



# Instruction Manual

## *Electric Office Lift*

Part Number: 272468



**Note: Operator MUST read and understand these operating instructions before using this Lifter.**

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ATTENTION: TO INSURE SAFE AND EASY USE OF YOUR WESCO LIFTER, READ THESE INSTRUCTIONS ENTIRELY BEFORE USING.



**WARNING:** The battery in this product contains lead. The State of California under Proposition 65 has determined that exposure to lead is known to cause cancer or birth defects or other reproductive harm. Please wash hands after use.

## 1. GENERAL INFORMATION

### 1.1 DESCRIPTION

Thank you for purchasing a Wesco Electric Office Lift. This lifter is designed for transporting and vertical lifting. The lift features a 1 year warranty covering manufacturing defects. Wesco reserves the right to repair or replace defective parts or the entire unit as required to correct any defective components. This warranty expressly excludes damage due to normal wear and or misuse.

### 1.2 SPECIFICATIONS

Model		<b>272468</b>
Capacity		<b>220 lbs</b>
Load Center	<b>(C)</b>	<b>9.25"</b>
Lowered Height	<b>(H1)</b>	<b>5"</b>
Raised Height	<b>(H2)</b>	<b>66"</b>
Platform Size	<b>(L1 X W)</b>	<b>18" x 23"</b>
Overall Dimensions	<b>(L X W X H)</b>	<b>32" x 23.5" x 78"</b>
Front Wheel	<b>(Ød)</b>	<b>2.75" x 1.25" (Hard Rubber)</b>
Rear Wheel	<b>(ØD)</b>	<b>5" x 1.25" (Hard Rubber)</b>
Battery		<b>24V</b>
Weight		<b>147 lbs</b>

Materials and specifications are subject to change without notice.

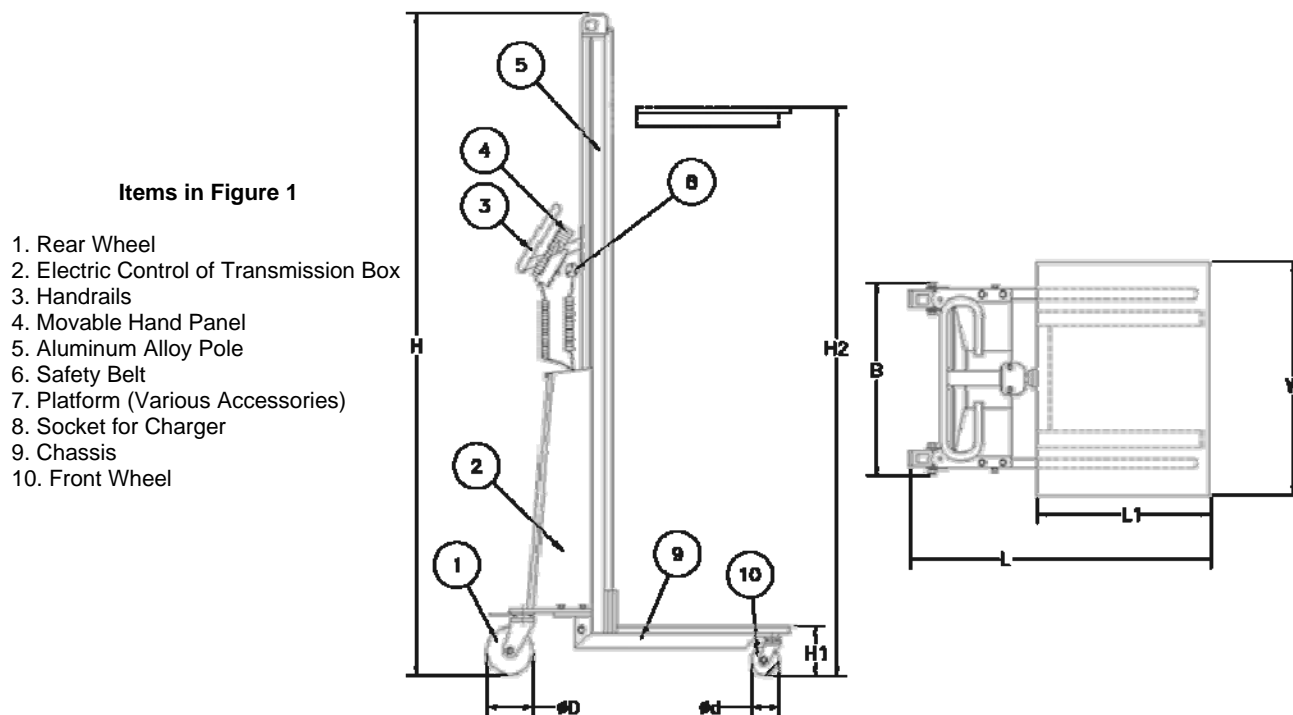


Figure 1

ATTENTION: TO INSURE SAFE AND EASY USE OF YOUR WESCO LIFTER, READ THESE INSTRUCTIONS ENTIRELY BEFORE USING.

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## **2. PRE-OPERATION ASSEMBLY**

Items Numbers reference Drawings/List on Pages 7-8

- 1) Check the parts are complete, in good condition and appearance.
- 2) Connect the fixed fork (30a) by bolt (32) to the safety belt (29), downward/upward bearing seat (41) separately, without loosening and ensure the safety belt is clamped firmly.
- 3) Switch the power ON without load, (Buzzer may beep, switch off/on again, beep will stop.); operate the hand panel (19), platform (30) lifts smoothly up to the max. height, keep it still, and then lower it to the bottom position.
- 4) Repeat step 3 with a rated load, the platform should lift smoothly to the max. height, stop without slipping, and lower smoothly to the bottom position.
- 5) The maintenance-free battery, which is provided with the lifter, has been initially charged full. However the battery may require some recharging before use.

