



Using Your Bike Friday®

# Haul-a-Day



**Green Gear Cycling, Inc.**

3364 W 11th Ave. Eugene, OR 97402

800-777-0258 USA & Canada

+1-541-687-0487 Int'l • +1-541-687-0403 Fax

[www.bikefriday.com](http://www.bikefriday.com) • [info@bikefriday.com](mailto:info@bikefriday.com)

version 7/15/16

# Table of Contents

The story behind Haul-a-Day	4
The growth of Haul-a-Day	5
Anatomy of a Bike Friday Haul-a-Day	6
Anatomy of a Bike Friday Haul-a-Day: Closeup	7
Congratulations / If You Need Help	8
A Word on Safety / Your Tools	9
Unpacking your Haul-a-Day	10
Assembly: Connect Frame	11-12
Installing Seatmast	13
Using a Quick Release	14-15
Assembly: Install Front Wheel, V-Brake	16
Reconnect Linear Pull / V-Brake	17
Install Front Wheel, Disc Brake	18
Adding Brake Cable Slack	19
Stem Safety Check	19
Mount the Stem Riser	20
Double Check Steering	20
Install Pedals	21
Double Check Your Bike Friday	22
Adjusting your Haul-a-Day	23
Saddle Height	23
Handlebar Height	24-25
Quill Stem Handlebars	25
Main Frame: Gravity Technique	26-27
Adjusting Headset	28-31
Bike Friday Service Overhauls	32
Bike Friday Service	33
More Maintenance Tips and Information	34-36
Airport and Travel Tips	37
Warranty Information	38-39



**Hangs on Amtrak.**



**Sky's the limit, so add on!**



**Works on a Car Rack.**

**Light for a Cargo Bike.**



**Ready for real work.**



**Fits on a Portland Bus Rack.**



**Alan Scholz, Bike Friday Co-Founder, not only designed the Haul-a-Day, he races it in Disaster Relief Trials in the Northwest.**

## ***A note from Bike Friday Co-Founder Alan Scholz:***

Thank you for purchasing a Bike Friday Haul-a-Day, our first Cargo Bike. Your bike is an example of the wonderful empowering relationships we have with our customers. It is the combination of a number of concepts coming together to meet the needs of today's cycling families.

The idea of an adjustable frame bicycle came from our service expert Tim Link, who mentioned to me that a number of customers over the years expressed interest in the ability for multiple users to share the same Bike Friday.

That idea simmered in my head for awhile. Then our local Safe Routes to School Coordinator Shane MacRhodes stopped by to have a conversation with Alan. The school program teaches kids to ride safely, and uses fleet bicycles. Fitting bikes to a class of middle schoolers of various sizes and shapes created a challenge, and those two ideas came together in our OSATA.

When Shane needed a bike for the class leader, we began to design the Haul-a-Day to handle any challenges a teacher might face.

The Haul-a-Day is designed to be whatever you need it to be, a Swiss Army Knife of Cargo Bikes. It is light and agile, and allows smaller riders to feel in control with a load.

I hope you enjoy your ride,

Alan Scholz



# The growth of Haul-a-Day

## *Listening to our early adopters*

Since its inception as a simple Cargo Bike, the Haul-a-Day has grown to address a laundry list of family needs.

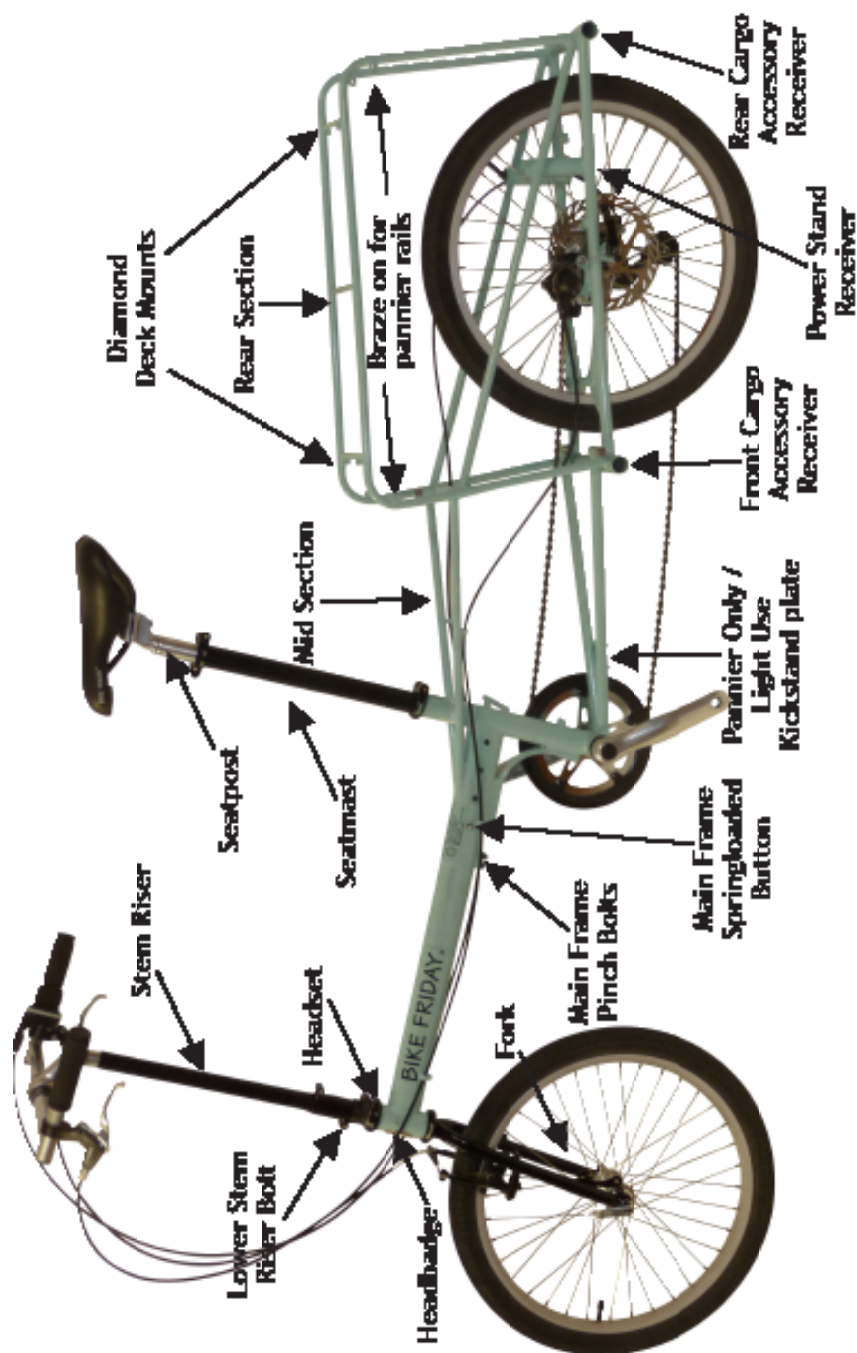
Each Haul-a-Day owner appears to have his or her unique set of challenges for a Cargo Bike, and the Haul-a-Day has evolved to address those needs.

