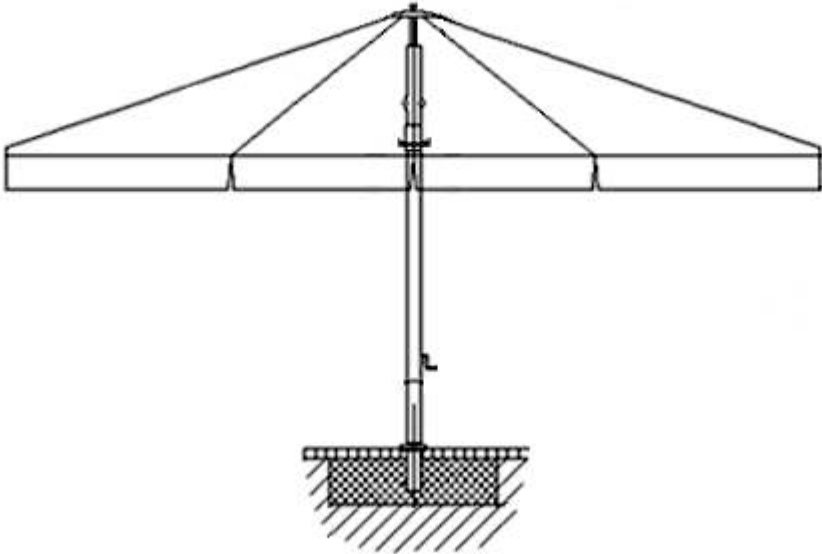

Assembly and Operating Instructions PALAZZO[®] M16



Contents

1. SAFETY REGULATIONS.....	3
1.1 Use of the shades.....	3
1.2 Anchorage.....	3
1.3 Electrical installation.....	3
1.4 Kindly note the following.....	3
2. SCOPE OF SUPPLY.....	4
2.1 Client's work.....	4
2.2 Options.....	5
2.3 Possibilities of anchorage.....	5
3. FITTING.....	6
3.1 Fitting the mast with ground socket M16 with tip-over hinge.....	6
3.2 Fitting the roof struts.....	8
3.3 Fitting the lengths of cloth.....	9
4. DISASSEMBLING.....	10
4.1 Dismantling the shade.....	10
4.2 Taking down the mast.....	11
5. OPERATION.....	12
5.1 Opening the sunshade.....	12
5.2 Closing the sunshade.....	12
5.3 Notes on the wind.....	13
6. MAINTENANCE AND CARE.....	14
6.1 Cleaning.....	14
6.2 Frame.....	14
6.3 Hibernation.....	14
6.4 To clear in case of starting hindrance of the opening movement.....	15

1. SAFETY REGULATIONS

The safety instructions, together with the technical information for the fitting and operation, form the basis for using the shades without danger. They are to be read through before installing an using the shades, to be obeyed and to kept in a save place for later need.



Any disregard of safety regulations and the instructions for erection and operation can result in serious damage to people and material for which the manufacturer expressly refuses to accept any liability or obligation under warranty!



- If the wind freshens up or gales gusts are approaching, the sunshade must be shut.
- Unsupervised sunshades must not be left open. A unexpected stormy wind could cause heavy damages!

1.1 Use of the shades

The Glatz large shades are intended exclusively as weather resistant sun protection. The wind resistance of the extended shade is limited and the details on this presuppose an anchorage in accordance with the instructions. Movable bases are less stable than bases which are fixed to the ground.

1.2 Anchorage

The ground anchorage is to be fitted in accordance with the technical information in the drawing and the “Dimensions” table in the “Ground Socket M16” fitting instructions. Please take note of the dimensions for the shade type concerned and its sizes. Fitting has to be carried out by a person with the necessary specialist construction knowledge. The version is to be in concrete or in a material of like strength. Local regulations are to be observed.

1.3 Electrical installation

Shades with electric equipment must be connected by a recognised specialist fitter in accordance with the fitting instructions and connected to the mains power supply in accordance with local regulations.

1.4 Kindly note the following

- Be sure to comply with the operating instructions.
- Never place the large shade unsecured against a wall, it could slip away and tip over.

- Before opening or closing the shade, check that there are no obstacles in the operating area.
- The shade must not be altered or draped with a different material. The stability in wind and closing function may deteriorate.
- Use the shade only in a undamaged state and take notice of any faults.
- Use only original Glatz accessories and spares in order to have the guarantee for full safety, unspoilt convenience and perfect functioning.
- When fitting or removing a protective sleeve, if necessary use a free-standing, stable climbing aid. Make sure that this can neither tip over or slip away.

