



scooterpac
canopy

EN

User Manual

Your ticket to staying

**warm
and dry...**



all year round!



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Brighten
your day

Warning Notices

It is strongly recommended that you read this section carefully before using the Scooterpac Canopy.

All images in this manual are representative and your Canopy may differ from that shown.

The Canopy is only to be fitted by an able bodied person, using the tools specified.
It is important that the Canopy is fitted to suitable securing points.

Scooterpac cannot accept liability for any injury which is caused by the misuse or failure to follow this manual.

Scooterpac cannot accept liability for any loss, damage or personal injury to yourself or others which occurs due to using unsuitable securing points on the scooter or due to the Canopy not being securely and safely secured to the scooter.

Safety Notices

- Ensure the Canopy is correctly fixed to the scooter and that all the installation steps have been completed.
- Keep fingers away from moving parts and only operate from the points listed in this manual.
- Only use the Canopy on scooters which have all the necessary fixing points.
- When making use of the side doors please ensure that the zips are completely closed.
- The Canopy should only be used in the fully unfolded or fully closed position with the protective bag covering it.
- Do not try to fold or unfold the Canopy while sitting on the scooter.
- It is advisable not to use the Canopy in winds above 40mph.
- The Canopy is designed for pavement and road use only.
- Check all fixings are secure and do not use with damaged or faulty parts.
- To order spare parts for the Canopy please contact your local Scooterpac dealer.

Warning - contains small parts. Not suitable for children under 3 years.

Box Contents



Frame



Cover / Doors



Bag



Spigot x1
M8 handwheel x2
M6 ratchet handle x1



Bolted arm brackets x2
Located on the frame



Toolless arm Brackets x2



M8 x 45mm bolts x3



M10 x 45mm bolt x1



M8 nyloc nut x1



Velcro square pads x2

Manufacturer Tool Kits

Included and to be used depending on the scooter manufacturer.

Kymco Strengthening Kit



M8 x 45mm bolts x2



Strengthening plates x2



Spigot securing bracket

Tools required



Allen key(s) - 4mm



Socket spanner - 13mm



Spanner - 13mm



Scissors

Introduction to the Canopy

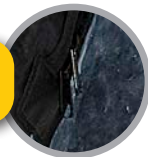
Luxury windscreen



Easy access window



Large access zips



Basket fixing access



Colour coded Velcro



Installation - 20 minutes // Unfolding 30 seconds

Locking mechanism



Universal arm brackets



Mounting spigot



Quick Start Guide

1



Remove the protective cover.



2



Unfold the frame.



3



Once unfolded into this position ensure the safety clip clicks and is secure.



4



Continue unfolding the Canopy.

8 simple steps to mobility freedom

5



6



7



8



Unfold the side doors and move into position.



Zip the door from the back towards the front. Repeat on the other side.

Kymco Strengthening Kit

If the scooter is manufactured by Kymco, the **Strengthening Kit** included with the Canopy **must** be used otherwise proceed to page 14.

1. Remove the scooter armrests by loosening the two hand knobs underneath the seat.



2. Take the seat off the scooter.

3. Locate the bolts which secure the armrest mounting the seat base.

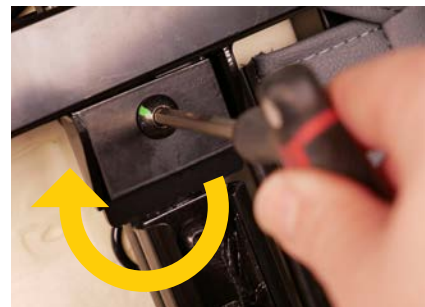


4. Loosen and remove one of these bolts.



5. Insert the **strengthening plate** and Replace the bolts and retighten.

Repeat the process on the other side of the seat.



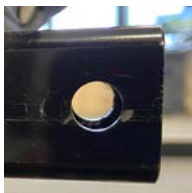
6. Replace the seat and armrests.

The Kymco scooter is now ready for your Scooterpac Canopy.

