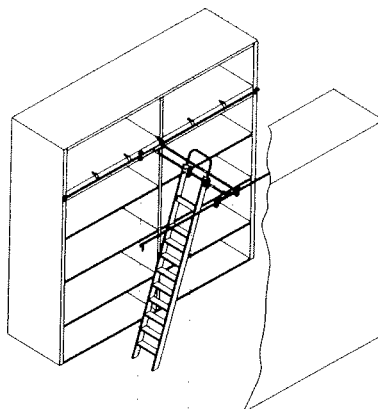


**ASSEMBLY OF
7471 PIVOT TRACK LADDER
with the No. 78 STEEL TRACK**



ASSEMBLY PARTS – INCLUDED IN PACKAGING

| 7471 PIVOT TRACK LADDER WITH THE BRACKET / CASTER ASSEMBLY | | TRACK and mounting BRACKETS | |
|---|----------------------------------|------------------------------------|--------------------|
| 1 | LADDER ASSEMBLY | AS REQUIRED | STRAIGHT TRACK |
| 1 | TOP HANDRAIL | AS REQUIRED | CURVED TRACK |
| 1 | TROLLY BAR | AS REQUIRED | STEEL JOINT DOWELS |
| 4 | 1/4 - 20 x 1 1/4 CARRIAGE BOLTS | | |
| 4 | 1/4 - 20 LOCKNUTS | | |
| 4 | SWIVEL CASTERS | | |
| 4 | 5/16 - 18 x 2 1/2 CARRIAGE BOLTS | | |
| 4 | 5/16 - 18 LOCKNUTS | | |

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.

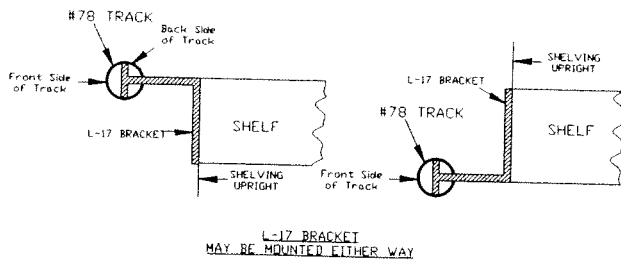
INSTALLATION OF THE TRACK

**FOR a 7471 PIVOT TRACK LADDER
WITH THE No. 78 STEEL TRACK**

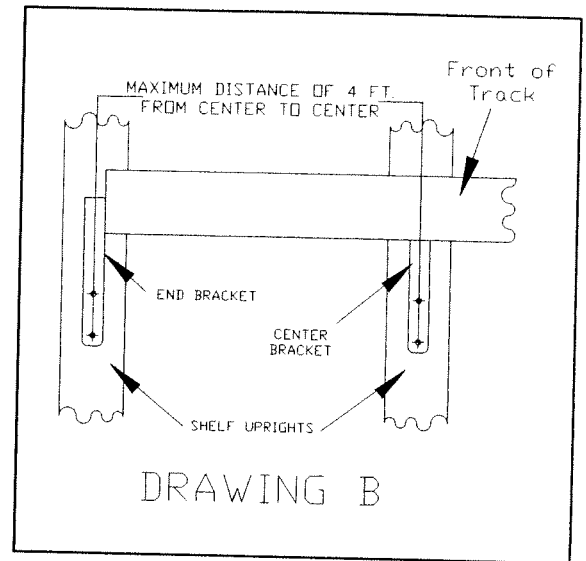
THE BRACKETS FOR SUPPORTING THE TRACK ARE USUALLY SECURED ON THE SHELVING UPRIGHTS (SEE DRAWING A). THE BRACKETS ARE USUALLY LOCATED AT ABOUT 4-FOOT INTERVALS (SEE DRAWING B).

- WHEN THE BRACKETS ARE FASTENED TO THE UPRIGHTS, THE TRACK SHOULD BE POSITIONED SO THE TOP OF THE BRACKET IS PARALLEL WITH THE TOP OF THE SHELF.

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



L-17 BRACKET
MAY BE MOUNTED EITHER WAY
DRAWING A



DRAWING B

STEP 1 – UNPACKAGING INSTRUCTIONS

UNPACK AND SORT THE SHIPMENT. VERIFY THAT THERE IS SUFFICIENT LENGTHS OF TRACK TO COVER THE FULL LENGTH OF THE SHELVING. MAKE SURE THERE IS ALSO 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 TRACK 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.

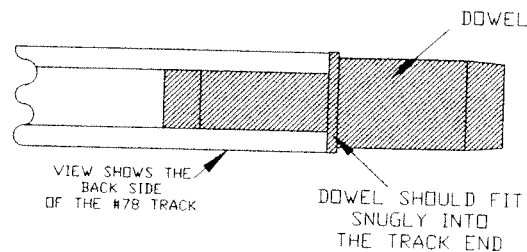
- IF ONE END OF THE SHELVING IS AGAINST A WALL – START FROM THAT END, MAKING SURE THE STARTING END OF THE TRACK AND THE ENDING OF THE SHELVING UNIT ARE IN ALIGNMENT.
- IF NECESSARY, REARRANGE THE VARIOUS SECTIONS SO THAT NONE OF THE JOINTS OCCUR ACROSS THE AISLE FROM EACH OTHER. IT MAY BE NECESSARY TO 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 – 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**).



