



Loft Ladder

Telescopic

Instruction Manual

For models:

2.6m, 9 Rung/Sections Telescopic Ladder

2.9m, 10 Rung/Sections Telescopic Ladder

CONTENTS

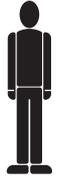
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SAFETY INSTRUCTIONS

IMPORTANT! 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.
- Do not install or use the Telescopic Loft Ladder if damaged in any way.
- Never exceed the maximum load of 150kg.
- Never operate any of the red buttons while on the ladder or allow anyone else to operate the buttons while it is in use.

INSTALLATION REQUIREMENTS

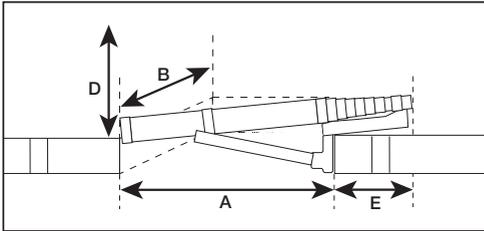


One person is required to install this product.

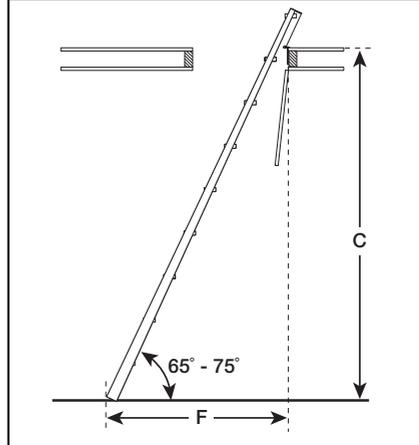
Tools Required:



Stowed Requirements:



Deployed Requirements:



Model Size		2.6m		2.9m	
		mm	inches	mm	inches
A	Minimum Hatch Opening (Length)	600	23.6	600	23.6
B	Minimum Hatch Opening (Width)	510	20	510	20
C	Floor to Loft Floor Height	2170 - 2610	85 - 103	2430 - 2880	96 - 113
D	Minimum Stowing Height Required In Loft	235	9.25	235	9.25
E	Minimum Length Required Behind Hatch	235	9.25	235	9.25
F	Maximum Height Setting Footprint	740 - 1230	29 - 48	810 - 1350	32 - 53
	Middle Height Setting Footprint	700 - 1160	28 - 46	780 - 1290	31 - 51
	Minimum Height Setting Footprint	670 - 1110	26 - 44	740 - 1230	31 - 51

PRODUCT CONTENTS

Carefully remove your Telescopic Loft Ladder and fitments and accessories from the box it arrived in. It is recommended that you retain this packaging should the item need to be returned under warranty. The following items are supplied:



- | | |
|--------------------------------------------|----------------------------------------------|
| 1 Ladder (x1) | 6 Ladder sub-frame carrier tubes (x2) |
| 2 Mounting brackets (x2) | 7 Springs (x2) |
| 3 Swivel arms (x2) | 8 Telescopic pole with hook (x1) |
| 4 Hinge swivel pins (x2) | 9 Bracket Fixing Screws |
| 5 Ladder sub-frame carrier bar (x1) | 10 User Manual (x1) |

PRE-INSTALLATION

Installation Consideration

The following points should be considered before installing the Loft Ladder.

Loft Hatch

The loft hatch must be downward opening. It may be necessary to refit your loft hatch door so that it opens downwards so that the hatch when open hangs down behind the ladder when it is deployed.

Loft Opening

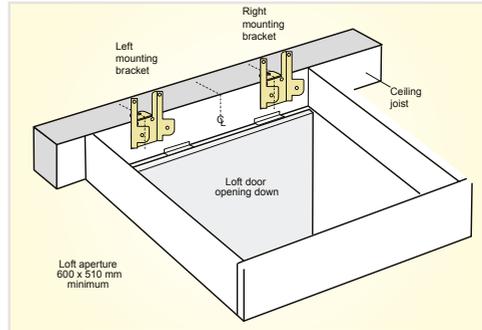
The loft hatch must be downward opening. It may be necessary to refit your loft hatch door so that it opens downwards so that the hatch when open hangs down behind the ladder when it is deployed.

Secure Fixing

The loft hatch must be downward opening. It may be necessary to refit your loft hatch door so that it opens downwards so that the hatch when open hangs down behind the ladder when it is deployed.

Footprint

The loft hatch must be downward opening. It may be necessary to refit your loft hatch door so that it opens downwards so that the hatch when open hangs down behind the ladder when it is deployed.

