Enjoy Cozy Life!

10'x12' ALEXANDER HARDTOP GAZEBO WITH DOUBLE ROOF

ASSEMBLY MANUAL

KOZYARD LLC PRODUCTS

WWW.KOZYARD.COM

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 aseembly 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.

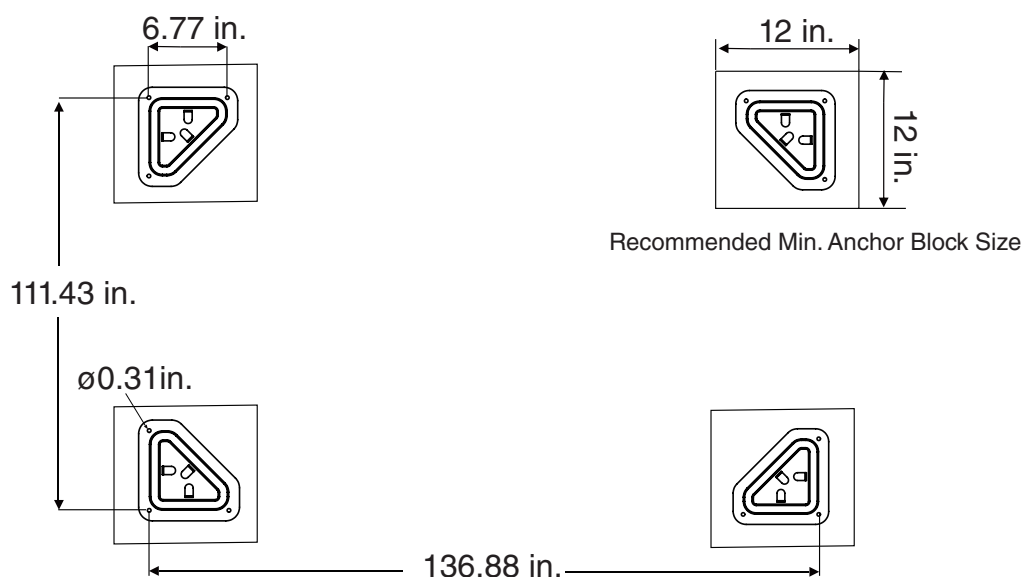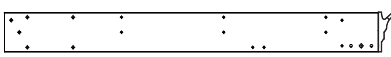| Level	Phillips Screw	Drill	Allen Key	Allen Key
Safety Hat	Rubber Mallet	Gloves	Stepladder	Safetyglasses

10'x12' Anchor Blueprint

6.77 in.

12 in.

12 in.

Recommended Min. Anchor Block Size

111.43 in.

ø0.31in.

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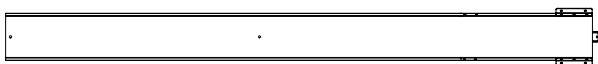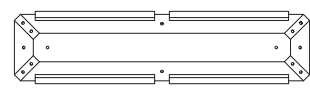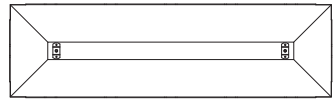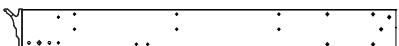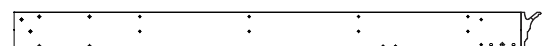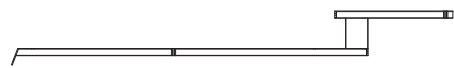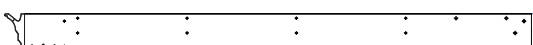
Anchoring poles into concrete is strongly recommended.
Ensure the gazebo is positioned on level ground.

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

A (x4)

B (x2)

B1 (x2)

B2 (x2)

C (x2)

C1 (x2)

C2 (x2)

B6 (x2)

B61 (x2)

B62 (x2)

C6 (x2)

C61 (x2)

C62 (x2)

F (x4)

G (x4)

H (x4)

H1 (x4)

H2 (x1)

H3 (x1)

J1 (x4)

J2 (x4)

K (x1)

K1 (x1)

L (x4)

R2 (x8)

M (x4)

N (x4)

ITEM	DESCRIPTION	QTY
A	Pole	4
B	Beam	2
B1	Joint Bar	2
B2	Sidewall Track	2
C	Beam	2
C1	Jointer Bar	2
C2	Sidewall Track	2
B6	Beam	2
B61	Jointer Bar	2
B62	Sidewall Track	2
C6	Beam	2
C61	Jointer Bar	2
C62	Sidewall Track	2
F	Union Bar	4
G	Corner Cover	4
H	Joint Cover	4
H1	Joint Cover	4
H2	Silcone Rubber	1
H3	Double-sided adhesive tape	1
J1	Corner Solidifyng Bar	4
J2	Corner Solidifyng Bar	4
K	Inside Roof Connector	1
K1	Outside Roof Connector	1
L	Plate	4
R2	Corner bracket	8
M	Corner Roof Bar	4
N	Roof Bar	4

P (x2)   P1 (x2)

Q (x2)

Q1 (x2)   Q2 (x2)

R (x8)   S (x104+2)

T (x2)

T1 (x2)

U0 (x4)

U (x4)

U3 (x4)   U4 (x4)

V1 (x2)   V2 (x2)

V3 (x2)   V4 (x2)   V5 (x2)   V6 (x2)

W1 (x2)   W2 (x2)   W3 (x2)

W4 (x2)   W5 (x2)   W6 (x2)
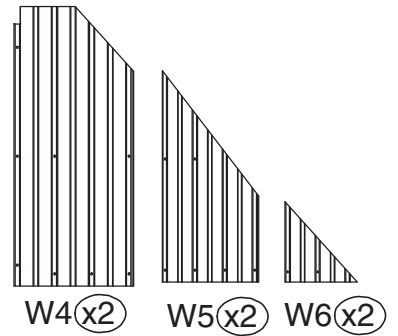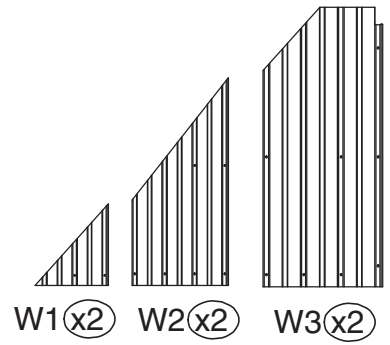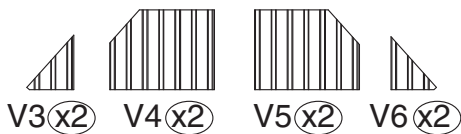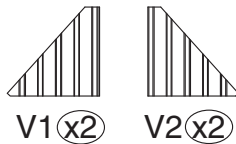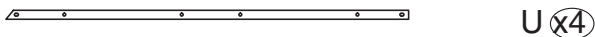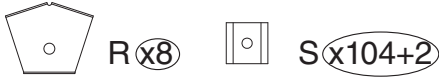
ITEM	DESCRIPTION	QTY
P	Finishing Bar	2
P1	Net Frame	2
Q	Finishing Bar	2
Q1	Net Frame	2
Q2	Net Frame	2
R	Finishing End	8
S	Spacer	104+2
T	Finishing Bar	2
T1	Finishing Bar	2
U0	Solidifying Bar	4
U	Solidifying Bar	4
U3	Iron Angle	4
U4	Iron Angle	4
V1	Roof Panel	2
V2	Roof Panel	2
V3	Roof Panel	2
V4	Roof Panel	2
V5	Roof Panel	2
V6	Roof Panel	2
W1	Roof Panel	2
W2	Roof Panel	2
W3	Roof Panel	2
W4	Roof Panel	2
W5	Roof Panel	2
W6	Roof Panel	2

X1 (x2)   X2 (x2)   X3 (x2)   X4 (x2)

X5 (x2)   X6 (x2)   X7 (x2)   X8 (x2)

S1 (x2)   S2 (x2)

Y1 (x2)   Y2 (x2)

SY (x4)   Z (x56+2)

Z1 (x4)   Z2 (x4)

Z3 (x4)   Z4 (x4)

4# (x104+3)

M6x16   1# (x218+4)

M6x20   2# (x16+2)

φ12x20+M6x12   3# (x16+2)

M6x28   5# (x64+3)

M6x45   6# (x8+1)

M6x50   7# (x28+2)

M5x15   8# (x16+2)

ST4.8x13   9# (x24+2)

M6x25   10# (x4+1)

M6x10   11# (x8+1)

Allen key

Wrench
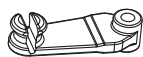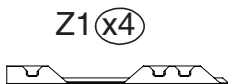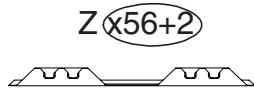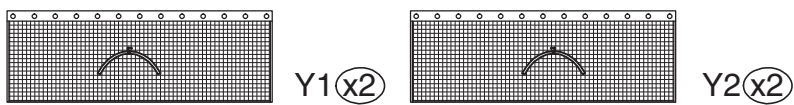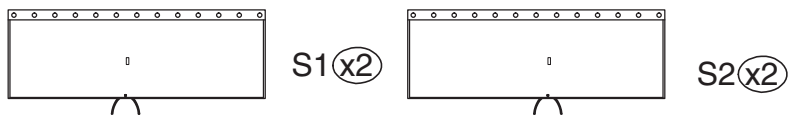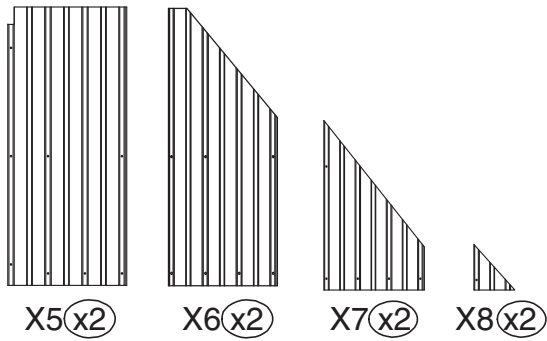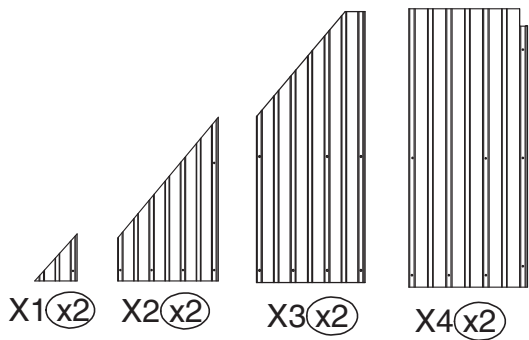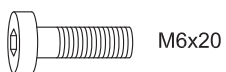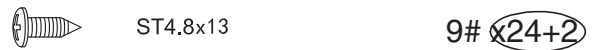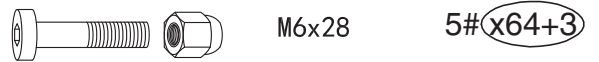
ITEM	DESCRIPTION	QTY
X1	Roof Panel	2
X2	Roof Panel	2
X3	Roof Panel	2
X4	Roof Panel	2
X5	Roof Panel	2
X6	Roof Panel	2
X7	Roof Panel	2
X8	Roof Panel	2
S1 &S2	Solid Sidewall	4
Y1 &Y2	Mosquito Net	4
SY	Strap	4
Z	Bracket	56+2
Z1	Bracket	4
Z2	Bracket	4
Z3	Bracket	4
Z4	Bracket	4
1#	Screws	218+4
2#	Screws	16+2
3#	Screws	16+2
4#	Hook	104+3
5#	Screws	64+3
6#	Screws	8+1
7#	Screws	28+2
8#	Screws	16+2
9#	Screws	24+2
10#	Screws	4+1
11#	Screws	8+1

Step 1: Set up Poles

1. Set up Poles (Part A) with Bracket (Part R2) and Stand Plates (Part L) using screws 8# and 1# as shown in the diagram.

R2 (x8)

8# (x16)

1# (x12)

L (x4)

A (x4)

8#

8#

R2

R2

R2

R2

8#

8#

A
(Inclined Plane)

A

1#

1#

1#

A

L

L
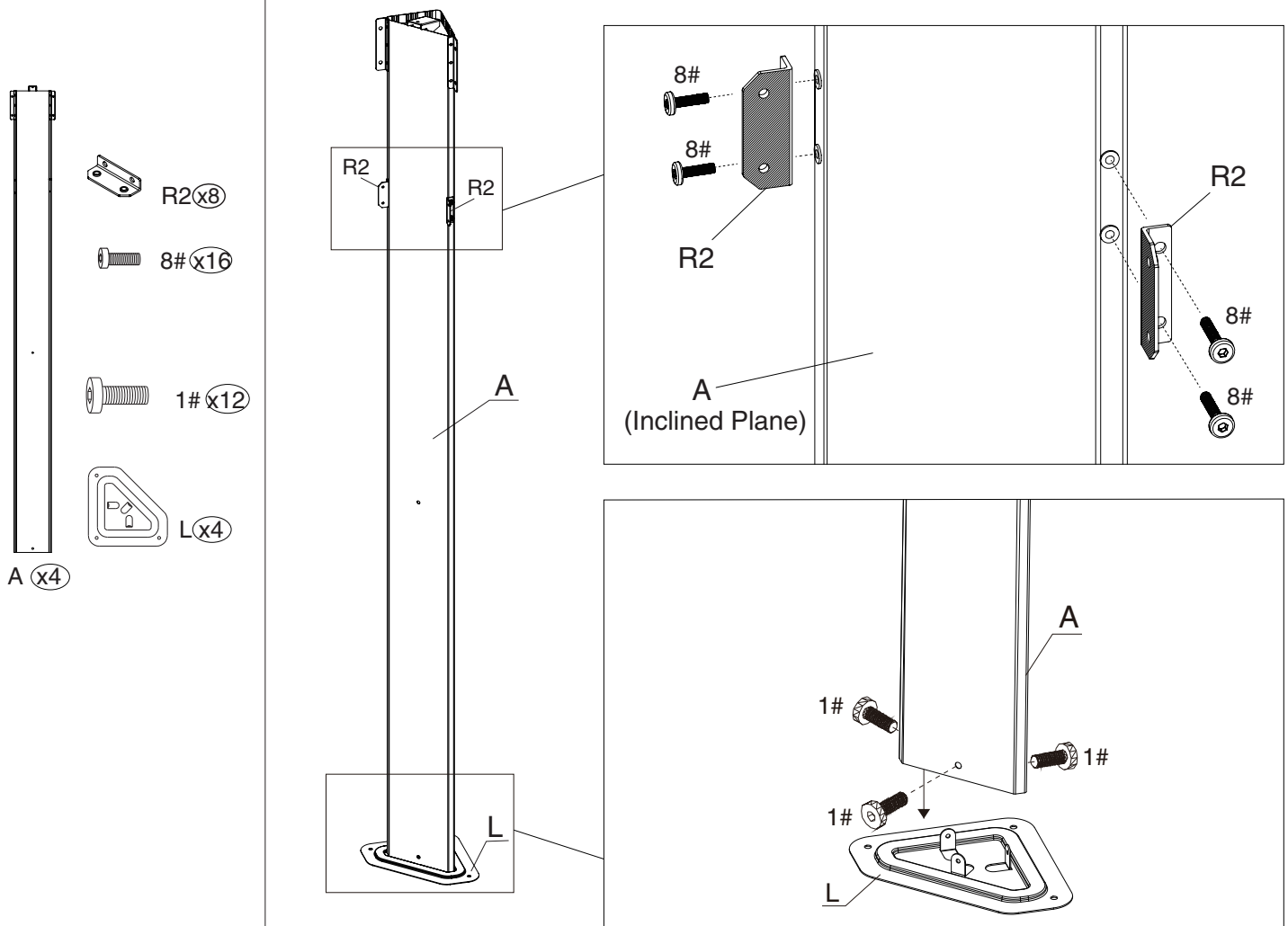
Reference for anchoring gazebo:

- 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.

3 inches

3/8 inches

M6

(X12)

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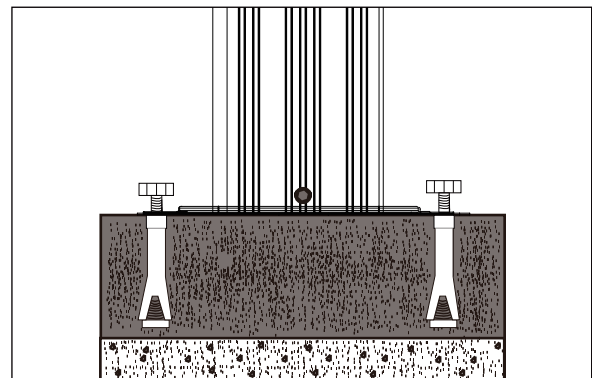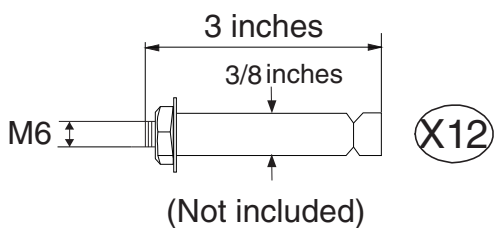
After assembly, we strongly recommend anchoring the gazebo to your deck or concrete as shown above. Damage resulting from wind or improper anchoring is not covered under warranty.
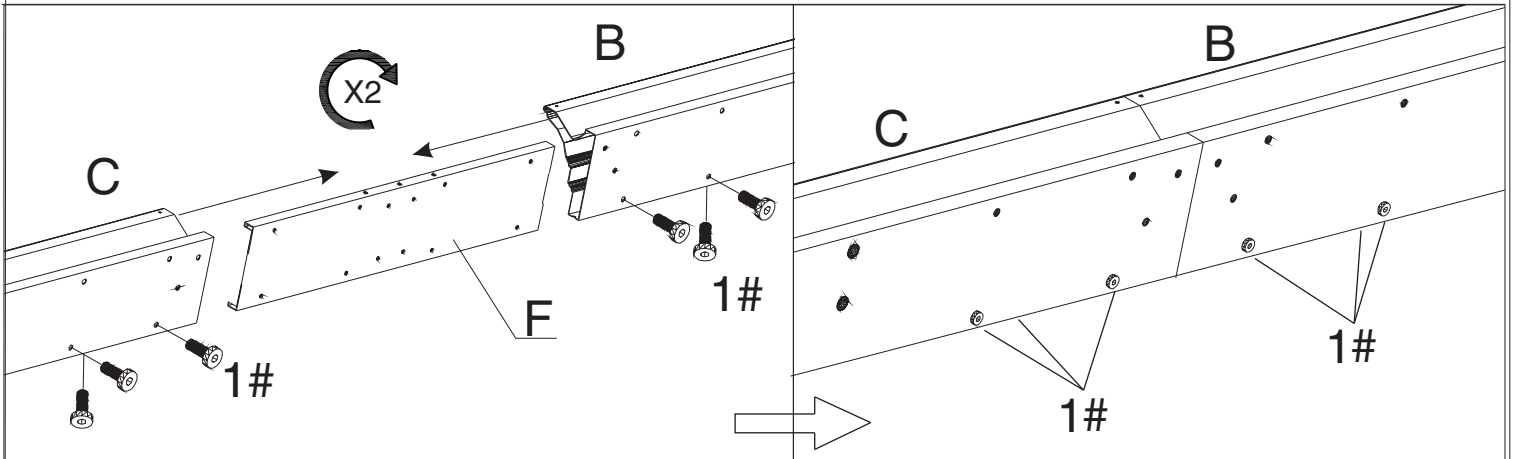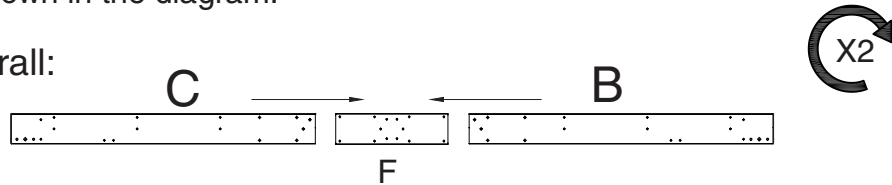
Parts Required :