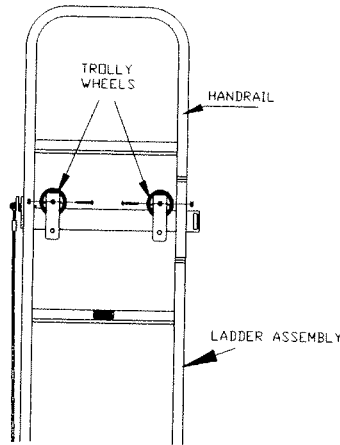
DRAWING D

STEP 5

REPEAT THIS PROCEDURE FOR THE OPPOSING SIDE OF THE LADDER TRACKING. VERIFY THAT BOTH TRACKS ARE THE SAME HEIGHT AND ARE PARALLEL TO EACH OTHER.

STEP 6 – TROLLY WHEEL ASSEMBLY

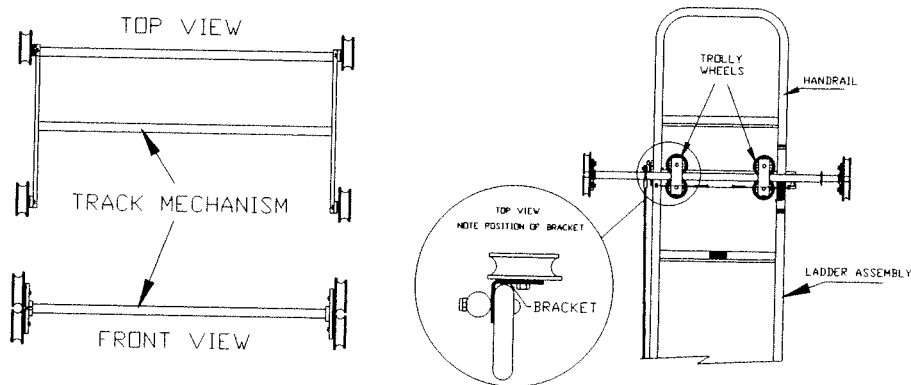
LOCATE THE LADDER AND MOUNT THE TOP TWO TROLLY WHEELS ON THE LADDER ASSEMBLY WITH THE 5/16 – 18 x 2 ½ CARRIAGE BOLTS AND LOCKNUTS (SEE DRAWING E).



DRAWING E

STEP 7 – LADDER AND TROLLY ASSEMBLY

POSITION THE TROLLY WHEELS ON THE TROLLY ASSEMBLY. ATTACH THE BOTTOM TWO WHEELS WITH THE 5/16 – 18 x 2 ½ CARRIAGE BOLTS AND LOCKNUTS (SEE DRAWING F).



DRAWING F

STEP 8 – LADDER INSTALLATION ON THE TRACK

ROLL THE LADDER AND TROLLY ON THE SECTIONS OF TRACK THAT HAVE 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 9 – ADDITIONAL TRACK SECTION INSTALLATION

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

STEP 10 – TRACK COMPLETION

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 INSTALL THE LAST LENGTH OF TRACK WITH A DOWEL AS PREVIOUSLY DESCRIBED.

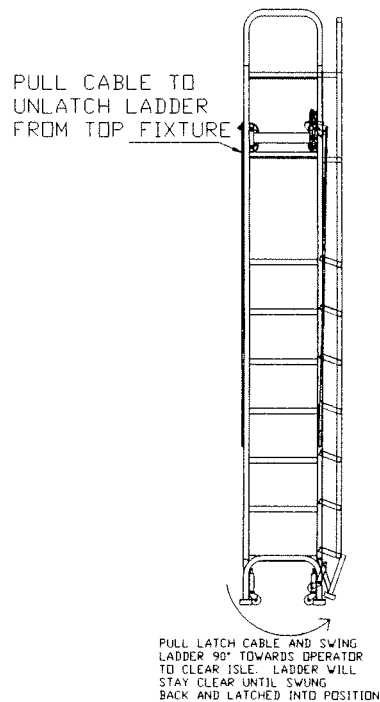
STEP 11 – TRACK COMPLETION

COMPLETE THE TRACK INSTALLATION BY INSERTING THE END BRACKET INTO THE TRACK AND FASTEN THE BRACKET TO THE SHELVING OR SHELVING UPRIGHT.

STEP 12 – PIVOT OPTION INSTRUCTIONS

TO ACTIVATE THE PIVOT OPTION ON THE LADDER, SIMPLY PULL THE CABLE LOCATED ALONG THE RIGHT SIDE OF THE LADDER STILE AND SWING THE LADDER TOWARD YOU (SEE DRAWING G). THE LADDER WILL BE HELD IN PLACE VIA A TORSION SPRING. TO RETURN THE LADDER TO A USEABLE POSITION, SWING THE LADDER IN THE OPPOSITE DIRECTION AND PRESS IT INTO PLACE, UNTIL THE LATCH IS SECURED TO THE MOUNTING BAR.

NOTE: DO NOT USE THE LADDER UNTIL THE LATCH MECHANISM HAS BEEN FULLY ENGAGED.



DRAWING G

BE SURE TO READ THE FOLLOWING SAFETY INSTRUCTIONS

**QUESTIONS OR INQUIRIES SHOULD BE DIRECTED 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 7471 PIVOT TRACK LADDER
WITH THE No. 78 STEEL TRACK

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 for reaching stock. Always use both hands when possible for climbing up or down the ladder. If stock is being taken up or 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.

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