

**Lacuna**<sup>®</sup>  
Made in Denmark



**DESIGN  
QUALITY  
INSULATION**

**GUARANTEE  
OPERATION &  
MAINTENANCE**



# OPERATION OF FOLDING DOORS

## EVEN NUMBER OF LEAVES

### CLOSED POSITION

If the door is fitted with patio door handles, these must be in the vertical position. If the master door is fitted with a single or double handle, this must be turned slightly upwards to activate the lock. If the door is supplied with thumb turn or key lock, this can now be used.

### OPENING OF MASTER DOOR

#### Patio Door Handles

Turn the patio door handle 90 degrees upwards to unlock the door.

#### Single or double handle

Unlock the door using the thumb turn or key lock. Press the handle down so the door opens.

#### Master door hinged on side fram

The door opens in the opposite direction of the other leaves. The second leaf is opened by releasing the shoot bolts at the top and bottom, after which the leaf can open 180 degrees onto the face of the next leaf, where it is secured by the clip.

#### Master door hinged on leaf

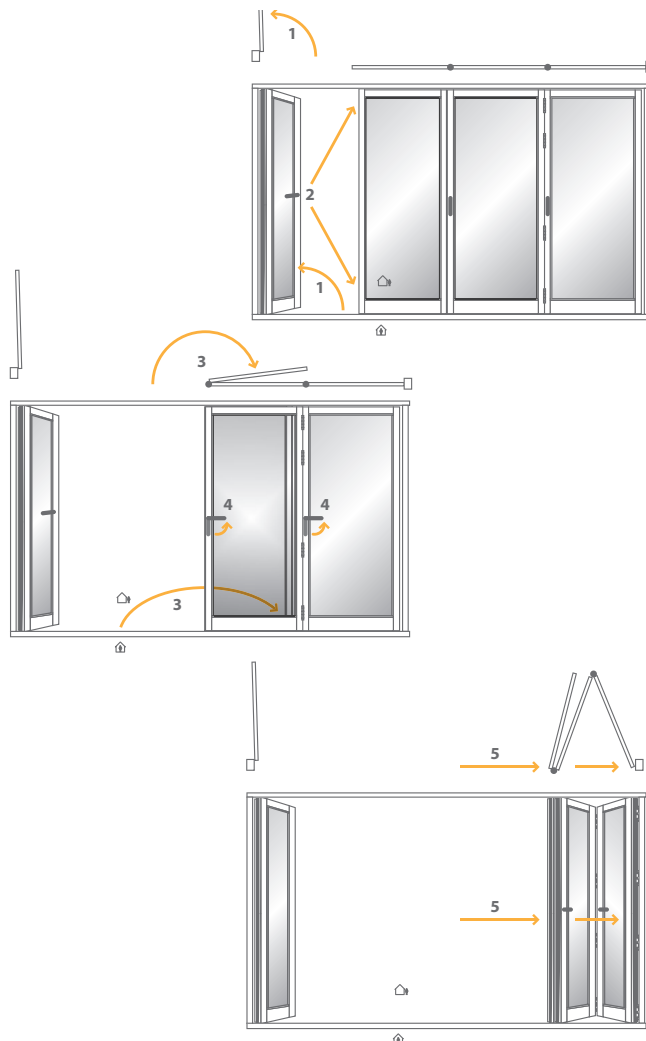
The door is opened 180 degrees onto the face of the next leaf, where it is secured by the clip. The leaf hinged on the side frame is opened by releasing the shoot bolts at the top and bottom.

### FOLDING FUNCTION

Turn the handles on the remaining leaves to the horizontal position. Please ensure that the first door is secured by the clip on the second leaf. Pull/push the other leaves a bit out. The leaves can now be folded and stacked on one side.

### CLOSING

Follow the above instructions in reverse order. Please do not close the first door before the other leaves are locked. The patio door handles should only be locked in the vertical position when the door is pulled completely shut.



## UNEVEN NUMBER OF LEAVES

### CLOSED POSITION

If the door is fitted with patio door handles, these must be in the vertical position. If the master door is fitted with a single or double handle, this can be turned slightly upwards to activate the lock. If the door is supplied with thumb turn or key lock, this can now be used.

### OPENING OF MASTER DOOR

#### Patio door handles

Turn the patio door handle 90 degrees upwards to unlock the door.

#### Single or double handle

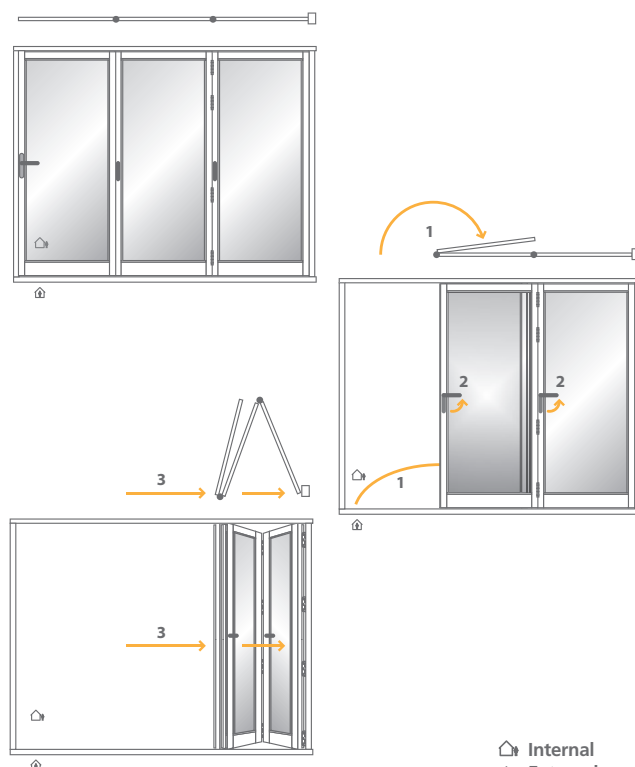
Unlock the door using the thumb turn or key lock. Press the handle down so the door opens. The door can be opened 180 degrees onto the face of the next leaf, where it is secured by the clip.

