

# Port-o-Trike: The Compact Deluxe Adult Folding Tricycle

## Assembly Instructions, Parts List, and Owner's Manual

For PT, PT2F, PTCB & PT3CB, Tri-fecta

Worksmen Trading Corp - 94-15 100<sup>th</sup> Street - Ozone Park, NY 11416 - (888) 3-WHEELER – www.worksmancycles.com  
Manual # PT07

### Proudly made in the USA!



Congratulations on your purchase of the Port-o-Trike Compact Folding Tricycle, one of the most popular adult recreational tricycles of all time. This is a recreational tricycle for the consumer market with a **recommended weight limit of 210 pounds**. This tricycle is very practical whether you choose to fold it or not. The low step through, compact frame design is ideal for those riders who simply want to ride leisurely, safely and comfortably. The Port-o-Trike has been carefully manufactured in the USA with simple finishing assembly required. It is always recommended to have a qualified bicycle mechanic perform repairs and assembly of any cycle. Please read these instructions thoroughly prior to assembly and riding. Visit our website at [www.worksmancycles.com](http://www.worksmancycles.com) to see our complete line of Worksmen recreational and industrial cycles.

#### Tools Required for Assembly

- Phillips Screwdriver
- Flat-head Screwdriver
- Pliers
- Adjustable Wrench

#### Carton Contents

- \* Port-o-Trike Tricycle
- \* Handlebar
- \* Seat
- \* Cargo Basket

#### \* Front Fork/Wheel Assembly, including:

- Handlebar Grips
- Handlebar Stem
- Reflector Kit
- Headset Parts
- Seatpost

#### A) Initial Assembly

- 1) Remove protective bubble wrap.
- 2) Loosen and swing the quick-release arm toward the rear of the tricycle. (Figure 1)
- 3) Unfold the "Safety-Loc" hinge in center of frame until frame is straight and completely closed. (Figure 2)
- 4) Slide the arm/pin down into the hole in the lower section of the front hinge so that the hinge cannot fold accidentally.
- 5) Rotate the quick-release arm toward the front of the tricycle and pull quick-release arm up to tighten. (Figure 3)



FIGURE 1



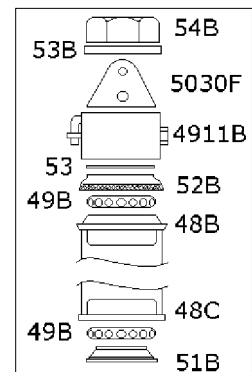
FIGURE 2



FIGURE 3

#### B) Front Wheel & Fork Assembly (See Headset Illustration)

- 1) Grease top race and bottom cup (48B) in fork head tube on tricycle frame.
- 2) Slide one bearing (49B) on to the fork/wheel assembly with balls facing downward onto the fork cone (51B).
- 3) Slide the fork/wheel assembly up into the frame head tube of the tricycle and center the bearings so it seats properly.
- 4) Slide the remaining bearing (49B) with balls facing downward over the fork steerer tube and onto the upper frame cone (48B), which is pre-mounted in the frame.
- 5) Grease top adjusting cone (#52B) and thread it onto the threaded fork steerer tube clockwise. Hand-tighten securely without binding. Make certain that the bearings are aligned properly before final tightening so the fork can rotate smoothly. Fork assembly should be free enough to turn, but not so free that it shakes. Do not overtighten.
- 6) Install thin key washer (53) above 52B cone with inner tab in slot of fork steerer tube.



**NOTE – If the 53 washer is not level, remove it and install one or two 53BWO (no inner tab) washers under it.**

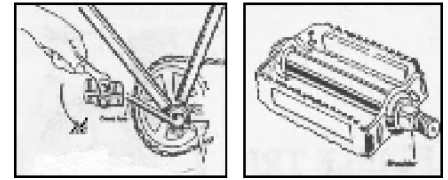
- 7) Place quick release clamp (4911B) on fork assembly with the arm in open position and slightly hand tighten the nut.
- 8) Install reflector bracket with inner tab lined up with slot of fork steerer tube.
- 9) Place thicker key washer (53B) over reflector bracket with inner tab lined up with slot on fork steerer tube.
- 10) Thread top lock nut (54B) clockwise onto fork assembly and tighten securely using an adjustable wrench. Be very careful not to cross-thread before tightening.

