

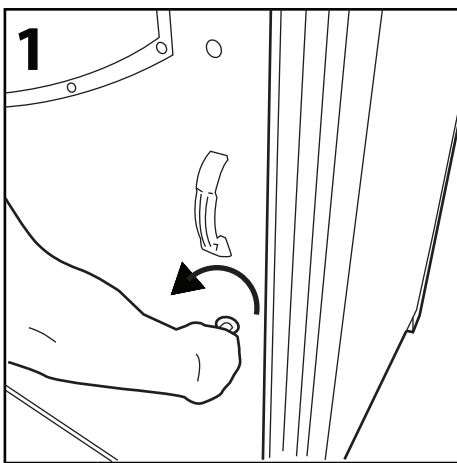
**NOTE:** Ensure that all relevant personnel read the points listed below and that a copy is passed on to staff involved with the installation. Please also refer to the 'Manual Handling Operations Regulations 1992' during the handling of the product and materials used for installation.

Total weight of the screens are:	Two Sided 770 - 40kg	Three Sided 770 - 53kg	Four Sided 770 - 80kg
	Two Sided 1280 - 46kg	Three Sided 1280 - 65kg	Four Sided 1280 - 92kg

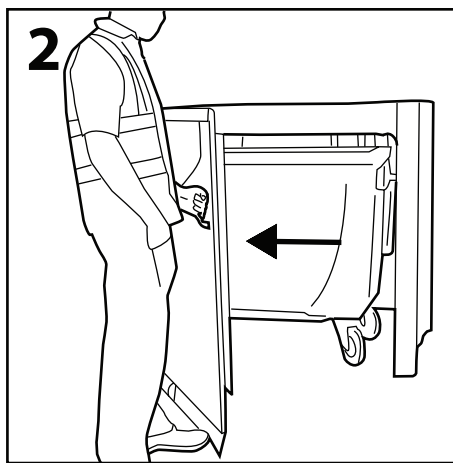
### REMOVING SCREEN FROM PALLET:

To remove the screen from the pallet first make sure that it is in the area where it is to be ground fixed (will be difficult to manoeuvre when off the pallet). Open the door if necessary (see Figs 1-3) and using a hand drill remove screws and washers at the base of each extrusion. Close and lock the door if necessary (Figs 5-6) then slide or lift the screen from the pallet (will require 2-3 people for assistance).

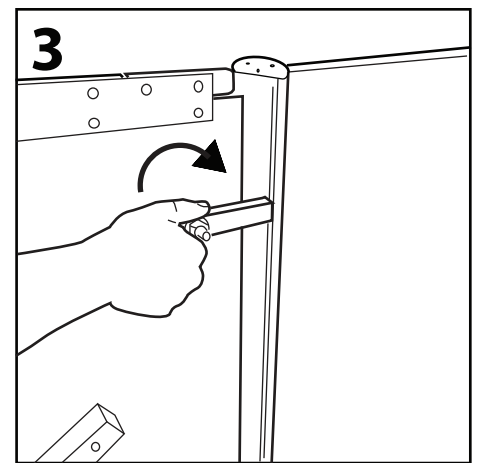
### OPENING AND CLOSING FOUR SIDED SCREEN COMPLETE WITH DOOR:



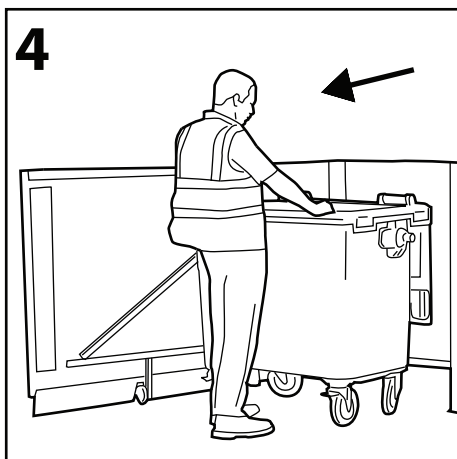
**1** Insert Glasdon Key into lock and turn anticlockwise to unlock the door. (Alternatively: Turn twist lock anticlockwise to unlock door.)



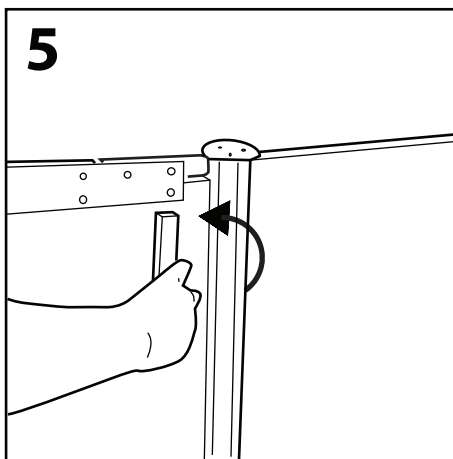
**2** Using handle pull door open to 90 degree position.



