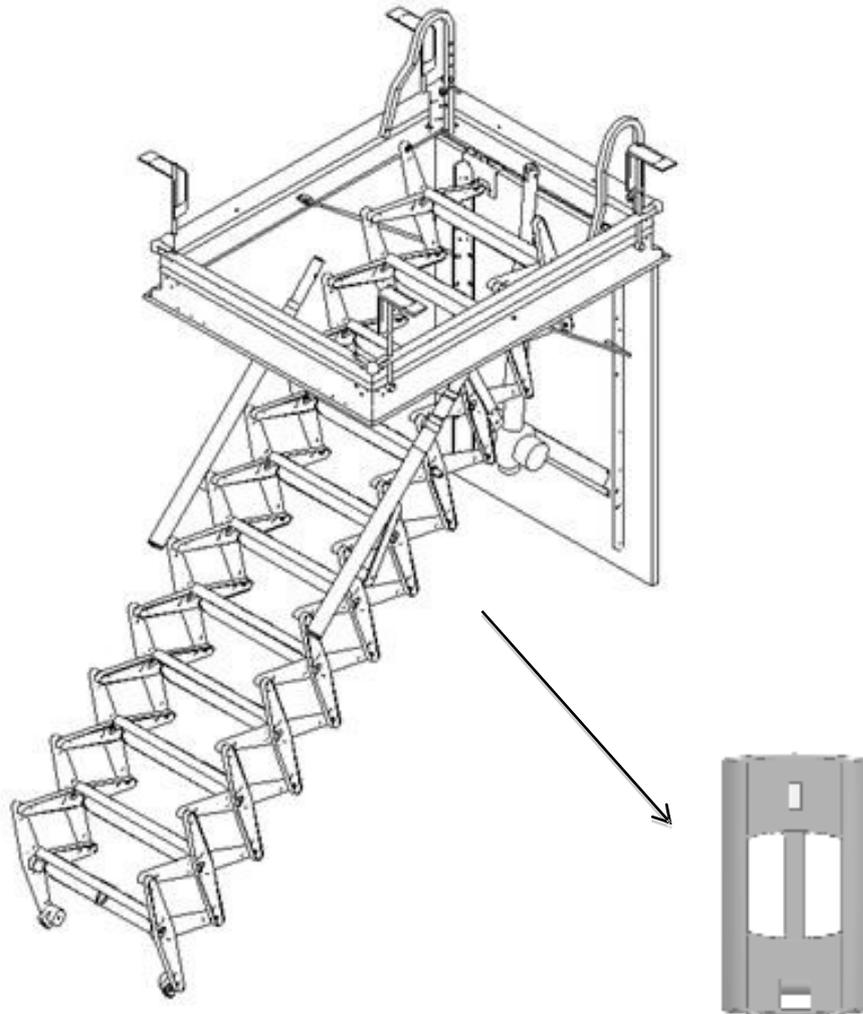


USE AND MAINTENANCE MANUAL



!!! IMPORTANT !!!

The manual contains all the information necessary to use the ladder correctly and safely. Before using the ladder or doing any maintenance on it, you must carefully read this manual and scrupulously follow the instructions it contains.

The manual, including all the publications attached to it, is an essential part of the ladder and must be kept in an accessible place that is known to all users.



BPS Access Solutions
Electric Concertina Loft Ladder

CE DECLARATION OF CONFORMITY

The manufacturer, under its own responsibility, declares the PANTOGRAPH MOTORISED RETRACTABLE LADDER that is the subject of this manual to be compliant with the Safety Requisites required by the following Directives:

- Machinery Directive 2006/42/EC
- Low Voltage Directive 2006/95/EC
- Electromagnetic Compatibility Directive 2004/108/EC

Furthermore, it declares that the ladder meets the following standards:

- UNI EN ISO 12100-1/2 - Safety of machinery. Basic concepts, general design principles
- IEC EN 60204-1 - Safety of machinery - Electrical equipment on industrial machines

The Technical File is kept by the manufacturer for legal purposes.

