

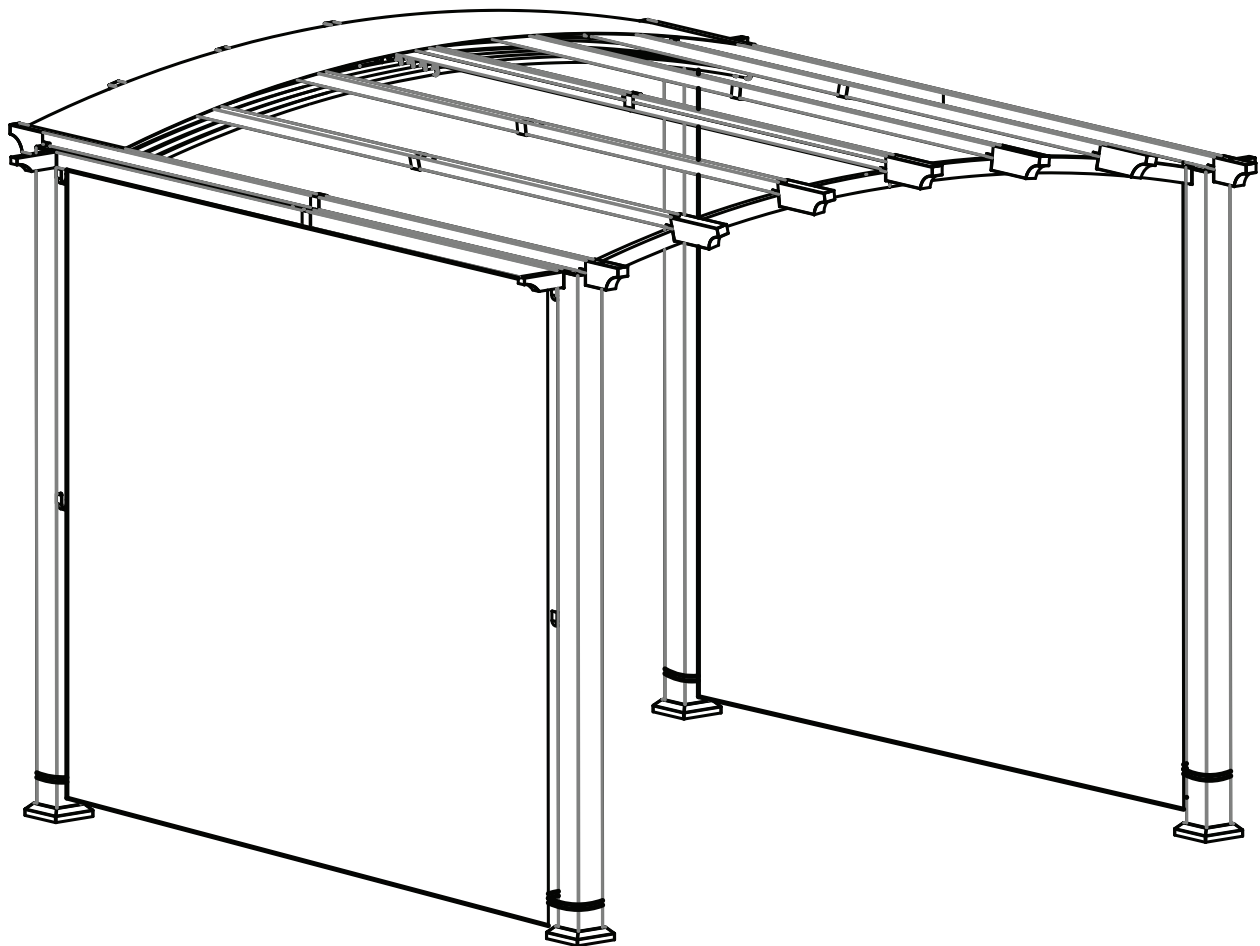
Item # 0000 000 000

Model # GFS60005C

# HAMPTON BAY<sup>®</sup>

## USE AND CARE GUIDE

### MILLBAY PERGOLA



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**

---

THANK YOU

*We appreciate the trust and confidence you have placed in Hampton Bay through the purchase of this pergola. 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!*

# Table of Contents


Table of Contents.....	2	Pre-assembly .....	3
Safety Information .....	2	Planning assembly .....	3
Product Caution .....	2	Hardware included .....	3
Safety Warnings .....	2	Packaging contents .....	4
Warranty.....	2	Assembly .....	5
What is covered .....	2	Care and Cleaning .....	27
What is not covered .....	2		


# Safety Information

## PRODUCT CAUTION


This pergola 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 pergola 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.


 **WARNING:** This pergola unit is heavy, and may require two adults for safe assembly.

 **WARNING:** Keep all flame and heat sources away from this pergola fabric.

 **WARNING:** This application of any foreign substance to the pergola fabric may render the flame resistant properties ineffective.

 **WARNING:** This pergola is made with fabric that meets CPAI - 84 specifications for flame resistance. It is not fire proof. The fabric will burn if left continuous contact with any flame source.

 **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

## 2 YEAR LIMITED WARRANTY

### WHAT IS COVERED

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

### 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.

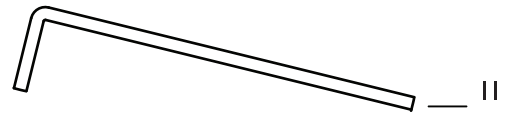
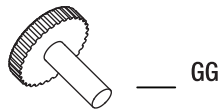
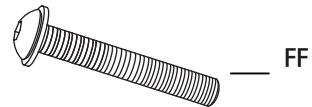
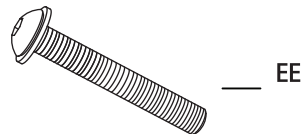
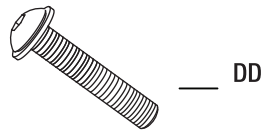
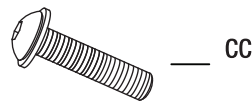
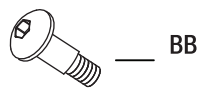
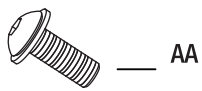


**NOTE:** More than one person may be required to assemble this product.

## HARDWARE INCLUDED



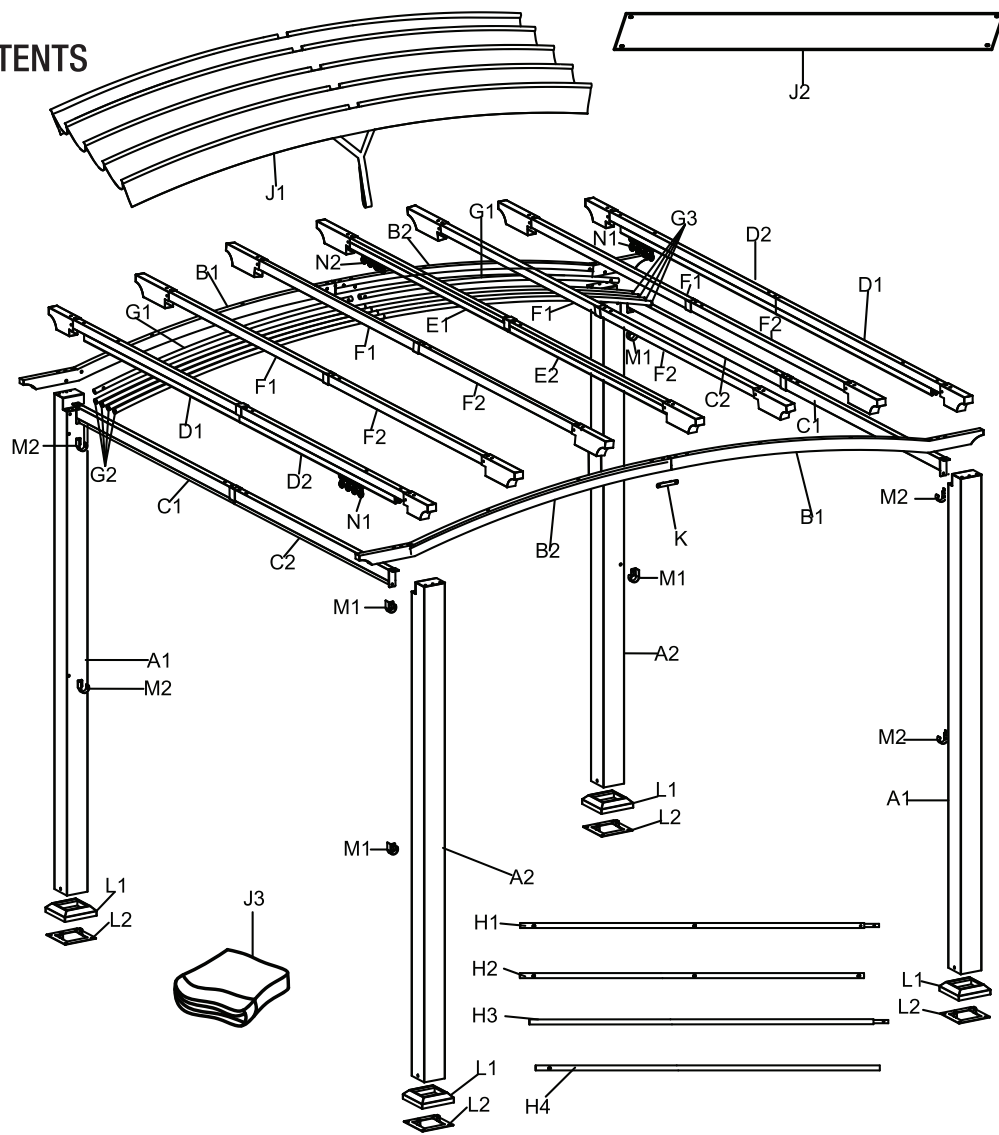
**NOTE:** Hardware not shown to actual size.



Part	Description	Quantity
AA	M6x15 combination bolt	48+1
BB	M6x18 countersunk bolt	8+1
CC	M6x35 combination bolt	10+1
DD	M6x45 combination bolt	4+1
EE	M6x55 combination bolt	16+1
FF	M6x65 combination bolt	10+1
GG	Knob	8+1
HH	Hex Wrench	2
II	Stake	8+1

# Pre-Assembly (continued)

## PACKAGE CONTENTS



Part	Description	Quantity
A1	Post 1	2
A2	Post 2	2
B1	Right connector bar	2
B2	Left connector bar	2
C1	Straight connector bar 1	2
C2	Straight connector bar 2	2
D1	Side top bar 1	2
D2	Side top bar 2	2
E1	Middle top bar 1	1
E2	Middle top bar 2	1
F1	Side top bar 3	4
F2	Side top bar 4	4
G1	Fixed shade rod	2
G2	Activity shade rod 1	4
G3	Activity shade rod 2	4

