

## NEED HELP?

DO NOT RETURN TO STORE. PLEASE VISIT US AT:  
[www.polygroupstore.com](http://www.polygroupstore.com) OR 1-888-919-0070



Please scan code to  
learn how to shape  
and set up your tree

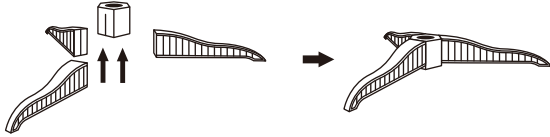
## TREE ASSEMBLY INSTRUCTIONS

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

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

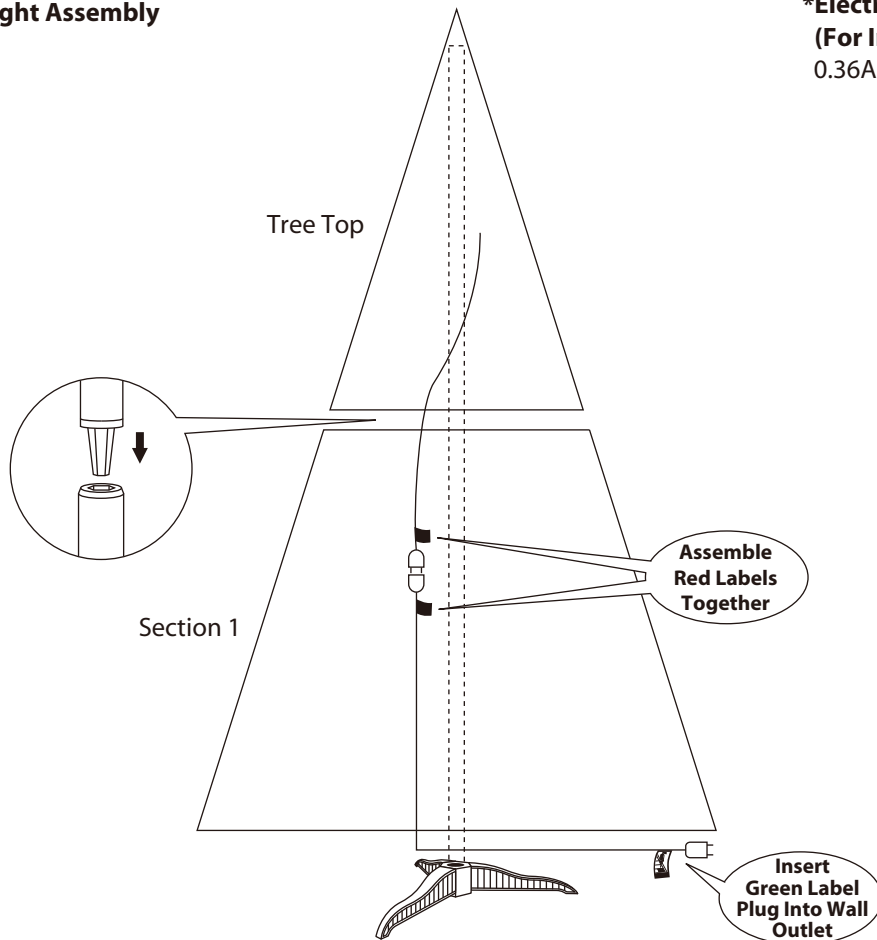
1. Before you start to assemble your tree, choose an appropriate location near a wall outlet.
2. Assemble the tree stand on a level surface. **(See Fig. A)**

**Fig. A - Tree Stand Assembly**



Insert and slide the legs  
upward into the slots of the  
base until firmly secured.

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



3. Please identify all sections before assembling.
4. Assemble the tree from the bottom to the top. Start with the bottom section and insert it 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 plug 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)**

**Fig. C**



MODEL #: TG4000FHEC03

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 extension cord from the wall outlet and then disconnect light extension cord 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.
7. Keep out of reach of pets and children.

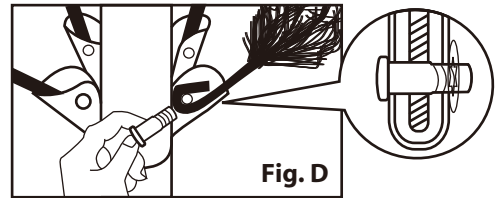
## TROUBLE SHOOTING TIPS

### 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.
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.

### Loose Hinge Pin

1. Extra hinge pins are included for repairing the hinges.  
Place the branch into the slot of the bracket.
2. Insert a new hinge pin through the hole and secure using the retainer washer. (**See Fig. D**)



## SPARE PARTS

Each tree includes hinge pins/washers, and for pre-lit trees spare bulbs and fuses 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#: \_\_\_\_\_

Tree UPC#: \_\_\_\_\_

Store Purchased: \_\_\_\_\_

Specify Problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Customer Name: \_\_\_\_\_

Address:(No P.O. Boxes) \_\_\_\_\_

City & State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

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

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

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