



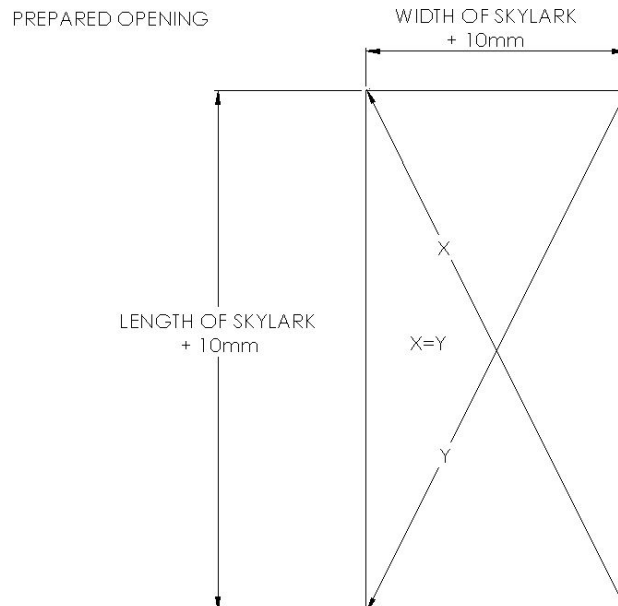
## Installation Instructions for Concertina Fully Electric Attic Stairs

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

### **1. Creating the opening:**

- 1.1. Strip away the old architrave and trimming that is attached to the old trapdoor and discard responsibly.

**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.**

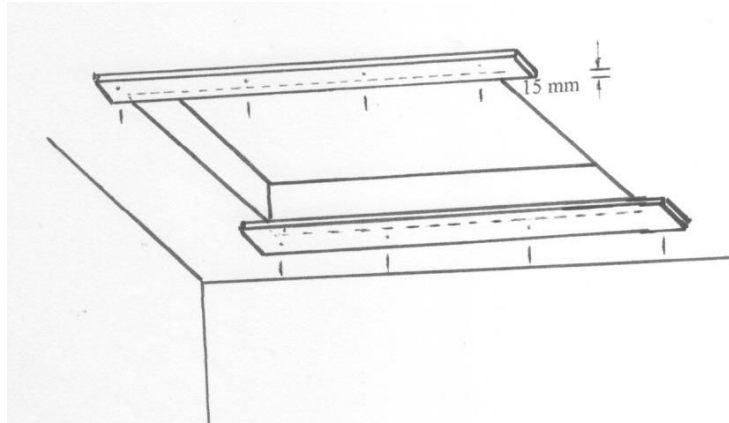


*Fig.2.*

- 1.2. 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.

1.3. Extending 10 mm (3/8") 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 the two timbers do not extend more than 10 mm (3/8") each, into the opening.  
This allows the unit to be fitted flush with the ceiling and allow the trapdoor to be opened during fitting.

## **2 Installation:**

2.1. 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 as this may cause damage to the mechanism.

2.2. 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 trapdoor 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.

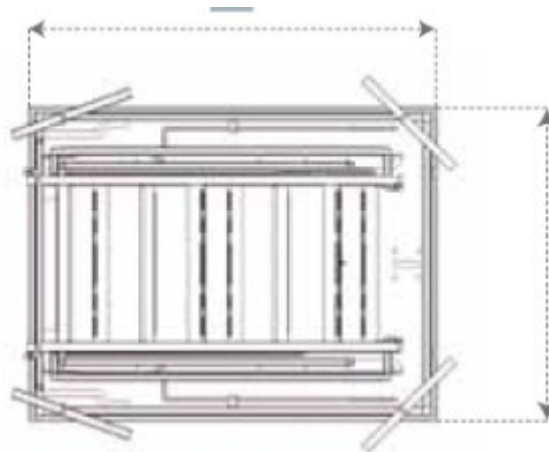
## **3 Powering up the unit:**

3.1. On the right-hand side of the unit as you climb the ladder, there is one cable which is your **mains cable**.

3.2. The Skylark electric attic stairs, can now be plugged into your power point. Skylark electric attic stairs is now powered up.

**NOTE:** If you have purchased a backup battery, 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.

- 3.3. 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 the trapdoor closes within its frame correctly and that the unit is resting on the two timbers squarely, in its surrounding. I.E. Walls of the hallway
- 3.4. 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 fully **before** the Skylark stairs is lowered to the ground.  
*See Fig. 4.*



*Fig.4.*

#### **4. Skylark Concertina attic stairs ceiling height adjustment:**

4.1. Your Concertina stairs will reach a ceiling height as stated on the label. Either 9' 6" (2.9m) or 10' 6" (3.2m).

If your floor to ceiling height is considerably lower than this i.e., 8' 6" (2.6m) then the ladder which reaches 9' 6" (2.9m) will need to be reduced.

4.2. There are two ways to do this. Number 1 remove one full step section of the ladder this will reduce the overall length of the ladder by 10". There is also adjustment on the leavers that extend and lower and raise the ladder, not the door.

4.3. By moving the bolt back from the end of the leaver, by one hole, you will reduce the length of the ladder by 2" and by moving the bolt towards the end of the leaver by one hole the ladder is extended by 2" and each hole thereafter will extend the ladder by 2".

## 5. The Procedure to remove a step:

- 5.1. When removing a step. You will need a quantity of two, 13mm spanners and this is a two-person job.



- 5.2. First remove the bottommost step which has the landing wheels attached and then remove one more step, then replace the step with the landing wheels. See photos for reference.



## How to Micro adjust the length of the ladder, by 2" (50mm) per hole:



- 5.3. When moving the bolt in the leavers, either forwards or backwards, first undo **all of the ladder** between the leavers and the floor to reduce the weight and make the process much easier. Place to one side.
- 5.4. Remove the outer nut, and then withdraw the bolt from the leavers (WHICH ARE THREADED) only undo the bolt far enough that the leavers are free, of the bolt, but do not remove the bolt fully from the ladder.
- 5.5. When the bolt is free from the leavers, but is still running through the ladder, bring the ladder, and bolt to the required threaded hole and rethread into the leavers, replace the outer nut. Do not over tighten, there is a white nylon spacer, between the lever and the ladder. When retightening the nut make sure not to over tighten to distort the shape of the nylon spacer.

## 6. **How to check you ladder length is correct**



- 6.1. Finally, you need to check that the ladder length is correct, you will know this by checking the following:
- 6.2. When the ladder is at rest on the floor, the lever mechanism should be resting on the anchor plate as in photo above. If the lever mechanism has not reached the anchor plate the ladder is still too long, and you will need to move the bolts in the leavers back one more hole, see paragraphs 5.3,5.4,5.5.

### **Now back to the battery back up if purchased:**

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.

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



