

**Telpro Inc.<sup>®</sup>**

# Elevator Canopy Lift

Covered by one or more of the following patents: 5,586,619 7,556,464 Other patents pending.

## ASSEMBLY & USE GUIDE

***For Model 294***



### **⚠ WARNING ⚠**

**Read and become familiar with this guide BEFORE operating unit.**

Before operating this equipment, thoroughly read this guide and the instructions and warnings it contains, make sure you understand them, and only then follow the step-by-step directions.

Failure to do so could result in serious property damage and / or serious bodily injury.

**PARAGON PRO**  
MANUFACTURING SOLUTIONS

# ⚠ Warning ⚠

Read and follow these warnings and the instructions that follow. Failure to do so could result in serious property damage and/or serious bodily injury.

- ⚠ **Use of this equipment shall be limited to authorized personnel who are trained in the proper techniques for safe operation and maintenance:** Read and become familiar with This guide BEFORE operating unit.
- ⚠ The load rating of the Telpro® Brand Material Lift Model 294 is 600 lbs. (272 kg). DO NOT load the unit beyond the limit. Always balance the load on the cradle.
- ⚠ As with any lifting equipment, always WEAR A HARD HAT when operating the unit.
- ⚠ DO NOT attempt to use the Telpro® Brand Material Lift Model 294 if any part is missing, damaged, or worn. Order a replacement part immediately. DO NOT use if any telescoping section has been damaged, bent, heated, or welded. DO NOT weld on unit.
- ⚠ Steel conducts electricity. KEEP UNIT AWAY FROM LIVE ELECTRICAL WIRES.
- ⚠ DO NOT operate the Telpro® Brand Material Lift Model 294 where combustible gases are present or near. A spark from the switch, battery or motor may cause such gases to ignite.
- ⚠ Worn, damaged or improperly installed chain can fail possibly resulting in serious injury and/or property damage. INSPECT CHAIN FREQUENTLY. **Call 701-775-0551** for factory service.
- ⚠ Use only genuine Telpro® Brand Material Lift Model 294 replacement parts installed according to manufacturer's instructions by qualified personnel.
- ⚠ Only parts listed in the parts index are user serviceable or installable. If a parts index is not provided that indicates that this equipment is manufactured as special order equipment and all parts require factory service or installation or factory authorization for user installation. **Call 701-775-0551** for prompt factory service or parts questions.
- ⚠ DO NOT tamper with the factory preset hydraulic limits. Adjusting hydraulic limits can expose the Telpro® Brand Material Lift Model 294 to forces for which it is not designed. This may result in failure and serious injury and/or property damage.
- ⚠ The Telpro® Brand Material Lift Model 294 is designed EXCLUSIVELY for use as a material lift and is intended for NO OTHER PURPOSE. Not a personnel lift or platform.
- ⚠ DO NOT contact battery terminals with metal components of the Telpro® Brand Material Lift Model 294. Doing so will short circuit the battery and may result in explosion. OBSERVE ALL WARNINGS ON THE BATTERY AND BATTERY CHARGER.
- ⚠ Use only the wiring harness, battery & charger as supplied by the manufacturer. DO NOT REVERSE THE POLARITY OF THE WIRING HARNESS.
- ⚠ Keep hands, clothing, and hair away from chains and movable telescoping sections.
- ⚠ DO NOT operate unit under the influence of alcohol or other substances which may impair operator judgement.

## **ALWAYS and NEVER:**

### **ALWAYS:**

- Always read, follow and understand this Assembly and Use Guide before operating this equipment.
- Always lock the base wheels when assembling the lift and loading the ceiling onto the lift.
- Always use proper lifting technique's when lifting the ceiling and positioning it on the lift.
- Always place the center of the ceiling directly over the center of the lift cradle.
- Always protect the finished surface of the ceiling from damage.
- Always confirm the orientation of the safety latch.
- Always use caution when moving / rolling the lift.
- Always assemble the cab at the lowest landing.

### **NEVER:**

- Never use the equipment described in this Assembly and Use Guide without first completely reading and understanding the Assembly and Use Guide and the proper methods for using the equipment.
- Never access the car top without securing the ceiling to the walls.
- Never bump the ceiling when assembling the cab walls.
- Never place your hand on the car door when closing.
- Never use the lift to raise or support personnel. It is a material lift only.