2. SCOPE OF SUPPLY

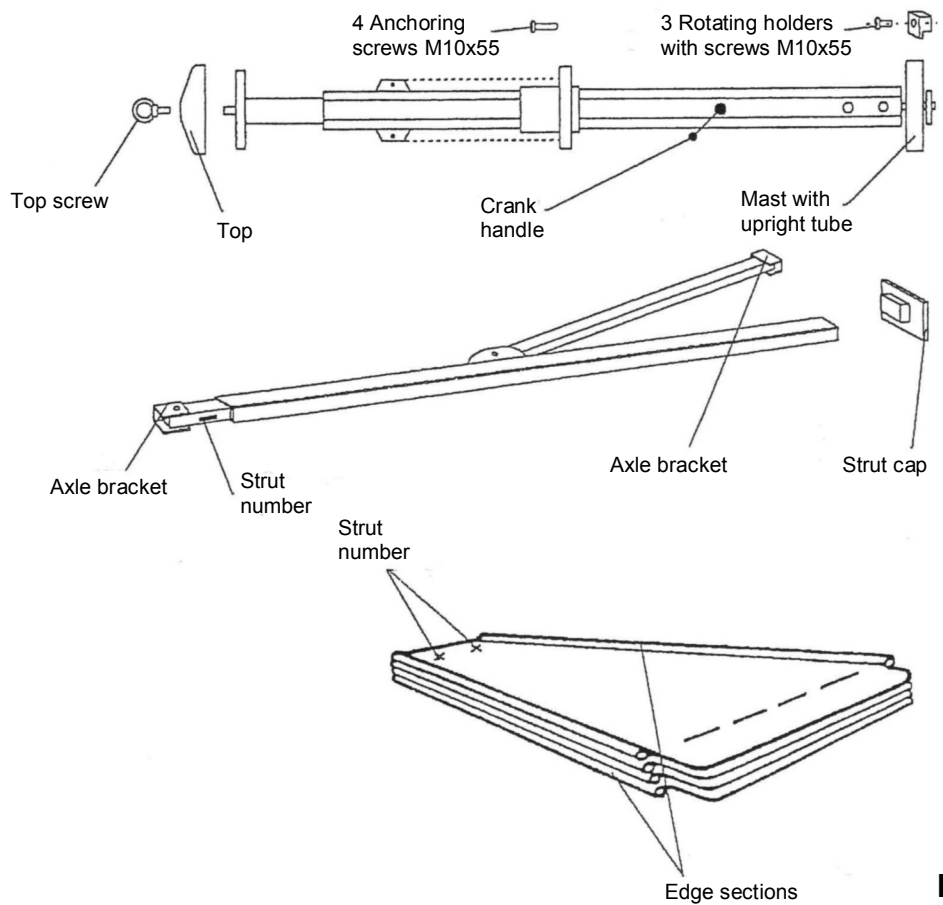


Fig. 1

2.1 Client's work

- Fitting the ground socket
- Any supply and drainage lines
- Assembling the sunshade and the length of cloth
- Set up the sunshade
- Rechargeable battery drill with torque limitation

2.2 Options

- Motorised type with control unit GSS-99
- Remote control for GSS-99
- Incorporated lightening for Glatz large shades
- Infrared heater

2.3 Possibilities of anchorage

- Ground socket M16 with cover and tip-over hinge
- Mounting plate with tip-over hinge
- Mounting plate special with tip-over hinge for isolated grounds
- Movable base (only for sunshades with a surface up to 40 m²)



In order to ensure that the static conditions for the fixing are fulfilled, it is essential to consult the user manual for the relevant ground fixing.

3. FITTING

3.1 Fitting the mast with ground socket M16 with tip-over hinge

3.1.1 Preparation

(2 persons are necessary for this)

- Unscrew the cover of the ground socket (1).
- Remove the fixing crosspiece (2) from the mast base and push the wraparound ring (3) up to the crank opening (4), pad against the mast and secure with the crank handle inserted.

