



# SKYLARK

ELECTRIC FOLDAWAY ATTIC STAIRS

## Installation Instructions

**ATTENTION: This unit weighs 220 lbs. To install your Skylark electric attic stair safely, please use at least two people.**

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

- a. Please see the measuring graph on the side of the stair on your Skylark electric attic stair (see Fig. 1).

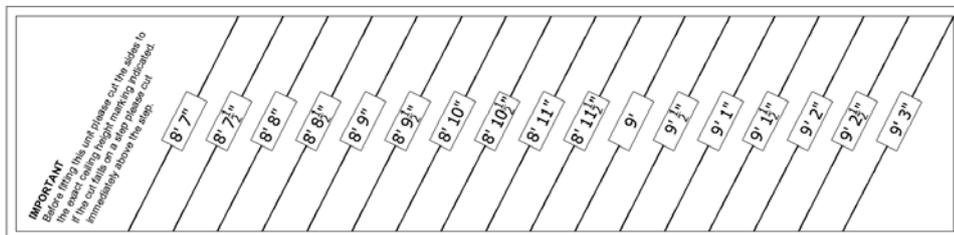


Fig. 1.

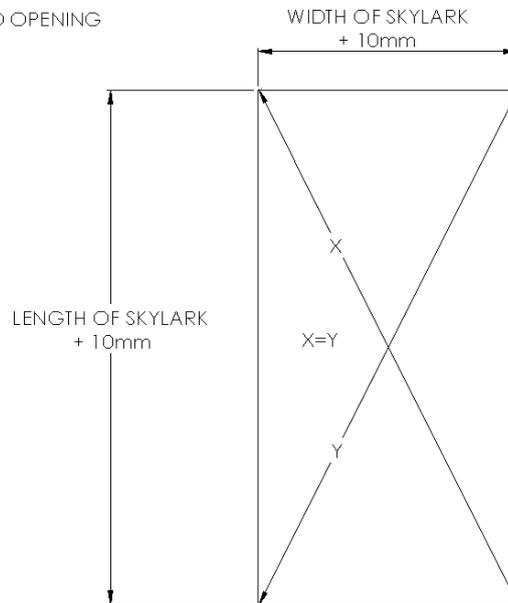
**NOTE:** If your ceiling is higher than the max measurement on the graph do not proceed. Call your stair supplier for advice.

- b. The stair 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 stair, for example: 9'-2", and cut along the line on the graph, do this on both sides of the stair. If the line you need lands on a step, cut directly above the step (i.e. higher up the stair).

**NOTE:** When you first unfold the stair it will be off the floor, there are adjustable black metal feet which will need to be attached to the stair after it has been installed (see Step 5 – Final Adjustment).

## 2. Creating the opening:

- a. Mark the length of the opening by measuring the skylark stair frame, adding 10mm (3/8" to 1/2") to the length and 10mm (3/8" to 1/2") to the width. Make the marks on the ceiling using a pencil. Ensure that the proposed new opening is square (*see Fig.2*).

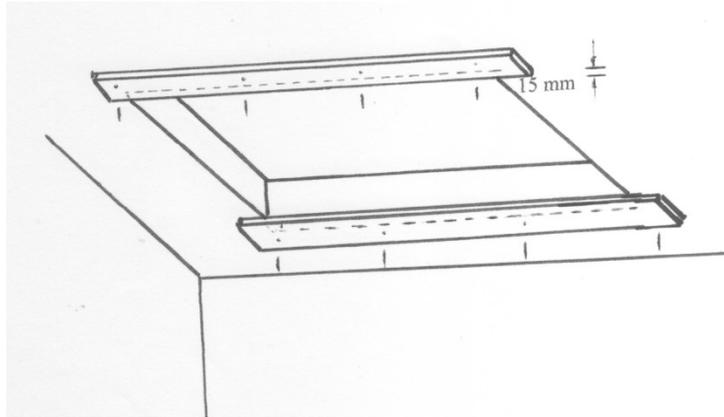


*Fig.2.*

**NOTE:** Installation parallel to the existing joists normally requires a frame with single headers. Installation perpendicular to the existing joists requires a frame with double headers. **If your house uses roof trusses, do not cut the ceiling joists without engineering consultation and approval.**

**NOTE:** If the stair is wider than the spacing between the ceiling joists, you should consult with a structural engineer before installation, since cutting into a ceiling joist could weaken the structural integrity of your ceiling.

