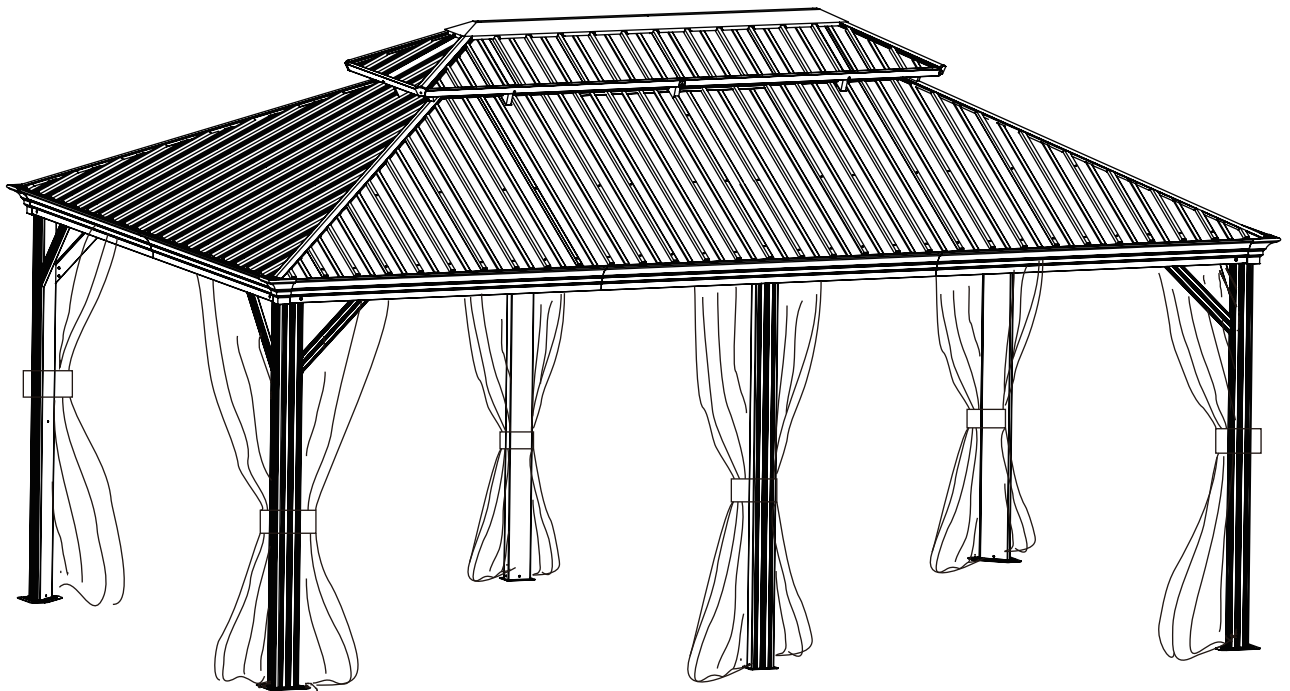




Enjoy Cozy Life!

**12'X18' APOLLO HARDTOP GAZEBO
WITH DOUBLE ROOF
ASSEMBLY MANUAL**



KOZYARD LLC PRODUCTS

WWW.KOZYARD.COM

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Version:20231006

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 **40 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



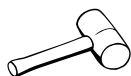
Allen Key



Allen Key



Safety Hat



Rubber Mallet



Gloves

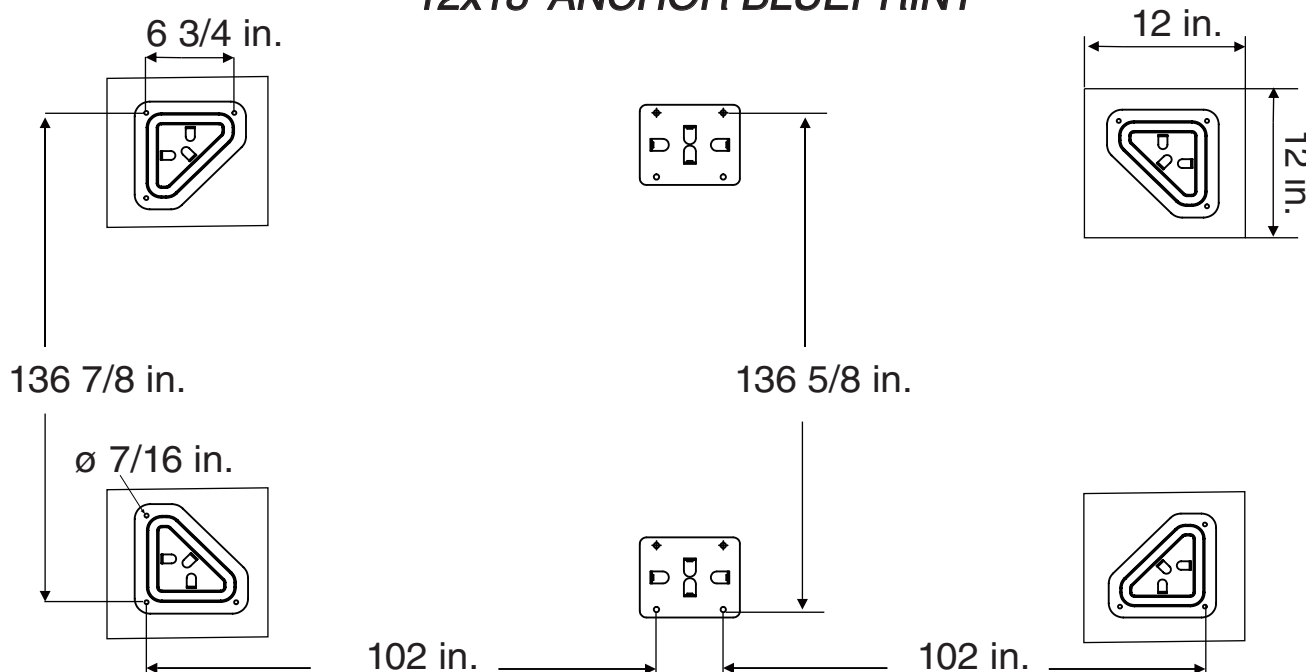


Stepladder

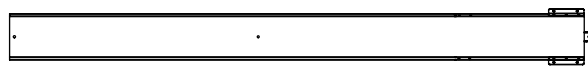


Safetyglasses

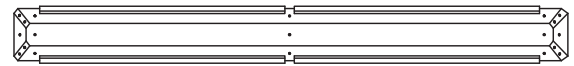
12x18' ANCHOR BLUEPRINT



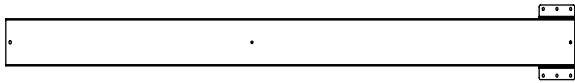
Highly recommend to anchor poles into concrete.
It's essential to place the gazebo on level ground.



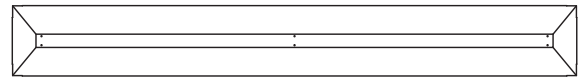
A (x4)



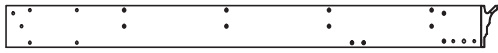
K8 (x1)



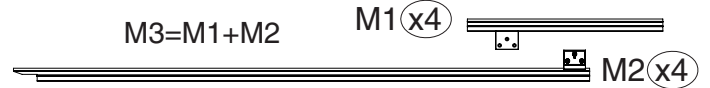
A1 (x2)



K18 (x1)



B6 (x4)



M3=M1+M2

M1 (x4)

M2 (x4)



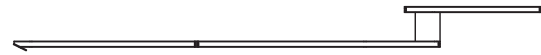
B61 (x2)



N1 (x2)



B62 (x4)



N2 (x2)



B91 (x2)



N3 (x4)



C6 (x4)

ITEM	DESCRIPTION	QTY
A	Pole	4
A1	Pole	2
B6	Beam	4
B61	Jointer Bar	2
B62	Sidewall Track	4
B91	Jointer Bar	2
C6	Beam	4
C61	Jointer Bar	2
C62	Sidewall Track	4
C91	Jointer Bar	2
E9	Beam	2
E91L	Jointer Bar	2
E91R	Jointer Bar	2
E92L	Sidewall Track	2
E92R	Sidewall Track	2
F	Union Bar	6
G	Corner Cover	4
H	Joint Cover	6
H1	Joint Cover	6
H2	Silcone Rubber	1
H3	Adhesive Tape	1
J1	Corner Solidifyng Bar	4
J2	Corner Solidifyng Bar	4
L	Plate	4
L1	Plate	2
L2	Plate Cover	4
L3	Plate Cover	2
R2	Corner bracket	8
K8	Inside Roof Connector	1
K18	Outside Roof Connector	1
M1	Short Corner Roof Bar	4
M2	Corner Roof Bar	4
N1	Roof Bar	2
N2	Roof Bar	2
N3	Roof Bar	4



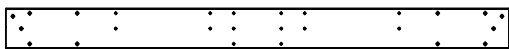
C61 (x2)



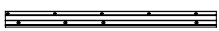
C62 (x4)



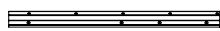
C91 (x2)



E9 (x2)



E91L (x2)



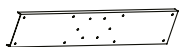
E91R (x2)



E92L (x2)



E92R (x2)



F (x6)



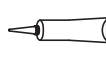
G (x4)



H (x6)



H1 (x6)



H2 (x1)



J1 (x4)



J2 (x4)



H3 (x1)



L (x4)



L1 (x2)



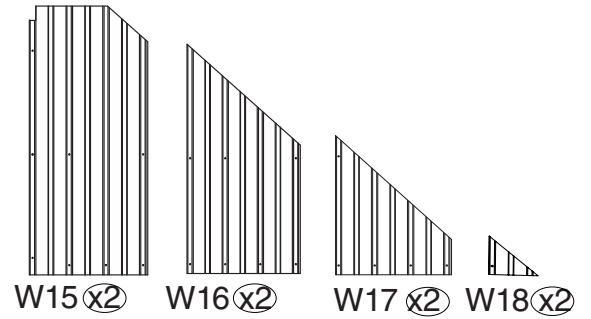
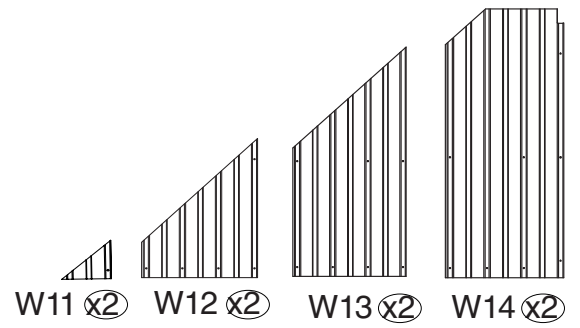
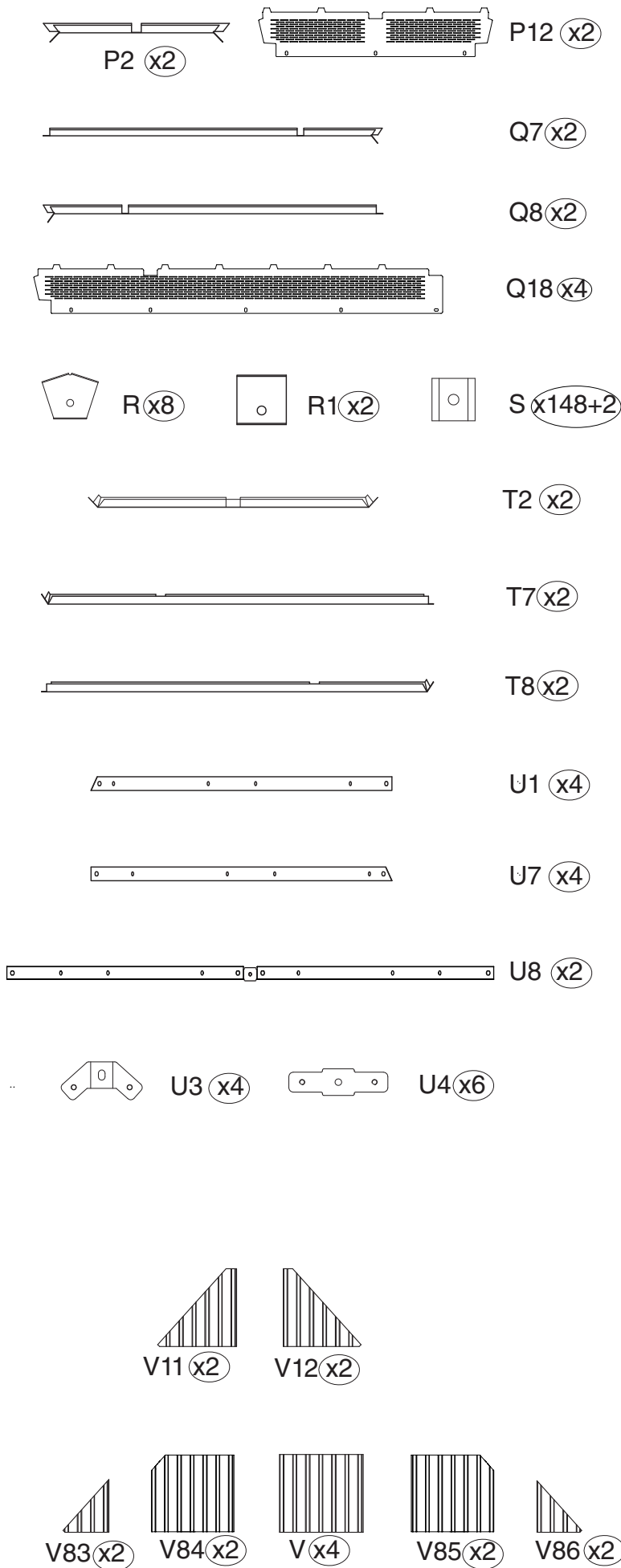
L2 (x4)



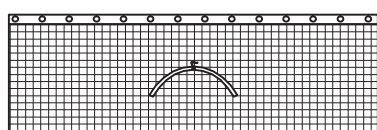
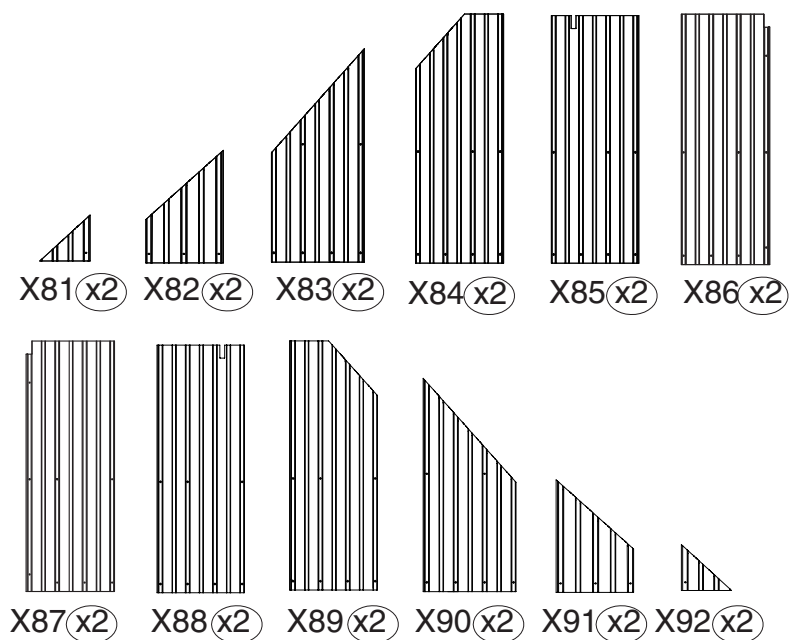
L3 (x2)



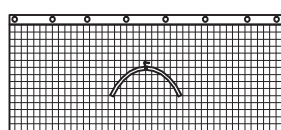
R2 (x8)



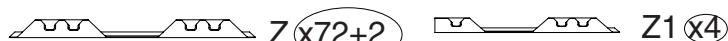
ITEM	DESCRIPTION	QTY
P2	Finishing Bar	2
P12	Net Frame	2
Q7	Finishing Bar	2
Q8	Finishing Bar	2
Q18	Net Frame	2
R	Finishing End	8
R1	Finishing End	2
S	Spacer	148+2
T2	Finishing Bar	2
T7	Finishing Bar	2
T8	Finishing Bar	2
U1	Solidifying Bar	4
U3	Iron Angle	4
U4	Iron Angle	6
U7	Solidifying Bar	4
U8	Solidifying Bar	2
V11	Roof Panel	2
V12	Roof Panel	2
V83	Roof Panel	2
V84	Roof Panel	2
V	Roof Panel	4
V85	Roof Panel	2
V86	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



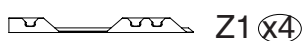
Y7(x4)



Y8(x2)



Z(x72+2)



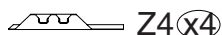
Z1(x4)



Z2(x4)



Z3(x4)



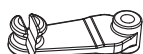
Z4(x4)



M5x15



#8(x16+2)

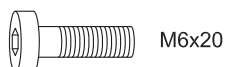


#4(x72+2)



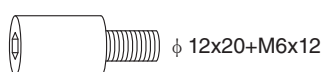
M6x16

#1(x315+5)



M6x20

#2(x28+2)



φ 12x20+M6x12

#3(x16+1)



M6x28

#5(x92+2)



M6x45

#6(x8+1)



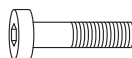
M6x50

#7(x44+2)



ST4.8x13

#9(x28+2)



M6x25

#10(x4+1)



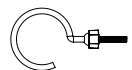
M6x10

#11(x16+1)



M6

#12(x14+2)



#15(x2)

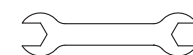


6-16*1.5

#16(x2+1)



Allen key



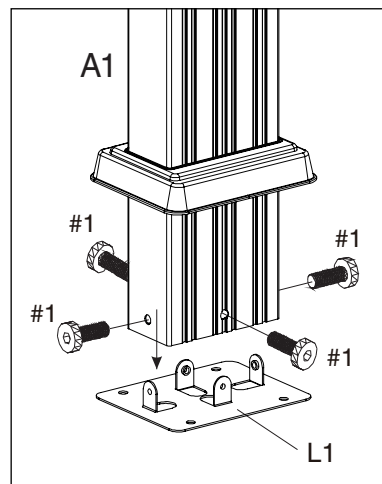
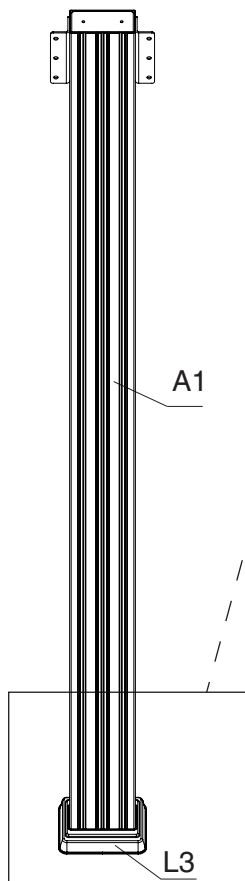
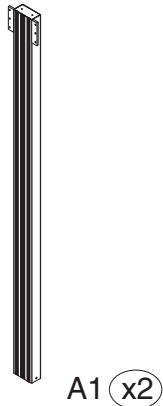
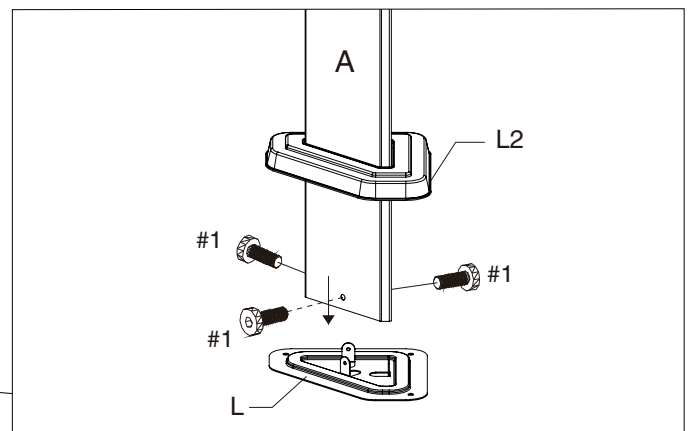
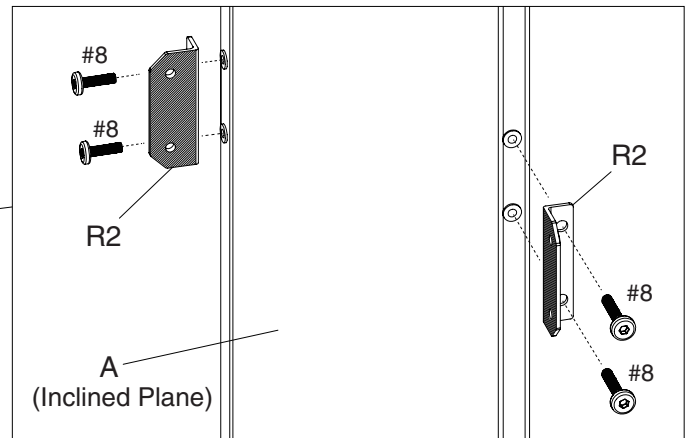
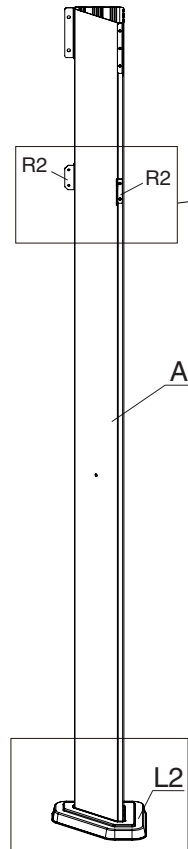
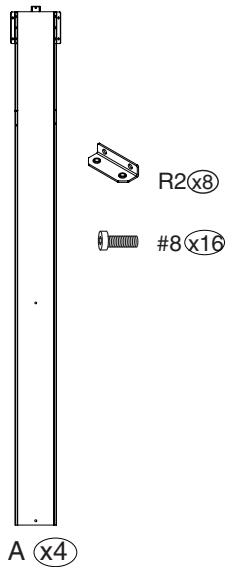
Wrench

ITEM	DESCRIPTION	QTY
X81	Roof Panel	2
X82	Roof Panel	2
X83	Roof Panel	2
X84	Roof Panel	2
X85	Roof Panel	2
X86	Roof Panel	2
X87	Roof Panel	2
X88	Roof Panel	2
X89	Roof Panel	2
X90	Roof Panel	2
X91	Roof Panel	2
X92	Roof Panel	2
Y7/Y8	Mosquito Net	6
Z	Bracket	72+2
Z1	Bracket	4
Z2	Bracket	4
Z3	Bracket	4
Z4	Bracket	4
#1	Screws	315+5
#2	Screws	28+2
#3	Screws	16+1
#4	Hook	72+2
#5	Screws	92+2
#6	Screws	8+1
#7	Screws	44+2
#8	Screws	16+2
#9	Screws	28+2
#10	Screws	4+1
#11	Screws	16+1
#12	Washer	14+2
#15	Hook	2
#16	Washer	2+1

Parts Required:

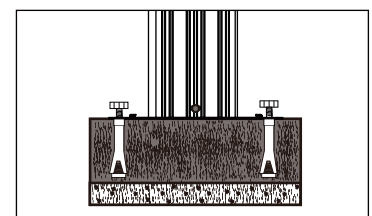
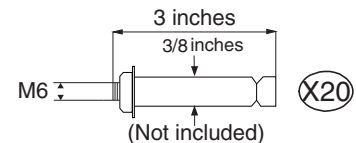
Step 1: Set up Poles

1. Insert the plate cover (part L2) from the bottom of Poles (part A) first, Set up Poles (Part A) with Bracket (Part R2) and Stand Plates (Part L) using #8 and #1 screws as shown in diagram.



