



# SERVICE JACK INSTRUCTIONS





## About OTC

OTC was founded in 1925 in Owatonna, Minnesota as the Owatonna Tool Company.

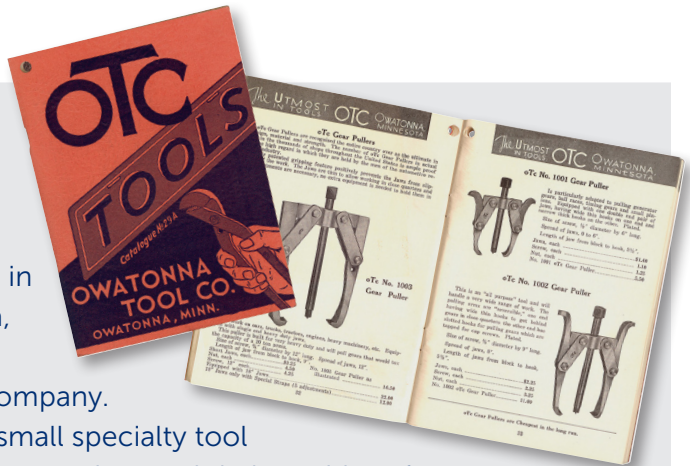
What started as a small specialty tool manufacturer has grown into a global provider of specialty tools to nearly every technician, mechanic, independent repair shop, automotive dealership and tractor manufacturer.

OTC continues to operate its design, engineering, manufacturing and distribution facility in Owatonna, Minnesota. The current plant opened in the late 1950s, employing hundreds of tool specialists who forge, heat treat, coat and assemble the OTC tools you trust.

Since its founding, OTC has always stood for quality and ingenuity, creating reliable solutions that make repairing vehicles and equipment easier.

The OTC tool you purchased today has been crafted to exacting specifications to provide you with the tool you need, when you need it, for life. All OTC tools are covered by a lifetime warranty, ensuring years of worry-free use. OTC tools are key to getting the job done.

Thank you for supporting OTC. Your purchase drives the research, innovation, engineering and development of new tools and equipment.



## Safety Information



- Study, understand, and follow all instructions before operating this device.



- Wear ANSI Z87.1 and OSHA approved eye protection.

- Do not exceed rated capacity.

- Use only on a hard, level surface.

- Do not use blocks or extenders between the saddle and the load being lifted. This could reduce the jack's stability and cause vehicle to fall.

- Support vehicle with appropriate means immediately after lifting.

- Do not move or dolly the vehicle while it is on the jack.

- Lift only on areas of the vehicle as specified by the vehicle manufacturer.

- No alterations shall be made to this product.

- Failure to heed these markings may result in personal injury/property damage.

## Shop Equipment Recommendations

As with any tool or piece of equipment, it is highly recommended to follow all applicable safety guidelines pertaining to its use. Appropriate Personal Protective Equipment as outlined by OSHA and ANSI standards, include (but are not limited to) safety glasses or face shields, protective gloves, hearing protection and reinforced (or safety toe) footwear. While using tools and equipment, ensure that you are clear of any moving parts or potential pinch points. To ensure the continued safe operation of tools and equipment, always follow manufacturer's recommended cleaning and lubrication schedules to prevent foreign material build up.

**The warnings and instructions discussed in this manual cannot cover every situation, Always work with a focus on safety.**



## Inspection/Set-Up Instructions

Upon delivery, inspect carton for unnecessary damage. Where appropriate, address carton damage with carrier (**See Figure 1**).

Remove jack from carton and attach handle. Inspect jack for the following:

### Wheels

- Ensure wheels are properly fastened to wheel mounts and that they roll and/or swivel.

### Handle

- Must be securely seated in yoke.
- Bumper pad is on the lower half of handle.
- Handle must be easy to rotate to the right (raise) and to the left (lower).

### Saddle

- Saddle pad is securely placed on saddle.
- Saddle is free to rotate 360°.

