



# BLESSED TRINITY PARISH

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## Instructions for Operating Lift System

The main control on the Church level is located on the brick wall to the left of the lift door. The key must be turned to the ON position to operate the lift. The light switch for the lift is located on the brick wall to the left of the lift door and to the right of the main control.

The main control in the basement is located to the right of the lift door. The key must be turned to the ON position to operate the lift. The light switch for the lift is located on the same wall as the main control to the left of the main control. The light switch for the hallway is located near the stairway opening to the left of the lift door on the right-hand side of the wall (NOT the red switch). The basement hallway where the lift is located in the basement is dark, so please make sure the hallway light is turned on.

The lift should remain on the lower level, not quite all of the way down, when not in use. You need to bring the lift to whichever level you are on. To do this, the key on the main switch must be turned to the ON position; then hold the black switch UP or DOWN to bring the lift to the proper level. You must hold the black switch UP or DOWN the entire time. When the lift arrives at the proper level, the door will open automatically. So, do not stand directly in front of the lift door. The door will close automatically. You may open the door manually if needed.

Once inside the lift, located in the center of the lift on the right-hand side, is the control panel. An instruction sheet of operating the lift is located to the right side of this panel. Just below the control panel is a red phone box with an informational sheet which is located to the right of the phone box.

The instruction sheet for operating the lift reads: "Please hold the Black Switch UP or DOWN during the entire ride. If you need to stop for any reason, release the Black Switch to stop. Unless it is an emergency, DO NOT press the Red Button, this is an alarm."

The informational sheet reads: "This phone calls directly to the Sheboygan County Sheriff's Department at 459-3112."

To operate the phone, just push the Silver button above the word "CALL" on the red phone box.

When finished with the lift, please return it to the lower level, but not all of the way down, and turn off the lights.

The reason the lift should remain in the lower level, but not all of the way down, is to sustain the lift of mechanical parts and sensors used to operate the lift.

Be patient when operating the lift, it does not move fast. You will know it is at the desired level when the door opens automatically. The lift door will not open unless the lift is at that level. In other words, if you are in the basement and the lift is upstairs, the door will not open. You must bring the lift to the basement level in order to open the door. Likewise, if you are upstairs in Church and the lift is in the basement, you must bring the lift up to this level before the door will open. This is a safety measure, do not tamper with the door to try and unlock it. Remember, the door will open automatically once it has reached the desired level.