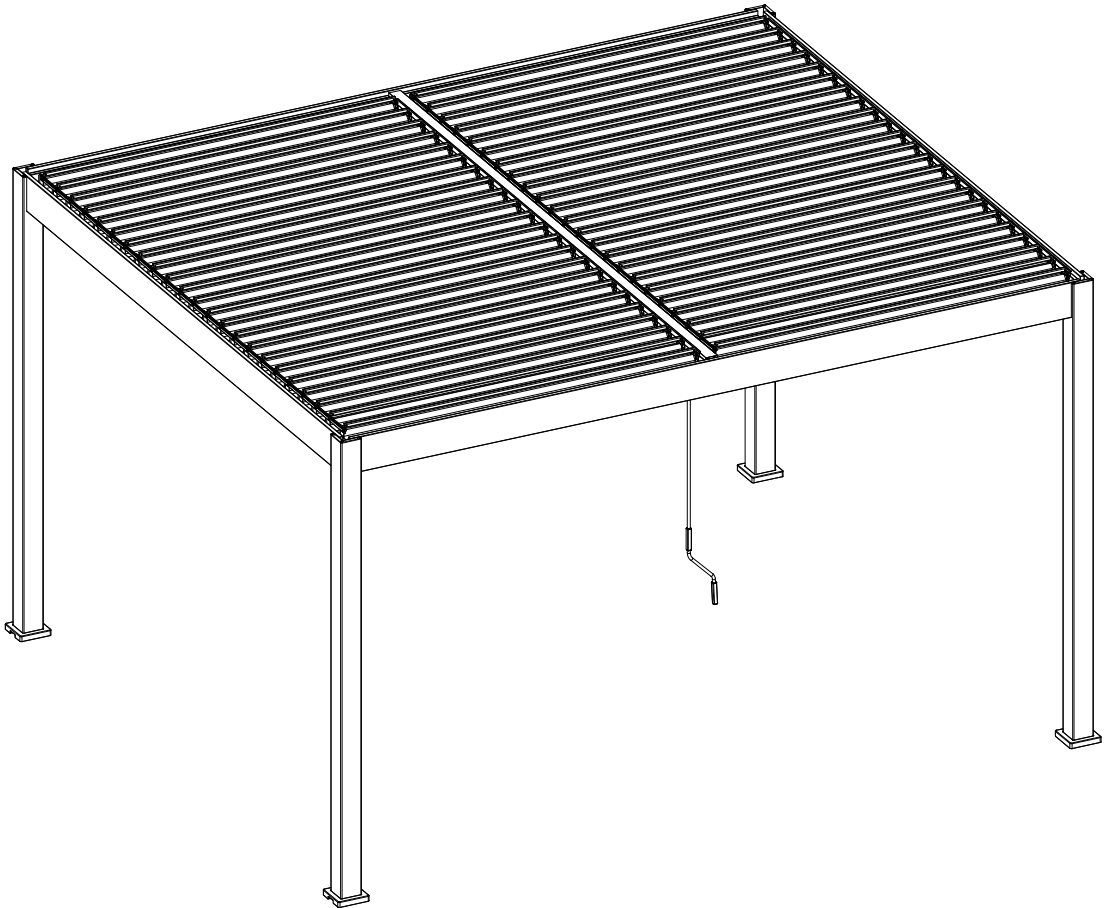


Paragon Outdoor Aluminum Louvered Pergola 12'×14'

Assembly Instructions



Register your pergola at
www.paragon-outdoor.com
for an extra **1 year** of coverage!



Paragon Group USA

Customer Service Contact Information: 1-877-782-4482

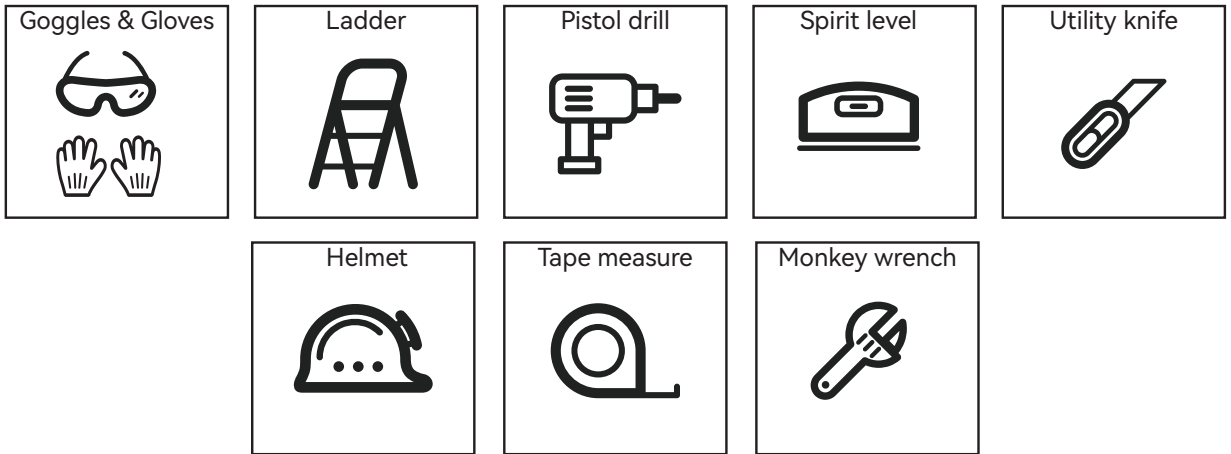
support@paragon-outdoor.com

 @paragonoutdoorcompany

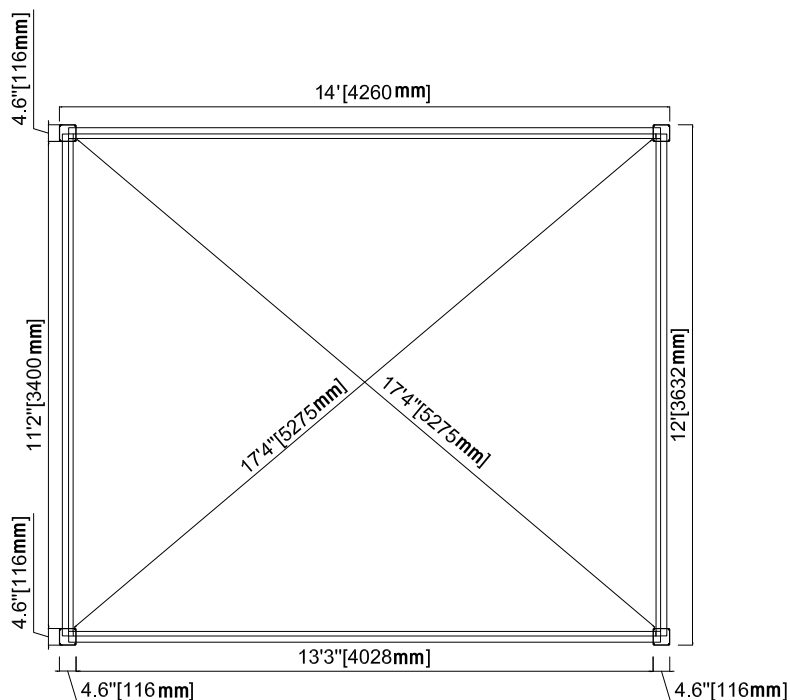
Paragon Outdoor Aluminum Louvered Pergola 12'×14'

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.

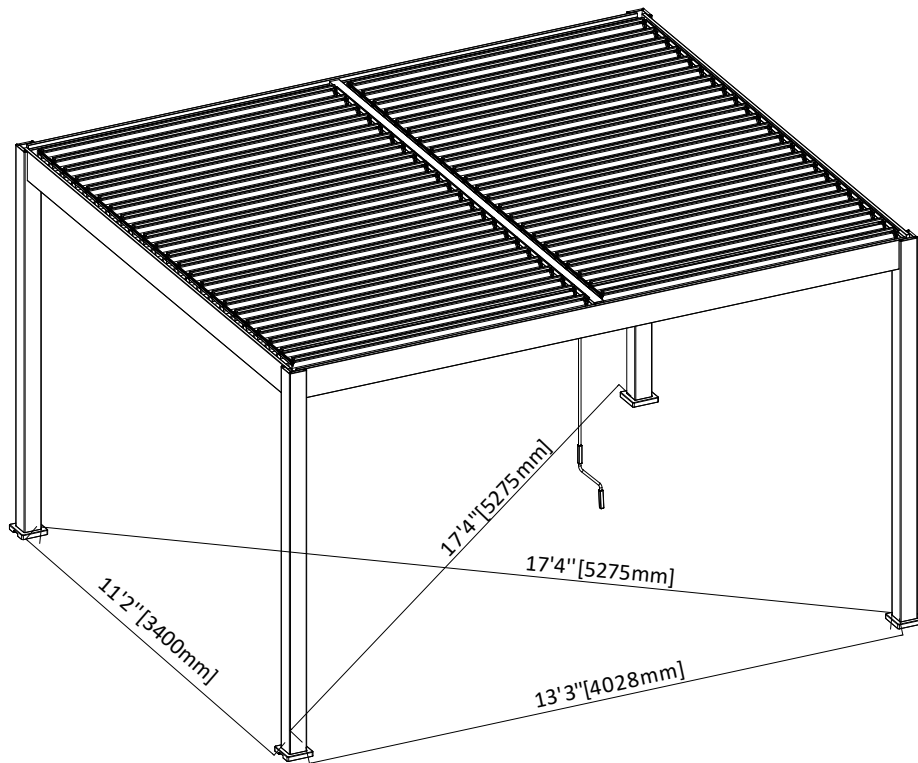
NECESSARY TOOLS AND SAFETY GEAR (NOT SUPPLIED)



2D&3D FOOTING MEASUREMENT



3D FOOTING MEASUREMENT



Paragon Outdoor's 5 Year Limited Warranty

Product Details: Paragon Outdoor Premium Louvered Pergola
Items Included in Warranty: PRLUG-1012GY, PRLUG-1214GY, PRLUG-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 5 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.

Item #	Warranty Duration	Extended Warranty
PRLUG-1012GY, PRLUG-1214GY, PRLUG-1220GY	4 years	+ 1 year

*Extended warranty is applied when product is registered on 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


Need Assistance? Call: **+1 (877) 782-4482**



Hours of Operation



Speak with an Expert Customer Service Agent: Monday – Friday: 8:00 am – 5:00 pm CST

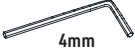


We are available 24 hours a day, 7 days a week. Please allow up to 24 hours for a response.




