



Installation Instructions

SAVE THESE INSTRUCTIONS

Read all of these instructions before installing or using your Portland Willamette firescreen.

This Portland Willamette firescreen was designed for use in rectangular fireplaces. It is not recommended for use only one side of a "see-thru" type fireplace (a fireplace with openings on opposite sides in two different rooms) as the resulting unequal draft conditions which occur may direct flames and heat directly against the firescreen. This direct heat and the flames may be sufficient to scorch your firescreen's finish and darken, or even break, the glass panels. The firescreen or glass is not warranted against damage when used on only one side of a "see-thru" fireplace.

IMPORTANT: Hydrochloric (muriatic) acid is often used by builders to clean excess mortar from new fireplaces. The fumes from this acid are highly corrosive and will damage the finish of your fireplace equipment unless neutralized. This corrosive action can last for many years if not neutralized. To neutralize, wash masonry with ammonia water and rinse thoroughly with clean water. Any acidic or caustic material used around your fireplace can damage the finish of your firescreen. Portland Willamette assumes no responsibility for these damages.

Firescreen installation.

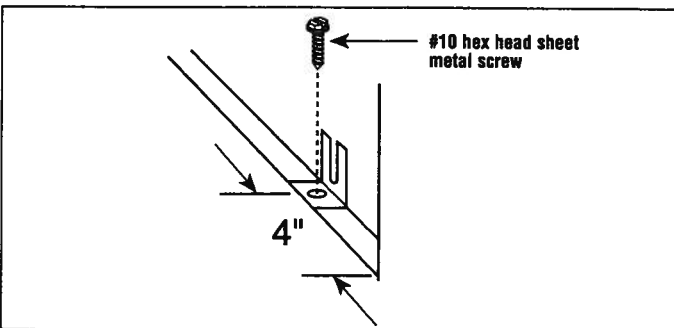
Tools required for easiest installation:

- Drill motor 3/8" end wrench
- 1/8" Drill bit
- Gloves

Carefully stand firescreen up with its front against a wall. Use a soft, clean cloth between firescreen and wall to protect both from damage. Make certain doors do not fall open.

Using 3/8" end wrench, loosen six nuts holding six mounting brackets to back of firescreen frame, three top and three bottom. Remove brackets and set aside.

Leave attached the three nuts on top of frame, and remove three bottom nuts.

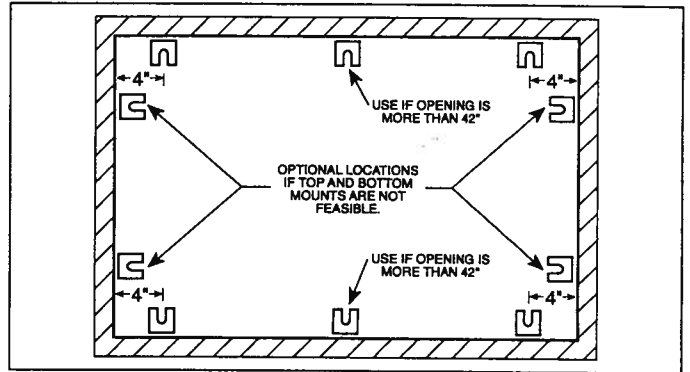
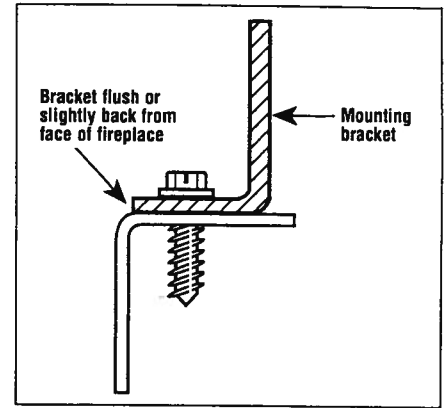


Measure approximately 4" in from each side of fireplace opening, and mark locations on top and bottom of fireplace opening. Use mounting bracket as template to mark mounting hole at each location.