# Inspection and maintenance for the Paragon Pro Manufacturing Solutions material lift model 294

## **Daily or before each use:**

- Inspect all warning and instructional decals. Replace if missing or not legible.
- Inspect entire machine for damage and for loose or missing fasteners. Repair or replace as needed.
- Inspect pendant cord for damage and for correct operation when pressing control buttons. Repair or replace as needed.
- Inspect and test-operate the safety catch on the wave bar. Repair or replace as needed. Lubricate with light oil if needed.
- Inspect for any hydraulic system leaks or drips. Repair or replace components as needed.
- Inspect the cradle straps for damage. Replace if cut or worn.
- Inspect the casters for secure bolts through the stems and that the brakes work properly. Repair or replace as needed.
- Inspect the lift chain for damage and for sticky or frozen links. Repair or replace as needed. Lubricate or replace as needed.

## **At 6 month intervals:**

- Inspect the electrical cables and wires for cracks or loose connections. Repair or replace as needed before use.
- Check the fluid level in the hydraulic pump for correct level.
- Inspect hydraulic hoses and fittings. Replace if cracked or damaged.
- Grease the crank mechanism on the cradle.
- Grease the caster bearings and adjust brakes as needed.
- Lay the frame on its handle side and remove side cover to inspect and service internal parts:
  - o Inspect and lubricate lift chains and rollers. Replace if worn or damaged.
  - o Inspect chain anchor bolts for security. Use only correct fasteners from the manufacturer.
  - o Inspect and lubricate the safety latch mechanism for proper functioning. Repair or replace as needed.
  - o Inspect the plastic glide strips on the telescoping sections. Replace if missing.

---

**For Parts, Service and Technical Questions Contact:**

7251 S 42nd St.  
Grand Forks, ND 58201  
701-775-0551  
800-448-0822  
sales@paragonpromfg.com  
www.paragonpromfg.com

**Assemble the lift:**

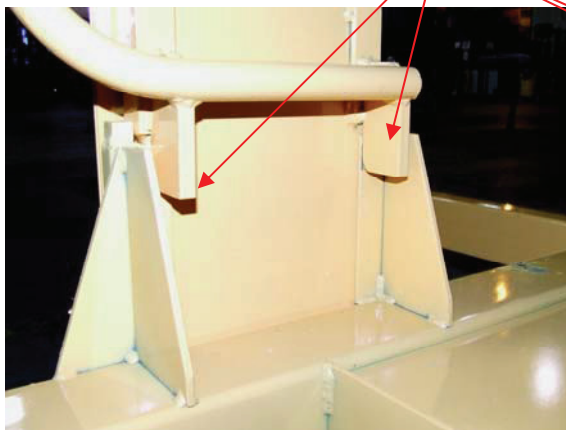
**Packed Model 294 Lift in Shipping Crate**



**Note:** Lock the wheels on the base before beginning the assembly.

Insert the telescopic cylinder frame in the base.

Slide the tabs on the bottom of the cylinder frame section over the vertical plates on the base.



**Note:** The hose fitting will face the base.





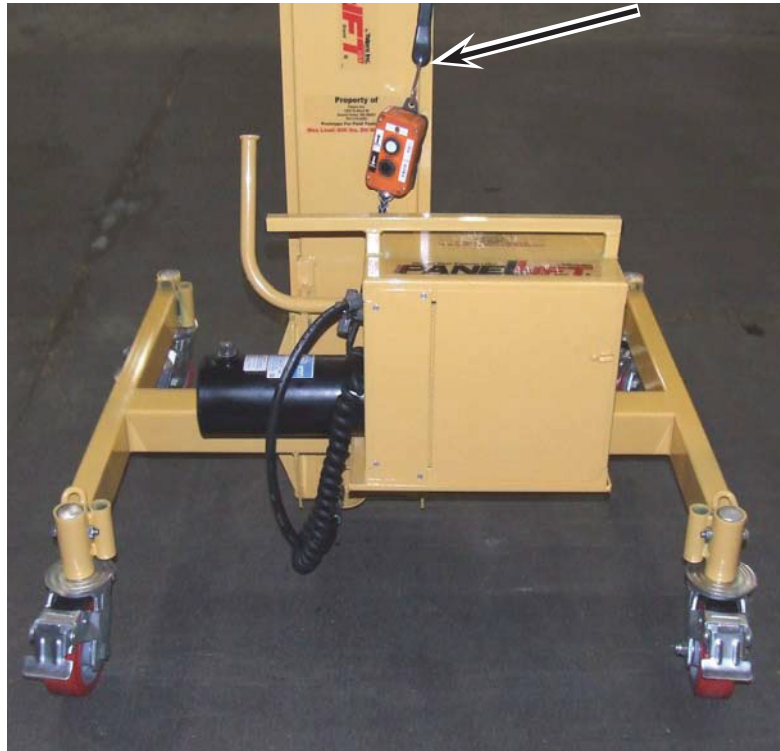
Place the pumping unit in the tray on the base.



