



Operational & Maintenance Manual

Products:

Installation Site

Contractor

Architect

Distributor



Dear Customer:

Thank you for choosing [redacted] as your custom door installation specialist.

The Operation and Maintenance Manual, which is enclosed, has been supplied by Overhead Door Corporation to meet your needs as our customer. Appropriate information for the products installed has been compiled in this manual for your use. We recommend compliance with all of the safety information provided within the manual.

We strongly recommend implementing a preventative maintenance program. Benefits of properly maintaining your door system include:

- Increased operational efficiency and reliability.
- Extended useful life of your equipment.
- Increased probability of dependable equipment performance.
- Elimination of non-budgeted maintenance cost for door service.

As an Overhead Door distributor, we offer you complete product support for your service and maintenance needs. Do not hesitate to call us for assistance.

We hope that you will also continue to consider [redacted] for your future product and installation needs. We are firmly committed to providing the finest in Overhead Door products, accessories, and a level of customer support unmatched in the industry.

Sincerely,



Operation & Maintenance Manual

G]XY! : c`X]b['Grilles

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Section 1	General Information
Section 2	Preventive Maintenance
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GENERAL INFORMATION



OVERHEAD DOOR CORPORATION

Overhead Door Corporation, based in Dallas, Texas, is a leading single-source manufacturer of integrated door and operator systems for commercial and residential applications.

Overhead Door is the door solutions provider that delivers expert service and the highest level of performance and reliability. Our comprehensive product line encompasses a wide variety of commercial door solutions including: commercial operators, commercial sectional and rolling service doors, advanced performance rolling doors, and security grilles.

With our nationwide network of more than 400 authorized distributors, we are a leading provider of overhead and garage door systems, and we continue to lead the way with reliable solutions and unmatched professional installation, service and support that keeps customers coming back. The brand trusted for over 90 years, Overhead Door gives home and business owners confidence and peace of mind.



To locate a distributor:

From the United States, call 1-800-929-3667 (DOOR)

International: 1-717-248-0131

<http://www.overheaddoor.com/Pages/distributor-locator.aspx>

Contact Information:

Overhead Door Corporation
2501 S. State Hwy. 121, Suite 200
Lewisville, TX 75067

Telephone: 1-800-275-3290

www.overheaddoor.com



PREVENTATIVE MAINTENANCE



BENEFITS OF PREVENTATIVE MAINTENANCE PROGRAM

- **Increase operational efficiency, safety and reliability**
- **Extend useful life of your equipment**
- **Reduce probability of equipment malfunctioning**
- **Decrease costly downtime**
- **Decrease long-term repair expense**
- **Priority scheduling for service**
- **Establish relationship with experienced, service-oriented professionals**



INSTALLATION INSTRUCTIONS

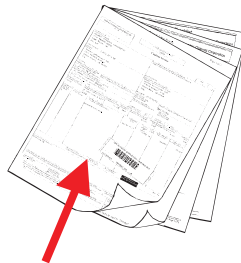
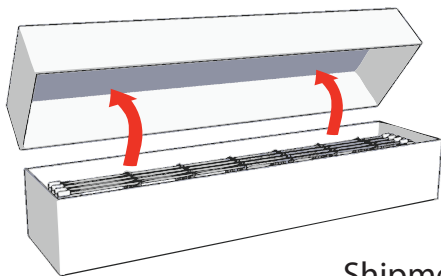
Side Folding Installation Guide

1

SITE CHECK

START

Box #1



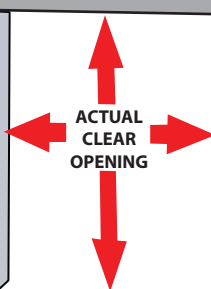
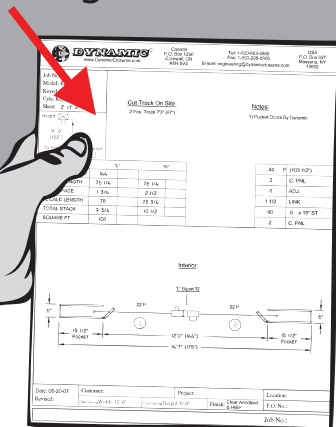
Shipment Information Papers can be found in the hardware bag.

HEADER



Check Header and Pocket for proper support.

Drawing.



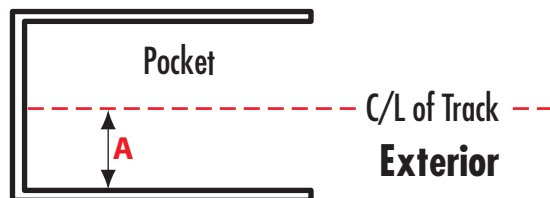
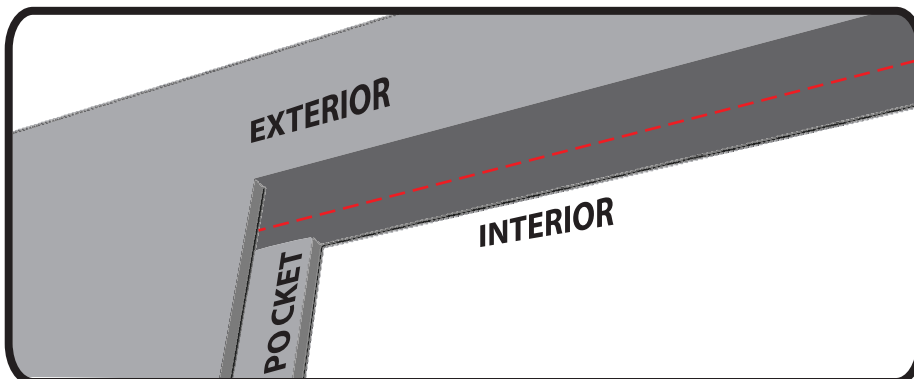
IMPORTANT: Verify opening and pocket by comparing the actual clear opening with the drawing.

Check Pocket Floor for level surface.

2

TRACK INSTALLATION

Chalkline header on center of track or 11/16" off center of track.



A

SLIM LINE: 2 1/2 in.

