

READY TO RIDE ASSEMBLY INSTRUCTIONS

Congratulations on your new PUBLIC bike. If you choose our Ready to Ride shipping option, this guide will help complete the final steps of assembly. If your bike arrived in the factory box, please consult your local bike shop for professional assembly. Please rest assured that our expert mechanics have fine tuned every PUBLIC bike before carefully packing for Ready to Ride shipping. We do all the technical stuff, so you don't have to.

By following the simple steps in these instructions, you'll go from box to bike lane in matter of minutes. To get started, you'll need a pair of scissors or a box cutter. You may also want to have a shop towel handy because some of the parts will have grease on them.

You can also find a video overview of the assembly steps on our website: <https://publicbikes.com/pages/ready-to-ride>

STEP 1 - Remove From Box

- Start by carefully removing the bike from the box.
- If you are unable to lift the bike vertically out of the box, try laying the box on its side and sliding the bike out onto the floor. **(Figure 1)**

STEP 2 - Setup and Tools

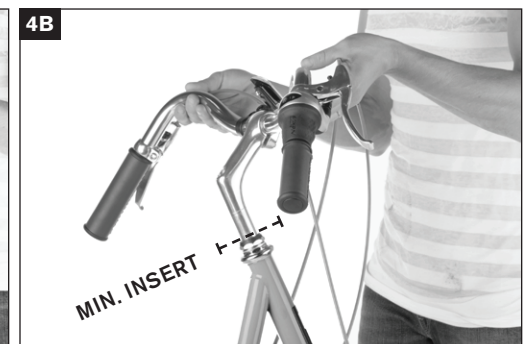
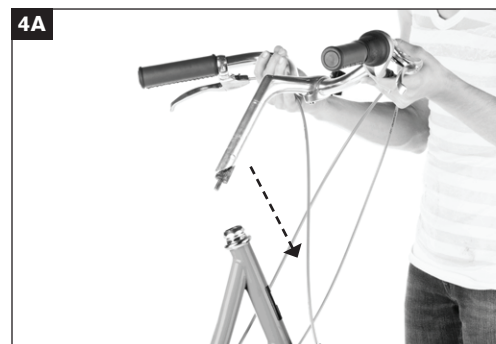
- Stand the bike up, using the kickstand to keep it upright. **(Figure 2A)**
- Along with your bike you'll find a small parts box containing an owner's manual, two pedals, one 3-way hex wrench with 4mm, 5mm, and 6mm Allen keys, and a 15mm box wrench. **(Figure 2B)**

STEP 3 - Unpacking

- With your scissors or knife, cut the zip ties holding the handlebars to the side of the bike. The handlebars are attached to the stem — remove the plastic bag, cardboard, and plastic cap from the stem. **(Figure 3)**
- Make sure the front wheel is turned correctly, so the silver brake caliper is facing forward, not backward toward the seat. **(Figure 3)**

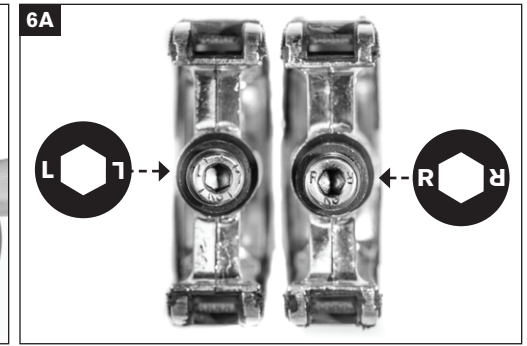
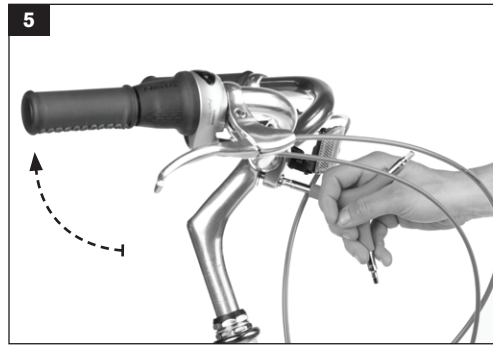
STEP 4 - Insert Stem + Handlebars

