

## **3.5T GARAGE JACK** MODEL NO: CTJ3500LPQLPRO PART NO: 7623251

# OPERATION & MAINTENANCE INSTRUCTIONS

ORIGINAL INSTRUCTIONS

GC0724 Rev 1

#### INTRODUCTION

Thank you for purchasing this CLARKE Garage Jack.

Before attempting to use this product, please read this manual thoroughly and follow the instructions carefully. In doing so you will ensure the safety of yourself and that of others around you, and you can look forward to your purchase giving you long and satisfactory service.

#### SPECIFICATIONS

Part number	7623251
Dimensions (exc handle) L x W x H	710 x 320 x 182 mm
Max height with handle fitted	1415 mm
Height of saddle from floor (minimum)	117 mm
Height of saddle from floor (maximum)	513 mm
Weight	38.5 kg
Rated Load	3.5 tonne
Approx distance raised per stroke	44 mm
Number of full strokes to maximum height	Approx 9 strokes
Lowering speed under load	less than 0.15m/s
Pump oil capacity	270 ml
OII grade	Hydraulic oil ISO-32

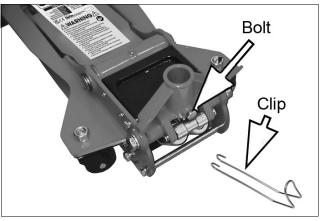
### SAFETY PRECAUTIONS

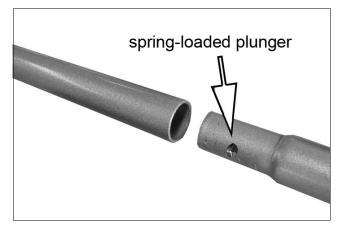
- 1. Read Instruction manual before use.
- 2. Only trained persons should operate this lifting equipment.
- 3. **ALWAYS** ensure that sufficient light is provided and that the work area is kept clear of unrelated items.
- ALWAYS inspect the jack before use. Make sure that all parts are in good condition and operating smoothly and that no cracks or distortion is apparent. If in doubt **DO NOT** use. Have the damaged parts replaced or consult your CLARKE dealer.
- 5. The jack must be maintained and repaired by suitably qualified persons.
- 6. **DO NOT** make any modifications to this jack or adjust any valves.
- 7. **DO NOT** use the jack if an oil leak is apparent. Consult your CLARKE dealer.
- 8. **DO NOT** use to lift people and ensure that no-one is in the vehicle during lifting.
- 9. **NEVER** exceed the rated load for the jack. Overloading can cause the jack to fail resulting in personal injury.
- 10. Make sure that the jack is on a hard level surface, and there is no possibility of it slipping when under load.
- 11. Only use the jack on solid ground, preferably concrete. Avoid tarmac as the jack could sink in.
- 12. Make sure the load is taken by the full saddle and that the lifting point on the load is of sufficient strength to support the weight.
- 13. **ALWAYS** use axle stands to stabilise the load once lifted.
- 14. Consult the vehicle handbook to determine the correct lifting points.
- 15. Ensure the load is chocked and the handbrake applied before lifting.
- 16. **NEVER** work on or under a load unless it is fully and adequately supported.
- 17. **NEVER** rely upon the jack to hold the load in position.
- 18. **NEVER** push a load off the jack.
- 19. Ensure that all personnel are well clear of a load being raised or lowered.
- 20. Take care not to trap fingers within the moving parts.
- 21. Use only as a lifting device, **DO NOT** use as a dolly to move a load.

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#### **UNPACKING AND ASSEMBLY**

- 1. Remove the transit retaining clip by springing it away from the yoke and tie rod.
- 2. Loosen the bolt in the yoke until the lower handle can be inserted fully into the handle socket.
  - The lower handle has a groove which will engage with the bolt once it is re-tightened.
  - The socket in the handle will engage with the jack control valve at the base of the yoke.
- 3. Tighten the bolt to secure the lower handle to the jack.
- 4. Add the upper handle by sliding it onto the lower handle until the spring loaded plunger clips in place.