Connect the hydraulic hose from the pump to the Hanson fitting on the bottom of the telescoping frame.



Remove the bungee strap used to secure the cylinder during shipping and handling, and hang the pendent station on the bungee strap to protect it when loading and moving the lift.

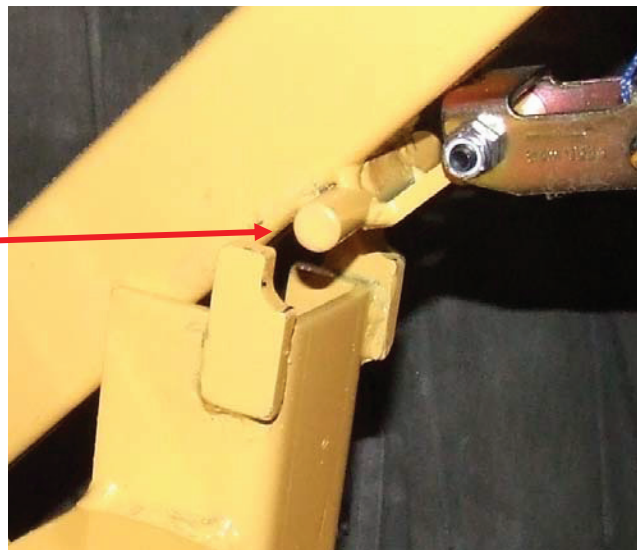


Place the cradle on the cylinder frame, insert the pin on the bottom of the cradle into the top of the cylinder.

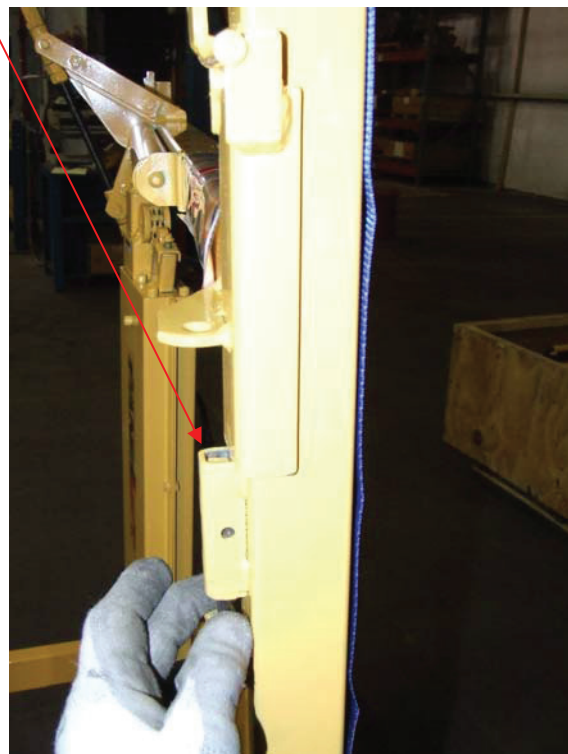




Attach the telescoping arms to the cradle by placing the mount rod on the telescoping arms on the retaining clips of the cradle

