

Safety Information - Before installing or using the loft ladder carefully read and follow the safety information below.

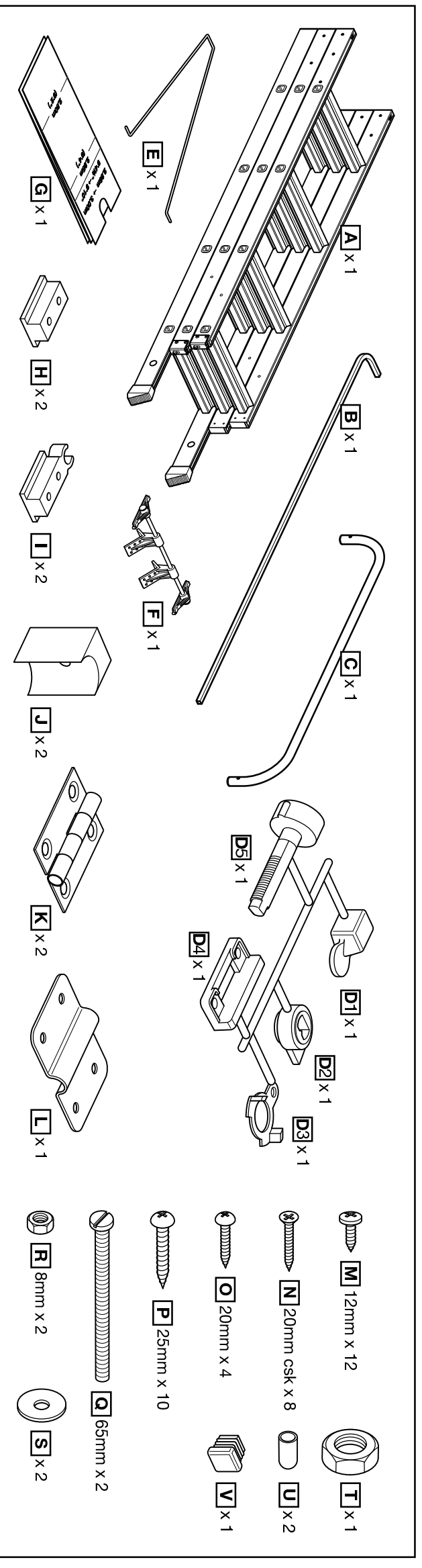
- WARNING:** The ladder must not be used until it has been fully installed in the loft.
- WARNING:** Ensure the ladder is fully extended, both lock catches are fully engaged and the top stops are against the guide/pivot assemblies before each use.
- WARNING:** Only to be used by one person at a time.
- IMPORTANT:** In some cases it may be necessary to install additional wooden braces or noggins to be able to fix the pivot arm in the correct position.
- IMPORTANT:** During installation ensure the work area is kept clean and free from obstructions.
- IMPORTANT:** Non-authorized parts may be dangerous and will invalidate the warranty.

- IMPORTANT:** Read and follow all of the safety information on the side of the ladder.
- IMPORTANT:** When not in use, stow the ladder securely.
- IMPORTANT:** All ladders have potential injury risks, please follow these instructions at all times.
- IMPORTANT:** A separate suitable ladder is needed to access the loft during installation.
- IMPORTANT:** Two persons are needed to safely complete the installation, one person working from inside the loft, the other on the ground below.
- DO NOT** use the ladder for any purpose other than that for which it was designed.
- DO NOT** install or use until you have read the instructions completely. Ensure you understand the limitations and potential hazards.

- DO NOT** fit loft ladder brackets, pivots or other fixings to chipboard or composite board.
- DO NOT** install if parts are missing or damaged.
- DO NOT** use if parts are missing or damaged.
- DO NOT** allow children to climb the ladder.
- DO:** Wear non-slip footwear and if necessary clean the soles before using the ladder.
- DO:** Ensure the ladder rungs are horizontal and both ladder feet are on the floor.
- DO:** Always grip the ladder when climbing. Always try to keep three points of contact with the ladder.
- DO:** Always face the ladder when ascending and descending.
- DO:** Only carry light materials (up to 10kg) up the ladder. Never exceed the total static load of 100kg.

- DO:** Keep these instructions in a safe place for future reference.
- DO:** Ensure there is a good flat access area at the base of the ladder to dismount safely. A minimum area of 1 square metre is recommended.
- DO:** Ensure there is enough clear internal loft space for the ladder to be stowed before attempting installation (see specifications).
- DO:** Keep children, animals and unauthorised persons away from the working area.
- DO:** Ensure there is sufficient lighting in the work areas.
- DO:** Keep the ladder in good condition.

