

INSTRUCTION FOR USE
and
MAINTENANCE MANUAL

of windows and doors`

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CONTENTS

Instruction for use

Sidehung window		3
90° sidehung window		4
Topguided window		5
Topswing window		6
3-glass sidehung window		8
3-glass topswing window		9
Inward opening window	12	
Tilt window	13	
Parallel slide and tilt window	13	
Folding door and window	14	
Vertical sliding window	15	
Outer door	16	
Balcony door	17	
Sliding door	17	

Maintenance manual

Finishing	18	
Maintenance of aluminium cover		20
Blocking	21	
Sidehung window	21	
90° sidehung window	22	
Topguided window	23	
Topswing window	24	
Fireguard window	24	
Inward opening window and folding window		25
Vertical sliding window	27	
Outer door and balcony door	28	
Sliding door	29	
Maintenace of cremones	29	
Insulating glass	30	
Performed maintenance works	31	

INSTRUCTIONS FOR USE

SIDEHUNG WINDOW

Opening

To open the window, turn the handle and slowly push the window away from you. By turning the handle downward you can fix the window in necessary position.



Figure 1

Closing

- The cremone's hook in the inner slot closes the window fully.
- The outer slot leaves the window in a micro ventilation position (only on a wooden window).

Do not leave the window open in windy or stormy weather.

90° SIDEHUNG WINDOW

Opening

To open the window, turn the handle and slowly push the window away from you.

To open the window fully, push the window from the handle as far as possible. The window is fully open when it is turned under 90° from the original position. The hinge side of the frame has moved towards the middle section of the window opening, leaving a gap of around 15 cm between the frame and the sash. Full opening function is usually used for washing the window.



Figure 2

Closing

- The cremone's hook in the inner slot closes the window fully.
- The outer slot leaves the window in microventilation position (only wooden window).

Do not leave the window open in windy or stormy weather.

TOPGUIDED WINDOW

Opening

To open the window, turn the handle and slowly push the window away from you. Depending on the window size, full opening of the window is sometimes limited for safety reasons.



Figure 3

Closing

- The cremone's hook in the inner slot closes the window fully.
- The outer slot leaves the window in microventilation position.

Do not leave the window open in windy or stormy weather.

TOPSWING WINDOW

Opening

To open the window, turn the handle and slowly push the window away from you.



Figure 4

Closing

- The cremone's hook in the inner slot closes the window fully.
- The outer slot leaves the window in a micro ventilation position (only on the wooden window).

If you wish to wash the window from the outside, push the window from the handle until the outer glass surface turns towards the room.

Do not leave the window open in windy or stormy weather.

The window is equipped with a child-proof lock (see *Figure 5*) that enables it to open the window at first only by around 10 cm.

The window can be opened wider after you first free the child safety lock from the holder on the jamb and then open the window. The same lock also works as a position catch for the window when washing it from the outside.



Figure 5

3-GLASS SIDEHUNG WINDOW

Opening

To open the window, turn the handle and slowly push the window away from you.



Figure 6

To open the window fully, push the window from the handle as far as possible. The window is fully open when it is turned under 90° from the original position. The hinge side of the frame has moved towards the middle section of the window opening, leaving a gap of around 15 cm between the frame and the sash. Full opening function is usually used for washing the window.

Closing

- The cremone's hook in the inner slot closes the window fully.
- The outer slot leaves the window in the micro ventilation position.

Do not leave the window open in windy or stormy weather.

3-GLASS TOPSWING WINDOW

Opening

To open the window, turn the handle and slowly push the window away from you.

Opening positions

Only windows with frames over 504 mm high have blocked opening positions.



*Figure 7.
Topswing window, safety position*

Safety position

Open the window to first blocked position and fix the frame to opened position by turning the child-proof lock „B” with a special key 90°. In first fixed position the window is opened about 10 cm.

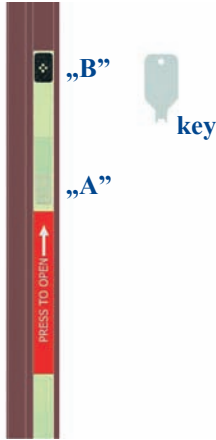


Figure 8.
View to topswing window
from room



Figure 9.
Hinge of topswing window



Figure 10.
Topswing window, ventilation position

Opened ventilation position

Release the child-proof lock with a special key. To open the window to ventilation position push the knob „A” (situated at left guiderail) and at the same time push the window slowly away from you. By reaching the blocked position activate the child-proof lock „B” what will fix the frame in opened position.

Washing position of outer side

Release the child-proof lock „B”, push the knob „A” and push the frame so the outer glass surface turns into room. The frame will reach the fixed position at the knob „A” on the left guiderail and will finish with a clear click.



