

JORVIK[®]

TRICYCLES_{LTD}



ASSEMBLY GUIDE - PROFESSIONAL BUILD ONLY

Jorvik Tricycles

Tel: 01904 848988

Email: info@jorviktricycles.com

Instagram / Facebook / Twitter: [@jorviktricycles](#)



Thank-you for purchasing from us. We have included a free set of lights to keep you safe.

Each Jorvik Tricycle has a unique serial number stamped onto the frame. Please make a note of this number as this will identify the tricycle if lost or stolen. Jorvik Tricycles does not hold records of these numbers.

Please copy number here and keep it safe – Serial Number

IMPORTANT - Before your first ride, you must check the following items:

- Check all nuts and bolts are tight and none have become loose.
- Check that the handlebars, wheels, pedals and saddle are secure and adjusted to suit
- Check that you know how the gears and brakes operate and they are working sufficiently.
- Check that your tyres are inflated correctly.
- Please note that if the mudguards do not seem aligned, simply move them back into position and re-tighten the bolts. This is not a fault with the trike but can occur due to the unique way the trike's are delivered ready to ride and can easily be rectified by yourself.
- On folding models always make sure quick release system is secure and locked in place before ride.

Build Instructions:

We've tried to make this booklet as user friendly as possible but it is only a guide, so please only attempt the build if you have experience with Tricycle / Bicycle assembly, if not seek professional assistance. Jorvik Tricycles Ltd will not be held responsible for damages/accidents/injuries due to an improper build, but please do not hesitate to contact us with any questions you may have.

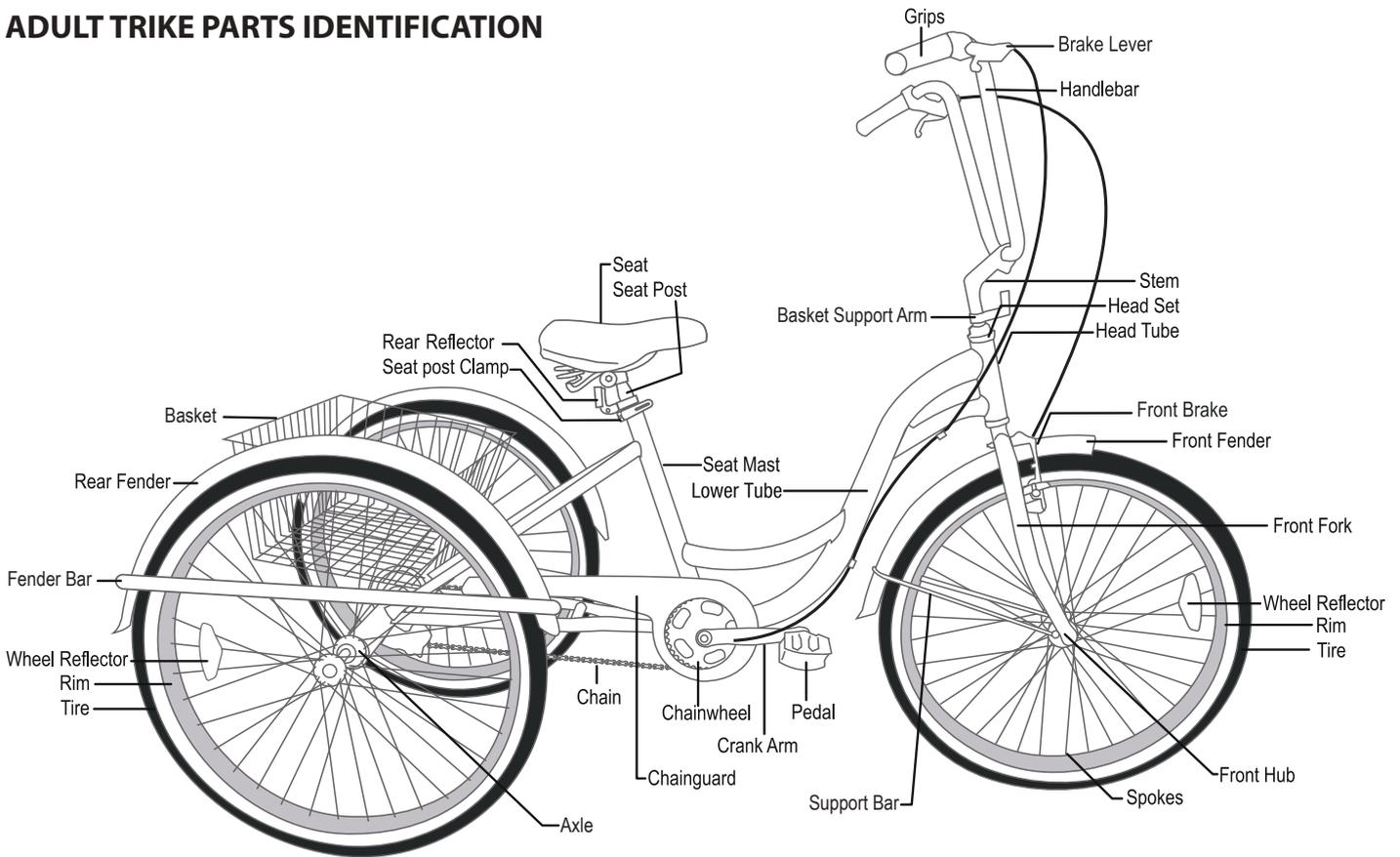
Tools Required:

- Adjustable Wrench
- Phillips and flat blade screwdrivers
- Metric Allen Keys
- Pliers with cutting ability
- Pedal wrench
- Bike chain tool/ splitter
- Bicycle Oil
- Bicycle Grease
- Bike/Trike Stand would be useful as elevation required



IMPORTANT: Carefully open your Jorvik Tricycle box and remove packaging. Lay out all the separate components, all hardware is located in the small box. Please check for any faults on the tricycle/parts as once the tricycle build has been attempted no refunds/returns can be accepted by Jorvik Tricycles for damaged parts.

ADULT TRIKE PARTS IDENTIFICATION



1. Begin by attaching the rear axle to the trike frame using the hardware provided (fig.1) and the two bolts already attached to the axle), 3 bolts either side (apply small amount of grease to threads).



Fig 1



2. Grease the handlebar stem and slot into the head-tube, tighten to the height and angle of your requirements. Tighten both brake levers and the gear shifters into place .

3. Attach the front fender to the support bar using hardware (fig.2) then proceed to attach the fender to the head tube , using hardware (fig.3). Attach the front wheel making sure the tyre is facing the correct way by the arrows located on the tyre wall. It is vital the wheel is dead centre in the forks. The sequence to fit the wheel is as follows – wheel, washer with tab, fender bar, washer, locking nut. Please note wheels may need truing.



Fig 2



Fig 3



4. Fit the chain over the chain wheel, through the rear gear cluster and the Shimano dérailleur and link together using a chain tool (oil chain).

5. Fit the chain guard using hardware (Fig.4). Please note on aluminium trikes the large screw is replaced for a smaller one, the same as the two shown here.



Fig 4

6. To fit the pedals add a small amount of grease to each thread, they are marked L or R, if you are sat on the trike L is for the left foot and R for the right foot . The left pedal tightens anti clockwise and the right clockwise.



7. Locate the rear brake cable and gear cable (the gear cable is the smaller of the two) . It is very important to remove the cables from their casing and apply lubricant into the cable casing, the shifter will be very stiff if you do not do this. Pass the gear cable through the gear shifter and back into the casing (as shown). There are two holes located on the support arm for the front basket. The larger hole is for the brake cables to pass through and the small hole is for the gear cable, as shown in picture. Once the gear cable is passed through, run it along the guide holes on the frame and loop into the Shimano dérailleur as shown here.



1.



2.



3.