CARTON 1/6(POSTS AND LOOSE PARTS)

Reference	Parts	Quantity
A	 Post	4


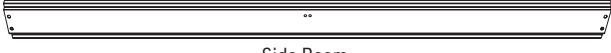
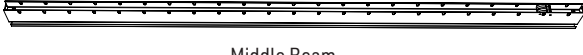



Reference	Parts	Quantity
Q1	 Post skirt	4
Q2	 Base plate	4







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





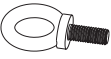
Reference	Parts	Quantity
Z3	 4mm 4mm Allen key	1
Z4	 4mm 4mm Hex bit	1
Z5	 6mm 6mm Allen key	1


Reference	Parts	Quantity
Z6	 6mm 6mm Hex bit	1
Z7	 10mm 10mm Flat wrench	1
Z8	 PH2 PH2 Hex bit	1

CARTON 2/6(BEAMS)

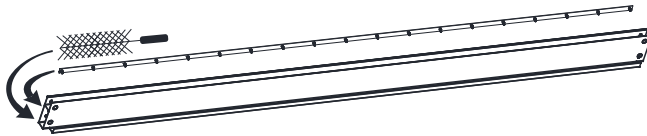
Reference	Parts	Quantity
B	 Master Beam	2
C	 Side Beam	2
D	 Middle Beam	1
E	 Middle Beam Cap	1
F	 Connector Bar	4
H	 Crank Handle	1

Reference	Parts	Quantity
Q6	 Spin for louver	90
Q7	 Beam fixing screw	16
Q10	 Plastic cap	16
Q12	 Plastic cap	90
Q13	 Rubber clog	92
Q16	 Locking cap	90


Reference	Parts	Quantity
Q17	 Plug	92
Q18	 Washer	92
Q19	 6x35 Socket screw 6X35	90
Q22	 6x12 Socket screw 6X12	4
Q23	 Ring cap	1





ATTENTION!




Connecting Bar (F0) & Brush Inside!




CARTON 3/6 (LOUVERS)

Reference	Parts	Quantity
P	 Louver	10


Reference	Parts	Quantity
P3-1	 Master louver end cap A	1
P3-2	 Master louver end cap B	1
P4	 Louver end cap A	45

Reference	Parts	Quantity
P5	 Louver end cap B	45
P14	  4x16 PH2 Screw 4x16	184


CARTON 4/6(LOUVERS)

Reference	Parts	Quantity
P	 Louver	12

CARTON 5/6(LOUVERS)

Reference	Parts	Quantity
P	 Louver	12

CARTON 6/6(LOUVERS)

Reference	Parts	Quantity
P	 Louver	12

ASSEMBLY GUIDELINES

STEP 1 : Assembly of Louvers











STEP 2 : Building the frame

STEP 3 :Louvers and their connections





STEP 1 Assembling the Louvers

Components

Parts

P		46
P3-1		1
P3-2		1
P4		45
P5		45
Q6		90
Q13		92
P14	 4x16 PH2	184
Q16	 lock nut	90
Q19	 6x35	90

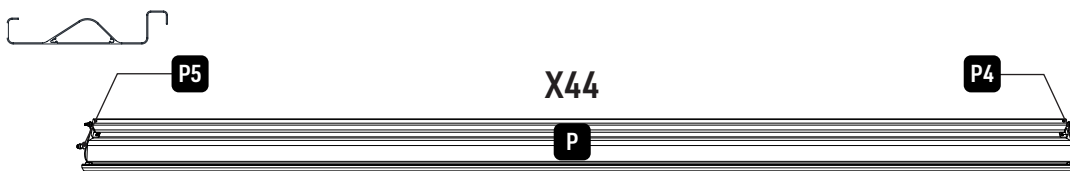
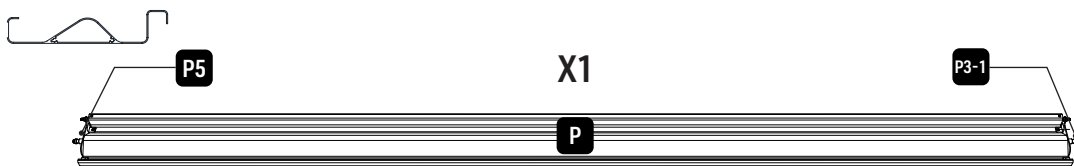
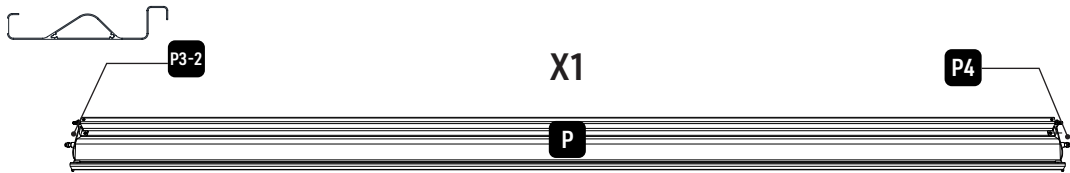
Tools

Z3	 4mm	1
Z4	 4mm	1
Z7	 10mm	1
Z8	 PH2	1



Attention :

1. Master Louver P will be assembled with P4/P3-2 end caps and Master Louver P will be assembled with P3-1/P5. These Master louvers will control the gear box in later step.
2. Louver P will be assembled with P4/P5 end caps (qty 44)



STEP 1-1

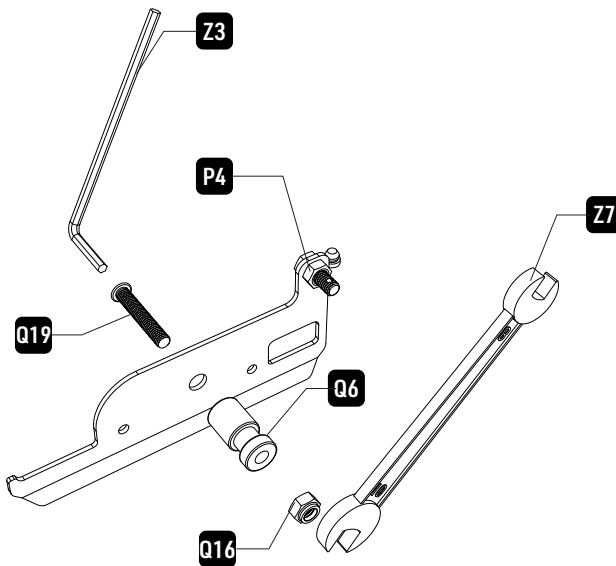


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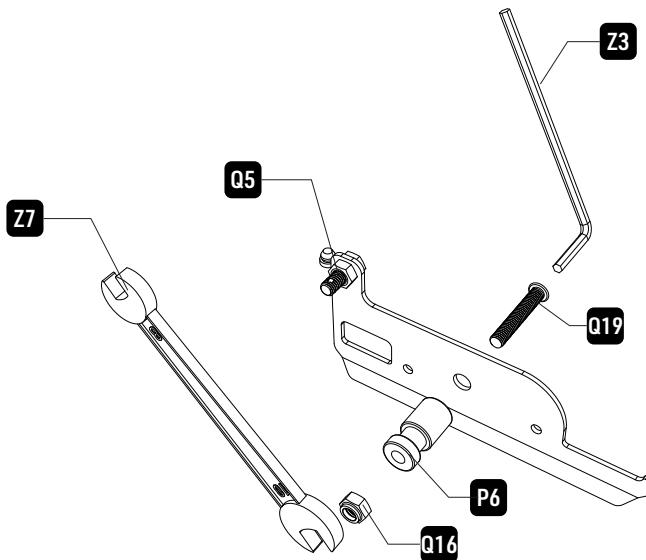
Do not overtighten when assembling louver end caps. Q19 screw will not extend past Q16.

Assemble the louver connectors **P4** and **P5** as shown below.

P4x45



P5x45



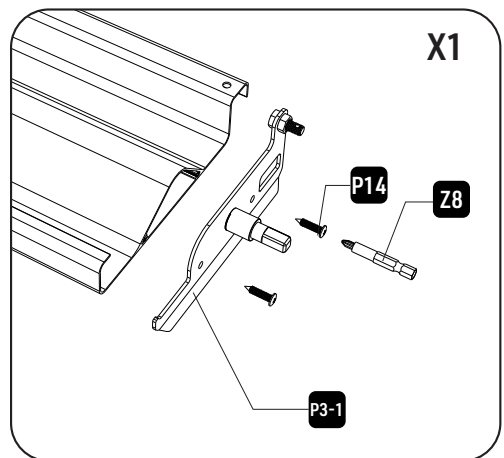
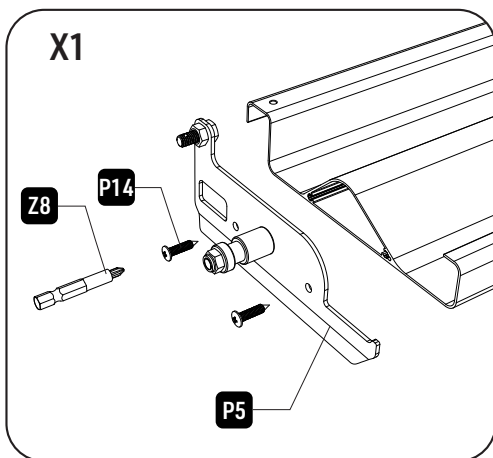
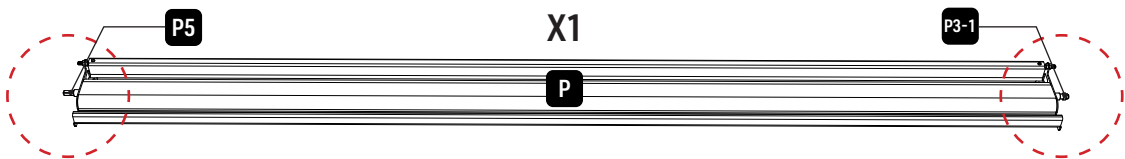
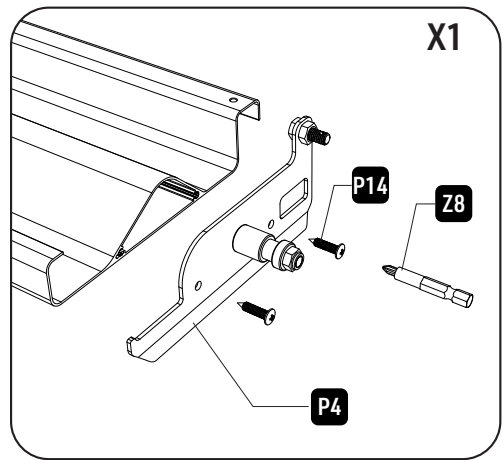
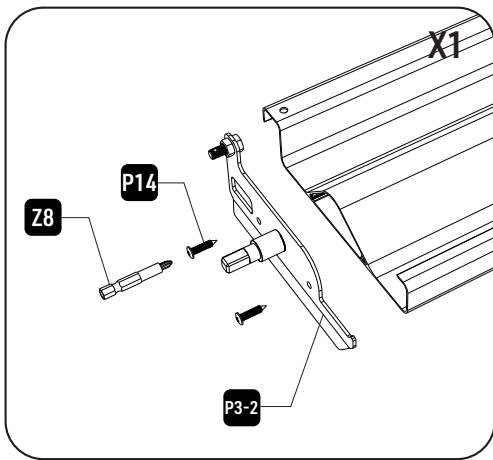
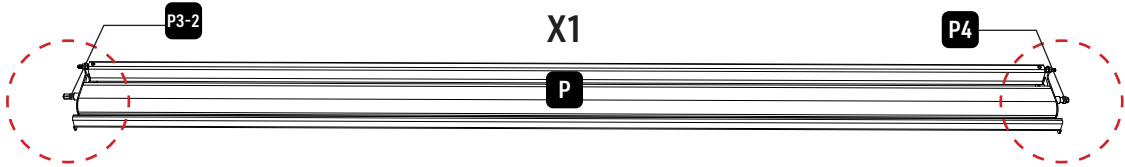
STEP 1-2

