

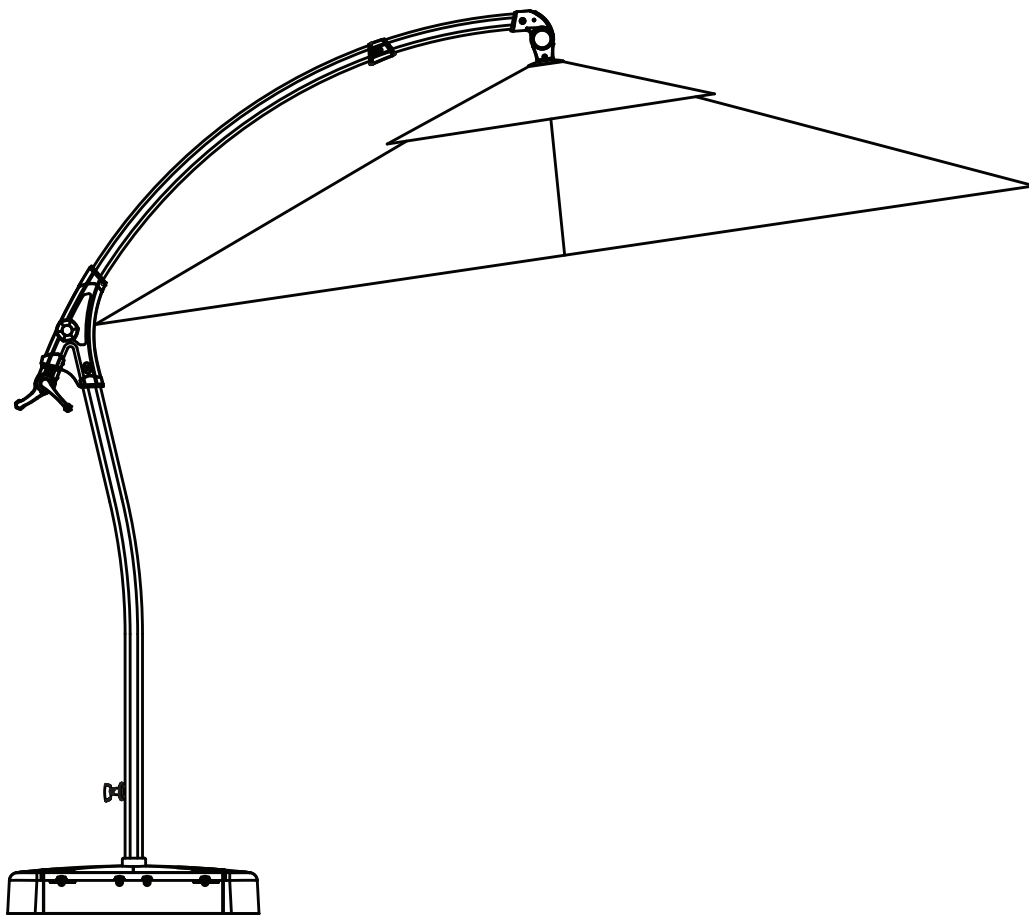


Item # 1003 291 833  
1003 291 832  
1003 291 827  
Model # YJAF-037-E  
YJAF-037-PU  
YJAF-037-MI

# USE AND CARE GUIDE

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## 8 FT. SQUARE OFFSET NON-SOLAR UMBRELLA



Questions, problems, missing parts? Before returning to the store,  
call Hampton Bay Customer Service.

8 a.m. - 7 p.m., EST, Monday - Friday, 9 a.m. - 6 p.m., EST, Saturday

**1-855-HD-HAMPTON**

**HAMPTONBAY.COM**

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### THANK YOU

*We appreciate the trust and confidence you have placed in Hampton Bay through the purchase of this umbrella. We strive to continually create quality products designed to enhance your home. Visit us online to see our full line of products available for your home improvement needs.*

*Thank you for choosing Hampton Bay!*

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# Safety Information


## PRODUCT CAUTION


This umbrella was made for the explicit purpose of providing outdoor functions and is not to be used as a toy. This product is intended for normal outdoor use; however, the manufacturer recommends storing and / or covering this umbrella when any formidable / severe weather is approaching. Do not locate this product near open flames. Do not use this product as a support. Do not shake, lean or climb on the product. Children under the age of 10, near the product, should be supervised by a competent adult at all times. This product is NOT intended for commercial use and will void the warranty.


## SAFETY WARNINGS


 **WARNING:** Please keep children out of the assembly area before assembly.

 **CAUTION:** Never use the umbrella in high wind conditions. Damage to the umbrella can occur.

 **CAUTION:** Umbrella should not be used in the event of wind, rain, hail, sleet, snow or any other inclement weather.

 **CAUTION:** Always close and secure the product when not in use.

 **CAUTION:** Do not locate the product near any heat source.

 **CAUTION:** When not in use, secure the product in a cool and covered location.

# Warranty

## 1 YEAR LIMITED WARRANTY

### WHAT IS COVERED

We warrant the frame and fabric to be free of manufacturing defects to the original purchaser for one year.

### WHAT IS NOT COVERED

It remains the customer's responsibility for freight and packaging charges to and from our service center. This warranty does not cover commercial use, hardware, acts of nature, fire, freezing and abusive use. In addition, purchased parts are not covered under this warranty. We reserve the right to make substitutions with similar merchandise, if the model in question is no longer in production.


Contact the Customer Service Team at 1-855-HD-HAMPTON or visit [www.HamptonBay.com](http://www.HamptonBay.com).

# Pre-Assembly


## PLANNING ASSEMBLY

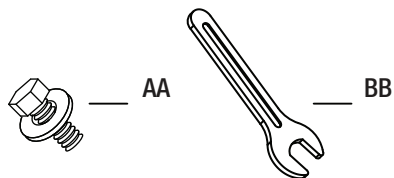
Read all instructions before assembly.

To avoid damaging this product, assemble it on a soft, non-abrasive surface such as carpet or cardboard.

 **NOTE:** More than one person may be required to assemble this product.

## HARDWARE INCLUDED

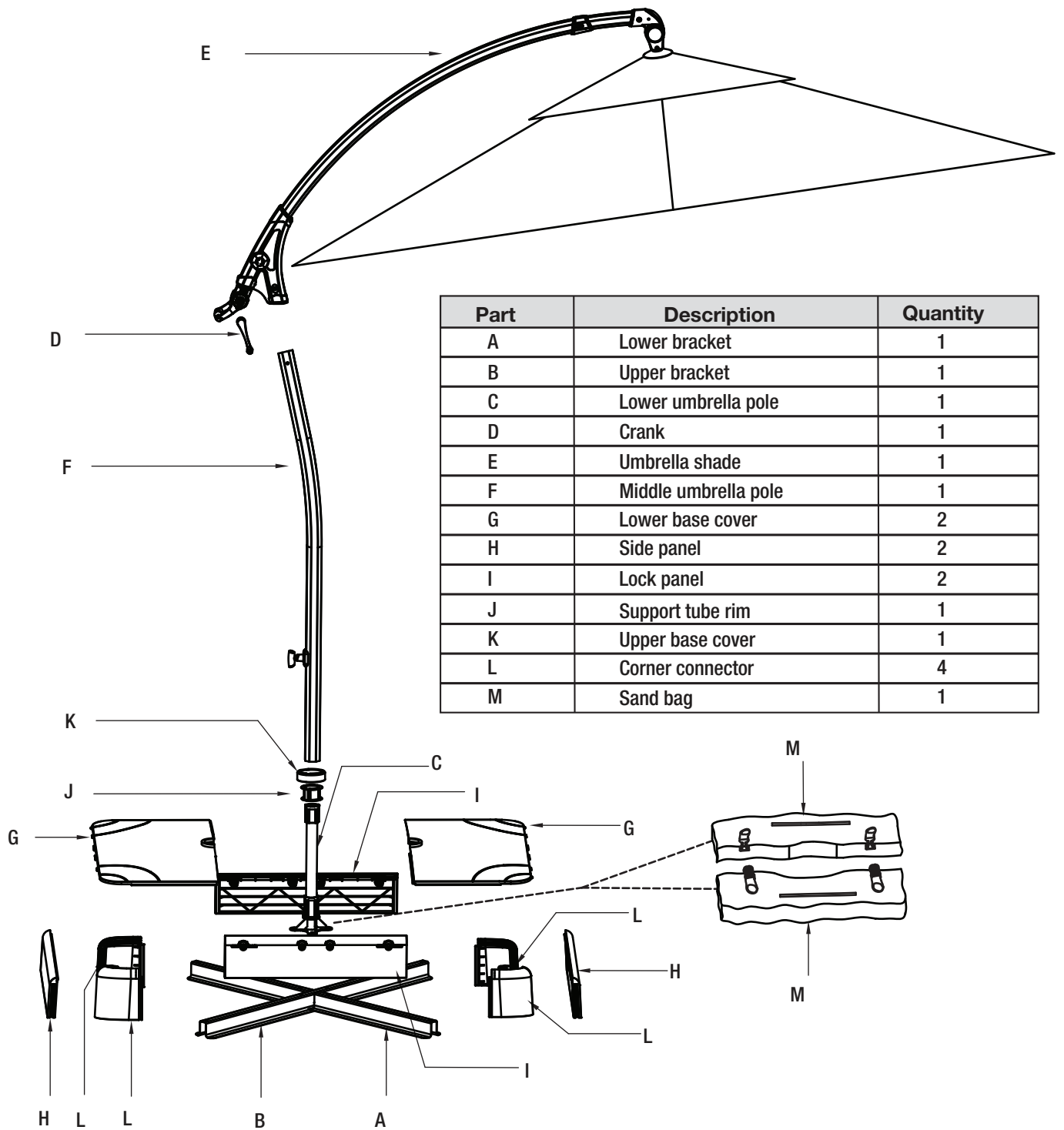
 **NOTE:** Hardware not shown to actual size.



