How to operate (folding)

LEFT HAND STACKING OUTWARD OPENING
**Important; Remove keys prior to folding open**

1. Starting from main swing panel, OPERATE lever handle then outward open MAIN SWING PANEL inline with adjacent center panel.
2. Release Bi-Fold handle(s) then PUSH center panel adjacent to end panel.
3. Fold all panels back against the wall for maximum opening.

STAGE 1 (INSIDE VIEW)
Swing door opens first
Fold fully back in-line

STAGE 2 (INSIDE VIEW)
Push to collapse out
Push from Roller side to control door

STAGE 3 (INSIDE VIEW) Fully open position

HOW TO CLOSE YOUR BI-FOLD DOOR
1. Hold panels 2 & 3 and walk in the direction of the track
2. The rollers are utilised giving a smooth closure to the bi-fold door
3. Close and secure the end swing panel.

LOCK BOTH LEVER HANDLE AND FLAT HANDLE
UTILISING THE D-HANDLE LOCATED ABOVE THE FLAT HANDLE WHEN CLOSING

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**How to operate (locking)**

**LEFT HAND STACKING OUTWARD OPENING**

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1. **To Open**
   - Use key, depress handle to dis-engage locks
2. **To Open**
   - Keep handle depressed
   - Push to outward open
3. **Lock(ing) position**
   - Lift handle slightly to engage locks, use key

**HOW TO OPERATE YOUR LEVER HANDLE**

**HOW TO OPERATE YOUR BI-FOLD HANDLE**

- Locked position
  - 180 Degrees Flat
- To Open
  - Lift handle up
- Turn handle anti-clockwise to disengage locks (45 Degrees) and pull to open

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Quick installation guide

1: THE BOTTOM TRACK is the most critical step. Ensure the track is fixed firm and level in both directions. For longer tracks you may require a laser level. Pre-drill the track 100mm from each end and then 500mm apart. The track port is positioned at the stacking side.

2: FIX THE 1ST JAMB is the one that the door is to stack open against. Ensure the jamb is fixed square on the track and level on both faces. This jamb must be firmly fixed to the wall to carry the weight of the door. Thermalite, breeze block or cavity fixed jamb must be firmly strapped to ensure no side to side or rocking movement.

3: TOP TRACK Position the top track on top of the jamb and position, place the other jamb under the top track to hold it in place. If practically possible, do not fix the top track at this stage.

4: FIX THE 2ND JAMB Ensure the second jamb is fixed square on the track and level on both faces. This jamb must be firmly fixed to the wall to carry the weight of the door. Thermalite, breeze block or cavity fixed jamb must be firmly strapped to ensure no side to side or rocking movement.

5: FIX THE TOP TRACK Ensure the top track is fixed firm and level in both directions. For longer tracks you may require a laser level. Pre-drill the track 100mm from each end and then 500mm apart. The track port is positioned at the stacking side.

6: SETTING THE ROLLERS Remove the top and bottom hinges from the connecting edge of the 2nd and 3rd (and 4th & 5th if applicable) panel and attach them to the rollers. Set the rollers by winding the bottom Allen bolt to 32mm for the bottom roller and 35mm for the top. The measurement is taken from the top of the black carrier to the underside of the T on the roller.

7: ROLLERS Insert all the rollers into the tracks. Ensure the hinge is positioned on the right side.

8: LOCATE FIRST PANEL Lift the first panel into position. We recommend that two persons lift the panels. For easy positioning, place timber on the floor so that the top of the timber is 10mm higher than the top of the bottom track. Lift the panel onto to timber. Locate the hinges and fix to the first jamb. Check the panel for parallel positioning and clearance with the tracks.

9: CYLINDER POSITION Insert the half cylinder with the keys in. Rotate the keys to position the cylinder accurately into the lock. Insert the fixing bolt and tighten. Be careful not to over tighten the fixing bolt. Mark, pre-drill and screw on the cylinder cover.

10: FIX HANDLE(S) Insert the shorter square bar into the lock. The bar should project no more than 5mm from the face of the panel. Mark, pre-drill and screw on the handle with the lever facing down.

11: FIX THE PANEL(S) Using the same method as the first panel, fix the second panel. Slide the top and bottom roller onto the panel, position and fix. Check the panel for parallel positioning and clearance with the tracks. Adjustment to the rollers may be required at this stage. Note: For 4, 5 and 6 panel door sets, repeat steps 8, 9, 10 and 11.

12: SWING DOOR Attach the swing panel.

13: LOCATE THE CYLINDER Insert the full cylinder with the keys in. Rotate the keys to position the cylinder accurately into the lock. Insert the fixing bolt and tighten. Be careful not to over tighten the fixing bolt. Mark, pre-drill and screw on the cylinder covers.

14: LOCATE THE HANDLE Insert the longer square bar into the lock. The bar should project no more than 5mm from the face of the panel. Mark, pre-drill and screw on the handle with the lever facing horizontally.

15: LOCATOR BOLTS Open the door and lock the swing panel into the track. Slide the door closed so that it is positioned 50mm from the closing jamb. Using masking tape, mark the position of the bolts. Mark, pre-drill and screw on the keeps in accordance to your bolt markings.

16: FIT COVERS Cut to size and clip in the fixing covers into the jambs.

17: SEAL THE DOORS Seal around frame & remove the protective tape.

18: DRIP CLIPS Clip the drip caps into the slots on the outside of the panels.
**Typical components**
Expolded view illustrating the typical components of a folding sliding door

**Top track fixing details**
Recommended top track fixing details

**Cill options**
These cill options are example details and apply to all systems. Our aluminium system has been used for the purpose of illustration.
**Adjusting a roller**

This roller assembly has three grub screws.

