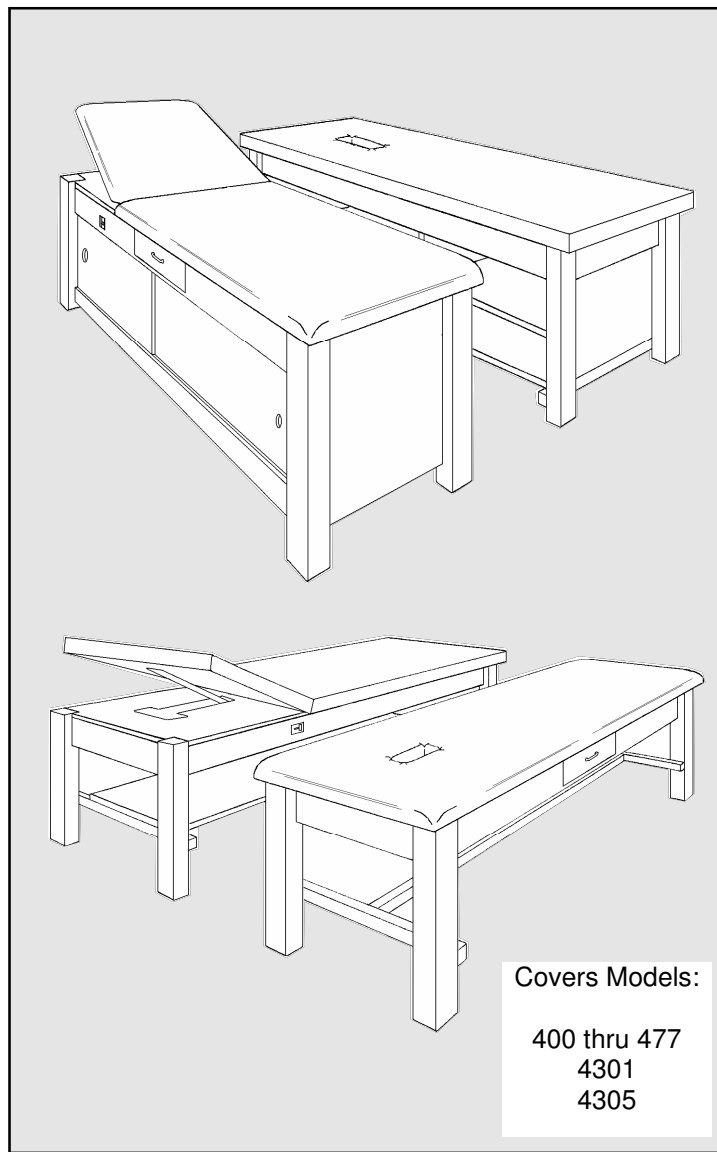


400 & 4300 Series Treatment Tables Product Manual



BAILEY

C1112

BAILEY MANUFACTURING COMPANY
www.baileymfg.com
Lodi, Ohio 44254 USA

Important Read This First

Bailey Manufacturing Company is proud of the reputation we have earned as a leader in the physical, occupational, and sports medicine industry for over 50 years. Our products are made from the highest quality materials and built in the USA by skilled craftsmen.

Prior to shipping, this product was thoroughly inspected to ensure the highest quality standards and your total satisfaction. If you experience any problems, please follow the instructions outlined in the Warranty & Support Section of this manual. Contact either your dealer or Bailey at 1-800-321-8372.

Please take a moment now and record the following information for future reference:


<i>Date of Purchase [delivery date]:</i>
<i>Bailey Dealer:</i>
<i>Packing Slip #:</i>
<i>Serial Number:</i> <i>Date of Manufacture:</i> <i>Model Number:</i>

Contents:	Pages:
Product Section	4 thru 18
General Information	4
Parts	4 - 6
Assembly	6 - 16
Safety	17
Operation	17
Maintenance & Cleaning	18
Troubleshooting	18
Inspection & Service Logsheet	23
Warranty & Support Section	19 thru 22
Warranty Terms	19
Product Support & Assistance	20
Product Registration	21
Damage & Loss In Transit	21
Returns	22

General Information:

Read entire Product Manual before assembling and using this product. If you have any questions regarding the following information, please contact a Bailey Customer Service Representative at 1-800-321-8372.

Features & Specifications, Models 400 & 4300 Series:

- Vinyl upholstered Models meet flammability specifications of Boston Fire Code BFD IX-1 and California Bulletin 177 (e), and feature anti-bacterial foam padding for patient comfort.
- Raised Rim Models feature laminated table surface with solid hardwood raised rim.
- Convenient 30" total fixed height and 24" or 30" x 78" top.
- Adjustable height internal cabinet shelf [Model 4301 only]
- Hardwood construction throughout.
- Maximum static load capacity of 300 lb. / 136 Kg. 

