



# MANUEL D'INSTRUCTIONS

## INSTRUCTION MANUAL

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**FLORENCE - 12 x 12 TOIT D'ACIER**  
**FLORENCE - 12 x 12 METAL ROOF**

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sku:41212MR-GP-12 sku:41212MR-GP-32		
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**DO NOT DESTROY THE BOXES UNTIL COMPLETELY ASSEMBLED  
FOR FUTURE REFERENCE,  
TAKE PICTURES OF ALL SIX SIDES OF EACH OF THE BOXES UPON RECEIPT.  
PLEASE VERIFY THE CONTENT OF EACH BOX AGAINST THE LIST OF PARTS**

**12ft x 12ft / 3.66m x 3.66m Meters Solarium**

**Instruction Manual**

**IMPORTANT: RETAIN FOR FUTURE REFERENCE, READ CAREFULLY**

**Consult with your local governing authority / local municipal codes regarding installation of temporary structures before purchase or assembly. Some jurisdictions may require permits for, or otherwise regulate, installation and use.**

For assistance with assembly, installation, parts, or customer service, contact Gazebo Penguin Customer Service Department at the numbers listed below (English & French, Mon-Fri 8:00 AM to 4:00 PM EST):

**Montreal:** (514) 276-3485

**Elsewhere in Canada and the US:** 1-800-737-7174

**WARNING:**

- For outdoor use.
- Snow should be regularly cleared from the roof and not allowed to accumulate.
- Retain your **proof of purchase** for warranty purposes. Also keep the **original boxes** until the installation is complete and correct.
- The unit may take more than 4 hours and 3 people are required for this assembly.



**PRIOR TO ASSEMBLY:**

- Please don't destroy boxes until completely assembled.
- The foundation must be level, flat, and solid, such as concrete or asphalt.
- Keep away from overhead utility lines, tree branches, and other structures.
- Check for underground pipes or wires if digging or drilling is required.
- Do not install near roof lines or other structures that could shed snow, ice, or excessive rain run-off onto the roof top.
- Assemble the structure as close to its final location as possible.
- It is recommended to wear safety gloves, safety glasses, and hard hats for installation.
- Do not hang from, climb on, or stand on the structure or roof.
- Before assembly, read instructions and check that all parts are present in the boxes. If any parts are missing, refer to warranty information.
- A 6ft (1.8m) stepladder, Phillips screwdriver, tape measure, level, mallet, and a tarp to place parts on will be required for assembly (not included).
- Remove top protective film from roof panels prior to assembly; DO NOT remove bottom protective film until ready to insert roof panels, so as to identify which side is on top.

**ANCHORING INSTRUCTIONS:**

- Proper anchoring of the frame to the base and the wall is required for safety.
- Any structure not anchored securely has the potential to fly away during high wind causing damage and safety hazard.
- How the item is anchored, and the hardware and tools required, will vary based upon the set up location and are not provided.
- Please check with your local hardware store if for the appropriate anchors for your surface.
- Do not anchor to pavers / pavement slabs because they are not a solid foundation.
- Periodically check the anchors to ensure they remain secure

**CARE AND MAINTENANCE:**

- In case of a defective or damaged part, or for any other questions concerning the product, please contact the manufacturer directly.
- Please have the parts list and part numbers on hand when ordering or requesting replacement parts.

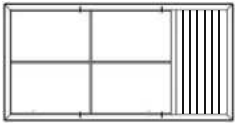

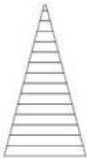
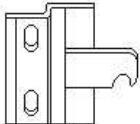
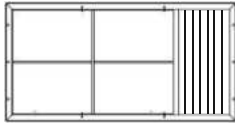
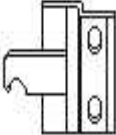


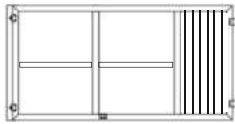
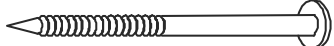




**ROOF PANELS:**


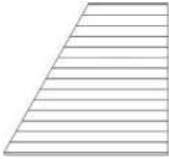
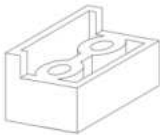

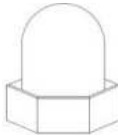
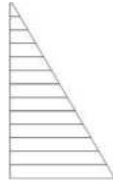

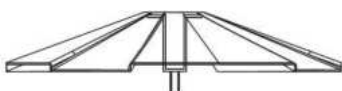

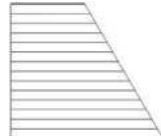

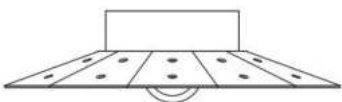

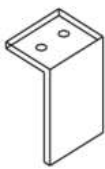


- Gently clean with an environmentally-friendly soap solution and water using a sponge or washcloth.
- Do not use abrasive materials, wire brushes, chemicals, harsh cleaners, or bleach.
- Rinse using a garden hose and air dry. If removed, ensure thoroughly dry prior to storage.
- Do not use pressure washer.






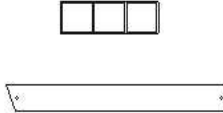

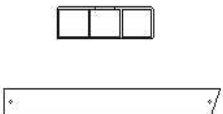

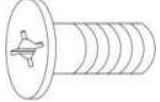

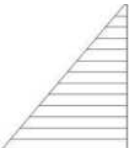

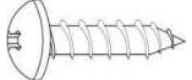

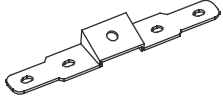
**STRUCTURE:**

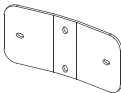

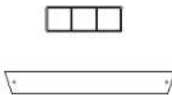
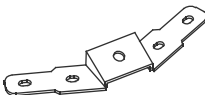
- Gently clean with an environmentally-friendly soap solution and water using a sponge or washcloth.
- Do not use abrasive materials, wire brushes, chemicals, harsh cleaners, or bleach.
- Rinse using a garden hose and air dry.
- Do not use pressure washer.
- If there are nicks, chips, and/or scratches see the part # of the paint in the parts list to obtain a matching touch-up paint.




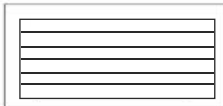

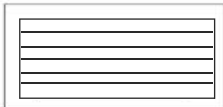

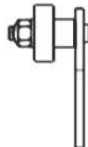



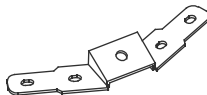

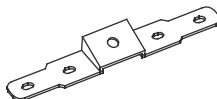
## 12 x 12 Solarium

DESCRIPTION	PACKED IN BOX	QTY	DRAWING	DESCRIPTION	PACKED IN BOX	QTY	DRAWING
23-086 REGULAR FRAME A	3	4		08-132-12 SLIDING DOOR FRAME D	3	1	
	4	4			4	1	
17-054 ROOF PANEL Aa	1	4		08-165-12 DOOR LATCH Dd-R	5	2	
23-087 FRAME NEXT TO DOORS (extra holes) B	3	1		08-169-12 DOOR LATCH Dd-L	5	2	
	4	1					
08-158-12 SCREW M6*16 Bb	5	108		08-133-12 CONNECTING PIECE 78.9" E	5	8	
23-309 SLIDING DOOR C	3	1		08-167-12 SCREW M6X65mm Ee	5	20	 (M6x65 mm)
	4	1					
08-161-12 SCREW M6X73 Cc	5	12		08-136-12 TOP DOOR RAIL 81.1" F	5	2	
12-037-12 CAPNUT M5X60 Cc-2	5	12		08-137-12 BOTTOM DOOR RAIL 81.1" G	5	2	

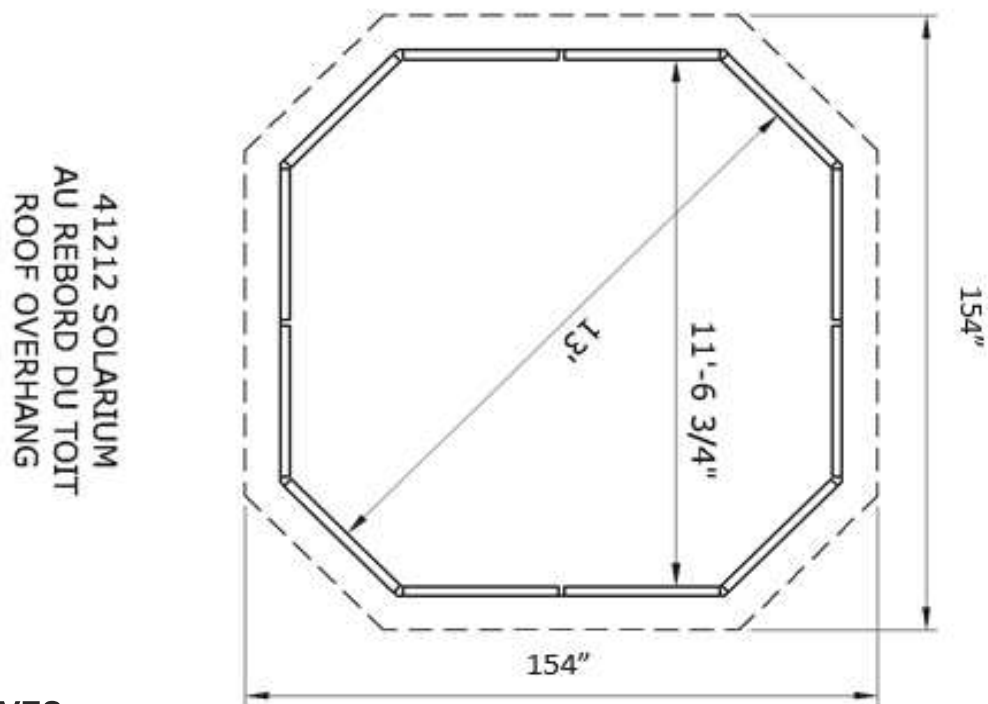
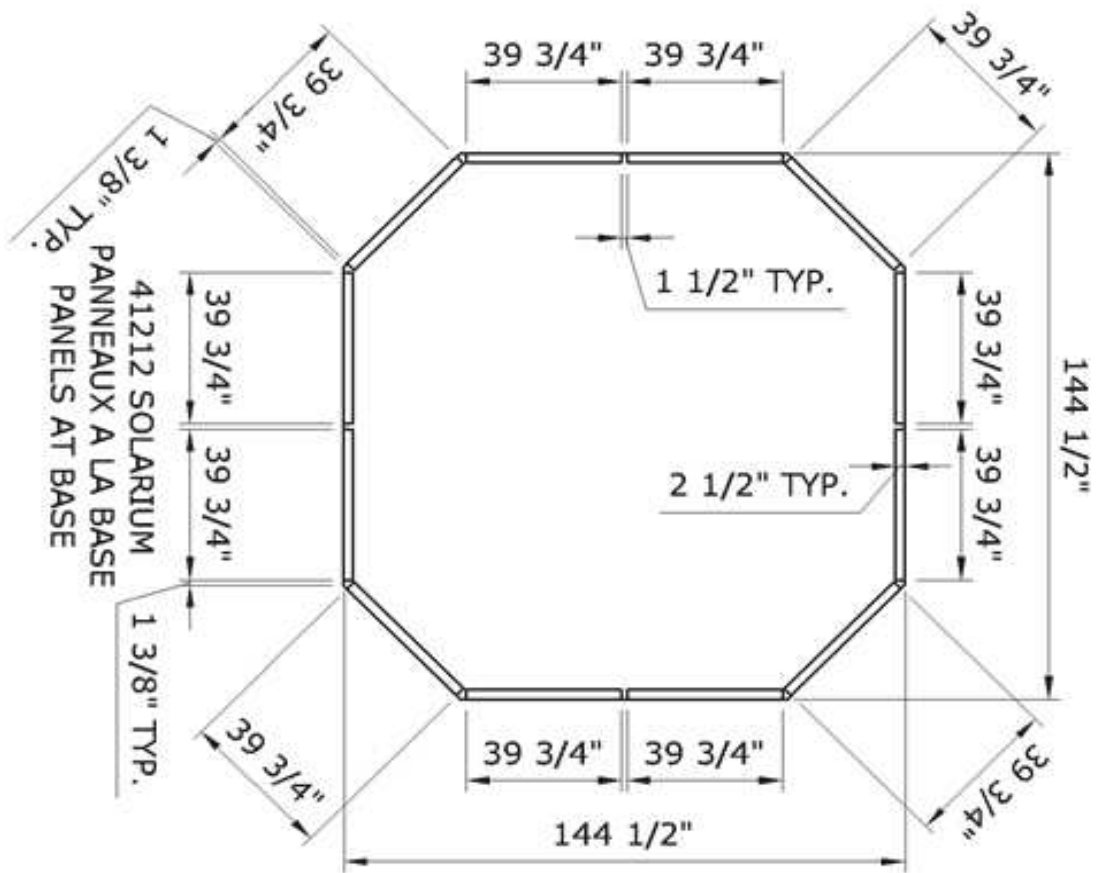
DESCRIPTION	PACKED IN BOX	QTY	DRAWING	DESCRIPTION	PACKED IN BOX	QTY	DRAWING
08-187-12 WASHER Gg	5	57		17-061 ROOF PANEL Kk	2	4	
08-138-12 DOOR STOPPER H	5	4		17-044-12 RAFTER 78.9" L	5	4	
08-189-12 ACORN NUT Hh	5	1		17-057 ROOF PANEL LI	2	4	
08-139-12 CONNECTING PIECE 78.9" I	5	8		08-143-12 Top Cap M	5	1	
08-193 PLASTIC PLUG li	5	20		17-058 ROOF PANEL Mm	2	4	
08-140-12 CONNECTING PIECE 78.9" J	5	8		08-144-12 CENTRAL HUB N	5	1	
17-055 ROOF PANEL Jj	1	4		08-134-12 UPPER DOOR RAIL END CAP Nn	5	4	
17-043-12 RAFTER 89.9" K	5	8		17-049-12 COVER FOR RAFTERS 88.9" O	5	8	

