

Residential Elevator

OPERATIONAL & SAFETY INSTRUCTIONS

Please Read Before Operating Home Elevator

Before using the elevator, read and understand all safety and operational instructions. Any individuals using the elevator should be properly instructed on its use.

FAILURE TO FOLLOW THESE INSTRUCTIONS CAN RESULT IN SEVERE INJURY OR DEATH

DO NOT ALLOW CHILDREN OR PETS TO USE OR RIDE THE ELEVATOR UNATTENDED OR PLAY IN OR NEAR ELEVATOR OR ALLOW THEM TO STAND NEXT TO THE CAB GATE(S) WHILE IN OPERATION.

IF YOUR ELEVATOR STOPS BETWEEN FLOORS, stay in the car and remain calm. Do not attempt to exit the elevator between floors. Follow the instructions below:

- Make certain all car gates are securely closed and the stop switch is in the "run" position.
- Press the "ALARM" push button to notify others in the house that the elevator is disabled.
- Use the telephone in the elevator to call for assistance. Do not have someone in your household attempt to extricate anyone from an elevator which is disabled between floors. Call Residential Elevators Service Department at 800-832-2004 ext 4 or 911 or a qualified elevator dealer for help in getting out of the elevator.
- Call Residential Elevators or a qualified elevator dealer to service your elevator before you attempt to use it again.

ELEVATOR SHAFT SAFETY: Never enter the elevator shaft for any reason.

NEVER enter the hoist way above or below the elevator car for any reason. **A MOVING ELEVATOR CAN CAUSE SEVERE INJURY OR DEATH TO ANYONE IN THE HOIST WAY.**

MACHINE ROOM SAFETY:

- Do not use the room for storage and always keep clear access to all elevator equipment.
- Do not let children access the machine room.
- Keep the machine room door, controller cover and other equipment closed and secure at all times.
- Do not open or remove any covers from the controller or pump equipment (if applicable).
- Do not attempt to service this equipment yourself. Call a qualified elevator dealer for service.

LANDING DOORS: The home has been furnished with swing doors at each landing by the home owner. The landing doors are then equipped with a hoist way locking system that prevents opening the landing door when the elevator is away from that landing. This lock also prevents movement of the elevator unless all doors are closed and locked. Each landing door should also be recessed to insure that the distance between the door and the elevator gate(s) and the hoist way sill are in compliance with Code (see 3"x5"; 3/4"x3"; 3/4"x4" Rule Worksheet for details). If out of compliance, please safely secure access to prevent entry and contact a general contractor or qualified elevator dealer to repair.

IF THE LANDING DOOR CAN BE OPENED WHEN THE ELEVATOR IS NOT AT THE LANDING, DO NOT USE THE ELEVATOR. SAFELY SECURE ACCESS TO PREVENT ENTRY. CALL A QUALIFIED ELEVATOR DEALER FOR SERVICE IMMEDIATELY.

CAR GATE(S): Each car gate is equipped with an electric contact to prevent movement of the elevator if the car gate(s) is open. Remember to always keep the car gate in the closed position when the elevator is not in use (Unless car gate is power operated). Never extend your hands or feet through the gate opening. If your elevator is equipped with an Infrared Protection Screen on a Scissor style gate, if any part or you or any item breaks an Infrared beam, the elevator will stop until the object is removed from breaking the Infrared beam.

IF THE ELEVATOR FAILS TO STOP MOVEMENT WHEN A CAR GATE IS IN THE OPEN POSITION, DO NOT USE THE ELEVATOR. CALL FOR SERVICE IMMEDIATELY.

CAR CONTROLS: Below is a list of control functions of the car-operating panel. Familiarize yourself with the location and function of all controls before operating the elevator.

1. Emergency Light - When a power failure occurs, the emergency light will come on.
2. Car Light Toggle Switch - The light switch turns the light in the car on and off (for automatic on/off light feature, the toggle switch should remain in the On position)
3. Emergency Alarm Push Button - When this button is pressed, it will sound the alarm. Use the "Alarm" button to notify others in the house when the elevator car is disabled.
4. Car Call Push Buttons - The car call push buttons, when pressed, will ascend or descend the elevator to your selected floor.
5. Emergency Stop Switch - In the event of an emergency, the emergency stop switch will stop movement of the elevator when activated.
6. Emergency Descent - The battery operated safety feature will descend the elevator slowly to the next lowest landing (not available on all elevators)

LANDING CONTROLS: The hall station call buttons should be located adjacent to the landing door at each landing. Familiarize the location and function of all controls before operating.

1. Car-Here Light: This light will illuminate when the elevator arrives at the landing. The landing door interlock will ONLY be unlocked while the Car-Here Light is on and the cab is at that landing.
2. Hall Call Push Button: This button will call the elevator to the landing when pressed and/or allow car access. If the elevator is currently in use, your call will not be registered.
3. NOTE: Some units are furnished with in-use lights or call-acknowledge lights. With in-use lights, the call button at all floors will illuminate when the elevator is "in-use". With call acknowledge lights, the call button at the landing will illuminate when your call has been registered.

TROUBLESHOOTING: All repairs should be performed only by a qualified residential elevator dealer. Before calling for service, refer to the following checklist. This may prevent an unnecessary service call.

- Check to confirm the emergency stop switch (or button) in the elevator is in the run position.
- Check to confirm the car gate(s) are securely closed.
- Check to confirm the landing doors at all landings are securely closed.
- If your elevator is equipped with a key or lockout switch, be sure the key or switch is "ON".
- To prepare for a hurricane - raise car to highest landing and open gate. Disconnect power, if possible.

