

# xtracycle

SWOOP ASSEMBLY MANUAL



# ASSEMBLING THE SWOOP

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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



# OPEN THE BIKE BOX

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3

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.



4

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 the number under the bar code next to "Frame No:". For the Swoop, this will start with SWP. The key number is the number under the bar code next to "Key No:".



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5

Open the box.



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6

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





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7

Remove and set aside the small parts box, the KickBack 3, the wheel/fender, the u-tubes, and the seat with post.



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# 8

With a friend, lift the bike out of the box and set it on your work surface. Or place in a stand, if you have access to one.





# Charge the battery

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Remove the battery keys secured to the brake and shifting cables at the front of the bike.



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



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II

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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## 12

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.



# INSTALL THE KICKBACK 3

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13

Remove the KickBack3 packaging and locate the included hardware kit consisting of two U-bolts, a rectangular mounting plate, four M6 washers & nuts, and an M5 set-screw.



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14

Under your bike find the kickstand mounting shelf and the threaded set-screw hole.





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**15**

Rest the back of the kickstand mounting plate on the mounting shelf and use a 3 mm Allen wrench to thread the M5 set screw in order to hold the kickstand in place.



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**16**

Install the first U-bolt on the drive side of the bike. Fit an M6 washer and nut onto the forward threads, until just finger-tight. Place a nut on the other end of the U-bolt, and secure to finger tight.



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**17**

Place the second U-Bolt on the non-drive side and position the small mounting mounting plate in place on the forward threads. Secure it with an M6 washer and nut.

Secure the other end of the U-bolt with the remaining M6 nut.



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## 18

Go back to all four nuts and tighten everything with the 10 mm socket tool.

\*Just to recap, the two forward M6 nuts get a washer, where as the rear two just get the M6 nyloc nuts.





# INSTALL THE FRONT FENDER & WHEEL

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

\* You may want to add something weighted to the rear rack to keep the bike from tipping forward.



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





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## 21

Your fender hardware is already installed in the fork and downtube.

With a 4mm hex wrench and 10mm box wrench you'll need to remove the M6 nyloc nut and L-bracket.



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## 22

Bring the front fender into position by hanging the mounting tab from the M6 x 50 mm bolt, followed by the L-bracket, & M6 washer, holding it in place with the M6 nyloc nut. Keep secure, though you will tighten this in a moment.



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## 23

Use a 3 mm Allen wrench to attach the outer support arms of the fender to the lower fork-mounting points with the two M5 bolts.



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24

Remove the packaging from the front wheel.