DESCRIPTION	PACKED IN BOX	QTY	DRAWING	DESCRIPTION	PACKED IN BOX	QTY	DRAWING
17-050-12 COVER FOR RAFTERS 78.5" O1	5	4		17-045-12 FINISHING BAR 45.2" U	5	4	
08-135-12 SCREW Oo	5	4		17-071-12 FINISHING BAR 45.2" U1	5	4	
16-118-12 SCREW M6X36 Oo1	5	50		17-047-12 SOLIDIFYING BAR 20.8" V	5	4	
17-051-12 GAP COVER BAR 39.7" P	5	8		17-070-12 SOLIDIFYING BAR 20.8" V1	5	4	
23-003 GAP COVER BAR 39.7" P-1	5	4		12-047-12 SCREW M5X15 Ww	5	12	
18-067-12 SOLIDIFYING BAR BRACKET Pp	5	4		17-060 ROOF PANEL Y	2	4	
17-053-12 END CAP R	5	4		08-156-12 SCREW M5*20 Z	5	48	
17-046-12 FINISHING BAR 45.3" S	5	4		15-125-12 STEEL ANGLE Z2	5	4	

DESCRIPTION	PACKED IN BOX	QTY	DRAWING	DESCRIPTION	PACKED IN BOX	QTY	DRAWING
23-004 SOLIDIFYING BAR BRACKET Pp-1	5	8		23-005 END CAP R1	5	8	
17-048-12 SOLIDIFYING BAR 20.8” T	5	4		*NOT INCLUDED IN THE BOX			
				DESCRIPTION	COLOUR	PART #	
15-124-12 STEEL ANGLE Z1	5	8		SPRAY PAINT	SAND	11-699	
				PAINT PEN		18-245	

AVAILABLE REPLACEMENT PARTS				
DESCRIPTION	DRAWING		DESCRIPTION	DRAWING
08-219-12 PVC WINDOW (in frame)			85-417-S ROUND SPLINE FOR SCREENING	
10-493 PVC WINDOW (replacement material only)			23-090-12 BOTTOM STEEL PANEL (for wall panels)	
85-417-P ROUND SPLINE FOR PVC WINDOW			23-091-12 BOTTOM STEEL PANEL (for doors)	
15-123-12 PIN FOR PVC WINDOW			15-097-12 DOOR WHEEL ASSEMBLY	
13-033 PC WINDOW (for sliding door)			10-458 REPLACEMENT WEATHERSTRIP	
12-046-12 MOSQUITO SCREEN (in frame)			15-124-12 STEEL ANGLE Z1	
85-014 REPLACEMENT SCREENING (no frame)			15-125-12 STEEL ANGLE Z2	
DESCRIPTION	COLOUR	PART #		
SPRAY PAINT	SAND	11-699		
PAINT PEN		18-245		

NOTE: The dimensions are approximate.



APPROXIMATIVES.

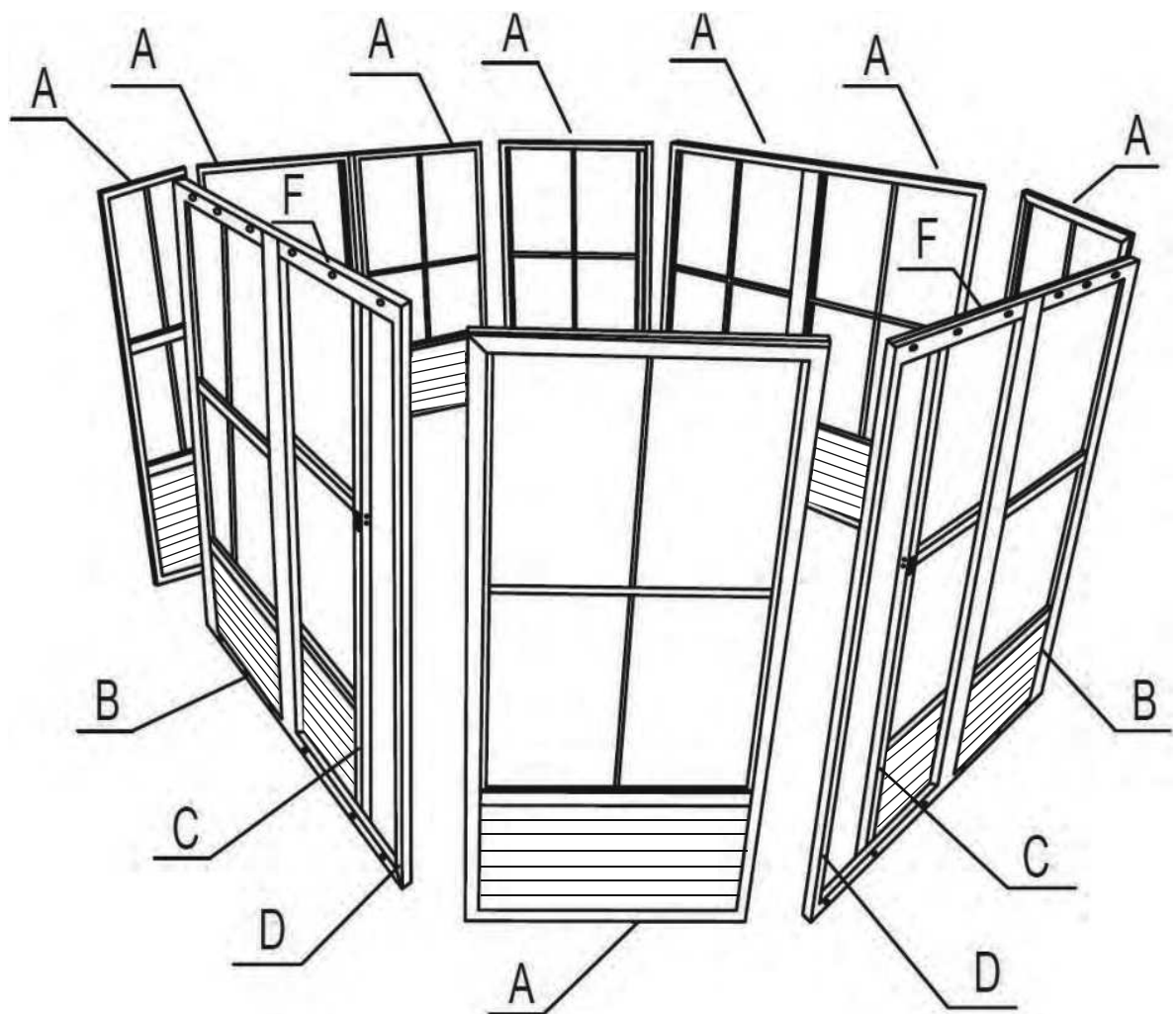


## Before you assemble the Solarium

- Please don't destroy boxes until completely assembled.
- For future reference, take pictures of all six sides of each of the boxes upon receipt.
- Please verify the content of each box against the list of parts.

### Tools needed:

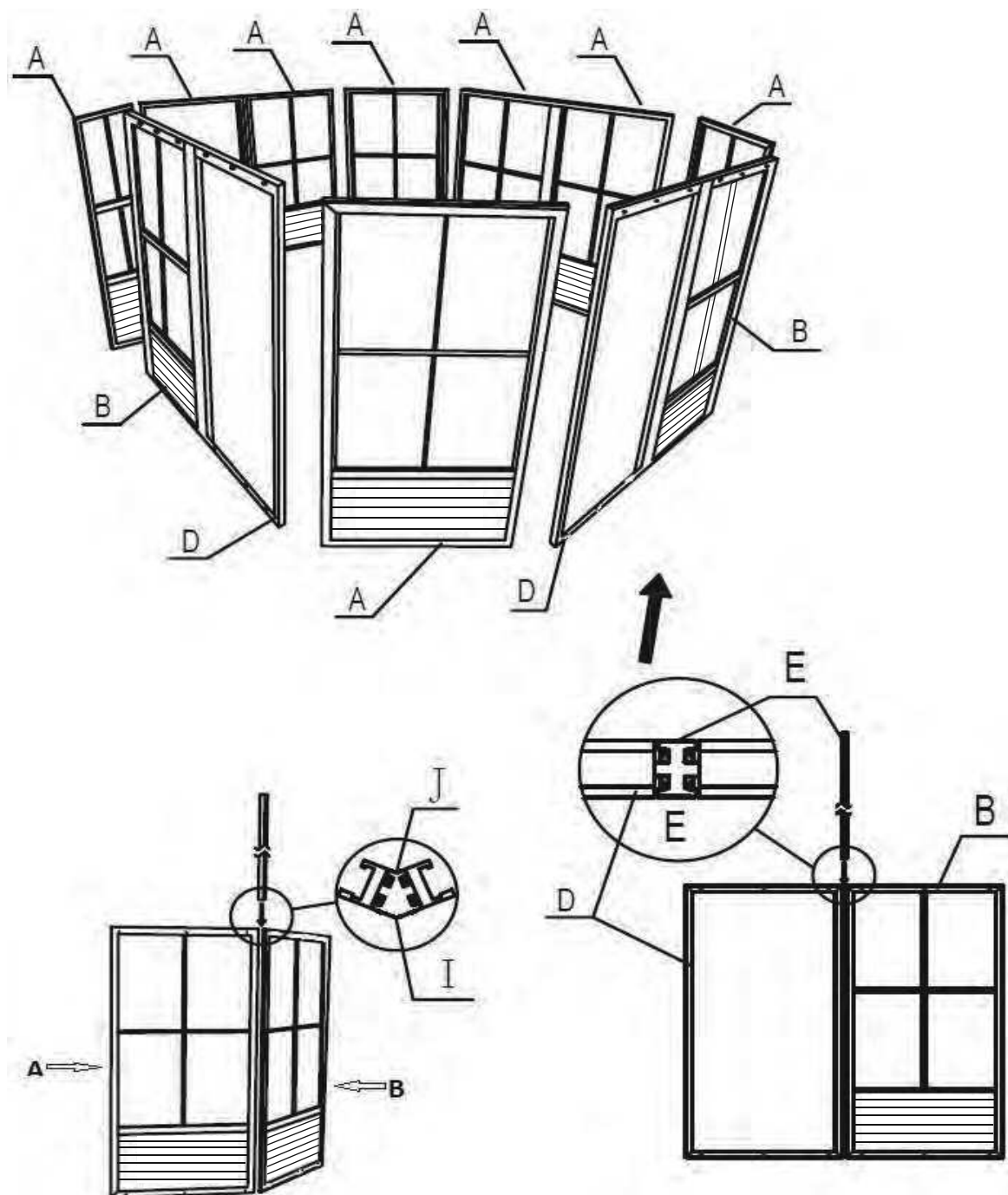
- Step Ladder 6'-8'
- #2 Phillips, #2 Robertson Screwdriver (not supplied)
- Rubber Mallet
- Various Files
- Drill Machine
- Drill bit 1/8" for Pilot holes



Based on the location, decide where you would like to position the two (2) doors panels which can slide open to the left or the right, your choice.

