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TELETOWER®

Instruction and Reference Manual for models TTA02, TTA02TB, TTG02, TTG02TB



**For use as a TOWER or a PODIUM
Seven working heights**

INTRODUCTION

Thank you for purchasing the **TELETOWER®**.

The **TELETOWER®** is manufactured in aluminum with an anodised finish. It is built to withstand the toughest handling and working conditions. It is suitable for DIY, trade and professional applications. Spare parts are readily available.

You may already be familiar with using similar equipment but the **TELETOWER®** is unique and we recommend you to take time and read these instructions. They are designed to familiarize you with the features of the system and to ensure you get the very best performance from your purchase.

Keep these instructions in a safe place for future reference.

For more information about the **TELETOWER®** and other products, please visit the website **www.teletower.com**

SAFETY

Please ensure you read the Safety section in this manual starting on page 4 before assembling or using the equipment. Your safety and that of others is important.

TELETOWER® Instruction and Reference Manual Issue 1

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Technical details contained in this publication are correct for the equipment model number supplied. The Instruction and Reference Manual will be revised as necessary for subsequent revisions to the equipment. This information will also be published on our website. Copyright TELETOWER® 2011

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IMPORTANT SAFETY INFORMATION



WARNING. For your safety, please read all the safety instructions in this Manual before using the TELETOWER®.

Safety and quality is of paramount importance when manufacturing TELETOWER® products. All products meet the requirements of the Work at Height Regulations of 2005.

IMPORTANT. Read these instructions before assembling the TELETOWER®.

IMPORTANT. Always assemble the TELETOWER® according the instructions given in this Manual and on the labels affixed to the TELETOWER®.

SAFETY CONSIDERATIONS

General

- Do not use the TELETOWER® if it is damaged in any way
- Never exceed the maximum load of 150 kg
- It is recommended that the platform is removed when adjusting the height
- It is recommended that the platform is removed when collapsing the TELETOWER®
- Never release two red buttons at the same time
- Never place hands or fingers between rungs when collapsing the TELETOWER®
- Always wear a hard hat when erecting or collapsing the TELETOWER®

Cleaning

- Do not use any abrasive or chemical solvents.
- Periodically clean with a soft bristle brush and wipe with a damp cloth. We recommend occasionally spraying with a silicon spray
- The castors should be cleaned using a wet sponge and dried afterwards.

How do I dispose of this product?



When the unit has reached the end of its life, contact your local council regarding available recycling or disposal options.

SERVICING AND SPARE PARTS

A full set of spares are available. Please visit our website for further details for Servicing and Spare Parts.

MAIN FEATURES

The main features of the **TELETOWER®** are listed below.

- Manufactured in anodised Aluminum (models TTA02 and TTA02TB)
- Manufactured in Fibreglass (models TTG02 and TTG02TB)
- Can be used as a Tower or a Podium
- Has seven working height from 0.33m to 2m
- Five-position stabiliser legs with locking castors
- Can be erected in less than three minutes by a single person thereby saving down time and man hours
- Folds down for ease of transportation and storage
- Easily transportable in a small van or estate car thereby reducing fuel costs
- Comprises only three parts (main assembly, platform and Toe boards)
- Conforms to EN1004

IN THE BOX

Carefully remove your **TELETOWER®** from the box it arrived in. It is recommended that you retain this packaging should the item need to be returned under warranty.

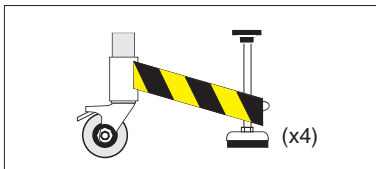
EQUIPMENT AND ACCESSORIES SUPPLIED

There are four models of the **TELETOWER®**: TTA02, TTA02TB, TTG02 and TTG02TB . The illustrations below apply to model TTA02TB where 'TB' indicates toe boards are supplied.

- (1) The main assembly in collapsed form (with folded platform)
- (2) Four lockable castors with adjustable stabilisers
- (3) The Instruction and Reference Manual (This publication)
- (4) Toe boards in carrying case (optional with TTA02 and TTG02)



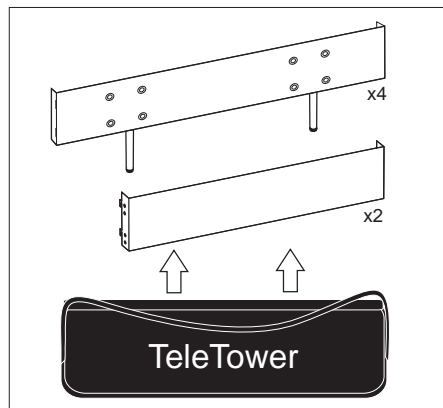
1. Main assembly with folded platform



2.. Castors with stabilisers



3. The Instruction and Reference Manual



4. Toe boards. These are only supplied with the TTA02TB and TTG02TB models.

GETTING STARTED

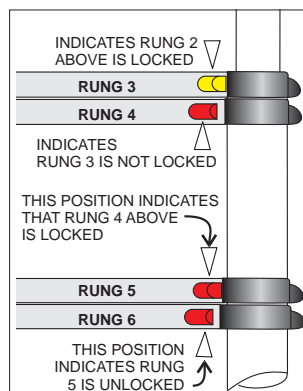
LOCK INDICATOR BUTTONS

The **red** and **yellow** buttons are used to show that the lock mechanisms are engaged or not when erecting the TELETOWER®.

At all height settings, the **yellow** buttons should always be in the locked position i.e. guard rails should be in place, see page 9. At the 2 metre height setting, all **yellow** and **red** buttons should be in their locked position.

The locking mechanism of a rung is situated at each end of the rung immediately below it.

As a rung is lifted, it automatically locks to the frame when it is in the correct position. When this happens an audible 'click' will be heard. At the same time the red or yellow buttons on the rung immediately below the one being lifted will move to the locked position, see the example shown right.



Red Buttons

The red buttons on the rungs are used to release the locking mechanism during the time the TELETOWER® is being collapsed. There is a red release-button located near each end of the rungs labelled RUNG 4, RUNG 5, RUNG 6 and RUNG 7. When a button is activated by sliding it away from the end of the rung, the locking pin at this position is retracted which allows the rung immediately above (and any rungs and or structures above this) to move downwards.

Yellow buttons

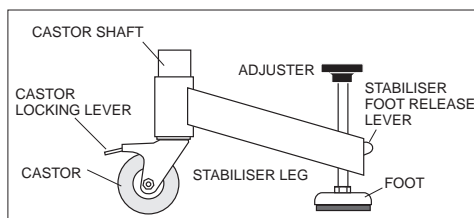
The yellow buttons act in the same way as the red buttons and are used during the time the TELETOWER® is being collapsed. The yellow release-buttons are located at each end of RUNG 2 and RUNG 3. These buttons allow the erected safety cage to be collapsed.

CASTORS/STABILISERS

A stabiliser leg is an integral part of each castor. In addition to providing a larger more stabilized foot print, the stabilisers are used to allow the TELETOWER® to be used on uneven surfaces.

The stabiliser can be rotated through 270 degrees. It can be locked in one of five positions set at 45 degree intervals.

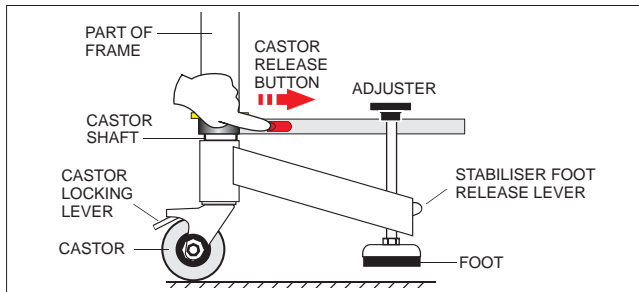
The castors and adjustable stabiliser legs are supplied as a single item.



Fitting the castors

To fit the castors carry out the following.

1. Carefully lay the fully collapsed main assembly (without platform) in a horizontal position on the floor or on a bench.
2. Take a castor/stabiliser leg and slide the castor shaft into position on the main assembly.
3. Push the red button on **RUNG 9** away from the castor and push the castor shaft fully in and rotate until the castor is adjacent to rung 9.
4. Release the button and if necessary rotate it a little further until you hear the lock-pin click into place, which locks the stabiliser in this position.



5. Push down on the stabiliser release lever and lift the stabiliser foot until it is fully retracted, and then release the lever. This will allow the stabiliser leg to be clear of the ground when the main assembly is returned to its upright position.
6. Repeat for the other castors and return the **TELETOWER®** to its upright position.

