

## **Hand pallet truck HPT-A20 / HPT-A25 / HPT-D20 / HPT D25**

### **Operating Instructions**

**GB**

### **Note**

The present operating instructions are designed to provide sufficient instruction for the safe operation of the industrial truck. The operating instructions contain information about different vehicle models. When operating and servicing the equipment, make sure that the text applies to your vehicle model.

In the interest of ongoing development, the manufacturer reserves the right to incorporate modifications (without changing the basic characteristics of the equipment model) without necessarily updating the present operating instructions at the same time.

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## A. Correct Use and Application

The "Guidelines for the Correct Use and Application of Industrial Trucks" (VDMA) are supplied with the truck. The guidelines form part of these operating instructions and must be observed. National regulations apply in full.

The truck described in the present operating instructions is an industrial truck designed for lifting and transporting loads.

It must be used, operated and serviced in accordance with the present instructions. All other types of use lie beyond the scope of application and can result in damage to personnel, the truck or property. In particular, avoid overloading the truck with loads which are too heavy or placed on one side. The data plate attached to the truck or the load chart are binding for the maximum load capacity. The industrial truck must not be used in fire or explosion endangered areas, or areas threatened by corrosion or excessive dust.

**Proprietor responsibilities:** For the purposes of the present operator manual the "proprietor" is defined as any natural or legal person who either uses the industrial truck himself, or on whose behalf it is used. In special cases (e.g. leasing or renting) the proprietor is considered the person who, in accordance with existing contractual agreements between the owner and user of the industrial truck, is charged with operational duties.

The proprietor must ensure that the truck is used only for the purpose it is intended for and that danger to life and limb of the user and third parties are excluded. Furthermore, accident prevention regulations, safety regulations and operating, servicing and repair guidelines must be followed. The proprietor must ensure that all users have read and understood these operating instructions.



Failure to comply with the operating instructions shall invalidate the warranty. The same applies if improper work is carried out on the truck by the customer or third parties without the permission of the manufacturer's customer service department.

**Attaching accessories:** The mounting or installation of additional equipment which affects or enhances the performance of the industrial truck requires the written permission of the manufacturer. In some cases, local authority approval shall be required. Approval of the local authorities however does not constitute the manufacturer's approval.

## B. Truck Description

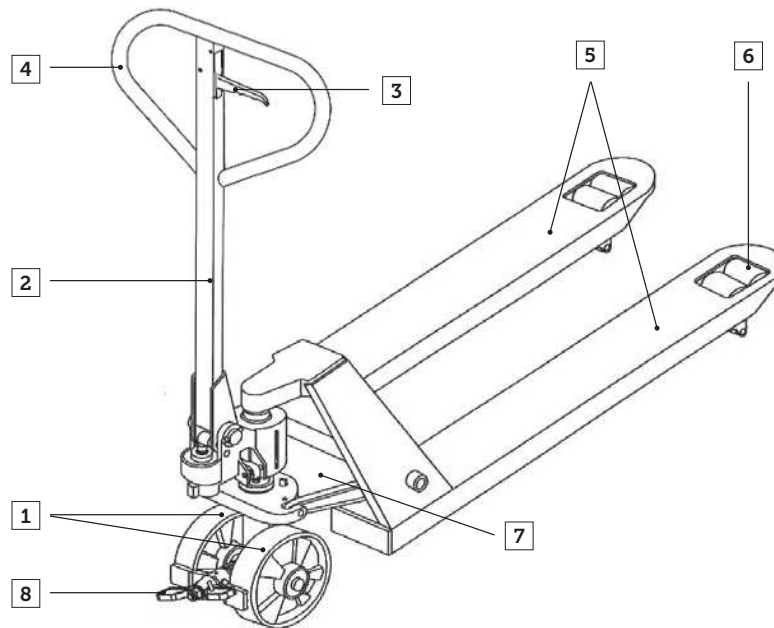
### 1. Application

The vehicle is a pallet truck, designed for transporting goods on level surfaces. Open bottom pallets or pallets with diagonal boards can be lifted outside the range of the load wheels. The capacity is shown on the data plate and on the data capacity plate Qmax.

