OPERATOR’S MANUAL

For Models 1101 & 1101-96
(Model 1101 illustrated in this manual)

Before operating this equipment, thoroughly read this set of instructions, make sure you understand them, and only then follow the step-by-step directions. Failure to do so could result in serious property damage and / or serious bodily injury or death.

![Adjustable Work Platform](image.png)
To our valued customer,

Thank you for choosing a Telpro Inc. product by PARAGON PRO Manufacturing Solutions. We are pleased that we are able to provide equipment to make your work easier.

Our efforts are focused on producing the finest quality equipment of which we are capable. We make sure to spend extra time and effort on our design and production in order to reduce your time and effort spent using the product.

We take pride in providing the best for our customers. Quality, innovation, and excellence are all qualities this company ensures. No product is sent without being factory tested and inspected to ensure the highest quality for you.

It all began in 1972 when Roland Young designed our first product, the PANELLIFT® Brand Drywall Lift, and revolutionized the drywall industry. To this day we are continuously making advancements in manufacturing and design.

Thank you again for giving us the opportunity to work with you. Any questions or comments that you have are always welcome.

PARAGON PRO Manufacturing Solutions
This manual covers TELE-TOWER® Adjustable Work Platform Models 1101 and 1101-96.

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Warning

Read and follow these warnings and the instructions that follow. Failure to do so could result in serious property damage and/or serious bodily injury.

- **BEFORE** operating this equipment, thoroughly read this set of instructions, make sure you understand them, and only then follow the step-by-step directions. **FAILURE TO READ AND FOLLOW THESE INSTRUCTIONS** could result in failure of the equipment. Failure of the equipment while the platform is raised can include a sudden and rapid lowering of the platform and load possibly resulting in serious property damage and/or serious bodily injury or death.

- Use and maintenance of the Tele-Tower® Adjustable Work Platform shall be limited to authorized personnel who are trained in the proper techniques for its safe operation and maintenance and who are familiar with the various hazards of using overhead access equipment.
  - Such training shall be the responsibility of the equipment owner under the direction of a designated Competent Person as defined by OSHA [29 CFR 1926.32(f)].

- It shall be the responsibility of any and all users of the Tele-Tower® Adjustable Work Platform to:
  - Become familiar with all aspects of assembly, operation and necessary safety precautions
  - Become familiar and comply with all federal, state and local statutes, regulations, and/or codes.

- **READ AND COMPLY** with the most current version of ANSI Standard A10.8.

- **DO NOT** ATTEMPT TO USE YOUR Tele-Tower® Adjustable Work Platform IF ANY PART IS MISSING, DAMAGED OR WORN. ORDER A REPLACEMENT PART IMMEDIATELY. Using a Tele-Tower® Adjustable Work Platform with missing, damaged or worn components can result in failure of the unit and possibly severe property damage and/or serious bodily injury or death.

- **DANGER!** The Tele-Tower® Adjustable Work Platform is made of steel which conducts electricity. KEEP THE UNIT AWAY FROM LIVE ELECTRICAL WIRES. Failure to do so could result in electrocution.

- The weight capacity of the Tele-Tower® Adjustable Work Platform is 550 lbs. (249 kg). **DO NOT** load the unit beyond this limit. Failure to follow this warning can result in damage to the Tele-Tower® Adjustable Work Platform contributing to a sudden failure of the equipment and serious property damage and/or serious bodily injury or death.

- The Tele-Tower® Adjustable Work Platform shall be used only on hard, flat (slope not greater than 1/4 inch per foot) surfaces free of obstructions, openings, pits and/or holes. Operate at room temperature, avoid humidity and water.

- **DO NOT** extend working heights by standing on toe boards, guardrails, planking guardrails, or by use of boxes or ladders or other devices on the work platform.

- **USE ONLY** factory authorized accessories and replacement parts. Installation or use of other parts can compromise the safe design of the Tele-Tower® Adjustable Work Platform and may cause failure of the unit possibly resulting in serious property damage and/or serious bodily injury.

