Operating and maintenance instructions

for windows, doors and façades made from steel profile systems



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1 Safety information

Be aware of the dangers listed below when working with steel profiles.



Danger of trapped fingers

Be careful not to trap fingers between the window vent or door leaf and the outer frame when operating windows, patio doors or entrance doors.



Danger of falling There is a risk of falling out of open units. Do not leave open units unattended.



Danger of knocking items over from units slamming shut Open units may slam in a draught which may knock over adjacent objects.





Danger of injury with open units

There is a high risk of injury when working underneath open windows. Shut open windows before working underneath them and before children enter the room.



Danger of injury from vents swinging open

Bottom-hung units can unintentionally swing open when the stays are disengaged.

There is a risk of injury from horizontal and vertical pivot windows swinging wide open during opening and closing.



Note:

You can find additional safety recommendations in the following instructions.



2 Operation of windows and window doors

The following operating instructions apply to all types of unit and all opening types.



2.1 Side-hung unit

2.2 Turn/tilt unit





2.3 Tilt-before-turn unit





2.4 Double-vent unit

a) Access and secondary vent with turn function



To open the access vent

To open the secondary vent

- 1. Open access vent **0** in turn position
- 2. Release rebate lever @
- 3. Open secondary vent

To close, follow the same procedure in reverse order





b) Access vent with turn/tilt function and secondary vent with turn function

To tilt the access vent

To open the secondary vent

- 1. Open access vent **1** in turn position
- 2. Release rebate lever **2**
- 3. Open secondary vent

To close, follow the same procedure in reverse order





2.5 Horizontal pivot window

The pivots for the horizontal pivot windows are fitted with adjustable vent brakes to hold the unit open. The horizontal position of the handle performs the closing function and the vertical position performs the opening function.

2.6 Vertical pivot window



The pivots for the vertical pivot windows are fitted with adjustable vent brakes to hold the unit open. The vertical position of the handle performs the closing function and the horizontal position performs the opening function.



2.7 Bottom-hung toplight





Closed position



2

2. Close

Open position







Methods of operation:

- HandleCrank handle
- Electric motor

To open and close

- Using a handle
- Open toplight by pulling down the handle
- 2. Close toplight by pulling up the handle
- **2** Using a crank handle
- Remove crank handle from the holder and move into turn position
- 2. Open toplight by turning the crank handle to the left
- 3. Close toplight by turning the crank handle to the right
- 4. Fix crank handle to its holder
- **③** Using an electric motor
- 1. Press button until the toplight is opened to the desired position
- 2. Press button until the toplight is fully closed

See also the separate instructions from the manufacturer



2.8 Disengaging the toplight fitting (cleaning position)



In order to open the window wide enough for cleaning, the toplight fitting must be disengaged.

To open the bottom-hung vent

- Support the open vent and press the locking button •
- 2. Disengage main arm @
- 3. Slowly open the vent wide

To re-engage, follow the same procedure in reverse order



Warning! Support the bottom-hung vent before disengaging it.

2.9 Bottom-hung toplight with catch



To open

- Release both catches by pulling the loops ①
- 2. Open bottom-hung vent

To close, push the toplight until the catches engage



2.10 Bottom-hung toplight with window handle





Note:

The toplight is prevented from opening onto the unit below by a rebate or security stay.





2.11 Disengaging the rebate stay (cleaning position)



In order to open the window wide enough for cleaning, the rebate stays at the sides must be disengaged.

To open bottom-hung vent

- When the vent is open, release • and then unhook • the locking handle
- 2. Carefully open the vent as wide as possible

To re-engage, follow the same procedure in reverse order



Warning!

Support the bottom-hung vent before disengaging the rebate stay. Ensure that the entire weight of the vent is supported. Supporting the bottom-hung vent will prevent it swinging open freely. Ensure that there are no people or objects within the opening arc of the window.



Caution!

When opening the bottom-hung vent, ensure that the surface-mounted fittings (window handles) do not damage the unit below.



