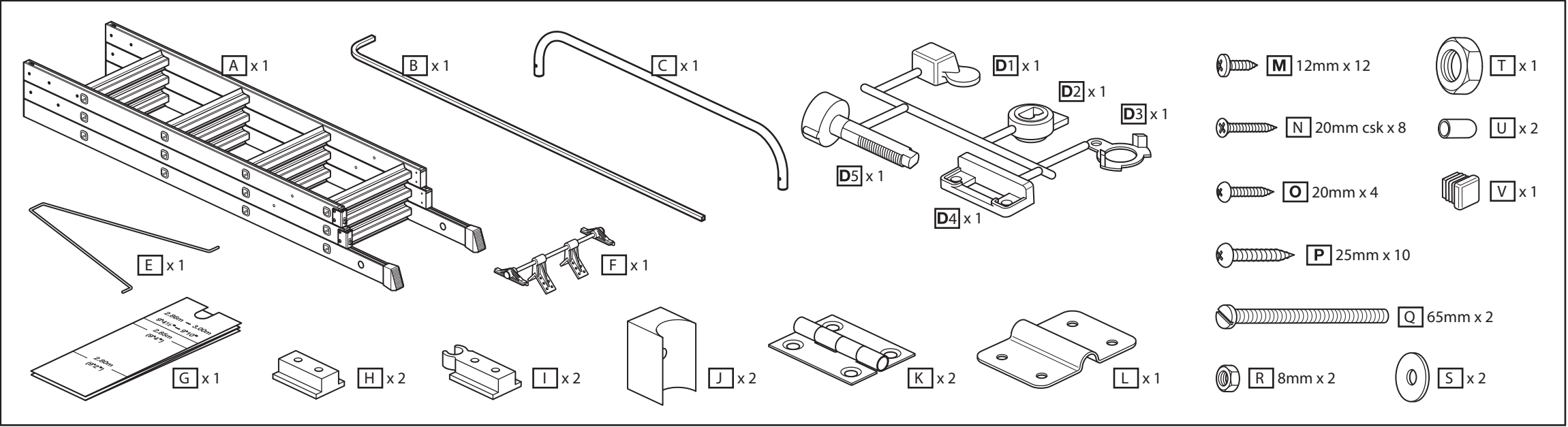
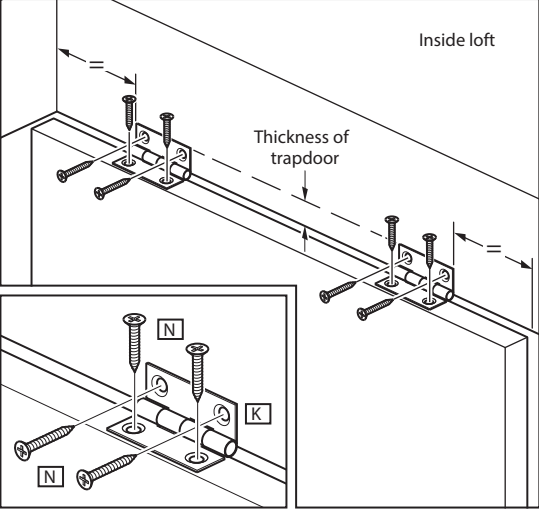


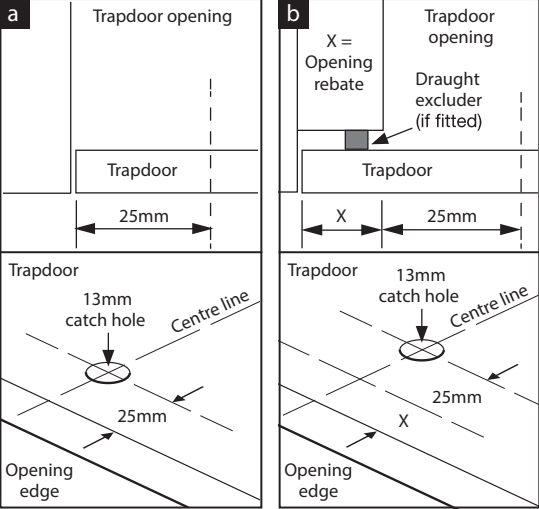


Tools and Equipment needed: Suitable ladder to access loft, Ruler & tape measure (3 metre), Sharp knife, Pencil, Bradawl (sharp point), Flatblade screwdriver (medium), 8mm & 19mm Spanners, Lighting for loft, Drill, 2mm & 13mm wood drill bits, Phillips screwdriver (medium),

