Assembly & Operating Instructions
Congratulations on the purchase of your new Surrey. To ensure that your new Surrey consistently performs in the manner in which it was designed, and to avoid unnecessary assembly complications, use the assembly tips below to guide you through the assembly process.

*Read all assembly and operating instructions carefully before proceeding!*  

We highly recommend reading this entire document before unpacking and attempting to assemble your new cycle. If you feel you are not capable or comfortable conducting the assembly, please call us at 1.800.765.7370 so that we can assist in finding a bicycle shop for you to hire to conduct the assembly.

**Recommended Tools:**
- 10 inch crescent wrench
- 8 or 6 inch crescent wrench
- 10mm socket
- 13 mm socket
- 14 mm socket
- Socket wrench
- 10 mm box end wrench
- 13 mm box end wrench
- 14 mm box end wrench
- 15 mm box end wrench
- 17 mm box end wrench
- 22 mm box end wrench
- Box cutter knife or scissors
- Weighted plastic or rubber mallet
- Awl or small Philips head screw driver (to line up holes)
- Needle-nose Pliers
- 4 mm allen wrench

Please note, these are only recommended tools. For example, socket wrenches are not required, but they do make the job a little easier and faster.
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<thead>
<tr>
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Please note actual components shipped might be different from the photos in this manual. Components are upgraded and changed from time to time. The photos herein are for instructional purposes only.
**NEW SURREY ASSEMBLY TIPS & OPERATING INSTRUCTIONS**

Congratulations on the purchase of your new Surrey. To ensure that your new Surrey consistently performs in the manner in which it was designed, and to avoid unnecessary assembly complications, use the assembly tips below to guide you through the assembly process. *Read all assembly and operating instructions carefully before proceeding!*

**Steps:**

1. Completely unpack and unwrap all Surrey components. Briefly review the exploded diagram (on the following pages) for the bike you are assembling. During the assembly process, leave all nuts “finger tight” until the end of assembly.

2. Place the large **Base Frame # 270** on a flat, level area (*elevated off of the ground if possible*).

3. Install two rear wheels. Loosen the nuts on each of the **Rear Wheels # 137** and slide them onto the **Rear Stays** (forked shaped frame pieces on the **Base Frame**). Leave the **Rear Wheel nuts** loose.

4. Install the **Chains** by running the chain over the front crank chainring and around the axle of the rear wheel. Attach the ends of the chain with the **Master Link #118**. The **Master Link** is connected with the pin plate, through each end of the chain, then the flat plate and finally the notched lock plate. Slide the wheel all the way forward and loop the chain over the top of the freewheel cog on the rear wheel. Pedal the crank forward; the chain will work its way around the freewheel.

5. Pull the **Rear Wheel** back to pull the slack out of the chain. Use the **Chain Adjusters #120** on the rear axles of the **Rear Wheels** to pull the slack out of the chain by tightening them against the **Rear Stays**. Please note that the Chain Adjusters are not installed on 7 Speed Wheels. Leave a little slack in the chain. *If the chain makes a popping noise when the wheel is turned, the chain is too tight.* If the chain is too loose, it will frequently derail. To install the rear wheels, if you are installing single speed wheels, please refer to the **Single Speed Rear Wheel Addendum** (later in this manual). If you are installing 7 speed wheels, refer to Steps 1-4 only of the **Easy 7 Speed Gearing Package Instructions** (later in this manual).

6. Confirm that the rear wheels are installed in the center of the rear stays. If the rear wheel is fading to the left or right when installed, the rear tire will wear unevenly and more quickly. Also, the Surrey will be more difficult to pedal.
7. Install the **Rear-Stay U Braces #30**, which are painted the same color as the frame and arch over the rear wheels just under the rear fenders, on the left and right side. Leave the two 13mm nuts hand tight. It might be necessary to slight spread and narrow the **Rear-Stay U Braces #30** to fit the hole pattern in the base frame.

8. Install the **Rear Fender #17** under the **Surrey Side Frame #10** by loosening the 13 mm nut under the arch of the **Surrey Side Frame #10**. Under the **Surrey Side Frame #10** arch for the rear wheel, the **Rear Fender** will match the hole pattern in three places, the bolt welded to the **Surrey Side Frame #10** that requires a 13 mm nut and the two holes for the two 10 mm bolts and nuts that mount through the **Surrey Side Frame #10**, **Rear Fender** and **Rear-Stay U Brace**. Install the front mounting arm of the side frame with the 13 mm nut.

9. Install each **Surrey Side Frame #10** by sliding the welded bolts through the holes in the **Surrey Base Frame**. *(It might be necessary to bump the side frame into place with a plastic or rubber mallet)*. Put the washers and 13 mm nuts on the bolts under the **Surrey Base Frame** hand tight. *It might be necessary to flex the side frame to line the welded bolts with the holes in the base frame. It also helps to start installing the welded bolts into the base frame at the rear working your way to the front.*

10. Repeat step 8 and 9 on the opposite side of the Surrey.

11. Install the **Nose Frame Brace #2** in the center, on the front of the Surrey *(The Nose Frame Brace has two large 180 degree bends which accommodate the front lights.)* The **Nose Frame Brace** will attach in 6 places (two 13 mm nuts, one bolt and nut from each of the side frame pieces and two nuts and bolts that attach the front bumper). Attach the 13 mm nuts and both side frame bolts, leaving all nuts hand tight.

12. Install the **Front Bumper #278** by stabbing both tube ends of the **Front Bumper** into the **Bumper Mounts** on the **Surrey Base Frame**. Mount the **Front Bumper** to the **Nose Frame Brace** with the two bolts and 13 mm nuts.

