

How To Install Your Bi-fold folding Doors

(Examples below are given for an average set of four doors. These instructions act as guidelines only. Each Installation varies according to how many doors are involved)

1. **Important:**

- Identify & familiarize yourself with all parts before starting. (Especially Hardware)
- Make sure you have at least one other person to assist you.
- Follow steps in order unless advised to skip ahead. This will avoid extra work later!

2. **Screw Frame together – Head (top), Sill (bottom) & 2 Jambs (sides)** **Head** (2.6" or 65ml thick) and **Sill** (1.4" or 35 ml thick) are both rebated for respective tracks. **Jambs** are cut to correct height.

3. **Fix Floor Track in Sill.**

4. **Place Pivot Hinges /Receptors in Floor Track** *(See Suggestion at bottom of page.)

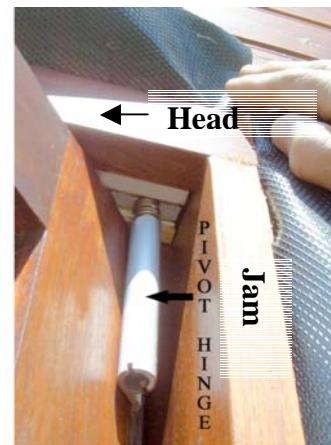


Photo: Pivot Hinge in top track

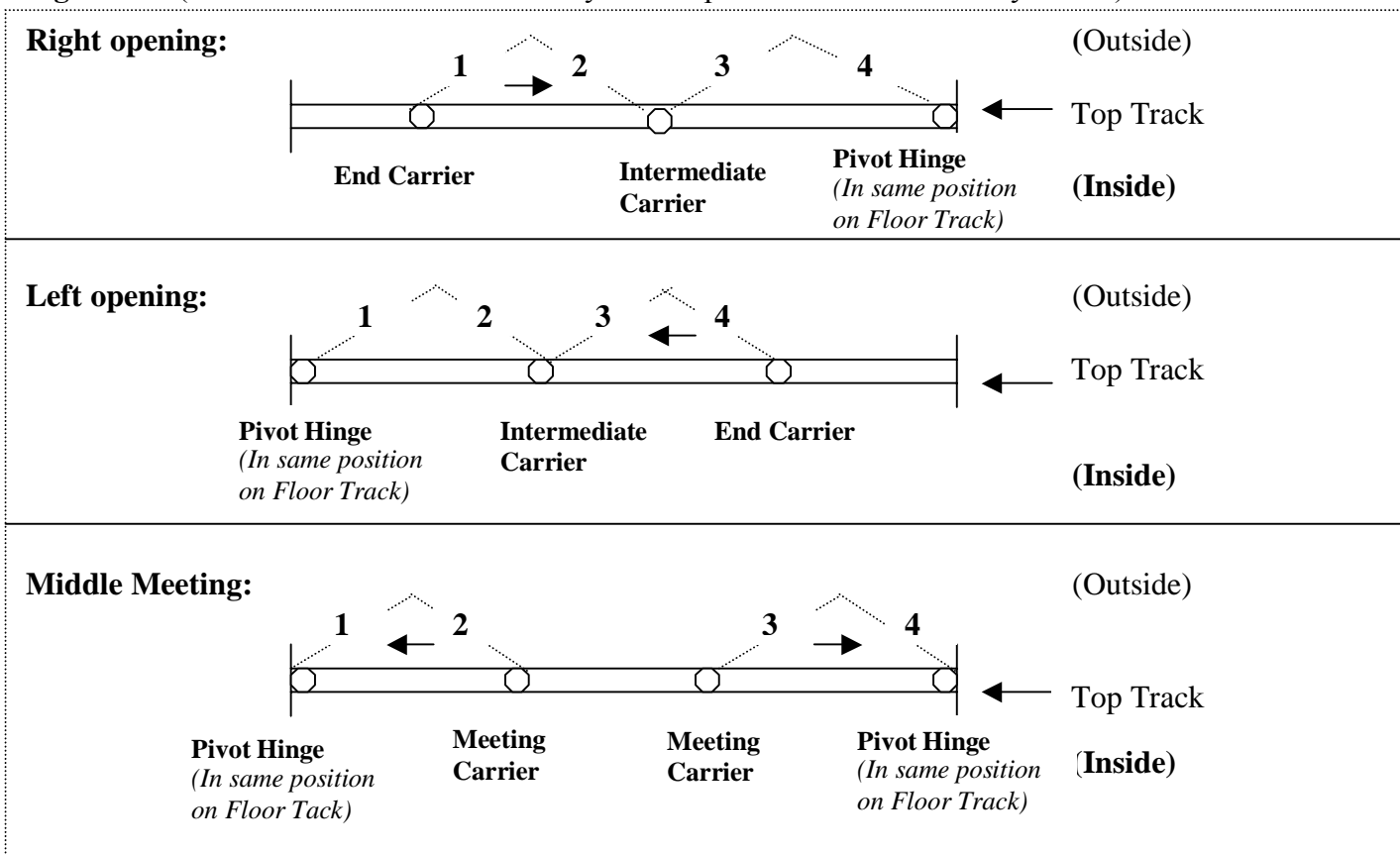
Pivot Hinges are placed as follows: (Viewed from Inside –See Diagram A)