Building custom bikes to fit an individual's needs and body has been the cornerstone of Bike Friday since 1992, and the versatility of the Haul-a-Day reflects that commitment to deliver the perfect bike for you.

All Haul-a-Days have multi-person fit capability and come at Bike Friday's affordable prices, starting less than \$1,000 for a DIY Frame Kit with wheels.



**The Haul-a-Day can handle an nearly endless array of tasks that includes providing a comfortable place for a nap.**

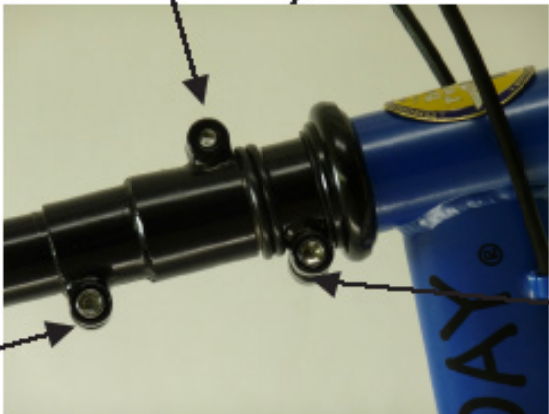




Spring Loaded  
Main Frame  
Button

Main Frame  
Pinch Bolts

Lower Stem  
Riser Bolt



Upper Stem  
Riser Bolt

Locking  
Headset  
Spacer

# Welcome to the Community



## Congratulations!

You have just purchased the finest Cargo Bike available today. Your bike has been carefully designed and constructed for your personal needs. All of our bikes are manufactured in our Eugene, Oregon factory by real cyclists who care about our customers and our products.

Please take your time reviewing this manual before you assemble your new Bike Friday. You will find your new bicycle to be simple and reliable anywhere you go!

## If You Need Help . . .

If you need technical assistance with any Green Gear® Cycling product, or are unclear on the proper operation of your Bike Friday, please call us and a Service Technician will help you get back on the road. Our toll-free number in the US and Canada is 800-777-0258; international is +1-541-687-0487. Normal business hours are 8:30 a.m. to 5:30 p.m. Monday through Friday, and 9 a.m. to 4 p.m. Saturdays, Pacific Time. You can also email service questions to [service@bikefriday.com](mailto:service@bikefriday.com).

Because we understand the needs of world travelers, we offer 24-hour technical support in emergencies. If necessary, please call our regular number and our answering service can forward you to a Service Technician on call.

## Extra Accessories

We also sell an extensive line of bicycle and travel accessories. Whether you are riding the local back roads or venturing into foreign lands we have the gear you need. Call us for information on spare tires, tubes, replacement parts, fenders, racks, bags, or other items to complete your Travel System. You can purchase these products from our online store: [www.store.bikefriday.com](http://www.store.bikefriday.com)

## More Information

To check out our products, find other useful information, discover Bike Friday events and Yak with other Bike Friday owners on the bulletin board, go to our main website at: [www.bikefriday.com](http://www.bikefriday.com)

*Blue skies and happy trails from Green Gear Cycling*



# A Word on Safety

**Bicycles are a lot of fun, but improper use can result in harm. Please, always ride safely!**

- Always have all passengers wear a helmet.
- Follow the rules of the road, and be courteous.
- Use front and rear lights after dark.
- Dress appropriately for the weather, the season, and lighting conditions. Be seen!
- Always carry a spare tube, patch kit, pump and a tool kit.
- Keep your bicycle in good shape.
- Check your tire pressure before every ride.
- Make sure all quick releases are secure.
- Have your bicycle routinely serviced for trouble-free travels.

## Your Tools

Your Haul-a-Day was delivered with a combination 5/6mm S-wrench and 5/16mm wrench [right]. These wrenches should get your new bike on the road (along with your own pedal wrench).

We also sell more extensive tool kits for home repair work [See large photo below].

We encourage you to learn how to work on your own bike.

If you are not familiar with bicycle maintenance, consider taking a local class.

It will improve your confidence and self-sufficiency as you venture across the globe or explore your own hometown.



## Unpacking Your Haul-a-Day From a Box

Opening your box may present an intimidating sight, particularly if you ordered many accessories.

Do not worry; we work hard to keep our products as simple as possible. We recommend finding a quiet area and some room to spread out.

This manual will address the fundamentals of unpacking, assembly and adjusting techniques. However, because your bicycle was built for you, you might discover that your bike was packed at the factory slightly different than the one in this manual.

Your Haul-a-Day should only require minimal assembly. It will take approximately 30-60 minutes and require a basic level of technical skill.

You will need a 5/6mm hex wrench, 5/16mm hex wrench, a 15mm open/pedal wrench and a pair of scissors (or better yet wire cutters, snips or diagonal cutters) to cut zip ties.

Take care not to damage the frame while cutting zip ties.

**[Note:** Depending on the components you have purchased with your Bike Friday, your specific model may require



**Fig. 1 Haul-a-Day unboxed.**

## Assembling your Haul-a-Day



Open the shipping box and remove the various bicycle parts. Place the parts on the floor, as shown in the photo [Fig. 1, page 10]. Remove the bubble wrap and zip ties to be able to get the bicycle into this state the photo shows.