- b. Cut the sheetrock (plaster board) and/or joists to the desired length. When satisfied that the opening is square, the correct size and the ceiling is fully reinforced, screw two pieces of to the underside of the opening running length ways with the opening (*see Fig.3*). Extend these supports 15 mm (1/2") into the opening. Ensure the two are securely fixed to the ceiling and capable of carrying the stair unit.



*Fig.3.*

**NOTE:** It is important the two sides 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 door to be opened during fitting.

### **3. Installation:**

- a. The skylark stair 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 stair sections as this may cause damage to the mechanism.
- b. The stair can now be lowered into the opening to come to rest on the two boards which have been previously fixed in place.

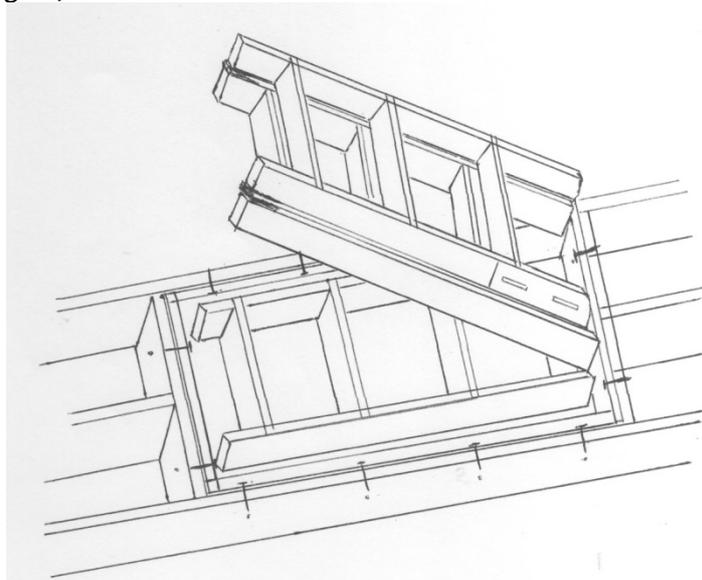
**NOTE:** When the unit is lowered into the opening, ensure that the door is not overlapping either of the two boards, as this will prevent the door from opening. Once the door is clear of the two boards, the unit can be powered up.

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

- a. On the right hand side of the unit as you climb the stair, there are two cables. Each cable has a different plug on the end, **the longer of the two cables is the main power cable**, and the other cable is for your battery backup only.
- b. The Skylark electric attic stair can now be plugged into your 110V power outlet. Your Skylark electric attic stair is now powered up.

**NOTE:** Do not plug in the battery until after you are finished installing the stair. This is to ensure that the main power supply is on and working properly. On the opposite side of the unit there is another cable with a switch on the end. **Leave this to one side for now**, we will come back to it later.

- c. The person underneath on the landing or hallway can now press and hold the down button on the remote control and open the door 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 correctly and that the unit is resting on the two boards squarely in its opening.
- d. Once satisfied that it is square, lower the door just enough, so the person in the attic can now attach the unit to the joists. This may involve placing shims between the joists and the fixed frame to ensure a tight fit. Secure the unit on all four sides **before** the stair is lowered to the ground (see Fig. 4).



*Fig.4.*

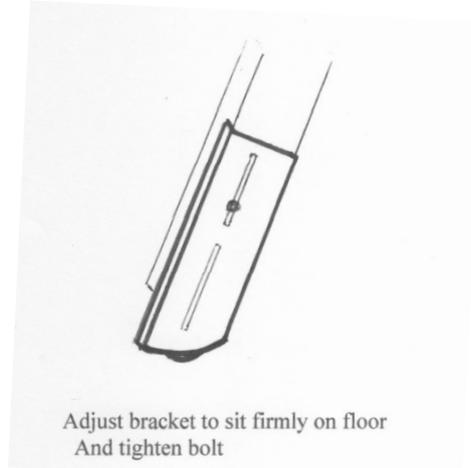
**NOTE:** Starting at the hinge end, permanently mount the stair unit using 16d nails or 3" lag screws in all four sides of the frame. Pilot holes should be drilled if screws are used.

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

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

## **5. Final Adjustment:**

- a. With the stair in its fully open position, attach the adjustable black metal feet to the bottom of **each** side of the stair (*see Fig 5*).



