



# INSTRUCTION MANUAL

Golf cart | Sightseeing bus | Utility vehicles



Dear Users,

Thank you very much for being a user of our electric vehicle. The vehicle uses advanced electric drive technology, innovative design, professional painting and high-strength steel to make our vehicles more stylish, reliable, and performant. Our vehicles are light in weight, strong in gradeability, zero pollution, low in noise, easy to charge and have good braking performance.

In order to help users properly operate and maintain the vehicle, make the vehicle play the best performance and prolong its working time, this operation manual is specially prepared. Please read carefully.

Since our products are constantly being optimized, if you find that the actual product is inconsistent with the description in this manual, please refer to the actual product.

Note: This product is designed and produced for use scenarios such as golf courses, amusement parks, tourist attractions, hotels, resorts, communities, shopping centers, and transportation hubs.

## IMPORTANT MANUAL INFORMATION

Particularly important information is distinguished by using the following symbols and notes :



THE SAFETY ALERT SYMBOL  
ATTENTION! BE ALERT! YOUR  
SAFETY IS INVOLVED!



### WARNING

Failure to follow warning instructions could result in severe injury or death to the electric vehicle passengers, by standers, or the person driving the electric vehicle.



### CAUTION

This message describes special precautions that must be taken so as to avoid damage to the vehicle.

### NOTE:

This message provides additional main information.



### WARNING

Read and understand the manual completely before operating your electric vehicle.

### NOTE:

Even though this manual contains the latest product information available at the time of printing, there may be minor discrepancies between your electric vehicle and this manual. If you have any question concerning this manual, please contact us and we will work it out.

This manual should be considered as a permanent part of your electric vehicle and should stay with the vehicle when the vehicle is resold.

## Index

• Important Labels	1
• Safety Operation	2-3
• Whole structure and specifications	4
• Operation and control	5-6
• Pre-operation	7-9
• Maintenance	10-16
• Storage	17-18
• Warranty and after-sale service	19-20



## IMPORTANT LABELS



### ⚠ WARNING

Please read the attached labels carefully before driving the electric vehicle, and promptly replace any label that is damaged or removed.

### ① OPERATION INSTRUCTION


Read the manual and safety instruction labels on the electric vehicle before driving:

- Be sure that passengers are seated stably.
- Select "forward" or "reverse" key.
- Tread the accelerator to start moving; and tread the parking pedal to stop.
- Please drive safely according to the terrain, visibility and driving experience.
- Please drive carefully in the crowded and slippery places.
- When parking, please tread the parking pedal and draw up the handle of hand brake. When starting the vehicle, please release the handle.



### ② ⚠ WARNING/ATTENTION

EXPLOSIVE GASES	SULFURIC ACID	ELECTRICAL SHORTS
		
Keep them away from the battery as they can cause an explosion if they are close to the battery.	In batteries will burn skin, eyes, and clothing. Do not tip batteries. Keep vent caps tight and level. In event of injury, flush with physician immediately.	It can result in burns. Do not make connection between positive and negative battery terminals.

⚠ WARNING	⚠ WARNING
<p>Please read the safety and instruction labels on the steering wheel before operating;</p> <ul style="list-style-type: none"> <li>• No extra passengers can be allowed;</li> <li>• Start the vehicle until all passengers are seated well;</li> <li>• Tread the parking pedal before leaving the vehicle;</li> <li>• Pull the main switch and turn the key off when not using the vehicle;</li> <li>• The passengers should be seated stably and hold the armrest tight;</li> <li>• Keep hands and feet inside the vehicle.</li> </ul>	 <p>Windshields do not provide protection from other flying objects.</p>

## SAFETY OPERATION

### Before operating:

1. Read this manual and all the other operations or labels marked on the vehicle body before operating.
2. Only authorized people should drive the vehicle only in the designated area.
3. Do not overload.
4. Do not drive the vehicle if drinking any alcohol or have any drugs which could distract the driver's vision and judgment.



### When operating:

1. Keep your body in the vehicle and keep well-seated when the vehicle starts moving.
2. Do not start the vehicle until all passengers are seated.
3. Keep your hands on the steering wheel and your eyes on the path ahead.
4. Be especially careful when backing the vehicle in crowded places. Please keep watching back and roll back slowly.
5. Avoid sudden start and brake.
6. Please accelerate or decelerate the vehicle according to the ground condition.
7. Do not turn the steering wheel too sharply at high speed.
8. Keep driving slowly straight up or straight down, not at one same angle when on slopes.
9. Do not overload or make any modification towards spare parts without prohibition.