13. Install the **Rear Frame Braces #13 and 14**. These are single tubes that are slightly bent with a tab with a hole on one end and a bolt welded to the other end. Behind the rear seat, each **Surrey Side Frame #10** will have a flat area with a 14 mm bolt screwed into place. Remove the 14 mm bolt. Insert the proper **Rear Frame Brace** through the **Surrey Base Frame** by sliding the bolt through the hole. Attach the other end of the **Rear Frame Brace** to **Surrey Side Frame #10** by screwing the 14 mm bolt through the tab of the **Surrey Side Frame #10**. *If you purchased the rear Surrey Basket, please see the Addendum at the end of these instructions for a photograph of the assembly.*
14. Shape the **Front Fenders #61** around the arch of the **Front Bumper**. Also shape the **Front Fender Spines** (thin, flat silver metal braces shaped like a capital I with two holes drilled in each end) around the arch of the **Front Bumper**. Attach the **Front Fenders** and spines to the bumper using the two 10 mm nuts on each **Front Fender**. Next attach the **Front Fender** and spines to the **Surrey Base Frame** on top of the tabs on each side of the **Surrey Base Frame**.

15. Install the **Padded Back Rest Seat #131** by sliding the bolts on the back of the seat back through the each hole on each side frame on the rear of the Surrey. *See page 5 if assembling a Limousine or Stretch Limousine.*

16. Install the **Padded Bottom Seat # 12** by loosening the 13 mm nut on the bolt welded on the inside of each side frame and sliding the **Padded Bottom Seat** over both bolts keeping the washer on the inside of the seat brace. *See page 5 if assembling a Limousine or Stretch Limousine.* See the Surrey Tram Addendum if you purchased a Surrey Tram.

17. Install the **Handle Bar #195** by inserting the small tubular ends into the each of the **Surrey Side Frame #10** mounts (*First remove the keeper bolts with an allen wrench*) A small amount of grease on each small tubular end will help lubricate the insertion into each **Surrey Side Frame #10**. Be careful to remove the bolt, washers and nut from each side of the **Handle Bar** before installing. Make sure that the round barrel through which the nut and bolts mounts clears the tabs on the **Surrey Side Frame #10** as the **Handle Bar** is gently bump into place. (Use a rubber or plastic mallet to bump into place).

18. Examine both black universal joints (u-joints) attached to the **Steering Column #20**. Attach the u-joint with the **single bolt** to the **Rack and Pinion Steering unit** under the front of the **Surrey Base Frame**. Notice both the u-joint and the rack and pinion mount is serrated inside the hole. Tighten the bolt to secure the u-joint. Slide one of the black rubber boots over the top of the u-joint after it is securely tightened to the rack and pinion.

Next, slide the second rubber boot over the remaining (top) u-joint. Slide the (top) u-joint into the top of the steering column and push the steering column down on to the bottom u-joint’s square steel mount. Next, after moving the two bolts from the (top) u-joint, slide the u-joint over the Steering Wheel Yoke while pushing the steering column down on to the bottom u-joint. The (top) u-joint has two bolts and attaches to the **Steering Wheel Yoke** under the Handle Bar. The larger bolt pass by the flat area of the Steering Wheel Yoke and tightens securely. The smaller bolt is tightened into the side of the Steering Wheel Yoke to eliminate any movement between the two. Finally, 8 set screws are tightened with a 4 mm allen wrench and the 8 lock nuts are tightened with a 13 mm wrench.

19. Attach the two front **Head Lamps #258** to the **Nose Frame Brace** using the mounting hardware attached to the **Nose Frame Brace or Head Lamps**.

20. Using a socket wrench, tighten all hand tight or loose nuts, both 13 mm and 14 mm. *Refrain from over-tightening the bolts, which may cause stripping of the threads or bolt breakage.*
21. Install the **Front Wheels #142** by sliding the axles into the round bushings mounted to the tie rods under the **Surrey Base Frame**. Tighten the inside (between the hub and the mounting cone; WD-40 or other oil should be used to oil the axles before assembly) with a wrench as tightly as possible. Next, tighten the large allen head screw on the outside of each hub.

22. Install the **Pedals #50 and 51**. Each pedal has an “L” or “R” on the end of each axle. The L pedal mounts to the arm without the chainring (left side of the crank). The R pedal mounts to the arm with the chainring. Also be careful to not cross thread the pedals by screwing them into the cranks arms at an angle.

23. Elevate the rear of the Surrey by placing it on a bucket or stand. Install the **Brake Cables** by starting at the rear of the Surrey and sliding the **Brake Cable** with the black housing through the **Cable Loop Guides** welded on the **Surrey Base Frame** and **Surrey Side Frame #10**. The end of the **Brake Cable** with the **Barrel, Nut and Rubber Housing** stays at the rear of the Surrey. The opposite end of the **Cable** should be fed through the **Cable Loop Guides**. The ball on the end of the **Cable** should be fed through the guide under the **Steering Wheel** and into the holes in the disk on the **Brake Handle** at the 12 and 6 o’clock positions. Remove the nut on each cable. Slide the **Barrel** with the hole in it through the chrome **Brake Arm** on the **Rear Hub**.

24. Install the **Awning Posts Assembly #25** by stabbing the stainless steel posts into the front mounts on the **Surrey Side Frame #10s**. Tap with a plastic or rubber mallet until enough of the stainless post appears in the thread hole (into which the allen keepers screw) so that the allen set screw can tighten. Tighten all set screws and lock nuts. Please see the Limousine Instructions on the next page. **See page 5 if assembling a Limousine or Stretch Limousine**.

25. Install **Awning Frame #27** with 13 mm nuts. The frame should be installed with the end of the frame with the mounting holes closest to the perimeter of the frame (measuring front the back) installed in the back on the cycle. Put on cloth **Awning**. Secure with the Velcro ties.

26. Install **Child Seat #21** by hooking it on the **Handle Bar**. Use the **Baby Seat Mount Brace** and attaching it to the **Baby Seat** (on the foot loop) and the **Nose Frame Brace**, attaching in both places with the 14 mm bolts.

27. Properly inflate all tires to the tire pressure required on the sides of the tires, no more than 40lbs.
31. **Tighten all bolts, nuts, wheels, brakes and set screws!**

32. **Carefully read the Operating Instructions and Warnings at the end of this manual!**

### 7 Speed Gearing Package Note:

If your Surrey includes the Easy 7 Speed Gearing Option, carefully review the Easy 7 Speed Gearing Package Instructions (later in this manual) to confirm all steps have been followed.

