



Vinyl Cleaning
& Disinfecting
Guide



Table
Maintenance
Log

Drop Table Assembly Instructions for the Following Lines:

***Prestige, Standard, Specialty
& Practice Specials***

- 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.

Drop Table Assembly Instructions for the Following Lines:

Prestige, Standard, Specialty & Practice Specials

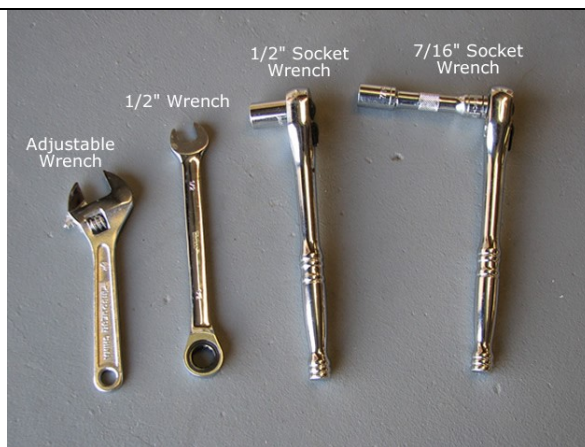
Getting Started:

All of our adjusting tables follow the same basic assembly instructions described below. To assemble your table you will need an adjustable wrench, 1/2" wrench, 1/2" socket wrench, 7/16" socket wrench, and for handle cocking models a #2 Phillips Head screwdriver. Most of our tables will require 20-30 minutes of your time to assemble. Some of our adjusting equipment, however, requires little or no assembly at all. Therapy Tables require leg attachment, front triangle and tilting headpiece attachment, and arm rest attachment. If you purchase our Drop Tables you will need to attach the legs, front triangle, tilting headpiece, armrests, and drop handle or pedal. The shipping costs on our adjusting tables are kept low by shipping them to you in this manner.

Please note that we are always here to help if you have any problems. Contact us via phone, email or chat on our website (sunchirotable.com) at any time and we will be happy to assist you!

Tools:

To the right you can see the tools that are helpful in assembling our tables. You can get by with just the adjustable wrench, however, the socket wrenches and an extra hand wrench will considerably speed the process.



Unboxing Your Table



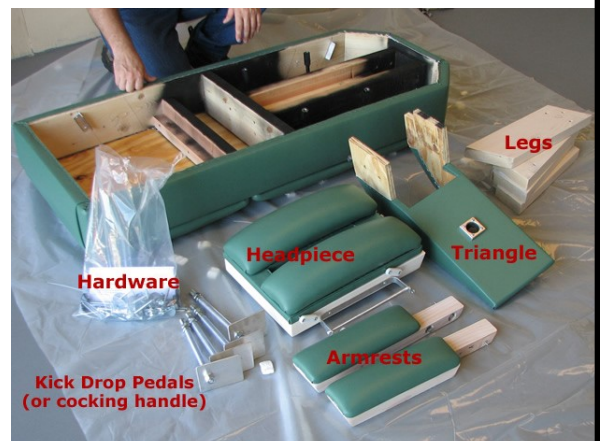
Drop Tables and Therapy Tables are shipped in 2 boxes. The largest box contains the body of the table and the smaller box contains the headpiece, legs, accessories, and hardware.

Start by unpacking the largest box containing the table body. Pull out all packing materials and carefully unwrap the table from the 8 mil plastic that it is wrapped in. Our adjusting tables are carefully packed to avoid shipping damage. Contact us if your table shows any sign of damage.



The plastic the table was wrapped in may be placed on the floor to protect the table's vinyl during the assembly process.

Now unpack the smaller box and inventory its components. This box contains table Hardware, Headpiece, Armrests, Triangle, and Legs. It may also contain kick drop pedals/cocking handles and tension rod if the purchased adjusting table has drops. Tables with an optional foot extension will also include the foot extension and 2 larger hairpins inside the hardware bag.



