



Operational & Maintenance Manual

Products:

Installation Site

Contractor

Architect

Distributor



Dear Customer:

Thank you for choosing [^ Á [{] æ ^ Á as your custom door installation specialist.

The Operation and Maintenance Manual, which is enclosed, has been supplied by Overhead Door Corporation to meet your needs as our customer. Appropriate information for the products installed has been compiled in this manual for your use. We recommend compliance with all of the safety information provided within the manual.

We strongly recommend implementing a preventative maintenance program. Benefits of properly maintaining your door system include:

- Increased operational efficiency and reliability.
- Extended useful life of your equipment.
- Increased probability of dependable equipment performance.
- Elimination of non-budgeted maintenance cost for door service.

As an Overhead Door distributor, we offer you complete product support for your service and maintenance needs. Do not hesitate to call us for assistance.

We hope that you will also continue to consider [^ Á [{] æ ^ Á for your future product and installation needs. We are firmly committed to providing the finest in Overhead Door products, accessories, and a level of customer support unmatched in the industry.

Sincerely,



Operation & Maintenance Manual

Rolling Counter Doors

Table of Contents

Section 1	General Information
Section 2	Preventive Maintenance
Section 3	Installation Instructions
Section 4	Warranty



GENERAL INFORMATION



OVERHEAD DOOR CORPORATION

Overhead Door Corporation, based in Dallas, Texas, is a leading single-source manufacturer of integrated door and operator systems for commercial and residential applications.

Overhead Door is the door solutions provider that delivers expert service and the highest level of performance and reliability. Our comprehensive product line encompasses a wide variety of commercial door solutions including: commercial operators, commercial sectional and rolling service doors, advanced performance rolling doors, and security grilles.

With our nationwide network of more than 400 authorized distributors, we are a leading provider of overhead and garage door systems, and we continue to lead the way with reliable solutions and unmatched professional installation, service and support that keeps customers coming back. The brand trusted for over 90 years, Overhead Door gives home and business owners confidence and peace of mind.



To locate a distributor:

From the United States, call 1-800-929-3667 (DOOR)

International: 1-717-248-0131

<http://www.overheaddoor.com/Pages/distributor-locator.aspx>

Contact Information:

Overhead Door Corporation
2501 S. State Hwy. 121, Suite 200
Lewisville, TX 75067

Telephone: 1-800-275-3290

www.overheaddoor.com



PREVENTATIVE MAINTENANCE



BENEFITS OF PREVENTATIVE MAINTENANCE PROGRAM

- **Increase operational efficiency, safety and reliability**
- **Extend useful life of your equipment**
- **Reduce probability of equipment malfunctioning**
- **Decrease costly downtime**
- **Decrease long-term repair expense**
- **Priority scheduling for service**
- **Establish relationship with experienced, service-oriented professionals**



RECOMMENDED PREVENTATIVE MAINTENANCE

To keep door in good working condition:

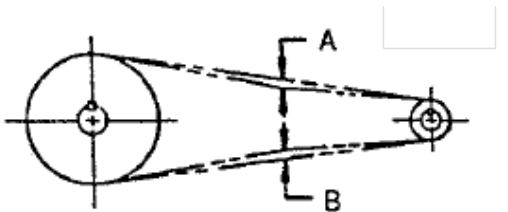
Every three months¹

- Oil all moving parts except the clutch mechanism on fire doors and the wool pile in the guides on rolling grilles or counter doors. The guides should be lubricated with a paste wax or silicone spray.
- If electrically operated, check the operator gear reducer for oil leakage. If it is necessary to add oil, use Mobile Synthetic Oil (AGMA 7 #SHC 75W90).
- Check the tension of the roller chain between the operator and the door sprocket (see Figure A). If too loose, loosen the operator mounting bolts and slide the operator to tighten the chain (see Figure B). Retighten the operator mounting bolts.
- Oil the interior roller chain on operators without gear reducer.

Every six months¹

- Oil all exposed roller chains, and on electric operators, dry lube the limit switch shaft threads.
- All bearings provided with grease fittings should be lubricated. If so equipped, find bearings located in the drive bracket and tension end of the counterbalance.
- Fire doors should be drop tested unless more frequent testing is required by other codes. Always use the Drop Test Instructions located inside the tension headplate cover.
- On crank operated doors and grilles, the crank assemblies are sealed with grease and should not require lubrication.

¹ The above frequency of maintenance is for normal operation. Severe duty or unusual operating conditions may require modification of the times between maintenance.



A+B must equal more than ¼"

Figure A

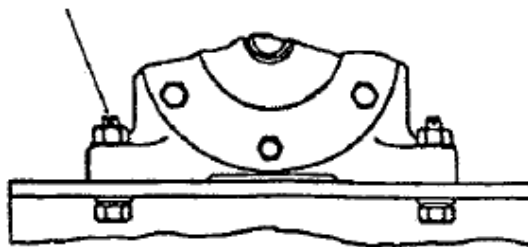


Figure B



TROUBLESHOOTING GUIDE FOR ROLLING SERVICE DOORS

1. DOOR IS HARD TO RAISE BUT EASY TO LOWER.

SOLUTION: Springs require more turns. Raise door to fully opened position and add spring tension (1/8 turn at a time) until the same resistance is felt lowering the door as is felt raising the door. Adjust tension wheel with steel winding bards 3' long and diameter 1/2" or 3/4".

2. DOOR IS HARD TO LOWER BUT EASY TO RAISE.

SOLUTION: Springs require fewer turns. Raise door to fully opened position and remove spring tension (1/8 turn at a time) until results listed in example 1 are achieved.

3. DOOR HANGS UP AT ENTRANCE INTO GUIDES.

SOLUTION:

- Bellmouths might be out of position away from the headplate allowing endlocks to wedge. Loosen attachment nut and locate edge of bellmouth snug against headplate and tighten.
- Endlocks might have become loose and tilted out of position. Drill out loose fasteners and reattach with suitable fastener.
- Curtain might have been bent and damaged enough to wedge in guides. In some cases the bellmouths can be removed from the guide entrance and the curtain lowered outside of the guides and straightened. Be careful not to allow curtain to rapidly unwind off the counterbalance.

