



INSTRUCTION FOR USE
and
MAINTENANCE MANUAL
of windows and doors

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INSTRUCTIONS FOR USE SIDE HUNG 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 espagnolette'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.

INSTRUCTIONS FOR USE 90° SIDE HUNG 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 cleaning the window.



Figure 2

Closing

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

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

INSTRUCTIONS FOR USE TOP GUIDED 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 espagnolette's hook in the inner slot closes the window fully.
- The outer slot leaves the window in micro ventilation position.

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

INSTRUCTIONS FOR USE TOP SWING WINDOW

Opening

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

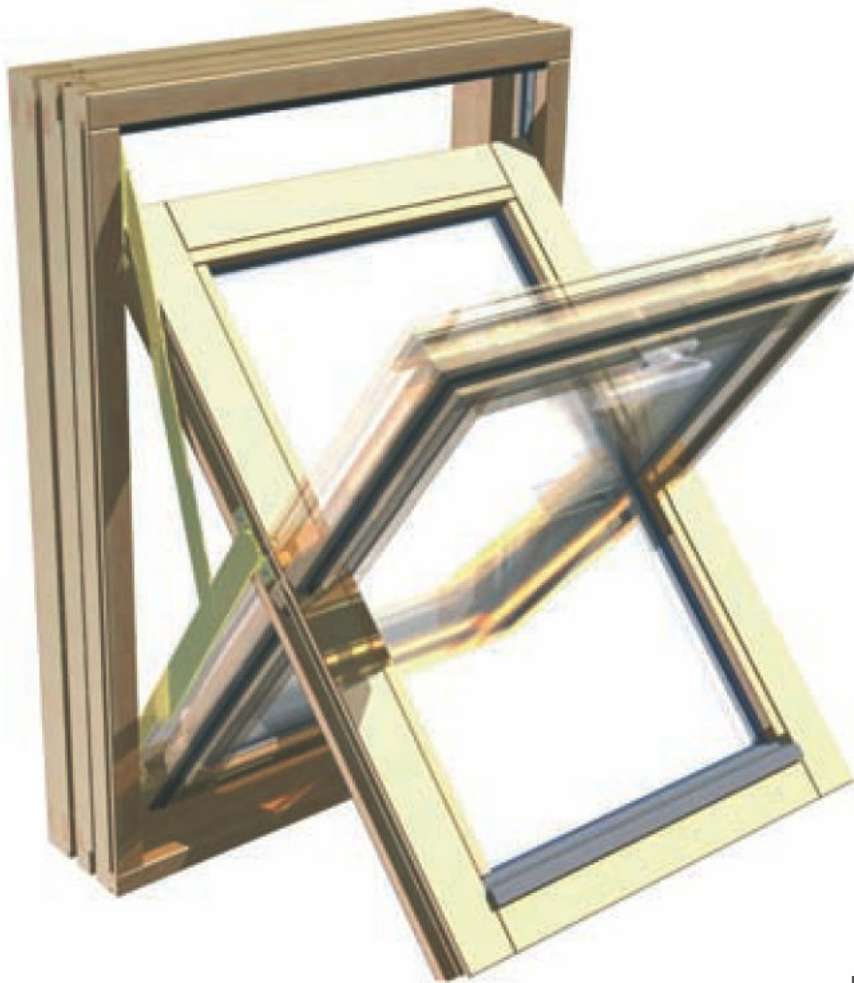


Figure 4

Closing

- The espagnolette'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 clean 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 restrictor (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 Restrictor from the holder on the jamb and then open the window. The same restrictor also works as a position catch for the window when cleaning the outside pane.



Figure 5

INSTRUCTIONS FOR USE TRIPLE GLAZED SIDE HUNG 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 cleaning the window.



Figure 6

Closing

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

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

INSTRUCTIONS FOR USE TRIPLE GLAZED TOP SWING 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 restricted opening positions.



Figure 7
Top swing 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.

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

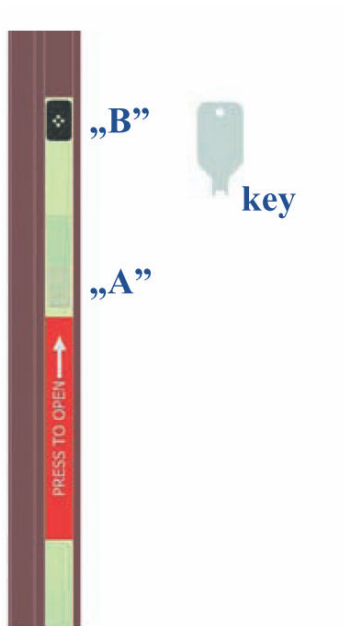


Figure 8
View to top swing window from room

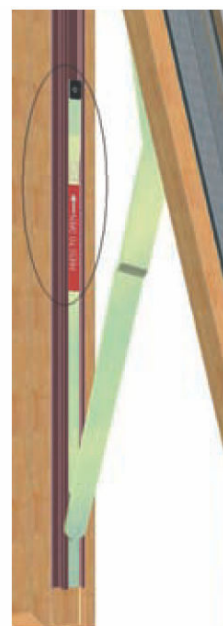


Figure 9
Hinge of top swing window



Figure 10
Top swing 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 guide rail) 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 guide rail and will finish with a clear click..



