

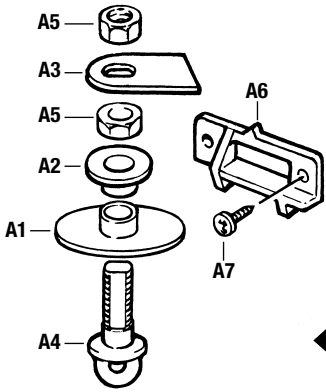
TWO SECTION LOFT LADDER

Installation and Operating Instructions

Read Carefully Before Installation

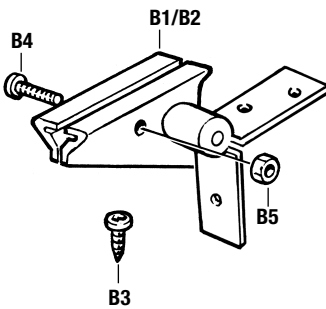
Please check you have all components listed (tick boxes)

TWIST CATCH ASSEMBLY



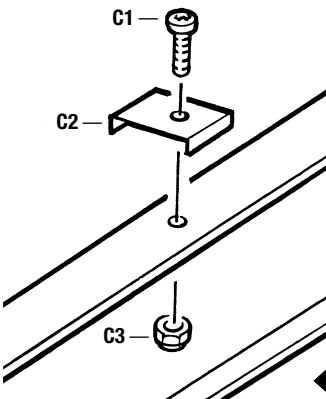
- A1 Large Twist Catch Collarx1
- A2 Small Twist Catch Collarx1
- A3 Twist Catch Leverx1
- A4 Twist Catch Pivot Pinx1
- A5 Nut (M10)x2
- A6 Catch Location Bracketx1
- A7 Screw (19mm)x2

