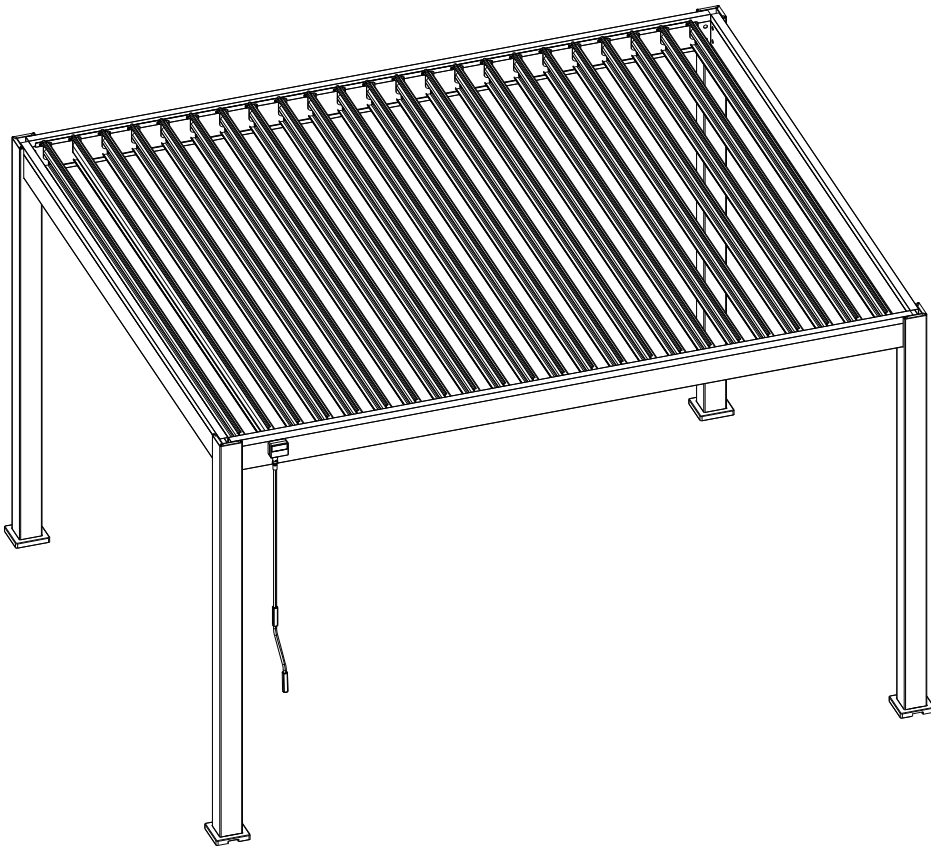


# Paragon Outdoor Aluminum Louvered Pergola 10'×12'

Assembly Instructions



Register your pergola at  
[www.paragon-outdoor.com](http://www.paragon-outdoor.com)  
for an extra **1 year** of coverage!



Instagram Facebook YouTube Pinterest @paragonoutdoorcompany

Paragon Group USA








Customer Service Contact Information: 1-877-782-4482  
[support@paragon-outdoor.com](mailto:support@paragon-outdoor.com)



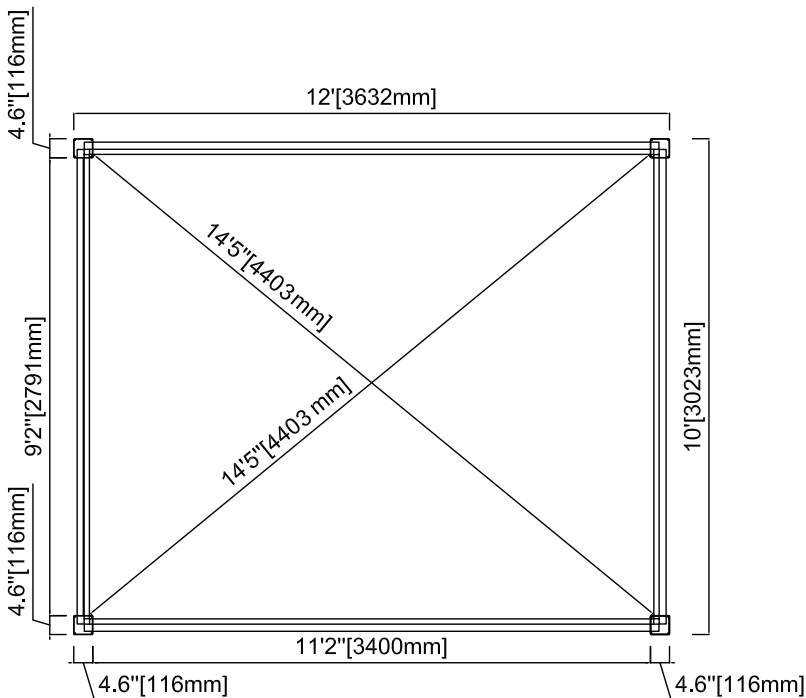
# Paragon Outdoor Aluminum Louvered Pergola 10'×12'

Please read the following instructions completely before you begin assembly. Any errors made during installation are not covered by the product's warranty. If you have any questions during the installation process, please call us at 1-877-782-4482.

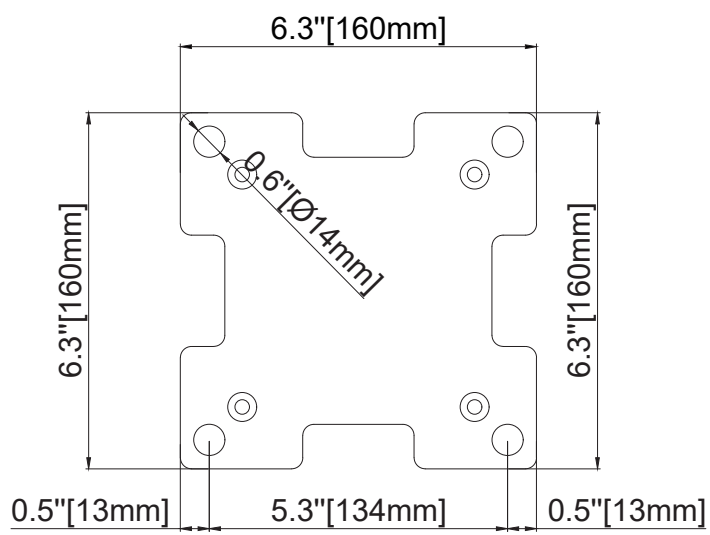
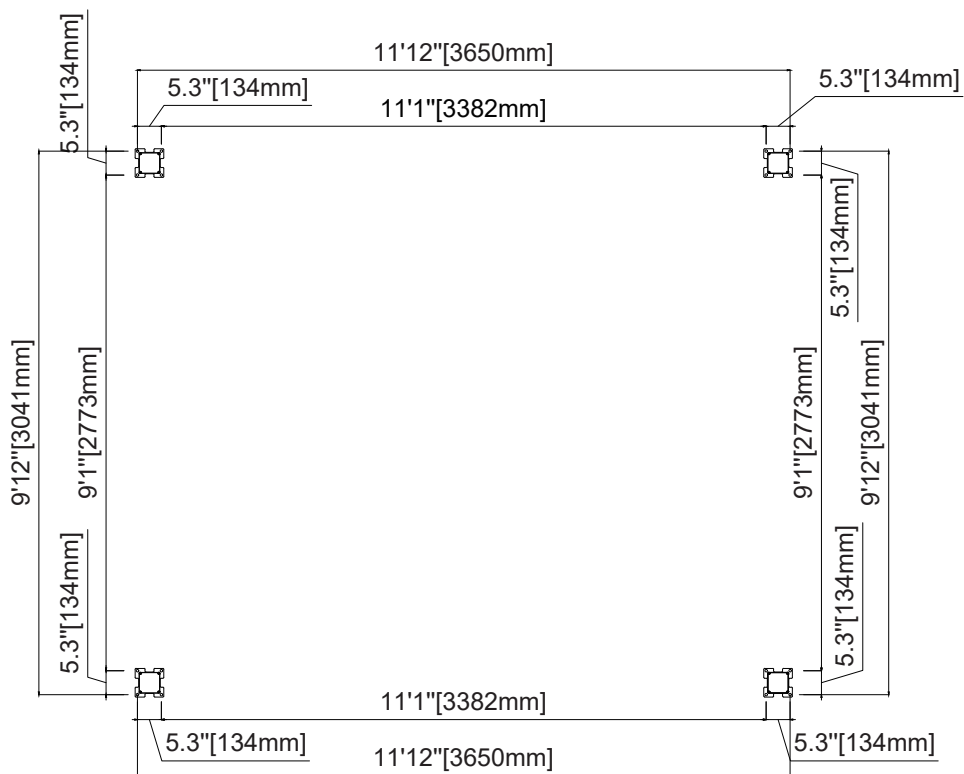
## NECESSARY TOOLS AND SAFETY GEAR(NOT SUPPLIED)

Goggles & Gloves 	Ladder 	Pistol drill 	Spirit level 	Utility knife 
Helmet 	Tape measure 	Monkey wrench 		

## 2D&3D FOOTING MEASUREMENT



# 2D&3D FOOTING MEASUREMENT



# Paragon Outdoor's 4 Year Limited Warranty

Items Included in Warranty: PRGRT-1012GY, PRGRT-1214GY, PRGRT-1220GY

## Limited Warranty

Paragon Outdoor warrants to the original purchaser that all components and hardware in its products, under normal use and service conditions, will be free from defects in manufacturing and materials for a period of 4 years\* from the date of original retail purchase subject to the definitions, terms and conditions contained in this warranty. This warranty period covers all parts including aluminum, steel, hardware and accessories.

Paragon Outdoor will replace any defective part within the warranty period, at its discretion, if it is found to be defective of workmanship or materials. Paragon Outdoor may request photographs, videos, or physical return of the defective part for verification purposes.

