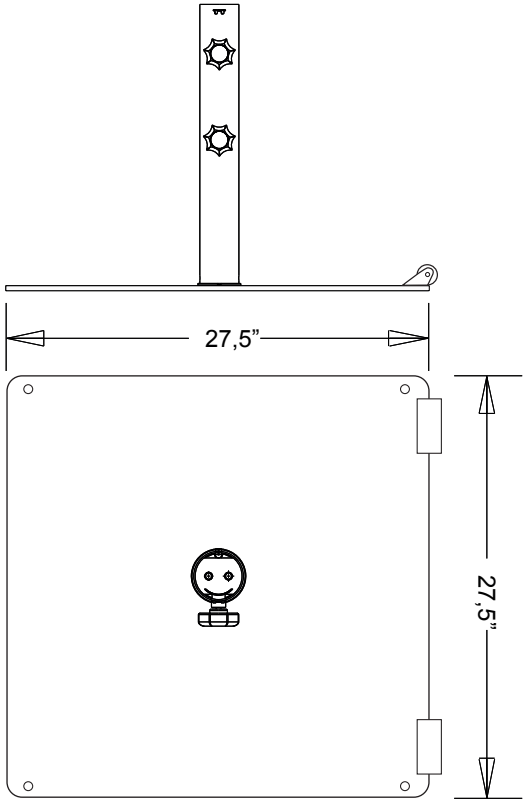
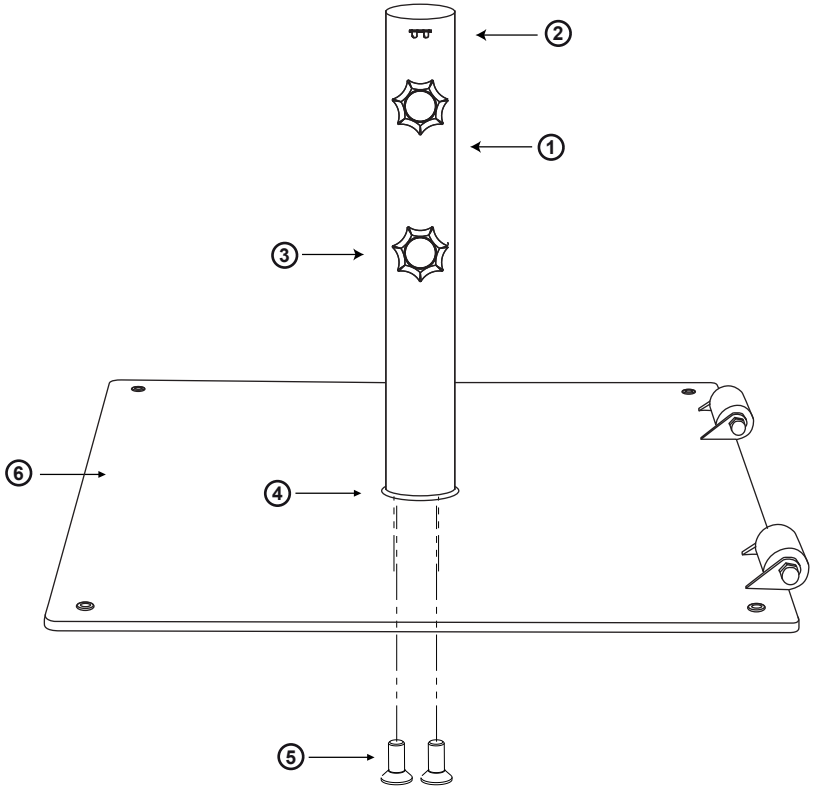
woodline

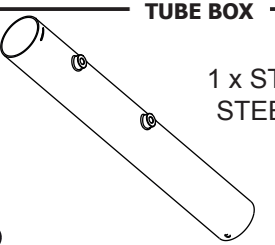
shade solutions

ASSEMBLY INSTRUCTIONS:
27.5 inch/700 mm SQUARE METAL BASE PLATE
WITH ROLLERS + POLE TUBE



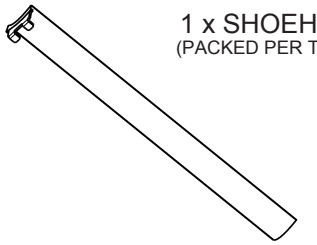


TUBE BOX



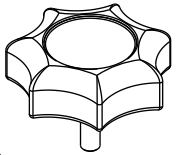
1 x STAINLESS STEEL TUBE

①



1 x SHOEHORN
(PACKED PER TUBE)

②

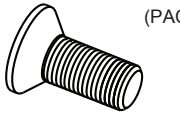


2 x FASTENING WHEELS
(PACKED PER TUBE)

③

1 x NYLON WASHER
(PACKED PER TUBE)

④

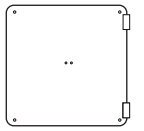


2 x M10 x 35 COUNTERSUNK SCREWS
(PACKED PER TUBE)

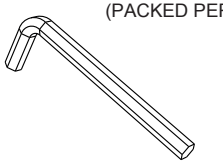
⑤

METAL BASE BOX

1 x 27.5” METAL BASE WITH WHEELS



⑥



1 x 6mm ALLEN KEY
(PACKED PER TUBE)

⑦

STEP 1

NOTE: It is recommended to have 2 people assemble the square base.

