



Customer Operation and Safety Guide

Rug Doctor Support: 1-800-784-3628 | www.rugdoctor.com

Machine/Tool ID:	DCGL-1 4-in-1 Convertible Dolly with Nose Plate Extension
Vendor:	Gleason Industrial Products / Gleason Group
Vendor Website:	www.milwaukeehandtrucks.com
Mfg. Support Phone No.:	414-529-8357

Tool Application: Safely move boxes, storage bins, furniture, and similar items with ease. Easily converts to 4 positions and 3 different load capacities: 800 lbs. in the vertical position; 500 lbs. in the 45% incline position; and 1000 lbs. in the horizontal position.

Operation Guide: Read all instructions completely before you begin.

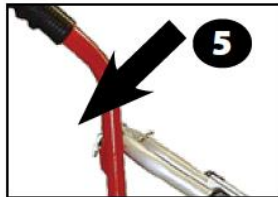
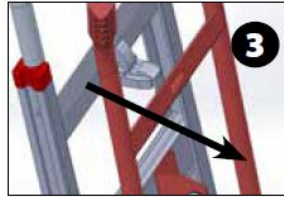
USER MUST CAREFULLY READ AND UNDERSTAND ALL INSTRUCTIONS BEFORE USING THIS DOLLY. Before operating dolly, renter agrees to fully read, understand, and follow all safety warnings and instructions set forth below, which can be found on Rug Doctor's website (www.rugdoctor.com).

USING THE TOOL

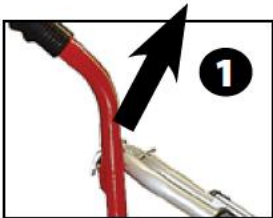
1	Make sure there is a clear, obstacle-free path between the heavy items you are moving with the dolly and the final point/destination. Keep all children, pets, and others at least 25 feet away during loading and unloading.
2	Use the dolly in one of the 4 positions that is appropriate for the job, dolly's load capacity rating, and the load to be carried.
3	When stacking items on the truck, keep the heaviest load on the bottom to lower the center of gravity. Use with load balanced and stable over the axle. Make sure the load is stable and won't fall or shift.
4	CAUTION: Never stack items so high that you cannot see where you are going.
5	Balance the load so the weight will be carried by the axle, not the handles.
6	When carrying multiple boxes side by side, attempt to stagger them to "lock in" the boxes.
7	Be sure the items to be transported on the dolly are sturdy enough to be moved in this manner. Secure any bulky, awkward, or delicate objects to the dolly.
8	Let the dolly carry the load. The operator should only balance and push. As a rule, avoid walking backwards with the dolly. Remember the back care rule: It is safer to push than to pull. Keep your knees slightly bent and your back straight.
9	To get a stack of boxes onto the dolly, tip it forward to slip the dolly's bottom plate underneath the boxes. Then carefully tilt the dolly back onto its wheels, holding the front of the cargo with your hand to make sure it tips backward with the dolly.
10	When tilting a stack of boxes backward onto the moving dolly, put a foot on the bar in between the truck's wheels to prevent the dolly from rolling back.
11	Pull the loaded dolly slowly and carefully to your destination. Use one hand to hold the top of the cargo while steering the dolly with the other.
	IMPORTANT: Roll straight over bumps, thresholds, and stairs – if you approach at an angle, the dolly will tip and so will the boxes or loaded items being moved.