4. ELECTRIC OPERATOR STOPS TOO SOON; DOES NOT REACH THE OPEN OR CLOSED POSITION.

SOLUTION: Operator limit switch setting has become out of phase with the door. Reset the limit switches. See operator installation instructions for method of resetting limits.

5. OPERATOR DOES NOT RUN.

SOLUTION:

- Verify that electric power is available to the operator.
- Verify 24 VAC control voltage from operator transformer.
- Verify condition of hoist interlock switch.
- Verify condition of slidebolt interlock switch.



SCOPE OF WORK FOR ROLLING DOORS AND ELECTRIC OPERATORS

For the period _____, 20__, through _____, 20__, the following services and inspections will be provided as part of the Preventative Maintenance Program for the rolling door(s) and operator(s):

ROLLING DOORS:

- 1) Inspect door alignment and level.
- 2) Inspect slats and endlocks for damage.
- 3) Inspect guides, bottom bar and hood for damage.
- 4) Inspect all weather-stripping for wear or damage.
- 5) Adjust spring and lubricate bearings.
- 6) Inspect and tighten fasteners.
- 7) Inspect and lubricate chain hoist.
- 8) Inspect locks for proper operation.
- 9) Inspect and tighten all sprockets and shaft collars.
- 10) Inspect safety labels, placement and condition.

ROLLING FIRE DOORS:

- 1) Inspect fuse links and replace painted fuse links.
- 2) Drop test door for proper operation.
- 3) Check that door is properly reset.
- 4) Test electric fusible links for continuity (where applicable).
- 5) Test smoke detector (where applicable).
- 6) Test hold-open devices and time delays (where applicable).
- 7) Inspect safety labels, placement and condition.

ELECTRIC OPERATORS:

- 1) Inspect and adjust limit switches.
- 2) Inspect and adjust belts.
- 3) Inspect and adjust brake.
- 4) Inspect gear reducer.
- 5) Inspect operator mounting.
- 6) Inspect and test disconnect.
- 7) Inspect and lubricate roller chain.
- 8) Inspect and tighten all sprockets.
- 9) Inspect safety labels, placement and condition.



