

This document explains how to identify the lower pivot pin provided with bifold door sets. Depending on the type of pin used, it may need to be replaced for safety reasons. Please follow the directions to identify the pin you have and replace it if necessary.

Action may be required if you purchased a JELD-WEN interior molded or flush hollow core bifold door after February 2011. If your door is within this time frame, remove the panels and inspect as follows:



#### IDENTIFY HARDWARE

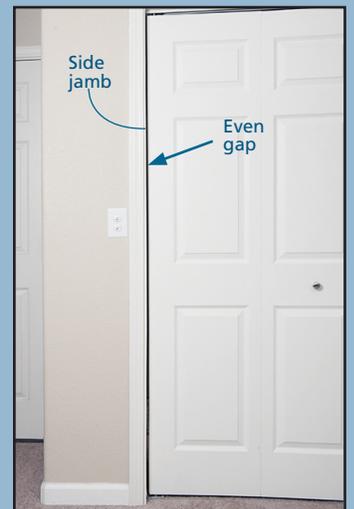
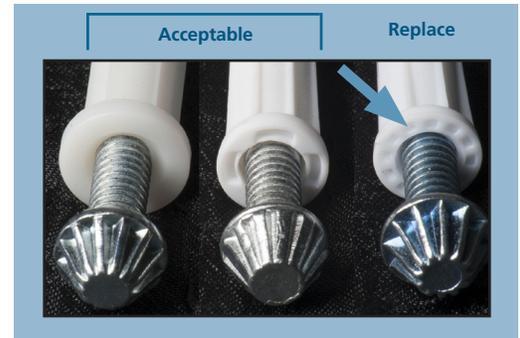
1. Open the door set.
2. Grip on both sides and lift straight up until the lower pin comes out of the bottom bracket. Larger door sets may be awkward or heavy, use help if necessary.
3. Swing the bottom of the door set down and away from the opening until the top pin and guide come out of the upper track. Place the door set on a clean flat surface.
4. On the bottom, examine the plastic sleeve holding the lower pin in the panel. You may need to extend the screw to see the sleeve.



5. If the sleeve has 12 square notches on the collar (as shown), it needs to be replaced.

6. If the sleeve requires replacement, or if you have any difficulty identifying the sleeve, leave the door set in a safe place and contact us at the phone number or web address below for replacement hardware. **Do not re-install the door set until new hardware is installed.**
7. If the sleeve does not require replacement, re-install the door set by putting the top pin and guide in the same configuration as removed. Lift the set up and over the lower bracket until the lower pin sits in the bracket's groove.

8. Adjust the door set side to side by lifting the set and moving it until there is an even gap between the set and the side jamb. Verify the doors will close properly.
9. Adjust the door set up by turning the lower pin screw to extend it until there is an even gap on the top and bottom. Do not expose more than 3/8" of threads on the lower pin screw.
10. If using a double set, align both sets so that they are even in the middle.
11. Repeat the procedure for other bifold sets that may be affected and contact us to order the number of replacement pins you need.



#### CONTACT US

For questions, feel free to contact us by phone or email:

- Phone: 877-228-4888
- Web: [www.jeld-wen.com/newhardware](http://www.jeld-wen.com/newhardware)

The advice offered herein can be done by a homeowner with some mechanical aptitude. If you are unsure, please contact us at the number above for telephone or on-site assistance.