## **3. SAFETY INFORMATION (WARNINGS)**

- 1) Use only on smooth surfaces.
- 2) Do not overload, make sure load is distributed uniformly.
- 3) Buzzer will beep to alert of a low battery, charge as soon as possible or the battery can be damaged.
- 4) Ensure that the input voltage of the charger complies with local power net voltage.
- 5) Do not put hands/feet in contact of chain or other moving parts.
- 6) Do not to carry out long hours of continuous work under extreme loads, this can lead to overheating of the motor and panel.
- 7) The working life of the lift can be greatly prolonged by operating it under 0.7 times the maximum nominal load.
- 8) Keep the electric control commission box closed before operation.

## **4. MAINTENANCE**

### **Daily**

Check the smoothness and stability of the platform functions, raising and lowering.

### **Monthly**

- 1) Check for any deformation, connection loosening, wearing and abnormal sounds from:

- |                    |                      |
|--------------------|----------------------|
| - Connecting bolts | - Wheels             |
| - Rolling bearings | - Transmission chain |
| - Pole             | - Safety belt        |
| - Structure parts  | - Moving parts.      |

- 2) Check the jiggling, wearing, lubricating, and loosening of:

- |                           |                    |
|---------------------------|--------------------|
| - Chain                   | - Sprocket wheel   |
| - Chain-trolley           | - Connecting bolts |
| - Inner transmission box. |                    |

- 3) Adequately grease parts in need.

### **Every 3 Months**

Check the control panel, charger, battery and electric control wiring if any loosening inner transmission box and the inner box cleaning.

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## **5. OPERATION**

### **Transition/Loading/Unloading**

- 1) Lock casters before loading or unloading at any height.
- 2) Distribute load uniformly when loading and unloading; load should not stretch over platform.
- 3) Maintain control during transportation to avoid any tilting of the unit.
- 4) Lower the platform to the lowest position when the loaded lifter is about to begin transportation.

### **Raising and Lowering the Platform**

- 1) Make sure adequate space is available for operation of the lifter.
- 2) Lock the wheels, and switch power on.
- 3) Press the UP button on the panel, the platform will climb smoothly to the needed height. Then release the button and the platform stops at its current height.
- 4) Follow the instructions listed above for loading/unloading the lifter.
- 5) When finished unloading at a raised height, press the DOWN button and the platform will descend smoothly. Release the Down button at any height and the platform will stop descending.
- 6) The elevator is designed with an overload protection function. Whenever the load surpasses 25% of the rated capacity, the platform will not lift; the lifter will not be able to carry out the functions of raising, lowering or unit transportation.
- 7) The lifter is designed with a low power protection function. If the battery power is not sufficiently charged for operation during loaded raising/lowering, the buzzer beeps for 50 seconds continuously. Then it will cut off the power circuit automatically, with indicator light flashing. The operator will lower the platform to the lowest position during this time.

### **Battery**

- 1) High performance, maintenance-free, sealed, acidic-lead, storage battery is selected to power the lifter. It has a low discharge ability, safe, easy mounting and change-over, and can be used under the ambient temperature range of 5°F – 122°F (-15°C--50°C).
- 2) The life of the battery is dependent on proper use. The working life can be greatly shortened when repeatedly using it at low voltage, and even burn the control element. The lifter is designed with a low voltage protection function in the electric controls. While the lifter is operating under low voltage while lifting/lowering, the buzzer will beep for 50 seconds continuously and then cut off the power supply. The operator will need to charge the battery as soon as possible.

### **Charger**

- 1) A high performance charger is provided with the lifter so that the battery can be charged at any handy power terminal. Be sure the voltage of the local power net is meets the needs of the inlet voltage of the charger.
- 2) When charging, make sure to switch off power to the lifter, connect charger source pin and power terminal socket, the red indicator of source power of the charger is lit up, while the charging status green indicator is lit, that means the battery is in the status of charging; and when the green indicator faded, that means the battery is charged full. Generally, the charging period takes 10-12 hours.
- 3) Shall the charged battery show low voltage status during heavy duty job. Probably the battery is damaged or the charger is in trouble.

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## 6. TROUBLE SHOOTING

No	Problem	Causes	Solutions
1	Power On, pressing UP button, platform does not lift up	1. Power switch damage	Check and replace
		2. Wire off	Check and connect
		3. Battery dead or damaged	Charge or replace
		4. Button malfunction or wire disconnected	Check and replace
		5. Panel fuse burnt out	Replace
		6. Motor damaged	Check or replace
		7. Overloaded	Partially unload
		8. Lowest position traveling switch fail	Check or replace
2	Press UP button, unit lifts slowly or will not lift	1. Battery low or discharged	Recharge
		2. Motor trouble, RPM lowered	Check or replace
		3. Panel failure	Readjust panel
3	Platform cannot climb to max. height	1. Inner guiding rail blocked	Clear obstruction and lubricate
4	Platform climbs to max. height, but will not lower	1. DOWN button failure	Check or replace
		2. Traveling switch of inner panel failure	Check or replace
		3. Panel damage	Check or replace
		4. Safety belt fail, not working	Check or replace
5	Safety belt fails to protrude or retrieve	1. Ratchet structure of the device failure	Check or replace
		2. Spring of inner device damage	Check or replace
6	Battery charged, but platform lifts slowly or cannot lift up	1. Insufficient charging	Recharge
		2. Battery damage	Replace battery
		3. Charger fail	Check or replace the charger
7	Obvious low voltage, but buzzer does not beep to warn	1. Wire off or buzzer fail	Check or replace
		2. Buzzer circuit damage	Check or replace
8	Abnormal sound from platform up/down transmission	1. Chain elongated	Adjust to proper elongation
		2. Sprocket loosening or shift	Check or replace
		3. Sprocket wheel damage	Check or replace
		4. Other commissioning part worn out, deformed	Check or replace