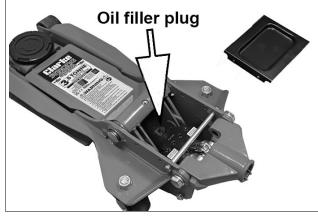




#### PURGING AIR FROM THE SYSTEM

If air bubbles become trapped inside the hydraulic system during shipping or transport, the efficiency of the jack will be reduced and the jack will feel spongy.

1. Turn the control valve counterclockwise, relieving the pressure inside the jack, then remove the cover plate.



- 2. Pump the handle several times to purge air from the system, while pressing down on the filler plug when the air is expelled.
- 3. Turn the control valve clockwise and test the jack. If efficiency is still low, check the oil level as described under Maintenance on page 6.

The jack is now ready to use.



### **OPERATION**

This jack incorporates a twin piston pump with a 'quick lift' facility to provide rapid raising of the unladen jack. When the jack encounters a load (the vehicle), its distance raised per stroke reduces to provide gradual lifting

Before use, inspect the jack for oil leaks or any other sign of damage. Should any be apparent, have the jack repaired by a qualified technician.



#### WARNING: NEVER WORK ON A VEHICLE WHEN SUPPORTED ONLY BY A JACK. THIS IS HIGHLY DANGEROUS. THE VEHICLE MUST BE SUPPORTED ON AXLE STANDS OR SUITABLE SUPPORTS BENEATH THE CORRECT JACKING/SUPPORT POINTS.

- 1. Ensure the vehicle to be raised is stable and on firm level ground with the wheels chocked.
- 2. Position the jack so that the saddle is directly beneath the lifting point.
  - Consult the vehicle handbook to determine suitable lifting points.
- 3. Twist the handle clockwise to close the control valve.
- 4. Pump the handle to raise the saddle until it reaches the jacking point.
- 5. Make sure that the saddle is in full contact with the lifting point and that there is nothing that will prevent a clean lift. Keep all personnel at a safe distance before lifting the vehicle.
- 6. Position axle stands directly beneath suitable supporting points on the vehicle and very gently twist the handle anti-clockwise.
- 7. This will open the control valve to lower the load onto the stands.
  - Make sure that the axle stands are in good condition and that they can hold the load. **Axle stands must be on a firm, level surface.**
- 8. Ensure that the axle stands cannot move when supporting the load. Use suitable wheel chocks to stop the vehicle from moving.

**NOTE:** The jack may move slightly during operation. It is important therefore, that the floor is clean and completely free from debris.

- 9. To stop it lowering at any point, turn the handle clockwise again. Always avoid a rapid descent by turning the handle slowly.
- 10. Carefully lower the vehicle onto the axle stand, checking constantly, preferably with an assistant, that the vehicles jacking point rests snugly and cleanly on the axle stand & the stand is stable before the weight is taken.
  - Ensure this operation is carried out under complete control. **DO NOT** allow the load to drop suddenly as this could damage internal parts.
- 11. Completely remove the jack from the vehicle.

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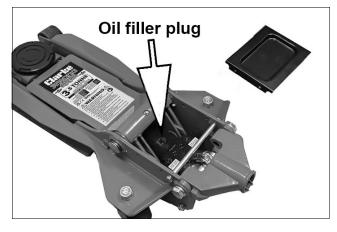


#### MAINTENANCE

#### **CHECKING / MAINTAINING THE OIL LEVEL**

If the jack has been stored for long periods, check for oil leaks before use. If necessary, check the oil level as follows:

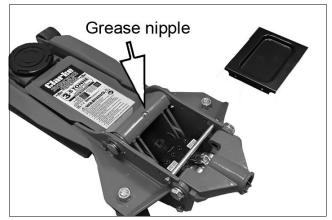
- 1. Ensure the jack is fully lowered by turning the control valve fully anticlockwise.
- 2. Remove the retaining screws and lift off the cover plate.
- 3. Remove the filler plug.
  - The oil should be almost level with the bottom of the oil filler hole.
  - Oil can be topped up using Clarke Hydraulic Oil (p/n 3050830 1 litre).



- 4. Purge any air from the system and replace the filler plug and cover plate.
- 5. Dispose of any old/spilled oil appropriately and wipe up any spillage.

#### **GENERAL CARE**

- 1. Occasionally lubricate the hinges, front wheels & rear castors with light oil to inhibit corrosion. A grease nipple is found on the main cross shaft for occasional introduction of grease.
- 2. Store in a dry location.
- In the event of damaged components, replacements are available from Clarke Parts & Service.