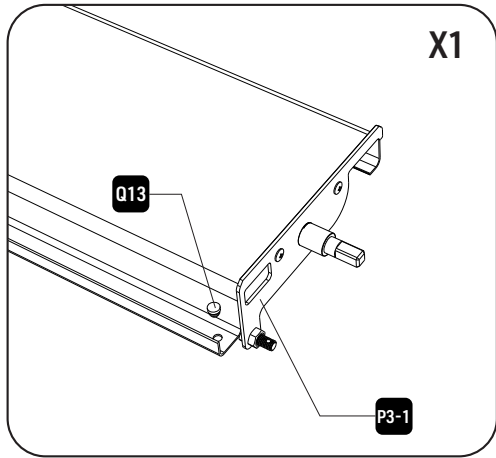
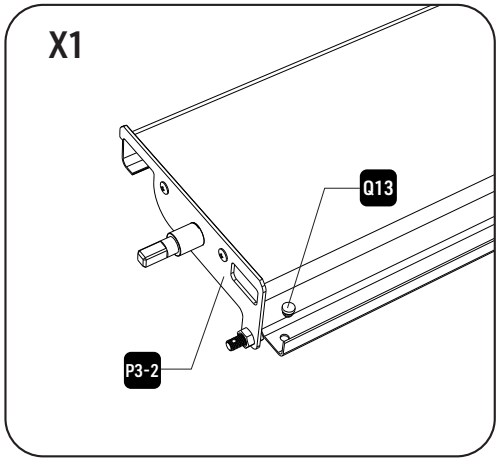
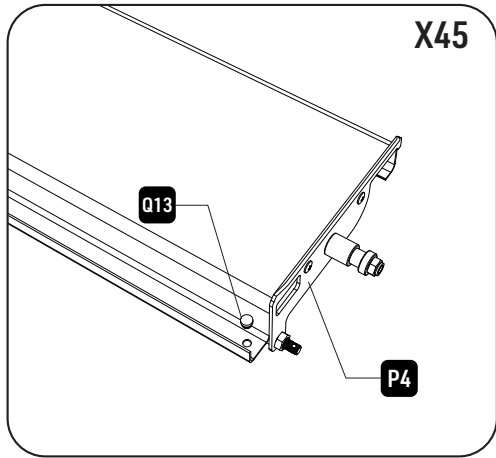
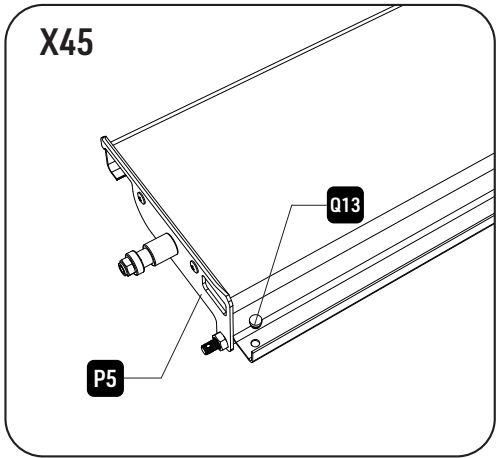
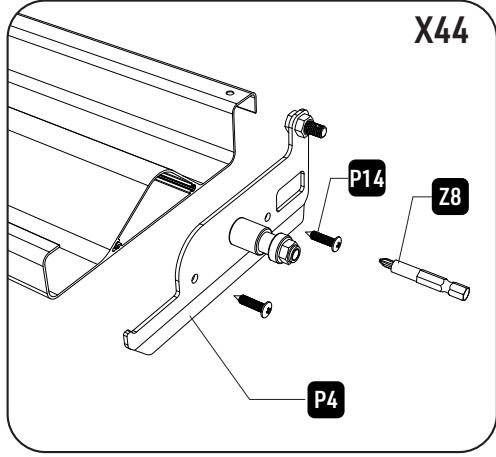
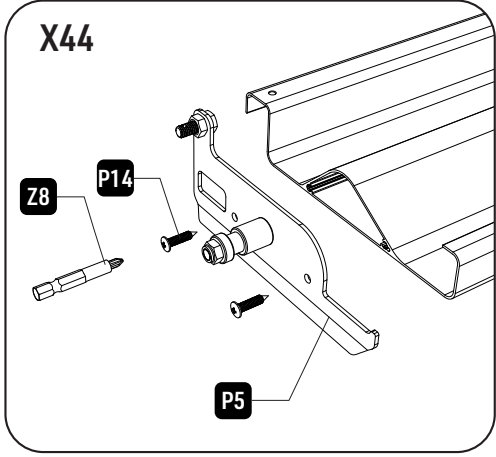


Attention:

There are 2 Master Louvers these will have louver end caps P3-1/P5 and P3-2/P4 installed. Install as shown as these will attach to gearbox within Beam D in a later step.

Attaching P3-1/P3-2 (master louver end cap) and P4/P5 (louver end cap) to P (master louver with P3-1/P3-2). Use qty 2 of part P14/Q18. Once attached, add Q13 (rubber clog) to each hole at the end of louver. P3-1/P3-2 are for master louvers and are pre-assembled already. Please identify P3-1/P3-2 from end caps P4/P5.





STEP 2 Building the Frame

Components

Parts

A		4				
B		2				
C		2				
D		1				
E		1				
Q1		4	Q7		6mm	16
Q2		4	Q20		6x35 4mm	16

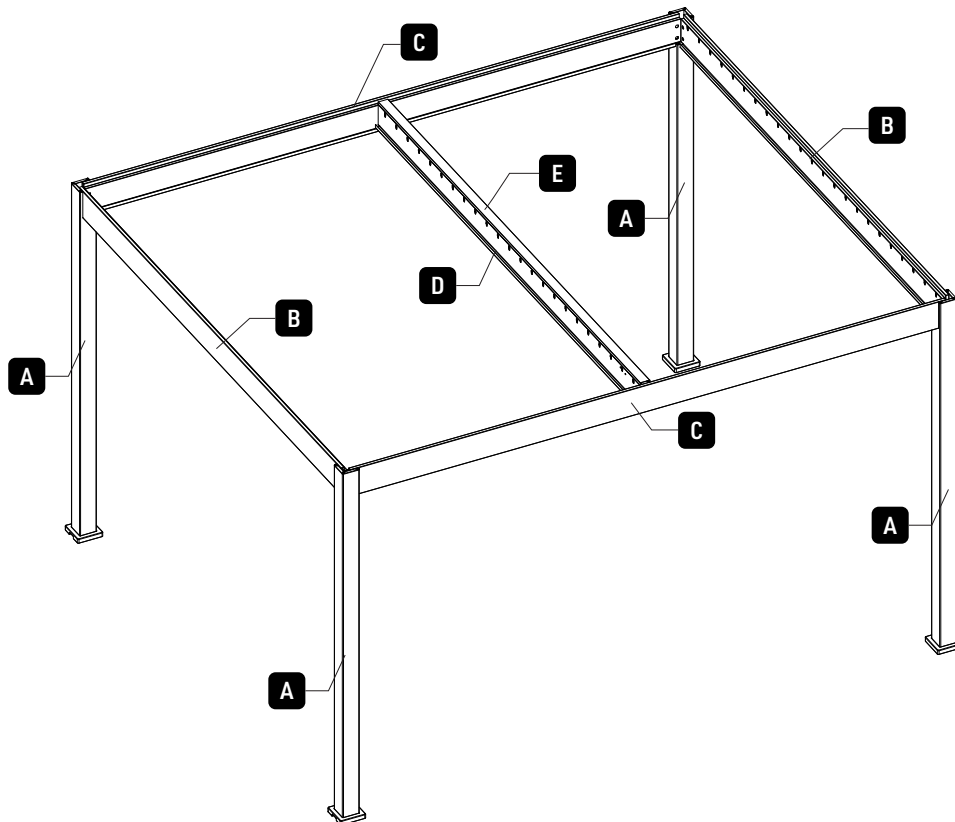
Tools

Z3		4mm	1	Z5		6mm	1
Z4		4mm	1	Z6		6mm	1

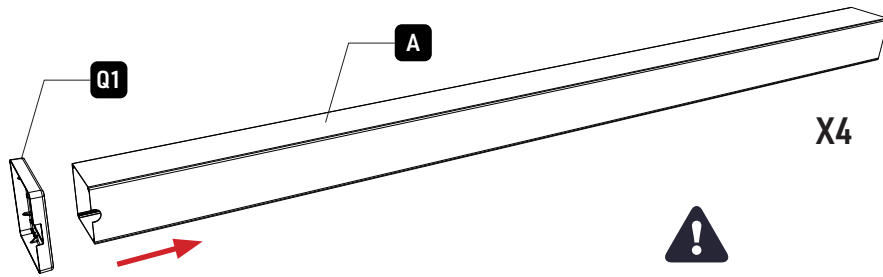
Attention:



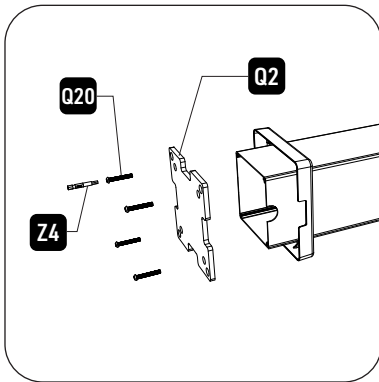
1. You can change the direction of the crank by changing the direction of Middle Beam D.
2. Do not attach D (Middle Beam) to C until all louvers P are installed.
3. Check with hex wrench



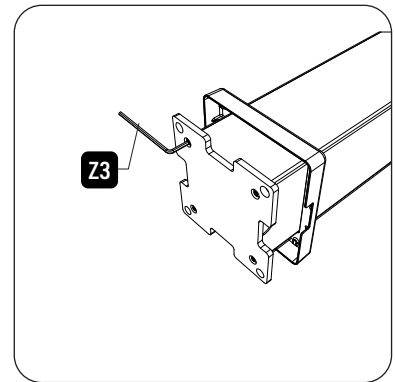
STEP 2-1



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

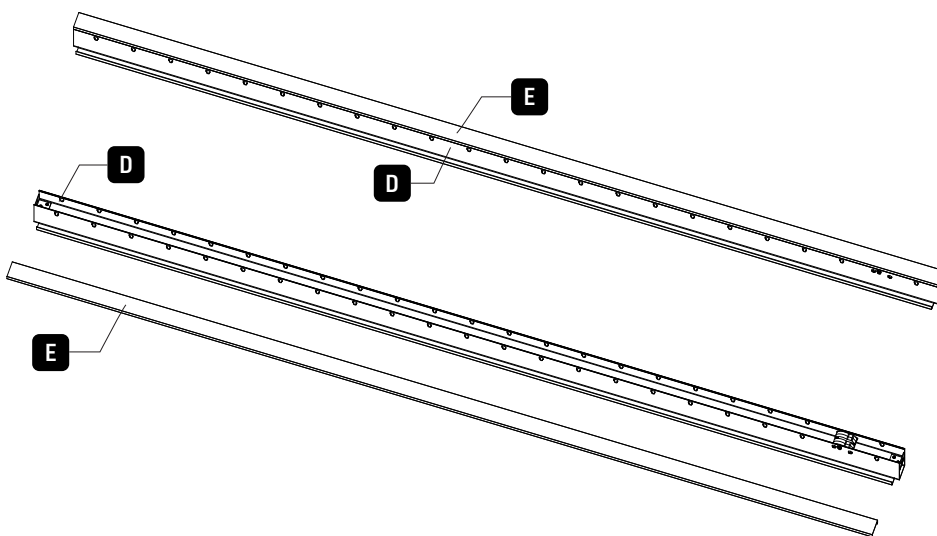


2. Use **Q20** (Screw) to install **Q2** (base plate) to base of **A** (Post) . Use **Z4** (4mm bit) to secure.



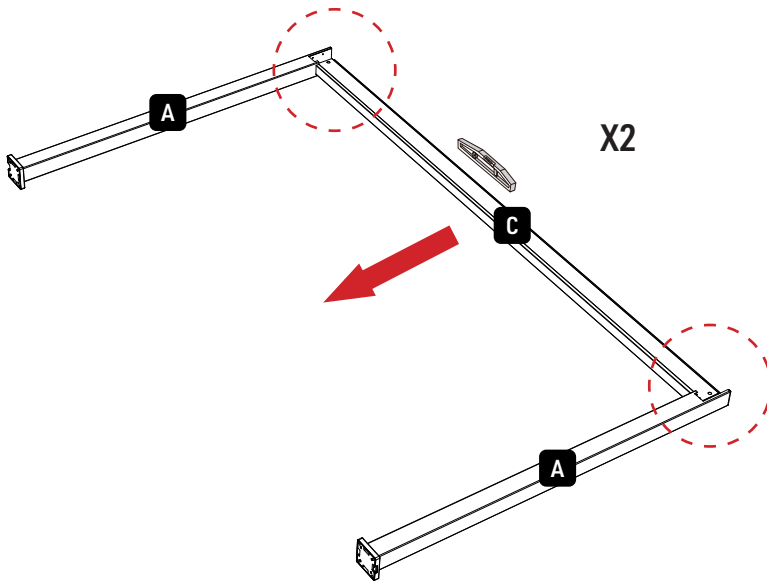
3. Tighten the screw with **Z3** if needed.

STEP 2-2

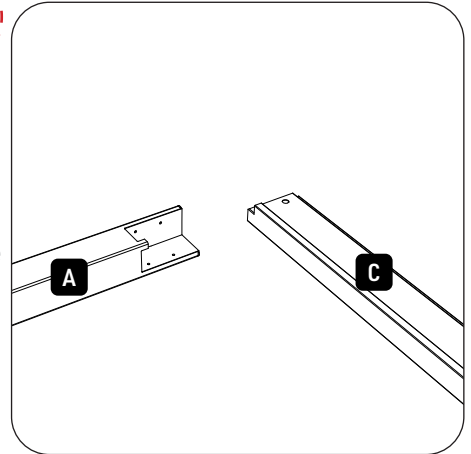


Set **E** (middle beam cap) aside as it will be installed in later step (step 3-7)

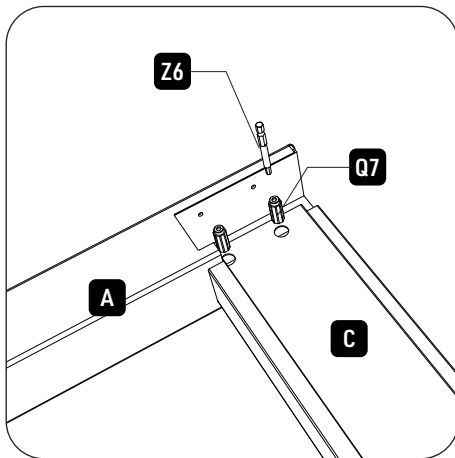
STEP 2-3



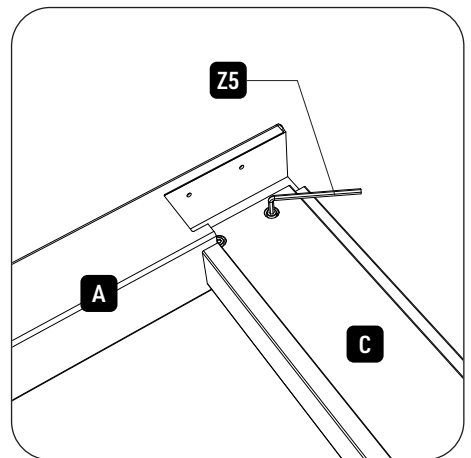
Place the **A** (post) and **C** (side beam) on a flat surface. Use a square to make sure Beam **C**/Post **A** are properly aligned before tightening.



1. Attach **C** (side beam) to **A** (Post)



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

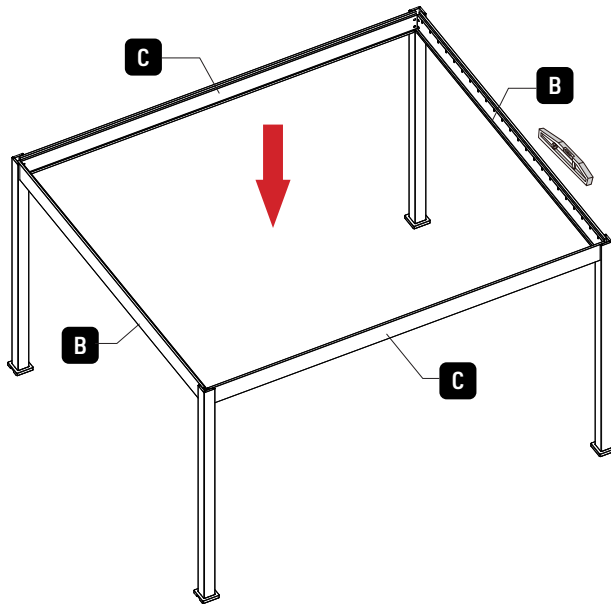


3. Use hex wrench **Z5** to tighten manually if needed.

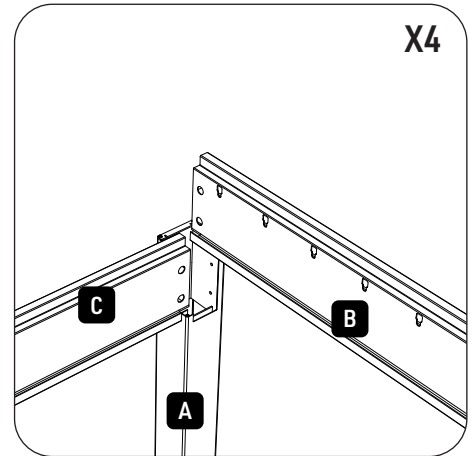


Attention:
Install 1 Beam (B) completely then install other Beam (B). Before tightening **Q7** completely make sure to square up each corner B/C.

