ASSEMBLY OF THE
7271 (Steel) or #20 (Wood) DUAL TRACK LADDER
with a No. 78 STEEL TRACK

ASSEMBLY PARTS – INCLUDED IN PACKAGING

<table>
<thead>
<tr>
<th>7271 (steel) or #20 (wood) Dual Track Ladder with the Bracket / Caster Assembly</th>
<th>Track and Mounting Brackets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ladder Assembly</td>
</tr>
<tr>
<td>1</td>
<td>Track Carriage</td>
</tr>
<tr>
<td>4</td>
<td>1/4-20 x 1 1/4 Carriage Bolts</td>
</tr>
<tr>
<td>4</td>
<td>1/4-20 Locknuts</td>
</tr>
<tr>
<td>4</td>
<td>5/16-18 x 2 1/2 Carriage Bolts</td>
</tr>
<tr>
<td>4</td>
<td>5/16-20 Locknuts</td>
</tr>
<tr>
<td>2</td>
<td>Upper Ladder Bracket</td>
</tr>
<tr>
<td>4</td>
<td>3/8 Flat Washers</td>
</tr>
<tr>
<td>4</td>
<td>3/8-16 Hex Head Cap Screws</td>
</tr>
<tr>
<td>4</td>
<td>Track Wheels</td>
</tr>
<tr>
<td>4</td>
<td>3/8-16 (2 Way) Locknuts</td>
</tr>
<tr>
<td>4</td>
<td>Track Wheel Bushings</td>
</tr>
</tbody>
</table>

**WARNING:**
ASSEMBLY OF THESE TYPES OF LADDERS IS 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. A FALL RESULTING IN SERIOUS INJURY OR DEATH CAN OCCUR IF ANOTHER LADDER IS NOT USED DURING ASSEMBLY. USE PROPER LIFTING MECHANICS WHEN ASSEMBLING A LADDER. NEVER ASSEMBLE A LADDER ALONE.
INSTALLATION OF THE TRACK
FOR a 7271 (Steel) or #20 (Wood) DUAL TRACK LADDER
WITH THE No. 78 STEEL TRACK


NOTE: THE TRACK HEIGHT FOR WHICH YOUR LADDER WAS DESIGNED IS SHOWN ON THE ATTACHED PACKING LIST.

STEP 1 – UNPACKAGING INSTRUCTIONS
WHEN UNPACKING THE ASSEMBLY PARTS ORDERED, VERIFY THAT THERE IS SUFFICIENT LENGTHS OF TRACK TO COVER THE FULL LENGTH OF THE SHELVING, 2 END BRACKETS PER RUN OF TRACK, 3 CENTER BRACKETS PER 10 FOOT LENGTH OF TRACK AND STEEL JOINT DOWELS TO INSTALL THE AMOUNT OF TRACKING BEING USED.

STEP 2 – LAYOUT FOR THE TRACK
START BY LAYING THE TRACKING FROM END TO END ON THE FLOOR DOWN BOTH SIDES AND IN FRONT OF THE SHELVING UNIT.

- IF ONE END OF THE SHELVING IS AGAINST A WALL – START FROM THAT END, MAKING SURE THE STARTING END OF THE TRACK AND THE ENDING OF THE SHELVING UNIT ARE IN ALIGNMENT.
- IF NECESSARY, REARRANGE THE VARIOUS SECTIONS SO THAT NONE OF THE JOINTS OCCUR ACROSS THE AISLE FROM EACH OTHER. IT MAY BE NECESSARY TO CUT ONE LENGTH OF TRACKING TO ACCOMPLISH THIS.
- STEEL DOWELS SHOULD BE CENTERED BETWEEN THE ADJACENT BRACKETS AND WITHIN 6 INCHES FROM THE CENTER OF THE NEAREST BRACKET.
STEP 3 – PLACEMENT OF THE BRACKETS
Locate the track piece that was placed parallel to the end of the shelving unit. Insert the required number of center brackets into the track opening. Adjust the center bracket within the track to the approximate location they are to be attached to the shelving uprights.

STEP 4 – PLACEMENT OF THE END BRACKETS
Once all the center brackets have been inserted and adjusted to the proper location, take the end bracket (left or right) that corresponds with the starting end and insert the steel disc so the shoulder is flush against the end of the track (see Drawing C).

STEP 5 – STEEL JOINT DOWEL ATTACHMENT
On the opposite end, insert one of the joint dowels into the exposed opening. Note: The shoulder should fit tightly against the track end (see Drawing D).

STEP 6 – ATTACHING THE FIRST SECTION OF TRACKING
Bolt or screw the first section of track with the included brackets and dowel to the shelving.

When securing the track, verify that the designated track height for the ladder corresponds with the top of the track.

