

## 5. OPERATING PROCEDURES

### 1. BEFORE OPERATING THE TRUCK

Be sure that you have read and understand the information in this Operator's Manual and are trained and authorized before operating the lift truck.

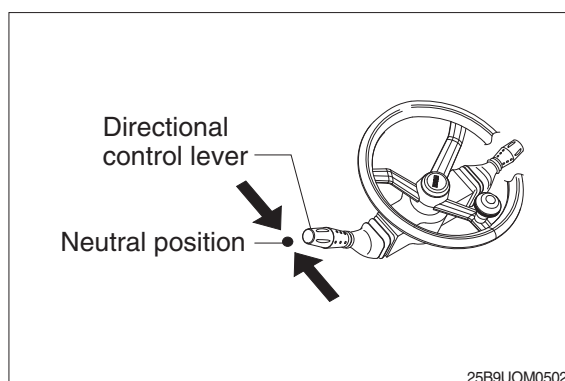
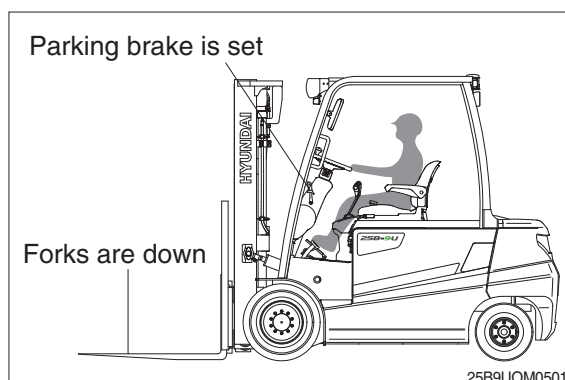
- ⚠ This equipment can be dangerous if not used properly. Safe operation is the responsibility of the operator.
- ⚠ Do not start or operate the truck or any of its functions or attachments, from any place other than the designated operator's position.
- ⚠ Inspect your lift truck before operating at the start of day or shift. Before putting your truck to use, check the operation of the controls and all systems.
- ⚠ Protect yourself. Do not operate truck without a DRIVER'S OVER HEAD GUARD unless conditions prevent its use. Do not remove overhead guard unless specifically authorized. Use special care if operation without this safety device is required.

### 2. STARTING FROM A SAFE CONDITION

Always start from a safe condition. Before operating a lift truck, make sure that:

- 1) The parking brake is applied.
- 2) The forks are fully lowered to the floor or ground.
- 3) You are familiar with how all the controls function.
- 4) All controls are in neutral or other correct position.
- 5) A lift truck has received its daily inspection and is ready to operate.

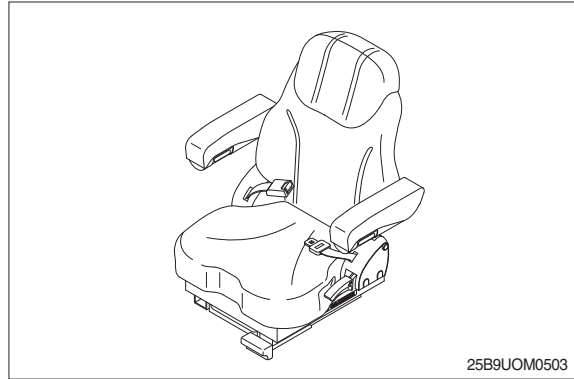
**Put the direction control lever in the NEUTRAL position, before turning the key switch to ON. The truck should start only in the NEUTRAL position.**



### 3. ADJUSTING THE SEAT

- 1) Adjust the seat to a comfortable position for you. Adjust the seat by moving and holding the release lever at the front edge of the seat.
- 2) Put the seat in a position that will provide easy reach to all controls. Release the seat lever. Make sure that the seat locking mechanism is engaged.

