



**Before starting, check out the FIM Flexy Setup Video at [www.fim-umbrella.com/instructions.htm](http://www.fim-umbrella.com/instructions.htm)**

**WB**





**FIM Manufacturing Inc**

Tel. 888-551-5221  
e-mail: info@fim-umbrella.com  
www.fim-umbrella.com

# **FLEXY UMBRELLA INSTRUCTIONS FOR ASSEMBLY AND RECOMMENDATIONS FOR USE**

**READ THIS HANDBOOK IMMEDIATELY**

**These instructions have to be handed over to the end-user of the product who has to read and keep them.**

These instructions are provided for an easy set-up of your FLEXY and for your safety. It is essential that the given instructions are followed carefully.

Failure to do so may result in injury to people or damage to materials. If in doubt always contact a technical expert.

**Δ This symbol indicates very important information. Strictly follow instructions accompanied by this symbol. This does not mean that the other information contained in this handbook is not important.**

Keep this handbook for future reference.

## ***IMPORTANT SAFETY INSTRUCTIONS***

**Δ APPLIES TO ALL IN THIS SECTION**

### ***1. INSTRUCTION***

**Please read and follow all the instruction. Only one manual is supplied for all the possible combinations of the FLEXY.**

**Damage or injuries may result if the FLEXY is not assembled and used as described in the instruction.**

**For safe use it is essential that anyone using the FLEXY read all the instruction in advance.**

**Only persons familiar with the safety aspects of the FLEXY should operate the FLEXY.**

### ***2. PRECAUTIONS***

**The FLEXY principally is a protection from the sun, not a protection against inclement weather. It must be closed in presence of strong winds or thunderstorms, as well as heavy rain or snow (danger of water pooling on the cover).**

**Always close the FLEXY when not in use, and consider using the optional storage cover when leaving it unattended for longer periods.**

**Each freestanding base must be weighed down with a minimum weight of  
550 lbs using concrete pavers 24"x24"**

**6 pavers should be used per base, or a minimum of 4 pavers PLUS heavy planters filled with sand or gravel. 24"concrete pavers are available at most building supply stores and landscape centers.**



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## ASSEMBLY INSTRUCTIONS

### **COMPONENTS (pict. 1, 2A, 2B, 2C, 3):**

(Fig. 1) Cover contained in one carton composed of the following parts: sliding canopy A, Roll fabric panels, 2 long crossbars C, 2 short crossbars D, castings R and R' with a handwheel S, an Allen key W, screws to secure fabric panels.

(Fig. 2A) Cantilever pole F, cantilever pole G,

(Fig. 2B) Pair of upright poles E, screws e'' and an Allen key e''' fixed on the poles.

(Fig. 2C) Opening rod I

(Fig. 3) 2 bases contained in two cartons composed of the following parts: base L for floor slabs 24"x24" and 2 stabilizers M and a hardware bag H, unless the unit was ordered with Ground Insert Bases or Deckmount Plates

### **BASES AND POLES ASSEMBLY (pict. 4, 4A, 5, 5A)**

1. Take out the content of the bag of hardware (H).
2. (Fig.4) fix the stabilizers M and the upright pole (E) to the base (L).

**Important:** the screws (h) must be inserted with their head facing down.

*The drain hole on the bottom of the poles E should face back towards the base slabs.*

**Δ CAUTION: tighten the bolts well.**

3. (Fig. 5) place the bases (L) at the correct distance for the canopy size as per distance table on page 7  
The distances indicated are from center to center.

**Δ CAUTION: make sure that the bases are perfectly aligned, horizontal and on the same level on the ground.**

**For installation of Deck Mount Plates and Ground Insert Bases take note of the orientation and spacing indicated on the drawings on page 7.**

4. (Fig.4A) Place 4 pavers 24"x24" in each base as shown in the picture.
5. (Fig.5A) Join upright poles E with the cantilever poles F e G. To join upright and cantilever poles unscrew the screws e'' on both sides of the upright poles E, insert the cantilever poles and fix the screws e'' with an Allen key e'''.
6. **Put additional weight on each base until the minimum weight of 550 lbs is reached.** As an example, 2 more pavers, or concrete flower pots of adequate size, filled with sand or gravel, may be used.

### **INSERTING THE CROSSBARS INTO THE SLIDING CANOPY (Pict.6, 7, 8, 9, 9A, )**

1. (Fig. 6) Unscrew 4 screws Q and join 2 crossbars C with 2 crossbars D and screw the 4 screws Q.
2. (Fig. 7) Align the sliders P and P' as shown in the picture.  
**ATTENTION** Align the crossbars C+D with the screws Q facing upwards.
3. (Fig. 8) Insert the crossbars into the sliders P e P'
4. (Fig.9) Join the casting R to the crossbars C+D and fix the screws Y with the Allen key W. Remove the hand wheel S, the washer s' from the casting R but don't remove the spring r.
5. (Fig. 9A) Join the casting R' to the crossbars C+D and fix the screws Y with the Allen key W. Remove the hand wheel S, the washer s' from the casting R' but don't remove the spring r.
6. After completing the above steps you can mount the sliding canopy on the poles, for details please see the next section

### **MOUNTING THE SLIDING CANOPY ON THE POLES (Fig.9-10-10A-11-12-12A-12B)**

**Δ CAUTION: To avoid damage the operation has to be done simultaneously by two persons with 2 step ladders.**

**Important:** Before attaching the sliding canopy to the poles, decide on which side you would like to operate the crank.

1. (Fig. 10) Raise the sliding canopy. Make sure that on the castings R-R' the spring r is installed according to the Fig. 10A.
2. (Fig. 10A) Join 2 castings R & R' to the poles and screw on the hand wheel S putting the washer s' between S and the castings on the poles.
3. (Fig.9) Push 2 sliders P' against the casting R. Fix 2 sliders P' so that the stem of 2 hand wheels J lock into the holes of the crossbars C+D.
4. (Fig.12- Fig.12A – 12B) unscrew the handwheel r'' from the casting R . Pull the belt support V and insert it in the casting R and lock it replacing the handwheel r''. **Important: make sure that the belt is not tangled or twisted**
5. (Fig.11) The Flexy is now ready to be used.



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### ***USE OF THE FLEXY (Fig.13, 14, 14A)***

1. (Fig.13) To operate the Flexy insert the Opening rod **I** in the opening mechanism **XX**, keeping the rod perpendicular to the top.
2. To tilt the canopy follow these steps:  
(Fig.14A - 14) Loosen the hand wheel **S** on both sides. The teeth of the casting must be **fully separated** to allow free movement of the top.. Re-tighten both **handwheels S**, making sure that the the teeth of both castings are **fully engaged**.

### ***APPLICATION OF THE OPTIONAL PROTECTIVE COVER***

1. Close the **sliding canopy A** completely.
2. Put on the **protective cover** and fasten it with the snap buttons, ties and velcros.

**Δ CAUTION: always close the TENDASOL FLEXY in presence of strong winds or thunder storms, as well as heavy rain (danger of waterpockets on the cover), or whenever it is not under supervision.**

### ***APPLICATION OF OPTIONAL VALANCES***

***In the application of valances it is recommended to apply the lateral valances first***

1. To apply lateral valances, slide into the empty groove of the outermost ribs.
2. Fix each end of the welt with a screw same as the main panels.
3. The frontal valances are fixed to the individual ribs by snap buttons fastened to the rib ends.

### ***REMOVAL AND RE-INSTALLATION OF CANOPY PANELS (Page 14)***

1. Remove **screws** from both sides of the ribs.  
Push the end of the panel outward removing it completely from the ribs.
2. To re-install the panel insert the welts into the grooves of the ribs. Take the panel with both hands and slide it in all the way.
3. Insert the screws and fasten the welt on each end as shown **on page 14**.

## ***MAINTENANCE AND CARE***

### ***CLEANING CANOPY PANELS***

The panels can be cleaned by hand with a smooth cloth, lukewarm water (about 30°C ≈ 85°F) and a common detergent for delicate fabrics. After extensive rinsing the material has to be dried. To extend the life span of the fabric, it is advisable not to perform this operation in the bright sun.

For washing in industrial washing machines, take the panels off the structure to have them washed with a mild detergent, delicate program, extensive rinsing and water temperature not exceeding 40°C (≈ 110°F). Have them air dried (do not tumble dry!) and do not iron.

To maintain or restore waterproofing on your panels please use 303 FabricGuard after cleaning, available at <http://www.303products.com/303r-fabric-guard-16oz.html>

### ***STORING THE FLEXY AT THE END OF THE SEASON***

To extend the life span of the product, it is advisable to disassemble and store the awning away in a dry place at the end of the season. Before storing your FLEXY away, clean the structure with a damp cloth and dry it. For the cleaning of the cover see the preceeding paragraph.

**Δ CAUTION: Check the integrity of all components. Should any part be damaged contact the dealer where it was purchased and order the required spare parts.**

Touch up any possibly chipped paint. Lightly lubricate all moving parts with silicon spray.