Part	Description	Quantity
AA	M8x20 combination hex bolt	4+1
BB	Wrench	1

# Pre-Assembly (continued)

## PACKAGE CONTENTS



Part	Description	Quantity
A	Lower bracket	1
B	Upper bracket	1
C	Lower umbrella pole	1
D	Crank	1
E	Umbrella shade	1
F	Middle umbrella pole	1
G	Lower base cover	2
H	Side panel	2
I	Lock panel	2
J	Support tube rim	1
K	Upper base cover	1
L	Corner connector	4
M	Sand bag	1

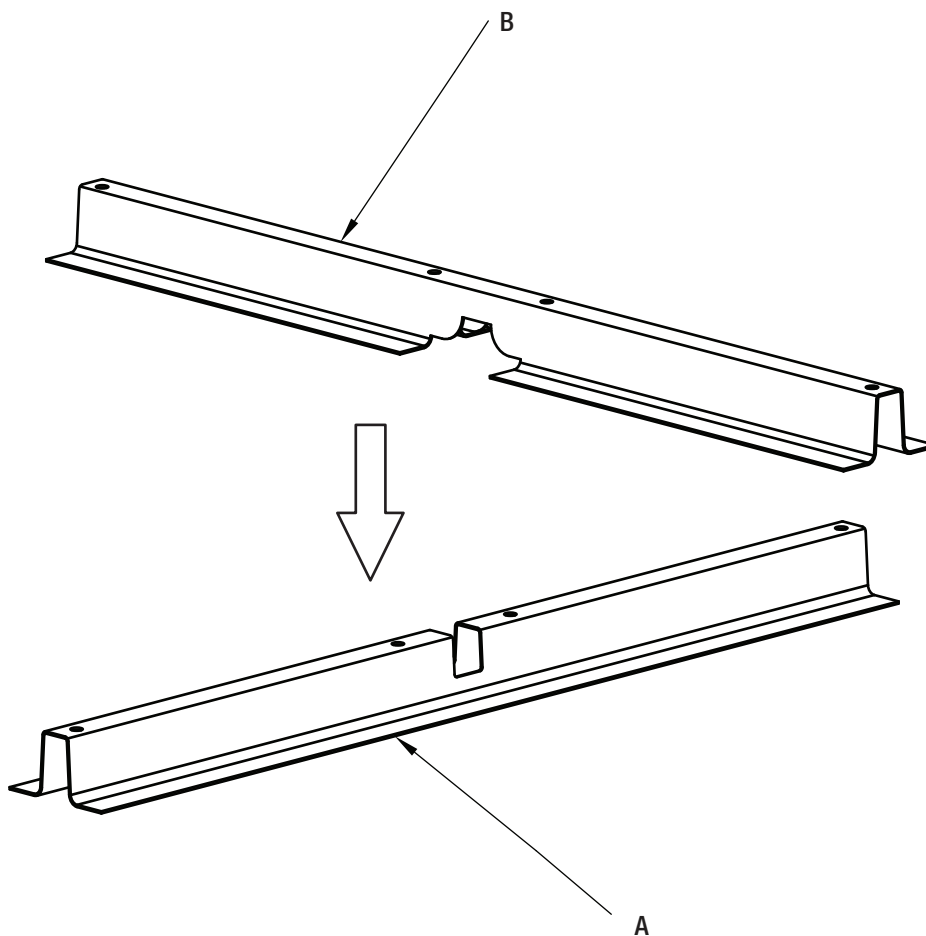
# Assembly

## 1 ATTACHING THE BRACKETS

- Attach the upper bracket (B) onto the lower bracket (A).



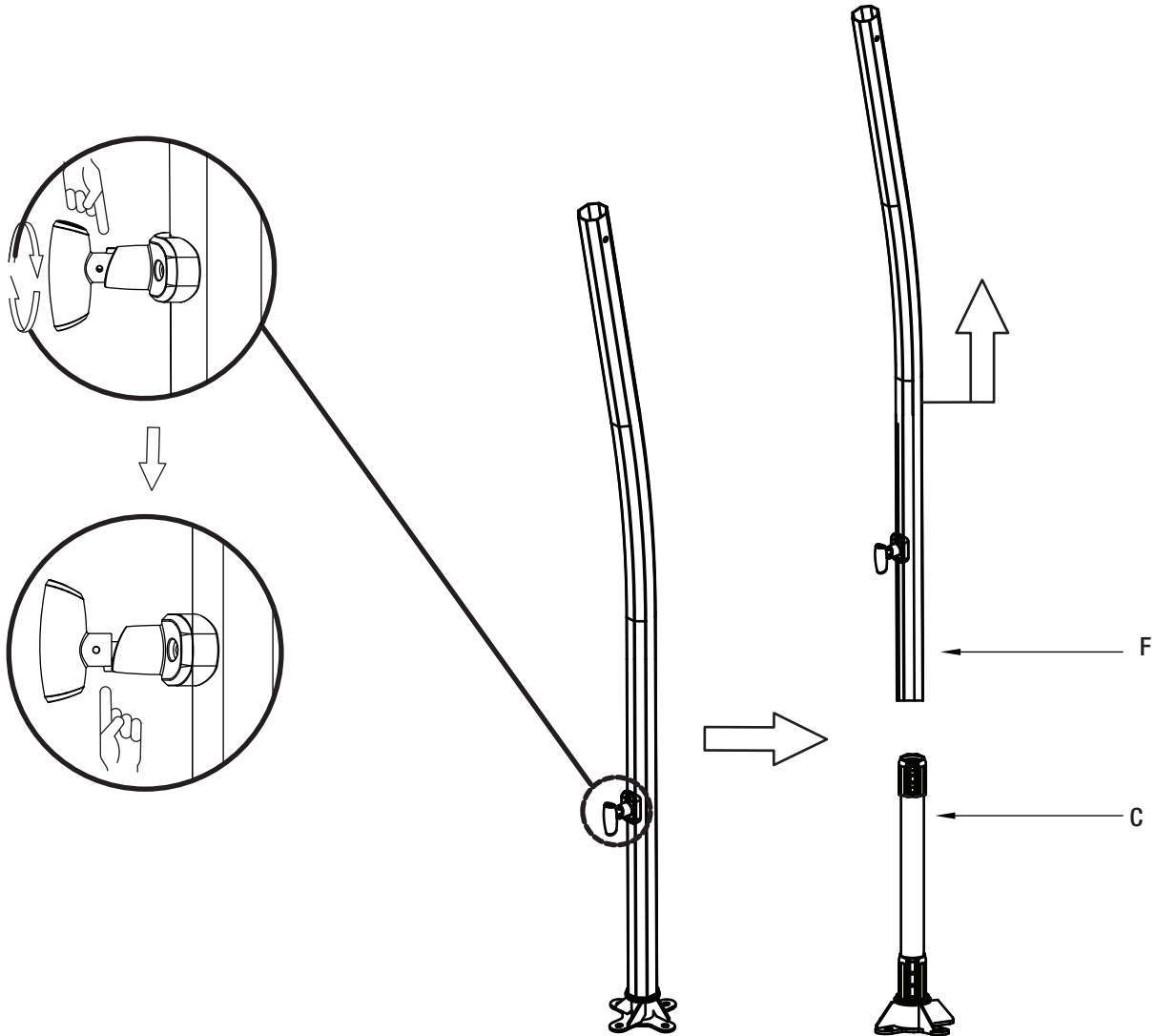
NOTE: This umbrella should be set up in its desired location to avoid moving it after assembly.



## Assembly (continued)

### 2 SEPARATING THE MIDDLE UMBRELLA POLE FROM THE LOWER UMBRELLA POLE


- Separate the middle umbrella pole (F) from the lower umbrella pole (C) by rotating the locking knob 180 degrees clockwise, as shown below.

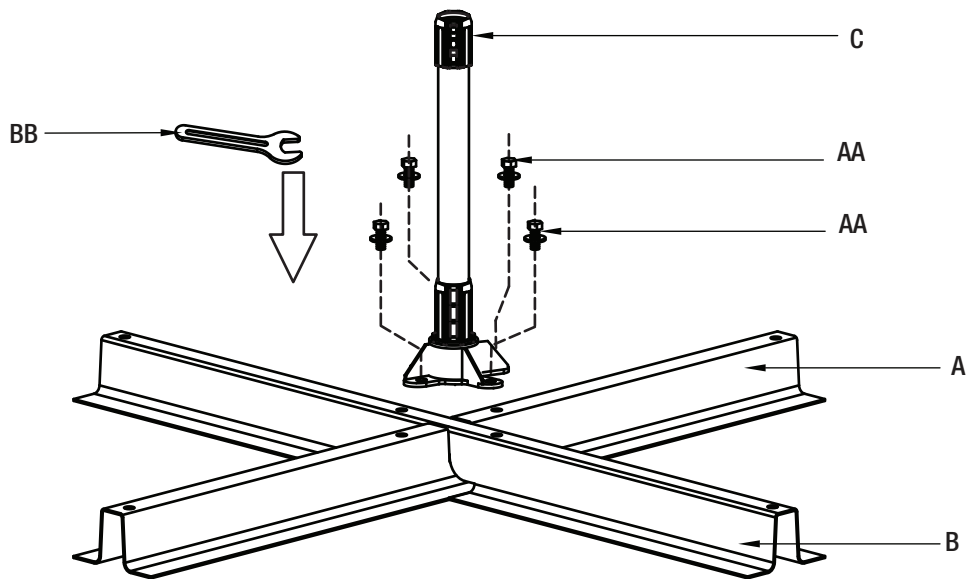


## Assembly (continued)

### 3 ATTACHING THE LOWER UMBRELLA POLE TO THE BRACKETS

- Attach the lower umbrella pole (C) to the upper bracket (B) and the lower bracket (A) using M8x20 combination hex bolts (AA).

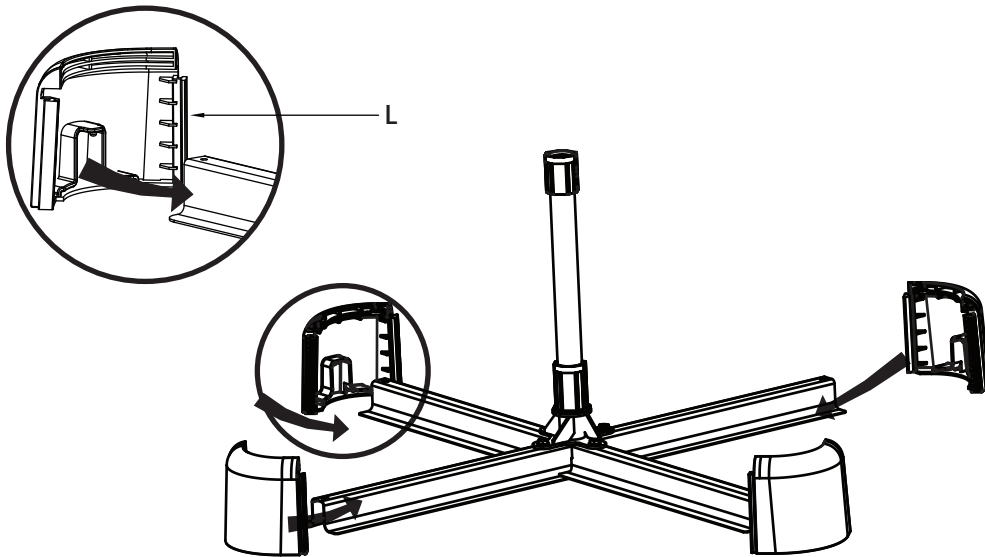
 **NOTE:** Fully tighten the bolts using the hex wrench (BB).



## Assembly (continued)

### 4 INSERTING THE CORNER CONNECTORS

- Insert the corner connectors (L) into the four ends of the assembled brackets.