C (x2)   F (x4)   B (x2)

C6 (x2)   1# (X24)   B6 (x2)
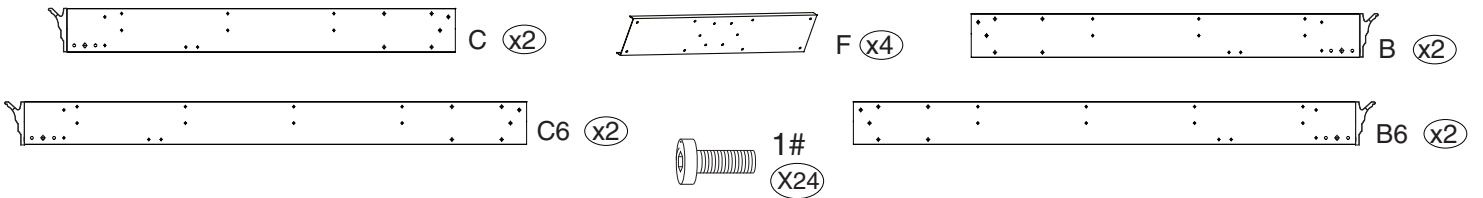
Step 2: Connect the Beams

1. Connect Beams (Part C and B) into one beam using Union Bar (Part F) with screws 1# as shown in the diagram.

Short Beam Overall:

C → ← B

X2

F

B

X2

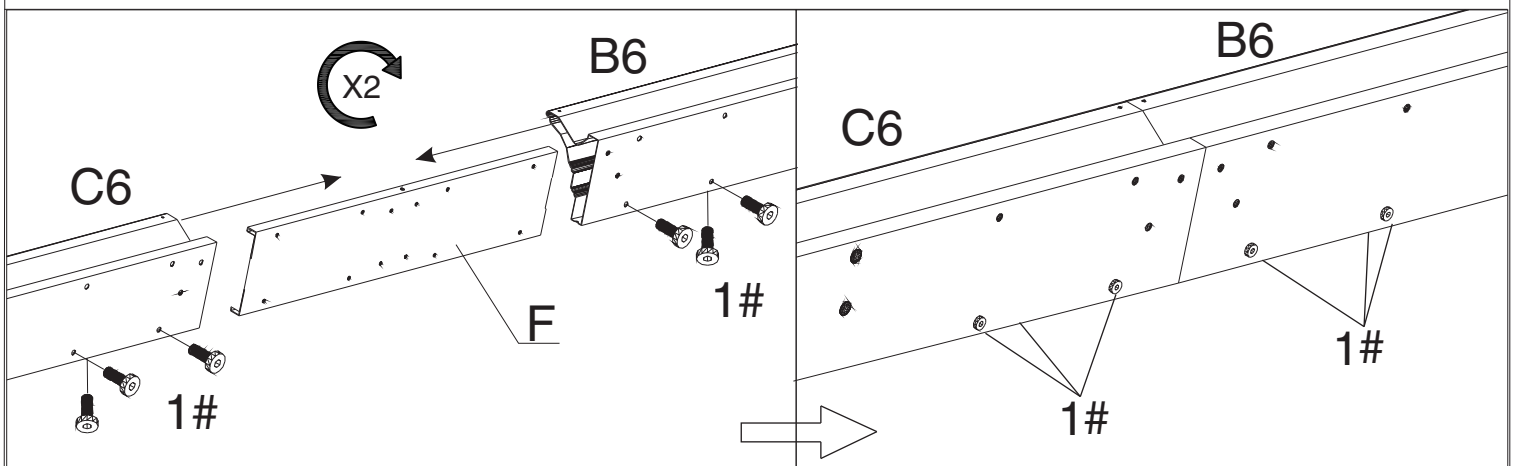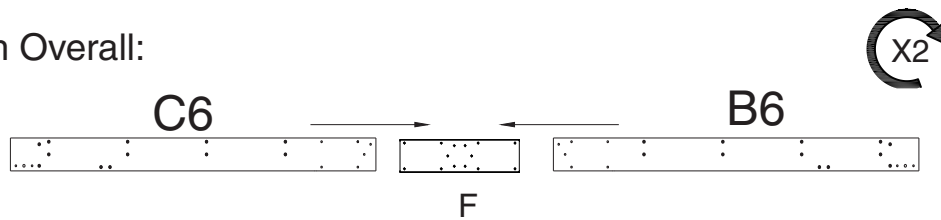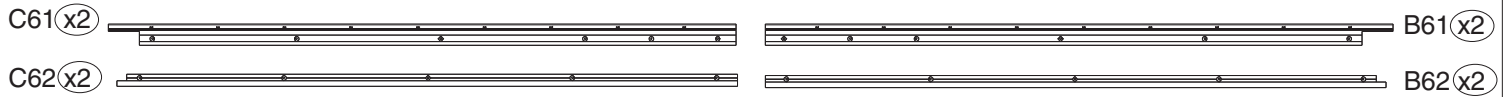C

1#

F

1#

B

C

1#

1#

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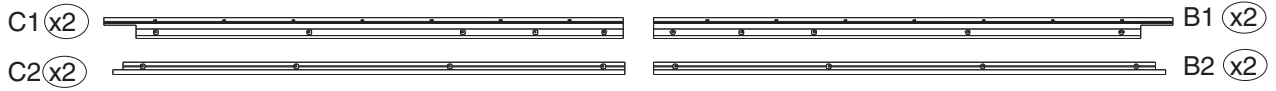
2. Connect Beams (Part C6 and B6) into one beam using Union Bar (Part F) with screws 1# as shown in the diagram.

Long Beam Overall:

C6 → ← B6

X2
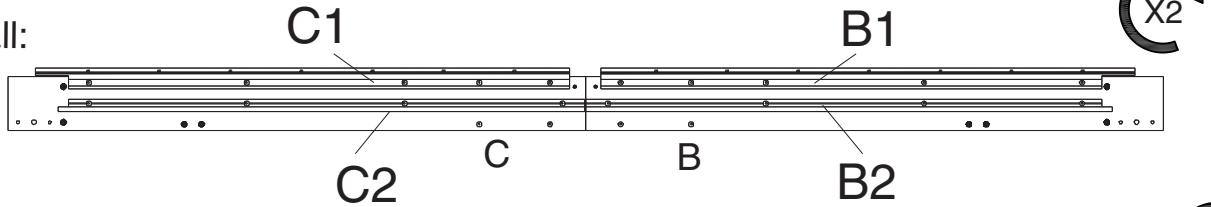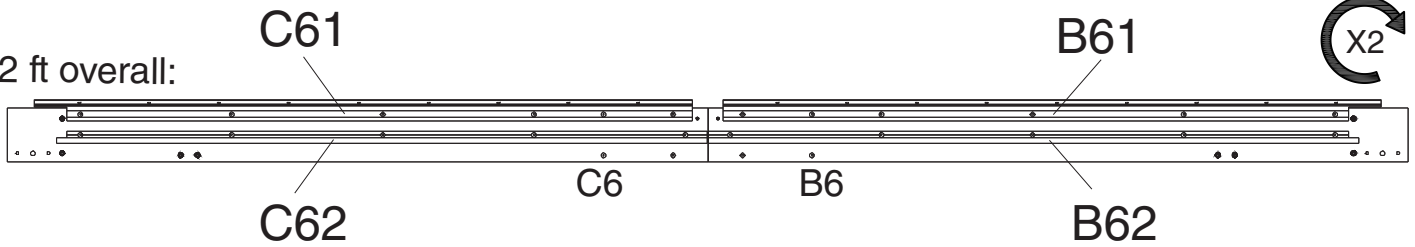
F

B6

X2

C6

1#

F

1#

B6

C6

1#

1#

1#

Parts Required:

1# (x80)

C1 (x2)
C2 (x2)
C61 (x2)
C62 (x2)
B1 (x2)
B2 (x2)
B61 (x2)
B62 (x2)

Step 3: Connect Joint Bars and Tracks with Beams
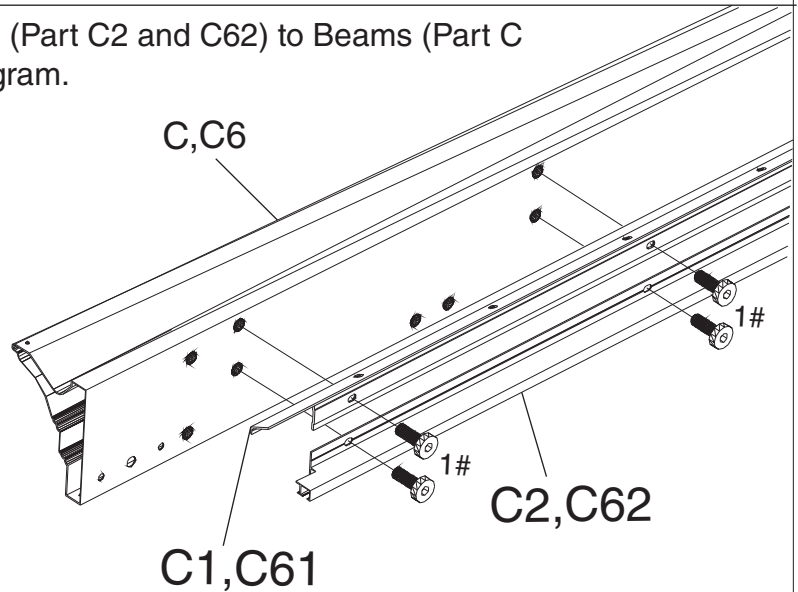
10 ft overall:

C1
B1
X2
C2
C
B
B2

12 ft overall:

C61
B61
X2
C62
C6
B6
B62
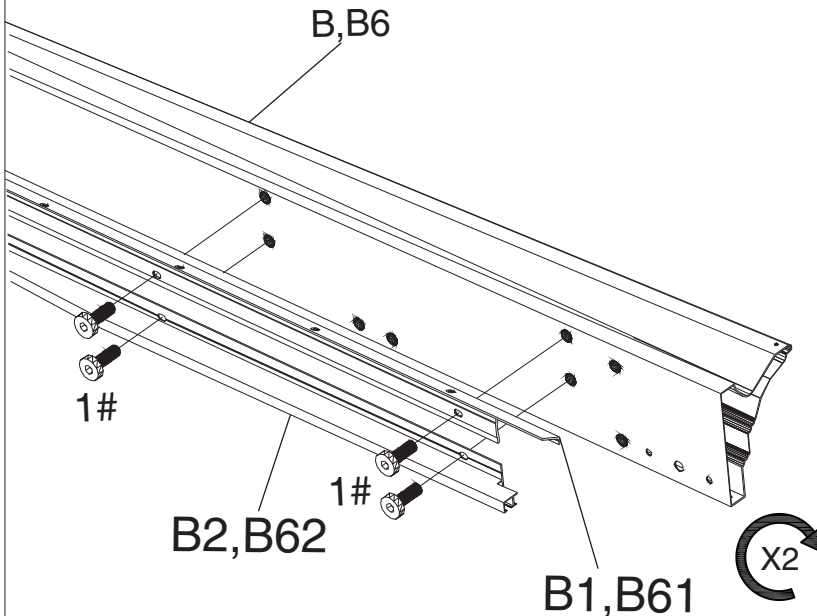
1. Connect Joint Bars (Part C1 and C61), Tracks (Part C2 and C62) to Beams (Part C and C6) using screws 1# as shown in the diagram.
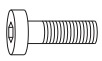
X2

C,C6

1#

1#

C2,C62

C1,C61

Tip:
Do not tighten all screws on the Jointer bars (Part C1, C61, B1, B61) until the screws of the roof panels are aligned in place.
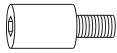
B,B6

1#

B2,B62

1#

B1,B61

X2

2. Replicate the same steps for Joint Bars (Part B1 and B61), Tracks (Part B2 and B62), attaching them to Beams (Part B and B6) using screws 1# as shown in the diagram.
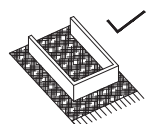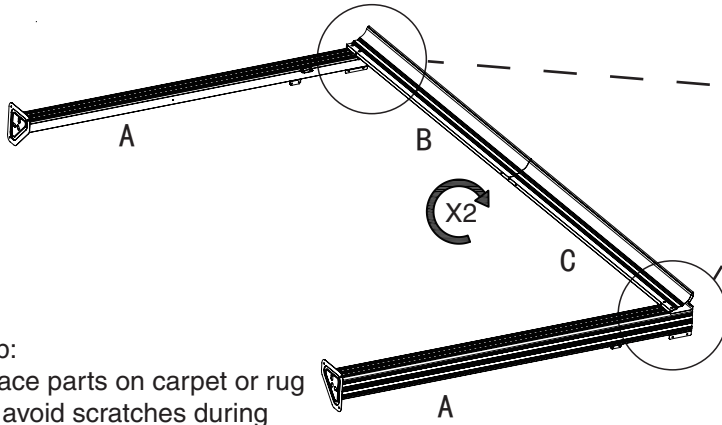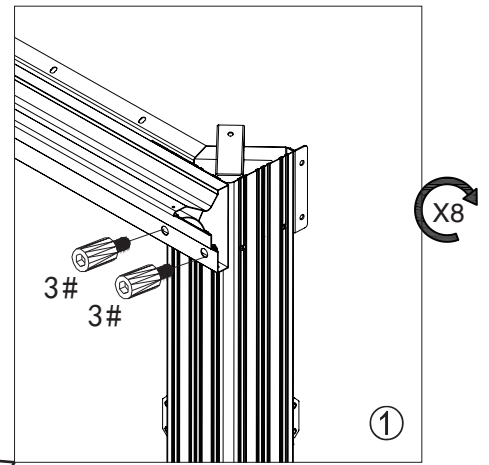
Parts Required：

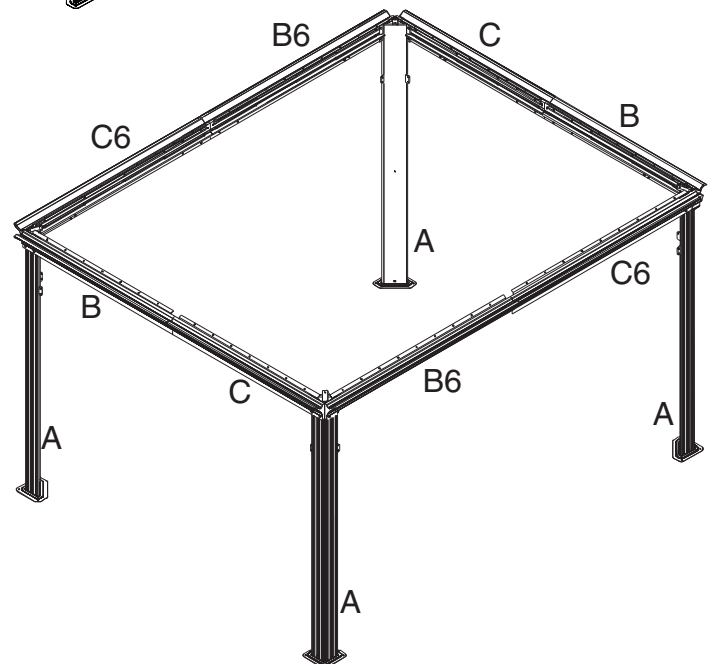|			
🔩	2# (x16)	⬜🔩	3# (x16)

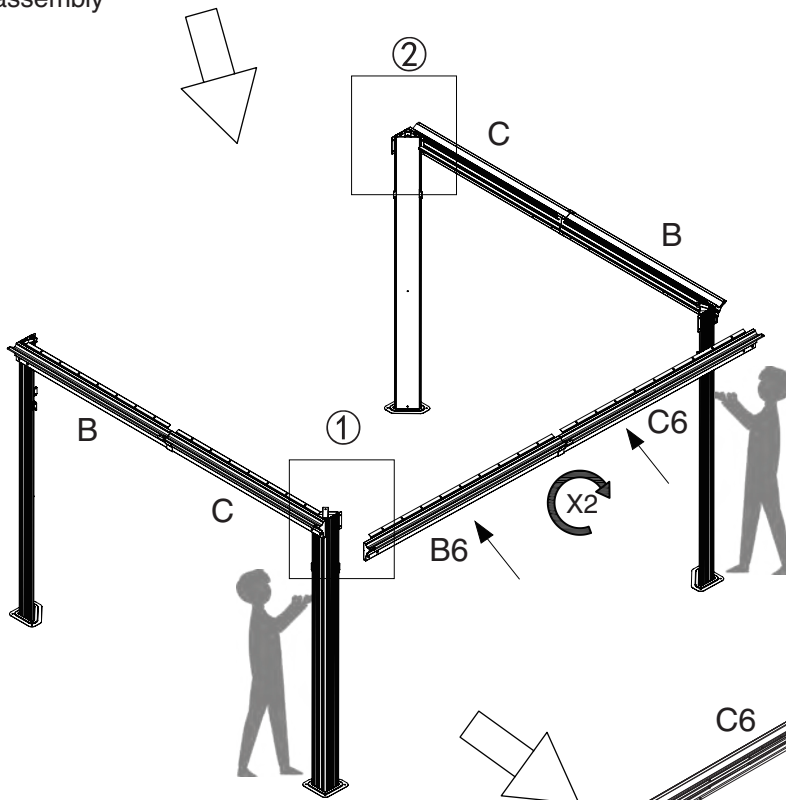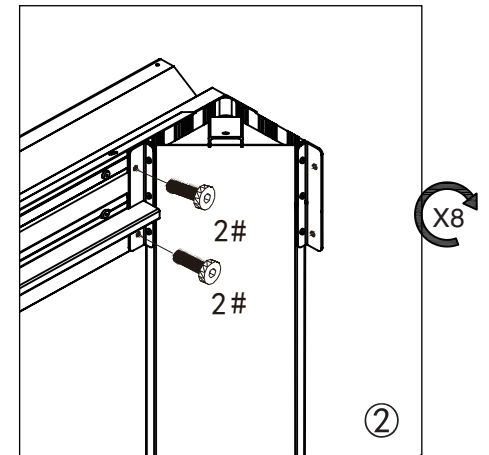# Step 4: Set up Poles and Beams