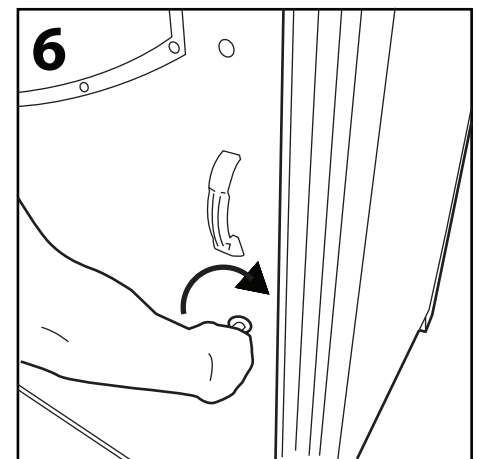
**3** To ensure that the door remains open whilst removing the wheeled bin, turn the door stay catch clockwise so that it is positioned horizontally.



**4** Remove wheeled bin.



**5** After replacing the wheeled bin, remove the door stay catch by pushing upwards anticlockwise so that it is positioned vertically.



**6** Close the door and insert key into lock. Turn key clockwise to lock door. (Alternatively: Turn twist lock clockwise to lock door.)

**NOTE:** To allow the wheeled bin to sit inside the screen in the correct position, it is recommended that the lid of the wheeled bin remains attached and is simply folded over the back of the bin when in use. For best results please ensure that the front of the wheeled bin is level with the front two extrusions.

We recommend that a risk assessment is undertaken to identify an appropriate location for your waste collection and recycling units. In order to reduce risk, some organisations decide to place the units a **minimum of 5 metres** away from buildings. Any potential risk can be further reduced by maintaining a regime of regularly emptying the unit.

**KIT CONTENTS:**

ITEM A	M10 x 120mm Ground Fixing Bolt	x5 (2 Sided)
		x6 (3 or 4 Sided)
ITEM B	Support Leg	x2

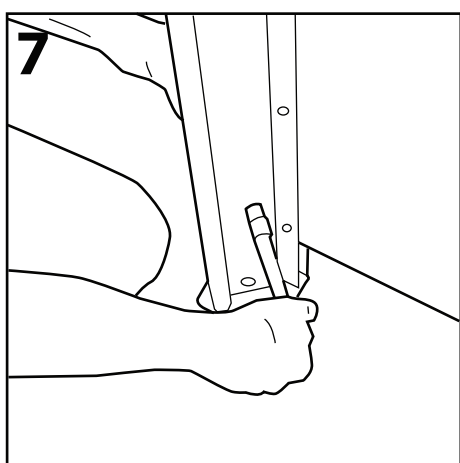
**TOOLS REQUIRED:**

13mm Spanner	x1
17mm Spanner	x2
Hand Drill with Pozi Drill Bit	x1
10mm x 150mm Masonry Drill Bit	x1
Hammer	x1
6mm Allen Key	x1

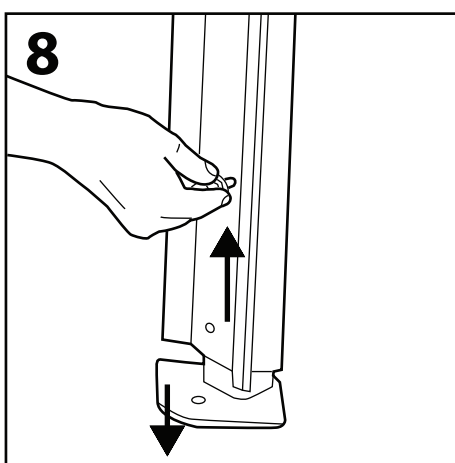
**ADJUSTMENT AND GROUND FIXING:**

**Step 1: Adjustment of Spigot Legs When Sited on Uneven Ground**

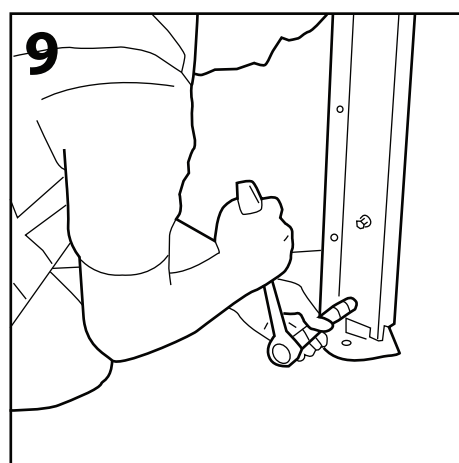
(If not required move on to Step 2)



Using a 13mm spanner/socket unscrew the two bolts with washers on the inside at the bottom of the extrusions and remove.