1 of 3

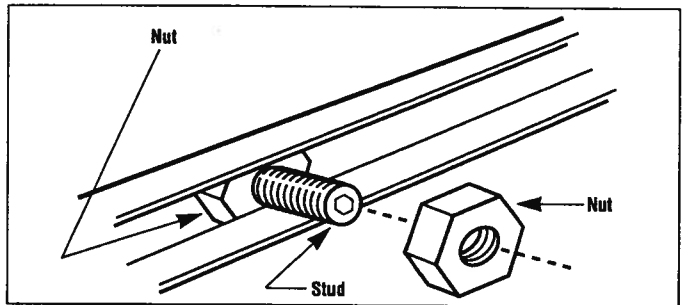
NOTE: Mounting brackets must be mounted to fireplace opening sheet metal...not to facing material. Mounting brackets should be mounted flush or slightly back from face of fireplace opening metal. Mounting bracket requires 7/8" flat metal surface for mounting.

Mounting brackets are also located in center of top and bottom of frame. Use these brackets if fireplace opening width is more than 42".



Two mounting studs are also located on each side of frame, if side mounting is necessary. Use bracket from another mounting location if using these alternate locations.

After determining locations for mounting brackets, drill 1/8" pilot hole at each location. Mount each bracket with #10 hex head sheet metal screw. Make certain each bracket is mounted flush or slightly back from face of fireplace opening metal, and that all brackets are mounted alike.



On back of firescreen frame, make certain top mounting nuts are loose enough to allow mounting brackets to slide onto mounting threaded studs.

Make certain bottom mounting nuts are removed from threaded studs.

Position firescreen in front of fireplace. Position mounting studs on back of firescreen frame to align with mounting brackets in fireplace opening.

Open glass doors full, folded back against the frame.

While making certain to hold glass doors to keep them from flopping open, lift firescreen into place, first positioning top mounting brackets onto threaded studs between frame and nuts.

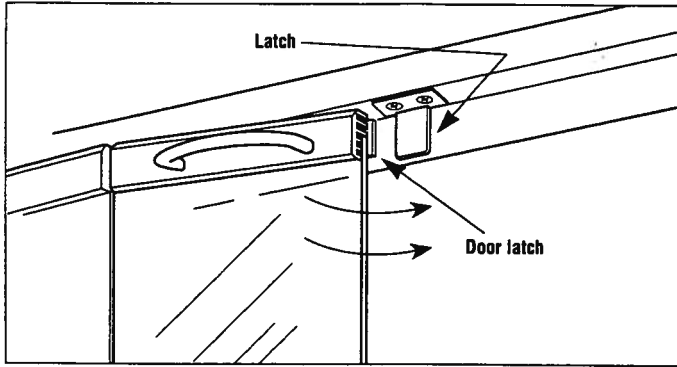
Lift firescreen as high as top mounting brackets will allow. Push bottom of firescreen into fireplace opening, with bottom mounting studs onto bottom mounting brackets, as far as possible.

Install nuts onto bottom studs, and finger tighten to secure firescreen bottom.

Adjust gap between firescreen and fireplace opening so each side gap is equal and top and bottom gap is equal. Firmly tighten all mounting nuts.

Opening and closing fullfold bifold doors.

The positive latches at the center top and bottom door tracks assure the alignment of the doors and keep these doors from opening if a log should roll against them while closed.

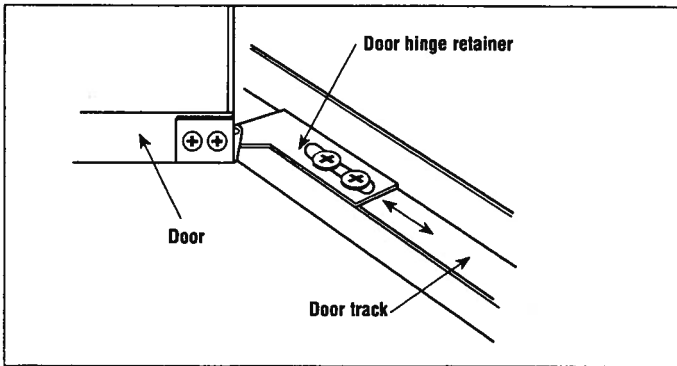


- 1 The door catches at the top and bottom of each door, behind the door trim, will automatically disengage the latches in the door track as you open the doors.
- 2 To close the doors, engage the door catches behind top and bottom door latches. Fully close the bifold door to lock and align the door.