Use screws 3# first, then use screw 2# to connect Poles and Beams together as shown in the diagram.
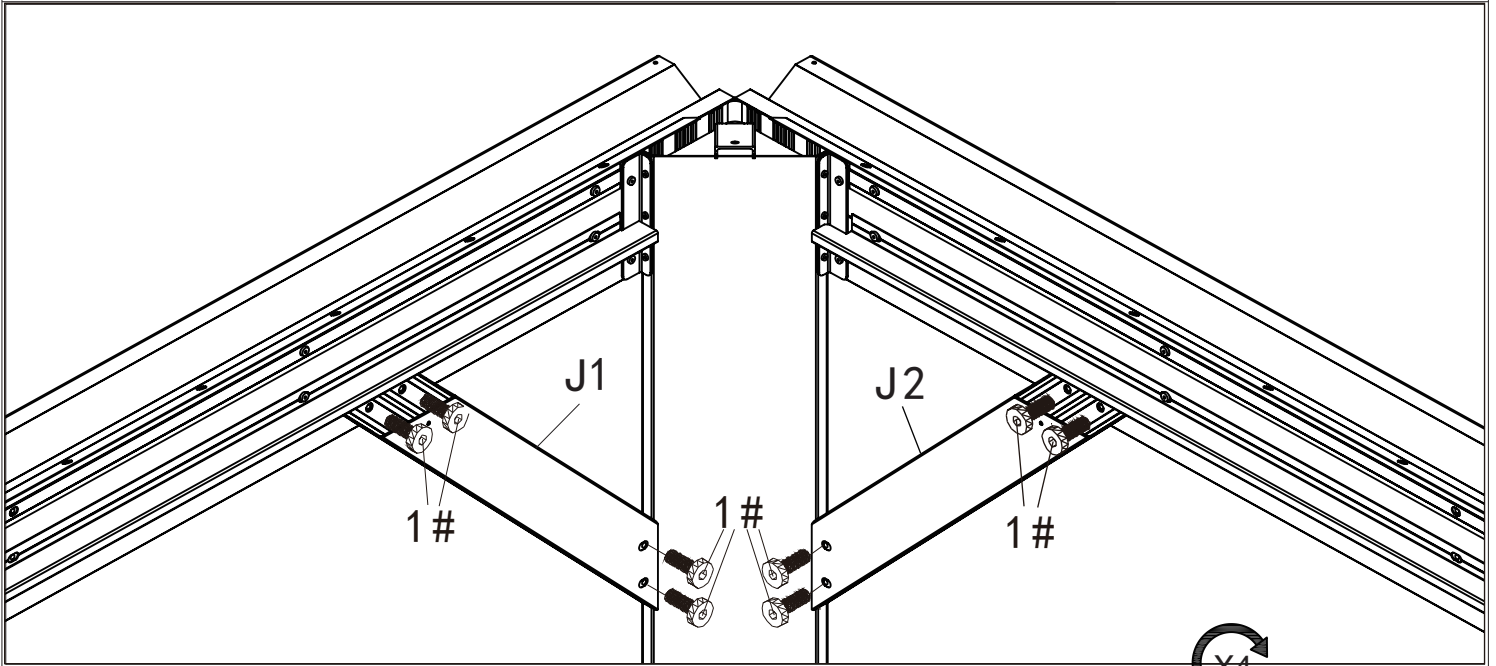
Tip:
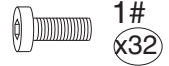Place parts on carpet or rug to avoid scratches during assembly

A   B   X2   C   A

① X8

3#   3#

② X8

2#   2#

②

② C   B   ① B   C   C6   X2   B6

A   B6   C

C6   B

C6

A

B   B6

C

A

Tip:
At least three people for this step.

Parts Required:

J1 (x4)   J2 (x4)   1# (x32)

X4
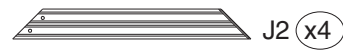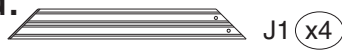
Step 5: Connect Solidifying Bars wtih Beams and Poles

Affix the frame with Corner Solidifying Bars (Parts J1, J2) using screws 1# as shown in diagram.

Diagonal 1

Diagonal 2

Diagonal 1 = Diagonal 2

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

Parts Required:

G	x4		H	x4		9# x24

9#

G

9#

9#

H

① X4
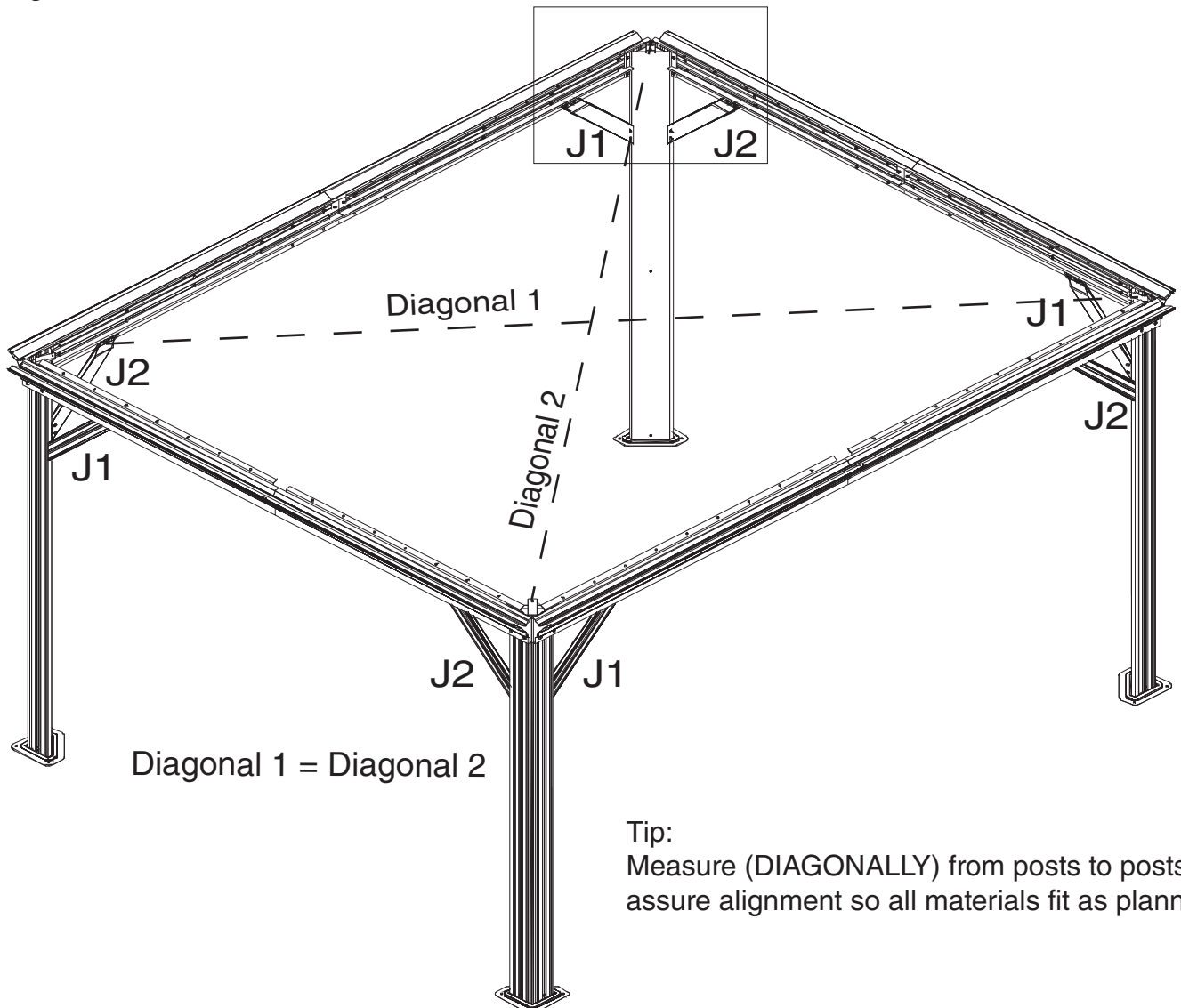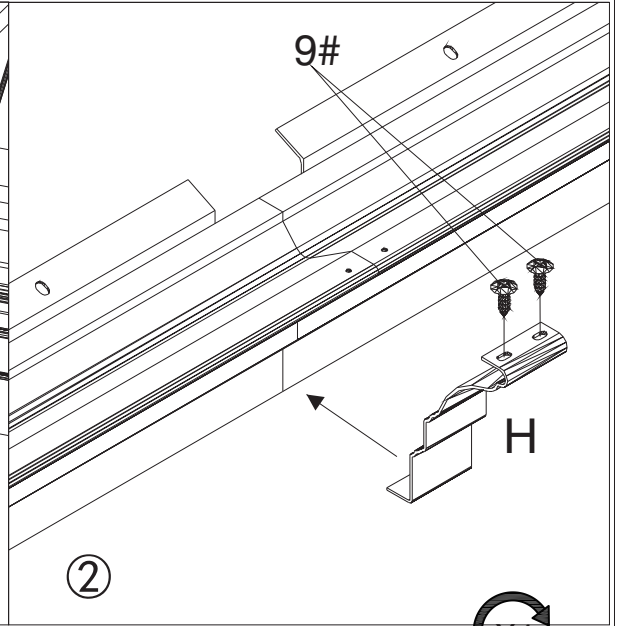
② X4

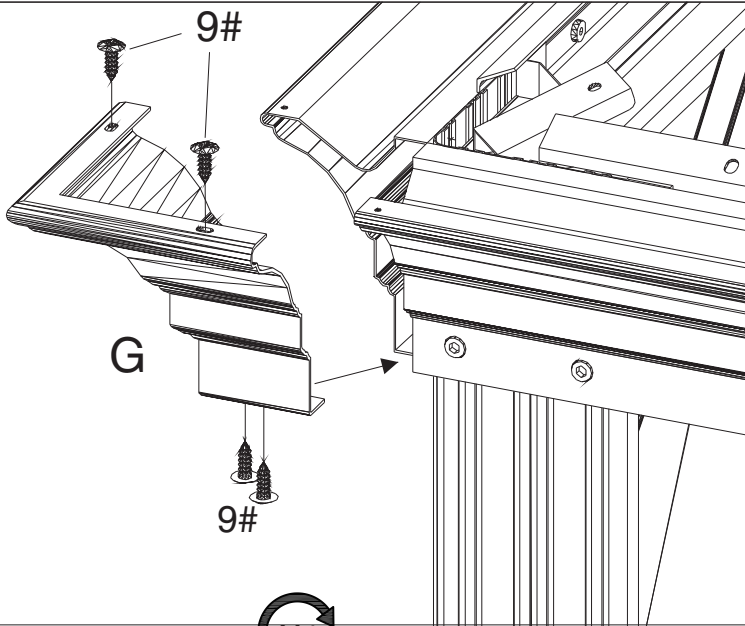## Step 6: Cover the connections

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.

①
②
②
①
①
②
②
①

Parts Required:

H2 (x1)

Step 7: Seal the seams

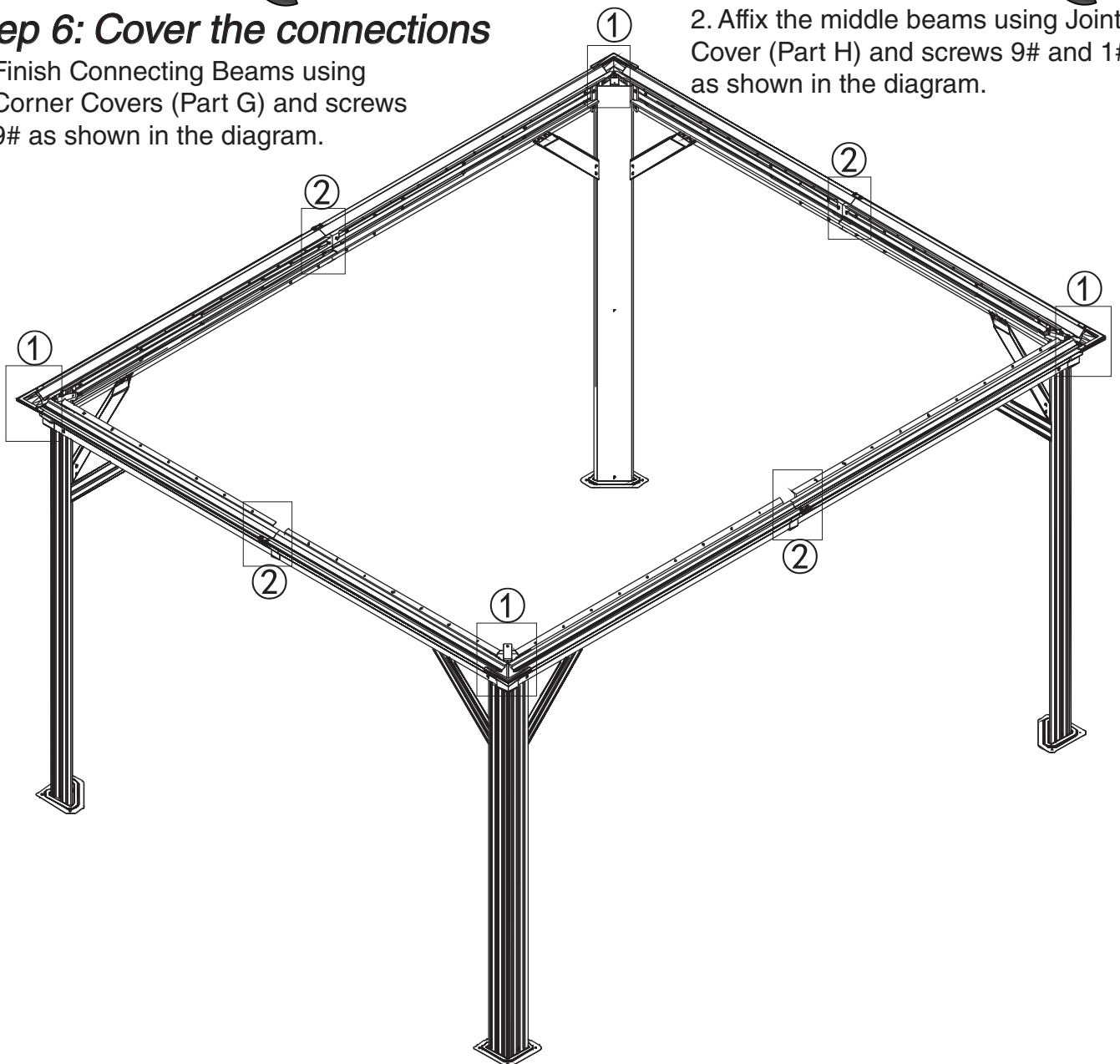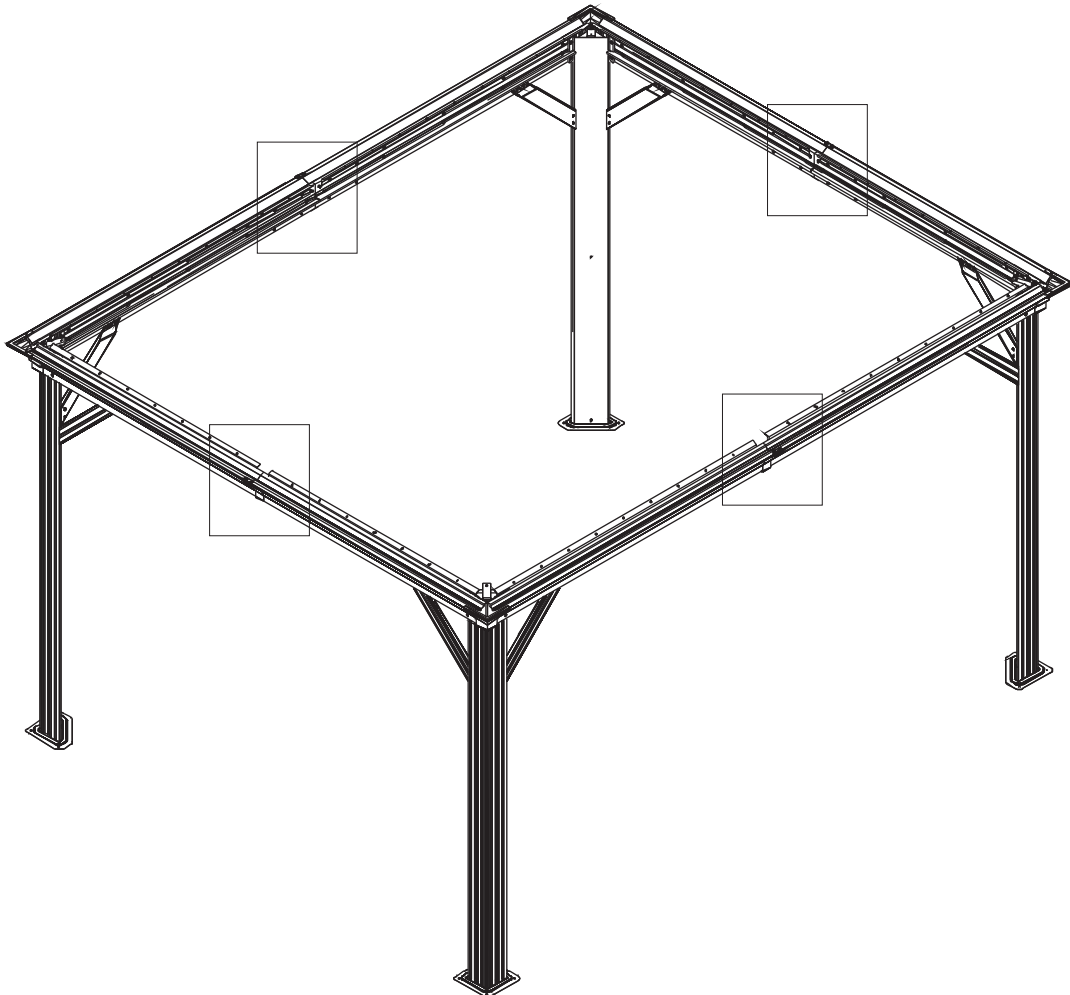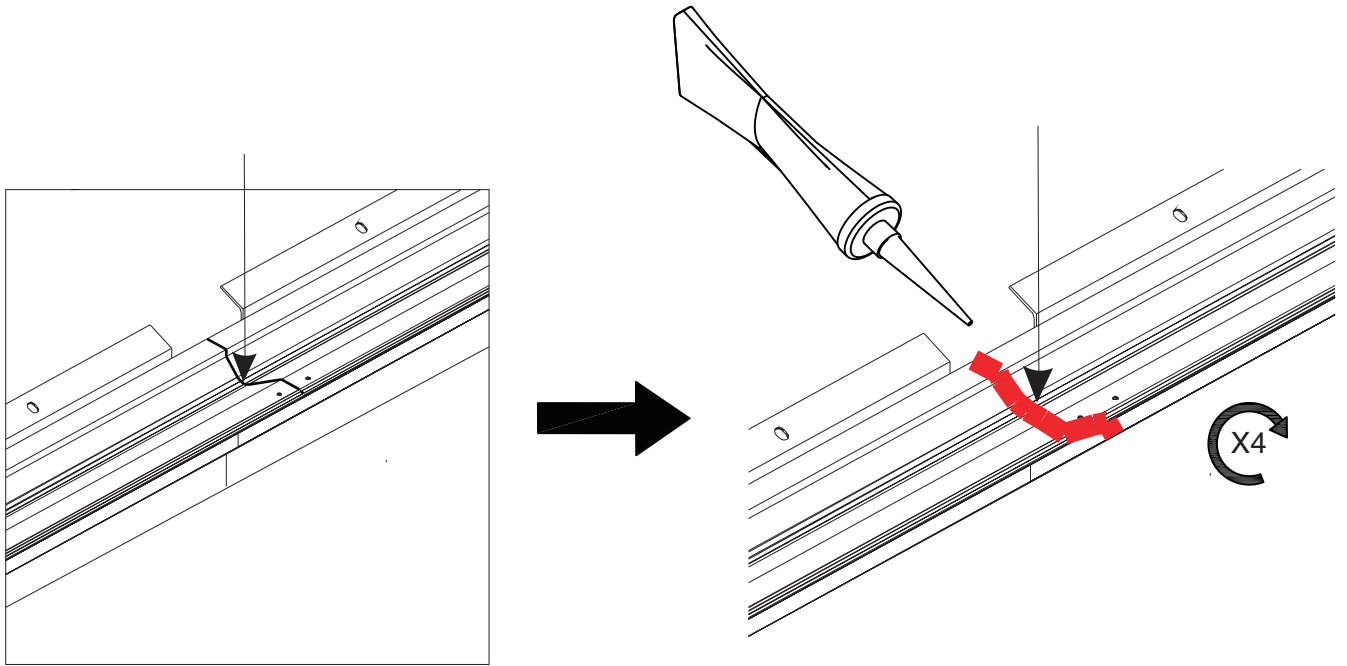1. After finishing Step 6, apply silicone rubber to the seams to ensure they're watertight.
2. If the screws are correctly attached through Spacer part S on the roof panels, sealing the cap screws with silicone rubber isn't necessary.
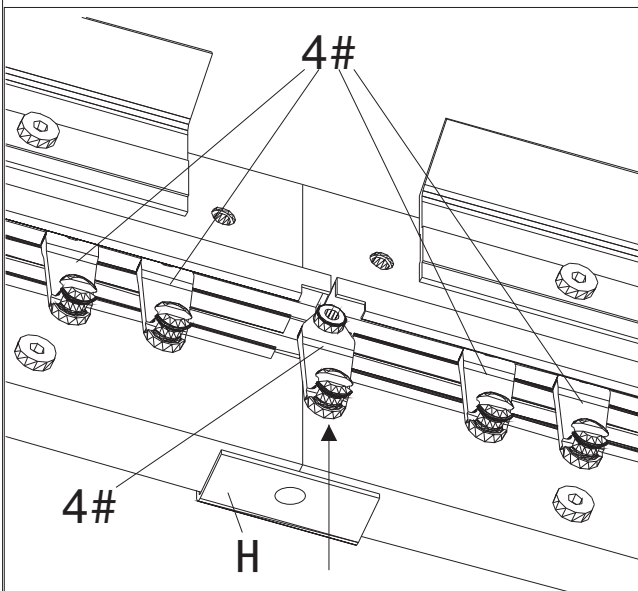
X4

