



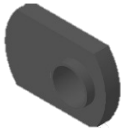









## User Instructions

### Multiline Otter Scoreboard Caddy Assembly

#### List of parts:

	Single Caddy	Double Caddy	
	1	1	Base assembly with attached wheels
	2	4	Uprights (60" or 74" aluminum extrusion)
	1	1	48" tie down brace w/ brackets attached
	2	4	T-brackets
	4	8	T-Nuts
	10	20	Flange Button Socket Cap screws 5/16-18 X 5/8
		2	Connector brackets w/ hardware attached
	8	16	Flat washers
	8	16	Lock washers
	8	16	1/4-20 x 2" screws

#### List of tools:

- 1 3/16" hex L-key to assemble caddy (Included)
- Level
- 7/16" wrench
- Tie-downs and weights (such as sandbags or weighted buckets) to tie down caddy to prevent tipping

***One part of this process will require three people: two to lift the scoreboard and one to align it to the caddy.***

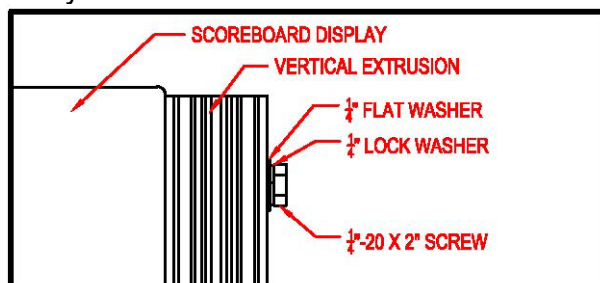
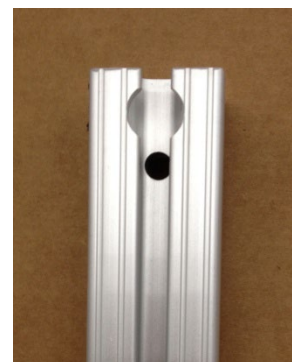


### **Power and wired data**

The display is equipped with a 14' power cable, which exits the scoreboard on the bottom. The data jack, if using wired data, is also on the bottom of the scoreboard. There are knockouts on the back of the board near the bottom through which the power cord and wired data can be rerouted by a certified electrician. If taking this step, arrange for the electrician to do this before continuing.

### **Attach the uprights to the scoreboard(s)**

Lay the scoreboard face down on a protected surface. Near the top of each upright there's a hole drilled through (see picture at right). Lay the uprights on the scoreboard with the top of each upright aligned with the top of the scoreboard, with the keyholes (shown) against the scoreboard. Attach the uprights (called vertical extrusion in the detail drawing below) to the scoreboard using the included  $\frac{1}{4}$ " hardware and the threaded inserts in the back of the scoreboard in the **lower** 6 holes. Do not attach the top two yet.



### **Mounting your tie-down brace**

Colorado Time Systems  
1551 E. 11<sup>th</sup> Street, Loveland, CO 80537  
Phone: 970-667-1000 Fax: 970-667-1032 Toll free: 800-287-0653  
www.coloradotime.com E-mail: customerservice@coloradotime.com  
F1002 Rev. 201712

Your tie-down brace goes on the back side of one scoreboard.

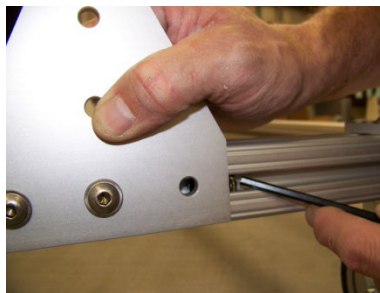
1. Hold it so the note that the caddy must be tied down is facing out, and slide the t-nuts into the top of the uprights. You may need to loosen them slightly to get them to slide well.
2. Use a level to make sure the brace is horizontally straight and level. Tighten the screws with the 3/16" hex L-key.
3. When the caddy is not stored, lock the wheels and use the eye-bolts on the ends of the brace to securely tie the caddy to weights (for example, sandbags or weighted buckets) to prevent it from tipping.
4. After the brace is installed, install the 1/4" hardware at the top two locations.



