

**TOSHIBA**

**Leading Innovation >>>**

**TOSHIBA Standard Type**

# **Elevator Instruction Manual**

**For Operation Management**

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Please read this instruction manual carefully before operation  
for correct and safe use,  
and keep the manual handy for future reference.

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# Introduction

1

Introduction

Thank you very much for purchasing Toshiba elevator. In order to ensure the elevator's safe operation, periodic maintenances are required. However, regular inspection by the operator on a daily basis is necessary too.

Please assign operator to be in charge of the elevator's operation.

To ensure elevator is operated correctly and safely, the operator must read through this "Instruction Manual" carefully before operation.

After the operator has finished reading this manual, they should keep it where accessible.

When the owner or the operator has changed, please make sure that this manual is handed over to the next owner or operator.

If you find any question or incomprehensible descriptions, please inquiry to our local distributor.

This manual is intended as a guide to maintenance and operation of a Toshiba elevator.

## Terms and Definitions

The owner is the person who owns the elevator.

The operator is the person who directly manages the operation of elevators in use.

The engineer is the person with professional qualifications who is in charge of the maintenance of the elevator.

Please enter into a maintenance contract with our local distributor, to assure your satisfaction with high quality maintenance services.

### Ensure quality performance and operation of your elevator.

- We understand the overall structure of the elevator clearly, including the design, manufacture, sales, installation, maintenance, and the correct technical information. Our service has quality assurance.

### Ensure efficient repair and parts replacement.

- We supply appropriate parts according to the model and all parts are in stock. Repair service and part replacement are done efficiently.

### Fast-action servicing.

- In case of malfunction or emergency, our engineers will be there to fix the problem in a timely manner.

### Serviced by professionals.

- Your elevator is always maintained by professionals. Only engineers who possess the technical skills and qualifications will be assigned to take charge of the elevator's maintenance.

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# Definition of Safety Indications

Be aware of the following safety indications and their meaning. These indications are very important in prompting operator and passengers awareness about hazardous actions or locations.

2

Definition of Safety Indications

## < Description of Labels >

Label	Meaning of label
<b>DANGER</b>	Indicates "If erroneously handled, there is an immediate risk that persons may die or be seriously injured".
<b>WARNING</b>	Indicates "If erroneously handled, persons may die or be seriously injured *1".
<b>CAUTION</b>	Indicates "If erroneously handled, persons may be injured*2 and/or only material damage*3 may occur".

\*1: "Seriously injured" means blindness, injury, burns (high-temperature and moderate-temperature), electric shock, fractures, poisoning, etc. with long-lasting effects and that require hospitalization and/or long-term hospital visits for treatments.

\*2: "Injured" means an injury, burns, electric shock, etc. that require hospitalization and/or long-term hospital visits for treatments.

\*3: "Material damage" means extended damage involving assets and materials, and/or involving livestock and pets.

## < Description of Symbols >

Symbol	Meaning of symbol
	"" indicates a prohibited action (a forbidden action). The nature of the hazard is depicted in the form of an image or a sentence within or near the symbol.
	"" indicates a mandatory action (a compulsory action). The nature of the hazard is depicted in the form of an image or a sentence within or near the symbol.

## Important notes:

Be sure to observe all safety precautions marked with the DANGER, WARNING and CAUTION labels, and do not do anything that is not described in this manual in order to avoid injury, death or property damage.

## Disclaimer

Toshiba shall not be responsible for any breakdowns or accidents caused by inappropriate management or usage, including but not limited to the following:

- Failure to follow or apply the operating or handling instructions contained herein
- Inappropriate maintenance, inspections and/or repairs
- Unauthorized alterations to the elevator
- Use of parts other than those provided or specified by Toshiba.

# Safety Precautions

- The following precautions apply to the owner and the operator of the elevator.

## DANGER

### ■ Carry out regular and preventive maintenance.

Conduct regular inspections and maintenance on the elevators to detect and prevent any problem before it occurs. Please contact Toshiba for further details.



Mandatory Action

### ■ Do not repair, remodel or disassemble.

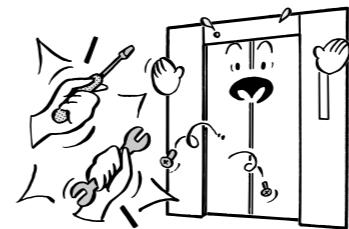
This may result in electric shock, serious injury, or malfunction. Please contact the maintenance service company if any problems occur.

### ■ Perform daily inspection (Refer to page 36 ).

Perform daily inspection to avoid avoidable malfunction or risk of accident.



Prohibited



Prohibited



Prohibited



# Safety Precautions

- The following precautions apply to the owner and the operator of the elevator.

## WARNING

- If anyone is trapped in an elevator, ask him/her to keep calm and wait for rescue.

Passengers might panic if trapped in an elevator. Tell them to stay calm and ask them to wait using the interphone.

Assure them that the elevator car has a ventilation opening, and it will not be deprived of oxygen even during a power failure.



Mandatory Action

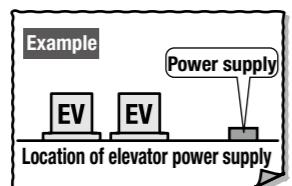


- Confirm where the power panel is located.

You may need to disconnect all power from an elevator in the event of an emergency (Refer to pages 31 and 33). Make sure you can find the power panel even in an emergency. Do not disconnect power from the elevator without checking; otherwise, passengers may be trapped inside.



Mandatory Action



- Show users how to ride an elevator, especially how to use an interphone in the event of an emergency.

If passengers are trapped, it may take too much time for a rescue crew to arrive if no one knows how to call the emergency hotline.



Mandatory Action



- Keep the entrance of an elevator clear.

Things left at the doorway of an elevator might become an obstacle to carry out repair/recovery work or rescue in the event passengers are trapped. In an time of emergency, access from entrance floors that are not usually used (emergency-rescue floors or cut-off floors) may be necessary. Therefore, you must keep the elevator entrances on all floors clear.



- When water penetrates due to heavy rain, etc., immediately cease operation (Refer to pages 15 and 33).

Continuing operation under such circumstances may lead to an accident or malfunction occurring. Please contact the maintenance service company after discontinuing operation.



Mandatory Action



- Do not let water into the hoistway when cleaning the floor.

An elevator might malfunction if any garbage or water penetrates the equipment. If you find a pool of water in the hoistway, suspend elevator service immediately and contact the maintenance service company.



Prohibited



- The following precautions apply to the owner and the operator of the elevator.

## WARNING

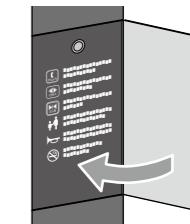
- The switch box in the elevator car must be kept locked.

If the switches are touched accidentally, passengers might become trapped in an elevator or an unexpected accident might occur.

An authorized person such as the operator or engineer should be in charge of the switch box.



Mandatory Action



- Suspend elevator service before you open and activate the in-car smoke alarm (Refer to page 15).

If you open the smoke alarm, the elevator's safety mechanism may be triggered and stop the elevator, and may trap passengers inside of the elevator.



Mandatory Action

## CAUTION

- Keep the door open using the door-open feature (Refer to page 17) before cleaning the sill.