2.12 Lift-and-slide units



Warning! When closing, do not put hands in the striker area of the vent.



a) Operating using a handle

To open

- Turn handle downwards through 180° ●
- 2. Push sliding vent open

To close

- 1. Push sliding vent shut
- Turn handle upwards through 180° ●

b) Operating using a lockable handle

To open

- 1. Unlock vent with the key
- Turn handle downwards through 180°
- 3. Push sliding vent open

- 1. Push sliding vent shut
- Turn handle upwards through 180° ❷
- 3. Lock vent with the key



2.13 Tilt/slide units



The Jansen fitting has an engagement mechanism.

Tilt position

The sliding vent is tilted by turning the handle **1** through 90°. In this position, the vent remains engaged at the bottom and is secured so that it cannot lift or slide.

Sliding position

- 1. Release sliding vent at the bottom by continuing to press down on the handle.
- 2. Allow handle to spring back and push the sliding vent open.

- 1. Close sliding units until the vent automatically moves into the bottom locking point (tilt position).
- Close sliding units by turning the crank handle upwards.



2.14 Side-hung unit (outward-opening)



To open

- 1. Turn handle **0** upwards through 90°
- 2. Push vent outwards

To close

- 1. Pull vent fully shut
- 2. Turn handle **0** downwards through 90°

2.15 Top-hung unit (outward-opening)



Warning!

Under negative wind load, the rebate stay may be pulled into the end position causing the window to slam shut. Ensure that there are no objects or body parts in the stay and rebate area (risk of injury).





2. Push outwards and engage

To open

- 1. Turn handle **2** upwards through 90°
- 2. Push vent outwards

- 1. Pull vent fully shut
- 2. Turn handle **2** downwards through 90°



2.16 Projected top-hung vent (outward-opening)



Warning!

Under negative wind load, the rebate stay may be pulled into the end position causing the window to slam shut. Ensure that there are no objects or body parts in the stay and rebate area (risk of injury).



Note!

For outward-opening windows, we especially recommend the use of a motorised wind or rain sensor.



To open (windows)

- 1. Turn handle **1** upwards through 90°
- 2. Push vent outwards

To close (windows)

- 1. Pull vent fully shut
- 2. Turn handle downwards through 90°



Lockable handles



Hinweis!

Die volle Einbruchhemmung ist nur bei verriegeltem Schloss gewährleistet.



2. Unlock

Lock (Griff abschliessbar)

- 1. Elementflügel schliessen
- 2. Schloss durch Drehen des Schlüssels nach rechts verriegeln.

Unlock (Griff abschliessbar)

- 1. Schloss durch Drehen des Schlüssels nach links entriegeln.
- 2. Griff in die gewünschte Stellung bringen (Dreh- oder Drehkipp).

2.18 Multi-position night ventilator



7 - 22 mm



1



The multi-position night ventilator restricts the tilt position of the vent to 6 different opening widths.

To disengage the night ventilator

- 1. Move handle into tilt position and close window
- 2. Then move handle into turn position and open window

To lock the night ventilator

- 1. Open unit slightly in tilt position
- 2. Turn handle by approx. 30° until it engages.

The vent can be restricted to 6 different night ventilation positions.



Night

ventilation 30°

Turn position

2.19 Anti-turn lock



2.20 Rebate catch



The rebate catch **①** holds the vent in the closed position without locking using a handle or other fitting. Units with spring catches can be fitted with a door pull **②** on the outside.



2.21 Limiting stay



The limiting stay **1** restricts the opening angle of the side-hung vent to approx. 90°. It prevents movement of the vent in a draught.

2.22 Anti-slam fitting



The anti-slam fitting **0** prevents the vent from slamming shut in the tilt position. It prevents damage caused by draughts pulling the vent open or slamming it shut.

The anti-slam fitting requires no maintenance.



3 Operation of doors



Warning!

Opening the door and using the key at the same time can lead to fingers being trapped between the frame and the door leaf. Do not use the key to open and close the door.

3.1 Door locking



To open from inside / outside

- 1. Unlock door by full turns of the key clockwise.
- 2. Press door handle down
- 3. Open door

To close, follow the same procedure in reverse order



3.2 Door locking (automatic)



This type of lock fitting can have additional latches **1** at the top and bottom of the door leaf.

To open / close the door

- The top and bottom latches

 lock the door automatically against it being opened from outside.
- 2. The door can be opened from the inside using the handle.