Hardware Bag:

All Tables:

1. 12 Leg bolts (10 Classic Tables) consisting of 3 inch 5/16 Hex Bolts a lock washer, and a fender washer.
2. 5 triangle bolts consisting of 3 long hex head lag screws with 1 flat washer.
3. A medium sized hair pin for the T-Bar.
4. 2 hinge pins to attach headpiece (Exception elevation headpiece equipped tables).

Elevation Headpiece Equipped Tables

1. 4 Lag screws 1 1/2 inches long and 4 flat washers in marked bag

Handle Cocking Drop Tables

1. The appropriate number of cocking handles
2. Appropriate number of tension knobs.
3. 8 #8 machine screws per cocking rod.
4. 2 cover plates per cocking rod.

Kick Drop Equipped Tables

1. The appropriate number of kick drop pedals
2. Appropriate number of tension knobs
3. 5/8 nut and lock washer for tightening the kick down rod (shipped on the rod).

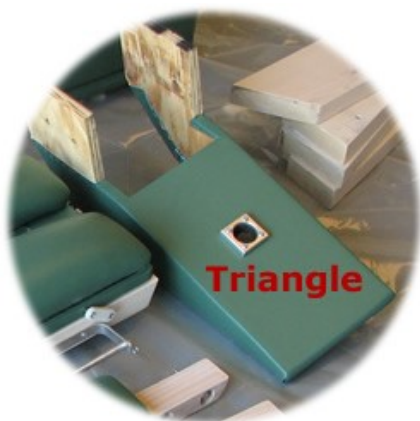
Lumbar Prop and Drop Equipped Tables (marked bag)

1. Hairpin
2. Screw on handle

Arm Rests

Bag containing four 3 1/2 inch 5/16 bolts, 4 flat washers, 4 fender washers and four lock nuts.

Assembly: Step 1: Attaching the Front Triangle



This step requires the 5 triangle attachment lag screws. These are 2 1/2 inches long and 1/4 sized. They will be found in the hardware bag along with 5 flat washers. You will need a 7/16 socket and wrench to easily install them.



With the table upside down, place the wedge over the front of the table and pull it all the way forward.

On your table there will be a black line with two arrows that will line up with the rear of the triangle attachment plate.

Insert the lag screws into the holes, and using a socket wrench, tighten them to the table (be careful not to over-tighten).

Please note that the plate will not tighten flush with the attachment surface. It is designed to “wedge” and will install at a slight incline with a gap between the attachment plate on the triangle and the attachment surface of the table towards the front of the wedge. This will cause the triangle to tip forward and transfer all of the downward force put on the wedge to the table frame.



Step 2: Attaching the Legs



Each leg will be marked to correspond with its position on the table frame.

All adjusting tables will need their legs attached. The legs are attached using twelve 3" Bolts w/ split lock washer, flat washer and fender washer. Each leg has a letter written on it corresponding to its position on the table frame.



The letter on the leg goes OVER the letter on the frame. Letters will not be visible when legs are positioned properly.

Place each leg in its proper position on the frame. The letter on the leg is placed over the corresponding letter on the frame.

Each leg is attached using three 3" Bolts w/ split lock washer and fender washer. The bolts are tightened with a 1/2" socket wrench. Do NOT over tighten the leg bolts. The bolts are fully tightened when the split lock washer is compressed and flat.



Tighten bolts just until split lock washer is flat. Do NOT overtighten bolts.



The legs have been properly attached to the table.

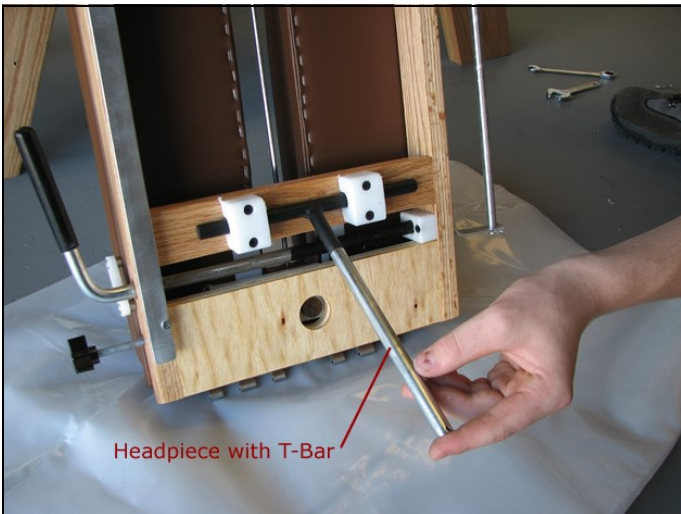
Now, with the assistance of a helper, turn the table upright onto its legs. You may need to level the adjusting table at this point. To do this, loosen all twelve leg bolts slightly then wiggle the table a bit until it settles into the shape of your floor. When satisfied tighten the leg bolts again just to snug. Do NOT over tighten the leg bolts. The bolts are fully tightened when the split lock washer is flat.

