



**Please read and save these instructions. Read carefully and thoroughly. Always consult and follow the directions of a Qualified Person as defined by OSHA 1910.21(b) before attempting to assemble, install, operate, or maintain a product described. Protect yourself and others by observing all safety information. Failure to comply with instructions could result in personal injury and/or death. Retain instructions for future reference. Assembly and installation of this product can be inherently dangerous. Always consult and follow the directions of a Qualified Person. Take all precautions necessary during assembly and installation.**

## ASSEMBLY OF THE MASTERSTEP OFFICE LADDERS 1 – 6 STEPS WITH A SINGLE OR DOUBLE HANDRAIL

TOOLS REQUIRED FOR ASSEMBLY	
1	SAFETY GLASSES
1	RUBBER Mallet
1	SCREW DRIVER
2	1/2" WRENCHES

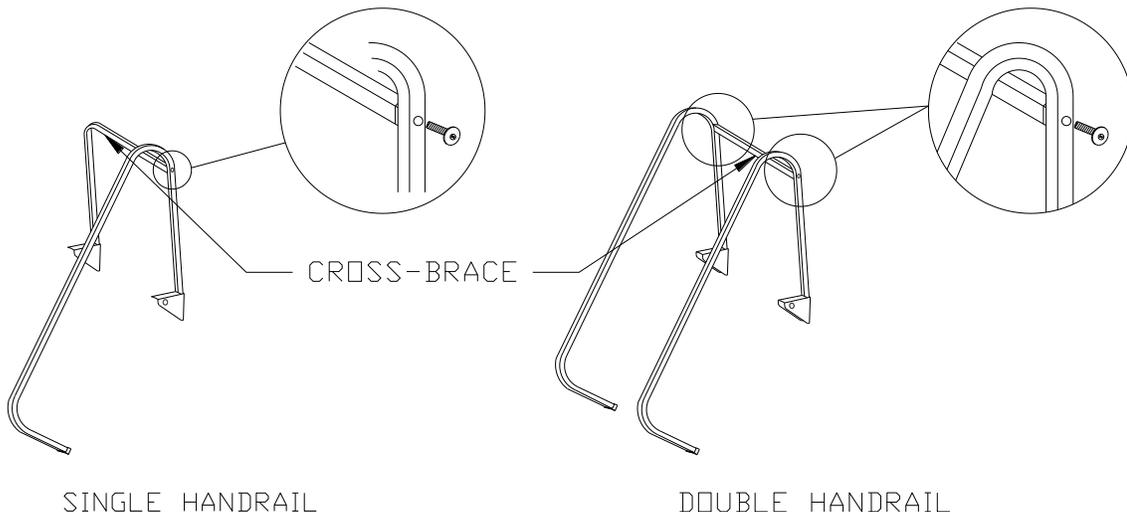


### **WARNING!**

**ASSEMBLY OF THESE TYPES OF LADDERS CAN BE INHERENTLY DANGEROUS. PLEASE TAKE ALL PRECAUTIONS NECESSARY DURING THE ASSEMBLY PROCESS. ALWAYS USE A SEPARATE LADDER TO FINISH ASSEMBLY IN HIGH PLACES. NEVER CLIMB A LADDER THAT IS NOT COMPLETELY ASSEMBLED. DO NOT ASSEMBLE OR USE A LADDER WITH MISSING OR DAMAGED PARTS. USE PROPER LIFTING MECHANICS WHEN ASSEMBLING A LADDER. WATCH FOR OVERHEAD ELECTRICAL HAZARDS AND OBSTRUCTIONS.**