*Fig. 5.*

- b. The adjustable feet have two slots each on their sides. Place each foot at the bottom of the stair and make sure they contact the floor. With a pencil mark the center of each of the slots (four in total).
- c. Remove the feet, and using the marks, pre drill the sides of the stair to the same depth as the screws provided (four in total). Attach the feet to the stair and insert each screw with a washer on each one. **Hand tighten only.**
- d. Allow the adjustable feet to slide to the floor, without pushing on the stair or the feet. Fully tighten the screws.

**NOTE:** Do not over-tighten the screws, as the stair is made of hard wood, and it is easy to break the head of the screws.

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

The wired remote in the attic has two holes on the side for attaching with screws. As the cable is not very long, place it close to the stair in a location where it will not get damaged.

### **The battery back up**

The second cable from the stair, located on the right hand side (as you climb the stair) is the battery backup cable. Plug this into the battery (note that it can only fit one way). When you have plugged the cable into the battery, 1/2/3 or 4 green lights will appear on the battery, which 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 = fully charged battery.

**NOTE:** After you have finished installing the Skylark electric attic stair, ensure that it is not just running on battery power alone. Check that the main power is also turned on. Otherwise, the battery cannot recharge and it will eventually run down. Before the battery has lost all of its charge, it will sound an alarm to bring your attention to it, but this may go unnoticed, so **always make sure the main power supply is in the "on" position.**

## **6. Stair Initiation:**

- a. Now that the stair has been installed there remains one last job to be done. Your Skylark electric attic stair needs to be initiated. Bring the stair to a fully open position (i.e. feet on the floor).
- b. Now press and hold the down button on the remote for 5 to 6 seconds at which point you will see and hear the stair 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 stair fully close. Then re-open it again to the floor. The stair 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 stair has not initiated. Press the up button on the remote and let the stair lift off the floor about half way up and then bring it back down to the floor 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 several times for the stair to initiate.

**Job done, enjoy your new Skylark electric attic stair :)**



## Operational & Safety Instructions

### Guide to safely using your Skylark Electric Attic Stairs

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- Always stand clear of the door when it's opening and closing.
- Before opening your Skylark ensure no one is standing under the opening as they may get hit by the stair as you open it.
- To lower the Skylark, press and hold the down button on the remote control. The down button must be pressed all the time to open and unfold your Skylark.
- To close your Skylark, press the up button on the remote control, once, and the ladder will start to close. You can stop the stair by pressing any of the two buttons, which will stop the unit immediately.
- While opening the Skylark insure the operator has enough room to operate the stairs.
- **Never stand on or touch the stair until it comes to the floor and to a full stop, as it can damage the stair.**
- As the stair is being operated you can stop it at any time, by letting go of the button, the stair will come to a full stop right away. However when the stair is closing, it is best practice to let it close fully without stopping it, as it will put the motors under extra strain.
- There is also a hardwired switch in the attic, which can be used to operate the unit if the Skylark has been closed while someone is in the attic by accident. It would be located on the left hand side of the opening in the attic as you climb the stair. This switch works in the same way as the remote control.
- Never tamper with any cables or fixed parts.
- Make sure that the remote control is kept in a safe, convenient place, out of reach of children.

- Your Skylark should never be closed while someone is in the attic. Closing the Skylark while someone is in the attic causes a serious safety concern as the person in the attic is trapped in the event of an emergency.
- Never take your eyes off the stair while it is being operated!
- While the stair is being opened, the operator should always watch the stairs and its surroundings to prevent accidents. It is the operator's duty to keep others safe while the stair is in use.
- Always face the stair when climbing up and coming down from the attic. Facing the stair gives the best footing and makes it easier to hold onto the handrails.
- Do not hold onto metal parts other than the handrails, when using the Skylark stair as it could result in damaging the part and preventing the stair from closing.
- Keep the area around the door opening in the attic clean and clear so that there are no obstructions around the stair, which could either prevent the operator from entering the attic or could fall onto the stair obstructing its operation.
- Never allow children or someone who has not read the safety and operational instructions for the Skylark Stair to operate it.
- Do not alter or remove structural components! You are at risk at putting important safety components out of operation. Only use genuine spare parts specially designed for the Skylark.
- Functional parts, in particular, safety related components, should be repaired or replaced only by a specialist.
- Never lift objects and/or persons with the Skylark.

**BS EN 14975 Standard / Skylark is made to the ANSI 14.9.2004 FOR ATTIC STAIR STANDARDS**

# Skylark Electric Attic Stairs Bluetooth® Adapter



The Bluetooth® Adapter allows you to activate your Skylark Electric Attic Stairs wirelessly from your iPhone or Android device.

