

# **CS-240/260**

## **FOLDING ELECTRIC BICYCLE OWNERS MANUAL**



# ***TOTEM***

**Manual Note:** This manual applies to both the CS-240 and CS-260 Electric Bicycles.

### **GENERAL WARNING:**

Like any sport, bicycling involves risk of injury and damage. By choosing to ride an electric bicycle, you assume the responsibility for that risk. This manual provides some general guidelines for safe and responsible riding and proper use and maintenance of your new bicycle. We recommend that you also seek additional information about general bicycle safety as well as the local rules and regulations regarding the use of this product on public roadways and trails. Failure to adhere to the guidelines for proper use and maintenance of your electric bicycle could reduce the risk of injury and reduce the lifespan this product.

1. Always wear a helmet.
2. Obey all traffic signs and regulations.
3. Ride your e-bike near the right-hand edge of the road.
4. Never carry another person on your e-bike.
5. Never wear headphones while riding as they impair your ability to hear traffic.
6. Always use hand signals when turning or stopping.

### **A special note for parents:**

As a parent or guardian, you are responsible for the activities and safety of your minor child, and that includes making sure that the electric bicycle is properly fitted to the child; that it is in good repair and safe operating condition; that you and your child have learned and understand the safe operation of the electric bicycle; and that you and your child have learned, understand and obey not only the applicable local motor vehicle, bicycle and traffic laws, but also the common sense rules of safe and responsible bicycling. Please read this entire manual, as well as review its warnings and operating procedures with your child before letting them ride the electric bicycle.

Finally, your child **must always wear an approved bicycle helmet**. Failure to follow this warning could result in serious injury or death.

# Setting Up Your New Commuter Series Bike

You have received your new bike and are ready to test it out! The good news is the CS-260 ships ready to go, but there are few safety checks that must be made prior to taking it out for your test ride.

This section covers:

- Unboxing and Setting Up Your New CS model bike
- Sizing Guidelines for Proper Seat and Handlebar Adjustments
- Safety Checks Before Riding
- Basic Operating Instructions

## Contents of Shipment

Your box should contain all the following items:

- A. CS-240/260 Bicycle with folded handlebars
- B. Battery Charger (two pieces – charger power block and US power cord)
- C. Keys – The keys are attached to the bike on either the handlebars or the center folding lock latch.  
Note - The keys are not for starting the bike but for securing and removing the battery (anti-theft).



**NOTE - If any of these components are missing or damaged, please DO NOT RETURN. Contact TotemUSA using any of the methods listed at the back of this manual and we will immediately address the problem.**

## Bike Assembly

The CS-260 ships fully assembled and ready to ride, with the exception of the pedals. The CS-240 ships with the pedals installed. There are just a few simple steps to unboxing, pedal installation, and some minor adjustments needed before you are on your way!

### Step 1 – Remove All Packing Material

The Commuter Series bikes are packaged with tie wraps, rubber bands, foam inserts and plastic gaskets to protect it in shipping. Carefully remove all this material and discard. Note – the battery keys are attached to the center folding lock hinge OR the handlebars with a tie wrap. Once complete, the bike will look like the image below:



### Step 2 – CS-260 Pedal Installation

(Note - the CS-240 ships with the pedals installed) To install the pedals you will need a 15mm (or small adjustable) wrench. The pedals thread into the pedal crank holes. Note - The right-side pedal threads into the hole in the clockwise direction, while the left side pedal threads into the hole in the counterclockwise direction. Ensure that the pedals are threaded in as far as possible and tight.

The pedals fold up for storage and transport. You will see a small oval-shaped hole on the CS-260 with an arrow that when pulled allows the pedal to swing into the folded position.







### Step 3 – Raise Handlebar and Lock Into Position

Grab the handlebars, making sure they are free from the pedals, and pull them up into the locking position. Secure the handlebars by pressing the lock level into place. The bars are not locked until the knob on the right side of the level clicks into place. To unlock the handlebars, press the knob on the right side of the lever down then pull on the lever to release the lock and allow you to fold up the bar. See section 1.3 for recommendations for proper handlebar height settings.