Installation Guide

Mounting the spigot

1. Remove the **M6 ratchet handle** from spigot.



If there is not a nut located on the accessory port, please proceed to **step 2**.



If there is a nut located on the accessory port, please proceed to **step 3**.

2. Slide the **spigot securing bracket** (located in the Pride Mounting Kit) over the accessory port – ensuring the threaded nut lines up with the fixing hole.



3. Insert the **spigot** into the accessory port underneath the back of the scooter, as far as it will go in.

Before inserting the **spigot**, ensure the holes on the **spigot** match up to the hole on the **accessory port**.



4. Choose to insert either an **M8** or **M10 bolt** through the accessory port and into the **spigot**. This will be dependent on the scooter. Secure with the matching **socket spanner**.

You may have to adjust the alignment of the spigot to ensure the **M8/M10 bolt** passes through the nearest hole located nearest the face of the **spigot**.



Fitting the Canopy frame

1. On the face of the **spigot**, equally loosen off the two **M8 handwheels** with six full turns.



2. Ensure that both washers are spaced away from the face of the spigot and are positioned against the **M8 handwheels**.



3. On the Canopy frame turn the arm supports so that they are pointing away to the sides in relation to the frame.



4. Slide the main Canopy frame on to the **spigot** in between the washers and the face of the **spigot's** plate.



5. Ensure both **M8 handwheels** on the **spigot** are fully tightened. Also check to ensure both arm rests are fully secure and fully tightened by using the **M8 handwheels** located underneath the scooter's seat.



Fitting & securing the arm brackets

1. Using a **4mm allen key**, on both sides of the Canopy frame, slightly loosen the brackets that hold the arm supports in place.



TOP TIP

If the **bolted arm brackets** do not fit securely around the scooter's arm rests e.g. there are plastic shrouds surrounding seat arms or there are not the necessary fixing points to secure the bolted bracket, please use the **toolless arm brackets**.

To install the **bolted arm brackets** proceed to **step 2**.

To install the **toolless arm brackets** proceed **step 6**.

Bolted arm brackets

2. Line up the Canopy's arm supports with the arms on the seat, ensuring the arm bracket is aligned with bolt securing the arm rest on the seat.



3. Remove the nuts and bolts on the scooter armrests.

TOP TIP

If the armrests are attached directly to the seat secure with the top bolt.

4. Replace these with **M8 bolts** supplied ensuring that they pass through the hole on the **bolted arm bracket**.
5. Secure the nuts on the **M8 bolts** with a **socket wrench** and **spanner**.

TOP TIP

Please do not overtighten the nuts to ensure the armrests can still be raised and lowered.

Repeat steps 2 - 5 on the other armrest and then go to page 22.

Toolless arm brackets

6. Remove the **bolted arm bracket** from arm supports located on the side of the Canopy.
7. On the **toolless arm bracket**, unwind the adjustable strap so that it can easily pass over the arm.



8. Slide the **toolless arm bracket** over the arm so that it aligns with the arm support on the Canopy.



9. Slide the **toolless arm bracket** into the arm support on Canopy.



10. Tighten the adjustable strap so that it is secure on the armrest.

This should be mounted as near to the top of the arm as possible.



TOP TIP

Please position so that the armrests can still be raised and lowered.

Repeat steps 6 - 10 on the other armrest.

More than halfway
there to **mobility**
freedom...

The Scooterpac Promise

We stand by our products and services because we follow **The Scooterpac Promise**.

Care

Kindness, consideration and positivity.

Respect and generosity to all.

Focus on the customer and all else will follow.

Dependable

Loyal, flexible and responsible.

Always accountable for our actions.

Excellence

Do our best and exceed expectations.

Surpass ordinary standards.

Innovation

Creating value and driving efficiency.

Pioneers in the marketplace.

Integrity

Everything we do is fair, honest and trustworthy.



Securing the Canopy frame

1. Tighten the quick release clamps on the arm supports.

Ensure the Canopy is as close to the seat as possible.