**⚠ Never adjust the driver's seat while the truck is moving, to avoid the possibility of loss of control and of personal injury.**

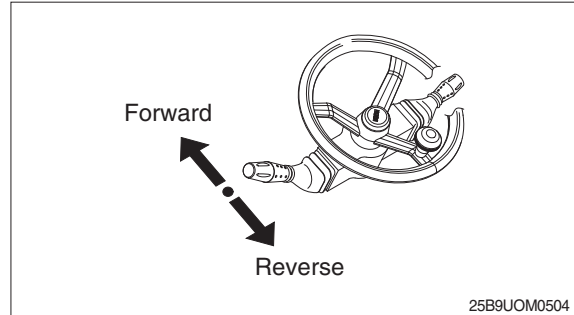


## 4. STARTING THE TRUCK

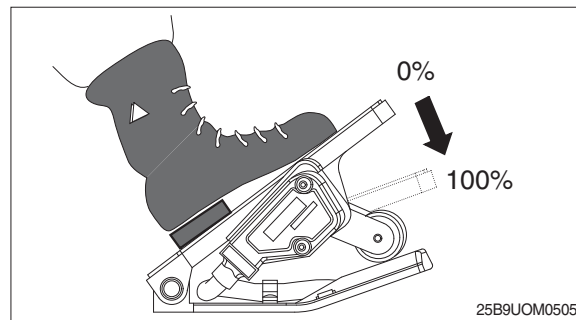
Before you start the truck, make sure that you have taken all the above mentioned precautions and that the directional control lever is in NEUTRAL. Also you must sit down on the seat before starting the truck. To start the truck, turn the key switch clockwise to the ON position.

### 1) RUNNING

- (1) Place the directional control lever on the FORWARD position (or REVERSE position) and gradually step on the accelerator pedal.
- (2) The vehicle will start forward (or backward).

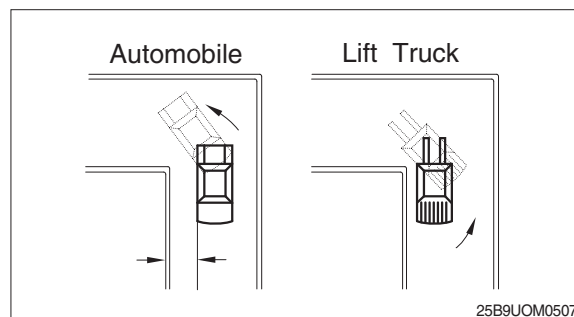
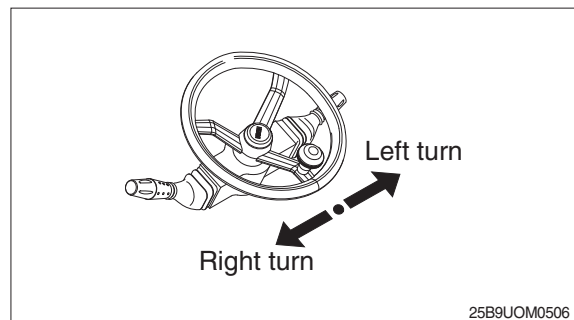


- (3) The speed can be controlled from zero to top speed by varying the amount of accelerator pedal depression .



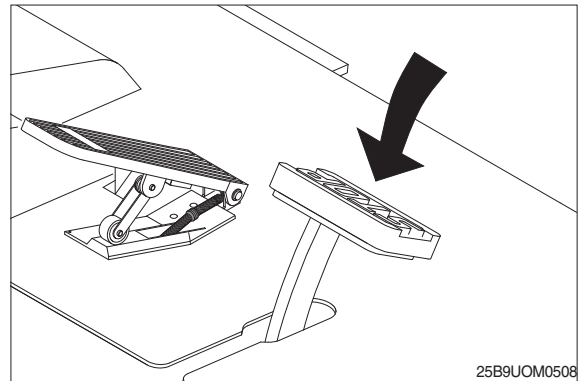
### 2) TURNING

- (1) Hold the steering wheel or knob with the left hand to operate the steering.
- (2) Fork lift trucks are steered by the rear wheels.
- (3) So when travelling FORWARD, keep to the inside and when travelling in REVERSE, keep to the outside when turning.
- (4) When turning, do not let the outside of the counterweight touch anything.