## Warranty Conditions

1. This warranty shall be valid only if the product is installed, cleaned, handled and maintained in accordance with Paragon Outdoor's written recommendations listed below.
2. Without derogating from the above, damage caused by use of force, incorrect handling, inappropriate use, neglectful use or assembly or maintenance, accidents, impact from foreign objects, vandalism, pollutants, alteration, painting, connecting, gluing, sealing not in accordance with the user's manual, or damage resulting from cleaning with incompatible detergents and minor deviations of the product are not covered by this warranty.
3. This warranty does not apply to damage resulting from "force majeure", which includes but is not limited to, hail, storm, tornado, hurricane, blizzard, flood, or fire effects, beyond stated claims.
4. This warranty is void if structural parts and components used are not compatible with Paragon Outdoor's written recommendations.
5. This warranty applies to the original owner and registrant and is non-transferable.

SKU/Series/Item	Warranty Duration	Extended Warranty
PRGRT-1012GY, PRGRT-1214GY, PRGRT-1220GY	4 years	+ 1 year

\*Extended warranty is applied when product is registered on [www.paragon-outdoor.com](http://www.paragon-outdoor.com) within 1 month of purchase.

## Operation: Hard-Top Gazebos and Pergolas

1. These are four-season products, meaning that they may be left up year-round. However, any accumulation of snow must always be removed from the roof of the unit.
2. The unit must be anchored using the appropriate hardware based on the flooring in which it is being anchored to.
3. Check all hardware for tightness before and during usage of the unit. Tighten screws at least twice a year.
4. The maximum weight allowance for an accessory attached to the center beam is 40 lbs.
5. If your product allows it, remove any mosquito netting and curtains during the winter months.

## Planning Assembly

1. It is the consumer's responsibility to comply with building rules, regulations, zoning restrictions or any other regional restrictions and obtain the required permits before purchasing the product and installing it.
2. Make sure that every part is in the box before beginning installation.
3. Some parts may have sharp edges; it is recommended to wear gloves, protective eyewear and closed shoes.
4. You must schedule enough time to complete assembly as you cannot leave the product unattended if it is not fully assembled, even if bolted to the ground.
5. A minimum of 3 people are required for a safe assembly of the product. This will vary depending on certain steps of installation.
6. Follow each instruction manual carefully to ensure the strength of the product.
7. To avoid damage to the product and its part, use the proper tools. Do not use the product as a support. The use of a ladder may be necessary at certain stages of assembly.
8. Keep the instruction manual and the parts list in case of future needs or references.
9. Do not assemble the product on days of wind or rain.

## Maintenance

For all products:

1. In case of a defective part or if a problem occurs while using this product, please contact Paragon Outdoor Customer Service at (877) 782-4482.
2. To order replacement parts, identify the model number and the part number found in your assembly manual.
3. Optional accessories may be available for your product such as mosquito nets, curtains, canopy replacements or more. Please contact your retailer for more information.

## Safety Information

**IT IS VERY IMPORTANT TO READ AND FOLLOW ALL SAFETY PRECAUTIONS BEFORE ASSEMBLY AND DURING USE OF THE PRODUCT.**

1. Keep children and pets away from assembly area.
2. When assembling and using the product, basic safety precautions must always be followed to reduce risks of personal injuries and damages to the product and its surroundings.
3. Ensure that all parts are in the boxes before starting the assembly. It is recommended to wear protective gloves since some of the parts have sharp edges.
4. Begin the assembly and install the product more than 10 ft. away from any obstructions including, but not limited to, a fence, overhanging branches, a laundry line or electrical wire and as much as possible in a place protected from the wind.
5. Always install the product on a level platform and be anchored according to the surface recommendations in the assembly instructions.
6. Check all hardware for tightness before and during the use of the product. Tighten screws at least twice a year.
7. Do not install the product in a space where there is a possibility of high winds.

## Care and Cleaning

For all products:

1. For cleaning: use a mild soap or soft detergent and wash with warm water using a sponge or fabric cloth. Rinse with clean water.
2. Snow must always be removed from the roof of the unit.

## Customer Service Contact

If you are experiencing any issues with the assembly of your new structure, please do not return – our expert customer service team will help you with all questions for a smooth assembly process.

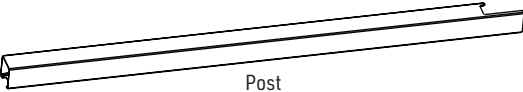
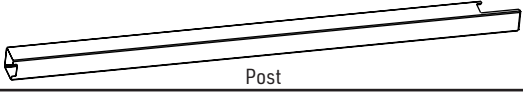
Email: [support@paragon-outdoor.com](mailto:support@paragon-outdoor.com)



Call: +1 (877) 782-4482



## Hours of Operation



**Speak with an Expert Customer Service Agent:** Monday – Friday: 8:00 am – 5:00 pm CST  
We are available 24 hours a day, 7 days a week. Please allow up to 24 hours for a response.




## CARTON 1/4(POSTS AND LOOSE PARTS)

Reference	Parts	Quantity
A	 Post	2
A2	 Post	2


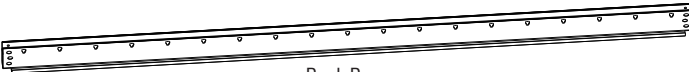
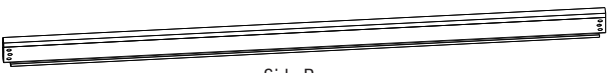
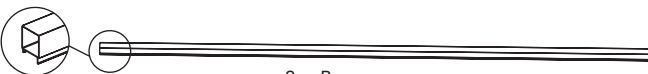


Reference	Parts	Quantity
Q1	 Post skirt	4
Q2	 Base plate	4

Reference	Parts	Quantity
Q15	 Expansion bolt 10x80	16
Q20	 Socket screw 6X35 6x35	16

Reference	Parts	Quantity
Z3	 4mm Allen wrench	1
Z4	 4mm Hex bit	1







Reference	Parts	Quantity
Z5	 6mm Allen wrench	1
Z6	 6mm Hex bit	1
Z7	 10mm Flat wrench	1






## CARTON 2/4(BEAMS)


Reference	Parts	Quantity
B	 Master Beam	1
B1	 Back Beam	1
C	 Side Beam	2
D	 Cap Beam	2
F	 Connector bar	2
H	 Crank handle	1



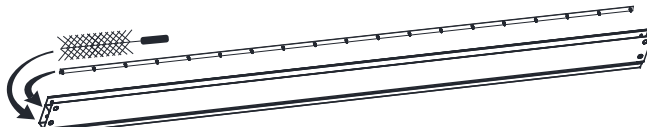
## CARTON 2/4(BEAMS )

Reference	Parts	Quantity
Q7	 Beam fixing screw	24
Q8	 Gearbox	1
Q9	 Box cover	1
Q10	 Plastic cap	24
Q11	 Cylinder	1
Q12	 Plastic cap	46


Reference	Parts	Quantity
Q16	 Locking cap	2
Q17	 Plug	44
Q18	 Washer	2
Q21	 6×45 Socket screw 6X45	3
Q24	 Plastic latch	44

  
**ATTENTION!**



### Connecting Bar(F) & Brush Inside!







## CARTON 3/4(LOUVERS )


Reference	Parts	Quantity
G	 Louver	12





## CARTON 4/4(LOUVERS )


Reference	Parts	Quantity
G	 Louver	10
G1	 Master louver	1

## CARTON 4/4(LOUVERS )

Reference	Parts	Quantity
<b>Q3</b>	 Master louver end	<b>1</b>
<b>Q4</b>	 Louver end cap A	<b>22</b>
<b>Q5</b>	 Louver end cap B	<b>23</b>
<b>Q14</b>	 5x6 Socket screw 5X6	<b>92</b>

Reference	Parts	Quantity
<b>Z1</b>	 3mm Allen wrench	<b>1</b>

Reference	Parts	Quantity
<b>Q6</b>	 Spin for louver	<b>45</b>
<b>Q13</b>	 Rubber clog	<b>46</b>
<b>Q16</b>	 Locking cap	<b>45</b>
<b>Q19</b>	 6x35 Socket screw 6X35	<b>45</b>