Step 3: Attaching the Headpiece

We offer four different headpieces. Tables with the standard forward drop, no drop, or the CBP style headpiece should consult with section 3A for assembly instructions. Doctors with the elevation headpiece with forward and toggle drop, please consult section 3B for your instructions.

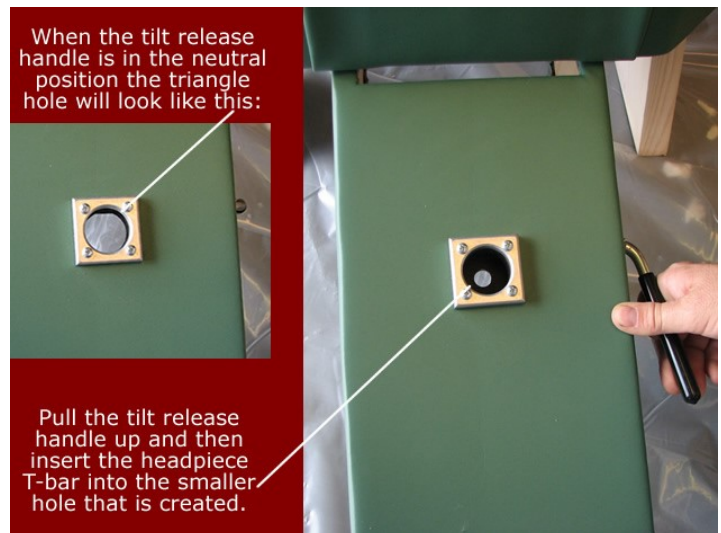


3A: Forward Drop, No Drop



Note that the instructions for attaching the headpiece are the same for all adjusting tables with tilt headpieces - therapy tables and drop tables. Locate the headpiece with the T-bar as shown.

The T-bar on the headpiece is going to be inserted into the front hole of the triangle. Before inserting the T-bar pull up on the tilt release handle so that a smaller hole comes into view.



This step is easier if you have a helper to pull up on the tilt release handle while you are inserting the T-bar.



After inserting the T-bar into the triangle set the headpiece back into its hinges and have a helper insert the hinge pins.

The next step is to insert the hairpin into the small hole in the bottom of the T-bar. This pin keeps the T-bar from coming out of the table when the headpiece is pulled up.



3B: Elevation Headpiece with Forward Drop and Toggle

2014 Prestige Elevation/Forward/Toggle Headpiece

Your new headpiece only requires a few easy steps to put the headpiece back on after arrival. Please follow along below and call if you have any questions.

Step 1, is identify the four 1 1/2 inch long 1/4 lag screws that you will use to attach the headpiece to the table frame. Also find the hairpin that will go in the flexion/extension t-bar. Set aside.

Step 2, take the t-bar on the bottom of the headpiece and using one hand, rotate the flexion/extension handle on the side of the forward triangle forward. This will reveal the hole in the t-bar jam.

Now take the t-bar and put it through the hole in the jam and then let pressure off of the handle. Having a second person help is often makes it easy. See the picture to the right.



Step 3, let the back of the headpiece down no so that the brackets line up with the holes in the front of the table. Using the lag screws provided attach the brackets to the table. Do NOT tighten beyond snug at this point

Step 4, with a helper if available, lower the headpiece to neutral and stand back to see of the headpiece is nice and level. If it is, then finish tightening the lag screws, if not, gently adjust the brackets till the headpiece is level. Then tighten the lag screws.

