



**ELECTRIC TONGUE JACK  
OPERATING INSTRUCTIONS**

**IMPORTANT**

Be sure to read and understand all instructions before installing, using or servicing this jack. Be sure to read and understand all instructions provided by the trailer manufacturer that utilizes the jack. Lippert Components, Inc. is not responsible for improper installation, use or maintenance of the Electric Tongue Jack.

**WARNINGS!**

**Disregarding warnings may result in property damage, serious bodily injury or death.**

- NEVER allow anyone unfamiliar with this product to install, operate or service this product.
- NEVER lift or level this trailer without a properly installed footpad.
- NEVER crank jack or couple trailer without preventing the trailer from rolling.
- NEVER exert excessive side forces to the jack unit.
- NEVER allow anyone, including operator to put any body parts under the jack or the supported load during jack operation.
- NEVER drop the trailer off the hitch ball.
- NEVER exceed load capacity.
- NEVER use jack to lift trailer for service or tire change.
- NEVER move trailer before jack is fully retracted.
- NEVER use jack unless footpad retaining pin is fully inserted through both sides of the jack's inner tube.

**MANUAL OPERATION**

If 12VDC power is unavailable to operate the Electric Tongue Jack use the following directions to manually operate the jack:

**TO EXTEND**

1. Chock trailer tires
2. Be sure footpad (A) is pinned securely in place with clevis & hair pins (B).
3. Check ground surface under jack is firm and level.
4. Open rubber plug (C) on top of jack's gearbox to expose manual drive shaft
5. Insert manual crank handle (D).
6. Turn handle clockwise until trailer is supported and coupler clears hitch ball.
7. Move tow vehicle away from trailer.
8. Lower trailer until it is level by turning crank handle counterclockwise.
9. Remove crank handle.
10. Replace rubber plug.

**TO RETRACT**

1. Follow Steps 1 - 5 in the extend instructions.
2. Turn crank handle counterclockwise until coupler properly mounts hitch ball.
3. Be sure inner tube of jack is fully retracted prior to moving vehicle.
4. Follow Steps 9 - 10 in the extend instructions.

**ELECTRIC OPERATION**

**TO EXTEND**

1. Follow Steps 1 - 3 in the Manual Operation extend instructions.
2. Push EXT side of switch (E) to EXTEND jack until coupler clears hitch ball.
3. Follow steps 7 - 8.

**TO RETRACT**

1. Follow Steps 1 - 3 in the Manual Operation extend instructions.
2. Push RET side of switch (E) to RETRACT jack until coupler properly mounts hitch ball.
3. Be sure inner tube of jack is fully retracted prior to moving vehicle.

**ELECTRIC OPERATION CONT'**

The Electric Tongue Jack is provided with a motor clutch. An OEM provided 30A fuse is located by following the RED OEM provided power wire beneath the jack and will need to be replaced if it blows. It must be replaced with a 30AATO-type fuse. Battery must be fully charged, free of defect, and full of water prior to operating the jack. Low voltage from the battery will cause the fuse to blow prematurely.

The clutch will slip under two conditions: (1) the jack may have reached its extend or retract limit or that the tongue weight of the trailer has exceeded the capacity limits of the jack. Items stored in the trailer can vastly influence the weight distribution of the jack. Reorganize stored items if Electric Tongue Jack motor clutch continues to slip.

**NOTE:** The LCI Electric Tongue Jack has one wire coming from the motor. This wire must be connected to 12VDC.

**WARNINGS!**

- ◆ Release switch immediately when clutch noise occurs. The clutch is the overload protection for the motor. The clutch should not slip during normal operation. This will cause excessive wear on the clutch and the motor.
- ◆ If left on for extended periods of time, the courtesy light (G) will drain the battery.
- ◆ The Electric Tongue jack is designed for jacking the trailer in a vertical disposition only.



**(D) - MANUAL CRANK HANDLE  
- 119226**



**(B) - CLEVIS PIN & HAIR PIN**

**FOOTPAD KIT  
- 165253**



**(A) - FOOT PAD**



**(E) - EXT/RET SWITCH  
- 226023**

**(G) - COURTESY LIGHT SWITCH  
- 226018**

**(J) - LED LIGHT  
- 226027**

**(K) - PLASTIC LENS  
- 225885**

**(H) - SIDE RUBBER  
PLUG  
- 225876**



**(C) - MANUAL OVERRIDE PLUG  
- 225875**

**(F) - PLASTIC TONGUE JACK COVER  
- 225868**