- RIGHT OPENING -(Doors open from left and slides to right) Mount Pivot Hinge in **Floor** Track on Right Side.
- LEFT OPENING - (Doors open from right and slides to left) Mount pivot hinge in **Floor** Track on Left side.
- MEETING DOORS - (2 doors going each way.) Mount pivot hinges in **Floor** Track on Both Sides.

5. **Mount Pivot Hinge/Receptor & Carriers in Top Track.**

- Important!! ** Do this BEFORE you install the Track in Head **

Diagram A: (All doors are numbered. You may want to put doors in order before you start)

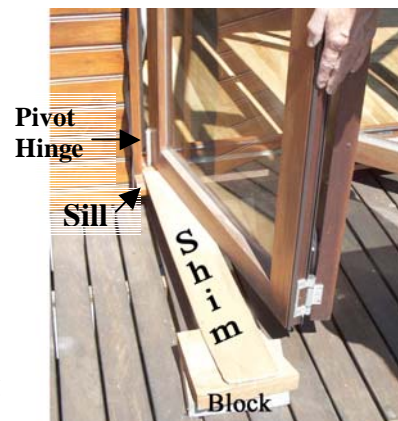


* **Suggestion:** Pivot Hinge – I separate the actual hinge from the receptor. First I Place the receptor in the track. I attach the hinge later when track is in place & I am ready to hang my first door. The hinge & receptor come together & are referred by the manufacturer as the "Pivot Hinge." I separate these because it's one less thing hanging in my way when putting tracks in place. It especially helps with the top track.

6. **Now install track in Head** (*With Pivot H/R & Carriers in place*)
7. **If you have removed the hinge from the pivot receptor you should put them back on at this point.**
8. **Making a Shim**

The shim will be used to regulate the clearance space for doors from sill.

- Cut a piece of wood (3/16" or 5mm thick) long & wide enough to support door
- Lay board on top of sill next to Pivot Hinge. Perpendicular to Sill.
- Support the other end of the board that is not on the sill with a **Block** of wood so board is level.



Example: Shim & Block
(Photo shows 2nd door already attached)

9. **Identify Doors.** All are marked on top 1,2,3,4 etc. Important! *******(Doors are numbered left to right starting with #1 as viewed from the **INSIDE** of building no matter which way they open.)******* (See Diagram A)
10. **Place First door on Shim & Fasten to Pivot Hinges.** (*Right opening is door #4. Left opening is door #1. If Middle Meeting you can start with either #1 or #4 - Refer to Diagram A*) Once you have correct door, line it up with pivot hinges & pre-drill holes. Then fasten door to pivot hinges making sure barrel of hinges face outside.