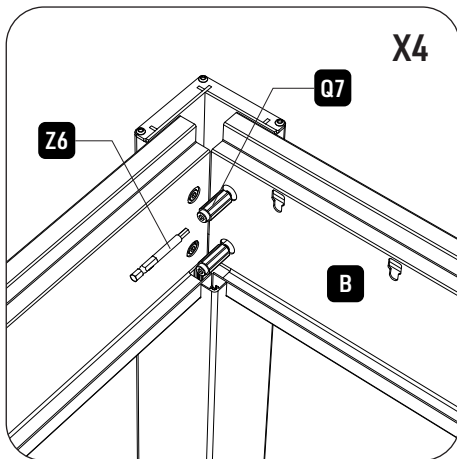
STEP 2-4



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



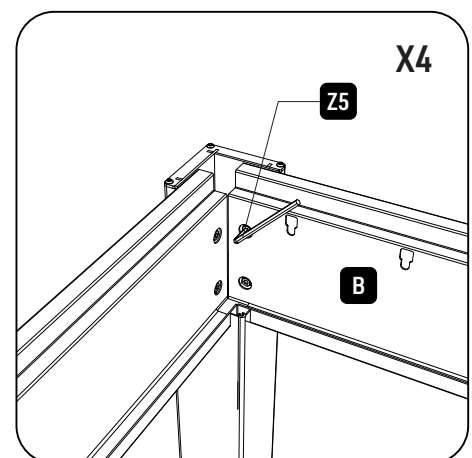
1. Attach **B** (beam)



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

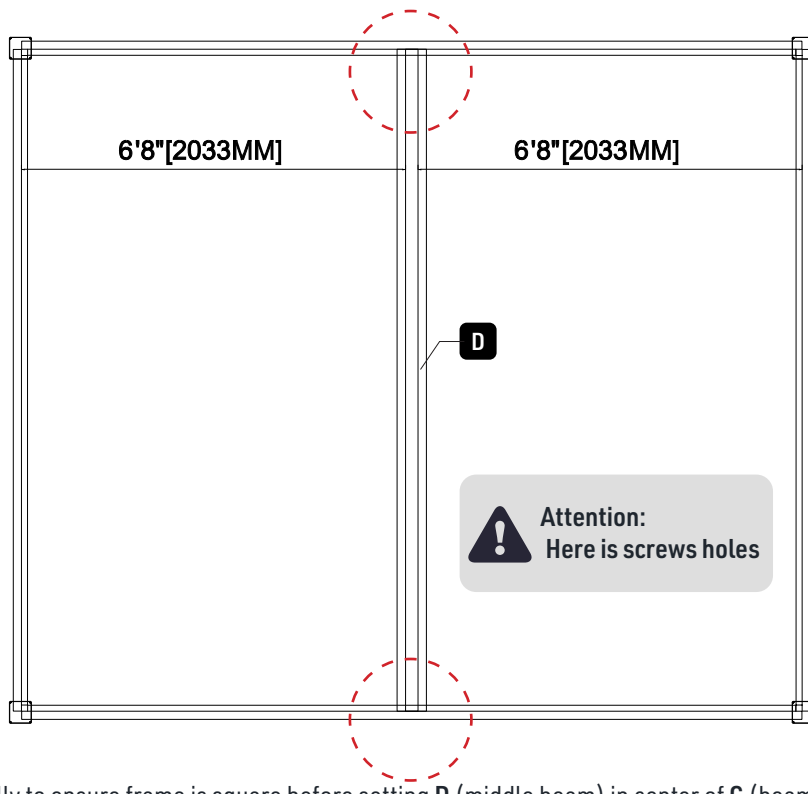


Attention:
Install 1 Beam (**B**) completely then install other Beam (**B**). Before tightening **Q7** completely make sure to square up each corner **B/C**.

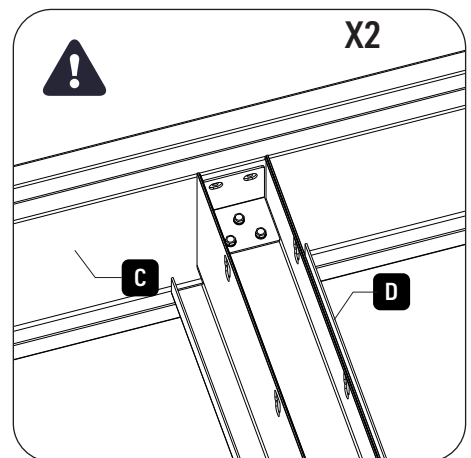
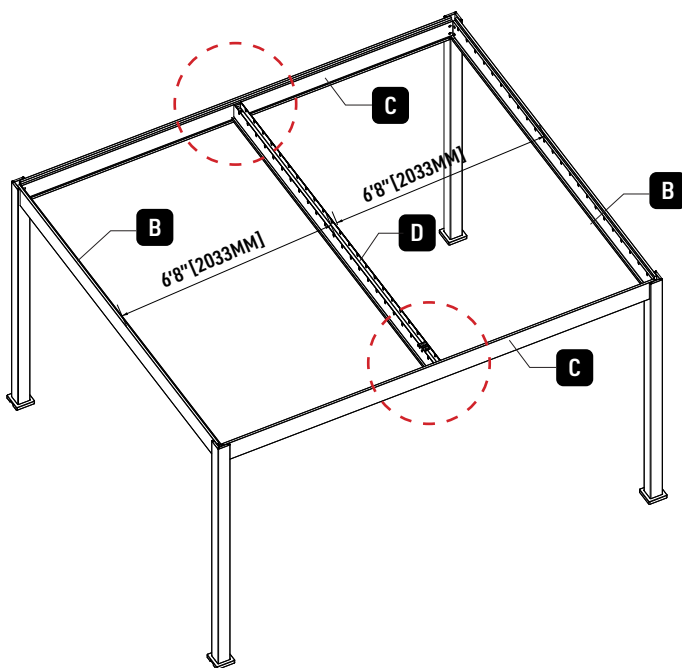


3. Use hex wrench **Z5** to tighten manually.

STEP 2-5



1. Measure diagonally to ensure frame is square before setting D (middle beam) in center of C (beam).












2. In this step you will set D (beam) in place only. Do not secure connectors bar (F) to outer beam C. This will be done in a later step (3-6).



STEP 3 Installing Louvers

Components

Parts

E		1
F		4
H		1
Q10		16
Q12		90
Q15		16
Q17		92
Q18		92
Q22		4

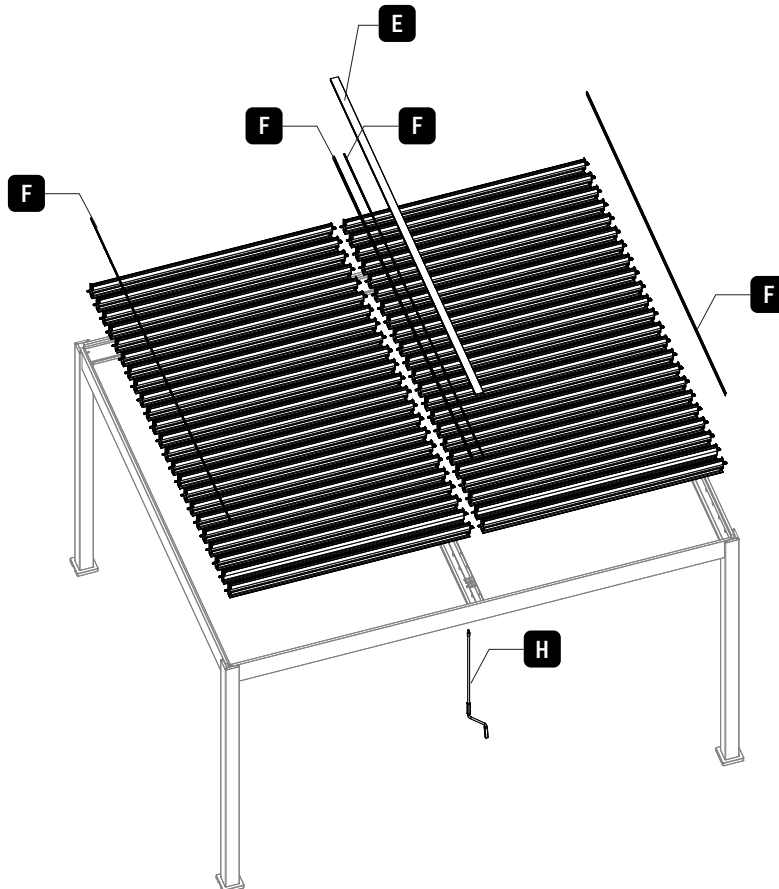
Tools

Z5		1
Z6		1



Attention:

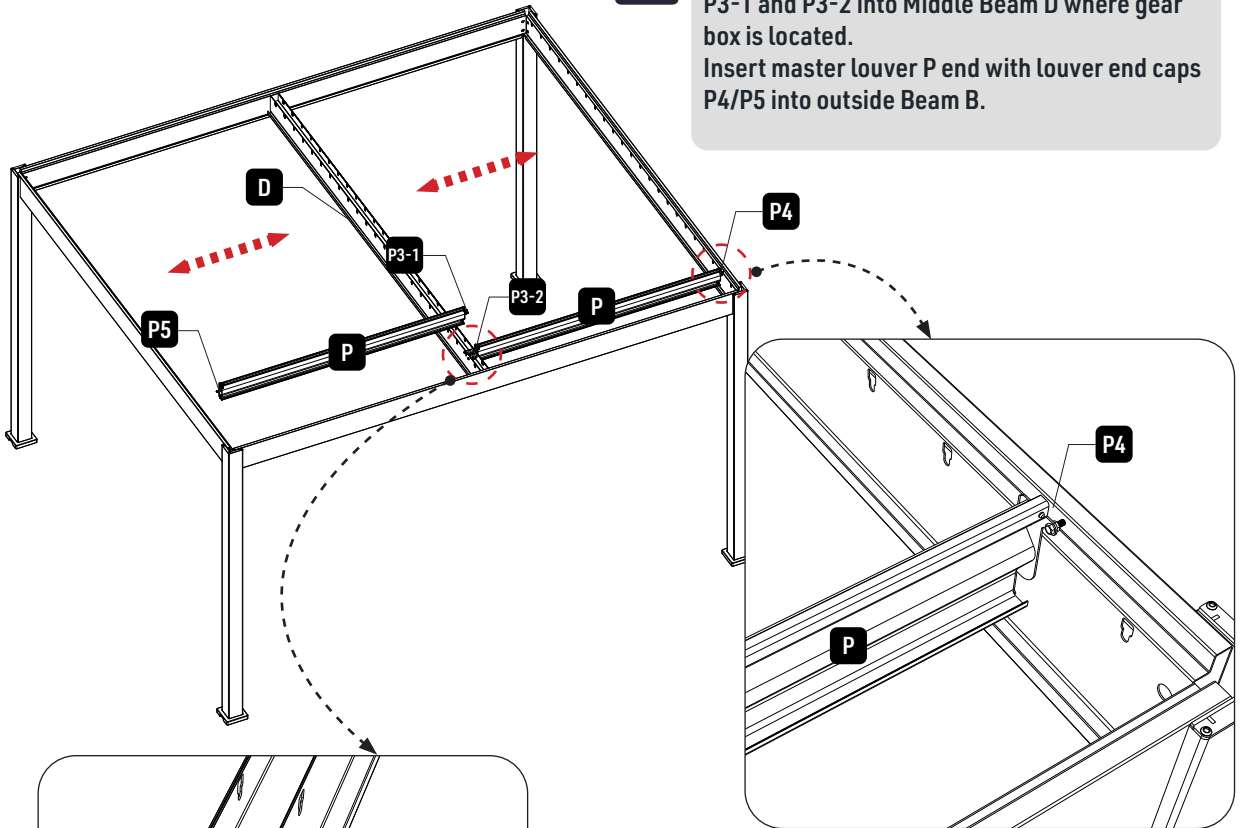
Please follow the order outlined in the instruction manual when assembling louvers.