- Work only from the platform area of the Tele-Tower® Adjustable Work Platform. Use caution when reaching over or outside the guard rail system to access work. Over extending can create a fall hazard.

- **DO NOT** extend the length or width of the Tele-Tower® Adjustable Work Platform beyond the manufacturer’s supplied design.

- **DO NOT** lay decks, planks, or any other form of staging or platform across the toe boards of the Tele-Tower® Adjustable Work Platform. Damage to the toe boards may result, making the Tele-Tower® unsafe.

- Persons climbing or descending the Tele-Tower® Adjustable Work Platform shall have both hands free for climbing and shall remove foreign substances such as, but not limited to, mud or grease, from their shoes and hands.

- **DO NOT** attach any form of hoisting device to the Tele-Tower® Adjustable Work Platform that is not designed by Telpro Inc. specifically for use on the Tele-Tower® Adjustable Work Platform.

- When workers are at work on the Tele-Tower® Adjustable Work Platform and an overhead hazard exists, overhead protection shall be provided and shall be positioned not more than 9 feet above the work platform.

- Workers shall not work on the Tele-Tower® Adjustable Work Platform during storms or high winds, as determined by a competent person.

- Tools, materials and debris shall not be allowed to accumulate so as to create a hazard on the Tele-Tower® Adjustable Work Platform.

- **DO NOT** use the Tele-Tower® Adjustable Work Platform in or near work involving corrosive substances, acids, chemical, or corrosive atmospheres. Doing so can cause damage to the cable elevating system and/or other components possibly resulting in failure which may result in severe property damage and/or severe bodily injury.

- **DO NOT** use the Tele-Tower® Adjustable Work Platform in wet environments, doing so may cause the caster brakes or other components to malfunction or fail, possibly resulting in severe property damage and/or severe bodily injury or death.

- Special precautions shall be taken to protect the Tele-Tower® Adjustable Work Platform components including the cable elevating system when a heat-producing process is in use, such as: welding, grinding, torching, etc. The Tele-Tower® Adjustable Work Platform components that have been contacted by any heat-producing process shall be considered to be permanently damaged and shall be replaced with new components before the Tele-Tower® Adjustable Work Platform is used.
• NEVER make height adjustments while a person is on the platform. Doing so can subject the cable lift assembly to stresses and loads that it was not designed to carry. This can result in failure of the assembly which may include a sudden and rapid lowering of the platform possibly resulting in serious property damage and/or serious bodily injury or death. The Tele-Tower® Adjustable Work Platform is not a personnel lift and shall not be used as such.

• BE OBSERVANT OF ANY POTENTIALLY HAZARDOUS CONDITIONS INCLUDING BUT NOT LIMITED TO:
  - Any obstructions
  - Loose materials
  - Moving machinery
  - Open ducts
  - Wires
  - Holes
  - Electrical installations
  - Stairwells
  - Changes in floor elevations
  - Etc.

Before Climbing - After Assembling or Readjusting the Equipment:

• ALWAYS be sure that all four ladder lock pins are properly engaged before climbing. Failure to do so can subject the cable lift assembly to stresses and loads that it was not designed to carry. This can result in failure of the assembly which may include a sudden and rapid lowering of the platform possibly resulting in serious property damage and/or serious bodily injury or death.

• INSPECT THE CABLE BEFORE EACH USE.
  - REPLACE AT THE FIRST SIGN OF WEAR. A worn, damaged or improperly installed cable can fail resulting in a sudden and rapid lowering of the platform possibly resulting in serious property damage and/or serious bodily injury or death. (See page 10 for general standards for cable inspection.)
  - MAKE SURE the cable is properly strung through the ladder sheaves and properly attached at the anchor points on the ladder frames.

• ALWAYS be sure that the base outriggers are adjusted to maintain a height to base ratio in accordance with ANSI, A10.8 and all applicable federal, state and local codes.