### Attaching mid section to rear end

Locate the four 3/8x16 hex bolts that will be used to secure the mid section to the rear end and set them aside. Place the rear end upside down [Fig.2]. Move the mid section upside down. Unwrap the chain and orientate the chain like seen in Fig. 3.



Fig. 2 Rear end upside down.



Fig. 3 Place chain on crankset.

*Mechanic's Tip: Put the chain on the crankset so the chain rests on the arm, to the outside of the chainring. If the chain was on the chainring, it will pull the front end backward, creating tension and making the process more difficult. By placing the chain on the side of the crankarm, to the outside of the chainring, it will take up some of the slack of the chain and hold it in place for the purpose of affixing the rear end to the mid section.*

Line up the bolt holes and hand thread in the M10 bolts to secure the mid section to the rear end. on the right side (rear) shifter.

Note: Washers may be used on the lower drive side bolt, underneath the bolt head to ensure the tip of the bolt does not protrude into the chain and then finish tightening them with a 5/16mm hex wrench. [Fig. 4]



Fig. 4 Hand thread 3/8x16 bolts.



**Fig. 5 Stand bke on rear end.**

## Attaching front section to mid section

Stand the bike up on its rear end, front section pointing upward. [Fig. 5]

Insert the front section (male) into the mid section (female) opening.

Depress the spring loaded mainframe button to allow the front section to settle into one of the four holes in the mid section. [Fig. 6]

Tighten the main frame pinch bolts with a 5mm hex wrench. [Fig. 7]



**Fig. 6 Insert front section..**



**Fig. 7 Tighten pinch bolts.**



## Installing the seatmast

The Haul-a-Day bicycle models have a sleeved seatmast that telescopes out of the lower seat tube.

Install the seatmast into the seat tube.

Note: The minimum insertion mark is etched at 4" from the bottom on the mast. This is the minimum amount of the mast that must be inserted (overlapped) in the frame. [Fig. 8]



**Fig. 8 Insert seatmast.**

## Using Those Nifty Quick Releases

On a cold and snowy day in the 1927 Gran Premio della Vittoria, a tired and numb Tullio Campagnolo struggled with the frozen wing nuts on his rear wheel while trying to change gears. In a moment of frustration and inspiration Campagnolo envisioned the modern quick release. The bicycle world was transformed.

The quick release is one of those simple but great inventions that really makes life better. However, if used incorrectly, you can potentially endanger yourself. Although a reliable and safe product, some people have been injured because they didn't know how to properly use this elegant device. Your Bike Friday Haul-a-Day has several of them. If you are not familiar with their operation, PLEASE study these directions carefully. If you are still unclear on their operation, call us or contact your favorite local bike shop before you ride!

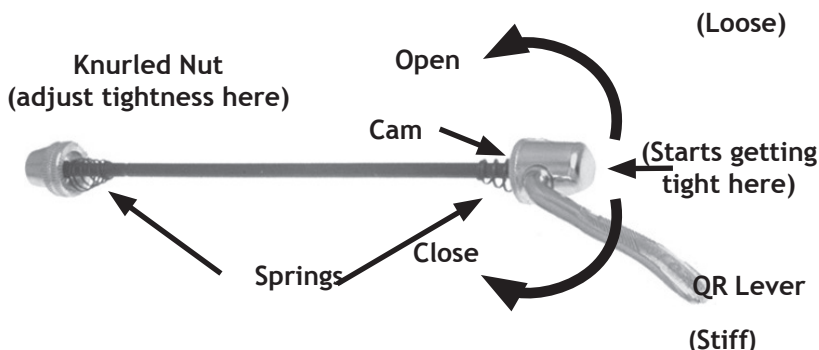
## Quick Release Operation

A quick release is a simple cam with a lever that swings through an arc that is square to the axle. As the lever moves, the cam clamps the wheel to the frame, or secures the frame joint. It is not a wing nut to be rotated around the axle.

The tension on the quick release is controlled by how tight the knurled nut on the other end is set. Only wheel quick releases have the small cone-shaped springs. Note that the small ends of the springs face toward the center of the hub.

## Quick Release Maintenance

We recommend adding a few drops of light oil to the lever where it enters the cap several times per year. This will keep your quick release working smoothly for years.



# Using a Quick Release

## Adjust Knurled Nut

With the wheel installed and the axle properly seated in the frame (or the frame joint closed), position the quick release lever so that it is in line with the axle. Then turn the knurled nut on the other side clockwise until it is snug. When the quick release is properly adjusted, you should be able to freely swing the quick release lever for the first half of its arc, at which point the lever should offer resistance.



**Fig. 9 Quick release operation.**

## Continue Closing QR

Using the palm of your hand press the quick release lever through the rest of its arc until the lever is closed and parallel to the wheel. You should feel very firm resistance when the quick release is properly adjusted (the lever may even leave a light imprint in the palm of your hand).



**Fig. 10 Setting quick release tightness.**

## Double-Check!

Ideally, the quick release lever should be facing the rear, or upward. Levers that are facing forward can catch on any number of things and be accidentally opened.



**Fig. 11 Closed QR points toward rear.**



**Fig. 12 Front Wheel QR.**

## Install Front Wheel QR

Open the front brake release, then position the front wheel making certain that the wheel axle is fully seated in the front dropouts.

Now install the quick release from the fork spreader on the front wheel. Make certain that there is one spring per side of the hub axle and that the small end of the spring is pointing toward the center of the hub. Loosely thread on the knurled nut for now.

*Mechanic's Tip: If you are ever unsure of the proper direction of the front tire, looking down at the tire, the tread should be oriented so that it is pointing forward. Often the tread is in a arrow-ish pattern and this makes it easy to point it in the forward direction. The quick release levers, front and back are to be placed on the non-drive side of the bicycle.*

## BRAKES

The Haul-a-Day comes with either linear pull / V-brakes or disc brakes, please see the following sections that are most appropriate for the brake type you have.