If the elevator is normally operated by an attendant <Optional>, the attendant can keep the door open (Refer to page 22). If cleaning and the door is not kept open, there is a risk of getting caught between the doors.



Mandatory Action

- Do not remove the cover of the ceiling light.

This may result in electric shock or serious injury. When the lighting needs to be replaced, please contact the maintenance service company.



Prohibited

# Safety Precautions

- Guide passengers with the following instructions:

## DANGER

**■ Do not use in the event of an earthquake.**

An elevator may stop while it is ascending/descending and possibly trap passengers and result in matters becoming worse.



Prohibited



**■ Do not use in the event of a fire.**

Smoke may fill the elevator and result in matters becoming worse.



Prohibited



**■ When the door is closed, do not open it forcefully with hand, arm, or other part of yourself.**

You may be caught in between the doors, leading to serious injury. When you need to open the door, push the door open button.



Prohibited



**■ Do not lean on a door or attempt to force it open.**

Your hand may be trapped in between the doors, or the elevator may come to an emergency stop and trap its passengers.



Don't touch



**■ When clothes or objects with anything dangling (skipping ropes, scarves, strings, etc) is caught in between the doors, push the door open button immediately and remove it.**

When an elevator begins to run, any caught objects with objects including strings, such as certain garments, in a door may lead to serious injury or malfunction.



Mandatory Action



- Guide passengers with the following instructions:

## WARNING

**■ Small children must be accompanied by a parent or guardian.**

If a small child uses an elevator alone, there is a risk of injury caused by the opening and closing of the doors, or the child could become trapped inside without the ability to operate the elevator.



Mandatory Action



**■ Do not smoke in the elevator.**

This may result in a fire.



No Smoking

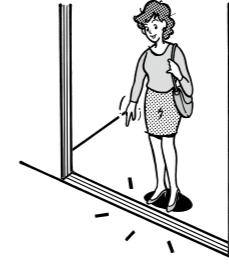


**■ Watch your step when getting on and off.**

Since there may be a difference in level between the car and hall, getting on and off without watching your step may cause you to stumble.



Mandatory Action



**■ Please assist elderly and handicapped passengers.**

This helps to prevent avoidable accidents.



Mandatory Action

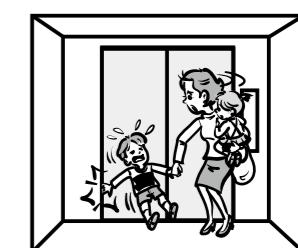


**■ Do not lean on the elevator door. It is dangerous if the door opens.**

You may get injured if you get your hand caught in between the door when it opens. Do not lean on the door, you might fall down and suffer from injuries if the door opens suddenly.



Don't touch



**■ Do not rush into an elevator.**

This may result in injuries due to colliding or becoming trapped between the doors.



Prohibited



**■ Operate the push buttons carefully, do not push them stronger than necessary or treat them violently.**

This may damage the buttons and switches.



Prohibited



**■ If you are carrying an animal, make sure it is housed in a special case or hold it in your arms.**

Never get on with an animal on a leash. The leash may get caught in between the door, leading to a serious injury.



Mandatory Action



# Safety Precautions

- Guide passengers with the following instructions:

## ! WARNING

- When you get on and off with a wheelchair, do so slowly. Also, for an electric wheelchair, set the speed to "minimum" when getting on and off.

Be careful when you get on or off from an elevator with a wheelchair. The wheels may be unable to climb the level difference between the car and hall, or may become stuck in the groove or the clearance between sills, etc., which may cause accident.



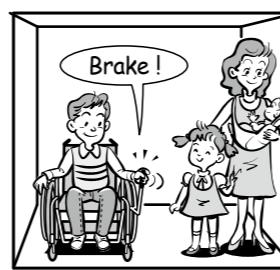
Mandatory Action



- When you get on the elevator with a wheelchair, lock the wheels immediately. If the wheels are not locked, the wheelchair can move and may bother the surrounding passengers or cause injury.



Mandatory Action

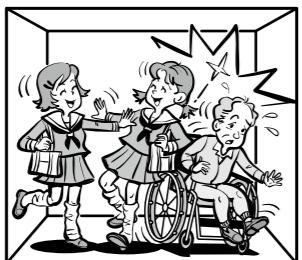


- Be courteous when there are any passengers with a wheelchair.

Rough behavior may upset the wheelchair and may result in injury.



Mandatory Action



- Do not go beyond the elevator's passenger capacity.

This may result in an accident. The capacity and maximum load are indicated on the car operating panel of an elevator. If the capacity is exceeded, passengers will be notified by a buzzer or voice announcement.



Prohibited



- Guide passengers with the following instructions:

## ! CAUTION

- Never insert fingers or anything else in the gaps between the light, the doors and fan.

This may result in injury.



Prohibited



Mandatory Action



- Give priority to wheelchair passengers when getting on and off.

If a passenger rushes into the elevator, it may cause an undesirable accident.



Mandatory Action



- Do not let small children play in or around an elevator.

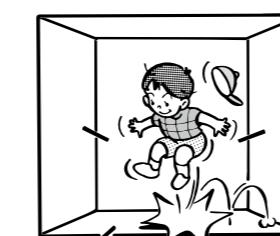
- In an elevator, do not jump and bounce around or shake the elevator.

This will trigger the safety mechanism, which may stop the elevator while it is ascending/descending and trap the passengers.

When an elevator stops while it is ascending/descending, follow the instructions on page 23, "Safety Measures During an Emergency".



Prohibited



## ■ Hall Indicators / Buttons

### Indicators <Optional>

"IND" lights up during independent operation or operation with an attendant.

"FULL" lights up when the car is full.

(With a fully automatic selective collective operation system or a supervised group operation system with more than three cars, the "FULL" lamp is a standard specification)

### Direction indicator

This indicates ascending or descending operation.

### Position indicator

The car position is indicated.

### Position indicator

The car position is indicated.

### Direction indicator

This indicates ascending or descending operation.

### Indicators <Optional>

"IND" lights up during independent operation or operation with an attendant.

"FULL" lights up when the car is full.

(With a fully automatic selective collective operation system or a supervised group operation system with more than three cars, the "FULL" lamp is a standard specification)

### Call registration button

When it is pushed, a button will light up and an elevator will be called to the hall.

↑ ··· Go up.

↓ ··· Go down.

### Parking switch <Optional>

Use when starting and parking.

