

Installation Guidelines

FOR PIVOT DOORS

Installer

- Read instructions completely before attempting installation. Failure to follow these guidelines will forfeit all warranties (written or implied). We will not be held responsible for any claims or damages resulting from installation.
- Always provide a copy of these instructions to the homeowner.
- Contact your architect or construction professional for installation into other building designs or construction methods.
- Structural support of the sill is required to support the entire sill width, and depth of the sill's interior edge, to the exterior nose of the sill extrusion. If the architect's details do not include this type of structural support, a structural support must be installed and flashed.
- Regional codes and environmental conditions may require installation that is different from these guidelines. It is your responsibility to ensure that local codes and ordinances are followed.

Warning

- ✓ **Work Safe!** Always wear proper eye and hearing protection when installing or adjusting units.
- ✓ **Properly!** To avoid personal injury, always follow manufacturers' instructions for safe operation of power tools.
- ✓ **Ladder Safety!** Working at elevated levels can be hazardous. Always use ladders and scaffolding properly. Consult manufacturers' guidelines for safe use of these types of equipment.

Important

- We reserve the right to change the information contained in these guidelines without notice.
- Maintain a minimum of 1/4" between the door frame and any trim, siding or masonry.
- Steel fasteners will corrode when used with ACQ pressure treated lumber. Use corrosion resistant fasteners (such as stainless steel) when installing doors in or around these types of materials.
- Doors must be properly flashed and sealed around the perimeter.

Handling and Storage

- Always carry door panels upright. Do not carry flat! Doing so could result in damage to the panels.
- Do not store units outside.

LEAD PAINT AND EXISTING DOOR DISPOSAL:

- A) Before any remodel or renovation, make sure to identify any potential lead paint issues and take necessary steps to reduce the risk of lead contamination.
- B) The U.S. Environmental Protection Agency (EPA) has issued a “Lead Renovation, Repair and Painting Rule (RRP)” for remodelers of older homes and buildings. This rule requires training and certification in lead-safe work practices for firms performing renovation, repair or painting on homes and child-occupied facilities built prior to 1978.
- C) For more information regarding procedures for dealing with lead paint, please visit EPA’s website at www.epa.gov/lead.
- D) When removing existing doors, make sure to wear appropriate personal protective equipment. Extra precautions should be taken to protect others and property within the vicinity and below the removal door and surrounding components.
- E) Consult with local waste authorities on the proper recycling or disposal of old door components.

ATTENTION! ARBITRATION AGREEMENT; JURY TRIAL WAIVER; CLASS ACTION

WAIVER. By purchasing, installing, or using this product, you agree to arbitrate any dispute you may have with Windsor relating to your Windsor products, and to waive your rights to a jury trial and to participate in class-action or class-arbitration proceedings, relating to any such disputes. For more details, and to learn how **YOU CAN OPT OUT OF THIS ARBITRATION AGREEMENT AND THESE WAIVERS**, please go to www.windsorwindows.com/support/Dispute-Resolution.

Overview of Pivot Doors

Pivot doors are a popular choice for entryways as well as patio and deck applications. Pivot doors are single or double configurations with a variety of handing options.

RECOMMENDED TOOLS (NOT SUPPLIED):

- Carpenter’s Level (Optional: Laser Level)
- Wrench or Ratchet
- Rubber Mallet
- Tape Measures
- Caulking Gun and Sealant
- Self-Leveling Epoxy
- Power Drill
- Impact Driver

INCLUDED PARTS:

- Installation Screws
- Ladder pull or swing handle
- Head Closer and Bottom Pivot

