

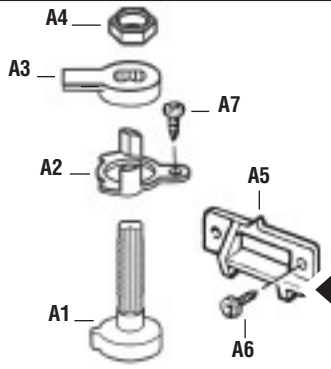
EASY STOW/HIDEAWAY LOFT LADDER

Installation and Operating Instructions

Read Carefully Before Installation

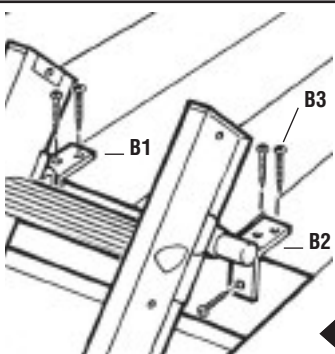
Please check you have all components listed (tick Boxes)

TWIST CATCH ASSEMBLY



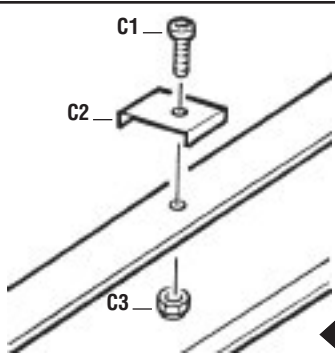
- A1 Catch Operator x1
- A2 Travel Stop Ring x1
- A3 Catch Lever x1
- A4 Nut (M12) x1
- A5 Location Bracket x1
- A6 Screw (20mm) x2
- A7 Screw (12mm) x1

HINGE GUIDE ASSEMBLY



- B1 Hinge Guide (left) x1
- B2 Hinge Guide (right) x1
- B3 Screw (35mm) x6

ADDITIONAL TOP STOPS

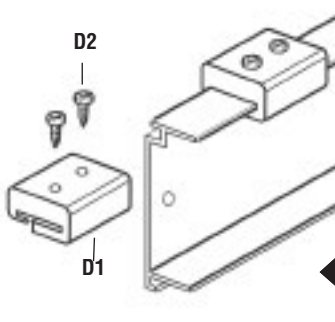


MISSING OR BROKEN PARTS

Please do not return the product to store. Please call us on +44 (0) 333 003 245 or email us at UK.HubRetail@WernerCo.com and we will arrange for replacement parts to be sent out to you.

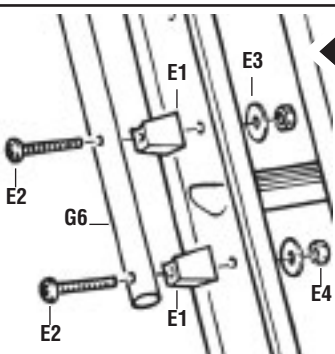
- C1 Top Stop Bolt x2
(M4 x 10mm)
- C2 Additional Top Stop x2
- C3 Locking Nut (M4) x2