Reference	Parts	Quantity
<b>Z2</b>	 3mm Hex bit	<b>1</b>

## ASSEMBLY GUIDELINES

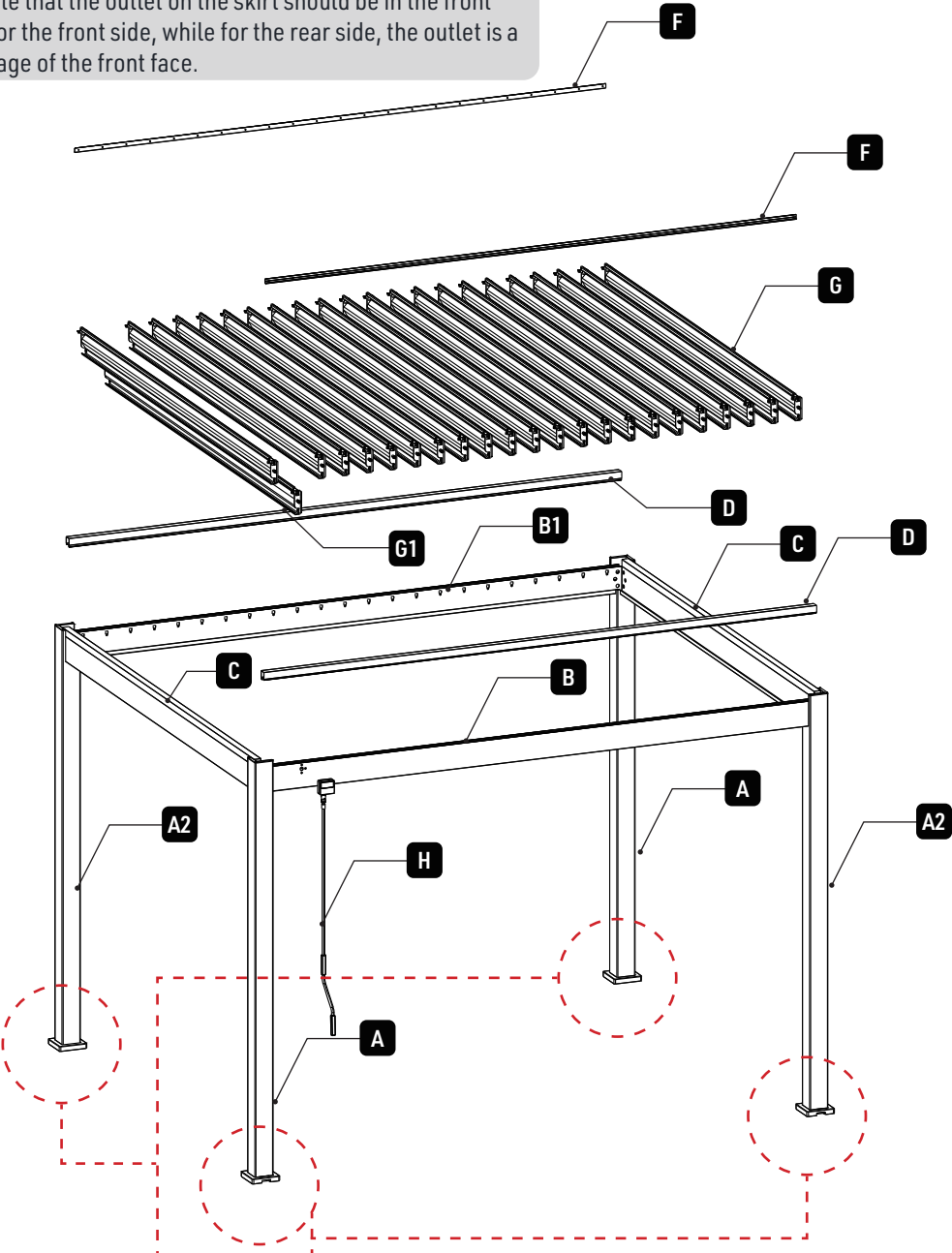
**STEP 1: Assembly of Louvers**

**STEP 2: Building the Frame**

**STEP 3: Installing Louvers**

# ASSEMBLY GUIDELINES











**Attention:**  
Please note that the outlet on the skirt should be in the front position for the front side, while for the rear side, the outlet is a mirror image of the front face.








# STEP 1 Assembly of Louvers

## Components

Parts

G		22
G1		1
Q3		1
Q4		22
Q5		23
Q6		45
Q13		46
Q14		92
Q16		45
Q19		45

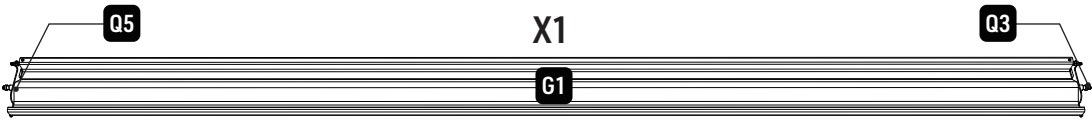
Tools

Z1		1
Z2		1
Z3		1
Z4		1
Z5		1



### Attention:

1. Master louver G1 will be assembled with louver end cap Q5/Q3-qty 1  
This master louver will attach to gear box (Q8) in later step.
2. Louvers G will be assembled with louver end caps Q5/Q4-qty 22



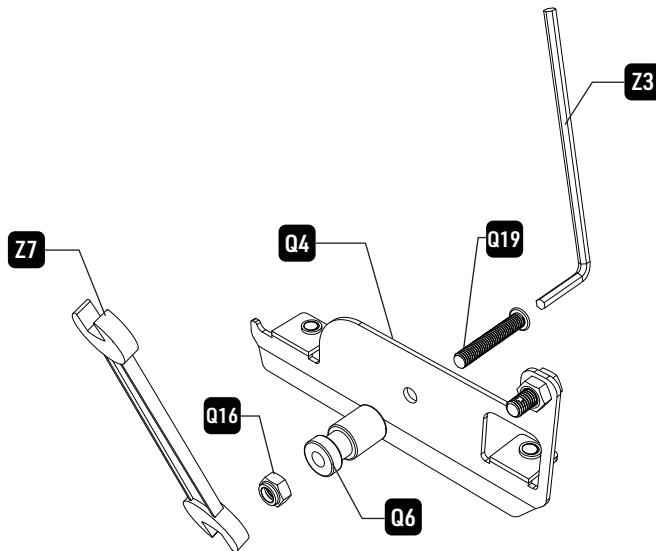
## STEP 1-1



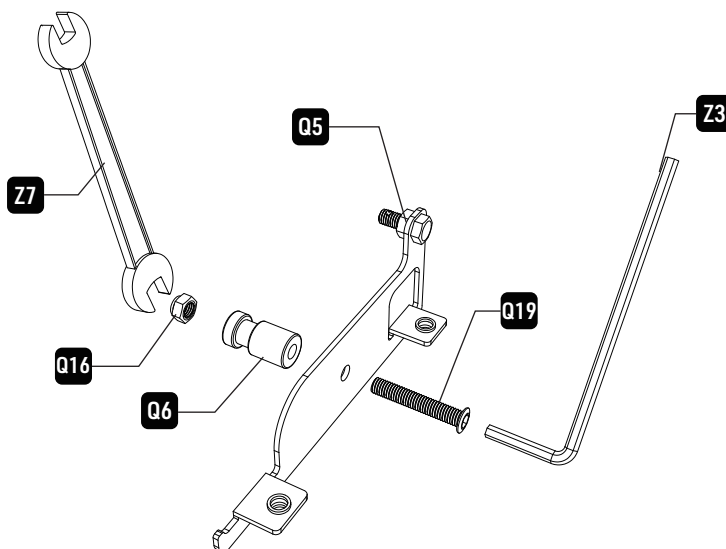
**Attention:**  
Do not overtighten. Q19 Screw. It should not extend past Q16.

Assemble the louver end caps **Q4** and **Q5** as shown below.

**Q4x22**



**Q5x22**



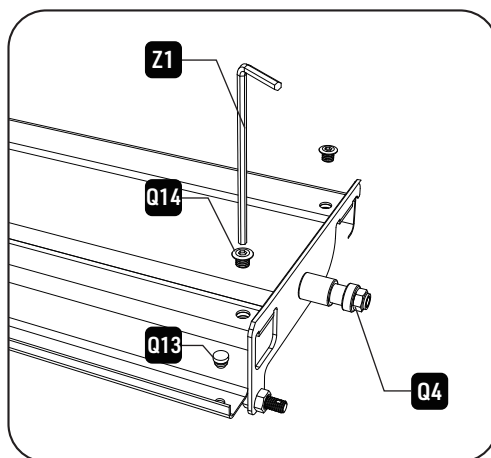
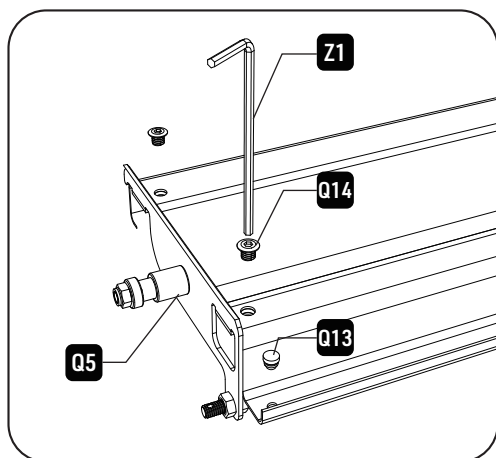
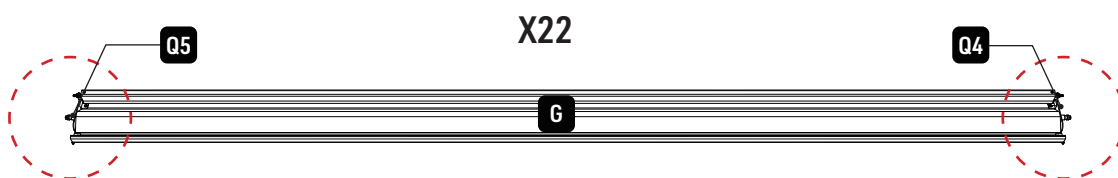
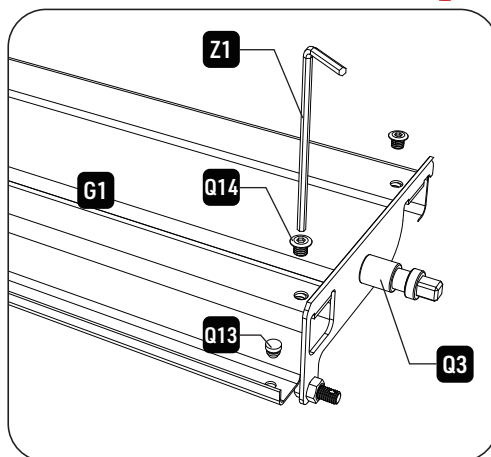
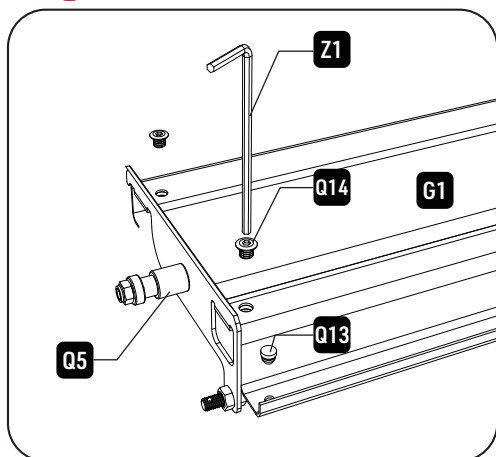
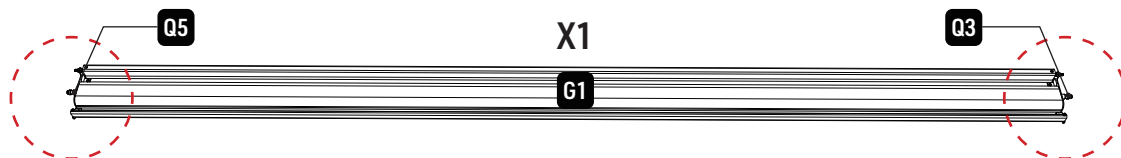
## STEP 1-2



### Attention:

G1 (master louver) with louver end caps Q3/Q5 will control the gear box (Q8) that opens and closes the louvers.