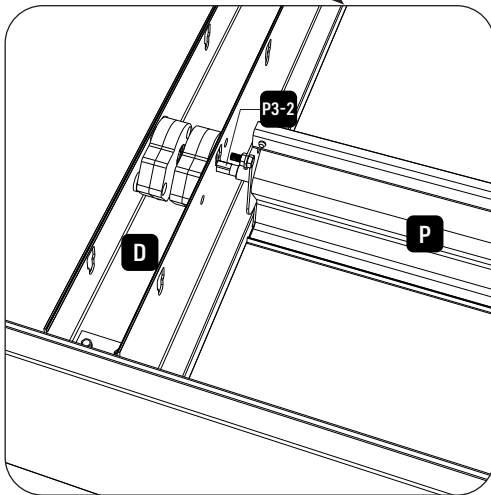
STEP 3-1



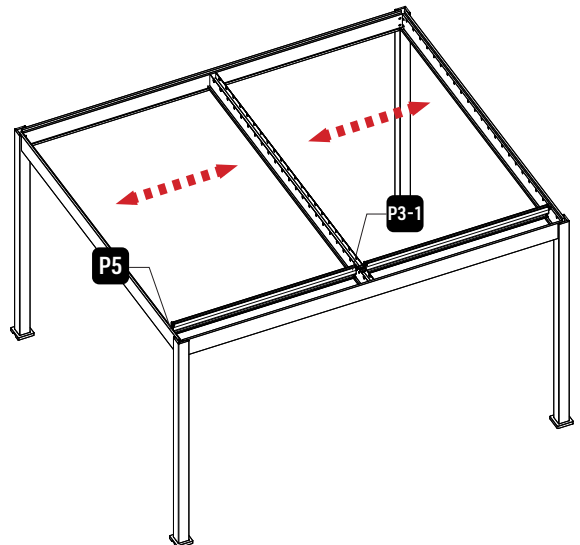
Attention: Position of louvers are important. Insert master louver P with louver end caps P3-1 and P3-2 into Middle Beam D where gear box is located. Insert master louver P end with louver end caps P4/P5 into outside Beam B.



1. Place **P4** (louver end cap) on notch of beam this will allow room to insert **P3-2** (louver end cap) into **D** beam where controller is located.



2. Move the **D** (middle beam) appropriately, put the **P3-2** (Main louver end cap B) side into the gearbox.

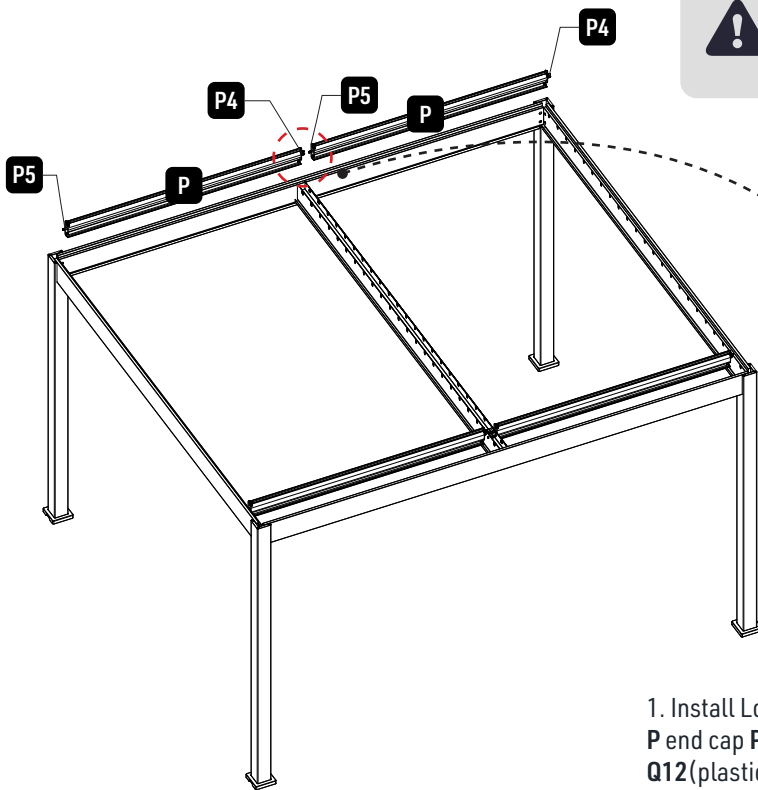


3. Repeat the process and install the others piece of **P**.

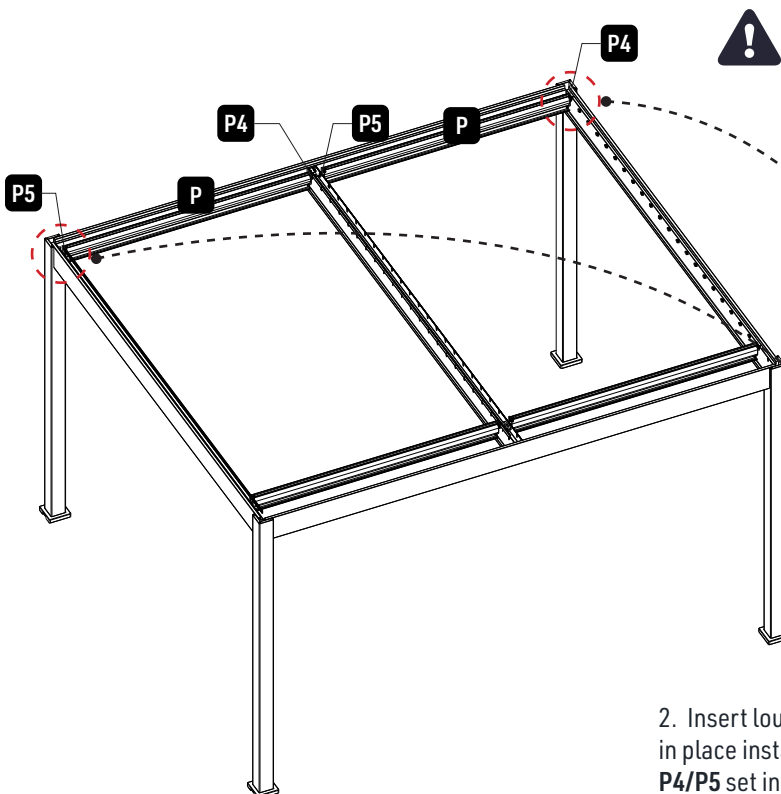
STEP 3-2



Attention:
Install louvers from the other side of pergola to steady the frame.



1. Install Louver **P** at furthest end of pergola. Insert louver **P** end cap **P4/P5** into Middle Beam **D**. Once in place install **Q12** (plastic cap) above where louver end caps **P4/P5** set into Beam **D**.

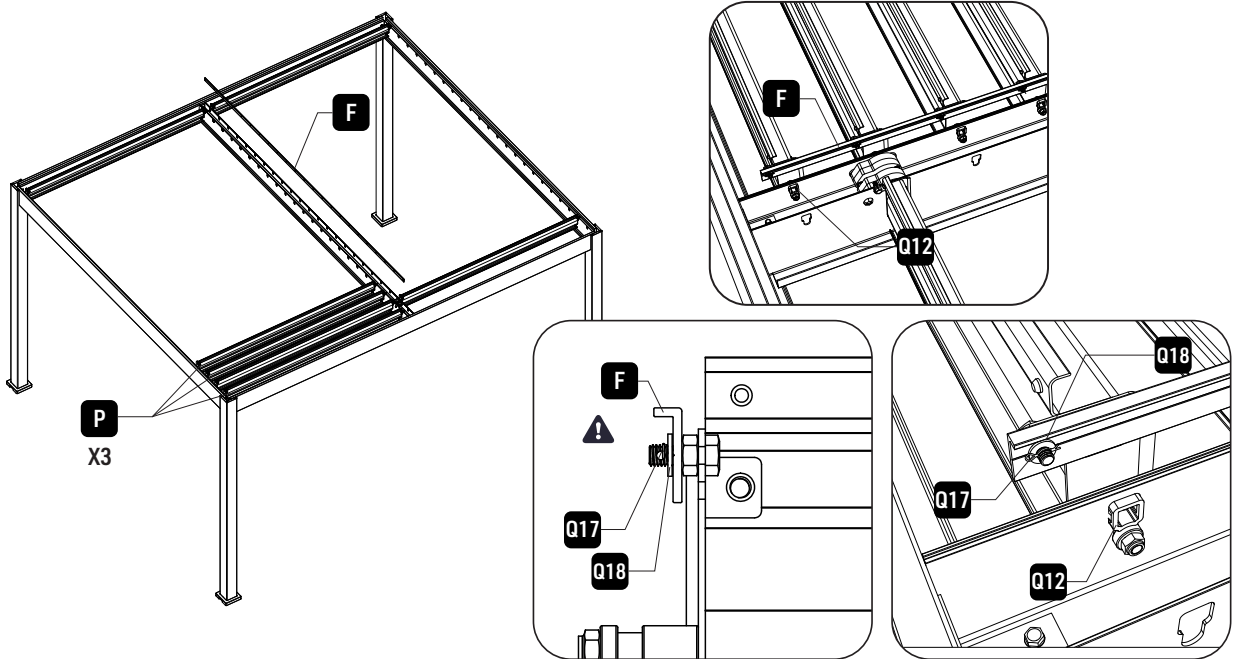


2. Insert louver **P** end cap **P5/P4** into outside Beam **B**. Once in place install **Q12** (plastic cap) above where louver end caps **P4/P5** set into Beams **B**.