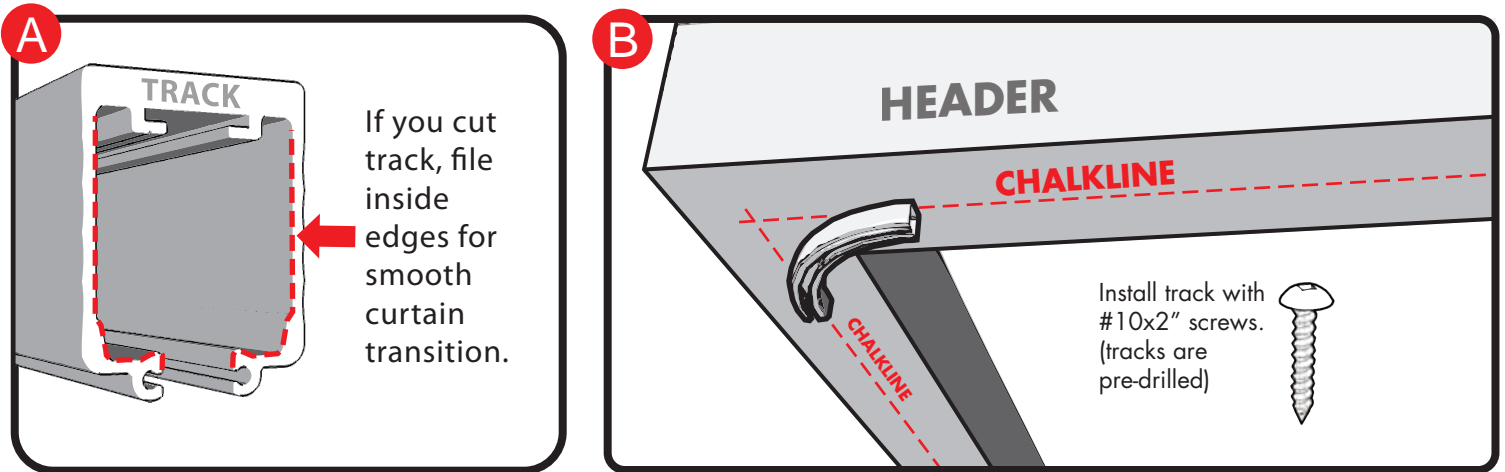
STANDARD: 4" in.

WIDE BODY: 6 1/2 in.

NOTE: Curves are installed first for best alignment. If you have no curves to install skip to step #4.

3

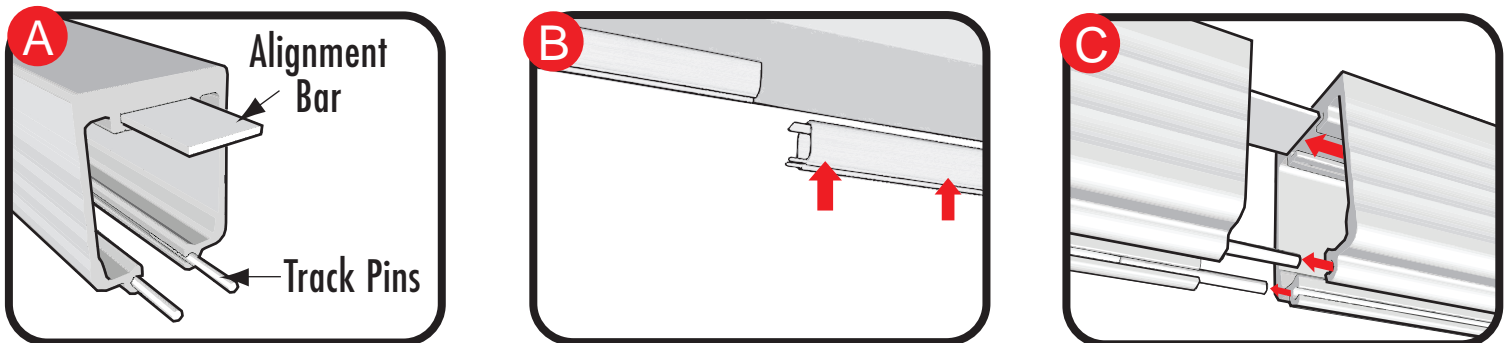
CURVED TRACK INSTALLATION



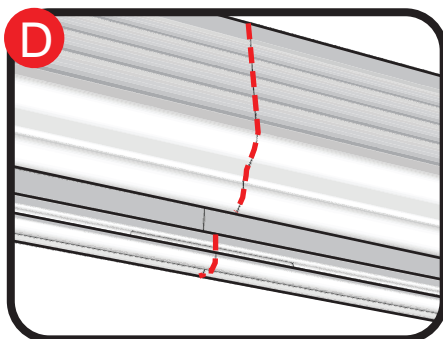
4

STRAIGHT TRACK INSTALLATION

IMPORTANT: Leave one section of track unstalled to load curtain sections.



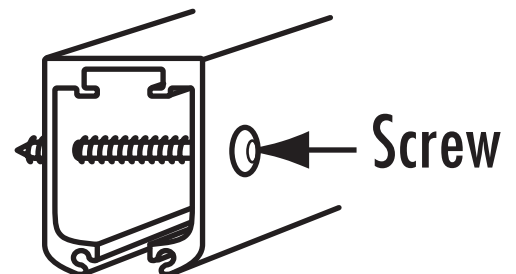
Connect together with track pins and alignment bar.



Seams must be "hairline" tight.

Close off end of track if not against wall because curtain could fall out.

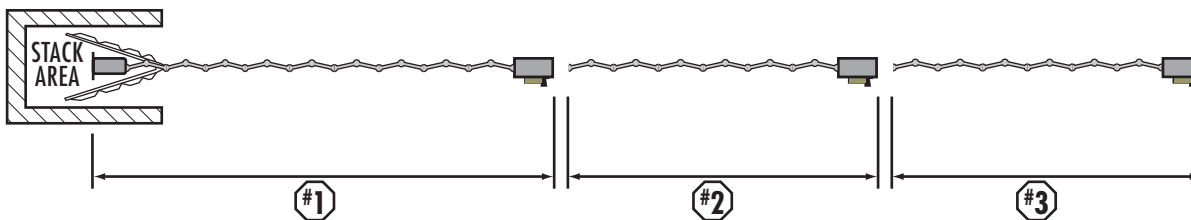
HINT: Put screw through end of track so trolleys will not fall out.



5

CURTAIN SECTION PLACEMENT

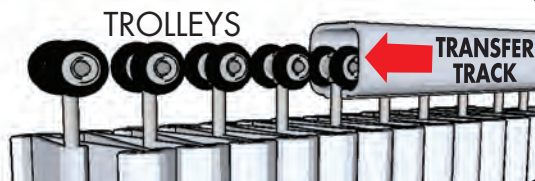
NOTE: Reference drawing for correct order to hang sections.



Section #1 is always closest to pocket or stack area.

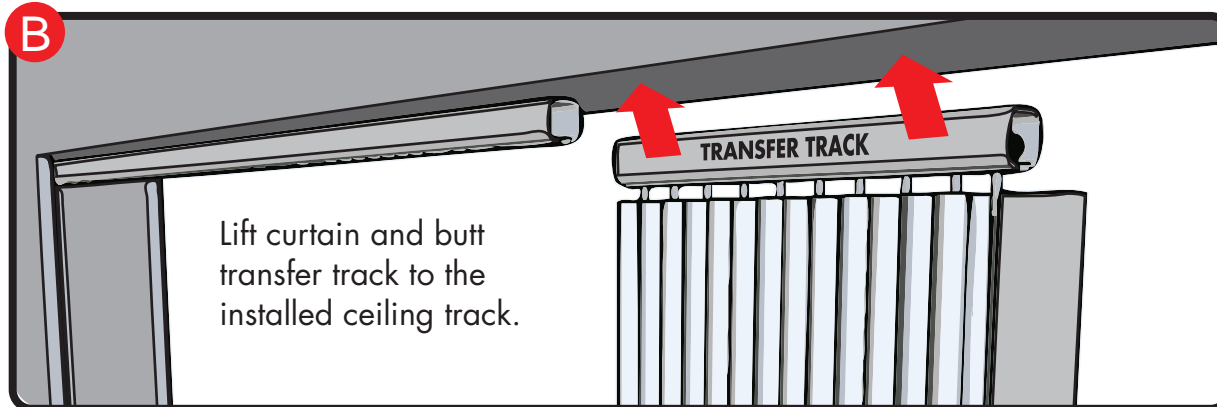
A

Keep trolleys straight, glide transfer track onto the trolleys to assist hanging of section.