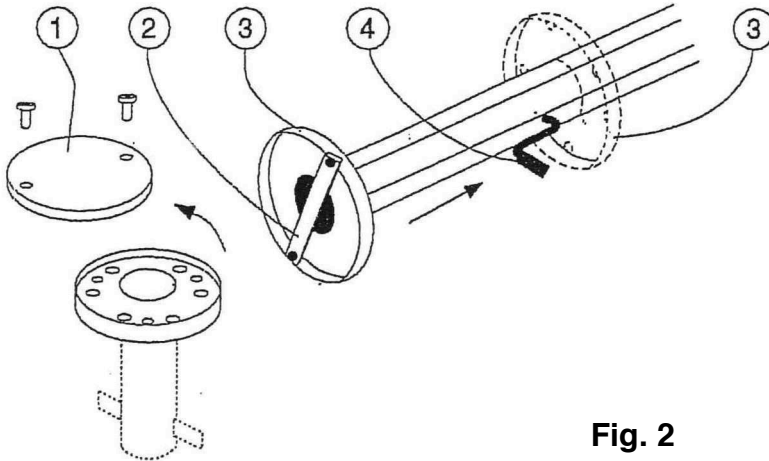


Fig. 2

- Release securing screw (5) and fold out the hinged disc (6) and place it on the ground socket.
- Clamp the hinged disc to the ground socket with revolving holders (7). Use the middle threaded holes. Allow a little play for adjusting the hinged disc.
- In the case of electrical installation, connect plugs (8) and (8a) and screw together (take care to check that the voltage corresponds, 230/220V or 40V). Stow the loose cable away in the ground socket.

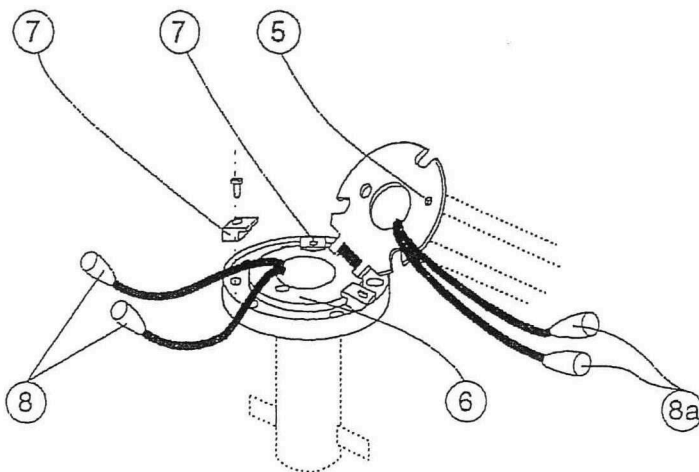
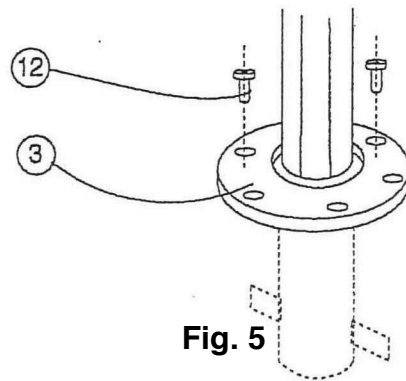
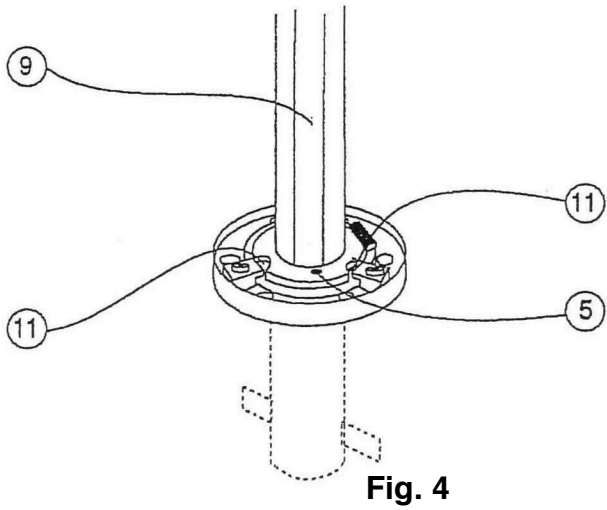


Fig. 3

3.1.2 Setting the mast in position

- Raise up the mast (9) carefully vertically and still holding it tight (Fig. 4).
- Insert securing screw (5).
- Line up and if necessary adjust the upright position with the levelling screws(11).
- Align the sunshade.
- Lower the wraparound ring (3) to the foot of the mast and insert the anchoring screws (12) (Fig. 5).