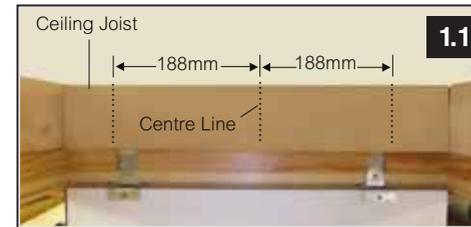


INSTALLATION

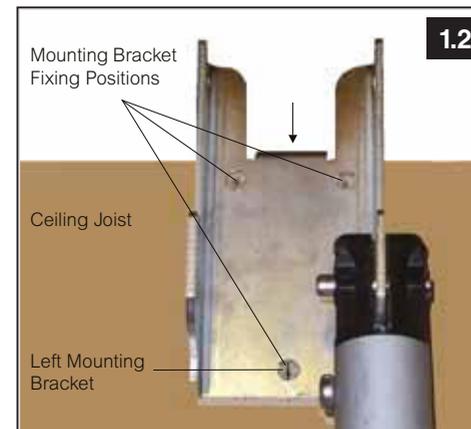
1. Marking Out

1.1 Measure and draw the 'centre line' on the ceiling joist midway across the width of the loft opening where the mounting brackets will be fitted, Fig 1.1.

Measure 188mm either side of this line and draw a vertical line at these points greater than 90mm long to mark the mounting bracket centre lines.



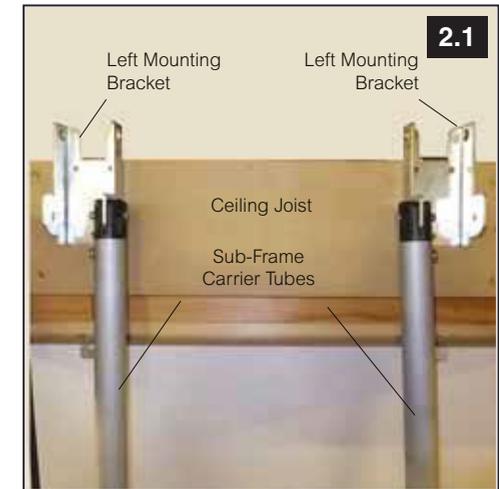
1.2 Refer to Fig 1.2 and Fig 1.3. The brackets are supplied with their ladder sub-frame carrier tubes fitted. Note that these brackets are 'handed', left bracket and right bracket. Take the first bracket and place it on the mounting board so that it is placed over the bracket centre line and slide it until the lower screw hole is centred on this line. Mark the centre point of this hole.



2. Fixing the Brackets

2.1 Remove the bracket and drill a 4mm diameter hole at the position just marked.

Fix the bracket using one of the fixing screws supplied. Similarly drill the other three holes (one on top) and screw in the other screws. Repeat for the other bracket, see Fig 2.1.



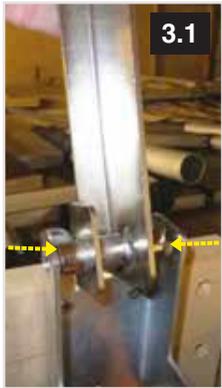
INSTALLATION

3. Swivel Arm

3.1 Place the Right Swivel arm in position on the Right Mounting bracket and align their holes, Fig 3.1.

3.2 From the outer edge, guide the Hinged swivel pin through the arm and bracket holes and push in completely, Fig 3.2.

Repeat this procedure with the Left Swivel arm and the Left mounting bracket using the other Hinged swivel pin.

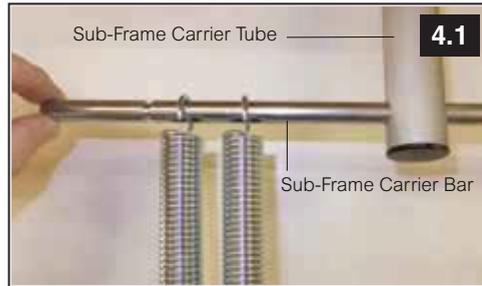


3.3 The installation will now be at the stage shown in Fig 3.3.



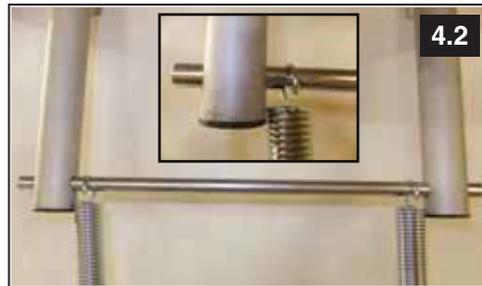
4. Attaching the Springs

4.1 Slide the Ladder sub-frame carrier bar into the hole in one of the sub-frame carrier tubes, see Fig 4.1 Now slide the two spring eyelets onto the bar.