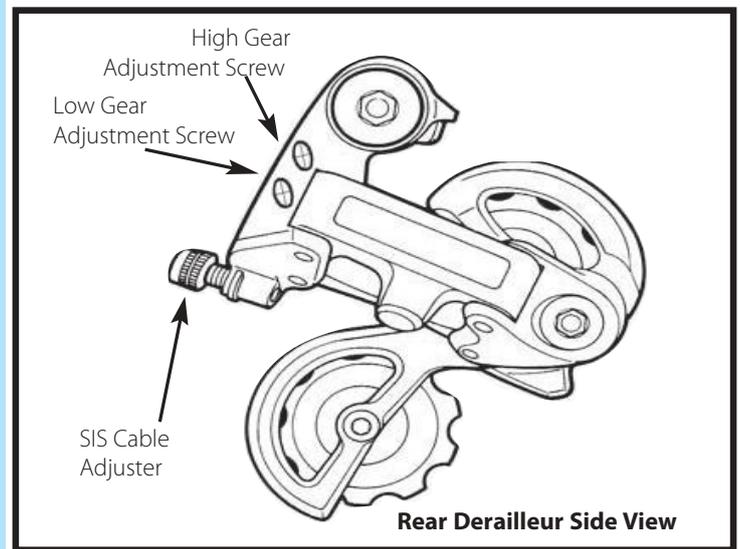
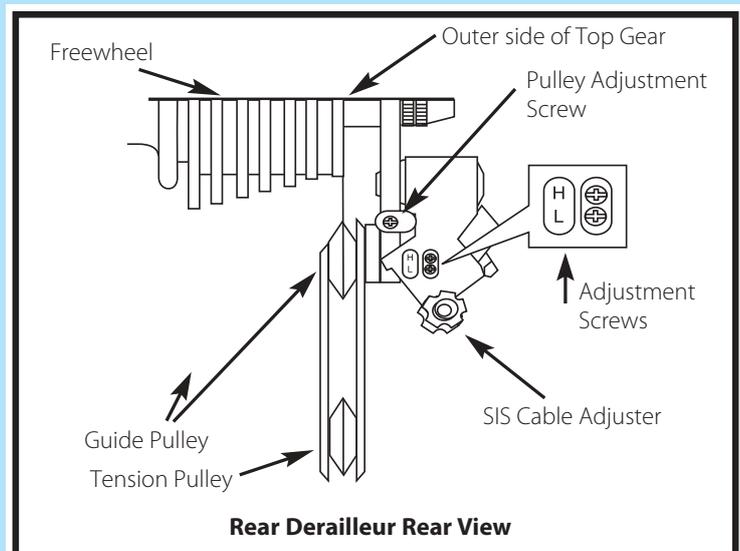
4.

8. Now proceed with the setting of the gears. This procedure is one of the main reasons we advise only competent trike/bike builders attempt the build, as this is a difficult process if you don't have the experience (however there are many videos on-line showing the process if you are struggling). We have also supplied some instructions.

ADJUSTMENT - Rear Dérailleur:

The Low limit screw determines how far the rear derailleur will travel toward the wheel of the bicycle, while the High limit screw determines how far the cage will travel toward the frame.

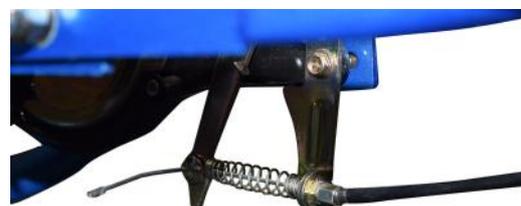
1. Shift the rear shifter to the largest number indicated, and place the chain on the smallest sprocket.
2. Adjust the High limit screw so the chain and the smallest sprocket are lined up vertically. Remove any slack in the cable by pulling it taut, then connect the cable through the cable anchor and bolt securely. Some derailleurs have an adjusting barrel (see drawing). Use the adjusting barrel to fine tune the adjustment of the chain location. Turning the adjusting barrel clockwise will move the derailleur outboard - away from the wheel - while turning it clockwise will direct the chain inboard - towards the wheel.
3. Use the adjusting barrel to fine tune the adjustment of the chain location. Turning the adjusting barrel clockwise will move the derailleur outboard - away from the wheel - while turning it clockwise will direct the chain inboard - towards the wheel
4. Shift the chain onto the largest sprocket; adjust the low limit screw so the chain and the largest cog are lined up vertically. If you are unable to get the chain to the largest cog, turning the Low limit screw counter-clockwise will enable the chain to move towards the wheel.
5. Shift through the gears ensuring each gear is achieved quietly and without hesitation.



9. Fitting the rear wheels. The drive wheel has a specially designed cut out slot to fit on the drive hub, located on the right hand side of the axle. Always fit this wheel first. Add a little grease to the threads, then the sequence for the right hand wheel is as follows – drive wheel, washer, large nut, domed nut. The left wheel sequence is as follows – large metal spacer, washer, wheel, washer, nut, domed nut. Please note wheels may need truing.



10. Now fit the rear brake cable to the left hand brake lever and run the cable along the frame and through the guide holes and into the rear brake band using the spring provided.