The grub screw on the hinge is to lock the hinge in position and maintains high security. Without it, the hinge is vulnerable to crime.

The grub screws on the roller carrier (green arrows) are to lock the roller into position after adjustment.

Adjust the roller by unlocking the grub screws (green arrows) and turn the allen bolt (blue arrow).

This moves the roller up and down.

Tighten the grub screws to secure the adjustment (green arrows).

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**Installing a pull handle**

**To install a pull handle.**

Remove the top and bottom cover caps from the middle hinge near the flat handle.

Place the pull handle over the hinge.

Tighten the grub bolts.

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**Toe & heeling glass**

The orange line indicates where the toe and heel packers are placed to allow the glass to lift the panels. The arrows indicate the brace direction. It is essential that the door glass is correctly toe and heeled as shown to ensure smooth operation of the doors when opening them.

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**Adjustable toe and heel device**

1. The locking panels on your Folding Sliding Doors are Pre-factory glazed & fitted with an adjustable toe and heel device.
2. In the top of each locking panel you will find a Pozi-Head screw bolt.
3. The doors panels will already be at their lowest point.
4. With the doors in the closed position, identify any panels that require lifting.
5. Open the doors so that you can get access to the adjustable toe and heel device at the top of the door panel.
6. Pack the doors underneath the door (between the floor and door panel).
7. Wind the screw head clockwise, this will cause the corner of the door to rise.
8. Re-close the doors and check that they run parallel and evenly to the top and bottom tracks.
9. If they do not, then repeat as necessary.
Resetting a disengaged shoot bolt

On very rare occasions the locking mechanism has become disengaged from the shoot bolt. This is usually caused by trying to force the lock when the door is not closed in line with the tracks.

1. Unscrew the screws on the shoot bolt and the first couple of screws on the lock. Then slide the cover plate up.

2. Underneath you will see the ‘teeth’ on the main part of the locking system; this should have a slight bend on it (if not, this can be bent slightly).

3. Replace the top screw on the shoot bolt.

4. Ensure the shoot bolt is fully retracted and the lock is in the unlocked position before re-engaging the lock teeth into the shoot bolt.

5. Replace all screws in the lock.

Condensation

CAUSES & CURES

Living Room
- Allow the room’s warmth to reach windows by positioning the curtains approximately 150mm from the glass.
- Where possible, avoid glazed or non-absorbent wall coating.
- Where flues have been blocked off, wall vents are most helpful.
- Vent holes below gas fires help to facilitate ventilation.
- Open windows for short periods each day to allow air change.

Bedroom
- The prime cause for condensation in the bedroom is not allowing for the night-time drop in outside temperature.
- Extend the central heating programme or other heating system accordingly.
- Ventilate by opening the windows at least once a day to allow air change.

Kitchen
- Close door ways into the remainder of the house and keep a window open.
- Extractor fans etc can help.
Cleaning

**Glass**
External grime should be removed with a solution of soap and water.
Any cleaner used should not be allowed to run down on any other surface.
Any household glass cleaner may be used with a soft cloth.

*NOTE: The glass used in most double glazed units, is easily scratched and it is therefore recommended that hand jewellery is removed prior to cleaning.*

**Panels & door frame**
Wash frames and panels with soap and water solution at least:-
Every three months in areas of heavy traffic, industry or located near the sea
Every six months in rural areas.
If required clean with a non-abrasive proprietary cleaner, suitable for either plastics, aluminium or timber, using a soft cloth. In the event of unusually heavy staining, advice should be sought from your supplier.

Any damage to the paint coating, such as scratches, chips or areas of abrasion, must be repaired immediately.

*NOTE: Avoid all solvent based or abrasive cleaners.
Take care not to disturb silicone pointing sealants.*

**Tracks**
Tracks must remain clean and clear at all times.
Dust and dirt can build up on the roller mechanism and foul the smooth running of the door.
The tracks can be cleaned using a long bristle paint brush and vacuumed with a thin nozzle attachment.

**Rollers**
Every 3 to 6 months, thoroughly clean and dry all upper and lower rollers and all hinges.
Liberally apply lubricant such as Teflon spray (no grease) on the wheels and bearings of the rollers.
Oil all hinges including the hinge pin with light weight lubricating oil or Teflon spray.

**Glass scratches**
If scratches occur, most can be removed with jewellers rouge available from your local glass supplier, or an equivalent rubbing compound. Alternatively, seek professional advice. Replacement of sealed units should be carried out by professionals in accordance with BS6262, the units complying with BS EN 1279.

**PVCu profiles**
PVCu requires no maintenance other than cleaning. In the event of damage, seek advice from your supplier. Periodically and where accessible, clear drainage holes which can be seen when you open the door.

**Gaskets**
If the gaskets are broken or damaged and draughts are felt around the unit, ensure prompt replacement by your supplier.
Use a light soapy solution and a non-abrasive cloth.
DO NOT USE solvent based cleaning products on the gaskets.
It is recommended that silicon spray is applied to the gaskets annually.

**Hardware fittings**
Every 3 to 6 months, thoroughly clean and dry all upper and lower rollers and all hinges.
Liberally apply lubricant such as Teflon spray (no grease) on the wheels and bearings of the rollers.
Oil all hinges including the hinge pin with light weight lubricating oil or Teflon spray, wipe away any excess with a non-abrasive cloth once you have finished.

**Handles**
There is no maintenance required for the door handles.

**Silicone seals**

*NOTE: Some discolouration of the silicone pointing sealant is natural occurrence and cannot be avoided.*

General Maintenance