

VESTIL MANUFACTURING CORP.

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VWS-770-AA -MANUAL HAND-WINCH STACKER

OPERATION AND MAINTENANCE MANUAL



Receiving instructions:

After delivery, IMMEDIATELY remove the packaging from the product in a manner that preserves the packaging and maintains the orientation of the product in the packaging; then inspect the product closely to determine whether it sustained damage during transport. If damage is discovered during the inspection, immediately record a complete description of the damage on the bill of lading. If the product is undamaged, discard the packaging.

NOTES:

- 1) Compliance with laws, regulations, codes, and non-voluntary standards enforced in the location where the product is *used* is exclusively the responsibility of the owner/end-user.
- 2) VESTIL is **not liable** for any injury or property damage that occurs as a consequence of failing to apply either:
- a) Instructions in this manual; or b) Information provided on labels affixed to the product. Neither is Vestil responsible for *any* consequential damages sustained as a result of failing to exercise sound judgment while assembling, installing, using or maintaining this product.

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PRODUCT INTRODUCTION



Thank you for purchasing Manual Hand Winch Stacker ("VWS," "Manual Stacker," "truck," or "unit") offered by Vestil Manufacturing Corporation ("Vestil"). Our winch stackers are durable, high-quality products that combine safety features and low-maintenance mechanisms. Despite the product's relatively simple mechanics, all personnel must familiarize themselves with the safe operation instructions provided in this manual.

Specifications appear in the table below:

Model	Net Wt. (lbs.)	Service Range (in)	Fork Size (WxL) inches	Capacity (lbs.) LOAD CENTER <u>15"</u>	Turning Radius (in)	Overall Size (WxLxH) in inches
VWS-770-AA	361	1 ^{9/16} to 59"	31/8x30	770	38	48x44x78
VWS-770-FF	361	3% to 59"	31/8x30	770	38	24½x48x78

Vestil Manufacturing Corp. created this manual to acquaint owners and users of our electric pallet trucks with safe operation and maintenance procedures. Employers are responsible for instructing employees to use the product properly. Employees and any other persons, who might foreseeably use, repair, or perform maintenance on the stacker must read and understand every instruction BEFORE using the device. Stacker operators should have access to the manual at all times and should review the directions before each use. Contact Vestil for answers to any question you have after reading the entire manual.

Although Vestil diligently strives to identify foreseeable hazardous situations, this manual cannot address every conceivable danger. The end-user is ultimately responsible for exercising sound judgment at all times.

SAFETY PRINCIPLES

We offer two types of manual winch stackers (VWS-770-AA, VWS-770-FF): 770 pound (~350kg) capacity models. Each unit conforms to the <u>generalized</u> specifications disclosed in this manual and fulfills our demanding standards for quality, safety and durability.

Vestil Manufacturing Corp. recognizes the critical importance of workplace safety. Each person who might participate in operation or maintenance of the product must read this manual. Read the entire manual and fully understand the directions BEFORE using or performing maintenance on the stacker. If you do not understand any instructions, contact Vestil for clarification. Failure to adhere to the directions in this manual might lead to serious personal injury or even death.

Vestil is **not liable** for any injury or property damage that occurs as a consequence of failing to apply the safe operation and maintenance procedures explained in this manual or that appear on labels affixed to the product. Furthermore, failure to exercise good judgment and common sense may result in property damage, serious personal injury, or death, and also are **not the responsibility of Vestil**.

This manual applies the hazard identification methods suggested for instruction manuals by the American National Standards Institute (ANSI). In accordance with ANSI guidelines for hazard identification language, this manual classifies personal injury risks and situations that could lead to property damage with SIGNAL WORDS. These signal words announce an associated safety message. The reader must understand that the signal word chosen indicates the seriousness of that hazard according to the following convention:

A DANGER

Identifies a hazardous situation which, if not avoided, <u>WILL</u> result in DEATH or SERIOUS INJURY. Use of this signal word is limited to the most extreme situations.



Identifies a hazardous situation which, if not avoided, COULD result in DEATH or SERIOUS INJURY.



Indicates a hazardous situation which, if not avoided, COULD result in MINOR or MODERATE injury.



