



TOSHIBA

Toshiba Elevator Destination Control System

Instruction Manual

For Operation Management

Please read this instruction manual carefully before operation
for correct and safe use,
and keep the manual handy for future reference.

Introduction

Thank you very much for purchasing Toshiba elevator. In order to ensure the elevator's safe operation, periodic maintenances are required. However, regular inspection by the operator on a daily basis is necessary too.

Please assign operator to be in charge of the elevator's operation.

To use the system correctly, please also refer to the Elevator Instruction Manual [For Operation Management] regarding elevator operation.

After the operator has finished reading this manual, they should keep it where accessible.

When the owner or the operator has changed, please make sure that this manual is handed over to the next owner or operator.

If you find any question or incomprehensible descriptions, please inquiry to our local distributor.

This manual is intended as a guide to maintenance and operation of a Toshiba elevator.

Features of the Destination Control System

The destination controllers are provided in elevator halls and play roles of navigators. Elevator users can access their destination floors losing no time.

Once a user registers the destination floor, an optimum elevator is assigned and coming soon. The user will find the destination floor already been registered when riding on the car.

There are two types of Destination Control System.

- FULL DCS type: Hall destination controllers are on all floors.
- HYBRID DCS type: Hall destination controllers are on main floors.

Terms and Definitions

The owner is the person who owns the elevator.

The operator is the person who directly manages the operation of elevators in use.

The engineer is the person with professional qualifications who is in charge of the maintenance of the elevator.

Please enter into a maintenance contract with our local distributor, to assure your satisfaction with high quality maintenance services.

Ensure quality performance and operation of your elevator.

- We understand the overall structure of the elevator clearly, including the design, manufacture, sales, installation, maintenance, and the correct technical information. Our service has quality assurance.

Ensure efficient repair and parts replacement.

- We supply appropriate parts according to the model and all parts are in stock. Repair service and part replacement are done efficiently.

Fast-action servicing.

- In case of malfunction or emergency, our engineers will be there to fix the problem in a timely manner.

Serviced by professionals.

- Your elevator is always maintained by professionals. Only engineers who possess the technical skills and qualifications will be assigned to take charge of the elevator's maintenance.



Contents

1. Introduction.....	1
2. Definition of Safety Indications	3
3. Safety Precautions.....	4
4. Names and Functions of Device Description	5
5. Operating Procedures	11
6. Troubleshooting	14
7. Guidelines on the Maintenance and Operation of Elevators	15

Definition of Safety Indications

Be aware of the following safety indications and their meaning. These indications are very important in prompting operator and passengers awareness about hazardous actions or locations.

< Description of Labels >



Label	Meaning of label
	Indicates "If erroneously handled, persons may die or be seriously injured *1".
	Indicates "If erroneously handled, persons may be injured*2 and/or only material damage*3 may occur".

*1: "Seriously injured" means blindness, injury, burns (high-temperature and moderate-temperature), electric shock, fractures, poisoning, etc. with long-lasting effects and that require hospitalization and/or long-term hospital visits for treatments.

*2: "Injured" means an injury, burns, electric shock, etc. that require hospitalization and/or long-term hospital visits for treatments.

*3: "Material damage" means extended damage involving assets and materials, and/or involving livestock and pets.

< Description of Symbols >

Symbol	Meaning of symbol
 Prohibited	"⊘" indicates a prohibited action (a forbidden action). The nature of the hazard is depicted in the form of an image or a sentence within or near the symbol.
 Mandatory	"●" indicates a mandatory action (a compulsory action). The nature of the hazard is depicted in the form of an image or a sentence within or near the symbol.

Important notes:

Be sure to observe all safety precautions marked with the WARNING and CAUTION labels, and do not do anything that is not described in this manual in order to avoid injury, death or property damage.

Disclaimer

Toshiba shall not be responsible for any breakdowns or accidents caused by inappropriate management or usage, including but not limited to the following:

- Failure to follow or apply the operating or handling instructions contained herein
- Inappropriate maintenance, inspections and/or repairs
- Unauthorized alterations to the elevator
- Use of parts other than those provided or specified by Toshiba.

Safety Precautions

- The following precautions apply to the owner and the operator of the elevator.
- Follow these instructions.

WARNING



Mandatory

- **Always close and lock the switch box on the car operating panel.**
Passenger may do some inadvertent operation and become trapped or cause some other unexpected accident.
The switches in the switch box should be operated only by the manager, operators nominated by the manager, or engineers.
The manager is responsible for keeping the operation key.

