

## **3.6m GLASS SUMMERHOUSE INSTALLATION INSTRUCTIONS:**

**PLEASE NOTE: WATCH THE INSTALLATION DVD TO GET A VISUAL UNDERSTANDING OF HOW TO ERECT THE GAZEBO. THE SUMMERHOUSE MUST BE INSTALLED USING THE WRITTEN INSTRUCTIONS BELOW.**

THE SUMMERHOUSE CONSIST OF THE FOLLOWING

7 ROOF PANELS AND ROOF CAP  
7 ALUMINIUM POLES  
6 BALUSTRADE PANELS  
7 TRIMRAIL PANELS  
6 BALUSTRADE GLASS PANELS  
12 HATCH WINDOWS  
3 SLIDING DOOR FRAMES  
ALUMINIUM DOOR FRAMEWORK

### **IMPORTANT POINT 1:**

ASSEMBLE THE GAZEBO UP TO ROOF HEIGHT AS PER THE DVD INSTRUCTION VIDEO PROVIDED IN THE KIT (LOCATED IN ROOF CAP BOX). **THUS, ONLY ERECT THE BASE OF THE GAZEBO AND NOT THE ROOF PANELS YET.**

A level surface must be prepared first before attempting to erect the gazebo.

The first stage is to erect the base of the gazebo. This consists of the posts, balustrade panels and Trim panels. It is important to note that the gazebo must be erected in a clockwise fashion.



Begin with post A. Remember there are 3 types of posts: Post A, B & C and each are clearly marked with a sticker label.

Posts' A & C are entrance posts (ie: they form the opening of the gazebo where one will enter through) and thus there is one of each. Post B's are running posts, ie: the balustrade panels fit either side of them and there are 5 of them, marked B

Determine where you would like the opening of the gazebo to be and place Post A in the correct position to suit the opening. Bearing in mind that you must work in a clockwise fashion you will notice that the Aluminium spindles on the post are facing left.

Bring in a Balustrade panel, it is very important that the balustrade panels be the correct way up or they will not fit onto the posts. In this regard locate the sticker on the handrail of the balustrade which states, "TOP". Top means that the panel must face this way up.

The balustrade panels are fitted to the posts via Trimstyle's Keylock system. Line up the top and bottom Keylocks of one side of the balustrade with the corresponding top and bottom spindles on the post and once both are in place, push down hard which will lock the balustrade panel into place.

The next step is to fit Post B onto the other side of the balustrade panel and lock it into place in the same manner. Repeat this process until you have utilized all the running posts and balustrade panels. Now you will fit Post C, which is the second Entrance post. One can now push/pull the posts to get the gazebo into the correct position. To ensure absolute strength drill into the holes which are moulded into the bottom of the Endcaps with a 3.5mm HSS drill bit. Finally screw in the stainless steel self tapping screws which are provided in the kit, into the drilled holes.

The next step is to fit the Trim Rails to the tops of the posts.

The Trim Rails are fitted to the posts in the same manner as the balustrade panels. Each Trim Rail has an Endcap on each end which also has a Keylock moulded into the Endcap. Simply locate the Keylock of one side of the Trim Rail to Aluminium spindle on the top of the post and pull down to lock it in place.



Please note that you may have to pull the posts apart at the top in order to fit the Trimrail in place. Repeat this process until all 7 Trim Rail panels are locked in place. This now completes the base. **The roof panels will be erected later on.**

## **IMPORTANT POINT 2:**

ONCE THE GAZEBO BASE HAS BEEN ERECTED IT IS NOW TIME TO INSTALL DOOR FRAME AND DOOR PANELS OF THE SUMMERHOUSE: **THE GAZEBO MUST BE INSTALLED ONTO A LEVEL SURFACE.**

THE DOORFRAME CONSISTS OF 4 ALUMINIUM RAIL SECTIONS WHICH ARE PACKED IN THE POLE BOX AND ARE CLEARLY LABELLED AS FOLLOWS:

DOORFRAME TOP

DOORFRAME UPRIGHT (QTY: 2)

DOORFRAME LOWER

PLEASE NOTE THE SCREWS (3.5mm x 30mm long) NEEDED TO FIX THE FRAMEWORK TOGETHER ARE ATTACHED TO THE INDIVIDUAL RAIL SECTIONS.