### Special Surrey Limousine and Stretch Instructions:

- Attach the **Underseat Brace** (shaped like the first row seat side panel) under the **Padded First Row Back Rest Seat** to the **Base Frame** with the two bolts that slide into the center tube of the **Base Frame**.

- Next install the seat by sliding the bolts on the back of the seat back through the each hole on each side frame on the **Surrey Limousine Side Frames**. This step is repeated again if assembling the Stretch Limousine model.

- Install the **Padded Bottom Seat** by loosening the 13 mm nut on the bolt welded on the inside of each side frame and sliding the **Padded Bottom Seat** over both bolts keeping the washer on the inside of the seat brace.

- Next attach the **Rear Handle Bar** by sliding it over the tube ends behind the **Middle Padded Back Rest Seat**. It may be necessary to put a small amount of grease or oil on the tube ends to facilitate the **Rear Handle Bar** to easily slide over the tube ends. Additionally, it might be necessary to take the **Rear Handle Bar** over the 90 degree bends with a plastic or rubber mallet to bump it down into place. Finally, tighten the set screws and lock nuts on each side.

### Note:

**Special Accessory Assembly**

Pictured (to the right) is the optional rear Surrey basket, sold as an optional accessory. The basket mounts to the rear of the **Base Frame** between the rear wheels. Electrical zip ties help stabilize the basket to the base frame and the diamond plate floorboard.
* Actual product may be slightly different than the drawing above as designs change over time.
* Actual product may be slightly different than the drawing above as designs change over time.
1. Locate the wheel marked “Driver Side”. By default, the remaining wheel is to be installed on the passenger side (right side when standing behind the Surrey). Each wheel has been properly set up and spaced by our staff for the particular side of the unit.

2. On each end of the axle for each wheel there are two nuts (total of four nuts 1-4 below) and washers. There is also one chain adjuster on each end of the axle on each wheel (#120; total of 2 on each wheel A&B below). Remove the outside nut on each end of each axle. Use the chain adjuster washers and axle washers to properly space the wheels, insuring that your wheel runs true with the center of the rear stays as shown on the next page. Do not remove the inside nuts (2&3 below).

3. As you slide the wheel into the rear stays, the wheel should be oriented so that the freewheel on which the chain runs is installed on the right side (unless you are assembling a Classic Pro Model, which has a reverse thread drive on the passenger side).

All washers provided on the axle should remain on the side of the axle on which they were provided. The washers made to the chain adjusters (A&B below) should be installed on the inside of the rear stay (see the blue arrow below).

Failing to keep the washers and spacing as setup will greatly affect the ability of the wheel to roll freely and your Surrey to operate properly.

4. On the left side of the wheel, locate the brake plate stabilizer slot (green arrows) and the slotted frame brake plate welded under the frame with a bolt, nut and washer(s) attached. Remove the bolt, washers and nut. Rotate the hub to expose the brake plate stabilizer, push the bolt through the brake plate stabilizer from the wheel side so that the threaded end of the bolt is pointed away from the wheel.

5. Install all washers except 1 between the brake plate stabilizer on the hub and the frame brake plate (see the red box to the right). The remaining single washer will be installed between the nut and the frame brake plate on the outside for tightening (see the black arrow on the right).
6. After making certain the chain is draped around the freewheel, pull the wheel backwards toward you and tighten each chain adjuster on each side of the wheel with equal, alternating turns. This process will draw the slack out of the chain.

   Please note that you want the chain to install with a little slack or “sponginess”. If the chain is too tight, it will make a “pop” sound and cause the freewheel to “knock”. If the chain is too loose, it will slap the chainguard and eventually derail from the sprocket and freewheel.

7. While drawing the chain tight, also confirm that the center of the tire follows the middle of the tube welded at the head of the rear stay towards the front of the Surrey. You do not want the wheel angled to the left or right. It will cause your tires to wear more quickly and the Surrey to not roll freely. Tension on the chain adjusters will alter the wheels orientation inside the rear stays.

8. After confirming the chain is properly adjusted and the wheel is in the center of the rear stay (as shown on the right with the dotted line), tighten the wheel by using alternating 1/2 turns on each nut on the left and right side of the wheel on the outside of the stay (#1 and 4 on the prior page). Tighten each side while holding a wrench on the opposite side axle nut. Alternate from left to right until the wheels are tight.

   NOTE: Do not allow the entire axle to turn while tightening. This will cause pressure on the wheel bearings causing the wheel to not roll freely and eventually for the wheel bearings to fail.

9. Finally, tighten the 13 mm compression nut on the bolt that secures the hub brake plate to the frame brake plate.

   Make sure all four wheel nuts and the brake plate nut are tight before proceeding to the next step.

   Please Note! Failing to install the number of washers provided between the brake plates and the frame brake plate will cause the brake plate on the hub to bind and prevent the wheel from spinning freely and thus your Surrey rolling with brake resistance at all times!
1. Prior to installing the bottom seat on the last row of seating, install the Tram Hitch (obvious by the small silver trailer ball). At the bottom of the Tram Hitch there are two bolts that slide into two corresponding holes in the base frame. Slide the bolts into the two holes and put on the two 13 mm nuts (finger tight).

   Please note that if you are installing the rear Surrey basket (see page 5), the basket should be put in place first in order to stab the Tram Hitch through the basket. However, you may choose to install the basket on the Tram itself, in which case ignore this notation.

2. The Tram Hitch also attaches with two bolts to a bracket under the seat. The attachment bracket under the seat will already be in place. The Tram Hitch bracket should install on top of the bracket under the seat. However, it does not matter whether it is installed on the top or bottom of the under seat bracket. Install the nuts and bolts finger tight.

3. To assemble the Tram, follow Steps 1-10 of these instructions on pages 1 and 2.

4. The large trailer neck (large 1.5 inch tube with a near 180 degree bend on one end) has a plate with 4 holes at one end of the neck. Bolt that place to the corresponding plate on the Tram Base Frame with the 4 bolts provided. The trailer neck extends away from the rest of the Tram, towards the front of the Tram.