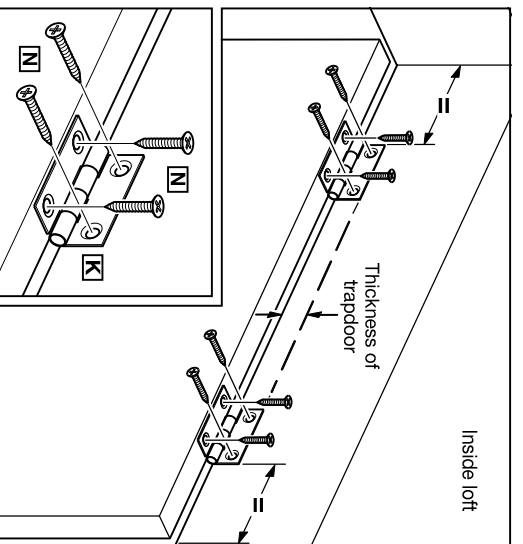
Please check that you have all the components against the list below and that they are in good condition before installation. If any components are missing contact the retailer.



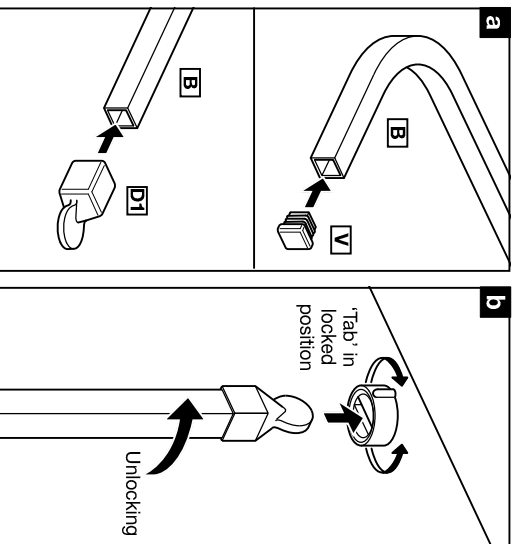
Tools and Equipment needed:

Suitable ladder to access loft, Ruler & tape measure (3 metre), Sharp knife, Pencil, Bradawl (sharp point), Drill, 2mm & 13mm wood drill bits, Phillips screwdriver (medium), Flatblade screwdriver (medium), 8mm & 19mm Spanners, Lighting for loft.

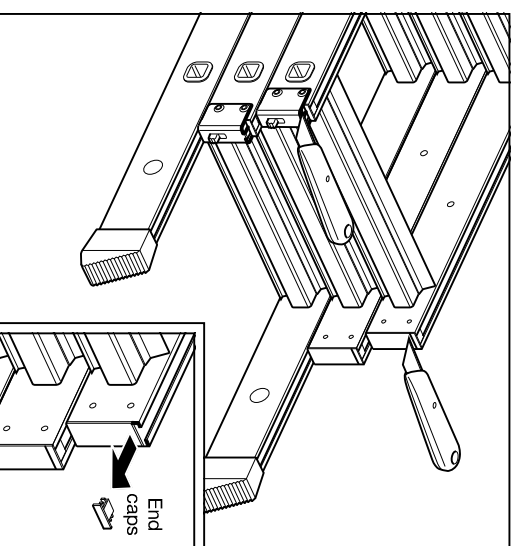
Assembly and Installation



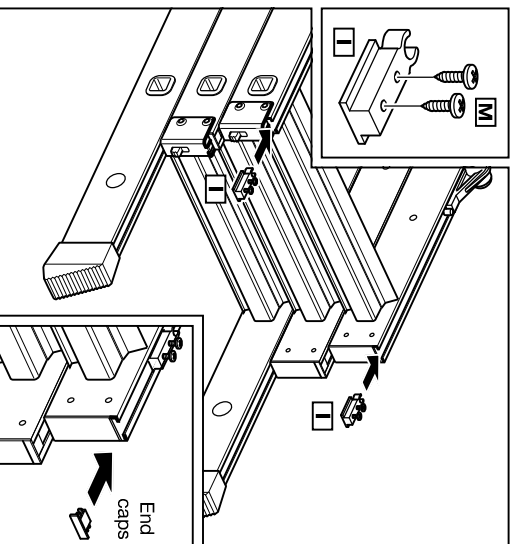
1. Attach hinges to trapdoor and opening. Drill 2mm pilot holes, attach hinges (K) to trapdoor and surround using 8 x csk 20mm screws (N). **Note:** The trapdoor will attach to the same side of the opening as the ladder (Trapdoor is not supplied).



