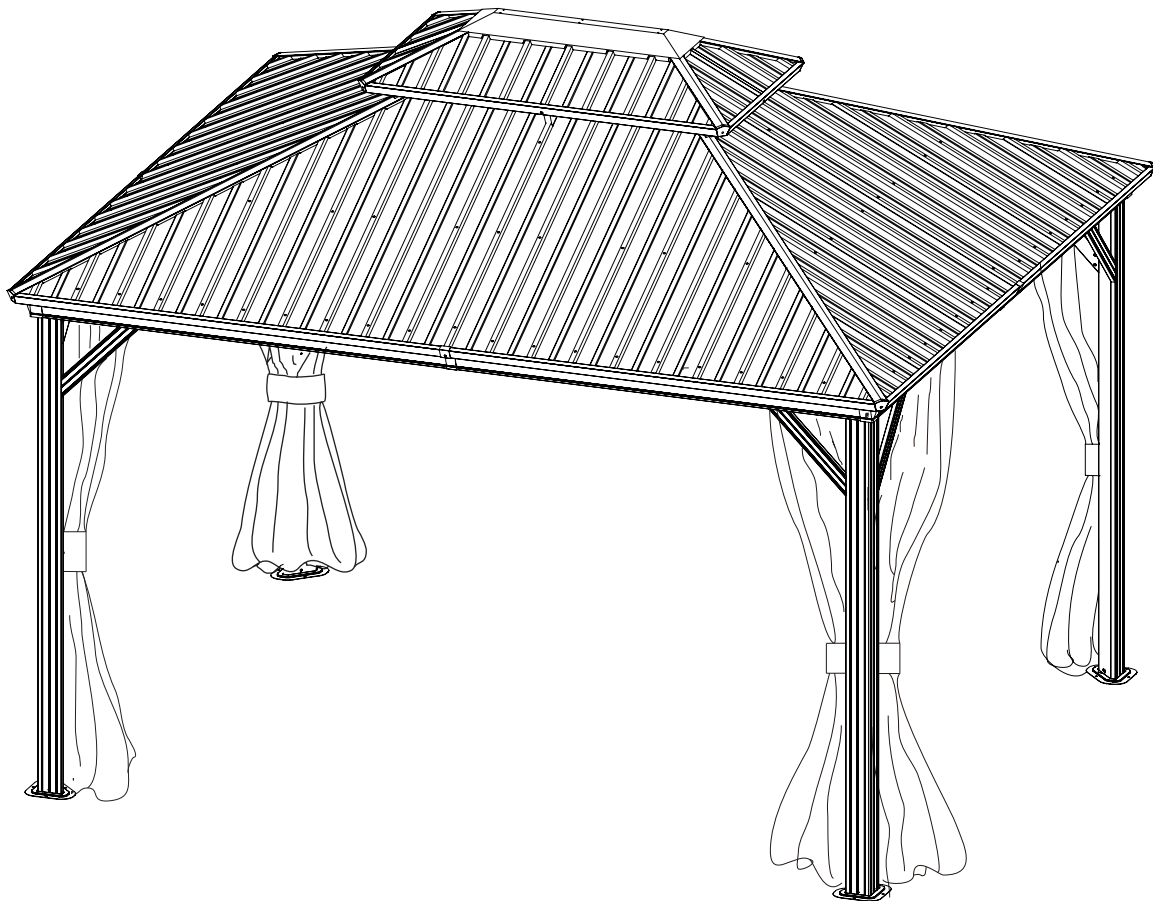




*Enjoy Cozy Life!*

**10'X12' CAESAR HARDTOP GAZEBO  
WITH DOUBLE ROOF**

**ASSEMBLY MANUAL**



**KOZYARD LLC PRODUCTS**

[www.kozyard.com](http://www.kozyard.com)

# Warnings and Cautions

1. Please read and follow this assembly and operation guide to reduce personal injury and damage to your gazebo.
2. Do not discard any of the packaging until you have checked that you have all the parts and packs in place, this gazebo roof maximum weight capacity is 2000 pounds.
3. Tie sidewalls and nettings to the poles when it is incoming over 30 MPH wind.
4. Some parts might have sharp edges/corners. please follow basic safety precautions to reduce the risk of hurts, this item contains small parts which can be swallowed by children. please keep it away from children under 3 years old and pets during installation.



1. Two or more people are required for assembly and disassembly.



2. 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



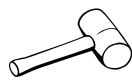
Allen Key



Allen Key



Safety Hat



Rubber Mallet



Gloves

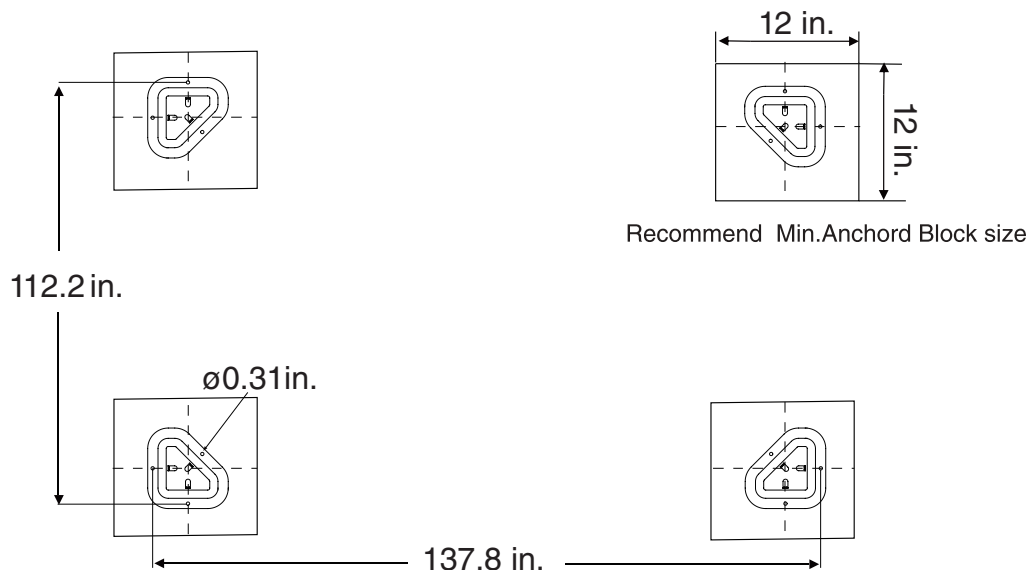


Stepladder

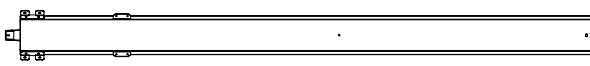


Safetyglasses

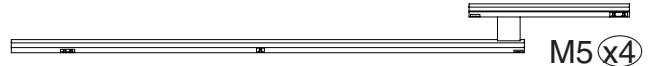
## 10'x12' Anchor Blueprint



Highly recommend anchor poles into concrete.  
It's essential to place the gazebo on level ground.



A5 (x4)



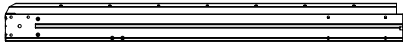
M5 (x4)



D5 (x2)



N5 (x4)



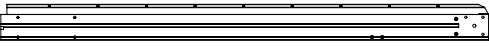
E5 (x2)



R (x12)



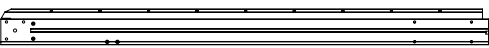
R5 (x4)



D6 (x2)



P (x2)



E6 (x2)



P1 (x2)



F5 (x4)



G5 (x4)



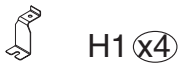
Q (x2)



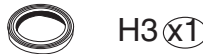
Q1 (x2)



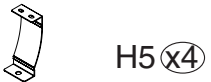
Q2 (x2)



H1 (x4)



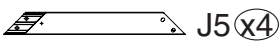
H3 (x1)



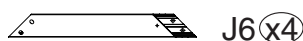
H5 (x4)



L5 (x4)



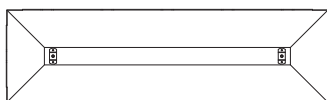
J5 (x4)



J6 (x4)



K (x1)



K1 (x1)

ITEM	DESCRIPTION	QTY
A5	Pole	4
D5	Beam	2
E5	Beam	2
D6	Beam	2
E6	Beam	2
F5	Union Bar	4
G5	Corner Cover	4
H1	Joint Cover	4
H3	Double-sided adhesive tape	1
H5	Joint Cover	4
L5	Plate	4
J5	Corner Solidifying Bar	4
J6	Corner Solidifying Bar	4
K	Inside Roof Connector	1
K1	Outside Roof Connector	1
M5	Corner Roof Bar	4
N5	Roof Bar	4
R	Finishing End	12
R5	Roof Bar Connector	4
P	Finishing Bar	2
P1	Net Frame	2
Q	Finishing Bar	2
Q1	Net Frame	2
Q2	Net Frame	2



R1 (x4)



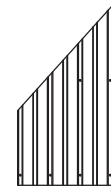
S (x104+3)



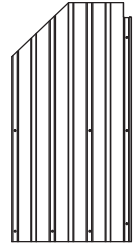
R9 (x2)



B11 (x2)



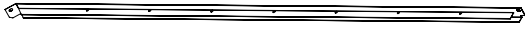
B12 (x2)



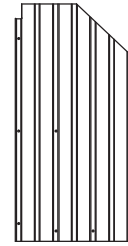
B13 (x2)



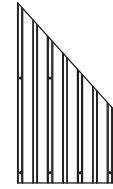
R10 (x2)



R11 (x2)



B14 (x2)



B15 (x2)



B16 (x2)



R12 (x2)



T (x2)



T1 (x2)



U0 (x4)



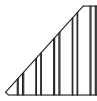
U (x4)



U3 (x4)



U4 (x4)



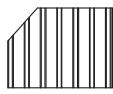
V1 (x2)



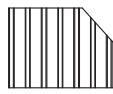
V2 (x2)



V3 (x2)



V4 (x2)

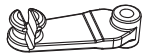
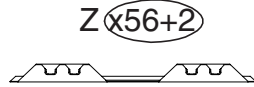
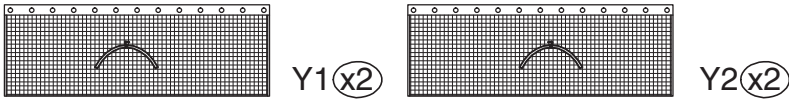
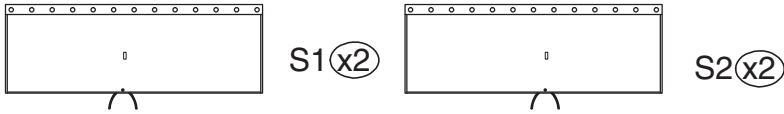
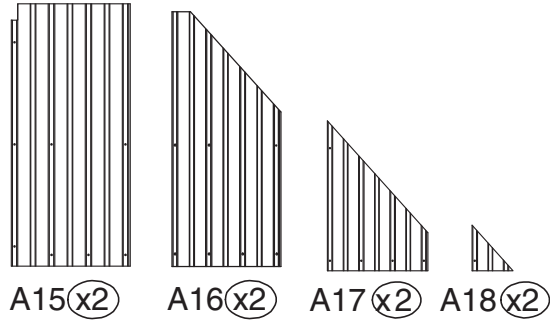
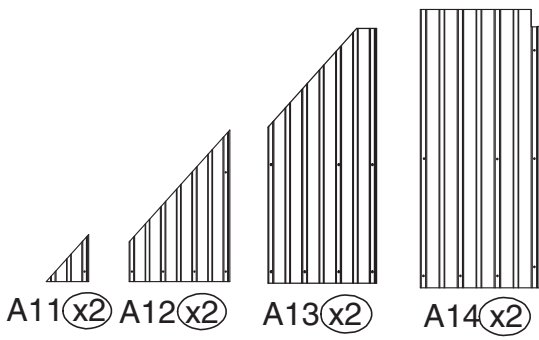


V5 (x2)



V6 (x2)

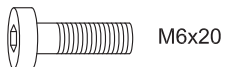
ITEM	DESCRIPTION	QTY
R1	Finishing End	4
R9	Finishing Bar	2
R10	Finishing Bar	2
R11	Finishing Bar	2
R12	Finishing Bar	2
S	Spacer	104+3
T	Finishing Bar	2
T1	Finishing Bar	2
U0	Solidifying Bar	4
U	Solidifying Bar	4
U3	Iron Angle	4
U4	Iron Angle	4
V1	Roof Panel	2
V2	Roof Panel	2
V3	Roof Panel	2
V4	Roof Panel	2
V5	Roof Panel	2
V6	Roof Panel	2
B11	Roof Panel	2
B12	Roof Panel	2
B13	Roof Panel	2
B14	Roof Panel	2
B15	Roof Panel	2
B16	Roof Panel	2



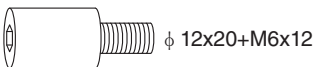
4# (x104+3)



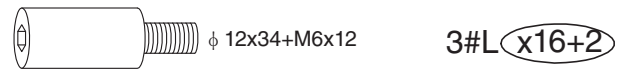
1# (x174+4)



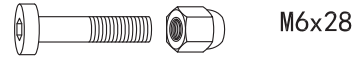
2# (x16+2)



3# (x8+1)



3#L (x16+2)



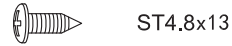
5# (x64+3)



6# (x8+1)



7# (x28+2)



9# (x24+2)



10# (x4+1)



11# (x8+1)



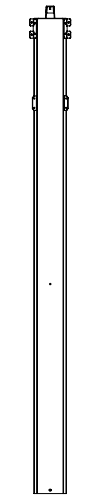
Allen key



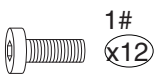
Wrench

ITEM	DESCRIPTION	QTY
A11	Roof Panel	2
A12	Roof Panel	2
A13	Roof Panel	2
A14	Roof Panel	2
A15	Roof Panel	2
A16	Roof Panel	2
A17	Roof Panel	2
A18	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	174+4
2#	Screws	16+2
3#	Screws	8+1
3#L	Screws	16+2
4#	Hook	104+3
5#	Screws	64+3
6#	Screws	8+1
7#	Screws	28+2
9#	Screws	24+2
10#	Screws	4+1
11#	Screws	8+1

## Parts Required:



A5 (x4)



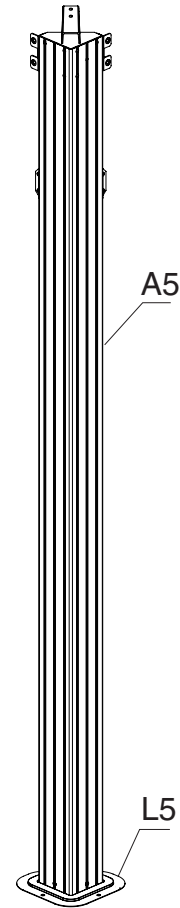
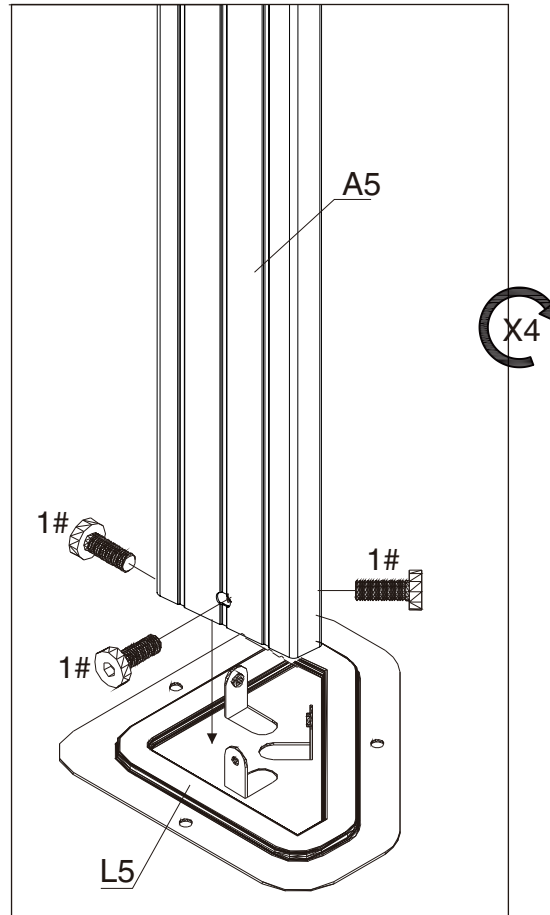
1#  
(x12)



L5 (x4)

## Step 1: Set up Poles

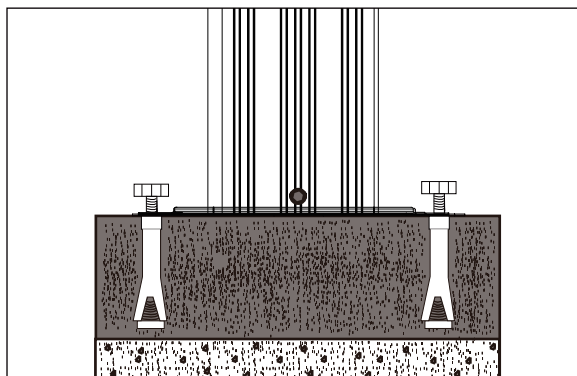
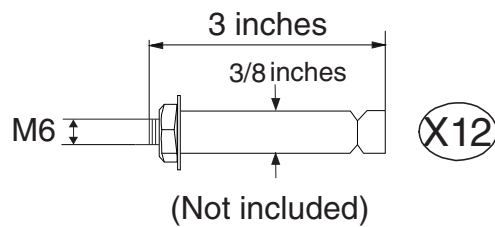
1. Set up Poles (Part A5) with Stand Plates (Part L5) using screws 1# as shown in diagram.