Parts Required:

4# ⟨x104⟩   H1 ⟨x4⟩   1# ⟨x4⟩

Step 8: Install Hooks

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

4#

4#

4#

H

4#

4#

4#
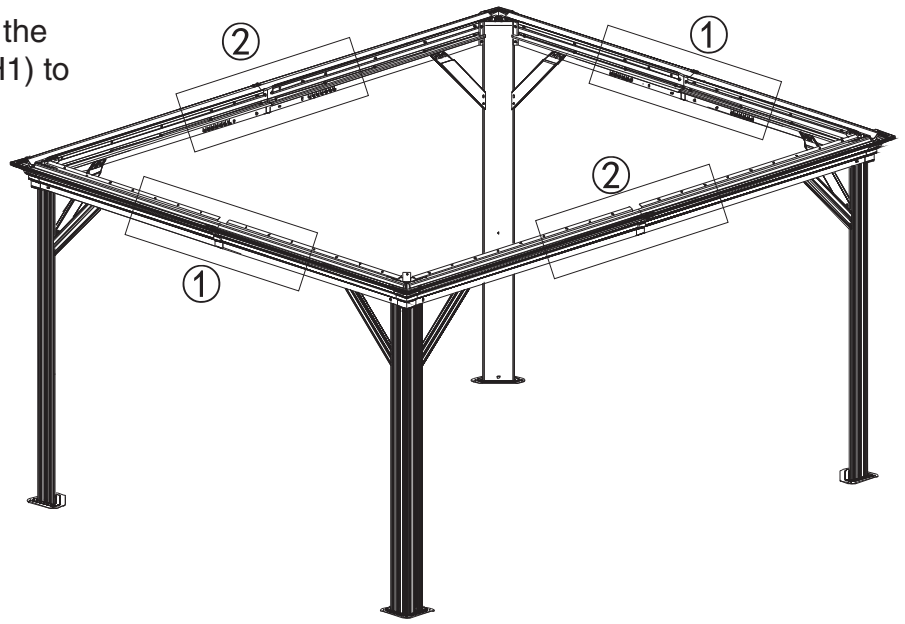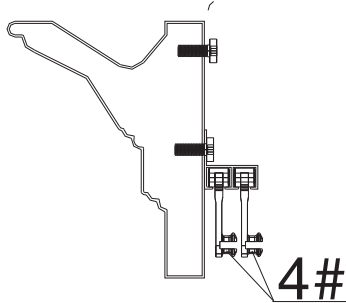
Note the amount of hooks for each slot as noted below:

H1

1#

X4

X2

① Put 6 Hooks in each slot of the Sidewall Track (Part C2, B2).

C2

B2

C

B

H1

x6

x6

X2

② Put 7 Hooks in each slot of the Sidewall Track (Part C62, B62).

C62

B62

C6

B6

H1

x7

x7

Parts Required:

K (x1)

M (x4)

P (x2)

Q (x2)

R (x4)

1# (x16)

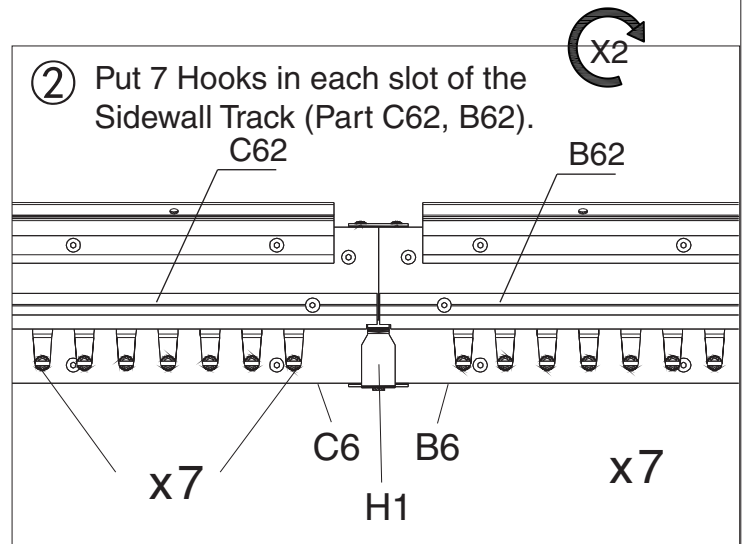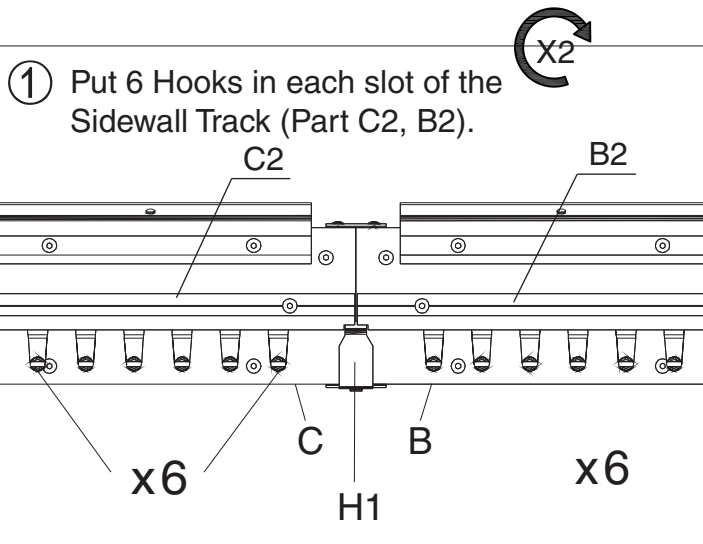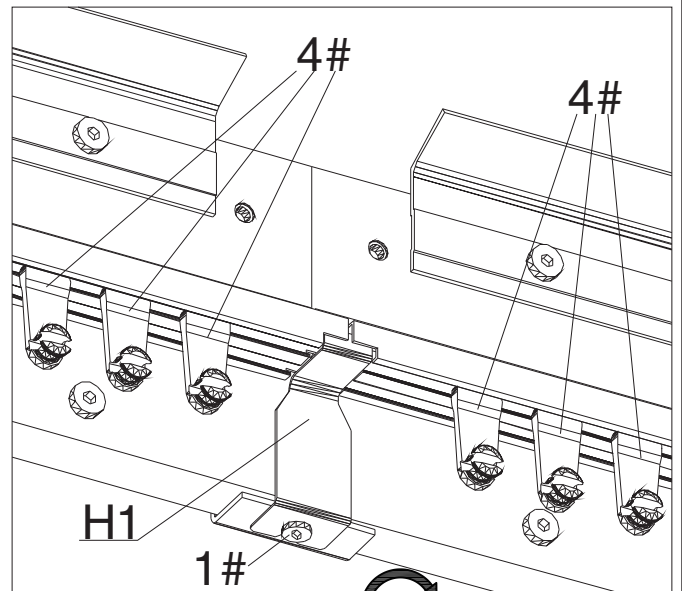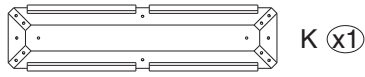# Step 9: Set up Roof Frame

M   Q   M

1#   1#

P   1#   1#   P

1#   ①   ①   1#

K

Upward View

Q

③

M   M

---

①

M

K

1#

M

②
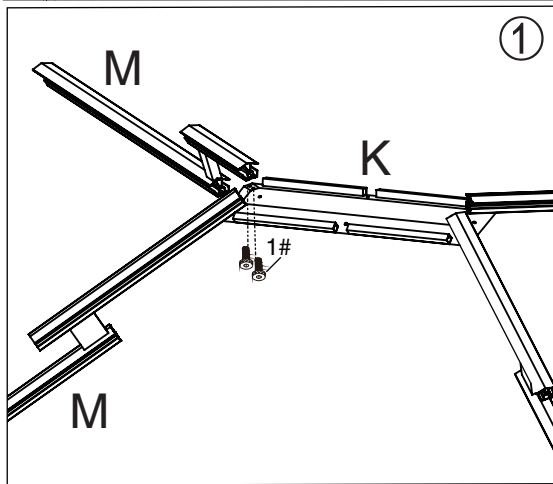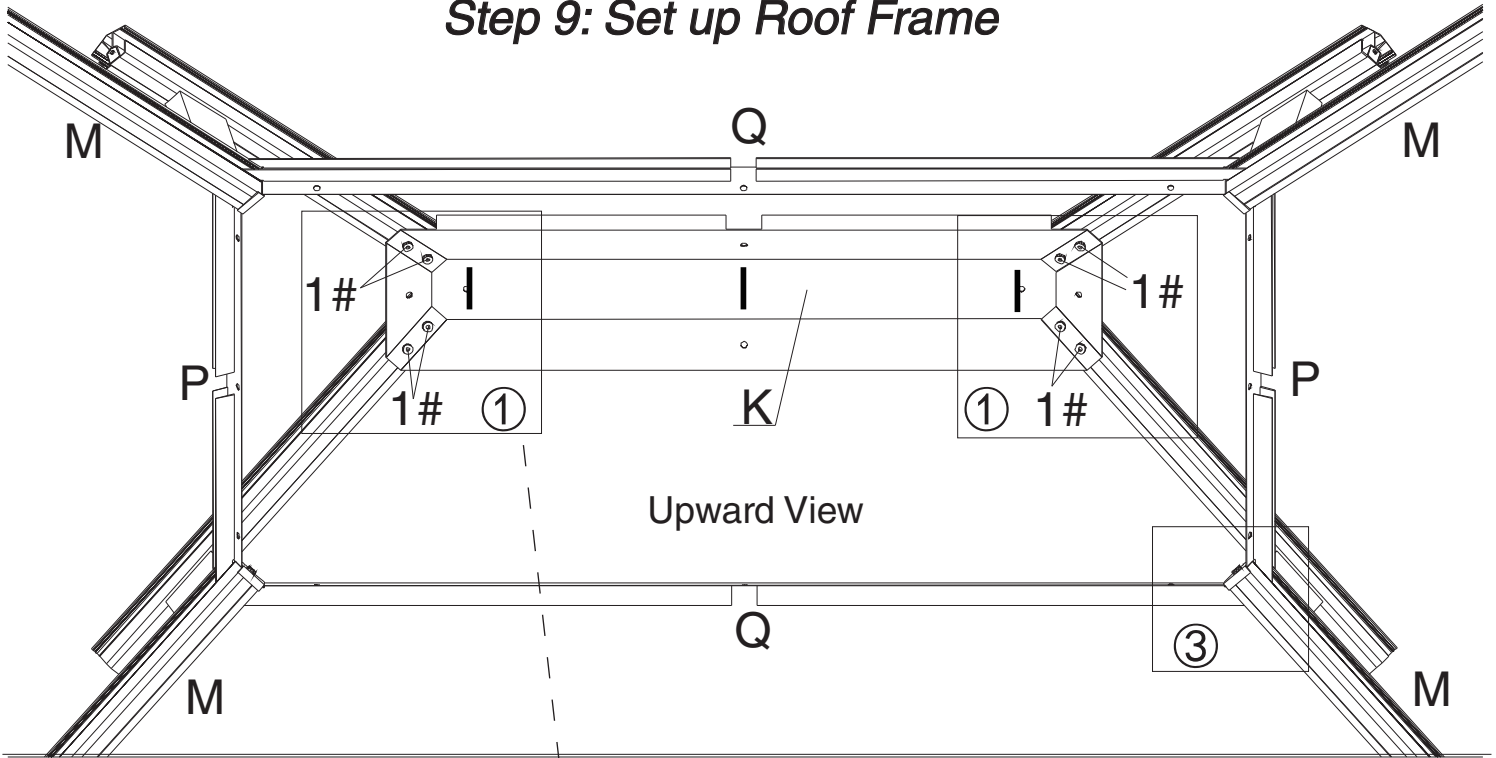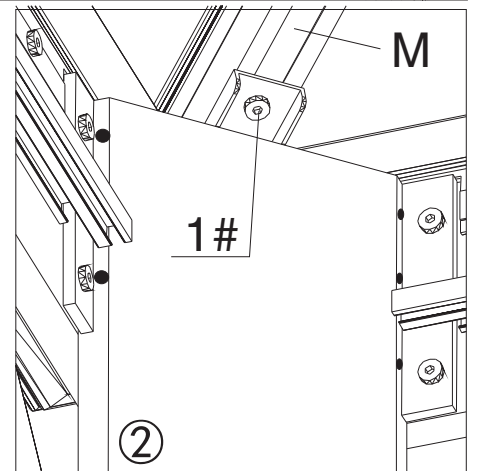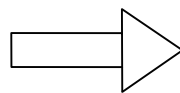
1. Connect the Inside Roof Connect (Part K) with the Corner Roof Bar (Part M) using screws 1#.

X4

2. Attach Corner Roof Bar(Part M) to main frame using screw 1# as shown in diagram.

X4

M

1#

---

③

M

R

P

Q

1#
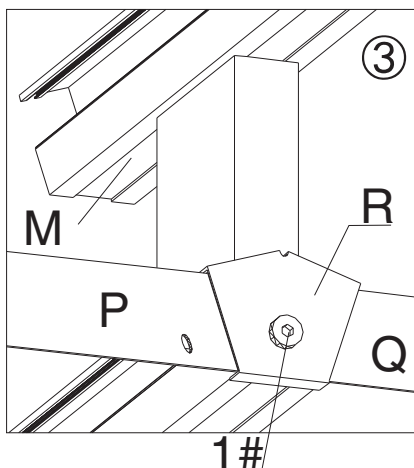
3. Attach Finishing Bar (Part P and Q) with Finish End (Part R) using screw 1# to Corner Roof Bar (Part M) as shown in diagram.

②   P   K   ③
M   M
M   Q

X4

Parts Required:

N (x4)

1#
(x12)

Upward View

N

Q

1#

N   1#

P   N

1#

1#

N

① 1
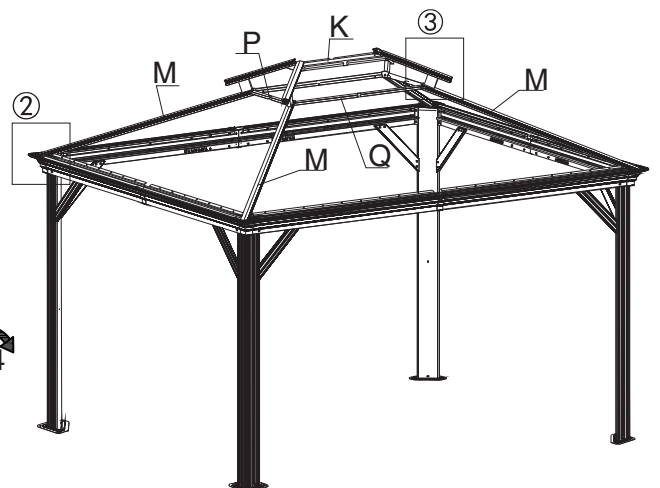
Step 10: Set up Roof Bar

Attach Finishing Bar (Part P,Q) with Finish End (Part R) using screw 1# to Corner Roof Bar (Part M).

