BALLARD DESIGNS.



PRODUCT NAME: Rectangular Umbrella

ITEM NUMBER: MD091

ASSEMBLED DIMENSIONS: 7' 11"H x 8'W x 11'D



*Canopy featured in Assembly Instructions representative only. Canopy style may vary.

UPDATED: 6-15-2023 Page 1 of 3

Assemble in location for intended use.

Please remove all contents from the package, inspect and review checklist.

CHECKLIST

A - (1) Finial

A - \Box

B - (1) Canopy/Mainframe

C - (1) Bottom Pole

3-

_

C -

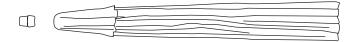
IMPORTANT:

It is imperative to use appropriate base weight for your size umbrella. The minimum base weight recommended for the 8'x11' Crank Lift is 100lbs.



SET UP -

Carefully remove umbrella from box. Attach finial to top of canopy/mainframe. Insert bottom pole into canopy/mainframe pole. Line up button with hole and snap into place.



STEP 2

OPENING UMBRELLA

Turn the umbrella upright and insert into umbrella base. Crank handle clockwise to open umbrella to its fully open position.



STEP 3

CLOSING UMBRELLA

Turn crank handle in counter-clockwise direction to close umbrella. Tie string around canopy and cover umbrella with protective cover (sold separately).



SAFETY PRECAUTIONS

- To reduce risk of personal injury in which a person is injured or harmed, and/or damage to personal property, read and follow the Assembly Guide prior to assembling and operating umbrella and base.
- Close and store the umbrella in windy conditions or when a storm approaches. Never allow the umbrella to flap in the wind; this could cause personal injury, damage to personal property, damage to umbrella and/or umbrella canopy. Do not use tilting function during windy conditions.
- Keep umbrella secured to umbrella base at all times. Base knobs may loosen over time. Simply tighten base knobs during use of umbrella to ensure umbrella is secure.
- Do not leave open umbrella unattended. If damage occurs, this is not covered by the warranty.
- When adjusting the umbrella, make sure that no person(s), item(s) or personal property are close to the umbrella. This is important to prevent injury or material damage.
- · Do not allow children to play on or with umbrella or umbrella base.
- When adjusting or assembling the umbrella or umbrella base, make sure fingers, toes
 or any other parts of the body are clear from moving parts. Failing to do so many result
 in serious injury.

CARE AND MAINTENANCE

- · When not in use, close and cover umbrella with a protective cover (sold separately).
- Allow a wet canopy to dry while in open position, but do not leave unattended.
- If necessary, clean the fabric with lukewarm water, mild detergent, and a sponge.
- Wipe sliding marks on the aluminum poles with a damp cloth.

Winter Storage:

Store in a dry place.

After the Winter:

 Check the condition and function of the umbrella. Any defects must be repaired by a professional.

TO PROPERLY FOLD CANOPY:

The canopy will last longer if you fold it as it was packed and shipped. This technique is similar to the way a parachute is folded and is especially important when folding the canopy for seasonal storage or when left in the closed position for an extended period of time.

Using this technique at all times will significantly extend the life of the canopy.

- When the umbrella has been fully closed, stand in front of the canopy structure and begin the folding process by pulling out two panels opposite the main frame. Pull the two panels together and roll tight into the canopy.
- Once rolled tight, pull adjacent panels out one at a time and fold to the center, alternating sides until all the panels have been pulled out from the arms and folded into the center.
- Tie string around canopy and cover umbrella with a protective cover