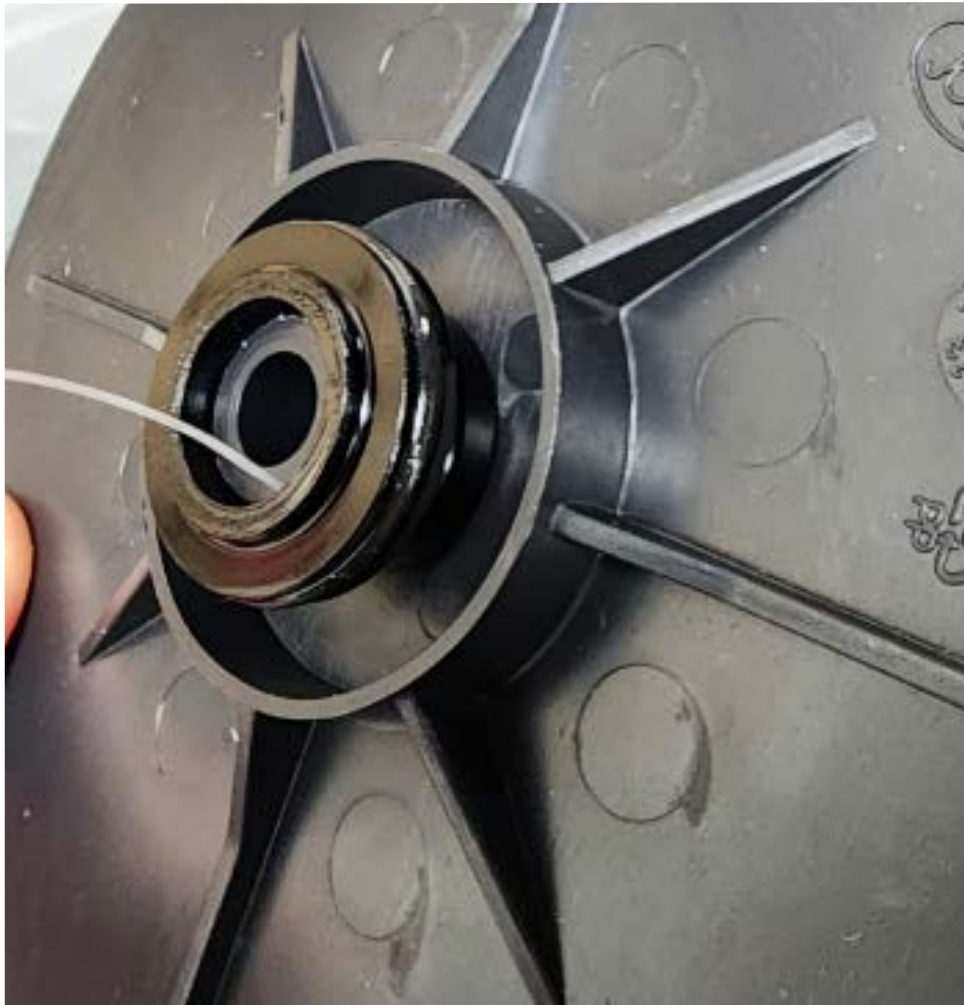


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## 25

Be aware of the drive side hub cap as it sometimes sticks to the protective packaging shield.

If the hub cap is stuck to the shield, remove it and snap it back into place on the wheel hub.





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**26**

Remove the disc brake-pad spacer.





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27

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



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**28**

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



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Returning to the fender, tighten the upper bolt with a 4 mm Allen wrench and an 8 mm socket tool.

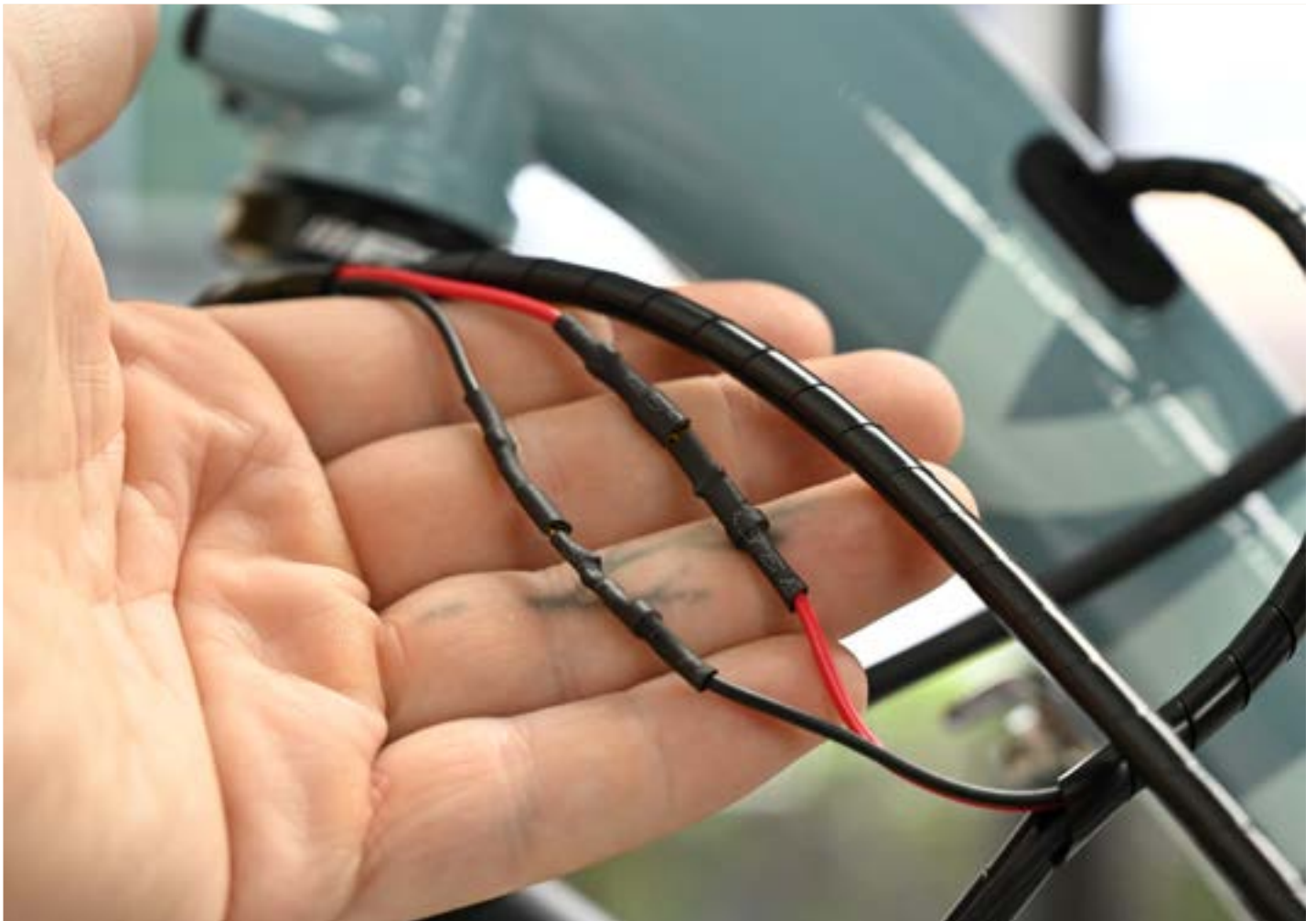


# CONNECTING FRONT LIGHT

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30

Now you'll need to connect the light wires from the frame to the fender (red to red and black to black).





