

# xtracycle

RFA ASSEMBLY MANUAL



# ASSEMBLING THE XTRACYCLE RFA

## Tools needed

3 mm Allen wrench  
4 mm Allen wrench  
5 mm Allen wrench  
6 mm Allen wrench  
Snippers / scissors  
10 mm socket wrench  
Pedal wrench or 15 mm wrench  
Bicycle grease

## 01 - Open the bike box

Look over the box for signs of shipping damage. If damage is present, please take pictures in case a shipping damage report needs to be filed.



## 02

Record the serial number and the Shimano key number, which can be found on the label on the side of the box. Keep these numbers in a secure place since they might be needed in case something happens to your bike or you lose your Shimano key. The serial number is directly beneath the bar code next to "Frame No:". For the RFA, this will start with **RFA**. The key number is the directly beneath the bar code next to "Key No:".



## 03

Cut away the yellow banding straps holding the box closed.



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**04**

Open the box.



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**05**

Inspect the contents and again look for any signs of shipping damage.



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**06**

Remove and set aside the small parts box, the RFA KickBack and the seat with post.



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**07**

Cut the string attaching the rear of the bike to the end of the box.



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**08**

With a friend, lift the bike out of the box and set it on your work surface.



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**09**

Remove the zip-ties holding the front wheel to the frame and set it aside.



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**10 - Charge the battery**

Remove the battery keys secured to the handlebars.



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**11**

Unlock your battery and remove it by rotating it away from the bike.



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**12**

Find the battery charger and domestic power cable in the small parts box. Locate the charging port on the drive side of the battery. Pull back the rubber cover and plug in the charging cable.



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**13**

Make sure the charge indicator lights begin to blink green. A full charge will take a few hours but you will be able to use the battery with a partial charge by the time you are done setting up your bike.



**Please note:** It is also possible to charge the battery while it is installed on the bike, but for the initial assembly you will need the extra room.

Also note that the battery will not supply power while it is charging.

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**14 - Install the RFA KickBack**

Bring the KickBack up and under the RFA. The mounting plate should be placed inside the two horizontal chainstays.



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**15**

Place the KickBack so that the 2 ovalized holes on each side line up with the bosses on the inside of the chain stay.



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**16**

Place two washers on one of the M8 bolts. Starting on the inside of the mounting plate and using just your fingers, thread the bolt with the washers to the front boss until you can not turn it any further. You should be able to thread the bolt until you are certain it has engaged with the threaded boss on the chainstay.



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**17**

It is important to start this off with just your fingers to help insure that you do not cross thread the bolt since you may be coming at it from an off angle.

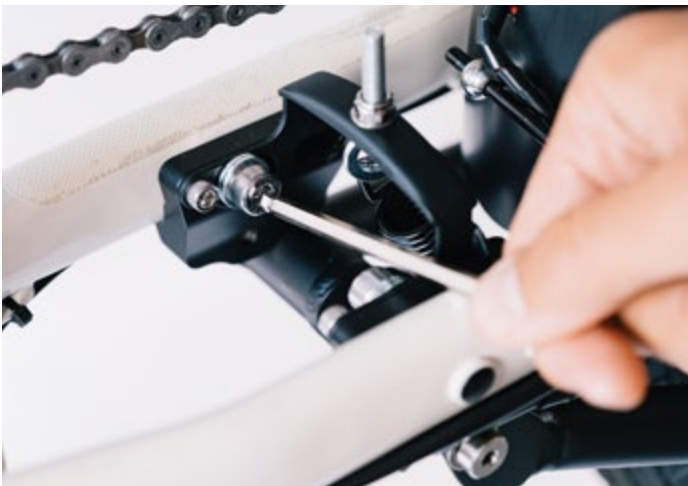
Once the first bolt is secured loosely, mount the second bolt to the opposite front boss.



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**18**

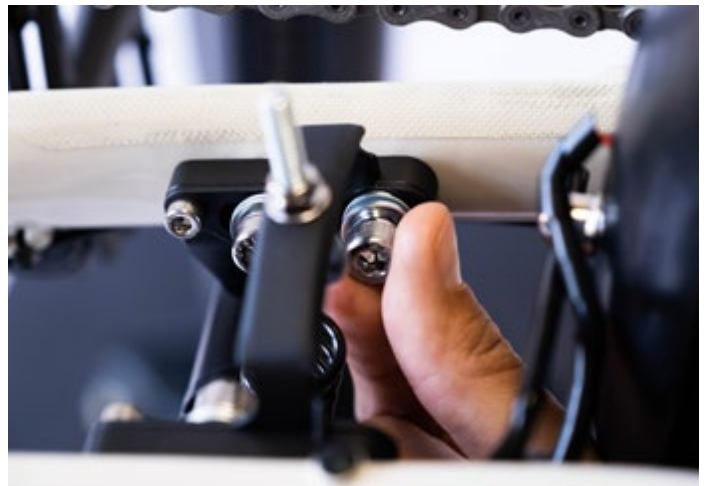
Make sure the holes in the mounting plate on the rear of the KickBack line up with rear threaded bosses before tightening all the way. Using the ball or short end of the Allen wrench tighten the two front bolts.