**Important:** *to avoid damage caused by mold or oxidation never put your TENDASOL FLEXY away when it is wet or damp.*

**LAYING OUT THE COMPONENTS**

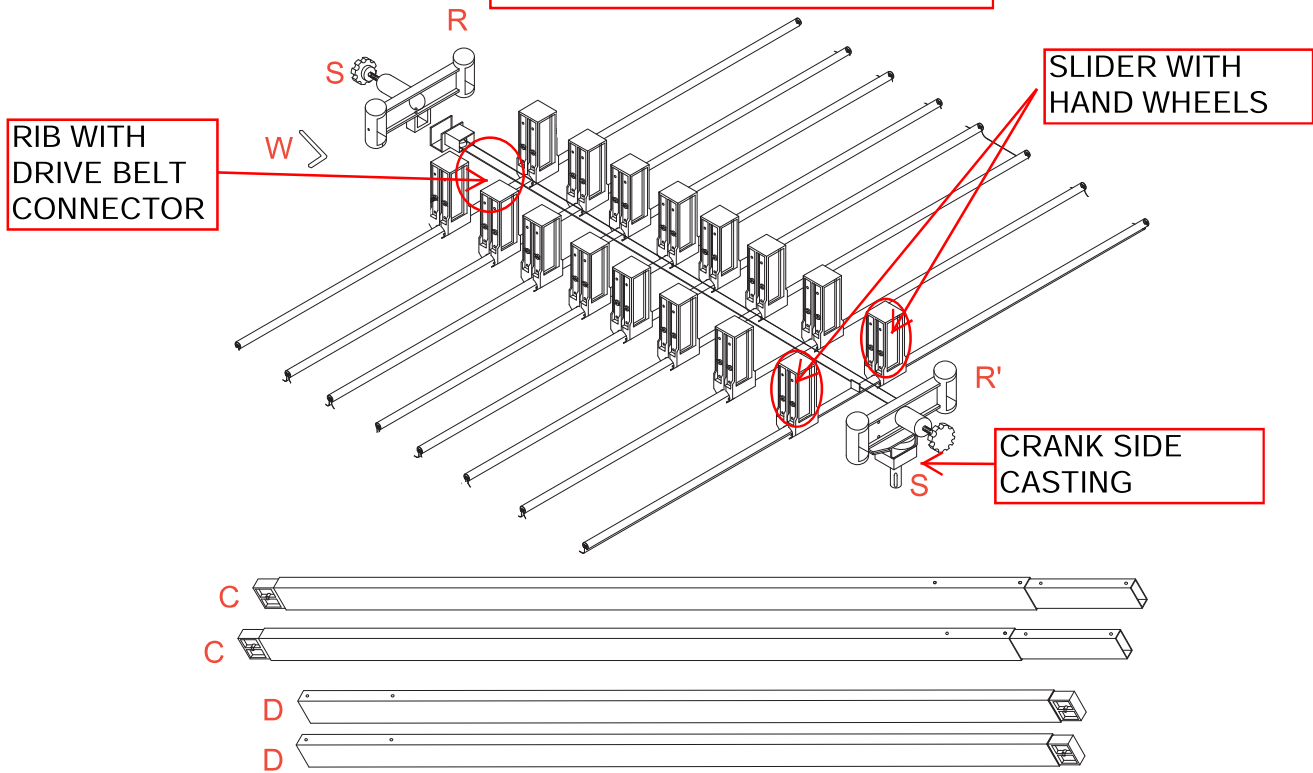


Fig. 1

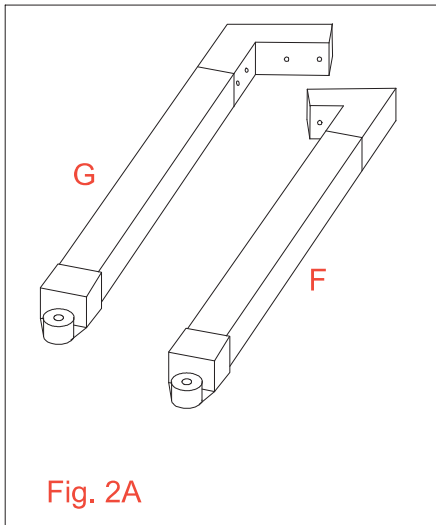


Fig. 2A

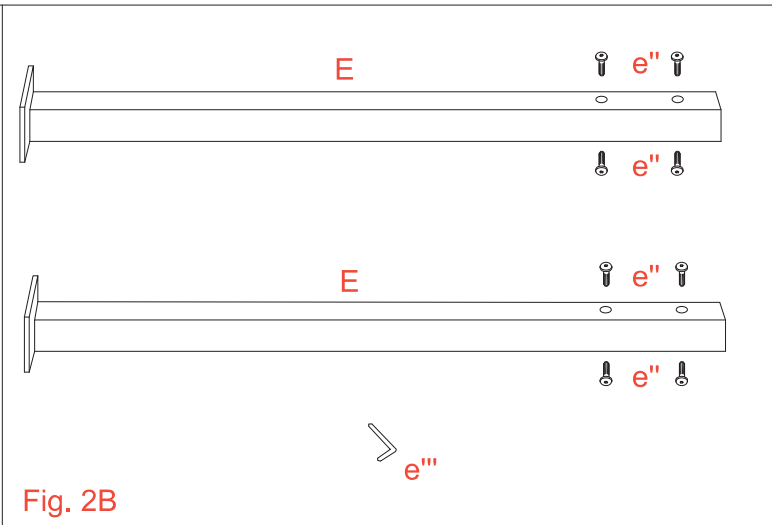


Fig. 2B

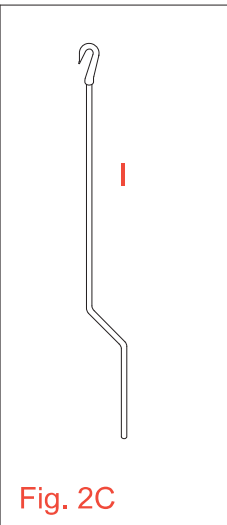


Fig. 2C

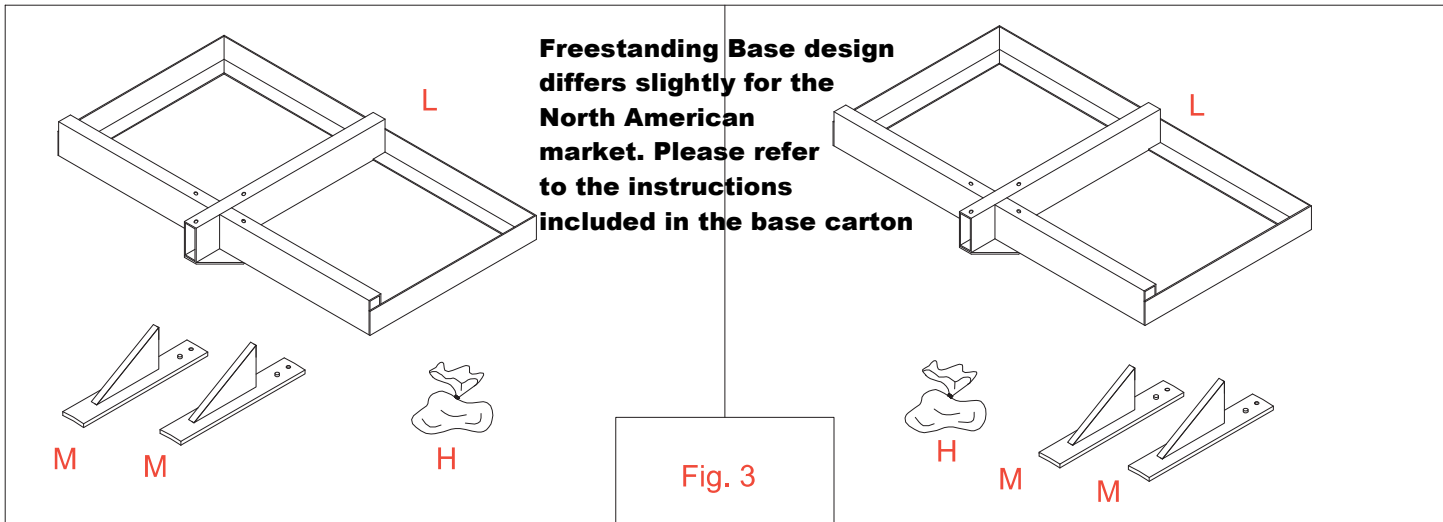
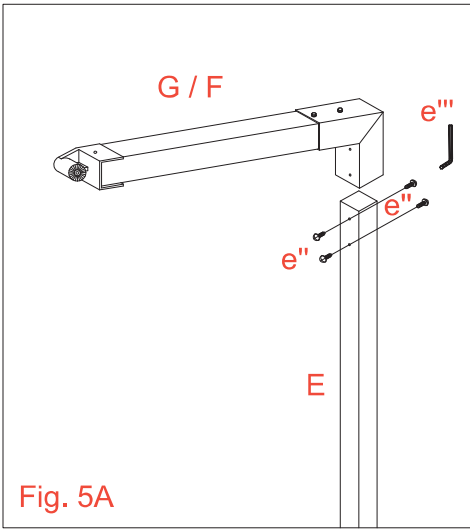
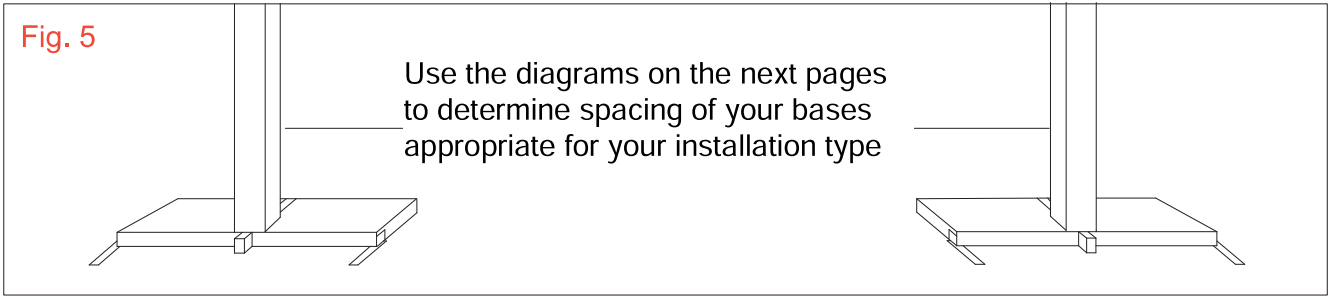
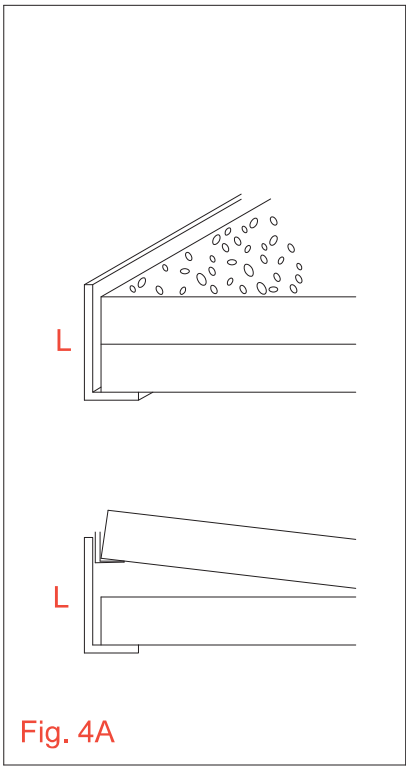
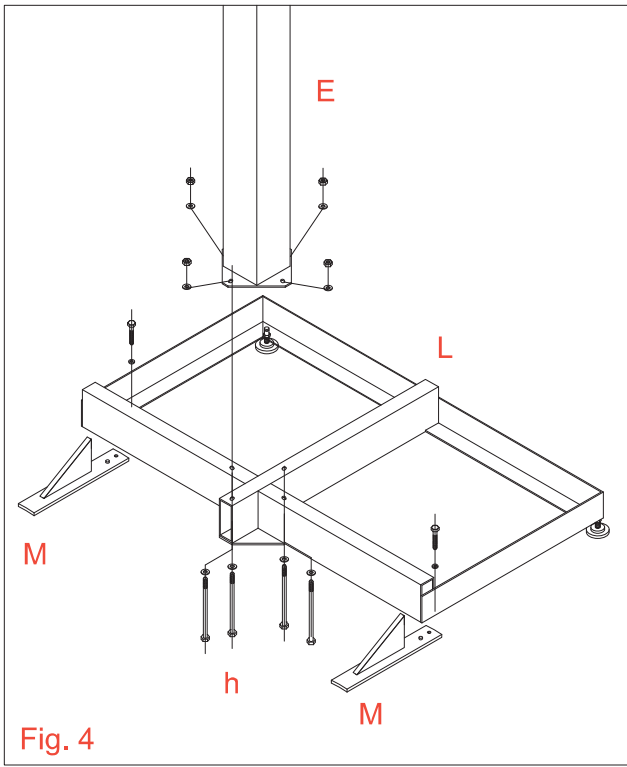
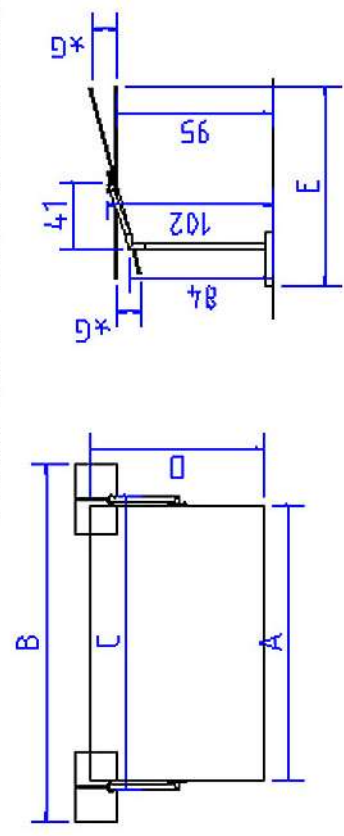


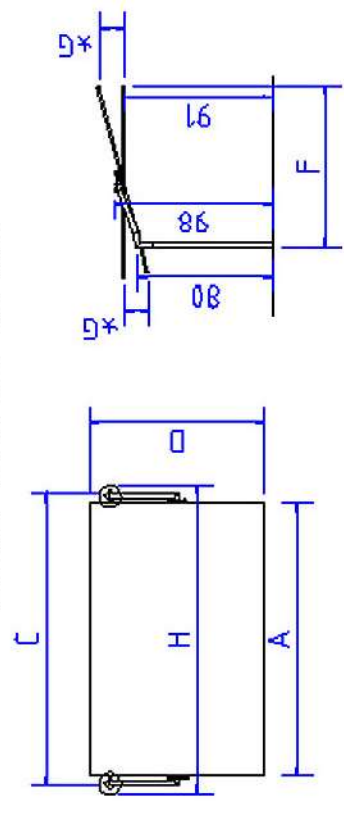
Fig. 3



FLEXY WITH FREESTANDING BASE



FLEXY WITH GIB OR DMT



\* Each tooth in the tilt casting corresponds to an incline change of G inches

TABLE OF MEASUREMENTS IN INCHES, rounded to the NEAREST INCH