STEP 7
Repeat this procedure for the opposing side of the ladder tracking. Verify both tracks are the same height and are parallel to each other.
STEP 8 – UPPER TROLLEY WHEEL ASSEMBLY FOR 7271 STEEL TRACK LADDER

STEP 9 – UPPER TROLLEY WHEEL/HANDRAIL ASSEMBLY FOR THE # 20 WOOD TRACK

STEP 10 – LADDER AND TROLLEY ASSEMBLY
STEP 11 FOR THE #20 WOOD LADDER – SWIVEL CASTER ATTACHMENT
AT THE BOTTOM OF THE LADDER, ATTACH THE SWIVEL CASTERS BY PLACING THEM ON THE INSIDE OF THE SIDEMEMBERS. INSERT (2) ¼ - 20 x 1 ¼ CARRIAGE BOLTS FROM THE OUTSIDE AND SECURING WITH THE ¼ - 20 LOCK NUTS (SEE DRAWING H).

STEP 12 – LADDER INSTALLATION ON THE TRACK
ROLL THE LADDER ONTO THE SECTION OF TRACK THAT HAS BEEN INSTALLED. TEST THE MOVEMENT OF THE LADDER BY MAKING SURE THE LADDER IS AT THE PROPER CLIMBING ANGLE OF 71 DEGREES AND THE STEPS ARE LEVEL.

STEP 13 – ADDITIONAL TRACK SECTION INSTALLATION
SLIDE IN THE REQUIRED BRACKETS IN THE NEXT LENGTH OF TRACK AND PUSH THAT PIECE OF TRACK OVER THE ALREADY ATTACHED DOWEL. THE SECTIONS END SHOULD BE FLUSH AGAINST THE DOWEL SHOULDER. THEN FASTEN THE BRACKETS TO THE SHELVING. CONTINUE UNTIL ALL THE TRACKING IS INSTALLED IN EACH RUN, EXCEPT FOR THE LAST LENGTH ON EACH SIDE.

STEP 14 – FINAL TRACK RUN
MEASURE THE LENGTH OF TRACK NEEDED TO COMPLETE THE RUN, ALLOWING FOR THE FACT THAT THE END STOP PROTRUDES BEYOND THE VERTICAL CENTERLINE OF THE BRACKET. CUT OFF THE TRACK TO THE REQUIRED LENGTH WITH A HACKSAW. SLIDE IN THE REQUIRED NUMBER OF CENTER BRACKETS AND FASTEN THE CENTER BRACKET TO SECURE THE RUN.

STEP 15 – TRACK COMPLETION
COMPLETE THE TRACK INSTALLATION BY INSERTING THE END BRACKET INTO THE TRACK OPENING AND FASTEN THE BRACKET TO THE SHELVING OR THE SHELVING UPRIGHT.

BE SURE TO READ THE FOLLOWING SAFETY INSTRUCTIONS

QUESTIONS OR INQUIRIES SHOULD BE DIRECITED TO:
COTTERMAN COMPANY
P.O. BOX 168
CROSWELL, MICHIGAN 48422
PHONE: (810) 679-4400 FAX: (810) 679-4510
E-MAIL: info@cotterman.com
USE INSTRUCTIONS FOR
THE 7271 STEEL OR THE #20 WOOD
DUAL TRACK LADDER

1. First, stand in front of the ladder facing the climbing steps. Position the ladder by walking it down the aisle to the desired location. The ladder carriage MUST remain completely on both tracks at ALL times. If there are any obstructions in the aisle lift the ladder over the obstruction and continue moving down the aisle. If the obstruction is too large to move past, then have the obstruction moved to another location if possible.

2. When the ladder is at the desired location for use, slide the ladder toward the aisle side where access is intended. NOTE: Some ladder systems may have a physical stop that prevents the ladder from moving from side to side.

3. While facing the ladder, climb to the height necessary to reach the stock. Always use both hands when possible for climbing up or down the ladder. If stock is being brought up or taken down the ladder, always move slowly and carefully. DO NOT skip steps. DO NOT reach across the aisle or lean toward the side. If stock items CAN NOT be reached, step down the ladder and reposition the ladder. DO NOT move the ladder if another person occupies it. DO NOT use any other items such as stools, other ladders, chairs, etc. on this ladder for extended reaching or access to higher heights.

4. When the ladder is NOT in use, move the ladder as close to the aisle side as possible. Position the ladder where is DOES NOT extend out past the end of the track into an aisle. DO NOT leave the ladder unattended in the middle of a heavily used aisle or crossing.

QUESTIONS OR INQUIRIES SHOULD BE DIRECTED TO:
COTTERMAN COMPANY
P.O. BOX 168
CROSSEWELL, MICHIGAN 48422
PHONE: (810) 679-4400    FAX: (810) 679-4510
E-MAIL: info@cotterman.com