

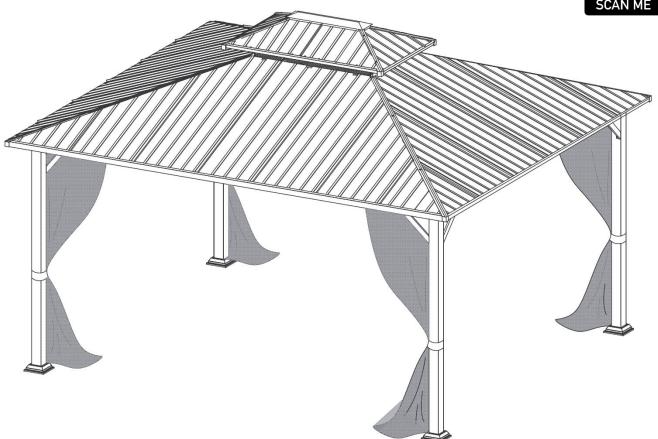
### **Owner's Manual**

# Duncan 12' x 14' Hard Top Gazebo

Model Number: DUN/GAZ1214

Scan For Video Assembly Instructions!





Note: This gazebo is designed to be used as a permanent fixture.

## Parts List Duncan 12' x 14' Hard Top Gazebo

Letter	Illustration	Description	Qty.
A	<b>∑</b> ::	Corner Post	4
В		Base Cover	4
С		Base Plate	4
D1		Short Left Lintel	2
D2	****	Short Right Lintel	2
D3		Long Left Lintel	2
D4	(* ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° °	Long Right Lintel	2
E		Lintel Connector	8
F1		Lintel Corner Support Bar	4
F2		Lintel Corner Support Bar	4
G1		Connector Bracket	4

Letter	Illustration	Description	Qty.
G2		Lintel Bracket - Top	4
G4		Lintel Bracket - Top	4
H1		Lintel Cover – Corner	4
H2		Lintel Cover	4
I1		Main Roof Corner Support	4
I2		Main Roof Vertical Center Support	6
J1		Main Roof Center Frame - Short Connector	2
J2	~ ~ ~ ~ ~ ~ ~	Main Roof Center Frame - Long Connector	2
J3		Roof Vent - Corner Support Frame	4
K1		Roof Vent - Top Support Frame	1
K2		Roof Vent Hook	1
L		Roof Vent - Top Trim	1

Letter	Illustration	Description	Qty.
M1		Main Roof Lower Horizontal Support Bar - Left	4
M2		Main Roof Lower Horizontal Support Bar - Center	6
М3		Main Roof Lower Horizontal Support Bar - Right	4
N1	•	Main Roof Middle Horizontal Support Bar - Left	4
N2		Main Roof Middle Horizontal Support Bar - Right	4
O1		Main Roof Upper Horizontal Support Bar - Left	4
02		Main Roof Upper Horizontal Support Bar - Right	4
P1		Roof Vent Frame - Short Side	2
P2		Roof Vent Frame - Long Side	2
Q1		Main Roof Corner Trim	4
Q2		Roof Vent Corner Trim	4
R1		Main Roof Center Frame Trim	6

Letter	Illustration	Description	Qty.
S1		Roof Vent Side Trim - Short Side	2
S2		Roof Vent Side Trim - Long Side	2
T1	0	Main Roof Trim - Left Side	4
T2	·	Main Roof Trim - Right Side	4
Т3	00	Main Roof Trim - Middle	2
U1		Short Mosquito Netting Tube	8
U2	(0	Long Mosquito Netting Tube	8
U3	0	Mosquito Netting Connecting Tube	8
U4		Mosquito Netting Connector	4
V1		Roof Vent and Main Roof Trim Connector	6
V2		Roof Vent Mosquito Netting Connector	4
W1		Roof Vent Panel - Short Side	2

Letter	Illustration	Description	Qty.
W2		Roof Vent Panel - Long Side (Left)	2
W3		Roof Vent Panel - Long Side (Right)	2
X1		Main Roof Panel – Long Side / Short Side	4
X2		Main Roof Panel – Long Side / Short Side	4
Х3		Main Roof Panel – Long Side / Short Side	4
X4	0 0	Main Roof Panel – Long Side / Short Side	4
X5		Main Roof Panel – Long Side / Short Side	4
X6		Main Roof Panel – Long Side / Short Side	4
X7	0	Main Roof Panel – Long Side	2
Y		Mosquito Netting	4
Z		Roof Vent Mosquito Netting	1
AA		M6 x 15mm Bolt with Steel Washer	262

Letter	Illustration	Description	Qty.
ВВ		M6 x 15mm Bolt	32
CC		M6 x 25mm Bolt with Plastic Washer	32
DD		M6 x 35mm Bolt with Plastic Washer	16
EE		M6 x 35mm Bolt with Steel Washer	4
FF		M6 x 45mm Bolt with Steel Washer	2
GG		M6 x 25mm Bolt with Steel Washer and Nut	16
НН		M6 x 30mm Bolt with Steel Washer and Nut	4
II		M6 x 52mm Bolt with Steel Washer & Nut	12
JJ		M6 x 15mm Bolt with Steel Washer	8
KK		M6 x 15mm Bolt	8
LL		Mosquito Hook	52
MM		Plastic Spacer	32

Letter	Illustration	Description	Qty.
NN		#4 Allen Wrench	1
00	2	Open Wrench	2
PP		#5 Allen Wrench	1
QQ		Ground Stake	16

### Assembly Instructions Duncan 12' x 14' Hard Top Gazebo

Note: For video instructions please visit:

https://shadenshelters.com/12x14-duncan-gazebo

#### **Important:**

- Read all the instructions before assembly. Failure to do so may result in faulty assembly and potential injury.
- Before assembling the product, remove all protective materials, hardware kit(s), and identify all parts packed in the carton are present. (Note: If any part is missing or damaged, do not attempt to assemble). Contact Shade N' Shelters Customer Support. See page 32.
- Assemble on a stable level surface to avoid damage to gazebo and possible injury.
- Two people are required to assemble this product.
- Gazebo dimensions are measured from roof corner to roof corner.

#### DO NOT TIGHTEN BOLTS UNTIL NOTED AFTER EACH STEP

**Step 1:** Insert the Corner Posts (A) into the Base Covers (B). Attach the Base Plates (C) to the Corner Posts (A) using Bolts/Washers (AA). **Tighten all Bolts**. See Figure 1. Repeat for remaining Corner Posts (A).

