

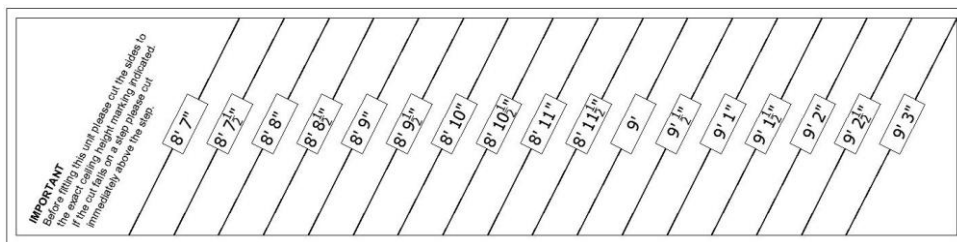


## Installation Instructions

**ATTENTION: This unit is heavy. To install your Skylark electric attic stairs, please use at least two people.**

### **1. Before installation:**

1. Please see the measuring graph on the side of the ladder on your Skylark electric attic stairs, *see Fig. 1*. This indicates the minimum and maximum height your Skylark electric attic stairs will reach. If your ladder is delivered with the adjustable extensions already attached Fig. 1 does not apply, this graph will not be on your ladder and will be pre-cut already, therefore proceed to 2. Creating the opening.



*Fig. 1.*

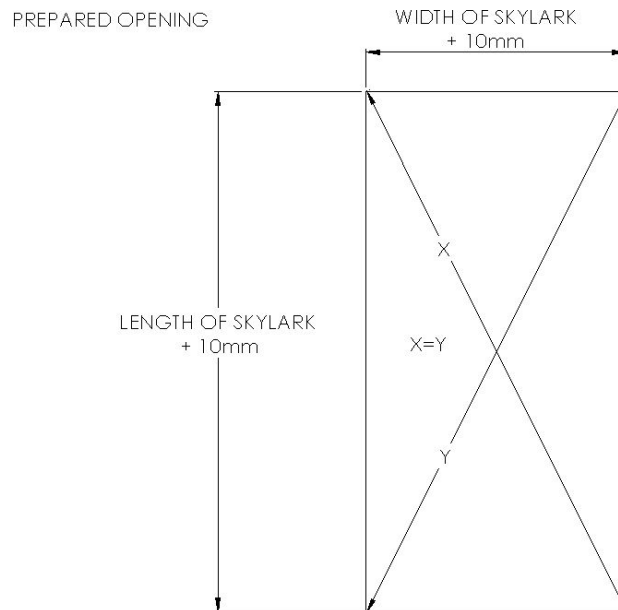
**NOTE:** If your ceiling is higher than the max measurement on the graph do not proceed. Call your provider for advice.

2. The ladder must be cut to the correct length.  
Measure the height of your ceiling. **Floor to the underside of the ceiling.** Not floor to attic floor.  
Find the same measurement on the ladder, i.e. 9 ft. 2" and cut along the line on the graph, do this on both sides of the ladder. If the line you need lands on a step cut directly above the step. i.e. higher up the ladder.

**NOTE:** When you first unfold the ladder it will be off the floor, there are adjustable black metal extensions which will need to be attached to the ladder after it has been installed.

## **2. Creating the opening:**

1. Strip away the old architrave and trimming that is attached to the old trapdoor and discard responsibly.
2. Then mark the length of the opening by measuring the skylark frame and add 10mm (3/8" to 1/2") to the length and 10mm (3/8" to 1/2") to the width, and mark it onto the ceiling using a pencil. Ensure that the proposed new opening is square. See *Fig.2*.

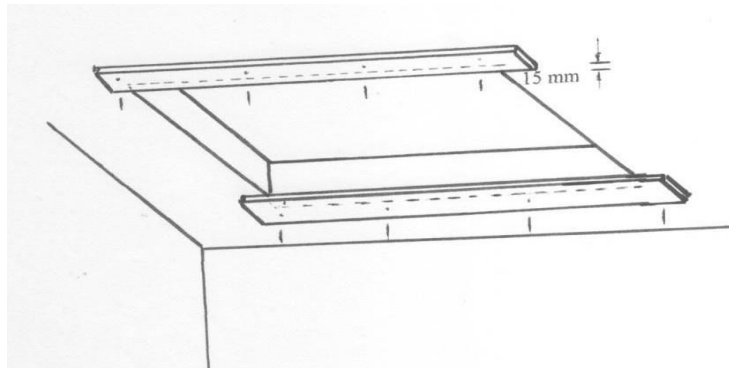


*Fig.2.*

Cut the sheetrock (plaster board) and the timber joists to the desired length.

