

ALUMINUM UMBRELLA

Arm, Pole & Top Cover Replacement

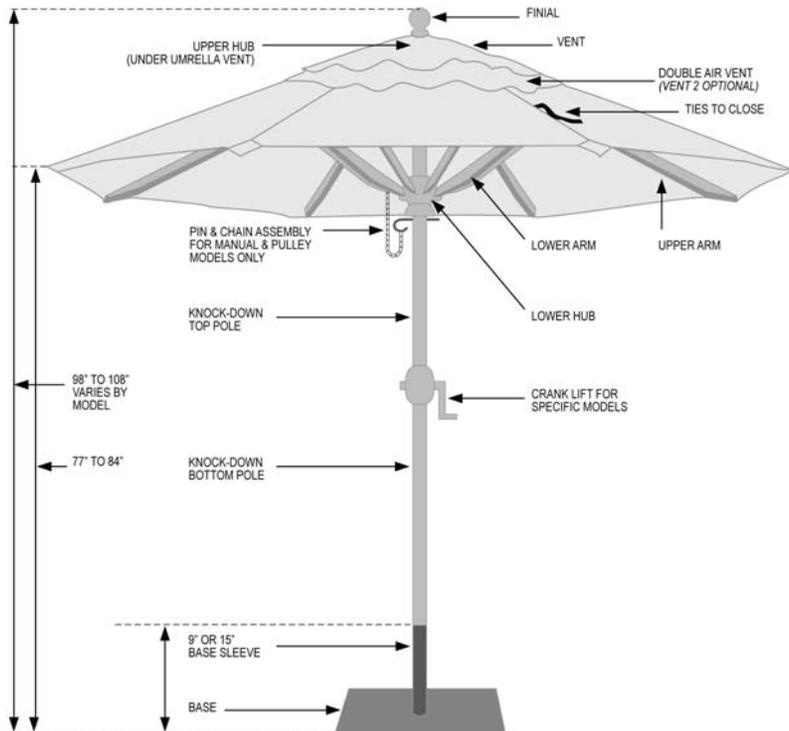
CAFÉ
COMPASS

PORTOFINO
PORTOFINO II

PORTOFINO III
SILHOUTTE

X Not for the 6090 Aluminum Market Umbrella.

CAUTION: Do not try to lift or flip umbrellas with only one person. Umbrellas may be heavy and awkward to handle, and may result in injury to persons or damage to property if not lifted properly.



- ✓ Read through all steps before starting assembly.
- ✓ Use the shipping carton, pool towels or a tarp to prepare a clean work surface.

ARM REPLACEMENT INSTRUCTIONS

Tools needed:

- 3/8" Wrench
- Medium Phillips Screwdriver
- Large Phillips Screwdriver
- Medium Regular Screwdriver (fiberglass arms only)
- Drill with 1/16" bit



Note: if multiple arms will be replaced, remove one damaged arm and install the new arms one at a time. Don't remove all the damaged arms at once.

- Oval and Rectangular umbrellas have long and short Upper Arms; replace with the same lengths.
- Fiberglass Arms come as a set with both the Upper Arm and Lower Arm assembled together. Follow the Upper Arm Replacement directions first then continue on to the Lower Arm Replacement.

Position the umbrella tilted at a 45° angle from vertical with the top open half way.

- ✓ Save all screws and retaining pins for reassembly.

Upper Arm Replacement:

1. Unscrew the decorative Finial at top of the umbrella.
2. Identify the arm to be replaced. Remove the Vent to expose the Upper Hub by removing the screws using the medium Phillips Screwdriver at the Vent points (4, 6 or 8 places). You may be able to unscrew half of the Vent and fold it over to access the Upper Hub and damaged Arm.
 - Fiberglass Arms: Unscrew the Vent from the Top Cover fabric inside the hem pockets. Use the medium regular Screwdriver to retain the nut.
3. Remove the screw from the Top Cover connecting it to the damaged Upper Arm.