B

Lift curtain and butt transfer track to the installed ceiling track.

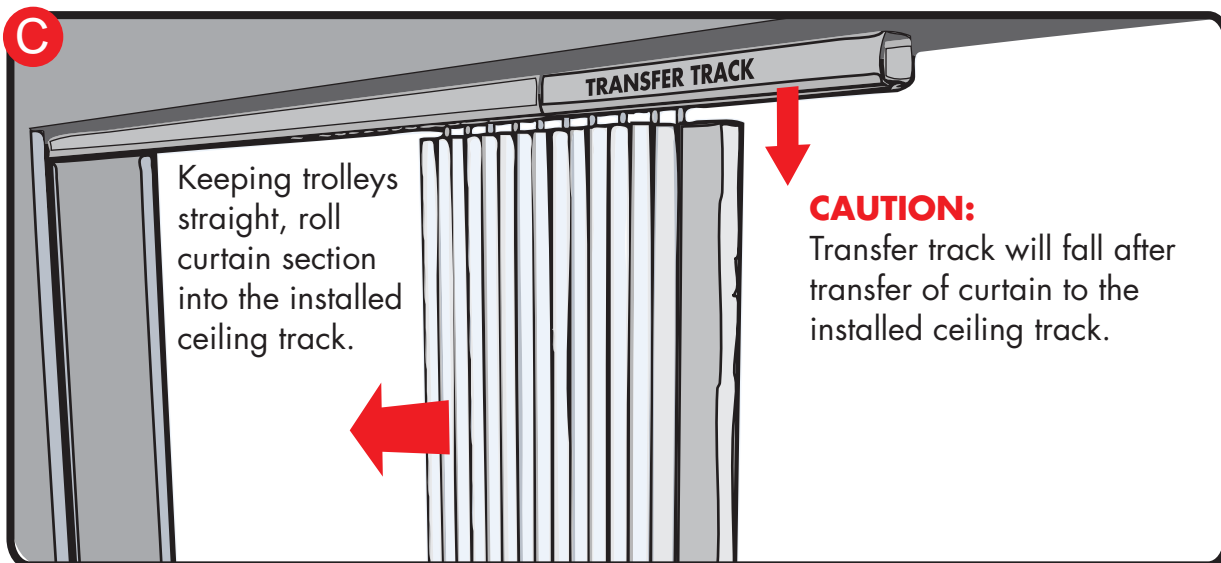


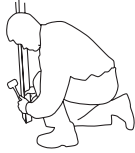
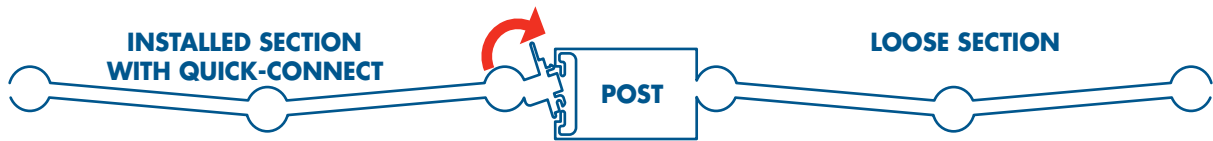
C

Keeping trolleys straight, roll curtain section into the installed ceiling track.

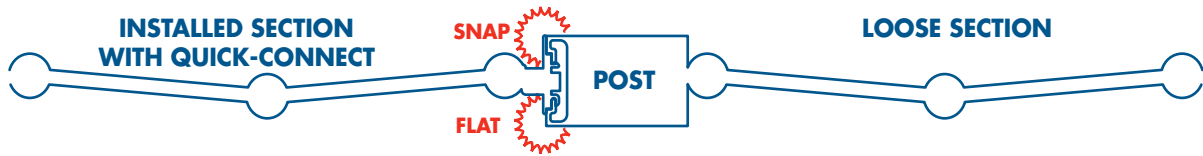
CAUTION:

Transfer track will fall after transfer of curtain to the installed ceiling track.

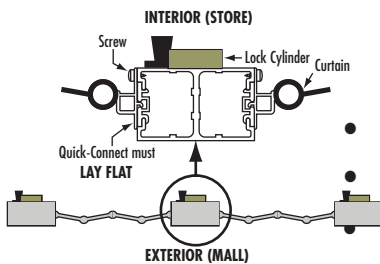




- Rotate Quik-Connect and snap into post.
- Tap into place using a rubber mallet starting at bottom.

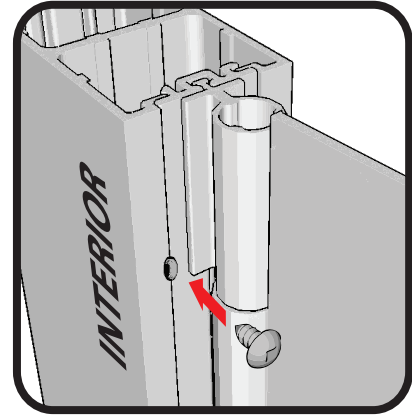
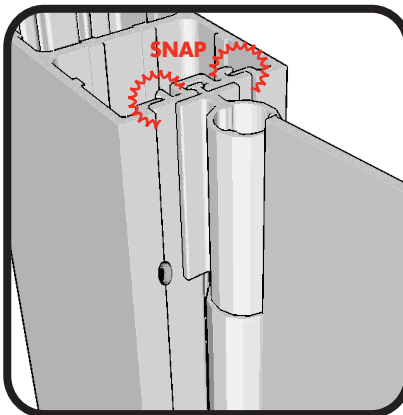
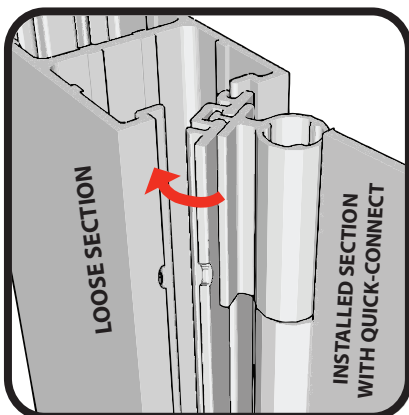


- Be sure Quik-Connect **LAYS FLAT** on post.



CAUTION: Use only Quick-Connect Screws supplied. 

Look for predrilled holes on Quick-Connect.
Quik-Connect screws must be on Interior side.
Adjust to line up holes for Quik-Connect Screws.