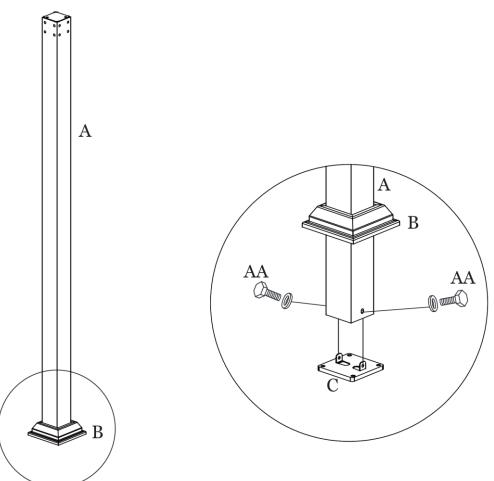


Figure 1

- Step 2A: Attach Short Lintel (D2) to the Lintel Connector (E) using Bolts/Washers (AA). See Figure 2-1.
- **Step 2B:** Insert the Lintel Connector (E) into the Lintel Cover (H2) and the Short Lintel (D1). See Figure 2-2
- **Step 2C:** Attach the Lintel Cover (H2) and the Short Lintels (D1 and D2) using Bolts/Washers (AA). See Figure 2-3.
- **Step 2D:** Attach the Top Lintel Bracket (G4) on top of Lintel Cover (H2) using Bolts/Washers (AA). **Tighten all Bolts**. See Figure 2-4. Repeat Step 2A to Step 2D for remaining Short Lintels (D1 and D2).

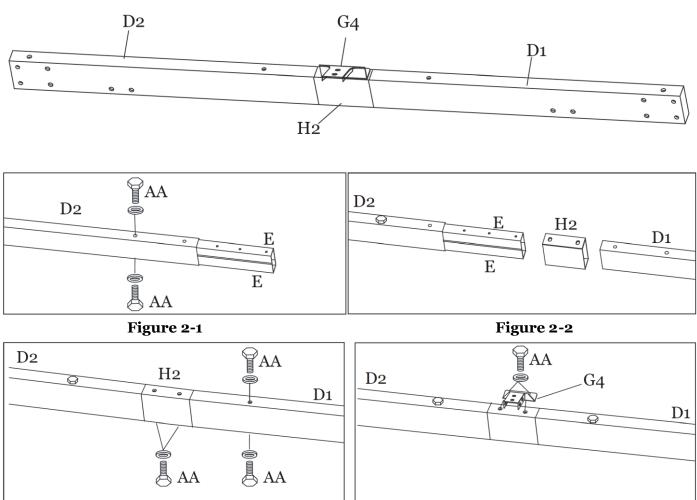


Figure 2-3 Figure 2-4

- **Step 3A:** Attach the Lintel Bracket (G2) to the Long Lintel (D4) using Bolts/Washers (AA). **Tighten all Bolts**. Insert the Lintel Connector (E) into the Long Lintel (D4). See Figure 3-1. Insert the Lintel Connector (E) into the Lintel Cover (H2). Attach the Top Lintel Bracket (G4) to the top of the Lintel Cover (H2) using Bolts/Washers (AA). See Figure 3-2.
- **Step 3B:** Insert the Lintel Connector (E) into the Long Lintel (D3). Attach the Top Lintel Bracket (G4) to the top of the lintel Cover (H2) using Bolts/Washers (AA). **Tighten all Bolts**. See Figure 3-3.
- **Step 3C:** Attach the Lintel Bracket (G2) to the Long Lintel Bracket (D3). **Tighten all Bolts**. See Figure 3-4. Repeat for opposite side.

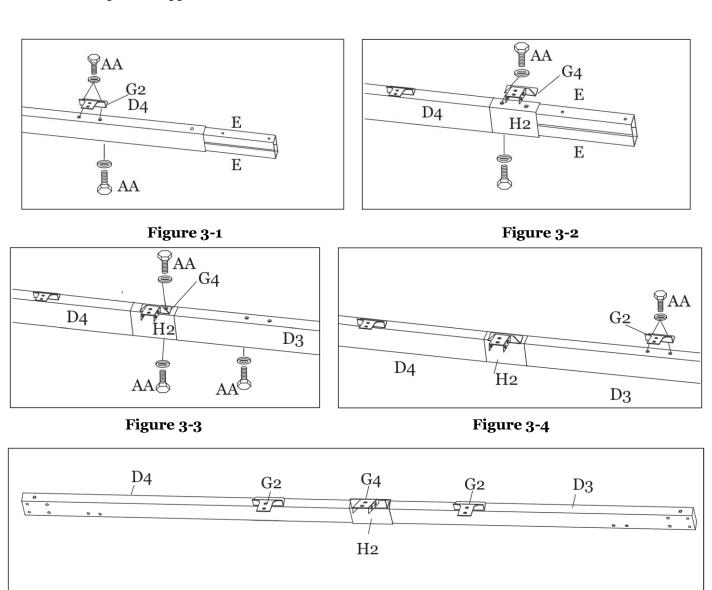
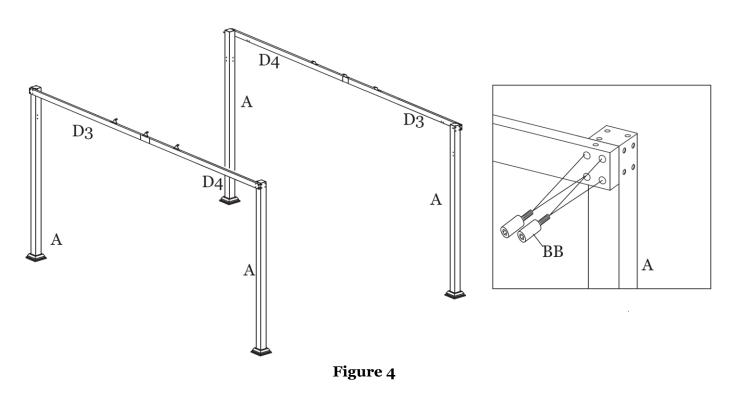
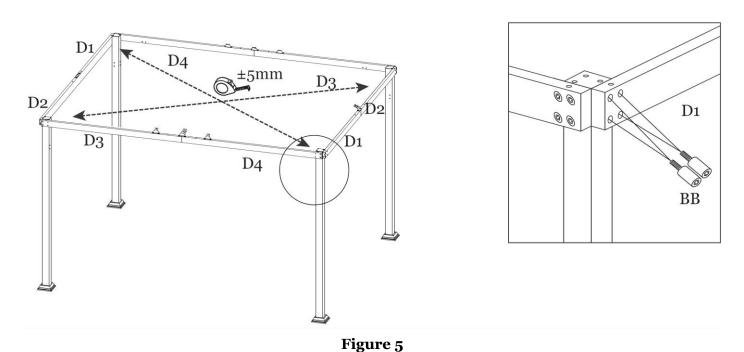


Figure 3-5

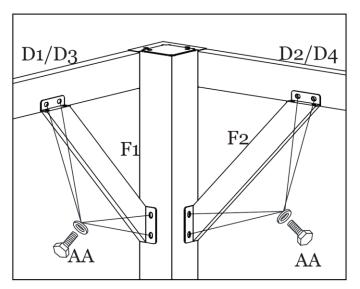
**Step 4:** Attach Long Lintels (D3 and D4) to the outside of Corner Post (A) using Bolts (BB). See Figure 4. **Tighten all Bolts**. Repeat for opposite side Long Lintels (D3 and D4) and Corner Posts (A).



