

Northwood Pointe Umbrella Instructions

Commented [NK1]: @Sophia Heath check numbering, spelling & capitalization

How to open umbrellas

- 1) Obtain umbrella keys location inside the black Premier box with the yellow lid
- 2) Find the key holes located on latches in front near the bottom of the umbrella pole (there are two)
- 3) Turn key and PULL the entire pin/key assembly out on each side and put in a safe location nearby (don't get the right and left sides confused)
- 4) Carefully raise the umbrella
- 5) Attach ONE of the metal bars on the top of the latch to the hook hanging from the top of the umbrella (if you try to do both you will struggle)
- 6) Pull down on the latch with the now attached hook and attach the second hook (use picture on latch for reference)
- 6) Put both key pins/assemblies back in and put the keys back in the box (turn the key before entering key pins/assemblies or they will not go in)

How to close umbrellas

- 1) Obtain umbrella keys located inside the black premier box with the yellow lid.
- 2) Insert key into key hole located on latch on the front in the middle of the umbrella pole (there are two on either side)
- 3) Turn key and PULL the entire pin/key assembly out on each side and put in a safe location nearby
- 4) Lift each latch upwards and remove metal arm from the hanging hook (do this on both sides and use picture on latch for reference) If one hook is stuck, DO NOT FORCE UMBRELLA UP pull the latch with the unattached hook back down and try again
- 5) Put both key pins/assemblies back in and slowly lower umbrella carefully (turn the key before entering key pins/assemblies or they will not go in)
- 6) Put the keys back