Step 5, put the hairpin in the hole located at the bottom of the T-bar you first inserted.



Step 4: Attaching the Armrests

Attaching the armrests on our tables is very simple. Just match up the armrest with the correct leg and attach using two 3 1/2" bolts w/ flat washer on outside, fender washer on inside and a 1/2 inch nylon lock nut . A 1/2" socket wrench is required for this step with adjustable or 1/2 inch wrench.



Your new table for 2021 uses hex bolts to attach the arm rests rather than lag screws.

Find in your main hardware bag a smaller bag labeled arm rests.

Inside find four 5/16 Hex bolts, a flat washer, a fender washer and a nylon lock nut.

Put the flat washer on the bolt and insert it into the front hole of the arm rest and through the front leg. Then add a fender washer and then the nut. Loosely tighten the nut.

Put the second bolt into the second hole of the arm rest, put on the fender washer and then they nylon lock nut.

Tighten both lock nuts till snug but where you can still move the arm rest around a little bit.

Repeat this process on the other side of the table.

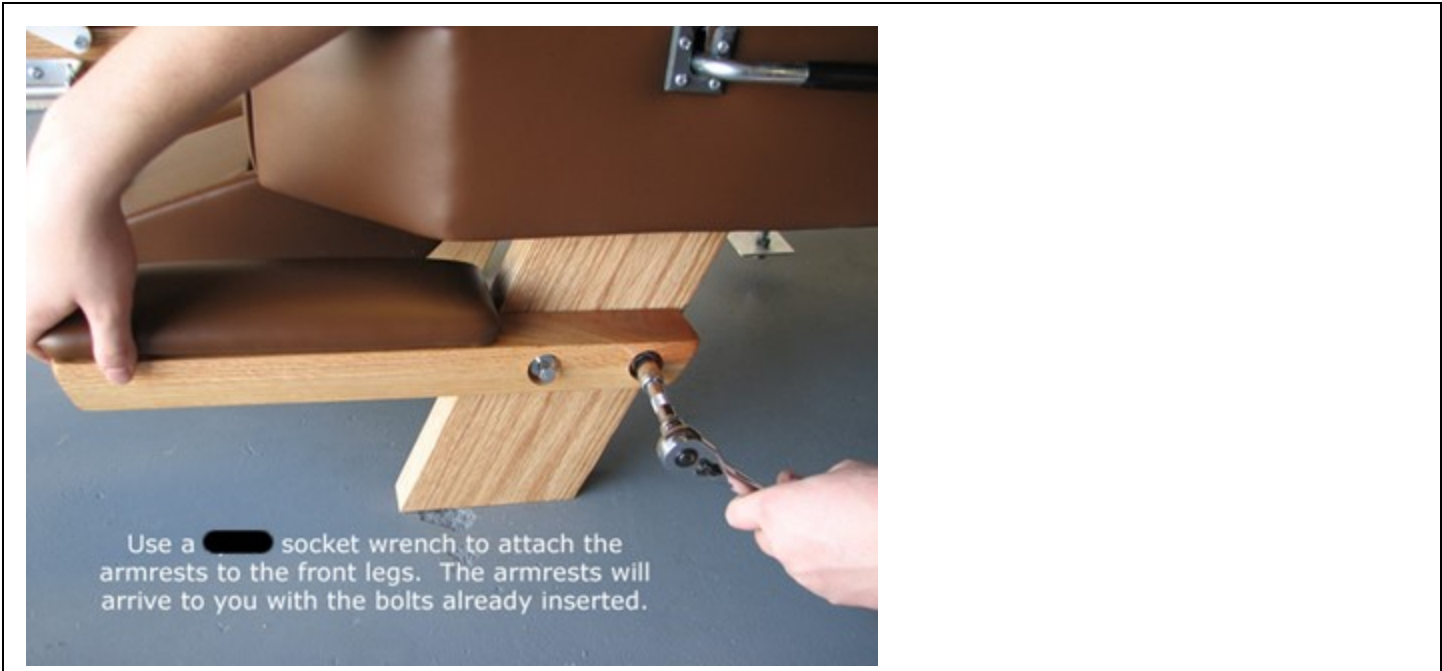
Now from the front of the table look at your arm rests and get them equal from side to side.