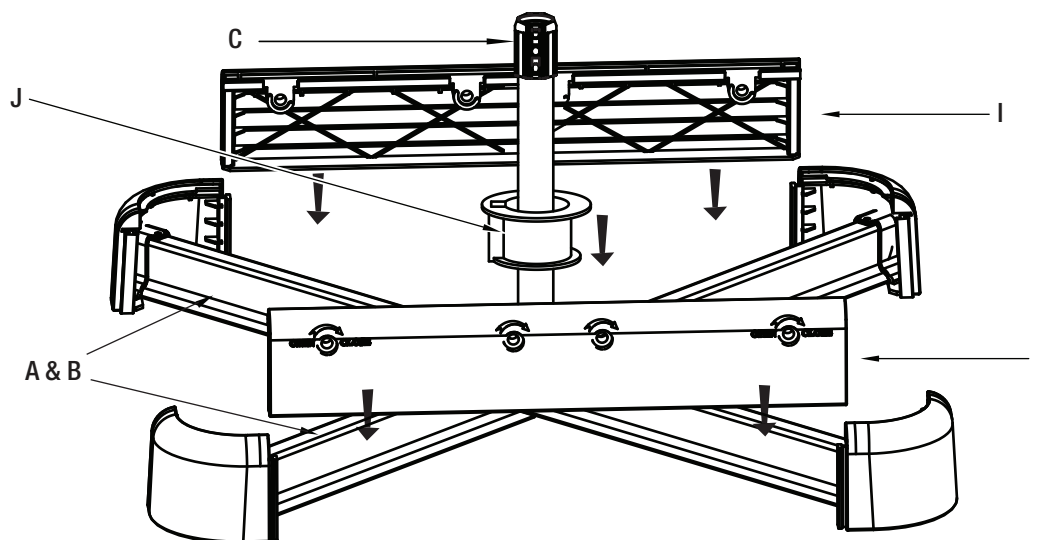




## Assembly (continued)

### 5 SLIDING THE LOCK PANELS

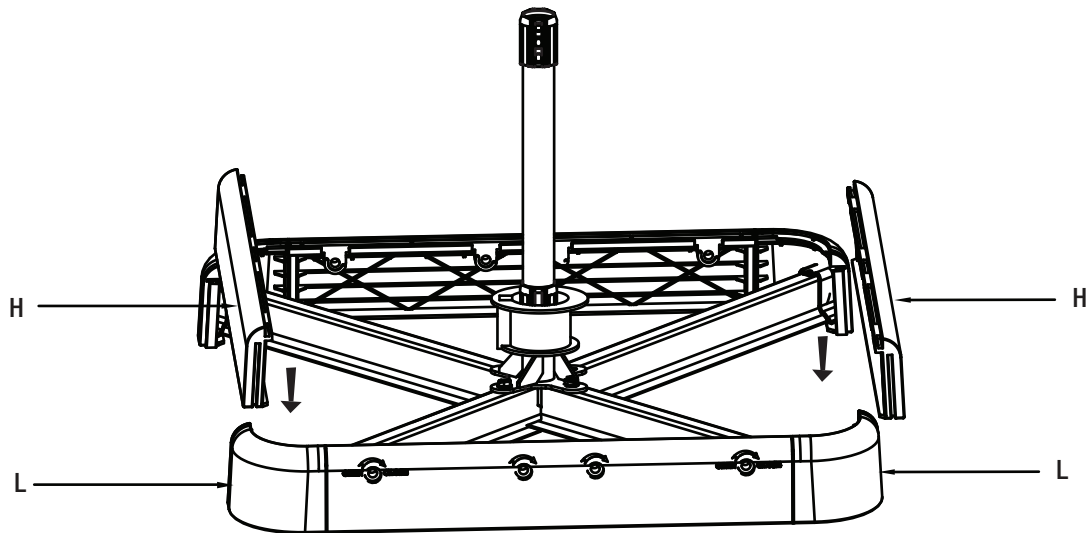
- Slide the perforated lock panels (I) downward between the corner connectors (L).
- Slide the support tube rims (J) down the lower umbrella pole (C) and connect it to the brackets (A & B).



## Assembly (continued)

### 6 SLIDING THE SIDE PANELS

- Slide the side panels (H) downward between the corner connectors (L).



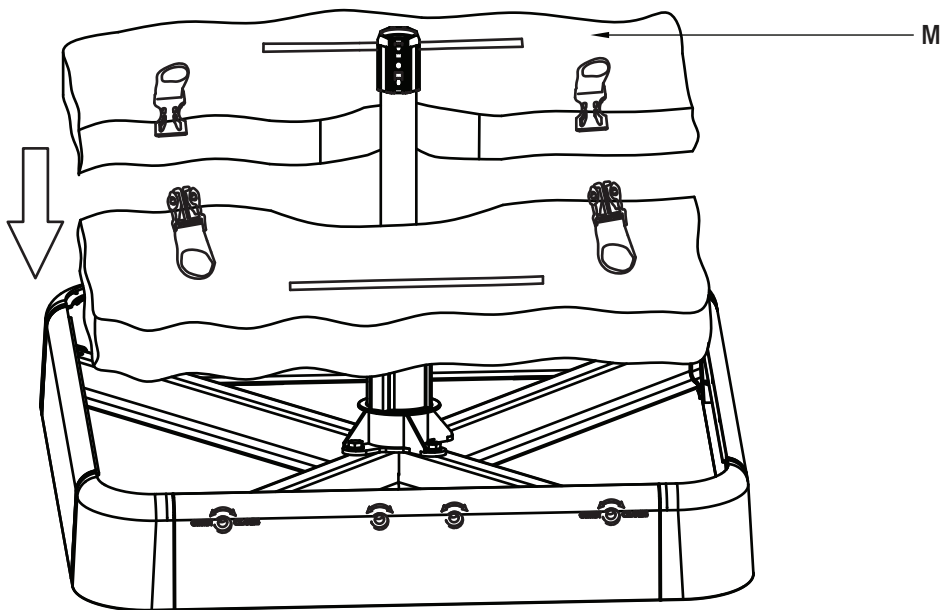
# Assembly (continued)

## 7 PLACING THE SAND BAGS

- Place the sand bags (M) in the umbrella base.



**NOTE:** Place the base in the area where the umbrella to be used. The umbrella will be very heavy after filled with sand.



# Assembly (continued)

## 8 FILLING THE SAND BAGS

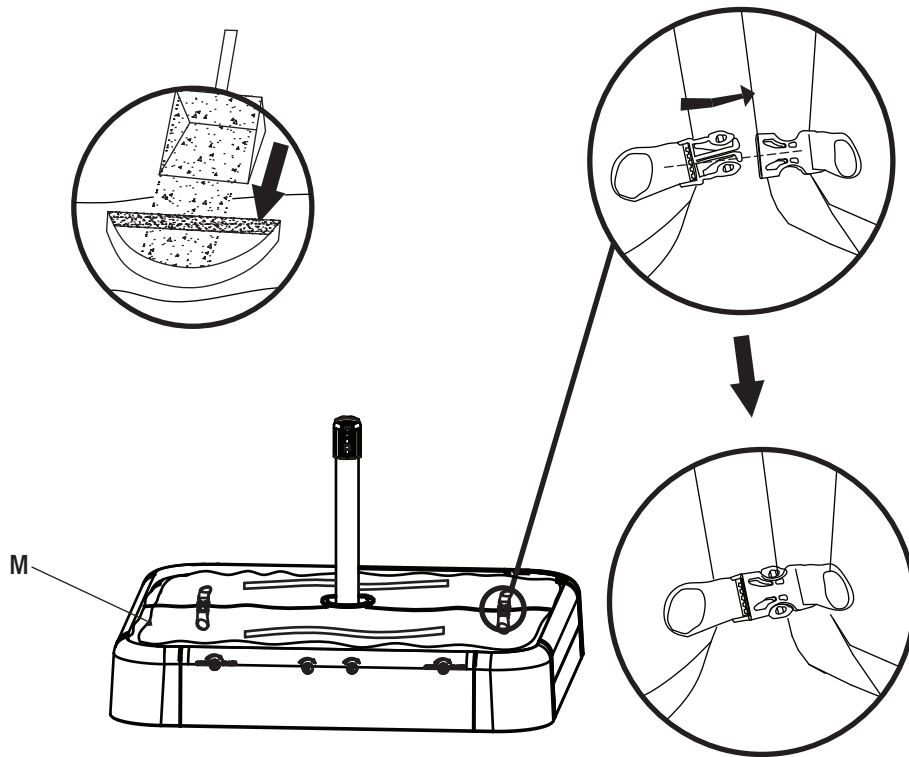
- Pull to open the velcro pouch on the sand bag (M) and fill with sand.
- After filling the sand bags (M), close the pouch and ensure the velcro is sealed.
- Lock the two sections of the sand bags (M) together.



**NOTE:** The sand bags (M) are to be filled with sand only.



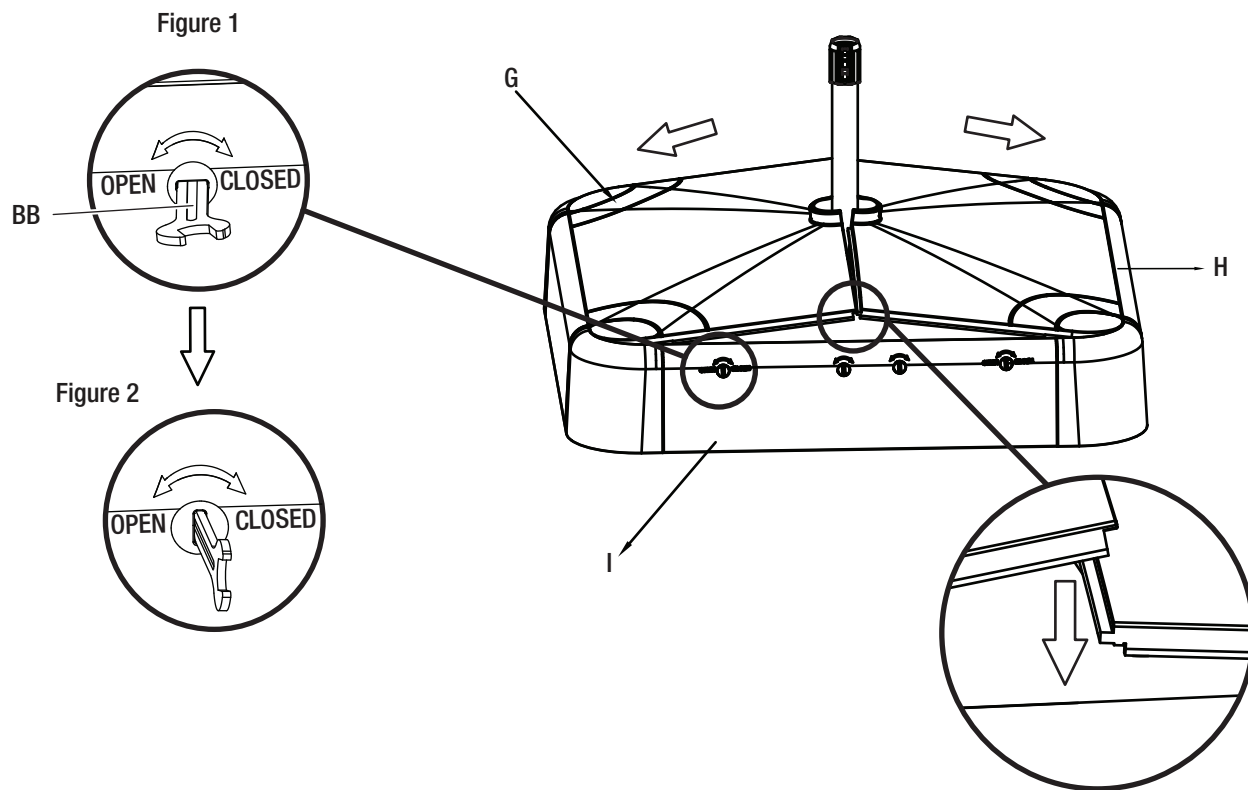
**NOTE:** For proper stability of the offset umbrella, please place 89 lbs. of sand into each sand bag for a total of 178 lbs.



