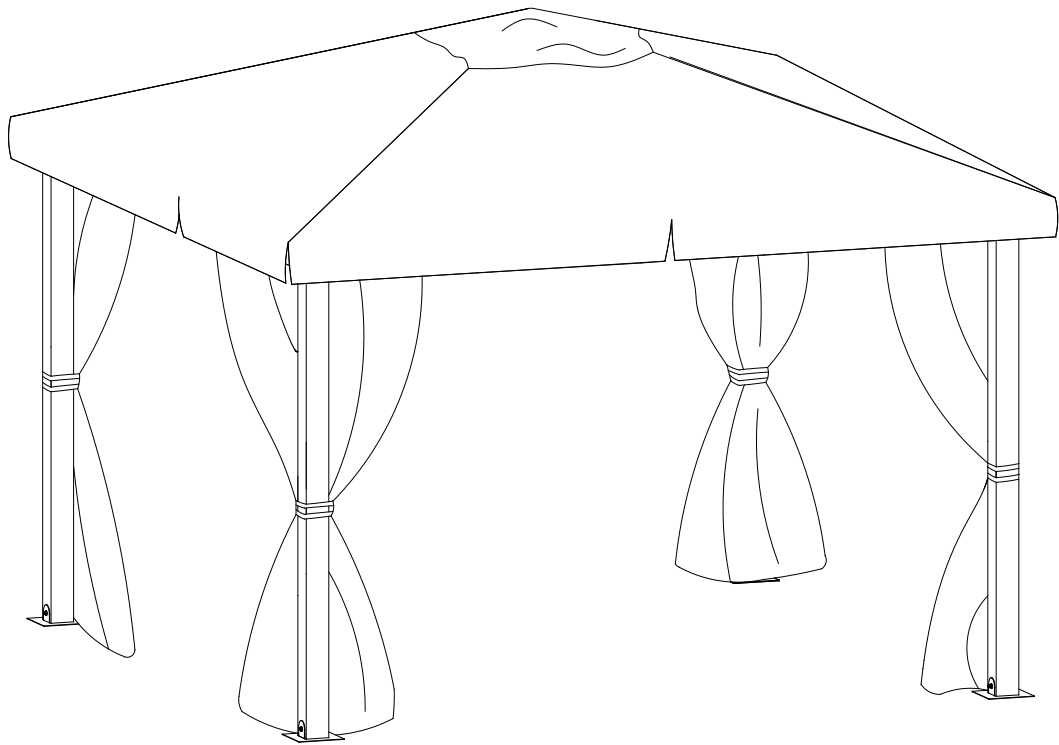


# POTTERY BARN

## WOOD GAZEBO 10'x10' (3Mx3M)

### ASSEMBLY INSTRUCTIONS



Date: 2012-Nov.-1

Rev: 2012-Nov.-1

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



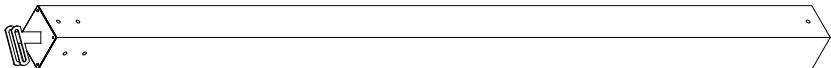
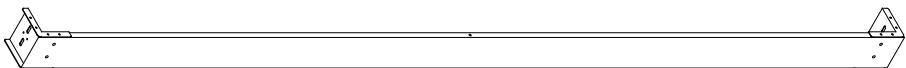
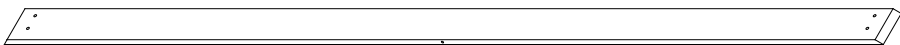

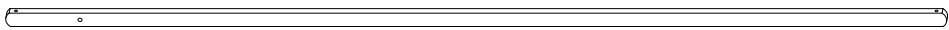
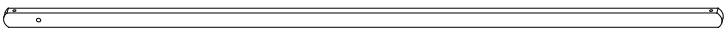
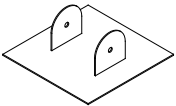

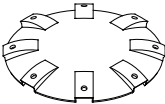
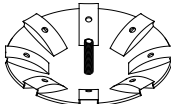
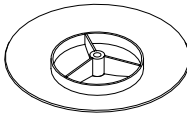

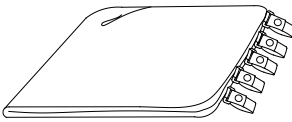
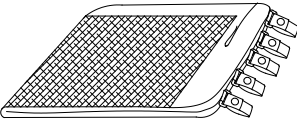
## **CAUTION**

- When assembling and using this product, basic safety precautions should always be followed to reduce the risk of personal injury and damage to equipment. Please read all instructions carefully before assembly and use,
- THIS UNIT IS HEAVY! For safety, do not assemble this item alone. 4 or more adults are strongly recommended.
- Some parts may contain sharp edges, wear protective gloves if necessary.
- Install on a level ground. Begin assembly not less than 6 feet from any obstruction such as fence, garage, house, overhanging branches, laundry line or electrical wires.
- Keep all children and pets away from the assembly area until the work is completed.
- Use only vendor supplied hardware to assemble. Using unauthorized hardware could jeopardize the structural integrity of the item.
- Dispose of all plastic bags safely. Keep them out of the reach of children.
- Do not attempt to assemble the gazebo in windy or wet conditions.
- Do not use the unit during an electrical storm, as there is a remote chance of getting struck by lightning.
- Do not leave the gazebo assembled when there is a risk of high wind, as possible damage will occur to the structure.
- Do not climb on top of the gazebo. Falling of the gazebo can result in serious injury, possibly even death.
- KEEP ALL FLAME AND HEAT SOURCES AWAY FROM THIS GAZEBO FABRIC.
- Periodically check that the location you have chosen to set your gazebo is still level.
- Check all bolts for tightness before and during usage.
- Keep instructions for future use.

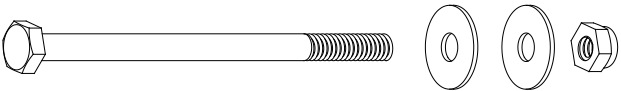
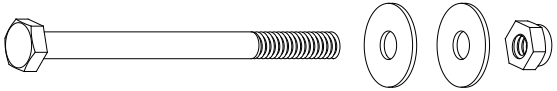

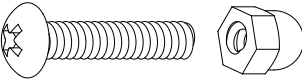
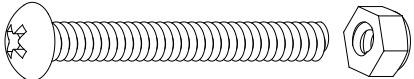
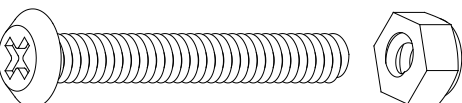
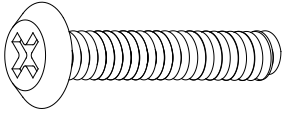

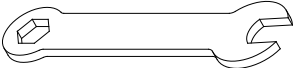
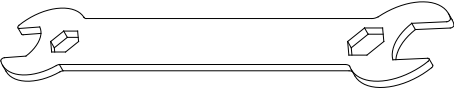
### **Pre-Assembly:**

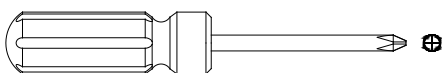
- Remove all parts and hardware from the box and lay out on a clear carpeted or scratch-free work surface, as this will avoid damaging parts during assembly. The shipping box provides an ideal work surface.
- Do not dispose of any packaging or contents of the shipping carton until assembly is completed to avoid accidentally discarding small parts or hardware.
- Use the parts and hardware lists below to identify and separate each of the pieces included.
- The illustrations provided allow for easier assembly when used in conjunction with the assembly instructions.
- The use of power tools to aid in assembly is not recommended. Power tools can damage product.