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**19**

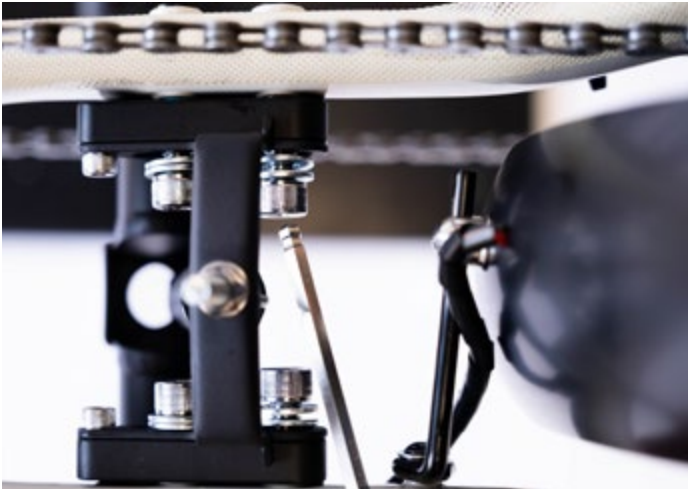
Place two washers on one of the M8 bolts. Starting on the inside of the mounting plate and using just your fingers, thread the bolt with the washers to the rear boss until you can not turn it any further. Once the first bolt is secured loosely, mount the second bolt to the opposite rear boss.



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**20**

Using the ball or short end of the Allen wrench, tighten the two rear bolts.



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**21**

Using the shorter end of the Allen wrench, tightly secure all bolts in place.



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**22 - Install the front wheel**

Carefully lift the front of the bike and deploy the kickstand.



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**23**

Remove the packaging around the fork and fender. Remove the thru-axel with a 6 mm Allen wrench.



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**24**

Remove the disc brake-pad spacer.



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**25**

Remove the packaging from the front wheel.



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**26**

Rotate your front wheel into position. Be mindful to seat the disc brake rotor neatly between the brake pads.



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**27**

Re-insert your thru-axel, and tighten with a 6 mm Allen wrench.





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### 28 - Adjust the front light

Use a 4 mm Allen wrench to loosen the bolt on the fender tab and rotate the light into a vertical position.



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### 29

Loosen the two pivot bolts to adjust the angle of the light, as needed. Retighten all bolts.



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### 30 - Install the pedals

Apply a small amount of grease to the threads on each pedal, marked Left and Right.



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### 31

With the right pedal, start threading the pedal bolt into the crank arm. Once initially threaded you can backpedal while holding the pedal bolt in place.

The left pedal has a reverse thread so you will need to turn the pedal bolt counter clockwise to tighten it.

Use a 15 mm pedal wrench to tighten the pedals.



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### 32 - Install the seat

Apply a modest amount of grease to the inside of the seat tube.



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### 33

Lower your seatpost into your desired position and tighten the collar with a 5 mm Allen wrench.



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### 34 - Adjust handlebars

Remove the rubber plug on the top-cap, and use a 5 mm Allen wrench to loosen the bolt.

Use a 4 mm Allen wrench to loosen the two bolts holding your handlebar stem in place.



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### 35

Align your handlebars with your front wheel.

Re-tighten the two stem bolts, and the top-cap bolt and replace the rubber plug.



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**36**

Use a 4 mm Allen to loosen the faceplate on the front of your stem, and center the positioning target. Then retighten the faceplate.



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**37**

Use a 3 mm Allen wrench to loosen the paddle grips. Reposition them so they are level with the ground. Then retighten them.



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**38**

Use the provided Shimano lead-connector tool from the small parts box to insert the display cable into the small port under the display. You should feel a securing click when the connection is made.



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**39**

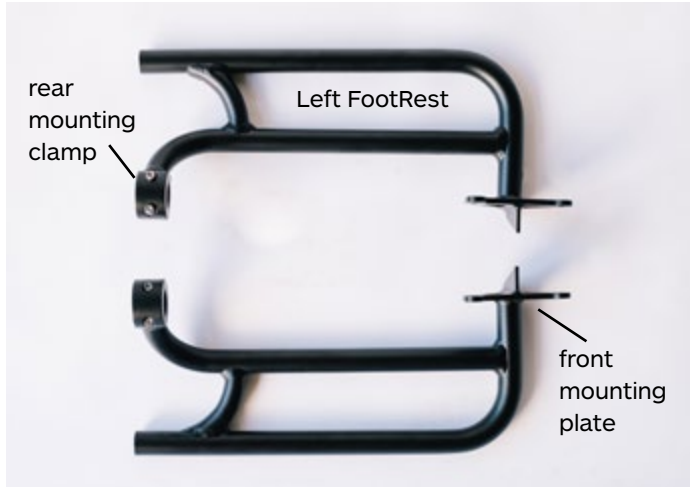
Replace your battery by sliding it into the cradle and rotating towards the bike frame until it clicks into place.



