



FINDOOR

THE DOOR REVOLUTION

Operation and Maintenance Manual,
Warranty, Maintenance Records, and
Installation Inspection Checklist for
Folding Doors

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Contents

1	Safety Information.....	2
1.1	Local Regulations	2
1.2	General Safety.....	2
1.3	Motorized doors	2
1.4	Door Installation.....	2
2	Operation Manual	3
2.1	General Guidelines	3
2.2	Manually Operated Doors with One or Two Panels on a Side.....	3
2.3	Other Manually Operated Doors	3
2.4	Electrically Operated Doors	4
3	Maintenance Manual.....	7
3.1	Every six months or 15,000 Cycles (whichever comes first).....	7
4	Warranty	8
4.1	Findoor Industrial Inc. Folding Doors	8
5	Maintenance Record.....	9
6	Certified Installation Checklist	12

Operation and Maintenance Manual

Findoor brand folding doors are expected to function without major repairs for one million cycles. However, regular maintenance is required to keep the doors operating smoothly and quietly.

Keep this manual near the door so the information is readily available for use by maintenance staff.

Before operating the door and before performing any maintenance or repairs on the door, be sure to become familiar with all the information in this document.

1 Safety Information

1.1 Local Regulations

Be sure to follow all occupational health and other codes applicable where the doors are installed. Nothing in this manual is intended to contravene jurisdictional compliance. Local, state or provincial, and federal requirements supersede the information provided by this document.

1.2 General Safety

- Become familiar with the contents of this manual before maintaining or operating the door
- Personal protective equipment (PPE) must, when applicable, be used during maintenance:
 - Hard hat
 - Gloves
 - Safety glasses
 - Hearing protection
 - Safety boots
- Welding, cutting, or grinding the door panels may release isocyanates
- Any sharp edges or borders on the doors must be eliminated prior to installation
- Handle long door panels or track sections carefully. Use at least two people to handle long or heavy door panels and track sections
- Pay attention to current weather conditions as panels can be moved by the wind
- For doors with electrical operators, disconnect and lock out the power supply to the controller before performing any maintenance work
- Prior to resuming use of the door after maintenance work, make sure that all safety features are in place and operating

1.3 Motorized doors

- Only an electrician, or a person specially trained to install door operators, is permitted to install, repair, or modify the door motors and controllers
- Before installing a door operator, make sure the door operates manually
- Reversing polarity during installation or maintenance can damage the control mechanisms. Pay attention to polarity, especially for temporary installations

1.4 Door Installation

Additional safety information is included in the door installation manual. Be sure to review the information in the *Installation Instructions for Folding Doors* before beginning door installation. Only trained installers are authorized to install Findoor folding doors.

2 Operation Manual

2.1 General Guidelines

- Do not hang from any part of the door as it is being opened or closed
- Do not hang anything from the door tracks
- Do not try to force the door open or closed. If unusual force is required to move the door, contact the installing dealer or Findoor Industrial Inc. (+1.866.338.8308)
- If you notice anything abnormal about the door's operation, contact Findoor Industrial Inc. maintenance at: 1-866-338-8308.

2.2 Manually Operated Doors with One or Two Panels on a Side

To open a standard four-panel door (or any door with one or two panels on one side):

1. Begin by pressing the release button near the center of the manual door latch handle.
 - Using the key to lock the door locks this release button so the handle cannot be released
2. Once the handle is released, pull the handle straight out from the door.
3. When the panels are about half open, allow the handle to return to its latched position
4. Continue opening the door by pushing on the leading edge of the door toward the jamb
5. For most inswing doors, be sure to fully open the door so the security catch latches. The security catch prevents the door from closing on its own and from being closed by wind
6. For most outswing doors, the security catch must be latched manually by lifting the rubber flap and slipping it over the hook on the adjacent panel

To close a standard four-panel door (or any door with two panels on one side):

1. Release the security catch
 - For most inswing doors, pull down on the cable to release the catch
 - For most outswing doors, lift the rubber flap off of the hook on the adjacent panel
2. Begin by either pulling the leading edge of the door or pushing the fold of the door toward the center of the opening
3. Once the door is more than halfway closed, press the release button near the center of the manual door latch handle
4. While holding the handle in the open position, push the door panels to the closed position
5. When the doors are closed, use the door latch handle to latch the doors closed

2.3 Other Manually Operated Doors

- Open and close each pair of panels (or each single panel for doors with an odd number of panels on one or both sides) in the same way as described above for doors with one or two panels on a side

- For doors with an odd number of panels on both sides, the “L” (or ‘Russian’) seal between the center panels determines which side must be opened first and closed last
- For three-, five, or seven-panel doors, open the side with the even number of panels first. Then open the side with the odd number of panels. If the door was specified to have the “L” (or ‘Russian’) seal at the split, the seal between the center panels determines which side must be opened first and closed last
- For doors with four panels on one side, all four panels may be opened at once, but the panels nearest to the center of the door must be unlatched before the panels near the door jamb