## Reference for anchoring gazebo:

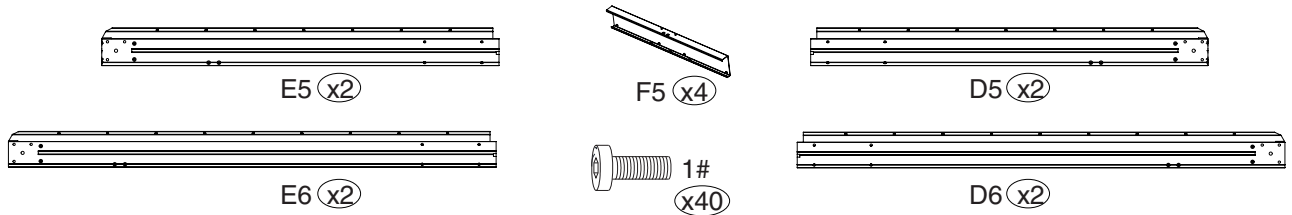
Only anchor after finishing all the assembly.

If the ground is concreted and the depth of it is over 3 inches, you can buy Diameter 3/8" x 3" length Sleeve anchors.



**Attn:** After completing assembly, If it is often strong wind in your location during bad weather or when the wind scale reaches level 5 or above it, please reinforce it as is shown above .

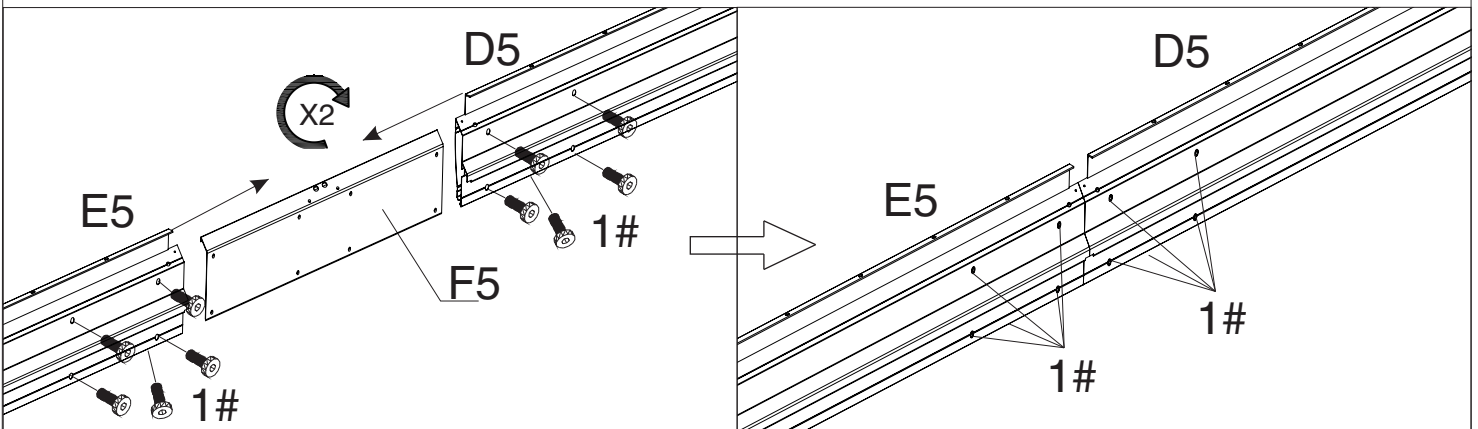
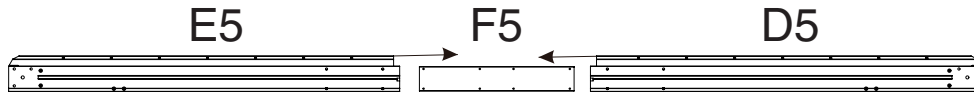
## Parts Required:



## Step 2: Connect the Beams

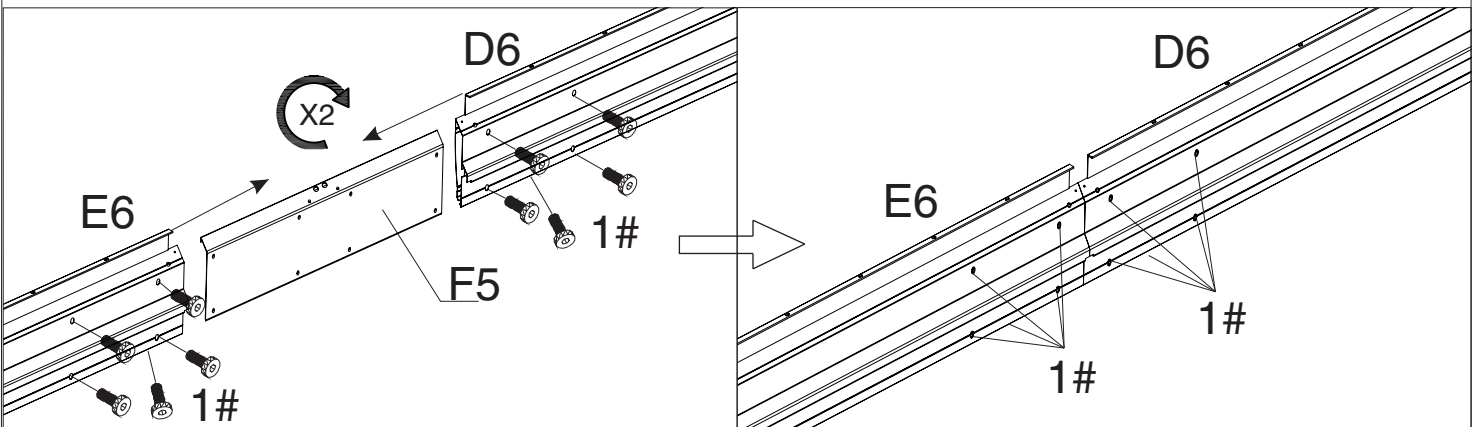
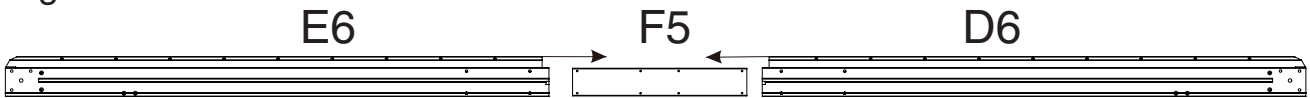
1. Connect Beams (Part E5, D5) into one beam using Union Bar (Part F5) with screws 1# as shown in diagram.

Short Beam Overall:

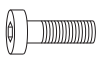


2. Connect Beams (Part E6, D6) into one beam using Union Bar (Part F5) with screws 1# as shown in diagram.

Long Beam Overall:



## Parts Required:



2#  
x16



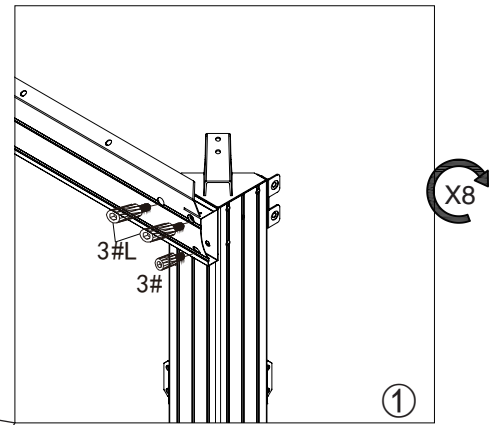
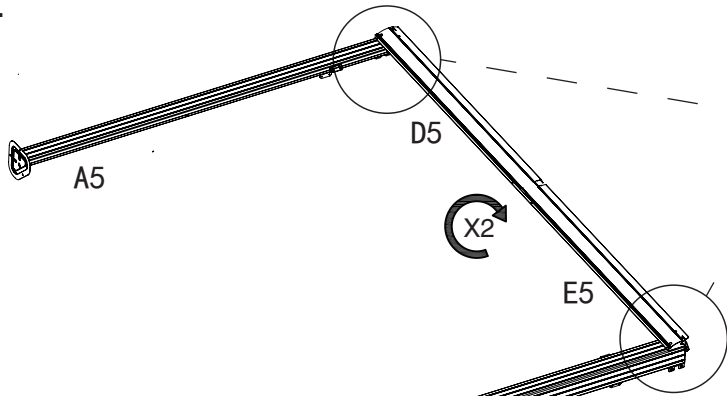
3#  
x8



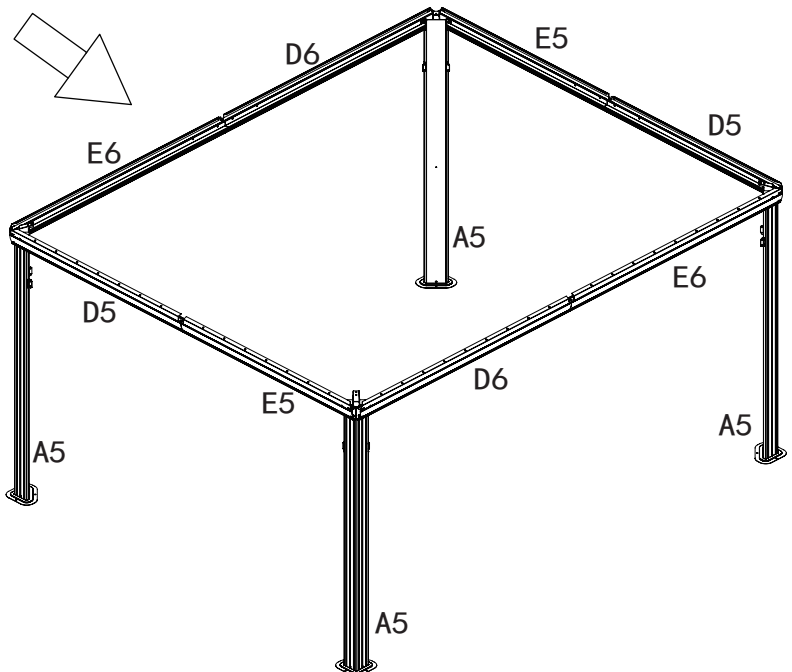
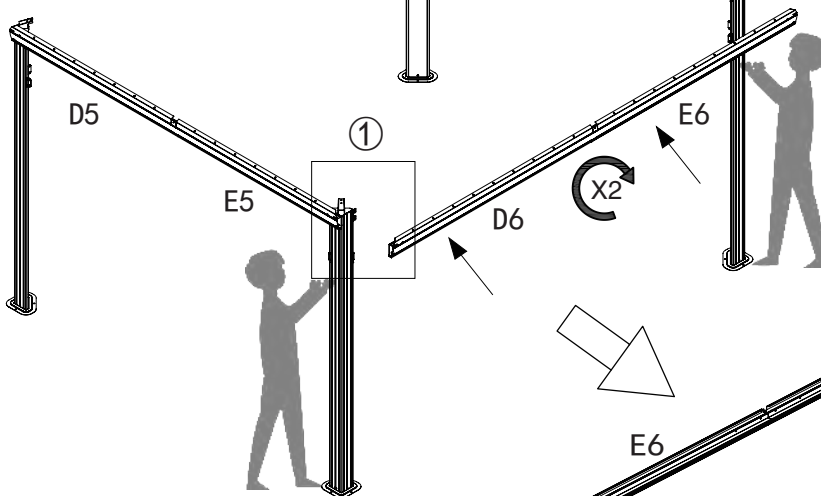
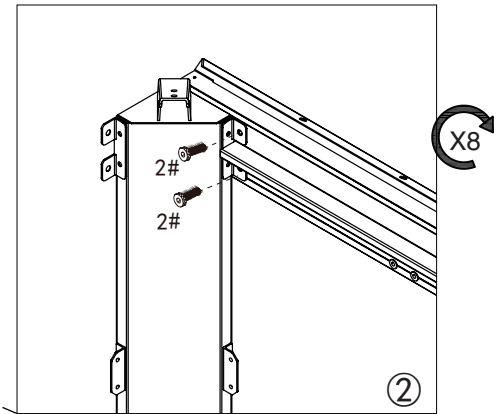
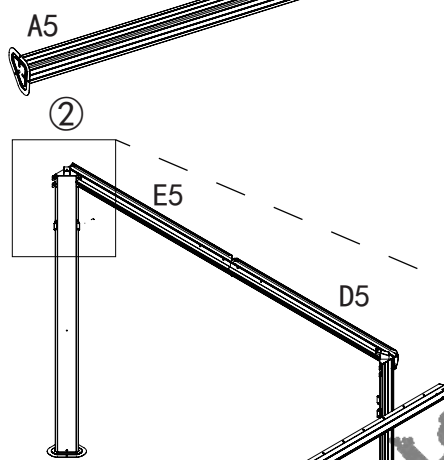
3#L  
x16

## Step 3: Set up Poles and Beams

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



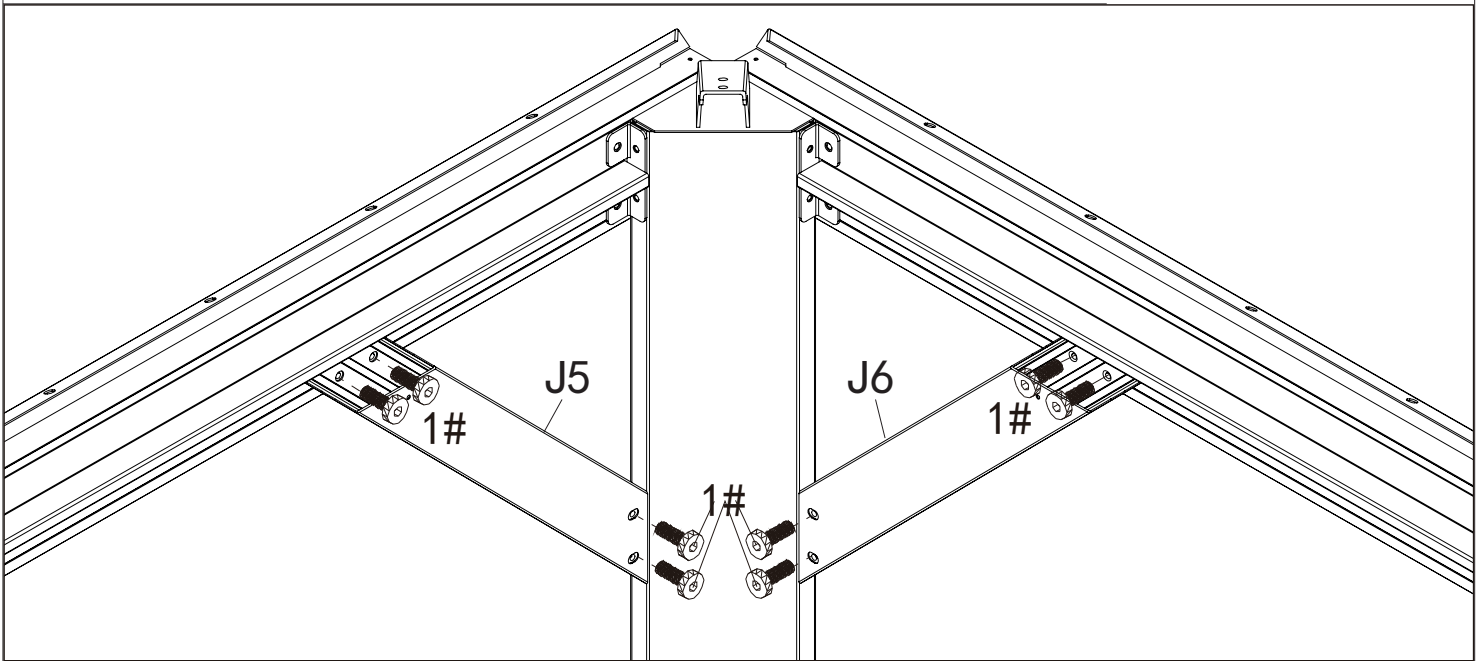
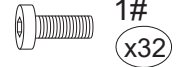
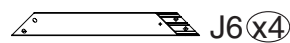
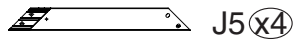
Tip: All parts must be put on the carpet in the assembly.



Tip:  
At least three people  
for this step.

