



*Enjoy Cozy Life!*

**12'x14' ALEXANDER HARDTOP GAZEBO  
WITH DOUBLE ROOF**

**ASSEMBLY MANUAL**



**KOZYARD LLC PRODUCTS**

**[WWW.KOZYARD.COM](http://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 assembly 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



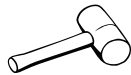
Allen Key



Allen Key



Safety Hat



Rubber Mallet



Gloves

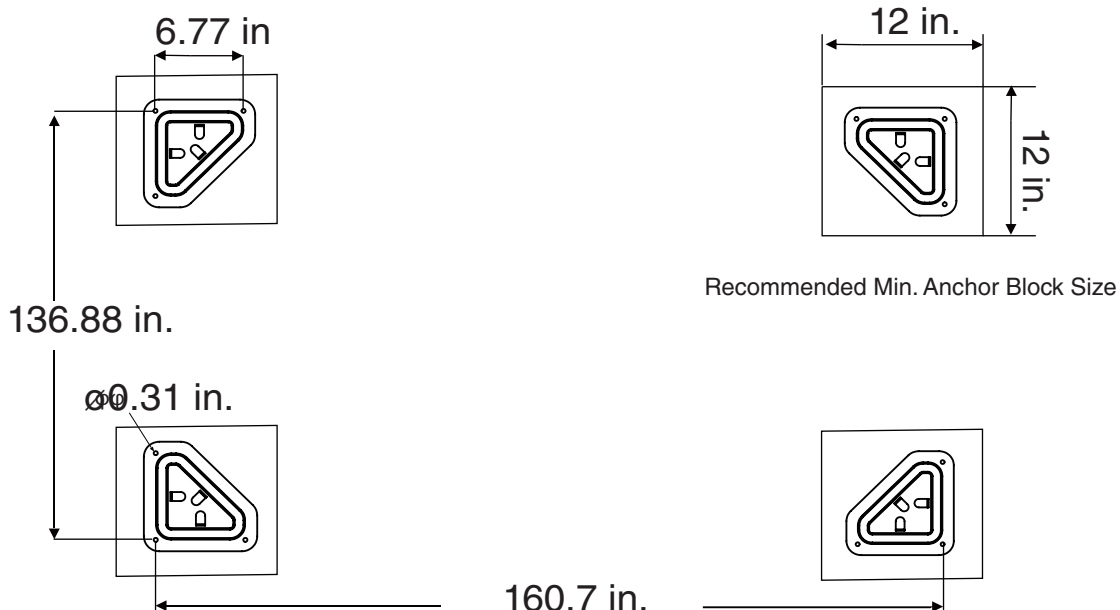


Stepladder



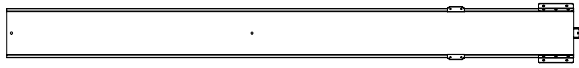
Safetyglasses

## 12'x14' ANCHOR BLUEPRINT

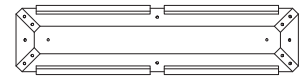


Anchoring poles into concrete is strongly recommended.  
Ensure the gazebo is positioned on level ground

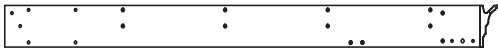
Attention: Prior to assembly, verify that all parts and pieces are included to ensure an efficient installation process.



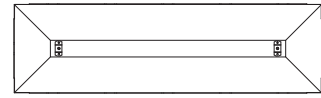
A (x4)



K4 (x1)



B6 (x2)



K14 (x1)



B61 (x2)



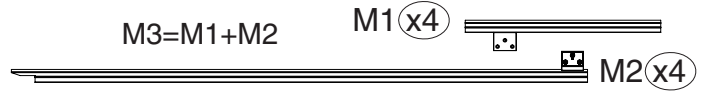
L (x4)



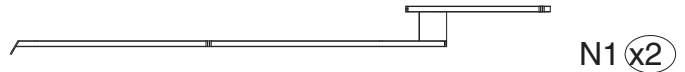
B62 (x2)



C6 (x2)



C61 (x2)



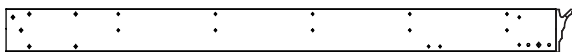
N1 (x2)



C62 (x2)



N4 (x2)



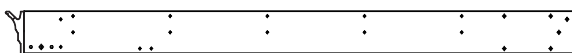
D7 (x2)



D71 (x2)



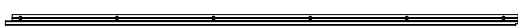
D72 (x2)



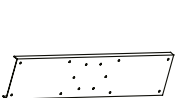
E7 (x2)



E71 (x2)



E72 (x2)



F (x4)



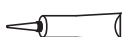
G (x4)



H (x4)



H1 (x4)



H2 (x1)



H3 (x1)



J1 (x4)

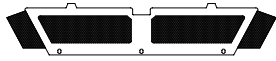


J2 (x4)

ITEM	DESCRIPTION	QTY
A	Pole	4
B6	Beam	2
B61	Jointer Bar	2
B62	Sidewall Track	2
C6	Beam	2
C61	Jointer Bar	2
C62	Sidewall Track	2
D7	Beam	2
D71	Jointer Bar	2
D72	Sidewall Track	2
E7	Beam	2
E71	Jointer Bar	2
E72	Sidewall Track	2
F	Union Bar	4
G	Corner Cover	4
H	Joint Cover	4
H1	Joint Cover	4
H2	Silicone Rubber	1
H3	Double-sided adhesive tape	1
J1	Corner Solidifying Bar	4
J2	Corner Solidifying Bar	4
K4	Inside Roof Connector	1
K14	Outside Roof Connector	1
L	Plate	4
M1	Short Corner Roof Bar	4
M2	Corner Roof Bar	4
N1	Roof Bar	2
N4	Roof Bar	2



P2 (x2)



P12 (x2)



Q4 (x2)



Q13 (x2)



Q14 (x2)



R (x8)



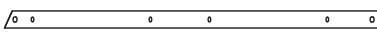
S (x128)



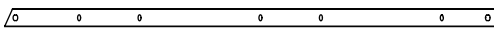
T2 (x2)



T4 (x2)



U1 (x4)



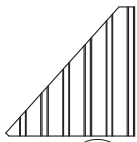
U6 (x4)



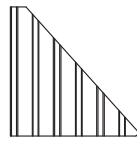
U3 (x4)



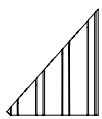
U4 (x4)



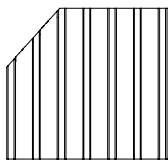
V11 (x2)



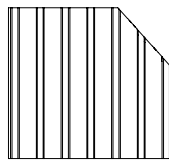
V12 (x2)



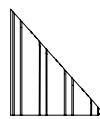
V43 (x2)



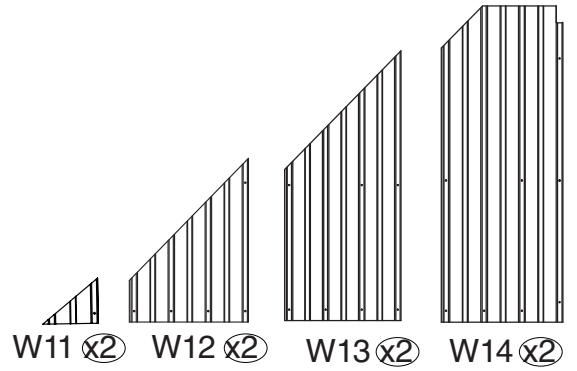
V44 (x2)



V45 (x2)



V46 (x2)

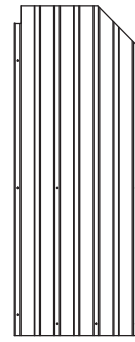


W11 (x2)

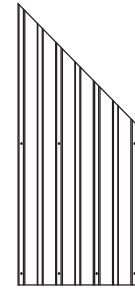
W12 (x2)

W13 (x2)

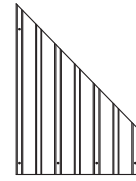
W14 (x2)



W15 (x2)



W16 (x2)

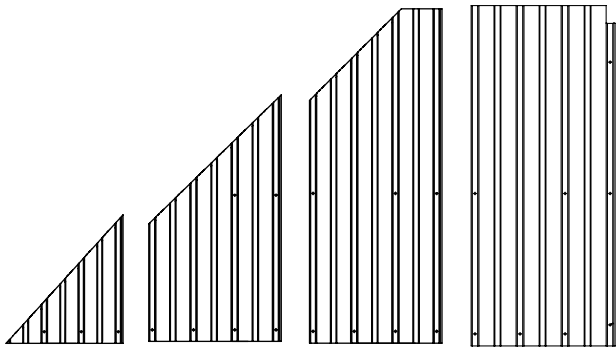


W17 (x2)

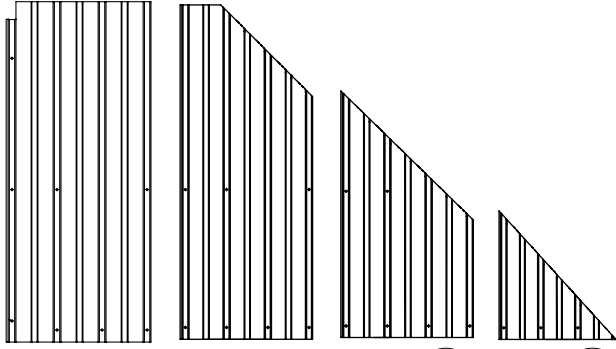


W18 (x2)

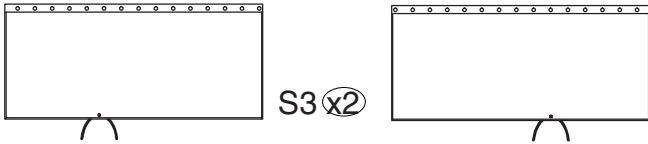
ITEM	DESCRIPTION	QTY
P2	Finishing Bar	2
P12	Net Frame	2
Q4	Finishing Bar	2
Q13	Net Frame	2
Q14	Net Frame	2
R	Finishing End	8
S	Spacer	128+2
T2	Finishing Bar	2
T4	Finishing Bar	2
U1	Solidifying Bar	4
U3	Iron Angle	4
U4	Iron Angle	4
U6	Solidifying Bar	4
V11	Roof Panel	2
V12	Roof Panel	2
V43	Roof Panel	2
V44	Roof Panel	2
V45	Roof Panel	2
V46	Roof Panel	2
W11	Roof Panel	2
W12	Roof Panel	2
W13	Roof Panel	2
W14	Roof Panel	2
W15	Roof Panel	2
W16	Roof Panel	2
W17	Roof Panel	2
W18	Roof Panel	2



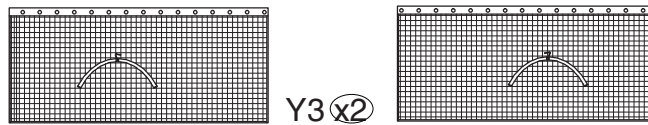
X41 (x2) X42 (x2) X43 (x2) X44 (x2)



X45 (x2) X46 (x2) X47 (x2) X48 (x2)



S3 (x2) S4 (x2)



Y3 (x2) Y4 (x2)



SY (x4)



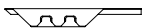
Z (x76)



Z1 (x4)



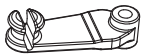
Z2 (x4)



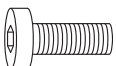
Z3 (x2)



Z4 (x2)

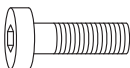


4# (x120+2)



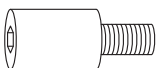
M6x16

1# (x246+4)

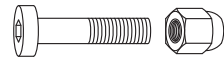


M6x20

2# (x16+2)



3# (x16+2)



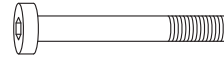
M6x28

5# (x80+2)



M6x45

6# (x8+1)



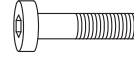
M6x50

7# (x36+2)



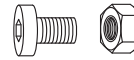
ST4.8x13

9# (x24+2)



M6x25

10# (x4+1)



M6x10

11# (x12+1)



M6

12# (x12+2)



Allen key



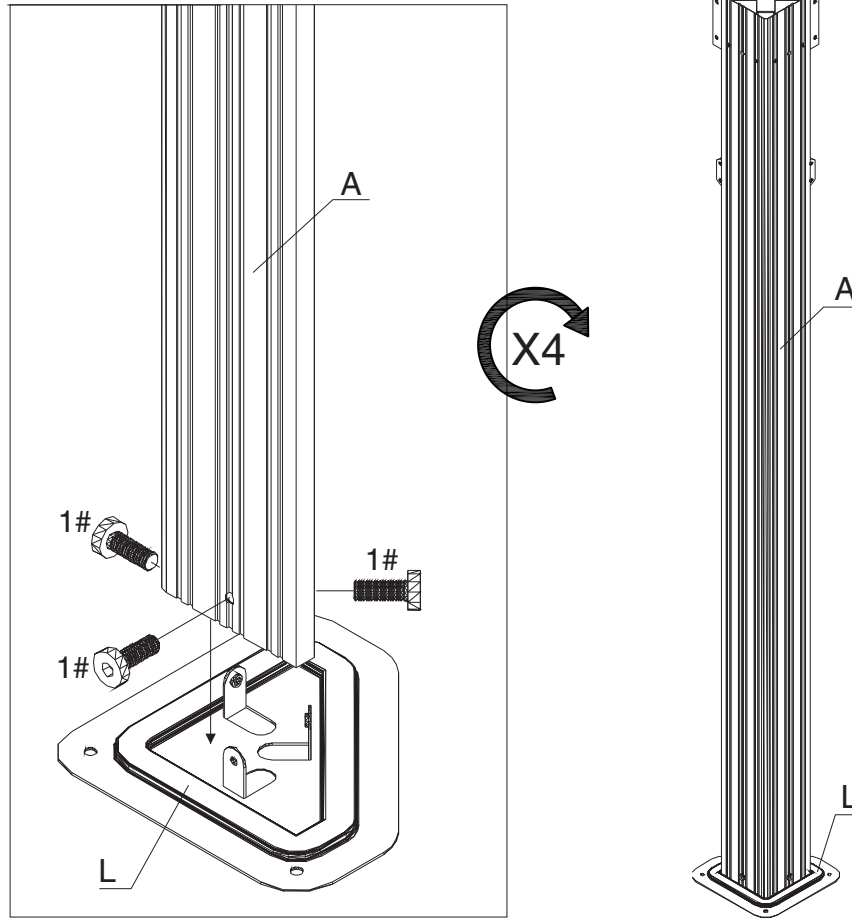
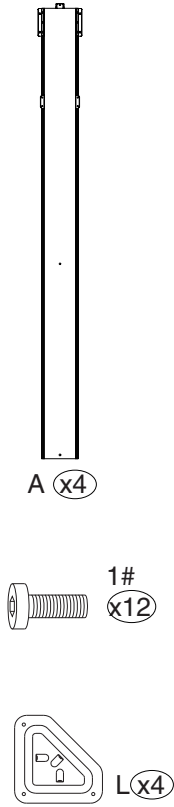
Wrench

ITEM	DESCRIPTION	QTY
X41	Roof Panel	2
X42	Roof Panel	2
X43	Roof Panel	2
X44	Roof Panel	2
X45	Roof Panel	2
X46	Roof Panel	2
X47	Roof Panel	2
X48	Roof Panel	2
S3/S4	Solid Sidewall	4
Y3/Y4	Mosquito Net	4
SY	Strap	4
Z	Bracket	76+2
Z1	Bracket	4
Z2	Bracket	4
Z3	Bracket	2
Z4	Bracket	2
1#	Screws	246+4
2#	Screws	16+2
3#	Screws	16+2
4#	Hook	120+2
5#	Screws	80+2
6#	Screws	8+1
7#	Screws	36+2
9#	Screws	24+2
10#	Screws	4+1
11#	Screws	12+1
12#	Washer	12+2

## Parts Required:

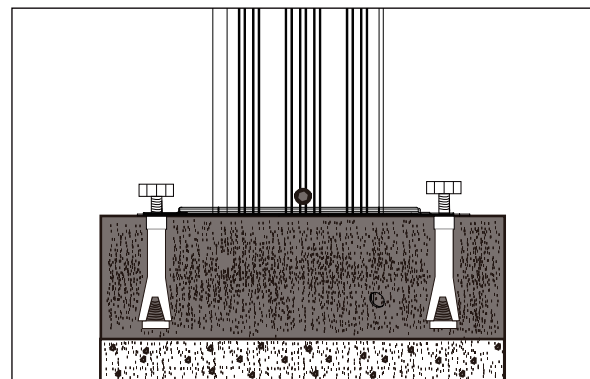
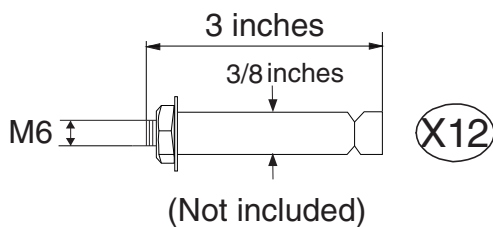
## Step 1: Set up Poles

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



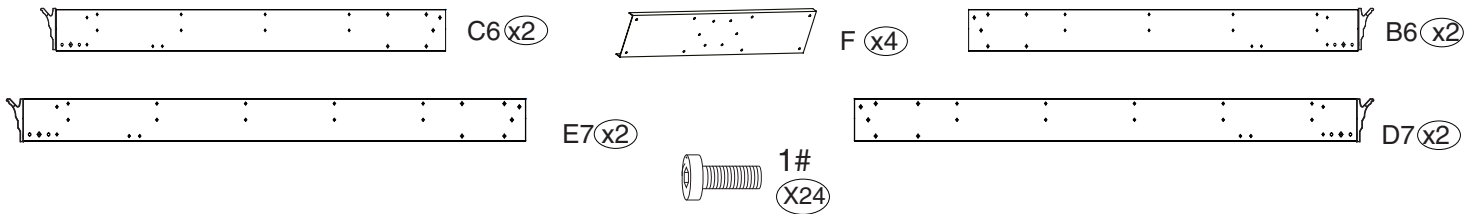
## Reference for anchoring gazebo:

- 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.



Attention: 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.

