Assembly Guide

MAYA

HYBRID BIKE

A/O BICYCLE CO.

LOS ANGELES

TEAM@AOWOMENSBICYCLES.COM

228.901.8386

A/O BICYCLE CO.

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!

A/O
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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

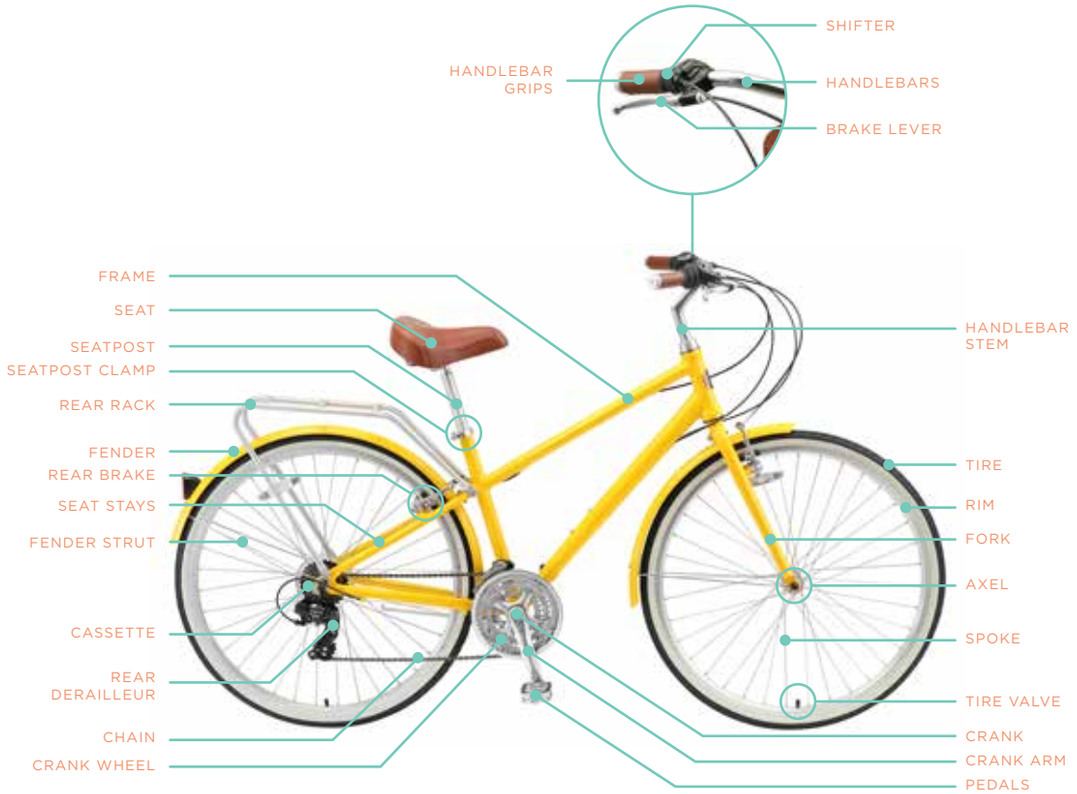
(gotta fill those tires when you're done)

2 PENNIES

(yup, you read that right)
OR (not just for our 2 cents)

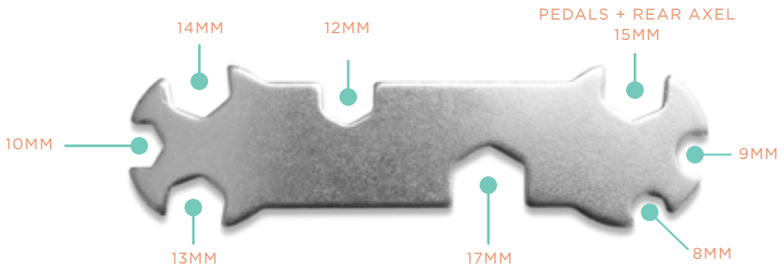
Bike Parts Reference Guide

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 & Fender

GRAB YOUR PARTS:

QUICK RELEASE FRONT WHEEL

FRAME WITH REAR WHEEL

QUICK RELEASE SKEWER

TOOLS YOU'LL NEED

(2) 4MM ALLEN KEY SCREWS
(pre-installed on seat stays)

4MM ALLEN KEY

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)**.

