

TOSHIBA

Leading Innovation >>>

For managers in charge of operation

TOSHIBA Standard passenger elevator

SPACEL-UNI

ELCOSMO

Instruction Manual

For Operation Management

E I e v a t o r

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

Introduction

1

Introduction

Thank you very much for using TOSHIBA elevators. In order to ensure the elevator operates safely, maintenance is required. However, regular inspection by the operator on daily basis is necessary too.

Please assign an operator, who is directly in-charge of the operation of elevators.

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

After finished reading this manual, please place it within reach of the operator.

When the owner or the operator changes, please make sure that this manual is hand over to the next operator.

If you find, any question or incomprehensible descriptions, please direct all inquiry to your nearest Toshiba office listed at the end of this manual.

This manual is used as a guide of maintenance and operation of Toshiba passenger elevator "**SPACEL-UNI**", and "**ELCOSMO**".

Terms and Definitions

An Owner is the person who owns the elevator.

An Operator is the person who is directly in-charge of the operation of elevators in use.

An engineer is the person within professional qualification, who is in-charge of the maintenance of the elevator.

Kindly sign up the maintenance contract with TOSHIBA ELEVATOR AND BUILDING SYSTEMS CORPORATION. We assure you the satisfaction of 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, and maintenance, the correct technical information. Thus, our service is quality assurance.
- Records of use, defects, part replacements, repairs, inspections and other relevant information of the maintained elevator are stored and maintained by computer system, allowing us to offer maintenance and inspection systematically and efficiently.

Ensure efficient repair and parts replacement.

- We supply appropriate parts according to the model and have all of them ready in stock. Repair service and part replacement can be done efficiently.

Quick action service is possible.

- In case of malfunction or emergency, our engineers are able to fix the problem in timely manner.

Take charge by professionals.

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

Contents

1. Introduction.....	1
2. Definition of Safety Signs.....	3
3. Safety Precautions.....	4
4. Name and Function of Buttons and Indicators.....	12
5. Basic Operation.....	15
Operation Key.....	15
Start Operation.....	15
Parking Operation.....	15
Riding in An Elevator.....	16
6. How to Use the Functions.....	17
Door Opening Function.....	17
Destination Floor Cancellation Function.....	18
7. Explanation of Various Operations.....	19
Automatic Parking Operation.....	19
Stopping at Every Floor (for In-Car Crime Prevention).....	19
Independent Operation.....	20
Service Floor Cut-off Operation.....	21
Operation with An Attendant.....	22
8. Safety Measures During Emergency.....	23
Communicating with Trapped Passengers.....	23
When Passengers are Trapped in The Car.....	25
When The Door is Closed, Elevator Car is Not Operating.....	28
When The Doors Do Not Close.....	28
In Case of An Earthquake.....	29
In Case of Fire Breakout.....	30
In Case of Power Failure.....	31
Power Outage Notification.....	32
In Case of Rainstorm.....	33
In Case of The Pit is Flooded.....	34
9. Accessories and Other Information.....	35
10. Notice for Daily Inspection.....	36
11. How to Clean.....	38
12. Explanation of the Basic Specifications.....	39
13. Guidelines on The Maintenance and Operation of Elevators.....	40






Definition of safety signs

2

Definition of safety signs

Understand the following safety signs and their meaning. These signs are very important to alert the operators and users about the hazardous actions or locations.

< Description of signs >



Sign	Meaning of sign
 DANGER	Indicates "If erroneously handled, person may die or be seriously injured", and the degree of urgency imminence is high.
 WARNING	Indicates "If erroneously handled, person may die or be seriously injured *1".
 CAUTION	Indicates "If erroneously handled, person may be injured*2 only material damage*3 may occur".

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

*2: "Injured" means an injury, burn, electric shock, etc. for which the patient need not be hospitalized or need not be admitted to hospital for a long time.

*3: "Material damage" means additional damage originating from the failure of assets and materials, and involving livestock and pets.

< Description of symbols >

Symbol	Meaning of symbol
 Prohibition	"⊘" indicates prohibition (a forbidden action). The practical detail of the danger is depicted in the form of an image or a sentence within or near the symbol.
 Mandatory Action	"●" indicates a mandatory action (a compulsory action). The practical detail of the danger 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 are apply to the Owner and the Operator of elevators.

DANGER

■ Carry out regular and preventive maintenance.

Conduct regular inspections and maintenance on the elevators to detect and prevent problem before occurrence. Please contract TOSHIBA for further details.



Mandatory Action

■ Perform daily inspection (refer to page 36).

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



Mandatory Action



■ Do not repair, remodel or disassemble.

This may result in electric shock, serious injury, or fault. Please contact our company if there are any problems occur.



Prohibition



■ Do not open the inspection door or emergency exit other than the engineer of the maintenance service company.

This may result in a fall or injury. It will also trigger a safety device, stopping the elevator en-route, which may lead to one or more passenger/s being trapped inside.



Prohibition



■ Do not enter the hoistway.

You might fall into the hoistway.

If you have dropped anything into the pit, please contact the maintenance service company.



Prohibition



Safety precautions

• The following precautions are apply to the Owner and the Operator of elevators.

! WARNING

3

Safety precautions

- **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. Ask them to calm down and wait over at interphone. Because the elevator car has a ventilation opening, it will not be deprived of oxygen even during a power failure.



Mandatory Action

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

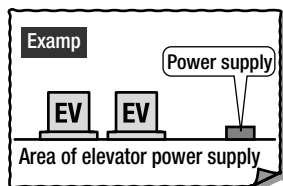
Should passengers be trapped, much time would be wasted before the arrival of a rescue crew if none of them knew how to call the emergency hotline.



Mandatory Action

- **Make sure where the power panel is located.**

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



Mandatory Action

- **Keep the entrance of an elevator clear.**

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



Prohibition

- **When water penetrates due to heavy rain etc., immediately cease operation (refer to page 15 and 33).**

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



Mandatory Action

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

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



Prohibition

- The following precautions are apply to the Owner and the Operator of elevators.

WARNING

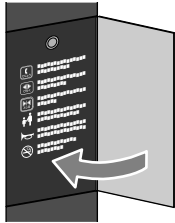
■ The switch box in the elevator car must be locked.

If the switch box is touched accidentally, passengers might be trapped in an elevator or an unexpected accident might occur.

The switch box only can be in charge by the authorized person like operator and maintenance engineer.



Mandatory
Action



■ Affix warning labels at places where the passengers can see them easily (refer to page 11).

- Passengers should be reminded of precautions to prevent accidents and breakdowns.
- The operation supervisor should show the users how to ride an elevator.
- Affix warning labels as a visual reminder for safety precautions.

See the section“ Guidelines on the Maintenance and Operation of Elevators” at the end of this manual



Mandatory
Action



■ Suspend elevator services before you open the in-car smoke alarm (refer to page 15).