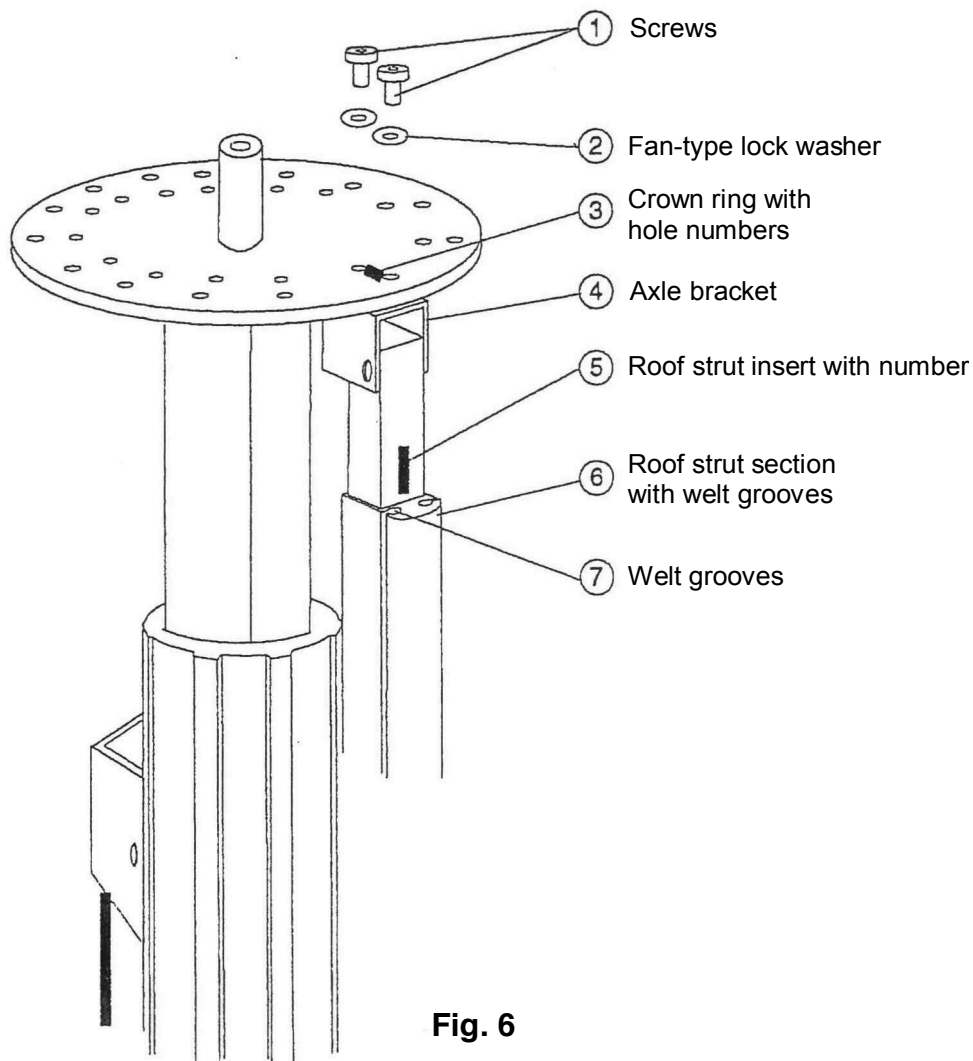


3.2 Fitting the roof struts

Preparation (2 persons are necessary for this)