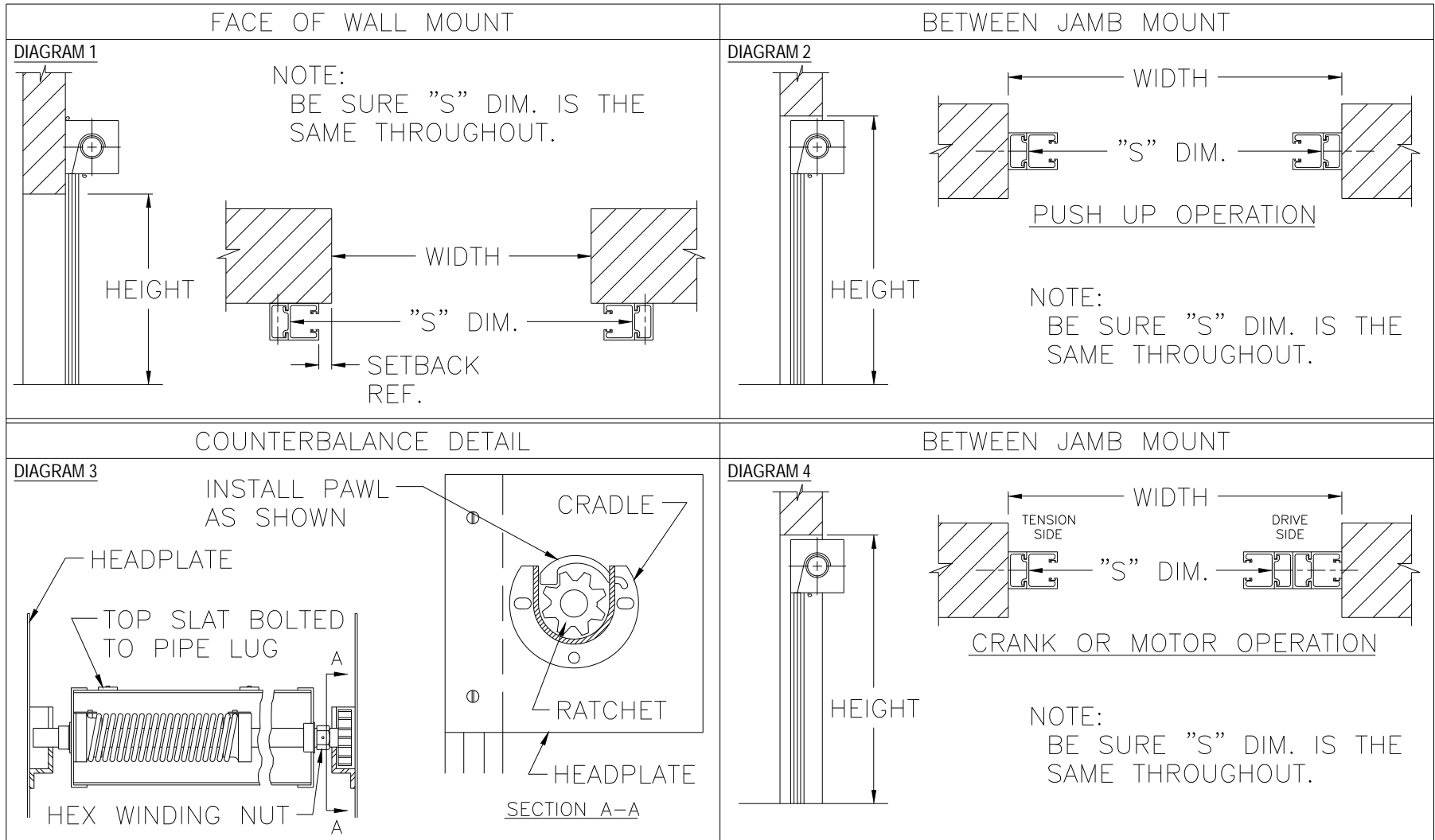
INSTALLATION INSTRUCTIONS



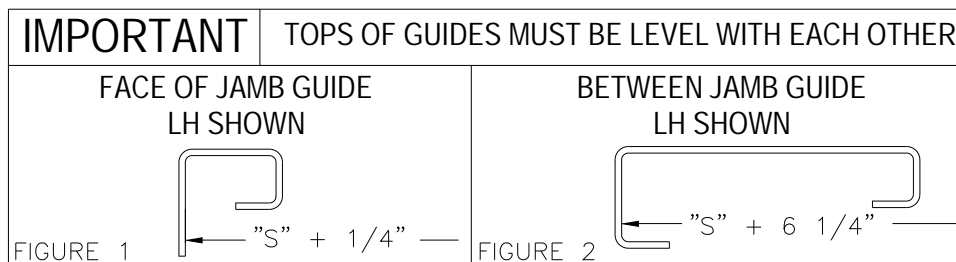
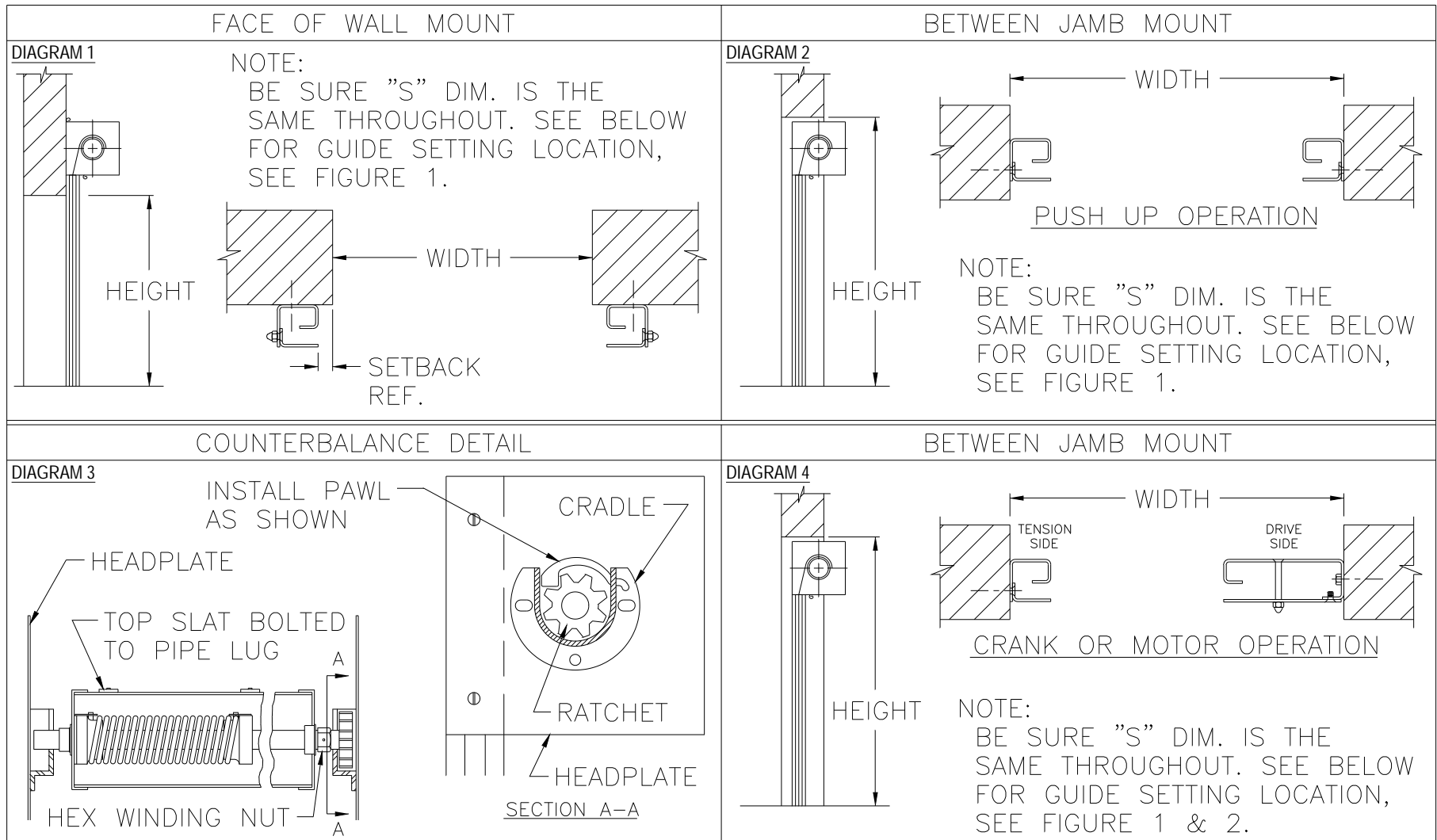
**ROLLING COUNTER DOOR
FACE MOUNTED/BETWEEN JAMB MOUNTED
SERIES 650, 651 AND 652**

**READ THESE INSTRUCTIONS
THOROUGHLY BEFORE ATTEMPTING
TO INSTALL THIS DOOR.**

**SEE DOOR SPECIFICATION SHEET INCLUDED
WITH THIS SET OF INSTALLATION INSTRUCTIONS
FOR DOOR REQUIREMENTS.**



IMPORTANT TOPS OF GUIDES MUST BE LEVEL WITH EACH OTHER



FIRST

MEASURE OPENING. DOORS MUST BE INSTALLED AT "S" DIMENSION REGARDLESS OF OPENING SIZE. DO NOT INSTALL DOOR MORE THAN 1/8" OFF IN "S" DIMENSION!!

IF YOU ARE INSTALLING A BETWEEN JAMBS UNDER HEADER DOOR AND OPENING IS LOW BY 1/4", YOU CAN CUT OFF AT BOTTOM OF GUIDES. HOWEVER, SLIDE BOLTS WILL NOT WORK IF YOU REMOVE MORE THAN 1/4".