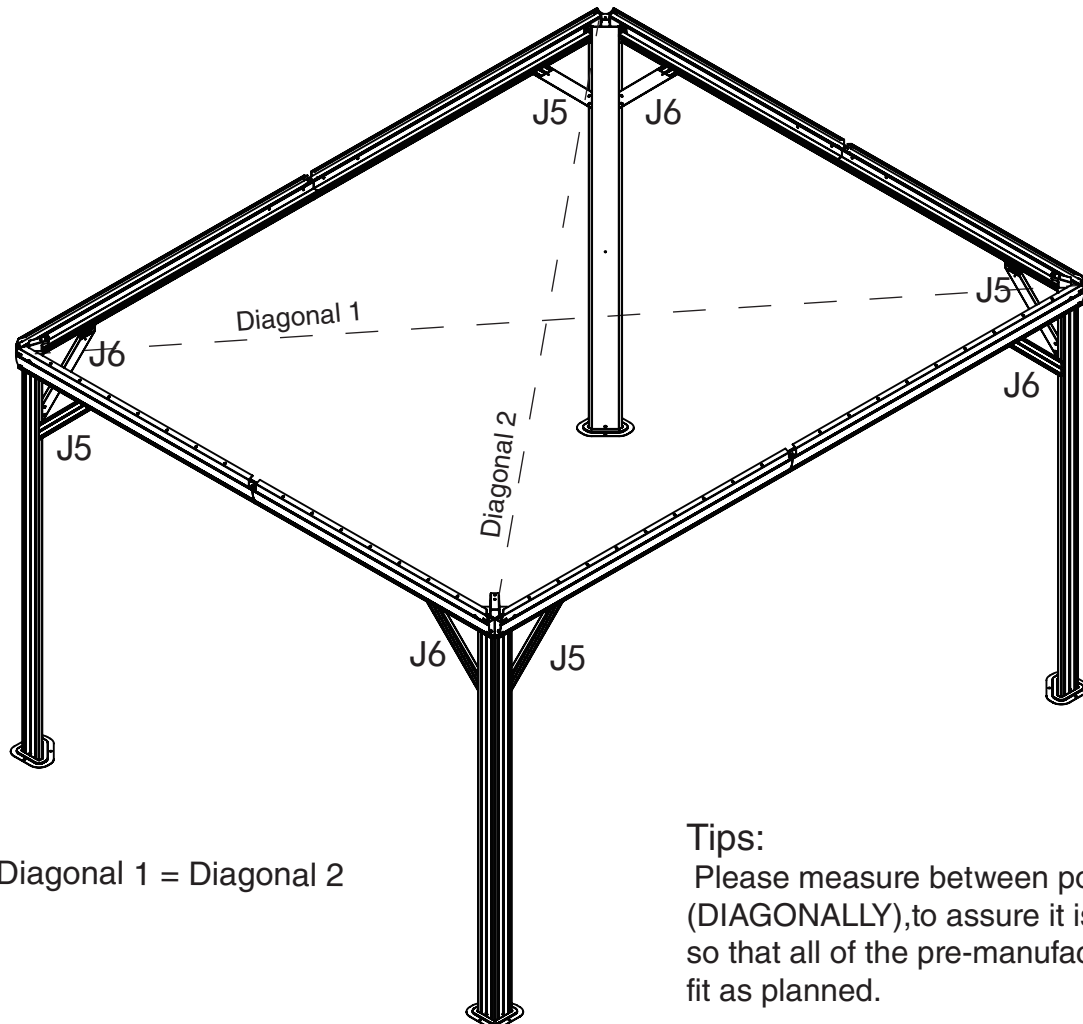


## Parts Required:



## Step 4: Connect Solidifying Bars with Beams and Poles

Affix the frame with Corner Solidifying Bars (Part J5,J6) using screws 1# as shown in diagram.



Diagonal 1 = Diagonal 2

### Tips:

Please measure between posts to posts (DIAGONALLY), to assure it is squared up so that all of the pre-manufactured materials fit as planned.

# Parts Required:



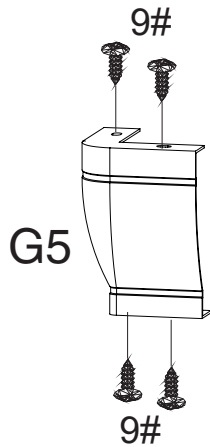
G5 (x4)



H5 (x4)

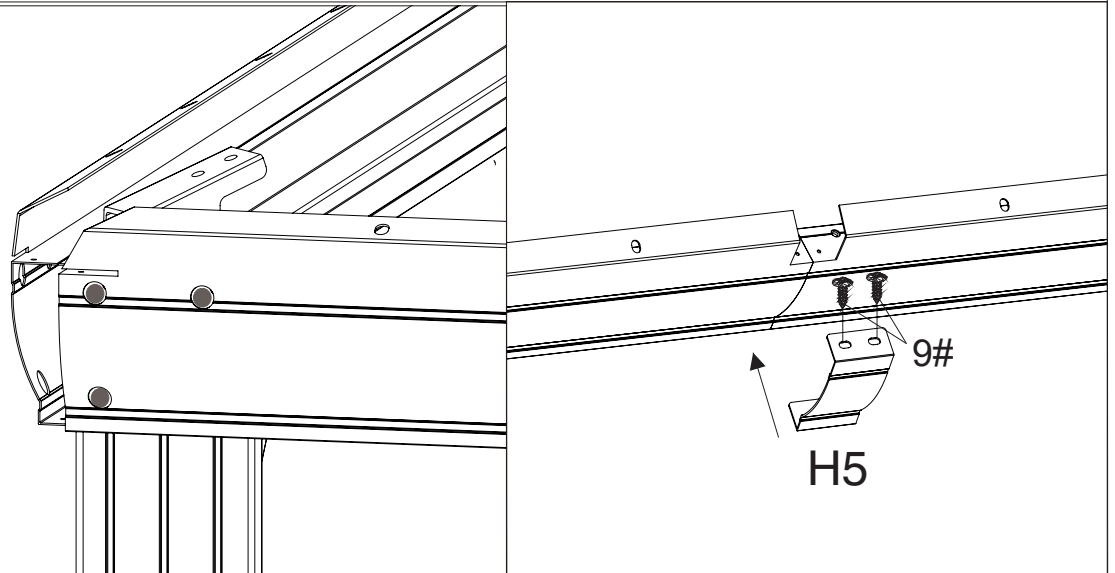


9# (x24)



①

X4



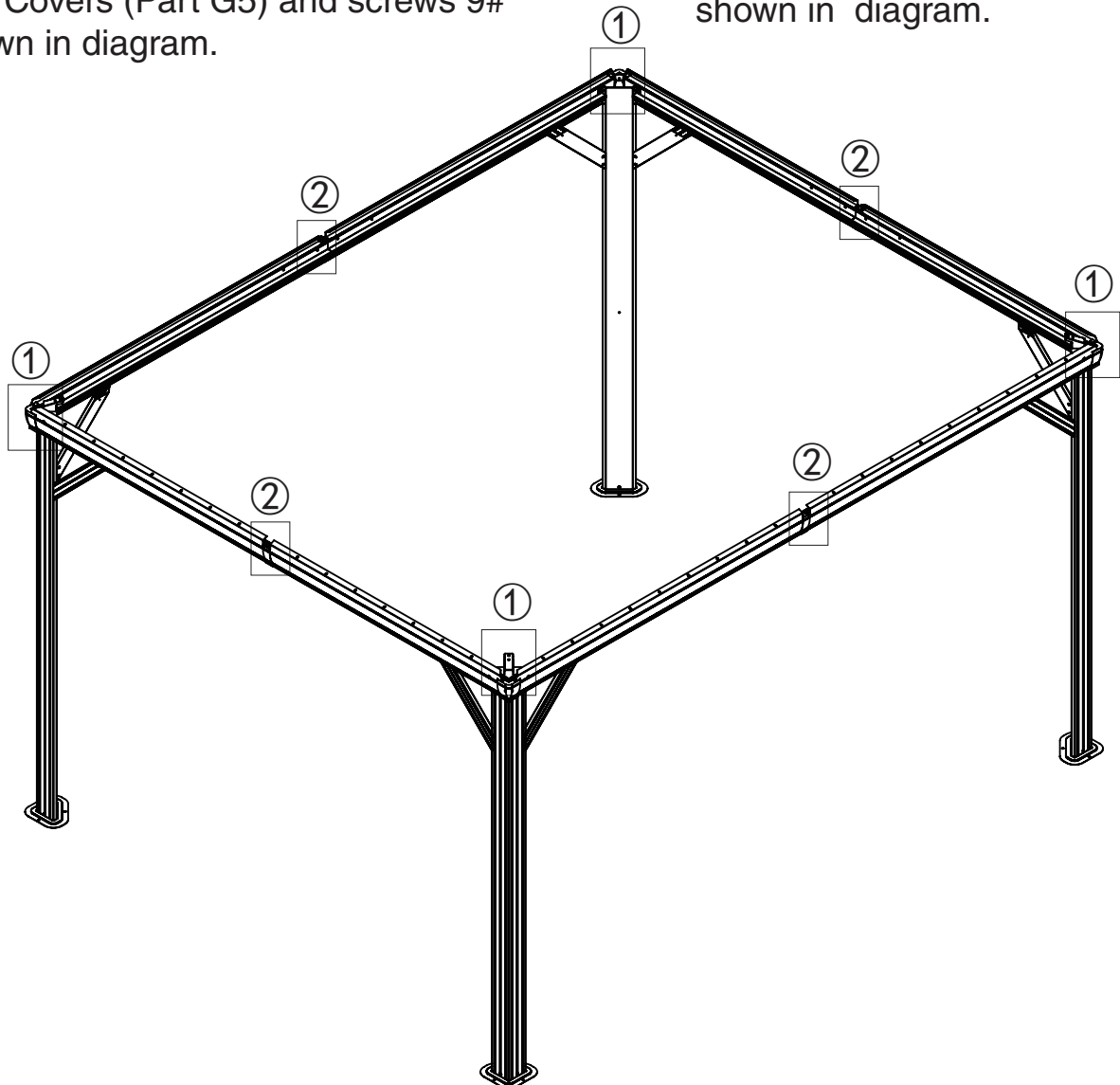
②

X4

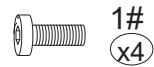
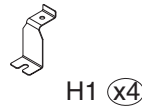
## Step 5: Cover the connections

1. Finish Connecting Beams using Corner Covers (Part G5) and screws 9# as shown in diagram.

2. Affix middle beams using Joint Cover (Part H5) and screws 9# as shown in diagram.

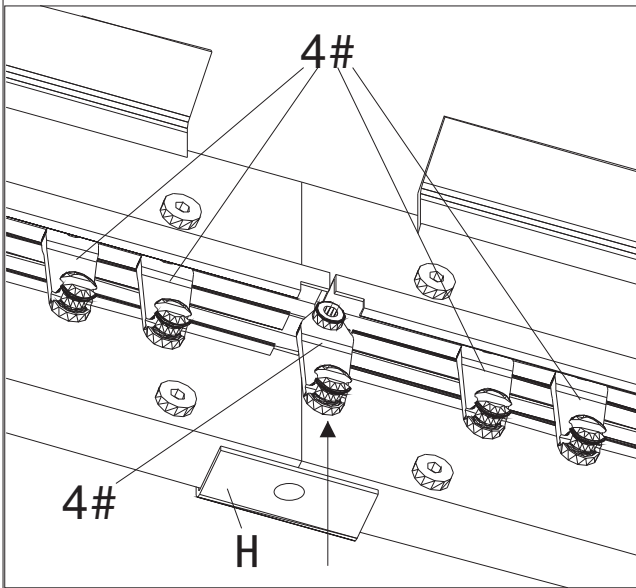
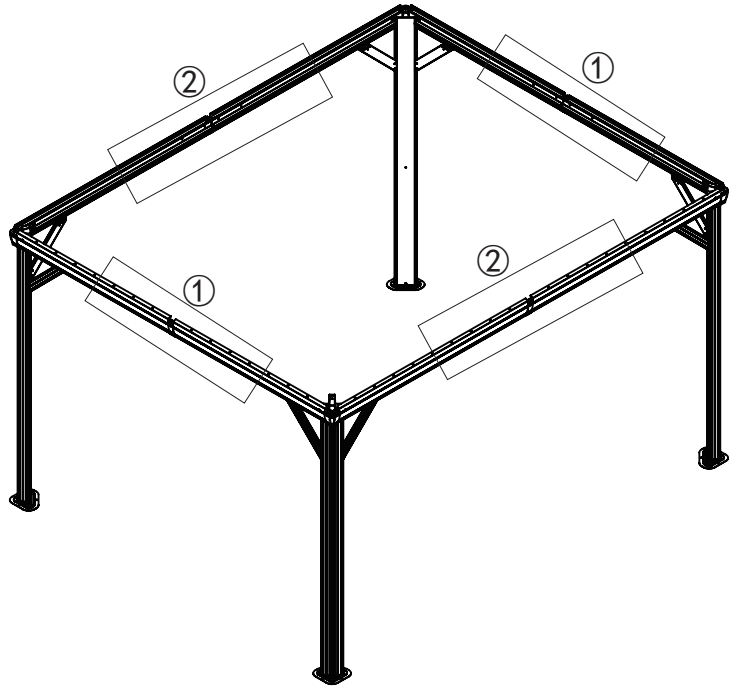
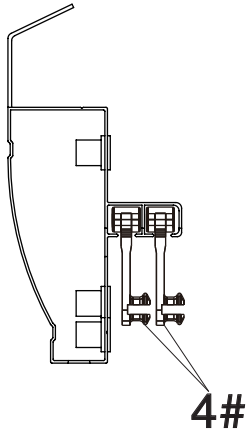


# Parts Required:

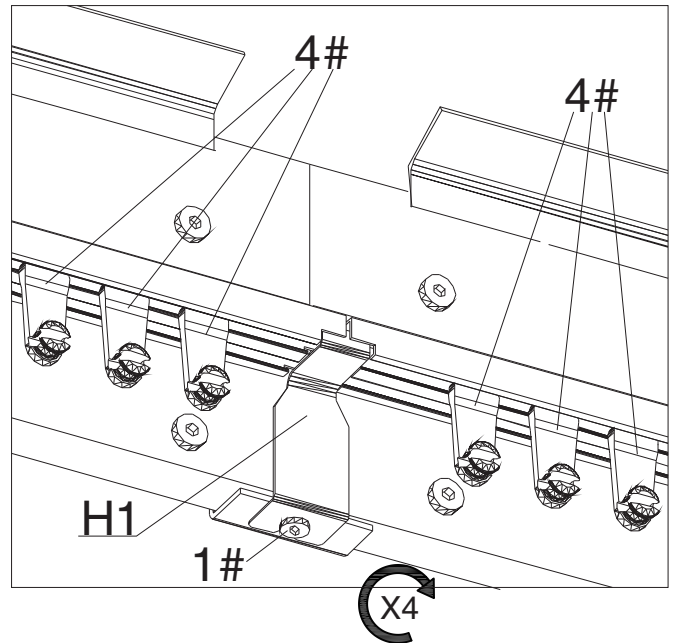


## Step 6: Put on Hooks

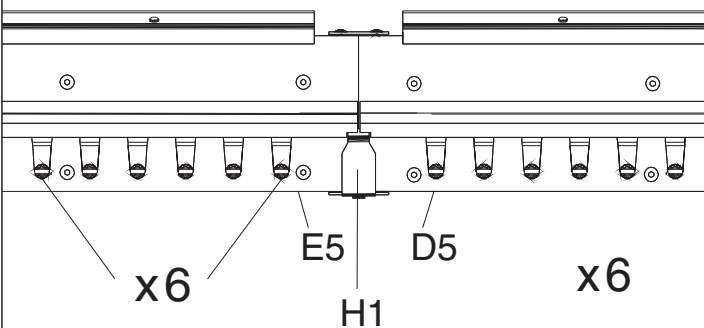
After finishing Hooks (Part 4#) into tracks, then put Joint Cover (Part H1) to lock them.



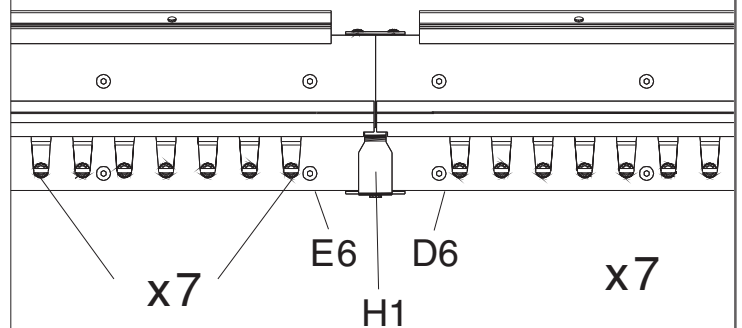
The quantity of hooks for each slot as below:



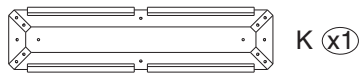
① Put 6 Hooks to each slot of Sidewall Track on Beams (Part E5,D5).



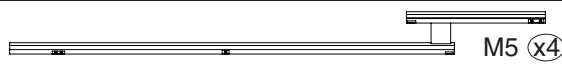
② Put 7 Hooks to each slot of Sidewall Track on Beams (Part E6,D6).



