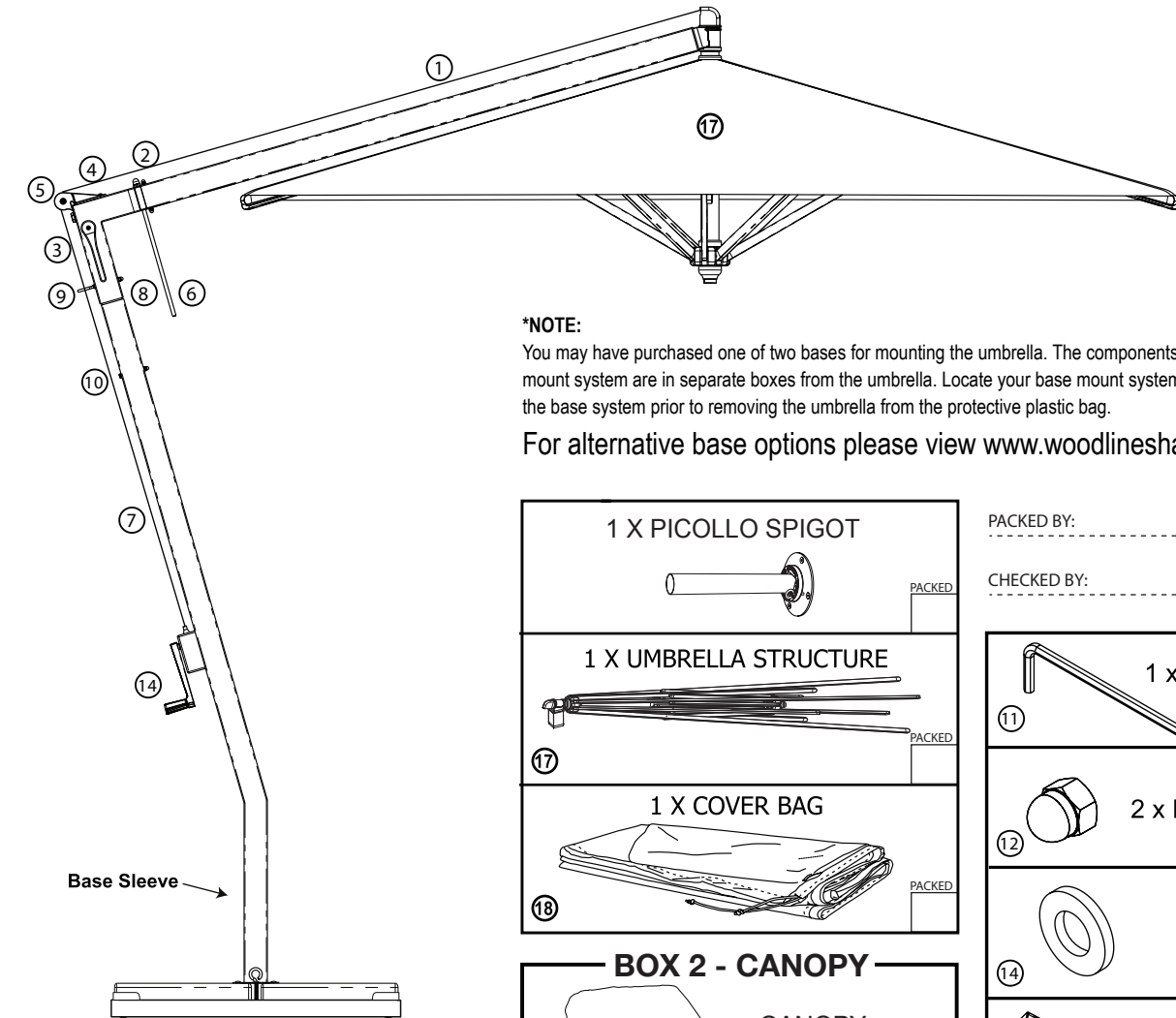




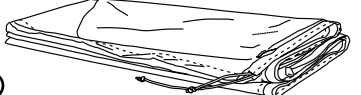
## PICOLLO UMBRELLA + TILT AND WINCH ASSEMBLY INSTRUCTIONS


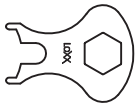


**\*NOTE:**

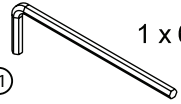
You may have purchased one of two bases for mounting the umbrella. The components comprising the base mount system are in separate boxes from the umbrella. Locate your base mount system boxes, and assemble the base system prior to removing the umbrella from the protective plastic bag.