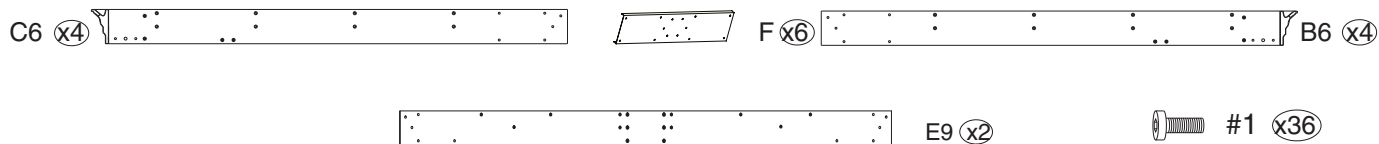
Reference for anchoring gazebo:

- 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.



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.

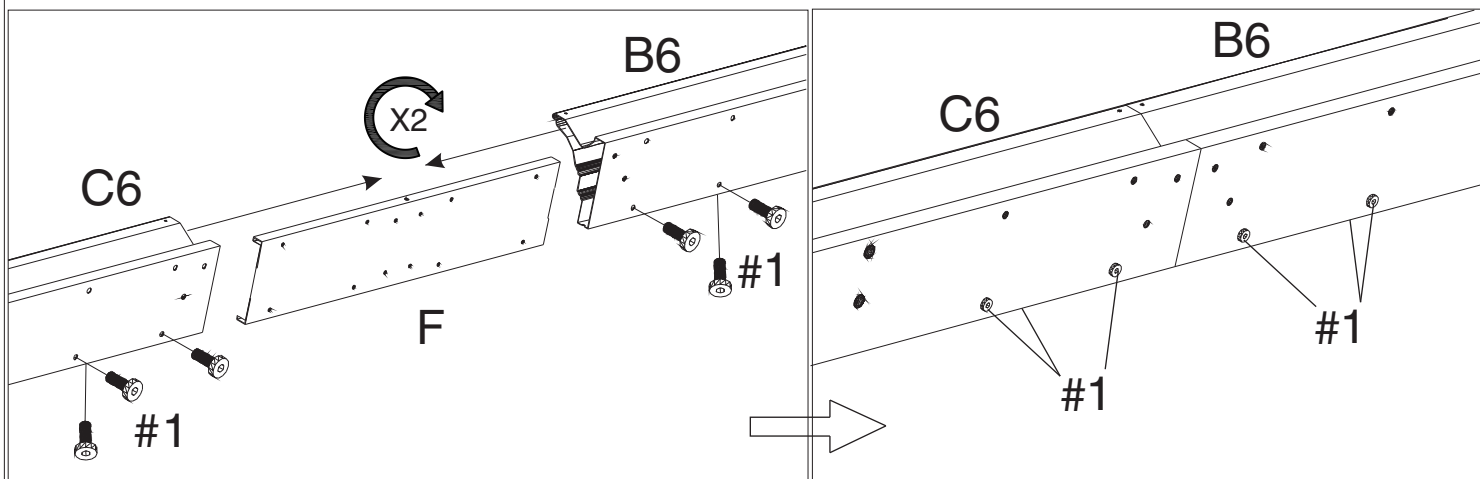
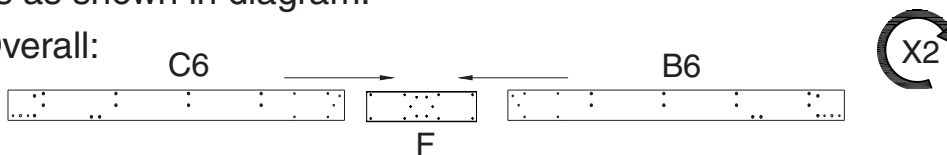
Parts Required:



Step 2: Connect the Beams

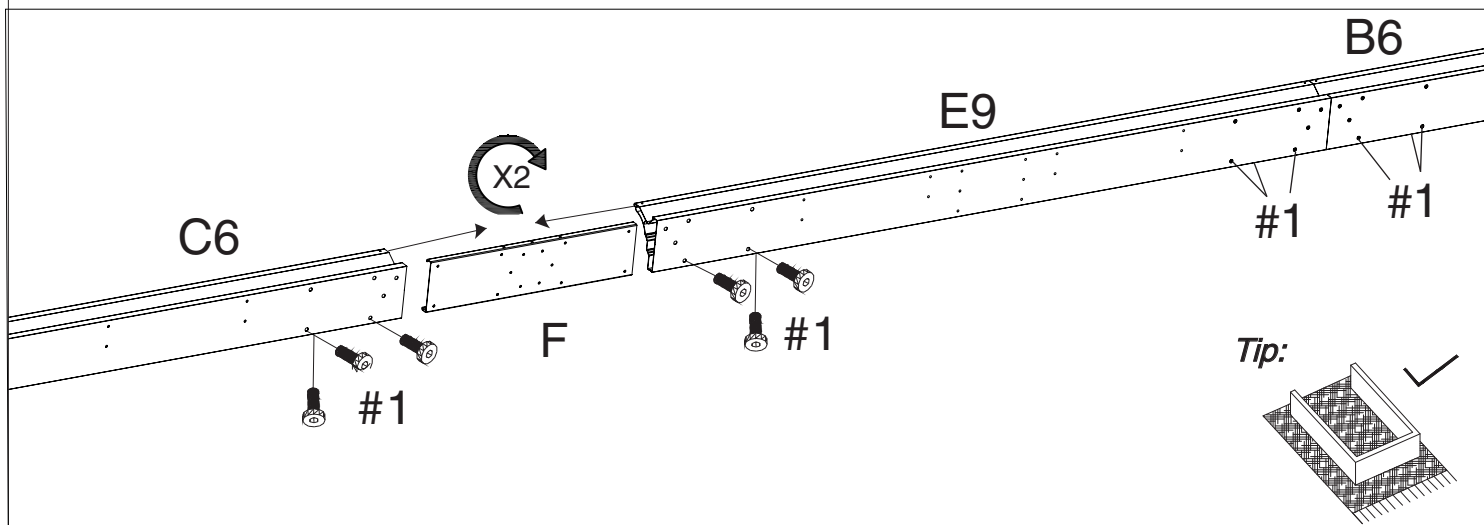
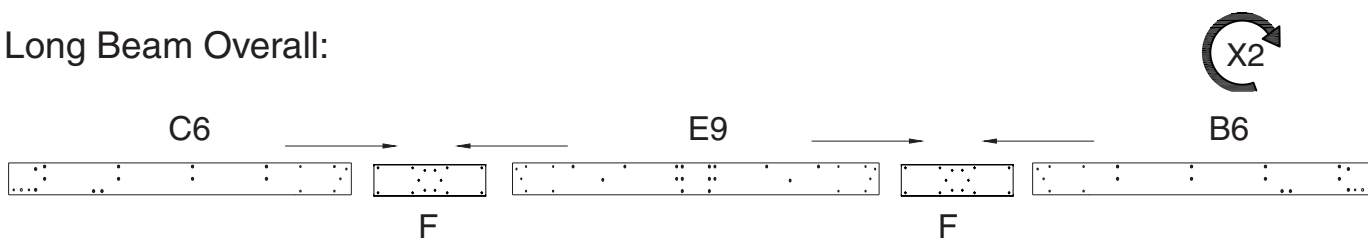
1. Connect Beams (Part C6, B6) into one beam using Union Bar (Part F) with #1 screws as shown in diagram.

Short Beam Overall:



2. Connect Beams (Part C6, E9, B6) into one beam using Union Bar (Part F) with #1 screws as shown in diagram.

Long Beam Overall:



Parts Required:

#1 $\times 104$

C61 (x2)

C62 (x2)

C91 (x2)

C62 (x2)

E91L (x2)

E91R (x2)

B61 (x2)

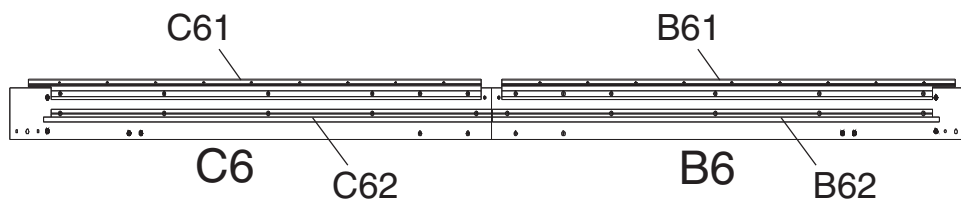
B62 (x2)

B91 (x2)

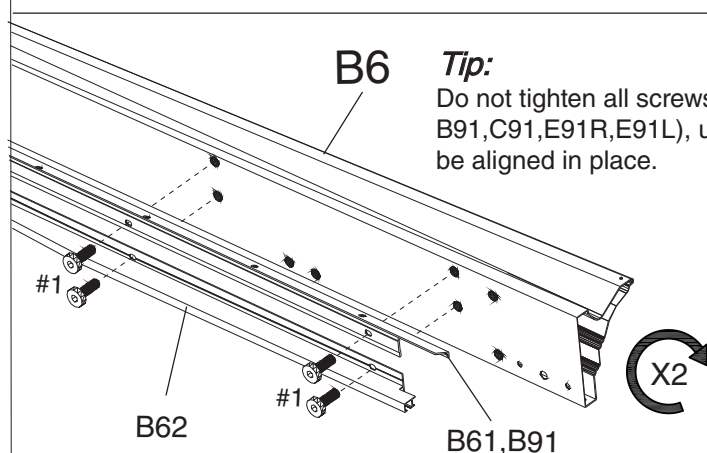
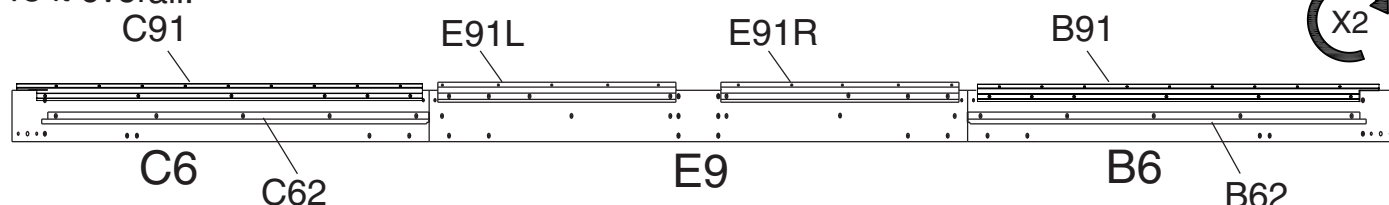
B62 (x2)

STEP 3: Connect Joint Bars and Tracks with Beams

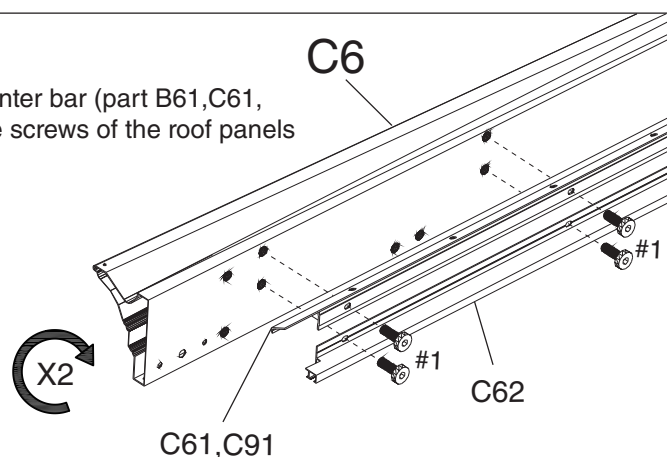
12 ft overall:



18 ft overall:

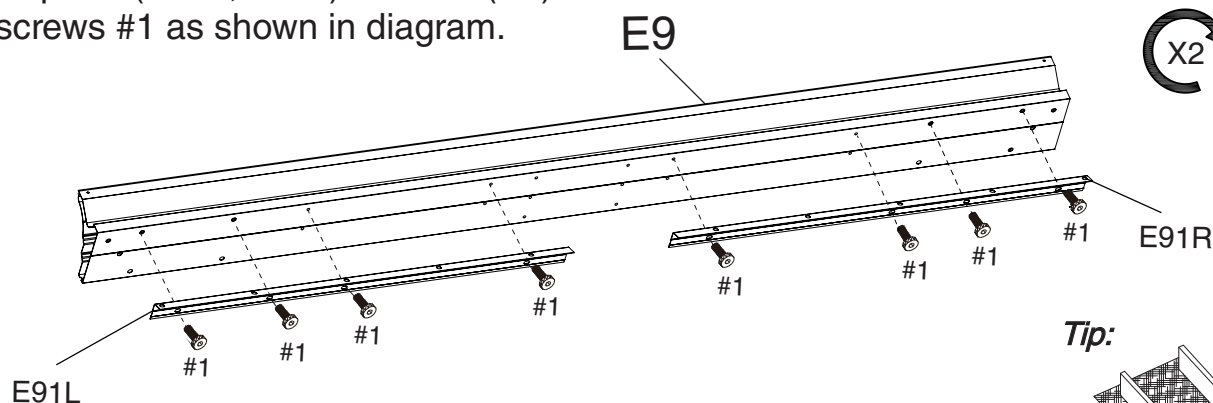


1. Connect Joint Bars (part B61, B91) and Tracks (Part B62) to Beams (Part B6) using #1 screws as shown in diagram.

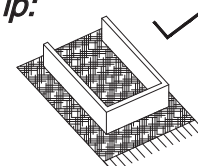


2. Follow the same steps for Joint Bars (Part C61, C91) and Tracks (Part C62) attaching them to Beams (Part C6) using #1 screws as shown in diagram.

3. Connect parts (E91L, E91R) to Parts (E9) using screws #1 as shown in diagram.



Tip:



Parts Required:

#1 (x12)

#2 (x28)

#3 (x16)

E92L (x2)

E92R (x2)

STEP 4: Set up Poles and Beams

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



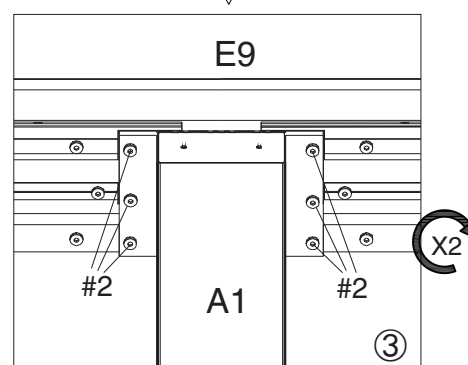
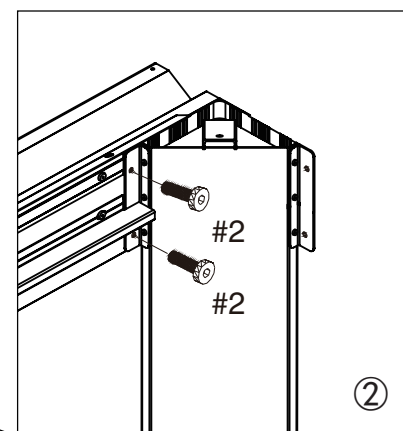
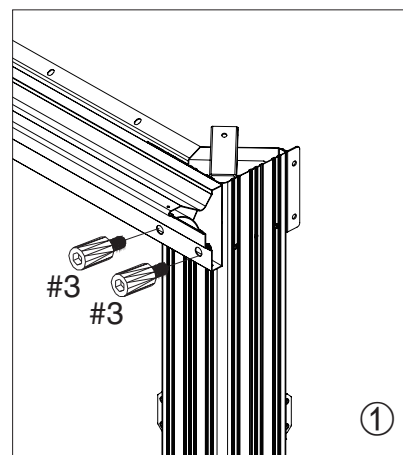
Tip:

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

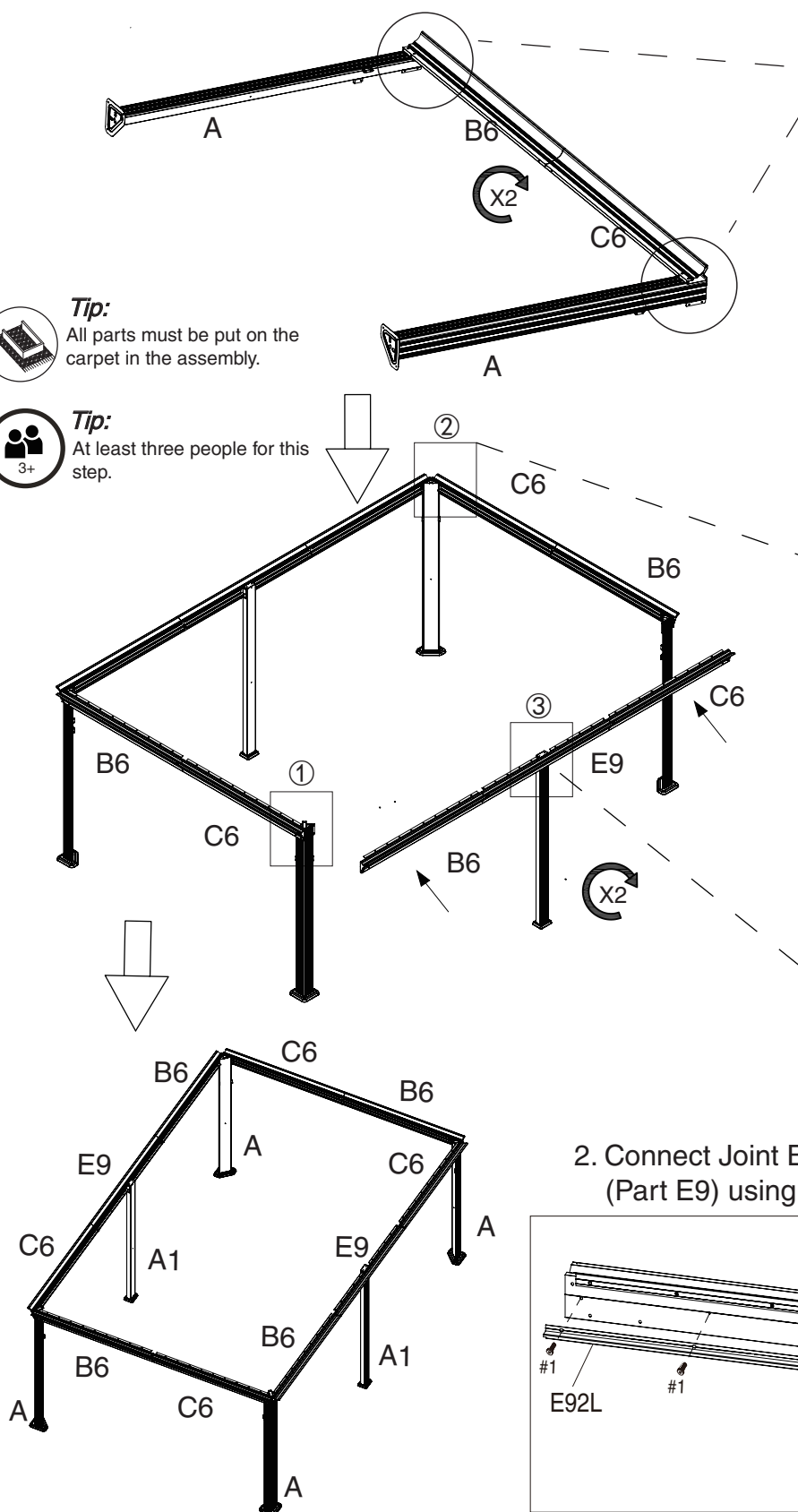
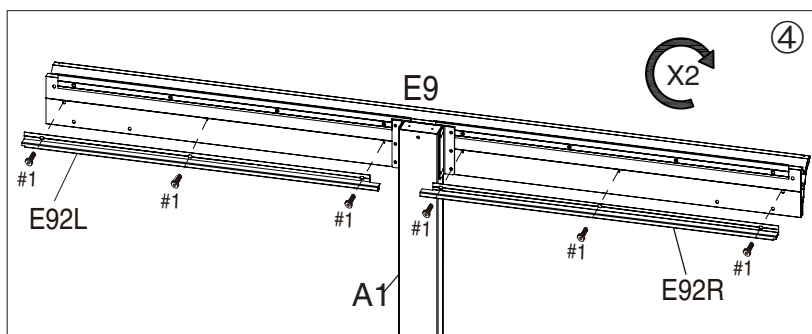


Tip:

At least three people for this step.