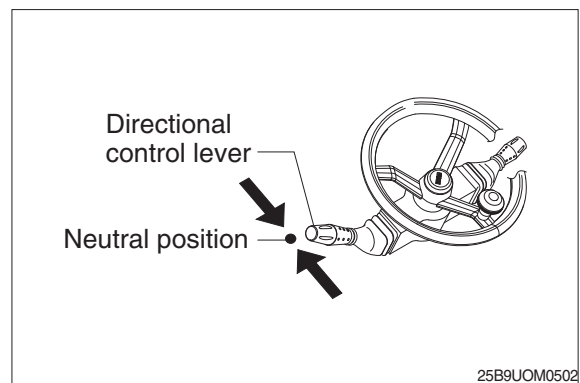


### 3) STOPPING AND PARKING

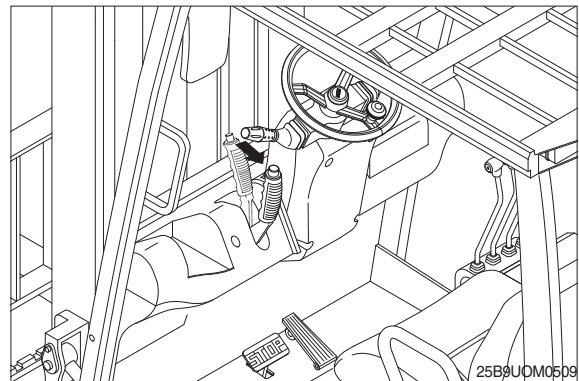
- (1) Release the foot from the accelerator pedal beforehand and allow the speed to drop before stepping on the brake pedal.



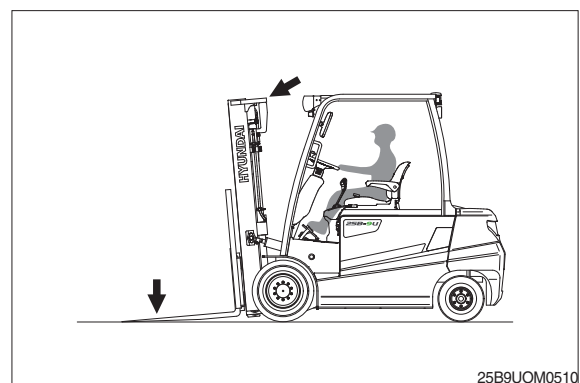
- (2) When the vehicle is parked, return the directional control lever to the neutral position.



- (3) Next, pull up the parking brake lever fully.



- (4) Lower the fork to the lowest position. Tilt the mast forward a little.



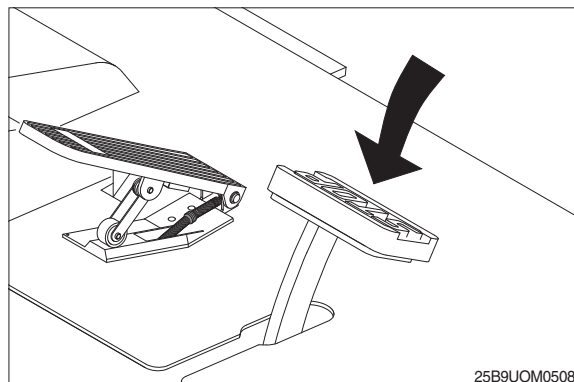
## 5. CONTROLLING SPEED

With the directional control lever in FORWARD or REVERSE, put your foot on the accelerator pedal and push down smoothly until the truck is moving at the desired speed.

## 6. BRAKING

To stop the truck, lift your foot from the accelerator pedal and put it on the brake pedal. Push down on the brake pedal in a smooth, firm motion until the truck is stopped.

- ▲ Stop a lift truck as gradually as practical. Hard braking and wheel sliding are dangerous, increase wear and can cause you to lose a load and damage to the lift truck. Can cause tip-over.



## 7. PLUGGING

- 1) You can change direction, without braking, by **"plugging"**. As you are traveling, move the directional control lever to the opposite direction and keep the accelerator pedal depressed. The truck should be slow to a smooth, controlled stop and then accelerate in the opposite direction.
- 2) You can control the plugging distance with the accelerator pedal :  
The farther the accelerator is depressed, the shorter the reversal distance.

- ▲ Be careful when plugging. Any sudden change in direction can cause the load to move or fall off the forks.

## 8. OPERATING SAFELY

Safe operation is the responsibility of the operator.

### 1) Watch where you are going. Don't go if you can't see...

- (1) Before driving, check all around to be sure that your intended path of travel is clear of obstructions and pedestrians.