CONVERSION INSTRUCTIONS

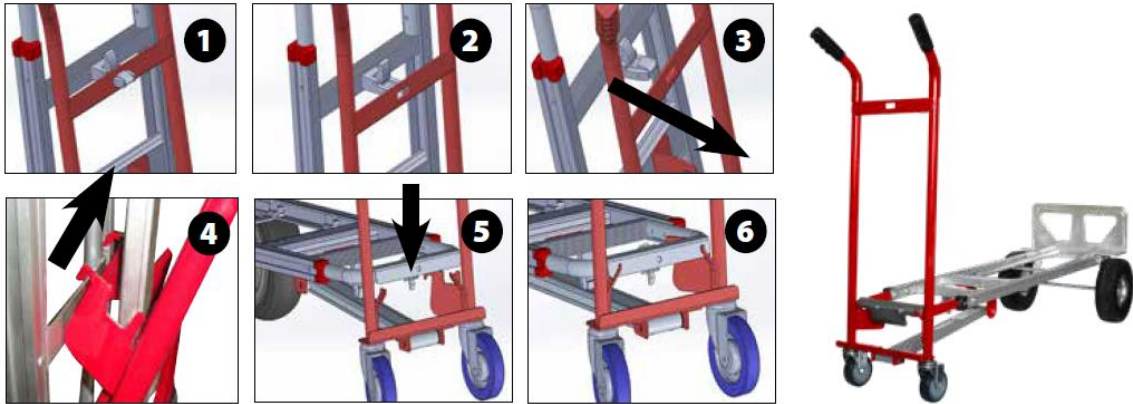
TO CONVERT TO AN ANGLED TRUCK



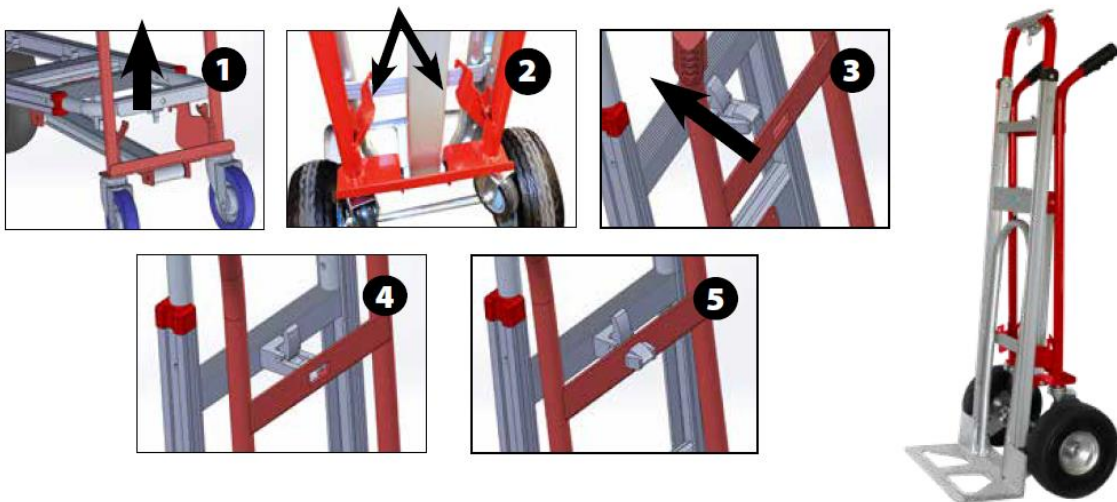
TO CONVERT BACK TO A 2-WHEEL HAND TRUCK



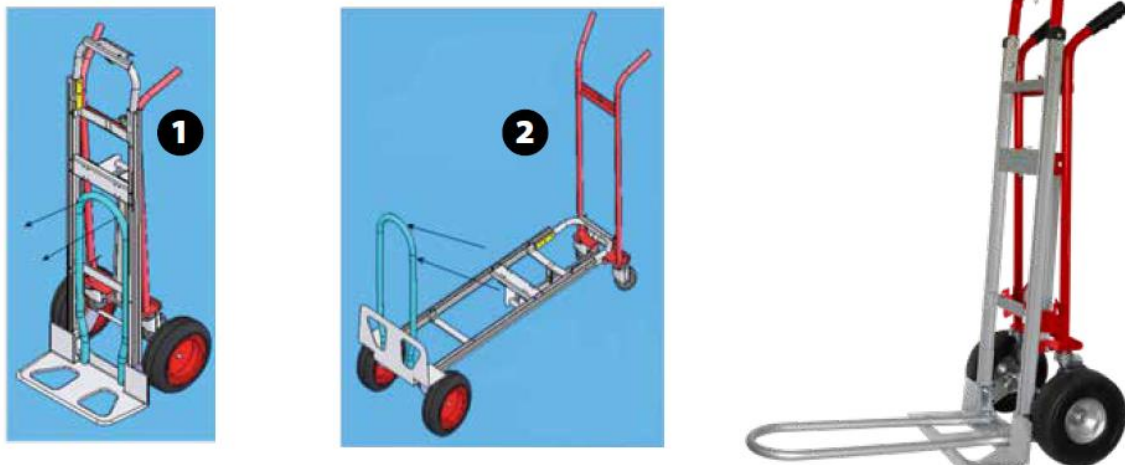
TO CONVERT TO A HORIZONTAL PLATFORM TRUCK



TO CONVERT BACK TO A 2-WHEEL HAND TRUCK




TO USE THE NOSEPLATE EXTENSION



Safety Guide: Read all instructions completely before you begin.

