

# Mini Carriage Ladder (MCL) Fitting Instructions



Please note the minimum required  
dimensions below:

Minimum aperture: 750mm (h) and 500mm (w)

Minimum storage height: 800mm

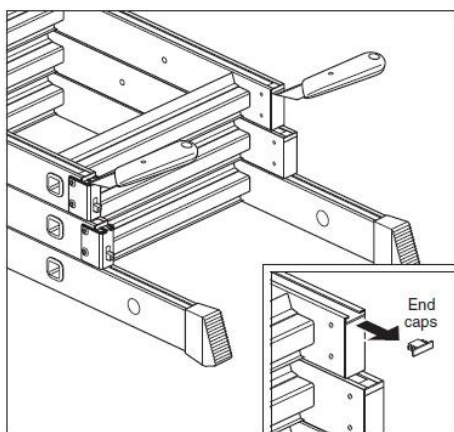
Storage length: between 1350-1450mm

## **Important Note:**

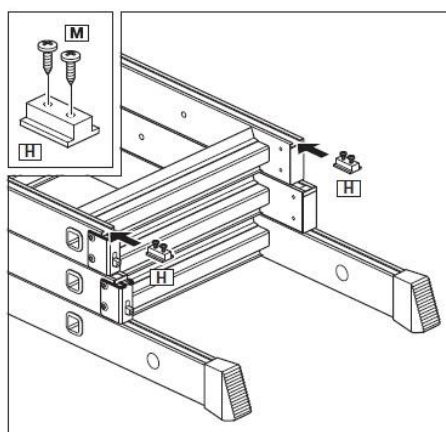
Do not attempt to use this loft ladder until it has been properly installed and stages **1-6** have been completed.

Read the instructions completely before attempting to install this loft ladder and ensure they are fully understood.

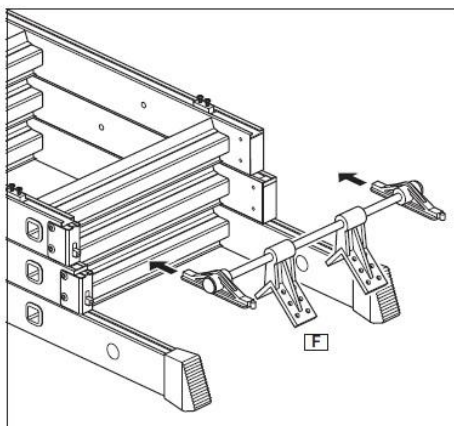
### **1. Mounting Ladder to Carriage Board**



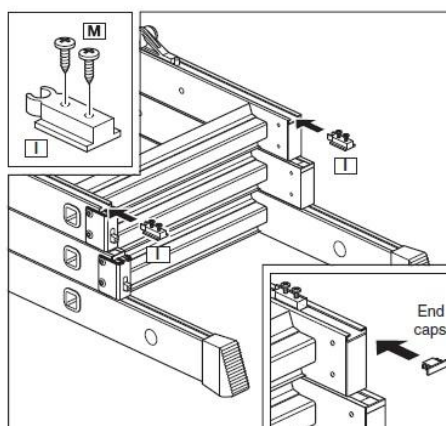
1. Using a sharp knife, carefully cut along the grooves and remove both end caps. Keep end caps for later use.



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



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



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



Fig. 1



Fig. 2

5. Ensure both pivots (F) are spaced as far apart as possible (up against the glides). Then mount the pivots (F) to wooden block on the Carriage board using the 8 x 25mm screws (P). You may need to pilot drill holes before screwing 4 screws per pivot (F) - see Fig.1

As per Fig.2 you will also need to screw 1 x 25mm screw (P) into the lower part of each pivot (F).

**Note:** Please make sure the ladder is positioned centrally within the Carriage board.

## 2. Mounting Carriage Board to floor area

Lift complete Carriage board with mounted ladder onto the loft floor. Position baseboard with its edge abutting rear of closed door (or at max. 50mm from edge of floor - Fig.3). Using the 6 x 1 ¼" x No. 10 Pan-head screws provided with this instruction leaflet, fix securely through baseboard onto the loft floor. *You may use alternate screws for fixing down the baseboard to the loft floor.*

**NB** If the baseboard needs to be positioned more than 50mm from the edge of the floor, then the two notches on either side of the top running board need to be extended. Firstly remove the two stop screws and slide the top running board forward, next cut the notches on either side to the required length and slide back into place. Finally replace the two stop screws.

