User’s manual



WY4000DT-110

PREFACE

Thank you for your purchasing the electric scooter Civitas, and sincerely welcome you to join the user of ours. To enjoy a more safer and pleasurable driving， at first please familiarity with the manual must carry on before driving. Your personal safety depends not only the vigilance and familiar operation skills, but also relates to whether you are familiar with the mechanical performance. Before driving, check-up and periodical maintenance are basic requirement. If maintenance and repair needed, go to our service center for help. If you know the mechanic knowledge and have the tools, the dealer can offer you help with the maintenance and repair, like providing the parts catalogue and the spare parts.

This manual explains in detail the correct operation and maintenance, together with the expectation for your long-time use. Modifications in specification could cause the discrepancy with some figures and content in the manual, we feel sorry for that and hold the final right of interpretation.

Have a good enjoyment and thanks again for your purchasing.

The important points to attention

- The driver and passenger

  This electric scooter is limited to one driver and one passenger (except children younger than 12 years old). Never exceed the max load capacity of motorcycle.

- For the safety, avoid driving the electric scooter in atrocious weather or cold weather (under -12℃).

- For the road condition

  Only drive on the highroad.

- The caution banners about the safety or environment protection stick to the sundries box cover, the rear carrier, and rear fender, etc. (Being visible before or during driving)

- Modifications in specification could cause the discrepancy with some figures and content in the manual, we feel sorry for that and hold the final right of interpretation.

- Please read the user's manual carefully

  You must pay attention to the warning sentence or paragraph.

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I. The main parts & subassemblies



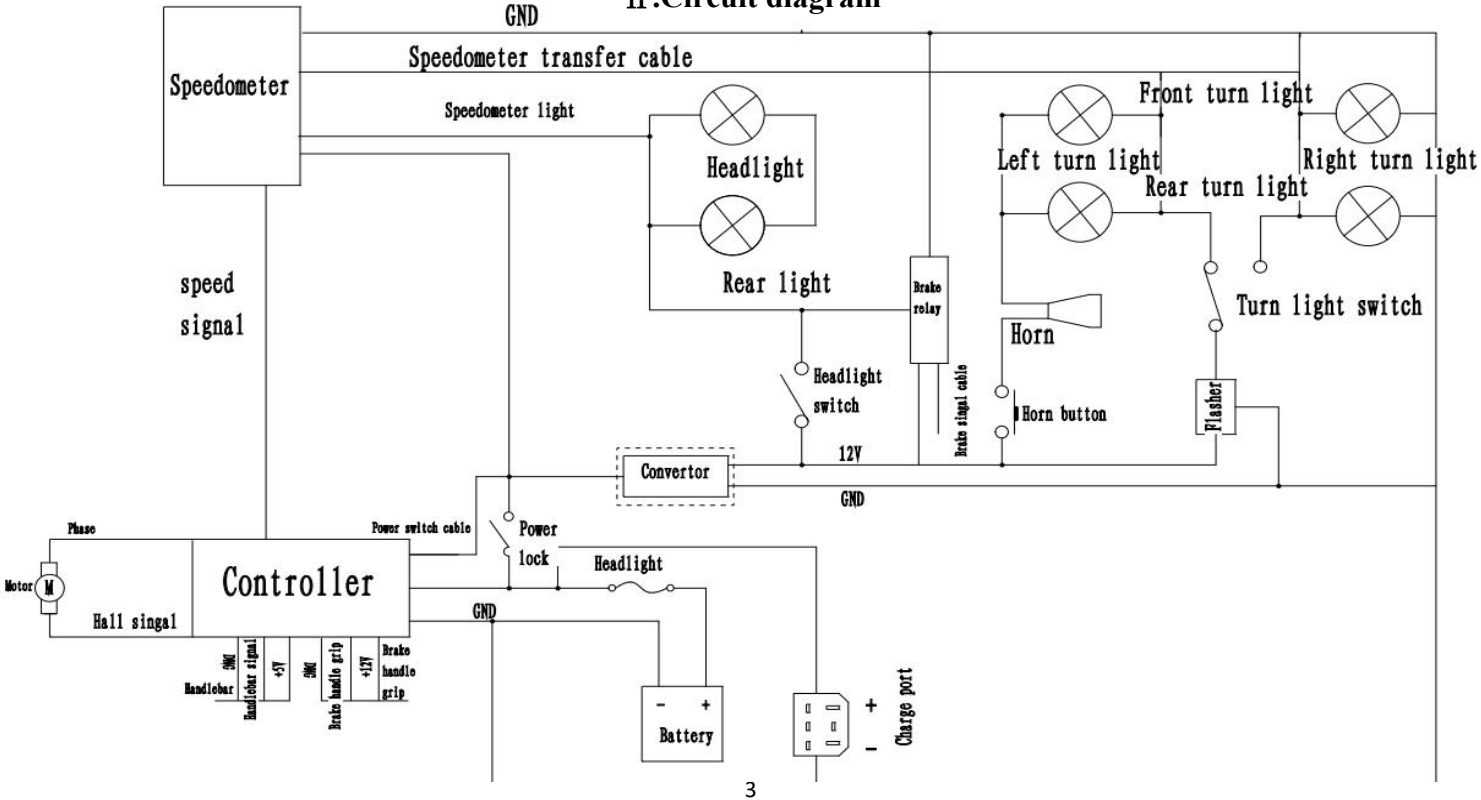
Main parts of electric scooter introduction