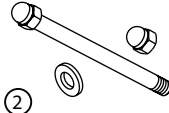
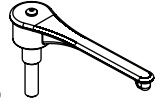
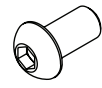
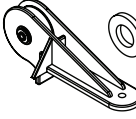
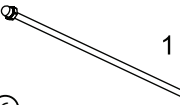
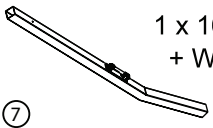
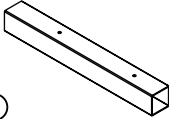
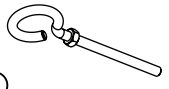
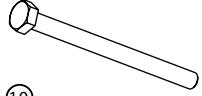
For alternative base options please view [www.woodlineshade.com](http://www.woodlineshade.com)

 <p>1 X PICOLLO SPIGOT</p> <p>PACKED</p>
 <p>1 X UMBRELLA STRUCTURE</p> <p>PACKED</p>
 <p>1 X COVER BAG</p> <p>PACKED</p>

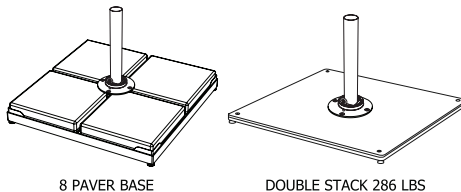
 <p>CANOPY</p> <p>PACKED</p>
 <p>LOXX SPANNER</p> <p>PACKED</p>

PACKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

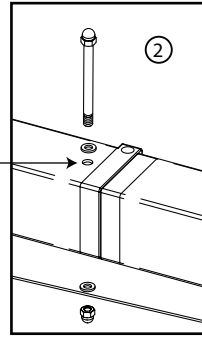
 <p>1 x 6mm ALLEN KEY</p> <p>PACKED</p>
 <p>2 x DOME NUTS M6</p> <p>PACKED</p>
 <p>4 x WASHERS M6 x 20</p> <p>PACKED</p>
 <p>1 x WINCH HANDLE</p> <p>PACKED</p>
 <p>COVER BAG STICK</p> <p>PACKED</p>

 <p>1 x HORIZONTAL ARM WITH TILT</p> <p>PACKED</p>
 <p>1 x M8 STUD WITH M8 DOME NUT + M8 WASHER</p> <p>PACKED</p>
 <p>1 x TENSION HANDLE</p> <p>PACKED</p>
 <p>1 x BUTTON HEAD SCREW M5 X 12 (ALREADY FITTED TO PART 1)</p> <p>PACKED</p>
 <p>1 x CABLE PULLY + M5 WASHER</p> <p>PACKED</p>
 <p>1 x TILT HANDLE</p> <p>PACKED</p>
 <p>1 x 16° VERTICAL ARM + WINCH + CABLE</p> <p>PACKED</p>
 <p>1 x INSERT PACKED IN BASE OF (7)</p> <p>PACKED</p>
 <p>1 x CABLE GUIDE</p> <p>PACKED</p>
 <p>1 x M6 BOLT</p> <p>PACKED</p>

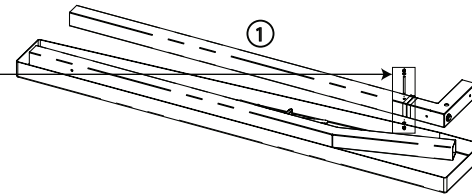
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BEFORE INSERTING THE M8 STUD YOU MUST FIRST REMOVE THE RED PLASTIC INSERT FROM THE HOLE (THIS HELD THE STRUCTURE TOGETHER IN TRANSIT AND CAN BE DISCARDED ONCE REMOVED)

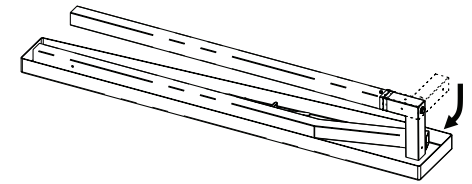


**STEP 1**



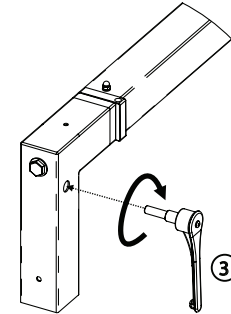
NB!! INSERT M8 STUD (2) WITH DOME NUT BEFORE LIFTING HORIZONTAL ARM (1) OUT OF BOX, AND FASTEN NUTS BEFORE ROTATING ELBOW. ENSURE THAT M8 WASHERS ARE ON EACH SIDE

**STEP 2**



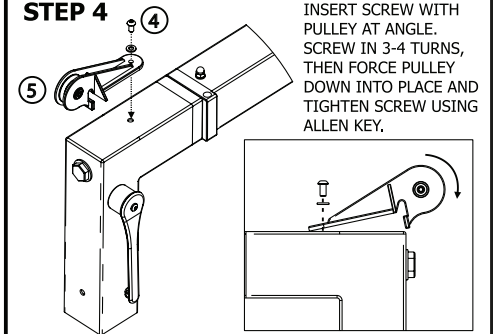
NOW THAT M8 STUD IS IN PLACE ROTATE ELBOW 90°

**STEP 3**



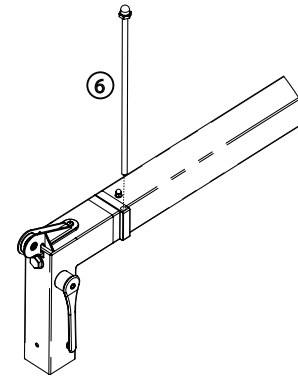
INSERT TENSION HANDLE INTO 90° ELBOW.