**Parts Included:**

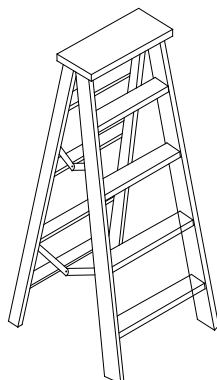
Part NO.	Quantity	Name	Part
A	4	Pole	
B	2	Left Beam	
C	2	Right Beam	
D	4	Inner Beam	
E	4	Long Rib	
F	4	Short Rib	
G	4	Base	
H	4	U-Bracket	
I	1	Top Disc	
J	1	Bottom Disc	
K	1	Plastic Cover	
L	1	Gazebo Canopy	
M	4	Corner Fabric Panel	
N	4	Mosquito Netting	

**Hardware Included:**

Part NO.	Quantity	Name	Part
O	16	Bolt set M8mm x 130mm	
P	4	Bolt Set M8mm x 110mm	
Q	32	Wood Screw D4 x 20mm	
R	8	Bolt Set M5mm x 26mm	
S	8	Bolt Set M5mm x 45mm	
T	8	Bolt Set M6mm x 45mm	
U	4	Bolt M6mm x 35mm	
V	16	7-Pin	
W	2	Small Wrench	
X	2	Big Wrench	

**Tools Required (Not Included):**

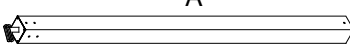

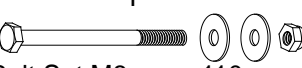
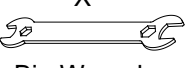
Phillips Screwdriver



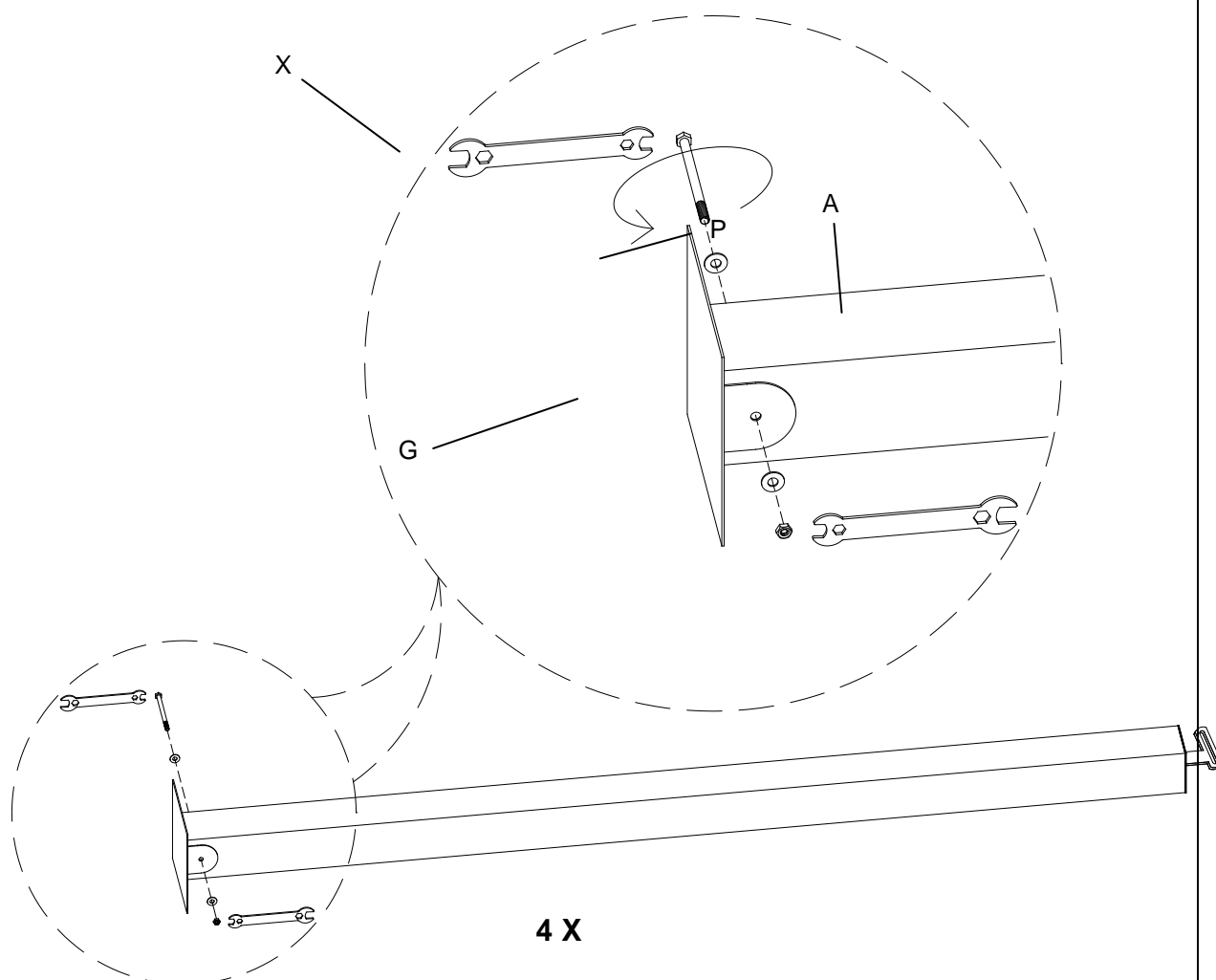
Ladder 8' (2.5m)

### Assembly Instruction Steps:

1. Lay the Pole (A) on the ground, attach Base (G) to Pole (A) using Bolt Set (P), tighten by hand at first, and securely tighten the bolt with Big wrench (X). (See **Fig. 1**)  
Repeat to make four sets.

Components Needed:			
			
Pole	Base	Bolt Set M8mm x 110mm	Big Wrench
4 x	4 x	4 x	2 x

**Fig. 1**



2. Attach U-Bracket (H) to Left Beam (B) and Right Beam (C) using Bolt (U), tighten the bolt with Phillips Screwdriver. Do not tighten up the bolt, let U-Bracket slightly loose. (See **Fig. 2 & 3**)  
Repeat to make two sets.  
Attach Inner Beam (D) to the pre-drilled holes on Left Beam (B) and Right Beam (C) using Wood Screws (Q), tighten up with Phillips Screwdriver. (See **Fig. 2 & 3**)

Repeat to make two sets.

Components Needed:

