



Vinyl Cleaning
& Disinfecting
Guide



Table
Maintenance
Log

PETTIBON ASSEMBLY INSTRUCTIONS

- 1. Warranty, Return Policy & Table Maintenance**
- 2. Table Assembly Instructions**
- 3. Trouble Shooting**

CONTACT INFORMATION:

Website: sunchirotable.com

Phone: (863) 414-2893

Email: admin@sunchirotable.com

Our Facility:

Sun Chiro Table
4226 Commercial Dr
Sebring, FL 33870

Facility Hours:

8am to 4pm, Monday—Friday

THESE INSTRUCTIONS ARE CURRENT AS OF JANUARY 2023.

Please contact us if you have any questions – our online customer support is always available!

WARRANTY:

- All Standard Line Tables carry a one-year warranty on materials and workmanship (upholstery is warranted for workmanship only).
- Prestige Line and Contemporary Tables carry a two-year warranty on materials and workmanship (upholstery is warranted for workmanship only).
- Elevation columns installed on Contemporary tables are warranted for one year by the manufacturer of the provided columns.
- As a courtesy service we will ship replacement parts to you at no expense, however you will be responsible for the installation of the provided parts. The exception to this service is tables which have been shipped outside the Continental US. In such situations the customer will be responsible to cover applicable shipping costs less an equivalent Domestic shipping allowance.

At Sun Chiropractic Tables, LLC sole discretion "hard parts" (defined as those mechanical table parts subject to wear and breakage) may be provided to the original customer at no charge except for the cost of shipping, at any time both before and after the termination of the warranty periods stated above.

10 DAY RETURN POLICY:

We offer a 10 day, no-questions asked return policy for all the standard tables we offer. ***Please note that this policy does NOT include tables with custom colors or other customized options. Tables with a custom color or other custom options may not be returned for any reason.***

If not satisfied with your table for any reason you may return it at your expense for a complete refund excluding original shipping paid. You must contact us within 10 days of arrival to let us know that you will be returning the table. This allows you 10 full days to decide if you are happy with your purchase.

Returns will not be accepted if you fail to contact us within 10 days of the table's delivery. Tables must be returned in "new" condition. Tables not returned in "new" condition will have their refund decreased by the stated cost of noted damage.

For the most updated warranty and return policy information, please see our website at sunchirotable.com.

TABLE LEVELING AND MAINTAINANCE:

Table Leveling:

To level your table, place it in the approximate position where it will be used. The bolt holes on the legs are oversized to accommodate approximately 1/8" of leveling and ease assembly.

When the table is in position, loosen the 12 leg bolts to just snug. DO NOT loosen them to the point where the washers will spin.

Place your hands on the table and "wiggle" it a bit so it can settle to the shape of your flooring. When satisfied, and without moving the table, from the underside tighten the bolts to snug. DO NOT over tighten. The bolt is fully tightened when the cut lock washer is fully compressed and flat.

Leg Maintenance:

As patients are treated the table will settle over time. This can cause the leg bolts to require tightening. We suggest that you tighten the leg bolts once after about 2 weeks of use and again at about 3 months. You can then check the bolts about once every 6 months for maximum safety.

If at any time the table legs seem or appear loose, please tighten them. DO NOT wait for a scheduled maintenance period. It is a good idea for liability purposes to keep a log of when you maintain all of your equipment.

General Maintenance:

To keep your tables in optimal condition, don't forget to do routine table maintenance and keep a record of your inspections. You will find a printable maintenance log on our website under the *Customer Support > Table Documentation* tab. In the bottom left hand corner of the log there is a quick list of what should be done during the periodic inspections. We suggest that your tables be inspected and lubricated every 90 to 120 days for optimal performance.

2016 LEG BOLT UPGRADE

**If your table was purchased after 2016,
please read the following before assembly:**

Please note that your new table uses 12 three inch 5/16 hex bolts and washers for attaching your legs.

