



Assembly & Care

Welcome to Your New Vickerman Christmas Tree!

Thank you for choosing a Vickerman tree this holiday season. Please carefully review the following instructions to properly set up and store your tree.

NOTE: Avoid the use of sharp objects to remove the product from packaging materials.

ASSEMBLY INSTRUCTIONS

1 Unpacking

First, remove the tree stand, tree sections, and any included accessories from the shipping boxes and carefully lay out on a clean floor space. Identify how many sections of tree you have. Some trees have two sections, while others have three or more. Each section includes a tag with a letter of the alphabet.

“A” will always be the TOP section of the tree, followed by B, etc... In a four-section tree, you should have sections A, B, C, & D.

NOTE: If you have a different storage bag or container for your tree, make sure the tree sections fit before you discard the box. Save the Box. If the tree needs repair or replacement, you will need to return the tree in its original box. You will also need your original proof of purchase.

Pre-Assembly Check

If item is pre-lit:

- Plug sections together and plug into a wall outlet to ensure that all the lights are functioning properly.
- Inspect the tree sections carefully to ensure that there are no issues with wiring.
- Inspect for cuts in wire, loose connections, damaged/cracked wire or sockets.
- When assembling, do NOT force parts together.
- Avoid “pinching” any electrical wiring when connecting tree sections

2 Assemble Tree Stand

To assemble the tree-stand, pull folded legs out. Align the threaded holes and thread the included screw-eye bolt into the holes (Not too far though, we still need to secure the first section of tree in the stand).



3 Attach Stand

Find the tree’s bottom section, and carefully insert the tree pole into the stand opening, making sure the trunk is inserted fully. Tighten the screw-eye bolt (hand tighten) until the lower section of the tree is securely held in place. Do not over tighten this bolt.



Tip: Applying a thin layer of petroleum jelly before inserting sections will ease disassembly.

4 Shape & Arrange Tree Sections

Tip: Before shaping the bottom section, it is recommended that your tree is lit. This will ensure proper bulb spacing and discovery of any lighting issues. You may wish to wear a pair of gloves when shaping your tree, which will help protect your hands from scratches.

Before placing additional sections, it is recommended that you first shape the installed section fully. Beginning with the bottom row of the tree section, with the tree lit, shape the tree branches one by one. Shape the shorter innermost branches (closest to the trunk) by pulling each upwards and out towards the tip of the main branch. Separate and spread out each branch to create a full and natural appearance, and vary the direction of the branches as you shape them. Bend some branches upwards, some downwards, and others outwards. Take your time with this step to ensure the tree looks its best.

NOTE: Inner branches are designed to fill empty space, so they can be shaped to make the tree appear fuller and obscure the view of the trunk.

Straighten longer branches to make sure they aren’t unnaturally bent in one direction or another. Move methodically row by row up from the bottom, fully shaping each section before adding the next section.

NOTE: It is recommended that you review each section carefully to ensure you have shaped each branch. Overall, this will make final-shaping the fully assembled tree less difficult.

Add the next section, plug in the lights, and shape the section in the same manner as the first section, repeating this process until the tree is fully assembled and you have shaped each branch in each row.



5 Step Back and Observe Areas Needing More Fullness (Final Shaping)

Once finished assembling the tree, step back 10 feet or so, and look for gaps or areas that look like they need more coverage. Look for gaps where sections transition. You may find that a branch was missed in the shaping process or that branches need to be adjusted slightly to fill in the gaps. Work your way around the tree and adjust branches to fill the spaces.

*Refer to images below for tree with gaps, and tree after Final Shaping.



VICKERMAN SHAPING TIPS

- If your tree has lights, consider shaping the tree with the lights turned on to ensure they are operating correctly.
- Wearing gloves will help protect your fingers from scratches while bending the branch wire.
- Shaping a NEW tree takes longer to complete than shaping a tree you have assembled before. The next time you set your tree up, it should take considerably less time to assemble and shape.
- While shaping, replace any broken or burned-out bulbs. Burned out bulbs will reduce the overall life of the light set .
- Tips with lights on them should be spread out evenly for a more pleasing look.

Once you are done shaping your tree, it's time to decorate!

Storing Your Vickerman Tree

Properly disassembling and storing your tree is essential to ensuring you can enjoy it again next season.