Before Climbing - Each Time the Equipment is Accessed:

• BE SURE that:
  - the Tele-Tower® Adjustable Work Platform is correctly assembled
  - all four ladder lock pins are fully engaged and the cable is properly strung and taut under the sheaves
  - the base outriggers are extended to maintain a height to base ratio in keeping with applicable federal, state, and local standards
  - all four casters are securely installed with bolts and brakes are set and properly functioning
  - all guardrails, chains and anti-sway braces are correctly and securely installed
  - safe access is provided
  - there are no overhead obstructions or live electrical lines within 12 feet of the work platform

When moving the Tele-Tower® Adjustable Work Platform:

• DO NOT move the Tele-Tower® Adjustable Work Platform by pulling on overhead structures such as beams, pipes, trusses, etc. from the top. Doing so can result in tipping of the platform possibly resulting in severe property damage and/or severe bodily injury or death.

• BEFORE MOVING secure or remove all materials, tools, and equipment.

• ALWAYS adjust base outriggers to maintain a height to base ratio in accordance with ANSI, A10.8 and all applicable federal, state and local codes.

• The force used to move the Tele-Tower® Adjustable Work Platform shall be applied as close to the base as practicable, and provision shall be made to stabilize the tower during movement from one location to another.

• Persons shall be prohibited from riding on the Tele-Tower® Adjustable Work Platform while it is being moved unless the following conditions exist:
  - The surface on which the Tele-Tower® is being moved is hard, flat (slope not greater than 1/4 inch per foot), and free of obstructions, openings, pits and/or holes.
  - The height to base ratio of the Tele-Tower® is two to one or less.
  - Persons on the work platform shall be advised of and be made aware of each movement in advance and shall remain only on the deck of the work platform.
  - No person is on any part of the Tele-Tower® which extends outward beyond the casters or other supports.

• DO NOT attach any form of ground drive device to the Tele-Tower® Adjustable Work Platform that is not designed by Telpro Inc. specifically for use on the Tele-Tower® Adjustable Work Platform Model 1101 or 1101-96.

• Be sure there are no overhead obstructions or electric power lines in the path of the rolling work platform.

• When using the 1177 or 1177-96 Tele-Tower® Extension, work only from the top platform. The lower platform is not designed as a work area.

• ALWAYS fully disassemble the Tele-Tower® Adjustable Work Platform before transporting

Questions? - Call Paragon Pro Manufacturing Solutions Customer Service at 1-800-448-0822 or 701-775-0551
### USER COMPONENTS & SPECIFICATIONS

- **A.** Telescoping end section “A” with integral outriggers
- **B.** Telescoping end section “B” with integral outriggers
- **C.** 5” heavy-duty swivel / brake scaffold casters
- **D.** Connecting beam with cable elevation mechanism
- **E.** Guard rails (4)
- **F.** Safety Chains (4)
- **G.** Interchangeable anti-sway braces (6)
- **H.** Steel safety deck with 4” toe board
  - Model 1101 & 1177: (approx. 20” x 6 feet)
  - Model 1101-96 & 1177-96: (approx. 20” x 8 feet)

### Tele-Tower® Work Platform

<table>
<thead>
<tr>
<th><strong>Model</strong></th>
<th><strong>Static Load Rating</strong></th>
<th><strong>Deck Height</strong></th>
<th><strong>Max Working Height</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>models 1101 &amp; 1101-96</td>
<td>550 lbs. (249.5 kg)</td>
<td>2’ TO 11’ in 6” increments</td>
<td>Approx. 17.5’ (5.3 m)</td>
</tr>
<tr>
<td>models 1177 &amp; 1177-96*</td>
<td>550 lbs. (249.5 kg)</td>
<td>12.5’ TO 17.5’ in 6” increments</td>
<td>Approx. 24’ (7.3 m)</td>
</tr>
</tbody>
</table>

### Optional Extension

**Models 1177 & 1177-96**

* When using the 1177 Tele-Tower® Extension, work only from the top platform. The lower platform is not designed as a work area.

**ALWAYS** adjust the base outriggers to maintain a height to base ratio in accordance with federal, state, and local standards.

