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## Installation Instructions for Skylark Electric Timber Attic Stairs

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

### Before Installation:

1. Please refer to the measuring graph on the side of the ladder on your Skylark electric attic stairs (Fig. 1). This graph indicates the minimum and maximum height the ladder will reach. Note that if your ladder is delivered to the UK, the graph will not be present as it will be precut already.

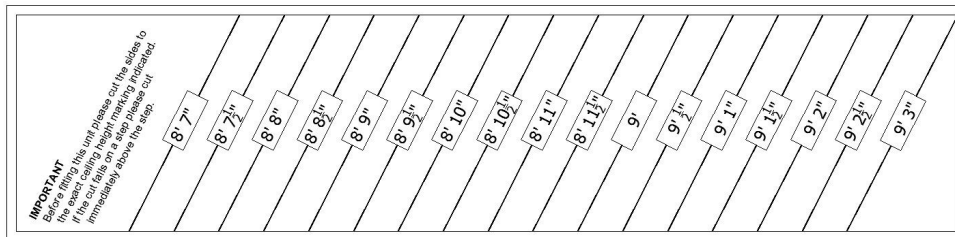


Fig. 1

**Note: If your ceiling height exceeds the maximum 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 from the **floor to the underside of the ceiling** (not floor to attic floor). Find the same measurement on the ladder (e.g., 9 ft. 2") and cut along the line on the graph for both sides of the ladder. If the line lands on a step, cut directly above the step, higher up the ladder.

**Note: When you first unfold the ladder, it will be off the floor. Attach the adjustable black metal extensions after installation.**

### Creating the Opening:

1. When preparing the rough opening for the trapdoor, there must not be more than a 4mm gap on any of the four sides. I.E. Measure your Skylark unit and have your rough opening no more than 8mm longer and wider.
2. Ensure that the rough opening is prepared square by measuring the diagonals adjust if needed.
3. Skylark fire trapdoor must be fitted to a fire ceiling that is capable of 1 hour fire protection as per regulations, class A or Class B.
4. Attach two timbers to the underside of the opening running the length of the opening as in Fig. 3. Not extending more than 15 mm into the opening.

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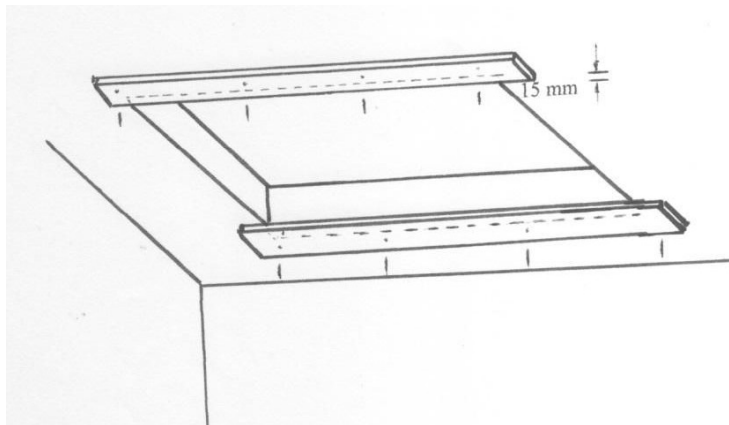


Fig. 3

**NOTE:** It is important 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 during fitting.

#### Installation:

1. Lift the Skylark into the attic by lifting it from the frame, not the ladder sections, to avoid damaging the mechanism.
2. Lower the Skylark into the opening, ensuring the door doesn't overlap the timbers (which would prevent it from opening). Once clear, power up the unit.

**NOTE:** When the unit is lowered into the opening ensure that the door (white cover) 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.