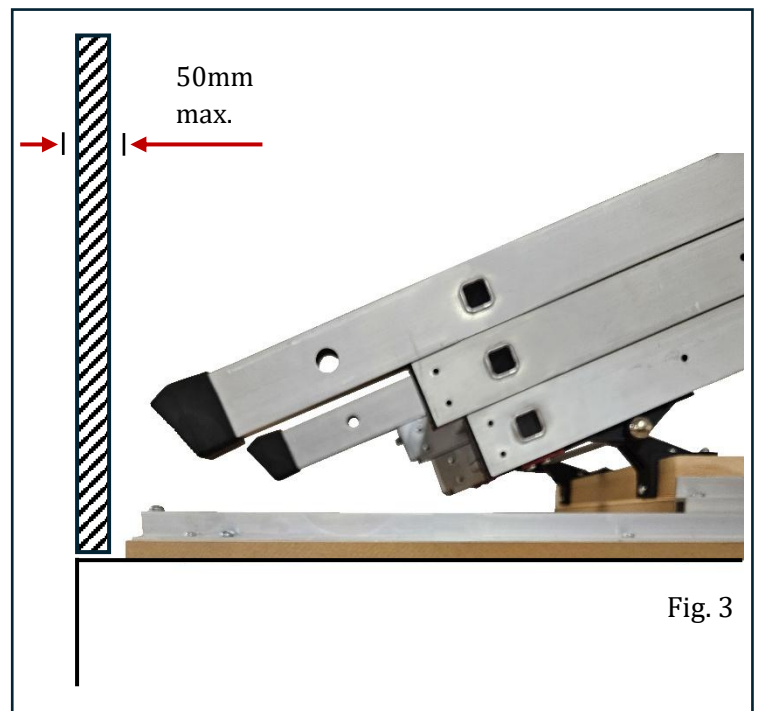


Fig. 3

3. Slide ladder along base so that the plastic feet are overhanging the edge of the loft floor. With assistance (if required) pivot ladder over and lower it to the floor by releasing the two sets of catches on the ladder.
4. Adjust position of ladder with its side catches engaged to desired angle (with treads in horizontal position) and adjust the tread overlap for the required height as instructed below.

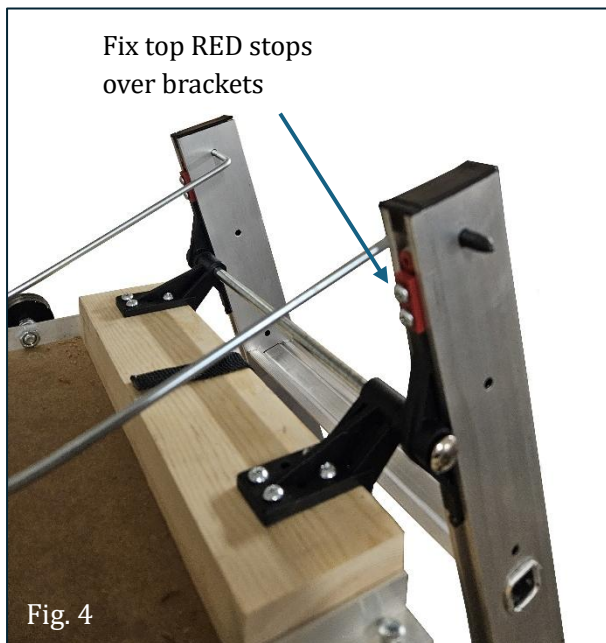
#### Adjusting the tread overlap

When the top of the ladder overlaps the loft floor by less than one tread, the ladder legs can be cut down by up to 150mm and the feet replaced.

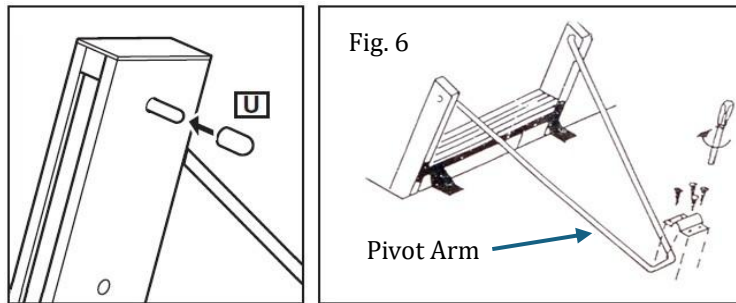
When the overlap is greater than one tread then a hole can be drilled to allow a two tread overlap between the bottom and middle sections.