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- 11.** Fit rear fenders to the fender bars using hardware (Fig. 5) also attach rear red reflectors. Now attach the fenders to the rear axle using hardware (Fig. 6). The fender support bars fit to the V-shaped anchor points on the axle near the tyres. You may need to gently bend the fenders to align over the tyres. Make sure both sides match horizontally to look more aesthetically pleasing .



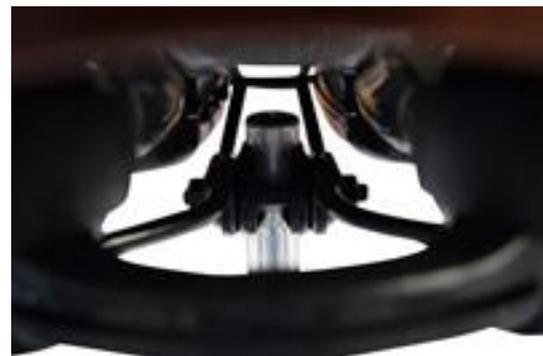
Fig 5



Fig 6



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- 12.** Attaching the seat / post. Add a little grease to both ends of the seat post and attach the thinner end to your seat, tightening both sides of bolts , then slot post into the seat mast. Secure using the seat post clamp provided.

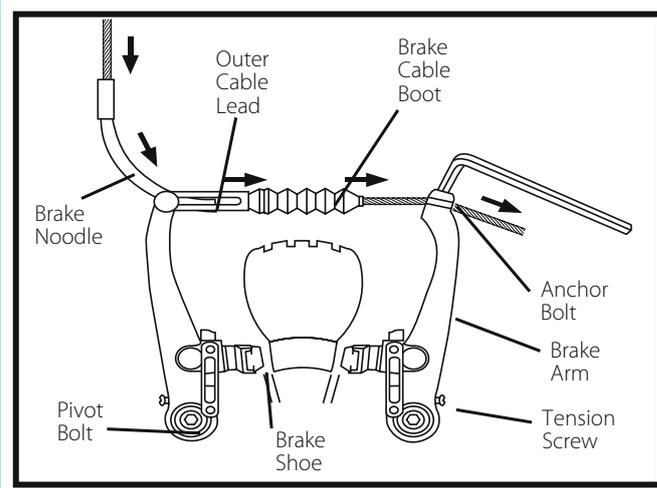


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- 13.** Run the front brake cable up through guide hole and into brake lever, now proceed with setting front brake. Again if you have no experience in this procedure, we strongly recommend you seek professional assistance especially with something as important as your brakes. Below are some basic instructions.



V-Brake Assembly & Adjustment

If not already assembled, take the brake noodle from the parts box and slide the cable through the larger opening. The cable housing will then seat into the end of the noodle. Slide the cable through the cable lead on the end of the left brake arm, this will cause the noodle to fit into the lead. Slip the brake cable boot over the cable and position it between both brake arms. Next, loosen the 5mm anchor bolt at the end of the right brake arm and slide the cable under the retaining washer. Pull the slack out of the cable making sure a distance of 39mm or more remains between the end of the lead and the start of the anchor bolt. Once the cable is secured to the brake arms, engage the brake lever several times, checking the position of the brake shoes at the rim. The brake shoes should be 1mm away from the rim when in a relaxed position. When the brake lever is engaged, the brake shoe should hit the rim flush (never the tire) with the front brake pad touching the rim slightly before the rear. This is called "toeing-in" your brake shoe. If this position is not achieved, adjustments to the brake shoe are required. Loosen the brake shoe hardware and reposition the brake shoe. It may take several shoe and cable adjustments before the required position is accomplished. You can also adjust the balance with the spring tension adjustment screws, to help achieve the correct shoe clearance.



14. With wire snippers shorten the excess front brake cable and fit cable caps (Fig. 7). Then fit the cable caps to the rear brake cable and rear gear cable.



Fig 7

15. Fitting the rear basket. Place the basket over the four holes on the rear axle and using hardware (Fig. 8) pass the bolts through the long metal strips provided and tighten underneath, clamping your basket in place.



Fig 8

16. Fitting safety hardware. Fit an orange reflector to the spokes of each wheel. The silver reflector and bell to the front handlebars. There is also 2 plastic covers for the front wheel bolts. Inflate all the tyres to recommended pressure indicated on the tyre walls.