**▲ LOOK WHERE YOU DRIVE. Watch out for pedestrians, other vehicles, obstructions (especially overhead), and drop-offs. If the load blocks your view, drive backwards, except up slopes.**

- (2) Do not allow anyone to stand or pass under the load or raised forks.  
Watch for people in your work area even if your truck has warning lights or alarms. They may not watch for you.
- (3) Sound horn at intersections and wherever vision is obstructed.  
Do not drive a truck up to anyone standing in front of an object.

### 2) Protect yourself and those around you...

- (1) Operate the truck only from the designated operator's position. Stay within the confines of the lift truck profile dimensions. Keep all body parts inside the operator's compartment and away from the danger of passing obstructions. Keep under overhead guard.

**※ An overhead guard is intended to offer protection to the operator from falling objects, but cannot protect against every possible impact. Therefore, it should not be considered a substitute for good judgement and care in loading, handling, storage, etc.**

**▲ Keep clear of the mast and lift mechanism. NEVER reach into or put hands, arms, legs, or head into or through the mast structure or near the carriage or lift chains. Never put any part of your body between the mast and the truck.**

**Don't use the mast as a ladder.**

**Keep all other persons clear of the load and mast mechanism while attempting to handle a load.**

### 3) No riders.

- (1) Do not carry passengers. The operator is the only one who should be on the truck.

### 4) Always be in full control of your lift truck...

- (1) Never operate a lift truck or its attachments if you are not in the designated operator's position.
- (2) Never operate a lift truck when your hands and feet are wet or greasy.
- (3) Always pick the smoothest travel route for your lift truck. Avoid bumps, holes, slick, spots, and loose objects or debris in your path that may cause the truck to swerve or tip. If these conditions are unavoidable, slow down and carefully drive past them. Slow down for wet or slippery surfaces.
- (4) Avoid any sudden movement, it can cause the machine to tip-over.  
Start, stop, travel, steer, and brake smoothly.
- (5) Operate your lift truck under all conditions at a speed that will permit it to be brought safely to a stop.

- (6) Travel with the fork carriage tilted back and raised only enough to fully clear the ground or obstacles. When the carriage (load) is in an elevated position the stability of the truck is reduced.
- (7) Do not elevate the load except during stacking.

#### **5) Grades, ramps, and inclines.**

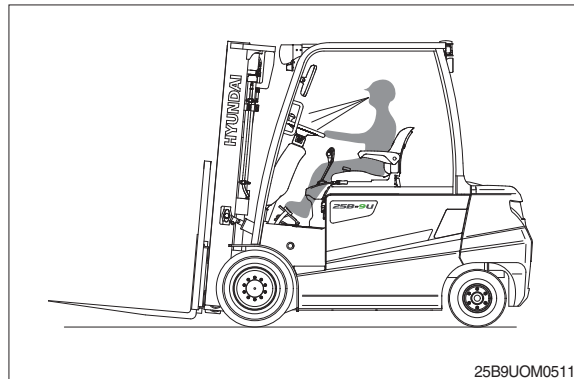
- (1) Use special care when operating on ramps, inclines, and uneven areas. Travel slowly. Travel straight up and down. Do not turn or drive at an angle across an incline or ramp. Do not attempt to operate on grades in excess of those specified and/or recommended by the manufacturer.
- (2) When the truck is loaded, travel with the load upgrade. When the truck is empty, travel with lifting mechanism (mast) downgrade.
- (3) Always brake with the right foot pedal (not with the inching pedal) when travelling down incline.

#### **6) Practice safe operation every time you use your truck...**

- (1) Careful driving and operation is your responsibility. Be completely familiar with all the safe driving and load handling techniques in this Operator's Manual. Use common sense. Drive carefully; do not indulge in stunt driving or horseplay. Observe traffic rules. Watch for people and hazards. Slow down, be in full control of your lift truck at all times.
- (2) Follow the instructions in this manual to avoid damage to your truck or the possibility of injury to yourself or others.
- (3) During your work, observe all functions of your lift truck. This allows you to immediately recognize a problem or irregularity that could affect the safe operation of your truck.
- (4) Periodically check the gauges and warning indicator lights in the instrument panel to be sure they indicate a normal condition. If an abnormal condition appears bring the machine to a safe condition and safe location, shut off the starting switch immediately and report the problem.

