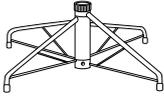
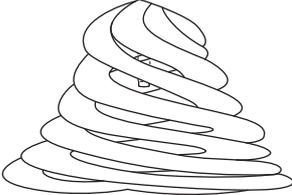


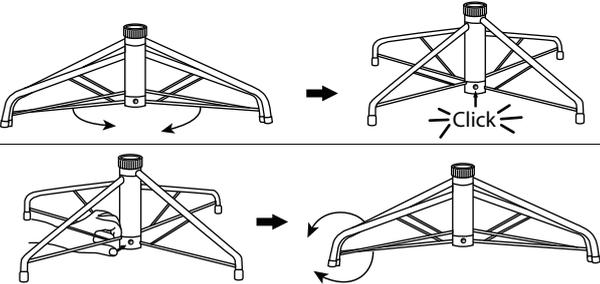
# TREE ASSEMBLY INSTRUCTIONS

Congratulations on purchasing your new tree from **Polygroup®!** Carefully follow the instructions below on how to quickly and easily set up your new tree.

Parts			
			
Metal stand 1 pc	Tree Trunk 1 pc	Tree Trunk 1 pc	Tree Body 1 pc

1. Before you start to assemble your tree, choose an appropriate location near a wall outlet.
2. Assemble the tree stand and place on a level surface. (See Fig. A)

**Fig. A - Tree Stand Assembly**



Pull apart the legs of the stand so that they are snapped into an x-shape, place the tree stand on a level surface.

To close the stand, press the metal button and fold the legs together.