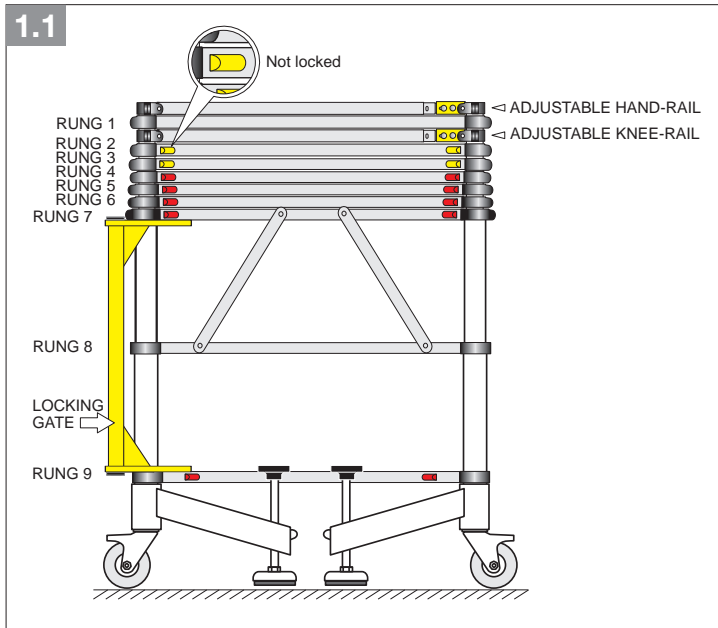
Deploying the ground stabiliser legs

The ground stabiliser legs should be deployed when the **TELETOWER®** has been fully erected at the required platform height.

1. To move it into place, unlock the castors and push it to the working position.
2. Lock the castors by pushing down on the locking lever with your foot.
3. Slide the red button closest to the ground stabiliser towards the centre of **RUNG 9** and rotate the stabiliser until it is near the required position. Release the button and rotate a little further either way until you hear the locking mechanism click in.
4. Deploy a ground stabiliser foot by pressing down on the Adjuster until the foot is in contact with the surface. Turn the adjuster to tighten it to be in good contact with the ground. Repeat for the other ground stabilisers as required or allowed.
5. Check that the castors and ground stabiliser legs are secure and locked before using the **TELETOWER®**.

1. ERECTING THE SAFETY CAGE

This procedure starts from when the **TELETOWER®** is in its fully collapsed arrangement, with castors fitted as in Figure 1.1.

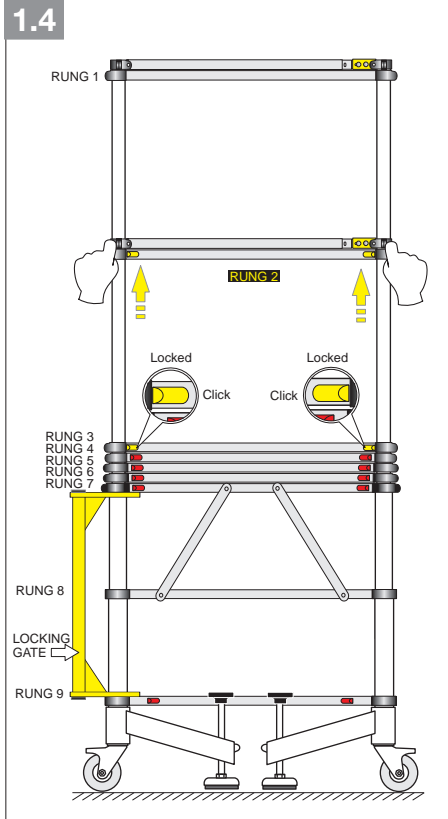
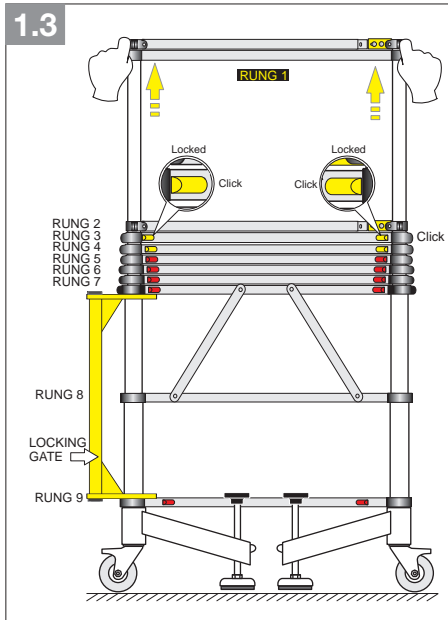


1. Ensure the castors are unlocked and the wheels are free to rotate.
2. Release the two fabric straps fastened around the legs of the assembly that hold the two frames together.
3. While keeping the frames together at the back, push the front legs slightly apart as shown in Figure 1.2.
4. Lift and withdraw the folded platform and put it to one side.
5. Unfold the **TELETOWER®** and straighten the yellow gate keeping the side frames parallel until the gate locks. You will hear it click-lock. Check that the gate is locked.
6. Swing the two side frames so they are each at 90 degrees to the gate and then lock the four castors by using your foot to push the locking lever down on all four castors.



LIFTING

1. Hold both ends of **RUNG 1** (Figure 1.3) and place one foot on **RUNG 9**. Lift **RUNG 1** until it locks in place. A click will be heard when it locks and the yellow buttons on **RUNG 2** should then be in the locked position. This has lifted the hand guardrail, see Figure 1.3.

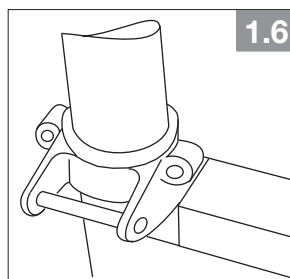
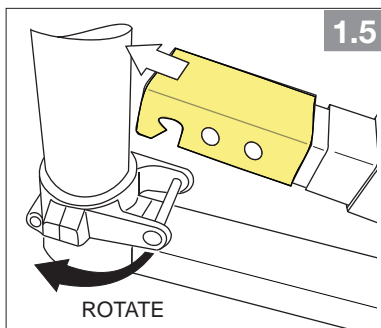


2. Now hold both ends of **RUNG 2**. Place one foot on **RUNG 9** and lift **RUNG 2** until it locks in place, Figure 1.4. This is indicated by the yellow buttons on **RUNG 3** being in the locked position. This has lifted the hand and knee guardrails into position, see Figure 1.4.
3. Repeat steps (1) and (2) on the opposite frame of the **TELETOWER®**.

*Note. There is a pair of hand rails and a pair of knee-rails on the left and right frames of the **TELETOWER®**. The lower part of each pair comprises a side rail, **RUNG 1** and **RUNG 2** (fixed), and the upper parts, adjustable hand-rail and adjustable knee-rail (movable). The latter is the front rail or the rear rail (rear on the left frame, front on the right frame).*

FRONT AND REAR RAILS

1. Hold the yellow cover on the end of an upper handrail using your thumb and fingers, and push it towards the end of the rail. Hold it in this position while you lift the end to unfasten it from its anchor point, see Figure 1.5.
2. Rotate the anchor point through 90 degrees to face the opposite side frames, see Figure 1.6.



3. Rotate the rail end towards the opposite frame.
4. Extend the rail until you hear two clicks. This tells you that the 3-part rail has been securely locked in its extended position. Carefully let the rail hang down from the attached end.

Note. You should be able to see the ball-bearings from the locking mechanism protruding from the side walls of the rail.

5. Repeat steps 1 to 4 for the other guardrails.
6. Lift one of the extended rails above its new anchor point on the opposite frame and push down to lock in place.
7. Repeat for the other three rails to complete the erection of the Safety Cage, Figure 1.7.
8. The Safety Cage can remain 'built' until the TELETOWER® is collapsed.



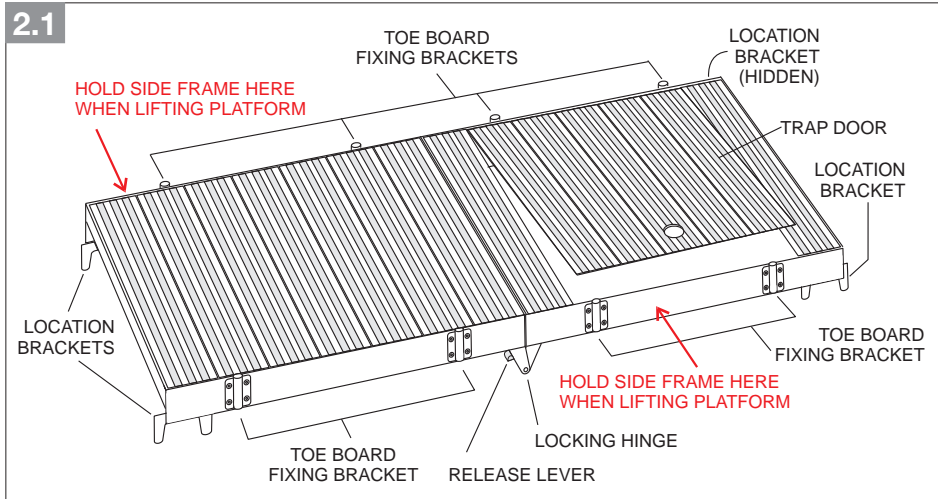
2. FITTING THE PLATFORM

3 Always place Platform 1.00m
RUNG at this level



WARNING. The platform must ALWAYS be mounted on RUNG 3 except when the TELETOWER® is being used in "PODIUM" mode.