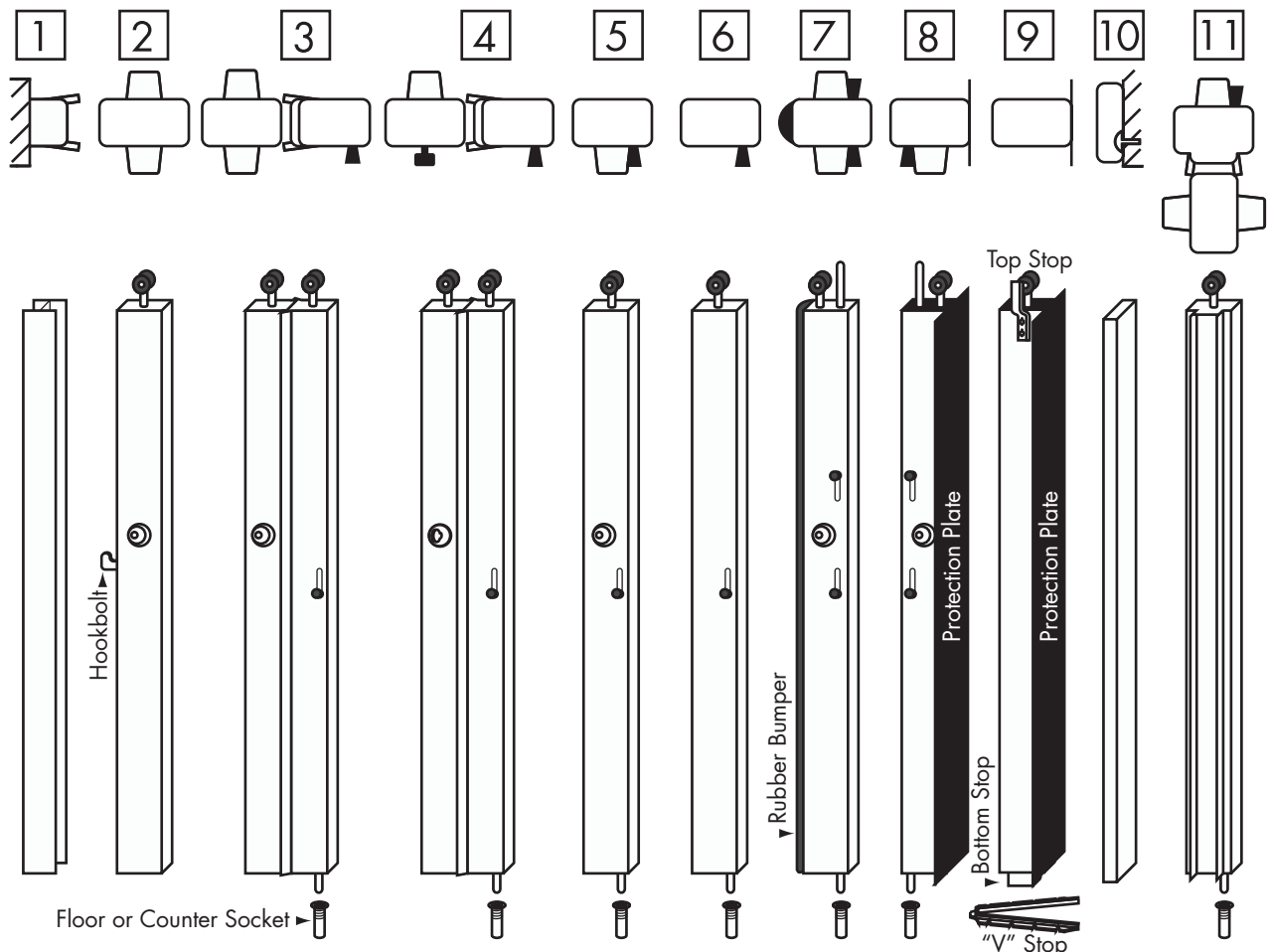
Installation instructions for each post varies. Please find necessary posts listed below and follow appropriate installation methods.

NOTE: Install Leading Edge and Trailing Edge first, followed by the Intermediate Post and then the End Post.

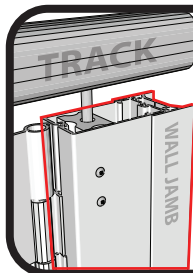
POST DESCRIPTIONS

- 1 Wall Jamb (page 6)
- 2 Lead Post (page 6)
- 3 Bi-Part (page 7)
- 4 Bi-Part Egress (page 9)
- 5 Intermediate Post (page 10)
- 6 Intermediate Post Without Cylinder (page 10)
- 7 Top & Bottom Locking Post (page 8)
- 8 Top and Bottom Locking Post with HIEP Protection Plate (page 8)
- 9 Traveling End Post (page 11-12)
- 10 Fixed End Post (page 9)
- 11 90 Bi-Part

All locking and securing of Grilles and Closures is achieved by various Posts. The most popular are illustrated.



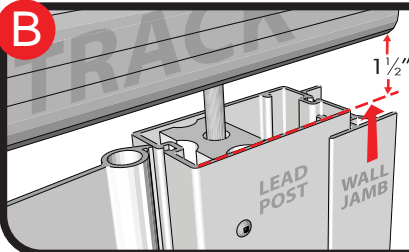
LEAD POST & WALL JAMB INSTALLATION



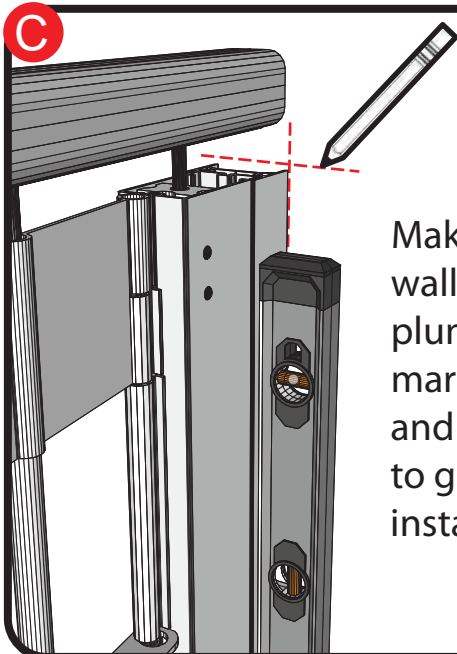
NOTE: Wall Jamb shipped attached to lead post.



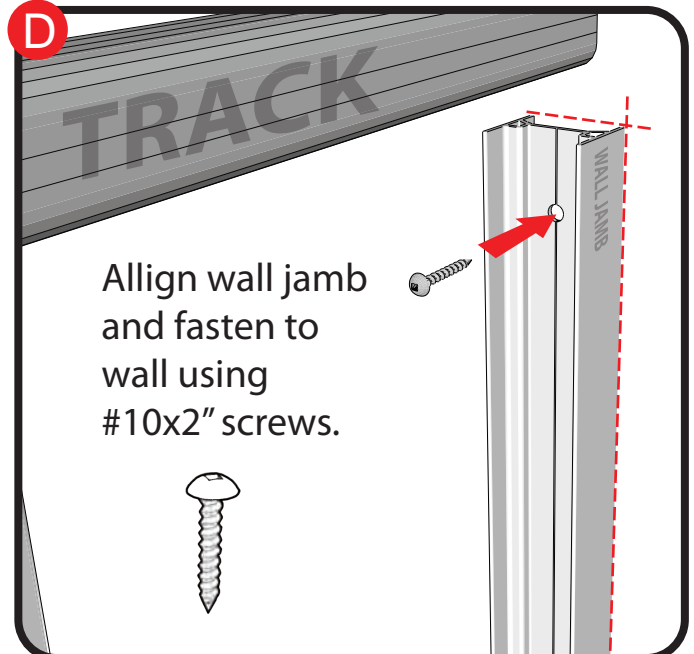
Push lead post and wall jamb up against the wall.



