

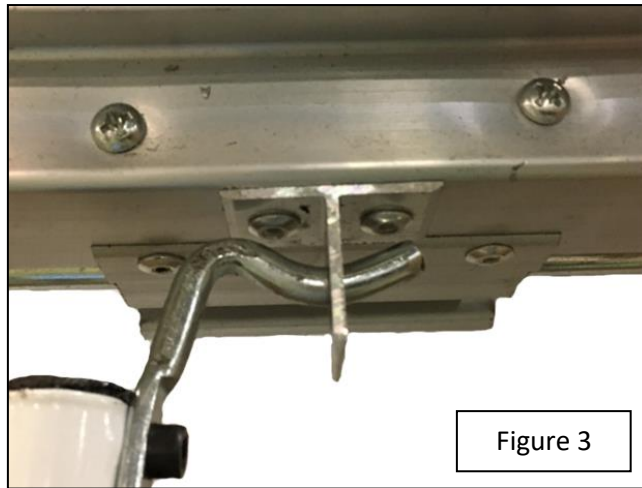
## Telescoping Attic Stair Operating Instructions

### 1. Opening the stairs:

- a. The provided pull cord and pull rod will be used to open and close the attic stair. If your stair has a pull cord, pull on the cord to lower the door to the bottom of its travel. If your stair has an eye bolt, use the pull rod to lower the door to the bottom of its travel (figures 1 and 2).



- b. Now disengage the pull rod from the door's eyebolt and insert the pull rod hook into the "T bracket" located on the bottom side of the bottom stair step. The pull rod hook has a "V" shape which prevents the rod from slipping out of the hole (figure 3).



- c. Using both hands on the pull rod, push the stair straight up and away from the door several inches to disengage the stair hook from the door. Caution: Keep a firm grip on the pull rod to maintain complete control of the stairs at this point so as to prevent them from extending prematurely (figure 4a). Continuing to use the pull rod, lower the stairs all the way to the floor and then unhook the pull rod from the T-bracket (figure 4b). Set the pull rod aside to be used to retract the stairs when ready.



- d. At this point, both stair feet should be near or on the floor, but the stairs are not yet ready to climb. Grasp the stair feet just above the 1st step with both hands and lift off the floor slightly (figure 5). Step backward, pulling down on the stair to extend them until all of the red levers from the 5<sup>th</sup> step from the bottom and above (figure 6) have "snapped" firmly into place (approx. 45 degrees below each step). Lower the stair feet until they are resting on the floor.



Figure 5

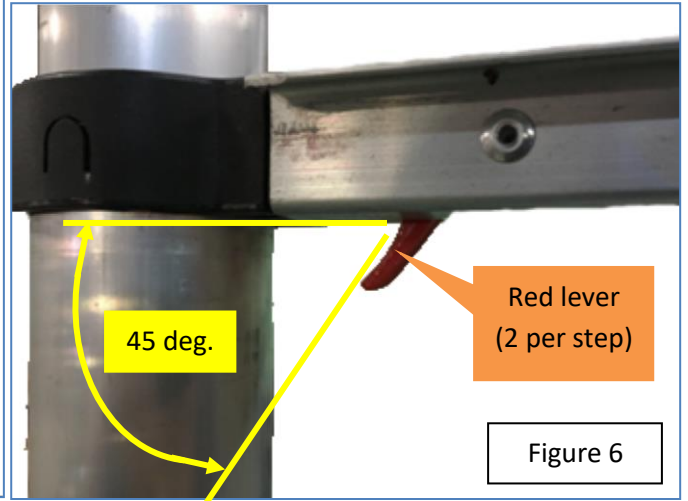


Figure 6

- e. These next steps are dependent upon your ceiling height. The 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> steps will be in one of three configurations.
- f. With an 8' to 8'-6" ceiling height, all three steps will be together with the feet on the floor (figure 7a). With an 8'-7" to 9'-6" ceiling height, steps 2 and 3 will be together (figure 7b). With a 9'-7" to 10' ceiling height, all three steps will be separated (figure 7c). Caution: your telescoping stairs should be in one of the above mentioned configurations, otherwise injury and/or stair damage may result.



