



# 4 Panel Gliding Assembly & Installation Guide



# 4 Panel Gliding Door Assembly & Installation Guide

THIS PRECISION MANUFACTURED DOOR SYSTEM IS A STATE OF THE ART HIGH QUALITY UNIT. IT IS REQUIRED THAT THE INSTALLATION CONTRACTOR READ AND FOLLOW ALL OF THE FOLLOWING INSTALLATION INSTRUCTIONS. SEE THE “DISCLAIMER” BELOW FOR FURTHER CLARIFICATION.

**DISCLAIMER: Any claim caused by a failure to strictly follow the installation instructions will not be considered a factory defect and will not be the responsibility of the manufacturer, distributor or dealer. It is the sole responsibility of the installer and owner to insure that this product is installed according to the written installation instructions included with this product. It is the responsibility of the installer to follow local building codes and practices and ensure proper sealing and weatherproofing of the door unit.**

## Installation Checklist

Review the following checklist before starting installation and at each step of the installation process

### Receive and Inspect Door

- Verify that the door has been received as ordered
- Check and make sure that door is free of damage
- Report any damage or order inaccuracy immediately to the dealer where the door was purchased
- Store door in a safe dry place to avoid damage

### Pre-Installation

- Verify that rough opening is prepared for installation and is square and level
- Report any problems with the rough opening to the responsible party and verify that the problem is corrected before proceeding with the installation.
- Verify that the header is the appropriate size as determined by third party engineer
- Verify local codes and practices related to the installation of the door

# Installation

- Verify that all installation materials to be used are compatible
- Consult with contractor or on site authority and follow appropriate instructions related to the water resistant barrier and flashing
- Verify that the frame has been sealed and joined at all points indicated in the instructions
- Check the opening for correct dimensions
- Verify that the frame has been installed at the correct depth within the opening
- Ensure that the frame has been installed plumb, level and square
- Verify that shims were used when required
- Verify that jambs were shimmed at recommended locations to prevent the frame from rolling or twisting
- Ensure that all installation holes are prepared correctly
- Ensure that sealant is applied to sill and sill installation holes prior to inserting screws and to the top of the screw heads once inserted
- Verify that the provided screw placement schedule has been followed
- Verify that the door operates and is properly adjusted
- Ensure that installation is in accordance with all manufacturer instructions

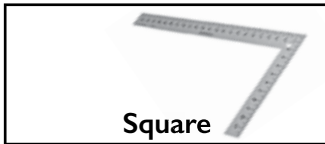
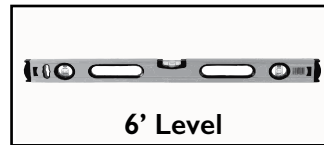
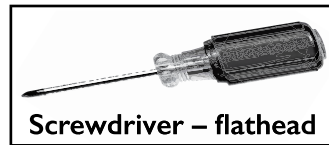
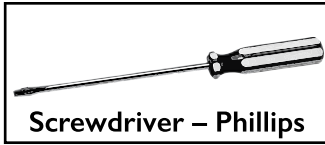
## Final Check

- Check that frame is plumb, level and square
- Make all necessary adjustments to the door and ensure that the door is operating properly
- Verify that all hardware functions as intended
- Protect door against damage from construction site and prevent door from being used as a pass- through by trades during construction
- Make sure that all necessary adjustments are done prior to installation of exterior and interior finishes

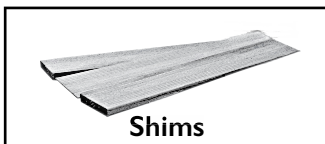
# Recommended tools and materials

(not supplied by Neuma Doors)

## Tools



## Materials



### MATERIAL REQUIRED TO PREPARE:

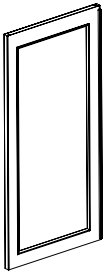
- Shims / spacers (12 to 20)
- 2" galvanized roofing nails (1/4 lb.)
- 4" wide water resistance adhesive membrane
- Silicone Sealant
- Interior trim and / or jamb extensions (15 to 40 ft)
- #10x3" installation screws

### TOOLS REQUIRED:

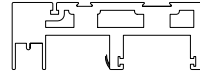
- Tape measure
- 6' Level
- Square
- Hammer
- Stapler
- Scissors or utility knife
- Screwdrivers  
(#2 Phillips & small flat blade)
- Drill
- 13/32" & 1/8" Drill Bits

# Parts List

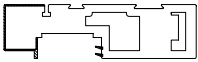
(Supplied by Neuma Doors)



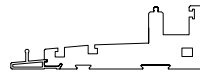
GLAZED DOORS WITH HARDWARE



FRAME HEAD & JAMB



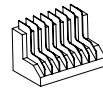
SIDE JAMB  
Left & Right, 1 each



SILL



TOP WIND STOPPER (A)  
2 each



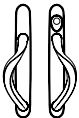
BOTTOM WIND STOPPER  
Left & Right, 1 each



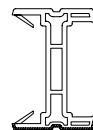
TOP BRACKET  
2 each



BOTTOM BRACKET  
2 each



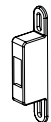
HANDLE SET  
Active & Passive



ASTRAGAL STRIP



STILE COVER  
Left & Right, 1 each



LOCK KEEPER FOR SINGLE LOCK



LOCK KEEPER FOR MULTI-POINT LOCK  
VARIES PER MODEL



NAILING FIN



SCREWS

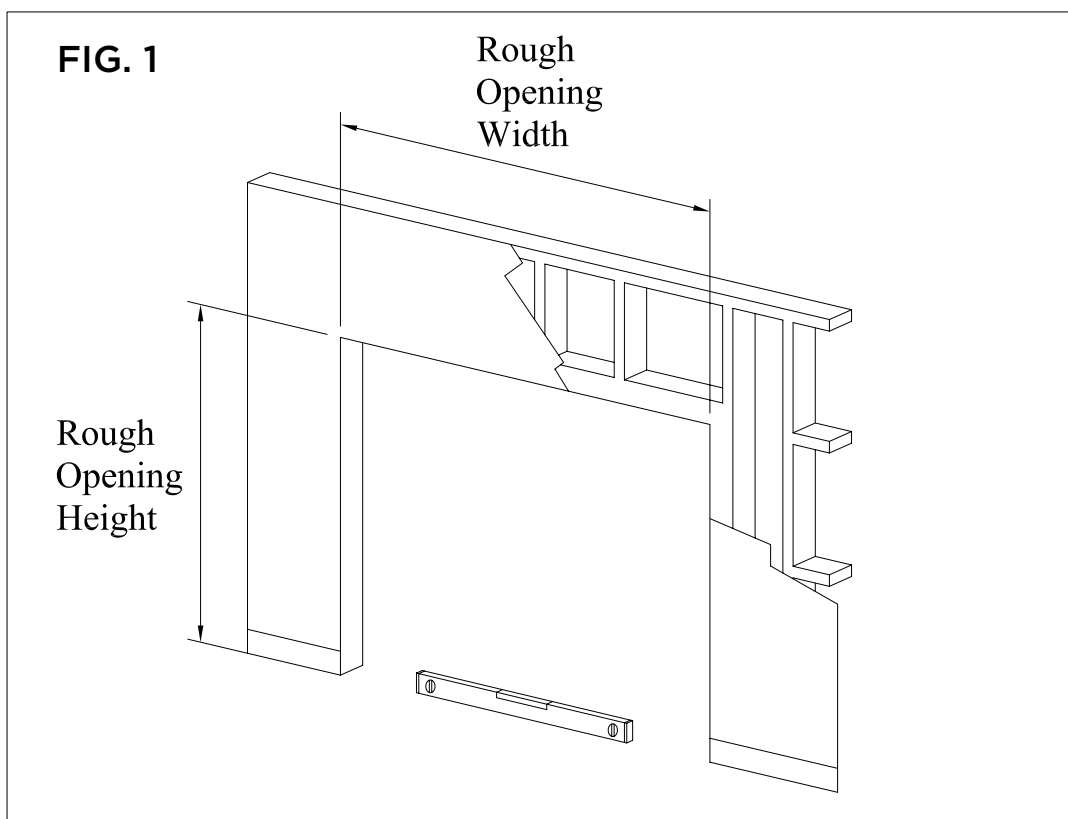
# Inspect door panels and frames for correctness

## ROUGH OPENING INSPECTION

1. The rough opening should be  $\frac{3}{4}$ " wider than the frame width, and  $\frac{1}{2}$ " higher than the frame height.

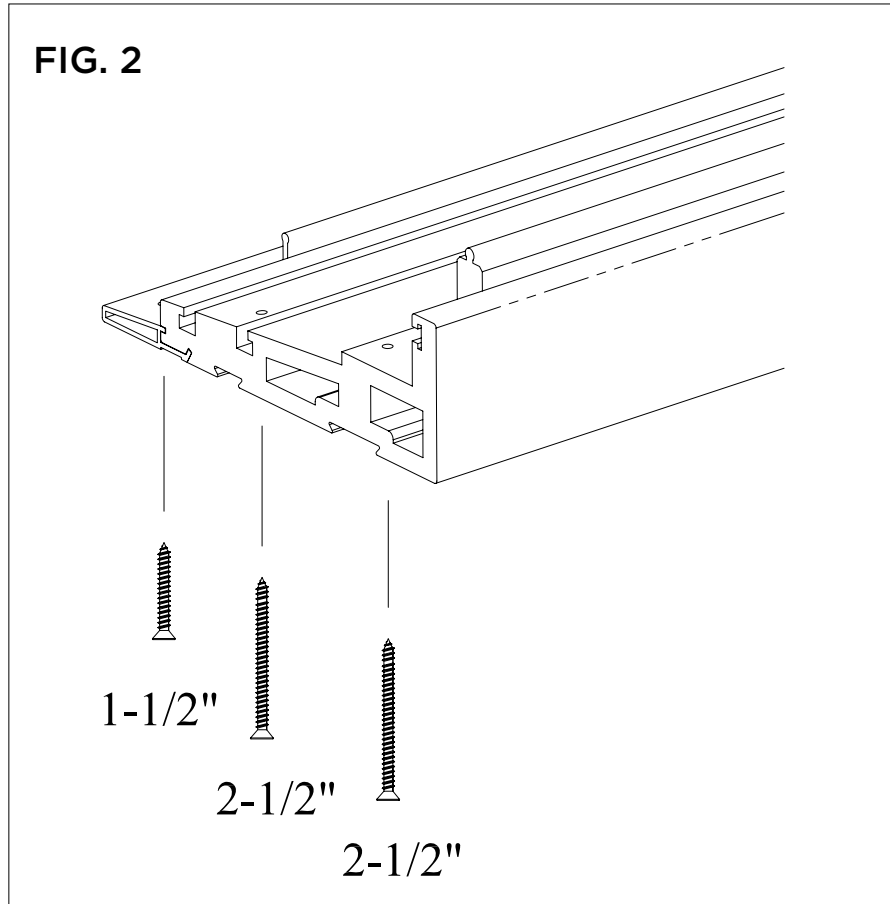
Rough Opening	9'-10"	11'-9 7/8"	9'-10"	11'-9 7/8"
Unit Dim.	9'-9 1/4"	11'-9 1/8"	9'-9 1/4"	11'-9 1/8"
6'-8" 6'-7 1/2"				
6'-11" 6'-10 3/8"				
8'-0" 7'-11 1/2"				