### C) Handlebar and Parts Installation

- 1) Open fork quick-release (4911B) "L" tightening arm (with black rubber handle.)
- 2) Insert the Handlebar Stem (55E) at least 4" into the fork steer tube with the head of the stem facing forward.
- 3) Hand-tighten the nut on the 4911B quick-release securely and close the L-Tightening arm). Note - You should be able to pull this arm closed without great pressure at this time. This will be readjusted at time of final assembly. Excessive force can cause damage. If the arm requires force to close, simply back the nut off a bit at this time.
- 4) Insert the handlebar (55F) into the opening of the stem. The handlebar ends should angle toward the rear of the tricycle. If the handlebar does not slip into the stem easily, simply loosen the adjusting bolt and use a flat head screwdriver to slightly pry open.
- 5) Once handlebar is inserted into the stem, using an adjustable wrench, tighten the adjusting nut. However, at this time, do not tighten fully as this will also be adjusted in final assembly process.
- 6) Install brake levers onto the handlebars.
- 7) Slide handlebar handgrips (55B) onto the bar end with finger points facing forward and slightly downward. It may be helpful to rinse grips in warm water for 30 seconds, dry and then install.
- 8) On 3 speed models, attach shift lever to handlebar.

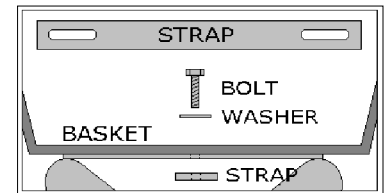
### D) Installation of Pedals (See illustration)

Pedals are marked "L" for left and "R" for right on the threaded end of the pedal axle. Screw the right pedal marked "R" clockwise into the right crank arm (chain and sprocket side). Screw the "L" pedal **counterclockwise** into the left crank arm. Secure pedals tightly. (Recommended torque: 275 pounds.) *Attempts to install pedals on wrong side will result in damage to the thread. DAMAGE CAUSED BY FAILURE TO FOLLOW THESE INSTRUCTIONS WILL NOT BE WARRANTIED.*



### E) Installation of Rear Cargo Basket

- 1) Place basket on frame, centering basket between rear wheels and frame platform.
- 2) Place washers on basket bolts. Hold the metal strap under the basket and align the holes with the holes on the frame.
- 3) Slide bolts through basket holes, frame, and thread securely into the strap.



### F) Installation of Seatpost

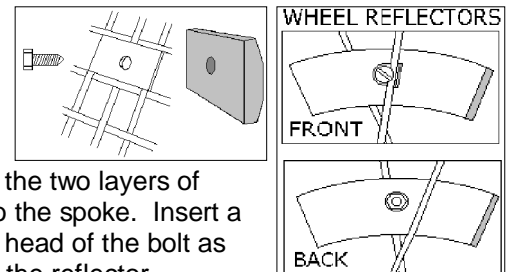
- 1) Place seatpost into saddle clamp located on the bottom of the saddle and slightly tighten saddle clamp securely using an adjustable wrench or socket. Make certain that the tapered end of the seatpost clamp is fully through the clamp. Open seatpost quick-release clamp on frame by pulling lever to loose position and loosening the nut. (Same as handlebar quick release operation.) Insert the seatpost into the frame to the desired height level (must be inserted at least 3.5"). Hand-tighten nut and push clamp arm to tightened position. Make certain at this point that the seatpost is tight and does not rotate.
- 2) Adjust the seat angle to desired position with the nose of the seat slightly up. Tighten saddle clamp with a wrench (35 pounds of foot torque). This must be tight to avoid rotation or slipping of the seat on the post. Adjustment of the seat height is a personal preference. However, it is recommended that the height be adjusted so that the ball of the foot comfortably touches the pedal when the knee is slightly bent and the pedal is in its lowest position.

### G) Reflectors

- The rear reflector (red square) goes on the outside of the basket, and is bolted through the mount that is built into the basket as shown.

