

## Greencorner Umbrella Rib and Canopy Repair Guide

### WARNING!!!

- ❖ While the umbrella is easy to handle, keep in mind the weight of the umbrella and base to avoid injury.
- ❖ When opening and closing the umbrella, make sure to clear the immediate area to avoid injury to others, damage to the umbrella, or damage of property.
- ❖ **Do not attempt repairs under windy conditions.**
- ❖ We recommend that canopy installations be performed with no less than two people.

In the event that your Greencorner Umbrella should require a rib or canopy replacement, the following instructions will guide you through a safe and successful repair. Please note, rib replacement requires partial canopy removal prior to replacing the ribs.

### TOOLS NEEDED:

- 1 Phillips Head Screwdriver
- 2 A-Frame Ladders (or other firm platform)
- 1 Hand Clamp
- 1 Power drill (if installing a new rib)
- 2 5/32 Allen Wrenches (if installing a new rib)



<http://greencorner.com/rib-repair/>

*All proper repair parts are provided by Greencorner. Please visit the link above or scan the QR code for more information.*

### A) ORIGINAL CANOPY REMOVAL

1. The umbrella frame should be in its base with the black tension knobs tightened securely.
2. With the umbrella in the closed position, take the Phillips head screwdriver and carefully remove the L-bracket from each rib tip. There are two screws per L-bracket. Save these pieces; they will be used again to install the new canopy.
3. Remove the finial (top acorn) by unscrewing it from the top of the frame. Save the finial; it will be used again after installing the new canopy.
4. The canopy is now completely disconnected from the frame. Lift the canopy up and off of the frame.
  - If you experience resistance when attempting to lift the canopy off of the frame, ensure that all screws and L-brackets have been completely removed from all ribs.

### B) NEW CANOPY INSTALLATION

1. The umbrella frame should be in the base **without** the black tension knobs tightened, so it can spin freely.
2. Open the umbrella frame to the lowest height setting (the bottom-most of the three holes on the pole) and fully insert the metal pin.
3. Position two ladders, one at either end of the umbrella.
4. Unfold the canopy with one person at each end to prevent it from touching the ground and becoming soiled or frayed.
5. Make sure the canopy corners are positioned properly, especially on our rectangular umbrellas. (*This is not as significant on our square or octagonal umbrellas.*)
6. With the canopy in hand, climb the ladders and drape the canvas over the frame, lining up the grommet hole in the center of the canopy with the top hole in the frame (where the acorn finial screws in).

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7. Lower the ribs to the closed position.
8. Loosely screw the acorn finial into the top of the umbrella through the grommet hole in the vent of the new canopy. There are circular pads of extra material beneath the grommet hole that tend to fold; make sure they are flat to prevent the canopy from fraying or tearing.
9. Gently pull out all ribs, one at a time, to ease the opening of the umbrella. **Do not force them open.** Open the umbrella frame to the lowest height setting and fully insert the metal pin again.
10. Using a ladder to easily and safely reach, ensure the corners of the canopy line up with the ribs.
11. Locate the pulley rope for the double pulley system and make sure it is hanging freely and clear of the frame.
12. Prepare to reinstall the L-brackets, starting with the longest ribs. The long part of the L-bracket will go on the top flat part of the rib (over the canopy), and the short part will go over the end tip of the rib.
13. Pull the canopy so the corner point is ½ inch from the end of the rib tip and hold it in place. Place the long end of the L-bracket over the canopy. Take the hand clamp and clamp the L-bracket and canopy to the rib. The clamp should be close to the screw hole but not covering it.
14. Insert the screw into the top L-bracket hole over the canopy (using either a Phillips head screwdriver or power drill), and carefully tighten it into the rib until it is snug.
15. Remove the hand clamp and insert a screw into the bottom, short end of the L-bracket. **Make sure to go straight into the center of the rib to prevent the wood from splitting.**
16. Repeat this process with all four corners.
17. Use the same process to fasten the canopy to all center ribs.
18. Flatten out the vent flap and finish screwing in the finial to make it hand-tight against the vent.

#### C) REPLACEMENT OF BROKEN RIBS

1. Remove the canopy. (See previous page for instructions A.)
2. Close the umbrella. Remove the frame from the base and lay on a flat, even work surface.
3. Identify the broken rib(s).
4. Use two Allen wrenches to remove the mated bolt on the top stationary hub, then on the bottom sliding hub. Save the mated bolts for installation of the new rib.
5. Place the plastic washers in both sides of all holes on the new rib.
6. Line up the holes in the longest piece of the new rib with the holes in the U-bracket on the top stationary hub. Ensure that the slope on the bottom end of the rib is sloping **inward**, as the canopy will not attach properly if it is not.
7. Apply one drop of Loctite™ to the threading of the male half of the mated bolt.
8. Insert the mated bolt into the rib through the U-bracket on the top hub female half first, then male. Tighten securely with the Allen wrenches.
9. Line up the holes in the shorter piece of the rib with the holes on the sliding hub.
10. Apply one drop of Loctite™ to the threading of the male half of the mated bolt.
11. Insert the mated bolt into the rib through the U-bracket on the sliding hub female half first, then male. Tighten securely with the Allen wrenches.
12. Install the canopy.

**If you have any questions about these instructions, please do not hesitate to contact us at 888-428-0800.**

**To watch our instructional video, visit the link below, or scan the QR code.**

<https://goo.gl/L6NpXA>



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