2. Check that subfloor is flat and level and clean away all debris before setting door assembly. (See Fig.1)

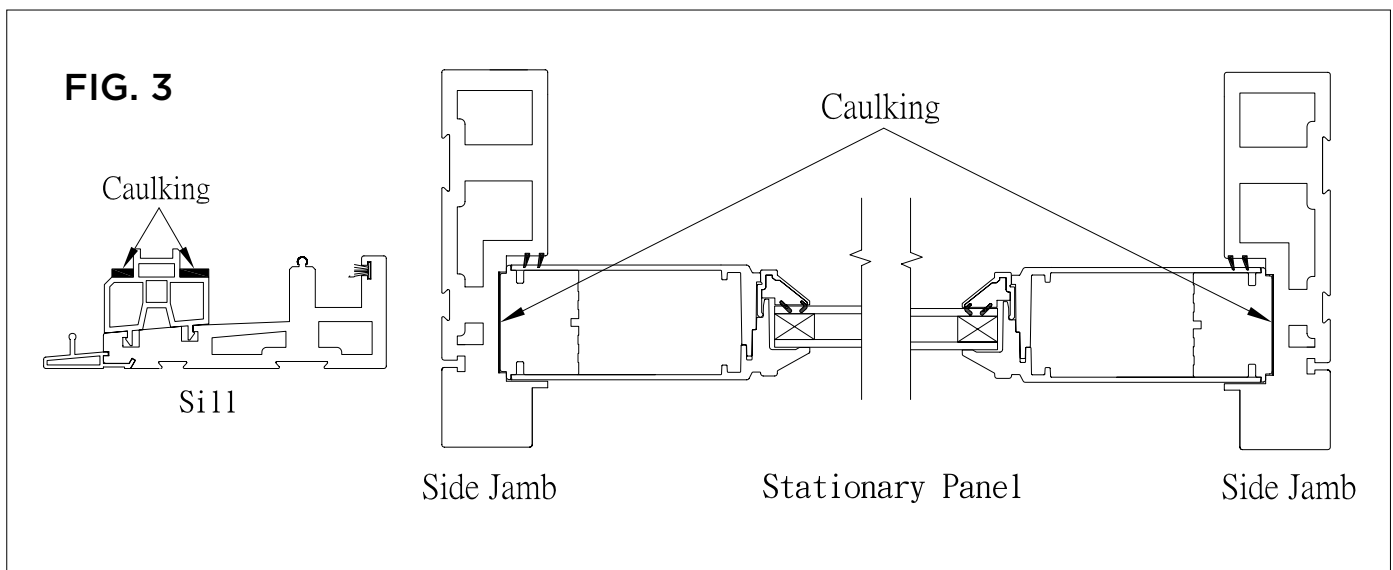


## ASSEMBLING THE FRAME

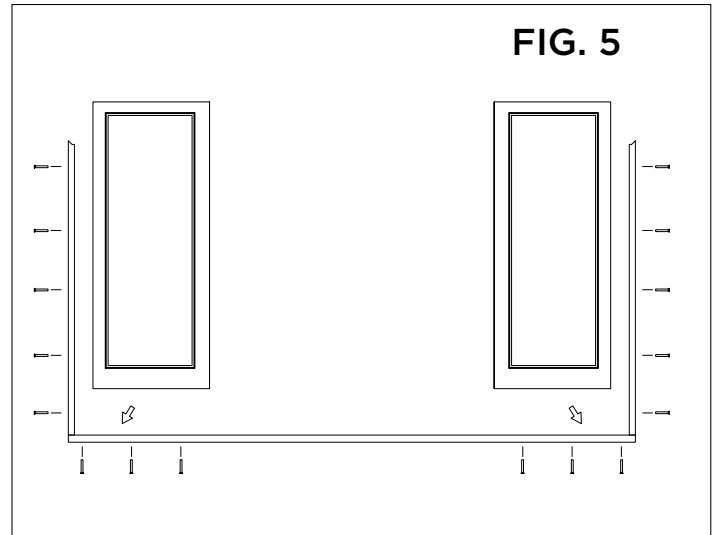
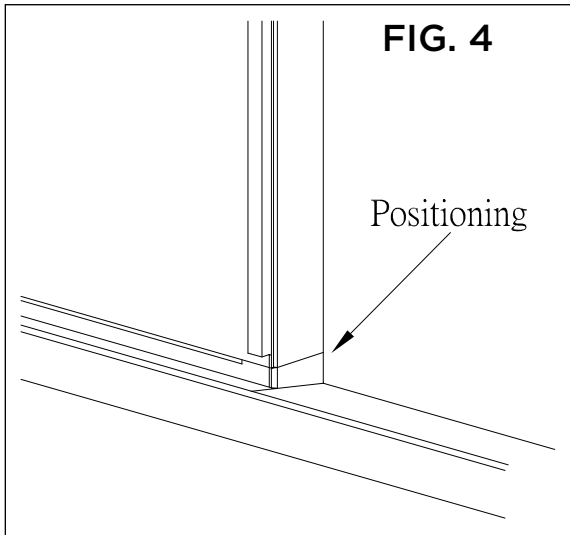
3. Assemble sill and side jambs. Apply caulk to joint before fastening the corner. Square the corner of the sill and side jamb. Fasten the sill and the two side jambs by using #10x2-1/2" and #10x1-1/2" screws. (Fig. 2)



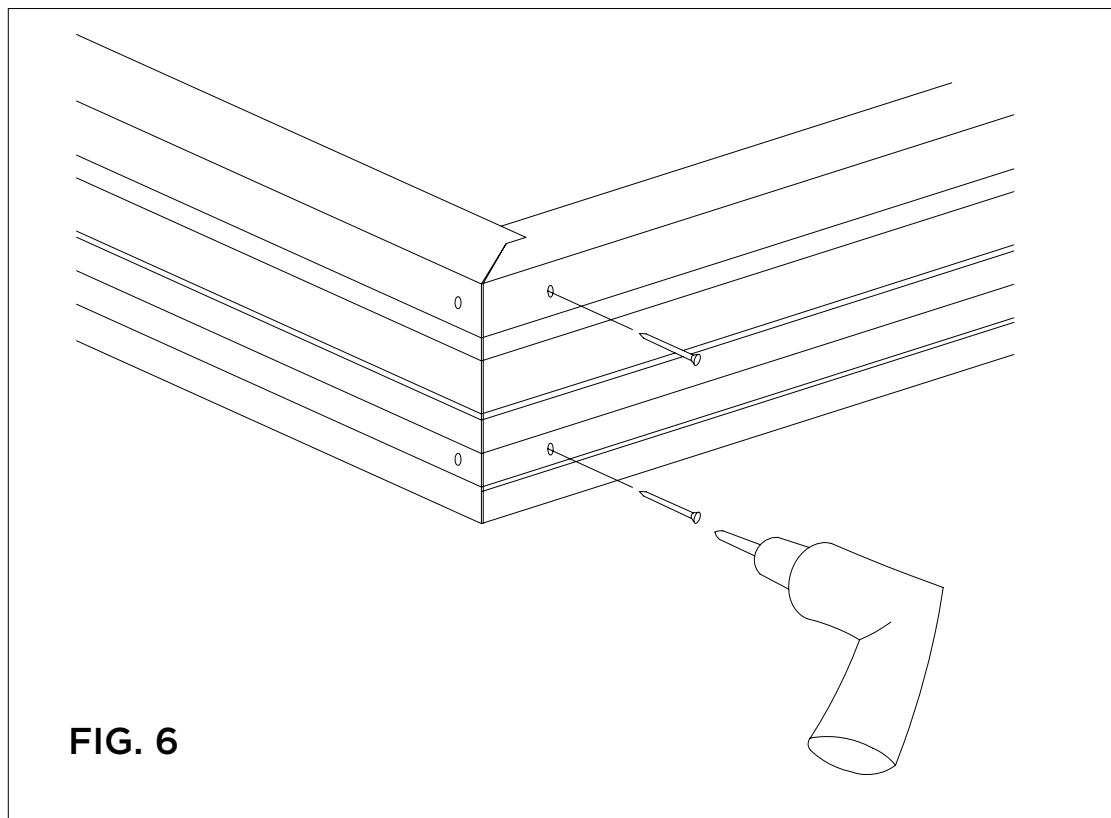
4. Apply caulk to the stationary base and jamb side of the stationary panel (Fig. 3)



5. Carefully position the stationary panels and place into the frame. (Fig 4 & Fig 5) Use a rubber hammer to secure the fixed panel. Locate edge face of the fixed panel to be flush with end face of the stationary base.
6. Secure stationary panels using #10x2-1/2" flathead screws from outside of the jamb into the stationary panels. (Fig. 5) Be sure to follow local building code requirements.
7. Ensure that sealant is applied to sill and sill installation holes prior to inserting screws and to the top of the screw heads once inserted