### **STEP 1 – CROSS-BRACE FOR HANDRAILS – (SEE DRAWING A)**

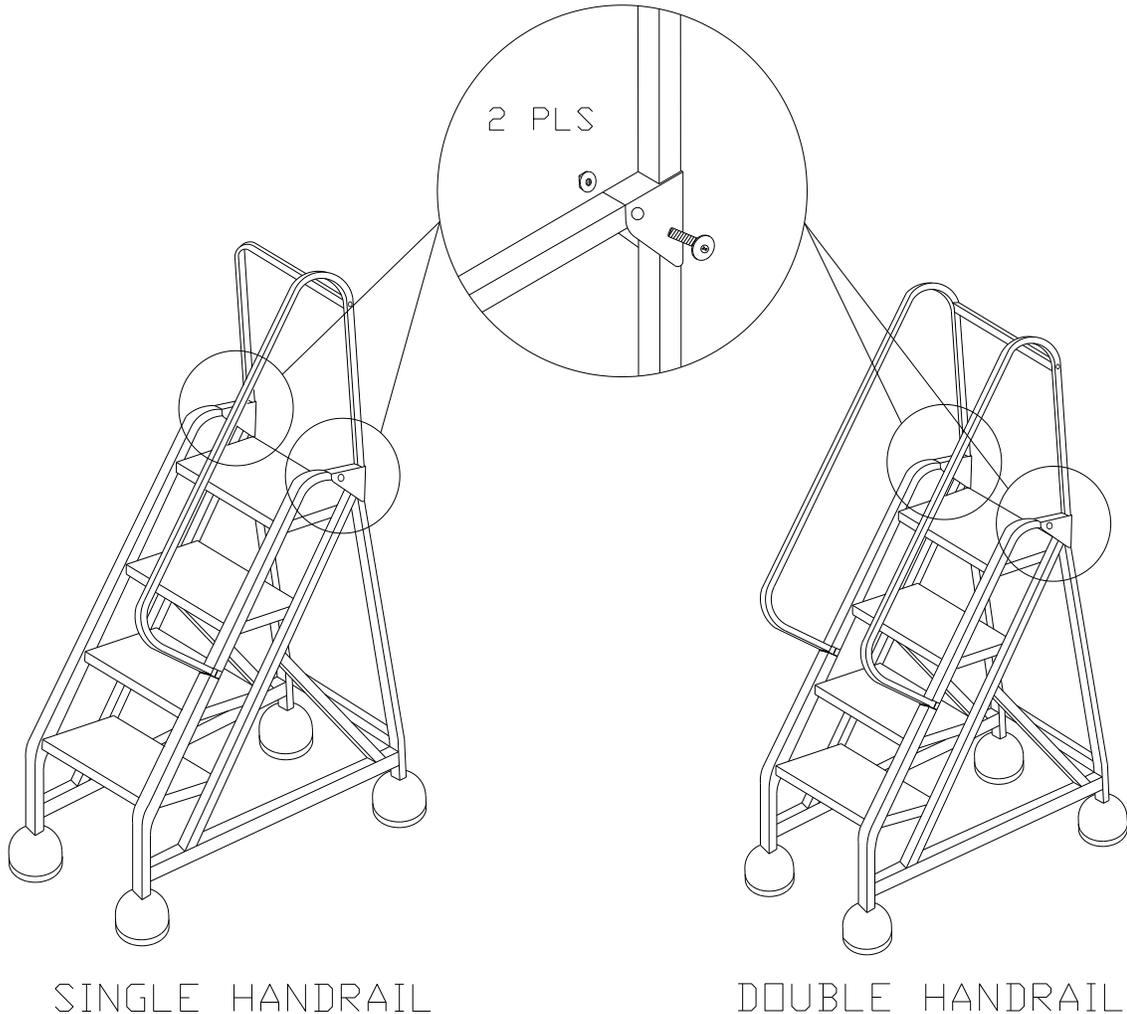
- a) BOTH SINGLE AND DOUBLE HANDRAILS REQUIRE A CROSS-BRACE.
- b) ALIGN THE HOLES AND START THE 5/16 x 1 1/2" PHILLIPS HEAD SCREW FROM THE OUTSIDE.
- c) REPEAT THIS PROCEDURE FOR THE OPPOSITE SIDE IF THE DOUBLE HANDRAIL WAS PURCHASED. TIGHTEN SCREW(S).