**NOTE: DO NOT ATTEMPT TO REPAIR THE LIFTER UNLESS YOU ARE TRAINED AND AUTHORIZED TO DO SO.**

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## 7. ELECTRICAL DIAGRAMS

### 7.1 Circuit Diagram (Units Manufactured After June 2014)

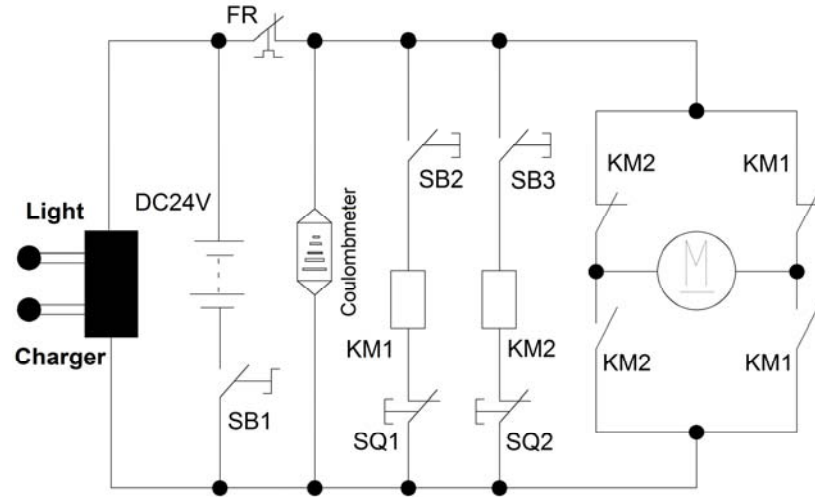


Figure 2

Item	Description	Item	Description
FR	Thermal Cutoff	KM1	Up Contactor
SB1	Power Supply Switch	KM2	Down Contactor
SB2	Up Limit Switch	SQ1	Up Limit Switch
SB3	Down Limit Switch	SQ2	Down Limit Switch

### 7.2 Electric Panel Diagram (Units Manufactured After June 2014)

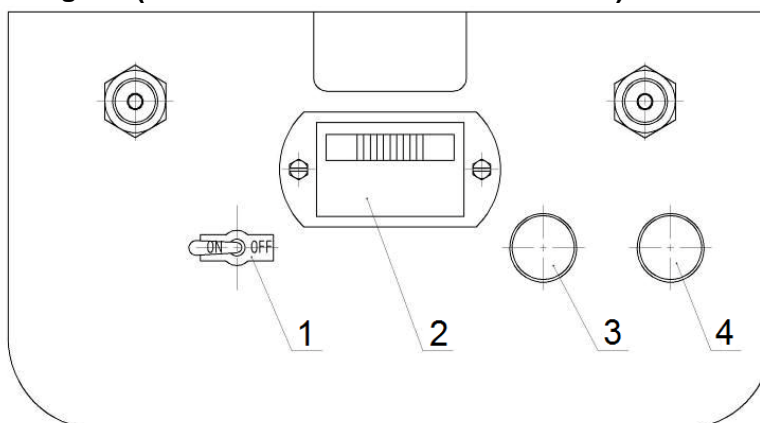


Figure 3

Item	Description
1	Power Supply Switch
2	Power Indication

Item	Description
4	Charging Status (Charged)
5	Charging Status (Charging)

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## 7. ELECTRICAL DIAGRAMS

### 7.3 Circuit Diagram (Units Manufactured Before June 2014)

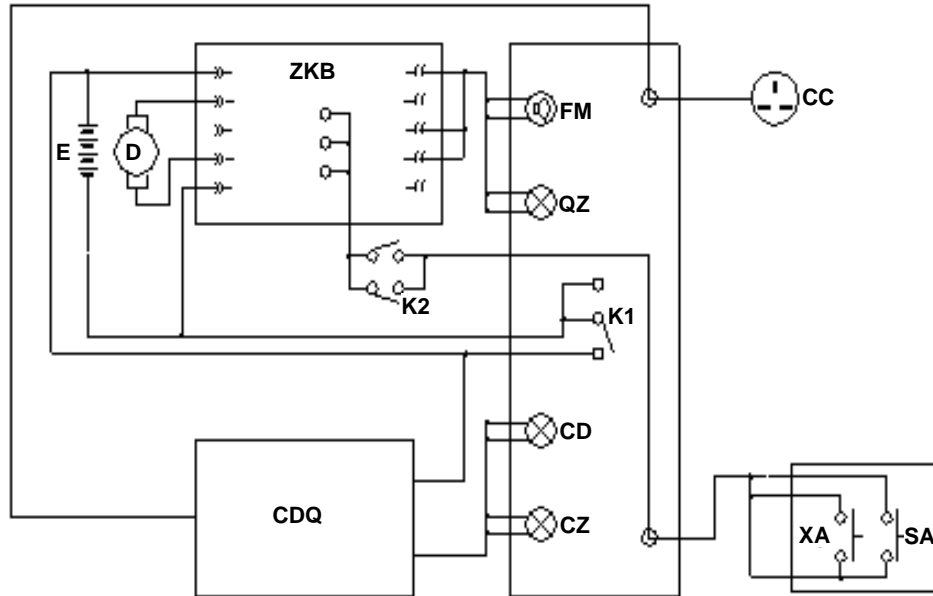


Figure 2

Item	Description
E	24V DC Supply
CC	Socket of Charger
QZ	Cut-Off Indicator
CZ	Charging Status
XA	Down Button

Item	Description
K2	Up/Down Limit Switch
CDQ	Charger
D	DC Motor
FM	Buzzer

Item	Description
CD	Charger Supply
SA	Up Button
K1	Power Supply Switch
ZKB	Main Control Circuit Board