## Assembly (continued)

### 9 ENSURING THE LOCKING MECHANISM IS IN THE OPEN POSITION

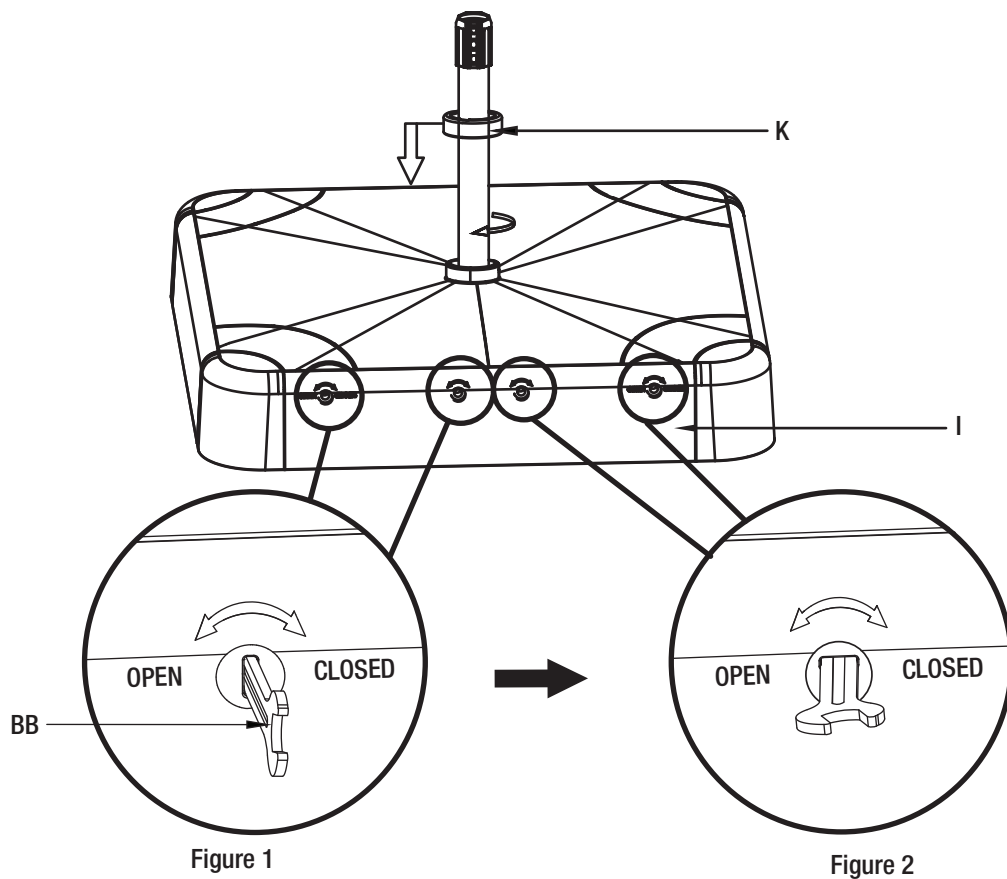
- Ensure the locking mechanism on the lock panel (I) is in the OPEN position by using the wrench (BB) as shown in figure 1.
- Ensure the locking mechanism on the lower base cover (G) is in the OPEN position by using the wrench (BB) as shown in figure 2.
- Attach the lower base cover (G) to the side panels (H).
- Close the lower base cover (G) and ensure they are fully closed.



## Assembly (continued)

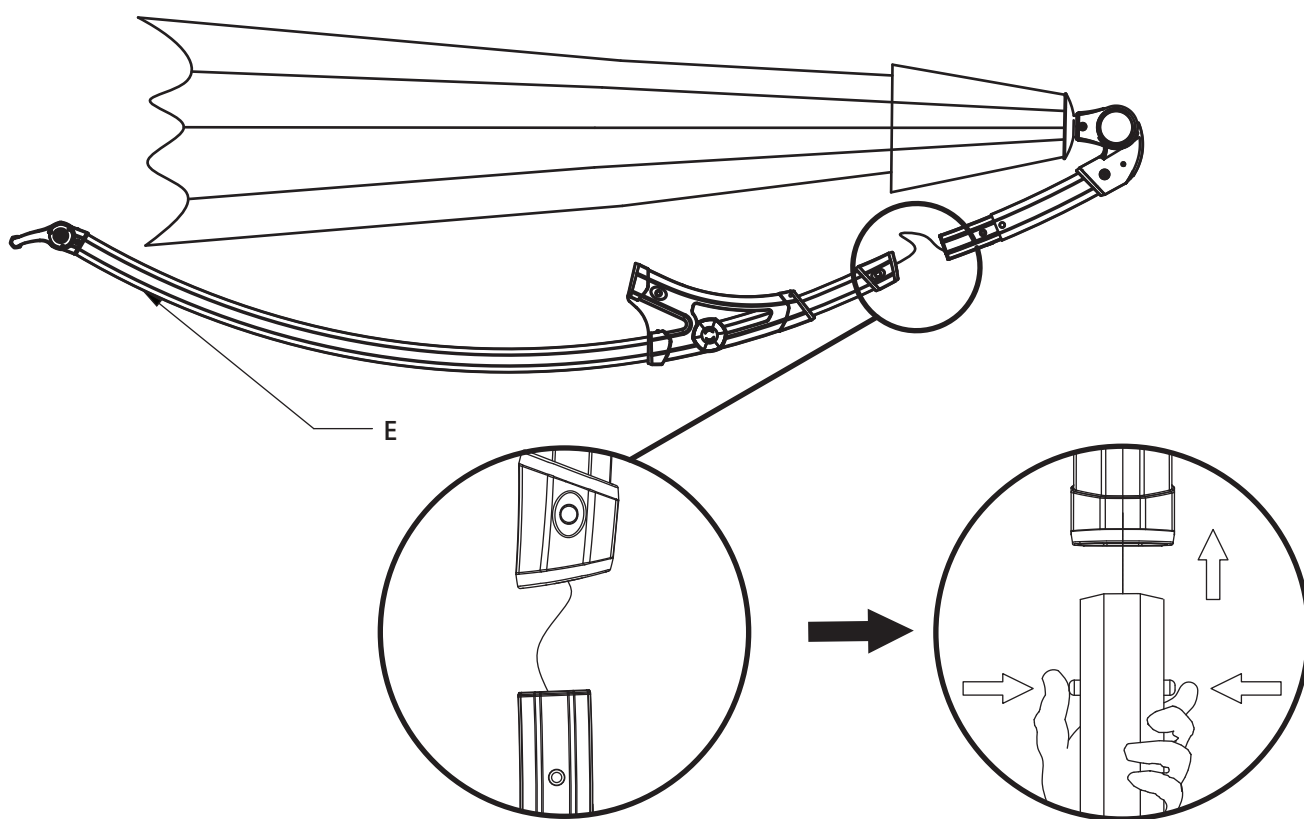
# 10 LOCKING THE LOWER BASE COVER

- Lock the lower base cover (G) and the lock panel (I) by turning the locking mechanisms to the CLOSE position using the wrench (BB) as shown in figure 1 and figure 2.
- Attach the upper base cover (K) to the assembled base.



## 11 ASSEMBLING THE UMBRELLA SHADE

- Align the holes, hold down the tabs on the pins and insert the tube to another tube until the two pieces snap into place.



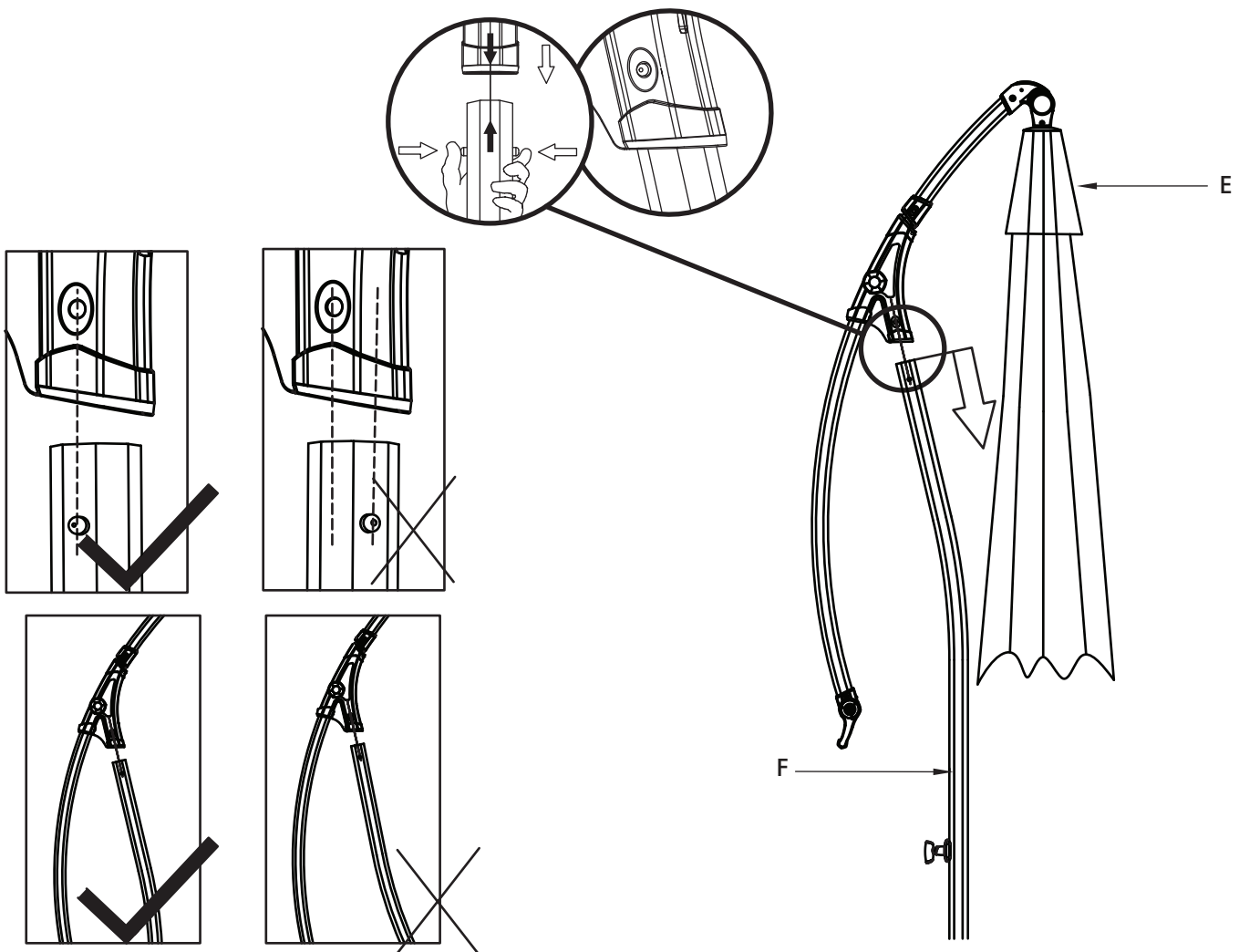
## Assembly (continued)