## SAFETY OPERATION



### ⚠ WARNING/ATTENTION

1. Keep your hands on the steering wheel and your eyes on the path ahead.
2. Be especially careful when backing the vehicle in crowded places. Please keep watching back and roll back slowly.
3. Avoid sudden and strong shock of the vehicle and change to the proper speed according to the ground condition.
4. Do not turn the steering wheel too sharply when at high speed.
5. Keep driving slowly straight up or straight down, not at one same angle.
6. Do not make any modification or addition about the operation safety and loading capacity, and this whole manual.

## WHOLE STRUCTURE AND SPECIFICATIONS



### Whole structure:

- |                     |                     |                       |
|---------------------|---------------------|-----------------------|
| 1. top roof         | 9. side cover sheet | 17. accelerator pedal |
| 2. rear tire cover  | 10. rear body cover | 18. armrest           |
| 3. side mirror      | 11. steering wheel  | 19. front tire        |
| 4. windshield       | 12. steering column | 20. rear tire         |
| 5. windshield frame | 13. power indicator | 21. tail light        |
| 6. head light       | 14. brake pedal     | 22. Bag Strap Holder  |
| 7. front bumper     | 15. key switch      |                       |
| 8. front cover      | 16. switch F/R      |                       |

## OPERATION AND CONTROL



### Turning On Main Switch

1. Shifting the switch to RUN position then can turn on the power supply of vehicle.
2. Shifting the switch to OFF position then can turn off the power supply of vehicle.



### Key Switch

1. Plugging in the key and turn right then can turn on the key switch (Note: Shifting the F/R switch to the middle position before turning on Main switch).
2. Turning left and then can turn off the switch. Switch can be removed only at this state.



### Forward/Reverse Switch

The Forward/Reverse Switch is used to shift the car to forward, reverse or stop. Forward for upward, Reverse for downward, Park for middle. When choosing reverse switch, the reverse buzzer sounds.

### WARNING

Completely stopping vehicle before shifting F/R switch. When shifting F/R switch, please turn switch to middle position for 2 second at first, then choosing Forward switch or Reverse switch. Don't shifting F/R switch in a hurry in case that the sensor will be burnt or switch will be out of use.

## OPERATION AND CONTROL



### Voltage Indicator

Voltage Indicator is to show the electricity and remains custom to charge on time. The voltage will show fully charged when charging enough time.

1. Electricity display reduce with the consumption of electricity during working;
2. When electricity is close to little electricity warning, it was showed by moving between first space and second space;
3. When electricity enters into under-electricity warning, it was displayed by flashing of first space in left.



### Accelerator pedal

Turn on the key switch, choose forward or backward, release brake, put your right foot on the accelerator pedal, soft step down the pedal to start the vehicle.

Attention: don't step down the pedal to the end in rush.



### Head light and turning light switch



### Stop pedal

## PRE-OPERATION

Pre-operation checks should be made each time you use your electric vehicle. Get in the habit of performing the following checks in the same way so that they become second nature.

### WARNING

Be sure that the main switch key is removed before performing the pre-operating checks to prevent accidental starting, and apply the parking brake to keep the vehicle from moving.

### PRE-OPERATION CHECKLIST

Before each use, please check the following:

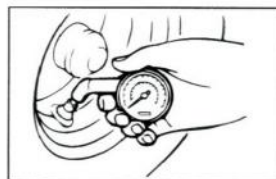
- ◆ Batteries
- ◆ Tire condition
- ◆ Steering system
- ◆ Back-up buzzer
- ◆ Pedal operation
- ◆ Body and chassis
- ◆ Seat

Opening the seat for checking and service.

### Battery

Charge batteries before every use, please refer to "Battery charging". Check that the batteries are held securely in place to prevent the batteries from vibration or jarring. Also check that no prevent battery acid from spilling from the battery. Check the battery terminals for corrosion.

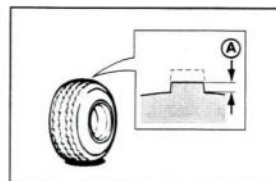
## PRE-OPERATION



Tire pressure: 25 PSI

### Tire condition

Check the tire air pressure before the operation of vehicle.



A: Wear limit

### Tire wear limit

Check the tire surface for damage, cracks or embedded objects. When tire tread wears down to 0.04(1mm), replace the tire.