Then tighten the four arm rest bolts completely.

****PLEASE NOTE****

Your table was leveled at the factory and the arm rests installed. In the event that you had to adjust the level of your table due to your floor, then it may be necessary to level the arm rests as well after installation.

To do this, simply loosen the arm rest and tap up and down on it until it is parallel with the floor. Then re-tighten the bolts. In extreme cases it might be necessary to re-drill the arm rests pilot holes. If you feel this to be the case, please contact support at 863-202-0330 before proceeding.

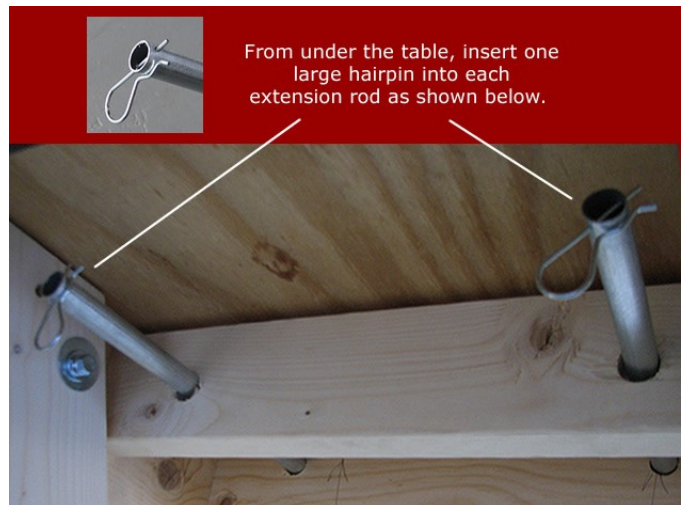


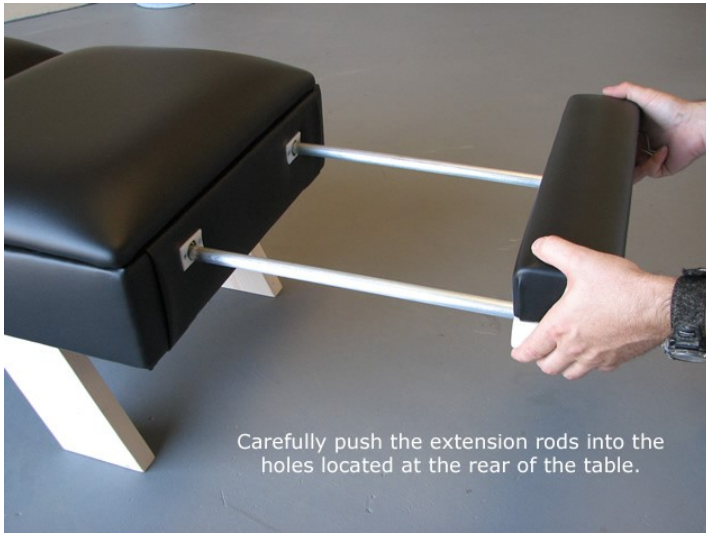
Step 5: Foot Extension



From underneath the table remove the two hairpins as shown to the right.

Foot Extensions on all 2011 tables are pre-installed at the factory. Should you need to remove the foot rest, note that it consists of the extension which is attached with two hairpins as shown to the left.





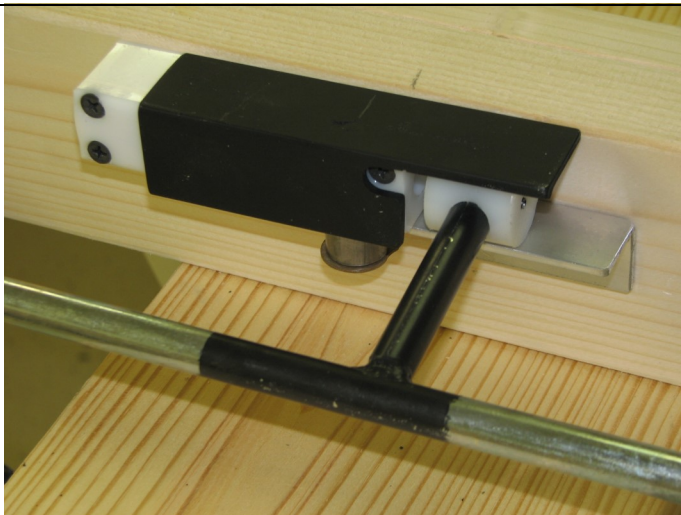
Carefully push the extension rods into the holes located at the rear of the table.