FRICION GUIDE AND HINGE

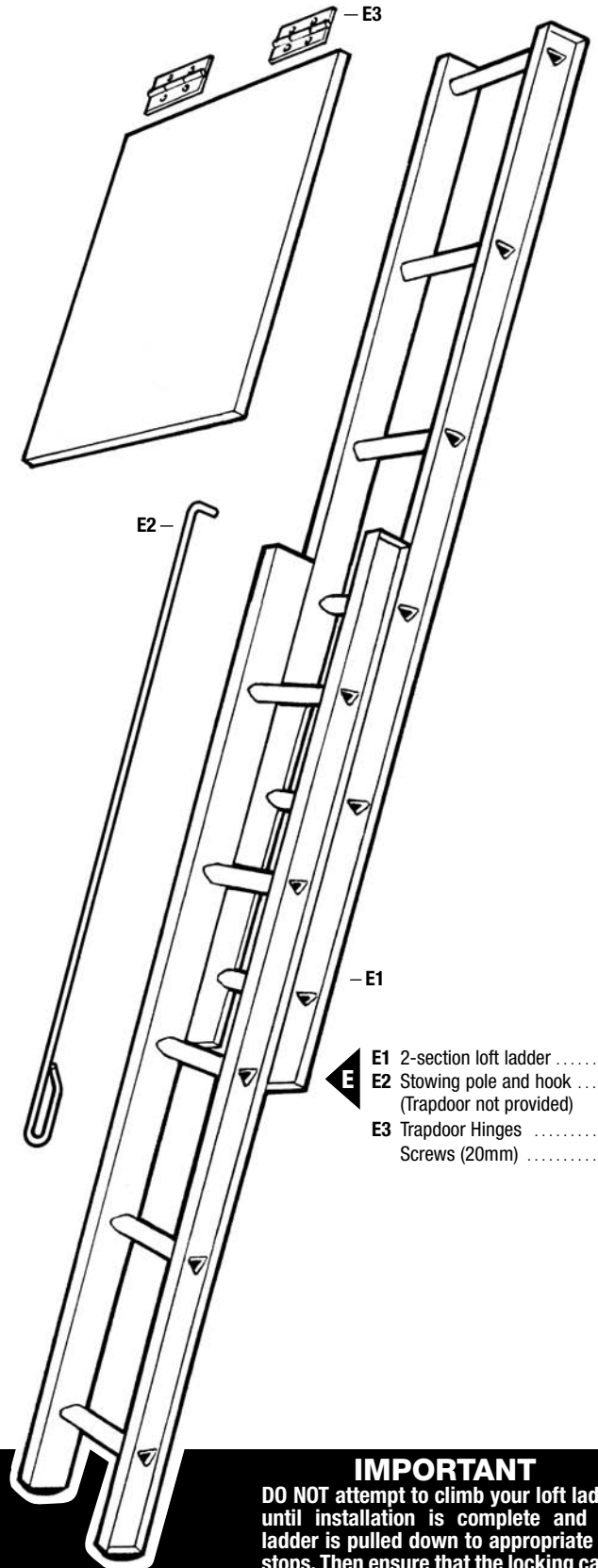


- B1 Hinge/Friction Guide (Left) ..x1
- B2 Hinge/Friction Guide (Right) ..x1
- B3 Screw (35mm)x6
- B4 Bolt (M5 x 16mm)x2
- B5 Locking Nut (M5)x2

ADDITIONAL TOP STOPS



- C1 Top Stop Bolt (M4 x 8mm) ..x2
- C2 Additional Top Stopx2
- C3 Locking Nut (M4)x2



- E1 2-section loft ladderx1
- E2 Stowing pole and hookx1
(Trapdoor not provided)
- E3 Trapdoor Hingesx2
Screws (20mm)x8

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 catch is engaged.

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).

The Two Section loft ladder is perfectly safe when correctly installed and will support a weight of up to 100 Kgs. (15.7 stones). Please observe the following safety procedures:

- 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 catch is 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.

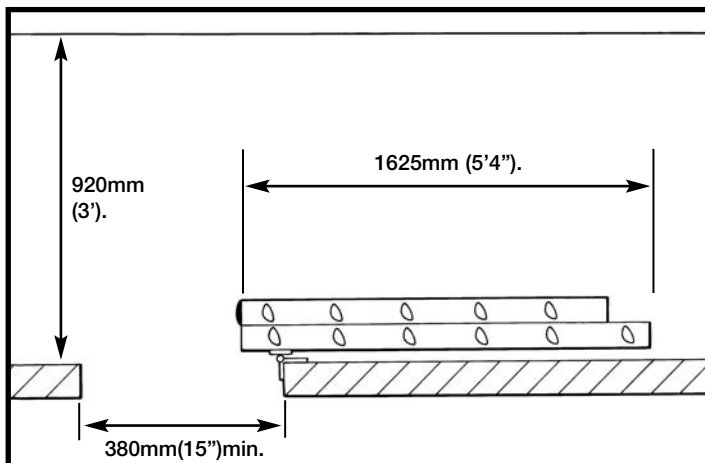
Minimum space requirements:

When stowed, the ladder will occupy a space approximately 1625mm (5'4") long. Operating the ladder mechanism will require a minimum clear height inside the loft of 920mm (3'). Ensure that the ladder is not obstructed by items stowed in the loft.

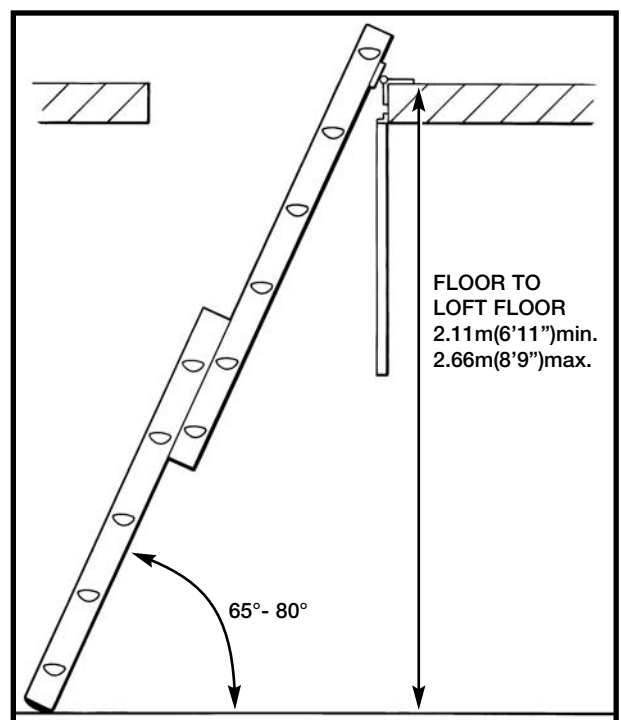
Tools required:

- Stepladder ● Bradawl ● Saw ● Drill plus 13mm bit ● Crosshead Screwdriver: medium
- Adjustable spanner/pliers ● Lever to prise off any support battens ● Tape measure/Ruler

Stowed Requirements



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.