*Figure 11.
Topswing window, washing position*

For closing the frame release the child-proof lock „B” (in safety and opened ventilation positions), push the knob „A” and close the window.

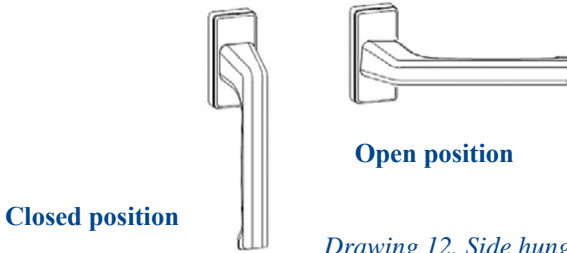
Closing

- The cremone’s hook in the inner slot closes the window fully.
- The outer slot leaves the window in microventilation position.

Do not leave the window open in windy or stormy weather.

INWARD OPENING WINDOW

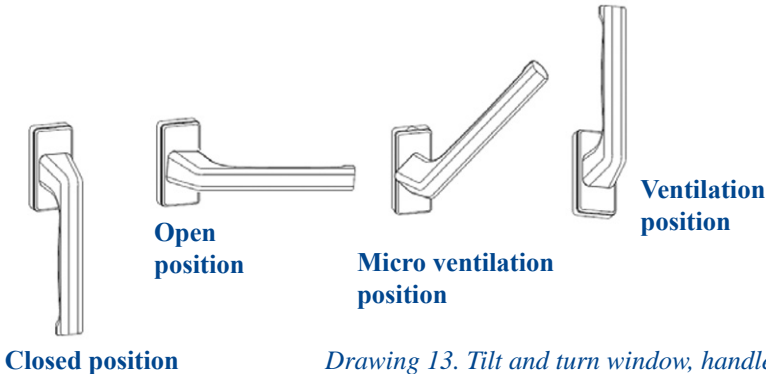
A **side hung window** opens when you turn the handle 90 degrees and then pull the window towards yourself.



Drawing 12. Side hung window, handle positions

A **tilt and turn window** has two opening functions. The window opens by tilting when the handle is turned up 90 degrees from the closed position to the open position and pulling the window towards you. To place the window in the ventilation position, the handle of the closed window is to be turned 180 degrees, after which the window is to be pulled towards you. A tilt and turn window has integrated one-step micro ventilation. To place the window in the micro ventilation position, the handle of the closed window is to be turned up 135 degrees (in between the open and ventilation positions)

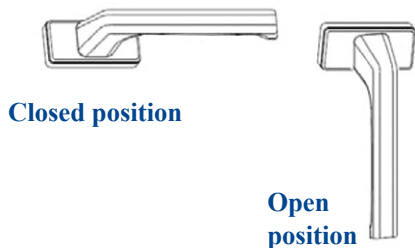
NOTE! The handle on a window opened to the side (handle in open position) should not be turned up!



Drawing 13. Tilt and turn window, handle positions

TILT WINDOW

The window opens when the handle on the upper horizontal frame profile is turned 90 degrees and the frame is pulled towards you using the handle.

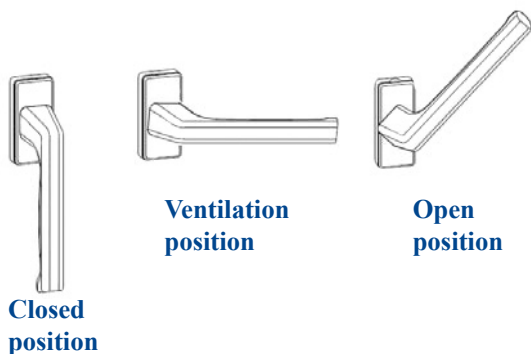


Drawing 14. Tilt window, handle positions

PARALLEL SLIDE AND TILT WINDOW

To open the window, turn the handle up 135 degrees and pull the frame towards you and then push the frame parallel to the product.

Tilt opening is activated when the handle on the closed frame is turned up 90 degrees.



Drawing 15. Parallel slide and tilt opening window, handle positions

FOLDING DOOR AND WINDOW

A product has an active frame, which, depending on the opening layout, can be opened by tilting or tilting and turning. A more detailed description of the layout and opening possibilities is described in the contract annex. The active frames of casement and tilt and turn windows are to be opened in the manner described above (see corresponding drawing 12 and 13). For the opening/folding together of folding frames, turn the handle on all frames 90 degrees, on some layouts free the latches on the frame opposite the active frame and use the handle to pull the frame towards the room.

To close the window, do the opposite.