Options & Accessories, Model 400 & 4300 Series:

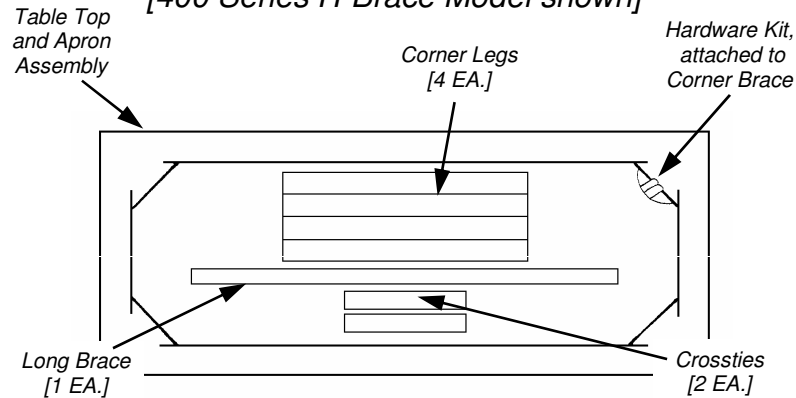
Optional vinyl colors [Camel is standard] available at no extra cost. These factory installed options are available at additional cost:

- Model 34 Stirrups [400 Series only]
- Model 39 Nose Slot
- Model 42 Drawer [400 Series only]
- Model 43 or 43A Adjustable Back [400 Series only]
- Model 44 Sliding Arm Board [400 Series only]
- Models 61 [1" thick] & 62 [2" thick] Mat [400 Series Raised Rim Models only]

Parts:

If your new Treatment Table is shipped "knocked down", all hardware and parts are included for final assembly. **Cabinet equipped Tables are shipped fully assembled and ready to use.** Refer to Figure 1 on opposite page for a typical example of "knocked down" table packaging.

Figure 1
Treatment Table Parts Location
[400 Series H-Brace Model shown]



Parts [cont'd]:

Inspect the unit carefully, immediately upon removal from packaging, to ensure that the unit is in good condition and all materials are present before starting assembly.

Note: Bailey Manufacturing Company waives any responsibility for concealed freight damage not reported within five (5) days of receiving shipment. Refer to Product Warranty and Support Section of this Manual for more information.

The following are supplied with all “knocked down” tables:

- (4) EA. # 2401 Lag Bolt, 3/8 x 4”
- (4) EA. # 3597 Lockwasher, 3/8
- (4) EA. # 3610 SAE Flatwasher, 3/8
- (4) EA. Corner Leg

The following are supplied with H-Braces only:

- (8) EA. # 3220 2” x # 10 Flathead Wood Screw
- (2) EA. Crosstie
- (1) EA. Long Brace

Parts [cont'd from page 5]:

The following are supplied with the Plain Shelf only:

- (8) EA. # 3220 2" x # 10 Flathead Wood Screw
- (3) EA. # 3230 2 1/2" x # 10 Flathead Wood Screw
- (1) EA. Plain Shelf

The following are supplied with upholstered Adjustable Backs only:

- (8) EA. #2140 1/4-20 x 1 1/4" Carriage Bolt
- (8) EA. #2540 1/4 Hex Nut

The following are supplied with the Divided Shelf only:

- (8) EA. #3290 3/4" x #10 Slotted Hex Head Screw
- (8) EA. #3220 2" x #10 Flathead Wood Screw
- (2) EA. Crosstie Assembly
- (2) EA. Divider Assembly
- (1) EA. Divided Shelf

The following are supplied with the Storage Shelf only:

- (4) EA. #3200 1 1/2" x #10 Flathead Wood Screw
- (2) EA. #3290 3/4" x #10 Slotted Hex Head Screw
- (8) EA. #3220 2" x #10 Flathead Wood Screw
- (1) EA. Short Shelf Side
- (1) EA. Long Shelf Side Assembly
- (2) EA. Shelf
- (2) EA. Crosstie
- (1) EA. Long Brace

The following are supplied with the Model 4301 table only:

- (1) EA. Shelf
- (2) EA. Shelf Bracket

Assembly:

For all "knocked down" tables, the following minimum tools are required:

- 9/16" wrench

For H-Brace, Plain Shelf, Divided Shelf, and Storage Shelf tables, the following additional tools are required:

- Phillips & Flat Blade screwdrivers

Assembly [cont'd]:

- Portable electric drill with Phillips drive bit, and 5/16" socket driver or 5/16" Nut driver
- Carpenters square [suggested for checking alignment]

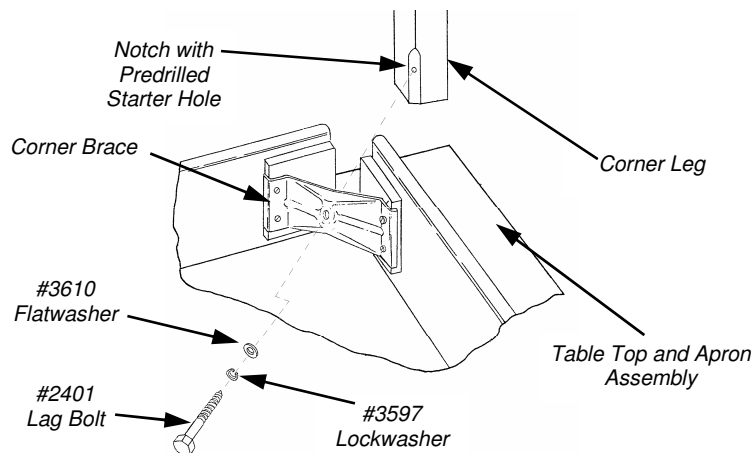
All Tables, Leg Assembly [Refer to Figures 2 & 3, below and page 9]:

Place the Table Top and Apron Assembly upside down on a smooth, clean surface. Place one Corner Leg in each corner at the gap in the Apron, with the notch and Lag Bolt starter hole facing inside towards the Corner Brace [Figure 2]. For H-Brace and Shelf Models, match each Leg to a corner so that each leg has one Crosstie starter hole facing inward along the length of the table [Figure 3, page 9].

For Storage Shelf Models, the two legs with three predrilled starter holes must be at one end, with two offset holes in each leg facing inward [see Storage Shelf Assembly section on page 12].

[continued on page 8]

Figure 2
Treatment Table Corner Leg Assembly



All Tables, Leg Assembly [cont'd from page 7]:

Note: For all tables equipped with a Gas Spring Adjustable Back, two (2) Legs will have a plastic button on one end. These button end Legs are to be installed at the Adjustable Back end of the table, with the buttons facing the Adjustable Back.

Attach each of the four (4) Corner Legs using one (1) Lag Bolt, Lockwasher and Flatwasher [Figure 2, page 7]. **Do not tighten the Lag Bolts! Legs must be loose enough to move.**

For All Plain Table Models only, tighten all Lag Bolts gradually in sequence around the table until all legs are drawn securely into gap in aprons. If equipped with an Adjustable Back, refer to Accessory Assembly section on page 16. **Refer to fastener tightening sequence on page 14 before putting table into service.**

Assembly, H-Brace and Plain Shelf Models Only:

Attach each of the two (2) Crossties to a pair of Legs [Crosstie notches face inward toward each other, Figure 3] at each end using one (1) 2" x #10 Flathead Wood Screw per leg.

The screws go through the predrilled holes in Crossties and into predrilled starter hole in Legs. **Do not tighten the screws! Crossties must be loose enough to move.** Attach the Long Brace between the Crossties, using two (2) 2" x #10 Flathead Wood Screws through each Crosstie and into starter holes in the Long Brace. **Do not tighten the screws!**

Note, Plain Shelf Models only: there are three predrilled holes in the Long Brace which must have the countersunk side facing away from the shelf.

For all H-Brace Models only, **refer to fastener tightening sequence on page 14 before putting table into service.**

[continued on page 10]

Figure 3
H-Brace Assembly

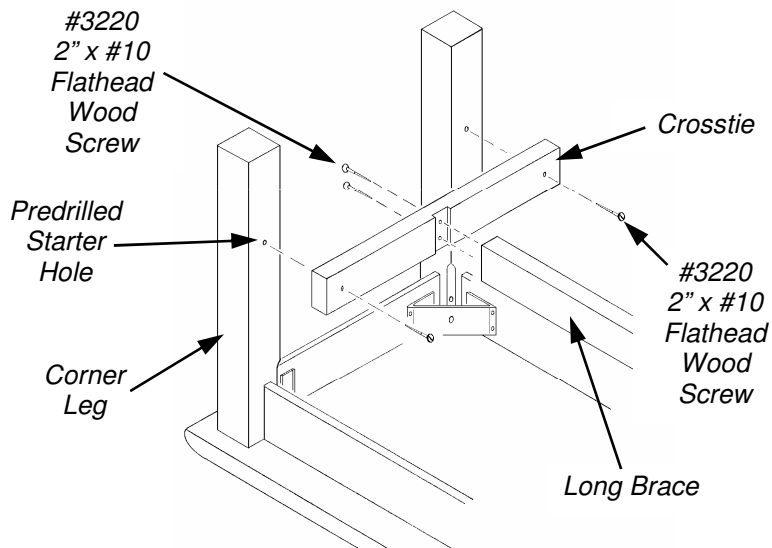
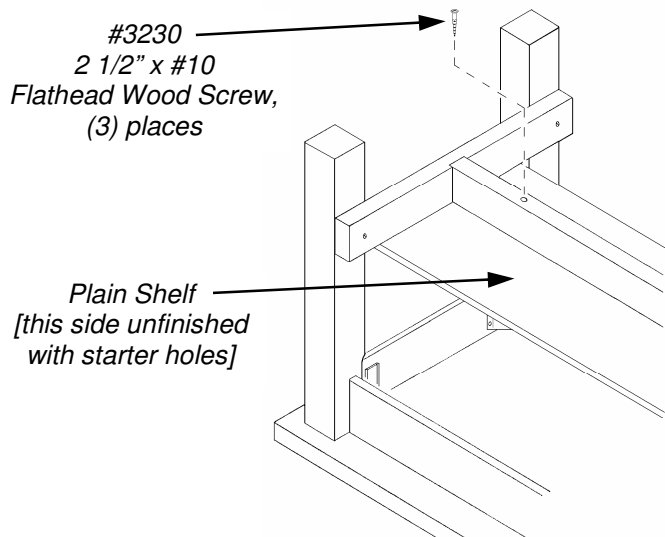