Lift the wall jamb so it is flush with the top of the lead post. Jamb must be 1 1/2in. below the bottom of the track.

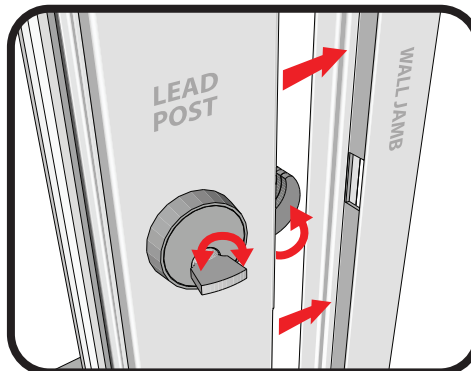


Make sure the wall jamb is plumb then mark the top and the side to guide installation.



Align wall jamb and fasten to wall using #10x2" screws.

Lead post engages with wall jamb with hookbolt.

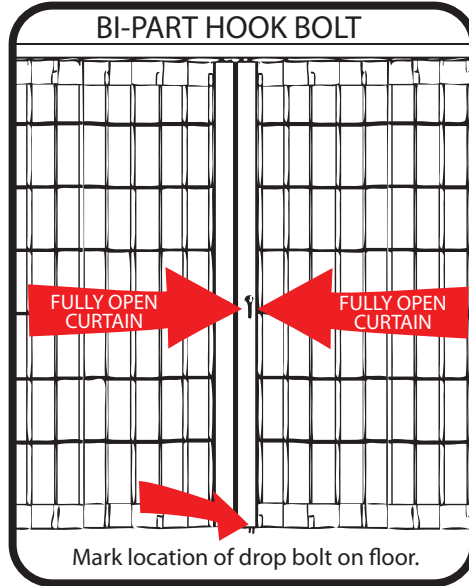


NOTE: Wall must have some type of blocking to support wall jamb.

BI-PART HOOK BOLT

A FULLY OPEN CURTAIN, LOCK INTO PLACE AND MARK DRILLING LOCATIONS

NOTE: Post must be plum before marking drilling locations.



NOTE: Once Bi-Part is installed, begin with intermediate post closest to bi-part.

NOTE: Curtain that is too tight is difficult to lock and a curtain that is too loose is unattractive.

B

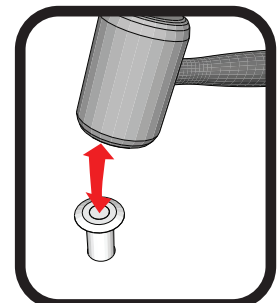
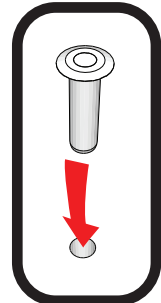
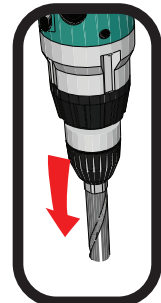
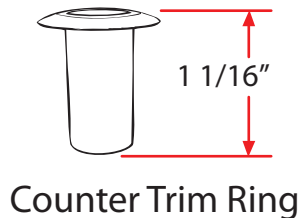
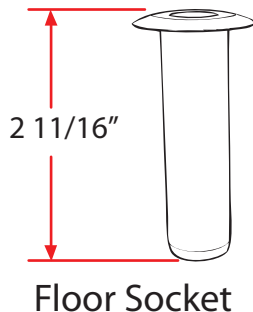
INSTALL FLOOR/ COUNTER SOCKETS

FLOOR

Drill 1/4" pilot hole in floor with a smaller bit before using 3/4" bit to drill hole into floor. Hole should be 2 3/4" deep. USE **RUBBER MALLET** TO INSERT SOCKET IN TO HOLE.

COUNTER

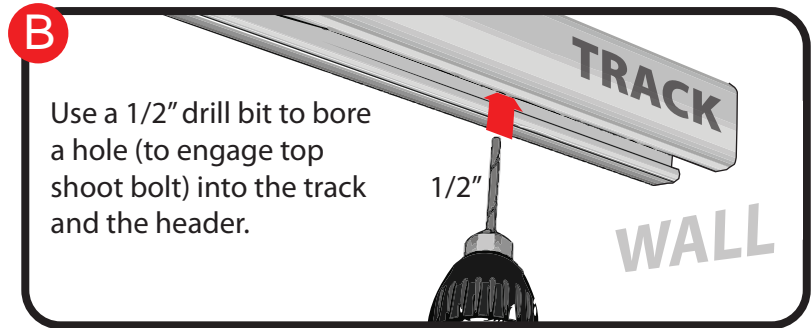
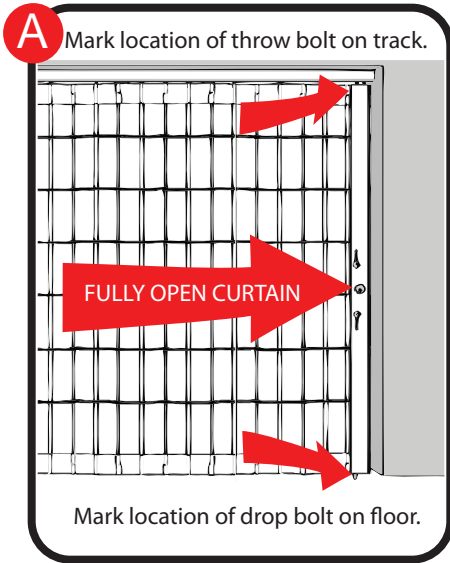
Drill 1/4" pilot hole in floor with a smaller bit before using 5/8" bit to drill hole into floor. Hole should be 1" deep. USE **RUBBER MALLET** TO INSERT SOCKET IN TO HOLE.



TOP AND BOTTOM POST

FULLY OPEN CURTAIN, LOCK INTO PLACE AND MARK DRILLING LOCATIONS.

NOTE: Post must be plum before marking drilling locations.



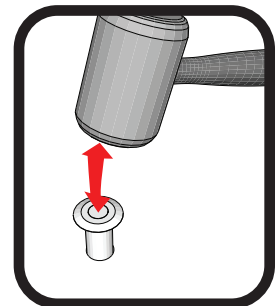
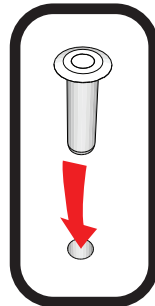
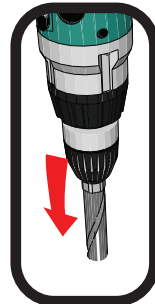
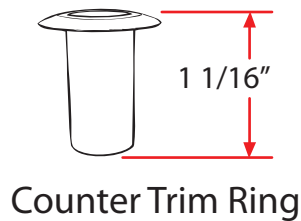
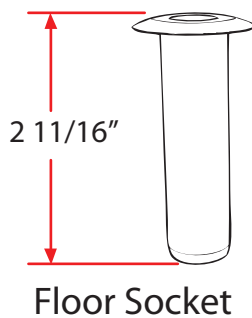
B INSTALL FLOOR/ COUNTER SOCKETS

FLOOR

Drill 1/4\" pilot hole in floor with a smaller bit before using 3/4\" bit to drill hole into floor. Hole should be 2 3/4\" deep. USE **RUBBER Mallet** TO INSERT SOCKET IN TO HOLE.