# 12 ATTACHING THE UMBRELLA SHADE TO THE MIDDLE UMBRELLA POLE

- Holding down the pins on the middle umbrella pole (F).
- Insert the middle umbrella pole (F) into the umbrella shade (E) until it snaps into place, as shown below.



**NOTE:** Align the holes on the middle umbrella pole (F) before releasing the pins to secure.





## Assembly (continued)

# 13 INSERTING THE UMBRELLA SHADE INTO THE LOWER UMBRELLA POLE

- Rotate the locking knob 180 degrees clockwise as shown in figure 1.
- Insert the umbrella shade (E) into the lower umbrella pole (C) as shown in figure 2.
- Rotate the locking knob 180 degrees clockwise as shown in figure 3.



**NOTE:** : If there is a gap in the locking knob as shown below in figure 3, please rotate the umbrella shade (E) until it is completely locked as shown in figure 4

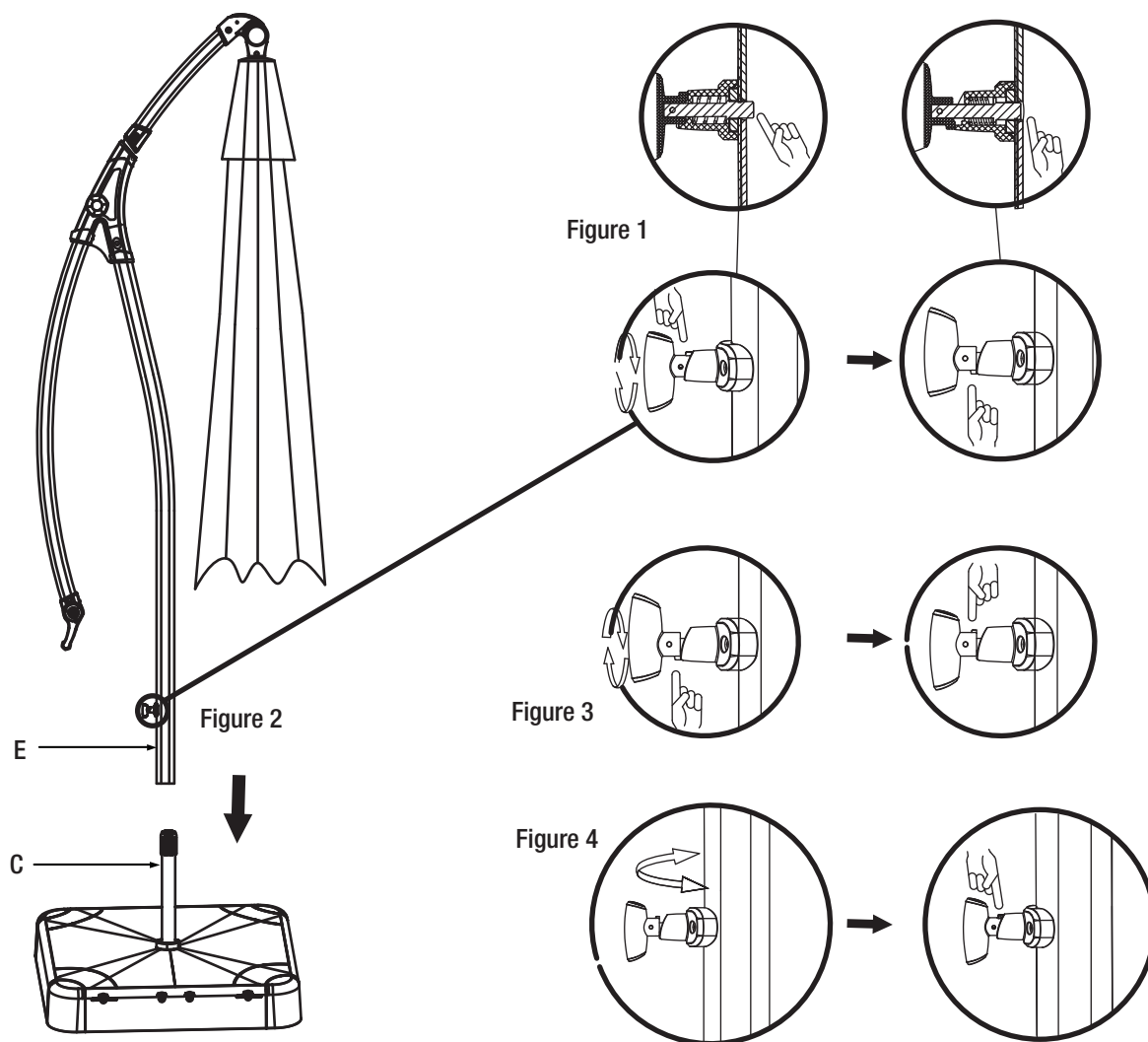


Figure 1

Figure 3

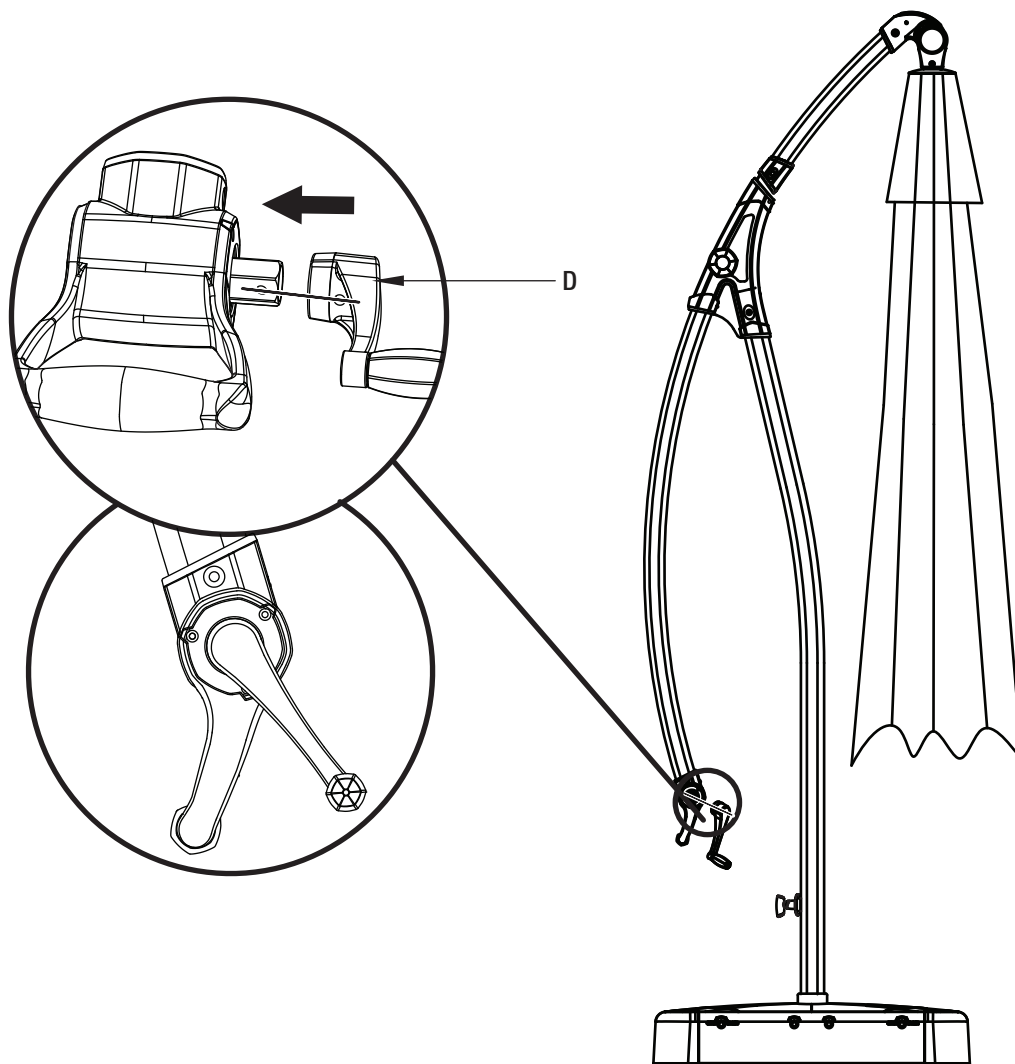
Figure 4

Figure 2

## Assembly (continued)

### 14 ATTACHING THE CRANK

- Attach the crank (D) to the handle, details see operation 1.



# Operation

## 1 ATTACHING THE CRANK

- Attach the crank (D) to the handle as shown in figure 1.
- Attach the crank (D) by aligning the tap with the hole on the crank (D) until it snaps into place.
- To detach the crank, any properly sized tool is required to press the tap to take the crank (D) out.
- Attach the crank (D) without using the tap as shown in figure 2.
- To detach the crank (D), just take the crank out.