FASTENER TYPES

GUIDE TYPE	MOUNTING	JAMB TYPE	DRILL SIZE	FASTENER
EXTRUDED ALUMINUM	FACE OF WALL BETWEEN JAMB	WOOD	5/32"	1/4" FLAT HEAD WOOD SCREW
		MASONRY	1/2"	1/4" FLAT HEAD MACHINE SCREW W/ EXPANSION SHIELD
		STEEL	5/32"	1/4" FLAT HEAD MACHINE SCREW
STEEL ROLLED FORMED	FACE OF WALL	WOOD	3/8"	3/8" LAG BOLT
		MASONRY	3/8"	3/8" WEDGE ANCHOR
		STEEL	3/8"	3/8" SELF DRILLING BOLT
STEEL ROLLED FORMED (SMALL GUIDE)	BETWEEN JAMB	WOOD	5/32"	1/4" FLAT HEAD WOOD SCREW
		MASONRY	1/2"	1/4" FLAT HEAD MACHINE SCREW W/ EXPANSION SHIELD
		STEEL	5/32"	1/4" FLAT HEAD MACHINE SCREW
STEEL ROLLED FORMED (LARGE GUIDE BUILD OUT SIDE)	BETWEEN JAMB	WOOD	3/8"	3/8" LAG BOLT
		MASONRY	3/8"	3/8" WEDGE ANCHOR
		STEEL	3/8"	3/8" SELF DRILLING BOLT
STEEL ROLLED FORMED	FACE OF WALL	HOLLOW BLOCK	3/8"	3/8" ALL THREAD W/ CRUSH PLATE

COUNTER DOOR, FACE OF WALL INSTALLATION, ALUMINUM GUIDES

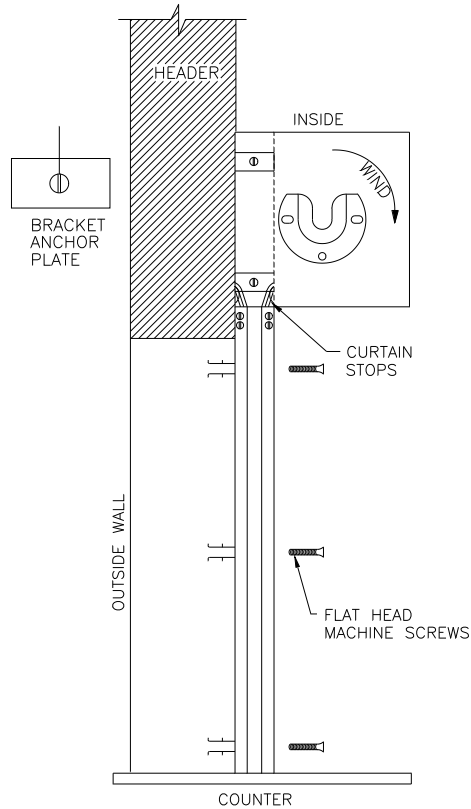


FIGURE 1

- STEP 1: Position brackets on guide assemblies (see Figure 2) attaching flat head screws to Hole "A". This will line up brackets flush with guides.
- STEP 2: Fasten guides to wall. See Sheet 2 for details.
- STEP 3: Drop barrel assembly into cups as shown in Diagram 3, Sheet 1.
- STEP 4: Attach curtain. Make sure it is equidistant between brackets.
- STEP 5: Lower curtain in guides to fully closed.
- STEP 6: Attach curtain stops. (See Figure 3)
- STEP 7: Wind (see arrow Figure 1) with clicking device assembled as shown in Section AA (Sheet 2). See specification sheet for approximate clicks.
- STEP 8: Attach hood. Do not locate screws near center of bracket.
- STEP 9: Test operation of door.

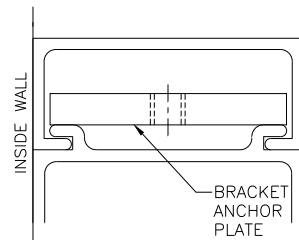


FIGURE 2

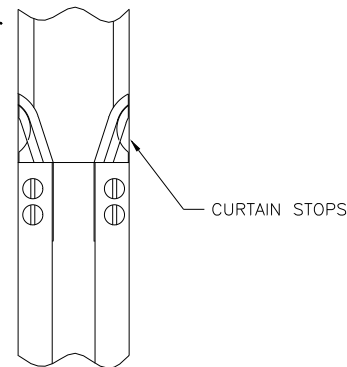


FIGURE 3

COUNTER DOOR, BETWEEN JAMB INSTALLATION, ALUMINUM GUIDES

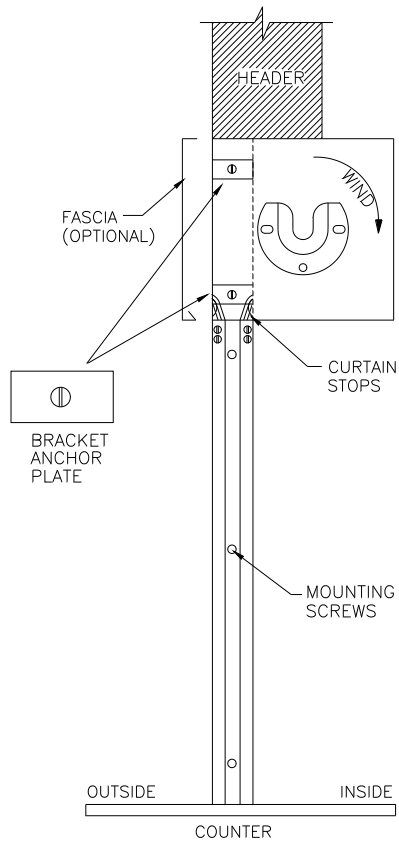


FIGURE 1

- STEP 1: Fasten guides to jamb. See Sheet 2 for details.
- STEP 2: Drop barrel and curtain assembly into cups as shown Diagram 3, Sheet 1.
- STEP 3: Lower curtain in guides to fully closed.
- STEP 4: Attach curtain stops. (See Figure 3)
- STEP 5: Wind (see arrow Figure 1) with clicking device assembled as shown in Section AA (Sheet 2). See specification sheet for approximate clicks.
- STEP 6: Attach hood and fascia. Do not locate screws near center of bracket.
- STEP 7: Test operation of door.

