



**HOMEOWNER  
BI-FOLD DOOR  
END USER INSTRUCTIONS**



# HOMEOWNER INSTRUCTIONS FOR BI-FOLD DOOR USAGE

## GUIDANCE FOR OPERATING YOUR DOORS

- Ensure the doors are always opened and closed in the correct sequence as per the instructions overleaf.
- If there is an internal key operated cylinder fitted on the intermediate doors, the key must NOT be left in situ as it will break the key and mark the profile.
- To ensure correct operation of the multi point latch lock, make certain that the handle is lifted upwards to engage the hook bolts before locking the cylinder.

## GENERAL MAINTENANCE ADVICE

Ensure all tracks, running channels and draining holes are kept clear of debris.

Regularly wash the profiles and gaskets with warm soapy water. For coastal locations this should be done on a more regular frequent basis.

## YEARLY MAINTENANCE

Clean the stainless steel track and rollers with a dry clean cloth

Apply lubrication oil to all hinges and rollers.

Addition regular maintenance may be required in the following situations;

- Doors fitted on business premises that have a higher volume of operation per annum.
- If the doors have not been operated for an extended period of time
- When doors are in extreme weather locations, for example coastal environments.

## OPERATION

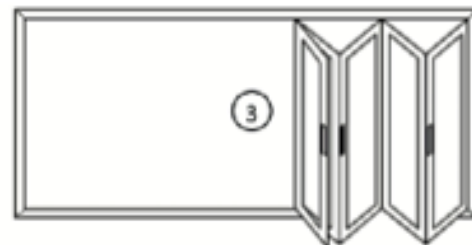
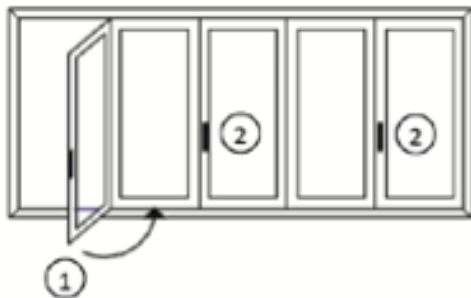
### OPENING AND CLOSING OPERATION FOR BI-FOLDING DOOR WITH SWING DOOR

#### TO OPEN DOORS

- Open the swing door and connect it to the panel catch located on the next door.
- Unlock the shoot bolt locks using the cylinder key if applicable.
- Turn the intermediate handle 90° to release the shoot bolt locks on all other door panels.
- Slide the folding door panels starting from the pair nearest to the swing door.

#### TO CLOSE DOORS

- Slide each pair of folding door panels back to align with frame
- Secure the door panels by locking with shoot bolt lock.
- Use the cylinder key to secure the shoot bolt lock if applicable.
- Close the swinging door last, ensure that all other panels have been locked in frame first.



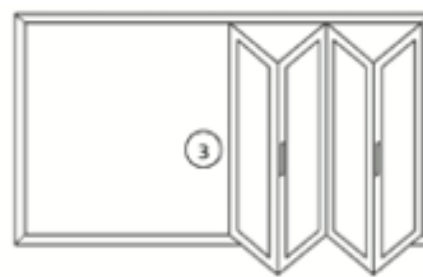
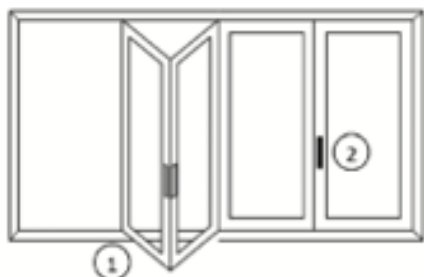
### OPENING AND CLOSING OPERATION FOR BI-FOLDING DOOR WITHOUT SWING DOOR

#### TO OPEN DOORS

- Unlock the shoot bolt locks using the cylinder key if applicable.
- Turn the intermediate handle 90° to release the shoot bolt locks on all other door panels.
- Slide each pair of folding panels away to one side.

#### TO CLOSE DOORS

- Slide each pair of folding door panels back to align with frame
- Secure the panels by locking with shoot bolt lock.
- Use the key to secure the shoot bolt lock if applicable.



**NOTE.** Use the D-handle located above the intermediate handle to assist pulling doors tight when operating shoot bolt lock.

**WARNING.** Do not leave the key inside the cylinder of the intermediate doors during sliding/folding operation as it can break the key or damage the profile surface finish.

## OPERATING MULTI POINT LOCK ON SWING DOOR

### TO LOCK THE DOOR

- Close the swing door, ensure that the door is latched properly.
- Turn the lever handle upwards to engage the lock hooks.
- Lock the door by turning the key cylinder twice.

## MAINTENANCE

### CLEANING MATERIALS

The following elements CAN be used:

- Warm water (with 2% of mild soap)
- Sponge
- Cleaning cloth
- Absorbent paper
- Steam cleaners
- Vacuum

**WARNING.** The following elements such as sharp tools (knives, trowels, etc.), steel wool or abrasive sponges, aggressive bath cleaners or solutions for lacquer must **NOT** be used, as they will cause permanent damage to surface area of the unit.

### CLEANING OF CONCEALED AREAS

Use a vacuum cleaner to clean the gaskets and chambers between the sashes and frames to remove dust and other foreign matter. Ensure running track, channels and draining holes are clear of debris. A soft brush can be also used for cleaning.

It is recommended to repeat this operation frequently as required

### CLEANING OF FRAMES AND GLASS

Mix 2% soap solution to warm water to clean the frame and glass.

With a soft sponge wash the frames and glass to both inner and outer sides. Afterwards, using a cleaning cloth remove the remaining water drops and soap stains. Finally, with a dry cloth complete the cleaning and dry the frame.

Steam cleaner can also be used instead of soap solution.

It is recommended to repeat this operation monthly for each window section.

## MAINTENANCE RECOMMENDATIONS

### • Yearly:

Lubricate the stainless steel track, bottom wheel sets and all hinges with silicone based spray lubricant directly applying onto the moving parts.

Check for loose or missing screws and re-tighten or replace as needed.

## KEY OBSERVATIONS

The maintenance for windows should be increased:

In areas close to highways, coastline or industrial areas.

In business premises with a higher volume of operation per annum. When the doors have not been operated for extended periods of time.

## FOR SERVICE ISSUES CONTACT DOOR INSTALLER

NAME:



TEL:

E: [hello@bespokedoubleglazing.co.uk](mailto:hello@bespokedoubleglazing.co.uk)

Please include any photos or short videos that show the issue you are contacting us about. Many thanks.

If you prefer to call, T: 01603 454677, working hours 0900-1700 Monday to Friday.