

# Beach Surrey Bikes

## Double Bench\* Assembly Instructions



\* Please follow the same instructions for single bench bikes and ignore steps for the second bench

# Congratulations on the purchase of your new Surrey bike!

It is important for you to understand your new Surrey. By reading this manual before you go out on your first ride, you'll have a better understanding of its operating components, and get more enjoyment from your new Surrey. It is also important that your first ride on your new Surrey is taken in a controlled environment, away from cars, obstacles, and other cyclists.

**GENERAL WARNING:** The user assumes all risk for all personal injuries and damages. Cycling and Surrey bike riding can be a hazardous activity even under the best of circumstances. Proper maintenance of your Surrey is your responsibility as it helps reduce the risk of injury. Any fall or collision can result in serious injury or even death. Like any sport, cycling involves risk of injury and damage. By choosing to ride a Surrey, you assume the responsibility for that risk, so you need to know — and to practice — the rules of safe and responsible riding and of proper use and maintenance. Proper use and maintenance of your bicycle reduces risk of injury. Because it is impossible to anticipate every situation or condition which can occur while riding, this Manual makes no representation about the safe use of the Surrey under all conditions.

It is recommended that all riders wear a helmet at all times. Failure to do so could increase the chances of injury or death. There are risks associated with the use of any Surrey bike which cannot be predicted or avoided, and which are the sole responsibility of the rider.

**A SPECIAL NOTE FOR PARENTS:** It is a tragic fact that most cycle accidents involve children. As a parent or guardian, you bear the responsibility for the activities and safety of your minor child. Among these responsibilities are to make sure that children are not permitted to operate the Surrey; that it is in good repair and safe operating condition; that you and your child have learned, understand and obey not only the applicable local motor vehicle, bicycle, and traffic law, but also general safety precautions.

This manual is not intended as a comprehensive use, service, repair or maintenance manual. Please see your dealer for all service, repairs or maintenance.

The warranty, or any implied warranty does not cover normal wear and tear and all warranties are void if the Surrey is used for other than normal activities, such as, but not limited to stunt riding, rain/water/dew exposure, commercial use, steep downhill riding, overloading, and collision.

## **Un-Packing your Surrey Bike**

Surrey bikes are well packaged to prevent them from shifting inside the carton.

Please be sure to fully disassemble the metal shipping frame inside the box before trying to remove your Surrey. Also, cut all ties, tape and packing materials before trying to remove any parts.

We have seen customers open their box with excitement and start pulling pieces out and trying to roll the chassis out of the frame. Unfortunately, this can lead to damage and scratches. There are parts usually secured to the underside of the frame of the bike.

Please take your time to unpack your surrey.

# Tools Required

- At a minimum
  - Two adjustable wrenches
- Other potential tools
  - Mallet/hammer
  - Screwdriver
  - Allen Wrench
  - Pliers
- Highly recommended:
  - socket wrenches
  - Some good music





# First unpack

- Unpack and remove bubble wrap and plastic from all pieces



Depending on how your item was packed and shipped, it either comes as a rolling chassis or you may need to attach the wheels and chain.

Disassemble metal shipping frame first. Remove the bolts and the top part can lift off.



# Parts

- Take care removing bubble wrap and tape from seats. Cutting with a knife or scissors can cut the seat cushions if not done carefully.
- Remove any foil from threaded parts.
- Bikes come with a bag of bolts, nuts, boot gaskets and washers.
- All the nuts and bolts are the same threading size (except for headlights)
- Use the shortest length bolt that can be fully threaded. There are only a few spots where the longer bolts are needed (steering column, seat backs, front strut support). The very short bolts can be used to secure the canopy supports (optional).
- The washers can be placed between the upright supports and the frame of the bike. They are designed to reduce vibration and add a protective padding between metal painted parts. We normally do not use them in our assembly. Over time they deteriorate, and we have found any benefit to be insignificant.



- You will have extra bolts/nuts when completed. Keep these as spares.