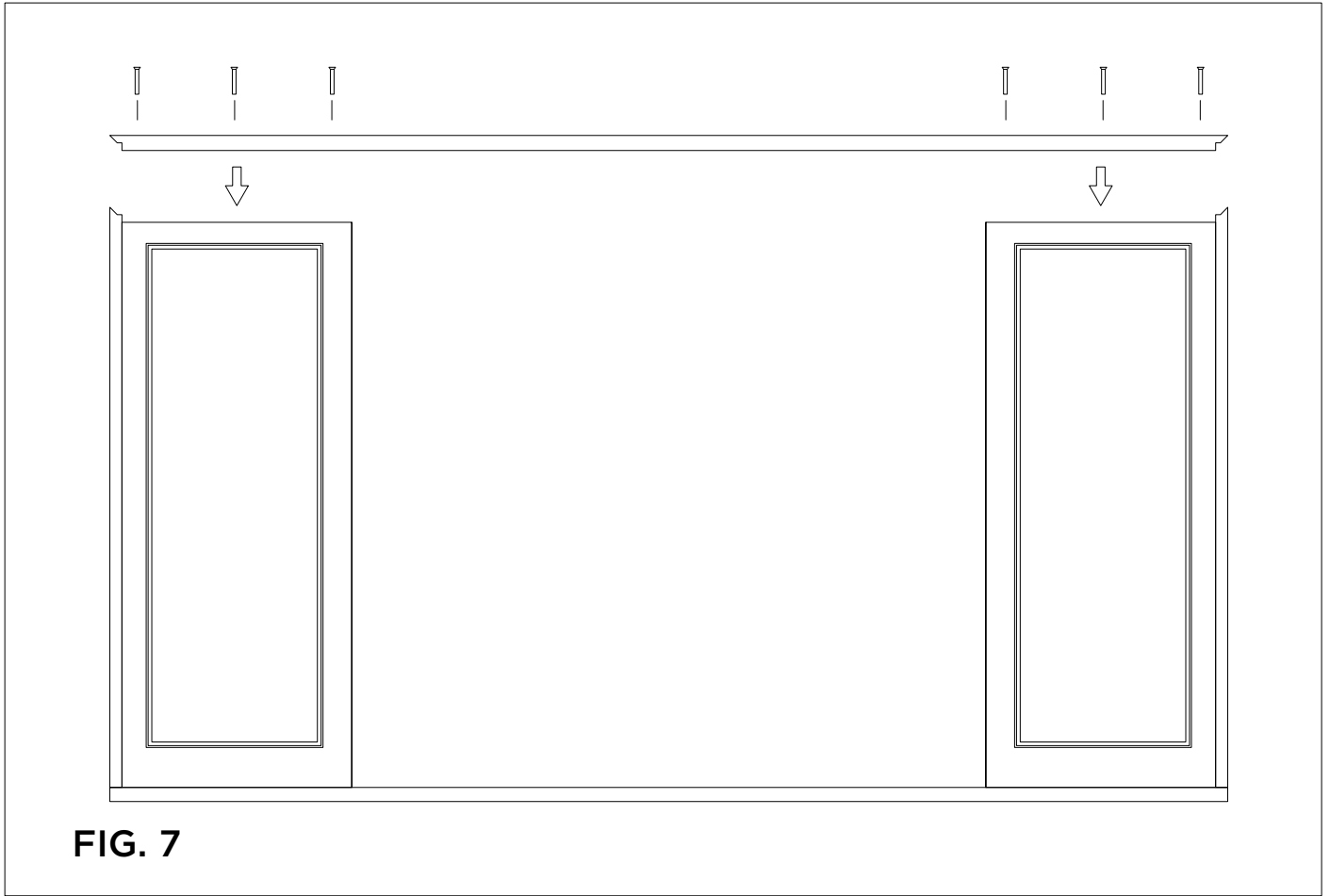


8. Square the corner of the top and side jambs. Assemble the head frame and two side jambs by fastening #10x2-1/2 screws. (Fig. 6)
9. Make sure that the frame fastened tightly and square.

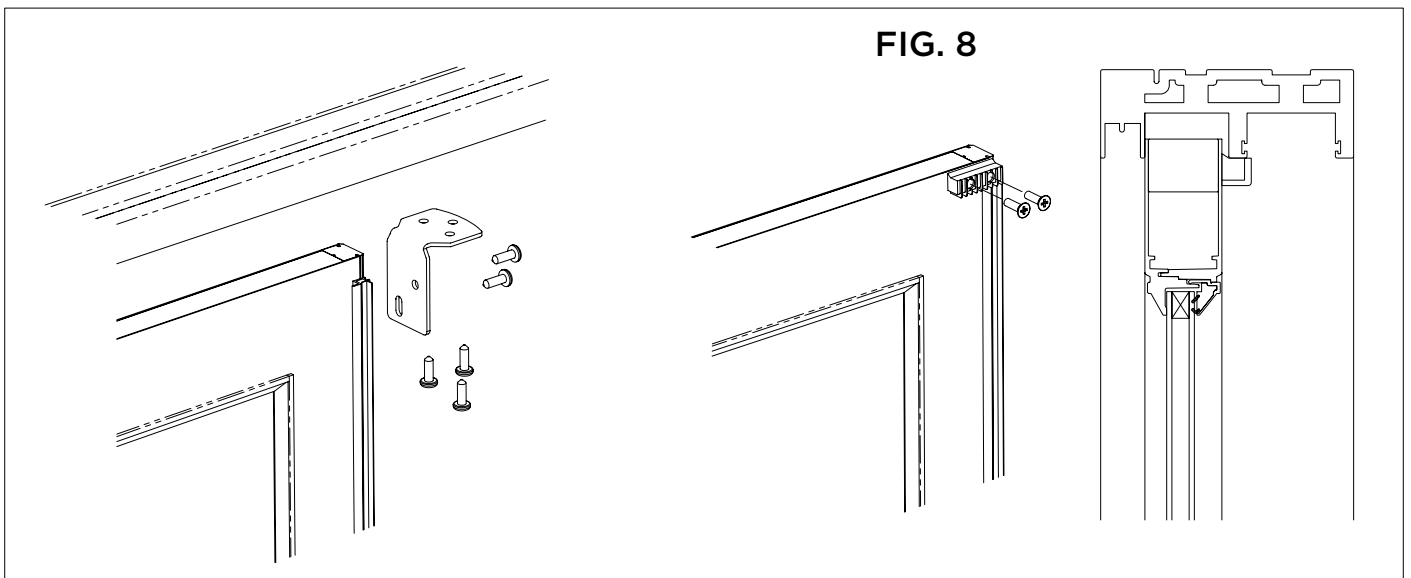




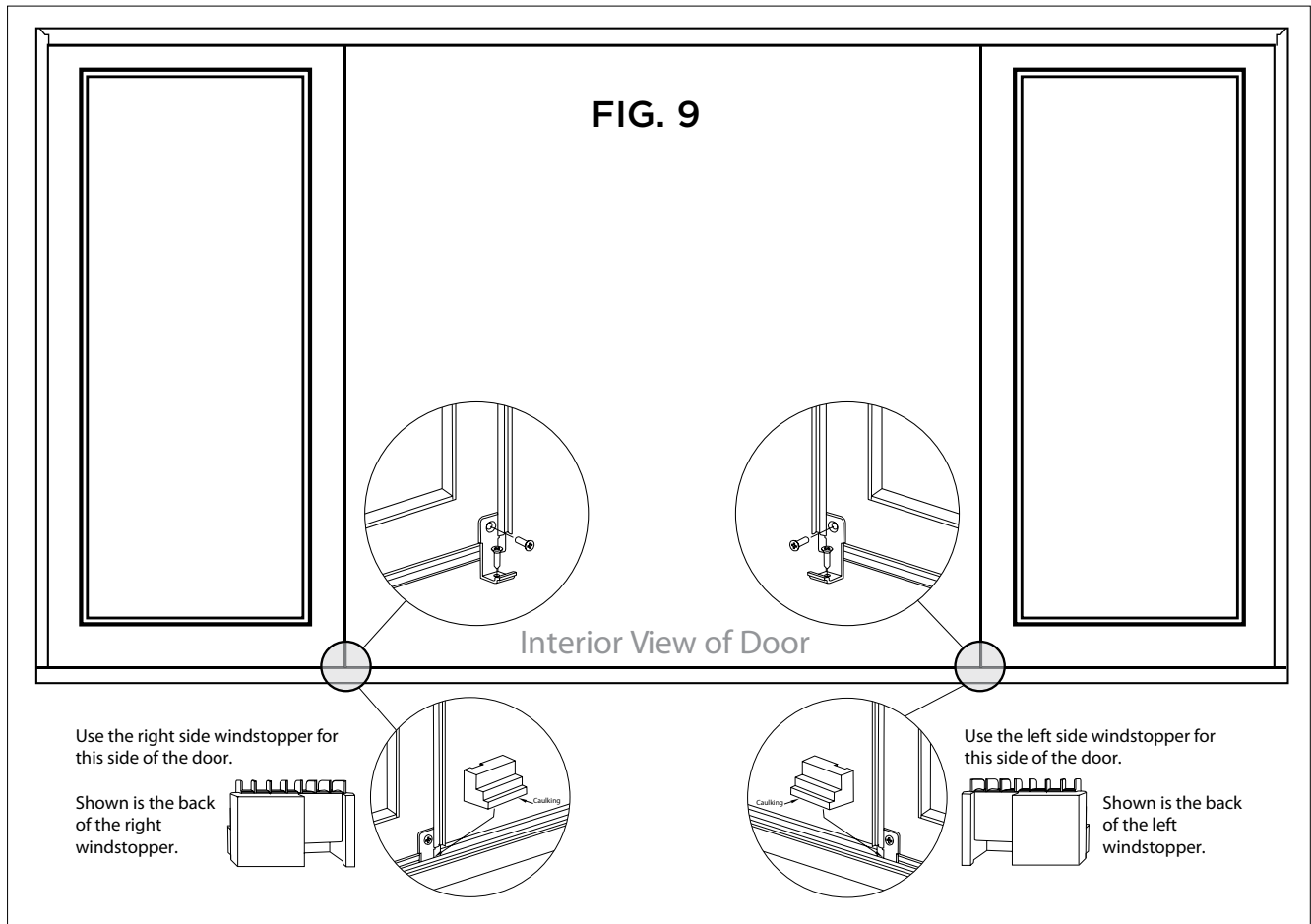
- Secure stationary panels using #10x2 1/2 flat head screws from outside of the jamb into the stationary panels.