Figure 11
Top swing 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 espagnolette’s hook in the inner slot closes the window fully.
- The outer slot leaves the window in micro ventilation 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.

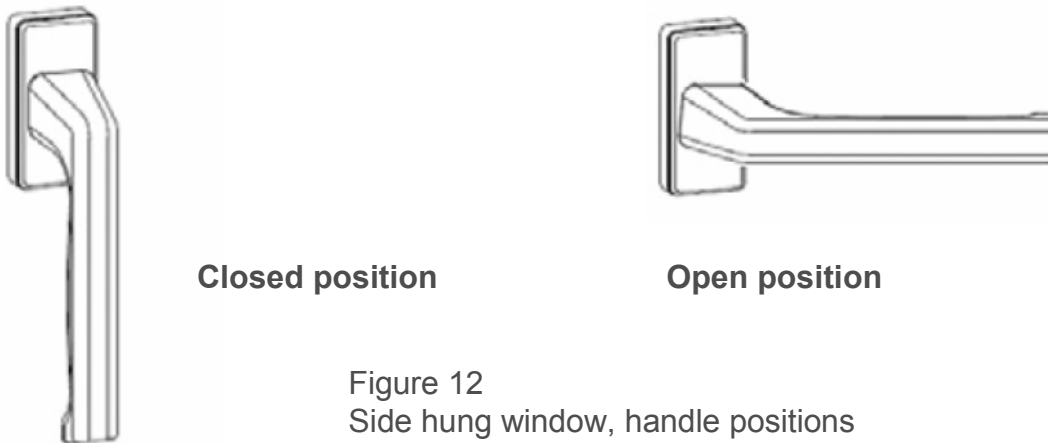


Figure 12
Side hung window, handle positions

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!

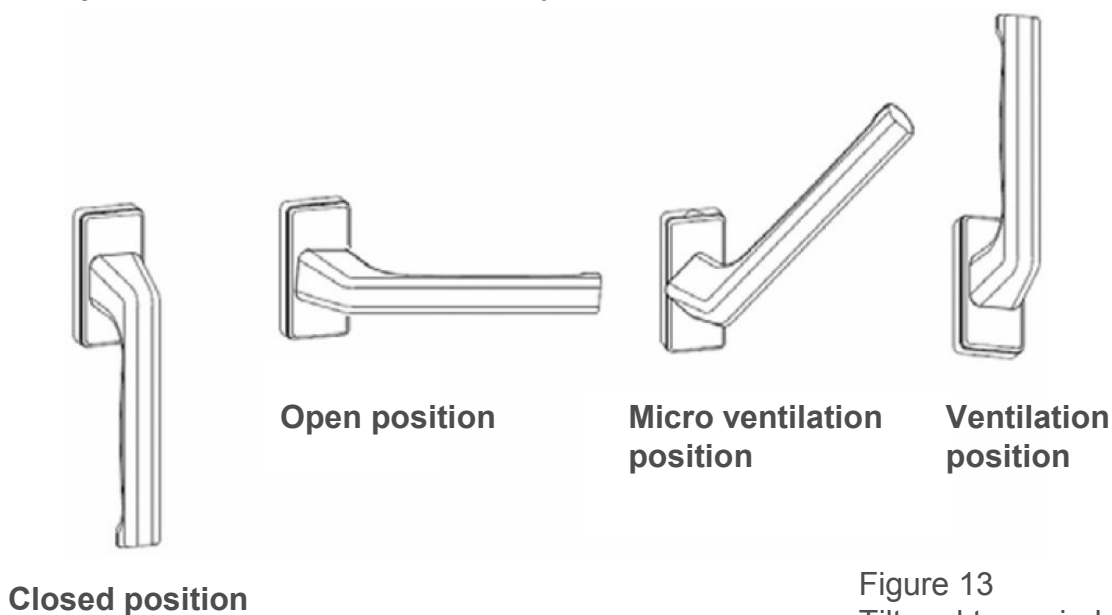


Figure 13
Tilt and turn window, handle positions

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.



Closed position



Open position

Drawing 14. Tilt window, handle positions

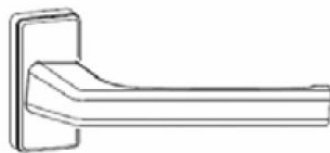
PARALLEL TILT AND SLIDE DOORS

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.

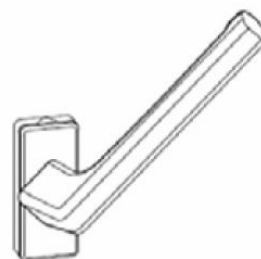
Tilt opening is activated when the handle on the closed frame is turned up 90 degrees.



Closed position



Ventilation position



Open position

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

FOLDING DOOR

Product has an active leaf, 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 sashes 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 leaves, turn the handle on all frames 90 degrees, on some layouts free the latches on the leaf opposite the active leaf and use the handle to pull the frame towards the room. To close the door, 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 frame
- the frame should not be pushed or forced against a window reveal
- do not place foreign objects between the frame and jamb
- if small children have free access to the window, the opening of the doors should be obstructed, using a lockable handle.