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DATA PLATE

Identification plates are located inside the closing trap door, bearing the CE marking, serial number and year of manufacture.



Should the ladder be missing the identification plates, immediately contact the dealer and stop all operations.

WARRANTY

The manufacturer ensures the product to be free of material or processing flaws and defects for a period of time equal to 2 years from when it is received.

During the warranty period, the manufacturer is committed to repairing or replacing, in the necessary time, material or processing flaws or defects, under the condition that the use and maintenance instructions contained in this manual have been followed.



Expenses for tools, consumables and transport are not covered by the warranty and, as such, are borne by the purchaser.



BPS Access Solutions Electric Concertina Loft Ladder

SAFETY

The ladder is designed and built for occasional access to spaces that are not usually frequented, such as attics, utility rooms, storage closets and the like, both in homes and workplaces.

 Any other use is to be considered “IMPROPER USE”, invalidates the warranty and relieves the manufacturer of any liability in the event of faults or malfunctions.

The ladder has a maximum capacity equal to 150 kg. The weight of the person and any material being transported must not exceed the maximum capacity.



- Do not use the ladder as a normal means of access between floors and on emergency exit routes.
- The elderly, people with mobility impairments or in less than optimal physical conditions and children under the age of 10, as well as anyone who is not instructed on how to properly use the ladder must not use it.
- To ensure proper ladder operation, respect the intermittence times shown in the technical specifications.



Make sure there are no people or animals trapped on the floor that the ladder accesses before closing it.

TECHNICAL SPECIFICATIONS

The ladder is made up by a series of modules, each of which is formed by a step in moulded sheet metal secured to four shaped tubular elements, which are connected to each other to form the pantograph. The closing trap door is made up by a plywood panel reinforced by two steel pipes and is connected to the sheet metal support frame.

The drive system motorisation has the following features:

Motor power supply	230 Vac – 50/60 Hz
Absorption	1.1 A
Work intermittence	30%
Working stroke	400 mm
Operating temperature	-20°C÷50°C
Noisiness	<70 dB
Lubrication	Permanent grease



The electrical system at the installation site must have an earth, differential protection and thermal magnetic connection, in accordance with the standards in force.

BPS Access Solutions Electric Concertina Loft Ladder



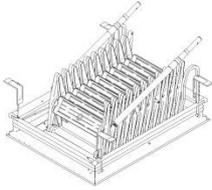
ASSEMBLY

Open the packaging and make sure that all the ladder components listed below are present and have not been damaged during transport.



Immediately inform the courier of any damages found with the wording
SUBJECT TO VERIFICATION.

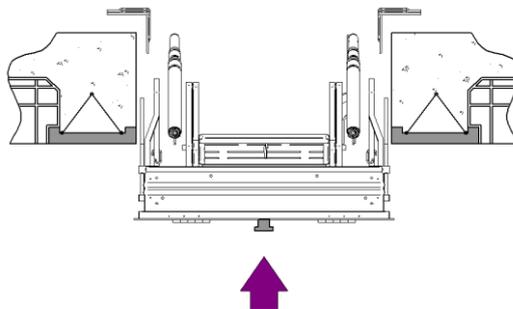
Contents of the packaging:

				
4 anchoring brackets	4 locking nuts	Motor release key	ladder with trap door	remote control

Remove the black cornerites and slide the ladder into the hole made into the attic, working upwards.



Use appropriate work equipment (A-frame rung ladder).



Lock the ladder, adjusting the four brackets with the specific nuts, making sure that the frame is level.

To complete the installation and make the ladder operational, insert the electrical plug into a 220V socket.



