

## NEED HELP?

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

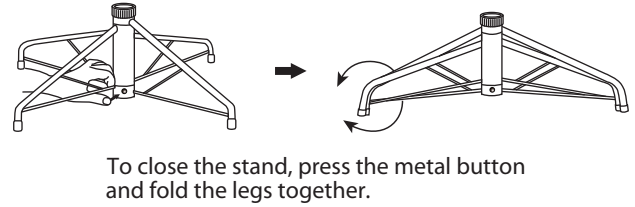
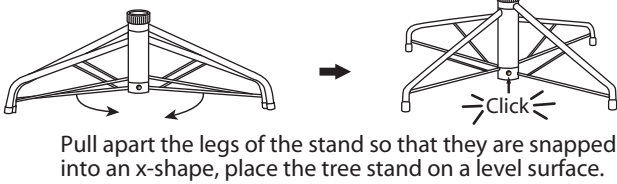
## TREE ASSEMBLY INSTRUCTIONS

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

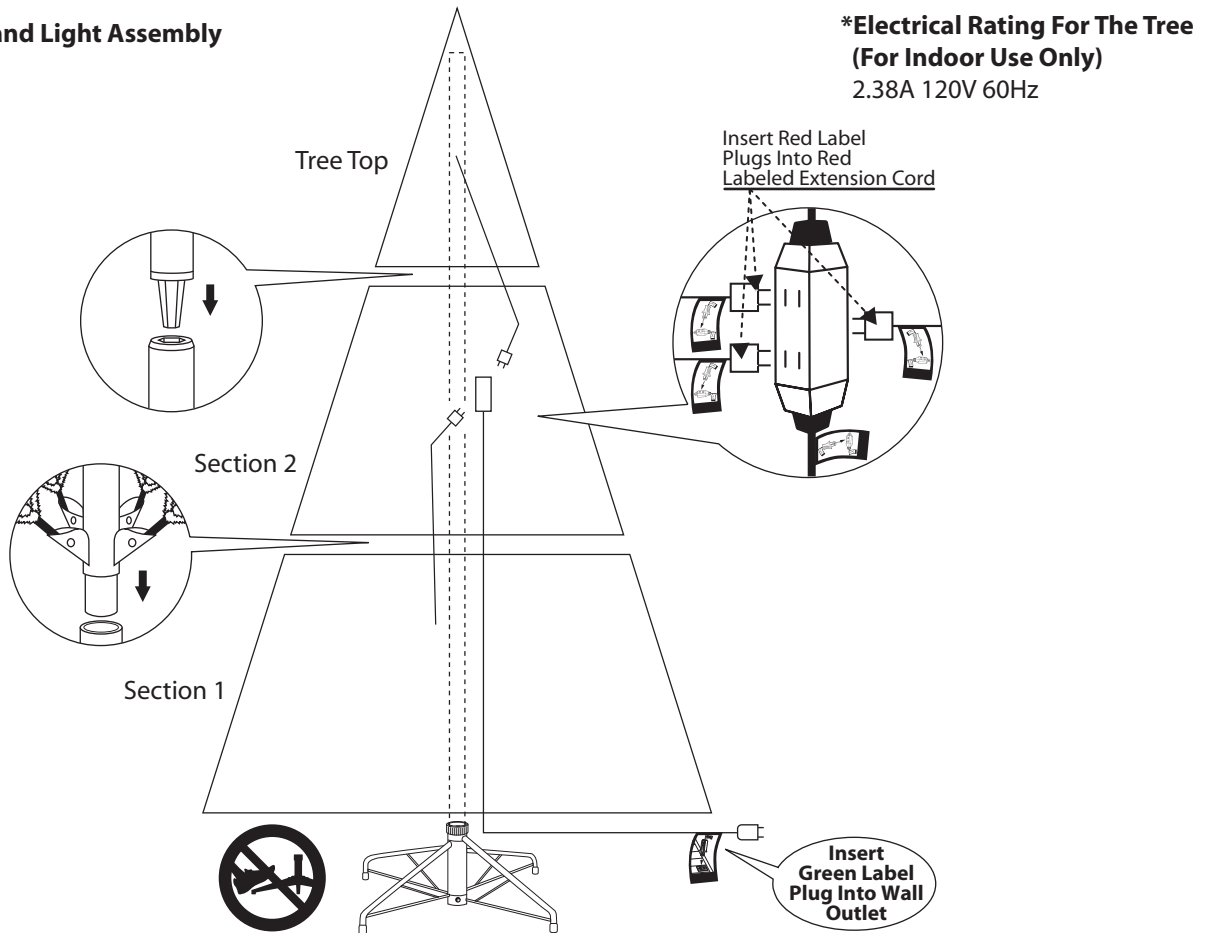
Carefully follow the instructions below on how to quickly and easily set up your new tree.