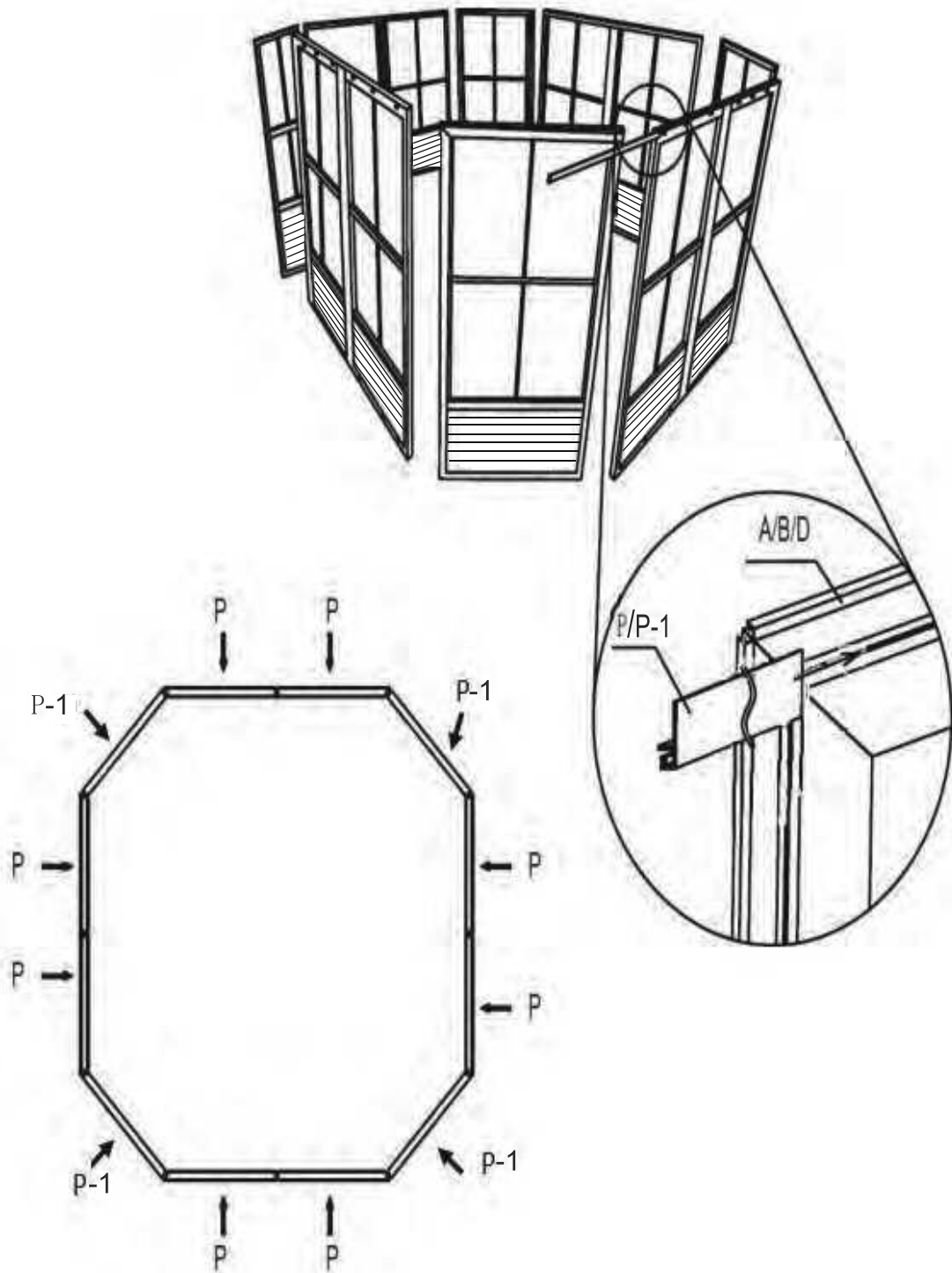
### Step 1:

1. Stand up two Frames (A), using two Connecting Pieces (I, J) slide from top to bottom and affix the panels together.
2. Stand up a frame meant to be next to the Door (B) and a Door Frame (D), placing the door frame either on the left or right, then use two Connecting Pieces (E) slide from top to bottom to affix the Panel B and Door Frame D.
3. When assembling Angled Panels (A), you should put the two panels at 135 degree angle then use the angled Connecting Pieces (I) and (J) slide from top to bottom to affix the panels together.
4. Frame screening should be facing the outside of the unit.
5. Door frame step down is on the inside of the unit.
6. When sliding the part I, J and E into the frames shake the frames for it too slide. Do not apply excess force. Make sure the edges are clean from any extra paint if necessary use a fine file.



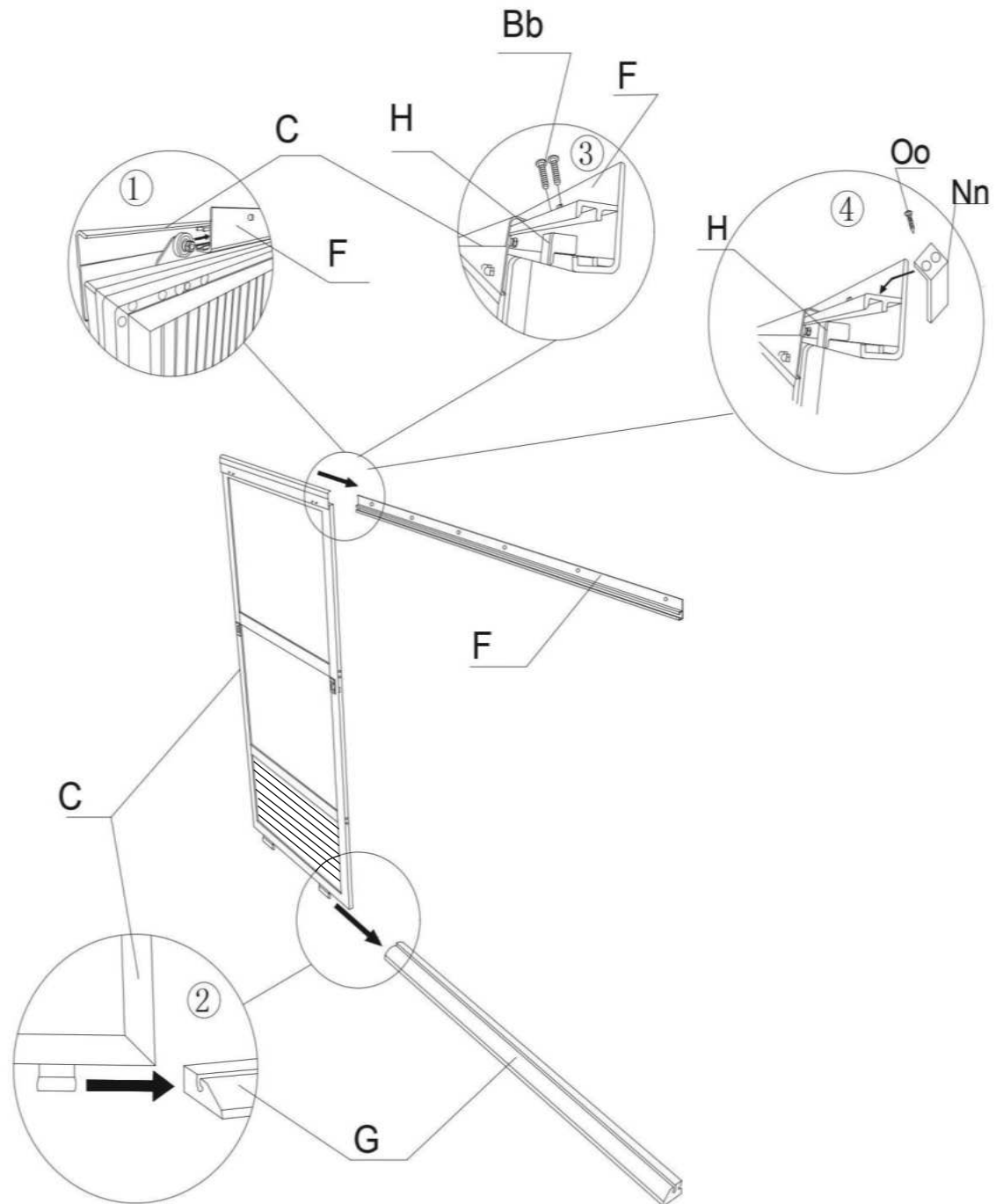
**Step 2:**

1. Affix Gap Cover Bars (P/P-1) by sliding them on top of the exterior groove of the Frames (A, B, D)



### Step 3:

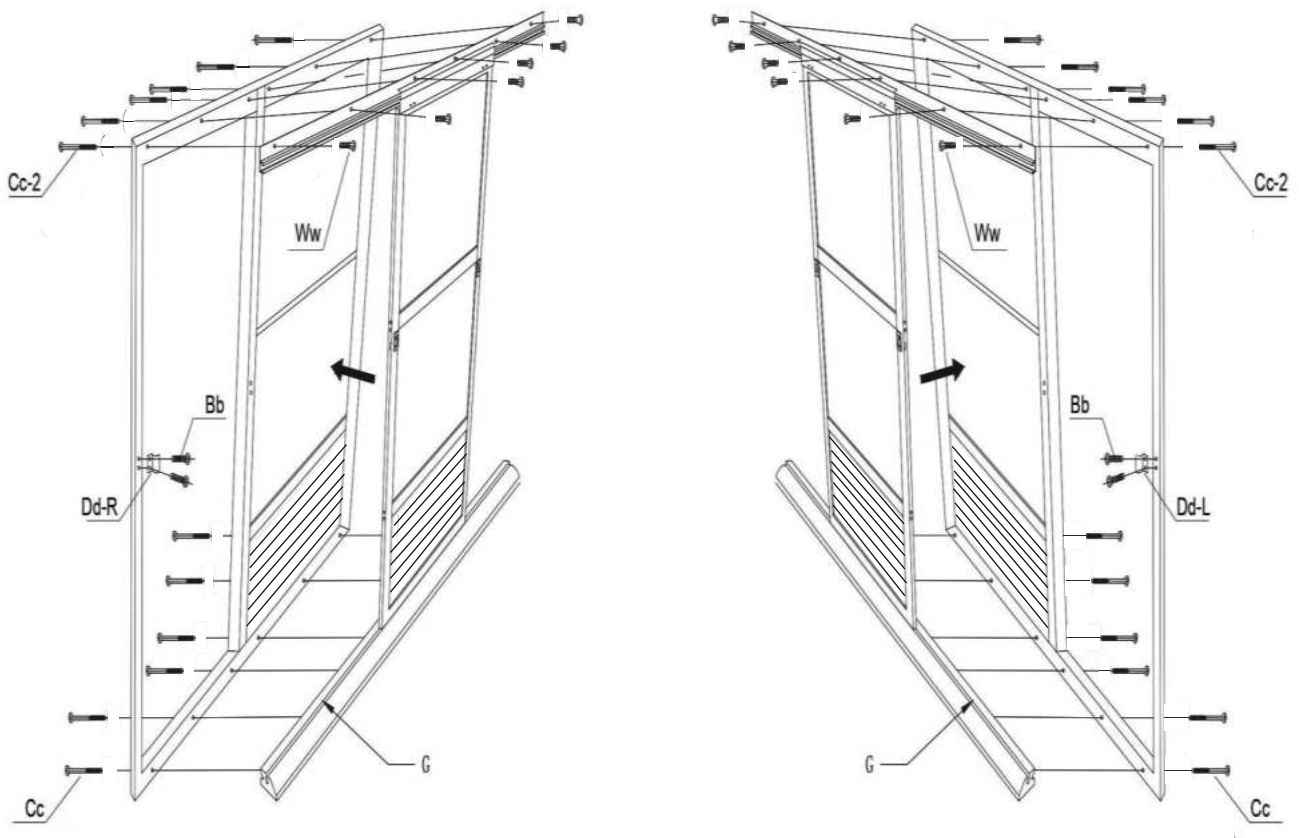
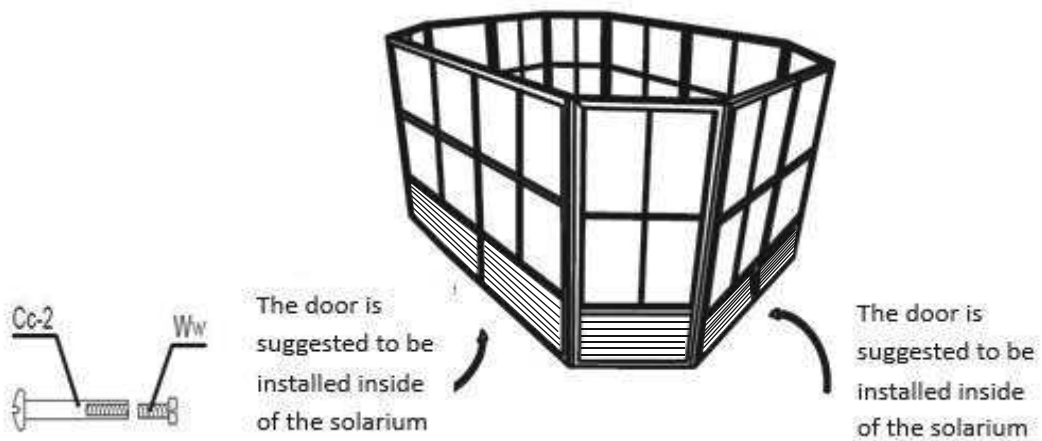
1. Slide Top Door Rail (F) into wheels of Sliding Door (C).
2. Slide Lower Door Rail (G) into the plastic guide of the Sliding Door (C).
3. Use Bolts (Bb) to affix the plastic Stoppers (H) one on each end of Top Door Rail (F).
4. Using a Screw (Oo) affix the upper door rail End Caps (Nn) one on each end of Top Door Rail (F).



#### Step 4:

**Please note the sliding door is suggested to be installed from the inside of the solarium**

1. Place a Bolt (Ww) through the Top Door Frame (D) and Door Top Rail (F), and place a Female Bolt (Cc-2) from the other side. Once all are inserted, tighten them all securely.
2. Secure the Bottom Door Rail (G), using a Bolt (Cc) .
3. Use Bolt (Bb) to affix the Door Latch (Dd-R, Dd-L) onto the frame.