11. **Adjust Top & Bottom Pivot Hinge Screws so that the door sits level.**

12. **Pre-drill & Fasten "Hinge Set with Handle" on opposite side of door you just installed.** Check height of handle, as this will be what you use to open and close your doors. Be sure the handle & barrels of top & bottom hinges are facing **Inside** the door NOT Outside.



13. **Now fasten your second door to first door with the Handle Hinge Set you just put on.** (This will be door # 3 on Right Opening, Door # 2 on Left Opening, Door # 2 or # 3 depending on which side you started from on Middle Meeting)

14. **Pre-drill & Fasten Intermediate Carrier Set to this door making sure barrels of hinges are facing the outside.** -Or- fasten to Meeting Carrier Set if installing middle meeting Doors. Barrels facing out.

15. **Pre-drill & Fasten your third door to this door.** (This will be Door #2 on Right Opening, Door # 3 on Left Opening)

Note: If you are installing Middle Meeting Doors at this point repeat steps 10 - 14 on opposite side then go on to step 19

16. **Pre-drill & Fasten "Hinge Set with Handle" on the door you just installed.** Again, Make sure the handle and barrels of top & bottom hinges are facing **Inside** the door NOT Outside.

17. **Pre-drill & fasten your last door to this hinge.**

18. **Then Fasten last door to End Carrier Set.** Barrels of the hinges facing outside as on intermediate carriers.

19. **Adjust all doors as needed.**

20. **Fasten Drop Bolts Top & Bottom into cutouts.**

21. **Mark & Drill holes for Drop Bolt Throws in Head & Sill.** (Suggested drill size is 1/2" or 12ml)

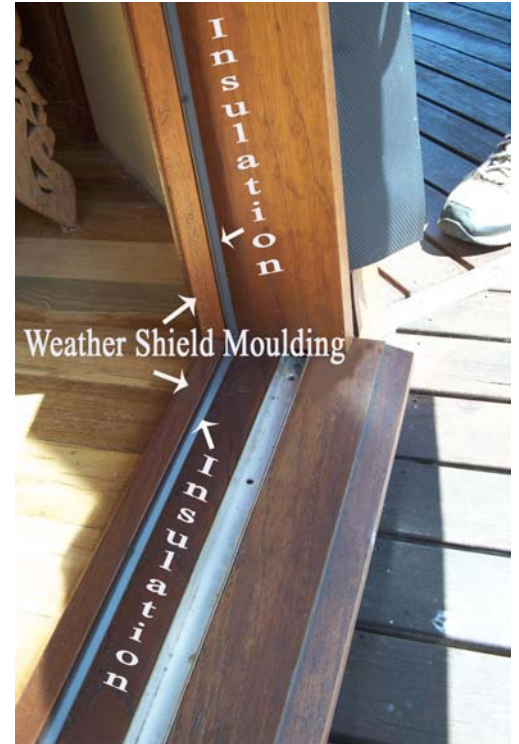
22. **Weather Proofing:**

- **Insulation comes in a roll. Cut & Place Insulation into all pre-cut grooves on edges of Doors.** These grooves are cut where doors meet. Make sure insulation is trimmed to size and is a good fit. When doors are closed the Insulation should create a tight fit with no gaps between doors.

23. **Insert Insulation into four pieces of *Weather Shield Molding.**

** Weather shield molding: These are the long strips of wood that are approx. 1 inch thick. They have a groove cut in them so you can insert insulation in. When doors are closed they press up against these pieces of Molding & Insulation to create a weatherproof seal.*

24. **Miter cut Molding & Insulation to fit tightly on inside of Head, Sill & Jambs to form a frame.** Close doors. Then pre-drill and nail or screw molding with insulation to Sill, Head & Jambs. Counter sink nails or screws and apply a small amount of wood putty for a clean finish. Molding & Insulation should form a tight fit against doors when they are closed. This acts as a weather barrier. (See Photo)



25. **Lastly, Fasten Metal Drop Bolt Keepers over holes for drop bolts... Enjoy your new doors!**

