



# USER MANUAL

---

**Document code:** 0907100

**Version:** 4

**Last revision:** 10/02/2015



# INDEX

<b>1.</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>2.</b>	<b>BASIC CONCEPTS</b>	<b>3</b>
<b>2.1.</b>	<b>LIFT USAGE</b>	<b>3</b>
<b>2.2.</b>	<b>OWNER'S OBLIGATIONS</b>	<b>3</b>
<b>2.2.1.</b>	<b>Maintain lift in proper working order</b>	<b>3</b>
<b>2.2.2.</b>	<b>Contract a maintenance organisation</b>	<b>3</b>
<b>2.2.3.</b>	<b>Maintain rescue system connection</b>	<b>3</b>
<b>2.2.4.</b>	<b>Impede lift operation in the event of anomalies</b>	<b>4</b>
<b>2.2.5.</b>	<b>Notification of anomalies to maintenance organisation</b>	<b>4</b>
<b>2.2.6.</b>	<b>Perform pertinent periodic inspections</b>	<b>4</b>
<b>2.3.</b>	<b>PERSONNEL RESPONSIBLE FOR INSTALLATION</b>	<b>4</b>
<b>2.4.</b>	<b>TRAPPED PASSENGER RESCUE</b>	<b>5</b>
<b>2.5.</b>	<b>PUTTING THE LIFT OUT OF SERVICE</b>	<b>5</b>
<b>2.6.</b>	<b>REMOTE ALARM</b>	<b>5</b>
<b>3.</b>	<b>LIFT OPERATION</b>	<b>6</b>
<b>3.1.</b>	<b>TYPES OF CONTROLLER</b>	<b>6</b>
<b>3.2.</b>	<b>OPERATING PANELS AND FLOOR DISPLAYS</b>	<b>6</b>
<b>3.3.</b>	<b>IN-CAR OPERATING PANELS AND DISPLAYS</b>	<b>7</b>
<b>3.4.</b>	<b>SAFE USAGE INDICATIONS</b>	<b>8</b>
<b>3.4.1.</b>	<b>Safe loading and unloading</b>	<b>8</b>
<b>3.4.2.</b>	<b>Precautions during lift operation</b>	<b>8</b>
<b>3.4.3.</b>	<b>In the event of fire or flooding</b>	<b>8</b>
<b>4.</b>	<b>LIFT CARE AND CLEANING</b>	<b>9</b>
<b>4.1.</b>	<b>CLEANING OF AREAS NOT ACCESSIBLE TO THE USER</b>	<b>9</b>
<b>4.2.</b>	<b>CLEANING OF AREAS ACCESSIBLE TO THE USER</b>	<b>9</b>
<b>5.</b>	<b>LIFT MAINTENANCE</b>	<b>10</b>
<b>5.1.</b>	<b>MAINTENANCE COMPANY OBLIGATIONS</b>	<b>10</b>
<b>5.2.</b>	<b>PREVENTIVE MAINTENANCE</b>	<b>10</b>
<b>5.3.</b>	<b>FAULT REPAIRS AND CORRECTION</b>	<b>11</b>
<b>5.4.</b>	<b>PERIODIC OFFICIAL INSPECTIONS</b>	<b>11</b>



---

# 1. INTRODUCTION

The aim of these instructions is to establish the general principals for proper lift usage and maintenance, in order to guarantee greater lift life and safe, accident-free operation.

This manual should be seen as part of the installation, and it should therefore be kept in perfect condition.

## 2. BASIC CONCEPTS

### 2.1. LIFT USAGE

Anticipated lift usage is to transport people and/or loads (always within maximum admitted lift load).

If the lift is used to transport cargo, it should be placed at the centre of the car, and be immobilized during transport.



#### **ATTENTION**

Improper lift usage can cause hazards, which may have serious consequences, leading to both material damage and personal injury.

---

### 2.2. OWNER'S OBLIGATIONS

The owner is obliged to comply with any applicable regulations and any other relevant requirements.

The following are the owner's principal obligations:

#### **2.2.1. Maintain lift in proper working order**

Correct lift working order should be ensured throughout its period of usage, in compliance with applicable regulations.

#### **2.2.2. Contract a maintenance organisation**

To ensure correct lift operational status a maintenance contract should be entered into with a maintenance company, authorising it to perform corresponding checks and inspections.

It is recommended that the same maintenance organisation be used where various installations share shafts, space and/or machine rooms.

#### **2.2.3. Maintain rescue system connection**

Two-way communication should be maintained so the lift can communicate with a 24 hour rescue service whenever the lift is used.