**STEP 4**



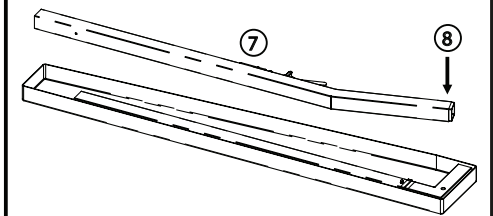
INSERT SCREW WITH PULLEY AT ANGLE. SCREW IN 3-4 TURNS, THEN FORCE PULLEY DOWN INTO PLACE AND TIGHTEN SCREW USING ALLEN KEY.

**STEP 5**



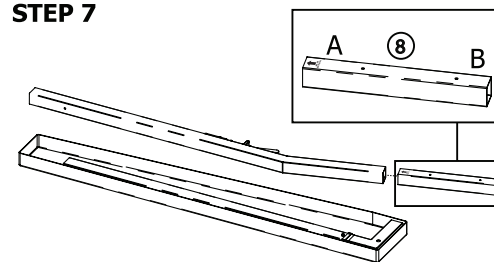
INSERT TILT HANDLE (6).

**STEP 6**



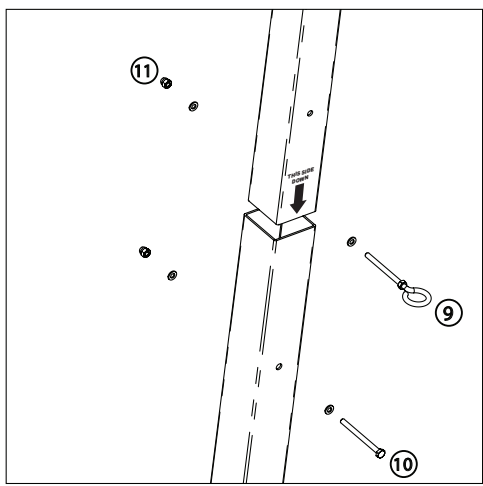
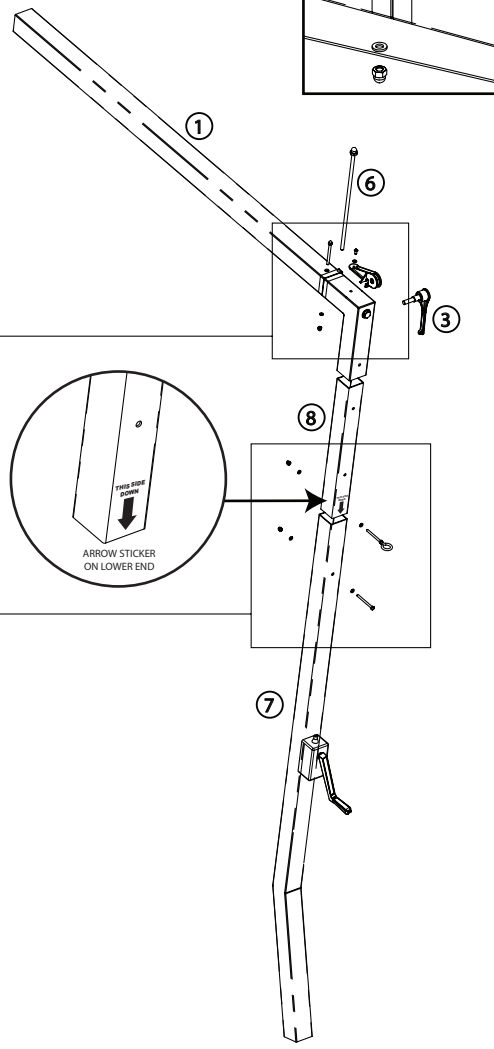
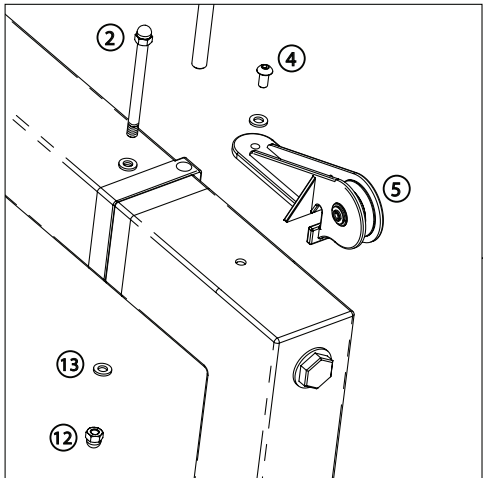
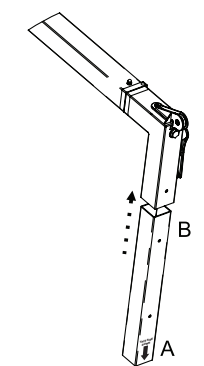
LIFT VERTICAL ARM (7) OUT OF BOX AND REMOVE INSERT (8).

**STEP 7**

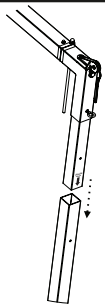


THE INSERT (8) IS USED TO JOIN THE VERTICAL (7) AND HORIZONTAL ARMS (1). PLEASE NOTE THE DIFFERENCE IN THE DISTANCES BETWEEN HOLES (A) AND (B) - THE ARROW STICKER ON SIDE (A) SHOULD BE POINTING DOWNWARDS WHEN THE INSERT IS FITTED.