Figure 4
Plain Shelf Assembly



Assembly [Cont'd], Plain Shelf Models Only:

For all Plain Shelf Models, attach the Plain Shelf to Long Brace with unfinished side against the Brace, using three (3) 2 1/2" x #10 Flathead Wood Screws. The Shelf has three (3) predrilled starter holes in one unfinished side. Align these with the matching holes in the Long Brace and install the Wood Screws. **Tighten** these three Screws from the center outward, until the shelf is flush with the Long Brace and the Screws are flush or slightly below the wood surface.

If equipped with an Adjustable Back, refer to Accessory Assembly section on page 16. Refer to fastener tightening sequence and notes on page 14 before putting table into service.

Assembly, Divided Shelf Models Only:

Locate the Divided Shelf and two (2) Divider Board Assemblies [refer to Figure 5, below]. Attach the Boards to the **finished side** of the Shelf using two (2) 2" x # 10 Flathead Wood Screws per Board, through the predrilled and countersunk holes in the Shelf, and with the preinstalled Angle Brackets facing **away** from each other.

Figure 5
Divided Shelf Assembly

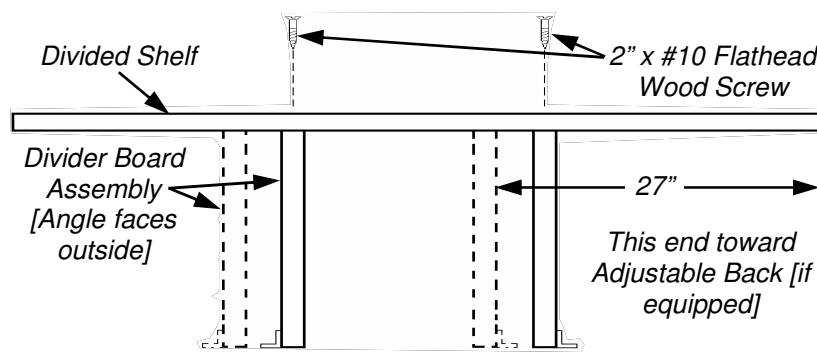
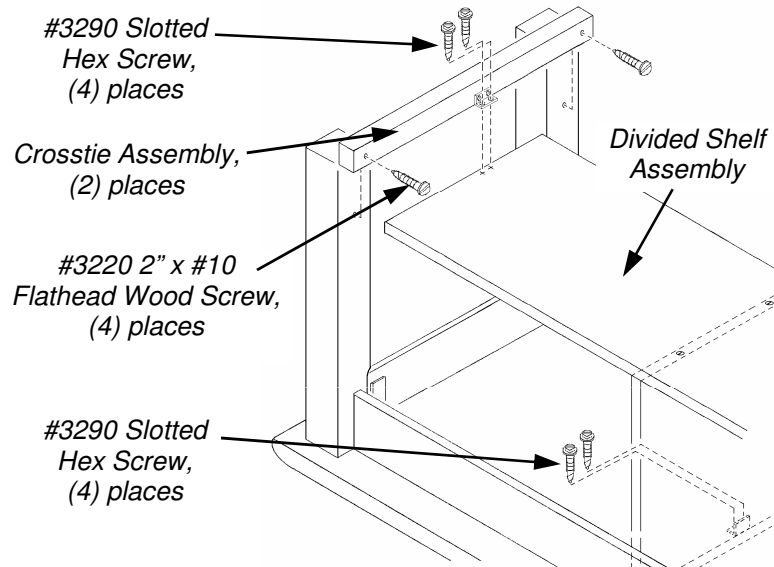


Figure 6
Divided Shelf Final Assembly



Assembly[Cont'd], Divided Shelf Models only :

Do not tighten the screws! Place this shelf assembly centered on the the backside of the table.

Note: For tables with an Adjustable Back ONLY, the Divider Board locations on the Shelf will be offset to one end. Locate the end with 27" of open shelf toward the Adjustable Back. All others are symmetrical and may be installed in either direction.

Attach each of the two (2) Crosstie Assemblies to a pair of Legs [pre-attached Angle Brackets and countersunk holes face inward toward each other, Figure 6, above] at each end using one (1) 2" x #10 Flathead Wood Screw per Leg. The screws go through the predrilled holes in Crossties and into predrilled starter hole in Legs. **Do not tighten screws at this time! Crossties must be loose enough to move.**

[continued on page 12]

Assembly, [Cont'd] Divided Shelf Models Only:

Using a Carpenters square or other square object with accurate right angles, adjust Divider Boards so they are perpendicular to the Shelf. Attach each Divider Board to the backside of the table top using two (2) 3/4" x # 10 Slotted Hex Head Screws per Angle Bracket. ***Do not tighten screws at this time!***

Attach the Shelf and Divider assembly to the Crossties as shown using two (2) 3/4" x # 10 Slotted Hex Screws per Angle Bracket. ***Do not tighten the screws at this time!***

If equipped with an Adjustable Back, refer to Accessory Assembly section on page 16.

