



**WU PACA**  
**ELEVATOR** COMPANY, INC.  
Specify the Specialists®

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# Owner's Guide

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**Cable-Waiter™**  
**Paca-Waiter®**

**Winding Drum**  
**Dumbwaiter**

***Congratulations*** on your choice of a Waupaca Dumbwaiter.

Your dumbwaiter is manufactured in accordance with the National Elevator Codes.

Properly used and maintained, your new dumbwaiter will give you many years of excellent service.

This Owner's Guide should be reviewed periodically and saved for future reference.



We are a proud member of the Accessibility Equipment Manufacturers Association. This symbol assures you of our commitment to high quality and accessibility to everyone.

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Note: The descriptions and specifications contained in this guide were in effect at the time the guide was approved for printing. Waupaca Elevator Company reserves the right to discontinue models without notice and without incurring obligation. The equipment described within this guide may not be identified as either standard or optional and the various illustrations may not all be applicable to your particular unit. If you have questions, always check with your Elevator Contractor.

Your Dealer will instruct you on the proper and safe operation of your Waupaca Dumbwaiter. It is important that you read this *Owner's Guide* carefully before using your new dumbwaiter.

Your dumbwaiter was designed for years of dependable service. However, as with all electrical and mechanical equipment, proper operation and periodic maintenance are absolutely required. Maintenance instructions are available and are to be used by qualified personnel only. We recommend you establish a maintenance agreement with your dumbwaiter contractor.

## Dumbwaiter Serial Number

This serial number contains specific information about your dumbwaiter, allowing technicians to properly identify replacement parts.

## Maintenance and Service

### Dealer/Contractor Information

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_














Telephone No. \_\_\_\_\_

If you have questions concerning the operation or maintenance requirements of your dumbwaiter, please contact the local contractor listed above. We suggest you develop an ongoing relationship with your contractor for routine servicing and periodic maintenance. Do not try to service or repair your dumbwaiter yourself.

# Important Operating Notes



Designates a condition where failure to follow instructions or heed warning could result in serious personal injury or death. When you see this symbol **BECOME ALERT - HEED ITS MESSAGE.**

-  Anyone planning on using this dumbwaiter must be trained in its proper use and have read this owner's guide.
-  Do not allow unsupervised children to use this dumbwaiter.
-  Do not remove, bypass or alter various switches, controls and/or restraining devices. These are mandated by national and local safety codes. Any tampering could result in serious injury or death!
-  Never use your dumbwaiter as an elevator.
-  Never extend hands, feet or objects into your open hoistway... to do so could damage your dumbwaiter, cause serious injury or death.
-  Do not exceed maximum capacity of dumbwaiter (see car capacity plate).
-  Never open a gate, or hoistway door, while the dumbwaiter is in motion (it will stop the dumbwaiter).
-  This dumbwaiter is not designed for continuous operation. Too many starts and stops could overheat the motor and trip the fuse (Cable-Waiter™ only).
-  If you detect a problem with your dumbwaiter, do not use it. Call your contractor immediately.
-  Do not use this dumbwaiter in the event of fire or smoke.
-  Keep your dumbwaiter clean and free of debris.
-  Observe, read and obey the warning labels, tags, and symbols, as they are provided by the manufacturer for your safety.
-  Safe operation requires a maintained hoistway temperature of between 60° - 110°F. Do not expose electrical components to the elements or extreme temperature fluctuations. Resulting condensation will damage equipment, causing it to malfunction. If exposed, let sit for 12-24 hours prior to operation.

## Assumption of Risk

ALL PERSONS who use this DUMBWAITER bear the responsibility for proper use of this product.

Misuse, deliberate or otherwise, voids all warranties... written or expressed!

Waupaca Elevator Company, Inc. is NOT responsible for any damage, injury or death resulting from product improper installation, modification, additions or other changes which takes place after the product has left the manufacturer's plant.

# Descriptive Features

It is important that you familiarize yourself with the features of your new Waupaca Dumbwaiter before using.

## Gates

Wooden  
Roll  
Top



Painted  
Steel  
Bi-Parting



Stainless  
Steel  
Bi-Parting



## Hall Station



Hall Station should be located near the hoistway door.

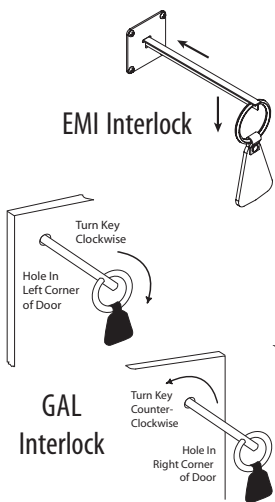
- **“Floor or Up/Down” Button.** Press this button to call or send the car.
- **“Car Here” Indicator Light .** If present, this button will light up when the dumbwaiter has reached your floor.
- **“In Use” Indicator Light.** If present, will light up if the dumbwaiter is in use.
- **Maintenance.** Clean your hall station call plate with a clean cloth. Do not use harsh chemicals or abrasive cleaners.