BOTTOM STOPS

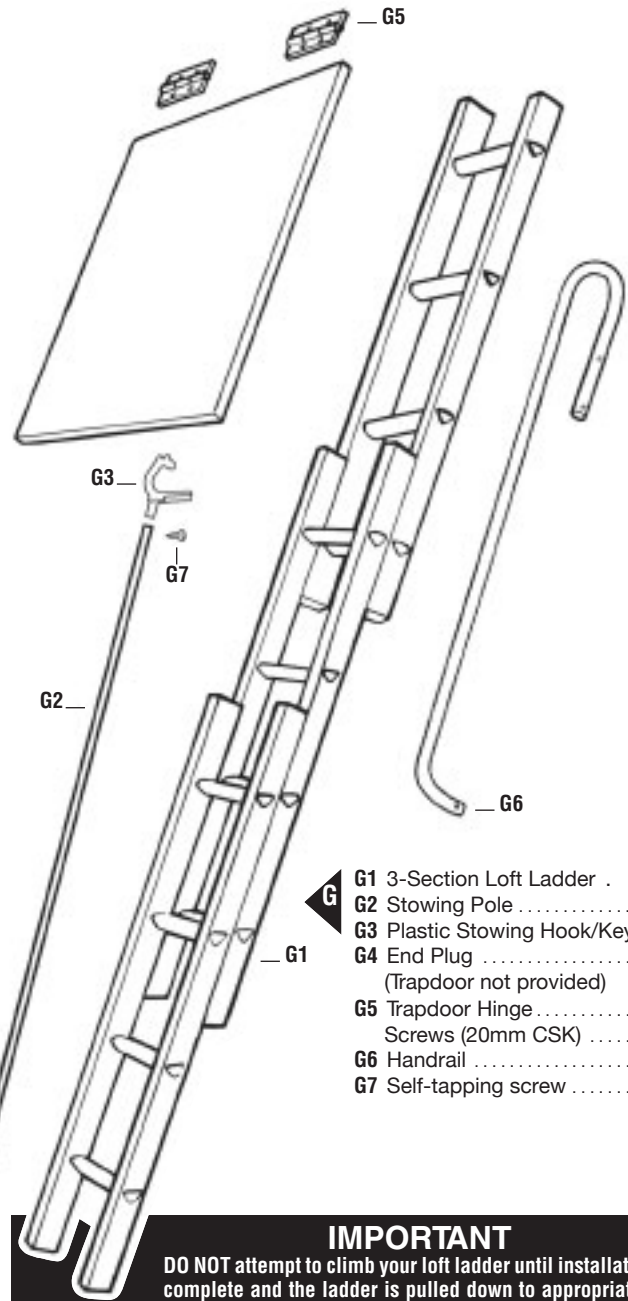


- D1 Bottom Stop x2
- D2 Screw (12mm) x4

HANDRAIL ASSEMBLY



- E1 Handrail Spacer x3
- E2 Bolt (M5 x 60mm) x3
- E3 Washer (ø25mm) x3
- E4 Locking Nut (M5) x3
- F1 Power Pivot Unit x1
- F2 Housing Cover x1
- F3 Screw (20mm) x6
- F4 Pivot Tip x1
- F5 Bolt (M6 x 40mm) x1
- F6 Plastic Washer x2
- F7 Locking Nut (M6) x1
- F8 Nut Cap x1
- F9 Card Template x1
(on back of header card)

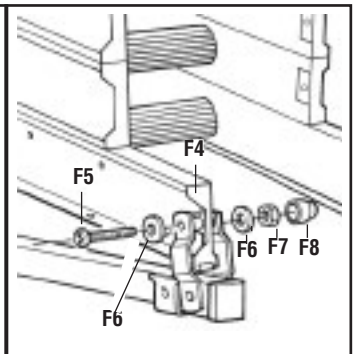
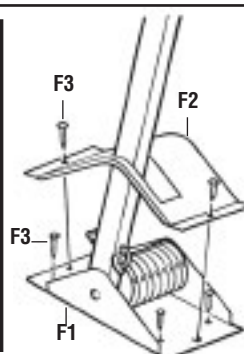


- G1 3-Section Loft Ladder . . . x1
- G2 Stowing Pole x1
- G3 Plastic Stowing Hook/Key x1
- G4 End Plug x1
(Trapdoor not provided)
- G5 Trapdoor Hinge x2
Screws (20mm CSK) x8
- G6 Handrail x1
- G7 Self-tapping screw x1

IMPORTANT

DO NOT attempt to climb your loft ladder until installation is complete and the ladder is pulled down to appropriate top stops. Then ensure that the locking catches are engaged.

PIVOT ASSEMBLY



Safety Instructions

Before commencing the installation or operation of this product, read these instructions carefully and completely, noting in particular the instructions regarding safety (below).

- **This ladder should never be used as a free standing leaning ladder.**
- Do not attempt to climb your loft ladder until installation is complete. Use a second ladder to gain access to the loft while carrying out the work. Ensure that this is stable.
- During installation and operation, follow all instructions step by step to ensure your safety and optimum performance of the loft ladder.
- When installation is complete, before using the ladder make sure that it is pulled fully down to the appropriate top stops, that both feet are resting firmly on the floor and that the locking catches are properly engaged. Observe the instructions for the optimum safe working angle.
- Observe normal safety precautions when working in the loft space. Place weight only on the main ceiling joists. Do not drill above head height. Avoid contact with electrical wiring. Ensure someone else is on the premises and knows where you are in case of an accident.
- Do not modify any component supplied with this product or substitute any loft ladder component with anything other than genuine replacement parts.
- Ensure that the ladder is not obstructed by items stowed in the loft.

Tools required:

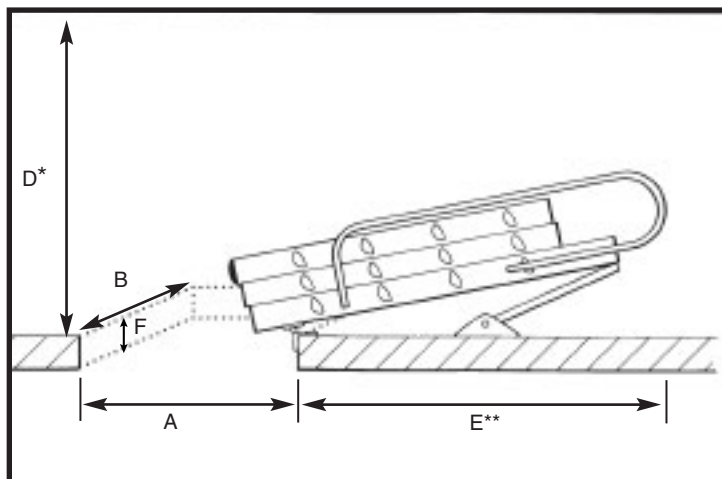
- Stepladder ● Bradawl ● Saw ● Drill plus 13mm & 2mm bit ● Large flat bladed screwdriver
- Crosshead Screwdriver: small and medium ● Adjustable spanner/pliers
- Lever to prise off any support battens ● Tape measure/Ruler ● Hammer

If any components are missing, contact the customer helpline. Tel: +44 (0) 1621 745 701

Section Professional Loft Ladder			
		mm	Inches
B	Minimum Hatch Opening (Width)	381	15
C	Maximum Height	3000	118
	Minimum Height	2133	84
D*	Minimum Stowing Height Required In Loft	710	28
E**	Minimum Length Required Behind Hatch	1120	44

F (Floor Thickness)		A (Minimum Hatch Opening Length)	
mm	Inches	mm	Inches
76.0	3	400.0	15.75
102.0	4	412.0	16.25
127.0	5	425.0	16.75
153.0	6	438.0	17.25
178.0	7	450.0	17.75
203.0	8	463.0	18.25

