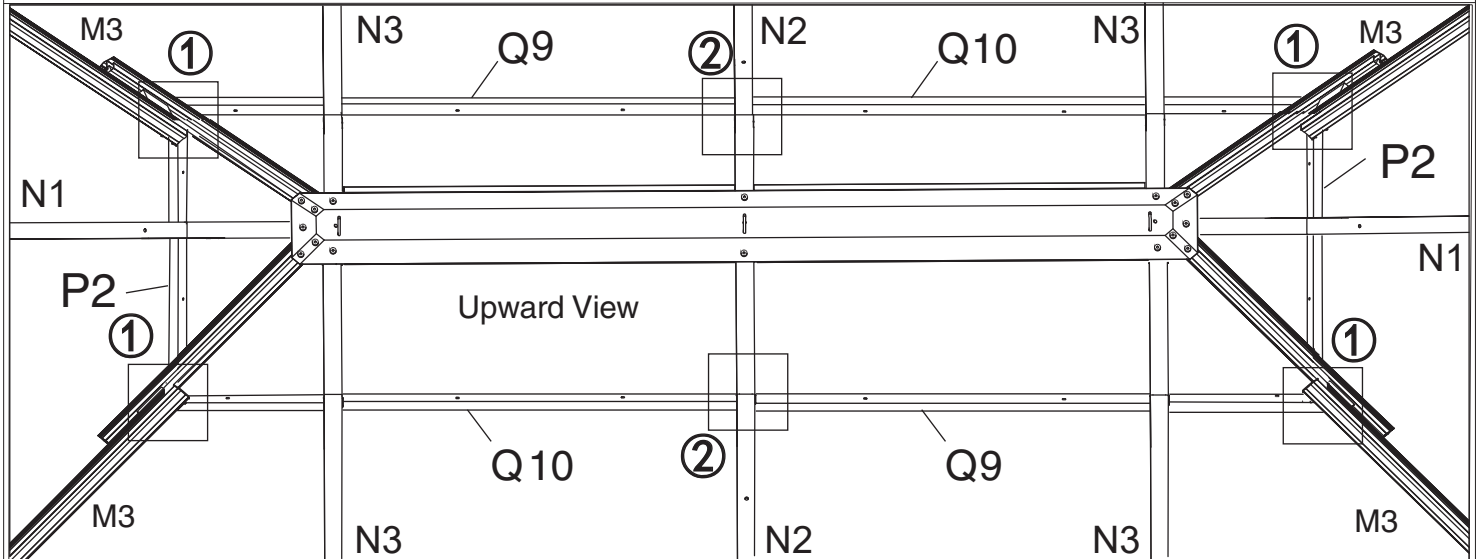
2. Attach corner roof bar (Part M3) and roof bars (Part N1, N2, N3) to the main frame using screw 1# as shown in the diagram.



Tip:
At least two people for this step.

Parts Required:

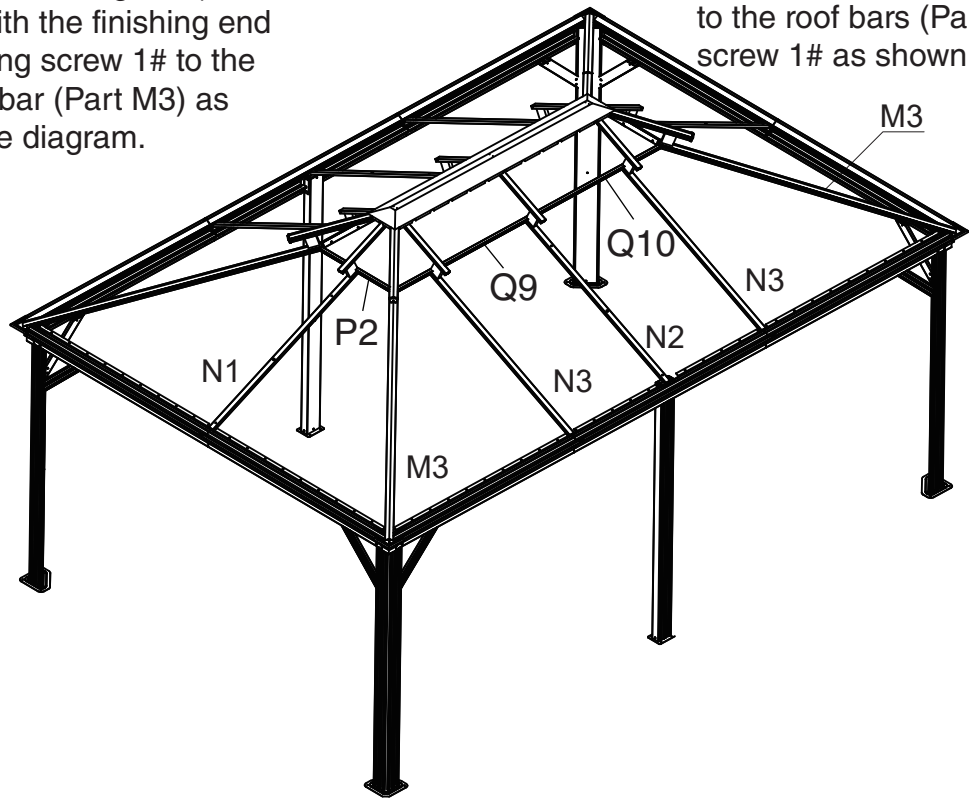
-  P2 (x2)
  Q9 (x2)
  R (x4)
  1# (x6)



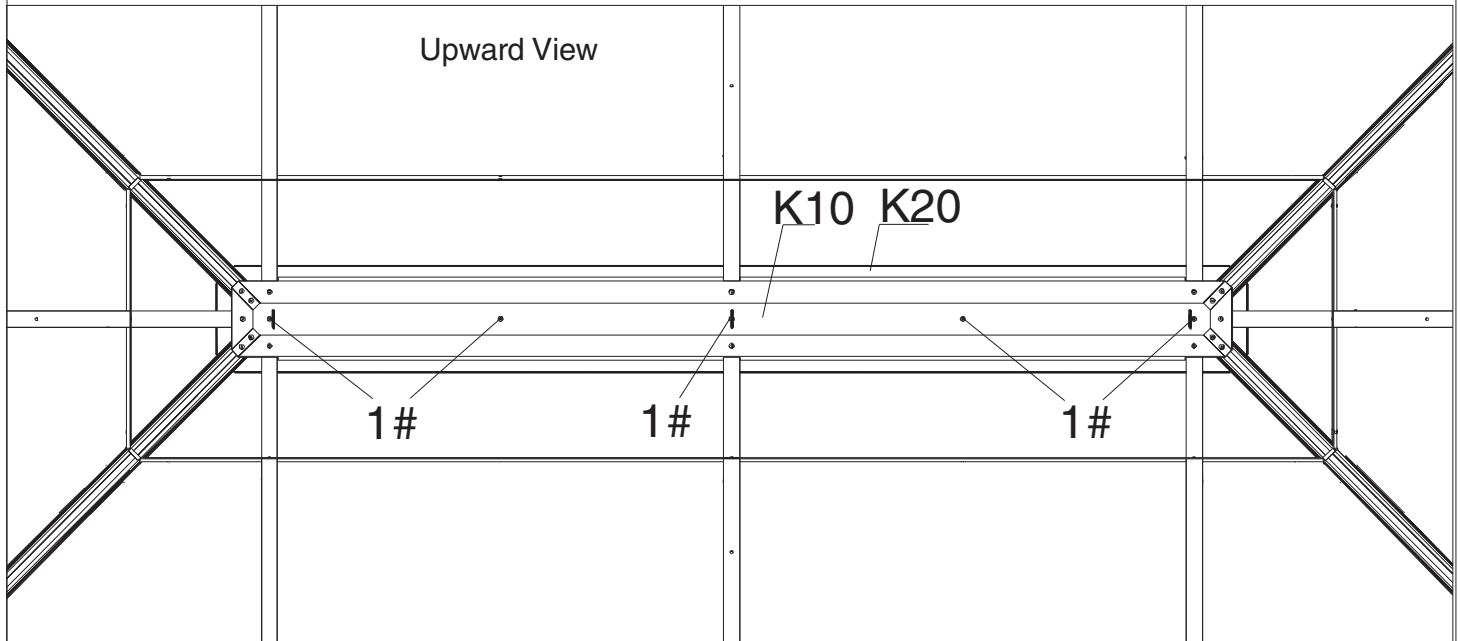
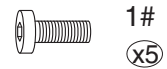
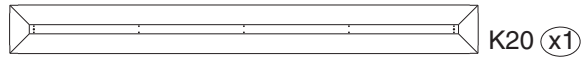
Step 11: Set up Roof Bar

1. Attach the finishing bar (Part P2, Q9, Q10) 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 Q9, Q10) to the roof bars (Part N2, N3) using screw 1# as shown in the diagram.