① X4

1#

N

P

→

② X4

N

1#

N
② 1
② N

N
② N

N
②
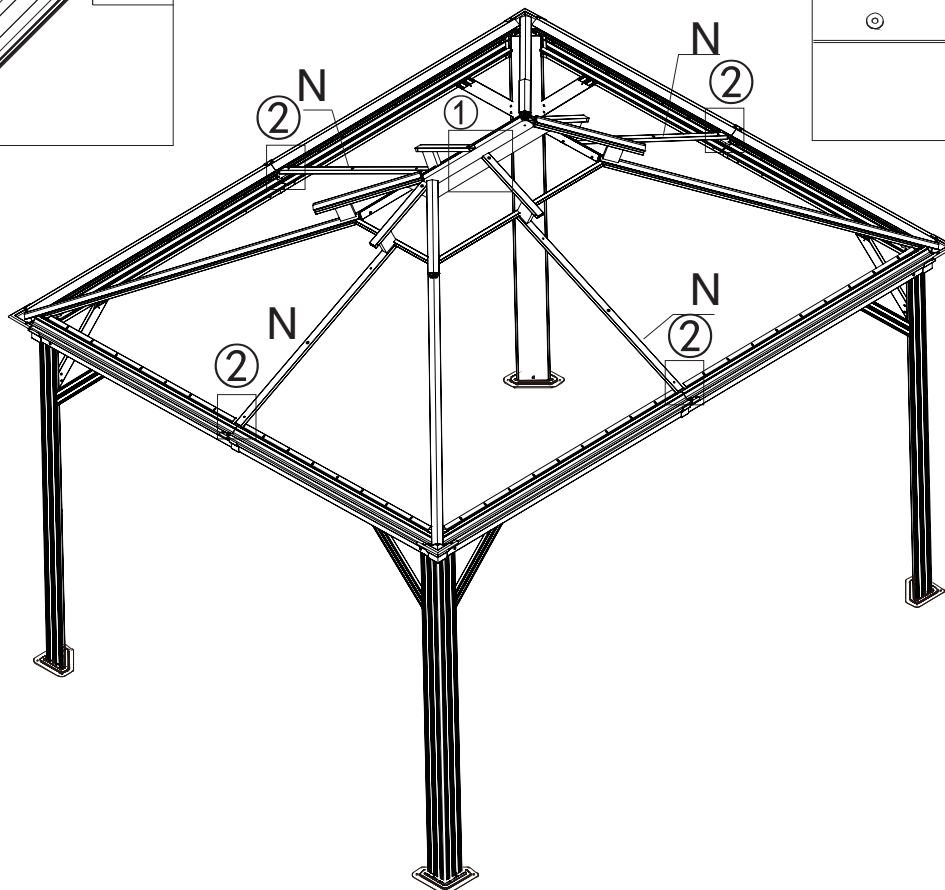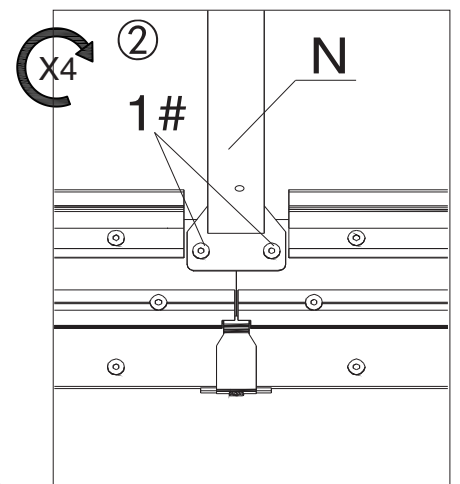
Parts Required:

K1 (x1)

1#
(x2)

Step 11: Connect Outside Roof Connctor
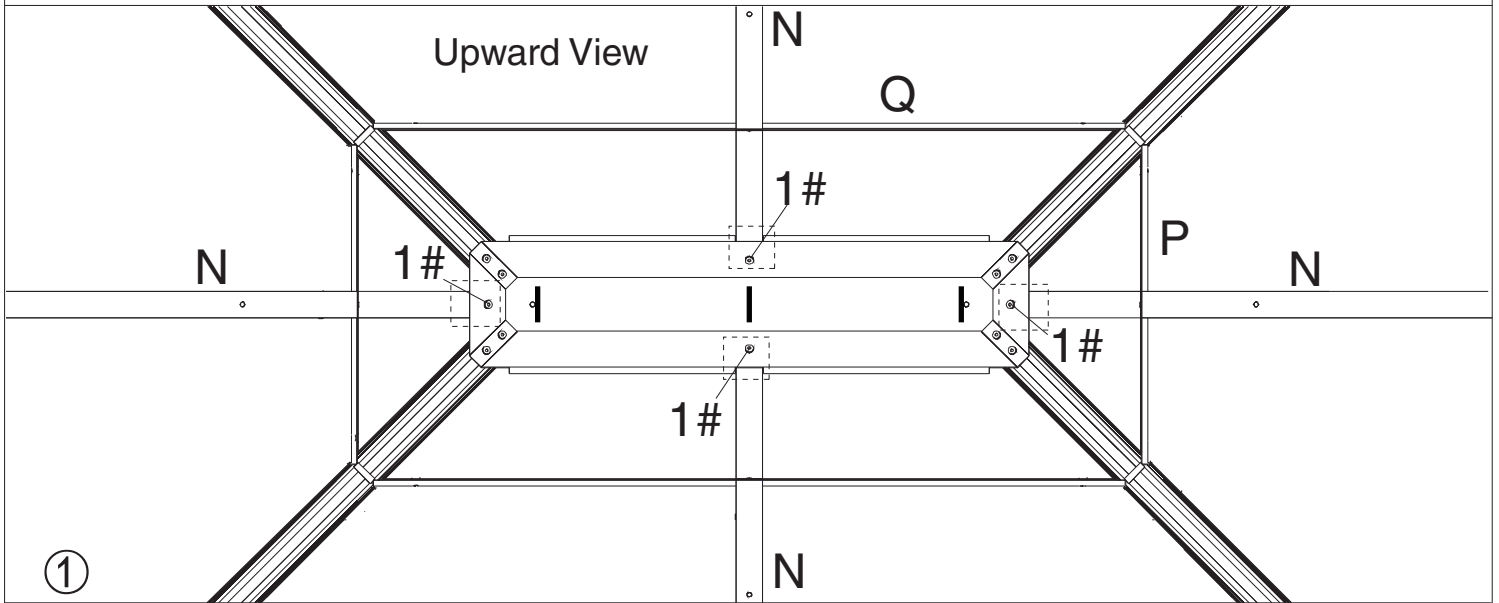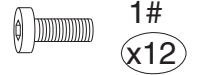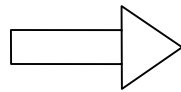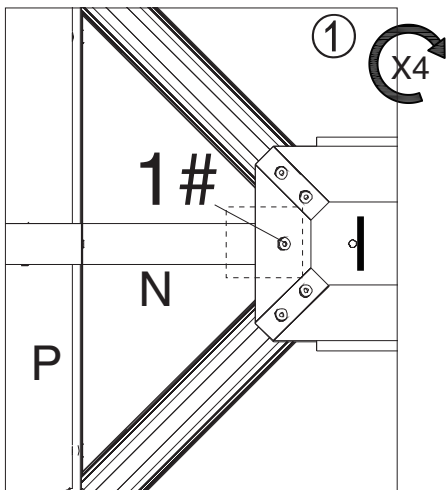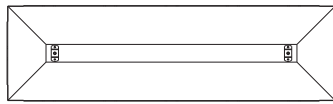
Connect Outside Roof Connector (Part K1) to Inside Roof (Part K) using screw 1#
as shown in the diagram.

Upward View

1#   1#

K1   K

K1
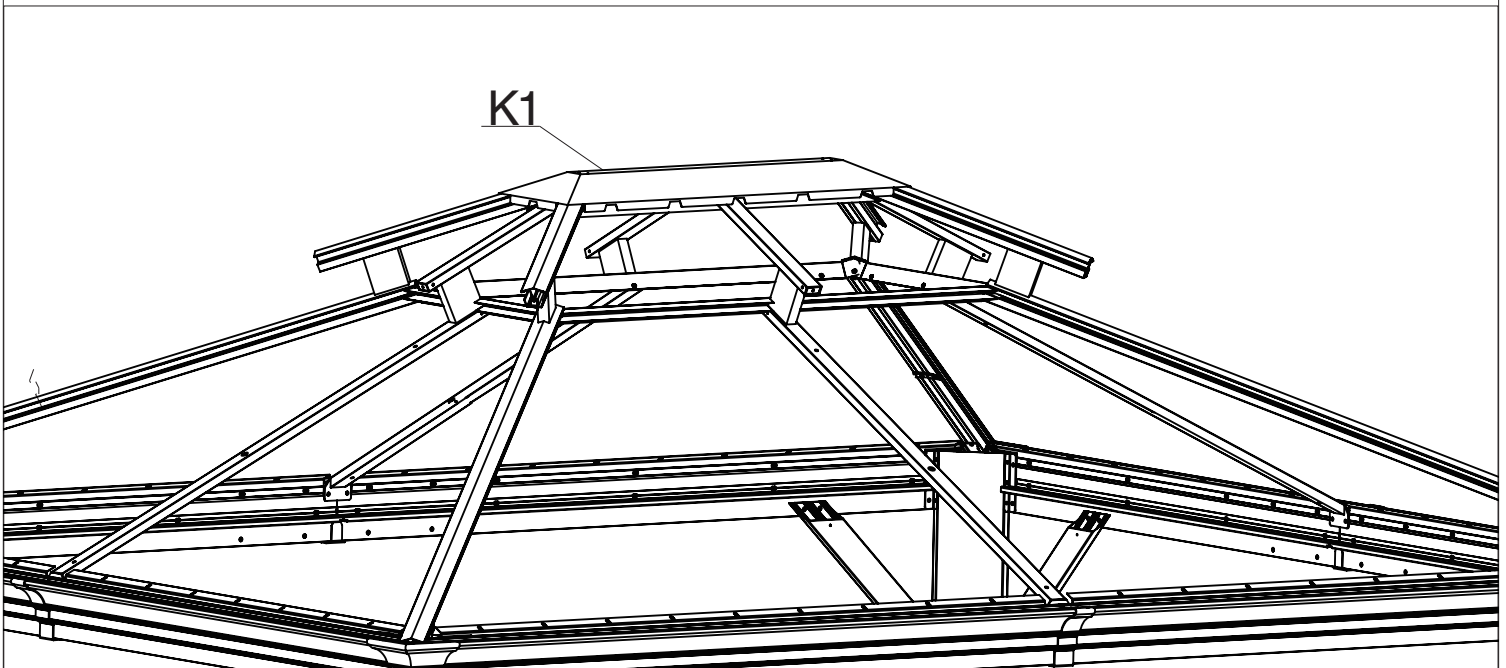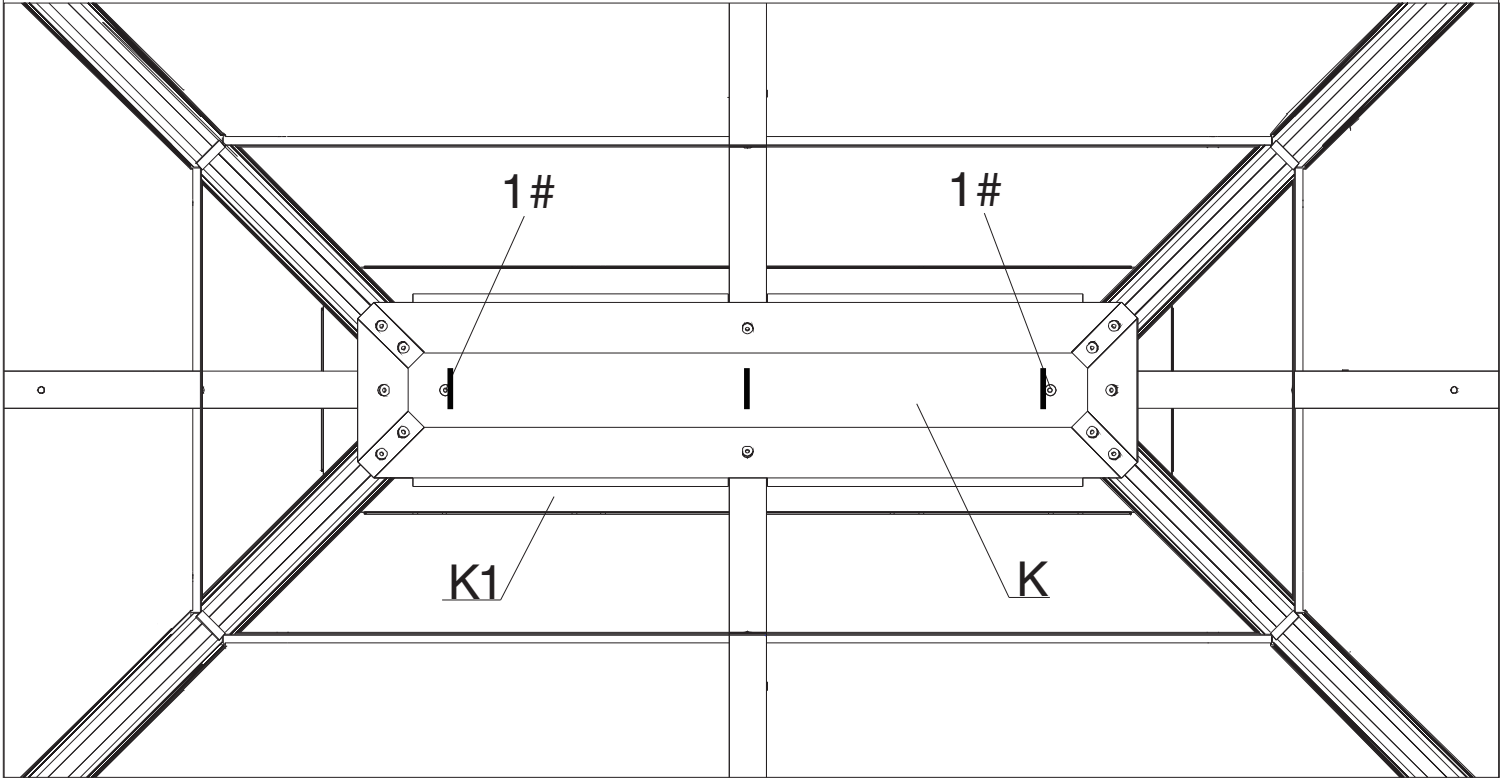
Parts Required:
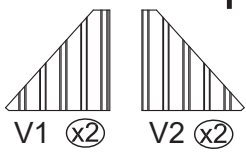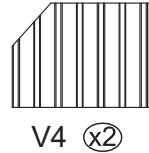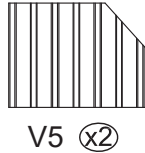
V1 (x2) V2 (x2) V3 (x2) V4 (x2) V5 (x2) V6 (x2)

Z (X8)

Z1 (X4)

Z2 (X4)

H3 (x1)

Step 12: Snap Brackets

Snap Bracket (Part Z, Z1, Z2) to the roof panel edges as shown in the diagram.
(with snaps facing upwards)
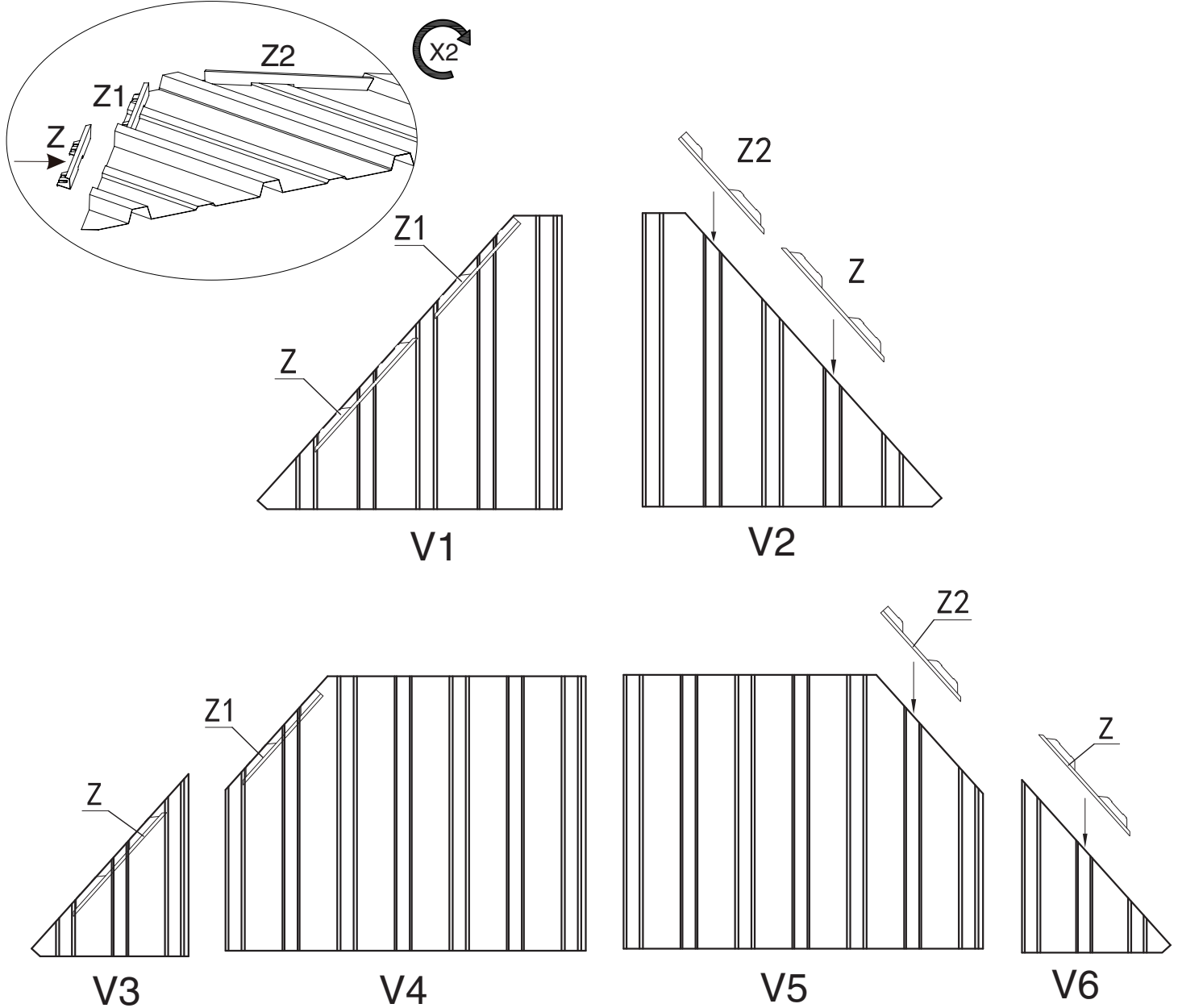
Z2 X2

