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[www.niagarabelco.com](http://www.niagarabelco.com)

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# OWNER'S MANUAL

Homeowner Edition  
Victorian Residential Elevator

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All information found in Niagara Belco Elevator Inc's  
Owner's Manual reflects information at the time  
of printing. Niagara Belco Elevator Inc. reserves the  
right to change information without notice.



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## IMPORTANT NOTICE

The Victorian residential elevator must be installed, maintained and serviced by an authorized Niagara Belco Elevator Inc. dealer only. Under no circumstances is anyone other than a trained and authorized Niagara Belco Elevator Inc. dealer to install, adjust, service or modify any mechanical or electrical device on this elevator. As the owner, you must be aware of your local elevator codes and ensure periodic elevator maintenance.

**Failure to follow this warning can result in safety systems being compromised or defeated, which can result in serious injury or death.**

Niagara Belco Elevator Inc. Inc. accepts no liability for property damage, warranty claims or personal injury, including death, in this circumstance. Elevator passenger safety is the result of countless details in the equipment's design, manufacture and installation. After installation, reliable operation and continued assurance of safe operation requires regular service and inspection to be carried out at an interval determined by your local elevator safety code.

Frequent usage and elevator environment may dictate increased service and inspections. The owner is responsible to ensure that regular service and inspections occur in a timely manner. The owner must refer to this manual for operating instructions and precautions for usage of this Elevator.

On completion of installation, the dealer must provide the owner with the information below and ensure it is recorded in the owner's manual. Any service and/or maintenance must also be recorded in the Maintenance Record section of this manual by the authorized Niagara Belco Elevator Inc. dealer or the owner. For further details, see page 7 of this guide.

## WARRANTY

Your Niagara Belco Elevator Inc. Dealer will provide a copy of the manufacturer's limited parts warranty and documentation relating to any labour warranty offered by your Dealer.

**For your warranty to be valid, you must be enrolled in a maintenance program by an Authorized Niagara Belco Elevator Inc. Technician. Failure to schedule a minimum of one annual maintenance visit will void your warranty. See page 7 of this guide for further details on maintenance requirements.**

**This product is designed and manufactured to exact specifications. Modifications of this product in any way can be dangerous and will void the warranty.**

**You must register your warranty within 90 days of taking possession of your elevator. Failure to do so will void your warranty.**

**Register your warranty online at [www.niagarabelco.com](http://www.niagarabelco.com) or by calling 1-844-389-2977.**

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# Table of Contents

IMPORTANT NOTICE	2
Standard Features	4
Operating the elevator from the landing controls	5
Operating the elevator from the cab controls	5
Emergency Battery Lowering	6
Manual Lowering	6
Maintenance and inspection checks	7
Maintenance Record	8



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# Standard Features

Standard Features	
Cab Operating Panel (COP) Buttons	Once the selected landing button is pressed, the cab will automatically move to the landing. The cab will stop when the selected landing is reached.
Emergency Stop Switch	The switch can be set to Stop at any time to stop the cab.
Alarm Button	The button can be pressed at any time to sound the alarm in case of an emergency.
Emergency Light   Digital Position Indicator	The COP emergency light remains ON to provide cab lighting in the event of a main power failure. The emergency light uses an uninterrupted power supply system with an automatic recharger.
Landing Hall Call Station Controls	Hall Call Stations are installed at all landings to move the cab to the landing from which it is being called. The position indicator displays the floor the cab is at. An optional keyswitch limits the elevator's use to authorized persons only.
Landing Door and/ or Gate Interlock	The Landing Door/Gate lock prevents the movement of the cab unless the door/gate is in the closed and locked position. If the door/gate is not completely closed, the cab will not move.
Emergency Battery Operation	In the event of a building power failure, the door/gate system is provided with a temporary power back up system to continue the opening operation for a number of times. On resuming normal building power, the backup system will turn OFF and begin automatic recharging.



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## Operating the Elevator from the Landing Controls

To call Elevator to the Appropriate Level:

- Press the CALL ELEVATOR button. The cab will automatically stop at your landing.
- When the cab reaches the landing, the door lock on the landing door will automatically release, then if the elevator is equipped with our Automatic 2-Speed Horizontal Sliding Doors follow this procedure:
- If your elevator is equipped with an automatic cab door and landing door: When the elevator reaches the landing, the sliding doors will open automatically. Enter the cab and, after a few seconds, the doors will close behind you. Once inside the cab, lock wheelchair wheels.
- If your elevator is equipped with a manual gate: Open the manual swing door at this time and then slide the gate open. Enter the cab. Close the landing door and then the gate.

