

# QUIET GLIDE LADDER ASSEMBLY INSTRUCTION MANUAL

QG.200-300-500-700 Series Hardware

A wooden ladder with black glides is leaning against a modern kitchen island. The island has a dark wood countertop and a white base. Above the countertop, there is a built-in bookshelf and a wine rack. The bookshelf is filled with books, and the wine rack holds several bottles of wine. The ladder is made of light-colored wood and has black glides on its feet. The background shows a white wall and a potted plant on the floor.

**QUIET  
GLIDE**



# Genuine Quiet Glide Ladder Assembly

**Before you begin follow these steps to ensure optimal assembly and the longest lasting use of your ladder.**

Storage:

- Store the ladder in its original packaging in a humidity-controlled environment until ready to finish/assemble.
- Lay the stored ladder on a dry, level surface, preferably off the floor (do not lean against wall for any extended period, this can cause bowing/warping of the ladder).

Surface prep:

- After removing from shipping packaging, allow the ladder parts to acclimate to the temperature/humidity of the area where the ladder will be installed. Acclimation times vary by species and product, a guide is to acclimate the wood ladders for at least three days. The goal is to reach an equilibrium between the moisture content of the wood materials and the air where the product is being installed.
- Sand all wooden parts with a 220-grit sanding pad just prior to finishing. This opens the wood pores creating a more uniform and consistent finish on the ladder.
- Remove all dust from the ladder prior to finishing.
- It is highly recommended that a high-quality top-coat finish is applied to the raw, stained, or painted wood ladder to protect and preserve the beauty of the wood.

**Critical note: A flat, level surface is required. Use 18mm spacers under the ladder sides. (See Step 4 below)**

1. Lay out the parts to be assembled on the table (Figure 1)
2. Install the nut caps for the truss rods, use a rubber mallet if necessary (Fig 2)
3. Install the truss rods loosely into the nut caps using a 5mm Allen wrench, allowing room to slide the steps into the dados (detailed in Step 5). For ladders with top turned rungs, install by gluing the top turned rung in the side rails (Figure 3-4).
4. Slide 2 plywood spacers under the ladder side rails (Figure 5-6 below). (Only use 2 spacers for this operation, additional spacers can result in uneven side rails).



Figure 1

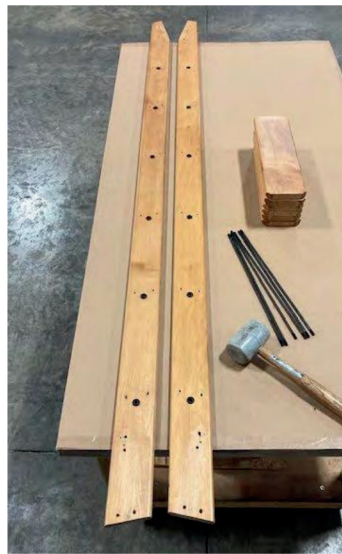


Figure 2



Figure 3



Figure 4



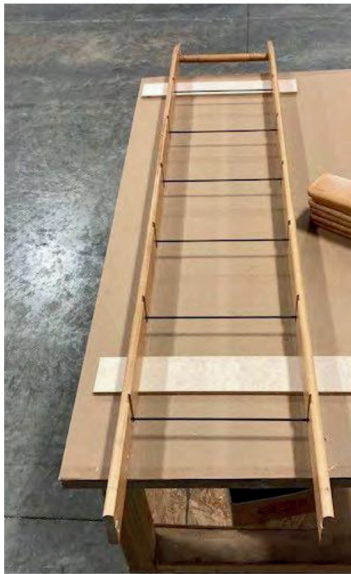


Figure 5



Figure 6

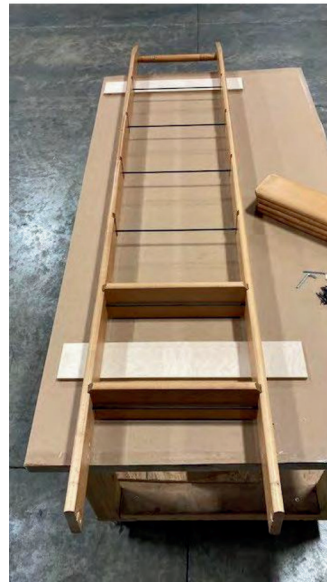


Figure 7



Figure 8

5. Slide the steps into the dados, verifying that the compound miter is lined up in the proper orientation with the dado. (Figure 7-8). Confirm that the ladder side rails are all lying flat in contact with the spacers and the bottom of the ladder side rails are even with each other and perpendicular to the sides.

6. Begin tightening the truss rods. (Do not tighten securely at this time, need to be able to adjust the height of the steps to align with the dados while fastening with the supplied screws).(Figure 9-10) Truss rods should be spaced evenly between the ladder side rails. The amount of exposed threads on the truss rods, as viewed on the inside, should be relatively even.