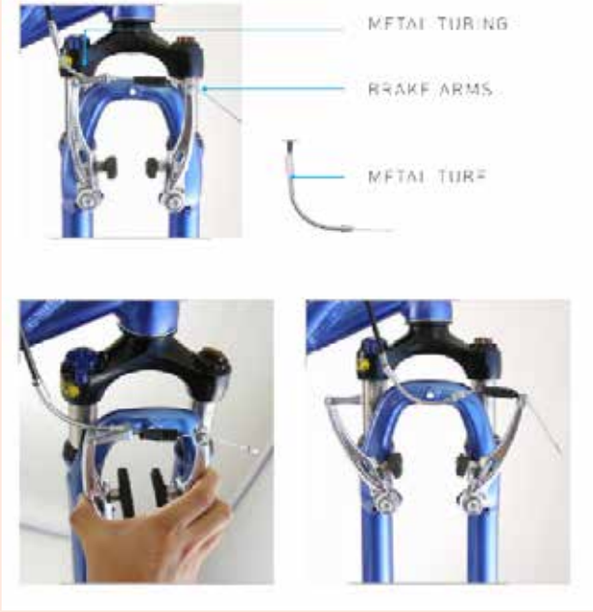
05

Locate the arrow on the wall of the tire. The arrow will indication 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.

06

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



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.

PHILLIPS SCREWDRIVER

10MM MULTI-TOOL

(2) WASHERS, NUT AND LONG BOLT

FRONT FENDER + STRUT

10

Align the fender struts with the eyelets on the fork, so that the fender tab is pointing upwards. Slide the fender up through the back of the front tire.

Use a Phillips head screwdriver and the 10mm multi-tool to remove then install the fender tab screw and nut.

NOTE

Order from front to back:
LONG BOLT
WASHER
FORK
FENDER TAB
WASHER
NUT

Remove the screws from the fork eyelets.

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

11

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

12

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

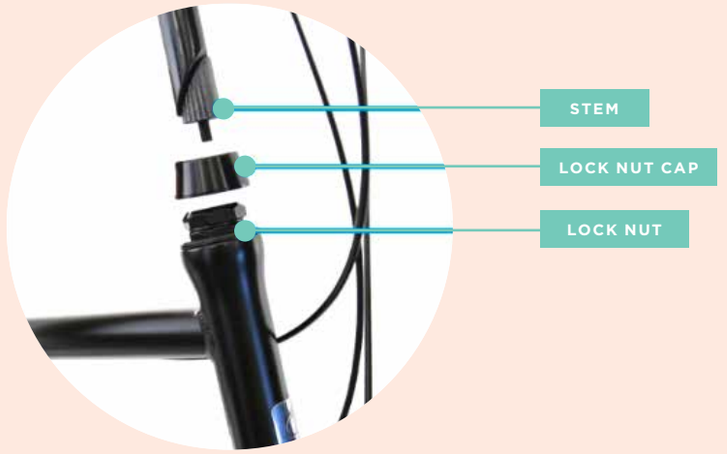
13MM + 15MM
MULTI-TOOL

HANDLEBAR

6MM
ALLEN KEY

13

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.

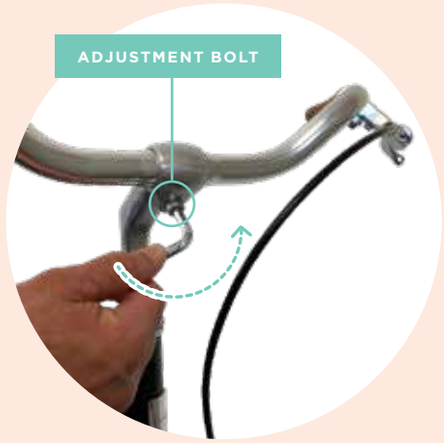
NOTE

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

14

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.



PHILLIPS
SCREWDRIVER

15

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.

WE STRIVE FOR PERFECT BUT KNOW IT’S NOT ALWAYS POSSIBLE.

16

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.

13MM
MULTI-TOOL

17

Tighten and close the seat post lever. We will adjust the seat position in a later step.

