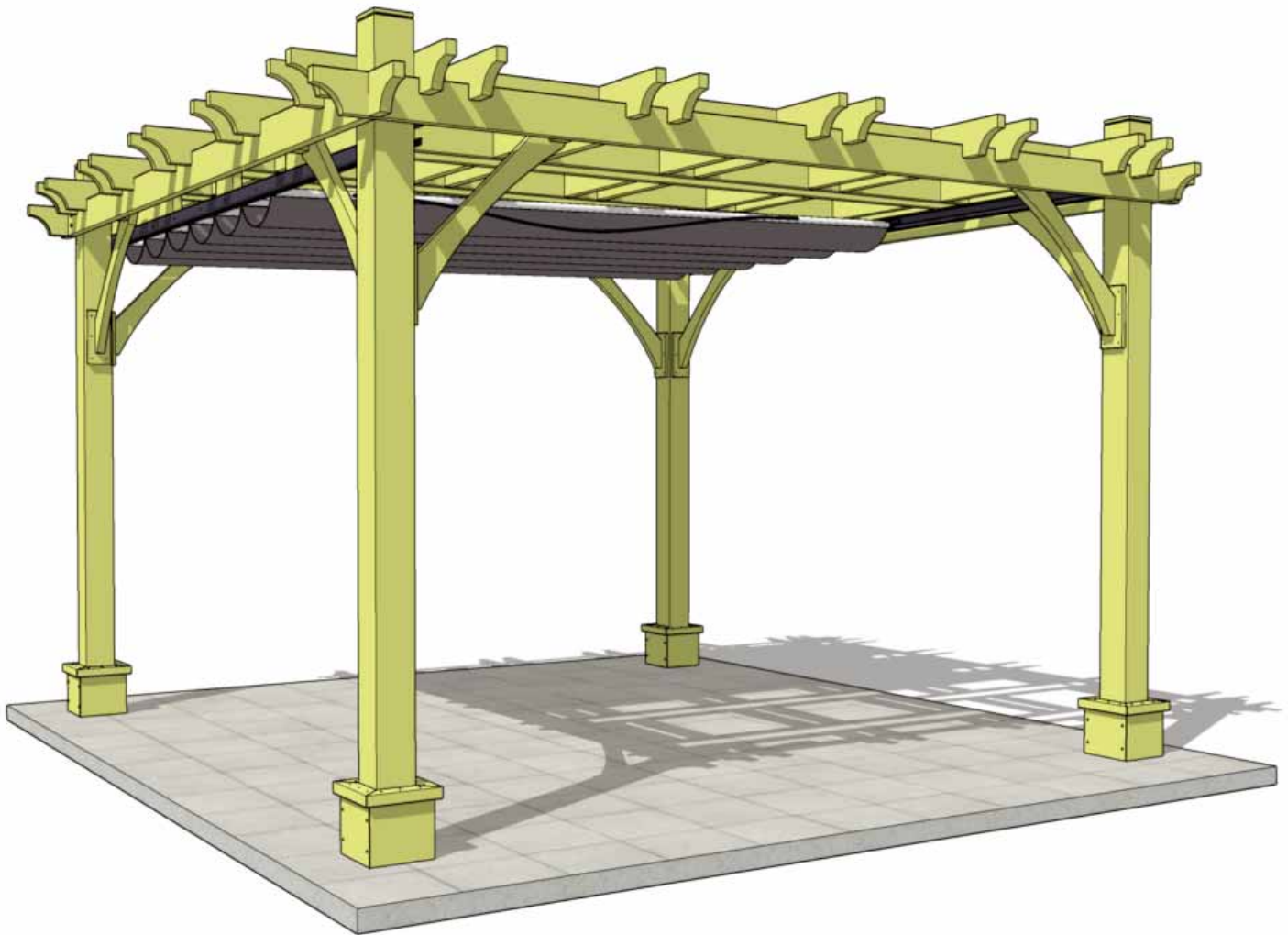




**Assembly Manual**  
**Custom Canopies**  
**By**  
**Outdoor Living Today**

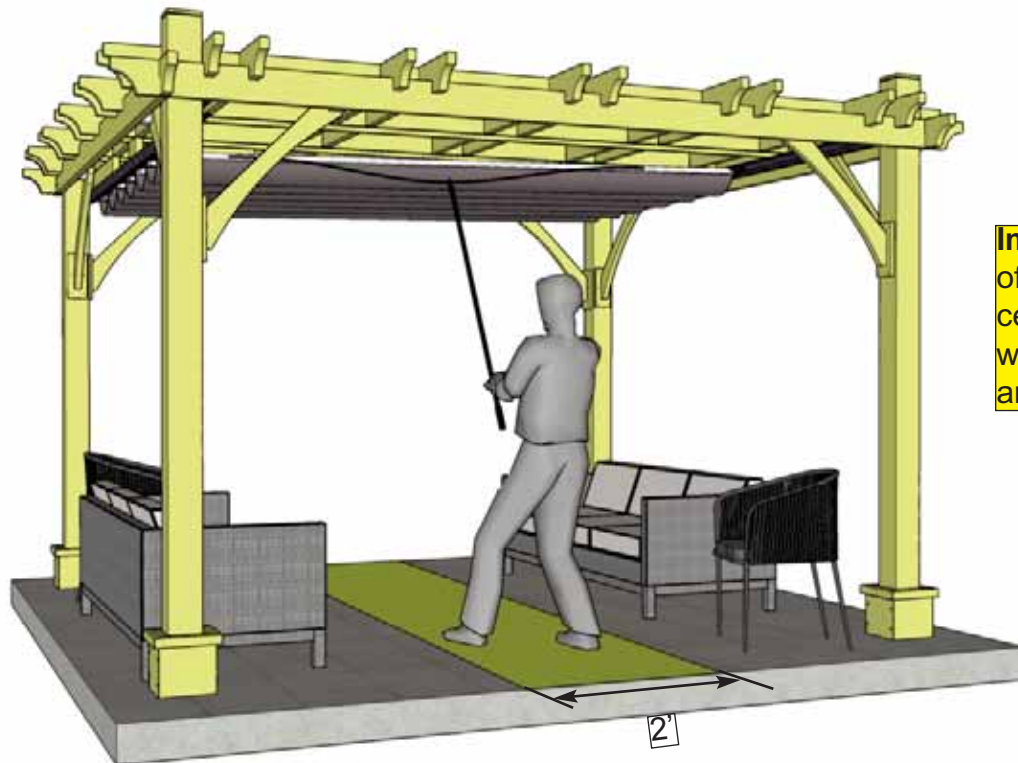
Revision #6  
April 25 , 2022



**Customers agree to hold Outdoor Living Today and any Authorized Dealers free of any liability for improper installation, maintenance and repair of any Outdoor Living Today products.**

**In the event of a missing or broken piece, simply call the Outdoor Living Today Customer Support Line @ 1-888-658-1658 within 30 days of the delivery of your purchase. It is our commitment to you to courier replacement parts, free of charge, within 10 business days of this notification. Replacement parts will not be provided free of charge after the 30 day grace period.**

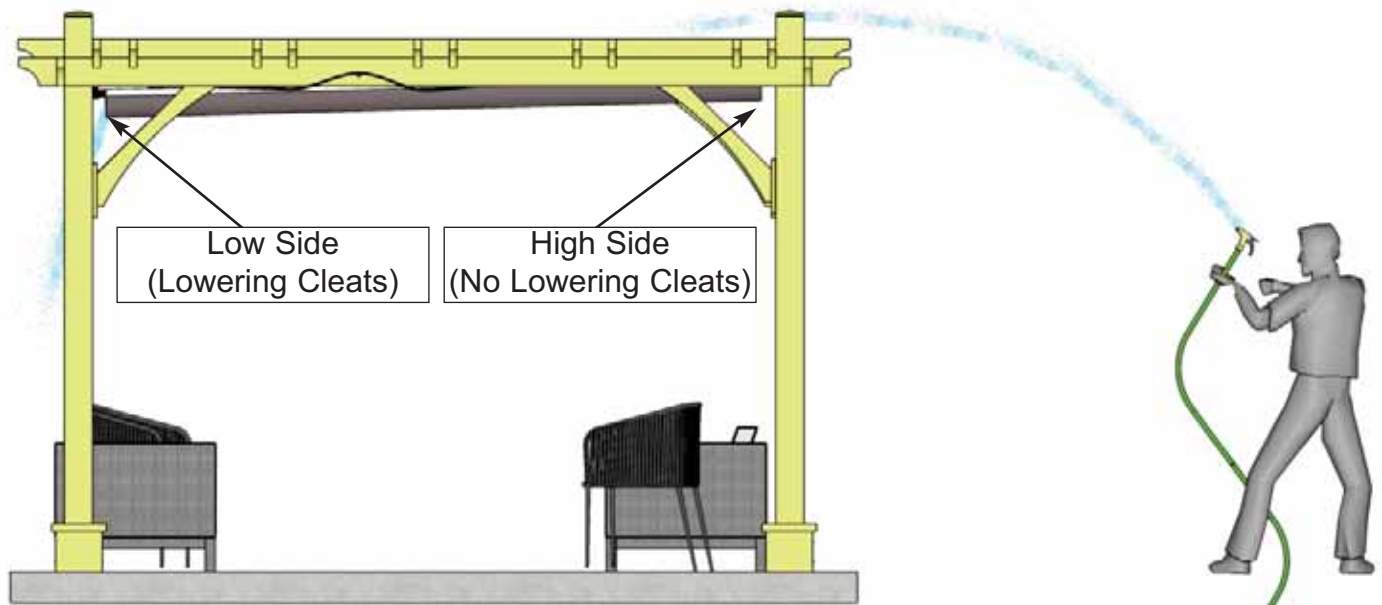
## Regular Maintenance & Tips to Prolong the Life of your Canopy.



**Important:** Plan to have 2' of walking space under the center of your canopy. This will make it easier to open and close.

