

# INSTALLATION INSTRUCTIONS FOR ACCORDION DOORS

## Pre Installation: Ceiling Guard and Track

1. Track and ceiling guard may be installed prior to receipt of accordion door, depending on your requirements.
2. Accurately measure the finished length of the opening, from the finished wall to finished wall.
3. Track and ceiling guard are supplied in standard eight (8') foot sections, plus the amount required to complete the finished door length. The last section will be pre-cut longer than required and will need to be field trimmed to length.

## INSTALLATION

1. Track may be installed separately or with the ceiling guard. IF ceiling guard is to be installed separately, measure length as in step 2 above. Punch or pre-drill holes where fasteners are to be attached. Fastener spacing should be no more than 24" apart.

**(NOTE:** If track is to be installed with ceiling guard, track joints should come together at different points than ceiling guard joints. Use either the trimmed length of ceiling guard with a standard length of track for the first section, or vice versa.

2. Attach only the first length of ceiling guard to the anchor end of the header, using 2" long x #8 screws provided. (Tip: If ceiling guard has a rolled edge with protective tape, remove the tape from the rolled edge only, before anchoring the ceiling guard to the header. Tape on the rolled edge (backside) of ceiling guard is very difficult to remove after installation).
3. If ceiling guard and track are being installed together, place one section of track inside a different length section of ceiling guard and mark position of pre-drilled track screw holes on the ceiling guard.
4. Punch or pre-drill ceiling guard to match track holes for fasteners.
5. Lift track inside ceiling guard to mounting position on header and attach with the 2" long x #8 screws (provided). Note: Joints where track sections meet, must be in alignment, deburred smooth and tight.

**(Tip:** It will be much easier to slide the track rollers onto the first section of track, if you anchor the track at one end (1/3 to 1/2 its length) and allow the other end to hang below the header. Rollers can then be pushed onto the track with the weight of the door resting vertically on the floor, no lifting is required).

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If the track is to be installed without a ceiling guard, attach one section as above, using the 2" long x #8 screws provided. (**Note:** Exposed installations, using any 3-way or 4-way floating posts will require you to trim the joining track approximately 5" short of the main run of the track centerline in order to allow sufficient space for the doors to pass. Place a screw stop in the track to prevent travel beyond the end.

## **UNPACKING THE DOOR**

1. **Carefully**, remove the door from its shipping container, still in its cardboard wrapping, and lay it on the clean floor, at right angle to the installed track, taking special care not to soil the door covers. The anchor post should face the side of the opening to which it will be fastened to. Wheels should face Away from the opening. (Note: Not necessary on doors with "movable Post" option since there is no anchor post end.
2. **Carefully**, remove packing straps and roll back the protective cardboard covering to expose the door. Leave cardboard underneath the door.

## **HANGING THE DOOR**

1. Carefully, lift the top (roller end) of the door to chest height and "walk" it up to vertical. If the door is over 10' in height be sure to have a person on each side for added safety during handling. There should also be an additional person on each side for every 10' of horizontal length. (Note: In the vertical position the door will settle somewhat on its bottom, so some lifting may be required to raise the rollers to the track level. [See section 5, under "Ceiling Guard and Track Installation, above]).
2. Feed the rollers onto the single section of track, being certain that no rollers are missed !
3. Slide the door toward the wall or attachment end of the track.
4. Attach remaining track section to header or ceiling guard. Be certain the track and ceiling guard joints are in alignment.

## **ATTACHMENT TO THE WALL**

1. After the door is hung, scribe a vertical line on both wall for attachment points, plumb with the track centerline.

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2. An aluminum, vinyl covered “U” channel is provided as a wall mount or anchor for the VL Series doors. The door latch end piece of channel has a felt lining. The channel for the anchor end does NOT have any felt lining.
3. Place channels against their respective walls and align the channel centerline with the vertical centerline scribed on the wall.
4. Anchor channels to the walls using the #8 by 2” long screws provided.
5. Insert the accordion door anchor post into the channel. Drill holes through both the anchor post and channel and secure using the #4 by 5/8” screws provided. (NOTE: The latch hook receiver has been pre-attached to the female jamb strip)
6. Place jamb strip inside the felt lined channel and anchor to the wall. Use the #6 by 1” screws provided.
7. For Mark X or Mark XX sight divider doors, anchor the female jamb strip against the latch end wall using the #6 by 1” screws provided.

## **LATCH RECEIVER**

The latch hook receiver can be adjusted vertically to fit the nose lost of the latch housing.

1. Loosen the set screws directly above and below the latch receiver loop
2. Slide the door leading edge up against the latch channel and align the loop with the mid point of the latch hook.
3. When in alignment, tighten the set screws.

## **SWEEP STRIPS**

There may, in some situations, be a variation in the floor to ceiling height along the length of the door. The door has to be fabricated to the shorter end of the variance range, and extendable sweep strips may have been added. IF this is the case;

1. Carefully trim the sweep strip, using a sharp knife or cutting blade, so that they gently contact the floor across the full width of the opening.

**We very much appreciate your business!!!**