

QUICK REFERENCE GUIDE



PLEASE READ ENTIRE OPERATING AND SAFETY MANUAL BEFORE OPERATING HOME ELEVATOR.

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

Basic Operating Steps:

1. Press the hall call button (also known as Landing Operating Panel or LOP) to call the elevator to your floor. The elevator will automatically arrive at the landing.
2. Open the landing door after outer ring of call button is illuminated.
3. Open car gate fully after making sure elevator is at floor level and turn on car light if it does not come on automatically.
4. Close landing door securely.
5. Close car gate securely and push desired floor button on the Car Operating Panel (also known as the COP).
6. Once the elevator has stopped at the selected floor level and the light on the Car Operating Panel has turned off, open car gate, open landing door and step out.
7. Turn off car light (if not automatic), close car gate and landing door behind you so the elevator is ready for others to use.

Safety Rules You Should Follow When Operating The Elevator:

- Landing doors (also known as hallway or hoistway doors) should be kept in the closed position at all times except when entering or exiting the elevator.
- Never remove, bypass, tamper with or disable door locks or other safety features.
- Before entering or exiting the elevator, be sure the elevator has come to a complete stop and is at floor level. Always watch your step.
- Do not lean against car (also known as elevator cab), gate, or car controls while in the elevator.
- Do not open the car gate when in motion or extend your hands or feet through the openings in a scissor-style gate.
- Do not overload the elevator beyond its rated capacity (noted inside cab). Keep all contents at least 2" from cab walls and cab gate.
- Do not operate the elevator if the car gate or landing door locking system is not functioning properly.
- Do not operate the elevator if you detect any unusual sounds or if the ride seems abnormal.

Troubleshooting Tips:

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 the breaker panel(s) in the house to confirm the main breaker(s) to the elevator have not tripped.
- 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.

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- 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."
- Check to see if the gate needs to be cycled. *See Operating Manual page 4 for Details.*
- The control systems have a diagnostic feature that will help you "troubleshoot" your elevator. *See Operating Manual page 7 for Details.*

If Your Elevator Stops Between Floors

Stay in the car and remain calm. Do not attempt to exit the elevator between floors. This can result in serious injury or death. Instead, follow the instructions below:

- Make certain all car gates are securely closed. If a gate is opened before the elevator has come to a complete stop, it can activate the safety system which will cause the elevator to stop.
- Make sure the red emergency stop switch is in the "run" position.
- Press the ALARM push button to notify others in the house that the elevator is disabled.
- Do NOT have someone in the household attempt to extricate anyone from an elevator while it is disabled between floors.
- Use the telephone in the elevator to call for assistance in getting out of the elevator:
 - Call Residential Elevators Service Department at 800-832-2004; ext 4. during normal business hours (8 AM – 5 PM EST) or
 - After Hours number 866-251-9385 or
 - 911 (the local fire department will be sent)
- Emergency access keys should be located near or on the controller. Use of these keys by elevator code is limited to Fire and Rescue Personnel or licensed elevator mechanics.
- Call Residential Elevators or a qualified elevator company to service your elevator before you attempt to use it again.

NO ORIGINAL EQUIPMENT SHOULD EVER BE TAMPERED WITH, DISABLED, MOVED OR REMOVED EXCEPT BY A LICENSED RESIDENTIAL ELEVATOR DEALER OR TECHNICIAN.

DO NOT ALLOW CHILDREN OR PETS TO RIDE THE ELEVATOR UNATTENDED! CHILDREN SHOULD NOT PLAY IN OR NEAR THE ELEVATOR. NEVER ALLOW A CHILD TO STAND BETWEEN THE ELEVATOR GATE AND LANDING DOOR.

NEVER ENTER THE ELEVATOR SHAFT ABOVE OR BELOW THE ELEVATOR CAB FOR ANY REASON. A MOVING ELEVATOR CAN CAUSE SEVERE INJURY OR DEATH TO ANYONE IN THE HOIST WAY.

Please retain this guide for future reference.