Some diagrams have sash retaining devices. With these devices the operation of the folding door will be following (see *Figure 16*). *Figure 17* Application of sash retaining devices.

To ensure that the window has a long and useful life, and is safe, the following should be followed

- additional weight should not be hung on the window
- the window frame should not be pushed or forced against a window reveal
- do not place foreign objects between the frame and jamb
- if small children or the learning disabled have free access to the window, the opening of the window should be obstructed, using a lock-able handle.

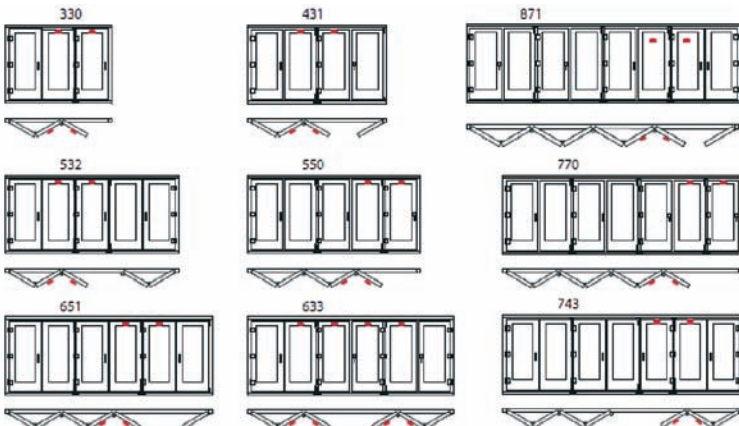
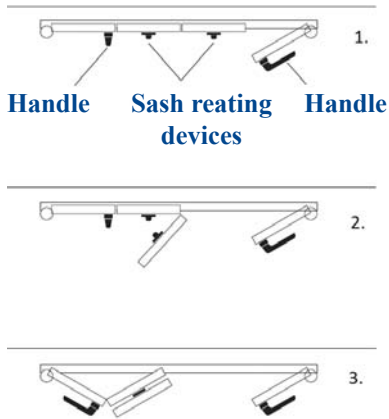


Figure 16.
Applica-
tion of
sash
retaining
devices



1. Open the active sash.
 2. Turn the last sash until both bullet catch components engage in each other.
 3. Unlock the rest of the sashes and fold them together
- To close the window, do the opposite.

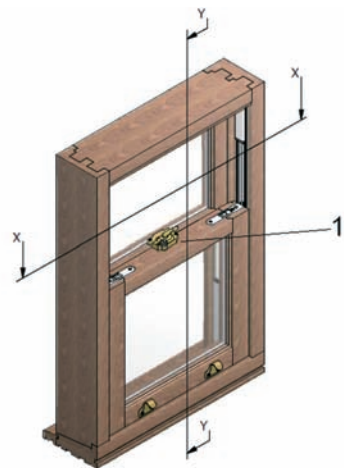
Figure 17. Operation – Opening Fold&Slide doors

- in case of a draft, the window should not be left open in the hanging position.
- damage may occur to a window closed with force. When closing the window make sure that your hand does not get caught between the frame and jamb.
- in the case of strong wind or a storm the window should not be left in an open position

VERTICAL SLIDING WINDOW

A vertical sliding window has two frames. In order to open the frames open the sash lock (see drawing 18, reference 1) and lift the lower frame up. To open the top frame, pull the frame down using the pole ring on the upper frame.

Washing In order to wash the lower window, free the latches on the upper window frame and tilt the frame towards the room.

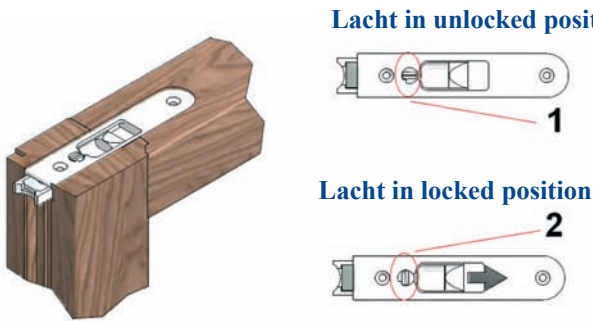


*Drawing 18.
Vertical sliding window*

In order to wash the upper frame, pull the frame down using the pole ring, free the latches on the top frame and tilt the frame towards the room.

NOTE! When tilting the upper frame into the washing position, the lower frame must already be in the washing position.

NOTE! In order to avoid the accidental opening of the frame into the washing position, lock the latches into the closed position (*see Figure 19, reference 2*)



*Figure 19.
Vertical sliding window, latch positions*

To close the window, do the opposite.

In the case of a strong wind or a storm the door should not be left in the open position.