2. Connect Joint Bars (Part E92L, E92R) to Beam (Part E9) using screws #1 as shown in diagram.



Parts Required:



J1 (x4)



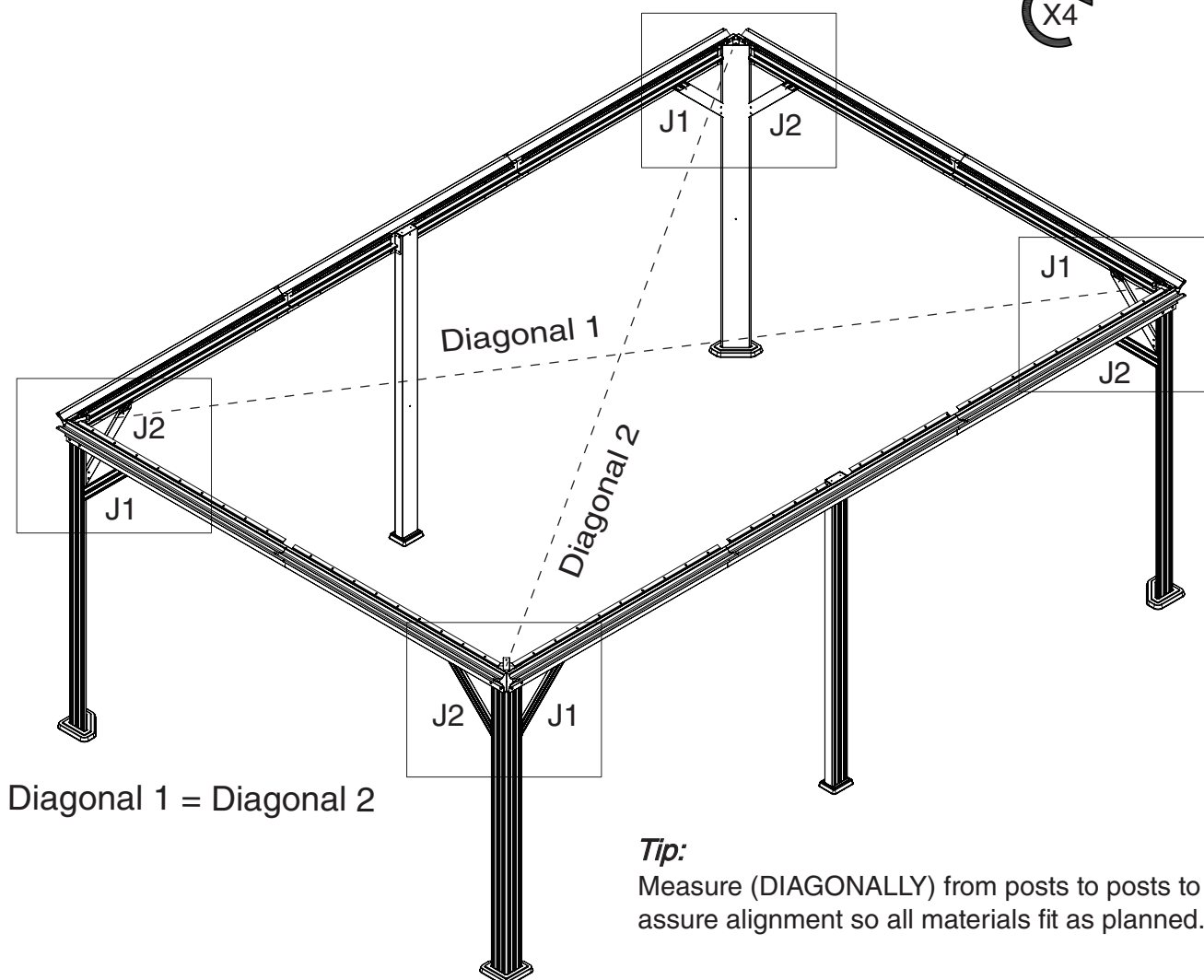
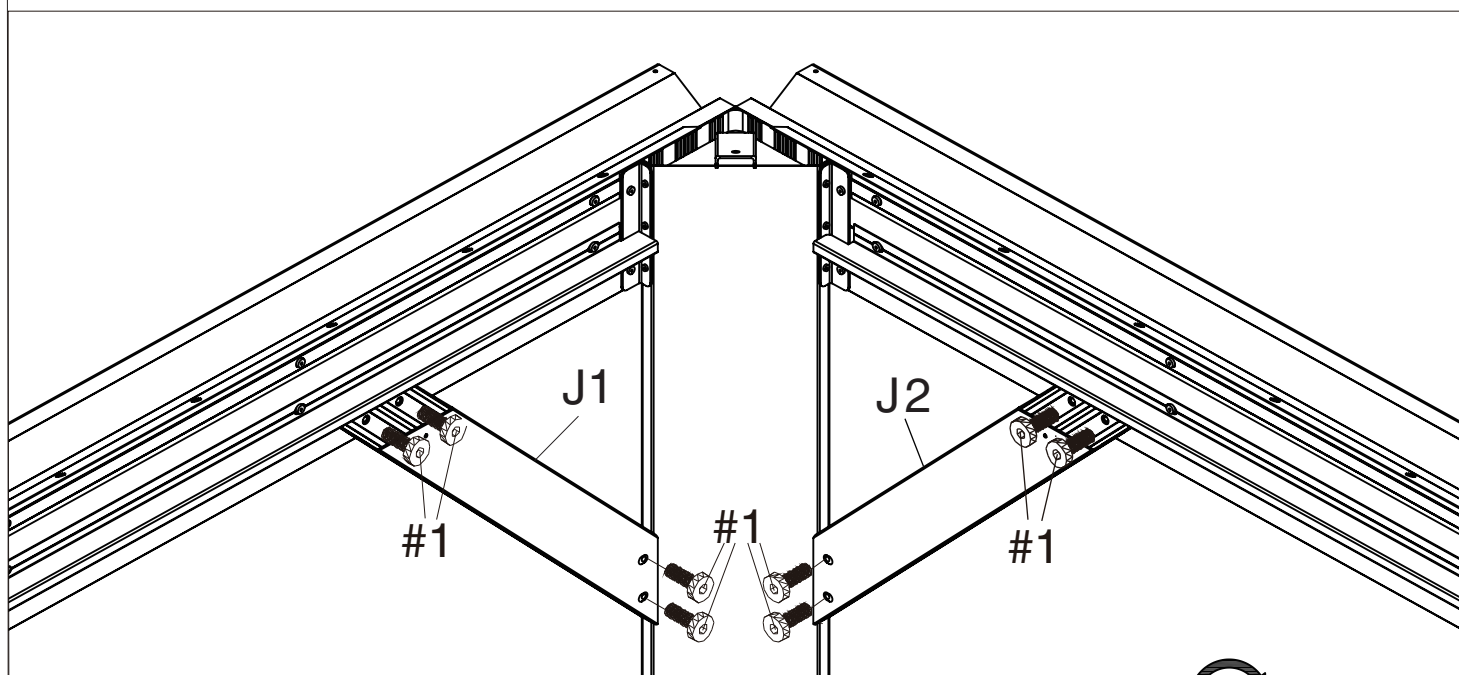
J2 (x4)



#1 (x32)

STEP 5: Connect Solidifying Bars with Beams and Poles

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



Tip:

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

Parts Required:



G (x4)



H (x6)

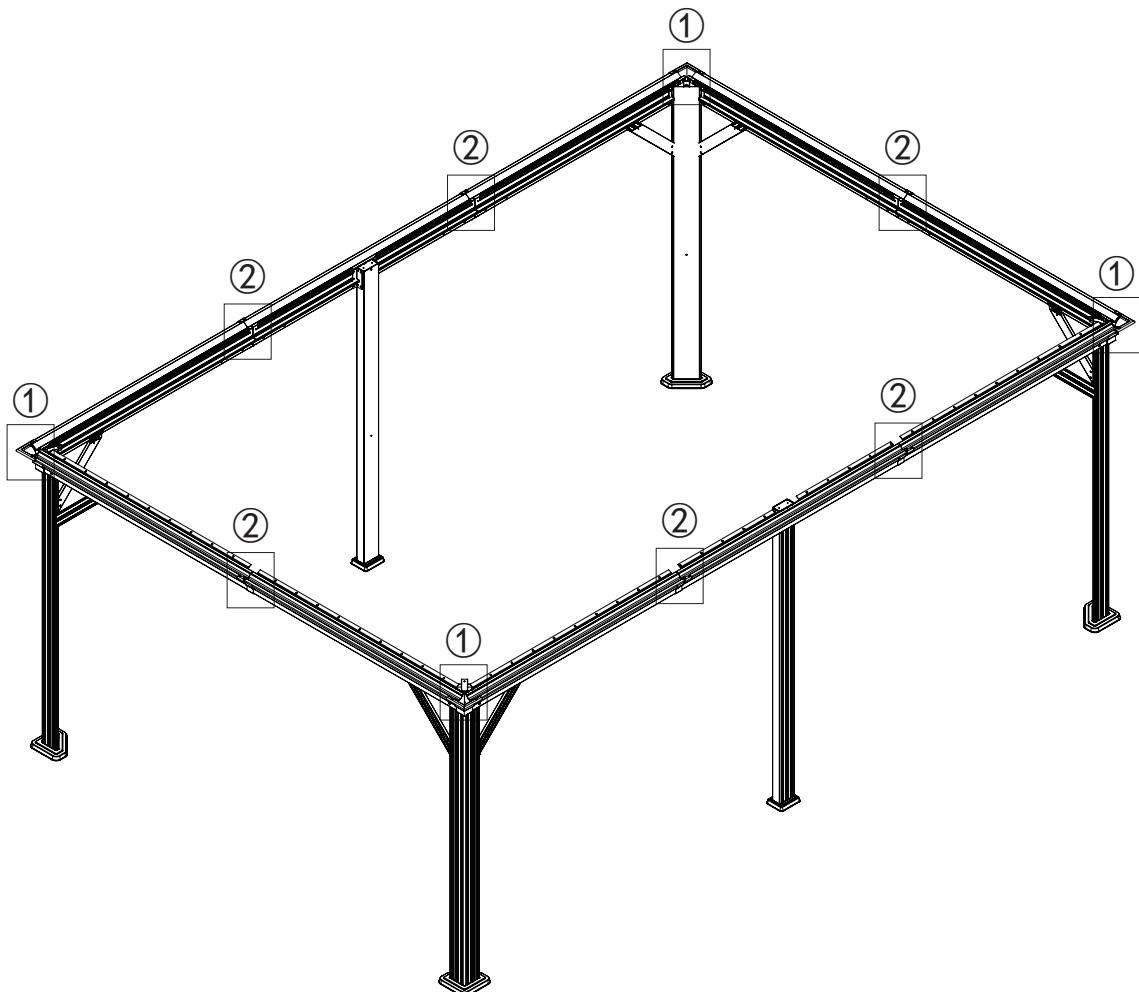
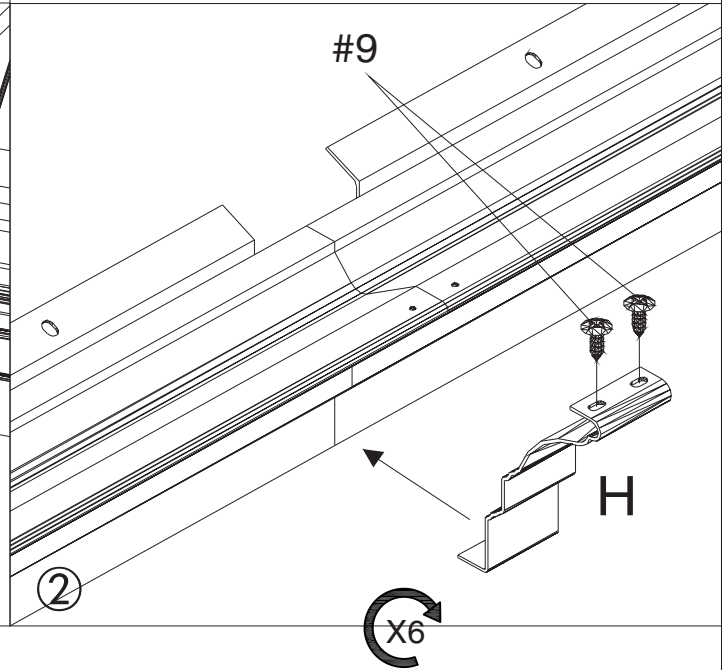
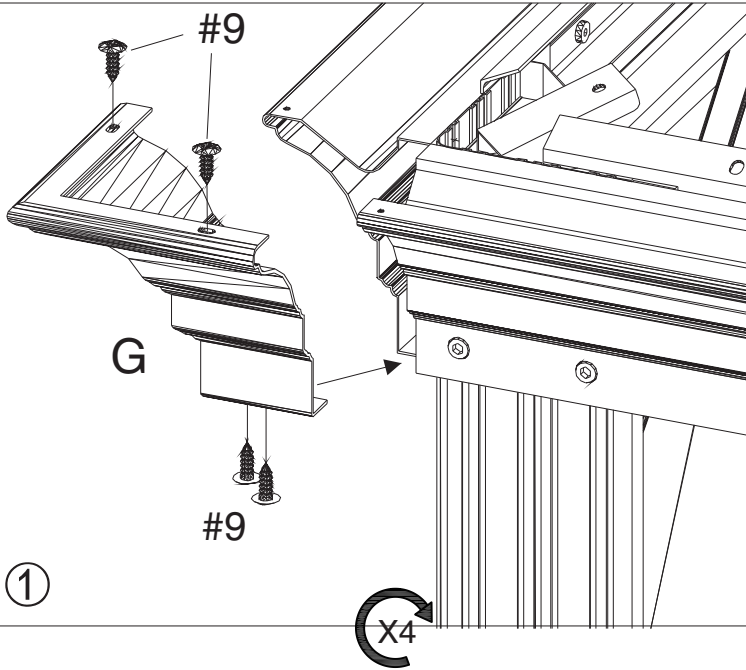


#9 (x28)

STEP 6: Cover the connections

1. Finish connecting beams using Corner Covers (Part G) and #9 screws as shown in diagram.

2. Affix middle beams using Joint Covers (Part H) with #9 screws as shown in diagram.

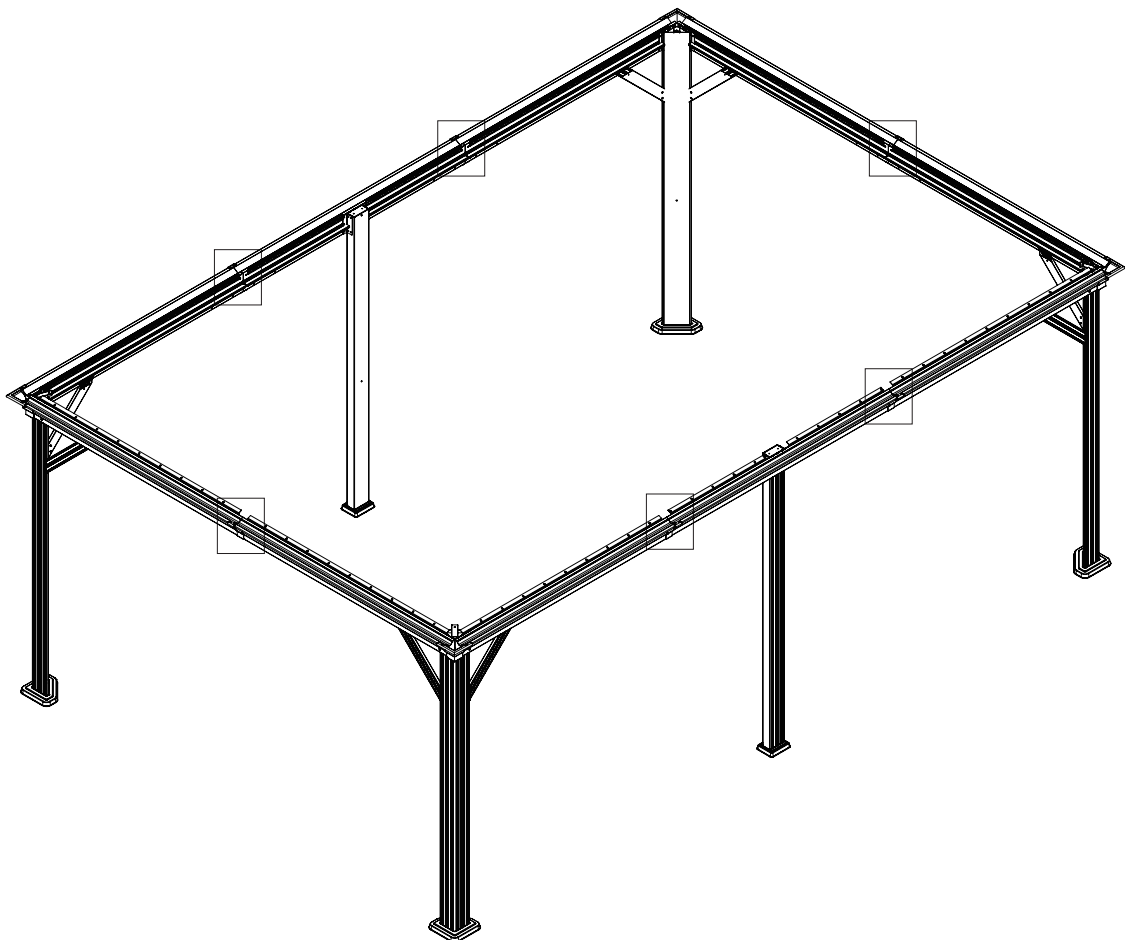
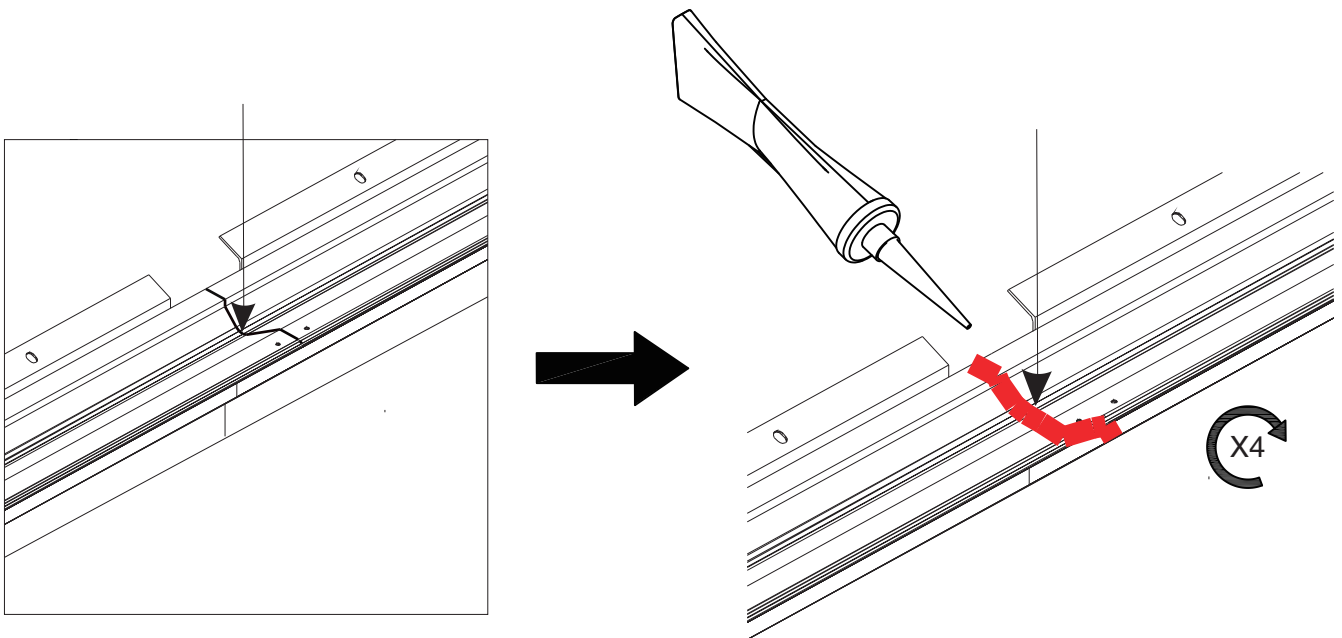


Parts Required:



STEP 7: Seal 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.