Upper Arm Replacement (continued):

4. Remove the screw and locknut holding the Upper Arm and Lower Arm together on the damaged arm using the medium Phillips Screwdriver and the 3/8" Wrench.
 - Fiberglass Arm umbrellas Upper and Lower Arms are pre-assembled and installed as a set – skip step 3.
5. Loosen the 2 screws in the top of the Upper Hub using the large Phillips Screwdriver until they are only retained by a couple threads. Work carefully to prevent all the arms from popping out of the hub when the hub is loosened.
6. Slowly lower the bottom of the Upper Hub just enough to remove the damaged Upper Arm with the retaining pin. Save the retaining pin.
 - Fiberglass Arm assemblies will dangle by the Lower Arm until the Lower Arm replacement steps are completed.
7. Insert the new Upper Arm into the Top Cover's Pocket Corner.
8. Insert the retaining pin through the new Upper Arm. Carefully lift the top of the Upper Hub and insert the new Arm and its retaining pin. Close the Upper Hub and tighten the 2 screws in the top of the Upper Hub.
9. Install the screw and locknut to fasten the Upper Arm and Lower Arm together on the new arm. Tighten it enough to be secure but not fully tight such that the joint cannot move freely.
 - Fiberglass Arm umbrellas Upper and Lower Arms are pre-assembled and installed as a set – skip step 8.
10. Over the new Arm, pull the fabric towards the top of the umbrella Pole until the fabric is tight. Drill through the Top Cover fabric into the Arm with the 1/16" bit. Install the screw through the Top Cover into the drilled hole in the Arm.



Upper Arm Replacement (continued):

11. Reinstall the Vent (reversing step 2) using the medium Phillips Screwdriver (4, 6 or 8 places).
 - Aluminum Arms: At the new arm, allow about 1-1/2" slack in the Vent. Do not drill or screw through stitched seams. Drill through the Vent fabric into the Arm with the 1/16" bit. Install a screw through the point of the Vent into the Arm.
 - Fiberglass Arms: Screw the Vent to the Top Cover fabric inside the hem pockets. Use the medium regular Screwdriver to retain the nut.
12. Screw on the decorative Finial at the top.

Lower Arm Replacement:

Position the umbrella upright with the top nearly fully open.

- Fiberglass Arm umbrellas must complete Upper Arm Replacement before beginning Lower Pole Replacement.
1. Remove the screw and locknut connecting the Upper Arm and Lower Arm on the damaged arm using the medium Phillips Screwdriver and 3/8" Wrench.
 - Fiberglass Arm umbrellas Upper and Lower Arms are pre-assembled and installed as a set – skip step 1.
 2. Loosen the 2 screws in the top of the Lower Hub using the large Phillips Screwdriver until they are only retained by a couple threads. Work carefully to prevent all the arms from popping out of the hub when the hub is loosened.
 3. Slowly lift the top of the Lower Hub just enough to remove the damaged Arm with the retaining pin (pictured on prior page). Save the retaining pin.
 4. Insert the retaining pin through the new Lower Arm. Carefully lift the top of the Lower Hub and insert the new Lower Arm and its retaining pin. Close the Lower Hub and tighten the 2 screws in the top of the Lower Hub.
 5. Install the screw and locknut to fasten the Upper Arm and Lower Arm together on the new arm. Tighten it enough to be secure but not fully tight such that the joint cannot move freely.
 - Fiberglass Arm umbrellas Upper and Lower Arms are pre-assembled and installed as a set – skip step 5.

POLE REPLACEMENT INSTRUCTIONS

Lower Pole Replacement:

These instructions are for a Lower Pole on a KD (Knock Down) umbrella.

- ❖ Crank Lift umbrellas have a set screw to retain the Lower Pole. It must be removed before disassembly and reinstalled after attaching the new Lower Pole.

1. Unscrew the damaged KD (Knock Down) Lower Pole.
2. Screw on the new Lower Pole.

One-Piece Pole or Upper Pole Replacement:

These instructions are for a One-Piece Pole or Upper Pole on a KD (Knock Down) umbrella.

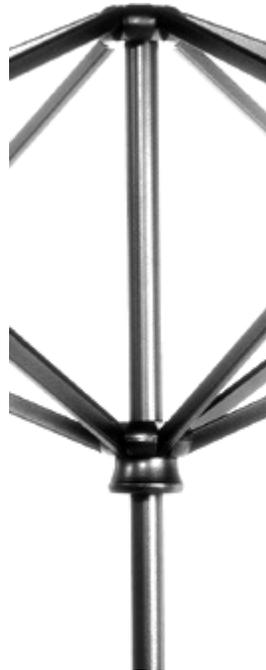
- X Not for Crank Lift umbrellas. Typically, crank umbrellas require a new frame assembly.**

Tools needed:

Medium Phillips Screwdriver
Medium Regular Screwdriver
(fiberglass arms only)

Lay the umbrella down fully closed on a clean and flat surface.