4.2 Slide the other end of the carrier bar into the corresponding hole on the other sub-carrier tube, Fig 4.2.

There is groove near each end of the bar for the purpose of holding the spring in place when installed, see Fig 4.2 (inset). Locate each spring in these grooves.



INSTALLATION

5. Extending the Springs

The next step is to anchor the free end of the spring to its anchor point on the hinged swivel pin.

Lay the swivel arms back so they are horizontal. Hook a loop of strong string to the end of the spring.

5.1 Lift the sub-frame carrier tube above the horizontal and pull the string to extend the spring so that it reaches and clips on to the hinged swivel pin, see Fig 5.1 and inset for close-up of spring on the pin. Remove the string.



5.2 Now slide the spring eyelet along the pin so that it locates in the groove on the pin, see Fig 5.2. Repeat for the other spring.



5.3 The installation will now be at the stage shown in Figure 5.3.



WARNING

Be very careful when carrying out the next stage as there is no ladder to stop the sub-frame from swinging forward with considerable force if it is moved inadvertently.

5.4 Pull down on the sub-frame carrier bar until it touches against its stop.



INSTALLATION

5.5 The tensioned springs will hold it in this position, see Fig 5.5.



6. Adjusting the Ladder Length

6.1 The ladder length can be extended by 150mm or 300mm from its minimum length to best suit your floor-to-floor height

The adjustment tube is shown in Fig 6.1:

- a. Minimum length - no extension
- b. Extended by 150mm
- c. Extended by 300mm

Remove the two bolts from the endcaps and have them ready to fix the swivel arms to the ladder at step 8.1.



6.2 On the side you are adjusting first (left shown here), depress the red button on the top rung to disengage the locking bolt from the top stile.

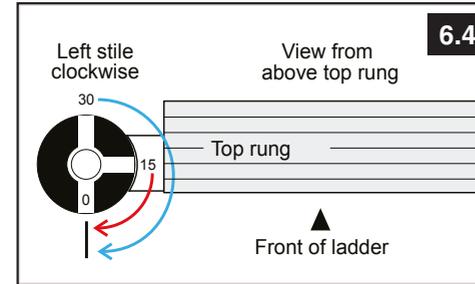


6.3 Keep the button pressed and rotate the stile until the required extension position is reached and then release the button, see Figs 6.4 and 6.5a and 6.5b.



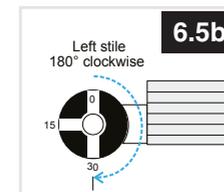
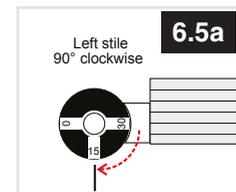
INSTALLATION

6.4 The set extension is indicated by the orientation of the grooves on the end cap, see Fig 6.3 and Fig 6.4. In Fig 6.4, the setting shows 'no extension'.



6.5 6.5a Shows the end cap rotated 90 degrees clockwise to the 150mm extension position.

6.5b. Shows the end cap rotated 180 degrees clockwise to the 300mm extension position.



6.5c and 6.5d. Now carefully pull the stile upwards until the stile is locked in its extended position.



Repeat the same setting on the right-hand top stile from step 6.2. Note that this stile must be rotated 90 degrees and 180 degrees counter clockwise for 150 and 300mm extensions respectively.

7. Extend the ladder

7.1 Fully extend the ladder until all rungs are locked. This is indicated in the illustration below by the red buttons being extended.



IMPORTANT

Ensure that all the red buttons on the underside of the rungs are in the locked position, see above right.

It is dangerous to climb or attempt to climb the ladder when the rungs are not locked, see above.

7.2 Stand the ladder on the floor below the loft and rest the ladder against the sub-frame with the top of the ladder close to the swivel arms. Climb the ladder and enter the loft to gain access the top of the ladder.

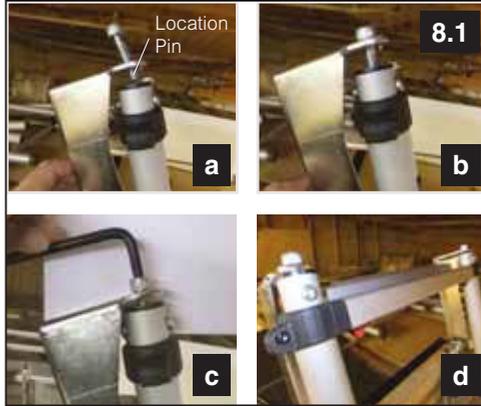
INSTALLATION

8. Screw to the Swivel Arms



WARNING

Do not complete the following instructions while standing on the ladder – This should be completed from the loft floor.



