

**Easiway Loft Ladder**

**⚠ 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.**

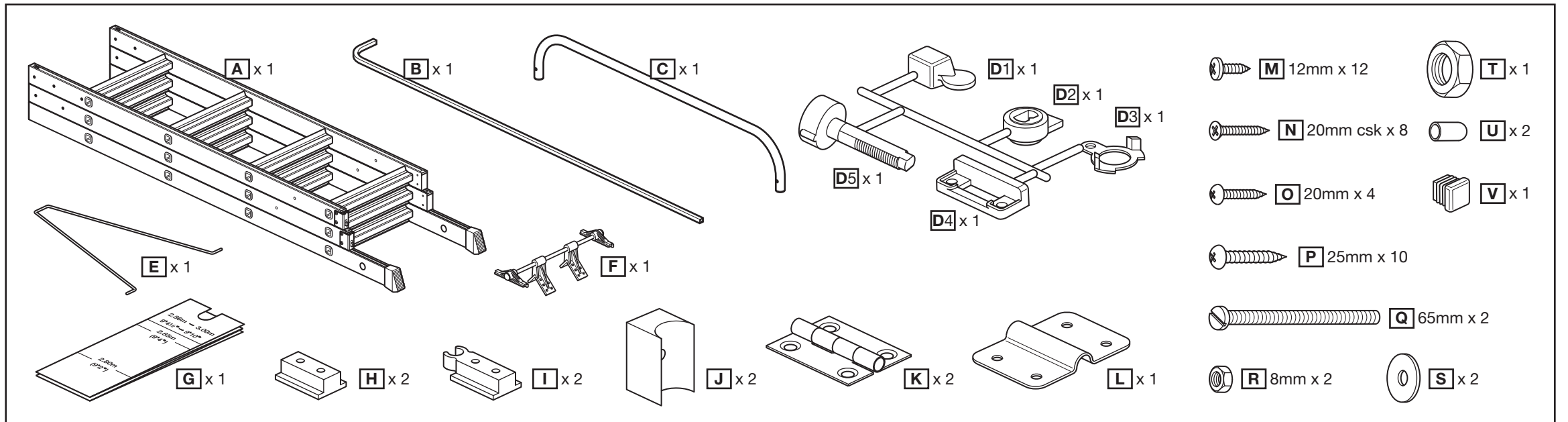
- WARNING:** Ensure the ladder is fully extended, both locking catches are fully engaged and the top stops are against the guide/pivot assemblies before each use.
- WARNING:** Only to be used by one person at a time.
- IMPORTANT:** In some cases it may be necessary to install additional wooden braces 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.

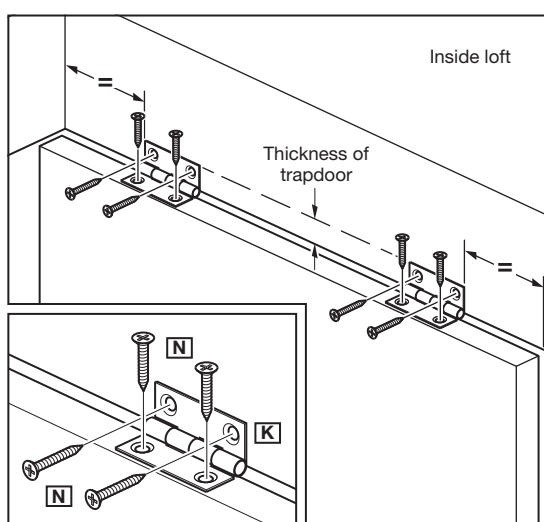
- DO:** Keep these instructions in a safe place for future reference.
- DO:** Ensure there is a good flat access area at the top and base of the ladder to dismount safely. A minimum area of 1 square metre is recommended.
- DO:** Ensure there is enough clear internal loft space for the ladder to be stowed 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.

