Assembly guide
The Caddy Pro comes packed into 3 separate boxes:

Box 1: Seat, battery, and front frame section

Box 2: Rear frame section with wheels, front and rear baskets, fenders, charger and accessory box (pedals and headlight inside)

Box 3: Front wheel
Identify the hardware

- **Pedals**: Pedals
- **Headlamp**: Headlamp
- **Rear fender brackets x 4**: Rear fender brackets
- **Chain**: Chain
- **Front fender bracket x 1**: Front fender bracket

- **Socket head bolts to connect front and rear frame sections**
- **Socket head bolts to fix the rear basket to the Frame (needs nuts)**
- **Socket head bolts to attach the front fender bracket (needs nuts)**
- **Socket head bolts to connect the front fender and headlight to the fork (needs nuts)**
- **Socket head bolts to attach the rear fenders to the basket (needs nuts)**
- **Socket head bolts to fix the front basket (no need for nuts)**
- **Socket head bolts to connect rear fender brackets to the basket (No need for nuts)**
STEP 1:
Remove the protective plastic sleeve and cap from the frame so you can install the handlebar, this is protective shipping material only, you can discard it.
STEP 2: Assemble the stem and handlebar.

A-Insert the stem into the tube. Use the spacer ring (arrow) to increase the handlebar height, for lower handlebar position you can remove the spacer ring.

B-Align the stem/handlebar in a straight position.

C-Secure the handlebar tightening the top screw with an allen wrench.

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STEP 3: Assemble the stem and handlebar.

D-Tighten the socket head screws with an allen wrench

F-Adjust the angle of the handlebar with the horizontal screw, once you reached the desired angle close the latch.
STEP 4: Connect the front and rear frame sections

Use the 6 socket head bolts and safety nuts to connect both sections but do not tighten yet, you will need to adjust the chain before fully tightening.

Connect front and rear section
STEP 5: Install the front wheel

1. Make sure to have the spacer washers (a) and safety washers (b) on both sides between the fork.

2. Insert the front tire into the fork, the disc needs to slide into the brake caliper.

4. Connect the motor cable on the right side of the fork.
STEP 6: Install the chain

1- Tighten the bolt for the gears

2- Pulldown the derailleur

3- Start loading one end of the chain from top to bottom around the first small sprocket (blue arrow) ... then around the second small sprocket (green arrow)

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STEP 6: Install the chain

4-Route the chain around the 2 small sprocket gears

5-With one hand keep pushing the derailleur down, pull the end of the chain out of the second sprocket

6-The chain is now routed thru the derailleur, keep pulling it towards the front

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STEP 6: Install the chain

7-Keep reeling out the chain

8-The chain is now routed around all gears

9-Link the chain together with the link lock. **Tighten the 6 bolts that connect the front and rear frame sections.**
STEP 7: Install the rear brake

1-Remove the red protective tab from the rear brake.

2-Attach the rear brake to the frame, slide the disc into the brake.

The left hand controls belong to the shorter cable, the right controls to the longer cable.
STEP 8: Attach rear shifter cable

1-Insert the bare metal wire into the guide on the shifter

2-The wire will come to a stop once the rubber jacket hits the guide

3-Pass the metal wire under the tab of the locking bolt

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STEP 8: Attach rear shifter cable

4. Tighten the locking nut to secure the cable into position.

5. Put the wire endcap and clip it with pliers.
It is highly recommended to attach the rear fenders to the rear basket before fixing the basket to the frame.

1- Fix the rear fender brackets to the rear basket

2- Attach the rear fenders to the brackets with the short bolts
STEP 9: Rear fenders and basket

Fix the rear basket with fenders to the frame using the long bolts with washers.

Secure from underneath with the safety nuts.
STEP 10: Front fender and headlight

1. Install together the front fender and headlamp onto the front fork hole.
2. Secure both with the socket head bolt.

Attach the bracket to the front fender.
Connect the wires to the headlamp: The positive wire plugs on the side marked with the + sign.

To identify the positive wire, look for the wire marked with text on the rubber insulation.

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To turn your headlight on:
1-Turn on your electric system by pressing and holding the M button for 3 seconds
2-Press and hold the arrow Up button until the light comes on, you will see the light icon on the screen
3-To turn off the light press and hold the Up button again. The light icon will turn off from the screen.
STEP 12: Front basket

Attach the front basket to the frame using 4 socket head bolts.
From the accessory box, identify the left and right pedals. Fix the pedals to the crank, the left pedal is tightened counter clockwise, the right pedal clockwise. Hand-tighten the pedals first, then use a wrench.