### 7.4 Electric Panel Diagram (Units Manufactured Before June 2014)

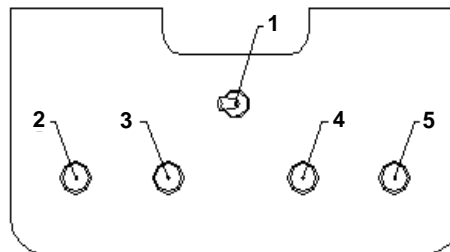


Figure 3

Item	Description
1	Power Switch
2	Cut-Off Indicator
3	Charging Status

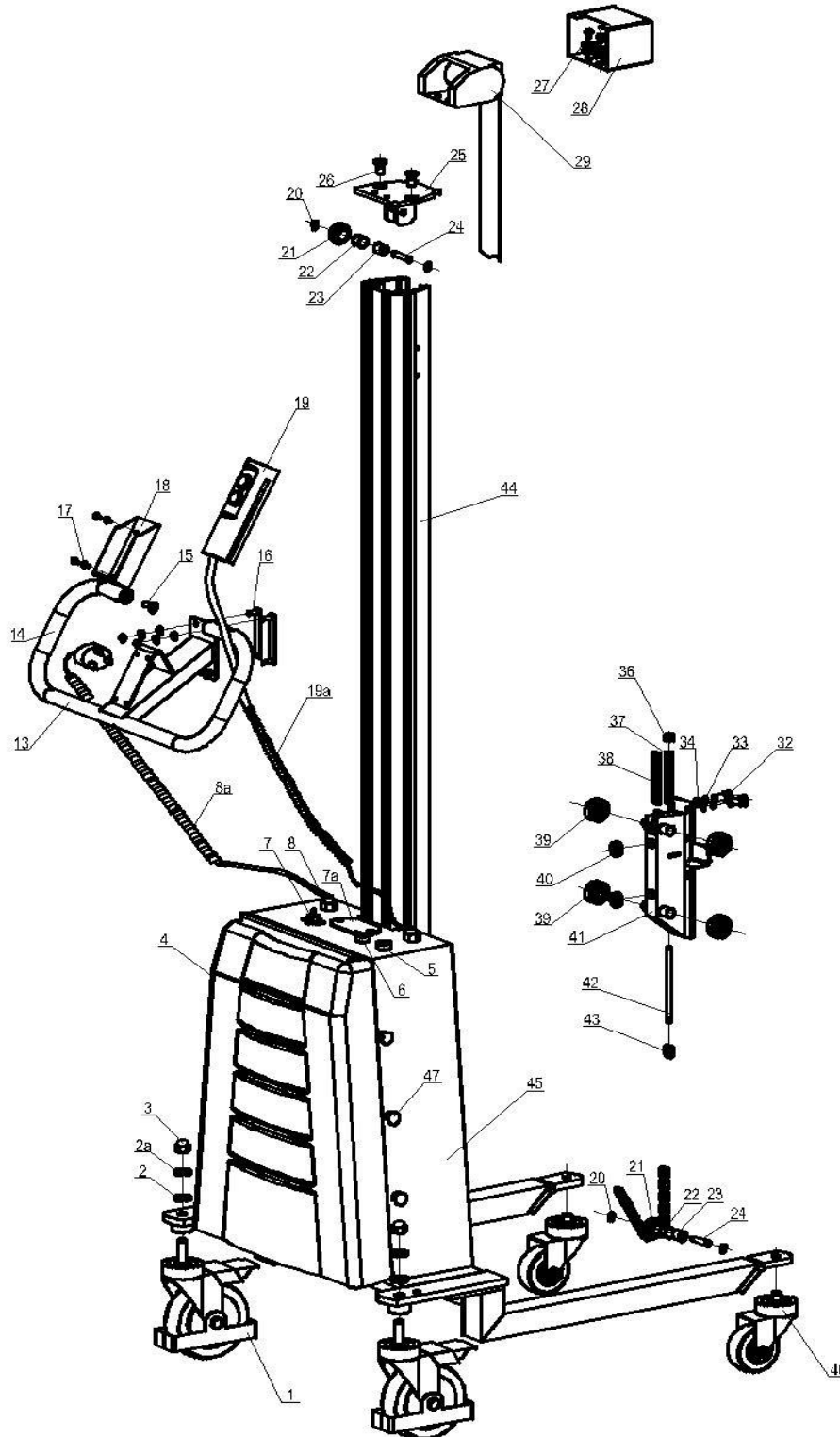
Item	Description
4	Buzzer
5	Charger Power Supply



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## 8. PART INFORMATION (UNITS MANUFACTURED AFTER JUNE 2014)