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## 40 - Install the RFA FootRests

Pick the RFA FootRest that corresponds to the side of the bike you are installing it on first. The flat plate is installed on the bike frame towards the front of the bike and the clamping ring is installed around the UtilityRack toward the rear of the bike.



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## 41

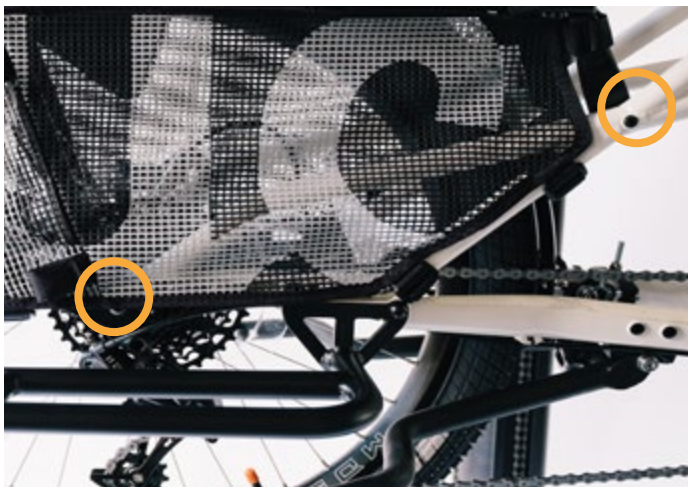
Using a 4 mm Allen wrench, remove the top of the clamp located on the back end of the FootRest. Keep the top of the clamp and the hardware nearby.



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## 42

To ensure the holes in the FootRest mounting plate line up with the mounting holes in the frame, you will need to loosen the bolts securing the UtilityRack to the frame. Using a 5 mm Allen wrench, loosen these four bolts (two on each side). There only needs to be a little bit of play in the rack. Do not tighten these bolts down again until the FootRests are fully installed.

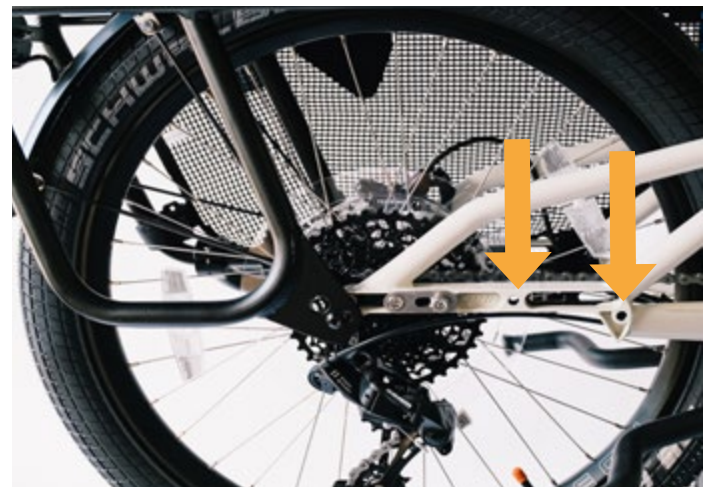


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## 43

Remove the WheelSkirts.

Locate the installation front threads on the bike frame.



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**44**

Position the FootRest on the bike and loosely thread the two 8 mm bolts through the front mounting plate and into the threads on the frame. You may need an extra hand to help hold up the UtilityRack while you thread in these bolts. The bottom portion of the rear clamp should fall underneath the UtilityRack.



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**45**

Attach the top portion of the rear clamp over the bottom rail of the UtilityRack. Loosely thread two 4 mm bolts with washers into the top of the clamp. Do not tighten the bolts completely at this time.



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**46**

Go back to the front bolts on the mounting plate. Tighten these using a 5 mm Allen wrench.



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**47**

Use a 4 mm Allen wrench to evenly tighten the bolts on the rear clamp until the FootRests are securely attached to the frame.



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**48**

Re-tighten the bolts securing the UtilityRack to the frame.



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**49**

Reattach the RFA WheelSkirts.

The RFA assembly is complete and you are ready to ride!



**Looking to install additional accessories  
on your RFA?**

Please refer to the following page on the Xtracycle  
website for links to additional installation manuals:

<https://www.xtracycle.com/product-manuals>