**Fig. 13 V-brake open.**



**Fig. 14 Grab the noodle carrier.**



**Fig. 15 Slip noodle into slot.**



**Fig. 16 V-brake closed.**

## Reconnect Linear Pull Brakes / V-Brakes

To close the V-brake to the riding position, while facing the brake, with your left hand (index finger and thumb), grab the noodle carrier and with your right hand grab the noodle and slip the noodle tip into the slot on the noodle carrier.

If you cannot get enough “slack” to put the noodle tip into the noodle holder, then the brake cable may need to be loosened a bit. See the next step for instructions to add some slack to the cable. Repeat this procedure on the rear brake.

*Mechanic's Tip: Sometimes the cable housing can come unseated either where it enters the noodle or where the housing enters the brake lever barrel adjuster. If the housing is unseated, it will not be possible insert the noodle tip into the noodle holder. In fact, it will make the process quite frustrating; make sure the housing is properly seated at both ends.*

# Assembling your Haul-a-Day

## Install the Front Wheel

Make certain the wheel is fully seated in the fork drop-outs and securely close the quick release lever, as illustrated in the quick release section [page 15]. The quick release levers (front and rear) are to be placed on the non-drive side of the bicycle.



**Fig. 17 Insert quick release in wheel.**

## Connect the Front Brake

There are several possible configurations of front brakes. The Haul-a-Day is available with disc, V-brake, or linear pull (front only). Please read directions specific to the brake type that appear on the following pages.



**Fig. 18 Disc brake rotor and slot.**



**Fig. 19 Disc rotor slips into slot.**

## Disc Brakes

When inserting the front wheel into the fork, ensure the disc rotor (on wheel) fits nicely into the slot on the caliper (installed on fork). You will want to avoid the rotor getting hung up or caught on some part of the caliper as you are installing the wheel into the fork to prevent rotor damage.

## Adding Cable Slack to Brakes

To increase slack in the brake cable, you can turn the barrel adjuster on the brake lever. The barrel adjuster is the knurled bolt that the cable housing goes through as it enters the brake lever.

Turn this adjuster clockwise (inward toward the brake lever) to loosen the cable. Conversely, if you want to bring the brake pads closer to the rim to compensate for cable stretch from use, unscrew the barrel adjuster away from the brake lever. Note: Some models may have a lock nut on the adjuster, which will need to be loosened first.



**Fig. 20 Brake barrel adjuster.**

**ALWAYS DOUBLE CHECK YOUR BRAKES BEFORE RIDING.**

## Mounting Your Stem Riser



**Fig. 21 Stem pin.**

### Stem Safety Check

If you look carefully at the base of your stem from the underside, you will see a pin hidden under the clamping collar. This pin must engage the slot in the back of the fork's steerer tube (the unpainted tube sticking up from the frame's headtube.) Additionally, the stem should be fully seated onto the fork steerer tube.

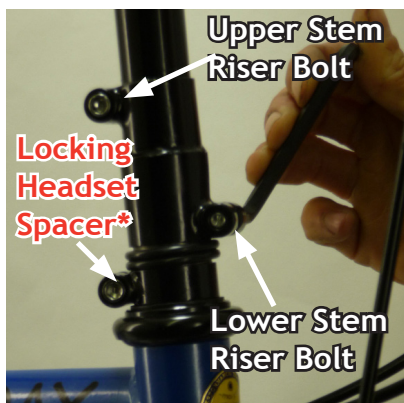


Fig. 22 Lower stem riser.

## Mount the Stem Riser

**\*WARNING!** Do not loosen the locking Headset spacer bolt.

Slide the bottom of the stem riser onto the fork steerer tube, keeping the stem riser's lower clamp forward so the hidden stem pin will engage the slot in the fork. Gently press the stem all the way down. You should feel it "bottoming out" on the end of the slot. Once the lower stem riser is in place, tighten lower stem riser bolt. **NOTE:** Do not adjust the locking headset spacer.



Fig. 23 Mounting stem riser, part 1.



Fig. 24 Mounting stem riser, part 2.

## Double Check Your Steering System Integrity:

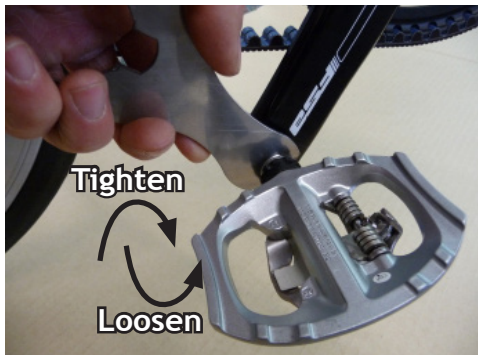
Now is a good time to double check your steering system. Try standing in front of your bike with your front wheel between your legs. Twist the bars to make sure everything is secure, that the bars do not turn independent of the fork /front wheel.



# Assembly: Pedals

## Pedal Thread Directions

Bike pedals have two different thread directions. The right pedal has a right-hand (clockwise) thread, and the left pedal has a left-hand (counter-clockwise) thread. Pedals are usually stamped with an R or L on the pedal axle near the threads.



**Always grease your pedal threads on new pedals before their first installation.**

**Fig. 25 Pedal tightening for drive side. Reverse direction for non-drive side.**

## Installing Pedals

***Mechanic's Tip:** The quick and easy way to remember which way to thread your pedals on is applicable to either side of the bike [SEE PHOTO ABOVE]. You can put a wrench on the pedal's wrench flats, and using a back pedaling motion will screw the pedals on. Use grease before threading pedals.*

***Note:** We recommend starting thread engagement with your hands instead of a wrench (see below), so use this tip as a practical way to know which way to begin threading the pedals.*

## Thread in the Pedals

Using your finger, start the pedal threads into the proper crank arm. Be careful not to cross-thread the pedals! Once the pedal threads are started, you may use a wrench to finish threading them in, and then tighten securely.