**STEP 8**

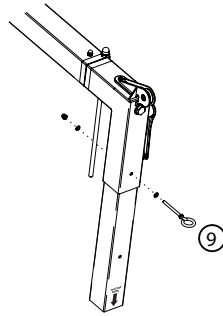


**STEP 9**

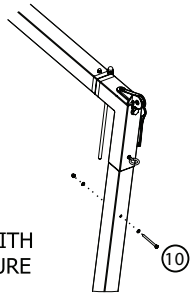


INSERT 90° ELBOW INTO VERTICAL ARM (7).

**STEP 10**

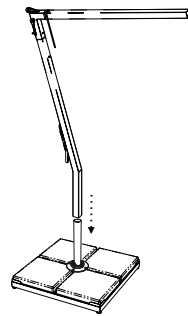


**STEP 11**

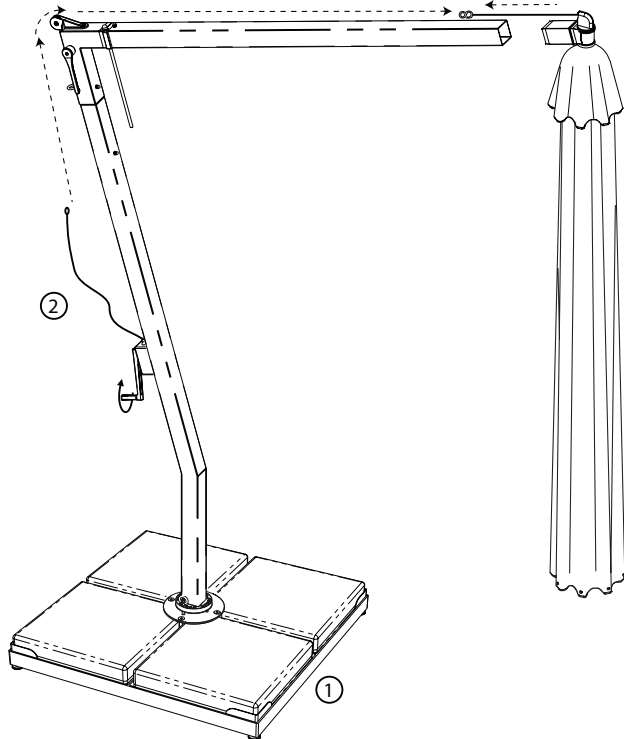


INSERT M6 BOLT WITH DOME NUT TO SECURE STRUCTURE.

**STEP 12**

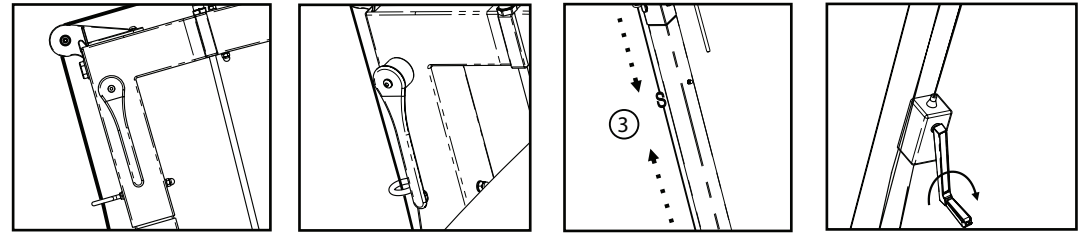


**STEP 13**



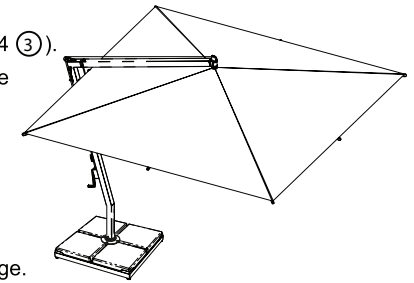
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**STEP 14**



TO OPEN CANOPY:

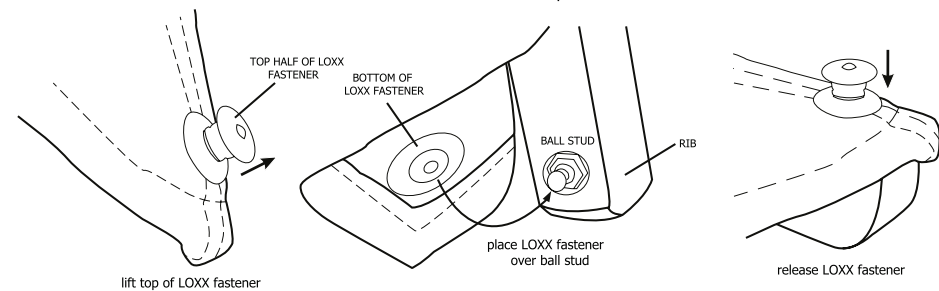
- 1) Remove cover bag and packaging. Undo canvas tie down used to secure canvas.
- 2) Unwind cable from winch box by inserting winch handle and rotating anti-clockwise, ensuring that you keep cable tensioned while unwinding the cable (see Step 13 ②).
- 3) Join S-Hook with cable on umbrella and cable on winch (see Step 14 ③).
- 4) To open rotate winch handle clockwise to tension cable and continue winding until canvas is fully open.
- 6) Be careful not to over-tighten winch.
- 7) To lower the umbrella - reverse the process.