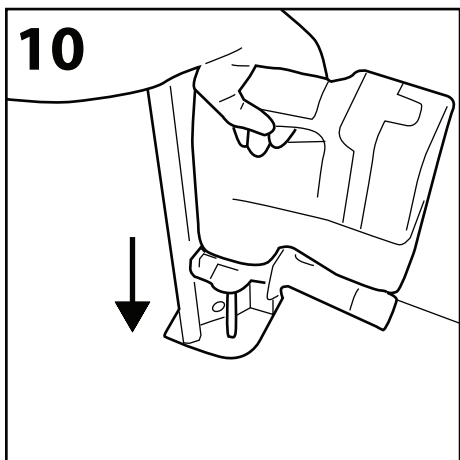


Lift the extrusion upwards and pull the spigot leg down to a more appropriate height ensuring that the screen is now level.

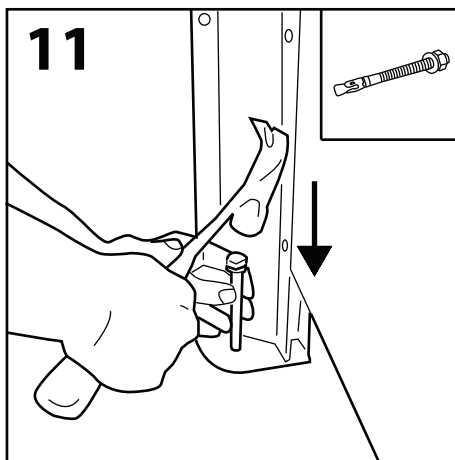


Replace the bolts and washers into the new holes within the spigot leg and tighten with spanner/socket. Repeat Figs 7 - 9 on the other legs that need adjusting.

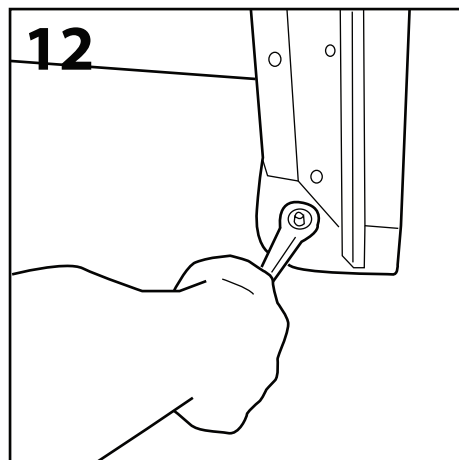
**Step 2: Ground Fixing (Concrete In)**



Using a 10mm masonry drill bit, drill through the hole in the spigot leg down into the concrete approximately 150mm deep.

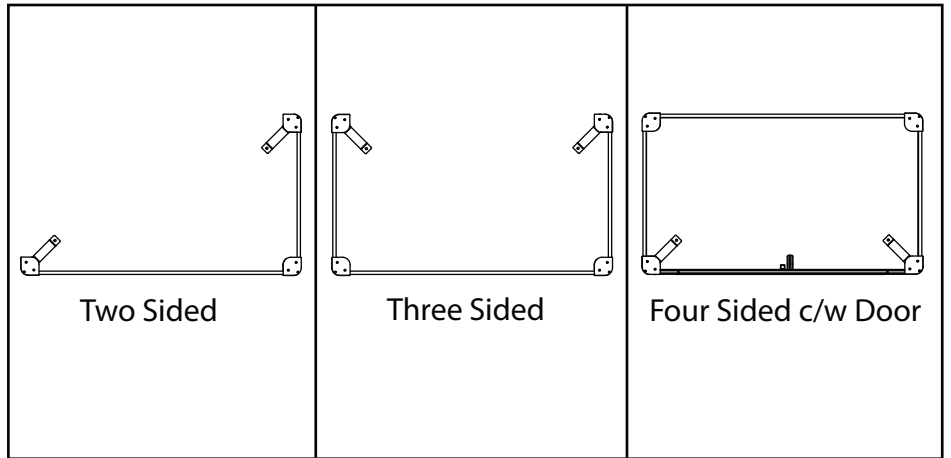
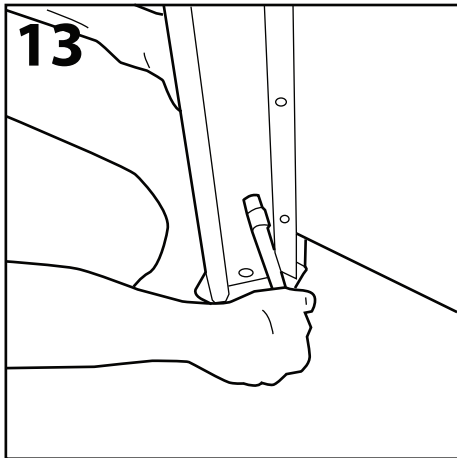