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- 17.** Attaching the front optional basket – Remove the caps and nuts from either side of the front wheel, place the loops of the support bar onto each side of the front wheel threads, replace the washers then locking nut followed by plastic cover. Attach the top of the bar to the bottom of the basket with the rectangle bracket and attach the top of the basket to the metal bracket on the handlebar stem with the long slim oval bracket.



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- 18.** If you have the folding model please see following - To unfold the tricycle, release the quick release lever and lift handle, this will then allow the frame to be folded. Simply return the frame to its starting position and lock quick release lever back into place for the tricycle to be ridden.



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- 19** When riding your Jorvik Tricycle, please brake with both brakes as this is the correct way to brake on a tricycle. If you have never ridden a tricycle before, you may feel a slight pulling to one side, this is quite normal with tricycles due to there being only one rear drive wheel, also if the camber of the road is even slightly off this also can make the tricycle feel as if it is pulling to one side.

*And lastly, we hope you have many happy years cycling
from all the team at Jorvik*

PARTS LIST

AXLE HARDWARE



FRONT FENDER SUPPORT BAR HARDWARE



FENDER HARDWARE



CHAIN GUARD HARDWARE



REAR FENDER / FENDER BAR HARDWARE



REAR BASKET HARDWARE



CABLE CAPS



REAR FENDER REFLECTORS



WHEEL REFLECTORS



FRONT BASKET HARDWARE



AXLE/FENDER BAR HARDWARE



BELL



FRONT WHEEL CAPS



GEAR CABLE / REAR BRAKE CABLE



SEAT CLAMP



PEDALS



SEAT POST



REAR BASKET BAR



CHAIN



FRONT BASKET SUPPORT BAR



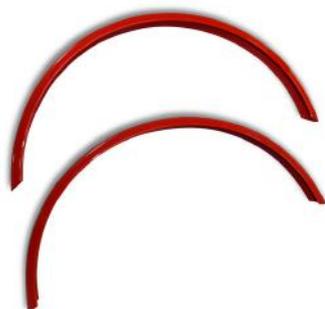
FRONT FENDER SUPPORT BAR



REAR FENDER BARS



REAR FENDERS



FRONT FENDER



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E TRICYCLE INSTRUCTIONS



WARNING! Jorvik Tricycles will not be held liable for any injury or damage caused by improper build.

To comply with EAPC regulations the trike is fitted with a unique user friendly control panel. In the unlikely event the rider reaches speeds of 15mph the motor will automatically disengage, this is a safety feature and complies with UK laws.

IMPORTANT - Before your first ride, you must check the following items:

- Check that the handlebars, wheels, pedals and saddle are secure and adjusted to suit
- Check that you know how the gears and brakes operate and they are working sufficiently.
- Check that your tyres are inflated correctly.

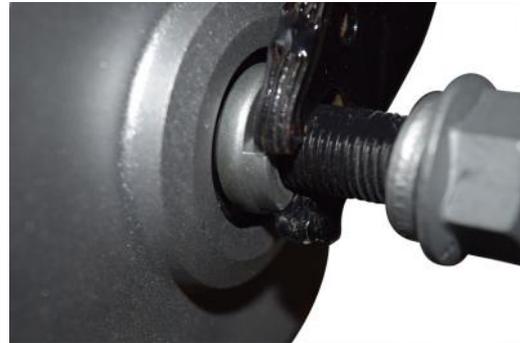
Build Instructions:

There are only a few differences in the build of an electric tricycle to a standard tricycle, so please follow the steps already outlined in the previous pages of this booklet apart from the front wheel, front basket, mudguard and gear cable, which we will outline here. We also advise that if you are elevating your electric tricycle using a stand, that you remove your battery beforehand. To do this simply turn the key to unlock and lift the battery out using the handle.

1. Front Wheel

To fit the front wheel (Electric Wheel Hub) remove both plastic caps from the large nut either side of the tyre, the sequence is, tyre motor, washer with tab, forks, washer, large nut.

It is important to make sure that the tab on the first washer is at the bottom and the forks fit into the tab as shown here.



2. Front Mudguard

Attach the support bar to front fender as previously outlined in this booklet, then attach fender to forks using hardware (Fig. 1) then attach support bar to bottom of the front forks using hardware (fig 2). For the 24" wheel use the hole closest to the frame for the fender bar.