7. Align the compound miter of the step to the dado. Begin fastening, pushing the side rail down in tight contact with the plywood spacers (Figure 11). Completely fasten each step (both sides) before moving onto the next step. (Figure 12)



Figure 9



Figure 10



Figure 11

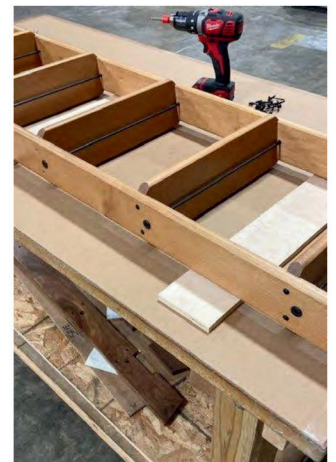


Figure 12



8. When all the steps have been installed, tighten the truss rods completely. (Figure 13)

If assembled properly, the ladder side rails will be in tight contact with the plywood spacers (all 4 contact points). There will also be a slight, even gap between the table and the edge of the steps. (Figure 14)

9. For ladders with top turned rungs, clamp the ladder side rails together and secure the top turned rung with a mechanical fastener. (Figure 15).

**Acceptable fasteners:**

- 18-gauge brad nail x 38mm long, or
- 38mm finish nail, need to predrill using a 1.5mm drill bit.



Figure 13

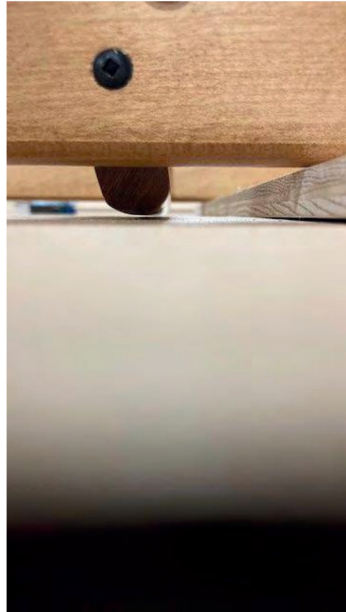


Figure 14



Figure 15

## Rolling Hardware Installation

### Upper Hardware Assembly

1. Align the Upper Hardware Assembly on the beveled portion of the ladder by measuring down 38mm from the tip of the ladder (Figure 16) (the top turned rung will be centered between the bolt holes on the side of the hardware)
2. Using a Vix bit or similar self-centering drill guide, drill a pilot hole into the edge of the ladder for the (2) #10 x ¾" flat-head, Phillips-drive screws. Secure each Upper Hardware Assembly to the top of the ladder (Figure 17-18)



Figure 16



Figure 17



Figure 18



3. Using a 6.5mm drill bit, drill the holes for the ¼-20 KD bolts on the sides of the ladder (Figure 19-21)

**Recommended procedure for this:**

- Using the holes in the top roller guide as a drill guide, drill a 6.5mm hole half way through the thickness of the ladder slide rail.
- Drill the same hole on the opposite side of the top roller guide, producing a 6.5mm through hole in the ladder side rail.
- Follow this same procedure for all 4 through holes and complete the assembly by securing the top roller guide with the supplied ¼-20 KD bolts and acorn nuts.



Figure 19



Figure 20



Figure 21

## Bottom Hardware Assembly

1. Place the bottom roller housing onto the bottom of the ladder using the “U” bracket portion of the housing. Verify that the bracket is flush with the bottom of the ladder. Because of the 12-degree angle of the bottom of the ladder this will align the housing diagonally across the ladder side rail.
2. Mark the location of the “U” bracket on the bottom of the ladder, approximately 38mm from the front edge of the ladder (Figure 22).
3. At the same time mark on the side of the ladder the location of the top mounting hole of the bottom roller housing. Measure these marks and transfer these measurements to the other ladder side rail so that the hardware will mount identically on both ladder side rails.
4. Using a 6.5mm drill bit, drill a through hole in the ladder side rail for the ¼-20 KD bolt (Figure 23)
5. Pre-drill the ladder side rail for the #10 x ¾” screw using a 3mm drill bit. This is critical step to help avoid splitting the wood, which can lead to failure of the ladder when weight is applied.
6. Install both the bottom roller guides using the included screws and KB bolts and acorn nuts.



Figure 22



Figure 23



## Bottom Wheel Locking Adjustment (Breaking Wheels only) (Figure 24-25)

The amount of weight needed to engage the breaking mechanism on the breaking bottom wheel assemblies is adjustable, the unit is preset for approximately 32kg.

1. Steps for adjustment (Use a 5.5mm Allen wrench for adjustments)
2. Locate the Allen drive screw in the bottom of the wheel housing (see blue box in Figure 24)
3. To decrease sensitivity (need more weight to engage breaking mechanism), turn screw clockwise.
4. To increase sensitivity (need less weight to engage breaking mechanism), turn screw counterclockwise. Be careful not to loosen too much to prevent the spring from falling out.



Figure 24



Figure 25

Congratulations on completing your Quiet Glide Ladder!

To learn how to attach your ladder to the Quiet Glide track system, see our **QUIET GLIDE ROLLING LADDER INSTALLATION GUIDE** on our website.

Please refer to our handy “Using Your Ladder” guide for correct usage and tips.