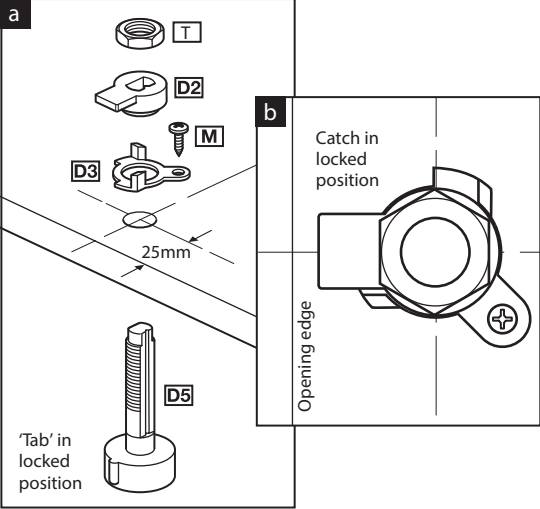
Assembly and Installation



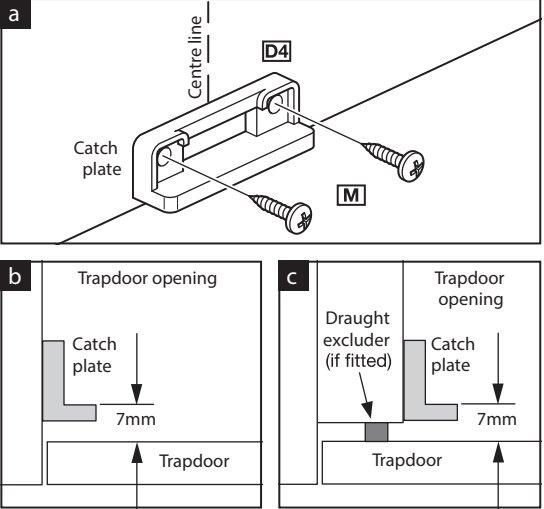
1. Attach hinges to trapdoor and opening. Drill 2mm pilot holes, attach hinges (K) to trapdoor and surround using 8 x csk 20mm screws (N). Note: The trapdoor will attach to the same side of the opening as the ladder (Trapdoor is not supplied).



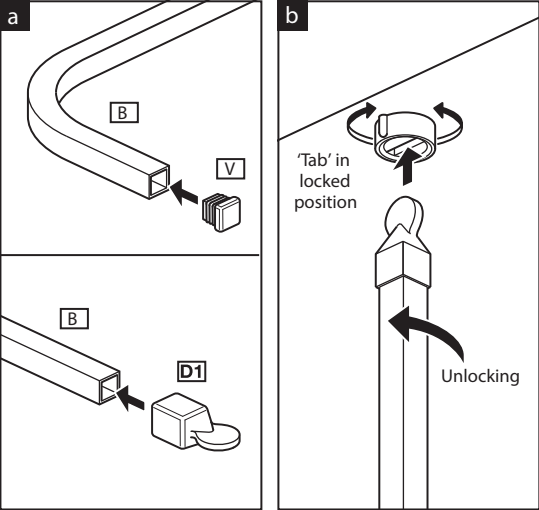
2. **Mark and drill catch hole in trapdoor.** Mark the centre line onto the opening edge of the trapdoor. Measure 25mm in from the opening edge of the trapdoor and drill a 13mm hole (a). Note: If the trapdoor opening has a rebate 'X', add this distance to the 25mm (X + 25mm) (b).



