



INSTALLATION GUIDE

Galaxy



IMPORTANT **READ THIS FIRST**

- Inspect stair for any damage prior to installation.
- Stair is **NOT** to be installed while home is under construction and used as a construction stair.
- The correct number of treads for floor-to-ceiling height **MUST** be attached. The stair may have had one of the 3 extra steps pre-installed at the factory. To determine the correct number of treads that should be installed for your height, refer to Table A on page 3.

Do not add or remove treads solely for changing the angle of the stair.
This will cause an unsafe condition and damage the stair.

- Adjustment Screw on stabilizer arm **MUST** be set before climbing stair. This adjustment provides structural support necessary for use. See page 7.


Failure to follow any or all of these guidelines can result in damage to the stair and will void the warranty.

*If you have any problems or concerns with stair,
call SP Partners LLC immediately at 877-369-6996*


Tools / Materials Required

Drill, tape measure, 1/4" wood drill bit, hammer, crescent wrench, wood shims, ladder, lumber with same dimensions as joists, keyhole saw or utility knife to cut ceiling material.

Parts Included

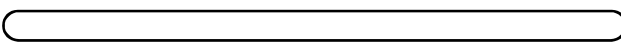
(4) 3/8" Threaded Rod 


(4) Joist Hanger 

(8) 3/8" Hex Nut 

(10) 3" Lag Screw 

(1) Door Hook 

(1) Wood Dowel 

(1) Door Opening Ring 

Remote Control 

(3) Extra Steps 



WARNING

- *This stairway is for residential use only.*
- *Maximum capacity is 350 lbs.*
- *Installer should be experienced in the construction or modification of structural framing supports. Improper installation can result in stair collapse and bodily injury.*
- *Determine location of electrical lines or plumbing before cutting ceiling.*

Table A

MODEL #	COLOR	ROUGH OPENING SIZE	FRAME DIMENSIONS	TREAD WIDTH	FLOOR TO CEILING HEIGHT RANGE	NUMBER OF STEPS	PROJECTION	LANDING SPACE
G2755 - as assembled	GRAY	27 3/4" X 55 1/4"	27 1/4" X 54 3/4"	14"	7'-2" to 7' - 10"	9	6"	51"
- Add one step					Over 7' - 10" to 8' - 6"	10	11"	56"
- Add two steps					Over 8' - 6" to 9' - 6"	11	15"	61"
- Add three steps					Over 9' - 6" to 10' - 2"	12	20"	65"

Locating the Stair

Determine whether the chosen location allows sufficient "projection" and "landing space" for your unit. See TABLE A above and Figure 1 below.

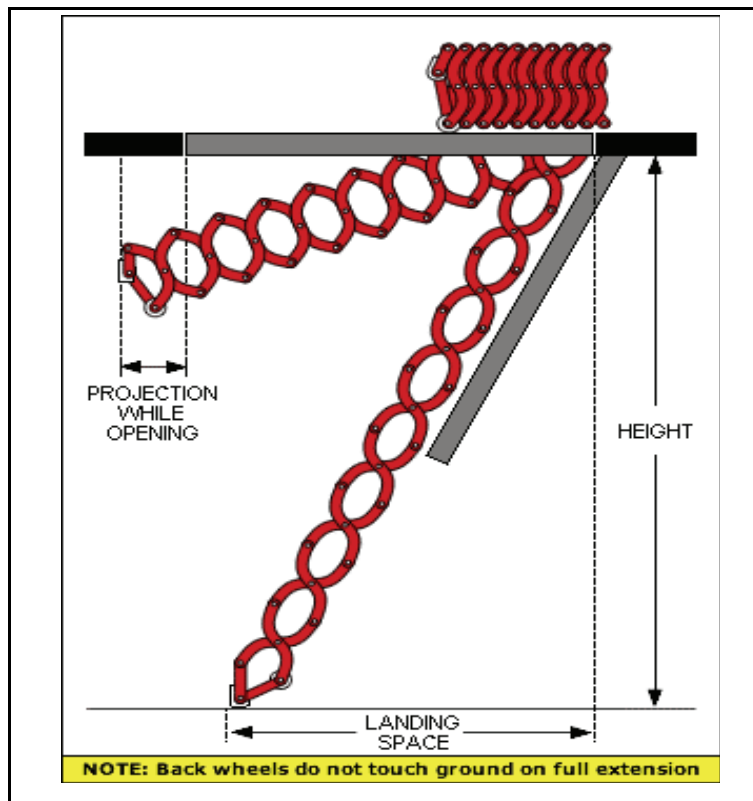


Figure 1

Preparing the Opening

1. Mark out the rough opening size for your unit according to TABLE A. **Note that the finished metal trim extends about 2" beyond the rough opening when the unit is installed (Figure 2). Allow clearance for this on all four sides.**
2. Cut the rough opening through the ceiling material.

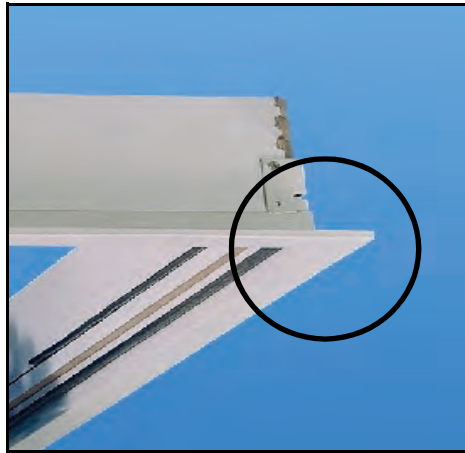


Figure 2

Framing the Opening

Most attic stairs will be installed parallel to the ceiling joists (Figure 3). In cases where they are installed perpendicular to joists (Figure 4), some joists will need to be cut and tied-in to other joists with “headers” of the same dimensions as the joists and will form the box frame into which the stair will be secured.



