

retrospec®

# Boca **REV**

Electric E-Trike - 500W



Assembly Instructions


## Before your first ride

We strongly recommend taking your bike to a local bike shop after assembling so a professional, reputable bike mechanic can check your work and perform all necessary safety checks prior to the first ride. To find a Retrospec dealer near you, please visit <https://retrospec.com/pages/storelocator>. Please keep these instructions for future use and reference. Do not discard.

Congratulations on your purchase of this Retrospec electric bike! We make sure all our E-Bikes have been carefully designed and manufactured to the latest international quality standards.

Please read this instruction manual carefully and thoroughly before assembling your new E-Bike.

### Proposition 65 Warning

 **WARNING!** This product contains chemicals known to the State of California to cause cancer and birth defects or other reproductive harm.

## Assembly Instructions

Following is important information and instructions for assembling and maintaining your new electric bicycle.

### Step 1: Unpacking Your Bike

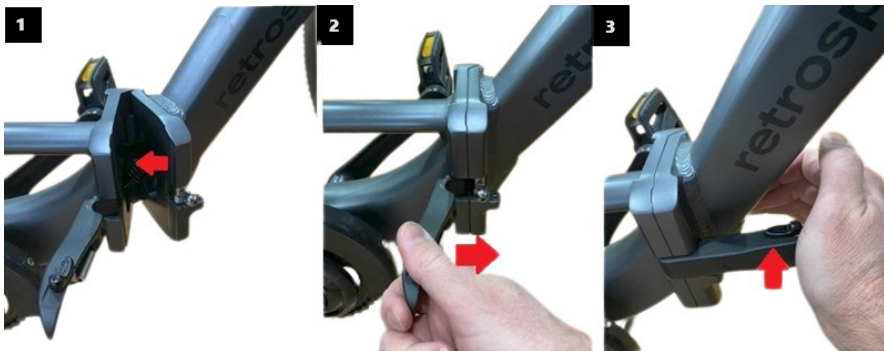
1. Open the box. You may need a box knife to cut tape. Watch-out for staples and sharp edges as you lift the bike out of the box. A helper can make this easier. Do not lay the box out flat and cut the bike out as you may damage the bike. **HOT TIP:** Use needle nose pliers to remove the staples before pulling the bike out of the box. This will insure they do not scratch you or the bike.
2. Cut all packing zip ties. Detach all parts that are tied to the frame. Be careful not to cut/scratch the bike, particularly the tires and cables when removing the zip ties.
3. Do not attempt to rotate the handlebar/fork until all zip ties and packing have been removed, otherwise you may damage the bicycle. Carefully examine the carton for loose parts and make certain that no parts are remaining in the box. Keep the box and packing material for a short time in case the bike needs to be returned.  
Examine your new bike for any visible damage which may have occurred during shipping. If any is found, please contact Retrospec immediately.

## Step 2: Folding the Frame Together

### 2.1 Installing the Front Fender.

The trike is folding for shipping. Unfold the frame by swinging the two hinged halves until the two pieces are aligned in a straight line front to back. NOTE: You will need to pull up on the quick release lever to allow the frame to come together.

Once the two halves are together, swing the quick-release lever towards the front of the trike until it clicks into place. Check that it is locked into place by trying to pull it back without activating the release button on top.



## Folding the Frame up

Locate the release button on top of the quick-release lever.

Using your thumb, move the release button forward.

While holding the release button open, pull the quick-release lever away from the frame and towards the back of the trike.

While holding the back of the bike still, push the front of the bike away from the quick-release mechanism.



## Step 3: Fender and Front Wheel Installation

### 2.1 Installing the Front Fender and Headlight

Unwrap and remove packaging from the fender and light.

Locate the long bolt, washer, and nut which will either be in the parts bag/box or inserted in the top of the fork. If it is threaded into the top of the fork arch, remove it using the 5mm hex wrench.

