Residential Elevator Owner’s Manual

Elmira Model

Heritage Model

Cambrian Model
About Cambridge Elevating Inc.

Cambridge Elevating was established in 1988 and incorporated in 1991. In the early years Cambridge Elevating Inc. manufactured a limited number of deck lifts and elevators and primarily sold and serviced the local region only.

In 2004 the company was purchased and set in a new direction. After investigating the industry, the demographics guaranteed business growth and Cambridge Elevating Inc. positioned itself as a leader in product quality and exceptional customer/dealer service.

Investing in experienced technicians, engineers, and marketing employees proved beneficial as Cambridge Elevating Inc. had a broader product line and more dealers representing the products Cambridge Elevating Inc. manufactured soon after new ownership.

Currently Cambridge Elevating Inc. consists of 28 energetic team members that embrace the company motto of “make it happen”. Cambridge Elevating is small enough to care, but large enough to service.

Ever evolving, Cambridge Elevating Inc. manufactures unique products of the highest quality, and repeatedly surpasses customers and dealers expectations.
Congratulations on your new residential elevator from Cambridge Elevating Inc. As you will soon discover your unit is easy to operate and has been designed for years of dependable and trouble free operation. As with all electrical and mechanical equipment, proper care and periodic maintenance are required in order to ensure the longevity and trouble free operation of your elevator.

Please remember, if you do require service, only a Cambridge Elevating Inc. trained service technician has the skills, tools and parts to properly service your lift. We are committed to providing you with timely, quality service with experienced, friendly staff that would be happy to assist you with any questions or concerns. Under no circumstances should you attempt to repair, modify, or perform any maintenance on your elevator, and in the event of an emergency please call 911 for assistance.

This manual has been prepared to provide clear, concise operating instructions as well as important information regarding your elevator. We urge you to read and adhere to the important guidelines provided and be sure to familiarize yourself with all the controls before attempting to operate the lift.
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Operating Instructions

The following must be observed at all times:

- Do Not exceed capacity as indicated on the Car Control Panel in the Elevator Cab.
- Do not bypass any control sensors
- Do not lean against cab doors, or landing doors
- While in cab do not lean against or let any items come in Contact with doorway walls
- Do not use the elevator to transport freight.
- Do not operate the elevator if it has been damaged in any manner.
- In case of fire, do not use the elevator.
- Be certain cab is at proper floor level before entering or exiting the cab.
“Calling” the Elevator to the desired floor.

1. Press the “Call” button located near the hoistway door to call the elevator to the floor. When the cab is running the call station light will be green and when it arrives at the floor it will turn blue. Once the lights turn blue and your sliding doors (if applicable) open, you can enter the cab.

⚠️ Note: If the elevator is in use, or if the emergency button is depressed on the Cab Control Panel, or any hoistway door is open, the elevator will not register the call.
Operating the Elevator using the Cab Control Panel

*Your panel may appear slightly different than the one pictured but should still have all the fundamentals as the one shown here.

Once inside the elevator cab navigate travel using the “Cab Control Panel”.
Procedure:
1. Ensure the hoistway door and gate are closed.
2. Ensure the Red Emergency Stop button is not depressed.
3. Press the desired button that corresponds to the floor you wish to travel to. The cab will travel to the floor requested and stop upon arrival.
4. Open the cab door and exit cab.
5. Close the hoistway door when exiting completely. If you have automatic doors, they will close automatically after exiting the cab.

⚠️ Note: If your elevator is equipped with a manual gate be sure that it is closed before use and when exiting the elevator. Failure to do so will make the elevator inoperable.
OPERATING YOUR ELEVATOR DURING A POWER OUTAGE

Your Elevator is equipped with a battery backup system to ensure safe downward travel during a power outage. You will not be able to travel up while on battery power. If you know that the power is out in your residence avoid using the elevator if possible. If you need to operate the elevator to descend or are in mid-travel when the power fails simply go to the desired lower floor, exit the cab, shut the door and do not use the elevator until the power is restored. The elevator is running on battery back-up when all lights on the cab control panel are illuminated.

During power outage all doors should still be able to unlock and open, in the event that they do not please read the section on opening locked hoistway doors. If the batteries are drained, then it will be necessary to lower the elevator manually. In order to do this, please read the section “Manual Lowering Device”.