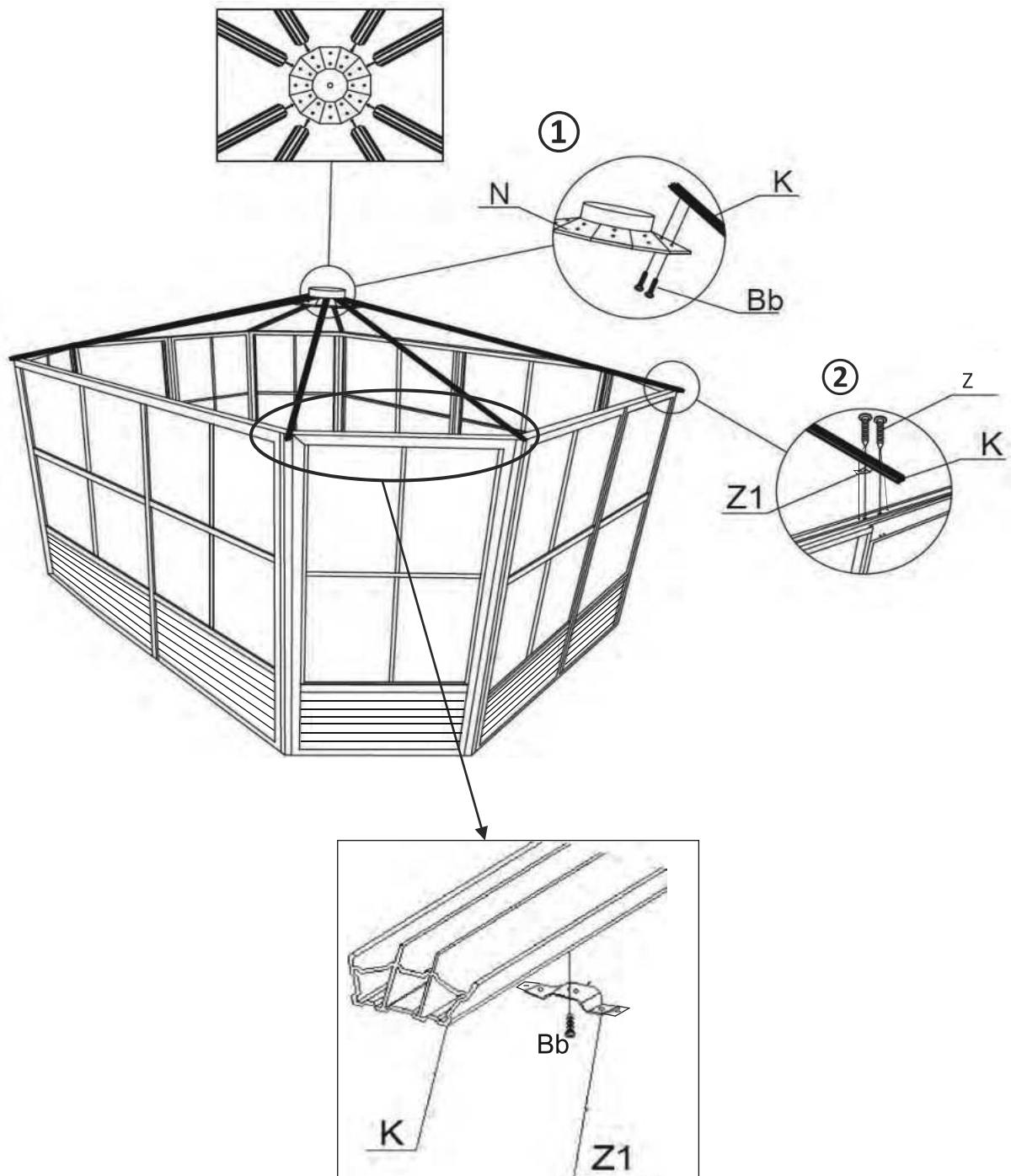


### Step 5:

1. Assembled steel angle (Z1) to roof Rafters (K) using Bolts (Bb).
2. Attach roof Rafters (K) to the Central Hub (N) using Bolts (Bb).
3. Use Screws (Z) to affix the Rafters (K) onto the top of panels going through the Metal Piece (Z1) attached to the Rafter (K).

#### Note:

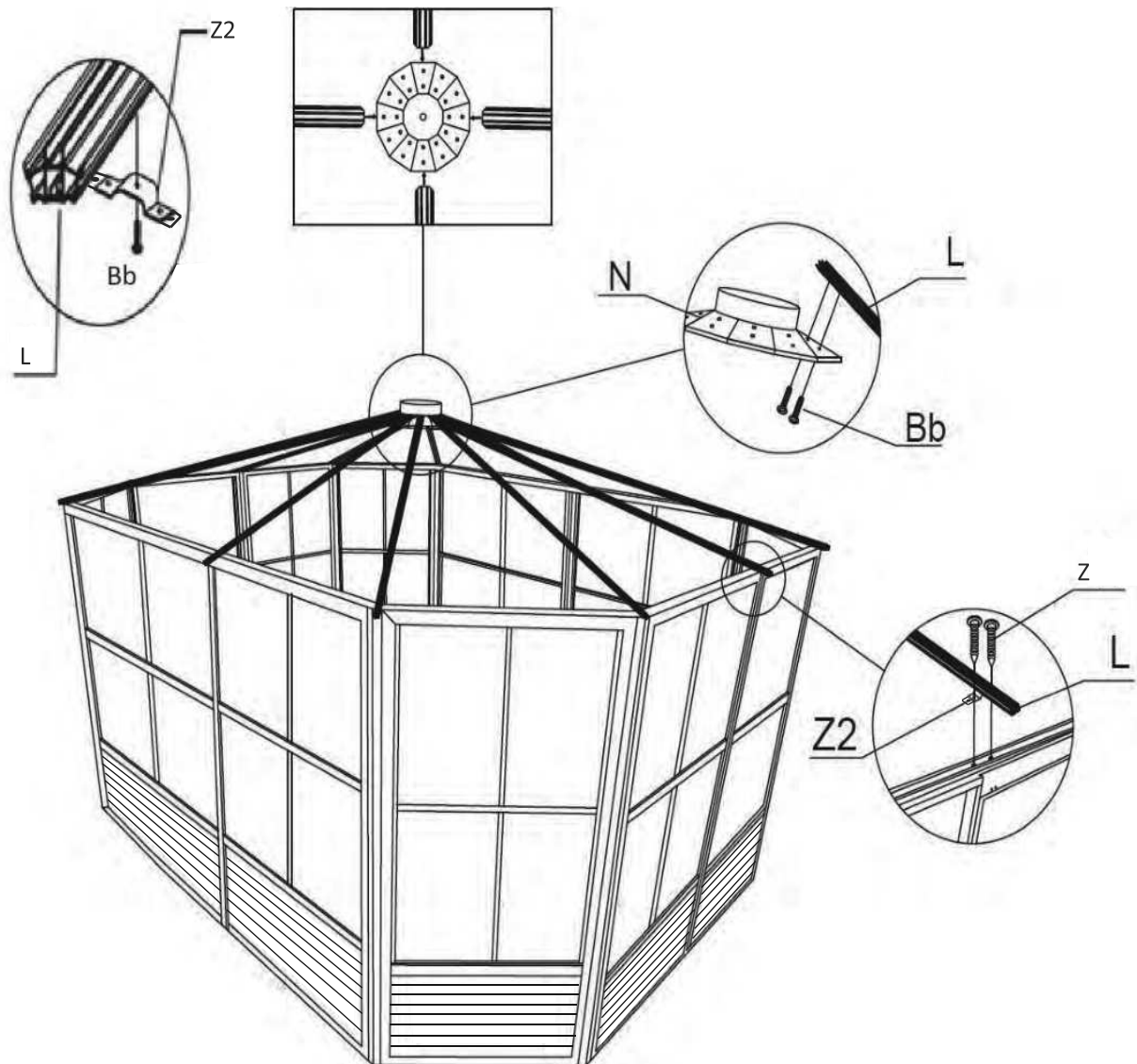
1. Rafters must be affixed where panels connect to each other.
2. Affix the Rafter (K) such that, the extra hole on the bracket (Z1) are facing each other as shown below.



### Step 6:

1. Assembled steel angle (Z2) to roof Raers (L) using Bolts (Bb).
2. Follow the same procedure of Rafter (K) to assemble roof Rafter (L) onto the remaining panels.

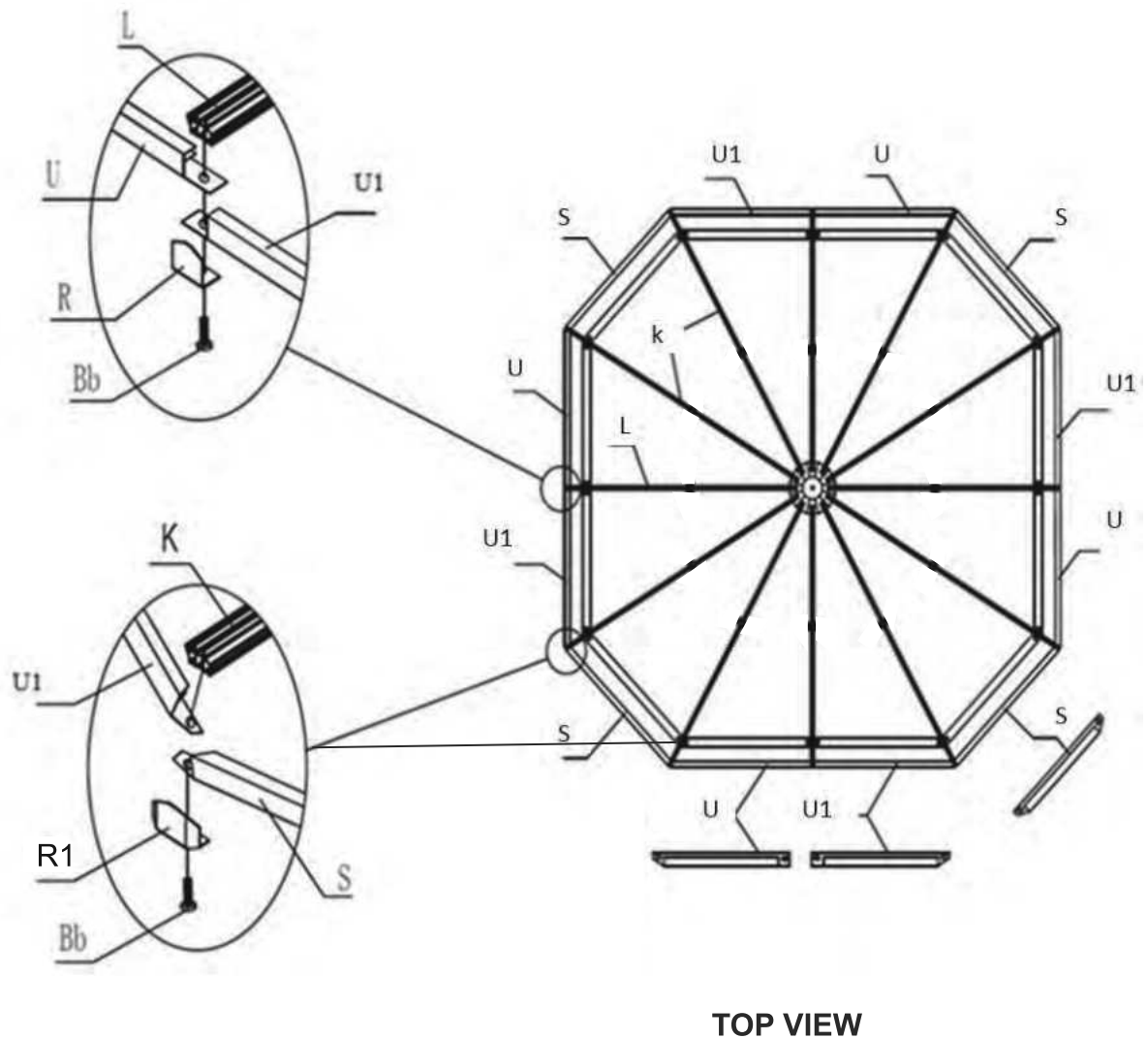
**Note: Do not tighten the bolts right away as you may have to adjust the angle when inserting the roof panels. Then tighten all screws.**



### Step 7:

1. Now secure the sides of the roof with Finishing Bar (S, U, and U1) with Bolts (Bb) and Brackets R.
2. Place roof Finishing Bars (S, U, and U1) on the right of the Roof Finishing Bar (S, U, and U1) and align the holes in each bar one on top of the other. Place End Caps (R) under the aligned holes and secure with Bolts (Bb).
3. Repeat the process with the remaining finishing bars as illustrated.
4. In order to finish the installation of the last Finishing Bar (S, U, and U1) you have to unscrew the first Bolts (Bb) at your starting point and place an End Cap (R) then re-install the Bolts (Bb).