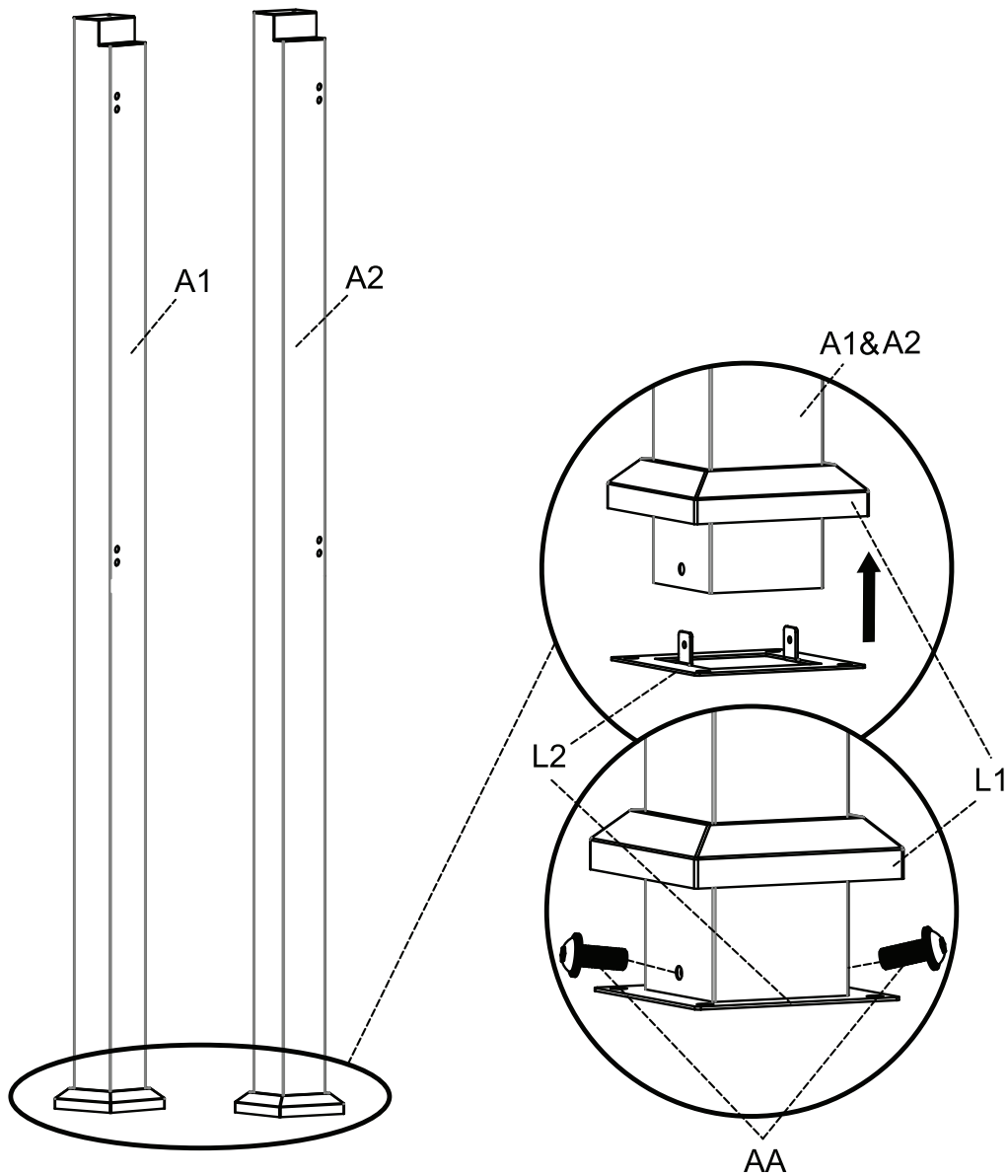
Part	Description	Quantity
H1	Upper shade rod 1	2
H2	Upper shade rod 2	2
H3	Lower shade rod 1	2
H4	Lower shade rod 2	2
J1	Fabric shade	1
J2	Protective cover	1
J3	Curtain	2
K	Magnet iron plate	1
L1	Post base cover	4
L2	Post base	4
M1	Hook 1	4
M2	Hook 2	4
N1	Plastic wheel 1	8
N2	Plastic wheel 2	4



# Assembly

## 1 ATTACHING THE POST BASE COVERS AND THE POST BASES TO THE POSTS

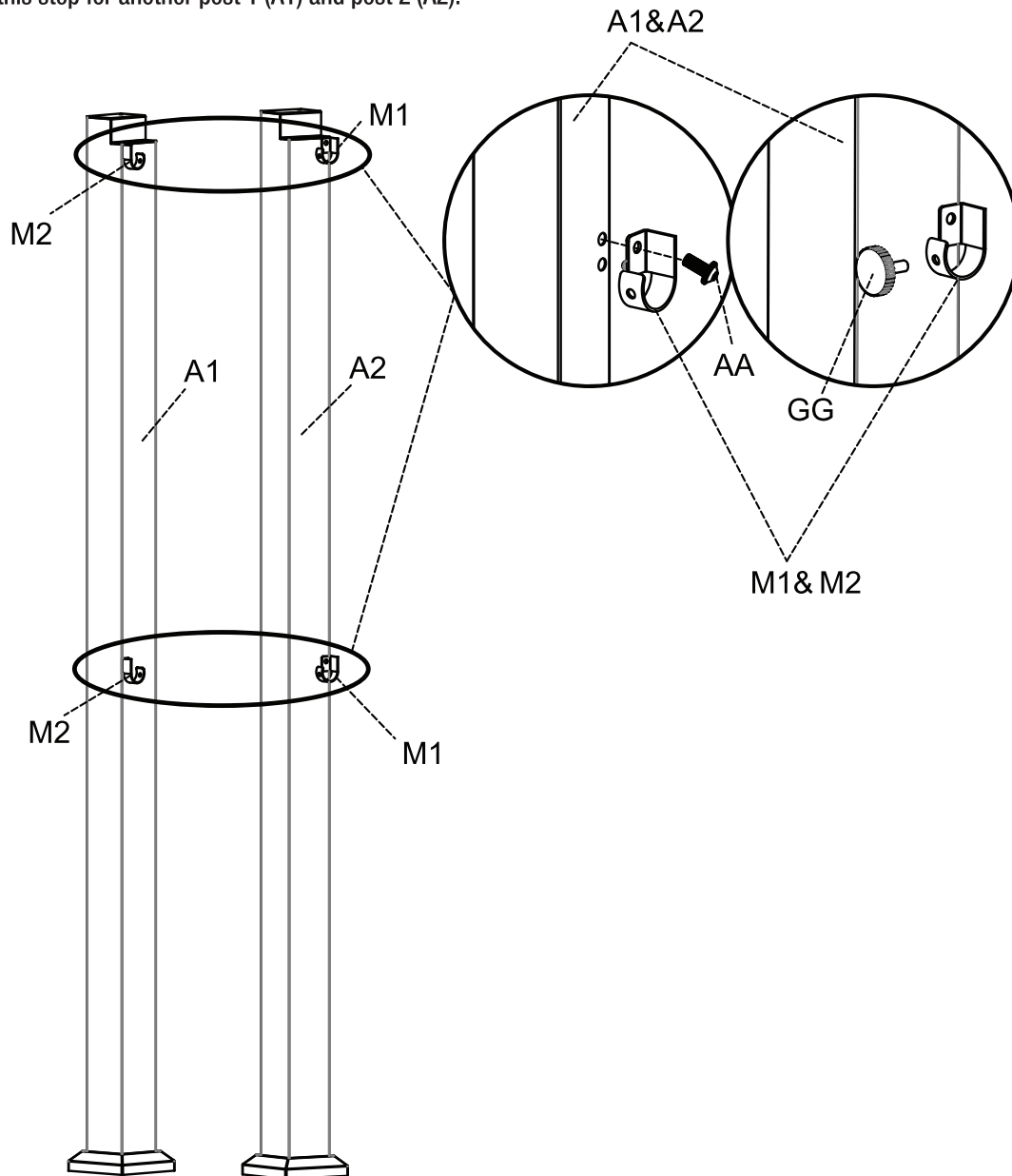
- Insert the post base covers (L1) into the post 1 (A1) and the post 2 (A2) from the bottom.
- Attach the post 1 (A1) and the post 2 (A2) to the post bases (L2) using M6x15 combination bolts (AA).
- Fully tighten the bolts using the hex wrench (HH).
- Repeat this step for another post 1 (A1) and post 2 (A2).



## Assembly (continued)

### 2 ATTACHING THE HOOKS TO THE POSTS AND SCREWING THE KNOBS TO THE HOOKS

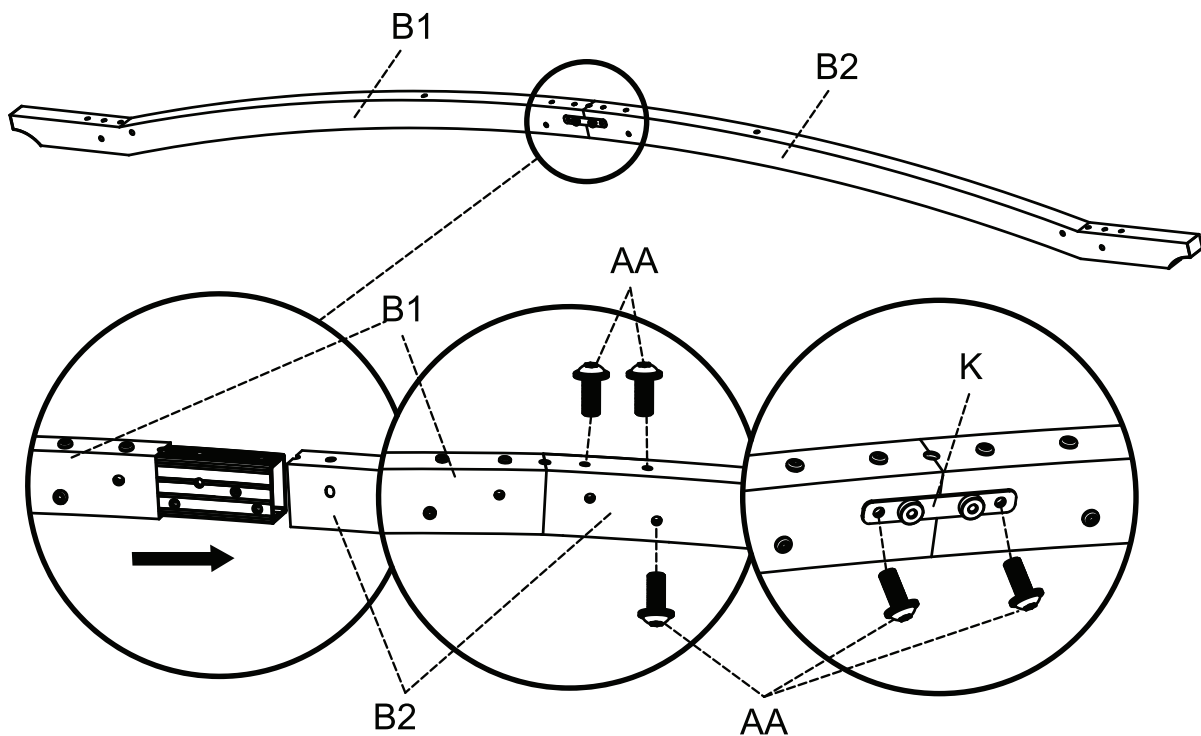
- Attach the hooks 1 (M1) to the post 2 (A2), the hooks 2 (M2) to the post 1 (A1) using M6x15 combination bolts (AA), shown as below.
- Screw the knobs (GG) to the hooks 1 (M1) and the hooks 2 (M2).
- Fully tighten the bolts using the hex wrench (HH).
- Repeat this step for another post 1 (A1) and post 2 (A2).