COUNTER

Drill 1/4\" pilot hole in floor with a smaller bit before using 5/8\" bit to drill hole into floor. Hole should be 1\" deep. USE **RUBBER Mallet** TO INSERT SOCKET IN TO HOLE.

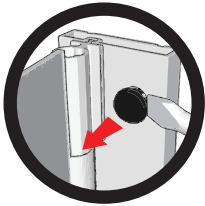


NOTE: Curtain that is too tight is difficult to lock and a curtain that is too loose is unattractive.

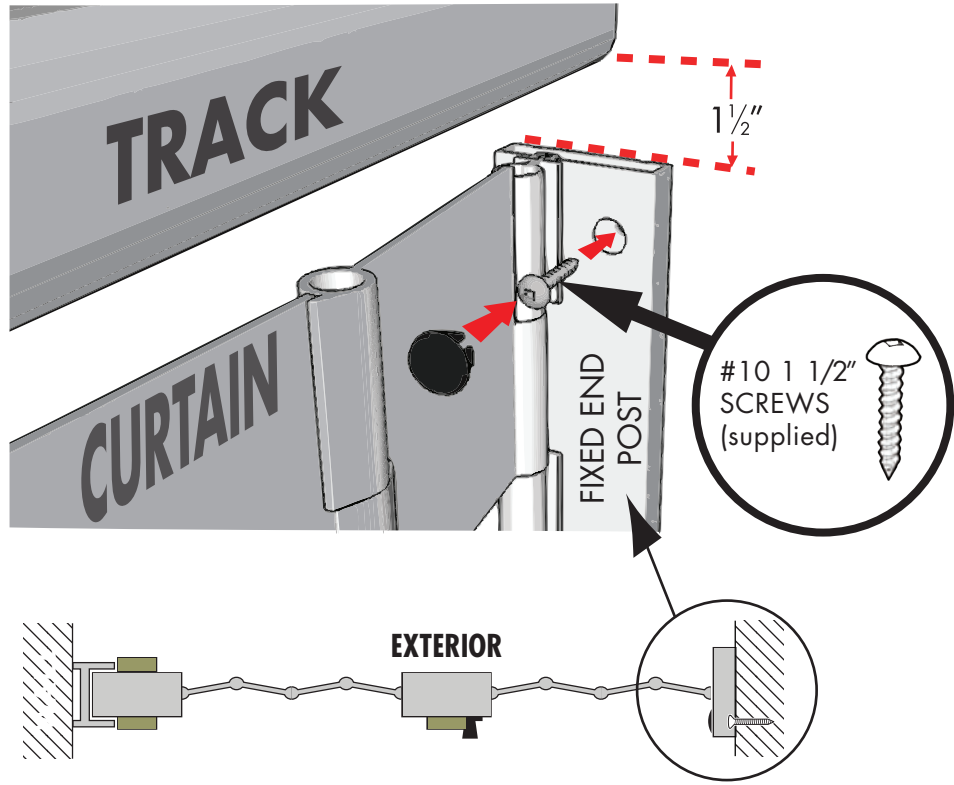
NOTE: If installation requires bi-part, begin with intermediate post closest to bi-part.

FIXED END POST

- Remove black plugs



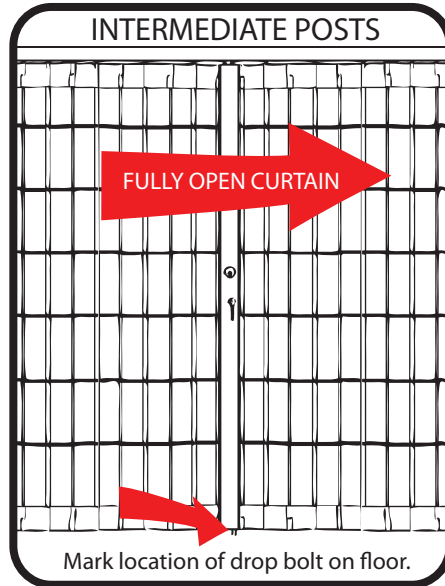
- Place post 1 1/2" from bottom of track (bottom of post should be 1 1/4" from floor)
- Make sure post is squared and plum
- Attach post to wall using #10 1 1/2" screws
- Replace black plugs



INTERMEDIATE POST

A FULLY OPEN CURTAIN, LOCK INTO PLACE AND MARK DRILLING LOCATIONS

NOTE: Post must be plum before marking drilling locations.



NOTE: If installation requires bi-part, begin with intermediate post closest to bi-part.

NOTE: Curtain that is too tight is difficult to lock and a curtain that is too loose is unattractive.

B

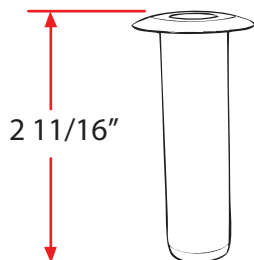
INSTALL FLOOR/ COUNTER SOCKETS

FLOOR

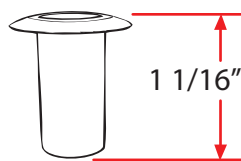
Drill 1/4" pilot hole in floor with a smaller bit before using 3/4" bit to drill hole into floor. Hole should be 2 3/4" deep. USE **RUBBER Mallet** TO INSERT SOCKET IN TO HOLE.

COUNTER

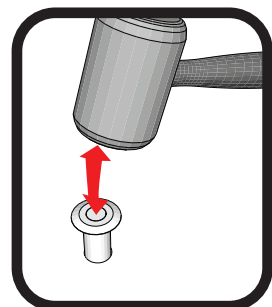
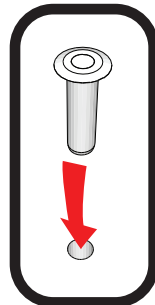
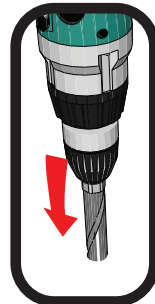
Drill 1/4" pilot hole in floor with a smaller bit before using 5/8" bit to drill hole into floor. Hole should be 1" deep. USE **RUBBER Mallet** TO INSERT SOCKET IN TO HOLE.