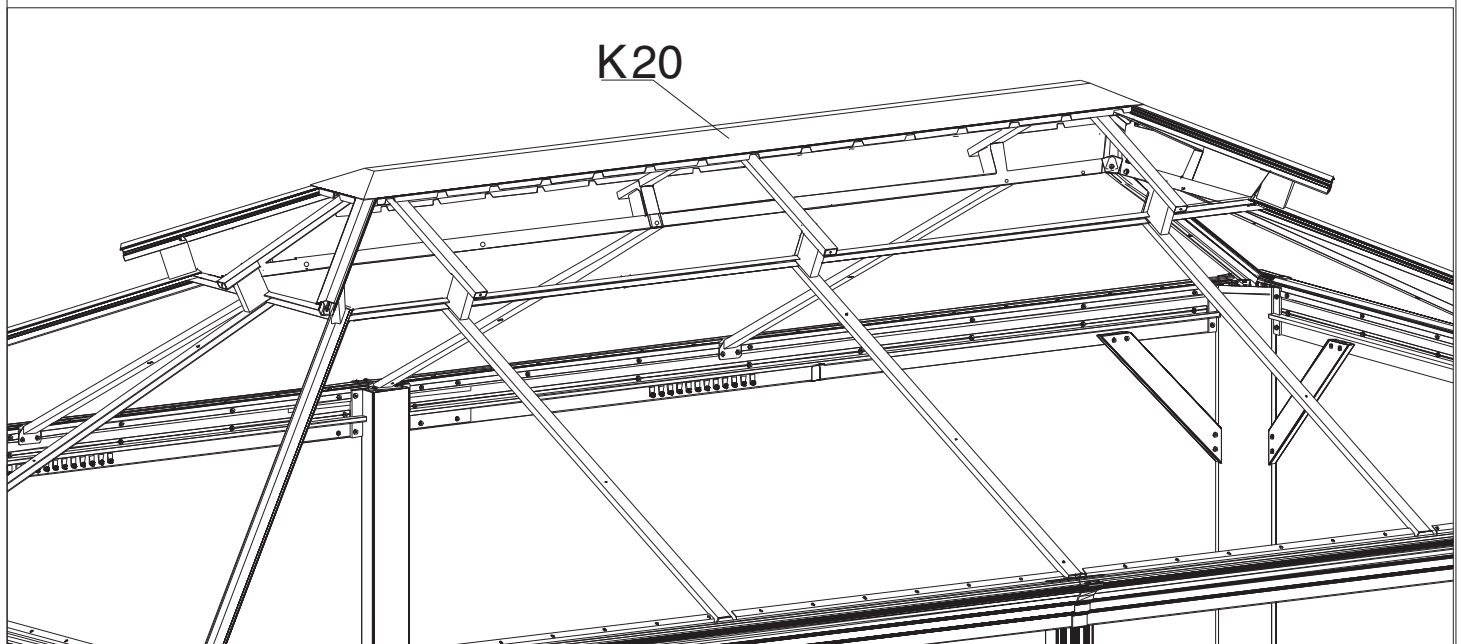


Parts Required:

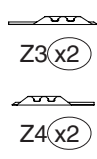
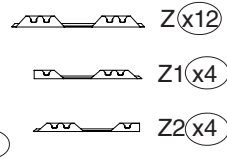
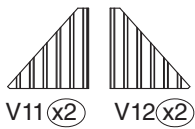


Step 12: Connect Outside Roof Connector

Connect the Outside Roof Connector (Part K20) to the Inside Roof Connector (Part K10) using screw 1#, as shown in the diagram.

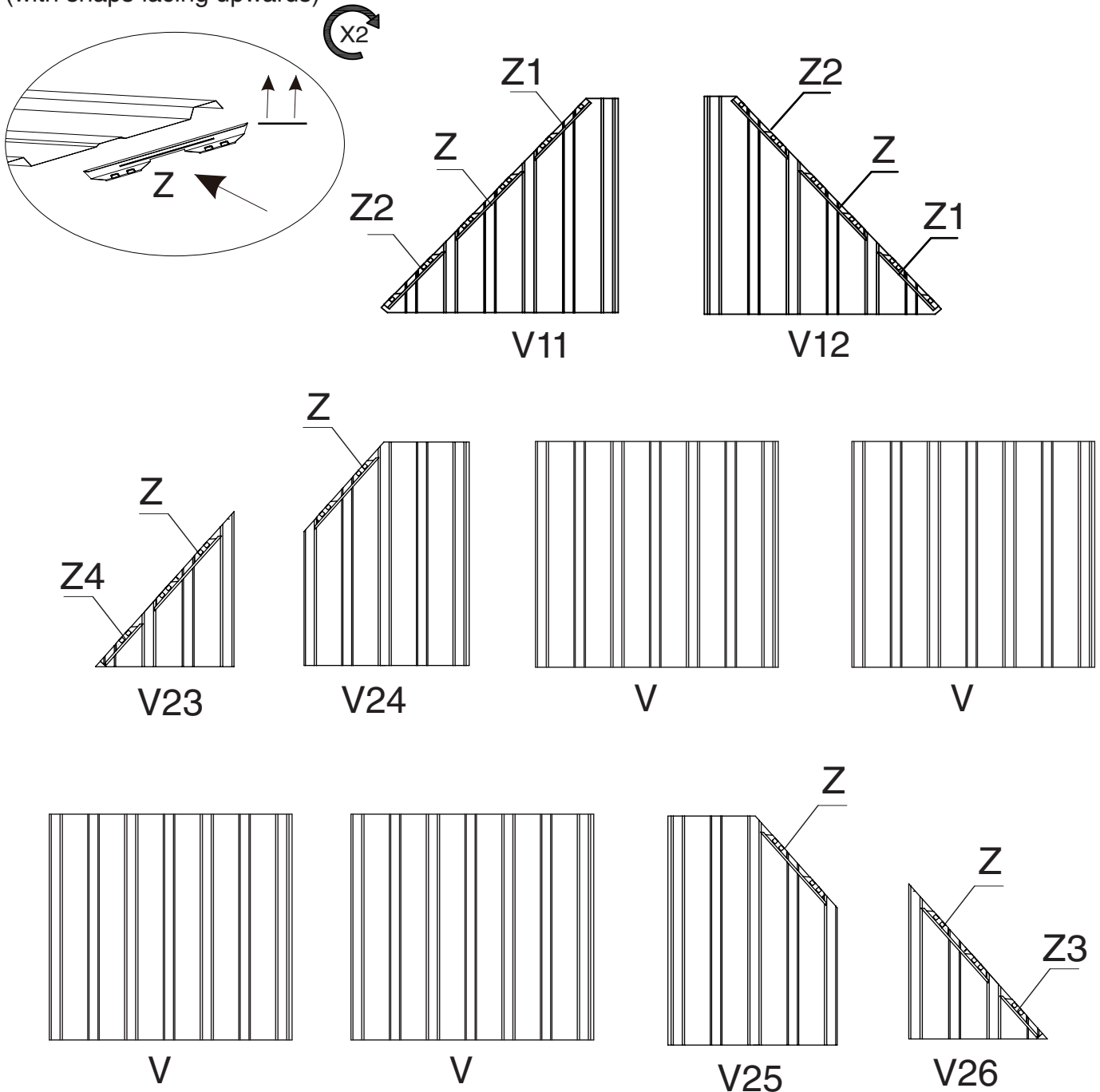


Parts Required:



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:

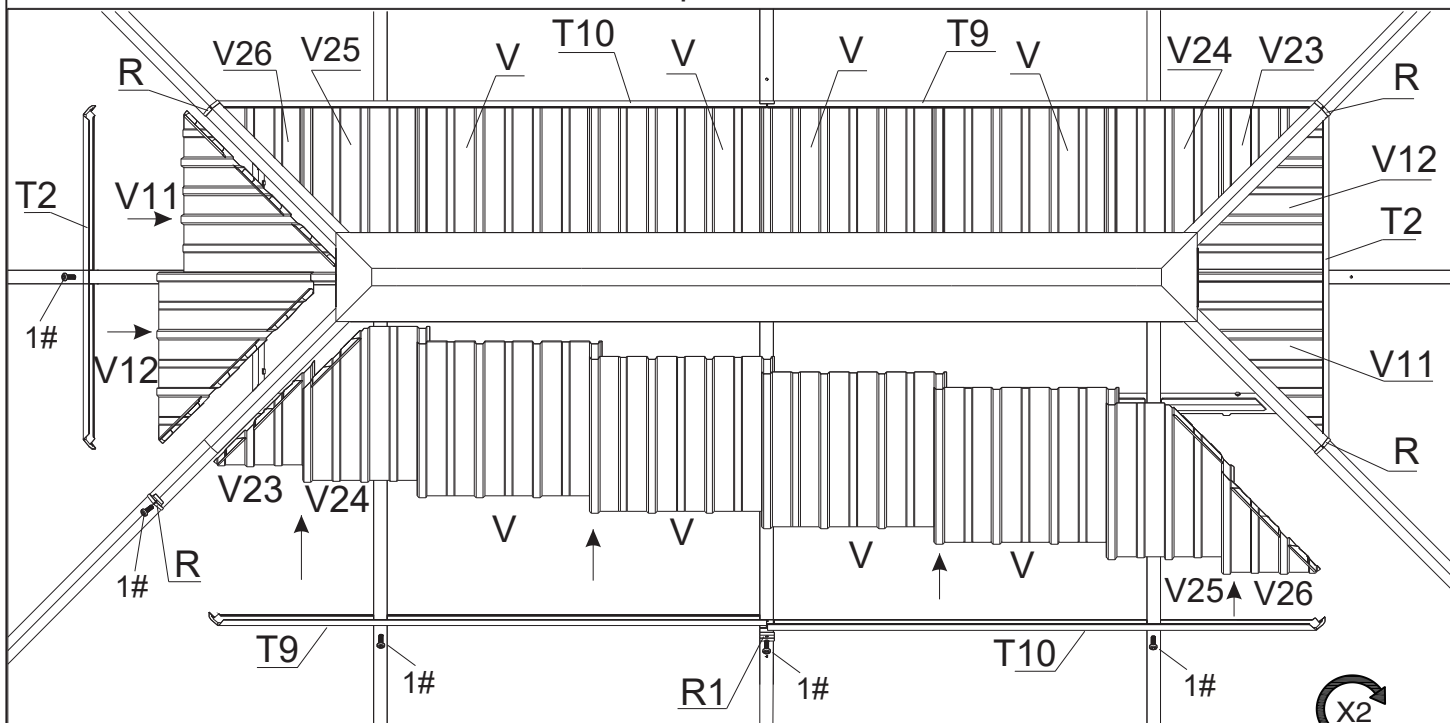
1. Wearing protective gloves is recommended.
2. To prevent Z-Clips (plastic brackets) from sliding off prior to assembly, apply double-sided adhesive tape (Part H3) to the underside (bottom) edge of the roof panels where the brackets (Part Z, Z1, Z2, Z3, Z4) are supposed to attach.
3. You can use super glue (not included) to attach the brackets to the roof panel if the double-sided tape doesn't work for you.