**Fig. B - Tree and Light Assembly**

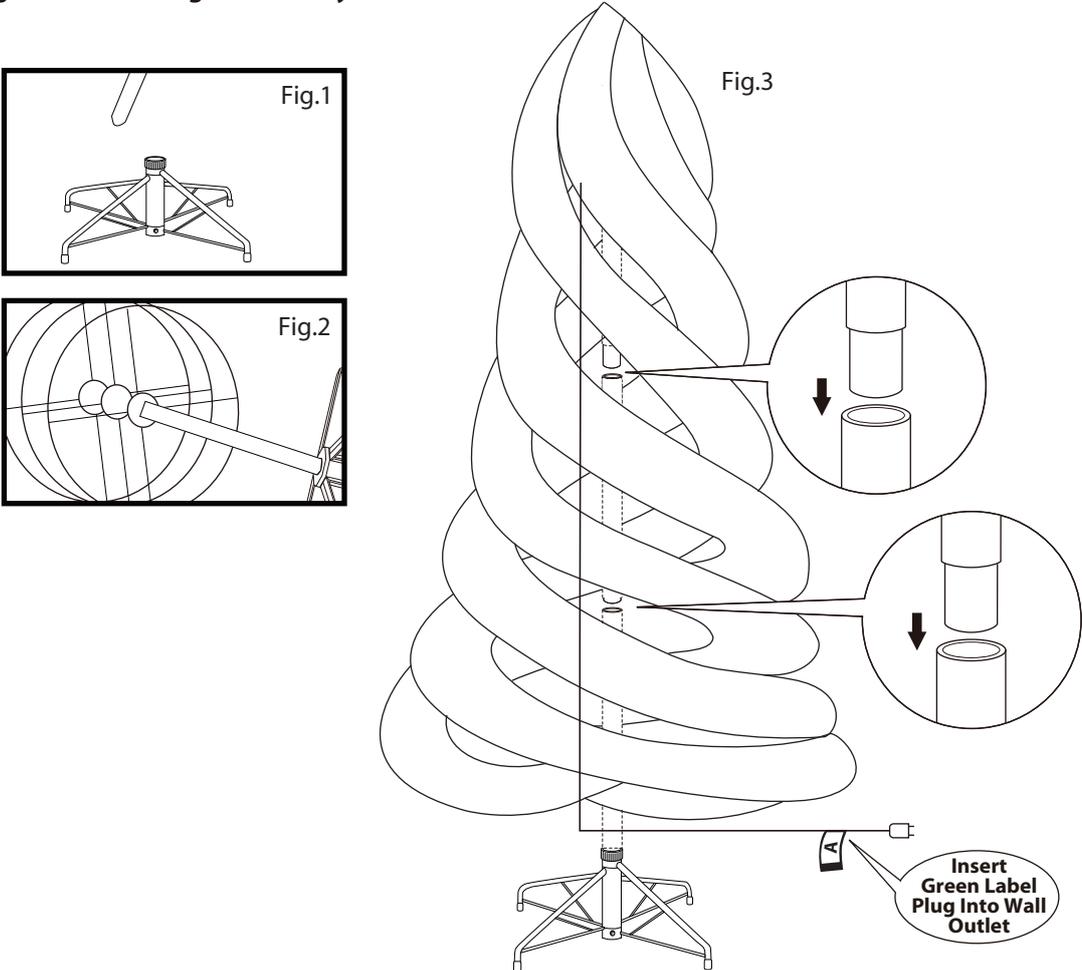


Fig.1

Fig.2

Fig.3

Insert Green Label Plug Into Wall Outlet

3. Assemble the tree from the bottom to the top. Start with the bottom pole and remove protective cap before inserting into the assembled stand, insert the pole with tapered end into the tree stand. Make sure it is firmly inserted and secured into the stand. **(See Fig. 1)**
4. Insert the pole with tree stand through all of the center holes of the tree body EXCEPT the top hole. **(See Fig. 2)**
5. Please remove protective cap from middle section pole and insert it into the bottom pole by passing through the center holes of the metal frame of tree EXCEPT the top hole. **(See Fig. 3)**
6. Shape the tips: Begin to shape the tips working from the bottom to the top, pull tips out and up to cover any bare space. (Note: the first time you set up the tree will require some extra shaping to fill in the spaces between the layers of the tree.)

## STORAGE INSTRUCTIONS:

1. Before you start to disassemble your tree, for pre-lit trees, first unplug transformer from the wall outlet.
2. Disassemble the tree from the top to the bottom. Start with the tree top and gently lift straight up to remove from section below.
3. In case of difficulty separating the tree pole (trunk), apply a small amount of lubricant at the joint and rotate the upper pole in both directions. Lift up the upper pole again.
4. Continue by gently lifting straight up each section(s) from the section below and fold all tips toward the pole until the bottom section is removed from the tree stand.
5. Carefully place all tree sections into shipping box and tape it shut.
6. When not in use, please store your tree in a cool, dry place away from sunlight. Exposing your tree to excessive heat or humidity may damage your tree.

## TROUBLE SHOOTING TIPS

### For Pre-lit Trees, If The Tree Does Not Illuminate

1. Please check to make sure that all plugs are properly connected according to the color labels indicated in Fig.B and the power cord is plugged into the wall outlet. Refer to assembly guide for instructions. (If the tree comes with a foot pedal, try stepping on the on/off button).
2. Please check for blown fuses at the light string plugs and power cord plug. Replace as needed.  
Note: Please make sure to use appropriate replacement fuses as indicated on the light string plug and power cord plug.
3. Please check for loose, broken or missing light bulbs and replace as needed.
4. Make sure that the cable is completely unravelled and that there are no twist or snags in the cable.
5. Take care not to damage the cable or fittings.
6. The external flexible cable or cord of this luminaire cannot be replaced; If the cord is damaged, the luminaire shall be discarded.

## SPARE PARTS

For pre-lit trees spare bulbs and fuses are included, if extra parts are needed, please contact our customer service center.

## CUSTOMER SERVICE FOR CHRISTMAS TREES

For any questions, assistance, or missing parts, **Do Not Return To Place Of Purchase.** Please contact us at 1-888-919-0070 or visit our website at [www.polygroup.com](http://www.polygroup.com). One of our customer service representatives will be happy to assist you.

Tree ID#: \_\_\_\_\_ Customer Name: \_\_\_\_\_

Tree UPC#: \_\_\_\_\_ Address:(No P.O. Boxes) \_\_\_\_\_

Store Purchased: \_\_\_\_\_ City & State: \_\_\_\_\_

Specify Problem: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_ Day Phone: \_\_\_\_\_

\_\_\_\_\_ Date Purchased: \_\_\_\_\_

**TREE ID# IS LOCATED ON END PANEL OF BOX. TREE ID# IS REQUIRED WHEN REQUESTING REPLACEMENT PARTS.**