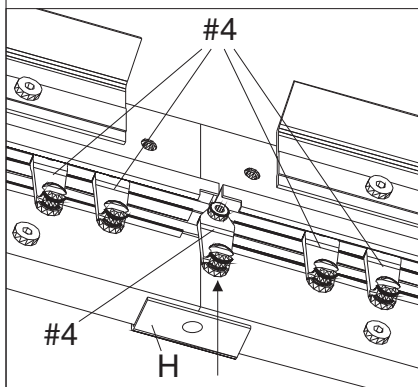
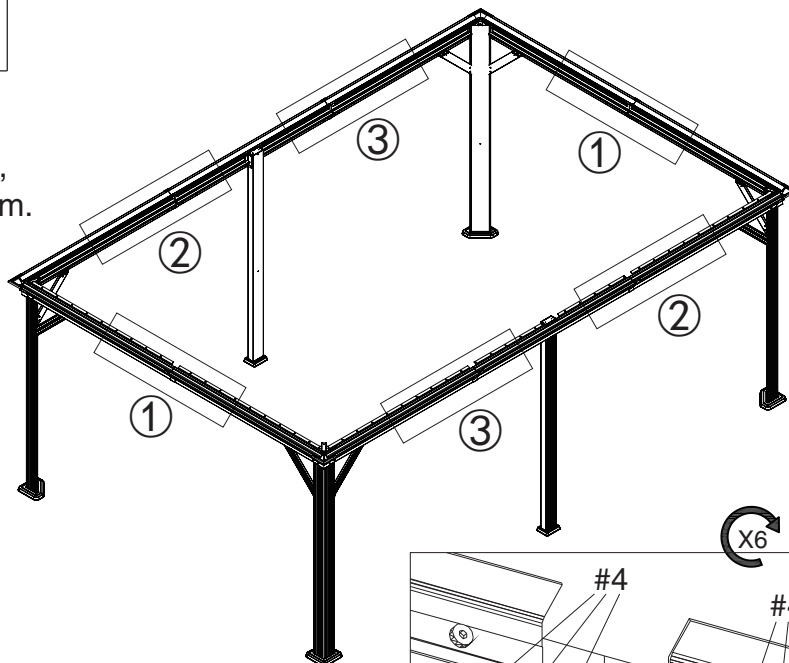
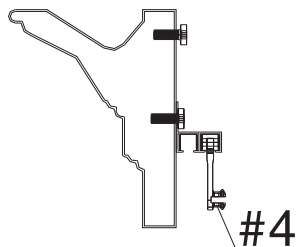


Parts Required:

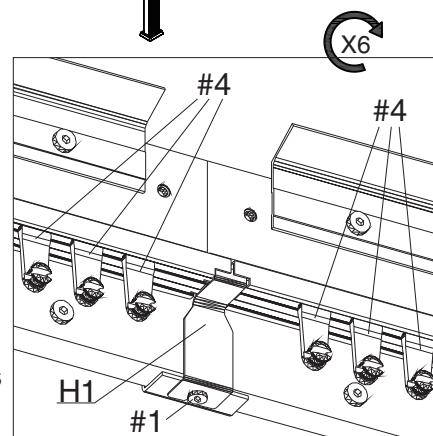


STEP 8: Install Hooks

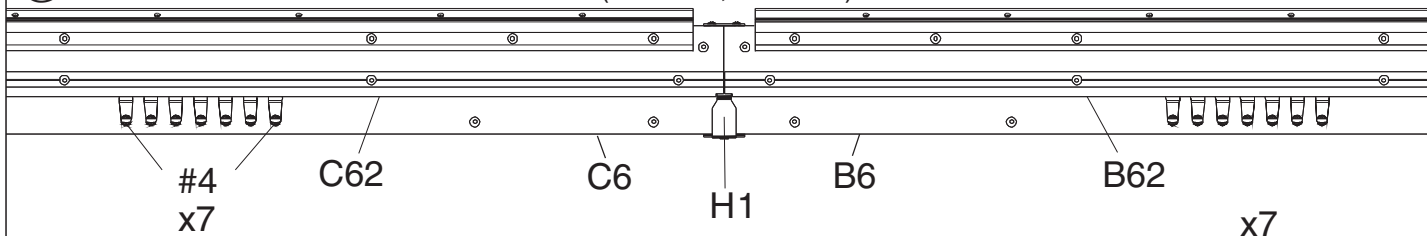
After finishing Hooks (Part #4) into tracks, then put Joint Cover (Part H1) to lock them.



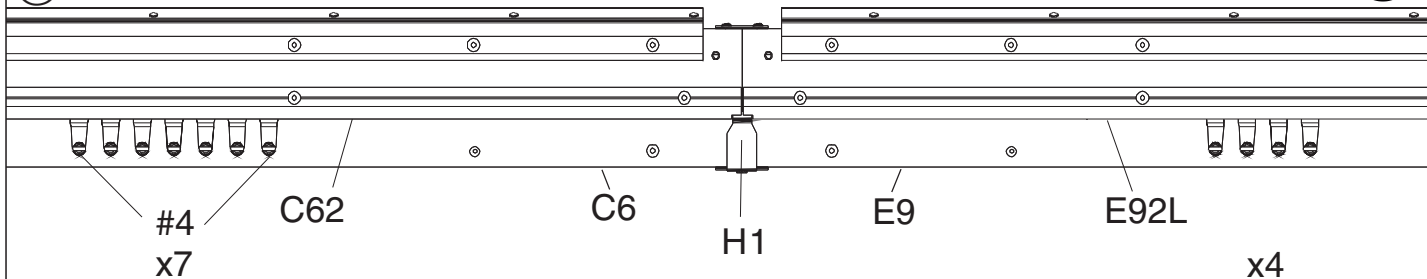
Note the amount of hooks for each slot as noted below:



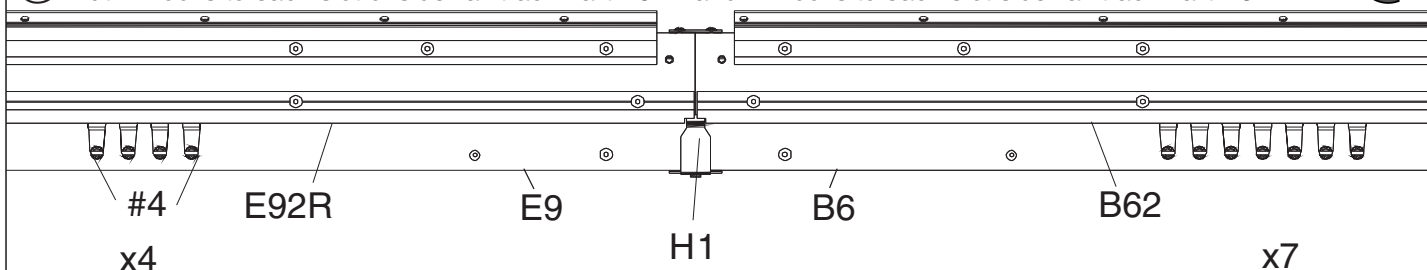
① Put 7 hooks to each slot of sidewall track (Part C62, Part B62) for 12 ft side.



② Put 7 hooks to each slot of sidewall track Part C62 and 4 hooks to each slot sidewall track Part E92L.



③ Put 4 hooks to each slot of sidewall track Part E92R and 7 hooks to each slot sidewall track Part B62.



Parts Required:



M1 (x4)



#12 (x12)



M2 (x4)



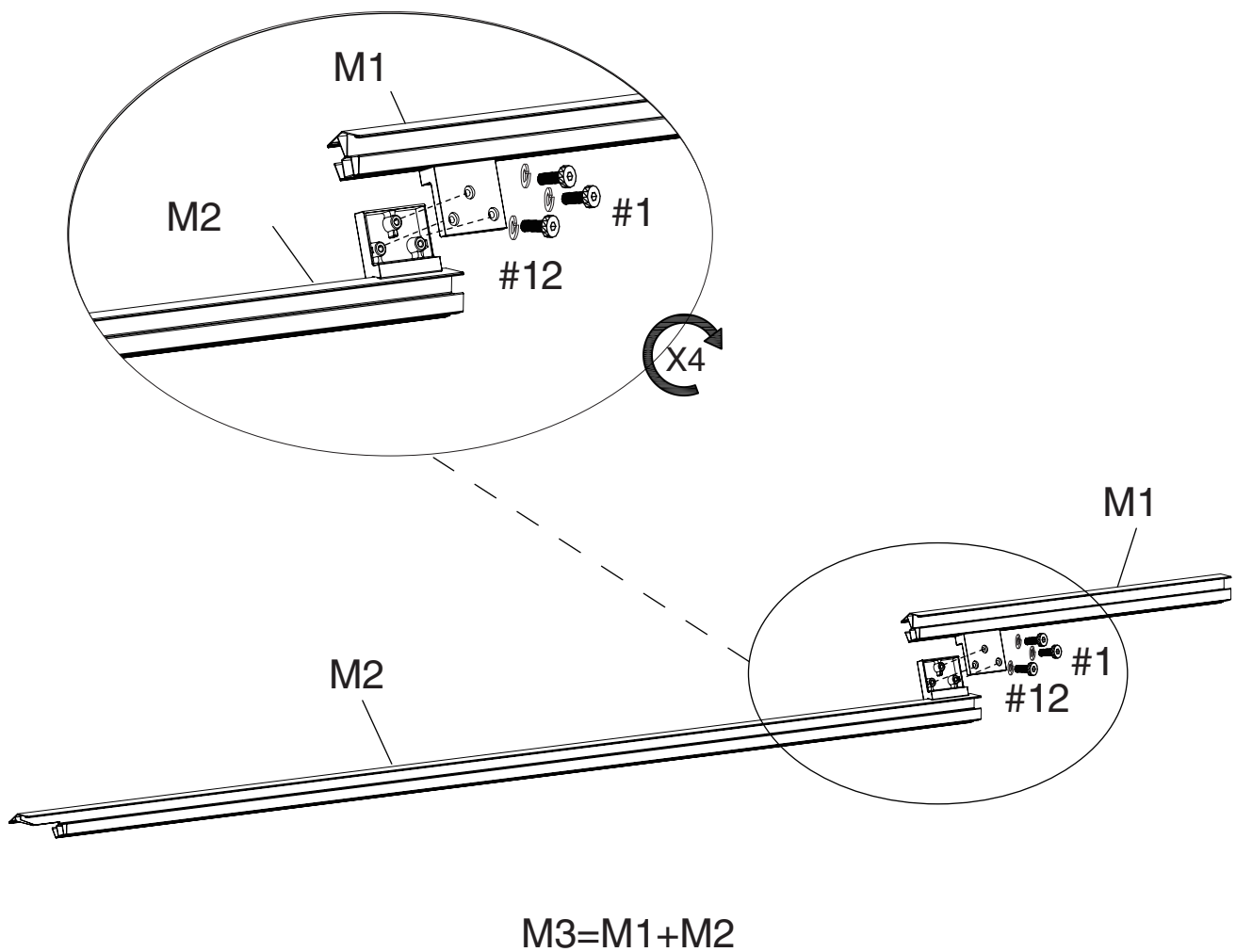
#1 (x12)

STEP 9: Connect Corner Roof Bar "M3"

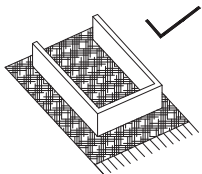
Connect the Short Corner Roof Bar (Part M1) with the Long Corner Roof Bar (Part M2) using screws #1 and washer #12.

Tip:

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



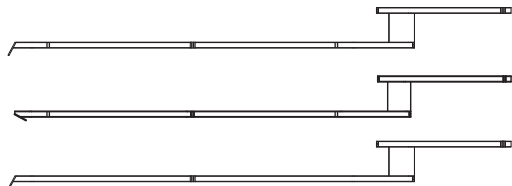
Tip:



Parts Required:



K8 (x1)



N1 (x2)

N2 (x2)

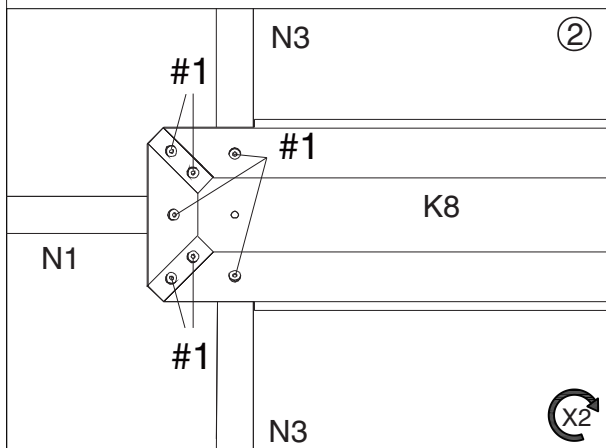
N3 (x4)



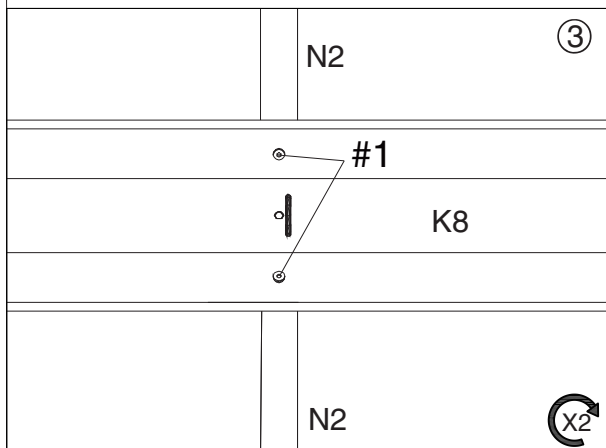
#1 (x24)

Step 10: Set up Roof Bar

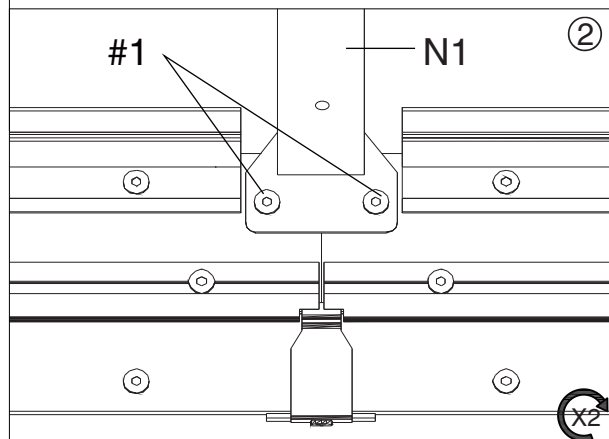
1. Connect Roof Bar (Part N1, N3) to Inside Roof Connector (Part K8) using #1 screws as shown in diagram.



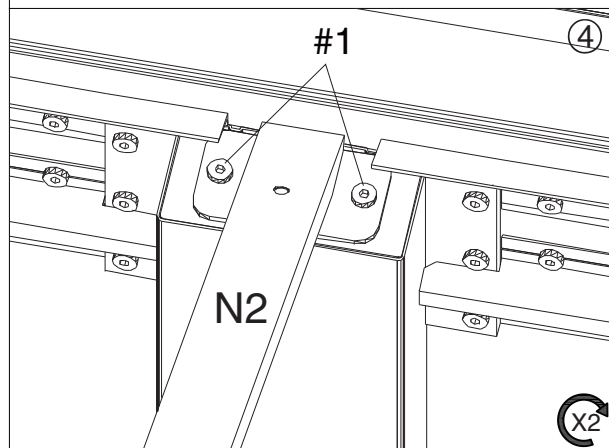
3. Connect Roof Bar (Part N2) to Inside Roof Connector (Part K8) using #1 screws as shown in diagram.



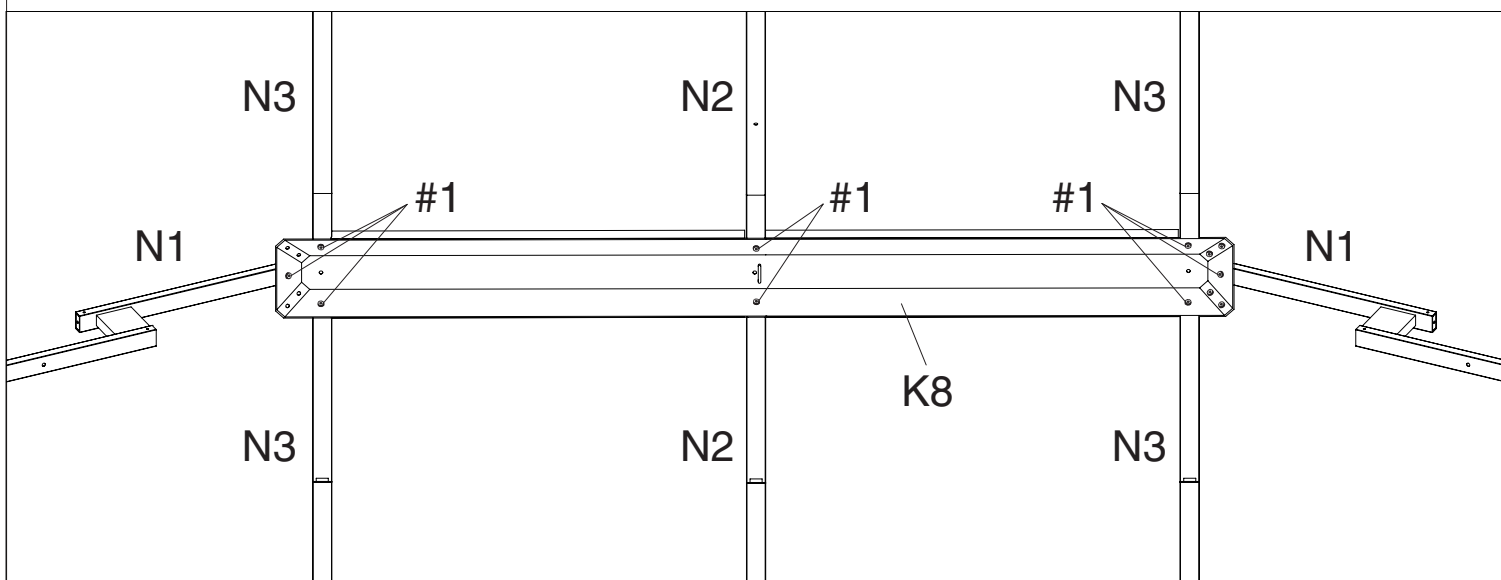
2. Attach Roof Bar (Part N1) to Beams using #1 screws as shown in diagram.