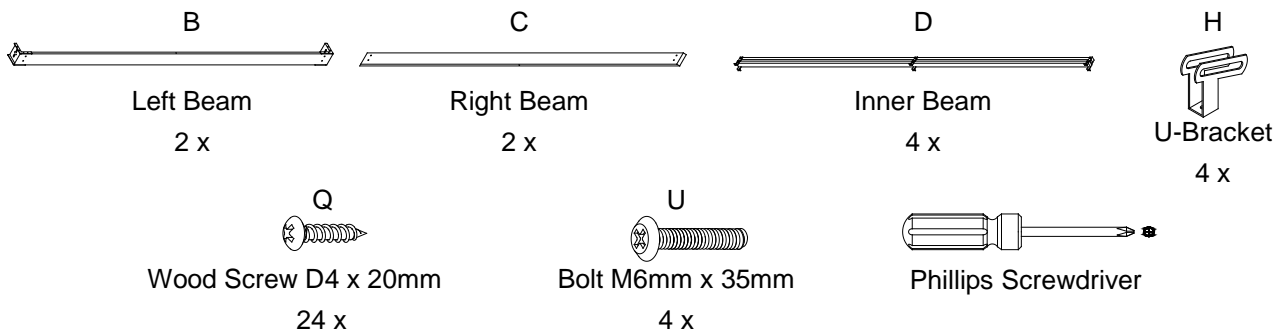


Fig. 2

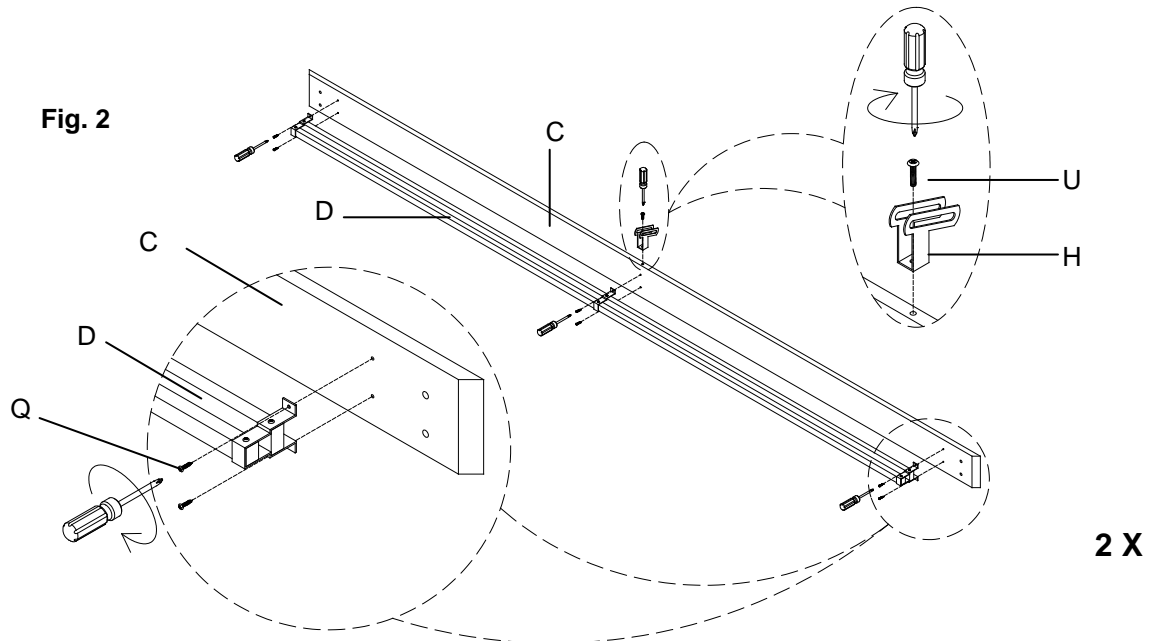
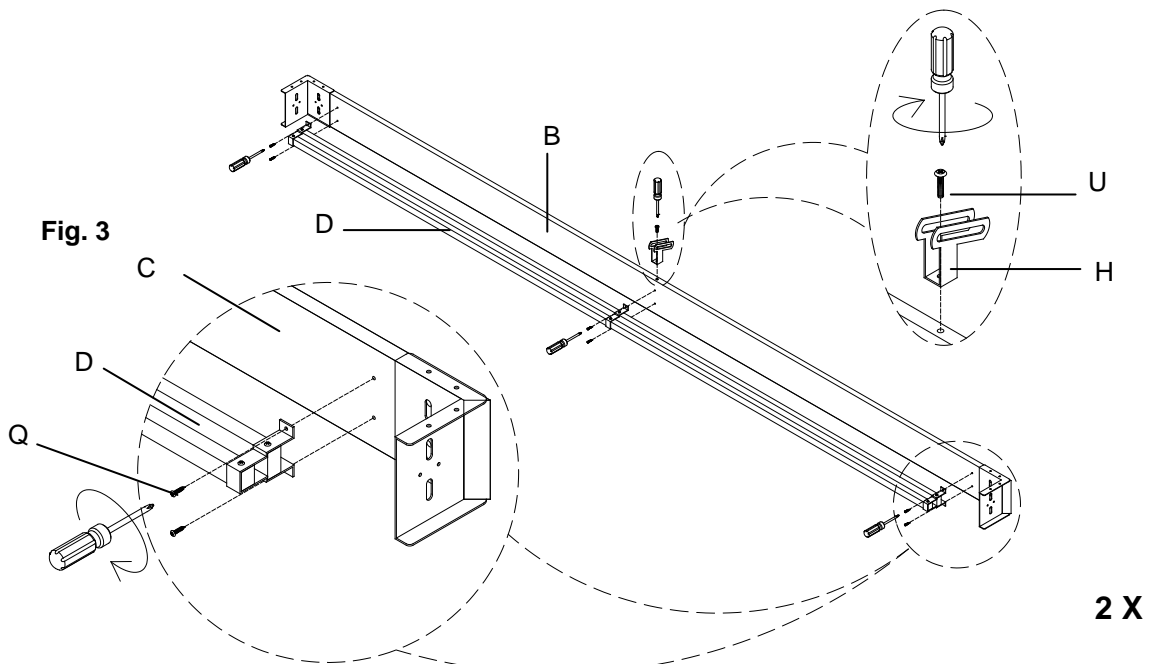


Fig. 3



- Align 2 Poles on ground, then attach Left Beam (B) to 2 Poles (A) using Bolt Sets (O), tighten by hand at first, securely tighten the bolts with Big wrench (X). (See Fig. 4)  
Repeat to make two sets.

Components Needed:

O

X

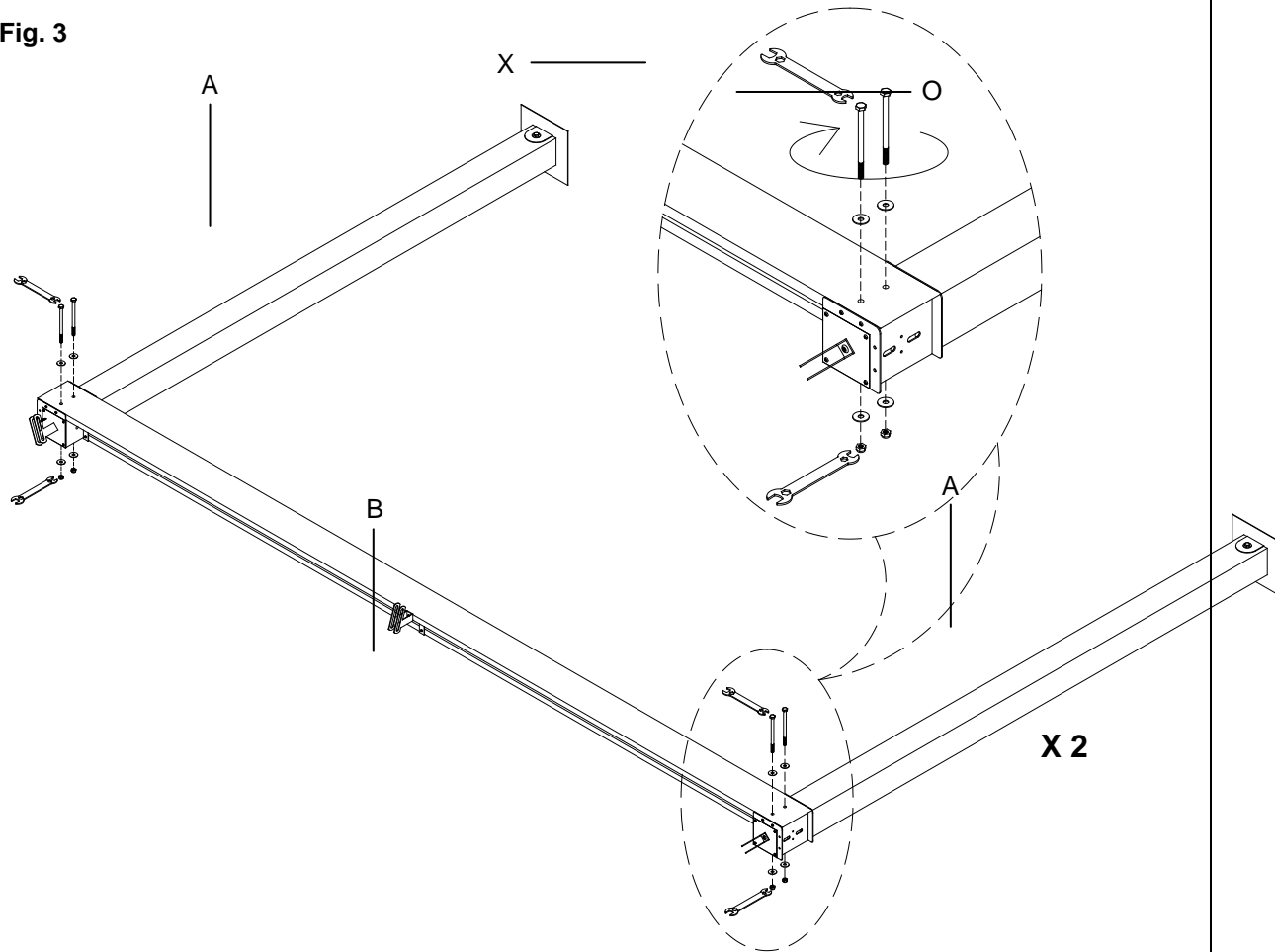
6/17

Bolt set M8mm x 130mm

Big Wrench

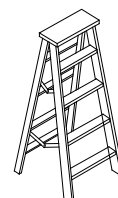
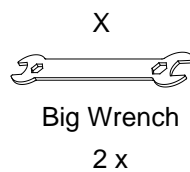
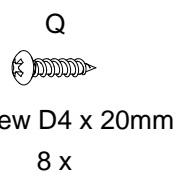
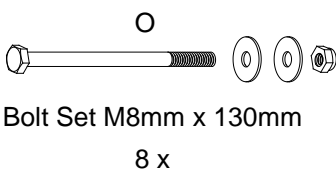