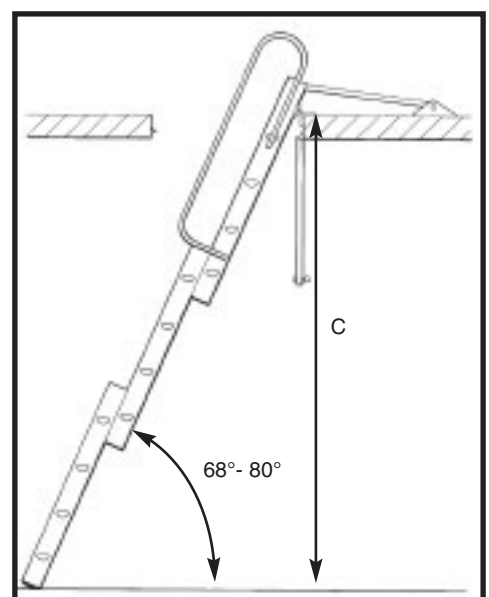
Stowed Requirements



* At handrail low position - 710mm (28")
At handrail top position - 965mm (38")

** At handrail low position - 1120mm (44")
At handrail top position - 1370mm (54")

Deployed Requirements



Adapting the trapdoor

The loft ladder is suitable for a loft opening let flush into the ceiling, having a hinged trapdoor opening downwards, with a suitable fastener to keep the hatch

firmly shut. If the trapdoor does not hinge downwards, or is not hinged at all, you will need to adapt or replace it so that it does. The parts needed are enclosed.

Hanging the trapdoor

1.1 If a new trapdoor is required, its thickness must not exceed 20mm (3/4"). Consider the weight of the trapdoor and the security of the hinge screws. Chipboard and MDF may not be suitable.

1.2 Use the existing cover as a template to cut out the new piece, ensuring a slightly loose fit all round, (3mm (1/8") maximum). Your DIY store may be able to do this for you.

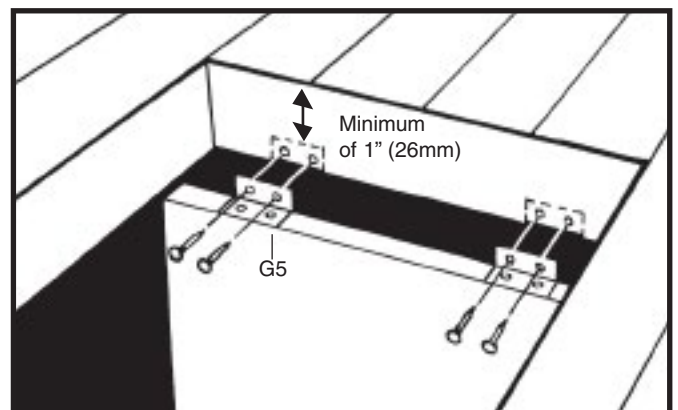
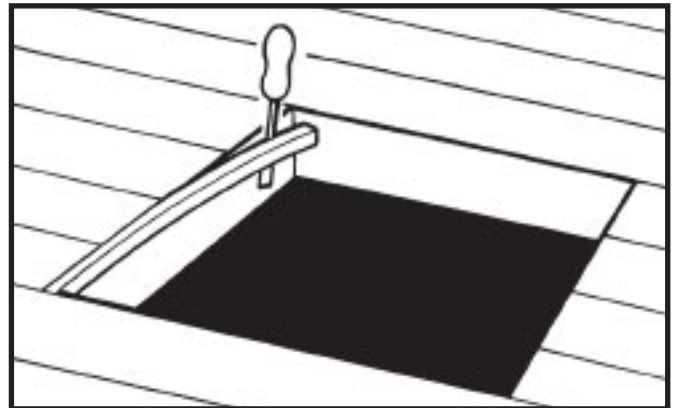
1.3 Remove the existing trapdoor and hinges. Prise off any support battens so that the four faces of the loft trap frame are flat.

1.4 Screw hinges (G5) to one edge of the trapdoor using 20mm (3/4") wood screws

1.5 For extra performance fill the screw holes with wood glue.

1.6 Offer up the hinges to the face of the frame on the same end as you intend setting the ladder, and fix.

1.7 Ensure that there is at least 26mm (1") clearance between the top face of the trapdoor and the top edge of the framework.



Fitting the Twist Catch

2.1 Find the mid-point of the trapdoor edge opposite to the hinged side. This will give you your centre line (see diagram). Mark with a pencil.

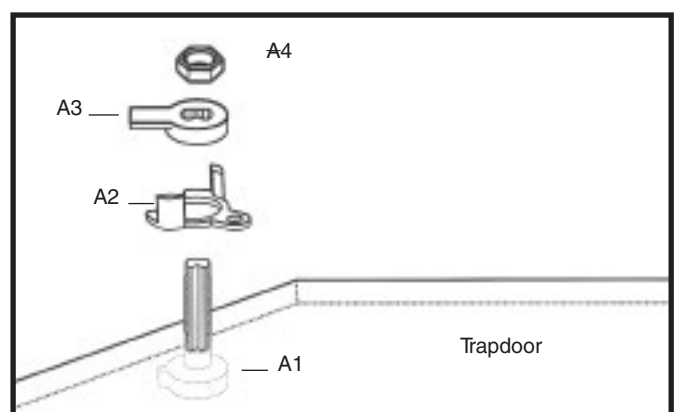
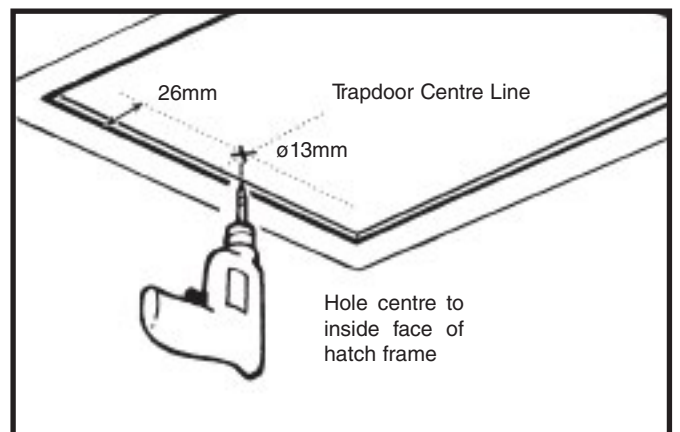
2.2 With the trapdoor fully closed measure exactly 26mm (1") in from the edge of the frame and mark with a pencil.

