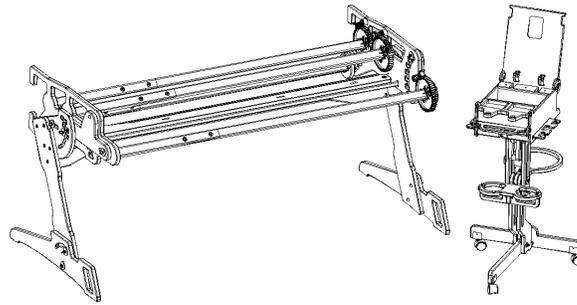


Assembly Instructions for *The Professional Caddy™*



Wood Parts List:

- 1- Lower Stand A
- 1- Lower Stand B
- 1-Upper Stand A
- 1- Upper Stand B
- 1- Front Base Leg
- 1- Side Base Leg
- 1- Cup Holder Unit
- 1- Waste Basket Ring
- 1- Locking Handle
- 1- U-Bracket
- 1- Pre-Assembled Box

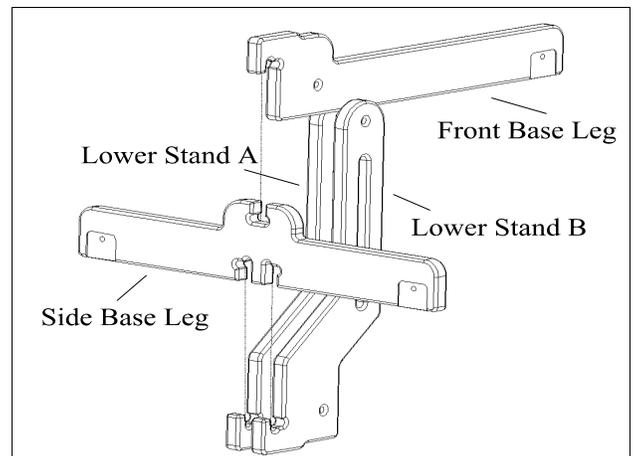
Hardware Parts List:

- 3- Casters
- 3- Caster Screws
- 3- 5/16" x 4" Hex Bolts
- 1- 5/16" x 4" Carriage Bolt
- 1- 5/16" x 2 3/4" Carriage Bolt
- 2- Nylon Lock Nuts
- 3- Wing Nut
- 6- 5/16" Flat Washers
- 2- Fender Washers
- 10- Plastic Rollers

Step 1: Assembling the Base

Parts Needed: Lower Stand A
Lower Stand B
Front Base Leg
Side Base Leg

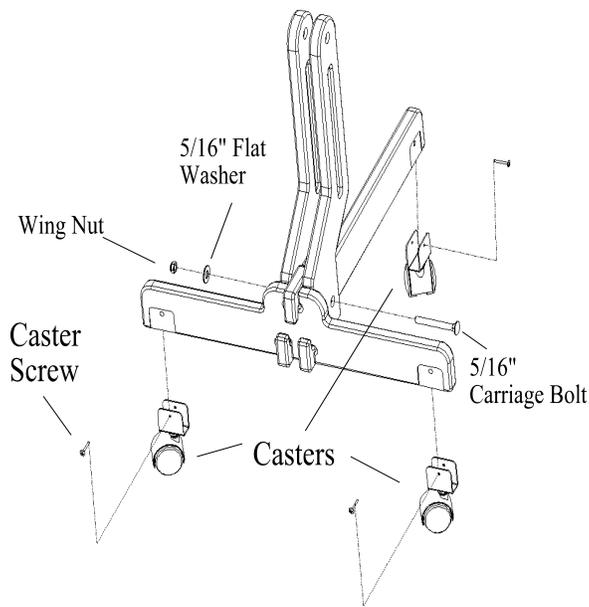
- < Position the Lower Stand parts to be parallel as pictured.
- < Slide the Side Base Leg into place so that the two slot fit into the hooks of the Lower Stand parts.
- < Slide the Front Base Leg down in between the two Lower Stand parts until the hook on its back fits into the slot of the Side base Leg.