Parts Required:

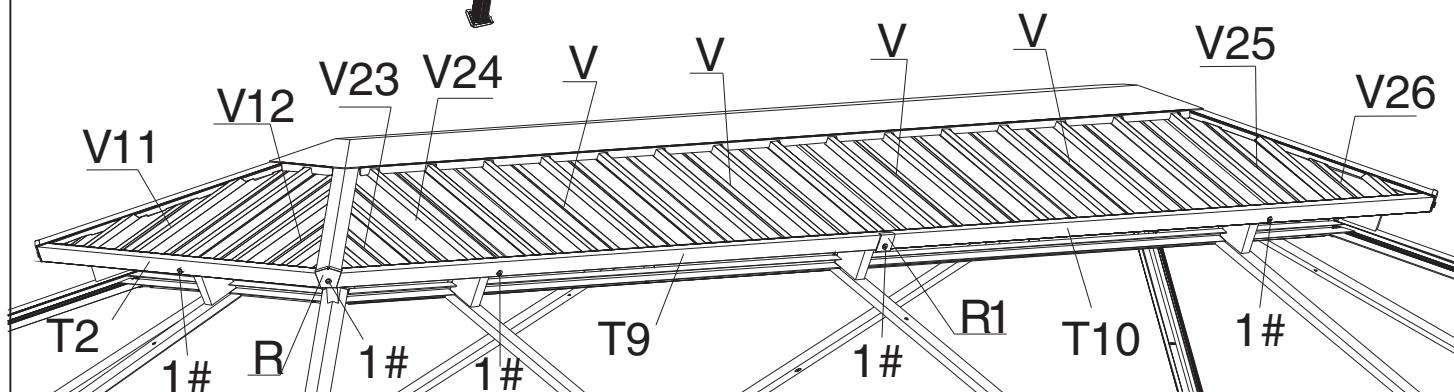
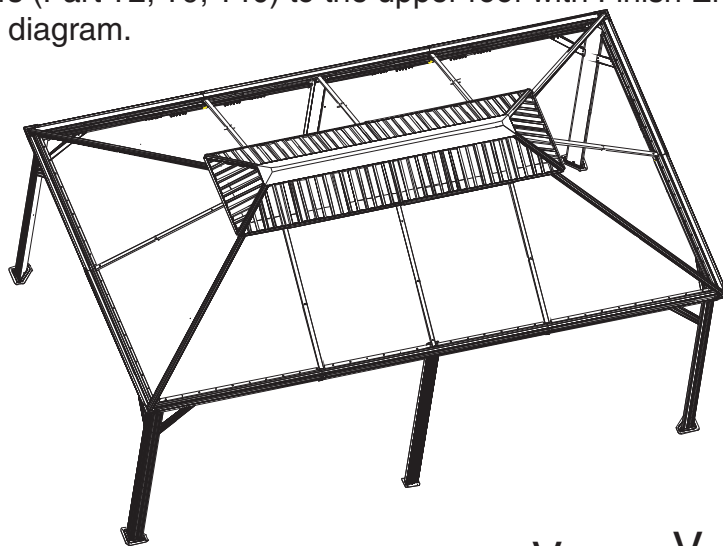


Upward View

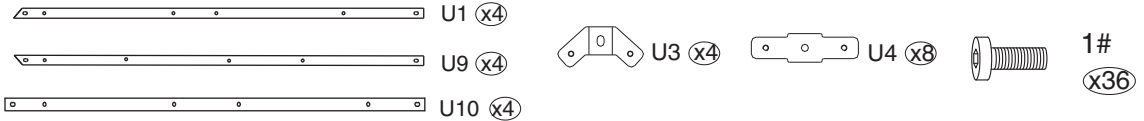


Step 14: Assemble Roof Panel

1. Push the Roof Panels (Part V11, V12, V23, V24, V, V, V25, V26) up to the upper roof as shown in the diagram.
2. Attach Finishing Bars (Part T2, T9, T10) to the upper roof with Finish End (Part R) using screws #1, as shown in the diagram.

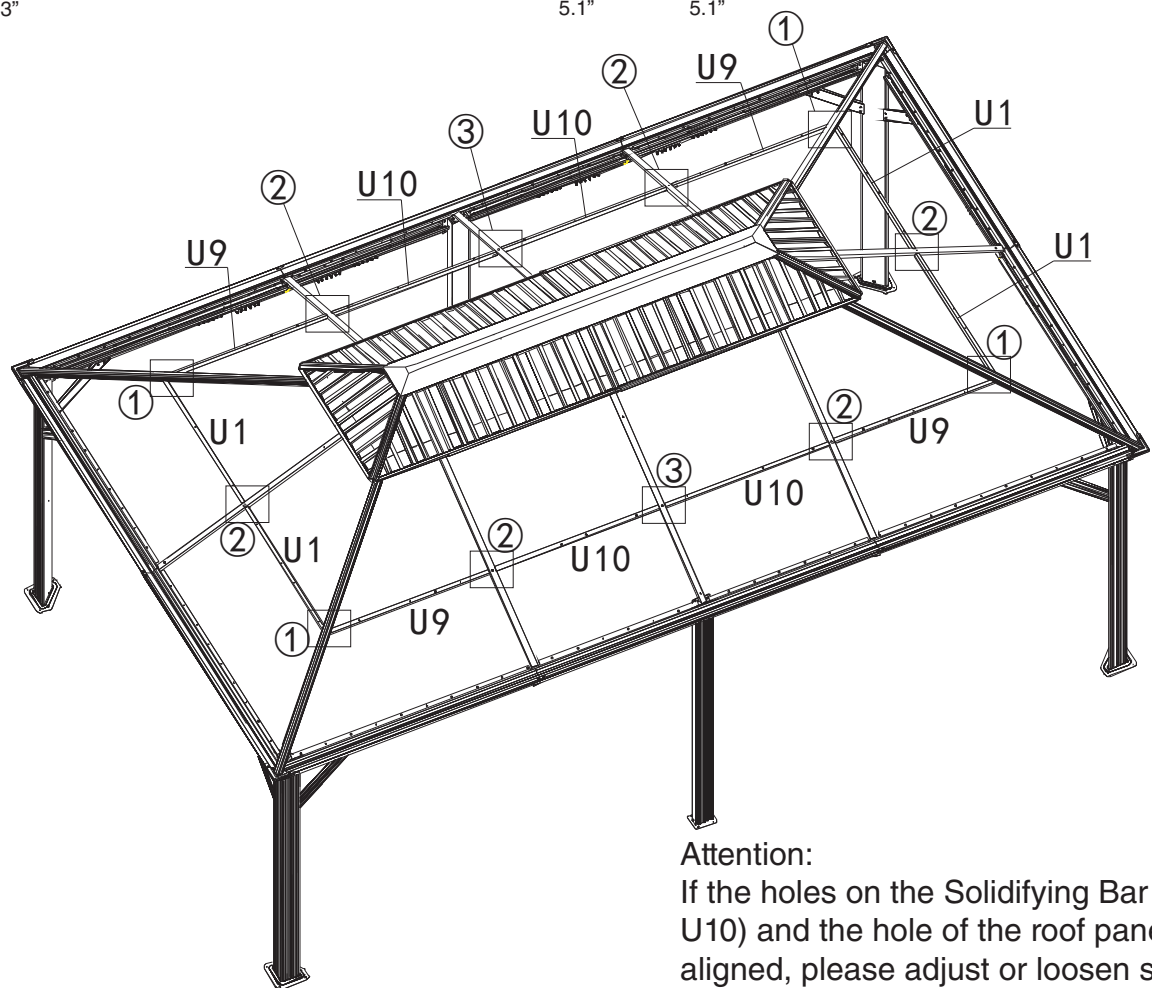
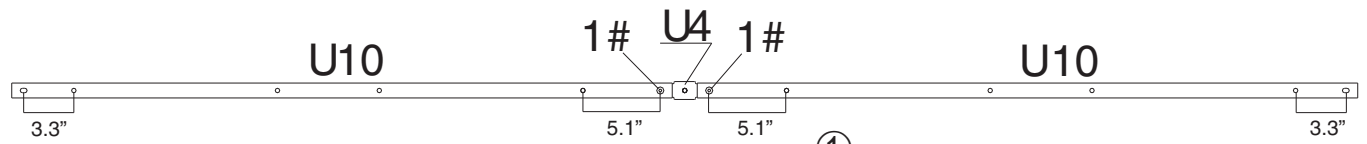


Parts Required:



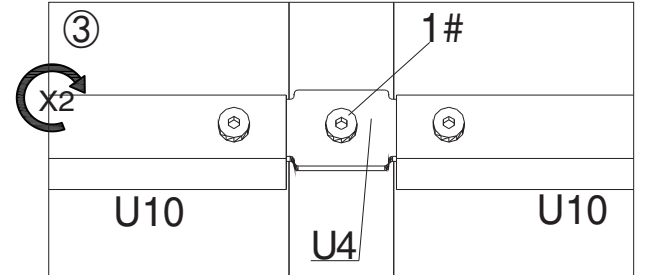
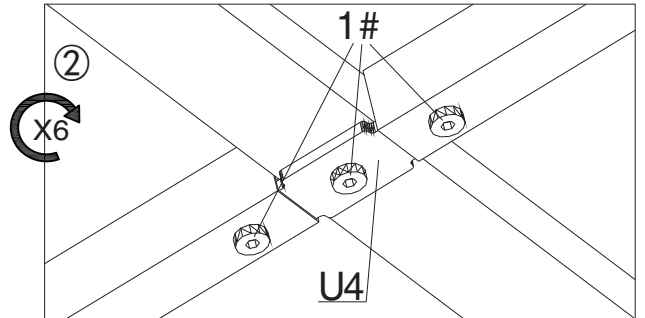
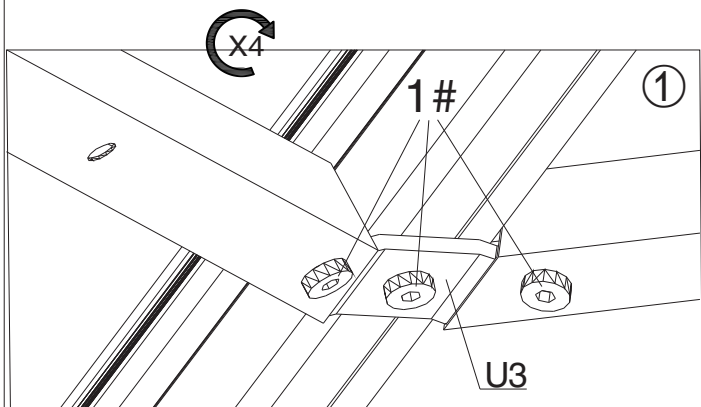
Step 15: Connect Solidifying Bars

1. Connect the U10 Bars at the ends where the holes are 5.1" apart to one another using screw 1# as shown in diagram.

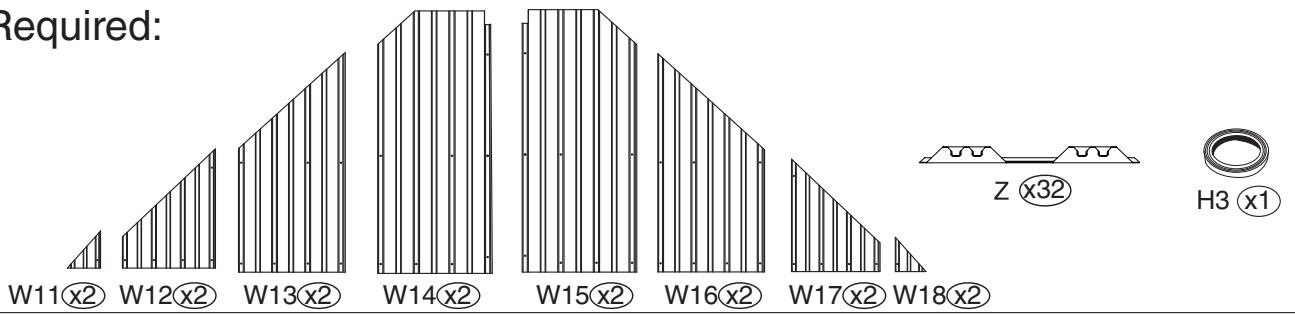


Attention:
If the holes on the Solidifying Bar (Part U1, U9, U10) and the hole of the roof panel cannot be aligned, please adjust or loosen screw 1# until the screws of the roof panel are in place.

2. Attach Solidifying Bars (Part U1, U9, U10) to Roof Bar or Corner Roof Bar using Iron Angle (Part U3, U4) and screws 1# as shown in the diagram.

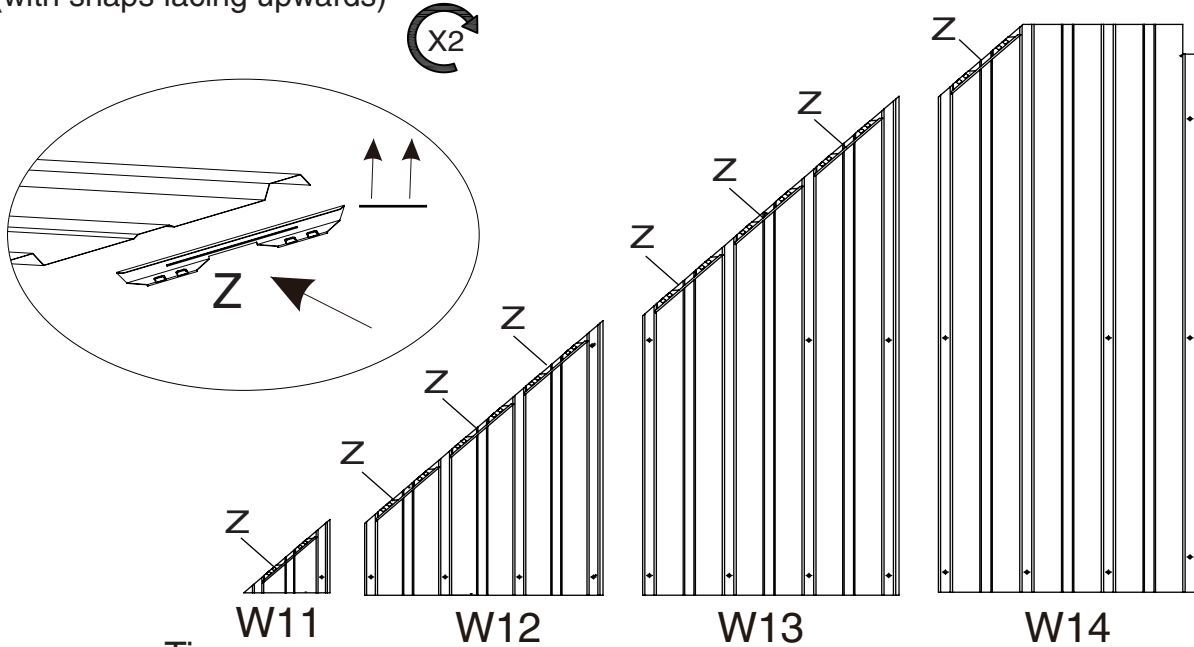


Parts Required:



Step 16: Snap Bracket

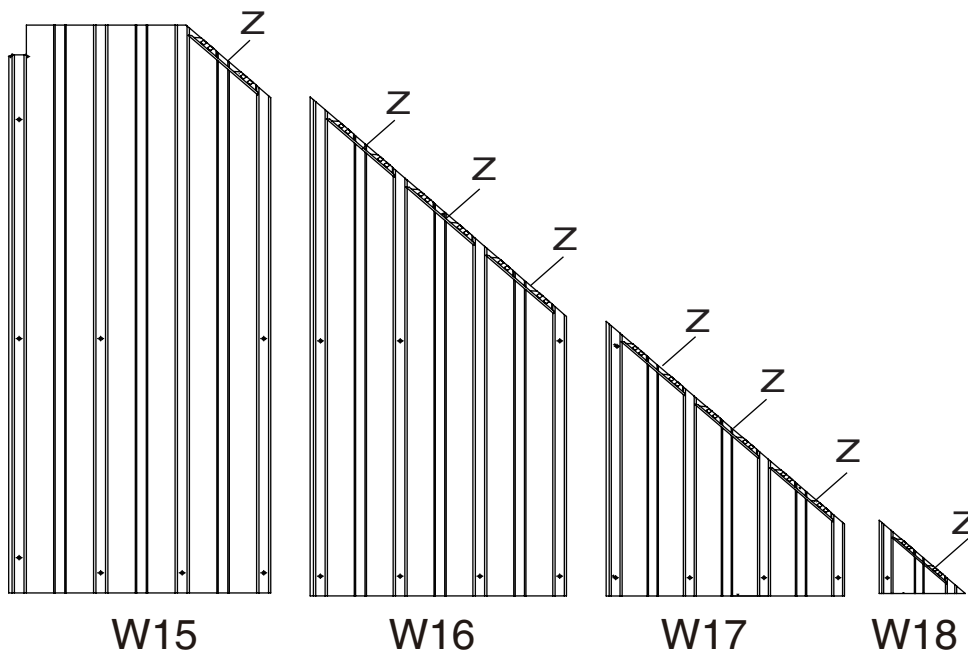
Snap Brackets (Part Z) to roof panel edges as shown in the diagram.
(with snaps facing upwards)



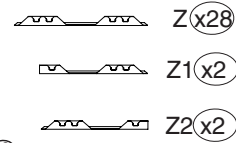
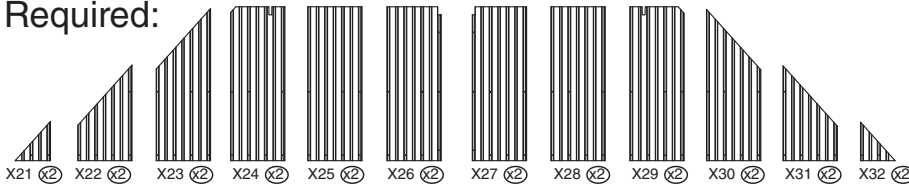
Tips:



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 tape doesn't work for you.