# Wheels

Skip this step if your bike already has the wheels assembled to the frame

1. Insert front wheels and tighten bolt all the way
2. Put on back wheels



Line up brake drum as seen in picture  
Slide as far forward as you can and tighten snug



Correct



Wrong

Adjust for alignment, rear bolt  
is to tighten rear chain

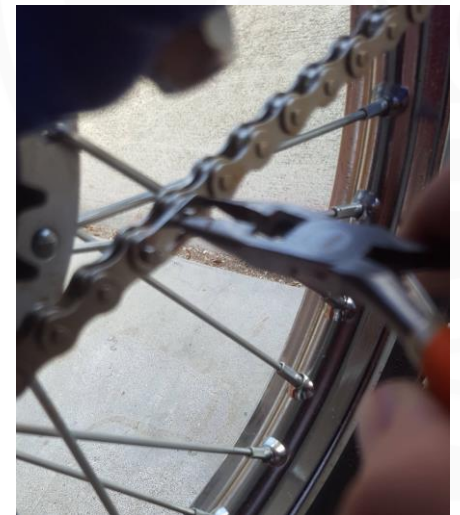
# Chains

Skip this step if your bike already has chains assembled

1. Larger chain goes on the front pedal sprocket to the back pedal
2. Place spring clips on chain tensioners and place chain into guides.
3. Find removable link on smaller chains and remove



4. Loop chain around back pedal sprocket and rear sprocket.
5. Use connector piece (master link) to reattach chain and use pliers to snap clip back into place, or chain link tool
6. Rear tires can be adjusted to get proper tension on rear chains



Chains are standard 1/8 by 1/2 bicycle chains. Chain lengths: Single Bench: 121 links, Double bench front: 145 links, back: 125 links



# Chassis

Your bike should now look like this. Some bikes are packed with this as the starting point.

(Attach foot pedals at the end)



Note: some models have slight variations but should follow the same steps.  
Example, this model does not have the floor plate.

Put rear fender supports over top of rear wheels.

Do not tighten bolts you will need some wiggle room later. At the end of assembly go back and tighten all bolts.

The rubber washers go between the upright supports and the frame of the bike. These are optional. They were intended to reduce some vibration and contact of the painted metal parts of the bike. However, we normally do not include them.





Insert rear seat supports into frame, attach bolts underneath, do not tighten, you will need some wiggle room to adjust for other attachment points (Some models have one piece for front and back seat supports). Do not attach bolts at fender support at this time.



Insert middle guardrails (seat supports) into frame and attach with bolts. Do not tighten the bolts yet. This is for the double bench bike models.  
(Some models have one piece for middle and back seat supports).





Insert front steering support struts into frame and attach with bolts. Do not tighten bolts at this time.