- Secure the top bracket in to the pre-drilled hole on the head frame and stationary panel with #10x1" panhead screws. (Fig. 8)
- Secure the top windstopper on top of the interlock strip with #10x1-1/2" flathead screws (Fig. 8)

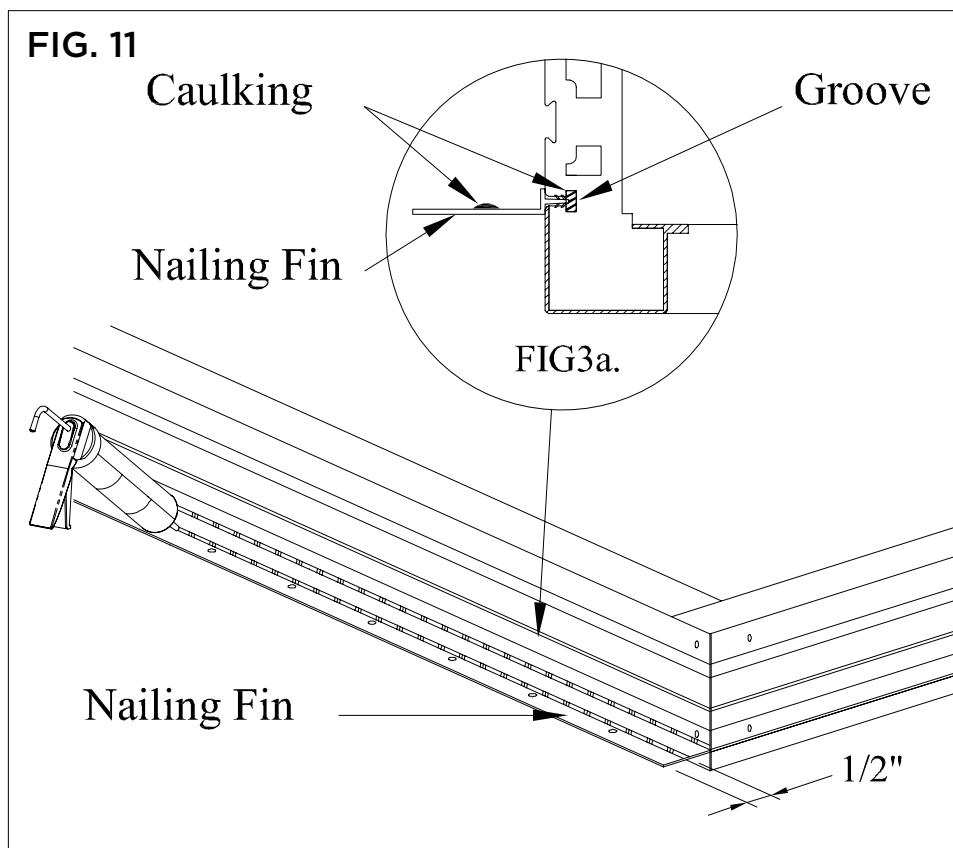
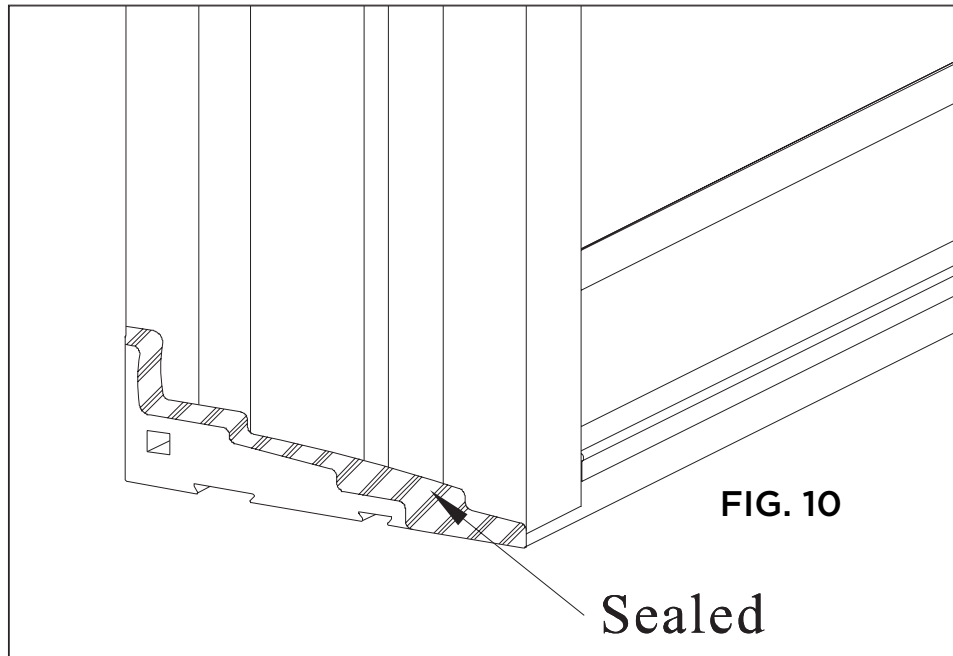


13. Secure the bottom bracket into the pre-drilled hole on the Sill with #8x1/2" flathead screws and to the stationary panel with #10x1-1/2" flathead screws. (Fig. 9)
14. Place the bottom windstoppers into the space between the stationary panel and the sill tracks connected with the bottom bracket. Adjust the bottom wind stopper and make sure it is fixed securely. Apply a generous amount of sealant to fix the bottom wind stopper to sill. (Fig. 9)

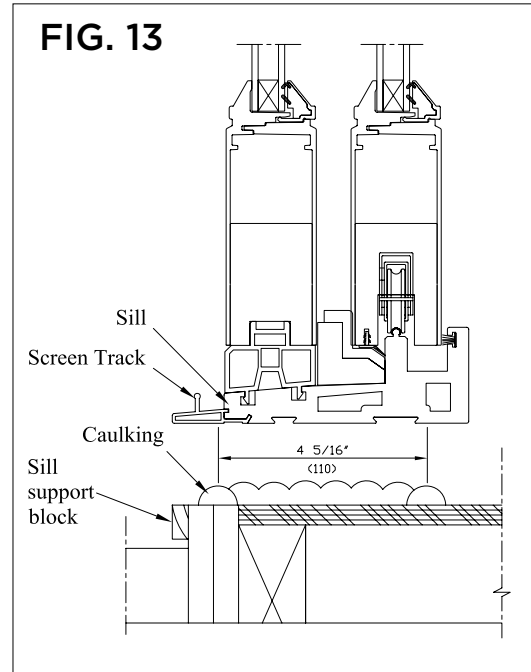
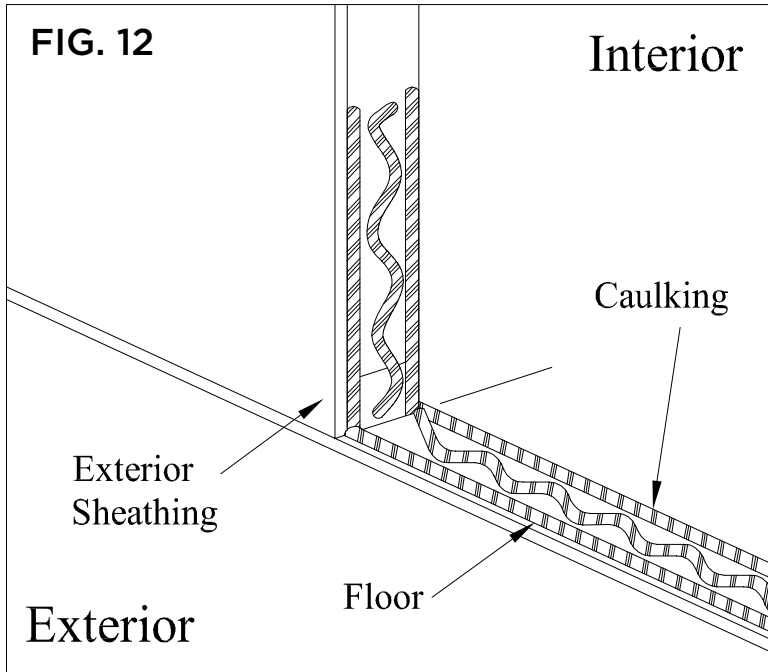


## INSTALLING THE UNIT

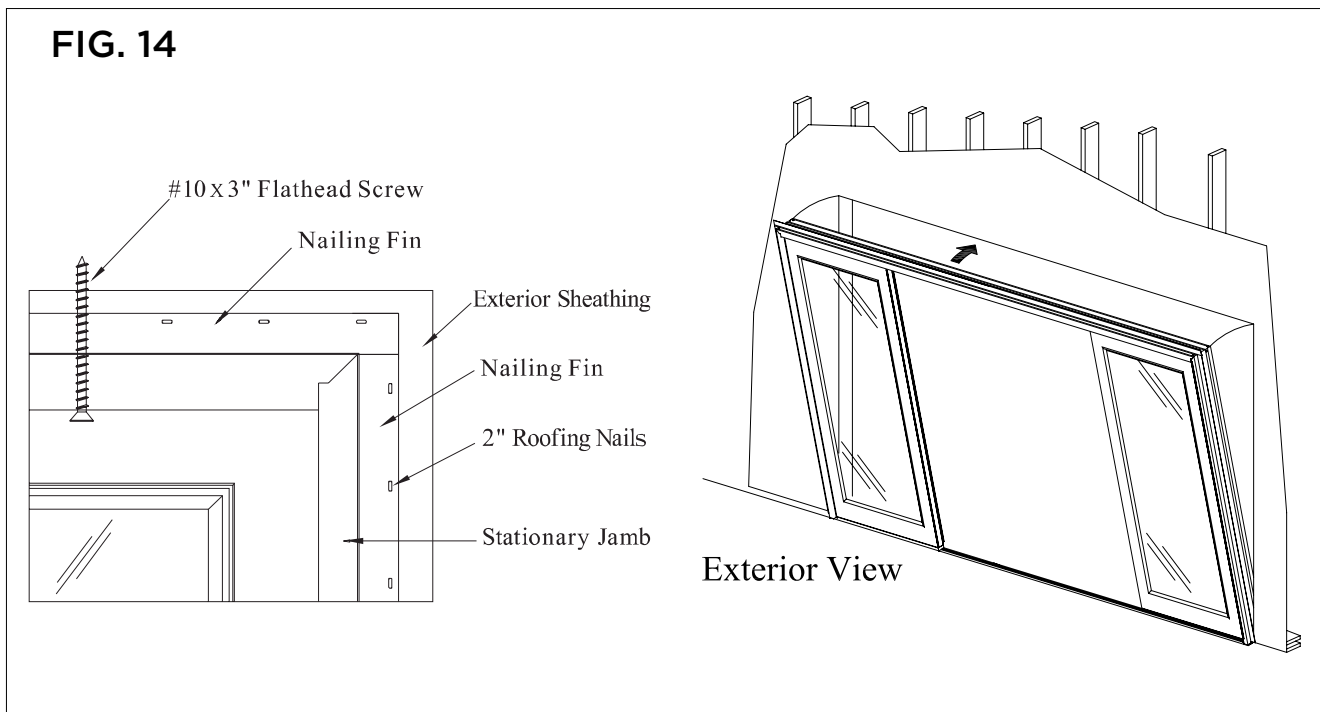
15. Seal the corners of the frame with a silicone sealant to eliminate chance of leakage at the joint. (Fig. 10)
16. Apply sealant into nail fin grooves at head and jambs then snap in nail fins. Apply sealant in a continuous bead on the interior side of the nailing fin along the pre-punched holes. In a proper application, the sealant will squeeze through holes when unit is set against rough opening. (Fig. 11)