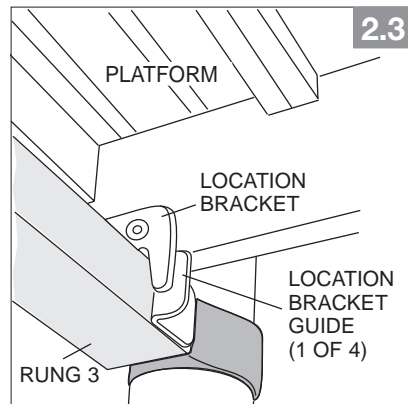
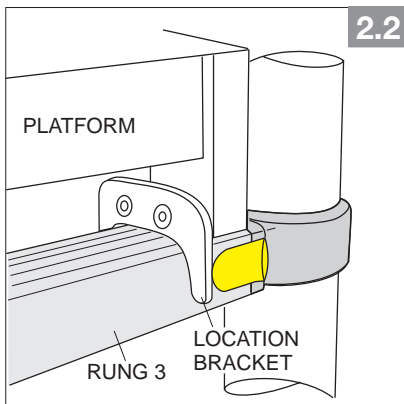
1. Fully unfold the platform until it is straight. It will lock straight automatically. Ensure it has locked in this position, see Figure 2.1.



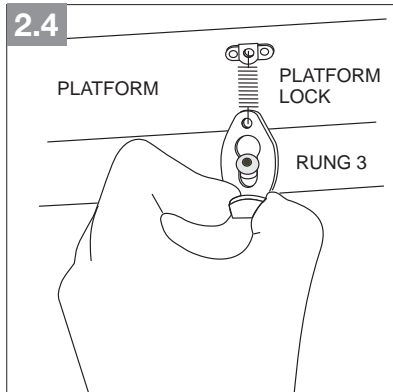
2. The platform has four location brackets fitted one near each corner on the underside to correctly locate and secure the platform on the rung as shown in Figure 2.1 and Figure 2.2. **RUNG 3** has two locator guides on the inner face of the rung for positioning the platform correctly, see Figure 2.3.



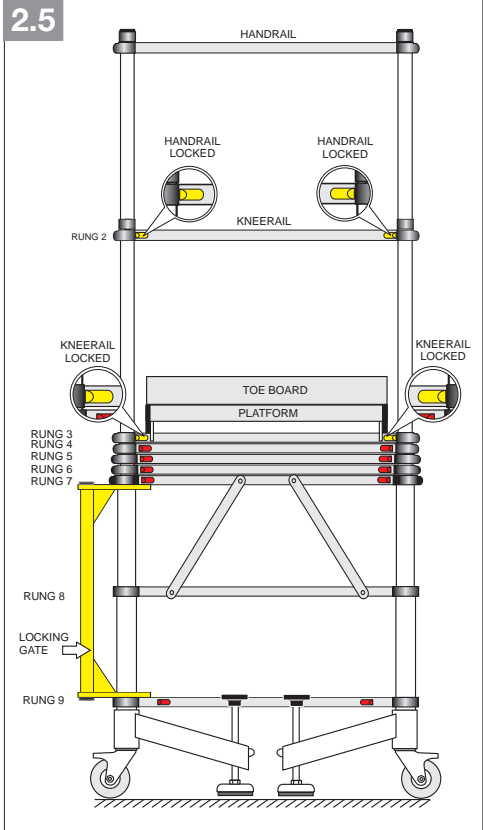
WARNING. When lifting the platform, hold the side frames only. Take care NOT to hold it via the underside panel as there is a trapdoor in the panel. This will open if you try to support the weight of the platform at this point.



3. Grip the platform along its sides and place it on **RUNG 3** on both left and right frames ensuring the platform location brackets sit over the rung and sit inside the location bracket guides on the rung.
4. The platform has two spring-loaded safety catches located one at each end on the underside which when set secures the platform to **RUNG 3**, see Figure 2.4. Pull the tab onto the locking pin on each **RUNG 3**.



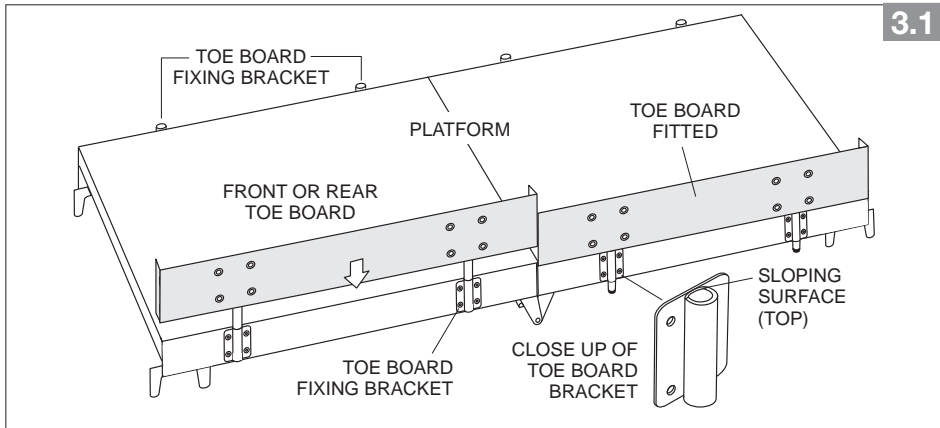
5. The platform level is 1 metre, see Figure 2.5.



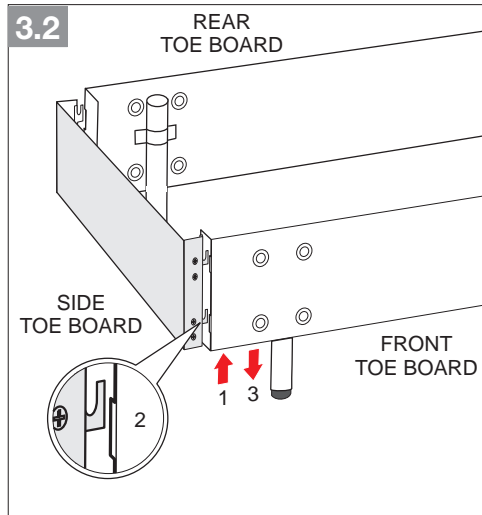
3. FITTING THE TOE BOARD

The Toe board is supplied as six sections in a canvas carry bag with Toe board fixing brackets (x8) and cross-head screws (x32). Screw the brackets into the tapped holes along the side of the platform as shown in Figure 3.1. The Toe boards are supplied ready to use. Figure 3.1 shows the front Toe boards being fitted.

The front and rear boards have locating pins fitted which engage with the Toe board brackets on the edge of the platform. Note that the rails use different spacing between the locating pins. The side toe boards do not have pins but each have four hooked - shaped lugs that engage with slots in the edges of the front and rear toe boards.



1. Take a section fitted with pins and align the pins with the receptacles (from above) and lower it into place, Figure 3.1.
2. Repeat for the other three sections with pins.
3. Take a side Toe board and align the lugs with the slots in the front/rear toe boards, see Figure 3.2.
4. Lift the front and then the rear Toe boards a little (1). Guide the lugs into the slots (2). Lower the front and rear toe boards (3) to lock together. The side toe board cannot now be removed without lifting the front and rear toe boards.
5. Repeat for the other side toe board to complete.

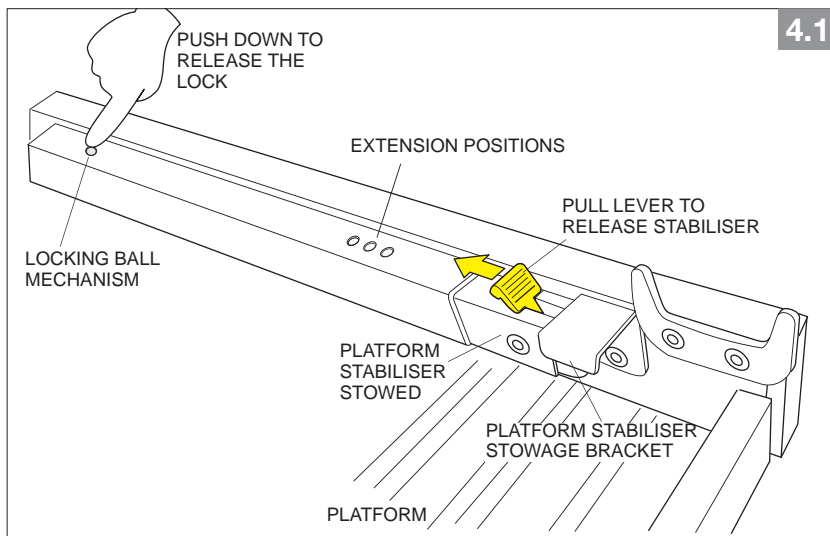


4. DEPLOYING THE PLATFORM STABILISERS

The platform is equipped with four platform stabilisers (braces) which are stowed on the underside of the platform, see Figure 4.1.