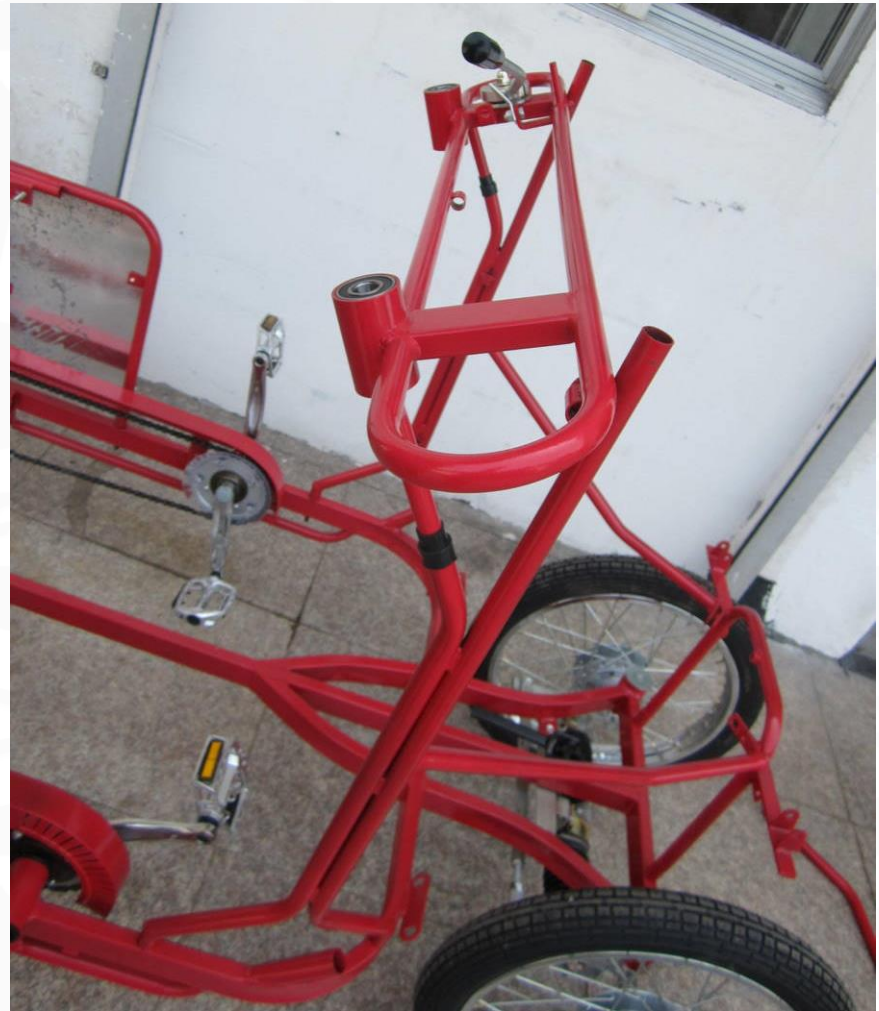


Insert front fender strut and headlight support to front of frame. Do not tighten bolts





Attach front steering panel. Use rubber boot gaskets as seen in pictures. These help prevent water from dripping inside of the tubing.







Slide in front fender support.  
Do not bolt to front strut yet.  
Use large boot gaskets (red  
circles show where they go)

Note: gasket not shown in assembly  
picture.



Attach Front support for canopy. Use rubber boot gaskets as seen in picture.





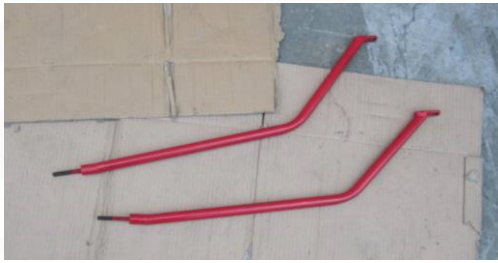
Fenders come with a blue or white film covering for protection and can be easily removed before installation.

Slide in rear fenders and attach to the seat supports using one nut. Then line up holes for the fender supports, fender and seat support. This is where you will need some wiggle room and don't want all the nuts tightened yet.

Use the medium length bolts to secure the fenders and tighten the two bolts/nuts on each fender.







Attach rear strengthening strut and rear canopy support (with gaskets)  
Insert struts into frame of bike, but attach to seat supports on each side with a bolt before tightening bolts on the bottom



Attach back supports. This uses a longer bolt to fit all the way through.





Attach both bench seat cushions to side  
seat supports.

Do not tighten bolts at this time under the  
seats. You will bolt when adding the  
supports underneath seats



Insert the seat supports under front bench seat into the holes in the bike frame (model with floor plate not shown in images) and tighten nuts underneath frame after securing the seat. Attach and tighten nuts under seats to secure them in place. Use a metal washer under the seat. Tighten to secure the seat cushion from moving. Be sure not to strip the bolt by over tightening. The front of the metal seat frame should rest on the seat upright support.



Attach the middle support for canopy, use the rubber boot gaskets. The middle canopy support is only on the double bench models)

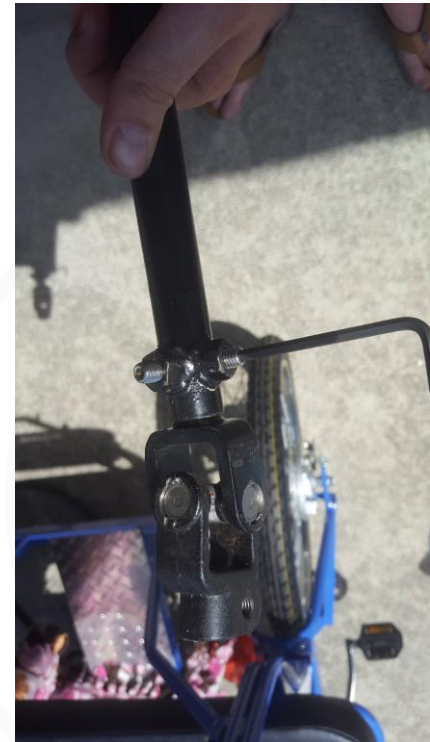




Attach steering column. Small piece goes on the bottom.  
Long piece to steering wheel will go on later.