4. Attach Roof Bar (Part N2) to Pole (Part A1) using #1 screws as shown in diagram.



Upward View

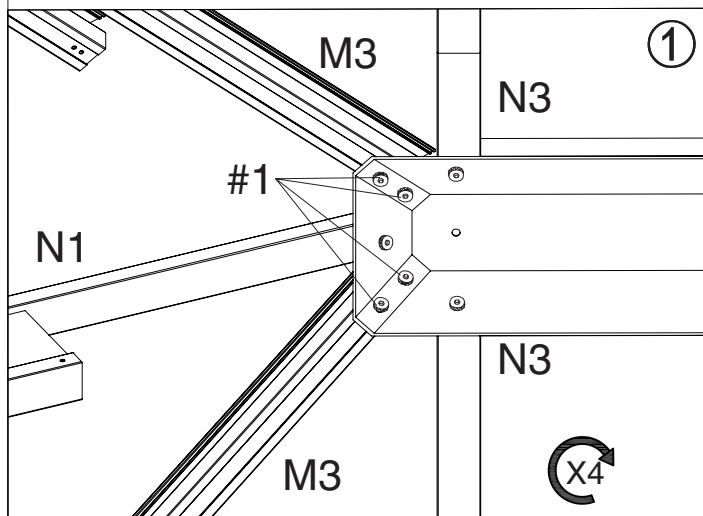


Parts Required:

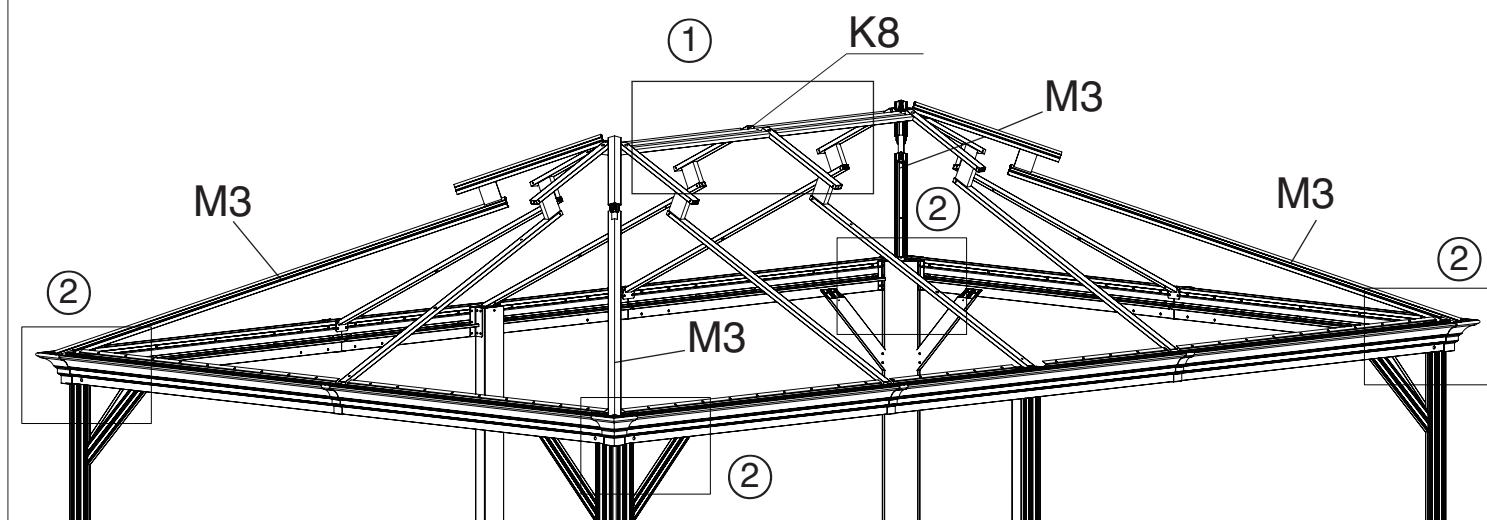
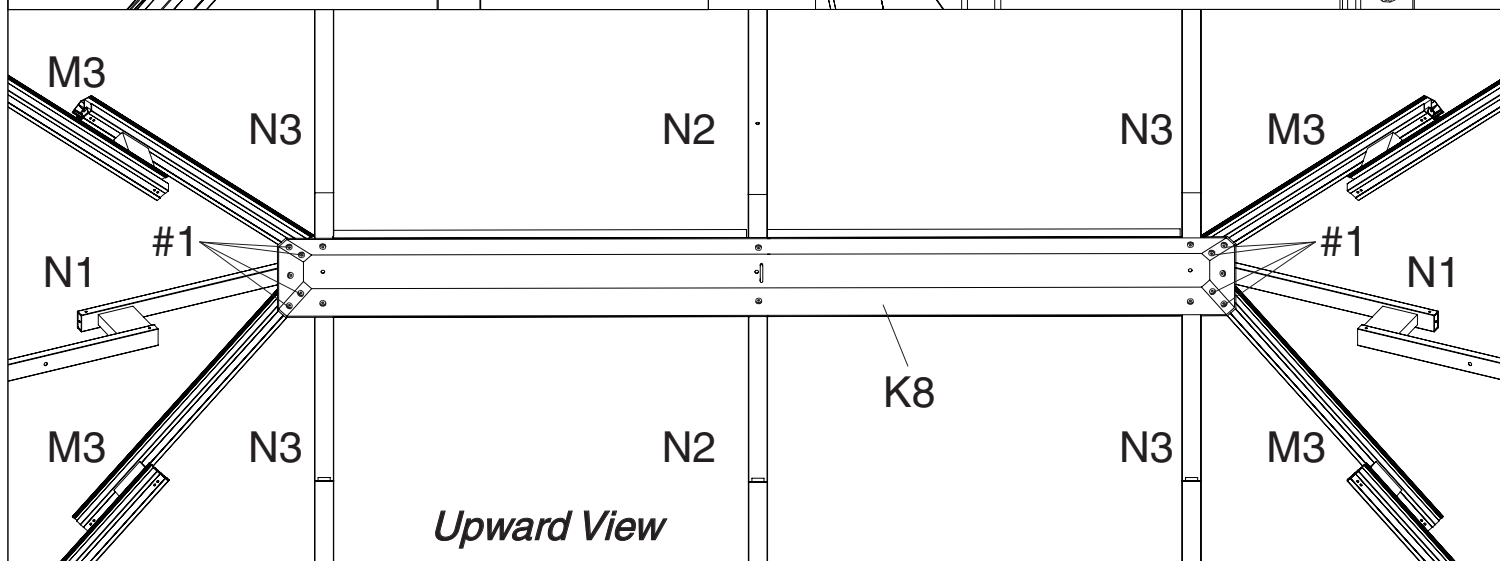
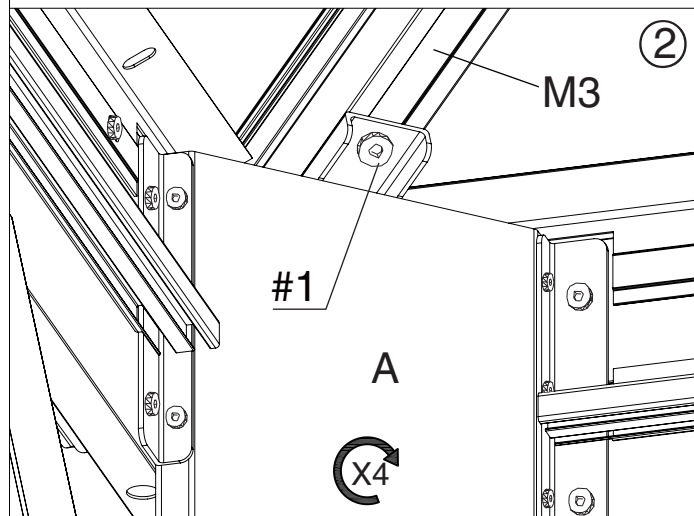


Step 11: Set up Corner Roof Bar

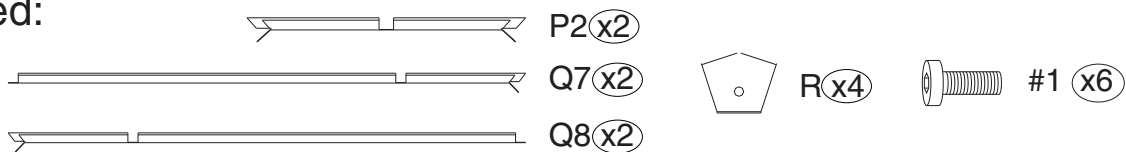
1. Connect the inside Roof Connector (Part K8) with the Corner Roof Bar (Part M3) using #1 screws.



2. Attach Corner Roof Bar (Part M3) to Poles (Part A) using #1 screws as shown in diagram.

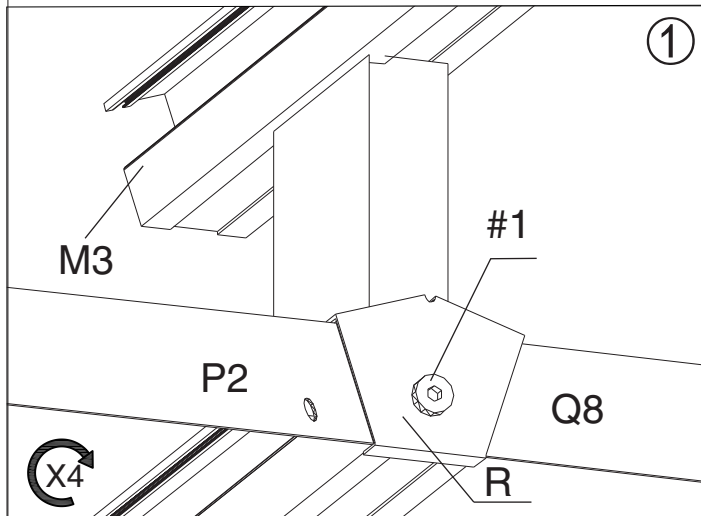


Parts Required:

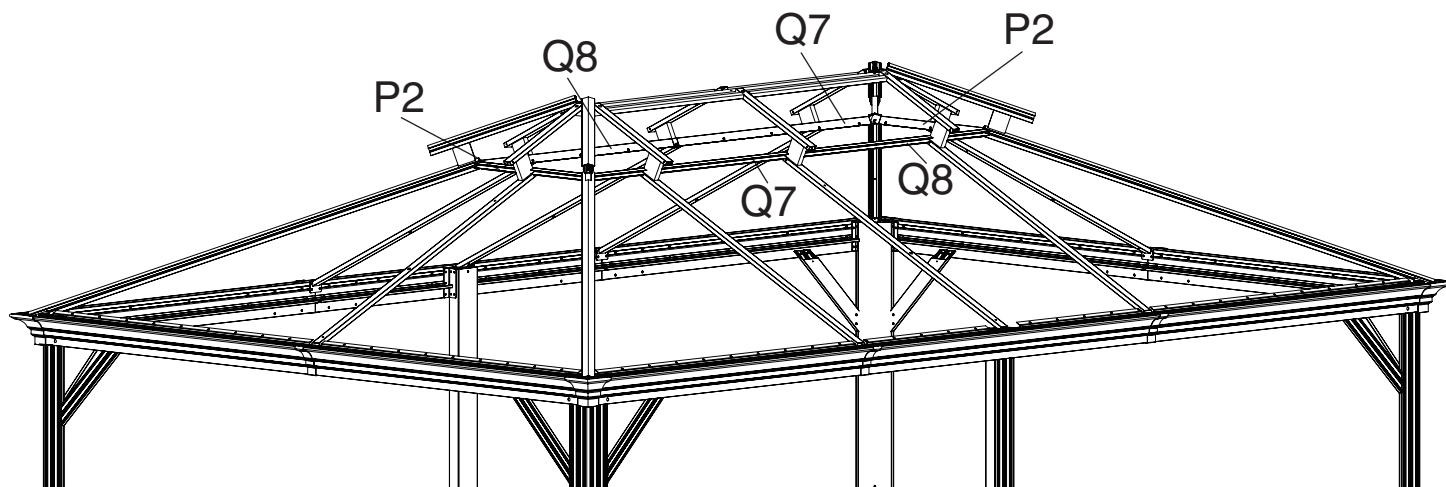
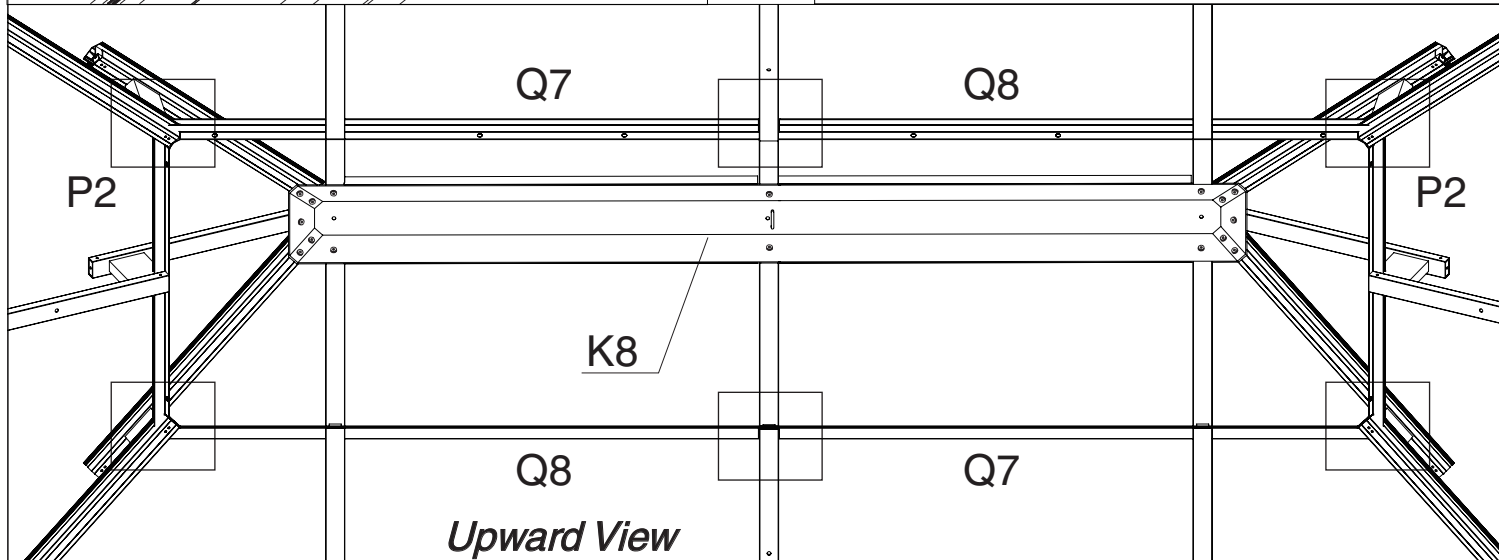
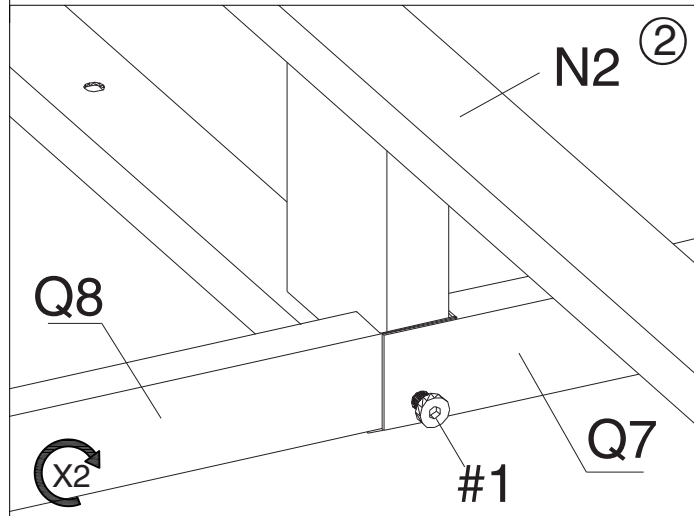


Step 12: Set up Finishing Bar

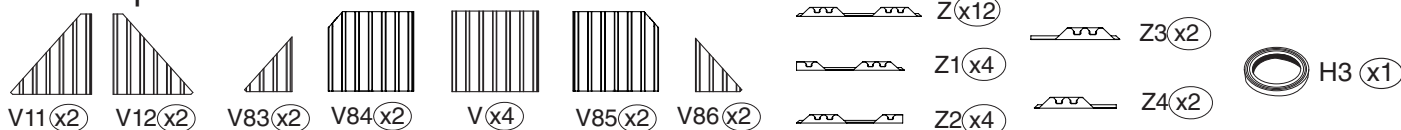
1. Attach finishing bar (Part P2, Q7, Q8) with finishing end (Part R) using screws #1 to corner roof bar (Part M3) as shown in diagram.



2. Affix finishing bar (Part Q7, Q8) to roof bars (Part N2, N3) using screws #1 as shown in diagram.

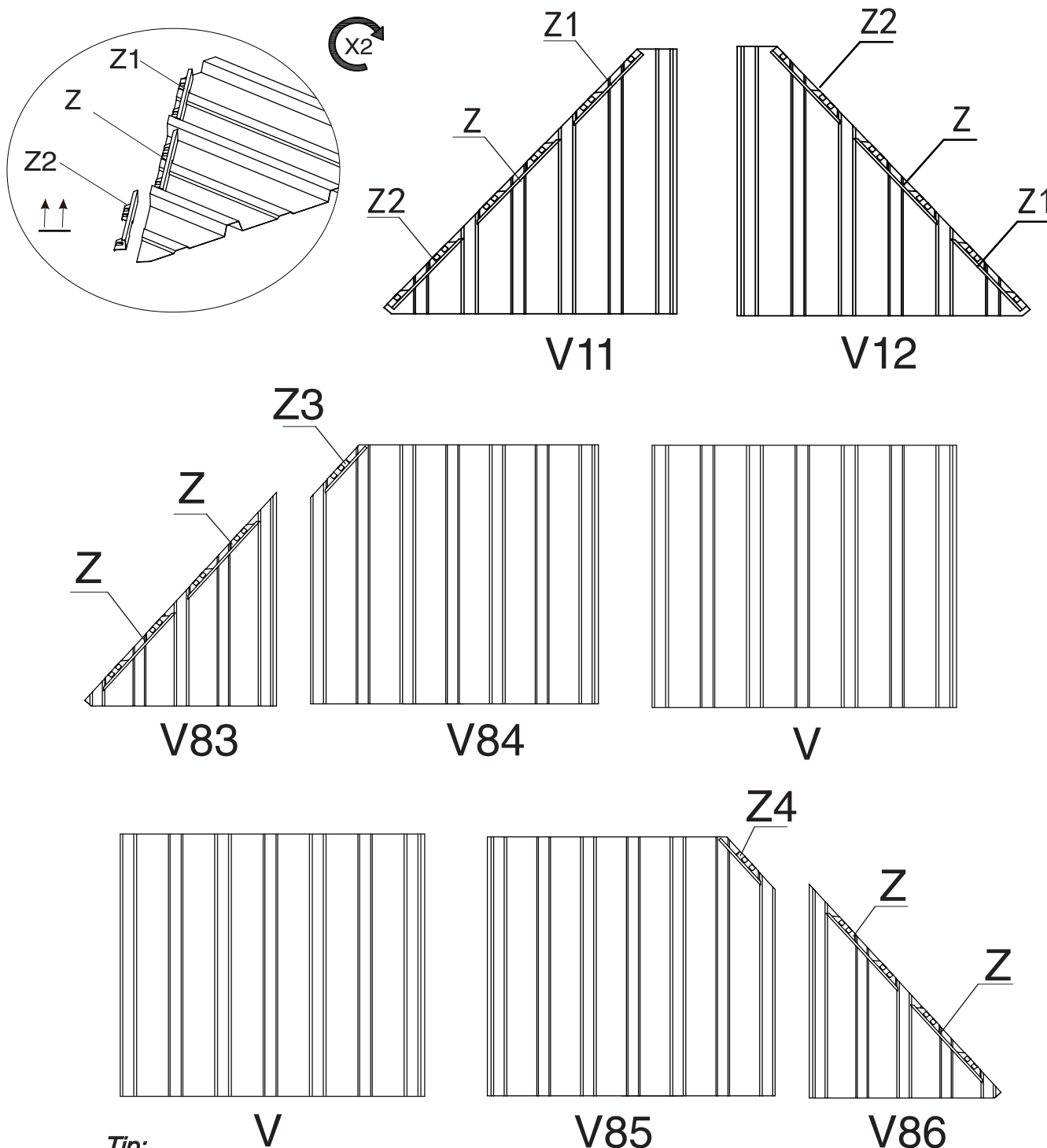


Parts Required:



Step 13: Snap Brackets

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

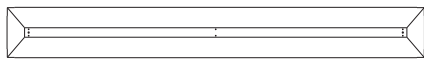


Tip:

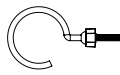
1. Wearing protective gloves is recommended.
2. To prevent Z-Clips (plastic brackets) from sliding off prior to assembly, apply double-sided adhesive tape (Part H3) to the underside (bottom) edge of the roof panels where the brackets (Part Z, Z1, Z2 ,Z3 ,Z4) are supposed to attach.
3. You can use super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



Parts Required:



K18 (x1)



#15 (x2)



#16 (x2)



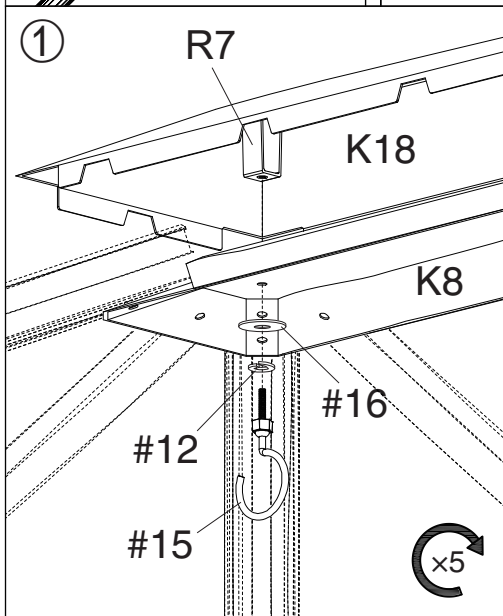
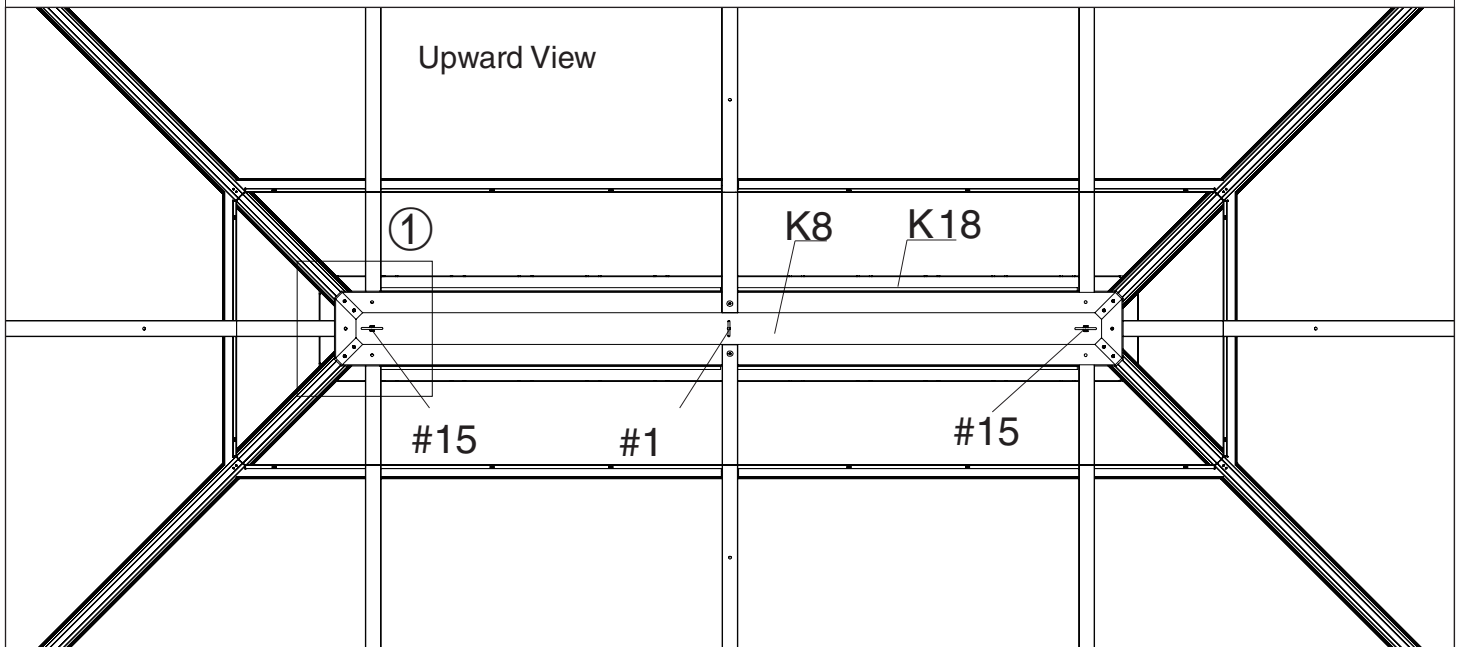
#12 (x2)