WARNING

- **Before cutting any joists, watch out for electrical wiring.**
- **If your attic is constructed using trusses, DO NOT CUT CEILING JOISTS WITHOUT CONSULTING AN ENGINEER AND OBTAINING APPROVAL.**

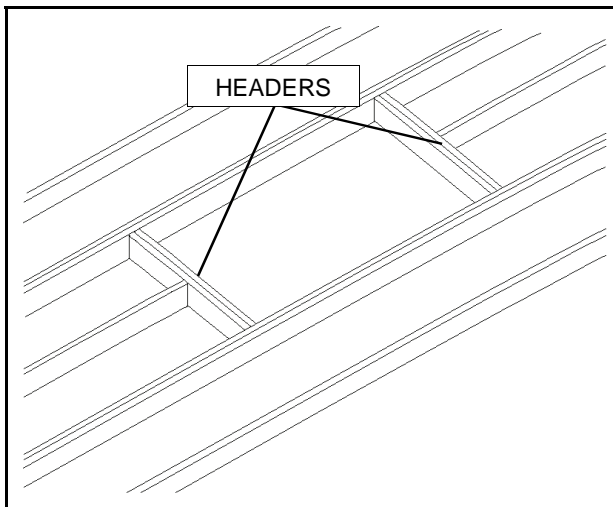


Figure 3

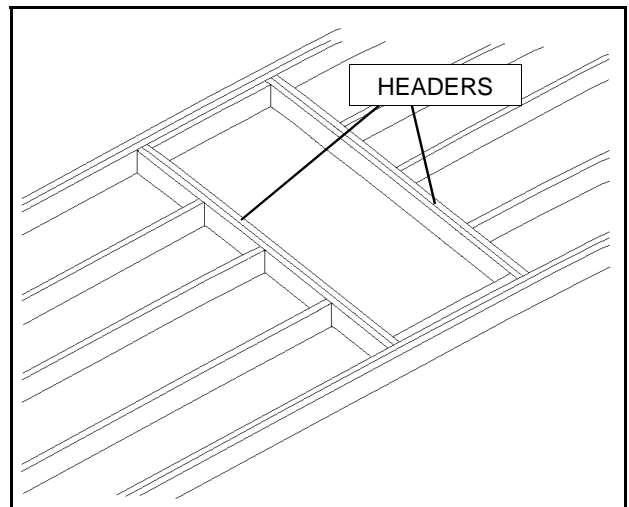


Figure 4

Preparing the Stair

Insert hex nuts provided into slot in metal frame corner and insert threaded rod into channel. Thread rod into nut as far as possible. Repeat process for all corners. See Figure 5.

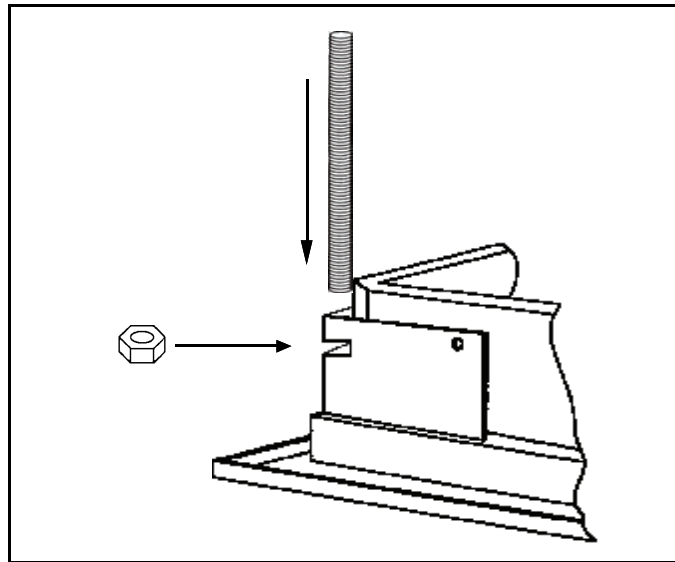


Figure 5

Installing the Stair



WARNING

- ***Be sure that there is adequate light in the attic since the stair will block any light from the room below when raised into place.***
- ***Make sure door is closed and latch is engaged***
- ***DUE TO ITS WEIGHT, TWO ADDITIONAL HELPERS MUST BE USED TO SAFELY RAISE STAIR INTO OPENING AND HELD FOR A FEW MOMENTS UNTIL TEMPORARILY ANCHORED BY INSTALLER ABOVE.***

1. Person in attic should have the four joist hangers and hex nuts ready.
2. Have two additional helpers below lift the stair straight up into the framed opening until the tops of the threaded rods clear the top of the frame opening headers.
3. Starting at one end, slide a joist hanger onto the threaded rod and thread nut down until there is only about 1/2" slack. ***Do not tighten fully.*** Turn joist hanger at a 45 degree angle to span the frame corner. Figure 6. Repeat the process until all hangers are installed. With hangers holding stair in place, helpers can let go.
4. Square stair to frame. Try to maintain an even gap all around between stair and headers.
5. Tighten nuts in stages all around. Do not over-tighten as this may distort metal trim on ceiling side.
6. Attach door opening hook to wood dowel using (2) 1/2" wood screws. Figure 7.
7. Door can now be opened but **DO NOT EXTEND OR STAND ON STAIR YET.**

Note: Rainbow "Galaxy" stairs are designed to be installed with both steel joist hangers and lag bolts. Do not install with lag bolts alone.

