



Removing and Replacing a Home and Cafe Canopy

Tools required: 9/16 spanner, 10mm Spanner, Phillips Head Screw Driver, Battery Drill

How to Remove:

- Lay the Umbrella frame down on a table or some sawhorses
- Remove the bolt for the hat from the post
- Un-button the hat and remove it from the frame.
- Remove the screws from the top straps at the top of the frame
- Remove the bolts and nuts from the bottom of the canopy
- Remove canopy from the frame by lifting it over the top of the umbrella
- If the canopy needs to be stored or returned to the factory please fold it neatly as you would a tarp or tent.
- Fold the canopy neatly into a box as to not damage the canopy for repairs and storage or dispose of the canopy

How to replace:

- Lay the Umbrella frame down on a table or some sawhorses
- Unfold the canopy, it should open like a book with the top hole towards the top of the frame.
- Put bolts, washers and nuts through the ends of the canopy and into the arms and tighten the nuts with the 8mm spanner and Phillips Head Screwdriver
- Screw the self tapping screws through the top strap and into the arms through the existing holes while putting some tension on the straps to keep the canopy nice and tight
- Bolt the hat to top of post through central eyelet on the hat
- Button the hat back on to the canopy
- Follow the open and close instructions for correct operation.
- You can find a video on correct operation at: <https://www.youtube.com/@UltrashadeUmbrellas>