USER MUST CAREFULLY READ AND FULLY UNDERSTAND ALL INSTRUCTIONS BEFORE USING THIS DOLLY. When using the dolly, basic precautions should always be followed, including the following:

 **WARNING!** Wheels may scratch, dent, or damage certain types of flooring. Cover your floor surface prior to transporting products with any moving equipment.

- **WARNING!** THIS HAND TRUCK/DOLLY IS **NOT** TO BE USED FOR LIFTING OR TRANSPORTING PEOPLE, ANIMALS, OR HAZARDOUS MATERIALS.
- **WARNING!** This hand truck/dolly is **NOT** intended to be used for transporting large appliances, including, without limitation, refrigerators.
- CAUTION: Observe safety measures when handling heavy objects.
- Inspect dolly before use. **DO NOT** use a damaged dolly. If dolly is damaged or broken, immediately return to rental location and notify Rug Doctor at (800) 784-3628. Do not attempt to repair a damaged or broken dolly under any circumstances.
- CAUTION: Do not move large items by yourself. Don't overexert yourself. A short lift onto a truck can strain your back.
- Have more than one person help move large and/or heavy items down stairwells to keep the dolly from getting away from you.
- Heavy items can cause injury or damage if mishandled on the dolly. It is always best to push loads rather than pulling them, keeping knees slightly bent and your back straight, so your legs, not your back, do the work.
- While loading the dolly, use your knees rather than your back or arms to lift.
- Make sure your loads are low enough to see over. We recommend a maximum height of not more than 5 ft.
- Always check your weather conditions. Do not use on wet or slippery surfaces.
- Wear sturdy shoes with nonskid soles. ANSI-approved steel-toed shoes are recommended to protect your feet from dropped loads.
- Wear gloves that give you a good grip.
- Avoid loose or baggy clothing that could trip you or get caught in the dolly wheels.
- Place heavy objects at the bottom.
- Make sure the load is stable and won't fall or shift.
- Stop at corners and doorways and always look before pushing forward.
- Avoid walking backwards, unless you need to maneuver in a tight space.
- Never try to lift more than you can manage safely. If you have any back or knee issues, please consult with your physician prior to using.
- Keep children and others at least 25 feet away during loading and unloading.
- This product is not intended for use by persons under the age of 18.
- Do not exceed 800 pounds in the vertical position, 500 pounds in the 45% incline position, or 1,000 pounds in the horizontal position.
- Make sure there is a clear, obstacle-free path between the items you are moving with the dolly and the final point/destination.
- CAUTION: **Never** stack items so high that you cannot see where you are going. If you cannot see over the load, do not use this dolly.
- Use with load balanced and stable over the axle.
- Always maintain a safe speed and keep the dolly under control.
- Do not convert dolly's position/configuration during loaded use.
- Do not leave dolly unattended when loaded.
- Use extra caution on slick surfaces or stairs.
- In assist and cart mode, all wheels must contact the ground at all times. **Never** shift weight load to casters only.
- Always park the dolly in a safe area, never in aisles or other places where they may cause a trip hazard or traffic obstruction.

- **WARNING!** Injury can occur by getting your hand pinched between the handles and a nearby stationary object, so take care when working your way through tight spaces. The use of gloves can provide extra protection.



WARNING This product can expose you to chemicals including Di(2-ethylhexyl)phthalate (DEHP), which is known to the State of California to cause birth defects or other reproductive harm, and lead, which is known to the State of California to cause cancer, birth defects, and other reproductive harm. For more information, go to www.P65Warnings.ca.gov.