If you open the smoke alarm, safety device of the elevator may be triggered to stop the elevator, and traps the passengers inside of the elevator.



Mandatory
Action

CAUTION

■ Keep the door open using the door opening function (refer to page 17) before cleaning the sill.

If operated by an attendant <optional>, keep the door open via the intervention of the attendant (refer to page 22). If it is cleaned without the door being 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 lightings need to be replaced, please contact the maintenance service company.



Prohibition



Safety precautions

• Please guide elevator users with the following instructions:

DANGER

■ Do not use in the event of an earthquake.

An elevator may stop en-route, possible to trap the passengers and result a secondary accident.



Prohibition



■ Do not use in the event of a fire.

Smoke may fill the elevator and result in a secondary accident.



Prohibition



■ When a door is closed, do not open it forcefully with hand, arm, or any body part, etc.

Body part may caught in between the doors and lead to serious injury. When you need to open the door, push the door open button.



Prohibition



■ Do not touch a door or attempt to wrench it open by force.

This may result in the door trapping a hand, or the elevator coming to an emergency stop and trapping its passenger.



Don't touch



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

When an elevator begins to run, inserting objects including strings, such as certain garments, into a door may lead to serious injury or malfunction.



Mandatory Action



- Please guide elevator users with the following instructions:

WARNING

■ Small children enter must be accompanied by parent or guardian.

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



Mandatory Action

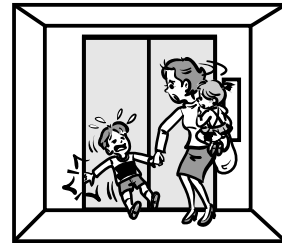


■ Do not touch the elevator doors. It is dangerous if the door opens.

- You may get injured if you get your hand caught in between the doors 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

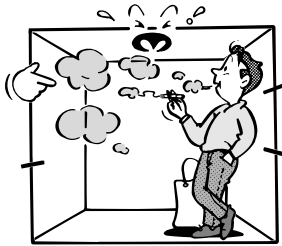


■ Do not smoke in the elevator.

This may result a fire.



No Smoking



■ Do not rush into an elevator.

This may result in injuries due to collision or trap between the doors.



Prohibition



■ Mind the steps when getting on and off.

Since there may be a difference in level between the car and hall, getting on and off without minding your step may cause stumbling.



Mandatory Action



■ Handle the push button carefully, do not push it stronger than necessary or handle it violently.

This may damage the buttons and switches.



Prohibition

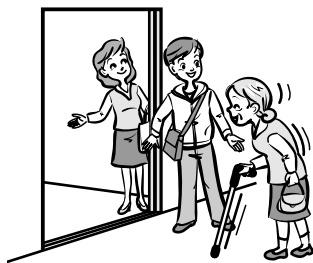


■ Please accompany the elderly and handicapped passenger.

This would help to prevent undesirable accident.



Mandatory Action



■ If you carry an animal, make sure it is housed in a designated case or hold it in your arms

Never enter with an animal strapped in lead. The lead may get caught in between the door, leading to a serious injury.



Mandatory Action



Safety precautions to be observed (Continued)

• Please guide elevator users with the following instructions:

! WARNING

3

Safety precautions

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

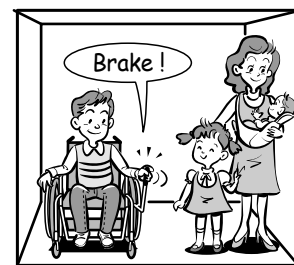
When getting on or off without properly checking, a wheel may get caught due to the level difference between the car and hall, or caught in the groove or the clearance between sills, etc., which may cause accident.



Mandatory Action

- **When you get on with a wheelchair, apply the brakes immediately.**

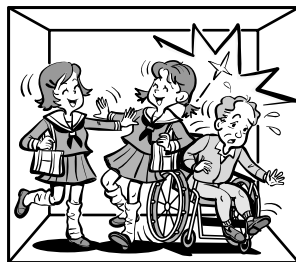
If brakes are not applied the movable wheelchair may bother the surrounding passengers or cause injury.



Mandatory Action

- **Be courteous when there are any passenger with wheelchair.**

This may upset the wheelchair passenger and may result in injury.



Mandatory Action

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

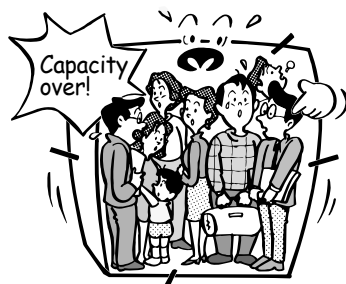
If a passenger rushes into the entrance, this may cause undesirable accident.



Mandatory Action

- **Do not fill the elevator beyond its capacity.**

This may result in an accident. The capacity and maximum loading are indicated on the car operating panel of an elevator. In case the capacity is exceeded, passenger will be notified with buzzer or voice message.

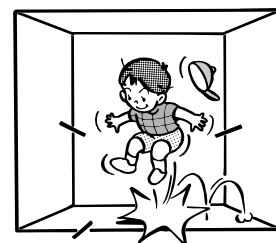


Prohibition

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

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

This will trigger a safety device, which may stop the elevator en-route and trapping the passengers. When an elevator stops en-route, follow instruction in page 23 “Safety Measures during emergency”.



Prohibition

• Please guide elevator users with the following instructions:

CAUTION

- Never insert finger or anything else in the gap between the light, the doors and fan, etc., or otherwise insert inside.

This may result in injuries.



Prohibition

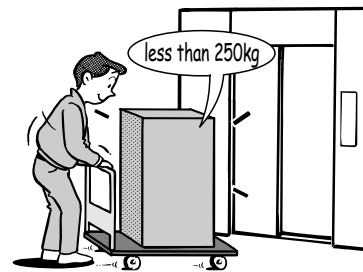


- When you carry heavy objects on a dolly in an elevator, limit their total weight below 250 kg, (including the dolly).

Otherwise, the elevator might be damaged, or accident might occur. When you carry a long object, please be careful for not to hitting it against the ceiling light. The cover of ceiling light may fall of due to hitting force. Thus lead to accident.



Mandatory Action



Safety precautions

3

Safety precautions

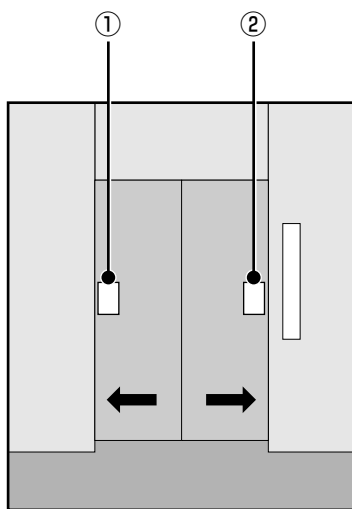
■ Safety notice stickers

Affix warning labels where passengers can see them easily.

