

Independent Service Operating Procedure

- 1.** Contact AJ at least 24 hours prior to needing this service in order to obtain “special” key – AJ (843-301-3857) or ajb@imchhi.com.
- 2.** Insert Independent Service key into switch marked for Independent Service, turn key to the “on” position.
- 3.** Hall pushbuttons will be rendered inoperable, elevator is controlled from inside the elevator only.
- 4.** Push desired floor pushbutton.
- 5.** Depress the Door Close pushbutton until the elevator door has closed completely, then after the elevator starts moving you may release the Door Close button.
- 6.** The elevator will arrive at the selected floor and open elevator door. The door will remain at that floor with the doors open until another floor is chosen.
- 7.** To put the elevator back into automatic (normal) operation turn the Independent Service to the off position and remove key.