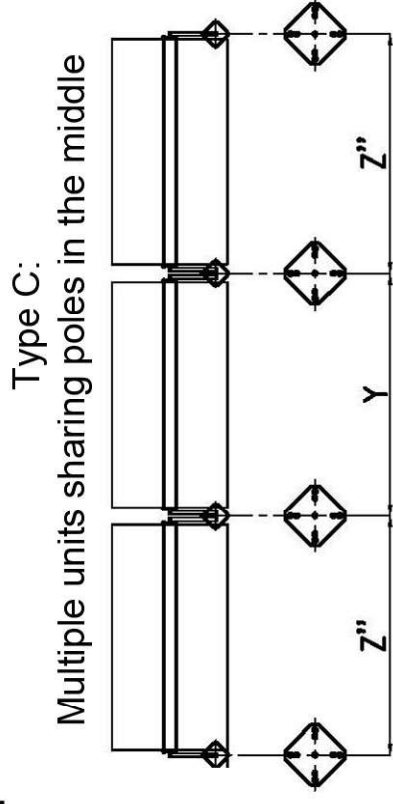
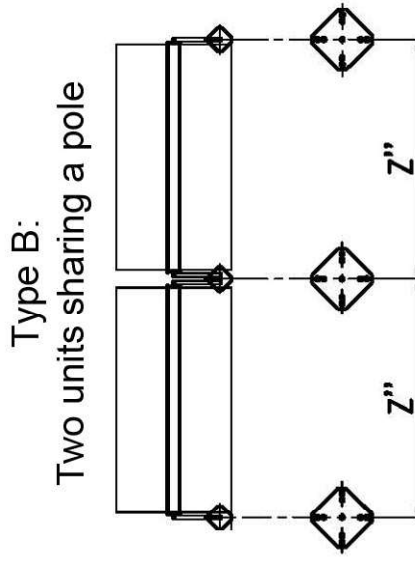
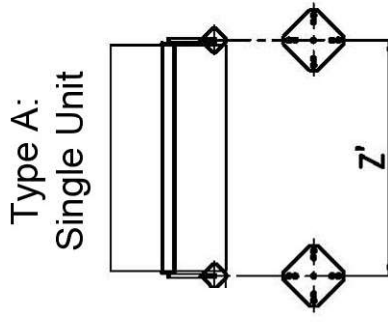
NOMINAL FLEXY SIZE	A	B	C	D	E	F	G	H	I	L
10 X 16	192	253	205	118	124	104	13	218	-	-
10 X 14	168	229	181	118	124	104	13	194	-	-
10 X 12	145	206	157	118	124	104	13	170	-	-
10 X 10	122	183	134	118	124	104	13	147	-	-
8 X 16	192	253	205	98	114	94	13	218	-	-
8 X 14	168	229	181	98	114	94	13	194	-	-
8 X 12	145	206	157	98	114	94	13	170	-	-
8 X 10	122	183	134	98	114	94	13	147	-	-

Use this table for general positioning of your FLEXY unit(s), then use the install dimensions on the following page to EXACTLY position your bases.

Distances from base center to center vary depending on the type of installation, A, B or C, as shown on the right. Please confirm the type of installation configuration you have BEFORE proceeding to install the bases.

