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## ParScooter Golf Cart Scooter Assembly Instructions

Tools needed. - 6mm, 7mm, 8mm Allen wrenches, utility knife

- 1.) Assemble the Electric Scooter and Golf Cart Caddy according to the instructions provided on the website ([http://www.parscooter.com/golf\\_cart\\_scooter\\_assembly.htm](http://www.parscooter.com/golf_cart_scooter_assembly.htm)). These instructions will also be included in the respective packaging containers. The scooter and caddy ship 99% assembled and will require only a couple hours to complete the entire assembly. If after reading the instructions you still have questions please call us first at 570-815-7217. You may be redirected to the customer service departments of the scooter and golf caddy manufacturers.
- 2.) The scooter seat is mandatory for the installation of the ParScooter hitch. Install the bottom portion of the seat post as described in the owners manual (shipped with the scooter). Tighten the setting pin with an Allen wrench securely as this post will remain on your scooter.
- 3.) Optional: Depending on the configuration of the ParScooter hitch supplied, you may need to install the included seat post bushing. If your hitch is shipped with the bushing slide the bushing (or shim) into the seat post clamp of the hitch. See Figure 1.



Figure 1. Seat Post bushing/shim installation.

- 4.) Slide the seat post through the hitch seat post clamp and into the lower portion of the seat post holder on the scooter. The two screws on the hitch seat post clamp should



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NOT be tightened. The hitch should rotate around the seat post under light pressure. This flexibility in the system is required to allow for easy turning. See Figure 2.



Figure 2: Seat post installation in hitch.

5.) Tighten the quick release lever on the seat post so that the seat (and seat post) will not move up and down or rotate during operation of your scooter. See Figure 3.



Figure 3: Tighten seat post quick release lever.

6.) Optional: Depending on the configuration of the ParScooter hitch supplied, you may need to remove a small portion of the padding on the golf cart caddy handle. Test fit the golf caddy side of the hitch by removing the two screws on the securing plate with an Allen wrench and reassembling it over the caddy handle. If the caddy handle padding is too bulky to secure the screws, you will need to use a utility knife to remove a small portion of the handle padding at the center of the handle. You only need to



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remove enough padding to fit the hitch over the handle.

- 7.) Fit the golf caddy side of the hitch by removing the two screws on the securing plate with an Allen wrench and reassembling it over the caddy handle. The hitch should be approximately parallel to the handle storage compartment area. The screws should be tightened enough to be secure, but loosely enough that the hitch can move up and down slightly (approximately 1/2" in either direction under moderate pressure is perfect). The play (or looseness) of this attachment is necessary to provide the required mobility on uneven golf course terrain. Do not over tighten the screws.
- 8.) Set the golf cart caddy handle knob so that the rear wheel (the EVA Orbital wheel) is elevated approximately 4" off of level ground when the seat-post side of the ParScooter hitch is seated on the seat-post quick release lever. Mark the location of this optimal setting for quicker assembly at the golf course. See Figure 4.



Figure 4. Golf Cart Caddy Handle Setting.