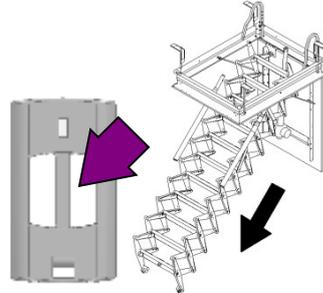
The electrical system at the installation site must have an earth, differential protection and thermal magnetic connection, in accordance with the standards in force.



BPS Access Solutions Electric Concertina Loft Ladder

USE

To lower the ladder, press the button (rh) on the remote control. Press the button on the remote control stops the ladder.

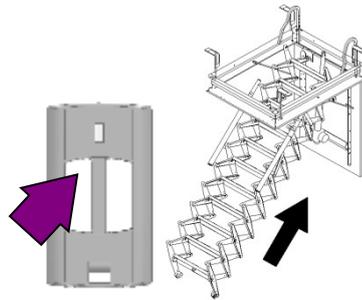


Immediately stop the ladder if there are people or objects underneath it that could be hit or compromise opening.

To raise the ladder, press the button (lh) on the remote control. Press the button on the remote control stops the ladder.



Make sure there are no people or animals trapped on the floor that the ladder accesses before closing it.



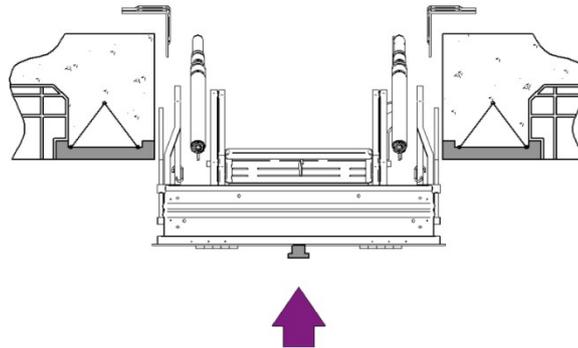
Do not use the ladder as a goods lift.

MANUAL LADDER OPENING

OPERATION TO BE CARRIED OUT IN SAFETY

In the event of a power outage, insert the specific key in the lock located at the lower part of the trap door, turn a quarter of a turn until the motor is released. **WARNING when the motor is released, the panel must be supported as it opens!**

To put the ladder back to normal operation, bring the key back to the starting point, then activate the ladder with the remote control. The motor will engage automatically.



MAINTENANCE



Disassembly and removal of parts or materials from the machine must be done with the **electrical plug removed from the socket**.

The ladder does not require special maintenance. Once a month, you must visually check to make sure that all the ladder components are properly secured and have not been damaged during use. Tighten any mechanical parts that may have come loose.



Use appropriate work equipment (A-frame rung ladder).

ASSISTANCE AND SPARE PARTS

The technical support service is available to the purchaser for any clarifications regarding how to use and service the product.

Any requests for technical support and spare parts must be addressed directly to the dealer via fax or e-mail, communicating the product model and serial number, and the spare part reference code (see attached SPARE PARTS LIST).



Only use original spare parts. Using non-original spare parts or assembly without following the instructions in this manual voids the warranty and exonerates the manufacturer from any liability in the event of faults or malfunctions.



BPS Access Solutions Electric Concertina Loft Ladder

DISPOSAL



Disassembly and removal of parts or materials from the machine must be done with the **electrical plug removed from the socket.**

The materials that make up the ladder must be disposed of by personnel and/or companies that specialise in waste disposal, in compliance with the standards in force.