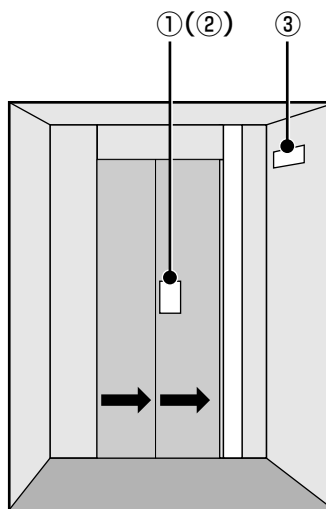
The building owner and the operator are responsible to show users how to ride an elevator.

Please request for the warning labels from the maintenance service company.
Check if warning labels are not loose, missing or unreadable during daily inspections.

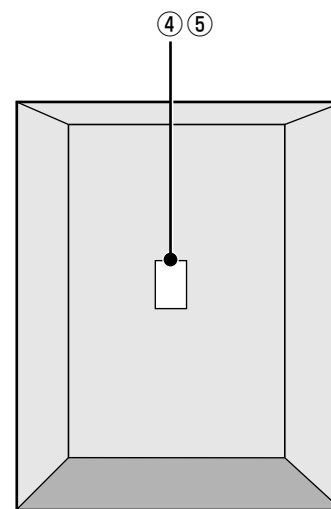
[For example for below the case of situation in Japan]



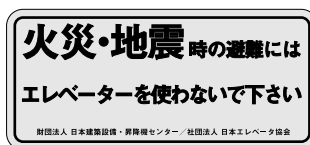
Center-opening 2-panel doors
(Affix labels on both landing and car doors.)
The above illustration is for landing doors.)



Side-opening 2-panel doors
(Affix labels on both landing and car doors.)
The above illustration is for landing doors.)



In elevator cars
(On the rear wall)



- ① Beware of opening door. (Left-Side)
- ② Beware of opening door. (Right-Side)
- ③ In case of fire or earthquake, do not use elevators.
- ④ Watch out for strings and cords.
- ⑤ Beware of overloading.

These stickers are the property of the Japan Elevator Association.
All sticker designs and availability are subject to change without notice.
Please observe each country and local rules after confirmation.

Name and function of buttons and indicators

■ Hall indicator / button

Indicators <optional>

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

"FULL" lights up when the car is full.

(With two-car selective collective full automatic operation or group supervisory operation system with more than three cars, the "FULL" lamp is a basic specification)

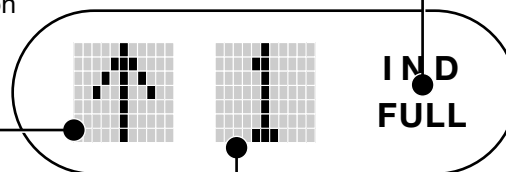
Direction indicator

This indicates ascending or descending operation.

Position indicator

The car position is indicated.

Car riding indicator
(installed on lintel)
<option>



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 two-car selective collective full automatic operation or group supervisory operation system with more than three cars, the "FULL" lamp is a basic 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

Operate it at the time of starting and parking (refer to page 15).

RUN ··· Operation

PKG ··· Parking

Automatic parking operation

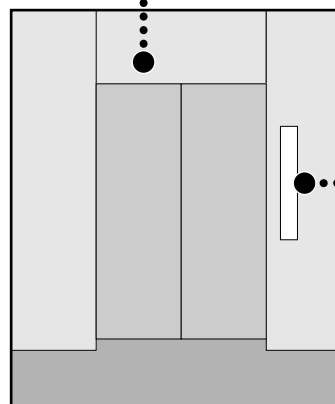
<option>

TIME ··· Automatic parking operation

Hall indicator, button

Hall button

<Option>



Elevator hall

Name and function of button and indicators

4

Name and function of buttons and indicators

Car operating panel

Direction indicator

This indicates ascending or descending operation.

Position indicator

The car position is indicated.

Fire indicator

<Added with a controlled operation option for fires>
The LED lamp lights up during a controlled operation due to a fire.

Interphone

This is an intercommunication system with the operator etc.

Emergency call button

Keep this button pressed during emergency, the interphone buzzer will sound in a operator's room.
※For a description of the optional Emergency call button, refer to page 23.

Door open button

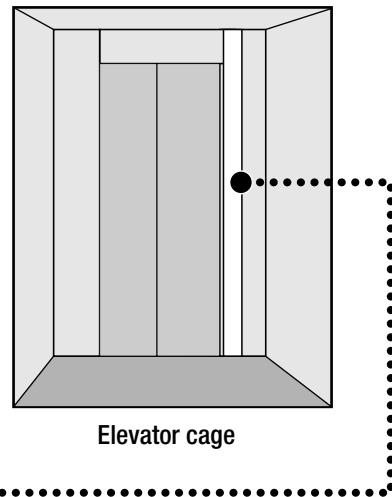
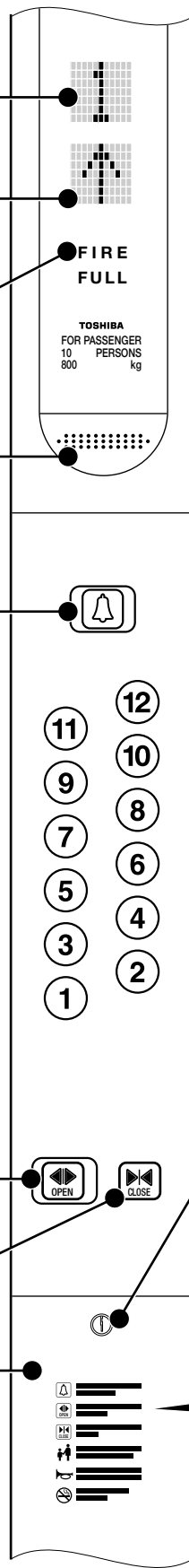
To open the door when the car is stopped.

Door close button

To close the door when the car is stopped.

Switch box

Refer to the page 14 for details.

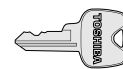


Elevator cage

Destination floor button

The destination floor will be registered when a button is pushed.

Switch-box key hole



Operation key

(Please refer to page 15.)
Use for operation of starting, parking, switch-box cover unlocking, etc. administer carefully).



KEEP ON PUSHING TO COMMUNICATE TO OUTSIDE IN EMERGENCY.



FOR REOPENING DOORS, PUSH OPEN BUTTON.



FOR CLOSING DOORS INSTANTLY, PUSH CLOSE BUTTON.



SMALL CHILDREN SHOULD BE ACCOMPANIED BY ADULTS.



THE LAST PASSENGER IS REQUESTED TO LEAVE THE ELEVATOR WHEN THE BUZZER SOUNDS.



SMOKING IS PROHIBITED INSIDE THE CAR.