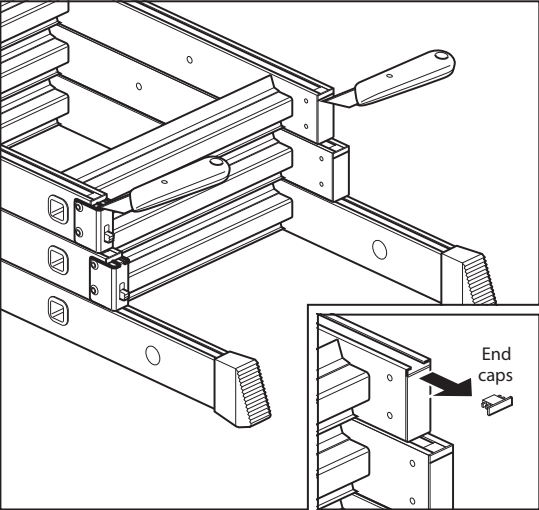
3. Assemble the catch. Assemble the catch onto the trapdoor ensuring the 'tab' on the catch barrel and the catch are positioned as shown (a). Note: Only fix the retaining washer (D3) using the 12mm screw (M) once correctly positioned as shown above (b).



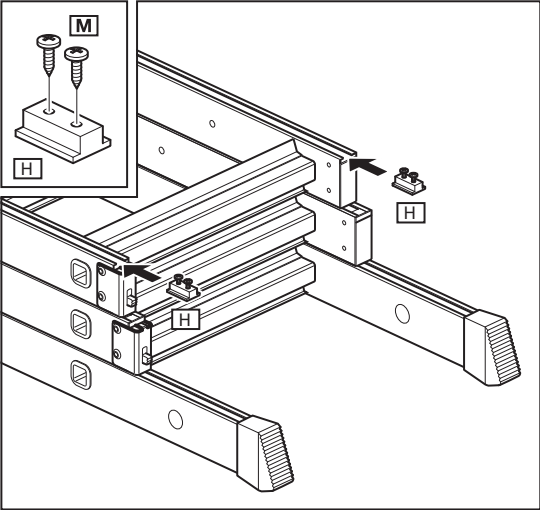
4. Attach catch plate. Find and mark the centre line onto the opening end of the trapdoor surround. Allow a 7mm gap between the top of the catch plate and the trapdoor (b or c). Attach the catch plate (D4) to the trapdoor surround using 2 x 12mm screws (a).



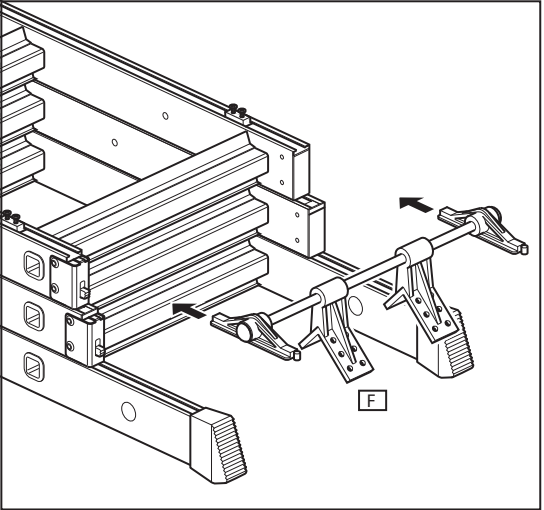
5. Fit the ends to the pole (a). **To lock:** Turn anti-clockwise, **To unlock:** Turn clockwise (b).



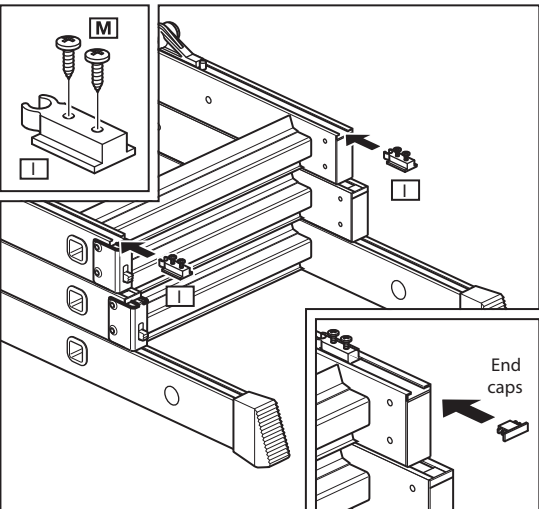
6. **Prepare the loft ladder.** Using a sharp knife, carefully cut along the grooves and remove both end caps. Keep end caps for later use.