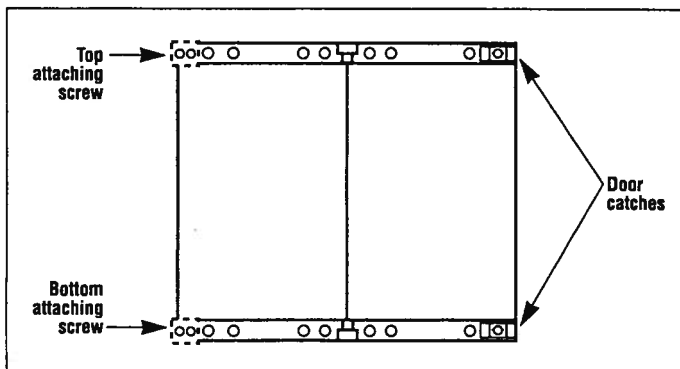
To ensure these latches are easily engaged while closing the door it is important the firescreen frame not be installed twisted or "racked".

Adjusting doors.

The bifold doors are adjusted for spacing at the factory. If they should need adjustment, fully open the door and with a Phillips screwdriver loosen the screws in the door hinge retainer. Slide the retainer to the desired adjustment and firmly retighten the screws.



Removal and installation of glass doors.



- 1 Open door so panels are fully extended and not folded together.
- 2 Use a Phillips screwdriver to remove top and bottom screws attaching door frame hinge.
- 3 To install door, align top and bottom door frame-to hinge mounting holes and replace screws. Tighten firmly.

Replacing glass.

Tools required: Phillips screwdriver; Gloves

IMPORTANT: Before attempting to remove the glass doors from the firescreen, ensure that the fire is completely out and both firescreen and glass doors are cooled to room temperature.

NOTE: The glass used in your glass doors is tempered to withstand impact and, if broken, will shatter into many small pieces which may have sharp edges or splinters. Always wear gloves when handling any broken glass.

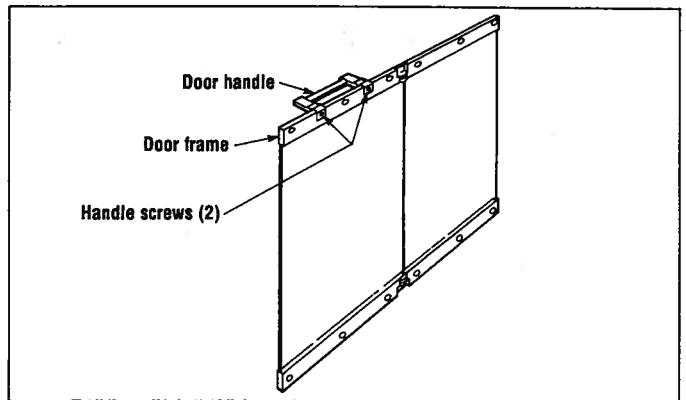
Replace glass only with Portland Willamette supplied replacement glass. See warranty for ordering instructions.

NOTE: These instructions are to be used if only one glass panel is broken and no door components are damaged. Contact your dealer for a replacement door in all other cases. Use only Portland Willamette replacement glass.

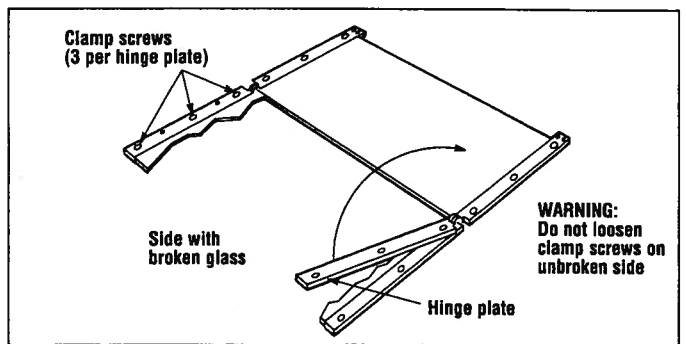
Remove the cooled door from the firescreen as shown in previous REMOVAL AND INSTALLATION OF GLASS DOORS.