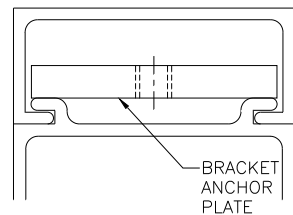


FIGURE 2

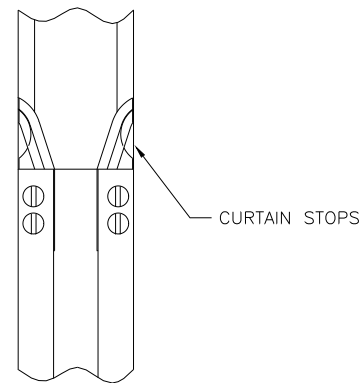


FIGURE 3

COUNTER DOOR, FACE OF WALL INSTALLATION, STEEL GUIDES

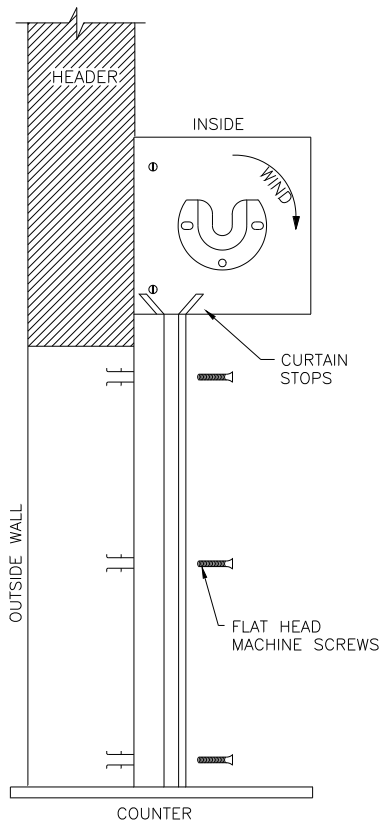


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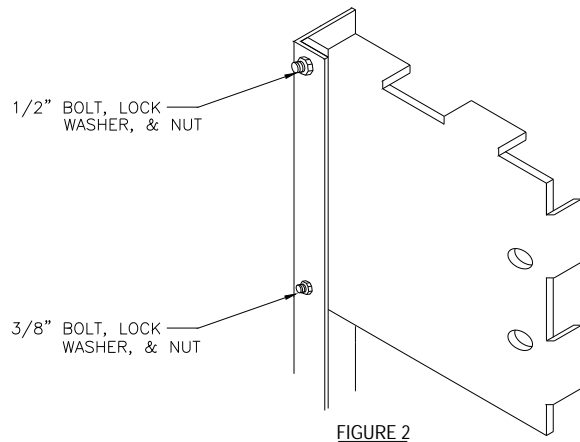


FIGURE 2

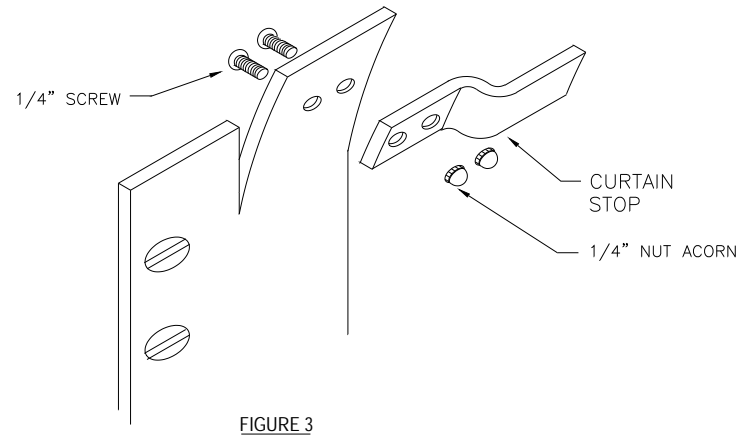


FIGURE 3

COUNTER DOOR, BETWEEN JAMB INSTALLATION, STEEL GUIDES

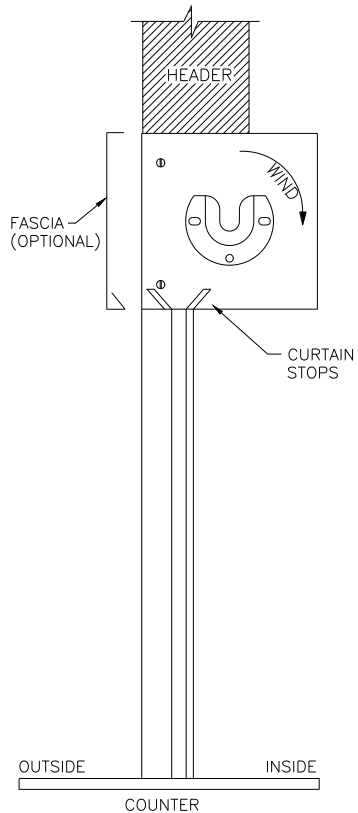


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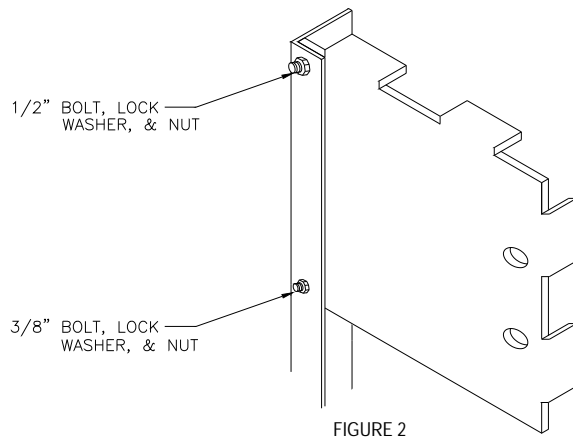


