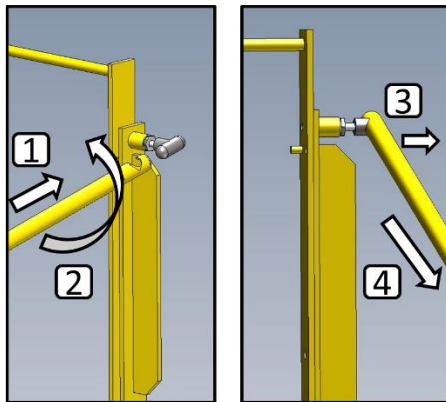


Retracta Ladder® & Extended Retracta Ladder® Usage Instructions for Pull Pin Pole™

For use if optional *Pull Pin Pole™* purchased

1. Use *Pull Pin Pole™* to extend ladder

- a. *Pull Pin Pole™* should be hanging by cable lanyard provided, attached via self-drilling screw into sheet metal fascia below entrance sill, within easy reach of pit access.
- b. Insert *Pull Pin Pole™* over pull pin T-handle and rotate pole to lock on (steps 1 + 2 in image below).
- c. Apply leverage away from pole, pulling handle out to release pull pin (step 3 in image below).
- d. Pull pole and ladder slowly toward you and down to fully extend ladder (step 4 in image below).
- e. Ensure ladder is fully extended and pull pin is locked.
- f. Rotate pole to disengage it from pull pin.



2. Reverse process to retract ladder

- a. When ladder is in up position, ensure ladder is fully retracted and pull pin is locked.
- b. Use *Pull Pin Pole™* to push lower section of ladder tight against pit wall to ensure running clearance.
- c. Replace *Pull Pin Pole™* in pit, ensuring pole and lanyard lie flat on pit floor.

3. Warnings / Useful Hints

- a. Do not lean into hoistway.
- b. Do not use excessive force when locking / unlocking the pull pin.
- c. Extend and retract ladder slowly. Don't fight against strength of gas strut.