- Passenger should receive the following instructions.

WARNING



Prohibited

- **Handle the destination controller's ten-key pad and push buttons carefully, do not press them too strongly, or handle them roughly. Also, do not press the destination controller's ten-key pad and push buttons with hard or sharp objects.**
Handling the ten-key pad or button roughly may cause a fault or cause passenger to be trapped in the elevator.

CAUTION



No wet hands

- **Do not operate the destination controller's ten-key pad and push buttons with wet hand.**
May cause a short circuit or fault.



Don't touch

- **Do not touch the destination controller's ten-key pad and push buttons more than needed.**
May cause injury or damage.

Names and Functions of Device Description

Basic usage procedure

Enter your destination floor using the “Hall Destination Controller”.
Check the elevator car number displayed on the screen.

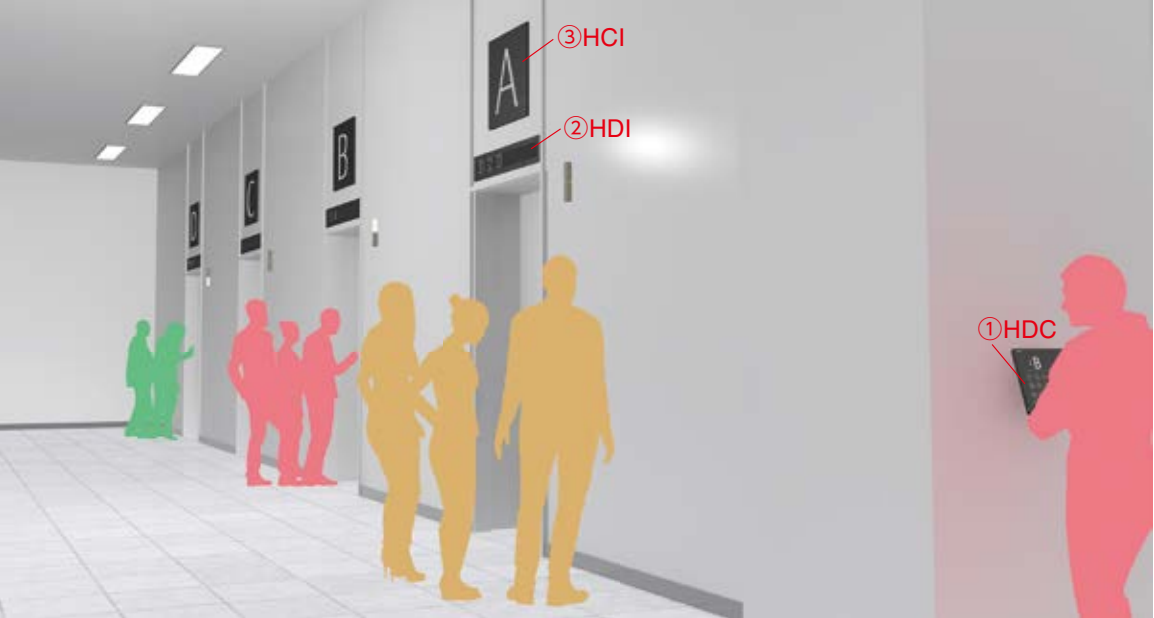


Image car cage design

FULL DCS type











HYBRID DCS type



※Note: In the case of HYBRID DCS type, the floor button of the registered destination floor lights up like the conventional elevator.