Your table has been fully assembled prior to shipment. The bolts will start easily if the following steps are followed:

1. Place all three bolts into the leg holes and line them up with the holes in the side of table.
2. If one hole is indicated as the starting hole, start it first, otherwise order does not matter.
3. Start the first bolt several turns, then go to the next hole and the final hole until all the bolts are threaded several turns. Note the leg will NOT be against the table during this process and it should be very loose so you can move it around so you can get a good angle to start all the bolts.
4. Once all the bolts are started, then tighten them in sequential order like the tires on a car.
5. If you are unable to start any bolt STOP and call us at 863-202-0330

PRE-ASSEMBLY

Once unpacked you should be able to assemble your new table in about 20 minutes. Make sure to assemble your table on a flat surface large enough to lay out all of the pieces. You will need to lay the table vinyl side down. To protect the vinyl which can be scratched, lay out the plastic which was used to wrap your table for shipment on the surface to be used.

All of the holes and pilot holes have been pre-drilled to make assembly fast and easy. Before shipment all of your bolts were tried to make sure that they lined up with the holes. Do not be alarmed if the bolts go in at a slight angle. This is normal. What is important is that the bolt goes into the pilot hole for ease of tightening and to prevent splitting of the wood. Should you have a problem, or strip a hole, please see the Trouble Shooting section at the end of this manual.

While assembling DO NOT over tighten the bolts. A bolt is tight when the cut lock washer is fully compressed. If the washers are pulling into the wood it is likely that they are too tight.

Tools

You can assemble this table with two adjustable wrenches. We suggest however, that you use a ratchet (socket wrench) if available or hand wrenches of the appropriate sizes. The sizes you will need are:

- 1/2 inch or 13 mm wrench for attaching the legs.
- 1/2 inch or 13 mm ratchet

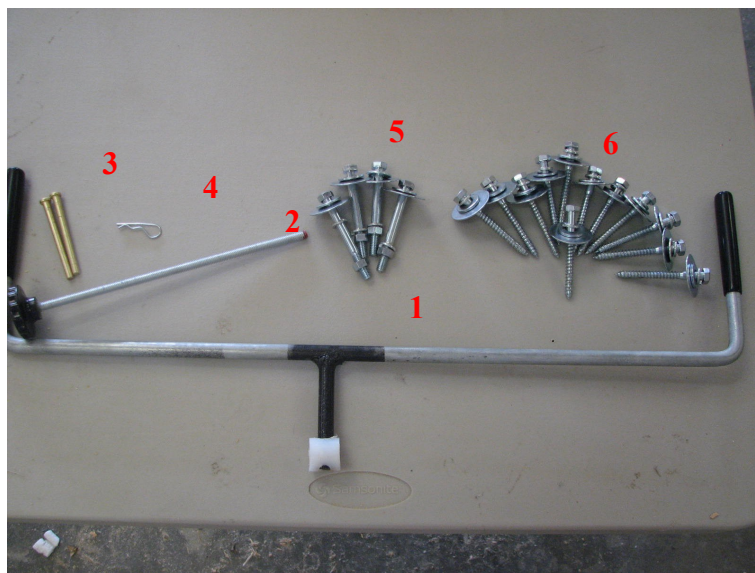
Inventory the Parts

Inside your parts bag you should find the following items as shown in the picture below.

mistakes can happen. If you are missing a part feel free to substitute from your local hardware store, or call us and we will be glad to send out a replacement. **Not all tables will have all parts depending on model.**

Shown are:

1. Cocking Rod
2. Tension Rod
3. Hinge Pins (No Pettibon)
4. Headpiece retention pin (Not Pettibon)
5. Headpiece attachment bolts (Not Pettibon)
6. Leg bolts



ASSEMBLING THE TABLE

Attaching the Legs:

Begin with the body of the table upside down to attach the legs. This is best done by laying the frame body of the table upside down on the plastic that your table was wrapped in to protect it during the assembly process.

Locate the leg bolts and put them through the legs. The legs are marked A-D. Match the proper leg with the letter on the table. The two legs which must be installed in the correct position are the front legs, they are the shorter of the four.

Note that the pre-dilled holes will face outwards from the table if the leg is installed properly. The legs point outwards. At this time loosely tighten the legs—do NOT completely tighten the bolts. You will do this at the very end of assembly, when the table is placed upright to make sure that the table is level on the floor where it will be used.

Consult the picture below showing the attachment of the legs. Properly tightened, the lock washers will be just compressed and the legs will be smooth against the side of the table, but able to wiggle a little bit.



Handle-Activated Drop Instructions, Please Read First

If your model has handle-activated drops, continue with the drop installation below.

