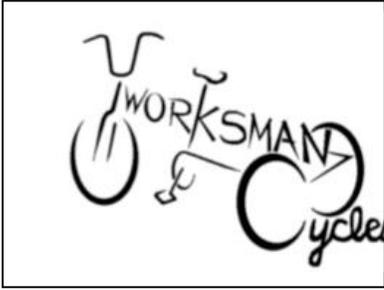


# Worksmen Electric Port-o-Trike: The Compact Deluxe Adult Folding Tricycle Assembly Instructions, Parts List, and Owners Manual



Congratulations on your purchase of the Electric Port-o-Trike Compact Folding Tricycle, a motorized version of 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. The low step through and 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 using USA and imported parts, 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 assembling and riding. Visit our website at [www.worksmancycles.com](http://www.worksmancycles.com) to see our complete line of Worksmen recreational and industrial cycles. *Failure to have this cycle properly or professionally assembled could result in injury or death.*

### Tools Needed for Assembly:

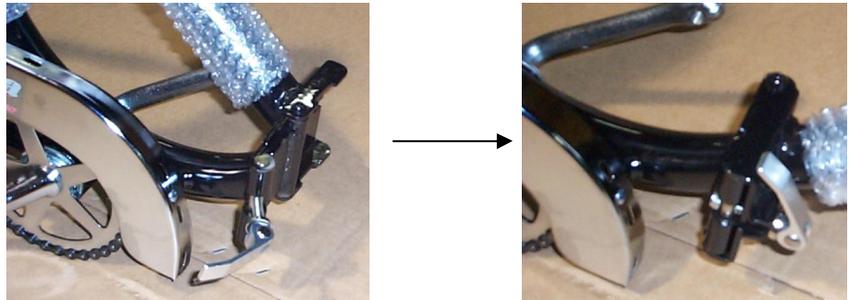
- Phillips Screwdriver
- Flathead Screwdriver
- Adjustable Wrench, Allen Key

### \*This manual is for:

PTCB, PT3CB

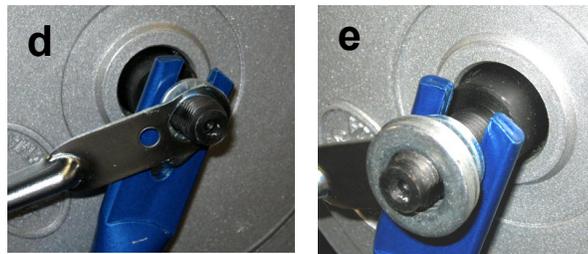
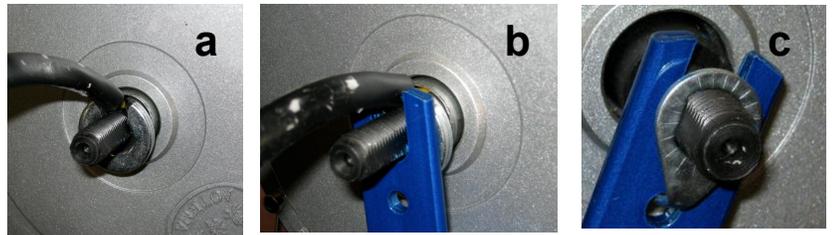
#### **(A) Unfolding the PortoTrike:**

- Remove protective bubble wrap and cardboard.
- Located at the PortoTrike's hinge, find the quick-release arm, loosen it, and swing towards the back of the trike.
- Now that hinge is free, unfold the trike so that the frame is straight.
- Slide the quick-release arm's pin down through hinge and tighten so that the hinge is locked in position.