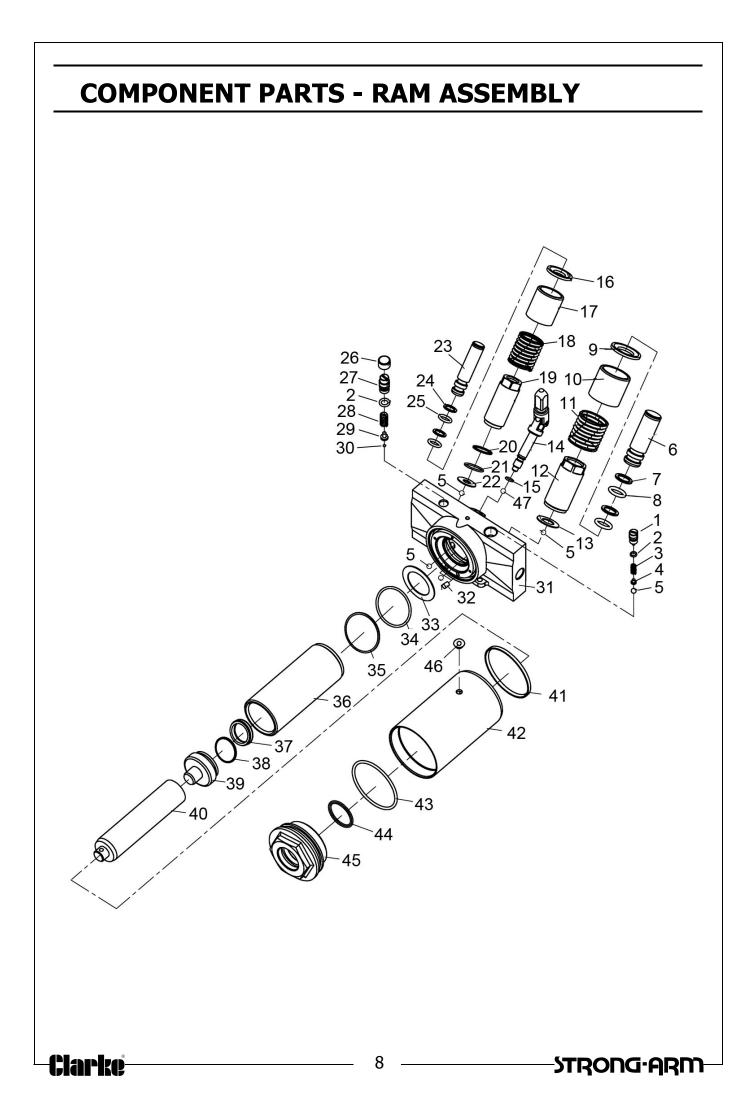


### TROUBLESHOOTING

PROBLEM	CAUSE	SOLUTION
Jack will not lift the rated load	Low oil level	Check for leakage and top up if required.
	Release valve not closed	Turn the release knob fully clockwise
	Air in the hydraulic system	Purge the system as on page 4
Jack lowers when under load	Release valve not fully closed	Turn the release knob fully clockwise
	Air in the hydraulic system	Purge the system as on page 4
Pump feels Spongy	Low oil level	Check for leakage and top up if required.
	Air in the hydraulic system	Purge the system as on page 4
Handle raises or flies back under load	Air in the hydraulic system	Purge the system as on page 4
Jack will not lift full	Low oil level	Check for leakage and top up if required.
height	Air in the hydraulic system	Purge the system as on page 4
Jack will not lower completely	Return spring may be faulty.	Return to your Clarke dealer for repair

If any of these remedies fail to restore your jack, consult your Clarke dealer.

