

# ASSEMBLY INSTRUCTIONS

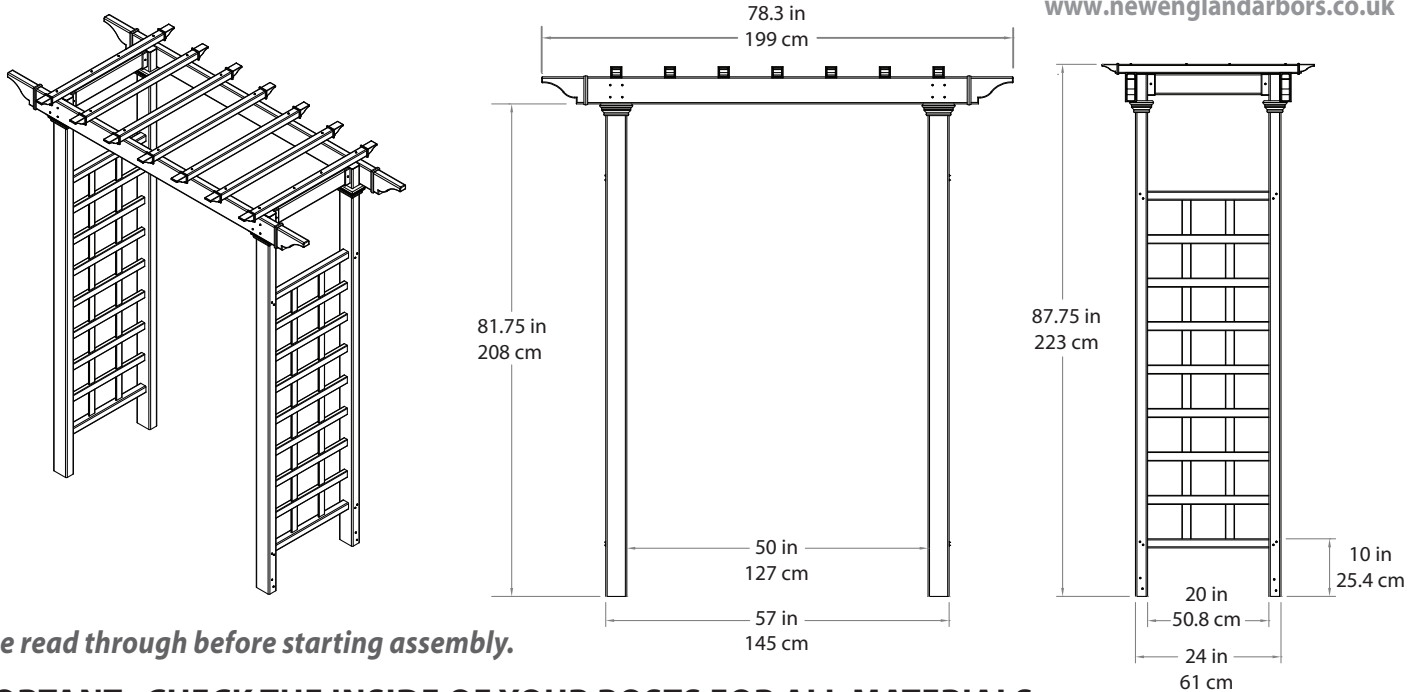
**New England**  
Arbors

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## The Carolina Arbor / Arch