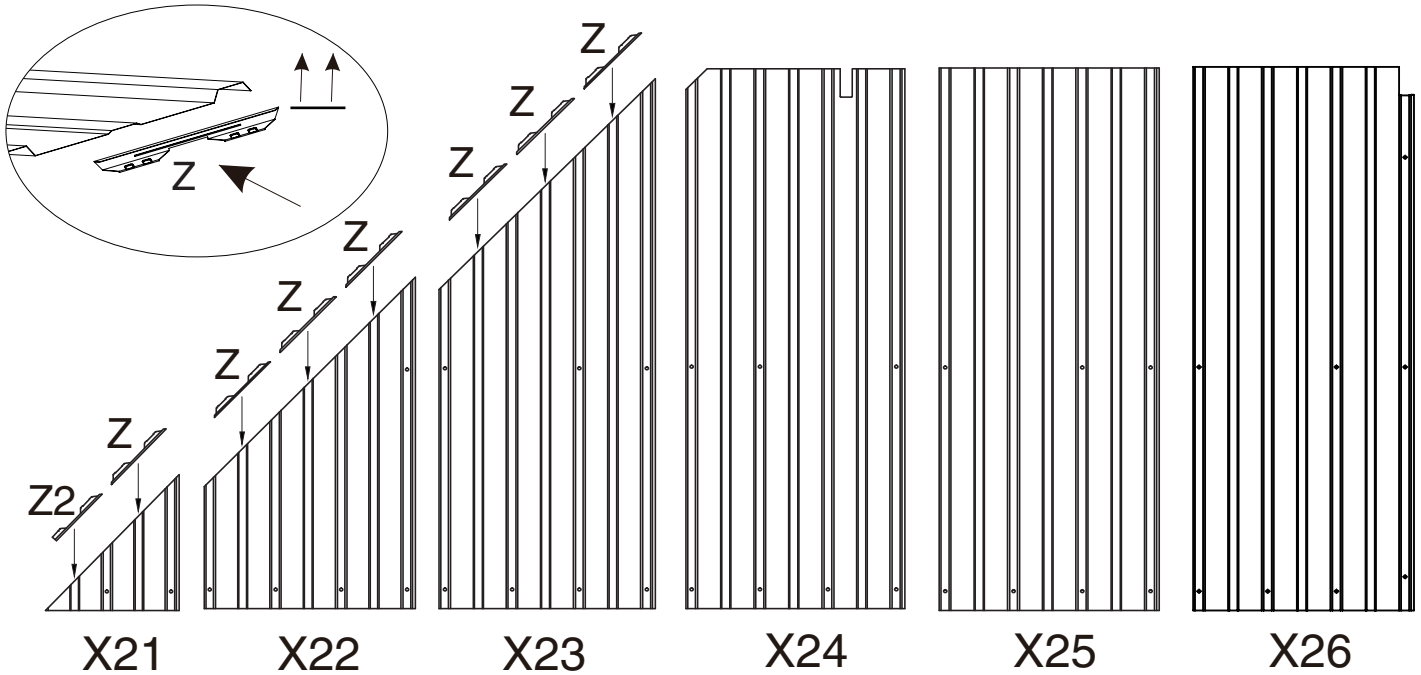


Parts Required:



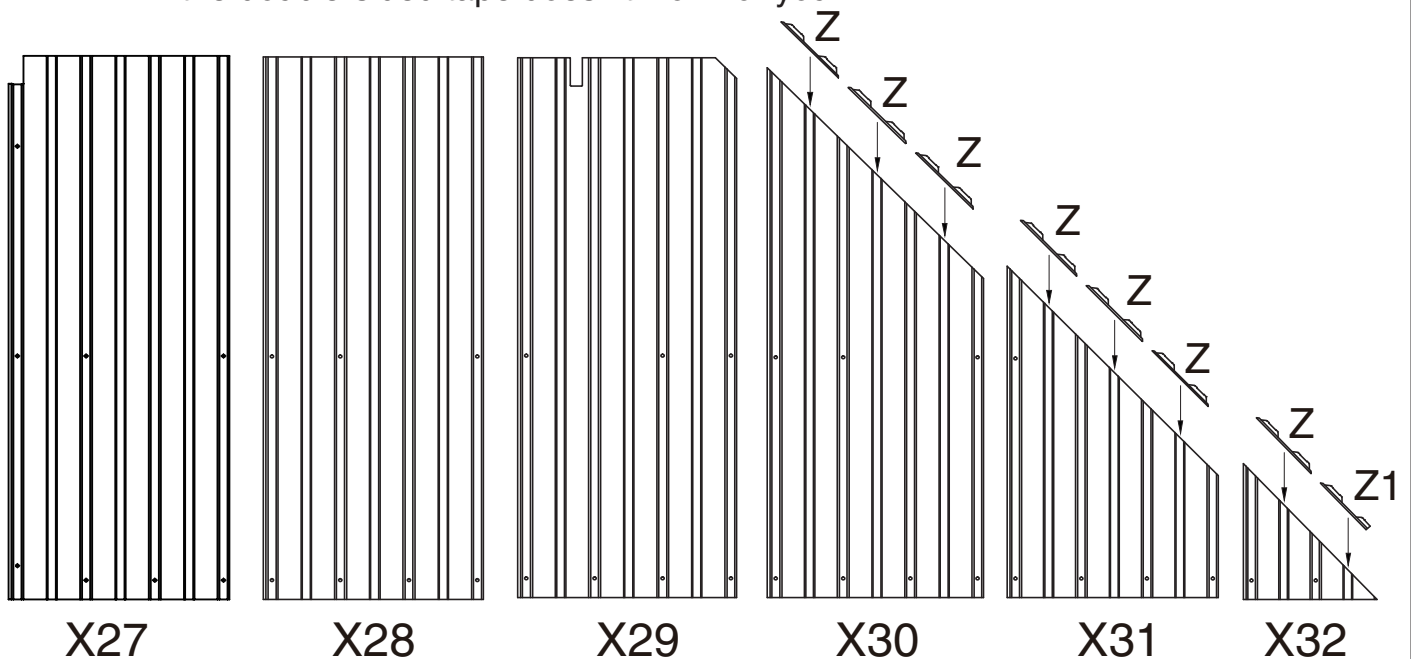
Step 17: Snap Bracket

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



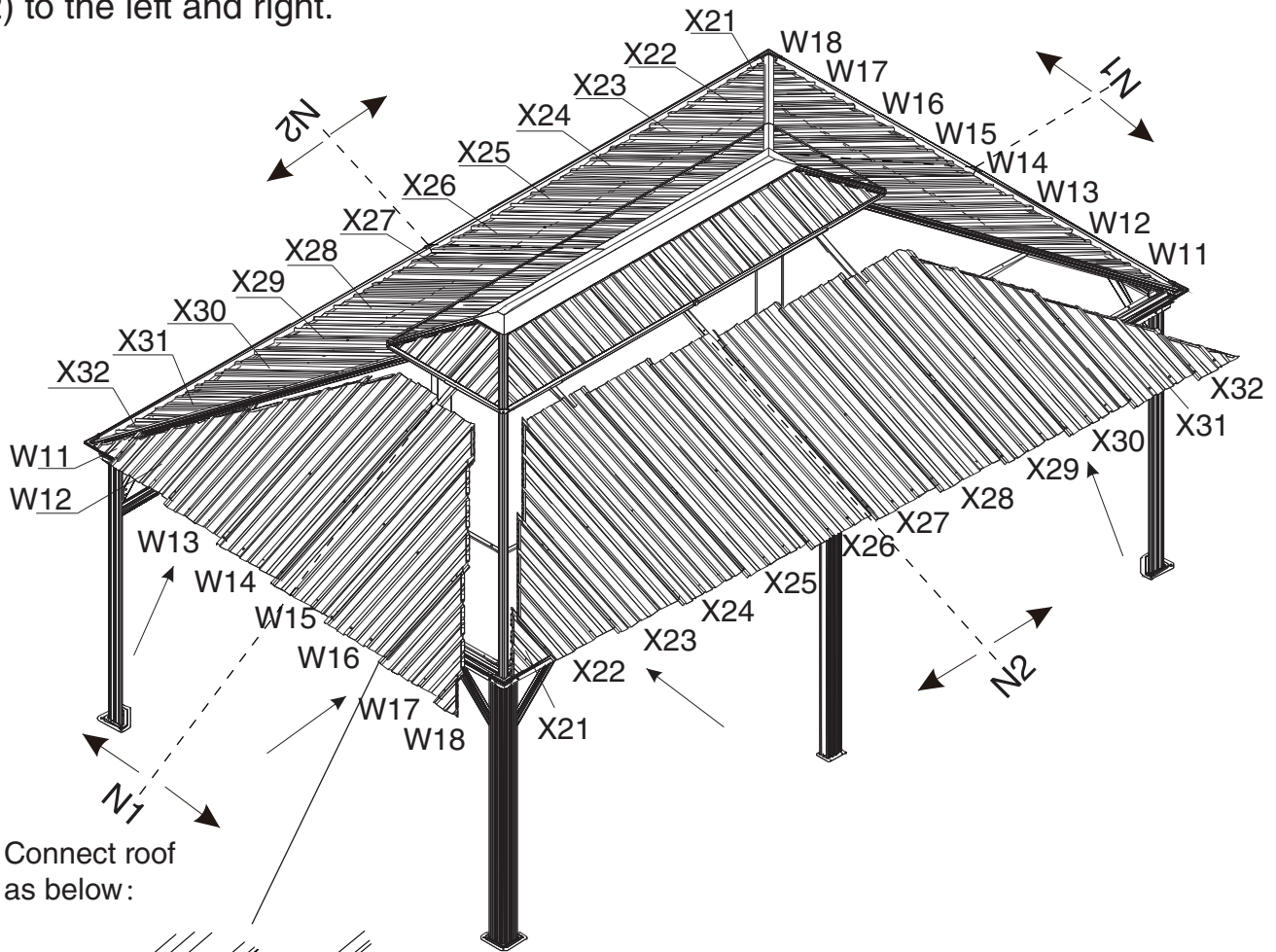
Tips:

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, 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.