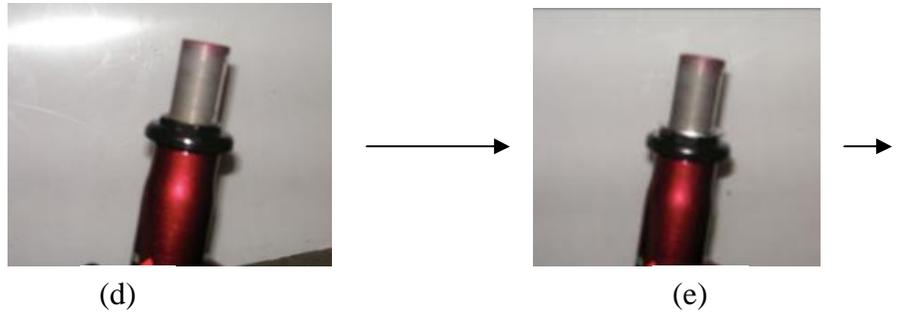
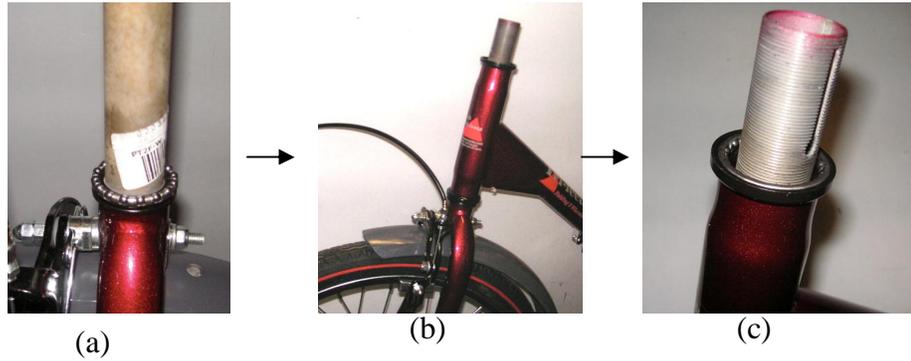
#### **(B) Front Fork Assembly (If not previously assembled)**

- Place 2 cut washers on axle with wire fitting comfortably in cut.
- Slide front wheel (with washers) onto fork.
- Place lock washer in place.
- Next, place fender bracket over axle, if applicable.
- Place 2 standard washers on axle next.
- Screw on lock nut last.
- Place caliper breaks onto fork through hole in top of fork and through the fenders bracket, if applicable.
- Tighten securely with washer, lock washer, and nut, in that order.
- Finally, use zip tie to secure the wire from the motor to the frame.