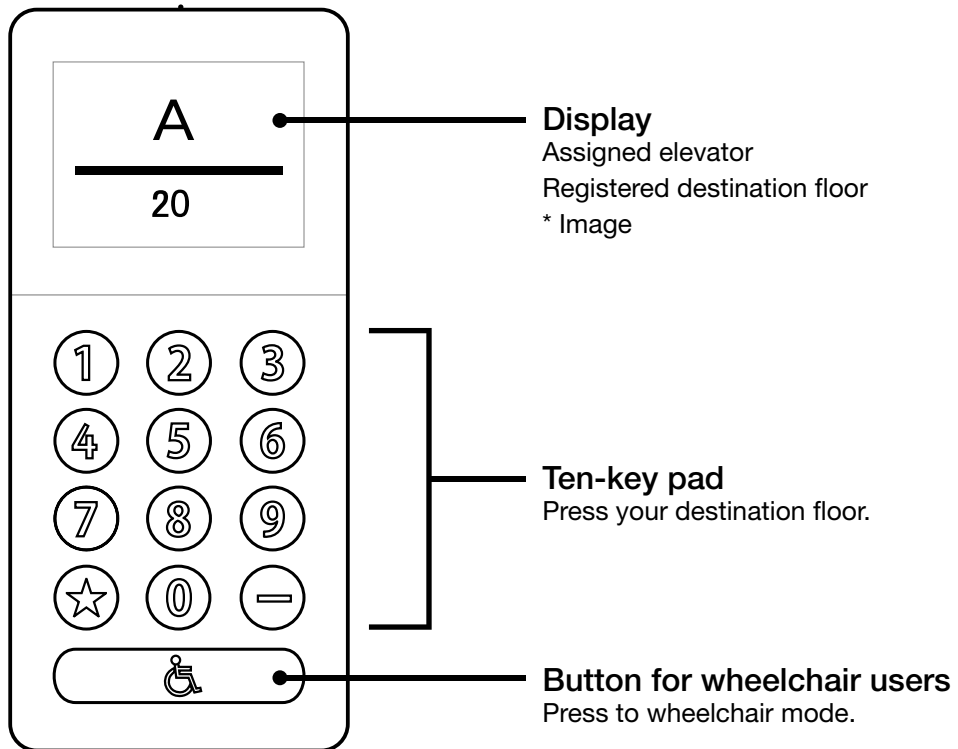
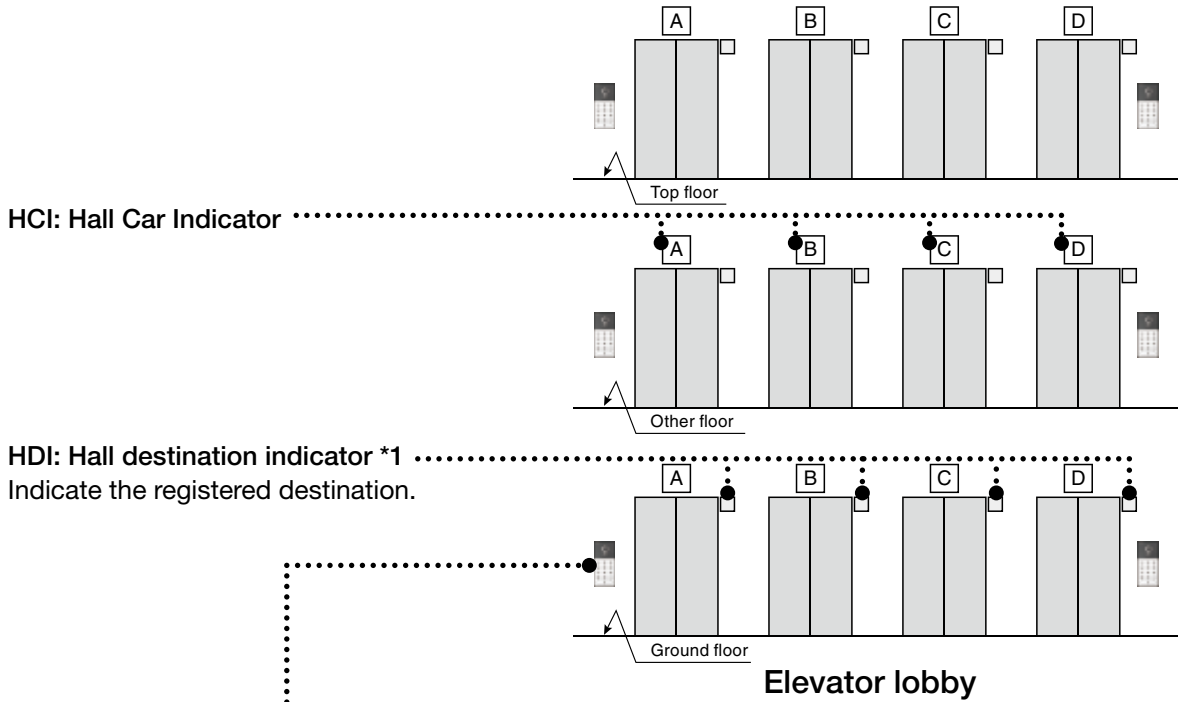
Table of Equipment and Application