## Assembly (continued)

### 3 ATTACHING THE RIGHT CONNECTOR BAR TO THE LEFT CONNECTOR BAR WITH THE MAGNET IRON PLATE

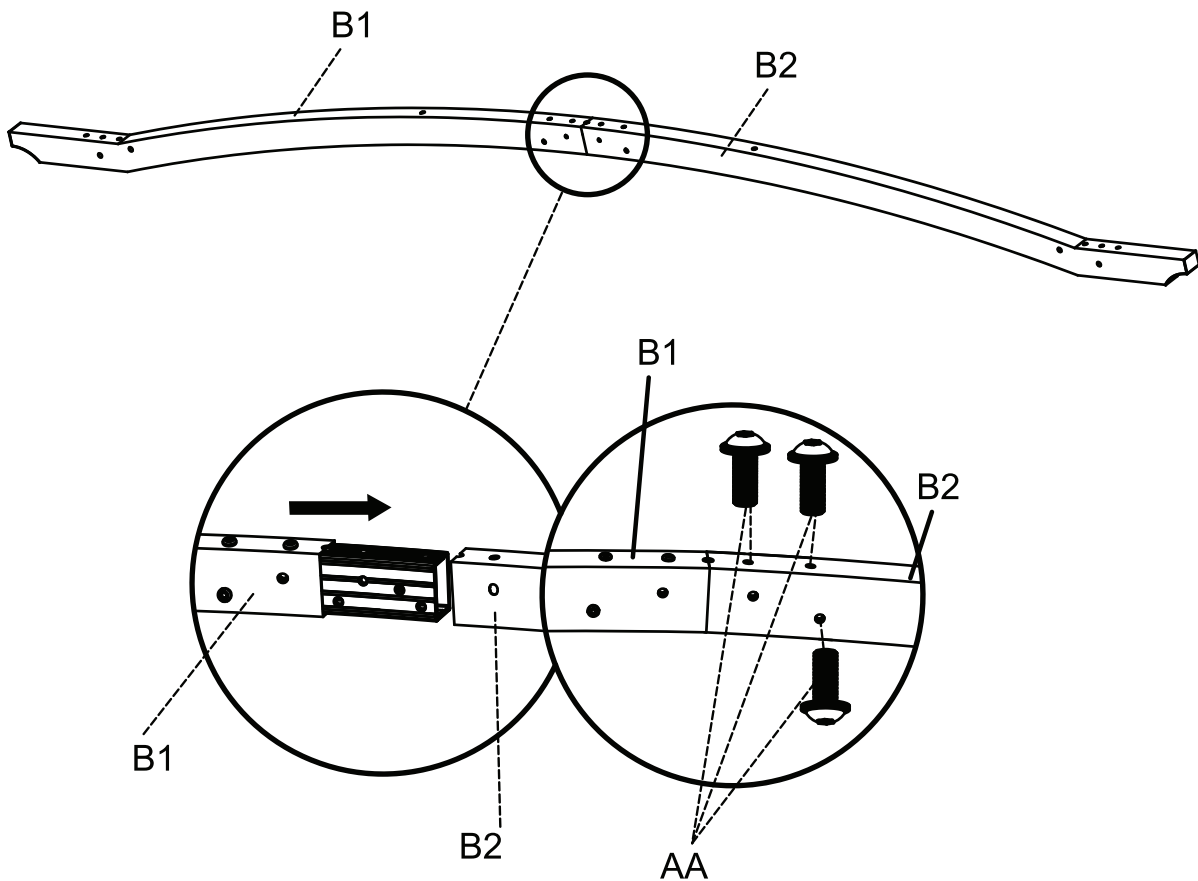
- Insert the right connector bar (B1) into the left connector bar (B2), align the hole and secure with M6x15 combination bolts (AA).
- Attach the magnet iron plate (K) to the assembled right connector bar (B1) and left connector bar (B2) using M6x15 combination bolts (AA), shown as below.
- Fully tighten the bolts using the hex wrench (HH).



## Assembly (continued)

### 4 ATTACHING THE RIGHT CONNECTOR BAR TO THE LEFT CONNECTOR BAR

- Insert the right connector bar (B1) into the left connector bar (B2), align the hole and secure with M6x15 combination bolts (AA), shown as below.
- Fully tighten the bolts using the hex wrench (HH).



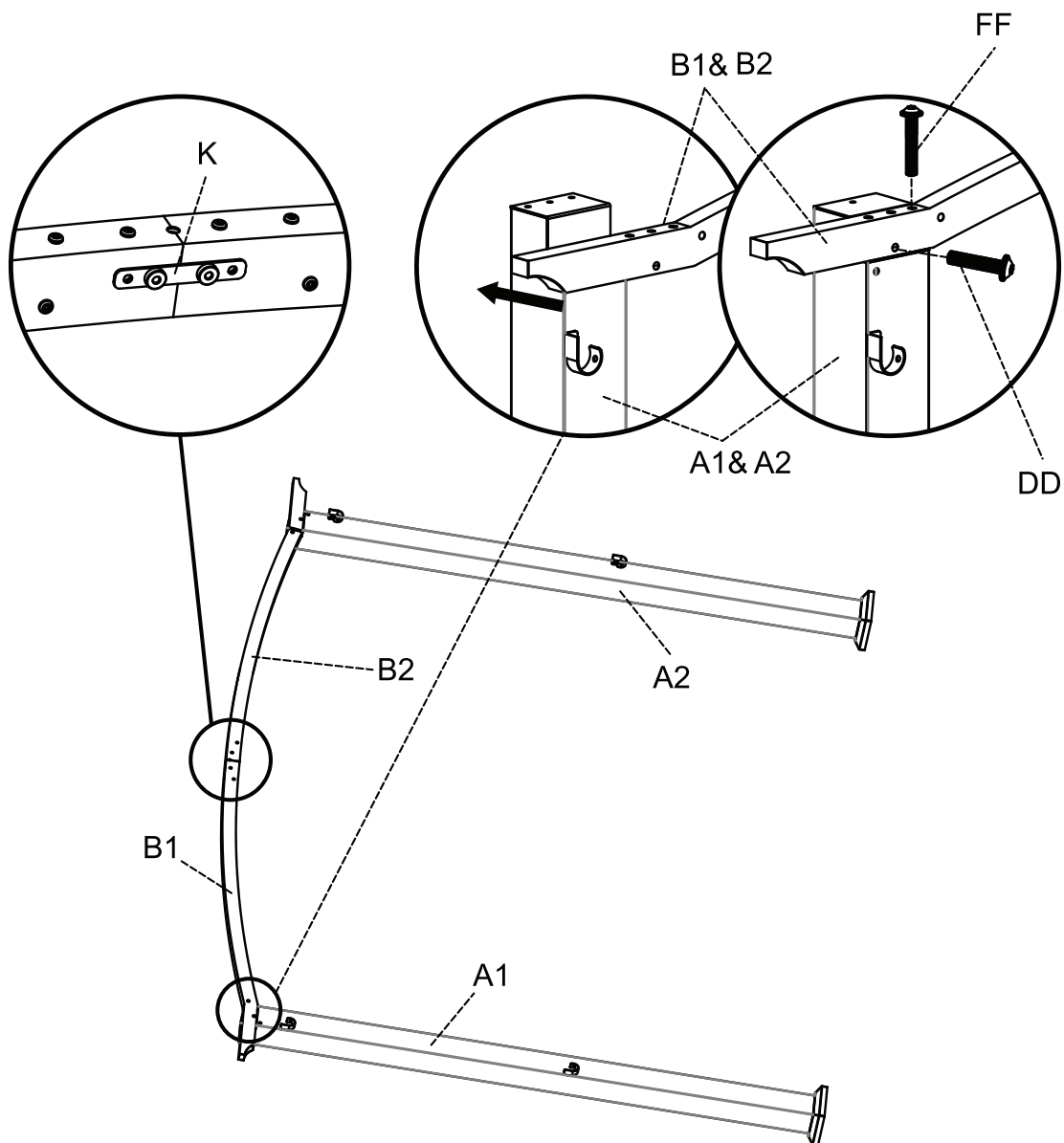
## Assembly (continued)

### 5 ATTACHING THE RIGHT CONNECTOR BARS AND THE LEFT CONNECTOR BARS TO THE POSTS

- Attach the assembled right connector bar (B1) and the left connector bar (B2) to the post 1 (A1) and the post 2 (A2) using M6x65 combination bolts (FF) and M6x45 combination bolts (DD), shown as below.
- Fully tighten the bolts using the hex wrench (HH).
- Repeat this step for another side.



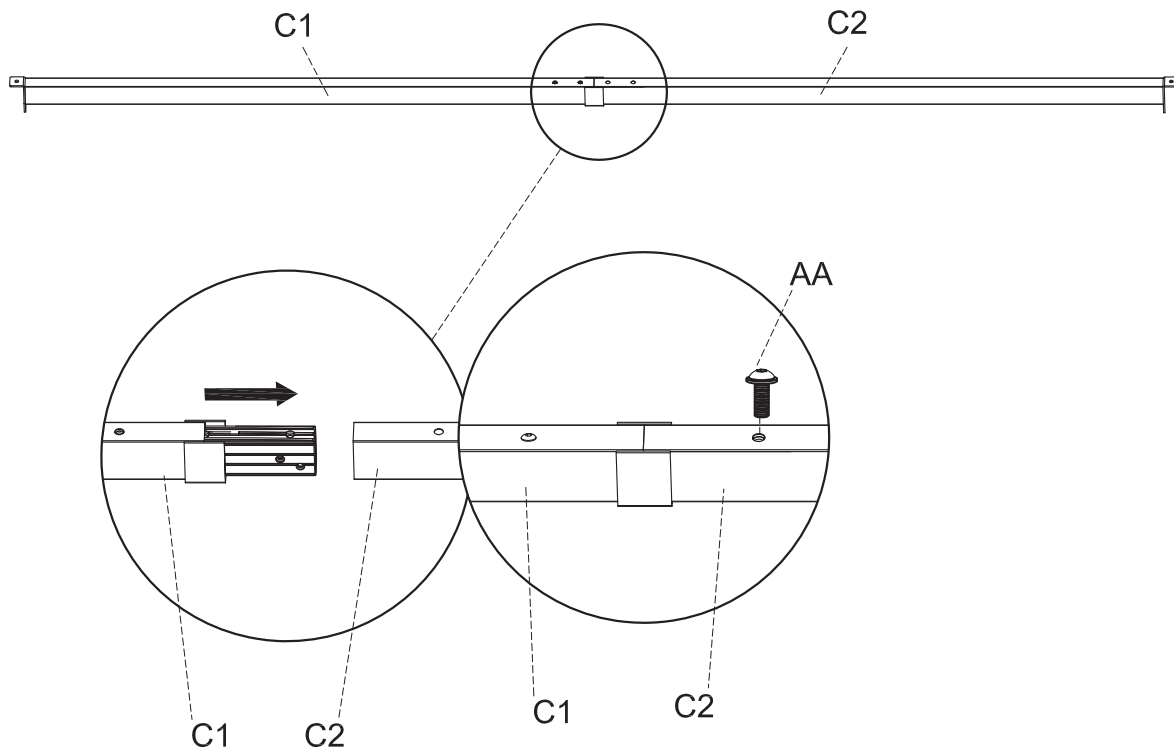
**NOTE:** Pay attention to the hole direction. The hole in assembled right connector bar (B1) and left connector bar (B2) must face the inside of the posts.



## Assembly (continued)

### 6 ATTACHING THE STRAIGHT CONNECTOR BARS

- Insert the straight connector bar 1 (C1) into the straight connector bar 2 (C2), align the hole and secure with an M6x15 combination bolt (AA), as shown below.
- Fully tighten the bolts using the hex wrench (HH).
- Repeat this step for another straight connector bar 1 (C1) and straight connector bar 2 (C2).