Floor Socket



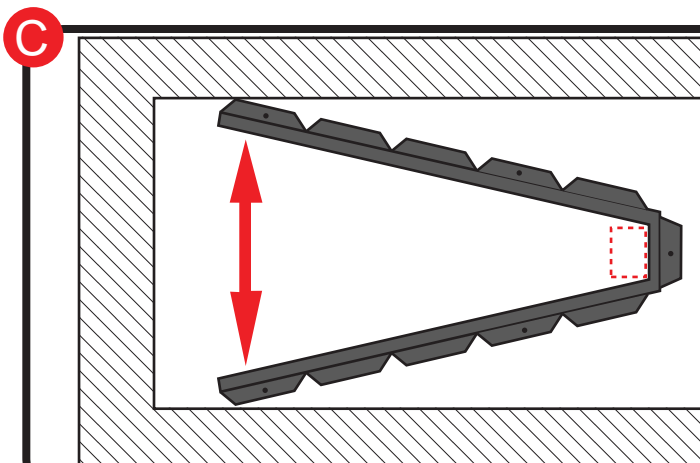
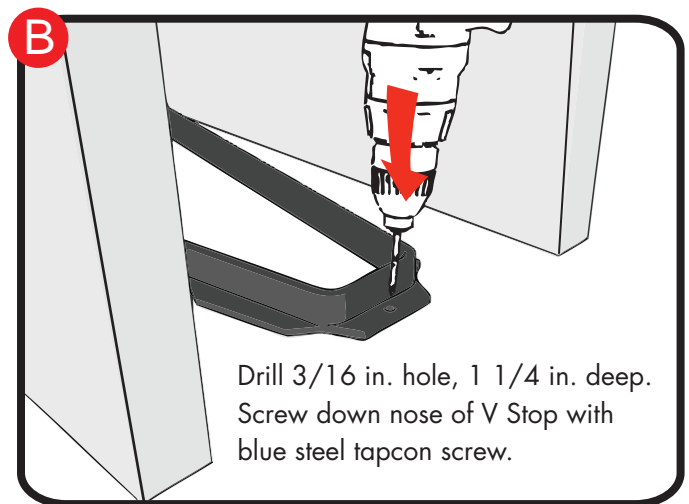
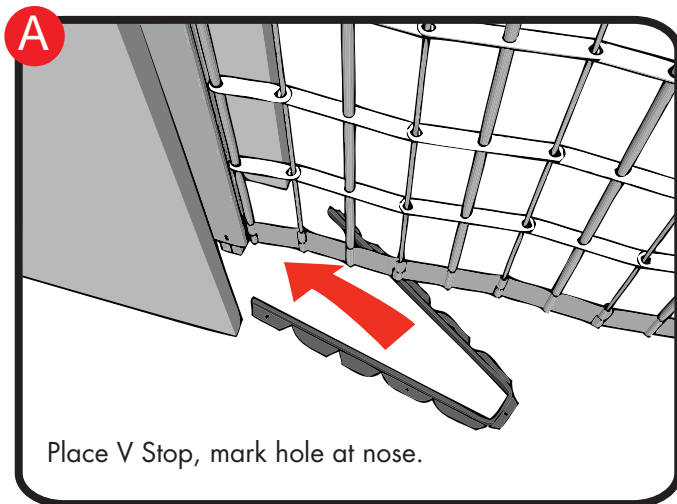
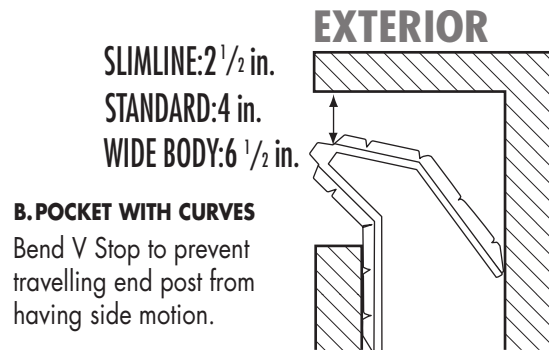
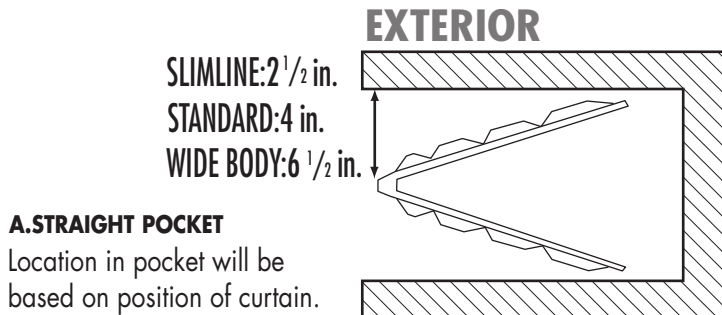
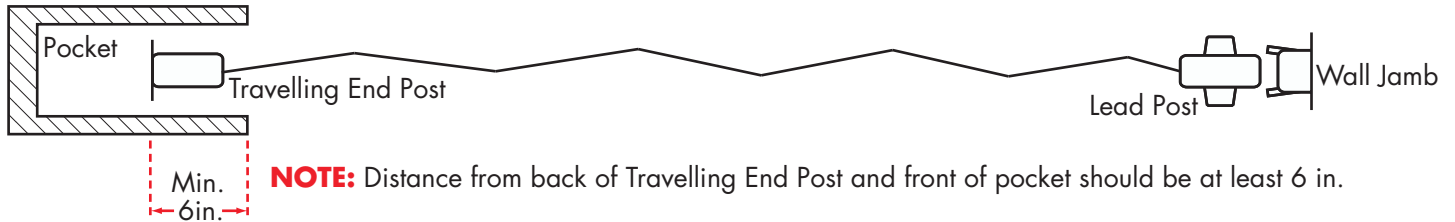
Counter Trim Ring



TRAVELLING END POST (continued on next page)

Lock lead post and position travelling end post in desired location.

NOTE: Curtain too tight is difficult to lock and curtain too loose is unattractive.

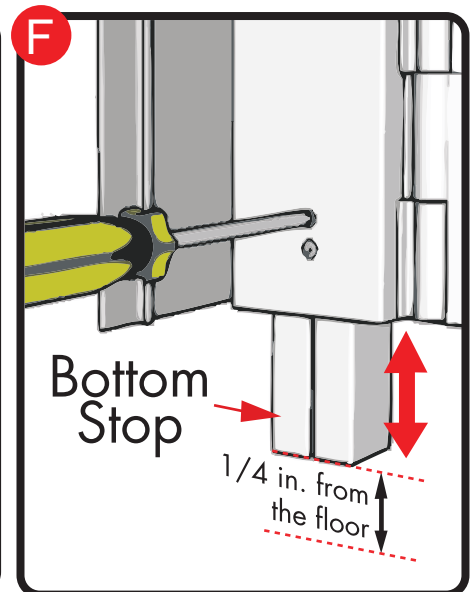
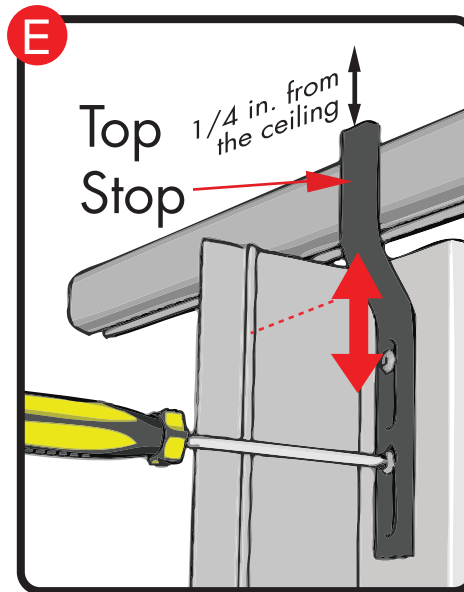
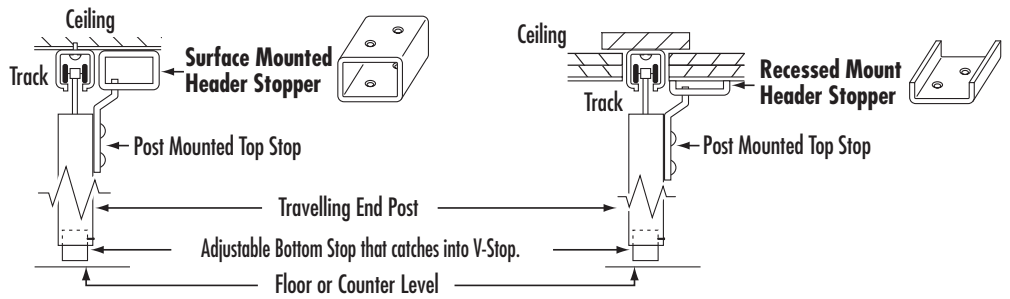
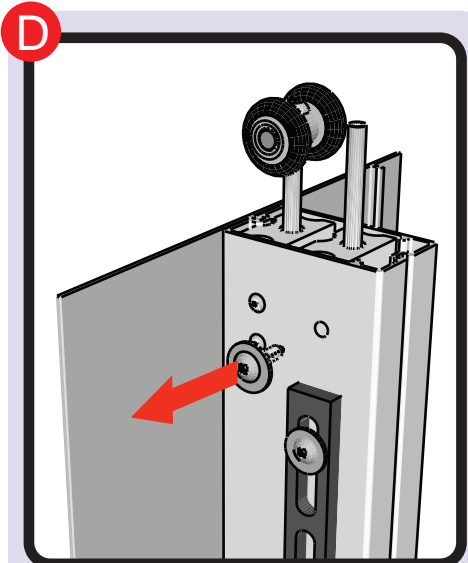