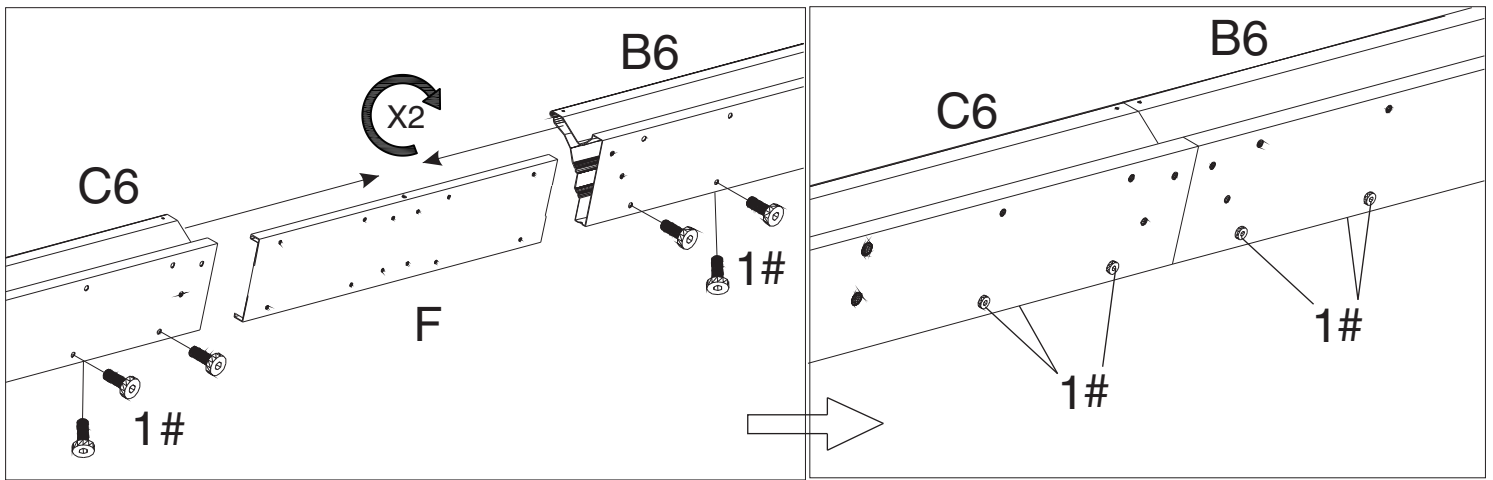
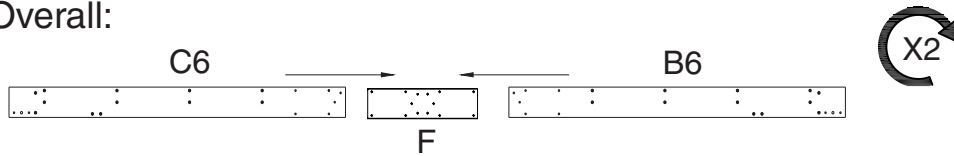
## Parts Required:



## Step 2: Connect the Beams

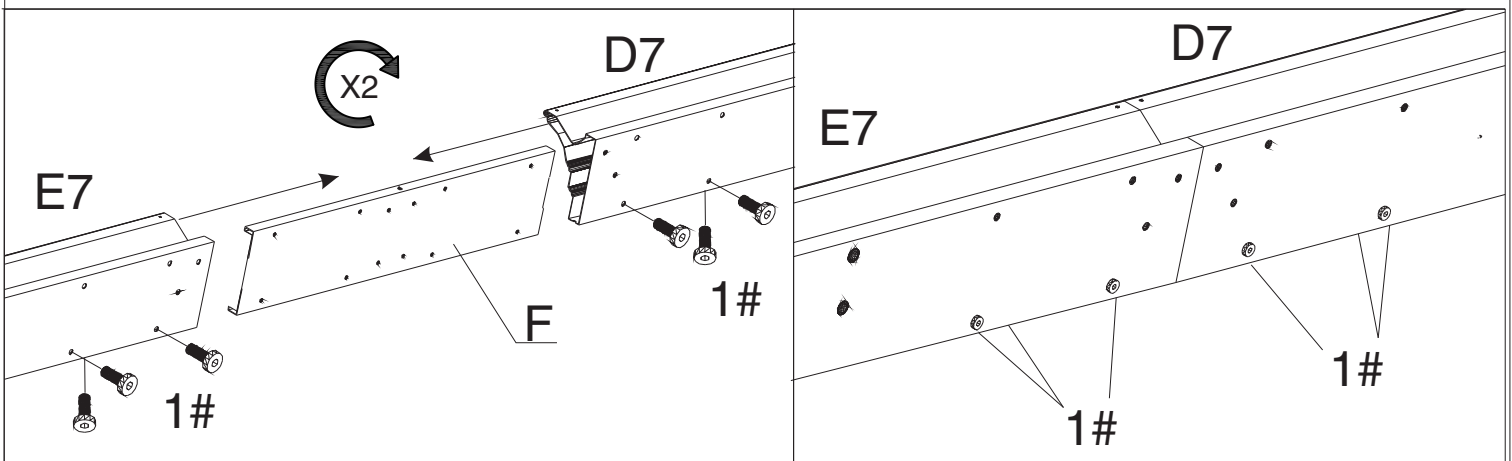
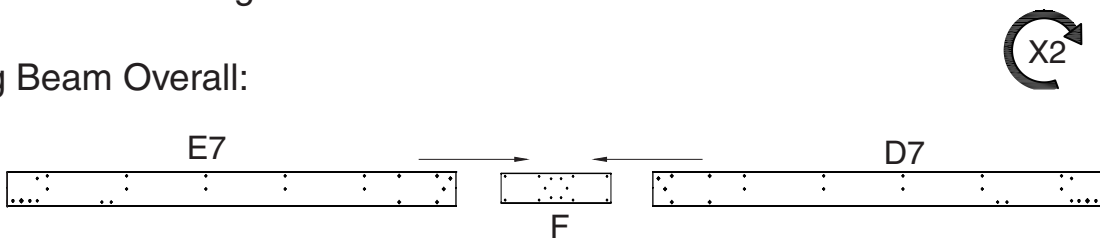
1. Connect (Part C6,B6) into one beam using Union bar (Part F) with screws 1# as shown in the diagram.

Short Beam Overall:



2. Connect (Part E7,D7) into one beam using Union Bar (Part F) with screws 1# as shown in the diagram.

Long Beam Overall:



# Parts Required:



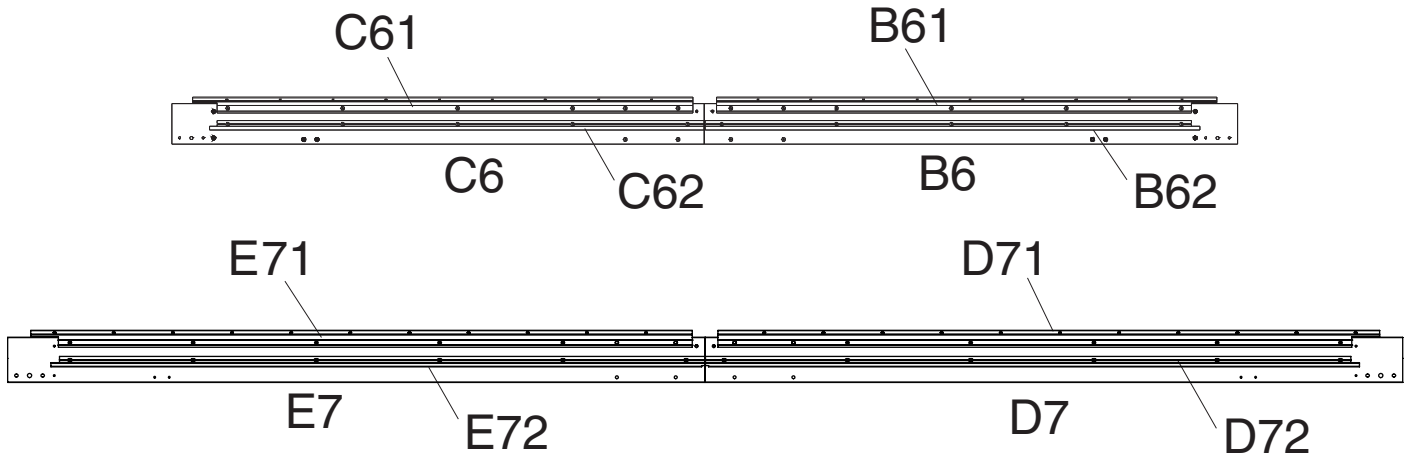
C61 (x2) B61 (x2)

C62 (x2) B62 (x2)

E71 (x2) D71 (x2)

E72 (x2) D72 (x2)

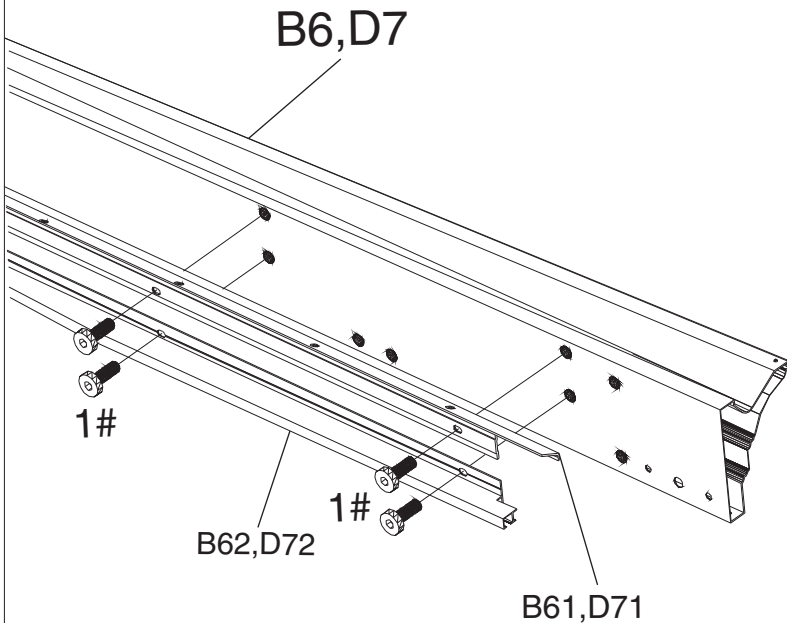
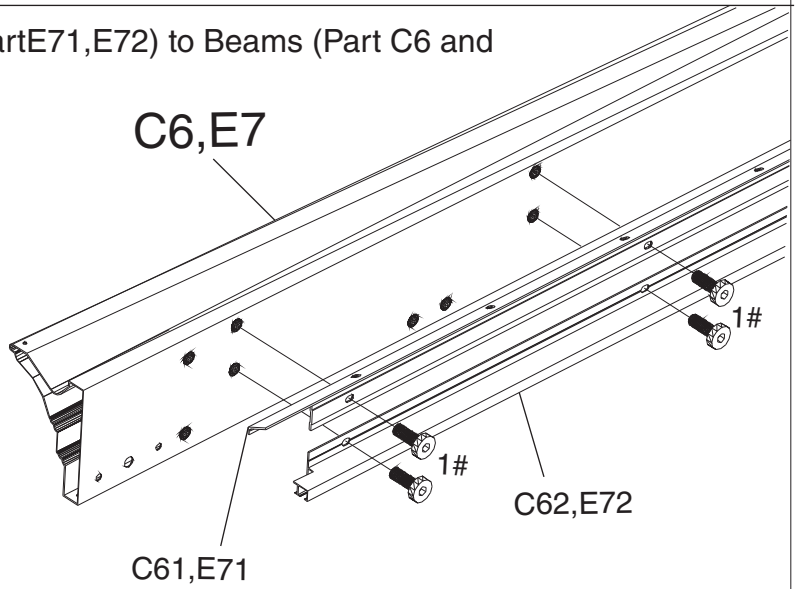
## Step 3: Connect Joint Bars and Tracks with Beams



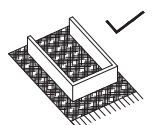
1. Connect Joint Bars (Part C61,C62), Tracks (Part E71,E72) to Beams (Part C6 and E7) using screws 1# as shown in the diagram.



Tip:  
Do not tighten all screws on the Joints bars (Part B61, C61, E71, D71) until the screws of the roof panels are aligned in place.

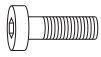


2. Replicate the same steps for Joint Bars (Part B61 and D71), Tracks (Part B62 and D72), attaching them to Beams (Part B6 and D7) using screws 1# as shown in the diagram.





# Parts Required:



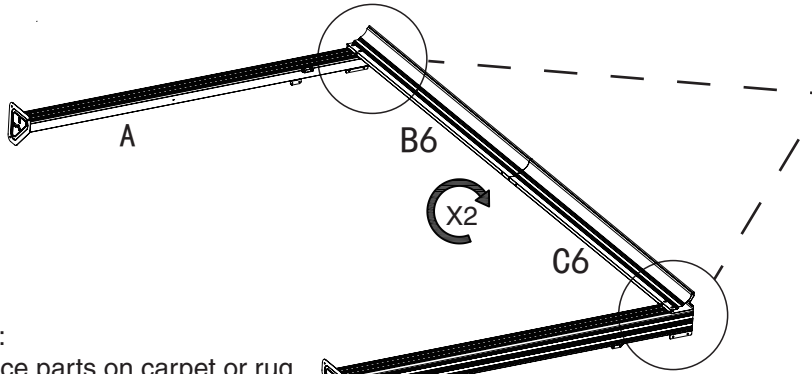
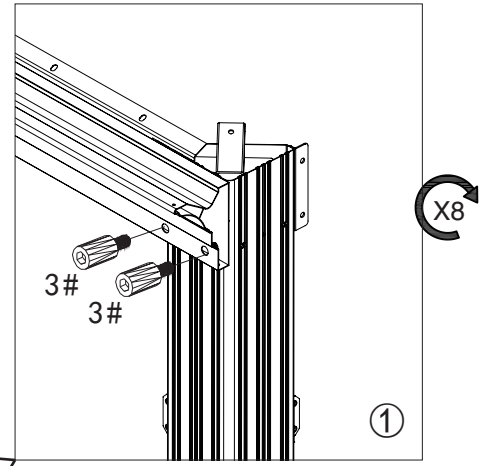
2#  
x16




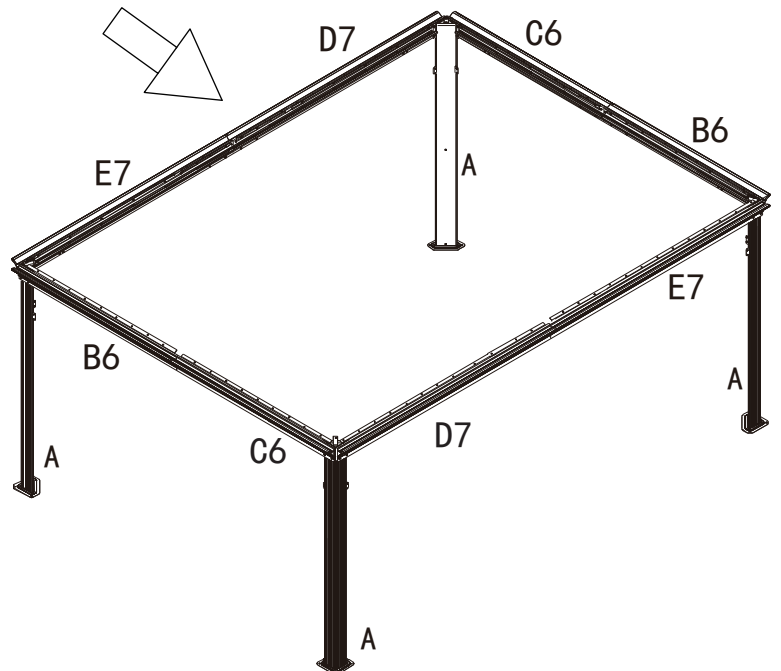
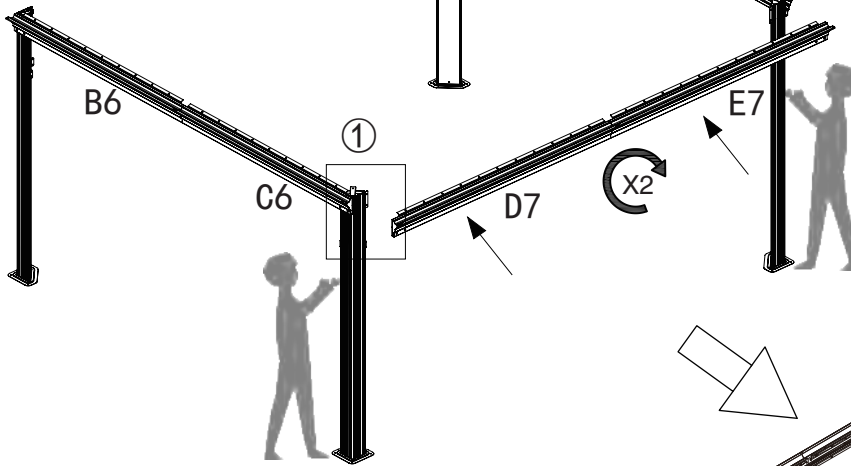
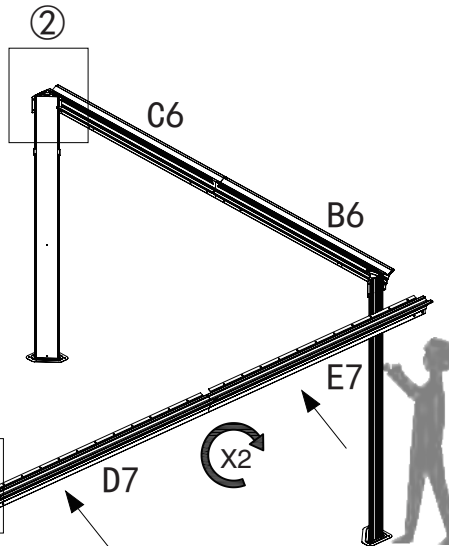
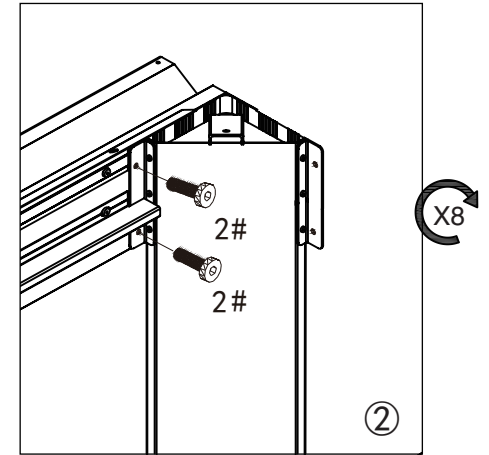
3#  
x16

## 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.

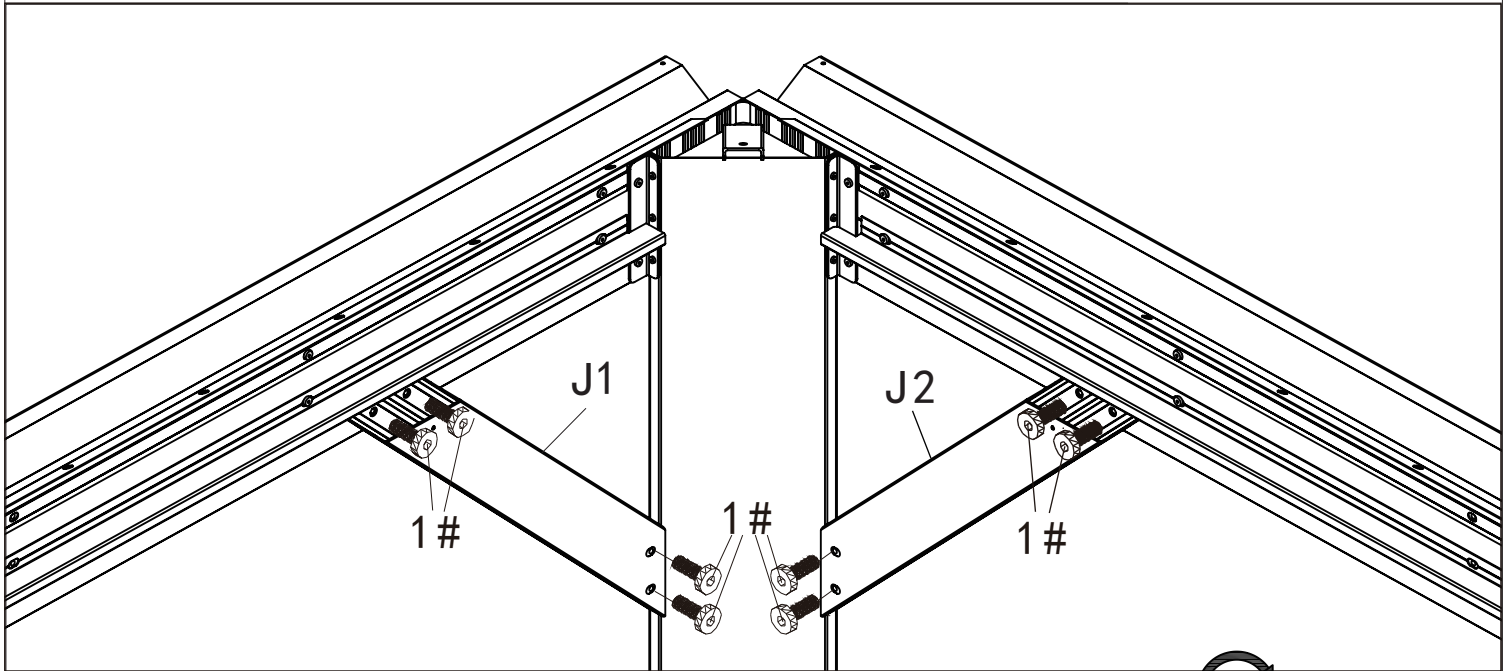
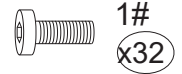


 Tip: Place parts on carpet or rug to avoid scratches during assembly.