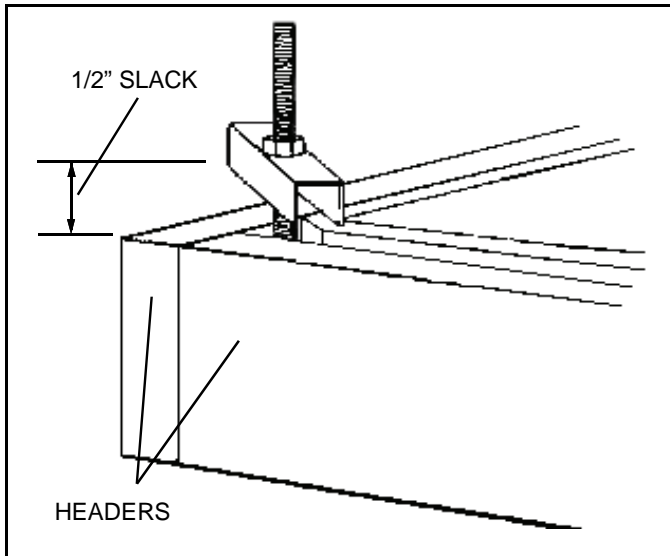


Figure 6

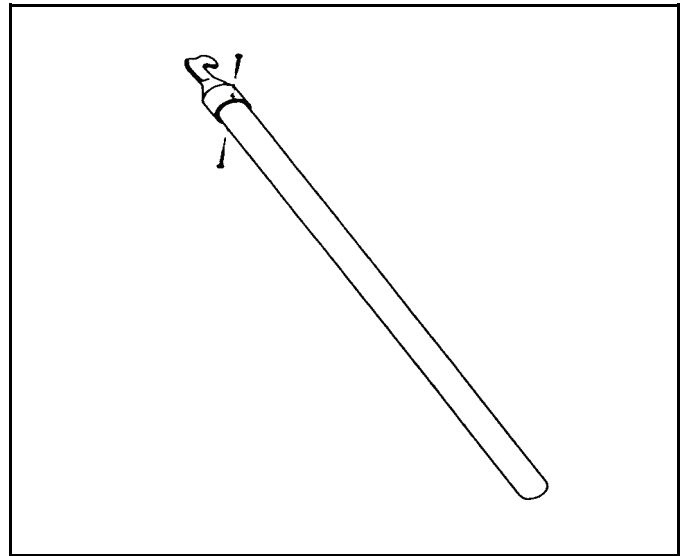


Figure 7

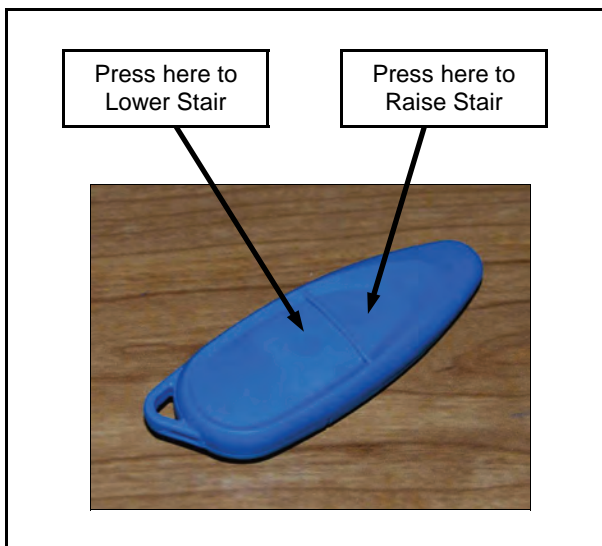


Figure 8

There are two buttons on the remote. The center button will lower the stair, other button will raise it. See Figure 8. You will see a red light at tip when pressed.

As a safety feature, the remote control will send a signal to the stair unit and raise or lower the stair **only while the buttons are depressed and held**. When the button is released, the stair unit will stop. Press and hold again and the stair will resume operation.

Should there be a power outage, the stair can be operated manually. The long pole with hook (Figure 7) is supplied for this purpose. See Page 9 for manual operation.

Adding Treads

Determine the correct number of steps required for your floor-to-ceiling height (See Table A on page 3). Make sure the unit is plugged into a power supply. **If no additional steps are needed, skip this section.**

1. Lower stair and stop to within two feet of the floor to allow space for added treads. Remove bottom tread of unit by removing the four bolts, washers and sleeves. Figure 9. This will be reattached at the end.
2. Add one or both treads as required by reinserting sleeves, washers and bolts. Figure 10. (Additional hardware is provided with extra treads).
3. Re-attach bottom tread.

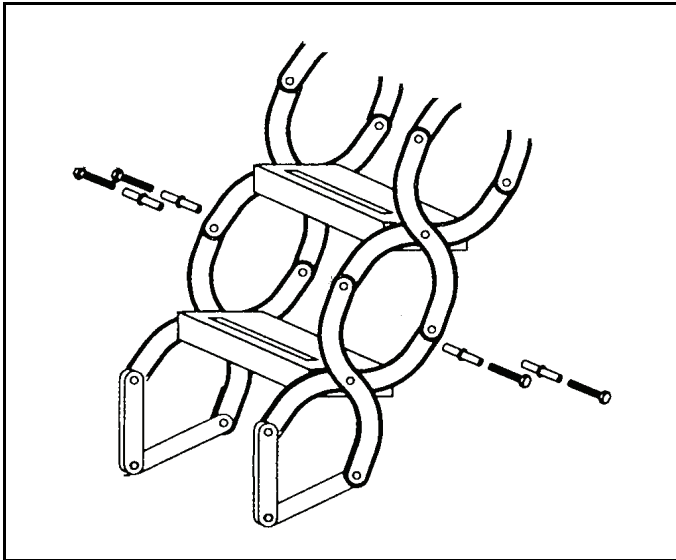


Figure 9

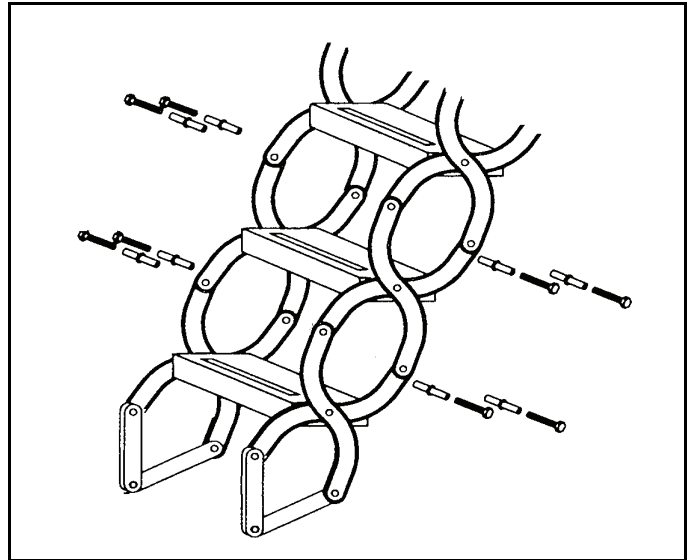


Figure 10

Final Adjustments

1. Press and hold button to lower stair until halfway down.
2. Lower adjustment screw by turning as far as it will go. Do both sides. Figure 11
3. Lower stair using remote until stair touches floor. If stair should rise slightly from floor, have someone push down and hold while performing next step.
4. Raise adjustment screws until they touch bottom of stabilizer arm. These screws will stabilize and support stair against door as you climb up and down. Screws set too high will prevent stair from making contact with floor and create leverage that can cause damage to stair.
5. Insert door opening ring into eyelet on face of door. Figure 12
6. Press and hold remote button to raise stair. Hold button until door is fully closed and the latch engages.