Identifies practices not related to personal injury, such as operation that could damage the cart. No safety alert symbol (equilateral triangle enclosing an exclamation point) accompanies this signal word.

SAFETY GUIDELINES

Failure to read and understand the instructions included in this manual before using or servicing the stacker constitutes misuse of the product. Study the entire manual before you use the stacker for the first time and before each subsequent use. Read the manual to refresh your understanding of the safe use and maintenance procedures. If questions remain after you finish reading the manual, contact Vestil for answers. DO NOT attempt to resolve any problem with the stacker unless you are certain that it will be safe to use afterwards.

ADANGER To decrease the risk of electrocution:

- DO NOT contact or operate the stacker close to electrified wires or other sources of electricity;
- Before operating the Stacker, always inspect the area where you will use it.

AWARNING Improper use might result in serious personal injuries to the operator and/or bystanders. To minimize the possibility of injury, ALL persons who might operate, perform maintenance on, or service the S3 must read, understand and apply the following instructions:

- DO NOT operate the Stacker unless and until you are:
 - 1. Trained to use the machine; AND
 - Certified as a trained operator by your employer in accordance with U.S. OSHA regulations (29 CFR §1910.178) and any standards incorporated by reference (e.g. ANSI/ITSDF B56.1-2005).
- DO NOT attempt to lift or transport loads that exceed the rated capacity.
- Inspect the machine before each use; DO NOT use the Stacker unless it is in normal condition. Normal operating condition exists if VWS passes the inspection and functions tests.
- DO NOT use the unit until you read and understand the entire owner's manual. Review the manual before each use AND before performing maintenance on the device.
- DO NOT use the Stacker if the load-supporting elements sustain any structural damage. Structural elements include, but are not limited to, the forks, carriage, wheels, winch and winch cable. If structural damage is present, immediately tag the unit "Out of Service" and inform maintenance personnel of the problem.
- DO NOT use the Stacker if it makes unusual noises during operation.
- DO NOT attempt to lift an unevenly distributed load. Always center and evenly distribute the load on the forks.
- DO NOT operate stacker on ramps or grades.
- DO NOT leave VWS unattended while it supports a load. Always fully lower the forks, and then completely disengage the skid or pallet.
- DO NOT modify the stacker without first receiving written authorization from Vestil. <u>Unauthorized</u> modifications may make stacker unsafe to use.

NOTICE To maximize the service life of the stacker and to prevent damage:

Always store the machine in a secure, dry location where it will not interfere with traffic or other activities.

REMOVING THE Stacker FROM THE SHIPPING PALLET:

Stacker is shipped in ready-to-use condition. However, it must first be removed from the shipping pallet before it can be used for the first time.

AWARNING DO NOT attempt to pull the stacker off of the pallet; it might tip over and cause bodily injuries or property damage. To minimize the risk of injury to yourself or other persons, perform the following steps to remove the machine from the shipping pallet:

- 1. Remove all packing material.
- 2. Inform all personnel not participating in the unpacking process to clear the area.
- 3. Lift the stacker off of the pallet using a hoist or a with a capacity of at least 1,000 pounds. Always apply the proper hoisting procedures or forklift operation practices you learned during your training program.

To remove the VWS stacker from the shipping pallet using a hoist:

Connect the sling to both hook points on the Mast (1 on each side; the picture below only shows the hook point

on the left side); then lift the unit no more than 6-8 inches above the pallet. The VWS stacker will tilt towards the front end. Additionally, it may swing from side-to-side once free of the pallet if you did not properly position the hoist above the center of the sling. Stabilize the suspended stacker with one hand, and stand safely to the side while operating the hoist.



Operation Instructions:

The operating instructions in this manual are meant to *supplement* the operation recommendations of ITSDF standard B56.10-2006. According to the standard, the VWS is a, "Manually propelled high lift industrial truck". Safe operation of this type of device is the operator's responsibility.

AWARNING DO NOT operate the winch lift until you read AND understand all of the instructions. If you do not understand an instruction, contact Vestil for clarification.

- · Review ALL of the safety guidelines on before each use;
- ALWAYS use proper lifting techniques;
- Enlist a coworker to help you lift, load, and unload the VWS;
- DO NOT use the lifter on stairs.