Attaching Q3(master louver end cap)/Q5(louver end cap) to G1(master louver) and attaching Q4/Q5 to G(louver). Use qty 2 parts of Q14, once attached, place Q13(rubber clog) to each holes at end of louver. Q3 is for master louver and it's pre-installed. Please identify Q3 from Q4/Q5.







# STEP 2 Building the Frame





## Components

Parts

A		2
A2		2
B		1
B1		1
C		2
D		2

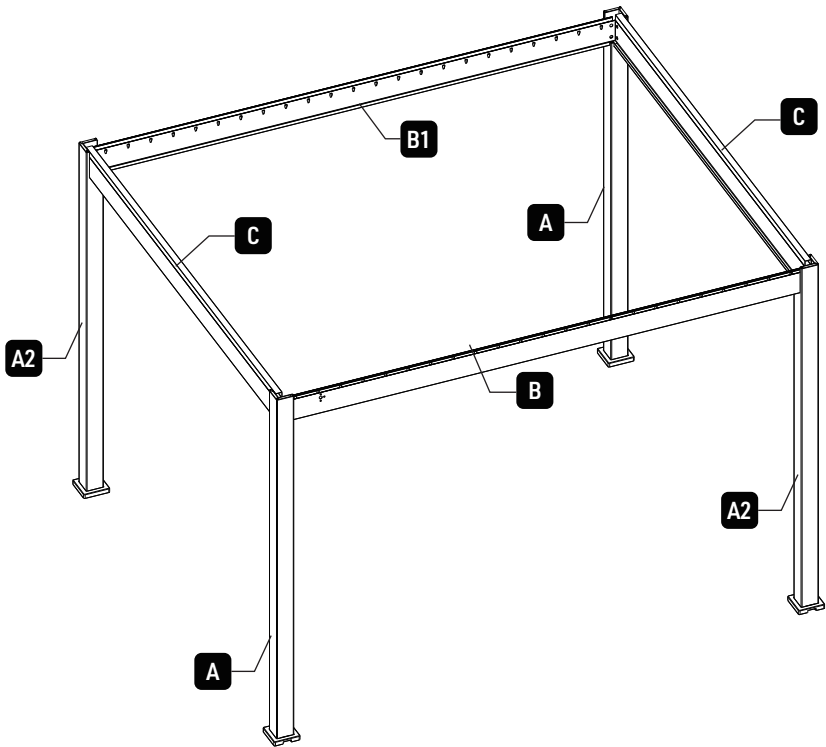
Q1		4	Q7		6mm	24
Q2		4	Q20		6x35 4mm	16

Tools

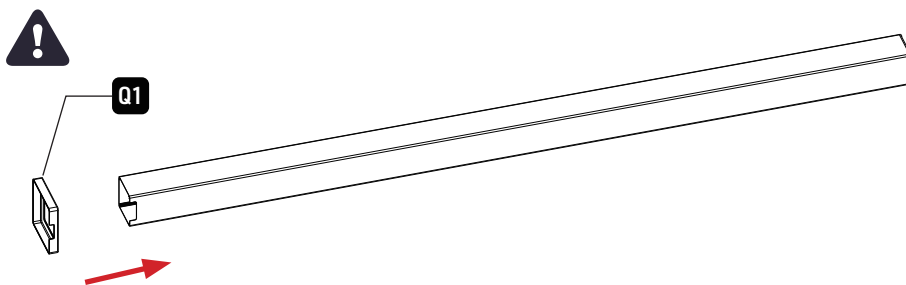
Z3		1	Z5		1
Z4		1	Z6		1



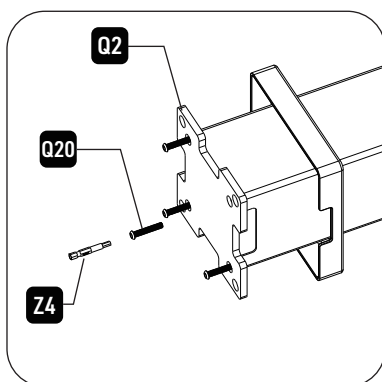
- Attention:
- 1. Assemble Posts first.
  - 2. Remove D from Beam B and B1. It will be installed at a later step.



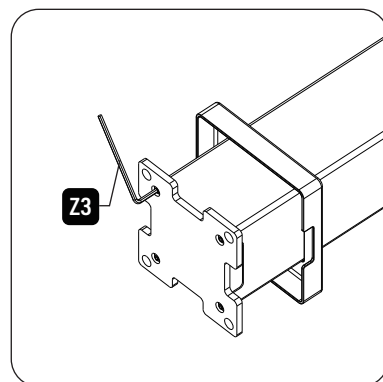
## STEP 2-1



1. Slide **Q1** (post skirt) onto **A & A2**(post). Make sure to align notch on **Q1** with **A & A2**(post), as this is a drain outlet.