## PRE-OPERATION



### Steering system

Check the steering system whether there is too much empty steering.

- Put the steering wheel up and down, front and back.
- Turning the steering wheel left or right.

If you find too much empty steering or hear noise, it means some parts wrong and please contact dealer immediately.



A: Brake pedal

### Reverse alarm

Turn the F/ R switch to "R" for checking reverse alarm. Pedal operation Check the pedals operation, if it's abnormal, contact dealer immediately.

### Brake pedal

When step down the pedal, you feels well, release it to be original position.

### Accelerator pedal

Check the flexibility and reliability of pedal, it returns to original position after step down.



B: Accelerator pedal

### WARNING

Before checking the accelerator pedal, make sure to turn off the main switch.

## MAINTENANCE

### Battery care

Battery electrolyte is poisonous and dangerous, causing severe burns, etc. It contains sulfuric acid. Avoid contacting with skin, eyes and clothes.

#### Antidote:

**External:** Flush with water

**Internal:** Drink large quantities of water or milk. Follow with milk of magnesia, beaten egg, or vegetable oil. Call physician immediately.

**Eyes:** Flush with water for 15 minutes and get prompt medical attention. Batteries produce explosive gases. Keep sparks, flames and cigarettes away.

Make sure it is ventilated when charging or using in enclosed space. Always shield eyes when working near batteries.

Keep out reach of children.

### WARNING

Batteries provide power for your electric vehicle and must be properly maintained and recharged for maximum performance and service life. The ways to maintain your batteries.

- Clean the top of the batteries with soda water if necessary to remove corrosion.
- Check the fluid level before and after charging.
- Do not allow cleaning material to enter battery cells.

## MAINTENANCE

### BATTERY CHARGING

#### WARNING

Read and understand the manual provided with your vehicle's battery charger before charging batteries.

#### WARNING

Explosive hydrogen gas is produced while batteries are being charged. Only charge batteries in well ventilated areas (A minimum of 5 air changes per hour is recommended).

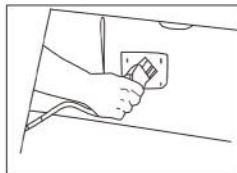
Follow the instructions contained in your battery charger's owner's manual to charge the batteries in your electric vehicle.

The following is a summary of the charging steps. Do not attempt to recharge your batteries without thoroughly reading and understanding the manual.

Connect the charger properly with the plug case. Do not insert the AC output plug into the vehicle directly.

#### CAUTION

Use battery chargers that are only used for this vehicle. Thoroughly read and understand the manual.



## MAINTENANCE

#### WARNING

Do not disconnect the DC output cord from the battery receptacle when the charger is on because that may cause an explosion.

The charger will turn off automatically when the batteries reach full charge.

After the charger has turned off disconnect the DC output plug from the electric vehicle receptacle by grasping the plug body and pulling the plug straight out of the receptacle.

### BATTERY INSTALLATION

#### WARNING

When installing the batteries, do not put the wrenches or other metal objects across the battery terminals. An arc occurs causing explosion of the batteries.



Check the oil level in the gearbox.

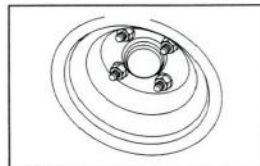
#### Gearbox oil

1. Place the vehicle on a horizontal level
2. Lift the cushion
3. Remove the oil plug
4. Pour in the gearoil slowly until it reaches the opening
5. It's fine for oil overflowing. Make it stop when it flows out. Alien materials are forbidden from getting into the gearbox.



Recommended oil: SAE 90 gearoil

## MAINTENANCE



Wheel nut tightening torque:  
105 NM- 120NM

### CAUTION

Be sure the main switch be in the "off" position, before you check the wheel braking system.

### Tire Replacement

About removing or installing a tire:

1. Take out the wheel nuts, after the car is totally still. Anything will be fine to prevent it moving.
2. Elevate the car with a jack and take out the tire and the screw bolt.
3. Use the steps above conversely, when installing the tire.

### Braking Adjustment

The brake of this vehicle can be adjusted by yourself. Please use your foot to press the braking pedal, making sure it has been functioning properly.

### WARNING

Consult your SBM NEWTECH dealer before using the vehicle, if you have anything problem with the brake. Because serious accident would be caused in case of brake failure.