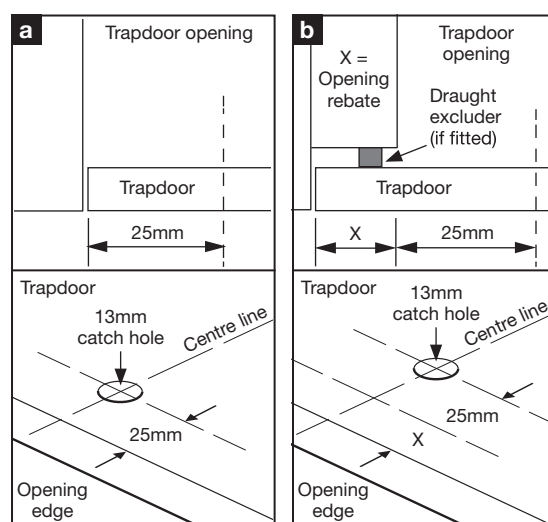


**Tools and Equipment needed:** Suitable ladder to access loft, Ruler & tape measure (3 metre), Sharp knife, Pencil, Bradawl (sharp point), Drill, 2mm & 13mm wood drill bits, Phillips screwdriver (medium), Flatblade screwdriver (medium), 8mm & 19mm Spanners, Lighting for loft.

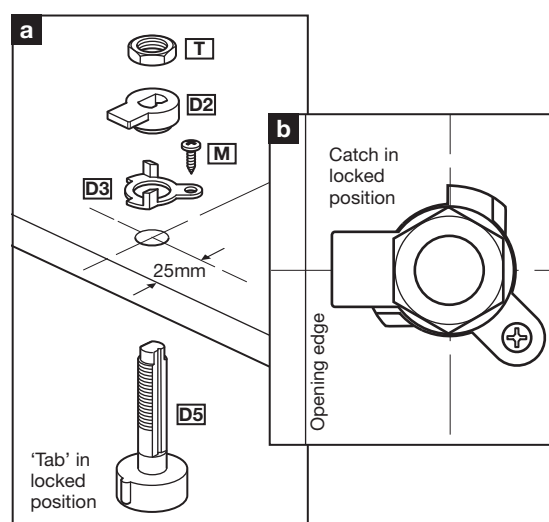
**Assembly and Installation**



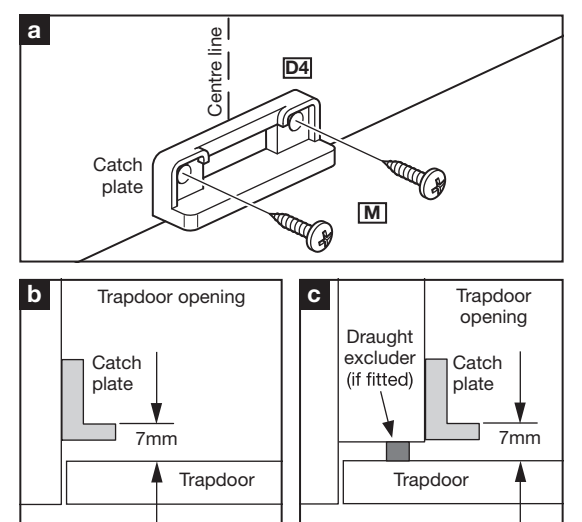
**1. Attach hinges to trapdoor and opening.** Drill 2mm pilot holes, attach hinges (K) to trapdoor and surround using 8 x csk 20mm screws (N). **Note:** The trapdoor will attach to the same side of the opening as the ladder (Trapdoor is not supplied).



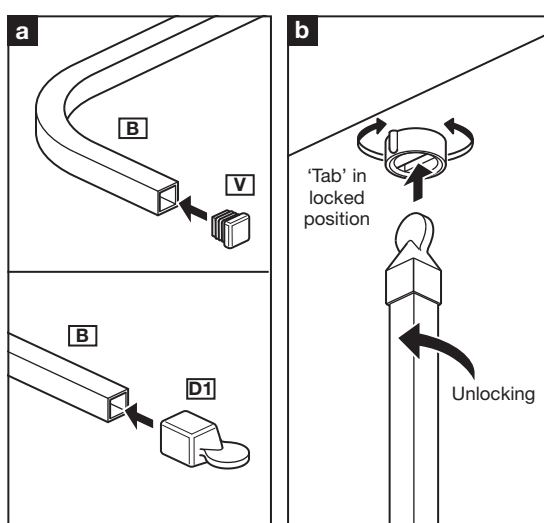
**2. Mark and drill catch hole in trapdoor.** Mark the centre line onto the opening edge of the trapdoor. Measure 25mm from the opening edge of the trapdoor and drill a 13mm hole (a). **Note:** If the trapdoor opening has a rebate 'X', add this distance to the 25mm (X + 25mm) (b).