**⚠ Do not continue to operate a truck that has a malfunction. Stop and have it fixed.**

**⚠ Always wear your seat belt when operating your truck.**



## 9. LOAD HANDLING

### 1) GENERAL

Handle only loads that are within the truck rated capacity as shown on the nameplate. This rating specifies the maximum load that should be lifted. However, other factors such as special load handling attachments, load of a high center of gravity, or uneven terrain may dictate that the safe working load be less than the rated capacity. Under these conditions, the operator must reduce the load carried so that the lift truck remains stable.

Handle only stable or safely arranged loads. Do not handle loads made up of loose, unevenly stacked, or unstable items that can easily shift and fall. Take the time to correctly stack and hand loose items. Center the load on the forks.

Do not lift anything that might fall on the operator or a bystander. Do not handle loads that are higher than the fork carriage unless the load is secured so that no part of it can fall backward.

Keep the load back against the LBR. Loads placed out on the ends of the forks can make the lift truck less stable and more likely to tip up.

Lift and lower with the mast vertical or tilted slightly back-never tilted forward.

Operate lift and tilt controls slowly and smoothly. Never tilt the mast forward when the carriage (load) is raised, except to pick up or deposit a load over a rack or stack.

**⚠ Slack chains mean rail or carriage hang-up. Raise the mast before you move. If the mast malfunctions in any way or becomes stuck in a raised position, operate the lift control to eliminate any slack chains by raising the carriage. DO NOT go under a raised mast or forks to attempt repairs. DO NOT climb the mast or the truck.**

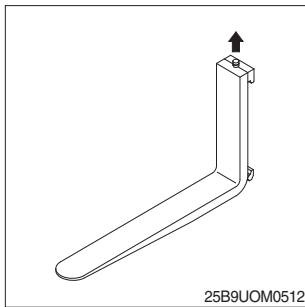
Remember your truck is designed to carry loads forward of the front wheels so that the weight of the load is counter balanced by the weight of the truck.

The farther the load is carried from the pivot point (center of front wheels), the less the weight on the steer wheels. Therefore, always carry the load as close to the front wheels as possible (back and flush against the face of the forks.)

The capacity load shown on the nameplate represented by a cube in weight is evenly distributed, with the center of gravity located a standard distance from the face of the forks. If the weight of the actual load to be handled is not evenly distributed, put the heaviest part closest to the carriage.



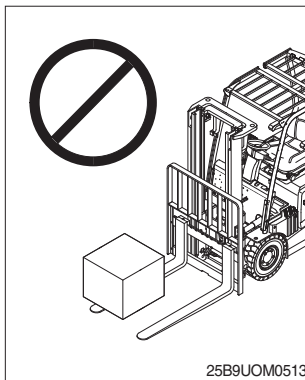
## 2) ADJUSTING THE LOAD FORKS



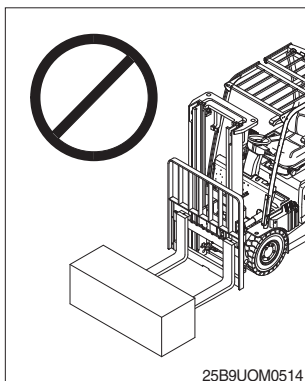
The load forks are adjustable on the hanger, carriage. Forks should be spaced as far apart as the load will allow. Both forks should always be the same distance from the center of the fork carriage. To adjust the forks, raise the carriage slightly. Tilt the mast fully forward to reduce friction and make the fork slide easier. Unlock the fork locking pins. Position the forks by pushing them away from you. Secure the fork locking pins.

**▲ Make sure the load backrest (LBR) or fork retaining bolts are fasten securely in place.**

## 3) LOAD ON FORKS



- (1) Do not elevate the load with one fork.  
Loading with one fork cause the tip over, serious injury or death of operator. The work can cause the height difference between both fork tips.



- (2) Do not elevate the load with the ends of the forks.  
This work can cause the height difference tips due to overload in the end of the forks.  
The load should be loaded at least over 2/3 of fork length.

#### **4) TRAVELING WITH LOAD**

Travel with load or carriage as low as possible and tilted back. Never travel with the load or carriage raised (elevated) in a high position. Do not elevate the load except during stacking.

Observe all traffic regulations and watch for other traffic, pedestrians, and safe clearances. Always look in the direction of travel. Keep a clear view of the path of travel and when the load blocks your visibility, travel in reverse with load trailing (except when climbing an incline).