### Care and Maintenance:

- Do not leave canopy extended during heavy snow storms or any extreme weather conditions.
- Reasonable care should be taken to remove accumulated dirt and debris in track.
- Canopy Tracks may have sharp corners. Always use gloves when handling to prevent cuts.
- Lubrication (supplied in kit) of wing wheels and track should be done annually.
- Wing and canopy can be removed seasonally to improve longevity. Check Wheels and Axle to ensure proper working order. Do not operate if cracked or broken. Call OLT for replacement.
- Check Track Screws for wear annually. Remove and replace any screws showing excessive wear.
- To keep the Harbor-Time canopy fabric looking clean and bright, wash periodically with a soft brush, warm water and mild soap. Do not use detergent.
- 5 year limited manufacturer's warranty on the Harbor-Time canopy fabric.



**Important:** Once your pergola and retractable canopy have been correctly installed, do a water test to confirm water is draining properly from the canopy. *To perform a water test* spray some water onto the high side of your canopy to ensure water drains off the low side.

Please contact us immediately if large amounts of water remain in each fabric fold when extended. The Canopy is designed to hold several gallons of water per fold. If more than a gallon of water is collecting in each fold, keep the canopy closed until a solution is found. Failure to do so could void your warranty.

### **Troubleshooting:**

#### **Water Not Draining From Canopy**

##### **Possible Causes:**

- Canopy Fabrics needs more drop. If fabrics are too tight when extended, water will not drain properly. Try lowering anchor knobs on both ends to increase fabric drop.
- Slope of Canopy not steep enough. Pergola could be sloped the wrong direction. A deeper Lowering Cleat may be required.

#### **Canopy Not Rolling Back and Forth Smoothly on Tracks**

##### **Possible Causes:**

- Tracks and Wheels need to be Lubricated.
- Check Track to confirm it is straight. Bend or move track to straighten if possible.
- Mounting Track fasteners are impeding wheels. Check and adjust if necessary.

# Custom Retractable Canopy Parts List



1 1/4" Brown Wood Screws -  
For Wing Stop



1 1/2" Torx Screws -  
For Tracks



4" Torx Screws  
For Lowering Cleat  
(if required)



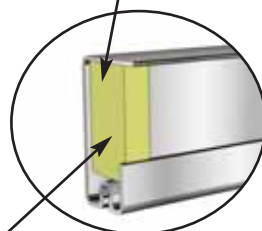
**A - Canopy Lowering Cleat - Various Quantities.**  
- 1 1/2" x Various widths - Various Lengths  
(May be required depending on pergola)



**B - Canopy Tracks - 2 to 4 Pcs.**  
(depending on canopy pull length)



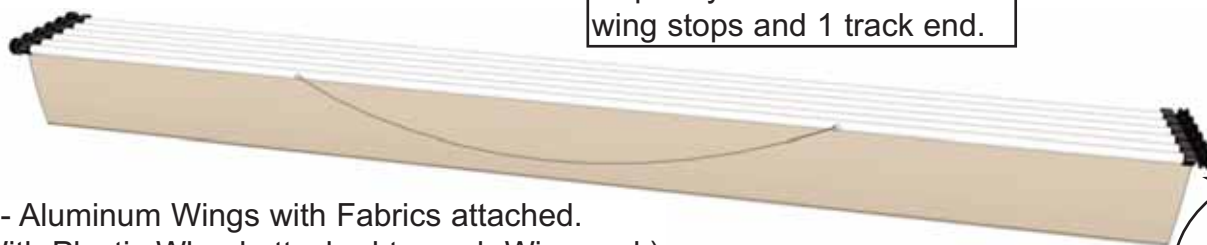
**D - Aluminum Wing Stops (2 variations)**  
With/without Wood Stop in end.  
4 1/4" Long- 2 Pcs. 2 drill holes.



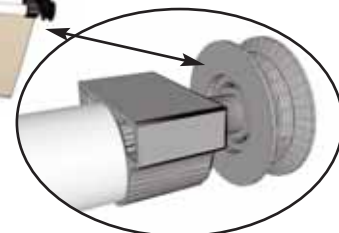
Depending on pergola, wood  
stop may be added to the  
wing stops and 1 track end.



4" long x 1/4" diameter  
Plastic Rail Connector -  
2 Pcs. (Only supplied if  
two tracks/side required.)



**C - Aluminum Wings with Fabrics attached.**  
(With Plastic Wheel attached to each Wing end.)



**H - Track Brace (HS)**  
1 1/2" x 2 1/2" x 5 1/2"  
Counter Sunk 1 1/2"



(May be required depending on pergola)

**G - Track Braces (LS)**  
1 1/2" x 3 1/2" x 5 1/2"  
Counter Sunk 2"



(May be required depending on pergola)



**E- Wing Anchor Knobs**  
- 3 Pcs.



Track Lubricant - 1 Bottle.



Square Drive Bit 1 Pc.



Torx Drive Bit 1 Pc.



**F- Canopy Pull Handle**



1/4" Drill Bit  
1 Pc.

## Tools and Safety Equipment Required (Not Provided)



Screw Gun/Drill



Level



Tape Measure



2 Ladders



Safety Glasses



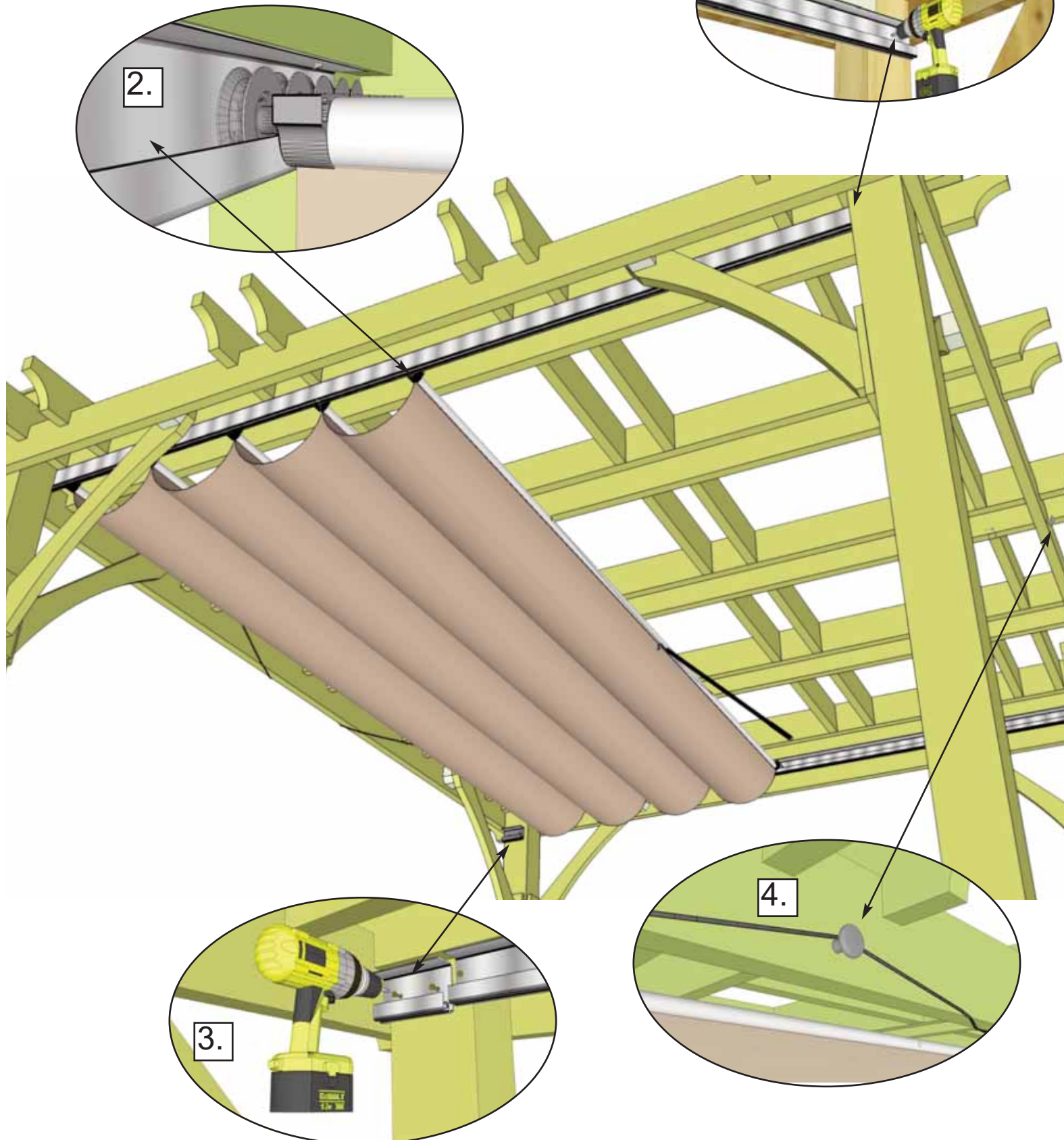
Work Gloves

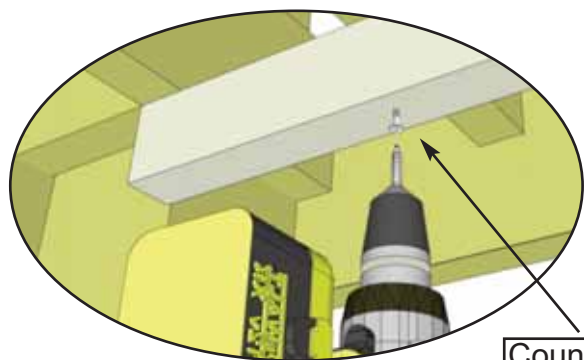


## Installation of the OLT Retractable Canopy couldn't be easier. Just 4 Easy Steps!

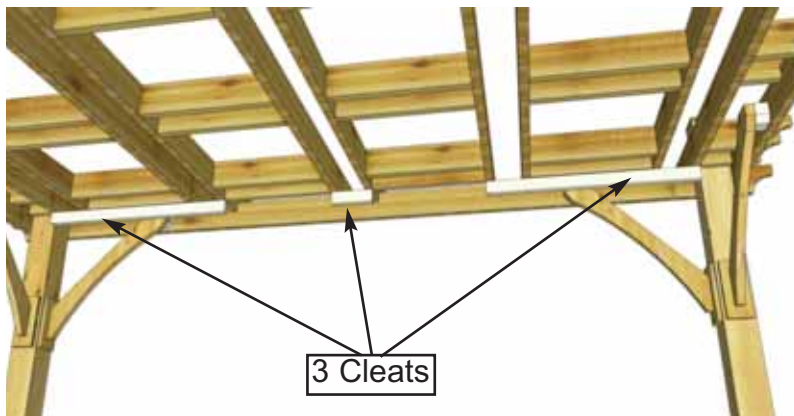
1. Attach Track to pergola (lowering cleats may be required).
2. Lift aluminum wings with canopy and feed wheels into track.
3. Position aluminum wing stops and attach.
4. Install knobs to anchor both ends of your canopy.