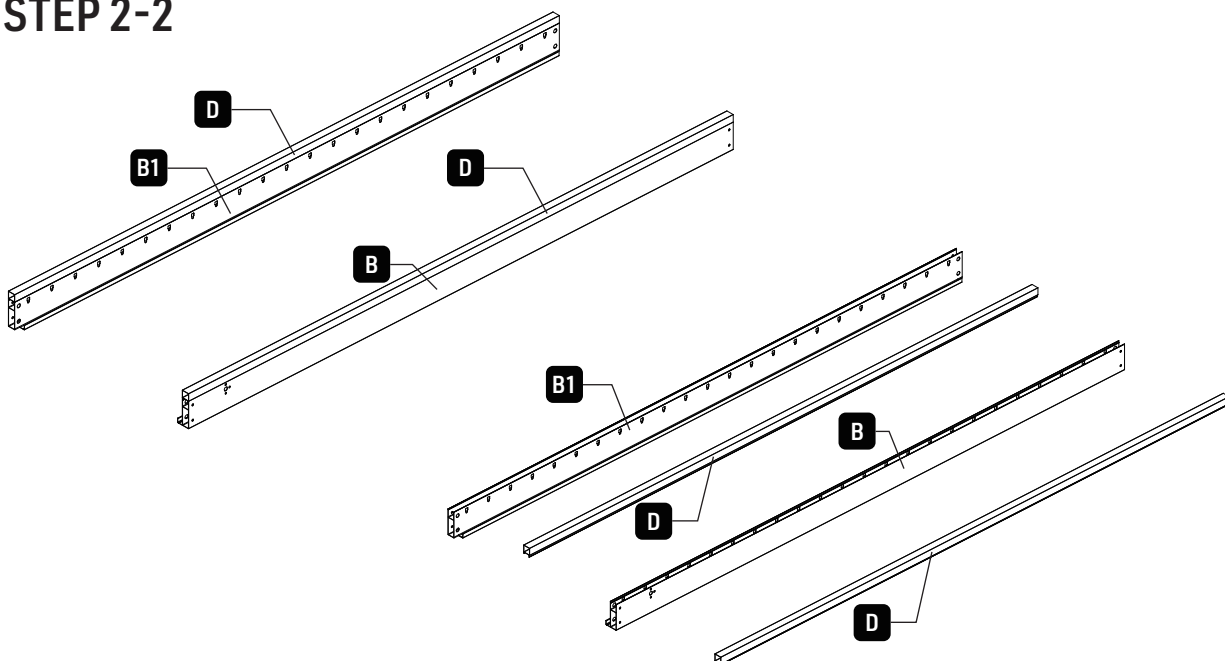


2. Use **Q20**(socket screw 6x35) to install **Q2**(base plate) to attach **A** (post). Use **Z4**(4mm bit ) to secure.



3. Tighten the screw with **Z3** if needed.

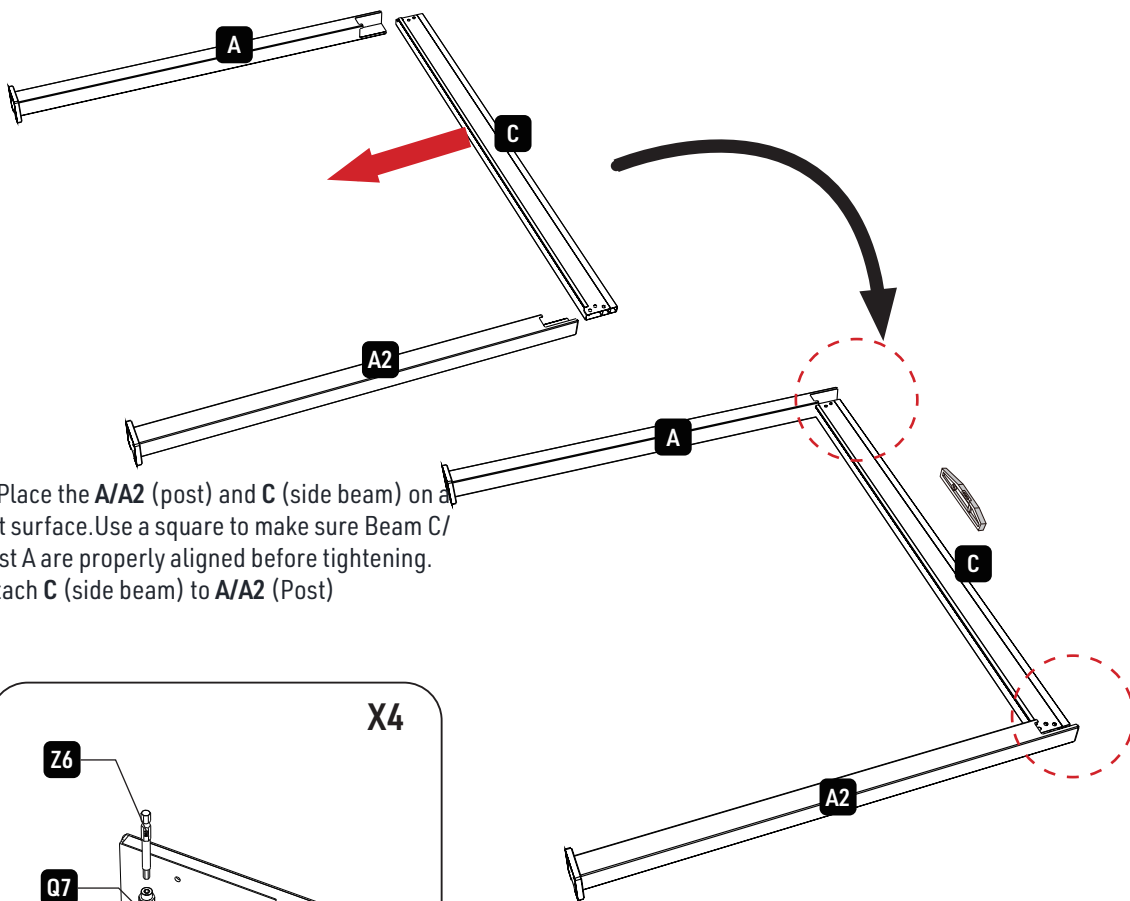
## STEP 2-2



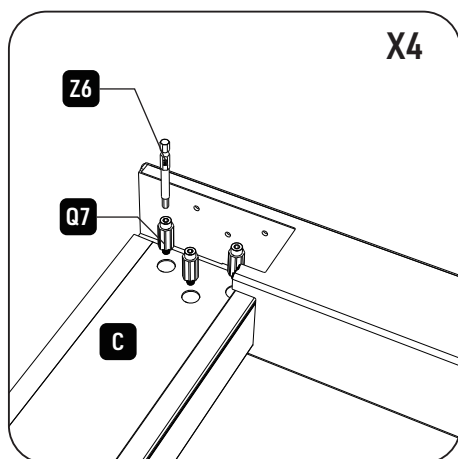
Remove **D** (top beam) from **B** and **B1**.



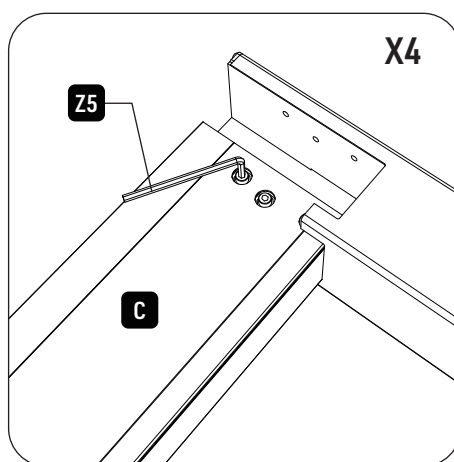
## STEP 2-3



1. Place the **A/A2** (post) and **C** (side beam) on a flat surface. Use a square to make sure Beam C/ Post A are properly aligned before tightening. Attach **C** (side beam) to **A/A2** (Post)



2. Use **Q7** ( Beam fixing screw ) and insert into **C** (side Beam) to connect **C** to **A**, tighten with **Z6** (6mm bit) . We suggest install top one first.

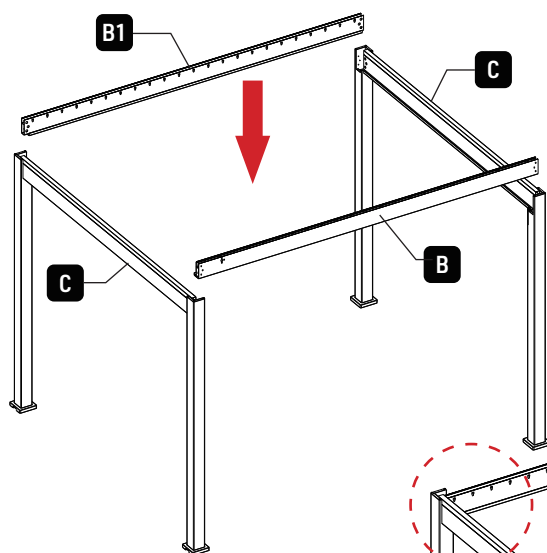


3. Use hex wrench **Z5** to tighten manually if needed.

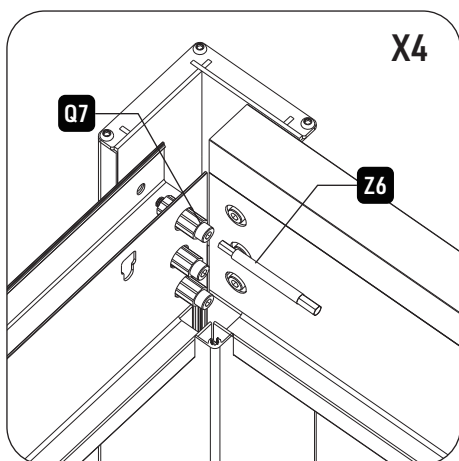


**Attention:**  
Be careful when placing posts on surface as they can be scratched.

## STEP 2-4



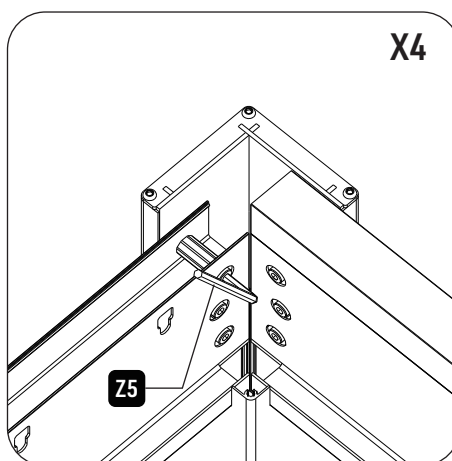
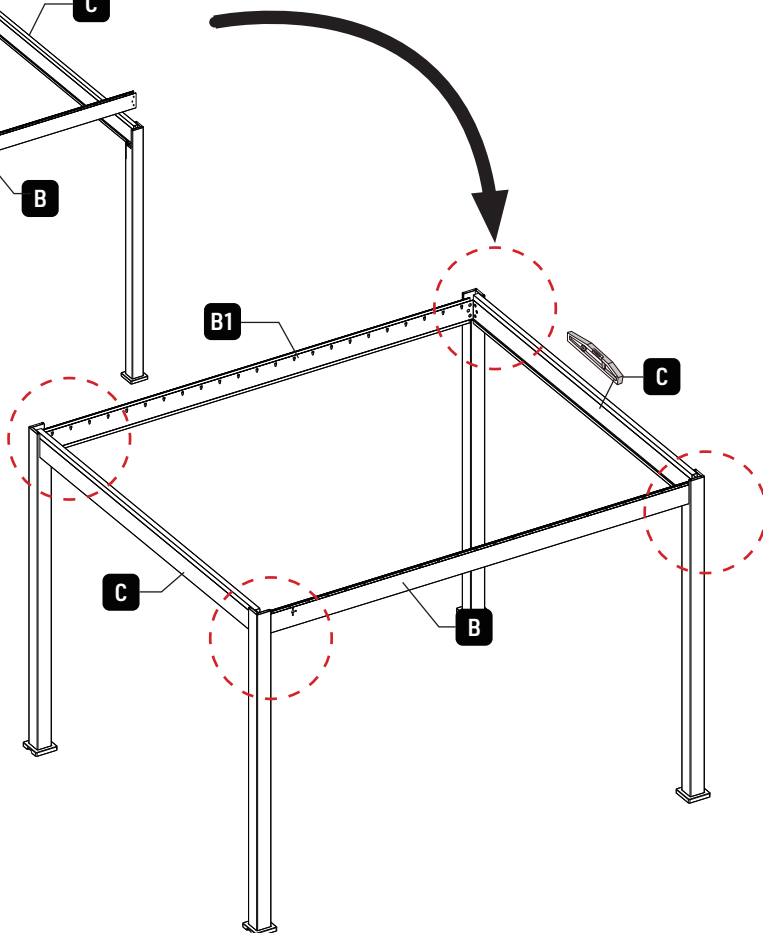
1. Insert Beams **B/B1** into **A** (post) aligning holes. Use a square to make sure Beam **B/B1** to Post **A** are properly aligned before tightening.



