

# Lift Reset Procedure

## *Using the door release key and control-panel reset*

**SAFETY FIRST:** Only trained, authorised staff should carry out this procedure. Do not move the lift until you have checked that it is safe, especially if anyone may be trapped or positioned between floors. If there is any doubt, stop and contact the lift service provider or emergency services.

### Equipment needed

- Door release key
- Small panel-release pin



### 1. Gather the equipment

You will need the door release key and the small panel-release pin.



### 2. Insert the key by the lift door

Fit the yellow door release key into the release point beside the lift door.



### 3. Twist the key to the left

Turn the key to the left to release the door lock.



### 4. Open the door carefully

The door will open. Before helping anyone, check that it is safe, especially if someone is stuck between floors. Now close the door. Keep clear of moving parts and do not force the platform.



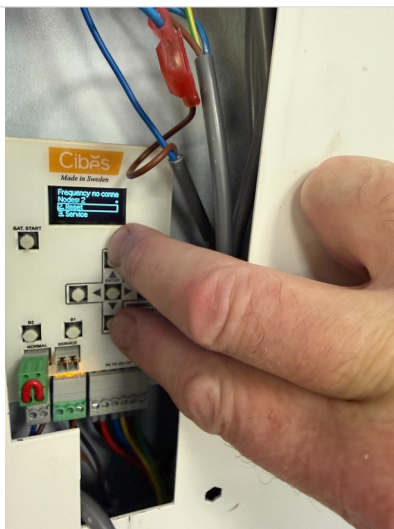
### 5. Release and remove the button panel

Insert the small pin into the hole at the bottom of the button panel. Gently push the pin to release the panel, then carefully remove it.



## 6. Select Reset on the control panel

The internal control panel will be exposed. Use the control-panel buttons to select Reset on the display.



## 7. Complete the reset and return the platform

Hold both fingers on the up and down buttons and follow the instructions on the display. Once complete, press the normal call button. The platform should slowly come to the floor and the lift should operate normally again.

**SAFETY FIRST:** After the reset, check that the lift is working normally before use. If the fault returns, the display shows an error, or the lift does not respond as expected, stop using the lift and report it for service.

Scan for short demo



Opens Vimeo video demo