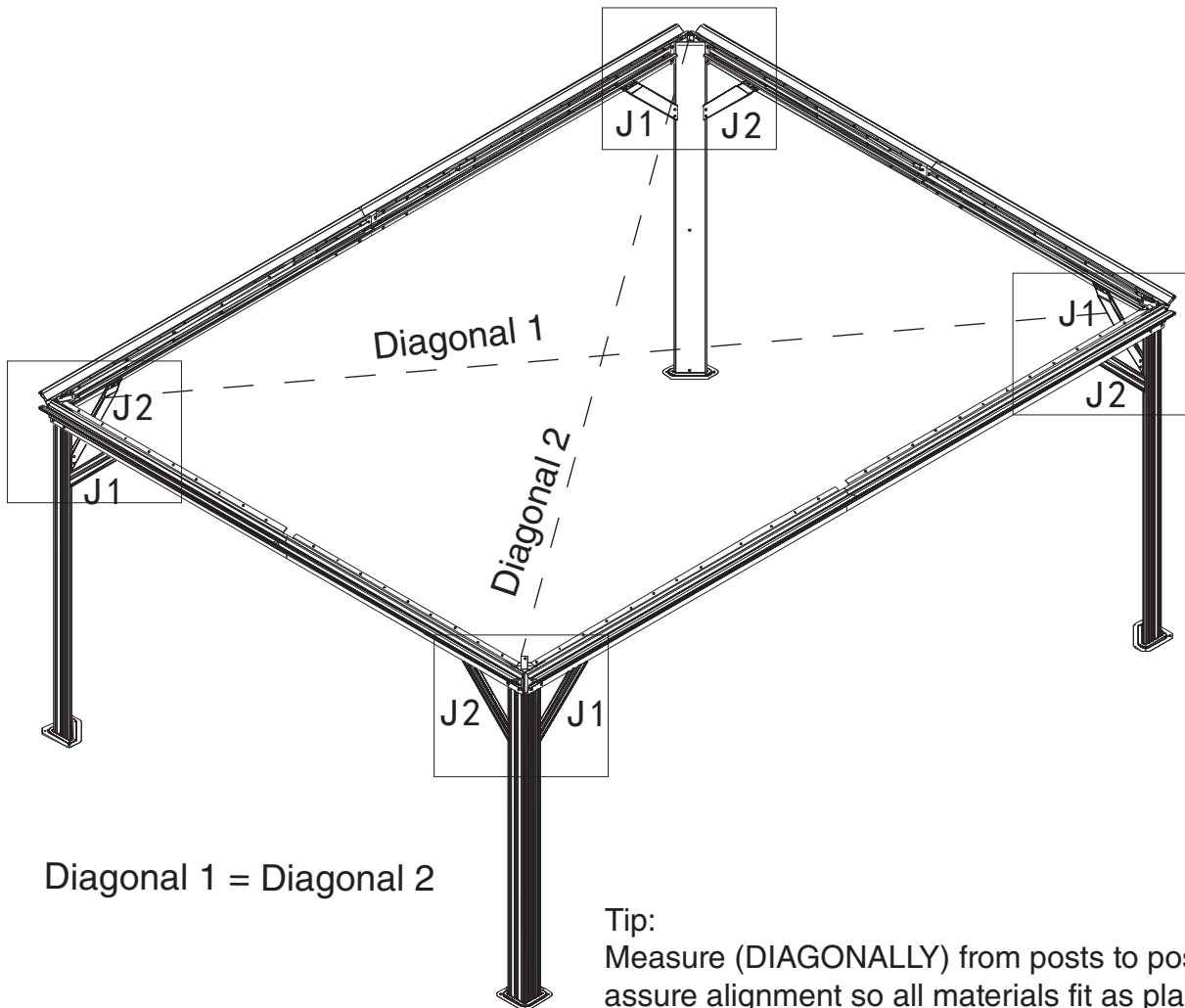
Tip: At least three people for this step.

Parts Required:

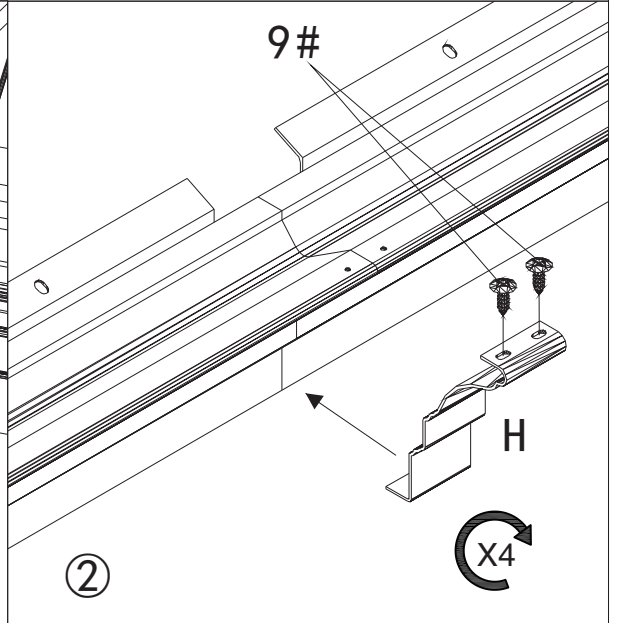
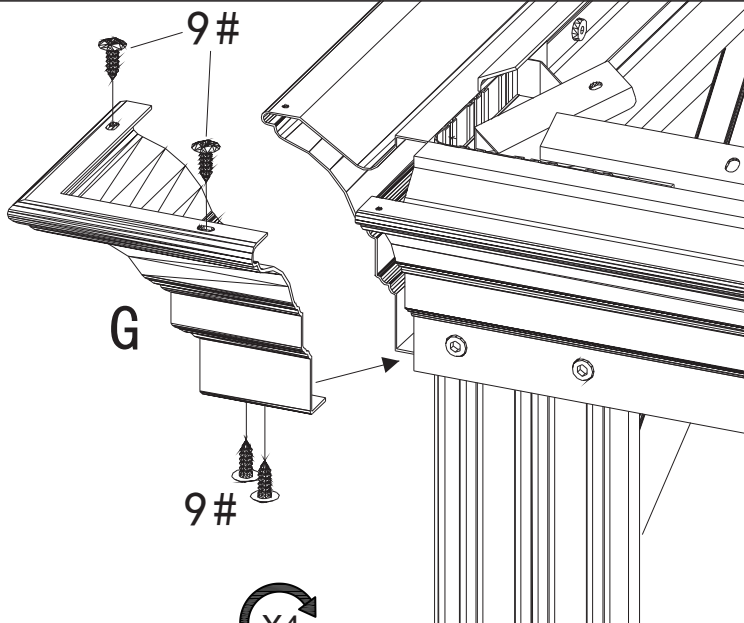


**Step 5: Connect Solidifying Bars with Beams and Poles**

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



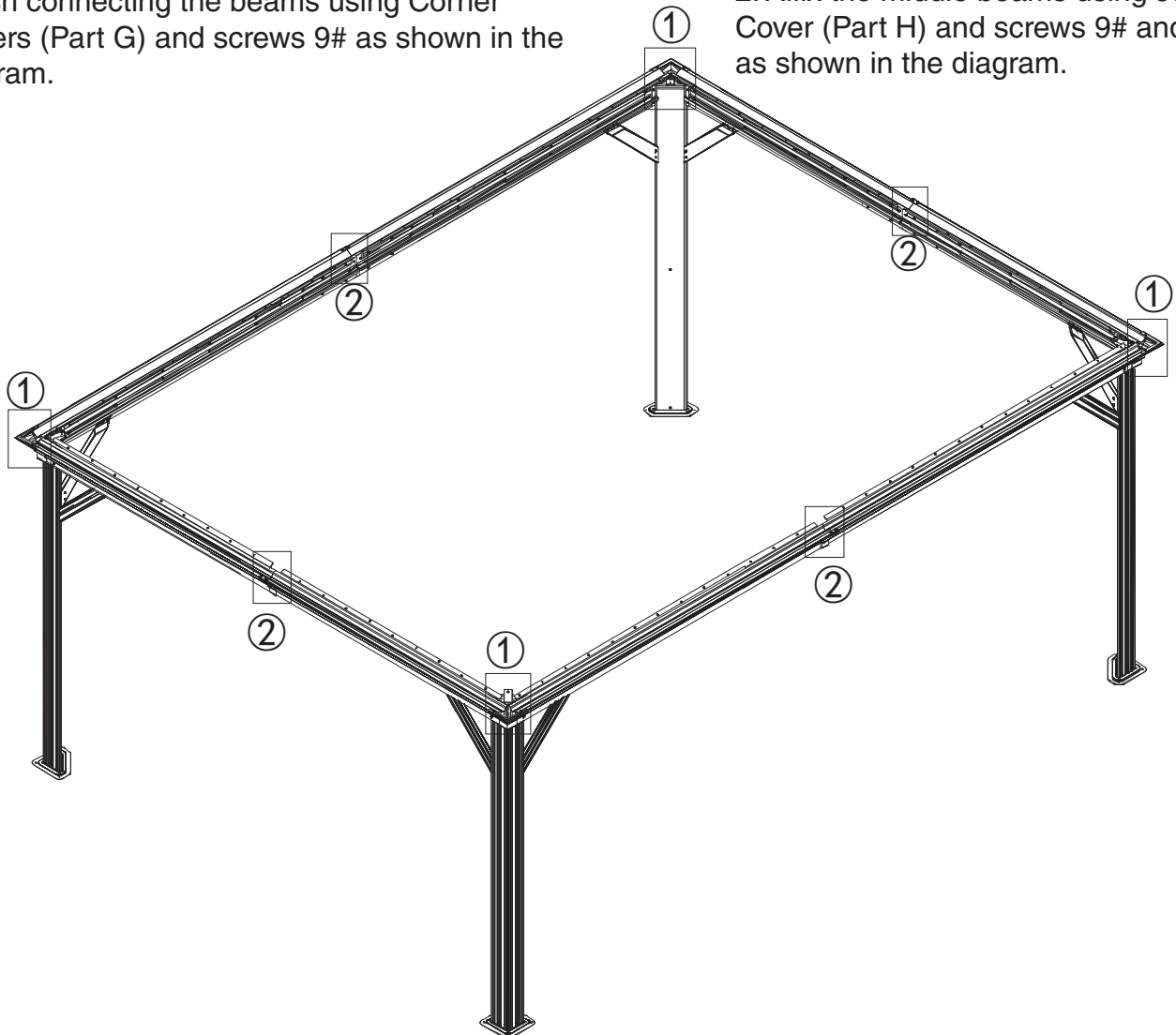
## Parts Required:



## Step 6: Cover the connections

1. Finish connecting the 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.

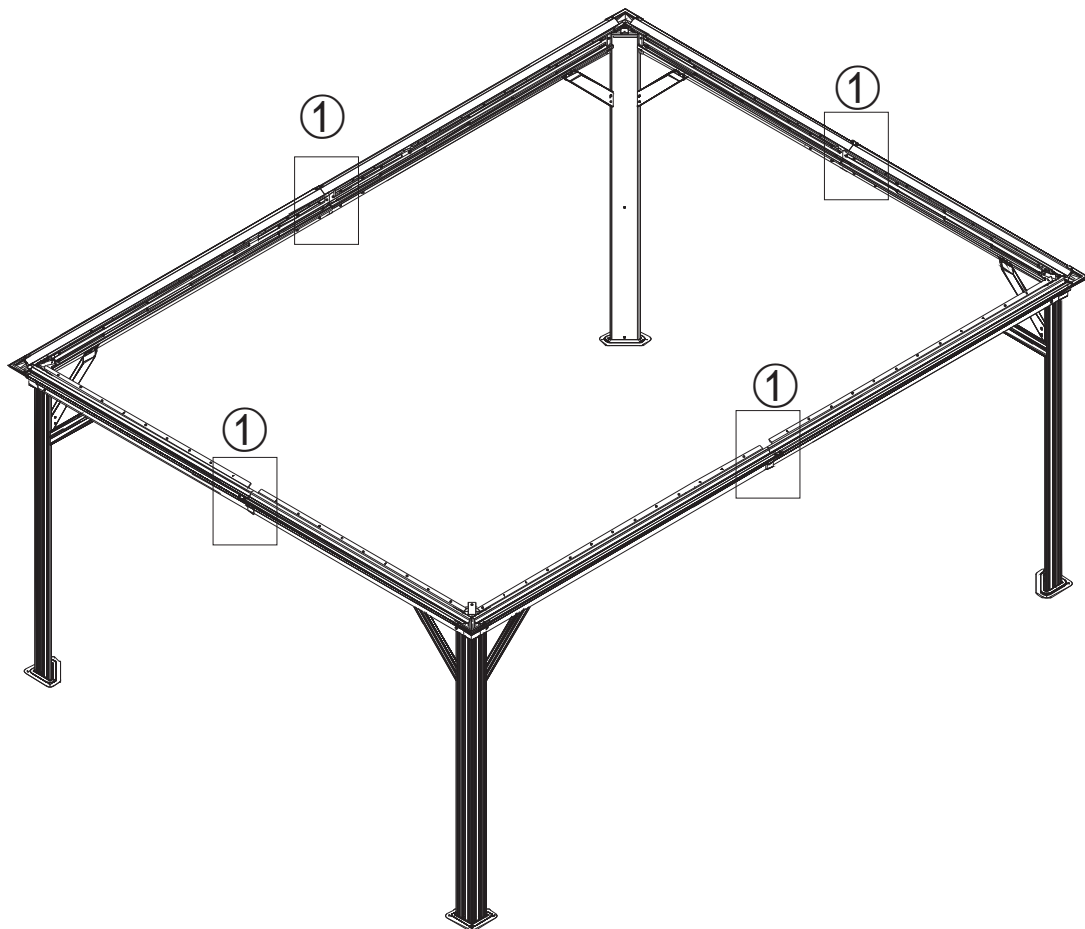
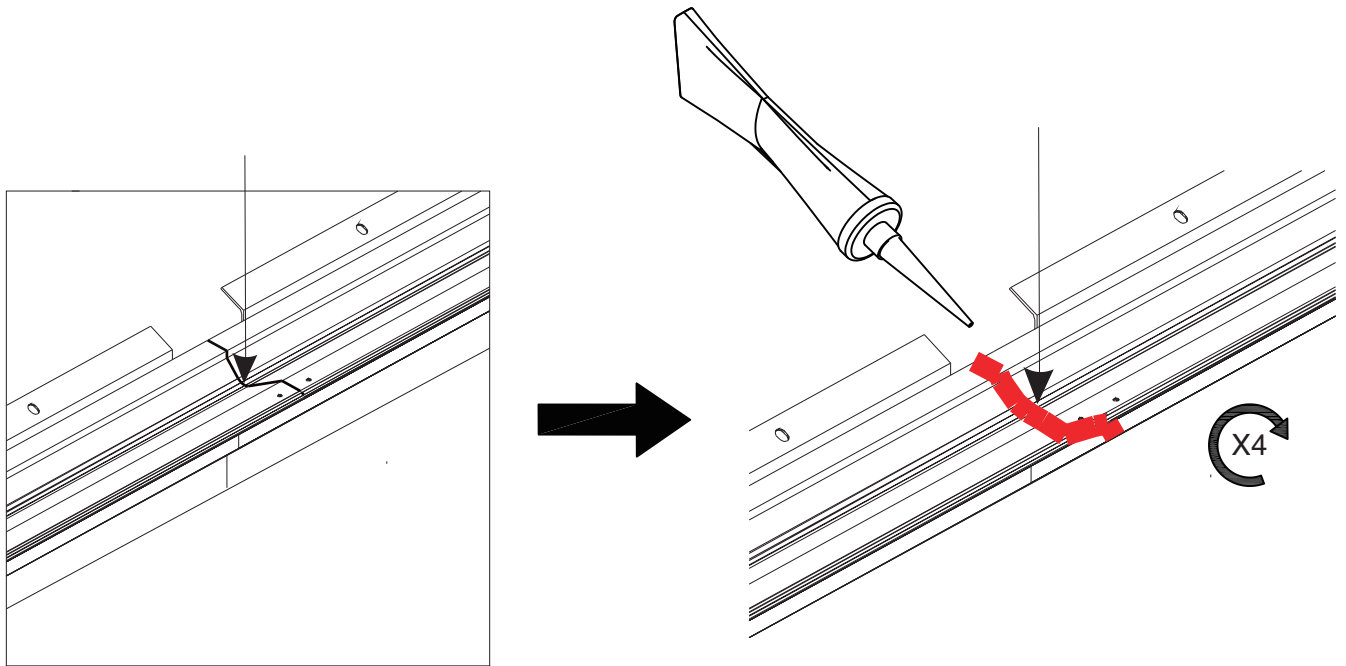


## Parts Required:

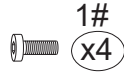
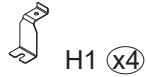


### ***Step 7: Seal the seams***

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.