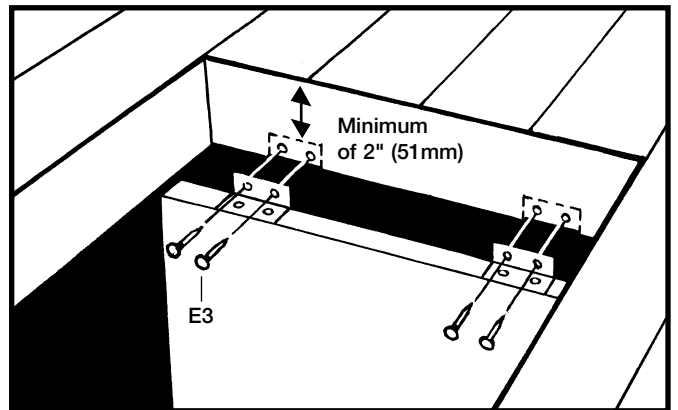
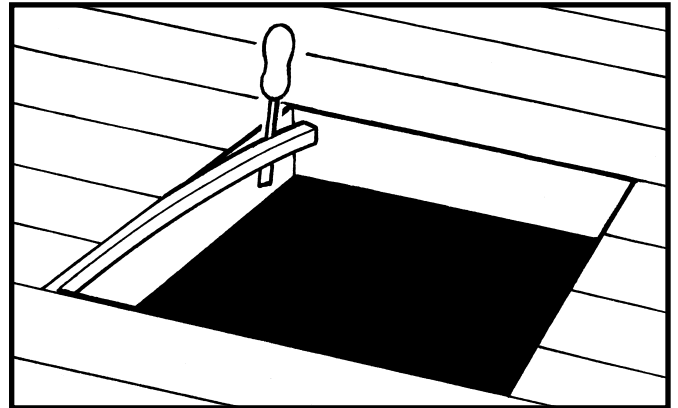
Hanging the trapdoor

1 If you need a new trapdoor, use 20mm ($\frac{3}{4}$ " max. blockboard. Chipboard is not suitable. Use the existing cover as a template to cut out the new piece, ensuring a slightly loose fit all round (maximum 4mm gap). Your DIY store may be able to do this for you.

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

2 As shown in the diagram, screw the hinges provided to one edge of the trapdoor using four $\frac{3}{4}$ " (20mm) wood screws. For extra permanence, fill the screw holes with wood glue.

Offer up the hinges to the face of the frame on the same end as you intend setting the ladder, and fix. Ensure that there is at least 2" (51mm) clearance between the top face of the trapdoor and the top edge of the framework.

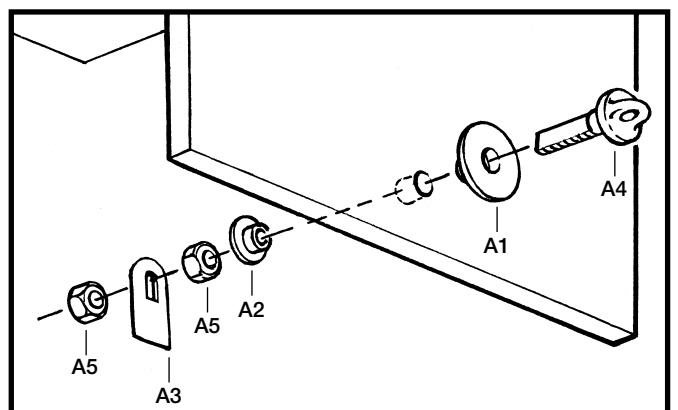
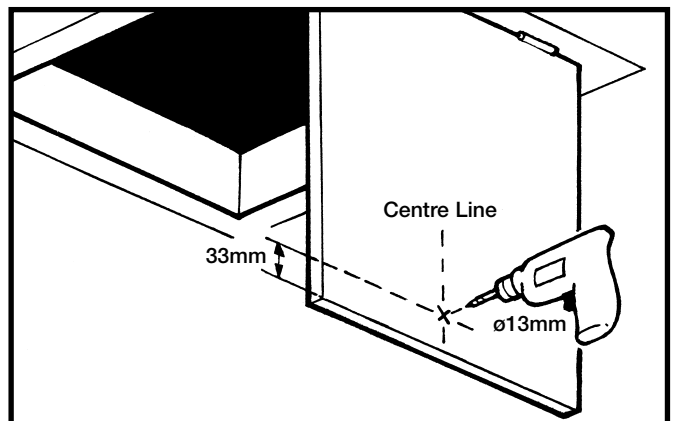