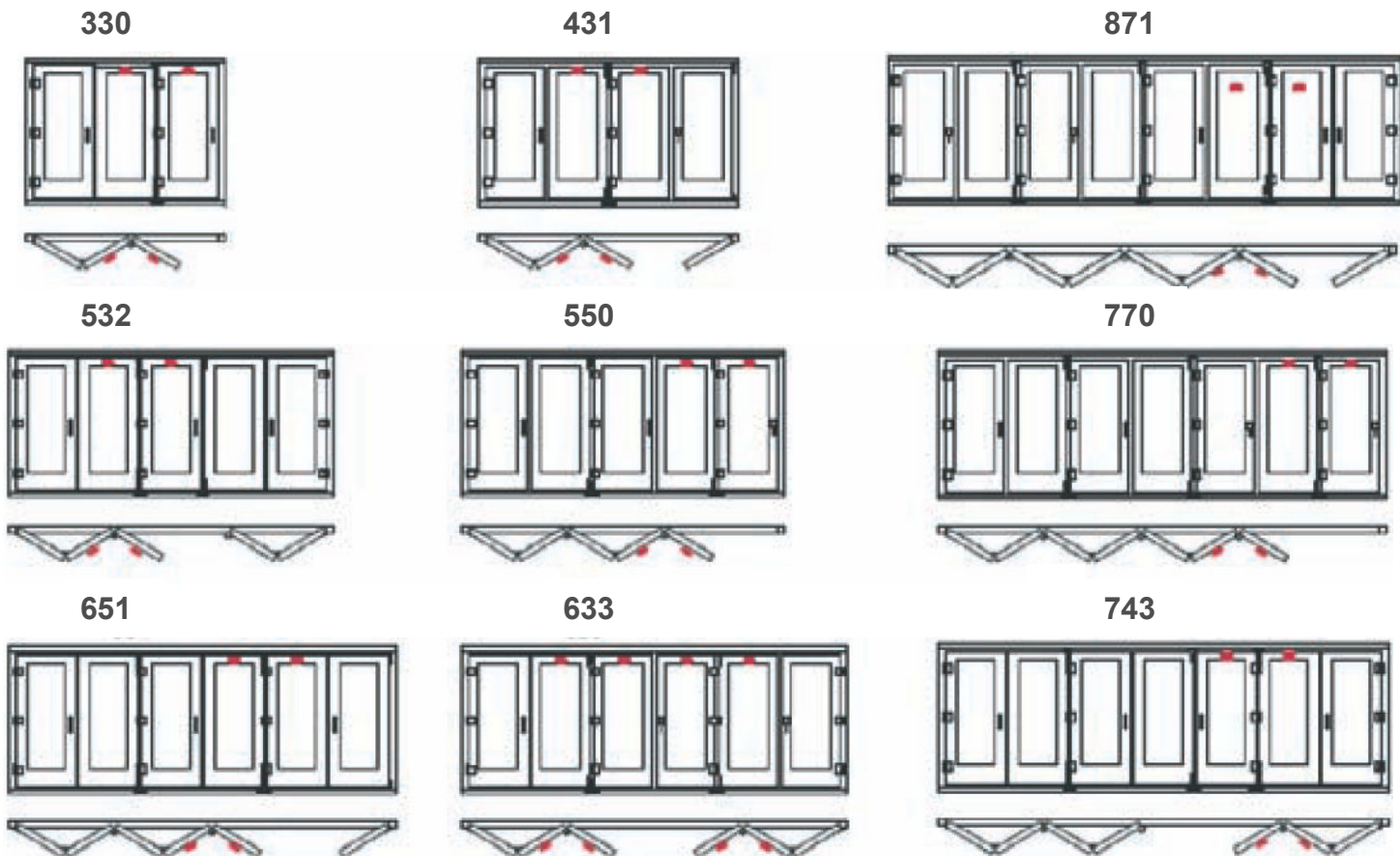
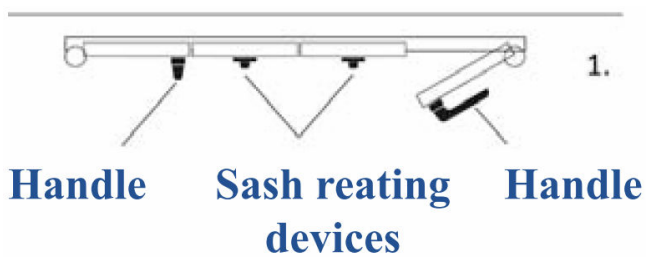
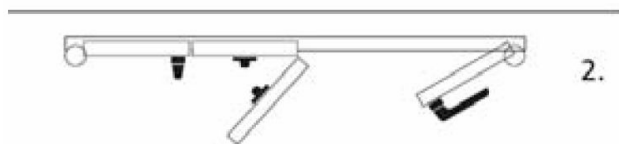


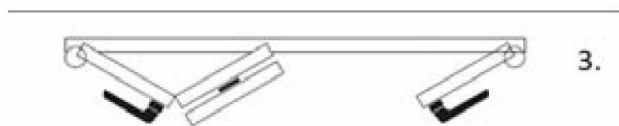
Figure 16. Application of sash retaining devices



1. Open the active sash.



2. Turn the last sash until both retaining keeps of each sash are engaged.



3. Unlock the rest of the sashes and fold them together

To close the window, do the opposite.

Figure 17. Operation – Opening Folding doors

- in case high winds, the door should not be left open in the hanging position.
- damage may occur to a door closed with force. When closing the door make sure that your hand does not get caught between the frame and jamb.