5. There are four trailer neck braces that secure the neck to the base frame and the side frames. Install all four of those braces in any order.

6. Continue with main directions steps 17, 21, 22, 24-28, 31, 32, following each step closely as applicable to the Tram.
Shifter Installation -

**Step 1:**
Loop the chain around the axle on the sprocket side of the wheel. Slide each wheel into each rear stay with the sprocket on the right side of the wheel as far forward as possible. Note that the axle has flat areas machined on top and bottom and on each end of the axle. Also note that there are “forked” washers on the axle (white washer on the sprocket side and chrome washer on the brake side).

**Step 2:**
Loop the chain around the rear sprocket. Pull the wheel back as far as possible.

**Step 3:**
On the left side of the wheel, attach the black brake stabilizer arm to the slotted mounting tab under the left rear stay with the 10mm bolt provided on the black brake stabilizer arm. Leave the nut finger tight.

**Step 4:**
While pulling on the rear wheel back, make certain that the wheel is centered in the rear stay. The center of the wheel should be directly in line with the tube welded to the front of the rear stay. While keeping constant tension on the wheel and therefore the chain, tighten the wheel by taking equal 1/2 turns on each nut alternating left and right to keep the wheel centered and the chain tight with no slack. Tighten each nut until the wheel is tightly secured to each rear stay.

**Step 5:**
Install the Revo Shifter on the vertical staub in the middle of the 180 degree bend of the handle bar. Slide the shifter onto the staub with a minimum of 3/8ths of an inch of the staub revealed at the top. Set the shifter to 1st gear.

**Step 6:**
The shifting cable extends from the Revo Shifter along the base frame of the Surrey to the right side of the rear wheel on that side of the Surrey. The fixing bolt at the end of the cable should be tightened 4 inches measuring from the end of the silver cap end on the black cable housing to the center of the fixing bolt.
**Step 7:**
On the right side of the wheel hub is Shimano Cassette Joint (black plastic and metal component that circles the axle and points to the front of the Surrey). At the top of the cassette joint is a notch machined in that will accept the fixing bolt. Insert the fixing bolt and lay the shifting cable in the pulley channel. Pull the cable casing towards the front of the Surrey and insert the cable through the channel on the inside of the bracket.

**Step 8:**
Set the Revo Shifter to 4th gear. On the rear wheel connected to that shifter, look at the top of the cassette joint. Two yellow lines appear. One is stationary. One is adjustable. In 4th gear, both should line up exactly. If the two yellow lines are touching but not exactly in line, turn the black plastic fine adjustment knob under the Revo Shifter (where the inner wire and casing inserts into the Revo Shifter). Turning the fine adjustment will adjust the yellow line forward and backward allowing the perfect adjustment in 4th gear. If the fine adjustment knob does not adjust the yellow line enough or the yellow line is not visible, repeat Step 6 and confirm the fixing bolt is fixed on the inner shifting wire 4 inches from the end of the black casing housing.

**Step 9:**
Shift the Revo Shifter to 7th gear, then back to 1st gear. Next, shift to 4th gear and check the yellow lines on the cassette. The two yellow lines should be exactly in line. If the adjustment is not perfect, repeat Step 8.

**Step 10:**
Shift the Revo Shifter to 7th gear, then back to 1st gear. Next, shift to 4th gear and check the yellow lines on the cassette. The two yellow lines should be exactly in line. If the adjustment is not perfect, repeat Step 8.

**WARNING** When starting your ride from a complete stop or when encountering a terrain incline while riding, you **must down shift into 1st gear!** Failure to use low gear in appropriate situations will result in **severe damage** to your *Easy 7 Speed Gearing System* and will void all applicable warranties.
Brake Installation -

Step 1:

The driver side brake cable connects to the brake arm disk at the 12 o’clock position. The passenger side brake cable attaches on the disc on the opposite side at the 6 o’clock position. Each inner wire cable passes through the housing stops welded to the handle bar as shown in the photo to the right. On the opposite side of the housing stop the inner wire should pass into the cable housing and travel the length of the Surrey and extend through the opposite end of the cable housing.

Step 2:

On the black brake stabilizer arm next to the hole for the 10mm bolt that secures the brake arm to the stabilizer tab under the base frame is a forked bracket (see photo to the right). The silver brake housing cable stop slides into the forked bracket with the larger end of the silver bolt on the front end of the Surrey. The silver bolt has a hole through the center of the bolt. The excess inner wire passes through the center of the bolt. The black housing does not.

Step 3:

The inner wire passes through the brake fixing bolt. The brake fixing bolt tightly fits into the brake actuator arm and slides forward to lock into place.

For detailed instructions about brake line installation and adjustment please see pages 16 and 17.

Step 4:

Elevate the rear of the Surrey and spin each rear wheel to confirm that it spins freely and does not come to an abrupt stop. If it does, the brake is adjusted too tightly. If both wheels spin freely, see Step 26 of the Assembly Instructions to confirm that each brake is adjusted equally.

WARNING: Proper brake adjustment is vital for proper operation and safety. Please call our help line at 1.409.986.2006 if you require assistance.
Sprocket Replacement -

To replace the sprocket, remove the nut, washer, axle bushing, non-turn washer, three spacers, cassette lock, cassette joint, driver cap, metal snap ring and the stripped sprocket.

Step 1:

After removing the large axle nut and silver washer by hand, next remove the axle bushing. While holding the brake stabilizer arm with one hand, place a wrench snugly on the machined flat spots on the top and bottom of the axle. Turn the wrench counter-clockwise while holding the brake arm and thus not allowing the axle to turn. Make sure the wrench does not slip and mash the threads. The axle bushing will unscrew from the hub inner axle.

Step 2:

After removing the axle bushing, slide off the white non-turn washer and three spacers.

Step 3:

Next, remove the cassette lock and cassette joint. The cassette lock has “lock” and an arrow pointing to the right on it. Rotate the cassette lock counter clockwise, lining up two yellow dots and remove the lock.

Next, remove the cassette joint.
Step 4:
Next, using a small flat head screw driver, remove the driver cap by sliding the flat head under the circular, rubber driver cap and prying upward.