Part 1: Prepare the Opening

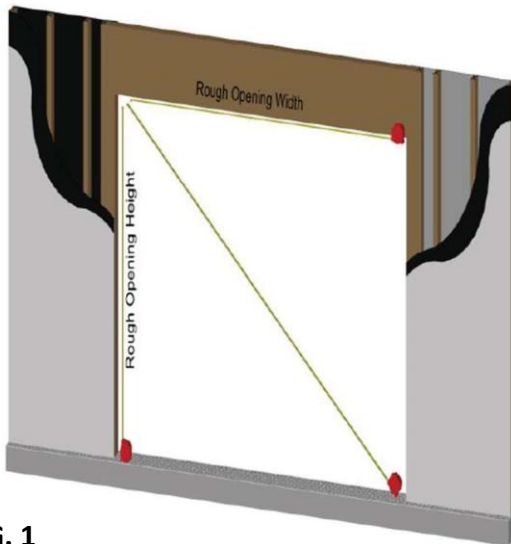


FIG. 1

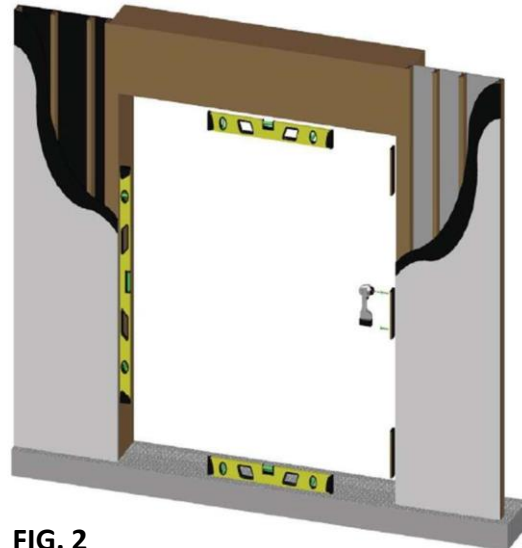


FIG. 2

1. Prior to checking the dimensions for the systems, ensure that the opening is square and plumb at the size stated on your order. **(Fig.1)**
2. Using a tape measure, check the height, width, and the dimension across the opening. The opening should be 1" larger than the assembled unit. **(Fig.1)**
3. Once you are sure that the frame fits properly in the opening, it is time to prepare the opening for the new system. If the opening needs to be shimmed, go ahead and apply the shims as necessary. There should still be at least 1/2" of clearance around the entire system. **(Fig.2)**
4. Check the entire opening to ensure that the opening is level and square. This is one of the most important steps and should not be skipped to ensure proper operation of the new system.

Note: Shimming & leveling the system properly is highly important, do not over or under shim.

Part 2: Frame Installation

1. Identify the exterior/interior side of the unit and the swing orientation of the door assembly. This will determine how the frame will be inserted into the opening.

(Fig.3)

2. Frames come pre-assembled with corners attached.
3. For units built without a threshold, remove the wood stud connecting the two frames. (Fig.4)
4. Position the frame into the opening and mark where your pivot hardware will be located for alignment purposes. Mark the anchoring screws as well. (Fig.5)



FIG. 3



FIG. 4



FIG. 5



FIG. 6

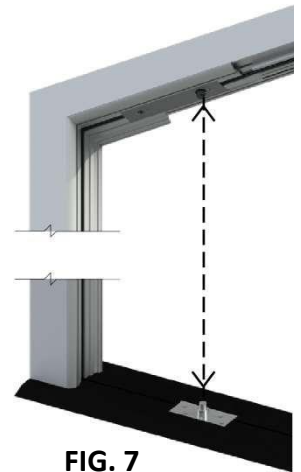


FIG. 7

5. Add a bead of silicone where the threshold will sit to seal any gaps.
6. Align the center of the bottom pivot pin to the top pivot pin. (Fig.7)
7. Insert the ball bearing into the bottom floor pivot cavity. (Fig.8)
8. Center the unit in the opening allowing equal shimming space on sides and head.
9. To secure the unit, insert shims into the gaps between the opening and the unit. Stack shims if necessary, creating a tight fit. When allowable, fit shims in between aluminum frame and substrate.



