

# Wheel Chair Lift Instructions

(Key check out from Administrative Services, ADM 116 required)

## Electric Operations

**Warning: DO NOT STAND ON THE METAL RAMP WHILE IN OPERATION.**

- Insert one of the two keys and turn ON (Tip: press bottom of black control on the inside panel to allow the door to open for entry). Keep the second key for the ride down.
- Once wheelchair is loaded and the door is closed, press and hold the black button in the desired direction (up until the lift reaches the top level). If stopped prematurely the lift door will not open.
- Release button after the motor automatically stops.
- Open door and exit onto stage level. Insert second key into top level control panel so it will be in place for descent/return.



- Follow the same steps above for returning to the ground level with the exception of pressing the black button down (instead of up).
- Be sure to remove key and turn off after use.



**Important Note: If you have an assistant they can insert the key(s) and operate the lift from the outside.**

**Please remember to return the keys to Administrative Services, ADM 116 after use.**

## Emergency Manual Operations

**(must be completed from stage level)**

- Unplug unit.
- Remove the screws from the top plastic lid (using the tool attached to the top of the lift).
- Remove plastic cap.
- Rotate the brake knob on motor to release the brake (if applicable).
- Insert the handcrank from the top down over the end of the drive screw.

After use reattach the lid and secure tool back to the lift.

If you have any feedback regarding these instructions after use, please email [adminfacilities@regent.edu](mailto:adminfacilities@regent.edu).