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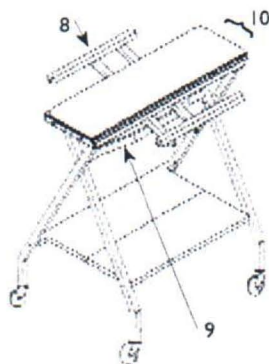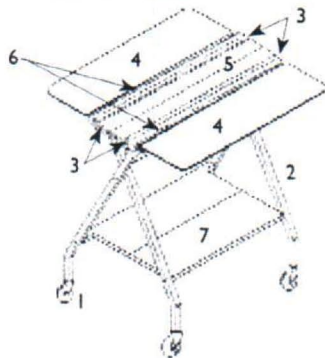
1. Wheels
2. Legs
3. Adjustment pins
4. Side panels
5. Center panel
6. Hinges
7. Shelf
8. Side supports
9. Handle bar
10. Folding panel housing

To Install Mobilefold Wheels

While unit is flat on ground, and folding panel housing is facing up, the bend in the handle bar will be touching the ground. Insert stem of wheels into leg sockets either by hand or with a rubber mallet. *Note: Wheel stems should be completely inserted into sockets. The two wheels with brake levers should be inserted on the same side as bend in handle bar.*

To Set Up Mobilefold

Step 1 - Lay unit flat on ground with plastic folding panels facing up.
Step 2 - Lock the two wheels with brakes by rotating levers so wheels do not spin.
Note: There should be only two wheels with braking levers.
Step 3 - From the center of folding panel housing, lift up until it stops **(Do not force)**. This should release and slightly separate the legs from each other. *Note: the folding panel housing should remain in the up position on its own.*
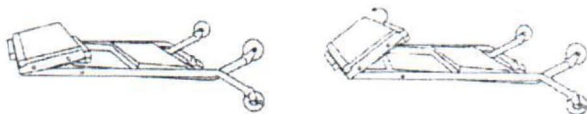
Step 4 - Holding the bottom leg down on floor, pull up on top half of shelf so it flattens into position. Shelf should be fully flattened with no bend. Pull on the handle bar and stand unit upright onto its wheels.
Step 5 - From either side, pull open side supports until they stop.

PROPER USE GUIDELINES

Do not open panels without opening side supports
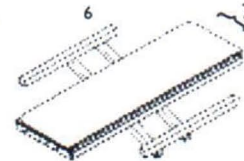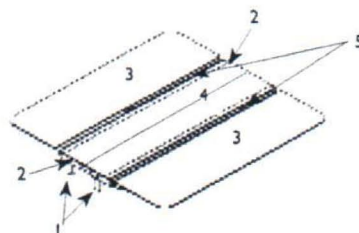

Do not stack

Do not pull on outer panels to maneuver the unit

Tabletop Mobilefold Index

1. Rubber capped legs
2. Adjustment pins
3. Side panels
4. Center panel
5. Hinges
6. Side supports
7. Folding panel housing

To Set Up Tabletop Mobilefold

Tabletop mobilefold is designed to be placed on any of our workstation products or on top of another work surface.
Step 1 - Simply place the tabletop mobilefold so rubber capped legs are on a stable work surface.
Step 2 - From either side, pull open side supports until they stop.

Operating Methods For Mobilefold and Tabletop Mobilefold

To Operate Panels For Folding:

Step 1 - Starting with panel on top, then second panel underneath, open folding panels to their outer positions. This will result in a flat folding surface with left, right and center panels.

stand here
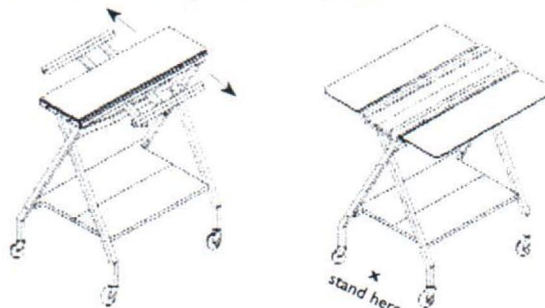
You are now ready to begin folding. Instructions to follow. *Note: You can operate folding panels from either side of unit. See x above for where to stand to operate folding panels.*