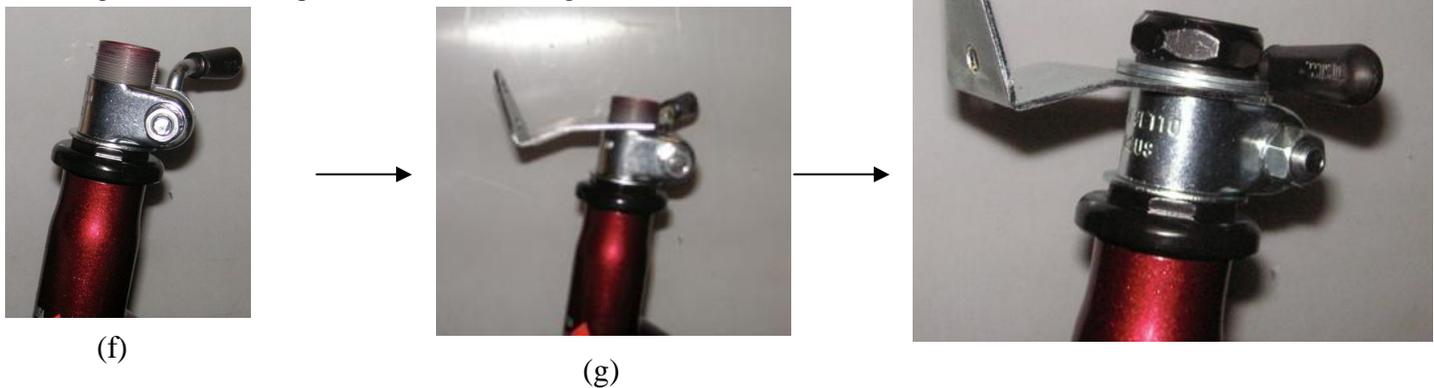


**(B) Steps to Attach Front Wheel/Front Fork to Main Frame:**

- a. Slide one ball bearing (49B) onto the front wheel assembly fork cone, balls facing upward.
- b. Slide this whole assembly into the tube on the front of the frame; make sure that bearing is sitting evenly.
- c. Place the remaining bearing (49B), balls facing downward, onto the top of the tube on the front of the frame.
- d. Thread the top adjustment cone (52B) onto this tube, and twist all the way to the bottom. Again, make sure that both bearings are sitting evenly inside their respective cones. Hand-tighten until tube is tight enough the sit steady but can still turn freely.
- e. Next, place keyed silver washer (53) above the adjustment cone, placing the key inside the slot in the tube.
- f. Next, place quick release clamp (4911B) it has a black handle) above washer, with clamp arm towards the back of the cycle.
- g. Next, place reflector bracket (5030F) on top of the clamp with key inside slot as done before. Make sure the attachment piece is pointing upwards.
- h. Place 2 regular washers (53B) above the reflector bracket, followed by the small black-keyed washer (53BWO), and then screw on the threaded lock nut securely (54B).



*Note: This headset assembly should be tight enough so that all pieces are touching, and there are no loose pieces.*



**(C) Handlebar Set Up:**

- Open quick-release clamp (4911B) on headset assembly.
- Insert handlebar stem (55E) into the front tube, with the head of the stem facing forward. *NOTE: Must be at least 4'' into the tube, or damage to fork may occur.*
- With stem at preferred height, tighten clamp and tighten screw securely.
- Insert the handlebars (55F) into the stem opening, and place at desired angle; then simply tighten the bolt until handlebars remain in that position. Check the handlebar stiffness before riding.
- Install brake levers:
  - Remove brake levers from inside front wheel, and remove packaging.
  - Remove small bolts from each of the brake levers, and open clamps.
  - Place brake levers as seen in picture, replace the bolts, and tighten.
  - For 3 Speed Models, follow the same instructions in order to attach your gear shifter.
- Slide the throttle on the right side of the handlebars and tighten the allen screw—this will connect to the control unit that will be housed in the rear cargo basket.
- Next slide handlebar grips (55B) onto handlebars

- This can be done easily after soaking the handlebar grips in warm water for 30 seconds.

**(D) Pedal Installation:**

- Pedals are marked **L** for left, and **R** for right, on the threaded end of the pedal axle.
- Using a wrench, screw in the **R** (right) pedal onto the right side of the trike (the chain side), and similarly, screw the **L** (left) pedal onto the opposite side.
- Make sure to turn the pedal very tight.
- Attempting to insert pedals on wrong sides will damage the threads on the pedals. *THIS DAMAGE BY FAILURE TO FOLLOW INSTRUCTIONS WILL NOT BE COVERED BY WARRANTY.*



L and R are written on these surfaces



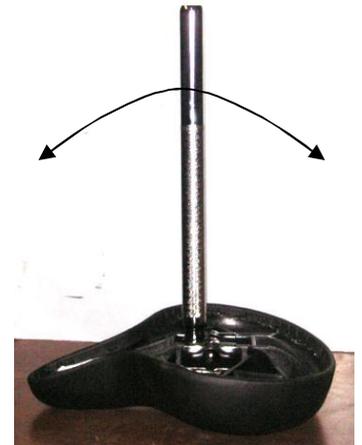
**(E) Rear Cargo Basket Installation:**

- Place basket on the rear of the frame, centering the basket between the rear two wheels.
- Place washers onto the basket's bolts.
- Take the metal strap and place under both the basket and frame. Place one of the bolts through the outer hole in the basket, through the hole on the frame, and then thread through the hole on the strap. Make sure to thread only a few turns. Then begin the same procedure with the other bolt. Alternating every few turns, screw in the bolts until the basket is secure.
- The cargo basket will be where the Control Unit, and Battery Pack are stored.