Slide the tab at the top of the fender in front of the fork arch hole at the back followed by the headlight mounting bracket. Insert the bolt through both and snug tight with the 5mm hex. (Fig 1)

Position the fender struts to the mounting tabs on the fork. It is okay to squeeze inward as these braces are designed to be pliable. Using the 4mm hex and 8mm open end wrench, unthread the mounting bolts. Run the bolt through the open end of the strut and fix the fork mounting tab. Thread the nut onto the back of the bolt and snug tight with the 4mm and 8mm wrenches. (Fig. 2)

Check that the fender and light are level and straight and tighten the fork arch mounting bolt using the 5mm hex wrench. We will tighten the struts after installing the front wheel, which is up next.



Fig. 1



Fig. 2

## 2.2 Installing the Front Wheel

Remove the plastic dropout protector from the fork. (Keep this in case there is a need for a return.)

Inflate the tire to make centering the wheel in the fork easier. The tires PSI range is noted on the sidewall of the tire.

Using the 17mm open end wrench, loosen the axle nuts on the front wheel. Lift the front of the bike and insert the front wheel into the fork dropouts (a helper can make this easier). Make sure the washers are also between the nut and the fork and not the fork and the hub.

Inspect the wheel to make sure it is centered in the fork and the rotor is situated in the brake caliper. Tighten each axle nut a little at a time (17mm or adjustable wrench), alternating between sides until each axle nut is properly tightened (35–40Nm).

If the fender is not straight, or rubbing the tire, that is okay! the fender braces can be adjusted or bent to center the fender. Gently adjust the fender by hand until it is straight. Tighten the strut fixing bolts at this time.

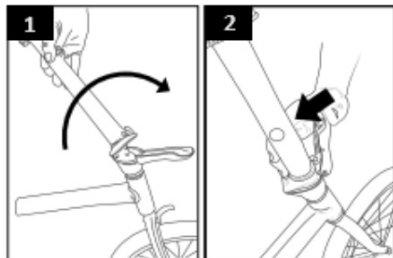
**NOTE:** Rear Fender Adjustment: The rear fender is installed at the factory and should be good-to-go. However, it may require some small adjustment due to shipping. Follow 2.2 step 4 to straighten as necessary or a combination of loosening the brace end bolts, retightening, and centering.

## Step 4: Handlebar & Handlebar Stem Assembly

The handlebar has been pre-assembled together with brake levers, shifter levers and grips. Be sure that the longer cable is fixed to the right lever (rear brake) and shorter cable to the left (front brake). (NOTE: In some areas, such as the UK, the cables are required to be arranged in the opposite way). If your bike is equipped with hydraulic brakes, check that the line is running from the lever to the correct caliper. The stem comes installed on your bike but it may need to be aligned.

Flip the top of the handlebar/stem up until it is fully seated on the lower portion of the stem fitted into the frame.

Then lock it into place by bringing the locking-lever up until it clicks into place. Check that the fit is secure before your first ride.



## Unfolding the stem

Locate the release button.

Push the release button upward

While holding the release button up, pull the quick-release lever away from the stem.

The stem will fold away in the opposite direction of the quick-release lever



### Installing the handlebars

To install the handlebars, use a 5mm hex wrench to remove the 4 face plate fixing bolts at the top of the stem (circled below). This will allow you to remove the face plate.

Paying attention to orientation, place the handlebars in the stems cradle taking care to have the lines and wires facing towards the front wheel of the trike.

Replace the face plate and thread the 4 fixing bolts back in until snug but allowing the bar to still rotate.

With the bar still able to rotate, position the to the desired angle. Once there tighten the 4 fixing bolts all the way in a criss-cross pattern to 10Nm.



You may need to adjust the alignment of the bars. If this is the case, do the following.

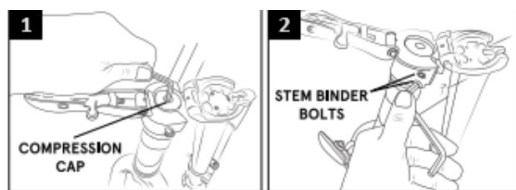
Unfold the handle bars as described above.