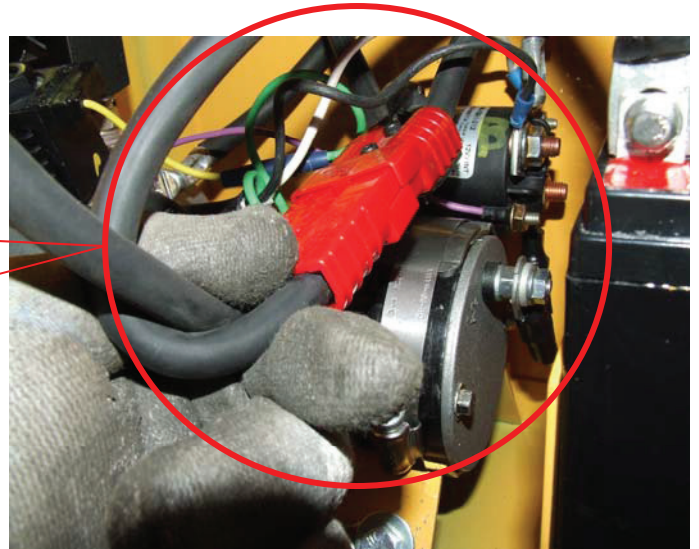
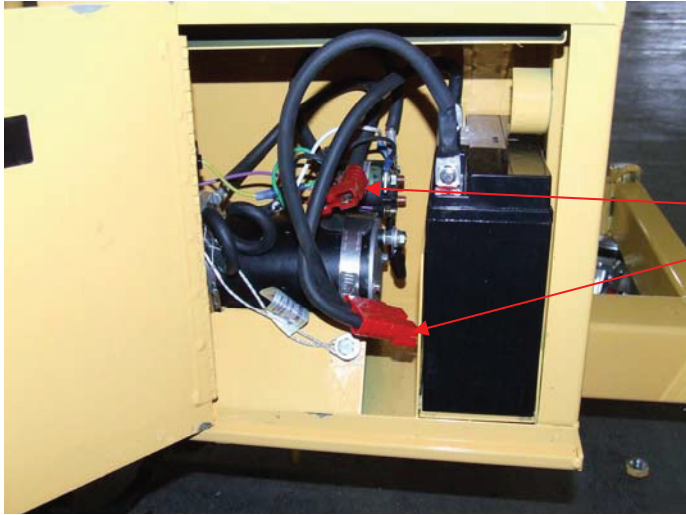


To secure the arms on the cradle, lock the spring pins in place.





Open the door on the pumping unit and connect the battery



Measure the width of the ceiling. The bottom telescoping arms should be set at  $\frac{1}{2}$  of the width of the ceiling from the centerline of the cradle.

**Safety Note:** Always keep the ceiling centered on the pivot point of the cradle.



**Safety note:** Always assemble the cab at the lowest landing

While paying attention to proper lifting techniques, place the ceiling on the lift.



Secure the top of the ceiling with the ratchet straps.



Card board can be used to protect the finish of the ceiling while on the lift.



**Note:** Before the ceiling is placed on the car, remove the wing nuts securing the emergency exit panel. Be sure to secure the exit hatch to prevent it from opening inadvertently.



When moving the lift, the cradle should be secured and kept from rotating by attaching the second set of ratchet straps from the base to the cradle.



When rolling the lift across the threshold, cover the sills to keep the wheels from catching on the sill edges.



**Note:** Release the drop door in the decorative ceiling, then remove the wing nuts securing the emergency exit panel. Be sure to secure the exit hatch to prevent it from opening inadvertently.

Once on the car, apply the wheel locks and using the crank assembly rotate the cradle and ceiling to the horizontal position.



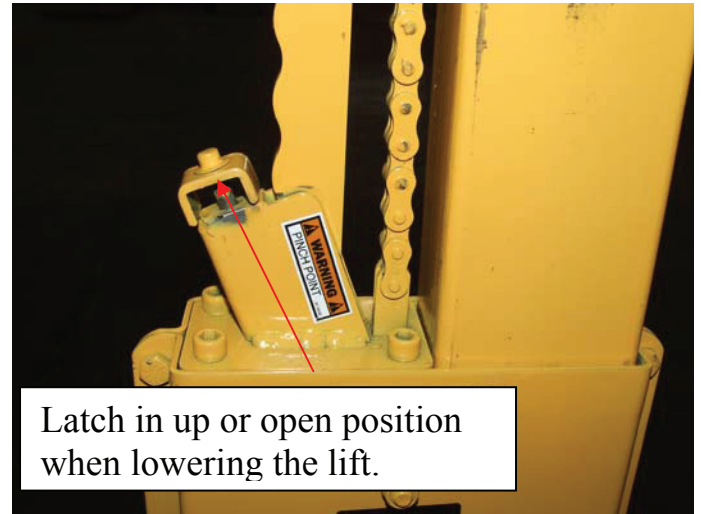
Some lifts may be equipped with a multi-drive option on the tilt control winch mechanism that permits the use of a drill motor to operate the tilting mechanism.