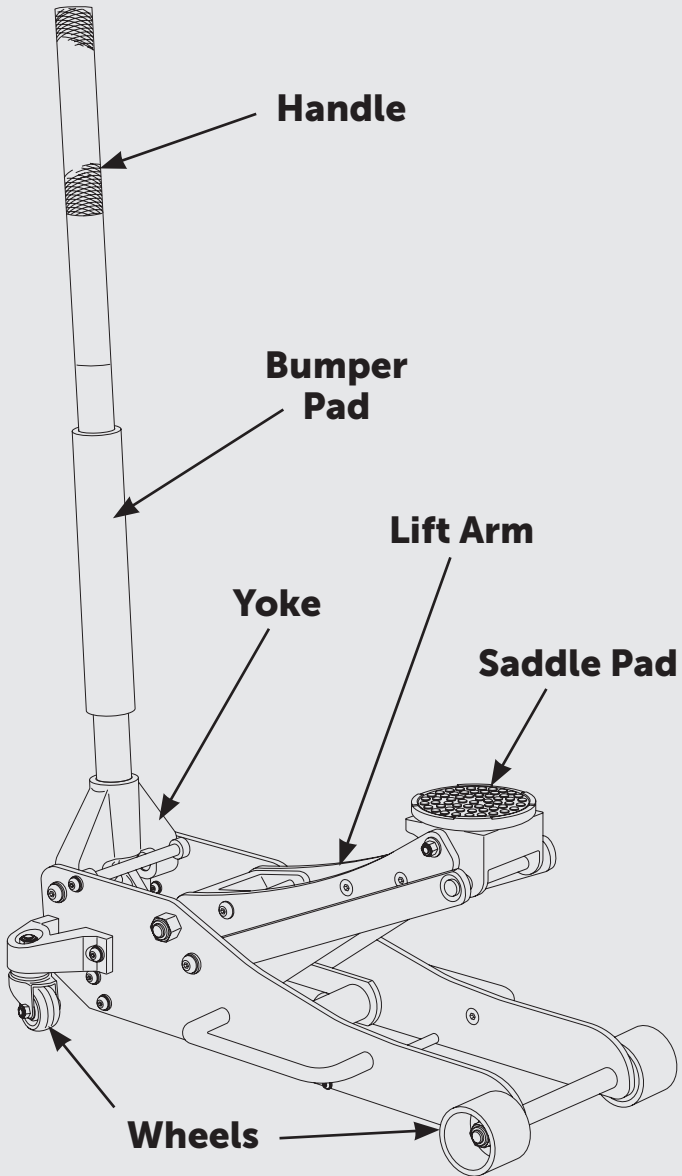
### Function

- Without a load on jack, operate handle as follows:
  - a. Rotate to the right.
  - b. Pump to lift.
  - c. Rotate to the left to lower.

### General

- Inspect paint for chipping, runs, misses or overspray.
- Inspect weldments for breaks or spatter.

## Inspection List Components Figure 1





## Operating Your OTC Service Jack

1. Before every use – INSPECT the jack for performance issues. Do not use the jack if any quality issue is discovered.
2. When jack is fully retracted, check hydraulic oil level and fill to  $\frac{1}{4}$ " below the fill plug hole (See Maintaining Your OTC Service Jack). Do not overfill.
3. Ensure the work area is free from debris and obstructions that may inhibit the performance of the jack.
4. Position the jack saddle on a factory specified lift point for the vehicle.
5. Apply parking brake and chock wheels before lifting vehicle.
6. If using air feature on jack, connect air line to air hydraulic pump on jack and rotate release knob clockwise to activate air pump to elevate and center saddle to lift point (**See Figure 2**). If using hydraulic feature on jack, rotate handle clockwise until it contacts the stop—Do NOT over torque this rotation. Pump handle to elevate and center saddle to lift point.
7. Continue to pump handle until desired height is achieved.
8. Keep clear of load while lifting and lowering the vehicle.
9. Immediately position approved support stands for holding vehicle in elevated position.
10. Slowly rotate handle counterclockwise or release air pressure to allow vehicle to gently settle onto properly positioned support stands.
11. When service is completed, rotate handle clockwise and pump or activate air pump to lift vehicle off of support stands.
12. Remove support stands from under vehicle.
13. Slowly rotate handle counterclockwise or turn release knob until vehicle begins to descend.
14. Allow vehicle to descend to floor and remove service jack.
15. Store service jack in a fully retracted position until next use.

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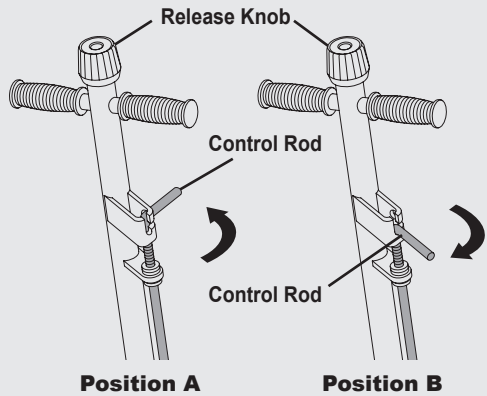
## Air/Hydraulic Jack (special features)

### Control Rod in Position A:

Allows you to hydraulically pump the jack using the handle.

### Control Rod in Position B:

Locks the handle in place in three different positions.