Fitting the Twist Catch

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. Measure exactly 33mm in from the edge of the trapdoor. Drill a 13mm hole in the centre and sand off any rough edges.

2 Push the two plastic collars (A1 & A2) through either side of the hole. The wider of the two collars (A1) should be on the underside of the trapdoor. Then push the pivot pin (A4) through from the underside and secure above with a nut (A5). The pivot pin should still be able to turn.

Position the locking lever (A3) over the pivot pin and secure it, using the second nut (A5). Make sure the pivot pin can still turn.



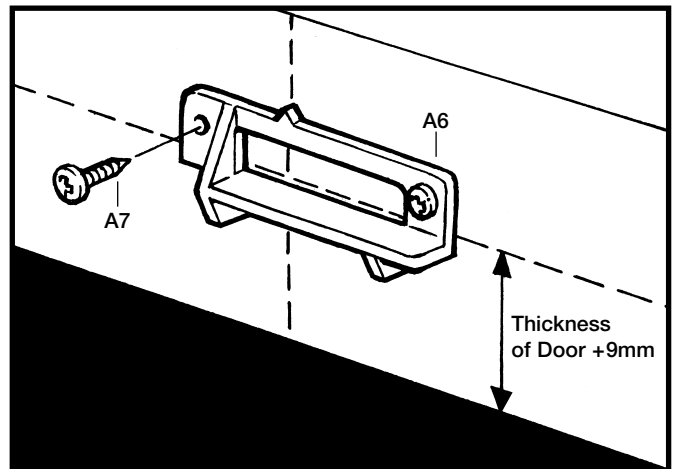
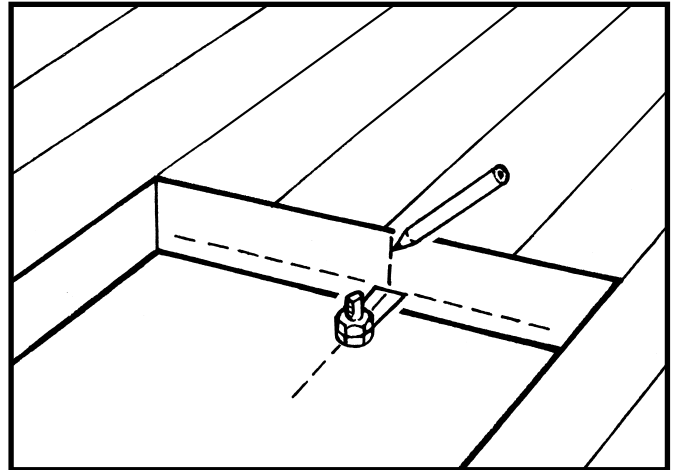
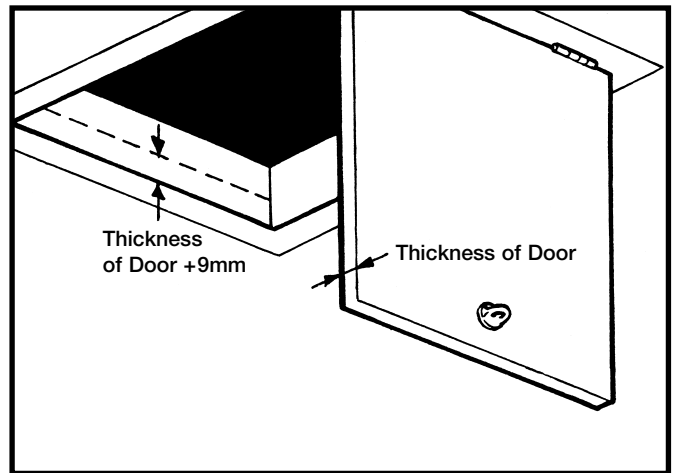
Fixing the Location Bracket

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

1 Measure the thickness of the trapdoor, add 9mm to this, on the closing edge of the hatch opening, draw a line this distance up from the bottom edge parallel with the opening.