**Fig. 3**



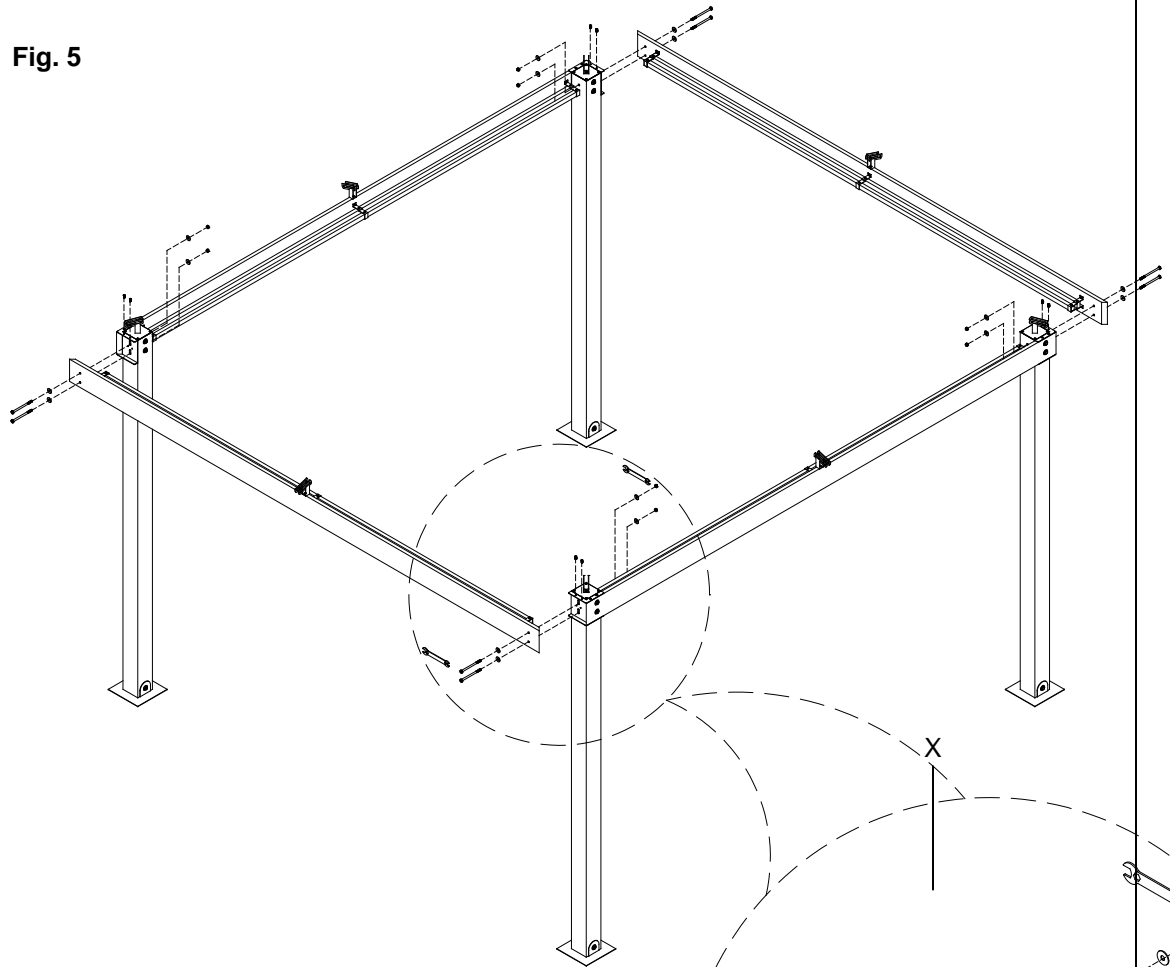
4. Turn the assembly in step 3 upright on ground, attach Right Beams (C) to Poles (A) using Long Bolt Sets (O), tighten by hand at first, and securely tighten the bolts with Big wrench (X). (See **Fig. 5**)  
Fasten with Wood Screws (Q) as shown.

**Components Needed:**

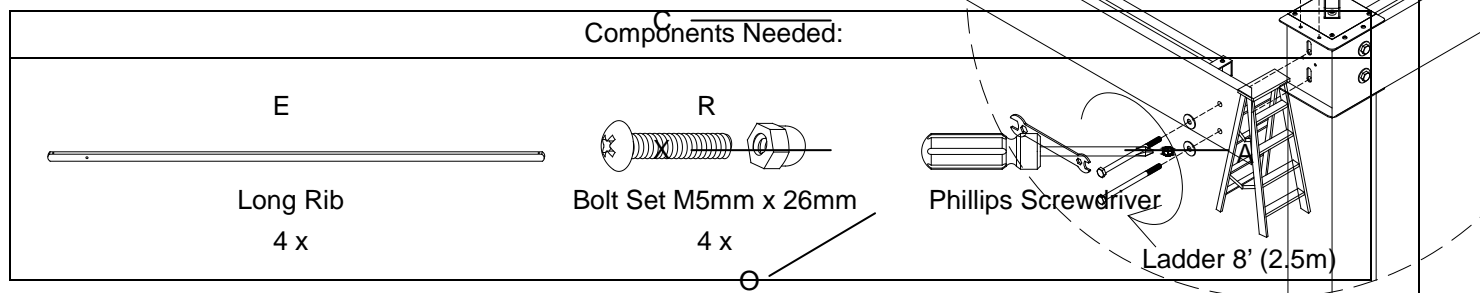


Ladder 8'  
(2.5m)

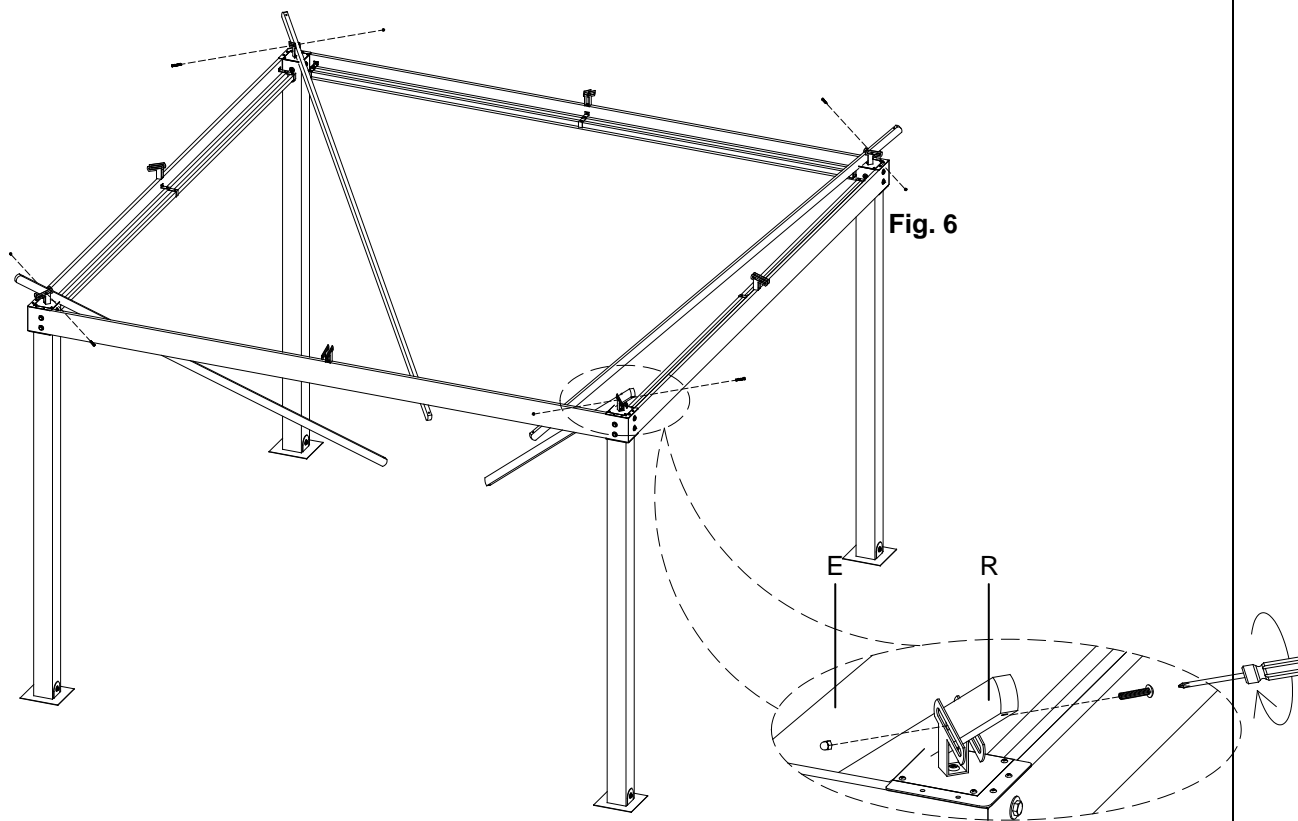
**Fig. 5**



5. Attach Long Ribs (E) to the U-Brackets on the Poles using Bolt Sets (R). Tighten the bolt with Phillips Screwdriver. Do not tighten up the bolt, let Ribs slightly loose. (See **Fig. 6**)