2. Insert **Q7** (beam fixing screw ) into **B&B1** (beam) attaching it to **A** (post). Use **Z6** to secure.



**Attention:**  
Please exercise caution when placing aluminum profiles on the ground to avoid scratches.
















3. Use hex wrench **Z5** to tighten manually.




# STEP 3 Installing Louvers

## Components

Parts

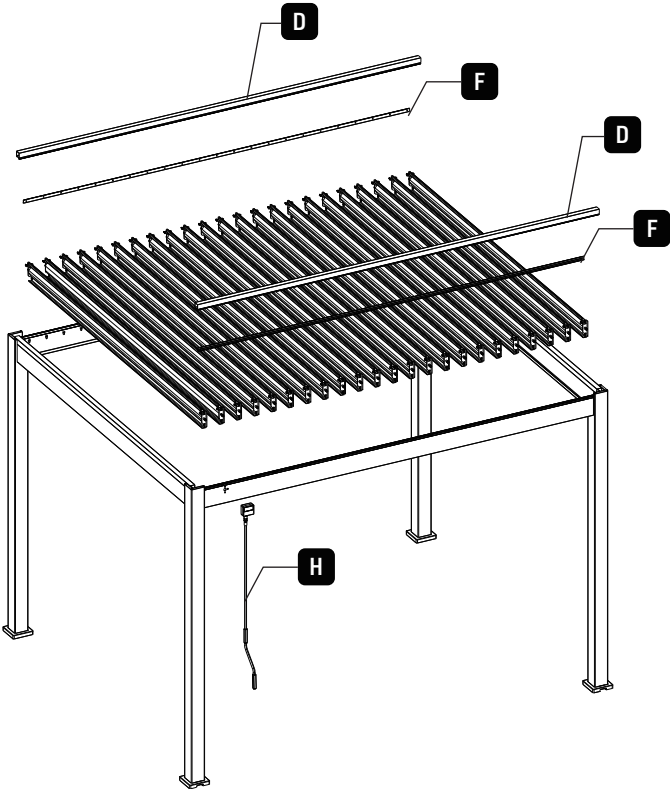
D		2
F		2
H		1
Q8		1
Q9		1
Q10		16
Q11		1
Q12		46
Q15		16
Q16		2
Q17		44
Q18		2
Q21		3

Tools

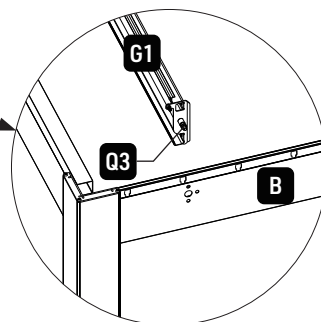
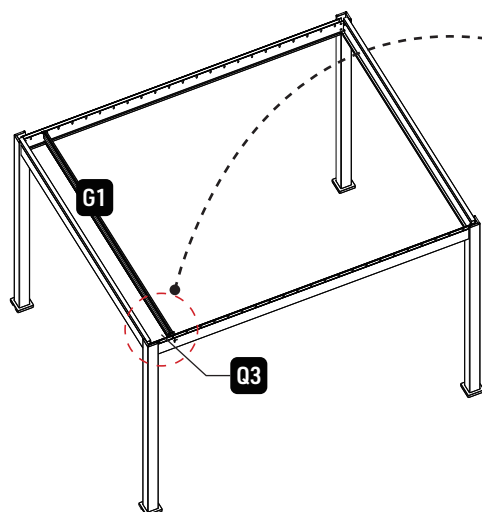
Z3		1
Z4		1
Q24		44



**Attention:**  
Please follow the order outlined in the instruction manual when assembling louvers.



## STEP 3-1

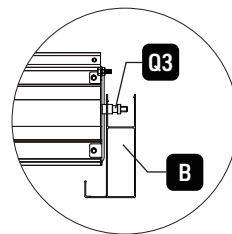
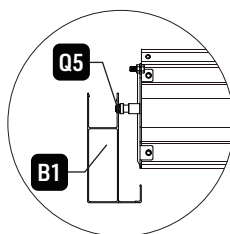
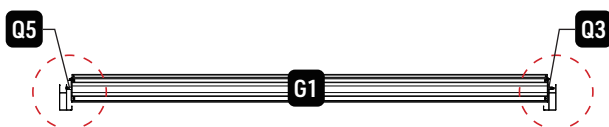
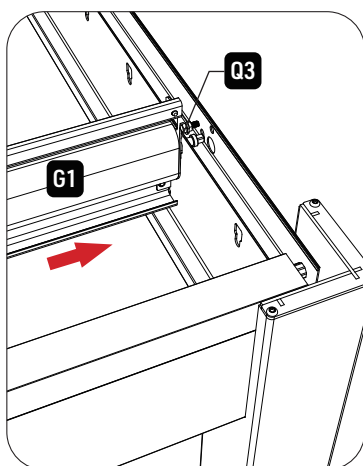


1. Put **G1** (Louvers) in **B**( beam). This is placed in 2nd hole for louver placement, where Beam **B** has opening for **Q8** gear box. **Q8** will install in later step.

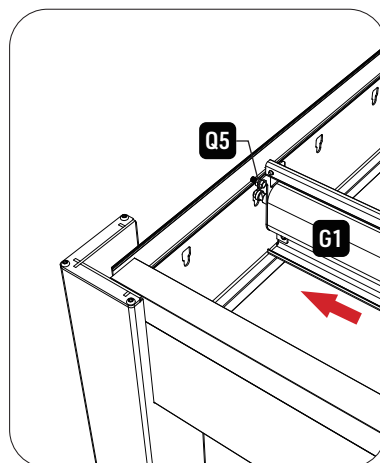
### Attention:



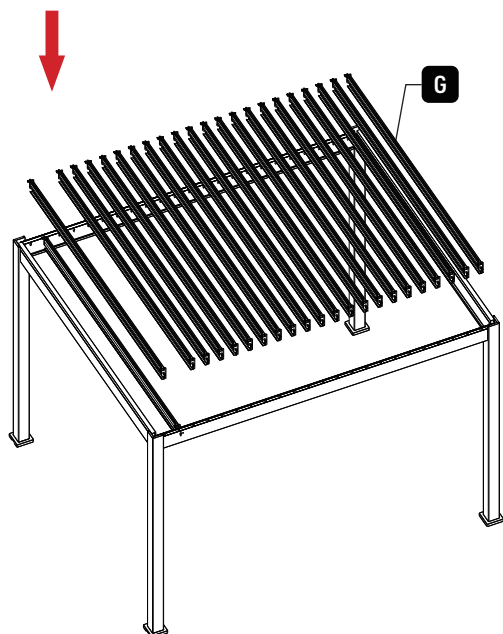
Insert completely **G1** (master louver) with louver end cap **Q3** into notch of Beam **B** first. This will allow clearance to insert opposite side into Beam **B1**.



2. Insert **Q3** end of Master Louver **G1** first into 2nd hole of Beam **B**. Then insert opposite side into Beam **B1**.



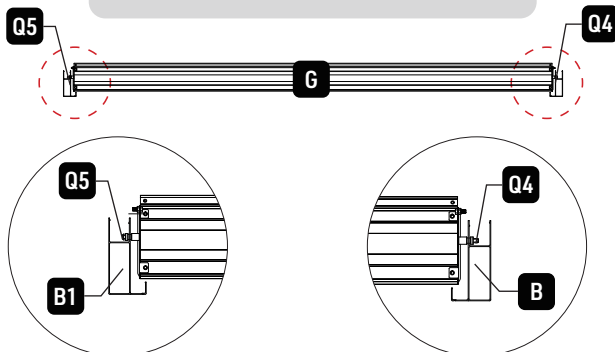
## STEP 3-2



X22

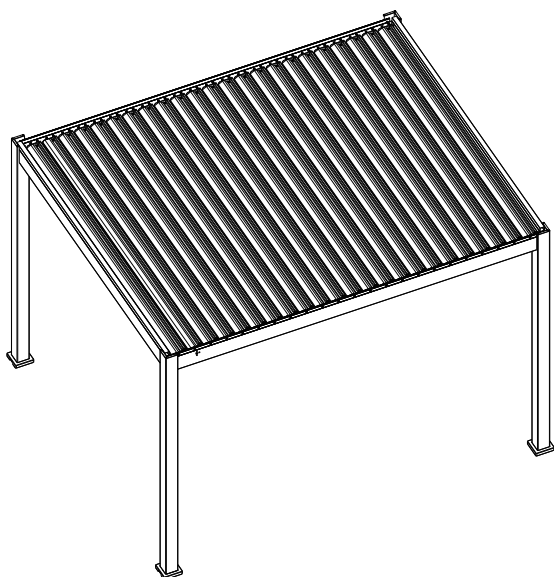


**Attention:**  
Follow same procedure as STEP 3-1

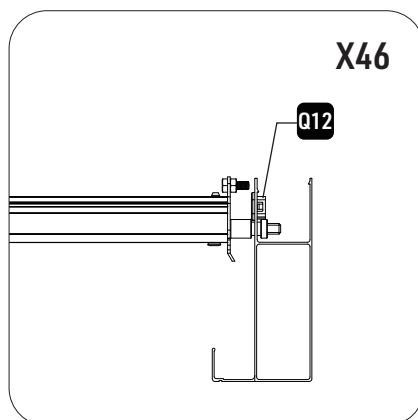
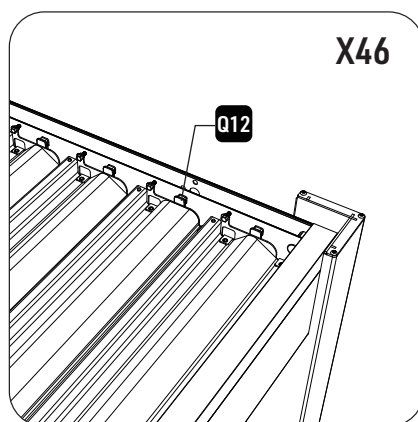


Place all **G** (louvers) on beam as same procedure as STEP 3-1

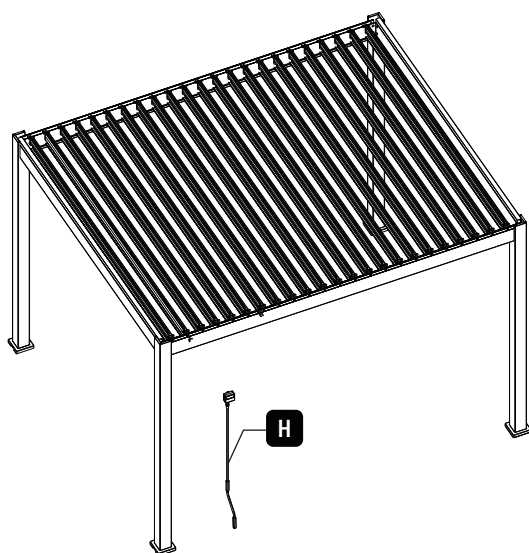
## STEP 3-3



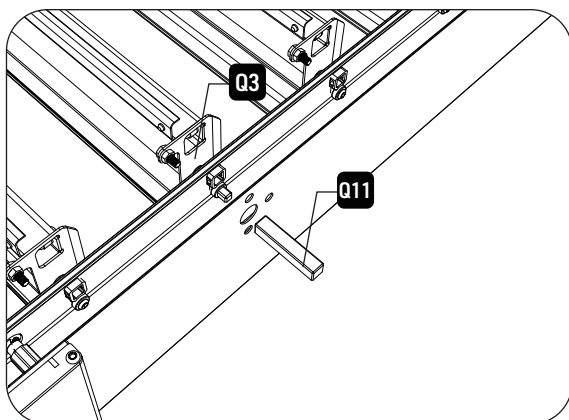
After louvers are installed, lay them in the closed position and insert **Q12** into the opening above spin (**Q6**) on louver end cap.