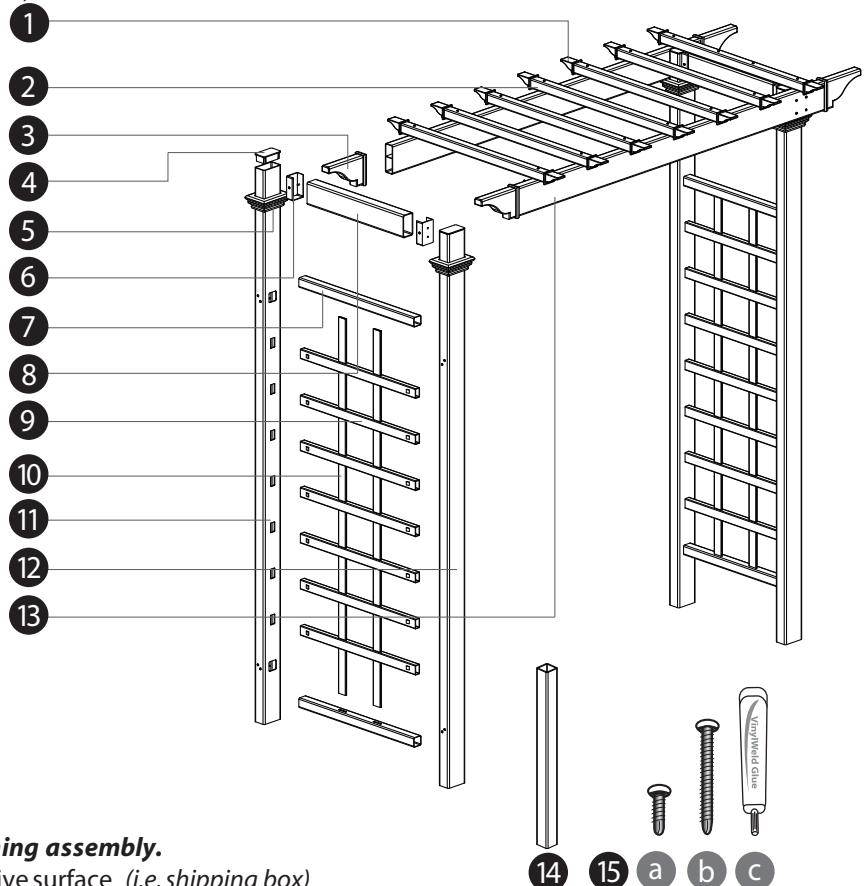
*Please read through before starting assembly.*

**IMPORTANT: CHECK THE INSIDE OF YOUR POSTS FOR ALL MATERIALS.**

### Check Box for These Contents

In the event of missing or defective parts please call our customer service dept. at **1 800 282 9346** (Mon. to Fri. 8:00 AM to 4:00 PM EST).  
(UK Tel: **(44) 2038 687160** - Mon. to Fri. 1:00 PM to 10:00 PM GMT).

1. Pergola Filter end caps (14) - 14007
2. Pergola Filters (7) - 14011
3. Pergola Beam end caps (4) - 14012
4. Post insert caps (4) - 14015
5. Post trim (4) - 14014
6. Brace Bracket (4) - 14013
7. Side Panel Horizontal Rails (4) - 14016
8. Braces (2) - 14018
9. Side Panel Horizontal Mid-Rails (14) - 14017
10. Side Panel Vertical Spindles (4) - 14019
11. Right Posts (2) - 14020
12. Left Posts (2) - 14021
13. Beams (2) - 14010
14. Mounting Stakes (4) - 14023
15. Hardware (in plastic bag)
  - a. 5/8" (1.6 cm) Self-Auguring Screws (8) - 20030
  - b. 3" (7.6 cm) Self-Auguring Screws (66) - 20033
  - c. Tube of Vinyl Glue (1)



### Tools You Will Need

- Cordless Drill
- Level
- Hammer
- Stool or Short Ladder
- Tape Measure
- Shovel

### General Information

- **Read Instructions through carefully before beginning assembly.**
- When assembling components, place on a non-abrasive surface (i.e. shipping box) to avoid scratching.
- We recommend an area approx 10'x 8' (3m x 2.4m) for unobstructed assembling.
- You should not need to use excessive force when assembling components.

Not to Scale

Ver 2.1/020917

## STEP ONE

### Assemble the Side Panels

**1**

Layout the horizontal bottom rail and insert the two long vertical spindles followed by seven of the middle rails. The spacing should be roughly 5 1/2" (14 cm) apart. Subsequently, place the horizontal top rail over the two long vertical spindles as shown aside.

**2**

Set out one post and slide side panel into place as shown. Note the L and R on the posts.

**3**

Lay out the second post with holes facing upwards and insert the completed panel and connected post. Please note the locations of the screw holes to ensure proper installation.