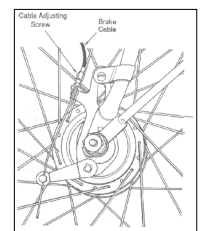
- The front reflector (white square) installs the same way, but it is bolted through the front reflector bracket that was installed in the headset assembly.

- The wheel reflectors (white arched or rectangular) install on the inside of the two layers of spokes. The spoke has a groove that will be facing you that is placed onto the spoke. Insert a bolt through the hole, sandwiching the spoke between the reflector and the head of the bolt as shown. The bolt will thread into a nut that must be placed into the back of the reflector.



### H) Final Assembly

- 1) Handlebar- Open Quick Release Clamp. Reposition stem in frame to achieve the desired height, keeping minimum stem insertion at 4". (See Section C.) Squarely position the bars in line with front wheel and re-tighten the clamp.
- 2) Tires- Check for proper tire inflation (35PSI is normal). Maximum tire inflation is indicated on the sidewall of the tire.



are pre-adjusted at the factory. However, if the wheel is not turning freely as a result of a cable adjusting screw.

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**Make certain to read the manual prior to riding. Make certain to understand the rules of the road and safety instructions. Do not ride cycles after dark. In dusk or dawn, lights are recommended. Use of a helmet is always a good precaution, and may be required by law. Inspect your cycle regularly for wear of parts and replace as required. Only use factory original replacement parts. Lubricate chain, caliper brake pivot bolt and other parts as necessary and at least once every 6 months.**

**How to Fold Your Worksman Folding Port-o-Trike Tricycle**

To fold, pull the “Safety-Loc” lever to the loose position. Pivot the lever toward the side of the tricycle. Lift up on the arm, releasing the pin from the “Safety-Loc” hinge pinhole. You will then be able to fold the frame. Be careful to position the pedals for wheel clearance. (The front wheel should tuck in toward the rear of the frame to the inside of the left wheel.) To refold, see Section A of these instructions. *It is advisable to place grease in the pinhole on the frame hinge every so often so the “Safety-Loc “ system works easily.*



**Owner’s Responsibility:**

- 1) Make certain that all assembly instructions have been followed and that the tricycle is safe and ready to ride.
- 2) Perform maintenance as needed.
- 3) Provide instructions to anyone who may ride the cycle.
- 4) Conform to all local regulations, including traffic laws.
- 5) Be deemed physically fit to ride a cycle.

**Where to Ride a Three Wheeler:** It is recommended that you ride in areas that are paved and relatively flat. Avoid steep hills and naturally ride where you feel safe. Low traffic areas are most desirable.

**How to Ride a Three Wheeler:** Sit up straight when going straight. When turning, you should lean ever so slightly into the direction of the turn. Slow down prior to making a turn. Never make sharp turns. Steer by pointing the front wheel in the direction you wish to go. Note - Tricycles have a tendency to pull slightly to the left. This is common in all three wheelers.

It is common to hear some clicking noise that emanates from the chain when the tricycle is new. This will stop when the chain is broken in. (Chains stretch slightly when new.)

**Brakes and 3 Speed Coaster Brake Information:** Port-o-Trikes are equipped with a front caliper, drum brake, or both. Operate the hand brake by squeezing the hand lever on the handlebar. Coaster brakes (foot brakes) are engaged by pedaling backwards until the brake operates. It is best to gently slow the cycle down using the hand brakes and completing the stop using the coaster brake. For those models with the 3 speed coaster brake, simply use the handlebar mounted shifter to select the desired gear. Gear 1 is the easiest gear for easier starting or going up hills, while gear 2 and 3 are useful once you get to your desired riding speed. Select the gear that suits your individual taste and comfort level. **DO NOT SHIFT AND PEDAL AT THE SAME TIME. PAUSE PEDALLING, SHIFT, AND RESUME PEDALLING.**

**Replacement Parts List: (PT, PT2F, PTCB, PT3CB)**

Please note that there are two styles of PT rear axles and drive wheels. Style “A” uses a round drive plate welded to the axle with three prongs that protrude into three holes in the hub of the drive wheel. Style “B” uses a keyway, which is a rectangular piece of steel that slips between a groove in the axle and a slot in the drive wheel hub. See illustrations below to determine which style you have before ordering any replacement parts.