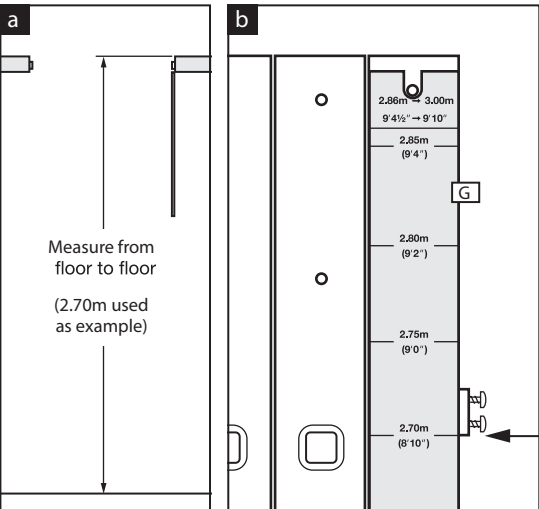
7. Loosely insert 12mm screws (M) into both stops (H) and slide into the top ladder section.



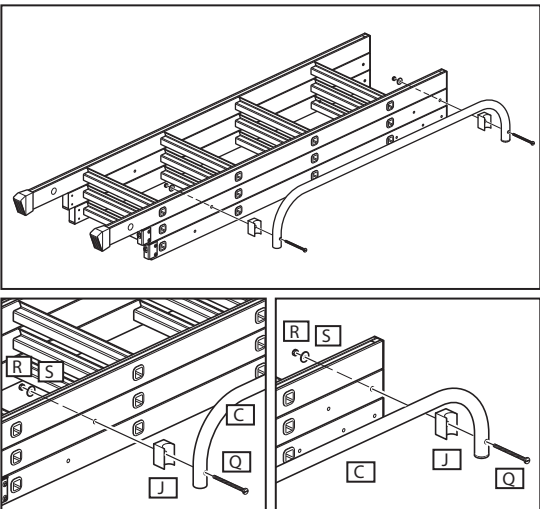
8. Slide the glide/pivot assembly (F) into the ladder, ensure it is fitted the correct way around as shown.



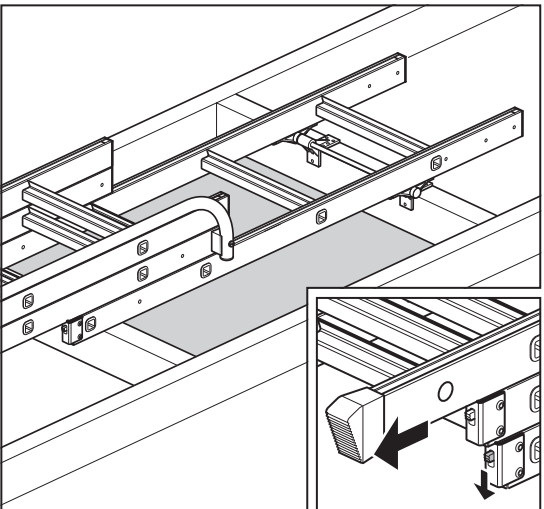
9. Loosely insert 12mm screws (M) into both retainers (I) and slide into the ladder. Refit both end caps.



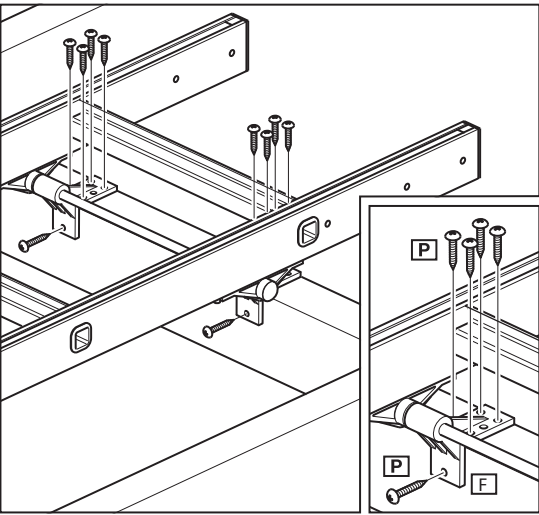
10. Measure the distance between the floor of the room to the floor of the loft (2.70m used as example) (a). Place paper template (G) on back ladder section with the cut-out lining up with the top hole. Position the stop at the required height (2.70m used as example), tighten both stop screws (b). Repeat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