RUN ··· Operation

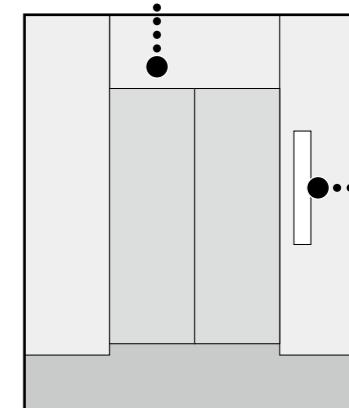
PKG ··· Parking

### Automatic parking operation <Optional>

TIME ··· Automatic parking operation

Car riding indicator  
(installed on lintel)  
<Optional>

IND  
FULL

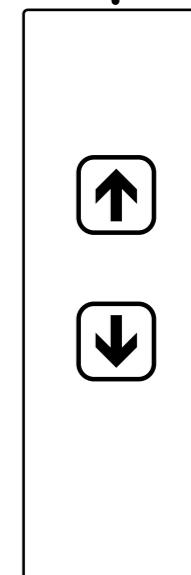


Elevator hall

IND  
FULL



Hall indicators, buttons

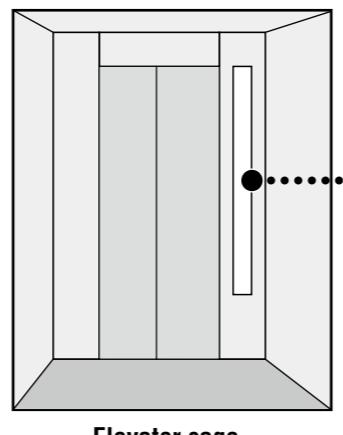
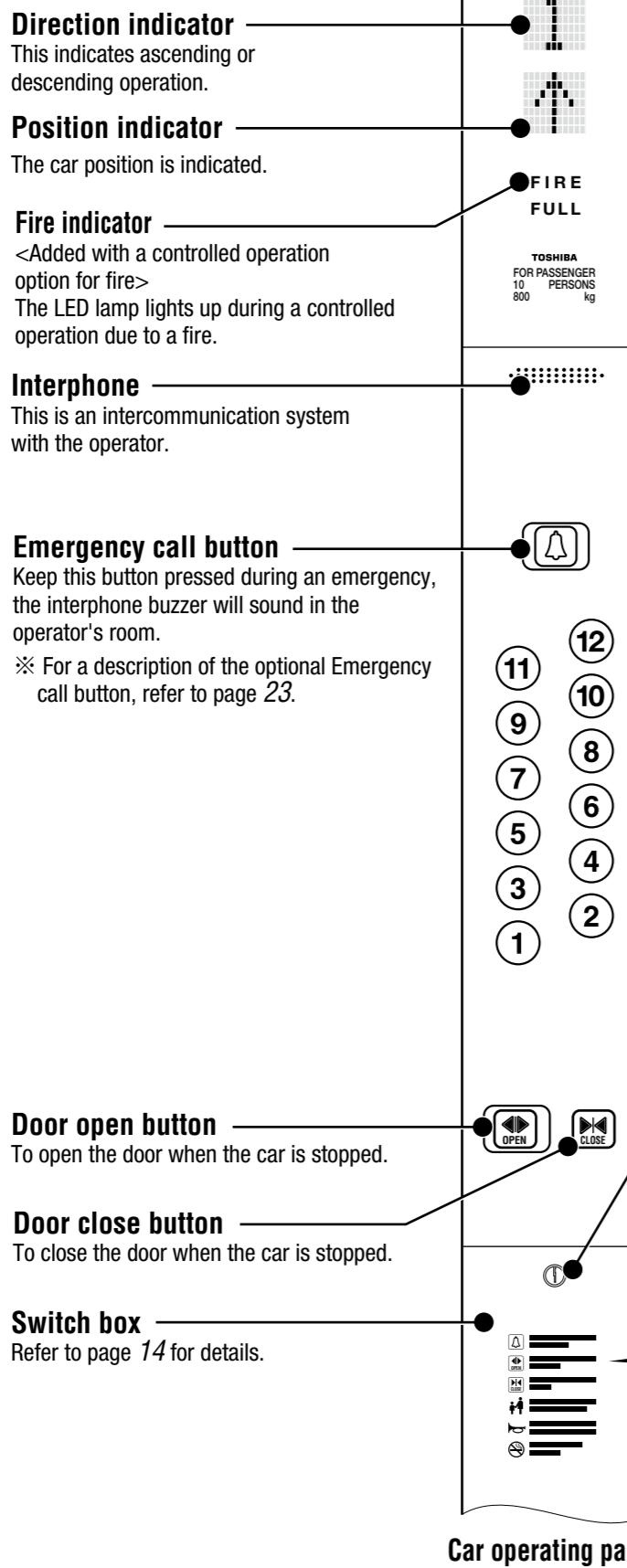


Hall buttons  
<Optional>

\* Design and equipment layout, and indicator display vary depending on the model.

# Names and Functions of Buttons and Indicators (Continued)

## ■ Car Operating Panel



## ■ Switch Box

### WARNING

#### ■ Make sure the switch box of the car operating panel is closed.

If you leave the switch box unlocked, passengers might contact switches unintentionally, causing an undesirable accident.  
Only the operator, engineer or authorized persons are permitted to touch the switch box.

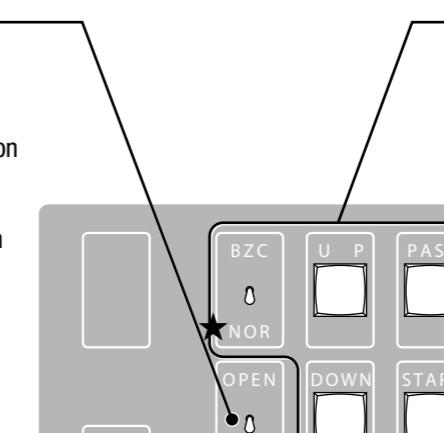
The operator is to be responsible for the custody of the switch box key.

Set switches to positions indicated with ★ for normal operation, and lock the cover.

\* mark switches are <Optional>.

#### Door hold open switch

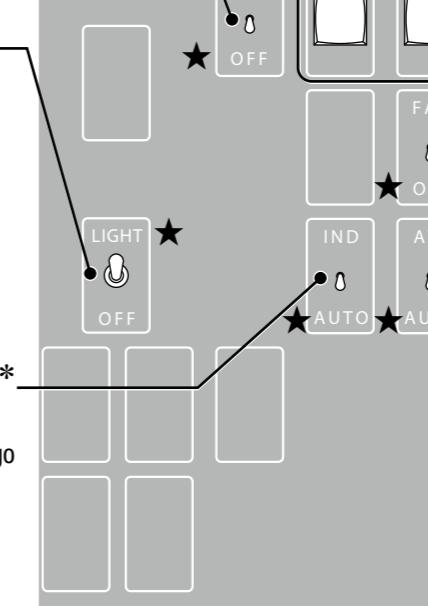
(Refer to page 17)  
When set to "OPEN", the door will be held open.  
Does not exist when elevator operation is by an attendant\*.  
With operation by an attendant, the door is held open automatically when the elevator stops.



#### Switches for attendant operation\*

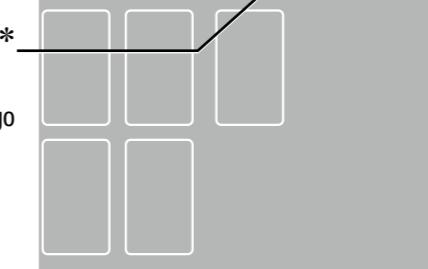
(Refer to page 22)  
For use when an attendant is operating the elevator.

**Fan motor switch**  
Switching this to FAN will turn on the ventilation fan in the car. When the elevator stops for a predefined period of time, the fan will stop automatically.



#### Independent operation switch\*

(Refer to page 20)  
When set to "IND", the elevator will go to the destination floor directly.



#### Switch for attendant operation\*

(Refer to page 22)

\* Design and equipment layout, and indicator display vary depending on the model.

# Basic Operation

## Operation Key

Please keep the keys out of access of unauthorized persons.

### ■ Operation Key

Use it to start and stop the elevator, and lock and unlock the switch box cover.