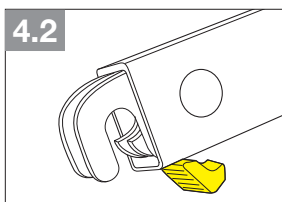


WARNING. The platform stabilisers **MUST** be deployed when the platform working height is at or greater than 1.50 metres.



Press the release button at the far end of the stabiliser and pull back on the yellow lever to release it from the stowage bracket. The stabilisers are hinged centrally on the platform and when deployed anchor to brackets on the inner face of RUNGS 5, 6 & 7.

The stabilisers are telescopic in construction and adjustable to three different lengths to suit the three platform heights that require platform stabilisers to be used. The free end has a spring self-locking slot, see Figure 4.2.



There is a spring-loaded ball locking mechanism which holds the stabiliser at any of the three preset extensions. The stabiliser has a viewing window in its side that lets you easily adjust it to the correct length using a colour coded system. The brackets are also coloured, see Figure 4.3.

- For a 2.00 metre platform height use the red coloured bracket with the stabiliser extended to show red in the viewing window.
- For 1.75 metre platform height use the yellow coloured bracket with the stabiliser extended to show yellow in the viewing window.
- For a 1.50 metre platform height use the blue coloured bracket with the stabiliser extended to show blue in the viewing window.

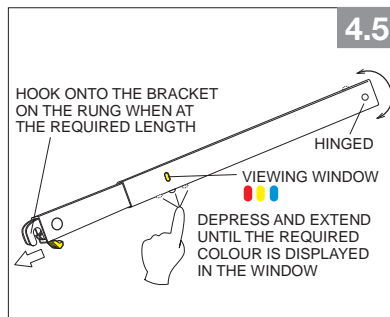
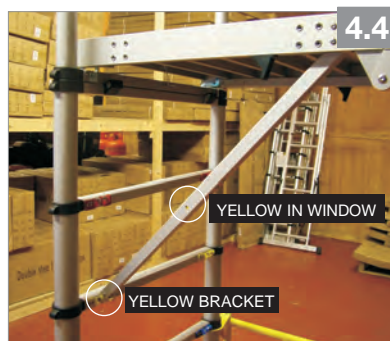
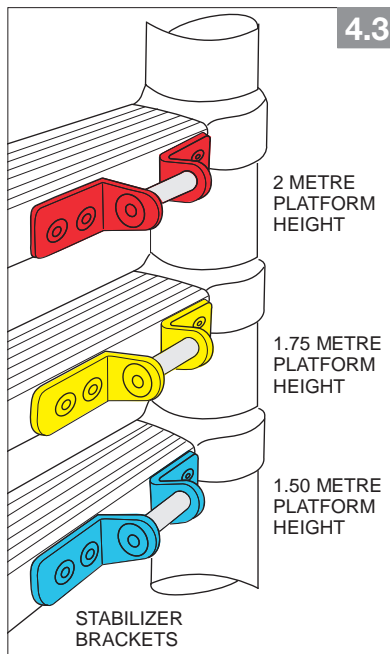
When the **TELETOWER®** has been erected to the required height, and the platform fitted, extend a platform stabiliser until the required colour is seen in the viewing window on the side of the stabiliser. This should be the same as the colour of the bracket it is to connect to. At this time you will hear a click that indicates the stabiliser is locked at the required length.

Figure 4.4 and Figure 4.5 shows an example of a platform stabiliser deployed when the platform height is 1.75 metres.

The correct bracket is always two rungs below the platform. Firmly push the stabiliser end onto the bracket. Check that it has locked. Repeat for the other three stabilisers.

RELEASING THE STABILISERS

To release a platform stabiliser, press the yellow lever on the end of the stabiliser and lift the end off the bracket. The locking ball bearing will be protruding since the stabiliser will be extended and locked. Depress the protruding ball bearing on the underside of the stabiliser and retract the stabiliser when preparing to stow it. This action may need to be repeated according to how far the stabiliser was extended. Return the stabiliser to its stowed position and pull the yellow lever towards the stowage bracket until a click is heard from the pivoted end as it is locked under the stowage bracket. Repeat for the other stabilisers.



5. SETTING THE PLATFORM HEIGHT

Decide upon the platform height you require. This is important since the next stage varies according to the required platform height.



WARNING. Although it is possible to erect the TELETOWER® with the platform in situ, it is strongly recommended that the platform is ALWAYS fitted when the TELETOWER® is at the required height.



WARNING. The platform must ALWAYS be removed prior to lowering the TELETOWER®.



WARNING. When you wish to change from one platform height to another, you are recommended to remove the platform, lower the TELETOWER® until the platform height is at 1.00 metre and then follow the procedure to erect it to the height required.

3 Always place Platform 1.00m
at this level
RUNG

- For a platform height of 1.00 metre, follow the procedure on page 18.
- For a platform height of 1.25 metre, follow the procedure on page 19.
- For a platform height of 1.50 metre, follow the procedure on page 20.
- For a platform height of 1.75 metre, follow the procedure on page 22.
- For a platform height of 2.00 metre, follow the procedure on page 24.

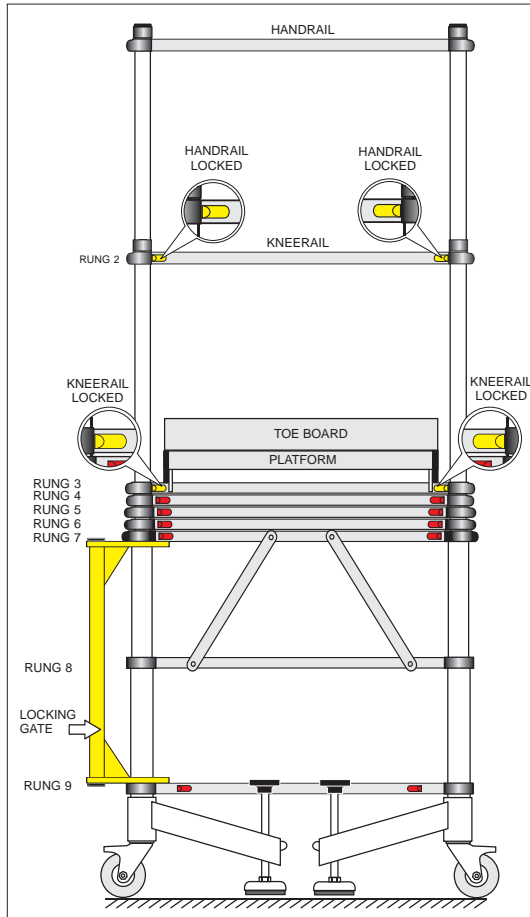
PLATFORM HEIGHT 1.00 METRE

3 Always place Platform 1.00m
RUNG at this level

1. Erect the Safety Cage as described on pages 9 to 11.

Refer to the diagram below.

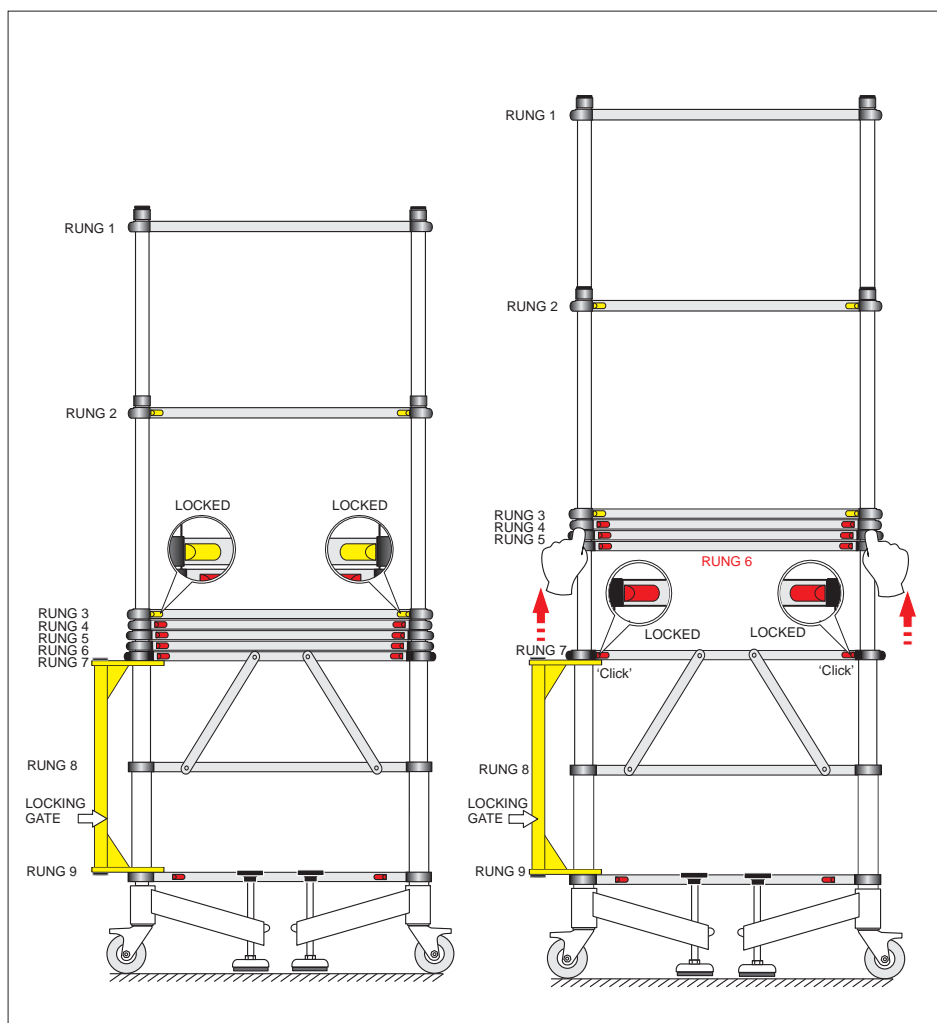
2. Attach the Platform to RUNG 3 as described on page 12 and 13.
3. Fit the Toe boards as described on page 14.
4. Deploy the ground stabiliser legs as described on page 8.