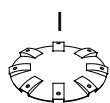




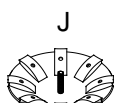


6. Attach another end of Long Ribs (E) to Top Disc (I) and Bottom Disc (J) using Bolt Set (T), tighten by hand at first, and securely tighten the bolts with Phillips Screwdriver and Small wrench (W). (See **Fig. 7**)

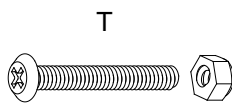
Components Needed:



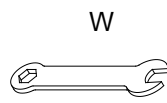
Top Disc  
1 x



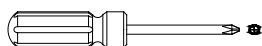
Bottom Disc  
1 x



Bolt Set M6mm x 45mm  
4 x



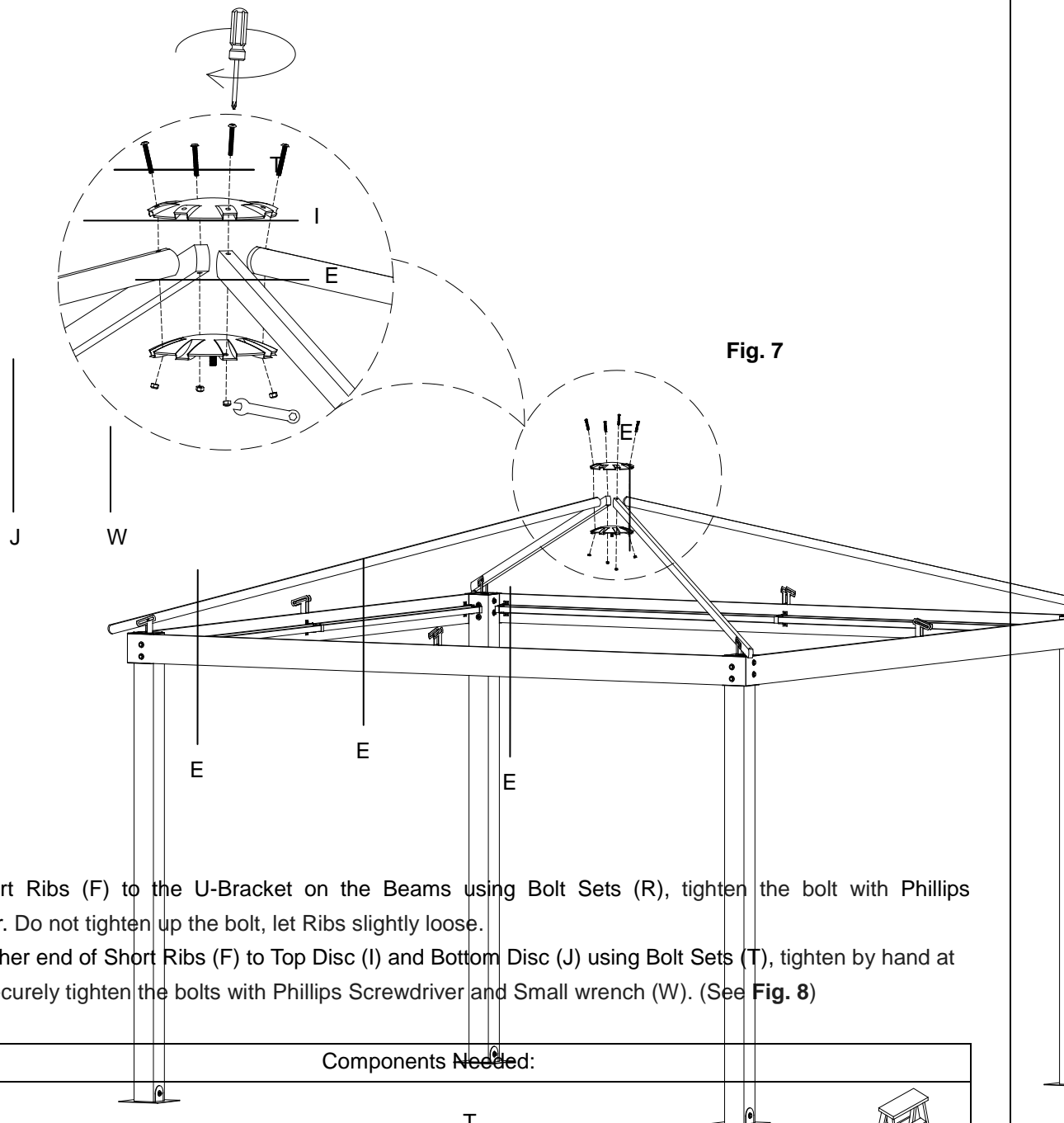
Small Wrench



Phillips Screwdriver

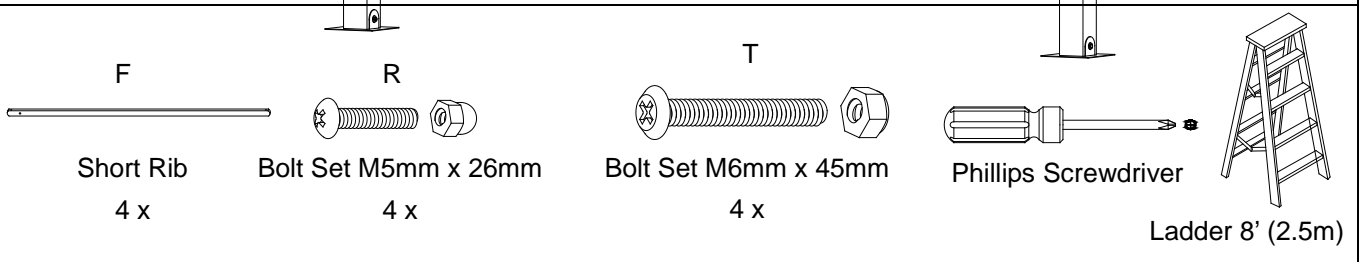


Leader 8' (2.5m)



7. Attach Short Ribs (F) to the U-Bracket on the Beams using Bolt Sets (R), tighten the bolt with Phillips Screwdriver. Do not tighten up the bolt, let Ribs slightly loose. Attach another end of Short Ribs (F) to Top Disc (I) and Bottom Disc (J) using Bolt Sets (T), tighten by hand at first, and securely tighten the bolts with Phillips Screwdriver and Small wrench (W). (See **Fig. 8**)