**4**

With 3" (7.6 cm) screws provided, secure bottom and top rails into the post through the pre-drilled holes as shown aside.

**5**

Slide the post trim cap over each of the posts. Allow the post trims to slide down the post as they will be loose at this point.

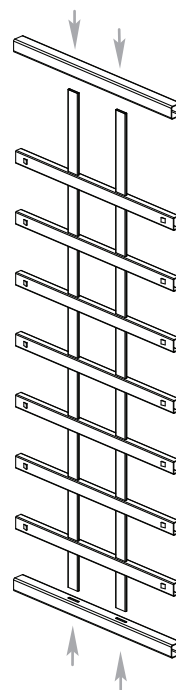
**6**

Glue and attach the post cap insert over the posts as shown.

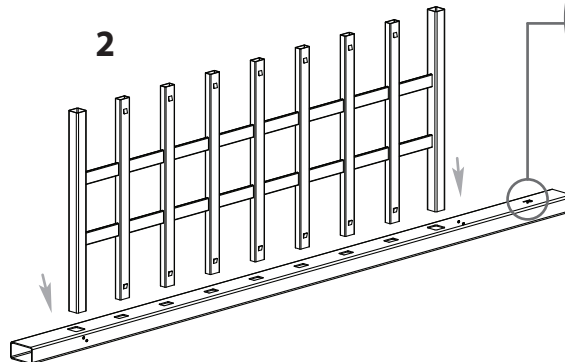
**7**

Repeat points 1 to 6 to assemble the second side panel

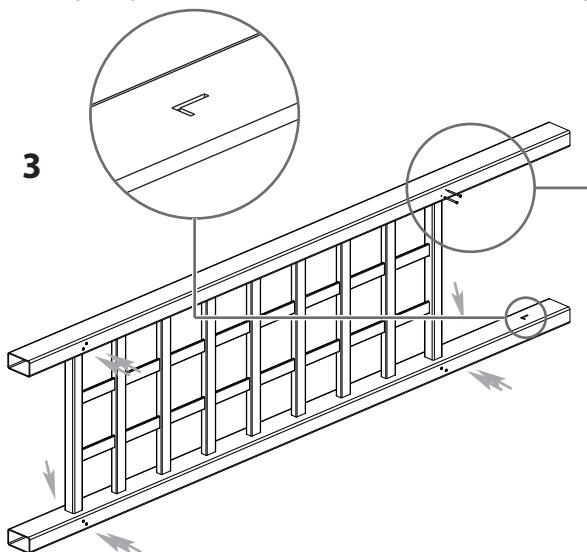