WE NEVER LEAVE A RIDER BEHIND. CALL 228.901.8386 OR EMAIL TEAM@AOWOMENSBICYCLES.COM

PEDALS

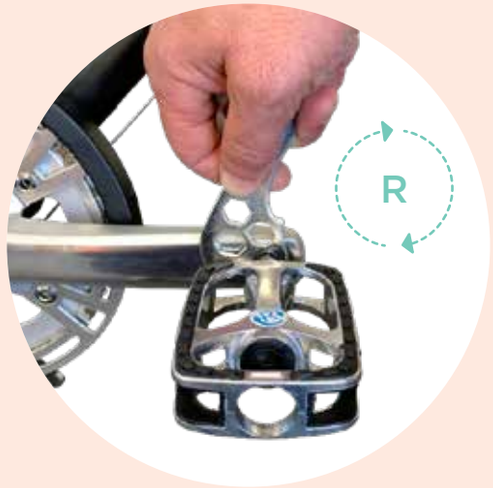
15MM
MULTI-TOOL

18

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.

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!)

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



RIGHT PEDAL

LEFT PEDAL

BICYCLE
PUMP

19

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

20

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).

NOTE

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

CORRECT

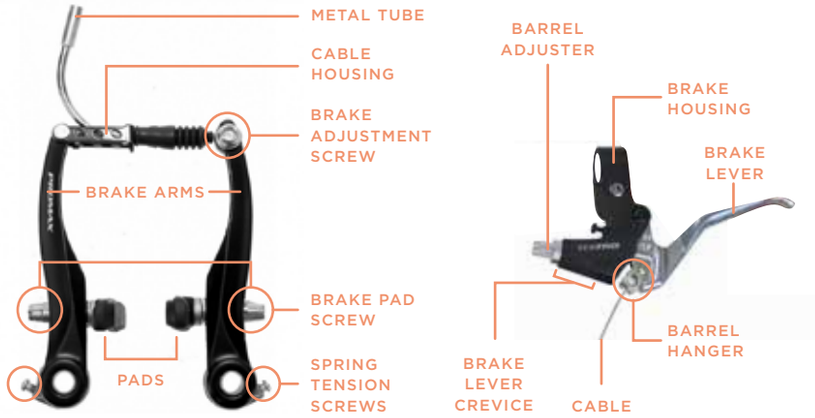
INCORRECT

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.

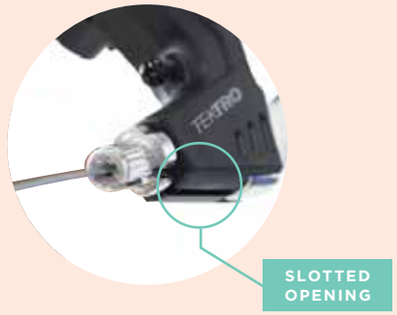
One end has a barrel attached, while the other end has a cable cap attached to the end of the cable.

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.

03

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



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.

05

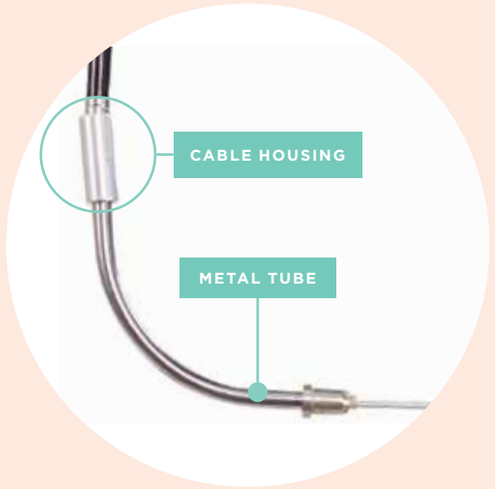
Slide the cable housing down toward the brake lever until it fits snug inside the barrel adjuster.