- Download the Desk Control Basic App by LINA K on your device.



To pair your iPhone or Android device to the Skylark Electric Attic Stair:

1. Bring the Skylark to a fully open position using the handheld remote.
2. Within 3 minutes of opening the Skylark, open the Desk Control Basic app on your device.
3. Press “Connect Bluetooth Device”
4. Choose the option “Demo Device”
5. Choose the option “Connect Bluetooth Device”
6. Your Skylark serial number will appear as such (BLE2LIN XXXX). Press this series of letters and numbers.
7. Choose “Pair” for Bluetooth Pairing
8. Choose the option “Choose Application”
9. Select “Desk”
10. Choose “Done”

Your application can now be adjusted via your smartphone or tablet. You will not have to pair each time you open your app, it will go straight to remote and be ready to go.

To operate using your device:

- Press and **hold** the Blue Button to Open.
- Press the Green Button to Close.

# Skylark Electric Attic Stairs Bluetooth® Adapter

## **FAQ (Frequently Asked Questions):**

1. Q. Do I need to pair my Bluetooth Adapter and my device through “Settings” on my phone?  
A. No, you pair the device directly in the app.
2. Q. How do I Unpair?  
A. When you close the app, the connection will automatically stop and another user can set the adapter in pairing mode and connect to the adapter.
3. Q. Do I need to pair my device every day?  
A. No. Once you e.g. paired your Bluetooth Adapter through the Skylark App, it will automatically reconnect when you turn on the app.
4. Q. I have downloaded the “Desk Control Classic” App in App store and I try to connect, but it does not work?  
A. No it is not supposed to. The “Classic Desk Control” app is based on Bluetooth Classic communication and is not compatible with the new Skylark Bluetooth Adapter. Download the “Desk Control” app instead.
5. Q. Can you control more than one reference?  
A. No, the app is designed to control only one reference.



## TROUBLE SHOOTING FOR YOUR SKYLARK ELECTRIC ATTIC STAIR

- **IF YOU'RE SKYLARK ELECTRIC ATTIC STAIR STOPS WHEN IT IS CLOSING. I.E. LADDER IS FOLDING OR DOOR LIFTING AND STOPS MOVING:**

This can mean that your Skylark Electric Attic stair unit is out of synchronization. To fix this problem follow these steps:

1. Bring your Skylark to a fully open position, i.e. stair on the floor.

Now press and hold the down button on the remote control for 5 to 6 seconds, at which time you will see a small movement in the ladder or door panel, or hear a click sound, which will last for 1 to 2 seconds. When you have heard a click or noticed stair movement, press the up button on the remote control and let the Skylark fully close. Within one minute of closing, you must open it fully to the floor. The Skylark is now back in sync.

NOTE: When doing the above steps, if after pressing and holding the down button on the handheld remote control, you have not heard a click sound or seen any movement, do not worry, since this can happen from time to time. You simply need to press the up button again and let the stair lift off the floor about 3 feet. Stop the stair at this height and bring it back to the floor, following step 1 again. You may have to do this 3 times before you hear a click or see any movement.

- AFTER YOUR SKYLARK HAS BEEN INSTALLED, IT IS IMPORTANT YOU MAKE SURE THAT THE MAIN POWER SUPPLY TO YOUR SKYLARK IS SWITCHED ON (110 Volt supply). THIS MAY SEEM OBVIOUS, BUT YOUR SKYLARK HAS A BATTERY BACK-UP AND MAY BE RUNNING ON BATTERY POWER ALONE, AND IN TIME WILL DRAIN THE BATTERY, PREVENTING THE STAIR FROM WORKING AT ALL. AT THIS POINT, A TRAINED TECHNICIAN WILL HAVE TO LOWER THE STAIR MANUALLY.

- **If the door of your Skylark electric attic stair does not fully close, but did when first installed:**

- Bring your Skylark to a fully open position. (Stair resting on the floor)
- Press and hold the down button on your remote control for 10 to 15 seconds, at which point you should hear a click sound or notice a small amount of stair movement.
- When this happens, press the up button on the remote control ONCE and let the stair fully close. Then press and hold the down button on your remote and bring the Skylark to a fully open position, and then close again within one minute. Your Skylark door will now be fully closed, assuming that it was fully closed after it had been installed.
- If the Skylark door is still not fully up or closed repeat the process. If the problem remains call your supplier.

**IF ALL OF THE ABOVE FAIL, PLEASE CONTACT YOUR SUPPLIER**