**DO NOT EXCEED STATIC LOAD RATING OF 550 Lbs.**
CARE AND MAINTENANCE

The following items shall be inspected at a minimum each time the Tele-Tower® Adjustable Work Platform is assembled. Determining a need and implementing a schedule for more frequent inspection based on usage patterns specific to the deployment of the equipment by the owner shall be the responsibility of the equipment owner under the direction of a designated Competent Person as defined by OSHA [29 CFR 1926.32(f)]:

• Inspect the cable assembly. Replace the cable at the first sign of wear. (See Warnings on pages 1 & 2)
• Ensure proper function of caster brakes and locks.
• Ensure proper function of the winch brake. This procedure is demonstrated in the video at the following link: https://youtu.be/uahARYH4O-M

Scan this code to watch the video on your mobile device:

If you have difficulty with the video link, email Paragon Pro Manufacturing Solutions at sales@paragonpromfg.com or call 701-775-0551

The following general maintenance and care items shall be observed/performed/followed at a frequency determined by a designated Competent Person as defined by OSHA [29 CFR 1926.32(f)] to be appropriate based on usage patterns specific to the deployment of the equipment by the owner.

• Occasionally oil all spring pins and cable sheaves and ensure proper functioning
• Lubricate caster bearings and remove foreign substances from outriggers for smooth operation.
• Apply household paraffin to the outriggers and to the vertical surfaces of the telescoping ladders, for smoother action.
• Store the Tele-Tower® Adjustable Work Platform in a dry place.
• Take reasonable care to avoid damaging the Tele-Tower® Adjustable Work Platform when transporting it.
• Do not hammer on any members or components of the Tele-Tower® Adjustable Work Platform.
1A) Place connecting beam in tapered socket and secure with bolt and wing nut as shown. 
1B) Lift retaining bolt and tighten wingnut until secure. (Make sure that blade is secure in slot)

2) Engage ladder lock pins and lock one caster on end Section “B”. Allow casters on Section “A” to roll while connecting to Section “B.” Similarly secure as shown in step 1. Secure with bolt and wing nut.

3) Rotate winch handle counterclockwise and release cable from storage on beam.

4) Place cable under sheave at lower end of each telescoping ladder section.
5) Attach cable ends to hooks on top of end sections.

6) Attach braces between the beam and the base of each end section. **WARNING**: NEVER operate the Tele-Tower Adjustable Work Platform without these braces. Doing so can result in damage to the structure which can lead to failure that can result in severe property damage and or severe bodily injury or death.

7) Jog base of end sections to facilitate brace pin alignment. **DO NOT** hammer on braces.

8) For platform heights from 2’ to 6’, the deck may be placed on lower rungs. For added safety use guard rails even when deck is on lower rungs.
9) For deck heights of 6’ or greater, place the deck on the top rungs of the telescoping ladders and attach ALL FOUR deck braces between the deck and the base of the telescoping ladders. Jog base of end sections to facilitate brace pin alignment. DO NOT hammer on braces.

**WARNING:**
NEVER use the Tele-Tower® Adjustable Work Platform at deck heights over 6’ without these braces. Doing so can result in damage to the structure which can lead to failure that can result in severe property damage and or severe bodily injury or death.

10) Install the guard rails in the top of the telescoping ladder sections. CAUTION: Keep fingers clear of hinge joints when handling guard rails.

11) Attach all four safety chains between the guard rails on each end.
1) Adjust base outriggers to maintain height to base ratio in keeping with applicable national, state, local and ANSI Standards. ALWAYS engage the outrigger latch pin before climbing the Tele-Tower® Adjustable Work Platform.

2a) TO ELEVATE DECK:
—Retract and rotate the ladder lock spring pins to the disengaged position.

2b) Rotate winch handle clockwise until deck is 2” - 4” below the desired height.

2c) —Return ALL FOUR ladder lock spring pins to the engaging position.
—Rotate winch handle further until ALL FOUR ladder lock spring pins engage through the holes in the guide channels.
2d) If ladder lock spring pins do not readily engage, raise the cable between the sheaves slightly and jog the telescoping ladder section to help facilitate complete engagement. **DO NOT** pound on the lock pins.