Step 5:
Next, using a small flat head screw driver, remove the metal snap ring by sliding the flat head into one of the three notches behind the snap ring and pry upward. Work around the perimeter of the snap ring until it is detached.

Step 6:
Finally, pull the metal sprocket off of the hub directly upward. Three dogs should appear severed from the inside of the sprocket. The replacement sprocket will have three dogs in place.

Step 7:
Install the new sprocket with the concave side of the sprocket facing up.

Step 8:
Install the snap ring by binding the snap ring in place on one side of the hub with a finger and using the flat head screw driver to pry open the snap ring to fit it around the snap ring channel on the hub until the ring snaps flush into place around the sprocket, binding it to the hub.
Step 9:

Next, using a thumb and index finger, press the driver cap into place over the snap ring.

Step 10:

Next, replace the cassette joint by lining up two yellow triangles on the cassette joint with yellow marks on the chrome face of the hub.

Step 11:

Next, replace the cassette lock by lining up the yellow dot on the cassette joint with a yellow dot on the cassette lock and rotating the cassette lock clockwise in the direction of the arrow. The cassette joint will depress and lock into place.

Step 12:

Next, replace the three spacers and then the non-turn washer with the white fork on the front side of the axle. Finally, replace the axle bushing by screwing it on as tightly as possible while still allowing the flat sides of the bushing to align with the fork of the white non-turn washer.

The wheel is ready to reinstall on the Surrey.
Additional Shimano Provided Guidance

Installing the brake cable

1. After checking that the adjusting bolt and adjusting nut are fully tightened, insert the outer casing holder unit into the inner cable in the direction shown below.

2. After checking that the stamp on the back side of the inner cable fixing bolt unit is “H”, pass the inner cable through the hole of the outer casing fixing bolt unit.

3. Place the components as shown in the following figure and tighten the inner cable fixing nut. Use the TL-M21 (inner cable fixing tool) to tighten the inner cable fixing nut as shown in Fig. 1. After tightening, check that the orientations of the inner cable fixing nut and inner cable are correct as shown in Fig. 2.

4. Align the mark of the inner cable fixing washer (red) with the direction of the groove of the winder unit, and insert the inner cable fixing bolt unit and slide strongly along the groove of the winder unit as far as possible.

5. Route the inner cable along the groove of the winder unit.

6. Insert the outer casing holder unit into the hole of the brake arm from underneath and slide it to the lower section of the hole.

7. After checking that the outer casing holder unit is inserted as far as it will go into the guide slot in the brake arm, install the inner end cap. After this, set the inner end cap so that it does not touch the fins and the spokes.

8. Turn the cable adjusting bolt to tighten the inner cable.

9. Check that the red marks on inner cable fixing washer with the inner cable fixing bolt unit press-fit into the winder unit are in the right orientation.

Installation of brake cable can be completed by the above procedure. When detaching the cable, perform in reverse order.

Adjusting the brake cable

1. After checking that the wheel does not easily turn, while the brake cable is being pulled, depress the brake lever about 10 times as far as the grip in order to run in the brake cable.

Note:
If the brake cable is not run in, it will need to be adjusted again after only a short period of use.

2. After depressing the brake lever to check the braking performance, secure the cable adjusting bolt with the cable adjusting nut.

3. Tightening torque:
   - 2 Nm (9–17 in. lbs.)
**General Safety Information**

**WARNING**
- To avoid serious injuries:
  1. It is important to completely understand the operation of your bicycle's brake system. Improper use of your bicycle's brake system may result in a loss of control or an accident, which could lead to severe injury. Because each bicycle may handle differently, be sure to learn the proper braking technique (including brake lever pressure and bicycle control characteristics) and operation of your bicycle. This can be done by consulting your professional bicycle dealer and the bicycle's owner manual, and by practicing your riding and braking technique.
  2. If the front brake is applied too strongly, the wheel may lock and the bicycle may fall forward, and serious injury may result.
  3. Never tighten the inner cable fixing bolt with the hub attached to your bicycle. Doing so may cause the inner cable fixing bolt to detach.
  4. When securing the brake arm to the frame, be sure to use a brake arm clip that matches the size of the chainstay, and securely tighten them with the clip screw and clip nut to the specified tightening torque. Use a lock nut with a nylon insert (self-locking nut) for the clip nut. It is recommended that standard Shimano parts be used for the clip screw, clip nut and brake arm clip.
  5. In addition, use a brake arm clip that matches the size of the chainstay.
  6. If the clip nut comes off the brake arm, or if the clip screw or brake arm clip becomes damaged, the brake arm may rotate on the chainstay and cause the handlebars to jerk suddenly, or the bicycle wheel may lock and the bicycle may fall over, causing serious injury.
  7. Obtain and read the service instructions carefully before installing the parts. Loose, worn, or damaged parts may cause serious injury to the rider. We strongly recommend only using genuine Shimano replacement parts.
  8. Always check that the front and rear brakes are working correctly before you ride your bicycle.
  9. If the road surface is wet, the tires will skid more easily, and if the tires skid, you may fall off the bicycle. To avoid this, reduce your speed and apply the brakes early and gently.
  10. Read these Technical Service Instructions carefully, and keep them in a safe place for later reference.

**CAUTION**
- To avoid serious injuries:
  1. When using the Shimano Inter-M brake system, avoid continuous application of the brakes when riding down long slopes, as this will cause the internal brake parts to become very hot, and this may weaken braking performance. It may also cause a reduction in the amount of brake grease inside the brake, and this can lead to problems such as incorrect positioning of the inner cable.

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**Additional Shimano Provided Guidance**

The design of the Shimano Inter-M brake system has been carried out based on standards such as ISO 4210 and DIN 79800. These standards specify the performance for an overall weight of 100g. However, BR-IM1-R is designed with the overall weight (frame) assumed to be 130g. If the overall weight exceeds 100 kg (130g for BR-IM1-R), the braking force provided by the system may be insufficient for correct braking, and durability of the system may also be reduced.