### 8.1 FRAME PART DIAGRAM





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## **8. PART INFORMATION (UNITS MANUFACTURED AFTER JUNE 2014)**

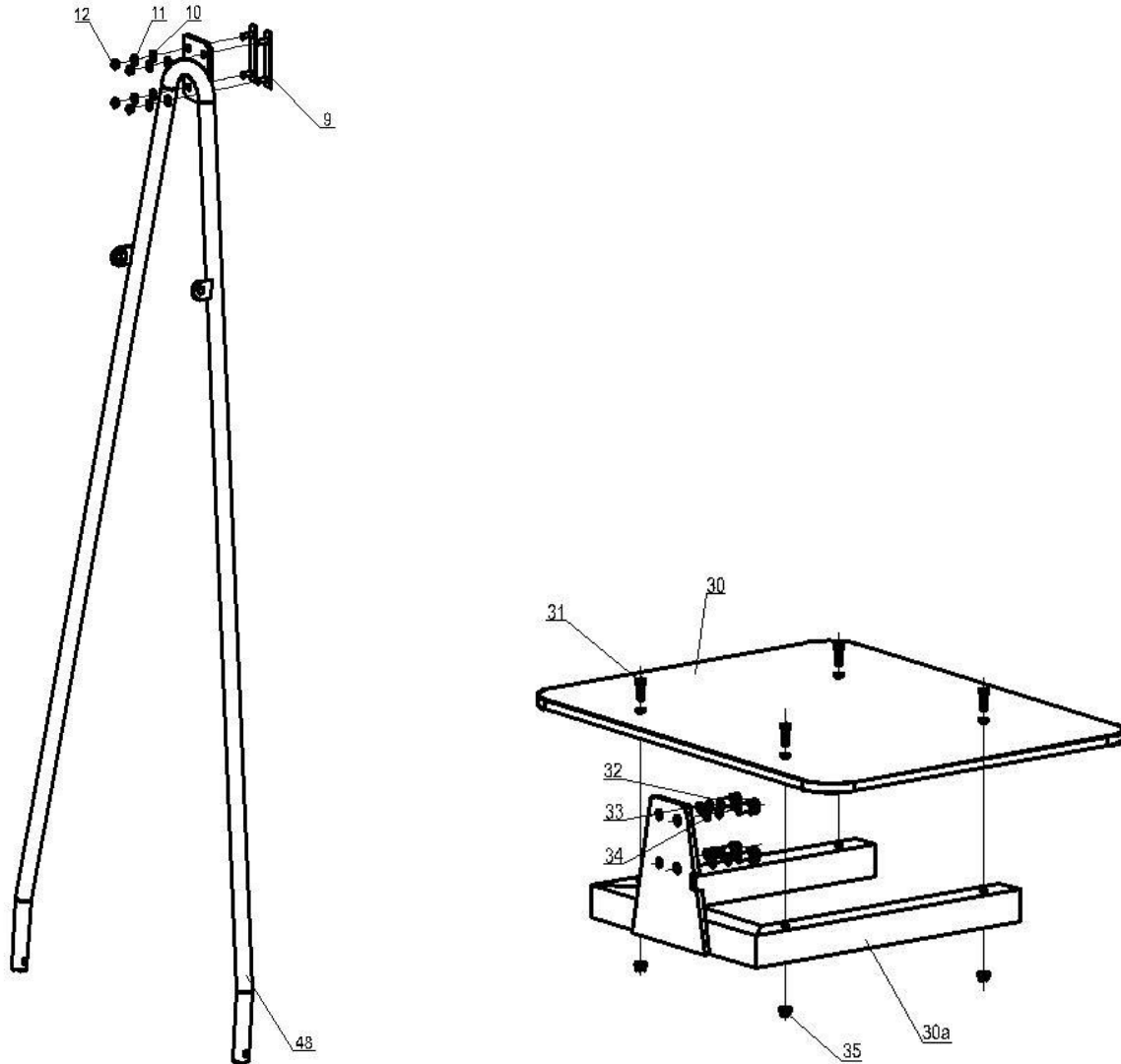
### **8.2 FRAME PART LIST**

Item	P/N	Description	Qty.	Item	P/N	Description	Qty.
1	273111	Rear Swivel Caster Unit (5")	2	22	273962	Copper Bush 15x1	3
2		Plain Washer 12	2	23	273963	Spacer Tube	3
2A		Spring Washer 12	2	24	273946	Shaft-Load Chain Guide Wheel	3
3		Hex Domed Cap Nut M12	4	25		Top Block Cover	1
4	273958	Electric Box Cover	1	26		Countersunk Head Screw M10x20	2
5		Charging Indicator-Green	1	27		Socket Head Cap Screw M6x12	4
6		Charging Indicator-Red	1	28		Protection Steel Cover-Safety Belt	1
7		Toggle Switch	1	29	273193	Safety Belt Unit	1
7A		Battery Indicator	1	31		Socket Head Cap Screw M6x20	3
8		Wire Fixing Nut	2	32		Socket Head Cap Screw M10x20	2
8A		Charger Adjustable Wire & Plug	1	33		Spring Washer 10	2
10		Plain Washer 6	11	34		Plain Washer 10	2
11		Spring Washer 6	11	36		Hexagonal Locking Nut M8	2
12		Hex Domed Cap Nut M6	4	37	273966	Load Chain Buffer Spring	1
13		Handle, Weld	1	38		Load Chain	1
14		PU-Buffer	2	39		Ball Bearing 6202	4
15		Countersunk Head Screw M8x20	4	40		Guide Wheel	2
16		Mount Plate	2	41	273967	Mounting Seat for Roller, Weld	1
17		Countersunk Head Screw M4x10	14	42		Bolt, Load Chain End	1
18	273189	Control Handle Seat	1	43		Load Chain Link	6
19	273186	Control Handle	1	44		Aluminum Mast	1
19A		Adjustable Wire for Control Handle	1	45		Main Frame, Weld	1
20		Retaining Ring 8-Shaft	4	46	273187	Front Swivel Caster Unit (3")	2
21	273959	Load Chain Guide Wheel	3	47		Combination Screw	6

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## 8. PART INFORMATION (UNITS MANUFACTURED AFTER JUNE 2014)