**1**



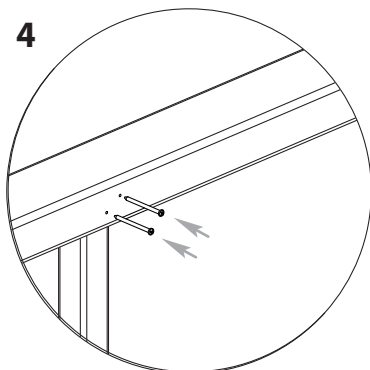
**2**



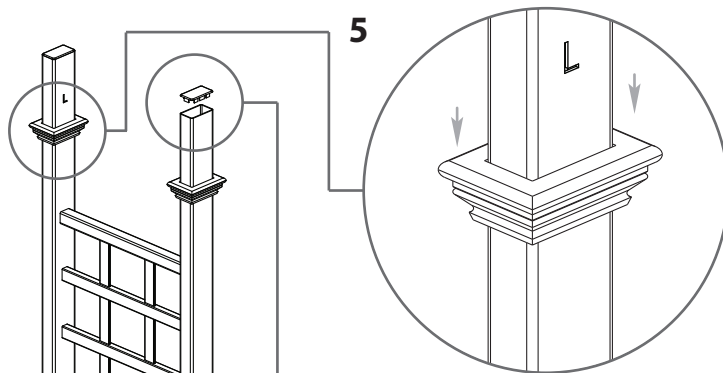
**3**



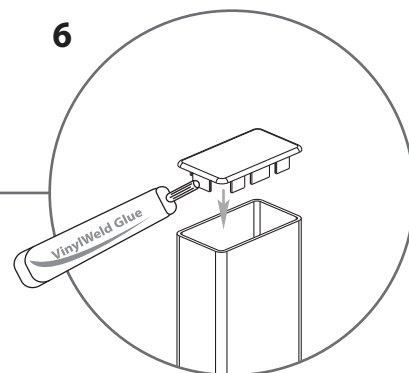
**4**



**5**



**6**



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## STEP TWO

### Connect Beams to Side Panels

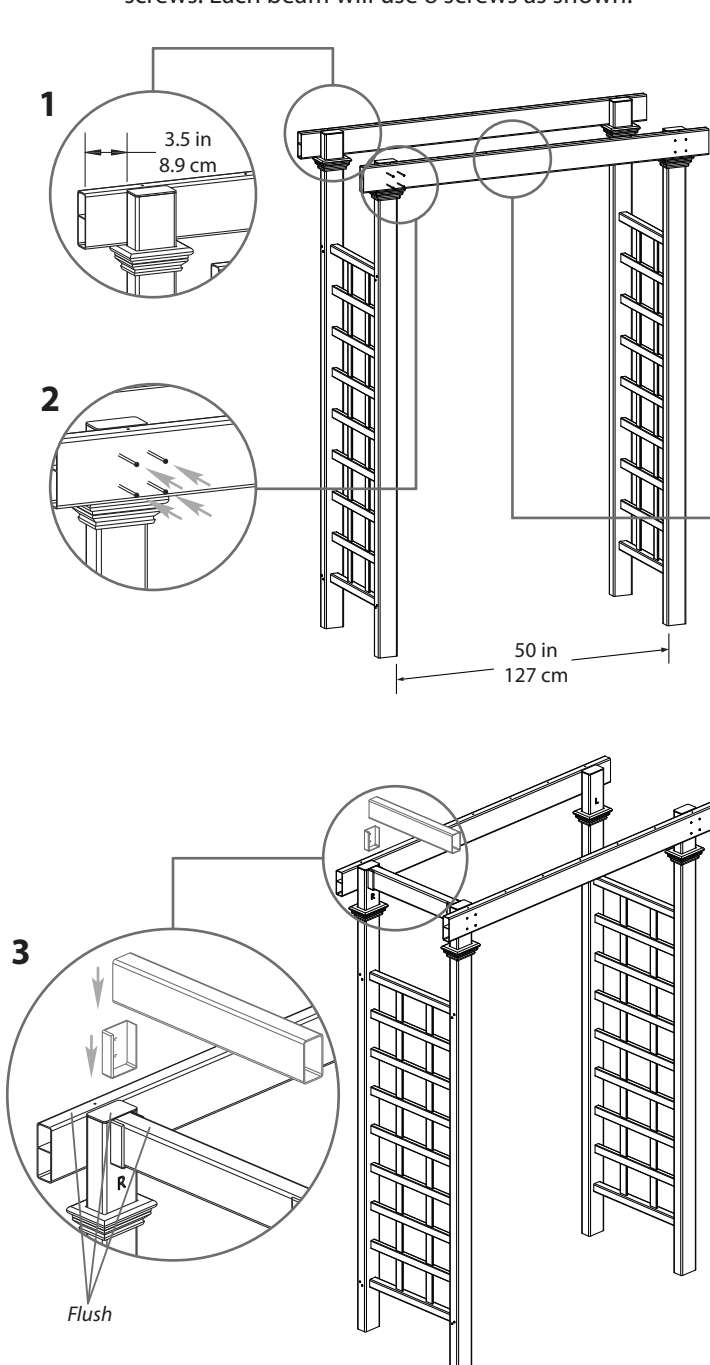
**1**

Place the two side panels with 50 in (127 cm) between the posts. Place and fasten a beam to the outside of the posts as shown below. The beam should extend 3.5 in (8.9 cm) beyond the outside face of the posts.

