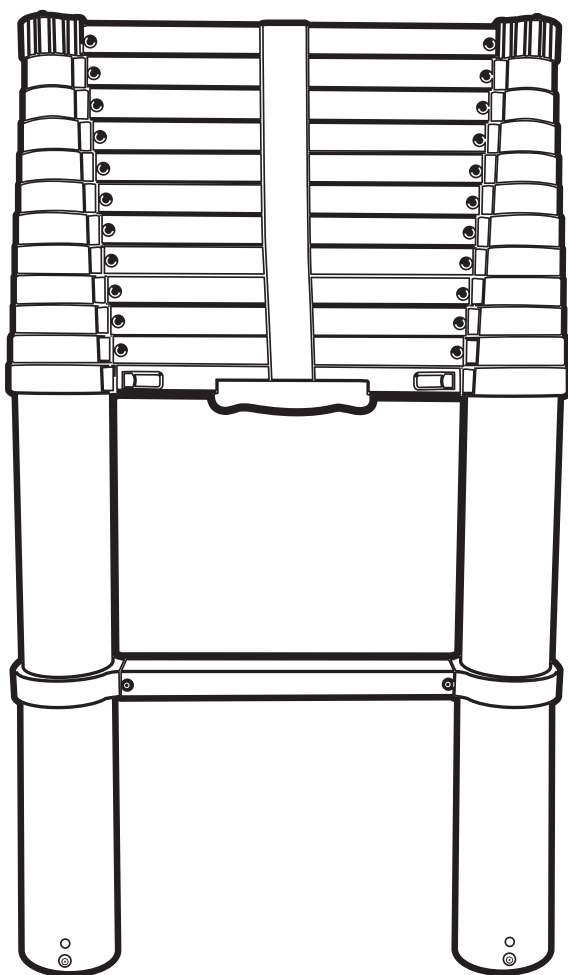




## 3.2 m Telescopic Extension Ladder

### Instruction Manual





NEVER CLIMB OR STAND ON THE TOP THREE RUNGS OR LAST METRE FROM THE TOP OF THE LADDER

## **YOU CAN LOSE YOUR BALANCE**

**DANGER** FAILURE TO READ AND FOLLOW THE INSTRUCTIONS ON THIS LADDER MAY RESULT IN SERIOUS INJURY OR DEATH

Please read all of the instructions carefully and retain for future reference.

### **Warnings**

Failure to adhere to the following warnings and instructions could result in serious or fatal injury to the user.

The user must be fit enough to use a ladder. Certain medical conditions, medication or alcohol and drug abuse could result in the user being unable to safely use this product.

Inspect the product after removing it from the box by using the checklist in the section entitled 'Risk Assessment'. Repeat this inspection before every use to confirm that all parts of the product are fully operational. Check that the product is not damaged and is safe to use at the start of each working day and before the product is to be used. For professional users, regular inspection should be undertaken.

### **Safety Instructions**

This product is not a toy. Keep out of the reach of children.

Children aged from 8 years and people with reduced physical, sensory or mental capabilities or lack of experience and knowledge can use this product, only if they have been given supervision or instruction concerning use of the unit in a safe way and understand the hazards involved.

Children should be supervised to ensure that they do not play with the product.

Unless they are older than 8 and supervised, children should not perform cleaning or user maintenance.

This product should only be used by one person at a time.

Always wear tight-fitting clothing and suitable footwear, remove jewellery and tie long hair back when using the product.

Always erect the product at the correct angle of inclination (1:4).

Always position the product on flat, stable surface away from pedestrians and potential distractions. Never position the product on a slippery surface.

Always secure all doors, excluding fire doors, and windows where possible within the proximity of the product.

Always face the product during use and keep a secure grip when

ascending and descending.

Always ascend and descend with deliberate movements; do not slide down the stiles of the product.

Always maintain three points of contact with the product at all times during use; two feet on the same step and one hand on the stiles.

Use additional safety equipment if this is not possible.