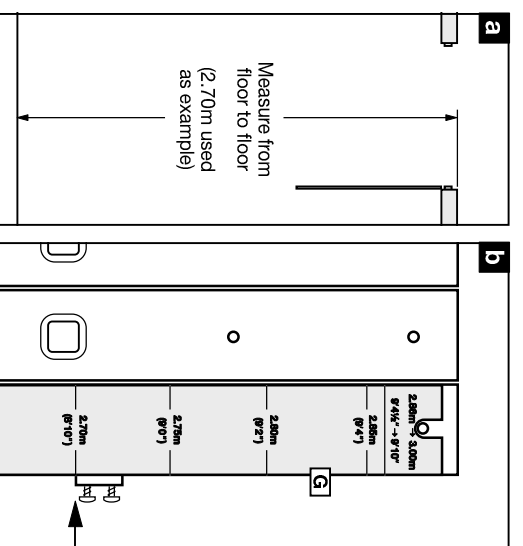
2. Mark and drill catch hole in trapdoor. Measure 25mm in from the opening edge of the trapdoor and drill a 13mm hole (a). **Note:** If the trapdoor opening has a rebate 'X', add this distance to the 25mm (X + 25mm) (b).



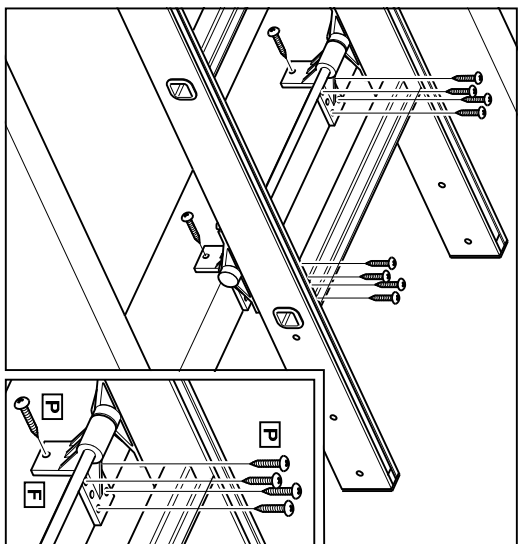
6. Prepare the loft ladder. Using a sharp knife, carefully cut along the grooves and remove both end caps. Keep end caps for later use.



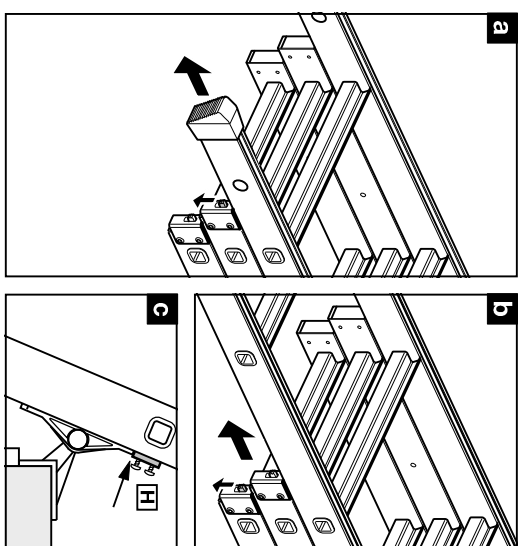
5. Fit the ends to the pole (a). To lock: Turn anti-clockwise. **To unlock:** Turn clockwise (b).



