



---

## **MODEL 71203 3 TON CAPACITY FLOOR JACK & MODEL 71331 3 TON CAPACITY LIGHTWEIGHT FLOOR JACK SETUP • OPERATING • MAINTENANCE INSTRUCTIONS**

Note: Revision letters (A, B, C, D etc.) after model numbers have been omitted as they do not affect the setup, operating and maintenance instructions of a particular jack unless otherwise noted.

---

### **IMPORTANT: READ THESE INSTRUCTIONS BEFORE OPERATING**

**BEFORE USING THIS JACK, READ THIS MANUAL COMPLETELY AND THOROUGHLY, UNDERSTAND ITS OPERATING PROCEDURES, SAFETY WARNINGS AND MAINTENANCE REQUIREMENTS. FAILURE TO DO SO COULD CAUSE ACCIDENTS RESULTING IN SERIOUS OR FATAL PERSONAL INJURY AND/OR PROPERTY DAMAGE.**

The use of portable automotive lifting devices is subject to certain hazards that cannot be prevented by mechanical means, but only by the exercise of intelligence, care, and common sense. It is therefore essential to have owners and personnel involved in the use and operation of equipment who are careful, competent, trained, and qualified in the safe operation of the equipment and its proper use. Examples of hazards are dropping, tipping, or slipping of motor vehicles or their components caused primarily by improperly securing loads, overloading, off-centered loads, use on

other than hard level surfaces, and using equipment for a purpose for which it was not designed.

It is the responsibility of the owner to make sure all personnel read this manual prior to using this device. It is also the responsibility of the device owner to keep this manual intact and in a convenient location for all to see and read. If the manual is lost or not legible, contact Norco Industries, Inc. for a free replacement. If the operator is not fluent in English, the product and safety instructions shall be read to and discussed with the operator in the operator's native language by the purchaser/ owner or his designee, making sure that the operator comprehends its contents.

#### **WARRANTY**

This floor service jack is covered by a Limited Lifetime Warranty. For details see the back cover of Norco's product catalog.

---

### **⚠ WARNING**

- Before lifting a vehicle, refer to the vehicle's service manual or inquire from the vehicle manufacturer the recommended jack lifting points and jack stand support surfaces on the vehicle chassis.
  - Inspect the jack before each use. Do not use the jack if it is damaged, altered, modified, in poor condition, leaking hydraulic fluid, or unstable due to loose hardware. Take corrective action before using the jack.
  - This jack was designed for lifting purposes only. Do not attempt to work on the vehicle until jack stands rated equal to or greater than the rated capacity of the jack are positioned to support the load.
  - Do not move or dolly the vehicle while on the jack.
  - Do not use the jack beyond its rated capacity. Lift only dead weight.
  - Center load on saddle. Be sure setup is stable. Off-center loads can cause jack failure and/or loss of load.
  - Use the jack on a hard level surface. The jack must be free to roll and reposition itself while lifting or lowering the vehicle.
  - Do not modify the jack or use saddle adapters or saddle extenders unless approved or supplied by Norco.
  - Always lower the jack slowly and carefully.
- 

### **SETUP**

1. Your jack is equipped with a two-piece handle. Fit the handle halves together and secure them by tightening the bolt and nut provided.
2. Using an open end or socket wrench, remove the hexagonal head screw located on top of the handle receiver so the handle can be inserted all the way.
3. Insert the handle in the handle receiver making sure the configuration at the end of the handle fits into the slotted position of the mechanism inside the handle receiver. The outside groove at the bottom of the handle should align with the screw hole in the handle receiver.
4. Install the hexagonal head screw in the screw hole in the bottom of the handle receiver and tighten. This will secure the handle in the handle receiver allowing you to maneuver the jack. The hexagonal head screw will not bottom out on the handle thus allowing you to rotate the handle in either direction for activation of the release valve to either raise or lower the jack.

5. Sometimes air gets trapped in the hydraulic system during shipment. An air bound hydraulic system feels spongy when pumped and sometimes the jack will not pump full incremental strokes.