**Note:** Make sure that the predrilled holes in the beams are facing upwards.

**2**

While ensuring that the top of the beam is flush to the top of the posts, fasten the beam in place with the provided 3" (7.6 cm) screws. Each beam will use 8 screws as shown.



**3**

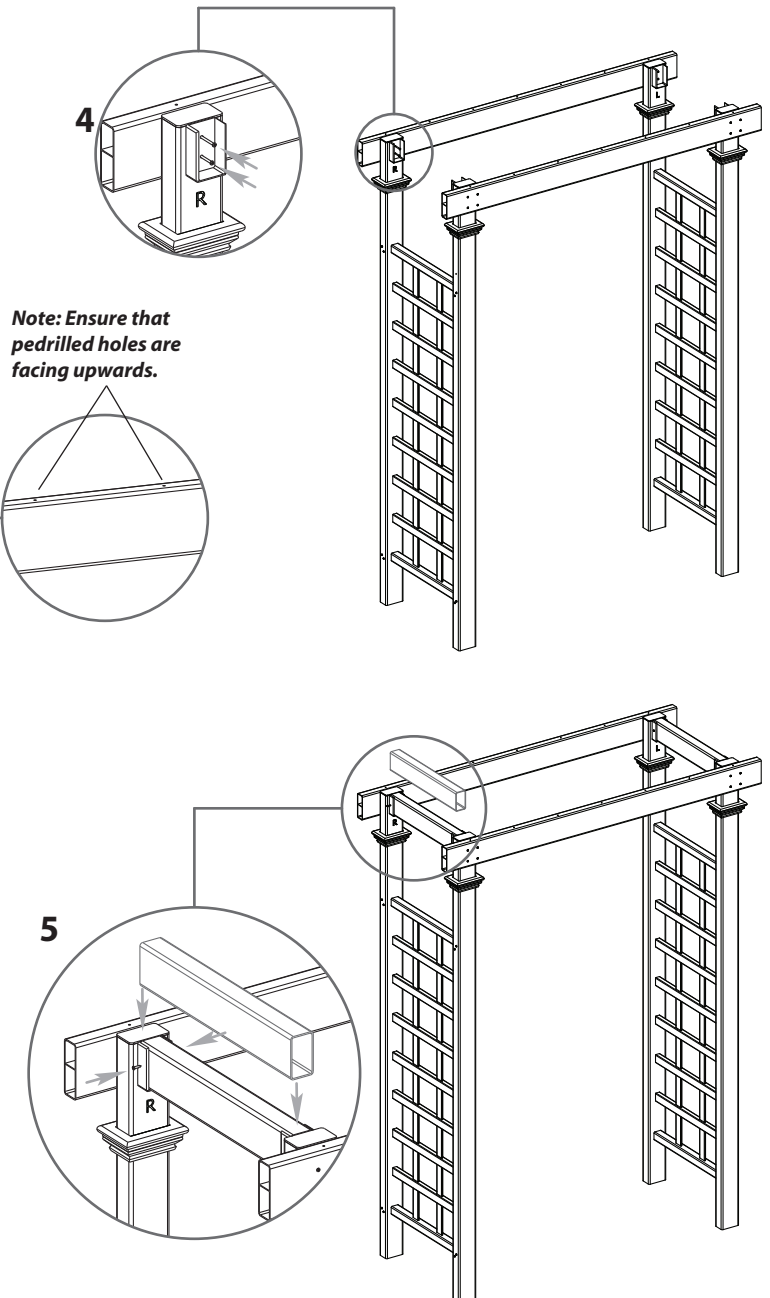
Temporarily place the bracket and brace between the post as shown. ensure that the three top surfaces (beam, post insert cap and brace) are flush to each other.

**4**

Mark the location of the bracket with a pencil and remove the brace. Fasten the bracket into place using two 3" (7.6 cm) screws as shown. Repeat for all four brackets.

**5**

Once all brackets are in place, insert the braces in place and secure using two - 5/8" (1.6 cm) screws for each bracket. Screw each side of the bracket as shown.