Car operating panel

■ Explanation of switch box

WARNING

■ Be sure to lock the switch box of a car operating panel closed.

If you leave the switch box unlocked, passengers might touch it unintentionally, causing undesirable accident.

Only the operators, maintenance engineer or the authorized person are allowed to touch the switch box.

The operator must be responsible for the custody of the switch box key

4

Name and function of buttons and indicators

Please turn it to the ★ setting for normal operation, and close the cover.

* mark is an <option>.

Door hold open switch

(Refer to page 17)

When set to "OPEN", it will activate the door opening condition. This does not exist in the operation with an attendant*.

During operation with an attendant, the door opening condition is activated automatically at stopping.

The switch for attendant operation*

(Refer to page 22)

Use it when an attendant is operating the elevator.

Light switch*

Switching this to LIGHT will turn on the lighting system in the car. When an elevator stops for a predefined period of time, it will stop automatically.

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, it will stop automatically.

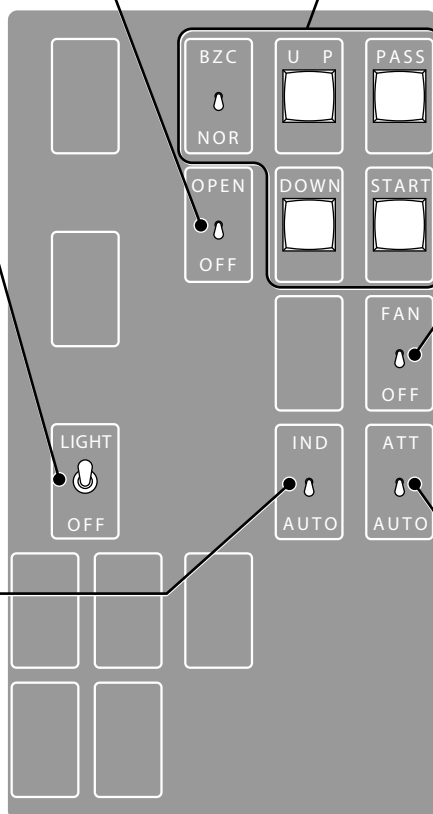
Independent operation switch*

(Refer to page 20)

When it is set to "IND", it will go directly to a destination floor.

The switch for attendant operation*

(Refer to page 22)



Basic operation

Keys

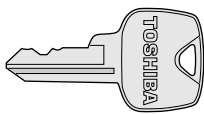
Please keep the keys out of reach of unauthorized persons.

■ Operation key

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

5

Basic operation



Example operations performed using this key:

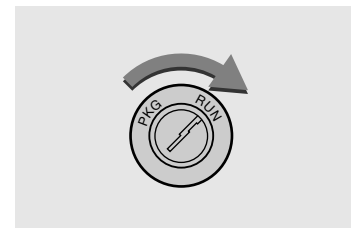
- Starting and parking an elevator
- Locking and unlocking a switch-box cover
- Fire emergency operation ON/OFF
- Power failure emergency operation ON/OFF

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 parking floor.



2

Door opens when the car is arrived at the parking floor. Make sure that there is no passenger inside of the elevator.

- The ceiling light will turn off.
- The door will close after a while, the ventilation fan will stop, and the elevator will go into shutdown mode.
- 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 safety precautions in page 3 to 10 and advise users on the right attitude of 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 inoperable condition, such as “Parking mode”.



2

Boarding when the car arrives and the door is open.

- After boarding the elevator 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 the door open button continuously a door will not be kept open by pressing the hall button.
- If the weight capacity is exceeded, the buzzer will sound. Once the elevator is within the load capacity the buzzer will automatically turn off and the door will close.

3

Select the destination floor button.

- The selected button will light up and the destination floor is registered.
- The door will be closed and the elevator moves to the destination floor.
- If a destination floor button in the reverse direction to that of movement is pushed, it will be cancelled automatically. Please select the desired floor button again.



4

Arrival.

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

• Please alert elevator users to the following points:



WARNING

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



CAUTION

- Please do not operate with wet hands. This may cause 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 elevator with dolly, limit the total weight of the carriage inclusive of dolly below 250kg.

5

Basic operation

How to use the functions

Door opening function

WARNING

■ **Be sure to lock the switch box of a car operating panel closed.**

If you leave the switch box unlocked, passengers might touch it unintentionally, causing undesirable accident.

Only the operators, maintenance engineer or the authorized person are allowed to touch the switch box.

The operator must be responsible for the custody of the switchbox key

6

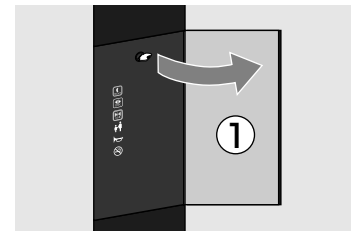
How to use the functions

Please use at the time of receipts and payments of a package or sill cleaning etc. to keep the door open. Please use also when moving.

1

Unlock the switch-box of the car operating panel.

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



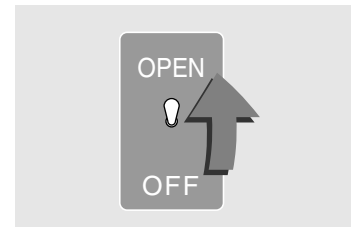
2

Set the door hold open switch to “OPEN”

- The door remains open and elevators will not respond to hall call.
- The buzzer continues to sound in “OPEN” mode.
- In order to prevent the failure of a door hold open switch cutting, when a door is remain open for 3 minutes, it will close automatically.

A door will always close except for cases where a mechanical door safety device is triggered.

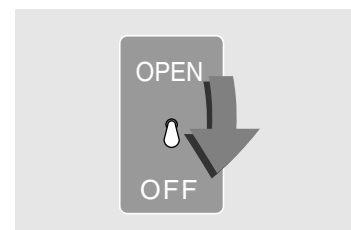
For this reason, when the open time is likely to exceed 3 minutes, please open the door wide again after once turning “OFF” the door hold open switch.



3

When receipts and payments of a package finish, return the door hold open switch to “OFF”.

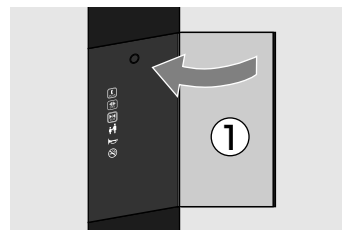
- The buzzer stops when the door is closed.



4

Lock the cover of the switch box.

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



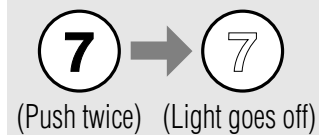
Destination floor cancellation function

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

1

Press the destination floor button twice for cancellation.

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



6

How to use the functions

Explanation of various operations (Continued)

Automatic parking operation

<Option>

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

- 1 Set the parking switch of a dispatching-floor hall to "TIME" using an "operation key".
 - Please consult with our company in order to change the parking time zone.