# Parts Required:



K (x1)



M5 (x4)



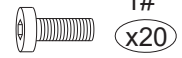
R (x4)



P (x2)



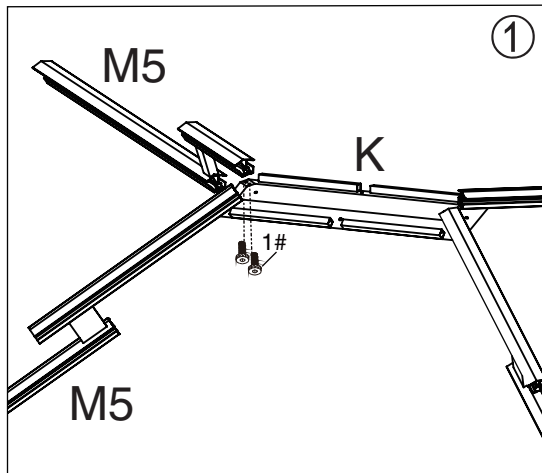
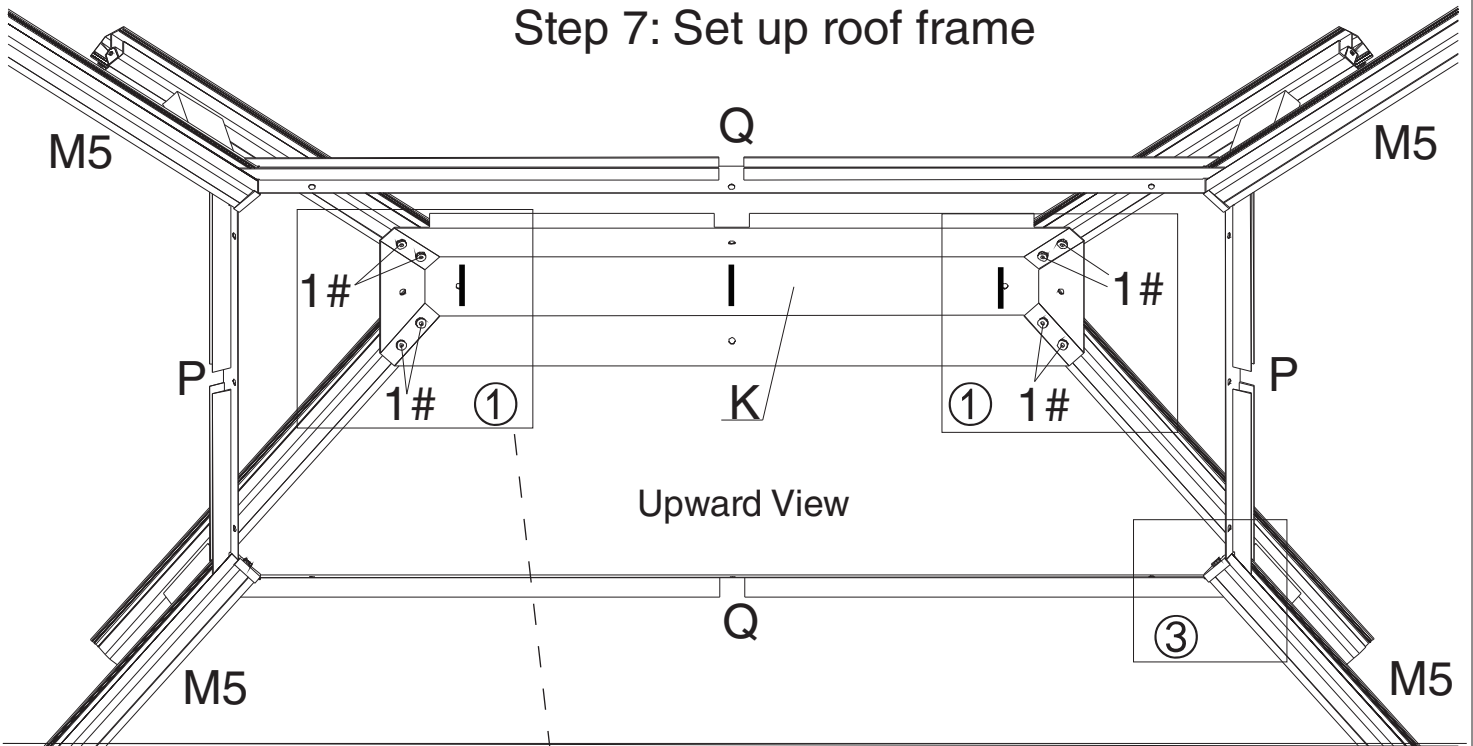
Q (x2)



1#

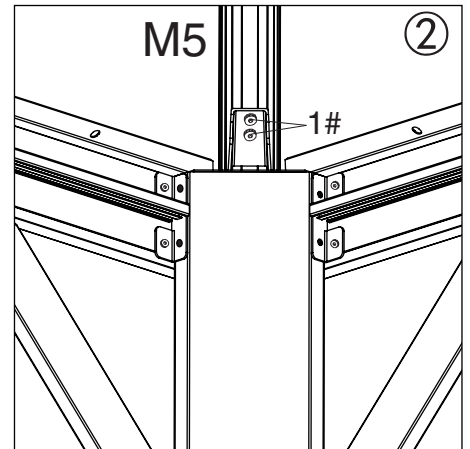
(x20)

## Step 7: Set up roof frame



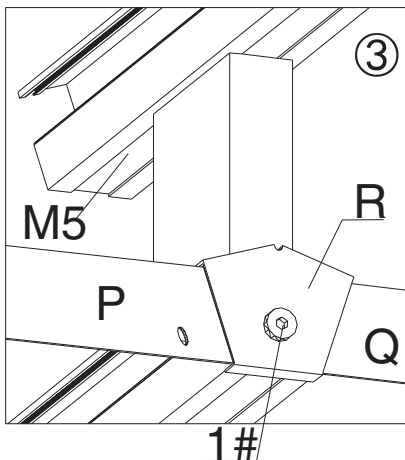
1. Connect the Inside Roof Connect (Part K) with the Corner Roof Bar (Part M5) using screws 1#.

(x4)



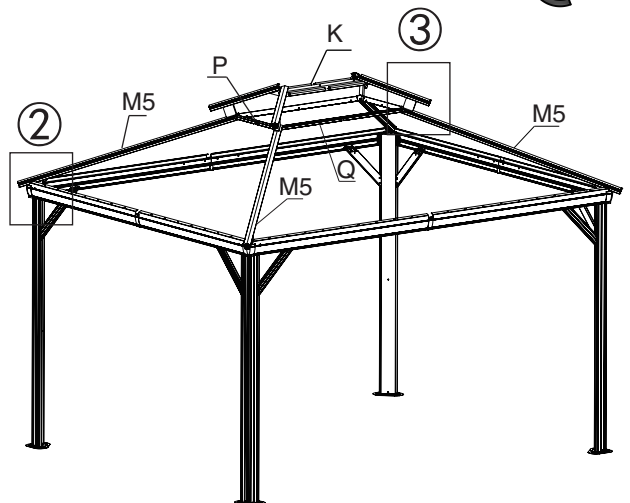
2. Attach Corner Roof Bar (Part M5) to Top of Poles using screw 1# as shown in diagram.

(x4)

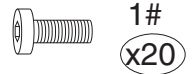
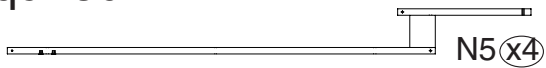


3. Attach Finishing Bar (Part P, Q) with Finish End (Part R) using screws 1# to Corner Roof Bar (Part M5) as shown in diagram.

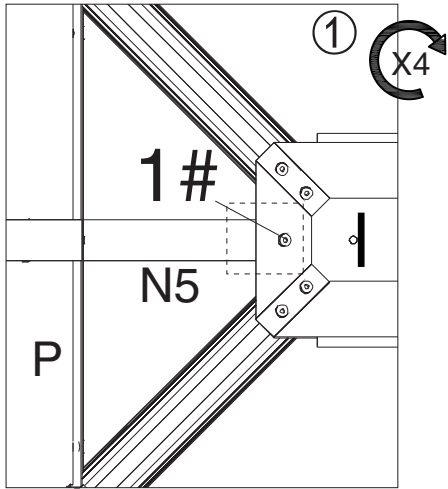
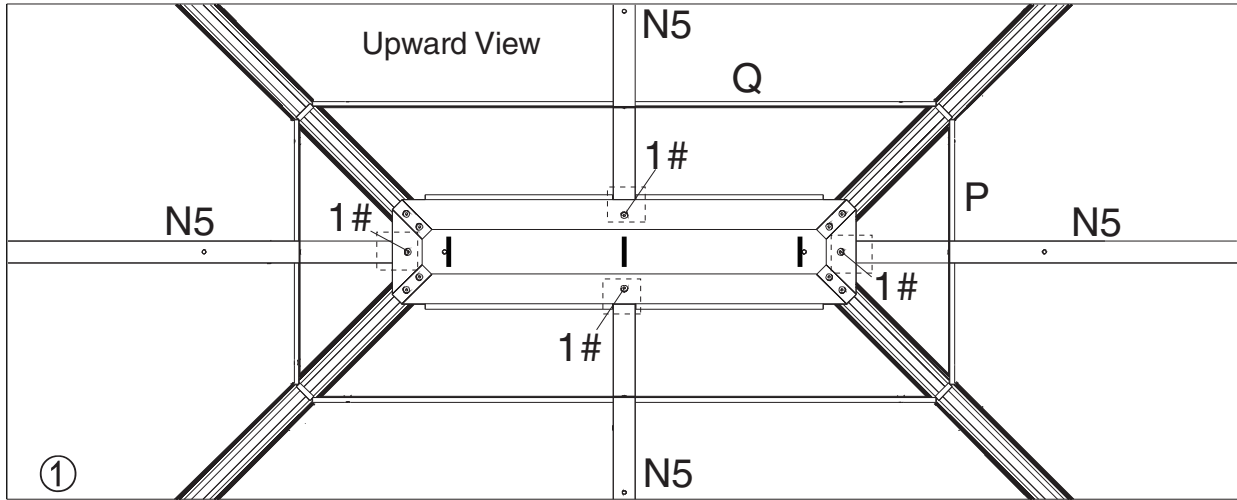
(x4)



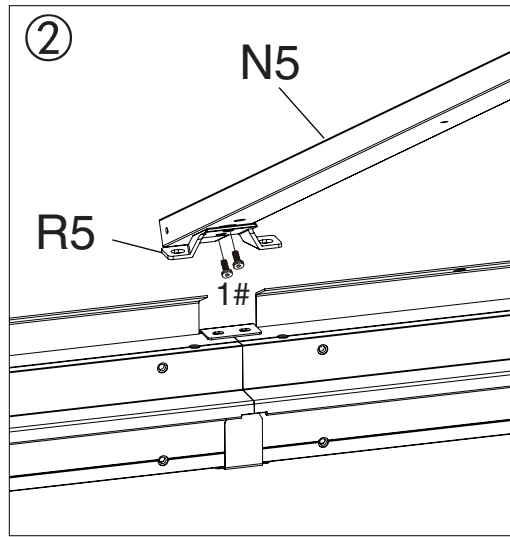
# Parts Required:



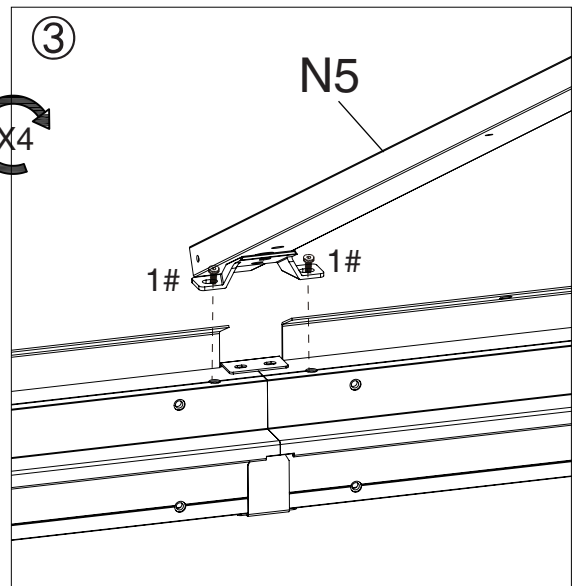
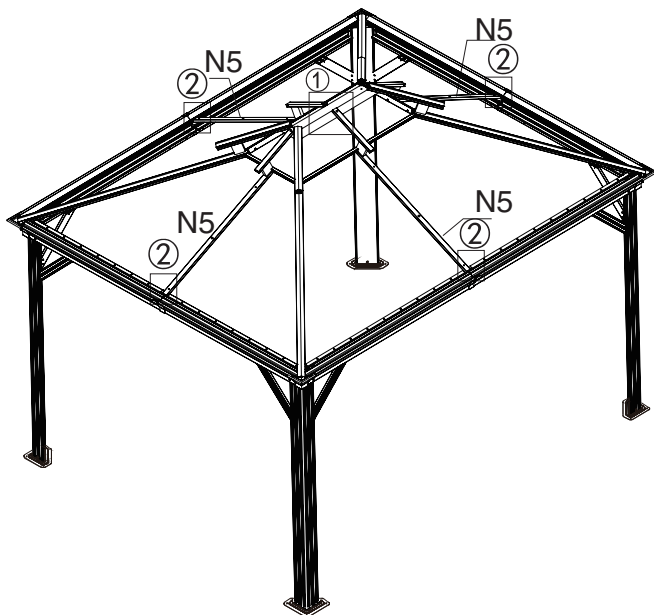
## Step 8: Set up Roof Bar



1. Attach Roof Bar (Part N5) to Roof Connector (Part K) using screw 1# as shown in diagram.

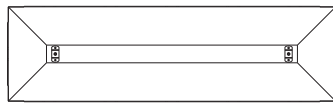


2. Connect Roof Bar connector (Part R5) to Roof Bar (Part N5) using screw 1# as shown in diagram.



3. Attach Roof Bar (Part N5) to Beams using screw 1# as shown in diagram.

## Parts Required:



K1 (x1)



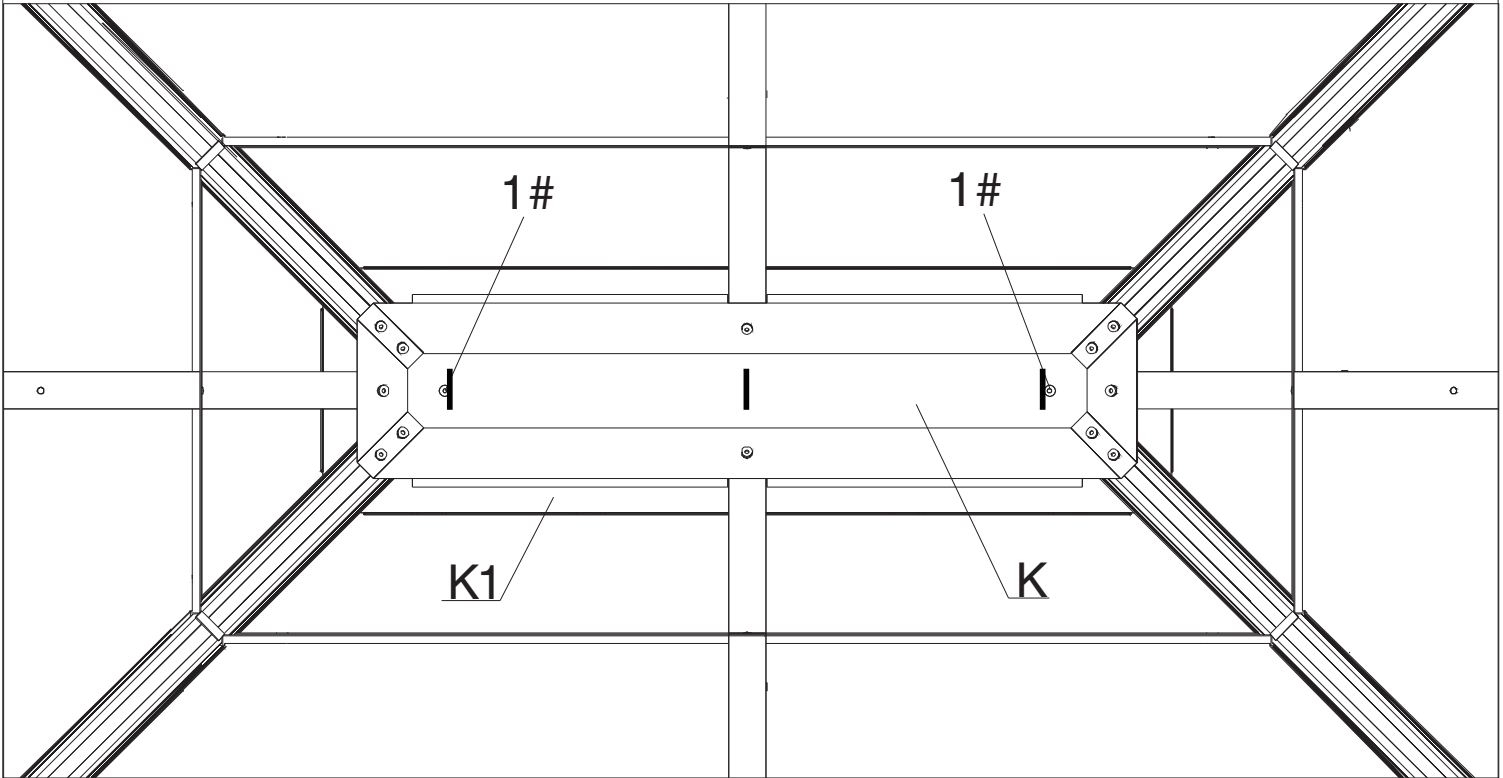
1#

(x2)