**Installation will require 2 people.**

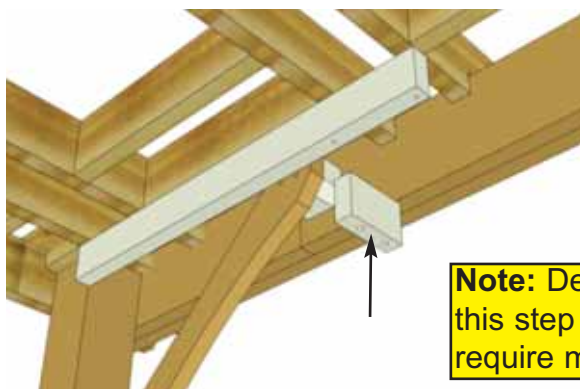




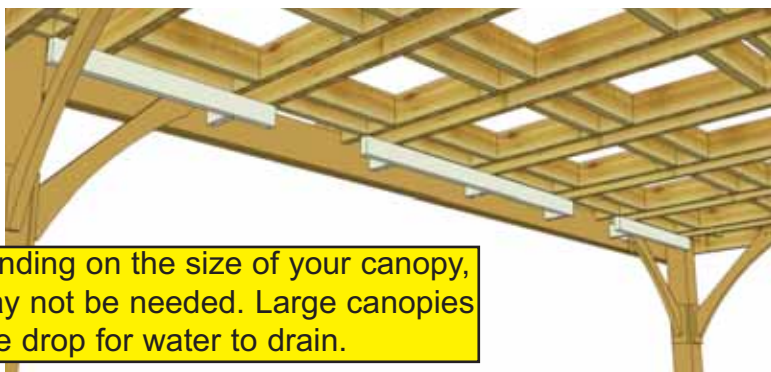
Counter sunk  
drill holes.



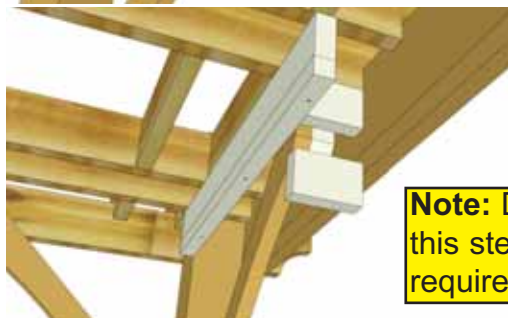
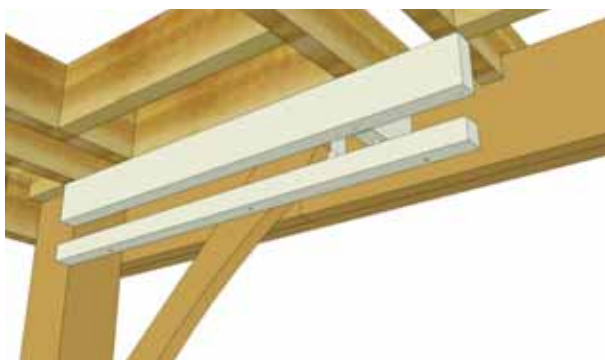
**1.** Canopy track must be lower on one side. If your pergola requires Lowering Cleats, install now. With a Step Ladder, install **Part A - Canopy Lowering Cleats - 3 pcs Total**. Attach with **2-3 - 4" Torx Screws**. Cleats will lower the canopy on one side and drain water off the fabric so it doesn't collect excessively. Decide best side for water to drain for your situation. Position cleats underneath pergola joists or blocking as shown above and attach. Cleats are pre-drilled for Torx Screws.



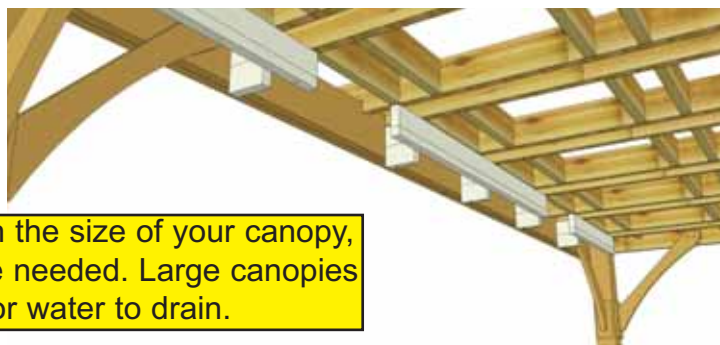
**Note:** Depending on the size of your canopy, this step may not be needed. Large canopies require more drop for water to drain.



**1a.** If your Canopy Packing List includes **Part G - Low Side Track Braces**, attach them directly under joist and flush against Girder. Brace is counter sunk. Attach with 2 - 4" screws.



**Note:** Depending on the size of your canopy, this step may not be needed. Large canopies require more drop for water to drain.

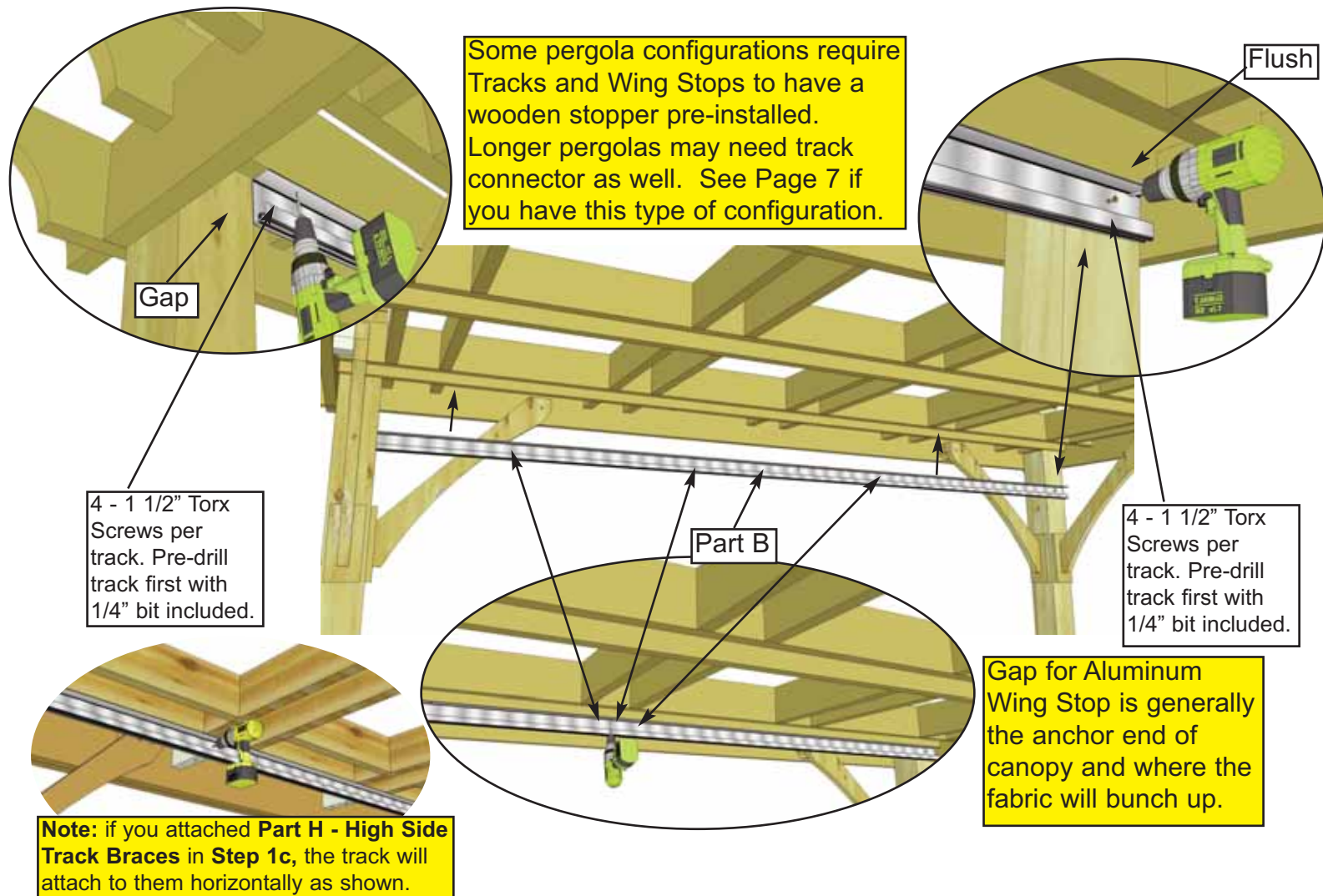


**1b.** If your Canopy Packing List includes additional **Part G - Low Side Track Braces** and **Part A - Canopy Lowering Cleats**, attach them to the bottom of the first layer of **Part G** and **Part A**.

