

# Call Office Conveyor

# **OWNER'S MANUAL**

**CISSELL MANUFACTURING COMPANY HEADQUARTERS** 831 SOUTH FIRST ST. P.O. BOX 32270 LOUISVILLE, KY 40232-2270

PHONE: (502) 587-1292 SALES FAX: (502) 585-3625 SERVICE/PARTS FAX: (502) 681-1275

THIS MANUAL MUST BE GIVEN TO THE EQUIPMENT OWNER.

MAN 77 06/00

Part No. D0095

#### **NOTICE** THE CUSTOMER/OWNER MUST POST OPERATING INSTRUCTIONS AND SAFETY PRE-CAUTIONS IN CLOSE PROXIMITY TO THE CONVEYOR OPERATOR.

### SAFETY PRECAUTIONS

READ THIS OWNER'S MANUAL THROUGHLY BEFORE INSTALLING, OPERATING, AND PERFORMING ANY MAINTENANCE. KEEP THIS MANUAL FOR FUTURE REFERENCE.

POWER TO THE CONVEYOR MUST ALWAYS BE DISCONNECTED OR SHUT OFF PRIOR TO ATTEMPTING ANY SERVICE OR ADJUSTMENT TO THE CONVEYOR.

BE CAUTIOUS AND ALERT FOR ANY LOOSE ARTICLE OF CLOTHING OR JEWELRY THAT MIGHT BECOME ENTANGLED IN THE CONVEYOR LINKS, TROLLEYS, DRIVE MECHANISMS OR ANY MOVING COMPONENT OF THE CONVEYOR.

DO NOT ATTEMPT TO REMOVE OR RELEASE ANY ITEM CAUGHT OR ENTANGLED IN ANY PART OF THE CONVEYOR UNTIL AFTER POWER TO THE CONVEYOR HAS BEEN COMPLETELY DISCONNECTED.

BE ALERT FOR ANY BODY PART (FINGER, HAND, HAIR, ETC.) THAT COULD BE CAUGHT IN ANY MOVING COMPONENT OF THE CONVEYOR.

POST OPERATOR INSTRUCTIONS AND SAFETY WARNINGS IN A PROMINENT LOCATION.

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# **CISSELL CALL OFFICE CONVEYOR**

#### **GENERAL INFORMATION**

The Cissell Conveyor is designed for simplicity in assembly and erection. The following instructions provide a basic guide for the satisfactory reassembly and erection of the Conveyor. If followed, in the sequence outlined, the assembly and erection can be performed with a minimum of effort. Since the Conveyor is completely modular in construction and assembly, the size of the Conveyor can be increased or decreased at any time, by adding or removing straight track sections and links.

#### UNCRATING

Uncrate and unpack all Conveyor units carefully. Compare the units received with the bill of material and be certain that all parts are at hand before starting erection.

#### DAMAGED GOODS

Goods damaged by the customer in handling, erection, or operation shall be the entire responsibility of the customer.

All Cissell Conveyor equipment is thoroughly inspected and carefully packed before leaving the factory. Responsibility for its safe delivery is assumed by the carrier at the time of shipment.

Claims for loss or damage to the contents must be made by the cosignee upon the carrier.

Do not return damaged merchandise to Cissell. File your claim with the carrier as follows: (Claim for loss or damage is shipment cannot be filed be Cissell).

**CONCEALED LOSS OR DAMAGE** involves damage that does not become apparent until the equipment is unpacked. Contents may be damaged in transit due to rough handling even through the carton (or crate) may not show external damage.

When such damage is discovered, immediately make a written request for inspection by the Carrier's agent within fifteen (15) days of the delivery date.

Keep all crating, cartons and fillers. The carrier will require inspection of these and will furnish you with an inspection report and the necessary forms for filing a concealed damage or loss claim. Your protection against loss from concealed damages can be safeguarded only by following these instructions carefully.

**VISIBLE LOSS OR DAMAGE** involves any external evidence of loss or damage, and such damage must be noted on the carrier's freight bill or express receipt, and must be signed by the carrier's agent.

Failure to describe adequately such external evidence of loss or damage may result in the carrier refusing to honor a damage claim. The form required to file such a claim will be supplied by the carrier, and such a claim cannot be filed by Cissell.

