

# QUICK REFERENCE GUIDE FOR RENTAL PROPERTIES



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

**THIS ELEVATOR IS PROVIDED FOR EASE OF MOVEMENT OF PERSONS AND LUGGAGE.**

**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.**

### **Basic Operating Steps:**

1. Press the hall call button 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 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 wall 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.

*continued on back*

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### 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 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 the elevator stops between floors, go through the first two steps above. If it does not resume working, use the phone inside the elevator to call the property management company or 911.

**If you have any issues with the elevator, immediately contact the Property Management Company at the numbers below:**

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