



USER MANUAL FOR LIFT

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1. USE OF THE LIFT

1.1. Purpose and object of the application of these instructions

This document contains the instructions required for the everyday use of the MRL lift, in accordance with the European Directives 95/16/EC and 2014/33/EU, on the basis of base al EN 81-1/2 and EN 81-20/50 harmonised standards. Here it is possible to find the information for the everyday use of this lift necessary for the user or the owner/s of the installation, emphasizing a series of points which, due to their difficulty or necessity, will permit the correct use of the lift.

1.2. Intended use

The lift referred to is manufactured for the transportation of passengers in blocks of flats and public buildings, including sometimes loads with weights and dimensions that must not exceed the useful load of the lift and the car dimensions.

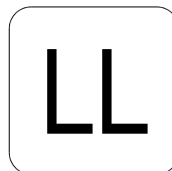
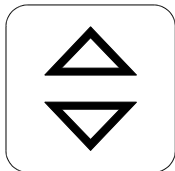
It must be taken into account that the design of the lift is carried out in accordance with the characteristics of the installation indicated in the order, such as fire resistance, accessibility, the anticipated use of the building and the lift, the dimensions and characteristics of the shaft, etc...

The regulations applied and the compliance of the design with the European directive of lifts is indicated in the declaration of conformity of the lift design.

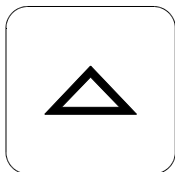
Inside the car there is a sign where the lift's rated load in kilograms is specified, as well as the maximum number of people. The load permitted by the lift must never be exceeded in weight. For this purpose, there is a device in the lift that will indicate overloading, meaning that the excess load must be taken out. Neither must the number of passengers specified by the sign be exceeded since this may cause an overload.

The basic operation consists of the transfer of the loaded or empty car from one level to another. To do this, the user will find an electric button control to press opposite the lift access or they will press one of the buttons inside the car.

The landing door control buttons may have different symbols or abbreviations. Next, some of the symbols or abbreviations used by our range of lifts will be specified.



Control pushbutton: lift call for going UP / DOWN

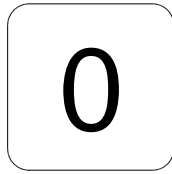


Control pushbutton: lift call for going UP

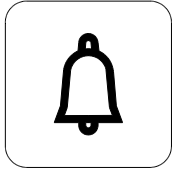


Control pushbutton: lift call for going DOWN

On the car control devices it is possible to find a series of buttons which are specified below:



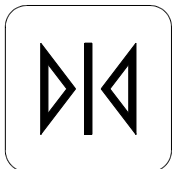
Car control pushbutton for choosing the level of the floor desired (-2, -1, 0, 1, 2, 3, etc.)



Car control pushbutton for the alarm device (yellow in colour). It must be continually pressed in order to request for help.



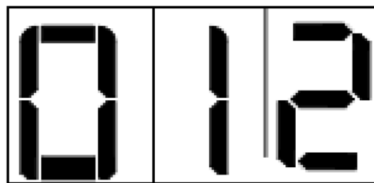
Control pushbutton for re-opening the doors.



Control pushbutton for closing the doors.



Overload indicator. It lights up (accompanied by a sound signal) when the lift's useful load has been exceeded. In this case the lift will not move.



It is also possible to find displays indicating the floors, both inside the car as well as on landings.

The user may find other signs on the control buttons and indicators since these may have been chosen specifically by the owners.

1.3. General instructions for the use

- Once the trip has finished (ascent or descent), the lift will stop at the floor requested (to find out the stop level it is possible to look at the number shown on the indication display or to listen to the floor level announcement device). Wait for the doors to open and get out of the car. When the landing door is manual, the user must push the landing door.
- The lifts incorporate an excess load controller device. This device starts working when the passenger load exceeds 110 per cent of the authorised load. The passenger will detect an overload luminous indication sign in the car giving out a warning sound. In this case and so as not to exceed the maximum load, the lift will not start-up until the necessary amount of passengers get out of the lift.
- The lift must be loaded and unloaded in the quickest and most orderly way possible, avoiding stopping in the door threshold. If the lift has a re-opening system (photo-electric cell, etc.), it is necessary to ensure that nothing gets in its way, since this would stop the car doors from closing.
- It is necessary to pay attention when loading or unloading the lift so as to avoid clothes or objects getting caught in the doors; try not to stand too close to the doors.
- When faced with unforeseen circumstances (lift stop), it is necessary for the passengers to try to keep calm. If the lift stops unexpectedly, press a floor and if the lift does not respond, press the alarm control button. If there is not one, press the landing communication button and wait for an answer. If a rescue operation needs to be carried out, wait for instructions and explanations.