**MISSING ITEMS.** When receiving a shipment, be sure that the number of items, packages, crates, etc. correspond to those listed on the Bill of Lading. Any loss must be noted on the carrier's freight bill or express receipt as outlined above (VISIBLE LOSS OR DAMAGE). However, when an omission is discovered that is not a "loss in transit", immediately notify your distributor or, when the shipment was "drop-shipped" (directly to the customer from the factory) you may notify Cissell immediately as to the omission, giving the invoice number, date of delivery, serial number of the conveyor, and description of the parts omitted.

# **ASSEMBLY INSTRUCTIONS**

#### STRAIGHT FLOOR MODEL CONVEYORS

Motor or drive end is preferably located toward rear of plant away from Call Counter.

When removing drive end from crate (and during erection), do not lift or exert force on the link drive sprocket. Avoid shock to either the motor, or the motor control box mounted (on the drive end section) adjacent to the electric motor.

#### ERECTION

1. Position all Conveyor sections on floor in general location for erection, with motor or drive end toward rear of plant.

2. Position base assemblies on floor in final locations. Allow at least 14" from the curved end of the track for clothes clearance, and 14" from the side track to the wall, whenever the Conveyor is placed close to a wall.

- 3. Place vertical columns in base assemblies.
- 4. Place coupler sections on the top of each intermediate column; no coupler being required on either of the two end columns.
- 5. Place drive end section on top of the rear colomn, and the 180 degree return end on top of the front column.
- 6. Insert the ends of two straight track sections (or equal length) into the ends of the 180 degree track section of the drive end; the opposite ends of the straight track sections into the first coupler. Line up the holes in the straight track sections with the mounting holes in the 180 degree track section and in the
- first coupler. Insert bolts in the mounting holes but do not tighten. Place the head of the bolts on the inside of the tubular track; a round washer and crown nut on the outer end of each bolt.

7. Continue to install the remaining pairs of straight track sections between adjacent couplers. Line up the holes in the straight track sections with the mounting holes in the couplers. Insert bolts (with washer and nut) in the mounting holes of the couplers but do not tighten.

- 8. Do not insert the ends of the last of the straight track sections into the ends of the 180 degree return end section.
- 9. Loosen the motor mounting plate on the drive end; slide motor mounting plate forward, so that the chain can be lifted free of the small chain sprocket on the drive motor. This will permit free rotation of the large link drive sprocket.
- 10. Feed each preassembled link assembly into the tubular track; joining each successive link assembly by connecting a short swivel link to the end of an adjacent link by means of the cross pin in the swivel link. Feed the links around the link drive sprocket so that the roller sleeve of each J bolt enters a tooth of the link drive sprocket. Be sure the name CISSELL on each link faces to the outside.
- 11. Feed the links of the last link assembly into the 180 degree track section of the return end assembly; insert the ends of the track section into the ends of the 180 degree track section of the return end; insert bolts in the mounting holes, but do not tighten. Join the final adjacent end links of the link assemblies by connecting the short swivel link to the adjacent end link by means of the cross pin in the swivel link.
- 12. Align track; butt the ends of each adjacent track section tightly and then tighten the track bolts. Do not leave a space between the ends of the adjacent track sections as this will materially reduce the life expectancy of the (nylon) plastic roller wheels.

- 13. Level entire Conveyor by raising (or lowering) the respective vertical column in its base; or by raising (or lowering) the respective coupler (or end section) on the top of the columns. Tighten the set screws in the socket of each base. Tighten the set screws in the socket of each end section and central coupler. After
- alignment, pull the Conveyor links by hand, to make sure that everything is free, and that the J bolts are not hitting anything.
- 14. Replace the motor drive chain onto the large chain sprocket of the link drive sprocket and onto the small chain sprocket of the drive motor; slide the motor mounting plate into its original position, being certain the chain is tight, and then tighten the bolts attaching the motor plate to the drive end assembly.

15. Install the manual switch on the curved track portion of the motor drive end; attach the flexible cable thereof to the motor control box and to the side face of the central channel of the drive assembly with the small cable clamp provided. Connect wiring as per the wiring and electrical installation drawings.

