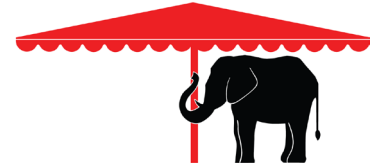


UltraShade

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Removing and Replacing a Heavy Duty Canopy

Please leave the umbrella in situ and do not lay it on the ground. Tools required: 8 foot ladder, 9/16 spanner, 1/2 Spanner, UltraShade Umbrella Handle, Pop Rivet gun to suit 5/32 rivets, Power Drill, 5/32 Drill Bit

How to Remove:

- Wind the umbrella down so the ends of the arms are about eye height.
- Undo the bolts on the arms with a 1/2 inch spanner.
- Open the umbrella again and then wind closed by about 2 turns- that is to relieve the pressure on the top straps.
- Place a 8 foot step ladder next to the post, climb up the ladder with a **9/16 spanner**.
- Pull the canopy up from the arm ends so you can see the top of the hat and then unbolt the hat with your **9/16 spanner**
- Undo the cam lock buckles, and then pull the top straps out of the buckles and arms.
- Push the canopy over the apex of the umbrella.
- Climb down from the ladder –wind the umbrella down and the canopy will slide off

How to replace:

- Open the umbrella completely and then close the umbrella approximately two turns of the axle and lock it in place with the locking pin – this allows you to put the straps between the arms and through the top brackets.
- At this stage if any of the cam lock buckles at the top of the arms are broken, replace them by drilling them out with a **5/32 drill bit** and pop rivet them back on with rivets supplied. Position the ladder between two support arms, ascend the ladder with the new canopy. Unfold the canopy like a book, locate the top hole and situate the hole over the centre of the umbrella
- Unfold the canopy a little bit more and put the straps between the brackets , over the top of the arms arms and through the cam lock buckles and clip up.
- Climb down the ladder, retrieve the hat and put that back on before bolting the canopy to the arms
- Climb down – remove ladder and wind the umbrella down completely
- Shake all the fabric down and line up the appropriate arm with the top strap that goes into a buckle
- Open the umbrella to about eye height and bolt the end straps to the umbrella arms
- Open the umbrella completely and get it as tight as possible
- Lock into place with locking pin
- Climb back up the ladder and open cam lock buckles
- Pull the straps through through the buckle and get them as tight as possible
- Follow the open and close instructions for correct operation.
- You can find a video on correct operation at: <https://www.youtube.com/@UltrashadeUmbrellas>