**Step 5:** Attach Short Lintels (D1 and D2) to the outside of the Corner Post (A) using Bolts (BB). See Figure 5. **Tighten all Bolts**. Repeat for opposite side Short Lintels (D1 and D2) and Corner Posts (A).



- **Step 6A:** Attach Support Bars (F1) to Corner Posts (A) and Lintels (D1 and D3). Attach Support Bars (F2) to Corner Posts (A) and Lintels (D2 and D4). See Figure 6-1. **Tighten all Bolts**.
- **Step 6B:** Attach Corner Lintel Cover (H1) to Lintels (D1 and D4) and (D2 and D3) using Bolts (AA). Repeat for all Corners. **Tighten all Bolts**. See Figure 6-2.
- **Step 6C:** Attach the Connector Bracket (G1) on top of Post (A) using Bolts (AA). See Figure 6-3. **Tighten all Bolts**. Repeat for all corners.



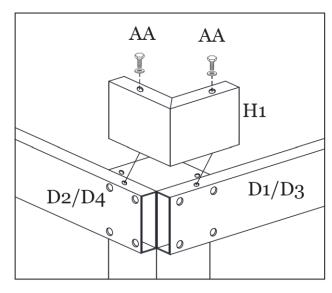


Figure 6-1

Figure 6-2

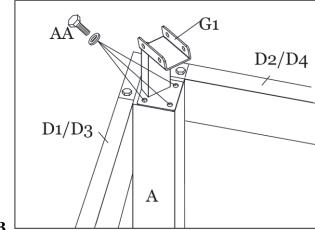


Figure 6-3

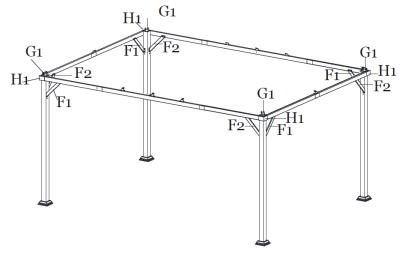


Figure 6-4

**Step 7:** Assemble the Main Roof Center Frame by inserting the Long Connector (J2) into the Short Connector (J1) and attach using Bolts (AA). See Figure 7-1. Repeat for opposite side. **Tighten all Bolts**. See Figure 7-2.

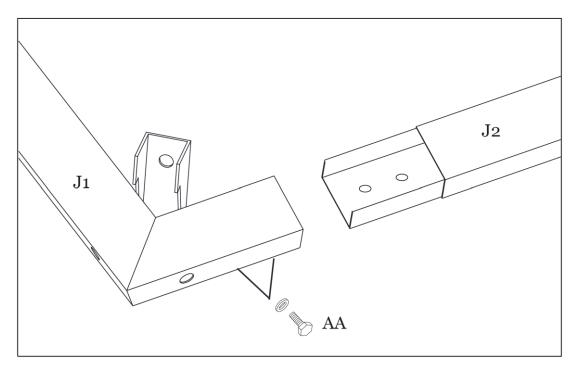


Figure 7-1

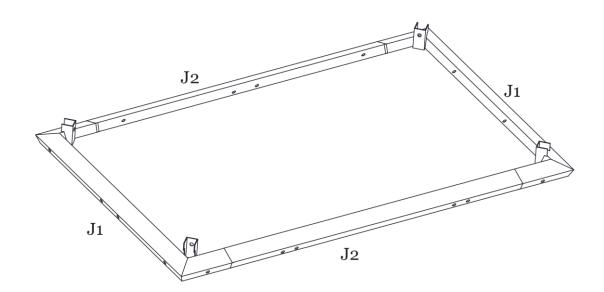
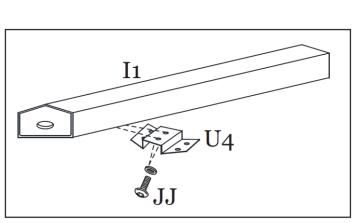


Figure 7-2

- **Step 8A:** Attach the Mosquito Netting Connector (U4) to the Main Roof Corner Support (I1) using Bolts/Washers (JJ). See Figure 8-1. **Tighten all Bolts**.
- **Step 8B:** Attach the Main Roof Corner Support (I1) to Short Connector (J1) on the Main Roof Center Frame using Bolts/ Washers (AA). See Figure 8-2.
- **Step 8C:** Attach the Main Roof Corner Support (I1) to the Connector Bracket (G1) using Bolts/Washers/Nuts (II). See Figure 8-3.

Step 8D: Repeat for all corners and Tighten all Bolts. See Figure 8-4.

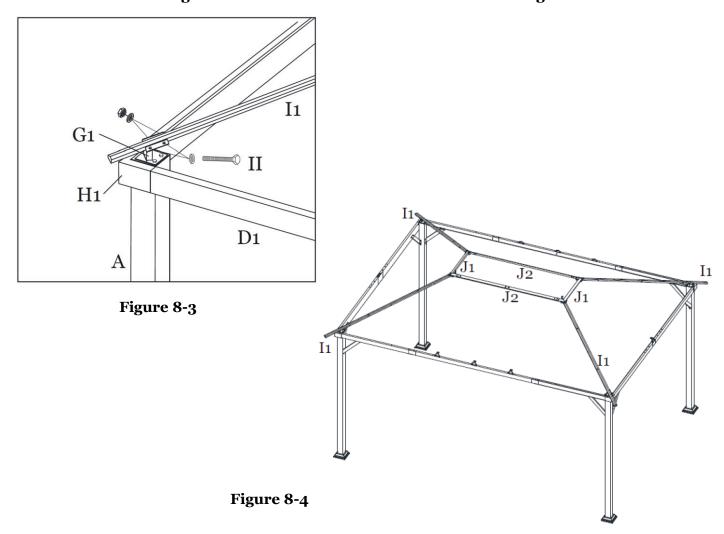


AA J2

I1 AA

Figure 8-1

Figure 8-2



**Step 9:** Attach the Main Roof Vertical Center Support (I2) to the Long Connector (J2) using Bolts/Washers (AA). See Figure 9-1. Attach the Main Roof Vertical Center Support (I2) to the Top Lintel Bracket (G2) using Bolts (KK). **Tighten all Bolts**. See Figure 9-2 and 9-3. Repeat for remaining Main Roof Vertical Center Supports (I2)

