

# **USER MANUAL**

## **TERRY PORTABLE LIFT**

Original instructions



# CONTENTS

INTRODUCTION	3
DESCRIPTION	4
GENERAL DO'S AND DON'TS	5
LOCATING THE LIFT IN POSITION	6
LIFT POSITION	7
LIFT HEIGHT ADJUSTMENT PROCEDURE	8
LIFT HEIGHT ADJUSTMENT PROCEDURE CONT.	9
LIFT OPERATION	9
MAINTENANCE	9
EMERGENCY PROCEDURES	10
INSPECTION AND MAINTENANCE	11
SAFETY FEATURE CHECKS	12
SERVICE HISTORY RECORD	13
DECLARATION OF CONFORMITY	14
LIFT SPECIFICATION	15

# INTRODUCTION

Thank you for choosing the Terry Portable lift, designed and manufactured in the U.K. using the latest technology from Terry Group Ltd. We want you to get the most out of your Portable Lift and to help in this aim, we have produced this small booklet on the operation and maintenance of the equipment which we trust you will find helpful.

It is hoped that any queries you may have during day to day operation will be answered in the text but if you do have any problems our technical help service is only a 'phone call away.

We hope that our product gives you many years of reliable service.

Peter Morrey  
Managing Director

# DESCRIPTION

The Terry Portable Lift is designed to transport a disabled person with wheelchair between two floor levels up to 1 metre apart. To provide the lifting force the lift uses a hydraulic cylinder under the platform, fed via a hose from a pump unit mounted under the power pack cover on the platform. Principal features of the design are its low closed height and silent, smooth operation.

When not in use the platform can be folded in the upright position for storage

The Control station is provided on the platform power pack..

It is most important that before operating the lift you read these instructions fully and are familiar with the controls and operating procedure.

Our policy is one of continuous product development and the Company reserves the right to change specification without notice.

# GENERAL DO'S AND DON'TS

- Always leave the lift left on charge, even when storing. The lift control circuits are fed by a battery, which must be kept on constant charge
- Never allow children to play on or around the lift.
- Ensure that the area around the lift is kept clear from debris (e.g. litter and leaves).
- Do not allow the lift to be used by person(s) standing.
- Do not exceed the maximum lifting capacity as indicated on the load plate.
- Always apply wheelchair brakes when on lift.
- Always treat your lift with the respect that should be shown to electrical and mechanical equipment.

**WARNING!** As recommended by the Medicines and Healthcare products Regulatory Agency (MHRA), great care should be exercised whilst manoeuvring on and off the platform ramp, to avoid the risk of tipping over rearwards. Information can be found at [www.mhra.gov.uk](http://www.mhra.gov.uk)

# LOCATING THE LIFT IN POSITION



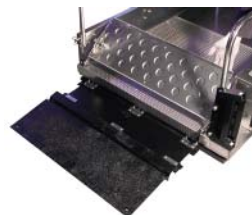
**Step 1**  
Wheel lift  
to required  
location.  
NOTE: 2  
person  
operation



**Step 5**  
Remove  
transit locking  
bolt holding  
ramp down  
on platform  
& place into  
holder



**Step 2**  
Endure  
wheels are  
locked. Lower  
platform onto  
base & slide  
into required  
position.



**Step 6**  
Place ramp  
in position



**Step 3**  
Remove large  
castors



**NOTE**  
While lift is  
in storage  
/ operation  
ensure the  
charger is  
plugged  
into socket  
charging

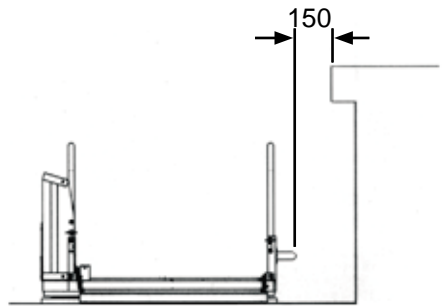
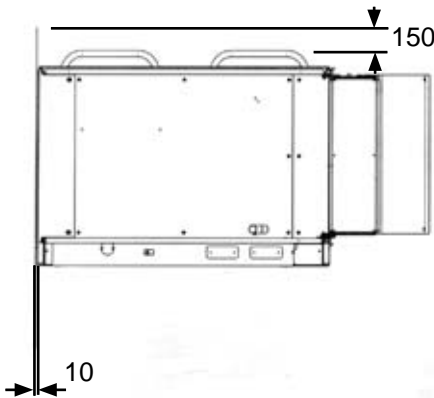


**Step 4**  
Position  
handrail  
uprights



# LIFT POSITIONING

Before using the lift, the following must be observed.