NOTICE An "Operator" is a person who is trained and authorized to control a manually propelled high lift industrial truck. ONLY persons who have successfully completed the suggested training program outlined in B56.10-2006 should operate the VWS. Operators must:

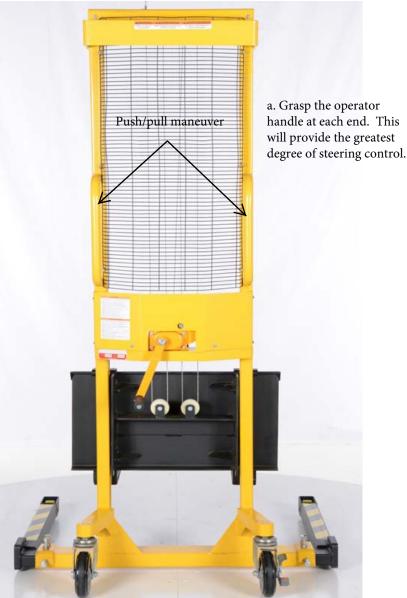
- Develop safe working habits and an awareness of hazardous conditions occurring or present during operation of the lifter;
- Inspect the area where the lifter will be used **before each use** to identify unusual operating conditions. Implement additional safety precautions as conditions require. Such conditions might include:
 - 1. Irregularities in the floor/surface;
 - 2. Debris or other obstructions on the floor/surface;
 - 3. Avoid ground surfaces or surfaces that cannot support the weight of yourself, the lifter and the load either together or separately;
- Perform the following function test before each use:
 - 1. Test the Winch: raise and lower the forks;
 - 2. Test the brakes: press down on the brake lever to engage the brakes; then attempt to push the lift forward.
 - 3. Test the casters: push the lifter to test the casters.

The end-user bears responsibility for verifying that the lifter complies with all regulations, codes, and standards that apply in the location where it is *used*.

Inspect the lifter as recommended in the "Maintenance and Inspection" section of this manual (p. 10). Use the lifter ONLY IF the lifter passes the inspection and is deemed safe to use by designated inspection personnel.

Always maneuver the VWS from the "Operator's Position" using the Normal Maneuvering Stance shown

below



b. Walk behind the lifter and keep your feet clear of the castors After you arrive at the unloading

<u>Step 3</u> Move the lifter to a position near the intended load and lock the locking caster.

<u>Step 4</u> Move the load to the desired location.

Step 5: Return the lifter to its storage location. Engage the brakes, fold the winch handle, fully lower the forks, and set the handle latch pin to lock the winch handle

at a comfortable height;

Lock the castor;

Remove the load.

destination:

Lower the forks until they are a few inches above the legs.

Turn the winch clockwise until the load is positioned



AWARNING DO NOT operate the VWS until you read AND understand every instruction. If you do not understand an instruction, contact Vestil for clarification. To reduce the possibility of sustaining or causing serious personal injuries, ALWAYS:

- 1. Make sure that all other persons clear the area while you use the stacker.
- 2. Apply the fork truck operation and lifting practices learned during your operator training, and applied by your employer. Follow the instructions below <u>ONLY to the extent that they do not disagree with the operating practices</u> required by your employer.
 - Make sure that the net weight to be lifted (load + skid) does not exceed the rated load (capacity) of the stacker;
 - Center and evenly distribute the load on the forks. The load must not project more than 2" beyond the tips of the forks.
- 3. Review the safety guidelines on p. 3 before each use:
 - Apply proper loading techniques;
 - Ask a coworker to help you load and unload the lifter.
- 4. "Operator" means a person, who is trained and authorized to use a manually propelled high lift device. ONLY persons who have successfully completed a training program, like the courses outlined on p.
- 4-5 of B56.10-2006, should operate the stacker. Safe operation requires operators to:
 - Develop safe working habits and a process for identifying hazards that exist or might be encountered during operation;
 - Conduct thorough inspections of the usage area to identify unusual/hazardous conditions. Walk the path you will use to transport loads with the lifter beforehand. Do not use the VWS lift if the floor (or other supporting surface) is uneven or damaged or cannot support the <u>combined weight of the operator</u>, the lifter and the load.
 - Make sure that the lifter has been inspected as recommended in the "Inspections & Maintenance" section of this manual. Use the lifter <u>ONLY IF it is deemed safe to use by designated inspection personnel</u>.