**NOTE : Make sure all screws/ bolts are tight, when finished assembling.**

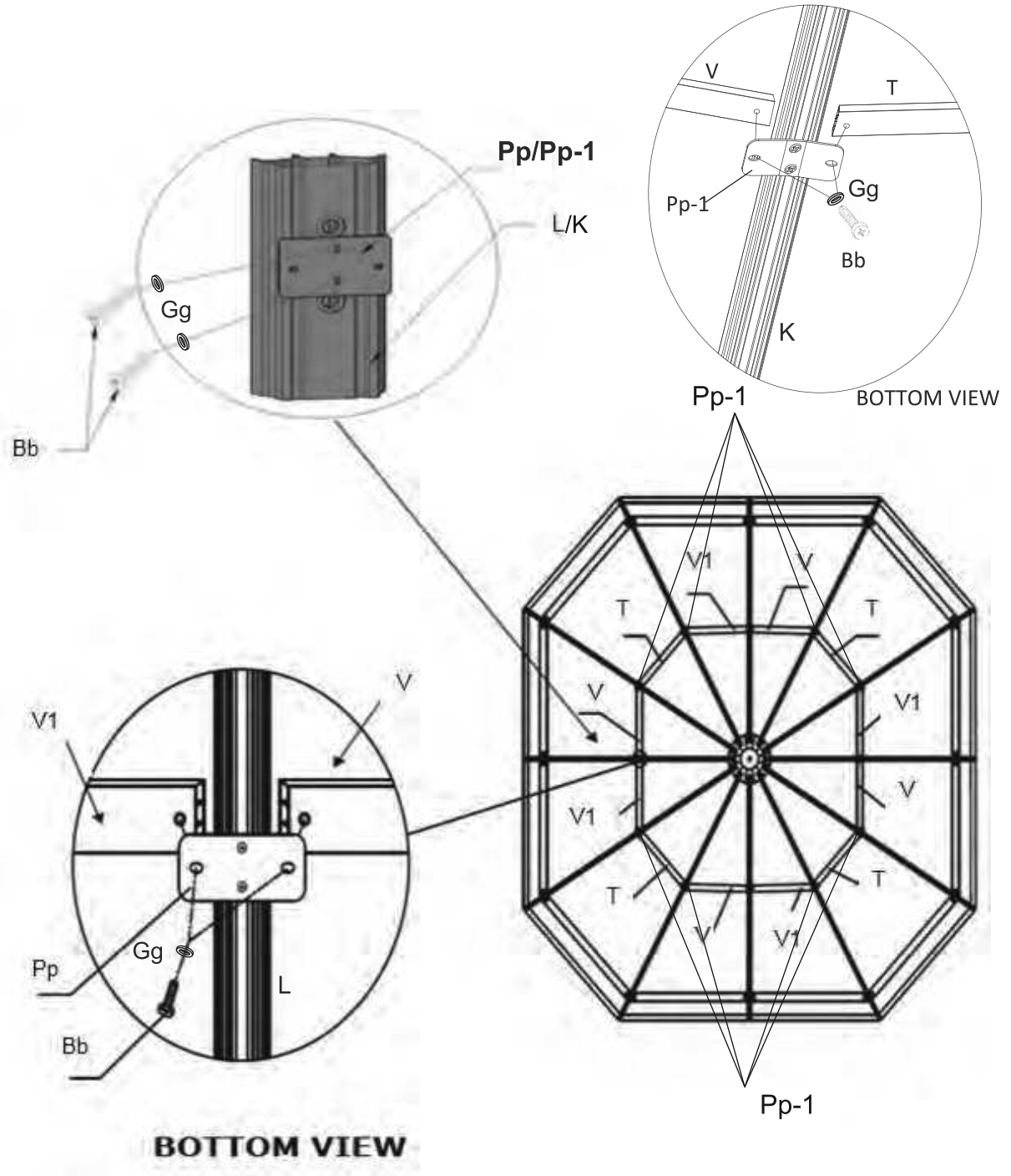




**Step 8:**

1. From the inside of the solarium, install all the Brackets (Pp) using Bolts (Bb) on the Rafters L.
2. From the inside of the solarium, install all the Brackets (Pp-1 ) using Bolts (Bb) on the Rafters K.
3. From the inside of the solarium, install the Solidifying Bar (T, V, and V1) as illustrated using the Bolts (Bb).

**NOTE : Make sure all screws/ bolts are tight.**

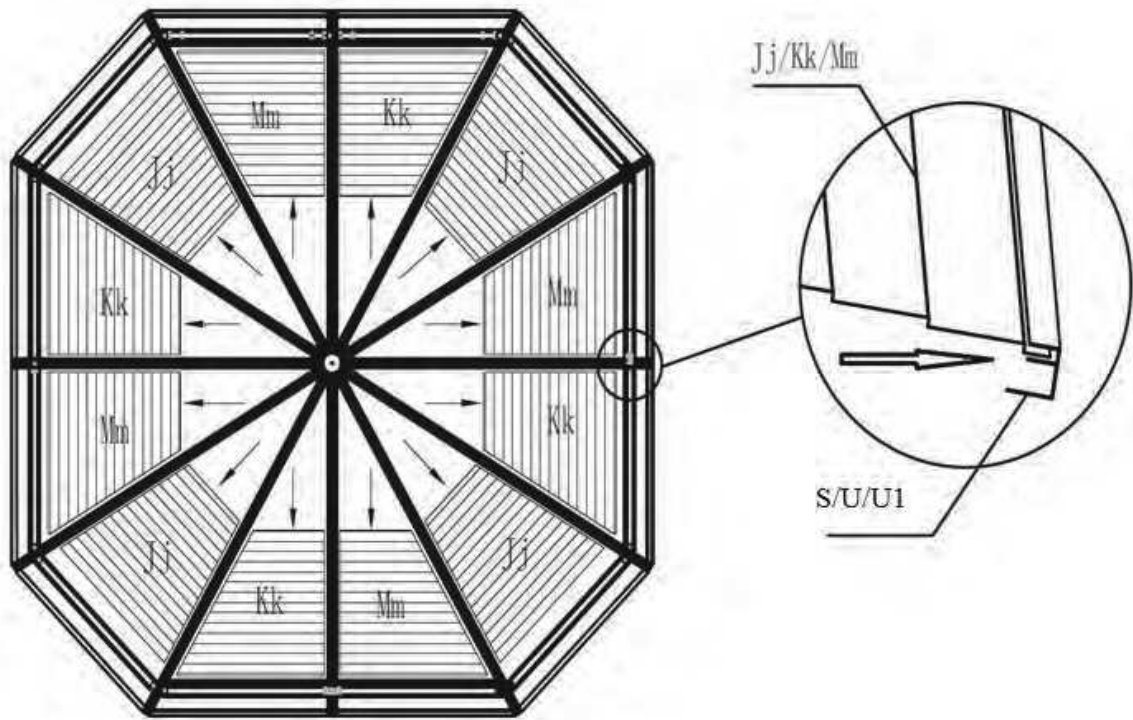


**Step 9:**

1. Install the bottom Roof Panels (Jj, Kk, and Mm) by sliding them onto Finishing Bar (S, U, U1).

**NOTE:**

1. Please refer to the stickers on how to place the roof panels.
2. Make sure all screws/ bolts are tight.

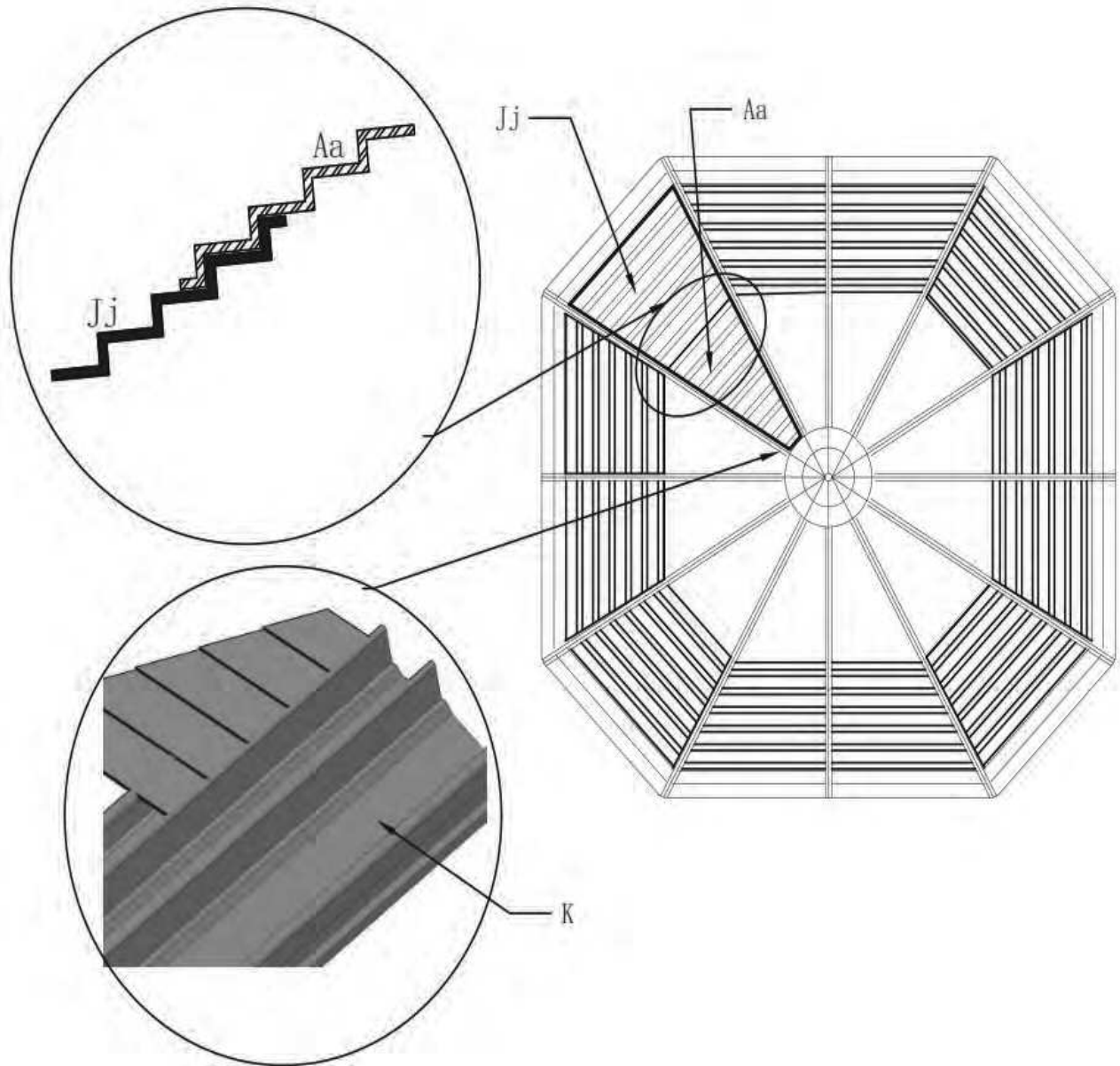


**TOP VIEW**

**Step 10:**

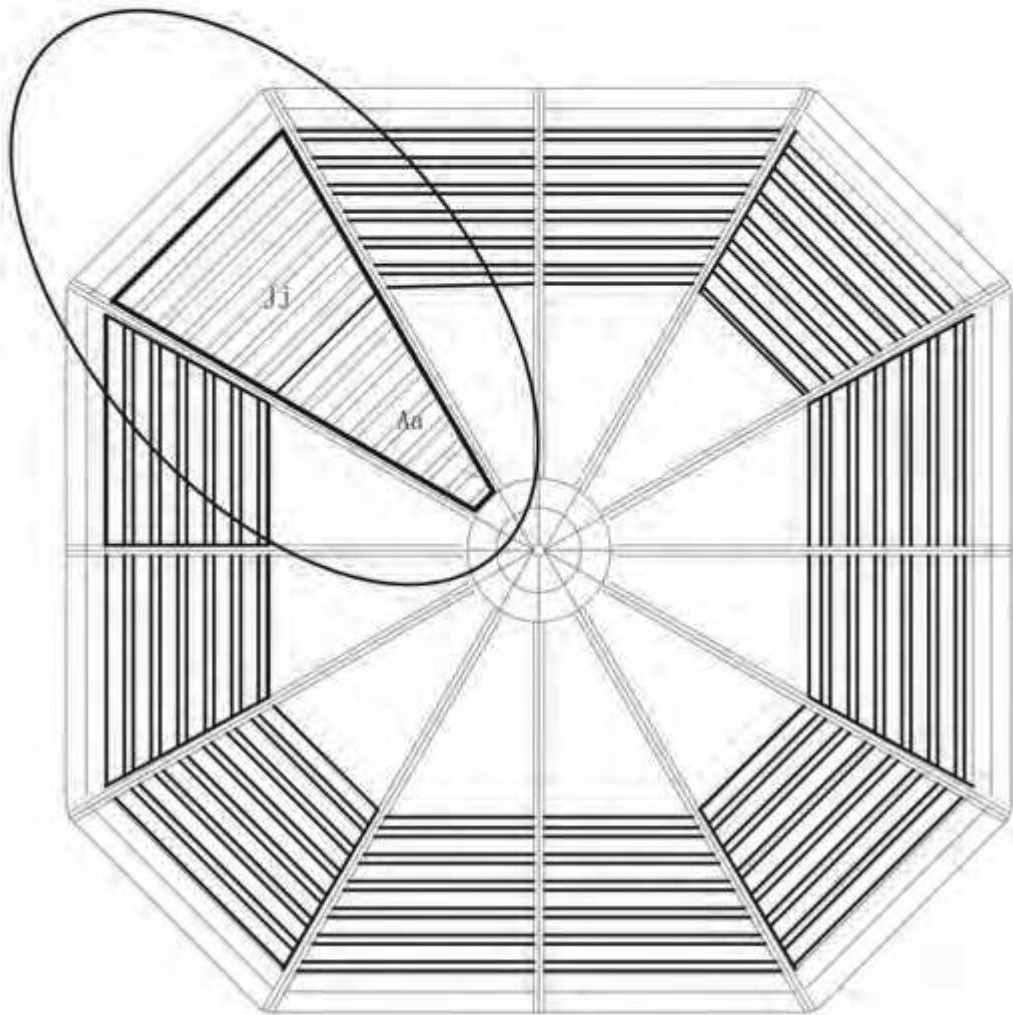
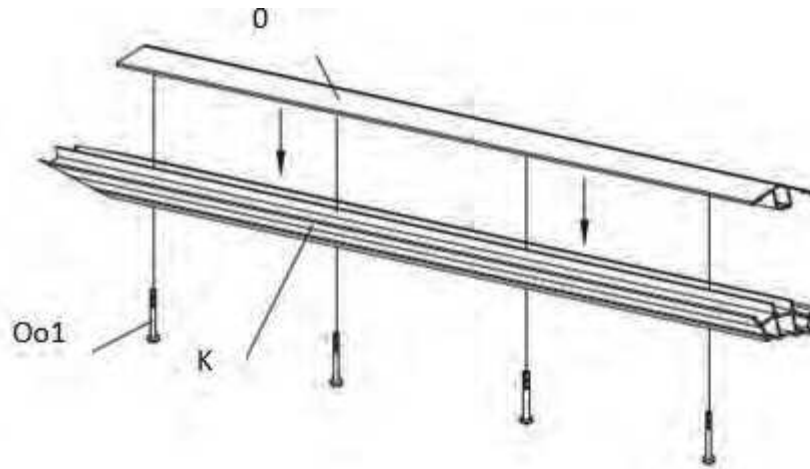
1. Install the upper Roof Panel (Aa) by sliding them on top of roof Rafters (K).

