

# Assembly Guide



**JACKIE**  
COMFORT BIKE



LOS ANGELES

TEAM@AOWOMENSBICYCLES.COM

228.901.8386



# Our Commitment



Our goal is to get you out on the road so you can forget your troubles and feel the wind in your hair (through your helmet of course - safety first!). If you run into any issues, no matter how small, we're here for you. Shoot us an email or give us a call and we'll figure it out together!



[TEAM@AOWOMENSBICYCLES.COM](mailto:TEAM@AOWOMENSBICYCLES.COM)

228.901.8386

# Our Mechanics Are Top Notch



On the off chance you might need some help, our mechanics are waiting in the wings. They are obsessed with building bikes and brilliant at helping people from afar. Email us your question, or if you feel like you need a little more help, schedule an appointment to speak with us one on one. We'll get you back on track.



TEAM@AOWOMENSBICYCLES.COM

228.901.8386

## A NOTE FROM OUR MECHANICS

---

Congratulations, you took the plunge and bought yourself a bike! Now it's time to dig into those boxes and start your next adventure. It's assembly time!

Feeling a little overwhelmed? Don't be. It's time to live in the moment. Forget about all those times you've been frustrated by the little sheet of paper with cryptic diagrams. You are about to enter the AO Bicycle experience, and that, my friend, is all about comfort. You got this!

We wrote and designed the instructions ourselves. The key is to enjoy the process. Grab some coffee (or other beverage of your choice), take your time, and immerse yourself in the joy of building something from the ground up. It's our favorite way to begin a new journey.

Ride on!

# Tools You'll Need

You're about to build something wonderful, so you'll need a few tools. Nothing crazy, we kept it simple. So, gather up what you need and let's get started!



**SCISSORS**  
*(use to cut zip ties)*



**15MM CRESCENT WRENCH**  
*(or use the multi-tool we gave you)*



**4, 5, AND 6MM ALLEN KEY**  
*(we gave you these too, they're in your box)*



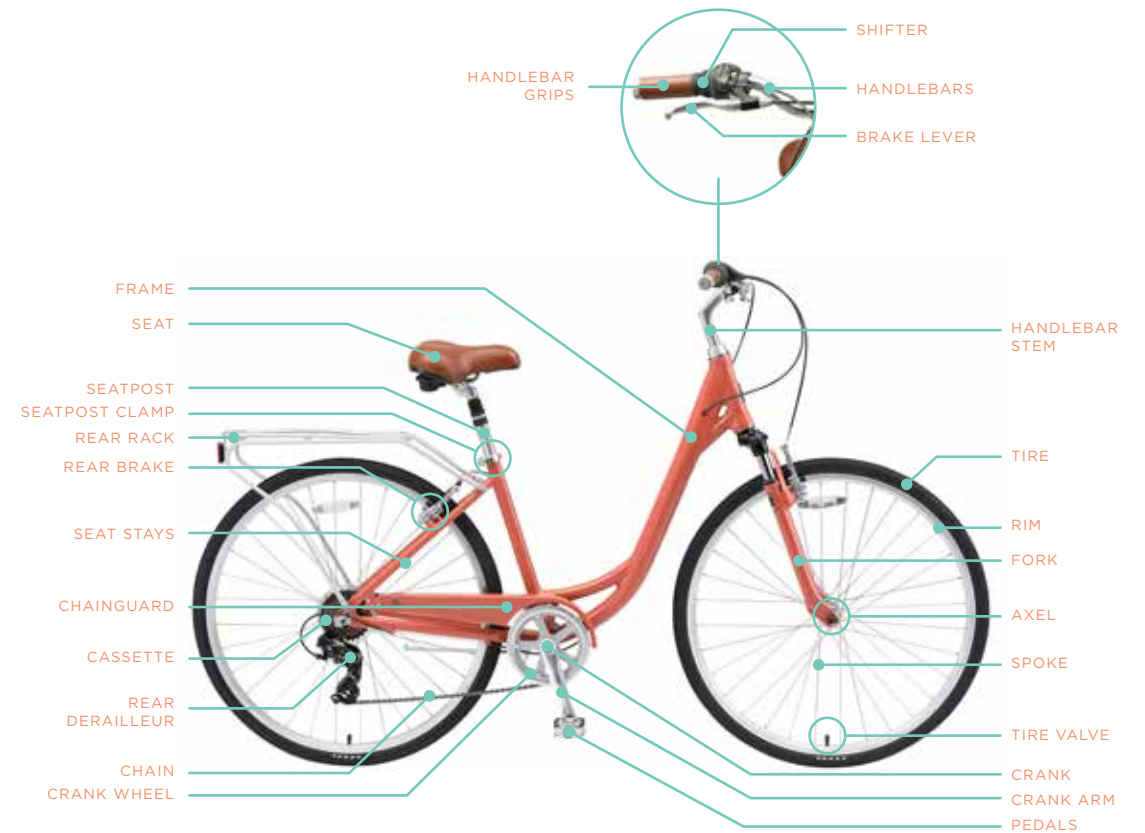
**PHILLIPS HEAD SCREWDRIVER**  
*(keeps your bike nice and tight)*