06

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

07

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



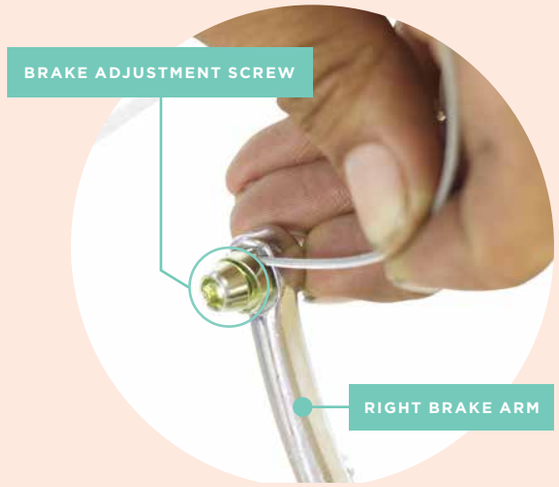
08

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.

5MM ALLEN KEY

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.

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.

5MM
ALLEN KEY

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.

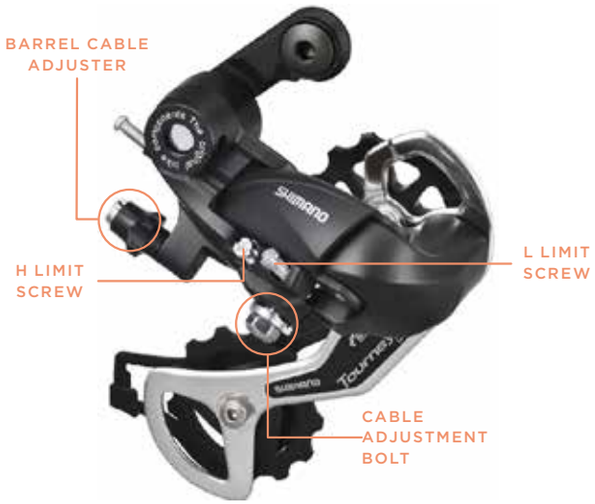
Tightening the screw on the right brake arm pushes the right brake pad away from the rim, and the left brake pad towards the rim.

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!

7-Speed Tuning

DIAGRAM



TOOLS REQUIRED

PHILLIPS SCREWDRIVER

9MM MULTI-TOOL

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.

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.

9MM MULTI-TOOL

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.

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.

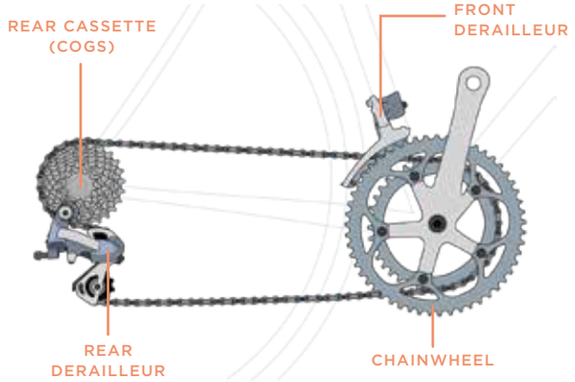
Continue to adjust the derailleur cable until you are able to shift between each gear with a single click.

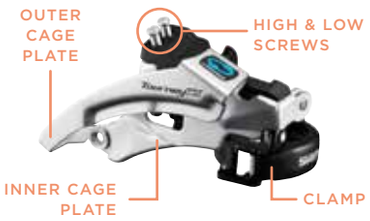
NOTE

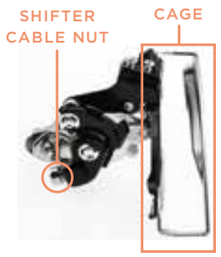
Each gear should shift with a corresponding "click" sound.

21-Speed Tuning

DIAGRAM







NOTE

While we tune every bike before packaging, we still recommend you double check the tuning when you receive your bike. The instructions that follow are designed to help if your bike needs some TLC before you ride.

If you don't feel comfortable doing this work, go ahead and bring it to your local bike store for final assembly.

TOOLS REQUIRED

5MM ALLEN KEY

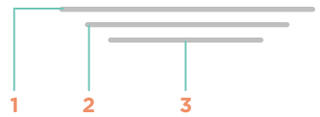
PHILLIPS SCREWDRIVER

INDEX SHIFTER

The front and rear shifters are called 'index' shifters. This means it has levels for each gear. For every click you hear, the shifter moves up or down one gear.