#1 (x1)

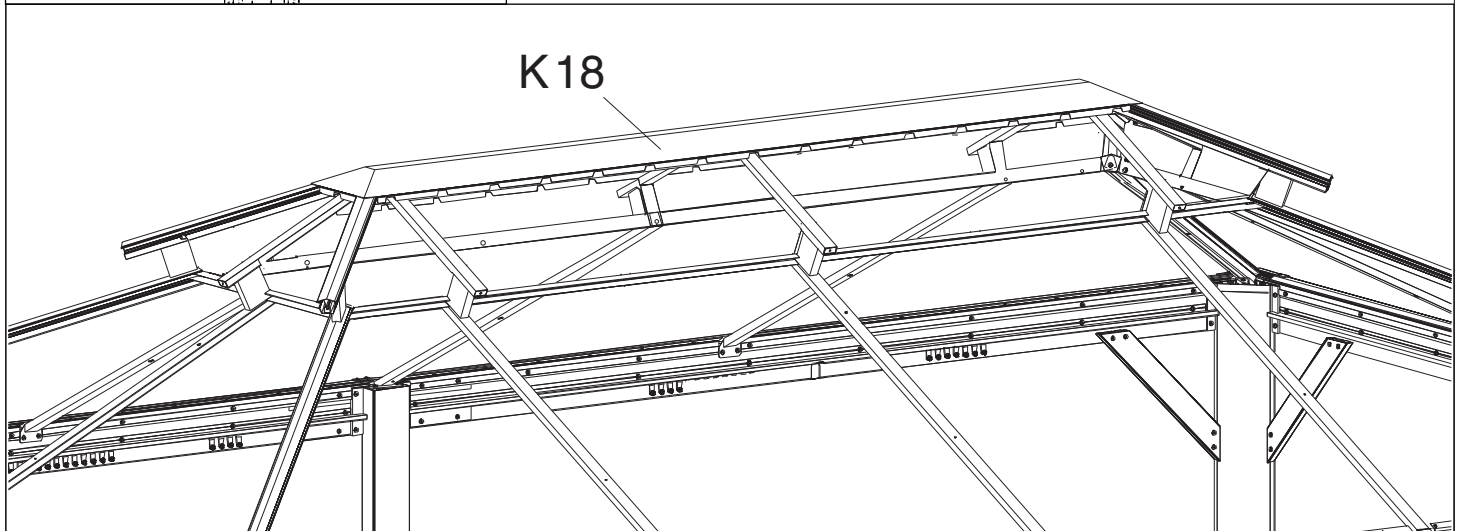
Step 14: Connect Outside Roof Connector

Connect the Outside Roof Connector (Part K18) to the Inside Roof Connector (Part K8) using Hook #15, as shown in the diagram.

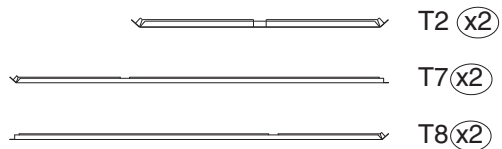


Install the washers (#12 and #16) onto the hooks (#15) and loosely insert them into the R7 hole. Do not fully tighten them until all the small roof panels (Parts V, V11, V12, etc.) are assembled. Once all the panels are in place, tighten the screws securely.

(When assembling the hooks, use five hooks to connect the two parts of the roof cover, but do not tighten them yet. Wait until the small roof panels at the top are fully assembled, then tighten the hooks. Otherwise, the small roof panels may scrape against the roof cover during installation.)

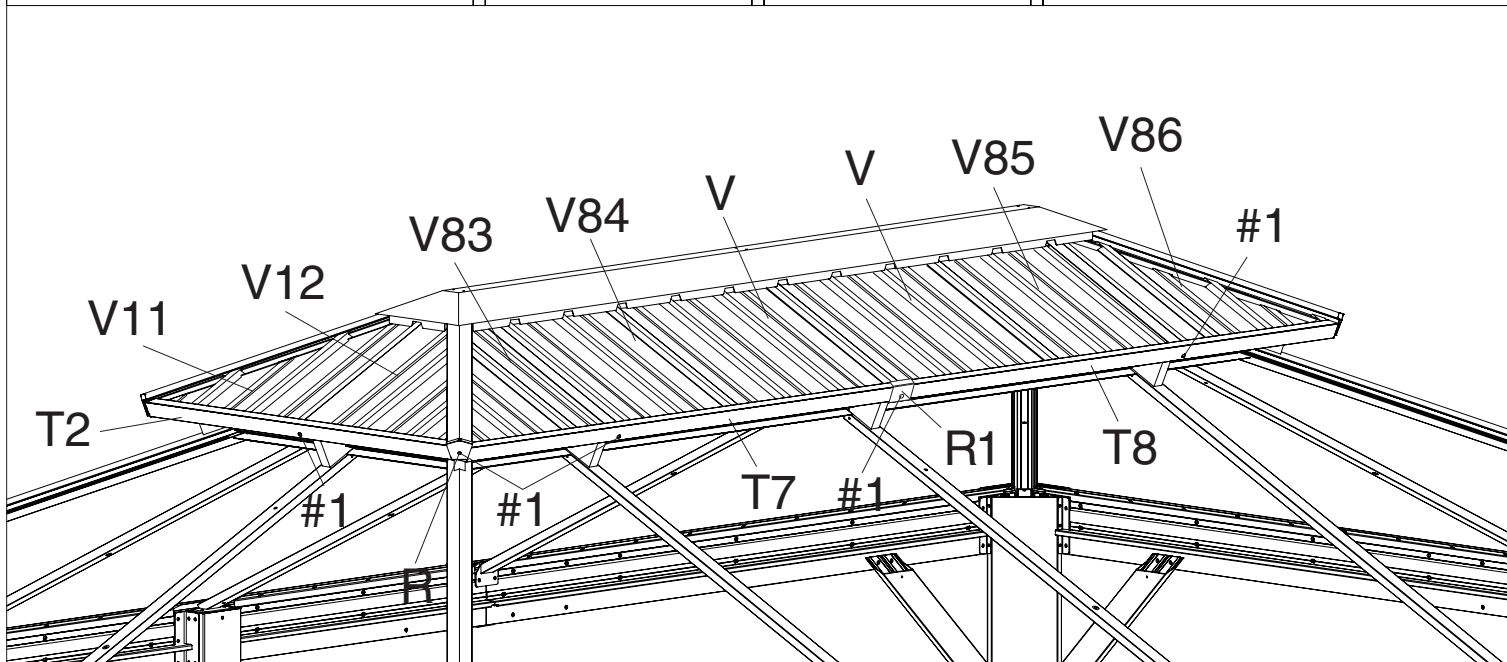
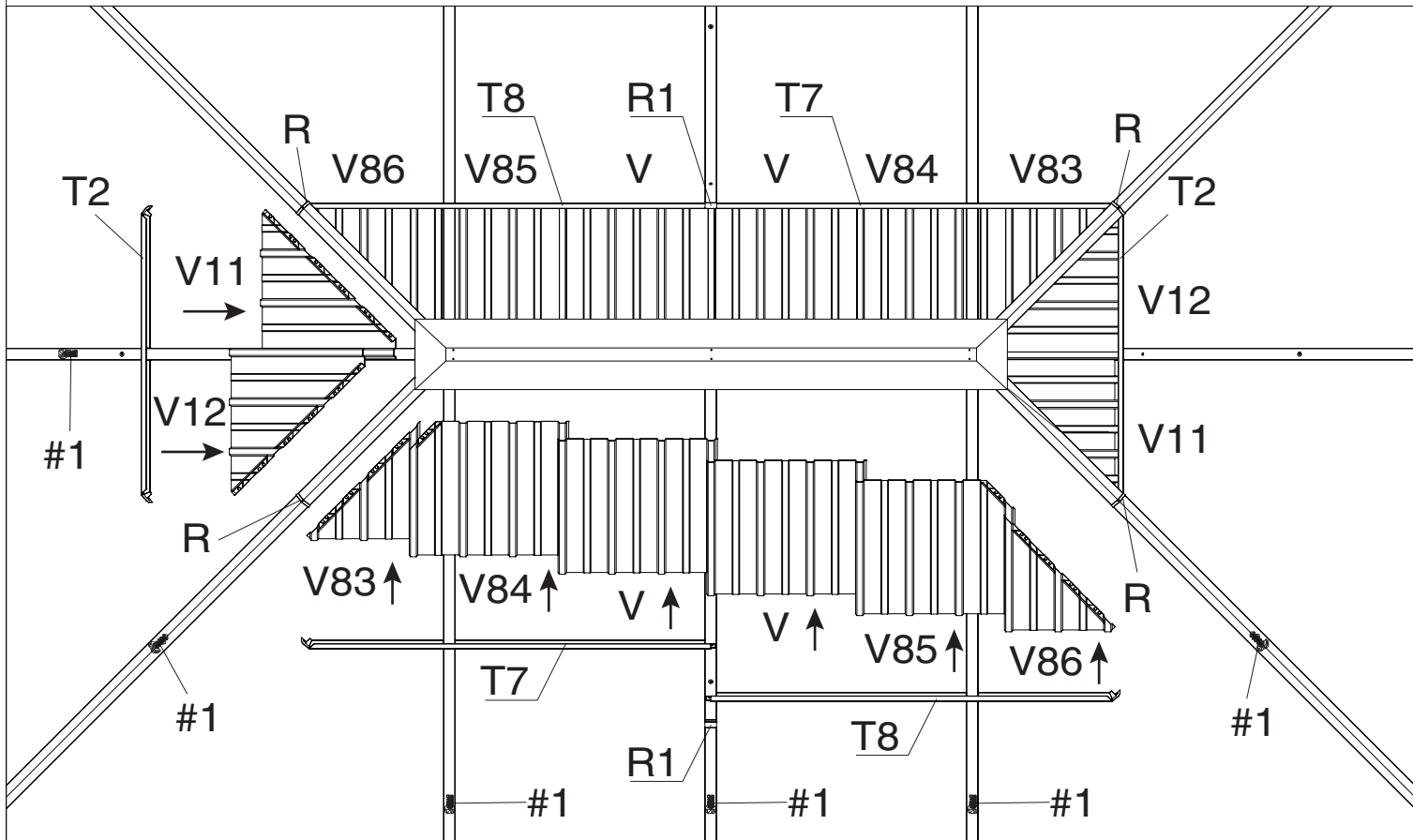


Parts Required:

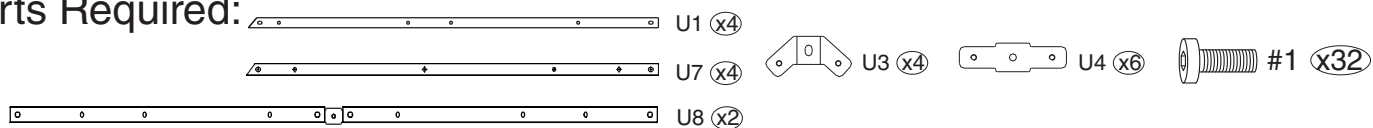


STEP 15: Assemble Roof Panels

1. Insert Roof Panels (Part v11, v12, v83, v84, v, v85, v86) to upper roof as shown in diagram.
2. Attach Finishing Bars (Part T2, T7, T8) to upper roof with Finish End (Part R) using #1 screws as shown in diagram.

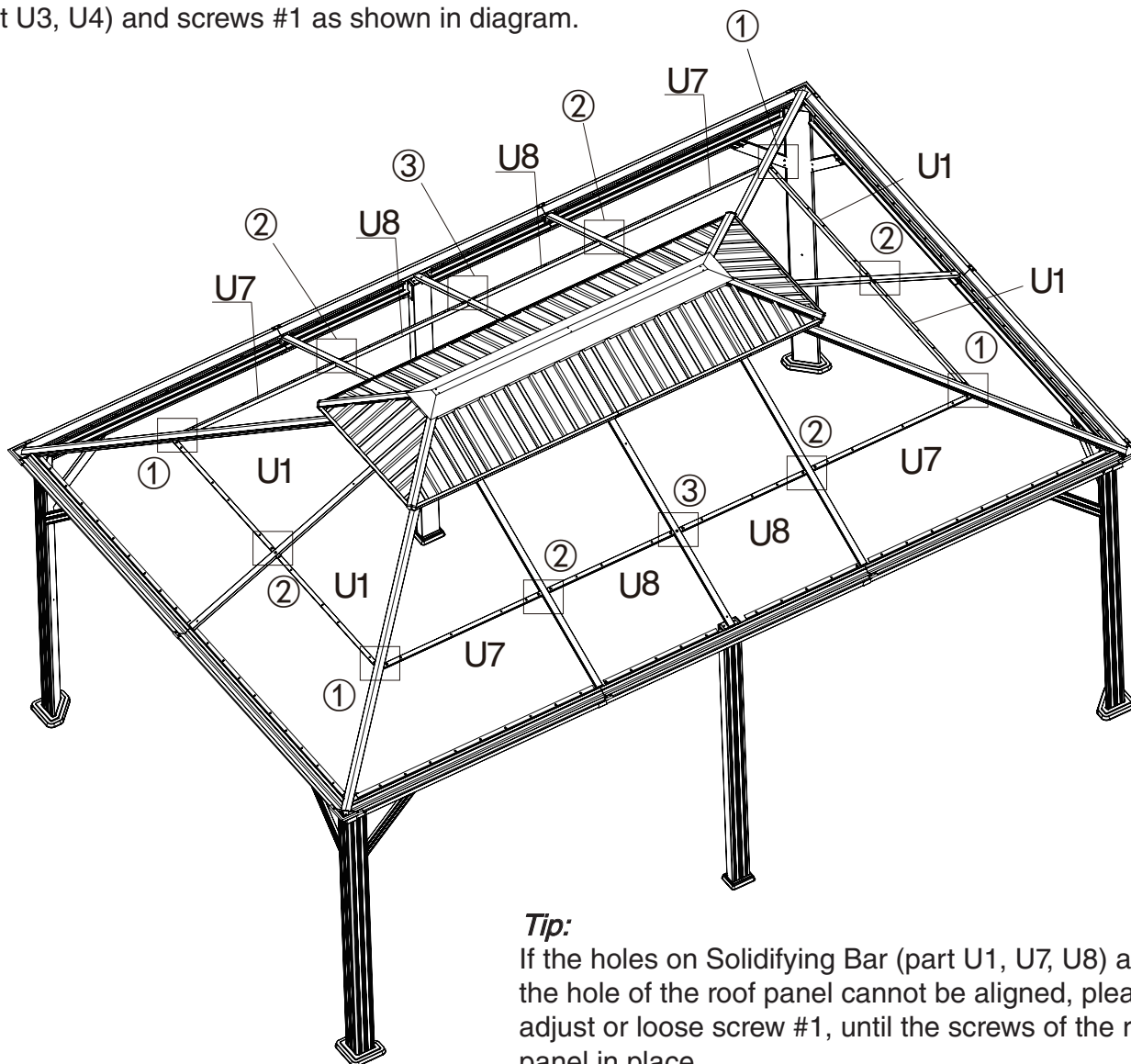


Parts Required:



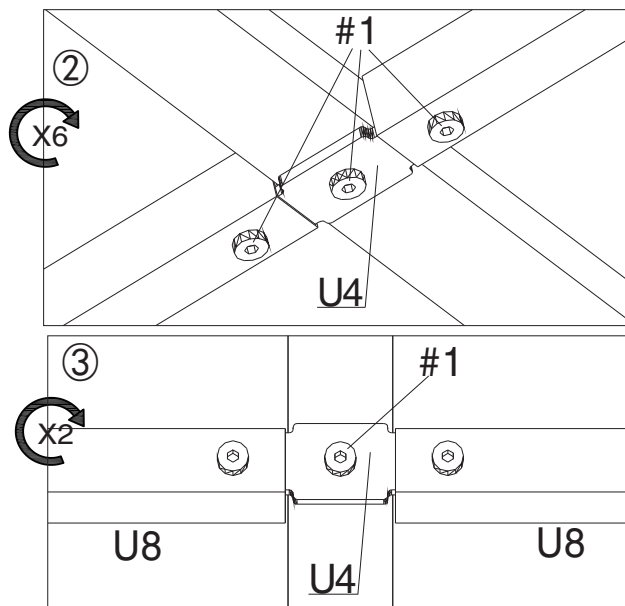
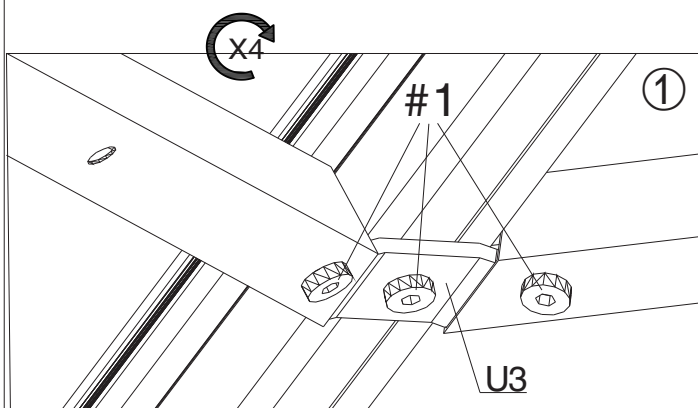
Step 16: Connect Solidifying Bars

1. Attach solidifying bars (Part U1, U7, U8) to roof bar or corner roof bar using iron angle (Part U3, U4) and screws #1 as shown in diagram.

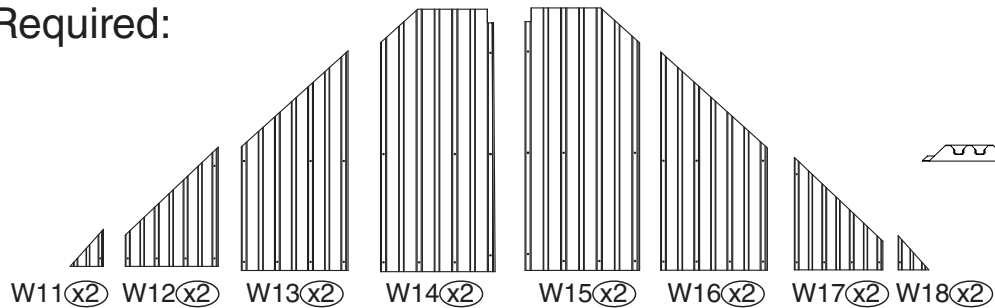


Tip:

If the holes on Solidifying Bar (part U1, U7, U8) 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.