VERTICAL SLIDING SASH WINDOW

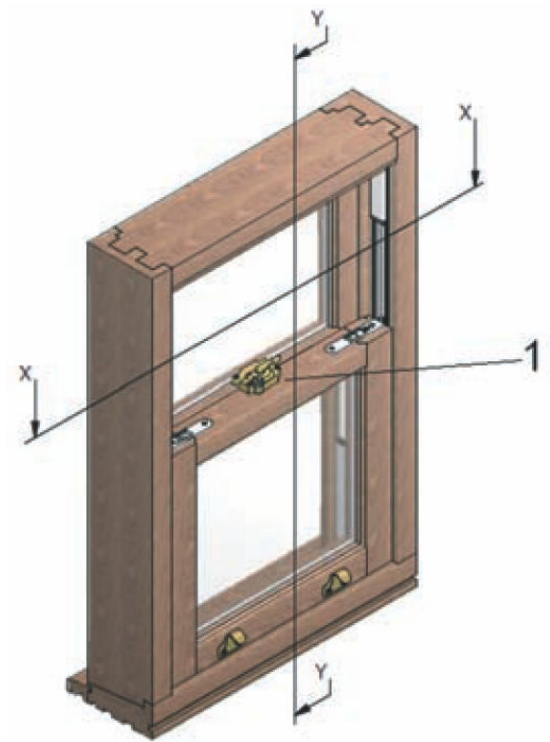
A vertical sliding sash window has two sashes. In order to open the sashes open the sash lock (see drawing 18, reference 1) and lift the lower sash up. To open the top sash, pull the sash down using the ring-pull on the upper sash.

Cleaning In order to clean the lower window, free the latches on the upper window sash and tilt the sash towards the room.

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

NOTE! When tilting the upper sash into the cleaning position, the lower sash must already be in the cleaning position.

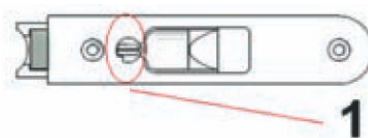
NOTE! In order to avoid the accidental opening of the sash into the cleaning position, lock the latches into the closed position (see Figure 19, reference 2)



Drawing 18. Tilt window, handle positions



Latch in unlocked position



Latch in locked position

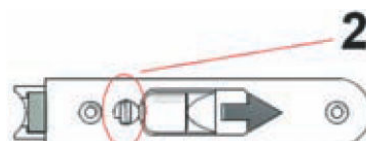


Figure 19. Vertical sliding window, latch positions

To close the window, do the opposite. **In the case of a strong wind or a storm the window should not be left in the open position.**

EXTERNAL DOORS

Opening and closing

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

Only after that you can lock the door with a thumb turn 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 thumb turn . You can use the thumb turn to lock and open the door. When leaving home the thumb turn 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 thumb turn function recurs automatically.

BALCONY DOORS

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 should be turned to the horizontal position and in order to lock the handle should be turned down again.

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

LIFT AND SLIDE 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-leaf with the handle as far as possible.

The door is fully opened if the frame has reached the catchers. In the open position is it possible to fix the leaf by turning the handle 180 degrees upwards (leaf drops to the guide rail).

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

There are two ways to close the door:

- The espagnolette's hook into the inner slot; which closes the door fully.
- The outer slot is for micro ventilation position.

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

MAINTENANCE MANUAL

Maintenance of the product during installation

- Avoid creating any situation that will increase the moisture content of the wood.
- 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, touch-up with correction paint supplied).
- Before the building is plastered the products should be covered 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 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 a faster hardening of the factory finish, the windows should be opened for a few hours each day. The closed position of windows could be the micro ventilation position.

A. SURFACE TREATMENT MAINTENANCE

General maintenance manual (for end user)

1. Cleaning of wooden surfaces

Clean twice per year (recommended in spring and autumn), wooden surfaces of the windows should be washed with clear water with an added 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 finished surface layer of products varies, depending on the location of the building and the level of protection of products. Any damage to surface treatment detected whilst cleaning must be re-touched immediately to avoid the underlying wood turning grey and possible separation of colour.

2. Repairing the surface treatment

Damaged detected to the surface treatment (e.g. damaged caused by hail or due to other mechanical factor) should be to be corrected as follows:

Sand the damaged area with fine sandpaper (P280). Clean and wash the sanded area in order to remove dust and dry it properly.

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

Please ensure that when carrying out any repairs the frame gaskets are not covered with paint. (The gaskets may be taken out of gasket channel and pushed back in after the colour 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.

Pine wood is a natural material; it also contains resin, which help the wood to better resists the affects 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 resin. As a result, small spots of resin may appear on the surface of the wood. These can be carefully removed using turpentine, spirits, or other suitable materials.

3. Additional checks

- Inspect the outside of the frame inspect the joint junctions of the product (if there are fissures clean, finish and fill with joint juncture product neutral in colour and suitable for wooden surfaces in outside conditions).
- Water drains have to be free and clean
- Check the joints between windows and walls.
- Clean away any mould beginning to emerge in the above areas

4. Polishing with wax products

Periodically, we recommend that, the wooden details should be waxed with the appropriate product (e.g. Aidol Pflegeset, Teknowax or similar proprietary wax; if not available then car wax can be used) according to the instructions.

Any work may be carried 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 wax should not be applied in direct sunlight.