### FOLDING FUNCTION

Turn the handles on the remaining leaves to the horizontal position. Please ensure that the first door is secured by the second leaf. Pull/push the other leaves a bit out. The leaves can now be folded and stacked on one side.

### CLOSING

Follow the above instructions in reverse order. Please do not close the first door before the other leaves are locked. The patio door handles should only be locked in the vertical position when the door is pulled completely shut.





## DOUBLE DOORS

### OPENING

#### *Patio door handles*

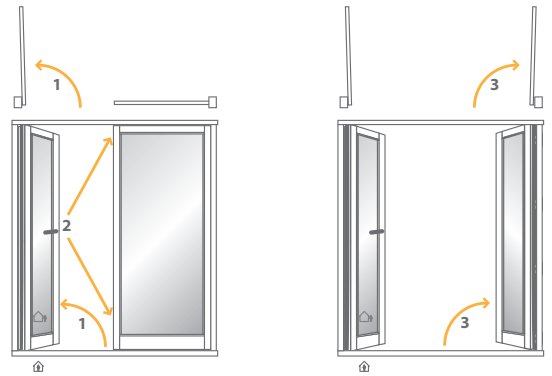
Turn the patio door handle 90 degrees upwards to unlock the door.

#### *Single or double handle*

Unlock the door using the thumb turn or key lock. Press the handle down so the door opens. The other leaf is opened by releasing the shoot bolts at the top and bottom.

### CLOSING

Follow the above instructions in reverse order.



## CLEANING AND MAINTENANCE

### GENERAL MAINTENANCE

Maintenance of doors must not take place in strong sun or rain. Folding doors, windows, and exterior doors in all materials must be subject to ordinary maintenance, which includes cleaning and lubrication plus inspection of seals and glazing strips.

Such maintenance must be carried out according to the following guidelines.

### LUBRICATION

Once a year, all moving parts of hinges and closing and lock fittings should be lubricated.

It is particularly important that moving rivet joints, e.g. in connection with reversible fittings, are kept clean and lubricated at least once a year.

Pure metal joints should be lubricated with neutral oil which may be applied with an oil can, an injection syringe, or a spray can with a thin tube.

Moving joints between metal and synthetic material should be lubricated with stearin or a special lubricant according to the supplier's directions. Such joints may be found on guide rails of various types, and for them to function properly it is important that the slide faces of the rails etc. are kept clean.

### CLEANING

Depending on orientation and position, the external sashes and frames will become dirty.

Cleaning of such surfaces should be done regularly and usually in connection with cleaning the windows. Sashes and frames should be washed down with water containing ordinary detergent. Afterwards, surfaces and edges must be wiped dry.

All external metal parts must be cleaned regularly. Starting corrosion can be treated through early action with a normal sponge (not steel/metal).

### SEALS AND GLAZING STRIPS

When conducting the annual lubrication, the seals and glazing strips should be inspected.

For seals, check that their position is still correct, that they stick, and that they still fulfil their sealing function. For most types, removing and reinstalling the seals is a simple operation, and as far as possible this should be done when maintaining the surface treatment.

**Seals must never be painted!**

For glazing strips, check that the position and compression of the strips still ensure a tight close, and that the corner joints must be completely tight. The compression of the glazing strips is easily checked by a thin feeler gauge or a razor blade, which must meet resistance when introduced between the glazing and the glazing bead.

### OIL-TREATED DOORS

All doors are treated with oil at the factory. This basic treatment is not permanent. Over time, wind and weather give the doors patina, i.e. the wood darkens and the colour tones in the wood will be blurred.

Once the elements are installed, they need treatment with the enclosed oil. This oil is applied with a cloth and the excess oil should be wiped off within 15 minutes. Wash the windows immediately after to remove any oil. Lacuna recommends that oiled elements on the outside are maintained with the Lacuna finishing oil.

This type of oil will give the wood a beautiful glow (do this as needed, depending on how the elements are exposed to the weather). Internally the post-treatment is rarely necessary. Generally, the external side should be treated at least once a year, but if it faces south or west, preferably each spring and autumn. The oil is applied with a fine sanding sponge or cloth which is saturated in oil. If the wood's growth rings have risen, use the sanding sponge, which will make the surface smooth again. The glass must not be touched with the sanding sponge. Remove excess oil with a dry cloth after 10-15 minutes. Afterwards, wash the windows normally. If you do not maintain with oil, small cracks in the wood emerge as the wood dries out and shrinks.

#### PAINTED DOORS

All our items are factory finished in an environmentally friendly water-based paint.

This is a complete treatment. However, over time exposure to wind and weather means that the door should be re-treated (usually only after many years of use). Lacuna recommends that the folding doors are treated with AQUATOP 2600-22 from Teknos. Please remember to give the colour code as shown on the order confirmation. When the door is supplied, touch-up paint of the right type will be enclosed.

The folding door should be checked for possible damages and cracks. In general use oil-based filler to bare wood and acrylic filler on primed and painted wood.

The surfaces should be painted with brush or roller to obtain a smoothly covered surface.

## GUARANTEE

Lacuna follows the guarantee from Vinduesindustrien – The Association of Danish Window Manufacturers. The 5-year guarantee requires that the following maintenance instructions are adhered to:

- Oiled surfaces must be maintained as required, and those facing the outwards as a minimum re-oiled once a year.
- Painted surfaces must be washed and kept clean.
- Moving parts must be lubricated.