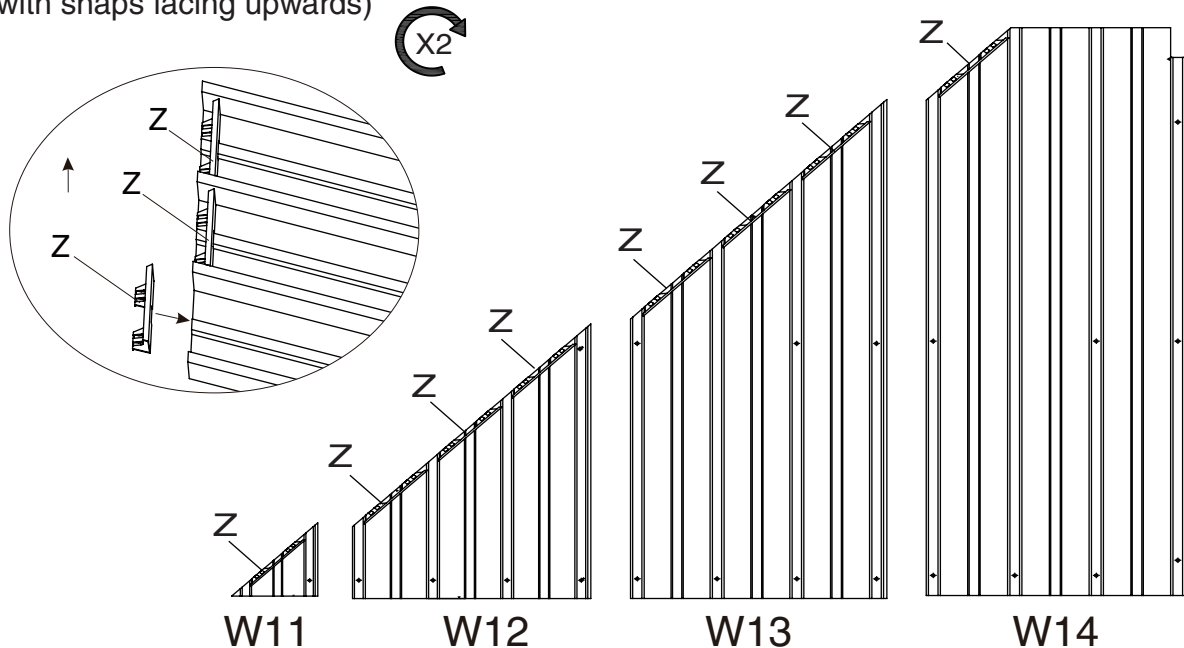


Parts Required:



Step 17: Snap Brackets

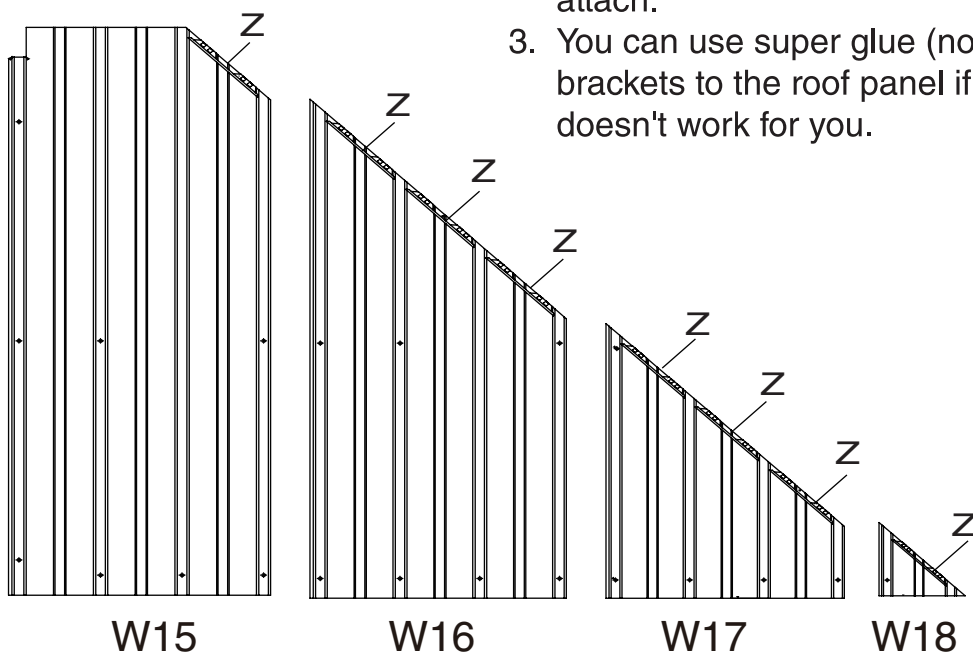
Snap Brackets (Part Z) to roof panel edges as shown in diagram.
(with snaps facing upwards)



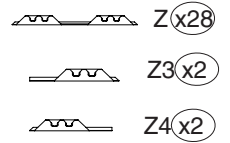
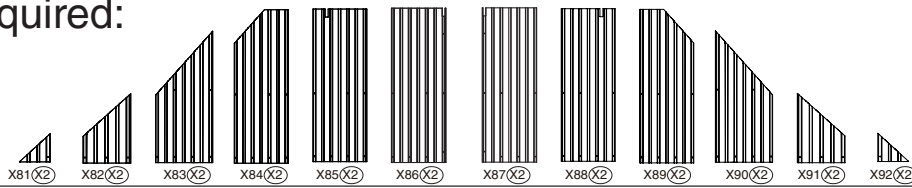
Tip:



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.

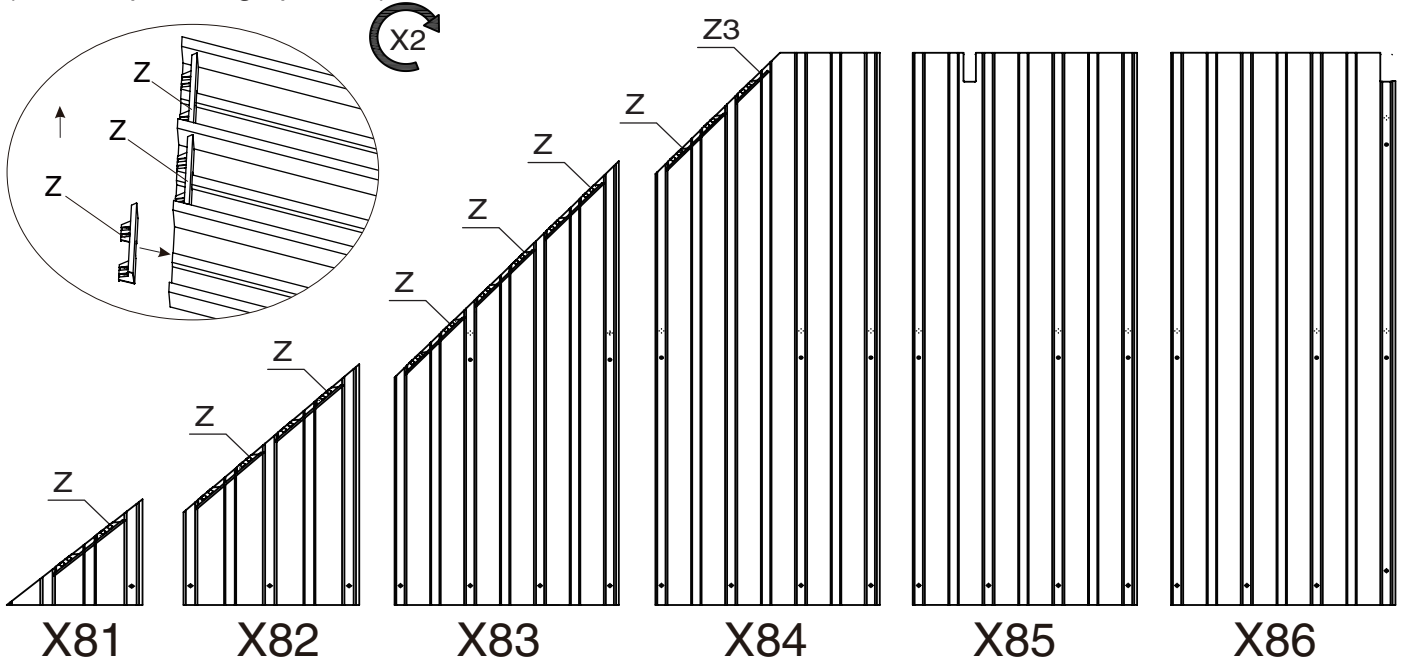


Parts Required:



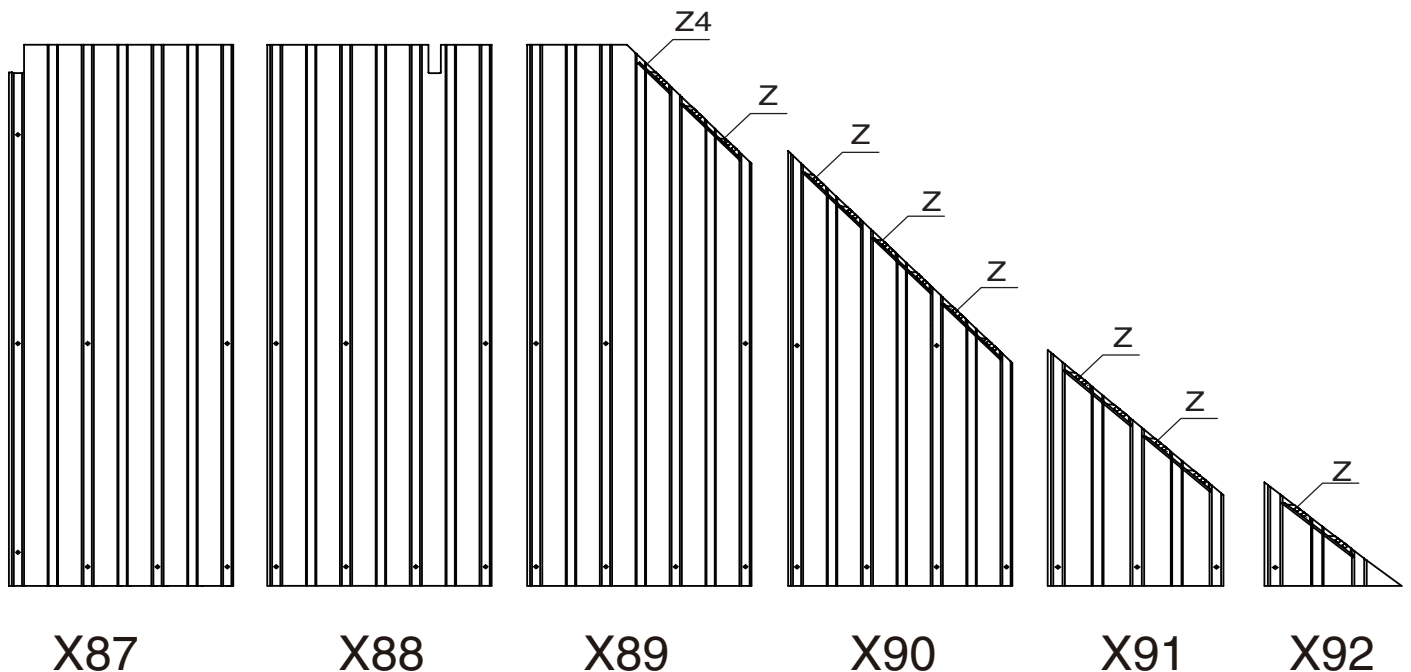
Step 18: Snap Brackets

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



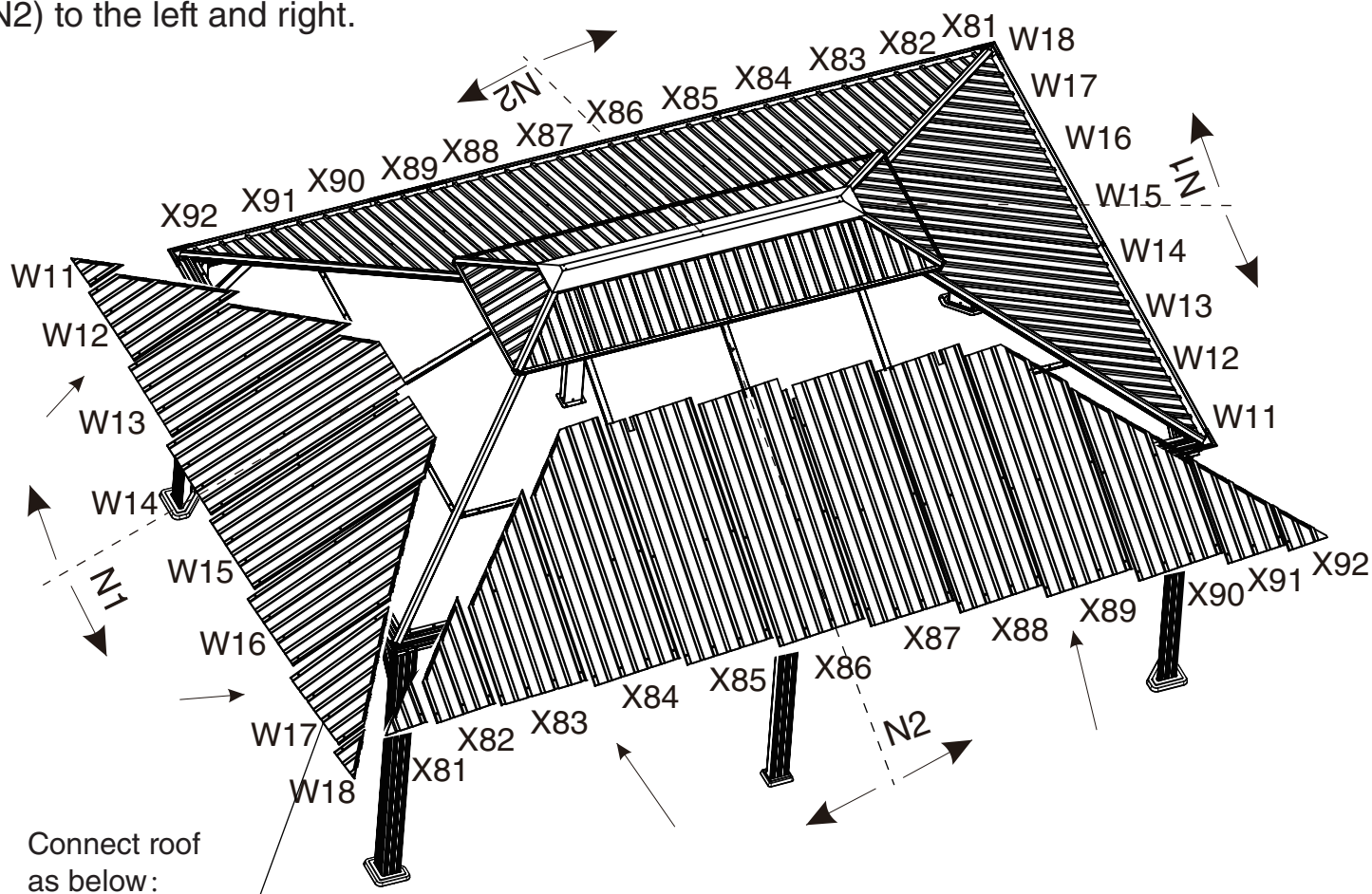
Tip:

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:

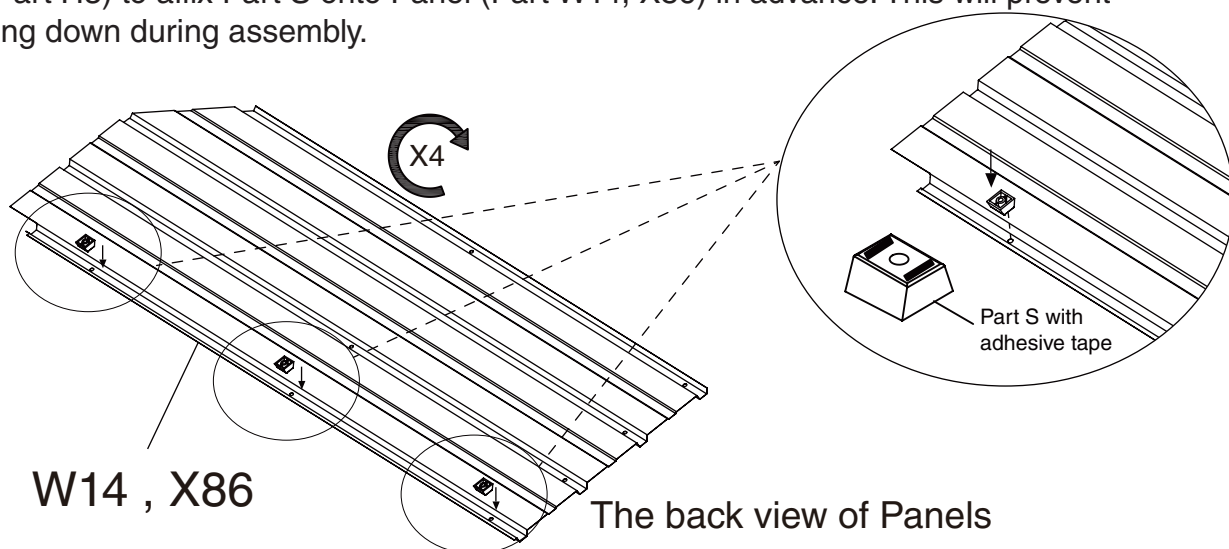
Please place the panels on the frame and assemble them from the centerline (Part N1, N2) to the left and right.



Tip:

Wearing protective gloves is recommended.

Tip: To facilitate the easy fastening of roof panels (Part W14, X86), please use double-sided adhesive tape (Part H3) to affix Part S onto Panel (Part W14, X86) in advance. This will prevent Part S from sliding down during assembly.



Parts Required:

□ S (x148)

#5
L 28mm
(x92)

#6
L 45mm
(x8)

#7
L 50mm
(x44)

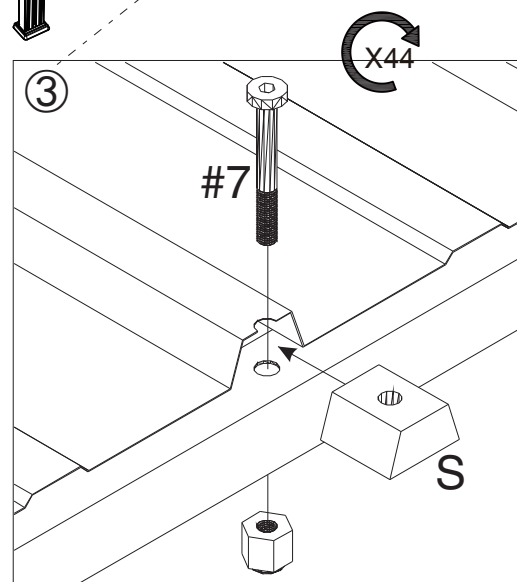
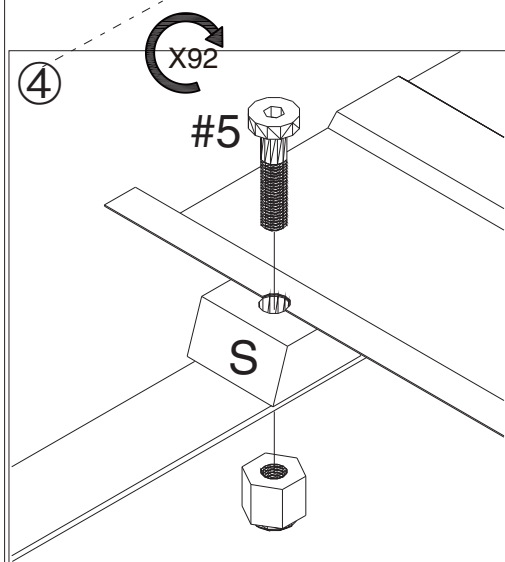
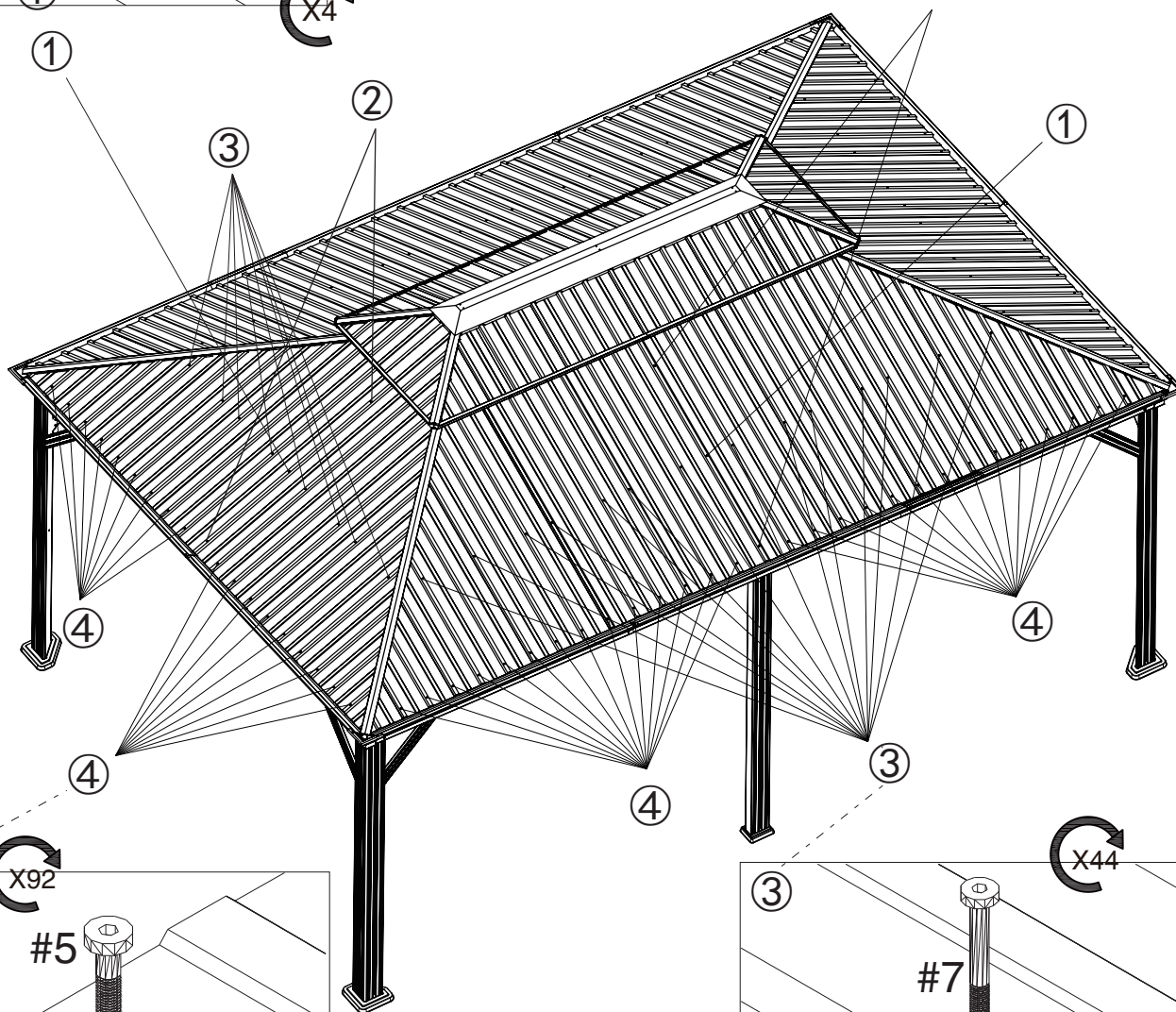
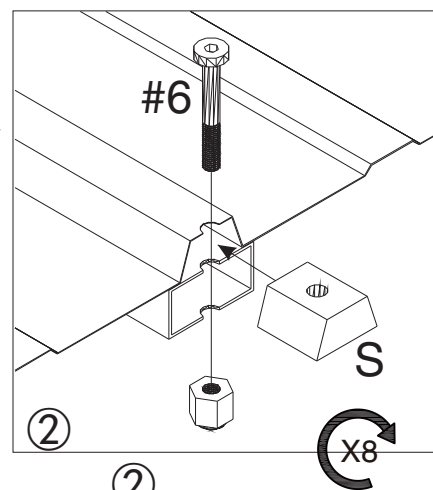
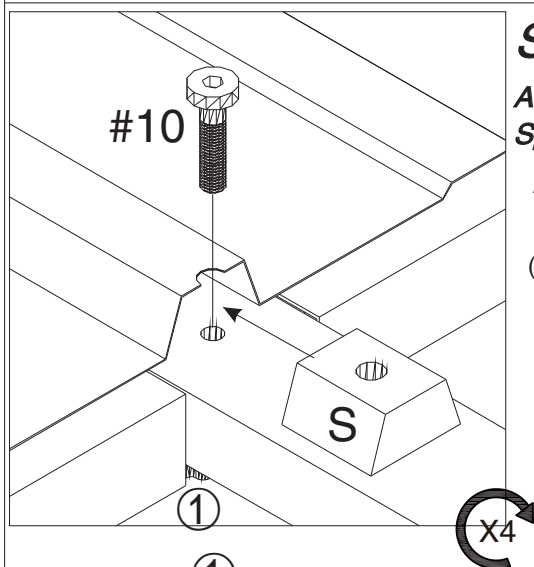
#10
L 25mm
(x4)