To Adjust Folding Widths

The center panel has 7 settings for different folding widths. It adjusts from 7" to 13" in 1" intervals so you can fold garments at 7", 8", 9", 10", 11", 12" and 13". The adjustments are made by using the 4 metal pins on the center panel (2 on each side).
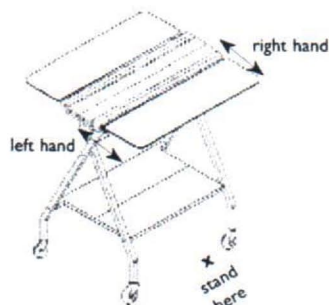

Step 1 - Position yourself on one side of the unit so you can place your hands on the set of pins closest to you. Place one foot on shelf to stabilize the unit. *Note: Shelf is NOT a step.* Push both pins in at the same time to release pins from their holes. While holding both pins in, slide panels slightly towards you until the pins click into place. This movement should result in a half-inch adjustment. The different folding widths correspond to the measurements displayed on center panel. Each pin should be in matching holes on both sides to ensure an even fold.

Step 2 - Repeat Step 1 on opposite side. You now have made a one-inch adjustment from 7" (completely closed) to 8".

To increase folding width to 9", 10", 11", 12" or 13", just repeat Steps 1 and 2 to the next adjustment. Again, when making adjustments, make sure pins are in matching holes on both sides. To reduce folding width, push pins in and slide side panel unit back towards center panel until pins click into place. Again, look at center panel for desired measurement. *Note: it is important that you push both pins and slide at the same time to achieve a smooth adjustment.*

To fold Shirts (short sleeve)

Step one   Step two   Step three   Step four
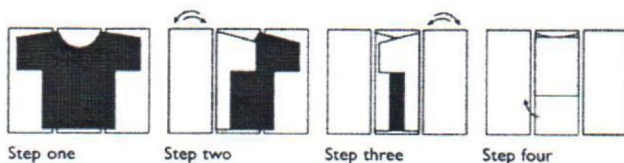
Step 1 - Lay shirt face down with collar centered at top edge of center panel. Use center line to center the garment. If shirttail is longer than panels, simple fold excess shirttail by hand so shirttail length is even with edge of folding panels. This will ensure consistency in the length of the fold.

Step 2 - Standing from either side of unit, grab corner of right panel with right hand and corner of left panel with left hand. Firmly flip one panel over the center panel and back again to its original position so garment fold is completely over center panel. This will fold half the shirt. *Note: Flip panel at a firm and controlled speed. If you flip panel too fast, the garment may be forced too far over the center panel requiring a refold. If you flip panel too slow, garment will slide down panel during folding process requiring a refold.*

Step 3 - Repeat Step 2 with the opposite side panel. This will result in an elongated fold. If the top sleeve ends up beyond the center panel edge, flip the other panel again to fold the excess sleeve back over. Remember to flip panels at a firm and controlled speed.

Step 4 - By hand, fold shirt in half, thirds or quarters to complete the fold.

To Fold Long Sleeve Shirts

Step one   Step two   Step three

Step four   Step five   Step six
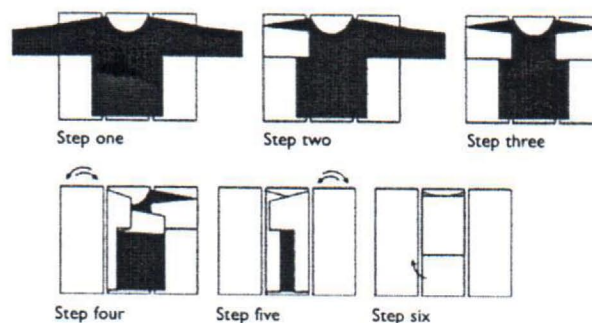
Step 1 - Same as Step 1 above (For short sleeve shirts).

Step 2 - By hand, fold cuff of one sleeve over back of shirt so the outer edge of folded sleeve is slightly inside the outer edge of corresponding side panel.

Step 3 - Repeat Step 2 for opposite sleeve.

Step 4 - Firmly flip one panel over the center panel and back again to its original position. This will fold half the shirt. Remember to flip panel at a firm and controlled speed.

Step 5 - Repeat Step 4 with the opposite panel. This will result in an elongated fold. Remember to flip panels at a firm and controlled speed.

Step 6 - Fold shirt in half, thirds or quarters to complete fold.

