

User manual - Overhead doors

Bedienungsanleitung - Sektionaltore

Manuel de l'utilisateur - Portes sectionnelles

Gebruikershandleiding - Sectionaaldeuren

Instrucciones de usuario - Puertas seccionales

Manual de usuário - Portas seccionais

EN

DE

FR

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ES

PT



**ISO 9001 : 2000**

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# Contents

- 1 Order-specific details.....1
- 2 Read this first!.....2
- 3 Operating principle of the overhead door.....2
- 4 Opening and closing .....2
  - 4.1 open / close electric drive.....2
  - 4.2 open / close using a manual chain hoist.....3
  - 4.3 open / close with pull cord models .....3
- 5 Locks .....3
  - 5.1 sliding bolt .....3
  - 5.2 outside lock.....3
- 6 Access door .....3
- 7 Improper use.....3
- 8 Safety devices.....3
  - 8.1 spring break protection .....3
  - 8.2 anti-drop device .....3
  - 8.3 safety edge .....3
  - 8.4 access door switch.....4
- 9 Faults / repairs / maintenance
  - 9.1 Minor maintenance and inspections you can carry out yourself..... 4
  - 9.2 Cleaning the exterior door panel .....4
  - 9.3 Cleaning the inside of the door .....4
  - 9.4 Cleaning the glass .....4
  - 9.5 Painting .....4
- 10 Dismantling .....4

# Introduction

Dear Customer,

Thank you for choosing a Novoferm product. We hope that you are satisfied and that it exceeds your expectations.

Should the door fail to operate correctly (stiff to move or other faults) then you should immediately contact a specialist to arrange for the door to be fixed.

## Warning

The installation, repair, maintenance and disassembly of the door must be carried out by a qualified expert (as per EN12635)

+ WARNING +++ WARNING +++ WARNING +

- This user manual must be kept within easy reach during the entire period of use!

## 1 Order-specific details

This user manual applies to the following overhead door:

Type

Order number

Delivery date

Service centre



# English user manual

## 2 Read this first!

Read this user manual thoroughly before using your overhead door. Correct use of the door will increase your safety and result in a long useful service life and lower service costs.

Your overhead door has been designed and produced in accordance with the ISO-9001 quality system standards. An electrically powered door can only be commissioned after it has been issued with a Certificate of Conformity (CE marking affixed).

As from 1 July 2013 a declaration of performance in accordance with EU Regulation No. 305/2011 Annex III (the construction products regulation), must be handed to users as a separate document.



### Warning

Upon operating the door, the qualified expert must check for potential hazards and satisfy himself that the door is balanced and functioning properly and can be operated by hand (EN 12604 and EN 12453)

+ WARNING +++ WARNING +++ WARNING +

#### Intended use:

Door intended for incorporating within the access range of persons, to ensure a safe passage of goods and vehicles whether or not accompanied by persons in both industrial business and residential environments. The scope of this door is determined by EN 13241-1.

This manual is intended for the daily use of the overhead door.

- Instruct users on how to operate the door.
- Do not allow third parties (e.g. visitors) to operate the door.

This manual describes an overhead door, installed in a building and adjusted by a knowledgeable technician.

The manufacturer accepts no responsibility for damage and/or injury as a result of failing to follow the instructions in this manual.