**SCHRADER VALVE BICYCLE PUMP**  
*(gotta fill those tires when you're done)*

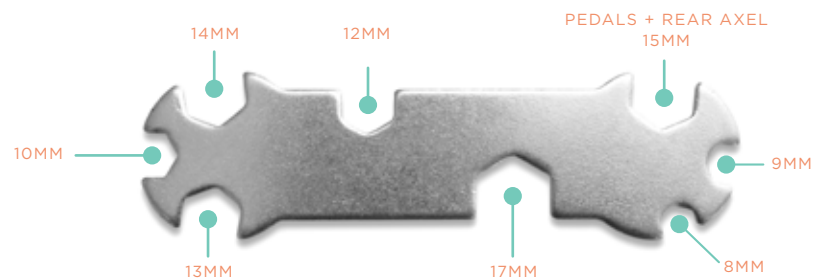
# Bike Parts Reference Guide

You'll need this as you start putting your bike together. It's handy to have around, so keep it where you can find it easily!



# What's In The Box?

The following 3 pages list everything that's in your box. Time to unpack it and lay everything out in front of you. Make sure you have everything before you get started. Can you feel the anticipation?



**HANDLEBAR / FRAME / REAR WHEEL AND REAR RACK SET-UP**  
*(the seat post is zip-tied to the frame)*



**QUICK RELEASE FRONT WHEEL**



**FRONT AND REAR REFLECTORS**



**ASSEMBLY GUIDE**



**MULTI-TOOL**



**4, 5, AND 6MM ALLEN KEYS**



**PEDALS**



**SEAT**  
*(attached to seat post)*



**QUICK RELEASE SKEWER**



**LOCK NUT CAP**

# Let's Get Started



Alright, got your coffee?  
Everything laid out in front of you?  
All your tools ready?

Ready. Set. GO!

# Front Wheel

GRAB YOUR PARTS:



**QUICK RELEASE  
FRONT WHEEL**



**FRAME WITH  
REAR WHEEL**



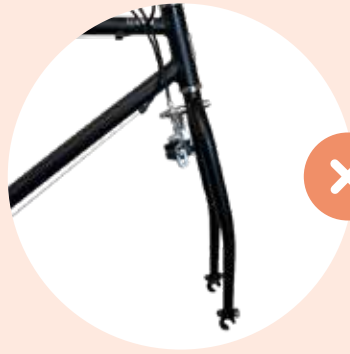
**QUICK RELEASE  
SKEWER**

---

NO TOOLS REQUIRED

# 01

Spin the front fork so the brakes are pointing forward. Turn the handlebars to match the CORRECT image, making sure the cables don't loop around the headtube.