Now simply pull the leg extension from the table and set aside.

Re-installation is the reverse of removal. Also, you can use the extension without the hairpins if you wish to be able to remove the rest on demand.

Step 6: Attaching the Cocking Mechanism (6A Handles, 6B Kick Drops)

6A Handles



Inserting the cocking rod on an adjusting table with drops is very easy. Simply lift up the drop cushion, place the cocking rod tip (white barrel shaped plastic) under the drop lift arm, and then push the cocking rod handle into the slots of the table frame.

TABLES WITH THORACIC AND LUMBO-PELVIC DROPS: If you have a drop table with both Thoracic and Lumbo-Pelvic drops each cocking rod will be marked either "Thoracic" or "Lumbar" so that you know where it should be placed on the table.

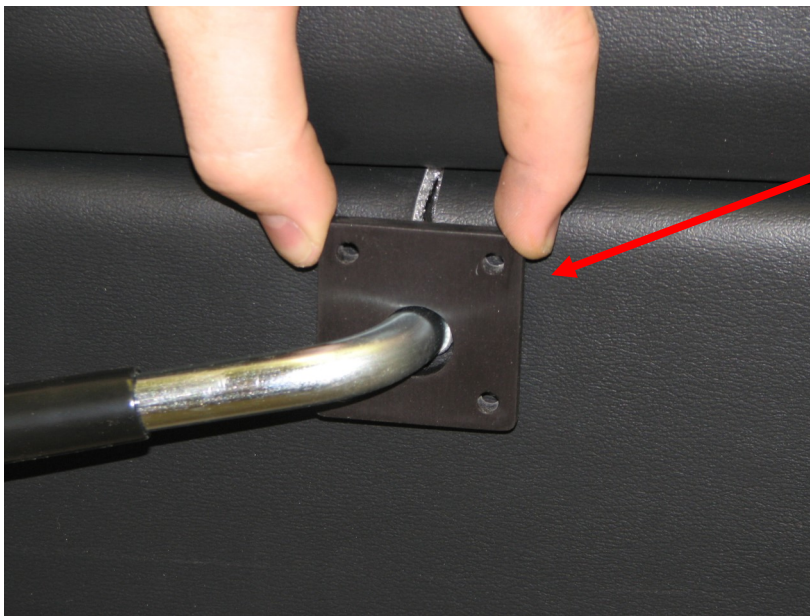


Place the white tip of the cocking rod under the drop lift arm attached to the table.

Please use the following instructions to attach the cocking handle cover plates to the side of the table.



Following the assembly instructions for this table, place the cocking handle into the table slots. Be sure that the two cover plates for the cocking handle are left on the outside of the table.



When attaching the cover plates, the **widest part of the plate should be facing up**. This ensures that the screw holes in the cover plates match up with the pre-drilled holes in the side of the table.



Simply attach each cover plate using the screws provided and a phillips-head screwdriver.

Be sure to line up each screw with it's corresponding pre-drilled hole in the table.



6B Kick Drops



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.



Step 7: Insert the Tension Rod

The tension rod is inserted into the hole on the table frame and then screwed into the white drop block. Be careful not to cross thread the hole when screwing the rod into the drop block (it should turn in smoothly). Turn the rod just until you feel firm resistance then stop.



Troubleshooting

Problem	Solution
Bolt spins or won't tighten	Thread has been stripped. Call support .
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 won't cock after prolonged use.	Spray between the lifting arm and the white block some WD 40. Then using a quick tapping method, move the cocking rod up and down until the drop seats itself and returns to normal function.

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!