### 8.3 HANDLE & PLATFORM PART DIAGRAM



### 8.4 HANDLE & PLATFORM PART LIST

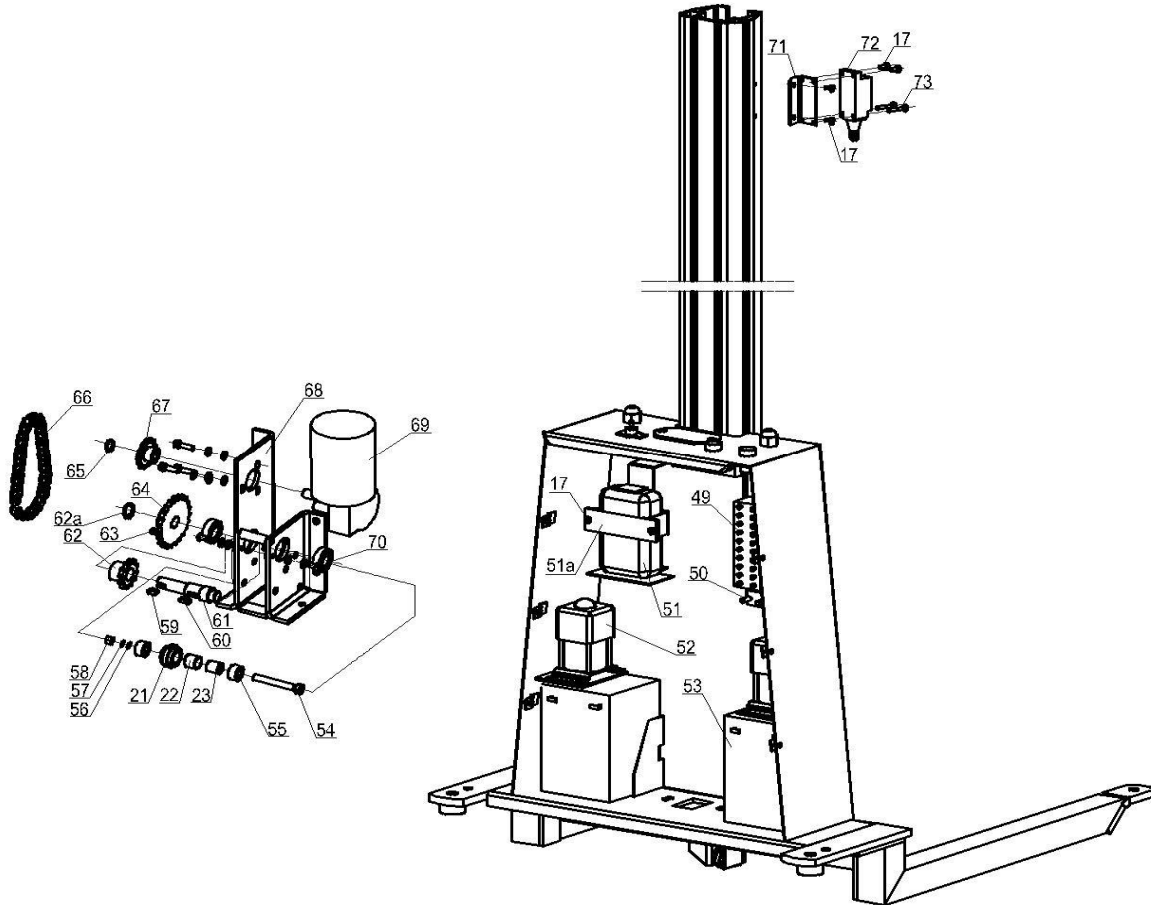
Item	P/N	Description	Qty.
9		Plate for Handrail	2
10		Plain Washer 6	4
11		Spring Washer	4
12		Hex Domed Cap Nut	4
30		Platform	1
30A		Base Frame, Weld, Platform	1

Item	P/N	Description	Qty.
31		Socket Head Cap Screw M6x20	4
32		Socket Head Cap Screw M10x20	4
33		Spring Washer 10	4
34		Plain Washer 10	4
35		Hex Flange Self Locking Nut M6	4
48		Supporting Handrail, Weld	1

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## 8. PART INFORMATION (UNITS MANUFACTURED AFTER JUNE 2014)

### 8.5 ELECTRICAL BOX PART DIAGRAM



### 8.6 ELECTRICAL BOX PART LIST

Item	P/N	Description	Qty.
17		Countersunk Head Screw M4x10	14
21		Load Chain Guide Wheel	3
22		Copper Bush 15x1	3
23		Spacer Tube	3
49		Terminal Block	1
50		Circuit Breaker-Automatic Reset	1
51	273188	Charger 24VDC	1
51A		Fixing Plate for Charger	1
52	273968	Contactor	2
53		Battery 12V12Ah	2
54	273965	Socket Head Cap Screw M8x60	1
55		Bushing	2
56		Plain Washer 8	1
57		Spring Washer	1
58		Nut M8	1
59		Flat Key 6x6x10	1
60		Flat Key 5x5x14	1

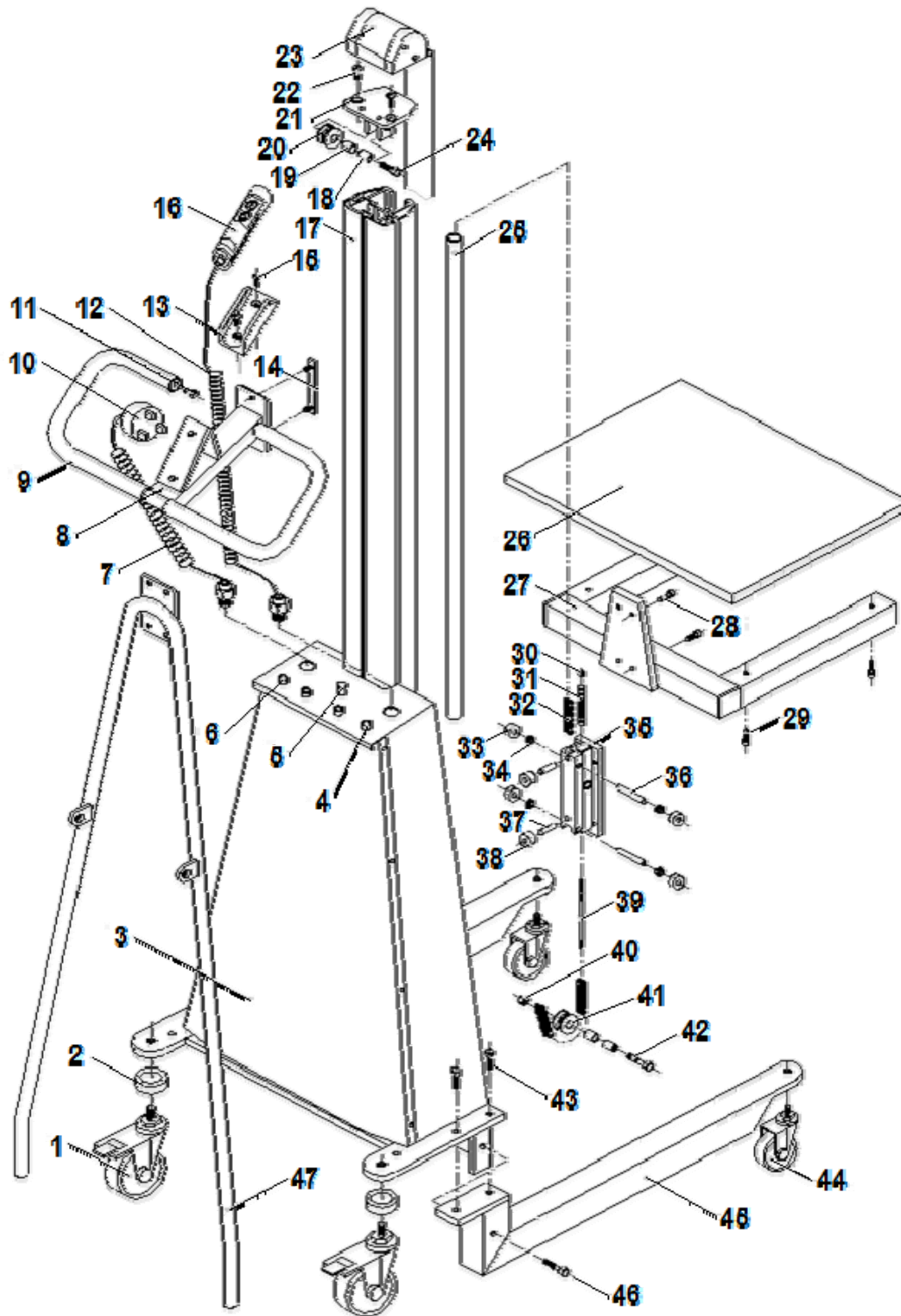
Item	P/N	Description	Qty.
61	273957	Transmission Shaft	1
62		Sprocket Wheel-12 Teeth	1
62A		Retaining Ring	1
63		Stopper Screw M5x10	1
64	273955	Sprocket Wheel 23 teeth	1
65		Retaining Ring	1
66		Transmission Chain	1
67	273956	Sprocket Wheel-13 Teeth	1
68		Reducer Seat	1
69	273185	Worm Gear Box Assembly	1
70		Ball Bearing 6002	2
71		Seat for Limit Switch	2
72	273634	Limit Switch	2
73		Countersunk Head Screw M4x25	4
*		Stopper Screw M5x6 (For Sprocket Wheel-13 Teeth)	1