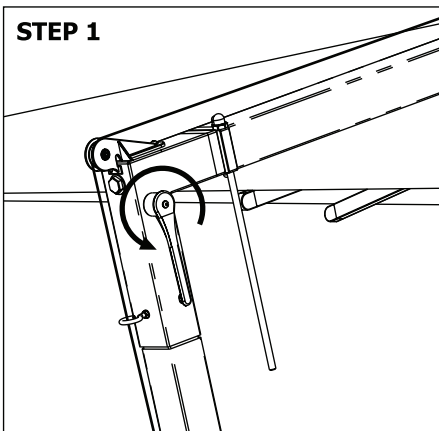
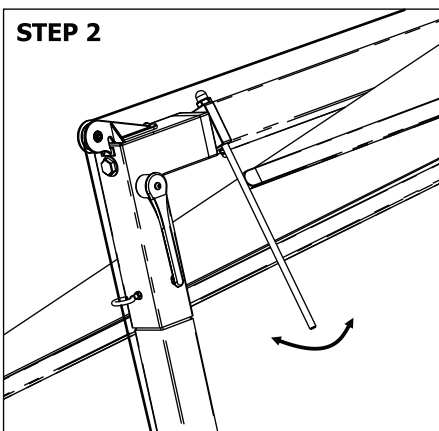
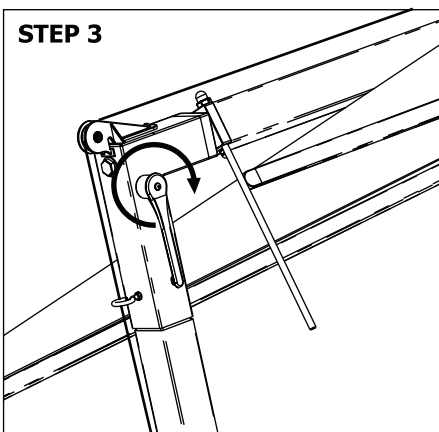


- When opening make sure the umbrella opens freely.
- Do not force the umbrella open if it is jamming, this will result in damage.
- If there is any resistance when opening, assist by pulling on the ribs to facilitate the first part of the opening process.
- If this process does not work, it usually means that one or two ribs are locked behind other ribs. This is more prevalent with the short ribs of the square canopy as they can hook behind the longer ribs. Gently try to open the canopy frame and look below the canopy fabric to see where the ribs may be jammed. The jammed rib can be undone by gently pulling it out from behind the other rib and strut (shorter ribs that connect the hub to the longer ribs). The umbrella will then open freely.
- When closed, use the canopy tie downs sewed onto the fabric to keep the canopy fabric from moving in the wind. When the canopy frame is completely closed make sure all loose fabric is pulled out from between each rib so the fabric does not become jammed in the canopy frame. If the fabric becomes trapped, this may result in unnecessary wear of the fabric and small holes may develop.

**ATTACHING THE CANOPY TO THE UMBRELLA STRUCTURE**

- A Remove the protective cardboard ring from the bottom of the ribs.
- B To attach the canopy ends to the rib ends, use your fingers to pull the top half of the LOXX fastener up, and place it onto the ball stud mounted in the rib. Release the LOXX fastener. Repeat until all 8 corners are attached.