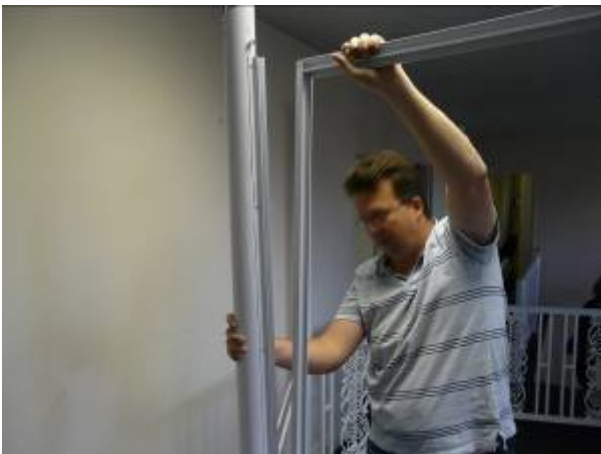
SECURE DOORFRAME TOP AND DOORFRAME LOWER TO DOORFRAME UPRIGHTS:

(THESE PARTS CAN BE FOUND IN THE POLE BOX)

START BY FIXING TOGETHER ANY OF THE TWO SECTIONS USING THE 3.5 x 30mm long SCREWS PROVIDED.

IN THE PICTURE TO THE LEFT, THE DOORFRAME TOP IS BEING SECURED TO AN UPRIGHT.

REPEAT THE SAME PROCESS ON ALL 4 CORNERS.

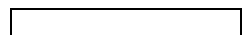


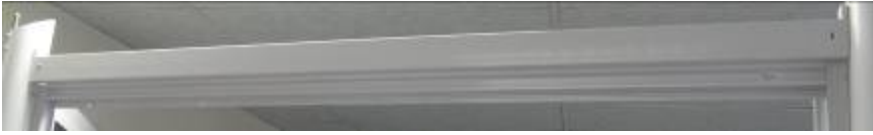
ONCE THE DOORFRAME HAS BEEN COMPLETED IT NOW NEEDS TO BE FITTED INTO PLACE IN THE OPENING OF THE GAZEBO

IT IS SECURED BY PUSHING EITHER SIDE OF THE DOORFRAME INTO THE LOCATING RAILS FOUND ON EACH ENTRANCE POLE OF THE GAZEBO. NOTE THESE LOCATING RAILS ARE PRE-FIXED ONTO TO THE ENTRANCE POLES .

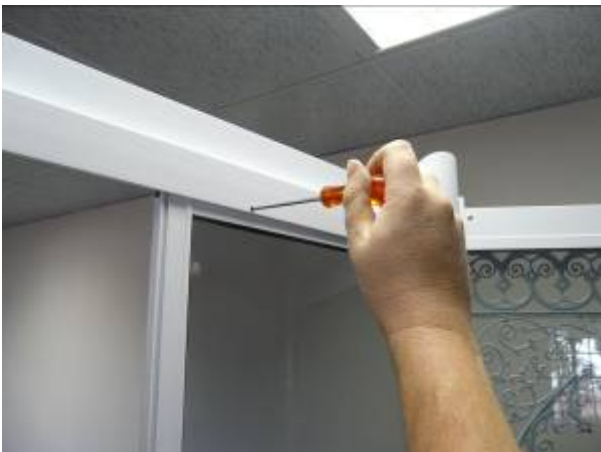
HINT: YOU MAY HAVE TO PUSH / PULL THE POLES APART TO FIT THE FRAME IN.

**N.B: MAKE SURE DOOR FRAME IS CORRECT WAY ROUND IE: THE RECESS FOR THE ROLLERS FACE THE OUTSIDE.**





ONCE THE DOOR FRAME HAS BEEN SECURED IN PLACE THE DOOR FRAME HEAD RAIL CAN NOW BE FITTED. (LOCATED IN THE POLE BOX AND LABELLED AS SUCH)



THE NEXT STEP IS TO INSTALL THE GLASS SLIDING DOORS.

NB: THERE ARE 3 DIFFERENT DOORS EACH LABELLED SEPERATELY AS:

FIXED DOOR PANEL  
CENTRE DOOR PANEL  
SLIDING DOOR PANEL

THE FIRST STEP IS TO INSTALL THE FIXED DOOR PANEL. THIS DOOR IS LABELLED FIXED BECAUSE IT IS PERMANENTLY SECURED TO THE FRAMEWORK AND DOES NOT SLIDE.