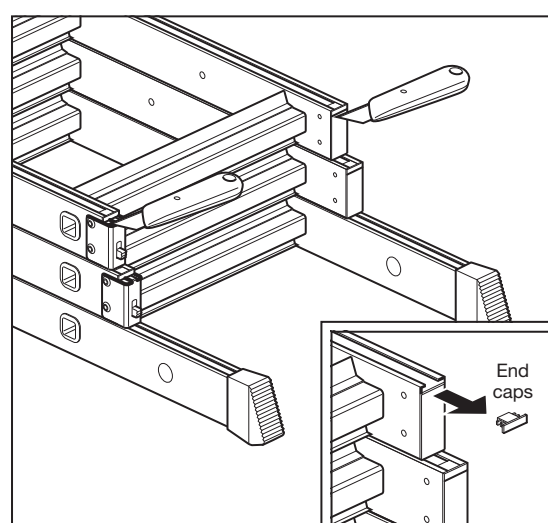
**3. Assemble the catch.** Assemble the catch onto the trapdoor ensuring the 'tab' on the catch barrel and the catch are positioned as shown (a). **Note:** Only fix the retaining washer (D3) using the 12mm screw (M) once correctly positioned as shown above (b).



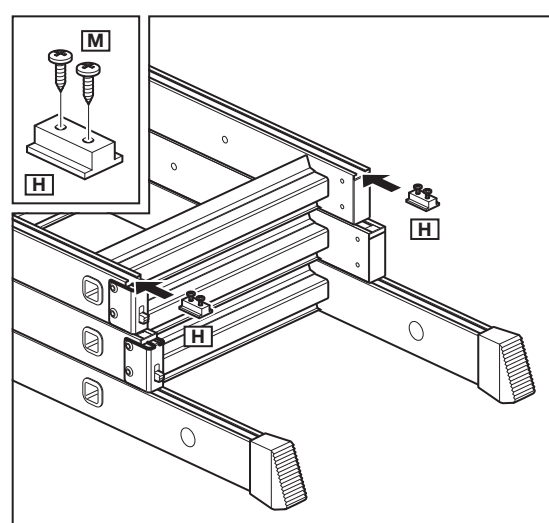
**4. Attach catch plate.** Find and mark the centre line onto the opening end of the trapdoor surround. Allow a 7mm gap between the top of the catch plate and the trapdoor (b or c). Attach the catch plate (D4) to the trapdoor surround using 2 x 12mm screws (a).



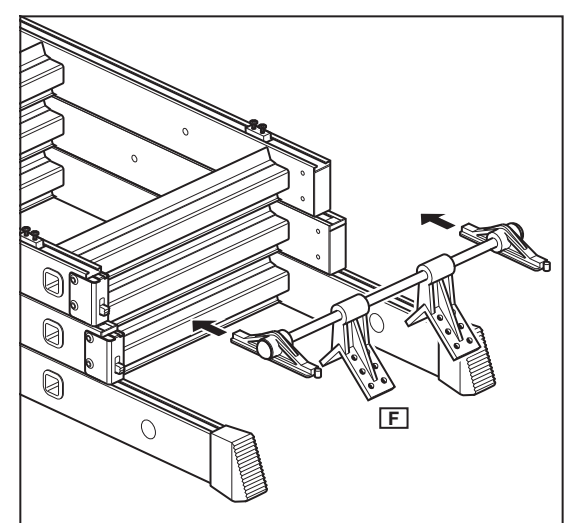
**5. Fit the ends to the pole (a). To lock:** Turn anti-clockwise, **To unlock:** Turn clockwise (b).



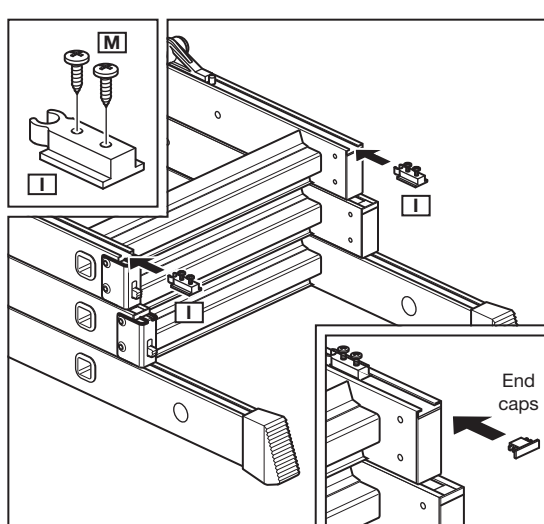
**6. Prepare the loft ladder.** Using a sharp knife, carefully cut along the grooves and remove both end caps. Keep end caps for later use.