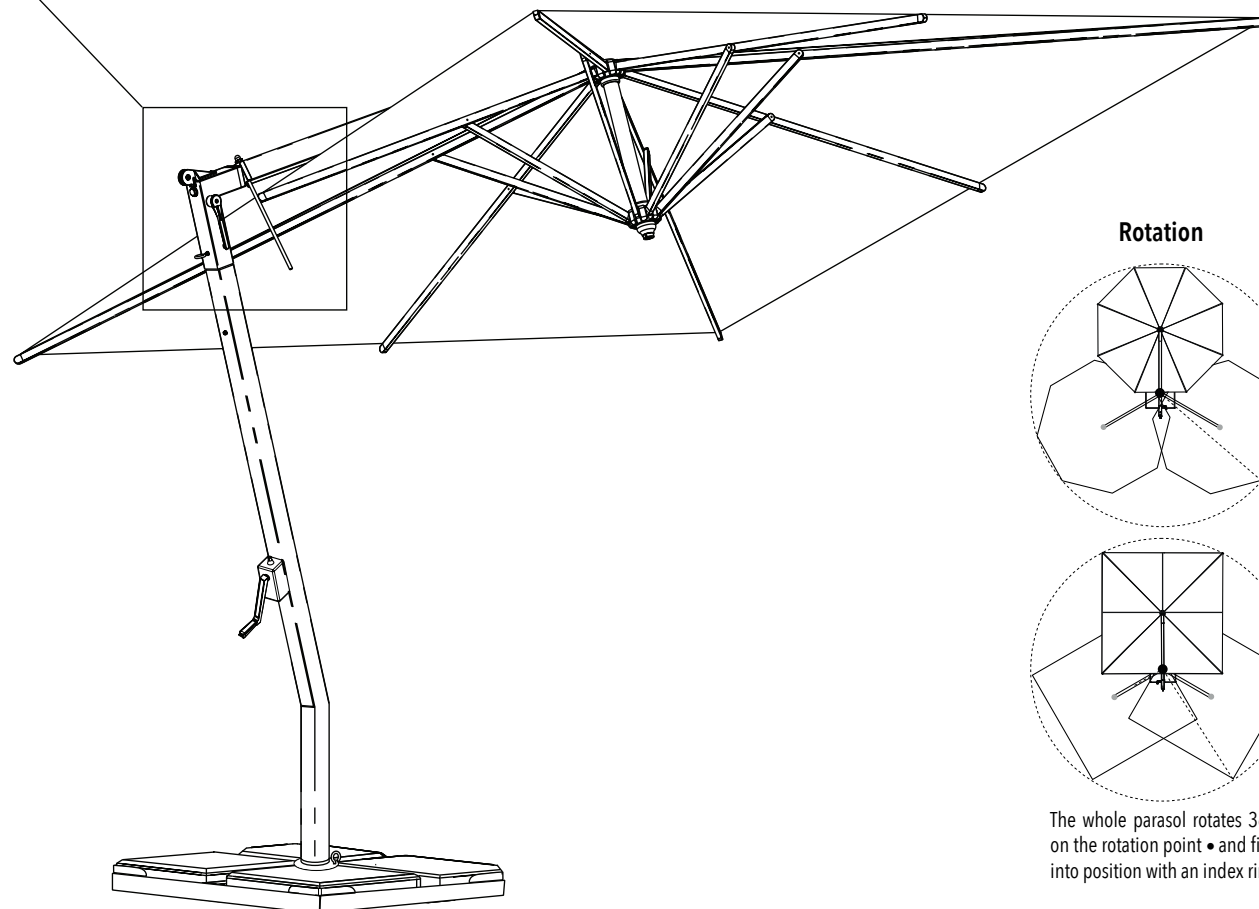
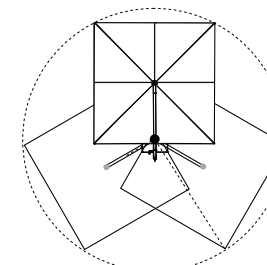
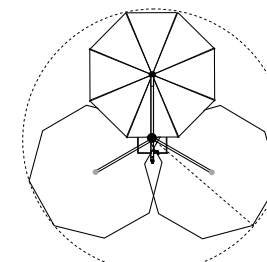
**STEP 1****STEP 2****STEP 3****TILTING PROCEDURE:**

Step 1: Loosen tension handle (3) by turning anti-clockwise by 1-2 turns.

Step 2: Tilt canopy by pushing or pulling the tilt lever to the required position.

Step 3: While holding the tilt lever in the required position, re-tension the tension lever by turning clockwise.

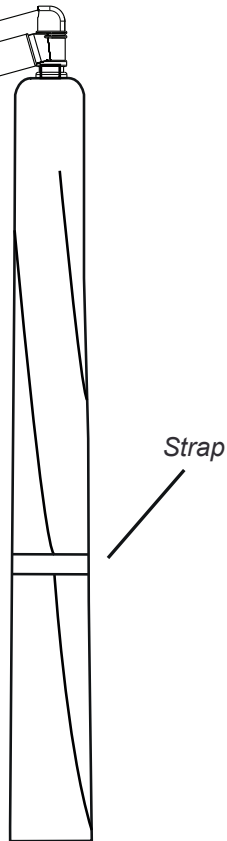
Warning: The tilt function should only be used in light to moderate winds.  
Umbrella products should never be left unattended when opened.

**Rotation**

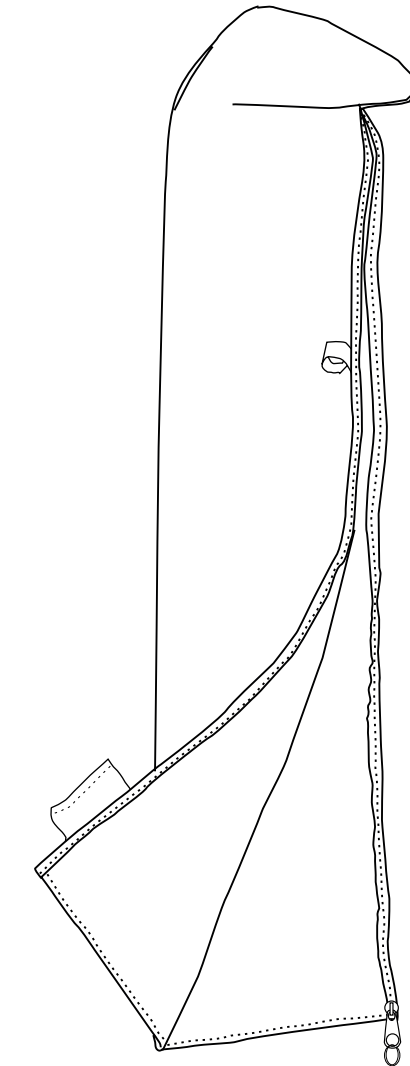
The whole parasol rotates 360° on the rotation point • and fixes into position with an index ring.