### 2. Assemblies, Application Conditions, Data Plate

Operating temperature: from -10°C to +50°C

Ambient lighting: Min. 50 Lux



Item	Component
1	● Steer wheels
2	● Tiller
3	● "Neutral/lift/lower fork" handle
4	● Handle
5	● Load handler
6	● Load wheels
7	● Data plate
8	○ Foot parking brake

● = Standard equipment

○ = Optional equipment

#### 2.1 Data Plate

- 1: Model
- 2: Option
- 3: Serial no.
- 4: Year of manufacture
- 5: Rated capacity
- 6: Truck weight
- 7: Manufacturer

### 3. Technical Specifications

	HPT-A20 / HPT-D20	HPT-A25 / HPT-D25
Capacity	2000	2500
Lift height min. - max. mm	85–200 mm	85–200 mm
Fork length mm	1150	1150
Fork carriage width mm	540	540
Fork width mm	160	160
Steer wheel diameter mm	200	200
Fork roller diameter	80x70	80x70

## C. Operation

### 1. Safety Regulations for the Operation of Forklift Trucks

**Driver's rights, obligations and responsibilities:** The driver must be informed of his duties and responsibilities and be instructed in the operation of the truck and shall be familiar with the operating instructions. The driver shall be afforded all due rights.

**Unauthorised use of truck:** The driver is responsible for the truck during the time it is in use. The driver must prevent unauthorised persons from driving or operating the truck. Do not carry passengers or lift other people.

**Damage and Faults:** Supervisors must be informed immediately of any damage or faults to the truck or attachment. Trucks which are unsafe for operation (e.g. wheel or brake problems) must not be used until they have been rectified.

**Repairs:** The driver must not carry out any repairs or alterations to the industrial truck without the necessary training and authorisation to do so. The driver must never disable or adjust safety mechanisms or switches.

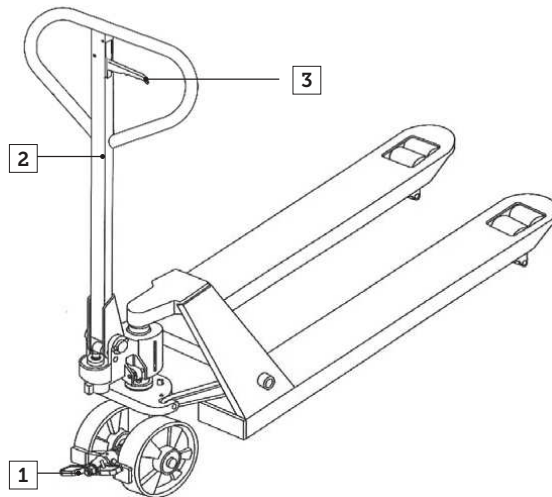
**Hazardous area:** The hazardous area is defined as the area in which a person is at risk due to truck movement, lifting operations, the load handler (e.g. forks or attachments) or the load itself. This also includes areas which can be reached by falling loads or lowering operating equipment.



Unauthorised persons must be kept away from the hazardous area. Where there is danger to personnel, a warning must be sounded with sufficient notice. If unauthorised personnel are still within the hazardous area the truck shall be brought to a halt immediately.

**Safety devices and warning signs:** Safety devices, warning signs and warning instructions shall be strictly observed.

### 2. Controls



Item	Control / display	Function
1	Foot parking brake	Applies / releases the steer wheel
2	Tiller	Moves and steers the truck
3	"Lift/lower fork" handle	Lifts / lowers the forks manually

### 3. Starting up the Truck

Before the truck can be started, operated or a load lifted, the driver must ensure that there is nobody within the hazardous area.