DCS Devices	Standard	Optional	Use and conditions
<p>①HDC : Hall Destination Controller</p>	 <p>HDC2-B SUS button type</p>	<p>HDC2-B-C SUS button type activate with card reader type</p>  <p>HDC2-T Touch panel type</p>  <p>※10-key method type display</p> <p>HDC2-T-C Touch panel type activate with card reader type</p>  <p>※Direct input method type display</p>	<ul style="list-style-type: none"> • Input destination floor. • Display shows assigned car No. • Card reader is worked by others • Put your card on the card reader, and card reader will activate. • HDC has two types of installation methods: "hung on the wall type" and "embedding to the wall type". • The touch panel HDC has two display methods on the destination floor registration screen: the "10-key method" and the "Direct input method".
<p>②HDI : Hall Destination Indicator</p>		<p>HDI2</p> 	<p>(The display device is optional only)</p> <ul style="list-style-type: none"> • Install for every car in the hall, display assigned destination floor. • Lantern can be applied instead of HDI, However, arrival forecast lamp is not applicable. <p>Note : A white light or orange light can also be selected for the indicator LED Dot Matrix display.</p>
<p>③HCI : Hall Car Indicator</p>			<ul style="list-style-type: none"> • Display which identifies the assigned car in Hall Car indicator.
<p>④CDI : Car Destination Indicator</p>		<p>CDI2-H</p>  <p>CDI2-V</p> 	<p>(The display device is optional only)</p> <ul style="list-style-type: none"> • Install inside of the car, and display the next stop floor. • Installation to entrance column is acceptable. <p>(Vertical type is also available)</p> <p>Note : A white light or orange light can also be selected for the indicator LED Dot Matrix display.</p>

Names and Functions of Device Description (Continued)

[FULL DCS type]

■ Hall



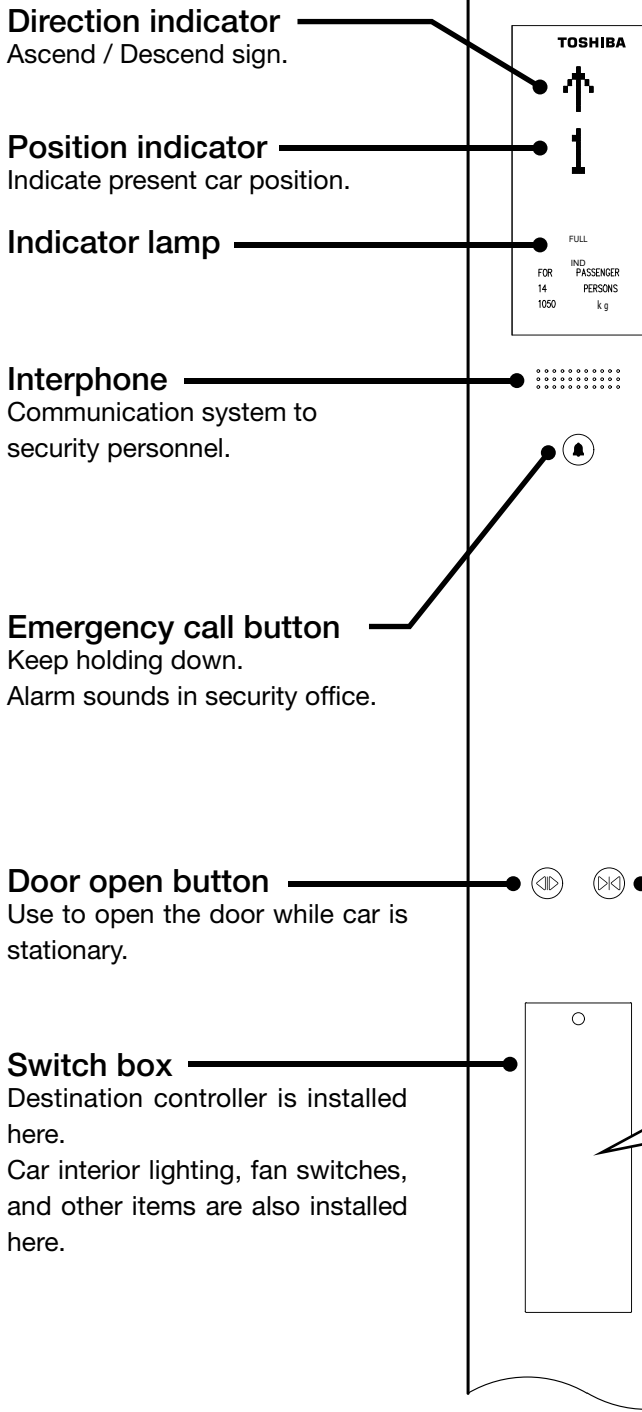
HDC: Hall destination controller

*1: May not be installed, depending on delivery specifications.