2.3 Drill a 13mm (1/2") hole in the centre and sand off any rough edges.

2.4 Pass the catch operator (A1) through the trapdoor hole from the underside such that the position pointer points towards the trapdoor edge.

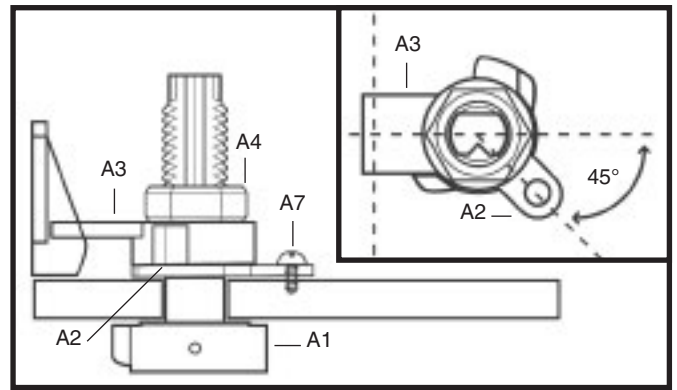
2.5 Place the travel stop ring (A2) over the operator such that the securing tag is at 45 degrees to the trapdoor centre line.

2.6 Place the catch lever (A3) over the operator and locate into the operator groove such that the lever points towards the trapdoor near edge and fully locates within the travel stop ring (A2).



2.7 Secure the travel stop ring (A2) using screw (A7).

2.8 Secure the catch assembly with M12 nut (A4) ensuring the nut is tightened sufficiently to allow the catch to rotate freely without any looseness.



Fixing the Location Bracket

When turned to the correct position, the catch lever will engage in the location bracket to hold the trapdoor shut. Fix as follows:

3.1 Measure the thickness of the trapdoor, add 9mm ($\frac{3}{8}$ ") to this.

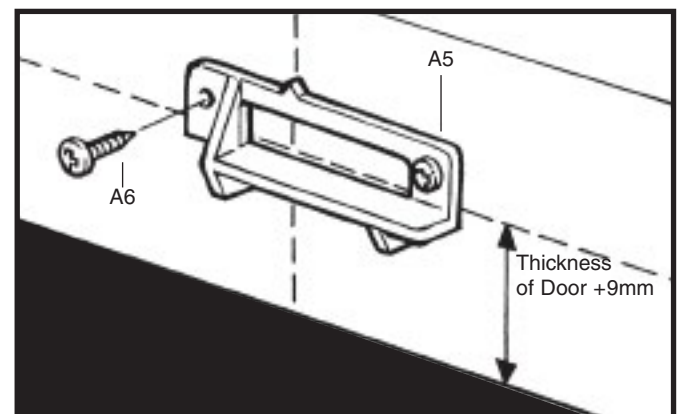
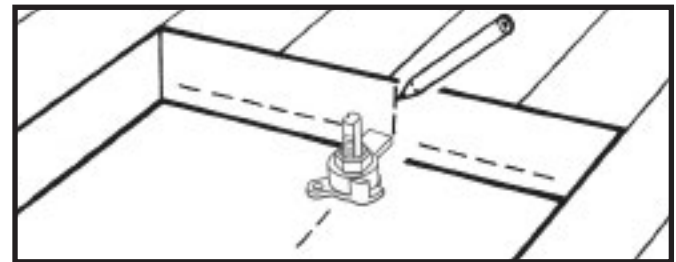
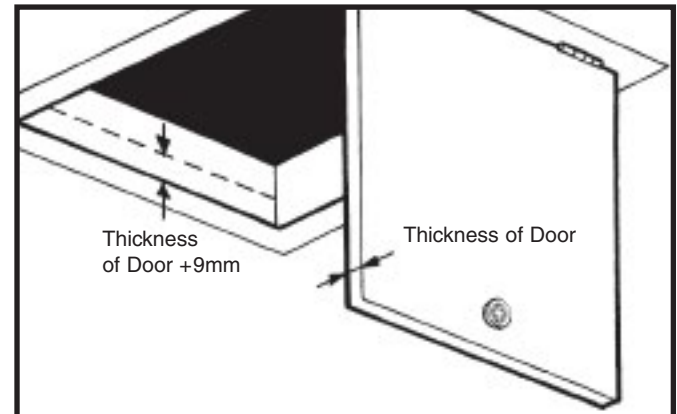
3.2 On the closing edge of the hatch opening, draw a line this distance up from the bottom edge parallel with the opening.