**FIT THE DOORS STANDING ON THE OUTSIDE OF THE SUMMERHOUSE AND ALWAYS WORK FROM LEFT TO RIGHT.**

INSERT THE FIXED DOOR INTO THE FRAME WORK WHILST MAKING SURE THAT THE PRE-DRILLED HOLES IN THE DOOR LINES UP WITH THE HOLES IN THE FRAMEWORK. (SEE PICTURE TO THE LEFT)

USING THE 3.5 X 16 PANPOZI SELF TAPPER SCREWS PROVIDED SECURE THE DOOR FRAME TO THE FIXED DOOR PANEL. (SEE PICTURE BELOW).

PLEASE NOTE THERE ARE 4 SCREWS AND 4 HOLES



**Please note the fixed door panel has a plastic door clip which is pre-fitted. This is to prevent the Centre door from sliding too far past the fixed panel. Door must be fitted with clips facing outward**

THE NEXT STEP IS TO FIT THE CENTRE DOOR PANEL.

BEGIN THIS BY OPENING THE PACK OF ROLLERS (FOUND IN THE DOOR PANELS BOX).

IN THE PACK OF ROLLERS YOU WILL HAVE THE FOLLOWING:

8 WHITE NYLON ROLLERS :



4 BLACK NYLON SPACERS (TO BE FITTED TO SLIDING DOOR PANEL) :



4 : M4 x 40mm long SCREWS TO BE USED ON SLIDING DOORPANEL WITH THE SPACERS.

4: M4 x 20mm long TO BE USED ON THE CENTRE PANEL (WITHOUT THE SPACER)





TAKE 2 OF THE WHITE NYLON ROLLERS AND FIT THEM INTO THE CHANNEL OF DOORFRAME TOP (SEE PICTURE TO THE LEFT).



NOW BRING IN THE CENTRE DOOR PANEL NEXT TO THE FIXED DOOR PANEL AND LINE UP THE HOLES OF THE BLACK CONNECTORS ON TOP THE CENTRE DOOR PANEL TO THE HOLES OF THE WHITE ROLLERS.

ONCE LINED UP, SECURE THE DOOR PANEL TO THE ROLLERS BY UTILISING THE **M4 x 20mm LONG** SCREWS INTO BOTH HOLES.

REPEAT THIS FOR THE BOTTOM TWO CONNECTORS OF THE DOOR PANEL





THE LAST STEP IS TO INSTALL THE SLIDING DOOR PANEL.

BEGIN THIS STEP BY INSERTING THE BLACK NYLON SPACERS INTO THE 4 BLACK CONNECTORS ON THE SLIDING DOOR PANEL (2 TOP AND 2 BOTTOM). THE SPACERS SIMPLY PUSH IN.

THE REASON FOR THIS IS THAT THE SLIDING DOOR PANEL HAS TO SIT ABOVE THE CENTRE DOOR PANEL SO THAT IT CAN SLIDE OVER IT WHEN THE DOORS ARE IN THE OPEN POSITION.

THE SLIDING DOOR PANEL OVERLAPS THE CENTRE DOOR PANEL .

THEREFORE THE FIRST WHITE NYLON ROLLER FOR THE SLIDING DOOR PANEL MUST BE FITTED INSIDE THE ROLLER OF THE CENTRE DOOR PANEL ( TO THE LEFT OF THE CENTRE DOOR ROLLER)

THE SECOND ROLLER FOR THE SLIDING DOOR PANEL WILL BE FITTED AHEAD OF OR TO THE RIGHT OF THE CENTRE DOOR ROLLER.

**UTILIZE THE M4 x 40mm long SCREWS HERE TO SECURE THE DOORPANEL TO THE ROLLERS.**

REPEAT THIS PROCESS FOR THE BOTTOM OF THE DOOR PANEL.



THAT NOW COMPLETES THE  
SLIDING DOOR SYSTEM.

**ONCE THE DOOR FRAME AND DOOR PANELS HAVE BEEN SECURED YOU MAY NOW PROCEED AND FIT THE GAZEBO ROOF PANELS AS PER THE DVD INSTRUCTION VIDEO AND THE WRITTEN INSTRUCTIONS BELOW:**

**ONCE ROOF PANELS HAVE BEEN ERECTED THE FRAME NEEDS TO BE SQUARED UP AS BEST AS POSSIBLE.**

As per the base please erect the roof in a clockwise fashion.

For this one must utilize a sturdy and stable ladder.