17. Apply sufficient amount of sealant along the entire length of the sub floor and 6" up each side of the jambs. (Fig 12, 13)

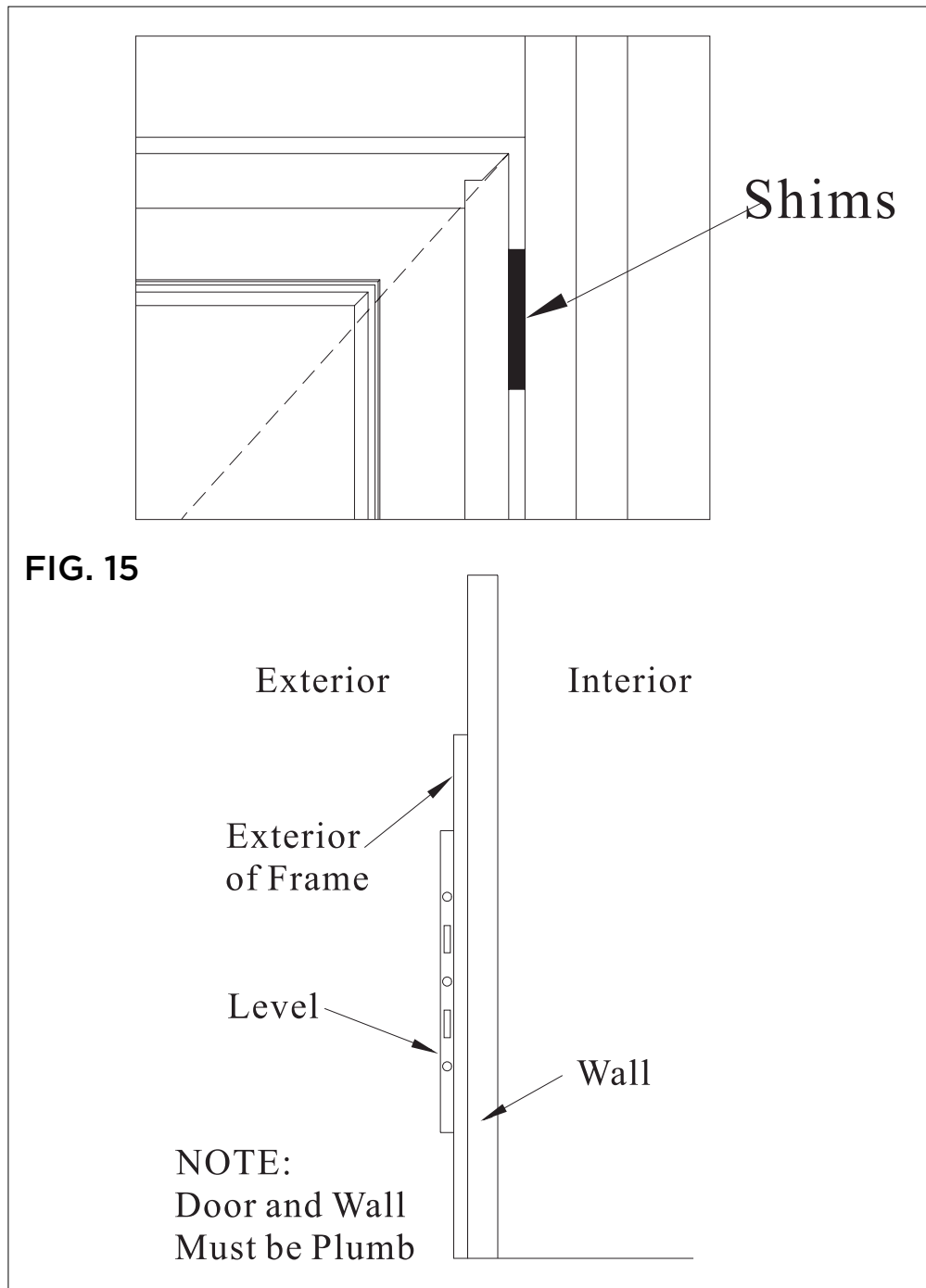


18. Move door frame in the rough opening, and center it. Temporally fix an upper corner of the nailing fin with a 2" roofing nail and secure the corner head jamb with a #10x3" flathead screw from the interior side (Fig. 14)

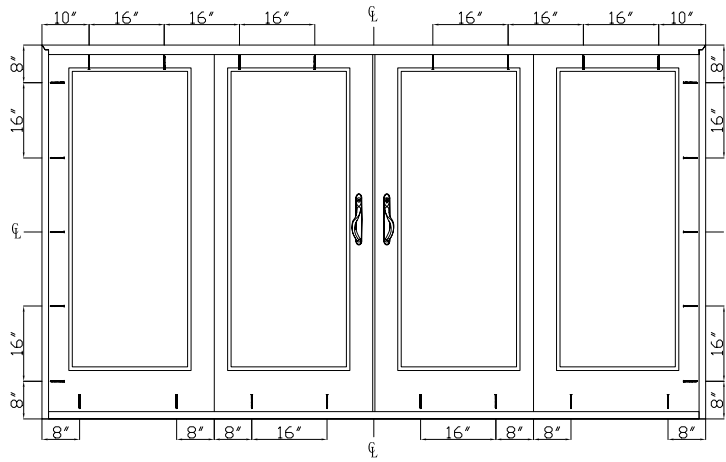


## PERMANENTLY SECURING THE UNIT

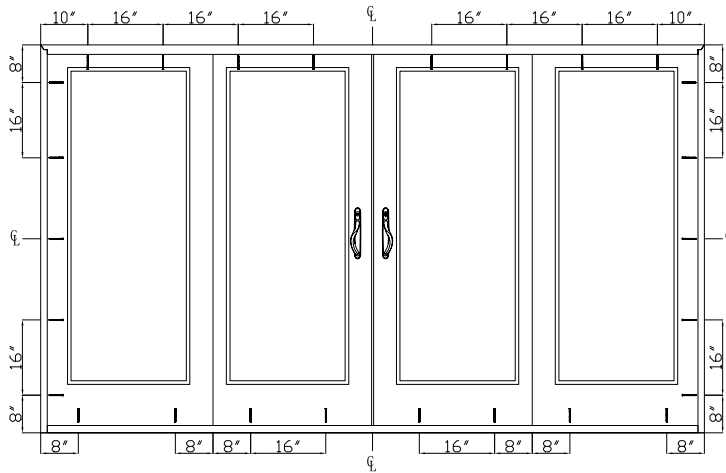
19. Use level to check if the jambs are straight and plumb. The sill must be leveled and straight. Make sure the diagonal measurements of the entire frame are equal. If necessary, shim the corners 8" from the sill and head jamb. Shim the jambs" down from top and up from sill. Place additional shims every 16" around jambs. Shim at keeper location. If installation pilot holes are drilled shim at these location. Recheck plumb level and square are adjust as necessary. Place fasteners in all prepunched holes in installation fin approximately every 7-1/4" (Fig. 15, 16, 17, 18)