#### Components Needed:



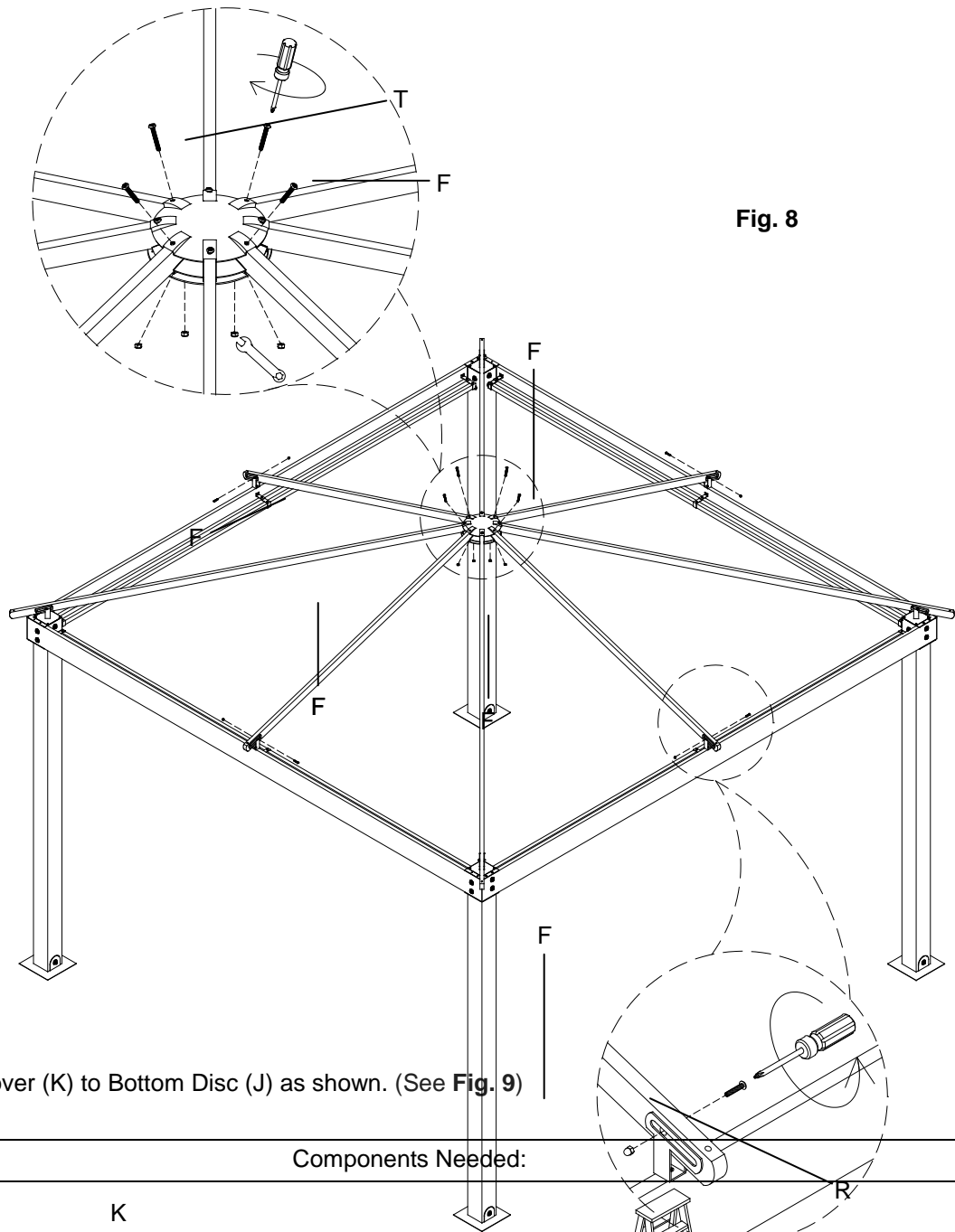
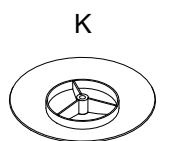


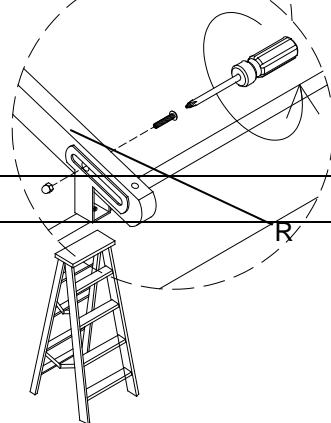
Fig. 8

8. Rotate Plastic Cover (K) to Bottom Disc (J) as shown. (See **Fig. 9**)

Components Needed:

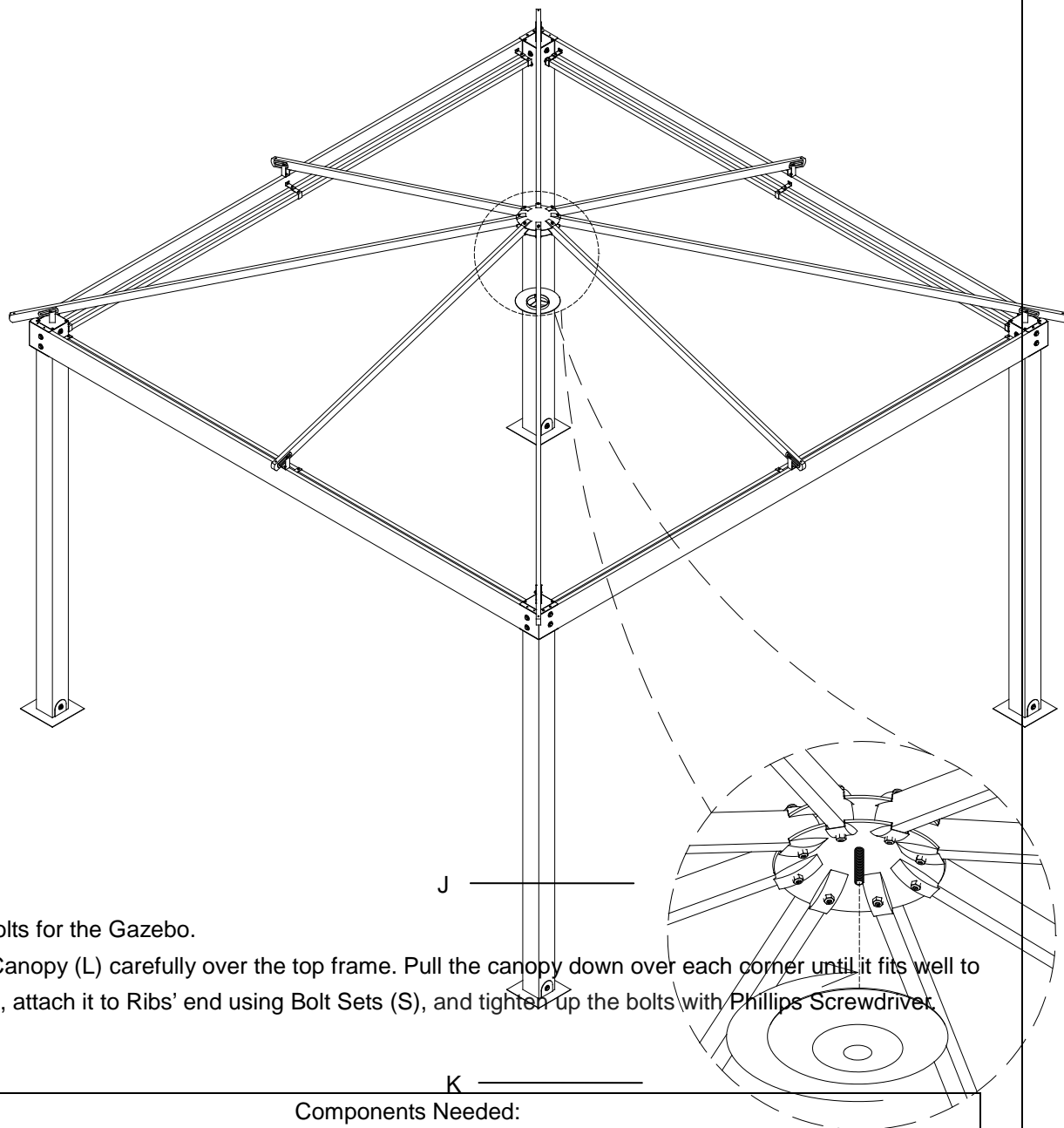


Plastic Cover  
1 x



Ladder 8' (2.5m)

**Fig. 9**



9. Tighten up all bolts for the Gazebo.

10. Place Gazebo Canopy (L) carefully over the top frame. Pull the canopy down over each corner until it fits well to the upper frame, attach it to Ribs' end using Bolt Sets (S), and tighten up the bolts with Phillips Screwdriver. (See **Fig. 10**)