In order to get the best performance from the Shimano Inter-M brake, be sure to use Shimano brake cables and brake levers as a set. The amount of movement of the inner cable must be 14.5 mm or more when the brake lever is depressed. If it is less than 14.5 mm, braking performance will suffer, and the brakes may fail to work.

If any of the following occur while using the brakes, stop riding immediately and ask the place of purchase to carry out inspection and repairs:

1. If abnormal noise is heard when the brakes are applied
2. If braking force is abnormally strong
3. If braking force is abnormally weak

In the case of 1) and 2), the cause might be not enough brake grease, so ask the place of purchase to grease the mechanism with special roller brake grease.

Before applying grease, be sure to remove the cable unit. Then, remove the grease hole cap and press-fit the tube into the back of the hole 12mm or more, and apply the appropriate amount of grease (approx. 35g) while turning the wheel slowly. After application, check that braking is properly applied and that no abnormal noise is heard.

When installing the clip screw, securely hold the clip nut with a 10 mm spanner while tightening the clip screw. After tightening, check that the clip screw protrudes about 2 to 3 mm from the surface of the clip nut.

- ** Tightening torque: 2 – 3 Nm (27 – 38 lb-in.)

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**Note:**
- Use a wheel with 3x or 4x spoke lacing. Wheels with radial lacing cannot be used because the spokes and the wheel can be damaged when applying the brake and brake noise can be generated.
- The Inter-M brake is different from conventional brakes in that the inside of the brake drum is filled with grease. This may cause the turning of the wheel to be slightly heavier than usual, particularly in cold weather.
- Parts are not guaranteed against natural wear or deterioration resulting from normal use.
- For maximum performance we highly recommend Shimano lubricants and maintenance products.
- For any questions regarding methods of handling or adjustment, please contact the place of purchase.
Caution - Please Read Carefully!
Operating Manual
SAFETY FIRST
Always think safety first! Operate the Surrey at a safe speed with the driver being mindful of road hazards, other cyclist and approaching automobiles.

Comply with all bicycle safety standards for operations in your city and state.

We recommend a licensed driver always be in control of the steering wheel and brake arm.

We recommend all riders wear a helmet, especially children.

Obey all traffic laws!

Be visible; wear brightly colored clothing and a helmet!

Be predictable and be alert!

Expect the unexpected and ride defensively!

Use good, safe equipment! Always check your tire pressure, brake operation and chains before going out on your Surrey.

Use your Surrey only as recommended! Do not make quick turns, travel at unsafe speeds or collide with other objects.

Adjust riding to traffic and weather conditions!

Do not stunt drive! Do not ride on fewer wheels than are on the cycle.

Be especially cautious with downhill braking. With very steep downgrades, it may be impossible to stop your Surrey in a necessary distance although the braking system meets the highest standards. To avoid possible injury, dismount and walk your Surrey (use the brakes) to the bottom of the grade, if you do not feel secure enough, especially on wet, muddy or gravel roads.

Do not alter the design of the Surrey or motorize it without manufacturer help.

Always be sure, too, that all passengers keep their feet on the pedals at all times when traveling in a forward direction. It is dangerous to remove feet from the pedals during riding. Keep feet, legs, arms and hands away from moving wheels, cranks and chains. If you need to back up (travel in reverse), everyone on the bench seats should dismount from the Surrey and push it backwards.

All passengers should remain seated at all times during the ride and children in the front child seat should remain seated and snuggly fastened in behind the safety strap.

Never hitch a ride from another Surrey or an automobile.

Use approved hand signals for turning and stopping.

Operating with improperly adjusted brakes or worn brakes may result in serious injury or death.

Never ride with headphones. They mask traffic sounds, sirens and may prevent you from concentrating on road hazards.

Never ride your Surrey while under the influence of alcohol or drugs.

Never carry anything on the Surrey that obstructs your clear view of the path or roadway ahead.

Do not operate the Surrey at night without operable head lights and tail lights switched to the on position and operating.

Avoid colliding with other Surreys, bike riders and other objects in your path.

Failure to follow safety procedures may result in serious harm or death!
RIDING SAFETY

General Rules

- When riding obey the same road laws as all other road vehicles, including giving way to pedestrians, and stopping at red lights and stop signs. For further information, contact the Road Traffic Authority in your State.
- Ride predictably and in a straight line. Never ride against traffic.
- Use correct hand signals to indicate turning or stopping.
- Ride defensively. To other road users, you may be hard to see.
- Concentrate on the path ahead. Avoid pot holes, gravel, wet road markings, oil, curbs, speed bumps, drain grates and other obstacles.
- Cross train tracks at a 90 degree angle or walk your Surrey across.
- Expect the unexpected such as opening car doors or cars backing out of concealed driveways.
- Be extra careful at intersections and when preparing to pass other vehicles.
- Familiarize yourself with all the Surrey’s features. Practice gear shifts, braking, and the use of toe clips and straps, if installed.
- If you are wearing loose pants, use leg clips or elastic bands to prevent them from being caught in the chain.
- Wear proper riding attire and avoid open toe shoes.
- Don’t carry packages or passengers that will interfere with your visibility or control of the Surrey.
- Don’t use items that may restrict your hearing.
- Do not lock up the brakes. When braking, always apply the rear brake first, then the front. The front brake is more powerful and if it is not correctly applied, you may lose control and fall.
- Maintain a comfortable stopping distance from all other riders, vehicles and objects.
- Safe braking distances and forces are subject to the prevailing weather conditions.

HELMETS, PROTECTIVE GEAR & CLOTHING

A WORD TO PARENTS REGARDING CHILDREN AND HELMETS:
Many states have passed helmet laws regarding children. Make sure you know your states helmet laws. It is your job to enforce these rules with your children. Even if your state does not have a children’s helmet law, it is recommended that everyone wear a helmet when cycling. When riding with a child carrier seat or trailer, children must wear a helmet.

We strongly advise that a properly fitting ASTM or SNELL approved, Surrey safety helmet be worn at all times when riding your Surrey. In addition, if you are carrying a passenger in a child safety seat, they must also be wearing a helmet. The correct helmet should be fitted and worn in the manner described by the helmet manufacturer.