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

Stopping at Every Floor (for In-Car Crime Prevention)

<Option>

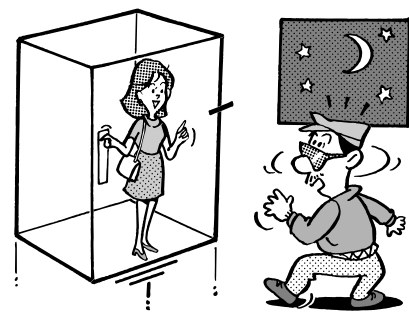
When you push a floor button, the elevator stops at each floor until it reaches the specified destination. This feature can be used to prevent crimes in an elevator car at night time. (When an elevator is called by someone waiting on a floor, it goes straight to that floor if no passenger is in the elevator.)

- 1 Unlock the switch box cover of the car operating panel (refer to page 17).
- 2 Toggle the switch to "EVERY FLOOR".



- 3 Lock the switch box cover (refer to page 17).

- To restore the normal operation, toggle the switch from "Every-floor" to "NOR". Please lock the switch box after every setting.



Independent operation

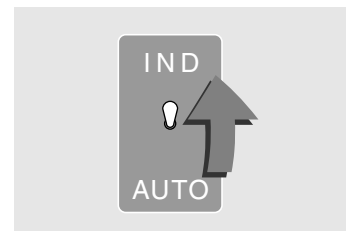
<Option>

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 a car operating panel (refer to page 17).

2 Set 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).

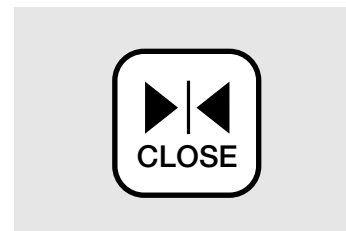
4 Select the destination floor button.

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

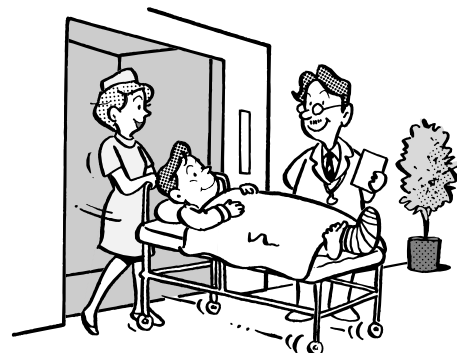


5 Remain pressing the door close button until the door is closed.

- 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 negligence when the door is open.



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



7

Explanation of various operations (Continued)

Explanation of various operations (Continued)

Service floor cut-off

<Option>

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

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 remain it at “FLOOR SET”.

- Please continue pushing up until registration is complete.
- The pre-registered destination floor button (cut-off floor) lights up.



3 Press the destination floor button of the floor to be cut.

- When a button lights up, that floor will be set and registered as the cut-off floor.
- When canceling, push the lit up destination floor button. A button turns the light and the cut off registration of that floor is canceled.



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

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



5 Lock the switch box. (refer to page 17).

- Please close the switch box cover again after opening the switch box cover and returning a floor cutoff switch to “NOR”, when reverting to normal operation.

Operation with an attendant

<Option>

An attendant will operate.

1 Unlock the switch-box cover of a car operating panel (refer to page 17).

2 Set the ATT/AUTO switch to "ATT".

- The registered destination floor is canceled.
- Push the "PASS" button to stop only at the destination floor registered in the car only (It is displayed on the hall indicator button as "FULL", and floors en-route to a destination floor are bypassed)
- To change the moving direction of elevator press the nearest floor button. Once the elevator stops at the nearest floor select the "UP" or "DOWN" button.



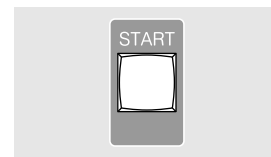
3 Select the destination floor button.

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



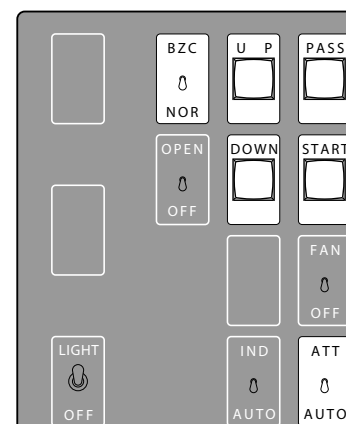
4 Remain pressing the START button until the door closes completely.

- The elevator will go to the destination floor once the door is closed completely.
- The door will open automatically once the elevator reach the destination floor.
- The door will reopen if the START button is released before the door close completely.
- Please remain pressing the start button at the buzzer will sound if the door is remain open more than 30seconds Buzzer stops if buzzer cancellation switch is turn to "BZC".
- Do not leave the door open.



- Please lock the switch box cover again after returning the ATT/AUTO switch to "AUTO", when reverting to normal operation (refer to page 17).
- Use the white button and white switch in the switch box (refer to the figure at right) during attendant operation.

<Operation with an attendant button/switch >



7

Explanation of various operations (Continued)

Safety measures during emergency

Communicating with trapped passengers

In case there are passengers trapped in the elevator car, 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 sounded (action by the operator)

- **Interphone connected to a single elevator car**
 - Pick up the phone and speak.
- **Type- 1 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- 2 and Type- 3 interphones connected to multiple elevator cars**
 - Push the call button that is lit red and talk.

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

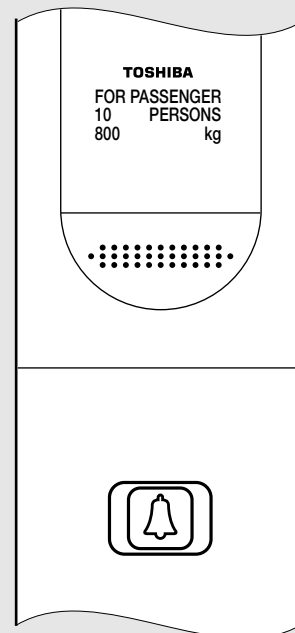
1. Pick up the phone
2. Push the phone number of a desired elevator car.
 - You do not need to press the phone number if the interphone is connected to a single elevator car.

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.