- 16. Start the Conveyor and check to see that all moving parts operate freely. Adjust is required.
- 17. Follow the instructions enclosed in this manual to obtain the required coordination between the dial and link identifications.
- 18. If alphabetical disc targets are employed for link identification, these are to be placed on the lower bar of the links.
- If the links are to be numerically identified, attach the self-adhesive numerical identification tabs to the upper bar of each link.

19. Put vaseline (or light grease) in the bottom of the track so that the rollers can pick this up. Repeat this about every six months or when the track surface becomes dry.

- This light grease cannot fall on garments, as the rollers are contained with the tubular track. It will reduce wear on the rollers and make the Conveyor run more quietly.
- 20. Check and tighten drive chain in three to four weeks and every six months thereafter.
- 21. The gear reduction drive of the drive motor is filled with oil at the factory. Before placing Conveyor into operation, remove the tag and screw from the vent tube on the top of the motor; remove the oil level plug on the side of the motor to make sure that the oil is to the level of this plug. If not, add Mobil Gear 636 Extreme Presure Oil (or equivalent) into the oil level opening by employing a long spout oil can. When oil drips from the opening, the oil level is correct. See separate page "LUBRICANTS WORM GEAR

REDUCERS" for detailed information regarding oil.

# **CONVEYOR ORDER IDENTIFICATION SYSTEM**

#### NOTE: Digital Control Available Only for Fixed Link Numbering Systems.

#### 1. OPEN BAR NUMBERING (Notches up-Smooth bar down)

Each link carries a single number (1, 2, 3, 4,--etc.) and the links are numbered consecutively up to the capacity of the Conveyor.

The operator, at the loading station, hangs an order on an available open bar and writes the number of this bar on a copy of the invoice.

This marked copy of the invoice is filled at the Call Counter, either alphabetically (by customer name) or numerically (by invoice number).

Before removing the order from the Conveyor, the attendant at the Call Counter is required to "match" customer name as well as bar number, providing a "double check" before delivering the order to the customer.

The open bar provides the most flexible and efficient use of each link bar; allowing adequate space for orders regardless of size. Orders may be pushed side to side, on any open bar, without disturbing order identifications.

#### 2. OPEN BAR-ALPHABETICAL (Notches up-Smooth bar down)

The links of the Conveyor are divided into 26 alphabetical groups; the number of links assigned to each alphabetical division are proportioned to accomodate the number of customer names to be served by each alphabetical group.

Alphabetical identification discs are hung on the lower bar of the links.

A tally of customers names taken from weekly receipts will indicate a reasonable space allocation for each alphabetical division. In day to day operation, the operator at the loading station may shift the alphabetical discs in increase or decrease the space allocation for each division.

No marking of the invoice copies of the operator at the loading station is required; as the attendant removes the orders from the Conveyor, alphabetically by customer name.

Due to the continuous variation in space allocation for the alphabetical system, it is not possible to have a digital control for such a system. However, if a fixed number of links are permanently assigned to each alphabetical letter, a digital control can be furnished for this arrangement.

#### 3. MULTIPLE BAR NUMBERING (Notches down-Smooth bar up)

The hanging bar of each link is divided into ten spaces; each space to receive a single order. The spaces of each link are numbered consecutively (1, 2, 3, 4,--etc.) up to the capacity of the Conveyor.

The operator at the loading station hangs an order in an available space, and writes the number of this space on a copy of the invoice.

This marked copy of the invoice is filed at the Call Counter, either alphabetically (by customer name), or numerically (by invoice number).

The attendant is required to match only the space number before removing the order from the Conveyor. However, to provide a "double check", the attendant should "match" the customer's name before delivering the order to the customer.

#### 4. PRESELECTED NUMBERING (Notches down-Smooth bar up)

This system is especially suited for self-service, and for applications having relatively uniform order sizes that will allow predetermined use of all consecutively numbered spaces of a link.

The hanging bar of each link is divided into equal spaces (standare, 10 spaces per link); each space receiving a single order.

The spaces of each link are numbered consecutively (1, 2, 3, 4,--etc.) up to the capacity of the Conveyor.

A set of numbers, in tag form, is kept at the Call Counter.

When a customer brings an order in, the attendant removes a numbered tag (preferably at random), and staples this tag to the office copy of the invoice. The attendant also writes this number on the customer's copy of the invoice.