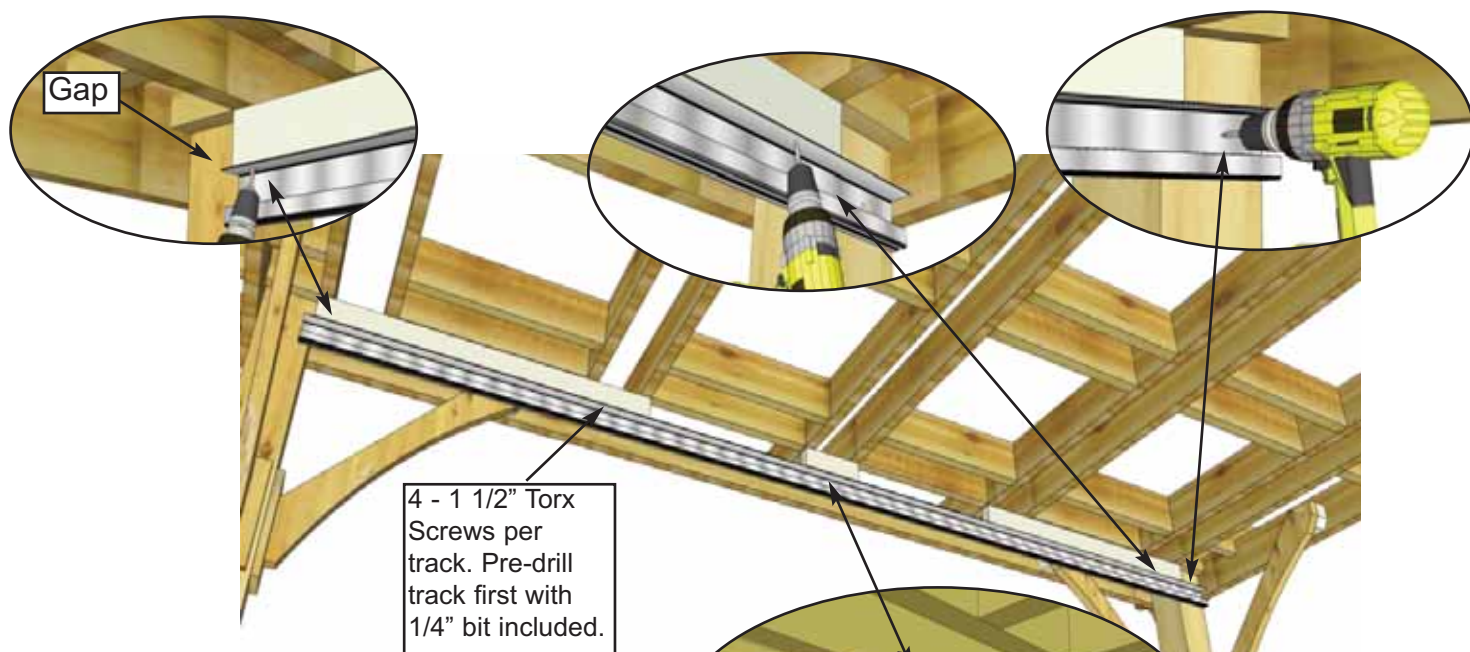


**Note:** Depending on the size of your canopy, this step may not be needed.

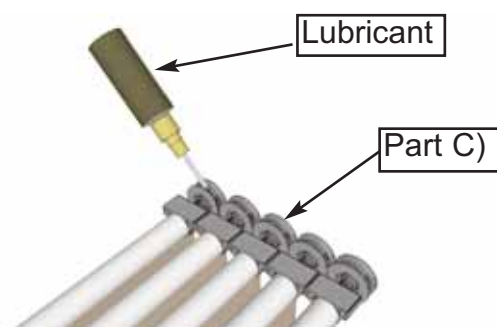
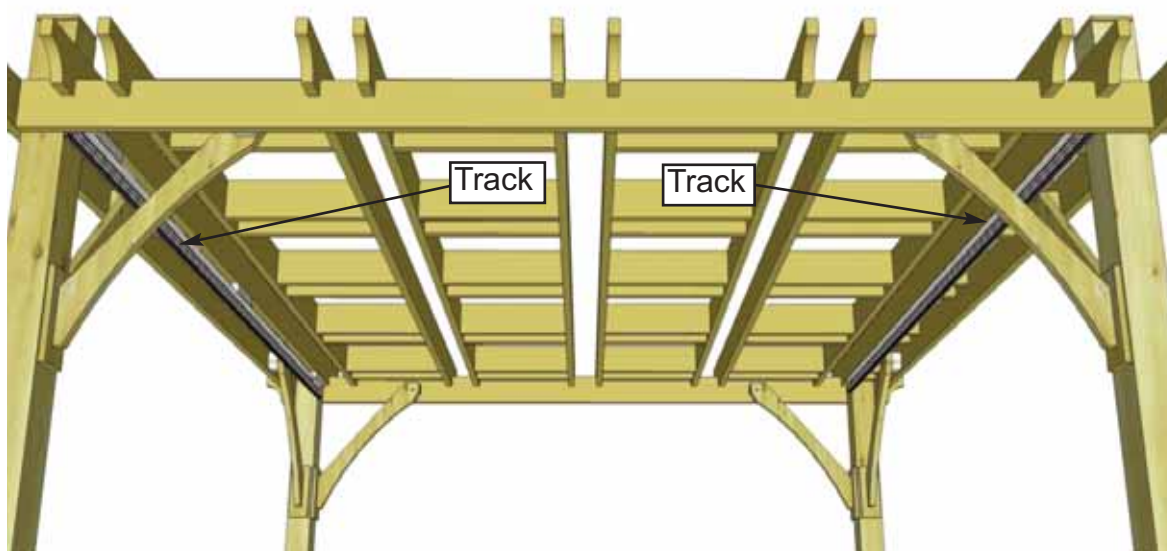
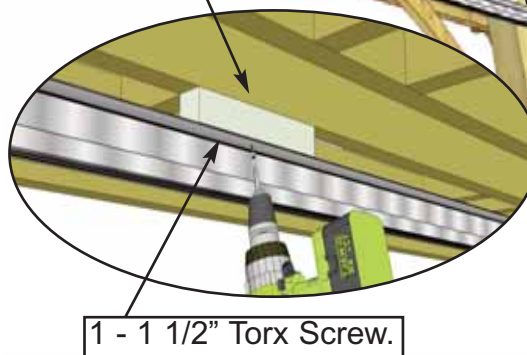
**1c.** If your Canopy Packing List includes **Part H - High Side Track Braces**, install them on the opposite side of Part A & Part G (install on high side of canopy). Attach directly under Joist and flush against Girder. Braces are counter sunk. Attach with 2 - 2 1/2" Screws per piece.



**2.** With Step Ladders and assistance, lift up **Part B - Canopy Track** and position against post and tight to the underside of pergola joist on side (use side without lowering cleats first). Align track against post. Attach track to post with 1 - 1/2" Torx Screw. Drill hole in track with 1/4" drill provided. On opposite end of track, screw 1 - 1 1/2" Torx Screw up through the track into bottom of wood joist. Attach 4 more 1 1/2" Torx Screws evenly spaced along the the track into the bottom of joist.



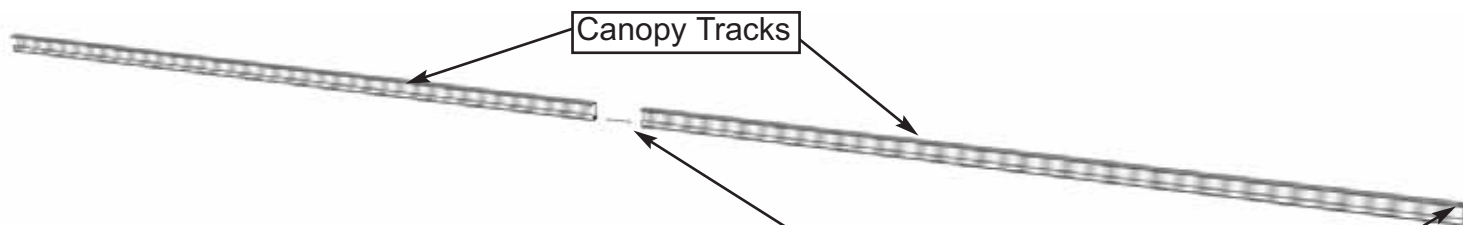
**3.** Align and attach second **Canopy Track** directly underneath lowering cleats as per Step 2. Position track end flush against post opposite to Wing Stop as illustrated above. Use 5 - 1 1/2" Torx Screws to secure. When screwing into track, drill with 1/4" bit first and angle screw into cleat.



**4.** Prior to feeding **Part C - Aluminum Wings and Canopy** into track, locate Lubricant in Hardware Pack and apply a small amount to top of each wheel. Spin wheel slowly to lubricate entire surface. Lubricate all wheels.

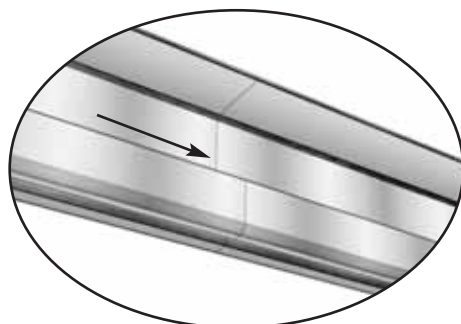
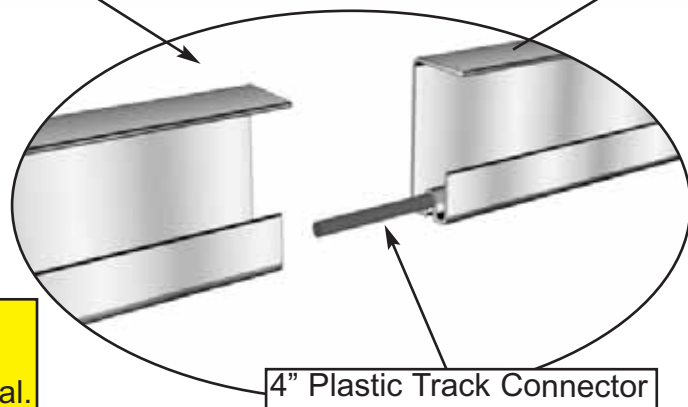


## Alternate Canopy Configuration.



If pergola is long enough to require two tracks per side, a track connector is required ( 4" long x 1/4" diameter Plastic Track Connector (2 Pcs).