2.4 Electrically Operated Doors

- Operation of motorized doors depends on the installation. Refer to the operator documentation for details
- Generally, doors are supplied with an Open-Close-Stop switch and one or more remote controls
- For the Open-Close-Stop switch:
 - The open button commences opening regardless of the current state of the door
 - The close button commences closing regardless of the current state of the door
 - The stop button stops any motion of the door until another command is received
- In general, remote controls have four buttons and are able to operate four doors. Each button behaves as a separate remote for the door with which the button is associated
 - If the door is closed, pressing the button commences opening
 - If the door is open, pressing the button commences closing
 - If the door is closing, pressing the button reverses the door so it begins opening
 - If the door is opening, pressing the button stops the door
 - If the door is stopped, pressing the button moves the door in the opposite direction to the direction it was travelling when it was stopped
- If power is not available or the operator does not function, the door may be detached from motorized mode by pulling the cable connected to the motor. While the cable is pulled, the door can be operated manually
 - If possible, after operating the door manually, disconnect power from the controller for a few seconds
- When power is applied to the controller, the operator begins in training mode. No special action is required, but the controller assumes the door is in the closed position and only the open function is available, regardless of the actual position of the door. Until the operator has retrained itself, doors will move at reduced speed
- For more information about the controller, refer to the manufacturer’s website. The controller manufacturer and model number are printed on the label on the side of the controller cabinet

- To associate a remote with the controller (Entrematic branded controllers)
 - Open the controller cover by backing out the four Phillips head screws holding the cover sealed to the controller cabinet
 - You will see a red LED display and four buttons below the display. The buttons are
 - Up or Previous
 - Down or Next
 - Enter
 - Exit
 - Press the Enter button once to initiate programming. Wait for the initiation to complete and for the display to show “AT”
 - Press the Down button three times to change the display to “RO”
 - Press the Enter button once and the display will show “SR”
 - Press the Enter button again and the display will flash “SR”
 - While the display is flashing “SR”, press the remote button to associate the button with the controller
 - The display will flash “OK” to indicate the button is associated with the controller and will go back to flashing “SR”. While the “SR” is flashing, another remote button can be associated with the controller
 - When all desired remotes are added, press the Exit button three times to return to the normal display
 - Close the cover and turn in the four screws holding the cover to the cabinet
- To associate a remote with the controller (Findoor branded controllers)
 - Inside the control panel, on the radio receiver, press and hold the receiver’s **LEARN** button until the LED flashes (approximately 2 seconds) (frequency of 1 second ON / 1 second OFF)
 - Hold any button on the transmitter until the LED on the radio receiver’s LED stops flashing
 - To erase all remotes from the operator memory, press and hold the receiver’s **LEARN** button until the LED flashes (approximately 10 seconds) (frequency of $\frac{1}{3}$ second ON / $\frac{1}{3}$ second OFF)

3 Maintenance Manual

Indoor folding doors require minimal maintenance. Doors should be inspected regularly to detect deviations. Regular maintenance and prompt corrective action will extend the useful life of the door almost indefinitely. Properly adjusted doors are good thermal insulators and easy to operate.

3.1 Every six months or 15,000 Cycles (whichever comes first)

- Inspect, clean as needed, and lubricate hinges, tracks and suspension hardware
- Inspect the weather-stripping:
 - Verify all rubber is firmly attached
 - Remove any accumulations of loose dirt
 - Look for gaps between the weatherstripping and the wall or threshold. Gaps result from changes in the building frame or settling of the floor. Refer to the installation manual, *Installation Instructions for Folding Doors* for information on adjusting the doors to close the gaps
- For power operated doors
 - Test all safety systems and correct any issues discovered
 - Inspect all mechanical connections to ensure the motors, arms, and slide angles are firmly attached and have not begun to loosen. Tighten if required
 - Inspect wiring to verify there is no chafing or snagging and the wiring is still firmly attached to the walls and door panels. Correct any deficiencies
- For more information about the controller, refer to the manufacturer's website. The controller manufacturer and model number is printed on the label on the side of the controller cabinet

4 Warranty

4.1 Findoor Industrial Inc. Folding Doors

- Findoor Guarantees doors are free from any manufacturing defects for 2 years from date of delivery to Findoor Dealer
- Panel powder coating is warranted for 25 years
- Panels are warranted against delamination for 10 years
- All warranties are contingent on door installation and operation according to Findoor operation, maintenance, and installation instructions
- For warranty service or for assistance with maintenance, please call 1-866-338-8308 or send email to info@findoor.ca

5 Maintenance Record

Date	Action Performed	Verify
		<input type="checkbox"/> Safety <input type="checkbox"/> Hardware <input type="checkbox"/> Seals <input type="checkbox"/> Operation
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6 Certified Installation Checklist

Findoor Industrial Inc 461075, AB-771 Westerose, AB T0C 2V0 1-866-338-8308		Door Serial Number:	
		Inspection Date:	
		Installation Location:	
	Inspection Step	Results	Comments
1	Door installed with no safety issues and no observations for improved installation safety or efficiency		
	No manufacturing deficiencies and no shipping damage (all components included and without defect)		
2.1	Framing around the opening suitable as a sealing surface and as the mounting area for hinges and rails.		
	Opening is within tolerance for size and square		
2.2	Door centered over opening (or off-centered as designed)		
	Distance from threshold to bottom of aluminum profile on bottom of door		
2.3	Door halves are parallel (center seal widths at both top and bottom of door)		
	Alignment of door halves (variation of height of bottom profiles)		
4.4	Door seals are tight all around the door (walls, header, threshold, bottom jamb corners, top center)		
	Door opens and closes smoothly and quietly		
4.4.3	Verify the thrust bearings are installed on the top and bottom wall hinges		
<input type="checkbox"/>	Verify wind latches catch as designed, are accessible, and release easily		
For Doors with Operators			
6.2	Wiring connected safely and cables adequately secured		
	Door safety devices tested individually and functioning as expected		
6.2.5	Motor manual release connected, and door opens manually without difficulty		
<input type="checkbox"/>	Verify door operation from the controller, from the manual switch(es), and from the remote(s)		
4.8.4	Verify the controller configuration matches the customer choices		
<input type="checkbox"/>			