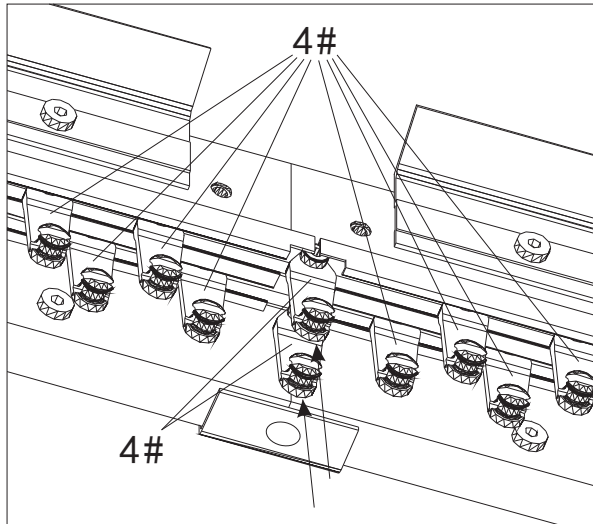
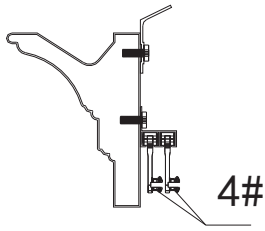
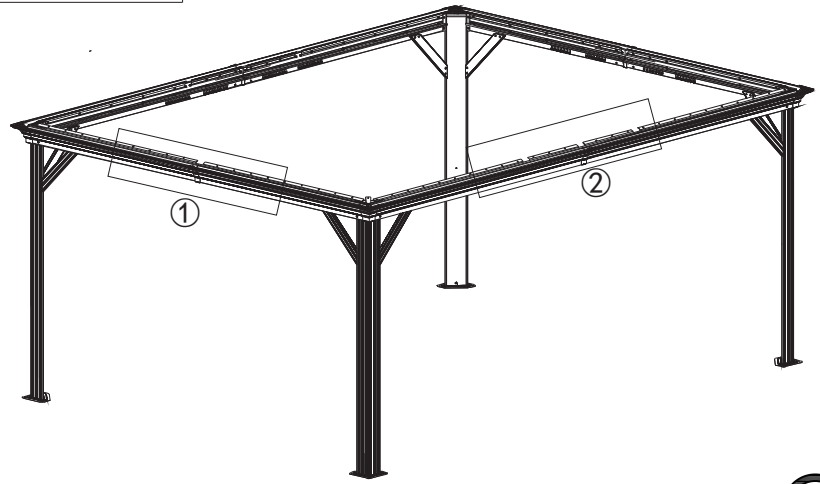


# Parts Required:

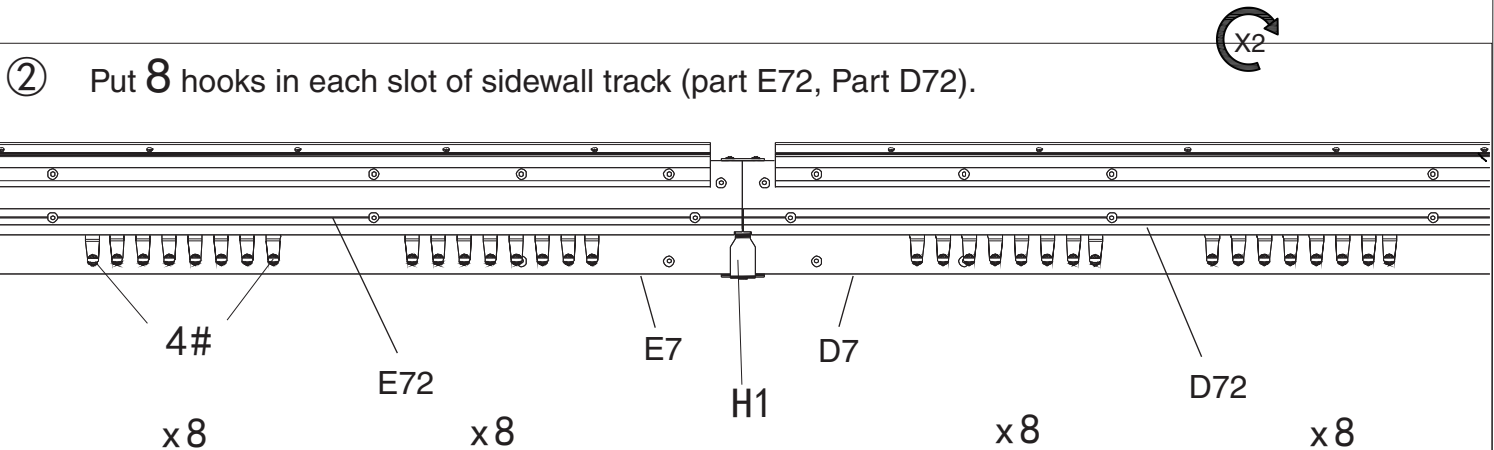
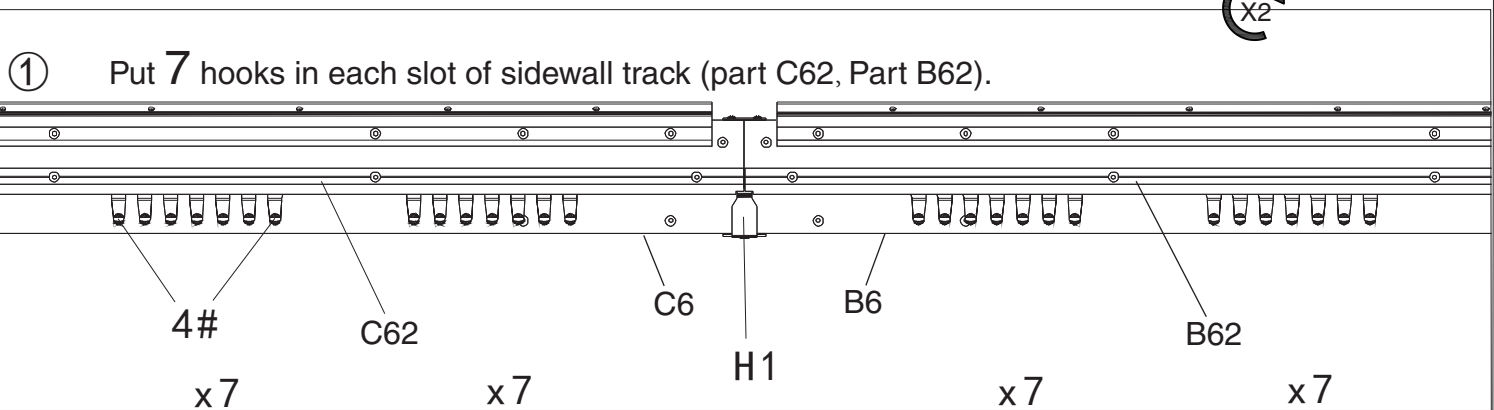
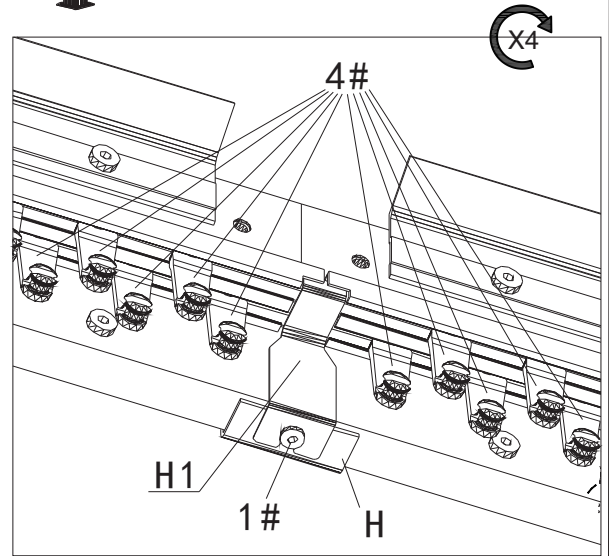


## Step 8: Install Hooks

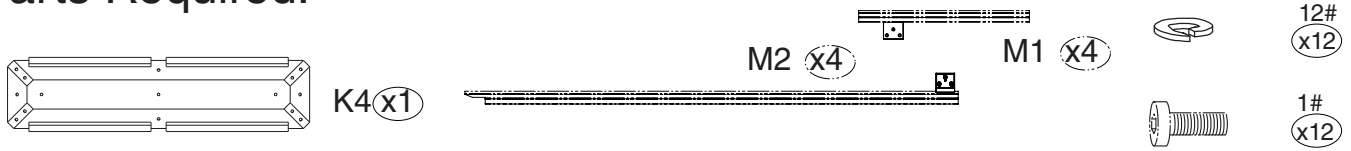
After inserting Hooks (Part 4#) into the tracks, secure them by placing the Joint Cover (Part H1) to lock them in place.



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



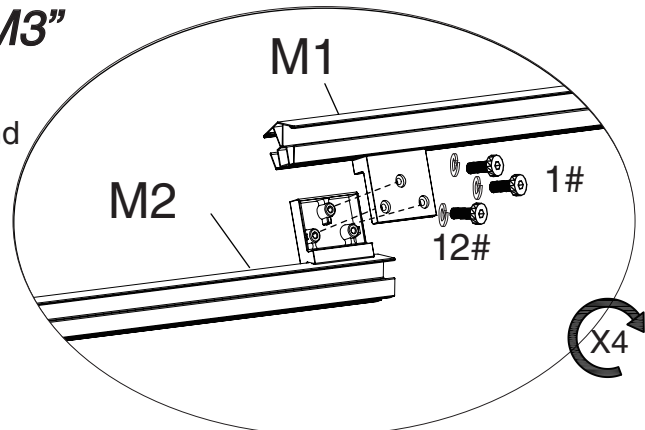
# Parts Required:



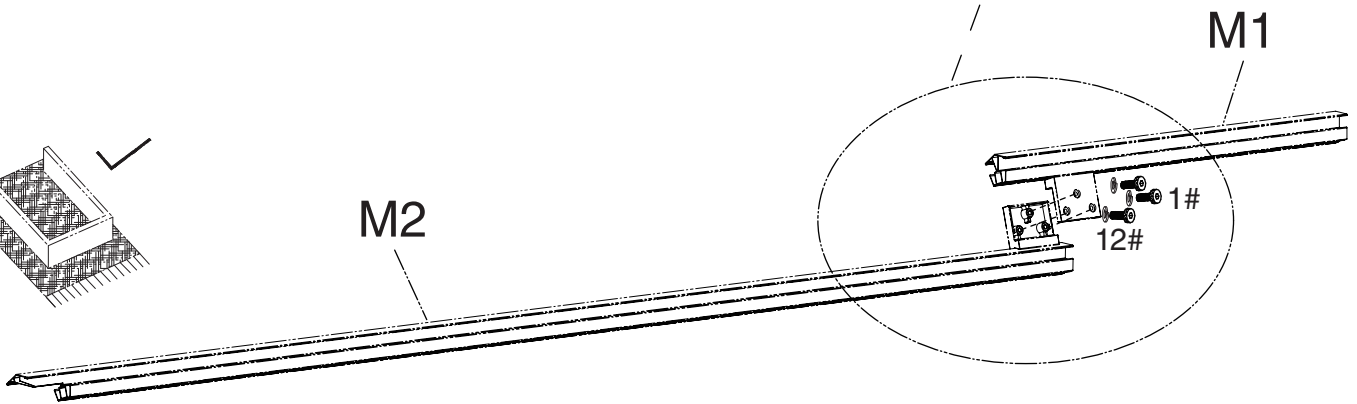
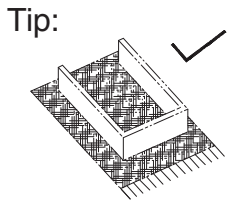
## Step 9: Connect Corner Roof Bar "M3"

Connect the Short Corner Roof Bar (Part M1) with Long Corner Roof Bar (Part M2) using screws 1# and washer 12#..

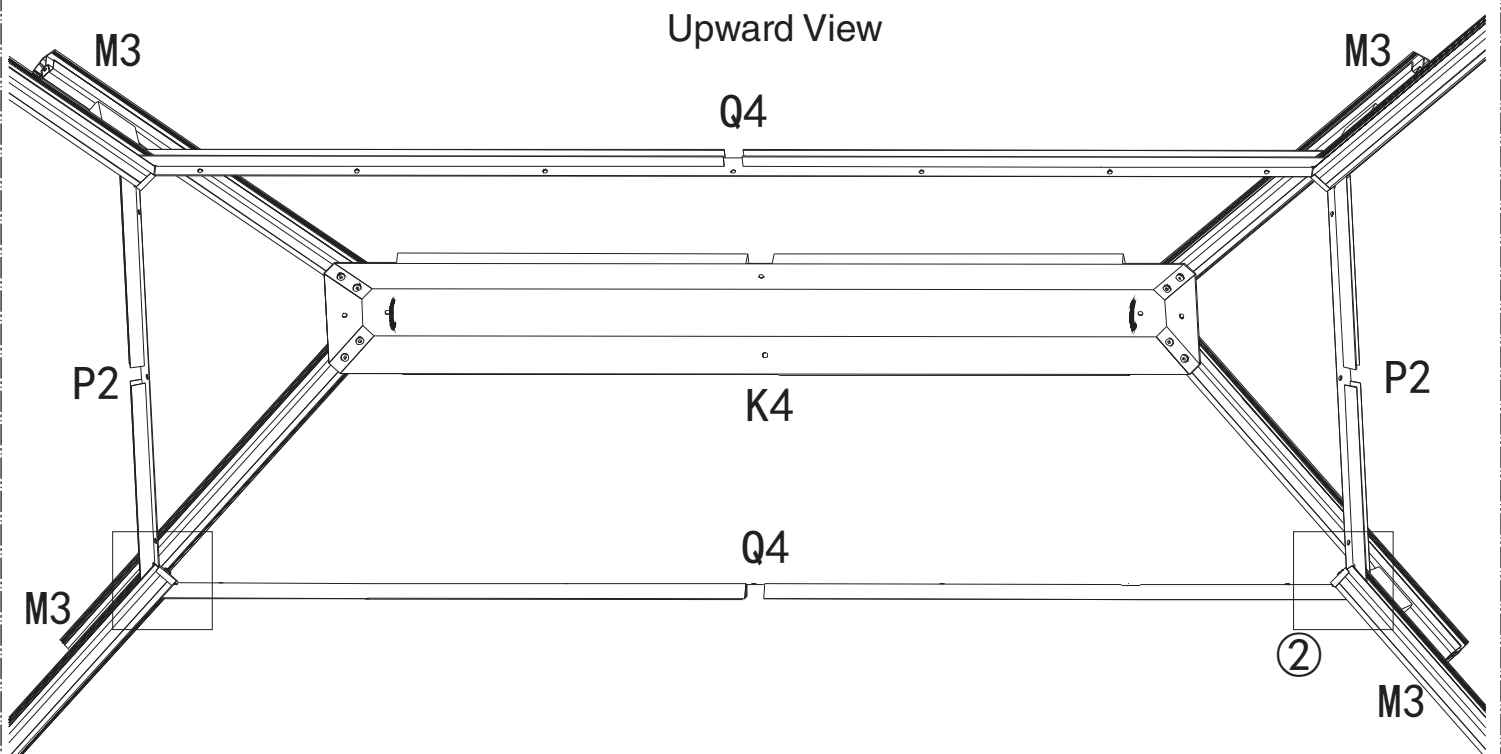
Tip:  
The combination will be called "Part M3" in following steps.



$$M3 = M1 + M2$$



## Step 10: Set up Roof Frame



# Parts Required:



P2 (x2)



R (x4)

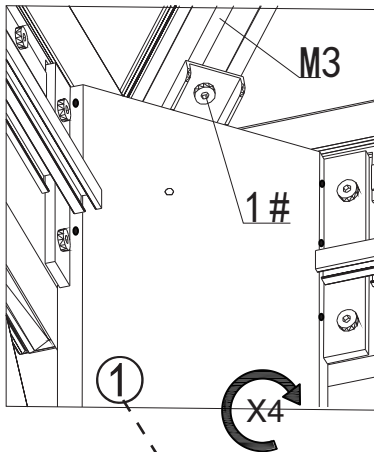
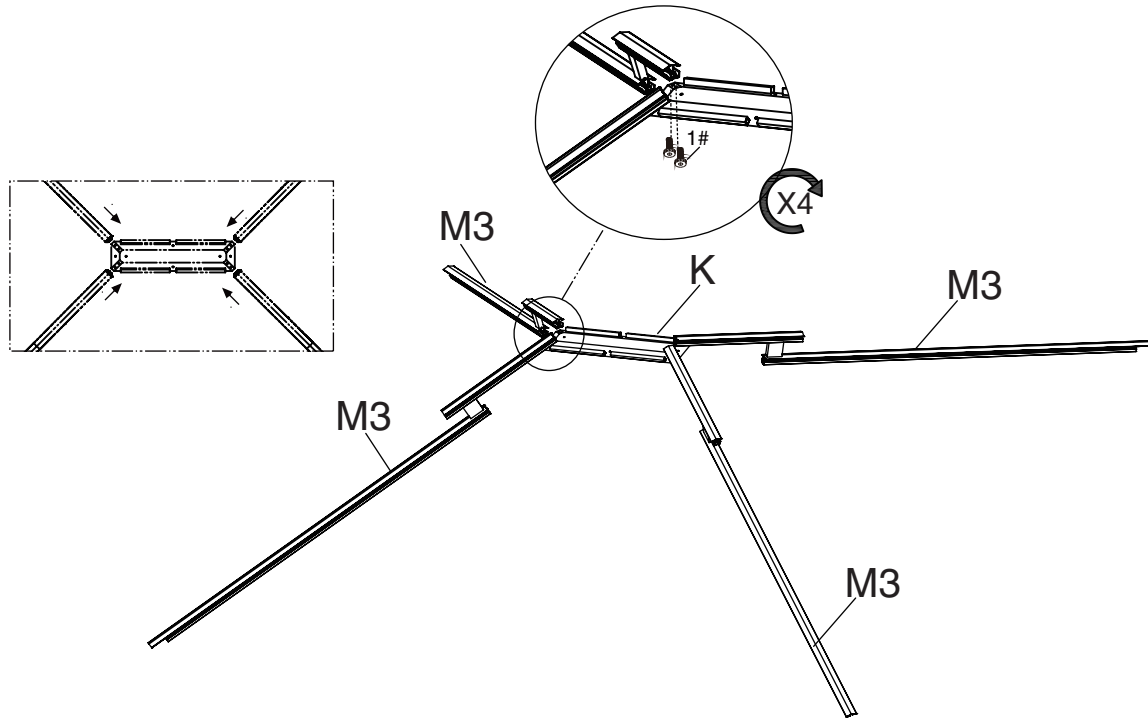


1# (x16)

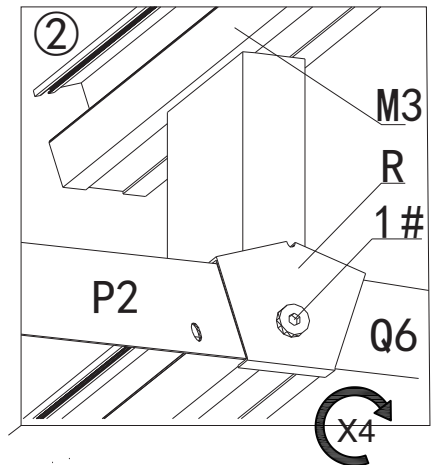


Q4 (x2)

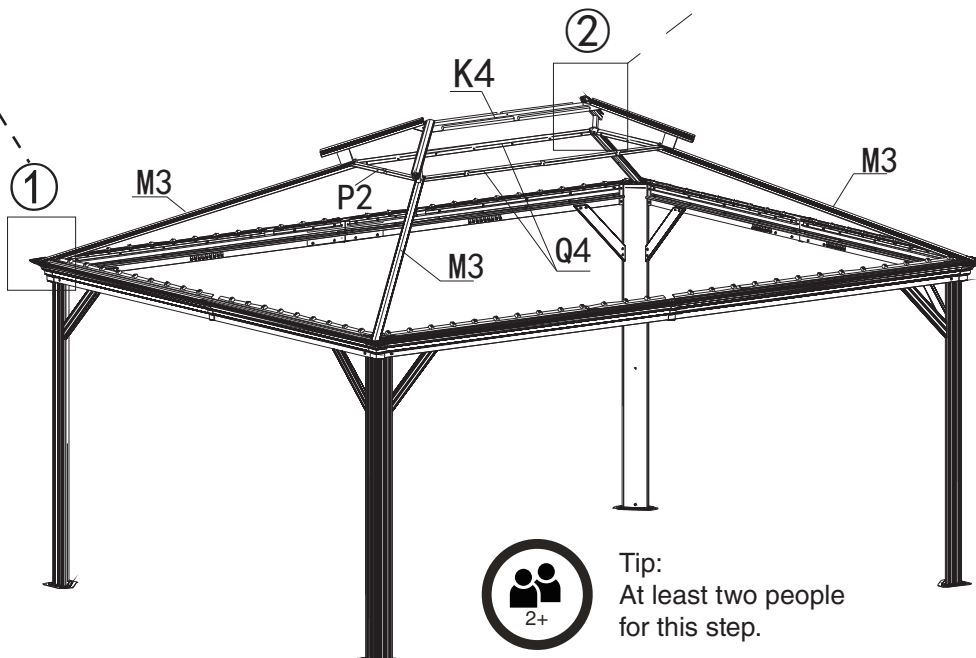
1. Connect the Inner Roof Connector (Part K4) with the Corner Roof Bar (Part M3) using screws 1#.