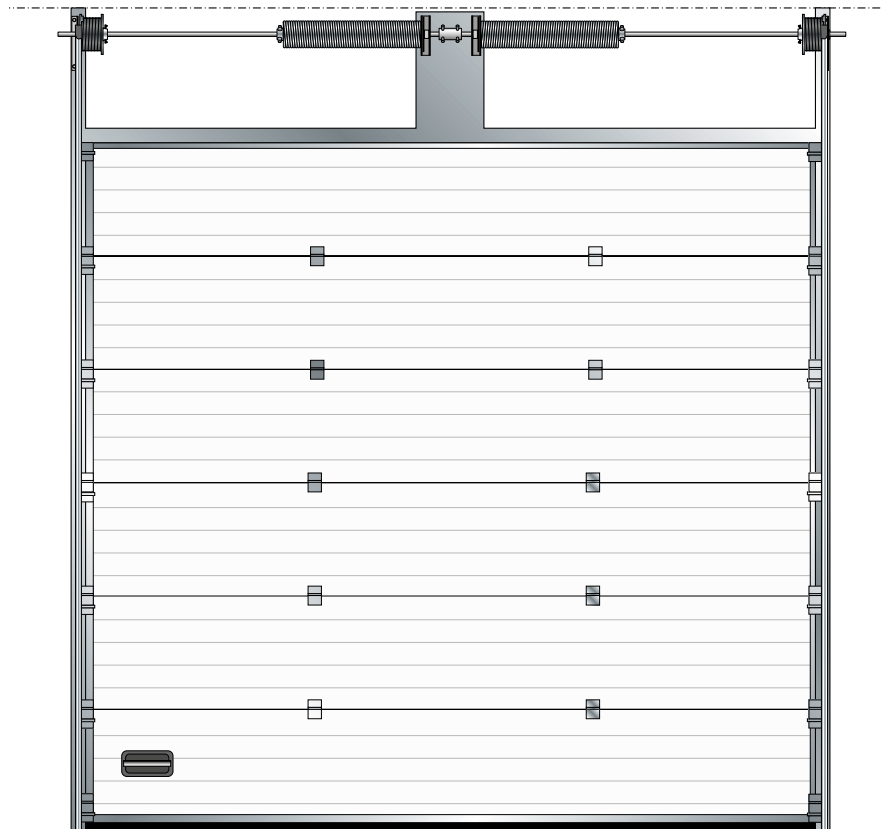


### Warning

Risk of injury if the door is operated incorrectly!

- Ensure that there are no people, animals and/or obstacles within the range of a moving door.
- Only operate the door using the supplied operating components

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On the third interior panel on the right you can find a type plate with the order number of your door. Always state this number when contacting your dealer.

## 3 Operating principle of the overhead door

The door is opened by moving the door panel upwards (see chapter 4). On both sides of the door panel are guide rails for the door. A drive shaft with balance springs and cable drums are located above the door. The door panel is suspended from steel cables. When opening the door these steel cables are wrapped around the cable drums. The balance springs ensure that the door panel can be stopped in any desired position. The balance springs reach their maximum tension when the door is closed.



### Warning

Never dismantle cables, cable drums or balance springs! This must only be done by qualified engineers (authorised person according to EN 12635).

+ WARNING +++ WARNING +++ WARNING +

## 4 Opening and closing

When opening / closing the overhead door always make sure there are no people, animals and/or obstacles in the doorway or near the guide rails. During the movement of the door panel, always keep away from

the door panel and the guide rails.

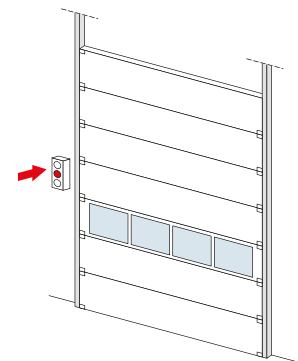
The method for opening and closing the door depends on the operating system provided with your overhead door. There are three types of control systems:

- 4.1 Electric drive
- 4.2 Manual chain hoist
- 4.3 Pull cord/ Handle

Never place anything under a badly balanced overhead door to force it to stay open!

Never use lifting equipment (for example a fork lift) to move the door panel!

### 4.1 Open/close electrically powered door



With this control system an electric motor actuates the shaft (using cable drums and balance springs). The rotation of the shaft moves the door up or down. The motor is not supposed to absorb an incorrect balance

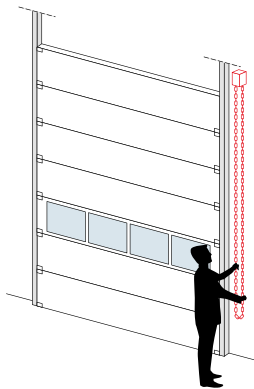
# English user manual

EN

of the door panel. When the motor is disconnected, the door panel should be balanced in any position. Only disconnect the motor when the door is closed. This must be done by a qualified engineer if the motor powers the shaft directly or indirectly. Only if the electrical drive is equipped with a quick-release coupling and the door with a spring break protection, you should check the balance yourself. Even then, the door must be completely closed before you can disconnect it.