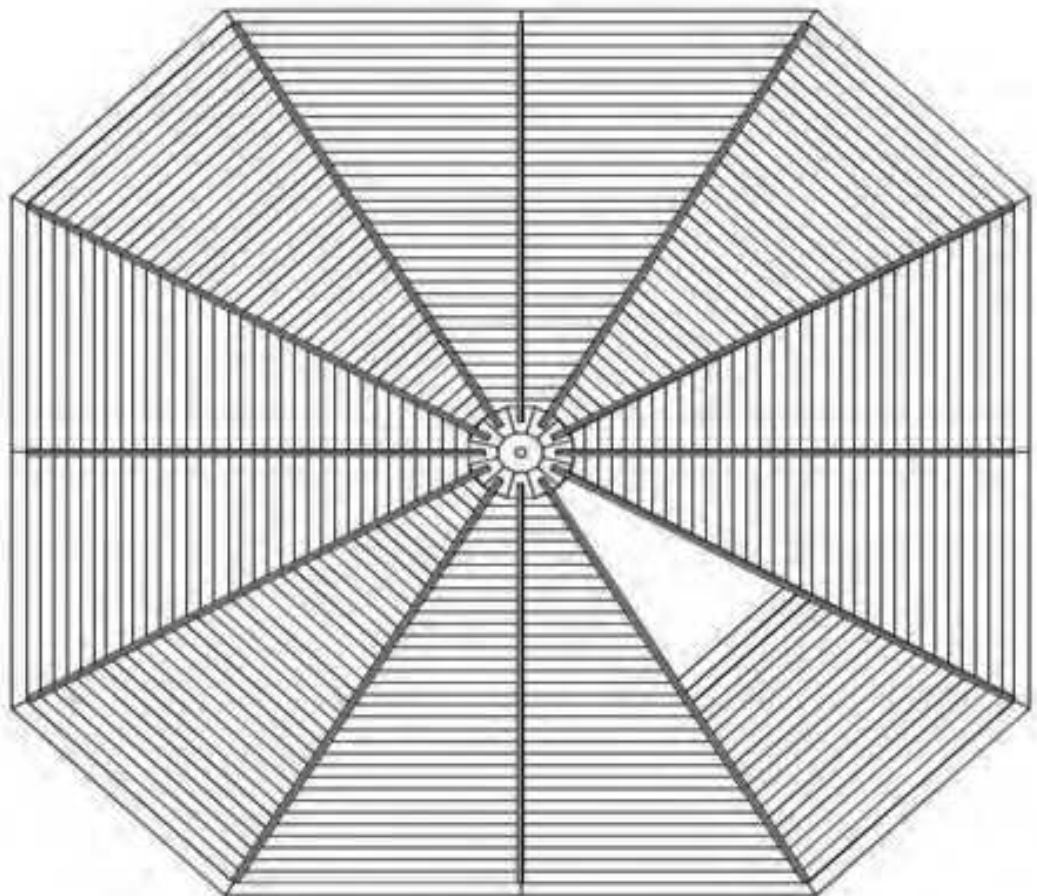
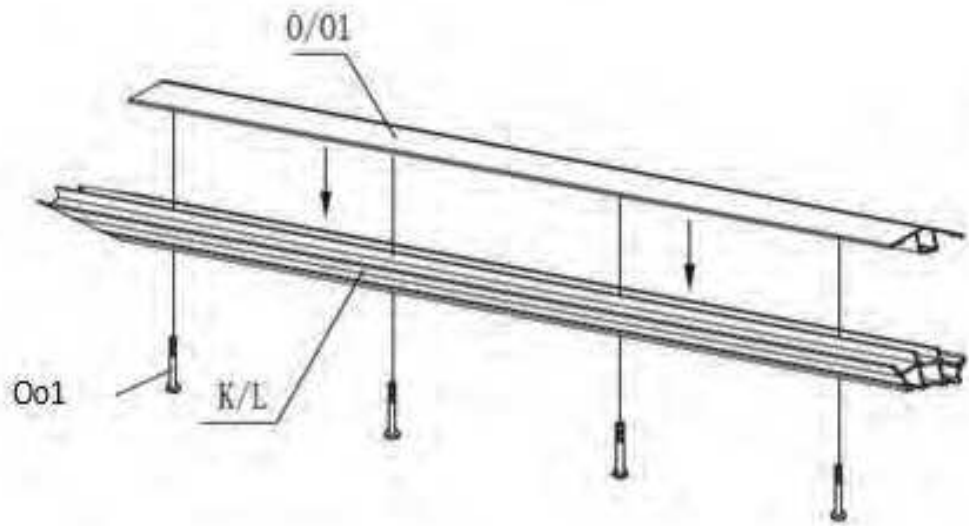
**NOTE:** Please refer to the stickers on how to place the roof panels.



**Step 11:**

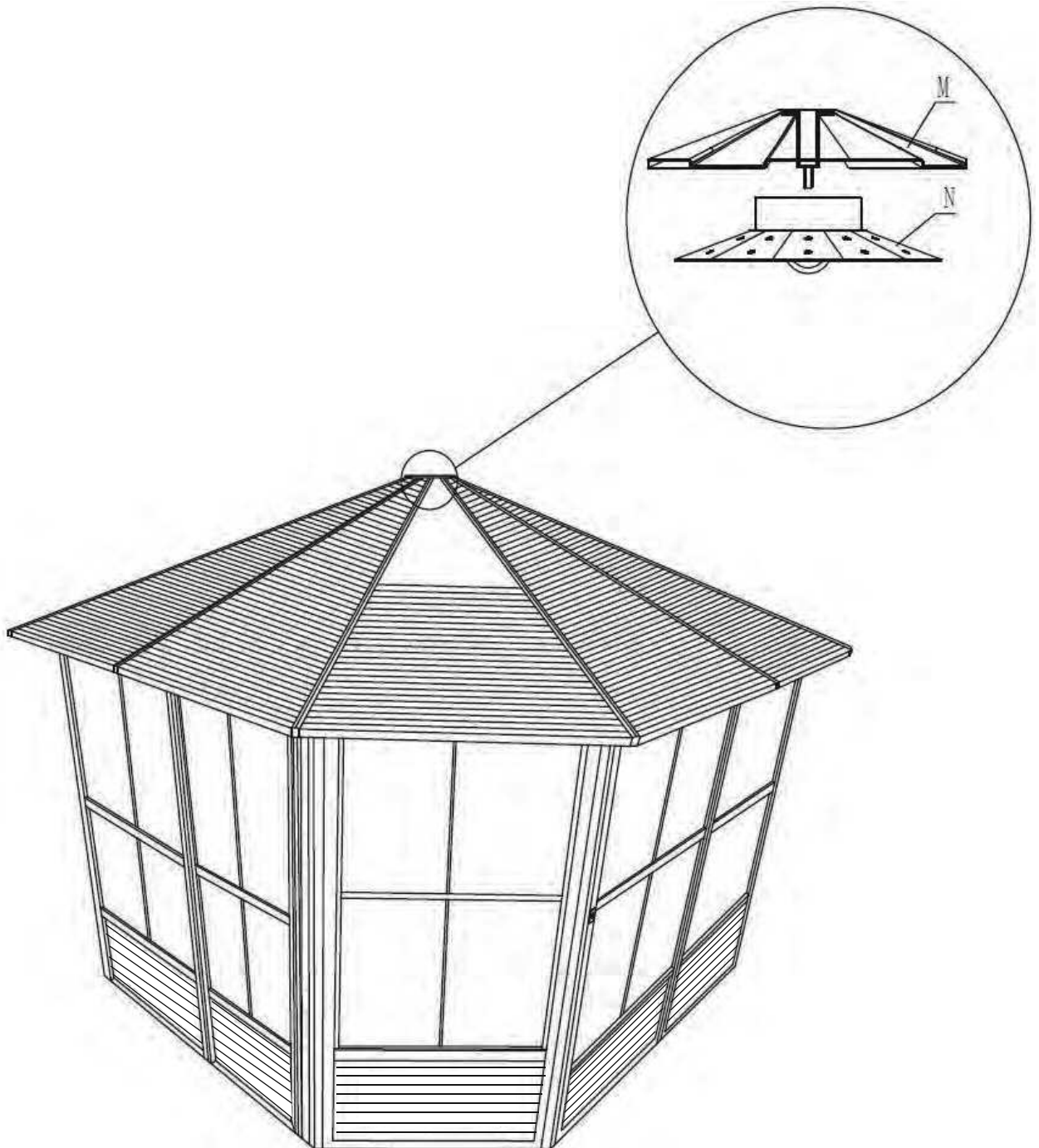
1. Once installation of the Roof Panel (Aa) is complete, affix it using the Cover for Rafters(0) using the Screws (Oo1) on one side only, then place another roof panel and repeat step until last roof panel is installed using all Cover for Rafters (0 & 01).





