

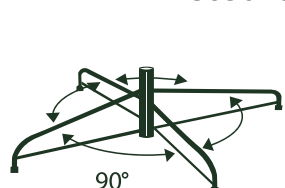


# How to set up your artificial *Christmas tree*

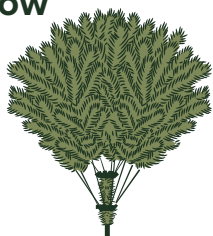
## Visual Guide

### Step 2

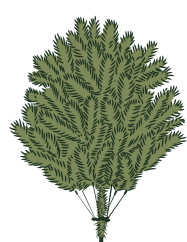
Check the box  
and make sure  
you have all the parts  
listed below



Tree Stand (x1)



Bottom Section (x1)



Middle Section (x1)



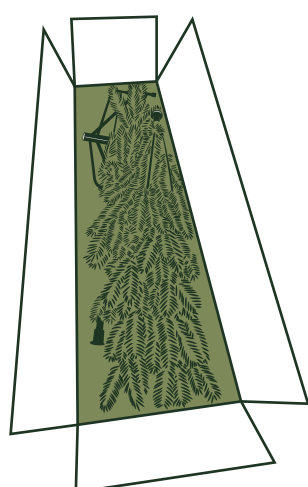
Top Section (x1)



The number of decorations packs depend on the quantity listed in the product description.

### Step 1

#### Open Your Tree Box

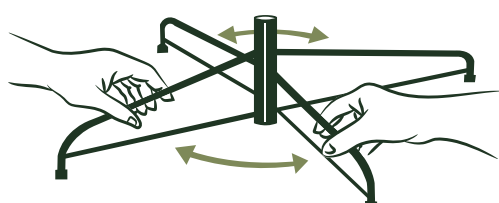


For all decorated trees, there is a separate compartment at the side of the box that holds the Christmas decorations.

### Step 3

#### Leg Assembly

Open the leg base as shown.  
Make sure to align the holes correctly.



### Step 4

#### Bottom Section Assembly



Slot the lower section  
of the tree into the stand.

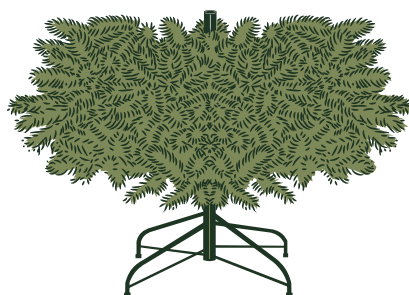
### Step 5

#### Middle Section Assembly

Pull the hinged branches of the bottom section down.



Slot the middle section  
into the bottom section.



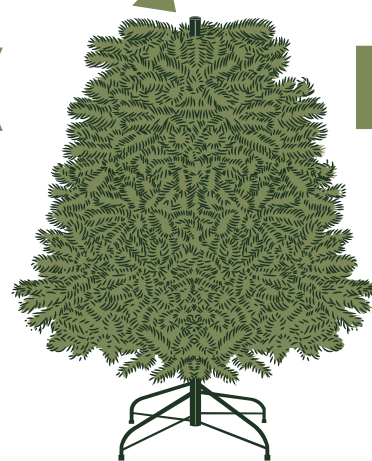
### Step 6

#### Top Section Assembly

Pull the hinged branches  
of the middle section down.



Slot the top section  
into the middle section.



### Step 7

#### 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 fallout, 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 of the box. After the tree has been fluffed once, it will require minimal fluffing in subsequent years.



#### 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 to 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.



Side View



Compressed branch



Fluff and shape branch



Finished branch

#### 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!

### Step 8

#### Wrap the lights

Wrap the first light around the bottom branch so that it does not come loose. Thread the lights around each branch in a spiral fashion. Start from the bottom of the tree to the top.



### Step 9

#### Decorate the tree

Decorate the tree by starting at the bottom with the largest baubles. Secure the strings to each branches.



Decorate the tree with one colour at a time. Make sure to distribute each style of decoration evenly around the tree.



### *Inspect the tree*

Step back from time to time to make sure the decorations are evenly distributed and that the tree branches are fluffed to your liking.



No tools are required for assembly