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

3 Position the catch location bracket (A6) as shown in diagram, along the horizontal line. Match up the indent mark on the bracket with the vertical centre line. Make guide holes with the bradawl and fix, using two 19mm wood screws supplied (A7).

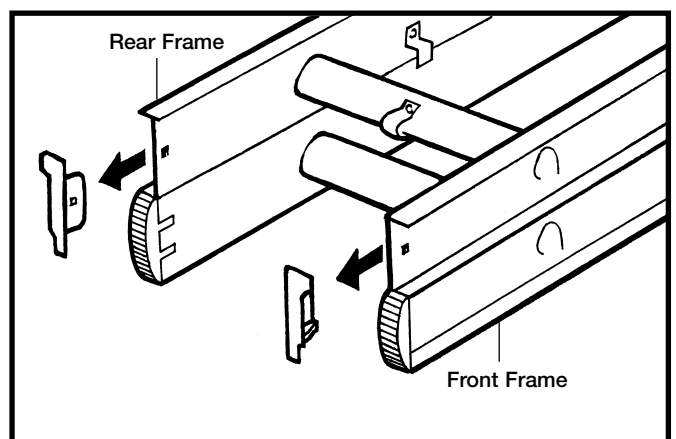


Assembling the Ladder and Fittings

N.B. The long sides of the ladder are known as the 'stiles'. Each complete section of the ladder is known as a 'frame'.

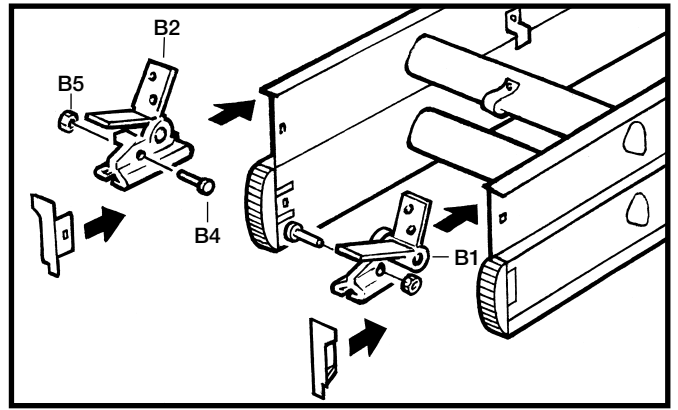
For correct identification, the front frame of the ladder can be identified by the red 'Maximum' sticker towards the top of the leading edge of the stile and the safety information stickers on the insides of the stiles.

1 Carefully prise off the plastic end clips from the base of the REAR frame of the ladder, noting which way round they go.



2 Push the hinge/friction guides (B1 & B2) onto the rear frame stiles. The actual hinge part should be facing outwards, with the longer double holed arm uppermost (see diagram). Slide all the way up to the top stops (these have been pre-fitted). Insert an M5 16mm bolt (B4) into each hinge guide assembly ensuring the M5 locking nuts (B5) locate in the hexagonal recesses, hand tighten only at this stage so they are free to slide up and down.

Replace the plastic end clips.