This can be done by extending the ladder and supporting the bottom section with the required overlap, making sure that the overlapping treads are level. Mark the position of the catch within the runner. Using a 9mm bit, drill a hole using the mark as the bottom edge of the drill. The ladder will now lock into position giving a 2 tread overlap. Any extra overlap can be reduced by cutting down the ladder legs.

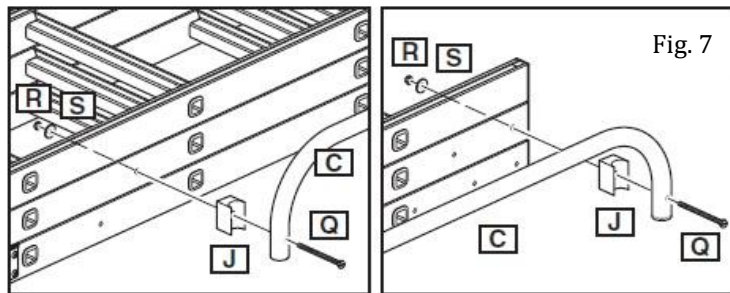
5. From above slide red stops in rear of ladder hard down onto mounting slides and tighten both screws fully - see Fig.4
6. As a guide position the bottom red stops in line with the bottom step of the top ladder section and tighten both screws fully - see Fig.5  
**N.B.** You may need to alter this position if it is affecting the closure of your trapdoor.



**THE LADDER MAY NOW BE CLIMBED**

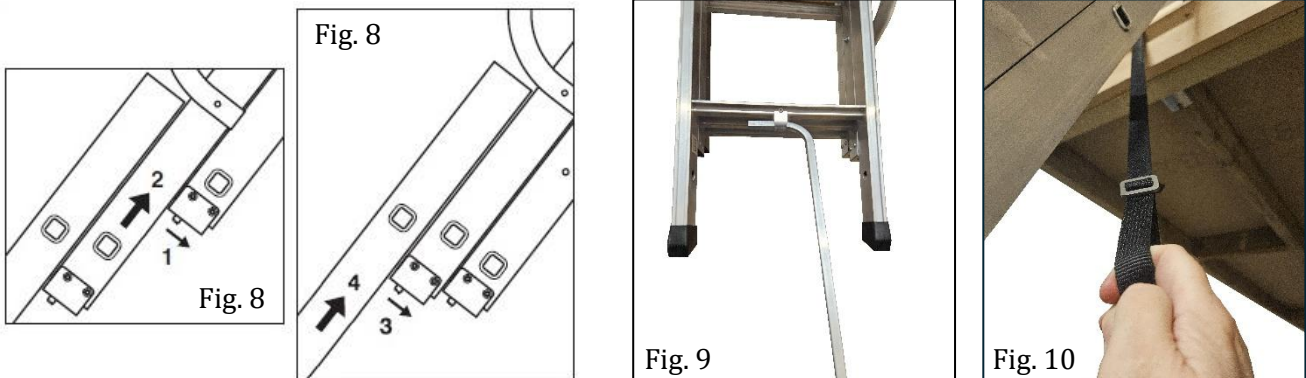


7. Fit the pivot arm (E) to the ladder and secure with black plastic covers (U). Now lower pivot arm into position on sliding top board and secure with bracket (L) and 4 x 20mm screws (O) - See Fig. 6



8. The optional handrail (C) can be fitted to either side of the ladder. Secure handrail to plastic holder (J) using long bolt (Q), nut (R) and washer (S) - See Fig. 7

### Storing the MCL Ladder



**Important:** Never lift up ladder from the bottom as it will bend the pivot arm (E). Always make sure ladder sections slide following the natural angle of the ladder.

1. Release catch on top section (1) and slide up middle section (2) until it locks in place. Now release catch on middle section (3) and slide up bottom ladder section (4) and lock in place. - See Fig. 8
2. Engage operating pole in metal loop attached to bottom step of the ladder (see Fig. 9). Then push along line of ladder causing the ladder unit to slide and rotate upwards into it's semi-stored position. It will be necessary to hold onto the black looped strap (see Fig. 10) when pushing the ladder away as the carriage board will have a tendency to roll back.
3. When the ladder has reached its semi-stored position, let go of the black looped strap and then continue pushing horizontally with the pole causing the carriage board to move fully into the loft.
4. Disengage pole and close door.

## Operating the MCL Ladder

1. Engage operating pole in black looped strap and slide ladder forward.
2. Next locate pole into metal loop and pivot ladder over.
3. Release catch on top ladder section and slide middle section down until it locks in place.
4. Release catch on middle ladder section and slide bottom section down until it locks in place.
5. Ladder is now ready to climb.