**Figure 2**

## Bleeding Air from the Service Jack

Air can accumulate within a hydraulic system during shipment or after prolonged use. This entrapped air causes the jack to respond slowly or feel "spongy." To remove air do the following:

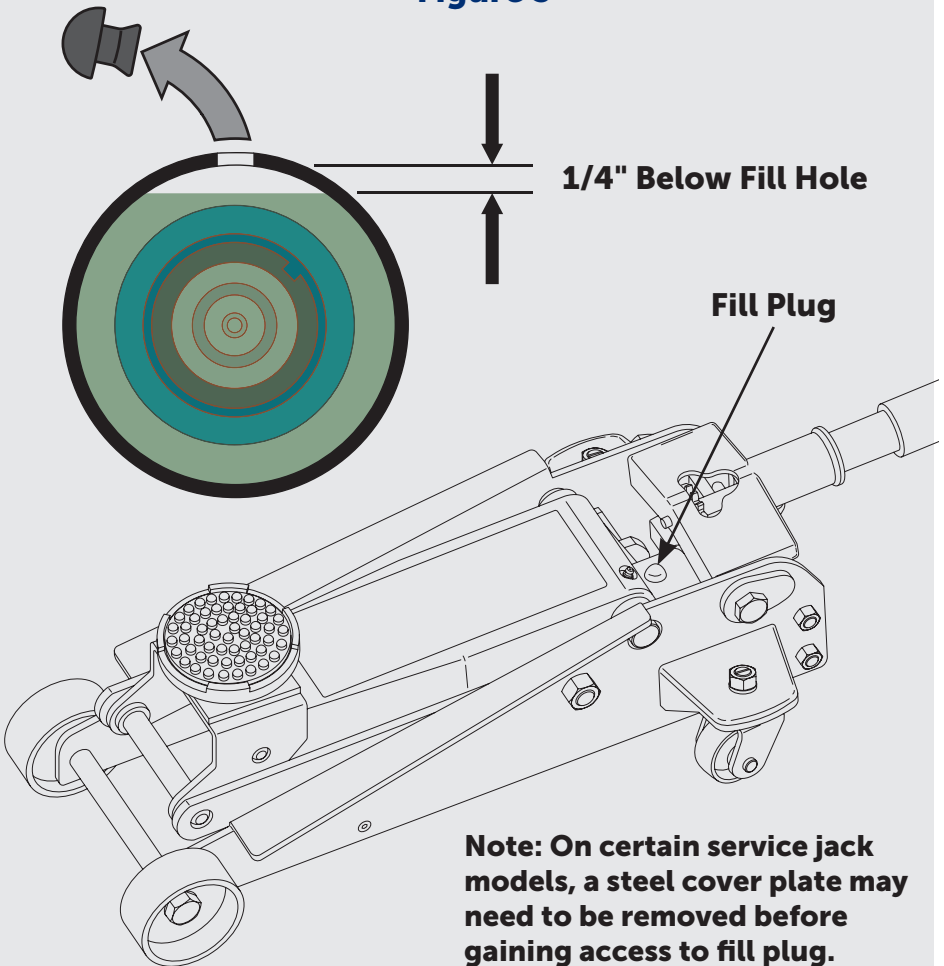
1. Open the release valve by turning the handle all the way counterclockwise.
2. For Hydraulic Units - Pump the handle six full strokes.  
For Air Assist Hydraulic Units - Activate air pump six times.
3. Close the release valve by turning the handle all the way clockwise.
4. For Hydraulic Units - Pump the handle until the lift arm is fully extended. For Air Assist Hydraulic Units - Activate air pump until lift arm is fully extended.
5. Lower lift arm by turning the handle all the way counterclockwise. If the jack does not immediately lower, repeat steps 2–4.

## Maintaining Your OTC Service Jack

### 1. Checking Hydraulic Fluid

When jack is fully retracted, check hydraulic fluid level and fill to 1/4" below the fill plug hole (See Figure 3).