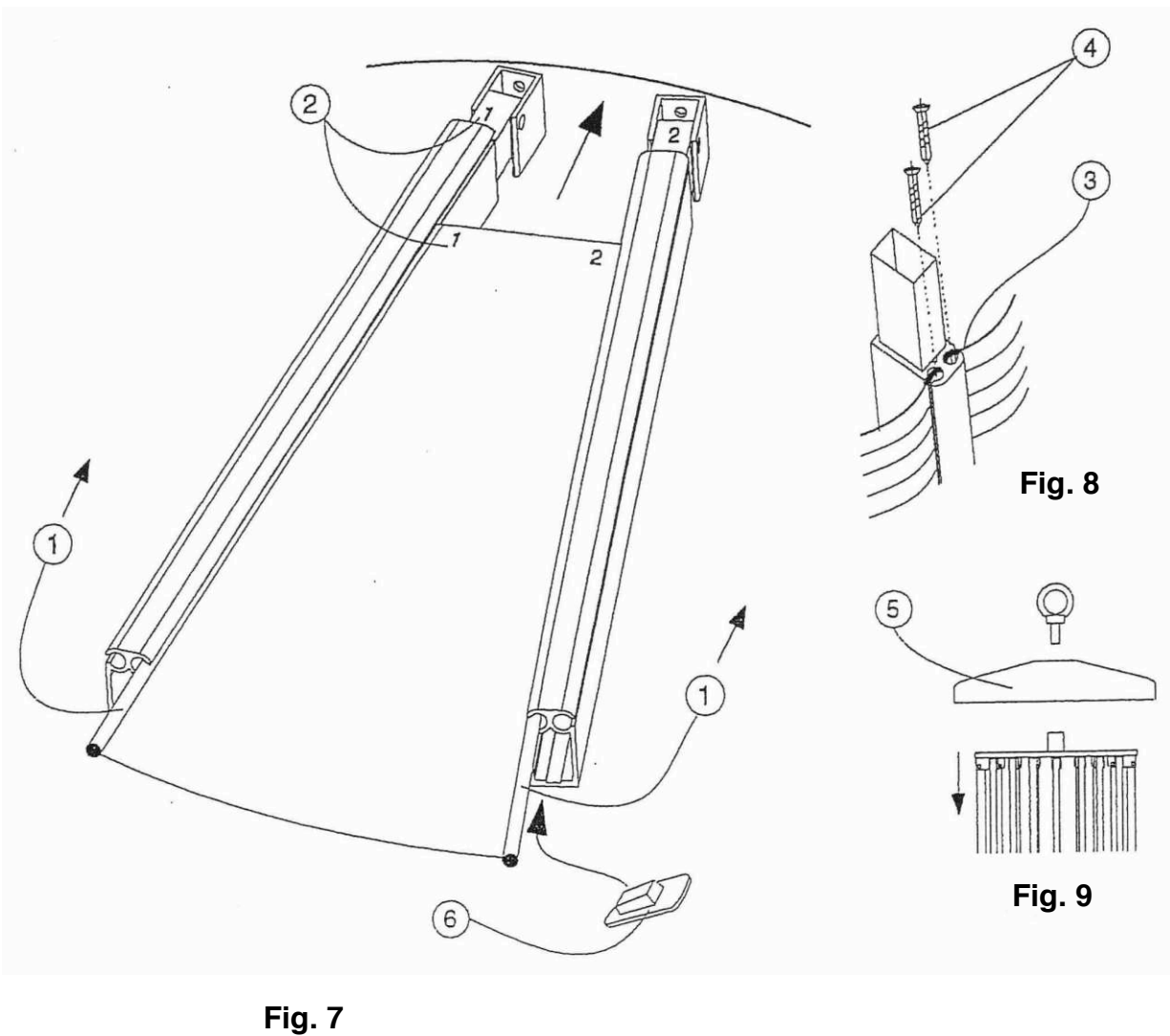
- 1 person on a ladder or lifting platform
- 1 person on the ground as assistant

- Screw the long roof struts (5) with axle bracket to the crown ring (3) with the welt grooves (7) facing outwards .
- In the case of square or rectangular sunshades, the numbers of the rails (5) and crown holes (3) must correspond.
- Screw the supporting struts in the same way to the slide ring.
- Insert all roof sections in the same manner.
- Test the opening and closing function by operating with the hand crank.



3.3 Fitting the lengths of cloth

- (Fig. 7) With the sunshade closed, insert the lengths of fabric from below, parallel on both sides, into the welt grooves on the roof struts and push up (1). In the case of square or rectangular sunshades, the number on the outside of the cloth must correspond with those on the roof struts (2).
- (Fig. 8) Adjust the welt section flush with the end of the groove (3) and screw the welt screw (4) into the centre of the welt.
- (Fig. 9) Mount the top disc (5).
- Then at the lower end of the section adjust the welts flush in the same manner and insert the screws.
- Close off with the strut cover plate (6).
- Remove any obstacles in the opening area. Open carefully with the crank handle and check the proper fit, correcting if necessary. Check the sunshade position and test the roof form.