## STEP THREE

### Connect Filters and Pergola Ends

1

Fasten the seven filters with the screws provided, aligning them to the pre-drilled holes on top of the beams as shown.

2

Apply a small amount of glue to the pergola ends for both the filters and beams as shown. ensure proper orientation of the pergola ends. Allow a few minutes for vinyl glue to cure.

3

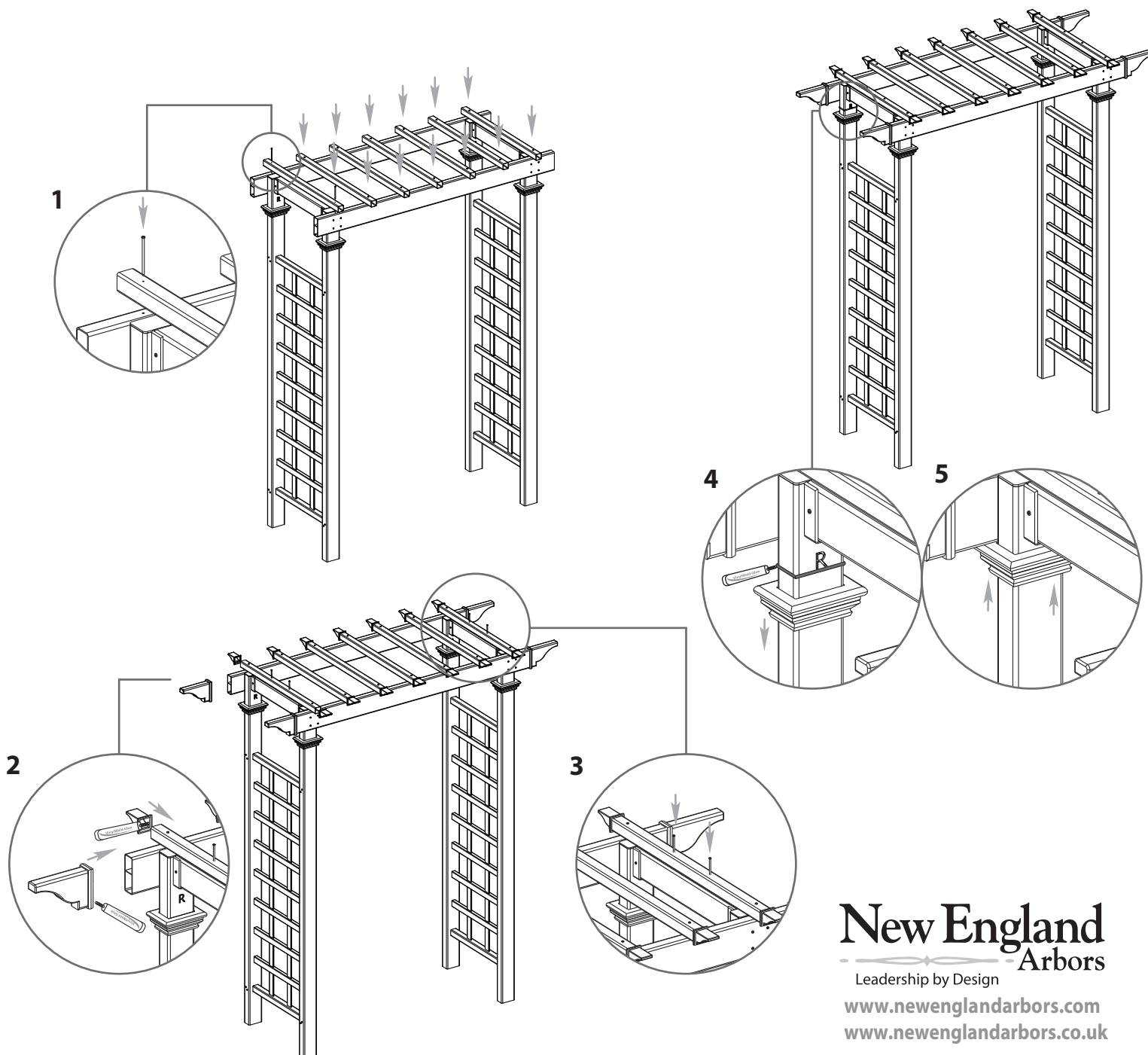
For added stability, fasten two-3" (7.6 cm) screws on top of each end filters into the braces as shown.