Note: *If stair opens and closes fully and door latch engages, stair is operating properly.*

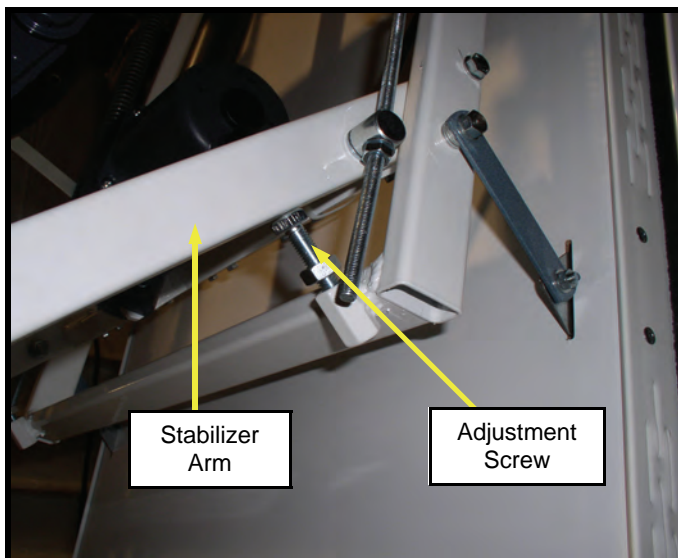


Figure 11

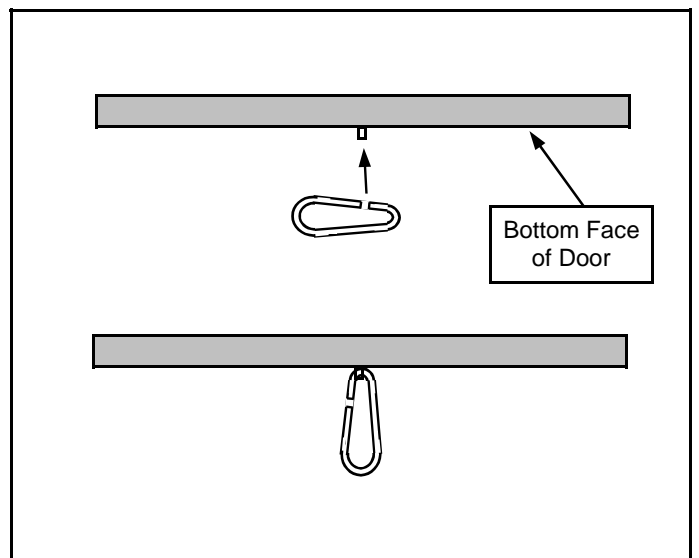


Figure 12

Final Adjustments - continued

Lag Bolting The Frame

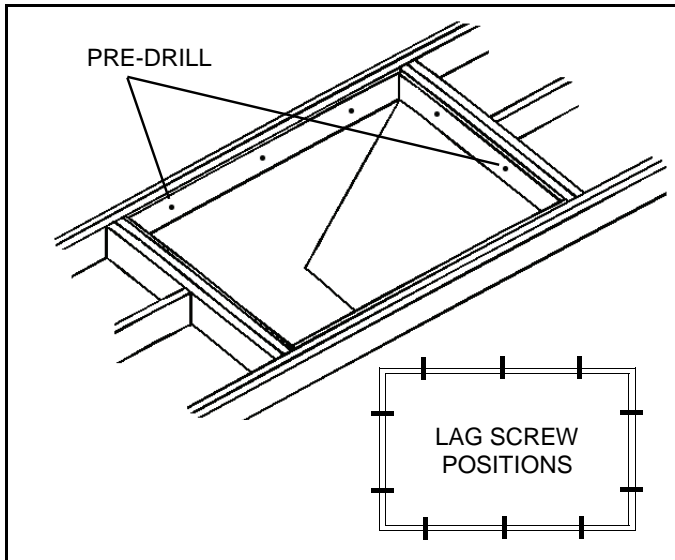


Figure 13

Mark location of lag screws. Be sure there is no hardware too close to lag screws. Positions in Figure 13 are approximate.

Pre-drill pilot holes, shim and screw stair frame to headers using the lag screws provided.

Manual Operation of Stair



WARNING

Please read the following section on manual operation of stair carefully. Improper or excessive use of force to extend stair can result in damage to stair unit. Due to the interlocking nature of the “scissor treads”, some stiffness is normal. Should you encounter unusual resistance, STOP and re-read the operating instructions below. If the problem persists, call your dealer or SP Partners at 877-369-6996.

In the event of a power outage, the stair can be operated manually. The long pole with hook (Figure 7) is supplied for this purpose.

To Open Stair:

1. Insert hook provided into ring on door face and pull door down until fully open. Figures 14. (Door should stay in place at full open position.)
2. Grab bottom tread with hook and pull slightly away from door to start unfolding stair. Figures 15. ***(Never pull straight down as the stabilizer arm must swing steps out and away from door before it can be pulled straight down.)*** Figures 16 & 17.

To Close Stair:

1. Grab bottom of last tread and lift upward ***while pushing towards door*** to start folding steps.
2. Continue pushing until unit folds completely and wheel on last step rests on door. If you cannot reach stair to complete folding, turn stick and using rounded end, push stair up and onto door until folded.
3. Lift door, then using rounded end of stick, push door up at recessed area near ring (to avoid damaging finish) to close. ***Be sure latch is fully engaged.***