To engage a pallet/skid, push the unit to a position in front of the intended load. Before engaging the load, confirm that the forks will fit within the fork pockets. Fully lower the forks to allow them to slide into the fork pockets of the skid. Confirm that the net weight of the load plus the skid do not exceed the capacity of the Stacker.

Continue forward until either the skid rests against the back (vertical/upright portion), or the forks are as far underneath the skid as they can be. When the skid contacts the back of the forks, lock the brake, and then crank the winch handle to lift the skid off of the ground/supporting surface.

Proper Transport Configuration: To avoid unintended contact between the skid/pallet and surface features, transport the load to the desired location with the forks elevated.

To release the load, stop in the desired location; fully lower the forks; and then pull the stacker until the forks are no longer beneath the skid/pallet.

Maintenance and Inspections:

Only trained, authorized persons should inspect of and maintain this device. The end-user is responsible for ensuring that the lifter is properly inspected and maintained.

RECORD OF SATISFACTORY CONDITION (THE "RECORD")

Record the condition of the stacker before putting it into service. Thoroughly photograph the unit from multiple angles so that all operating mechanisms are clearly visible. Take close range photographs of the labeling applied to the stacker. Raise and lower the forks. Describe the operation of the winch. Describe sounds heard as the forks rises and descends. Include detailed descriptions about the frame, winch, rollers, wheels, casters, carriage, mast rollers, and the lifting mechanisms (winch, cable, and pulleys). How much effort is required to turn the winch? Collate all photographs and writings into a single file. Give the file a name that clearly identifies it. This file is a record of the unit in satisfactory condition. Compare all inspection results to the record to determine whether the truck is in satisfactory condition. Purely cosmetic changes, like damaged paint/powder coat are not changes from satisfactory condition. However, touch-up paint to be applied to all affected areas as soon as damage occurs.

INSPECTIONS & MAINTENANCE

Regular inspections and maintenance are necessary to keep the stacker in normal condition. Compare the results of each inspection to the *Record* to determine whether the unit is satisfactory condition or requires repairs or replacement parts. If you are uncertain whether a part requires repair or replacement, contact *Technical Service* for assistance.

- Periodically lubricate moving parts.
- · Keep the product clean and dry.
- Only use manufacturer-approved replacement parts.

At least once per week, inspect the following components:

- 1. Winch, winch mounting bracket, cable, carriage rollers, and pulley. Cycle the forks up and down. Listen for unusual noises and watch for binding or rough movement as the carriage moves. If the carriage does not move smoothly or makes noise as it moves up or down the upright, apply a silicon wax or silicon spray to the inside of the mast frame. Examine the winch. Make sure that the spool is intact and rotates smoothly when the handle is turned. Inspect the mounting bracket. The winch should be solidly attached to the bracket. Tighten all loose fasteners. Lower the carriage and examine the <u>cable for reeving</u>, <u>stretching</u>, <u>thinning portions</u>, <u>etc.</u> Confirm that the pulley rotates freely and is securely fastened to the mast.
- 2. <u>Frame (mast, base)</u>: Examine the frame members for damaged welds, severe rusting, cracks, bends, etc. Remove rust with steel wool. Clean the affected areas and apply touch-up paint.
- 3. Wheels, rollers, and casters: Check each wheel, caster, and roller for wobbliness, damage, and severe wear. All should roll smoothly. Clean them to remove debris from the surfaces, if necessary.
- 4. Hardware: Examine the pins, bolts, nuts, etc. Tighten loose fasteners. Replace all damaged fasteners.

<u>Maintenance</u>: Implement a maintenance program to ensure that the lifter functions normally for as long as possible. Page 9 of ANSI/ITSDF standard B56.10-2006, "Manually propelled high lift industrial trucks", describes recommended maintenance procedures. A copy of the standard is downloadable for free from the ITSDF website (<u>www.itsdf.org</u>). Apply those recommendations in conjunction with the following steps.