#### Example operations performed using this key:

- Starting and parking the elevator
- Locking and unlocking the switch box cover
- Fire emergency operation ON/OFF
- Power failure emergency operation ON/OFF

## Start Operation

### 1 Set the parking switch of the dispatching floor hall to "RUN".

- The elevator is now ready to operate.
- Push the hall button to open the door.



## Parking Operation

### 1 Set the parking switch to the "PKG" side.

- The car will return to the parking floor.



### 2 The door opens when the car arrives at the parking floor. Make sure that there are no passengers inside of the elevator.

- The ceiling light will turn off.
- After a predefined period of time, the door will close, the ventilation fan will stop, and the elevator will turn to shutdown mode.

Please also read the safety precautions on pages 3 to 10 and advise users on precautions when using an elevator.

## Riding In An Elevator

1

Press the hall button ("UP" or "DOWN") to select the desired direction.

- The pressed button will light up.
- The hall button will not light up if the elevator is in an inoperable condition, such as "Parking mode".



2

Boarding when the car arrives and the door opens.

- After boarding the elevator and a predefined period of time (about 2 to 10 seconds: depending on the elevator), the door will close automatically. If you wish to keep the door open, please press and hold the door open button (a door cannot be kept open by pressing the hall button).
- If the weight capacity is exceeded, the buzzer will sound. Once passengers are within the load capacity the buzzer will turn off automatically and the door will close.

3

Select the destination floor button.

- The selected button will light up and the destination floor will be registered.
- The door will close and the elevator will move to the destination floor.
- If you push a destination floor button in the reverse direction to the elevator's movement, it will be cancelled automatically.

3

Please select the desired floor button again.

4

Arrival.

- The door will open when the car reaches the selected destination.
- Get off from the elevator. The door will close after a predefined period of time.

• Please alert passengers to the following points:

### ⚠ WARNING

- Please do not strike or poke the push buttons using any hard or sharp object. This may damage the buttons.

### ⚠ CAUTION

- Please do not operate with wet hands. This may cause an undesirable accident.
- Please do not touch buttons unnecessarily.
- Please do not strike the wall, door, etc. in the car. This may lead to damage.
- When you are carrying heavy objects into the elevator with a dolly, limit the total weight (inclusive of dolly) to below 250 kg.

# How to Use the Functions

6

How to Use the Functions

## Door-Open Feature

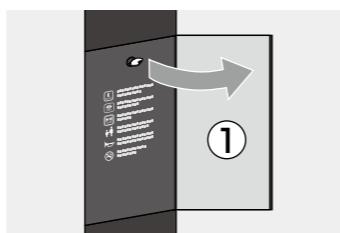
### WARNING

- Make sure the switch box of the car operating panel is closed.  
If you leave the switch box unlocked, passengers might contact switches unintentionally, causing an undesirable accident.  
Only the operator, engineer or authorized persons are permitted to touch the switch box.  
The operator is to be responsible for the custody of the switchbox key.

1

### Unlock the switch box of the car operating panel.

- Unlock the switch box using the “operation key” and open the cover.

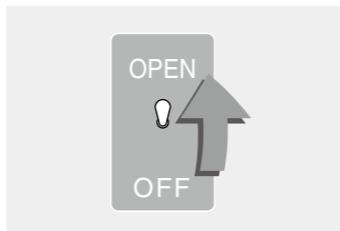


2

### Set the door hold open switch to “OPEN”.

- The door remains open and the elevator will not respond to hall calls.
- The buzzer continues to sound in “OPEN” mode.
- In order to prevent the failure of the door hold open switch, the door will close automatically after it remains open for 3 minutes.

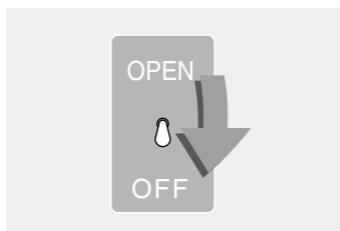
A door will always close except for cases where the safety mechanism is triggered.  
For this reason, when the open time is likely to exceed 3 minutes, please open the door wide again after once turning the door hold open switch to “OFF”.



3

### When the transportation of cargo or sill cleaning is finished, return the door hold open switch to “OFF”.

- The buzzer stops when the door is closed.



&lt;Optional&gt;

Please use this feature during transportation of cargo into/out of the elevator, sill cleaning, etc., to keep the door open. This feature can be used during transportation of cargo.

4

### Lock the cover of the switch box.

- Push the cover by hand and close it.  
(It locks automatically)



## Destination Floor Cancellation Feature

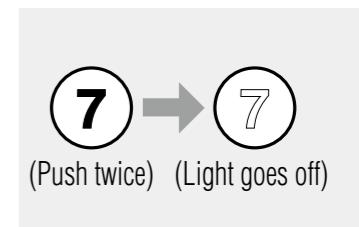
&lt;Optional&gt;

When you select a destination floor button by mistake, please use this feature to cancel the selection.

1

### Push the destination floor button twice for cancellation.

- The light of the destination floor button will turn off.
- Please select the desired floor button again.



# Explanation of Various Operations

## Automatic Parking Operation

At the predefined parking time elevator car will automatically be sent to the parking floor and turn into shutdown mode. After the parking time is over an elevator will automatically revert to operational status.

### 1 Set the parking switch of a dispatching-floor hall to "TIME" using the "operation key".

- Please consult with the maintenance service company in order to change the parking time zone.



- When you revert to normal operation, please turn the parking switch to the "RUN" side.

<Optional>

## Independent Operation

Nonstop operation to the destination floor. Use this feature when you are carrying large baggage or hospital beds.

### 1 Open the switch box cover of the car operating panel (Refer to page 17).

### 2 Toggle the independent operation switch to "IND".

- The registered destination floor is canceled.
- "IND" is displayed on the hall indicator and it becomes impossible to call an elevator from the hall.



### 3 Lock the switch box cover (Refer to page 17).

### 4 Select the destination floor button.

- Button lights up when it is registered as a destination floor.



### 5 Remain pressing the door close button until the door is closed.

- Door will reopen if you release the button before the door is closed.
- When the door is closed, it will move to the destination floor.
- The door opens automatically during arrival.
- Please do not be negligent when the door is open.



- To restore the independent operation toggle the switch from "IND" to "AUTO". Please lock the switch box after every adjustment.



# Explanation of Various Operations (Continued)

## Service Floor Cut-Off

Prevent it from stopping at the specified cut-off floor.

<Optional>

### Start a service floor cut-off operation

**1** Make sure that no one is at the cut-off floor. Lock the switch box of the car operating panel.

**2** Set the floor cut-off switch to “FLOOR CUT”.

- The predefined floor is cut off.  
Even if the hall button for the cut-off floor is pressed, elevators will not stop at that floor.
- Even if the destination floor button for the cut-off floor is pressed in a car, elevators will not stop at that floor.



**3** Lock the switch box cover (Refer to page 17).

### Change the cut-off floor

**1** Unlock the switch box of a car operating panel (Refer to page 17).

**2** Toggle the cut-off floor setting switch and keep it at “FLOOR SET”.

- Please continue pressing up until registration is complete.
- The pre-registered cut-off floor button will light up.