B. MAINTENANCE OF ALUMINUM CLADDING

Products with external aluminium-cladding ensures the windows and doors are much more durable.

Aluminium-cladding should be cleaned twice a year. To clean the aluminium use a soft sponge and water, adding a mild cleaning detergent as necessary. For deeper cleaning some cleaning paste can be used but one must observe that the paste does not contain abrasive particles and/or dissolvent.

In order to retain the deep colour of the aluminium-cladding and protect it, it is advisable to wax the aluminium-cladding periodically with a automotive wax – as you would a car

NOTE

We recommend you note down the maintenance work you have carried out in the table shown in the end of the maintenance manual.

C. LUBRICATION & ADJUSTMENT

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 a wood wax.

Hinges

Hinges should be oiled periodically. Please ensure that the hinge is not allowed to collect dust. Before oiling clean the oil able surfaces. Guide rails have to be clean and free from physical impediments. Do not cover the guide rails 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 fixings (if such exists) in the upper thread of the frame.

For adjusting the frame highness, turn the eccentric cam of the lower hinge in the adjustment locations by using a 5 mm hex wrench (then repeat in respect of the window upper hinge).



Figure 20

90° SIDEHUNG WINDOW

With Nordica windows one has to oil the pivots of the sliding window, inner surface of guide rails, sliding surface of the aluminium guide rail (see Figures 21, 22) and the espagnolette'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 allen key. For adjusting the sash sideways, turn the eccentric cam in the adjustment locations (see Figure 24, Position 1) by using a 2.5 mm allen key. Oil pivot points (see Figure 23) and espagnolette's moving parts of the window.

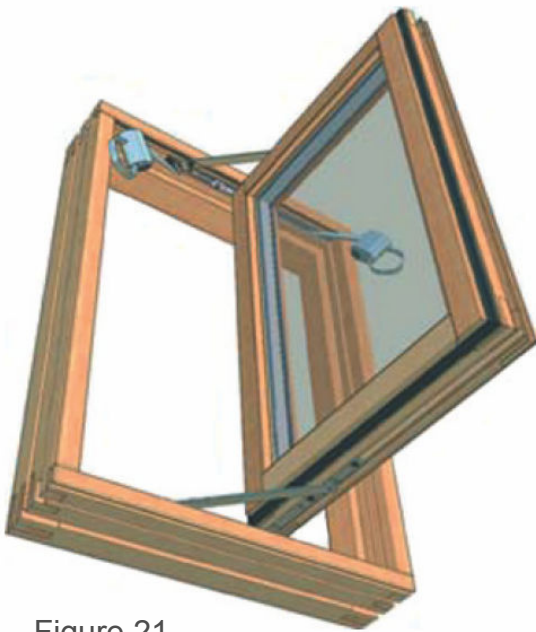


Figure 21



Figure 22

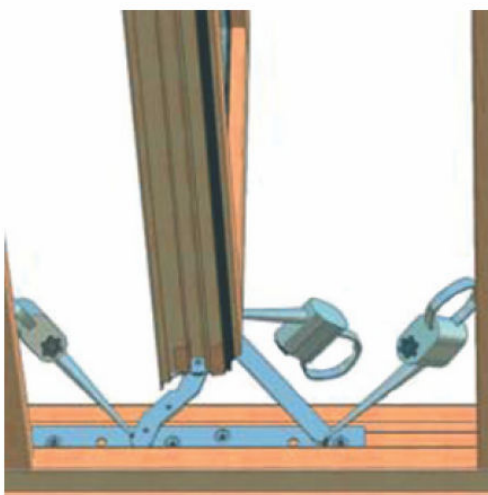


Figure 23

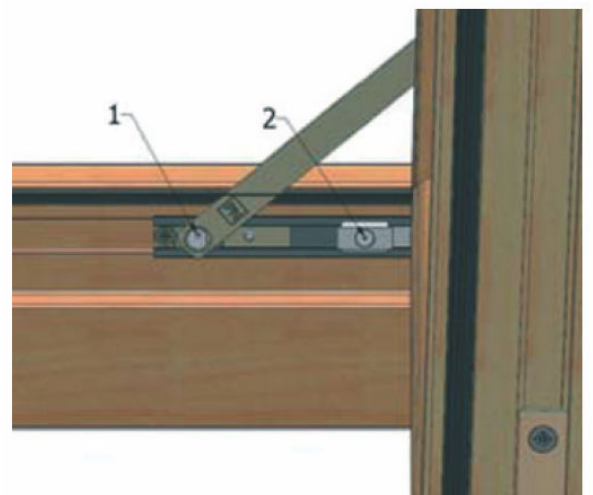


Figure 24

TOP GUIDED WINDOW

Oil the pivot points (see Figure 25) and inner surface of guide rails. After oiling the sliding brake it 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 guide rail of the sash and by turning it with 2.5 mm allen key. 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 sash in the vertical direction (see Figure 26): loosen screw 2, adjust the eccentric cam in location 1 by turning it with a 2.5 mm allen key to the right position, tighten screw 2.