**Checks and operations to be performed before starting daily operation**

Inspect the entire truck (especially the wheels and the load handler) for visible signs of damage.

## 4. Industrial Truck Operation

### 4.1 Safety Regulations for Truck Operation

**Travel routes and work areas:** Only use routes specifically designated for truck traffic. Unauthorised third parties must stay away from work areas. Loads must only be stored in places specially designated for this purpose.

**Travel conduct:** The driver must adapt the travel speed to local conditions. The truck must be driven at slow speed when negotiating bends or narrow passageways, when passing through swing doors and at blind spots. The driver must always observe an adequate braking distance between the forklift truck and the vehicle in front and must be in control of the truck at all times. Abrupt stopping (except in emergencies), rapid U turns and overtaking at dangerous or blind spots are not permitted.

**Travel visibility:** The driver must look in the direction of travel and must always have a clear view of the route ahead. Loads that affect visibility must be positioned at the rear of the truck. If this is not possible, a second person must walk in front of the truck as a lookout.

**Negotiating slopes and inclines:** Slopes or inclines may only be negotiated if they are designated traffic routes, are clean and have a non-slip surface and providing they can be safely negotiated in accordance with the technical specifications of the truck. The truck must always be driven with the load unit facing uphill. The industrial truck must not be turned, operated at an angle or parked on inclines or slopes. Inclines must only be negotiated at slow speed, with the driver ready to brake at any moment.

**Negotiating lifts and docks:** Lifts and docks must only be used if they have sufficient capacity, are suitable for driving on and authorised for truck traffic by the proprietor. The driver must satisfy himself of the above before entering these areas. The truck must enter lifts with the load in front and must take up a position which does not allow it to come into contact with the walls of the lift shaft. People travelling in the lift with the forklift truck must only enter the lift after the truck has come to a halt and must exit the lift before the truck.

**Nature of loads to be carried:** Only transport properly secured loads.

### 4.2 Travel, Steering, Braking

Never carry passengers.

#### Travel

Set the handle **2** to the "neutral" position. The truck can be towed or pushed using the handle **3** on the tiller **1**.



The handle **2** must be in the "neutral" position in order to move a laden truck.

#### Steering

Move the tiller **1** to the left or right, within a range of approx. 105°. On tight bends the tiller extends beyond the perimeter of the truck.

#### Braking

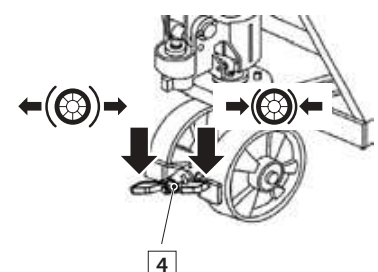
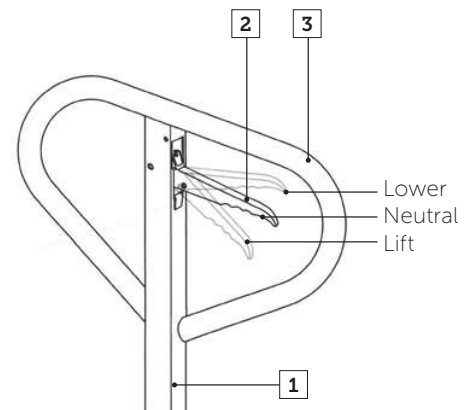
In an emergency you can stop the truck by lowering the load: push the handle **2** in the „Lower“ direction to lower the load.

#### Foot parking brake (Optional equipment)

- To fix the brake, press your foot on the right side of the foot parking brake **4** as far as the stop. The brake shoe acts on the wheels and chocks them.
- To release the brake, press your foot on the left side of the foot parking brake **4** as far as the stop. The spring pushes the brake shoe back and releases the wheels.



Never attempt to apply the brake manually.



#### 4.3 Lifting and Depositing Load Units

Before collecting a load, the driver must ensure that it is correctly palletised and that the capacity of the truck is not exceeded. Do not lift long loads at an angle.