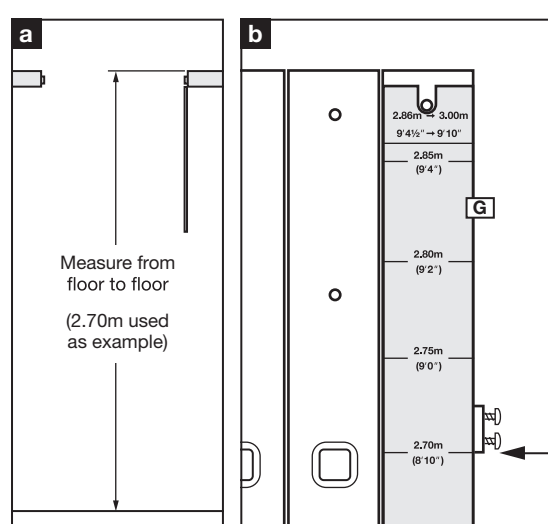
**7. Loosely insert 12mm screws (M) into both stops (H) and slide into the top ladder section.**



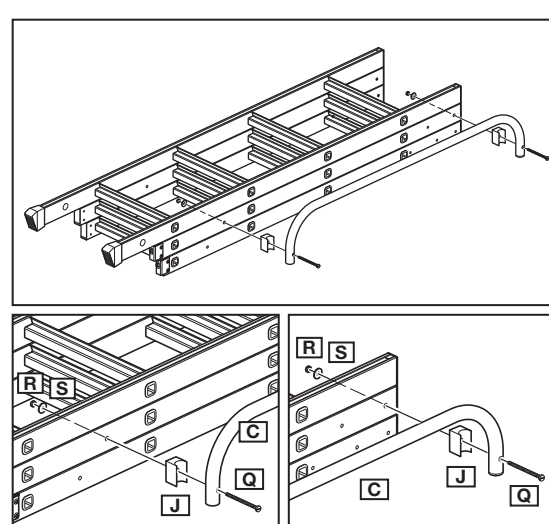
**8. Slide the glide/pivot assembly (F) into the ladder, ensure it is fitted the correct way around as shown.**



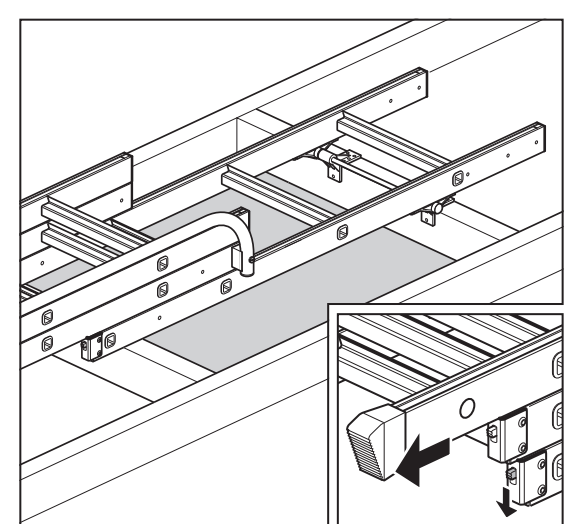
**9. Loosely insert 12mm screws (M) into both retainers (I) and slide into the ladder. Refit both end caps.**



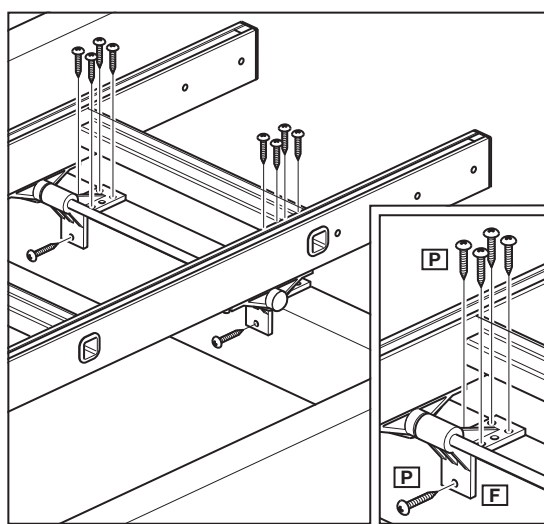
**10. Measure the distance between the floor of the room to the floor of the loft (2.70m used as example) (a). Place paper template (G) on back ladder section with the cut-out lining up with the top hole. Position the stop at the required height (2.70m used as example), tighten both stop screws (b).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