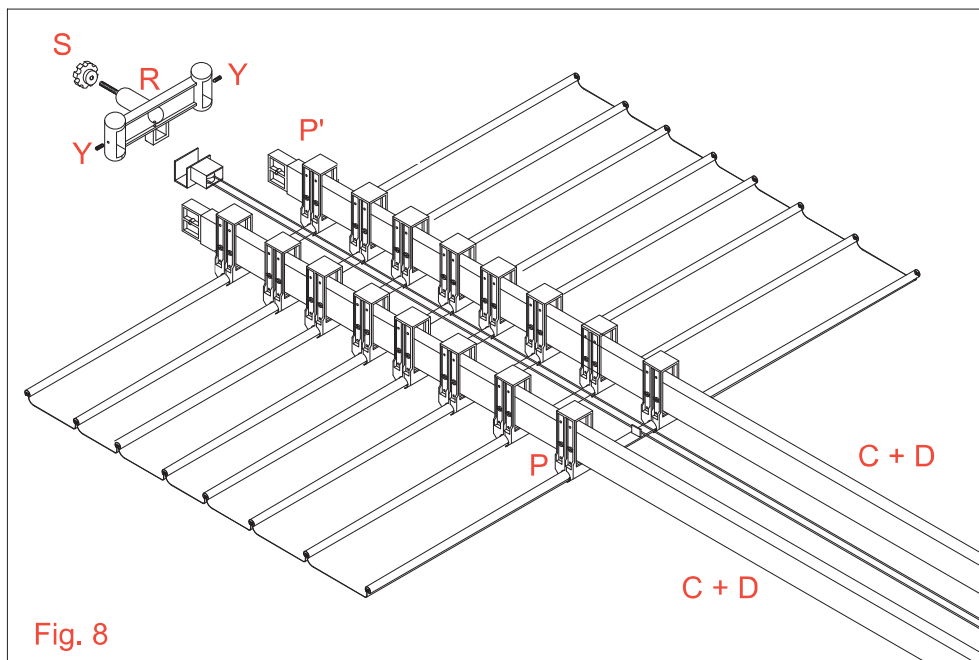
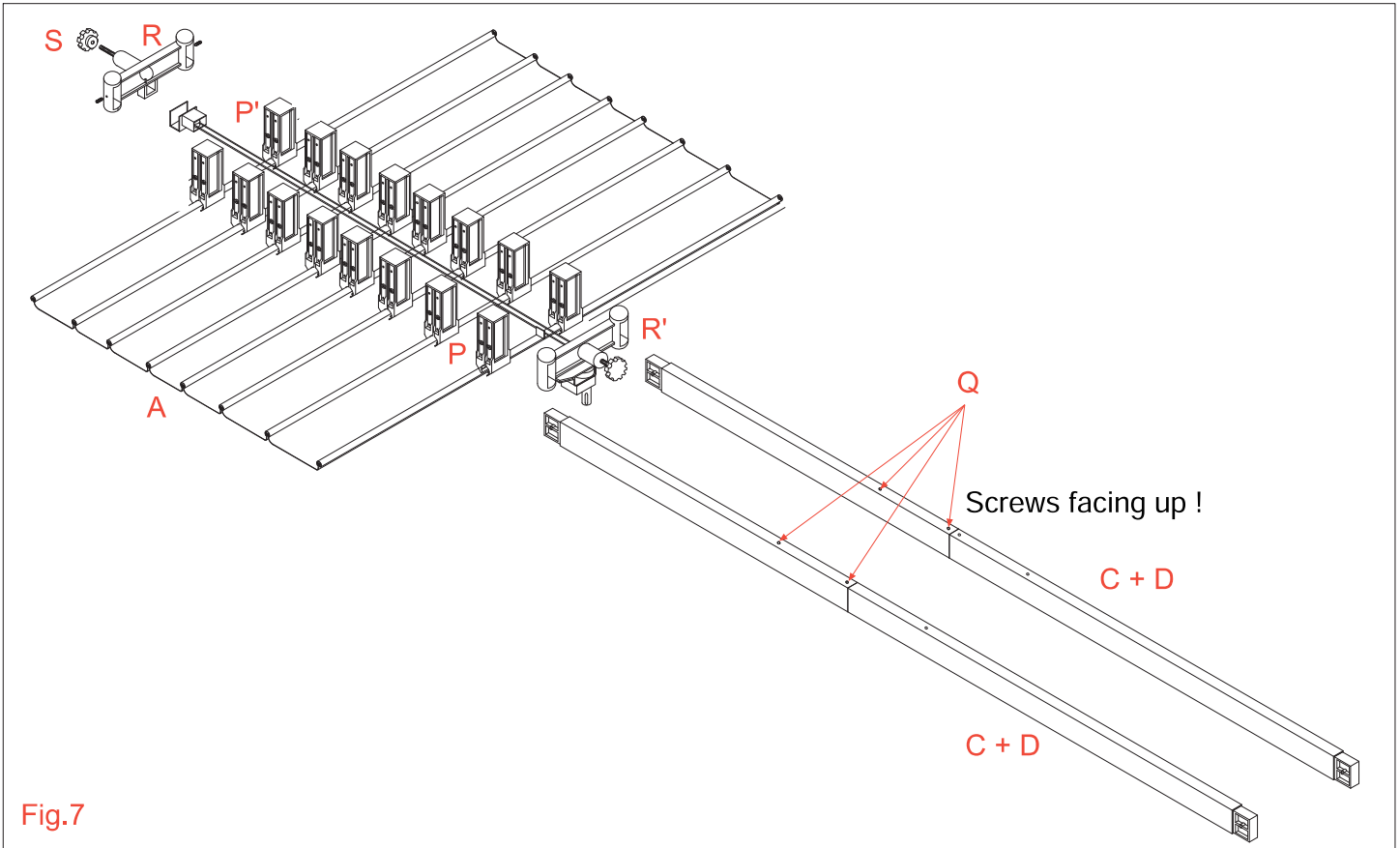
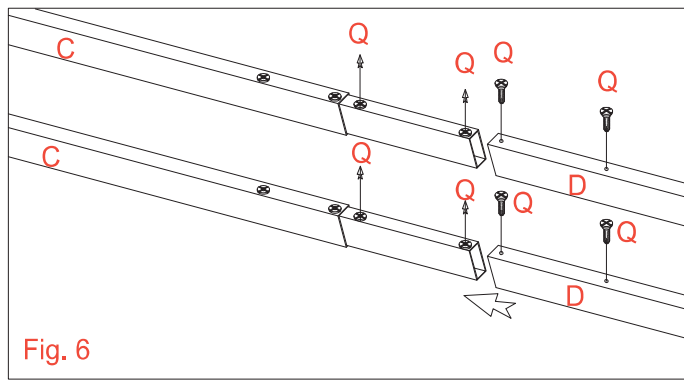
Please use the distances below to lay out the bases appropriately for your installation type:

FLEXY length	Z'	Z"	Y
10ft	130.3"	133.5"	136.6"
12ft	153.9"	157"	160.25"
14ft	177.2"	180.3"	183.5"
16ft	201.5"	204.75"	207.9"