**Components Needed:**

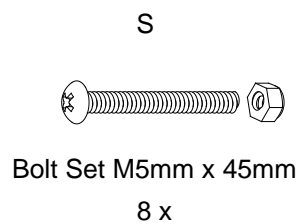
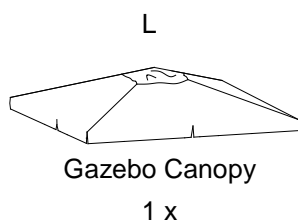
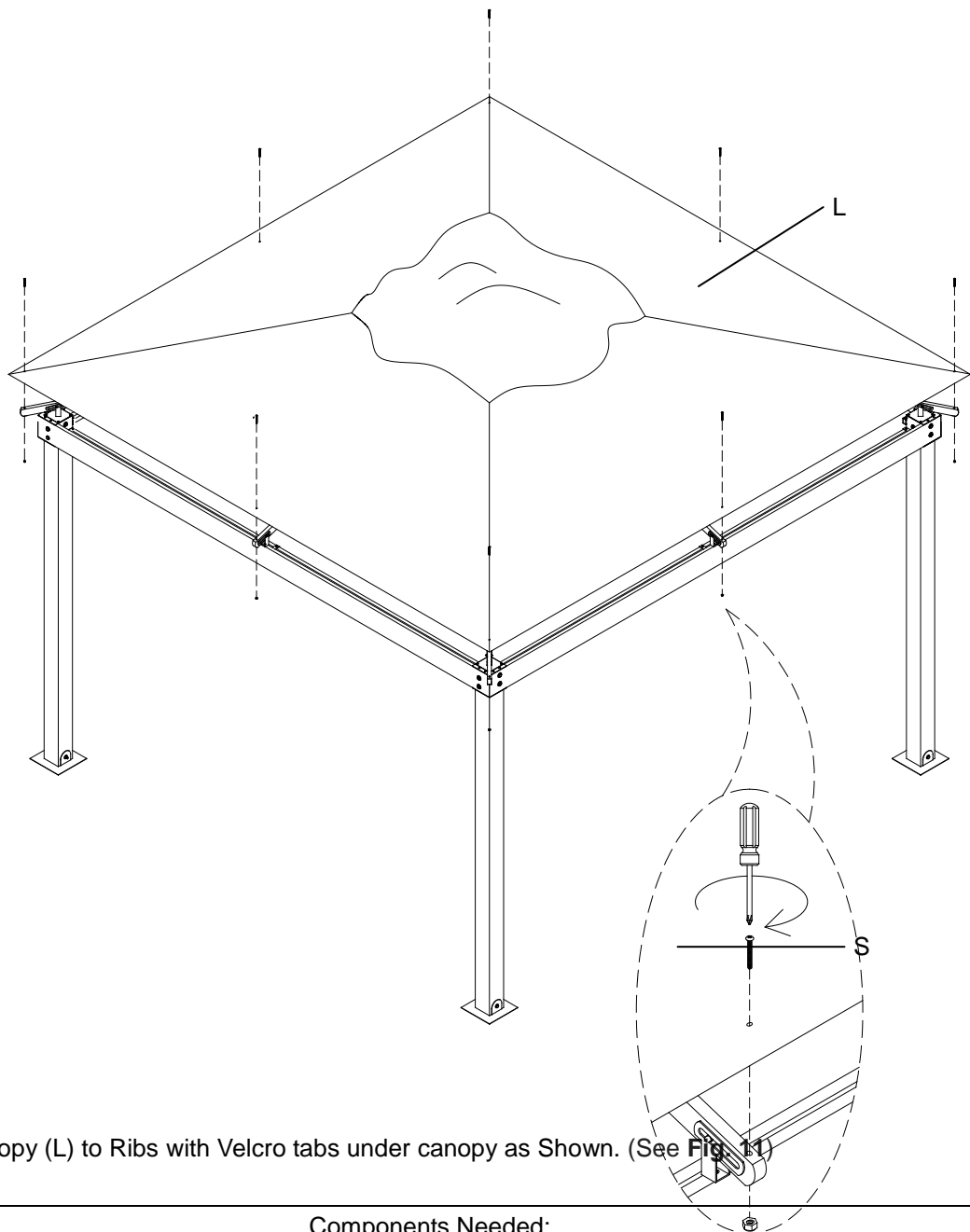
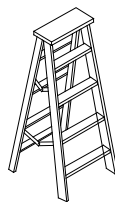


Fig. 10



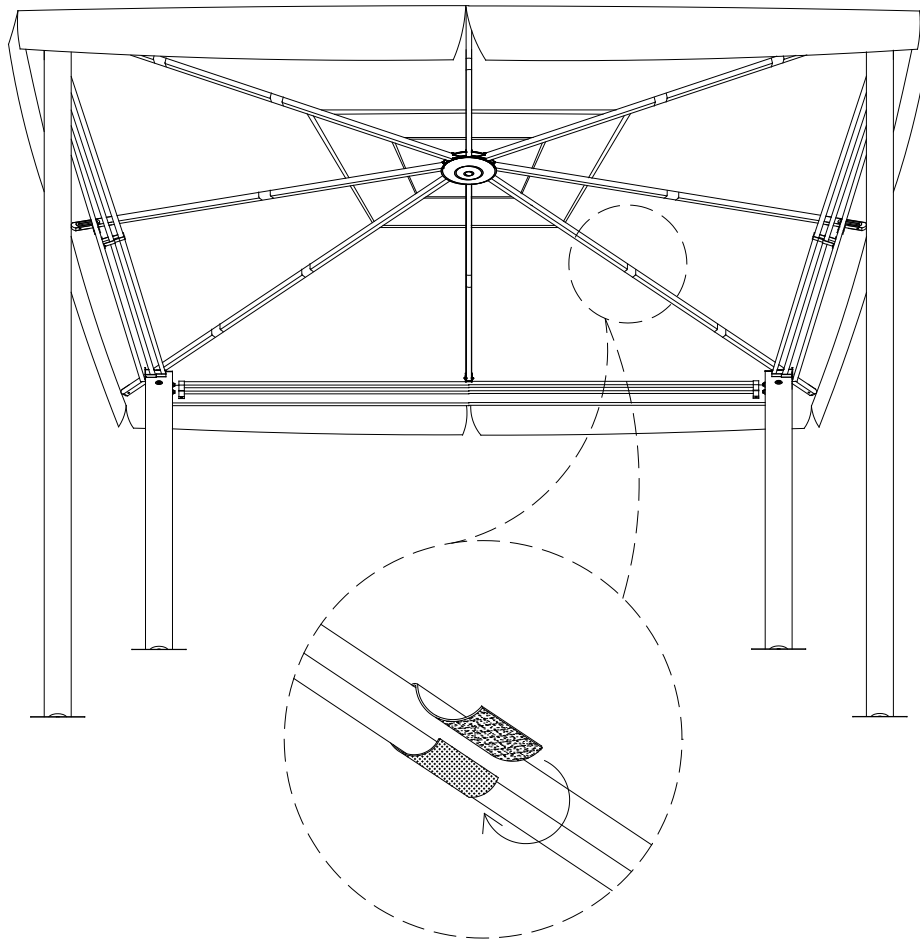
11. Fix Gazebo Canopy (L) to Ribs with Velcro tabs under canopy as Shown. (See Fig. 11)

Components Needed:



Ladder 8' (2.5m)

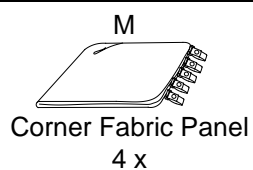
Fig. 11



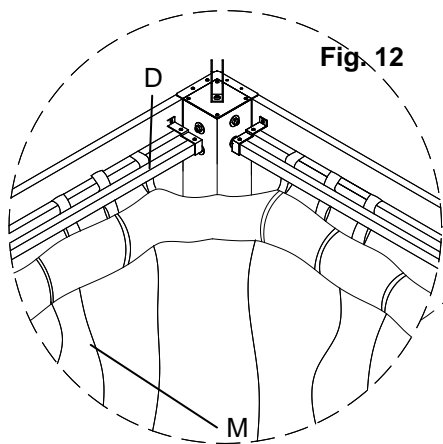
12. Hang Corner Fabric Panels (M) from middle rail of Inner Beams (D) by buttoning taps.