**3** Press the destination floor button of the desired cut-off floor.

- When the button lights up, selected floor will be registered as the cut-off floor.
- For cancellation, press the lit up destination floor button. The cut-off registration will be canceled when the light of the destination floor button turns off.



**4** Toggle the switch away from FLOOR SET when all settings are completed.

- The switch reverts to its original position and the cut-off floor is registered.



**5** Lock the switch box. (Refer to page 17).

- Please close the switch box cover after every adjustment. To revert to normal operation, return the cut-off switch to “NOR”.

## Operation With An Attendant

When the elevator is operated by an attendant.

<Optional>

**1** Unlock the switch box cover of the car operating panel (Refer to page 17).

**2** Set the ATT/AUTO switch to “ATT”.

- The registered destination floor is canceled.
- Press the “PASS” button to stop at the destination floor which is registered in the car only. (The hall indicator will display as “FULL”. Floors before the destination floor will be skipped.)
- To change the moving direction of the elevator, press the nearest floor button. Once the elevator stops at the nearest floor select the “UP” or “DOWN” button.



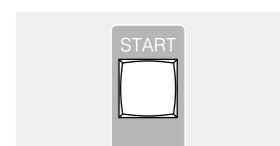
**3** Select the destination floor button.

- The button lights up and it is registered as the destination floor.

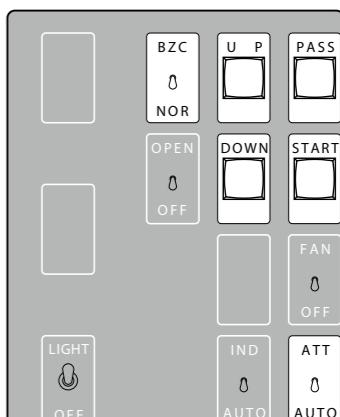


**4** Press and hold the START button until the door is closed completely.

- The elevator will go to the destination floor once the door is closed completely.
- The door will open automatically once the elevator reaches the destination floor.
- The door will reopen if the START button is released before the door closes completely.
- Please remain pressing the start button as the buzzer will sound if the door remains opened more than 30 seconds. The buzzer stops if buzzer cancellation switch is turned to “BZC”.
- Do not leave the door open.



<Buttons/switches for operation with an attendant>



\*Design and equipment layout, and indicator display vary depending on the model.

# Safety Measures During an Emergency

## Communicating With Trapped Passengers

In case there are passengers trapped in the elevator car, the operator can communicate with them via an interphone. The operator should try to grasp the situation promptly, give clear instructions to the passengers and take appropriate action.

### How to use the interphone

#### ■ When the buzzer of the interphone in the operator's room sounds (action by the operator)

##### ● Type- 1: Interphone connected to a single elevator car

- Pick up the phone and talk.

##### ● Type- 2: Interphone connected to multiple elevator cars

- Pick up the phone while the buzzer is ringing. (If you do not pick up the phone while it is ringing, you are unable to get through. If the buzzer has stopped ringing, the operator should press the interphone numbers of the elevators one by one to contact the passengers.)

##### ● Type- 3 and Type- 4: Interphones connected to multiple elevator cars

- Push the call button that is lit in red color and talk.

#### ■ Contact the passenger in the elevator car from operator's room (action by the operator)

##### 1. Pick up the phone

##### 2. Push the phone number of the desired elevator car

- You do not need to press the phone number if the interphone is connected to a single elevator car.

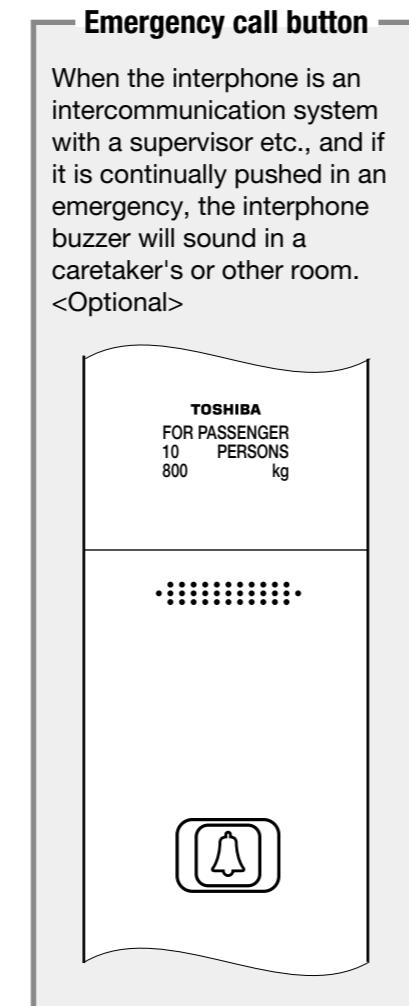
#### ■ Contact the operator from an elevator car (action by passengers)

##### 1. Keep pressing the Emergency call button.

- The interphone in the operator's room will ring and will be answered by the operator.

##### 2. Once the phone is answered, release the Emergency call button and speak to the operator over the phone.

※ The elevator car with LCD display will indicated if the interphone is connected.



**Emergency call button**

When the interphone is an intercommunication system with a supervisor etc., and if it is continually pushed in an emergency, the interphone buzzer will sound in a caretaker's or other room.  
<Optional>

## Types of interphones (for the operators)

There are four types of interphones for the operators: one is connected to a single elevator car and the others to multiple cars. Please identify which interphone is used in the operator's room.

① [Interphone for one car (Type 1)]	② [Interphone for multiple cars (Type 2)]
③ [Interphone for multiple cars (Type 3)]	④ [Interphone for multiple cars (Type 4)]

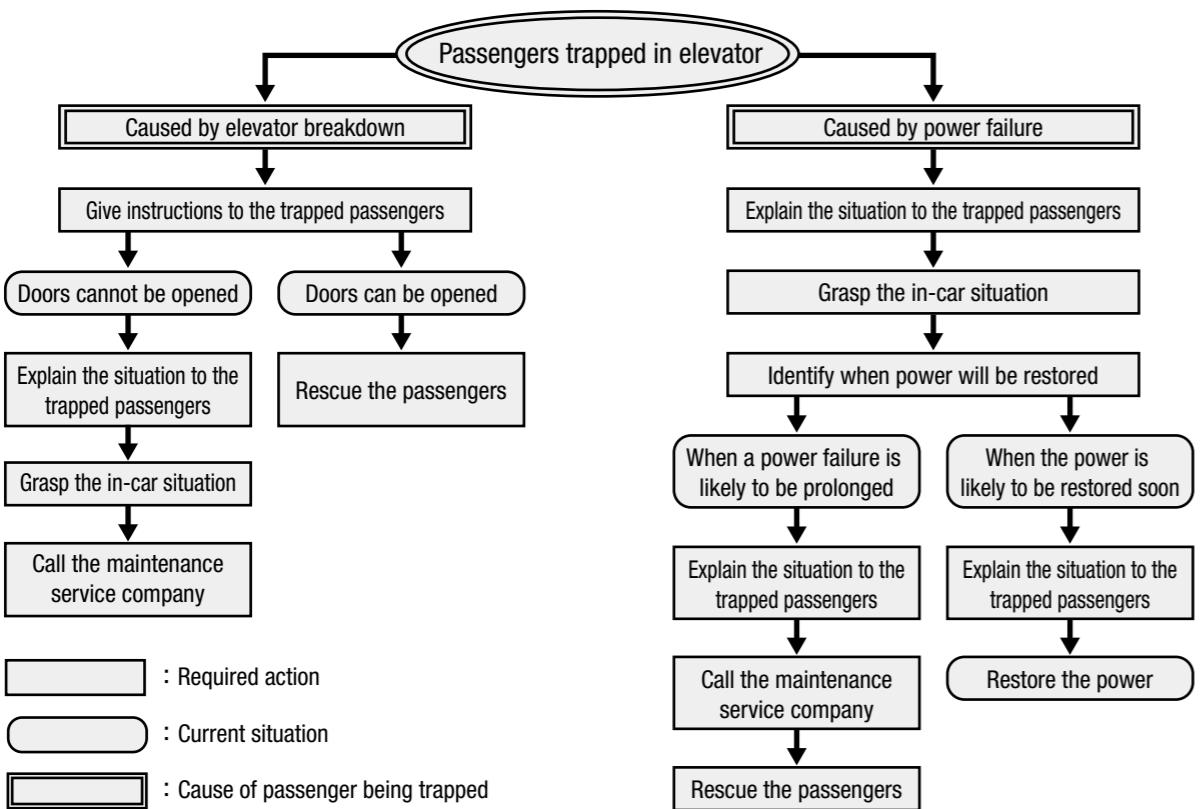
\*Examples of interphones in Japan.