Clean up and remove all broken glass from the firescreen, hearth and inside the fireplace. Wear gloves while handling the broken glass to prevent cuts.

Lay the door face down on a flat surface, such as a table, using a soft, clean cloth between the door and the surface to protect each from damage. Ensure that no glass particles get on the protecting cloth or table where they might damage either surface.



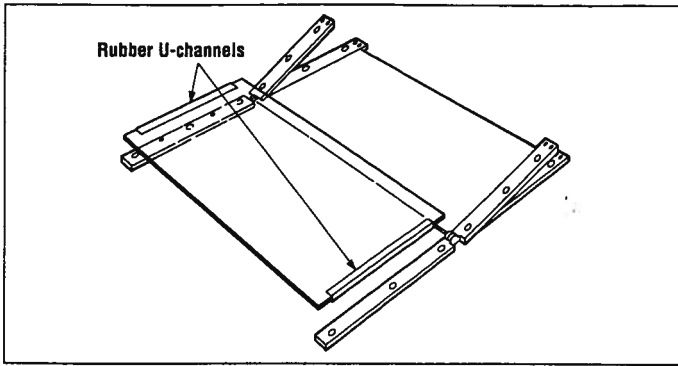
- 1 Remove the two door handle screws and the door handle to allow the door to lay flat on the table. If the broken glass is on the handle side, support the frame while removing the screws to prevent damage to the hinge. Wear gloves to protect your hands from the glass particles which remain clamped in the door frame.



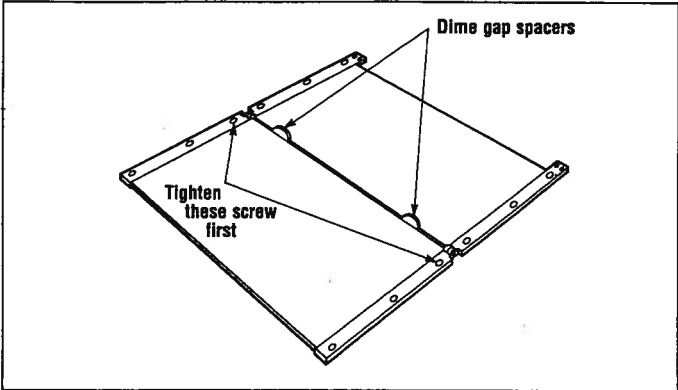
- 2 Remove the six clamp screws from the hinge plates that held the broken glass panel. Fold the hinge plates over on top of the intact door panel. Do not move the loose frame parts until you have identified them so that they will be reassembled in the same position. Dispose of the broken glass and rubber "U"-channels which were released by the clamps.

WARNING: Do not loosen the clamp screws which retain the glass on the unbroken door panel. If the door alignment is lost, it will be necessary to send the door back to the factory for reassembly.

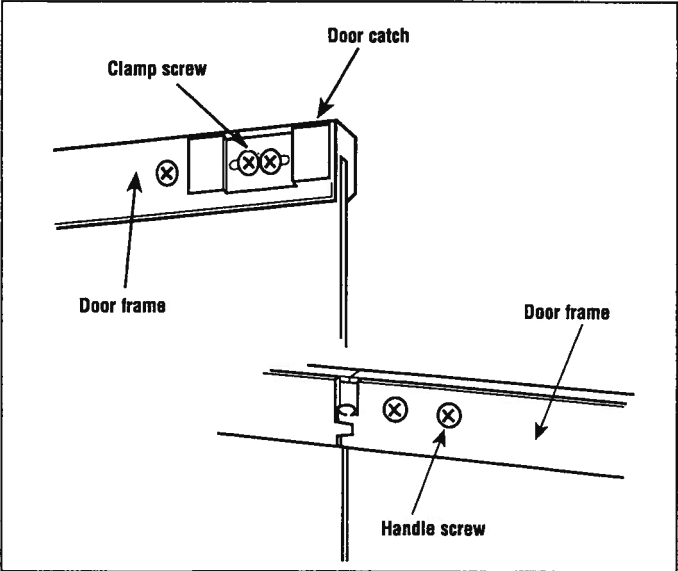
Prepare for reassembly by cleaning up any remaining glass particles from the work area. The cloth covering the work surface must be free of glass or any other particles which may scratch the finished surfaces of the door.