1.4. Types of controllers

Here we will state the difference in lift function depending on the type of controller:

1.4.1. Universal simplex controller

The lifts equipped with this controller incorporate a call button and an “occupied” / “arrival” indicator for each floor that usually coincides with the call register. It does not register several calls at a time; it only registers one.

Operating sequence is as follows:

- The passengers at the floors will call the car by using the landing call button provided that the occupied light is not on, since, otherwise, the call will not be answered.
- Once the car is at the destination floor, the lift doors will open. During the next few seconds, the car passenger will have priority to make a new trip.
- Once the allocated time for vacating the car has elapsed, the doors will close and the occupied light will go out. At this moment, the lift is available.

1.4.2. Collective controller in descent

The lifts equipped with this controller incorporate a call button with an illuminated signal for each floor. The illuminated signal associated to the button informs the passenger that the lift has registered his/her call and that it will be answered as soon as possible. In this type of controller, all the landing and car calls are simultaneously registered.

The operating sequence is similar to that of the universal controller, except that it answers landing calls consecutively if the direction of travel is in descent. In ascent, it will answer the call from the higher floor first. Calls from the call are answered consecutively, regardless of the direction of travel. The priority of the car passenger is maintained after the service completion.

1.4.3. Collective controller in ascent and descent

The lifts equipped with this controller incorporate two call buttons with an illuminated signal for each floor. The illuminated signal associated to the button informs the passenger that the lift has registered his/her call and that it will be answered as soon as possible. In this type of controller, all the landing and car calls are simultaneously registered.

As previously mentioned, there will be two buttons at each floor; one for going up and one for going down, except for the end floors. When users press the up button, they are indicating to the controller that they want to go to a higher floor; whereas, if they press the down button, they are indicating they want to go to a lower floor.

A lift going up will answer calls from the car and calls to go up from higher floors; a lift going down will answer calls from the car and calls to go down from lower floors.

1.4.4. Groups of lifts

Controllers can be grouped into so-called lift groups to respond to a building's traffic demand in a coordinated fashion. In this case, call management is unique as there is a single lift in charge of assigning the closest calls to each car. The so-called “nearest floor” criterion is used. This criterion determines “nearness” on distance and availability grounds. The calls will be assigned to those lifts physically nearer, provided that they are available to accept them. Allocation is dynamic, and may therefore vary during lift travel.

A lift is said to be available if its doors are closed and its direction of travel coincides with the call to be answered.

1.5. Information for the owner about the lift use

1.5.1. 4.4.1. Maintenance

The lift owner, as the person responsible for its use and for making sure that it fulfils the safety conditions, must employ a **qualified maintenance company for its upkeep**.

If there are various systems sharing shafts, spaces or machine rooms, the maintenance organisation must be the same one.

It is the responsibility of the owner to make sure that the **name and telephone number of the maintenance organisation** is permanently on view and in print at the installation at all times.

It is necessary to **fulfil the applicable national regulations** and other relevant requirements, as well as their maintenance implications.

The aforementioned company must have a **book of lift incidents** where the intervention reports relating to important anomalies or lift component replacements as well as interventions due to accidents will be written down. This book of incidents must be made available to the owner if requested.

In due course, the owner must request the obligatory periodic inspections according to national legislation and give access to the maintenance company so that they may carry out the inspections and checks.

When a user detects an **anomaly in the lift operation, or a dangerous situation**, the owner must put the installation out of service, immediately inform the maintenance company and proceed to put up signs on all the lift doors indicating that the lift is out of service.

Moreover, the owner must inform the maintenance company:

- After any type of rescue intervention has been carried out by their authorised and trained personnel.
- Before carrying out any modifications to the installation, its use and/or maintenance.
- Before the installation is started-up, after a long period of being out of service, requesting a general inspection.
- Before any inspection or other work not related to maintenance is carried out at the installation by a third party.
- Before putting the installation out of service for a lengthy period of time.

It is necessary to consider the consequences of the risk assessment carried out by the maintenance organisation in accordance with the work risk prevention laws.