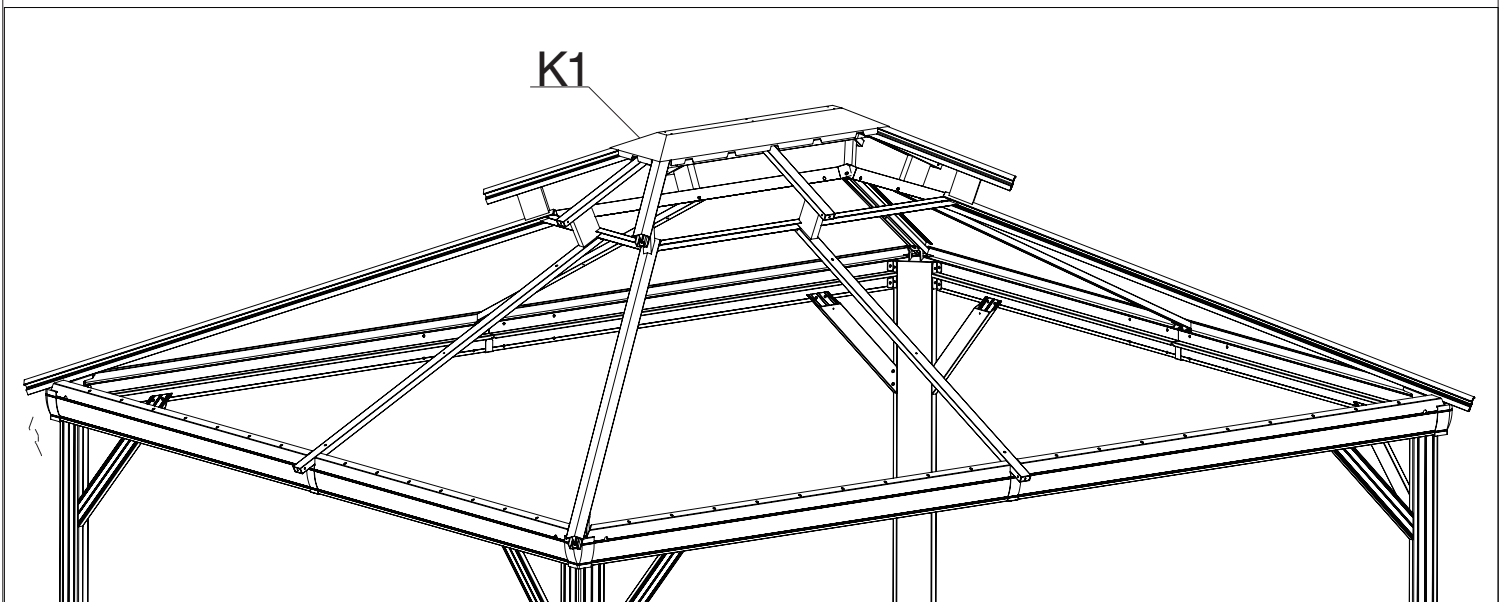
## Step 9 :Connect Outside Roof Connctor

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

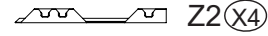
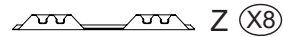
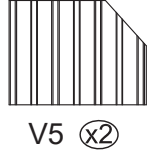
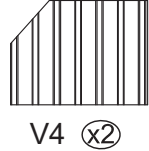
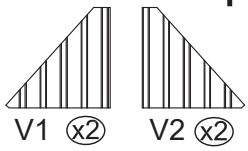
### Upward View



Tips: Do not tighten these two screws completely before step 12, only after putting all upper panels in place, then tighten them thoroughly.

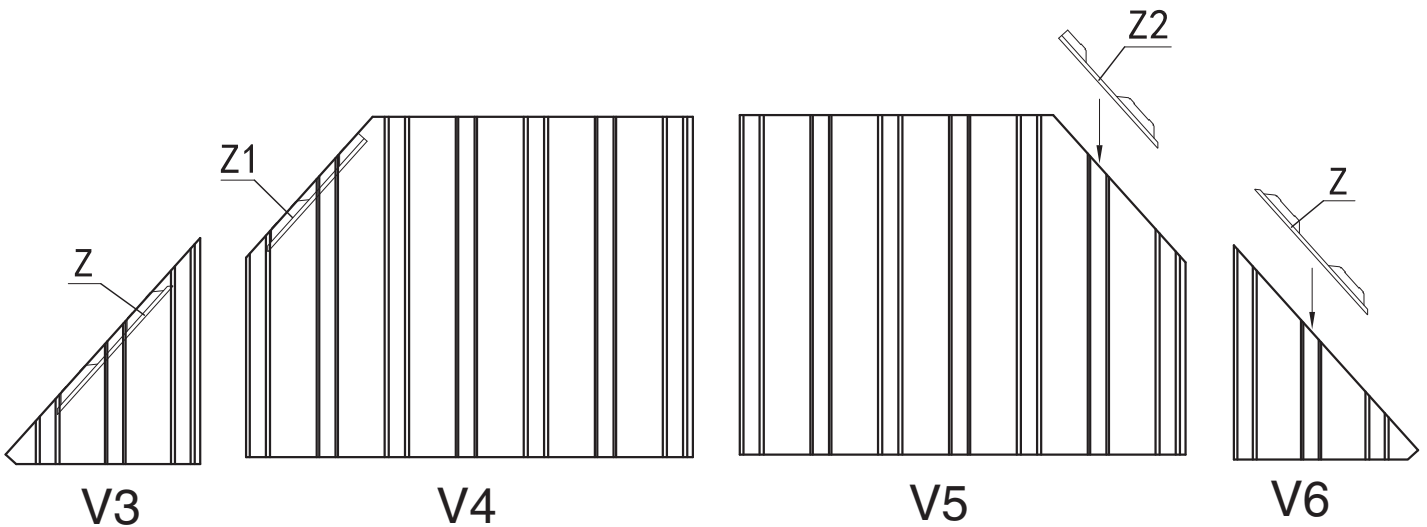
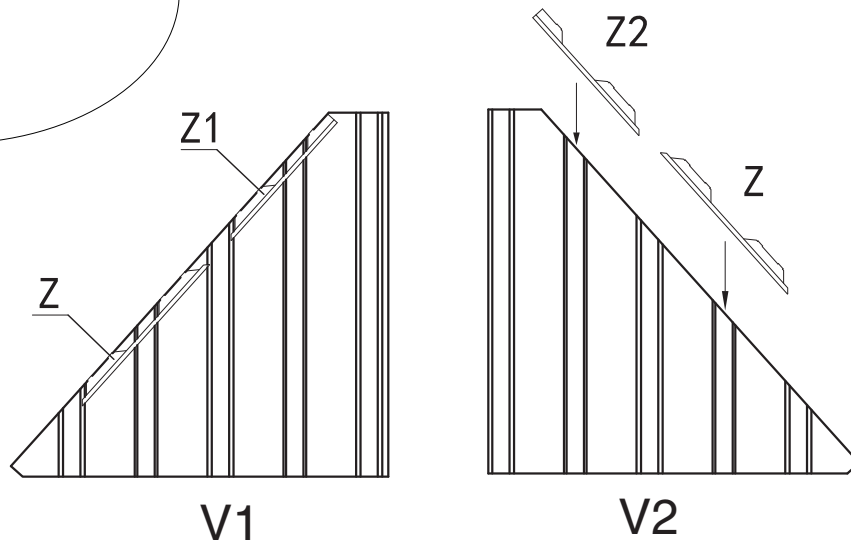
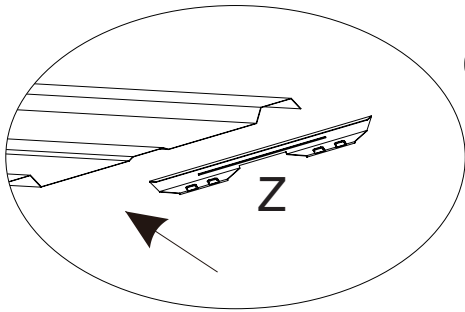


# Parts Required:



## Step 10: Snap Brackets

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

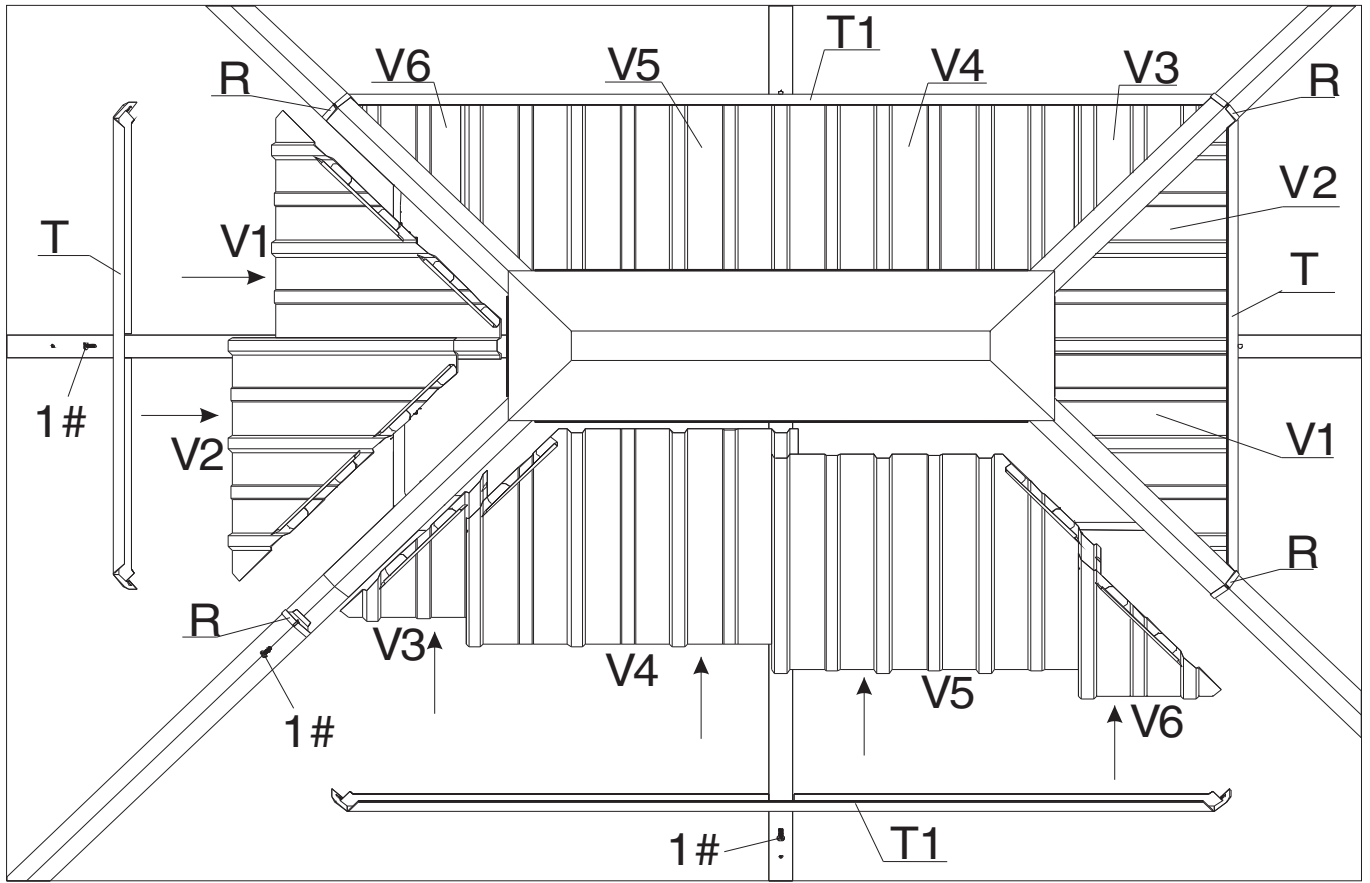
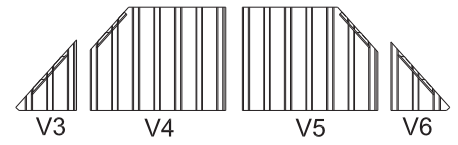
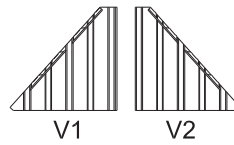
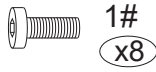
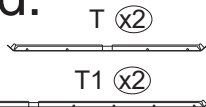


### Tips:

1. Wearing protective gloves is recommended.
2. Please stick Double-sided Adhesive Tape (Part H3) to the down side edge of the roof panels where the Brackets (Part Z, Z1,Z2) are supposed to attached in order to avoid these plastic brackets from sliding off prior to assembly.

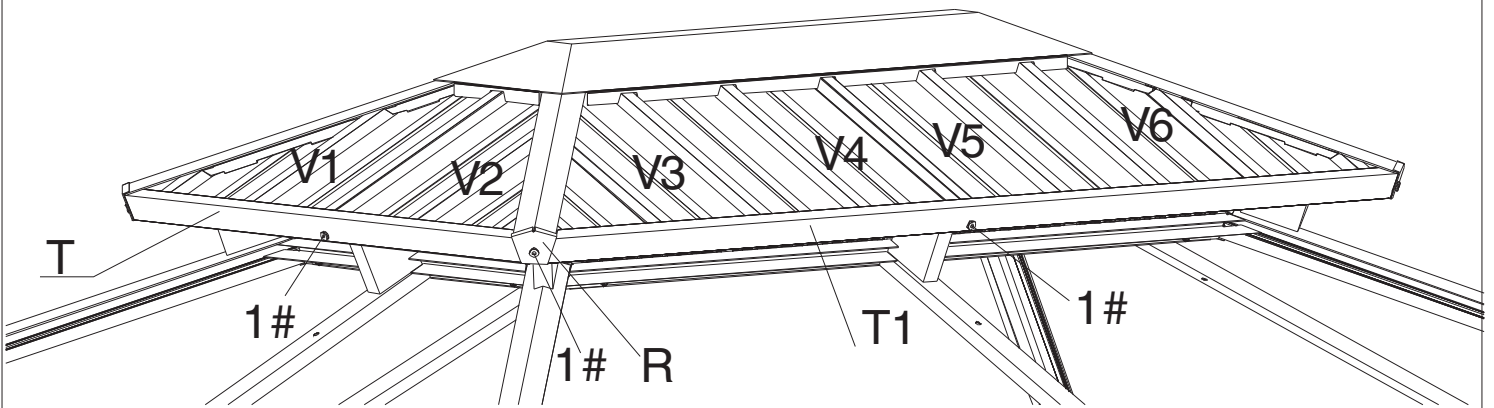
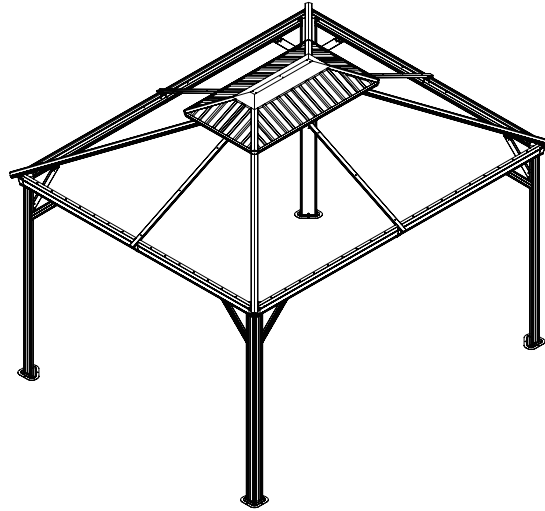