- 1. Tag the lifter, "Out of Service."
- 2. Inspect the lifter as described above. If deformity, corrosion, rusting, or excessive wear of structural members is present, permanently remove the lifter from service.
- 3. Remove any dirt or other matter from the cable and pulleys and other lifter surfaces.
- 4. Perform all other necessary adjustments and/or repairs. DO NOT modify the lifter.
- 5. Make a dated record of the repairs, adjustments and/or replacements made.

LIMITED WARRANTY

Vestil Manufacturing Corporation ("Vestil") warrants this product to be free of defects in material and workmanship during the warranty period. Our warranty obligation is to provide a replacement for a defective original part if the part is covered by the warranty, after we receive a proper request from the warrantee (you) for warranty service.

Who may request service?

Only a warrantee may request service. You are a warrantee if you purchased the product from Vestil or from an authorized distributor AND Vestil has been fully paid.

What is an "original part"?

An original part is a part used to make the product as shipped to the warrantee.

What is a "proper request"?

A request for warranty service is proper if Vestil receives: 1) a photocopy of the <u>Customer Invoice</u> that displays the shipping date; AND 2) a <u>written request</u> for warranty service including your name and phone number. Send requests by any of the following methods:

MailFaxEmailVestil Manufacturing Corporation(260) 665-1339sales@vestil.com2999 North Wayne Street, PO Box 507PhoneAngola, IN 46703(260) 665-7586

In the written request, list the parts believed to be defective and include the address where replacements should be delivered.

What is covered under the warranty?

After Vestil receives your request for warranty service, an authorized representative will contact you to determine whether your claim is covered by the warranty. Before providing warranty service, Vestil may require you to send the entire product, or just the defective part or parts, to its facility in Angola, IN. The warranty covers defects in the following <u>original dynamic components</u>: motors, hydraulic pumps, electronic controllers, switches and cylinders. It also covers defects in <u>original</u> parts that wear under normal usage conditions ("<u>wearing parts</u>"), such as bearings, hoses, wheels, seals, brushes, and batteries.

How long is the warranty period?

The warranty period for original components is <u>90 days</u>. The warranty period begins on the date when Vestil ships the product to the warrantee. If the product was purchased from an authorized distributor, the period begins when the distributor ships the product. Vestil may extend the warranty period for products shipped from authorized distributors by *up to* 30 days to account for shipping time.

If a defective part is covered by the warranty, what will Vestil do to correct the problem?

Vestil will provide an appropriate replacement for any *covered* part. An authorized representative of Vestil will contact you to discuss your claim.

What is not covered by the warranty?

- 1. Labor;
- 2. Freight;
- 3. Occurrence of any of the following, which automatically voids the warranty:
 - Product misuse:
 - Negligent operation or repair;
 - Corrosion or use in corrosive conditions;
 - Inadequate or improper maintenance;
 - Damage sustained during shipping;
 - Accidents involving the product;
 - <u>Unauthorized modifications</u>: DO NOT modify the product IN ANY WAY without first receiving written authorization from Vestil. Modification(s) might make the product unsafe to use or might cause excessive and/or abnormal wear.

Do any other warranties apply to the product?

Vestil Manufacturing Corp. makes no other express warranties. All implied warranties are disclaimed to the extent allowed by law. Any implied warranty not disclaimed is limited in scope to the terms of this Limited Warranty.



MARKINGS:

Only use the lifter if ALL labels are readable and undamaged. Contact Vestil for replacement labels if necessary, and DO NOT use the pallet truck until all replacement labels are affixed to the device.

