

Assemble Instructions

Note: Some steps might have been done from the factory.



Step 1: Unscrew the nut and bolt at the top of the grommet machine.



Step 2: Insert the handle with the larger side at the top of the machine.



Step 3: Insert the bolt through the machine and handle, then tighten the bolt with the nut.



Step 4: Insert the bigger of the two piece Die into the hole of the bottom machine. Hold the Die in place by tightening the side screw.



Step 5: Screw the smaller of the two piece Die to the location directly above the bigger Die.

Tip: Do not over tighten.

Grommet Machine Instructions



Step 1: Place the grommet on the bottom die.



Step 2: Place the material on top of the bottom die.



Step 3: Place the washer on the material.



Step 4: Depress the handle lightly until the top die is touching the washer.



Step 5: Holding the handle at that level, align the material into position to set the grommet.



Step 6: Using both hands, completely depress the handle.



Finished Product!

Helpful Tips:

Avoid putting grommet where sewing string or other obstructions are located. Grommet may not set completely in these areas.

On foam boards, or boards alike, set the top screw to limit the handle from pressing all the way down. This will prevent crushing of the material (foam board). To set the screw you have to unscrew little by little and test it each time until you are satisfied with the grommet setting.