There are different control unit models, depending on the motor type. For detailed information about the electrical drive, see the manual supplied with the motor.

## 4.2 Open/close using a manual chain hoist



With the manual chain hoist model the shaft (using cable drums and balance springs) are manually driven. A unit with a circular chain has been installed at the end of the shaft. This control chain hangs in a loop next to the door. Depending on the direction of movement of the chain, the door panel moves up or down. To open/close using a manual chain hoist:

- Take one side of the loop in each hand.
- Pull one side of the chain downwards.
- If the door panel does not move in the desired direction, then pull the other side down.
- With the other hand, keep grabbing hold of the chain.
- Do not let go of the chain while the door is moving.
- Move (control the movement speed by using your free hand to slow down the part of the chain that is moving upwards).
- Then fasten the chain with the chain holder.

Do not fasten the chain in order to rectify a poor balance of the door panel. If the door automatically opens further or closes, then have the balance springs adjusted by a qualified engineer. If the chain starts slipping, contact your maintenance company.

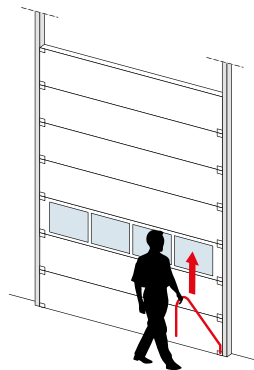
The door can only be operated from the inside with the manual chain hoist.

### Note!

Never operate the door any other way since the directional chain may cause a dangerous situation.

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## 4.3 Open / close with pull-cord



With this operating system, the door panel is powered manually.

To open:

- use the door handle or the pull-cord to pull the door upwards.
- Make sure the door has sufficient momentum for it to swing up to the required height.

To close:

- pull the pull-cord to move the door downwards again. Only operate the door panel with the handle or with the pull-cord. Do not use wheel brackets, stabilizers, and sliding bolt as a handle to move the door panel.

## 5 Locks

### 5.1 Sliding bolt

The sliding bolt can be used to lock the overhead door from the inside.

### 5.2 Outside lock

The outside lock can be used to lock the overhead door both from the inside and outside. A lock in combination with an electric drive must be equipped with a switch to prevent the motor from switching on when in a locked position. Tip for easy locking and unlocking: Place your foot in the handle to push the door panel all the way down.

## 6 Access door

Make sure that the access door is closed when opening and closing the overhead door. The electric control can only be operated when the access door is closed

(see 6.5 access door switch). Under the access door there is a high or low threshold.

## 7 Improper use

A change in the weight of the door panel will disrupt the balance of the overhead door:

Never place objects against the door panel or against the guide rails. Never attach added weights to the door panel. Never use the door as a hoist.

Stabilizing profiles and wheel brackets are not suitable to stand on:  
Never climb up on the door panel.

## 8 Safeguards

Depending on the model, an overhead door can be equipped with the following safety features:

- 8.1 spring break protection
- 8.2 anti-drop device
- 8.3 Safety Bottom Edge
- 8.4 access door switch
- 8.5 slack cable switch

### 8.1 Spring break protection

The spring break protection activates if the balance spring breaks. The shaft with cable drums is secured so the door panel cannot move. The door can be operated again after the broken spring has been replaced.

### 8.2 Cable break protection

The anti-drop device kicks in if the steel cable breaks. The door panel is then secured to the rails, making it impossible to move the door panel. The electric drive (if present) is automatically switched off.

### Warning

Disengaging an activated spring break or cable break device must only be carried out by a qualified engineer.

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With electrically powered doors this switch also ensures that if the cable tension is low, the motor is switched off. This will prevent the steel cable from unwinding from the drum. Never cut the steel cable if the door panel cannot be operated.

### 8.3 Safety Bottom Edge

(only possible in combination with an electrically operated door) The Safety Bottom Edge automatically switches off the motor if the bottom seal makes contact with an obstruction.

# English user manual

EN

(for example if the bottom of the door hits an obstacle).