1. Mirror 2. Head cover 3. Headlight 4. Front cover 5. Front fender 6. Turning signal light 7.Seat 8.Charge port 9. Rear carrier 10. Rear fork 11.Motor 12.Side stand 13. Front suspension 14. Front tyre

Please regard the scooter as standard if some parts are different due to later improvements or updates, the brochure for reference only.

Specific spare parts refer to the after-service parts list.

Ⅱ.Circuit diagram



III. Parameters

Main parameters		
1	Item	Specifications
2	L×W×H（mm）	1900×680×1160
3	Wheel base（mm）	1390
4	Ground clearance（mm）	160
5	Net weight（without battery）（kg）	75
6	Max load（kg）	150
7	Max speed（km/h）	45
8	Climbing Performance（°）	≥10
9	Brake mode	Hand brake（disc/disc brake）

10	Rear fork	Aluminium
11	Battery	60V26Ah
12	Battery weight（kg）	9
13	Front wheel size	12×2.75
14	Front/rear tyre size	120/70-12
15	Front/rear pressure (KPa)	250
16	Front turning signal light	12V 2.2
17	Rear turning signal light	12V 1.5W
18	Rear light/brake light	12V 2.5W/3W
19	Front position light	12V 3W
20	Mileage（km)	≥50

21	Headlight	12V35W/35W
22	Max load (for luggage)（kg）	5
23	Motor power（W）	1500
24	Controller	60V 40A
25	Charge cycles	500 times

IV. Daily details checking & adjusting

1、Brake system checking & adjusting

1.1 Check brake system, if in good condition; if power cut when brake the scooter

1.2 The scooter will stop working safety within 3.8 meters when you are driving the electric scooters at a speed of 20km/h on arid-road with suddenly brake. If the distance more than 3.8 meters, please adjust the front and rear brake, specific solutions refer to condition 1.3. Please replace the broken brake pad in appointed service shop.

1.3 Front and rear brake checking： Handle the grips, as Fig 3-1 showed, the range from the handle grip to brake level is 10mm-20mm (no more 25mm).

Measure if the range is as stipulated.

Fig 3-1



1.4 Check if front and rear brakes are touching tyres； Check if there has a noise when running the tires(Fig 3-2 and Fig 3-3), if yes, pls repair it.

Fig 3-2





Fig 3-3

1.5 Checking if the disc brake pads are in different shape or with other foreign matters, etc.

2、Fixture checking

2.1 Check if the screws of motor, front tire,rear fork,front/rear suspension are flexible.

2.2 Check if the handlebar,front forks assy are flexible.

2.3 If there any parts are flexible, please tighten them on your way; if can not, please repair them at local after-service shop.

3、Battery volume

3.1 When driving the electric scooter, check the speedometer indicator, when it points to “H” , it means power enough; when points to “L”, it means lower power, please charge the battery immediately.