Fig. 1



Fig. 2

3. IMPORTANT

Before setting your gears, remove the cable from it's casing and apply lubricant down the casing. Then return the cable. The shifter will be very stiff if this action is not followed.

4. Front Basket Support

Using the hardware (Fig. 3) attach basket bar to forks then using the brackets supplied attach the basket to the bar and support arm.



Fig. 3



5. Power Cable (IMPORTANT)

When joining your cable from the front electric wheel hub to the cable from your battery, make sure the two arrows meet as shown here. Once this is done use the tie wraps to secure the cable to the forks to keep it safe and tidy.



Using your Electric Tricycle:

1. Turn the key to On position and check the battery power by pressing the red press button located at the top of the battery.



2. Turn the trike on by pressing the On power button on the control panel. Press and hold the 6kmph button on the keypad and the trike will drive away at speeds up to 6kmph/4mph (which is fast walking pace) without pedalling. Lift your finger off the button or touch the brakes and power to the electric motor instantly ceases. To go any faster than this you need to select any of the four other settings by pressing the mode button, there are four different speeds to choose from; low; medium; high and overdrive. The red light will indicate which speed you are in and then simply start



pedalling the trike. If at any time you want the power to stop, simply stop pedalling or apply the brake and the motor will cease. The L (Low) and H (High) also indicates how much power you have left in your battery.

By pedalling the trike you engage the electric assistance and with four different settings you can go from just a few miles per hour right up to the top speed of over 25kmph/15mph. Stop pedalling or touch the brakes and the electric motor starts to slow.

The important thing to note is you don't have to pedal hard; just move the pedals and keep them moving and the electric motor stays engaged. You are now racing along and still getting a little bit of exercise!

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- 3.** The battery can be charged still attached to the trike or remove the battery by tilting the seat forward by pressing the lever underneath. Turn the key to unlock and then using the handle lift the battery out. Using the power pack simply plug the battery into your mains supply until fully charged. Once charged slide the battery back into position, angle the seat back to seating position and turn the key to On and away you go.



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- 4.** The battery is a smart unit design and will never overcharge or get damaged. The battery will charge in 4 hours from flat and will stay powered for up to 40km/25 miles. There is a handy gauge on the control panel to keep you informed of battery life at all times

The electric motor is 250 watt and operates at 36 volts (the maximum legal limit in UK). The battery is lithium polymer and the manufacturer advises the expected life span is 10 years or 2000 recharge cycles, whichever comes first.

Jorvik Tricycles Ltd – Terms & Conditions

Returns Policy –

A no quibble 14 day money back guarantee on all purchases. The buyer is responsible for the return postage costs and the product must be returned in an unused, resaleable condition and in its original packaging and must include any extras. Any damages or wear and tear will be deducted from the refund.

Delivery costs will be deducted from the refund amount. This does not affect your statutory rights.

All returns to – Jorvik Tricycles, Unit 6 Yorvale Business Park, Hazel Court, York, YO10 3DR For any queries and complaints please email info@jorviktricycles.com or write to Complaints, Unit 6 Yorvale Business Park, Hazel Court, York, YO10 3DR and one of our dedicated team will endeavour to contact you back within 24 hours.

Damaged or faulty goods –

IMPORTANT: Please check the tricycle/ parts carefully before the build process as we cannot refund or replace on scratches and breakages once this has started. This does not affect mechanical fault issues.

Please check the items carefully and report any damages/fault and include a damage description, any comments made to the driver and photographs were necessary.

Customer satisfaction is our number one priority. If you receive your goods and they are damaged or faulty in any way, you must notify us immediately. We will then resolve the matter to your satisfaction.

Current consumer protection legislation states that items must be as described, fit for purpose and of satisfactory quality. If you purchase a product online which is found to be faulty within 30 days then you are entitled to request a full refund of the faulty product. Should a fault occur after the initial 30 days, we are entitled to repair and/or replace that item (see 1 year parts warranty). If it cannot be repaired or replaced, then you may be entitled to a refund. Advice about your legal rights is available from your local Citizens' Advice Bureau or Trading Standards office.

If a return is requested due to a fault or damage not caused by the customer, the item must be returned in the original packaging with any extras.

Any damages which have not been prior notified, proof of build or have been caused by damage in transit due to poor packaging this will be deducted from the refund. It is the buyers responsibility to ensure safe return of any items.