2. Attach Corner Roof Bar (Part M3) to main frame using screw 1# as shown in the diagram.

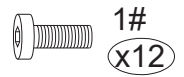


3. Attach Finishing Bar (Part P2, Q4) with Finish End (Part R) using screws 1# to Corner Roof Bar (Part M3) as shown in the diagram.

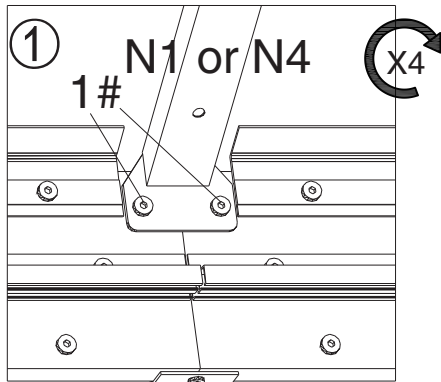
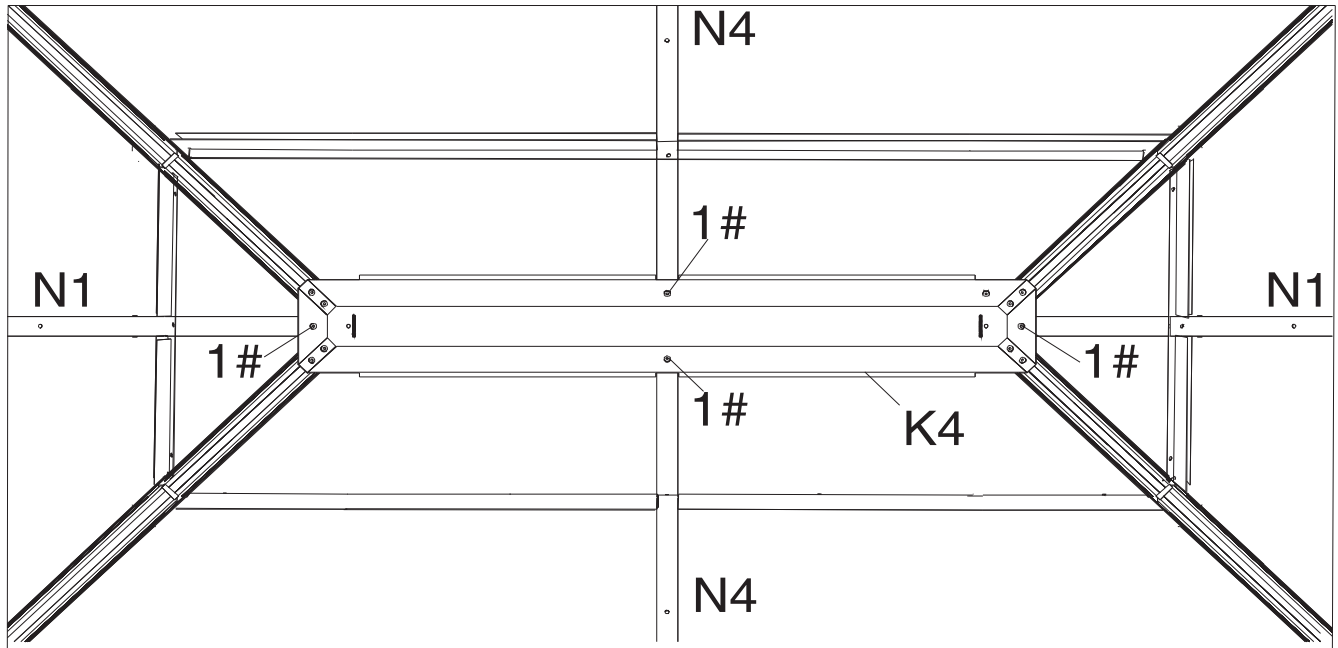


Tip:  
At least two people  
for this step.

Parts Required:

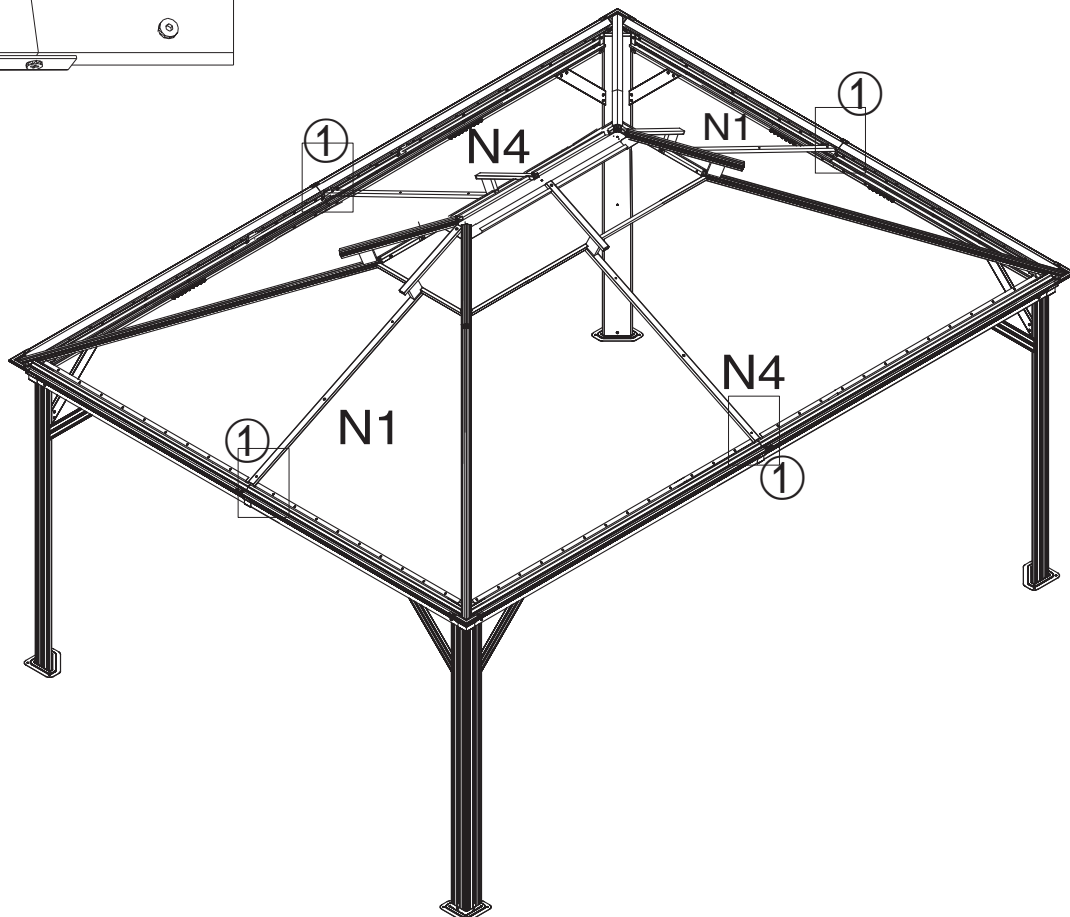


Upward View



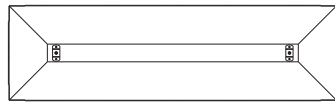
**Step 11: Set up Roof Bar**

Attach Roof Bar (Part N1,N4) to main frame using screw 1#.  
Attention:  
The part N4 must be placed on the 14' side.





Parts Required:

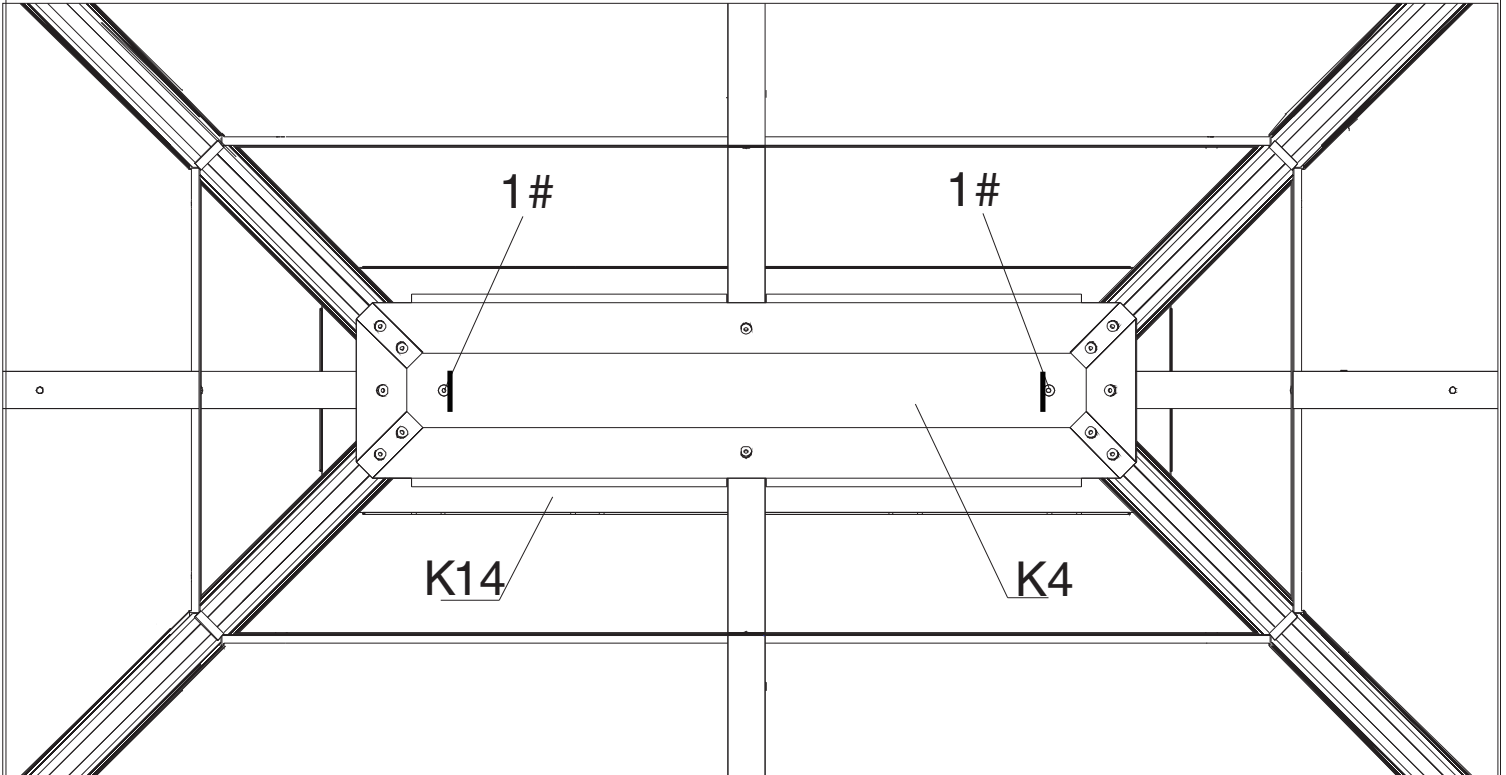


K14 (x1)



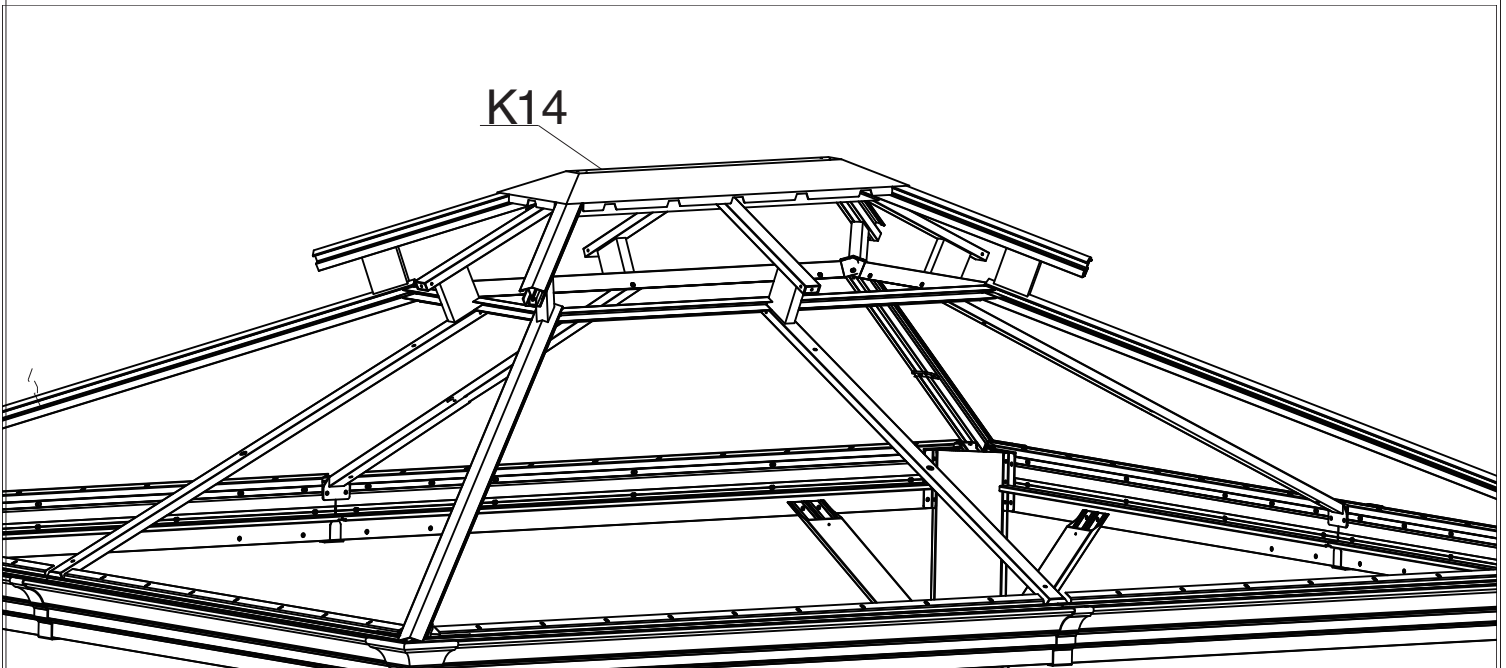
1#  
(x2)

Upward View

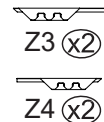
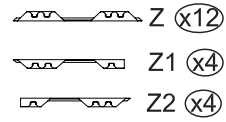
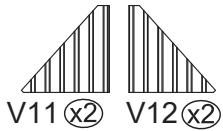


### Step 12: Connect Outside Roof Connector

Connect Outside Roof Connector (Part K14) to inside roof (Part K4) using screw 1# as shown in the diagram.

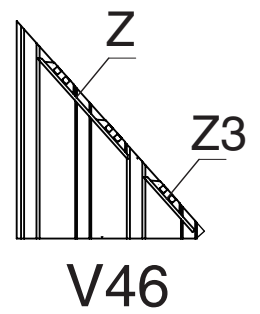
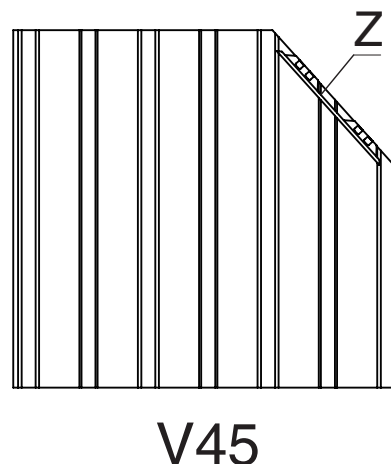
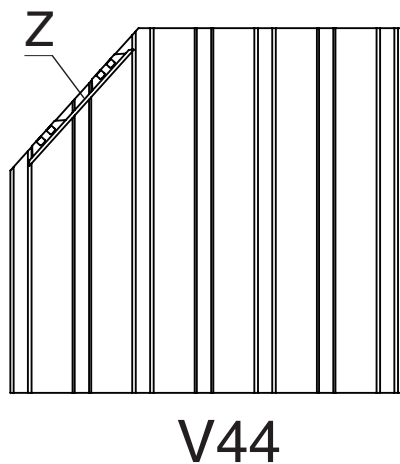
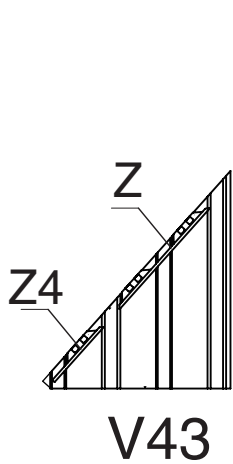
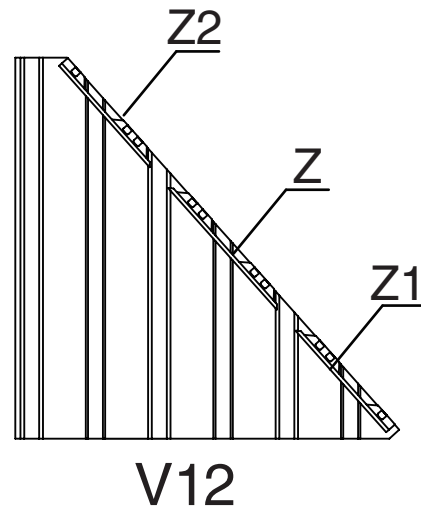
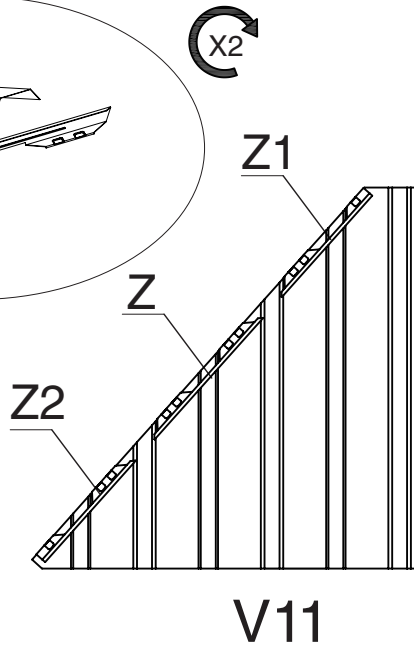
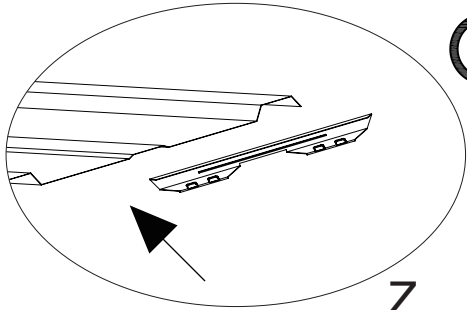