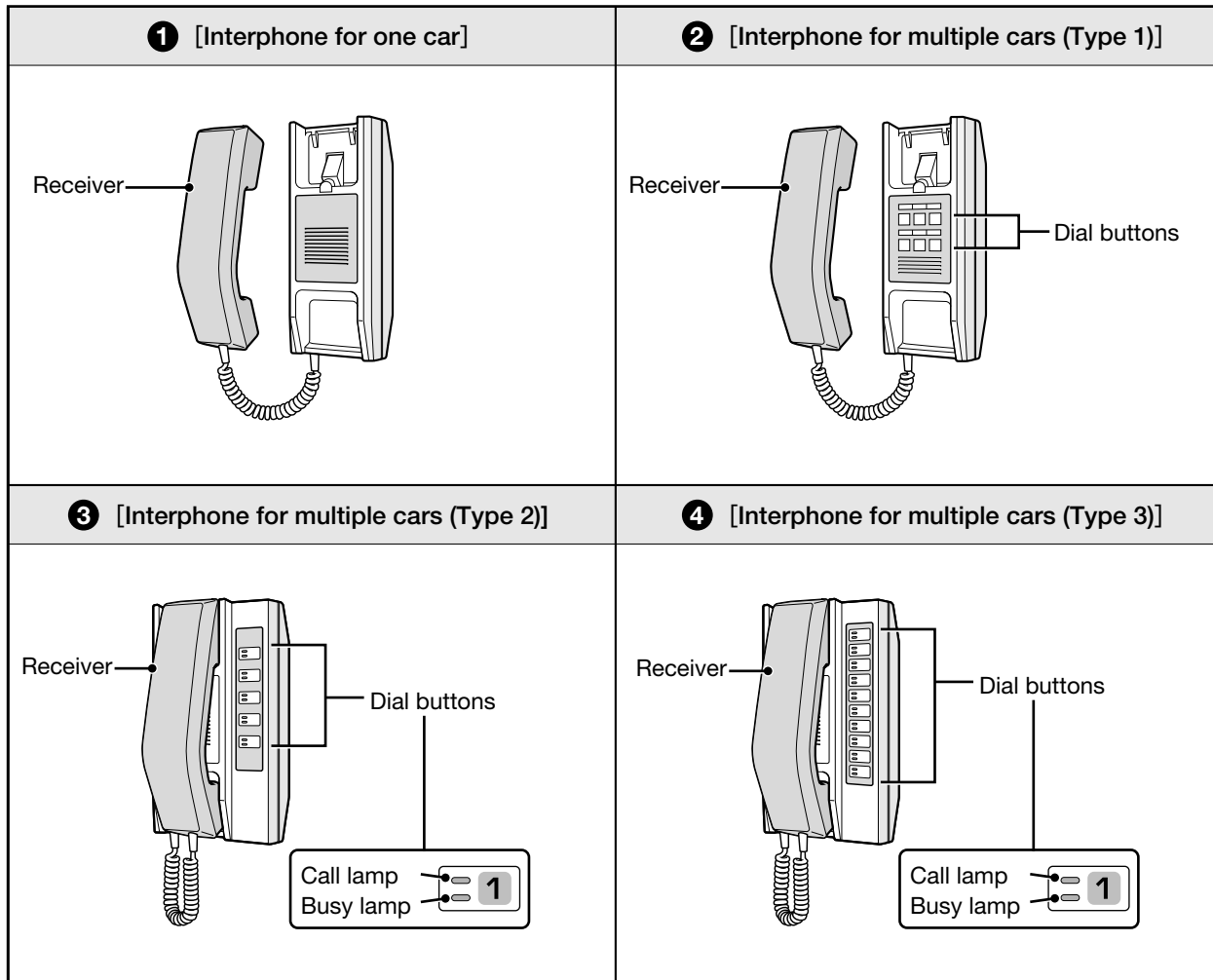
Emergency call button

When you push the Emergency call button, it lights up.
When the phone is answered, it begins blinking to indicate that you can now talk over the phone.<Option>



Types of interphones (for the operators)

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

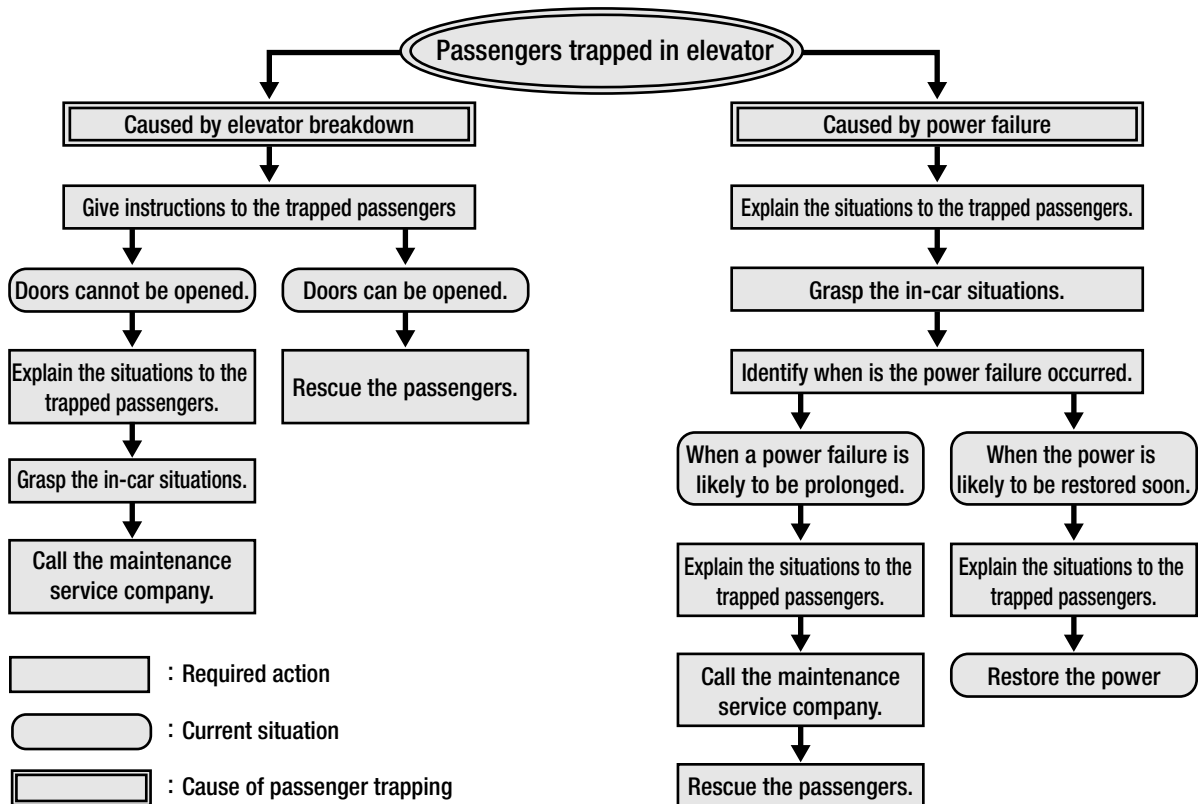


*Examples of interphone in Japan.