Always maintain a firm grip on the stiles when collapsing the ladder for storage.

Always extend the product 1 metre beyond the user's landing point during use.

Always suitably position and tightly secure the product when transporting on roof bars or in a vehicle.

Remove any contamination from the product, such as wet paint, mud, oil or snow.

Avoid using the product for side-on work, such as drilling.

Do not move the product when erect; only move the product if it is fully collapsed and all of its locks are secured.

Do not attempt to move or reposition the product from above.

Do not erect the product upside down; the base should always be positioned firmly on the ground.

Do not leave the product unattended when extended.

Do not leave items on or hanging from the product when in use or when storing.

Do not stand on the top three steps of the product, as this can cause stability issues.

Do not step off of the product sideways.

Do not step off the product when leaning against a wall without additional security.

Do not overreach when using the product.

Do not use the product if it is unsuitable for the task.

Do not use the product for long periods of time without regular breaks.

Do not use the product outside in adverse weather conditions such as strong wind or rain.

Do not use the product in areas filled with water, as the water and dirt could affect the locking mechanisms.

Do not use the product as a bridge.

Do not use the product if it has been dropped or damaged in any way.

Collapse the product one step at a time; take care not to catch fingers, clothing or hair in the locking mechanisms.

Only use the product as outlined below for light work of short duration.

Any other use is deemed improper and may result in damage to property or injury to the user.

**Caution:** Do not overload the product; Max. capacity is 150 kg, including any loads that may be carried during use.

Ensure that the chosen surface is capable of supporting the combined weight of the product, the user and any objects that the user is carrying.

**Warning:** Never use the product for live electrical work, as it is conductive and therefore offers no protection from electrical hazards. Never use the product if it feels unsecure or loose, or if the locking mechanism is not fully operational.

## Safety Symbols

The following safety symbols are not an exhaustive list of warnings; all safety precautions outlined above should be followed when using the telescopic ladder. To avoid accident or injury, care, diligence and common sense must be exercised by the user at all times when using the ladder.



Read all instructions before first use



Maximum load of 150 kg/330 lbs



Erect at the correct angle



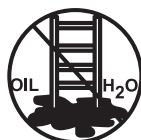
Extend ladder 1 m above landing point



Erect on a level base



Erect on a firm base



Ensure that the ground and ladder are free from contaminants



Use the correct way up



Do not overreach



Do not step off the side of the ladder

# Risk Assessment

Before using a ladder at work, a risk assessment should be carried out upholding the legislation in the country of use. Scan or photocopy this page to reuse as necessary.

**Note:** If any inspection points are marked as 'No' then do not use the telescopic ladder. Seek suitable repairs or replacement.

Inspection Point	Yes	No
<b>Steps:</b> Are any steps loose, cracked, bent, worn or missing?		
<b>Rails:</b> Are any rails loose, cracked, bent, split, frayed or worn?		
<b>Labels:</b> Are any labels missing or unreadable?		
<b>Step Locks:</b> Are any step locks loose, stuck, missing or broken?		
<b>Hardware:</b> Is any hardware (screws/bolts/fixings) missing, loose or broken?		
<b>Shoes:</b> Are the shoes worn, broken, unstable, loose or missing?		
<b>Stability Bar:</b> Is the bar loose, cracked, bent, worn or missing?		
<b>Additional Points</b>		
<b>Cleanliness:</b> Is the ladder free from dirt/water/oil or other contaminants which may impair safety or function?		Clean and dry the ladder before use.
<b>Secure Area:</b> Have all doors (excluding fire doors or exits), windows and distractions been secured and taken care of to prevent accident?		Secure all points before use.
<b>Fit for Purpose:</b> Are you confident that the ladder and any tools are fit for purpose and suitable for the task at hand?		Seek alternatives suitable for the task.
<b>Additional Measures:</b> Have any additional safety measures necessary for the task been taken? (i.e securing of the ladder, well lit environment, safety risk assessment been made?)		Do not proceed until all appropriate measures have been taken.