## INCORRECT

The brakes are behind the fork



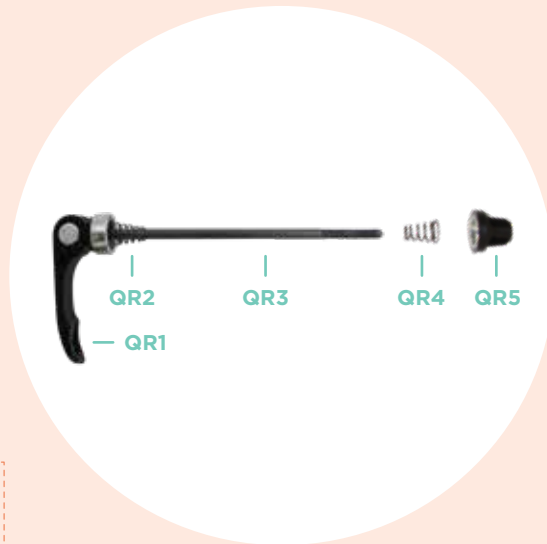
## CORRECT

The brakes are facing away from the bike frame

# 02

Find the Quick Release Skewer. All the parts for the Quick Release Skewer are attached.

Remove the adjustment nut (QR5) and spring #2 (QR4) from the rod (QR3).



### NOTE

Quick Release Skewers must be installed correctly to avoid bicycle damage and/or injuries.

# 03

Take the Quick Release Front Wheel and fully insert the Rod (QR3) into the hollow axle.

Slide the Quick Release Skewer completely through the hub.



# Note

After Step 03, no tools are required to install the front wheel. If the brakes are too tight and won't allow the front wheel to insert completely into the fork (see Step 05), reference Step 06.







# 04

Place spring #2 (**QR4**) back onto the end of the rod (**QR3**), with the smaller end of the spring pointing inward (toward the axel). Loosely reinstall the nut (**QR5**) onto the rod (**QR3**).



# 06

Pinch the front brake arms to pull the metal tubing up and out until the brake arms are disengaged.



# 05

Locate the arrow on the wall of the tire. The arrow will indicate the direction you will install the wheel in. If you see no arrow, it is a multi-directional wheel. It can go in either direction.

Insert the wheel into the fork dropouts. If the brakes do not allow the wheel to pass, please see Step 06.



FORK DROPOUTS

# 07

Hold the quick release lever (**QR1**) in the 'Open' position with one hand while tightening the nut (**QR5**) with the other hand. Tighten the nut until slightly snug but not tight.





## 08

Make sure the wheel is centered in the forks. Hold the wheel in the centered position with your left hand. With your right hand, swing the quick release lever (**QR1**) into the 'Closed' position. When closing the lever, it should swing slightly beyond 180-degrees. The closing motion should feel firm and leave a temporary impression in your palm.



### NOTE

Halfway through closing the lever it should be tight enough to feel the resistance. Make sure the front wheel is securely tightened and properly aligned so there are no issues when you assemble the brakes.

## 09

Once the front wheel is secured and centered, lower the kickstand and find your rear rack.



# Front Wheel & Rear Rack

GRAB YOUR PARTS:



REAR RACK

TOOLS YOU'LL NEED:



4MM ALLEN KEY



(4) 4MM ALLEN KEY SCREWS  
(pre-installed on seat stays)



4MM ALLEN KEY



(2) 4MM ALLEN KEY SCREWS  
(located at rear rack mount)



REAR RACK

## 10

Now let's attach the rear rack. If the screws are preinstalled, unscrew them from the frame using the 4MM Allen Key. Align the front arms of the rear rack to the eyelets on the frame below the seat. Insert the screws, and using a 4MM Allen Key, tighten the screws on both sides to secure it to the frame.



4MM ALLEN KEY



(2) 4MM ALLEN KEY SCREWS  
(located at rear rack mount)



REAR RACK

## 11

Install the bottom rear rack arms to the frame. Insert the screws and using a 4MM Allen Key, tighten the screws on both sides to secure it to the frame.



# Handlebar, Seat & Pedals

GRAB YOUR PARTS:



HANDLEBAR



PEDALS



SEAT

TOOLS YOU'LL NEED:



6MM  
ALLEN KEY



BICYCLE PUMP



PHILLIPS  
SCREWDRIVER



13MM + 15MM  
MULTI-TOOL



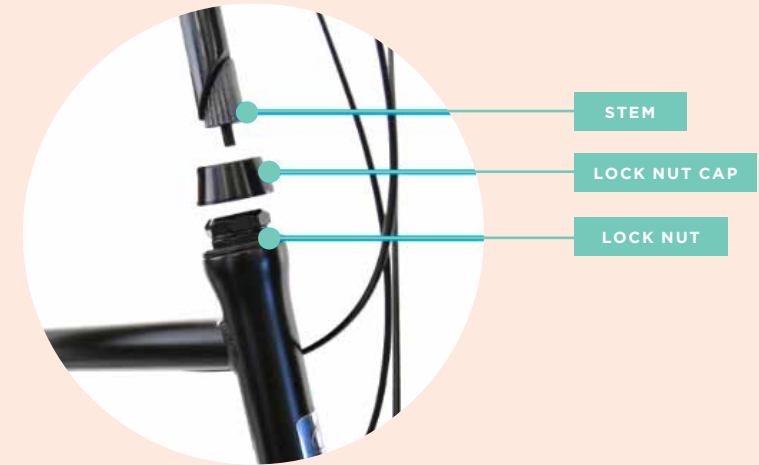
HANDLEBAR



6MM  
ALLEN KEY

## 12

Place the lock nut cap into the stem.



Line up the stem, frame and front wheel. Then tighten the handlebar stem bolt using a 6MM Allen Key.

HANDLEBAR  
STEM BOLT



### NOTE

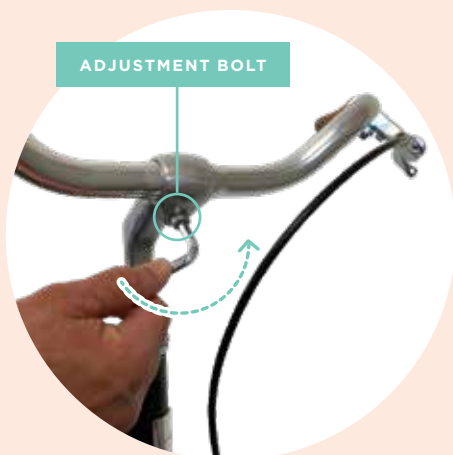
Straightening the stem, frame, and front wheel will ensure that your handle bars and wheel are properly aligned. This reduces stress on your body as you're riding.



6MM ALLEN KEY

# 13

Loosen the handlebar adjustment bolt using the 6MM Allen Key to change the angle of the handlebars to your liking. Typically, riders prefer their grips parallel to the ground.



# 15

Locate your Seat (the seat tube is attached). Open the seat post clamp. Holding the seat post firmly, insert into the seat post tube until the top is level with your waist.

Close the seat post clamp lever.



### NOTE

Make sure not to drop the seat post into the frame.



PHILLIPS SCREWDRIVER

# 14

Locate the Front Reflector [how do they know it's the front?]. Rotate the reflector so that it points forward.

Adjust the position of the front reflector and tighten the screw on the bracket with the Phillips Screwdriver.



# 16

Loosen seat clamp using a 6mm Allen key and rotate the top clamp 90°. Place the saddle and rotate the top clamp to its original position. Center the seat and keep it parallel to the ground. Tighten with Allen key.

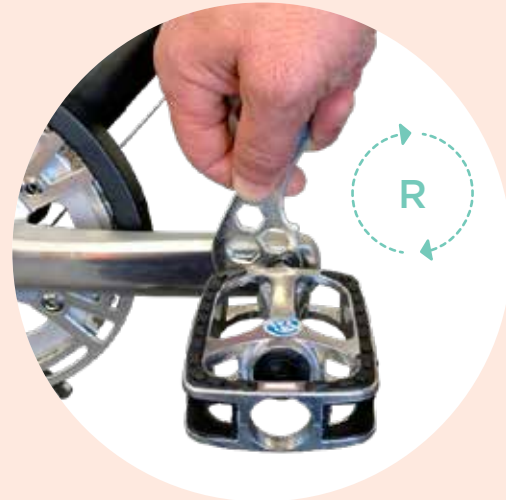


6MM ALLEN KEY



# 17

Select the pedal stamped 'R' and locate the right side of the bike (the side with the chain and chain guard). Thread the pedal into the right crank arm, turning the pedal clockwise to tighten it.



RIGHT PEDAL

Select the pedal stamped 'L' and thread it into the left crank arm located on the left side of the bike. The left pedal is reverse threaded, so turn it counterclockwise to tighten it. (Instead of lefty loosey, this time it's lefty tighty!)