Apply pressure both from behind the Canopy frame and to the front of the armrest. Then lock the quick release clamps on the arm support into position. Repeat the process on the other arm support.



2. Using a **4mm allen key**, on both sides of the Canopy frame, tighten the brackets that hold the arm supports in place.

TOP TIP

Before continuing please ensure the Canopy is vertical when viewed from behind. If necessary, adjust the arms by loosening the allen bolts and sliding up or down.



3. Unfold the Canopy frame – ensuring the safety plunger clicks into place when unfolding.



Click!

4. Insert the **M6 ratchet handle** into the spigot.

Use the lever as a spanner to help you secure the bolt as tightly as possible. Push the lever round to tighten and then pull it out, rotate it, allowing it to reset towards the spigot and then tighten more. Repeat until the bolt is fully secure.



Fitting the Canopy cover

1. Remove the protective film on front windscreen.

Carefully peel the protective film by starting from one of the top corners, working diagonally towards the bottom.



TOP TIP

Please do not remove the foam support located on the frame hinge – this provides support to the Canopy to maintain safe operation.

The main Canopy cover and side doors are located in the fabric bag.

2. Remove the main Canopy cover and side doors from the bag.
3. Working from the back of the scooter towards the front, lay the main Canopy cover over the frame ensuring the Scooterpac logo is at the rear of the scooter/behind the seat and fits squarely.

4. Moving to the front of the scooter secure the Canopy cover to the windscreen.

Attach the Velcro located on the sides, followed by the top and finally bottom of the screen. To ensure a perfect fit make sure the central windscreen's bolts are placed against the area where Velcro is not present on the cover.



5. To secure the roof of the cover to the frame, fix the Velcro loop around the front hinges. Repeat the process for the rear hinges.



6. Moving to the back, secure the Velcro loops around the Canopy's rear support frame.

7. Secure the rear windscreen part of the cover to the frame by using the Velcro straps on the Canopy. Attach these to the frame's support bars. Repeat on the other side.



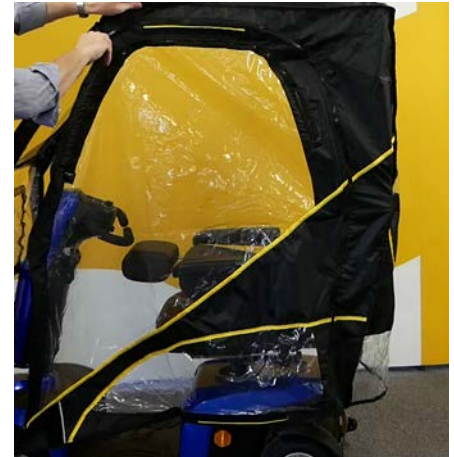
IMPORTANT

On both sides it is essential to secure one set of straps to the top of the circular bracket near the frame's hinge.



Fitting the side doors

1. Gather both side doors ready for fitting.
2. Ensure the zip pull on the main Canopy cover is at the rear of the scooter (see arrow displayed below).
3. Line up the rear of the side door with the zip pull. Zip to fully attach the door to Canopy.



Repeat steps 2 – 3 for the other side door.

Securing the Canopy cover

Scooters with a front bumper

Wrap the Velcro strap around the bumper and secure it back on to itself. Using **scissors**, it is important to trim off any excess strap.



Scooters without a front bumper

Please use the two self-adhesive **Velcro square pads**. These can be adhered to both sides of the front shroud in line with the **Velcro square pads** which are stitched to the main Canopy cover. Using **scissors**, it is important to trim off any excess strap.

