

OTIS ELEVATOR COMPANY - FIREFIGHTERS' SERVICE OPERATION

OPERATION/TESTING PROCEDURE

TEST DESCRIPTION:

PHASE I - EMERGENCY RECALL OPERATION

1. Initiate by inserting key in key switch at lobby or designated level.
2. Turn key to "On" position.
3. Wait for all elevators to return to that floor and their doors to fully open.
4. If test is for Phase I only, turn key to "Off" and remove the key.
5. The "By-Pass" position - restores normal service - independent of sensing devices.
6. The key cannot be removed while in the "By-Pass" position.

PHASE II - EMERGENCY IN-CAR OPERATION

1. Remove the key from the designated level key switch while still in "On" position.
2. Insert the key into the key switch in first elevator.
3. Turn to the "On" position.
4. Push the next floor car button.
5. Push the door close button and hold until the doors are fully closed.
6. When the car stops at the next floor, push the door open button and hold until the doors are fully opened.
7. To return to the designated level, push the corresponding button number.
8. Push the door close button and hold until the doors are fully closed.
9. When the car stops at the designated level, push the door open button and hold until the doors are fully open.
10. The car must be returned to the designated level to remove it from Phase II.
11. Turn the key to "Off".
12. Remove the key, repeat for the next elevator.

CLEARING THE TEST

1. To clear the test, insert the key into the designated level key switch.
2. Turn to the "Off" Position and remove the key.
3. If the system was activated by a smoke sensor:
 - a. After the signal is cleared, turn the designated level key to "Bypass" then to "Off" position to put the car back into automatic operation.