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**31**

Adjust your light position angle that fits your riding needs best and secure each mount joint with a 4mm Allen.



# INSTALLING HANDLEBARS

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32

Remove your top cap with a 5mm Allen and remove the cardboard spacer from fork steerer. Install your stem with your handlebars forward and the shifter on the drive side (right side when seated) of the bike. Thread your top cap and secure until just before snug.





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## 33

Install your stem with handlebars by sliding the stem over the steerer tube.

Make sure your shifting and brake cables aren't twisted and binding on each other.

Replace your top-cap and bolt.



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## 34

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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## 35

Use a 4 mm Allen to loosen the faceplate on the front of your stem, and center the registration marks and angle the bars in a vertical position that is most comfortable for you. Then retighten the faceplate.



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## 36

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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## 37

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.



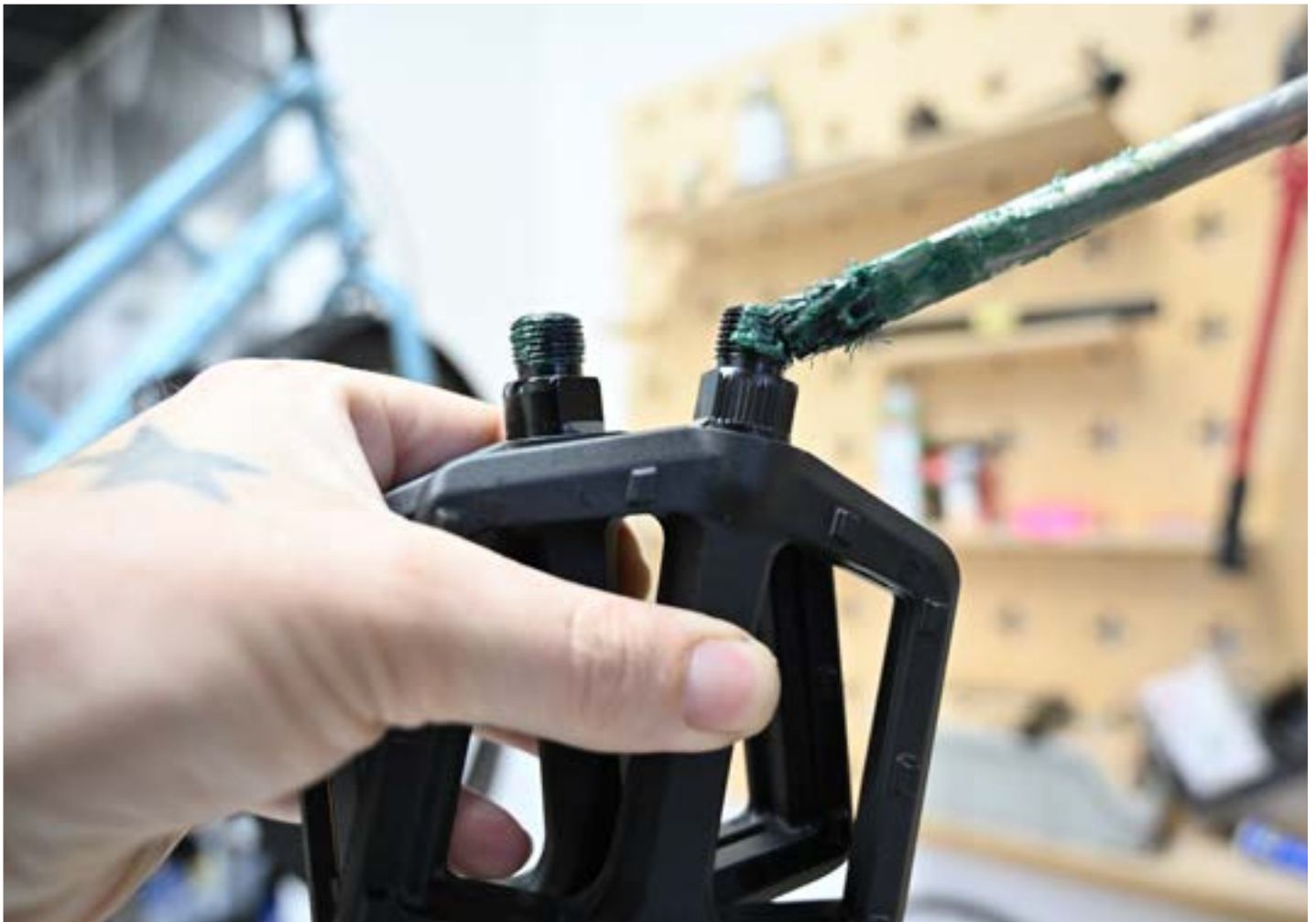


# INSTALL THE PEDALS

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Apply a small amount of grease to the threads on each pedal, marked "L" (non-drive side) and "R" (drive side).





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## 39

Pay attention to match the right pedal with the right crank arm and same with the left side.

\*The pedals are labeled with either an "R" or "L" and the crank arms with "RH" or "LH"



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## 40

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.



# INSTALL THE SEAT

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



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42

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



# INSTALLING THE STABILIZER SPRING

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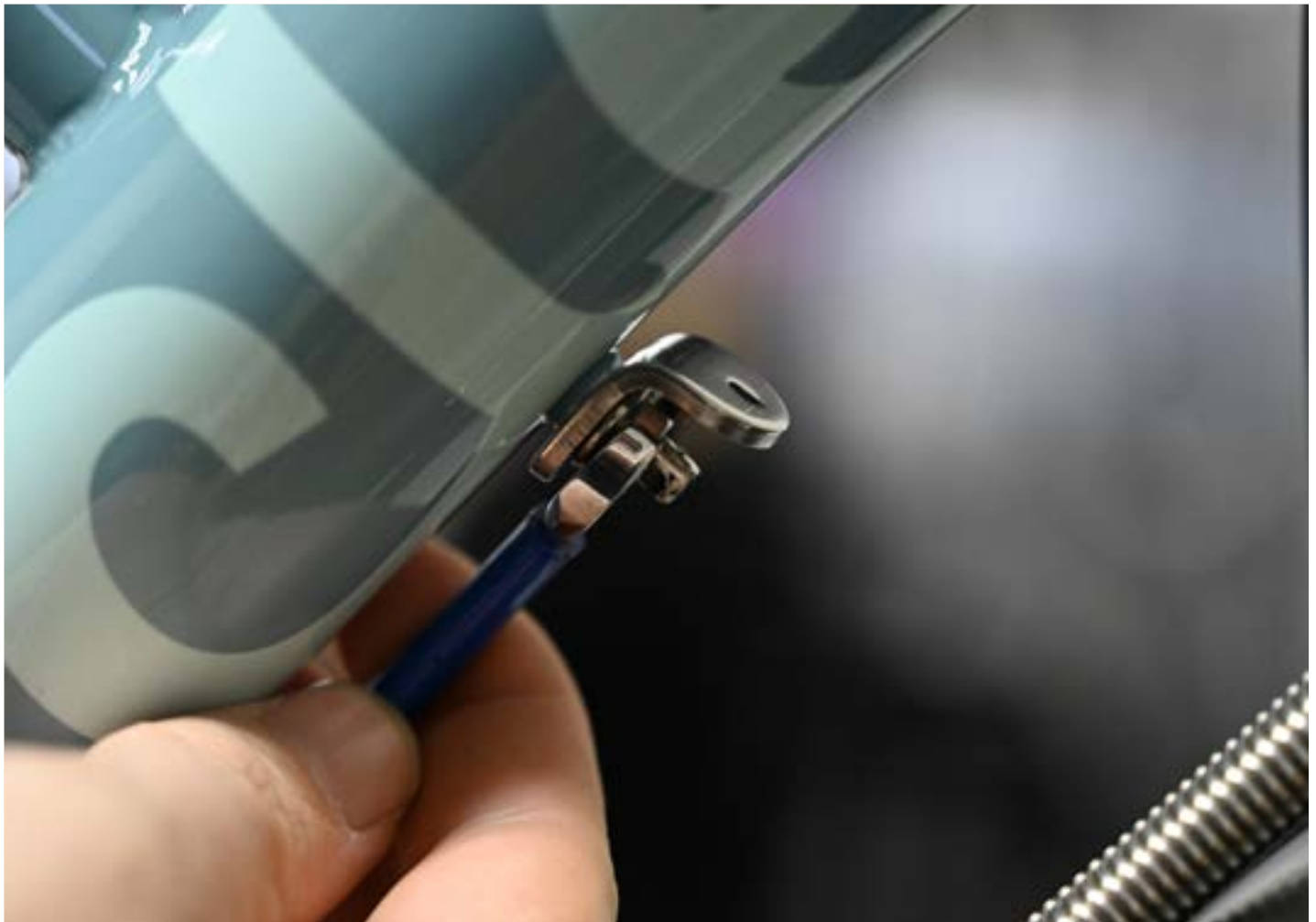
Locate your stabilizer spring and spring sleeve from the small parts box and loop one hook of the spring through the L-bracket on the fork.