3.3 Mark a vertical line on the inside of the trapdoor frame corresponding with the centre line of the trapdoor catch.

3.4 Position the catch location bracket (A5) as shown in diagram, along the horizontal line.

3.5 Match up the indent mark on the bracket with the vertical centre line.

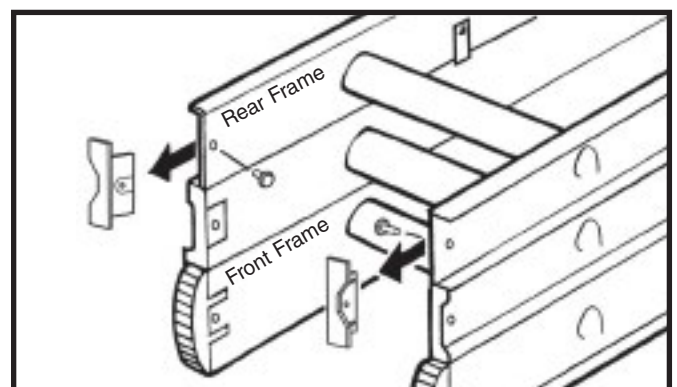
3.6 Make guide holes with the bradawl and fix, using two 20mm wood screws supplied (A6).



Assembling the Ladder and Fittings

N.B. The long sides of the ladder are known as the 'stiles'. Each complete section of the ladder is known as a 'frame'. For correct identification, the front frame of the ladder can be identified by its rounded feet.

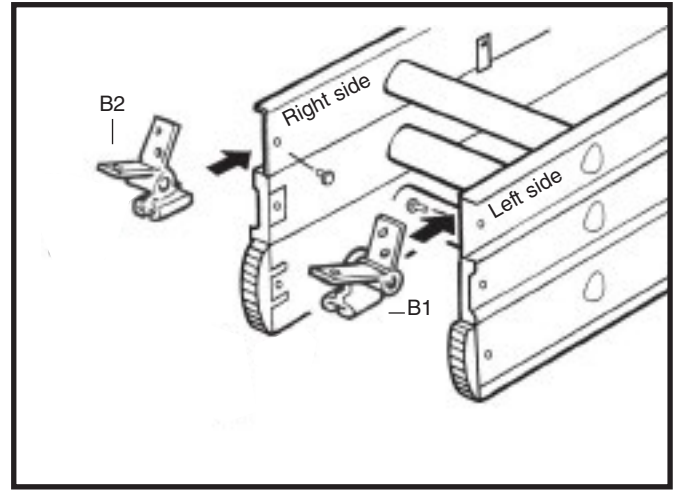
4.1 Carefully push out the studs (lightly tap with a hammer if necessary) and remove the plastic end tips from the bottom of the REAR frame of the ladder, noting which way round they go.



4.2 Slide the hinge guides (B1 & B2) onto the rear frame stiles. The brackets should be positioned outwards, with the double holed half uppermost (see diagram).

4.3 Slide all the way up to the factory-fitted permanent top stops.

4.4 Do not replace the plastic end tips at this stage (see later at step 6.5).

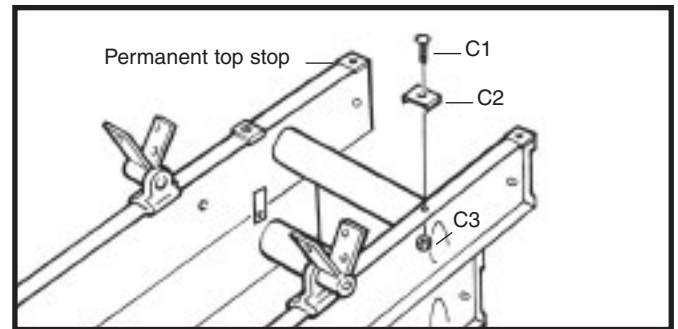


Additional Top Stops

Depending on the floor to loft floor height (see bottom of page 1), you may need to fit the additional top stops provided (C2) (see table below).

5.1 Locate the additional top stops over the holes approx 150mm (6") below the permanent top stops on the rear frame of the ladder (see diagram).

5.2 Ensure the hinge guides (B1 & B2) are already in place and below the additional top stops when fitted.



5.3 Fix the additional top stops using two M4 bolts and nuts supplied (C1 & C3).

3 Section Operating Heights		
Millimetres	Feet & Inches	Notes
2133 to 2286	7' 0" to 7' 6"	Fit additional top stops
2286 to 2415	7' 6" to 7' 11"	Do not fit additional top stops
2415 to 2565	7' 11" to 8' 5"	Fit additional top stops
2565 to 2705	8' 5" to 8' 10 1/2"	Do not fit additional top stops
2705 to 2845	8' 10 1/2" to 9' 4"	Fit additional top stops
2845 to 3000	9' 4" to 9' 10"	Do not fit additional top stops

Fitting Bottom Stops

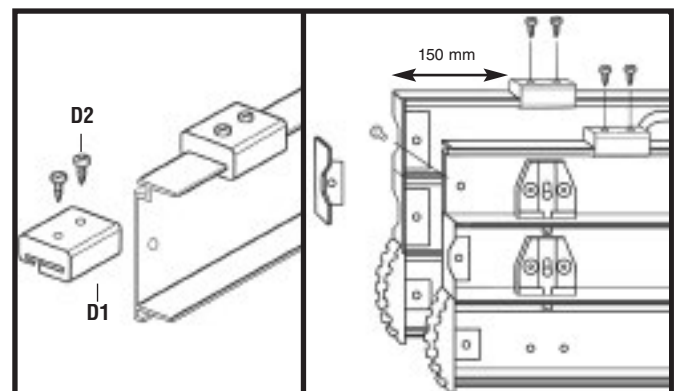
6.1 Both end tips should now have been removed from the rear frame at previous step 4.1.