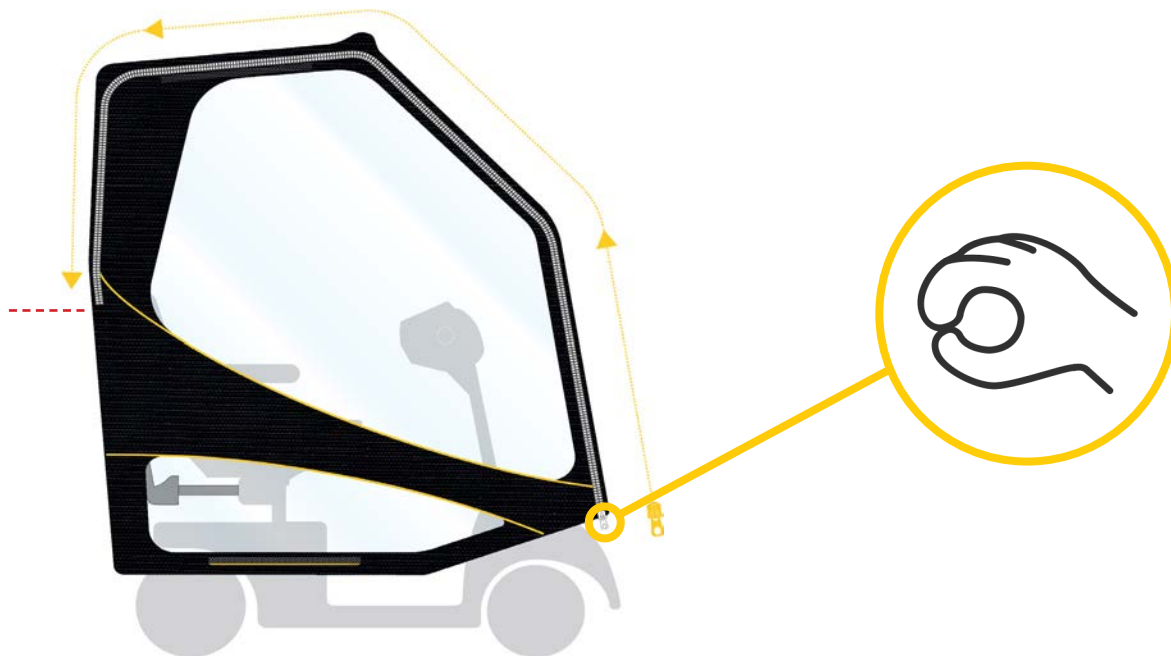


TOP TIP

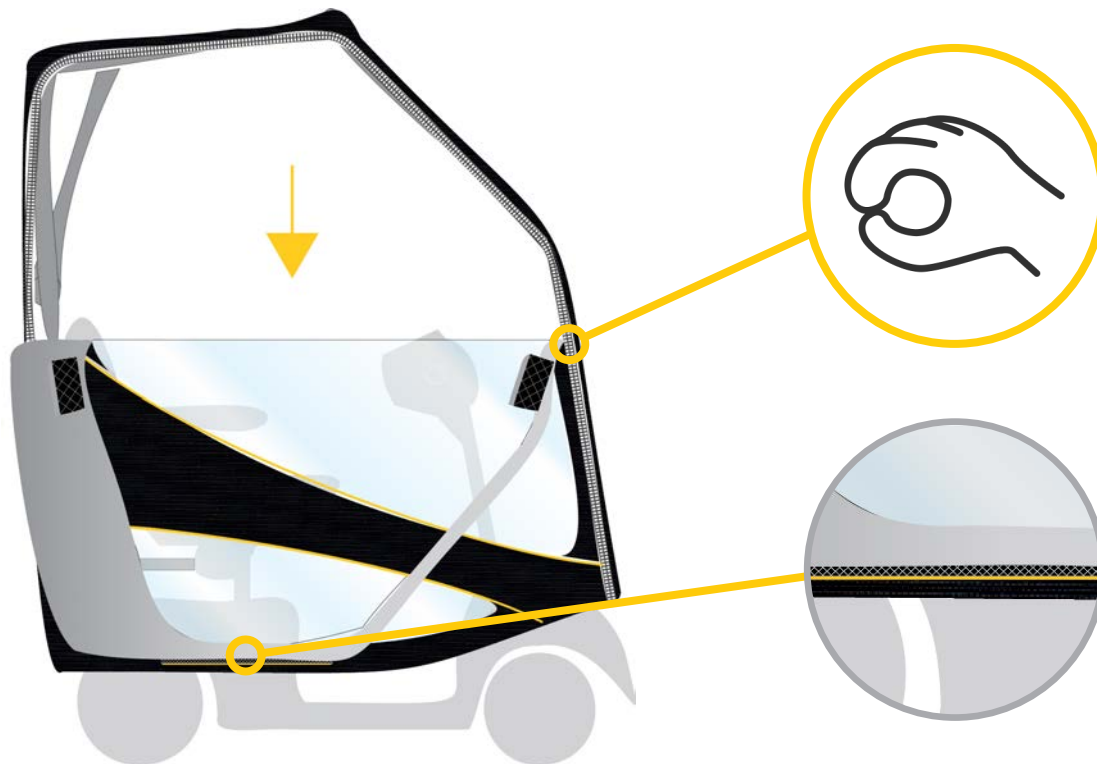
When following these steps please ensure that you **do not** fully trim the Velcro strip mentioned above. A section of this Velcro is used when folding the Canopy up - see page 32.