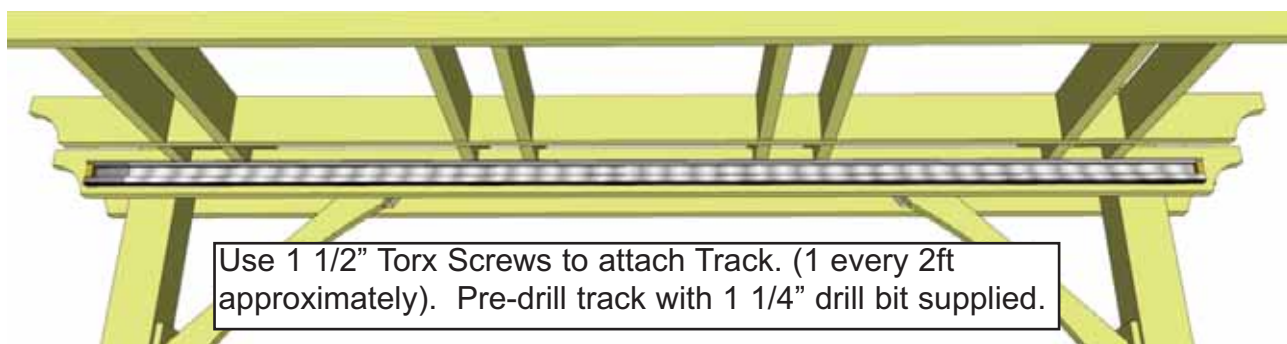
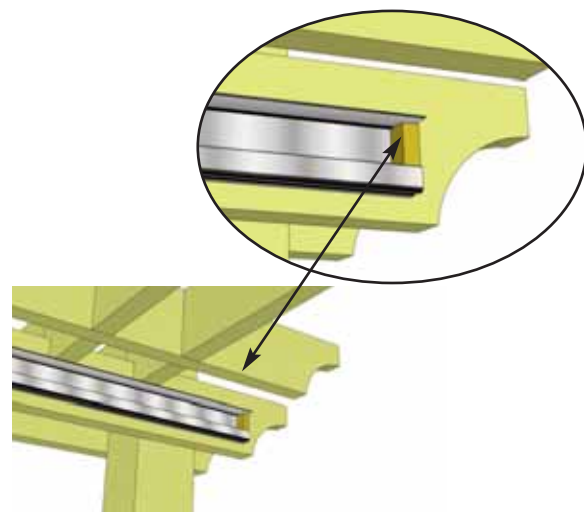
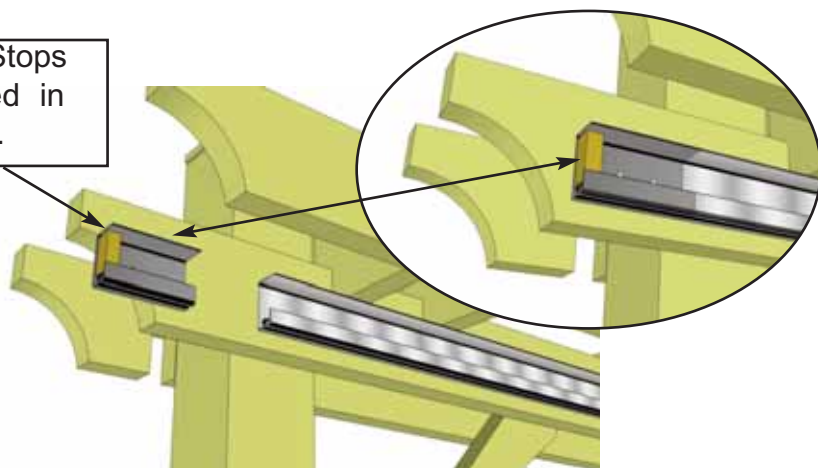
Push connector into track profile approximately 2" then push tracks together. Complete 2 sets of tracks.



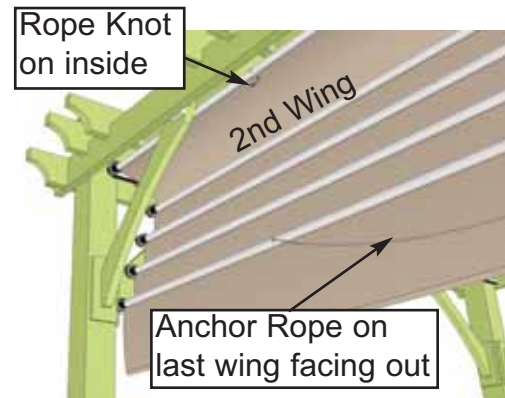
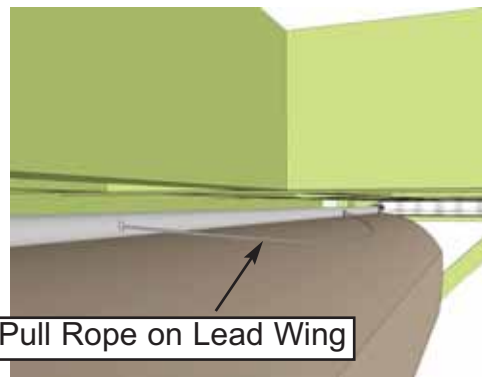
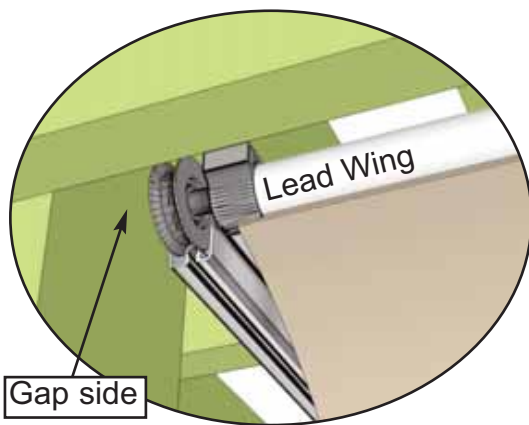
Plastic Connector helps align Track and is not structural. Carefully support connected track when lifting.

On certain types of pergolas designs, Tracks may need to attach directly to inside stringer/joist and lowering cleats may not be required. Track on opposite side must be lowered 2-5" to allow water runoff. Wooden stops would be installed at our plant to prevent the canopy from rolling out of the tracks. See below.

Wing Stops installed in Step 8.



Use 1 1/2" Torx Screws to attach Track. (1 every 2ft approximately). Pre-drill track with 1 1/4" drill bit supplied.

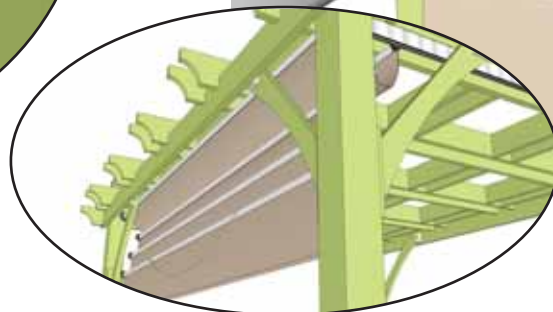
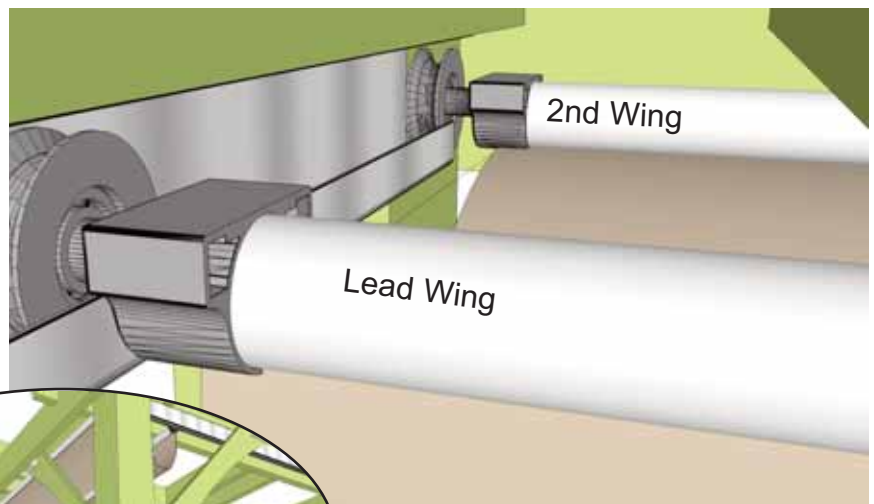
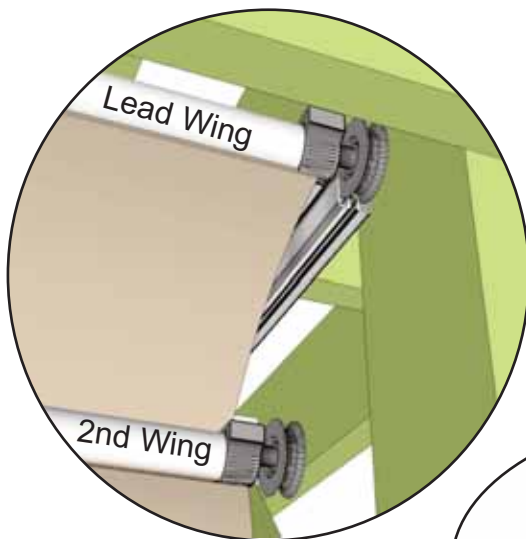
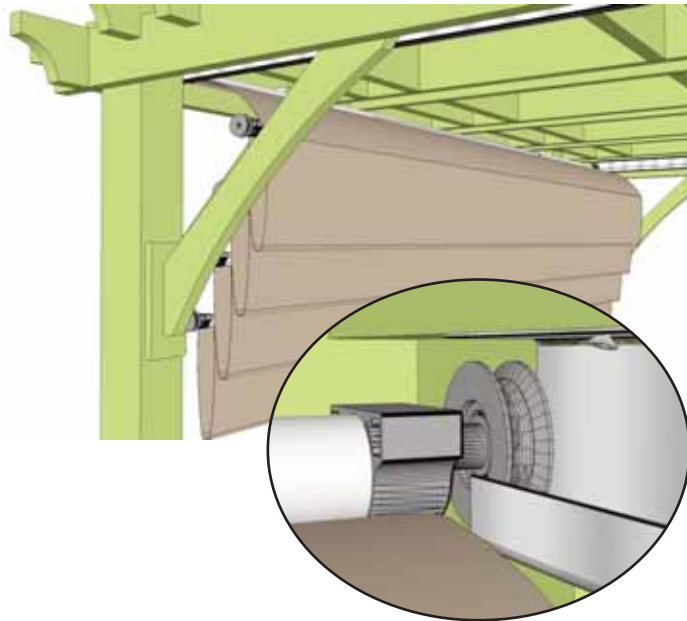