When satisfied that the opening is square, the right size and the ceiling is fully reinforced, screw two pieces of timber to the underside of the opening running length ways with the opening. See *Fig.3*.

3. Extending 15 mm (1/2") into the opening. Ensure the two timbers are securely fixed to the ceiling and capable of carrying the unit.



*Fig.3*

**NOTE:** It is important that the two timbers do not extend more than 15 mm (1/2") each, into the opening.

This allows the unit to be fitted flush with the ceiling and allow the trapdoor to be opened with the two timbers still in place during fitting.

### **3. Installation:**

1. The skylark can now be lifted into the attic, it is important that when raising the unit that it is lifted by the frame. Do not lift it by the ladder sections as this may cause damage to the mechanism.
2. The skylark can now be lowered into the opening to come to rest on the two timbers which have been already fixed in place.

**NOTE:** When the unit is lowered into the opening ensure that the door is not overlapping the two timbers as this will prevent the door from opening. Once the door is clear of the two timbers the unit can now be powered up.

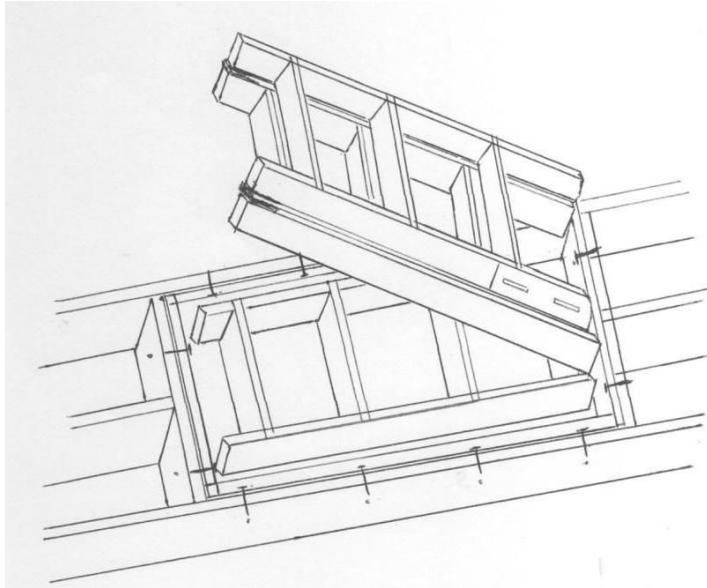
### **4. Powering up the unit:**

1. On the right hand side of the unit as you climb the ladder, there are two cables.  
Each cable has a different plug on the end, **the longer of the two cables is for mains power only** and the other cable is for your battery backup only.
2. The Skylark electric attic stairs, can now be plugged into your power point. Skylark electric attic stairs is now powered up.

**NOTE:** Do not plug in the battery until after you are finished installing the Skylark, this is to ensure that the power supply point is working properly. On the opposite side of the unit there is a cable with a switch on the end.

**Leave this to one side**, we will come back to it later.

3. The person underneath on the landing or hallway can now press the down button on the remote control and open the trapdoor just a small amount 150 to 200 mm (6" to 8") and close it up again. This is to check that it closes within its frame i.e the inner door has the same gap from the fixed frame on each side and that the unit is resting on the two timbers squarely to its surrounding.
4. Once satisfied that it is square, lower the trapdoor just enough, so as the person in the attic can now fix the unit to the joists . This may involve putting packer pieces between the joists and the fixed frame to ensure a tight fit.  
Secure the unit through the predrilled holes along the length and back of the frame **before** the Skylark stairs is lowered to the ground. *See Fig. 4.*



*Fig.4.*

5. When this is complete the Skylark can be opened fully for the first time. Press the down button on the remote control, the door will open and the ladder will start to unfold. When the ladder comes to a full stop it will rest between 50 to 60mm (2" to 2 1/2") off the floor.