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**

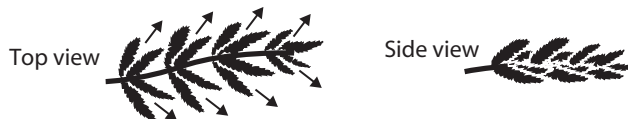


**Fig. B - Tree and Light Assembly**



3. Each tree section is numbered with a sticker. 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.  
**Note:** Do not step on the tree stand legs during the setup. This may deform the tree stand and may result in an unbalanced tree.
5. Please remove protective cap from middle section(s) and continue inserting into the bottom section until the tree top is inserted.
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 power cord 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**



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.

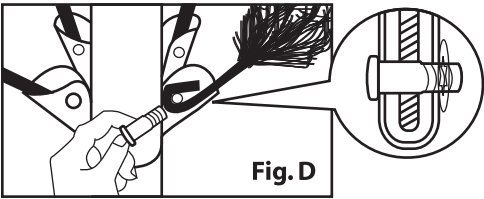
TROUBLESHOOTING TIPS

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 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)



CAUTION:

- To reduce the risk of fire and electric shock:
- a) Do not install on trees having needles, leaves or branch covering of metal or materials which look like metal.
  - b) Do not mount or support strings in a manner that can cut or damage wire insulation.

SPARE PARTS

This tree includes hinge pins/washers, and spare bulbs and fuses are also included.  
If extra parts are needed, please contact our customer service center.

This Christmas Tree is subject to the following warranty, with warranty service provided by Polygroup Services N.A., Inc. (hereinafter "Polygroup" or "PSNA").

Limited Warranty

PSNA is pleased to offer warranty for the repair or replacement of products for five (5) years for Un-lit Christmas trees and two (2) years for Pre-lit Christmas trees against manufacturer defects on parts from the date of purchase. The provisions of this Limited Warranty only apply to the original purchaser and who purchased from an authorized Polygroup seller. Please keep your original store sales receipt. This proof of purchase will be required and must accompany warranty claims to PSNA or its designated agents. This Limited Warranty also will not apply to modified or repaired products, unless authorized by PSNA in writing; use for commercial purposes; use the product in contravention of the instructions with regards to set-up and use; or to products in which non-Polygroup parts or accessories were substituted; or use of the product in contravention of the product's instructions; or when improper voltage was used; or if the product was abused, or harmed through accident or negligence. This Limited Warranty does not cover consequential damages, including, but not limited to, labor time or costs, normal wear-and-tear; nor to acts of God, nor to damage to any other products or property. In no event shall Polygroup, its authorized agents, related entities, or employees be liable to the buyer or any other party for direct or consequential damages. This limitation, in part or in full, may not apply to you, if the jurisdiction in which the claim arose does not allow this limitation. This Limited Warranty is not extended to close-outs, factory seconds, or resold products, such as garage sales or auctions, or purchases from non-authorized sellers of Polygroup products. This Warranty also does not apply to online vendors or any other sellers who did not purchase the products from a Polygroup company, whether the product has been used or not prior to being sold to you. Any issues with items purchased from these types of vendors/sellers will need to be addressed directly with them.

CUSTOMER SERVICE FOR CHRISTMAS TREES

For any questions, assistance, or missing parts, DO NOT RETURN TO PLACE OF PURCHASE. Contact us at (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 the end panel of box. Tree ID# is required when requesting replacement parts.