X 2

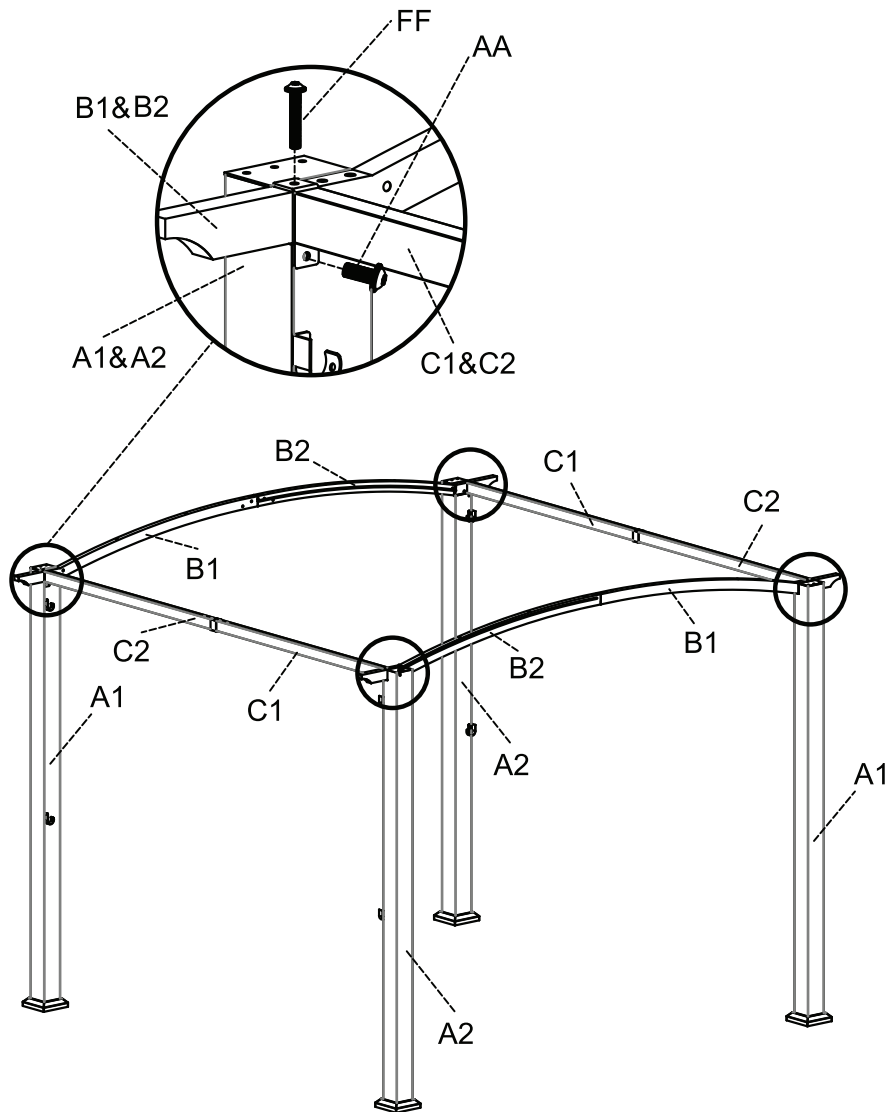
# Assembly (continued)

## 7 ATTACHING THE STRAIGHT CONNECTOR BARS TO THE POSTS

- Attach the assembled straight connector bar 1 (C1) and the straight connector bar 2 (C2) to the right connector bar (B1) and the left connector bar (B2) using M6x65 combination bolts (FF).
- Attach the assembled straight connector bar 1 (C1) and straight connector bar 2 (C2) to the post 1 (A1) and the post 2 (A2) using M6x15 combination bolts (AA).
- Fully tighten the bolts using the hex wrench (HH).
- Repeat this step for another side.



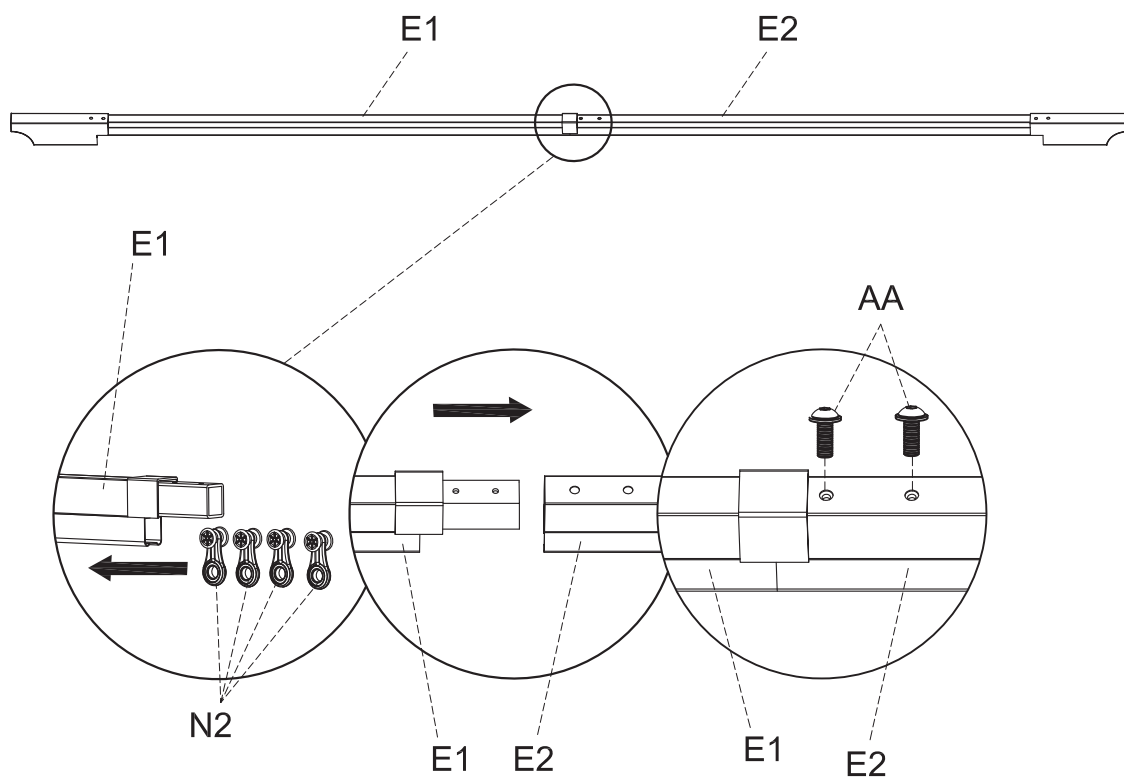
NOTE: Suggest using two ladders to assemble this step.



## Assembly (continued)

### 8 PLACING THE PLASTIC WHEELS 2 TO THE MIDDLE TOP BAR 1 AND ATTACHING THE MIDDLE TOP BAR 1 TO THE MIDDLE TOP BAR 2

- Place four plastic wheels 2 (N2) to the middle top bar 1 (E1).
- Attach the middle top bar 1 (E1) to the middle top bar 2 (E2), align the hole and secure with M6x15 combination bolts (AA), shown as below.
- Fully tighten the bolts using the hex wrench (HH).





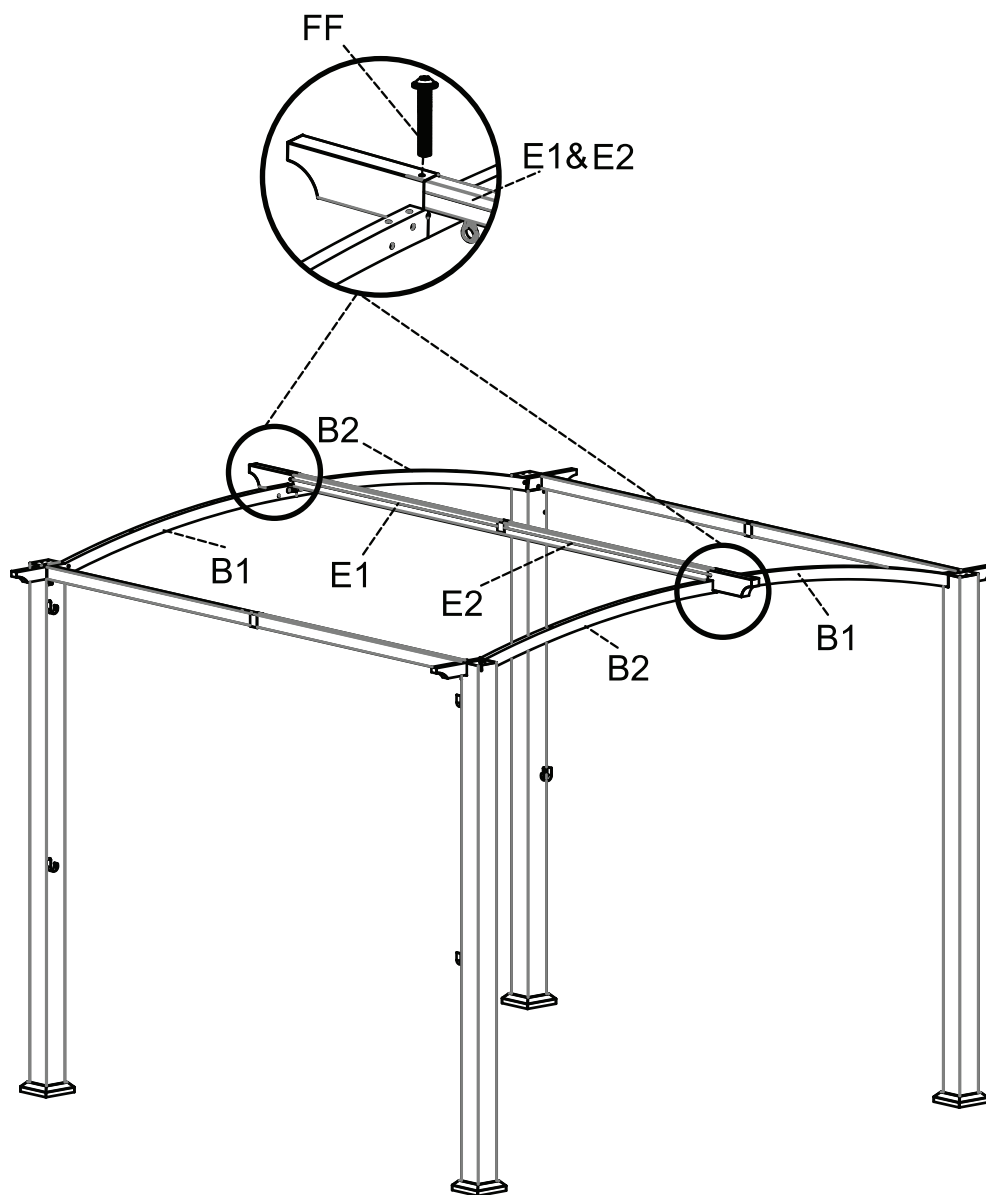
## Assembly (continued)

### 9 ATTACHING THE MIDDLE TOP BARS TO THE CONNECTOR BARS

- Attach the middle top bar 1 (E1) and the middle top bar 2 (E2) to the middle of the assembled right connector bar (B1) and the left connector bar (B2) using M6x65 combination bolts (FF).
- Fully tighten the bolts using the hex wrench (HH).



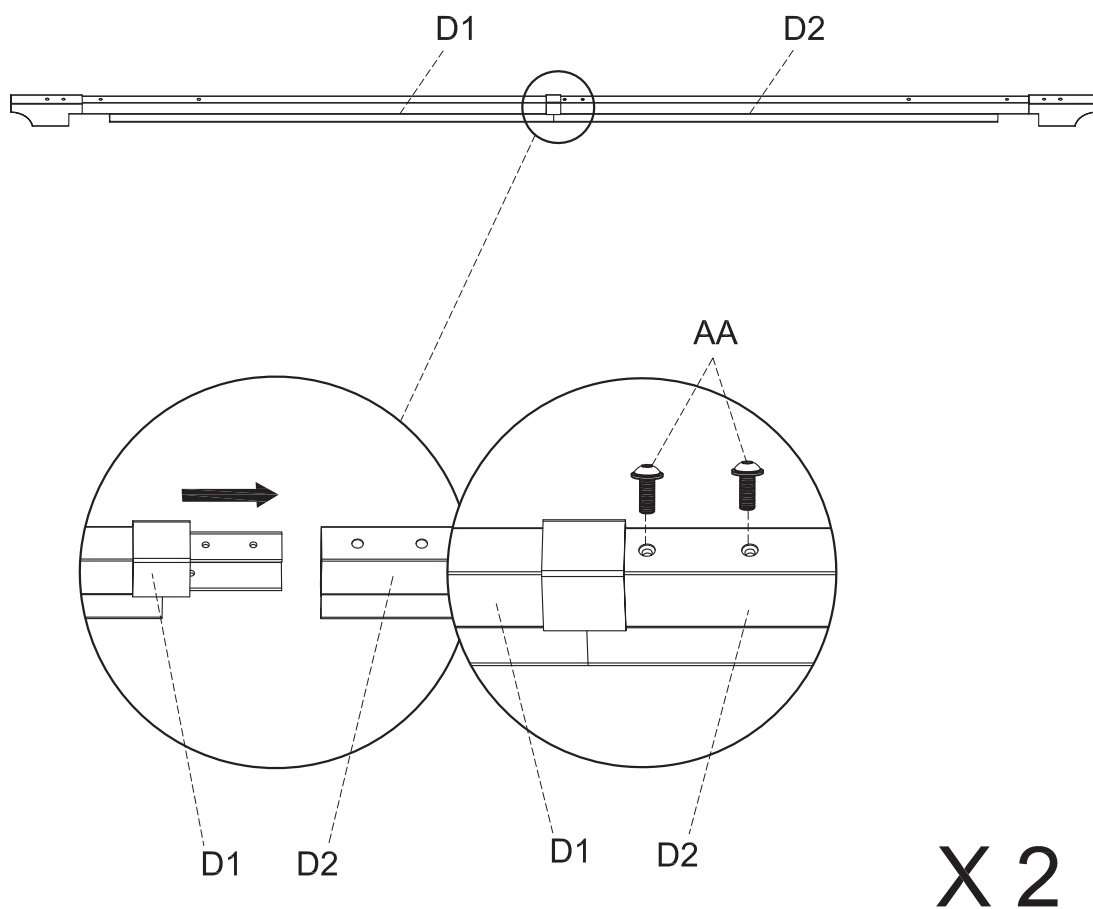
**NOTE:** Suggest using two ladders to assemble this step.



