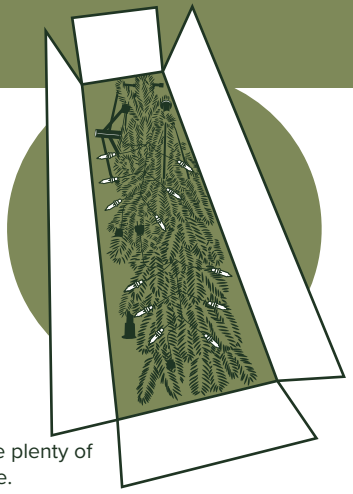


# Assembly and Care

## Instructions

### for your new Tree

Please read this leaflet carefully to help you set up your new luxury pre-lit Christmas tree. Remember to spend time shaping your branches and tree tips. This is essential to ensure your new tree looks it's absolute best!



#### Before you start

- ✓ Check your tree box and make sure you have all the tree parts listed above. Note: 10 ft trees have x4 tree sections (x2 middle).
- ✓ When you are ready, make sure you have plenty of space and a clean, dry area to commence.
- ✓ Always assemble your tree as close as possible to the final location.
- ✓ Remove all plastic bags and dispose of them safely.
- ✓ Keep the instructions for future use.



No tools are required for assembly

#### Tree assembly

- STEP | 1 Tree stand assembly:** Open the tree stand as shown above. Make sure to align the holes correctly.
- STEP | 2 Bottom section assembly:** Slot the bottom section of the tree into the tree stand as shown in figure A. Tighten crews.
- STEP | 3 Middle section assembly:** Pull the hinged branches of the bottom section down. Slot the middle section/s of the tree into the bottom section as shown in figure B.
- STEP | 4 Tree top assembly:** Pull the hinged branches of the middle section/s down. Slot the top section into the middle section of the tree as shown in Figure C.

#### Tree lights assembly

**NOTE :** Make sure to first assemble the tree lights before you insert the main plug of the tree into the electricity socket. This plug is located at the bottom of the tree.

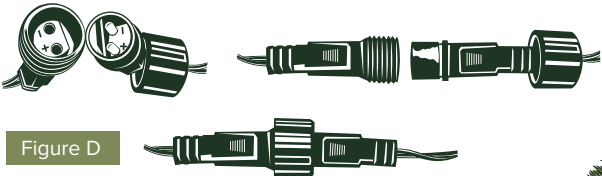
##### STEP | 1 Bottom and middle section lights assembly

This step is to connect the lights attached to the bottom section of the tree to the lights attached to the middle section of the tree. To do this, locate each light connector (labelled **A** and **B**) and match the + pin with the + socket and match the - pin with the - socket (see figure **D**). To secure the connection make sure to screw the two sides together with the plastic screw cap attached.

##### STEP | 2 Middle and top section lights assembly

This step is to connect the lights attached to the middle section of the tree to the top section of the tree (for 10 ft trees, this step connects the two middle sections). To do this, locate each light connector (labelled **C** and **D**) on each section of the tree. Match the + pin with the + socket and match the - pin with the - socket. Secure the connection.

**STEP | 3** For 10 ft trees, use the same method above to connect **E** and **F**. Lastly, insert the main plug located at the bottom of the tree in to the wall socket.



#### Shaping each branch

##### STEP | 1 Fan out the tips

At the back of each branch, move each tip straight up or to the side. Each inner tip should resemble a peacock's fanned tail. To hide the trunk, make sure each tip is offset from the one before.

##### STEP | 2 Pull out side branches

As you move toward the front of the branch, separate the side branches that shoot off from the main branch. Please note that not all trees have these side branches.

##### STEP | 3 Spread the tips

Continue to separate, shape and arrange each tree tip until the layers of foliage looks as natural and full as possible.

#### Shaping the tree

##### STEP | 1 Shape by layer

Always work from the bottom layer of the tree upwards until each layer and section has been shaped.

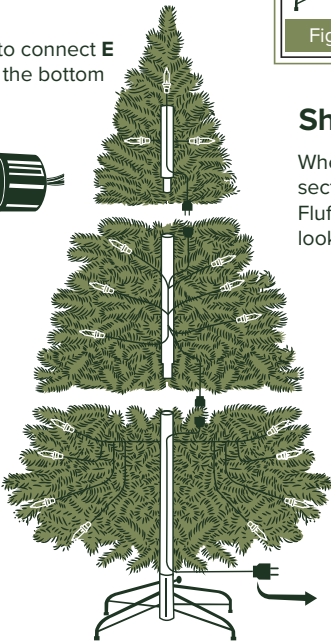
##### STEP | 2 Shape the top section

For 7 ft trees or taller, shape the top section before placing it on the tree to avoid having to fluff while standing on a ladder.

##### STEP | 3 Check your work

It is especially important to step back from time to time to check which areas of the tree require more shaping and fluffing.

Once you have achieved the desired effect of the branches, you should next proceed to position your tree lights and finally decorate your tree!



#### Shaping your tree

When you unbox your new Portland Fir tree, you will first notice all the sections of the tree have been compressed for shipping purposes. Fluffing and shaping your tree is a crucial step to make sure your tree looks as full and fluffy as possible.

##### Insider's Tips

- The tree will have some fall out, so keep a dustpan and broom close by to sweep up as you go - something that is especially important when you have kids running around!
- Shape your tree with family and friends - create an experience to remember.
- Fluffing the tree always takes the longest the first time you take it out the box. After the tree has been fluffed once, it will require minimal fluffing subsequent years.

#### Safety Instructions

- This tree is not a toy and must be used for decorative purposes only.
- Choking Hazard - Small parts may be generated. Keep out of reach of children and pets.
- Suffocation Hazard - Remove all plastic and dispose of them safely. Keep out of reach of infants and children.
- Always position your tree, cables and extension leads so that they are not a hazard to children, elderly and pets.
- Keep your tree away from open flames, electric heaters or any other heat sources.
- Do not attach lighted candles to your tree.
- Dispose of the tree and light chain separately (not for prelit).
- Position your tree on a surface that will not get damaged by the tree or if decorations detach.
- Position your tree on a level surface.
- This tree is intended for indoor use only.

#### Storage Instructions

To retain the beauty of your Portland Fir artificial Christmas tree, it is especially important to store it properly. To prevent any damage, make sure you store your tree in a cool, dry place. We recommend using the original box to keep your tree in great condition for years to come.

- Carefully detach the light connectors from each section of the tree. Ensure to unplug the lights.
- Consider moving the storage box and individual tree sections separately to your final storage location.
- Flatten each tree section so that it will fit more easily into your storage box.
- Be sure to store your tree in a cool, dry location to prevent it from acquiring a musty odour while in storage.

**Caution :** This step is to minimize heavy lifting. Heavy lifting can cause muscle strain and back injury. Should you need to move your tree box, be sure to use proper lifting techniques when moving.

**Insider's Tip :** As an extra precaution to eliminate the chances of your tree acquiring a musty odour, store the Tree with a container of baking soda. The baking soda will absorb excess moisture and odours, and leave your tree smelling much fresher.

#### Need Help?

Call +44 808 189 6491  
or email customer care [info@portlandfir.com](mailto:info@portlandfir.com)