**Part # Description**

**Front End Assembly**

- 153 Front Fork (specify color)
- 50B Head Parts Set - Complete
- 4911B Quick Release Clamp and parts (fork)
- 48B Ball Cup (Upper) for frame head tube
- 48C Ball Cup (Lower) for frame head tube
- 49B Bearings for Headset (pair)
- 51B Fork Bottom Cone (presses onto fork)
- 52B Threaded Top Adjusting Fork Cone
- 53 Key Washer (Thin - Lower)
- 53B Key Washer (Thick - Upper)
- 53BWO Key Washer (Thin - w/o tab)
- 54B Top Fork Lock Nut
- 55B Hand Grips (pair)

**Part # Description**

**Crank Assembly and Parts**

- 7217 Pedals (pair)
- 1265 Crank Parts Set (All parts inside crank housing)
- 3275 Crank (5.5")
- 1380C Front Sprocket 36T
- 1267G Complete Crank set (1265,3275,1380C)

**Fenders (Rear Fender Kit is sold separately)**

- 95 L-Bracket - front fender 4801 Rear Fender
- 4800 Front Fender 4811 Rear Fender Brace
- 4802 Front Fender Brace FS20 Rear Fender Kit

**Seat and Related Parts**

- 4908D Seatpost
- 4911A Quick Release Clamp for Seat Post
- 6911V Saddle Wide (with springs - optional)



5030F Reflector Bracket

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**Front Wheel and Related Parts**

- 467 Front Drum Brake Wheel w/tire
- 467A Front Drum Brake Wheel w/o tire
- G250 Front Drum Brake (Hub only!)
- G219 Front Drum Brake Cable and Housing
- G219A Front Caliper Brake Cable and Housing

**Rear Free (Left Side) Wheels**

- 468A Rear Wheel w/ 2 bearings w/o tire
- 468 Rear Wheel w/ 2 bearings w/ tire

**Tires, Tubes, Wheel Parts**

- 6012W Tire 20x1.75 White Wall prongs)
- 6012R Tire 20x1.75 Red Line
- 6012A Tube 20x1.75
- 1017A Rim Strip
- 1014H Spoke for front drum wheel (Sold Qty 36)
- 1014I Spokes for rear wheels (Sold Qty 36)
- M20A Rims Only (not a built wheel)
- F820L Non-Locking Brake Lever – Left (Std)
- F820R Non-Locking Brake Lever – Right (Std)
- F852L Locking Brake Lever – Left (Optional)
- F852R Locking Brake Lever – Right (Optional)

**Transmission and Related Parts**

- 301 Coaster Brake Hub (PTCB)
- 404SA 3 Speed CB Hub/Shifter (PT3CB)
- 4910 Chainguard
- 4914HC Chain 1/2x1/8x97 links (PT, PT2F)
- 4914M Chain Connecting Link
- 4914E Chain-Short (PTCB, PT3CB)
- 4914L Chain-Long (PTCB, PT3CB)
- 4914R Chain half-link: 1/2" x 1/8"
- 4916 Chain Idler Sprocket

**Miscellaneous Parts**

- 5927WA Rear Basket
- 5030T Reflector Kits for Tricycles

**\*\* On 3 speed models, please note the brand and shifter style. Your Worksman PT3CB will be equipped with a quality 3 speed and shifter, but brand and shifter style may vary. Parts listed here are the most commonly used Sturmey Archer style. For Shimano Parts, call 718-322-2000.**

**Accessories** – Options and accessories are always being added! Visit [www.worksmancycles.com](http://www.worksmancycles.com) for a complete list!

- |   |  |
|---|--|
| 3979 Ding Dong Bell                         | 3973 Battery Operated Mega-Horn                      |
| 303 Squeeze Bulb Horn                       | FS20 Rear Fender Kit (Pair)                          |
| 101710 Flashing Strobe Light- White Lens    | 101714 Flashing Strobe Light- Red Lens               |
| 7917C1 Back Rest handles!)                  | 133WH Front Basket with bracket (Easily removable w/ |
| 7217GS12 Flashing Light Pedals (Very cool!) | 3961 Cup Holder                                      |