## Assembly (continued)

### 10 ATTACHING THE SIDE TOP BARS 1 TO THE SIDE TOP BARS 2

- Attach the side top bar 1 (D1) to the side top bar 2 (D2) using M6x15 combination bolts (AA), as shown below.
- Fully tighten the bolts using the hex wrench (HH).
- Repeat this step for another side top bar 1 (D1) and side top bar 2 (D2).



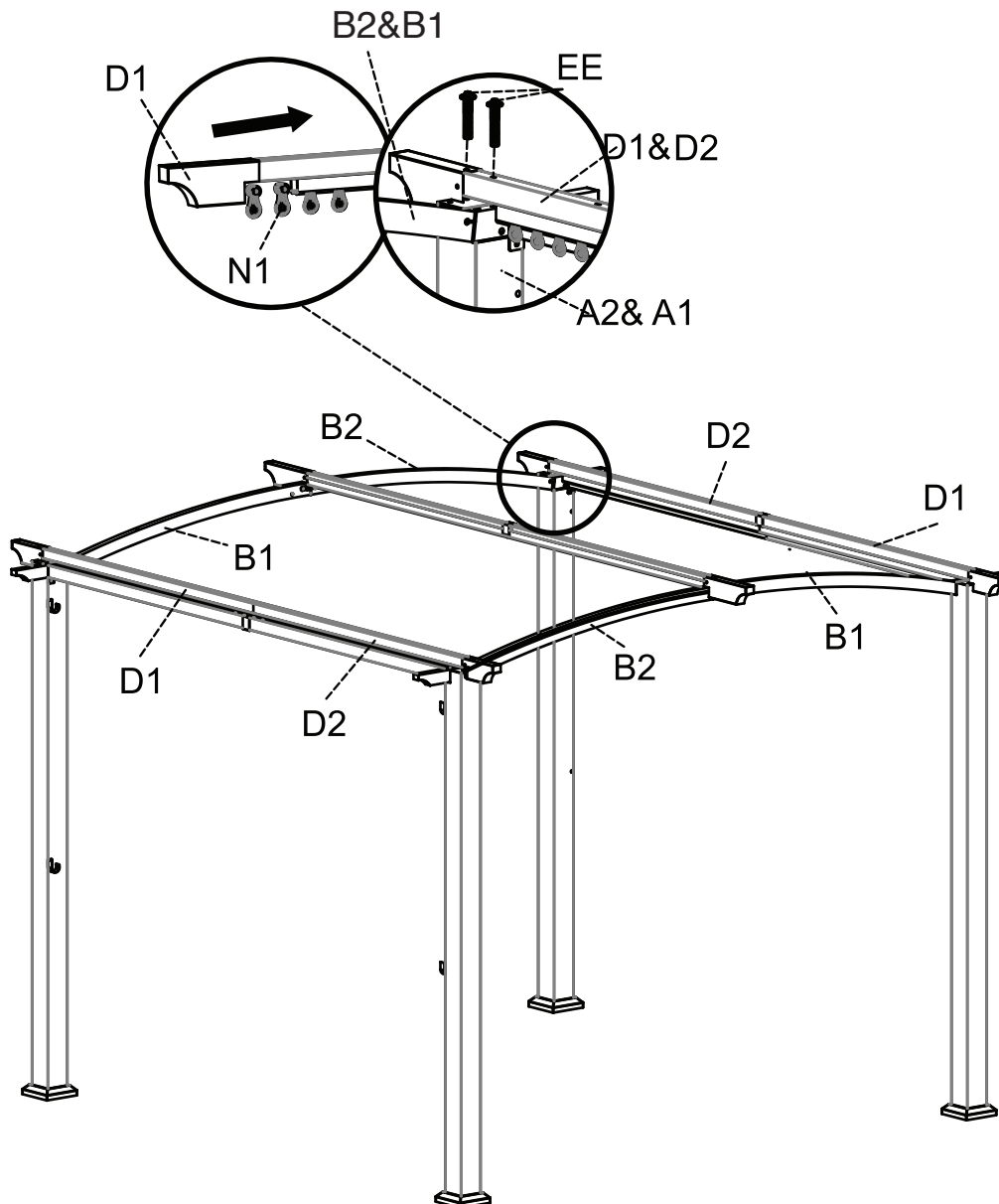
## Assembly (continued)

### 11 PLACING THE PLASTIC WHEELS 1 AND ATTACHING THE SIDE TOP BARS TO THE CONNECTOR BARS

- Place four plastic wheels 1 (N1) each into the side top bar 1 (D1) and the side top bar 2 (D2).
- Attach the assembled side top bars 1 (D1) and side top bars 2 (D2) to the right connector bars (B1) and the left connector bars (B2), align the hole and secure with M6x55 combination bolts (EE), shown as below.
- Fully tighten the bolts using the hex wrench (HH).



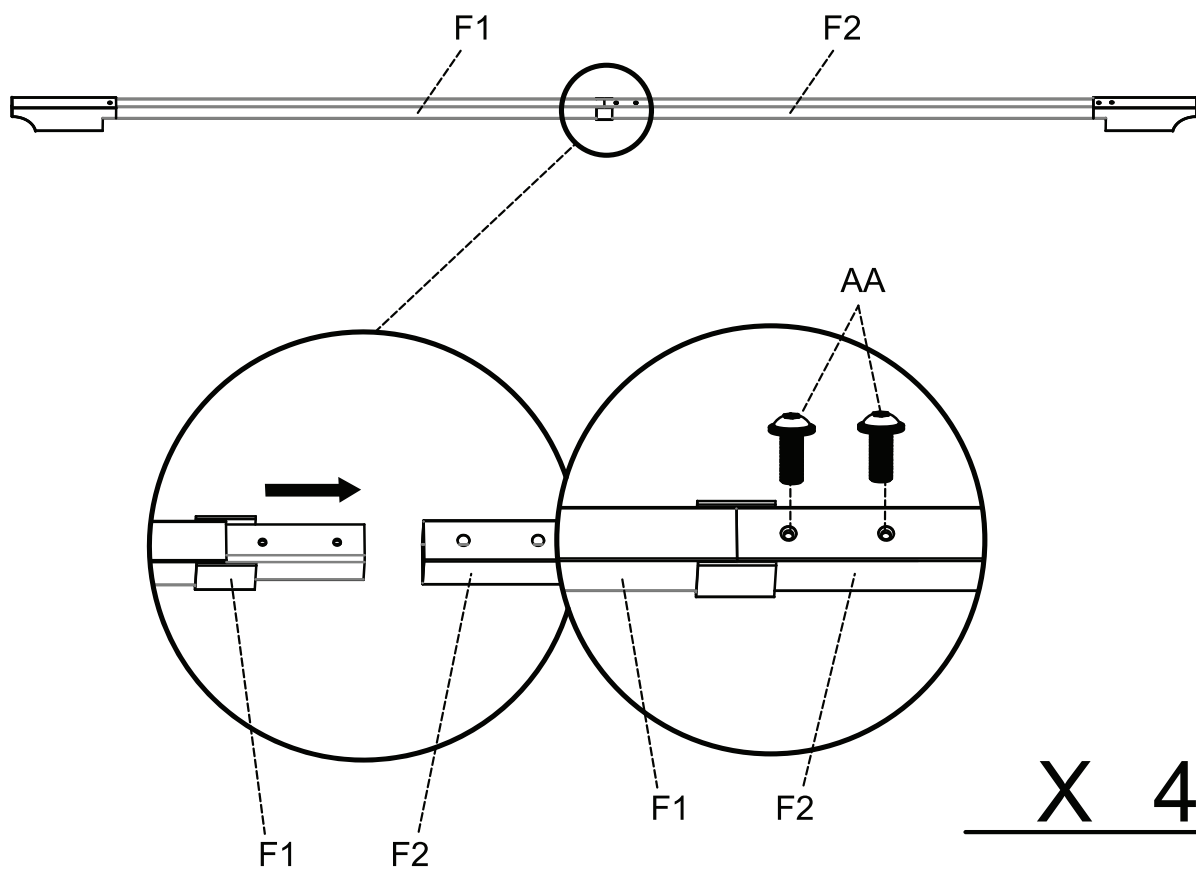
NOTE: Suggest using two ladders to assemble this step.



## Assembly (continued)

### 12 INSERTING THE SIDE TOP BARS

- Insert the side top bar 3 (F1) into the side top bar 4 (F2), align the hole and secure with M6x15 combination bolts (AA), shown as below.
- Fully tighten the bolts using the hex wrench (HH).
- Repeat this step for other side top bars 3 (F1) and side top bars 4 (F2).