Jorvik Tricycles will arrange 1 free returns collection on a date convenient to the customer. If the delivery is missed no more free collections will be arranged and any further collection charges will be deducted from the refund.

If the tricycle or any accessories are returned and damage or fault has been caused by the customer due to deliberate damage, wear and tear, or attempted builds Jorvik Tricycles will write a report and include cost of repair or replacement, which will then be deducted from the refund along with any returns postage costs.

We will not accept rust/weather damage as a fault and it will not be covered in the warranty. It is the buyers responsibility to ensure the tricycles care and maintenance. Please refer to our cycle maintenance page for tips and advice.

Delivery –

Free standard delivery on all UK mainland orders only.

One free delivery per order. If delivery is refused by the delivery address the re delivery of the item will be the buyers responsibility.

Postage charges apply if purchasing in Northern Ireland, Highlands, Non Mainland Areas, British Isles, Republic of Ireland and Europe (Buyers outside the UK are reminded that the currency is GBP). Please see drop down box on product pages or contact us before placing the order for full international postage charges.

International postage charges are for a standard shipping fee. The buyer is responsible for any additional customs and port charges that may occur.

Jorvik Tricycles will not be liable for any additional charges or times delays on international postage.

We dispatch all our items within 1 working day of the order being placed, however, please allow up to a further 2 to 7 working days (delivery times to Rest of World, Europe, British Isles and Republic of Ireland may vary), we will update you accordingly of any delays. These delivery time-scales are an estimate and may vary. We will notify accordingly on the adverts.

Delivery time scales may also change on back ordered items due to changes in restock delivery times.

An estimated date of delivery will be given prior to the item being posted. Although our delivery companies strive to meet the estimated date, please allow 24/48 hours from the date of delivery until making contact. We will update

you accordingly of any delays.

Please Note – Any dates quoted for delivery are approximate only and we cannot be held liable for any costs incurred if delivery is delayed.

3rd Party couriers can deliver direct delivery orders between the hours of 7am and 9pm. Jorvik Tricycles can give an exact time of delivery.

If we miss our estimated delivery deadline for the Goods or, in the absence of any estimate being given the date 30 days after the Dispatch Confirmation, you may cancel your Order straight away if any of the following apply:

- we have refused to deliver the Goods;
- delivery within the delivery deadline was essential (taking into account all the relevant circumstances); or
- you told us before we accepted your Order that delivery within the delivery deadline was essential.

The Goods will be your responsibility from the time of delivery.

Where the courier is unable to deliver the Goods, they will either attempt to deliver to a neighbour, attempt to redeliver the following day, leave a card for you to rearrange a suitable time for redelivery.

We shall have no liability for any delay in delivery of the Goods, or failure to deliver the Goods, where the delay or failure is caused either by an Event Outside Our Control or the Customer's failure to provide us with adequate delivery instructions or any other instructions that are relevant to the supply of the Goods.

Buyers outside the UK are reminded that the currency is GBP.

NOTE: All our trikes are packaged and delivered with the utmost care, but we cannot guarantee they will be blemish free, due to transport.

No tricycle is sold as built and will arrive dismantled. As per the adverts we recommend professional build.

Any tricycle pre-built will be as a goodwill gesture only and the buyer will not be charged for this service. Jorvik Tricycles will not be held liable for any build issues and it is the customers responsibility to always carry out a pre-ride check before any ride. As this is a gesture of goodwill only the buyer cannot claim a refund, request a return as faulty on any aspect of the build. The buyer would be responsible for postage costs to return the item on any change of minds.

This will be a one off free goodwill gesture and any future build issues / maintenance will be the responsibility of the buyer.

A goodwill gesture build would be done at the buyers request only and in doing so would be agreeing to the above terms.

Warranty terms-

We want you to have confidence in any purchase made from our site and offer a full 12 months warranty from the date of purchase.

Under the warranty we are not responsible for any losses to you or any 3rd party resulting from the malfunction of the product, and we are not responsible for any accidental damage to the product. Your statutory rights as a consumer are unaffected.

Within the warranty, we will supply the new parts and where appropriate advice on fixing. Defective parts must be returned to us for inspection at the buyers cost, the customer is then liable to collect the product themselves or pay shipping costs. Once the warranty period has ended on the product we will only offer an advice service.