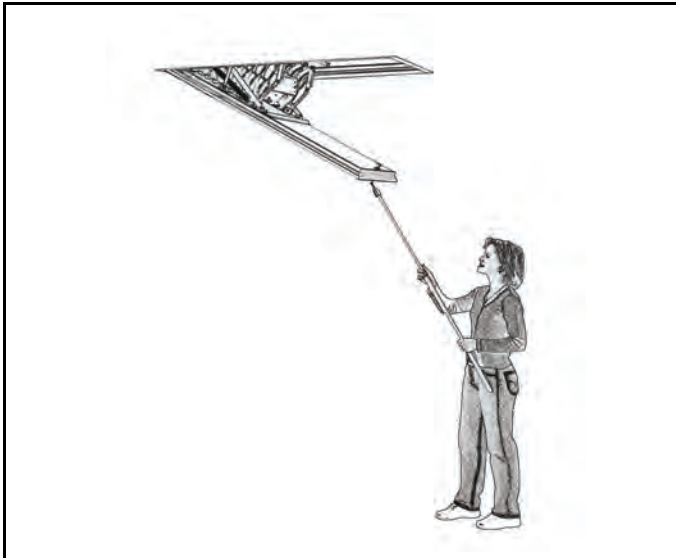


Figure 14

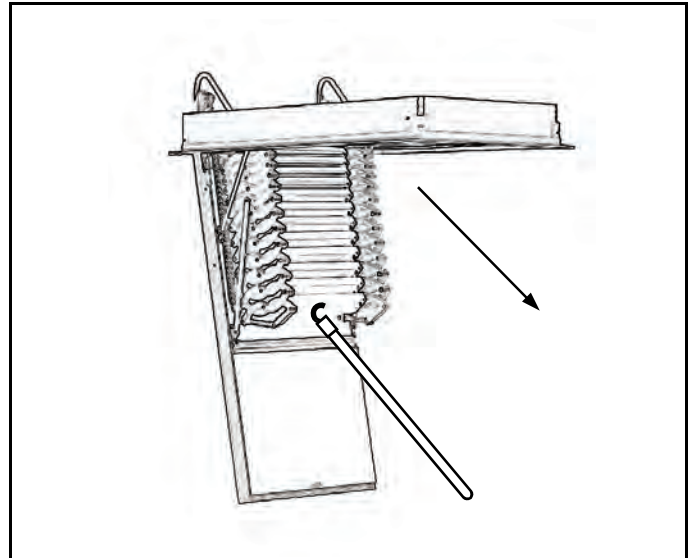


Figure 15

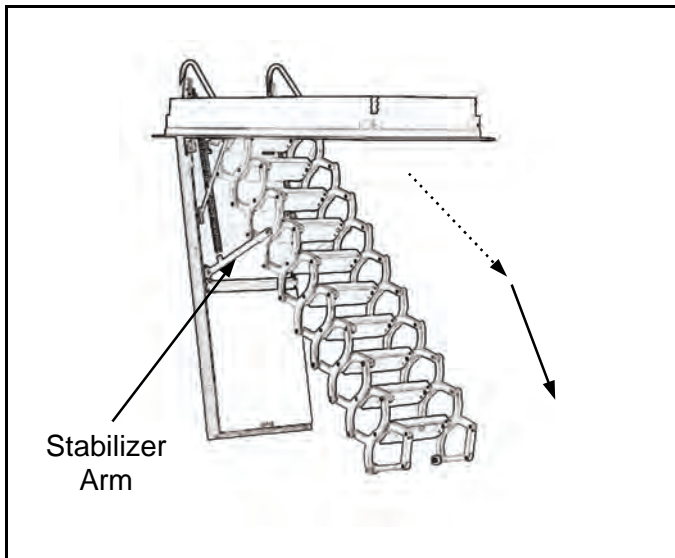


Figure 16

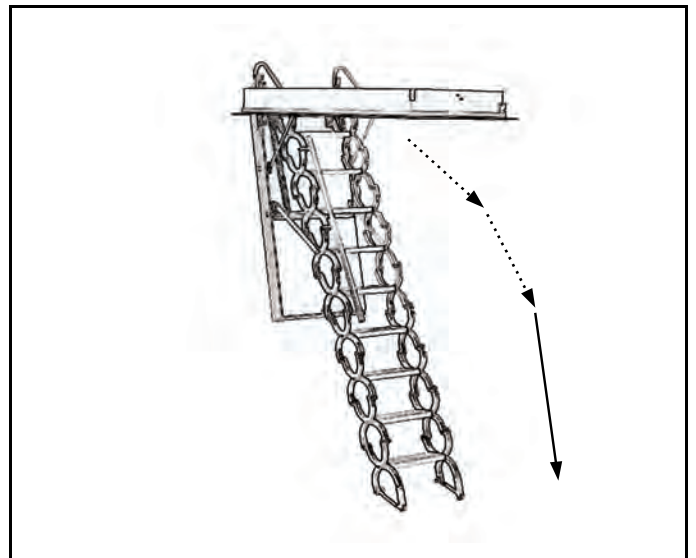


Figure 17

Congratulations!

You are now ready to begin using your Rainbow Attic Stair. As with any product, be sure to follow instructions for safe, efficient and trouble-free operation for years to come.

****** Children should never be allowed to operate or climb any attic stair. ******

Addendum

Programming A Second Remote

Step # 1

Press and release black button "A" (top or bottom light go on) . You have 10 seconds to program as in step # 2.