FIGURE 2

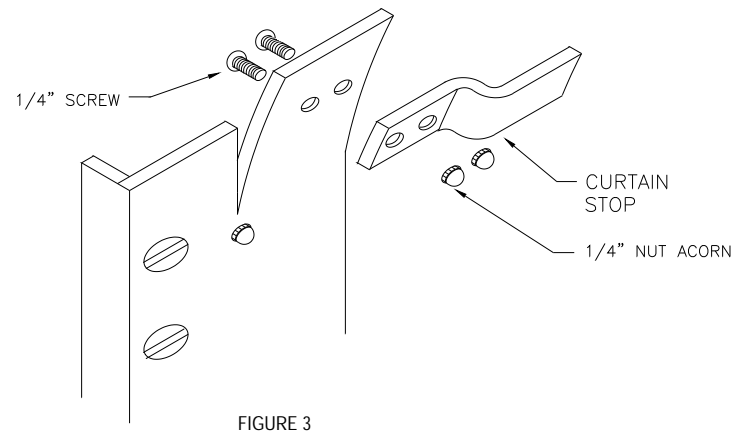
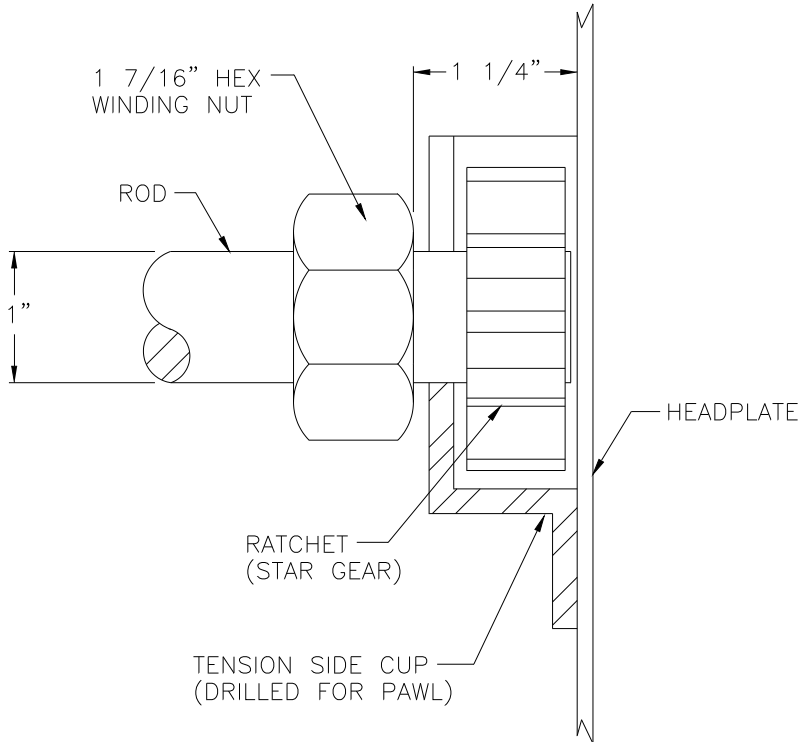
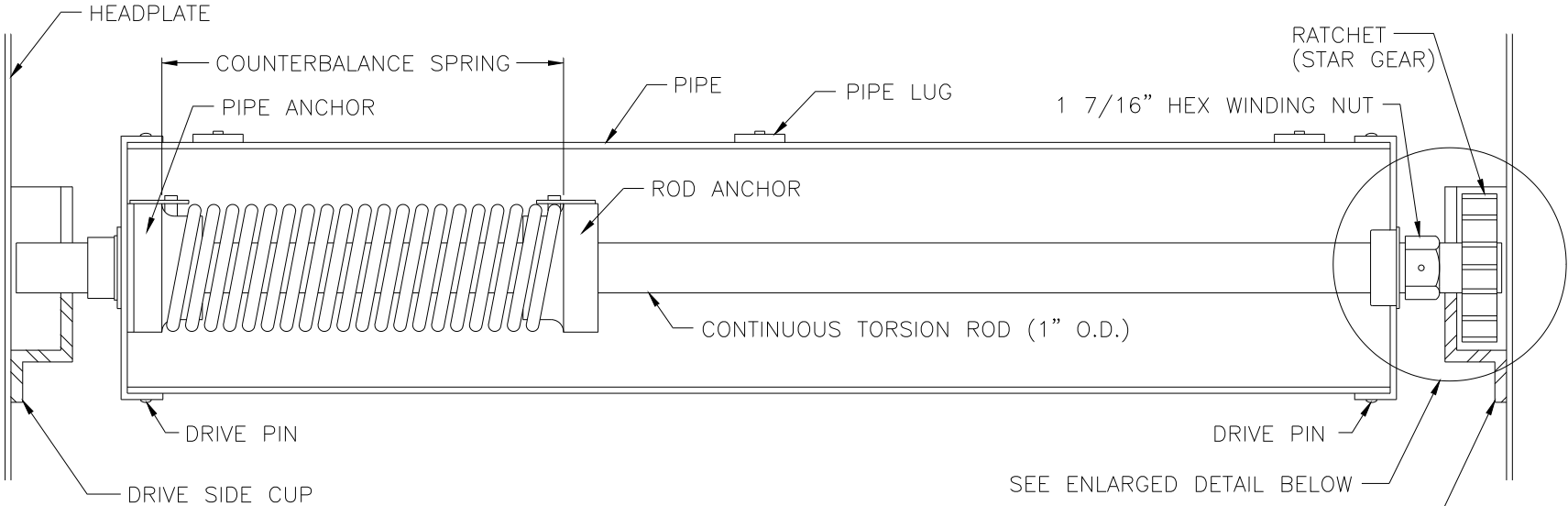
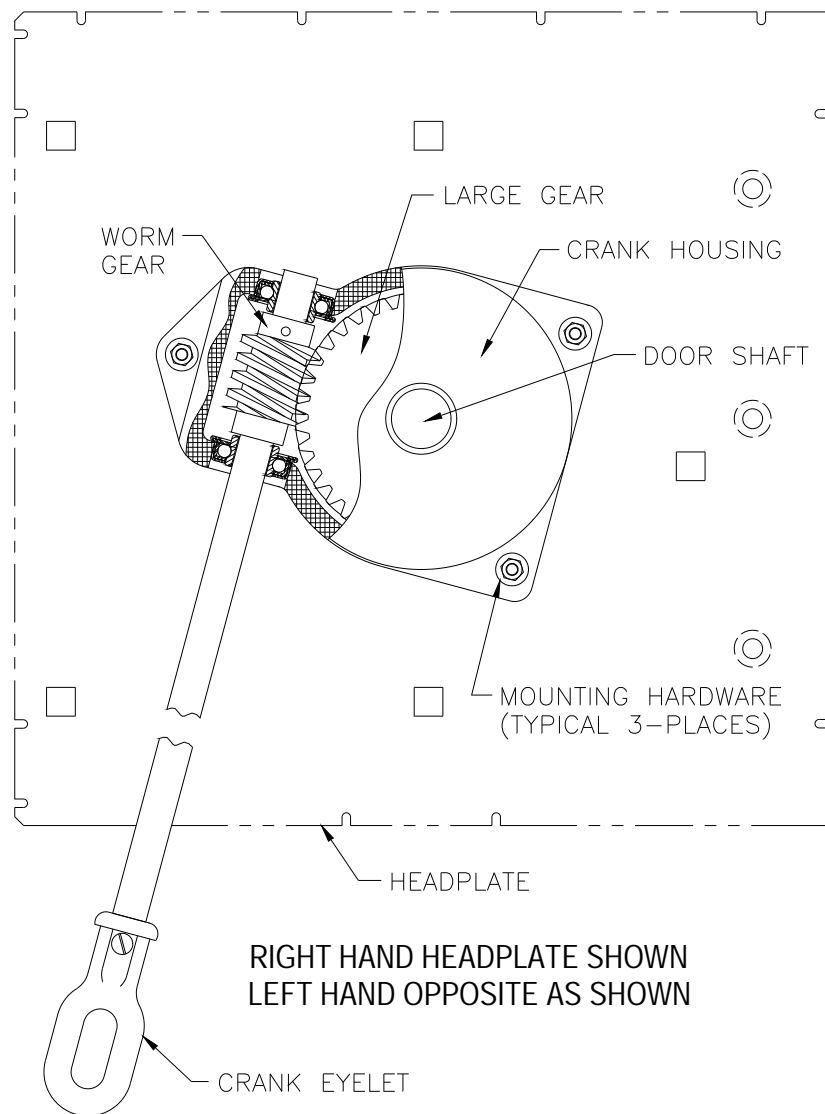