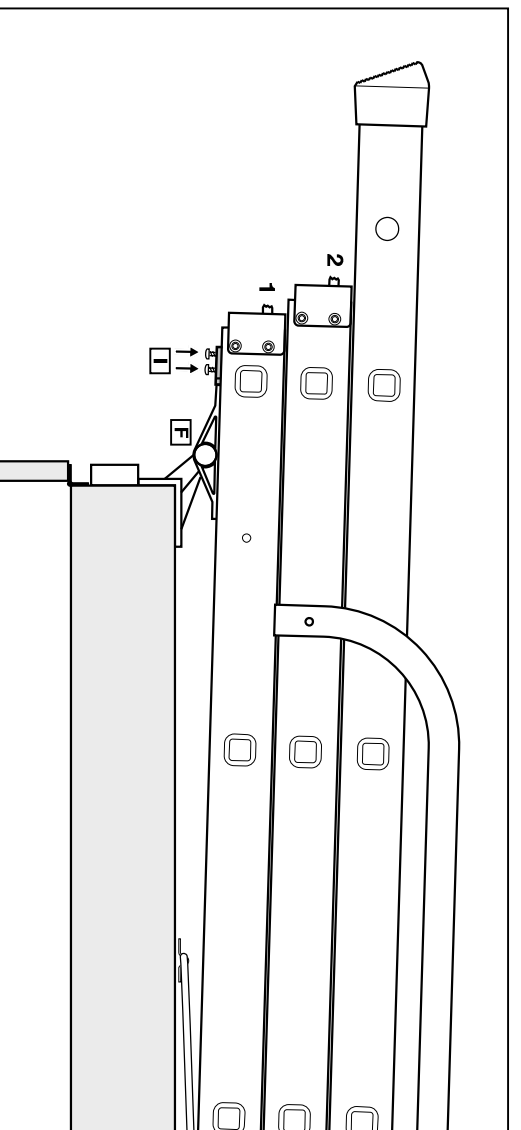
10. Measure the distance between the floor of the room to the floor of the loft (2.70m used as example) (a). Place paper template (g) on back ladder section with the cut-out lining up with the top hole. Position the stop at the required height (2.70m used as example), tighten both stop screws (b). Repeat with stop on other side of ladder.



14. Fully extend ladder out of loft opening. Release the lock catch on middle ladder section and extend bottom section until it locks (a). Repeat with the catch on the top section and extend the middle section until it locks (b). **Important:** Ensure top stops (h) are tight against glides (c) and feet sit evenly on the floor below.

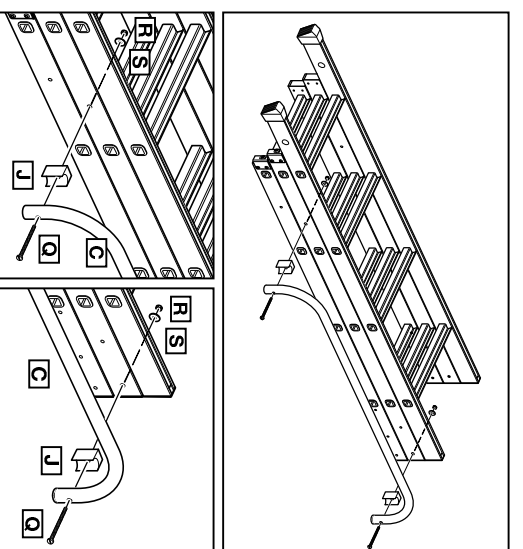


18. To lower ladder, insert the pole (b) into the round hole on the bottom ladder section and carefully pull down until bottom section rests on top stops. **Important:** DO NOT allow ladder to fall under its own weight.

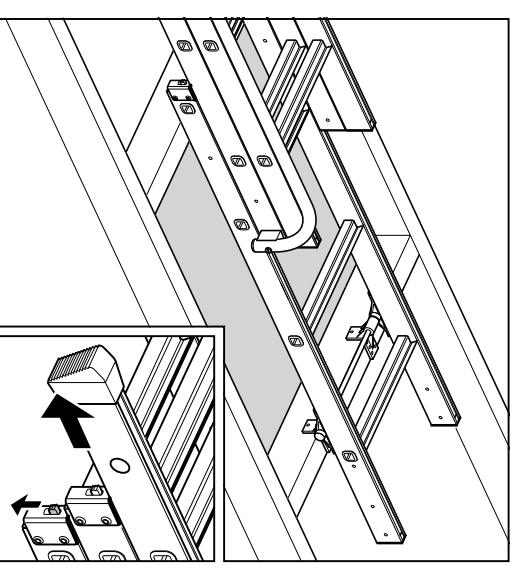


17. Release the lock catch on the top ladder section (f) and slide the middle section up until it locks. Release the lock on the bottom section (g) and slide the bottom section up until it locks. Use the pole to fully stow the ladder. With the ladder fully stowed, slide the retainers

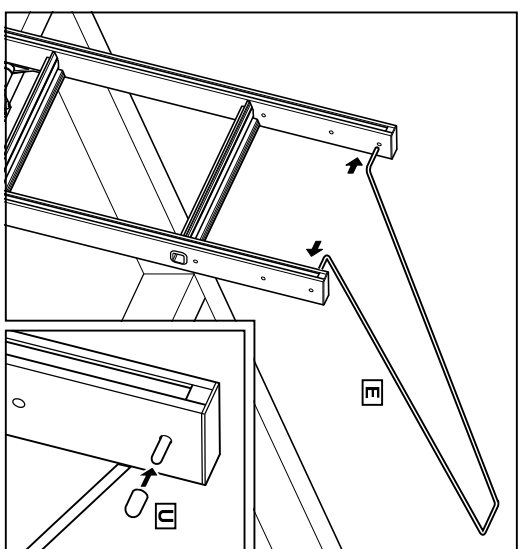
up to the glide/pivot assembly (f) and clip onto the glide. Ensure both retainers (i) are the same distance from the end of the ladder and tighten the 4 retainer screws. **Important:** Ensure ladder clears trapdoor when closed.