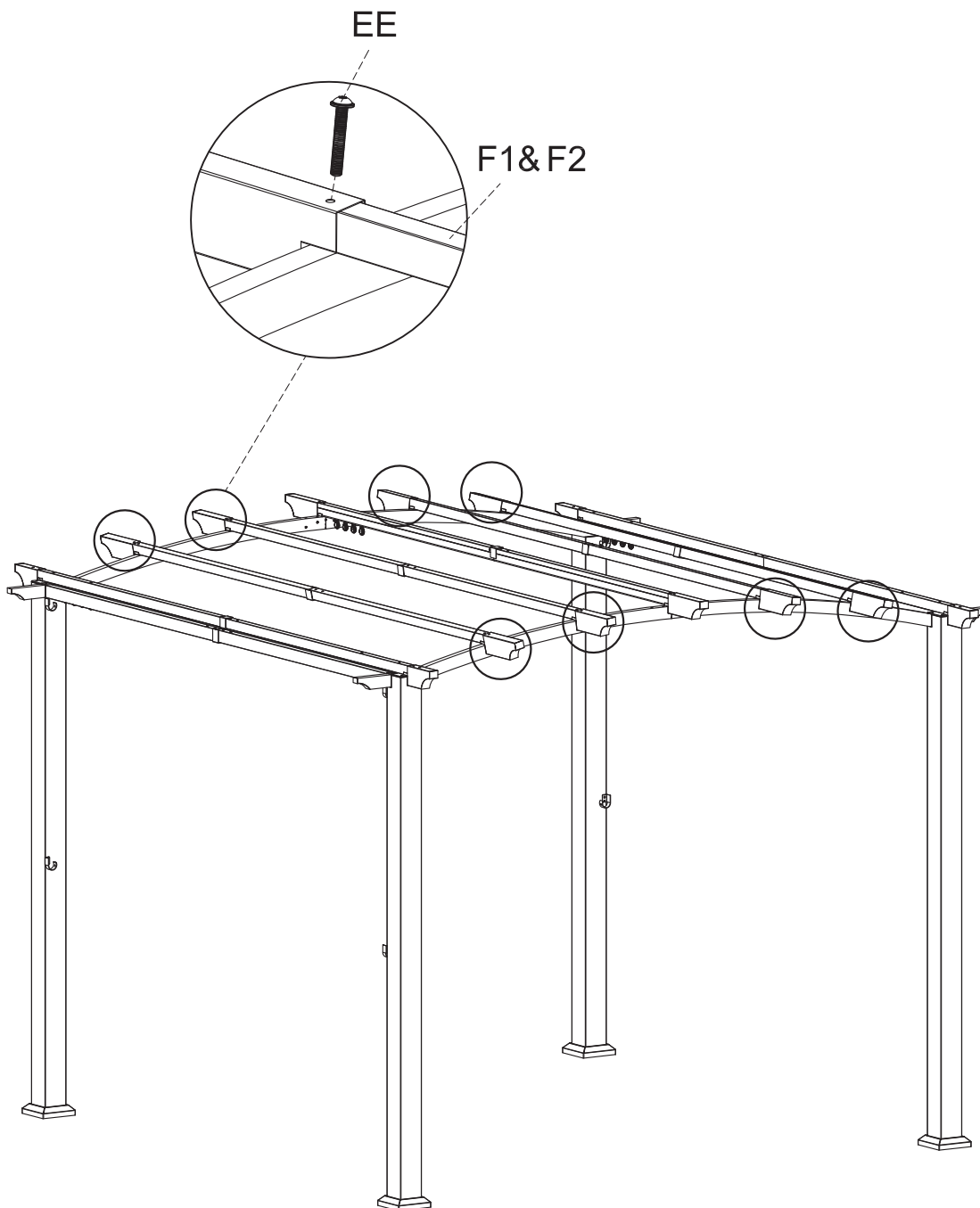
## Assembly (continued)

### 13 ATTACHING THE SIDE TOP BARS TO THE CONNECTOR BARS

- Attach the assembled side top bars 3 (F1) and side top bars 4 (F2) to the right connector bars (B1) and the left connector bars (B2), align the hole and secure with M6x55 combination bolts (EE).
- Fully tighten the bolts using the hex wrench (HH).



NOTE: Suggest using two ladders to assemble this step.



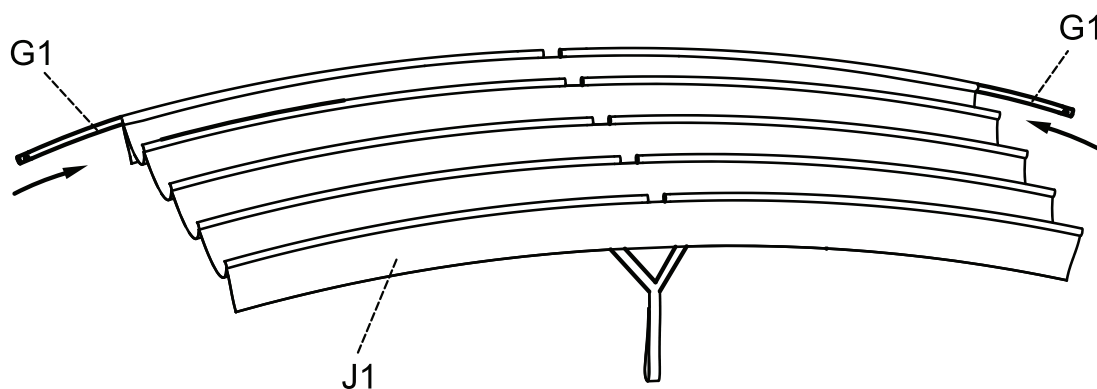
## Assembly (continued)

### 14 INSERTING THE FIXED SHADE RODS INTO THE FABRIC SHADE

- Unfold the fabric shade (J1), and insert the fixed shade rods 1 (G1) into the top slots of the fabric shade (J1), as shown below.



**NOTE:** Pay attention to the fabric shade direction. Assemble using the side of the fabric shade which has no handle.



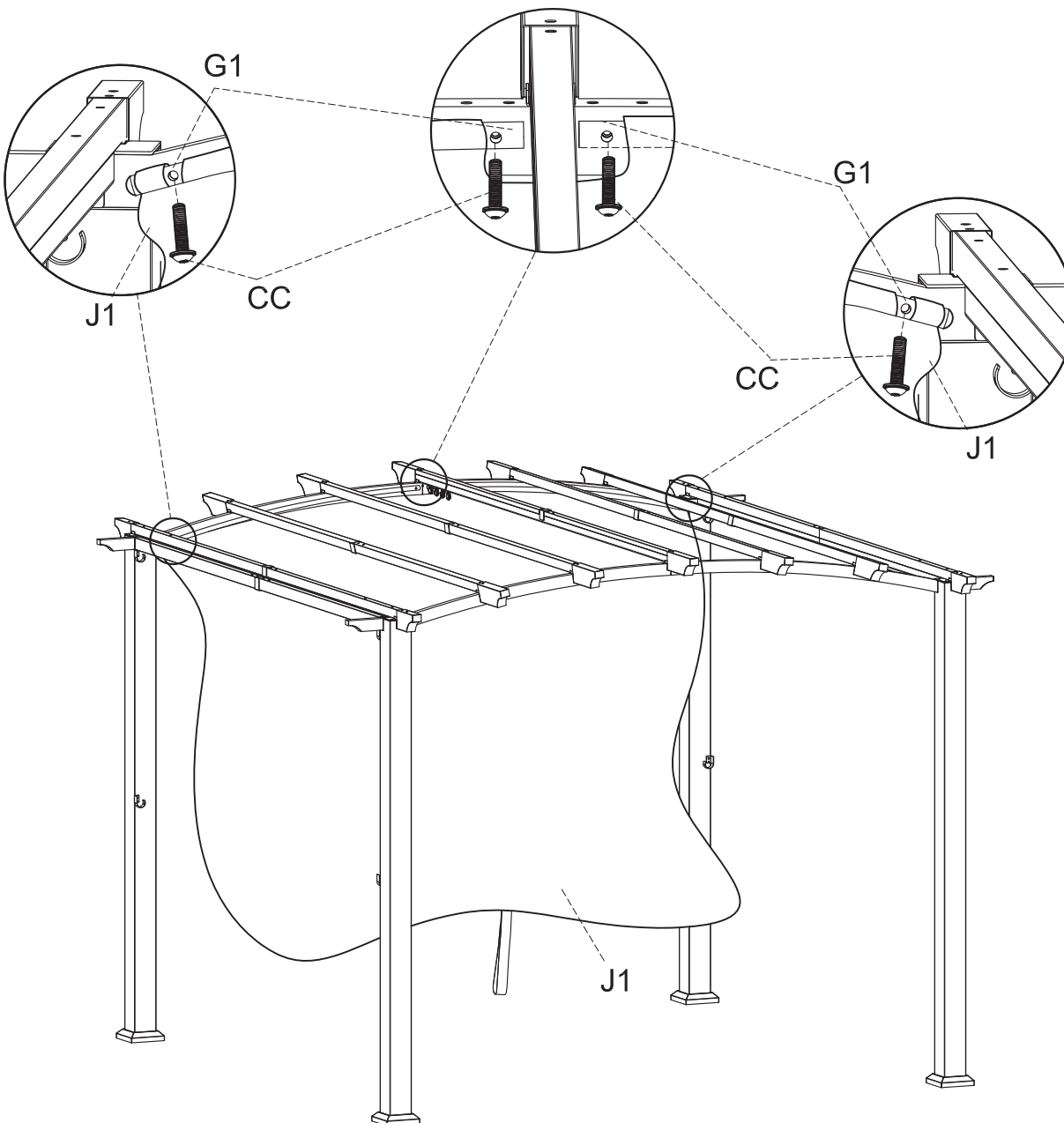
## Assembly (continued)

# 15 ATTACHING THE FIXED SHADE RODS TO THE CONNECTOR BARS

- Attach the fixed shade rods 1 (G1) to the right connector bar (B1) and the left connector bar (B2), align the hole and secure with M6x35 combination bolts (CC).
- Pull out the elastic ribbons on the two fabric slot ends, shown as below.
- Fully tighten the bolts using the hex wrench (HH).



**NOTE:** Suggest using two ladders to assemble this step.

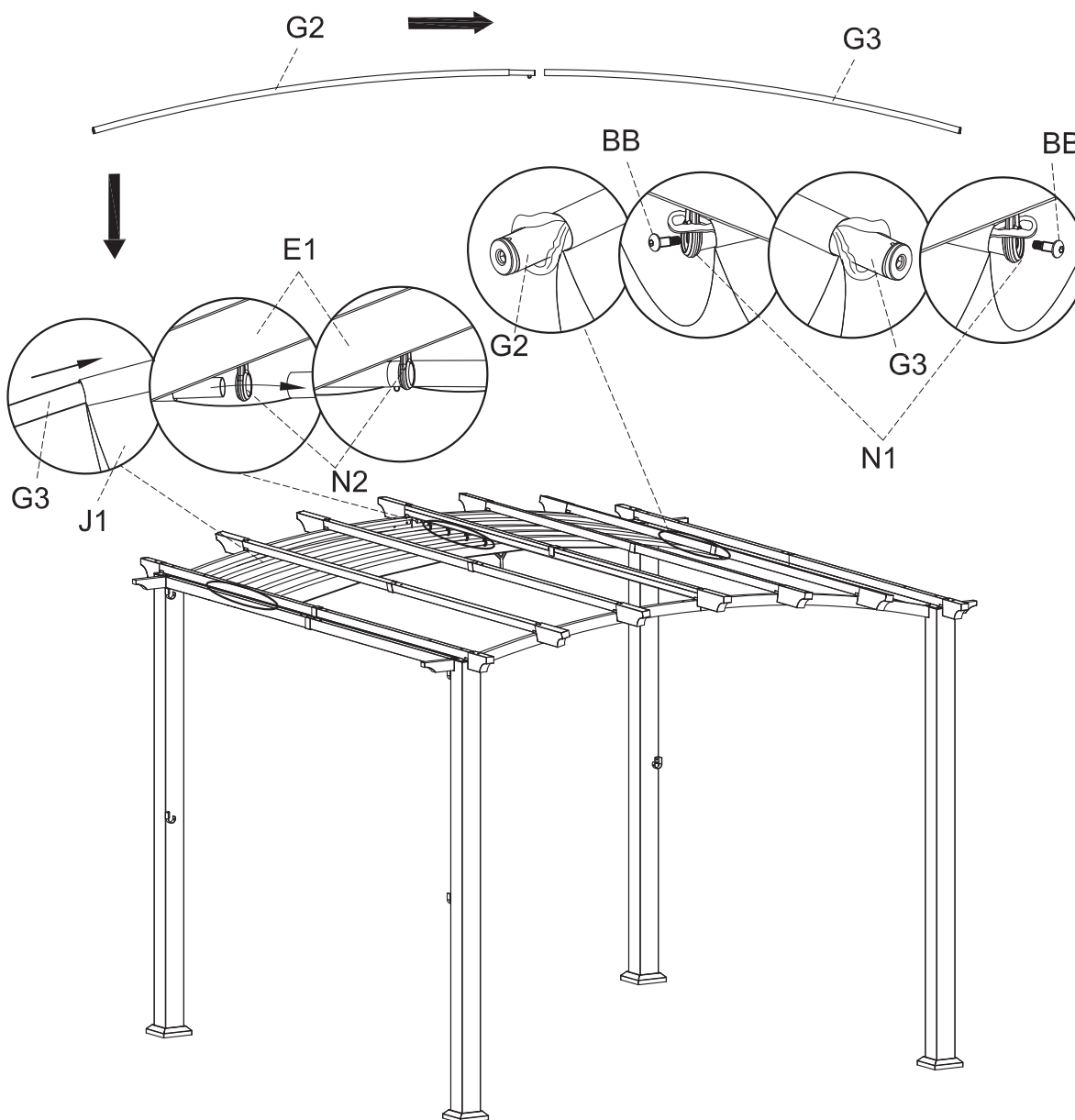


# 16 ATTACHING THE ACTIVITY SHADE RODS

- Insert the activity shade rods 1 (G2) and the activity shade rods 2 (G3) into the slots at the ends of the fabric shade (J1), through the plastic wheels 2 (N2) into the remaining slots of the fabric shade (J1).
- Pull the elastic ribbons to the plastic wheels 1 (N1) on the side top bars 1 (D1) and the side top bars 2 (D2), shown as below.
- Attach the activity shade rods 1 (G2) and the activity shade rods 2 (G3) to the plastic wheels 1 (N1), align the hole and secure with M6x18 countersunk bolts (BB).
- Fully tighten the bolts using the hex wrench (HH).



