

Garden Winds

4950 E 2<sup>nd</sup> St.

Benicia, CA 94510

[customerservice@gardenwinds.com](mailto:customerservice@gardenwinds.com)

877.479.4637

### Replacement Canopy Installation Instructions

Safety First: WARNING!!! This process requires a person to use a ladder to reach the top of the gazebo. It is important that the ladder that you use be stable and safe. It is important that a second person be present in the event you need help. Safety should be your number one priority to prevent falling during installation. If you do not feel comfortable removing or installing the canopy, please seek a professional for help.

Remove Your Old Canopy First

1. Ladder - You will need a stable ladder that will allow you to safely reach the top of the gazebo.
2. Loosen Bottom Tier Canopy – Unfasten all Velcro straps. Velcro straps are usually located on the seams of the canopy. Next begin removing the bottom tier canopy. Start with any corner. Pull the canopy fabric away from the corner, and then towards the center of the gazebo roof. Repeat this for all four corners of the bottom tier canopy. With the bottom tier canopy loosened, push the fabric of the bottom tier towards the center of the roof, and let the canopy sit there on the frame for now. Now it's time to remove the top tier canopy.
3. Remove the Top Tier Canopy – Start by removing the roof bars from the corner pockets. Do this by pulling the corner pockets away from the center of the gazebo. Repeat this for all four corners. Unfasten any Velcro straps that are attached to the top tier frame. You should now be able to completely remove the top tier canopy from your gazebo.
4. Remove the Bottom Tier Canopy – Remove the bottom tier canopy from the gazebo by looping the center square hole through the top tier frame. The top tier frame has four prongs, each pointing towards one corner of the gazebo. This process will require you to loop the center hole of the bottom canopy through one prong at a time. The first prong is always the most difficult. The process gets easier with each prong of top tier. If the center hole of the canopy is too tight to fit through the prongs, you may need to temporarily loosen the prongs of the top tier from the hub. Once done, you can completely remove the canopy from the gazebo.

Installing New Canopy

1. Ladder - You will need a stable ladder that will allow you to safely reach the top of the gazebo.
2. Partially Install Bottom Tier Canopy – First, remove the top tier from the bottom tier by unzipping the netting that attaches the top tier and bottom tier together. Then, begin by installing the bottom tier canopy first. Do this by looping the center square hole of the bottom canopy through the top tier frame. The top tier frame has four prongs. Loop the center hole of the bottom

canopy through each prong, one prong at a time. Do this for all four prongs. If you loosened the top tier roof bars during removal of the old canopy, here is when you want to tighten the top tier roof bars in place. Doing this will allow you to install the top tier later. Once this is done, let the bottom tier canopy rest on the roof structure. Do not fully install the bottom tier canopy yet, you will still need access to the top of the gazebo to install the top tier.

3. Install the Top Tier Canopy – Rest the top tier canopy on the top tier frame. Pull each corner of the top tier towards the end of the prongs. Insert ends of prongs into the corner pockets one prong at a time. You will need to pull a little harder on the last corner pocket to complete the installation.

4. Fully Install Bottom Tier Canopy - Begin by pulling the corners of the canopy towards the corners of the gazebo frame. Fasten the bottom tier tightly to the frame by placing the corners of the canopy over the corners of the gazebo frame. Do this for all four corner pockets. You will need to pull harder on the last corner pocket, as there is less slack available. Then fasten available Velcro straps to the roof bars. Finally, connect the bottom tier and top tier together via the zipper lining.

5. You're finished! Enjoy your new canopy!!!

Copyrighted – Garden Winds