It is the responsibility of the owner to ensure that a risk assessment is carried out:

- If the maintenance organisation is changed.
- If the use of the building or installation is changed.
- After an important modification to the building.
- If it is the case, after an accident involving the installation.

The owner must inform the maintenance organisation about:

- The exits to be used and the building evacuation procedures in the case of fire.
- Where to find the keys to gain access to restricted areas.
- If necessary, the people who must accompany the maintenance staff to the installation.
- If necessary, the individual protection equipment to use in the accesses and, possibly where to find them.

As well as the maintenance work carried out by the maintenance company, it is necessary for the owner:

- To inform of any anomaly in the operation of the system, periodically check, after various ascent and descent trips, that there are no changes in the trip standard, or damage to the equipment.
- To check that the following elements or features are correct:
 - Landing doors and lower rails.
 - Stop precision.
 - Any accessible indicator.
 - Landing button panels.
 - Car button panel and its controls.
 - Car lighting.
 - Safety signs and pictograms.

1.5.2. 4.4.2. Document conservation

The lift user must know the lift use instructions. These instructions must be kept so that they may be consulted at any moment. The detailed instructions to be fulfilled in the case of an untimely stop and especially those instructions relating to the manual rescue operation or the electrical rescue operation and to the key for unlocking the landing doors must be placed in the machine room or inside its enclosure, if the installation includes a machine room.

1.5.3. 4.4.3. Events that Require the Intervention of Qualified Personnel

A passenger rescue operation as well as the use of the emergency key for the doors may only be carried out by qualified personnel. The aforementioned operations may only be carried out by people who have been duly prepared for them, with specific training for each particular installation.

Both the Emergency key, as well as the keys for access to the machine rooms and pulleys, must always be available in the building, and may only be used by people who have been authorised and trained by the maintenance company.

The Maintenance organisation will inform of the situations in which only they are qualified to carry out a passenger rescue.

1.5.4. 4.4.4. Safe loading and unloading

We must remember to pay attention when getting into or out of the car, trying to avoid getting clothes, bags, packages, etc. caught in the doors. The loading and unloading operation must be carried out in an orderly way, avoiding stopping in the door threshold. If the lift has a re-opening system (photo-electric cell, etc.), it is necessary to ensure that nothing gets in its way, since this would stop the doors from closing. The dimensions and weight of the load must not exceed the useful load permitted by the lift. The number of passengers must not exceed that displayed on the sign located inside the car.

1.5.5. 4.4.5. Accesses

Possible interferences to the door access by any hindrance or objects that may make the safe access to the car more difficult must be avoided, such as dangerous steps, flower pots, rubbish bins, etc.

In all circumstances, a safe access to the building and the installation must be provided to the maintenance staff. They must also be informed about any change or danger in the work areas or accesses.

1.5.6. Open shafts

Special precautions must be taken when the lift is installed in an open or partially open shaft, making sure that no objects fall into the shaft, as well as avoiding the introduction of any type of element which may damage any mobile part of the lift and interfere in the safe lift operation.

1.5.7. Control cabinet / Top landing

At the access to the control cabinet, it is always possible to find a sign or poster with at least the following inscription "Lift Control Cabinet _ Danger _ Only authorised service personnel beyond this point". This inscription restricts the access to the control cabinet, only authorised personnel (maintenance, inspection and rescue of passengers) may gain access to it by means of a key.

During the inspection, maintenance, rescue, start-up, etc. operations, it must be ensured that the machine, the bed frame and the car ceiling are correctly illuminated.

It is necessary to keep the means of two-way communication correctly operating, linked to a 24 h rescue service throughout the time that the installation is in use.

When this system is not operative, the lift must be put out of service.

1.5.8. Two-way communication

IMPORTANT: People authorised by the owner to rescue passengers must react immediately on the sounding of the Alarm, even when they have not received any answer from the car.

It is necessary to keep the means of two-way communication correctly operating, linked to a 24 h rescue service throughout the time that the installation is in use.

When this system is not operative, the lift must be put out of service.

1.5.9. Cleaning

When cleaning is carried out on the lift door landings, or inside the car, special attention must be paid so as not to spill products (liquids or solids) inside the lift shaft.

No products or cleaning techniques that may cause damage to the car decoration must be applied.



HEADQUARTERS

Pabellón MP
Leonardo Da Vinci, 15
Isla de la Cartuja – 41092 Seville
SPAIN

+34 902 197 277
elevacion@mpascensores.com



www.mplifts.com