**Important:**

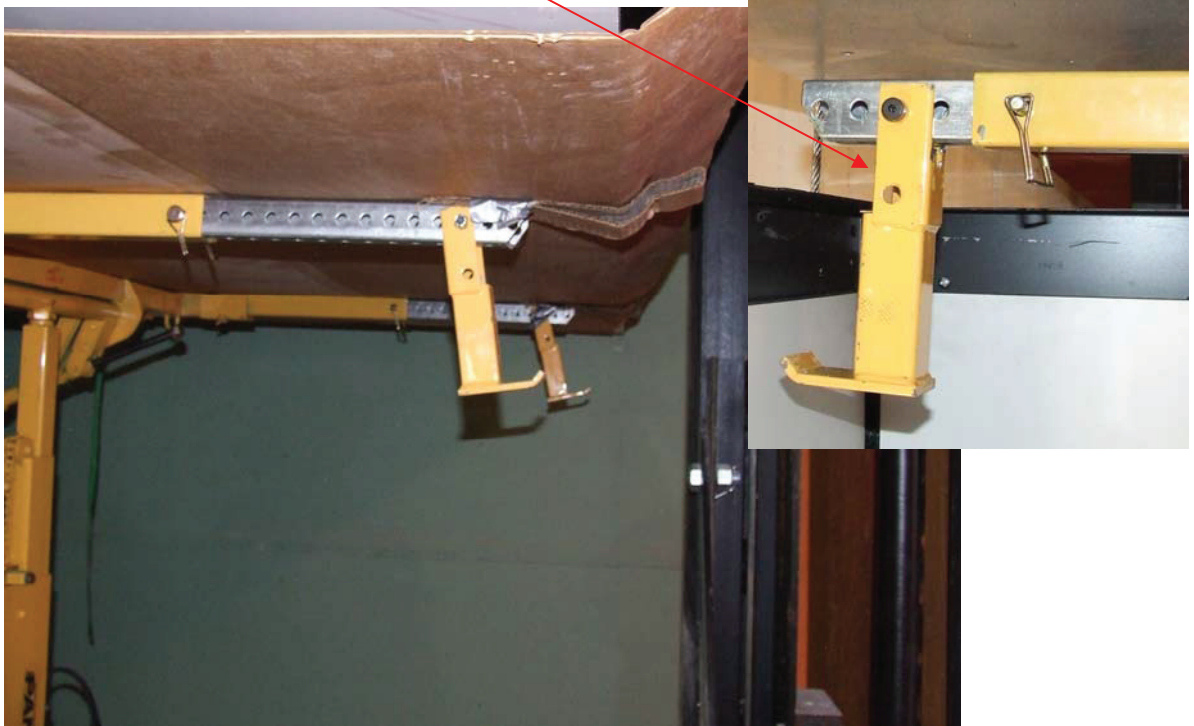
Before lifting the ceiling, double check the safety latch ensuring it is in the safe position.



By opening and closing the gate valve the speed of the cylinder is adjustable. Close the valve, then slowly open to confirm the speed in the up direction prior to operating the lift on the elevator. Then with the weight off of the lift, open the valve so the cradle will easily return the collapsed position



Before lifting the ceiling, remove the pin and pivot the feet down so the ceiling will rest on the cab walls.



Remove the pendant station and stand outside the hoistway when lifting the ceiling.



Assemble the cab walls under the ceiling.



**Note:** Be careful not to hit or damage the ceiling when assembling the cab walls.

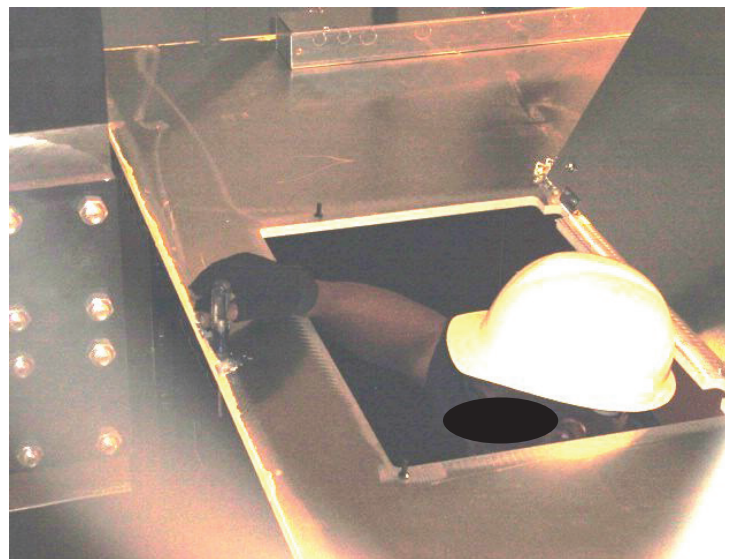


With the cab walls assembled, the ceiling can be lowered to rest on the cab walls.