Some models  
look like this  
and use an  
Allen wrench to  
tighten



Be sure to line up the bolt hole and insert  
one longer bolt through and thread to the  
steering column



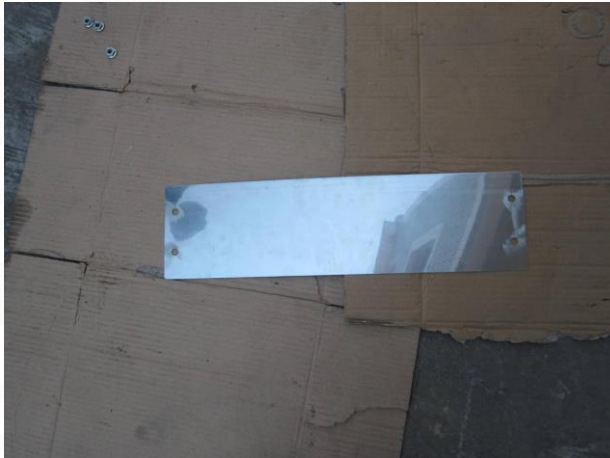
Incorrect



Correct



- Attach steering support struts to front strut/headlight support with bolts and nuts.
- Attach Chrome fender support to front strut/headlight support (be sure rubber boot gaskets are installed (not pictured below)
- Remove protective film from fenders.
- Slide front mud guards (front fenders) into place and bolt to attach.
- Bolt bottom end first, then bend into place and attach front ends last. Take caution when bending into place. The edges can be sharp.



- Canopy upright supports can be secured to the middle and back seat using the short length bolts (optional if you want it easier to remove)
- Be sure to put the rubber boot gaskets on all the canopy supports.
- Put the canopy support frame on the uprights.
- The square metal parts for the threaded ends should be on the bottom. This gives some room so that the threaded ends and bolts don't push into the canopy and tear it.
- Secure each support with a nut and tighten.
- Attach the canopy to the canopy frame using the Velcro loops. High winds can rip these off so use caution in windy conditions.





- Hook front child seat onto steering panel. Do not hook over the canopy cross bar (chrome part).
- Attach child seat with metal part as seen below.
- Attach bottom bolt first.
- You will need to use some force or weight to push the seat into position in order to align the holes and fit a bolt through the top part.





Thread brake cables, from rear through the cable support eyelets.  
Driver side has the shorter cable.



Remove brake handle and position cables as seen below

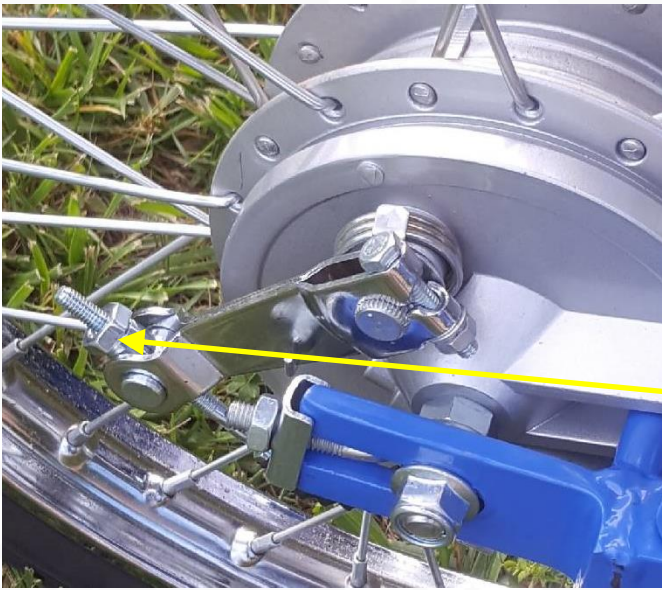


Insert brake cable ends into the brake handle and then position the brake handle back onto the bike. The cables should put some tension on the brake handle so that it stays 'up'.



This step is easier if the wheels have not been installed yet.





Connect each end of the brake cables to the brake hubs after the other ends are attached to the hand brake lever.