1. First remove all decorations. Inspect the lighting, this is your opportunity to inspect for lighting issues and replace burned out bulbs. For pre-lit trees, unplug lights between sections so each section can be removed without damaging wiring. For an unlit tree, make sure to remove all added light strands before disassembly of the tree.
2. Once all decorations and added light strands have been removed, use a vacuum hose with brush attachment to gently dust branches and remove dust or glitter, or use a soft-bristle brush to lightly brush off dust and glitter.
3. Remove the top section and set on the floor. It will be easier and safer to compress the branches while standing on the floor, rather than while standing on a ladder. Shape inner branches as close as you can back to their original shape and compact the branch gently back together. The branches don't need to be completely flat but the more you flatten the branches on each section, the better they will fit back in the box, or in a storage bag.
4. When all sections have been compressed, detach the bottom section from the tree stand. Remove the screw-eye bolt from the tree-stand and collapse the stand. Tape the screw-eye bolt to the tree stand with painter's masking tape. Place the stand and bottom section in your box or storage bag first (Do NOT leave them connected). Alternate the direction of the remaining sections in the box. Place sections gently. Never step on them or force them into the box or storage bag to get them to fit (this could damage your bulbs or lighting wiring). If you need them to be more compact, remove sections from the box and gently shape them to a more compact circumference.
5. Lastly, put the top section, instructions, and accessories into the box or storage bag. Close up the box or bag and store the tree in a cool, dry location. It is important that you DO NOT store trees where there will be extreme temperatures. A garage is likely not the ideal location for the tree unless the internal temperature is regulated. Extreme heat will damage the tree. If the tree is flocked, extreme heat can turn the flocking yellow. Choose a storage location that is dry with a regulated temperature.

Tip: If tree sections are difficult to separate, try gently turning one section clockwise and the other section counterclockwise.

Troubleshooting

The Tree Will Not Light Up

- Check to make sure all sections of the tree are connected to one another, and double check that the tree is plugged in and that the primary power outlet is functioning. If plugged into a power strip, make sure that the power strip is working properly and turned on. Make sure that your plug connections are tight.
- Some trees are equipped with a foot pedal ON/OFF switch. Check to make sure that the switch is in the on position. To make sure that the foot-pedal switch is not the cause, try bypassing the foot pedal with an extension cord. If the tree lights up without the foot-pedal switch and an extension cord in its place, please contact the Customer Service Team to determine warranty eligibility.
- If your tree includes a remote control, check that the plastic tab battery protector has been removed, and try the remote control. If nothing happens, replace remote control batteries, and try again.

Section of Tree Will Not Light Up

- Vickerman trees rarely have sections of lights that do not light up, however sometimes problems can occur, so it is critical to carefully check the light connections, fuses, and bulbs in some cases. Double check that all sections are plugged together. Before taking anything apart it is crucial to determine that you have power. Plug another lamp or appliance into your power source to check the source. If the source is positive, you may have a blown fuse.

Check for Blown Fuse

- Check fuses to make sure all fuses are operational. To do this, first unplug the lights from the outlet. On the plug, slide open the fuse compartment and remove the fuse using a toothpick or paper clip. Sometimes when fuses are blown the glass on the fuse will be dark. Insert a new fuse. Some trees have a replacement fuse, in the plug itself. Close up the plug and try the lights again. Make sure to try the foot switch and remote as well. If your tree plug does not have a fuse skip this step and contact the Customer Service Team at (952) 373-2001 8:00 a.m. to 5:00 p.m. M-F CST.

Sometimes the fuse is not the problem, and the problem is related to one of the bulbs. Single Mold light bulbs cannot be replaced. If your tree has Single Mold lights, please contact Customer Service Team for warranty assistance.

- Check each bulb in the unlit section of the tree. Make sure that no bulbs are broken or missing. Check for damaged bulb sockets or loose bulb wires (sometimes they get pulled from the bulbs). If any bulbs appear to be broken, loosely seated, or missing, replace them with new bulbs. Single Mold light bulbs cannot be replaced.
- Sometimes bulb wires can be out of place, and not in contact with the socket connectors. Gently, between thumb and forefinger, make sure bulbs are seated squarely in the socket.

Instant-Connect and EZ-Connect Trees

If your tree has the electrical connections for the lights located inside the pole sections, it is crucial that the two sections are completely touching so the section will light. If you find that one or more of the sections will not light up, here are some tips that should help.

- Give the unlit section a slight twist to ensure it is seated all the way into the trunk below or remove the upper section and check for debris inside the trunk. Unplug the tree, and carefully remove any obstructions. Replace the section and again give it a slight twist to make sure it is seated all the way into the trunk below. Plug in and turn lights on again.

Before contacting Vickerman about a section of the tree that will not light, please verify that there is a bad section.

Example: D section works, but C section does not. The issue could be with either D or C. Remove C Section, and put B section into D. If B lights up, then the trouble is with section C. If B does not light up, then the issue is likely with section D.

If you have any questions about your Vickerman Christmas tree, please contact our customer support team: (952) 373-2001.