Figure 7a



Figure 7b



Figure 7c

- g. Each of the three steps, 2, 3, and 4, can be adjusted as necessary using the thumb slides located on both ends of each step (figure 8).



- h. The stair is now ready to be used.

**Caution: When climbing up or down the telescoping stairs, use both hands to securely grasp the supports. This will help you maintain balance and minimize the risk of injury or damage to the stairs.**

## **2. Closing the stairs:**

- a. Note that steps 2, 3, and 4 have numbers next to the black, spring-loaded slide levers. In order to close the stair, with the feet still on the floor, one or more of these adjustable steps will need to be slid or telescoped upward so that the stair retracts completely.
- b. Grasp the stair legs with both hands just below the second step and place your thumbs on the slide levers marked #1 (figure 9).

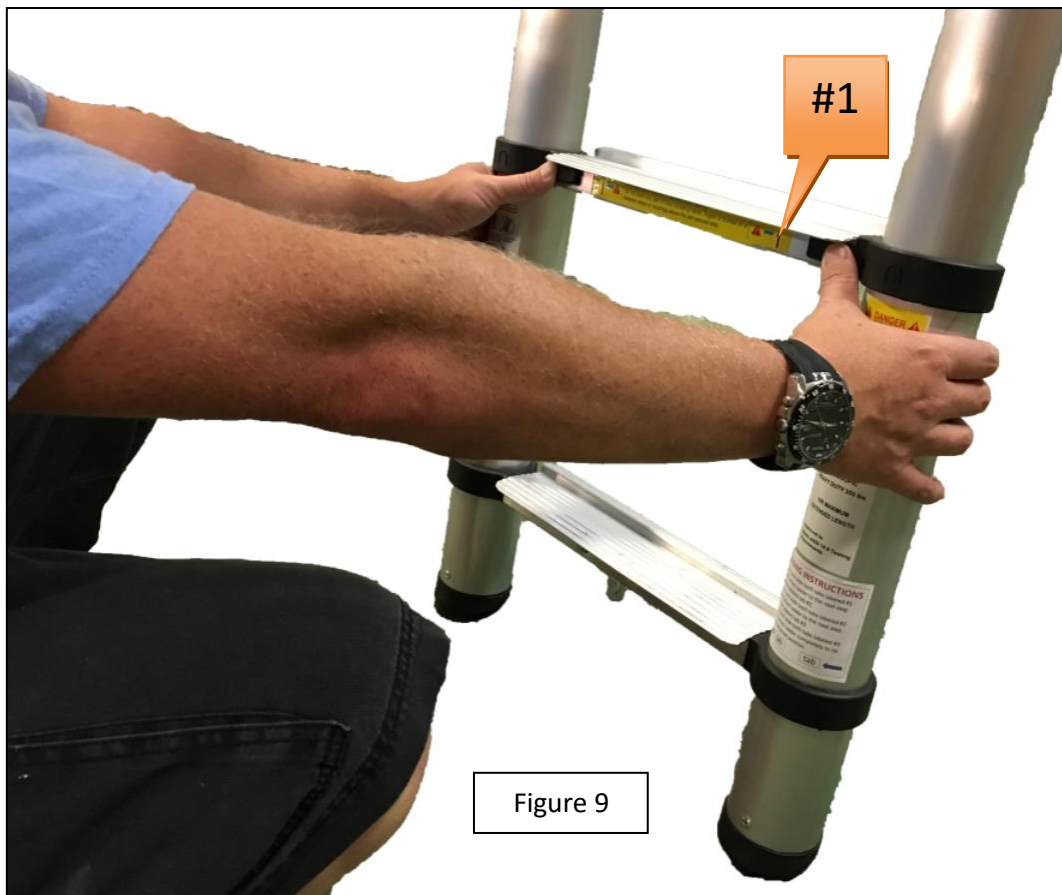


Figure 9

- c. While still holding the stairs firmly, slide the buttons inward and slide the second step up until it touches the third step, and release the #1 levers.
- d. If necessary, repeat steps b. and c. for steps three and four using the slide levers marked #2 and #3, respectively (figures 10a and 10b).