OUTER DOOR

Opening and closing

The door is equipped with a three point locking system: it locks from above, from the middle and from the bottom. For locking the door lift the handle upward.

Only after that you can lock the door with a turnknob or key.

All locking points are released by pushing down the handle. This can be done only when the door has been unlocked first.

Doors equipped with Fix2002 three locking points can be opened and closed as described above but to ensure ease of use we have added an additional turn knob. You can use the turn knob to lock and open the door .

When leaving home the turn knob can be blocked from a nipple located at endplate of the lock: The lock will then be in a safety position and it is impossible to open it without a key even from the room. By opening the door with a key the turn knob function recurs automatically.

Do not leave the door in open position in windy or stormy weather.

BALCONY DOOR

Opening and closing

The door is equipped with three point locking system that locks from above, from the middle and from the bottom. To open the door the handle shall be turned in horizontal position and in order to lock the handle shall be turned down again.

You can fix the door in the required position if you turn the door handle down.

Do not leave the door in open position in windy or stormy weather.

SLIDING DOOR

Opening and closing

The sliding door opens if you turn the handle 180 degrees (downwards from upper vertical position) and thereafter push the active doorframe slowly towards the passive frame.

For full opening push the door -frame from handle as far as possible. The door is fully opened if the frame has slid to the catchers. In the open position is it possible to fix the frame by turning the handle 180 degrees upwards (frame subsides to the guiderail).

To close the door pull the sliding frame against the jamb and turn the handle back to vertical position.

There are two ways to close the door:

- The cremone's hook in the inner slot closes the door fully.
- The outer slot is for microventilation position.

MAINTENANCE MANUAL

Maintenance of the Product by installation

- Avoid creating a situation that will increase the moisture content of the wood.
- Any and all substances applied or spilled on the surface of the wood must be removed immediately to avoid damage to the finish. (If you have a damaged spot, cover with correction paint supplied loose).
- Before the building is plastered the products should be covered up with plastic in order to protect them from damages. Please use only recommended adhesive tape. After plastering the protective plastic tape should be removed from the products immediately as otherwise the adhesive tape may damage the colour surface of the product.
- When working with a disc cutter, cuttings should be prevented from landing on the product because rust spots may appear later on the surface of the product.
- During the course of construction work, relative humidity of over 70% in interior rooms may cause the expansion of the window wood and may therefore result in permanent damage to joints. In order to avoid this and at the same time achieve the faster hardening of the factory finish by rolling, the windows should be opened for a few hours each day. The closed position of windows could be the micro ventilation position.

A. FINISHING

General maintenance manual (for final customer)

1. Washing of wooden surfaces

Wash at least two times per year (recommendedly in spring and autumn), wooden surfaces of the windows must be washed with pure water to which is added a cleaner (e.g. TEKNOCLEAN) in order to remove dust, insects

and other pollutants that could be a basis for fungi and algae. Weather and environmental impact on the finishing layer of products varies, depending on the location of the building and the level of protection of products. Any damage detected whilst cleaning must be removed immediately to avoid the wood turning grey/blue and possible separation of color.

2. Correction of damages

Damaged detected on finishing surfaces (e.g. damaged caused by hail or due to other mechanical factor) have to be corrected as follows: polish the damaged spot with fine sandpaper (P280). Clean and wash the polished spot in order to remove dust and dry it properly.

Cover it with appropriate lacquer or color in applicable shade by using a synthetic paint-brush intended for painting with water based acrylic colors. After the first layer has dried, apply a second layer to the surface. If the damaged area is very big, gently rub the damaged area with sand paper and repair it as a whole in the manner described above.

Pine wood is a natural material; it also contains saps, which help the wood to better resist the effects of weather. On hot summer days the temperature on the external surface of the products may be sufficiently high that it in turn activates the discharging of sap. As a result, small spots of sap may appear on the surface of the wood. These can be carefully removed using turpentine, spirits, or other suitable materials.

3. Additional control

- Look over angular joint junctions located at joints on external side of details (if there are fissures polish, finish and fill with joint junction product neutral in colour and suitable for wooden surfaces in outside conditions).
- Water drains have to be free and clean
- Control joints of windows and walls.
- Clean the mold emerged take out on the surface of the product.

4. Processing with maintenance products

At least once a year, we recommend that after aforementioned clean-

ing, the wooden details should be processed with maintenance products (e.g. Aidol Pflugeset, Teknowax or other proper wax; if there is no other then car wax can be used) according to instructions added to the products. At first, one should complete the control and all other required repairs described in Clause 2.

All correction works may be exercised only if the air temperature is at least 8 °C and air humidity is under 85%, or otherwise the coating system may harden poorly and its effect may lessen. The correction works should not be carried out in direct sunlight.