Remove the stainless steel tube from the box. Observe how the nylon washer is fitted into the stainless steel tube.

Use the 6mm allen key to remove the 2 x M10 x 35 countersunk screws ⑤ from the bottom end of tube.

STEP 2

Use the packaging as a work surface to protect the base during assembly.
Tilt the plate vertically onto its side and hold it in place.

STEP 3

Attach the tube ① to the base plate ⑥. NOTE: The two center holes on the ***underside*** of the base are countersunk so the screws will fit flush when tightened. Insert one screw through the bottom of the base and into the corresponding hole in the tube. Do not tighten until the other screw is in place.

STEP 4

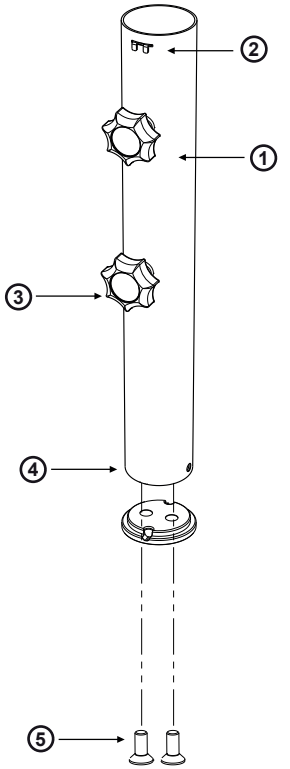
Place the second screw through the bottom of the base and into the remaining hole in the tube.

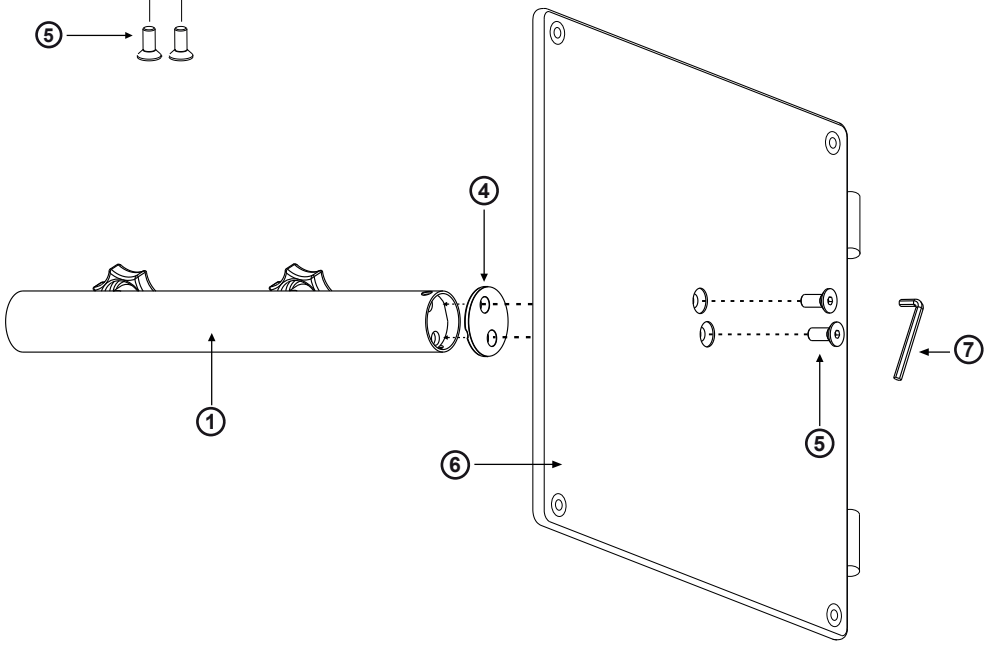
STEP 5

Tighten both screws firmly with the allen key.

STEP 6

Loosen the fastening wheels from the tube. Insert the umbrella pole in the tube.
NOTE: If used with a table, put the umbrella pole through the table first, then into the tube.
IMPORTANT: Tighten the fastening wheels until the pole cannot be lifted out of the tube.





For alternative base options please view our website
www.woodlineshade.com