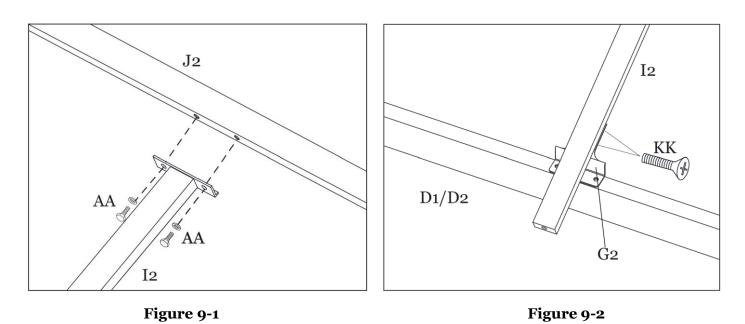
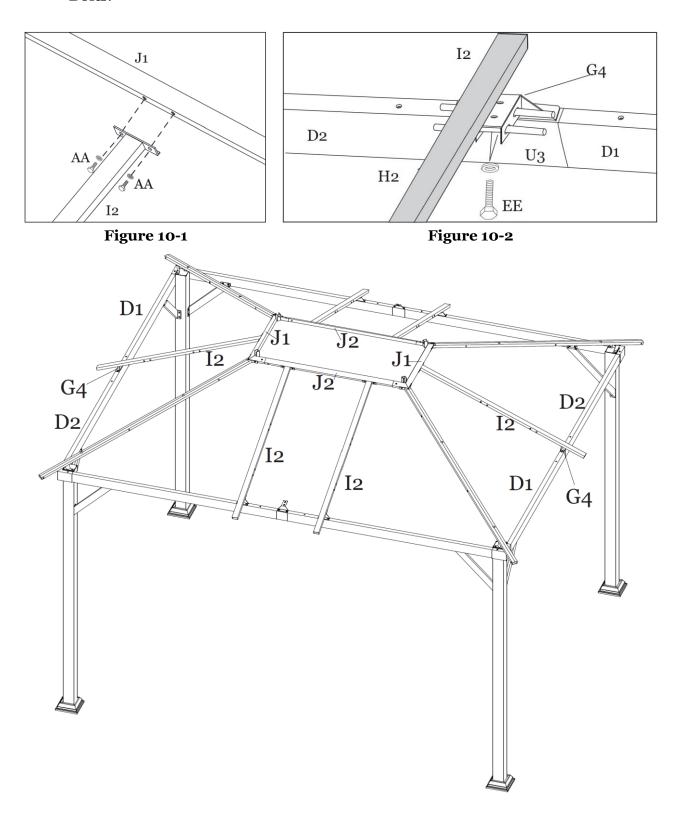


Figure 9-3

- **Step 10A:** Attach the Main Roof Vertical Center Support (I2) to the Short Connectors (J1) using Bolts/Washers (AA). See Figure 10-1.
- **Step 10B:** Insert the Mosquito Netting Connecting Tubes (U3) into the Top Lintel Brackett (G4). Secure by inserting Bolt/Washer (EE) through the Mosquito Netting Connecting Tubes (U3) and attaching to the Main Roof Vertical Support (I2). See Figure 10-2. Repeat for opposite sides. **Tighten all Bolts**.



**Step 10C:** Insert the Mosquito Netting Connecting Tubes (U3) into the Top Lintel Bracket (G4) and attach by inserting Bolts/Washers/Nuts (HH). **Tighten all Bolts**. See Figure 10-3. **Note:** this is only for the 14-foot side.

**Note:** Use the Short Mosquito Netting Tubes (U1) for the 12' side and the Long Mosquito Netting Tubes (U2) for the 14' side. See Figure 10-9.

**Step 10D:** Insert Short and Long Mosquito Netting Tubes (U1 and U2) into Mosquito Netting Connector Tube (U3). See Figure 10-4, Figure 10-5, Figure 10-6 and Figure 10-7.

**Step 10E:** Attach the Short and Long Mosquito Netting Tubes (U1 and U2) to the Mosquito Netting Connector (U4) using Bolts/Washers/Nuts (GG). **Tighten all Bolts**. See Figure 10-8.

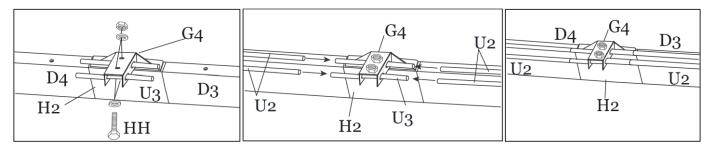


Figure 10-3 Figure 10-4 Figure 10-5

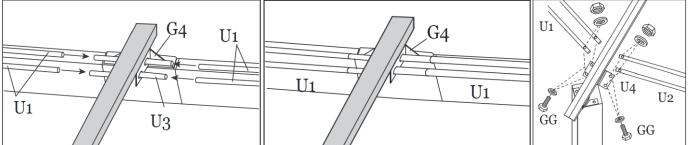


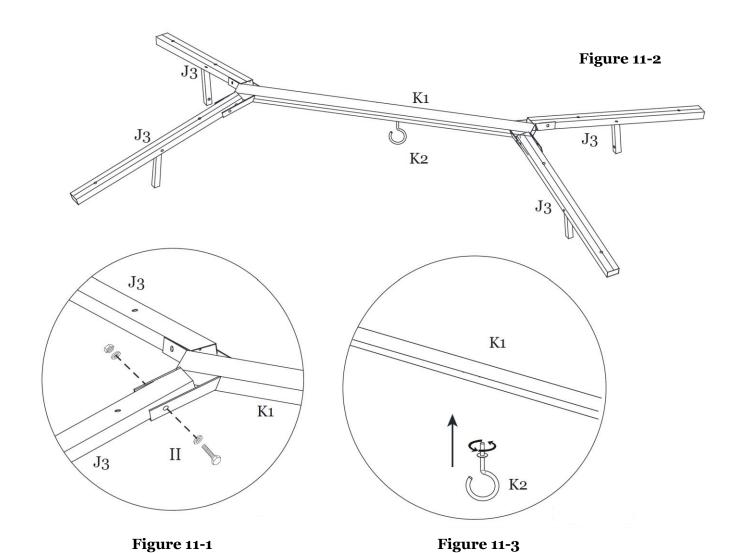
Figure 10-6 Figure 10-7 Figure 10-8 U2 G4 D<sub>4</sub> I2 U1  $D_3$  $J_1$ J2 <u>I2</u> J<sub>1</sub>  $\overline{J2}$ G4 U1 G4  $D_3$ D<sub>4</sub> U2

Figure 10-9

**Step 11A:** Assemble the Roof Vent Frame by attaching the Roof Vent Corner Support (J<sub>3</sub>) to the Roof Vent Support Frame (K<sub>1</sub>) using Bolts/Washers/Nuts (II). See Figure 11-1.

**Step 11B:** Repeat for all corners. **Tighten all Bolts**. See Figure 11-2.

Step 11C: Screw in Roof Vent Hook (K2) to Roof Vent Support Frame (K1). See Figure 11-2 and 11-3.



**Step 12:** Secure the Roof Vent Frame to the Main Roof Center Frame by inserting the Roof Vent Corner Supports (J3) into the posts on the Short Connector (J1) of the Main Roof Center Frame and attach using Bolts/Washers (AA). Repeat for remaining corners. **Tighten all Bolts**. See Figure 12-1 and 12-2.