Please ensure that when carrying out any correction works the frame gaskets are not covered with paint. (The gaskets may be taken out of gasket thread and lay back after the color is dried.)

It is essential that small areas of damage are quickly repaired. Small damaged areas may increase fast and may be hard or impossible to repair later. If there are large damaged areas please contact the manufacturer as soon as possible.

B. MAINTENANCE OF ALUMINUM COVER

If the product has an external aluminium cover then it makes windows and doors much more durable in respect of influences of external environment and air pollution.

Aluminum cover should be cleaned twice a year (often in areas where there is high air pollution level). To clean the aluminum use soft sponge and water, add cleaning products if necessary. For cleaning some cleaning paste can be used but one has to observe that the paste does not contain abrasive particles and/or solvent.

In order to obtain steady color of the aluminum cover and protect it from unfavorable environmental influences it is advisable to cover the aluminum cover with usual car wax.

We recommend always mark down the maintenance works in the table shown in the end of the maintenance manual.

C. BLOCKING

Rubber strips

All opening frames are equipped with resistant and weatherproof rubber strips. The strip is installed in the groove that runs in the frame profile.

Clean the strip as necessary . For cleaning use regular window cleaning agent. Do not clean the strip with petrol or solvent. Do not paint the strip or cover it with wood protective agent.

Hinges

Window hinges have to be oiled with freeze-resistant oil. Please ensure that this is not allowed to collect dust.

Before oiling clean the oilable surfaces.

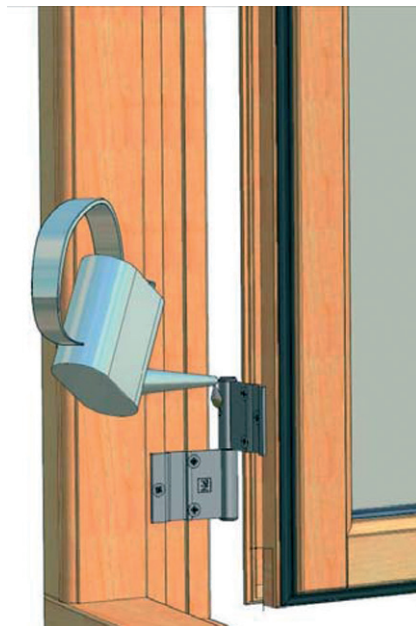
Guiderails have to be clean and free from physical impediments. Do not cover the guiderails with paint. Oiling the guide rails is recommended twice a year.

SIDEHUNG WINDOW

Oil the window hinges (*see Figure 20*). But also oil the ventilation fittings (if such exists) in the upper thread of the frame.

For adjusting the frame height, turn eccentrics of lower hinge in the adjustment locations by using a 5 mm hex wrench (in the basis of window upper hinge).

Figure 20



90° SIDEHUNG WINDOW

With sidehung windows one has to oil the pivots of the sliding window inner surface of guiderails, sliding surface of the aluminium guiderail (see *Figures 21, 21*) and the cremone's moving parts. After oiling the sliding brake (see *Figure 24, Position 2*) will not be as effective as before, but it will return to normal over time. Do not oil the sliding brake itself.

Friction strength can be adjusted by loosening or tightening the screw inside the sliding brake by turning it with 2.5 mm hex wrench.

For adjusting the frame sideways, turn eccentrics in the adjustment locations (see *Figure 24, Position 1*) by using a 2.5 mm hex wrench.

Oil pivot points (see *Figure 23*) and cremone's moving points of the 3-Glass window.

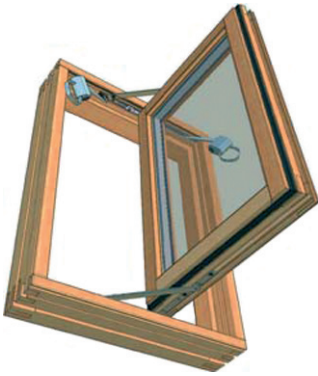


Figure 21



Figure 22

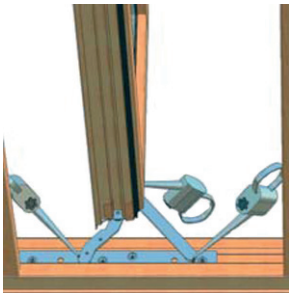


Figure 23

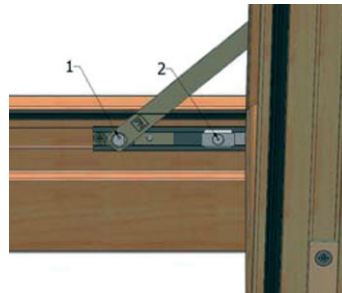


Figure 24

TOPGUIDED WINDOW

Oil the pivot points (see *Figure 25*) and inner surface of guiderails. After oiling the sliding brake will not be as effective as before, but it will return to normal over time. Do not oil the sliding brake itself (see *Figure 26, position 3*).