## Parts Required:



### Step 13: Snap Bracket

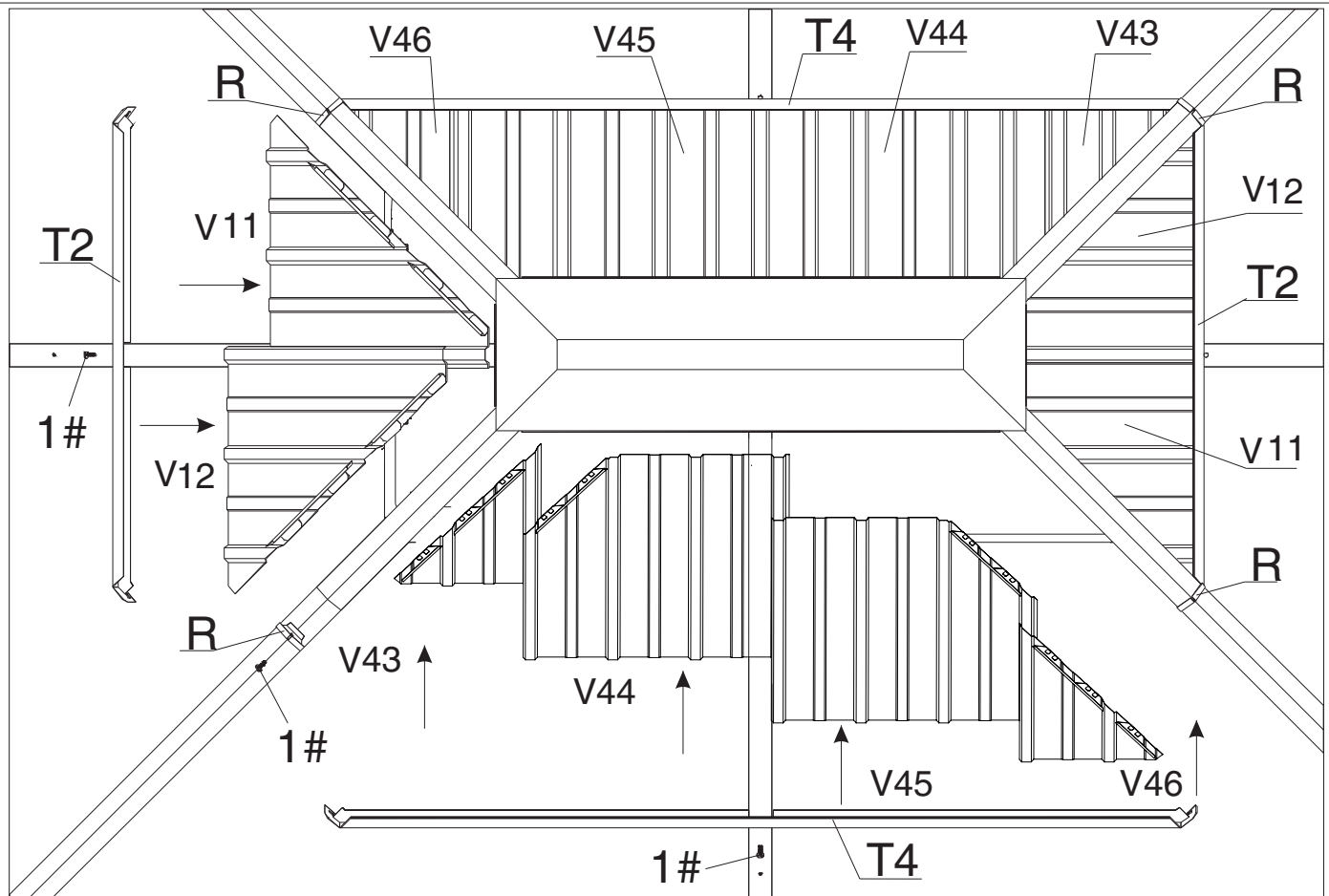
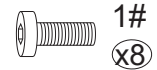
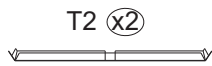
Snap Bracket (Part Z, Z1, Z2, Z3, Z4) to the roof panel edges as shown in the diagram.  
(with snaps facing upwards)



#### Tip:

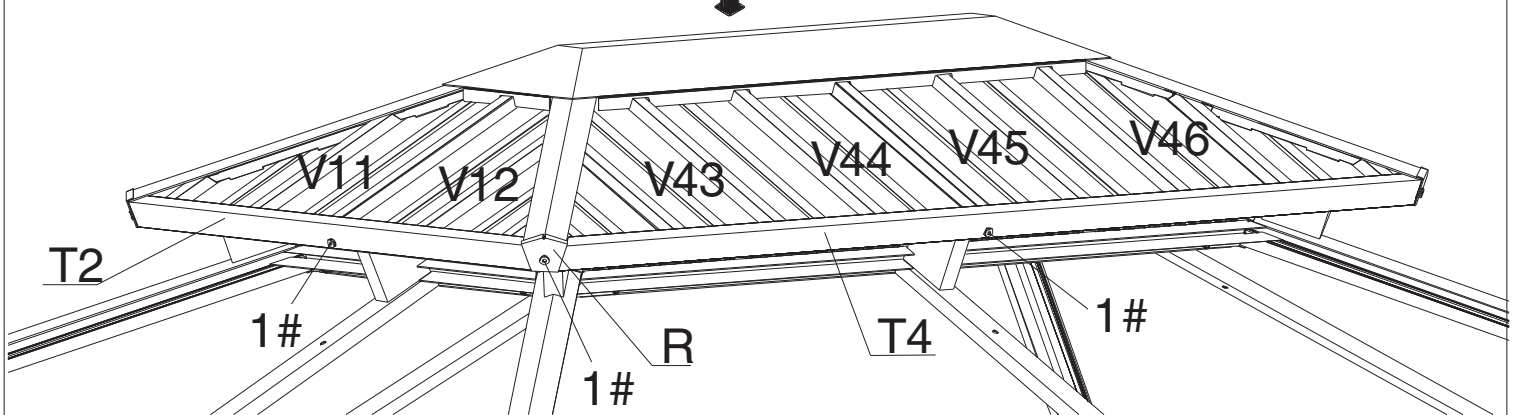
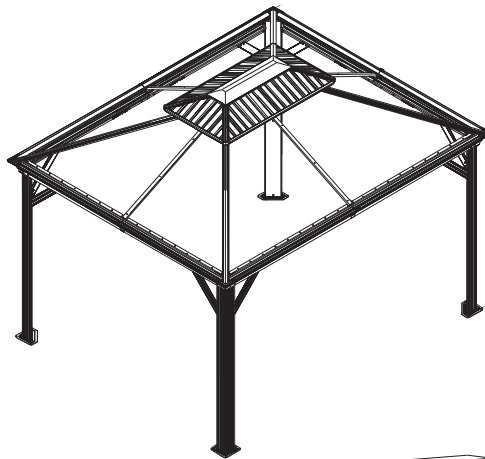
1. Wearing protective gloves is recommended.
2. To prevent Z-Clips (plastic brackets) from sliding off prior to assembly, apply double-sided adhesive tape (Part H3) to the underside (bottom) edge of the roof panels where the brackets (Part Z, Z1, Z2, Z3, Z4) are supposed to attach.
3. You can use super glue (not included) to attach the brackets to the roof panel if the double-sided tape doesn't work for you.

# Parts Required:

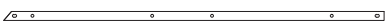

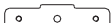

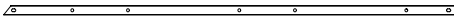


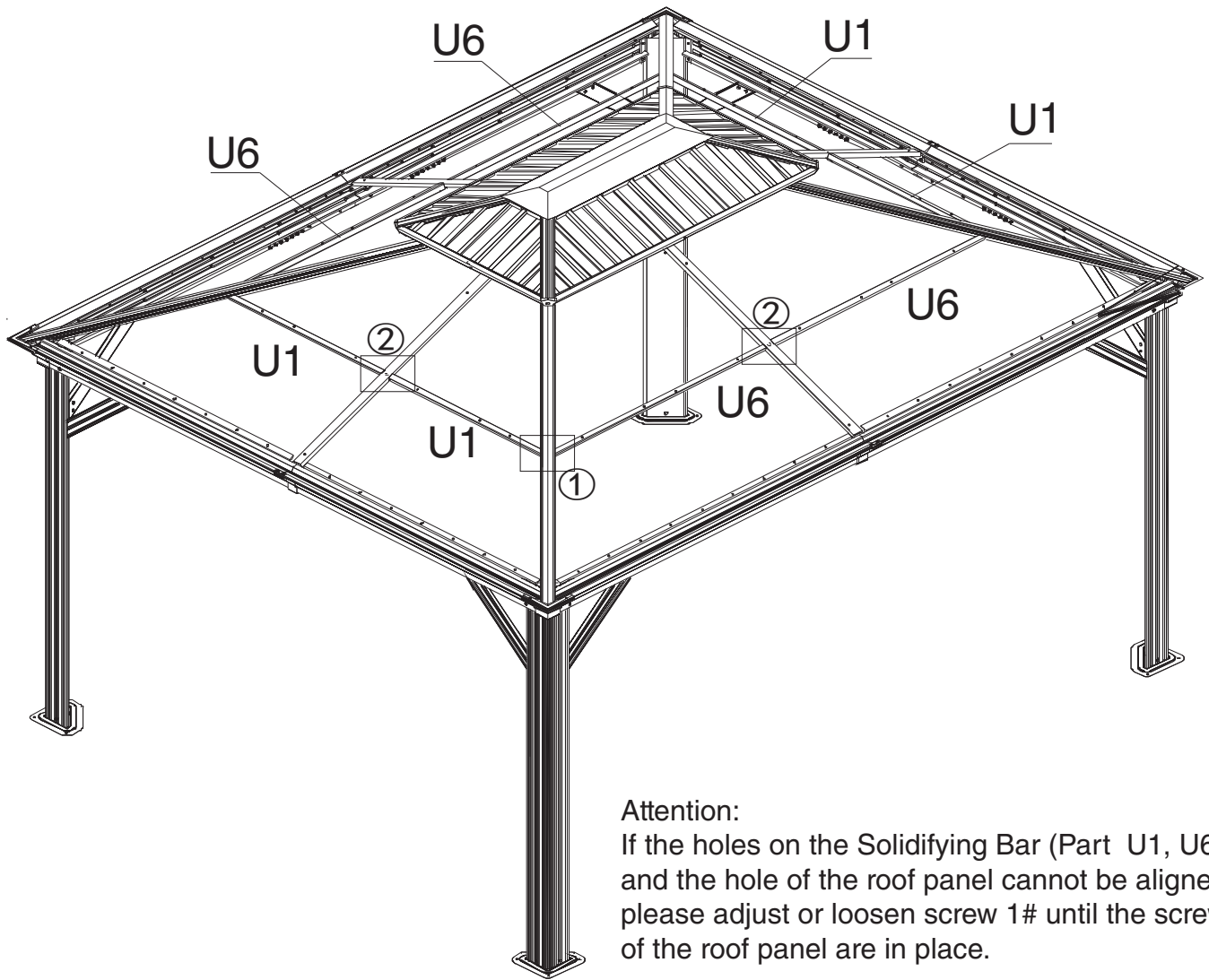
## Step 14: Assemble Roof Panel

1. Push the Roof Panels (Part V11, V12, V43, V44, V45, V46) up to the upper roof as shown in the diagram.
2. Attach Finishing Bars (Part T2, T4) to the upper roof with Finish End (Part R) using screws #1, as shown in the diagram.



# Parts Required:

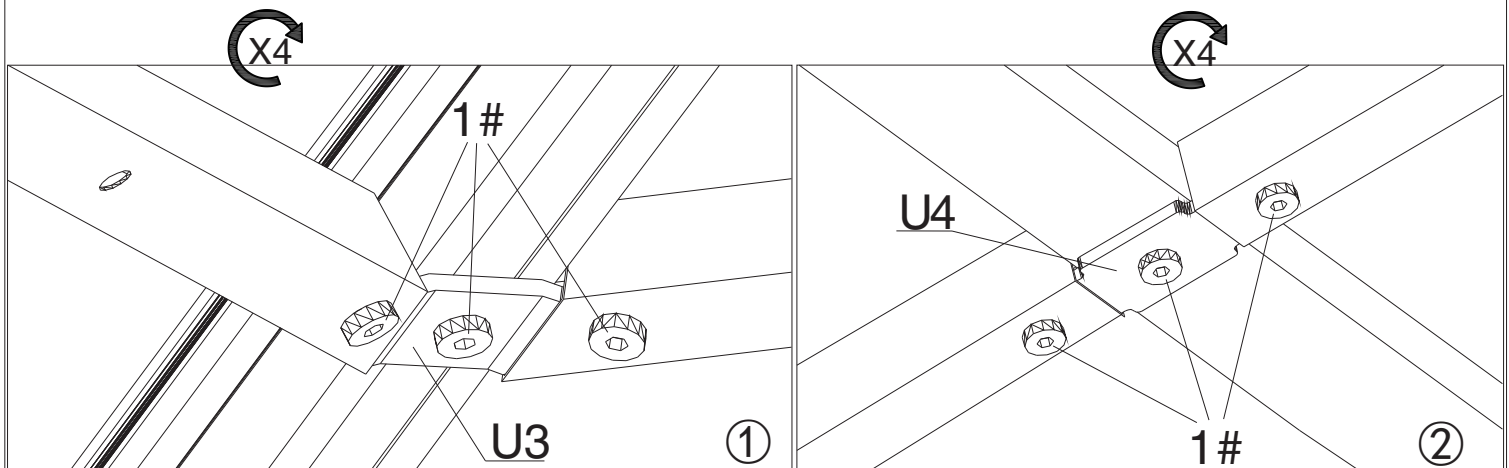
-  U1 (x4)
-  U3 (x4)
-  U4 (x4)
-  1# (x24)
-  U6 (x4)



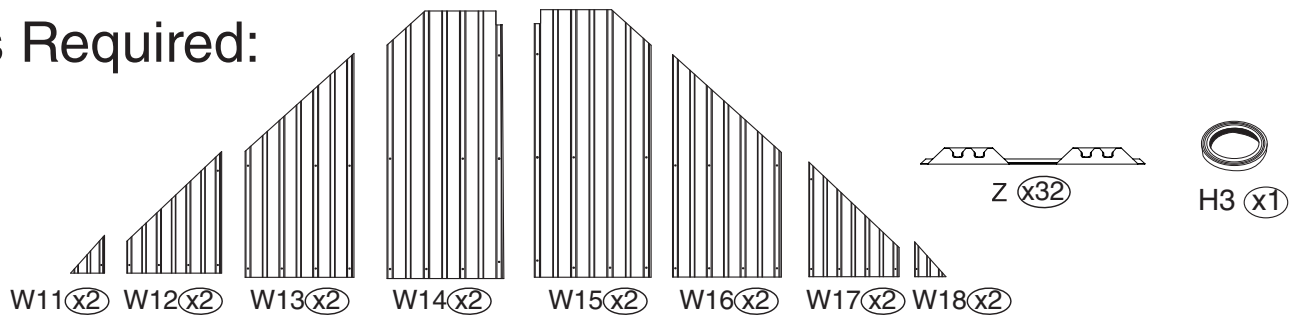
**Attention:**  
 If the holes on the Solidifying Bar (Part U1, U6) and the hole of the roof panel cannot be aligned, please adjust or loosen screw 1# until the screws of the roof panel are in place.

## Step 15: Connect Solidifying Bars

Attach Solidifying Bars ( Part U1, U6) to Roof Bar or Corner Roof Bar using Iron Angle (Part U3, U4) and screws 1# as shown in diagram.

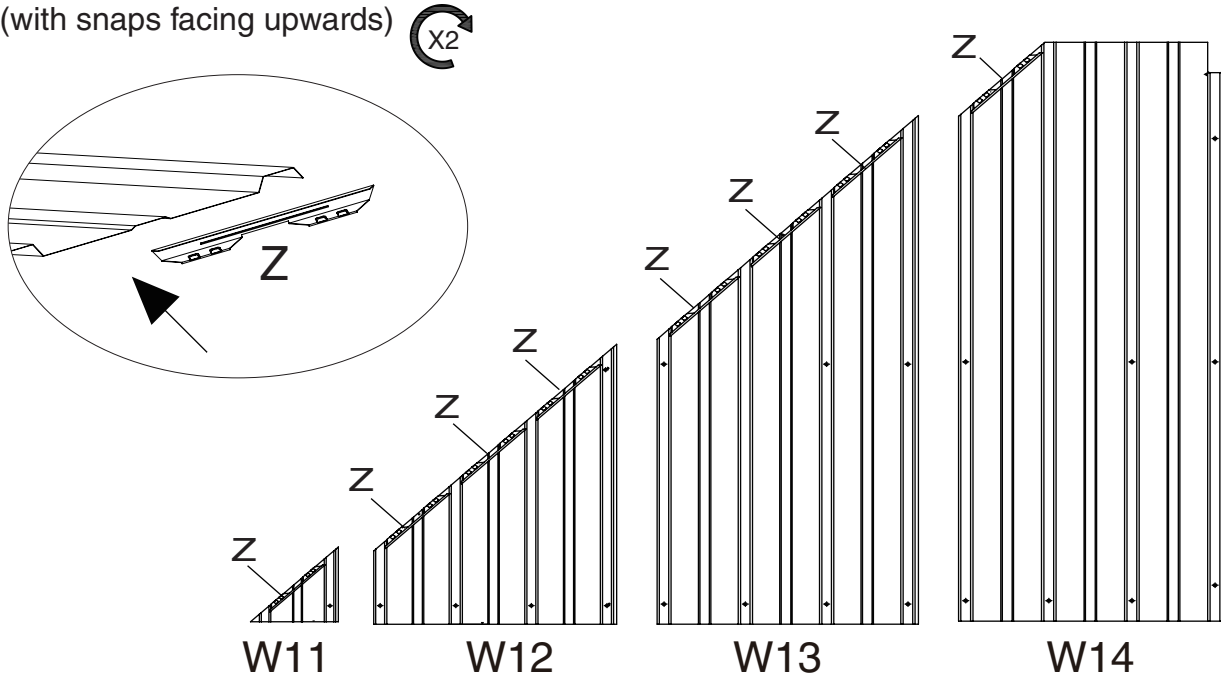


# Parts Required:



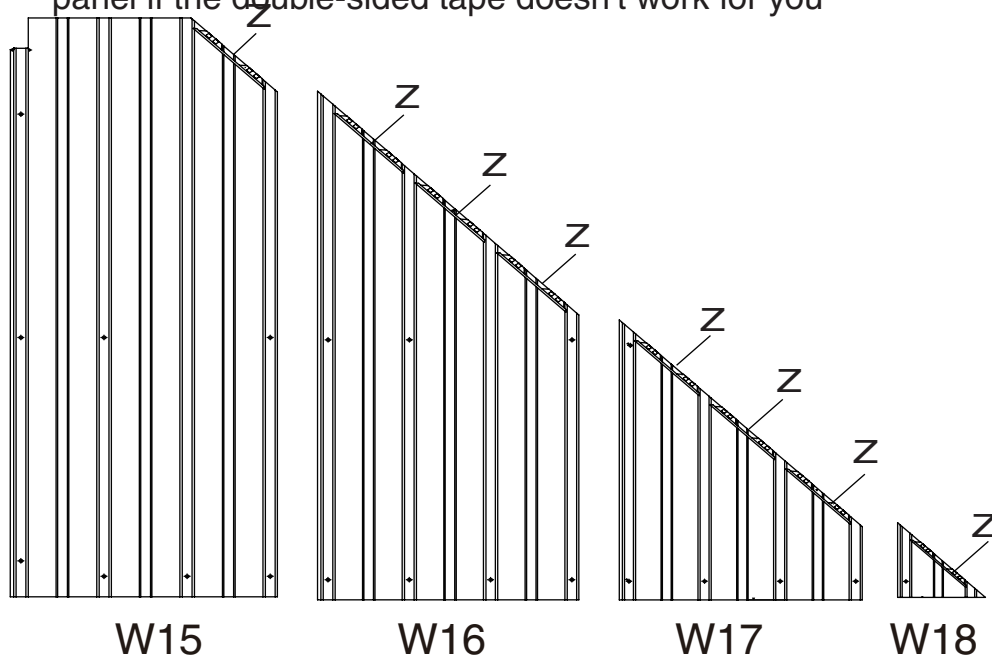
## Step 16: Snap Bracket

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

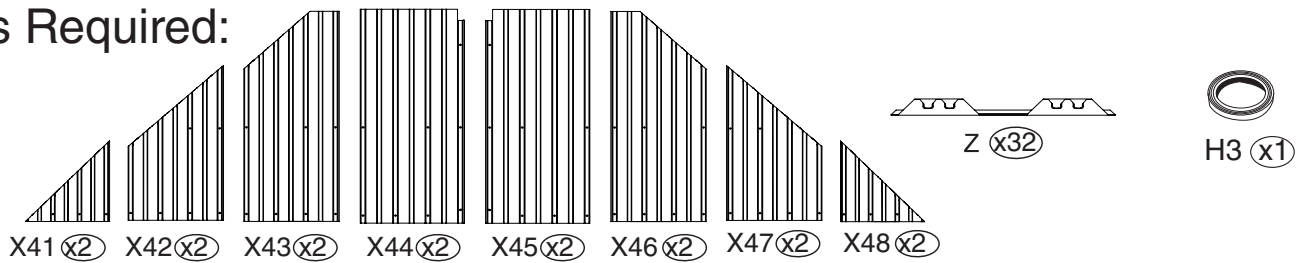


Tip:

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) 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



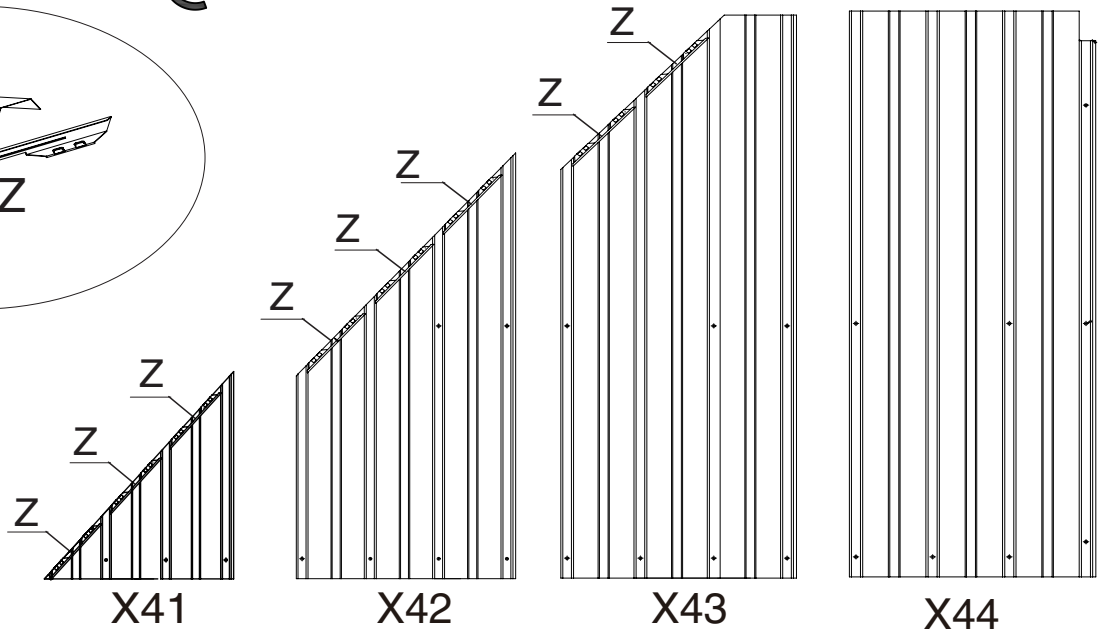
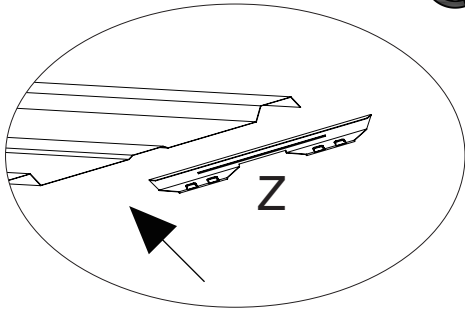
## Parts Required:



## Step 17: Snap Bracket

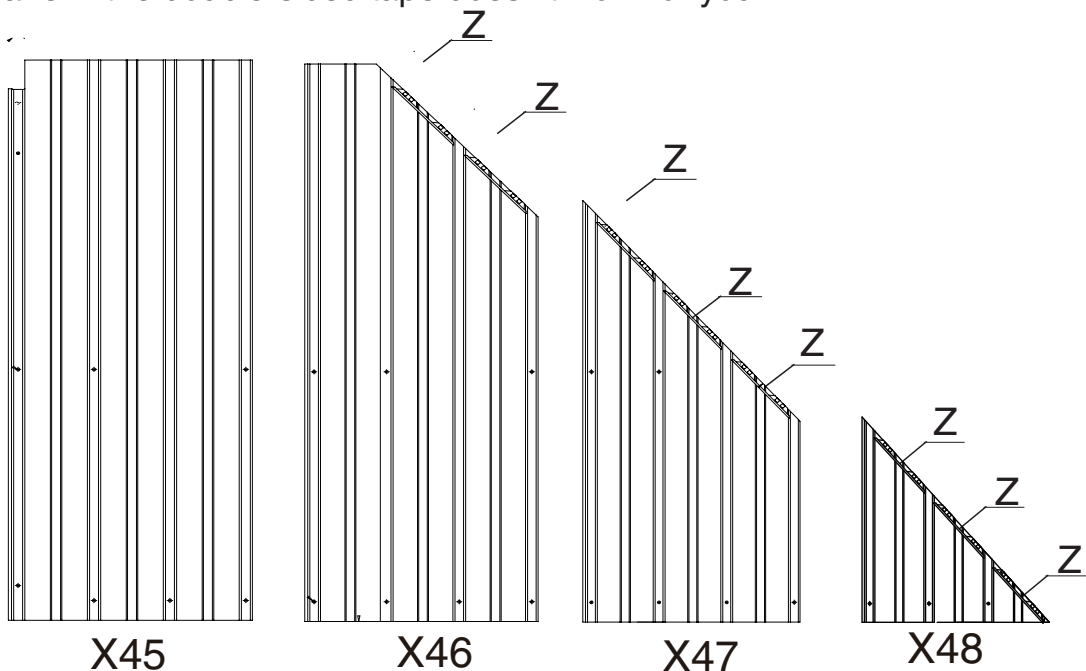
Snap Brackets (Part Z) to roof panel edges as shown in the diagram.

(with snaps facing upwards)



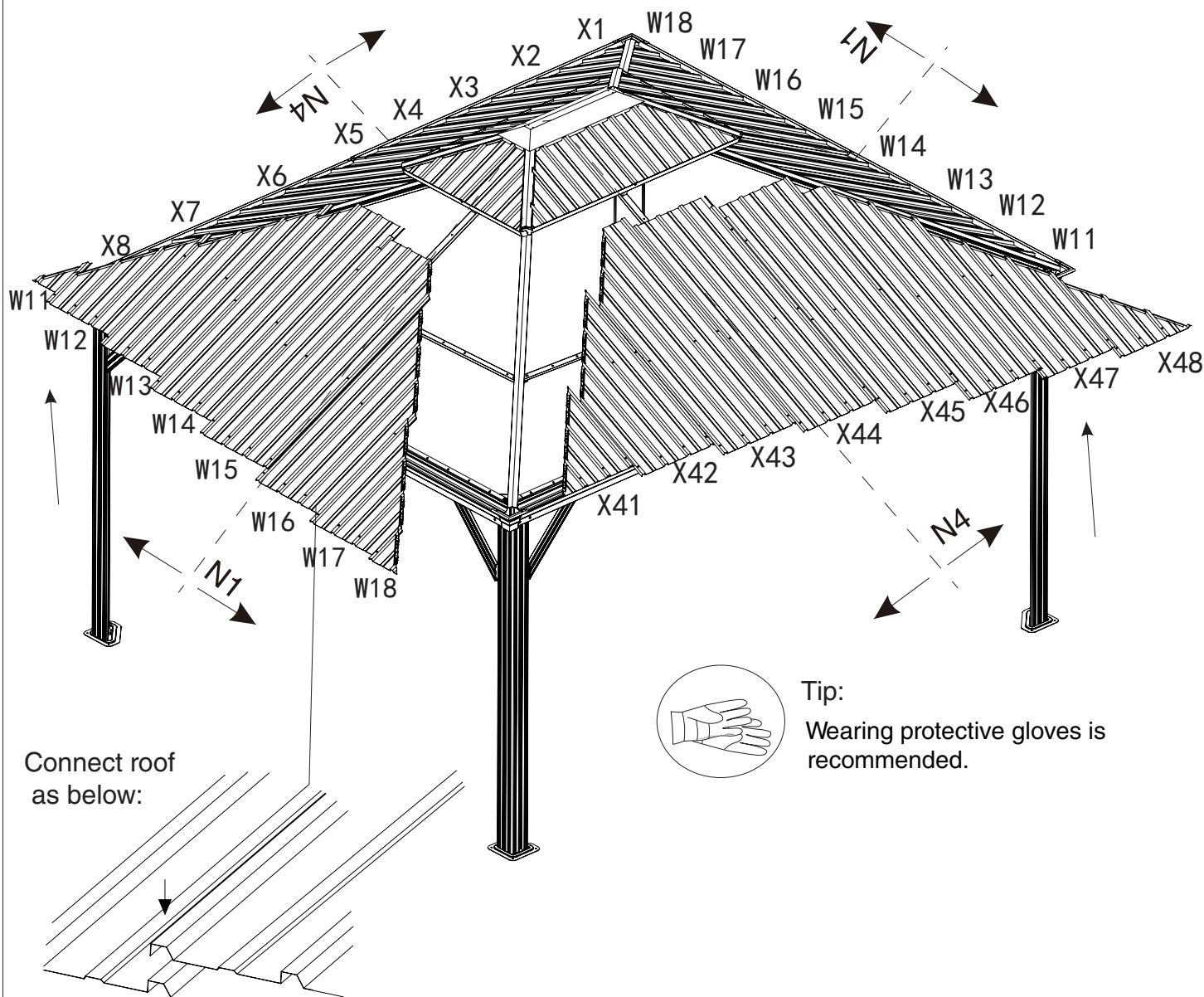
Tip:

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) 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

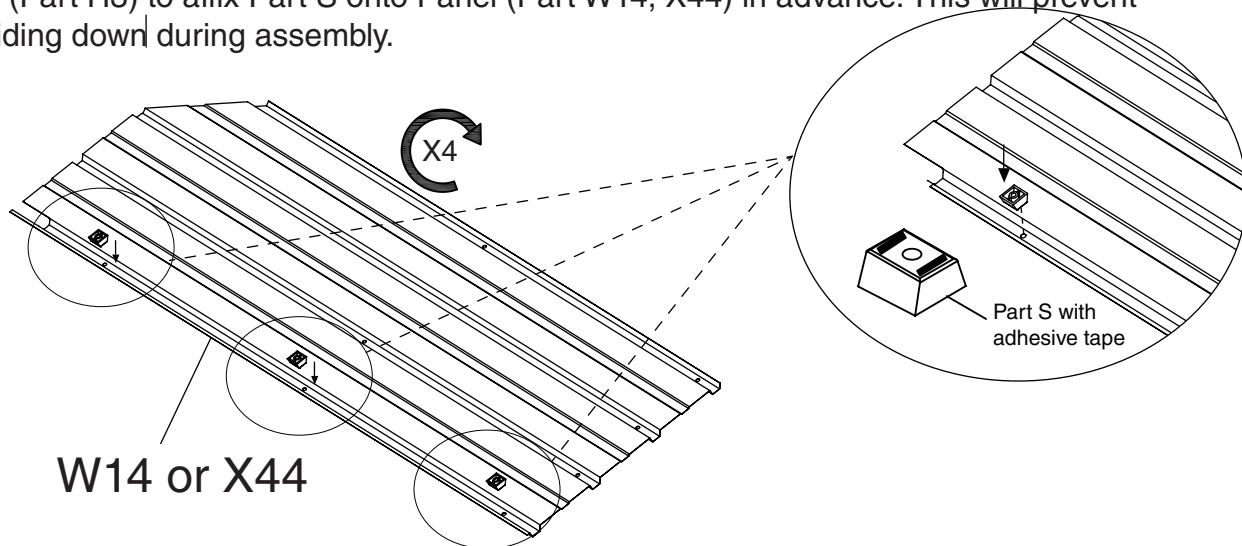


# Overall roof assembly:

Please place the panels on the frame and assemble them from the centerline (Part N1,N4) to the left and right.



**Tip:** To facilitate the easy fastening of roof panels (Part W14, X44), please use double-sided adhesive tape (Part H3) to affix Part S onto Panel (Part W14, X44) in advance. This will prevent Part S from sliding down during assembly.

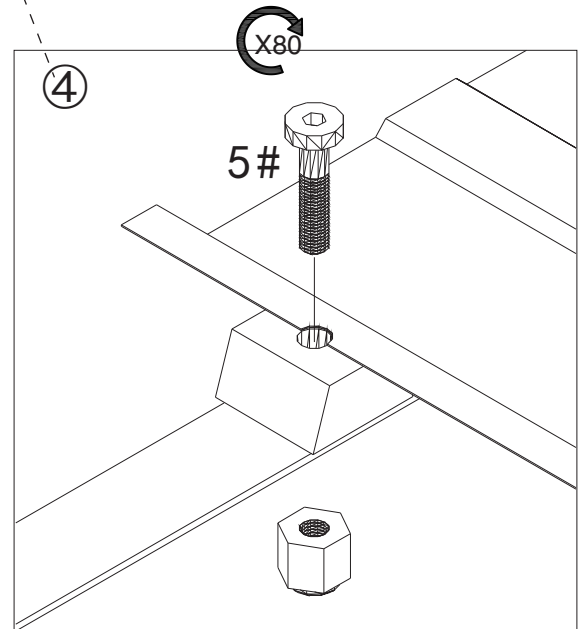
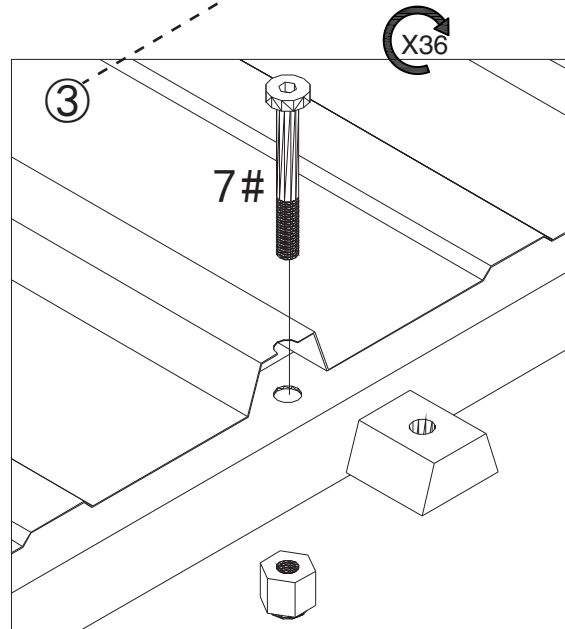
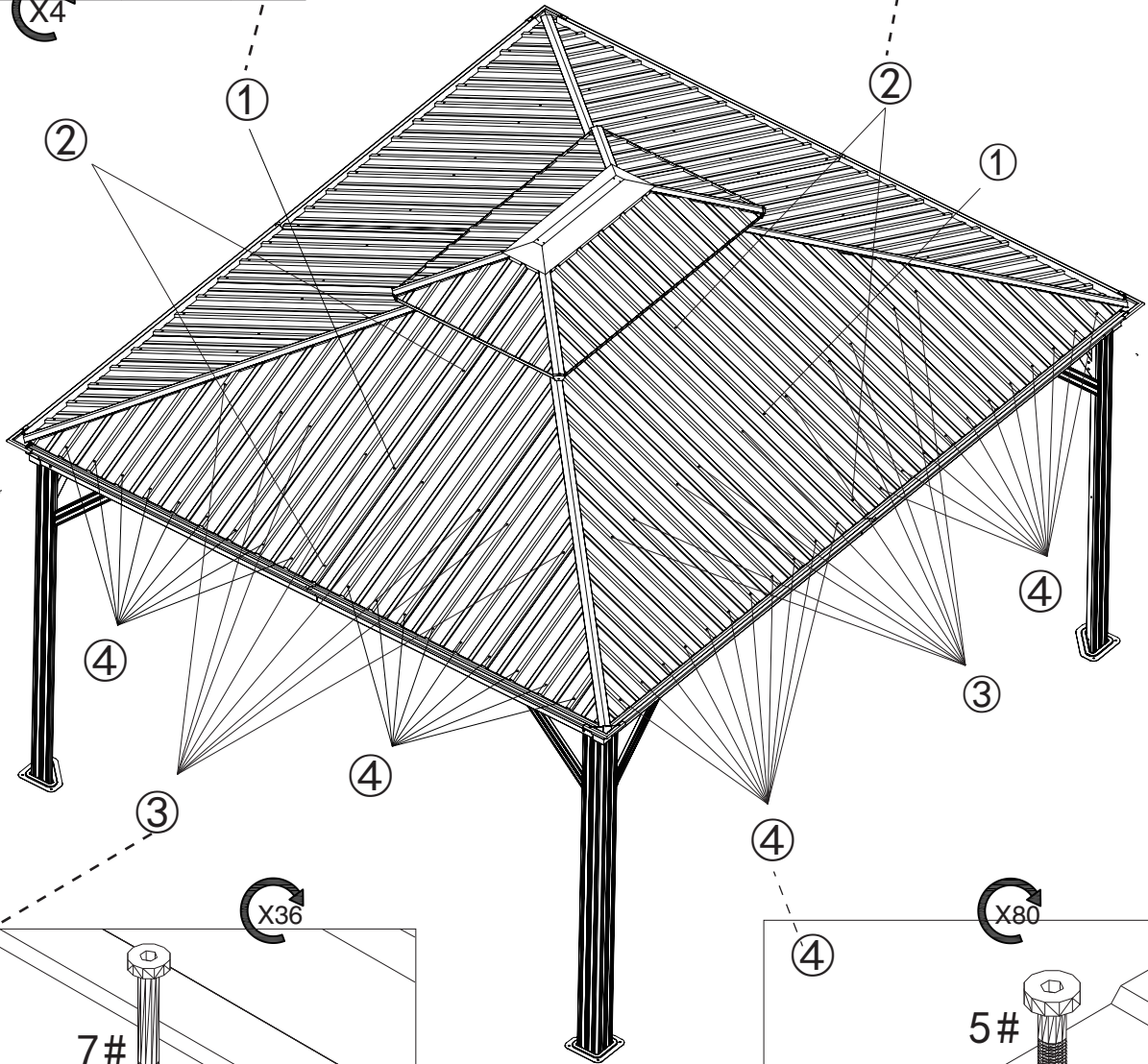
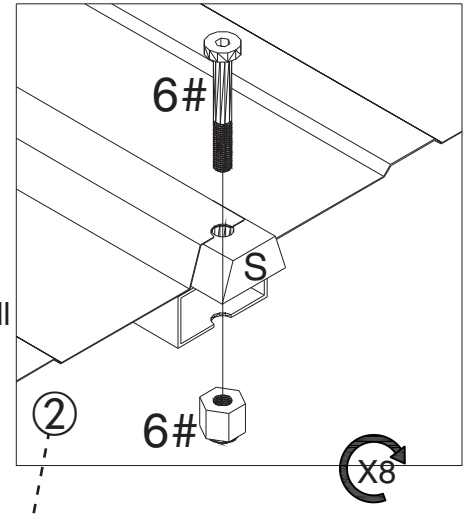
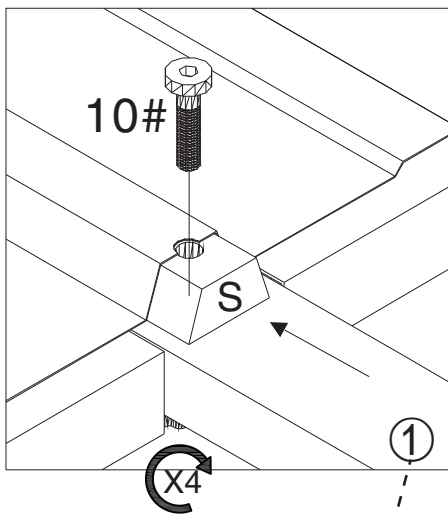