The front of the lift must be positioned parallel to the lifting face and no more than 10mm away from it.






Lifting face must be a smooth hard surface, with no horizontal projections or recesses greater than 1.5mm

Any part of the moving lift platform must be positioned a minimum of 150mm away from the nearest obstruction (for example the distance from the handles to an overhang down one side of the lift)

# LIFT EXTERNAL HEIGHT ADJUSTMENT PROCEDURES

**IMPORTANT:** Ensure the 30amp isolate fuse is removed from the end of powerpack before any height adjustment is carried out.

The Portable lift can be adjusted to travel to upper level heights between 80mm and 1000mm. The table below details the lift adjustment procedure:

	Position the lift ready for use (see page 7)		Using the controls raise lift to desired level.
	The adjusting tool has two principle parts; an inner shaft connected to a T-bar and an outer sleeve.		Insert tool. Hold outer sleeve firmly, maintain inward pressure. Turn T-bar counter-clockwise approx. half a turn until loose. Rotate outer sleeve, maintaining inward pressure, <b>CLOCKWISE</b> until a stop is felt. Hold outer sleeve and turn T-bar <b>CLOCKWISE</b> until tight. Withdraw tool.
	Insert tool into sleeve in side of powerpack. Turn outer sleeve until pins locate. A slight resistance will be felt as tool is pushed home.		
	Hold outer sleeve firmly, maintain inward pressure. Turn T-bar counter-clockwise approx. half a turn until loose. Rotate outer sleeve <b>COUNTER CLOCKWISE</b> until a stop is felt. Hold outer sleeve and turn T-bar <b>CLOCKWISE</b> until tight. Withdraw tool.		



# LIFT HEIGHT ADJUSTMENT PROCEDURES CONT...

Using the controls on the powerpack, lower the lift to the lower level and then raise the lift. Keep the lift operation button pressed. The lift should stop at the upper level that has been set.

If the lift does not stop as required repeat the above procedure.

To set the lift at a new upper level height, repeat the above procedure.

## LIFT OPERATION

When the user has moved onto the lifting platform, the wheelchair brakes should be applied. To operate the lift, press and hold the control switch located on the top of the powerpack.

Maintain pressure on the switch until the lift reaches the upper or lower level.

To travel in the opposite direction, release the switch, wait 2 second and press again. If the switch is released and depressed again within 2 seconds, the lift will continue in the original direction of travel.

## MAINTENANCE & SERVICING

Provided the operating instructions are observed the lift will give many years of trouble free service. Terry Group Ltd. can quote for servicing on request.

Dependent on frequency of use, this lifting platform should be serviced at least every 6 months. This service should be conducted by competent persons trained in the service and repair of the product.

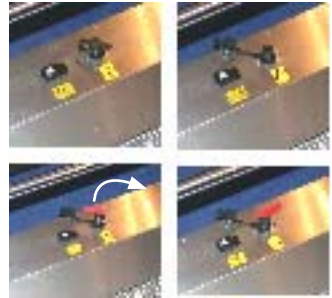
If a lifting platform is to be installed in an adverse environment, the specifier and supplier shall determine the measures needed to ensure that safe operations are achieved including more regular service intervals.

*Note: Adverse environments are those that could affect safe operation. Examples include; the effects of humidity, atmospheric pollution, solar radiation, swimming pool environs (this product is not suitable for use in chlorinated environments), extreme temperatures, etc.*

If in any doubts about the operation of the lift please contact the installation company for advice.

# EMERGENCY PROCEDURES

- a) To isolate the battery  
Lift rubber cap off the isolate switch and turn the key anti-clockwise. The light on the control will extinguish.