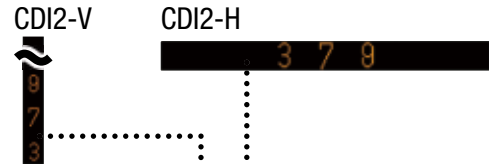
Note: Image is for illustrative purpose only and subject to change without notice.

[FULL DCS type]

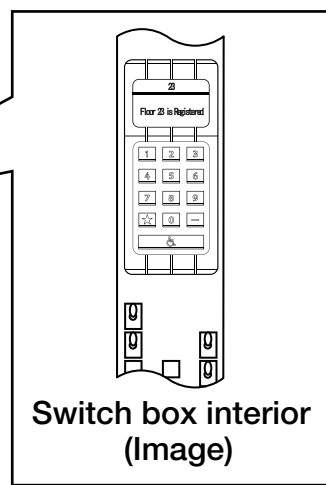
■ Car interior



HDI: Car destination indicator *1
Indicate the registered destination floor.



Door close button
It does not work while normal operation.



Car operating panel

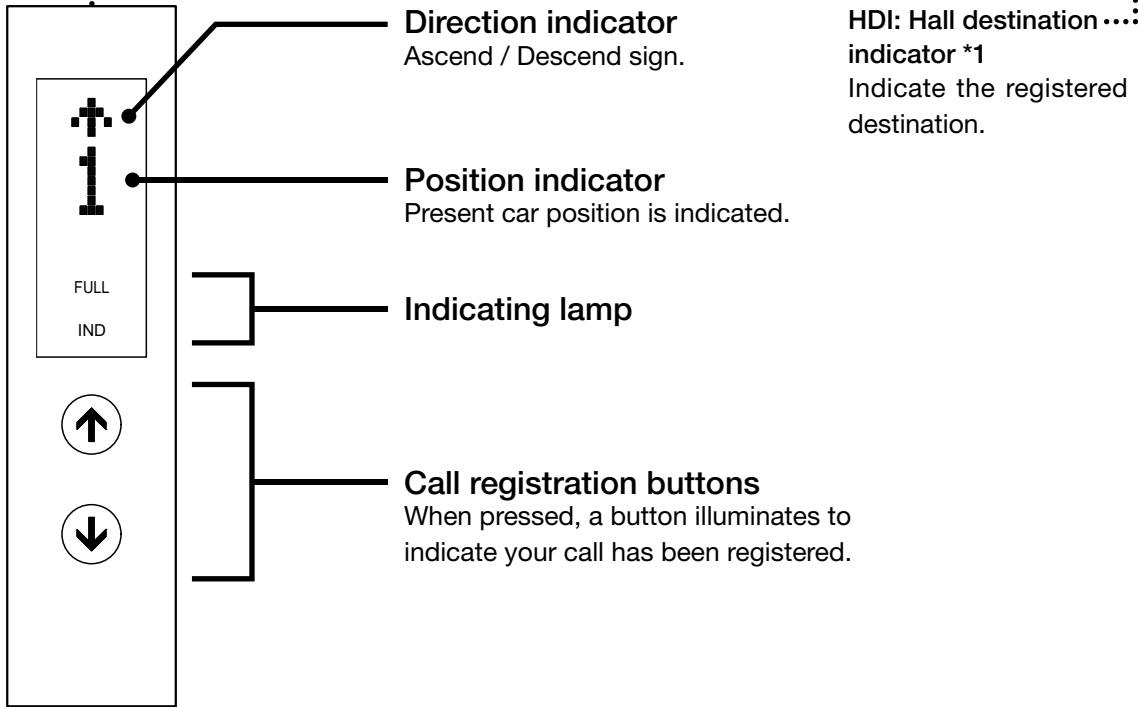
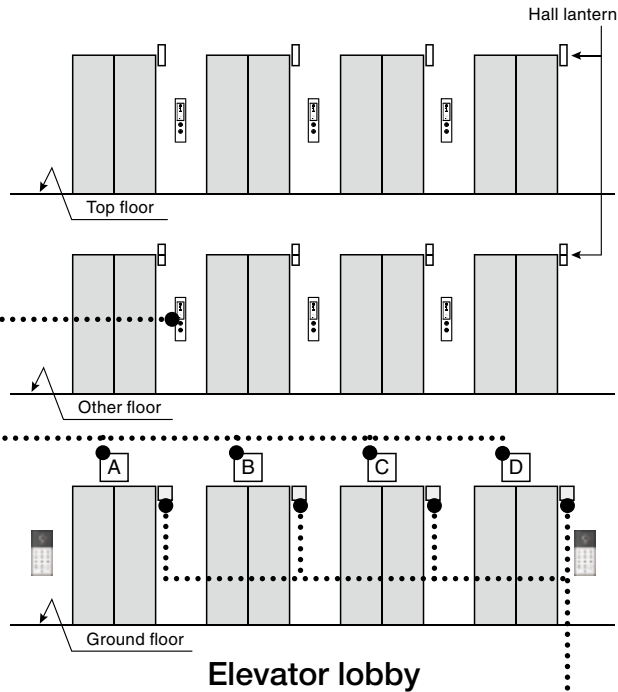
*1: May not be installed, depending on delivery specifications.
Note: Image is for illustrative purpose only and subject to change without notice.