To lock the door fully

Locking the door with the key **2** prevents it from being opened from the inside (lock without panic function).

Unlock door fully

The fully locked door can be opened from inside using the key and the handle.

3.3 Door locking (motorised)

Doors with central locking are opened and closed by a motor integrated into the door and are operated by the door handle or by remote control. For more information, see the separate operating instructions.



3.4 Door locking (door with electric strike)

A separately mounted switch releases the closed door for opening. Once released, the door can only be opened for as long as the switch is operated.



Note:

The electric strike will not release the door if it has been locked using the key.



Daytime setting

During the day, the latch **①** on the electric opener can be permanently disengaged. The door can be opened at any time if the latch is disengaged.

Locking and unlocking

Engage or disengage the latch **①** by moving the catch **②**.



3.5 Door locking (double-leaf doors)





To open the access leaf

- 1. Unlock door by full turns of the key clockwise.
- 2. Press door handle **0** down
- 3. Open door

To close, follow the same procedure in reverse order

Secondary leaf



To open the secondary leaf

- 1. Open access leaf
- Release rebate lever ② (with a gearbox, fully activate the release lever)
- 3. Open secondary leaf

To close, follow the same procedure in reverse order



3.6 Door locking (double-leaf doors with panic function)



Access leaf



Locking

Secondary leaf



a) Door handle (DIN EN 179)

When the door is locked, both leaves can be opened in an emergency using the panic shoot bolt lock.

To open the access leaf (panic function)

- 1. Unlock door by full turns of the key clockwise.
- 2. Press door handle **1** down
- 3. Open access leaf

Note:

In an emergency, step 1 can be omitted.

To close

- 1. Shut door
- Lock access leaf by one full turn (panic function) of the key towards the infill side.

To open the secondary leaf

- 1. Press door handle **2** down
- 2. Open access and secondary leaves

- 1. Close secondary leaf first
- 2. Then close access leaf





Access leaf



Secondary leaf



b) Push bar handle (DIN EN 1125)

Locked doors can be opened in an emergency using the emergency push bar handles.

To open the access leaf (panic function)

- 1. Press emergency push bar handle **1**
- 2. Push access leaf open

To lock the access leaf

Close access leaf and lock it with one full turn of the key **③** anti-clockwise.

To open the secondary leaf

- 1. Press emergency push bar handle @
- 2. Push secondary leaf open (access leaf is also pushed open).

To lock the secondary leaf

- 1. Close secondary leaf
- 2. Locking is automatic using a special switch latch.

To unlock the access and secondary leaves

- Operating the emergency push bar handle on the secondary leaf ② unlocks both door leaves.
- 2. Operating the emergency push bar handle on the access leaf unlocks the access leaf.



Note: First lock the secondary leaf, then lock the access leaf.



3.7 Door stop



The door leaf can be fixed open using the door stop.

To fix open

Secure door stop by operating the pedal **①**.

To loosen

Release door stop by operating the release pedal $\boldsymbol{\Theta}$.



Caution!

Fire doors must not be fitted with a manual door stop.



3.8 Door closer



The door closer **③** automatically returns the door leaf to the closed position. Some door closers hold the door leaf in the wide open position. To close the door, it must be pulled once in the closing direction, and thereafter it will close automatically.

As a rule, a door stop **4** must be used with door closers.

For more information, see the separate operating instructions for the door closer.



4 Misuse



Caution!

Note the following advice to prevent damage to window and door units.





Do not load extra weight onto the frame or handles.

The additional load can cause deformation of the unit frame or damage to the handles.

Operate the handles in the correct direction only and do not force them beyond the anti-turn stop.

The additional load can cause damage to the handles.

Do not rest the vent against projecting walls.

Damage can be caused by draughts slamming the vents open and shut.

Do not wedge anything between the vent and the frame.

The additional load can cause deformation of the frame













The additional load can cause deformation of the frame or damage to the locks.

Access leaf with door handleSecondary leaf

Do not turn the locks when the doors are open.

Closing the door when the lock is engaged can lead to damage to the door frame.

Do not leave the door open in the turn position where there is a strong current of air.





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5 Cleaning and maintenance





Regular cleaning and maintenance is required to ensure that the high quality steel products have a long service life and remain fully operational. The inside and outside must be cleaned, as well as the rebate area on windows.