Get the cocking rods and the tension rods. Begin by lifting the drop section. Insert the cocking rod and gently push it under the drop mechanism and then push the rod down into place within the slot.

HANDLE COCKING:



As seen to the left the cocking arm is inserted, pushed under the cocking block lift arm and pushed down into the slot. Once in place you are done.

Now insert the tension rod into the table. Be careful to get it into the tension rod hole on the block without cross threading it. It should turn in smoothly. Turn just until you feel firm resistance then stop.

Let down the cushion.



Cycle the drops a number of times so that you can assure good function. The drops might be hard to cock or drop at first as a result of shipping, but after about 5 cycles or so should be in good running order. If not, contact our customer support immediately for assistance.

Kick-Activated Drop Instructions, Please Read First



1. You will have been provided an appropriate number of kick drop pedals with your table. Each pedal is attached to a down rod. That down rod has a 5/8 inch nut on it and a single lock nut above it. Please consult the picture to the left.

2. Take the down rod and loosely insert it into the kick drop receiver which can be accessed from the bottom of the table (see picture to the right).

On tables with both thoracic and lumbar drops, it will be necessary when installing the second pedal to push the pedal back and cock the drop. Then holding the pedal to the rear you will be able to screw the down rod into the receiver.



Now simply screw the down rod in until it is flush with the top of the nut (see pictures to the left.)

To make it easy you can use the pedal as a handle to turn the rod. In some cases it may be a bit stiff and the pedal may turn a bit, but this is OK.

Also note that you may need to jiggle the rod a bit until it starts into the threads. If it turns very hard, back it out and try again to avoid cross threading the nut.

*****The pedals have been designed to rest approximately 4 inches above the floor. This is to allow for good shoe clearance. Should you need longer down rods, please contact us.******



Finally, complete the installation by holding the foot pedal straight out from the table and tightening the nut and lock washer completely.

You may find it to be easier if a helper holds the pedal straight while you tighten the nut.

Make sure to tighten the nut until the lock washer is full compressed.

Please consult the picture to the left and below.



Final Assembly and Leveling

Preferably with the assistance of a helper, turn the table over onto its legs. Place the table in the position you intend to use it in.

If you recall, we did not completely tighten the legs. This was intentional. Now that we have the table in position you will want to make sure that the legs are flat on the floor and the table does not wobble. You can do this by placing your hands on the table and wiggling it a bit. If the angle of the leg against the floor is not right, simply stand at the head or foot of the table and place a shoe on the tip of the table leg. Push against the leg with your shoe until the leg is flat on the floor. Confirm that the table is still nice and level and does not wobble.

When you are happy that the table is level in its position of use, tighten the leg bolts until the lock washers are completely flat.

TROUBLE SHOOTING:

Problem:	Solution:
Bolt spins or won't tighten	Hole has been stripped. Contact our customer support for a repair kit or squirt a small amount of Elmer's Glue in the hole and then stuff a small piece of wood about the size of the hole, into the hole. Let dry for 30 minutes. Re-insert the bolt. This quick hack will fix the problem 99% of the time.
Drop won't cock after assembly.	Some surface rust might have formed in shipment. Easy solution is to rapidly and gently move the cocking arm up and down until the drop does cock. We then suggest spraying a very small amount of WD40 on the plunger to lubricate it.
With time the drop seems stiff	Spray the drop with a small amount of WD40.
Feel a sharp object through a cushion	Every effort has been made to ensure that all of the cushion attachment screws were not over driven into the cushion. Should you think that you feel a sharp object through a cushion, look under the table at the point where you feel the object. If you see an attachment screw, use a Phillips head screw driver to back the screw out several turns. This should solve the problem.
Drop Plunger comes out of Block	While rare, drop plungers can come out of the block if NO tension at all is applied to the block. When this happens you can put the block back together by: <ol style="list-style-type: none"> 1. Remove the two screws holding the drop block into the table. 2. Put the parts back in the tension hole in this order: ball bearing, washer, spring, washer, ball bearing. If more than two washers are present from tuning the drop, simply put multiples in following the assembly instructions above. 3. Now put in the dowel pin (key), compress the spring and push the plunger back in. If you have any difficulty, contact our customer support and we will overnight a replacement drop block to you.

We are always available to help! Contact us via phone, email or chat on our website (sunchirotable.com) at any time and we will be happy to assist you!