Z1

Z

Z1

Z

V1

Z2

Z

V2

Z1

Z

V3

V4

V5

Z2

Z

V6

Tip:

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:

R (x4)

T (x2)

T1 (x2)

1# (x8)
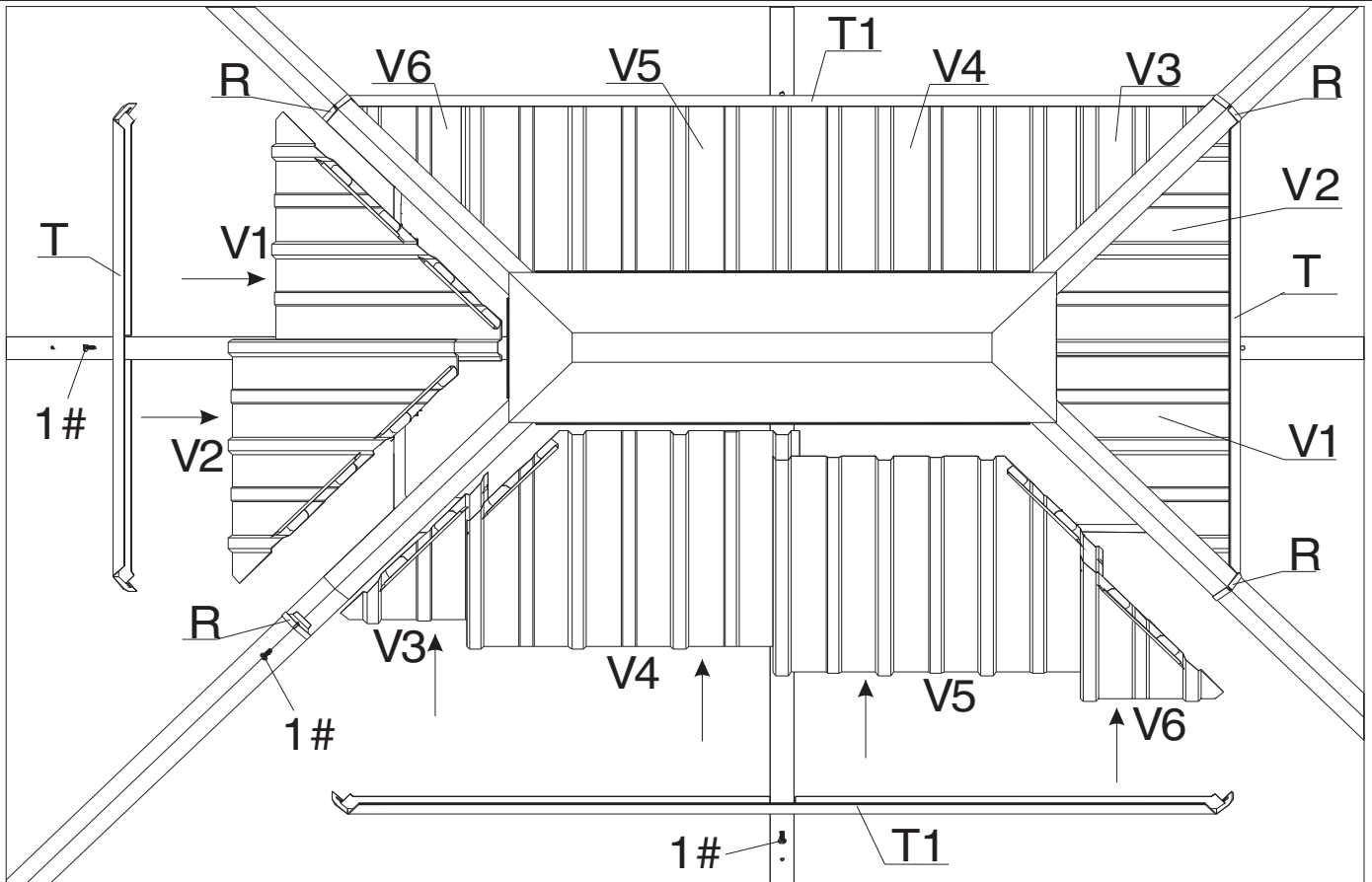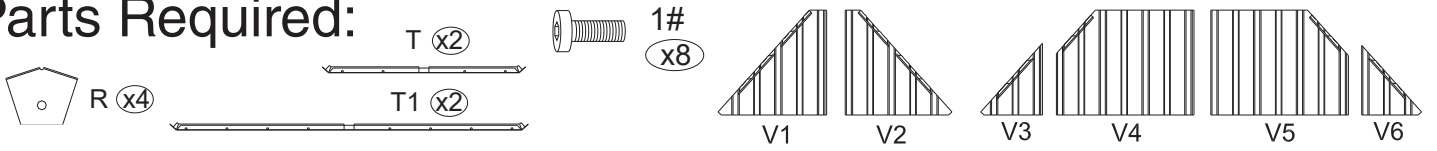
V1 V2 V3 V4 V5 V6

Step 13: Assemble Roof Panels

1. Push the Roof Panels (Part V1, V2, V3, V4, V5, V6) to the upper roof as shown in the diagram.
2. Attach Finishing Bars (Part T, T1) to the upper roof with Finish End (Part R) using screws 1# as shown in the diagram.

Parts Required:

U0 (x4)

U (x4)

U3 (x4)

U4 (x4)

1# (x24)
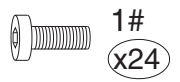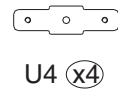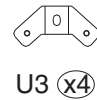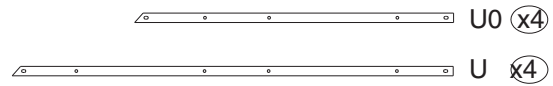
Step 14: Connect Solidifying Bars

Attach Solidifying Bars (Part U0, U) to the roof bar or corner roof bar using Iron Angle (Part U3, U4) and screws 1# as shown in the diagram.

U

U0

U

U0

①

②

U

①

U0

②

U

U0

U

①
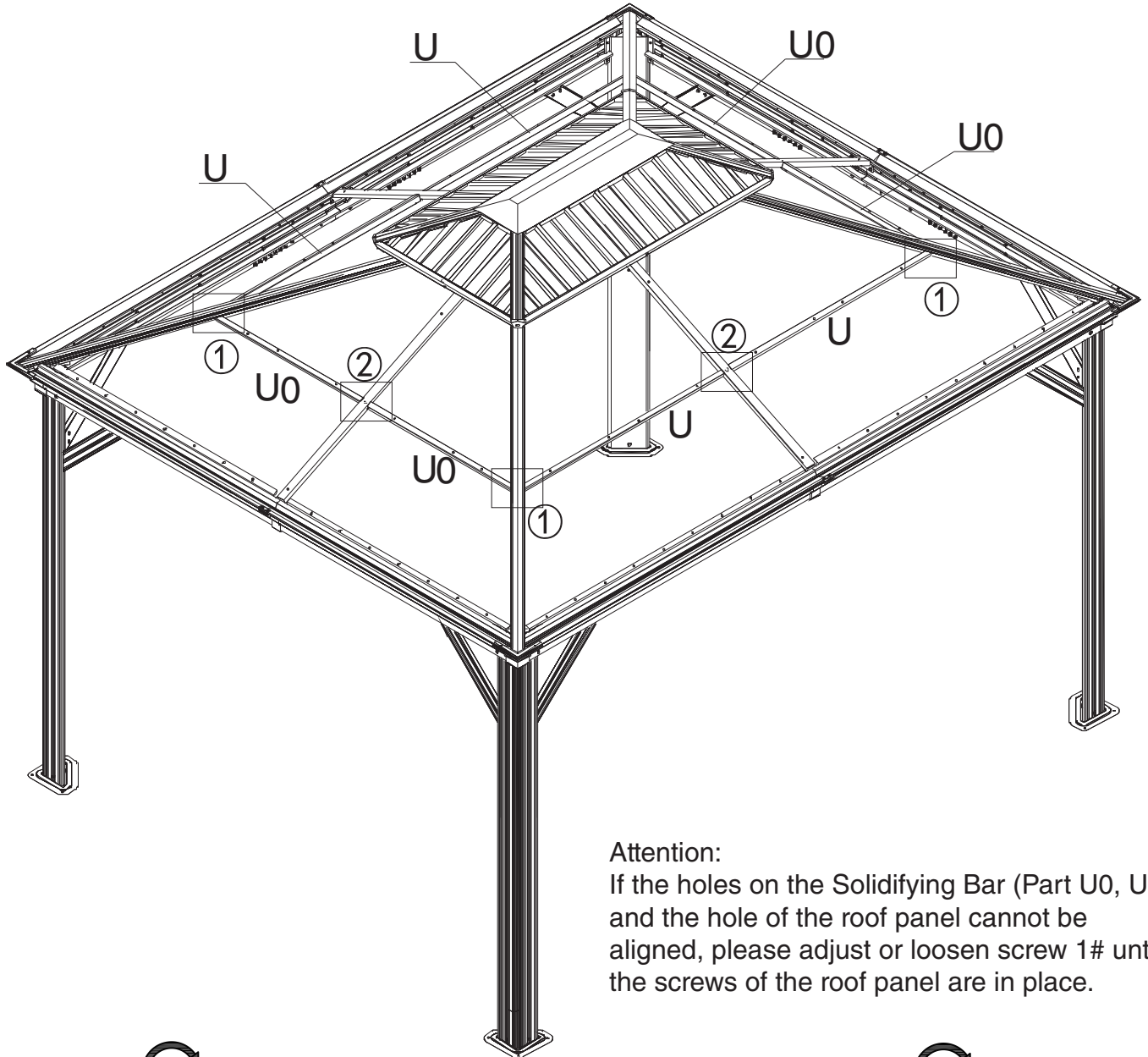
Attention:
If the holes on the Solidifying Bar (Part U0, U) and the hole of the roof panel cannot be aligned, please adjust or loosen screw 1# until the screws of the roof panel are in place.

X4

X4

1#

U3   ①

U4

1#

②

Parts Required:
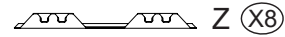
W1 (x2) W2 (x2) W3 (x2) W4 (x2) W5 (x2) W6 (x2)

Z (x24)

Z3 (x2)

Z4 (x2)

H3 (x1)
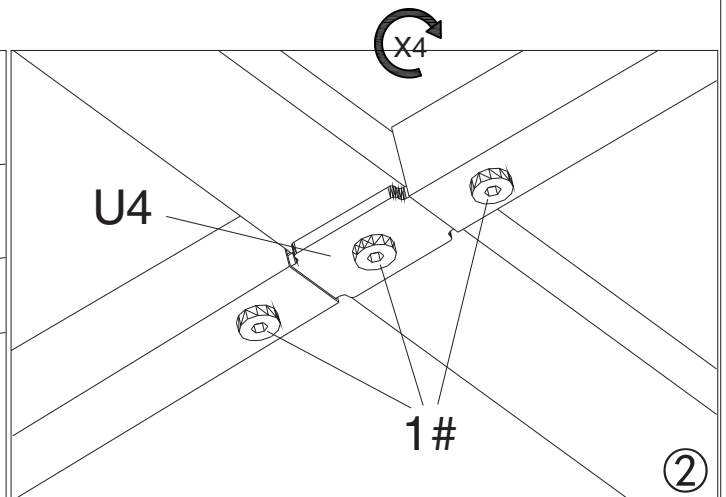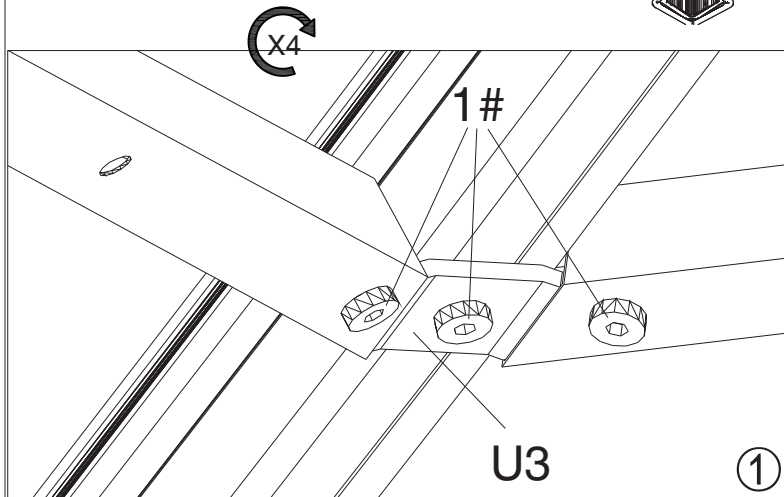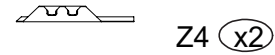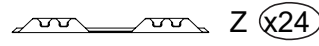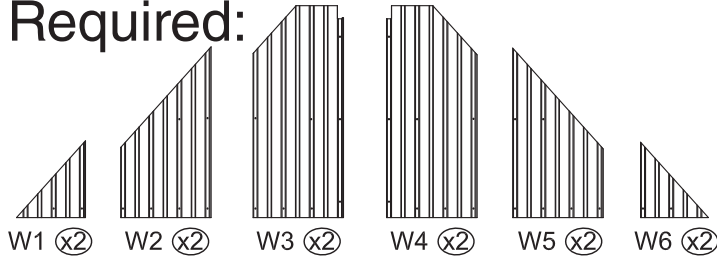
Step 15: Snap Brackets

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

X2

Z3

Z

Z3

Z

Z

Z

Z

W1

Z

Z

W2

Z3

Z
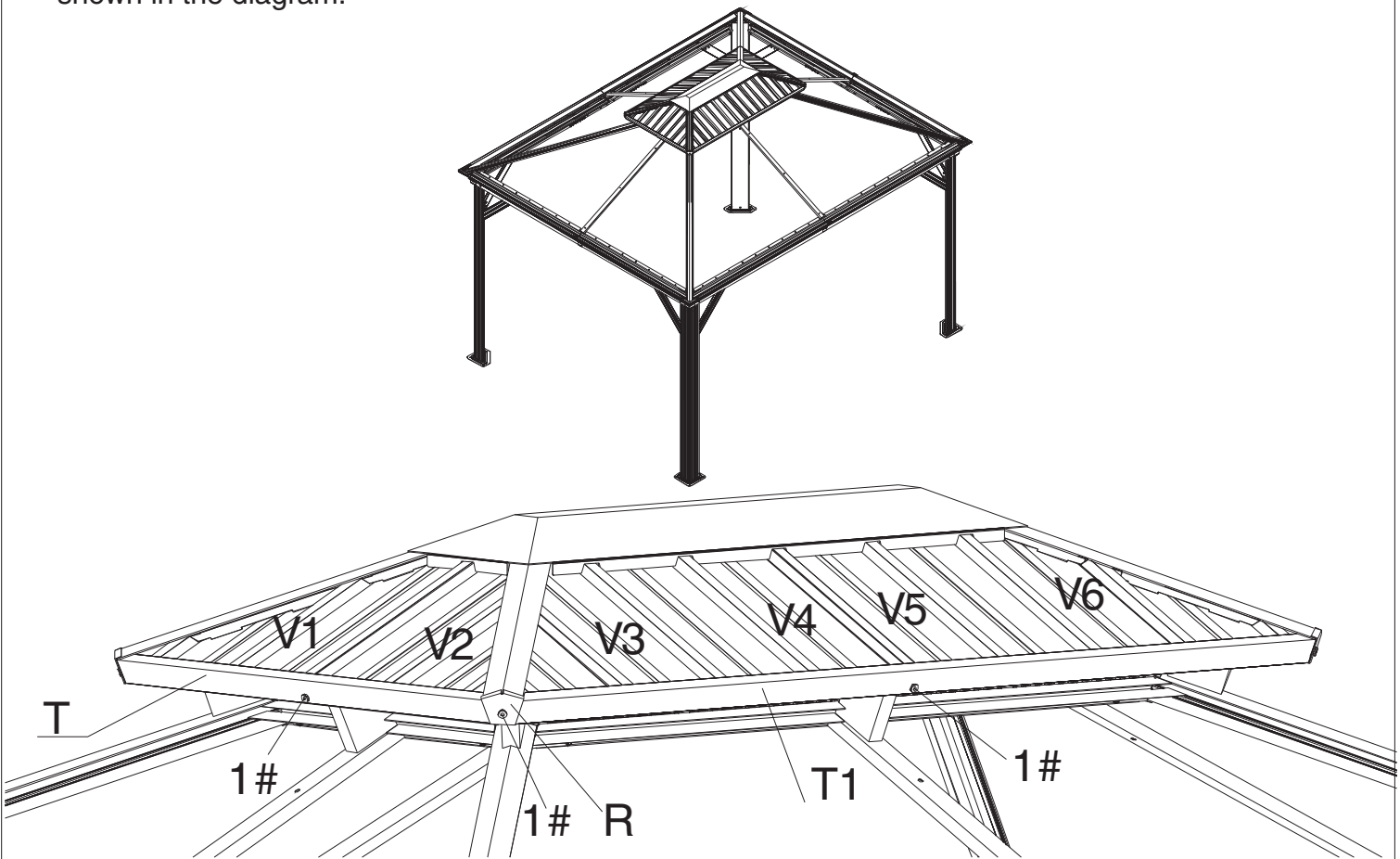
W3

Z4

Z

W4

Z

Z

Z

W5

Z

Z

W6

Tip: 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.
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:

X1 (x2)　X2 (x2)　X3 (x2)　X4 (x2)　X5 (x2)　X6 (x2)　X7 (x2)　X8 (x2)

Z (x24)

Z3 (x2)

Z4 (x2)

H3 (x1)