**NOTE:** Both methods of attaching the crank (D) are acceptable.

Figure 1

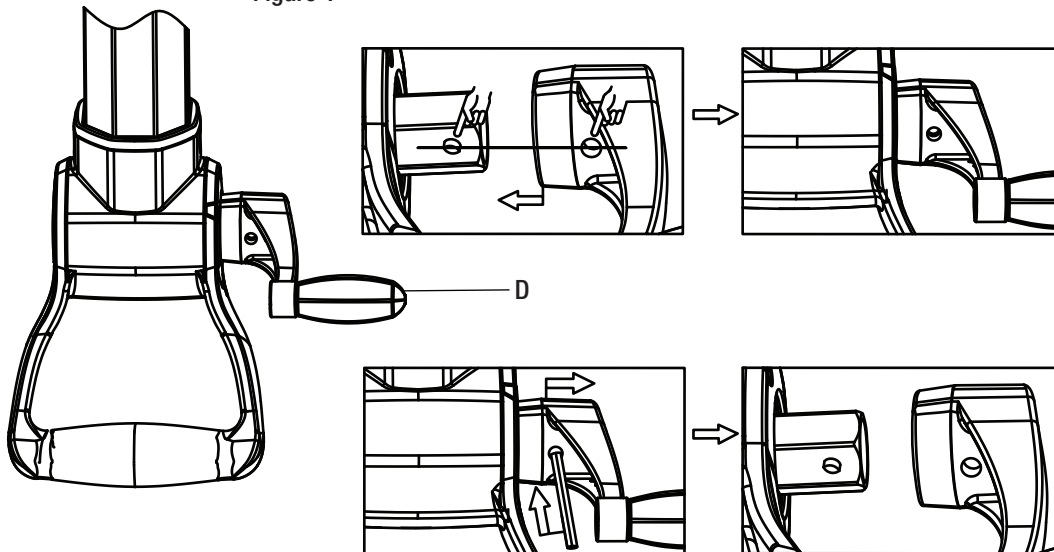
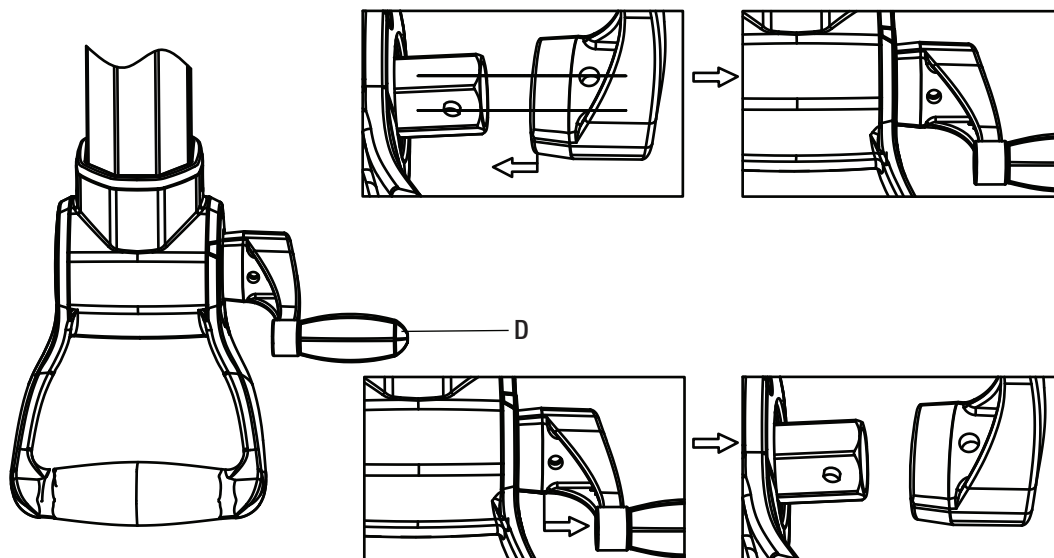


Figure 2

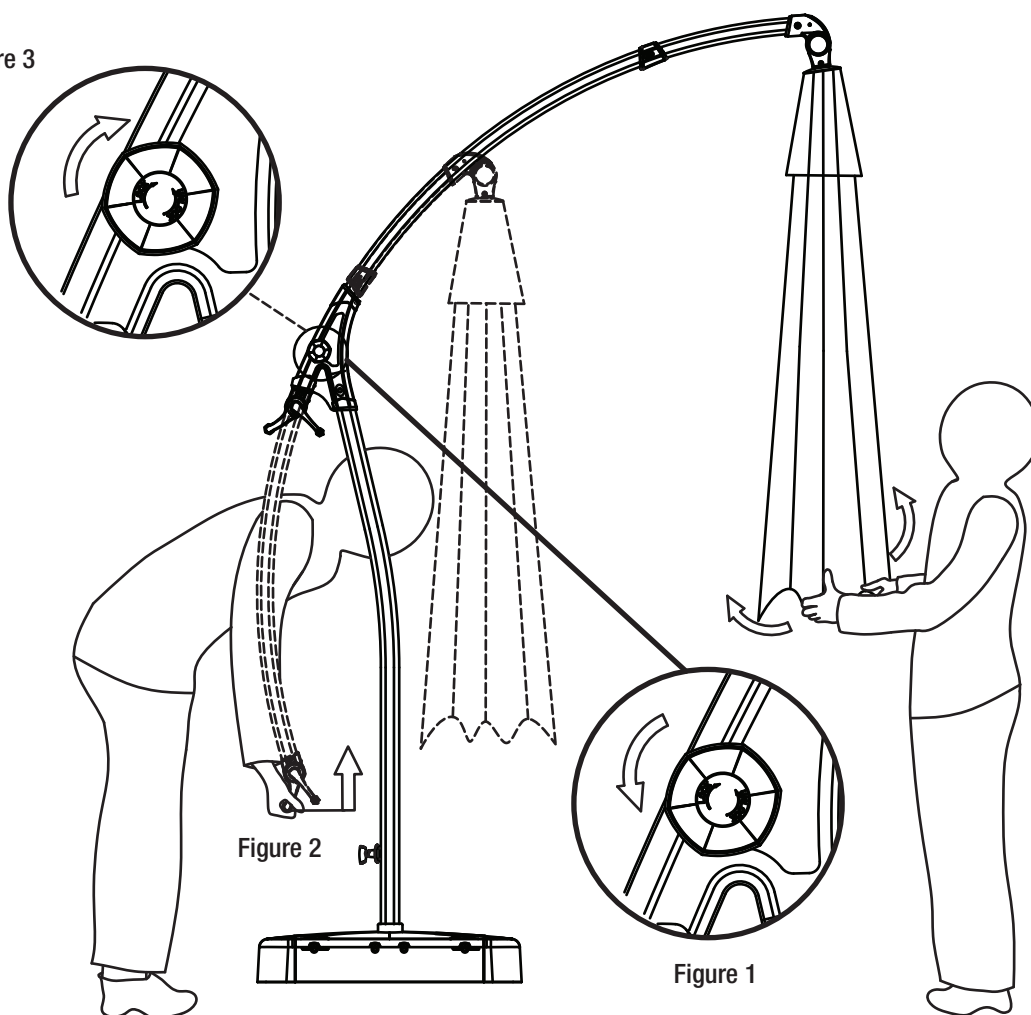


## Operation (continued)

### 2 RAISING THE UMBRELLA

- Loosen the knob on the umbrella shade as shown in figure 1 by turning it counterclockwise until it is fully loose.
- Hold the umbrella handle and push the long bent tube upward as shown in figure 2 until it stops and the umbrella is fully extended.
- Fully tighten the knob on the umbrella shade clockwise as shown in figure 3 to lock the handle in place.
- Shake the canopy to separate with the umbrella ribs.