Proper label placement is shown below:

Label #220

AWARNING	ADVERTENCIA	AAVERTISSEMENT
KEEP CLEAR WHEN IN USE	MANTENGASE ALEJADO CUANDO SE ESTA OPERANDO	SE TENIR À DISTANCE LORS DU FONCTIONNEMENT
VECTI MANUFACTUDING CODDODATIONA Appelo Indiano UCA a Diano (200) See 7596 a color @vectil com a various contil com		



Label #527

A WARNING

Only trainged, authorized persons should operate this device. Improper operation might result in serious personal injuries sustained by the truck operator and/or bystanders. Operators must observe the following safety-enhancing practices:

- BEFORE operating, inspect mast, carriage, forks/deck, cable/chain, wheels, and brakes for damage. DO NOT use if damaged.
- ALWAYS walk travel path before using truck to identify hazards:
- ✓ DO NOT contact electrical lines or overhead objects with device or load;
 ✓ DO NOT travel up/down inclines if an alternate route is available;
- ✓ DO NOT travel over debris.
- ONLY travel with forks/deck in lowest position appropriate for conditions.
- ALWAYS center and evenly distribute loads on forks/deck.
- ALWAYS secure load to forks/deck.
- ONLY drive or operate truck functions from operator position.
- DO NOT exceed maximum rated load (capacity).
- DO NOT allow people to ride on device.
- DO NOT lift loads over people; DO NOT permit people to walk beneath the forks/deck when raised (loaded or unloaded).
- DO NOT leave unattended UNTIL fully lowered AND unloaded.
- DO NOT modify device in any way.

ADVERTENCIA

Solo personas entrenadas y autorizadas deben operar este equipo. La operación inadecuada podria resultar en daños serios al operario del camión y/o a los transeuntes. Los operarios deben observar y seguir las siguientes prácticas de seguridad:

- ANTES de usar, inspeccione el mástil, el equipo, las horquillas/plataforma, cable/cadena, ruedas y frenos por daóos. NO use si se observan daños.
- SIEMPRE camine el trayecto de viaje antes de usar el camón para identificar riesgos:
- ✓ NO toque las lineas eléctricas u objectos altos con el dispositivo o la carga;
 ✓ NO viaje en inclinaciones de subida y bajada si hay otra ruta alternativa;
- ✓ NO viaje sobre desechos.
- SOLO viaje con las horquillas/plataforma en la posición de descenso más apropiada
- para las condiciones.
 SIEMPRE centre y distribuya las cargas uniformemente en las horquillas/plataforma
- SIEMPRE centre y distribuya las cargas uniformemente en las norquillas
 SIEMPRE asegure la carga a las horquillas/plataforma.
- SOLO conduzca u opere las functiones del camión desde la posición del operario.
- NO exceda la capacidad máxima tasada de carga.
- NO permita que la gente viage en el equipo.
 NO eleve las cargas sobre la gente; NO permita que la gente camine debajo de las
- horquillas/plataforma cuando este elevada (con carga o sin carga).
- NO deje el equipo desantendido HASTA que este completamente cargado Y descargado.
 NO modifique el equipo de ninguna manera.

VESTIL MANUFACTURING CORPORATION

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527 • Rev 1109

Label #658

▲ WARNING	ADVERTENCIA	▲ AVERTISSEMENT
Do not operate or move with unabble loads DO NOT LOAD beyond rated capacity DISTRIBUTE LOAD EVENLY DO NOT sit or ride	No cargue mas de la capacidad taxada DISTRIBUYA LA CARGA A NIVEL	Ne pas utiliser avec une charge instable NE PAS CHARGER au-deit du débit nominale DISTRIBUER la charge régulairement NE PAS VOUS ASSEOIR OU VOUS PROMENER aur le charlet

Label #212

I	▲ WARNING	▲ ADVERTENCIA	▲ AVERTISSEMENT
Ш	LOCK CASTER and/or	La RUEDECILLA de la	LOCK CASTER et/ou SOL LOCK lors
Ш	FLOOR LOCK when	CERRADURA y/o el PISO	du chargement et de déchargement
Ш	loading and unloading	CIERRAN al cargar y descargar	212 Rev 0111

Label #208

AWARNING	ADVERTENCIA	A AVERTISSEMENT
KEEP CLEAR OF	MANTENGASE ALEJADO DEL	SETENIR À DISTANCE DU
PINCH POINT	PUNTO DE CORTE	POINT DE PINCEMENT
VESTIL MANUFACTURING CORPORATION • Phone (260) 665-7586 • Fax (260) 665-1339 • sales@vestil.com • www.vestil.com • Phone (260) 665-1339 • Sales@vestil.com • Www.vestil.com		