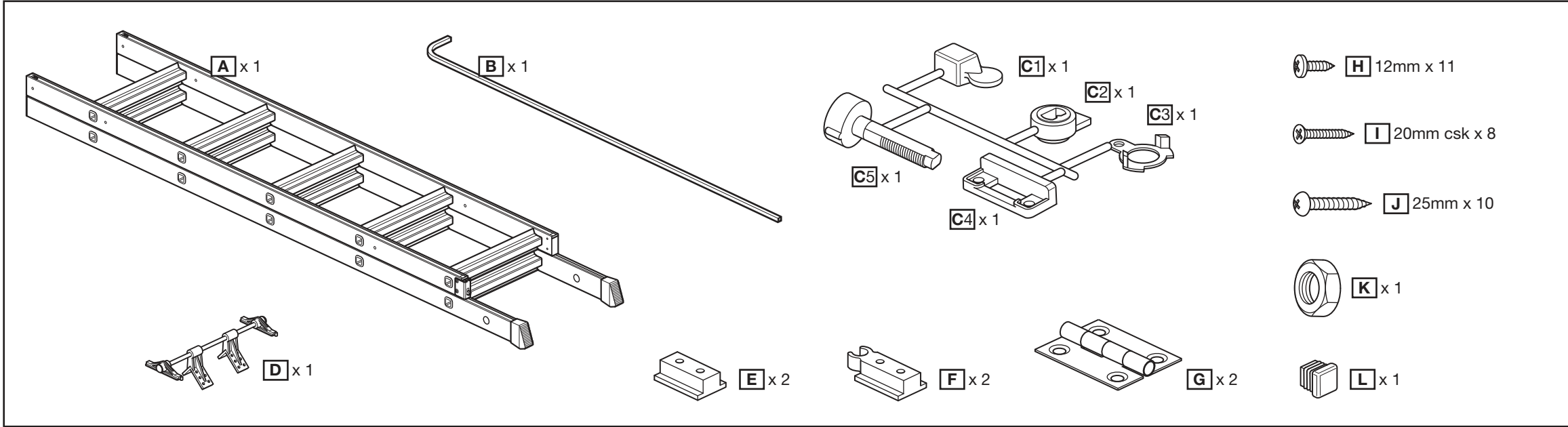


**Safety Information - Before installing or using the loft ladder carefully read and follow the safety information below.**

- WARNING:** The ladder must not be used until it has been fully installed in the loft.

  - WARNING:** Ensure the ladder is fully extended, the locking catch is 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 maximum load of 150kg.
- DO:** Keep these instructions in a safe place for future reference.
  - DO:** Ensure there is a good flat access area at the top and 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), Spirit level, Sharp knife, Pencil, Bradawl (sharp point), Drill, 2mm & 13mm wood drill bits, Phillips screwdriver (medium), Flatblade screwdriver (medium), 19mm Spanner, Lighting for loft.

**Assembly and Installation**

- 1. Attach hinges to trapdoor and opening.** Drill 2mm pilot holes, attach hinges (G) to trapdoor and surround using 8 x csk 20mm screws (I). **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.** Mark the centre line onto the opening edge of the 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).
- 3. Assemble the catch.** Assemble the catch onto the trapdoor ensuring the 'tab' on the catch barrel and the catch are positioned as shown (a). **Note:** Only fix the retaining washer (C3) using the 12mm screw (H) once correctly positioned as shown above (b).
- 4. Attach catch plate.** Find and mark the centre line onto the opening end of the trapdoor surround. Allow a 7mm gap between the top of the catch plate and the trapdoor (b or c). Attach the catch plate (C4) to the trapdoor surround using 2 x 12mm screws (a).
- 5. Fit the ends to the pole (a).** **To lock:** Turn anti-clockwise, **To unlock:** Turn clockwise (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.
- 7. Loosely insert 12mm screws (H) into both stops (E) and slide into the top ladder section.**
- 8. Slide the glide/pivot assembly (D) into the ladder, ensure it is fitted the correct way around as shown.**
- 9. Loosely insert 12mm screws (H) into both retainers (F) and slide into the ladder. Refit both end caps.**
- 10. Using a suitable ladder, gain access to the loft and position the loft ladder centrally across the loft opening with the pivot assembly resting squarely on the trapdoor surround. To help with access, release the locking catch on the end of the top ladder section and slide the bottom section down the ladder.**
- 11. Ensure both pivots (D) are spaced as far apart as possible (up against the glides). Use a bradawl or small drill to start the screw holes, attach the pivots to the trapdoor surround using 10 x 25mm screws (J).**
- 12. Close the ladder, engage the locking catch and slide the ladder into the loft so that the top section is resting horizontally on the loft floor.**
- From below, fully extend ladder out of loft opening.** See the Operating Instructions below (15 & 16). After the ladder has been fully extended, proceed to: 13. Adjusting the Loft Ladder.

- 13. Adjusting the Loft Ladder. This adjustment should be done by two persons to avoid climbing the ladder before the stops are locked in position.**

a. Fully lower and extend the ladder so that both feet rest firmly on the floor and the treads are level, using spirit level.

b. At the top of the top ladder section are 2 x stops (E) each held in position by 2 screws. From inside the loft slide both stops down until they touch the top of the glide/pivot assembly (D).

Check that both stops have moved an equal distance from the top of the ladder (i.e. ensure that the ladder is square to the loft opening). Fully tighten the stop screws.
- 14. Release the locking catch on the top ladder section (1) and slide the bottom section up until it locks. Use the pole to fully stow the ladder. The ladder should not rest horizontally. With the ladder fully stowed, slide the retainers (F) up to the glide/pivot assembly (D) and clip onto the glide.**

Ensure both retainers (F) are the same distance from the end of the ladder and tighten the 4 retainer screws.

**IMPORTANT:** Ensure ladder clears trapdoor when closed.
- 15. To lower ladder.** Insert the pole (B) into the round hole on the bottom ladder section and **carefully** pull down until top section rests on top stops.

**IMPORTANT: Control the movement of the ladder at all times. DO NOT allow ladder to fall under its own weight.**
- 16. When ladder comes to a stop, release catch on top section (1) and lower bottom section (2) until it locks into place (a). IMPORTANT: Ensure top stops (E) are tight against glides (b) and feet sit evenly on the floor.**

To stow ladder repeat steps 15 and 16 in reverse order.

**Note: The loft ladder should ALWAYS be pulled down against the stops before climbing.**