

MICROLIFT

USER HANDBOOK

IMPORTANT

Before using your Stannah Microlift, please ensure that you read and familiarise yourself with these instructions.

Stannah

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For your records:

Microlift Model:

Load capacity (kg):

Serial number:

Date into service:

Note:

Whilst every effort has been made to ensure the clarity and accuracy of this handbook, Stannah Microlifts cannot be held responsible for damage or injury resulting from negligence or misuse of the Microlift.

INTRODUCTION

Important - please read

Thank you and congratulations on purchasing a Stannah Microlift.

Before using your Microlift, you should read this User Handbook **and ensure that all employees are thoroughly trained in both its safe operation and use.**

Your Microlift is a precision product manufactured to the highest quality standards and conforms with all British and European statutory requirements for goods lifts as shown on our 'EC Declaration of Conformity', which has been issued in accordance with the Machinery (Safety) Regulations.

Your Microlift will give you many years of trouble-free operation provided that it is properly maintained and treated with respect. Points to ensure consistent satisfactory service are covered in this handbook. In the unlikely event of difficulty, please read the section on Troubleshooting on page 16 - it could save you the cost of an unnecessary service call.

A 'Lock Release' key will have been left by our installers in the Microlift motor compartment. It is for use by trained lift engineers only - **DO NOT** attempt to use it yourself.

We would remind you as the owner/user of this goods lift that you have certain legal obligations relating to Health & Safety. These are summarised as follows:

1. The Provision & Use of Work Equipment Regulations 1998 (PUWER) states "Every employer shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair". We strongly recommend that you entrust this to our local Service Centre (address and telephone numbers of our Nationwide Service Network are listed on page 19). It should be noted that in order to validate any guarantee (see page 17), the Microlift must be serviced within the first three months from handover and thereafter at three monthly intervals.

2. The PUWER regulations also state that "Every employer shall ensure that all persons who use work equipment have received adequate training for purposes of Health & Safety". It is therefore your responsibility to ensure that **anyone** who may need to use the lift **not only reads this User Handbook but also receives adequate training.**

3. The Lifting Operations & Lifting Equipment Regulations 1998 (LOLER) further require that lifting equipment is thoroughly examined by a competent person. For a Microlift this thorough examination is required every 12 months. Stannah can offer this examination for a small fee and would recommend more regular maintenance to keep your Microlift in tip-top condition.

4. The Health & Safety at Work Act 1974 and supporting regulations place a general obligation on both employees and persons in control of premises to provide safe access together with adequate lighting to enable the Stannah Service Engineer to work safely within the Microlift motor compartment.

5. You must ensure that the Microlift motor compartment is not used for purposes other than housing the Microlift equipment. Access to the motor compartment must be secure against unauthorised entry: a permanent warning notice has been supplied which must be affixed to the Microlift motor compartment door.

MICROLIFT OPERATION LED

FOR MICROLIFTS FITTED WITH LED CONTROL BUTTONS

Microlift controls are located beside the landing doors on each floor that the lift serves. The controls are very simple; each control station contains individual call/send buttons for each floor served, with LED indicators also being provided. When the **white LED** is illuminated (Fig. 1) it indicates either the arrival of the lift OR that the lift is already positioned at that floor.

When illuminated, the **red LED** indicates that the lift is in use (Fig. 2). NOTE: For multiple floors ie 3, 4 or 5 floors, the control and LED system remain the same.

Fig. 1 shows the lift at floor 1, ready to be called or despatched (**white LED** illuminated).

Fig. 2 shows the lift is in transit between floors (**red LED** illuminated).

Fig. 3 shows the lift at floor G with the landing/car doors open (**white and red LEDs** illuminated).



Fig. 1



Fig. 2



Fig. 3

IMPORTANT: CALLING AND DESPATCHING

Before the lift can be called or despatched, **all landing and internal car doors MUST BE closed properly**. The lift will not accept a call if the **red LED** is illuminated. If you have called the lift to your floor, on arrival the **white LED** will illuminate and a lift arrival buzzer will sound.