**NOTE:** : Suggest using two ladders to assemble this step.





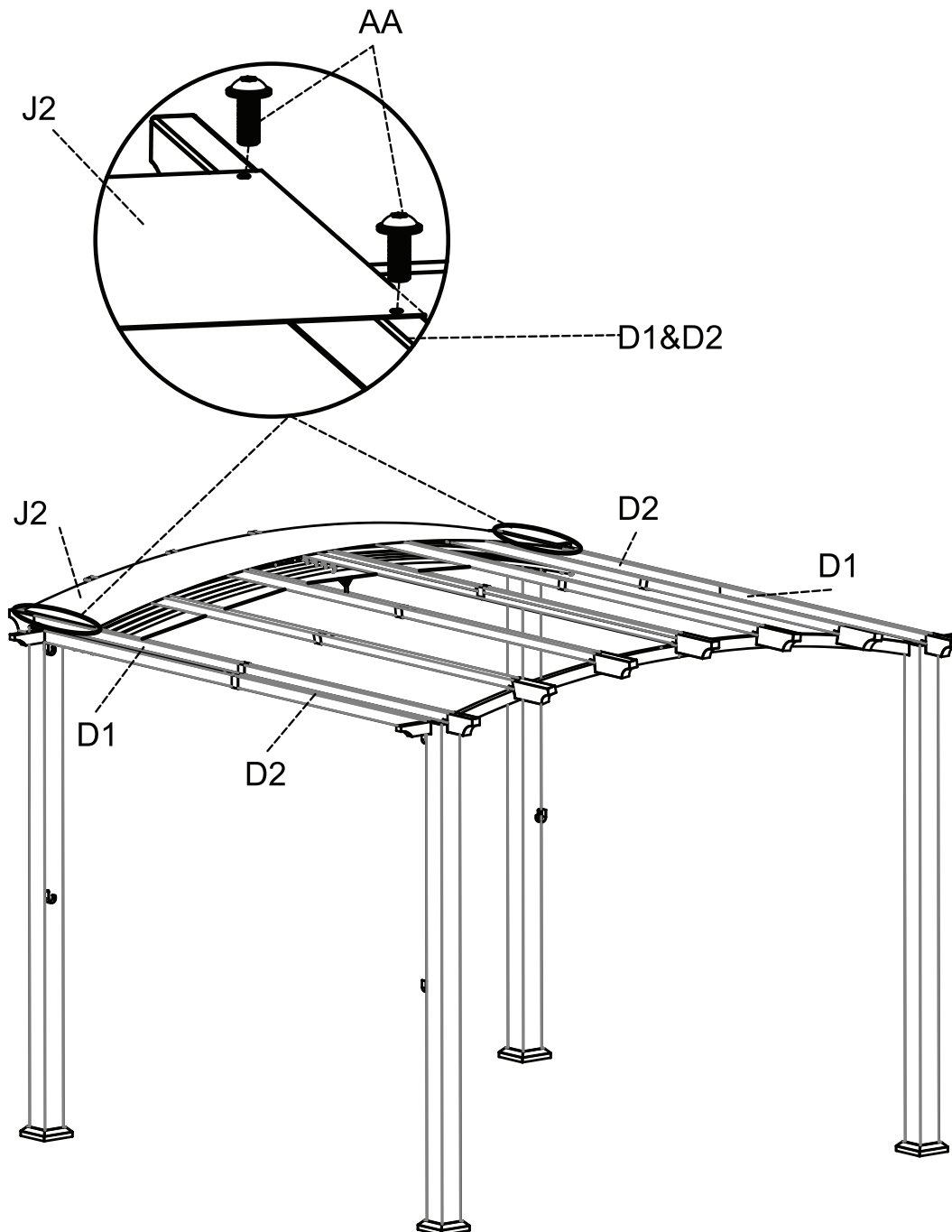
## Assembly (continued)

### 17 ATTACHING THE PROTECTIVE COVER TO THE SIDE TOP BARS

- Attach the protective cover (J2) to the side top bar 1 (D1) and the side top bar 2 (D2) using M6x15 combination bolts (AA).
- Fully tighten the bolts using the hex wrench (HH).

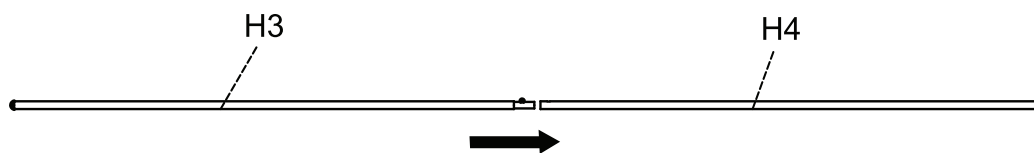
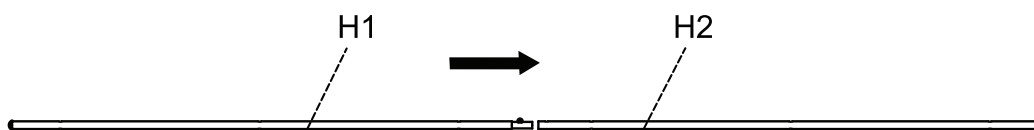


NOTE: Suggest using two ladders to assemble this step.



# 18 ATTACHING THE UPPER SHADE RODS AND THE LOWER SHADE RODS

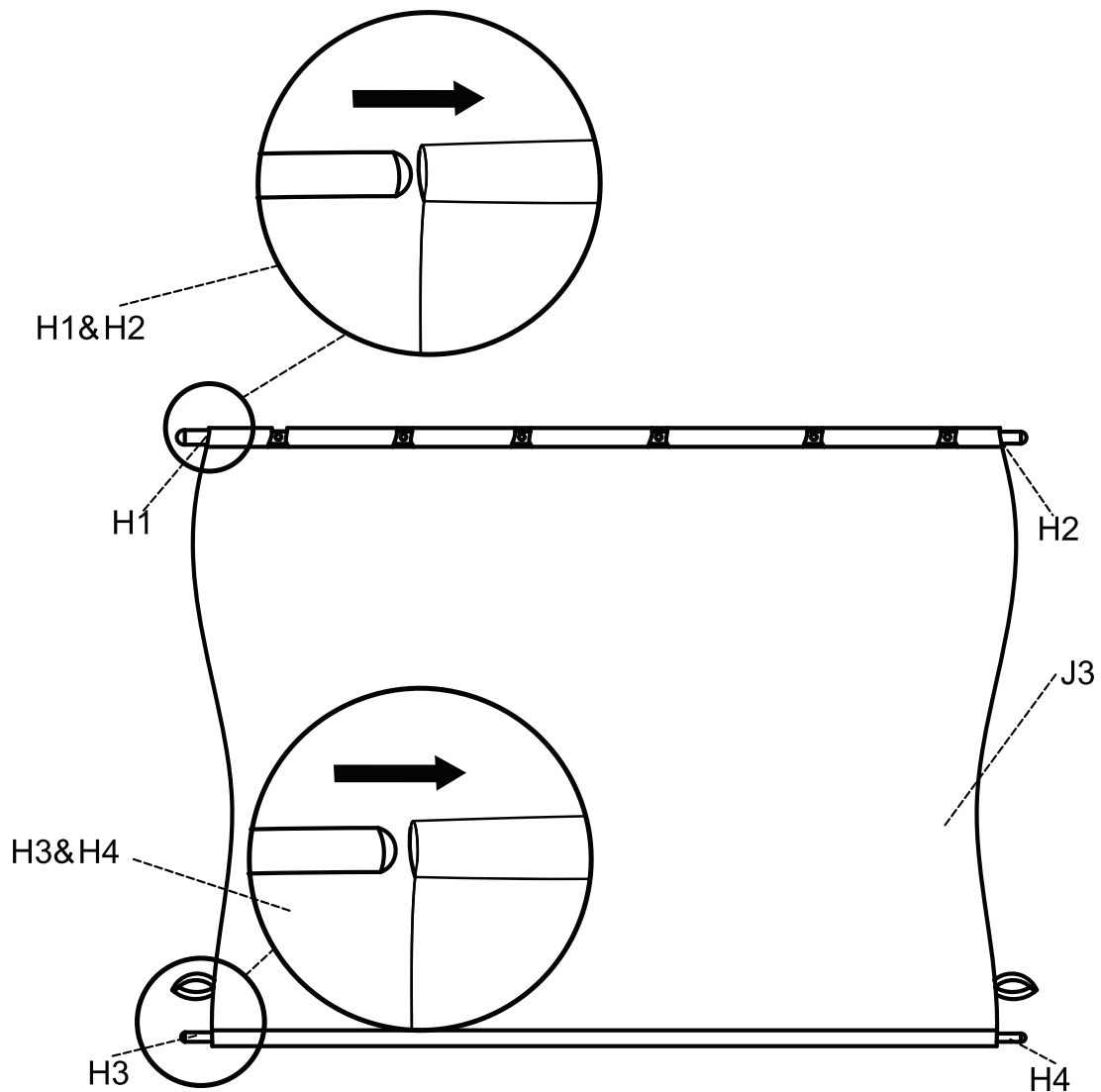
- Insert the upper shade rods 1 (H1) into the upper shade rods 2 (H2).
- Insert the lower shade rods 1 (H3) into the lower shade rods 2 (H4).



## Assembly (continued)

# 19 ATTACHING THE CURTAINS TO THE LOWER SHADE RODS AND THE UPPER SHADE RODS

- Unfold the curtain (J3), attach the curtain (J3) to the assembled upper shade rod 1 (H1) and the upper shade rod 2 (H2).
- Attach the assembled lower shade rod 1 (H3) and lower shade rod 2 (H4) to the curtain (J3), shown as below.
- Repeat this step for another curtain (J3).