\*Not shown, used in old design

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## 9. PART INFORMATION (UNITS MANUFACTURED BEFORE JUNE 2014)

### 9.1 FRAME PART DIAGRAM



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## 9. PART INFORMATION (UNITS MANUFACTURED BEFORE JUNE 2014)

### 9.2 FRAME PART LIST

Item	P/N	Description	Qty.
1	273111	Rear Wheel	2
2		Washer	2
3		Electric Box	1
4		Indicator	3
5	273182	Power Supply Switch	1
6		Buzzer	1
7		Spring Wire	1
*8	273183	Handrail	1
*9	273075	Protective Cover	2
10		Charger Pin	1
11	<b>KIT A</b>	Sunk Bolt	2
12	273143	Spring Wire	1
13	273142	Electric Control Seat	1
14		Connecting Bolt	4
15	<b>KIT A</b>	Sunk Bolt	4
16	273122	Hand Electric Panel	1
17		Pole	1
**18	273076	Bush	2
**19	273077	Oil-Free Bearing	2
**20	273078	Upper Trolley	1
**21	<b>KIT B</b>	Upper Trolley Seat	1
22	<b>KIT A</b>	Sunk Bolt	2
23	237099	Safety Belt	1
**24	<b>KIT B</b>	Hex Bolt	1

\*Items 18-21 & 24 are included in Kit detailed below

\*\* Item 9 Protective Cover included with Item 8 Handrail (P/N 273183)

Item	P/N	Description	Qty.
25		Chain Bush	1
26		Platform	1
27		Fixed Racket	1
28	<b>KIT A</b>	Inner Hex Bolt	4
29		Inner Hex Bolt	4
30	<b>KIT A</b>	Hex Nut M8 x 1.25	1
31	273144	Spring	1
32	273132	Precision Roller Chain	1
33		Bearing	4
34		Interval Ring	4
35		Up/Down Bearing Seat	1
36		Pin Shaft	2
37		Small Trolley Shaft	2
38		Small Trolley	2
39	273145	Chain Bolt	1
40	<b>KIT A</b>	Nut	1
41	273184	Lower Trolley	1
42		Hex Bolt	1
43	<b>KIT A</b>	Hex Bolt	4
44	273112	Front Wheel	2
45		Front Wheel Fork	2
46	<b>KIT A</b>	Hex Bolt	2
47	273110	Pole Pulling Pipe	1