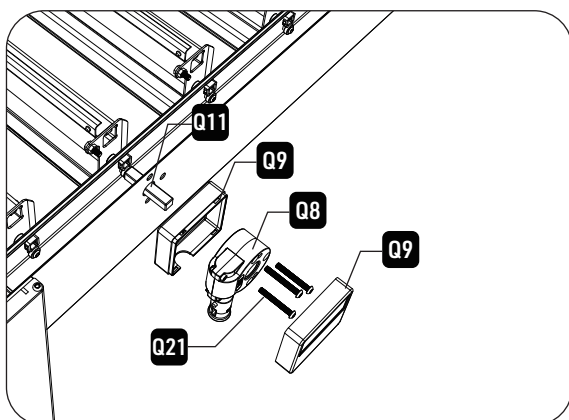
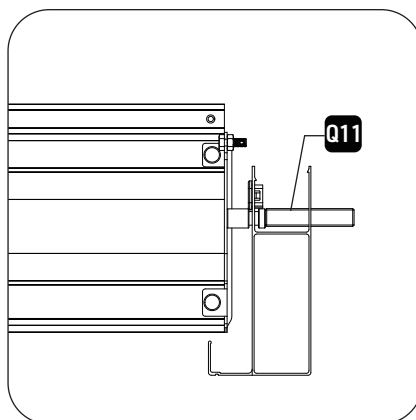
## STEP 3-4



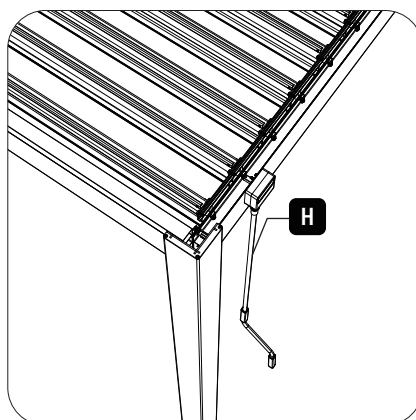
**Attention:**  
Louvers should be vertical



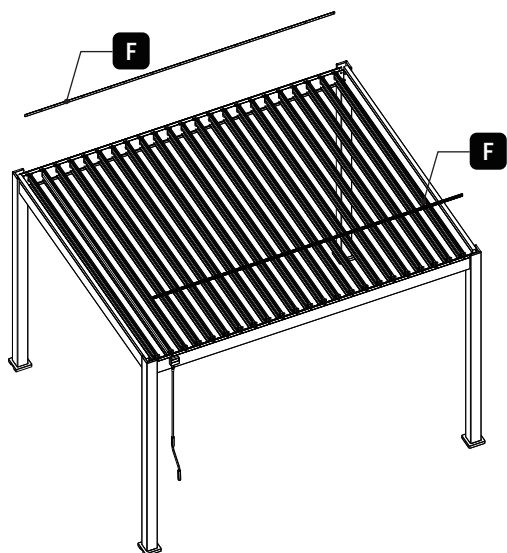
1. Place **Q11** (cylinder) on **Q3** (master louver end cap)



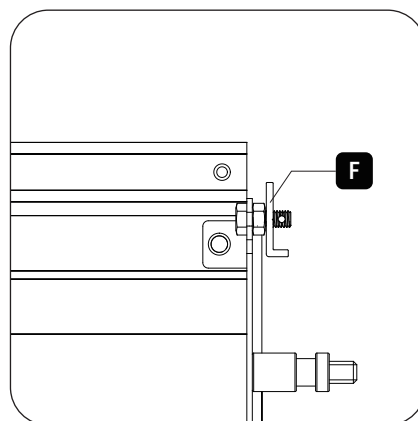
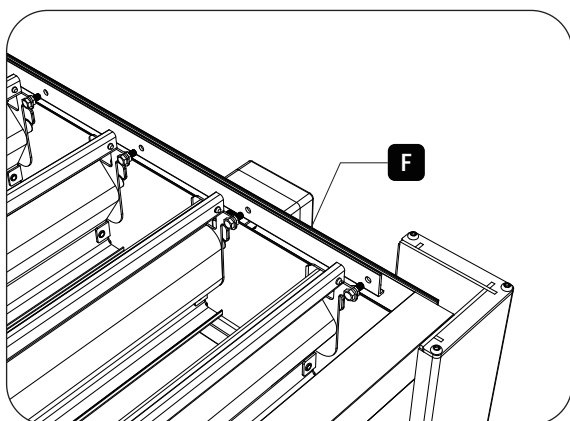
1. Remove **Q9** (box cover), place **Q9/Q8** onto **Q11** and secure with **Q21** screws. Install **H** into **Q8** and tighten.