Avoid sudden movements when carrying a load-start, stop, travel, steer, and brake smoothly. Steer clear of bumps, holes, and loose materials or debris on the ground. Lift and tilt slowly and smoothly. Go slowly when turning. Cross railroad tracks slowly and at an angle wherever possible.

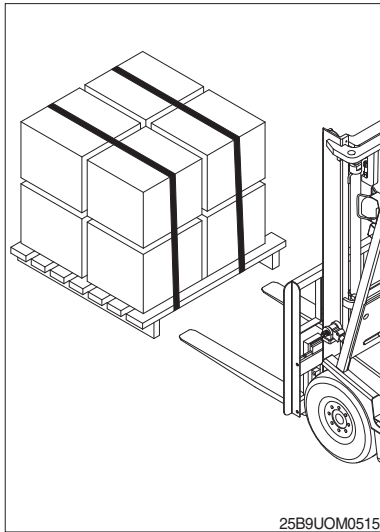
Use special care when handling and traveling with long, high, or wide loads-to avoid losing the load, striking bystanders or obstructions, or tipping the truck.

Watch clearances around the truck and load as you travel. Raise the forks or attachment only to pick up or stack a load. Look out for obstructions, especially overhead.

Be aware that exaggerated tail swing, when turning while traveling forward, is a characteristic of lift trucks that are steered by the rear wheels. Accordingly, you need to become accustomed to tail swing and always check the tail swing area of the counterweight to be sure it is clear before you turn.

Always be concerned about the stability of your lift truck. When attachments are used, extra care should be taken in securing, manipulating, positioning, and transporting the load. Because attachments generally add extra weight and complexity to the truck, operate trucks equipped with attachments as partially-loaded trucks when not handling load.

## 5) PICKING UP AND MOVING LOADS



When picking up a load from the ground, approach the load slowly and carefully align the truck square with the load. The forks should be adjusted to fit the load or pallet being handle and spread as wide as possible to provide good stability and balance. Before lifting, be sure the load is centered and the forks are fully under and supporting the load. Fork length should be at least 2/3 of load length. With the lift and tilt controls, adjust the forks to the correct height and angle for freely engaging the load pallet. Move forward until the forks are squarely and completely under the load.

**▲ Be Sure that the forks do not extend beyond the load, causing damage or tipping of other adjacent loads or materials behind the load being moved.**

If the forks are longer than the load, move the tips partially under the load without extending beyond the load. Raise the load to clear the ground. Back out several inches, or whatever distance is necessary, then set the load down and move forward until the load is positioned against the carriage.

Raise the load from the ground or stack by tilting the mast back just enough to lift the load from the surface. When stacking or tiering, use only enough backward tilt to stabilize the load.

Then raise the load to traveling height and tilt fully back to travel (except for loads that must be transported as level as possible).

## 6) UNLOADING

To deposit a load on the floor after being moved into the correct position, tilt the mast forward to a vertical position and lower the load.

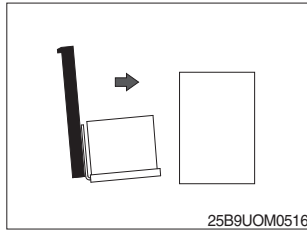
Adjust the fork height and tilt the mast forward slightly, as necessary, for smooth removal of the forks from the load (pallet).

Carefully back away to clear the forks from the load.

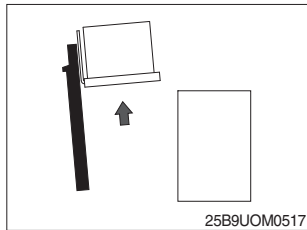
Raise the forks to traveling height and tilt forks to a level position 150~200 mm (6~8 in) off the floor.

## 7) STACKING

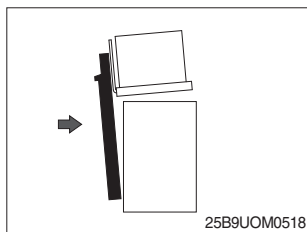
### (1) To put a load on a stack



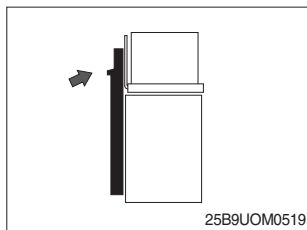
- ① Approach slowly and align the lift truck and load squarely with the stack.