# Parts Required:



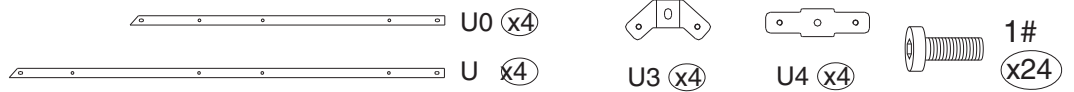
## Step 11: Assemble Roof Panels

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



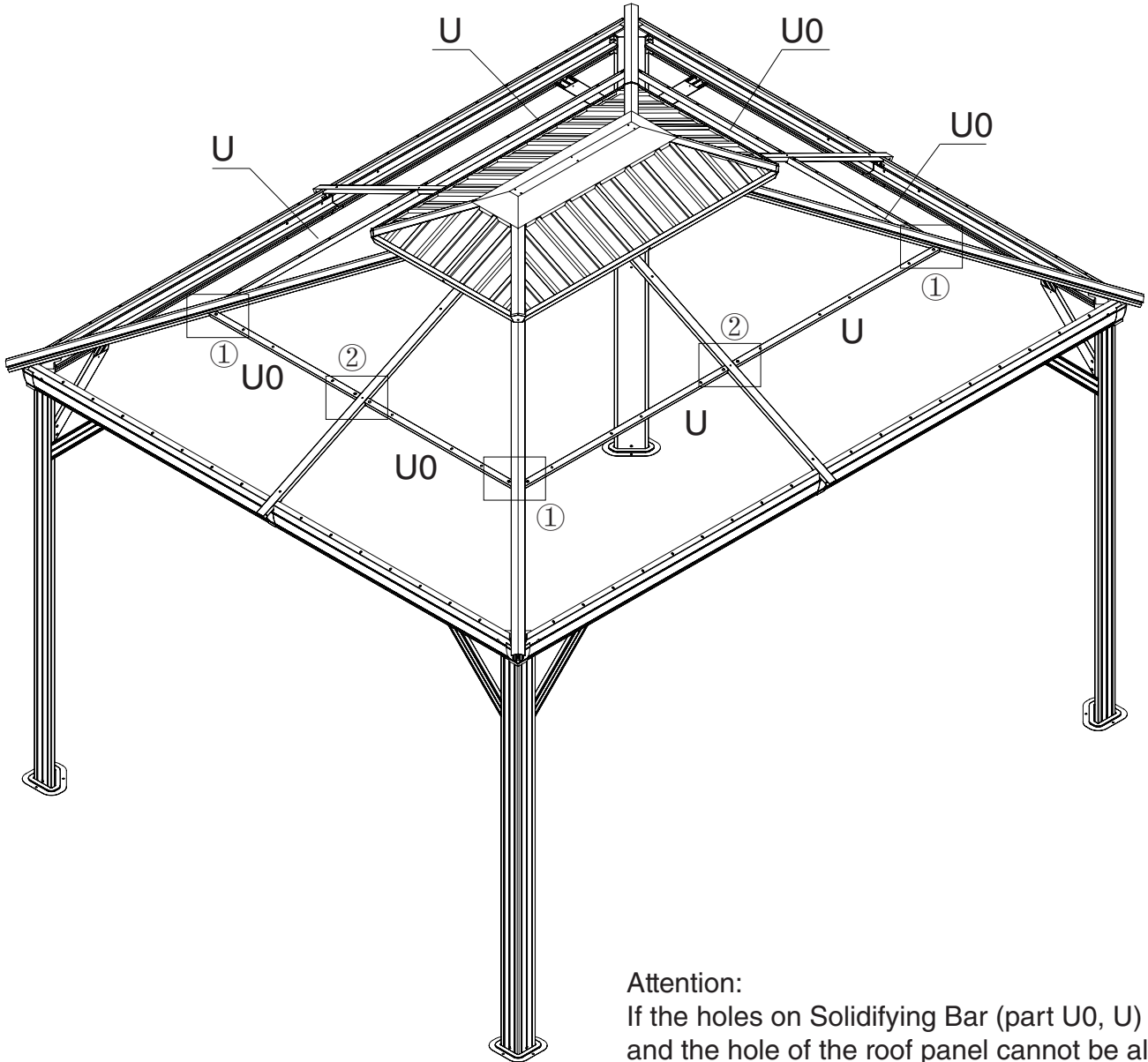


## Parts Required:

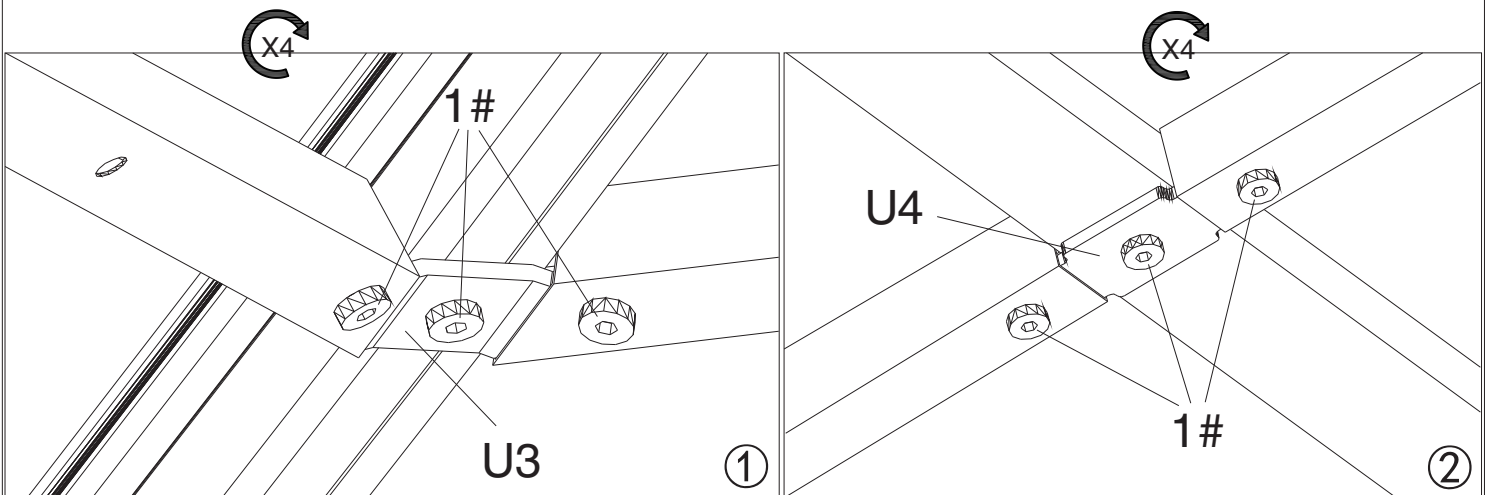


### Step 12: Connect Solidifying Bars

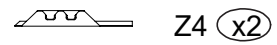
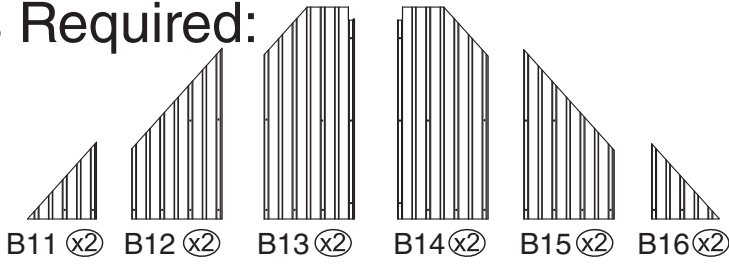
Attach Solidifying Bars ( Part U0,U) to roof bar or corner roof bar using Iron Angle (Part U3, U4) and screws 1# as shown in diagram.



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

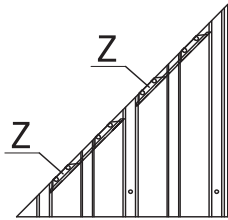
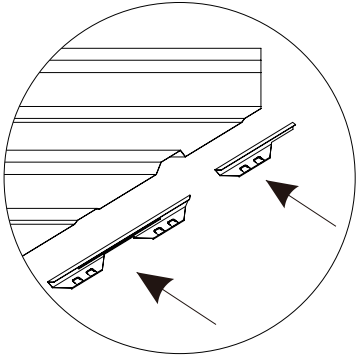


# Parts Required:

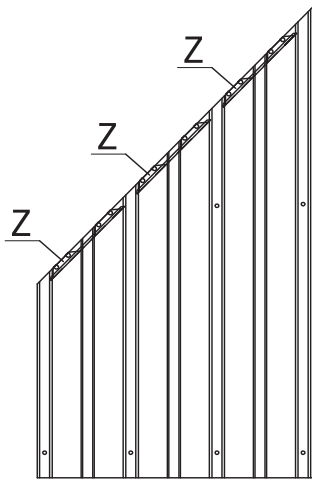


## Step 13: Snap Brackets

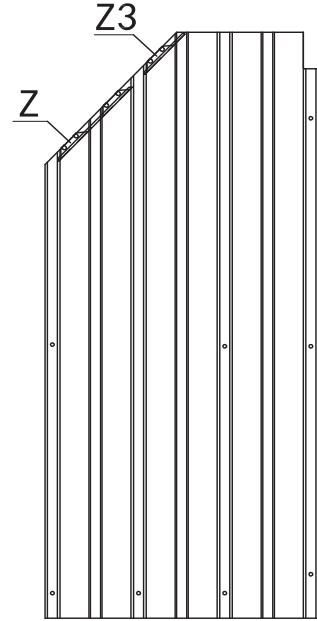
Snap Brackets (Part Z,Z3,Z4) to roof panel edges as shown in diagram.  
(with snaps facing upwards)



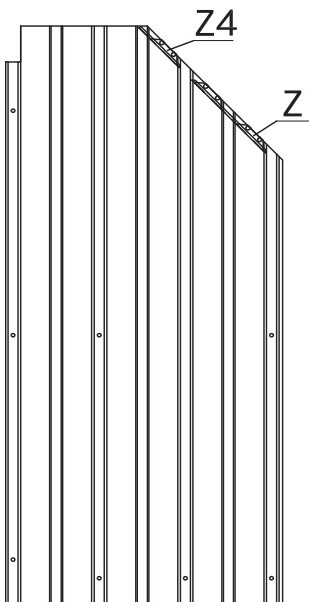
B11



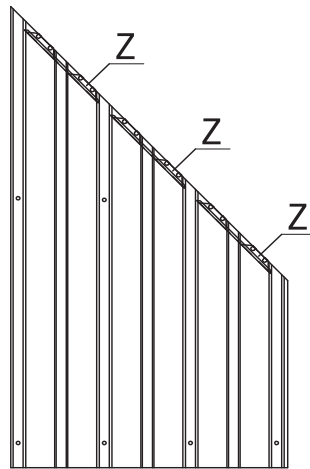
B12



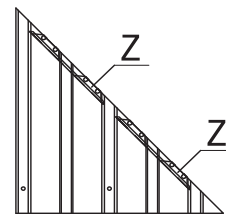
B13



B14



B15



B16

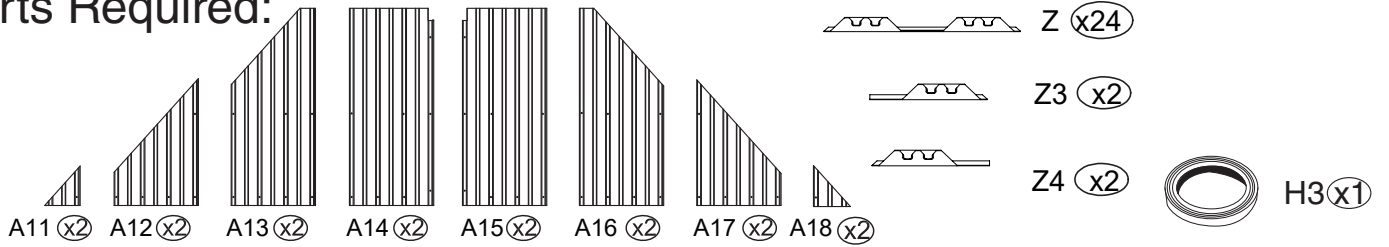
### Tips:

1. Wearing protective gloves is recommended.

2. Please stick Double-sided Adhesive Tape (Part H3) to the down side edge of the roof panels where the Brackets (Part Z, Z3,Z4) are supposed to attached in order to avoid these plastic brackets from sliding off prior to assembly.

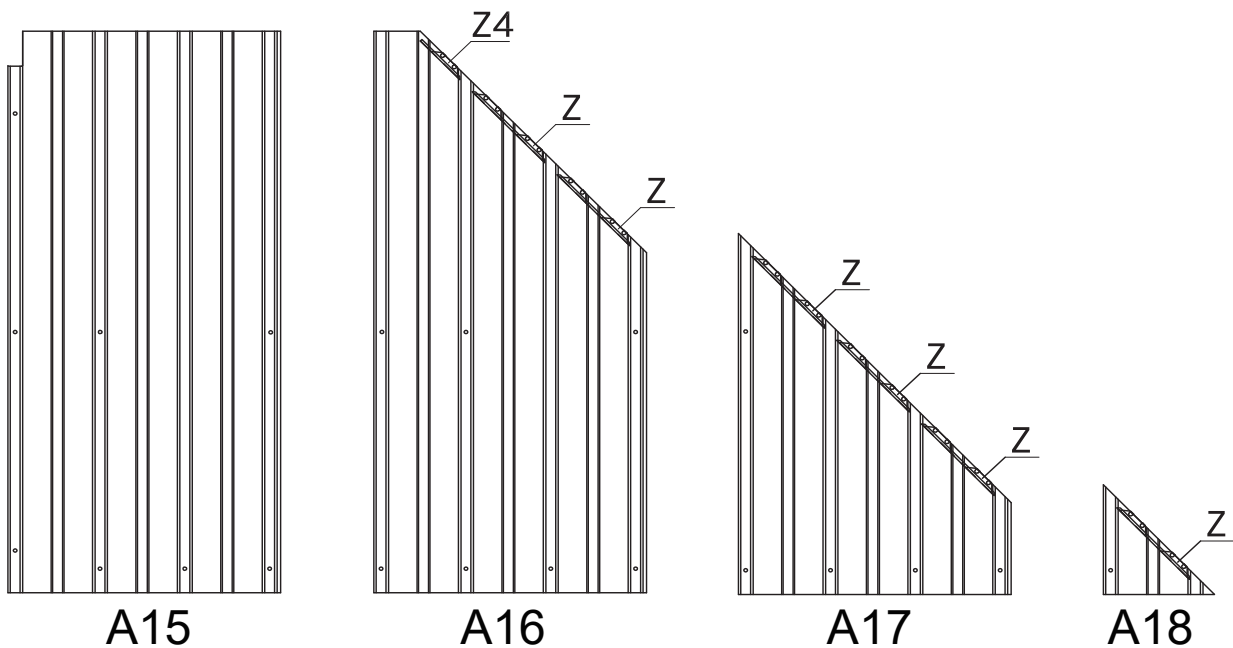
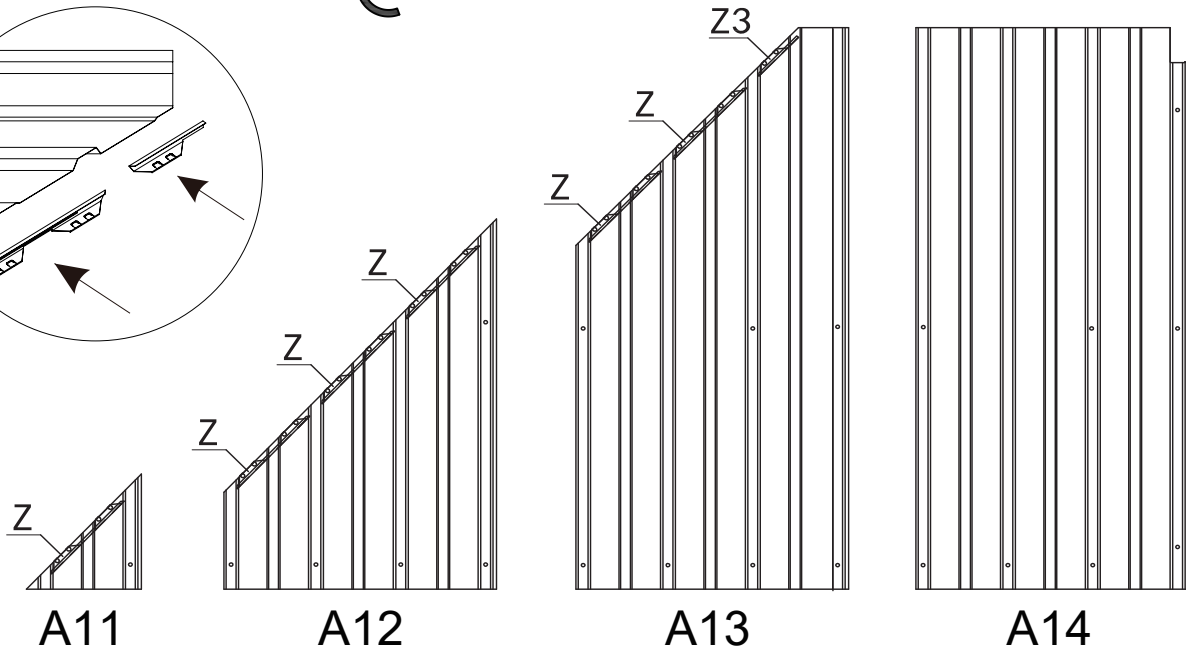
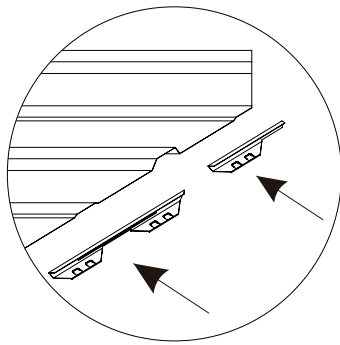


## Parts Required:



## Step 14: Snap Brackets

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



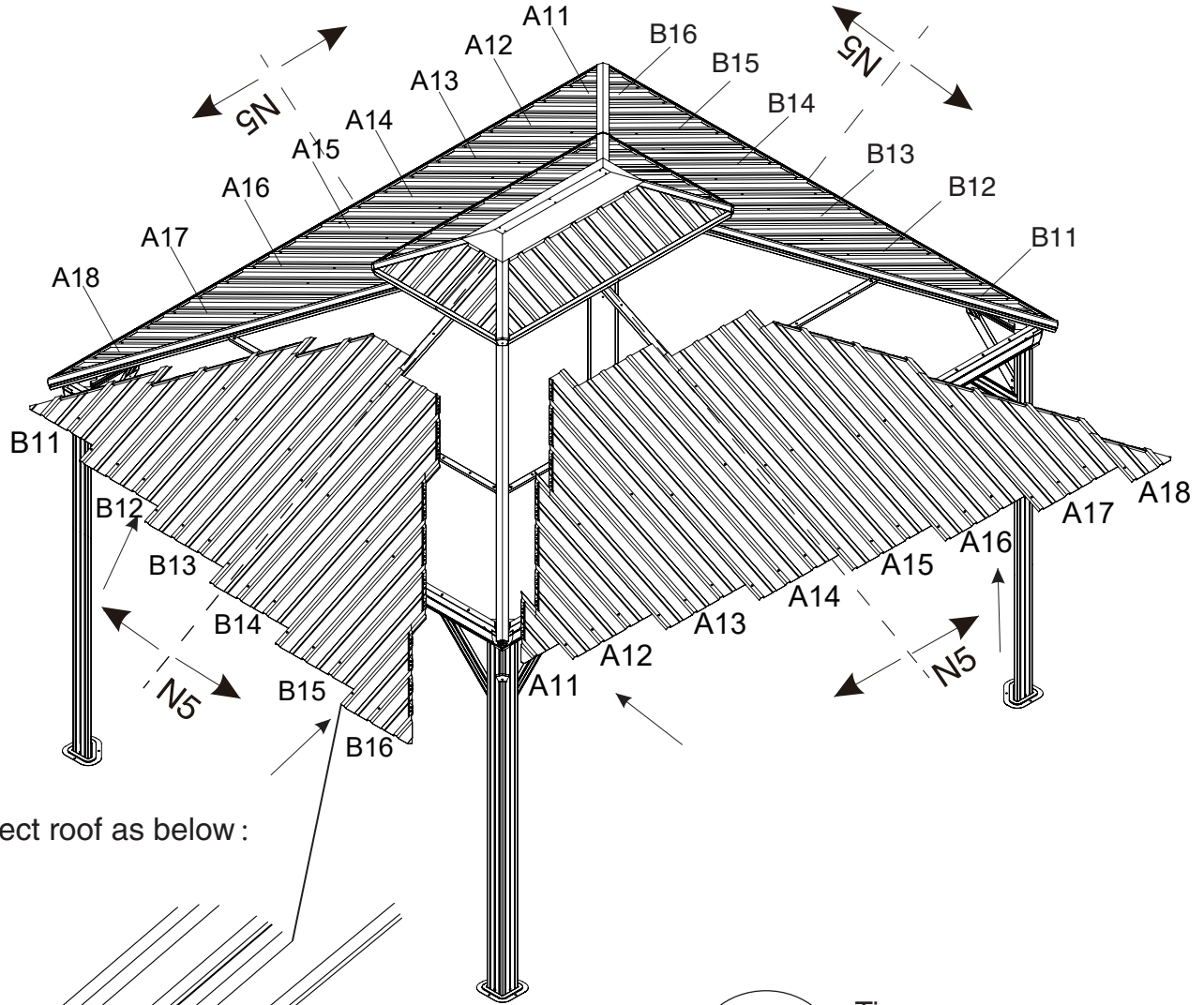
### Tips:



1. Wearing protective gloves is recommended.
2. Please stick Double-sided Adhesive Tape (Part H3) to the down side edge of the roof panels where the Brackets (Part Z, Z3,Z4) are supposed to be attached in order to avoid these plastic brackets from sliding off prior to assembly.