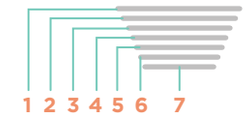
FRONT

1st, 2nd, and 3rd gears.



REAR

1st, 2nd, 3rd, 4th, 5th, 6th, and 7th gears.



With 7 gears in the rear and 3 in the front, you are able to shift into 21 different gear combinations.

CAUTION

Be careful with the derailleur cage. It has tension that causes the cage to pull back into the frame when attached to the shifting cable.

2 PERSON ASSEMBLY RECOMMENDED BUT NOT REQUIRED

Grab an extra person to work on this part if you can. While not absolutely necessary, having an extra set of hands will make the shifting process much easier.

Try bribery! Chocolate, ice cream and money are very popular options.

01

Check your bike's tuning by taking it for a test ride. Make sure to run through each gear as you ride. If you hear any rubbing coming from the chain hitting the derailleur cage in any of the gears, you will need to tune the front derailleur.

02

Begin by shifting the derailleur to the lowest gear on the hand shifter (1st gear). This moves the chain to the largest chainwheel as indicated in the image below.

5MM
ALLEN KEY

03

Use a 5MM Allen key to remove the cable securing bolt on the derailleur and move the cable out of the way. Once the cable is removed, the derailleur will pull back toward the frame. This is normal since there is no cable attached to create the tension.

2 PENNIES

04

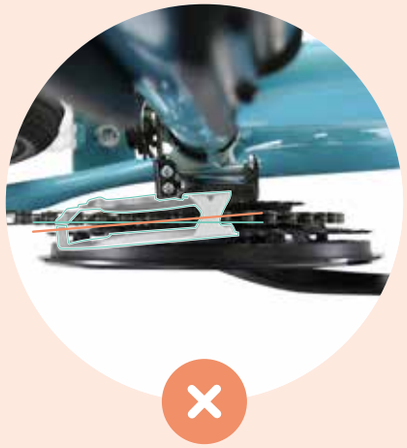
Now you check the height and angle of the derailleur. To check the height of the derailleur, pull the cage forward towards the largest chainwheel.

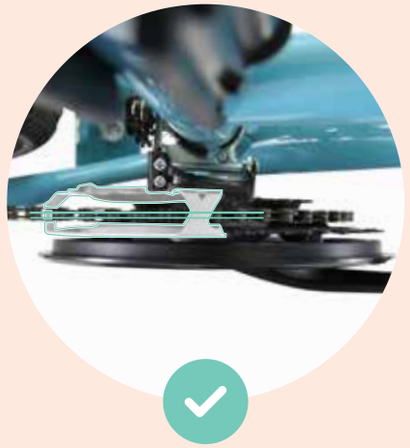
The derailleur cage should have a clearance of 2MM between the cage and the teeth on the chainwheel. You can check the clearance by placing 2 pennies together and fitting them in between the cage and the chainwheel.

05

Check the angle of the derailleur by standing up and viewing the cage from above.

Check that the front derailleur is parallel to the chainwheel.



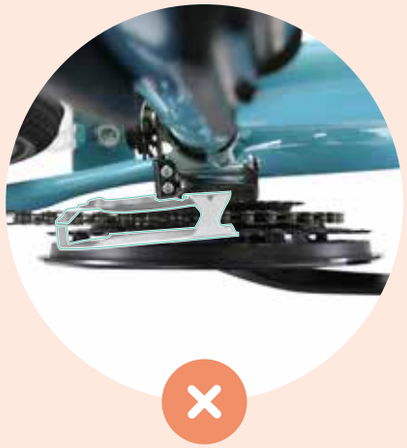


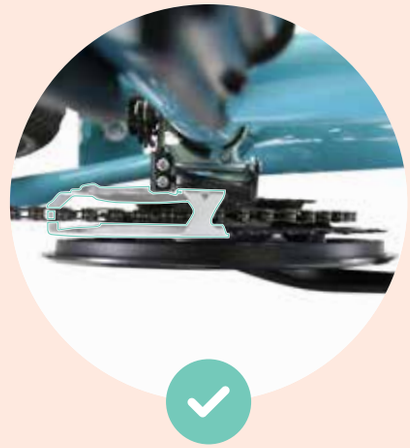
5MM
ALLEN KEY

2 PENNIES

06

If you find that you have to adjust the height and/or the angle of the derailleur, use a 5MM Allen Key to release the fixing clamp. Realign the height and the angle of the derailleur. You will need to pull the cage forward and position the cage 2MM above the chainwheel in order to properly align the derailleur.