\*Design and equipment layout, and indicator display vary depending on the model.

# Safety Measures During an Emergency (Continued)

## When Passengers Are Trapped In The Car

See the flow chart shown below. Grasp the situation inside the elevator car and take appropriate action.



Passengers being trapped caused by elevator breakdown

<p><b>Give instructions to the trapped passengers</b></p> <p><b>Mandatory Action</b></p>	<p>Contact the passengers who are trapped in the elevator via interphone and tell them to do as follows:</p> <ol style="list-style-type: none"> <li>Press the OPEN button.</li> <li>If the door does not open, push the nearest-floor button.</li> <li>If the door has opened at either of the above mentioned condition, tell the passengers to get off.</li> </ol> <p><i>Request :</i> After passengers get off from the elevator, please suspend elevator services and call the maintenance service company.</p>
<p><b>Explain the situation to the trapped passengers</b></p> <p><b>Mandatory Action</b></p>	<p>Explain the situation to the trapped passengers and ask them to stay calm.</p> <ol style="list-style-type: none"> <li>Say, "Please wait for a moment. I'll contact the maintenance service company immediately."</li> <li>"There is no risk of suffocation in the car. Please stay calm and wait for rescue."</li> <li>"A rescue operation is underway. Do not force the door to open, or the elevator equipment might be broken. This may lead to delayed rescue or undesirable injury."</li> </ol> <p><i>Request :</i> Grasp the in-car situation and give adequate instructions to the trapped passengers.</p>
<p><b>Grasp the in-car situation</b></p> <p><b>Mandatory Action</b></p>	<p>Ask these questions to the trapped passengers:</p> <ol style="list-style-type: none"> <li>"Is anyone injured or sick?"</li> <li>"How many people in the elevator car?"</li> </ol> <p><i>Request :</i> If anyone needs emergency medical attention, call an ambulance.</p>
<p><b>Call the maintenance service company</b></p> <p><b>Mandatory Action</b></p>	<p>Call the maintenance service company immediately and seek professional help to rescue the passengers and inspect the elevator.</p>

# Safety Measures During an Emergency (Continued)

## When Passengers Are Trapped In The Car (Continued)

Passengers being trapped caused by an elevator power failure

Explain the situation to the trapped passengers	 Mandatory Action	<p>Explain the situation to the trapped passengers.</p> <ol style="list-style-type: none"><li>1. "There is no risk of suffocation in the car. Please stay calm and wait for rescue."</li><li>2. "A rescue operation is underway. Do not force the door to open, or the elevator equipment might be broken. This may lead to delayed rescue or undesirable injury."</li></ol> <p><i>Request :</i> Check on the situation in the car and give adequate instructions to the trapped passengers.</p>
Grasp the in-car situation	 Mandatory Action	<p>Ask these questions to the trapped passengers:</p> <ol style="list-style-type: none"><li>1. "Is anyone injured or sick?"</li><li>2. "How many people in the elevator car?"</li></ol> <p><i>Request :</i> If anyone need emergency medical attention, call an ambulance.</p>
Determine how long is the power failure will last	 Mandatory Action	<p>Call the power company to identify when the power will be restored.</p>
Explain the situation to the trapped passengers (When the power is likely to be restored soon.)	 Mandatory Action	<ol style="list-style-type: none"><li>1. Explain to the passengers that the power will be restored soon and ask them to stay calm.</li><li>2. When the power is restored, ask the passengers to press the destination buttons again. The elevator will operate as usual.</li></ol>
Explain the situation to the trapped passengers (When a power failure is likely to be prolonged, call the maintenance service company.)	 Mandatory Action	<ol style="list-style-type: none"><li>1. If the power failure may last for a long period of time, call the maintenance service company and seek professional help to rescue the passengers.</li><li>2. Explain to the passengers that the power is unable to be restored immediately and the rescue team is on the way. Help the passengers to stay calm.</li></ol>

Provide the following information to the maintenance service company in the event of an emergency

Provide this Information to the maintenance service company	 Mandatory Action	<ul style="list-style-type: none"><li>• Address</li><li>• Building name</li><li>• Any passengers are trapped in an elevator</li><li>• Number of passengers that are trapped and the current situation (If anyone is injured or sick, give details.)</li><li>• Your phone number and other means of contact</li></ul> <p>There is a checklist available. Fill in the checklist before you contact the maintenance service company.</p>
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## When The Door Is Closed, And Elevator Car Does Not Operate

- Is the door closed completely?  
Please re-check.
- Is there any rubbish etc. blocking the groove on the sill?  
Please press the "OPEN" button to open the door check the groove on the sill.  
Please follow the instructions in page 17 "How to clean" and page 38 for door-open feature when rubbish etc. is present and cleaning is required.

## When The Doors Do Not Close

- Is the switch box cover at the car operating panel is open?  
If a door will not close when the "STOP", "OPEN", and "INS" switches etc. are set to ON, please restore to "OFF", close the cover and lock it.  
When the emergency stop switch is set to "STOP", the maintenance inspection switch is set to "INS", and the door hold open switch is set to "OPEN", the door will not be closed.
- Is the door open button at the car operating panel or hall button been pushed and jammed? When the button is jammed, please press it 2 to 3 times again.

# Safety Measures During an Emergency (Continued)

## In Case Of An Earthquake



### ■ Please do not use in the event of an earthquake.

An elevator may stop en-route, trapping its occupants and result in matters becoming worse.

<Optional>

### Without earthquake emergency operation

- 1 Direct the passengers via interphone to press all of the destination floor buttons, get off at the first available floor and seek refuge.
- 2 After the earthquake has subsided, ensure that there are no passengers in the car and switch to parking operation.
  - Please turn the parking switch to "PKG" using the "operation key" (Refer to page 15).
- 3 Assess the situation and resume the operation.
  - When the measured earthquake intensity is 3 or lower by the Japanese seismic scale, please implement the daily inspection as described on pages 36 and 37 as usual and then resume the normal operation.
  - When the measured earthquake intensity is 4 or above by the Japanese seismic scale, please contact the maintenance service company.