# Overall roof assembly:

Please put the panels on the frame and assemble them from the centerline (Part N5) to the left and right.

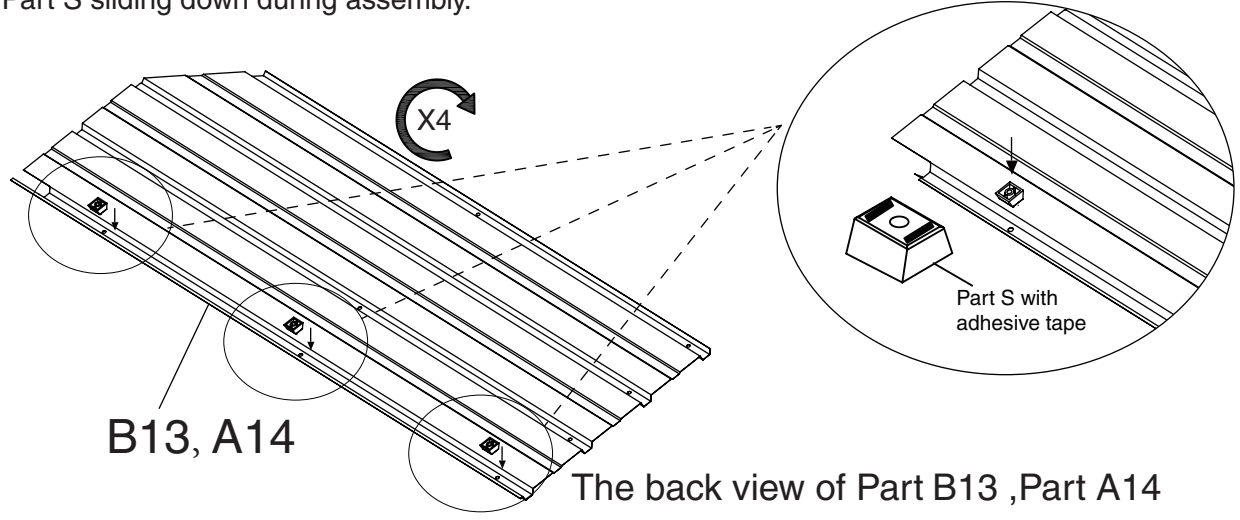


Connect roof as below :



Tip:  
Wearing protective gloves is recommended.

**Tips:** For fastening roof panels (Part B13 ,Part A14) easily, please glue Part S onto Panel (Part B13 , A14) by Double-sided adhesive tape (Part H3) in advance to avoid Part S sliding down during assembly.



# Parts Required:

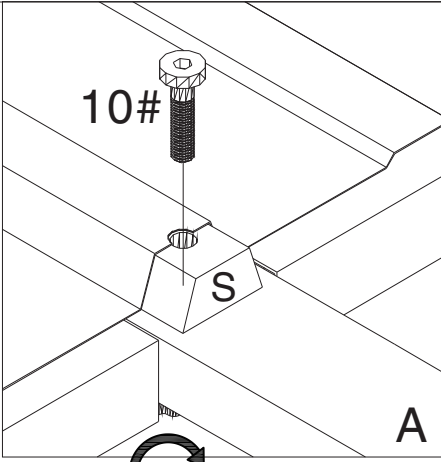
S (x104)

5# (x64)  
L 28mm

6# (x8)  
L 45mm

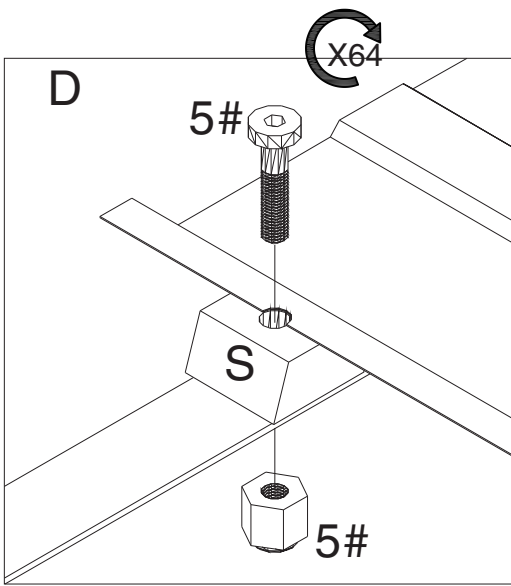
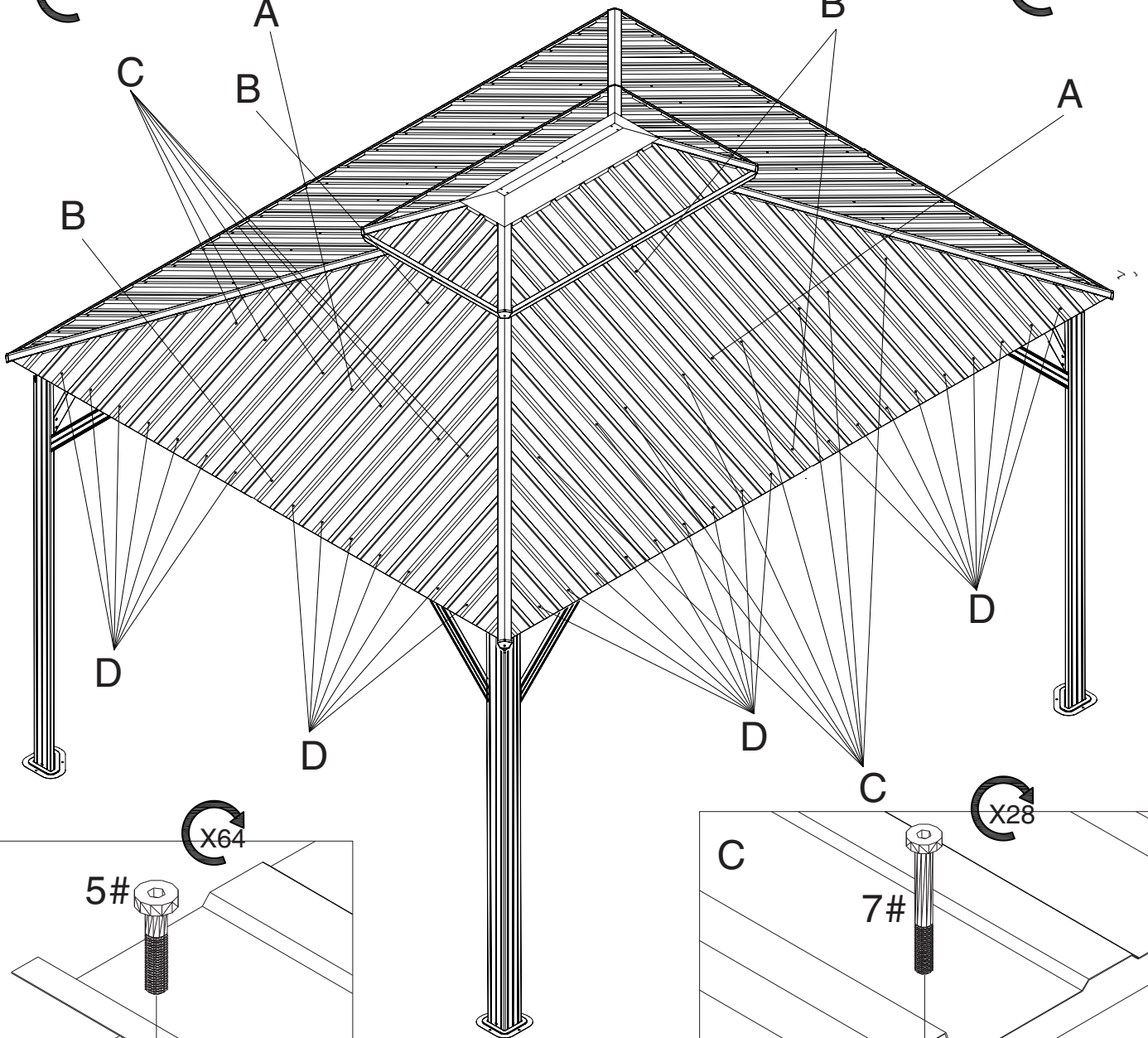
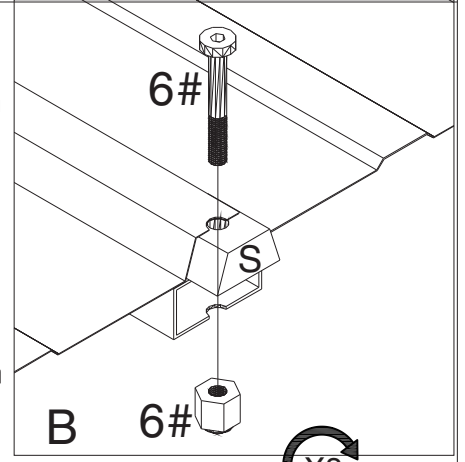
7# (x28)  
L 50mm

10# (x4)  
L 25mm

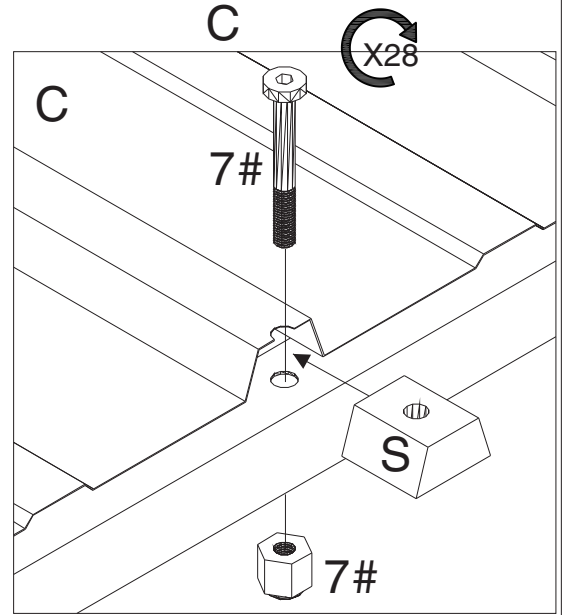





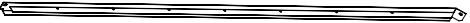



**Step 15:** Affix roof panels using screws and Spacers (Part S) as shown in diagram.

**ATTENTION – VERY IMPORTANT!**  
Align all roof panels and screw LOOSELY (DO NOT TIGHTEN ANY SCREWS until all roof panels of one side are aligned accordingly), And then TIGHTEN ALL screws to lock the roof panels in place.



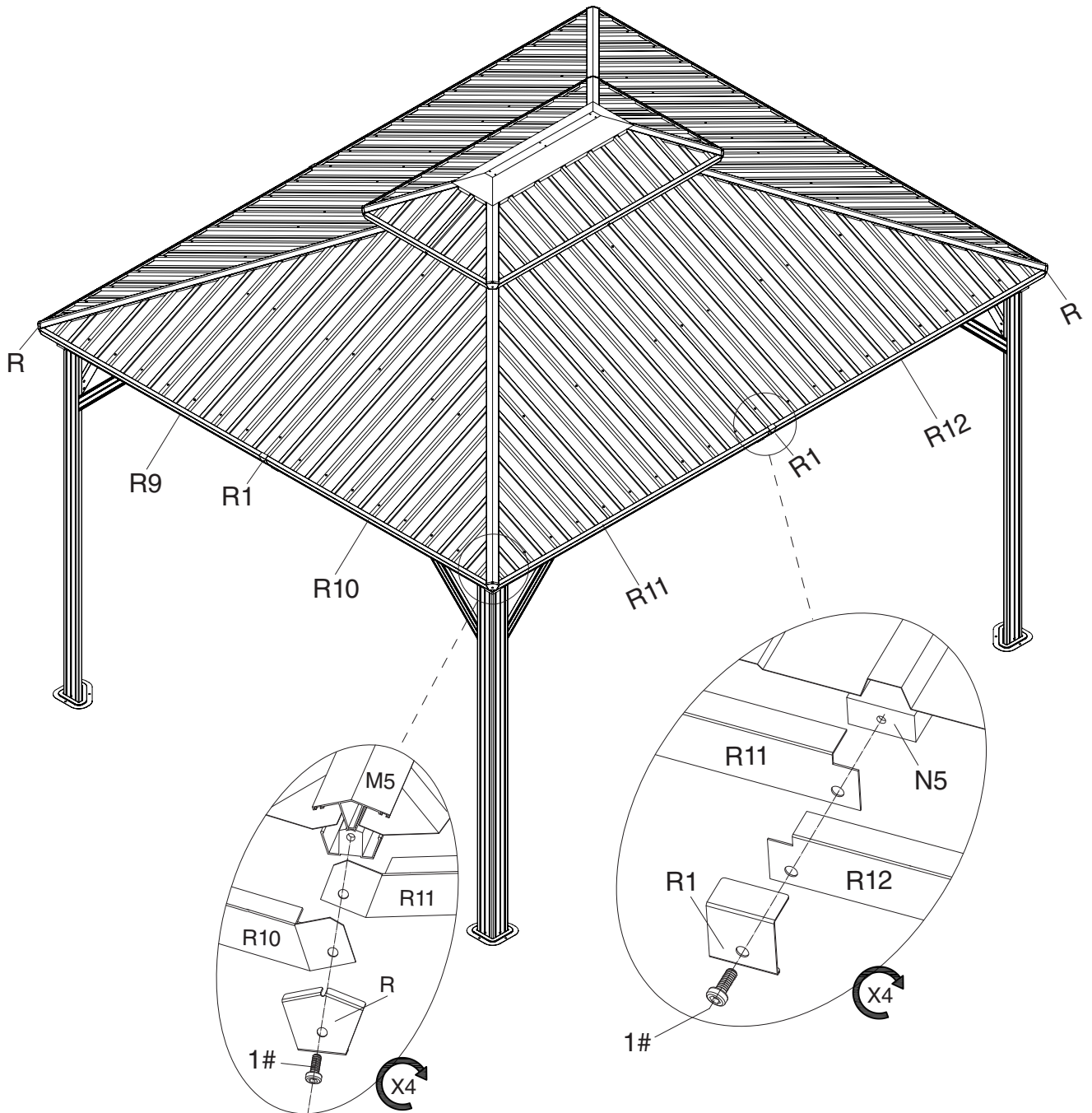
Tip:  
At least two people  
for this step.