Step 2: Caster and Base Assembly

Parts Needed: 1- Base Assembly

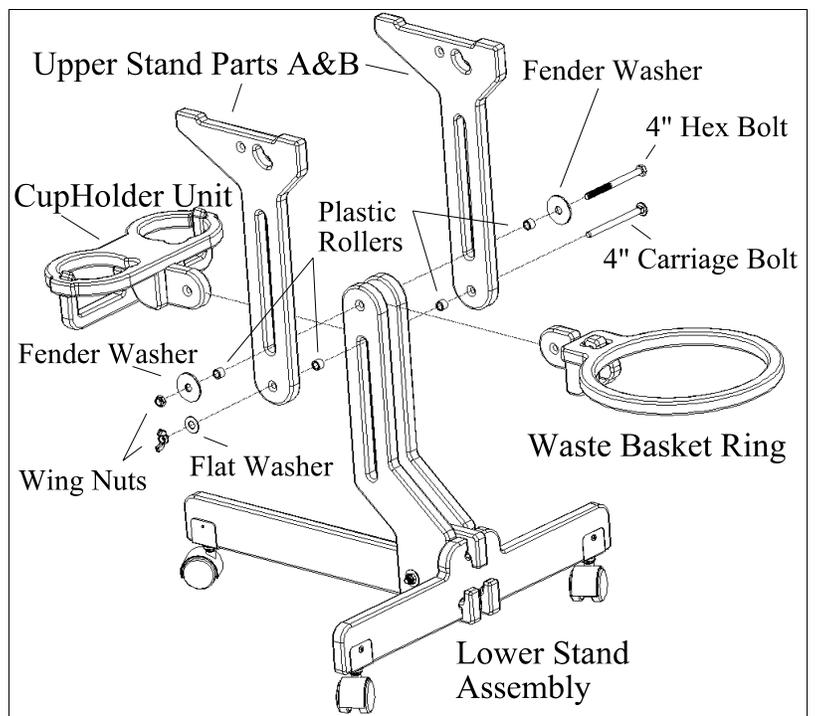
- | | |
|---------------------------------|-----------------|
| 1- 5/16" x 2 3/4" Carriage Bolt | 3- Casters |
| 1- 5/16" Flat Washer | 3- Caster Screw |
| 1- Wing Nut | |



- < With the parts in place as pictured (left), thread the carriage bolt through the holes at the bottom of the Lower Stands and the Front Base Leg.
- < Place a washer onto the end of the bolt and a wing nut. Using the WingGrip™ tool, tighten the wing nut until the carriage bolt is pulled completely into the wood. You may also use a hammer on the head of the carriage bolt to completely seat it.
- < Fit the three casters onto the base legs as pictured. Make sure the pilot hole is visible through the hole in the caster. Using a small Phillips screw driver, screw in each caster.

Step 3: Upper Stand Assembly

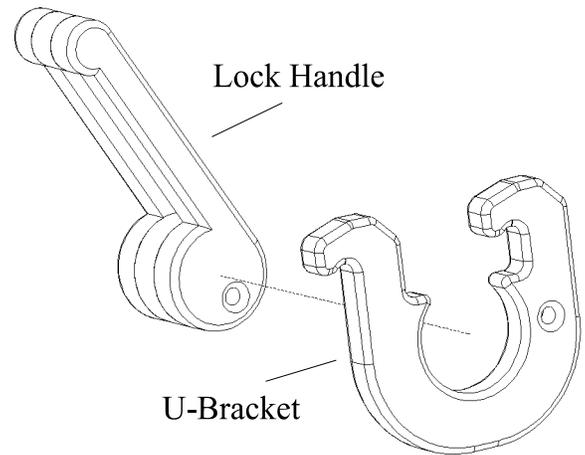
- Parts Needed:
- Lower Stand Assembly
 - Upper Stand Parts A & B
 - Waste Basket Ring
 - Cup Holder
 - 1- 5/16" x 4" Hex Bolt
 - 1- Longest Carriage Bolt
 - 2- Fender Washers
 - 1- 5/16" Flat Washer
 - 4- Plastic Rollers
 - 2- Wing Nut