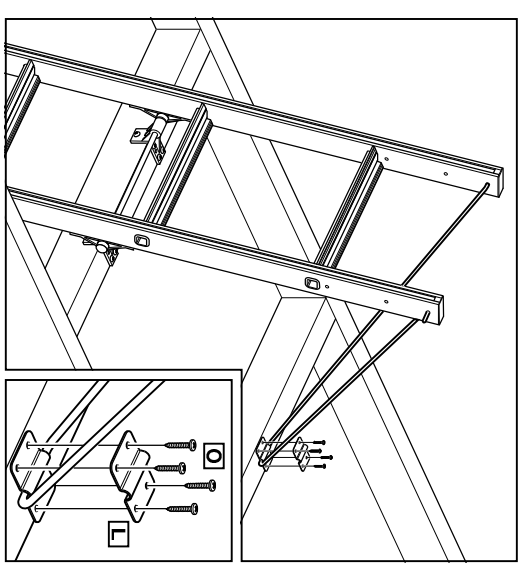
11. Attach the handrail. The handrail (C) can be attached to either side of the ladder as required.



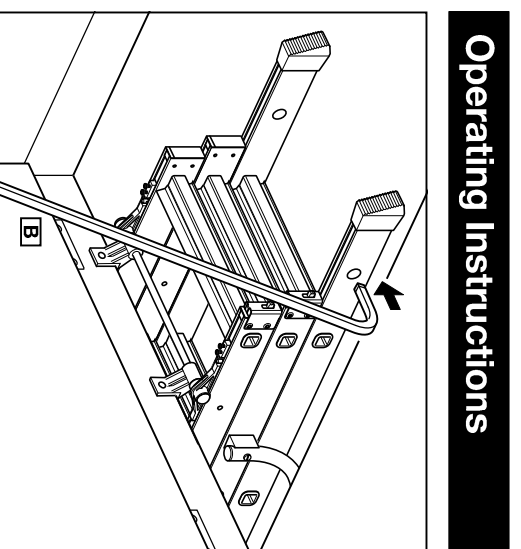
12. Using a suitable ladder gain access to the loft and position the ladder centrally across the loft opening with the pivot assembly resting squarely on the trapdoor surround. To help with access, release the lock catch on the end of the top ladder section and slide the middle and bottom sections down the ladder.



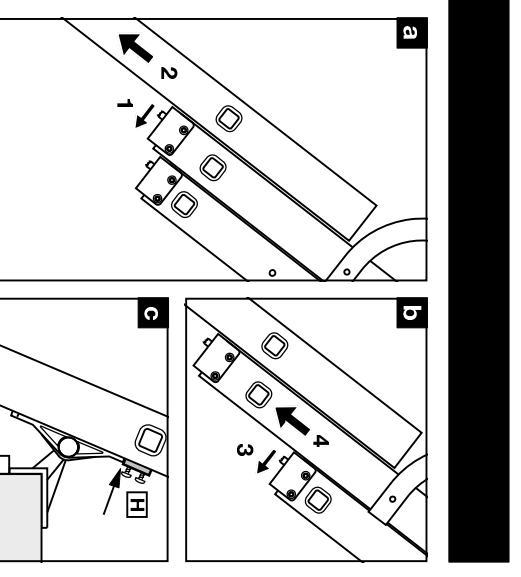
15. Fit the pivot arm (E). Fit covers (U).



16. Attach the pivot arm to the loft floor/wooden batten (this may have to be added at the correct distance using the pivot arm bracket). Use a bradawl or small drill to start the screw holes, attach the bracket (L) to the loft floor using 4 x 20mm screws (O).



Operating Instructions



19. When ladder comes to a stop, release catch on middle section (j) and lower bottom section (k) until it locks into place (a). Release catch on top section (l) and lower middle section (l) until it locks into place (b). **Important: Ensure top stops (h) are tight against glides (c) and feet sit evenly on the floor. To stow ladder repeat steps 18 and 19 in reverse order.**