

Thank you for choosing a **Scotty Door Folding Closure**.

## **PLEASE READ THESE INSTRUCTIONS FULLY.**

Please induct each and every person who is likely to operate this folding closure on the safe and correct procedures – failure to do so will void warranties or could cause serious injury.

Any questions or assistance please call **09 479 4779** or **0800 760 687**

When contacting Scotty Doors for assistance, please locate the sticker on the back of your door with the job number to help identify your door in our system. Please have that number available when contacting us.

### **FOLDING CLOSURES**

- Always control the operation of the folding closure throughout movement on the track.
- Whenever possible, pull the door sections, instead of pushing them. If you need to push any section of the folding closure, please push from as high up the closure as possible.
- If the folding closure is being manoeuvred around a curved track, it may be necessary to assist individual door panels through the curves.
- If manoeuvring of the folding closure becomes difficult, try separating the individual closure sections and then repeat the manoeuvring process again.
- To unlock your folding closure from the exterior side, insert the key and turn it towards the wall (in most cases) for the top and bottom locking pins to disengage from the ceiling and floor.
- To unlock your folding closure from the interior side, turn the snib lock (finger turn) towards the wall (in most cases) for the top and bottom locking pins to disengage from the ceiling and floor
- If the locking pins / door handles do not automatically disengage, give them some assistance by lifting / pushing the handle slightly and then releasing.
- For the knobs on the intermediate posts (posts which do not have a key or snib lock) pull the knob out and then engage or disengage.
- **DO NOT FORCE THE OPERATION OF THIS DOOR.**

### **TROUBLESHOOTING**

- To enable the folding closure to securely lock, the locking pin must slot into the floor dust socket. If the locking pin engages onto the floor surface, you will be unable to lock the folding closure without damaging the locking pin. We do not recommend attempting to forcefully move the locking pin.
- Please call Scotty Doors for assistance over the phone to disengage the locking pin with the **Pendulum Technique**.

## **CARE & MAINTENANCE OF YOUR SCOTTY DOOR**

Like anything, with a little care and attention and investment in maintenance, your Scotty Door/s will continue to function properly and provide you with safe and reliable access for years to come. We recommend that it is serviced by Scotty Doors or any reputable commercial roller door company **every 6 months**, to make sure it is operating correctly.

- Regular service & maintenance helps avoid potentially dangerous situations.
- During service & maintenance visits, a service technician can detect any abnormal wear and tear or damage to your folding closure. Early detection of potential problems helps you avoid emergency repairs.
- Regular service & maintenance helps avoid the sudden loss of income when a malfunctioning folding closure restricts access to your premises.
- Regular professional service & maintenance increases the life expectancy of your folding closure.

**Please call Scotty Doors to schedule regular service and maintenance**

## **GENERAL CARE & MAINTENANCE**

- Do not use solvents to clean your door. We recommend using a dry chamois-style cloth to wipe down your door to remove dust. For dirt or more heavy-duty cleaning, please wash your door with warm soapy water and the use of the chamois-style cloth.
- Do not apply any grease or petroleum-based lubricant to door tracks or other moving parts. Grease will only collect dust and grit etc. and impact the smooth operation of your folding closure.
- **KEYS** – Please note that all replacement/copies of keys must be cut by a reputable locksmith (i.e., Armstrong). We do not recommend a mall kiosk key cutting service.
- Failure to follow operational, care & maintenance instructions will void your warranty.

## **WARRANTY**

- Scotty Doors folding closures are covered by a one (1) year unlimited cycle warranty on the complete system against faulty workmanship and materials.
- One (1) year warranty on powder coating (excluding general wear and tear from use).
- Any concerns or issues, please call our office immediately.

**Upon expiration of your warranty period, you must contact Scotty Doors or any reputable commercial roller door company for an assessment to confirm your ongoing service and maintenance schedule.**

Any questions or assistance please call **09 479 4779** or **0800 760 687**