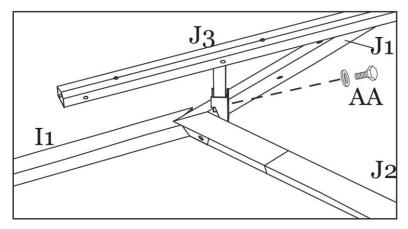
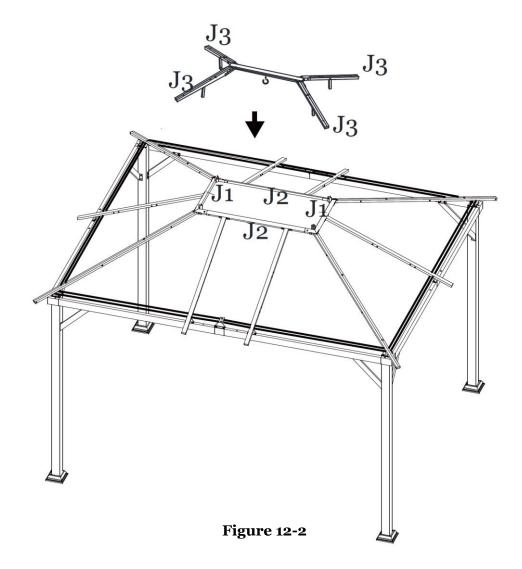
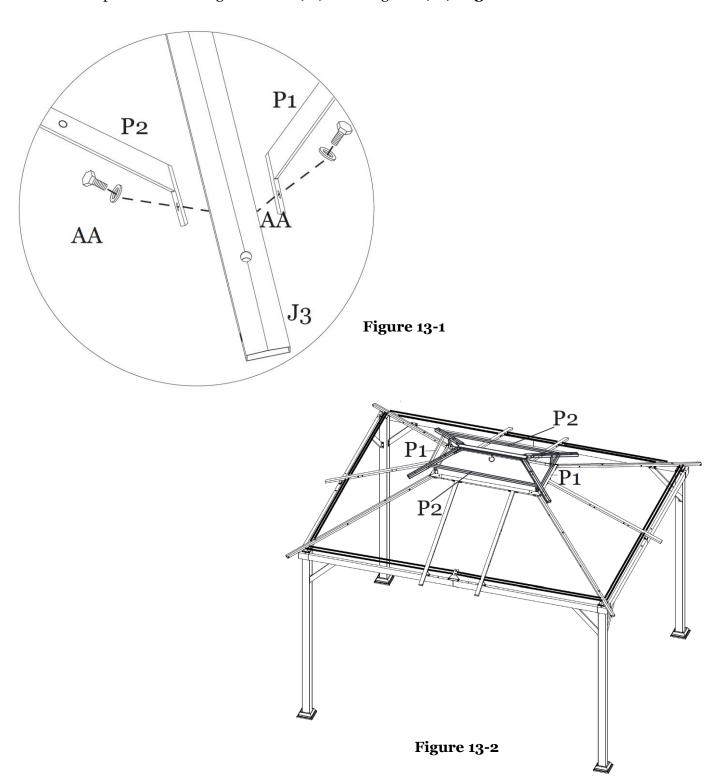


Figure 12-1



Step 13: Attach the sides of the Roof Vent Frame by connecting the Short Side (P1) and Long Side (P2) to the Roof Vent Corner Support (J3) using Bolts/Washers (AA). See Figure 13-1 and Figure 13-2. Repeat for remaining Short Side (P1) and Long Side (P2). **Tighten all Bolts**.



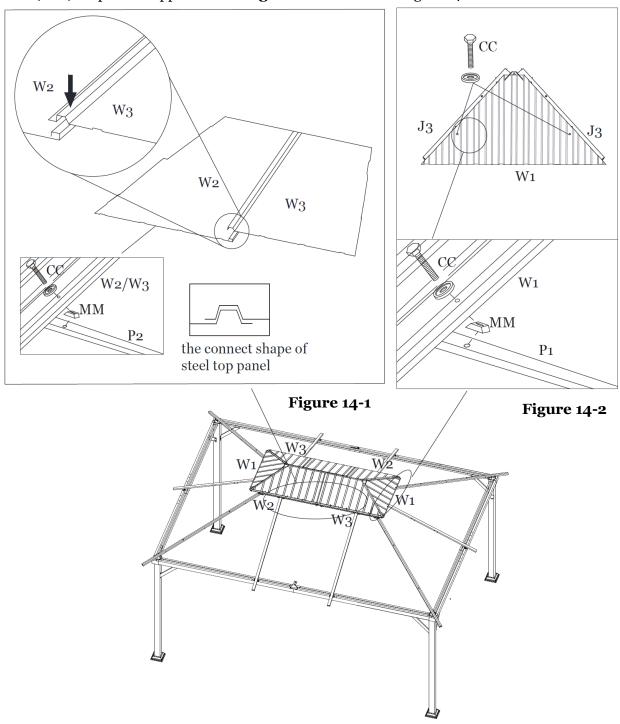
#### **ROOF VENT ASSEMBLY**

**Note**: Install Roof Vent Panels from Left to Right. The Right Panel must overlap the Left Panel. Each Bolt (CC) must be attached to Spacer (MM). Hand tightens only until all panels have been installed then tighten all bolts.

**Step 14A:** Attach the Roof Vent Panel (W2) to Roof Vent Frame (P2) using Bolts/Washers (CC) and Spacer (MM).

**Note**: Roof Vent Panel (W<sub>3</sub>) must overlap Panel (W<sub>2</sub>). Repeat installation and overlapping for the Roof Vent Panels (W<sub>2</sub> and W<sub>3</sub>). **Tighten all Bolts**. See Figure 14-1.

**Step 14B:** Attach Roof Vent Panel (W1) to Roof Vent Frame (P1) using Bolts/Washers (CC) and Spacers (MM). Repeat for opposite side. **Tighten all Bolts**. See Figure 14.2.



- **Step 15A:** Attach the Short Roof Vent Side Trim (S1) and Long Roof Vent Side Trim (S2) to Roof Vent Support (J3) using Bolts/Washers (AA). Repeat for remaining sides. **Tighten all Bolts**. See Figure 15-1.
- **Step 15B:** Attach the Roof Vent Corner Trim (Q2) to the Roof Vent Corner Support Frame (J3) using Bolts/Washers (DD). Repeat for all corners. **Tighten all Bolts**. See Figure 15-2.
- **Step 15C:** Attach the Roof Vent Top Trim (L) to the Roof Vent Support Frame (K1) using Bolts/Washers (FF). **Tighten all Bolts**. See Figure 15-3.