Folding the Canopy away

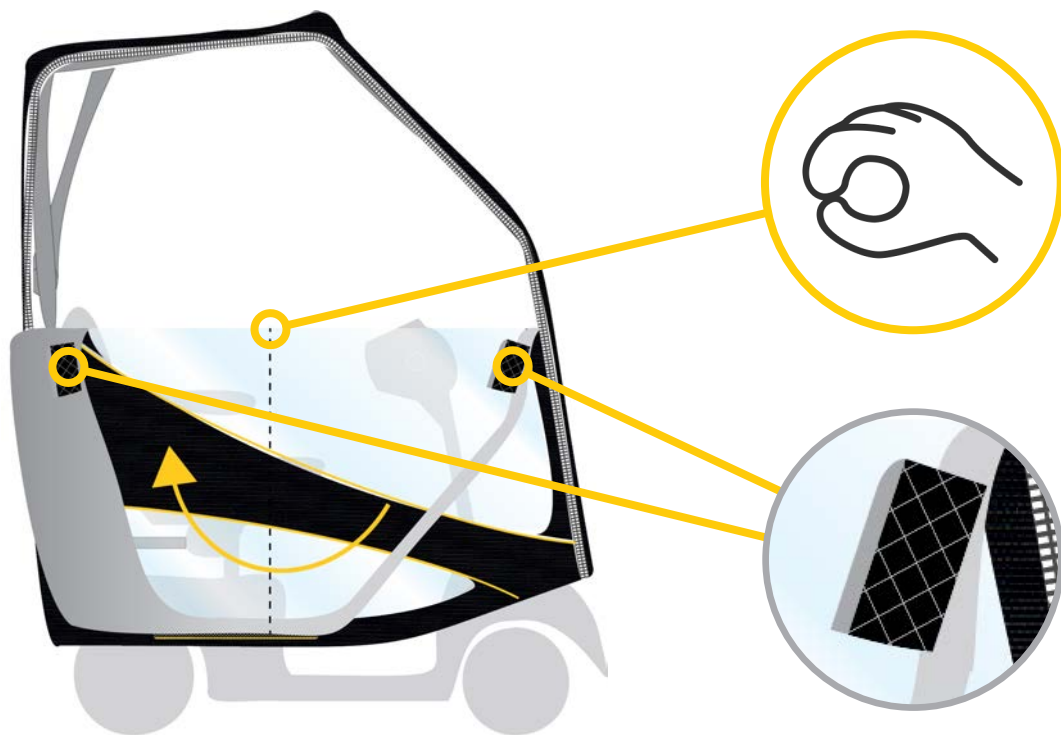
1. At the front of the Canopy unzip from the bottom. Please ensure you only unzip halfway down the back of the door.