Step 16: Snap Brackets

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

X2

Z3

Z

Z

Z

Z

Z

X1

Z3

Z

Z

X2

Z3

Z

Z

X3

X4

X5

Z4

Z

Z

Z

Z

Z

X6

X7

Z

X8
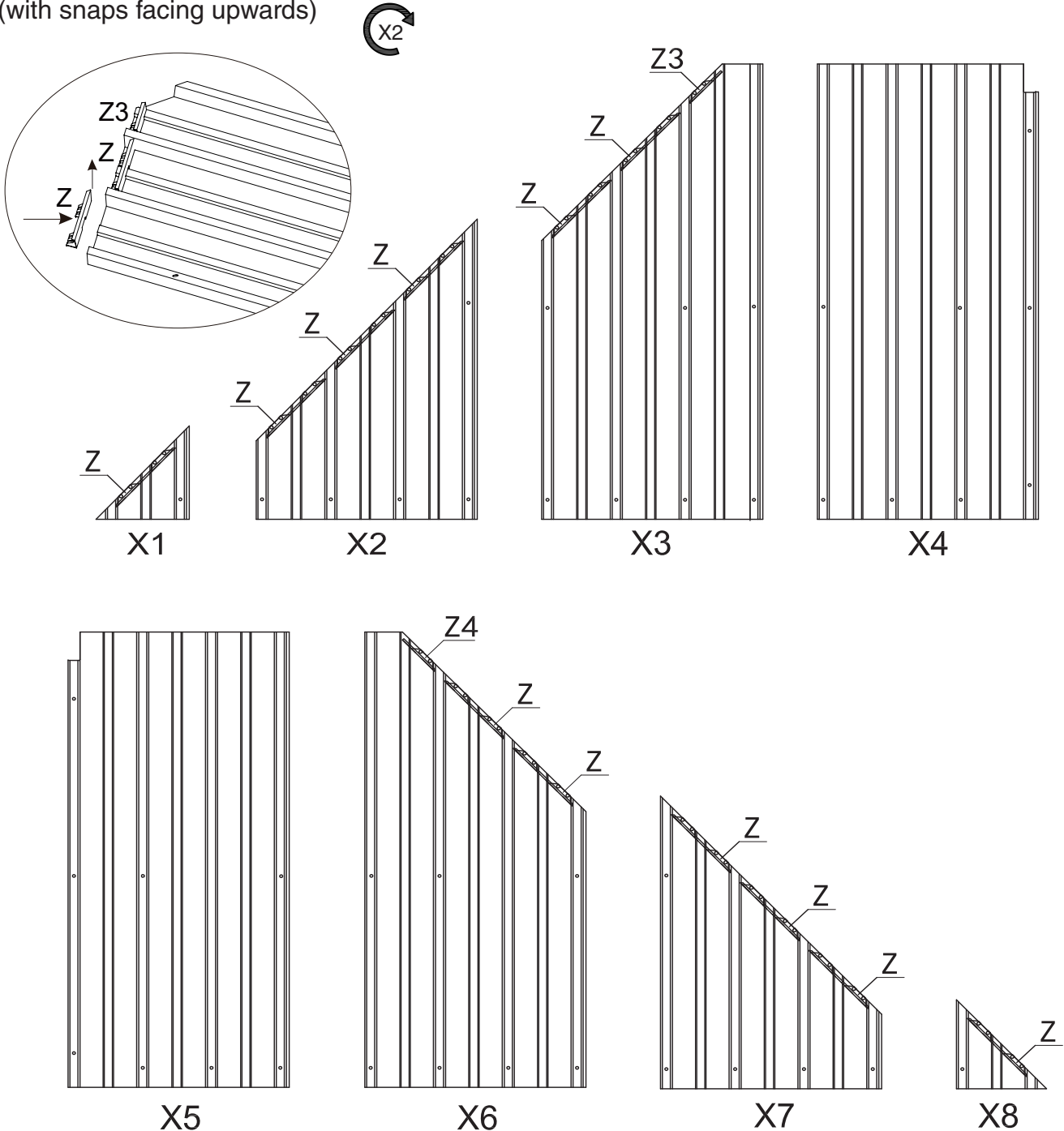
Tip:
1. Wearing protective gloves is recommended.
2. To prevent Z-Clips (plastic brackets) from sliding off prior to assembly, apply double-sided adhesive tape (Part H3) to the underside (bottom) edge of the roof panels where the brackets (Part Z, Z3, Z4) are supposed to attach.

Overall roof assembly:
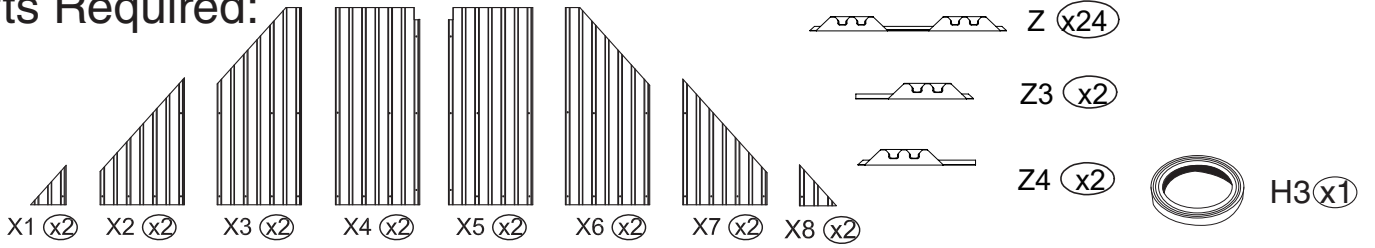
Please place the panels on the frame and assemble them from the centerline (Part N) to the left and right.

X1, X2, X3, X4, X5, X6, X7, X8
W1, W2, W3, W4, W5, W6

W6, W5, W4, W3, W2, W1

W1, W2, W3, W4, W5, W6
X1, X2, X3, X4, X5, X6, X7, X8

Connect roof as below :

Tip:

Wearing protective gloves is recommended.

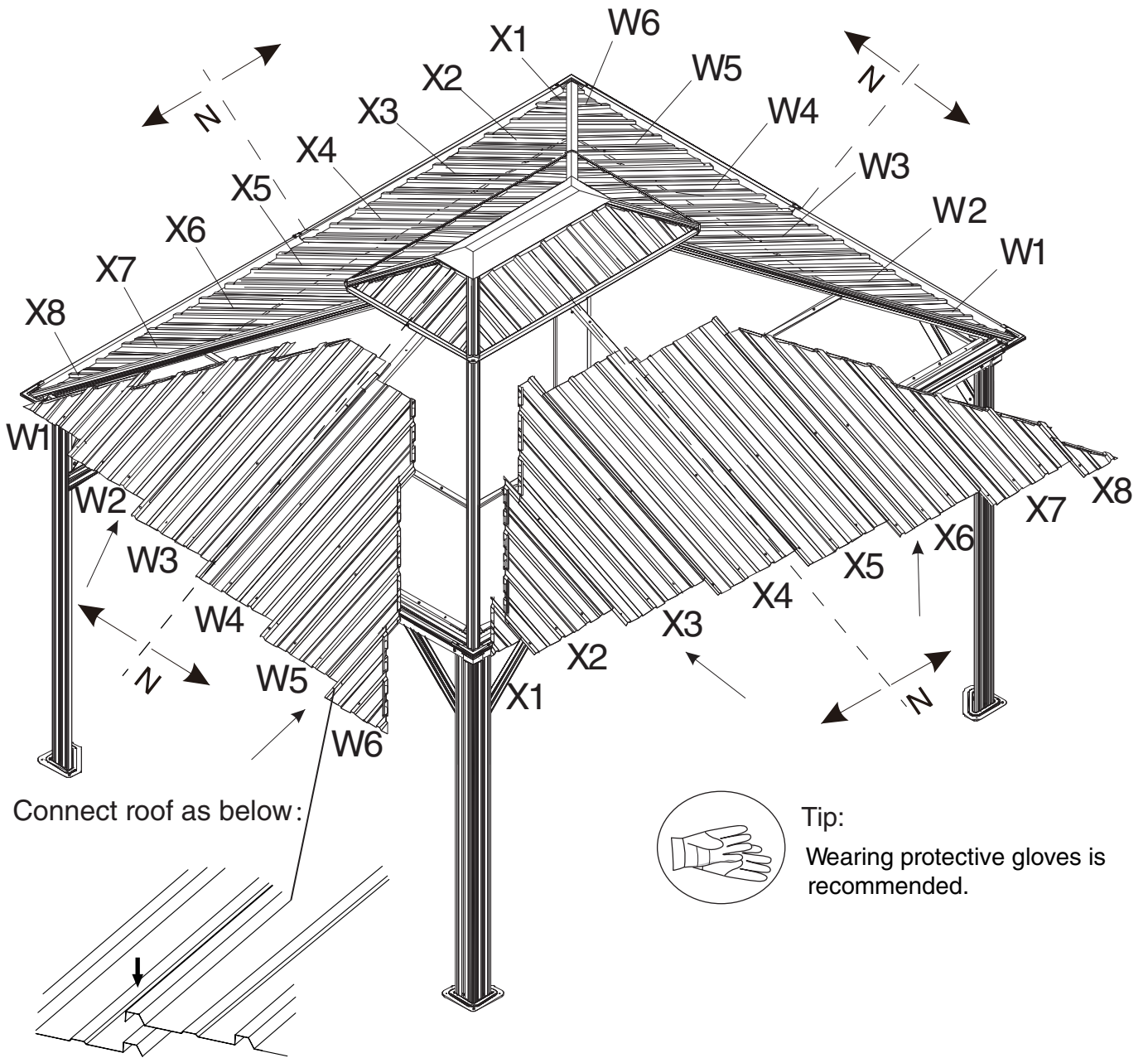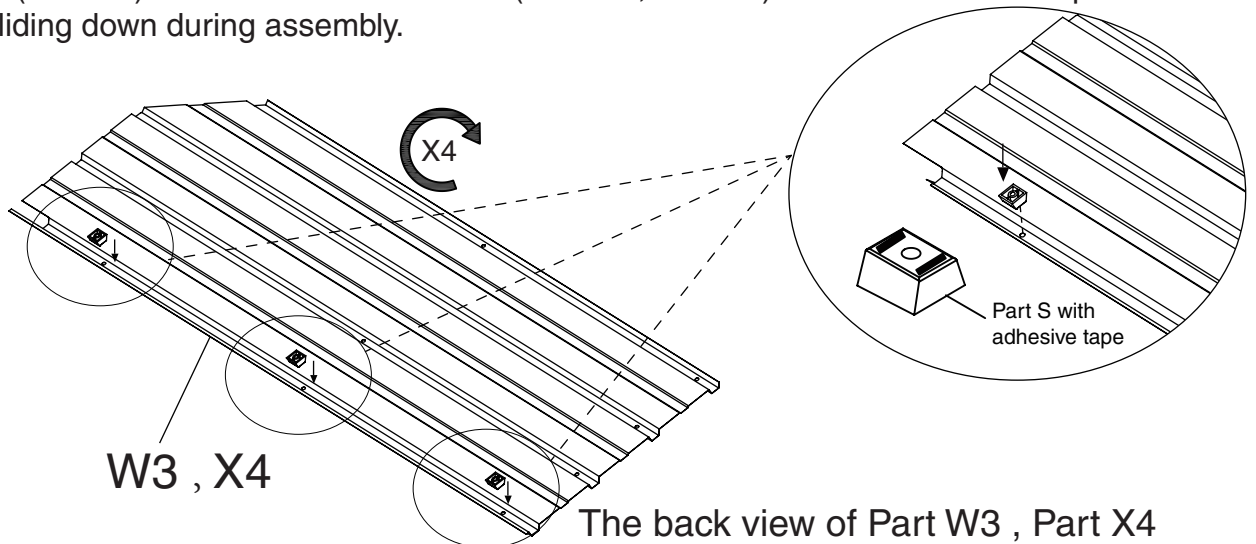**Tip:** To facilitate the easy fastening of roof panels (Part W3, Part X4), please use double-sided adhesive tape (Part H3) to affix Part S onto Panel (Part W3, Part X4) in advance. This will prevent Part S from sliding down during assembly.

X4

W3 , X4

The back view of Part W3 , Part X4

Part S with adhesive tape

Parts Required:

S (x104)

5# (x64) L 28mm

6# (x8) L 45mm

7# (x28) L 50mm

10# (x4) L 25mm

Step 17: 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.

10#

S

① X4

6#

S

② 6#

X8

② ② ① ③ ② ④ ④ ④ ③ ④ ④

4#

5# S

X64

5#

7#

S

③ X28

7#
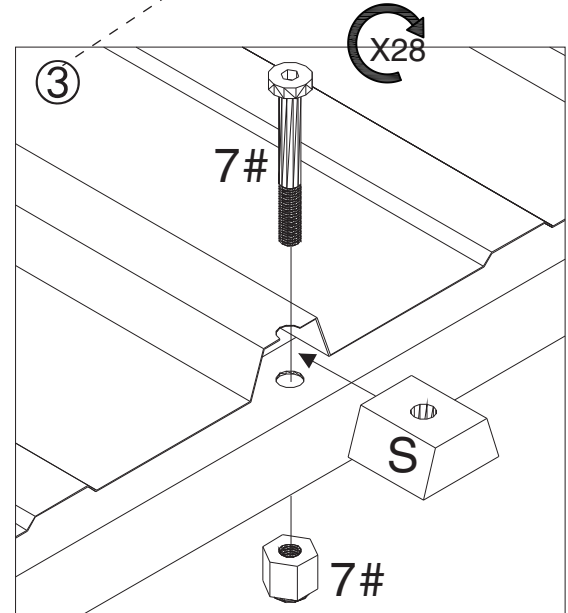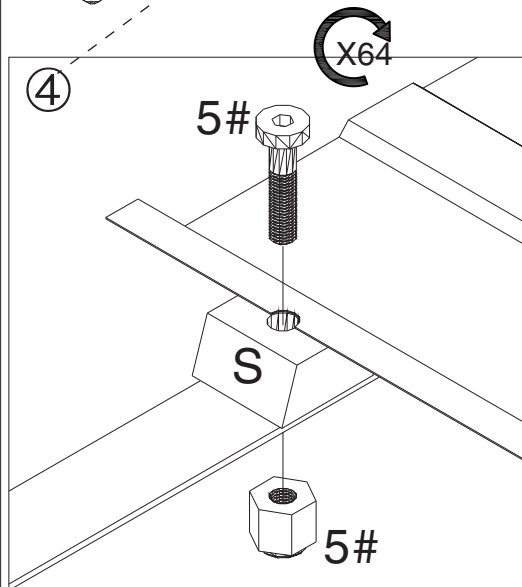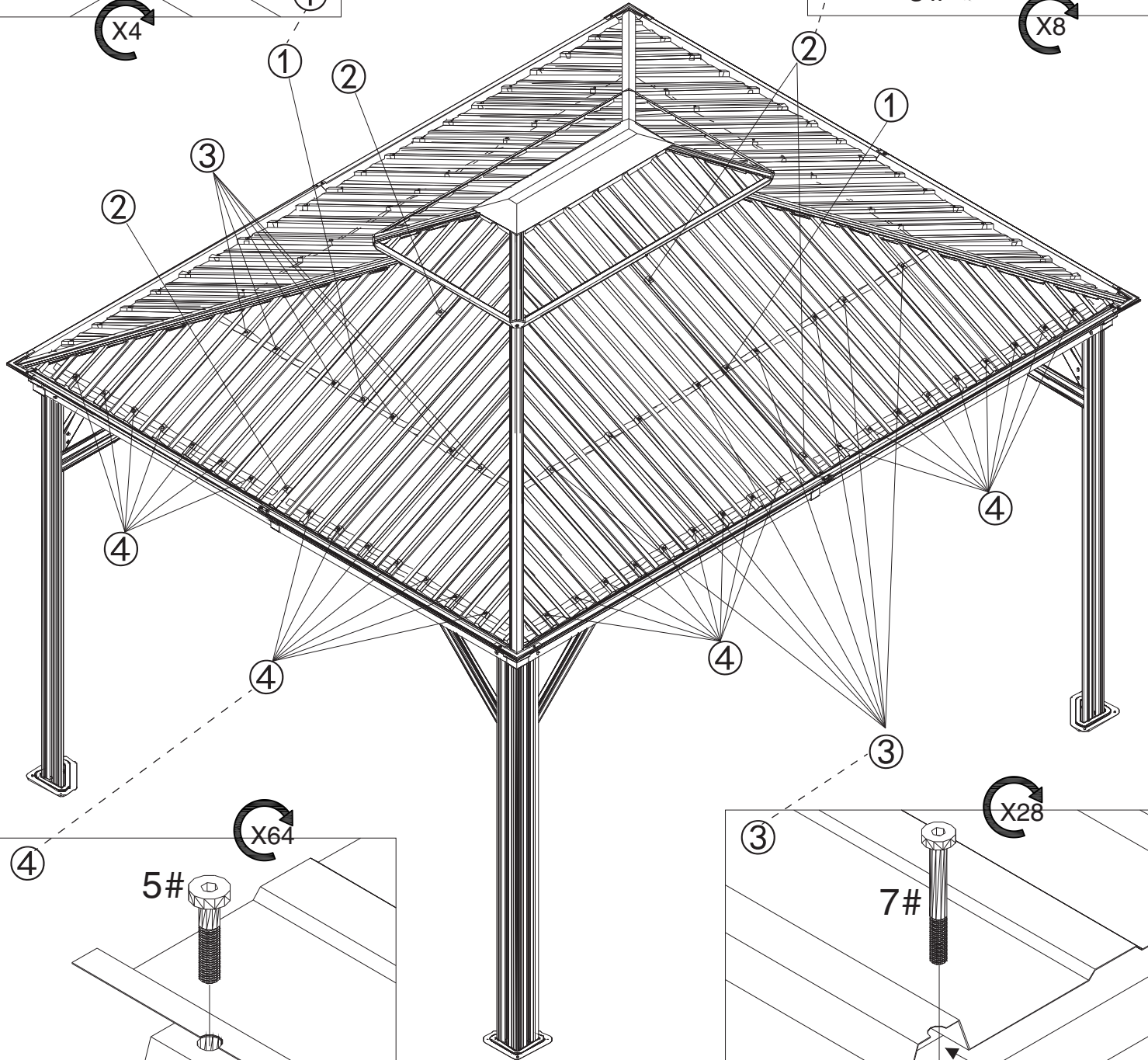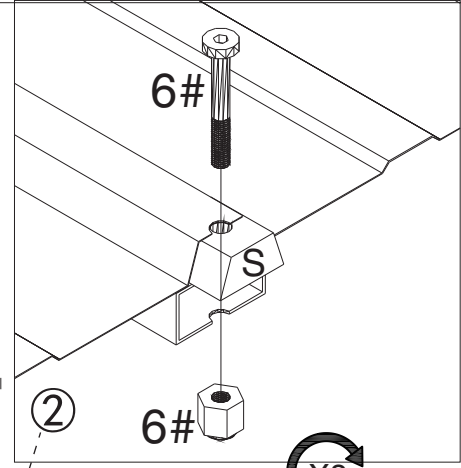
Tip:
At least two people
for this step.