## Care and Maintenance

Before attempting any cleaning or maintenance, ensure that the telescopic ladder is fully open and locked into position.

Wipe the telescopic ladder with a soft, damp cloth and a small amount of solvent, paying extra attention to the telescopic tubes.

Allow the telescopic ladder to dry thoroughly before collapsing and storing.

Do not immerse the telescopic ladder in water or any other liquid.

Do not expose the telescopic ladder to liquid, moisture or humidity.

The telescopic ladder should be cleaned after each use.

After cleaning, the telescopic tubes must be treated with a silicon spray; open all sections of the telescopic ladder to do so.

Only a qualified tradesperson should carry out repairs. Improper repairs may place the user at risk of harm. Unapproved third party spares are not recommended and will void the guarantee.

### In the Box

3.2 m Telescopic Extension Ladder

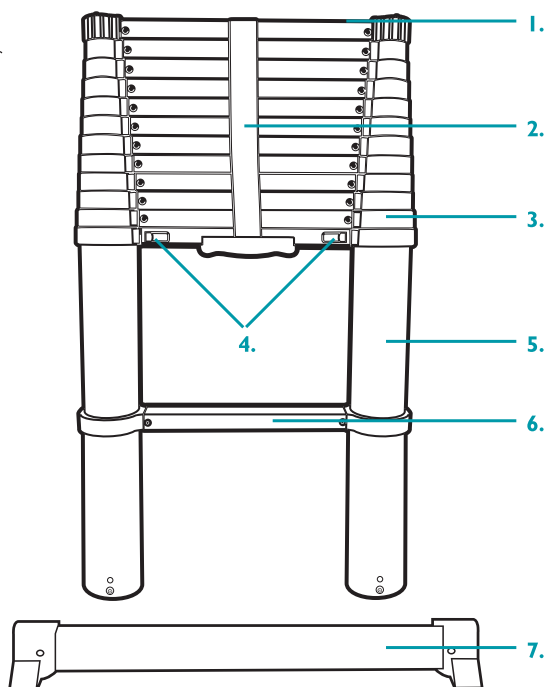
Stabiliser bar

2 bolts

Instruction manual

### Description of Parts

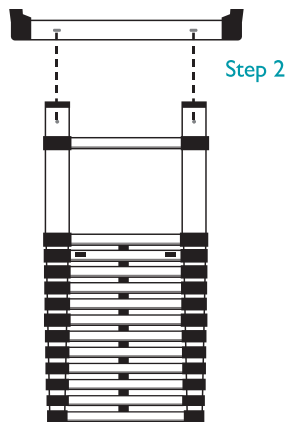
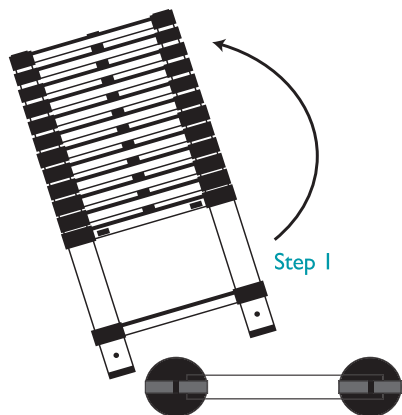
1. Top bar
2. Storage strap
3. Hand grip
4. Locking mechanism(s)
5. Telescopic tube(s)
6. Bottom rung
7. Stabiliser bar