## STEP 3-5

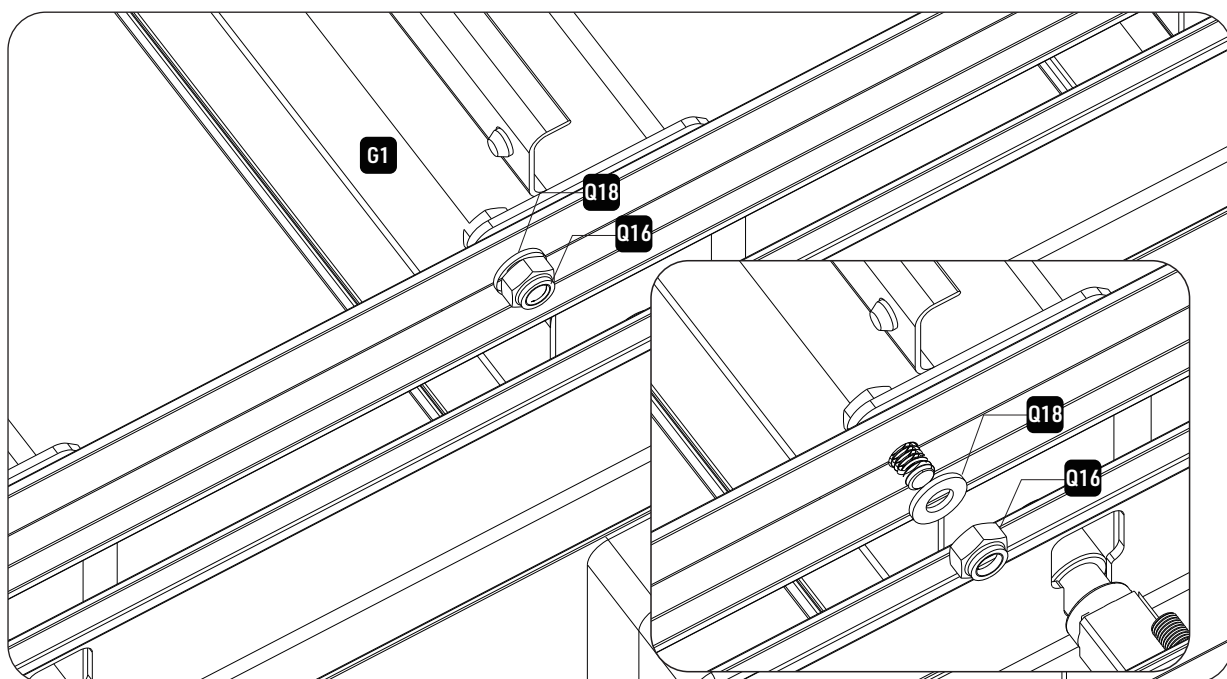


**Attention:**  
Keep all louvers vertical for easy assembly  
of F - connector bar.

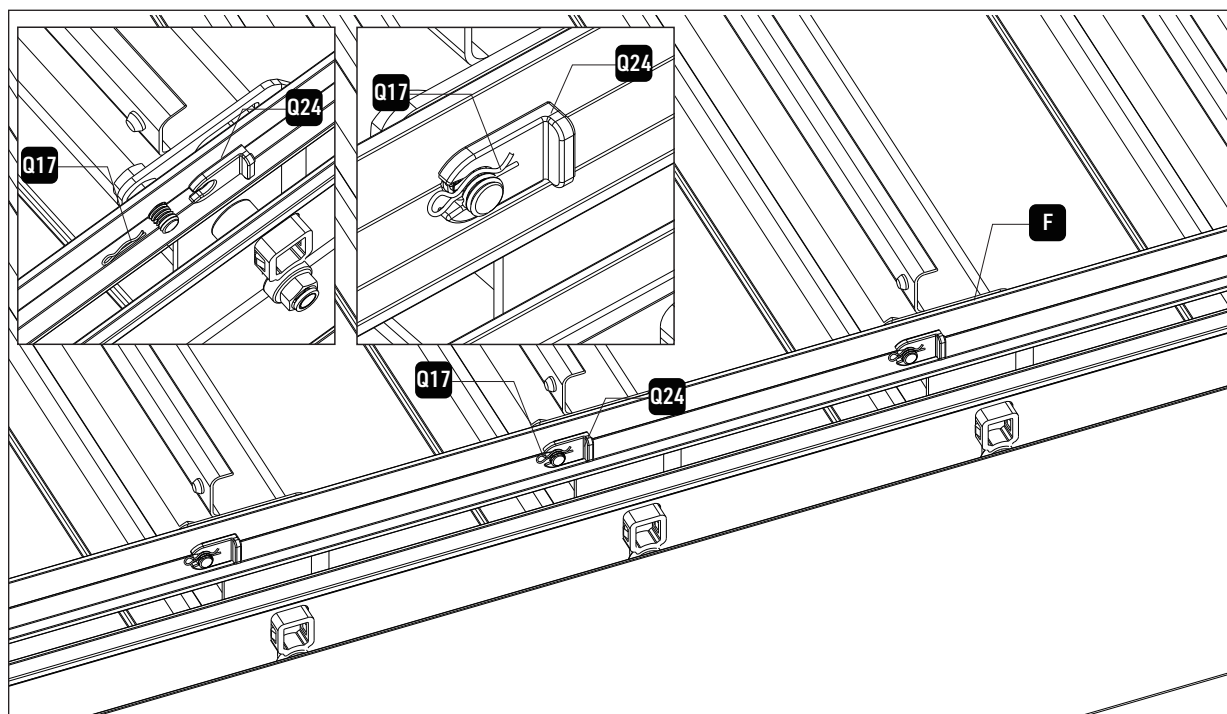


1. Place F (connector bar) on louver end caps

## STEP 3-5



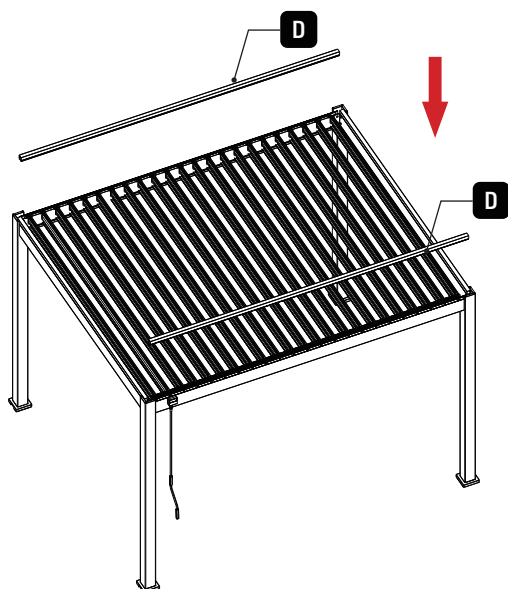
2. Place washer **Q18** onto screw of louver end cap then insert **Q16** into screw of louver end cap. Repeat this with all louver end caps to connect **F** to each louver **G1**.



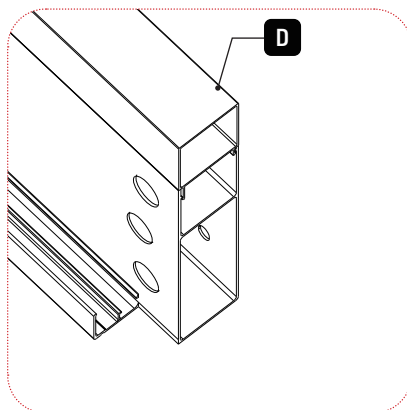
3. Place **Q17** onto screw of louver end cap then insert **Q24** into screw of louver end cap. Repeat this with all louver end caps to connect **F** to each louver **G**.



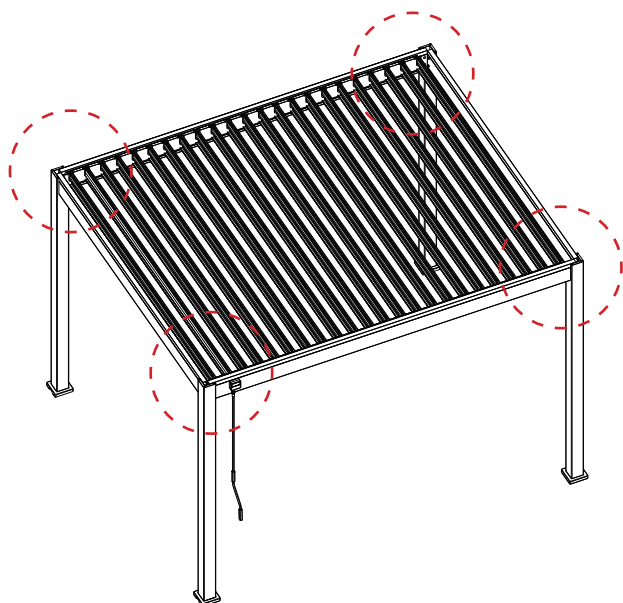
## STEP 3-6



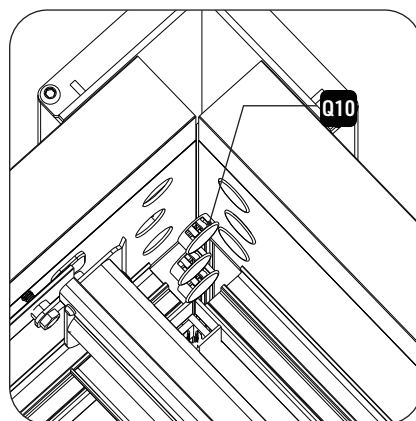
**Attention:**  
Place D (cap beam) onto Beam B and B1.  
Gently tap into place to connect.



## STEP 3-7



**Attention:**  
Keep all louvers vertical.

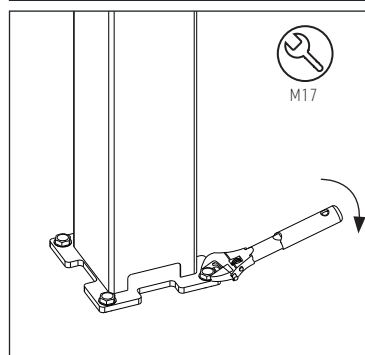
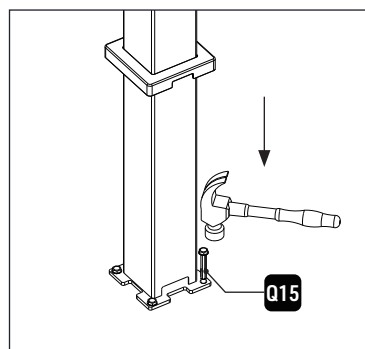
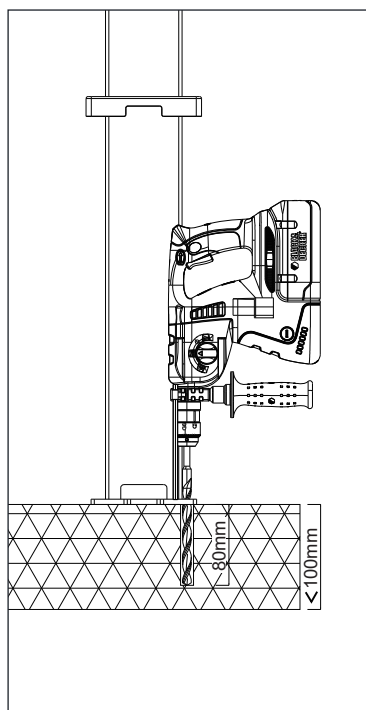
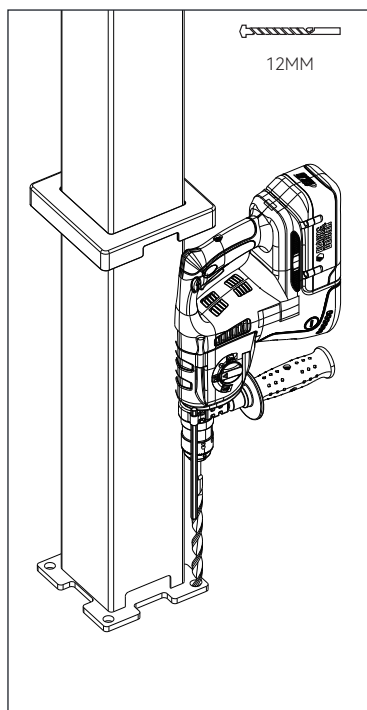
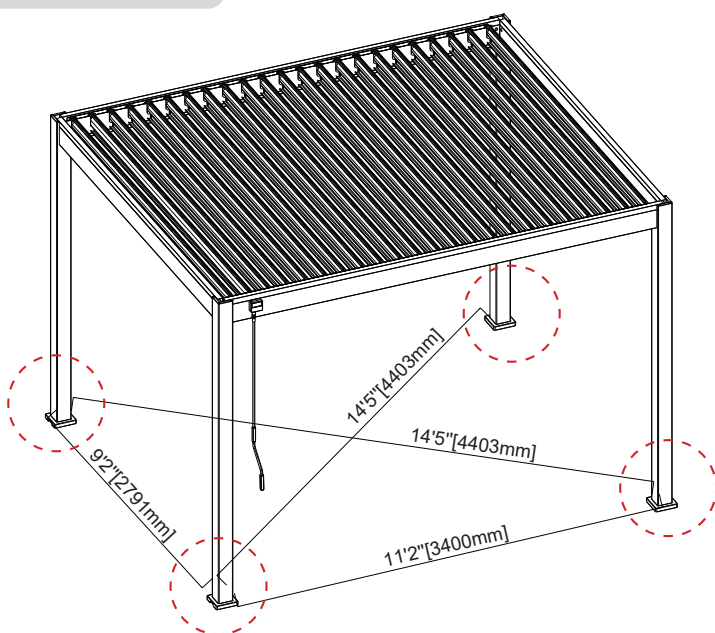


Cover holes in each corner on Beams **C/B/B1** with **Q10** (plastic cap).

## STEP 3-8



Attention:  
Make sure the unit is "square" before  
anchoring.



Check all dimensions of the pergola, then anchor base plate **Q2** to concrete foundation using **Q15** (expansion bolt).  
Caution the post skirting can scratch post.





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