MICROLIFT OPERATION **PUSH BUTTON**

FOR MICROLIFTS FITTED WITH **PUSH BUTTON CONTROLS**

Microlift controls are located beside the landing shutter doors on each floor that the lift serves. The controls are very simple; each control station contains an individual button for each floor that the lift serves, **green** being the “call” button for the particular floor you are on and **white** buttons to send the lift to any of the other floors. The **red** indicator is a ‘Lift in Use’ light.

CALLING

- If the **green button** is illuminated, the Microlift is at that floor ready to be loaded.
- If a **white button** is illuminated, this indicates that the lift is at another floor. If the **red light** is not illuminated, the Microlift can be called by pressing the green button (Fig. 4).
- The **red light** will come on to confirm that the Microlift is on its way (Fig. 5).
- On arrival the **green button** will illuminate and the **red light** will go out. The arrival buzzer will also sound. This shows the Microlift has arrived and is ready to be loaded (Fig. 6).
- When the landing shutter door is opened, the **red light** will also illuminate to show users on other floor levels that the Microlift is in use (Fig. 7).
- If a **white button** is illuminated, this indicates that the lift is on another floor.
- If the **red light** is illuminated this indicates that the Microlift is not available because either the inner car shutter door (if fitted) or landing shutter door is not properly closed.
- If the **red light** stays on, go to the floor indicated by the **white button** and close the landing shutter door and/or the inner car shutter door (if fitted) to put the Microlift back into service.

SENDING

- Press the **white button** to send the lift to the desired floor (Fig. 8).
- The **green light** will go out and the **red light** will come on to confirm that the Microlift is on its way.
- On arrival at the selected floor the **red light** will go out and the **green button** at that floor will illuminate.
- The Microlift arrival buzzer will also sound as the Microlift arrives.

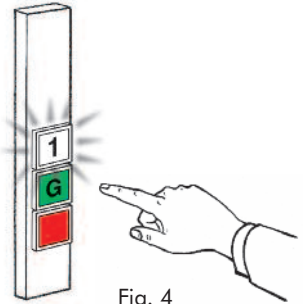


Fig. 4



Fig. 5



Fig. 6



Fig. 7

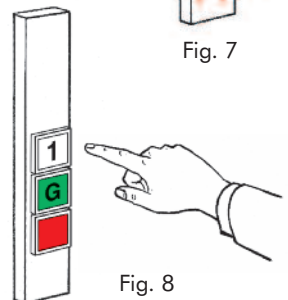


Fig. 8

MICROLIFT OPERATION

SAFE OPERATION OF CAR SHUTTER

To open the inner car shutter safely, first lift the top section until there is a gap of approximately 300mm as shown in Fig. 9.

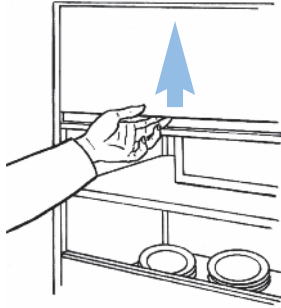


Fig. 9

To fully open the inner car shutter, push down on the bottom section until it is level with the lift car floor as shown in Fig. 10.

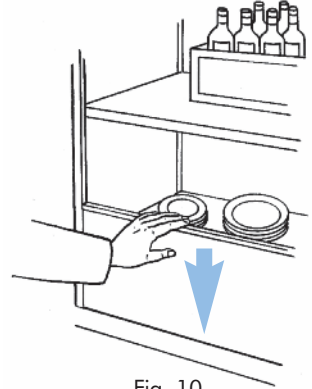


Fig. 10

To close the inner car shutter, gently lift the bottom section until the two sections meet together as shown in Fig. 11.

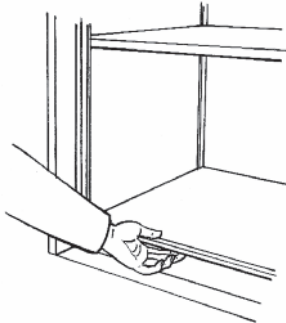


Fig. 11

If this procedure is not followed correctly there may be a risk of injury if the top shutter is opened as shown in Fig. 12.



Fig. 12



Please note that if the inner car shutter (which travel with the lift car) or outer landing shutter (which is fixed at each floor) is not correctly closed the red light will not go out and the lift will not operate.