PLATFORM HEIGHT 1.25 METRE

6 Platform Height 1.25m
RUNG Lift this rung

1. Erect the Safety Cage as described on pages 9 to 11.
2. Place your foot on **RUNG 9** and lift **RUNG 6** as shown below to engage the locking mechanism on **RUNG 7**.
3. Attach the Platform to **RUNG 3** as described on pages 12 and 13.
4. Fit the Toe boards as described on page 14.
5. Deploy the ground-stabiliser legs as described on page 8.



PLATFORM HEIGHT 1.50 METRE



1. Erect the Safety Cage as described on pages 9 to 11.

Refer to the diagrams on page 21.

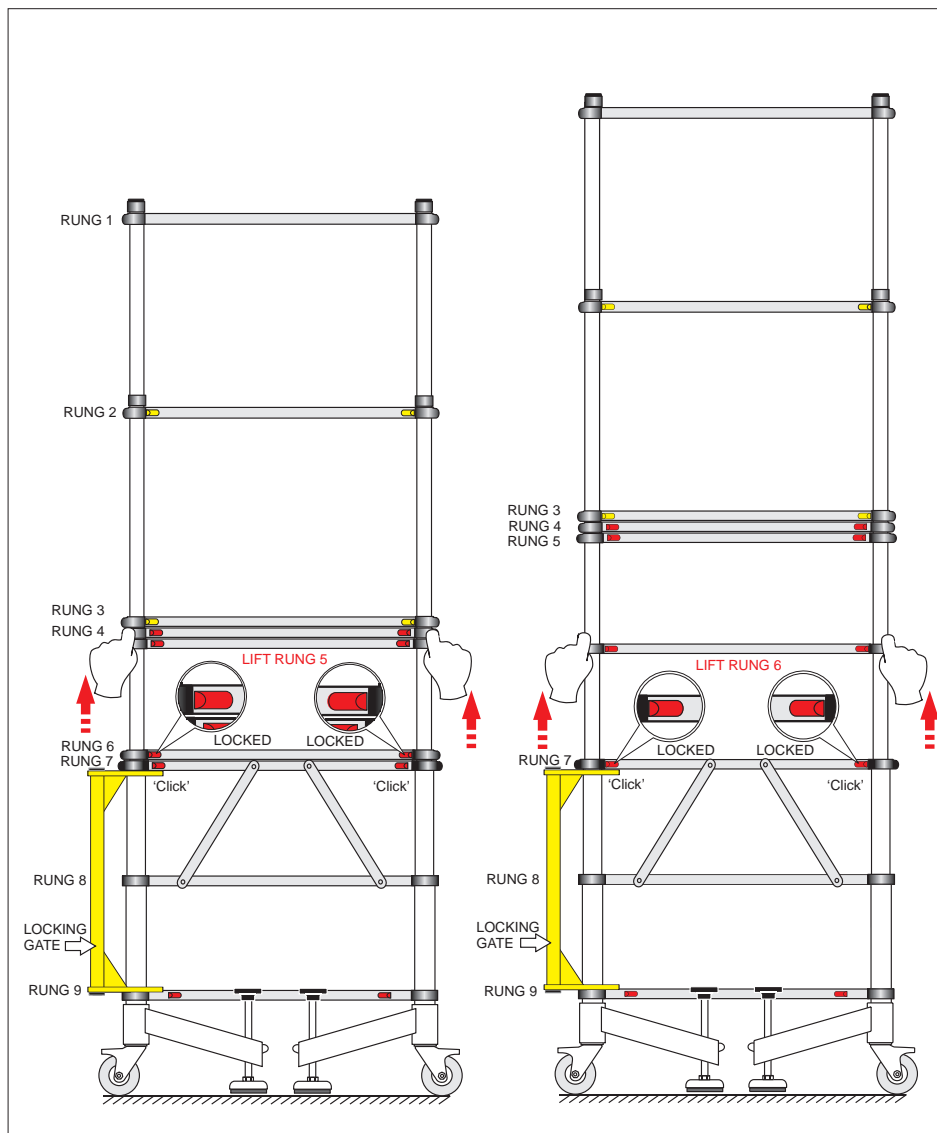
2. Place your foot on **RUNG 9** and lift **RUNG 5** on the LEFT frame until locked.
3. Place your foot on **RUNG 9** and lift **RUNG 5** on the RIGHT frame until locked.
4. Place your foot on **RUNG 9** and lift **RUNG 6** on the RIGHT frame until locked.
5. Place your foot on **RUNG 9** and lift **RUNG 6** on the LEFT frame until locked.
6. Attach the Platform to **RUNG 3** as described on pages 12 and 13.
7. See 'Deploying the Platform Stabilisers' described on pages 15 and 16.

Extend and lock a platform stabiliser above the rung containing the **BLUE** bracket until **BLUE** shows in the viewing window in the stabiliser. Ensure it is locked.

8. Place the stabiliser hook over the **BLUE** bracket and push down to lock it in place.
 9. Repeat steps (7) and (8) for the other platform stabilisers.
 10. Fit the Toe boards as described on page 14.
 11. Deploy the ground-stabiliser legs as described on page 8.
-