With a 5mm hex wrench, loosen the compression cap (top center bolt in the stem)

Loosen the two stem binding bolts just enough to allow rotation of the stem.

Line the stem/bars up with the front wheel.

Tighten the stem and then the compression cap.



### Adjusting handlebar height

You can adjust the overall height of the handlebar using the stems smaller quick release lever. Pull the lever open, raise or lower the bars, then close the quick release. It should take some effort but not be extremely difficult to close.

NOTE: Do not raise the stem above the minimum insertion line.



### Step 4: Installing Pedals (Refer to Fig. 3)

The pedals are marked with either a "R" (Right) or "L" (Left) on the threaded end of the pedal axle.

Screw the pedal marked by "R" into the right side of the crank assembly (chain side of bicycle). Turn the pedal (by hand) in the clockwise direction. Tighten securely with a 15mm open-end, 15mm pedal specific wrench, or adjustable wrench (tighten to torque: 34N.m or 26 lbs.).

Screw the pedal marked by "L" into the left side of the crank assembly. Turn the left pedal (by hand) in the counterclockwise direction. Tighten securely with a 15mm open-end, 15mm pedal specific wrench, or adjustable wrench (tighten to torque: 34N.m or 26 lbs.).

Pedal Identification:

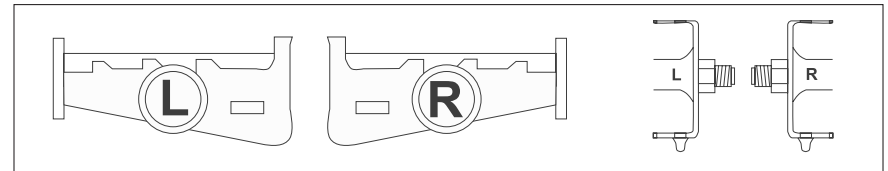


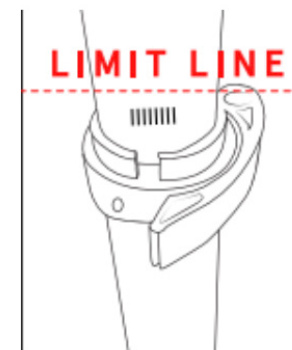
Fig. 3

### Step 5: Seat Adjustment

To adjust the seat height, pull the quick release lever attached to the top of the set tube outwards and adjust the seat to the desired height. Once you have the desired position, lock it in place by closing the quick release lever against the clamp. The lever should require some force to close. If it closes too easily and does not hold the post in place or if the effort to close the clamp is too great, adjust the clamping force by opening the lever and loosening or tightening the adjusting nut on the other opposite the lever

NOTE: Do not raise post above the minimum insertion mark noted on the post.

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## Step 6: Brake Adjustments

The brakes on your bicycle should be correctly adjusted from the factory. However, it is important to check the function of your brakes before your first ride.

With the wheels installed, check that both brakes are functioning properly. First lift the bike and spin the front then the rear wheel to insure they turn freely and the brake pads are not contacting the brake rotor. If there is some rubbing, you can adjust the caliper to be in-line with the rotor with the following steps.

First, loosen the caliper fixing bolts (do not remove). This will allow the caliper body to move freely. Now squeezed the brake lever. This will align the caliper to the rotor via the brake pads. With the brake lever still squeezed, snug the caliper fixing bolts back down. Spin the wheel to confirm there is no rubbing.

Tighten the caliper fixing bolts to 8Nm.

Repeat these steps with the other wheel/brake if needed.

Next, squeeze the lever to insure both feel firm and are stopping before they hit the handlebar. If the levers contact the bar or you see fluid leaking, contact Retrospec or you dealer for additional assistance.

The hydraulic brakes are self-adjusting, but will require annual bleeding of the fluid. Retrospec highly recommends this be done by an experience authorized dealer.

### Checking Brake Pad Wear, Pad Replacement

Pads that are 1mm thick (or less) need immediate replacement (**Fig. 4**).