- b) In the event that the lift malfunctions part-way through its travel it can be lowered by **removing the 30 amp fuse** and swivelling to one side (after removing one posi-drive screw) the round plastic cover on top of the box on the platform and pulling the **red cord**. Remember to replace the **fuse**, cover and screw afterwards.



- c) In order to lower a lift that has malfunctioned at its upper position it will be necessary to first isolate the battery as per emergency procedure a) before following emergency procedure b).



**Ensure that no object or persons are around or under the lift platform as the safety features will be inoperable.**

# FAULT FINDING

The table below should help solve any problems, which may be stopping your lift from operating correctly. If, however, your lift still does not operate correctly after using this table do not hesitate to call the number on the back of this booklet for further advice.

Lift Position	Problem	Cause	Remedy
Lower level	Lift will not operate	check that the charger light is on.  Obstruction on back of platform  Transit locking bolt not removed	check that the charger light is on (by plugging in and turning mains on).  Remove obstruction  Remove locking bolt and place in holder
	Lift operates but stops almost immediately	Upper surface of ramp obstructed	Remove any obstruction above the ramp.
Upper level	Lift will not operate	check that the charger box light is on.  Obstruction on back of platform	check that the charger box light is on (by plugging in and turning mains on).  Remove obstruction
		Platform safe edge obstructed	Remove obstruction below the lift
	Lift operates but stops before the lower level	Platform safe edge obstructed	Remove obstruction below the lift

# SAFETY FEATURE CHECKS

As a precautionary measure it is advised that you check the safety features built into the lift on a weekly basis. The tests are to be carried out as follows: -

Platform safe edge - With the lift at the upper level send the lift down and once it is moving obstruct the platform safe edge, the lift should stop.

These tests may require the help of another person: -

Folding ramp upper safe edge - With the lift at lower level obstruct the upper surface of the ramp and send the lift up, the lift should stop within 300mm of travel.

Check locking bolt through platform

Send the lift down and obstruct the underside of the platform in each corner. The lift should stop and travel away from the obstruction (4 checks).

**All of these tests should be carried out with the lift unoccupied.**

If any of these tests fail, the lift **MUST NOT** be used and advice sought from the number on the back of this booklet

# SERVICE HISTORY RECORD

An entry should be added to the following table every time the lift is serviced.

Date	Engineer	Company	Comments

# DECLARATION OF CONFORMITY



Lift Type: Portable Lift

This lift was manufactured by TERRY GROUP Ltd., who declare that this lift fulfils all the relevant provisions of the following

Directives:

2004/108/EEC

EMC Specifications

2006/42/EC

Machinery Directive

This lift also fulfils all the relevant provisions of the following Standards:

BSEN 12015:2004

Electromagnetic Compatibility. Product family standard for lifts, escalators and moving walks. Emission.

BSEN 12016:2004  
+A1:2008

Electromagnetic Compatibility. Product family standard for lifts, escalators and moving walks. Immunity.

BS6440:2011

Powered lifting platforms for use by disabled persons

Person authorised to compile Technical File:

Greg Gnyp, Terry Group Ltd., Longridge Trading Estate,  
Knutsford, Cheshire, WA16 8PR

This declaration was completed at Terry Group Ltd., Longridge Trading Estate, Knutsford, Cheshire, WA16 8PR, in September 2011.

This compliance is only valid if the installation test Certificate has been completed and signed by a competent lift engineer which confirms that it has been installed to the latest installation instructions.

TERRY GROUP Ltd.

A handwritten signature in black ink, appearing to read 'P. Morrey', is written over a horizontal line.

P.Morrey (Managing Director)

# LIFT SPECIFICATION

Address of manufacturer:

**Terry Group Ltd.**

Unit 1 Longridge Trading Estate

Knutsford, Cheshire, England

WA16 8PR

Lift serial No.  Year of manufacture

Maximum load 250Kg

Maximum travel 1000 mm

Power supply 240V AC ~ 50/60 Hz

Control voltage 24V DC (The lift control circuits are fed by a battery which must be kept on constant charge.)

Hydraulic pump power consumption 600W Maximum

Hydraulic oil grade T22

Standards Designed and manufactured to BS 6440

Our policy is one of continuous product development and the Company reserves the right to change specification without notice.

For technical help,  
sales or service enquiry telephone:



This Portable Lift has been supplied by:



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