Refer to fastener tightening sequence on page 14 before putting table into service.

Assembly, Storage Shelf Models Only:

Locate the Storage Shelf components shown in Figure 7, opposite page. Attach Long Shelf Side and Short Shelf Side to the Shelves with the countersunk sides of the predrilled holes facing to the outside, using six (6) 1 1/2" x #10 Flathead Wood Screws per each Side. ***Tighten all twelve (12) screws manually. Do not use power tools to finish tighten screws threaded into ends of plywood, or the holes may strip out!***

Ensure that the foot end of the table has two legs with three predrilled starter holes in each leg. Two of the holes in each leg will be offset to one side, and must be located so that they face inward toward the table center and align with the predrilled holes in the Short Shelf Side [see Figure 8, opposite page].

[continued on page 14]

Figure 7
Storage Shelf Assembly

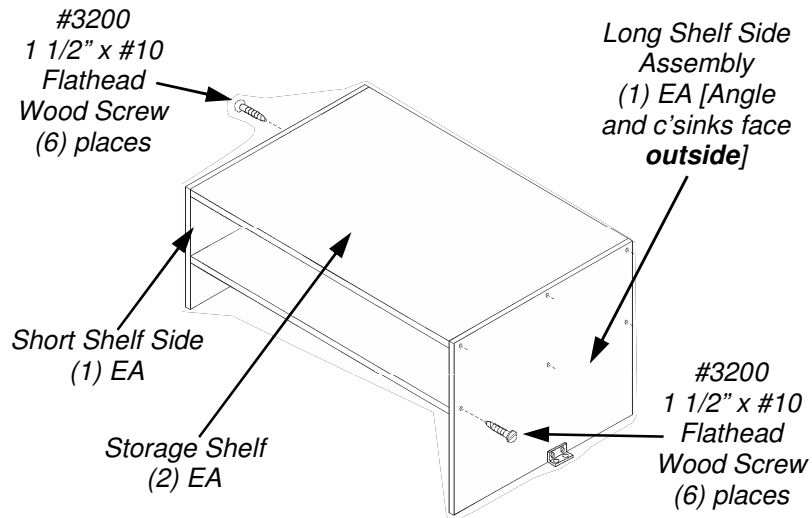
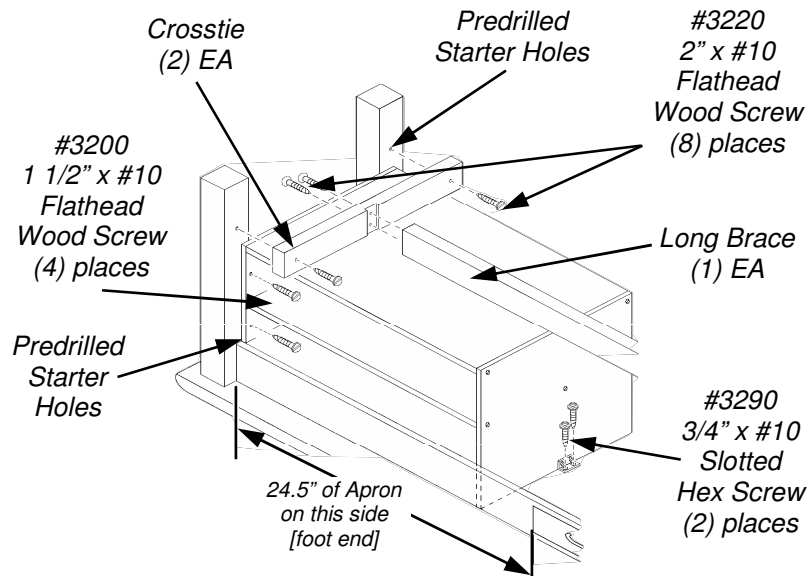


Figure 8
Storage Shelf Final Assembly



Assembly, [cont'd] Storage Shelf Models Only :

Place assembled Storage Shelf on the backside of the foot end [the table end with 24.5" of Apron to one side of offset drawer] of the table; the Short Shelf Side must be facing outward and matched to the two legs with offset predrilled starter holes. The Long Shelf Side will face inward, with the preattached Angle Bracket facing toward the drawer. Attach Short Side to Legs using four (4) 1 1/2" x #10 Flathead Wood Screws. **Do not tighten!** Attach Long Side Angle Bracket to table using two (2) 3/4" x #10 Slotted Hex Head Screws. **Do not tighten!**

Attach each of the two (2) Crossties to a pair of Legs using one (1) 2" x #10 Flathead Wood Screw per leg. Crosstie notches face inward toward each other [see Figure 8, page 13]. The screws go through the predrilled holes in Crossties and into predrilled starter hole in Legs. **Do not tighten the screws! Crossties must be loose enough to move.** Attach the Long Brace between the Crossties, using two (2) 2" x #10 Flathead Wood Screws through each Crosstie and into starter holes in the Long Brace. **Do not tighten the screws!**

Refer to fastener tightening sequence in the following section before putting table into service.