NOTE

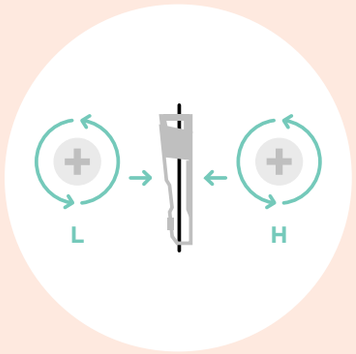
If you loosen the derailleur too much, it will potentially offset the height of the derailleur causing you to repeat step 5.

Note

Derailleurs work off of tension. This is why they are designed with High and Low Limiter screws. These screws basically act as boundaries so that no matter how much tension you put into or take off the shifter cable, the derailleur will not go past the largest or smallest gears. The High (H) screws is the limiter for the largest gear, and the Low (L) screw is the limiter for the smallest gear.

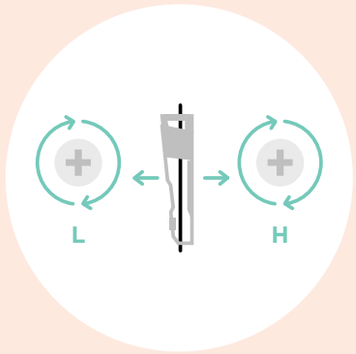
COUNTERCLOCKWISE

Turning the **L** & **H** screws counterclockwise **shortens** the range the derailleur cage can travel.



CLOCKWISE

Turning the **L** & **H** screws clockwise **increases** the range where the derailleur cage can travel.



LIMITER SCREWS

07

Let the derailleur sit back to its original position, above the smallest chainwheel (3rd gear) as shown in the image below.

The cage and chain should be in the lowest gear position. If not, rotate the pedals until the chain falls into the smallest chainwheel.

PHILLIPS SCREWDRIVER

08

Now we'll center the chain between the cage walls. To do this, adjust the Low (L) Limiter screw either clockwise or counterclockwise until the chain is in the center. Make sure the inside walls of the cage do not rub against the chain.

CORRECT

INCORRECT

INCORRECT

09

Now with the chain on the smallest chainwheel (3rd gear), rotate the pedals forward with one hand and pull the front derailleur forward with the other. Place your hand behind the cage and make sure your hand does not interfere with the chain and/or the chainwheel.

PHILLIPS SCREWDRIVER

10

By pulling the cage forward, you are able to check if the walls of the cage are centered to the chain. To center the chain, adjust the High (H) Limiter screw either clockwise or counterclockwise until the chain is in the center.

CORRECT

INCORRECT

INCORRECT

11

Let the derailleur return to its position over the smallest chainwheel.

5MM
ALLEN KEY

12

Grab the cable. Make sure that the cable is routed correctly to its guides underneath the crank.

Refit the cable into the securing cable bolt along the spacing guide and tighten with a 5MM Allen Key. Make sure that the cable fits in between the space and the bolt.

13

Test the derailleur by lifting the bicycle off the ground and shifting back and forth between the gears.

PHILLIPS
SCREWDRIVER

14

If the chain falls off the smallest chainring, adjust the Low (L) Limiter screw so the derailleur does not go all the way in.

If the chain falls off the smallest chainring, adjust the High (H) Limiter screw so the derailleur does not go all the way out.

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If you hear a noise coming from your derailleur, the chain might be rubbing against the cage.

Locate the barrel adjuster. This will change the amount of tension on the shifting cable. This helps the derailleur move up and down the gears. Turn the barrel adjuster counterclockwise 1/4 turn at a time while pedaling the bike. Keep checking for rub or lag on each gear until it disappears. Sometimes this can be tricky, so if the rub or lag persists, please contact one of our mechanics and we will help you troubleshoot this last step.

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.

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!

A/O
BICYCLE CO.

TEAM@AOWOMENSBICYCLES.COM
228.901.8386