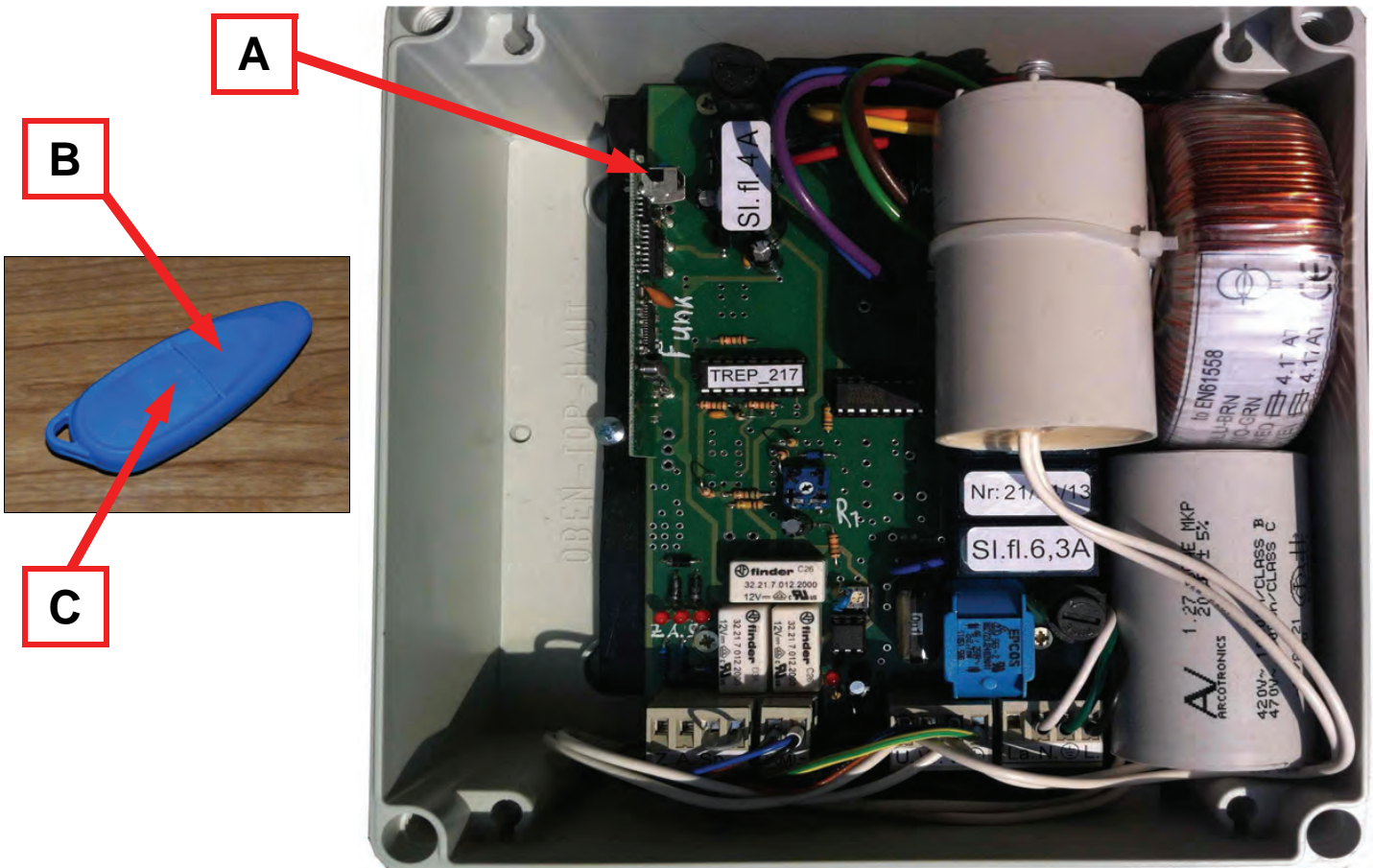
Step # 2

Press and hold remote control button "B". Bottom light in control box will blink rapidly and then turn off. Release button.

Step # 3

Press black button "A" twice. The other light comes on. Press and hold button "C" until top light blinks rapidly and turns off. Release button.

Remote is now programmed.



Erasing and Reprogramming The Remote

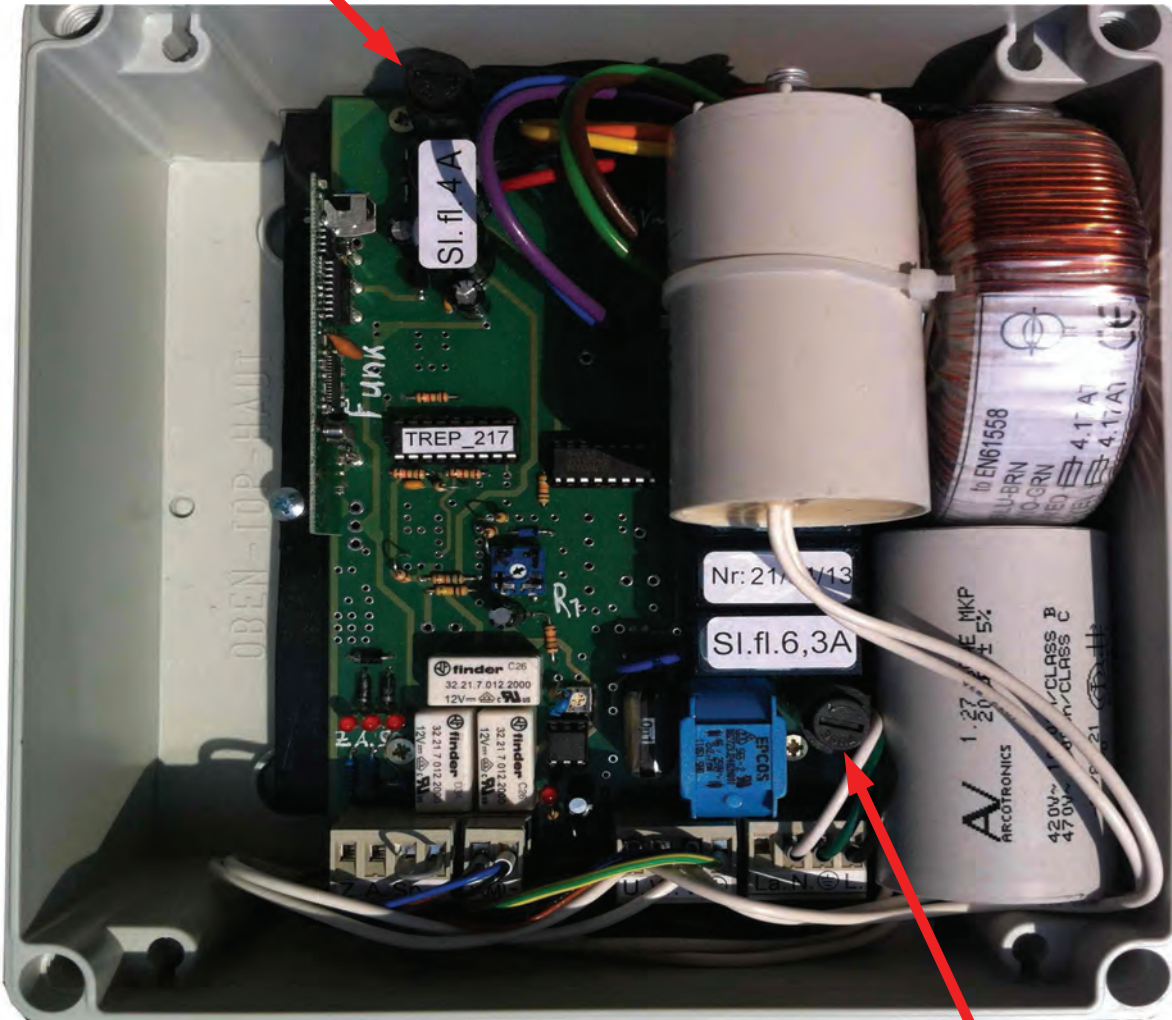
Press and hold black button "A" until top light blinks, then goes out, and bottom light turns on. Release button. Program is now cleared. To reprogram, repeat Steps # 2 and 3 above.