**(F) Seat Installation:**

- Place seat post into clamp located on bottom of seat. Place at desired angle and tighten securely.
  - Make sure that the seat post is all the way through the clamp.
- Place other end of seat post through the quick-release clamp (black handle) at desired height and close clamp. Tighten bolt on clamp to ensure that the seat will not move when user sits on the trike.
  - When placing seat at desired height, make sure that the seat post is at least 3.5 inches inside the seat post tube.



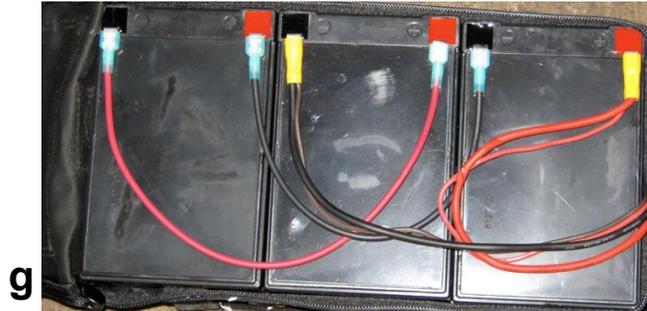
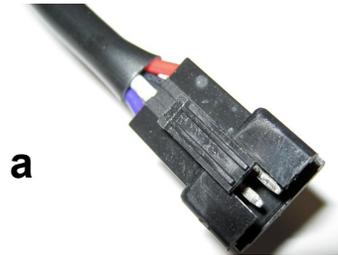
**(G) Reflection Placement and Installation:**

- There are a total of 5 reflectors:
  - 3 curved rectangular white reflectors for each wheel.
  - 1 square white reflector for front.
  - 1 square red reflector for rear.
- Rear Reflector:
  - Screw through the mount located on the rear cargo basket using the small screw given.
- Front Reflector:
  - Screwed on the same way as the Rear reflector, but it attaches to the front reflector bracket that was previously installed with the headset assembly. Make sure that the two locator-knobs fit into the holes in the bracket.
- Wheel Reflectors:
  - These reflectors install on the inside of the two layers of spokes. The reflector has a groove that will be facing you that will be placed onto a spoke. When this is done, place the bolt given to you through the whole, and tighten the nut on the opposite side - this should sandwich the spoke between the bolt and the reflector, and secure the reflector in position.



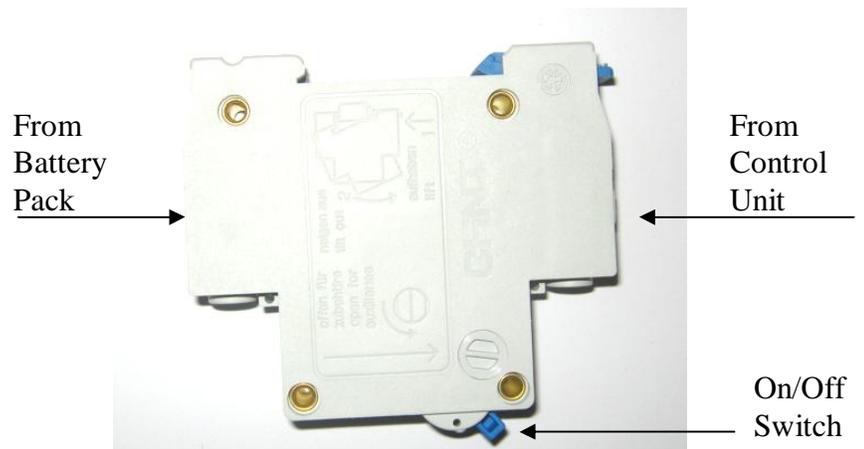
**(H) Control Unit, Battery Pack, and Wiring for Motorized Riding:**