Names and Functions of Device Description (Continued)

[HYBRID DCS type]

■ Hall

(Ground floor: With HDC:
hall destination controllers)
(Top and other floors: No HDC:
hall destination controllers)



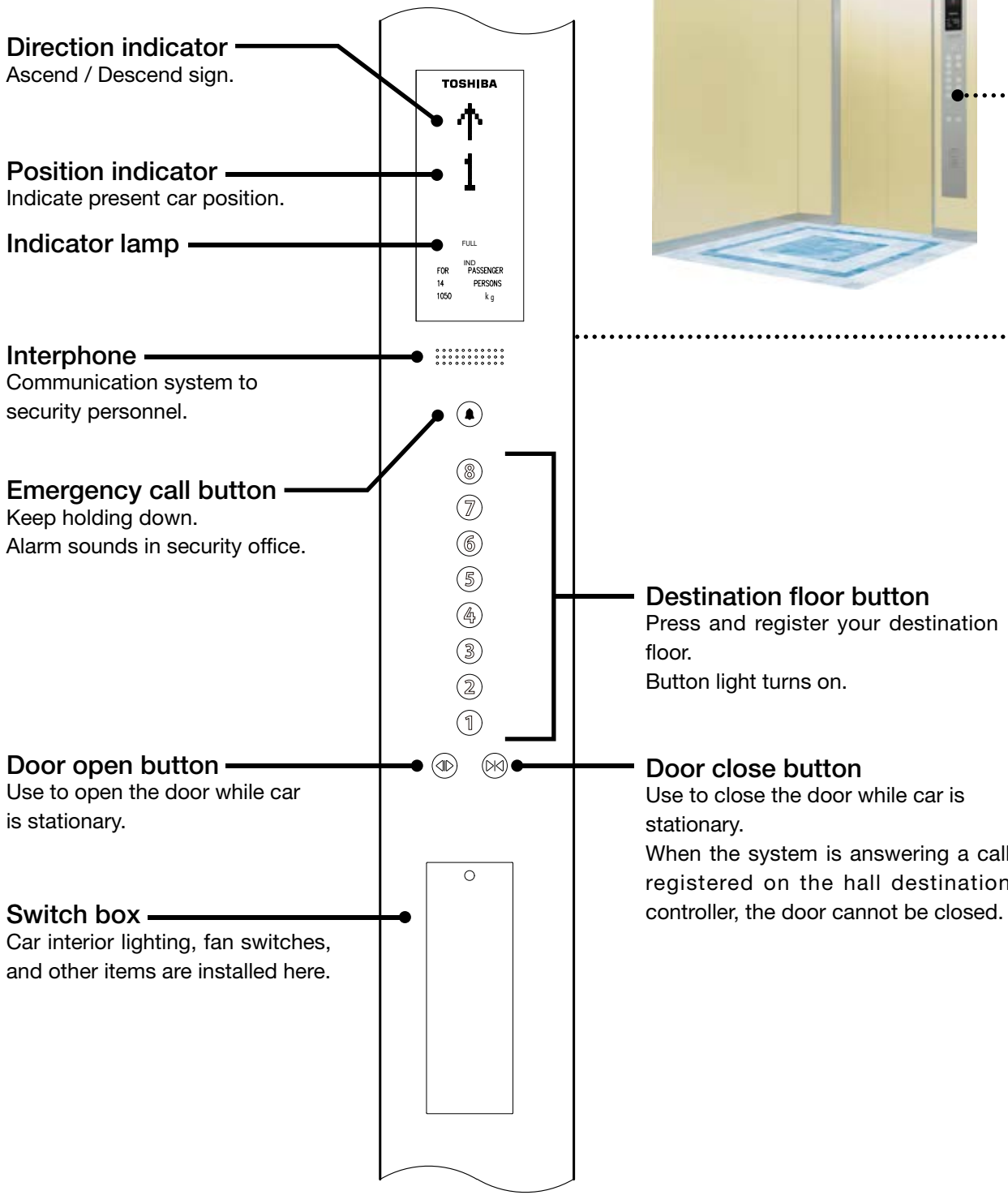
Hall indicator button

Note: Image is for illustrative purpose only and subject to change without notice.

[HYBRID DCS type]

■ Car interior

HYBRID DCS type



Note: Image is for illustrative purpose only and subject to change without notice.

Operating Procedures

[FULL DCS type]

⚠ WARNING

- Handle the destination controller's ten-key pad and push buttons carefully, do not press them too strongly, or handle them roughly. Also, do not press the destination controller's ten-key pad and push buttons with hard or sharp objects.

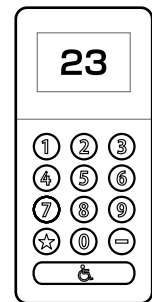
⚠ CAUTION

- Do not operate the destination controller's ten-key pad and push buttons with wet hand.
- Do not touch the destination controller's ten-key pad and push buttons more than needed.

1

Press the number of your destination floor on the ten-key pad of the HDC : hall destination controller.

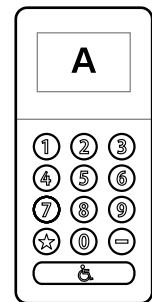
- The numbers you are pressing will appear on the display, it shows the elevator has just registered the destination floor.
- To enter a two-digit floor number, press the tens place number and the ones place number consecutively.
(For example, for the 23rd floor, press ② and then ③.)
- When registering wheelchair call, a wheelchair button is pressed first, and then press the number of your destination floor.



2

Wait at the assigned elevator door.

- If "A" appears on the display, please wait at door of elevator "A".



3

When the elevator arrives and the doors open. Get on the car smoothly.

- The destination floor is already registered.
- After the door opens, it closes automatically after a set time (5 to 15 seconds: The time depends on the elevator). Please keep holding down the door open button of the car operating panel to hold the door open.