Addendum - Continued

Fuses - Checking / Replacing

There are two fuses located in the control box. They are spring loaded in a barrel housing. To remove, push down and turn counter-clockwise to release. Remove cap to check or replace fuse. Re-insert cap and push down while turning clockwise to lock.

Fuse # 1
4 amp



Fuse # 2
6.3 amp

Addendum - Continued

Hard Wiring Instructions

The **Galaxy** stair can be operated by use of the remote control (provided), a hard-wired wall switch (optional) or both. This guide will help you set up your unit for wall switch operation.

The switch itself is purchased separately and is available at most hardware / home improvement stores or electrical supply houses.

It should be a low voltage, momentary contact, center OFF type. One offered by **Leviton, (Product # 56081-2)**, is available in both toggle style and Decora style as shown at right and works well in this application.

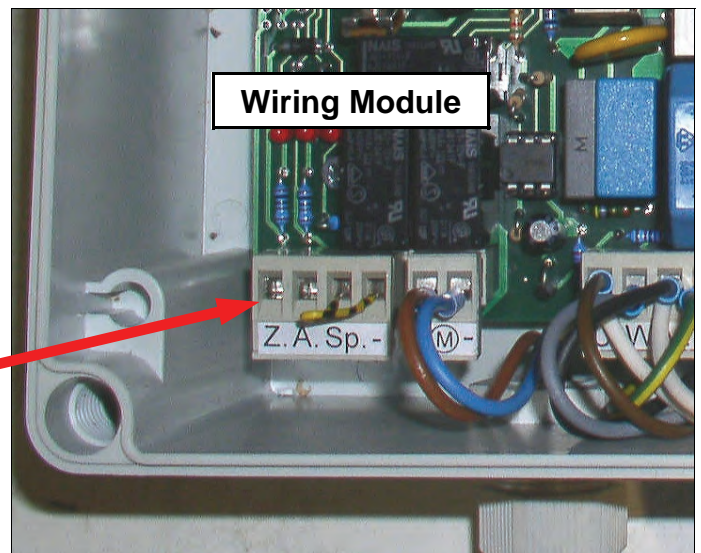


Step 1.

- Locate the position of the electrical box to house the switch on the wall. **The switch should be set at a height which will prevent children from reaching it.**
- Run three low voltage wires from electrical box to where stair control box is located in attic. It may be useful to use three different wire colors for easy identification.

Step 2.

- Unplug the control box in attic from the power outlet and remove cover.
- Remove wiring module from control box by grasping module and rocking slowly while pulling up to release it.



Addendum - Continued

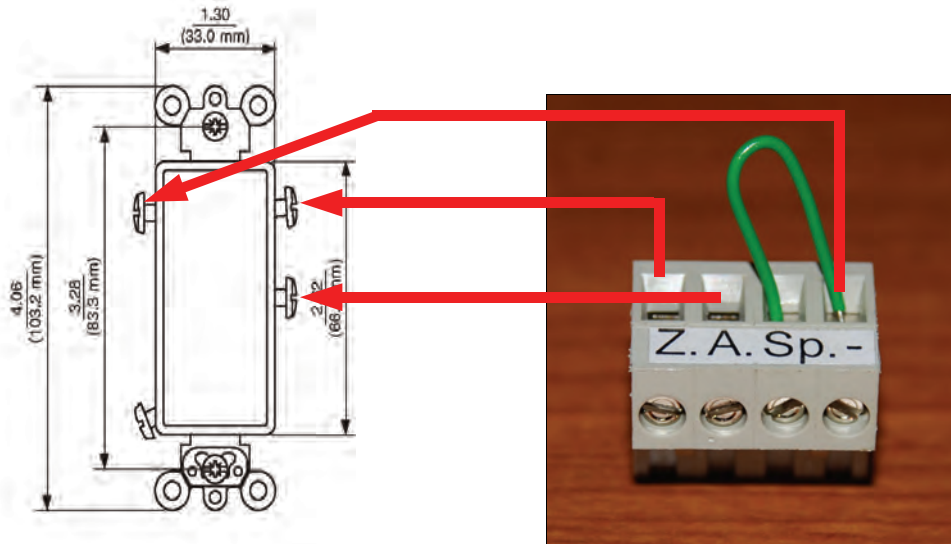
Hard Wiring Instructions

Step 3.

- After removing module, drill small access hole for wiring into control box. Drill from the outside so shavings don't enter.
- Thread wiring through hole before connecting to module.

Step 4.

Slot “-” is for power to the switch.
Slot “Z” is for **Up** (Close the stair)
Slot “A” is for **Down** (Open the stair)



- Loosen the three screws on front of module for slots shown above. Insert individual wires as shown and secure each by re-tightening screws. **Do not remove existing wire already in slot marked “-”.**
- Carefully press module back onto circuit board.
- **Note: It is advisable to fill hole around wires with clear rubber sealant to prevent insects, dirt or moisture from entering box.**

Step 5.