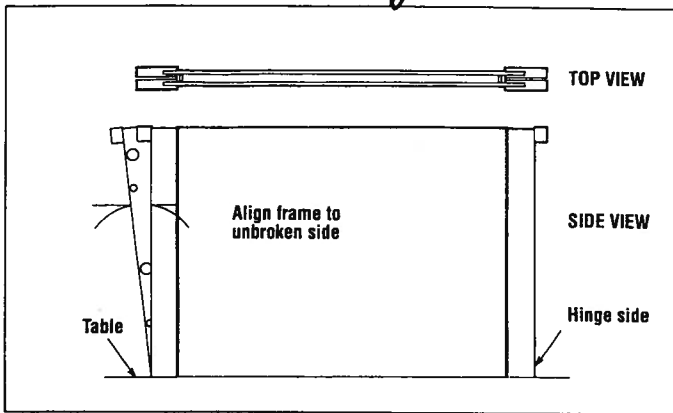
3 Start with the unbroken door panel face down on the clean cloth. Locate the frame parts back in their correct positions inline with the frames on the unbroken side. Install the rubber "U"-channels centered on the top and bottom of the glass panel. Lay the glass, with the rubber installed, into the frames.



4 Fold both hinge leaves over the top of the frames which support the new glass panel. Align the holes and start all six clamp screws. Set the glass to proper glass spacing with two (2) dimes positioned as indicated. Tighten the two clamp screws closest to the hinges. Next, just lightly snug up the other four screws. Recheck and adjust, if necessary, the spacing between the glass panels.



Make certain to replace and align top and bottom door catches under the clamp screws.



- 5** Lift the outside edges of both door panels so they meet straight up in a closed book position. Align the frames holding the new glass panel with the other frames. When the frames are aligned properly, fold the door back flat on the cloth. Tighten the clamp screws and recheck the alignment.
- 6** Replace two door handle screws and the door handle.
- 7** Reinstall the doors onto the firescreen as shown in REMOVAL AND INSTALLATION OF GLASS DOORS.

Care and cleaning.

Never use an abrasive polish on the finish on your firescreen—clean with a mild soap solution and a soft cloth, then dry. Use a mild soap solution to remove any stubborn stains from the glass, then follow with a dampened towel, followed by a dry towel. Do not use ammonia or ammonia-based glass or household cleaners to clean the glass or the firescreen, as these types of cleaners may damage the finish of your firescreen. Minor finish scratches can be removed by applying lemon oil. **DO NOT CLEAN GLASS WHEN HOT OR BREAKAGE MAY OCCUR.**

Building a fire.

WARNING: Never use gasoline, gasoline-type lantern fuel, kerosene, charcoal lighter fluid, or similar liquids to start or "freshen up" a fire. Keep all such liquids well away from the fireplace while it is in use.

WARNING: Do not place combustible materials close to fireplace opening. Close the curtain mesh and keep close while the fire is burning to prevent any sparks or hot coals from escaping the fireplace. You may also wish to close the glass doors, but do so only after allowing the doors to warm up and only if the fire is not too large. The flames of the fire should never be allowed to come any closer than about 8" from the glass doors.

WARNING: Operate only with both door fully open or fully closed to reduce risk of smoke and flame spillage.

Avoid building a fire that is especially large or hot. The tempered glass in the doors and the finish on your firescreen should be able to withstand temperatures as high as 550°F without sustaining any damage. Temperatures as high as this or higher are not likely to occur with normal use.

Should a fire become too large or hot, open both glass doors all the way—this will quickly reduce the interior heat of the fireplace. For extreme cases, a light spray of water directly on the fire will help to quickly reduce its temperature and size. Use a poker to push the wood to the back of the fireplace and tend the fire until its size is reduced.

WARNING: Never allow any cold objects or water to come into contact with the glass in the doors when hot or breakage may occur.