When the customer calls for the order, the attendant is required to match only the tag or space number before removing the order from the Conveyor. However, to provide a "double check", the attendant should "match" the customer's name before delivering the order to the customer.

Under this system, the numbered tags may be re-used, and when re-used, the attendant should remove the tag from the office copy of the invoice and return same to the tag file for re-use.

If the tag is not re-used, the attendant must secure a correspondingly numbered "new tag" from "stock", and place in the tag file for subsequent use.

#### 5. LAST TWO DIGITS OF INVOICE NUMBER (Notches down-Smooth bar up)

This system requires link space numbers to be arranged in multiples of 100.

Example: A 500 garment capacity Conveyor has 50 links, each divided into 10 spaces.

The last two digits of consecutively numbered invoices will run from 01, 02, 03 --up to 98, 99, 00. Thus, for a 500 garment capacity Conveyor, 5 garment spaces will be assigned to each digit; 5 spaces for 01, then 5 spaces for 02, 5 spaces for 03--, 5 spaces for 98, 5 spaces for 99 and finally 5 spaces for 00.

As order identified by invoice 14309 would be hung on one of the spaces marked - 09. Similarly, an order identified by 14389 would be hung on one of the spaces maked 89.

Operator at loading station hangs an order in an available space identified by the last two digits of the invoice number.

Since the attendant at the Call Counter will remove orders from the Conveyor as indicated by the last two digits of the invoice number appearing on the customer's copy of the invoice, no filing or marking of invoices is required.

Before removing an order from the Conveyor, the attendant at the Call Counter is required to "match" customer's name as well as the space number corresponding to the last two digits of the invoice number number, thus providing a "double check" before delivering order to the customer.

This system can also be used with the open-bar link arrangement by utilizing a full link (or multiples thereof) for each digit designation 01, 02, 03, -- etc.

# **OPERATING INSTRUCTIONS**

The standard Cissell Garment Storage and Retrieval Conveyor is factory fitted with hand and/or foot switches. An electronic automatic control is available as an option.

The conveyor hand switch is of a 3-position detent design. The hand switch may be moved from the center, "OFF" position to either the right of left position and will remain in that position until changed. The conveyor will continue to move in either clockwise or counterclockwise direction until the hand switch is returned to the center, "OFF" position.

The conveyor foot switch is a two position momentary contact, self centering design. When either the left side or right side of the switch is depressed, the conveyor will operate in the chosen direction only as long as the switch is physically held in position with the foot. Upon release of foot pressure, the conveyor will stop, and the switch will automatically return to the center "OFF" position.

The hand and foot switches are mechanically and electrically interlocked such that when one of the switches is operating the conveyor, the other switch is locked out and cannot operate the conveyor. When the switch controlling conveyor operation is returned to the center "OFF" position, either switch will then be available to operate the conveyor.

#### WARNING:

When one of the switches has control of the conveyor, the other switch should remain in the center "OFF" position at all times. Do not attempt to place or hold the non-operative switch in either operating direction. This could be a hazard to the operators because when the operating switch is returned to the "OFF" position, control immediately shifts to the other switch and the conveyor (especially floor model conveyors), it is important that the switches not be activated until verifying that persons at the opposite end are alerted to your desire to use the conveyor.

Operation of the conveyor via the automatic electronic control is covered by instructions in the operating manual furnished with the automatic control.