#### **2.2.4. Impede lift operation in the event of anomalies**

The owner should impede lift operation when he has knowledge, either direct or via the Maintenance Company, control organisation or applicable Public Administration, of anomalies that may cause any of the following:

1. Lift usage without due safety guarantees.
2. Non-operational two-way communication system.

#### **2.2.5. Notification of anomalies to maintenance organisation**

The owner should immediately inform the organisation responsible for maintenance if any of the following circumstances arise:

1. In the event of anomalous lift operation or any defect or neglect related to proper lift maintenance.
2. Following the lift being put out of service on account of any of the causes specified in section 2.2.4
3. Following any rescue operation by authorised and trained personnel.
4. In the event that any modification has to be performed regarding the installation, its use and/or environment.
5. Prior to performing any third party inspection or other works other than installation maintenance.
6. Prior to putting the installation out of service for a prolonged period of time.
7. Prior to putting the installation into service after a prolonged period of time out of service.

#### **2.2.6. Perform pertinent periodic inspections**

The owner should request the execution of periodic official inspections when required, providing installation access to duly accredited personnel, responsible for performing said inspections.

### **2.3. PERSONNEL RESPONSIBLE FOR INSTALLATION**

It is recommended that a person duly instructed by the installation company be responsible for verifying correct lift operation. This person should:

1. Be duly instructed in the handling of the device he/she is responsible for.
2. Impede lift usage if they observe any anomalies in its operation, immediately informing the owner or lessee and maintainer, and if there is an emergency, the competent public services.
3. Immediately inform the maintainer of any deficiency or neglect regarding due installation maintenance.



## 2.4. TRAPPED PASSENGER RESCUE

The rescue of passengers trapped in the car should be performed in accordance with the instructions contained in the machine room, or behind the control panel door in the case of lifts with no machine room.



### ATTENTION

Trapped passenger rescue operations can only be performed by competent or fully trained personnel.

Where no properly trained person is present, the maintenance service or emergency services should be informed.

### Use of door unlocking key

The unlocking key allows the door to be opened to rescue any people who may be trapped.

To use the key:

1. Insert in triangular slot and rotate to open the floor door lock.
2. With the key rotated, use the other hand to open the door leaves.



### DANGER

When opening the door if the car is not at the floor you are on, there is a risk of falling into the shaft. Therefore use of the unlocking key is strictly limited to individuals who have been authorised and properly trained.

## 2.5. PUTTING THE LIFT OUT OF SERVICE

The lift can be put out of service by personnel responsible for the installation, maintenance personnel or any other person with the appropriate training and authorisation.

This should be performed:

- If any operational anomalies are found to exist.
- After rescuing trapped passenger/s and prior to inspection by the company responsible for lift maintenance.

To put the lift out of service, disconnect the main lift supply switch, which is located inside the machine room or, for lifts with no machine room, inside the control panel, and check that all lift access doors are closed and locked.

## 2.6. REMOTE ALARM

In accordance with European directive 95/16/CE the lift car is provided with two-way communication equipment that provides permanent communication with a rapid response service.

In order for this communication system to function correctly, a public telephone network access point must be present.



### ATTENTION

In the event that the telephone network connection is not operational, the lift must be put out of service, and its use impeded.



## 3. LIFT OPERATION

### 3.1. TYPES OF CONTROLLER

The **universal controller** registers the first car or floor call and does not register any other call until after attending to that initial call.

The **selective descent controller** registers all car and floor calls. During ascent or descent attends to all car calls consecutively, and floor calls on descent.

With the **selective ascent/descent controller** all car and floor calls are registered: all car calls are attended to consecutively during ascent or descent, and floor calls that coincide with the lift's direction of travel. Floor calls registered in the opposite direction are attended to afterwards.

**Multiple controllers** manage traffic for groups of two or more lifts, optimizing wait and travel times as a function of call destination and selective controller type.

### 3.2. OPERATING PANELS AND FLOOR DISPLAYS



The **position indicator** (optional) displays the floor on which the lift car has stopped. Car direction of travel is also indicated.

The **floor pushbutton** allows the lift to be called. Once called, the button will remain lit until the car arrives.



With **universal controllers** a single pushbutton allows the call to be made, irrespective of direction of travel desired.



With **selective ascent/descent controllers**, the button provides a choice of either ascent or descent.



With **selective controllers**, the pushbuttons enable a trip to be made in the direction of the arrow.

In groups of lifts with multiple controllers, the nearest car will attend. In which case, the floor button can be shared amongst various lifts.



**Key pushbuttons** (optional) allow lift calling to be restricted by means of a key. This restriction can be applied to any type of call or to calls in a specific direction.

**Direction arrows** (only on selective controllers) indicate to the user whether a car that is about to stop or has already stopped on that floor will travel up or down.

These arrows can be located at the opening on the side of the car, or on the floor display indicator (optional).





### 3.3. IN-CAR OPERATING PANELS AND DISPLAYS



The **floor buttons** enable the destination floor to be selected. The lift allows various destinations to be registered, stopping at each in the case of selective controllers, and just one destination in the case of universal controllers.



Key pushbuttons allow calls to specific floors to be restricted.