### With earthquake emergency operation

When an earthquake is detected, the elevator will stop at a nearby floor and door will open.

When the P wave sensor or S wave sensor of a seismic sensor activates

- Reverts to normal operation automatically after stopping at a nearest floor with door opened for 60 seconds.

When the S wave sensor of a seismic sensor activates

- After stopping at a nearest floor with door opened, the elevator will turn into shutdown mode.

- 1 Direct the passengers via interphone to get out and seek refuge.
  - "EARTHQUAKE" indicator of the car operating panel will turn on. An audio message says "Please get off the elevator when the door opens."
- 2 After an earthquake has subsided, confirm whether an elevator is running and perform the following:
  - When the elevator running, please allow it to operate as usual.
  - When the elevator is not running, please contact the maintenance service company.

## In Case Of Fire Breakout



### ■ Please do not use in the event of fire breakout.

Smoke may fill the elevator and make matters worse.

### Without fire emergency operation

- 1 Direct passengers via interphone to get off and seek refuge.
- 2 Ensure that there are no passengers in the car and switch to parking operation.
  - Please turn the parking switch to "PKG" using the "operation key" (Refer to page 15 ).
- 3 Contact the maintenance service company.

### With fire emergency operation

When a fire alarm is triggered, the "FIRE" indicator of the car operating panel will turn on. The elevator will go to a refuge floor directly, and switch to parking mode immediately after the door is opened

- 1 Direct passengers via the interphone to get off and take refuge.
  - "FIRE" indicator of the car operating panel will turn on, and an audio message says "Please get off the elevator when the door opens."
- 2 Ensure that there are no passengers in the car.
  - Door close automatically after the predefined time limit.
- 3 Contact the maintenance service company.

# Safety Measures During an Emergency (Continued)

## In Case Of Power Failure

In case a power failure occurs, the elevator will stop and the emergency lighting in the car will turn on. (This emergency lighting can last from 30 to 60 minutes - the time depends on the standard of the country/region)



- Please do not open the door by hand.  
This may result in a fall or injury.

### Without an automatic landing operation during power failure (TOSLANDER)

- 1 Contact with the passenger via interphone and ask them to keep calm.

### 2 Identify the condition of the power failure and proceed as follows:

- When the power is likely to be restored soon  
Please direct passengers to press the destination floor buttons and resume the operation after power is restored.
- When a power failure is likely to be prolonged  
Please contact the maintenance service company after communicating the following to the passengers:
  - Suitable action is being taken now.
  - Elevator have ventilation opening, there is no risk of suffocation.

### With an automatic landing operation during power failure (TOSLANDER)

<Optional>

After stopping at the nearest floor with it's door open, an elevator will switch to shutdown mode. Elevators will revert to normal operation once the power is restored.

- 1 Direct the passengers via interphone to get off.

- “POWER FAILURE” is displayed on the car operating panel will turn on, and an audio message announces “Please get off the elevator when the door opens.”
- When the predefined period of time has passed, the door will be closed automatically.

## Power Outage Notification

- 1 Notify the user about the power outage of elevator in advance.

- 2 Switch to parking mode, before the electricity is cut off.

- Please turn the parking switch to “PKG” using the “operation key” (Refer to page 15).

- 3 Resume the operation after the power is restored.

- Please remove the poster, if you have affixed any.
- Please turn the parking switch to “RUN” using the “operation key”, and resume the operation (Refer to page 15).

# Safety Measures During an Emergency (Continued)

## In Case Of Rainstorm

### WARNING

- When water leaking in due to heavy rain etc., switch to parking mode immediately. Do not take elevator as refuge during flood. If operation is continued, this may cause fire, electric shock, or fault. Please contact the maintenance company after switching on the parking mode.

- In case of rainstorm (when there is possibility of water to flow in)

1 Notify the passengers of the parking operation in advance (poster etc.).

2 Park the elevator at the highest floor.

- Please stop the car at the highest floor and turn off the elevator power supply in the building.

### Attention

If you turn off the power while an elevator is being used, passengers will be trapped in the car. Affix out-of-service notices in and near the elevator. Give extra attention when turning off the elevator power supply.

3 Create a barrier to prevent water from flowing into the hoistway and shaft.

- After the rainstorm

1 Check the hall floor to verify if there is any trace of water flow into the hoistway and shaft etc.

- If any trace exists, please contact the maintenance service company while keeping the elevator in parking mode.
  - If there is no trace of water leakage, please resume the operation.
  - Open the switch box cover, returning the illumination switch to "LIGHT" and emergency stop switch to "NOR" to resume the operation. Please close the switch cover after you have completed the steps.
- If you have failed to resume the operation. Please contact the maintenance service company.
- If you have affixed any posters or warning labels, please remove them.

## In Case The Shaft Is Flooded

1 Park the elevator at the highest floor.

- Please stop the car at the highest floor and turn off the elevator power supply in the building.

### Attention

If you turn off the power while the elevator is being used, passengers will be trapped in the car. Affix out-of-service notices in and near the elevator. Give extra attention when turning off the elevator's power supply.

2 Call the maintenance service company.

# Accessories and Other Information

## ■ Accessories

- Elevator operation key (Lock or unlock the switch box of car operating panel)

Toshiba provides you with keys that are necessary to operate elevators. Check if you have all the necessary keys and keep them properly.



Operation key

- Special tools for maintenance and inspection

See the appropriate manuals to understand how to use the provided special tools for maintenance and inspection.

## Requests

- Toshiba provides maintenance services during the free-warranty maintenance period.

## ■ Request for recycling

To maintain a sustainable environment, Toshiba's elevators are using rechargeable batteries.

Please do not discard the batteries after use.

Your kind understanding and cooperation will be very much appreciated.

# Important Notice for Daily Inspection

## ⚠ DANGER

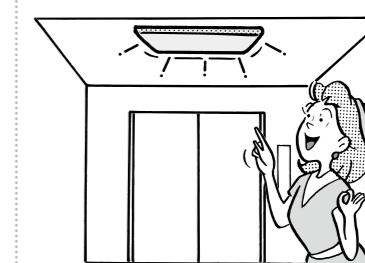
- Please conduct daily inspection.

Conduct daily inspection to avoid undesirable or risk of accident.

Please refer to the following instructions while conducting daily inspection.

Please contact the maintenance company if there are any problems detected.