# LUBRICANTS - WORM GEAR REDUCERS

Ambient Temperature	-30 to 15 deg.F	16 to 50 deg.F	51 to 100 deg.F	111 to 165 deg.F			
Max. Operating Temp.	150 deg.F	185 deg.F	200 deg.F	200 deg.F			
Viscosity @100deg.F.SUS		1919 to 2346	2837 to 3467	4171 to 5098			
ISO Viscosity Grade	320	460	680	1000			
Compounded with:	3% to 10% fatty or synthetic fatty oils or mild EP additives						
AGMA Lubricant No.		#7 Comp.	#8 Comp.	#8A Comp.			
Cities Service Co.	CITGO EP Comp.68	CITGO Cyl. Oil 400-S	CITGO Cyl. Oil 680-7	CITGO Cyl. Oil 680-7			
Fiske Bros. Refining	SPO-233	SPO-277	SPO-288	SPO-288			
Gulf Oil Corp.	SL-460 EP	Transgear EP 460	Transgear EP 680	Transgear EP 800			
Keystone Div.	KSL-365	KSL-366	K-600	K-620			
Mobil Oil Corp.	SHC 629	Mobil 600W	Mobil 600W Super	Mobil Extra Hecia			
Shell Oil Corp.	Omala 68	Omala 460	Omala 680	Omala 800			
Sun Oil Corp.	Sunep 1050	Sunep 1110	Sunep 1150	Sunoco Gear Oil & AC			
Texaco, Inc.	Meropa 68	Vanguard Cyl. Oil 460	Honor Cyl. Oil 680	650T Cyl. Oil 1000			
American Lub, Inc.	SHC 9065	Ind. Gear Oil 140	AGMA #8 Gear Oil	AGMA #8 Gear Oil			
Chevron	NL Gear Comp. 100	NL Gear Comp. 460	NL Gear Comp. 680	NL Gear Comp. 1500			

For special applications that involve severe ambient temperature extremes or a seasonal oil requirement, use Mobil SHC 629.

#### Initial Oil Change

The oil in a new speed reducer should be changed at the end of 250 hours of operation. (30 days for 8 hour per day service. 15 days for 16 hour service, 10 days for 24 hour service).

#### Subsequent Oil Changes

Under normal conditions, after the initial oil change, the oil should be changed after every 2,500 hours of operation, or every six months, whichever occurs first. Under severe conditions (rapid temperature changes, moist, dirty, or corrosive environment) it may be necessary to change oil at intervals of one to three months. Periodic examination of oil samples taken from the unit will help establish the appropriate interval.

#### **Overfilling Or Underfilling**

If a speed reducer is overfilled with oil, the energy used in churning the excessive oil can result in overheating. If this occurs, shut down the drive, remove the oil level plug and allow oil to drain until oil ceases to drain from the level hole, reinstall the oil level plug, and restart the drive. If the speed reducer is underfilled, the resultant friction can cause overheating and possible damage. If this occurs, fill the speed reducer to the oil level plug hole and check the gearing for excessive wear.

# **CONVEYOR TRACK LUBRICATION**

Apply Vaseline or light grease in the bottom of the roller track to lubricate the path of the rollers.

A narrow strip of lubrication, about 1/8" in diameter and placed along the center of the roller path for about one foot at five foot spacings will be picked up and spread by the rollers.

Do not apply lubricant beyond the path of the rollers as this will serve no useful purpose.

Repeat every six months or when the track surface becomes dry.

A properly lubricated track will provide quiet roller operation and greatly extend the operating life.





# **IDLER WHEEL ASSEMBLY - C301**

<u>Ref. No.</u>	<u>Part No.</u>	<b>Description</b>
1	C310	3/8"-24 Castle Nut
2	C227	13/16" Washer
3	C217	Ball Bearing
4	C143	Retaining Ring
5	C228	Sleeve Spacer
6	C129	Bearing Housing
7	FB124	5/16"-18 x 1 Hex Head
		Cap Screw
8	C189	Idler Wheel
9	C249	5/16"-18 Hex Nut
10	TU2814	5/16" Split Lockwasher
11	C125	Link Sprocket Support
12	OP265	3/8-16 x 1/2 Set Screw
13	TU3604	Cotter Pin
14	C139	Retaining Ring
15	C2118	Sprocket Shaft

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#### LINK DRIVE SPROCKET ASSEMBLY-C300

<u>Part No. Description</u>			
C310	3/8"-24 Castle Nut		
C227	13/16" Washer		
C217	Ball Bearing		
C143	Retaining Ring		
C228	Sleeve Spacer		
C129	Bearing Housing		
C363	5/16"-18 x 1 1/4" Hex		
	Head Cap Screw		
C1056	#40 Chain 1/2 Pitch, 56"		
SC400	#40 Chain 1/2 Pitch, 57"		
C130	Drive Sprocket-60 Tooth		
C119	Link Drive Sprocket		
C125	Link Sprocket Support		
OP265	3/8-16 x 1/2 Set Screw		
TU2814	5/16" Split Lockwasher		
TU3604	Cotter Pin		
C249	5/16"-18 Hex Nut		
C2118	Sprocket Shaft		
C139	Retaining Ring		
TU4684	Key, 3/16" Sq. x		
	1-1/2" Long		
	-		