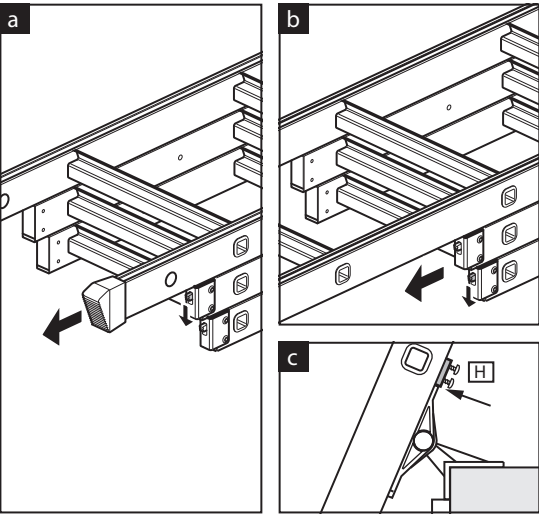
11. Attach the handrail. Note: The handrail (C) can be attached to either side of the ladder as required.



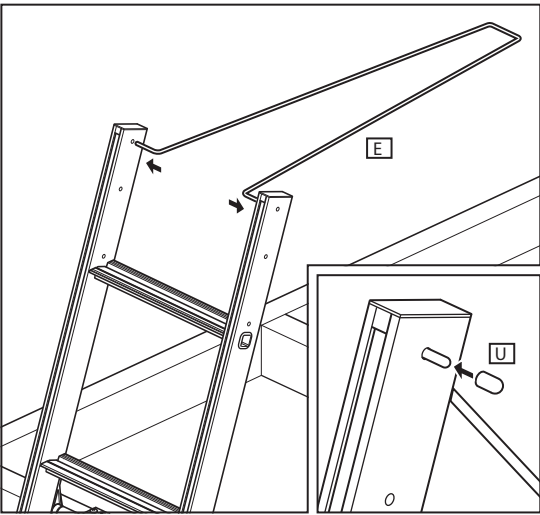
12. Using a suitable ladder gain access to the loft and position the ladder centrally across the loft opening with the pivot assembly resting squarely on the trapdoor surround. To help with access, release the lock catch on the end of the top ladder section and slide the middle and bottom sections down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



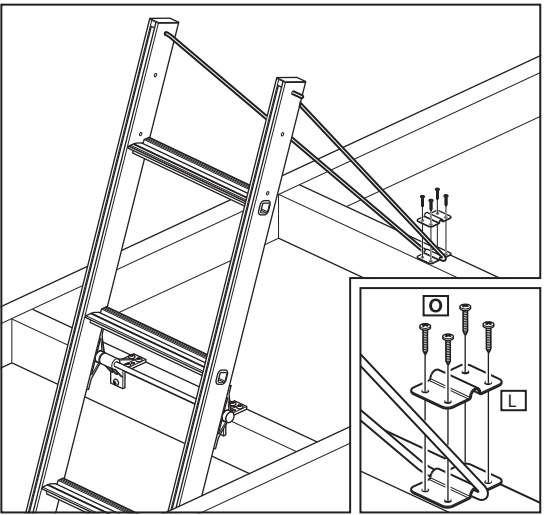
13. Ensure both pivots (F) are spaced as far apart as possible (up against the glides). Use a bradawl or small drill to start the screw holes, attach the pivots to the trapdoor surround using 10 x 25mm screws (P). Note: The trapdoor surround must be solid wood. Chipboard or composite board will not be strong enough.