**WARNING:**
- **ALWAYS** make sure **ALL FOUR** ladder lock spring pins are fully engaged before climbing.
- **NEVER** make height adjustments while a worker is on the work platform. (see warnings, page 1-2.)

**WARNING:**
While operating the Tele-Tower® Adjustable Work Platform, **ALWAYS** keep the cable taut under the telescoping ladder sheaves. **NEVER** rotate the winch handle counterclockwise while the ladder lock pins are engaged. Doing so will allow the cable to go slack, which can cause the cable to wind unevenly on the winch tube. This will cause the two telescoping ladders to move unevenly in relation to each other, binding up in the telescoping frame, and will hinder proper and safe locking of the ladder lock spring pins.

3a) **TO LOWER DECK:**
—Be sure the cable passing under the telescoping ladder sheaves is taut and that the cable is wound evenly at both ends of the winch tube.

3b) —Retract and rotate the ladder lock spring pins to the disengaged position.
—Rotate the winch handle counterclockwise.

**Storing the cable:**
Leave one end attached (as when in operation),
- Wind loose end around spools A-B and place spring tube on hook C
- Detach other end and wind in similar reverse pattern.
- Take up slack by rotating winch clockwise.
ASME Standards for wire rope (cable) inspection and replacement
Reprinted with permission from ASME B30.19 Cableways

The following is intended as a helpful guide to the general topic of inspection and replacement of wire rope (cable). It is not intended to be an exhaustive treatment of the topic. Frequent inspection (at least daily) and prompt replacement of any cable that shows any sign of wear is the responsibility of the owner and the operator of the Tele-Tower® Adjustable Work Platform.

With reference to the chart below at 19-2.4.3(b)(6) the Tele-Tower® Adjustable Work Platform cable is a nominal 1/8" high tensile cable (rope).
PARTS INDEX Models 1101 & 1101-96

14-00 (Model 1101)
14-08 (Model 1101-96)

14-01

13-00

12-00 (Model 1101)
12-03 (Model 1101-96)

8-00 (Model 1101)
8-33 (Model 1101-96)

6-0A

6-0B
## PARTS LIST

<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-0A</td>
<td>End section “A” (crank side) without removable parts</td>
</tr>
<tr>
<td>6-0B</td>
<td>End section “B” (non-crank) without removable parts</td>
</tr>
<tr>
<td>6-01</td>
<td>Latch pin with fasteners (each)</td>
</tr>
<tr>
<td>7-00</td>
<td>Complete telescoping ladder section (each) (total of 2)</td>
</tr>
<tr>
<td>7-01</td>
<td>Cable sheave with Axle and Pin</td>
</tr>
<tr>
<td>7-02</td>
<td>Ladder lock spring pin with fasteners</td>
</tr>
<tr>
<td>8-00</td>
<td>Complete beam assembly for Model 1101</td>
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<tr>
<td>8-01</td>
<td>Beam body with sleeve bearings Model 1101</td>
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<tr>
<td>8-02</td>
<td>Winch tube Model 1101</td>
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<td>8-03</td>
<td>Latch Bolt assembly (pair)</td>
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<td>8-04</td>
<td>Ball bearing (1/2&quot; diameter hole)</td>
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<td>8-05</td>
<td>Spring socket</td>
</tr>
<tr>
<td>8-06</td>
<td>Cable spring (compression)</td>
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<td>8-07</td>
<td>Cable Asmbly. 1/8&quot; x 29' 6&quot; with fasteners for Model 1101</td>
</tr>
<tr>
<td>8-08</td>
<td>Fiber washer (each) (total of 2)</td>
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<td>8-13</td>
<td>Nylon washer</td>
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<tr>
<td>8-14</td>
<td>Crank knuckle</td>
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<td>8-16</td>
<td>Serrated end bushing w/ spring</td>
</tr>
<tr>
<td>8-17</td>
<td>1/2&quot; washer</td>
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<tr>
<td>8-18</td>
<td>1/2&quot; cap nut</td>
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<tr>
<td>8-19</td>
<td>Crank arm with fasteners</td>
</tr>
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<td>8-20</td>
<td>Winch Handle</td>
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<tr>
<td>8-22</td>
<td>Hanger bracket brake assembly</td>
</tr>
<tr>
<td>8-31</td>
<td>Beam body with sleeve bearings Model 1101-96</td>
</tr>
<tr>
<td>8-32</td>
<td>Winch tube Model 1101-96</td>
</tr>
<tr>
<td>8-33</td>
<td>Complete beam assembly for Model 1101-96</td>
</tr>
<tr>
<td>8-34</td>
<td>Cable Asmbly. 1/8&quot; x 31' 3&quot; with fasteners for Model 1101-96</td>
</tr>
<tr>
<td>9-00</td>
<td>Outrigger with stop bolt (each) (total of 4)</td>
</tr>
<tr>
<td>10-00</td>
<td>5&quot; Caster, brake mechanism &amp; fasteners (ea.) (total of 4)</td>
</tr>
<tr>
<td>12-00</td>
<td>Deck for Model 1101</td>
</tr>
<tr>
<td>12-03</td>
<td>Deck for Model 1101-96</td>
</tr>
<tr>
<td>13-00</td>
<td>Brace (each) (total of 6)</td>
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<tr>
<td>14-00</td>
<td>Model 1101 Guard rail w/ chain (each) (total of 4)</td>
</tr>
<tr>
<td>14-01</td>
<td>Safety chain (each)</td>
</tr>
<tr>
<td>14-08</td>
<td>Model 1101-96 Guard rail w/ chain (each) (total of 4)</td>
</tr>
</tbody>
</table>