MICROLIFT OPERATION

LOADING

Open the outer landing shutter door by lifting up the handle (Fig. 13).

The **red LED** will illuminate to indicate to other users that the Microlift is in use.

Then open the inner car shutter door (if fitted) and load the Microlift.

When loading your Microlift you should ensure that:

- the load is secure and that items cannot move or topple (Fig. 14).
- the load does not overhang the edge of the lift car (Fig. 15).
- the load does not exceed the carrying capacity of the Microlift - in doubt, make another trip! (Fig. 16).
- the shelf is not overloaded (maximum shelf load is 50kg) (Fig. 17).
- when loading is complete, gently close the inner car shutter door (where fitted) and then close the landing shutter door (Fig. 18).
- the **red LED** will go out when the lift is ready to be sent to the desired floor.

Note: The white LED remains illuminated until the Microlift moves away from your floor (Fig. 19). (For push button control instructions, please see p5).

For bulky objects the shelf can be removed as follows:-

- lift up one side of the shelf whilst supporting the other side with your other hand (Fig. 20).
- with the shelf at about 45 degrees, move the lower side away from the side wall of the car.
- the shelf can then be withdrawn from the lift car, or laid flat on the lift car floor if desired.

Note: If your Microlift is fitted with a heated shelf/shelves option, then **these shelves cannot be removed**.

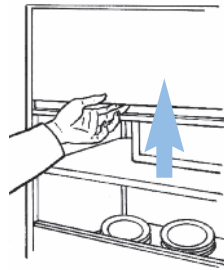


Fig. 13



Fig. 14



Fig. 15



Fig. 16



Fig. 17

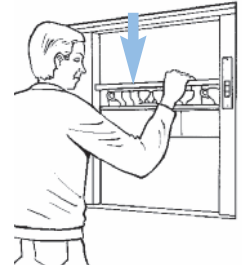


Fig. 18



Fig. 19



Fig. 20

MICROLIFT OPERATION

SENDING

- Press the button to send the lift to the desired floor (Fig.21). (For push button control instructions, please see p5).
- The **white LED** will go out and the **red LED** will come on to confirm that the Microlift is on its way.
- On arrival at the selected floor the **red LED** will go out and the **white LED** will illuminate at all levels, indicating the lift position.
- The Microlift arrival buzzer will also sound as the Microlift arrives.

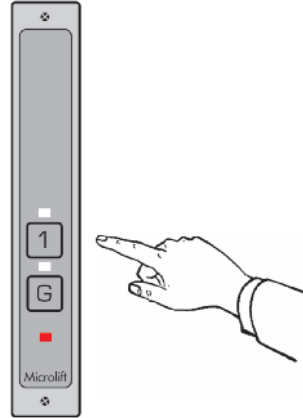


Fig. 21

UNLOADING

- To unload the Microlift, open the outer landing shutter door, followed by the inner car shutter door (where fitted) (Fig. 22).
- The **red LED** will illuminate to indicate to other users that the Microlift is in use (Fig. 23). (For push button control instructions, please see p5).
- The Microlift can now be unloaded.
- When you have finished unloading the Microlift please remember to gently close the inner car shutter door (where fitted), followed by the outer landing shutter door to make sure the Microlift is available to other users (Fig. 24).
- The **red LED** will go out to confirm that the Microlift is again available for use.

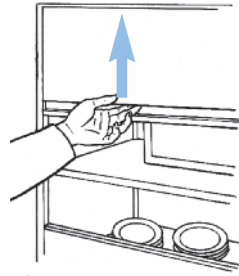


Fig. 22



Fig. 23



Fig. 24

MICROLIFT OPERATION

DO'S AND DON'TS

DO make sure that the load is secure and not overhanging any part of the Microlift car (Fig. 25).

DO close all landing doors and inner car shutter doors (where fitted) after unloading (Fig. 26).

DO report any malfunctions immediately, having first referred to the Troubleshooting guide on page 16 (Fig. 27).