## Hoistway Door Interlock

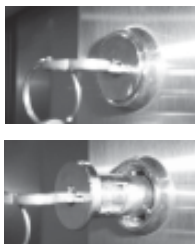
The Hoistway Door Interlock locks the hoistway door when the car is not at that landing. Located inside the hoistway at the top corner on the latch side door jamb.

- Surface mounted interlock.
- **Emergency Key.** Can be used to open the door from outside the hoistway in case of emergency or for servicing. To unlock a door, insert the emergency release key into the hole (near the top of the door):
  - GAL Interlocks: Insert key and twist, while opening the door.
  - EMI Interlocks: Insert key and gently pull/press down on the key, while opening the door.

This key is not recommended for use in everyday operation of the dumbwaiter.



## HG-1 Keylock (Optional)



Disengage the HG-1 Keylock by inserting the key, turning and pulling lock outward until gate opens. Relock the gate by pushing lock mechanism back into place, turning and then removing key.

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# Basic Operating Instructions

- **Press the “Floor or Up/Down” Button.** This will call the dumbwaiter to your floor.
- **Open the Entry Door.** Open the door once the dumbwaiter has come to a complete stop on your floor.
- **Open the Gate.**
- **Load/Unload the Dumbwaiter.**
- **Close the Gate and Entry Door.** The dumbwaiter will not operate unless the gate and the entry door are both completely closed.
- **Press the “ Floor or Up/Down” Button.** Send the dumbwaiter to the floor of your choice.
- **Complete Stop.** Wait for the dumbwaiter to come to a complete stop.
- **Open the Entry Door and Gate.** Load/unload car.
- **Close Gate and Entry Door.** Completely close both the gate and the entry door of the dumbwaiter. The dumbwaiter will not respond to another call if either the gate or the entry door is not completely closed.

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# Troubleshooting

## **Before Calling for Service...**

Verify that all gates and doors are securely closed. The dumbwaiter will not operate when a gate or door is partially open.

Verify the disconnect switch is in the “ON” position.

Verify that the non-interference timer has reset by waiting approximately 10 seconds after stopping for the timer to reset.

Do not attempt to repair the dumbwaiter yourself. Trained technicians can safely and quickly determine the problem and correct it.

**If your dumbwaiter still does not function call your contractor immediately.**

## LIMITED WARRANTY

This product \_\_\_\_\_, the Serial Number of which is \_\_\_\_\_, is subject to a Limited Warranty (as defined below) by Waupaca Elevator Company, Inc. (WECO). It applies for the earlier of:

1. Two (2) years from the date of installation, up to a maximum of thirty (30) months from the date of shipment from the factory provided the warranty card has been filled out and returned; or
2. Twenty-Four (24) months from the date of shipment from the factory if the warranty card has not been filled out and returned.

This Warranty is LIMITED. It covers any electrical or mechanical defects in material or workmanship, but does not cover any damage due to the following:

- (1) Accidents which are caused in whole or in part by someone other than WECO;
- (2) Damage due to improper or neglected lubrication, or lack of other maintenance;
- (3) Improper power supply;
- (4) Improper installation;
- (5) Unusual use or abuse;
- (6) Repairs or replacements done by someone other than an authorized representative of WECO;
- (7) Alteration to the original design as manufactured by WECO.

This Limited Warranty does not cover costs of repairs made or attempted outside of the factory unless the repairs are authorized in advance **in writing** by WECO. This Warranty is VOID if any alterations are made to the product outside of the factory except as provided in this Contract.

Any defective material or parts that are covered by this Warranty should be returned after first calling or writing WECO for a return shipping authorization and number, and mailing Postage Prepaid, to the following address:

WAUPACA Elevator Company, Inc.  
1726 Ballard Road • Appleton, WI 54911  
(800) 238-8739

The following written information must also be included with the returned parts: The authorized return material number, the product's serial number, the owner's name and address, and the dealer's name and address. Providing that an inspection by WECO shows the material or parts are defective as claimed, WECO will, at its option, either repair or replace (without charge) the material or parts. WECO is not responsible for any service or labor charges incurred in the removal and /or replacement of any parts covered by the Warranty.

NEITHER THIS WARRANTY NOR ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, SHALL EXTEND THIS LIMITED WARRANTY. NO RESPONSIBILITY IS ASSUMED FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES. SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS AND SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATIONS OR EXCLUSIONS MAY NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU MAY HAVE OTHER RIGHTS, WHICH VARY, FROM STATE TO STATE.

This Limited Warranty is VOID unless the Limited Warranty Registration Card is completed, postmarked and received by WECO within (30) days after installation.



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