Friction strength can be adjusted by loosening or tightening the screw inside the sliding brake that is located in the guiderail of the sash and by turning it with 2.5 mm hex wrench. The screws are adjusted accurately if the position of the window can be freely changed and the window remains in the required position.

To adjust the frame in the vertical direction (see *Figure 26*): loosen screw 2, adjust the eccentric in location 1 by turning it with a 2.5 mm hex wrench to the right position, tighten screw 2.

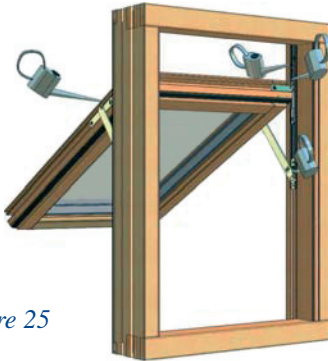


Figure 25

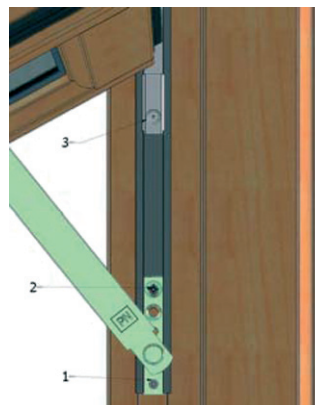


Figure 26

TOPSWING WINDOW

Oil the pivot points of the topswing window . But also oil guiderails and child-proof lock.

In the following Figures are shown oiling spots of the window (see Figure 27) and 3-Glass window (see Figure 28).



Figure 27



Figure 28

FIREGUARD WINDOW

Fire windows must be installed under the installation guidelines.

Whilst carrying out maintenance works one has to ensure that the construction of window and materials correspond to product description.

When cleaning the window use moist patch to remove dust from wooden details.

NOTE! Do not use dissolvents, abrasive materials.

To wash the glass use window cleaners.

Fire glass (installed to inner side (towards room) of a window) is temperature sensitive – interval of use is $-10...+45^{\circ}$.

If the glass freezes (under -10°C) it mists and by melting the ini-

tial transparency does not recur (freezing does not damage fire-protection qualities);

At the time of installation and after it one should avoid freezing of fire glass (under $-10\text{ }^{\circ}\text{C}$).

Whilst in storage protect from direct sunlight, if the temperature is higher than $+45\text{ }^{\circ}\text{C}$ the fire glass begins to react with heat (i.e. it turns opaque, fire-protection qualities may be damaged).

If the fire glass breaks then one has to inform the producer about it immediately. Broken glass has to be replaced with a unbroken.

INWARD OPENING WINDOW AND FOLDING WINDOW

The hinges and ventilation position catches are to be oiled (see drawing 29). Tension the handle screws. To tension the handle screws, carefully turn the handle cover 90 degrees, freeing the screw heads. Using a suitable screwdriver, tension the handle screws and turn the handle cover back to the vertical position.

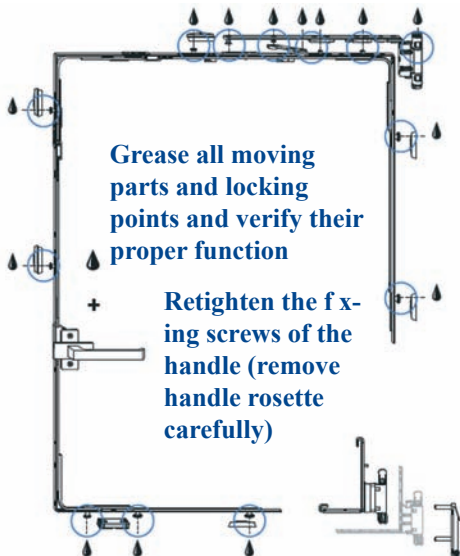
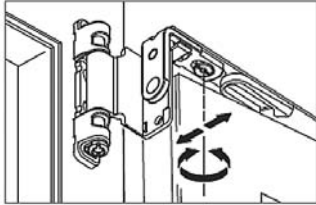
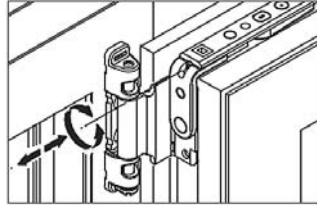


Figure 29

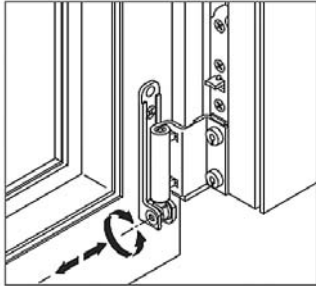
The regulation of the sash in the vertical and horizontal direction takes place in accordance with drawing 30. If necessary, the pressure of sash gaskets can be regulated (see Figure 30).