## CANOPY FOLDING INSTRUCTIONS

- 1 In order to avoid the canopy fabric from being jammed between the frame components, it is important to pull the fabric out from the umbrella structure by putting a finger under the edge of the canopy and pulling the fabric outwards. Do this for all the panels and fold the panels over each other like you would with a hand-held umbrella.
- 2 Tie the canopy strap tightly otherwise the canopy can move in wind conditions and get damaged through rubbing.
- 3 Place cover bag over umbrella for extra protection to prolong the life and preserve the color of the canopy.
- 4 For extra protection always ensure your umbrella is in a dry condition before closing and applying the cover bag.



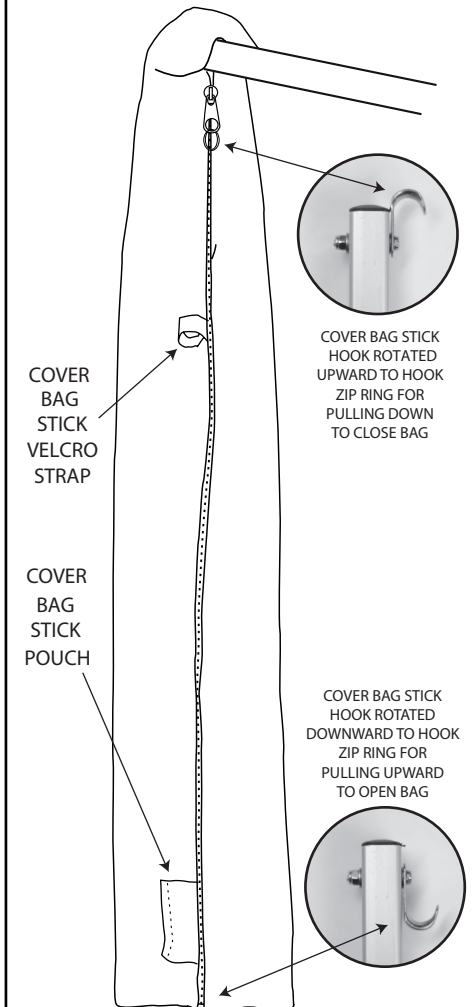
## HOW TO FIT YOUR COVER BAG CORRECTLY



- 1 Lay out the cover bag flat on a table with the zip totally opened.



- 2 Insert the supplied cover bag stick into the bag all the way to the top, lift up the cover bag vertically and place it gently up and over the top of your closed umbrella.

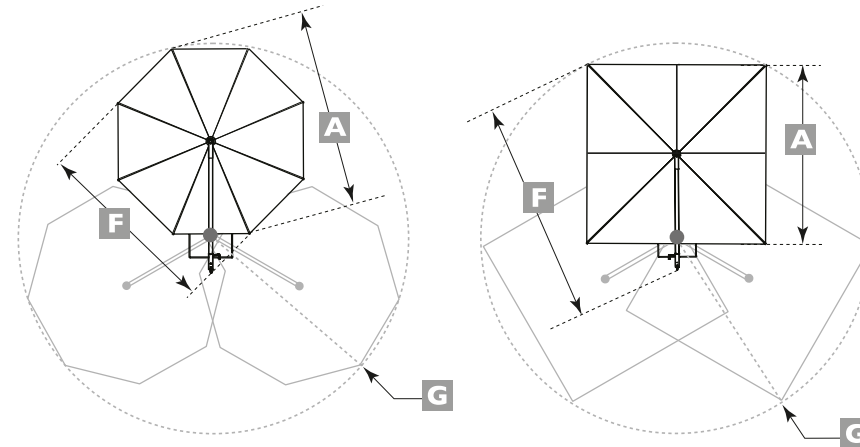
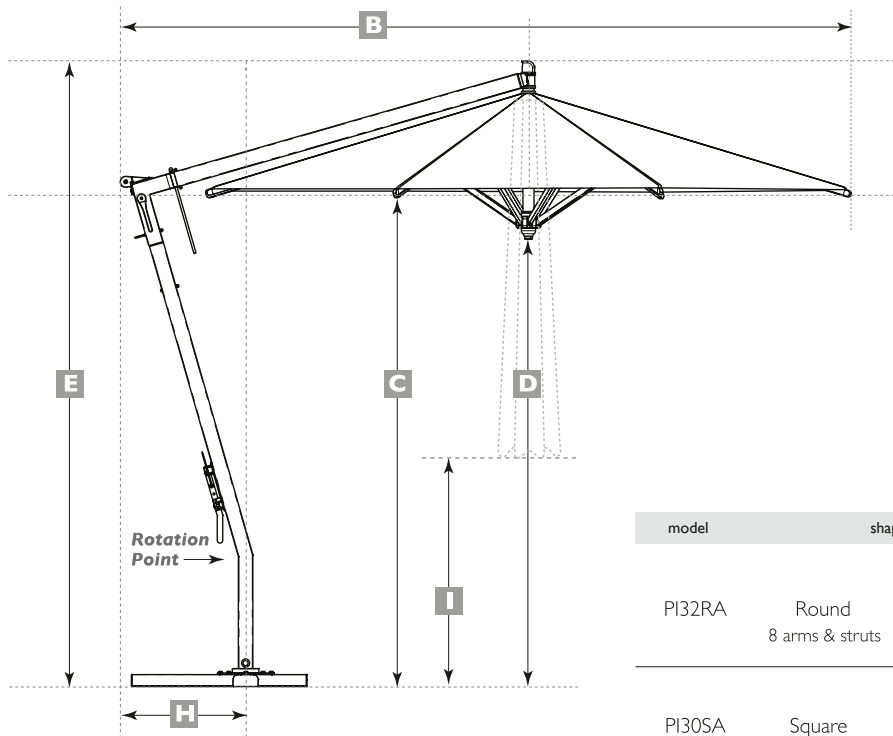