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Using an 8mm box wrench loosen the nyloc nut and unscrew the eyelet bolt and L-bracket.

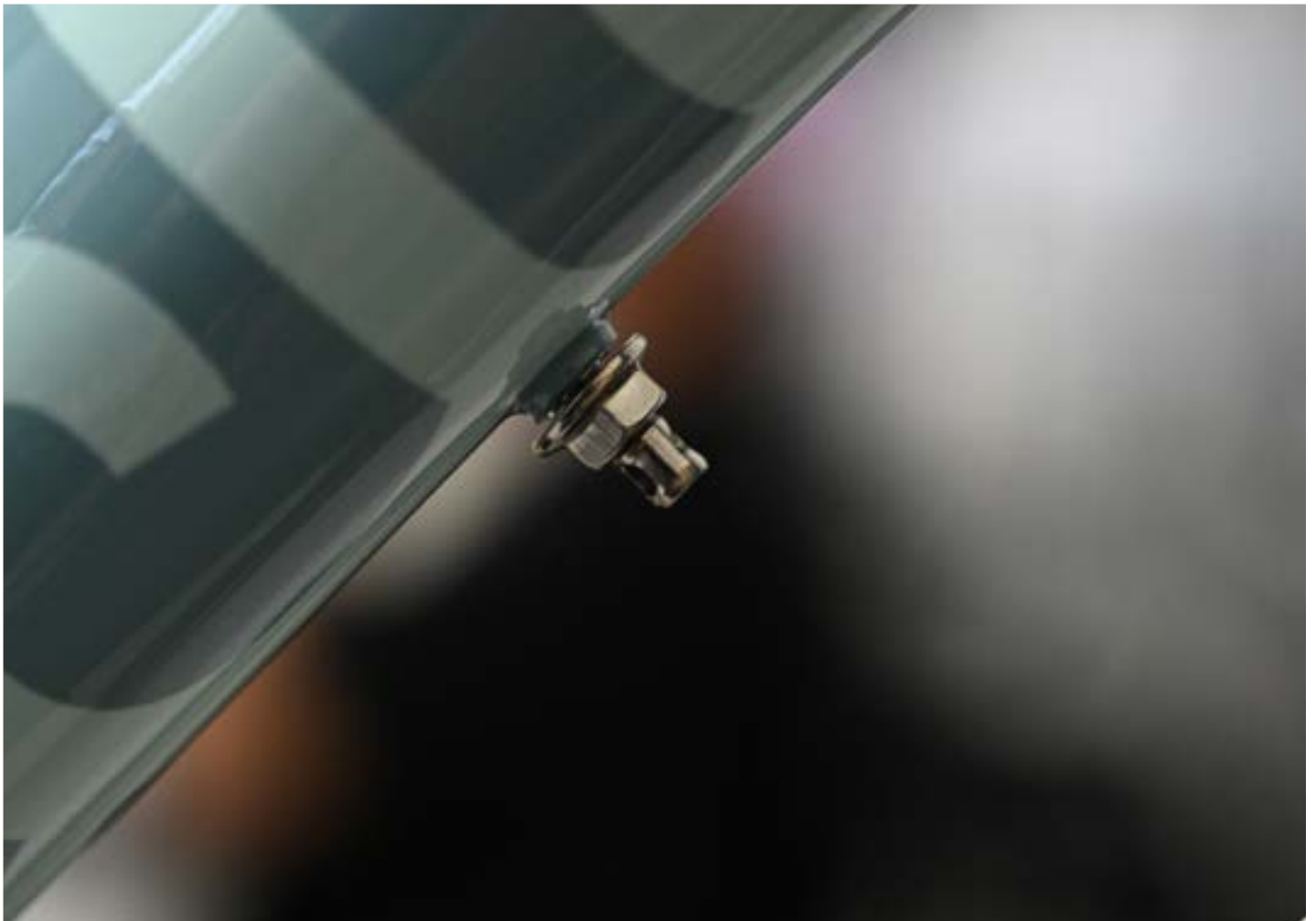




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**45**

Replace the eyelet bolt and nyloc nut. Keep the nyloc nut a bit loose so that you can rotate the eyelet bolt.



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Use an Allen wrench or screwdriver to pull the other end through the eye-bolt. Push up on the spring to fully seat the Stabilizer Spring.



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**47**

Using an 8mm box wrench tighten down and secure the nyloc nut.