STEP 3-3

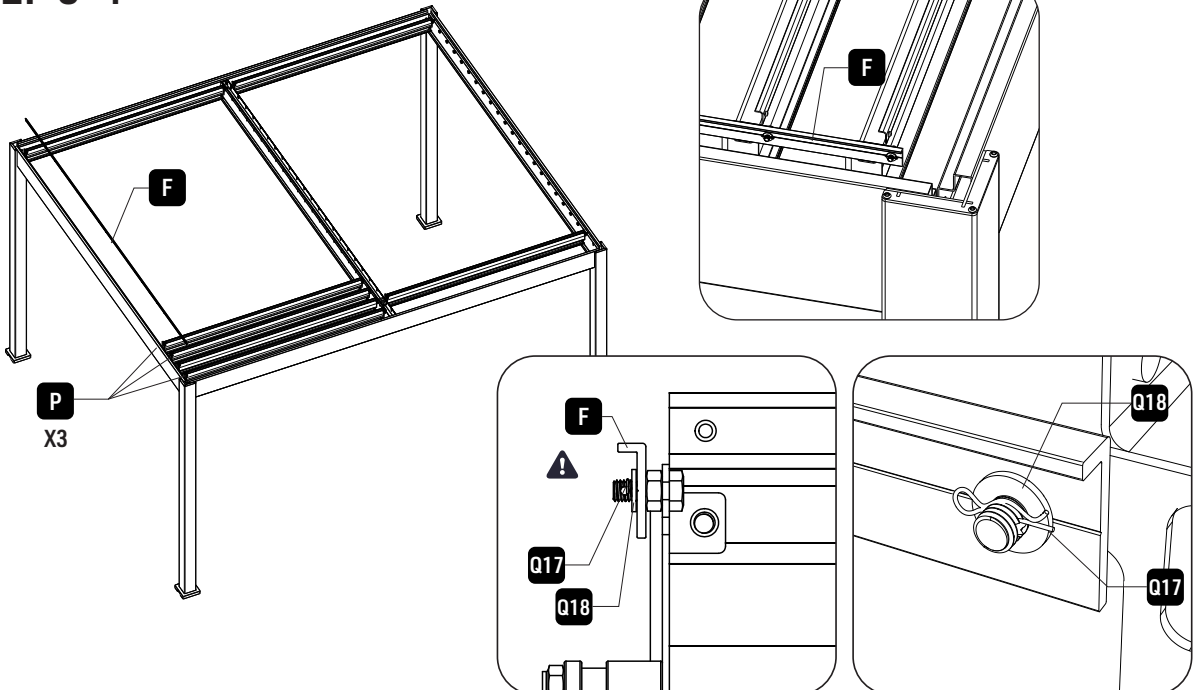


After installing the first 3 louvers, start connecting F (connection bar) to louver end caps. As you install the remaining louvers connect F to each louver end cap as each one is installed..



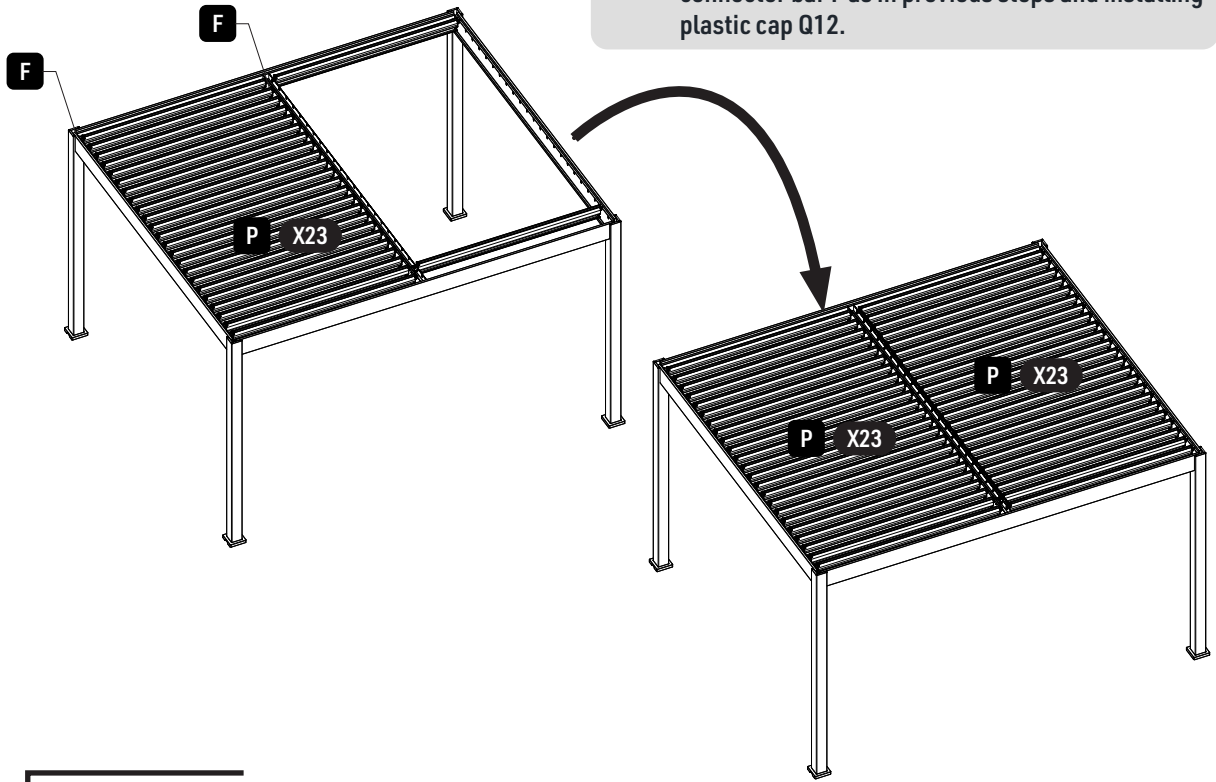
Pay attention to the direction of the F (connector bar) shown in above pictures. Use Q18 washer and Q17 plug to attach connector bar F to louver end caps inserted into Middle Beam D. Make sure Q12 was installed as you insert each Louver P into place.

STEP 3-4



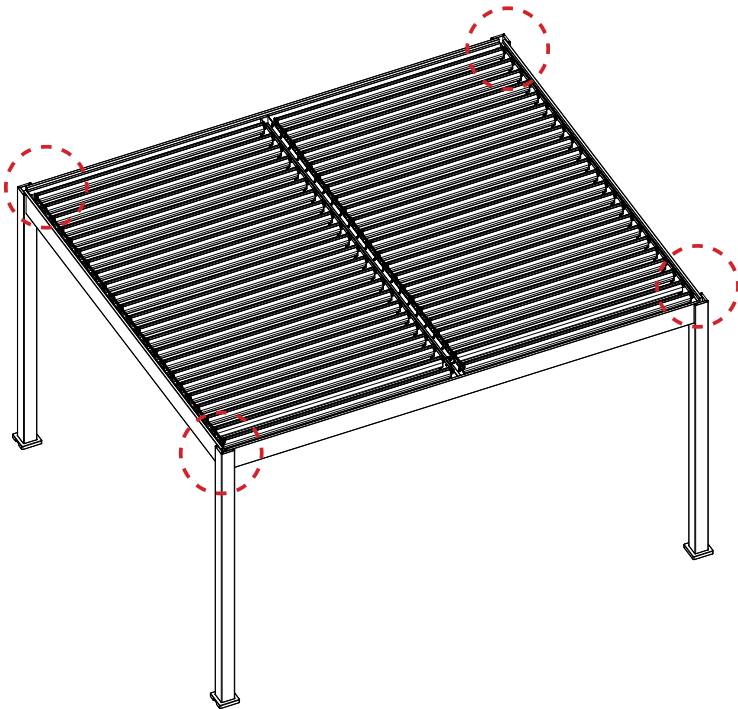
Connect F onto louver end caps P3-1/P3-2/P4/P5---Connect F to louver end caps P4/P5 that are inserted into Outside Beam B. Use Q18 washer and Q17 lug to attach connector bar F to louver end caps inserted into Beam B.

STEP 3-5

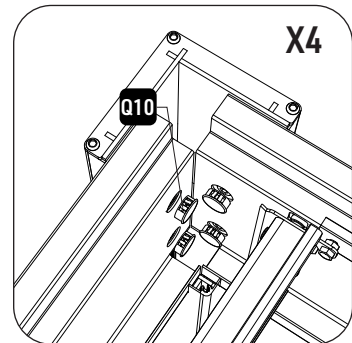


Finish installing all louvers **P** and connecting to connector bar **F** as in previous steps and installing plastic cap **Q12**.

STEP 3-6

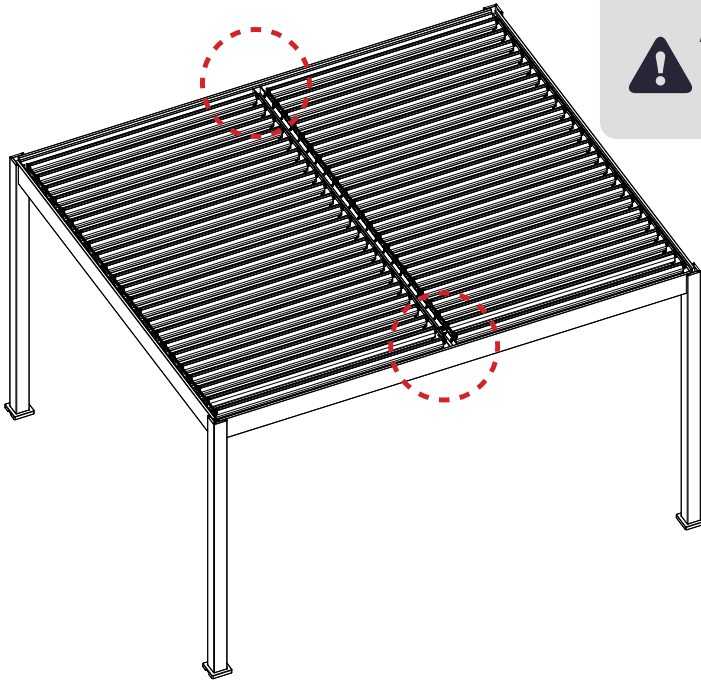


Attention: Louvers should be vertical

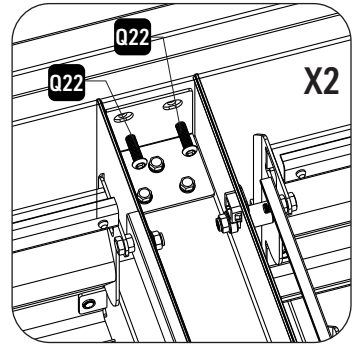


Keep louvers vertical to access the corner area and insert **Q10** plastic cap to cover holes in Beams **B/C**.