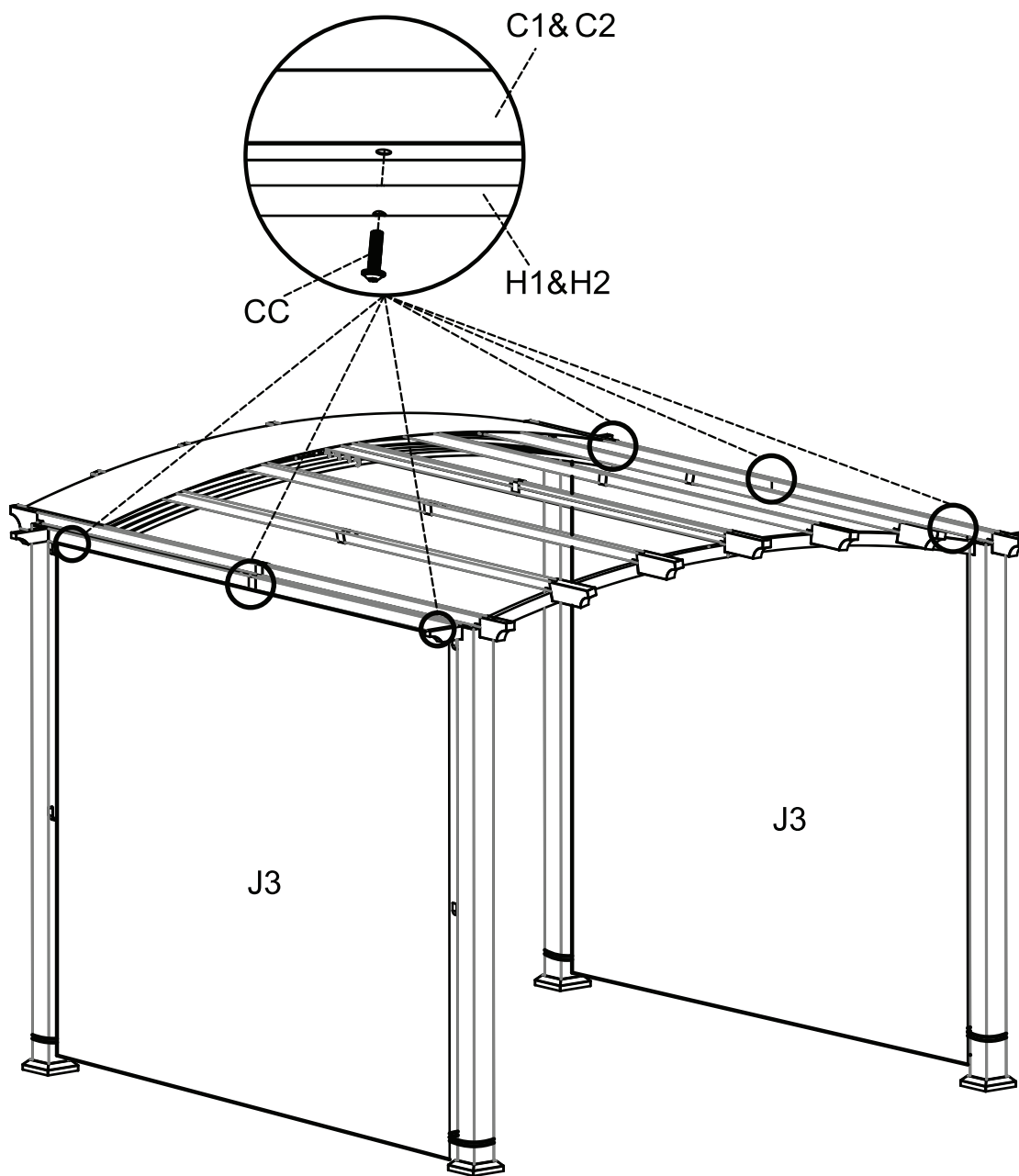
## Assembly (continued)

### 20 ATTACHING THE ASSEMBLED THE UPPER SHADE RODS TO THE STRAIGHT CONNECTOR BARS

- Attach the assembled upper shade rods 1 (H1) and upper shade rods 2 (H2) to the straight connector bar 1 (C1) and the straight connector bars 2 (C2), align the hole and secure with M6x35 combination bolts (CC).
- Fully tighten the bolts using the hex wrench (HH).



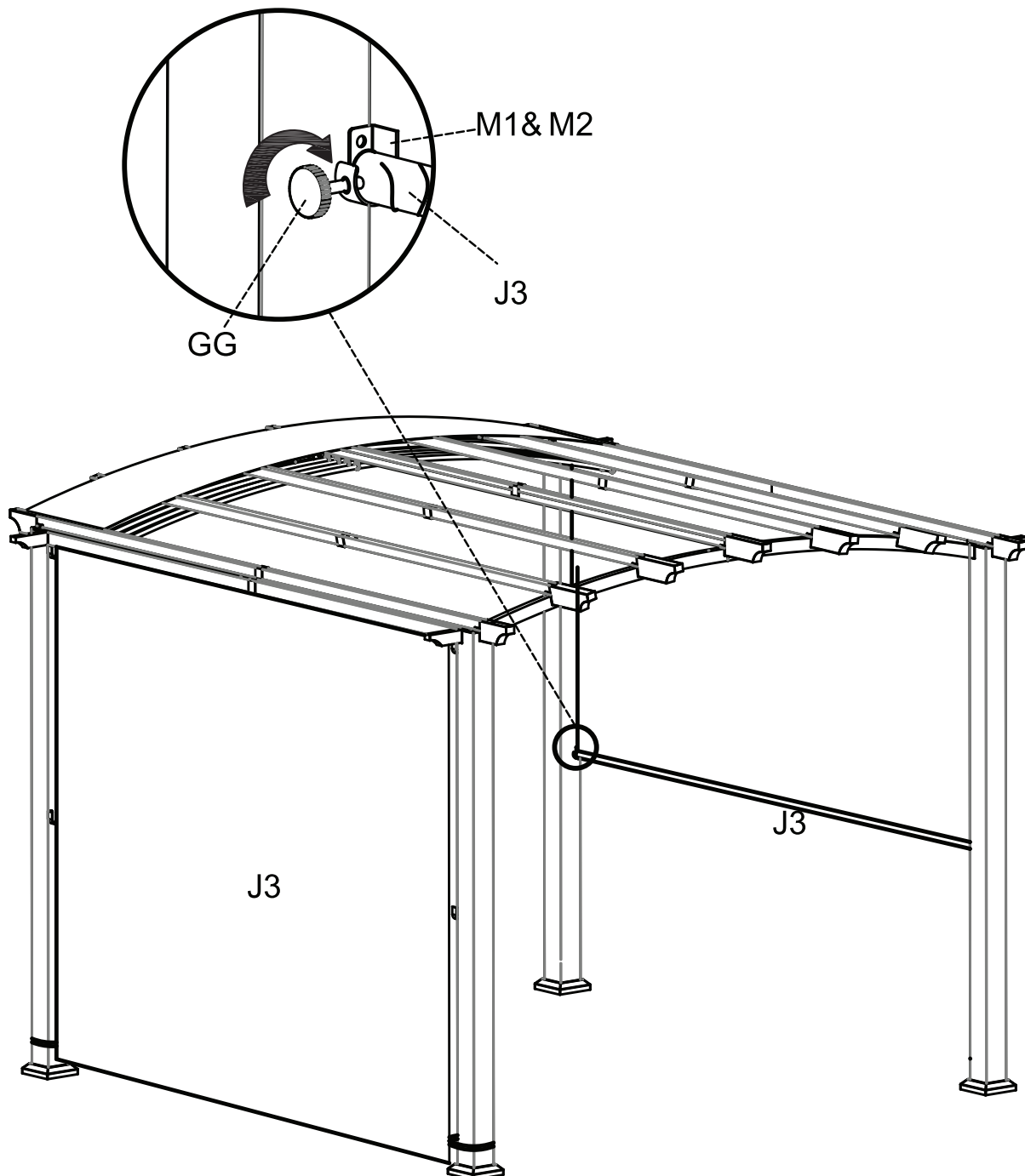
NOTE: Suggest using two ladders to assemble this step.



## Assembly (continued)

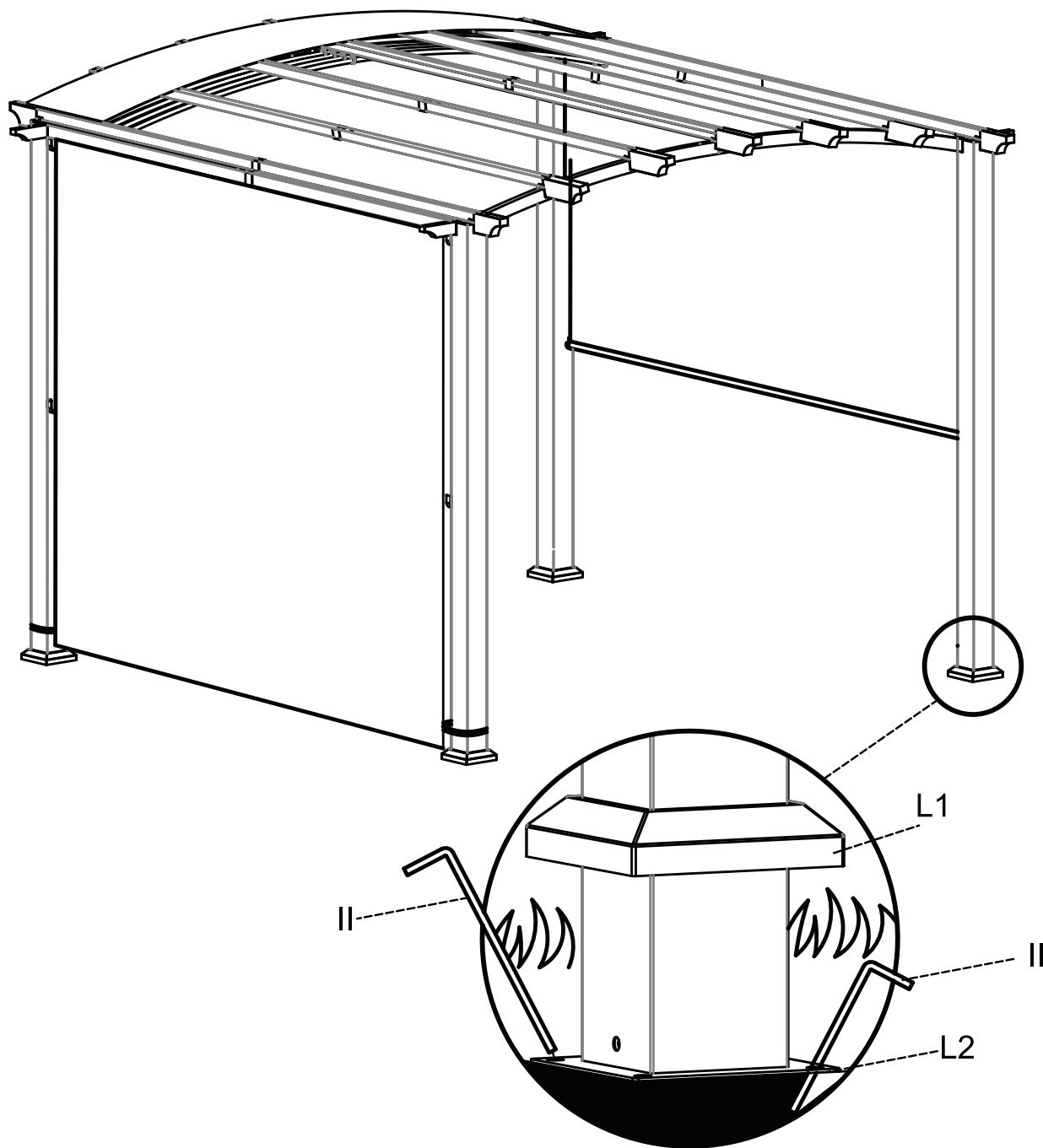
### 21 TIGHTENING THE KNOBS

- Roll up the curtain (J3) to the middle of the post 1 (A1) and the post 2 (A2), and place the curtain (J3) on the hook 1 (M1) and the hook 2 (M2).
- Tighten the knobs (GG) clockwise and place the lower shade rod 1 (H3) and the lower shade rod 2 (H4) on the hook 1 (M1) and the hook 2 (M2) to prevent the curtain (J3) from being blown by the wind.



## 22 INSERTING THE STAKES

- Insert the stakes (II) through the post bases (L2) into the ground.



## Care and Cleaning

---

- For best results, clean the pergola 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 pergola in a sheltered place when not in use.
- Keep the pergola away from fire, extreme heat, freezing conditions, and inclement weather such as rain, hail, sleet, snow, or wind.

# HAMPTON BAY®

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**

Retain this manual for future use.