3.2 Please check the battery power before driving to avoid low power on the way.

3.3 You can charge the battery after each time driving, but you must charge it when the indicator points to “L”.

4、Tyre pressure checking

4.1 You can check if the tyre pressure is around 250Kpa by piezometer.

4.2 Or you can check by sitting on the electric scooter, if the tyre changes, please inflate the tyres.

5、Operation & signal system checking

5.1 Checking if the handlebar operates flexible.

5.2 Check if the speed adjustment handle is normal working.

5.3 Check all the lights, which is including turning signal lights, brake light, headlight, horn and etc.

5.4 Please repair the electric scooter when it have any problems.

6、Anti-theft system checking

6.1 Please check the lock, lock, cover and check if the anti-theft system is useful.

6.2 Please repair the electric scooter when it have any problems.

Ⅴ. Operation points& warnings



Fig 4—1

1、Functions for some parts

As the photo(Fig 4-1) showed, some parts and their functions are as follow:

1. Rear brake handle grip 2. Dimmer light switch 3. L&R turning signal light switch 4. Horn switch 5. Turning warning light
6. Dimmer warning light 7. Power meter 8. Speedometer 9. Double-flash light switch 10. Front light switch
11.Speed adjust switch 12. Front brake handle grip 13. Speed adjust handlebar 14.Charger port 15. Lock 16. Rear view mirror

1.Rear brake handle grip: which controls rear disc brake and for brake power off controlling. When handle it, the rear controller works but rear tire stop working, at the same time, brake light on, motor stop working.

2.Headlight switch and dimmer light switch: when parking at night, please change the headlight switch to the first gear position, then the speedometer light and rear light on; if change to the second gear position, high and lower beam lights work; "≣D": high beam light; "≣D":lower beam light. Attention: when driving at night, please turn on lower beam light to avoid oncoming scooters/cars for security.

3.Turn light switch: when you want turn left/right, please turn on the turning lights. R: Right turning light; L: Left turning light.

4.Horn switch:turn on the electric horn switch, it works.

5. Turn signal light: turn on this switch, speedometer signal light on.

6.High beam signal light: when turn on the high beam light switch, “≣D” position on which will show in the meter.

7.Coulombmeter:it shows the pressure of the lithium battery, “H” shows high pressure, fully power; “L” shows low power, please charge the battery immediately.

8.Speedometer: it shows the speed(km/h) and total driving distance.

9.Double flash switch: when turn on the switch, front&rear turning lights on together.

10.Headlight switch: turn the switch to the left position, headlight works.

11. Variable speed switch: turn on the “s” button, the speed changes from fast, middle to low circularly.

12.Front disc brake handle grip:which controls rear disc brake and for brake power off controlling.When handle it, the front controller works but front tire stop working. Pay attention to the point when you in emergency, please use front and rear disc brake handle together for safety.

13.Speed adjust handlebar: which controls the motors' revolution speed.

14.Charger port (inner luggage or on the central cover):when not charge the battery, please use rubber to plug the port.

15. Lock: it controls power switch. If in any dangerous situation, please turn it off.

16. Rear view mirror: check if there have any passers-by nearby.

17.Shutdown switch(inner luggage): it controls main power switch, please turn off after parking.

2、Points before driving

1. As Fig 4-2 showed: don't turn the handle grip before you seat on the scooter safely. In right operates before driving.



Fig 4-2

2.As Fig 4-3 showed: seat steadily before driving, please adjust the speed softly instead of adjusting suddenly.



Fig 4-3

3.Check near passers-by, if possible, turn on the horn switch before driving.(As Fig 4-4 showed, horn switch, left/right turning light switch indicates).

Fig 4-4



4.Speed adjust operates(Fig 4-5): internal turning(speed up);external rotation(speed down), adjust the speed depends on the road situation and environment.



Fig 4-5

5.Instruction for brake(as Fig 4-6 showed):use the brake device slowly in order to slow down the speed. If emergency braking,please handle both of front and rear brake together for safety.



Fig 4-6

6.Parking

(1)Make the signal:turn on the turning lights to make the signal in advance.

(2)Turn back the handle grip, keep the front and rear braking together to make the signal..

(3)Finish parking, turn off the signal light, turn off all the lights and get back the key.

(4)Set the main stand up.