1. Unscrew the decorative Finial at top of the umbrella.
2. Remove the Vent to expose the Upper Hub by removing the screws using the medium Phillips Screwdriver at the Vent points (4, 6 or 8 places).
 - Fiberglass Arms: Unscrew the Vent from the Top Cover fabric inside the hem pockets. Use the medium regular Screwdriver to retain the nut.



One-Piece Pole or Upper Pole Replacement (continued):

3. Look inside the top of the Pole; observe two screws holding the Upper Hub to the Pole. Unscrew the two screws holding the Upper Hub to the Pole. Save the screws.
4. Remove the damaged Pole.
5. Identify the two drilled holes at the top of the new Pole. Insert the top of the new Pole into the Lower Hub and carefully slide through the Upper Hub until it sticks out a couple inches.
6. Turn and push the Pole into the Upper Hub so the screw holes in the Pole align to the drilled holes in the Upper Hub. Screw in the two screws to fasten the Upper Hub to the Pole.
7. Install the Vent (reversing step 2).
8. Screw on the decorative Finial at the top.

TOP COVER REPLACEMENT



Tools needed:

Medium Phillips Screwdriver Medium Regular Screwdriver
(fiberglass arms only)

Position the umbrella upright with the top closed. You will need a clean work surface to open the new umbrella Top Cover onto.

1. Unscrew the decorative Finial at top of the umbrella.
2. Remove the Vent to expose the Upper Hub by removing the screws using the medium Phillips Screwdriver (4, 6 or 8 places).
 - Fiberglass Arms: Unscrew the Vent from the Top Cover fabric inside the hem pockets. Use the medium regular Screwdriver to retain the nut.

Top Cover Replacement (continued):

3. Remove the damaged Top Cover by removing the screws connecting the fabric to the Arms using the medium Phillips Screwdriver (4, 6 or 8 places).
 - Fiberglass Arms: Open the Velcro® retainers to detach the Top Cover from the Upper Arms.
4. On a clean work surface, open the Top Cover upside-down. Hold the umbrella frame upside down and pick up a corner of the Top Cover and put the Pocket Corner onto an Arm – repeat in 4, 6 or 8 places.
 - Oval and Rectangular umbrellas have long and short Arms. Align the Top Cover to the long and short arms.
5. Turn upright and fully open the umbrella, then position the umbrella tilted at a 45° angle from vertical. Pull the fabric towards the top of the umbrella Pole until the fabric is tight (4, 6 or 8 places). Align the stitched seam along each arm (not on top of the Arm). {reverse of step 3}
 - Aluminum Arms: Install a screw through the fabric into the drilled hole in the Arm using the regular Phillips Screwdriver. Do not screw through stitched seams.
 - Fiberglass Arms: Close the Velcro® retainers to attach the Top Cover to Upper Arms.
6. Center the Vent on the umbrella. Screw the Final back on to hold the Vent in place.
7. Attach the points of the Vent to the Arms using the medium Phillips Screwdriver (4, 6 or 8 places). {reverse of step 2}
 - Aluminum Arms: Allow about 1-1/2” slack in the Vent, install a screw through the point of the Vent into the drilled hole in the Arm. Do not screw through stitched seams.
 - Fiberglass Arms: Screw the Vent to the Top Cover fabric inside the hem pockets. Use the medium regular Screwdriver to retain the nut.

Tropitone
Indoor Style, Outdoor Furniture



MORE INFORMATION

See the Safety, Care, Maintenance and Warranty Information guide included with your furniture and available at www.tropitone.com – click on Product Care.

Additional care information, “How To” videos, pictures of glides and end caps, and assembly instructions for Tropitone Outdoor Furniture and Basta Sole Umbrellas are also available at our website.

If you have difficulty understanding any of the instructions and need assistance while repairing your umbrella, please call Tropitone’s Customer Service Center at 949-951-2010.

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