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**48**

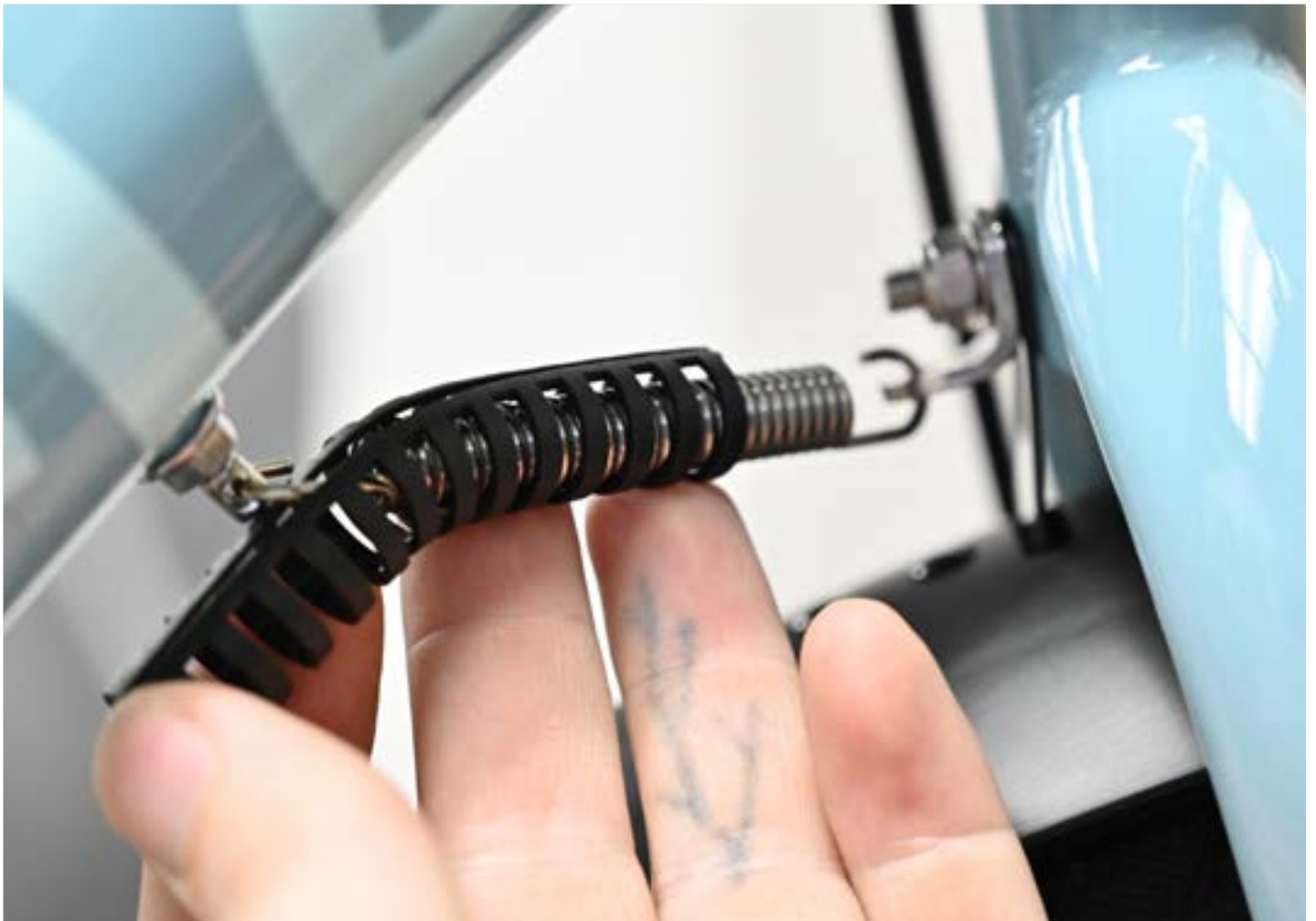
Using wire snips or scissors cut off 3 or 4 rings from the spring sleeve.



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49

Slide the spring sleeve over the Stabilizer Spring.



# INSTALL THE U-TUBES

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## 50

Before installing the U-Tubes, please note that the rear insertion end on each U-Tube is slightly longer than the insertion end on the front end of the U-Tube.