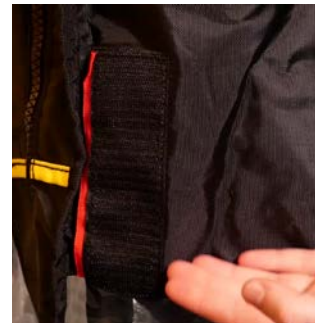
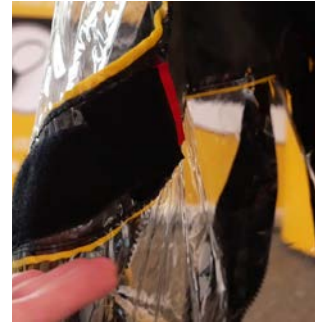
2. Holding the Canopy at the middle point, fold the side panel down by matching the yellow Velcro strip located at the top and bottom of the door.



3. Fold the door panels to match the two grey Velcro strips.

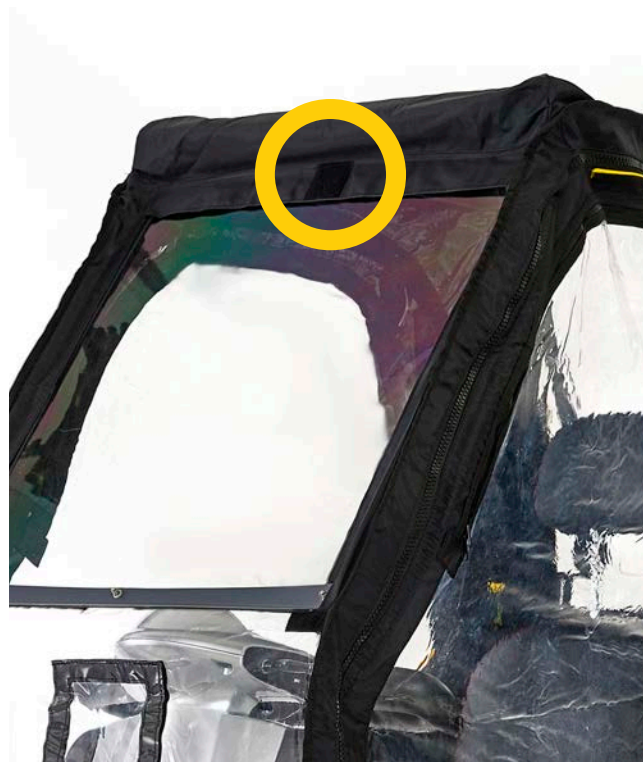


4. Fold each door panel behind the scooter so that the two red Velcro strips can be attached.



Repeat steps 1 - 4 for the other side.

5. At the front of the scooter, detach the Velcro strap. Fold up the windscreen matching the Velcro with the corresponding square pad located at the top.