## 5. Before feeding **Part C - Aluminum Wings with Canopy**

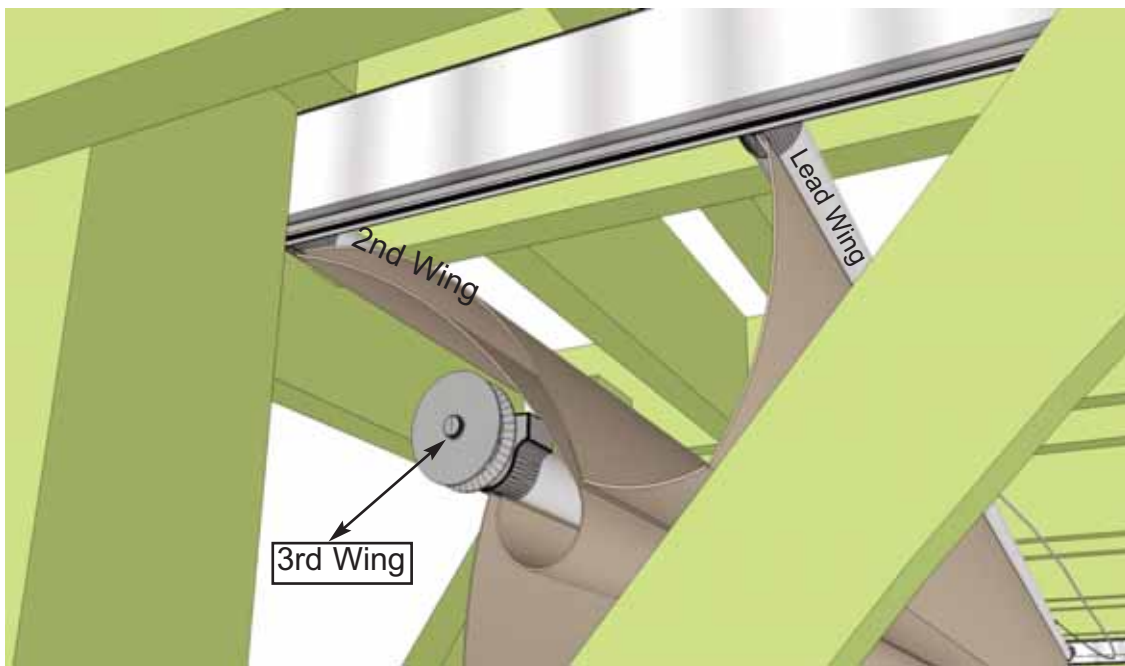
into track, make sure canopy fabric is facing the correct direction. First, locate Lead and Anchor Wings in set. Both have a black pull rope attached. Make sure rope knots are facing to the inside and the pull rope is facing to the outside. Starting with the Lead Wing, feed the wing wheels onto the track as shown above. Wheels have springs and compress in and out slightly to fit. Feed wings in the track that is open on the end (gap side) first.

**Important-** Ensure rope knots are on the top side of the canopy, facing the center of the pergola so that pull rope is accessible.

You will need 2 Ladders and a helper to feed the wings into track.

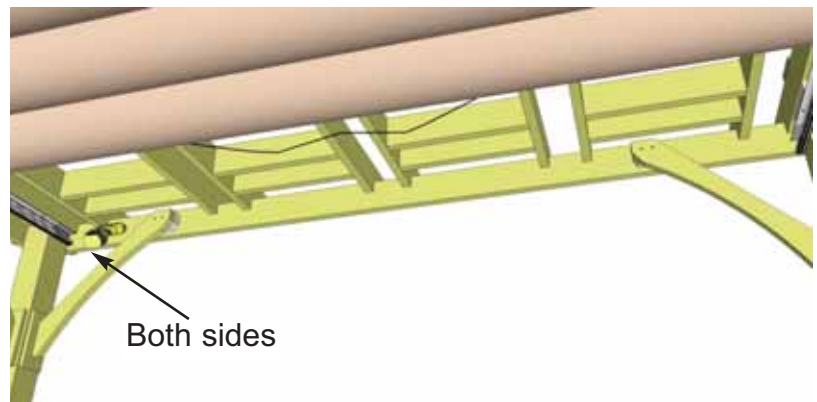
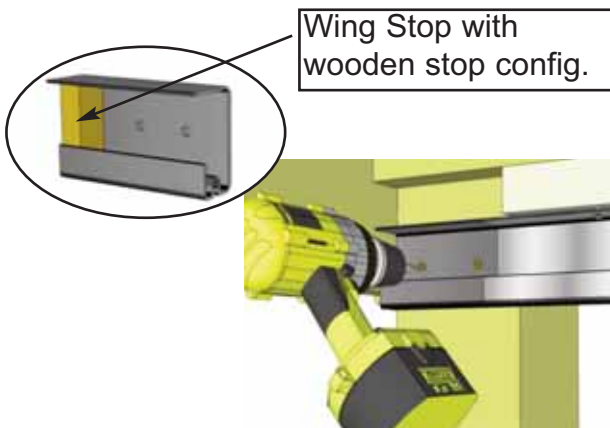
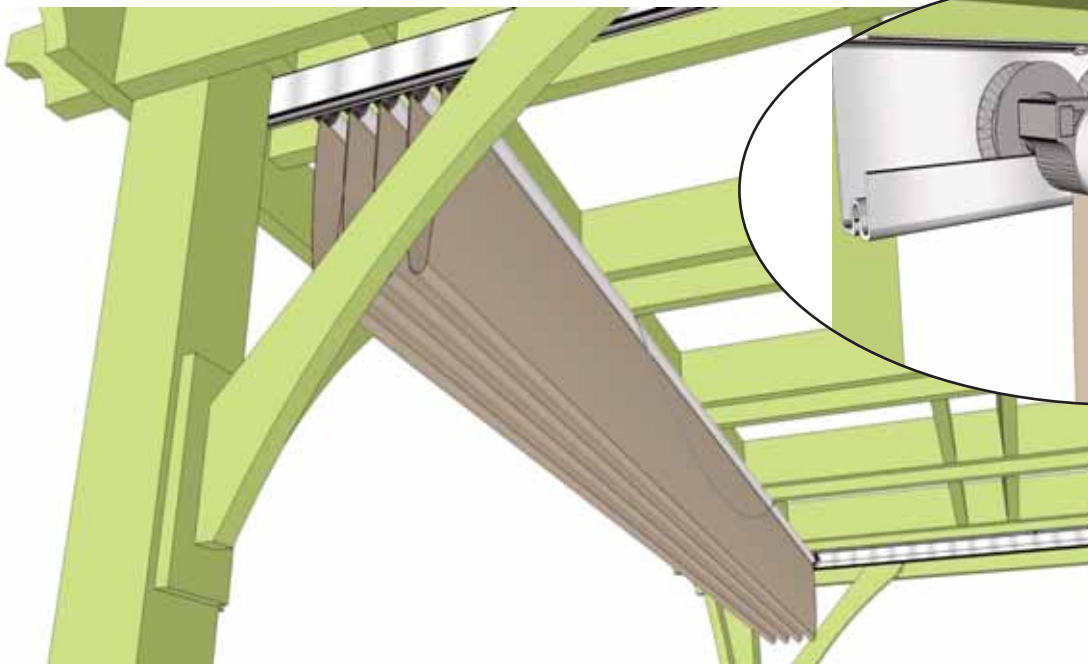


**6.** Push Lead Wing slightly ahead on track. Wings can roll out of track until **Part D - 1 1/2" x 3 1/2" x 4 1/2" Aluminum Wing Stops** are installed so be careful. Lift and feed 2nd Wing into track and push wing slightly forward.



