



## HOFFMAN HOUSE

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### 16 & 20 inch Scooter Assembly Instructions

Thank you for your purchase. If you have any problems or questions please do not hesitate to contact us.

#### Tools required:

Wire cutters or sharp scissors (do not use someone else's sewing scissors)  
#2 Phillips screwdriver  
6 or 8 inch adjustable wrench – two of them –  
15 mm and 17 mm wrench for wheel installation (adjustable wrenches should work also)  
½ inch open ended or box wrench  
Allen (hex) key set (not always required)

#### Unpacking:

Clip cable ties that are holding things in place.  
We usually use a block of wood that is screwed in through the box to immobilize things, and prevent the box from bulging. Unscrew this block and remove.

Lift out basket – located in the middle.  
Lift out wheel – (if it is not assembled – normally this is only on the 20" size)  
Lift out handlebar  
Lift out scooter. If basket supports are attached, be careful not to bend them.

#### Locate bag with all the small parts :

1 - screw and clamp for holding the brake in place – not always – some brake handles have a little hinge clamp, with an Allen (hex) screw  
2 - small screws and nuts for attaching the basket to the support legs  
2 - long screws and nuts for attached the basket hooks to the support arms on the handlebar  
2 – front wheel nuts (if wheel is unmounted)  
2 -- basket support arms (may or may not be installed on wheel axle)  
1 – kick stand (if not already mounted)



Loosen the bolt on the handlebar so that the expanding nut is just at the end of the thread.

Slide the handlebar into the front wheel assembly. This can be difficult, as it is a snug fit.

Align handlebars with wheels.

Tighten the bolt using a ½ inch wrench (this bolt is often snug with a ½ inch wrench – either because of plating building build-up or because it is actually a metric bolt – an adjustable will work, too).

Stand in front of the scooter, with the wheel between your legs, to brace it.

#### **IF FRONT WHEEL IS NOT INSTALLED:**

Gently slide wheel into forks and bend fender supports out a bit, and then bend back in onto the axle bolts. The fender supports should be on the outside of the forks.

The basket supports go on the outside of the fender supports.

Put nuts on and tighten nuts (these nuts are 15mm) finger tight.

Spin wheel and observe rotation to make sure wheel is centered and not wobbly. Then tighten nuts completely.

**Use a second wrench on the inside axle nut (this nut is 17mm) to make sure they are very tight.**

Attach basket **before** completely tightening axle nuts.

The basket is attached to the small bar below the handle bar, and to the chrome support arms that are on the front axle. The hardware for this is in the bag attached to the basket. The curved hooks rotate up to attach to the cross bar that is below the handle bar, and the small tabs at the bottom of the basket swivel down to attach to the arms.

The hand brake can be attached to either side using the curved bracket, and screw and nut that are remaining after you attach the basket.

Make sure that the hardware is tight, particularly that for the handlebar and wheels.

Test the hand brake.



## IF KICK STAND IS NOT INSTALLED:

Remove the left nut (when facing the front of the scooter) from the rear wheel. Use a wrench on the outer and the inner nut to loosen and tighten the wheel. This makes it easier, and allows you to tighten it sufficiently with less effort.

Attach kick stand and replace the nut loosely. Test and adjust kick stand position and then fully tighten the nut. Once the kick stand is tightly mounted, you may need to slightly bend it outwards to allow the scooter to properly angle when parked.

## IMPORTANT NOTES

There is also a rear foot brake. You can brake with your heel or your toe.

When coasting – it might be easier to rest your kicking foot on the rear fender, rather than on the platform.

The vertical metal piece on the rear fender is for mounting a belt clip LED blinker.

In our area scooters are ubiquitous, and most drivers are careful about them. This likely is not the case in your area, so please be extra careful.

If you drive over a transition in the pavement – like a sidewalk bump, or driveway transition, you will probably hear a little scrape. This is normal. It is the rear brake bottoming out. This brake is the lowest point on the scooter, and it also protects the rear wheel. Also be aware that the platform is designed very low to the ground, to be more comfortable when scooting.

These scooters can be very fast. Be careful when braking!! Use both the rear and front brakes, especially if braking hard. If you use only the front brake for a sudden stop, you might lose control of the scooter. Please practice on a level surface, and be very careful going down hills.

Please supervise children !

If you require any assistance please feel free to contact us !

If you need parts, please contact us for assistance.

If you would like to share any photographs of you and your scooter, we would be delighted to see them. Please email them to: [sah@hoffman-house.com](mailto:sah@hoffman-house.com)

Or post them on our Facebook page at:

[www.facebook.com/AmishScooters](http://www.facebook.com/AmishScooters)



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The basket hooks attach here.  
Use the long screws to secure



To tighten wheel nuts  
Use a wrench on both the  
inner nut and outer nut

Small tabs attach to the support arms



Wheel goes on forks first,  
Then the fender supports,  
Then the basket supports



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Main support is "inside",  
Then the fender support,  
Kickstand is on the outside -  
closest to the nut.