PLATFORM HEIGHT 1.50 METRE

5 Platform Height 1.50m
RUNG Lift this rung then rung 6



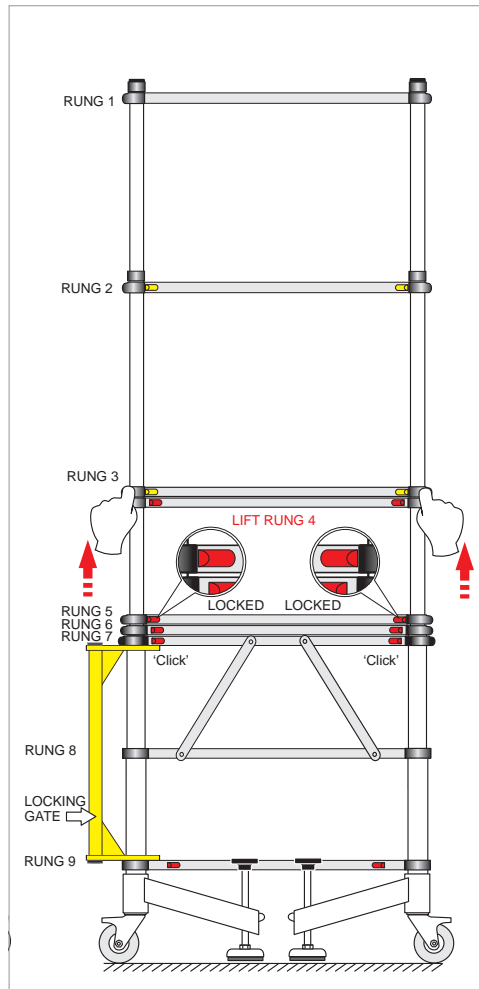
PLATFORM HEIGHT 1.75 METRES

4 Platform Height 1.75m
Lift this rung then rungs 5 & 6

1. Erect the Safety Cage as described on page 9 to 11.

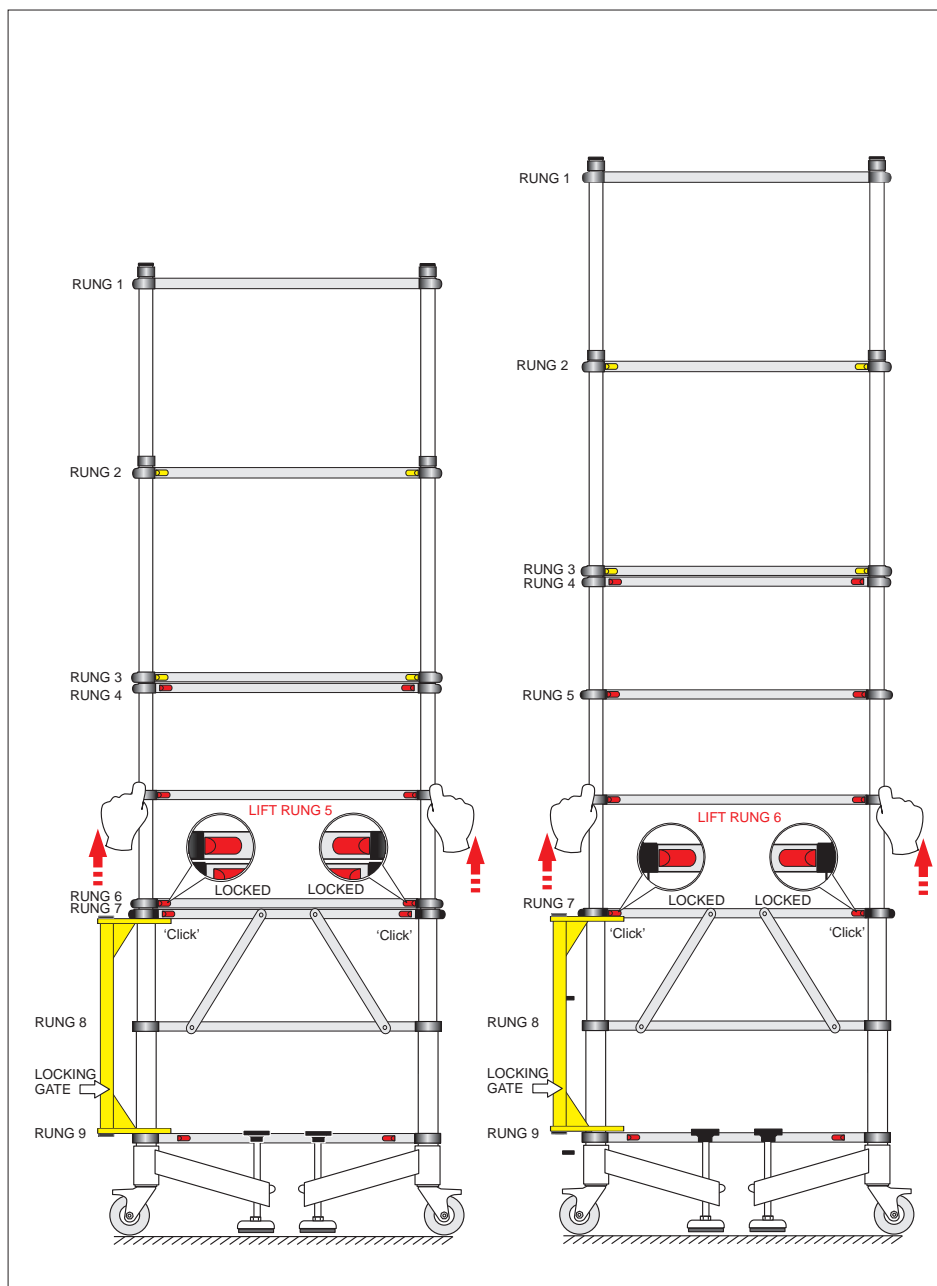
Refer to the diagrams on this page and page 23.

2. Place your foot on **RUNG 9** and lift **RUNG 4** on the LEFT frame until locked.
3. Place your foot on **RUNG 9** and lift **RUNG 4** on the RIGHT frame until locked.
4. Place your foot on **RUNG 9** and lift **RUNG 5** on the RIGHT frame until locked.
5. Place your foot on **RUNG 9** and lift **RUNG 5** on the LEFT frame until locked.
6. Place your foot on **RUNG 9** and lift **RUNG 6** on the LEFT frame until locked.
7. Place your foot on **RUNG 9** and lift **RUNG 6** on the RIGHT frame until locked.
8. Attach the Platform to **RUNG 3** as described on pages 12 and 13.
9. See 'Fitting the Platform Stabilisers' described on pages 15 and 16.
10. Extend and lock a platform stabiliser above the rung containing the **YELLOW** bracket until **YELLOW** shows in the viewing window in the stabiliser. Ensure it is locked.
11. Place the stabiliser hook over the **YELLOW** bracket and push down to lock it in place.
12. Repeat steps (10) and (11) for the other platform stabilisers.
13. Fit the Toe boards as described on page 14.
14. Deploy the ground stabiliser legs as described on page 8.



PLATFORM HEIGHT 1.75 METRES

4 Platform Height 1.75m
RUNG Lift this rung then rungs 5 & 6



PLATFORM HEIGHT 2.00 METRES

7 Platform Height 2.00m
RUNG Extend rungs 3, 4, 5 and 6

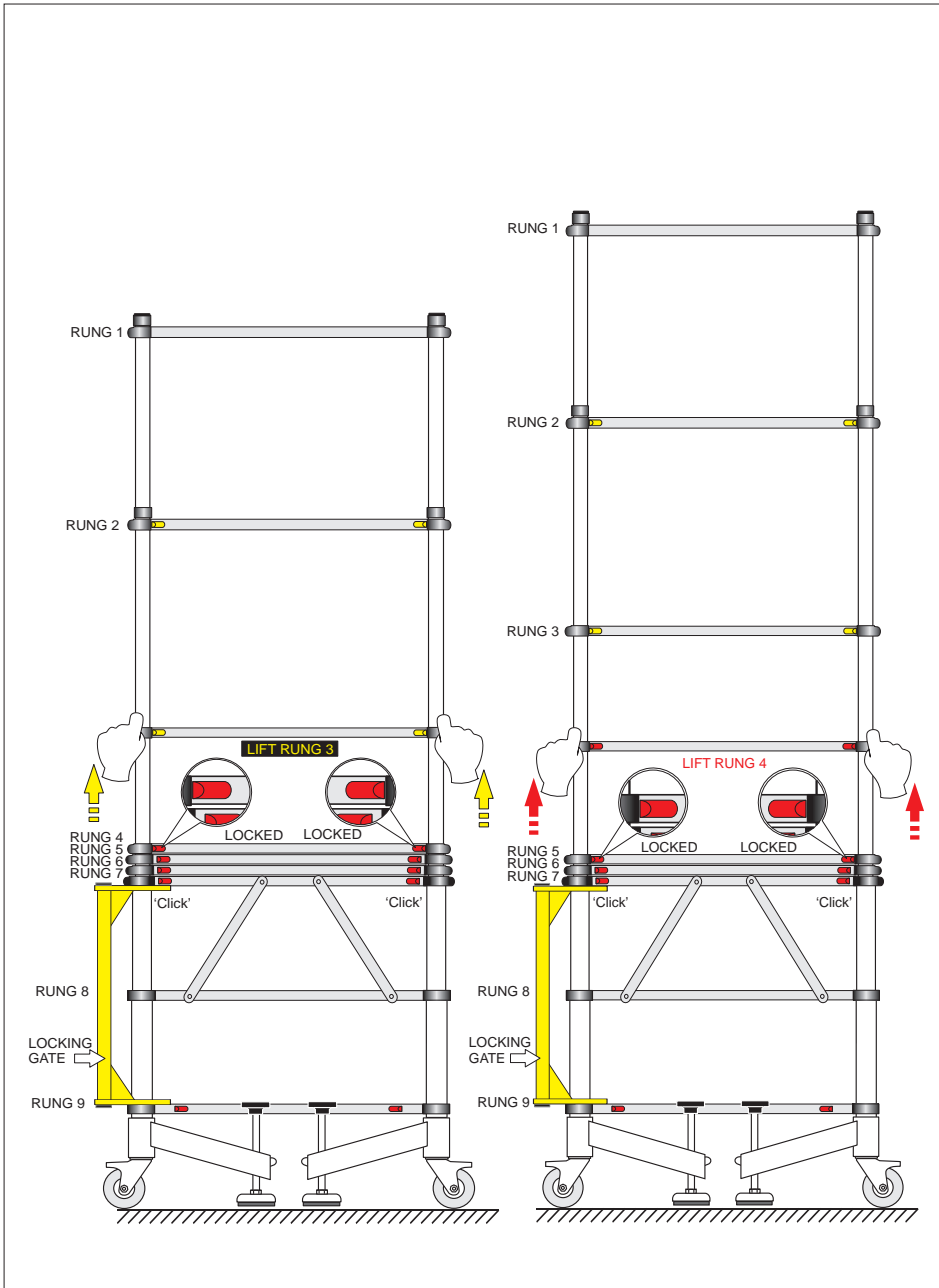
1. Erect the Safety Cage as described on pages 9 to 11.

Refer to the diagrams on page 25 and 26.

2. Place your foot on **RUNG 9** and lift **RUNG 3** on the LEFT frame until locked.
3. Place your foot on **RUNG 9** and lift **RUNG 3** on the RIGHT frame until locked.
4. Place your foot on **RUNG 9** and lift **RUNG 4** on the RIGHT frame until locked.
5. Place your foot on **RUNG 9** and lift **RUNG 4** on the LEFT frame until locked.
6. Place your foot on **RUNG 9** and lift **RUNG 5** on the LEFT frame until locked.
7. Place your foot on **RUNG 9** and lift **RUNG 5** on the RIGHT frame until locked.
8. Place your foot on **RUNG 9** and lift **RUNG 6** on the RIGHT frame until locked.
9. Place your foot on **RUNG 9** and lift **RUNG 6** on the LEFT frame until locked.
10. Attach the Platform to **RUNG 3** as described on pages 12 and 13.
11. See 'Fitting the Platform Stabilisers' described on pages 15 and 16.
12. Extend and lock a platform stabiliser above the rung containing the **RED** bracket until **RED** shows in the viewing window in the stabiliser. Ensure it is locked.
13. Place the stabiliser hook over the **RED** bracket and push down to lock it in place.
14. Repeat steps (12) and (13) for each of the other platform stabilisers.
15. Fit the Toe boards as described on page 14.
16. Deploy the ground stabiliser legs as described on page 8.