4

To secure post trim into place, apply a generous amount of vinyl weld onto the perimeter of the posts as shown.

5

Proceed to slide the post trim up the post to the desired location and allow a few minutes for the vinyl glue to set and cure.



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## STEP FIVE

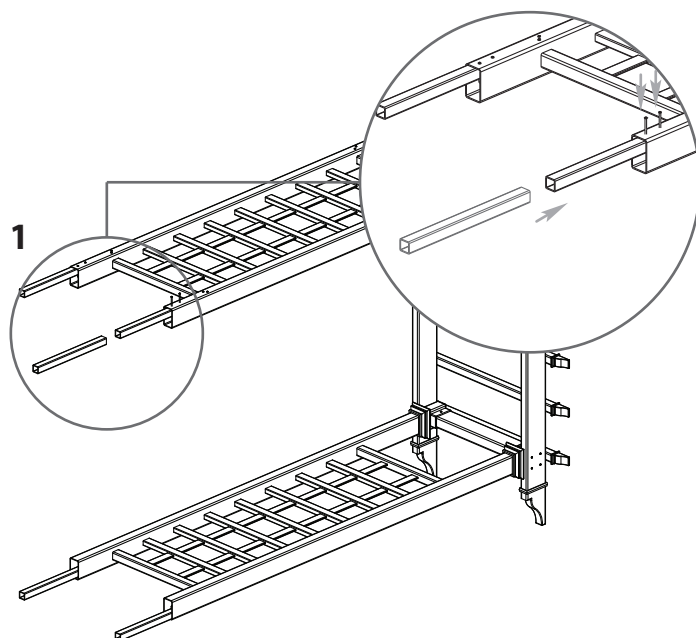
### Arch Installation

Arches must be well secured to prevent tipping over from wind load etc. We have provided four ground anchors for securing the arch either into the ground or a concrete footing. In some cases it may be acceptable to secure the arch to an existing structure such as a fence post. If you are installing your arch on concrete or a deck, see your hardware store for the appropriate galvanized bracketing hardware.

### Ground Stakes Installation

1

Slide the four ground anchoring stakes into the bottom of each post approximately 4 in (10 cm) and secure with two 3" (7.6 cm) screws provided as shown.



### A Into Earth With Concrete Footing

1

Complete A #1 above, with the exception of excavating the holes at least 6" (15 cm) wide x 18" (46 cm) deep. Fill holes with wet concrete within 3" (7.6 cm) of your grade (you will need 2 bags of pre-mix concrete - purchase separately). Carefully move the arch back into position

2

Support the arch plumb and level over the holes with bricks, stones or blocks of wood under the bottom rail of the side panel. The post bottoms should insert themselves approx 1/2" (1.3 cm) into the concrete.

A

1

Concrete

18"  
46cm

6"  
15cm

2

### B Into Earth Without Concrete Footing

1

Move the arch to its final location (you will need a helper). When you are satisfied with the location, mark the positions of the posts, then move the arch aside and lay it carefully on it's side. Excavate 4 holes approx 12" (30.5 cm) deep. Carefully move the arch back into position and level it both vertically and horizontally.

2

Backfill the holes with the excavated soil to cover the anchors.

### Optional

If you plan on attaching a fence or bench to the arbor, or in the event of extreme wind conditions we would not recommend using the ground anchors provided. Consider purchasing pressure treated 2x4 (5 cm x 10 cm) lumber and trimming it down to **3 1/4 wide (8.3 cm)** and cutting it into 36" (91 cm) lengths. Insert into the bottom of all four posts until they hit the bottom horizontal rail on the side panel. Fasten accordingly with screws and install either directly into the ground or into a concrete footing.

B

Dirt

12"  
30.5cm

6"  
15cm

**Optional**  
2" x 4" (5cm x 10 cm)  
Wood Insert  
(Purchase Separately)

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