(5)As Fig4-7 showed: please parking the scooter on flat ground, parking somewhere far away from children.



Fig 4-7

(6)Lock operation: see as Fig 4-8 showed:

a)Turn the scooter into left direction.

b)Insert the key from position “OFF”, press the key then turn it back.

c)Turn the key to the position ”LOCK”.

d)Take out the key, press the button as Fig4-9 showed.

e)Turn the key to the right direction to relieve the lock, as Fig 4-10 showed.



Fig 4-8



Fig 4-9

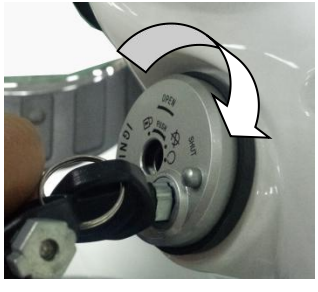


Fig 4-10

7.Seat lock operations, see as Fig 4-11 and Fig 4-12 showed:

(1) Insert the key, turn it to left side until the seat open.

(2)Put the seat down, or press to lock it.



Fig 4-11



Fig 4-12

3、Points for other parts

1.Charge port(see as Fig5-1 showed), when charge the battery, please see following instructions:



Fig 5-1

(1) Insert the charging plug to charge port;

(2) Insert charger attaching plug connect with AC220Vsocket;

(3) When the charger light from red change to green, which takes around 6-8 hours, it means finish charging.

(4) Please pull the AC 220V socket first, then charge port socket. Hide the port with rubber.

Notice：

- **The charger is produced by our own company only, which has online charge-protection function and can extend the lifetime, please don’t use other chargers.**
- **Charge the battery under good conditions.**
- **If you will not use the lithium batter for long time, please charge it once time per two months to keep it in fully power.**
- **Please charge the battery after each driving, which is good for lifetime extending.**

2.Front and rear brake device

(1) The left handlebar controls rear brake, right handlebar controls front brake.

(2) When braking,please operate both of front and rear tires together. Otherwise, only front or rear braking is dangerous.

(3)Caused bad weather(such as rainy, snowy or frozen or day), please driving in slow speed for safety. And the braking distance is twice times as usual.

4、**Attentions when driving the scooter**

1.Obey the traffic rules seriously.

2.Payload for electric scooters is same as gasoline scooters, no children allowed.

3.One-handed operates the scooter is prohibited.

4. Please slow down the speed when you driving under bad condition.

5.One-handed braking is prohibited when driving in high-way or downhill.

6.Turn on the light when driving at night, warning passers-by all the time is necessarily.

7. Please do not drive the scooter when you face following conditions:

a) Lights can not work as normal.

b) Brake system doesn’t work.

c) Rear light and headlight don;t work, driving at night is prohibited.

d) Main structure parts(such as frame, front fork, motor, tires, etc) with bad qualities.

8.Driving in slow speed under following conditions:

a) Bad weather(including frozen, rainy, snowy etc).

b) Crowded areas, crossing areas and somewhere warning in slow speed.

c) Scooters with problems.

9. In order to save the power, please reduce the times for braking operates.

10. When driving in rainy days, please make sure the under parts will not get wet.

11. When you driving with heavy load or climbing, it is a normal phenomenon that the motor stop working suddenly.

Ⅵ.Maintenance & repair rules

1.For scooter itself

1.Turn on the power switch, if cable works, the power light on.

2.Maintenance for all lights: set the main stand up, turn all the lights on, check if all work; check the handlebar, keep brake to check if the brake light works.

3.Handlebar checking: set the main stand up, take the front tire off, turn the handlebar to check if it is working flexible.

4.Tires maintenance: check tires pressure, if wheels are distorted.

5.Main parts: check if the frame, motor, front tire, front fork, front and rear suspension have any problems. If problems exist, please repair the scooters at local after-service shop.

6.Fixture part checking: use spanner to check all the screws of front wheel axle, motor, front and rear suspension and rear fork.

7. Keep clean and lubrication

a) Clean the plastic parts gently by mull and keep dry at once.

b) For alloy parts, keep dry and add some slushing oil after finish cleaning.

c) Cleaning the tires which driving through acid and alkali liquor areas.

d) Add some Lubricating oil to the parts such as front and rear axle, shock absorber, etc.

e) Cleaning the scooter by high-pressure spray nozzle is prohibited.