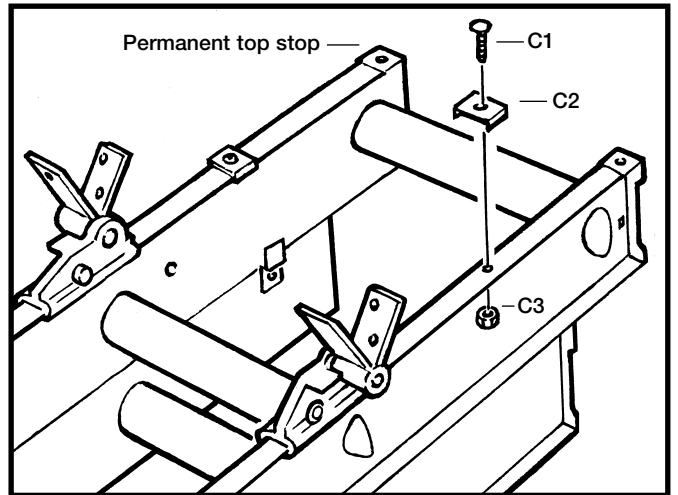


Additional Top Stops

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). Locate the additional top stops over the holes approx 6" below the permanent top stops on the rear frame of the ladder (see diagram). Ensure the hinge guides (B1 & B2) are already in place and below the additional top stops when fitted. Fix the additional top stops using two M4 bolts and nuts supplied (C1 & C3).

Important

Up to 6'11" (2.11m)	Do not fit additional top stops
6'11" to 7'4" (2.11 to 2.24m)	Fit additional top stops
7'4" to 7'9" (2.24 to 2.36m)	Do not fit additional top stops
7'9" to 8'2" (2.36 to 2.49m)	Fit additional top stops
8'2" to 8'9" (2.49 to 2.66m)	Do not fit additional top stops



Installing the Ladder

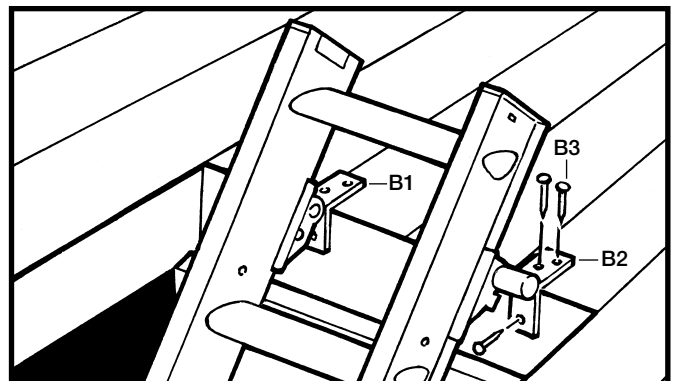
N.B. The ladder must be installed on the same side of the trap as the trapdoor hinges.

With the ladder preferably centred in the opening, and the trapdoor hanging down, locate the hinge arms (B1 & B2) on the top edge of the frame (see diagram), and make guide holes with the bradawl. Fix using 35mm screws (B3).

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

If flooring material covers the top edge of the 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



WARNING:

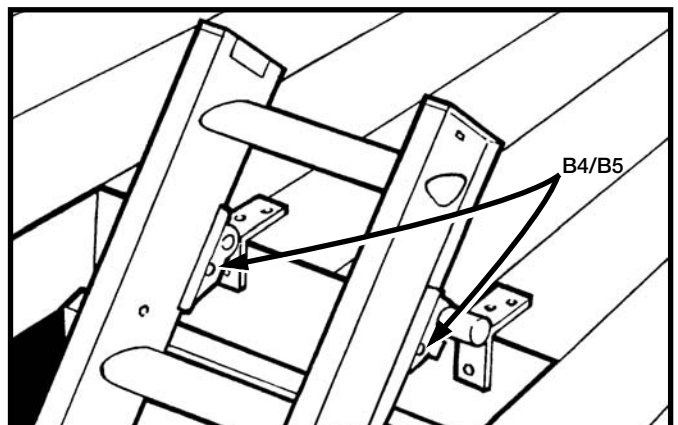
Do Not stand on the ladder to do this. Either using a second ladder, or from inside the loft space, secure the hinges using six 35mm screws supplied.