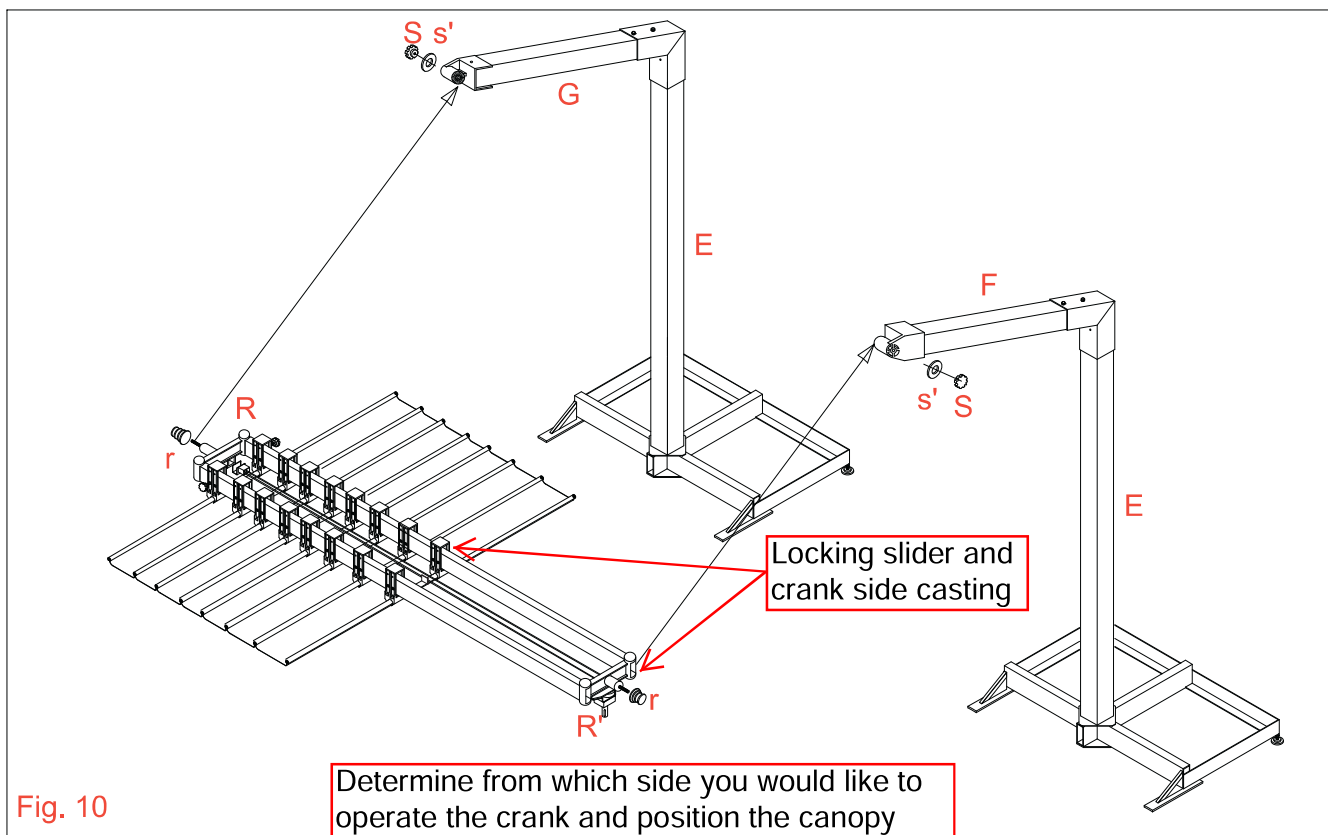
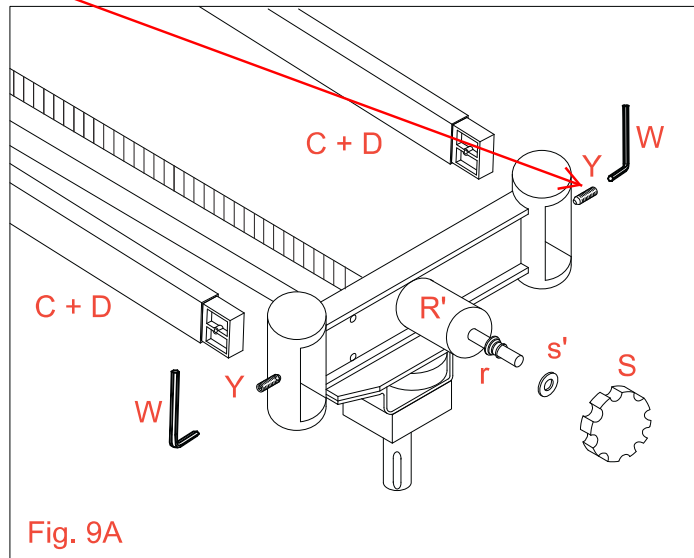
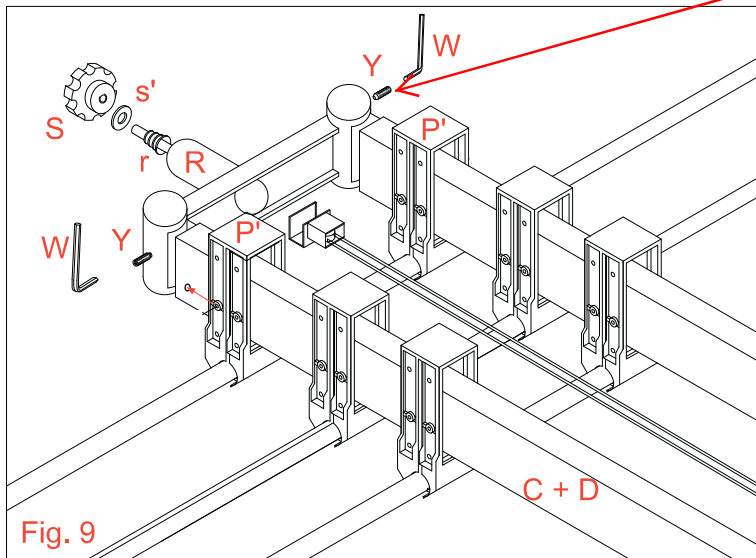


**VERY IMPORTANT:**  
Use the measurements on the preceding page ONLY to check general fit and positioning of the unit. Mark approximate position of base(s) Then use the table above for EXACT layout and installation.

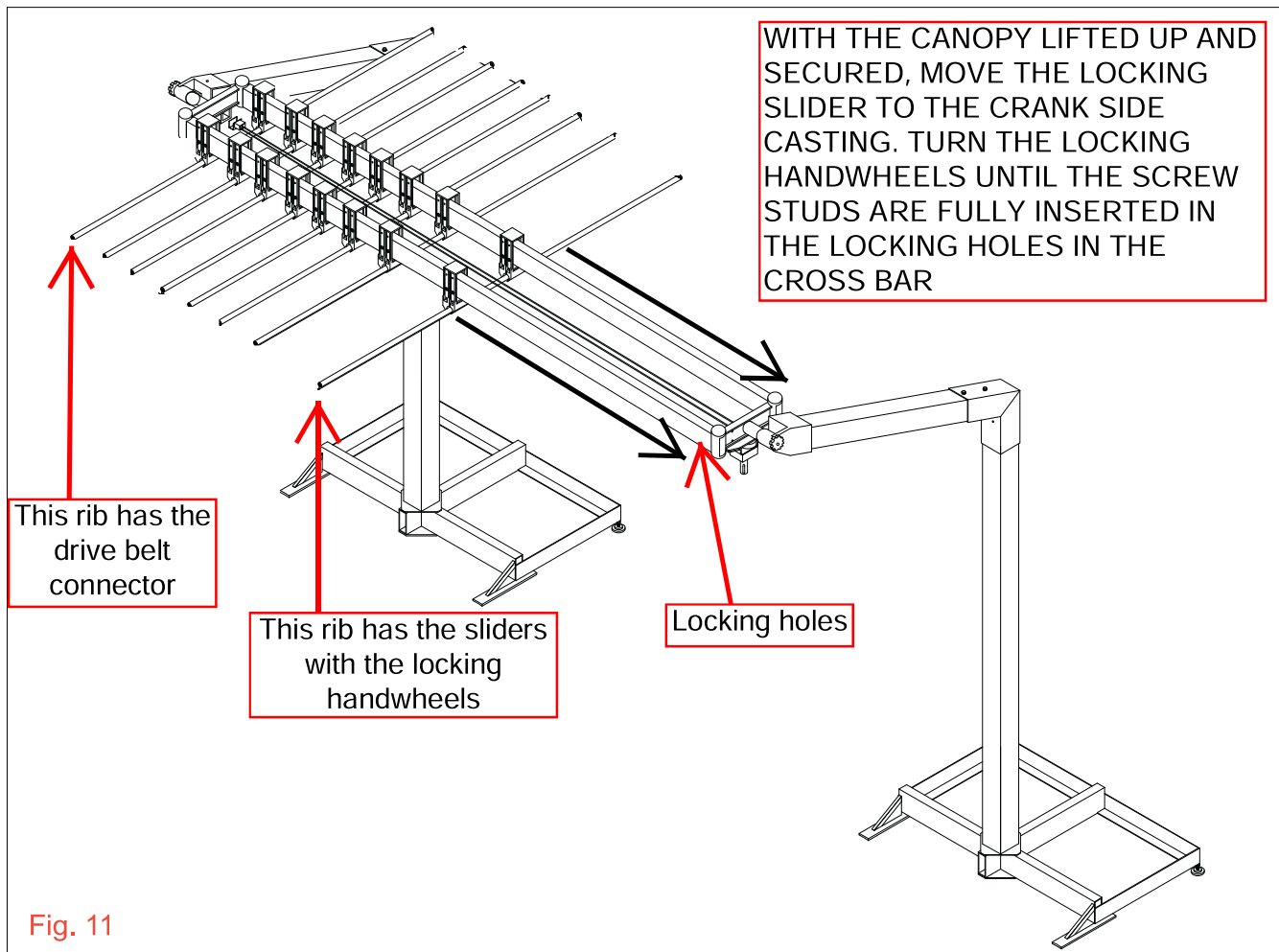
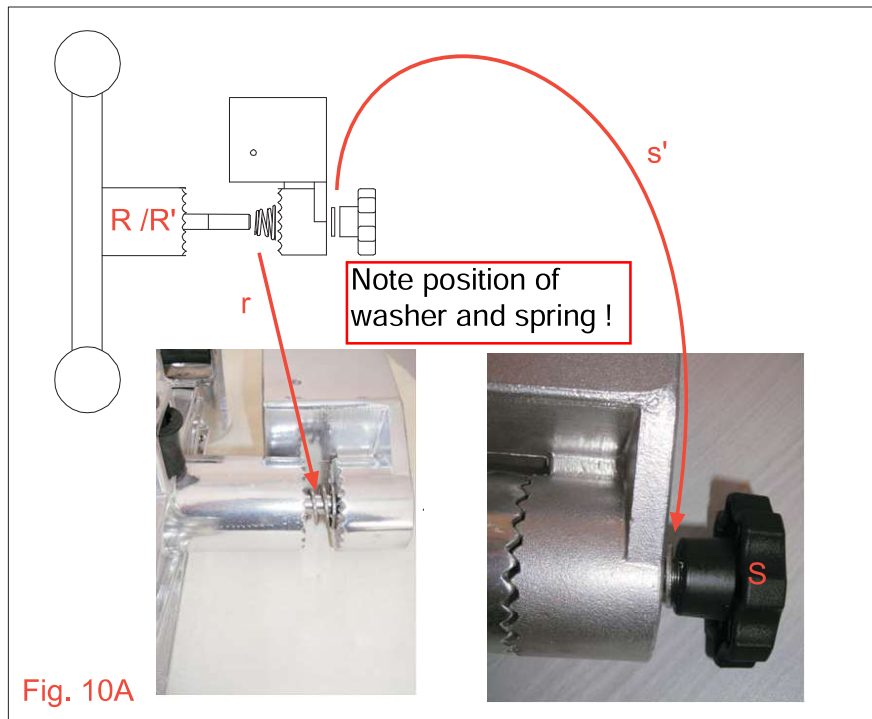