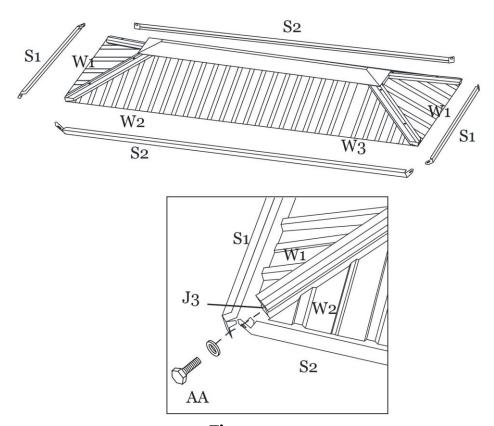


Figure 15-1

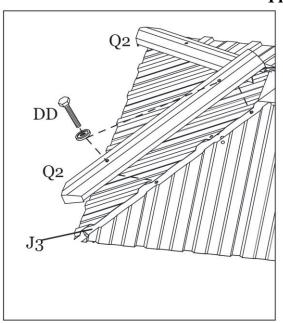


Figure 15-2

Figure 15-3

Note: Make sure the holes on Support Bars (N1 and N2) are facing upwards.

**Step 16A:** Attach the Support Bars (O1, N1, and M1) to the Main Roof Corner Support (I1) and Main Roof Vertical Center Support (I2) using Bolts/Washers (AA). See Figure 16-1 and 16-4.

**Step 16B:** Attach the Support Bars (M2) to the Main Roof Vertical Center Supports (I2) using Bolts/Washers (AA). See Figure 16-2 and 16-4.

**Step 16C:** Attach Support Bars (O2, N2 and M3) to Main Roof Vertical Center Support (I2) and Main Roof Corner Support (I1) using Bolts/Washers (AA). **Tighten all Bolts**. See Figure 16-3 and 16-4.

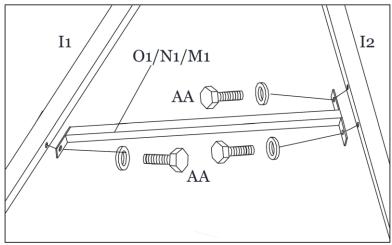
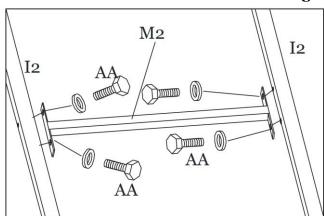


Figure 16-1



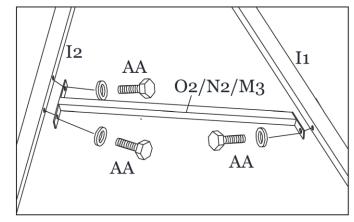


Figure 16-2

Figure 16-3

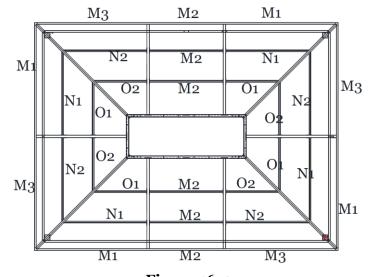


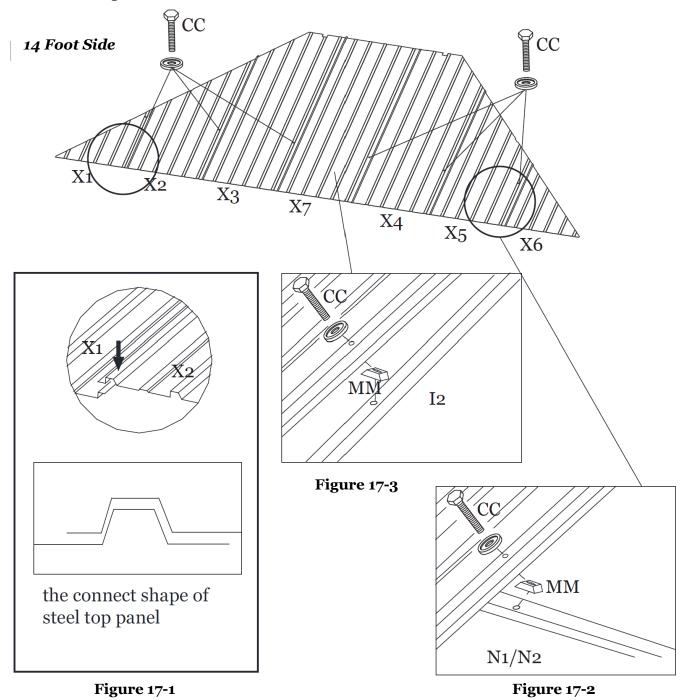
Figure 16-4

#### **MAIN ROOF PANELS - 14 FOOT SIDE**

**Note**: Install Main Roof Panels from Left to Right. The Right Panel must overlap the Left Panel. Each Bolt (CC) must be attached to Spacer (MM). Hand tightens only until all panels have been installed then tighten all bolts. You will be attaching the Roof Panels to the Support Bars (N1 and N2) and Main Roof Vertical Support (I2). See Figure 17-1, 17-2 and 17-3.

**Step 17A:** Attach Main Roof Panel (X1) to the Support Bar (N1) using Bolts/Washers (CC) and Spacers (MM). See Figure 17-2.

**Step 17B:** Attach Main Roof Panel (X2) to Support Bar (N1) using Bolts/Washers (CC) and Spacers (MM). **Note:** Panel (X2) must overlap Panel (X1). Repeat installation and overlapping for Main Roof Panels (X3, X7, X4, X5, and X6) using Bolts/Washers (CC) and Spacers (MM). **Tighten all Bolts**. See Figure 17-1, 17-2, and 17-3.



#### **MAIN ROOF PANELS - 12 FOOT SIDE**

**Note**: Install Main Roof Panels from Left to Right. The Right Panel must overlap the Left Panel. Each Bolt (CC) must be attached to Spacer (MM). Hand tightens only until all panels have been installed then tighten all bolts. You will be attaching the Roof Panels to the Support Bars (N1 and N2) and Main Roof Vertical Support (I2). See Figure 17.4, 17.5 and 17.6.

**Step 17C:** Attach Main Roof Panel (X1) to the Support Bar (N1) using Bolts/Washers (CC) and Spacers (MM). See Figure 17-5.

**Step 17D:** Attach Main Roof Panel (X2) to Support Bar (N1) using Bolts/Washers (CC) and Spacers (MM). **Note:** Panel (X2) must overlap Panel (X1). Repeat installation and overlapping for Main Roof Panels (X3, X4, X5, and X6) using Bolts/Washers (CC) and Spacers (MM). See Figure 17-4, 17-5, and 17-6.