6.2 Slide the bottom stops (D1) onto the rear frame stiles.

6.3 Position the bottom stops 150 mm from the end of the stiles (see diagram).

6.4 Fix with screws (D2).

6.5 Replace the plastic end tips removed previously and secure with studs.



Installing the Ladder

N.B. The ladder should be installed on the same side of the trap as the trapdoor hinges.

7.1 With the ladder preferably centred in the opening, and the trapdoor hanging down, locate the hinge guide bracket arms (B1 & B2) on the top edge of the loft hatch frame (see diagram).

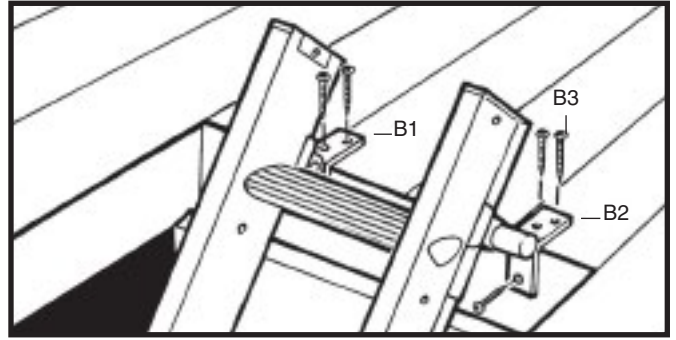
7.2 Make guide holes with the bradawl then pre drill pilot holes (2mm diameter) for all screws.

7.3 Fix using 35mm screws (B3).

N.B. the bracket arms with two screw holes should be on top.

If flooring material covers the top edge of the loft hatch frame ensure that it is completely stable and if necessary use longer screws to penetrate the frame itself.

The ladder should now be free to swing from the hinges and slide freely up and down the guides.



WARNING:

Do Not stand on the ladder to do this. Either using a second ladder, or from inside the loft space, secure the hinges using six 35mm screws supplied.

Installing the Power Pivot System

8.1 Position the template cut from the rear of the header card against either the left or right hand hinge guide bracket (depending on which chosen side the power pivot system is to be fitted).

8.2 Using a bradawl mark the 6 applicable holes through the template on to the loft floor.

8.3 Place the spring housing (F1) in position over the holes ensuring the arm points AWAY from the loft opening (with slot in cover on the left-hand side).

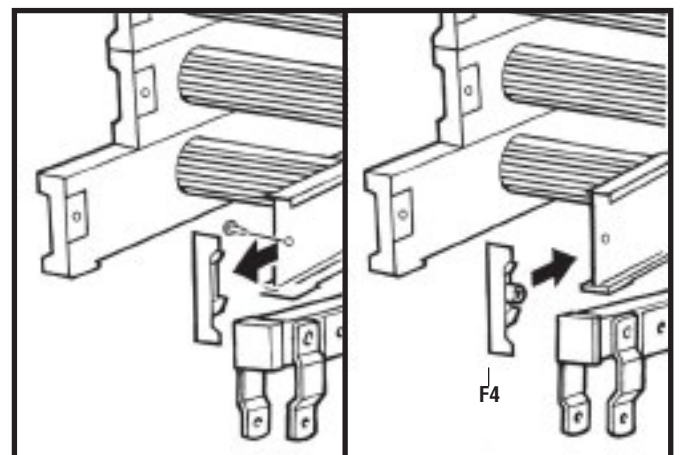
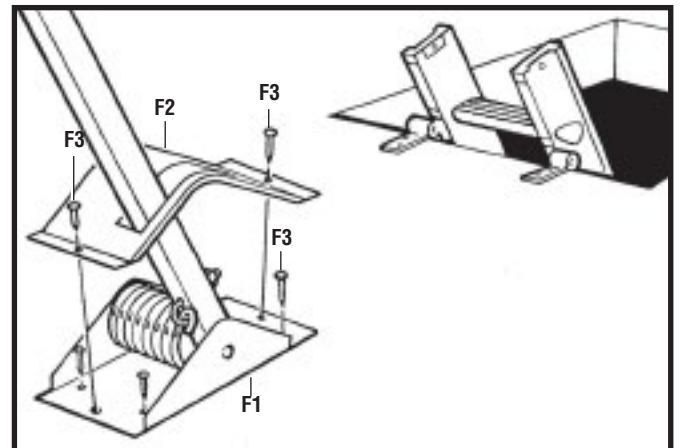
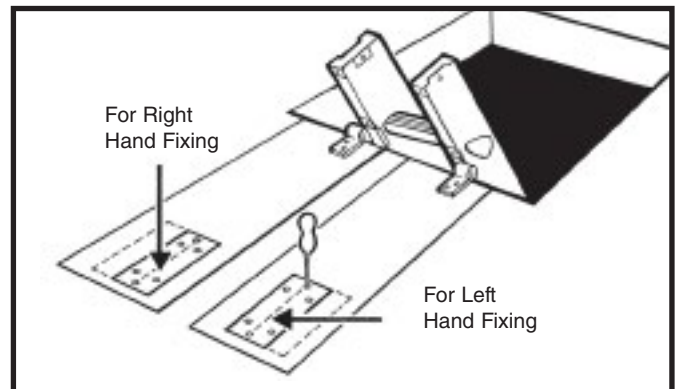
8.4 Fix the spring housing to the loft floor with 4 x 20mm screws (F3) through the 4 inner holes.

8.5 Place the housing cover (F2) over the spring housing and fix down using 2 x 20mm (F3) screws through the 2 remaining outer holes.