***Mechanic's Tip:** The threads on a pedal are steel (hard) and the threads on a crank arm are aluminum (soft). It is very important that the pedal is tightly secured to the crank arm. With grease on threads there is no need to over tighten. If the pedals are not tightly secured, the "slop or play" in the connection will allow the steel threads to rip out the aluminum crank threads. Your bicycle may have shipped with a set of pedal washers. For some cranks, the use of the washer in between the pedal and the crank arm creates a more solid and secure base or foundation for the pedal to contact the crank arm with. If included, use them!*

## Double Check Your Bike Friday!

At this point your bike should be ready to ride. However, before you ride away, be sure to double-check your assembly.

- Are the handlebars tight?
- How about the stem and pedals?
- Are the quick releases all secure?
- Is the saddle secure and at a reasonable angle?
- Are the handlebar and control levers in a proper place and clamped tight?

Although we always inflate the tires at the factory, check your tire pressure for proper inflation. Under-inflated tires not only wear faster and are more prone to flats, but they also add rolling resistance.

Be sure to have at least the 5/6mm S wrench in the mono tube bottle cage for quick roadside adjustments. If you have the folding tool, take it with you. You will probably want to stop and adjust saddle height and the angle, as well as perhaps adjust a few other items during your first ride or two.

*Mechanic's Tip: Grease is your friend. Be sure to keep a light film of grease on any intersecting bike parts. This will help to prevent corrosion, facilitate disassembly, and eliminate annoying noises. Areas include: Haul-a-Day Main Frame coupling joint, seatposts, saddle rails, handlebars, stems, pedal threads and seatmast. Doing this a couple of times per year during routine maintenance should be enough. Wipe off any excess or visible grease. Also be sure to lightly grease all bolt threads on your bicycle as you repair or upgrade components. Lubricating your bolts will allow you to adequately tighten the fasteners and keep them from seizing in the future.*

## How to Adjust Your Haul-a-Day to Fit Each Individual Rider

The Haul-a-Day is adjustable to a wide range of riders. Adjustments can be made to the main frame (frame size) as well as the seatmast / saddle height and stem / handlebar height.

**Frame Size:** The Haul-a-Day frame can be adjusted between a 48 cm and 60 cm in 4 cm increments.

If you are comfortable with your current bike, you can use that measurement as a guideline for your frame adjustment.

If you experience pain in your neck, shoulders, back or knees from your current bike, you might want to go to a bike shop that offers fitting. They can find the correct size to set your Haul-a-Day to for a perfect fit.

**Saddle Height:** Proper saddle height is important in preventing injuries as well as increasing riding efficiency and comfort. A rough rule of thumb method for determining proper saddle height is when the pedal is in the 6 o'clock position, your leg should have a slight bend in it with the ball of your foot centered on the pedal, your knee almost fully extended (but not quite). A quick way of achieving this is to raise your saddle in small increments until you notice your leg is fully extended in the 6 o'clock position and then lower the saddle slightly. Rocking your hips to be able to reach the pedals during the pedal stroke is to be avoided.

**Special Feature:** If you require the saddle to be lower than the current lowest setting, you can purchase a shim and seatpost from Bike Friday so the seat post is usable directly inserted into the mainframe without the use of the seatmast.



**Fig. 26 Lower Seatmast, shim.**



**Fig. 27 Lower Seatmast no seatpost.**

**Handlebar Height:** This is a subjective preference. Handlebar height can be classified into three general categories: 1) bars below saddle; 2) bars level with saddle; 3) bars higher than saddle.

For reference you can use an existing comfortable bike or you can try out the three settings and see which one works best for you.

Do note that humans tend to acclimate to whatever position we are given to the point that we may subsequently be set up with a properly sized bike and it will feel improper.

You may find it quite constructive to try a few positions, just be sure to try them out for more than a few minutes because that initial period may feel awkward, but possibly because you have acclimated to incorrect sizing.

The beauty of the Haul-a-Day is the ability to try and use a wide range of positions on the bike.

## Stem Riser, Headset Spacer Anatomy

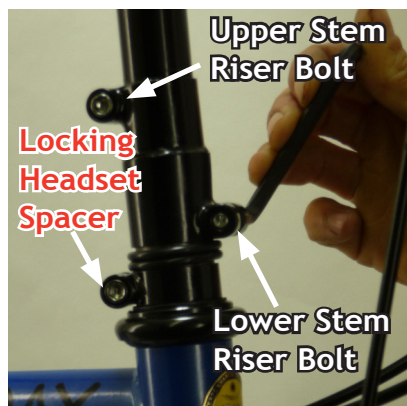
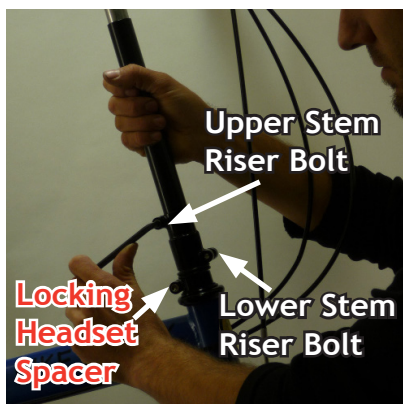


Fig. 28 Loosen lower stem riser.

- **Locking headset spacer.** This static spacer is for headset adjustment. **DO NOT** loosen this bolt unless you are disassembling the fork from the frame **OR** if you are adjusting the headset bearings.
- **Lower stem riser bolt.** This bolt is used to affix the stem riser to the fork / frame.
- **Upper stem riser bolt.** This bolt allows you to adjust the height of the handlebars.





**Fig. 29 Loosen upper stem riser.**

## Adjusting Handlebar Height.

Loosen the upper stem riser bolt, adjust the height as needed and re-tighten. If you are having difficulty adjusting the height with the upper stem riser bolt loose, you may find that also loosening the lower stem bolt will make it easier to change the height. Just remember to tighten both bolts when done. **DO NOT LOOSEN THE LOCKING HEADSET SPACER.**

**NOTE:** There is a “minimum insertion” mark etched about 4” from the bottom of the stem riser, this is the amount of material that must be inserted for safe use.

## Quill Stem Adjustments

**NOTE:** For customers that have a “quill” style stem, you have an extra set of height adjustments with the quill stem. To loosen the quill stem, loosen the main bolt.