#### **PURGING AIR FROM THE HYDRAULIC SYSTEM**

- a. Open the release valve by turning the handle in a counterclockwise direction two full turns.
- b. Pump the handle ten full strokes.
- c. Close the release valve by turning the handle in a clockwise direction until tight.
- d. Pump the jack until the lift arm is extended to maximum height.
- e. If the condition remains, repeat steps "a" through "d" until all the air is purged from the system.

## OPERATING INSTRUCTIONS

1. Become familiar with the operation of the handle. Turning the handle in a clockwise direction until tightened will enable the jack lift arm to be raised when pumping the handle up and down. Turning the handle in a counterclockwise direction will enable the jack lift arm to be lowered. **IMPORTANT: It will never be necessary to turn the handle more than two complete revolutions in the counterclockwise direction. When lowering a load, be careful to turn the handle in a counterclockwise direction very slowly for controlled lowering of the load.**

2. With the jack in the lowered position, push the jack under the vehicle. **IMPORTANT: Use the manufacturer's recommended lifting procedures and lifting points before lifting loads.**

3. Close the release valve in preparation for lifting the load by turning the handle in a clockwise direction until tight. Pump the jack handle to raise the lifting saddle up to the recommended lifting point. Check to see that the lifting point is centered on the lifting saddle and the majority of the weight is not supported by the peripheral edge of the lifting saddle at any single point.

4. **IMPORTANT: Check to see that the ground surface around the jack is free from wheel obstructions such as gravel, tools, or uneven joints or edges. The jack will have a tendency to reposition itself during the lifting process and therefore must not be hindered by wheel obstructions.**

5. Proceed with pumping the jack so the load is lifted to the required work height.

6. After lifting the load, always use vehicle support stands with an adequate capacity rating to support the load before making any repairs or adjustments. Position and adjust the stands under the load at points that will provide stable support. Lower the load **SLOWLY AND CAREFULLY** onto the support stands by turning the jack handle in a counterclockwise direction very slowly. Although jack stands are individually rated, they are to be used in a matched pair to support one end of a vehicle only. Stands are not to be used to simultaneously support both ends or one side of a vehicle.

---

## PREVENTATIVE MAINTENANCE

1. Always store the jack in a well protected area where it will not be exposed to inclement weather, corrosive vapors, abrasive dust, or any other harmful elements. The jack must be cleaned of water, snow, sand, or grit before using.

2. The jack must be lubricated periodically in order to prevent premature wearing of parts. A general purpose grease must be applied to caster wheels, front axle wheels, elevator arm, handle base pivot bolts, release mechanism and all other bearing surfaces. See the exploded view parts drawing for the location of the above mentioned parts. Failure to maintain proper lubrication voids warranty.

3. It should not be necessary to refill or top off the reservoir with hydraulic fluid unless there is an external leak. An external leak requires immediate repair which must be performed in a dirt-free environment by qualified hydraulic repair personnel who are familiar with this equipment. Norco Authorized Service Centers are recommended.

**IMPORTANT: In order to prevent seal damage and jack failure, never use alcohol, hydraulic brake fluid, or transmission oil in the jack.**

4. Every jack owner is responsible for keeping the jack label clean and readable. Use a mild soap solution to wash external surfaces of the jack but not any moving hydraulic components. Contact Norco Industries for a replacement label if your jack's label is unreadable.

5. Inspect the jack before each use. Do not use the jack if any component is cracked, broken, bent, shows sign of damage, or leaks hydraulic fluid. Do not use the jack if it has loose or missing hardware or components, or is modified in any way. Take corrective action before using the jack again.

6. Do not attempt to make any hydraulic repairs unless you are a qualified hydraulic repair person that is familiar with this equipment.

---

## REPAIR SERVICE

If your Norco product requires service or repair, contact the Norco Customer Service Department for the location of the nearest Norco Authorized Service Center.

Norco Industries, Inc.  
365 West Victoria St.  
Compton, CA 90220  
(310) 639-4000 • Fax: (310) 639-7411  
[www.norcoindustries.com](http://www.norcoindustries.com)

It will be necessary to provide the Norco Authorized Service Center with a copy of the bill of sale if requesting warranty repair. If the authorized service center determines your product is eligible for warranty repair, the repair will be made at no charge and returned freight prepaid. The cost of non-warrantable service, repair, and return freight is the customer's responsibility.