### Step 4 – Adjust the Height and Rotation of the Handlebars

Make sure the latch on the top of the handlebars is open. Grab the grip and rotate the bar so that the reflector is facing forward and the brake levers are in a comfortable position. Close the latch on top of the bar.

If the latch is too difficult to close, slightly adjust the tension knob located underneath the latch. Make sure that the latch closes very tightly so that the bar cannot rotate. If the bar can be moved, open the latch, tighten the tension knob slightly, reclose the latch and test again. Once the bar is secured, the height of the bar can be adjusted using the latch located between the bar and the frame. See the next section for recommendations for proper handlebar height settings.



### Step 5 – Adjusting the Seat

Locate the latch under the seat and open. Slide the seat up to the desired height. Confirm the seat is aligned properly with the frame then secure it in place by closing the latch. If the pole is not securely locked in place with the latch, open the latch and adjust the tension knob until the seat is completely immobile with the latch closed. See the next section for recommendations for proper seat height settings.



## Recommended Height Settings for Seat and Handlebars

NOTE: The correct fit is an essential element of bicycling safety, performance, and comfort. Making the adjustments to your electric bicycle which result in correct fit for your body and riding conditions requires experience, skill and special tools.

### Stand over height

Stand over height is the basic element of electric bike fit. It is the distance from the ground to the top of the bicycle's frame at the point where your crotch would be if you were straddling the bike and standing half way between the saddle and the handlebars. To check for the correct stand over height, straddle the bike while wearing the kind of shoes in which you'll be riding and bounce vigorously on your heels. If your crotch touches the frame, the bike is too big for you and would not be safe for you to ride. Please contact TotemUSA to return this bike for a full refund.

### Saddle (Seat) Position

Correct saddle adjustment is vital to getting the most performance and comfort from your bicycle. The saddle can be adjusted in two ways:

Vertical Adjustment - This adjustment is usually all that is required for most riders. To make this adjustment, use the latch shown in Step 5 above.

To check for correct saddle height, follow the steps below:

- Sit on the saddle
- Place one heel on a pedal
- Rotate the crank until the pedal with your heel on it is in the lowest position
- Check the extension of your leg. If the saddle is in the correct position, your leg should be slightly bent. If your leg is nearly straight, then the saddle should be lowered. If your leg is bent more than 30 degrees, it should be raised. Between these two extremes, you should ride it to find the comfortable position for your riding style.

**WARNING:** Check to make sure you have set the seat between the Minimum Insertion and Maximum Extension marks! Extension of the post outside of this range will put you at risk damaging the bike and injuring yourself.

**Saddle Angle Adjustment** - The saddle angle can also be tilted forward or backwards to help you get the optimal position on the bike. This is not usually required, but can be adjusted with a size 6 metric Allen (hex) key on the underside of the saddle.

**WARNING:** After any saddle adjustment, ensure that the saddle is properly and securely tightened before riding. A loose saddle clamp or seat post binder can cause damage to the seat post and loss of control while riding. A correctly tightened saddle will have no movement in any direction.

Before riding, the tires **MUST BE FULLY INFLATED to 60 PSI**. Failure to do this could result in damage to the tire and tube.

## Digital Display and Control Unit

The digital display is located on the left side of the handlebar. When the power is off, you will see a blank screen.