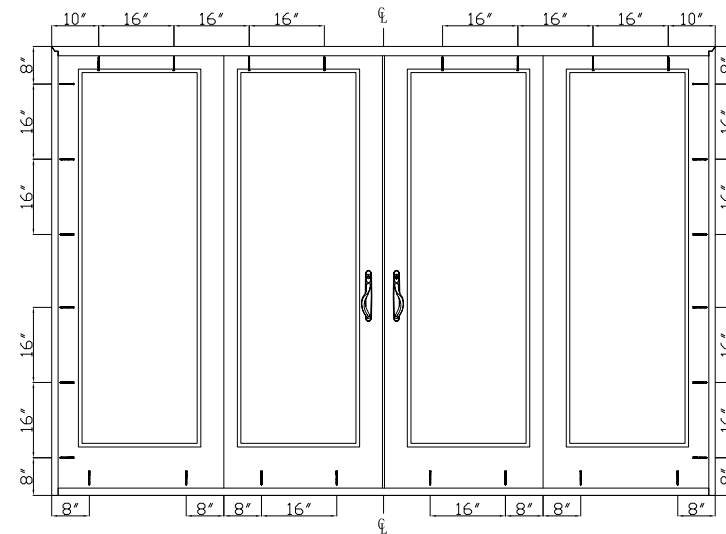
**FIG. 16**



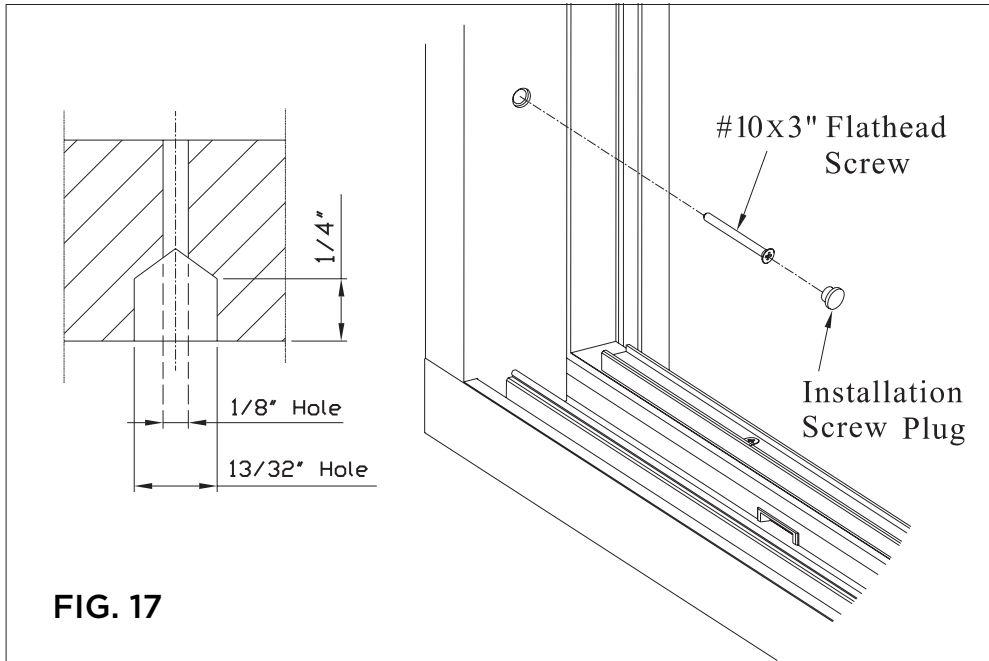
**for 6'8" Height**



**for 6'11" Height**

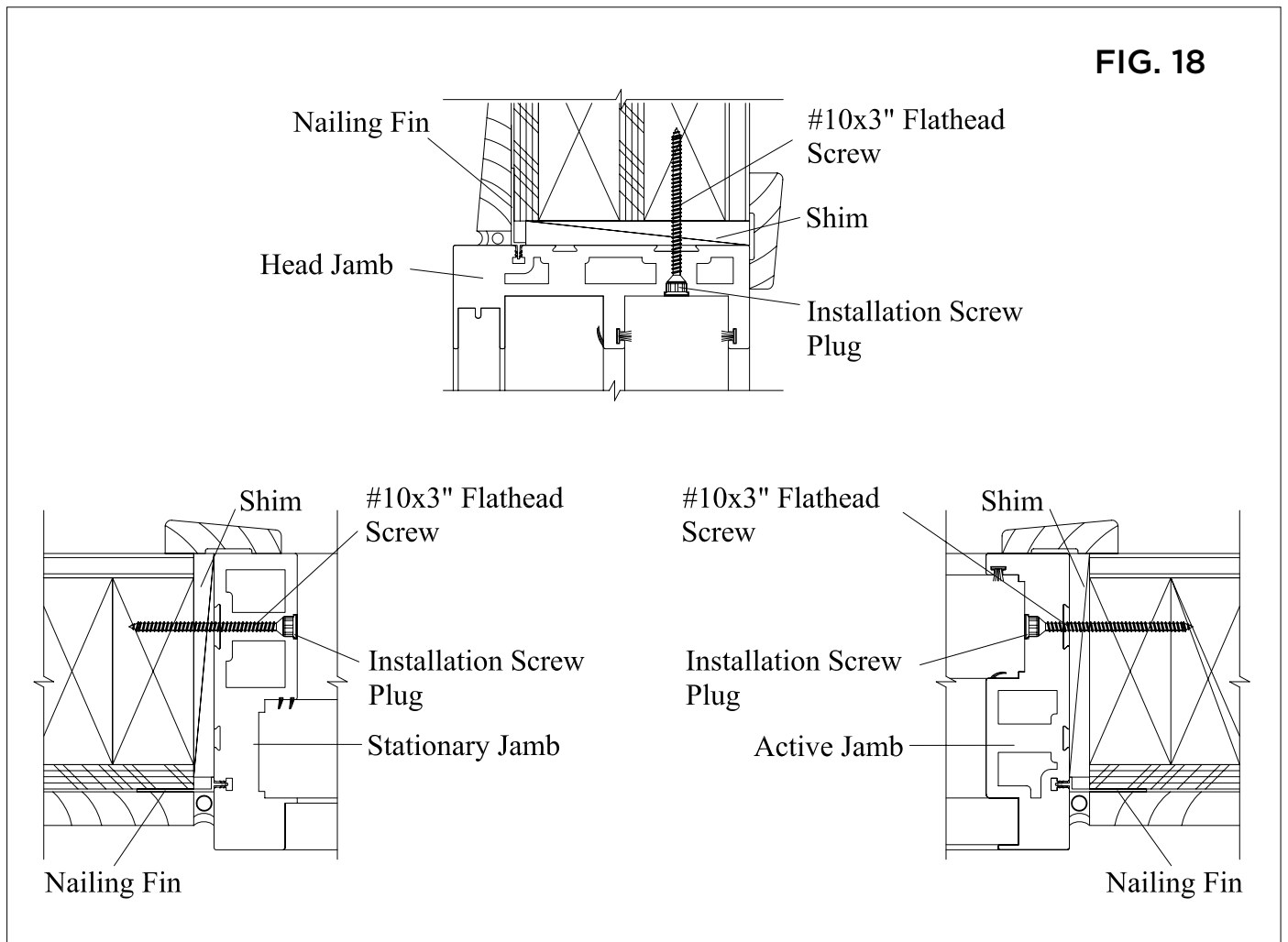


**for 8'0" Height**



**FIG. 17**

**FIG. 18**



## INSTALLING ACTIVE PANELS

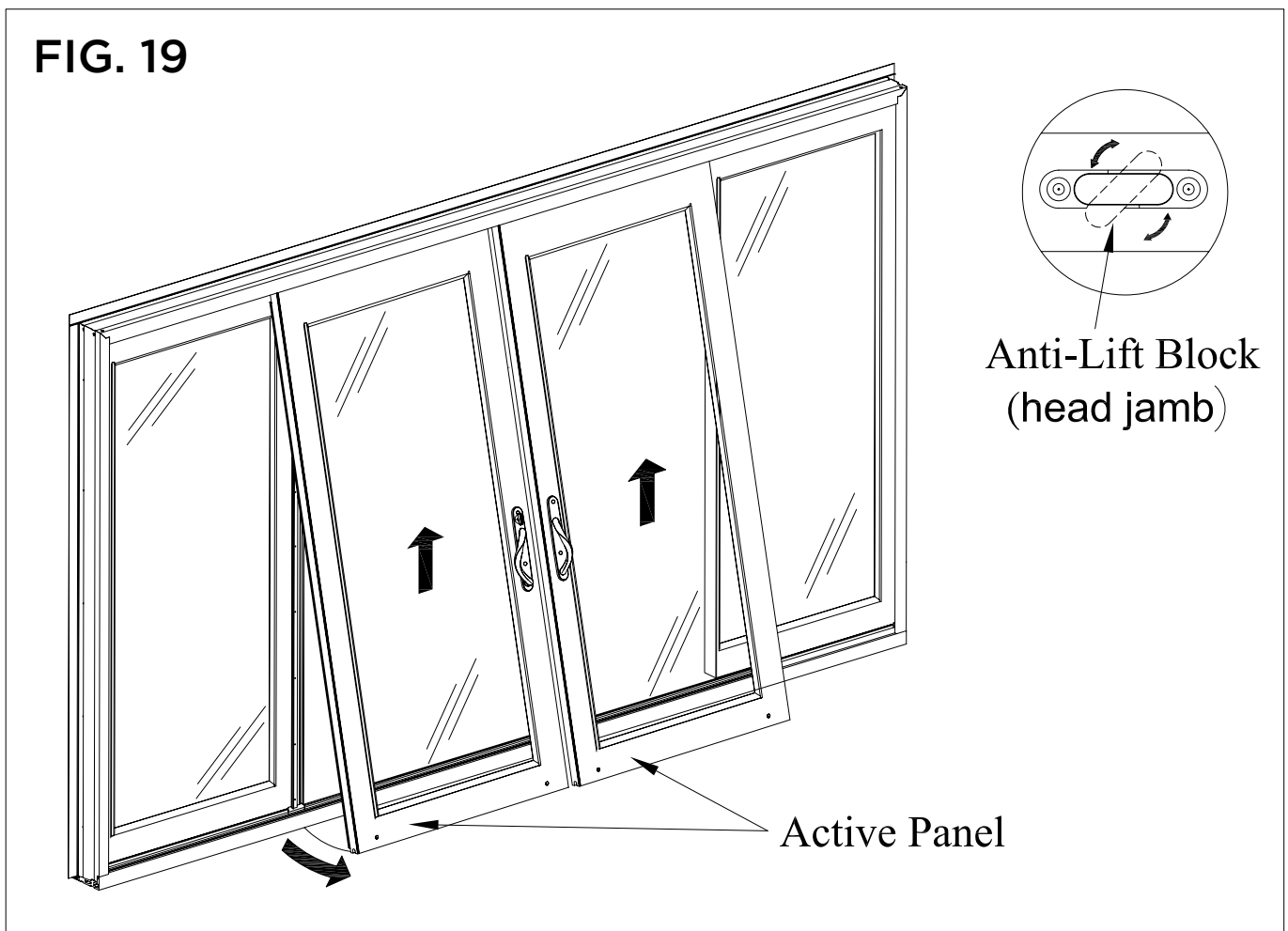
20. To get the panel into the head frame, place the panel in the frame at the angle first, then lift the panel and move the rest of the panel into place, making sure it fits into the sill racks properly. (Fig. 19)

### CAUTION:

When adjusting the rollers, use only a hand screwdriver to avoid damaging the unit.

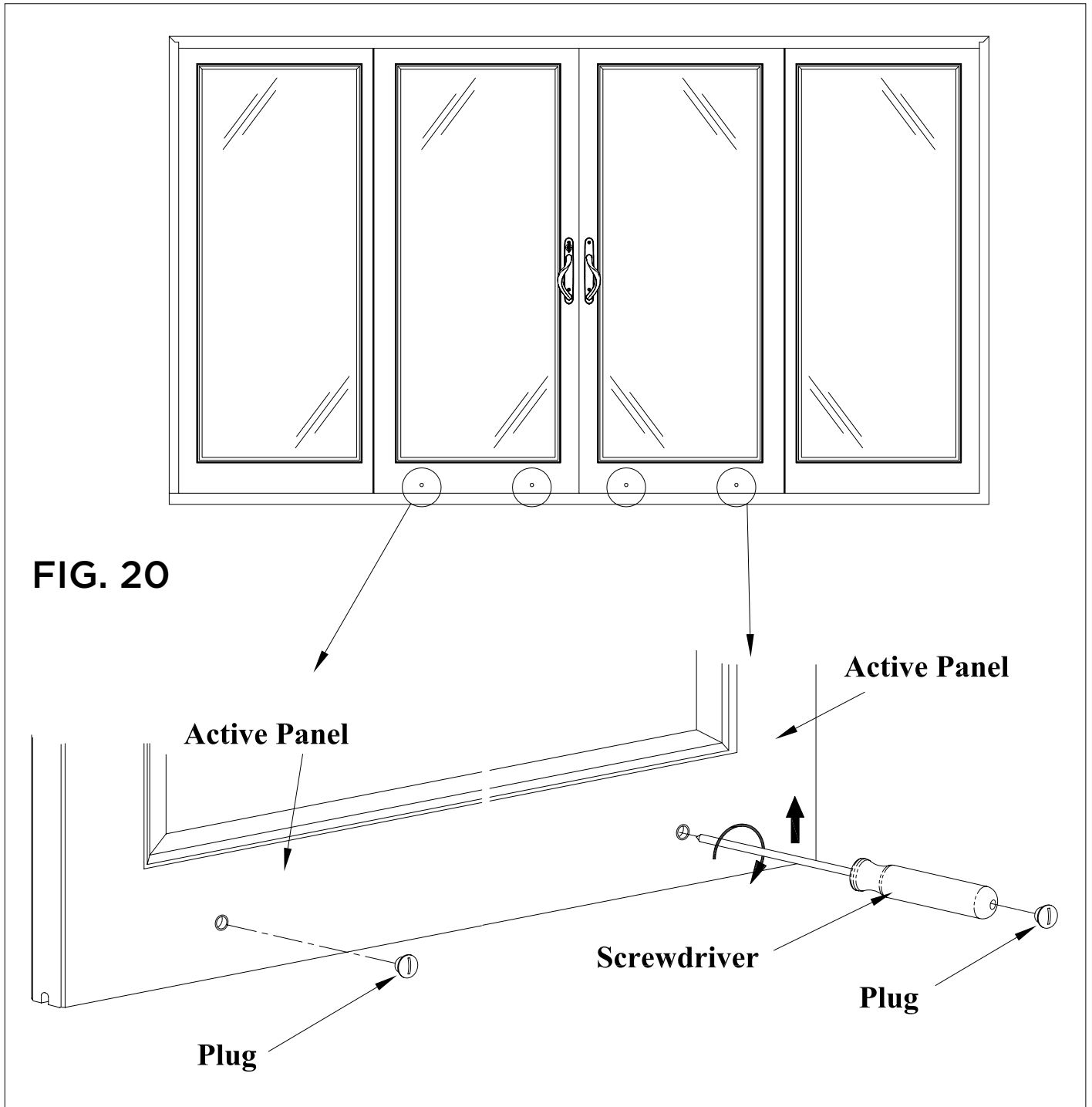
Be sure to lift the active panel up to take the weight of the door panel off of the rollers. Adjusting the rollers without supporting the weight of the panel may result in damage to the rollers which will affect the performance of the door.