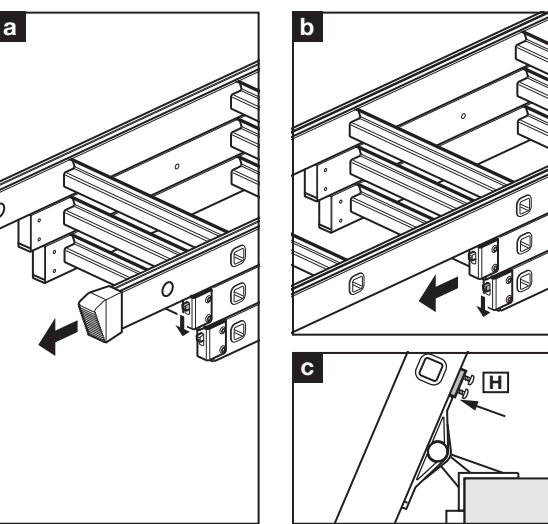
**11. Attach the handrail.** **Note:** The handrail (C) can be attached to either side of the ladder as required.



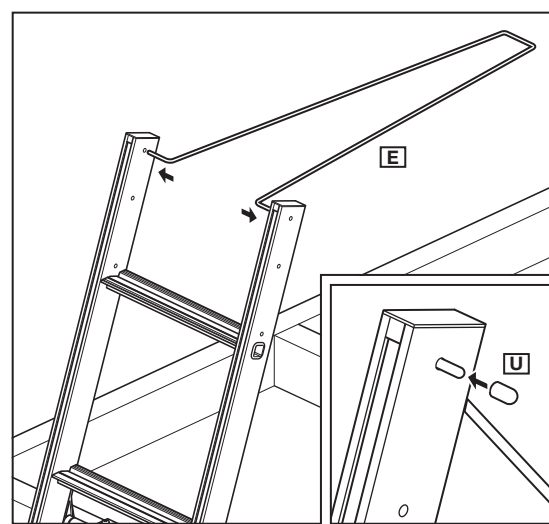
**12. Using a suitable ladder gain access to the loft and position the ladder centrally across the loft opening with the pivot assembly resting squarely on the trapdoor surround. To help with access, release the locking catch on the end of the top ladder section and slide the middle and bottom sections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



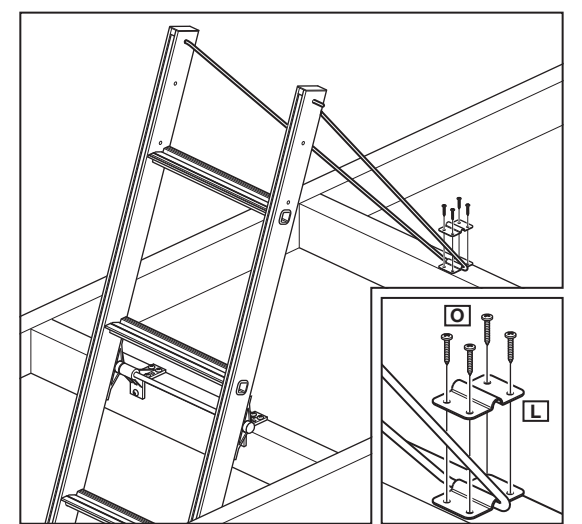
**13. Ensure both pivots (F) are spaced as far apart as possible (up against the glides). Use a bradawl or small drill to start the screw holes, attach the pivots to the trapdoor surround using 10 x 25mm screws (P). **Note:** The trapdoor surround must be solid wood. Chipboard or composite board will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