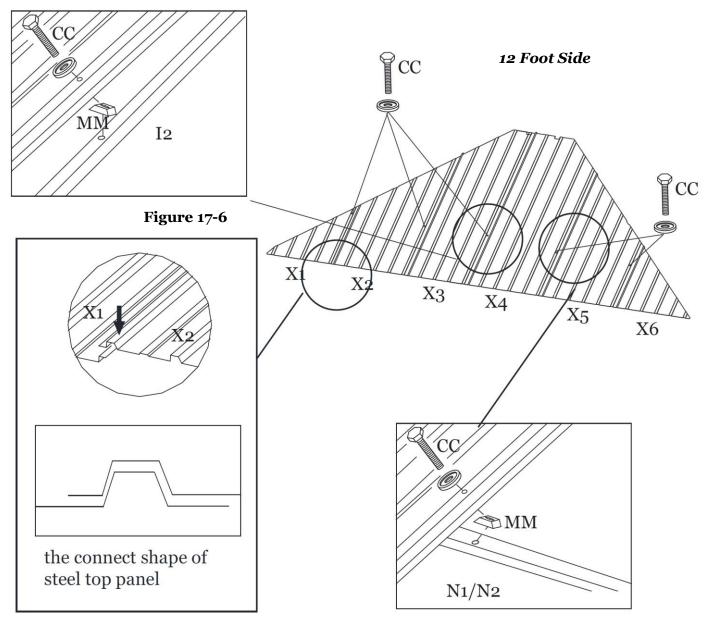


Figure 17-4 Figure 17-5

Step 17E: Tighten all Bolts. Your roof is now completely assembled. See Figure 17-7

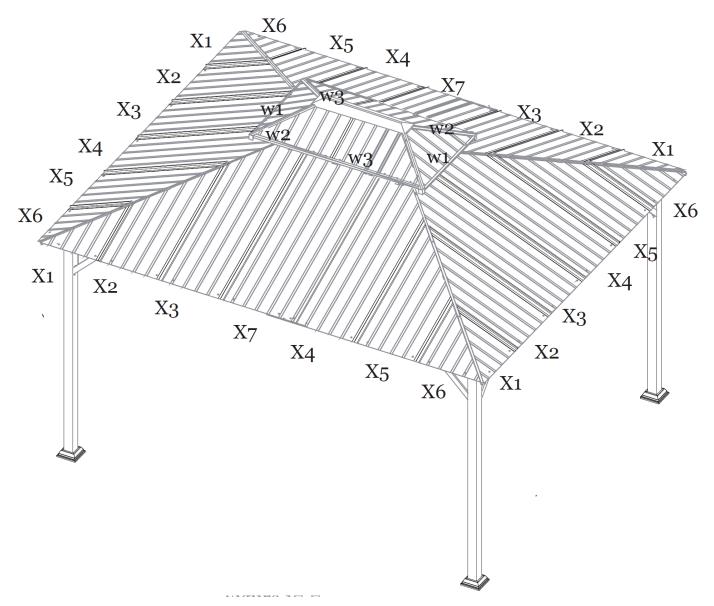
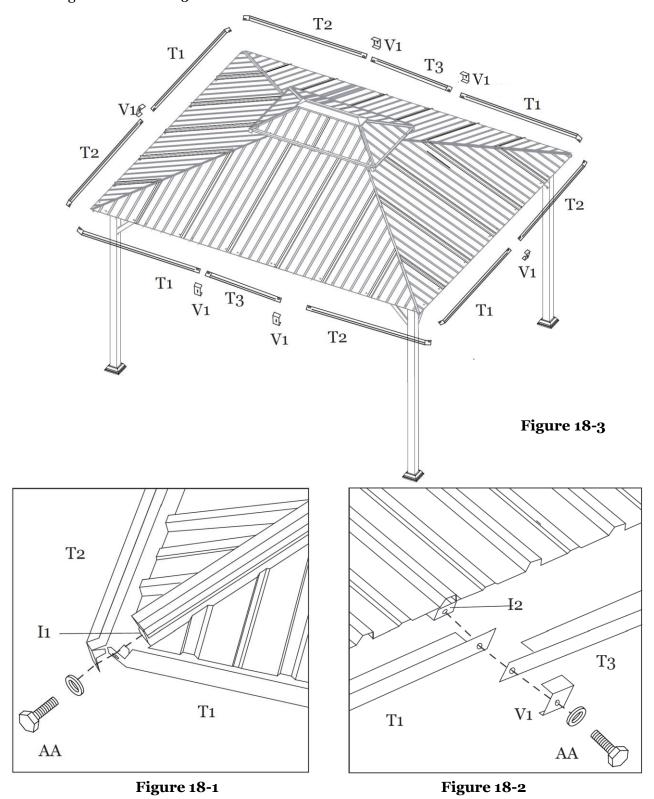


Figure 17-7

- **Step 18A:** Attach the Roof Trim (T1 and T2) to the Main Roof Corner Support (I1) using Bolts (AA). See Figure 18-1.
- **Step 18B:** Secure Roof Trim (T1 and T2) to Main Roof Vertical Center Support (I2) on the 12-foot side of your gazebo using Trim Connector (V1) and Bolts/Washers (AA). See Figure 18-2 and 18-3
- **Step 18C:** Secure Roof Trim (T1, T3 and T2) to the Main Roof Vertical Center Support (I2) on the 14-foot side of your gazebo using Trim Connector (V1) and Bolts/Washers (AA). **Tighten all Bolts**. See Figure 18-2 and 18-3.



**Step 19A: CORNER TRIM**: Attach the Main Roof Corner Trim (Q1) to Main Roof Corner Support (I1) using Bolts/Washers (DD). See Figure 19-1.

**Step 19B: UPPER CENTER TRIM**: Attach the Main Roof Center Frame Trim (R1) to the Main Roof Center Frame (J1 and J2) using Bolts/Washers (AA). **Tighten all Bolts**. See Figure 19-2.

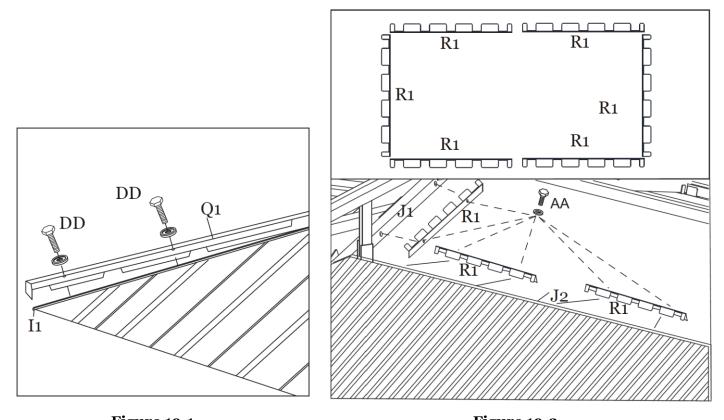
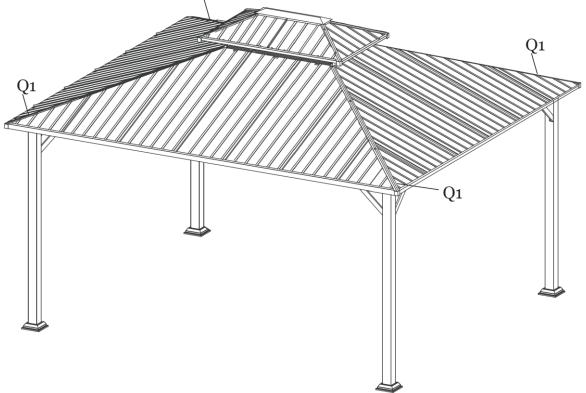
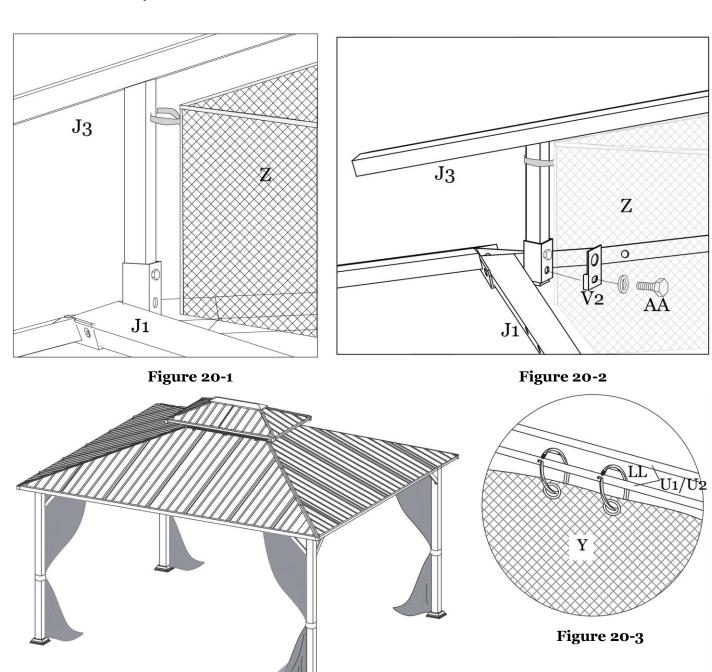


