

Operating Manual

Side Folding Doors

May 2023

DESCRIPTION

Your door is manufactured and assembled using a series of curtain sections and posts. Each door is made to customer-specific dimensions and combinations of assemblies to ensure proper fit, operation, and functionality.

Doors can be single-stacked or bi-parting (stacked in 2 locations). Closing (securing) and opening (un-securing and stacking) use the same procedure.

Large doors may have bi-part posts that separate the door into multiple sections to facilitate operation. (Instructions for large doors with multiple sections are noted.)

OPERATING THE DOOR

All Side Folding doors are manual push/pull and require user assistance to extend or collapse the door in the closed (secured) or open (unsecured and stacked) position.

- Size, model, and layout will impact the amount of force required to operate the door.
- Doors with curved track may have increased resistance compared to a straight door. Depending on models and configurations, door sections may travel more freely in either the extended or stacked condition.
- Users should always push/pull the door at a slow walking pace while gripping the post handle at their highest comfortable reach or by using the pull strap when present.
- Large or heavy doors may require more than 1 person to operate.
- Always ensure that the door area is clear of trip or slip hazards.
- Do not operate products that are damaged or are not functioning correctly. Call the door installer or service provider for adjustment or repairs.
- If equipped with an egress door, the egress door must only be used in cases of emergency, and not as a regular access point.
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SECURING THE DOOR

1. Starting at the stack area, grip the first post assembly using the built-in handle or pull strap when present.
2. Pull the door along the track line until fully extended all while keeping the door perpendicular to the track.
3. For large doors with bi-part posts (Post 3, generally reserved for doors over 30ft) disengage the Post 3 hook bolt mechanism, freeing the section from the remainder of the door.
4. Pull the section to its desired location.
5. Repeat until all sections are in position.
6. Engage all locking posts.

STACKING DOOR

1. Unlock all locking posts and disengage all bi-part hook bolts (if applicable).
2. Push the closest door section using the built-in handle or Pull strap (if present) along the track line keeping the door perpendicular to the track until the section of door is in the stack area. Assist with proper folding of the door panels if needed.
3. For larger doors with bi-part posts (Post 3) and multiple sections, push the next door section using the built-in handle or Pull strap (if present) along the track line keeping the door perpendicular to the track until the section of door is in the stack area.
4. Engage the bi-part hook bolt (do not engage the drop rod) from the previous section and the current section.
5. Push into the stack area
6. Repeat for each section.
7. Repeat for bi-parting doors with multiple stacking areas.

LOCKING AND UNLOCKING

Hook Bolt Lead (Post 2)

Locking

1. Mate Hook Bolt lead post to the Wall Channel.
2. Turn the key or turn knob in the opposite direction of green arrow located above to engage the hook bolt.

Unlocking

1. Turn the key or turn knob in the direction of green arrow located above to disengage the hook bolt.

Bi-Part (Post 3)

Locking

1. Align the Bi-Part drop rod portion with the floor or counter receptacle.
2. Push down on the lock mechanism until the lock rod is engaged.
3. Mate the Bi-Part hook bolt portion to the Bi-Part drop rod portion.
4. Turn the key or turn knob in the opposite direction of green arrow located above to engage the hook bolt.

Unlocking

1. Turn the key or turn knob in the direction of green arrow located above to disengage the hook bolt.
2. Press the unlock mechanism to disengage the lock rod.

Intermediate (Post 5)

Locking

1. Align the Intermediate post with the floor or counter receptacle.
2. Push down on the lock mechanism until lock is engaged.

Unlocking

1. Turn the key or turn knob in the direction of green arrow located above to disengage the lock rod.

Top and Bottom Locking (Post 7)

Locking

1. Align the Top and Bottom post with the track receptacle (marked by arrow stickers at the top of the post and the track).
2. Push up on the upper lock mechanism until the top lock rod is engaged.
3. While maintaining pressure on the Upper Lock mechanism, align the Post with the Floor or counter receptacle.
4. Push down on the lower lock mechanism until the bottom lock rod is engaged.

Unlocking

1. Turn the key or turn knob in the direction of green arrow located above to disengage the upper and lower lock rods.

OPERATING THE EGRESS DOOR (OPTIONAL)

Open Double Leaf Egress

1. Open the egress door by turning the Thumb Turn or ADA Turn Knob to unlatch the bi-part post.
2. Push the doors in the direction of egress.

Reset Double Leaf Egress

1. Insert pin at top of male post through support plate.
2. Place female post over alignment plate and tight against male post.
3. Verify female post is resting on support angle at base of male post.
4. Hold posts together and turn thumb turn or ADA turn knob to lock.

Open Single Leaf Egress

1. Open the egress door by turning the Thumb Turn or ADA Turn Knob to unlatch the bi-part post.
2. Push the door in the direction of egress.

Reset Double Leaf Egress

1. Support the lead end of the open egress door off the floor using the handle.
2. Line up the alignment pin in the transom of the opening with the curved leading edge of the spring clip on the top of the egress door panel. Pull firmly to set the alignment pin behind the spring clip.
3. Mate the lead post of the egress door with the adjacent bi-part post.
4. Hold posts together and turn thumb turn or ADA turn knob to lock.

TROUBLESHOOTING

Problem	Solution
Post 5 and Post 7 - Bottom lock rod will not engage	Ensure the bottom lock rod throw is properly adjusted (refer to Side Folding Post Adjustment for details). Bottom lock rods are set from the factory for 1-1/4" [32mm] floor applications or 3/4" [19mm] for counter applications
	Top and Bottom (Post 7) – The top rod should be engaged and held up while pressing down on the bottom lock rod
	Verify that the key, thumb turn, or turn knob is returned to the neutral position before attempting to lock the post
	Ensure the post and curtain connection are properly mated and not over tightened
	Verify the Floor or counter socket for any obstructions
Top and Bottom (Post 7) - Top lock rod will not engage	Ensure the arrow stickers on the track and the post are aligned prior to engaging top lock
	Verify that the key, thumb turn, or turn knob is returned to the neutral position before attempting to lock the post
	Ensure the top lock rod throw is properly adjusted (refer to Side Folding Post Adjustment for details). Bottom lock rods are set from the factory to accommodate 1-1/2" [38mm] from top of door to bottom of track
	Make sure the post and curtain connection are properly mated and not over tightened
Door will not travel smoothly across track	Ensure the track all track joints are properly mated. Refer to installation instructions
	File the inside track wall ensuring there are no burrs in the aluminum. Refer to installation instructions
	Ensure all wheels are facing in the direction of the track
	Ensure there are no obstructions along the entire path and minimum width of the door. Refer to Approval drawing for specific clearances
Door rubbing on floor	The door is manufactured according to customer approved dimensions with 1-1/4" [32mm] bottom gap over floors and 3/4" [19mm] over counters Some models come equipped with adjustable height hardware, please refer to installation instructions for height adjustments
Lost keys	Contact a local locksmith to open/close the door and produce new keys. For doors with assigned SFIC cylinders, please contact your key control service provider