FIG. 8

10. Determine where installation screws will be located and drill 5/32" diameter holes through the aluminum frame. (Fig.8)
11. Using the 4" installation screws provided, fasten the unit into the opening through the drilled holes in the frame.
12. After the frame has been secured with fasteners, it is important to double-check the dimensions of the unit to make any final corrections if shimming is needed. Make sure the threshold, side frames, and header are all straight and level before proceeding to the next step.

Part 3: Panel Installation

1. Before installing the panel into the frame, pull-in the top pivot pin by rotating the slotted screw that is located by the pin. **(Fig.9)**
2. Remove #6-1" long Phillips flat head screws located on the top frame clip and on the top panel clip. Then, remove clips to avoid any damages to the clips during panel installation. **(Fig.9 & 10)**

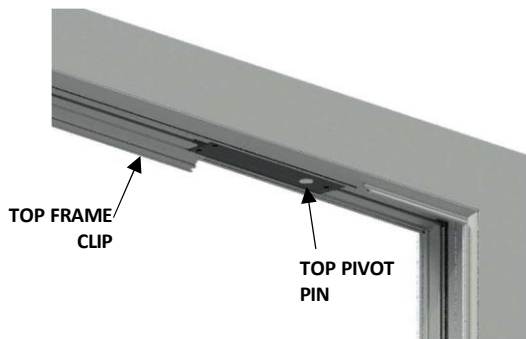


FIG. 9

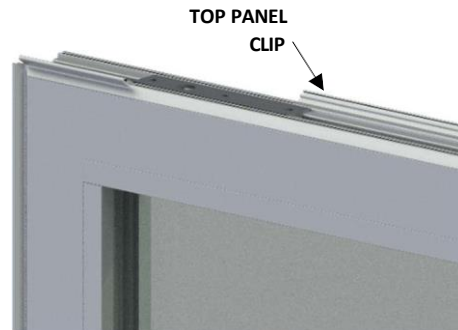


FIG. 10

3. Insert panel into opening perpendicular to the frame. Tilt and insert panel to the bottom pivot point first, then guide the top side to the top pivot pin and bring pin down by rotating the slotted screw. **(Fig.11 & 12)**



FIG. 11

4. Once panel is properly inserted and connected into the pivot hardware, check door operation and adjust if needed.
5. Continue to Part 4 to connect the top header closer.



FIG. 12

Part 4: Top Closer Pivot Installation

1. After installing the panel onto the top and bottom pivot pins, swing the panel open.
2. Loosen the 4mm hex socket head set screw located on the 'locking latch'. **(Fig.13)**
3. Move the latches towards the door and rotate the 'closer arm' to the adjustable latch. **(Fig.15)**

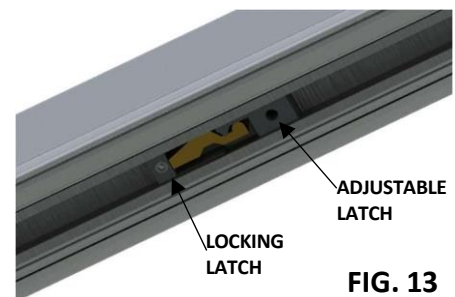


FIG. 13

- Screw the closer arm to the adjustable latch using a 4 mm Allen key and the M8-1.25 x 17mm long screw. Then, tighten the locking latch screw when the panel is at 90°. **(Fig.14 & 15)**
- Re-install frame clips and check door operation.