**Limited Warranty**

Commercial use voids this warranty. This is a consumer model. Worksman Trading Corporation makes a full array of industrial and recreational cycles. Visit our website at [www.worksmancycles.com](http://www.worksmancycles.com) to view the many quality cycles we offer. This cycle is warranted against faulty parts under the following conditions: This warranty does not cover any failure due to accident, abuse, misuse, neglect, or as a result of normal wear and tear, or by assembly errors performed by a non-qualified mechanic. The entire frame including all welded joints in warranted to be free of defects in material and workmanship for one (1) year while in the possession of the original purchaser. All other parts on this cycle (except tires and tubes) are warranted for 90 days from date of purchase. Proof of purchase is required and completed warranty cards must be received in our office prior to any claims being considered. The manufacturer reserves the right to have all defective parts returned at purchasers expense for examination prior to resolving the claim. If upon examination the manufacturer deems the part to be defective and within the warranty period, a replacement part will be sent at no charge, with the exception of shipping. Unauthorized repair of parts voids warranty. Proper maintenance is required for the warranty to be valid. If it is determined by the manufacturer or the dealer that the part in question is not covered under warranty, we will advise the cost to repair or replace the part. The sole responsibility of the manufacturer pursuant to the terms of this warranty is the replacement or repair of the parts in question. The liability of the manufacturer shall in no event exceed the original purchase price of the model and the

7910V Saddle- Wide (w/o springs - standard)

**Frame Parts**

- 3200CB Frame (Specify color)
- 4908K-S Safety-Loc hinge bolt / lever

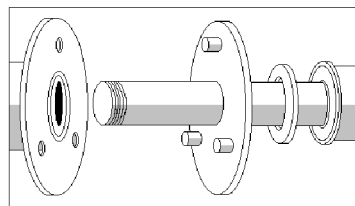
**Rear Axle and Related Parts**

Note Style A & Style B replacement parts! (See diagrams.)  
**PARTS FOR EITHER STYLE A OR STYLE B**

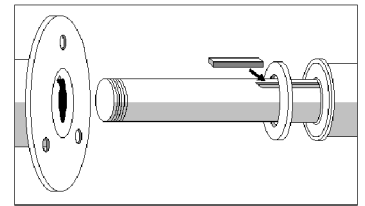
- 57 Rear Axle Elastic Lock Nut
- 4129A Rear Freewheel Sprocket (PT, PT2F)
- 62B Set screw for 62 or 69B
- 62C Keyway for 62 or 69B
- 176W Rear Axle spacer washer
- STYLE A AXLE PARTS**(5/8" axle w/ 3-prong drive plate)
- 174HD Bearing for rear axle/wheels (cartridge style 5/8")
- 176 Rear Axle w/ drive plate (round disk w/ 3
- 62 Bushing (5/8" for 4129A)
- 69B Fixed Drive Sprocket (5/8" PTCB, PT3CB)
- STYLE B AXLE PARTS** (3/4" axle center w/ keyed drive slot)
- 173 Bearing for rear axle (cartridge style 3/4")
- 174HD Bearing for rear wheels (cartridge style 5/8")
- 176K Rear Axle w/ keyway slot
- 61 Bushing (3/4" for 4129A)
- 69A Fixed Drive Sprocket (3/4" PTCB, PT3CB)

**Rear Drive (Right-Side) Wheels**

- 468DA Rear Drive Wheel w/o tire (Style A)
- 468D Rear Drive Wheel w/ tire (Style A)
- 468KA Rear Drive Wheel w/o tire (Style B)
- 468K Rear Drive Wheel w/ tire (Style B)



STYLE A



STYLE B



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Consequential damages of any nature including but not but not by way of limitation damages for personal injuries or to  
exclusive expression of warranties by the manufacturer and is in lieu of any and all other warranties including  
ties, including but not limited to warranties of merchantability and fitness or purpose, are limited in duration to one  
year of purchase for the frame (excludes fork) and ninety (90) days for other parts as covered in this warranty. Cycles are not intended for off road use, stunt  
riding or similar activities. Should an approved electric bicycle assist be added to the cycle, the purchaser is responsible for meeting any local laws. Such  
modifications void warranty. Void where prohibited by state law. The seller is not responsible for typographical errors or omissions. Manufactured by  
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