### Base End Section Components

- 7-00 Complete Telescoping Ladder Section
- 8-00 Complete Beam Assembly (model 1101)
- 8-33 Complete Beam Assembly (model 1101-96)

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**Need to order parts?**

Call Telpro Inc.
Customer Service at
1-800-448-0822
This product contains trace amounts of the following items which are known to cause cancer or developmental effects. These chemicals are not hazardous under product's intended use. Please review CAS# for more information.

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Hazard</th>
<th>CAS#</th>
<th>% By Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arsenic</td>
<td>Cancer</td>
<td>7440-38-2</td>
<td>Trace</td>
</tr>
<tr>
<td>Cadmium</td>
<td>Developmental</td>
<td>7440-43-9</td>
<td>Trace</td>
</tr>
<tr>
<td>Chromium</td>
<td>Cancer, Developmental</td>
<td>7440-47-3</td>
<td>Trace</td>
</tr>
<tr>
<td>Ethylbenzene</td>
<td>Cancer</td>
<td>100-41-4</td>
<td>Trace</td>
</tr>
<tr>
<td>Lead</td>
<td>Cancer</td>
<td>7439-92-1</td>
<td>Trace</td>
</tr>
<tr>
<td>Methanol</td>
<td>Developmental</td>
<td>67-56-1</td>
<td>Trace</td>
</tr>
<tr>
<td>Methylene Chloride (Dichloromethane)</td>
<td>Cancer</td>
<td>75-09-2</td>
<td>Trace</td>
</tr>
<tr>
<td>Nickel</td>
<td>Cancer</td>
<td>7440-02-0</td>
<td>Trace</td>
</tr>
<tr>
<td>Propylene glycol monobutyl ether</td>
<td>Cancer</td>
<td>5131-66-8</td>
<td>Trace</td>
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<tr>
<td>Toluene</td>
<td>Developmental</td>
<td>108-88-3</td>
<td>Trace</td>
</tr>
<tr>
<td>Wood Dust</td>
<td>Cancer</td>
<td>None</td>
<td>Trace</td>
</tr>
</tbody>
</table>
Questions about assembly?  
Can’t find a part?  
Need some other help?

Call us:  
1.800.448.0822

We’ll get you set up!

Paragon Pro Manufacturing Solutions  
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701-775-0551 www.paragonpromfg.com