- If the loading capacity is exceeded, the buzzer sounds (a voice messages may also be announced). The buzzer sound you step in the car, please leave and wait the next elevator. The buzzer will stops beeping and the door will closes.

4

The elevator arrives at your destination floor and the doors open. Get off the car smoothly.

- The doors will soon close.

[HYBRID DCS type]

- Ground floor (The floor which installed HDC : hall destination controller)

⚠ WARNING

- Handle the destination controller's ten-key pad and push buttons carefully, do not press them too strongly, or handle them roughly. Also, do not press the destination controller's ten-key pad and push buttons with hard or sharp objects.

⚠ CAUTION

- Do not operate the destination controller's ten-key pad and push buttons with wet hand.
- Do not touch the destination controller's ten-key pad and push buttons more than needed.

1

Press the number of your destination floor on the ten-key pad of the HDC : hall destination controller.

- The numbers you are pressing will appear on the display, it shows the elevator has just registered the destination floor.
- To enter a two-digit floor number, press the tens place number and the ones place number consecutively.
(For example, for the 23rd floor, press ② and then ③.)
- When registering wheelchair call, a wheelchair button is pressed first, and then press the number of your destination floor.



2

Wait at the assigned elevator door.

- If "A" appears on the display, please wait at door of elevator "A".



3

When the elevator arrives and the doors open. Get on the car smoothly.

- The destination floor is already registered.
You cannot register your destination floor with the car operating panel buttons.
- After the door opens, it closes automatically after a set time (5 to 15 seconds: The time depends on the elevator). Please keep holding down the door open button of the car operating panel to hold the door open.
- If the loading capacity is exceeded, the buzzer sounds (a voice messages may also be announced). The buzzer sound you step in the car, please leave and wait the next elevator. The buzzer will stops beeping and the door will closes.