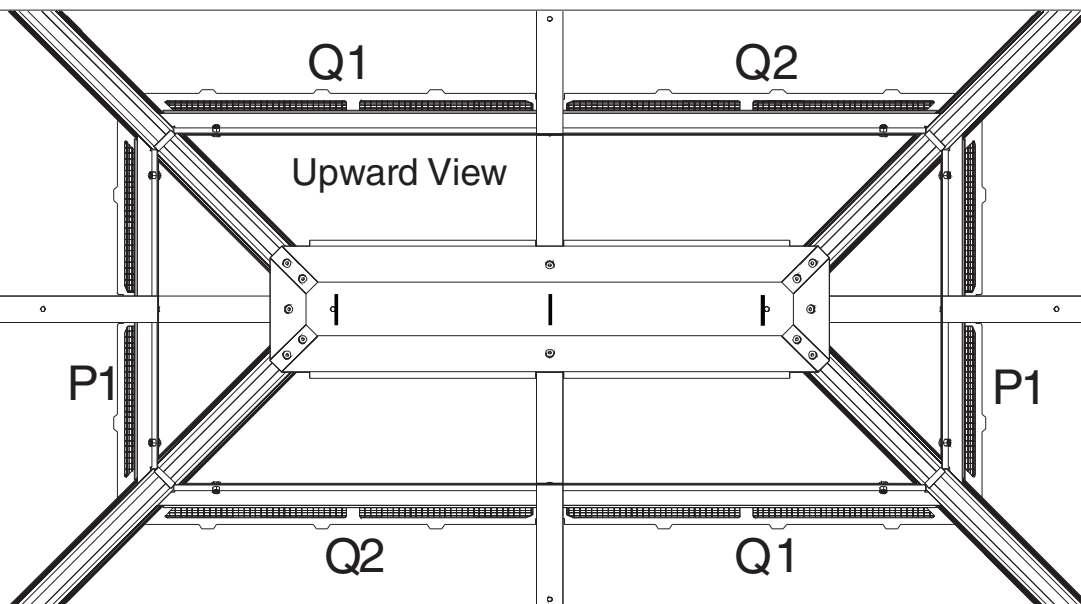
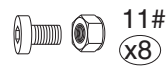
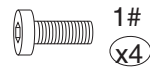
Parts Required:  R9 (x2)  R10 (x2)  
 R11 (x2)  R12 (x2)  
 R (x4)  R1 (x4)  1# (x8)

### Step 16: Cover edge of roof

Attach Finishing bars (Part R9,R10,R11,R12) to Roof bar and Corner Roof bar, then put Finshih End (Part R,R1) to cover them using screws 1# as shown in diagram.

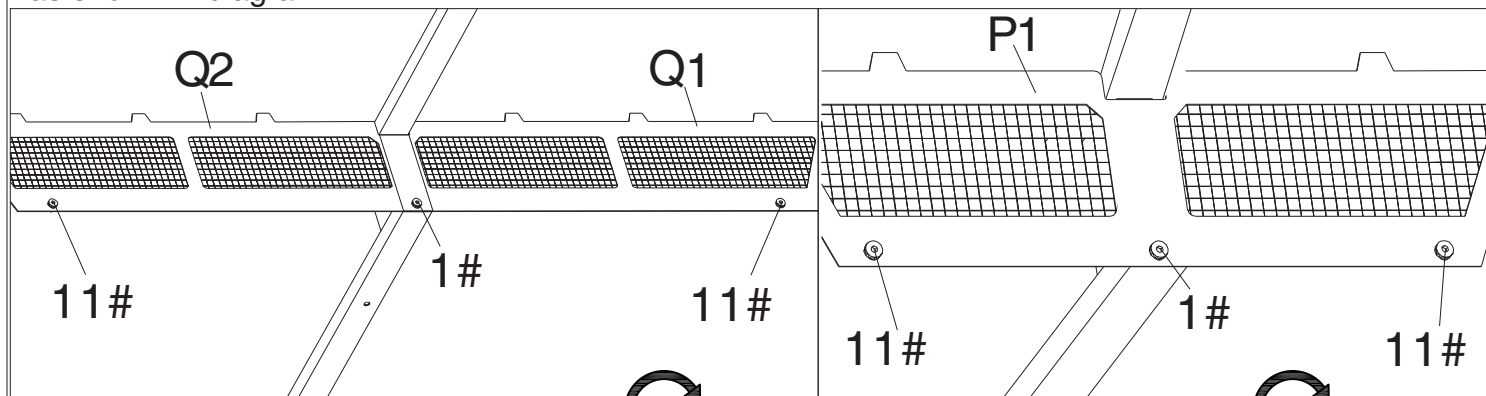


# Parts Required:

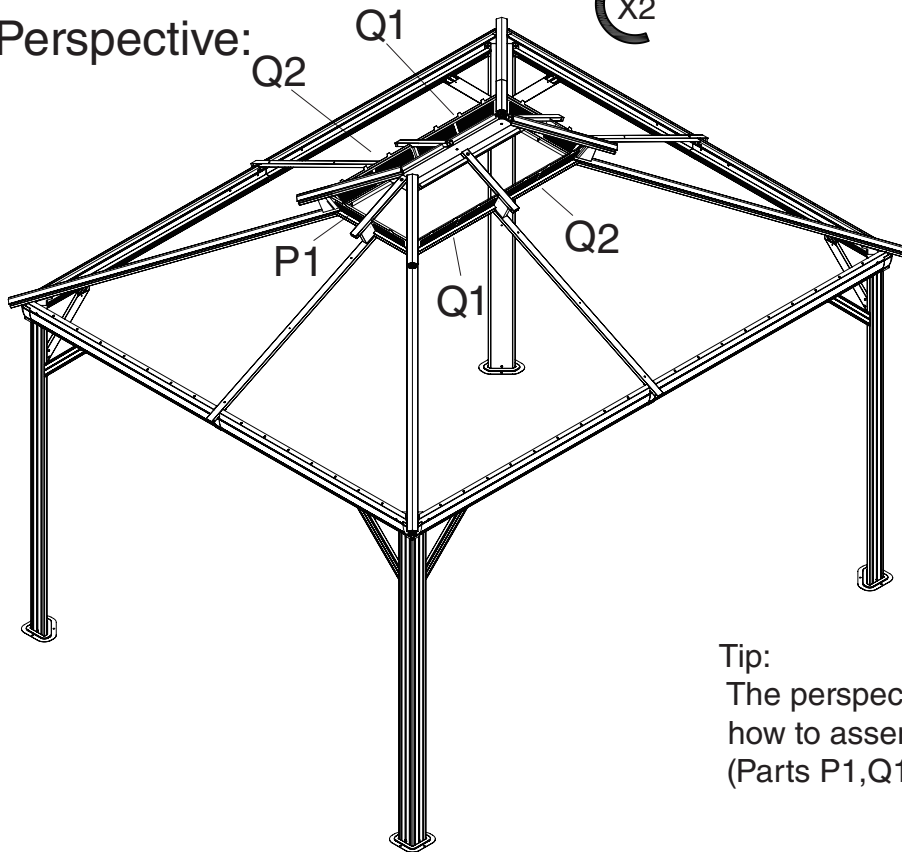


## Step 17: Assemble Net Frame

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



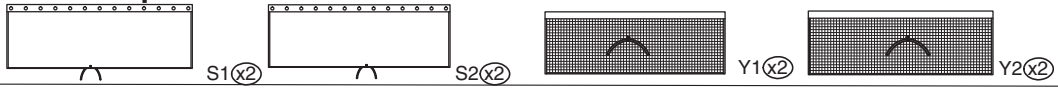
## Perspective:



### Tip:

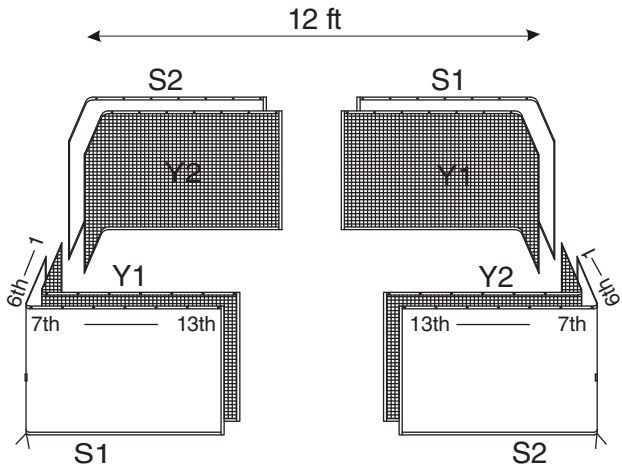
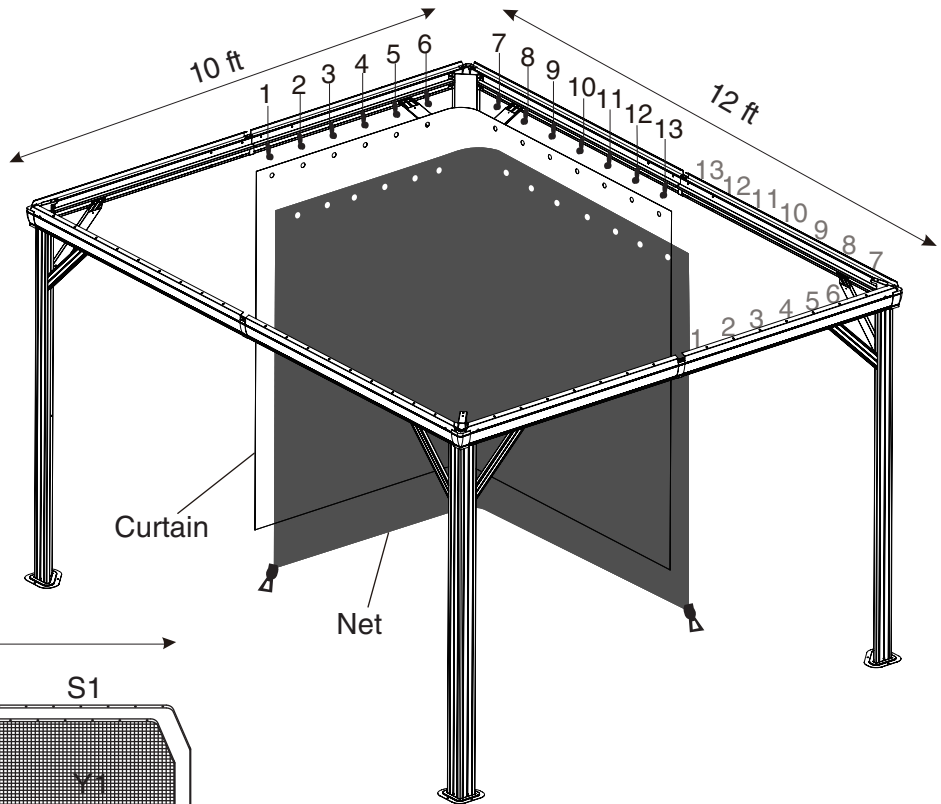
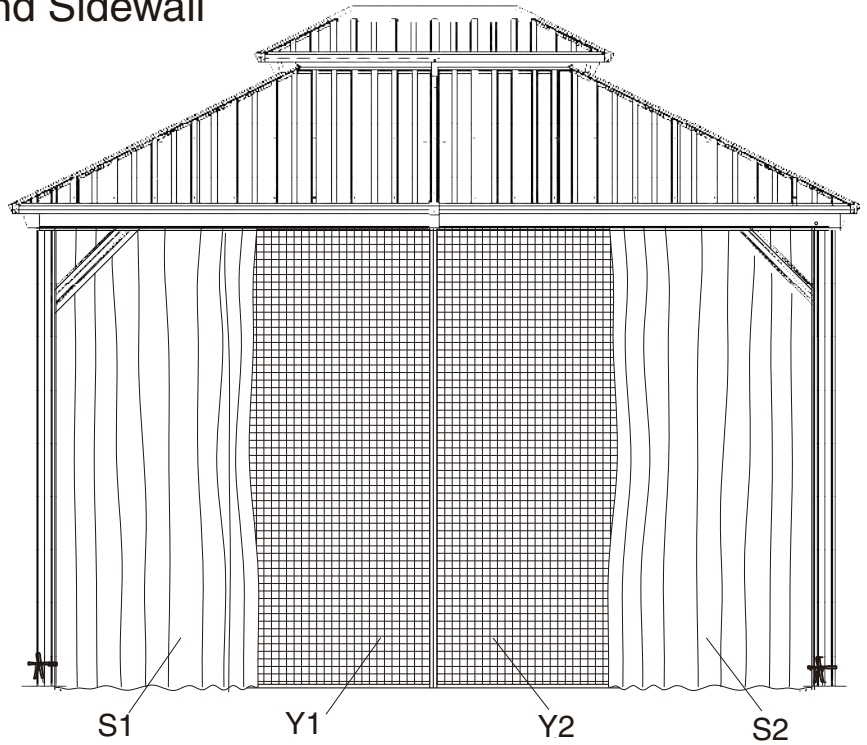
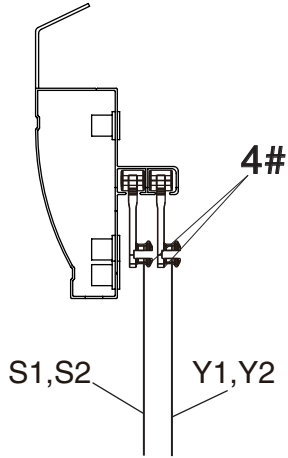
The perspective drawing is for demonstrating how to assemble final step that set up Net Frame (Parts P1,Q1,Q2) better.

# Parts Required:



## Step 18: Assemble Net and Sidewall

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

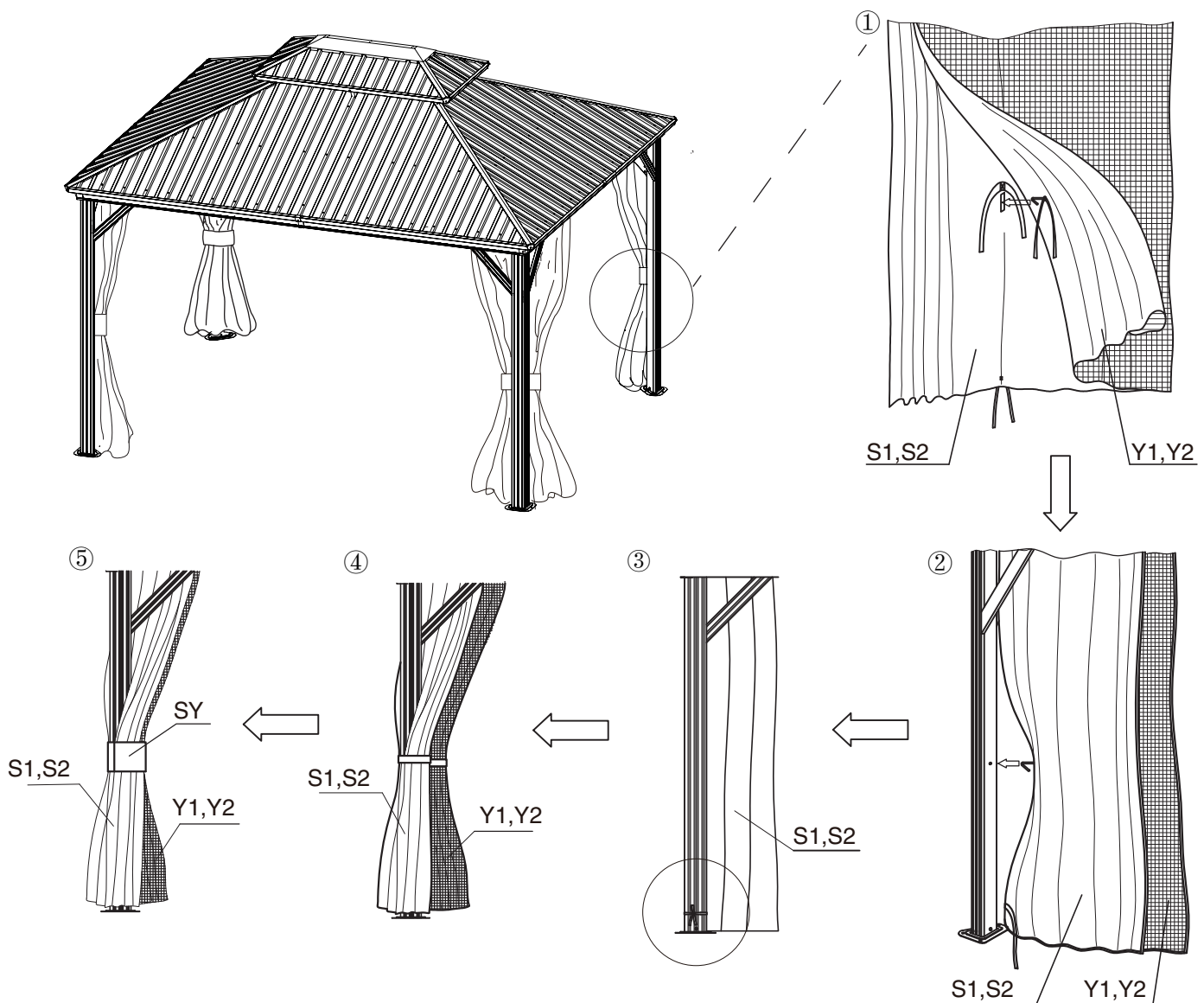




Parts Required:



**Step 19:** When you close the curtain, please refer to below steps to fix with poles as shown in diagram.



## Care and Warranty

1. Wash frame parts and fabric with mild soap and water, rinse thoroughly. do not use bleach, acid, or other solvents on the fabric or frame parts.
2. Frame, Bolts, Nuts are warranted to be free from defects in material and workmanship for 1 year from item purchased. Curtains and Netting are warranted to be free from defects in material and workmanship for 1 year from item purchased. Damage from exposure to chemicals (including not only oils, spills, fluids) won't be covered by this warranty.
3. Please inspect and tighten all bolts or fasteners on a regular basis to ensure proper performance and safety of your gazebo.



Enjoy Cozy Life!

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

As a professional hardtop gazebo manufacturer, kozyard always serves you for parts and replacement even your warranty expired.

**SUPPORT:**

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email: [support@kozyard.com](mailto:support@kozyard.com)

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