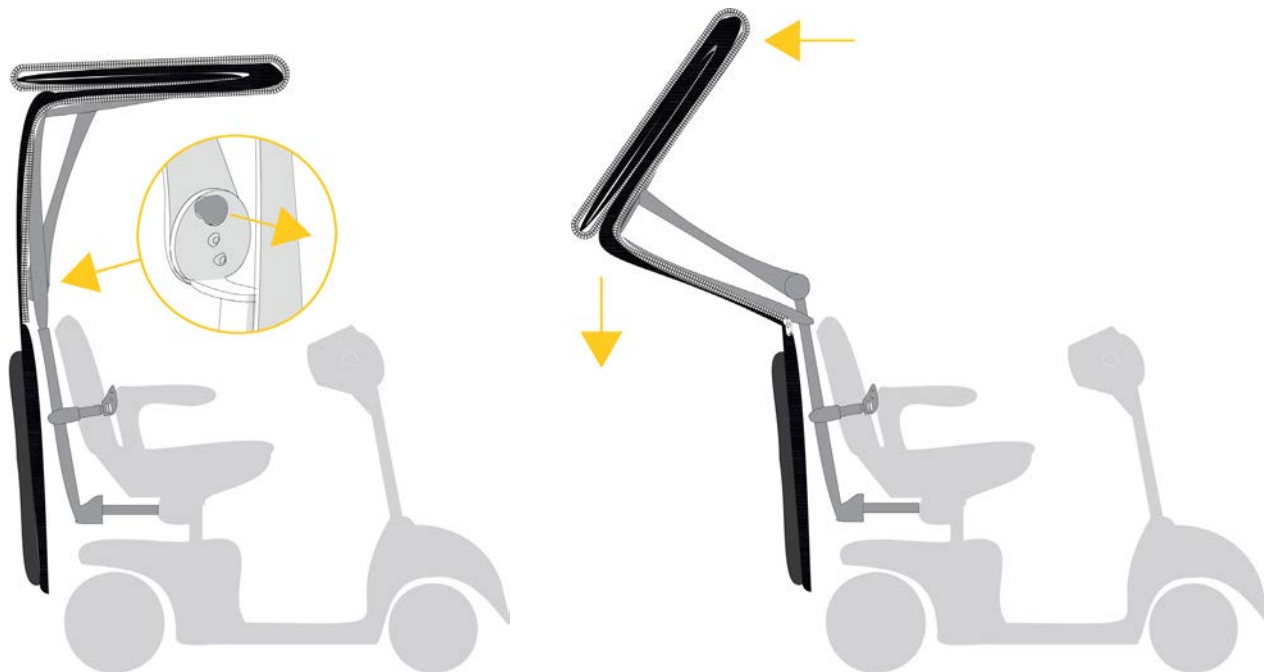


6. Fold the windscreen up onto the roof section.

Please take care not to trap your fingers.



7. Pull the safety plunger and carefully fold the frame down to the rear of the scooter.



8. Slide the bag over the Canopy.



Caring for your Scooterpac Canopy

The Scooterpac Canopy material is a mould resistant fabric which is waterproof too. Unfortunately, this will not stop the usual deposits finding their way onto it.

We recommend cleaning the Canopy with a small amount of washing up liquid, mixed with water and a sponge.

PLEASE DO NOT USE BLEACH.

Before folding up your Canopy again please leave it fully unfolded and in a well-ventilated place to dry.

FAQ

What should I do if the Canopy is touching the front wheels?

If the Canopy is touching the front wheels you will need to loosen the quick release clamps mentioned in step 1 on page 22.

To adjust, pull the Canopy frame away from the back of the seat until the Canopy clears the front wheels. Retighten the quick release clamps.

How do I fit a front basket to my scooter?

If your front basket is pushing on the inside of the cover remove the basket fixing access strip (see page 8). You can now fix the basket to the front of your scooter on the outside of the Canopy.

What should I do if my mirrors are catching the inside of the Canopy?

Switch the left and right mirrors with each other. You can then twist your mirrors to a vertical position instead of horizontal. This will ensure your mirrors are now clear of the Canopy.

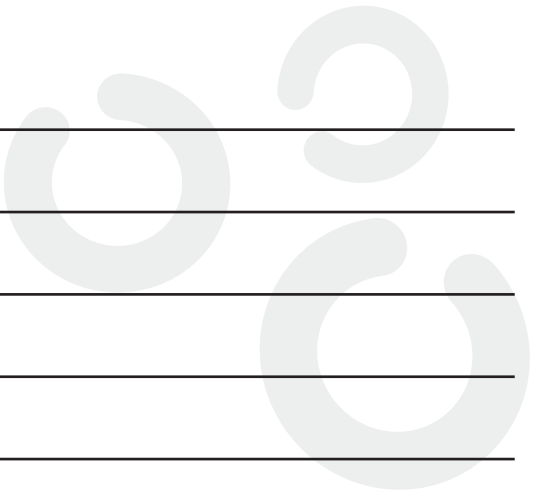
What is the full height of the Canopy once fully unfolded?

Once extended, the full height of the Canopy is approximately 1550mm / 61in.

This will vary depending on the scooter manufacturer and model.

Notes





A series of ten horizontal lines spanning the width of the page, providing a template for writing or drawing.



Nouvotech House, Harbour Road, Oulton Broad, Suffolk, NR33 0RU, UK
tel 0330 124 1733 **email** info@scooterpac.com **web** www.scooterpac.com

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