## Installing the Stabiliser Bar

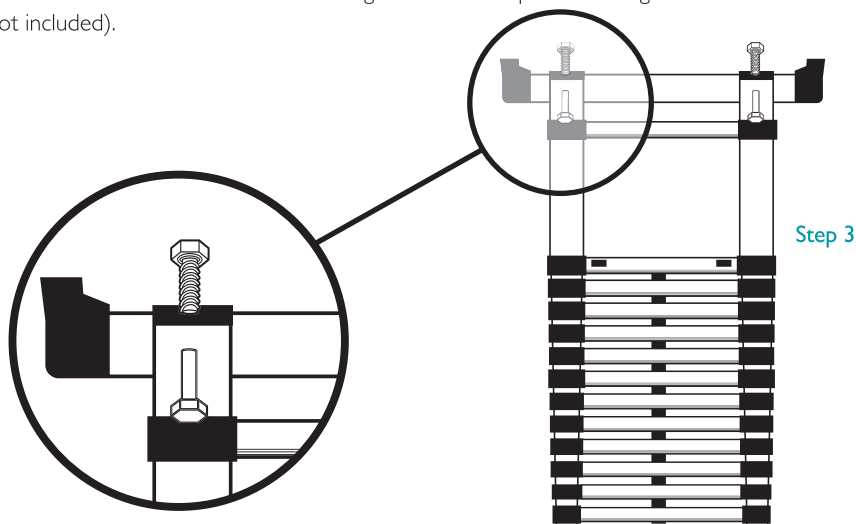
The stabiliser bar must be installed before using the telescopic ladder.

**STEP 1:** Invert the telescopic ladder so that the feet are facing upwards. Use a flathead screwdriver (not included) to snap the pins in the slot on each foot and then remove the pins.

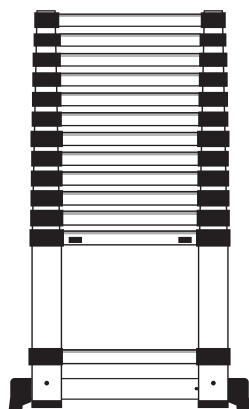


**STEP 2:** Fit the stabiliser bar into the slots, aligning the holes on the stabiliser bar with those on the legs of the telescopic ladder. Carefully tap the stabiliser bar into the slots to secure it, using a rubber mallet (not included) if necessary.

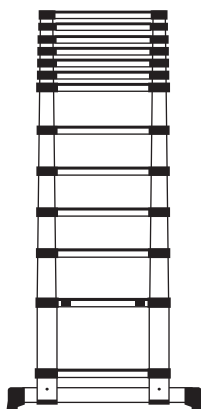
**STEP 3:** Lock the stabiliser bar into position by inserting the 2 bolts through the holes on the stabiliser bar and into the holes on the legs of the telescopic ladder. Tighten with a wrench (not included).



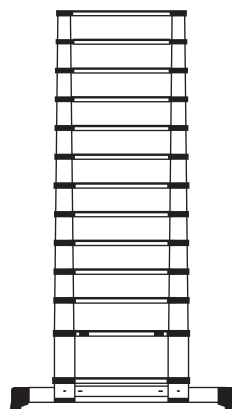
## Using the 3.2 m Telescopic Extension Ladder



Closed



Intermediate Length

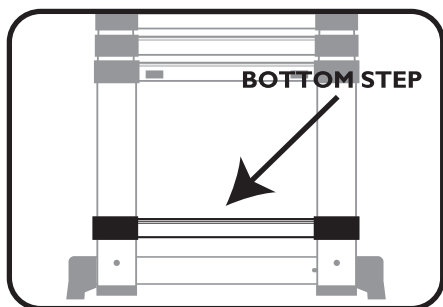


Fully Extended

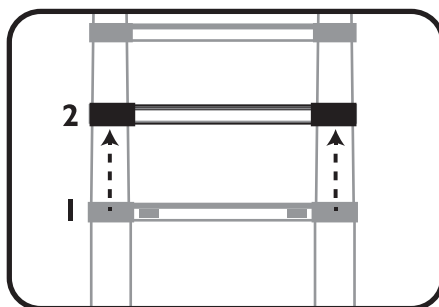
The telescopic ladder locks at each section, using internal locking mechanisms that automatically activate as the ladder is extended. Ensure that the locking mechanisms have activated and that all sections of the telescopic ladder are secure before every use.