Front  
insertion  
end



Rear  
insertion  
end



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**51**

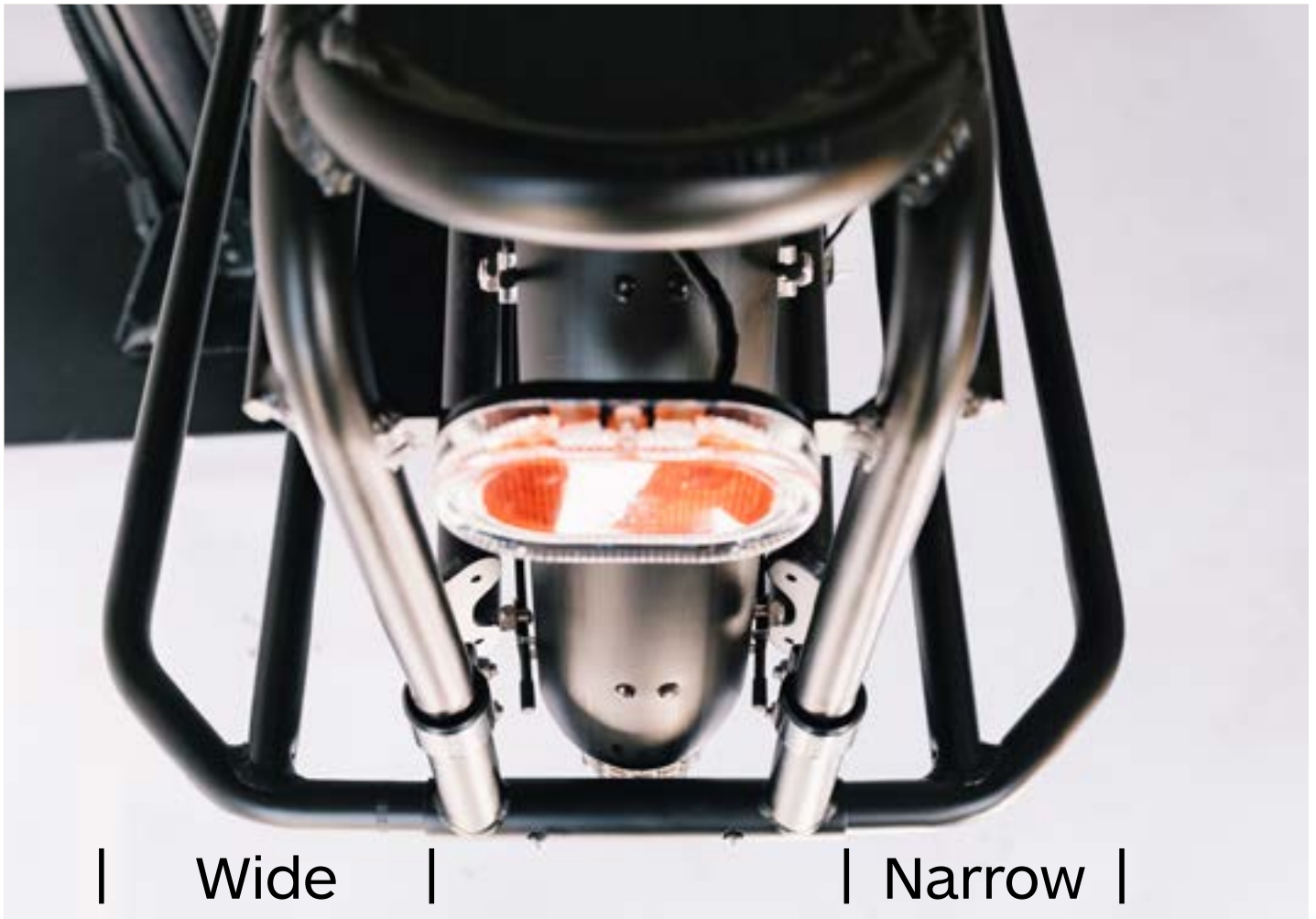
Remove the 4 plastic plugs from the u-tube ports.