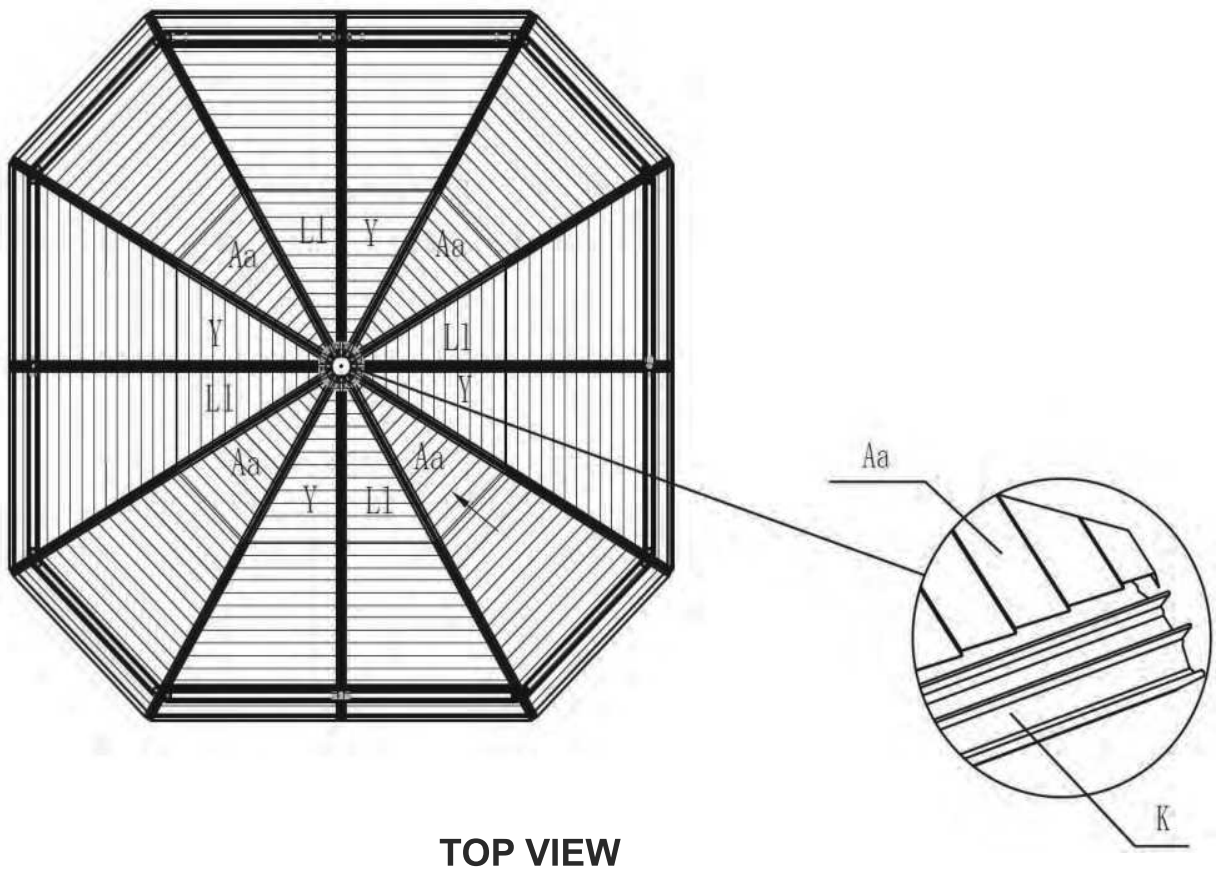
**Step 12:**

1. Put Top Cap (M) on top of the Central Hub (N).



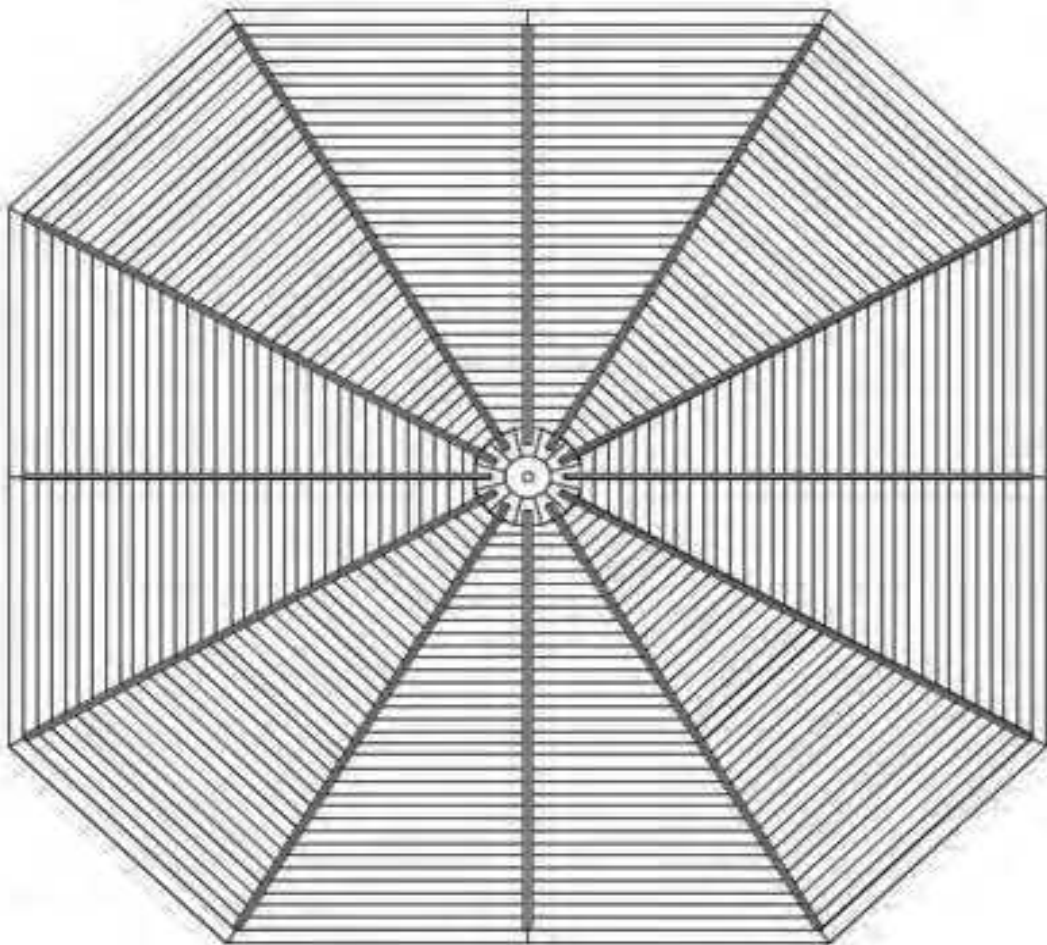
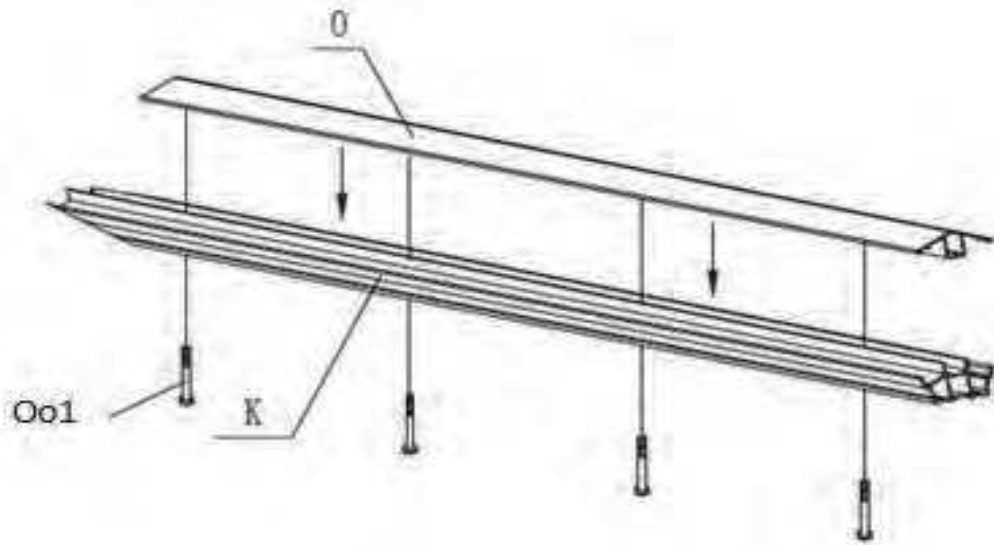
**Step 13:**

1. Install the last Roof Panel (Aa).



**Step 14:**

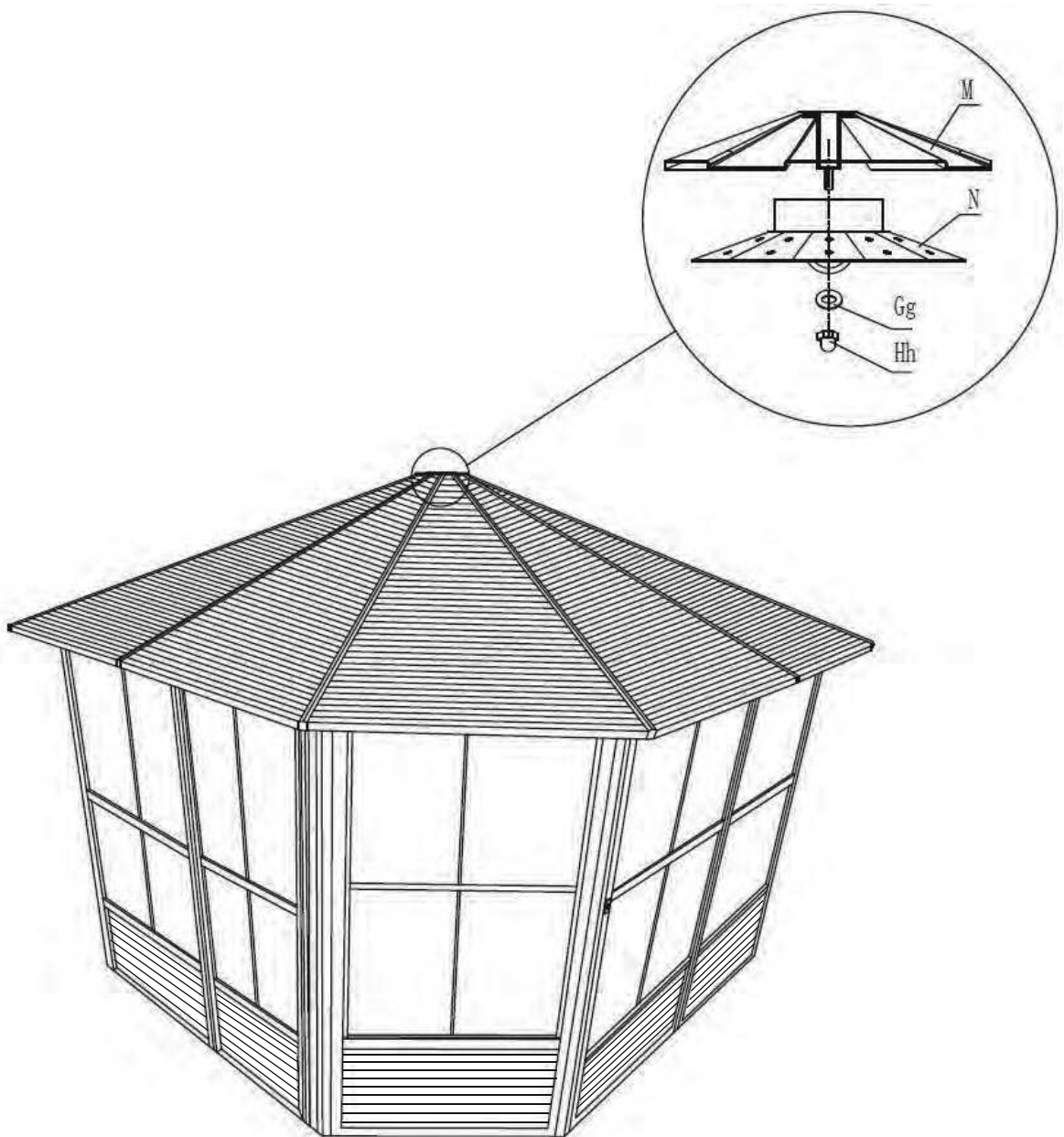
1. Once the last roof panel is installed, screw last Cover for Rafters (O) to the Rafter (K) with bolts (Oo1).