**TIGHTEN THE 4 SET SCREWS FIRMLY!**



Determine from which side you would like to operate the crank and position the canopy accordingly, before lifting it onto the support poles.  
The canopy will close towards the side where the crank mechanism is located.  
Make sure the slider with the locking hand wheels is located next to the CRANK SIDE CASTING as shown in Fig.1



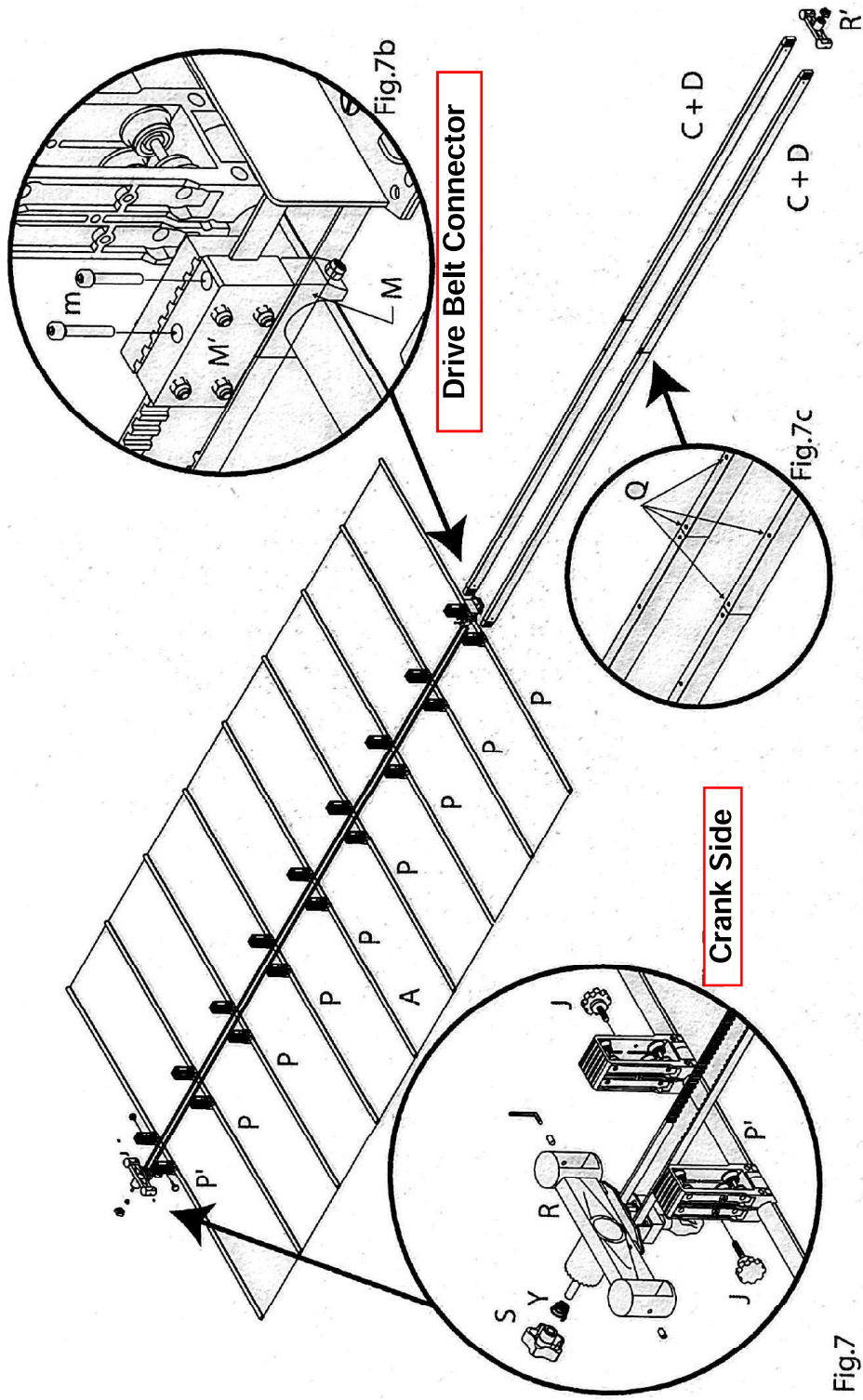
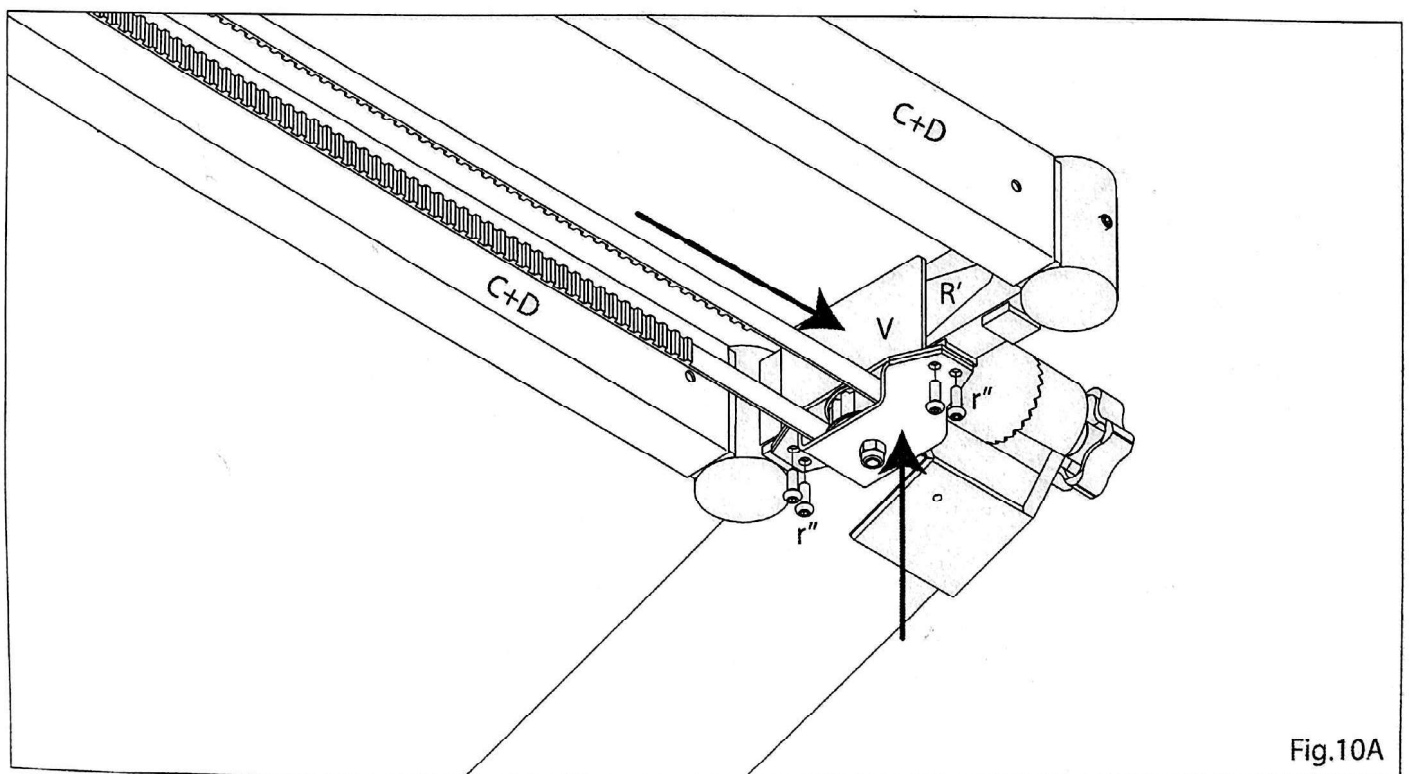
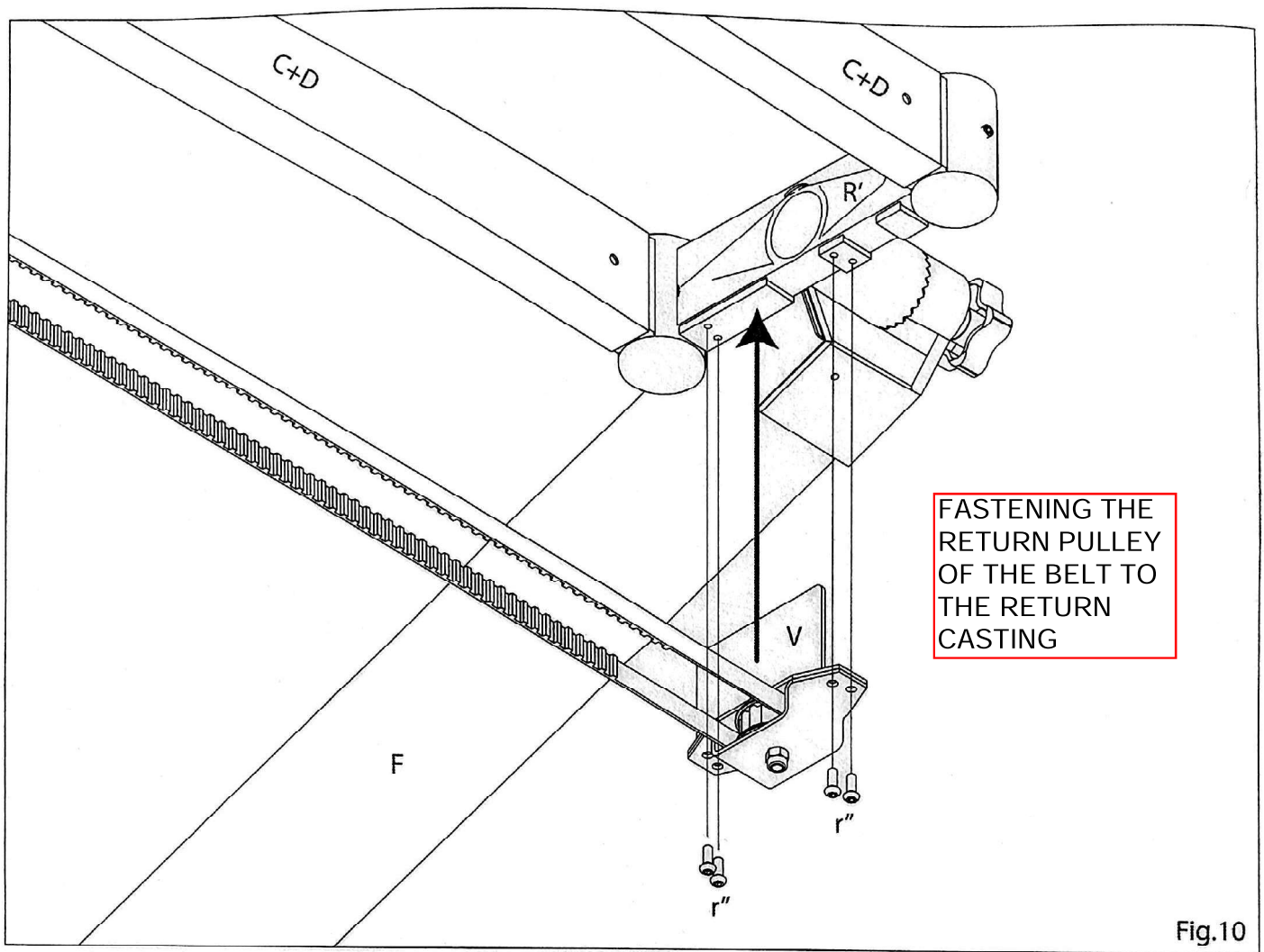
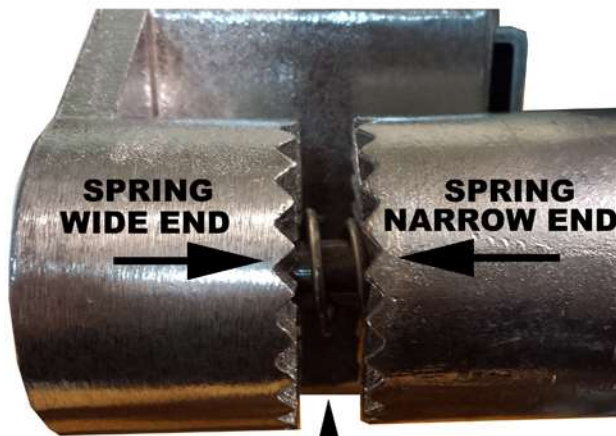
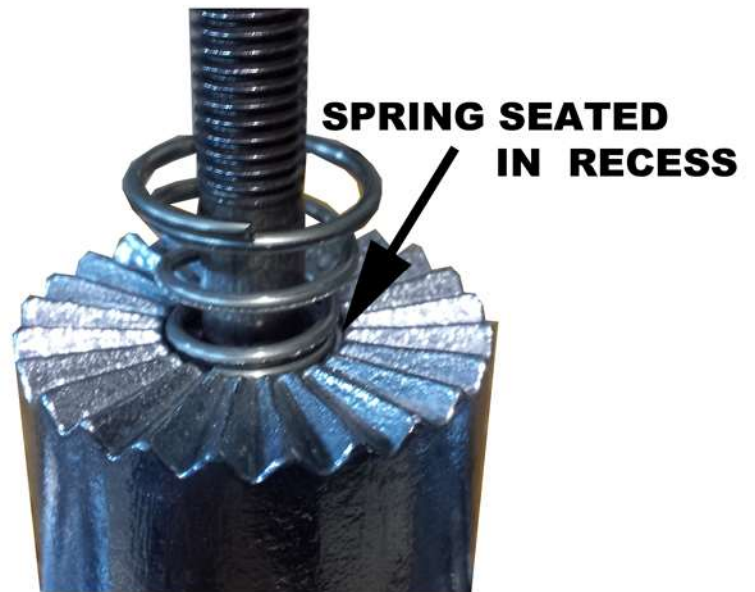
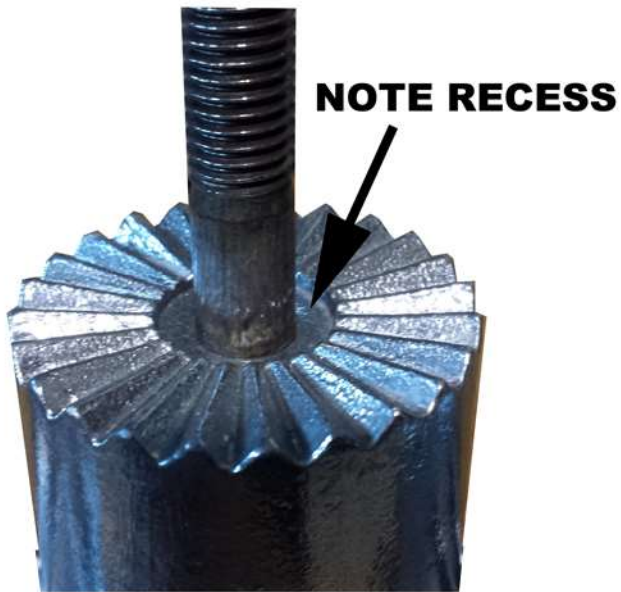
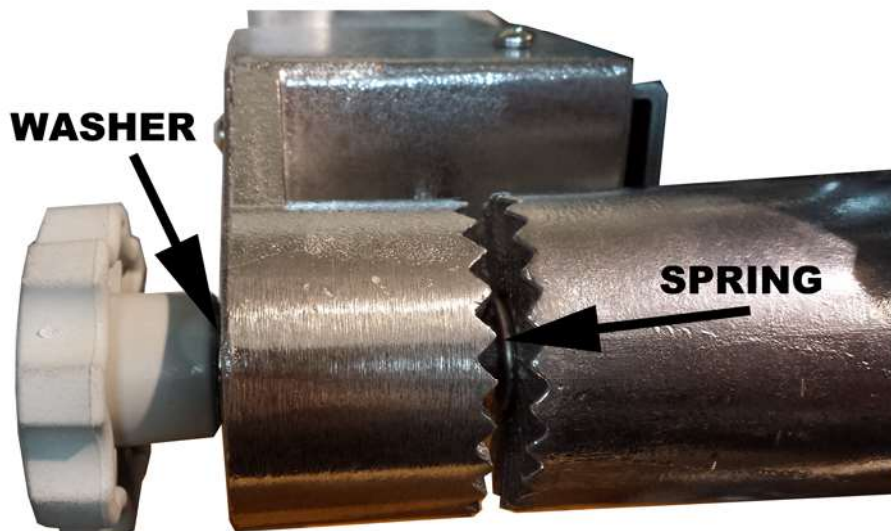
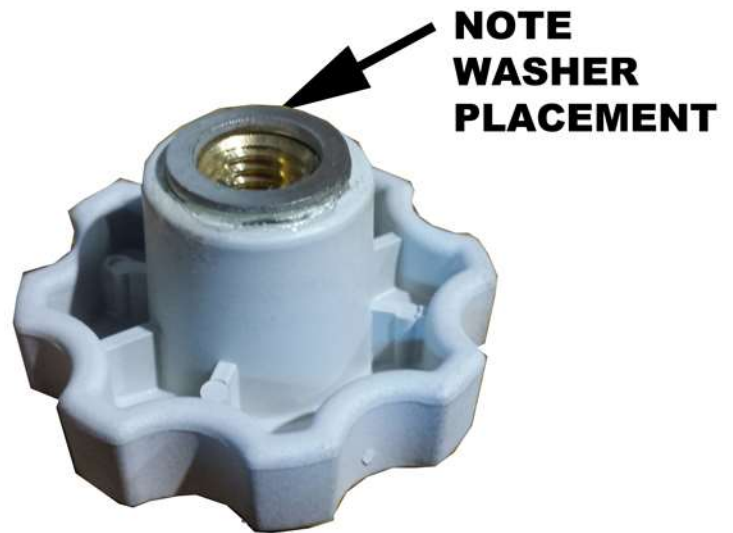