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## 52

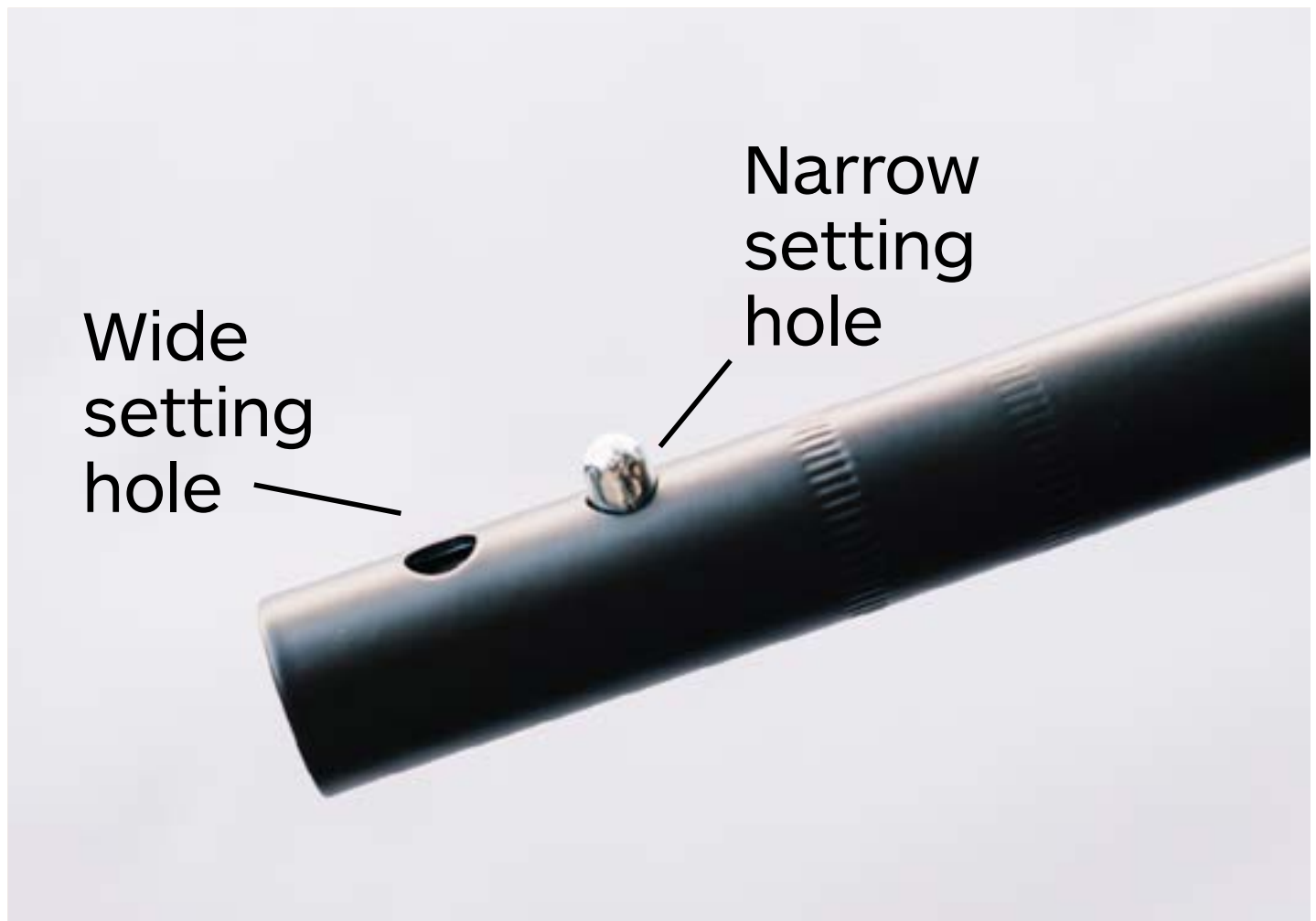
Determine if you would like to have the U-tubes installed in the wide setting (shown on the left side of the bike pictured below) or the narrow setting (shown on the right side). In the wide setting, the U-tubes will extend 6" out from the frame. In the narrow setting, they will extend 5.25" out from the frame.



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## 53

If you would like to switch the width setting on your U-Tubes to narrow or wide: Press the spring pin button in and push or pull the spring pin elbow on the inside of the U-Tube until the button pops through the width setting hole you desire. Needlenose pliers might be needed to help with this.



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## 54

The U-tubes should easily slide into the mounting holes. But it is possible an adjustment will be needed if the alignment is not perfect. If no adjustment is needed skip to step 58.





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## 55

If your U-tubes do not seem to easily slide into the frame, you will need to loosen the tailpiece on the back end of the bike in order to acquire additional tolerance. This is the tail piece.





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## 56

Four bolts secure the tailpiece in place. Loosen these four bolts using a 10 mm wrench and a 5 mm Allen wrench.



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## 57

Push or pull the tailpiece into a place to where you can easily insert the U-tube.

Do not tighten the tailpiece yet.



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## 58

Insert the U-tube into the frame, pushing in on the spring pin button so that the button slides into the frame as well. Insert the U-tube far enough for the spring pin to pop out into the hole on the bike frame.

(Optional: You can apply grease to the portion of the U-tube being inserted.)





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## 59

Insert the remaining U-Tube on the other side of the frame.

If you loosened the tailpiece to install the U-tubes, tighten the tailpiece into place.



# COMPLETE THE ASSEMBLY

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Tie down the two hook & loop straps on the bottom of the FreeLoader Too bags to the bike frame.





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61

Replace your battery by rotating it back into place from the front of the bike until it clicks into place.



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Congratulations, your Swoop assembly is complete and you are now ready to ride!



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Looking to install additional accessories?  
Please refer to the following page on the Xtracycle  
website for links to additional installation manuals:  
<https://www.xtracycle.com/product-manuals>