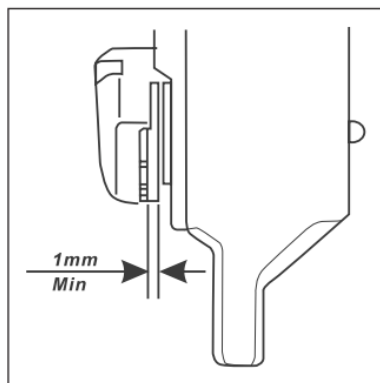


Fig. 4

To install new pads, remove the brake caliper from the fork or frame by unscrewing hex bolts. Remove the pin holding the pads to the caliper. Lift up and pull the inner pad downward, using the protruding tab. Slide a thin slot screwdriver under the outer pad and lift it up. Hold the screwdriver in this position and remove the pad with a pair of long-nosed pliers.

Remove the springs from the worn-out pads and fit them onto the new pads. Replace the new pads, keeping them slightly inclined into the seat of the caliper.

Check that the spring hooks correctly onto the small piston. (When pulling downwards the pads should not come out). Refit the caliper to the fork (or frame for rear brake). Apply the brake lever a few times and check that the wheel spins freely. Again, there may be some noise from the brake until it "bed" in.

We strongly advise you have your brakes periodically checked and maintained by your dealer or a professional bicycle mechanic.



### Using the Parking Brake

The parking brake should be employed anytime the bike is stopped with no rider on the bike. You can activate the parking brake by fully pulling back on the brake lever then pulling the parking brake lever (small one circled below) and releasing the brake lever.

To disengage the parking brake, pull back on the brake lever and the smaller parking brake lever should pop-out allowing for standard brake function for riding.



### Battery Installation & Usage.

Retrospec Boca Rev 2 E-bikes have the battery positioned on the back of the seat tube and ships with the battery installed. You can remove the battery by inserting the key and turning the key. Then pull up and back to releasing the battery. To reinstall press the battery into place in a revers fashion of how it came out. Make sure it clicks into place and that it is locked.

### Procedure for Charging

Charge the bike battery according to the following procedure:

When charging the battery by AC (house/wall plug), make sure the bike is turned off. The power button on the battery is only used if you plan to not use the battery for 4 weeks or more. It can be charged either in normal mode or in deep sleep. The button when quick pressed will also indicate the charge status of the battery via the LED lights.

Securely insert the charger output plug into the battery, then plug the main cable of the charger into a reachable AC (wall plug) outlet.

During charging, the LED on the charger pack will be RED showing charging is in process. When the light on the charging pack turns GREEN, charging is complete.

Upon full charge (GREEN light), FIRST disconnect the charger pack from the AC (wall plug); SECOND disconnect the charger output plug from the battery pack. FINALLY, close the charging socket cover on the battery - make sure it is securely closed.



Operating temperature for the battery charger is: 14F-104F (-10°C to +40°C). Do NOT disassemble the battery charger.

Use only the charger provided with your electric bike. Otherwise, damage could occur to your battery, battery charger, and void the warranty.

When charging, both battery and charger should be minimum 4 in (10cm) away from the wall, and in a cool, well-ventilated environment. Place nothing around or on the charger, while in use!

**Warranty:** Should any original component prove defective in terms of workmanship within its warranty period, we will replace it. Warranty period for Retrospec electric bikes is as follows:

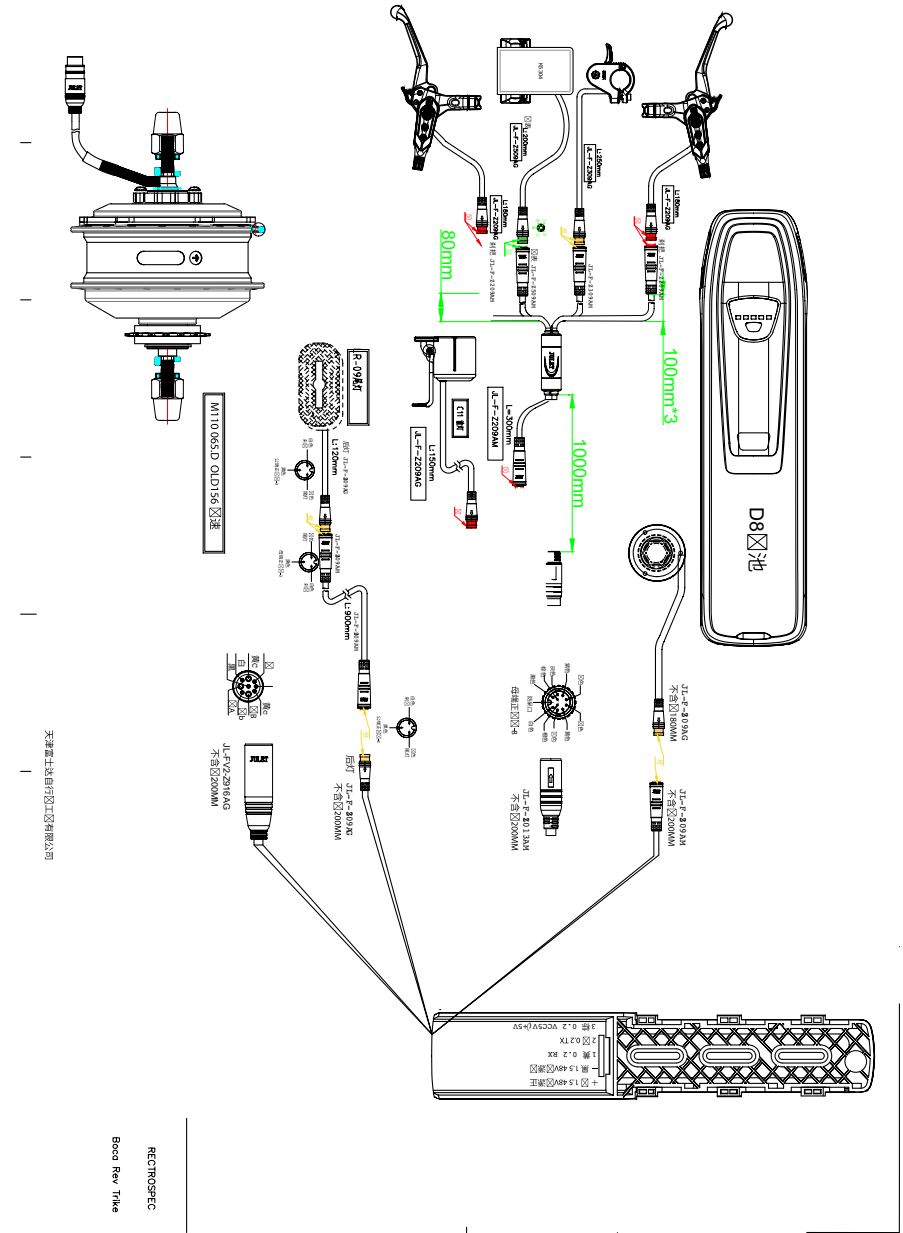
Electrical Components excluding Battery: 2 years with proper maintenance

Battery: 1 year

Frame and Fork: 1 year

All other components: 6 months

This warranty does not include labor and transportation charges. The company cannot accept any responsibility for consequential or special damage. This warranty applies only to the original retail purchaser who must have a proof of purchase in order to validate any claim. This warranty applies only in the case of defective components and does not cover the effects of normal wear, nor damage caused by accident, abuse, excessive loads, neglect, improper assembly, improper maintenance, or the addition of any item inconsistent with the original intended use of the bicycle. No bicycle is indestructible and no claims can be accepted for damage caused by improper use, competition use, stunt riding, ramp jumping and leaping or similar activities. Claims must be submitted through your retailer. Your statutory rights are not affected. The company reserves the right to change any specification without notice. All information and specifications within this manual are correct at time of printing.







Making  
nature  
second  
nature.