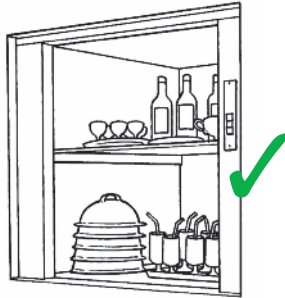


Fig. 25



Fig. 26

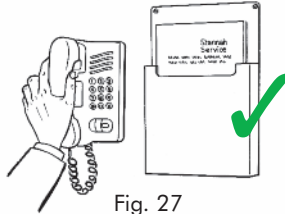


Fig. 27

DON'T slam the shutter door when opening and closing (you will damage the operating mechanism) (Fig. 28).

DON'T try to prise the shutter door open (you will damage the door lock mechanism) (Fig. 29).

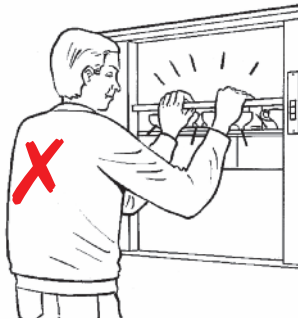


Fig. 28



Fig. 29

DON'T overload the lift or shelf (Fig. 30).

DON'T try to enter or ride in the Microlift - it is for carrying goods only. *Safety Regulations forbid travel by any persons in a SERVICE LIFT* (Fig. 31).

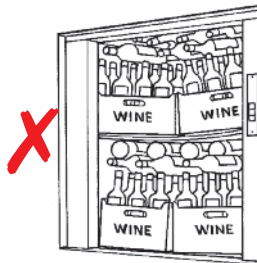


Fig. 30



Fig. 31

MICROLIFT HEATED LIFT CAR OPTION

The following information applies to Microlifts fitted with the heated car option.

DESCRIPTION

The Microlift heated car option is designed for keeping food hot during transportation between floor levels. It should not be used for storing food as it is **not a heated cabinet**. The heating is confined to the upper section of the lift car, it has no effect on the lower section, which can still be used for cold drinks (even ice cream!) with the heater on.

Your Microlift car heater is positioned below the ceiling of the lift car. The heater can be turned on and off by using the toggle switch positioned on the ceiling of the lift car (Fig. 32).

OPERATION

To turn the heater on or off, operate the On/Off switch positioned on the car ceiling, first ensuring there are no combustible materials within the lift car as this **could** increase the risk of **fire**. The radiant heating effect is almost instantaneous.

Do not touch the car heater unit as it gets very **hot**. We advise when items are being loaded/unloaded from the heated section of the car that hand protection is worn e.g. oven gloves.

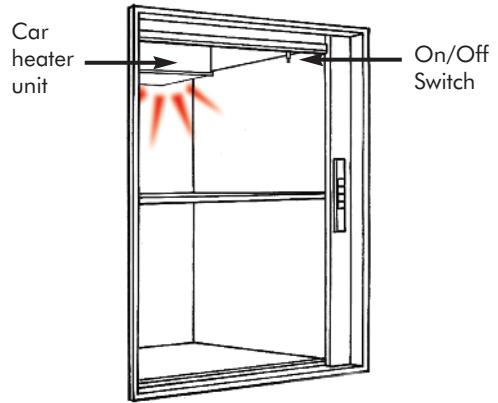


Fig. 32

The heater can be left on continuously. However, we recommend that it be turned on only when required. This will prolong the life of the lamp element.

TROUBLESHOOTING

If, after the heater has been switched on, the lamp fails to light, then check:

- Check that the dedicated isolator switch/RCD is in the ON position. This is located next to the main isolator

If the heater still fails to work (the element may have blown), please call your local Stannah Service Branch to investigate.

PRECAUTIONS

When the heater is on (and for some time after switching off) all surfaces within the upper section of the lift car (shelf, walls, roof and top half of the shutter door) will be hot to the touch. This is quite normal, but care must be taken to avoid contact with bare skin.

Heated Lift Car Option Only

As detailed on page 7, you can see that the shelf can be removed from its normal position. Please ensure that this task is **not undertaken when the shelf is hot**. This operation cannot be undertaken on the heated shelf option.



MICROLIFT HEATED SHELF OPTION

The following information applies to Microlifts fitted with the heated shelf option.

DESCRIPTION

The Microlift heated shelf option is designed for keeping food hot during transportation between floor levels. It should not be used for storing food as it is **NOT designed to be a heated cabinet**. Each shelf (if more than one is fitted) is supplied with a heating element - depending on the original specification. The lift floor may also be fitted with a heated element. Each shelf is pre-set to reach a temperature of 40°C.