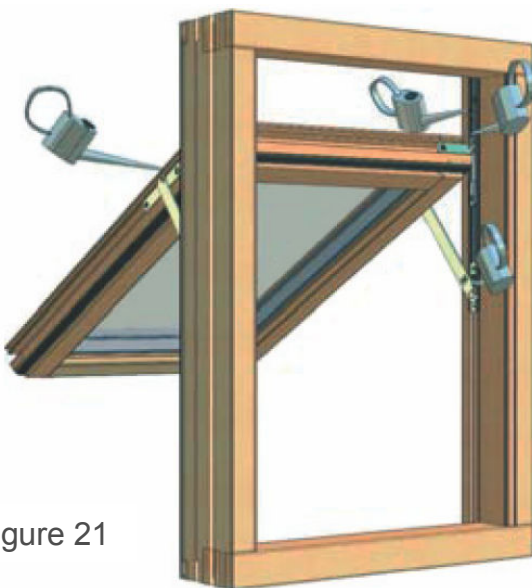


Figure 21

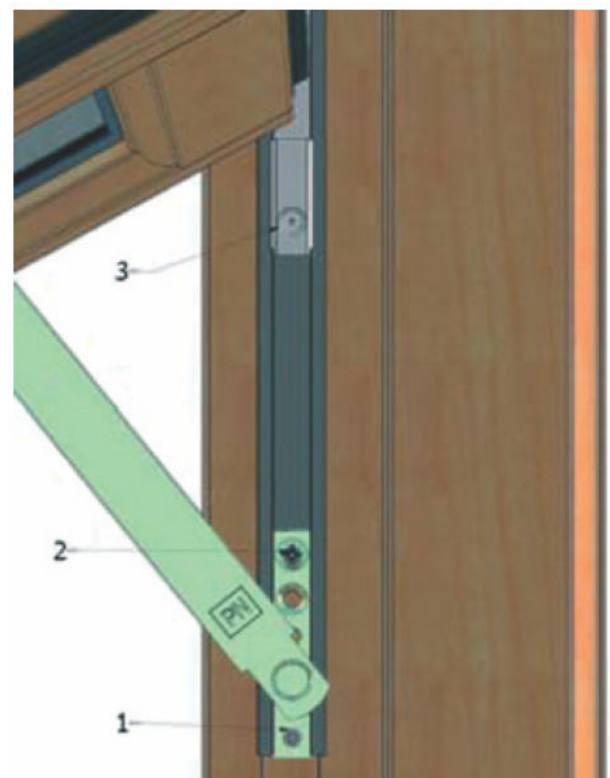


Figure 22

INWARD OPENING WINDOW AND FOLDING WINDOW/ DOOR SYSTEM

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.

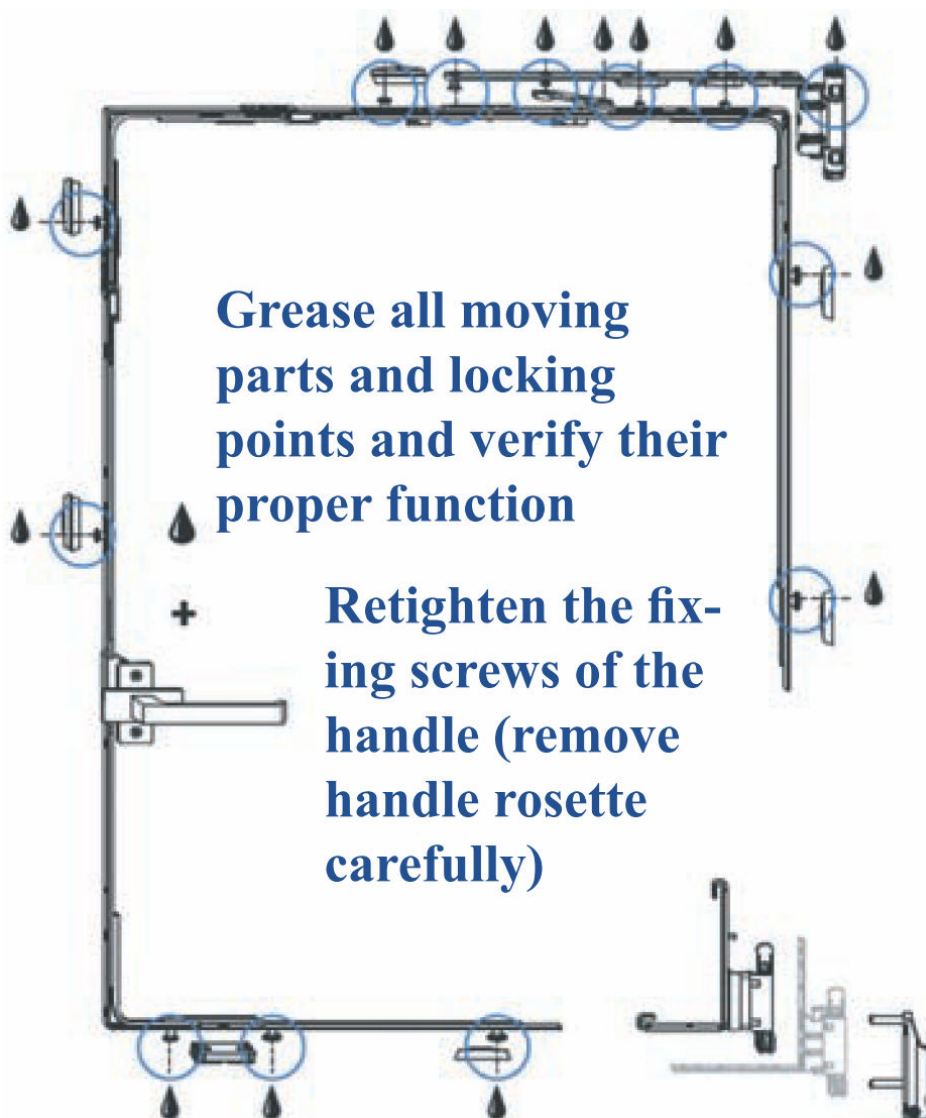
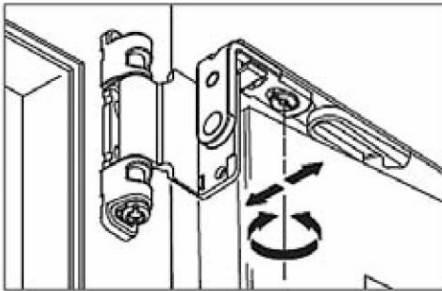
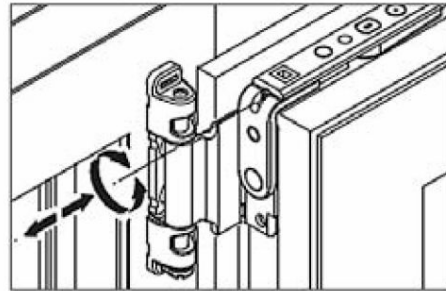