5.1 General information

The following items must not be used for cleaning: tools with sharp edges, e.g. knives, metal scrapers, steel wool, the scouring side of household sponges etc. will damage surfaces.

Aggressive cleaning fluids or solvents, e.g. cellulose thinner, nail polish remover etc. will also cause irreversible damage to unit surfaces.

5.2 General cleaning instructions

For optimum care, clean the window and door frames, façade profiles and seals every time the glass is cleaned. Use a mild, non-scouring cleaning agent.

Solid substances

such as plaster, mortar or similar is best removed using a wooden or plastic spatula.

Marks

can be removed safely and without residue using a cleaning agent.



Caution!

To prevent damage, observe the instructions for use given on the cleaning agent.



03/2014

6 Maintenance





In addition to normal cleaning and maintenance, you should carry out a «brief inspection» of your steel units every year. This will extend the working life of the units and maintain ease-ofuse.

6.1 Cleaning the drainage slot

Remove dust and dirt from the space between the gaskets and the external side of the frame using a vacuum cleaner.

Blocked drainage slots **①** can be cleaned, for example, using a cocktail stick or a cotton bud.

6.2 Checking and lubricating gaskets

Rub all gaskets with a grease stick or Vaseline. This will maintain suppleness and prevent sticking. At the same time, check all gaskets for damage.



Note:

Ask a specialist to replace any defective gaskets.





6.3 Maintenance of fittings components

The fittings components must be checked for signs of wear and to ensure that they are securely positioned. The fixing screws must be tightened or the parts replaced as required. The following maintenance work must also be carried out at least once per year:

All moving parts and all closing points on the turn/tilt fittings must be lubricated annually using only cleaning and maintenance products that do not affect the corrosion protection of the fittings components. Any adjustments to the fittings – in particular around the corner pivots and stays, any replacement of parts and fitting or removing of the opening vents must be carried out by a specialist.





6.4 Doors

For doors, the latch and bolt on the door lock must be lubricated as necessary.

Before lubrication:

Lock the door to expose the bolt.

After lubrication:

Unlock the door to conceal the bolt.

6.5 Door hinges

Regular visual inspection of the doors is recommended. The frequency of the visual inspection should be determined by the operational demands placed on the door units. The following points must be noted in this regard:

- Leaf clearance (readjust if necessary)
- Secure fit of the fixing screws
- Jansen screw-on and weld-on hinges must be lubricated with a suitable lubricant after approximately every 100,000 movements.
- Hinges with plastic liners must not be oiled or greased



6.6 Fire protection and emergency exit doors

Fire doors and emergency exit doors are self-closing safety systems and it must be ensured that they always function properly. The client/operator is responsible for ensuring that the fire doors function properly. This is why we recommend that an appropriate maintenance contract is drawn up between the client/operator and an authorised specialist. A maintenance agreement is required by law for hold-open devices.

Regular maintenance work must be carried out depending on the use. Below is the recommendation of Jansen AG, based on available standards. It is at the discretion of the owner and user to determine the appropriate maintenance intervals based on the intensity of use.

Maintenance recommendation	Interval / time frame	
Fittings standard recommendation in accordance with EN 179 / 1125	Intervals of max. 1 month	
Doors in emergency exit and escape routes with special use (schools, hospitals, public assembly buildings and buildings with public access)	Intervals of 3 months or 50,000 actuations	
Doors in buildings with normal use	Intervals of 6 months or 50,000 actuations	
Regular checks and maintenance, even if no faults are detected	Once per year or after 50,000 actuations	

In the event of a fault, the defective parts must be replaced and appropriate maintenance work carried out without delay. Defective parts (profiles, fittings, accessories, glass) may only be replaced by an authorised specialist. National or European regulations must be followed when carrying out the maintenance work.