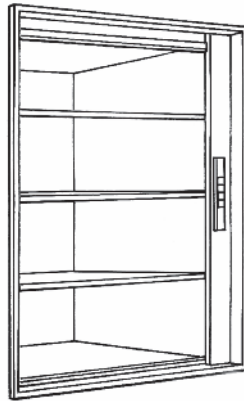
OPERATION

To switch the heated shelf/shelves on or off, operate the On/Off switch which is located next to the lift "mains" isolator. The shelf/shelves will take approximately 15 minutes to reach temperature.

If more than one shelf is fitted the shelves CANNOT be independently controlled, so if the switch is switched on all the shelves will heat up.

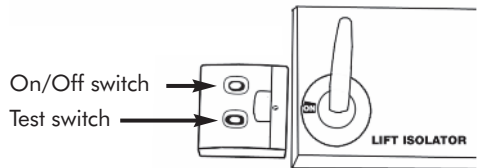
As previously mentioned, the temperature is pre-set and can only be adjusted by a suitably trained person (please contact Stannah if training is required).

We strongly recommend that an oven cloth, oven gloves or similar normal standard kitchen heat protectors are always used when loading and unloading hot food into and out of the heated section of the lift.



Microlift with three heated shelves fitted.

Note: Heated shelves are not removable.



The On/Off switch is also a safety RCD. Red-ON, Black-OFF, Green-TEST.

For cleaning information, please see to page 15.

Whenever placing food containers, dishes, plates etc. within the heated section of the lift always ensure that they are heat resistant.

Do not place combustible materials within the lift as this could increase the risk of a possible fire.

CARE

In addition to the care procedures on page 15, take particular care to avoid water getting into the heater controls when cleaning.

MICROLIFT HINGED DOOR OPTION

The following information applies to Microlifts fitted with hinged landing doors.

LOADING

Open the hinged landing door by pulling the handle (Fig. 33).

Open the inner car gate (if fitted) using the handle to slide it open (Fig. 34).

When loading is complete, gently close the inner gate (if fitted) and then close the landing door (Fig. 35 and 36).

Please note that if either the inner car gate or the outer hinged landing door are not completely closed, the red LED will not go out and the lift will not operate.

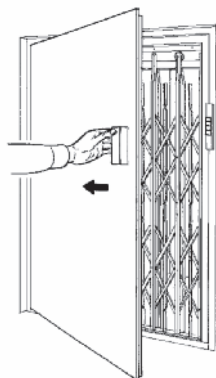


Fig. 33

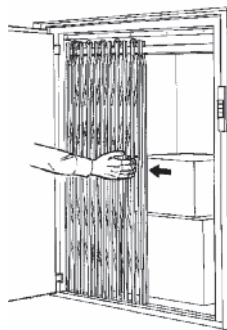


Fig. 34

SENDING

See instructions on page 8 for sending the lift to another floor. (For push button control instructions, please see p5).

UNLOADING

To unload the Microlift, open the hinged landing door and the inner car gate (if fitted) (Fig. 33 and 34).

The **red LED** will illuminate to indicate to other users that the Microlift is in use (Fig. 37). (For push button control instructions, please see p5).

The Microlift can now be unloaded.

When unloading is complete, please remember to gently close the inner car gate (if fitted), followed by the hinged landing door to ensure that the Microlift is available to other users (Fig. 35 and Fig 36).

The **red LED** will go out to confirm that the Microlift is again available for use by others.

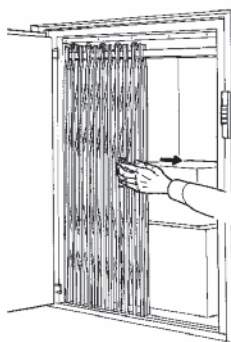


Fig. 35

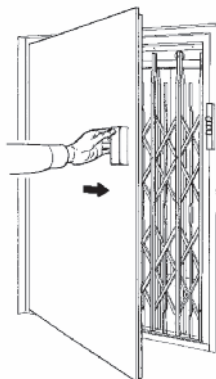


Fig. 36



Fig. 37

MICROLIFT INTERCOM OPTION

The following information applies to Microlifts fitted with the intercom option.