**Notice:** The handle **2** must be in the "neutral" position in order to move a laden truck.

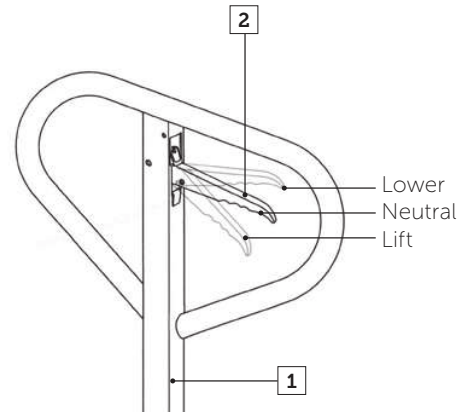
- Push the handle in the „lower“ direction to lower the load.
- Fully insert the truck and the load handler underneath the load.

##### Lifting

- Push the handle **2** to the „Lift“ direction.
- Lift the forks by moving the tiller **1** up and down until you reach the desired lift height.
- Set the handle **2** to the "neutral" position

##### Lowering

- Push the handle **2** in the „Lower“ direction to lower the load.
- Set the handle **2** to the "neutral" position.



#### 4.4 Parking the Truck Securely

Do not park the truck on slopes and always lower the forks fully. The truck must be securely fastened when transported on a lorry or a trailer. Fasten the truck and chock its wheels.

#### 5. Troubleshooting

This chapter allows the user to identify and rectify basic faults or the effects of incorrect operation. When trying to locate a fault, proceed in the order shown in the table.

Fault	Mögliche Ursache	Abhilfemaßnahmen
Pallet truck does not reach max lift height	<ul style="list-style-type: none"> <li>• Insufficient oil in reservoir</li> </ul>	<ul style="list-style-type: none"> <li>• Add oil</li> </ul>
Pallet truck does not lift	<ul style="list-style-type: none"> <li>• No oil in reservoir</li> <li>• Contaminated oil</li> <li>• Air in oil</li> </ul>	<ul style="list-style-type: none"> <li>• Add oil</li> <li>• Change oil</li> <li>• Bleed the hydraulic system</li> </ul>
Pallet truck does not lower	<ul style="list-style-type: none"> <li>• Lift piston or pump is damaged due to overloading with loads that are too heavy or placed on one side</li> <li>• Lift piston rusty or jammed because forks have remained elevated for a long period</li> </ul>	<ul style="list-style-type: none"> <li>• Replace lift piston or pump</li> <li>• If not being used, park the pallet truck with the forks lowered Make sure the lift piston is lubricated</li> </ul>
Leaks	<ul style="list-style-type: none"> <li>• Seal is worn or damaged</li> <li>• Component torn</li> </ul>	<ul style="list-style-type: none"> <li>• Insert new seal</li> </ul>
Pallet truck lowers automatically	<ul style="list-style-type: none"> <li>• Contaminated oil causes the bleed valve to jam</li> <li>• Hydraulic unit is partially torn or broken</li> <li>• Air in oil</li> </ul>	<ul style="list-style-type: none"> <li>• Replace with suitable oil and clean the bleed valve</li> <li>• Check and replace the damaged component</li> <li>• Bleed the hydraulic system</li> </ul>



If the fault cannot be rectified after carrying out the remedial procedure, notify the manufacturer's service organisation, as any further troubleshooting can only be performed by specially trained and qualified service personnel.

## D. Industrial Truck Maintenance

### 1. Operational Safety and Environmental Protection

Any modification to the truck, in particular the safety mechanisms, is prohibited. Do not alter the truck's operating speeds under any circumstances.



Only original spare parts have been certified by our quality assurance department. To ensure safe and reliable operation, use only the manufacturer's spare parts. Used parts, oils and fuels must be disposed of in accordance with the relevant environmental protection regulations. For oil changes, contact the manufacturer's specialist department.