You are likely going to have to “un-wedge” the internal wedge in the quill stem. This can be done in one of two ways:

- Stand in front of the bike, with your legs surrounding the front wheel to prevent it from turning, turn the handlebars, you should feel it all of a sudden give and now the bars will turn independent of the wheel.
- Unscrew the bolt that runs in the center of the stem (toward the fork). Continue until the head of the bolt sticks up a bit and with a mallet (or a hammer and a piece of wood to prevent any deformation of the bolt head), strike the bolt head in a downward motion toward the fork. This will unseat the wedge allowing you to adjust or remove the stem.



**Fig. 30 Quill Stem adjustment.**



**Fig. 31 Quill Stem unwedge.**



Fig. 37 Loosen pinch bolts.

## Adjusting the Main Frame Sizing

The “Gravity Method” is the preferred method for adjusting your Haul-a-Day’s mainframe size.

You will need a 5mm hex wrench. It is possible to perform this adjustment yourself; if you are having difficulty, an extra set of hands can help.

Insert a 5mm hex wrench into the two Haul-a-Day pinch bolts (clamping the female / mid section to the main / front section). Loosen both of the bolts. [Fig. 37]

Stand the bike on end with front wheel directly above the rear wheel.

You may wish to have a piece of cardboard to set the rear end of the bike on to prevent paint scuffing.

Do be aware of the possibility of the handlebars and front wheel rotating, you do not want it to unintentionally turn and strike you.



Fig. 38 Loosen pinch bolts.

## Making the Main Frame Smaller

Let gravity make the frame smaller, dropping the spring loaded button into the next smallest hole(s).

Depress the spring-loaded button with your finger or with the 5mm hex wrench.

You may need to wiggle or move the frame slightly to get the spring tab to stay pressed in without your hand there, thereby freeing up your hand to grasp the fork or stem riser.

You may need to twist or wiggle the front section a bit to allow gravity to work.

Grasp the front section by the fork or stem riser.



Fig. 39 The Gravity method.

## Making the Frame Larger

Depress the spring-loaded button. Use your right foot to hold the rear section down on the ground. Place your left hand on the backside of the fork (above the tire, below the headset). With your left hand push

You may need to wiggle the front section a bit, side to side to make it easier for it to slide out of the middle section. You can grasp the handlebars to help wiggle it.

If the spring tab remains depressed (or you have a helper who is holding the spring tab in), you could grab both the fork (above the tire, below the headset) with one hand and the stem riser with the other and pull upward.

Watch our informal video: <http://tinyurl.com/pl7wyb9>

## Adjusting the Headset



The Haul-a-Day uses a unique bearing preload system that can be adjusted with or without specialized tools. The installed system will hold or secure a headset adjustment, but you will need either a specialized or improvised tool to adjust the headset preload, for instance if the headset adjustment seems loose or overly tight.

**A headset can be adjusted into one of three states:**

**Loose:** When you grasp the front brake and try to move the front wheel forward and backward, you feel “play” or slop in this connection. This suggests the bearings are loose.

**Fig. 39 Headset Anatomy.**

**Tight:** While raising the bicycle in the air with the front wheel lower than the back wheel, very lightly turn the stem to one side and see if, the stem / wheels returns to the forward position smoothly. If the stem / wheel’s movement is notchy and not smooth, the headset bearings are too tight.

**Just right:** No play and rotates smoothly.



**Fig. 40 Seatmast Removal.**



**Fig. 41 Remove Stem Riser.**



**Fig. 42 Loosen Locking Headset Spac.**



**Fig. 43 Remove Excess Space.**

## Tap Adjust Method (*Using Improvised Tools*)

Remove the seatpost from the seatmast and the seatmast from the bike and the collar from the seatmast.

*Mechanic's Tip: Mark the seatpost (where it enters the seatmast) and seatmast (where it enters the main frame) with a piece of electrical tape. This will allow you to re-assemble the post and mast to the previous seat height.*

Remove the stem riser and O rings (if applicable) from the steerer tube, let them hang beside the bike.

Loosen the locking headset spacer (note, with this clamp loose, the fork and headset can easily fall apart unexpectedly.) It should be just loose enough to turn with your fingers, but not any looser.

Remove excess space between the headset pieces. Do this by lifting the fork a few inches off the ground with one hand on the fork leg while the other hand pushes down on the headset fixed clamp.

Tighten the locking headset spacer slightly so there is some resistance on the bolt, but not fully tight.





**Fig. 44 Strike Seatmast.**

## Tap Adjust Method (cont.)

Place the seatmast over the steerer tube.

While lifting upward on the fork with one hand, tap downward on the seatmast to compact / add preload to the headset with a mallet or block of wood and hammer.

Tighten the headset fixed clamp, install the stem riser (fully tightening the bolts), and check headset adjustment.

Repeat as necessary

**Haul-a-Day Headset Press Tool, available from Bike Friday**  
*(with specialized tools)*



**Fig. 45 Headset Press Tool.**

Remove the stem riser and, O rings (if applicable) from the steerer tube. Let them hang beside the bike.

Loosen the headset fixed clamp.

## Haul-a-Day Headset Press Tool (cont.)



**Fig. 46 Headset Press Tool.**

From the bottom, move the washer onto the rod and thread the nut onto the rod.

With a 10mm wrench (or adjustable wrench) hold in place the nut while tightening the bolt head with a hex wrench, creating bearing preload. It is helpful to evaluate the headset adjustment with the tool still in place.

Fully tighten the locking headset spacer. [Fig. 48]

Remove the tool, reassemble and test for bearing adjustment. Repeat if necessary.

Remove the washer and nut from the bottom of the tool. [Fig. 46]

Slide the rest of the tool, from the top, allowing the 1¼" tubing to cover the portion of exposed steerer tube. [Fig. 47]



**Fig. 47 Headset Press Setup.**



**Fig. 48 Headset Press Tighten.**

## Bike Friday Service Overhauls

All of this, and the health of other components, can be checked by our mechanics during your optional yearly Overhaul.

A Bike Friday Overhaul includes:

- Check all components for wear and recommendations on replacements.
- Strip frame and clean components (optional solvent tank option).
- Clean and optional alignment of the frame.
- Replace stickers.
- New cables and housing.
- New bar tape, where applicable.
- Test ride and packing.