**Figure 3**



**Note: On certain service jack models, a steel cover plate may need to be removed before gaining access to fill plug.**

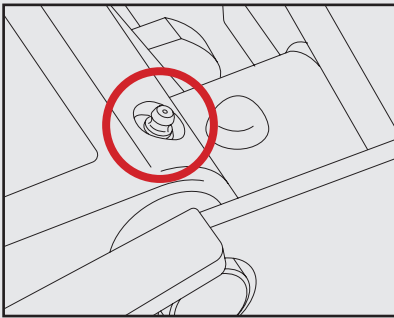


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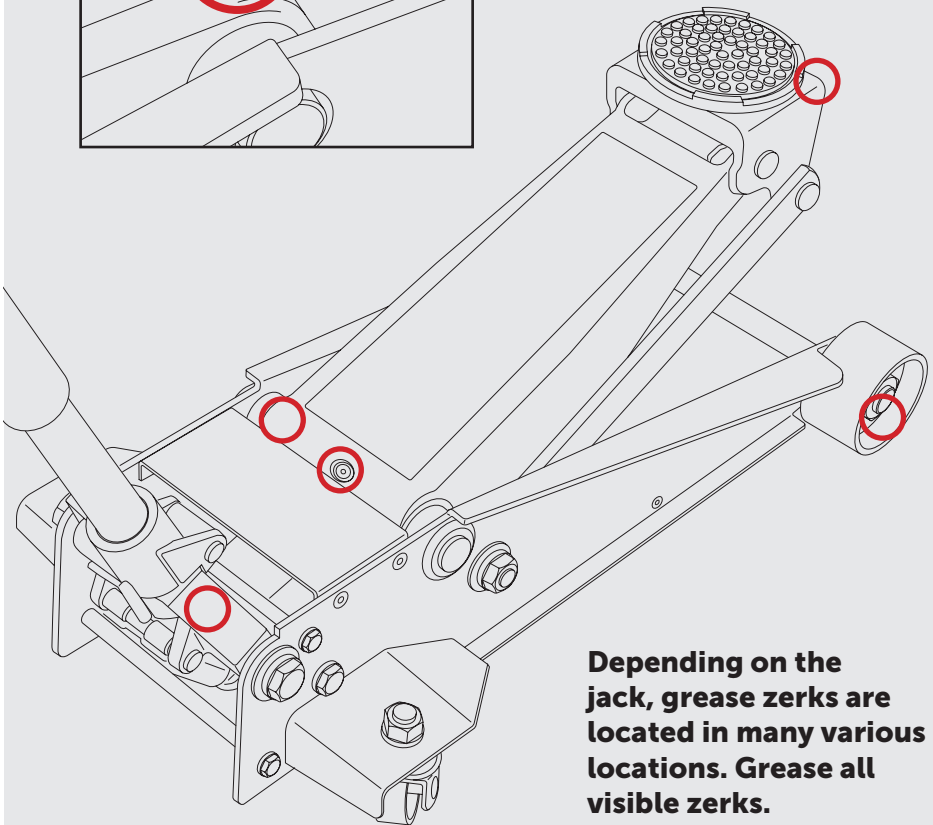
## 2. Locating Grease Zerks

Grease zerks are located at various locations. Lubricate periodically with a medium weight lithium-based grease to ensure smooth and trouble-free operation (See Figure 4).

**Figure 4**



### Possible Grease Zerk Locations

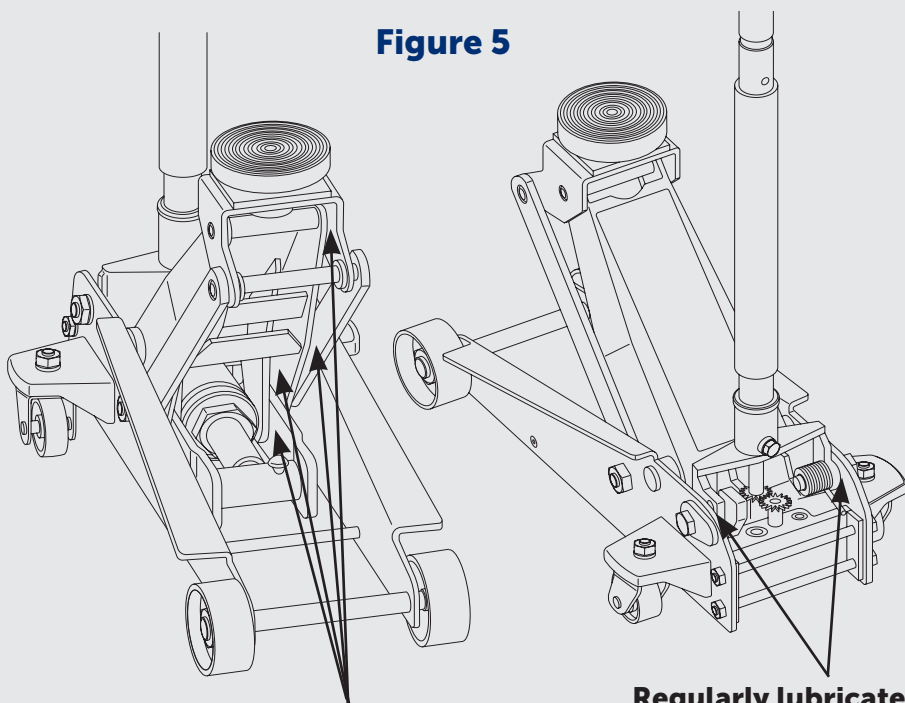


**Depending on the jack, grease zerks are located in many various locations. Grease all visible zerks.**

### 3. Lubricate Various Pivot Points

Use a general lubricating oil for other moving components (See Figure 5).

**Figure 5**



**When jack is fully extended, apply oil on the face side of all metal pivot plates.**

**Regularly lubricate yoke pivot points.**

### 4. Keep Jack Clean

Periodically wipe jack down keeping all moving parts visible throughout operation. Ensure all labels and decals are readable.