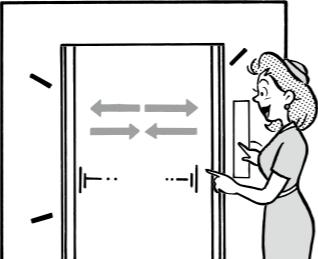
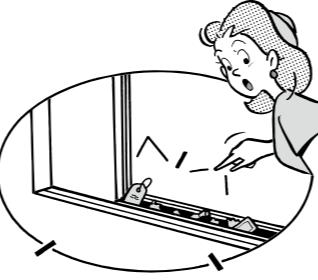
Inspection	Details of inspection
Operating status	<ul style="list-style-type: none"><li>• There are no signs of riding discomfort.</li><li>• There are no abnormal sounds or vibration from starting point to the destination.</li><li>• There is no abnormal level difference between the car and the elevator hall.</li></ul>
Car operating panel	<ul style="list-style-type: none"><li>• There is no damage on the buttons etc.</li><li>• The door open and door close buttons work normally.</li><li>• The position indicator and direction indicator work normally.</li><li>• The displayed character does not disappear.</li></ul>
The ceiling lamp and ventilation fan	<ul style="list-style-type: none"><li>• The ceiling lamp is in good condition (The lighting is dim when it is just turned on and becomes brighter gradually. This is not considered as a malfunction.)</li><li>• There is no vibration or abnormal sound in the ventilation fan.</li></ul>
Interphone	<ul style="list-style-type: none"><li>• Operates normally. (Conduct interphone test with two persons) (For how to use interphones, refer to page 23.)</li></ul>

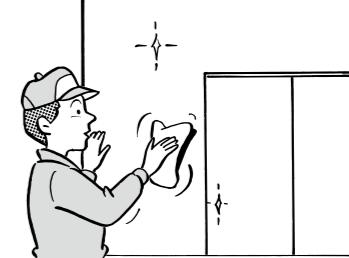
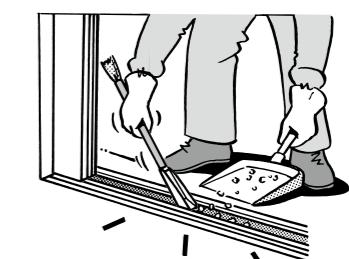


Interphone test,  
please!

## Important Notice for Daily Inspection (Continued)

# How to Clean

Inspection	Details of inspection
Door	<ul style="list-style-type: none"> <li>• Opens and closes smoothly.</li> <li>• A closing door reopens if the safety mechanism is pushed.</li> </ul> 
Sill	<ul style="list-style-type: none"> <li>• If obstruction or rubbish are present, please clean according to "How to Clean" on page 38.</li> </ul> 
Hall indicator, button	<ul style="list-style-type: none"> <li>• The indicators operate normally.</li> <li>• There is no damage on the buttons etc.</li> <li>• The buttons work normally.</li> </ul> 

<b>⚠ CAUTION</b> <ul style="list-style-type: none"> <li>■ Please keep the door open using the door-open feature (Refer to page 13 ) before cleaning the sill. Cleaner may caught between the doors without the door-open feature.</li> </ul>	
Part	<b>The cleaning method</b>
Car operating panel	<ul style="list-style-type: none"> <li>• Wipe with a dry soft cloth. Wipe away stubborn stain with 1% strength diluted neutral detergent. Remove the moisture with dry cloth later.</li> </ul> 
Hall indicator, button	
Door	<ul style="list-style-type: none"> <li>• Wipe with a dry soft cloth. (Wipe away stubborn stain with 1% strength diluted neutral detergent. Remove the moisture with dry cloth later.)</li> </ul>
Side panel in a car	<ul style="list-style-type: none"> <li>• Please do not use powder detergent on etching and delustering-finished surface.</li> </ul> 
Jamb	
Floor tile	<ul style="list-style-type: none"> <li>• Remove dust, mud, dirt, etc. with a broom. The floor in the car should not be cleaned using water. Wipe away stubborn stain with 1% strength diluted neutral detergent. Remove the moisture with dry cloth later.</li> <li>• If the floor is covered with a floor mat, remove it, clean, and place it back after the floor is dried.</li> <li>• Take precaution to prevent rubbish or water from entering the hoistway.</li> </ul> 
Sill	<ul style="list-style-type: none"> <li>• Remove any rubbish, pebbles, mud, dirt, etc. that is accumulated in the groove with sill groove cleaning tools. Keep the door open with the door-open feature (Refer to page 17), when cleaning is in progress. (Wipe away stubborn stain with 1% strength diluted neutral detergent. Remove the moisture with dry cloth later.)</li> <li>• If attendant is available &lt;Optional&gt;, request the attendant to keep the door open. (Refer to the page 22).</li> </ul> 

### Attention

Take extra precaution against the use of liquids. It might cause malfunction of the elevator.

# Guidelines on the Maintenance and Operation of Elevators

## About Maintenance And Operational Management Of An Elevator

### • To engineers

- **Use the lubricant which is specifically designed for Toshiba standard elevator**

Otherwise, inadequate lubrication might cause elevator to fall.  
The main rope of Toshiba standard elevator is made from strong twisted copper wires; therefore, the main rope must be lubricated properly.

- **When the main rope is replaced, all of the other ropes must be replaced**

Failures to do so might cause elevator to fall.  
You are requested to follow the instructions or procedure of rope replacement shown at the top of the hoistway strictly. Use the ropes with the same specifications.

- **Implement periodical inspection and maintenance checks.**

If checks are not implemented, failures cannot be detected early, which may lead to accidents or faults. Please consult with us.  
The elevators should be inspected and maintained regularly to ensure the safe use of elevators and its performance.  
Please consult with our company or our local distributor regarding inspection and maintenance.



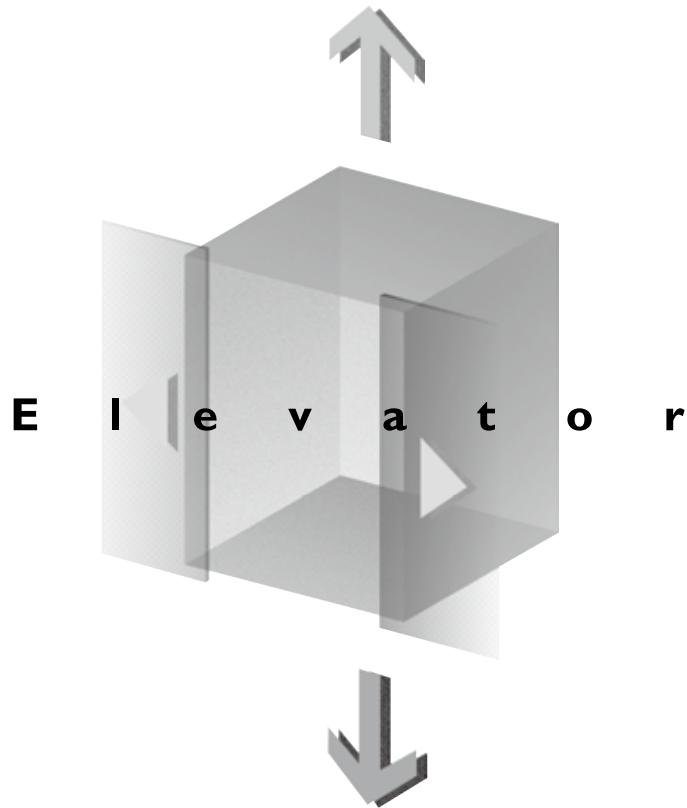
As described herein, elevators must be a safe means of transportation that can be used conveniently in our daily life. Of course, to ensure safety, the equipment itself must be designed to be safe, but at the same time, it should also be properly used and maintained. In order to prevent accidents and ensure safety of passengers, the owner and the operator of elevators should fully understand the elevators, perform daily inspection and proper maintenance.



### Note

Contact Toshiba regarding the disposal of elevators.

# Memo



## **⚠ Safety Cautions**

- Observance of relevant laws / regulations are required.
- Read the entire "Instruction Manual" carefully before use, for important information about safety, handling and operation.

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