- < First thread the long (4") carriage bolt through the bottom holes of Upper Stand A, the Cup Holder, the long slots of the Lower Stand parts, and the bottom hole of Upper Stand B. Again, use the WingGrip™ or a hammer to completely seat the carriage bolt.
- < Then place a fender washer and plastic roller onto the hex bolt and thread the bolt through the long slots of Upper Stands A & B, the top holes of Lower Stand A & B, and the Waste Basket Ring (the Waste Basket Ring fits into its pre-assembles holder. In case this has come out, simply slide it back into place as pictured).
- < Thread a 5/16" flat washer and wing nut onto the end of the carriage bolt.
- < Place another plastic roller, a fender washer and a nylon lock nut onto the end of the hex bolt.
- < ****When tightening the nylon lock nut, leave it loose enough to spin the washer and slide the joint.****

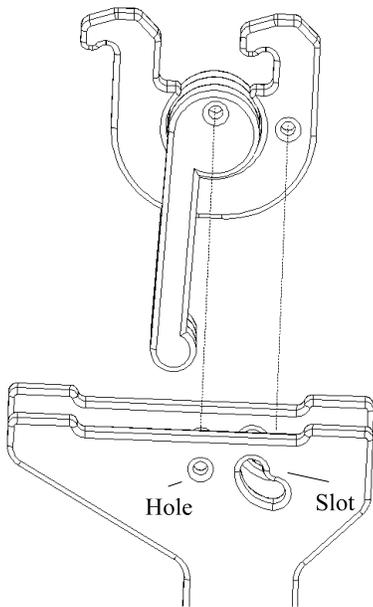
Step 4: U-Clamp Assembly

- | | |
|-------------------------|------------------------|
| 1- Upper Stand Assembly | 1- U-Bracket |
| 6- Plastic Rollers | 2- Nylon Lock Nut |
| 1- Locking Handle | 2- 5/16" x 4" Hex Bolt |
| 4- 5/16" Flat Washers | |



- < Fit the locking handle into the U-Bracket as pictured.
- < With these two pieces together, place them down into the Upper Stand Assembly (below).
- < The hole in the U-Bracket should line up with the curved slot on the Upper Stand Assembly. The hole in the Lock Handle should be in line with the hole of the

Upper Stand Assembly.



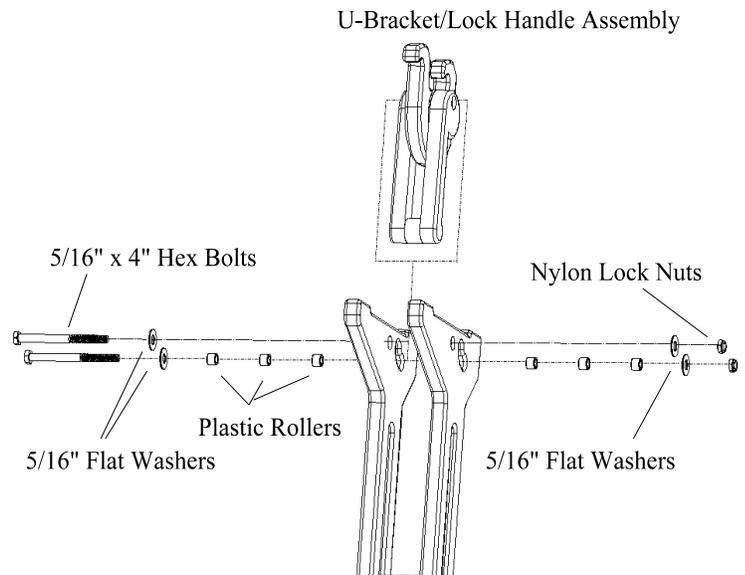
- < Slide a 5/16" flat washer and three plastic rollers onto one long hex bolt and slide it through the slot and U-bracket as pictured below. Then place another 5/16" flat washer and a nylon lock nut on the end of that bolt.
- < On the other bolt, place a 5/16" flat washer on and then slide it through the hole of the Upper Stand Assembly and through the Lock Handle.
- < Once it is through the other side, place another 5/16" flat washer and nylon lock nut onto its end.
- < **Tighten the nylon lock nuts enough keep the washer from wobbling but leave loose enough to allow the washer to spin freely.**

- < Now you are ready to mount the Pre-assembled Box.

