

## EXTRA-HAND SHEET FOLDER – FOLDS UP TO KING SIZE SHEETS

### INSTRUCTIONS FOR ASSEMBLY

1. UNPACK EACH PIECE OF THE SHEET FOLDER
2. PLACE THE BLACK METAL BASE WITH THE FLAT SIDE DOWN
3. PLACE THE LOWER VERTICAL TOWER STRUCTURE ON THE BASE FLANG. ONCE IN PLACE SECURE IT TO THE BASE PLATE WITH THE 4 LARGER BOLTS AND BE SURE THE NYLON BUSHINGS AND BOLT TOPS ARE ON THE OUTSIDE - THE NYLON WASHERS NEED TO BE AGAINST THE TOWER SURFACE TO PROTECT FROM THE BOLT SCRATCHING THE SURFACE. TIGHTEN UNTIL THERE IS NO MOVEMENT IN THE TOWER – **DO NOT OVER TIGHTEN.**



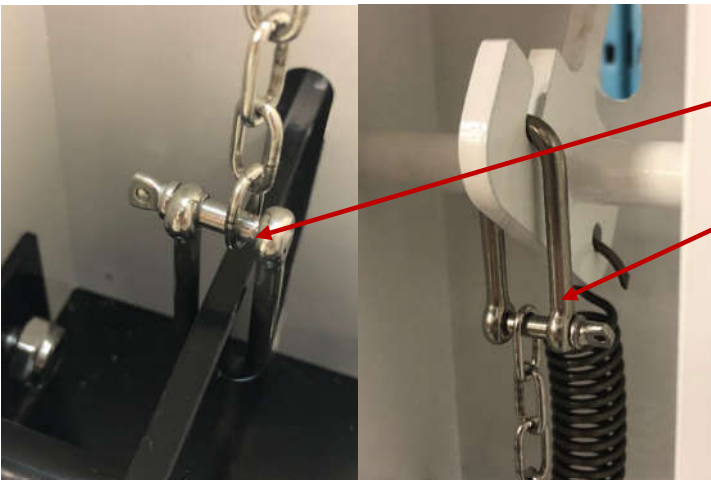
4. ONCE THE LOWER TOWER IS ATTACHED TO THE BASE USE THE OTHER 4 LARGER BOLTS, NYLON WASHERS AND NUTS INCLUDED TO JOIN THE 2 TOWERS TOGETHER. **PLACE THE UPPER TOWER FRONT FIRST INTO THE LOWER TOWER, CAREFULLY NEST THE TWO TOWERS TOGETHER.** PLACE THE FIRST TWO BOLTS INTO THE HOLES CLOSEST TO THE FRONT OF THE TOWER. MAKE SURE YOU HAVE THE BOLT TOP AND NYLON WASHERS ON THE OUTSIDE OF THE TOWER. **DO NOT OVER TIGHTEN.**



5. ATTACH THE HANGING BAR MIDWAY UP MAIN TOWER. USE THE 4 SMALLER BOLTS, WASHERS AND NUTS PROVIDED. YOU CAN PLACE THE HANGING BAR ON EITHER SIDE.



6. TO ATTACH THE FOOT PEDAL CHAIN TO OPERATE THE HOOK, TAKE THE CHAIN WITH U LOCKS PROVIDED AND PLACE ONE END OF THE U LOCK AND SLIDE IT INTO THE SLOT ON THE BLACK METAL LEVER AT THE BOTTOM OF THE UNIT. ONCE THE U LOCK IS IN PLACE, PULL THE UPPER UNIT HOOK AWAY FROM THE UNIT (MAY REQUIRE AN ADDITIONAL PERSON) AND ATTACH THE OTHER U LOCK OVER THE HOOK MECHANISM AT THE BACK. SLOWLY LET THE HOOK DOWN ON TO THE PROTECTIVE CARPET PAD PROVIDED. A CARPET DISC IS PROVIDED TO PREVENT DAMAGE TO THE POWDER COATED SURFACE AND TO ADD RESISTANCE WHEN FOLDING



U LOCK SLOT ON FOOT PEDAL BAR. BOTTOM TOWER

U LOCK / CHAIN ATTACH POINT ON HOOK ASSEMBLY.

CIRCULAR CARPET PAD



**\*\*\*THE CONTROL PEDAL IS HINGED AND IS TO REST ON THE METAL CONTROL LEVER DURING OPERATION.**

NOTE: Once you have the machine operational press the foot pedal up and down quickly 3 or 4 times to settle the hook into the correct position. To increase hook tension (if required) you can adjust the chain length at the back of unit.