**STEP 1:** Place the closed telescopic ladder upright onto a flat, stable surface.

**STEP 2:** Stabilise the telescopic ladder by placing a foot onto the bottom step.



Step 2

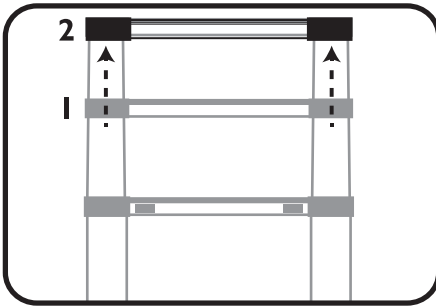


Step 3

**STEP 3:** To extend the telescopic ladder to its intermediate length, grip either side of the second step from the bottom with both hands and then open the telescopic ladder by pulling upwards to extend the step.

**STEP 4:** To extend the telescopic ladder to its full length, grip either side of the top bar with both hands and then open the telescopic ladder by pulling upwards to extend the step.

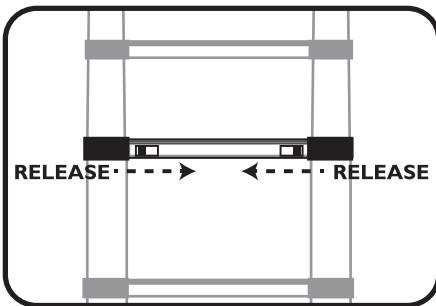




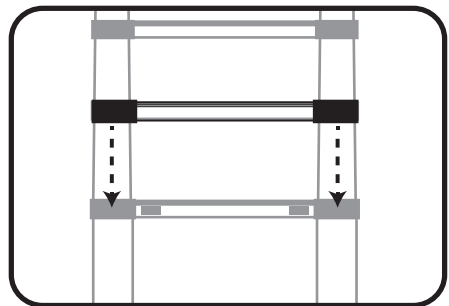
Step 4

**STEP 5:** Continue to extend each of the sections, until the telescopic ladder has opened to its required length.

**STEP 6:** To collapse the telescopic ladder, push the locking mechanisms together simultaneously and release.

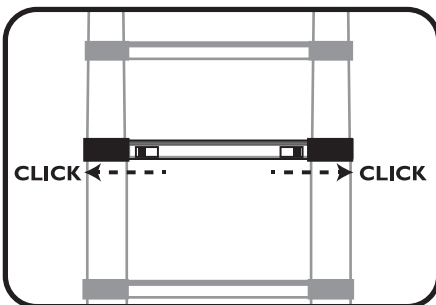


Step 6



Step 6

**Note:** When each step is fully extended, a 'click' should be heard to indicate that the locking mechanism is fully secured for that level. The telescopic ladder must be inclined using the 1:4 rule; for every 4 parts up, the telescopic ladder should be placed 1 part out (e.g. 2 m up, 50 cm out).



**Caution:** Do not overload the product; Max. capacity is 150 kg, including any loads that may be carried during use.

**Warning:** The telescopic ladder should always be extended from top to bottom when being extended to its full length.

### Troubleshooting

Problem	Cause	Solution
The locking mechanisms will not engage.	The steps are not properly positioned.	Extend the telescopic ladder to the maximum height for the relevant step and attempt to secure it again.
The telescopic tubes are rigid.	The ladder is dirty or contaminated.	Follow the instructions in the section entitled 'Care and Maintenance'.

### Storage

Before storing in a cool, dry place, ensure that the telescopic ladder is clean and dry. Fully collapse the telescopic ladder one step at a time and store it in an upright position. Store the telescopic ladder indoors.

## **UP Global Sourcing UK Ltd.,**

Victoria Street, Manchester OL9 0DD. UK.

If this product does not reach you in an acceptable condition please contact our Customer Services Department by one of the following methods:

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\*Telephone lines are open Monday–Friday, 9 am–5 pm (Closed Bank Holidays)

Email: [customersupport@beldray.com](mailto:customersupport@beldray.com)

Fax: 0161 628 2126

Please have your delivery note to hand as details from it will be required.

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