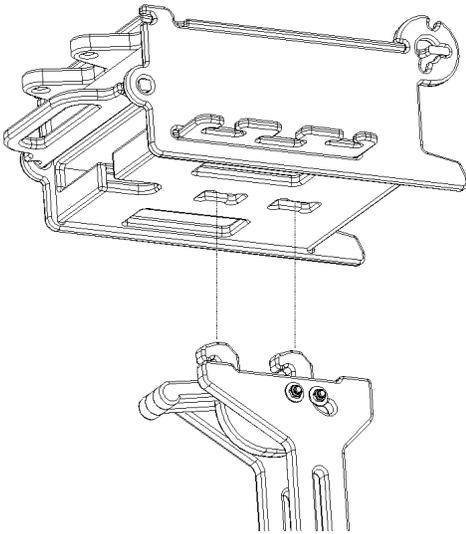
Step 5: Mounting the Box

- Parts Needed: 1 - Assembled Stand
1 - Pre-Assembled Box

- < Line up the box over the stand with the hinge side over the Waste Basket Ring. The LampHolder portion of the box faces forward (over the Cupholders on the stand).
- < Adjust the Lock Handle so that it lays parallel with the Upper Stand Assembly sides. This puts the U Bracket hooks into proper position to receive the box.
- < Next mount the box onto the hooks, fitting



them into the two slots at the bottom of the box.



- < Once in, slide the box back (toward the Waste Basket side). Then pull the lock handle down. This should lock the box into place. (If it did not, the hooks may not have gone into place when you slid the box back. Remount the box following the above steps).

USING YOUR NEW *PROFESSIONAL CADDY*

Now you are ready to put your caddy to work! There are countless ways this unit will help you.

We have already noted the **Waste Basket Ring and CupHolders**. You can find a waste basket that will fit into the ring, or you can

cinch a plastic garbage into the ring at the attachment.

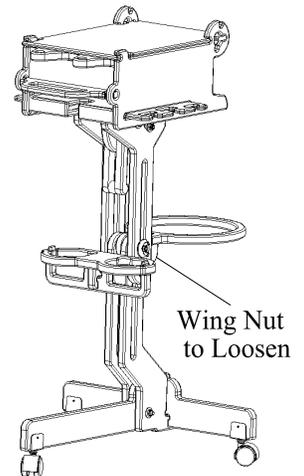
The Box itself has a number of excellent features. On the **sides of your box**, you find wooden pieces that slide in and out of the box. To slide it outward, feel for the opening underneath the box and push the piece outward. These sliding pieces can be found on each side of the box. There are **three slots cut out to hold scissors, the Grace TackTool™, pliers, fabric cutters, or other similar devices**.

In the **front of the box**, there is a slot that can hold magazines. There is also a **handle** that can be used to carry the box when it is detached from the stand.

LampHolders can be found at the front of the box. They hold a Swing Arm Lamp (sold separately) with the round peg fitting into the hole.

You can open the box by pushing the lid slightly forward and lifting. Inside you will find **dowels for spools of thread**, two shallow compartments and one deep compartment. There is also a **magnet strip** to help keep needles in place.

With the lid shut, the surface is perfect for a 12" x 9" cutting board.



Raising and Lowering the Stand

- < The Professional Caddy has an adjustable stand that can be raised and lowered. The box level can be as low as 27" or as high as 33".
- < Adjusting the height is easy. Simply loosen the wing nut on the stand (part of the Upper Stand Assembly—applied in step 3).
- < For stability of the Caddy, place your foot on the front or side foot and lift (or lower) the box.
- < Once at the desired height, retighten the wing nut.