- 3 Lower it into position and zip it closed completely. The cover bag stick can be placed into its pouch for safe keeping.

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## ASSEMBLY INSTRUCTIONS: PICOLLO UMBRELLA TILT + WINCH CORRECT PLACEMENT



model	shape	A (size)	B	C	D	E	F	G*	H	I
PI32RA	Round 8 arms & struts	10'5" 3.20 m	10'9" 3.27 m	7'1" 2.17 m	6'6" 1.97 m	8'10" 2.70 m	11' 3.35 m	9'3" 2.81 m	1'10" 0.55 m	2'6" .76 m
PI30SA	Square 8 arms & struts	10' 3.00 m	11' 3.35 m	6'11" 2.10 m	6'6" 1.97 m	8'10" 2.70 m	11'11" 3.63 m	10'3" 3.12 m	1'10" 0.55 m	1'5" 0.43 m

- A** Canopy size:  
Round – size is measured from tip to tip through the center  
Square – size is measured from tip to tip on one side
- B** Back of pulley to front of canopy
- C** Head clearance from arm tip
- D** Head clearance below hub
- E** Overall height
- F** Maximum distance between ends
- G\*** Rotation point to farthest arm tip
- H** Minimum clearance from rotation point
- I** Ground clearance when closed
- Rotation point, 360 degrees

\* This distance is measured from the pivot point to the farthest distance from this point on the umbrella. The distance defines the radius of the circle created as the umbrella rotates 360 degrees.

All vertical measurements are taken from the ground level, including paver base.

All imperial measurements have been converted from metric and are rounded to the nearest inch. For exact dimensions refer to metric measurements.

## CARE AND MAINTENANCE

Every Woodline shade solution is meticulously engineered to maximize not just their form and functions, but also to make sure that they outlast even the harshest conditions. Each item is crafted from the finest marine grade weather-resistant materials, specifically selected for their ability to endure. Though our shade solutions are built to last, the relentless and extreme nature of the outdoors dictates that proper care and maintenance will always extend the lifespan of any item.

### FRAMES

Constructed from the finest quality aluminum, high grade stainless steel and durable and sustainable eucalyptus timber. Our frames have been tested in some of the world's most inhospitable environments and have only ever benefited from the appropriate application of caution and common sense in excessive wind conditions.

We advocate the use of our cover bags to prolong the life of the canopy frames and their covering fabrics. We recommend the closure and safe storage of any collapsible and removable components when the parasol is not in use or when winds are expected to exceed 24.8 mph (40 km/h).

### WOODEN COMPONENTS

We only use sustainable eucalyptus timber hand-picked for its strength, weather-resistance, and replenishment efficiency from the world's finest FSC-accredited plantations and timber mills. Our wooden components are treated with marine yacht varnish to fortify them for outdoor living. We recommend the periodic care of wooden components with a light sanding and reapplication of the varnish coating once a year to maintain the natural beauty of the wood.



### FITTINGS

All fittings, nuts, bolts, pulleys and cleat components are made with high grade stainless steel and weatherproof nylon. Maintaining these fittings and components is imperative to the longevity and the proper operation of the shade system. A simple occasional fresh water rinsing will help keep them working well and looking good.

### BASES

It is essential to pick the right base for your parasol, talk to our sales team to ensure that the parasol you choose has the appropriate base to keep it anchored properly.

### FABRICS

Our canopies and fabric covers are made from the most durable, colorfast, and dirt-repellent fabrics in the world. That said, proper care such as storage when not in use and cleaning from time to time will undoubtedly extend their lifespan.



UV RESISTANT



WATER/STAIN RESISTANT



BREATHABLE



MOLD RESISTANT



EASY CARE



PROTECTS FROM UV

### WIND GUIDELINES

\*The umbrella should always be closed during very windy conditions. As with all umbrellas, common sense wind guidelines prevail: if it is too windy to enjoy sitting outside under the umbrella, the umbrella structure should be lowered, folded and secured with the strap.

\*When unattended, the umbrella structure should always be left in the closed position with the canopy folded properly, securely strapped with the cover bag placed over the umbrella.

\*The umbrella structure must always be lowered, properly folded and strapped during heavy rains, thunderstorms, hail or any other severe weather conditions. Always anticipate to give time to properly fold the canopy, as during severe conditions if not folded properly, the fabric may become damaged.

\*If very extreme weather conditions are anticipated, the umbrella structure should first be lowered, folded properly, strapped and placed in the cover bag. Then the entire umbrella structure should be removed from the base and stored in a clean, dry location.

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