- With all packing material removed, insert the stem and bars into the silver headset opening at the front of the bike frame. **(Figure 4A)** The stem may be a little greasy, which is important for proper operation.
- Make sure to insert the stem far enough that the minimum insertion line on the stem is not visible. **(Figure 4B)**. Turn the handlebars so that the stem is straight in line with the front wheel. **(Figure 4C)**
- Using the 6mm Allen key, tighten the bolt on the top of the stem clockwise, as tight as you can. **(Figure 4D)**



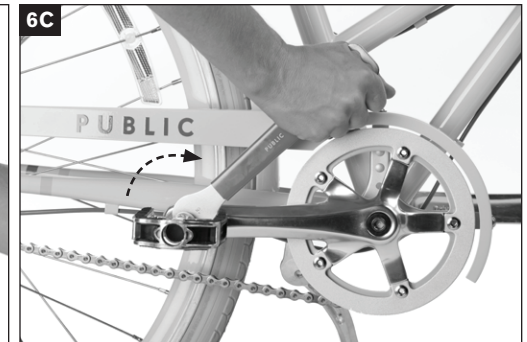
STEP 5 – Adjust Handlebar Angle

- With the stem securely tightened, we'll adjust the handlebar angle so the handgrips are level instead of pointing downward. **(Figure 5)**
- On the front of the stem, where it clamps to the middle of the handlebar, there is a 6mm Allen bolt. Use the 6mm Allen key to loosen (counterclockwise) this bolt so the handlebars can rotate.
- Now rotate the handlebar so that the handgrips are parallel to the ground, or tilted slightly down if you prefer. **(Figure 5)**
- Set the bars to your desired level, and retighten (clockwise) the 6mm bolt on the front of the stem, tightening as hard as you can.



STEP 6 – Install Pedals

- Remove the pedals from their packaging. There may be grease on the pedal spindles (axles) to help them install more easily.
- Each pedal is marked "L" or "R" on the end face of each pedal spindle. **(Figure 6A)** The right pedal ("R") goes on the right side of the bike, the chain side. The rotating part where the pedals attach is called a crankarm.
- Using your hand, begin threading the right pedal into the right crankarm by turning the pedal spindle clockwise. **(Figure 6B)**
- Be sure the pedal is exactly perpendicular, at a 90° angle to the crankarm. If the pedal does not easily tighten by hand, it may not be at a straight 90° angle, and you risk permanent damage by cross-threading. If the pedal does not thread on easily, remove it and try again.
- Once the pedal has been threaded on by hand, use the 15mm wrench for final tightening. Tighten the pedal as hard as you can. **(Figure 6C)**
- The procedure for the left pedal is the same, except you will need to rotate the pedal counterclockwise to tighten it.



STEP 7 – Raise Saddle to Proper Height

- Now adjust the height of the saddle, using the 6mm Allen key to loosen the seatpost clamp. **(Figure 7)** When it's at the desired height, tighten the bolt just enough to keep it in place. Do not overtighten.
- Proper saddle height and positioning is unique to each rider. A good starting point is to raise the saddle to about hip-height.
- Make sure the saddle is aligned straight with the bike frame, and be sure not to raise the seatpost past its minimum insertion line.



STEP 8 – Check Saddle Height and Bike Fit

- Sitting on the seat, with the pedal at the bottom of its rotation, your leg should be mostly straight, with just a slight bend in your knee. **(Figure 8)**

Congratulations! You're ready to take your first ride on your new PUBLIC bike.

Have Questions? Contact Us.

We designed this process to be as simple as possible. If you run into any problems, please give us a call between **9:00 AM and 5:00 PM PST Mondays - Fridays**, or send an email to customerservice@publicbikes.com with a photo of the problem.

*Please recycle your cardboard bike box, or check out our website for **10 Innovative Ways to Transform Cardboard** — <http://publicbikes.com/c/Recycle>*