

# HOW TO TEST YOUR ELEVATOR PHONE

## Three Simple Steps to Test Your Elevator Phone

This elevator test will require two people. You may take your elevators out of service but it is not necessary.

1. Activate at least two elevators at approximately the same time. You are trying to determine not only if each phone is simultaneously in use but whether or not it is also able to carry on a two way conversation with emergency operator(s)

### **This portion of the test fails if:**

- ▶ Only one or none of the calls go through
- ▶ One call connects but disconnects when the second call goes through
- ▶ The phones will not dial out
- ▶ The calls can be completed but the parties cannot hear each other

2. From each elevator, ask the operator to identify your location and cab number (as required by ASME.)

### **This portion of the test fails if:**

- ▶ The operator cannot identify the elevator without aid from the caller

3. Call into elevator from the emergency responder phone (generally located at a guard station on the main ingress/egress level or in the fire control room) to test the on-site emergency responder's ability to call directly back to the elevators without intentional delay.

### **This portion of the test fails if:**

- ▶ The emergency responder phone cannot call back directly into elevator..