**No original equipment should ever be tampered with, disabled, moved or removed.
Please retain this guide for future reference.**

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Below is a list of safeguards that you should follow when operating your elevator.

- Do Not Allow Children or Pets to use or ride the elevator unattended or play in or near the elevator or allow them to stand next to the car gate(s) while in operation.
- Do not operate the elevator if the car gate or landing door locking system is not functioning properly.
- Landing doors (aka "hallway or hoist way doors") should be kept in the closed position at all times.
- Before entering or exiting the elevator, be sure the elevator is at floor level and always watch your step.
- Do not lean against car gate or car controls while in the elevator.
- Never remove, bypass, tamper with or disable door locks or other safety features.
- Do not open the car gate when in motion or extend your hands or feet through the gate opening.
- Do not overload the elevator beyond its rated capacity.
- Never use the elevator in case of fire or smoke.
- Maintain a working telephone in the elevator at all times.
- Do not operate the elevator if you detect any unusual sounds or if the ride seems abnormal.
- Do not start and stop or reverse the elevator continuously.
- Burned out ceiling light bulbs should only be replaced after power has been shut off.
- Do not service or repair this elevator yourself. Call a qualified residential elevator dealer for service.

Basic Operations:

1. Press the hall call button to call the elevator to your floor. It will automatically arrive at the landing.
2. Open the landing door (aka the hoist way or hallway door) after "car here" light is illuminated.
3. Open car gate fully after making sure elevator is at floor level and turn on car light. (Note: If your elevator is equipped with automatic on/off light feature, the car light will turn on automatically when you open the landing door and turn off automatically after you exit the elevator and close the landing door.)
4. Close landing door securely.
5. Close car gate(s) securely and push desired floor level button.
6. When elevator has stopped at floor level, open car gate, open landing door, and step out.
7. Turn off car light, close car gate and landing door behind you so it is ready for others to use.
8. If your elevator is equipped with an automatic car gate, the elevator will park with the gate in the open position. The gate will close automatically upon registering a car call or the car here light expires.
9. The elevator will NOT operate unless ALL landing doors and ALL car gate(s) are securely closed.

Important Code Information that affects your elevator:

Your home elevator is governed by the National Safety Code for Elevators and Escalators – ASME A17.1 Part 5.3 – Private Residence Elevator. Section 5.3.1.18.2.2 – Monitoring of the Car Door or Gate Switch Electric Contacts - requires the elevator manufacturer to design the elevator controls in such a manner that the safety switch on your elevator cab is monitored to insure it has not been disabled, tampered with or "jumped out".

What does this mean to you as a homeowner? If you push the call button in the hallway to call the elevator, but do not get in the elevator, it will be prevented from answering any other calls until the gate on the elevator is opened and then closed at the floor level it was called to originally. As example: if someone walks by the elevator on the first floor and pushes the button and just keeps walking and then someone later calls the elevator from the 3rd (or any other) floor, the elevator will not respond until someone goes back to the first floor, pushes the button again and either rides the elevator or opens and closes the gate. While this code issue can be frustrating, it is part of the Safety Code and cannot be eliminated. Knowing how this feature works will hopefully keep this from happening in your home.

As a side note, our control systems have a diagnostic feature that will help you "troubleshoot" your elevator in the event it is not responding to a call placed from a hall pushbutton. If you will simply push the hall button and the CALL light flashes once, but does not "hold" the call or does not stay lit up, wait 5 seconds and watch for the CALL button to flash. Count the number of flashes and that is where you will find the elevator, i.e. if it flashes 3 times, you will find the elevator on the 3rd floor. This will locate the elevator for this code issue or if by chance someone leaves the elevator gate in the open position.

Alternate Arrival Feature

Your elevator may be equipped with our Alternate Arrival Feature. This feature works as follows: When the Elevator is called to a landing from **another landing** by the Hall Station (LOP), upon arrival at the landing the "Car Call" light on the LOP starts blinking rapidly indicating the Car has arrived at the landing. The user must press the LOP button a second time after arrival; then the "Car Call" light turns off, the "Car Here" light turns on, the Door Lock unlocks and the user can enter the elevator. After the Elevator arrives at the landing, if the LOP button is not pressed a second time, the elevator may be called to another landing at any time after arrival.

If the LOP is not pressed a second time after arrival, the "Car Call" light will blink for about 2 minutes, then stops blinking (the LOP pushbutton can be pressed after it stops blinking to unlock the door and enter the elevator).

When the Elevator is called to a landing from inside the Elevator using the COP, the operation is the same as the arrival method above.

Open Door Alarm Bell

If the Elevator Landing Door is opened and the elevator is not at the landing being accessed, the Alarm Bell will go off and all of the Hall Station Call lights will start blinking to indicate the UNSAFE access and the elevator operation will be locked out.

Once the Elevator Landing Door is closed and locked, the Alarm Bell will stop, but all the Hall Station Call lights will continue to blink notifying the user of the UNSAFE access to the elevator and the elevator operation will continue to be locked out.

To reset and return the elevator to normal operation, make sure all doors are closed and locked, then turn off the Elevator's main house power breaker for approximately 5 seconds, then turn it back on, this will reset the elevator and place it back in normal operation / service.

If after resetting the elevator, the door is opened and the elevator is still not at the landing, shut the door, leave the elevator in the locked out state and call for service immediately.