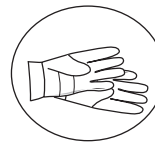


Overall roof assembly:

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

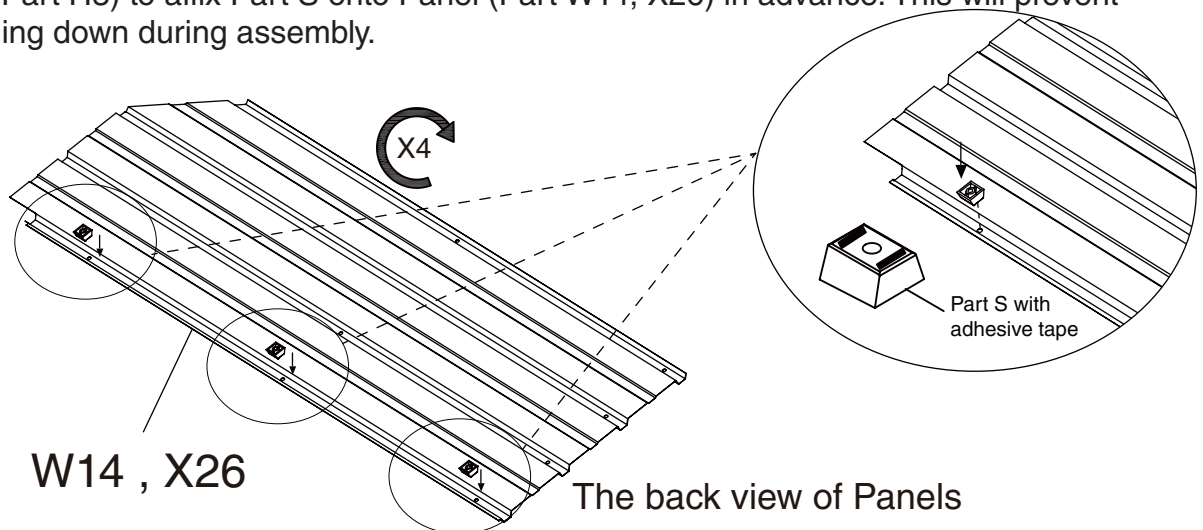


Connect roof as below:



Tip:
Wearing protective gloves is recommended.

Tip: To facilitate the easy fastening of roof panels (Part W14, X26), please use double-sided adhesive tape (Part H3) to affix Part S onto Panel (Part W14, X26) in advance. This will prevent Part S from sliding down during assembly.



Parts Required:

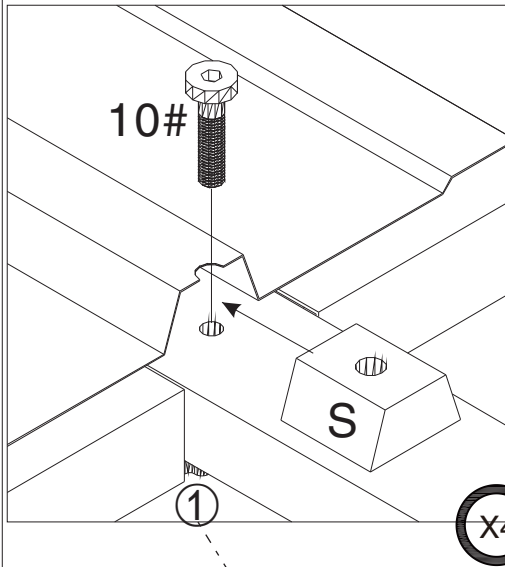
S x160

5# L 28mm x100

6# L 45mm x8

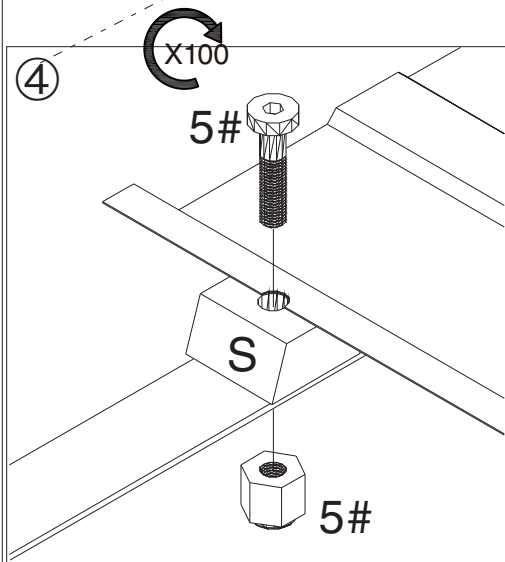
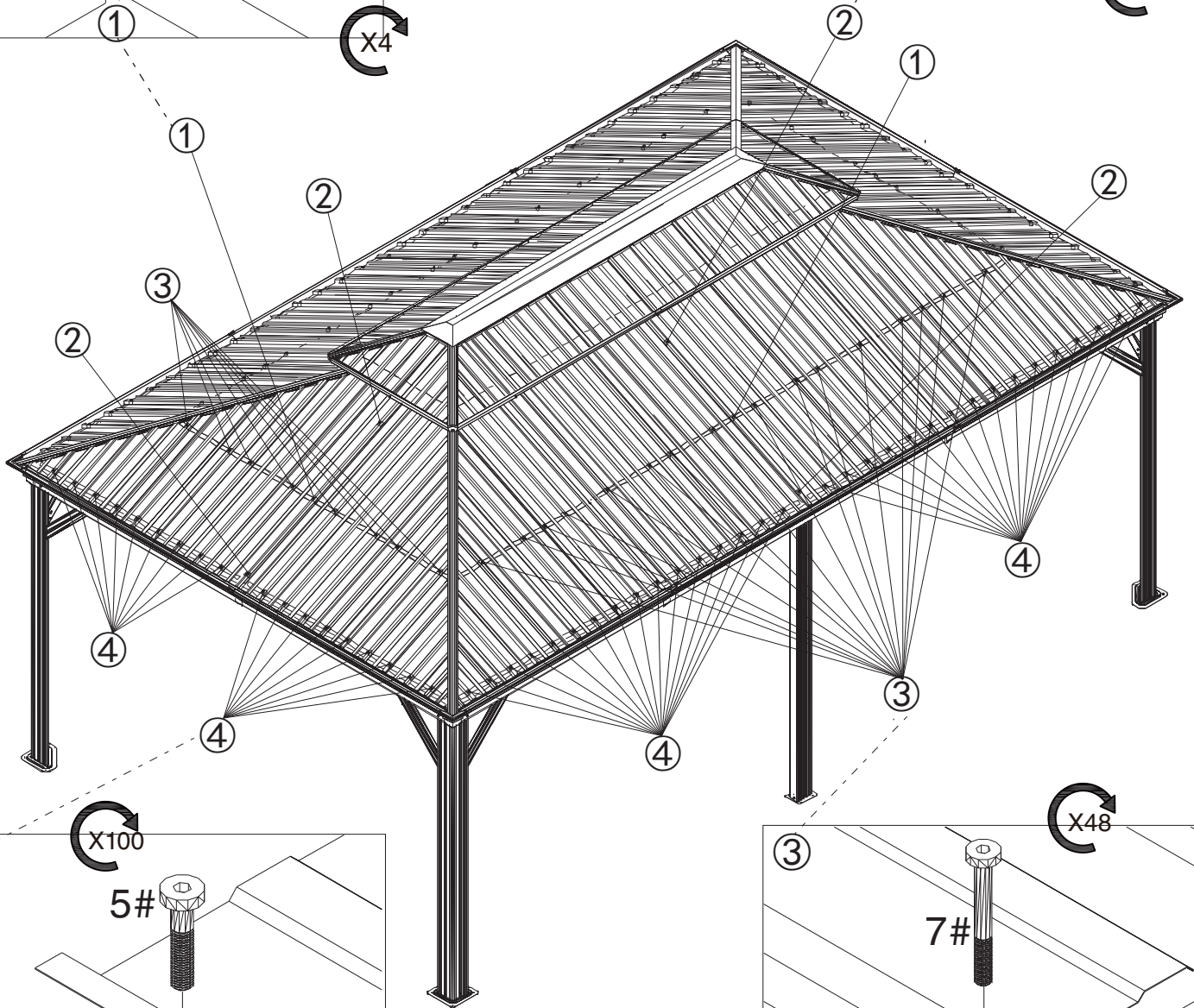
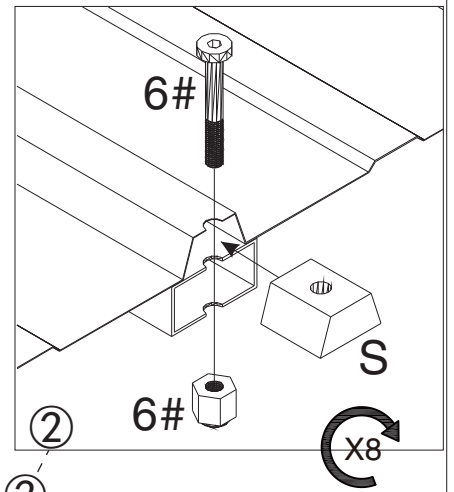
7# L 50mm x48

10# L 25mm x4

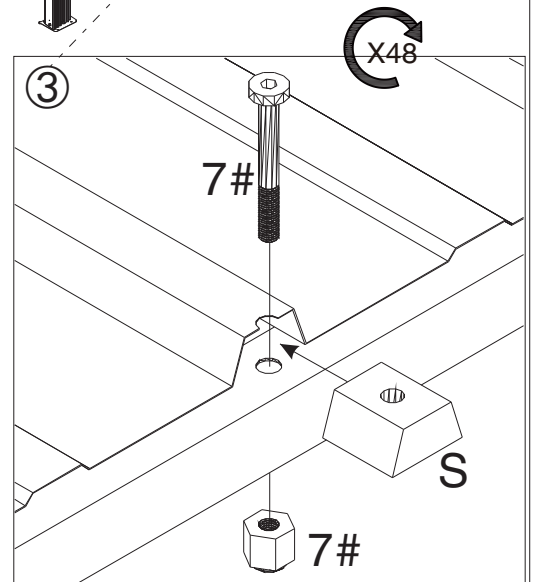


Step 18: Affix roof panels using screws and Spacers (Part S) as shown in the diagram.