Figure 29

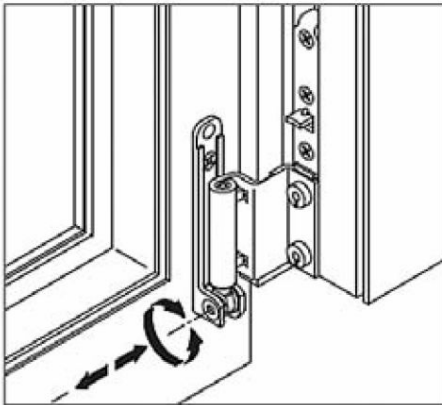
The adjustment of the sash in the vertical and horizontal direction takes place in accordance with drawing 30. If necessary, the pressure of sash gaskets can be regulated (see Figure 30).



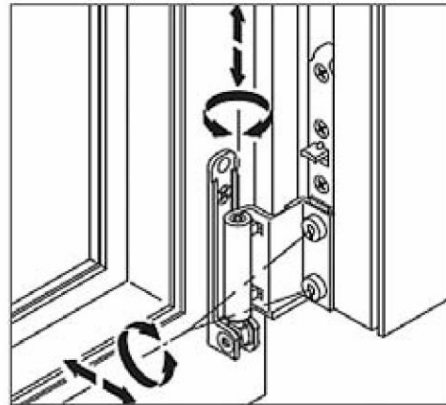
Gasket pressure adjustment – stay arm



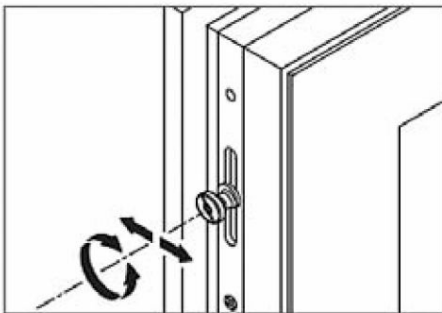
Horizontal sash adjustment – stay arm



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

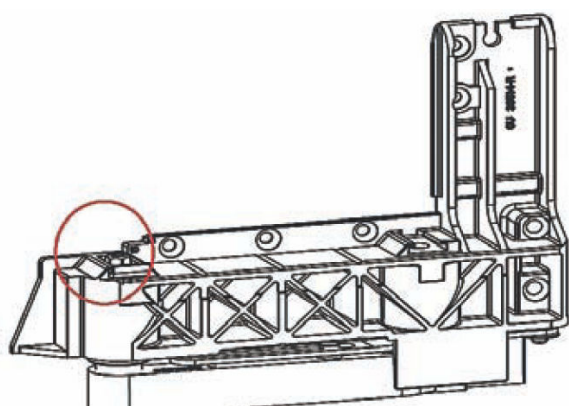


Figure 31. Adjustment of the hinges of an incline sliding window

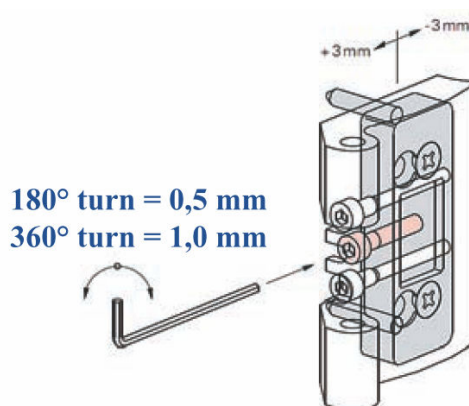


Figure 32. Folding window hinge, regulation

- 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 allen key, turning it in the correct direction,
- fix the locknut and replace the cover for the regulating screw.

