If you own a smart phone be sure to utilize the QR code that is attached to the pole of the Fix it Stand in the Academic Village Courtyard. The QR code will link you to a website that provides you with the tips and steps on basic maintenance found below and more. If you get a chance to visit bicyclerutor.com/guide on a computer you will find all the same links that are available on a smartphone.

**Pumping Up Your Tires**

- Find the air pump located at the base of the Fix It Stand. There are two holes on the air pump head. One for a schader valve and the other for a presta valve. Schader valves are the standard valves found on most tubes. Find the correct PSI for your tube (it should be printed on your tire) and then attach the pump head to the bike valve. Lock the air pump head by pushing the lever down. Then pump your tires until you have reached the required PSI for your tires.

**Fix a Flat**

- First remove the wheel that has the flat from your bike then remove the valve cap on your tire and fully deflate the tube by depressing the valve stem with the hooked end of your tire lever.
- Now it’s time to remove your tire, one side at a time. Choose a section of tire that is away from the valve and hook the tire lever (second tool from the right shown below) under the bead, directly in line with one of your spokes. Pry one side of the tire bead over the edge of the rim. Next run the tire lever around the rest of the rim to pull the whole side of the tire over. After you have removed one side of the tire, the other side should come off very easily.
- Now inflate the replacement tube so it is round and place it evenly into the tire. The first bead of the tire should fit easily onto the rim. Make sure you line up the valve stem with the rim’s valve hole.
- Carefully fit the valve through the hole and place the cap on to keep it from falling out again.
- The outer bead is harder to install, although most tires can be re-installed by hand. Starting at the valve, work the bead onto the rim using both of your thumbs.
- You should never use tools to install the tire, but very tight tires may need some help.
- Once the tire is seated, inspect the outer edge on both sides to make sure it sits evenly all the way around, and push the valve down into the tire to make sure it didn’t get caught between the tire bead and rim.
- Inflate the tire to the recommended pressure, which should be printed on the side. Make sure to inspect the tire a few times while you are inflating, to make sure the tire remains seated properly and doesn’t start to bulge anywhere.
- Once the tire is fully inflated, install the valve cap and put the wheel back on your bike.
Fixing a Popped Bike Chain

- Stop riding your bike! A bike chain that has popped off can get stuck in your sprocket (also called a cassette) and cause expensive damage to your bike.
- Lay the loose chain on top of your front sprocket or rear sprocket depending on which one it has fallen off of. If it did fall off your rear sprocket be sure to use the smallest chain ring when laying the chain on the sprocket.
- Once in place lift the rear tire and move your pedals. The chain should fall into place naturally with motion.
- If your chain is making a rubbing or clicking noise it is because your shifter is not aligned with your chain. Move your shifter to be on top of your chain to stop the grinding with the gear shifters on your handle bars.
- And finally remember to grease your chain on a weekly or monthly basis to help prevent it from popping off!

Bike Diagram