**DRAWING A**

**STEP 2 – HANDRAIL ATTACHMENT TO THE STAIRWAY UNIT – (SEE DRAWING B)**

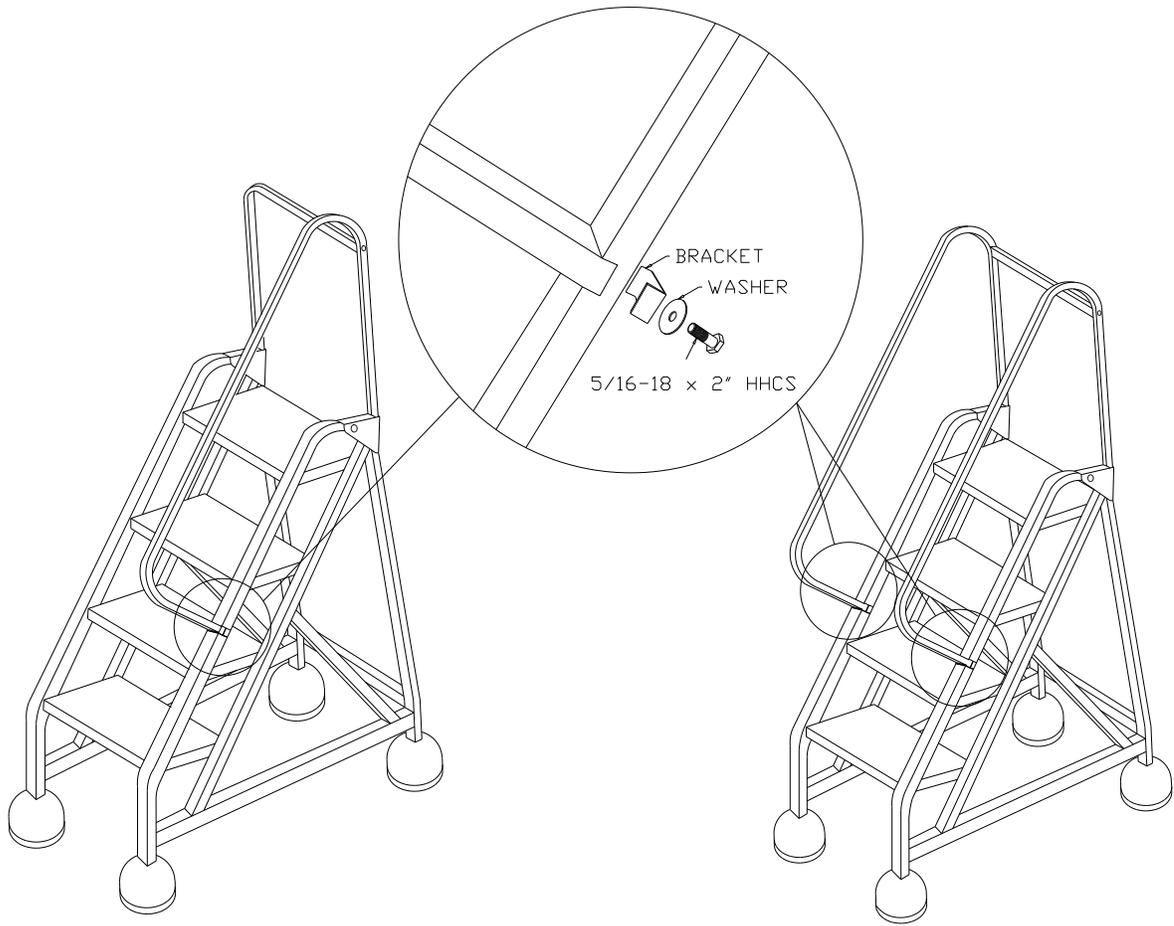
- a) PLACE THE HANDRAIL'S TRIANGULAR BRACKETS OVER THE TUBING ON BACK OF LADDER.
- b) ALIGN HOLES AND INSERT A 5/16 x 1 1/2" PHILLIPS HEAD SCREW FROM THE INSIDE.
- c) START THE NUT ON THE SCREW.
- d) REPEAT THIS PROCEDURE FOR THE OPPOSITE SIDE.
- e) TIGHTEN BOTH NUTS.



**DRAWING B**

**STEP 3 – HANDRAIL ARM ASSEMBLY – (SEE DRAWING C)**

- a) ALIGN THE HANDRAIL ARM(S) WITH THE HOLE(S) IN THE LADDER TUBING.
- b) FIT THE "U" SHAPED BRACKET AROUND THE LADDER TUBING FROM THE BOTTOM SIDE.
- c) INSERT A 5/16 x 2" HEX HEAD CAP SCREW AND A 5/16 FLAT WASHER TO SECURE HANDRAIL.
- d) FOR A DOUBLE HANDRAIL, REPEAT THIS PROCEDURE FOR THE OPPOSITE SIDE.
- e) TIGHTEN BOTH SCREWS.



SINGLE HANDRAIL

DOUBLE HANDRAIL

### DRAWING C

#### **STEP 4 – DOUBLE CHECK SCREWS**

- a) COMPLETE THE ASSEMBLY BY CHECKING AND TIGHTENING ALL SCREWS WITH A 1/2" WRENCH AND A SCREWDRIVER.
- b) THE COMPLETED ASSEMBLIES ARE SHOWN BELOW.



DOUBLE HANDRAIL



SINGLE HANDRAIL

YOU MAY NOW USE YOUR NEW MASTERSTEP LADDER.

QUESTIONS OR INQUIRIES SHOULD BE DIRECTED TO:

**COTTERMAN COMPANY**

**DIVISION OF MATERIAL CONTROL, INC.**

**P.O. BOX 168**

**CROSWELL, MICHIGAN 48422**

**PHONE: (810) 679-4400      FAX: (810) 679-4510**

**VIA E-MAIL: [info@cotterman.com](mailto:info@cotterman.com)**