8.1 8.1a. Align the holes in the swivel arm with the threaded hole in the top end of the ladder.

8.1b. Finger tighten the bolt supplied.

8.1c. Use an Allen key to tighten this bolt to securely fix the swivel arm to the ladder ensuring the location pin engages with the groove in the endcap. Repeat for the other side of the ladder.

8.1d. Shows both sides of the ladder fastened to the swivel arms.

THE INSTALLATION OF YOUR LOFT LADDER IS NOW COMPLETE.

OPERATING

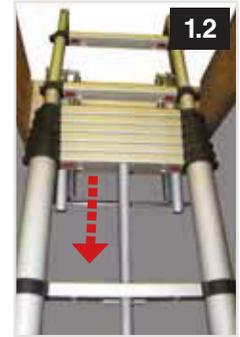
I. Open the Loft Hatch

1.1 Use the hook end of the pole to pull down on the Ladder sub-frame carrier bar to swivel the ladder to the vertical position.

If at this point, the ladder can be reached by hand then skip step 1.2 and unhook from the carrier bar and lower to the floor.



1.2 Pass the plain end of the pole through the hole in rung 1 and rung 2. Push the pole up to un-hook the ladder stowage bracket on the rear of rung 1 from the sub-frame carrier bar and carefully lower the ladder.



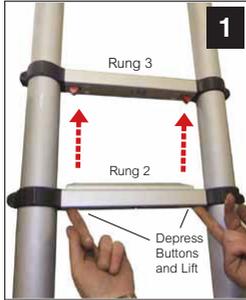
2. Remove the Pole

2.1 Grip the lower stiles of the ladder and carefully pull it down and extend the ladder. Make sure all the rungs are locked (indicated by the red buttons being extended below the rungs).



STOWING

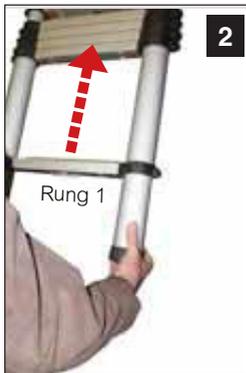
1 Depress the two red buttons on the underside of rung 2 to unlock the rung, see Fig 1 then push the rung upwards in the direction of the arrows.



You can now release your fingers from the buttons and continue to raise the rung.

When the rung 2 touches rung 3, it will push in the red buttons and unlock rung 3. Continue to raise rung 2 to now move both rungs up together.

2 Grip the lower stiles and push up to unlock and close more rungs in the same way. If you can now place the stowage bracket (see Fig 4) onto the sub-frame carrier bar, then do so and ignore step 3.



3 Grip the lower stiles and push up to unlock and close more rungs in the same way. If you can now place the stowage bracket (see Fig 4) onto the sub-frame carrier bar, then do so and ignore step 3.



4 Use the hook end of the pole and hook onto the carrier bar to raise the ladder. During this operation the springs will pull the ladder into a horizontal position.

Remove the pole and close the loft.



CARE AND MAINTENANCE

- Repairs and maintenance shall be carried out by a competent person and be in accordance with these instructions. NOTE: A competent person is someone who has the skills to carry out repairs or maintenance, e.g. trained by the manufacturer.
- Ladders shall always be operated in accordance with the producer's instructions.
- Loft ladder stiles and treads should not be painted or varnished.
- Periodically lubricate all moving parts with light oil.
- Periodically clean all parts to prevent the build-up of dirt, grease and other contaminants.
- Do not use any abrasive or chemical solvents.
- Periodically clean with a soft damp cloth. We recommend occasionally spraying with a silicon spray.
- For repair and replacement of parts, e.g. feet, springs and hooks, contact Werner UK Sales & Distribution Ltd. on 01621 745 900 or email uk.customercare@wernerco.com.

DISPOSAL

- When the product has reached the end of its life, contact your local council regarding available recycling or disposal options.

GUARANTEE

Guarantee includes faults arising from defects in workmanship or materials except for -

- Ordinary wear and tear of the product.
- Damage caused by misuse or abuse of the product.
- Damage caused by failure to comply with all written warnings and instructions for the product.
- Damage caused by an attempted repair of the product.

Material - means a material or component used by Werner UK Sales & Distribution Ltd. in the manufacture of the product.

Workmanship - means the handling, assembly and manufacturing processes performed by or on behalf of Werner UK Sales & Distribution Ltd. in order to manufacture the product.



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