# **CONTROL BOX**

<u>Ref. No.</u>	<u>Part No.</u>	<b>Description</b>	<u>Ref. No.</u>	<u>Part No.</u>	<b>Description</b>
1 3	C1844 C2085	Control Box Contractor Rail	13	TU3479	#10 - 32 x 7/16" Truss Screw
4	C183	Rating Nameplate	14	SB180	Switch Box Cover
5	TU15138	Transformer	15	TU7733	#8 Self-Drill Screw
			16	C1843	<b>Control Box Cover</b>
7	TU3266	#8 - 32 Hex Nut	17	FB187	#10 Lockwasher
8	FB87	#8 Lockwasher	18	TU2842	#10 - 32 Hex Nut
9	C2086	Bottom Panel	19	TU2372	Bushing
10	SV332	#8 - 32 x 3/8" Screw			-
11	EA-00685-0	<b>Reversing Contractor</b>			

#### WARRANTY

The Cissell Manufacturing Company (Cissell) warrants all new equipment (and the original parts thereof) to be free from defects in material or workmanship for a period of one (1) year from the date of sale thereof to an original purchaser for use, except as hereinafter provided. With respect to non-durable parts normally requiring replacement in less than one (1) year due to normal wear and tear, including, but not limited to, cloth goods, valve discs, hoses, and iron cords, and with respect to all new repair or replacement parts for Cissell equipment for which the one (1) year warranty period has expired, or for all new repair or replacement parts for equipment other than Cissell equipment, the warranty period is limited to ninety (90) days from date of sale. The warranty period on each new replacement part furnished by Cissell in fulfillment of the warranty on new equipment or parts shall be for the unexpired portion of the original warranty period on the part replaced.

With respect to electric motors, coin meters and other accessories furnished with the new equipment, but not manufactured by Cissell, the warranty is limited to that provided by the respective manufacturer.

Cissell's total liability arising out of the manufacture and sale of new equipment and parts, whether under the warranty or caused by Cissell's negligence or otherwise, shall be limited to Cissell repairing or replacing, at its option, any defective equipment or part returned f.o.b. Cissell's factory, transportation prepaid, within the applicable warranty period and found by Cissell to have been defective, and in no event shall Cissell be liable for damages of any kind, whether for any injury to persons or property or for any special or consequential damages. The liability of Cissell does not include furnishing (or paying for) any labor such as that required to service, remove or install; to diagnose troubles; to adjust, remove or replace defective equipment or a part; nor does it include any responsibility for transportation expense which is involved therein.

The warranty of Cissell is contingent upon installation and use of its equipment under normal operating conditions. The warranty is void on equipment or parts; that have been subjected to misuse, accident, or negligent damage; operated under loads, pressures, speeds, electrical connections, plumbing, or conditions other than those specified by Cissell; operated or repaired with other than genuine Cissell replacement parts; damaged by fire, flood, vandalism, or such other causes beyond the control of Cissell; altered or repaired in any way that effects the reliability or detracts from its performance, or; which have had the identification plate, or serial number, altered, defaced, or removed.

No defective equipment or part may be returned to Cissell for repair or replacement without prior written authorization from Cissell. Charges for unauthorized repairs will not be accepted or paid by Cissell.

CISSELL MAKES NO OTHER EXPRESS OR IMPLIED WARRANTY, STATUTORY OR OTHERWISE, CONCERNING THE EQUIPMENT OR PARTS INCLUDING, WITHOUT LIMITATION, A WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, OR A WARRANTY OF MERCHANTABILITY. THE WARRANTIES GIVEN ABOVE ARE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. CISSELL NEITHER ASSUMES, NOR AUTHORIZES ANY PERSON TO ASSUME FOR IT, ANY OTHER WARRANTY OR LIABILITY IN CONNECTION WITH THE MANUFACTURE, USE OR SALE OF ITS EQUIPMENT OR PARTS.

For warranty service, contact the Distributor from whom the Cissell equipment or part was purchased. If the Distributor cannot be reached, contact Cissell.