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## 4. Emergency Release Procedures

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### Passenger Release

9. Locate the floor level at which the lift has stopped and open the landing door by inserting the door emergency lock release key in the socket provided and rotating the key until the door can be opened by hand.
10. The car doors can be opened manually by forcing the doors apart (2C2C) or sideways (2S2S, 3S3S)
11. The passengers may then be released from the lift car.

### After Passenger Release

LEAVE THE LIFT SWITCHED OFF AND ENSURE CAR DOORS ARE CLOSED AND ALL LANDING DOORS ARE CLOSED AND LOCKED.

12. Access to motor room or cabinet should be closed and locked to prevent access by unauthorized personnel.