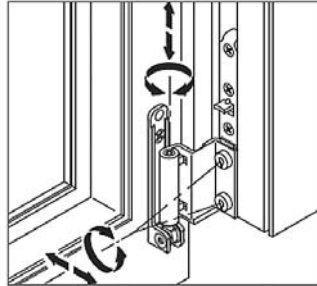
Gasket pressure adjustment – stay arm



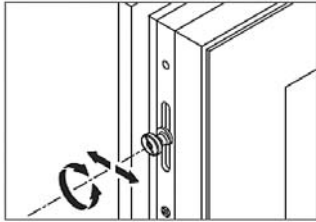
Horizontal sash adjustment – stay arm



Horizontal sash adjustment – corner bearing



Vertical and gasket pressure adjustment



Gasket pressure adjustment – mushroom pin

Figure 30

Incline sliding opening window has an adjustable frame height, if necessary. For adjustment, remove plastic cover of fastener on the lower part of sash. The mechanism located under the plastic cover has regulating nuts (see Figure 31), enabling to adjust vertical position of the sash.

To regulate the position of folding sashes in folding windows the sash hinge must be regulated (if necessary both the outer as well as inner) and if necessary the sash's support rollers.

To regulate the sash's horizontal position, do the following:

- fold the sash into the suitable position

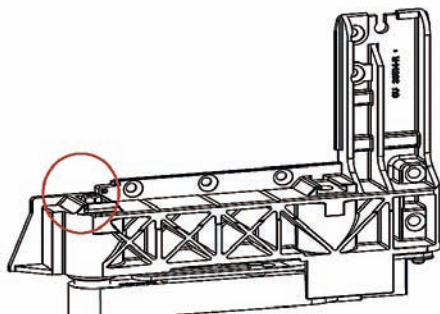


Figure 31. Adjustment of the hinges of an incline sliding window

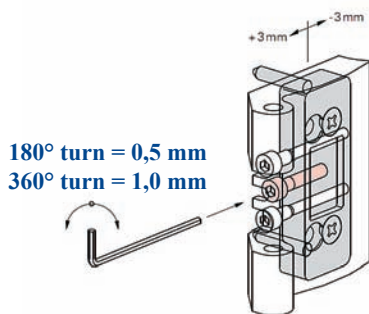


Figure 32. Folding window hinge, regulation

- turn the screw (middle) indicated in drawing 32
- To adjust the vertical position of the window the height of the sash's support rollers must be adjusted. To do so, do the following (see Figure 33)
- remove the cover of the regulating screw
 - open the locknut
 - regulate the regulating screw using a hex key, turning it in the correct direction,
 - fix the locknut and replace the cover for the regulating screw.

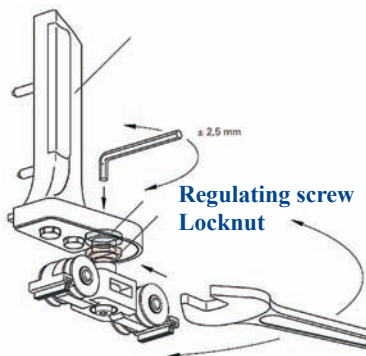


Figure 33. Folding window's support roller, regulation

VERTICAL SLIDING WINDOW

Vertical sliding window requires lubrication of pivoting points of hinges. Also guide rails and child lock (if available) need lubrication

OUTER DOOR AND BALCONY DOOR

It is recommended that hinges, locks, locking points and ventilation catches be oiled with non-freezing oil (for example, silicone oil) twice a year (more frequently if necessary).

To regulate sash height:

- open 4.5×40 screw and security bolts (if present) on all hinges
- turn the eccentric counter clockwise, the door frame will be regulated down. Turning the eccentric clockwise, the door frame will be regulated up.

NOTE! When regulating the door frame up, the door frame should be lifted at the same time.