- Make sure you have all components of the motor including battery pack with 3 12V batteries attached in series, Control Unit, Throttle, and Charger.
- Using the zip ties provided, secure the Control Unit (with Power Switch facing upwards) to the rear cargo basket by threading the slots in the control unit with the zip ties, and then tightening them around the basket itself.
- Wiring for Use:
  - a. Plug cable from throttle (four pronged plug) into receiving Control Unit receptor.
  - b. Plug the thick cable from the motor into the long thick cable from the Control Unit.
  - c. **DO NOT** plug the cable from the battery into the Control Unit yet.
  - d. Secure all wires to the frame of the trike using zip ties.
  - e. Charge the battery until it reaches its full charge *this may take anywhere from 2 to 4 hours.*
  - f. Secure the battery pack into the rear cargo basket, using the Velcro ties.
  - g. Open the battery pack and make sure all contacts are connected correctly (pictured).
  - h. After making sure the Control Unit is in the **OFF** position, plug the battery cable into the Control Unit.
    - **When connecting your battery, it is normal to see sparks. These sparks are not dangerous, but if you prefer, you can purchase a Breaker Switch—which will eliminate any chance of sparks.**



**Breaker Switch ENG-W-BS:**

**Optional** Heavy-duty breaker switch can be installed in the cable line going from the battery pack to the controller unit, and will eliminate any spark that can occasionally occur during battery pack to controller plug-in.



# Warning



## **Read all instructions thoroughly prior to operating the vehicle:**

Riding electric powered vehicles can be a hazardous activity. Certain conditions may cause the equipment to fail without the fault of the manufacturer. Bicycles, Tricycles, Automobiles, and Electric Vehicles are intended to move and therefore it is possible to lose control, fall off, and/or fit into dangerous situations that no amount of care, instruction or expertise can eliminate. If such things occur you can be seriously injured or die, even when using safety precautions and other precautions. **RIDE AT YOUR OWN RISK AND USE COMMON SENSE.**

This manual contains many warnings and cautions concerning the consequences of failing to maintain, inspect or properly use your electric powered assisted cycle. Because any incident can result in serious injury or death, we do not repeat warnings pertaining to serious injury or death each time a potential is mentioned. The manufacturer and seller of this vehicle does not take responsibility for confirming or indicating the fact that this vehicle meets your local laws regarding the use of such cycles. Check with your insurance provider to determine if coverage is provided for incidents involving such vehicles.

## **Appropriate Rider Use:**

This manual contains important safety and use information. It is your responsibility to review this information and make sure all riders are able to be responsible for the operation of the vehicle. We recommend that you periodically review the information in this manual and if you are responsible for another rider's use of the vehicle, you review this information with them as well to insure their safety.

Electric cycles are recommended for riders who can understand the consequences of riding a powered vehicle. It is also not recommended for riders under the age of 16. The decision to allow one to ride this vehicle should be based on the rider's maturity, skill level, physical abilities and responsibility. The use of this vehicle should be restricted to those completely comfortable and competent while operating the vehicle. Check with the manufacturer for maximum weight capacity of the vehicle. Do not touch the electric hub motor when in use, as it can become hot.

## **Acceptable Riding Practices and Conditions:**

Always check and obey any local laws or regulations, which may affect the locations where a low speed electric vehicle can be used on public property. This vehicle is meant to be used only in a controlled environment free from potential traffic hazards and not on busy streets or sidewalks. Do not ride your electric vehicle under power in areas where pedestrians or vehicular traffic is present. Ride defensively always watching for potential hazards or obstacles that could cause you to be forced to swerve suddenly or lose control. Always be careful to avoid pedestrians, skateboards, skaters, other cyclists, scooters, children or animals that may be in your path. Always respect the property and people around you.