Spread, contour and secure V Stop so travelling end post will easily be captured and lock in position.

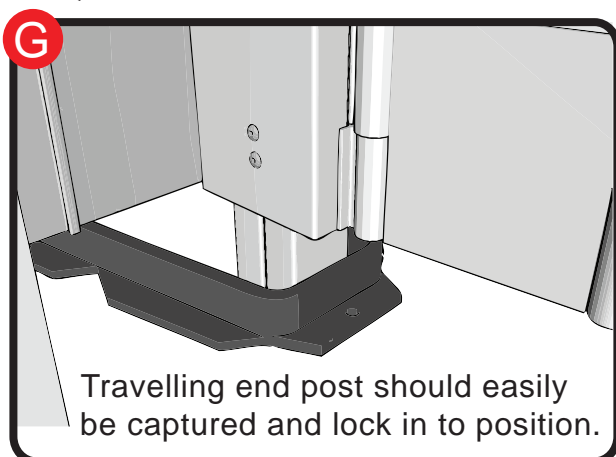
TRAVELLING END POST (continued from previous page)

Lock lead post and position travelling end post in desired location.

NOTE: Curtain too tight is difficult to lock and curtain too loose is unattractive.

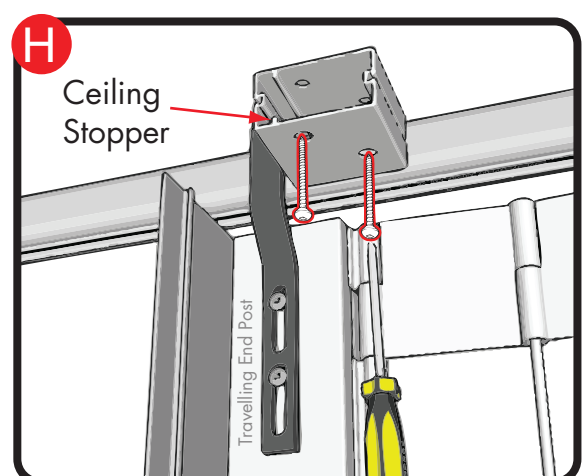


Adjust post mounted Top Stop so it is 1/4 in. from the ceiling and adjust Bottom Stop so that it is 1/4 in. from the floor.



Fasten Ceiling Stopper with #10x2in. screws (provided).

#10x2in. screws

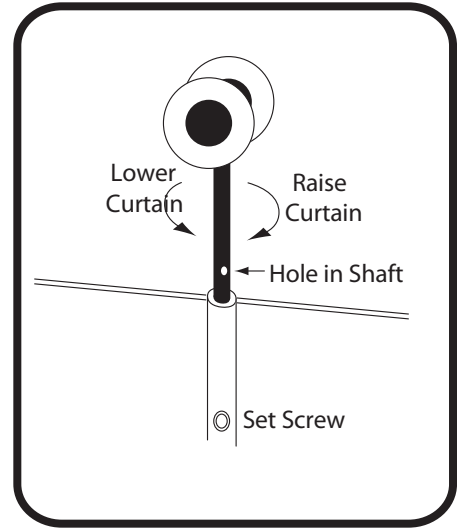


Travelling end post self locks into header stop and is plumb with bottom stop near front of pocket.

(optional) CURTAIN HEIGHT ADJUSTMENT

(Not all products are adjustable)

- Adjustment of 1 in. upward or downward maximum.
- **IMPORTANT:** All trolleys must be adjusted to the same height.
- Slightly loosen set screw in panels and posts with 5/64 in. hex key (provided in hardware bag).
- Insert hex key into hole in shaft
- Turn clockwise to raise curtain
- Turn counterclockwise to lower curtain
- 8 Complete rotations equals 1/4 in.
- 32 Complete rotations equals 1 in.
- **HELPFUL HINT:** Count the number of turns and repeat on all hanger panels and post assemblies.
- Trolleys must ride properly in track.
- **IMPORTANT:** Remember to tighten screw after adjustment.



WARRANTY

CLEANING AND CARE

Clean only with mild soap or detergent and water using as much of the cleaning solution as possible. Rinse well. Dry with a soft damp cloth or chamois. For tough cleaning jobs Fantastic®, or other household spray cleaner may be used. Important, spray solution on a clean cloth and rub product, do not spray directly on product. Never scrape the surface with sharp instruments.

MAINTENANCE

Track unit, trolleys, locking mechanisms should be lubricated annually using a high quality spray lubricant. DO NOT use abrasives of any kind.

LIMITED WARRANTY

The Manufacturer warrants to the Buyer that all materials sold to the Buyer pursuant hereto is free from defects in material and workmanship under normal use and service. Manufacturer's obligation under this warranty is limited to repairing or replacing any parts, labor excluded, which shall, within one year from the date of shipping be found to its satisfaction upon its examination to be thus defective. Said warranty shall not apply to any parts which have been altered or repaired by any person not expressly authorized in writing for such purpose by the Manufacturer or which have been subjected to misuse, negligence or accident. The aforesaid warranty is made expressly in lieu of all other warranties, expressed or implied, and in lieu of any other obligations or liabilities on the part of the Manufacturer. Accordingly, Manufacturer does not assume any other liability or obligation in connection with the sale of the door, including any liability or special or consequential damages to any person or property resulting from the use or possession thereof.

CALL OUR HELP LINE FROM JOBSITE AT
1-800-663-4599



Overhead Door Corporation
2501 S. State Hwy 121 Bus., Suite 200
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www.overheaddoor.com