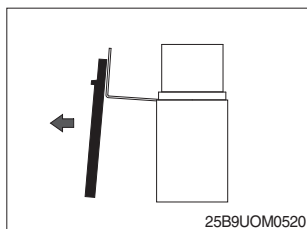
- ② Raise the load as the lift truck nears the stack.



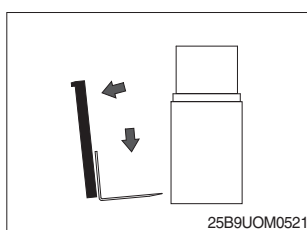
- ③ Move forward slowly until the load almost touches the stack. The leading edge and sides of the load pallet should line up exactly with the near edge and side of the load or rack on which you are stacking.



- ④ Stop close to the stack and further lift the load high enough to clear the top of the stack. Slowly move the load into position. Use care not to damage or move adjacent loads.
- ⑤ When the load is aligned with the stack beneath it, tilt the mast to the vertical position and carefully lower the load onto the top of the stack.



- ⑥ Lower the forks slightly to clear the load pallet. Tilt the forks forward slightly, if necessary.



- ⑦ Check your travel path, then carefully back away until the forks are clear of the stack. Stop and lower the forks to the travel position [150~200 mm (6~8 in) above the ground], then tilt back for travel.

**(2) To move a load from a stack**

Approach the stack carefully, truck lined up squarely with the load. With mast vertical, raise the forks to the correct height for freely engaging the load pallet. Adjust fork angle as necessary to fit squarely under the load. Move (inch) forward until the forks are under the load.

**Be sure that the forks do not extend beyond the load**, causing damage or tipping of other adjacent loads or materials behind the load being moved. If the forks are longer than the load, move the tips partially under the load without extending beyond the load.

Raise the load to clear the under surface. Back out several inches, then set the load down and move forward until the front face of the forks contacts the load. Be careful that the fork tips now clear the adjacent load or material behind the load being moved.

Raise the load from the stack by tilting the mast back just enough to lift the load from the surface. Or, with the mast still vertical, raise the forks until they begin to lift the load. at this point, apply the minimum back tilt that will stabilize the load.

Check your travel path, slowly back up until clear of the stack, stop, and then lower the load to the travel position [150~200 mm (6~8 in) off the ground]. Tilt full back to travel (except for certain loads that may have to be transported as level as possible). Be sure the load is back flush against the carriage or front face of the forks.

※ **Certain loads must be transported as level as possible.**

## 10. SHUT DOWN PROCEDURE

※ **Always leave your lift truck in a safe condition.**

1) When you leave your truck, or park it, follow these safety rules

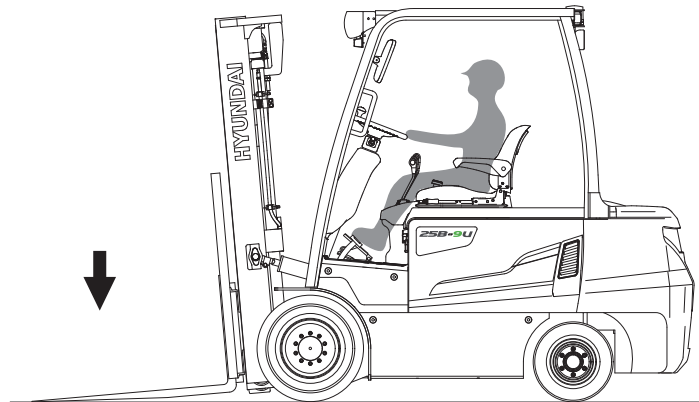
- (1) Park in a safe area away from normal traffic.
- (2) Never park on a grade.
- (3) Never park in areas that block emergency routes or equipment, access to fire aisles, or stairways and fire equipment.

2) Before leaving the operator's position

- (1) Bring the truck to a complete stop.
- (2) Put the directional control lever in the NEUTRAL position.
- (3) Apply the parking brake.
- (4) Lower the lifting mechanism-carriage and forks or attachment fully to the ground.

3) In addition, when leaving the truck unattended

- (1) Tilt the mast forward until the forks are level and flat on the ground.
- (2) Turn the starting switch to the OFF position and remove the key.
- (3) Block the wheels, if the truck must be left on an incline or you have any doubt about the truck moving from a safe position.



25B9UOM0522