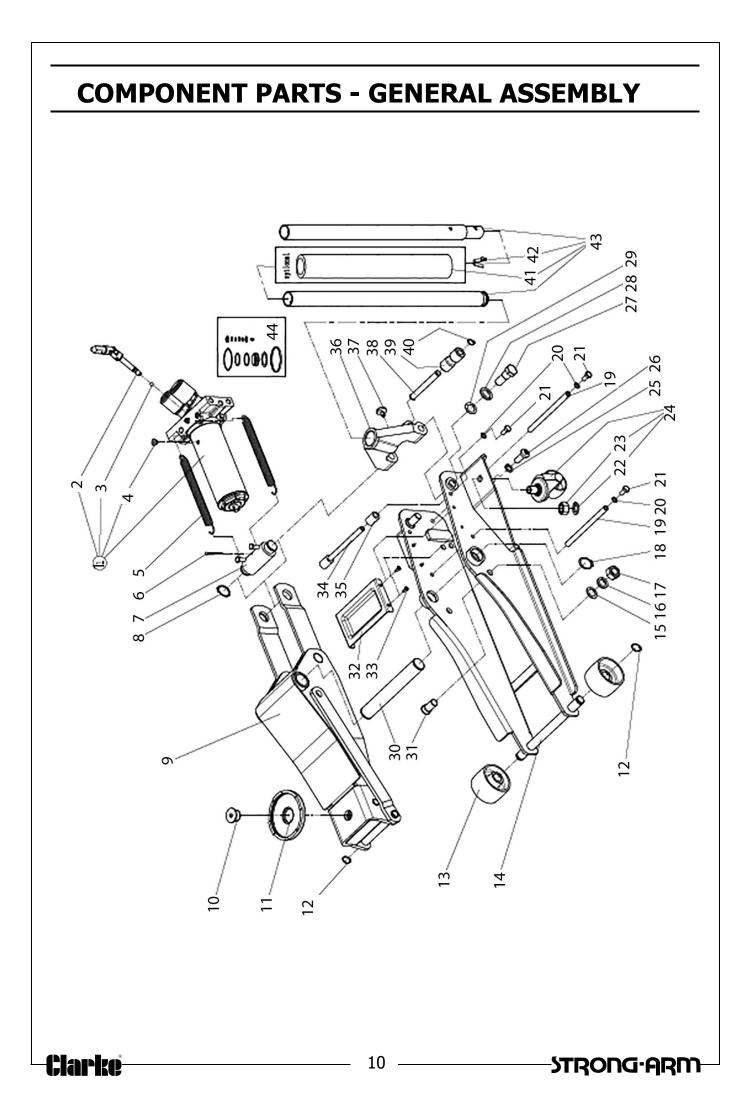
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### **COMPONENT PARTS - RAM ASSEMBLY**

No	Description
1	Plug Screw
2	Sealing Ring
3	Spring
4	Spring Base
5	Steel Ball
6	Large Plunger
7	Split Washer
8	O-Ring
9	Spring Base
10	Spring Barrel
11	Spring
12	Pump Cylinder
13	Washer
14	Universal Joint/Shaft
15	O-Ring
16	Spring Base
17	Spring Barrel
18	Spring
19	Pump Cylinder
20	Back-up Ring
21	O-Ring
22	Gasket
23	Small Plunger
24	Back-up Ring

No	Description
25	O-Ring
26	Сар
27	Plug Screw
28	Spring
29	Spring Base
30	Ball
31	Base Plate
32	Filter Oil Tube
33	Copper Washer
34	O-Ring
35	Back-Up Ring
36	Cylinder
37	Y-Ring
38	Back-up O-Ring
39	Piston
40	Rod
41	T-Washer
42	Reservoir
43	O-Ring
44	O-Ring
45	Тор Сир
46	Oil Plug
47	Ball



#### **COMPONENT PARTS - GENERAL ASSEMBLY**

No	Description
1	Power unit assembly
2	Universal joint assembly
3	Steel ball bearing 6mm
4	Oil plug
5	Return spring
6	Cotter pin 4 x 45mm
7	Coupling connector
8	C-clip 25mm
9	Lifting arm assembly
10	Pin for saddle
11	Saddle
12	C-clip 18mm
13	Front wheel
14	Frame assembly
15	Washer M14
16	Spring washer M14
17	Nut M14
18	C-clip 28mm
19	Rear shaft
20	Spring washer M8
21	Bolt M8 x 20
22	Spring washer

No	Description
23	Nut M16
24	Rear castor assembly
25	Spring washer M12
26	Button head socket cap screw M12
27	Shoulder bolt
28	Spring washer M12
29	Washer M18
30	Supporting shaft
31	Connecting rod pintle
32	Cover plate
33	Screw st4.8 x 16
34	Handle socket shaft
35	Rubber sleeve
36	Handle socket
37	Handle socket screw
38	Pin for roller
39	Contact roller
40	C-clip 12mm
41	Flexible protective tube
42	Handle lock pin
43	Handle assembly
44	Seal kit

### **DECLARATION OF CONFORMITY - UKCA**

# UK CA



Hemnall Street, Epping, Essex, CM16 4LG

#### **DECLARATION OF CONFORMITY**

This is an important document and should be retained.