FIGURE 3

COUNTERBALANCE SECTION, LEFT HAND OPERATION SHOWN, VIEWED FROM COIL SIDE



INSTALLATION FOR DIRECT SHAFT MOUNT AWNING CRANK ASSEMBLY

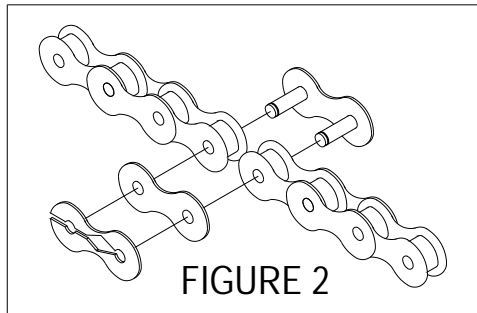


1. INSTALL LARGE GEAR ON DOOR SHAFT AND INSERT 1/4" KEYSTOCK IN KEYWAY.
2. SLIP CRANK BOX HOUSING ASSEMBLY OVER DOOR SHAFT AND LARGE GEAR.
3. INSERT (3) 1/4-20 FLATHEAD MACHINE SCREWS THROUGH THE HEADPLATE AND CRANK HOUSING (HEADS OF SCREWS MUST BE ON THE INSIDE OF THE HEADPLATE). INSTALL 1/4" WASHER AND NUT AND TIGHTEN ALL SCREWS.