Safety measures during emergency

When passengers are trapped in the car

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








Passenger trapping caused by an elevator breakdown

<p>Give instructions to trapped passengers.</p>	<p> Mandatory Action</p> <p>Contact the passengers who are trapped in an elevator via interphone and tell them to do as follows:</p> <ol style="list-style-type: none"> 1. Press the OPEN button. 2. If the door does not open, push the nearest-floor button. 3. If the door has opened at either of the above mentioned condition, tell passengers to get off. <p>Request : After passengers get off, please suspend elevator services and call the maintenance service company.</p>
<p>Explain the situations to trapped passengers.</p>	<p> Mandatory Action</p> <p>Explain the situations to the trapped passengers so that they can stay calm.</p> <ol style="list-style-type: none"> 1. Say, "Please wait for a moment. I'll contact with the maintenance service company immediately." 2. "There is no risk of suffocation in the car. Please stay calm and wait for a rescue." 3. "A rescue operation is now underway. Don't try to pry the door open, or the elevator equipment might be broken. If you try to pry the door open, the rescue operation may be delayed, or you could get injured." <p>Request : Check on the situation in the car and give adequate instructions to the trapped passengers.</p>
<p>Grasp the in-car situation</p>	<p> Mandatory Action</p> <p>Ask these questions to the trapped passengers:</p> <ol style="list-style-type: none"> 1. "Is anyone injured or sick?" 2. "How many people are there in the car?" <p>Request : If anyone needs emergency medical attention, call an ambulance.</p>
<p>Call the maintenance service company.</p>	<p> Mandatory Action</p> <p>Call the maintenance service company immediately and seek for professional help to rescue the passengers and inspect the elevator.</p>


Safety Measures during emergency (Continued)

When passengers are trapped in the car (Continued)

Passenger trapping caused by an elevator power failure

<p>Explain the situations to trapped passengers.</p>	 <p>Explain the situations to the trapped passengers so that they can stay calm.</p> <ol style="list-style-type: none"> 1. "There is no risk of suffocation in the car. Please stay calm and wait for a rescue." 2. "A rescue operation is now underway. Don't try to pry the door open, or the elevator equipment might be broken. If you try to pry the door open, the rescue operation may be delayed, or you could get injured." <p>Request : Check on the situation in the car and give adequate instructions to the trapped passengers.</p>
<p>Grasp the in-car situation</p>	 <p>Ask these questions to the trapped passengers:</p> <ol style="list-style-type: none"> 1. "Is anyone injured or sick?" 2. "How many people are there in the car?" <p>Request : If anyone needs emergency medical attention, call an ambulance.</p>
<p>Determine how long is the power failure will last.</p>	 <p>Call the power company and ask how long it will take for the power to be restored.</p>
<p>Explain the situations to trapped passengers. (When the power is likely to be restored.)</p>	 <ol style="list-style-type: none"> 1. Explain to the passengers that the power will be restored soon and ask them to stay calm. 2. When the power is restored, ask the passengers to press the destination buttons again. The elevator will operate as usual.
<p>Explain the situations to trapped passengers. (When a power failure is likely to be prolonged, call the maintenance service company.)</p>	 <ol style="list-style-type: none"> 1. If the power failure may last for a long period of time, call the maintenance service company and seek for professional help to rescue the passengers. 2. Explain to the passengers that the power is unable to be restored immediately and the rescue team is on the way. Keep the passengers calm

Information to be provided to the maintenance service company in the event of an emergency

<p>Information to be provided to the maintenance service company</p>	 <ul style="list-style-type: none"> • Address • Building name • Any passengers are trapped in an elevator • Number of passengers are trapped and current situations (If anyone is injured or sick, give details.) • Your phone number and other means of contact <p>There is a checklist available. Fill in the checklist before you contact the maintenance service company.</p>
--	---

When the door closed, elevator car is not operating

- Is the door closed completely?
Please re-check.
- Is there any rubbish etc. blocking the groove on the sill?
Please press the “OPEN” button, open the door and check the groove on the sill.
Please follow the instructions in page 17 “How to clean up” and page 38 for door opening function 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 close.
- 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 once again with your fingertip.

Safety measures during emergency

In case of earthquake



DANGER

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

An elevator will stop en-route, may trap its occupants and result in a second accident.

<Option>

Without earthquake emergency operation

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

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

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

When the S wave sensor of a seismic sensor operates

- 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, and 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 does not run, please contact the maintenance service company.

With 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 the “PKG” using an “operation key” (refer to page 15).

3

Assess the situation and resume operation.

- Please check that the daily check as described on page 36 and 37 has been implemented as normal, and then resume normal operation, when the earthquake measured intensity 3 or lower on the Japanese seismic scale.
- Please contact the maintenance service company, when the earthquake measured intensity 4 or above on the Japanese seismic scale.

In case of fire breakout



DANGER

- Please do not use in the event of fire breakout.
Smoke may fill the elevator and cause a secondary accident.

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 an “operation key” (refer to page 15).
- 3 Contact the maintenance service company.

With fire emergency operation

When a fire alarm is triggered, “FIRE” indicator of the car operating panel will turn on. The elevator is opened 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 will automatically closed within a predefined time limit.
- 3 Contact the maintenance service company.

Safety Measures during emergency (Continued)

In case of power failure

In case of power failure occurs, 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)



DANGER

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

Without an automatic landing operation in 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 in power failure (TOSLANDER)

<Option>

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 says "Please get off the elevator when the door opens."
- When a 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 the “PKG” side using an “operation key”, and parking operation (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 the “RUN” using an “operation key”, and resume the operation (refer to page 15).

Safety Measures during 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 our 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 notice in and near the elevator. Give extra attention when turning off the elevator power supply

3 Make a floodgate and keep water from flowing into the hoistway and pit.

- After the rainstorm

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

- If any of the trace exists, please contact the maintenance service company while maintaining 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 for 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 posters, please remove them.

If case of the pit 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

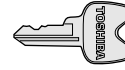
If you turn off the power while the elevator is being used, passengers will be trapped in the car. Affix out-of-service notice in and near the elevator. Give extra attention when turning off the elevator power supply.

- 2 Call the maintenance service company.**

Accessories and other information

■ Accessories

- **Elevator operation key (switch box key for a 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.

- **Warning labels**

Toshiba provides you with a set of warning labels. Please affix them on elevators. Kindly refer to the guidelines that attached with the warning labels.

* All label designs and availability are subject to change without notice.

- **Special tools for maintenance and inspection**

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

Requests

- **Toshiba provides maintenance services during the free-warranty maintenance period. Toshiba may need to keep the following necessary items in the elevator or the building during free-warranty maintenance service period.**
 - Rags, oil and grease
 - Safety fences for inspection work
 - Working lights (for the pit and overhead)
- **These tools are the property of Toshiba. Please note that Toshiba will collect them after the free-warranty maintenance period has elapsed.**

■ Request for recycling

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

Please do not discard the batteries after used.

Your kind understanding and cooperation will be very much appreciated.