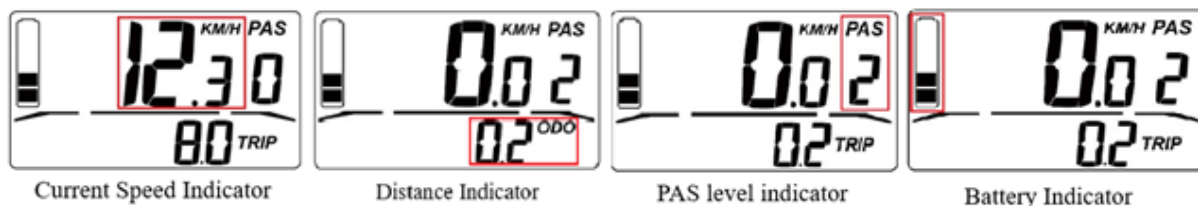
To turn the bike's battery on, locate the power switch on the front left side of the frame. The circle indicates the "off" position and the line represents the "on" position. Toggle the switch to "On."

Once the switch is toggled to the "On" position, locate the power button for the digital display on the top left corner of the display module.



### Display Items

When the display is turned on, you will see the home screen showing the current battery charge, current speed, pedal assist level, and either the odometer or the current trip distance.



The display automatically cycles between displaying the odometer or the current trip distance every 5 seconds.

### Activating the Backlight

To turn on the digital display backlighting, simply press and hold the DOWN (-) button for 3 seconds and let go.

To turn the backlight off, press and hold the DOWN (-) button for 3 seconds and let go.



### Pedal Assist (PAS)

Press and release the UP and the DOWN button to change the PAS level. The available settings are 0-5. Setting it to "0" disables the PAS and Throttle modes, putting the bike in full manual (pedaling) mode. Modes 1-5 changes the amount of additional the thrust the motor provides (1 being the lowest and 5 being the highest). These can be changed at any time while riding.



## Auto (Throttle) Mode

Both CS models come equipped with a thumb paddle style throttle located underneath the display on the handlebars.

This throttle control functions as an “on and off” function rather than a variable increase in speed like traditional twist style throttles found on motorcycles.



To engage the full assist mode using the throttle, simply begin moving the bike forward by pedaling, then press the thumb paddle forward, and you can stop pedaling. The bike needs to be moving forward before the full assist will engage; it will not take off on its own from a stand-still. This feature was designed as a safety measure.

To disengage the full assist mode using the throttle, simply let go of the throttle and the motor will disengage. You can also use the brakes to disengage the motor.

Note: the PAS level setting must be set on a value from 1-5. Setting it to 0 will disengage auto mode.

## Understanding your Battery

**Safety** Lithium-ion batteries have a high energy content when charged. The contents of these cells can be flammable in the right conditions. These batteries should always be handled and stored carefully. Temperatures below 15° F and above 140° F should be avoided. Avoid mechanical stresses such as dropping your battery on hard surfaces. Avoid coming in contact with moisture; always remove the battery prior to washing your bike. Note: The CS models are protected from normal wet riding conditions by a rubber gasket. NEVER open the battery's black plastic housing. Failure to do so will void any warranty, implied or otherwise.

**Charging** The 36V lithium-ion battery included with your new bike ships partially charged. Batteries should be charged in a dry location at room temperature. The best charging practice is to fully discharge the battery, then fully charge it. The charger is equipped with over-current protection for safety. The LED light on the charger is red during charging and green when fully charged. Once the battery is fully charged it should be removed from the charger. Never leave a battery connected to a charger for long period of time unattended. Charging time depends on the battery capacity, but typically can be charged from zero to 100% in 6 hours.

**Distance** There are many variables that can affect the total range on a fully charged battery. Environmental factors that affect distance are road surface type, terrain type (including steep hills), frequent stopping and starting, temperature, and wind. Rider variables including total weight and riding posture will affect the range. Bike factors such as tire tread, gear shifting, and the level of selected pedal assist will all influence the total range. On average, you can expect to travel 40 miles or more on a fully charged battery using pedal assist.

**Lifespan** The "power loss curve" for lithium-ion batteries is a depiction of how the battery loses its full potential over its lifetime. This is a gradual curve downward caused by many variables such as charging habits, work load, temperature, and age. During the initial 500 charges a single charge may last 4 days or 40 miles. Over time, it may drop to 80% of the original potential, then 70%, and so on until the battery must be charged too frequently to use. Near the end of the usable life of the battery, a typical 6 hour charge may only result in a 10 mile range. Lithium-ion batteries degrade over time, even if you don't use them.