- move the door upwards, remove the obstacle, after which the door will operate normally again.

## 8.4 access door switch

(Only for access door and in combination with electric controls). The access door switch ensures that the electric motor only works when the access door is closed.

## 8.5 slack cable switch

With electrically powered doors this switch ensures that the motor switches off when the cable tension is too low. This will prevent the steel drum from unwinding from the cable. Never cut the steel cable if the door cannot be operated.

## 9 Faults / repairs / maintenance

Please contact your service centre in the event of a fault. When reporting a fault, always state the order number of the overhead door. This can be found on the type plate (third interior panel on the right).

Annual maintenance that is not carried out by a qualified service centre using original parts, will void the warranty. (Please ask your dealer).

Maintenance and repair of steel cables, balance springs and cable drums must be performed only by qualified engineers.

### 9.1 You may carry out minor maintenance and inspections yourself:

- Check all bolts and nuts on the door panel. If necessary, gently tighten them.
- Lubricate hinges, bearings and bearing rollers with SAE20 oil.
- Check the bearing rollers; the bearing roller shafts must rotate easily when the door is closed. Adjust as necessary.
- Check the steel cable. If the steel cable is damaged or slack, please contact your service centre.
- Clean the rails when necessary. (Do not apply grease to the rails) Check the balance of a manually operated door or of a door that is equipped with a ceiling drive that is directly connected to the door panel. The door must be completely closed before it is disconnected. You can only check the balance yourself if the motor is equipped with a quick-release coupling and the door with spring break protection. In this case too, the door must be completely closed before you disconnect it.
- Raise the bottom of the door to a height of 1M, the door panel must remain motionless. If this is not the case, please contact your service centre. It is normal that after fitting the balance it needs to be adjusted.



## Warning

If the door is equipped with a motor that directly or indirectly rotates the shaft, then the balance must be checked by a qualified engineer.

+ WARNING +++ WARNING +++ WARNING +

- Check the bottom seal, side seals and top seal and clean if necessary.
- Check at least every 6 months that the photocell, radar, light screen etc. are all working correctly.
- Keep the doorway free of dirt.



## Maintenance advice

To operate this door safely it is mandatory to have the annual inspection and maintenance carried out. This is also required by law. With more than 50 door movements a day, we recommend a six-monthly maintenance.

VICE +++ MAINTENANCE ADVICE +++ MAIN

### 9.2 Cleaning the exterior door panel

The door, with the exception of the glass, can be cleaned with a sponge, water and neutral soap, such as car shampoo. Rinse with tap water. It is advisable to clean the door regularly (4x a year) to retain the surface properties. Different environmental conditions, such as a maritime climate, may require more frequent maintenance.



## Note!

Do not use a high pressure cleaner! These can seriously damage the seals!

+ NOTE! +++ NOTE! +++ NOTE! +++ NOTE! +

### 9.3 Cleaning the inside of the door

- Ensure that grease and oil are not removed from the rotating parts.
- Beware that no moisture seeps into the electrical components.
- Make sure water residues do not remain in cavities, this can cause corrosion.

### 9.4 Cleaning the glass

Important instructions for cleaning and maintenance of the glass:

- rinse with plenty of luke-warm/hot water to remove sand and dust.
- Then clean with hot water, a small amount of (mild PH7) detergent and a clean, soft, lint-free cloth. Never use a

sponge, brush or chamois leather on synthetic glass!



## Note!

- Do not use any detergents that contain aggressive substances!
- Never use abrasive or sharp objects on the windows!

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### 9.5 Painting

The door panels are treated with a polyester primer. If you want to paint the door a different colour, proceed as follows;

- Sand the panels with a fine sandpaper (minimum grain 180)
- Clean the surface with water
- Dry and degrease the surface
- Paint the panels with synthetic-resin lacquer for outdoor use.
- Follow the directions of the paint manufacturer or supplier.



## Note!

Avoid applying dark colours to doors that absorb a lot of sunlight.

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### 10 Dismantling

Follow the dismantling instructions as indicated in the Installation manual.



## Warning

This door must only be dismantled by an authorised engineer. authorised person according to EN 12635).

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