

# C.R. LAURENCE CO., INC.

## CRL BI-FOLD SERVICE WINDOWS

### Installation Instructions

#### MANUAL



**Flush Mount Model**

#### SEMI-AUTOMATIC



**Flush Mount Model**

#### FULLY-AUTOMATIC



**Projected Model**

### IMPORTANT: PLEASE READ BEFORE INSTALLING THE WINDOW

These instructions will reduce your chances of having problems during installation, and ensure smooth, trouble-free operation of the window. **NOTE:** Some custom models may have installation requirements not covered below.

**CONFIRM THE WINDOW IS IN GOOD CONDITION BY BENCH-TESTING BEFORE INSTALLING. CONTACT CRL WITH ANY QUESTIONS.**

### WINDOW CHECKLIST

- 1: Remove the window from package and inspect. Advise CRL immediately if any damage is noted.
- 2: Re-tighten all the screws, as some may have loosened during transit. Confirm frame is square and plumb.
- 3: Operate the doors and burglar bar to ensure they are moving smoothly.

### MATERIALS INCLUDED

- 1: Window
- 2: Four Stainless Steel Phillips Head Screws
- 3: Wall Mount AC Transformer (for EBFW electronic models only)
- 4: Pivot Bushings (for BFW1C custom manual models without sill only)

### ADDITIONAL MATERIALS RECOMMENDED (NOT INCLUDED)

- 1: CRL Catalog # K82 Utility Knife
- 2: CRL Catalog # 1973 Glass Cleaner
- 3: CRL Catalog # BX15 Lint Free Shop Wipes
- 4: CRL Catalog # M64 Construction Sealant (select color)
- 5: CRL Catalog # NWS9 Tapered Wood Shims
- 6: CRL Catalog #s SP10HB and SP8HB #10 and #8 Spanner Head Bits  
(for access to service panels--#8 not required for flush mount manual)
- 7: Standard Tools (Screwdriver, Drill, etc.)

## PRE-INSTALLATION INFORMATION

- 1: All windows include pile weatherstrip around the opening panels. This pile will maintain proper contact with the surrounding frame when the window is square and plumb. The panels should be in alignment with each other, and parallel to the top and bottom.
- 2: It is important that the distance between one side jamb and the other is the same from the top of the window to the bottom, and all areas in between. It is also important that the distance between the top and bottom is the same all the way across the window. This will assure even and constant alignment of the moving panels when opening and closing.
- 3: The above requirements must be met at the time of installation. If the bottom of the opening is level and the walls are square and plumb, there should be no problem in meeting the requirements. If not, adjustments will have to be made.

**CAUTION: ELECTRICAL-MECHANICAL DRIVE SYSTEM. USE ELECTRICAL SAFETY PRECAUTIONS. KEEP HANDS AND LOOSE ARTICLES OF CLOTHING CLEAR OF THE MECHANISM WHEN THE ACCESS COVER IS OPEN. (ELECTRIC MODELS ONLY)**

## INSTALLATION PROCEDURES (FOR A LEVEL AND PLUMB OPENING WITH PROPER CLEARANCES)

- 1: Check the opening to be sure it is square and has the proper clearances. Wall opening width must be 1/2" (minimum) more than the window width. Wall opening height must be 1/4" (minimum) more than the window height.
- 2: Decide whether additional fasteners are needed to secure the window in the opening. The window comes with holes for provided installation fasteners pre-drilled and countersunk in both side jambs. If existing conditions require additional securing, drill and countersink holes appropriately. Make sure that the countersink is deep enough to accommodate the entire screw head, leaving it flush or slightly below the surface. If securing the shelf or sill is necessary, remove the access covers and examine the mechanisms to determine safe locations to attach the screws.

**NOTE:** On EBFW models the side jamb containing the power switch, and the shelf, contain electrical wiring. Use caution not to drill into these areas of the side jamb or shelf to prevent accidental damage to the system.

- 3: For BFW1C custom flush mount models with the cog mechanism in the header, drill the existing counter for the provided pivot bushings. Take care to locate the holes so that the jambs will be plumb and square when the frame is installed.

### DO NOT BLOCK MAINTENANCE ACCESS PANELS

- 4: Slip the window into the opening, centered left to right. Starting at the top, shim both sides equally with CRL Catalog # NWS9 Tapered Wood Shims. Insert the shims opposing each other (one from the outside and one from the inside). Gently push them together until you have filled the equally spaced gaps. Now secure the top of each side jamb with the provided screws. Do not fully tighten the screws at this time, just snug them in place. Continue the shimming process down both sides of the window. Secure the bottom of each side jamb with the provided screws, just enough to snug in place. Then shim across the top of the window. After this procedure is completed, with clearances and square checked, gently tap the tapered shims together to achieve a tight fit. Tighten the screws.  
**CHECK:** Does the window open and close smoothly, without binding? If not, review Installation Procedures above to ensure proper installation. If the window is installed properly but still does not open and close without binding, call CRL for assistance.
- 5: After everything is operating smoothly, take a CRL Catalog # K82 Utility Knife and trim off any excess Tapered Wood Shims protruding beyond the window frame. Caulk around the perimeter of the frame with CRL Catalog # M64 Construction Sealant. Insert the jamb snap caps that cover access to the screw holes (on projected models only).
- 6: Clean the window thoroughly with CRL Catalog # 1973 Glass Cleaner and CRL Catalog # BX15 Lint-Free Shop Wipes.

## INSTALLATION PROCEDURES FOR AN OUT-OF-SQUARE OPENING

First read the preceding Installation Procedures (for Level and Plumb Openings) for the steps needed to complete a proper installation. Corrective actions must be taken if the opening is out of square:

If the bottom of the opening is not level, the window frame can be shimmed to a level position as long as the opening height and width are large enough to insert the frame so that the jambs are plumb and spaced evenly from top to bottom. Out-of-square side clearances can be compensated for with CRL Catalog # NWS9 Tapered Wood Shims, by inserting more shim material into the larger gaps. If the bottom of the opening is level but the sides are out-of-square, the same approach applies, but if the out-of-square opening condition prevents the window frame from being shimmed to a level, plumb and square position within the opening, DO NOT install the window. Re-work the opening, or call CRL for possible alternate solutions.

**IF YOU HAVE ANY ADDITIONAL QUESTIONS OR COMMENTS, PLEASE CALL C.R. LAURENCE AT (800) 421-6144 AND ASK FOR TRANSACTION HARDWARE TECHNICAL SALES AT EXT. 7760, OR FAX (800) 587-7501.**