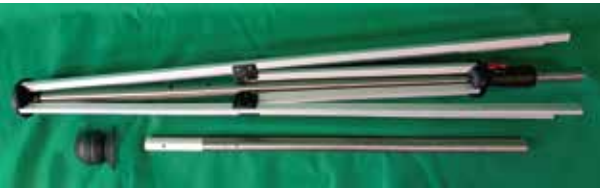


# INSTRUCTIONS

## 7.5' Square Umbrella



Includes:  
Umbrella Top Shaft (with Sliding Hub)  
Umbrella Bottom Shaft  
Finial (center cap)  
Canopy Graphic



1

Fit the Top Shaft on to the Bottom Shaft. Slide the two halves together and verify proper connection by observing snap-lock has engaged.



2

Unscrew the Finial from the frame. Unfold the Canopy and align the center opening of the Canopy over the the open hole of the Top Shaft. Re-thread the Finial back into the Top Shaft Hole. DO NOT over tighten the Finial, you may need to rotate Canopy.



3

[If you have not purchased the Steel Base, please move to Step 4.] Support the attached Canopy and frame as you raise and insert the Umbrella Shaft into the Base Plate Shaft. Be sure the Umbrella Shaft rests on the bottom of Base Plate Shaft. Secure it by tightening the Star Knob Screws on the Base Plate Shaft.



4

Arrange the sewn-in pockets on each Canopy corner onto the rib ends of the Umbrella frame. After all corners are attached, you may now tighten the Finial.



5

Reach under the Canopy and locate the Sliding Hub. Slide the Hub up the Shaft, towards the Finial. Double check the rib ends are securely in the sewn-in pockets of the Canopy as the Hub snaps into the locked position on the Shaft.



6

The Umbrella can be collapsed by depressing the red button, pushing up on the Hub and then sliding the Hub downward.

### IMPORTANT:

**Windy Conditions** - Use extra weight on base.  
**Heavy Wind** - Take umbrella down.  
**Wet Fabric** - Let umbrella dry before closing.  
**Storage** - Store closed and dry.  
**Rain** - Do not leave umbrella unattended.

### BASE DISPLAY:

If using a base, display on a flat, balanced surface for best stability and viewability.



This product is for outdoor promotional use only and should not be left out in extreme weather conditions. Please use common sense guidelines and do not display this product outdoors when extreme winds or storms may be present.

# INSTRUCTIONS

## Umbrella Steel Base



Includes:

Steel Base Plate with Threaded Bolt  
Steel Base Washer  
Steel Base Shaft  
Steel Base Plastic Insert  
2 Star Screws



1  
Begin the Steel Base assembly in the area where the unit will be used. A flat surface is ideal. Place the Steel Washer over the Threaded Bolt in the center of the Base Plate. Be sure the "cupped" edge is down against the base plate.



2  
Thread the Shaft onto the Base Plate Threaded Bolt. As the Shaft tightens against the Base Plate, be sure the Shaft ends snugly against the Base Plate. Do not over tighten, this may damage the enameling on the Washer.



3  
Place the Plastic Insert into the top of the Shaft. This will keep the Umbrella centered and straight.



4  
Insert the Bottom Shaft of the Umbrella into the Steel Base Shaft. Insert and turn provided Star Knob Screws into the Steel Base Shaft to lock in the Shaft of the Umbrella.



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