We hereby declare that this product(s) complies with the following legislation:

The Supply of Machinery (Safety) Regulations 2008

The following standards have been applied to the product(s):

EN 1494:2000+A1

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The technical documentation required to demonstrate that the product(s) meet(s) the requirement(s) of the aforementioned legislation has been compiled and is available for inspection by the relevant enforcement authorities.

The UKCA mark was first applied in: 2024

Product Description:	Trolley Jack
Model Number(s):	CTJ3500LPQLPRO
Serial/Batch Number:	Refer to product/packaging label
Date of Issue:	17/01/2024

Signed:

J.A Clarke

Director

CTJ3500LPQLPRO UKCA Clarke DOC 011724

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## **DECLARATION OF CONFORMITY - CE**



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#### **GUARANTEE**

This product is guaranteed against faulty manufacture for a period of 12 months from the date of purchase. Please keep your receipt which will be required as proof of purchase.

This guarantee is invalid if the product is found to have been abused or tampered with in any way, or not used for the purpose for which it was intended.

Faulty goods should be returned to their place of purchase, no product can be returned to us without prior permission.

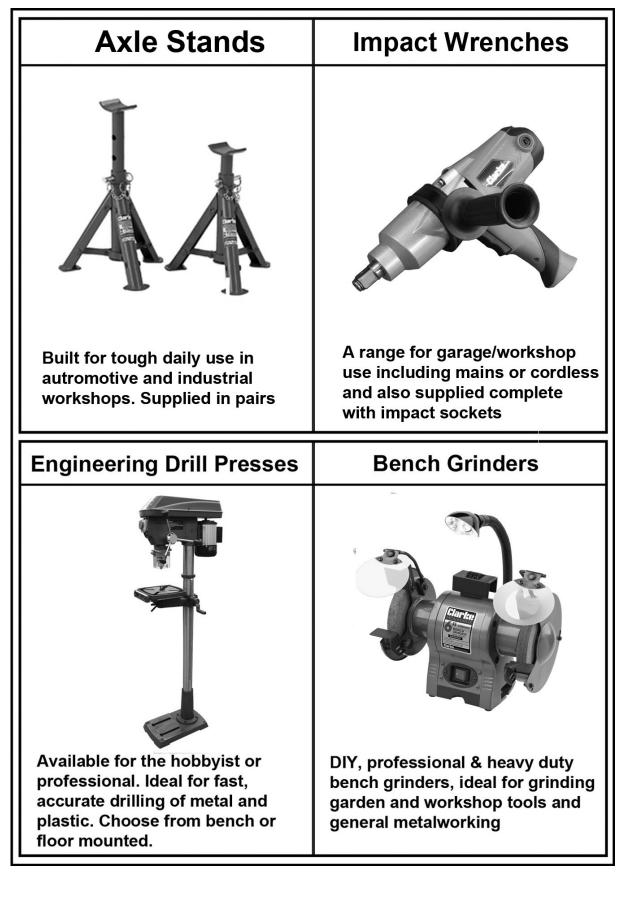
This guarantee does not effect your statutory rights.

#### **ENVIRONMENTAL PROTECTION**

One of the most damaging sources of environmental pollution is oil products. **NEVER** throw away used hydraulic oil with domestic refuse or flush it down a sink or drain. Collect any hydraulic oil in a leak proof container and take it to your local waste disposal site.

If disposing of this product or any damaged components. **DO NOT** dispose of with general waste. This product contains valuable raw materials and should be taken to your local civic amenity site for recycling of metal products.

#### **USEFUL ITEMS FROM THE CLARKE RANGE**





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**CIAPKE** INTERNATIONAL Hemnall Street, Epping, Essex CM16 4LG www.clarkeinternational.com