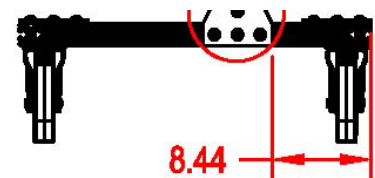
### Caddy assembly

Your mini scoreboard caddy comes partially assembled from the factory. To complete the assembly, follow these instructions.

1. Loosely attach a T-bracket to one end of the base using three 5/16-18 X 5/8 flange button screws and the three T-nuts that are pre-installed in the outer track of the end rail, as follows. (If building a double caddy, use the three T-nuts that are closest to the right)
  - Starting at one end of a bracket, insert the screw through the bracket and into the end T-nut. Hand tighten loosely so the bracket can slide in the extrusion

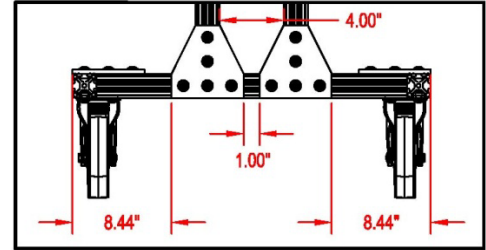


- Continue with the other two screws. Use the 3/16" hex L-Key to fine-tune the location of the T-nuts if necessary.
- Slide the T-Bracket along the track until the right edge is 8.44 inches from the right end of the base as shown. Tighten the screws to the T-nuts using the 3/16" Hex L-key.



2. Install the other bracket to the other end in the same way, this time with the left edge of the bracket 8.44 inches from the left end of the base so that the two T-brackets are parallel with each other.

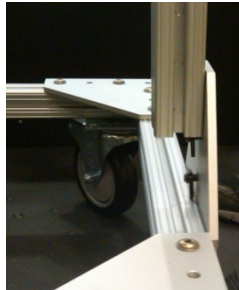
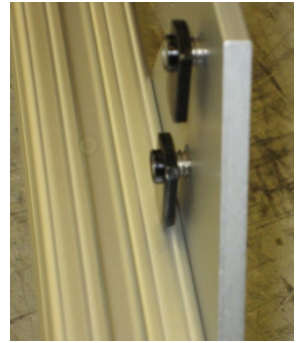
3. If building a double caddy, install an additional T-bracket on each end, 8.44 inches from the other end of the base, using the remaining pre-installed T-nuts. The distance between the uprights must be 4 inches, and the distance between the T-brackets will be 1 inch.



4. Install 2 Flange button screws and 2 T-nuts to the remaining holes of the T-bracket, with flat part of the T-nut towards the bracket, and leave loose.

5. The next step requires 3 people. Two people lift the scoreboard and lower it onto the T-brackets. The third person guides the board so that the t-nuts slide into the inside channel of the uprights.

- Single scoreboard: mount with the *back* of the scoreboard closer to the edge of the caddy to achieve the proper center of gravity.
- Two scoreboards: mount the first so the *front* is closer to the edge of the caddy, and mount the second board facing the opposite direction.

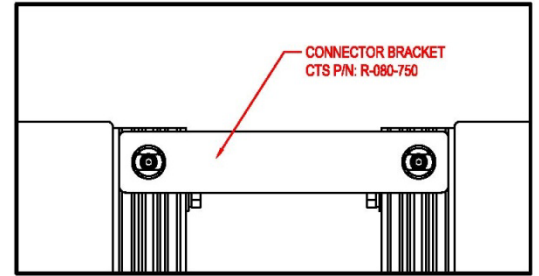


6. Using the level, make sure that the uprights are perpendicular to the ground, and tighten the screws with the 3/16" L-key.

### **Connector bracket for double caddy**

If building a double caddy, connect the two scoreboards to each other at the top with a connector bracket on each side.

1. Slide the t-nuts that are attached to the connector bracket into the top of the uprights. You may need to loosen them slightly to get them to slide well.
2. Use a level to make sure the bracket is horizontally straight and level. Tighten the screws with the 3/16" hex L-key.



**When the caddy is not stored, lock the wheels. Use the eye-bolts on the ends of the brace to securely tie the caddy to weights (for example, sandbags or weighted buckets) to prevent it from tipping.**