Many states require specific safety devices in addition to a helmet. It is your responsibility to familiarize yourself with the laws of the state where you are operating and riding and comply with all such laws, including properly equipping yourself and your cycle as the law and common sense requires.

We recommend that you not ride your Surrey at night. If you choose to ride at night, we strongly suggest you equipment your Surrey with industry standard bicycle safety lights on the front and rear of your Surrey. Also wear bright reflective clothing so that you are easily seen in dark conditions.

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Be sure to understand the following common sense safeguards for operating your Surrey, to reduce the risk of personal injury. Parents of minor riders have an obligation to be sure their children understand these safeguards.

- Be sure you understand all the operations of your Surrey.
- Be sure all equipment is properly adjusted, especially your wheels, steering and brakes.
- Obey traffic laws. Cyclists are subject to the same rules as motorists. Know and obey all motor-vehicle, bicycle and traffic laws.
- Use common sense. Slow down for intersections. Do not erratically weave in and out of motor traffic. Watch for parked cars suddenly pulling out, or their doors opening.
- Avoid heavy motor traffic.
- Never carry more persons than your Surrey is designed to carry by the manufacturer.
- Make use of safety accessories and clothing. Wear bright or light colored clothing, or a vest with reflectors, especially at night. Wear shoes and a helmet.
- Always ride defensively. While you may be legally right, in a contest between an auto and your Surrey, the car will come out first.
- Be especially cautious with downhill braking. With very steep downgrades, it may be impossible to stop your Surrey in a necessary distance although the braking system meets the highest standards. To avoid possible injury, dismount and walk your Surrey (use the brakes) to the bottom of the grade, if you do not feel secure enough, especially on wet, muddy or gravel roads.
- Do not stunt ride. Do not use the Surrey for stunt or acrobatic riding, ramp jumping or similar activities.

**Warning: Bad weather requires increased breaking distance.** On the road with wet, snowy or icy weather conditions, your brakes cannot stop you as quickly as in clement weather conditions. Special precautions must be taken to ensure safe stopping or slowing, and reduce the risk of personal injury. No matter how well your brake system functions, it is your responsibility to exercise special care in such adverse situations. Ride slowly. Be more alert. Apply your brakes sooner than you would under dry conditions.

**Warning: Special precautions for night riding.** Be sure your Surrey has reflectors or lights required by law on wheels, pedals, front and back. Be sure reflectors are properly adjusted and clean. State or local laws may require that you equip your Surrey with a light system in addition to the reflectors. Wear special reflective clothing or tapes. Reflective clothing as well as tapes for sleeves, backs and pants are available at bicycle stores almost everywhere. Avoid cycling on dark, narrow roads. Never allow children to ride alone at night.
Initial checks on taking delivery
After assembly, carefully check all bolts related to steering, brakes and wheels, and if necessary, adjusted, by a cycle mechanic. Let a cycle mechanic also check and, if necessary, adjust the brakes and the tire pressures.

Have your Surrey serviced regularly
Your vehicle must be serviced by a trained cycle mechanic every 50 to 100 miles.

Take care getting on board
Do not place your feet on the steering rods, the chainguards or the fenders (mudguards). Front-seat passengers must be instructed to keep their feet clear of the steering rods. Should their feet interfere with these rods this may throw the tracking of the wheels out of alignment, and necessitate readjustment. Make perfectly sure, too, that all passengers keep their feet on the pedals at all times when the vehicle is in motion. It is dangerous to remove feet from the pedals during riding. If passengers are using the Surrey who are not able to hold their feet on the pedals, like handicapped persons, do care for fixing their shoes on the pedals before you start to ride. The front passengers have a relatively low seating position, such that a passenger might be tempted to put his or her feet on the ground. Should such a careless action take place at speed there will be the danger of an accident with physical injuries.

Dealing with centrifugal force when cornering!
Passengers riding a Surrey for the first time need time to get used to cornering. Start with slow cornering with a minimal slope, so that your passengers can sense how they should position themselves in a curve. If all passengers lean correctly into the curve the vehicle maintains a high level of stability and curving at speed can be great fun. But if they fail to lean correctly, the person steering can lose confidence and control, and can in fact lose control and, in the worst case, allow the vehicle to stray onto the other side of the road, possibly colliding with oncoming traffic. It is therefore very important that you pay particular attention to the behavior of your fellow passengers while cornering and give them clear instructions in this matter.

Where may I ride the Surrey?
The Surrey may generally ride anywhere a bicycle is legal to ride. So avoid hitting hard against roadside curbs. Avoid riding off well-surfaced roads. Avoid potholes. Avoid off-road routes and especially downhill off-road routes. Avoid routes involving going through water and/or exposure to sea salt. Avoid routes with untoward slopes or gradients where you might reach unsafe speeds or need to push the vehicle. You may use cycle paths where they are sufficiently wide, but show respect to other path users. Where cycle paths are not wide enough, you may ride on the road. Also show respect to motorists and let them overtake where possible. Discuss with your passengers before each journey the matter of who will be responsible for giving hand signals so that other road users are not confused by conflicting messages. Good communication is at the very heart of Surrey-riding.
Safety is everything! Ride sensibly!
On the Surrey the person steering bears direct responsibility for him/herself and all other passengers. Ride carefully, anticipating problems, and avoid sudden maneuvers such as unexpected fast turns and unnecessary sharp braking. Bear in mind that the front passengers may well quickly feel unsafe if you cause the Surrey to travel in an erratic fashion. You can best experience this for yourself if you swap places and ride at the front. The Surrey is a pedal cycle, but a very special one.

**RULES FOR CHILDREN**

To avoid accidents, teach children good riding skills with an emphasis on safety from an early age. Children should be supervised by an adult.