21. Raise the rollers to the highest position by:
- Remove cover plugs at the bottom of the panel.
  - Lift the right corner of the door (Fig. 19)
  - While door is raised, turn screw completely clockwise.
  - Repeat step B & C on the left side.

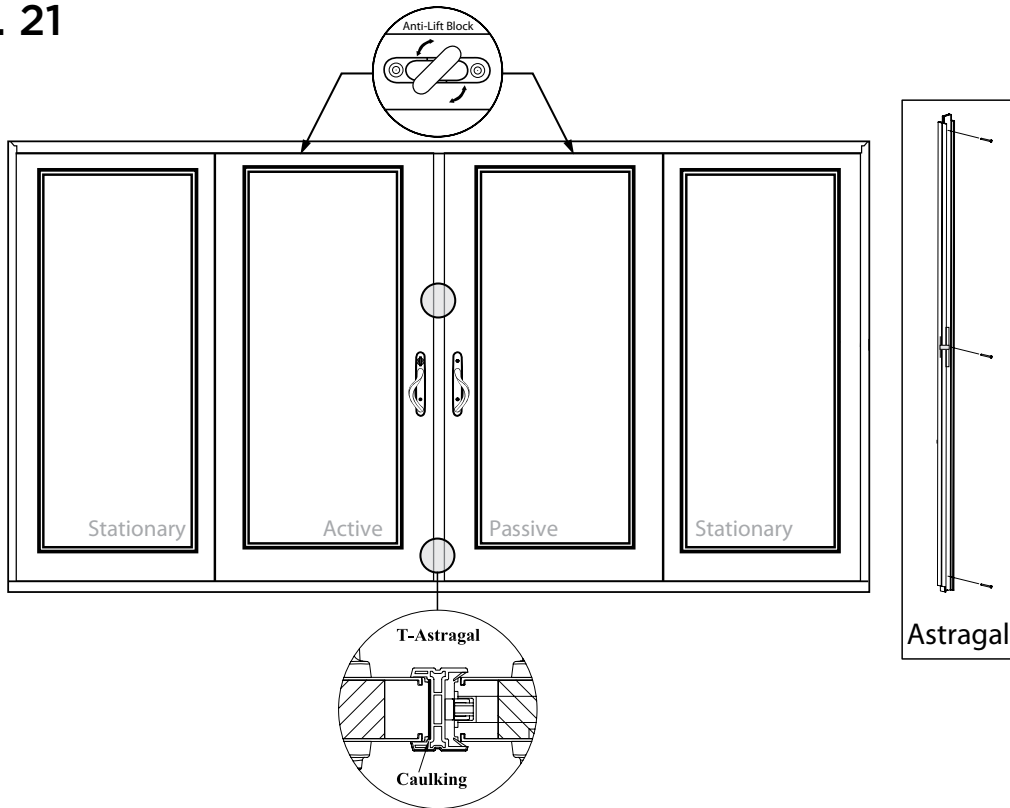




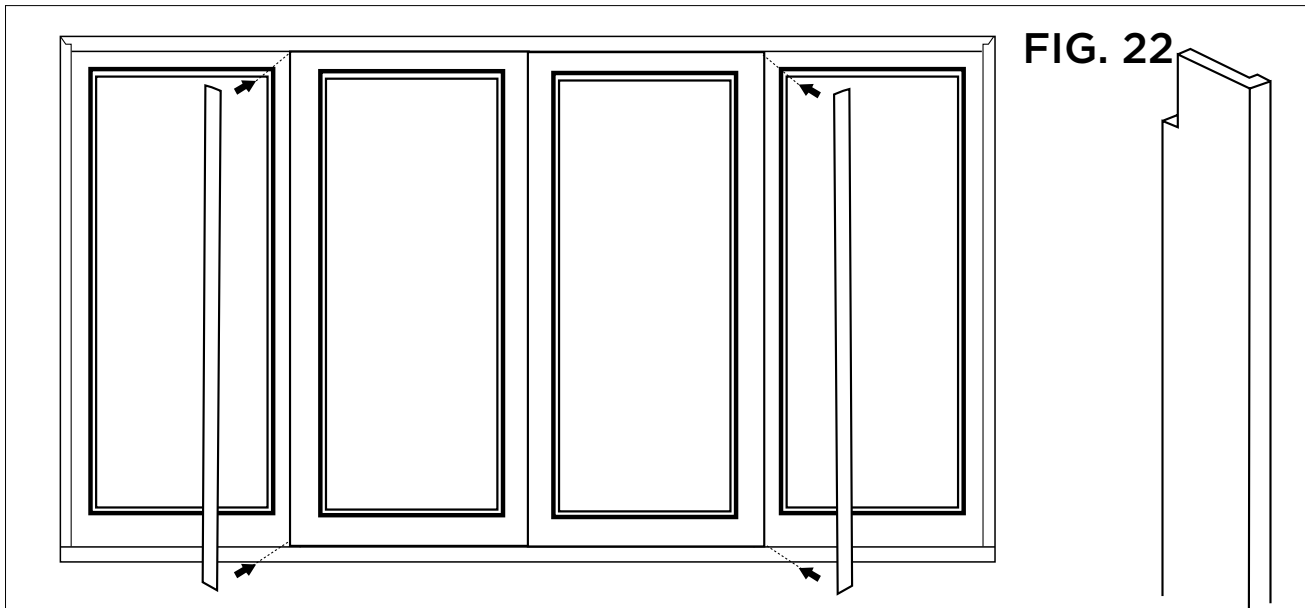
22. Adjust the door to the proper height, turning the screw counterclockwise as needed.
23. Place the astragal strip into position between the active and passive panel of the door. Apply a generous amount of sealant on the edge of the passive panel. Mount the astragal on the passive panel with 3 #10x1-1/2" screws at the top, in the middle and at the bottom for a secure fit. (Fig. 20, 21)
24. Pull out the anti-lift block from the head frame and then twist 90 degrees to prevent the active & passive panel from being lifted out of the door frame.



**FIG. 21**



25. Position the stile cap between the stationary and the active panels for a clean and finished look to the door system. (Fig. 22)

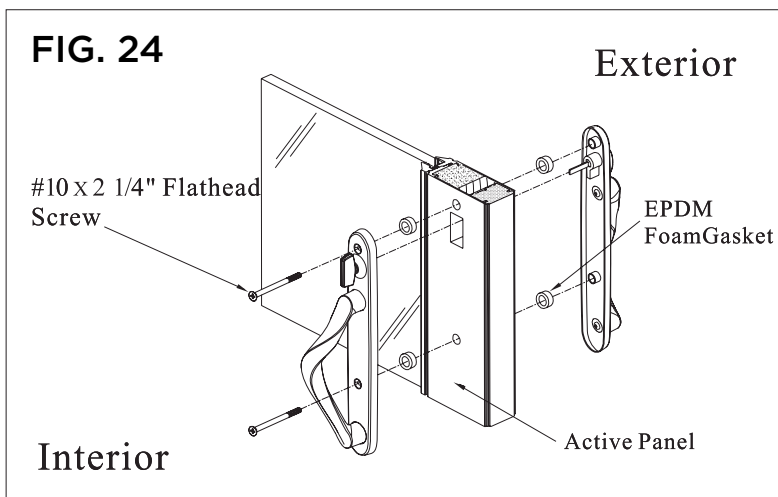
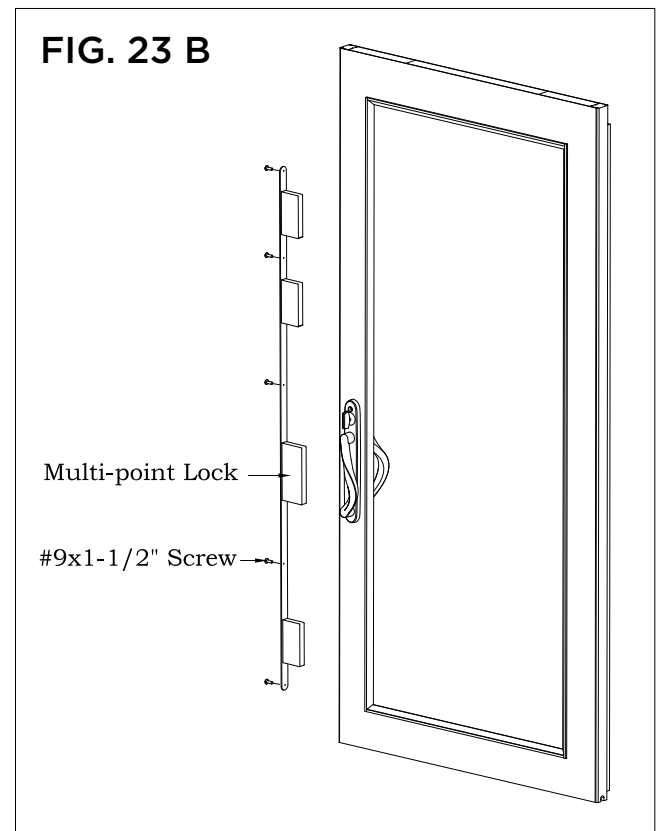
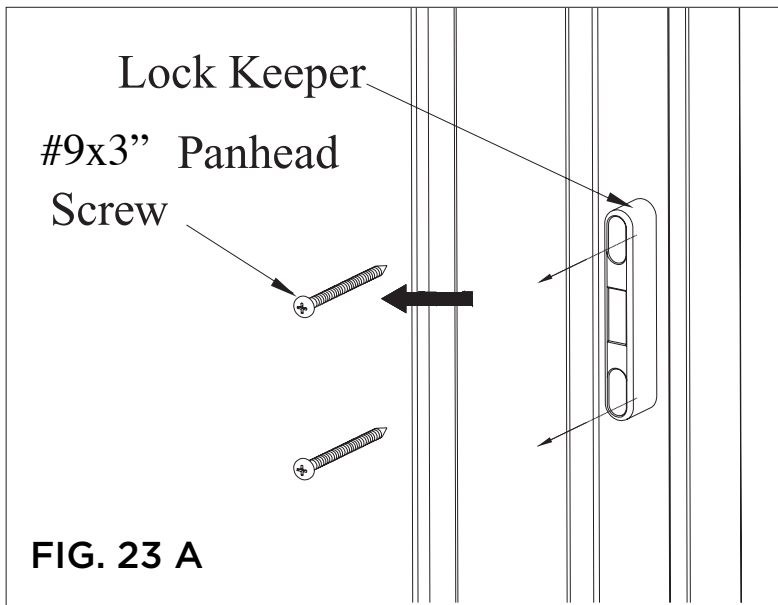