**Note:**

When using the landing controls, the cab can only be moved (called) to the level from which you are calling. When using the control buttons in the cab, the cab can be moved to any level.

WHEELCHAIR WHEELS MUST BE LOCKED AT ALL TIMES WHEN THE ELEVATOR IS MOVING

## Operating the Elevator from the Landing Controls

- If sitting in a wheelchair, set the brake on the wheelchair wheels or, if standing, hold on to the handrail.
- Press the appropriate floor button to move the cab to the desired landing.
- When the cab reaches the landing, the door lock on the landing door will automatically release.
- If your elevator is equipped with automatic cab door and landing door: When the elevator reaches the landing, the sliding doors will open automatically. Exit the cab and after a few seconds the doors will close behind you.
- If your elevator is equipped with a manual gate: Slide the gate open at this time and then open the manual swing landing door. Exit the cab. Close the gate and then the landing door.



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## Emergency Battery Lowering

This feature allows the lowering of the cab from inside the cab itself, without having to get someone to manually lower it from inside the machine room. This device operates on batteries and is only activated in the case of a main building power failure. The operation is as follows:

- Press any button below the floor where the elevator is located. The elevator will descend and stop at the landing.
- Upon arrival at the desired floor, the automatic doors (if equipped) will open. Exit the cab.

## Manual Lowering

The manual lowering device is located in your elevator's machine room. In the event of a power failure, the cab can manually be moved to a lower level by using the following procedure.

### MANUAL LOWERING OF THE ELEVATOR CAN BE PERFORMED BY TRAINED PERSONNEL ONLY

- Obtain the key to unlock the door to the machine room where the elevator pump unit is located.
- Instruct the occupants of the elevator to remain calm and stay well back from the door of the elevator. Ease their concern by telling them your intentions.
- Switch the main disconnect switch to the "OFF" position for the main power supply to the elevator pump unit.
- Locate the red Manual Lowering Knob on the pump unit. Twist the Manual Lowering Knob to lower the cab. Maintain constant pressure on the knob until the elevator reaches the lowest landing and stops automatically.

Although you may not be able to see the elevator, this is readily detected since there will be no further noise as the oil flows to the reservoir.

- Obtain the special door release key and open the lower landing door. Assist the passengers from the cab.
- After the passengers have exited the cab, make sure hoistway door is closed, reconnect disconnect switch inside the machine room and lock door behind you.
- Return the key and special door release key to its original storage area.

**UNDER NO CIRCUMSTANCES SHOULD THE PUMP CONTROLS OR VALVE SETTINGS BE ADJUSTED EXCEPT BY AN AUTHORIZED NIAGARA BELCO ELEVATOR INC. DEALER**



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## Maintenance and Inspection Checks

As the owner of this elevator, you are responsible for making sure that maintenance and upkeep are done on a regular basis by licensed technicians. To maintain a valid warranty, inspection and maintenance by an Authorized Niagara Belco Elevator technician must be carried out a minimum of once per year. If a minimum of one (1) annual maintenance visit is not performed, the Manufacturer's Limited Warranty will be void.

If you use your elevator frequently or if you have a dependant person living in the house, it is recommended to schedule maintenance visits more often. This will keep your elevator in proper operating condition. Niagara Belco Elevator defines increased frequency as greater than 50 trips per month. Consult with your licenced technician if you are unsure of what the best maintenance schedule is for you.

To ensure proper operating condition of your unit, the items listed below must be inspected and, if necessary, serviced periodically as per local requirements. It is the owner's responsibility to keep records of all such service.

- Tighten all rail and cab fastening bolts
- Lubricate the door mechanism and adjust the door closure if required
- Inspect the travelling cable for wear. Replace if any cuts or damage to the jacket is evident
- Check for any hose/pipe leaks. Replace and/or tighten the fittings to correct any hydraulic leaks found
- Check the fluid level of the pump reservoir (with the elevator at its lowest landing) and fill as required. (Use Grade 32 Hydraulic Oil). There must be at least 1" (25 mm) of oil on the dipstick
- Tighten any hose connections or bleeder valves found loose. Check the hydraulic cylinder (jack) for any leaks. If necessary, the packing seals may have to be replaced
- Replace the batteries inside the control panel as indicated on the battery label
- Activate and test the safety mechanism