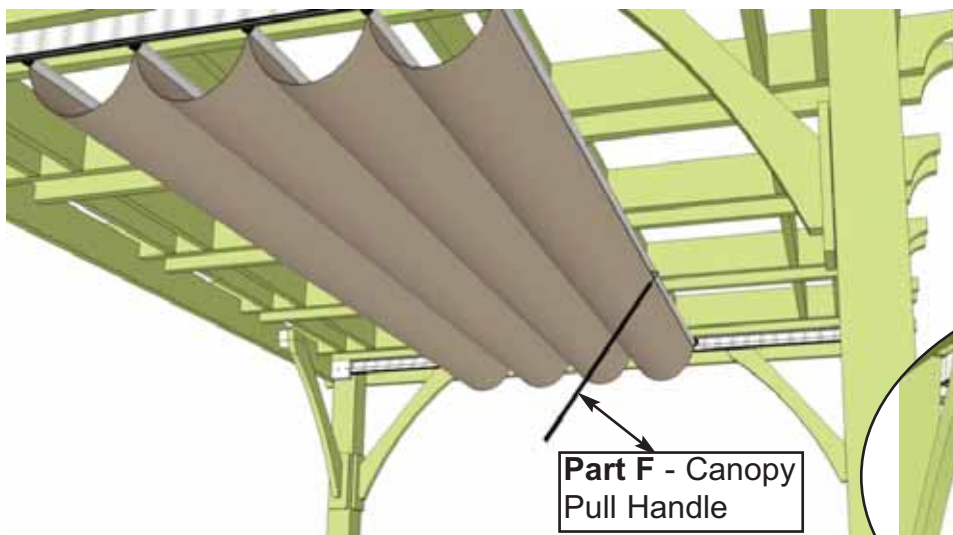
**7.** Continue to feed wings into the track until all wings are installed.

End Cap casings will magnetically stick together.



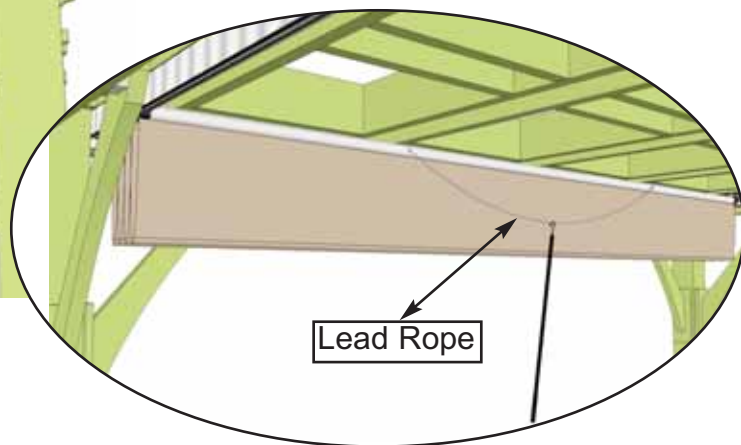
**8.** Install **Part D - 4 1/2" long Aluminum Wing Stops - 2 Pcs.** where track ends and gap exists. Use 2 - 1 1/4" brown screws per stop to install. When removing the wings and canopy in the future, simply remove wing stops and roll wing and canopy out carefully with a helper.



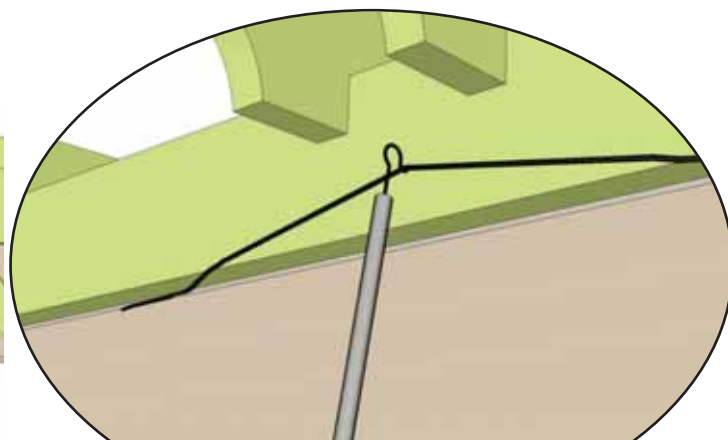


**Part F - Canopy Pull Handle**

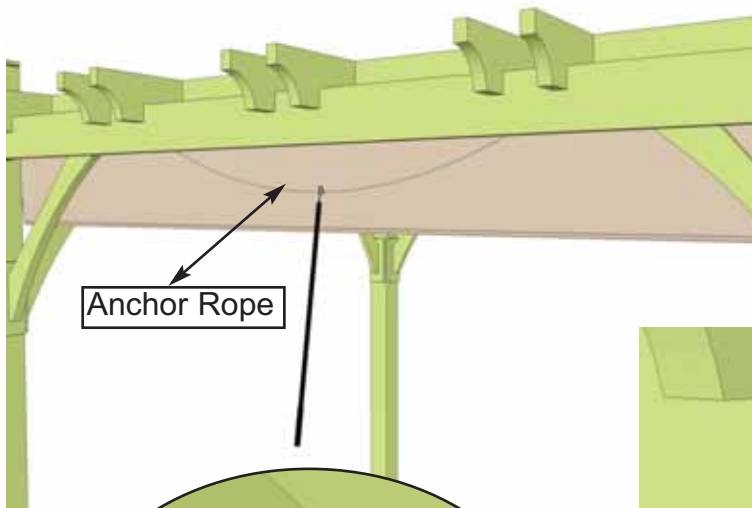
**9.** Using **Part F - Canopy Pull Handle**, pull canopy back and forth a few times to lubricate wheels and track. If wing binds, stop and pull forward until wings are straight and start again. When wings and canopy are tracking well, pull canopy to anchor side of pergola to install **Part E - Wing Anchor Knob**.



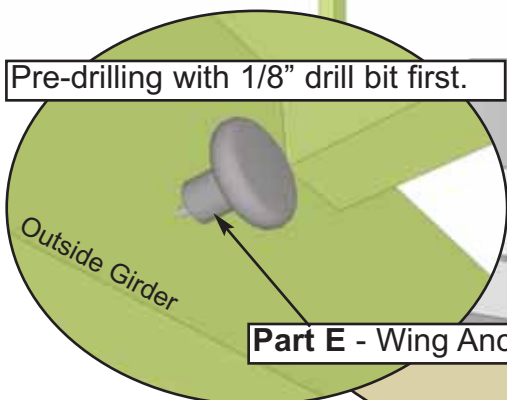
**Lead Rope**



**Anchor Rope**

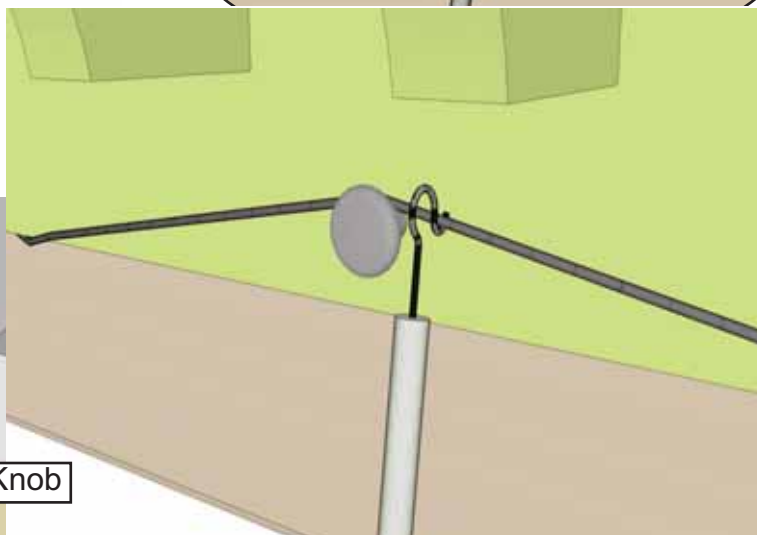


Pre-drilling with 1/8" drill bit first.

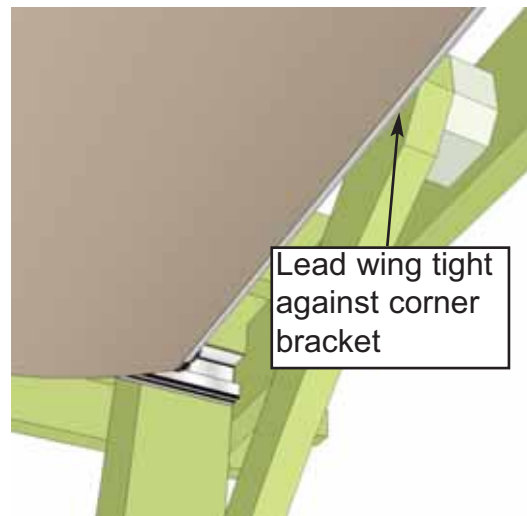
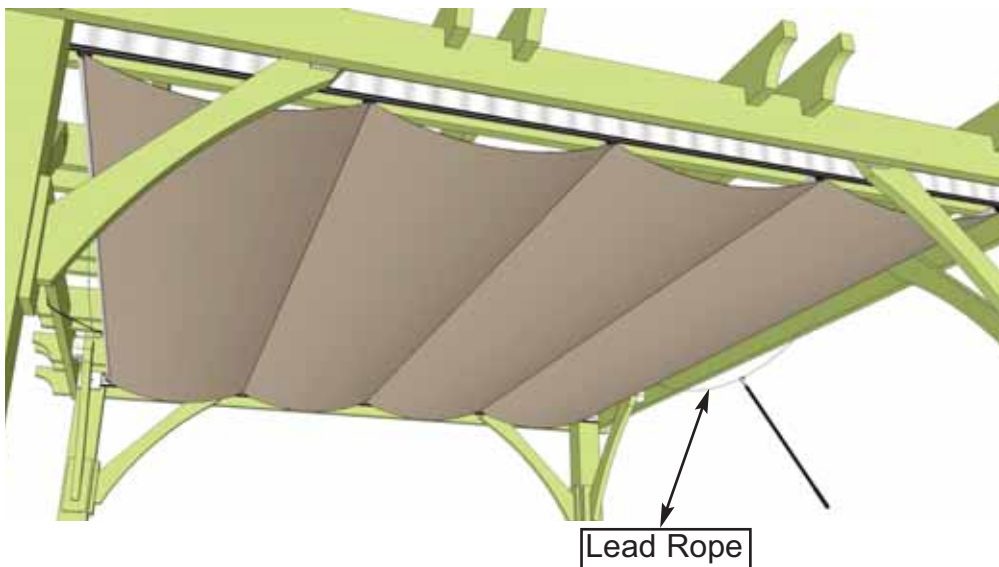