Assembly, Fastener Tightening Sequence:

Finish tightening all fasteners in the following sequence, as applicable:

- Plain Shelf [if equipped], from center screw outward
- Divider Shelf to Dividers ***[by hand only; no power tools]***
- Divider Angles to table back
- Crosstie to Long Brace screws [H-Brace & Storage Shelf tables]
- Crosstie Angle Bracket to Divider Shelf.
- Corner Leg to Corner Brace Lag Bolts, gradually and in sequence around the table until Lockwashers flatten out and Legs are drawn securely into the Apron gap.

Assembly, Fastener Tightening Sequence [Cont'd]:

- Crosstie to Corner Leg screws
- Short Shelf Side to Corner Leg screws [Storage Shelf Models only]
- Long Shelf Side Angle Bracket to back of table [Storage Shelf Models only]

The Flathead Wood Screws are tight when mating parts fit together flush and screw heads are flush or slightly below the wood surface.

Note: Tightening each Corner Leg fully before starting the next one, or tightening screws out of recommended sequence may result in a warped or distorted table. If this occurs, loosen all fasteners until table flattens out, and carefully retighten all fasteners in sequence.

Turn Treatment Table upright and place in location to be used. The floor should be as flat and level as possible.

Check all fasteners and components for proper tightness and fit. Your Treatment Table is now ready to use.

Accessory Assembly, Model 4301 Adjustable Shelf:

Place each of the two (2) Shelf Brackets into a premounted Shelf Rail inside the cabinet, at the same height. NOTE: Brackets must be pushed **into the rails hard, then pulled down hard into the slots**. Open one of the end cabinet doors completely, turn the Shelf sideways and slide it into the opening above the Shelf Brackets. Turn Shelf flat and place onto Shelf Brackets. Shelf height may be adjusted by moving both Brackets evenly

Accessory Assembly, Adjustable Back Tables:

Note: Most other factory installed accessories are ready to use as shipped. For non-factory installed accessories, refer to the documentation supplied separately from this manual.

[continued on page 16]

Accessory Assembly, Adjustable Back Tables [Cont'd]:

Only for Model 4305 and tables with Raised Rim and Adjustable Back, **NO ASSEMBLY IS NECESSARY.** Your table is ready to use. The Adjustable Ratchet Fitting Back must be lifted manually using both hands, and must first be raised fully in order to lower.

For all Gas Spring equipped Adjustable Back tables, ensure table is on its back, all other table assembly is complete and the fasteners are tight.

For shipping purposes, the Crossbrace is stored slightly behind the assembled position and retained by two small tapping screws on each side. Remove all four (4) screws, and rotate Crossbrace forward and up until aligned with through holes in Apron on each side [Figures 9 and 10, below and opposite page].

Attach Crossbrace to Apron on each side using four (4) 1/4-20 x 1 1/4" Carriage Bolts and Nuts per side. **Do not overtighten, or the Apron will be damaged! Do not attempt to adjust Gas Spring, cabling or components. They are adjusted at the factory for proper operation. Turn table over and review Operation section before using.**

Figure 9
Crossbrace In Shipping Position

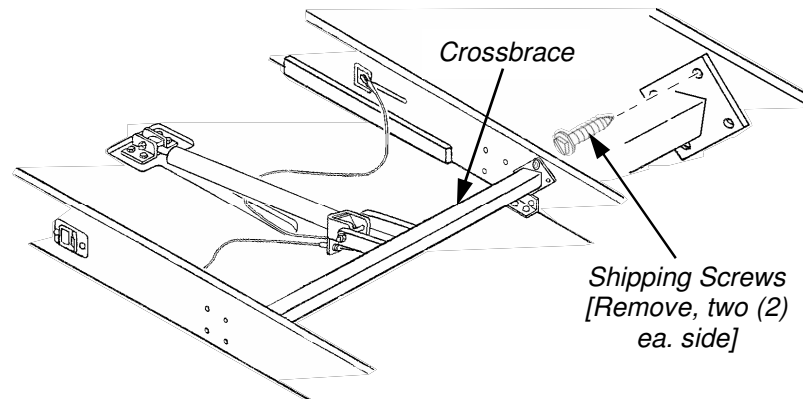
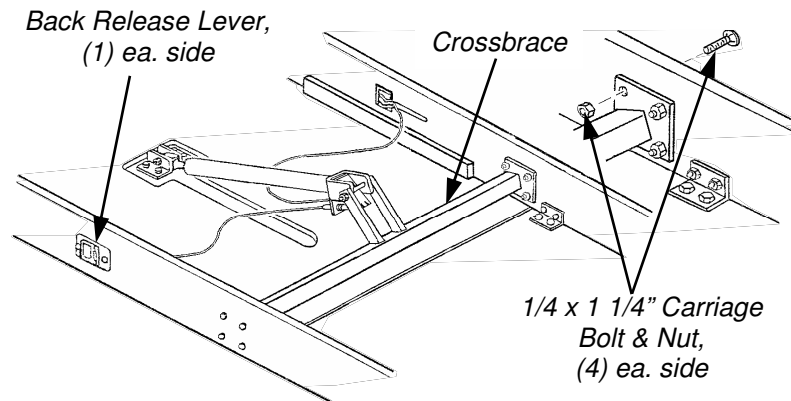