Don't hesitate to call Bike Friday's Customer Service Department for help: 1-800-777-0258 (U.S.) or 1-541-687-0487 (world), or email [Service@bikefriday.com](mailto:Service@bikefriday.com)

## New Bike Maintenance

Like all bikes, your Bike Friday travel bike will go through a break-in period. After the first few weeks of riding you might find that your drive train doesn't shift as crisply as it did when new, or perhaps the brakes are slightly loose. This happens as new cables stretch, housing compresses and parts wear in.

After the initial break-in period, but before a significant tour, it is important to have your Bike Friday bicycle professionally serviced at your local favorite bike shop. A new bike tune-up takes very little time and the small cost for the work is minor considering the improved performance and reliability it provides. Then, at least once a year and before any major tour, take your bike back to your local shop for another tune-up to be sure that it runs smoothly.

After a few years of use and a few thousand miles of riding, you might notice that the decals on your bike are starting to look worn and the paint has some scratches. Perhaps your bike doesn't ride as smoothly as it used to, and the local bike shop can't get it to function as well as you would like. We offer factory service programs including tune-ups, overhauls, and other repair work by our expert mechanics. A month or two before your next big ride, you may wish to send the bike back for a complete overhaul.

Visit our web site for repair packages, costs, and details at [www.bikefriday.com/Service/](http://www.bikefriday.com/Service/). For those who plan ahead, we can generally offer the quickest repair turn-around during the winter months.



## New Bicycle Tips and Maintenance Recommendations

Unlike other new bicycles purchased from a shop, your Bike Friday Haul-a-Day has been disassembled partly and placed in a suitcase or box. Then it was shipped across town, the country or the world.

As with any new bicycle, your Bike Friday will need several minor adjustments as it “settles in.” Knowing how to use barrel adjusters on brakes and derailleurs and adjust spring tension on brakes will help you through this settling in period. These skills are also handy for when you travel with your bike.

Your local bike shop can help, or, check out the excellent adjustment and repair guides at Park Tool Company’s website: <http://www.parktool.com/repair>.

## The Initial Break-in Period

It is reasonable to expect that a new bicycle will have an initial break-in period where adjustments will need to be made after a hundred-ish miles. The following items may occur or need attention during this break in period:

- Brake and derailleur cables may stretch. You can perceive this as you squeeze the brake lever and you have to squeeze farther than previously OR you have to squeeze so far before the pads contact the rims that there is not sufficient braking force.
- Some bearing surfaces, notably some headset, might settle in after some use. If they are properly adjusted after this initial break in period, they tend to then hold that adjustment for a much longer period of time.
- For square taper bottom bracket (and the corresponding crankset), it is a good idea to use an 8mm hex / Allen wrench to ensure the crank bolt is tight.



## Maintenance

Maintenance frequency depends on how much you ride and under what conditions. Wet weather will hasten the need for lubing your chain and greasing bearings, for instance.

### Ongoing Maintenance:

- Keep chain lubed.
- Maintain recommended tire pressure (prevents flats and provides the best ride feel).
- A few drops of oil around the hinges—where the bikes move when folding--will keep your fold smooth.

### Every Time You Fold or Unfold:

- Cable housing routing—ensure that there are no kinks, none are pinched, or looped around a crank, etc.
- Bolts and quick releases are secure.
- Brake adjustment. Verify that the brake adjustment is proper.

### Areas Requiring the Occasional Application of Grease:

- In the steerer tube, where the stem fits in. At least once a year, ideally twice a year. A light film of grease on the outside unpainted and exposed part of the steerer tube is also recommended.
- Inside the Easy Pack seat tube.
- Inside the seat mast, where the seatpost fits in.
- Inside the tandem joints where the mid-tubes of the stoker compartment are clamped.
- Inside the stoker's adjustable stem, if you have one.

## Overhauling the Bearings

The hubs and the headset are the last remaining components on modern bicycles that can have their loose bearings replaced with new ones and new grease. Most bottom brackets (and many hubs and headsets) have cartridge bearings and have a different procedure. For cartridge bearings, make sure they are properly adjusted to ensure a long life. [CONTINUED ON PAGE 44.]

## Overhauling the Bearings [CONTINUED]

To increase their lifespan before replacement, cartridges can be serviced. Using a thin knife, you can peel back the rubber/plastic (metal in the case of Chris King) seal, clean out the old grease as much as possible, pack in new grease and reassemble.

Under wet riding conditions, overhauling loose ball bearings should be done every month, otherwise:

- Recommended at six months.
- Once a year if only a moderate amount of time was spent riding.
- Every two years if bike is rarely ridden.

## Cables and Housing

Replace the brake/shift cables and their housing every year.

## Components That Wear Out

The following is a rough guide on when to replace those parts on a bike that wear out with use.

### Tires:

- When a smooth/bald spot begins to appear on the riding surface.
- When you are getting consistent flats.
- The sidewalls appear to no longer be structurally sound (dry rot, slashes, etc.).

### Rims:

- For bikes with rim brakes, when the braking surface of the rim feels concave.
- Some rims have a “trench” running on the braking surface—this is the wear line. When this begins to disappear, it is time to replace.

### Chain:

- Check at 1500-2500 miles, depending on riding conditions.
- Should be replaced after 3,000 miles.

### Gates Carbon Drive Belt:

- Should be replaced after 10,000 miles.

### Cassette:

- 10,000 miles if chain replaced frequently.
- If a new chain “skips” on any of the cassette cogs while riding, cassette is worn.
- Around 6,000 miles under hard use.
- Brake Pads: Most brake pads have a “wear line”. When the pad is worn down to this line, it is time to replace.

## Traveling with your Haul-a-Day

Traveling with your Bike Friday on the airlines today will, for the most part, be as convenient as it was just a few years ago in the good old days. However, because of the need for extensive inspections required by the TSA, there are a few points to consider.

Do not lock your TravelCase when traveling by air with a non-TSA approved lock. All luggage must be inspected by TSA agents when checking in your luggage. TSA agents can, and have, broken open locked TravelCases. Even after the initial inspection, do not lock your case; we have had reports of subsequent inspections where the TravelCase lock was broken open.