Upon completion of checks and servicing, the instructions contained in the "Recommissioning" section must be followed.

### 2. Maintenance Safety Regulations

**Maintenance personnel:** Industrial trucks must only be serviced and maintained by the manufacturer's trained personnel. The manufacturer's service department has field technicians specially trained for these tasks.

**Lifting and jacking up:** When an industrial truck is to be lifted, the lifting gear must only be secured to the points specially provided for this purpose. When jacking up the truck, take appropriate measures to prevent the truck from slipping or tipping over (e.g. wedges, wooden blocks). You may only work underneath a raised load handler if it is supported by a sufficiently strong chain.

**Tyres:** The quality of tyres affects the stability and performance of the truck. When replacing wheels/rollers fitted at the factory, only use manufacturer's original spare parts. Otherwise the truck's rated performance cannot be ensured.

### 3. Servicing and Inspection

Thorough and expert servicing is one of the most important requirements for the safe operation of the industrial truck. Failure to perform regular servicing can lead to truck failure and poses a potential hazard to personnel and equipment.



The oil level on the HPT-A20, HPT-A25, HPT-D20 and HPT-D25 must be checked every 4000 service hours, or at least every 6 months (type: ISO VG32, viscosity 30cSt at 40°C). Capacity: 0.4 litres  
Lubricate the joints monthly with an MoS2 lubricant.

#### 3.1 Consumables

**Handling consumables:** Consumables must always be handled correctly. Follow the manufacturer's instructions.

Improper handling is hazardous to health, life and the environment. Consumables must only be stored in appropriate containers. They may be flammable and must therefore not come into contact with hot components or naked flames.

Only use clean containers when filling up with consumables. Do not mix consumables of different grades. The only exception to this is when mixing is expressly stipulated in the Operating Instructions.

Avoid spillage. Spilled liquids must be removed immediately with suitable bonding agents and the bonding agent / consumable mixture must be disposed of in accordance with regulations.



## 4. Maintenance Instructions

### 4.1 Preparing the Truck for Maintenance and Repairs

All necessary safety measures must be taken to avoid accidents when carrying out maintenance and repairs.

**Notice:** The pump delivery flow can be interrupted if the pallet truck is set aside for repairs or maintenance work. Before using the truck again the tiller must be moved up and down several times with the handle in the „lower“ position, in order to restore the pump to priming.

### 4.2 Recommissioning

The truck may only be restored to service after cleaning or repair work, once the following operations have been performed:

- Grease the truck.
- Bleed the hydraulic system by pumping the pallet truck up completely.

## 5. Safety Tests to be Performed at Intervals and after Unusual Events

**Notice:** Perform a safety check in accordance with national regulations. Jungheinrich recommends the truck be checked to FEM guideline 4.004. Jungheinrich has a safety department with trained personnel, able to carry out inspections.

The truck must be inspected at least annually or after any unusual event by a qualified inspector (be sure to comply with national regulations). The inspector shall assess the condition of the system from purely a safety viewpoint, without regard to operational or economic circumstances. The inspector shall be sufficiently instructed and experienced to be able to assess the condition of the truck and the effectiveness of the safety mechanisms based on the technical regulations and principles governing the inspection of forklift trucks.

A thorough test of the truck must be undertaken with regard to its technical condition from a safety aspect. The truck must also be examined for damage caused by possible improper use. A test report shall be provided. The test results must be kept for at least the next 2 inspections.

The proprietor is responsible for ensuring that faults are immediately rectified.

**Notice:** A test plate is attached to the truck as proof that it has passed the safety inspection. This plate indicates the due date for the next inspection.

## 6. Final De-Commissioning, Disposal

**Notice:** Final, correct de-commissioning or disposal of the truck must be performed in accordance with the regulations of the country of use. In particular, regulations governing the disposal of batteries, fuels and electronic and electrical systems must be observed.