## MAINTENANCE

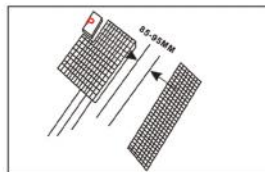
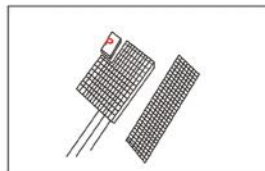
### CAUTION

Before adjusting the brake, tread the brake pedal several times to adjust the brakes.

#### To adjust the brake distance :

1. Remove the cover of the dash board
2. Check the brake pedal by pressing with two fingers with proper force and measuring the forwarding distance of the pedal until resistance is felt .

Brake pedal forwarding distance :  
85-95mm ( 3.35-3.74 inch)



### WARNING

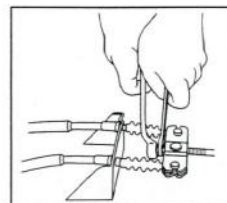
Do not loosen the brake cables because of air leakage, which will also affect the brake adjustment and result in the braking function.

### WARNING

Do not fix brake cable too tight as this will make the brake adjust can't work perfectly, and therefore lower down the brake performance.

#### Periodic Maintenance Chart

It is necessary to check periodically for best performance and safe operation.



# MAINTENANCE

C= Check CA= CheckAdjust R= Replace S= Service CL = CleanandLubricate L= Lubricate

	Remarks	Pre-operation	20 rounds 20 hours 160kms (Every Month)	125 rounds 125 hours 600 miles 1000kms (Every 6)	250 rounds 250 hours 1200 miles 1000kms (Every Years)	500 rounds 500 hours 2500 miles 4000kms (Every 2 Years)	1000 rounds 1000 hours 5000 miles 8000kms (Every 4)	Page
Pro-operation	Charge							
	Clean battery tops, for tightness of hold-down screws and terminals							
	Check brake pedal free play and adjust if necessary							
	Check steering operation							
	Check tire pressure tread depth tire surface for damage							
	Check body and chassis, for damage							
	Check tightness of all bolts, nuts and screws							
	Check reverse buzzer							
Every Month	Check electrolyte level							
	Check for loose or broken connections							
	Clean Lube Pedal control area							
Every 6 Month	Check all wire insulation for crack and/or worn spots							
	Check shock absorbers for oil leaks and damaged springs							
Every Year	Perform a discharge test							
	Protectant							
	Check shoe lining thickness and rear axle beating play							
	Check steering knuckle bushing freeplay/Adjust wheel alignment							
	Check wheel not tightness front wheel bearing play							
	Check gear box oil level and leakage							
Every 4 Month	Check operation and adjust pedal stop if necessary							
	Replace gear box oil							
	Check for grease leakage; adjust gear box if							

Items without a page number reference should be serviced by approved agent or qualified technician. This manual doesn't contain these procedures. They are contained in the Service Manual.



## STORAGE

Perform the following preparations when leaving your electric vehicle unused for a long time:

### NOTE:

Turn the main switch key to the "OFF" position, remove the key, and put it in a safe place.



### CHASSIS PREPARATION

1. Verify the air pressure of the tire is 25psi (3kgf/cm<sup>3</sup>);
2. Clean the outside of the vehicle with anti-rust oil;
3. Cover the vehicle and store it in a dry and well-ventilated place.

## STORAGE

### BATTERY PREPARATION

1. Recharge the batteries and check the fluid levels at least once a month.
2. Disconnecting cables in case of long storage.



### CAUTION

- ◆ Cleaning products are forbidden to put into battery cells.
- ◆ Clean the top of the batteries with baking soda and water so as to avoid erosion.

## WARRANTY AND AFTER-SALE SERVICE

Please read the following carefully for your interest and good after sales service from us.



1. Please go to our official dealers or designated after-sales points for after-sales service. All product quality problems during the warranty period will be properly resolved at the above locations. Please do not attempt to troubleshoot product failures yourself. Due to unauthorized and improper disposal, your product may be at risk of no longer enjoying the warranty promise.

## WARRANTY AND AFTER-SALE SERVICE



### 2. Out of warranty

- ◆ Used spare part from other manufacturers
- ◆ Assemble or modify without our permission
- ◆ Over Max Capability when using
- ◆ Caused by Some natural disasters like typhoon, flood, earthquake, etc

### 3. Valid Warranty

Buyers need to fill warranty card, stamp and send back to us. The warranty comes into effect upon we receive and confirm.

### 4. Kind Statement

Any damage caused by improper action, which does not match instruction book, we will not accept as warranty.