Maintenance work on fire doors and emergency exit doors should be carried out as follows:

1. Inspection

General visual inspection

- Check general condition of the door
- Check for general damage
- Check whether there is a VKF sticker or another sticker prescribed nationally
- Check whether there is a fire protection laminate and that it is mounted properly.
- Check rebate weatherstrips on the vent and outer frame
- Check condition of the fittings, accessories and drives
- Condition of screws on hinges or the weld seam
- Check rebate security pin (present and fixing OK)
- Check glazing for breakages, chips and cracks, glass stamp etc.
- Inspect fixing to the building structure as well as number and position of screws and fixings
- Check attachments to building structure and construction joints for completeness, cracks and damage
- Check height alignment of both leaves for double doors, check shadow gaps are parallel and even
- Inspect rubber weatherstrips for damage and correct installation, check weatherstrip leg has been removed.
- Blocking of fire and/or smoke doors (wooden wedges etc.)

2. Function check

Mechanical function check

- It must be possible to operate the leaf without great effort (ease of operation when opening and closing).
- Inspect all fittings and screws on all fittings components and door fixings
- Inspect all lock functions on access and secondary leaves (bolt, latch retention, panic function, switch latch, opposite locks, rebate shoot bolt etc.)
- Check that locking functions independently and correctly (bolt, latch on strike plate)
- The door closer must be able to close independently from every opening angle.



- Check the closing force, the limit stop and the door selector arm of the door closer
- Is the correct pre-selector in use and does it work properly?
- Do the threshold weatherstrips still serve their purpose (if present)? Check weatherstrip lip. If there is an automatic floor seal, check that it releases and seals properly.
- The cable link connectors need sufficient space, must not jam and must not be stretched during opening.

Electrical function check

- The electric and motor locks must function smoothly.
- Electric door openers must be closed without power (without mechanical unlocking).
- The cables must be laid and the connections must be made by an expert.
- Check the uninterrupted power supply where present.
- The door leaf must be able to close independently without power from every opening angle or every position.
- The panic lock must function correctly in order to safeguard the escape route.
- The door selector arm must be ensured (with pre-selector).

3. Maintenance

General maintenance

- Cleaning of mechanical components, oiling or greasing of hinges, fittings and weatherstrips as well as replacement of articles subject to wear (rebate weatherstrips).
- Adjustment of fittings, drives and locks. The bolts and latches must be able to close and lock without resistance on self-locking doors (by means of door closer) (file down any strike plates).
- Tighten, replace and retrofit all screws in all fittings of the door frame or frame trim.
- If required, straighten the weld-on hinges with the Jansen straightening tool.

The detailed document on the maintenance of fire doors and emergency exit doors can be found in the Jansen Docu Center.



6.7 Façades

Maintenance and repair of the façade should be carried out only by a specialist firm. All maintenance utensils must be made safe. The specific requirements of the country of use must be observed.

In particular, the areas between glass, seals, silicone and façade profiles must be inspected. Maintenance personnel who walk on the glass or silicone joints must wear shoes with clean rubber soles.

If any dirt cannot be fully removed despite the use of the methods referred to above, then this should be discussed with the facade supplier.

Improvements to or refurbishments of facades should be carried out by the façade supplier to ensure that the guarantee and warranty are not adversely affected.



7 Correct ventilation





How to prevent damage caused by dampness

The high level of weathertightness of your new window prevents air exchange between outside and inside. In your home, there are a number of sources of moisture:

Water vapour is created in the kitchen and bathroom.

House plants and even people give off moisture constantly through their pores. Humidity indoors causes condensation, in particular on the windows. This moisture can lead to damp walls, patches of mildew, mould and deterioration of plaster.

Depending on how the room is used, ventilate as often as possible **1** [for at least 5 minutes] during the day.

Avoid prolonged ventilation when the heating is on \boldsymbol{Q} .

This short blast ventilation **1** causes relatively little heat loss, but replaces the humid air in the room effectively. The air humidity returns to normal levels again.



8 Advice and repairs

If these operating instructions do not answer all of your questions, please contact your specialist for further help.

In addition to providing expert advice, a specialist dealer can advise you on particular modifications and repairs.

8.1 Maintenance contract

Specialists can offer you the additional benefit of a maintenance contract. Under the terms of the maintenance agreement, the specialist will undertake all maintenance and repair work. This will ensure that your steel units maintain maximum operational performance and value without the need for additional resources.



Note:

All repairs and modifications should be undertaken by a specialist. Only repairs carried out by a specialist using «original parts» will guarantee that your units continue to function perfectly.



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