8.6 Position the ladder in its fully stowed (closed) position carefully in the loft.

8.7 Remove the stud and plastic top tip from the top of the required side stile of the rear ladder frame and discard.

8.8 In their place fit Pivot Tip (F4).

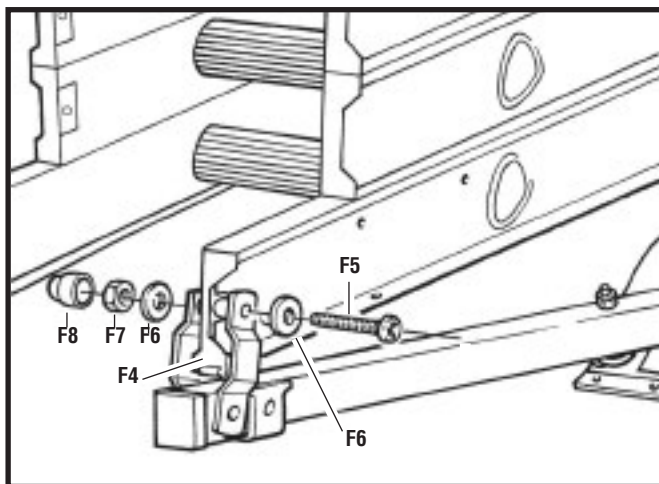


8.9 Locate the power arm linkage plates either side of pivot tip (F4)/ladder stile and align all holes.

8.10 Secure the stile to the linkage plates using bolt (F5), washers (F6), nut and nut cap (F7 & F8).

Ensure bolt (F5) and nut (F7) are tightened sufficiently to allow the linkage to freely rotate without any looseness.

DO NOT over-tighten the nut as this will restrict smooth operation of the ladder system.



Handrail Assembly

The handrail (G6) can be fitted to either side of the loft ladder. It is advisable to fit the handle only after fitting the power pivot arm.

9.1 Fix the handrail to your chosen side of the rear frame.

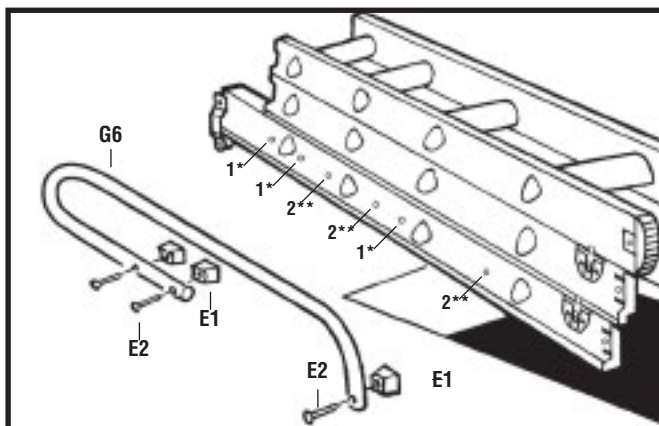
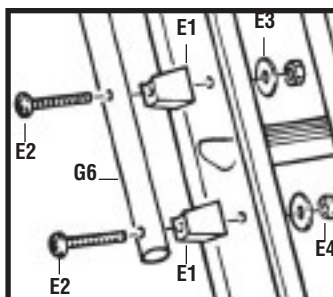
9.2 Use 3 x spacers (E1), 60mm bolts (E2), washers and nuts (E3 & E4) supplied.

9.3 You have a choice of 2 different handrail heights which will be dependent on the amount of "in-loft" handrail you require.

Check that all fixings for the whole assembly are fully secure.

* Position 1 fixes handrail in top position

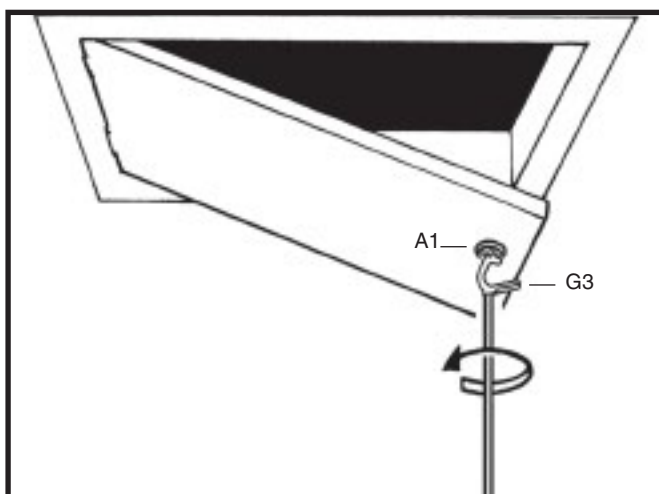
** Position 2 fixes handrail in low position



Operating the Ladder

10.1 Locate the plastic stowing hook/key (G3) into one end of the stowing pole (G2) and push firmly to ensure the plastic stowing hook/key (G3) is fully located within the pole. Secure hook/key (G3) with screw (G7). Push the plastic end plug (G4) into the opposite end of the stowing pole (G2).

10.2 To open the trapdoor locate the key (G3) into the slot in the catch operator (A1) and turn the catch anti-clockwise until it reaches the travel stop and then lower the trapdoor.



10.3 Locate the stowing hook/key (E3) over and at the centre of the REAR ladder section bottom rung and steadily pull the ladder outward and downward until both top stops reach and make contact with the hinge guides.

10.4 Retract both right-hand side catches 'C' & 'D' (blue) and rotate both catch levers upwards into the locked open position (see diagram).