Figure 10
Crossbrace Final Assembly Position



Operation, Adjustable Back:

*Note: **Never** move table by lifting up on adjustable back, as this may damage the mechanism. The adjustable back locks into position in the **down** direction only. Move by grasping stationary parts only.*

Push lever on either side of table to release back, while using the other hand to control its speed and elevation. **Please note:** *Body weight must be off the adjustable back to raise or lower properly.*

For Model 4305 and Raised Rim Adjustable Backs with Ratchet Fittings, raise and lower back from behind using two hands, one on each side. To raise, lift back, then drop back down into one of the fifteen set positions. To lower, raise back up gently until at maximum height, then drop back down into desired position.

Safety:

Be safe! Never attempt to assemble or move a table yourself; always seek assistance. Avoid placing the table against walls or in contact with other equipment in order to eliminate pinch points. Always observe Table Static Load Ratings as stated on page 4.

Maintenance & Cleaning:

Regularly inspect components for wear and proper adjustment. Should the unit need attention, remove from service until the unit is returned to its original condition. A convenient Inspection and Service Logsheet is provided on page 23 for recordkeeping.

To help keep your table in good condition, clean as required using **abrasive free** and **solvent free** products. Test any cleaner or disinfectant on a small, inconspicuous location before using. Discontinue use if surface softens, discolors, or loses gloss.

Never use any cleaners or disinfectants containing harsh solvents on product surfaces. Check their Material Safety Data Sheet and consult the manufacturer with any questions. Some chemicals will severely shorten the life of your vinyl upholstery and lacquer coated finishes.

For light soiling, upholstery manufacturers recommend liquid dish soap and water, or liquid cleanser and water applied sparingly with a soft bristle brush. For difficult stains or disinfection, use a solution of 10% household bleach [sodium hypochlorite] and 90% water applied sparingly with a soft white cloth. Rinse with water dampened cloth to remove any remaining soap, cleanser or bleach solution.

Troubleshooting:

Your new Bailey Treatment Table will provide years of reliable service. In the event the Table does not function correctly, inspect all components for tightness and proper condition.

For detailed information or component replacement, contact Bailey Customer Service at the number on this page. **Have your date of purchase and Bailey Dealer information handy for faster service.**

Five Year Limited Warranty:

Bailey Manufacturing Company warrants the products we manufacture to be free of defects in materials, workmanship, or design under normal use and service conditions for five years after the date of original purchase (two years for Bailey Basics). Resale products and components manufactured by others will carry the warranty of the manufacturer. If the product and/or equipment should become defective within the designated warranty period, Bailey Manufacturing Company will repair or replace it (at our option) free of charge, including return transportation to you, provided you deliver the equipment or product prepaid to Bailey Manufacturing Company at 118 Lee Street, Lodi, Ohio 44254. Please receive "authorization" before returning product to the factory, as Bailey Manufacturing Company will not accept collect shipments. Bailey Manufacturing Company reserves the right to repair or replace component parts without return of the entire unit.

This warranty does not include damage resulting from accident, abuse, or misuse of the product and expressly excludes normal wearing of parts or defect caused by transportation, accident, fire, flood, alteration, or negligence.

Bailey's warranty liability is limited to that stated above; other than the warranty stated above, there are no warranties expressed or implied. Bailey will have no responsibility for consequential or incidental damages.

Product Support:

Bailey Manufacturing Company is totally committed to producing the finest quality physical, occupational, and sports medicine products. Our goal is your total satisfaction. If you experience any problems, please feel free to contact a Bailey Customer Service Representative at 1-800-321-8372 between the hours of 8:30 AM and 4:30 PM Eastern Time weekdays.

The following information is provided to help ensure that your experience with Bailey is a positive one. Please read this information carefully before you unpack or begin assembly.

If You Need Assistance:

To provide the best possible service to our customers and dealers, warranty claims should be made directly to Bailey. Since Bailey is in the best position to solve the customer's problem, it will speed up the process and help ensure total customer satisfaction. Should you encounter any problem with our products or services, please contact a Bailey Customer Service Representative at 1-800-321-8372 between the hours of 8:30 AM and 4:30 PM Eastern Time, weekdays. Please have the date of purchase and Bailey dealer information recorded inside the front cover of this manual, or a copy of your packing list available to help our customer service representative provide you with the fastest service. In most cases, you will also want to notify your dealer to enable them to provide any further assistance.