STEP 3-7

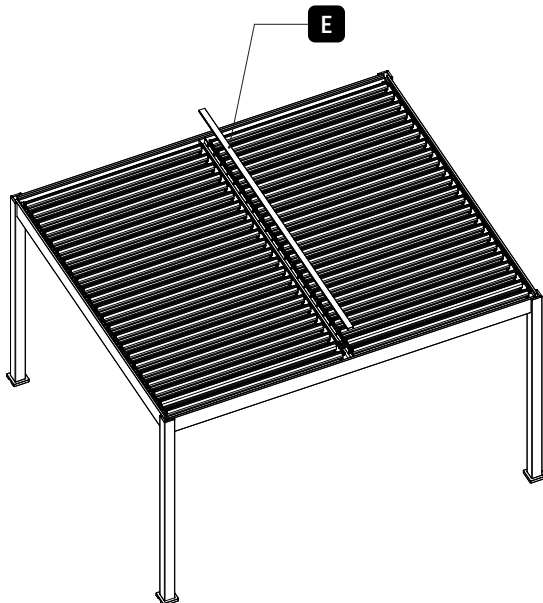


Attention: Louvers can rotate. Make sure to keep Middle beam centered on beam C.



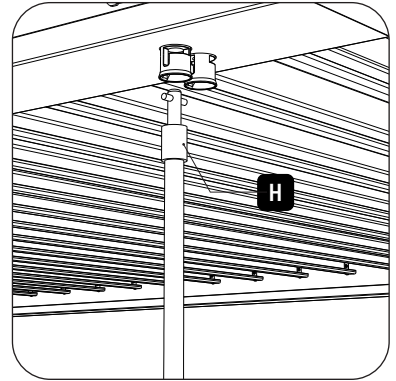
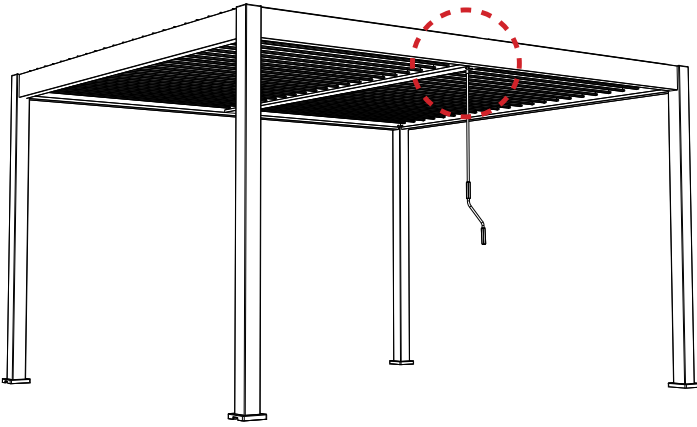
Use Z4 (4mm bit) to attach Q22 (socket screw) to connector in middle beam D securing to side beam C.

STEP 3-8



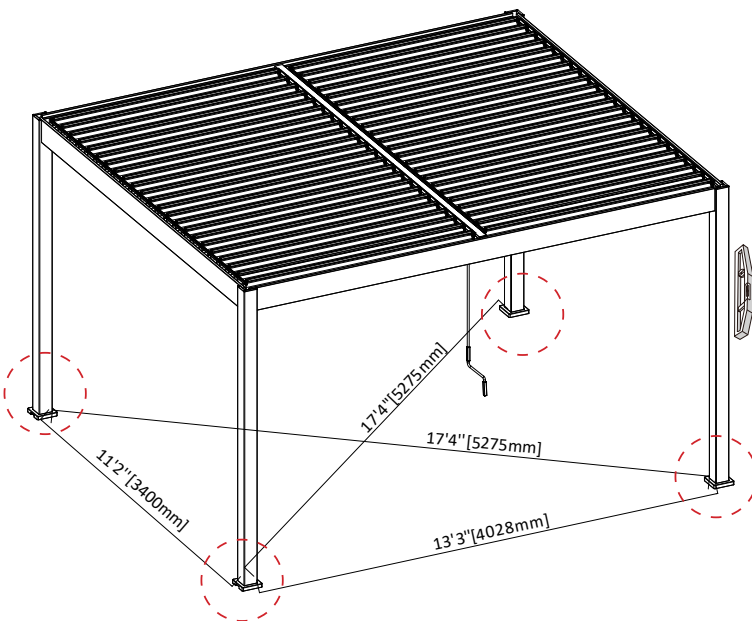
Attention:
Place E (cap beam) onto Middle Beam D.
Gently tap into place to connect.

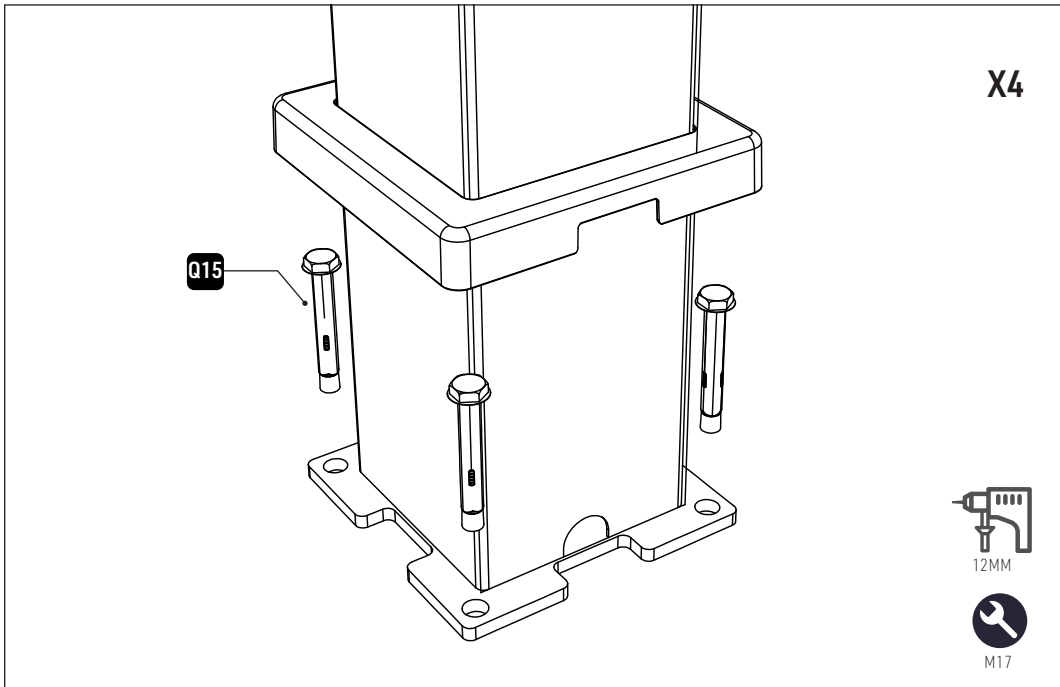
STEP 3-9



Install Crank handle **H** to gear box.

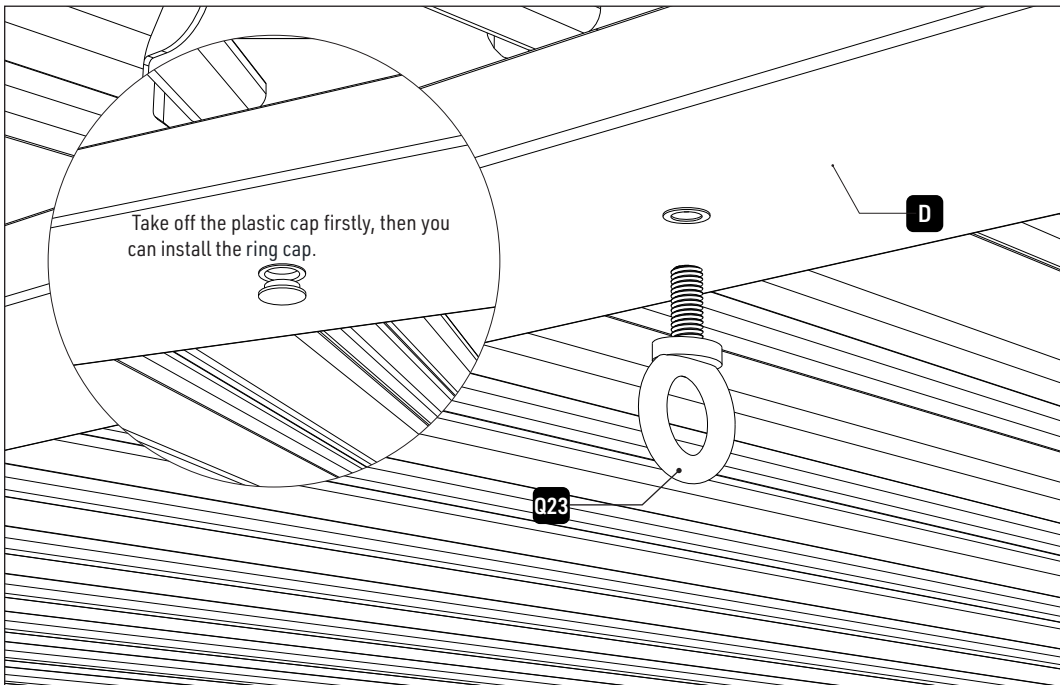
STEP 3-10





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.

STEP 3-11



Insert **Q23** (ring cap) to Middle Beam **D**.



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