

## NEED HELP?

DO NOT RETURN TO STORE. PLEASE VISIT US AT:  
www.polygroupstore.com OR 1-888-919-0070

## TREE ASSEMBLY INSTRUCTIONS

Congratulations on purchasing your new tree from **Polygroup®!**

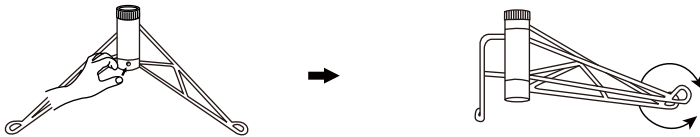
Carefully follow the instructions below on how to quickly and easily set up your new tree.

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**

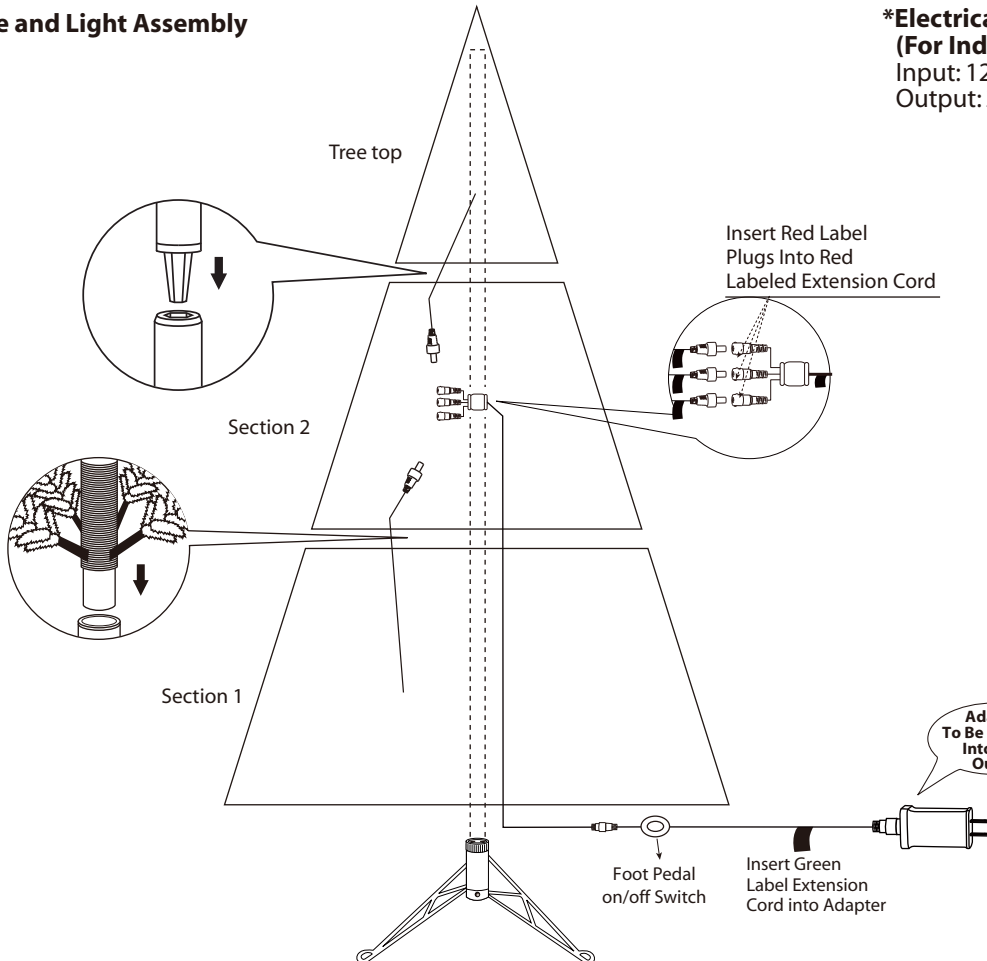


Pull apart the legs of the stand so that they are snapped into an x-shape, place the tree stand on a level surface.



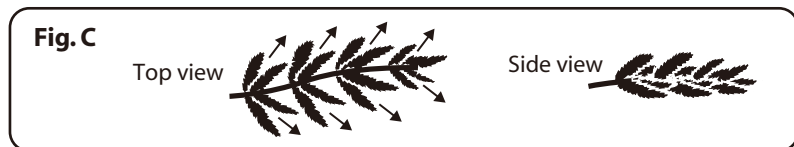
To close the stand, press the metal button and fold the legs together.

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



3. Each tree section is numbered with a tag. Please identify all sections before assembling.
4. Assemble the tree from the bottom to the top. Start with the bottom section and remove protective cap before inserting into the assembled stand. Make sure the pole is firmly inserted and secured into the stand.
5. Continue by inserting the upper tree section(s) to the lower section(s) until inserting the tree top.
6. Allow branches to fall into place or gently pull up and out. When adjusting branches, be sure that all wires are free of branch hinges.
7. Connect the light strings as per the color labels indicated in **Fig. B** and insert green label adapter into the wall outlet. Your entire tree should now be lit. If some bulbs do not light or flickers, search for any loose plugs and/or broken, loose or missing bulbs. Replace bulbs promptly in order to maintain the performance and life expectancy of your pre-lit tree.

8. Begin to shape the branches and tips working from the bottom to the top. Start with tips farthest from the pole and fan out one to the right, one to the left and one at the center of the main stem. (See Fig. C)



9. After shaping the entire tree following the previous step, slightly upsweep all branch tips for a uniform look. Shift branches to fill any gaps. Your Christmas tree is now complete and ready to be decorated.

## STORAGE INSTRUCTIONS

1. Remove all ornaments and decorations. For pre-lit trees, first unplug adapter from the wall outlet and then disconnect light adapter between each section of the tree.
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 and fold all branches toward the pole.
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 branches 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.

## TROUBLESHOOTING 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 adapter 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. Check for loose connection between light string plugs and extension cords.
3. Please check for loose, broken or missing light bulbs and replace as needed.

## CAUTION:

To reduce the risk of fire and electric shock:

- a) Use only the power supply that was provided with this product. Using a different adapter will damage the lights and may cause fire, or electrical shock hazards.
- b) Do not install on trees having needles, leaves or branch covering of metal or materials which look like metal.
- c) Do not mount or support strings in a manner that can cut or damage wire insulation.

## SPARE PARTS

For pre-lit trees spare bulbs are also 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.polygroupstore.com](http://www.polygroupstore.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.**