You may ask to be present during the inspection, however, you may not touch your bike or TravelCase once you have handed it over to the TSA. By asking to be present, you may be able to give some repacking tips to a very busy agent. Alternatively, you may wish to provide your contact information so if any questions arise in regards to the packing of your luggage, you can be a resource for TSA.

When traveling by air, you might consider not over-packing your TravelCase. With some practice it is quite possible to get a tremendous amount of gear into your TravelCase; however this only obscures the inspector's view and they will deconstruct your carefully packed case.

Consider using extra straps, bungee cords, or toe straps, etc. to bundle the packed bike together as one unit instead of multiple, separable layers. This way an inspector can remove the bike as one piece, look it over, and replace it back into the case quickly and accurately.

Consider taking a photo(s) of how the packed bicycle fits in the TravelCase. Any information to make the TSA agent more successful in re-packing an inspected piece of luggage is to your advantage. Photos can be taped to the inside surface of the TravelCase, viewable when the case is open. This can increase the likelihood the TravelCase is properly packed AFTER the inspection, reducing the risk of future damage.

Observe airline luggage weight limitations. For domestic flights (including domestic legs of international flights), the checked luggage needs to weigh less than 50 pounds. For international flights, the checked luggage limit is 70 pounds. Luggage which exceeds these limitations may be charged an excess baggage fee.

Check with the airlines for regulation updates.

## Bike Friday® Guarantee

We at Green Gear Cycling, Inc. (Bike Friday) want you, the customer, to be happy with your new bicycle. For direct orders shipped from the factory if your bike does not meet your expectations, you may return the bicycle to us for a full refund, less all shipping charges and a 15% restocking fee (as of 06-01-18). For bikes ordered through a dealer we allow the dealer to use their own return policy. This applies to the purchase of new Custom and Stock bicycles. In all cases, the return shipping charges are your responsibility. To take advantage of this guarantee, you must notify our service department (800.777.0258 / service@bikefriday.com) within 30 calendar days of your receipt of your bike of your intent to return the bike, and we must receive it in our possession within 35 calendar days of you taking delivery of the bike. We also accept returns on parts within 30 days as long as the part is unused and undamaged. Processing your refund usually takes 2-6 weeks from the time that we receive back your returned item(s).

We want your bicycle to work for you, and in order for your bicycle to work well, it should fit. We'll need some help from you to ensure that your new Bike Friday fits you well, specifically by providing us with the measurements of your best fitting bike (if you own a bike that fits well) and a description of how you feel on this bike. Additionally, you will be asked for some personal measurements with a required accuracy within 1/4" (5mm) and 3 pounds (1.35kg) - yes of your current weight and not your ideal weight - as well as a description of your riding style and the places you most likely envision riding your new Friday. Our Consultants can guide you through the process of obtaining and interpreting this information. This guarantee does not apply to Stock Bikes, which are not custom built to your specifications, but come in standard small, medium and large sizing.

Armed with this data, we can guarantee the fit of your new Friday if (1) we are matching exactly the dimensions from your current, best fitting bicycle, or (2) we build a Friday from your body measurements that includes our optional "fit stem" program. If you choose to have us build a bike for you that is sized in any other way, the bike will be sized per that method and built in a manner that allows for later fine-tuning of the sizing should you choose, at your expense, to pursue a more exacting fit.

## BIKE FRIDAY WARRANTY

As part of the consideration for buyer's purchase, buyer understands and agrees to the following: Green Gear Cycling warrants your bicycle frame set, including fork purchased from Green Gear Cycling or an authorized Green Gear dealer against defects in workmanship and materials for 10 years. This does not cover paint or powder coat finishes. Green Gear Cycling honors the original manufacturer's warranty on parts and components against defects in manufacturing. Tubes and tires are sold as-is.

This warranty is expressly limited to the repair or replacement of the defective frame, fork, or defective part at the discretion of Green Gear Cycling. This is the sole remedy of the warranty. This warranty applies only to the original owner and is not transferable.

Claims must be made through Green Gear Cycling or an authorized dealer. Proof of purchase is required. This warranty covers bicycles and components purchased outside of the United States only if purchased through an authorized Green Gear Cycling dealer.

This warranty does not cover normal wear and tear, improper assembly or maintenance, or installation of parts or accessories not originally intended or compatible with the bicycle as sold. Under no circumstance shall Green Gear Cycling be responsible for incidental or consequential damages.

This warranty gives you specific rights, and those rights may vary from place to place. This warranty does not affect the statutory rights of the consumer. The warranty applies to bicycles and parts purchased directly from Green Gear Cycling, Inc., or from its authorized dealers. Except as provided herein, this product is provided "as is" without any additional WARRANTY of any kind, including the WARRANTY OF MERCHANTABILITY and the WARRANTY of FITNESS FOR A PARTICULAR PURPOSE, whether EXPRESSED or IMPLIED.



## Pre-Owned Bike Guarantee

We at Green Gear Cycling, Inc. (Bike Friday) want you, the customer, to be happy with your preowned bicycle. If the bike does not meet your expectations, you may return the bicycle to us for a full refund, less shipping charges. This applies to the purchases of pre-owned bicycles. In all cases, the return shipping charges are your responsibility. To take advantage of this guarantee, you must notify our service department (800.777.0258 / [service@bikefriday.com](mailto:service@bikefriday.com)) within 30 calendar days of you originally receiving the bike. We must receive it within 35 calendar days of you taking delivery of the bike. We also accept returns on parts within 30 days as long as the part is unused and undamaged. Processing your refund usually takes 2-6 weeks from the time that we receive back your returned item(s).

The sizing of the pre-owned bicycles are limited by their current construction. Bike Friday will, as part of the purchase price, replace the stem if necessary before shipping to you or allow for an upgrade to the "fit stem" program for a more exacting fit. No other modification to a pre-owned frame (including SatRday boom) is allowed. Any expenses for future corrections to the sizing will be borne by the purchaser.

Green Gear Cycling, Inc. 3364 W. 11th Avenue. Eugene, OR 97402