- tension 4.5×40 screws and security bolts

To regulate the frame in the side direction, do the following

- open 4.5×40 screws and security bolts (if present) for all hinges
- turn the horizontal regulation screws to the necessary position
- tension 4.5×40 screws and security bolts

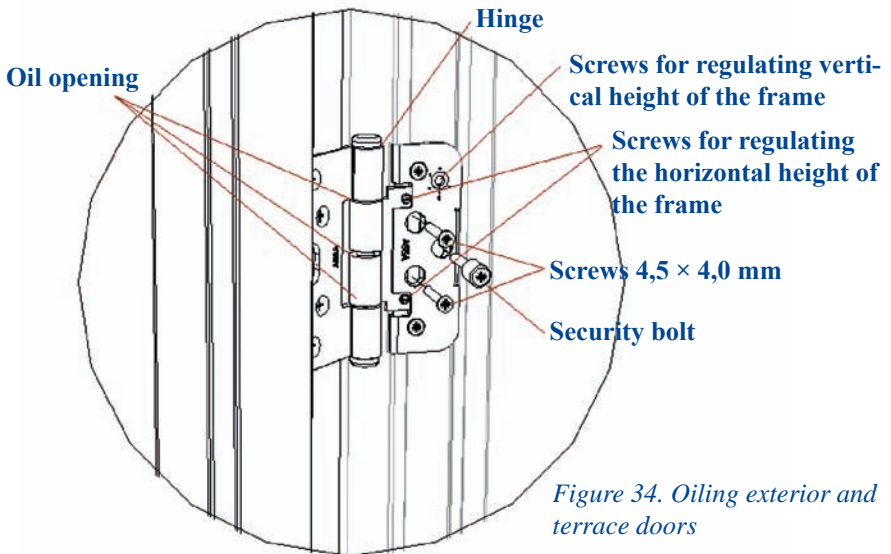


Figure 34. Oiling exterior and terrace doors

It is recommended that hinges be oiled with non-freezing oil (for example silicone oil) twice a year (more frequently if necessary).

SLIDING DOOR

All moving parts and fixing points must be oiled with freeze-resistant oil (e.g. silicon oil) recommendedly twice a year (or more frequently, if needed).

Cremones fixing points can be adjusted by turning them inwards or outwards (see Figure 36).

Clean and lubricate only with means what are pH-neutral and do not damage corrosion cover of the closures.



Figure 35



Figure 36. Cremones of sliding door fixing point on side jamb

MAINTENACE OF CREMONES

Cremones and multipoint locks installed to the products are oiled and their order is controlled before they were installed to the products. To assure smooth functioning of the mechanism the cremone and multipoint locks must be oiled 1 to 2 times per year (see Figure 37 and 38).

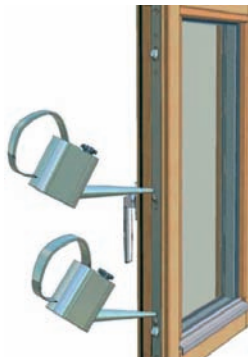


Figure 37

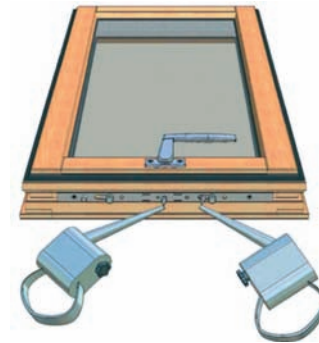


Figure 38

D. INSULATING GLASS

Glass wash

Glass windows are usually washed in spring and autumn (minimum temperature +5 °C). To wash the window purchase a proper window cleaning set and suitable cleaning product. Good window cleaning sets consist of plush window rinser, base where the rinser is fastened, drying rubber and handle (telescope handle, if needed that has an adjustable length).

Clean the windows starting from outside part of the window . Use plush window rinser as a tool. In order to remove grease, dilute cleaning product and use special drying rubber. By drying the glass surface it is not advisable to use newspapers as ink greases and may damage the glass surface. If needed, improve the drying result with micro fibre patch, leather patch or flock-free paper. Special attention should be turned to corners and edges of glass surfaces.

NOTE! During the installation of Bioclean windows and the washing of glass surfaces follow special safety requirements:

- Use non-aggressive glass cleaning products
- Do not use glass cleaners containing silicone or abrasive particles.
- Do not use industrial cleaning products, which are intended for uses other than glass cleaning.
- Do not use the following chemical cleaning agents: soda, bleach, laundry detergent, spirits.
- Avoid glass coming into contact with all sorts of sharp and abrasive objects, including jewellery, cinches, measuring tape, razors, knives, steel wool, sandpaper, etc.
- Never attempt to remove individual stains using SGG BIOCLEAR without using water.

Scratches. Avoid objects with sharp edges that will scratch glass surface. Glass is strong but not entirely scratchproof. From the glass surface it is possible to remove light scratches by means of cerium oxide.

Thermal tensions. high-speed increases of the glass temperature or big variations in glass will cause thermal tensions as a result of which the glass may crack.

To avoid thermal tensions:

- Do not place dark object against glass;
- Do not point air or radiance flow of heater to glass.