If you have the BES electrical system the elevator will travel to the lowest floor automatically. If your elevator has automatic doors they will remain open. When power is restored the elevator will automatically travel to the top floor to reset itself.
Emergency Exit Procedure for Elevators Equipped With SICK Type Interlocks

*Use extreme caution when opening the door, ensure that the cab is at the level that you are opening the door on and guard against falling into shaft.*

To Open the Landing Door From Outside the Cab

If you are on one of the floors and need to open the elevator from the landing side you will need a screwdriver to open the door. Inspect the screws as described below and determine which type of screwdriver is required. For the doors installed by Cambridge Elevating Inc., the locking beaks are screwed to a bracket that is attached to the door in the upper corner of the door, opposite to the hinge side. Remove the two screws that hold the locking beak to bracket, the door should swing freely to allow the occupant out of the cab.

For the doors installed by the contractor, the locking beak is screwed directly to the inside surface of the door. Remove the two screws that are in the upper corner of the door slab, opposite to the hinge side. If you have a hole in the door insert a screwdriver in the hole and lift up to release the lock. The door should swing freely to allow the occupant out of the cab.
To Open the Landing Door From Inside the Cab On Elevators Not Equipped With Automatic Doors

Inspect the screws as described below and determine which type of screwdriver is required. This screwdriver should be kept in the cab at all times, perhaps stored in the phone box or hanging on a hook on the wall inside the cab.

For the doors installed by Cambridge Elevating Inc., remove the two screws that attach the stainless steel bracket to the door in the upper corner of the door opposite to the hinge side. The door should swing freely to allow the occupant out of the cab.

For the doors installed by the contractor you will have to use the key located inside the phone box. Put the key into the lock mechanism and turn 180 degrees. Your elevator may have a tab to open the door. If this is the case push up on the tab to release the lock. The door can then be pushed open. If the elevator occupant is alone and in a wheel chair they will probably have to call for help.
To Open the Landing Door From Inside the Cab On Elevators Equipped With Automatic Doors

For Heritage models, carefully push doors to the side holding them open and place key in lock and open door as stated on the previous page.

For Cambrian models, you will need to call some one to use the supplied key and unlock the doors from the outside. Once they are unlocked carefully slide open the doors.

Once the occupant of the cab has exited the elevator ensure that the locking beak or the bracket is securely refastened in its correct position or securely barricade the opening until a serviceman can repair the elevator. Failure to due so can result in severe injury or death.

Please contact your dealer right away to inspect the elevator before returning it into service.
EMERGENCY MANUAL LOWERING DEVICE

In the event of a power failure and battery back-up failure, the cab can be manually lowered using the following procedure.

**WARNING! If Cab does NOT lower or seems to be stuck stop all attempts to manually lower the cab. Also if cables are slack or not in their proper running grooves on jack head pulley, DO NOT attempt to lower the cab. Immediately call your dealer for emergency assistance.**

1. Remove power from the pump unit in the machine room and ensure all hoistway doors are closed. Open manual lowering valve by pressing and holding (or twisting) the red button (see photo) to allow oil to drain back into the reservoir hence lowering lift to the bottom floor. Release the red button to stop the flow of oil. Note that the button is rather stiff and will require apt pressure in order to open the valve.

2. Open the bottom hoistway door to allow the occupants to exit. *If door is locked please see the section above “Emergency Exit Procedure”*

3. Close the hoistway door, making sure it is latched shut.

4. Contact your dealer for service before restoring power to the unit.
TROUBLESHOOTING

Before you call for service:

A quick check of the Operating Instructions in this manual may prevent an unnecessary service call. Before calling your authorized Cambridge Elevating Inc. Service Technician, refer to the following checklist.

If Elevator will not operate:

· Check that all hoistway and cab doors are fully closed.

· Check that the Emergency Stop Button on Cab Control Panel is not depressed.

· Check for a blown fuse or tripped circuit breaker at the main circuit box in your home.

· Verify that power is ON.

If the elevator will not operate after checking the above, contact your dealer for service.
MAINTENANCE

Regular maintenance is essential in keeping your Elevator in proper operating condition. Please remember, as the owner of the elevator you are responsible for ensuring maintenance and upkeep is performed on a regularly scheduled basis.

Contact your dealer to schedule inspections and service. Their staff have been trained to perform the required maintenance, service and repair.

On the last page of this manual is a maintenance Log for your record keeping. Please have the service technician fill out the appropriate information for your records.
The Maintenance Record Log below is your documentation of maintenance performed on your equipment. This log may be used to demonstrate proper maintenance services outlined in this manual. It may be necessary to provide log when validating warranty claim.

Warranty Start Date _________________________ (Date of Installation)

Serial Number of Equipment __________________________

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<th>Date Maintenance Performed</th>
<th>Dealer</th>
<th>Print Name and Signature of Service Technician</th>
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