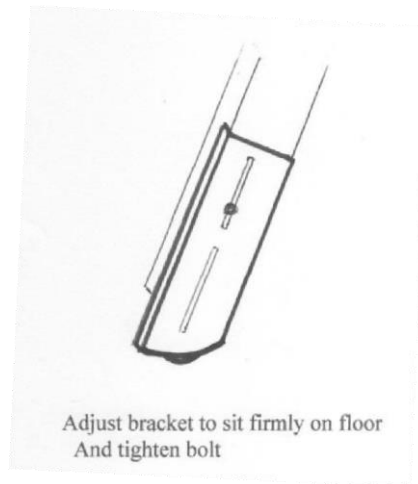
**DO NOT CLIMB THE LADDER UNTIL IT HAS BEEN ADJUSTED TO THE FLOOR**

### **5. Final Adjustment if extensions already attached:**

If your Skylark stairs already has it's extensions attached, lower the ladder to the floor, when the Skylark comes to a full stop the ladder will not be fully resting on the ground, you now need to lower the extensions so that they come to rest level on the floor with no rocking of the ladder when you step on it. On the side of the ladder where the extensions are located there are two bolts, loosen the two bolts and let the extension slide to the floor and then tighten them back up. Do this on both sides of the ladder, check that there is no rocking of the ladder, if there is this means that one side is longer than the other, adjust the extensions to level.

### **6. Final Adjustment if extensions are not attached:**

1. With the ladder in its fully open position, attach the adjustable black metal extensions to the bottom of **each** side of the ladder. *See Fig 5.*



*Fig. 5.*

2. The adjustable metal extensions have two slots on their sides. Place the extension on the ladder whilst ensuring that it also touches the floor. With a pencil mark the centre of each of the four slots.(Four in total).
3. Remove the extensions and pre drill the sides of the ladder to the same depth as the coach screws provided. (Four in total). Attach the extension to the ladder and insert each coach screw with a washer on each one. **Do not tighten.**
4. Allow the adjustable extension to slide to the floor, and without pushing on the ladder or the adjustable extension. Fully tighten the coach screws.

**NOTE:** Do not over tighten the coach screws, as the ladder is made from hard wood, it is easy to break the head of the screws.

### **Now back to the hard wired switch in the attic and the battery back up.**

The wired remote in the attic has two holes on the sides for fixing with screws. As the cable is not very long place it close to the ladder in a location where it will not be stepped on or get damaged.

### **The battery back up**

The second cable from the Skylark on the right hand side (as you climb the ladder) where the mains power cable is. Plug this into the battery, it can only fit one way, when you plug the cable into the battery, 1/2/3 or 4 green lights will appear on the battery, this indicates that the battery is charging.

If no lights come on this can mean that the battery is already fully charged.

**NOTE:** To check how much charge is in the battery, there is a small square button on the battery surface press this and the lights will illuminate. Four lights battery = fully charged.

**NOTE:** **After you have finished installing the Skylark electric attic stairs, ensure that it is not just running on battery power only. Check that the mains power is also turned on. Otherwise, the battery cannot recharge and it will eventually run out. Before the battery has lost all its power it**

**will sound an alarm to bring your attention to it, but this may go unnoticed, so always make sure mains power is in the on position.**

## **7. Stairs Initiation:**

1. Now that the stairs has been installed there remains one last job to be done. Your Skylark electric attic stairs needs to be initiated. Bring the stairs to a fully open position i.e. ladder on the floor.
2. Now press and hold the down button on the remote for 5 to 6 seconds at which point you will see and hear the skylark make a small movement and make a low click sound for about one second. When you hear or see this press the up button on the remote and let the skylark fully close and open it again to the floor. The skylark is now initiated and ready for use.

**NOTE:** If you do not hear or see any sound or movement when you pressed and held the down button on the remote control, the stairs has not initiated, press the up button on the remote and let the ladder lift off the floor about half way up and bring it back down again.

Now press and hold the down button again for 5 to 6 seconds and the unit will initiate.

You may need to do this three times for the stairs to initiate.

**Job done, enjoy your new Skylark electric attic stairs**