- Many states require that children wear a helmet while cycling. Always wear a properly fitted helmet.
- Do not play in driveways or the road.
- Do not ride on busy streets.
- Do not ride at night.
- Obey all the traffic laws, especially stop signs and red lights.
- Be aware of other road vehicles behind and nearby.
- Before entering a street: Stop, look left, right, and left again for traffic. If there’s no traffic, proceed into the roadway.
- If riding downhill, be extra careful. Slow down using the brakes and maintain control of the steering.
- Never take your hands off the handlebars, or your feet off the pedals when riding downhill.
- The Consumer Protection Safety Commission advises that the riding of small wheel diameter bicycles at excessive speeds can lead to instability and is not recommended.
- Children should be made aware of all possible riding hazards and correct riding behavior before they take to the streets.
- Do not leave it up to trial and error.

**ALWAYS WEAR A HELMET!**

Helmets save lives.

Check helmet manufacturer instructions for proper helmet size and fit.
**Wet Weather**
- In wet weather you need to take extra care.
- Brake earlier, you will take a longer distance to stop.
- Decrease your riding speed, avoid sudden braking and take corners with additional caution.
- Be more visible on the road.
- Wear reflective clothing and use safety lights.
- Pot holes and slippery surfaces such as line markings and train tracks all become more hazardous when wet.

**Night Riding**

⚠️ **IT IS RECOMMENDED TO NOT RIDE AT NIGHT**

Check your local laws regarding night riding; Many areas require the use of lights for night riding in addition to a full set of CPSC compatible reflectors. International Surrey Company recommends you do not ride at night. However, if you do:
- Ensure bicycle is equipped with a full set of correctly positioned and clean reflectors.
- Use a properly functioning lighting set comprising of a white front lamp and a red rear lamp.
- If using battery powered lights, make sure batteries are well charged.
- Some rear lights available have a flashing mechanism which enhances visibility.
- Wear reflective and light colored clothing.
- Ride at night only if necessary. Slow down and use familiar roads with street lighting, if possible.

**RIDING SAFETY**

**General Rules**
- When riding obey the same road laws as all other road vehicles, including giving way to pedestrians, and stopping at red lights and stop signs. For further information, contact the Road Traffic Authority in your State.
- Ride predictably and in a straight line. Never ride against traffic.
- Use correct hand signals to indicate turning or stopping.
- Ride defensively. To other road users, you may be hard to see.
- Concentrate on the path ahead. Avoid pot holes, gravel, wet road markings, oil, curbs, speed bumps, drain grates and other obstacles.
- Cross train tracks at a 90 degree angle or walk your bicycle across.
- Expect the unexpected such as opening car doors or cars backing out of concealed driveways.
- Be extra careful at intersections and when preparing to pass other vehicles.
- Familiarize yourself with all the bicycle’s features. Practice gear shifts, braking, and the use of toe clips and straps, if installed.
- If you are wearing loose pants, use leg clips or elastic bands to prevent them from being caught in the chain.
- Wear proper riding attire and avoid open toe shoes.
- Don’t carry packages or passengers that will interfere with your visibility or control of the bicycle.
- Don’t use items that may restrict your hearing.
- Do not lock up the brakes. When braking, always apply the rear brake first, then the front. The front brake is more powerful and if it is not correctly applied, you may lose control and fall.
MUST READ

7 Speed Operating Instructions

Please read these instructions carefully! Following these instructions will prevent you from using more energy than necessary, will preserve your 7 speed gearing systems and protect the systems from damage. Failing to follow these instructions could damage your 7 speed system(s) and void your warranty.

STARTING YOUR RIDE -

1. ALWAYS set your 7 speed gearing systems to 1st gear when starting from a dead stop.

RIDING AND SHIFTING -

2. As you increase speed during your ride, in concert with the other pedalers, (i) cease pedaling, (ii) shift to the next highest gear and (iii) resume pedaling. If your Surrey has two 7 speed systems (two shifters), both the left and the right sides should shift in concert with each other and should always be in the same numbered gear. Team work is important!

3. As you ride and decrease your speed for an approaching obstacle or hazard or come to a complete stop, always down shift into a lower gear—and always shift to 1st gear if you come to a complete stop. —NEVER put undue stress on your transmissions by riding in higher gears than required, if it is hard to pedal, you are in a gear that is too high—downshift!

4. While enjoying your ride, if you encounter a hill or other incline, no matter how slight, always down shift into 1st gear and gradually work your way back up. On a decline, you may shift into higher gears.

5. If you encounter a headwind and pedaling becomes difficult, downshift into a lower gear. This will make pedaling more easy and will cause you to use less energy.

REVIEW -

♦ ALWAYS start your ride in 1st gear.
♦ ALWAYS downshift into 1st gear when climbing an incline, no matter how slight.
♦ ALWAYS be in the same gear as the other pedalers on the Surrey.
♦ ALWAYS pause pedaling while shifting gears up or down.
♦ Treat your Surrey transmissions like you would the transmission on a manual transmission automobile.
♦ If it is too hard, it is too high! Downshift!
♦ REMEMBER, the more you take care of your 7 speed system(s), the more they will take care of you!
♦ Failure to follow these operating instructions carefully may result in damage to your 7 speed system(s) and voiding of all warranties.
ATTENTION!
When starting your ride from a complete stop or when encountering a terrain incline while riding, you **must down shift** into **1st gear**!

Failure to use low gear in appropriate situations will result in **severe damage** to your Easy 7 Speed Gearing System and will void all applicable warranties.
THIS CERTIFICATE OF WARRANTY offered by International Surrey Company Ltd. (“Company”) is a non-transferable, limited warranty on the mechanical product (“Product”). The limited, non-transferable warranty is a 90 day warranty from the date of purchase on all mechanical frame components against all material and manufacturing defects. All other warranties, express or implied, statutory and otherwise, including but not limited to fitness for a particular purpose and merchantability, are specifically disclaimed. Damage or component failure from normal wear and tear and/or misuse, casualty or other damage is specifically excluded from this Certificate of Warranty. This warranty does not include any labor cost in connection with repairing, replacing and maintaining the Product. All warranty claims must be made to Company in writing and all parts on which warranty is claimed must be returned to Company for its determination, in its sole and absolute discretion, on whether this warranty applies. Claimant is responsible for all shipping, handling and/or freight costs associated with making a claim on this warranty. This warranty does not apply to products used for commercial purposes.