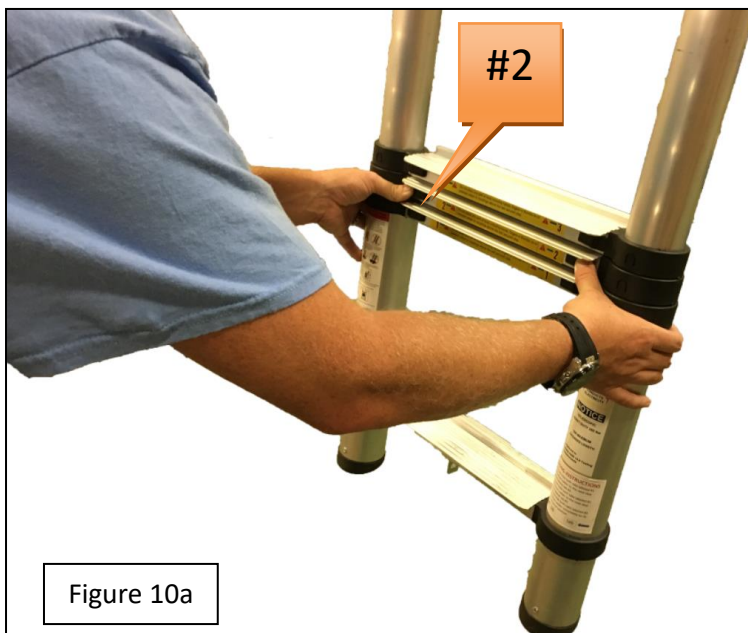


Figure 10a

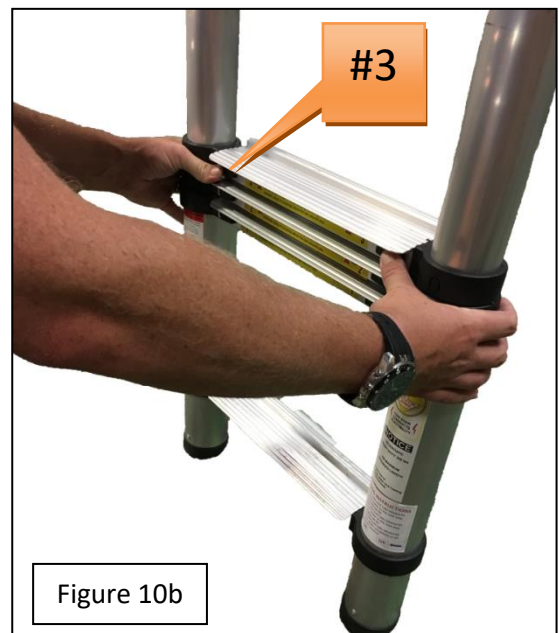


Figure 10b

- e. Once step four contacts step 5 you can begin retracting the remaining steps.
- f. If you cannot hook the stairs back onto the support rod on the door, you will need to use the pull rod. While holding the stair with one hand, insert the pull rod hook into the t-bracket hole and lift the stair onto the support rod on the door (figures 11a and 11b).



Figure 11a



Figure 11b

**Caution: Use both hands on the pull rod to be able to securely maintain control of the stairs as you retract and place them on the support rod on the door.**

g. When the stair hook has fully engaged the support rod on the door, the pull rod can be removed from the t-bracket.

h. Using either the pull cord or the pull rod, swing the door upward under control and close the door.