DESCRIPTION

The Microlift intercom option is designed to enable users on different floor levels served by the lift to communicate with each other.

Generally the intercom handset is positioned on the wall next to the Microlift landing entrance at each floor the lift serves. It comprises a wall mounted unit with one or more push buttons (depending on the model of the lift) and a handset (Fig. 38).

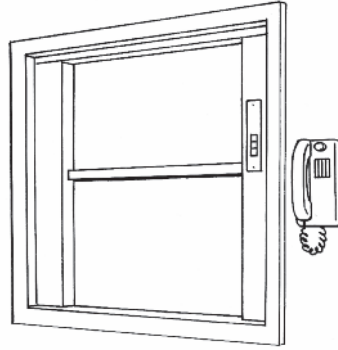


Fig. 38

OPERATION

To make a call - 2 floor Microlift

Lift the handset from the cradle and press the single button on the wall mounted unit (Fig. 39).

To make a call - 3 floor (or above) Microlift

Lift the handset from its cradle and press the button corresponding to the floor you wish to talk to (Fig. 39).

When the button is pressed an audible sound will be heard from the handset at the other floor. Push the button again if the intercom is not answered.

When the handset is answered at the other floor, simply talk to the other person as you would on a normal telephone. (Fig. 40).

When you have completed your conversation replace the handset into the cradle (Fig. 41).

To receive a call

If you hear the intercom ringing (Fig. 42)...

Pick up the handset and talk to the other person (Fig. 40).

When you have completed the conversation replace the handset into the cradle (Fig. 41).

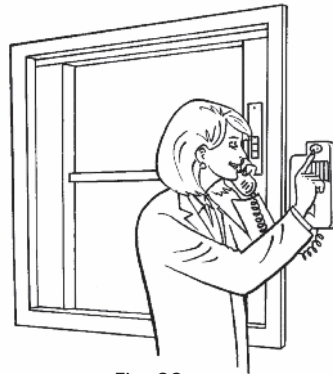


Fig. 39



Fig. 40

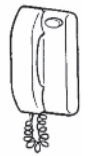


Fig. 41



Fig. 42

MICROLIFT LOAD WEIGHING DEVICE OPTION

The following information applies to Microlifts fitted with a load weighing device.

DESCRIPTION

If the Microlift has been overloaded (and if it is fitted with a load weighing device), the safety mechanism will automatically trip and stop the lift from operating (Fig. 43).

A continuous audible buzzer will sound from the Microlift push button controls, indicating that the lift car has been overloaded (Fig. 44). (For push button control instructions, please see p5).

RESETTING

To reset the load weighing device at least 50% of the items (or load) being carried in the lift car must first be removed (Fig. 45).

The audible buzzer will stop once the load weighing device has automatically reset itself.

If the audible buzzer continues to sound this indicates that more items must be removed from the lift car.

Once the buzzer has stopped sounding (indicating that the lift is now ready to use) SOME of the items can then be placed back in the lift car and the Microlift sent to the desired floor.

Note: If the buzzer sounds again, this indicates that the lift has been overloaded - more items will need to be removed in order for the load weighing device to reset itself.



Fig. 43



Fig. 44



Fig. 45

MICROLIFT CARE

The following procedures carried out regularly will help to keep your Microlift in first class condition:

CLEANING

Stainless steel shutters should be cleaned with a soft cloth, using a light oil (e.g. baby oil) and then wiped off with a dry, lint-free cloth.

All other surfaces should be cleaned with a soft cloth and detergent - avoid using excessive amounts of water in the lift car or on the landing doors.

Never use abrasives for cleaning any of the surfaces on your Microlift.

The lift car should be cleaned when it is positioned at the lowest floor level.

Cleaning the lift is made easier if the shelf is taken out - see p7 - this also makes cleaning the shelf easier.