Damage or Loss in Transit:

All of our equipment is thoroughly inspected and carefully packed before leaving our plant. It is receipted for by the carrier as having been shipped in good condition. Any loss or damage which occurs to the equipment in route will be solely through negligence of the carrier and all claims must be filed directly with the carrier. Important; If a shipment is delivered to you in a visibly damaged condition or in a quantity that is less than is enumerated on the Bill of Lading or delivery receipt, insist on a notation of this damage or shortage by the delivering carrier's agent on the delivery receipt or freight bill. When a shipment has been delivered to you in apparent good condition, but upon opening the containers or crate, damage is discovered, notify the delivering carrier immediately upon discovery. This notification must be made within 2 days of receipt of the shipment. Insist upon an inspection and inspection report. You must retain all packaging, including the carton or crate in which the damaged item was shipped, until inspection has been made. All claims must be made by you, the consignee, directly to the carrier or its agents.

Returns:

Merchandise to be returned **must** have proper authorization. Please contact your dealer for assistance with this procedure. A reference (return authorization or RA) number is to be clearly marked on all cartons and correspondence. Freight charges are to be prepaid, as collect shipments are not accepted. Items must be in the original packaging and returned within 30 days of the invoice date. Returns that are **not** the result of a warranty claim are subject to a restocking fee of 20% to cover inspection and handling. Any damage due to use, mishandling, or improper packing of the return will be noted and deducted from the credit issued. Special order items may not be returned for credit. Bailey Customer Service Representatives will complete a "Returned Merchandise Information" form to clearly identify all information concerning the returned merchandise.

Specifications:

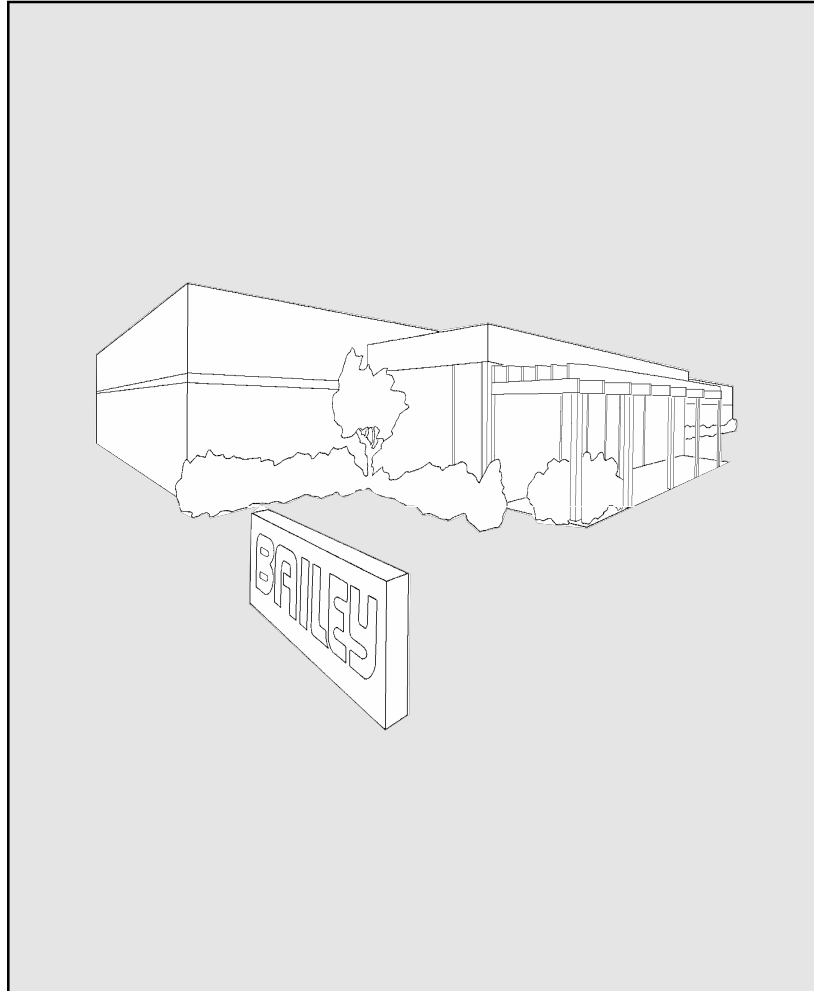
Due to continuous improvements in design, materials, and construction techniques, specifications in the Bailey catalog are subject to change without notice. In all cases, the equipment shipped will be of equal or superior quality. Bailey Manufacturing Company also reserves the right to discontinue the manufacture of any product at such time as we consider necessary.

Customer Service:

When service is required, it is nearly impossible to place a value on it. For that reason we have an extremely competent Customer Service Department available to assist you with answers to your questions or recommendations in your planning process. In the unlikely event that a product may be in need of repair, our staff will assist with prompt identification of the required replacement part. Have the date of purchase and the name of your Bailey dealer handy for reference. Please contact us at 1-800-321-8372 between the hours of 8:30 AM and 4:30 PM Eastern Time weekdays for assistance.

Inspection & Service Logsheet

<i>DATE</i>	<i>BY</i>	<i>DESCRIPTION</i>



BAILEY

BAILEY MANUFACTURING COMPANY
800-321-8372 • FAX: 800-224-5390
Mail: P.O. Box 130, Lodi, OH 44254-0130
Shipments: 118 Lee St., Lodi, OH 44254