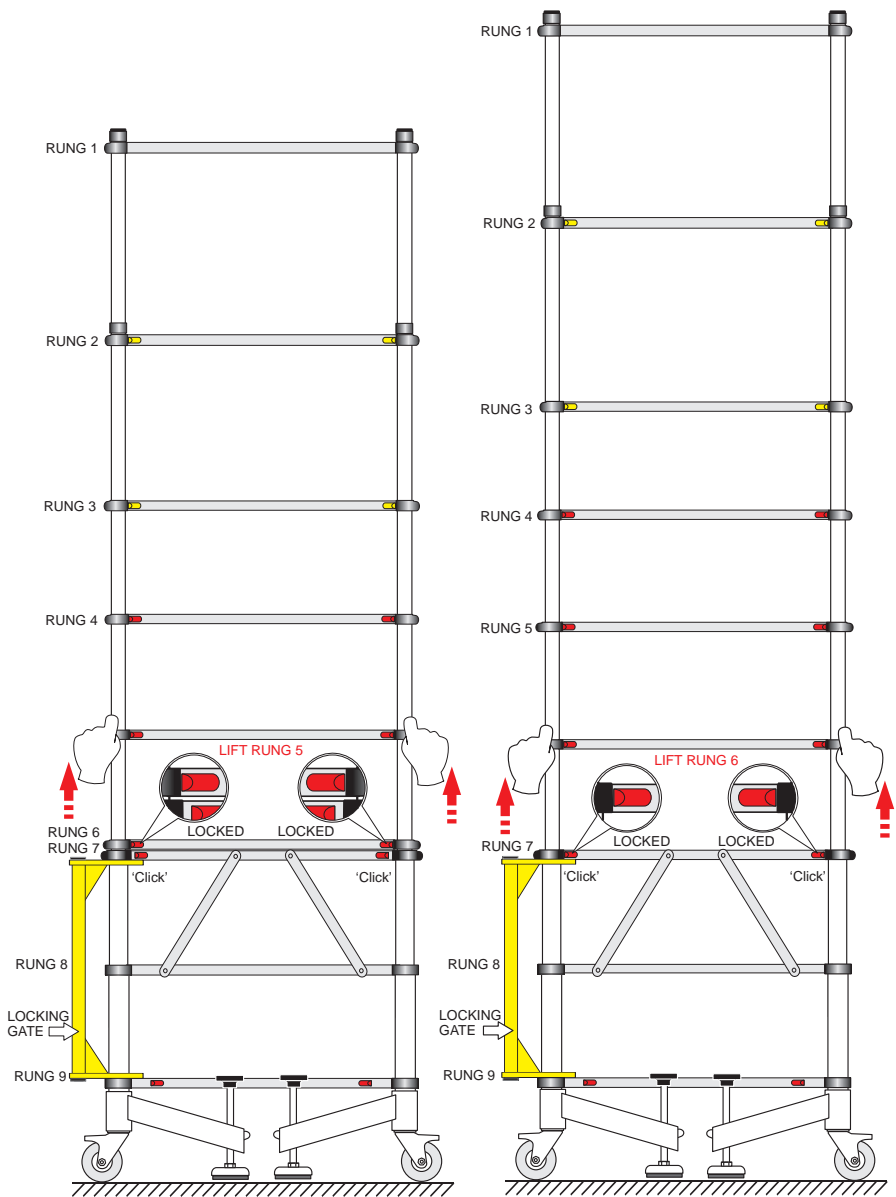
PLATFORM HEIGHT 2.00 METRES

7 Platform Height 2.00m
Extend rungs 3, 4, 5 and 6



PLATFORM HEIGHT 2.00 METRES

7 Platform Height 2.00m
Extend rungs 3, 4, 5 and 6



6. COLLAPSING THE TELETOWER®



WARNING. The platform must **ALWAYS** be removed prior to collapsing the TELETOWER®.

1. Remove any tools or other items that are on the platform.
2. Remove the Toe board from the platform.
3. Unfasten the four Platform Stabilisers and stow under the platform as described on page 16.
4. Unfasten the two spring-catches that hold the platform to **RUNG 3**.
5. Carefully lift the Platform off each **RUNG 3** and take the Platform to a safe place away from the TELETOWER®.



WARNING. Always begin collapsing TELETOWER® assembly by starting from **RUNG 7**.

REMEMBER. The red and yellow buttons operate as follows:

- The buttons on **RUNG 7** release the locking mechanism for **RUNG 6** which allows **RUNG 6** and all above to move down .
- The buttons on **RUNG 6** release the locking mechanism for **RUNG 5** which allows **RUNG 5** and all above to move down.
- The buttons on **RUNG 5** release the locking mechanism for **RUNG 4** which allows **RUNG 4** and all above to move down.
- The buttons on **RUNG 4** release the locking mechanism for **RUNG 3** which allows **RUNG 3** and all above to move down.
- The buttons on **RUNG 3** release the locking mechanism for **RUNG 2** which allows **RUNG 2** and all above to move down.
- The buttons on **RUNG 2** release the locking mechanism for **RUNG 1** which allows **RUNG 1** to move down.



WARNING. NEVER release the two buttons on a rung at the same time.

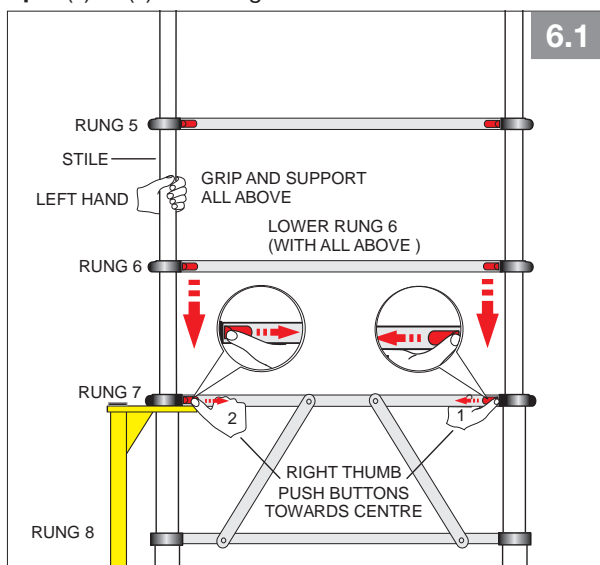


WARNING. NEVER place your hand or fingers on rungs that are being lowered onto another rung, or on the rung you are lowering to.

The following procedure is for when the platform height is set at 2 metres. Not all of the following steps will apply to other platform heights.

Step 1 (On the left frame)

- (a) With one hand hold the stile above **RUNG 6** on the left frame prepare to take the weight of this and all above, see Figure 6.1.
- (b) On **RUNG 7**, push one button towards the centre of **RUNG 7** and then release the button.
- (c) While still holding the stile above **RUNG 6**, push the button on the other end of **RUNG 7** towards the centre and then release the button and carefully lower **RUNG 6** onto **RUNG 7**.
- (d) Repeat **Step 1** (a) to (c) on the right frame.



Step 2 (Repeat as above for rung 5), but release the buttons on **RUNG 6**.

Step 3 (Repeat as above for rung 4), but release the buttons on **RUNG 5**.

Step 4 (Repeat as above rung 3), but release the buttons on **RUNG 4**.

Step 5. To collapse the Safety Cage, **reverse** the procedure given on pages 9 to 11 that describes erecting the Safety Cage.

With the Safety Cage collapsed:

Step 6 (Repeat as above for rung 2), but release buttons on **RUNG 3**.

Step 7 (On the right frame)

- (a) With one hand hold **RUNG 1** on the left frame prepare to take the weight of this.
 - (b) On **RUNG 2**, push one button towards the centre of **RUNG 2** and then release the button.
 - (c) While still holding **RUNG 1**, push the button on the other end of **RUNG 2** towards the centre and then release the button and carefully lower **RUNG 1** onto **RUNG 2**.
 - (d) Repeat **Step 7** (a) to (c) on the left frame.
-

7. PODIUM

The Podium platform can be set at two heights, 61 cm and 33 cm as shown in the Figure 7.1 and Figure 7.2 on page 31.