Figure 19-1 Figure 19-2



**Step 20A:** Attach the Roof Vent Mosquito Netting (Z) to the Velcro on Roof Vent Support Frame (J3) and secure with Roof Vent Mosquito Connector (V2) using Bolts/Washers (AA). **Tighten all Bolts**. See Figure 20-1 and 20-2.

**Step 20B:** Attach the Mosquito Netting (Y) to the Mosquito Netting Hooks (LL). See Figure 20-3. **Note:** Use the inside rail for the Mosquito Netting. The outer rail can be used for a privacy curtain accessory.



**Step 21:** Insert the Ground Stakes (QQ) into the Base Plate (C). See Figure 21-1. Repeat for all corners.

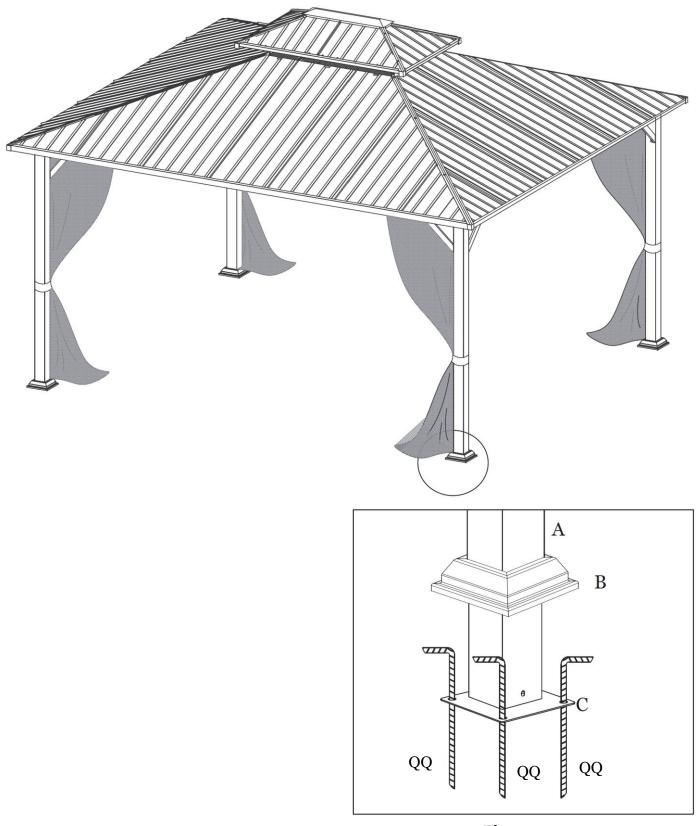


Figure 21-1

Note: Please see our video for additional assembly assistance:

https://shadenshelters.com/12x14-duncan-gazebo

#### **Maintenance & Care**

Maintenance is required for all outdoor gazebo/pergola/pavilion. Inspect hardware thoroughly before use and during the season to make sure bolts are securely fastened. Remove fabric canopy from soft top gazebo and store out of the elements when not in use or during hazardous weather conditions (wind, rain, snow, etc.). Remove all snow from the hard top gazebo/pavilion. Failure to maintain the gazebo/pergola/pavilion will void warranty.

Steel/Aluminum Frame: Clean frames with a mild soap and warm water. Do not use abrasive materials, cleaners or bleach. Rinse with clean water and dry thoroughly.

The wood contains a water sealant. Over time direct sunlight and outdoor elements will **Wood Frame:** dry and potentially create slight cracks in the wood. A stain or water sealant must be applied annually to extend the life of the wood frame and for warranty.

**Fabric:** Clean fabric by hand with a mild solution of soap and water. Rinse thoroughly and allow to drip dry. Do not machine wash or tumble dry, as fabric may shrink. Do not use bleach or solvents on fabric.

#### **Warranty**

LIMITED 1 YEAR WARRANTY: The manufacturer will replace any part found to be defective in material or workmanship within 30 days of purchase date. The purchaser must contact the manufacturer's customer service department. After 30 days of purchase date the warranty is limited. The manufacturer, at its option, will repair or replace the defective parts. Proof of purchase (dated register receipt) and photos are required for all warranty claims. It remains the customer's responsibility to pay for freight and packaging charges to and from the service center. The warranty is to the original purchaser and is non-transferable. Any replacement or warranted items will be in the original style and color, or similar style and color if the original is unavailable or has been discontinued. Please contact our Customer Service for assembly assistance or replacement parts. Do not return to the store without authorization.

EXCLUSIONS: Gazebos/Pergolas/Pavilions used for commercial, contract, or other non-residential purposes are excluded. Damage due to acts of nature, misuse, improper assembly or maintenance, collapse, settling of ground or base structure. Discoloration, fading, mildew, corrosion and rusting are excluded LIABILITY: Inside Out Intl LLC, Shade N Shelters LLC, and Retailer disclaim any and all liability for

personal injury, property damage or loss resulting from the incorrect attachment, improper use, inadequate maintenance, unapproved modification, or neglect of this product.

#### Accessories

Privacy Curtains, Winter Covers, Winter Support Poles, and Replacement Mosquito Netting are available for select items. Please visit your retailer's website or contact service@shadenshelters.com for more information.

#### **Customer Service Contact Information**

Hours: Monday - Friday 8:00 a.m. - 5:00 p.m. Central Time (CT)

Phone: 1-888-607-4417

Email: service@shadenshelters.com