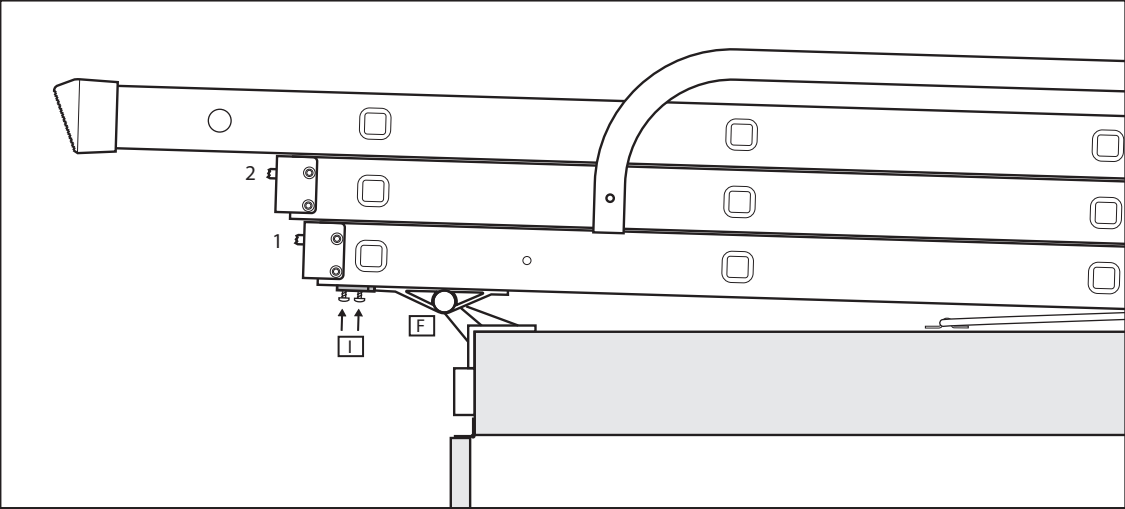
14. Fully extend ladder out of loft opening. Release the lock catch on middle ladder section and extend bottom section until it locks (a). Repeat with the catch on the top section and extend the middle section until it locks (b). Important: Ensure top stops (H) are tight against glides (c) and feet sit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



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).

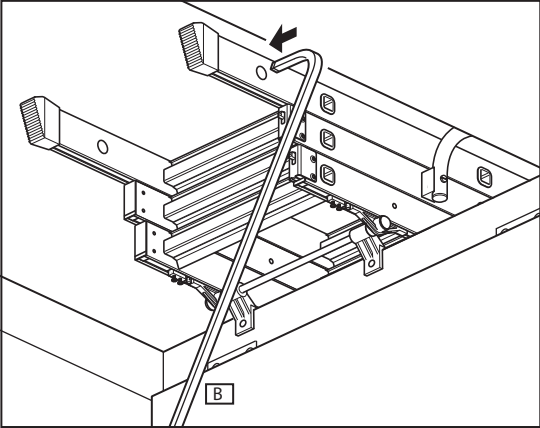


17. Release the lock catch on the top ladder section (1) and slide the middle section up until it locks. Release the lock on the middle section (2) and slide the bottom section up until it locks. Use the pole to fully stow the ladder. With the ladder fully stowed, slide the retainers

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.

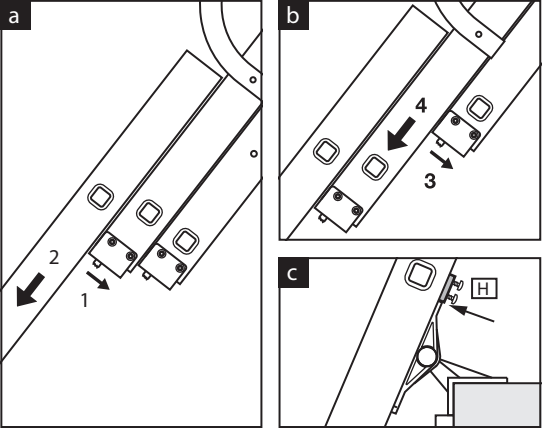
Important: Ensure ladder clears trapdoor when closed.

Operating Instructions



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.



19. When ladder comes to a stop, release catch on middle section (1) and lower bottom section (2) until it locks into place (a). Release catch on top section (3) and lower middle section (4) 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.