NOTICE

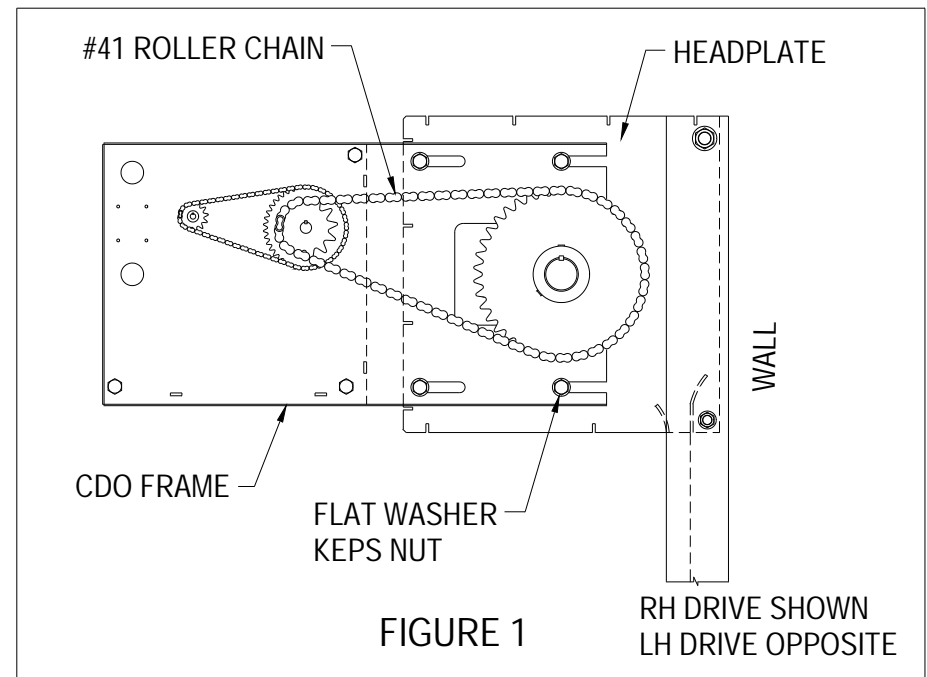
IF BETWEEN JAMBS MOUNT, CUT DOOR SHAFT TO 2 1/4" BEYOND OUTSIDE OF HEADPLATE

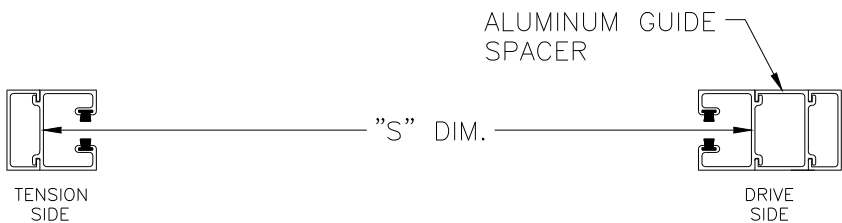
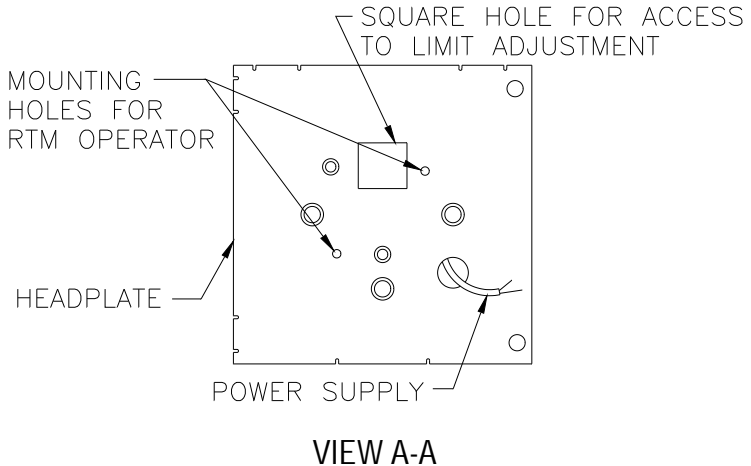
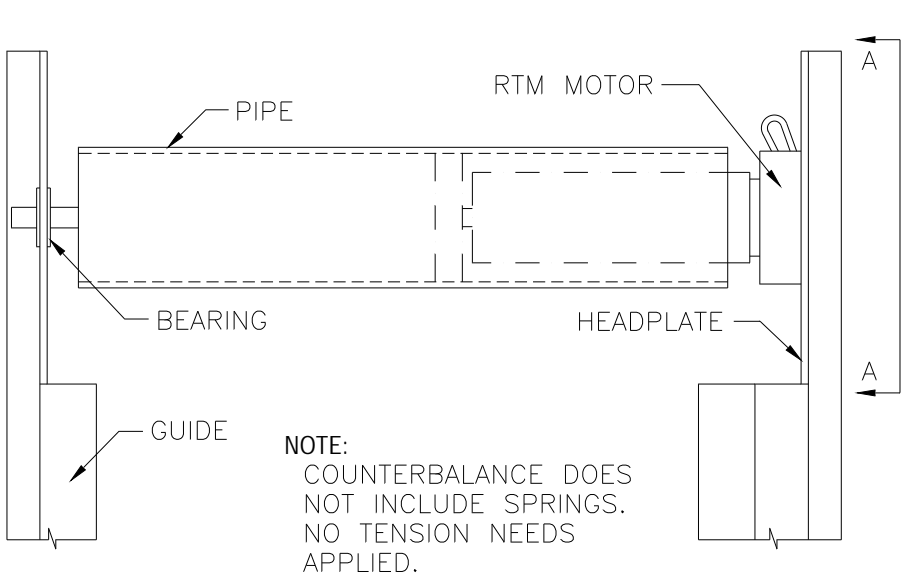
1. WHEN HOOD IS SECURELY IN PLACE, REMOVE THE TEMPORARY HEADPLATE BRACES.
2. PLACE 3/8" FLAT WASHERS AND 3/8"-16 KEPS NUTS ON THE 3/8" CARRIAGE BOLTS THAT ARE CLOSEST TO THE WALL. PUT NUTS ON FLUSH WITH THE END OF THE CARRIAGE BOLTS.
3. REMOVE THE CHAIN GUARD AND FRONT COVER FROM THE CDO OPERATOR.
4. SLIDE THE OPEN ENDED SLOTS OF THE CDO FRAME UNDER THE FLAT WASHERS OF STEP 2 AND THEN THE REAR SLOTS OVER THE REMAINING CARRIAGE BOLTS. PUT FLAT WASHERS AND 3/8"-16 KEPS NUTS ON THE REMAINING CARRIAGE BOLTS. DO NOT FULLY TIGHTEN THE 4 NUTS. SEE FIGURE 1. SLIDE OPERATOR TOWARD THE WALL AS FAR AS SLOTS ALLOW.



NOTE: THE CDO OPERATOR WAS SHIPPED FROM THE FACTORY WITH THE LIMIT SWITCHES SET FOR A FULL OPEN DOOR.

5. PLACE DRIVEN SPROCKET AND KEY ON THE DOOR SHAFT AND ALIGN WITH THE OUTPUT SPROCKET ON THE OPERATOR. SECURE THE SPROCKETS AND KEYS IN PLACE WITH THE SETSCREWS.
6. WRAP THE #41 ROLLER CHAIN AROUND THE TWO SPROCKETS AND INSTALL CONNECTING LINK. (SEE FIGURE 2). PULL OPERATOR AWAY FROM HOOD UNTILL DRIVE CHAIN IS TENSIONED BUT NOT TIGHT AND THEN TIGHTEN MOUNTING NUTS.





IMPORTANT TOPS OF GUIDES MUST BE LEVEL WITH EACH OTHER



WARRANTY

The Genuine. The Original.



**Rolling Counter Door Series
640, 641, 650, 651, 652
Limited Warranty**

Overhead Door Corporation ("Seller") warrants to the original purchaser of the Series 640, 641, 650, 651, 652, Rolling Counter Doors ("Product"), subject to all of the terms and conditions hereof, that the Product and all components thereof will be free from defects in materials and workmanship under normal use for the following period(s), measured from the date of installation:

- **TWENTY FOUR (24) MONTHS ON ALL PARTS AND COMPONENTS**

Seller's obligation under this warranty is specifically limited to repairing or replacing, at its option, any part which is determined by Seller to be defective during the applicable warranty period. Any labor charges are excluded and will be the responsibility of the purchaser.

This warranty is made to the original purchaser of the Product only, and is not transferable or assignable. This warranty applies only to Products, which are installed in commercial or industrial building applications. This warranty does not apply to any unauthorized alteration or repair of the Product, or to any Product or component which has been damaged or deteriorated due to misuse, neglect, accident, failure to provide necessary maintenance, normal wear and tear, or acts of God or any other cause beyond the reasonable control of Seller.

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ANY OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

IN NO EVENT SHALL SELLER BE RESPONSIBLE FOR, OR LIABLE TO ANYONE FOR, SPECIAL, INDIRECT, COLLATERAL, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES, even if Seller has been advised of the possibility of such damages. Such excluded damages include, but are not limited to, loss of goodwill, loss of profits, loss of use, cost of any substitute product, interruption of business, or other similar indirect financial loss.

Claims under this warranty must be made promptly after discovery, within the applicable warranty period, and in writing to the Seller or to the authorized distributor or installer whose name and address appear below. The purchaser must allow Seller a reasonable opportunity to inspect any Product claimed to be defective prior to removal or any alteration of its condition. Proof of the purchase and/or installation date, and identification as the original purchaser, may be required.

ORIGINAL PURCHASER _____

INSTALLATION ADDRESS _____

SELLER: _____

SELLER'S ADDRESS: _____

FACTORY ORDER #: _____

DATE OF INSTALLATION: _____

SIGNATURE OF SELLER: _____

C900-862



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