Brake tension adjustment nut



Connection for bikes with electric motors



**WARNING:** be sure brakes are properly connected and functioning. When pulling down on the hand brake, it should be able to stop the bike. If the brakes are too tight the bike will be difficult to pedal.





Close up view. Each side will be opposite (one up, one down)



If the thread brake cable end will not reach, follow steps below to adjust angle of brake arm.



Remove this bolt



Note how the spring clip is positioned so you can reinstall.



Pull brake lever off spindle and replace at a smaller angle so that the end of the cable will reach the tension nut

Insert both steering wheels. Sometimes they need a gentle tap with a mallet to insert. On a rare occasion use WD-40 or gently sand the shaft of the steering wheel if it does not tap into place.



On Some models, The driver side wheel has a piece to engage and turn the steering column.





Attach steering column to the wheel on the driver's side and attach to the steering mechanism and tighten bolts

One medium length bolt threads through the steering column (black piece) and should go 'into' the hole on the steering wheel



One short length bolt can go into the bottom of the steering column to secure the shaft to the bottom piece.

Attach foot pedals. Be sure to check pedals for left and right side (labeled L and R). Pedals thread in the direction you pedal (reverse thread on left). Be careful to install correctly or you can strip the threads.



Depending on your model, headlights either attach with a long thin bolt through the two headlight mounts or just to one side of the mount with a small nut and bolt, included in the headlight package. (The black piece included in the headlight package can be discarded)



**Go back and check that all bolts/nuts are installed and tightened. Ensure all connection points are made. (All those nuts we told you to wait to tighten)**

Test brakes. Do not operate if the brake handle does not stop the bike!

Make sure chains have proper tension, but not too tight.

Make sure front chain tensioners (double bench bikes) are aligned so that chains are guided to the correct sprocket (If not aligned, your chains chain get locked up off the sprockets)

After your first test ride, go back and check all bolts for proper tightness. Nuts and bolts can loosen (Repeat before each use)



# Electric Pedal assist

**Be sure to read the included manual on how to operate and control the pedal assist.**

There is a cadence sensor on the driver side pedal location. It requires slow and steady movement to keep the motor engaged. This is a safety feature to keep the bike from riding on by itself should the driver not be present.

The pedal assist can get the bike moving pretty fast. Please be aware of your surroundings and understand that braking time is reduced when going fast. You must also STOP pedaling to disengage the motor when applying the brake. User assumes all liability when operating the electric pedal assist.

Do NOT alter any factory settings on the controller. This could result in malfunction and create a dangerous operation of the electric pedal assist.

Do not ride the pedal assist bike through any water.

Do not use the pedal assist when climbing any incline with a grade greater than 5%



# Electric Pedal assist



Battery box does not need to be opened unless you are connecting batteries.

The charging port is located here



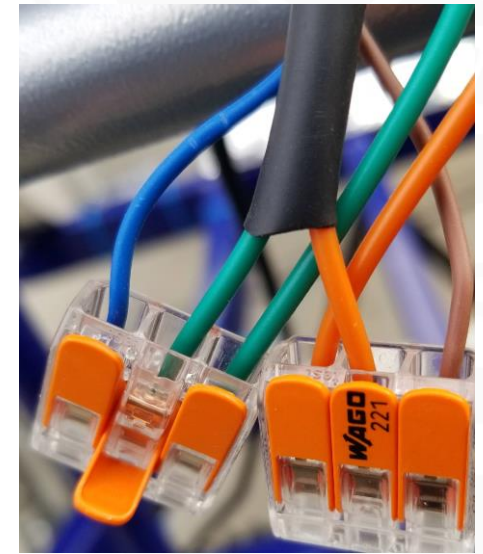
All components come preinstalled. You only need to unpack the digital display and attach it to the center of the steering assembly and attach headlights. Use zip ties to secure the wires.



Inside view of the electric controller. You should not need to open this and the floor plate should remain in place unless doing maintenance.



The power switch (breaker) is located under the center floor plate in the wiring basket. Insert finger into small hole to turn on the pedal assist. You should not need to remove floor plate. Hold the center display button to turn on the bike display. Hold up button to turn on/off head lights.



View with the floor plate removed

If your model has wired headlights, make the connection based on your model as shown above or below .

Blue from battery to green or brown on lights. Green from battery to blue on lights.