LEFT PEDAL

Hand tighten accordingly then follow up by tightening both pedals with the 15MM multi-tool.



PEDALS



15MM MULTI-TOOL

# 18



BICYCLE PUMP

Now you're ready to pump up your tires! Pump air into the tires as recommended on the sidewall of the tire.



# 19

Sit on the bike and check the angle formed by your knee. If you knee forms the incorrect angle (as seen in the INCORRECT image below), use the seat post clamp lever to raise or lower the seat until you have achieved a comfortable height (see the CORRECT image below for the correct angle).



CORRECT



INCORRECT

### NOTE

The images shown use a different bicycle, but the instructions are the same.

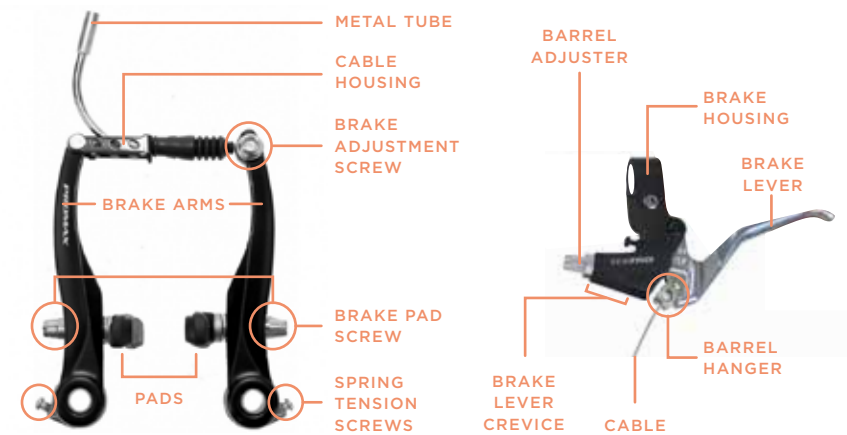
# Tuning Your Bike



Great job putting the bike together. Now it's time to make sure it runs like a champ. We'll walk you through the whole process, so read on!

# Brake Assembly

DIAGRAM



TOOLS REQUIRED



5MM ALLEN KEY



PHILLIPS SCREWDRIVER

## Note

Sometimes the front brake cable is disconnected from the handlebar lever for shipping.

If your brake cable is not connected to the handlebar lever, please see steps 01-04.

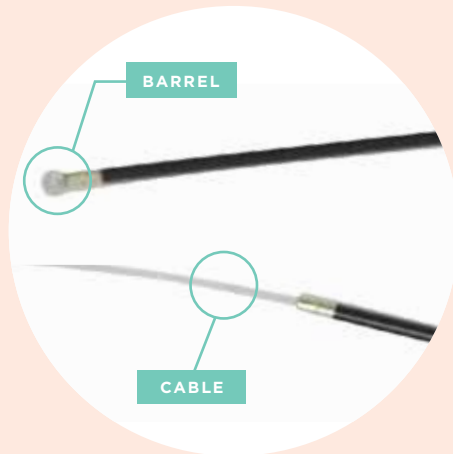


ATTACHED  
BRAKE CABLE

## 01

There are two ends to the brake cable.

One end has a barrel attached, while the other end has a cable cap attached to the end of the cable.



BARREL

CABLE

## 02

Attach the brake cable to the brake lever by squeezing the lever (as you would when braking) and inserting the round cable end into the linkage.



LINKAGE

## 03

Slide the cable through the slotted opening in the brake lever. Insert the end cap of the cable housing into the brake lever.



SLOTTED  
OPENING

## 04

Loosen the cable barrel adjustment lock nut manually or with a 8mm allen wrench to ensure that the cable barrel adjuster is seated in place.



BARREL  
ADJUSTER

## 05

Slide the cable housing down toward the brake lever until it fits snug inside the barrel adjuster.