Friction Guide Adjustment

To get the required slide friction of the ladder adjust the nuts and bolts (B4 and B5) as follows:-

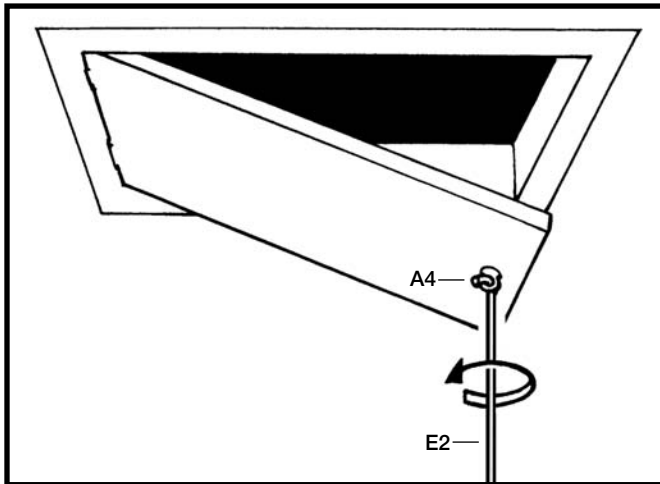
1 Tighten nuts and bolts (B4 and B5) equally on both friction guides until the weight of the ladder is just held and the stiles do not slide in the guides.

2 Gradually loosen nuts and bolts (B4 and B5) equally until the stiles move smoothly through the guides when pulled and pushed.

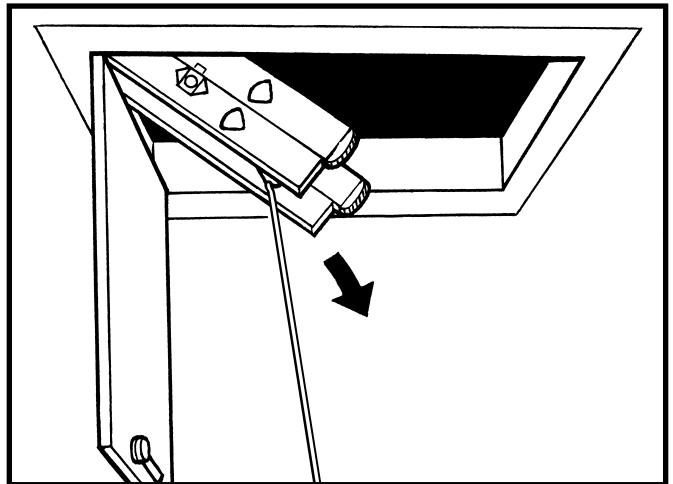


Operating the Ladder

1 To open the trapdoor, use the stowing pole and hook (E2) and turn the twist catch pivot pin (A4) anti-clockwise to open and lower the trapdoor.

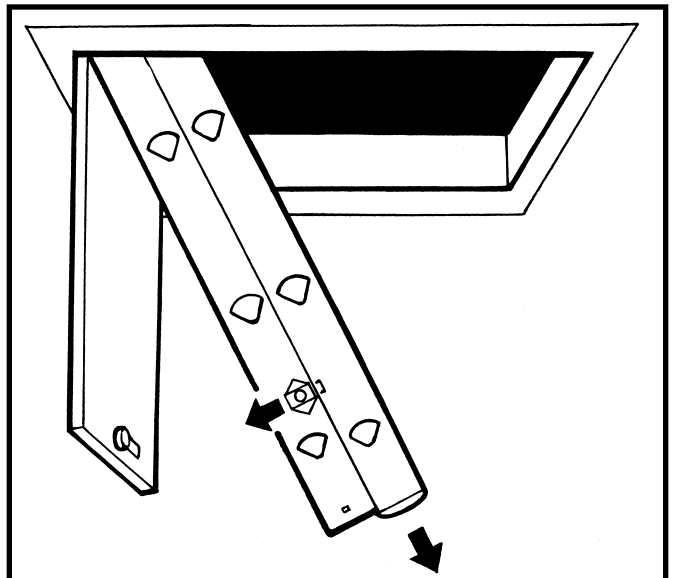


2 Hook the ring at the foot of the ladder and pull it outwards and downwards.



3 To fully extend the ladder, retract the safety catch and while holding the front frame, lower slowly until the safety catch engages again. Lower the ladder until the feet rest firmly on the floor.

4 Ensure the ladder is pulled down to the top stops or additional top stops if fitted.



Stowing the Ladder

To stow the ladder, retract the safety catch, slide the front frame upwards until the safety catch engages again. Use the stowing pole and hook (E2) to slide the ladder into the loft opening. Engage the pivot pin, raise the trapdoor and turn clockwise to close.

Do not use the ladder with the safety catch disengaged. Read the safety labels on the product.

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.