Open the emergency exit and access the canopy from a ladder. Using an alignment tool, insert the tool through a hole in the canopy and into a hole in the back wall to secure the back wall while installing the hardware in the canopy.

Phillips screwdriver or alignment drift pin.



**Safety note:** Always secure the emergency exit when accessing the car top.



Once the back wall has been secured to the canopy, access the top of the canopy and install the remaining hardware.



**Safety note:** Never access the canopy until the back wall has been secured with bolts.

## PARAGON PRO MANUFACTURING SOLUTIONS INC LIMITED WARRANTY

TELPRO INC products manufactured by PARAGON PRO MANUFACTURING SOLUTIONS INC are warranted to be free from defects in material and workmanship under normal use for one year from date of purchase.

NOTE: The following components of the **PANELIFT® Model 439** Drywall Lift are warranted to be free from defects in material and workmanship under normal use for three years from date of purchase.

Part#	Description		
52-03	#35 chain assembly	52-05	#40 chain assembly
52-07	#50 chain assembly	52-09	1 1/4" #50 roller assembly
52-10	Outer plate set w/ bronze bearings	52-11	Drive assembly
52-12	1/2" x 2 1/4" Shoulder bolt w/ fasteners	52-15	Clutch assembly w/ sprocket
52-16	#40 winch drive chain		

If a TELPRO INC product is proven to be defective in material or workmanship within the covered time frame from the date of purchase, return the defective part to PARAGON PRO MANUFACTURING SOLUTIONS INC and we will either repair or replace the part at our option. We will neither assume nor authorize any other person to assume for us any other liability.

Written notice including commercial invoice detailing the nature of the defect, date of purchase, and the company from which you purchased your unit must be received and acknowledged by PARAGON PRO MANUFACTURING SOLUTIONS INC before any units may be returned. Shipping costs shall be the responsibility of the product purchaser.

This warranty shall not apply to any equipment that has been repaired or altered outside of the factory in any way so as in our judgment to affect its stability or reliability nor which has been subjected to abuse, misuse, or negligence.

PARAGON PRO MANUFACTURING SOLUTIONS INC reserves the right to make changes or improvements in design without incurring obligation to install the same on previous units.

PARAGON PRO MANUFACTURING SOLUTIONS INC shall not be liable for loss, damage, or expense directly or indirectly from use of its products, their transportation, their repair, or from any other cause. Acceptance of the manufacturer's product constitutes agreement to the terms of this warranty and further that the manufacturer shall have no liability for any special or consequential damages.

This Warranty is in lieu of all warranties express or implied.

**Fill in the following information, attach a copy of your sales receipt or invoice and file in a safe place.**

Date of purchase: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name& model# \_\_\_\_\_

Serial #: \_\_\_\_\_

**This product contains trace amounts of the following items which are known to cause cancer and/or developmental harm in the state of California.**

These chemicals are not hazardous under product's intended use.

Please review CAS# for more information.

<b>Chemical</b>	<b>Hazard</b>	<b>CAS#</b>	<b>% By Weight</b>
Arsenic	Cancer	7440-38-2	Trace
Cadmium	Develpmental	7440-43-9	Trace
Chromium	Cancer, Developmental	7440-47-3	Trace
Ethylbenzene	Cancer	100-41-4	Trace
Lead	Cancer	7439-92-1	Trace
Methanol	Developmental	67-56-1	Trace
Methylene Chloride (Dichloromethane)	Cancer	75-09-2	Trace
Nickel	Cancer	7440-02-0	Trace
Propylene glycol monobutyl ether	Cancer	5131-66-8	Trace
Toluene	Developmental	108-88-3	Trace

**PARAGON PRO**  
MANUFACTURING SOLUTIONS

7251 S 42nd St.  
Grand Forks, ND 58201  
701-775-0551  
800-448-0822  
[sales@paragonpromfg.com](mailto:sales@paragonpromfg.com)  
[www.paragonpromfg.com](http://www.paragonpromfg.com)