4. DISASSEMBLING



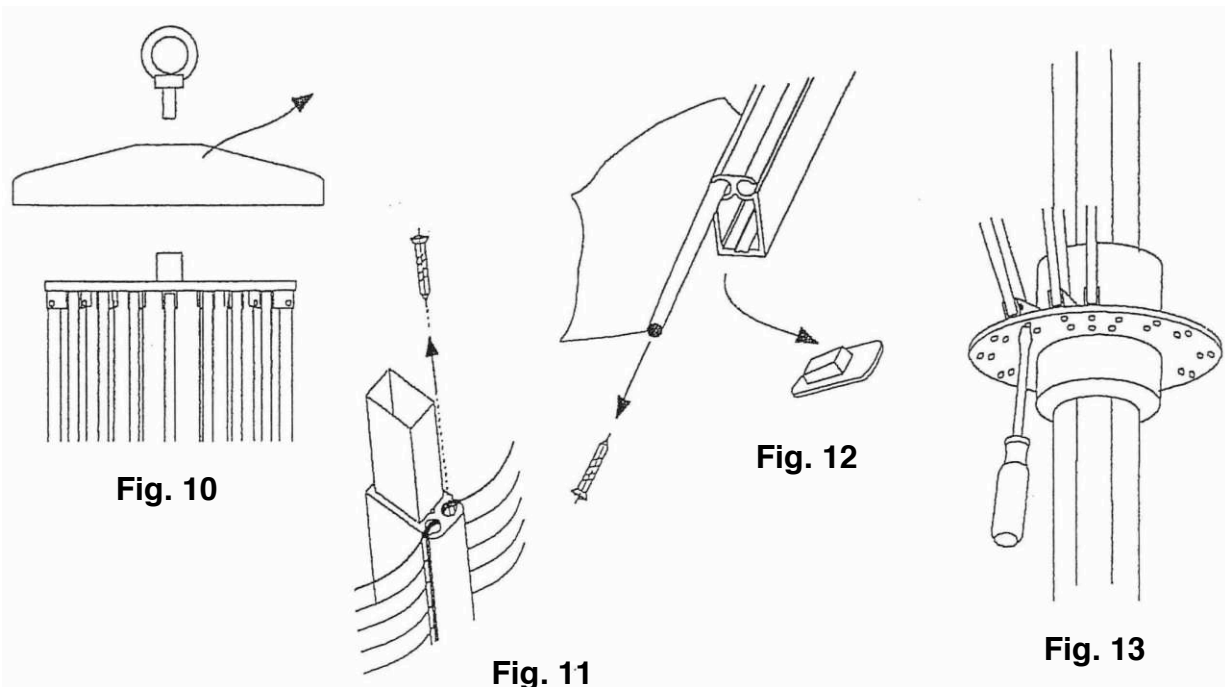
Don't lay down the completely assembled PALAZZO® M16 without professional personnel and elevator equipment.
DANGER OF TIPPING OVER !

Point 4.1 describes the complete dismantling of a Palazzo® M16, including lengths of cloth and struts. This variant is suitable for repairs as well as for breaking the sunshade down into lighter pieces for easier storage.

Point 4.2 describes the quick dismantling of the Palazzo® M16, whereby in this case the sunshade itself is not fully dismantled. This variant is particularly suitable for placing the sunshade in store quickly. In this case, ensure that you have adequate assistance or an elevator equipment available.

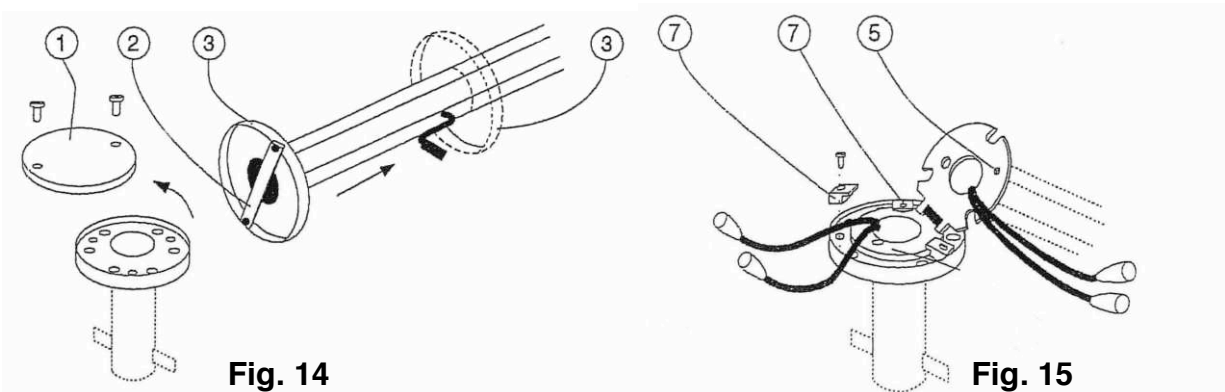
4.1 Dismantling the shade

- Remove top disc (Fig. 10).
- Unscrew the upper welt screw (Fig. 11).
- Pull out the strut cap (Fig. 12).
- Pull out each length of cloth individually by loosening the lower welt screws (Fig. 12) and lay the lengths of cloth in bundles, protected from dirt, on top of one other an roll together loosely without bending the welts.
- Unscrew the axle brackets of the roof struts from the slide and crown rings (Fig. 13).
- Lower the telescopic tube with the crank handle.
- Loosen the wraparound ring from the ground socket and fix it cushioned above the crank handle.
- Hold the sunshade mast vertically and remove the securing screw (5) section 3.1.2.
- Lay the sunshade mast down carefully.
- Loosen the rotating holders and stow them away in a plastic bag into the ground socket.
- With the fixing stay (2) section 4.2 screw up the hinged disc and lowered wraparound ring.
- Close the ground socket with the cover.
- Put the sunshade into store in a dry place protected from dust.