Parts Required:



**Step 18:** Affix roof panels using screws and Spacers (Part S) as shown in the diagram.

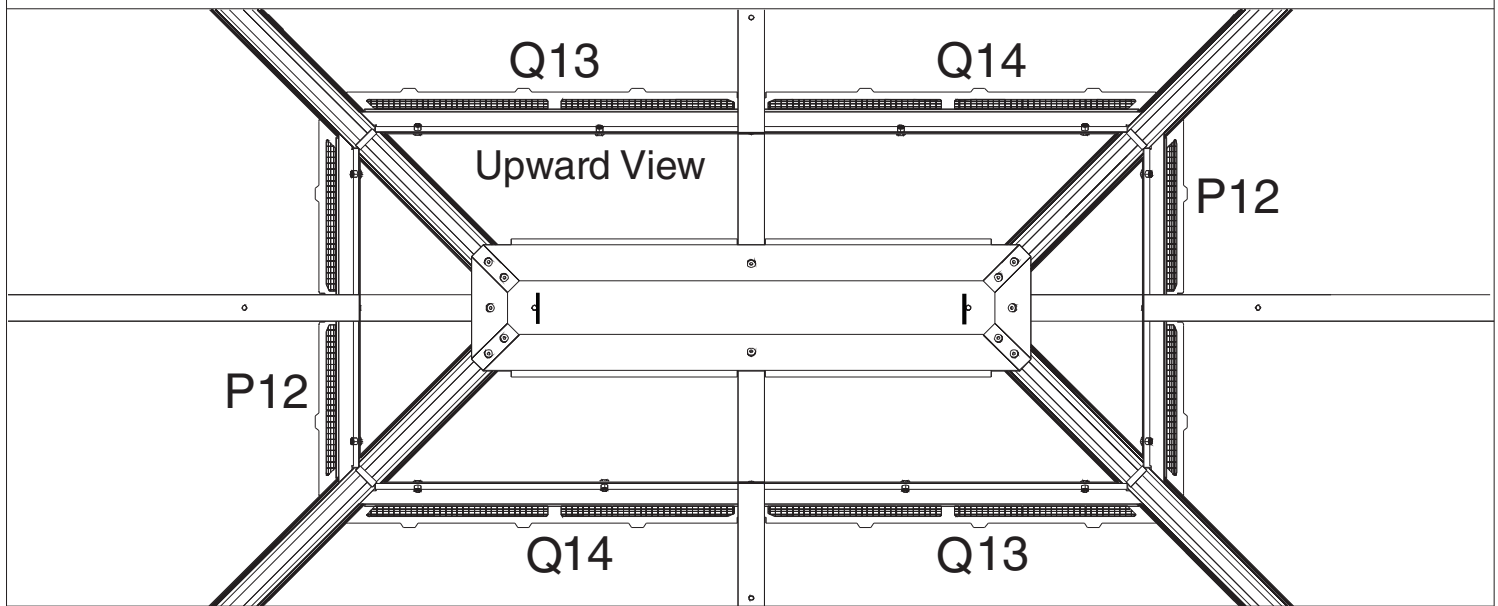
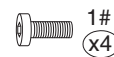
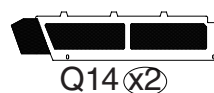
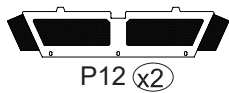
Align all roof panels and screws LOOSELY (DO NOT TIGHTEN ANY SCREWS) until all the roof panels are aligned accordingly. THEN, TIGHTEN all screws to secure the roof panels in place.



Tip:  
At least two people  
for this step.

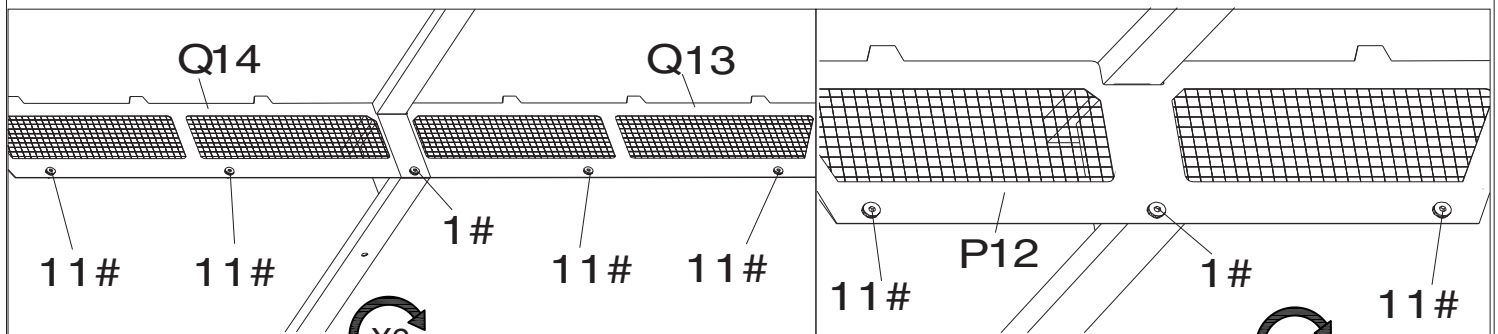


Parts Required:

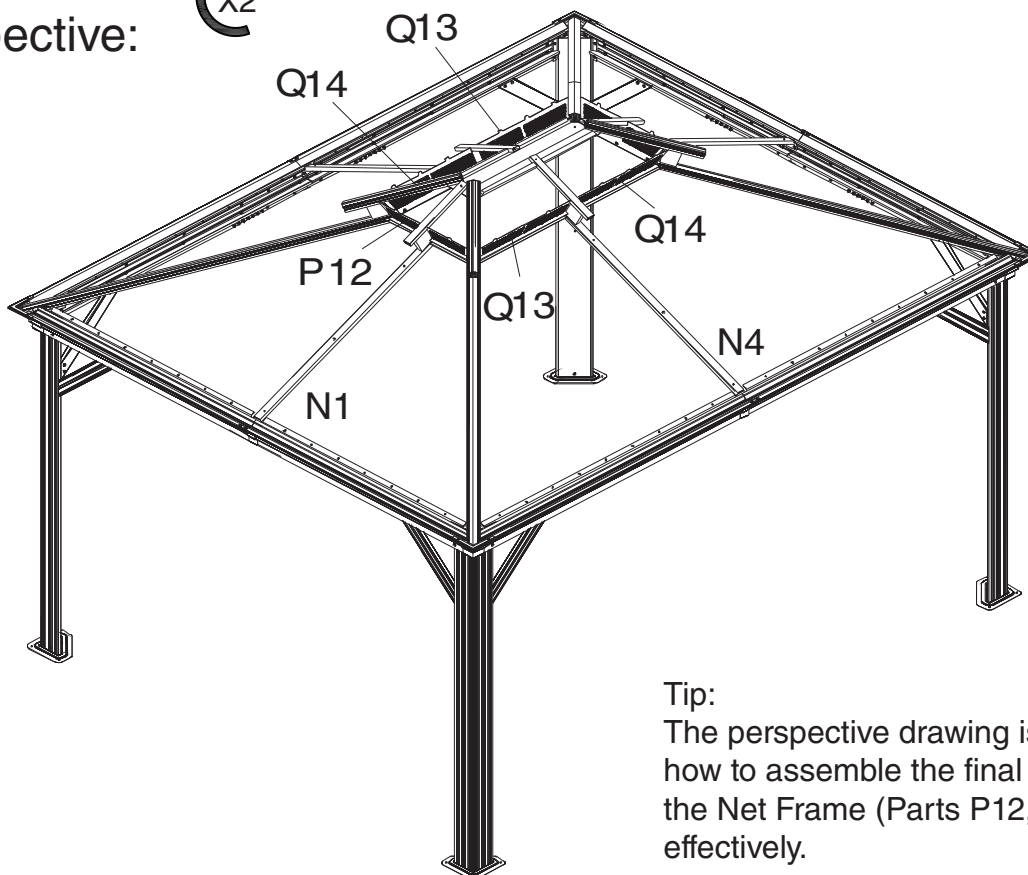


**Step 19: Assemble Net Frame**

Attach Net Frames (Part P12, Q13, Q14) to Finishing Bars (Part P2, Q4) using screws (1#, 11#) as shown in the diagram.

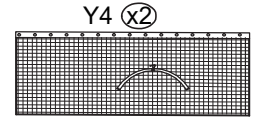
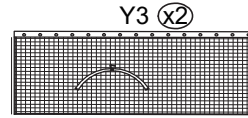
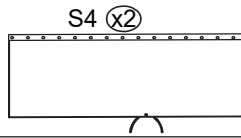
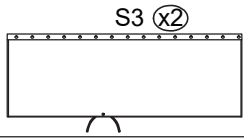


Perspective:



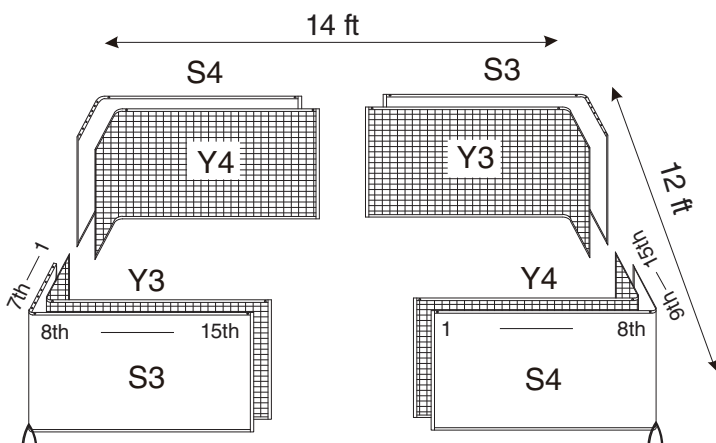
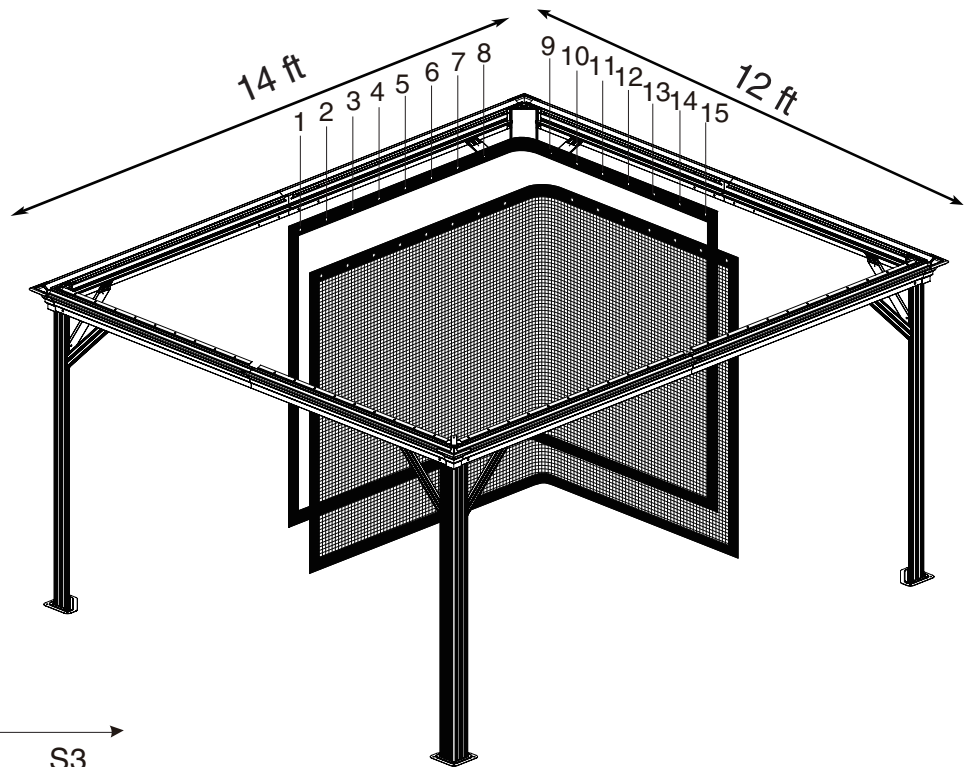
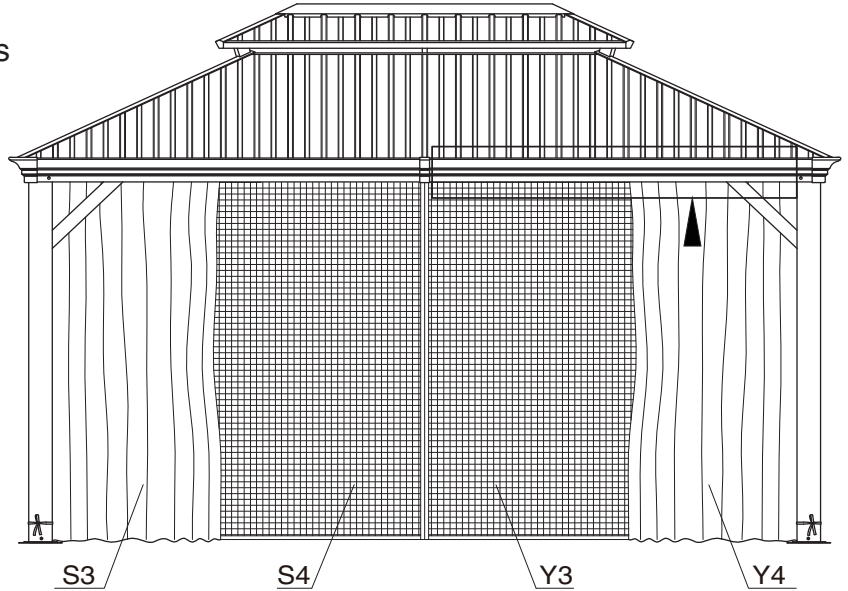
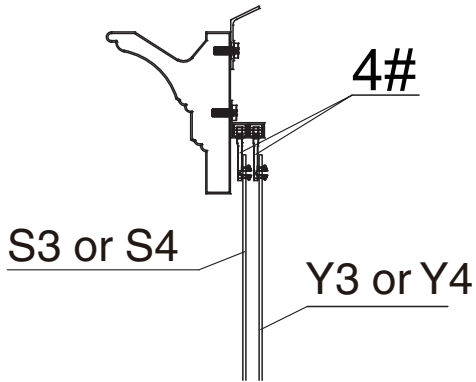
Tip:  
The perspective drawing is for demonstrating how to assemble the final step that sets up the Net Frame (Parts P12, Q13, Q14) more effectively.

# Parts Required:



## Step 20: Assemble Net and Sidewall

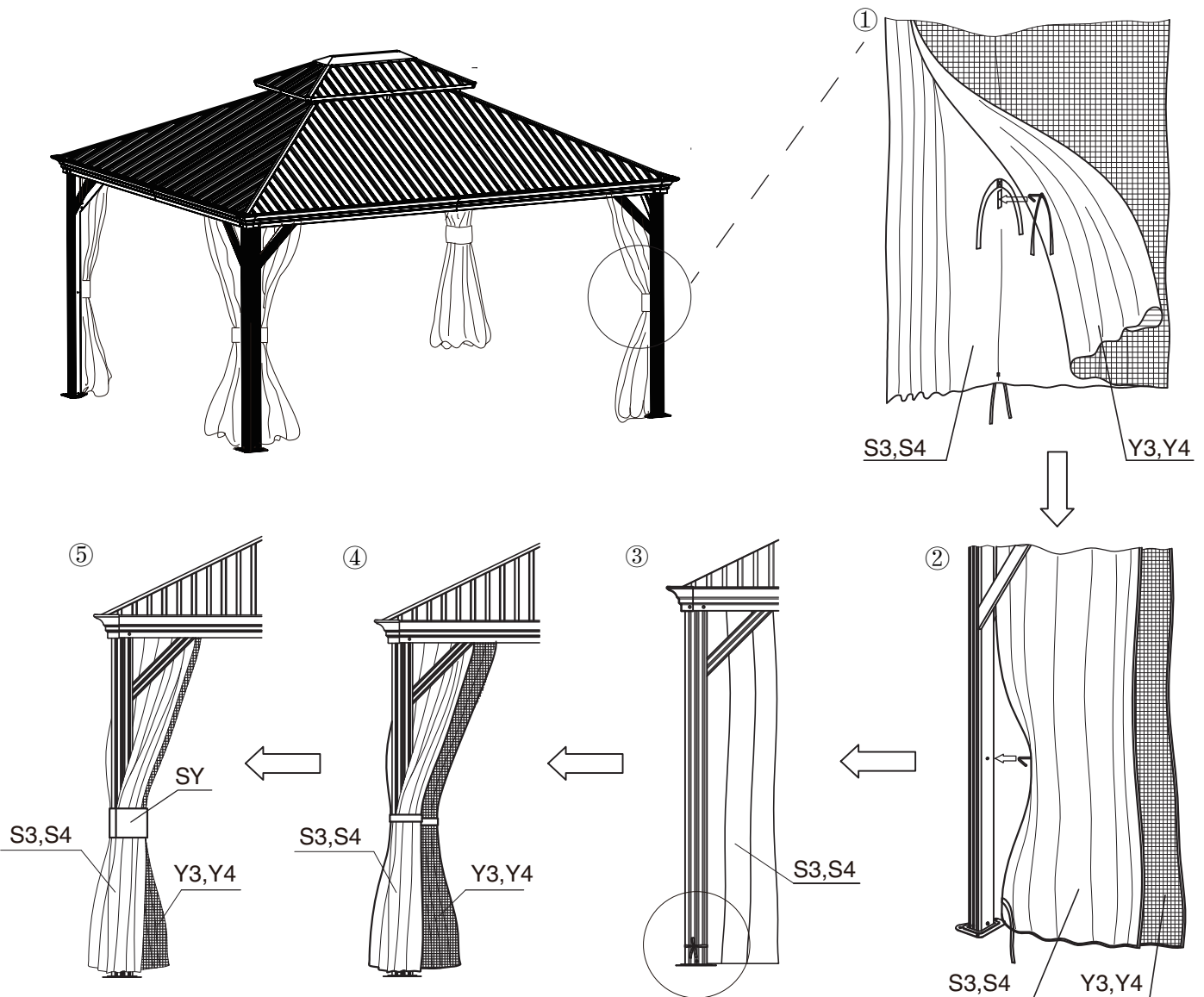
Install the Mosquito Net on the inner rails and the Solid Sidewalls on the outer rails as shown in the diagram.



Parts Required:



**Step 21:** When closing the Mosquito Net, refer to the steps below to align it with the poles, as shown in the diagram.



## 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](http://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](http://www.kozyard.com)  
email: [support@kozyard.com](mailto:support@kozyard.com)

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