### REPLACEMENT KIT LIST

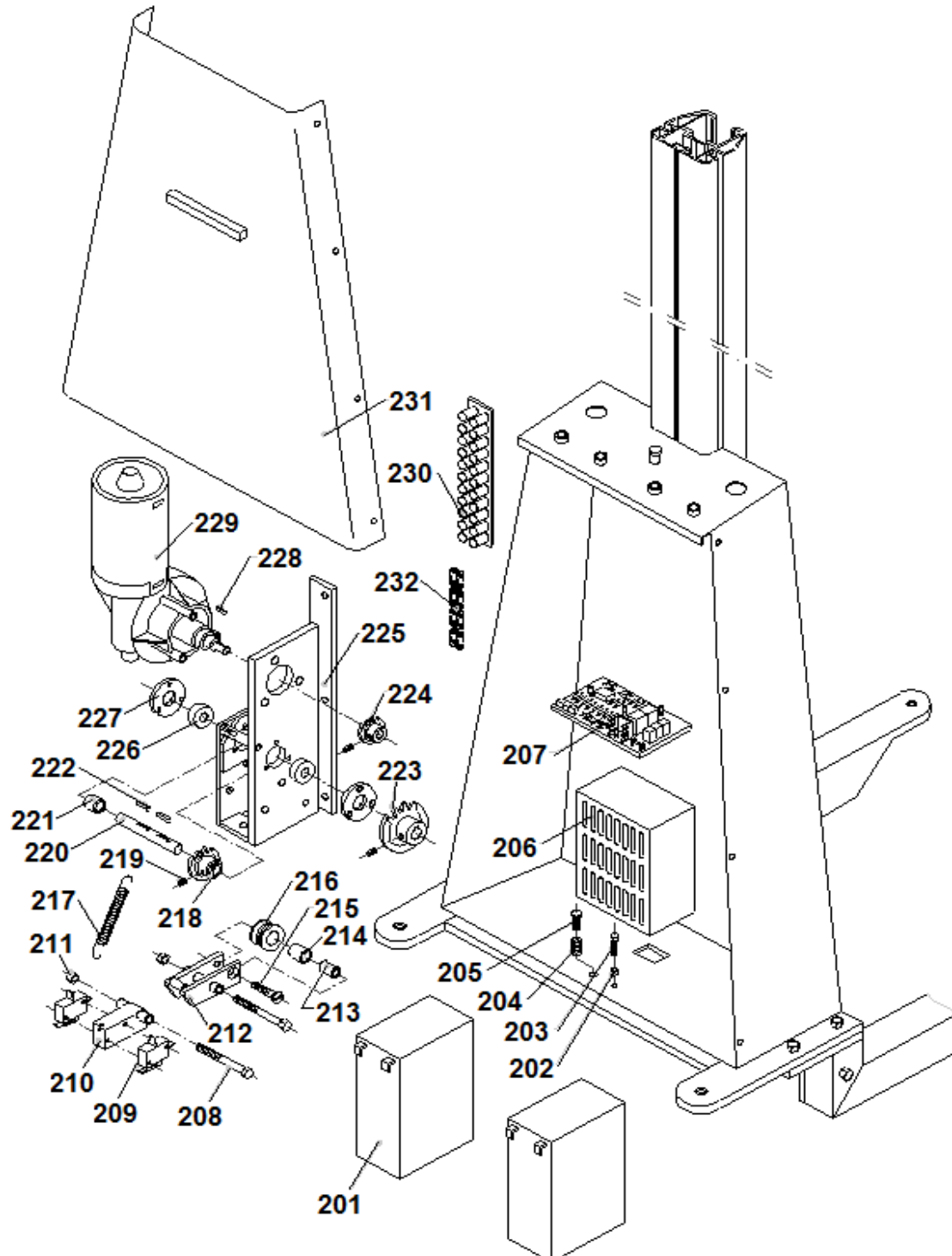
Kit	Item	P/N	Description	Qty.	Kit	Item	P/N	Description	Qty.
<b>A</b>		<b>273071</b>	<b>HARDWARE KIT</b>	<b>1</b>	<b>B</b>		<b>273078</b>	<b>UPPER TROLLEY SEAT ASSEMBLY</b>	<b>1</b>
	11		Sunk Bolt	2		18		Bush	2
	15		Sunk Bolt	4		19		Oil-Free Bearing	2
	22		Sunk Bolt	2		20		Upper Trolley	1
	28		Inner Hex Bolt	4		21		Upper Trolley Seat	1
	30		Hex Nut M8 x 1.25	1		24		Hex Bolt	2
	40		Nut	1					
	43		Hex Bolt	4					
	46		Hex Bolt	2					
	202	Shown on Page 14	Nut	1					
	203		Capacity Adjustment Bolt	1					
	208		Hex Bolt	2					
	211		Nut	2					
	219		Top Prick Fixing Bolt	3					

Note: Items within kits specify quantity included per kit

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## 9. PART INFORMATION (UNITS MANUFACTURED BEFORE JUNE 2014)

### 9.3 ELECTRICAL BOX PART DIAGRAM



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## 9. PART INFORMATION (UNITS MANUFACTURED BEFORE JUNE 2014)

### 9.4 ELECTRICAL BOX PART LIST

Item	P/N	Description	Qty.
201	273072	(Storage) Battery	2
202	<b>KIT B</b>	Nut	1
203	<b>KIT B</b>	Capacity Adjust Bolt	1
204		Spring	1
205		Adjustable Bolt	1
206	273073	Charger	1
207	273074	Circuit Board	1
208	<b>KIT B</b>	Hex Bolt	2
209	273178	Traveling Switch	2
210		Traveling Switch Seat	1
211	<b>KIT B</b>	Nut	2
212		Flexible Racket	1
213		Bush	1
214		Oil-Free Bearing	1
215		Sunk Bolt	1
216		Flexible trolley	1
217	273180	Pull Spring	1

Item	P/N	Description	Qty.
218	273176	Transmission Chain Wheel	1
219	<b>KIT B</b>	Top Fixing Bolt	3
220	273175	Transmission Shaft	1
221	273174	Interval Ring	1
222	273177	Plain Pin	2
223	273173	Big Chain Wheel	1
224		Motor Chain Wheel	1
225	273170	Motor Seat	1
226	273172	Bearing	2
227	273171	Bearing Lid	2
228		Plain Pin	1
229	273179	Motor	1
	<b>For Units Manufactured Before 12/2014)</b>		
	273185	Motor	1
	<b>(For Units Manufactured After 12/2014)</b>		
230		Electric Box Lid	1
231	273134	Link Chain	1

REPLACEMENT KIT LIST				
Kit	Item	P/N	Description	Qty.
<b>A</b>		<b>273071</b>	<b>HARDWARE KIT</b>	<b>1</b>
	11		Sunk Bolt	2
	15		Sunk Bolt	4
	22		Sunk Bolt	2
	28		Inner Hex Bolt	4
	30		Hex Nut M8 x 1.25	1
	40		Nut	1
	43		Hex Bolt	4
	46		Hex Bolt	2
	202	Shown on Page 14	Nut	1
	203		Capacity Adjustment Bolt	1
	208		Hex Bolt	2
	211		Nut	2
	219		Top Prick Fixing Bolt	3

Note: Items within kits specify quantity included per kit