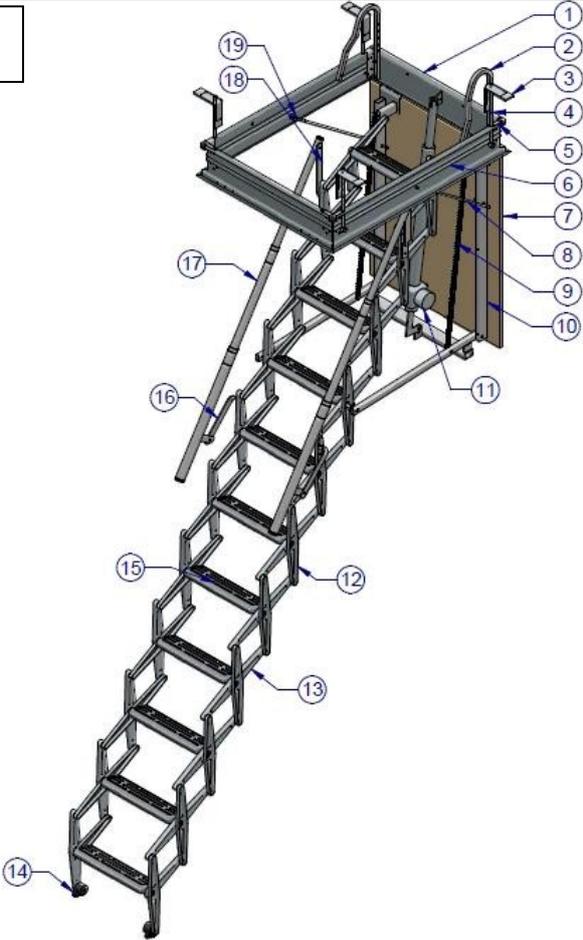
Pay particular attention to special waste treatment and disposal:

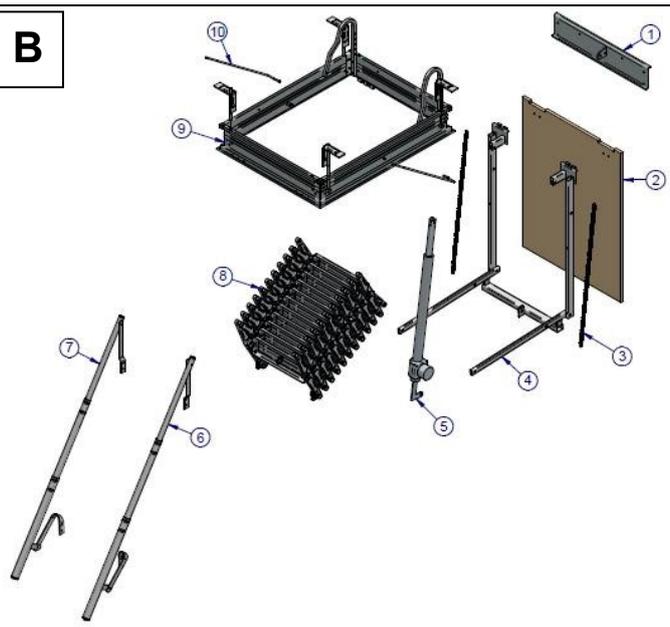
- electric motors, cables and other electrical components that contain copper
- ferrous materials that make up the structure and the steps
- closing trap door plywood panel



Work respecting the accident prevention standards and use appropriate equipment (A-frame rung ladder).

SPARE PARTS LIST

A		A1	Motor support plate
		A2	Handle
		A	Trap door anchoring bracket
		A4	Trap door anchoring tie-rod
		A5	Frame corner
		A6	Main frame
		A7	Trap door panel
		A8	Opening tie-rod
		A9	Damper spring
		A10	Panel reinforcement and ladder support frame
		A11	Motor
		A12	Outer pantograph lever
		A13	Inner pantograph lever
		A14	Support wheels
		A15	Step
		A16	Handrail lower bracket
		A17	Telescopic handrail
		A18	Handrail upper bracket
		A19	Tie-rod pin

B		B1	Motor support plate
		B2	Trap door panel
		B3	Damper spring
		B4	Panel reinforcement and ladder support frame
		B5	Motor
		B6	Right hand telescopic handrail
		B7	Left hand telescopic handrail
		B8	Stair pack
		B9	Main frame
		B10	Tie-rod pin