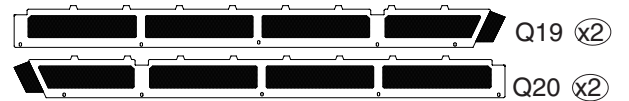
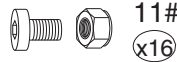
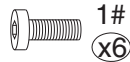
Align all roof panels and screws LOOSELY (DO NOT TIGHTEN ANY SCREWS) until all the roof panels are aligned accordingly. THEN, TIGHTEN all screws to secure the roof panels in place.



Tip: At least two people for this step.

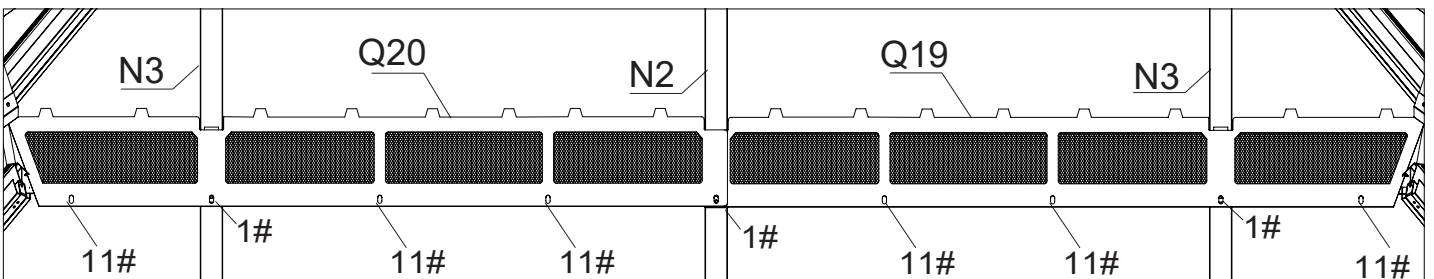
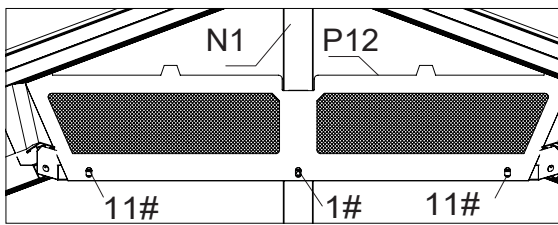
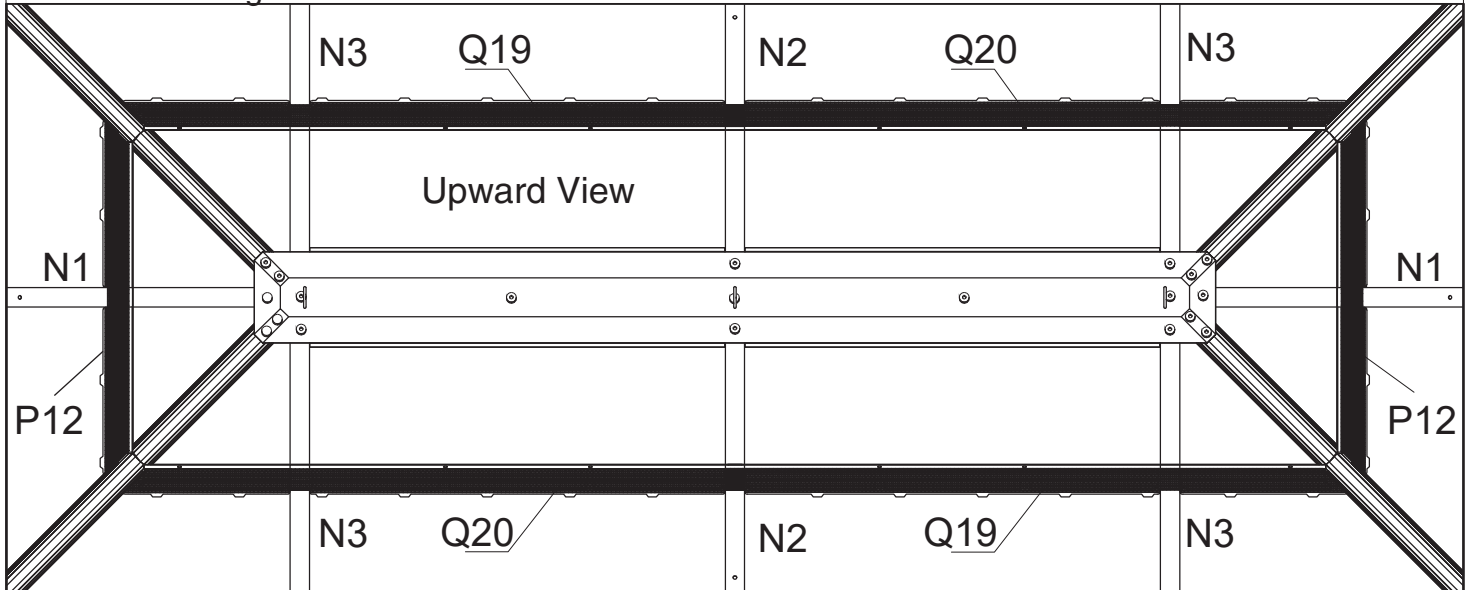


Parts Required:

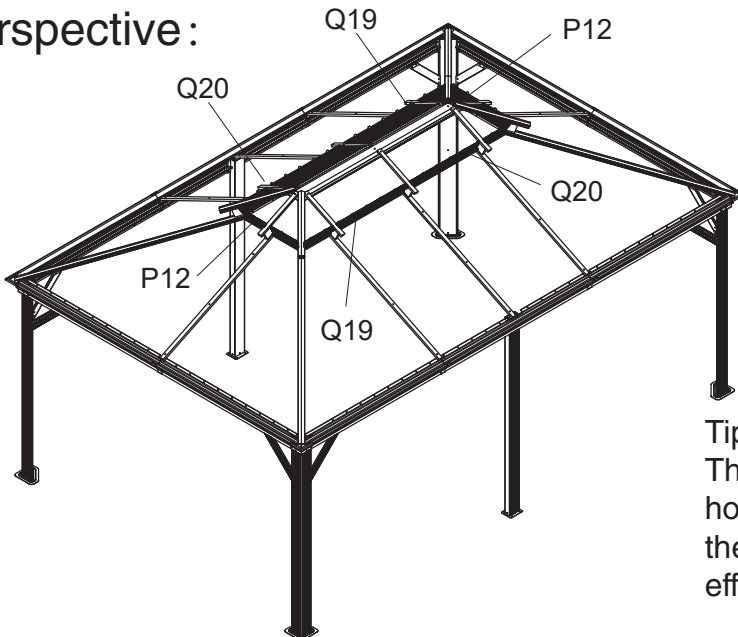


Step 19: Assemble Net Frames

Attach net frame (Part P12, Q19, Q20) to finishing bar (Part P2, Q9, Q10) using screws (1#, 11#) as shown in the diagram.

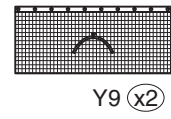
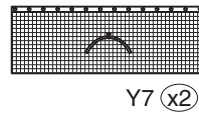
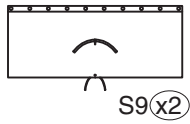
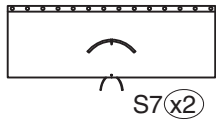


Perspective:



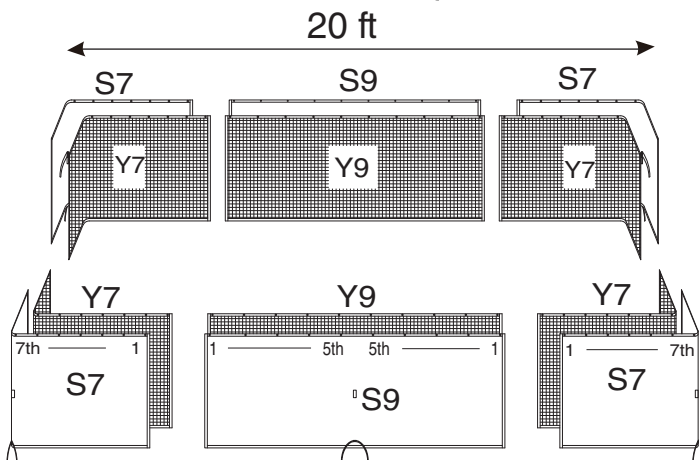
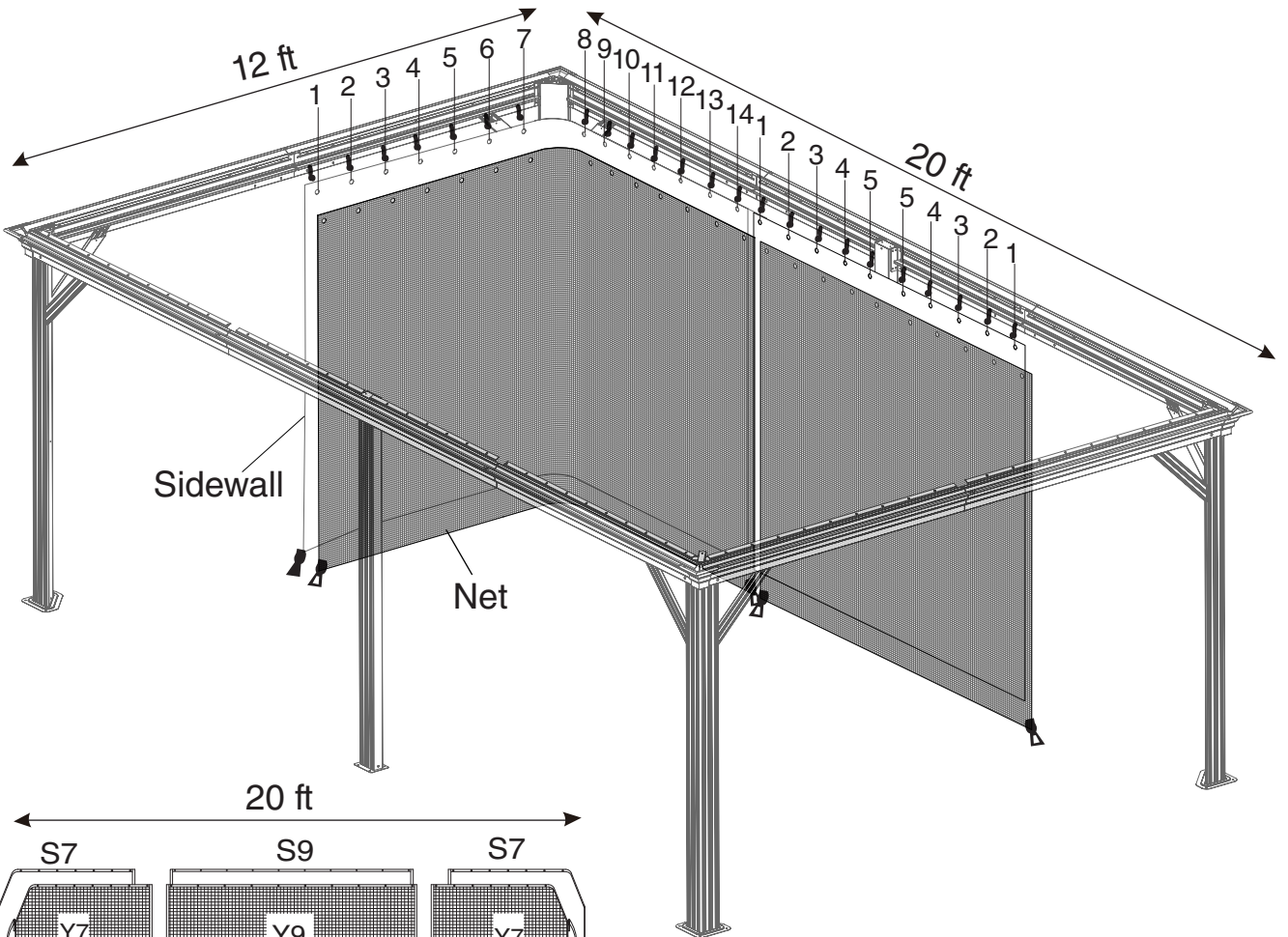
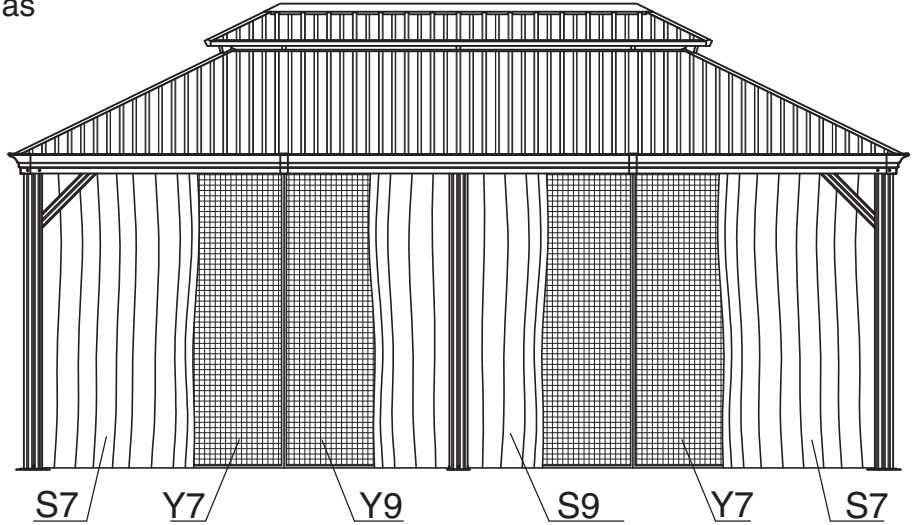
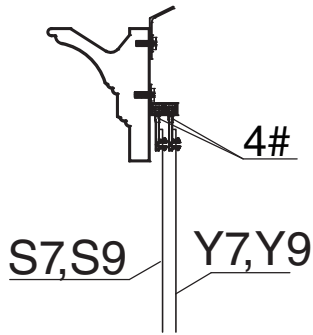
Tip:
The perspective drawing is for demonstrating how to assemble the final step that sets up the Net Frame (Parts P12, Q19, Q20) more effectively.

Parts Required:



Step 20: Assemble Net and Sidewall

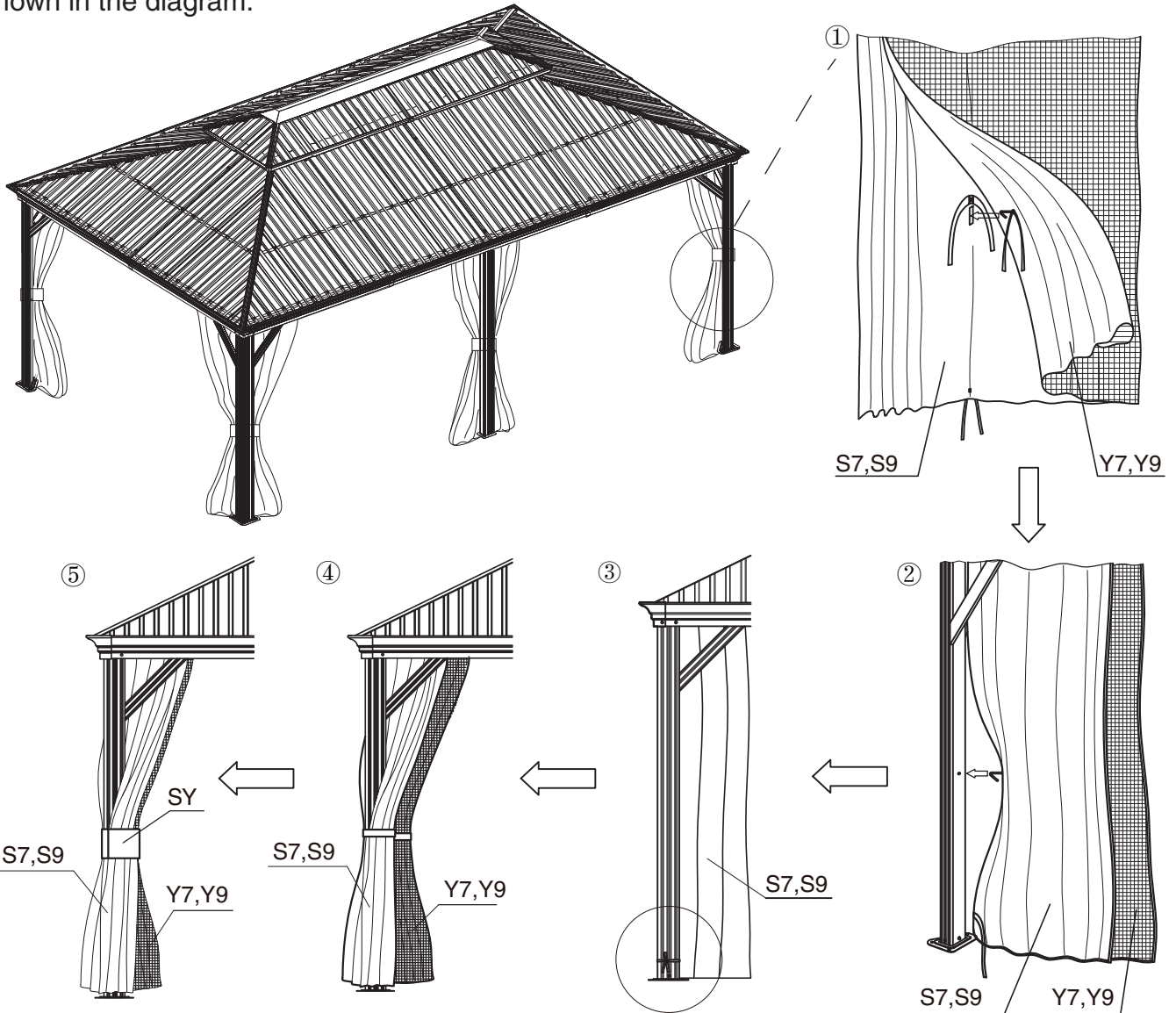
Hang the Mosquito Net on the inner rails and the Solid Sidewalls on the outer rails as shown in the diagram.



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

- Cleanse the frame components and fabric using a mild soap solution, then rinse thoroughly. Refrain from using bleach, acid, or any other solvents on the fabric or frame components.
- The roof, frame, bolts, and nuts are guaranteed to be free from defects in material and workmanship for a duration of one year from the date of purchase. The privacy curtain and mosquito netting are warranted for only 90 days. For a detailed warranty policy, kindly refer to www.kozyard.com. Please note that warranty terms are subject to change without prior notice.
- Regularly inspect and tighten all bolts and fasteners to ensure the optimal performance and safety of your gazebo.



Enjoy Cozy Life!

Thank you for your purchase of **KOZYARD's** gazebo.

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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