Fig.7

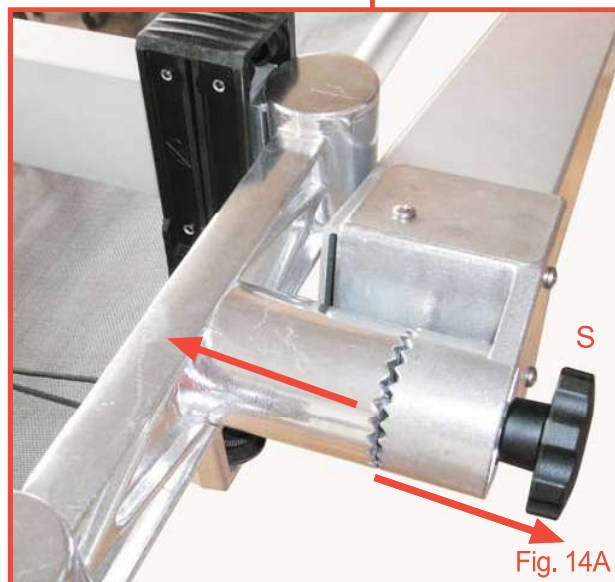
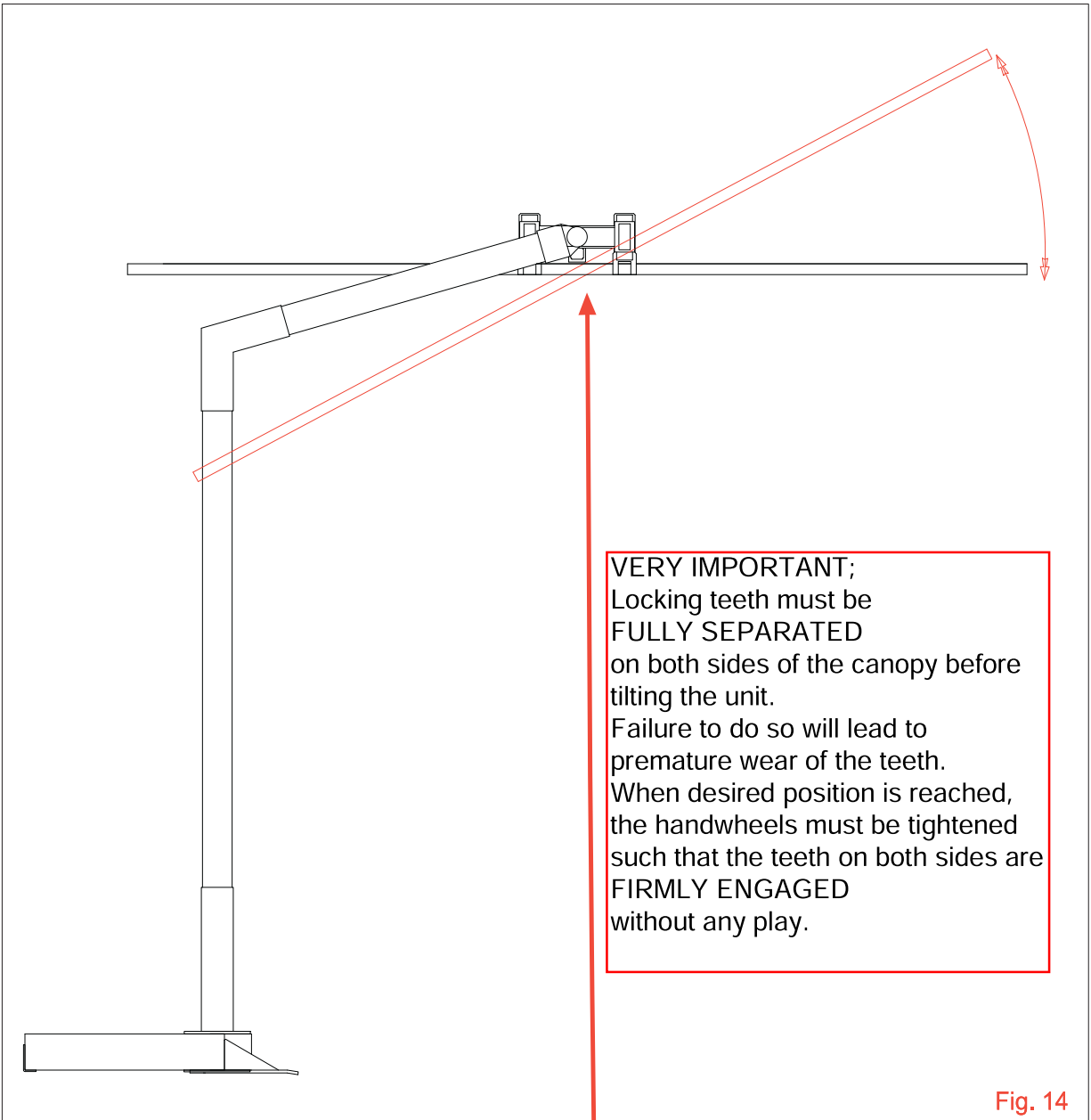




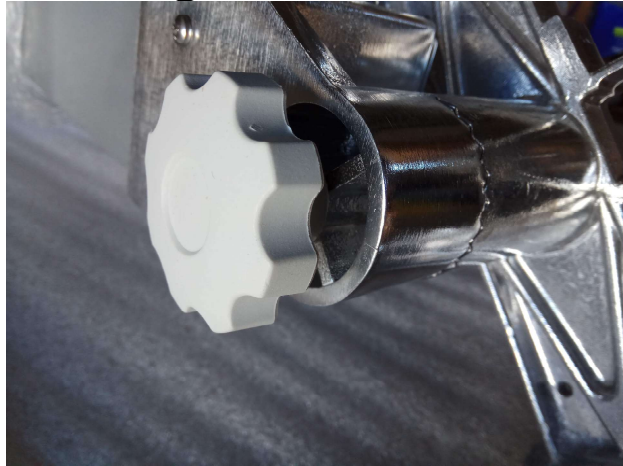
**PROPERLY POSITIONED CONICAL SPRING**



**THE SPRING MUST BE SEATED PROPERLY IN THE RECESSED AREAS OF BOTH SIDES**



On installations where the canopy tilt will remain more or less stationary (i.e., is not changed on a frequent basis), it is highly recommended to exchange the handwheels



for the included lock nuts and washers



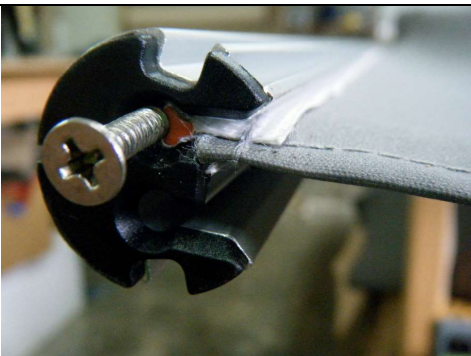




Torque the nuts very firmly to about 70 ft/lbs,  
similar to a lug nut on a car



# FIM Flexy Panel Fastening Instructions

In order to make the Flexy Panels easier to install, with a cleaner look, we have updated the process to fasten the panels into the track.

	<p>Slide the panel into the tracks on the bottom of the support arms, making sure the white welt strip is facing up to the top of the awning, which is the rounded side of the support arm</p>
<p>Position the panel so the finished edge of the fabric is flush with the end of the support arm, and grab one of the included fastening screws</p>	
	<p>Start the screw so it will pinch the welt cord in the track, making sure you do not push back the panel in the process. Note that the screw needs to start in the small gap between the welt and the aluminum groove</p>
<p>Turn in the screw carefully – it will grab both the welt and the aluminum and lock the panel firmly in position</p>	
	<p>The finished look from top. Note the screw head is cleanly flush with the end of the support arm. Repeat process on the opposite end. You will need to stretch the panel slightly to be flush on that side as well, giving the panel a smooth, wrinkle free appearance</p>

# IMPORTANT MAINTENANCE ADVISORY

The crank-and-belt mechanism on your Flexy is designed to provide smooth, effortless opening and closing of your sunshade for many years.

If you experience higher than usual resistance operating the crank, or can hear squeaks or squeals, please stop operation and refer to the advisory below.

- **NEVER** force the crank handle to move the canopy. This may cause the pulley to skip cogs on the belt and thus damage it, or it may break the belt altogether.
- The only reason why the canopy might be harder to operate is increased friction. This friction is caused by accumulation of dust, grit, particles deposited by insects or birds, and general airborne pollution. Depending entirely on the specific location of your installation, this might happen more or less frequently.
- Just as the fabric panels should be cleaned frequently, the cross bars and roller carriers must be cleaned if operating smoothness noticeably degrades. In fact, cleaning of the top of the panels and of the mechanical parts can be accomplished in the same procedure.

• Please follow these easy steps below:

- Gently crank the canopy open all the way. Do not force it – free any stuck or frozen carriers by hand only.

Open the tilt knob on each end, making sure the locking teeth are fully separated.

Slowly rotate the canopy upside down, so the crossbar and runners are facing the floor. (Please do this with 2 people and when there is NO wind)

Lock the canopy by closing the tilt knobs. Make sure the teeth are properly interlocked.

You can now use a garden hose and a soft bristle brush, or an irrigated automotive brush, to thoroughly rinse and clean all components. A mild soap may be used in assisting removal of more stubborn residue.

After a final rinse let all components dry out thoroughly, then spray all moving parts, as well as the aluminum crossbars, with a high-grade, non-stick lubricant such as SailKote Marine Dry Lubricant, available at marine stores or Jigaloo, available at Home Depot.

Use of oil-based lubricants is NOT recommended, as they tend to actually accelerate the accumulation of dust, and they may also stain the fabric.

Return the canopy to the regular position, lock it, and enjoy the continued, smooth operation of your Flexy.