Not covered under the warranty – Break pads, worn tyres, worn batteries, worn bearings, worn brakes or damage to any part of the product due to abuse or misuse.

Labour or servicing carried out by anybody from outside of Jorvik Tricycles.

Parts damaged by accidents, neglect, or general wear and tear (Including Lithium Batteries).

Damage caused by a non-covered part or by any part not purchased from our facility.

Product parts damaged due to not being regularly checked and serviced as recommended in the maintenance section.

Rust or weather damage of any kind.

Bending back any soft metals such as the mudguards as this is made clear in the disclaimer, can happen due to delivery.

NOTE: We reserve the right to determine what damage is due to defective materials and what is due to product abuse or misuse.

Faults –

Proof of purchase must be provided

All faults must be reported immediately after noticing the fault in writing to info@jorvikcycles.com.

Note: Jorvik Tricycles will not be held responsible for any repair work carried out by the customer or any third party.

If the problem is found to be due to neglect/abuse / accident or not covered under the warranty then the cost of replacement parts and repair will be the customers responsibility.

Jorvik Tricycles will not be held liable for any injury or damages occurred whilst using any products purchased.

Conditions and Maintenance

Before the First Ride –

Please ensure the bike is correctly assembled Check handlebars, wheels, pedals and the saddle are all secure.

Check the gears and breaks operate correctly and that you are comfortable with how they operate.

Check the tyres are inflated correctly

Ensure no nuts and bolts have become loose or dropped out.

Adjust the handlebars and seat to the correct height.

We advise that all products are ridden with adequate safety clothing i.e.; helmets etc.

If the mudguards seem to be misshapen, please gently adjust back into position.

CLAIMING VAT EXEMPTION –

By signing the VAT exception forms you are declaring that you are either a registered Charity or an individual who suffers with a long term/critical illness or disability and the item will be of benefit to your illness.

PLEASE NOTE: There are severe penalties for making a false declaration.

If you are in any doubt about your own eligibility, or the eligibility of the goods you are buying, you should get advice from any local VAT office before signing this declaration. If you are found not to be eligible after receiving the VAT discount, you will become immediately liable to pay the VAT amount owed plus interest from the date of sale.

DISCLAIMER –

It is the customers responsibility to ensure the correct item(s) have been purchased and is used in the way intended. This covers all goods sold from our company. The Companies liability will be limited to the value of the goods only and not for any consequential damages, injuries or losses howsoever caused. It is the customers responsibility to check the safety of the product purchased before use and Jorvik Tricycles shall not be liable for any damage or injury caused to the customer, by the use of any of the goods we sell.

We recommend to have the trike professionally built or if it does come assembled please make sure before the first ride to carefully read the information in the cycle maintenance section.

By purchasing our products you have read and agreed to the disclaimer, warranty and terms and conditions set out.

Copyright –

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Customer Service Contact Information:

Unit 6 Yorvale Business Park

Hazel Court

York

North Yorkshire

YO10 3DR

info@jorviktricycles.com

Tel 01904 848988

(Local rate number, prices may vary if calling from a mobile or outside local area, please check with phone provider)

Registered Address and Registration Number:

Jorvik Tricycles Ltd

Unit 6, Yorvale Business Park

Hazel Court

York

YO10 3DR

Company No. 08880330

VAT Number: 22544104

PLEASE NOTE:

For full Terms & Conditions / Warranty Cover , Cycle Maintenance & The Full Returns Policy visit www.jorviktricycles.com

Leaving Feedback: ★★★★★

We would love for you to give us good feedback if you are happy with your tricycle and the service you have received. As this lets us know we are getting it right for our customers.

We pride ourselves on our customer service so please be assured that we will do everything possible to resolve any problems you may have. We only ask that you give us the opportunity to fix any issues before leaving us negative/neutral feedback.

If on the rare occasion there are any problems with your order (such as item arrived damaged in transit) then please drop us an email at info@jorviktricycles.com and we will deal with the issue to your satisfaction.



We would love to see you riding your Jorvik Tricycle, so please #ridingmyJorvik to our Twitter or Instagram page and we'd love you to give us a like on our facebook page.

JORVIK[®]
TRICYCLES_{LTD}

Tel: 01904 848988

Email: info@jorviktricycles.com

Instagram / Facebook / Twitter: [@jorviktricycles](https://www.instagram.com/jorviktricycles)