SETTING UP THE PODIUM

*This procedure starts from when the **TELETOWER®** is in its fully collapsed arrangement, with castors fitted.*

1. Ensure the castors are unlocked and the wheels are free to turn.
2. Unfasten the two fabric straps fastened around the legs of the frame assembly that hold the equipment together and separate the side frames a little at the front.
3. Lift and withdraw the folded platform and put it to one side.
4. Unfold the frame assembly and straighten the yellow gate until the gate locks. You will hear it click-lock. Check that the gate is locked.
5. Swing the two side frames so they are each at 90 degrees to the yellow gate and then lock the two castors on the **left frame only** using your foot to operate the locking levers on the two castors.
6. Now move the front of the right hand frame slightly outwards. This helps in placing the platform location brackets on either RUNG 8 or RUNG 9 according to the podium height required.
7. Fully unfold the platform until it is straight. It will lock straight automatically. Ensure it has locked in this position. The platform has four location brackets fitted one near each corner on the underside that fit over the rung to hold the platform in position. The platform can be fitted on either RUNG 9 (for 33cm platform height), or RUNG 8 (for 61 cm platform height) depending on the height required.



WARNING. When lifting the platform, take care NOT to hold it via the underside panel as there is a trapdoor in the panel. This will open if you try to support the weight of the platform at this point.

8. Support the platform and place the left-hand end on to the required rung on the left hand frame. Now hold the opposite end of the platform pull the right hand frame towards the platform and lower the platform onto RUNG 8 or RUNG 9 according to the platform height you have chosen. Ensure the location brackets are sitting correctly on the chosen rung.

See OPTION 1 Figure 7.1 or OPTION 2 Figure 7.2 on the next page which shows the appearance when erected.

OPTION 1 and OPTION 2

1. Hold both ends of **RUNG 1** and place one foot on **RUNG 9**.
2. Lift **RUNG 1** until it locks in place. A click will be heard when it locks. This has lifted the hand guardrail.
3. Repeat steps (1) to (2) on the opposite frame.

Note. There are a pair of hand rails and knee rails on the left and right frames of the **TELETOWER®**. The lower part of each pair comprises a fixed side rail, and an upper adjustable part. The front rail is on the right side and the rear rail on the left.

4. Hold the yellow cover on the end of the left knee rail using your thumb and fingers, and push it towards its end of the rail. Hold it in this position while you lift the end to unfasten it from its anchor point.
5. Rotate the anchor point through 90 degrees to face the opposite side frame.
6. Rotate the rail end towards the opposite frame. See Figures 1.5 & 1.6 on page 11.
7. Extend the rail until you hear two clicks. This tells you that the 3-part rail has been securely locked in its extended position. Carefully let the rail hang down and rest on the platform.
8. Repeat steps (4) to (7) for the left handrail.
9. Repeat steps (4) to (7) for the front knee rail and front handrail to complete the erection of the safety cage.



Ground Stabilisers (both options)

1. Unlock the castors and push the Podium to its working position.
2. Lock the castors by pushing down on the locking lever with your foot.
3. On **RUNG 9**, slide the red button towards the centre of the rung and rotate the stabiliser leg until it is near the required position. Release the button and rotate the ground stabiliser a little further either way until you hear the locking mechanism click in.
4. Repeat for the other three stabiliser legs.
5. Deploy a stabiliser leg by depressing its release lever until the base of the leg is in contact with the surface. Turn the adjuster to tighten and where necessary to raise the Podium to be horizontal. Repeat for the other stabiliser legs as required or allowed.



WARNING. Check that the castors and stabiliser legs are secure and locked before using the Podium.

In use

To step onto the Podium,

1. Release the front hand-rail and the front knee-rail.
 2. Take care and step up onto the platform.
 3. Reconnect the front hand rail and knee rail.
-

SPECIFICATIONS

| | |
|-------------------------------------|--|
| MAXIMUM LOAD | 150 kg |
| WEIGHTS | |
| Main Assembly | 41 kg |
| Platform | 14 kg |
| Total | 55 kg |
| PLATFORM HEIGHT (Options) | 33cm, 61cm, 1.00m, 1.25m, 1.50m, 1.75m, 2.00m |
| DIMENSIONS | |
| Fully collapsed | 1.1 x 0.8 x 0.45m with castors fitted (Approx) |
| Erected | |
| Platform height: | Overall (h x w x d) m |
| 2.00 m | 2.94 x 1.5 x 0.92 m |
| 1.75 m | 2.69 x 1.5 x 0.92 m |
| 1.50 m | 2.44 x 1.5 x 0.92 m |
| 1.25 m | 2.19 x 1.5 x 0.92 m |
| 1.00 m | 1.94 x 1.5 x 0.92 m |
| 61 cm | 1.46 x 1.5 x 0.92 m |
| 33 cm | 1.46 x 1.5 x 0.92 m |
| CONSTRUCTION | Aluminum (models TTA02, TTA02TB) Fibreglass (models TTG02, TTG02TB) |
| STANDARD | Conforms to EN1004 |

Note. We reserve the right to change the specifications and design without notice in order to improve performance and quality.

WARRANTY

Your **TELETOWER®** is covered by a 12 month warranty. The Company undertakes to replace or repair, free of charge, any defect which the Company considers to be due to faulty workmanship or material within 12 months of the sale date, except for:

- Defects arising from neglect, misuse or unauthorised modifications.
- Damage caused by abuse, misuse, dropping or other similar damage caused by or as a result of failure to follow transportation, storage, loading or operation, instructions.
- Alterations, additions or repairs carried out by persons other than the Manufacturer or their recognized distributors.
- Transportation or shipment costs to and from the Manufacturer or their recognized agents, for repair or assessment against a warranty claim, on any **TELETOWER®** or component.
- Materials and/or labour costs to renew, repair or replace components due to fair wear and tear.
- Faults arising from the use of non-standard or additional parts, or any consequential damage or wear caused by the fitting or use of such parts.

IMPORTANT. The Manufacturer and/or their recognized agents, directors, employees or insurers will not be held liable for consequential or other damages, losses or expenses in connection with, or by reason of, or the inability to use the **TELETOWER®** for any purpose.

MODIFICATIONS

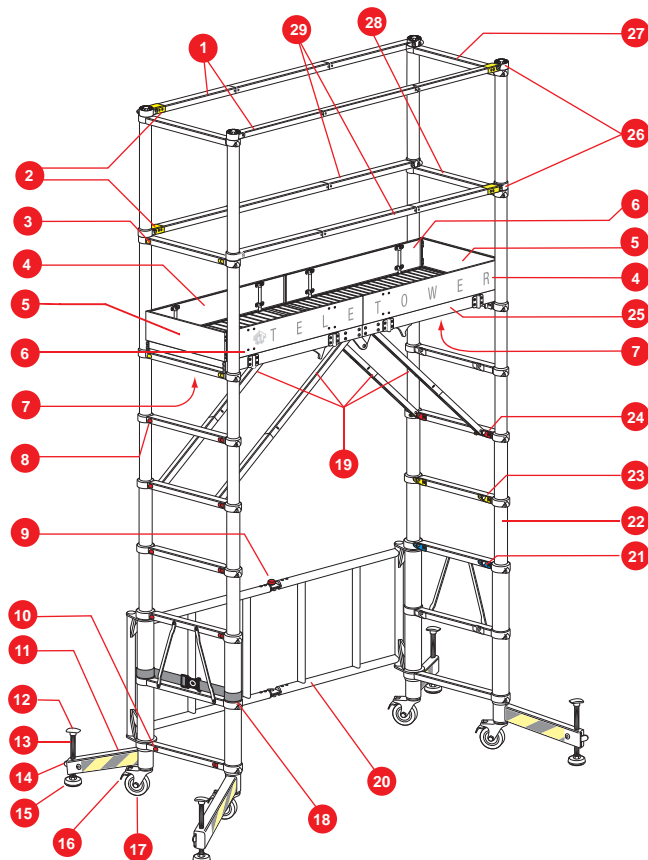
If additional equipment or any third party work, modifications or alterations are to be carried out on the **TELETOWER®** which will involve any welding, drilling or any form of cutting or distortion of materials, full written approval must be obtained from the Manufacturer prior to the work being carried out.

REPLACEMENT PARTS INFORMATION

For information on replacement parts, visit our website where you can download illustrations and part listings.

www.TeleTower.com/technical/parts

TELETOWER® COMPONENTS IDENTIFIED



- | | |
|--|--|
| 1. Front/rear hand rails | 16. Castor lock lever |
| 2. Guard rail latch | 17. Castor |
| 3. Spring loaded lock/release button (yellow) | 18. Stowage/transport securing straps |
| 4. Front and rear toe boards (short) | 19. Platform stabiliser bars |
| 5. Side toe board | 20. Folding gate |
| 6. Front and rear toe boards (long) | 21. Platform stabiliser bracket (blue) |
| 7. Platform locking catch | 22. Stile |
| 8. Spring loaded lock/release button (red) | 23. Platform stabiliser bracket (yellow) |
| 9. Gate lock release button | 24. Platform stabiliser bracket (red) |
| 10. Ground stabiliser positioning red release button | 25. Platform |
| 11. Ground stabiliser | 26. Hand rail / knee rail swivel anchors |
| 12. Ground stabiliser adjuster | 27. Side hand-rail |
| 13. Ground stabiliser bar | 28. Side knee-rail |
| 14. Ground stabiliser bar release lever | 29. Front/rear knee-rails |
| 15. Foot | |