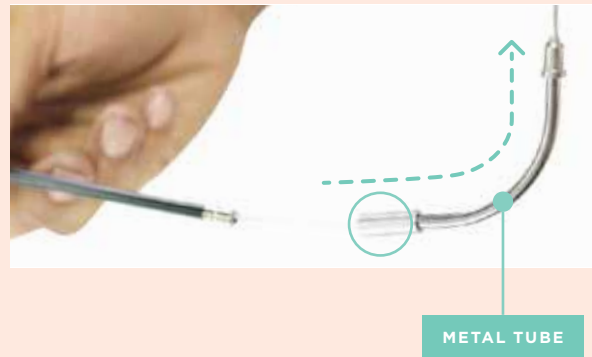


BARREL  
ADJUSTER



# 06

Insert the open end of the brake cable into the large opening of the metal tube.



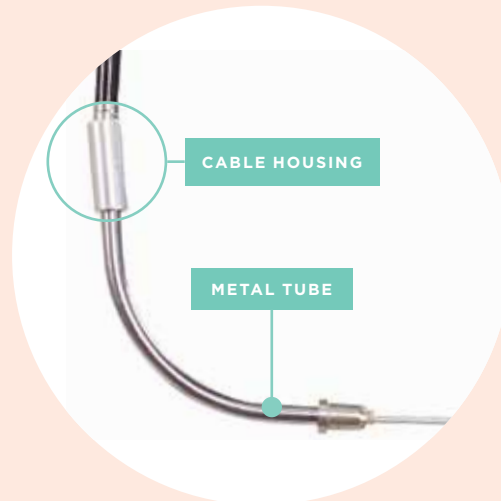
# 08

Slide the exposed end of the metal tube into the horizontal metal tube hanger, linked on the left brake arm. Make sure the metal tube is hooked securely inside the hanger.



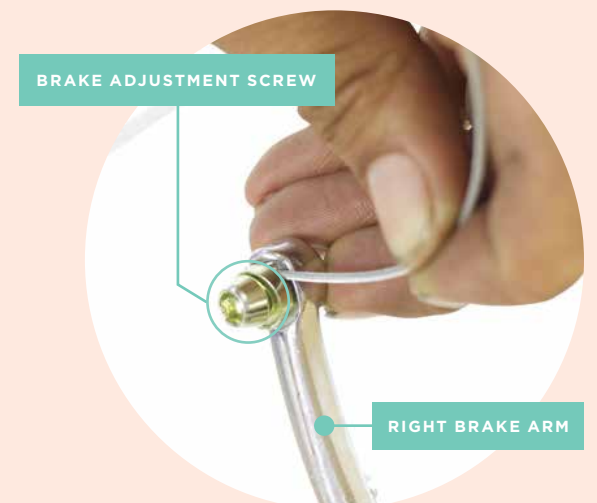
# 07

Slide the metal tube up the brake cable until the housing fits snugly into the cable housing.



# 09

Using a 5mm Allen key, loosen the brake cable adjustment screw. Slide the remaining brake cable between the right brake arm and the adjustment screw.



# 10

Pull the cable outward, reducing the distance between the brake pads and the rim by about 1/4 inch on both sides. Retighten the adjustment screw.



CABLE

# 12

If one pad seems to run against the rim while the other still has plenty of space, you will need to center the brakes. To do this, adjust the spring tensioner screws located at the base of each brake arm.

Tightening the screw on the right brake arm pushes the right brake pad away from the rim, and the left brake pad towards the rim.

Loosening the right screw allows the right brake pad to move closer to the rim, and the left brake pad away from the rim.

That's it! Now we just need to tune up your shifting and you'll be on your way!



SPRING TENSIONER SCREW

# 11

Make sure the pads are evenly lined up with the rim. If the pads rub against the tire, they are too high; if they don't make full contact with the rim when braking, they are too low.

Adjust the positions by holding the brake pad with one hand and loosening the nut on the back with a 5mm Allen key.