Never attempt to do stunts or tricks when riding this vehicle, either under power or pedal. Maintain contact with the handlebar at all times. Never carry passengers on our single seat vehicles. Do not ride down curbs, steps, or steep inclines. Keep fingers away from moving parts, such as wheels, sprockets, etc. Never hitch your vehicle to another vehicle either to be pulled or to pull. Do not ride this vehicle in wet conditions unless you power down the battery system. This vehicle is intended for use on level, flat, solid ground surfaces, such as pavement or blacktop. Avoid areas with loose debris such as rocks, pebbles, or loose gravel. Wet, uneven, or slick surfaces may lack sufficient traction needed. Always avoid excessive speeds at all times. Do not ride at night or when visibility is impaired.

## **Proper Riding Attire:**

Always wear proper protective apparel included but not limited to an approved safety helmet. In many instances local laws or regulation in your area may require a helmet. Always wear enclosed shoes and if the shoes have laces, make certain to control exposed laces keeping them free from moving parts.

## **Using the Charger:**

The charger supplied with your electric cycle should be regularly examined for damage to the cord, plug, enclosure, etc. In the event of such damage, the cycle must not be charged until the charger is repaired or replaced. Use only with recommended charger and the charger should be used by a responsible adult. Always disconnect the charger when wiping down or cleaning our vehicle with any type of fluid.

***Failure to use common sense and heed the above warnings increases the risk of serious injury. Use with appropriate caution and serious attention to safe operation for a positive experience.***

## **Battery Disposal and Warning: Contains lead acid battery. Battery must be recycled.**

Your vehicle uses sealed lead acid batteries, which must be recycled or disposed of in an environmentally sound manner. Do not dispose of a lead acid battery in a fire. The battery may explode or leak. Do not dispose in a household trash. This is prohibited in most areas. Return exhausted batteries to a federal or state approved battery recycler. Residents of Minnesota and Florida take note: it is prohibited to dispose of lead acid batteries in the municipal waste system. If a battery leak should occur, avoid contact with skin or eyes, flush with cool water immediately for at least 15 minutes, and contact a physician. Do not store batteries in temperatures above 75 or -10 degrees Fahrenheit. Even with proper care, a rechargeable battery does not last forever. Average life is one to two years depending on use and care.

## **Notes on Braking System:**

Your cycle is equipped with a hand brake and a foot brake. The hand brake is designed to gradually slow down the cycle and the foot brake is designed for a more immediate stopping action. Use the hand brake to gradually slow down and both brakes when you desire to come to a complete stop. Become familiar with the braking system prior to riding your cycle.

**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 Workman 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, and provide instructions to anyone who may ride the cycle.
- 3) Conform to all local regulations, including traffic laws, and be deemed physically fit to ride a cycle.

**Where and How 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. 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.

**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.***

**Axle Bearings:** Be sure to lubricate rear axle and wheel bearings every six months. Use a bearing lubricant, which is available at any hardware or auto parts store. Failure to lubricate axle bearings can cause the bearing to seize and cut through the axle. If you hear a grinding or hissing sound, lubricate bearings immediately or replace if damaged!

**Limited Warranty:** Commercial use voids this warranty. This is a consumer model. Workman makes a full array of industrial and recreational cycles. Shipping issues or damage must be reported within 15 days of receipt. Only one (1) warranty shipment will be made per order, so inspect cycle fully before reporting damage. 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 frame including all welded joints is 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 for 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. 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 manufacturer shall not be liable for any consequential damages of any nature including but not but not by way of limitation damages for personal injuries or to property. This statement constitutes the exclusive expression of warranties by the manufacturer and is in lieu of any and all other warranties including expressed warranties, any implied warranties, 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 Workman Trading Corporation.

***Refer To Regular Workman Port- O-Trike Manual for replacement part information and descriptions***