4.2 Taking down the mast

- Clear the area for laying down the sunshade.
- Remove the wraparound ring (3) and secure the padded ring with the inserted crank handle (Fig. 14).
- Hold the mast vertically and release the securing screw (5) (Fig. 15).
- Lay the mast down carefully.
- Remove the revolving holders (7), place them in a plastic bag and store them in the ground socket.
- Screw the hinged disc and the re-lowered wraparound ring with the fixing crosspiece (2).
- Close the ground socket with winter (1) cover and screws.
- Store the sunshade on a dry place.



5. OPERATION

5.1 Opening the sunshade

- Remove any obstacles from the opening area.
- Remove fastening belt.
- Pre-spread the shade by loosening cloth and roof struts outwards (Fig. 15).
- Turn the crank handle (1) in a clockwise direction to open the sunshade (the gear brake will keep the sunshade taut even after the crank handle has been removed).
- If opening or closing are done by an accu-drill, a torque limitation is obligatory!

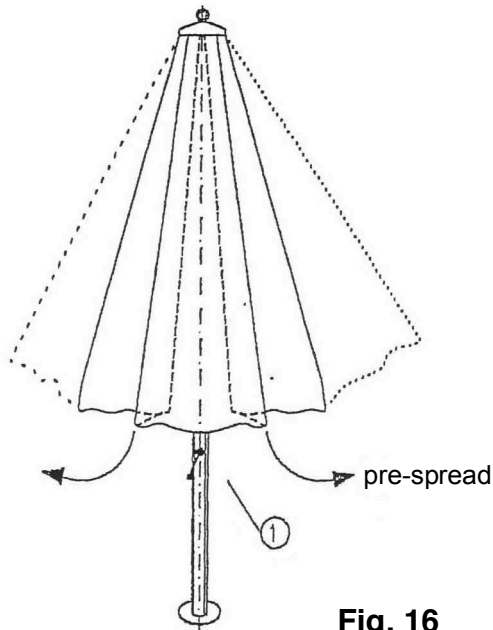


Fig. 16



- If the wind freshens up, close the sunshade.
- Unsupervised sunshades must not be left open.

5.2 Closing the sunshade

- Remove any obstacles from the closing area and/or turn off the infrared heater and slide it down the mast.
- Close the shade by turning the crank handle in an anticlockwise direction.
- Pull out all the fabric all the length between the struts, wrap them round the sunshade, and secure with the fastening belt (as in 5.3.2).
- If wanted, fit the protective cover.

5.3 Notes on the wind

5.3.1 Parasol membrane on acrylic fibre

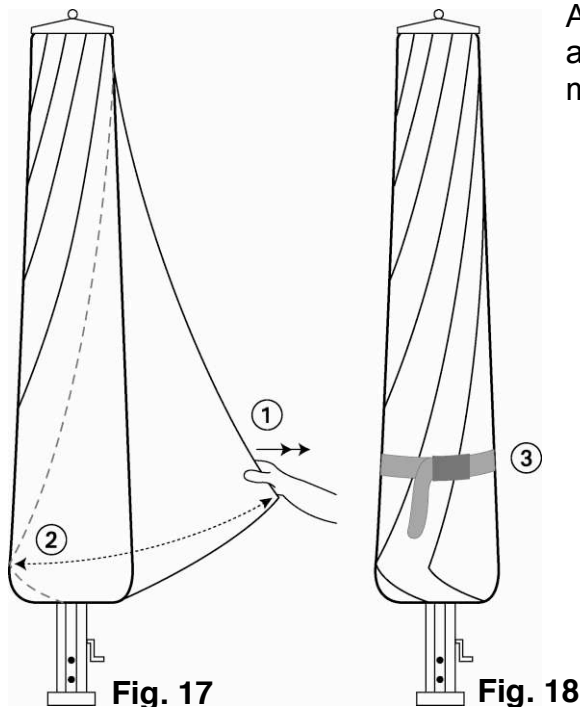
The membrane, which is made from high-quality, solution-dyed **acrylic fibre**, is exceptional due to its outstanding properties such as:

- Ultimate outdoor durability
→ doesn't rot due to dampness or fungal attacks
- Ultimate colour fastness
→ won't be bleached by UV rays
- Ultimate UV protection for those under the umbrella
→ Reduction of UV rays

The "only" disadvantage of relevance is the acrylic fibre, which is sensitive to abrasions. Both Glatz and our fabric supplier have been unable to eliminate this weakness¹.