# INSTALLING LOCK AND KEEPERS

## IMPORTANT:

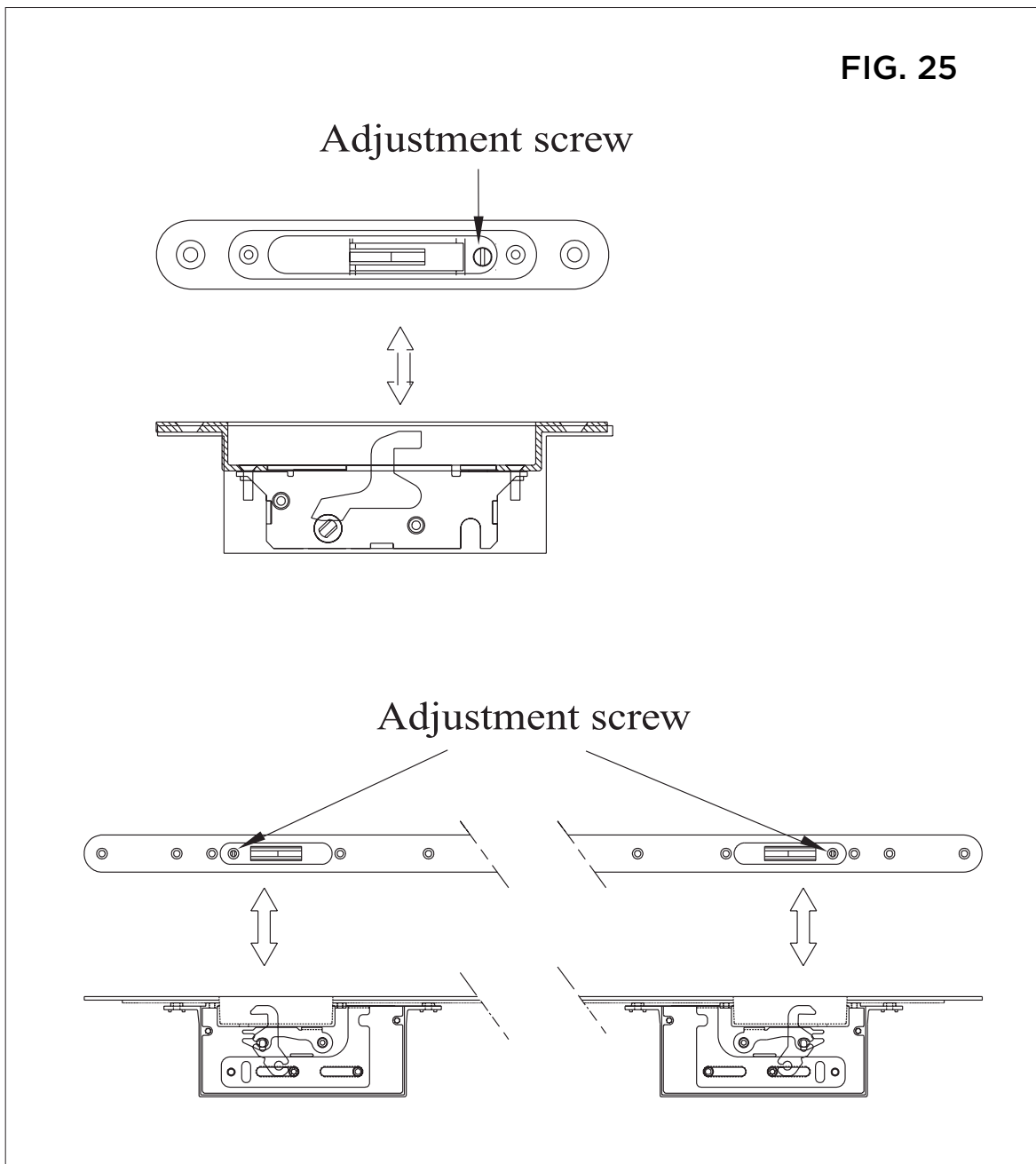
When applying lock keepers, start with the top most lock and check that it secures properly before moving down to the next lock keeper.

26. Predrill screw holes into the passive panel with a #1/8 Drill bit. Apply lock keepers into guide holes in the astragal using # 9x3" pan head wood screws. Open the hooks on the multipoint lock to the maximum level by turning the adjustment screw clockwise with a hand screw driver. Lock keeper may need to be shimmed out in order to lock securely. (Fig. 23 A/B, 24)



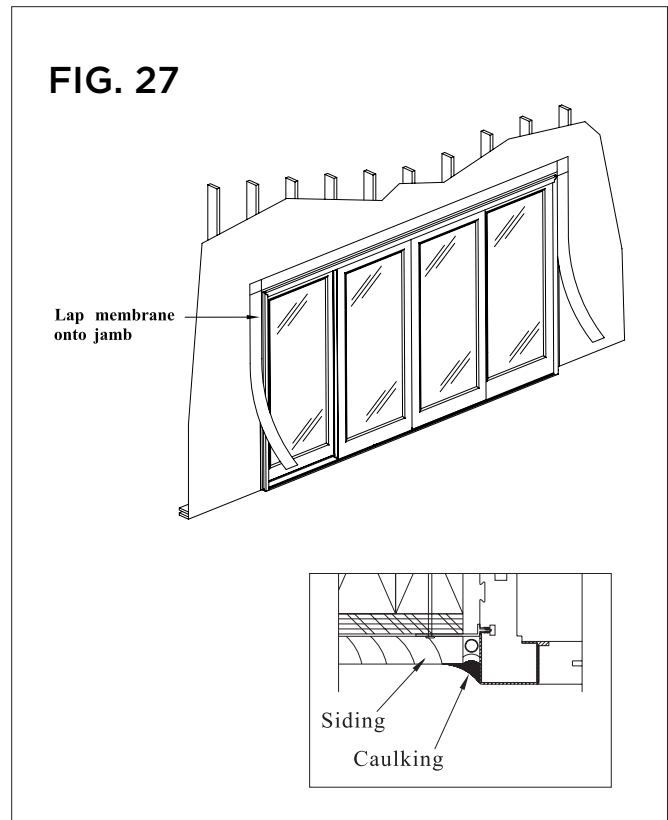
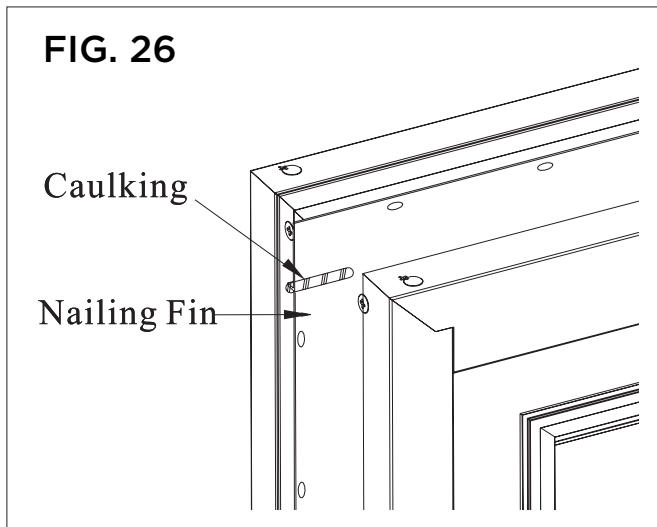
## INSTALLING THE ACTIVE PANEL AND ADJUSTING HARDWARE

27. If units needs further adjustment after installation follow procedure below. (Fig. 20)
28. Open the active panel approximately 7/8 from the frame, and check if the clearance between the active panel edge and astragal is parallel.
29. If the clearance is not parallel, adjust the roller by turning the roller screw. Turn clook wise to tilt the panel upwards, and turn counterclockwise to level the panel downwards.
30. Start by adjusting the roller of the locking side. If the panel is still tilted, adjust the roller of the meeting rail side.
31. Adjust the lockset and keeper to ensure proper function of the unit. (Fig. 25)
32. Reset head jamb Anti-lift block. (Fig. 21)



## SEALING THE INSTALLATION

33. Apply caulking on the top joints of the nailing fin. (Fig. 26)
34. Lap vertical strips of self sealing adhesive membrane (4" wide) onto the jambs' nailing fin and over the exterior sheathing.
35. Install another layer of adhesive membrane lapping onto head jamb nailing fin and exterior sheathing. (Fig. 27)



## CLEANING INSTRUCTION

- Door and jamb skins may be cleaned with mild detergent and water.
- Do not use any solvent, acids or abrasives on the door and jamb skins.
- To clean the glass, use a soft clean grit-free cloth and mild detergent.
- Keep weep holes clean and clear of obstructions.

It is the sole responsibility of the installer and owner to insure that this product is installed according to the written installation instructions included with this product and according to local building code requirements..