NOTE: Before hang up Corner Fabric Panels, please pay attention to the correct side, ensure the Velcro can be matched well after installation. (See **Fig. 12**)

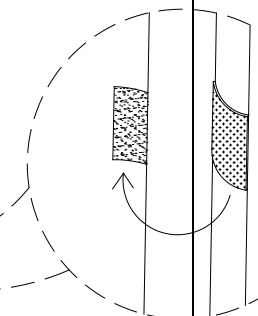
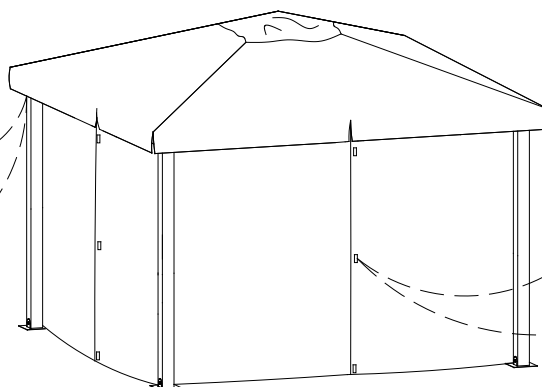
Components Needed:



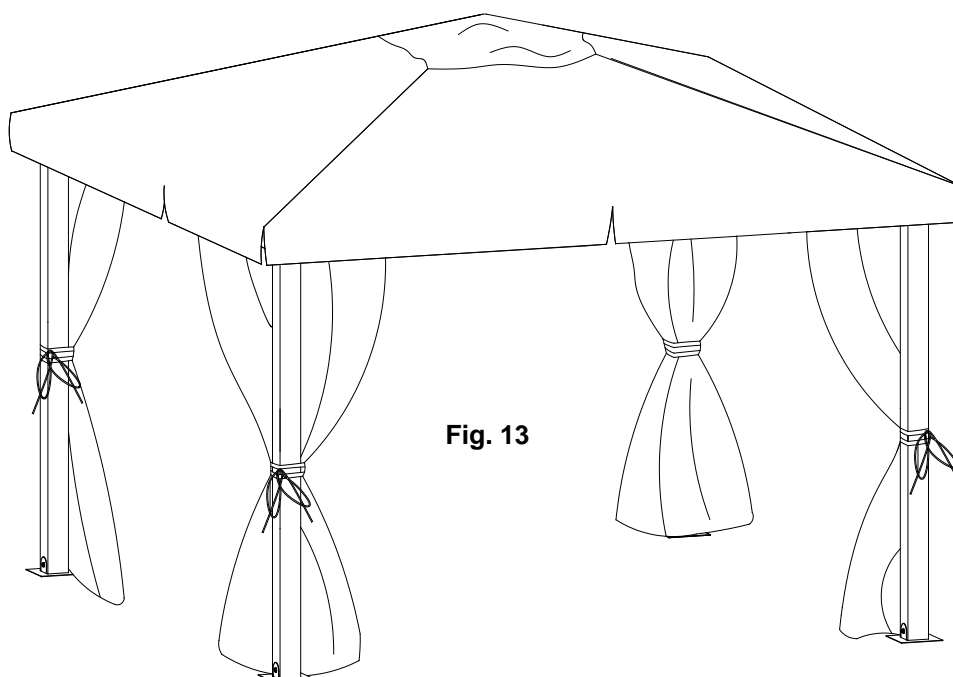
Ladder 8' (2.5m)



**Fig. 12**



Corner Fabric Panels can be tied on the Poles. (See **Fig. 13**)



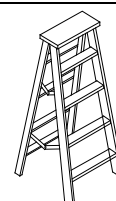
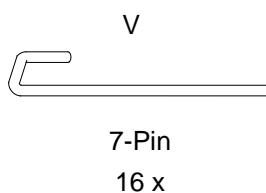
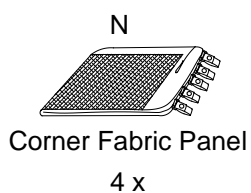
**Fig. 13**

13. Hang Mosquito Nettings (N) from outside rail of Inner Beams (D) by buttoning taps.

NOTE: Before hang up Mosquito Nettings, please pay attention to the correct side, ensure Zipper can be matched well after installation. (See **Fig. 14**)

Mosquito Nettings can be tighten on the ground by using 7-Pins (V) as shown. (See **Fig. 14**)

**Components Needed:**



Ladder 8' (2.5m)

D

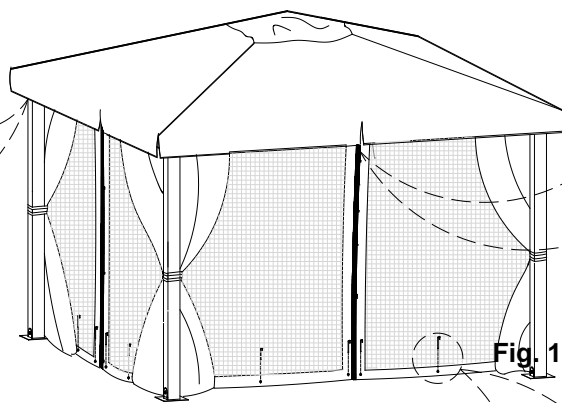
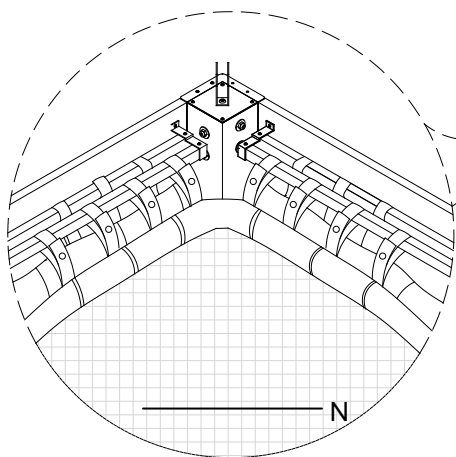
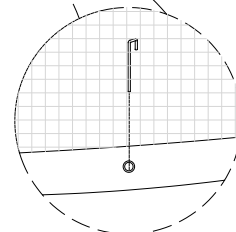


Fig. 14

V

N



Mosquito Nettings can be tied on the Poles. (See Fig. 15)

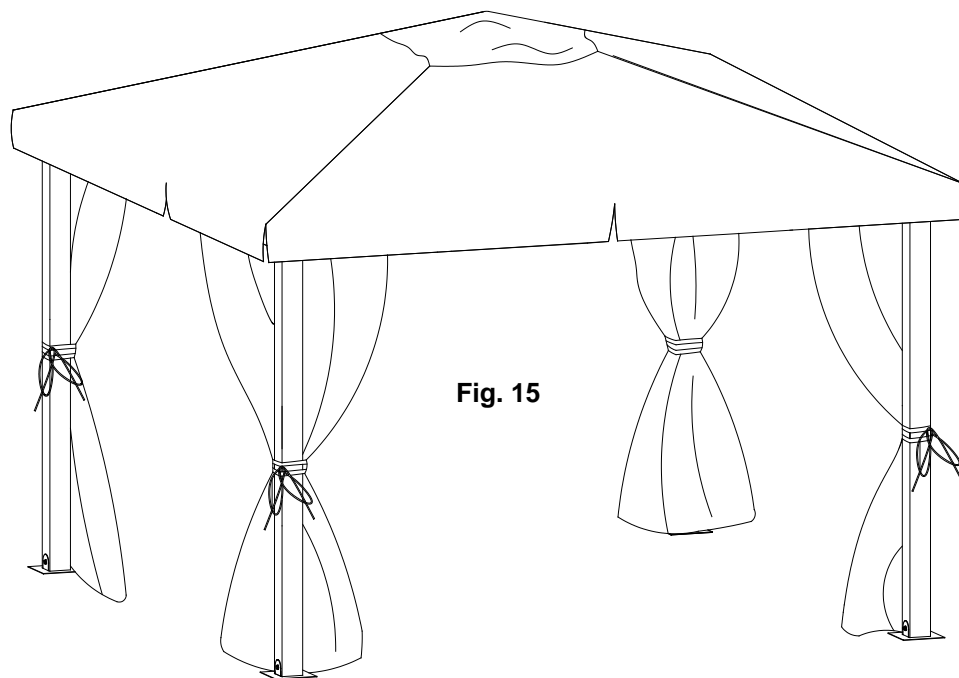


Fig. 15



**Care Instructions:**

- Hardware may loosen over time. Periodically check to make sure all connections are tight. Re-tighten if necessary.
- Dust often using a clean, soft, dry and lint-free cloth.
- We do not recommend the use of chemical cleaners, abrasives, or furniture polish on the product.
- Corner fabric panel may be attached together with Velcro tabs.