If you handle the umbrella properly in day-to-day use, abrasion damage can be avoided. The following advice helps.

5.3.2 Correct winding-up of umbrella



Avoid clamping, abrasions and premature wear and tear caused by strong flapping of the material in the case of wind.

- (1) After closing the umbrella, pull out all the lengths of material individually and completely between the struts.
- (2) Wind up the lengths of material in tight layers on the umbrella pole.
- (3) With the provided belt, secure the wound-up lengths of fabric well. (The material should not flap in the wind)

¹ As Glatz cannot monitor the proper treatment of the umbrella coating, any damage caused by abrasion (rubbing) lies outside the regular warranty!

5.3.3 Regions affected by frequent wind or strong winds

In autumn, after the end of the season, dismantle the umbrella and store in a dry place.

5.3.4 Erecting of new umbrellas

Do not erect new umbrellas in autumn. Only set up new umbrellas in spring before the start of the season.

5.3.5 Using the protective cover (option)

The protective cover should be completely closed and tied with rope. You should avoid letting the protective cover flap about.

6. MAINTENANCE AND CARE

6.1 Cleaning

The cloth can be cleaned with lukewarm water with fine detergent. Use a sponge or soft brush. Rinse down with ample clear water. If necessary re-impregnate with a proprietary spray.

In the event of heavy rain, new shades may let a little spray through. This phenomenon will disappear again after a few days.

6.2 Frame

The frame can be rubbed down with water. The coating colours can be freshened up with car polish.

6.3 Hibernation

Store the sunshade on a dry place.

Check the product visually and the proper functions before re-fitting.

With a dissolvable glue (e.g. Loctite 243), secure all the screws and nuts loosened from the ribs before it was put away for the winter.



If any deformations, tears or wobbly connecting points should appear as a result of exposure to extreme strains, the sunshade should undergo an overhaul by a specialist before being put into use.

6.4 To clear in case of starting hindrance of the opening movement

For effecting a more powerful pre-spreading of cover and struts the opening cord on the slider shall be adjusted.

Tool: Fork wrench 10 mm
Fork wrench 6 mm or pliers

6.4.1 Proceeding

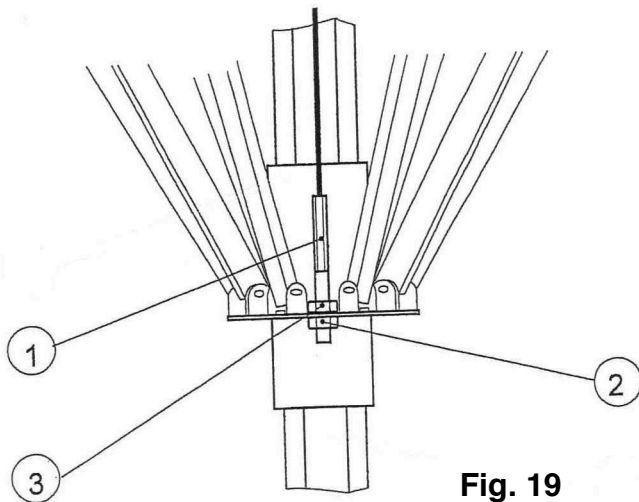


Fig. 19

- Hold the hexagonal end piece of the wire cable (1), 6 mm, tight
- Loosen the lower nut (2), 10 mm, by 1 turn
- Screw the counter nut (3) approx. 3 mm upwards by hand
- Tighten the lower nut (2) again

**Thank you very much for purchasing a product
from Glatz!**

INFORMATION SERVICE

If you require any further information concerning safety or use of the product, please contact your specialist dealer.

You can find the answers to the most frequent questions about our products on our homepage www.glatz.ch under the key word FAQ (frequently asked questions).

Glatz AG, Neuhofstrasse 12, 8500 FRAUENFELD / SWITZERLAND

We reserve the right to make technical alterations.

© **Glatz AG** **Document Art. 261 003 500 31**

Printed on 100% chlorine-free paper.

For the benefit of our environment.