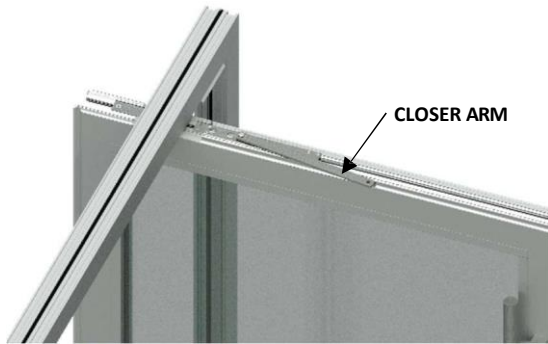


FIG. 14



FIG. 15

Part 5A: Mullered Sidelights

(Typical for large units)

- Remove glass from the unit if these were shipped with glass installed. This can be achieved by removing the glazing gasket following with the glazing stop.
- Prepare the two units that are going to be mullered together by adding a bead of silicone in between the two units. **(Fig.16)**
- Remove vertical glazing stops and locate installation screw holes. **(Fig.17 & 18)**
- Use #8- 1 ½" long round head screws to mull the units. **(Fig. 18)**

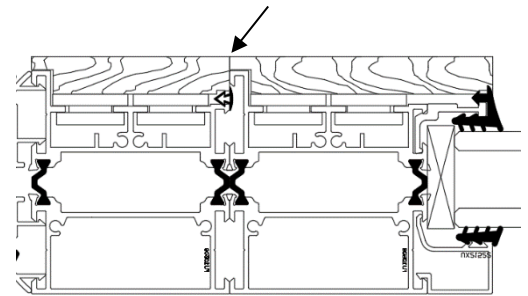


FIG. 16

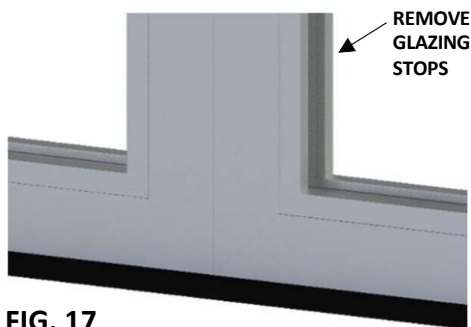


FIG. 17

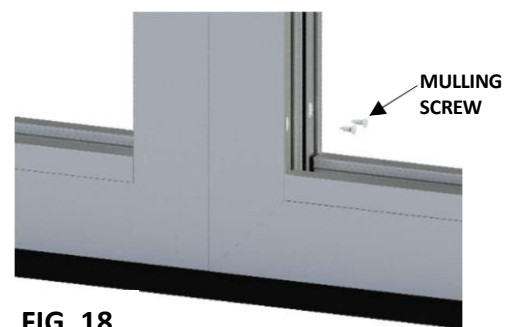


FIG. 18

- If the threshold was requested to be the total unit width, width of total mullered units, lay down units first and mull together.

6. Add a bead of silicone between the threshold and bottom frame surfaces to seal any gaps. Then, screw the threshold to the unit using #8-3/4" long pan head screws. **(Fig. 19)**



FIG. 19

7. Once mullled together, Using the 4" installation screws provided, fasten the unit into the opening.
8. Install glass and glazing stops back on the unit.
9. See part 3 for panel installation if mullled frame has a pivot panel.

Part 5B: Installing Fixed Sidelights with Plates (Typical for fixed units with SDL's)

1. If the fixed panel is equipped with installation plates, rotate the plate perpendicular to the frame. Adjust plate orientation if needed. **(Fig. 20)**
2. Install the remaining three #8-3/4" long pan head screws. **(Fig. 20)**

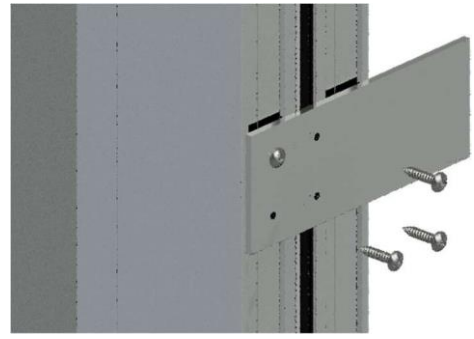


FIG. 20



FIG. 21

3. Position the frame into the opening.
4. Determine where installation screws will be located and drill a 5/32" pilot hole on the plate.
5. Using the 4" installation screws provided, fasten the unit into the opening using the holes on the plate. **(Fig. 21)**