8.Storage: please pay attention to following spare parts maintenance when you leave it alone for long time:

a) Check the scooter every three months.

b) Remove the battery, charge in fully power and be placed in cool and dry place.

c) Check the tire pressure.

d) Parking the scooter in cool and dry place.

2.For motor and controller

1. Function of overloading protect: when driving overload, the motor will stop working.

2. Function of under-voltage protection: when battery voltage is lower than it's lowest voltage, the controller stop working.

:Avoid harmful elements such as acid and alkali matters.

3.For battery

The lithium battery, called sealed maintenance-free, which is capaciousness and has longer lifetime, offered by Wangye motorcycle only.

1.Checking: when the speedometer indicator showed in “H”, it means fully power; “L” means low power.

2.If the green light on when charging. If not, please check and repair it.

Maintenance:

1.Please charge the battery after each driving to extend the battery. Charge time shall be longer than 6 hours once a week.

2.Please charge the battery once the speedometer indicator in position “L”.

3.Storage under fully-power, charge once a month.

4.Storage placing requirements: far away from all inflammable matter, placed in cool and dry place.

5.Charge the battery immediately after driving in summer is prohibited.

6. Use Wangye charger only.

4.For charger

1.Take the charger apart by users is prohibited.

2.Charging process: when charge the battery, the red light on; red light changes to green light, which means battery with full power.

3.When charging under unstable areas, suggest using small power stabilizer. When the pressure is high than AC220V ± 20%, the charger will be broken easily.

4.When charging the battery, do not cover something in the battery.

5.Using the charger under well-ventilated condition.

6.More details for protection and repair.

Checking：● Maintenance：◎ Cleaning：▲ Lubrication：△

Items	Everyday	Each month
1.Handlebar works flexible	● ◎ ▲	● △ ▲
2.All lights working normally	● ◎	● ▲
3.Tires working normally, tires pressure checking	● ◎ ▲	● ◎ ▲
4.Check if the main structure parts are deformation and crack	● ◎ ▲	● ◎ ▲ △
5.Check the brake	● ◎ ▲	● ◎ △
6.Check the function of current-limiting and low-voltage protection	●	● ◎ ▲
7.Check the lock	●	● ◎ ▲
8.Check the charger	●	● ◎ ▲
9.Check the battery	●	● ◎ ▲

Please check the scooter as aboved details.

5.Assembly instructions

We took rear mirrors, battery apart for convenient shipping, please make completely assemble for safety driving. Assemble details as follow:

1.For mirrors assemble: check the thread of the screws, suitable torque is 20—25N.m.

2.For battery assemble: check if the battery is in good fixture before assemble.

3.Please set the main stand before make completely assemble.

VII. Solutions for normal problems

Problems	Reasons	Solutions
1.Start the motor, speedometer no any indicators	1.Power switch has a problem/poor connection; 2.Bad connection for battery output; 3.Circuit device broken	1.Check and change a new one; 2.Check and change a new one 3.Turn on the switch
2.Only power light showed in the speedometer	1.Transverter broken; 2.Other parts be loosen	1.Check and change a new one; 2.Insert again/change a new one
3.Motor doesn't work	1.Some parts of speed adjust devise/motor/controller be loosen; 2.Scooter is in braking, power off status; 3.Controller broken	1.Check and change a new one; 2.Check if return the brake/ if broken, change a new one; 3.Change a new controller
4.Can not charge the battery/battery showed low power all the time	1.Some parts are loosen; 2.Charger malfunction; 3.Charge light doesn't work; 4.Battery broken	1.Check and change a new one; 2.Change a new charger; 3.Check in-put voltage; 4.Change new battery

5.Fully time charge, shorter range	1.Low power before driving; 2.No enough tires pressure; 3.Battery broken; 4.Overload/brake too many times, etc.; 5.Can not charge the battery	1.Check the power, fully time charging before driving; 2.Fully pressure; 3.Battery changing; 4.Driving slow down,reduce braking times; 5.See problem point 4
6.Fixture parts loosen	1.Loosen; 2.Sliding wire	1.Make them tight; 2.Change same size, but high quality one