SPILLAGES

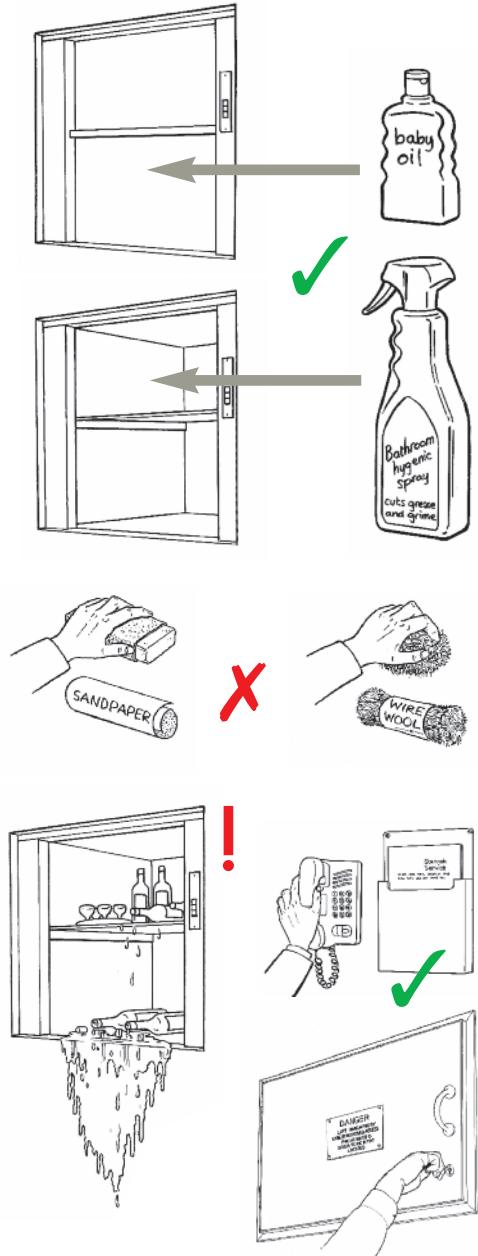
Make sure you mop up and wipe dry any liquid spillages **immediately**.

In the event of a major spillage overflowing into the Microlift car, contact your Service branch. You will need a Lift Service Engineer to provide you with access to the Microlift pit to enable you to clean up the spillage.

MOTOR COMPARTMENT

Keep the Microlift motor compartment locked at all times to prevent unauthorised access.

DO NOT use the motor compartment for any purpose other than the operation of the Microlift. The motor compartment should only be accessed by a trained lift engineer.



TROUBLESHOOTING

Check this list before contacting your local Stannah Service Branch - it could save you time and the cost of an unnecessary service call.

Problem	Cause	Cure
Lift does not operate and red indicator light remains on.	Inner car shutter and/or landing door left open.	Check all landing doors and inner car shutter doors are properly closed on all floor levels
	Lift stopped below serving level due to overloading	Call Stannah Service Branch
	Over travel timer tripped due to goods falling from the lift car and causing the lift to jam.	Call Stannah Service Branch
No indicator lights and lift will not operate on push buttons.	Power off	Switch power on
	Overload tripped	Call Stannah Service Branch
	Fuse in isolator blown	Replace 15 Amp fuse(s) in isolator if necessary
	Fuse E1 in controller blown	Call Stannah Service Branch
Lift operates but indicator lights do not operate.	Indicator bulbs blown *	Call Stannah Service Branch
Lift does not stop at serving level	Lift over travelled	Call Stannah Service Branch
	Lift car or balance weight tight in guides	Call Stannah Service Branch
Motor rotates but lift car remains stationary.	Goods fallen from the lift car causing the lift to jam.	Call Stannah Service Branch

** A blown indicator bulb will not affect the operation of the lift. Please be aware that you will incur a charge if you call out the Stannah Service Branch to replace blown indicator bulbs between service visits. The indicator bulbs will normally be replaced as a matter of routine at the next maintenance/service visit - check with your Service Branch to find out when your next visit is due.*

For your local Stannah Service Branch - see page 19

GUARANTEE

YOUR STANNAH GUARANTEE

Stannah Microlifts Ltd are proud to have secured ISO 9001:2000 Quality Management Systems Certification and are pleased to guarantee the whole of our materials and workmanship for a period of twelve months from completion of installation and handover of the lift to you, on the following conditions:

- That you enter into a service contract with our sister company Stannah Lift Services Ltd to ensure that the lift is serviced within the first three months from the date of handover and thereafter at three monthly intervals. As with a motor car, your new lift must be properly serviced and maintained to keep it safe and at its very best. The Service Contract is included for the first 12 months.
- Should any defective workmanship or materials become evident within the twelve month period, we undertake to repair or replace the defective part, as soon as possible during normal working hours (Monday to Thursday 8.00am to 4.45pm, Friday 8.00am to 3.45pm).
- Should attendance outside normal working hours be requested, it will be subject to a reasonable excess charge. The address and telephone number of your nearest Service Branch is to be found at each lift entrance.
- The Guarantee does not cover repairs, replacements or adjustments which may be required as a result of ordinary wear and tear, wilful or accidental damage, misuse, neglect or any other cause beyond our control.
- If at any time the characteristics or performance of the machine are altered, the machine must be issued with a new EC Declaration of Conformity and a new CE Mark affixed.
- That all outstanding monies have been paid to us.

Stannah Microlifts Ltd

Caxton Close, East Portway, Andover,
Hants, SP10 3QN
Tel: 01264 351922

Stannah

NOTES

STANNAH SERVICE BRANCHES

CONTACT STANNAH LIFT SERVICES LIMITED AT:

SCOTLAND

45 Carlyle Avenue
Hillington Industrial Estate,
Glasgow G52 4XX
Tel: 0141 882 9946
Fax: 0141 882 7503

NORTH & NORTH EAST ENGLAND

Wellington Road
Dunston
Gateshead
Tyne & Wear NE11 9JL
Tel: 0191 460 0010
Fax: 0191 460 1143

NORTH WEST ENGLAND & NORTH WALES

6850 Daresbury Park
Daresbury
Warrington
WA4 4GE
Tel: 01928 703170
Fax: 01928 714824

MIDLANDS EAST

48 Bleak Hill Way
Mansfield
Nottinghamshire NG18 5EZ
Tel: 01623 631010
Fax: 01623 636182

WEST MIDLANDS & MID WALES

Unit A6
Coombswood Way
Halesowen B62 8BH
Tel: 0121 559 2260
Fax: 0121 559 8171

SOUTH MIDLANDS & HOME COUNTIES

Unit 4
Boundary Road
Buckingham Road Industrial Estate
Brackley
Northants NN13 7ES
Tel: 01280 704600
Fax: 01280 701187

EAST ANGLIA

Unit 27/28
Morgan Way
Bowthorpe Industrial Estate
Norwich
Norfolk NR5 9JJ
Tel: 01603 748021
Fax: 01603 743097

SOUTH WEST ENGLAND & SOUTH WALES

Unit 2, Brook Office Park
Emersons Green
Bristol BS16 7FL
Tel: 0117 906 1380
Fax: 0117 906 1392

LONDON & THE SOUTH EAST

No 1 Ravensquay Business Centre
Cray Avenue
Orpington
Kent BR5 4BQ
Tel: 01689 822117
Fax: 01689 883230

SOUTHERN ENGLAND

6 Ambassador Park Estate
Airfield Road
Christchurch
Dorset BH23 3TQ
Tel: 01202 476781
Fax: 01202 485424

NATIONAL CONTRACTS

No 1 Ravensquay Business Centre
Cray Avenue
Orpington
Kent BR5 4BQ
Tel: 01689 883240
Fax: 01689 883241

STANNAH MICROLIFTS DISTRIBUTORS

CHANNEL ISLANDS

Rob Willder Lifts Ltd
Nelson House
Nelson Avenue
St Helier
Jersey JE2 4PD
Tel: 01534 39515
Fax: 01534 68846

IRELAND

Olympic Lifts Ltd
Olympic House
Lissue Industrial Estate
Lissue Road
Lisburn
Co Antrim BT28 2SU
Tel: 01280 704600
Fax: 01280 701187

NOTE

Whilst every effort has been used to ensure the clarity and accuracy of this Handbook, we cannot be held responsible for damage or injury resulting from negligence or misuse of this lift equipment.

We are continually developing and improving the Microlift range and we therefore reserve the right to alter or amend the specification without prior notice.



Stannah Microlifts

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Telephone: 01264 351922

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