To Fold Pants


Step one   Step two   Step three   Step four
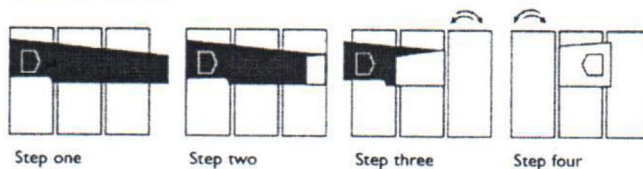
Step 1 - By hand, fold pants lengthwise. Lay pant across panels so side to be displayed is facing down and top of inseam is laying over the plastic hinge (this may be varied according to desired end result fold). Adjust panels (see For Adjusting Panels) so that hinges of panels are lined up with where you desire folds to be.

Step 2 - If pant legs extend beyond unit, fold pant hem by hand to be even with outer panel.

Step 3 - Lift side panel with pant waist slightly up, then flip panel on side of pant hem.

**Step 4** - Flip opposite panel (on waist end). Fold is complete. *Depending on pant, you may fold multiple pairs of pants at same time.*
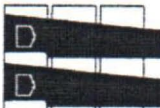
To Fold Towels

There are many creative ways to fold towels on the **Mobilefold**. The instructions below are one way to fold a standard bath towel.

Fold Width	Approximate Overhang for Right Edge	Approximate Overhang for Left Edge
9 "	1/4"	0"- even with left edge
10"	1 1/4"	1"
11"	2 1/4"	2-
12"	3 1/4"	3"
13"	4 1/4"	4-

Step one   Step two   Step three   Step four
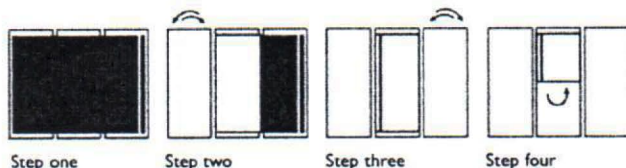
Step 1 - Adjust panels to desired width. Lay towel horizontally across panels with towel dobby or trim and label face up on right panel. Adjust position of towel so right edge of towel hangs over right side of panel at appropriate measured overhang (see chart above). The overhang may need to be adjusted slightly due to imperfections in the towel. By hand, fold left edge of towel so left side of folded edge has appropriate overhang (see chart above).

Note: 7" and 8" folds require no overhang. As a result, the right and left edges of towel should be inset 2" and 1" respectively from outer edge of panels.

Step 2 - Flip left panel with folded towel edge first and return panel to original flat position.

Step 3 - Flip right panel and return panel to original flat position.

Step 4 - By hand, fold towel in half or in thirds so towel dobby is facing up and label is easily accessible. Fold is complete.
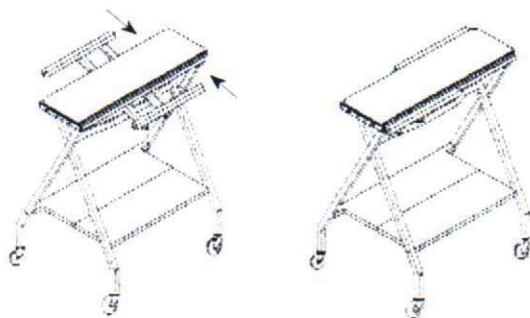
To Maneuver & Store Mobilefold

Step 1 - Adjust center panel to 9" width.

Step 2 - Flip both side panels over center panel so one is on top of the other.

Step 3 - Push side supports in until they are flush against the folding panel housing.

This is the maneuvering position for rolling unit through narrow aisles or from one area to another.

To Store Mobilefold Continue to Step 4

Step 4 - Lock wheels by turning brake levers so locked wheels do not roll (there should be two locking wheels only).

Step 5 - Once wheels are locked, lay unit on ground so outer bend of handle bar is facing the ground.

Step 6 - From either side, hold top leg with one hand and push the underside of shelf with your other hand. This will start the closing of shelf and top legs. As shelf and legs begin to close, continue to push leg down until top wheels touch the floor.

Step 7 - Face the outside wheels outward to avoid lock up. With one hand push center of folding panel housing down while pushing the shelf closed with your other hand. Folding panel housing should be touching legs with the two shelf halves completely closed.

Step 8 - Stand unit upright on wheels. Make sure all wheels are turned out pointing away from unit.

Note: If one folding panel has flipped toward floor, you will need to reverse position of panels.

Important: All four wheels must be turned out pointing away from unit to stand upright in storage position.

To Store Tabletop Mobilefold

Step 1 - Adjust panels to 9" width.

Step 2 - Flip both side panels over center panel so one is on top of the other.

Step 3 - Push side supports in until they are flush against the folding panel housing.