4

The elevator arrives at your destination floor and the doors open. Get off the car smoothly.

- The doors will soon close.

Operating Procedures (Continued)

- Top and other floors (The floor which not installed HDC : hall destination controller)

WARNING

- Handle the push buttons carefully, do not press them too strongly, or handle them roughly.
Also, do not press the push buttons with hard or sharp objects.

CAUTION

- Do not operate the push buttons with wet hand.
- Do not touch the push buttons more than needed.

1

The call registration button of a direction to go to (“UP” or “DOWN”) is pushed.

- The pushed button light turns on.
- The button light does not turn on when the elevator is not in service.



2

When the elevator arrives and the doors open. Get on the car smoothly.

- After the door opens, it closes automatically after a set time (2 to 10 seconds: The time depends on the call). Please keep holding down the door open button of car operating panel to hold the door open.
- If the loading capacity is exceeded, the buzzer sounds (a voice messages may also be announced).

The buzzer sound you step in the car, please leave and wait the next elevator.
The buzzer will stops beeping and the door will closes.

3

Push your destination floor button.

- The pushed button lights on and the destination floor is registered.
- The door is closed and the elevator start to the destination floor.
- If the destination floor button of opposite direction is pushed, it is canceled at the time of direction reversal.

Please push a destination floor button once again.




4

The elevator arrives at your destination floor and the doors open. Get off the car smoothly.

- The doors will soon close.

Troubleshooting

■ Cannot register two-digit floor numbers

- To register a two-digit floor number, press the tens place number and the ones place number consecutively within about a second. If you leave the space seconds between two numbers, a wrong floor might be registered.
(For example, you are going to register the 23rd floor, but if you leave the space seconds between ② and ③, the 2nd floor might be registered.)
- To register a two-digit floor number for wheelchair call, press a wheelchair button first, then press the tens place number and the ones place number consecutively within about 3 second. If you leave the space seconds among buttons for wheelchair users, the tens place number or the ones place number, you might register a floor different from your intention.
( example, you are going to register the 35th floor, but if you leave the space seconds between ③ and ⑤, the 3rd floor might be registered.)
- If a wrong floor was registered, press the correct floor number again.

■ The assigned elevator is fully occupied and you cannot enter inside

- Press your destination floor number again.

■ If you get on wrong an elevator, which your destination floor is not registered

- Please exit the elevator and press your destination floor number again.
- You cannot register your destination floor in the elevator car. (FULL DCS type)
- If you get on the elevator from a floor where the hall destination controller is installed, you cannot register your destination floor on the car operating panel. (HYBRID DCS type)

■ Elevator stops at every floor (FULL DCS type)

- Failure of a registration function of the controller is considered as possible cause.
Please contact our company or our local distributor. However, you can operate the elevator with a backup system.

■ Elevator stops at ground floor where the hall destination controller is installed (HYBRID DCS type)

- Failure of a registration function of the controller is considered as possible cause.
Please contact our company or our local distributor. However, you can operate the elevator with a backup system.

Guidelines on the Maintenance and Operation of Elevators

■ About maintenance and operational management of an elevator

• To engineers

WARNING

■ Use the lubricant which is specifically designed for Toshiba standard elevator

Otherwise, inadequate lubrication might cause elevator to fall.

■ Implement periodical inspection and maintenance checks.

If checks are not implemented, failures cannot be detected early, which may lead to accidents or faults. Please consult with us.

The elevators should be inspected and maintained regularly to ensure the safe use of elevators and its performance.

Please consult with our company or our local distributor regarding inspection and maintenance.

Note

Contact Toshiba regarding the disposal of elevators.

As described herein, elevators must be a safe means of transportation that can be used conveniently in our daily life. Of course, to ensure safety, the equipment itself must be designed to be safe, but at the same time, it should also be properly used and maintained. In order to prevent accidents and ensure safety of passengers, the owner and the operator of elevators should fully understand the elevators, perform daily inspection and proper maintenance.



Safety Cautions

- Observance of relevant laws / regulations are required.
- Read the entire "Instruction Manual" carefully before use, for important information about safety, handling and operation.

TOSHIBA

Toshiba Elevator and Building Systems Corporation

72-34, Horikawa-cho, Saiwai-ku, Kawasaki
212-8585, Japan
PHONE: +81-44-331-7057 FAX: +81-44-548-9597

- The data given in this catalogue are subject to change without notice.
- Revised publication effective Dec,2020