There are 7 individual Roof panels, which are identical, and which will be erected one at a time. From the outside the first person should lift and hold the roof panel over the Trim Rail bar. Whilst the roof panel is being lifted and held in place, the second person must utilise the Roof Support Bar, which is provided in the kit, and locate the pin at the end of the bar in the hole at the top of the roof. Standing directly in front of the roof they should pull the roof forward with the bar whilst the first person fits the roof panel to the posts by dropping the roof panels onto the Roof Support Pins via the Locating holes which are situated at the bottom two corners of each roof panel.





When the roof panel is safely secured onto the Support Pins, the second person should, whilst holding the Support Bar, climb the ladder which has been placed in the centre of the gazebo, and place the fitted ring found on the end of the bar over the Roof Support Pin directly in front of the roof panel. The first roof panel is now held safely in place and one can continue to work with the other panels without fear of the first one falling.

With a person standing on the ladder in the centre of the gazebo, the second person standing on the outside, should take the second roof panel and lift and hold it in place in the same manner as the first one. Lift the roof panel up to the person standing on the ladder and place the roof panels together so that the second one is sitting over the first roof panel and line up the holes drilled in either roof panel. Slight push/pulling may be required here.

The person standing on the ladder must now lean across the second panel and locate the holes with his/her finger and then insert a Roof Bolt (provided in kit) through each of the top three holes. The second person standing on the outside can now climb up a smaller ladder and insert bolts in the bottom two holes of the roof panels.

Once the bolts are in place, one needs to tighten them up utilising the nuts and washers provided. It is very important that every roof bolt is fully tightened after every roof panel is put in place, as once another roof panel is erected it is difficult to go back and tighten them. Utilise a size 10 ratchet bit with your drill to make this process fast and efficient. To fully secure the roof to the posts take the 10mm dome nut and washer (provided) and fasten onto the Roof Support Pin.



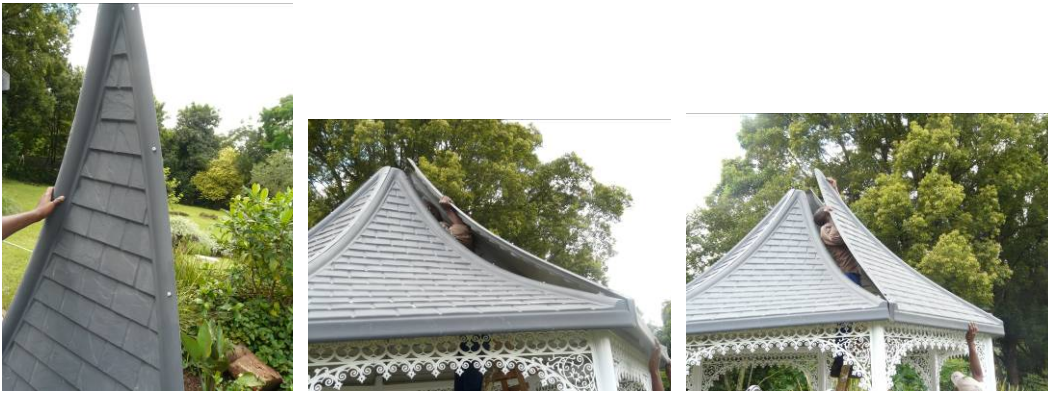
Repeat this process to erect the third roof panel.

Once the third roof panel is in place the roof will support itself.

Repeat the same process for the fourth roof panel. Once that is completed the Roof Support Bar can be taken down completely as the roof will now fully support itself.

Repeat the same process for the fifth and sixth roof panels.

There is a procedure to install the **final** roof panel which follows on page 10



Before lifting the final panel in place, bolts need to be inserted into the top three holes and cellotape into place by covering the three bolt heads and continue the cellotape in one long length down the panel (this is so you can rip off the cellotape from outside when complete). Repeat this on the 6<sup>th</sup> and last panel just fitted onto the post.

Now lift the final roof panel into place in the same manner as the other roof panels. In order to fit the final panel, the first panel that was installed needs to be lifted up and the final panel placed underneath it. Whilst this is being done the person standing on the ladder in the middle of the gazebo needs to line up the roof bolts and insert them in the corresponding holes. This is done because it is not possible to now get one's arm around the roof panels to insert these bolts. The bottom two bolts can be inserted into the bottom holes by the person standing on the ladder on the outside. Now carefully tighten the nuts so as not to tear the cellotape. When completed remove the cellotape.