Step 19:

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

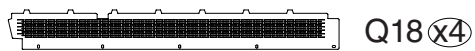
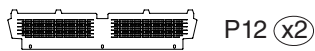
ATTENTION – VERY IMPORTANT!

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 lock the roof panels in place.



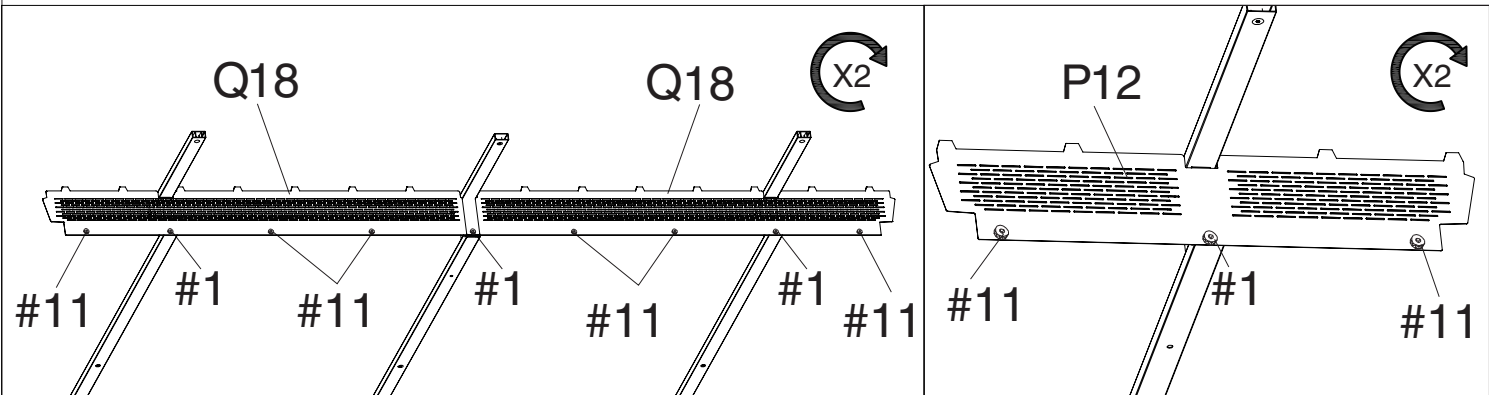
Tip:
At least two people
for this step.

Parts Required:

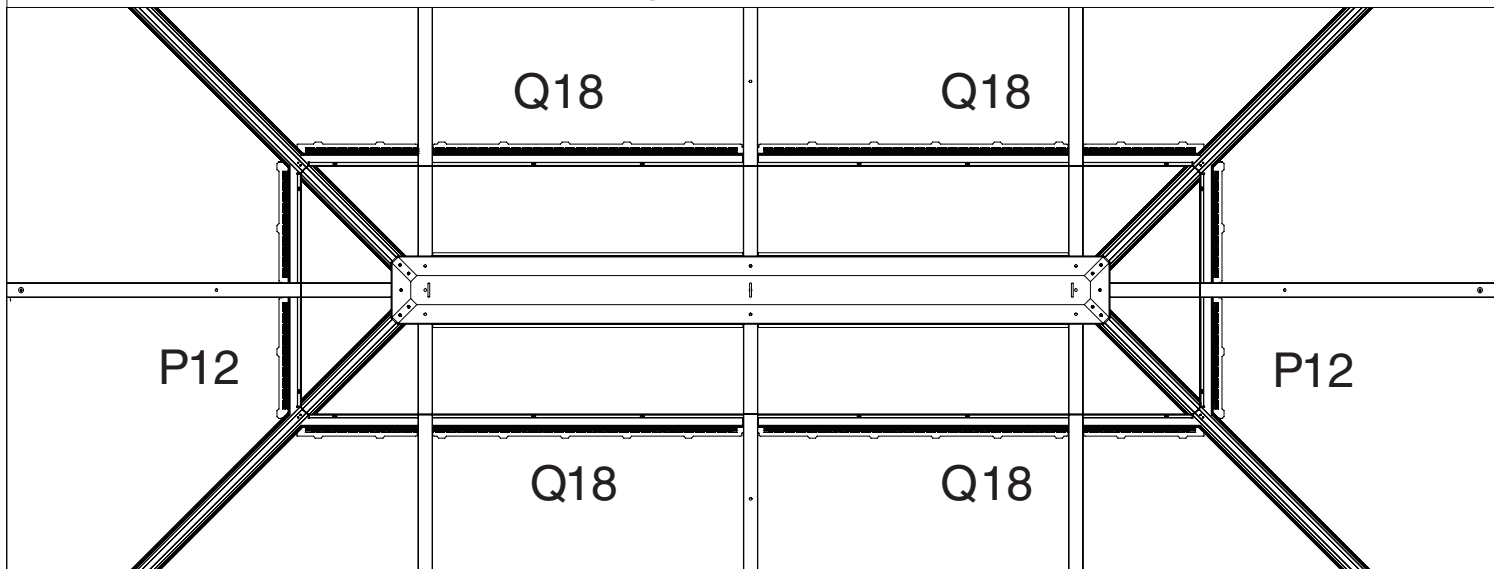


STEP 20: Assemble Net Frame

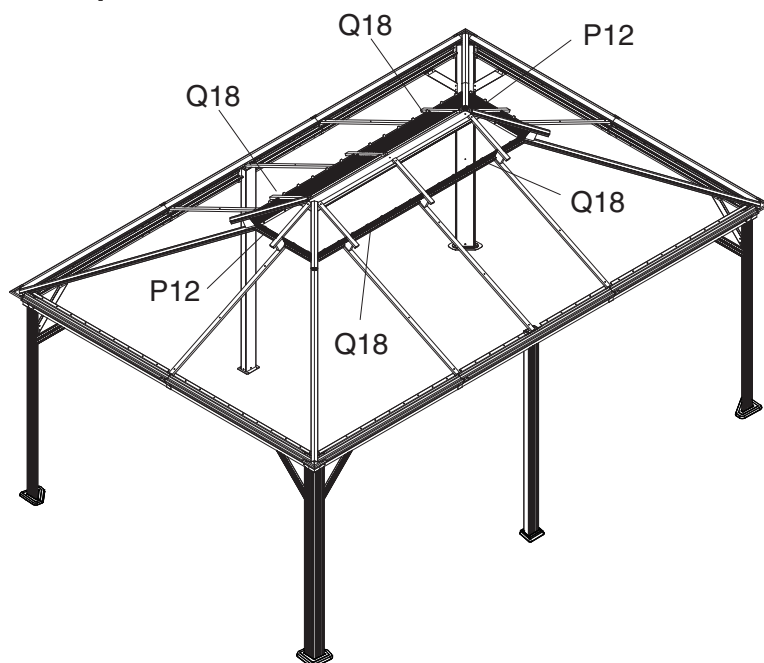
Attach Net Frames (Part P12, Q18) to Finishing Bars (Part P2, Q7, Q8) using #1 & #11 screws as shown in diagram.



Upward View



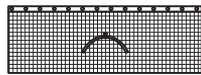
Perspective:



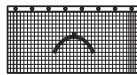
Tip:

The perspective drawing is for demonstrating how to assemble the final step that sets up the Net Frame (Parts P12, Q18) more effectively.

Parts Required:



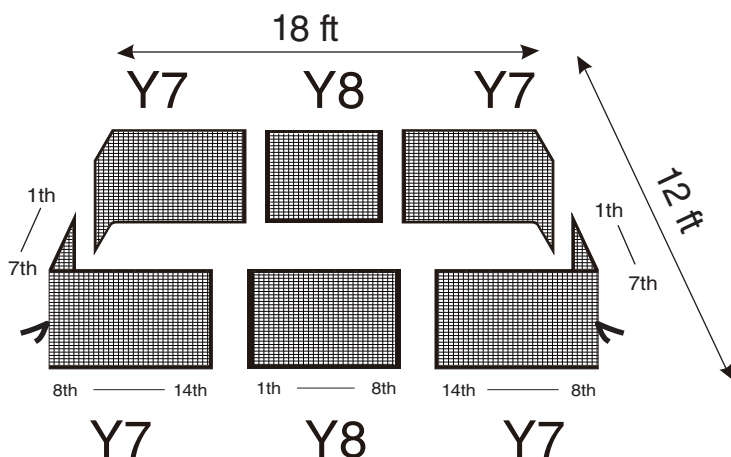
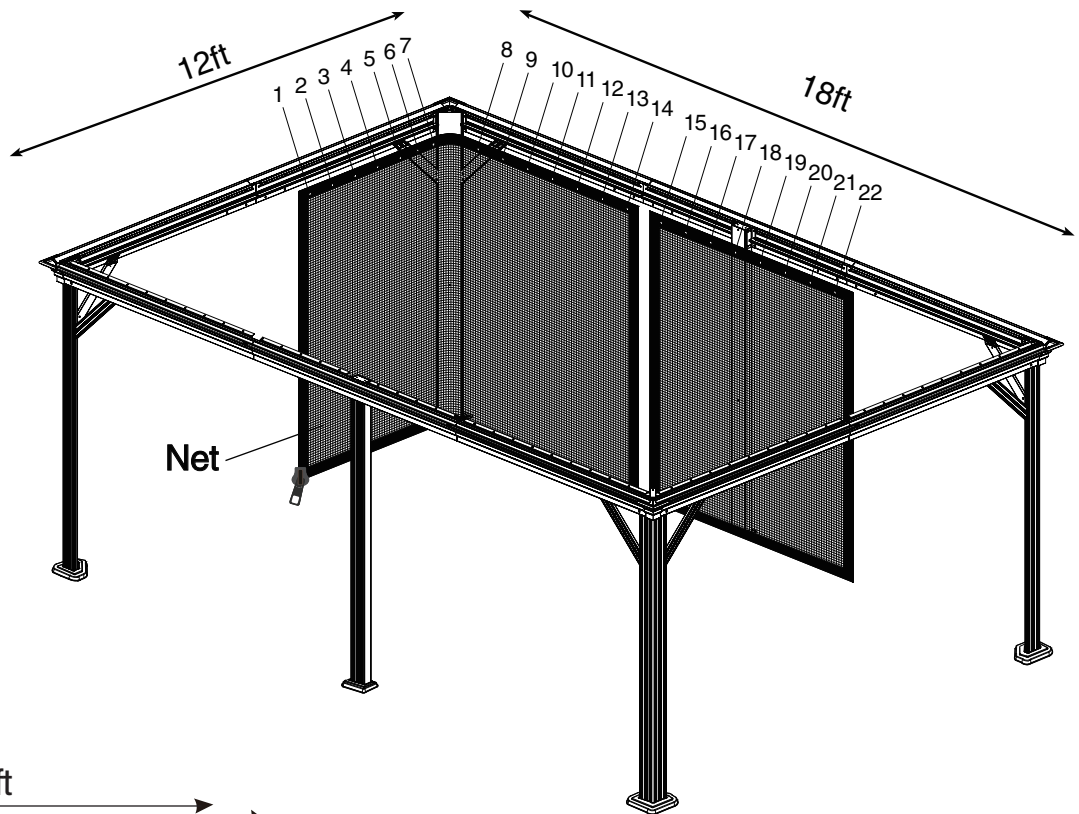
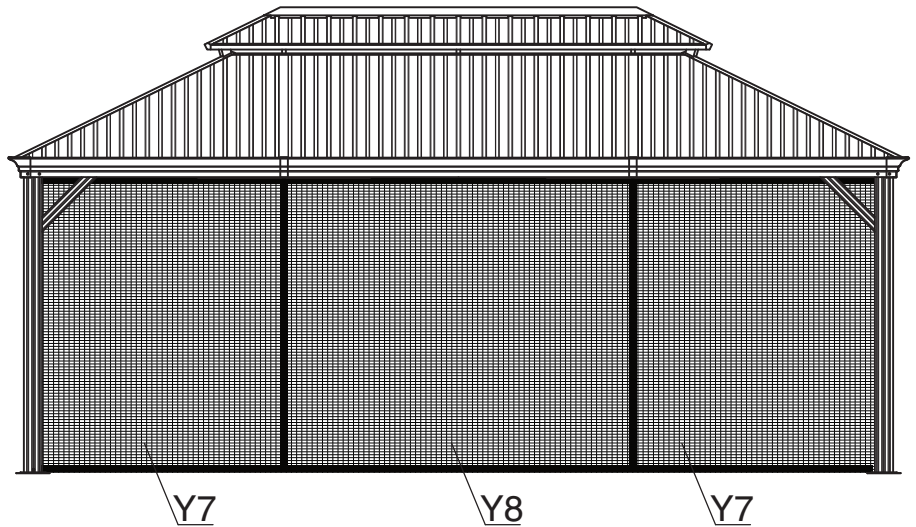
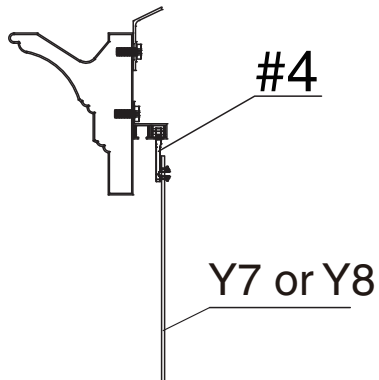
Y7 (x2)



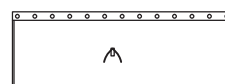
Y8 (x2)

STEP 21: Assemble Mosquito Net

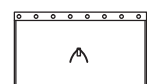
Install Mosquito Net on inner rails and Solid Sidewalls on outer rails as shown in diagram.



The privacy curtain is not included, but available for separate purchase. Visit kozyard.com and search for KZAHG1218SW to buy it.

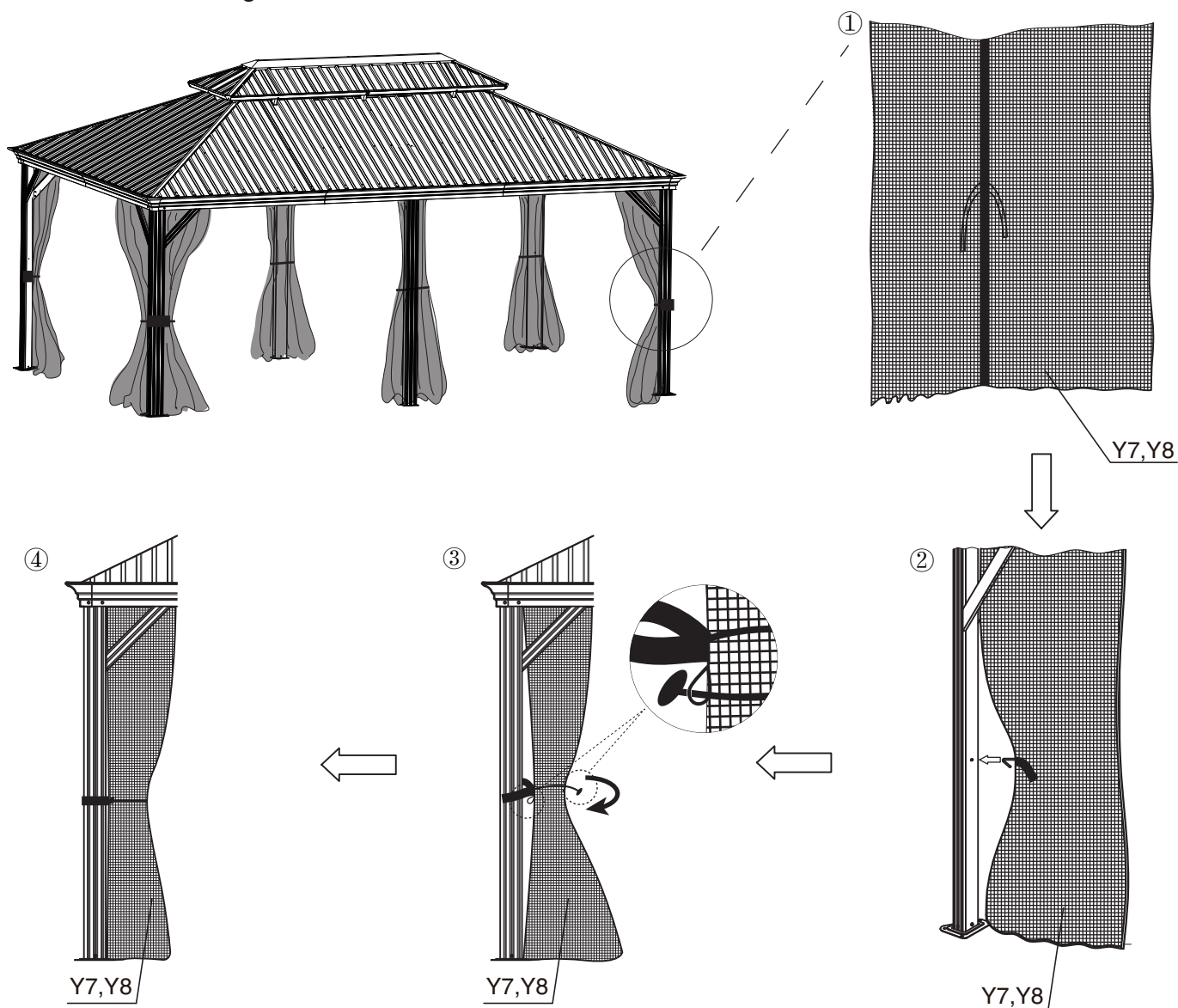


S7 (x4)



S8 (x2)

Step 22: When closing the Mosquito Net, refer to steps below to align with poles as shown in 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.koz-yard.com. Be aware that warranty terms can change without prior notification.
- For the best performance and safety of your gazebo, inspect and tighten all bolts and fasteners regularly.



Enjoy Cozy Life!

As expert manufacturer of hardtop gazebos, Kozyard remains-committed to supporting you with parts and replacements, even beyond your warranty period.
Don't hesitate to contact us directly if you are missing parts or need a replacement.

SUPPORT:

Toll free: 1-866-355-0018

www.kozyard.com

email: support@kozyard.com

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