Notice for daily inspection



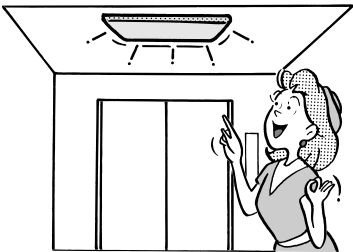

⚠ DANGER

■ **Please conduct daily inspection.**

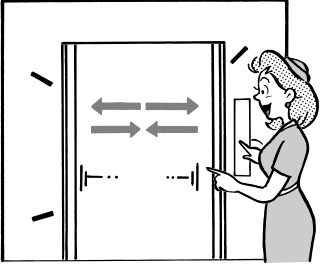
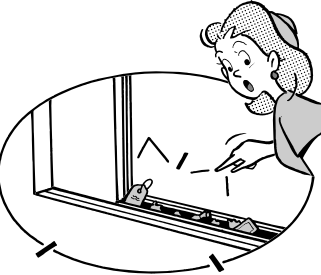

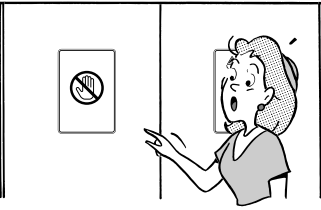
Conduct daily inspection to avoid undesirable or risk of accident.

Please refer to the following instructions while conducting a daily inspection.

Please contact our company if there are any problems detected.

Inspection	Content of inspection	
<p>Operational status</p>	<ul style="list-style-type: none"> • There are no sign of riding discomfort. • There are no abnormal sounds or vibration from starting point to the destination. • There is no abnormal level difference between the car and the elevator hall. 	
<p>Car operating panel</p>	<ul style="list-style-type: none"> • There is no damage on the buttons etc. • The door open and door close buttons work normally. • The position indicator and direction indicator work normally. • The displayed character does not disappear. 	
<p>The ceiling lamp and ventilation fan</p>	<ul style="list-style-type: none"> • The ceiling lamp is in good condition. (The lighting is dim when it is just turned on and would be brighter eventually. This is not considered as a malfunction.) • There is no vibration or abnormal sound in the ventilation fan. 	
<p>Interphone</p>	<ul style="list-style-type: none"> • Operates normally. (Conduct interphone test with two persons) (For how to use interphones, refer to page23.) 	 <p>Interphone test, please!</p>

Notice for daily inspection (Continued)

Inspection	Content of inspection	
Door	<ul style="list-style-type: none"> • Open and close smoothly. • A closing door would reopen if the mechanical door safety device is pressed. 	
Sill	<ul style="list-style-type: none"> • If obstruction / rubbish • Free from obstruction (rubbish etc.) • If obstruction or rubbish are present, please clean according to "How to clean up." in page 38. 	
Hall indicator, button	<ul style="list-style-type: none"> • The position and direction indicators turn on normally. • There is no damage on the buttons etc. • The buttons work normally. 	
Warning Labels	<ul style="list-style-type: none"> • Ensure it is not torn. • Ensure it is not peeling off. • Ensure it is not stained. 	

10


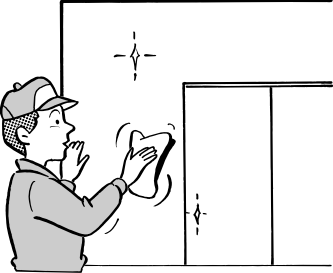

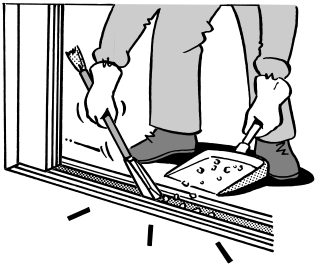
Notice for daily inspection

How to clean

⚠ CAUTION

■ Please keep the door open using the door opening function (refer to page 13) before cleaning the sill.

Cleaner may caught between the doors without the door opening function.

Part	The cleaning method	
<p>Car operating panel</p> <p>Hall indicator, button</p>	<ul style="list-style-type: none"> Wipe with a dry soft cloth. (Wipe away stubborn stain with 1% strength diluted neutral detergent. Remove the moisture with dry cloth later.) 	
<p>Door</p> <p>Side panel in a car</p> <p>Jamb</p>	<ul style="list-style-type: none"> Wipe with a dry soft cloth. (Wipe away stubborn stain with 1% strength diluted neutral detergent. Remove the moisture with dry cloth later.) Please do not use powder detergent on etching and delustering-finished surface. 	
<p>Floor tile</p>	<ul style="list-style-type: none"> Remove dust, dirt, 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.) If the floor is covered with a floor mat, remove it, clean, and re-cover after the floor is dried. Take precaution to prevent rubbish or water from entering the hoistway. 	
<p>Sill</p>	<ul style="list-style-type: none"> 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 opening function (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.) Attendant is available <optional>, request the attendant to keep the door open. Refer to the page 22). 	

Attention

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

Explanation of the basic specifications

Note

Contact TOSHIBA regarding to the dispose of elevators.

• To engineers

DANGER

■ Use the lubricant which is specifically designed for Toshiba standard passenger elevator

Otherwise, inadequate lubrication might cause elevator fall.

The main rope of Toshiba standard passenger 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 also be replaced

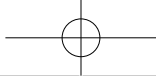
Failures to do so might lead to elevator fall.

You are requested to follow strictly the instructions or procedure of rope replacement shown at the top of the hoistway. Strictly use the ropes with the same specifications.

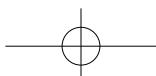
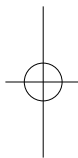
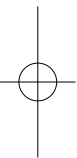
Guidelines of the Maintenance and Operation of Elevators

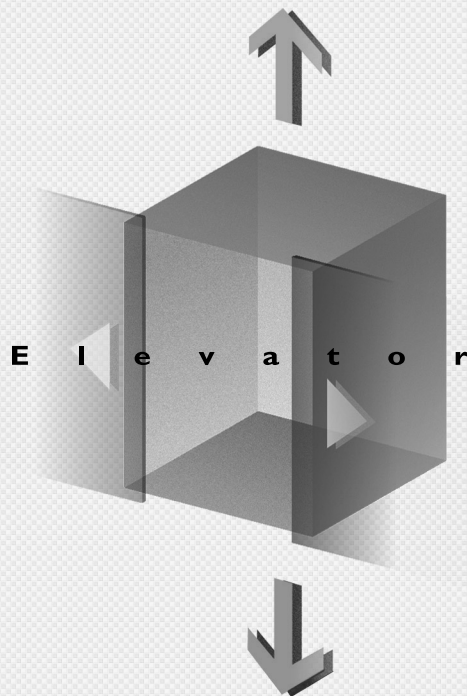
As described herein, elevators must be a safe means of transportation that can be used conveniently in our daily life. Of course, to ensure safety, the equipment itself must be designed to be safe, but at the same time, it should also be properly used and maintained. In order to prevent accidents and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





Handwriting practice area consisting of 20 horizontal dotted lines.





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.

TOSHIBA

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• The data given in this catalog are subject to change without notice.

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