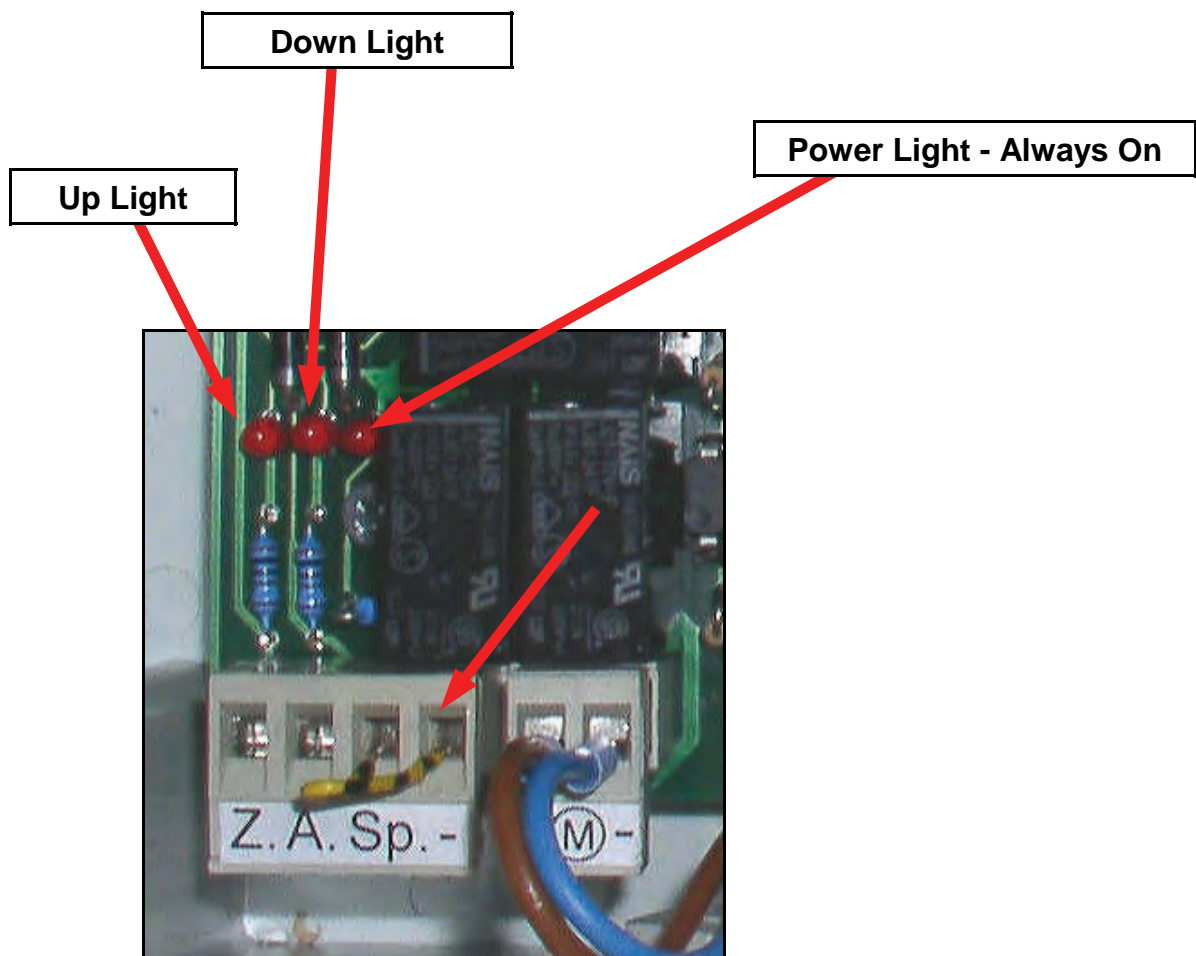
- Plug the control box back into the power outlet

Addendum - Continued

Hard Wiring Instructions

- The power light at the far right should be on.
- Test by having someone at the switch press the switch for both Up and Down. Corresponding light should go on when pressed, as shown below.
- If all is working properly, replace cover on control box. Your unit is now ready for use.

If you encounter any problems, contact Shelter Products LLC at 877-369-6996.



Addendum - Continued

Troubleshooting Guide

Condition	Check
- Door will not open or close.	- Check remote battery (battery is good if tip lights red when buttons pressed).
	- Check outlet where control unit is plugged in for power.
	- Open control box and check if power light is on. See page 14.
	- Check fuses. See Page 11.
	- Check whether up / down light indicators on circuit board light when remote buttons depressed. There will also be an audible click when depressed.
	- If you experienced a power outage at any time, reprogram remote. See Page 10. <i>Power surges can also damage electronic circuit boards. Using a surge protector is highly recommended.</i>
- Door will not open	- Open door and / or stair manually if closed. Press remote to open and check if door latch retracts automatically.
- Door opens but stair will not fully unfold. (starts and stops)	- WiFi signals may interfere with stair's remote control signals, causing interruption of stair operation (starts then stops). Try relocating control box or WiFi equipment. - Is there a metal roof on the building? Metal roofs create dead spots which can interfere with the remote's signal.
- While closing, door stops short of closing fully. (Does not go fully up into frame).	- Check that bolts holding extra treads together at bottom of stair are not over-tightened, as this will create resistance and stop motor.
- While closing, door goes fully up into frame but will not latch shut.	- Steel hangers may have been over-tightened during installation, slightly bowing steel trim and not allowing latch to enter slot. Lightly file down lower edge of slot to allow latch to engage. <i>Do not file too much as this will cause door to hang lower than trim.</i>
- For any other operating problems	- Call us at 877-369-6996 for further assistance

LIMITED WARRANTY

SP Partners, LLC warrants that the unit will be free from any defects in material and workmanship for one year from purchase date provided that the stair is installed in compliance with the preceding instructions and operated and maintained in accordance with these instructions and applicable warnings.

This warranty specifically excludes any and all non-defect damage, any and all damage, injuries and losses arising from improper installation of this product, unreasonable use to include exceeding the specified weight limitations, and any and all labor charges incurred for removing or reinstalling a repaired stair unit or any of its components.

During the warranty period stated, should the stair unit or any of its components exhibit a manufacturing defect please first call SP Partners, LLC at 877-369-6996 before dismantling the product in order to determine the extent of the defect and what course of action needs to be taken to correct the problem. A proof of purchase will be required in all cases.

ADDITIONAL EXCLUSIONS

SP Partners, LLC's above-stated express limited warranty is being made in lieu of all implied warranties of any kind, including those as provided by the Uniform Commercial Code for merchantability of the product and for fitness of the product for a particular purpose. All such implied warranties, including those of merchantability and/or fitness for a particular purpose, are excluded and disclaimed. Furthermore, all claims for consequential damages and for incidental damages that may arise from a breach of the above-mentioned express warranty are also excluded. In no event shall SP Partners, LLC be liable for any breach of warranty and/or for any negligence and/or for any strict liability which would exceed in damage amount the cost of the stair unit.

No representative or person is authorized to assume for SP Partners, LLC, any responsibility which would be either an alternative to or in addition to the express product warranty as stated above. This warranty gives you certain specific legal rights as were set forth above and any other rights that may vary from state to state. If any portion of this express warranty is deemed to be unenforceable at any time hereafter, any such provision shall be severed from this agreement, but all other terms, conditions and provisions shall remain in full force and effect.

SP Partners, LLC

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