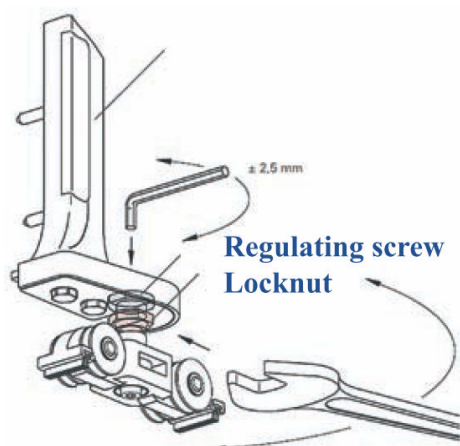


Figure 33. Folding window's support roller, regulation

OUTER DOOR AND BALCONY DOOR

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

To regulate leaf height:

- open 4.5 × 40 screw and security bolts (if present) on all hinges
- turn the eccentric counter anti-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

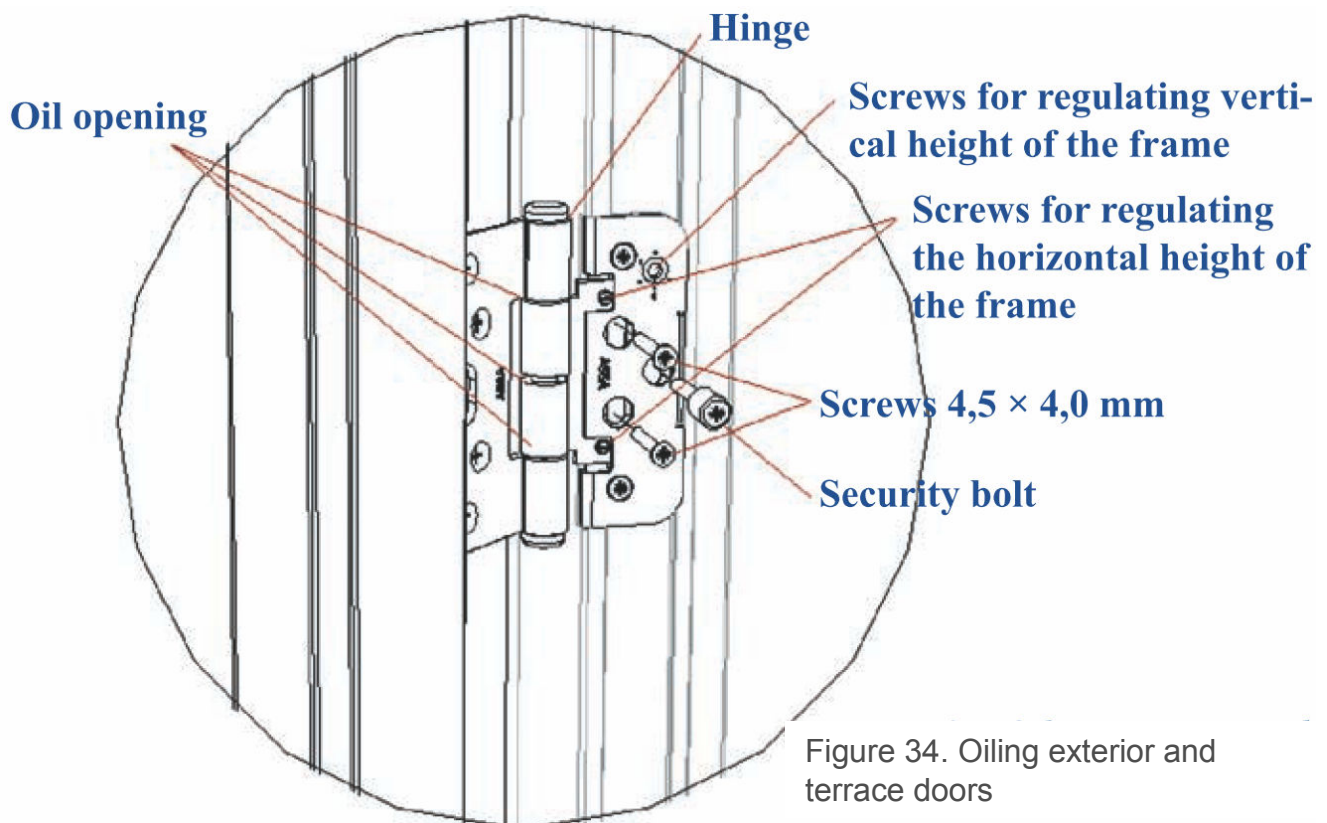


Figure 34. Oiling exterior and terrace doors

LIFT AND SLIDE DOOR

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

Espagnolette 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 36. Espagnolette of sliding door fixing point on side jamb

MAINTENANCE OF ESPAGNOLETTES

Espagnolettes 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 Espagnolette and multipoint locks must be oiled 1 to 2 times per year (see Figure 37 and 38).



Figure 37

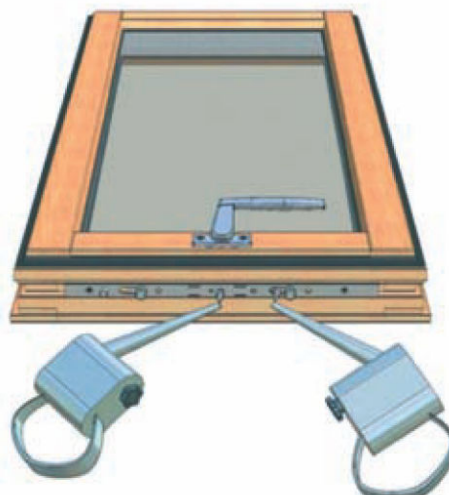


Figure 38



 **Nordica**
building-in quality

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