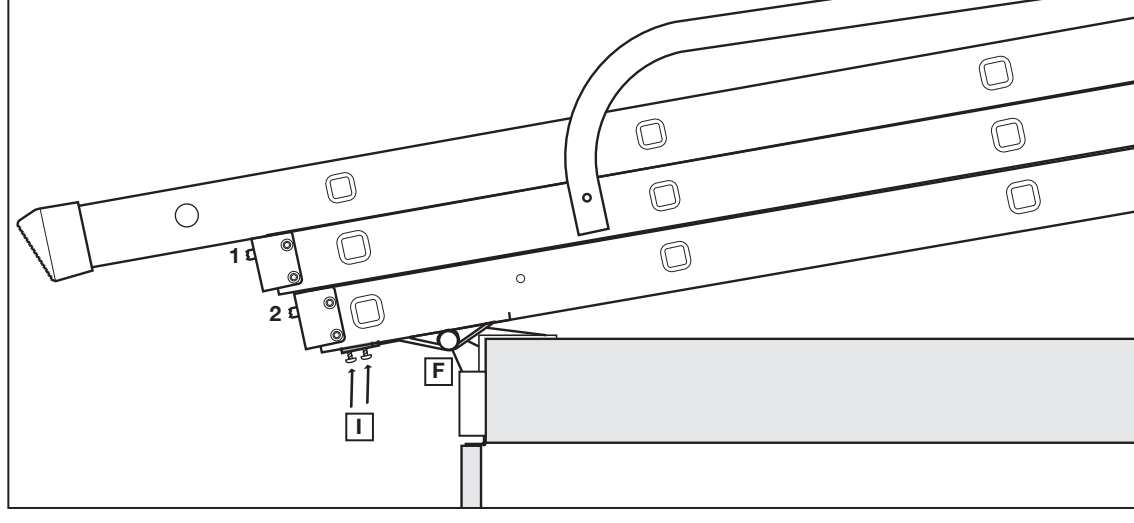
**14. From below, fully extend ladder out of loft opening.** Release the locking catch from below on middle ladder section and extend bottom section until it locks (A). Repeat with the catch on the top section and extend the middle section until it locks (B). **Important:** Ensure top stops (H) are tight against glides (C) and feet sit evenly on the floor below.



**15. Fit the pivot arm (E). Fit covers (U).**

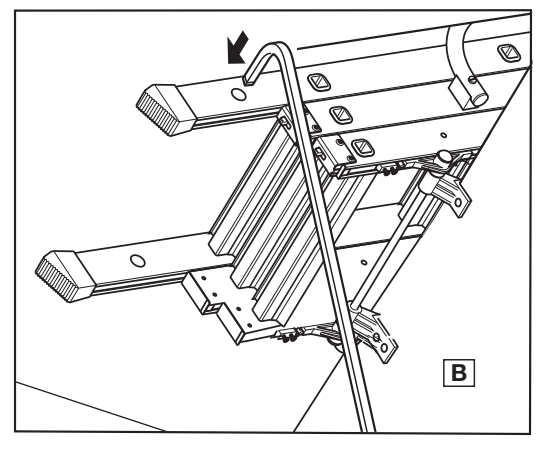


**16. Attach the pivot arm to the loft floor/wooden batten (this may have to be added at the correct distance) using the pivot arm bracket. Use a bradawl or small drill to start the screw holes, attach the bracket (L) to the loft floor using 4 x 20mm screws (O).**

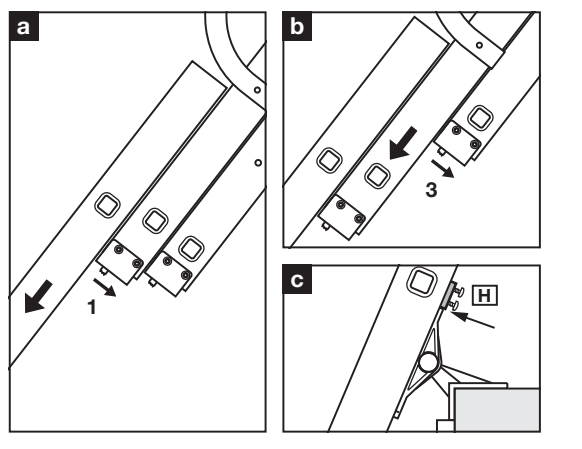


**17. Release the locking catch on the top ladder section (1) and slide the middle section up until it locks. Release the lock on lower retainers (I) are the same distance from the end of the ladder and tighten the 4 retainer screws. **Important:** Ensure ladder clears trapdoor when closed.**

**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: Control the movement of the ladder at all times. The ladder should not rest horizontally. 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.**