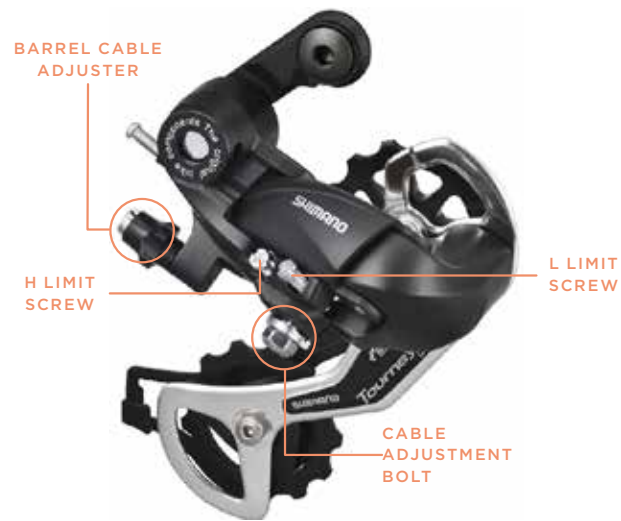
ADJUST WITH 5MM ALLEN KEY



5MM ALLEN KEY

# 7-Speed Tuning

DIAGRAM



TOOLS REQUIRED



## 01

To adjust the rear derailleur, first twist the shifter until the number **7** is highlighted on the shift knob.



## 02

Rotate the pedals until the chain falls into the smallest gear. Sometimes, the chain will not go all the way to the smallest gear at this point. This is okay, and you can go on to Step 03.



# 03

Turn the barrel adjuster located on the rear derailleur clockwise until it stops. At this point, detach the cable from the derailleur by loosening the Cable Clamp Bolt. We will leave the cable detached from the derailleur until Step 05.



BARREL ADJUSTER

# 05

Once the chain falls all the way onto the lowest cog (this will be 7th gear), reattach the cable. Use a 9MM wrench to tighten the Cable Clamp Bolt to secure the cable to the derailleur.



9MM MULTI-TOOL



# 04

If the chain still hasn't reached the smallest cog in the chainring, you will need to adjust the "High Gear" limiting screw located on the derailleur (indicated by the letter H).

With a Phillips Screwdriver, gradually turn the screw counterclockwise 1/4 turn at a time while rotating the pedal until the chain falls onto the smallest cog.



PHILLIPS SCREWDRIVER



### NOTE

The 'High Gear' limiting screws are very sensitive. We recommend using only a 1/4 turn at a time in case you have to revert back to its original position.

# 06

Rotate the pedals and try to shift between gears. If it doesn't shift from 7th to 6th gear in one click, then the cable needs some additional tension. To add tension to the cable, twist the barrel adjuster counterclockwise 1/4 turn at a time until it can shift from 7th to 6th gear in one click.

Shift through the gears from 7th to 1st, then back from 1st to 7th. If the gears feel sluggish when shifting from 7th to 1st, tighten the cable by turning the barrel adjuster counterclockwise. If shifting feels fine from 7th to 1st but sluggish from 1st to 7th, loosen the cable by turning the barrel adjuster clockwise.

Continue to adjust the derailleur cable until you are able to shift between each gear with a single click.



### NOTE

Each gear should shift with a corresponding "click" sound.

# Suspension Fork



FORK

## 01

Your bike comes with a front fork spring suspension. The position of the blue lever shows whether the front fork is locked or unlocked. If the blue lever is showing the color red, the fork is locked.

If the blue lever shows the color green, the front fork is unlocked allowing for a softer, more cushioned ride.

UNLOCKED



LOCKED



## 02

There is no need to adjust the tension of the spring. If you do decide to add or relieve tension, take note of the amount of twists or rotations you make in any given direction. This will tell you exactly what it took to achieve your preferred comfort level.



## Survey

We're thrilled that you decided to accompany us on this great adventure. We'd love to hear about your assembly experience - the good, bad and ugly (of course, we hope for all good). We're always looking to improve our assembly instructions, so any feedback you have for us is greatly appreciated.

To take our survey, type this URL into your browser:

## Enjoy Your Ride

Well Done! Your bike is now ready to ride.  
If you have or had any trouble at all,  
please contact us at 228.901.8386 or  
Email us at [team@aowomensbicycles.com](mailto:team@aowomensbicycles.com).

Enjoy the journey!

# Congratulations



Woohoo - you did it! Now it's time to hit the road and ride off into the sunset. If you still have questions we're always here to help.

Be sure to keep in touch, we love to hear stories from our riders and look forward to sharing in all your journeys to come!



[TEAM@AOWOMENSBICYCLES.COM](mailto:TEAM@AOWOMENSBICYCLES.COM)

228.901.8386