Shade at Home

Centre-Pole Umbrellas

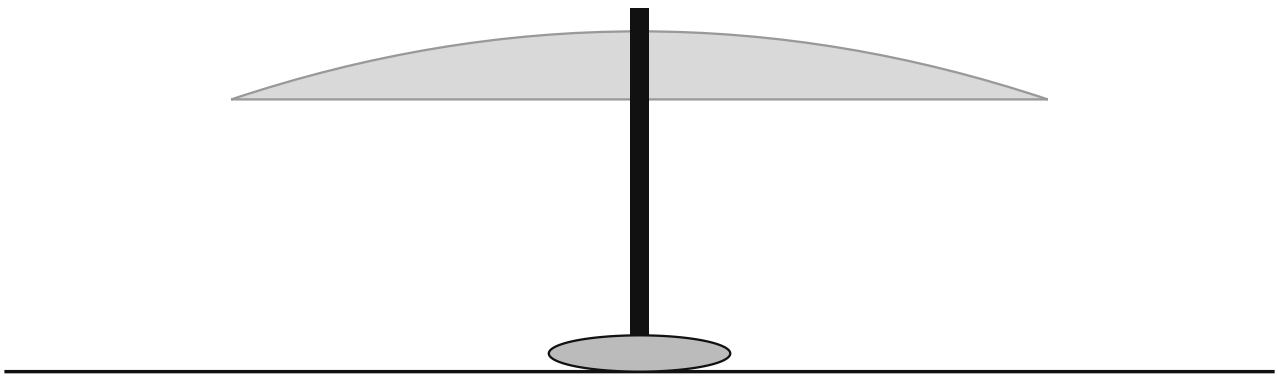
Installation & Use Guide

How to choose the right base, set it up and use your umbrella safely — round 2.7 m, large rectangle 4.6 × 2.7 m and large round 5 m.

Ø 2.7 m · 4.6 × 2.7 m · Ø 5 m

Crank opening

~30–60 min · 2 people



1. Your umbrella & what you need

Model	Canopy	Height	Pole · ribs	Base in the box	Base you need
Round Outdoor Umbrella 2.7 m, aluminium	Ø 2.7 m	246 cm	Ø 38 mm aluminium · 6 steel ribs	**None**	A round base for a 38 mm pole, e.g. our 25 kg or 27 kg bases
Large Rectangle 4.6 × 2.7 m, aluminium	4.6 × 2.7 m	246 cm	Ø 48 mm aluminium · 12 ribs	Cross base 100 × 100 cm	Ballast for the cross base: our 100 kg plate set, or bolt it down
Large Round 5 m, aluminium	Ø 5 m	300 cm	Ø 58 mm aluminium · 8 aluminium ribs	Cross base 100 × 100 cm	Ballast for the cross base: our 100 kg plate set, or bolt it down

All three open with a crank. Weights, sand and floor fixings are not included. Check every part for transport damage before you start.

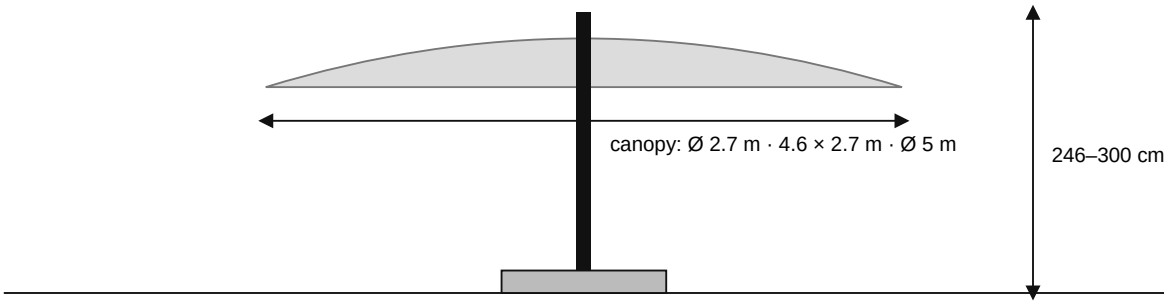
Already bought your base? Check it suits your umbrella

Your umbrella	Base you have	OK?	What to do
Round 2.7 m	Our 25 kg base (any pattern), 27 kg base with wheels or 25 kg base with handles	**Yes**	Fit the 38 mm adaptor in the pole tube (page 3).
	Our 100 kg plate set	**No**	The plates fit a 100 × 100 cm cross base, which this umbrella does not have. Contact us before installing.
	No base	**No**	The umbrella cannot stand on its own. Even through a table, it needs a base underneath.
4.6 × 2.7 m or 5 m	Our 100 kg plate set	**Yes**	Fill all 4 plates around the cross base (page 3).
	No base weights	**No**	Never open it on an empty cross base. Add the plate set, or bolt the cross base down, first.
	Our round 25 / 27 kg bases	**No**	They are made for the 2.7 m umbrella. Use the cross base supplied with your umbrella, ballasted with the plate set. (The 5 m pole, Ø 58 mm, does not fit them at all.)

Tools

☐ Spanner or socket set and screwdriver, to suit the bolts
☐ Spirit level
☐ Shovel or scoop + bucket (sand for the plates)
☐ A second person (essential for the 4.6 × 2.7 m and 5 m)

2. Choose the spot



round base (2.7 m) or cross base + plates (4.6 × 2.7 m and 5 m)

- **Flat, level, firm ground**: paving, concrete, decking or compacted ground.
- **Clear space** for the open canopy: Ø 2.7 m, 4.6 × 2.7 m or Ø 5 m.

- Away from barbecues, fire pits, heaters and power lines.
- Sheltered from strong prevailing wind where possible.

3. Set up the base

Round 2.7 m — round base

1. Assemble the base: fit the pole tube on the base and tighten it.
2. Put the **38 mm adaptor** in the top of the tube.
3. Wheeled base: **lock the 2 lockable wheels** before you open the umbrella.
4. Slide the pole in and tighten the knob until the pole cannot move.

4.6 × 2.7 m and 5 m — cross base

1. Assemble the cross base on its final spot and tighten all bolts.
2. Place the 4 plates in the 4 squares between the arms.
3. Fill each plate with sand (about 70 L in total, about 25 kg per plate), evenly.
4. Or bolt the cross base to a solid floor with fixings suited to the surface (not included).

Full details of the bases and the plate set: see our **Umbrella Bases & Base Weights** guide.

4. Assemble and use

1. **Ballast the base first.** The umbrella must never stand on an unweighted base.
2. **Assemble the pole** if it comes in sections, and tighten every connection. Keep the canopy closed while you work.
3. **Fit the pole into the base** with a second person holding it upright, and tighten. Check that it is vertical and does not wobble.
4. **Open:** turn the crank until the canopy is fully open and the fabric is taut. Stop when it resists — do not force it.
5. **Close:** turn the crank the other way until the canopy is fully closed, then gather the fabric between the ribs and secure it so the wind cannot catch it.

> **Safety:** never open the umbrella unless its base is fully ballasted (or bolted down). Close it in wind, before storms, and whenever you leave it unattended. With a wheeled base, keep the wheels locked while the umbrella is open and close the umbrella before moving it. Keep it away from barbecues, fire pits and heaters. Do not let children play with the crank or hang from the canopy. In heavy rain the manufacturer recommends treating the fabric with a waterproofing spray; close the umbrella in heavy rain so water does not weigh it down.

Need help? Email **hello@shadeathome.com.au** with your order number and a photo — we'll help you set it up.