Part 6: Adjusting Panel

1. Once the panel is supported and the unit is fastened, measure the distance between the threshold and the bottom panel clip. The distance should measure approximately $\frac{1}{4}$ ". The measurement on the top and sides should also measure approximately $\frac{1}{4}$ " from the edge of the clip to the panel OR 1" from the panel to the side frame. **(Fig.22)**
2. All Pivot doors are tested and pre-adjusted before shipping to the customer. However, small adjustments might be needed and can be done by adjusting the pivot point on the floor. Make sure that the unit is squared when the pivot door is installed.

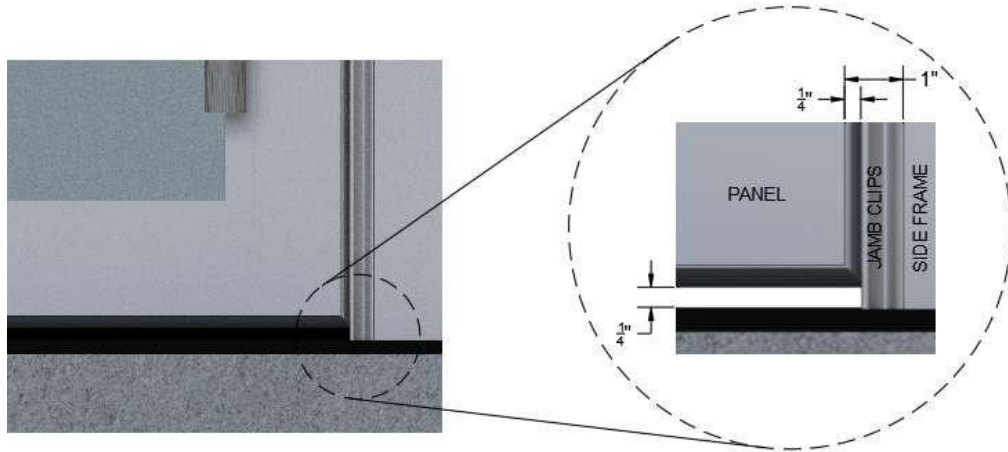


FIG. 22

Part 7: Completion and Adjustment

1. Make final adjustments to bottom pivot, top pivot, latch or damping closer speed.
2. Operate door unit to ensure proper operation. The panel will not operate correctly if the door is out of square, over-shimmed or over-insulated.
3. Completely seal around exterior perimeter between door frame and rough opening or wall exterior.
4. Remove all labels or shipping materials.
5. Doors are to remain closed and locked during construction to prevent site conditions from damaging and/or warping panels and frames.

Part 8: System Finishing

Once all the steps are completed and the new systems are installed, it is time to properly seal the system. We recommend that all finish work be completed by a General Contractor to fully seal and close the openings.

If you have any questions regarding your Windsor Windows, please contact Windsor Windows & Doors directly at 1-800-218-6186. Or you can visit us online at www.windsorwindows.com, where you will find helpful information as well as our Care and Use Guides, which will assist you in preserving your windows and patio doors. While you are at our site, you can also complete and submit the form on the Contact page, and one of our window specialists will promptly answer your question.

Care and Use

For information about the care and use of your Windsor products, please visit the www.windsorwindows.com/support, and click “Warranty, Care, & Installation,” where you find a link to our Care and Use Guide. Or contact your local independent Windsor distributor and ask for a copy of the Care and Use Guide, which contains information on finishing, cleaning,

what to look for during yearly inspections, general maintenance tips, sash/panel adjustment, sash/panel removal, screen removal and information on condensation. You should inspect your windows or doors annually.

Warranties

You can find a copy of our current Warranty at the website, under the “Support” tab. If you have Windsor products that are older, please contact Windsor at 1-800-218-6186, and we will provide a copy of the applicable warranty.