**Roof Cap fixing** - Utilize the Roof Support Bar by lifting the Roof Cap up from the outside to the top of the roof. The person standing on the ladder inside the gazebo needs to put their hand through the top hole and grab hold of the cap and fit it into place.

From the inside, fit the Roof Cap Washer into place and fix the washer to the cap by tightening the bolt. The person standing on the outside needs to ensure that the cap is straight.



The Trim now needs to be secured to the posts.

This is done by lining the Trim up to the posts so that it sits in the centre of the posts. Now drill through the lugs which are moulded onto the Trims using a 3.5mm HSS drill bit and secure the Trim by screwing it in place with the stainless steel self tapping screws which are provided. Follow the same procedure to secure the remaining Trims to the posts.



**YOU ARE NOW READY TO START INSTALLING THE SLIDING GLASS WINDOWS (TOP GLASS SECTION):  
PROCEED TO PAGE 12 FOR THESE INSTRUCTIONS:**



THE FIRST STEP IS TO INSTALL THE HATCH WINDOWS.

THERE ARE 12 HATCH WINDOWS IN TOTAL IN THE KIT. TWO WINDOWS ARE FITTED TO EACH SECTION OF THE SUMMERHOUSE (6 SECTIONS IN TOTAL)

BRING IN YOUR FIRST HATCH WINDOW AND FIT THE TOP OF THE WINDOW INTO THE TRIMRAIL SECTION (AS SHOWN IN PICTURE TO THE LEFT). PLEASE NOTE: THE BOTTOM OF THE HATCH WINDOW HAS THE ALUMINIUM SECTION ATTACHED TO IT AND THE TOP IS GLASS.

ONCE THE TOP HAS BEEN FITTED INTO THE TRIMRAIL FIT THE BOTTOM OF THE HATCH WINDOW ONTO THE RAIL FITTED ON TOP OF THE BALUSTRADE PANEL.

THERE ARE TWO RUNNERS FITTED INSIDE THE ALUMINIUM SECTION WHICH FIT ONTO THE BALUSTRADE RAIL THUS ALLOWING FOR THE WINDOW TO SLIDE OPEN AND CLOSED.

NB: ONE SIDE OF EACH ALUMINIUM SECTION HAS A BLACK END CAP ATTACHED TO IT AND THE OTHER SIDE IS OPEN. MAKE SURE THAT THE END CAP SIDE IS ON THE INSIDE OR MIDDLE AND THE OPEN END ON THE OUTSIDE OR SIDE WHICH CLOSES ON THE POLES.

NOW BRING IN THE SECOND WINDOW AND FIT IT EXACTLY THE SAME WAY AS THE FIRST.

BEARING IN MIND THAT IF YOU FIT THE FIRST WINDOW INTO THE OUTSIDE SECTION OF THE TRIMRAIL THEN IT MUST ALSO FIT ONTO THE OUTSIDE RUNNER OF THE BALUSTRADE RAIL AND VICE VERSA.

CONTINUE WITH THE OTHER 5 SECTIONS.

**NB: IT IS VERY IMPORTANT THAT AT THIS POINT YOU CHECK THAT THE GLASS PANELS ARE SQUARE TO THE POSTS. IN ADDITION, THE DOOR FRAME MUST ALSO BE SQUARE.**

**N.B: YOU MUST NOW SECURE THE POLES OF THE GAZEBO TO YOUR SURFACE IE FASTEN THE GAZEBO TO YOUR FLOOR.**



THE NEXT AND FINAL STEP: THE BALUSTRADE GLASS PANELS.

YOU WILL NOTICE ALL THE POLES HAVE A WHITE ALUMINIUM STRIP ATTACHED. UNSCREW THESE STRIPS AND PUT THEM TO ONE SIDE.

NOW BRING IN A BALUSTRADE GLASS PANEL AND FIT IT IN PLACE BETWEEN 2 POLES.

HOLD THE BALUSTRADE PANEL IN PLACE AND SECURE IT BY TIGHTENING THE ALUMINIUM STRIPS OVER THE ENDS OF THE BALUSTRADE IN THE PREDRILLED HOLES ON THE POLES.

REPEAT THIS PROCESS FOR ALL THE GLASS BALUSTRDAE PANELS.

Finally, drill through the holes at the bottom of the post flange. Using anchor bolts or Any suitable bolts (not supplied), secure all posts to the surface



THAT NOW COMPLETES THE INSTALATION PROCESS.  
ADD FURNITURE AND ENJOY!