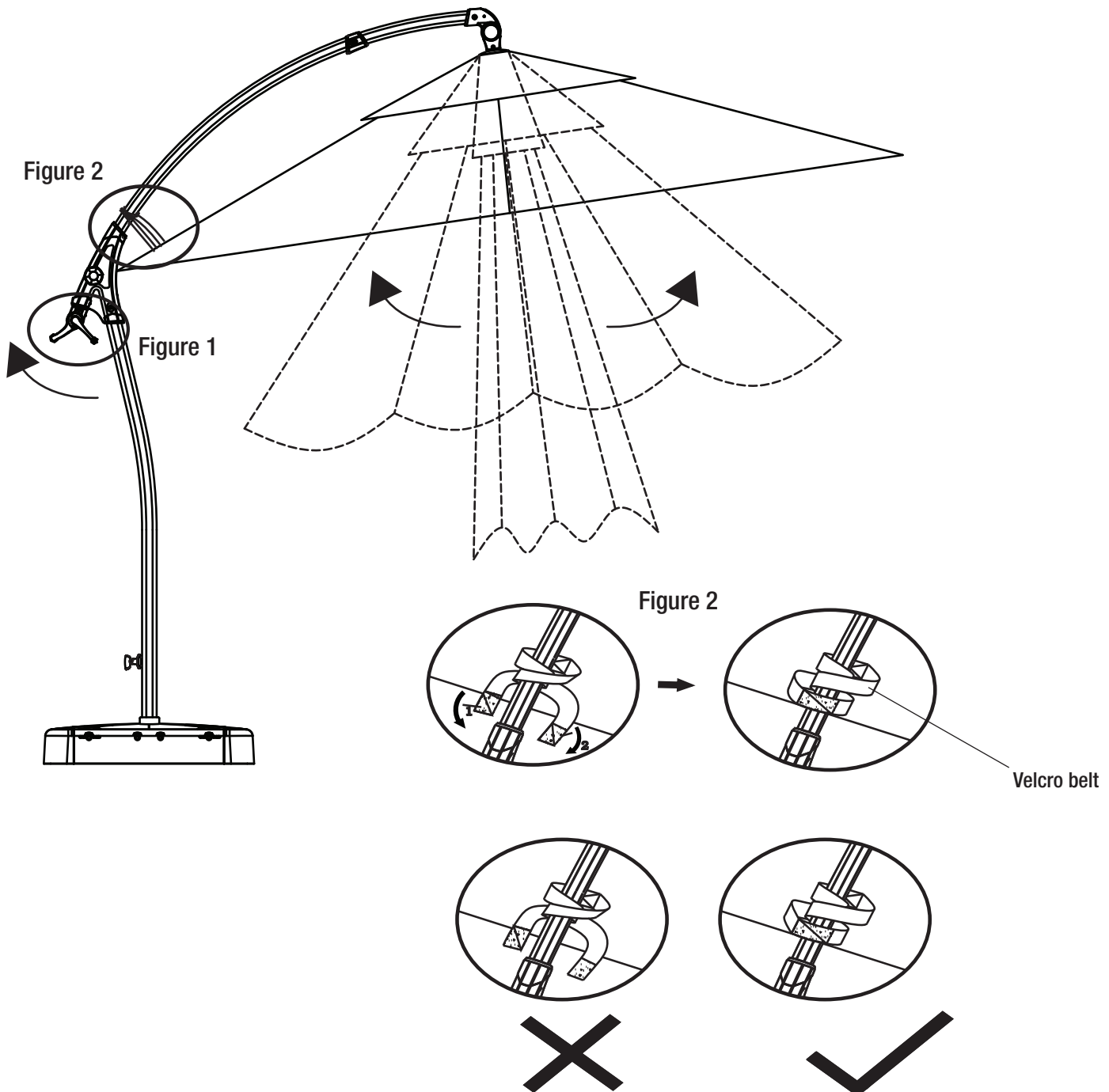
Figure 3



# Operation (continued)

## 3 OPENING THE UMBRELLA

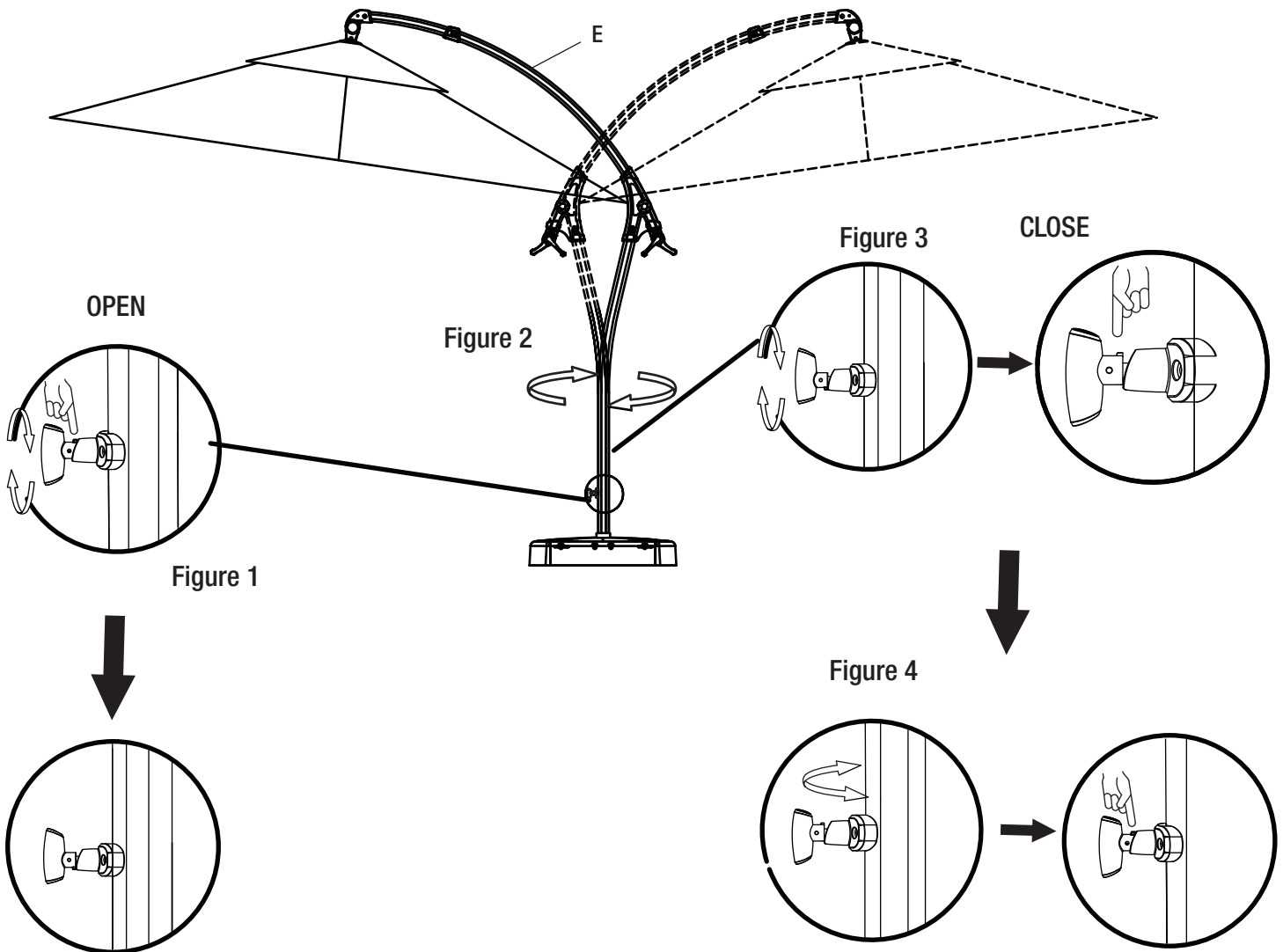
- Slowly turn the crank (D) clockwise to open the umbrella as shown in figure 1.
- When the umbrella is fully open, fasten the velcro belt to stabilize the umbrella. Make sure the velcro belt is tightened as shown in figure 2.



# Operation (continued)

## 4 OPERATING THE UMBRELLA

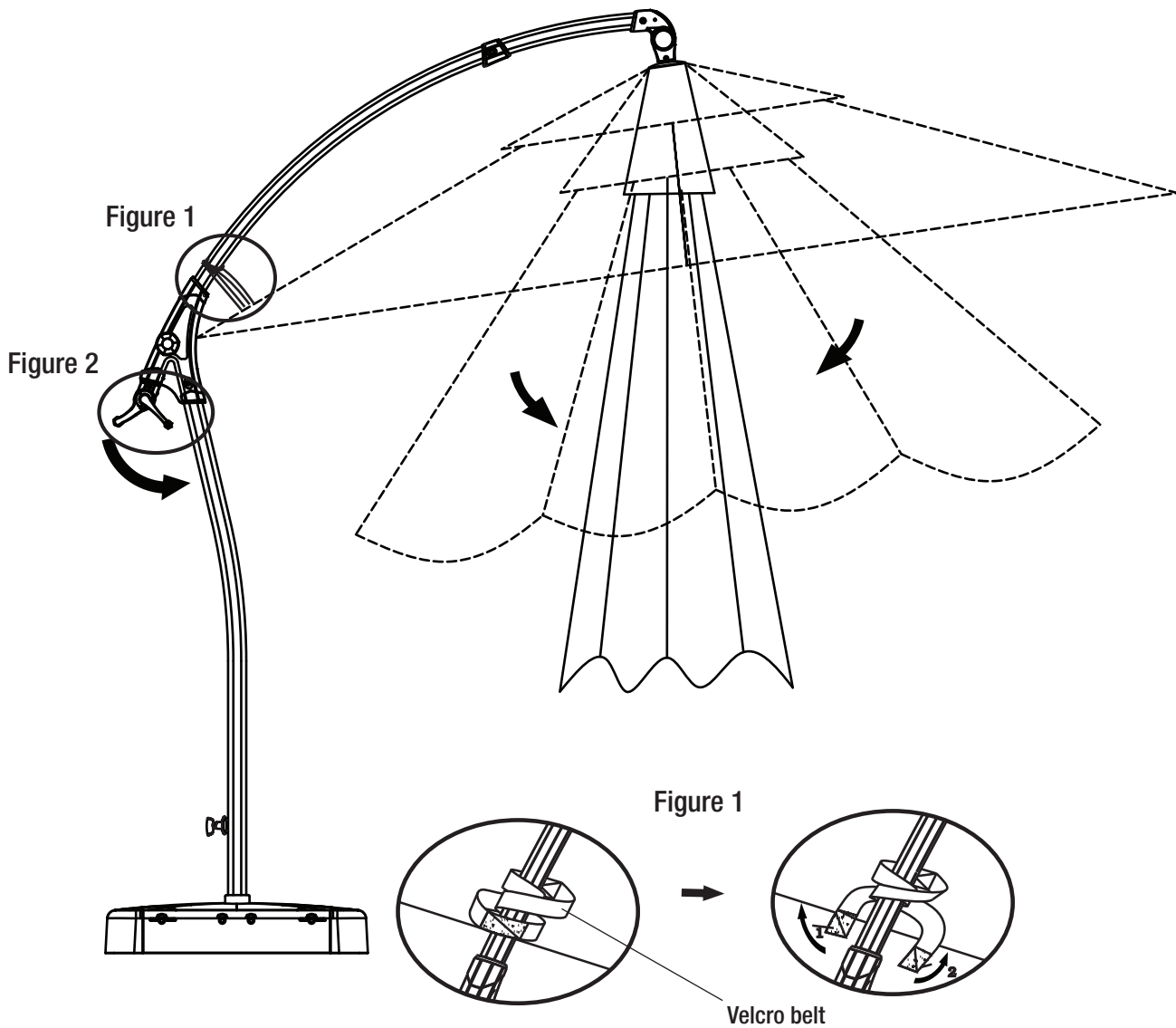
- Rotate the locking knob 180 degrees clockwise as shown in figure 1.
- Hold the umbrella handle with one hand and hold the short bent tube with the other hand to rotate the umbrella as shown in figure 2. (The umbrella can rotate up to 360 degrees.)
- When the umbrella is at the desired position, rotate the knob 180 degrees clockwise as shown in figure 3.
- Rotate the umbrella shade (E) until the locking knob automatically secures as shown in figure 4.