**Storage & Transport** Optimal storage locations are dry, well-ventilated areas with smoke detectors. NEVER store your battery near heat sources or flammable materials. Avoid storing the battery inside the bike in direct sunlight. For long periods of storage, the battery should have a 50% charge. Prolonged storage in a fully charged or discharged state will decrease the life of the battery. We recommend that the battery be removed from the bike for transport.

**Replacement** Additional batteries and chargers for both the CS-240 and CS-260 are available for purchase on our website at [www.totemusa.com](http://www.totemusa.com) Batteries that can no longer

be used should be properly disposed of at a recycling facility.

## CS-260 Basic Maintenance

Proper maintenance and cleaning of your Totem USA CS-260 will extend the life and function of your bike. A well-maintained bike will keep you out on the road for many years to come. An improperly maintained bike can lead to a whole host of issues both mechanically and electrically. We strongly encourage our customers to follow the basic maintenance procedures outlined below.

Useful tools:

- Metric Allen wrench (hex key) set
- Multi-tool
- Phillips and flathead screwdrivers
- Bike lubricant
- Bike chain degreaser
- Small brushes for cleaning
- Bike tire pump

The CS-260 ships fully assembled with the exception of the pedals. Although not required, it is a good idea to fine tune the bike, either by yourself or with a bicycle mechanic, upon arrival as things may have moved during shipping.

We recommend that the tires be inflated to 60 PSI before your first ride. It is very important to maintain proper tire pressure for both safety and performance.

Bicycles tend to last longer when they are stored inside. When constantly exposed to the elements, the life expectancy of the bicycle's electrical system, chain, braking system, and paint finish all greatly diminish. Similarly, bicycles ridden in wet and dirty conditions will require more cleaning and service to properly maintain.

**Before each ride:** Check the tire pressure of both the front and rear tires. Look at the tread on the tires for embedded debris to avoid getting a flat tire while riding. Check the quick-release adjustment points on the handlebars and seat post to make sure they are tight. Check both the front and rear brakes to make sure they are fully engaging. Visually inspect the bicycle chain to make sure it is properly lubricated. Do not use products like "WD-40" to lubricate your bike chain. These lubricants do not last in outdoor environments and can actually remove the thicker grease needed for proper lubrication.

**Monthly:** Wipe the bike frame down with a cloth to remove and build-up of dirt and debris. Visually inspect the bike for signs of wear including loose screws, or cracks or dents at stress points. Using a brush, rag, and degreaser, wipe the dirty grease build-up from the chain, chainring, and rear sprockets. Make sure to re-grease these parts after cleaning to maintain proper lubrication. Check the spokes on the tires to make sure they aren't loose. Rotate each wheel off the ground to make sure it is rotating true and not wobbling. Lastly, using wrenches and screwdrivers make sure that all the connection points are securely tightened around the bike.

**Annually:** Check the bike for signs of corrosion and rust. Visually inspect the brake system cables and brake pads or discs and replace as needed. Inspect the tire tread for signs of uneven wear and dry-rotting, and replace as needed. Clean, degrease, and apply fresh clean lubricant to the chain and sprockets. Using a wire brush, remove any signs or rust or corrosion from metal parts. Check and re-grease the bearings in the pedal crank. Check all

connection points and accessories for signs of wear.

### **Warranty Information**

Please refer to our website at [www.totemusa.com](http://www.totemusa.com) for current Warranty information.

Visit our website to get additional information:  
[www.totemusa.com](http://www.totemusa.com)

ANY ISSUES OR  
FOR FURTHER ASSISTANCE  
PLEASE EMAIL:

[Support@TotemUSA.com](mailto:Support@TotemUSA.com)

Or Call Us at  
(812)807-1570