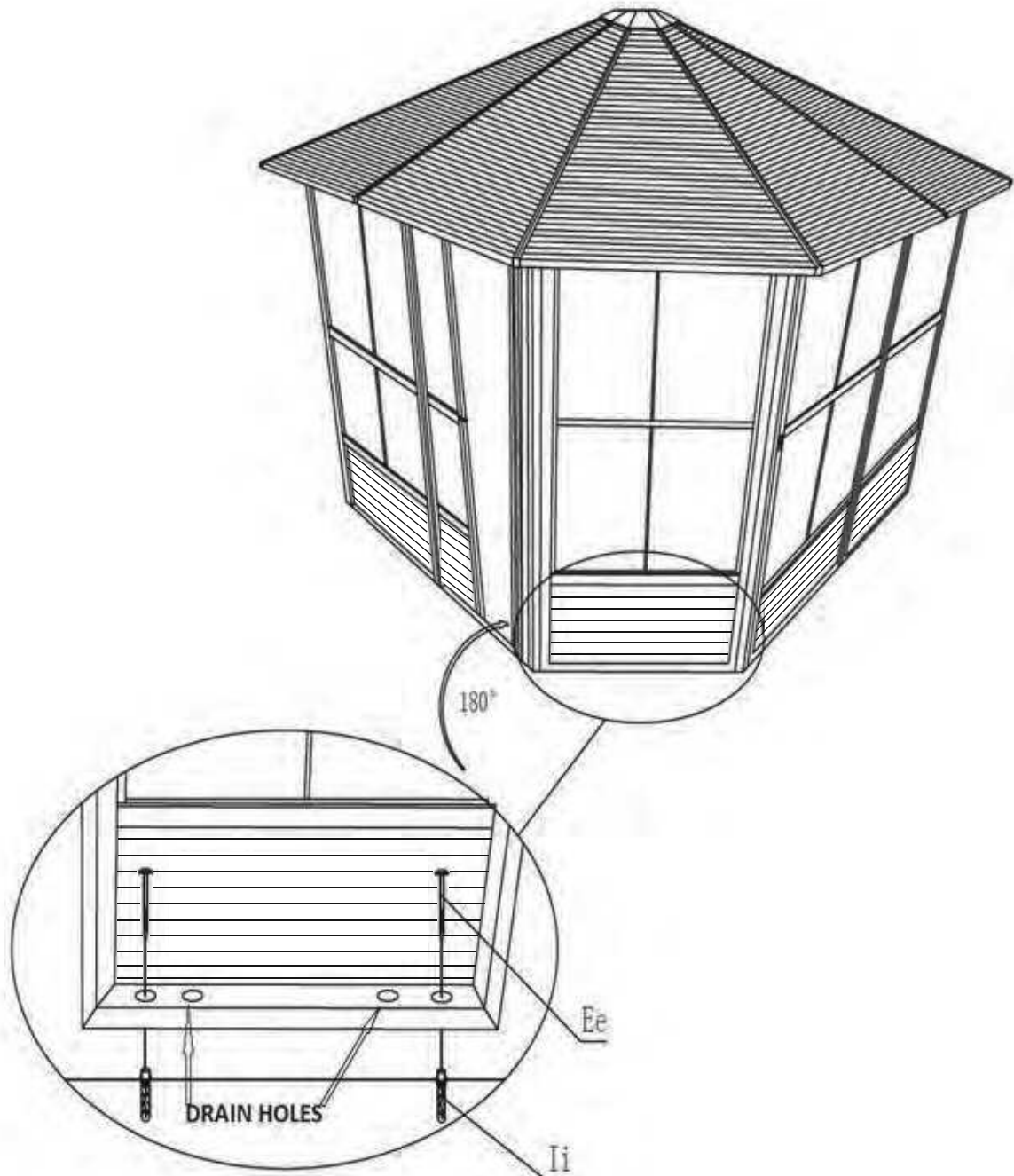
**Step 15:**

1. Use Acorn Nut (Hh) and Washer (Gg) to affix the Top Cap (M) to the Central Hub (N).



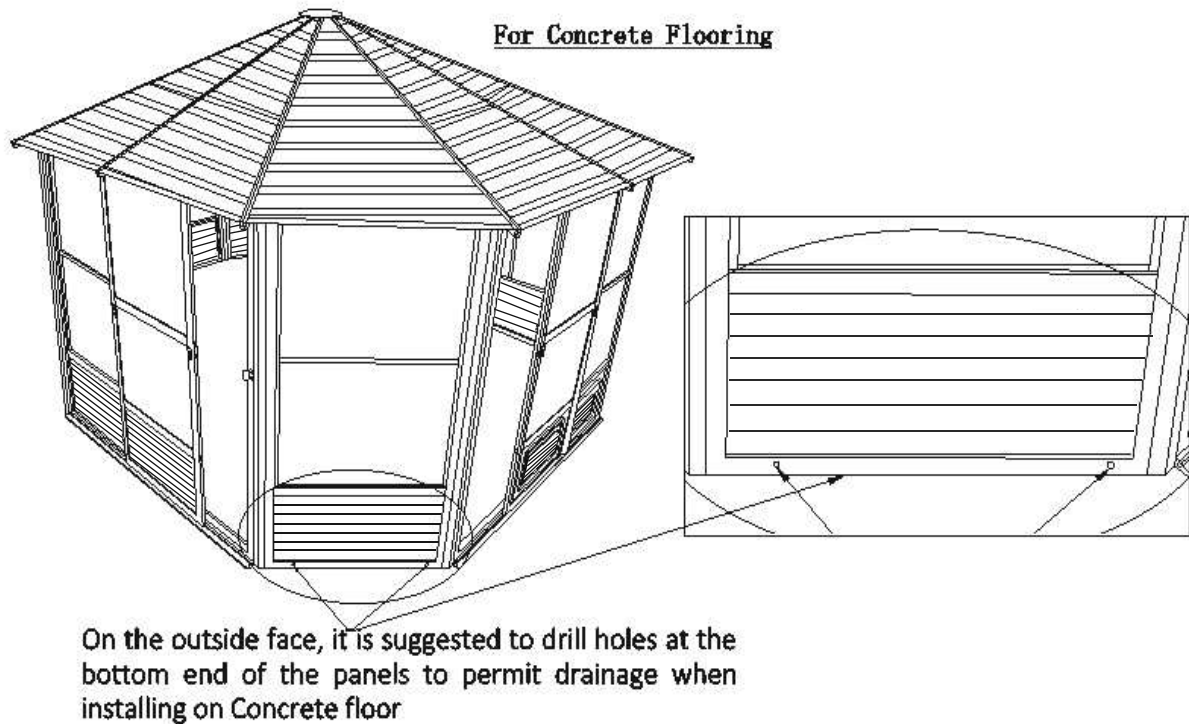
**Step 16:**

1. Inside each of the frames panels, push two Plastic Plugs (Ii) into the ground, and secure the unit by using two Screws (Ee) for each panel or use any other type of anchoring suitable for the floor that you are using.



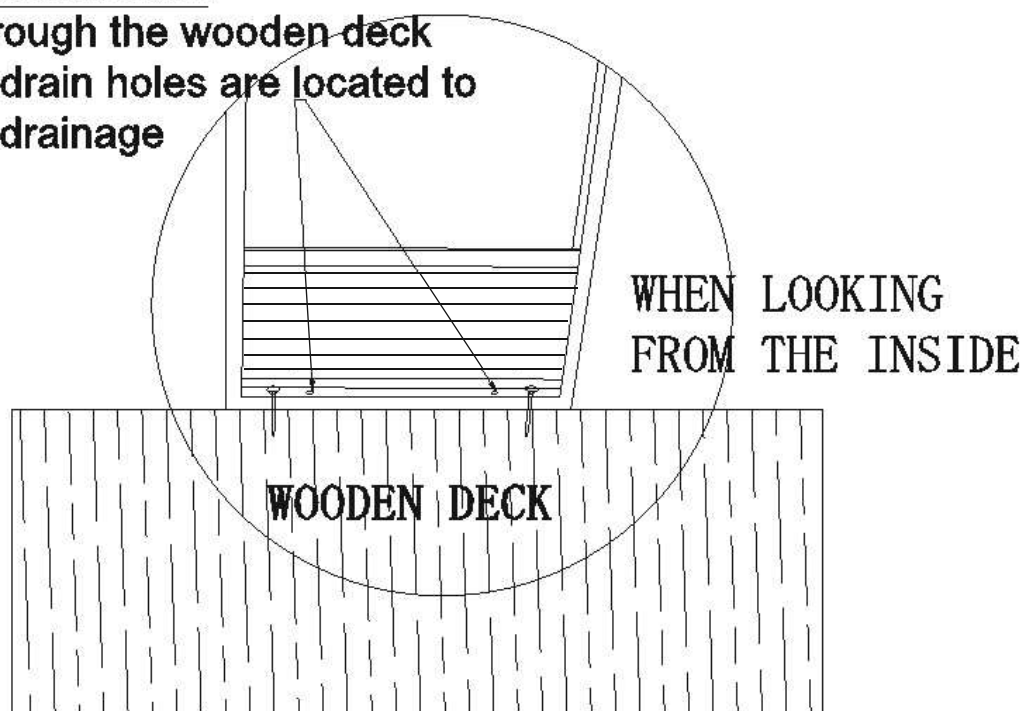
### **\*Suggestions**

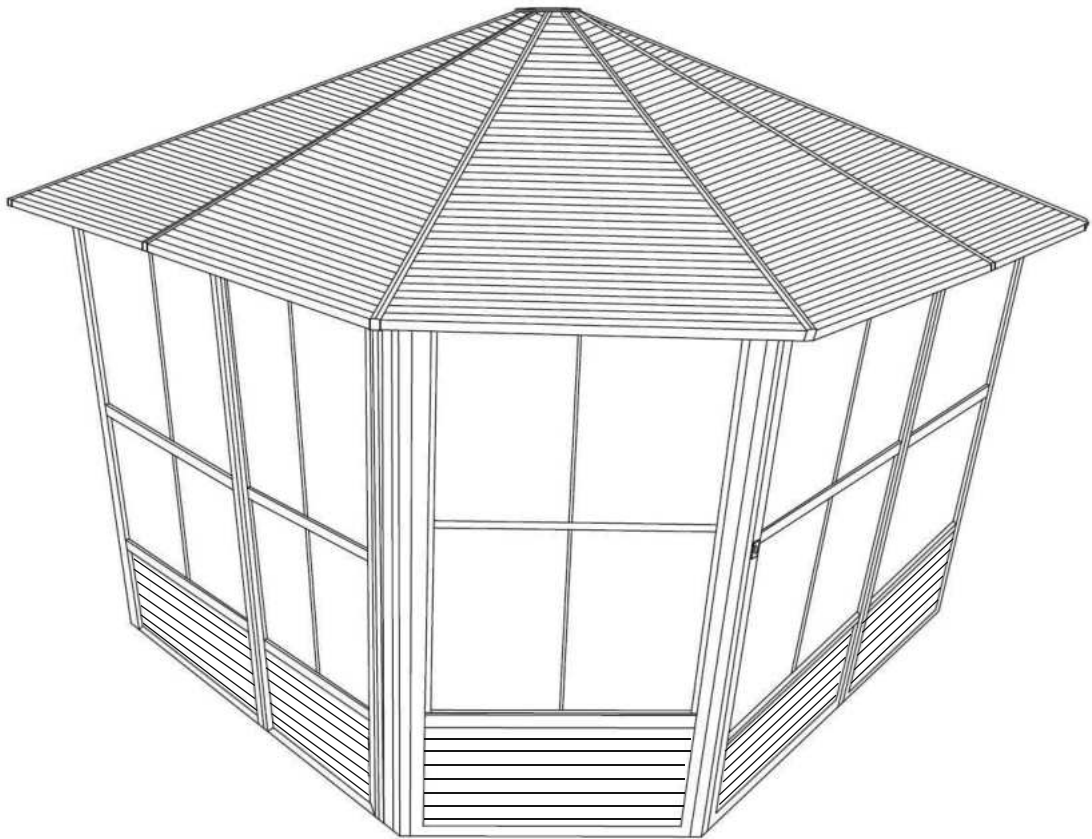
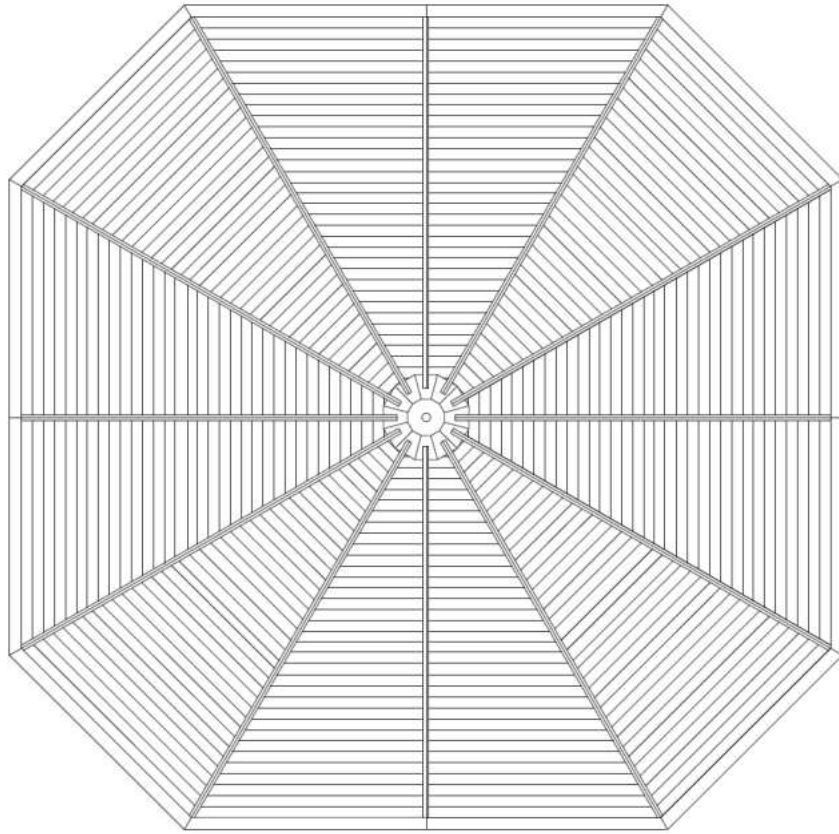
The below mentioned are only suggestions in order to permit drainage, these will vary depending on your flooring – material, flatness and slope.



### **For Wooden Deck**

**Drill through the wooden deck  
where drain holes are located to  
permit drainage**





## WARRANTY

Carefully inspect the contents of the package for missing or damaged components. If any parts are missing or damaged, do not return the product to the place of purchase; instead, contact the Gazebo Penguin Customer Experience Department

Montreal: (514) 276-5643

Elsewhere in Canada and the United States: 1-800-737-7174

info@gazebopenguin.com

This product has been designed and manufactured to meet the highest standards of quality and durability. Subject to the "Warranty Conditions" and "Warranty Limitations" sections below, it is warranted against defects in material or workmanship for:

- 1 YEAR ON MANUFACTURING DEFECTS

In the event that the product is damaged or the warranty period has expired, please contact the Penguin Gazebo Customer Experience Department for a complete list of replacement parts and prices.

## WARRANTY LIMITATIONS AND EXCLUSIONS

1. This product is not warranted against damage caused by wind, falling objects, fire, animals, vegetation, vandalism and extreme weather conditions.
2. Collapses of shelters caused by snow, ice and wind accumulation
3. The roof must be kept free of snow and ice accumulation at all times.
4. Any damage that may be caused by snow and ice accumulation is not covered by the warranty. Snow and ice must be removed from the roof, from right to left, in five feet (5) sections at a time.
5. Removal of snow and ice from the product from the inside may damage the product and may cause serious injury to the person(s) involved in the removal.
6. It is strongly recommended that the product not be placed adjacent to buildings or trees as snow or ice may slide off the roof. In the event that the product is placed adjacent to a building or tree, additional precautions must be taken to ensure that there is no accumulation of snow or ice that could cause excessive weight to the product.
7. The product is warranted only if installed in accordance with Gazebo Penguin's written instructions included with the product.
8. Leaks due to heavy rainfall may occur. Please refer to the instruction manual for window positions and information on how to drain water.
9. The product is not guaranteed if it has been anchored improperly.
10. We reserve the right to replace or repair any defective product or part at our sole discretion.
11. No modifications or additions to the product are permitted. This will void your warranty.