

Pacifica Umbrella Assembly Instructions



List of parts:

- 1 base
- 2 thumb screws
- 1 canopy
- 1 umbrella frame
- 1 decorative cap

Tools needed:

- step ladder

Directions:

1. Place the base on level ground.
2. Loosen the base thumb screws until they are almost flush with the tube. This will allow the umbrella frame to slide into place.
3. Open one end of the umbrella frame box. Take care to remove the large staples on the open box flaps. These staples can potentially damage the plastic bags, canopy fabric or umbrella frame.
4. Lift the umbrella frame upright and place it in the base tube. Keep the thumb screws on the base loose and leave the umbrella in the closed position.
5. Using a step ladder to reach the top of the umbrella frame, turn the decorative cap counterclockwise to remove it.
6. Unpack the canopy. While standing on a step ladder, place the canopy over the umbrella arms. Align the hole in the center of the canopy with the screw opening for the decorative cap.
7. Turn the canopy as needed to line up the canopy pockets with the frame arms. Gently pull down one canopy pocket until it clears the arm end and then release. Repeat for all pockets/arms.
8. While standing on a step ladder, reattach the decorative cap by turning it clockwise.
9. Tighten the thumb screws on the base to secure the umbrella.
10. Open the umbrella by pulling straight down on the rope. Insert the pin into one of the holes on the upper frame. Higher pin placement creates a tighter canopy and maximum shade. If the umbrella does not open when pulling on the rope, the umbrella is in a hyper-closed position. Simply reach in and splay the arms a bit and then pull on the rope.