2+

Parts Required:

P1 (x2)   Q1 (x2)   Q2 (x2)   1# (x4)   11# (x8)
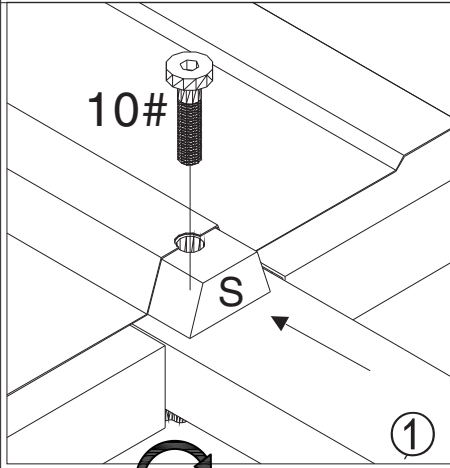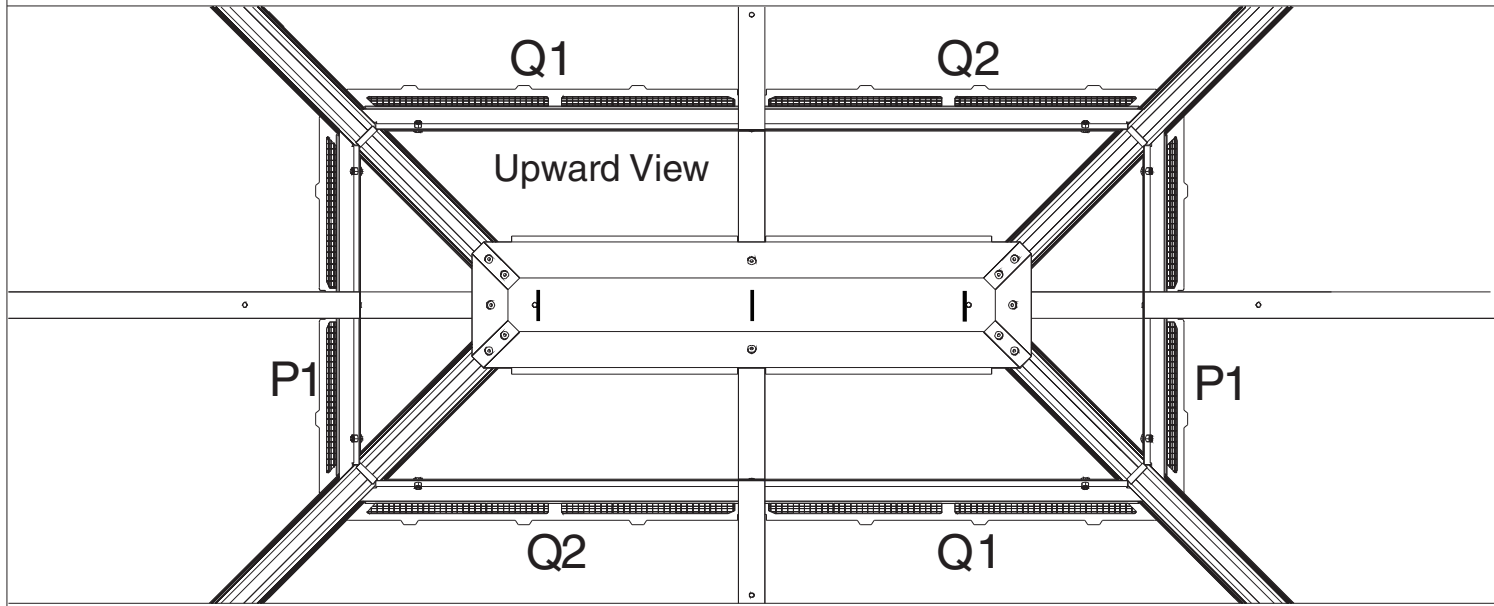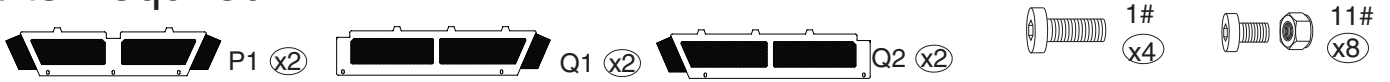
Q1   Q2

Upward View

P1   P1

Q2   Q1

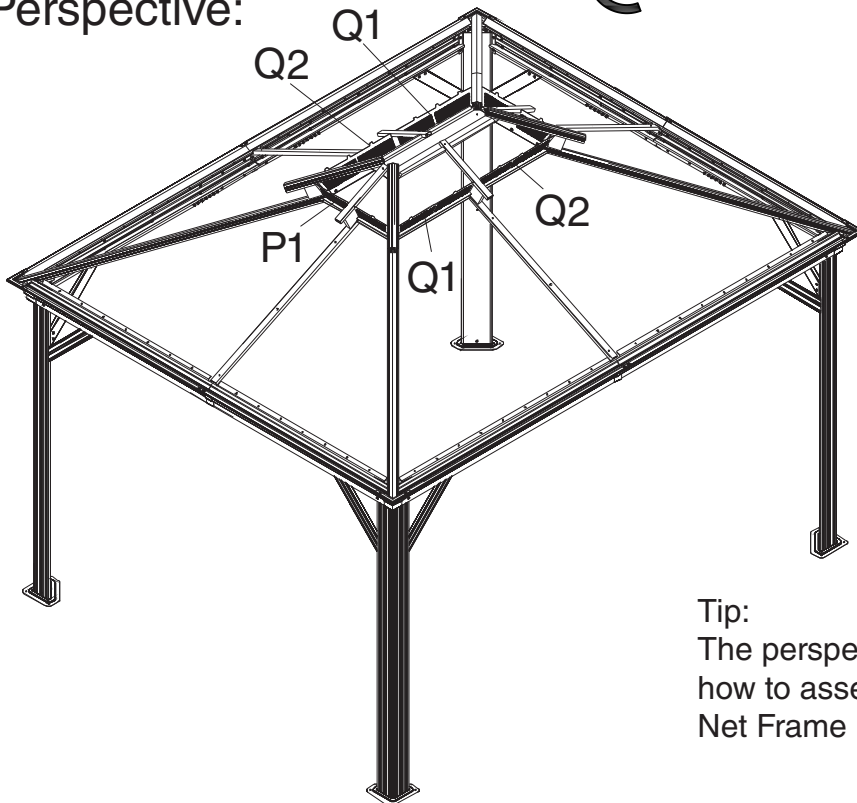# Step 18: Assemble Net Frame

Attach Net Frames (Part P1, Q1, Q2) to Finishing Bars (Part P, Q) using screws (1#, 11#) as shown in the diagram.

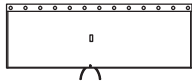Q2   Q1

11#   1#   11#

X2

11#   P1   1#   11#

X2

Perspective:

Q1
Q2
Q2
P1
Q1
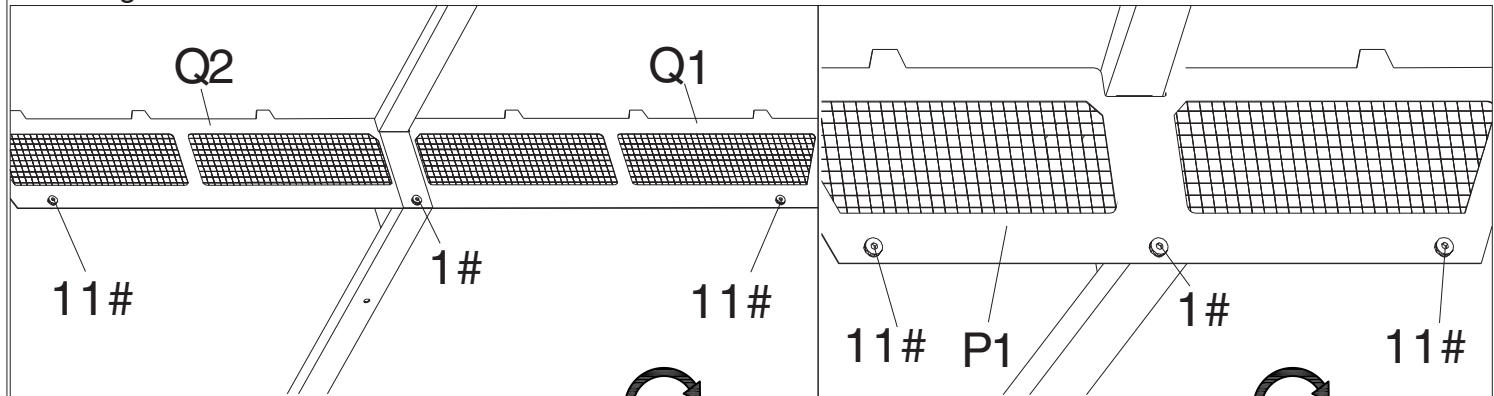
Tip:
The perspective drawing is for demonstrating how to assemble the final step that sets up the Net Frame (Parts P1, Q1, Q2) more effectively.

Parts Required:
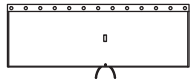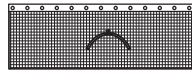
S1(x2) S2(x2) Y1(x2) Y2(x2)

Step 19: Assemble Net Sidewall

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

4#

S1,S2   Y1,Y2

S1   Y1   Y2   S2

10ft   1 2 3 4 5 6 7 8 9 10 11 12 13   12ft

Curtain

Net

12 ft

S2   S1

Y2   Y1

Y1   Y2

6th   1

7th   13th   13th   6th

S1   S2

10 ft

Parts Required:
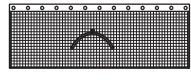
SY (X4)

Step 20: When closing the Mosquito Net, refer to the steps below to align it with the poles, as shown in the diagram.

①

S1,S2   Y1,Y2

⑤   ④   ③   ②

SY

S1,S2

Y1,Y2

S1,S2

Y1,Y2

S1,S2

S1,S2   Y1,Y2

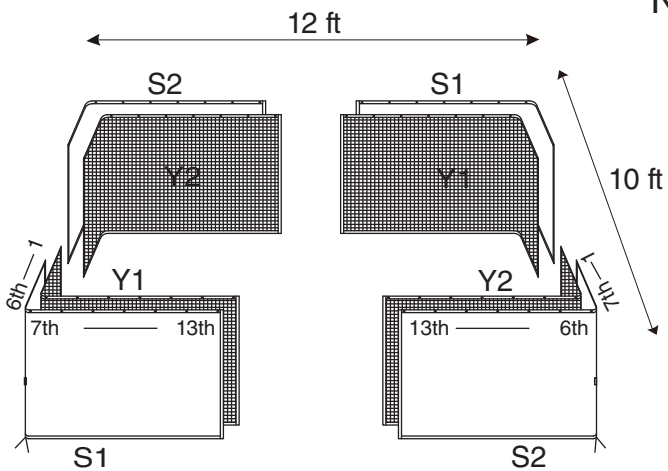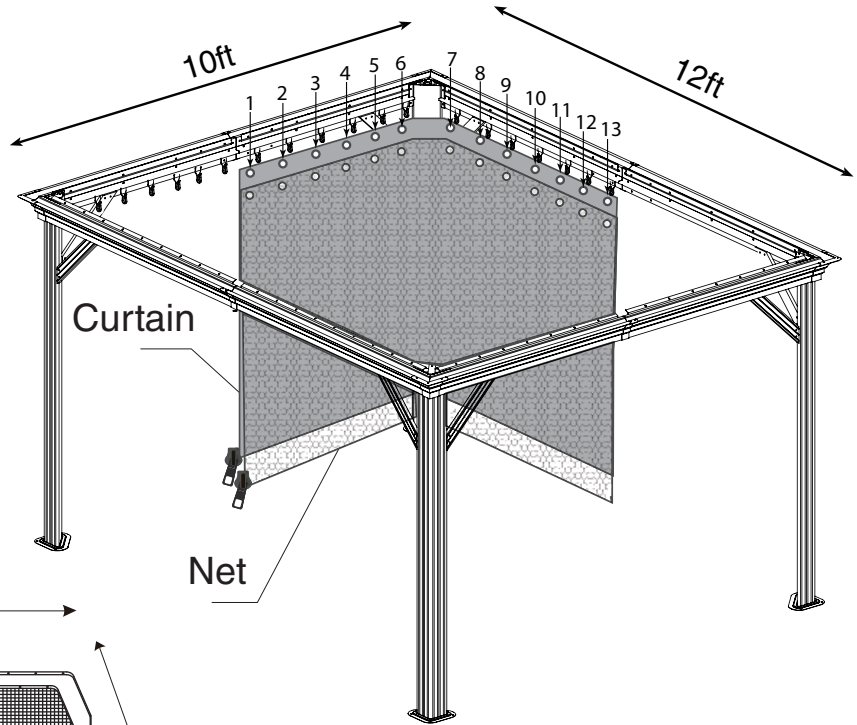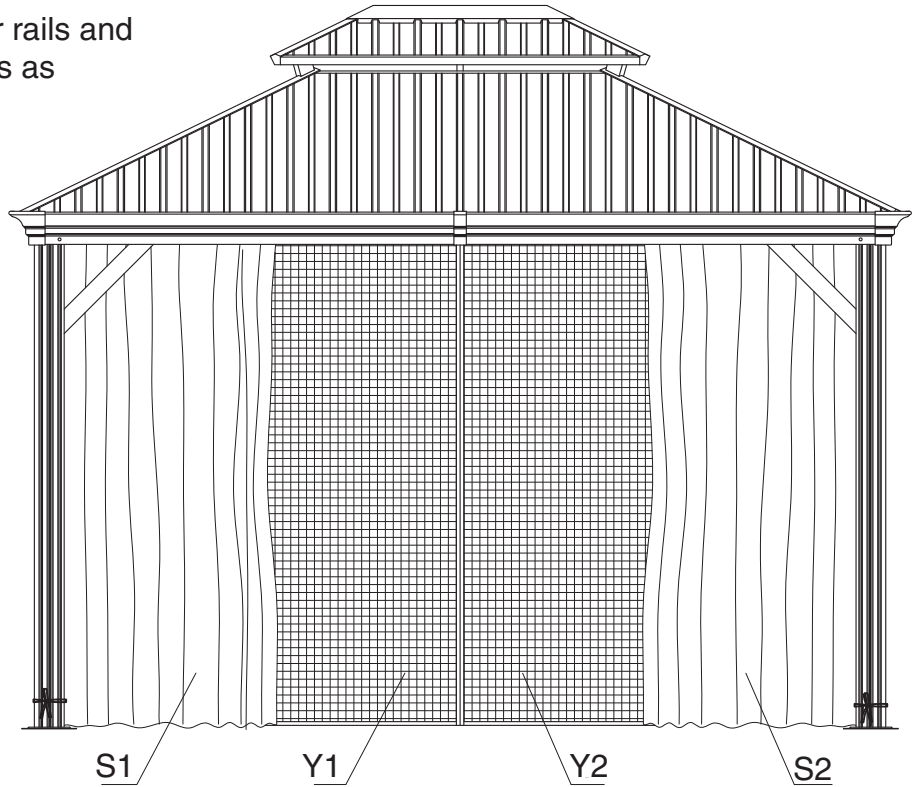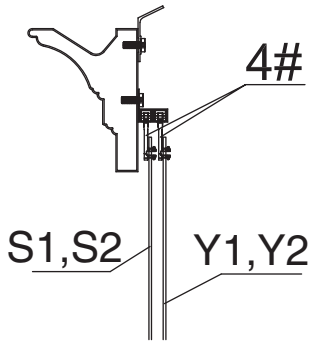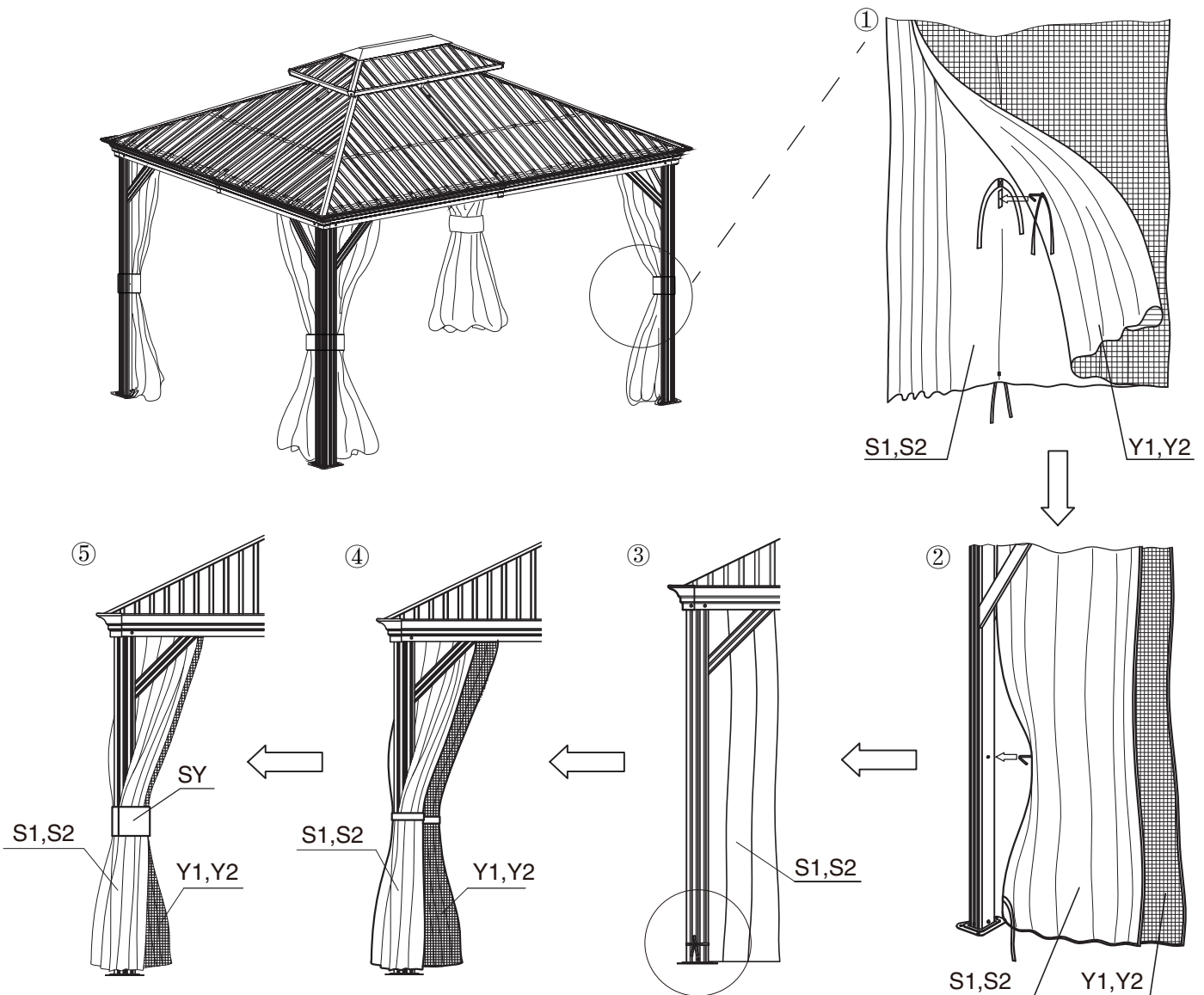# *Care and Warranty*

- 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.

SUPPORT:
Toll free :   1-866-355-0018
www.kozyard.com
email: support@kozyard.com

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