10.5 To extend the ladder, retract left-hand catch 'A' (black) while supporting the front frame of the ladder. Lower the frame slowly until catch 'A' (black) engages again.

10.6 Then retract catch 'B' (black) and lower the middle frame until catch 'B' (black) is engaged in your required position. Extend the ladder until the feet rest firmly on the floor.

10.7 When the ladder has been fully deployed, rotate both right-hand side catch levers downward to unlock and release both catches 'C' and 'D' (blue) and ensure both catches are fully engaged. Do NOT use ladder with any catches ('A', 'B', 'C' or 'D') disengaged. Read the safety labels on the product.

10.8 Ensure the ladder is pulled down so that the top stops or additional top stops if fitted rest firmly on the hinge guides. This supports the top section and prevents it sliding down when climbed.

10.9 Check the ladder angle against the safety label or refer back to deployed requirements on page 1.

Stowing the Ladder

11.1 Retract both right-hand side catches 'C' & 'D' (blue) and rotate both catch levers upwards into the locked open position.

11.2 To stow the ladder, retract catch 'A' (black), slide the front frame fully upwards until catch engages again.

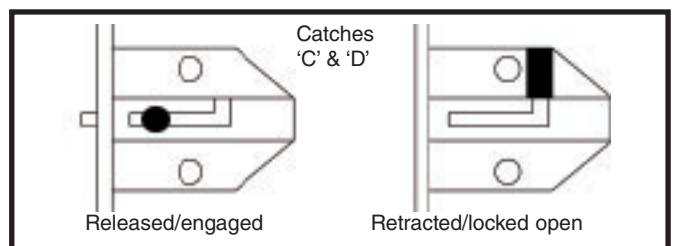
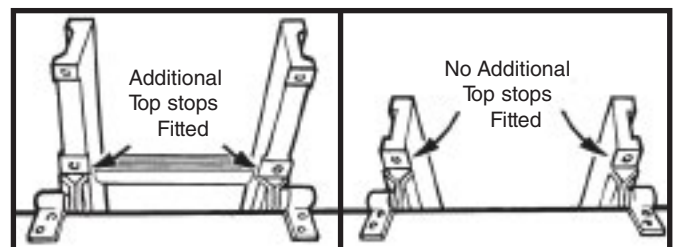
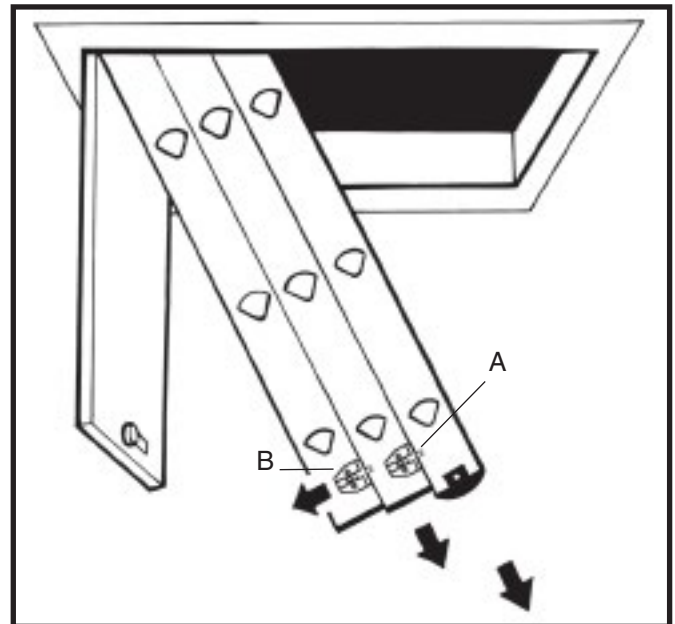
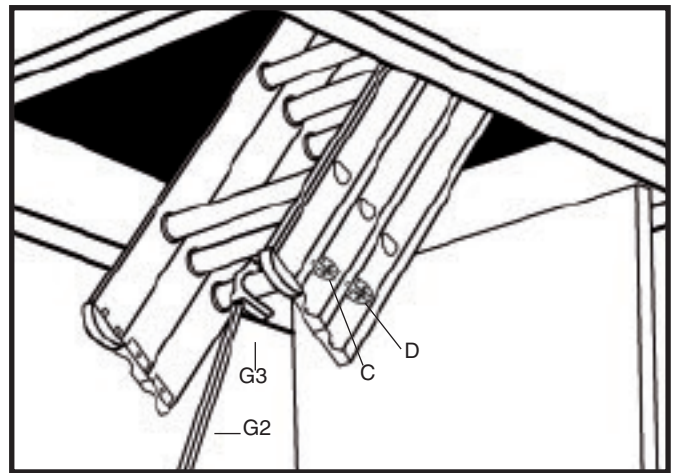
11.3 Repeat step 11.2 for catch 'B' (black) and the middle ladder frame.

11.4 Reverse step 11.1 and ensure both right-hand side catches 'C' and 'D' (blue) are fully engaged.

11.5 Engage the plastic stowing hook/key (E3) over and at the centre of the REAR ladder section bottom rung and whilst maintaining the stowing pole near vertical push the ladder vertically upwards.

11.6 Continue to slowly push the ladder up and fully into the loft.

11.7 Finally, use the stowing pole to raise the trapdoor and turn the catch operator clockwise to close.



WARNING:

DO NOT attempt to climb your loft ladder until you have:
Checked that it is pulled down to the stops.
Fully read all safety labels and ensured that it is set at the correct angle.
Ensure that the locking catches are fully engaged.