**Outside Girder**

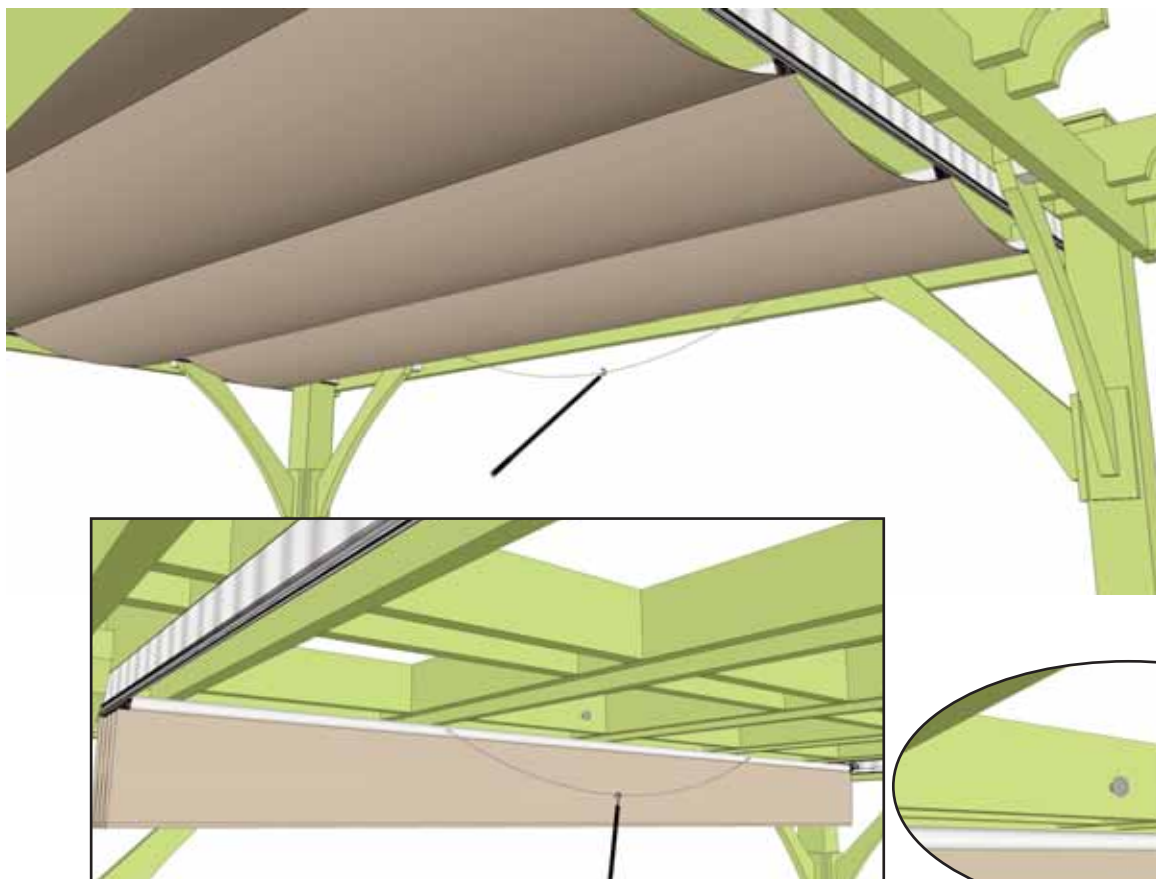
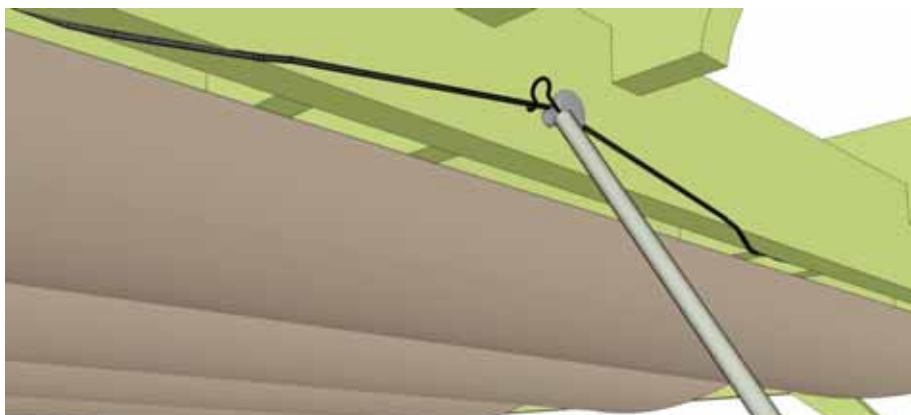
**Part E - Wing Anchor Knob**



**10.** With canopy pull handle or on a ladder using your hand, pull anchor rope up tight so anchor canopy wing can't move. Confirm anchor wing wheel is against aluminum wing stops. Center Anchor Knob from side-to-side and mark. Before attaching, make sure anchor rope will be snug when slipped over knob. Screw wing anchor knob into outside girder. Pre-drilling with 1/8" drill bit may be helpful.

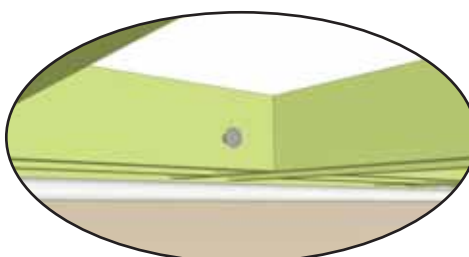


**11.** Pull canopy out using pull handle on lead rope. Fully extend canopy until outside lead wing contacts corner bracket or until canopy cannot extend further. Follow **Step 10** to position and attach wing anchor knob to outside girder.



**12.** Extend and contract the canopy several times with pull handle. When extending or contracting the canopy, **pull** firmly in one continuous motion to prevent wings from binding.

When your canopy is contracted, an optional 3rd wing anchor knob can be installed to keep canopy from opening in windy conditions. Follow **Steps 9 and 10** to install. Use any convenient joist to install knob.



## Congratulations on installing your OLT Retractable Canopy from Outdoor Living Today.



### Care and Maintenance -

Do not leave canopy extended during heavy snow storms or any extreme weather conditions.

Reasonable care should be taken to remove accumulated dirt and debris in track.

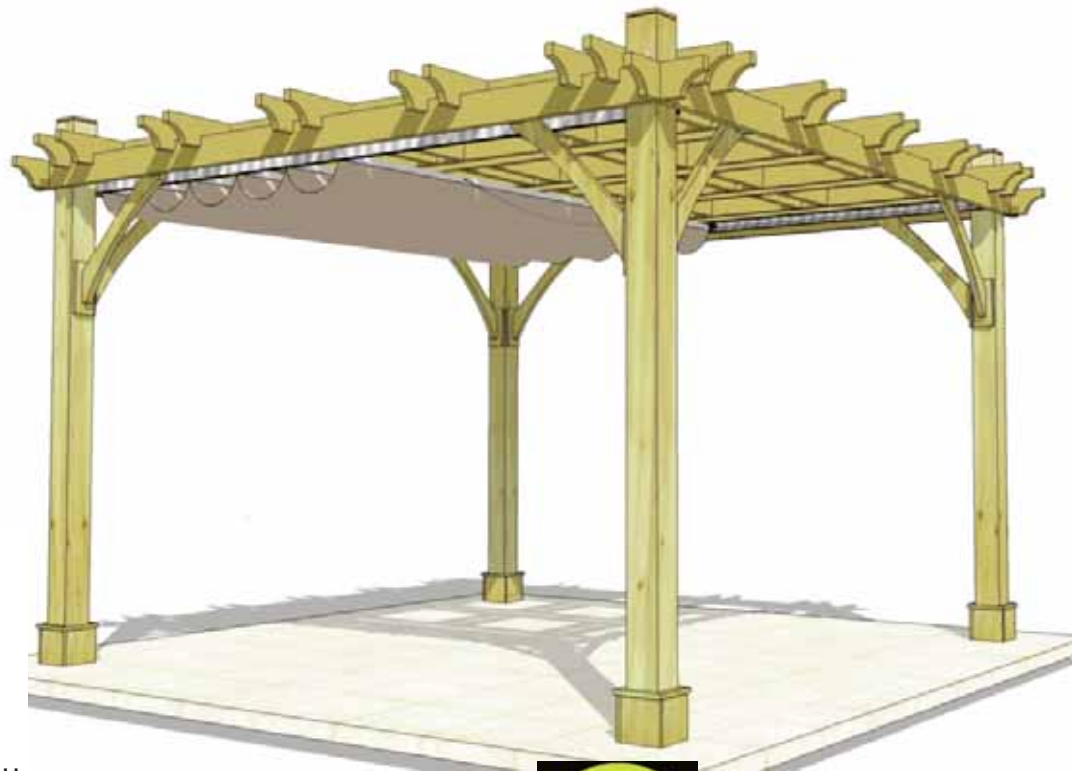
Canopy Tracks may have sharp corners. Always use gloves when handling to prevent cuts.

Lubrication (supplied in kit) of wing wheels and track should be done annually.

Wing and canopy can be removed seasonally to improve longevity.

To keep the Harbor-Time canopy fabric looking clean and bright, wash periodically with a soft brush, warm water and mild soap. Do not use detergent.

5 year limited manufacturer's warranty on the Harbor-Time canopy fabric.



We hope your experience assembling your OLT Retractable Canopy has been both positive and rewarding.

We value your feedback and would like to hear back from you on how well we are doing in the following areas:

1. Customer Service
2. On Time Shipping
3. Motor Freight Delivery
4. Quality of Materials
5. Assembly Manual
6. Overall Satisfaction



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