#### Powering Up the Unit:

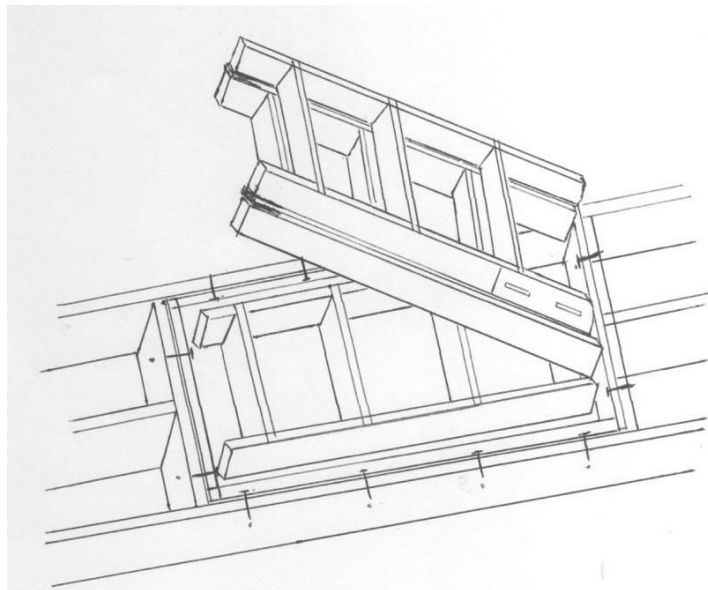
1. On the right-hand side of the unit as you climb the ladder, locate the mains cable with the appropriate power plug for your region. The battery backup charging unit is on the left of the stairs and can be attached to the attic floor to receive the battery.

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2. Plug the Skylark electric attic stairs into your power point to power it up.

**Note: Do not plug in the battery until after installation to ensure the power supply is working properly.**

3. Have someone on the landing or hallway press the down button on the remote control, opening the trapdoor a small amount (150 to 200mm or 6" to 8") and close it again. This ensures the door closes correctly within its frame and that the unit rests squarely on the timbers.
4. Once satisfied, lower the trapdoor just enough for someone in the attic to fix the unit to the joists, using stainless steel screws only, 5 x 80 or 5 x 100mm every 200mm. Secure the unit on three sides (hinge side, two long sides) **before** lowering it to the ground (Fig. 4).



**Fig. 4**

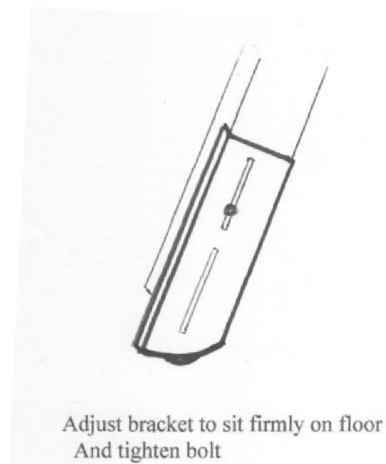
5. When this is complete the Skylark can be opened fully for the first time. Press the down button on the remote control, the door will open and the ladder will start to unfold. When the ladder comes to a full stop it will rest between 50 to 60mm (2" to 2 1/2") off the floor.

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

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**Final Adjustment:**

1. With the ladder fully open, attach the adjustable black metal extensions to the bottom of **each** side of the ladder (Fig. 5).



**Fig. 5**

2. Place the extension on the ladder, ensuring it touches the floor. Mark the centre of each of the four slots. Drill the sides of the ladder with an 8mm drill bit, insert the T-nuts to the inside of the stringers. Attach the extension and insert each 6mm bolt with a washer. Tighten without pushing the ladder or extension, allowing the extension to slide to the floor. Fully tighten the 6mm bolt.

**Battery Backup Installation:**

1. Plug the battery into the charging port fixed to the floor in the attic. Press and hold the power switch on the battery until it beeps, indicating it's turned on.

**Note:** Always ensure that mains power is in the on position to prevent the battery from depleting.



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### **Stairs Initiation: The Stairs now need to be synchronised**

#### **Step 1: Synchronise the Unit**

1. Please locate the hardwired switch on the left-hand side of the door frame. Before proceeding, ensure that no one is standing on the ladder. Press and hold both buttons on the hardwired switch simultaneously, and continue holding them until the ladder and trapdoor are fully closed.

#### **Step 2: Confirmation**

1. After holding the buttons, you should hear a click and/or a beep lasting 1 to 2 seconds — this confirms that your stairs have successfully synchronised.

#### **Step 3: Final Check**

1. Using the remote control, press the "down" button to fully open and extend the Skylark ladder to the floor.
2. Immediately close the Skylark fully back into the ceiling.

Your Skylark Electric Attic Stairs are now in sync!

Before fitting the architrave to the underside of the frame, please ensure that any gaps between the door frame and the ceiling structure are fully sealed using intumescent paste or mastic. Once this is complete, you can fit your preferred architrave (note: architrave is not supplied).

Congratulations!

Your Skylark Electric Attic Stairs are now fully installed and ready for use. Enjoy the convenience and effortless access it brings to your attic space.

Maintenance Tip:

To ensure optimal performance, we strongly recommend repeating the synchronisation procedure every six months. This simple step helps keep your Skylark stair motors working in unison and prevents potential issues.