# Operation (continued)

## 5 CLOSING THE UMBRELLA

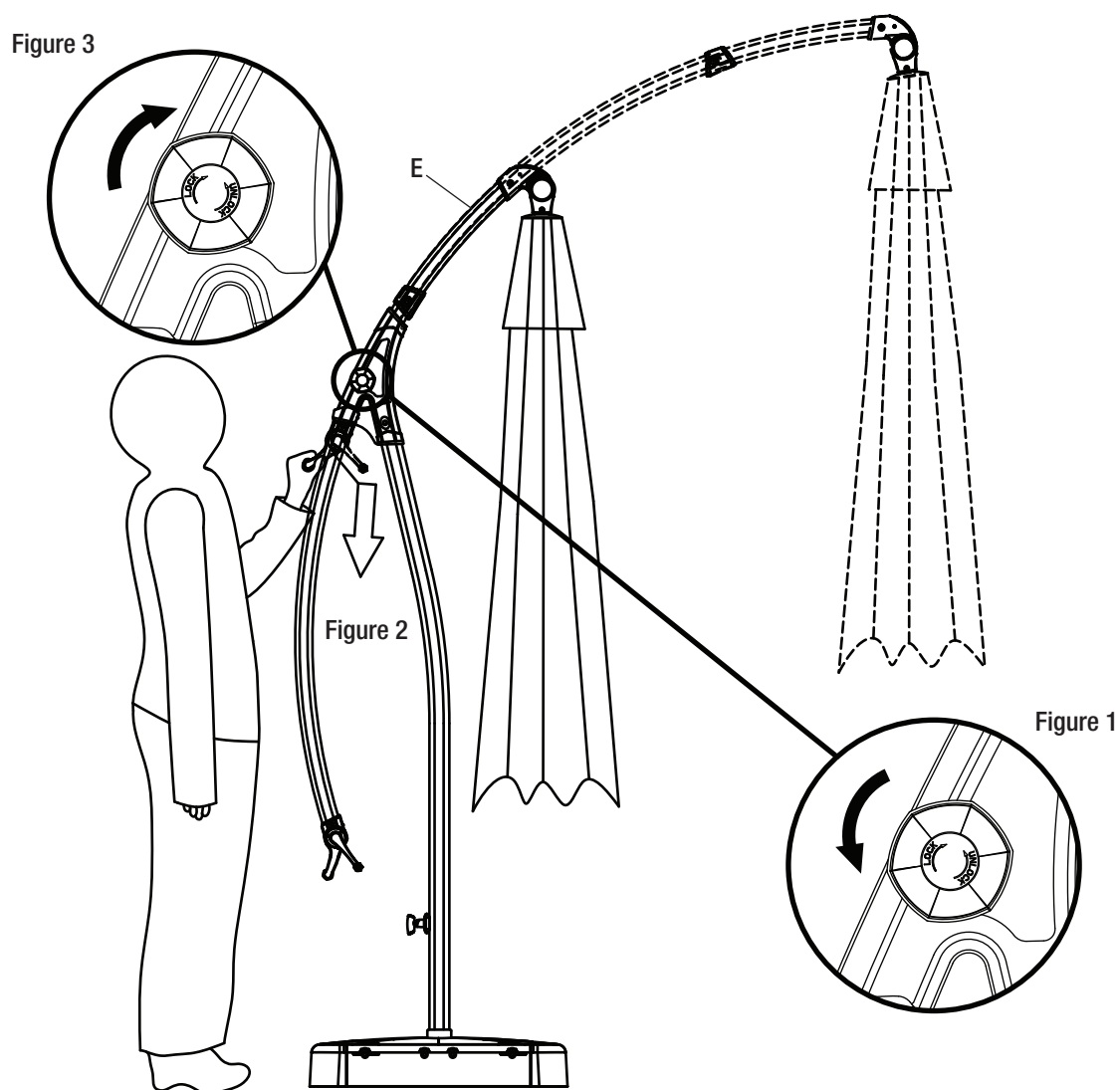
- Loosen the velcro belt as shown in figure 1.
- Turn the crank counterclockwise to close the umbrella as shown in figure 2.



## Operation (continued)

### 6 CLOSING THE UMBRELLA

- When the umbrella is closed, fully loosen the knob on the umbrella shade (E) by turning it counterclockwise as shown in figure 1.
- Hold the handle and pull the long bent tube downward as shown in figure 2.
- Tighten the knob on the umbrella shade (E) by turning clockwise as shown in figure 3 after closing the umbrella.

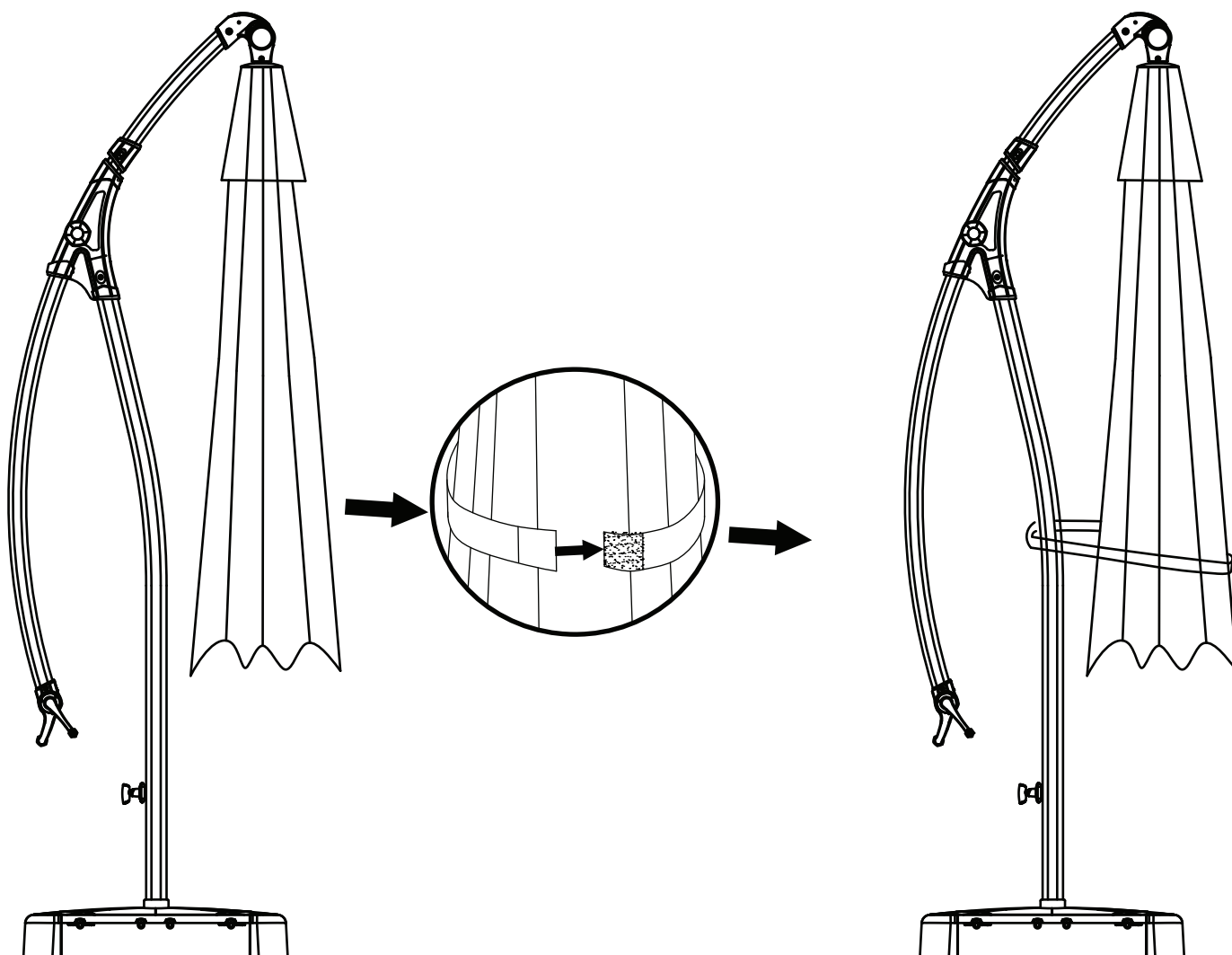




## Operation (continued)

### 7 STORING THE UMBRELLA

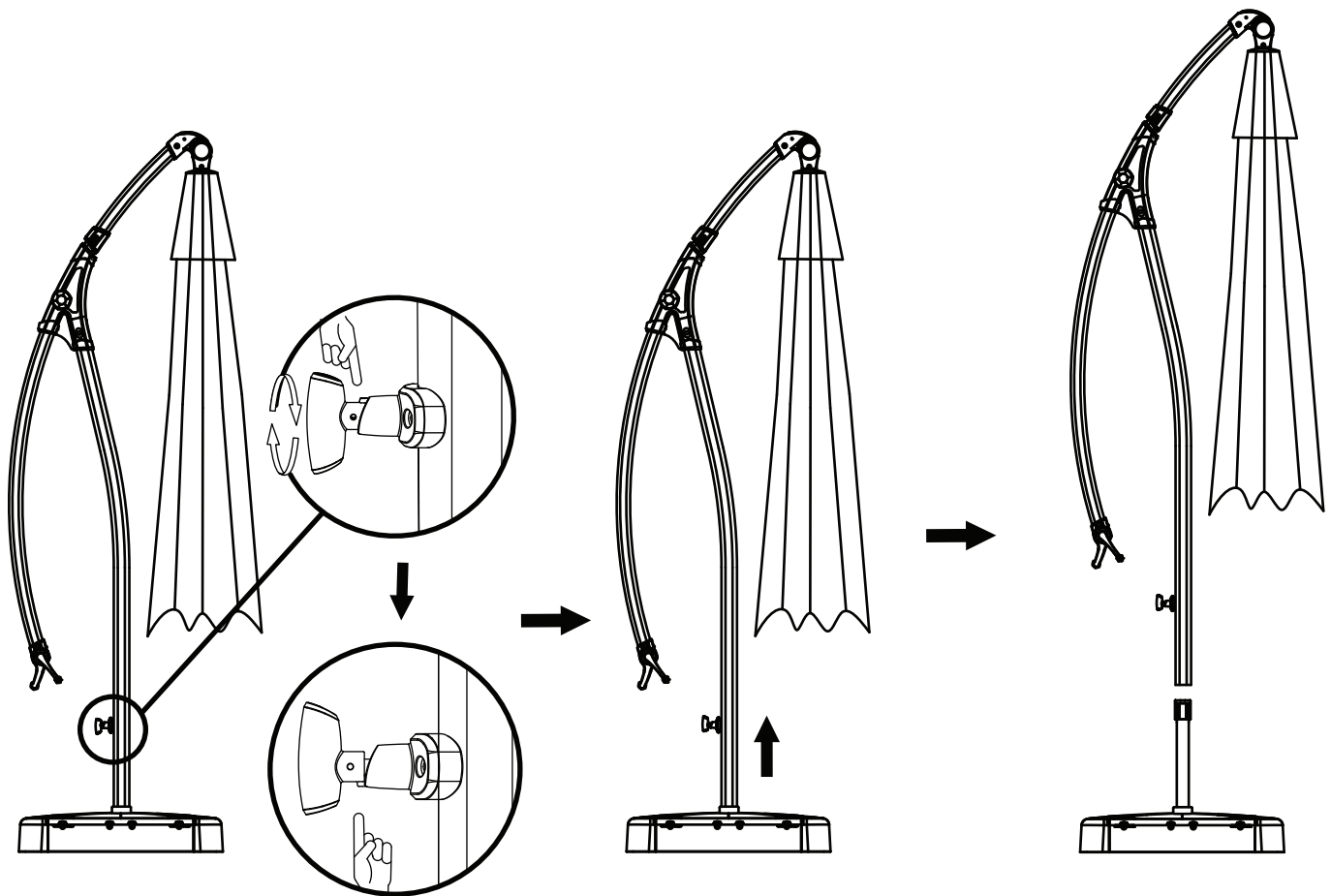
- Tie the umbrella to the umbrella pole with the Velcro belt when not in use, as shown below.



## Operation (continued)

### 8 STORING THE UMBRELLA

- Loosen the knob on the umbrella shade as shown by turning it counterclockwise until it is fully loose.
- Pull out the umbrella shade and separate with umbrella base when not in use.



## Care and Cleaning

- For best results, clean the umbrella with damp cloth and dry thoroughly. This will help prevent mildew by removing dirt particles that may accumulate.
- Do not clean with abrasive materials, bleach, or solvents.
- Store the umbrella, sheltered place when not in use.
- Keep the umbrella away from fire, extreme heat, freezing conditions, and inclement weather such as rain, hail, sleet, snow, or wind.



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Retain this manual for future use.