The **display** panel indicates the floor the lift is currently at. Likewise, this same screen can display other types of indication, such as faults, overload warnings, etc.



The **door open button** allows doors to be reopened if they are closing or closed, and also allows them to remain open if the button is kept pressed.



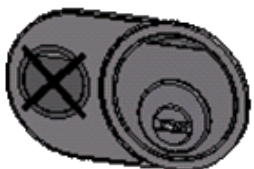
The **door close button** (optional) allows doors to be closed, and lift travel to commence immediately, without waiting the default time.



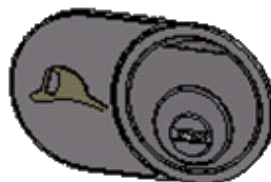
The **overload warning** informs that the car is overloaded. The maximum number of people and the maximum load the lift can operate under is indicated on the car information plate. If the car is overloaded, the lift will not work and will remain at the floor with the doors open.



The **alarm button** must be used only when trapped in the lift. By pressing it a call will be made to the permanent rescue service, which will provide the user with the appropriate instructions.



**Call cancelling** (optional), allows exclusive control over the car to be achieved, whereby it will not attend to external calls.



**Firemen** (optional), provides firemen with exclusive use, lift will not attend to other calls.



## 3.4. SAFE USAGE INDICATIONS

### 3.4.1. Safe loading and unloading

To ensure that lift loading and unloading is performed safely, the car door has a timer to time people entering or exiting the car.

Special care must be taken when inserting voluminous loads or objects in the car, as there is a risk they may damage the doors or car.

Door accesses should be free of obstacles around the door area.

### 3.4.2. Precautions during lift operation

During lift travel, any action should be avoided which may lead to incorrect operation.



- Do not jump or produce sudden movements inside the car
- Do not smoke
- Do not discard cigarette butts on the floor or into the pit
- Do not force the doors whilst operational

### 3.4.3. In the event of fire or flooding



Lift use is strictly prohibited during fires or floods, except under express instruction from emergency personnel.





---

## 4. LIFT CARE AND CLEANING

### 4.1. CLEANING OF AREAS NOT ACCESSIBLE TO THE USER

The cleaning of areas not accessible to the lift user, such as the area above the car or the pit, should be performed by maintenance company personnel.

### 4.2. CLEANING OF AREAS ACCESSIBLE TO THE USER

Cleaning of the inside of the car, and the external part of the doors and shaft can be undertaken by personnel other than maintenance company personnel.



#### **DANGER**

If electrical equipment is used to clean inside the car, it must be ensured that the lift doors do not close whilst such equipment is plugged into a power supply.

---

Some basic criteria must be borne in mind when cleaning:

- Cleaning can be performed with water and neutral soap.
- Do not use abrasive cleaning products that may damage materials.



#### **PRECAUTION**

Do not throw water directly onto the car floor, the shaft or the pit.

---



---

## 5. LIFT MAINTENANCE

### 5.1. MAINTENANCE COMPANY OBLIGATIONS

The maintenance company is responsible for:

1. Inspecting, maintaining and checking the lift installation according to the schedule specified by law.
2. Sending competent personnel to correct faults and anomalies that arise at the installation:
  - A. When requested by the owner or personnel responsible for the lift.
  - B. When requested via the two-way communication system.
3. Informing in writing about lift elements that need to be replaced on account of not being in the condition required for safe operation, or if the lift does not comply with any applicable conditions.
4. Interrupting the service when a risk exists of a serious and imminent accident, until it has been repaired.
5. Informing the appropriate Autonomous Community territorial body in the event of an accident involving damage to persons, and keeping the lift out of service until it has been inspected and repaired and authorised by said body.
6. Keeping documents relating to visits, inspections, parts replaced and significant incidents from the last official inspection.
7. Informing the owner of the deadline for the next official periodic inspection.



#### **ATTENTION**

Any maintenance or repair work on the lift installation must be performed by personnel employed by the maintenance company under contract.

---



#### **DANGER**

Unauthorised interventions can cause accidents or damage to installations.

---

### 5.2. PREVENTIVE MAINTENANCE

Preventive maintenance consists of a series of periodic inspections of the different lift elements. These should be conducted by the authorised maintenance company, in accordance with the protocols established by law, and bearing in mind the manufacturer's or installer's instructions.



#### **ATTENTION**

In the event that poor component operation endangers user safety, the personnel entrusted with maintenance may put the lift out of service.

---



---

### **5.3. FAULT REPAIRS AND CORRECTION**

Fault repair includes their diagnosis and resolution.

When a repair occurs, the lift maintenance service should be called.

### **5.4. PERIODIC OFFICIAL INSPECTIONS**

Inspections shall be performed based on the regulations that applied to their installation and, where applicable, any later regulations that may be demanded.

#### **Inspections and tests after important modifications or accidents**

Should be inspected and tested after important repairs or modifications, or following an accident, to ensure that the lifts always comply with this instruction.