The fixing bolts (A) **MUST** appear as above with the nut and washer at the top of the bolt. Using a hammer, tap fixing bolt through the hole in the spigot leg until it is flush with the spigot plate.

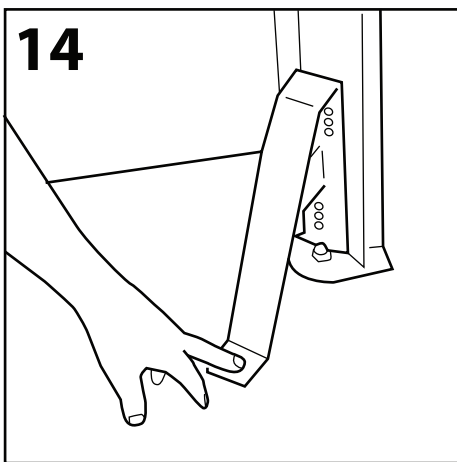


Tighten bolt using 17mm spanner. Repeat Figs 10 - 12 to ground fix the other extrusions.

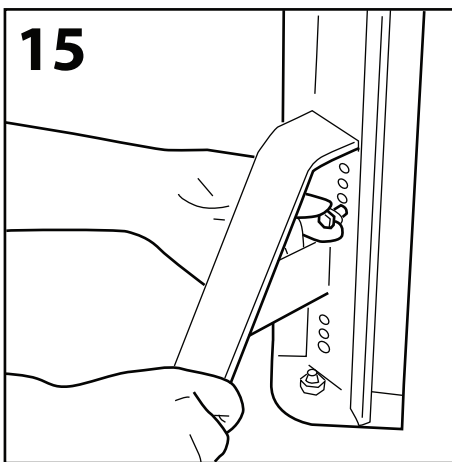
### Step 3: Attaching and Ground Fixing Compulsory Support Legs



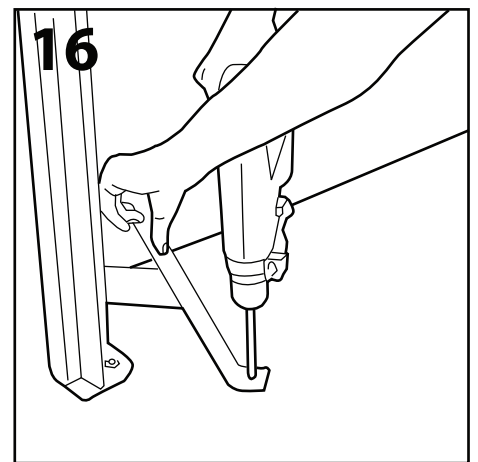
Using a 13mm spanner/socket unscrew the two bolts with washers at the bottom of the outermost extrusions and remove. (see diagrams above showing location of support legs for all screen types) If the spigot legs have been adjusted (Step 1) the panels will need to remain lifted in position so that the support legs go into the correct holes. (may require two people.)



Place the support leg (B) up against the inside of the extrusion so that the leg protrudes outwards and stands on the ground. If the spigot legs have been adjusted there are several pre-drilled holes in the support leg to accommodate this adjustment.



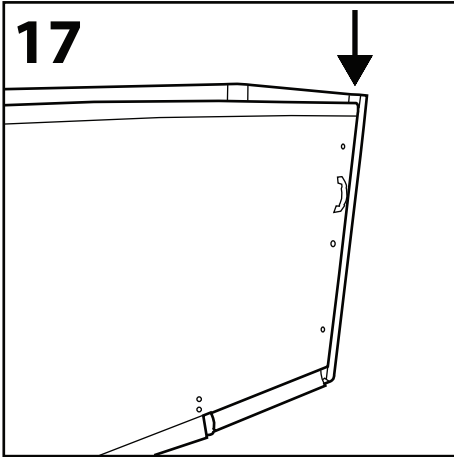
Replace the bolts and washers into the new holes through the support leg, extrusion and into the spigot leg. Tighten with 13mm spanner/socket.



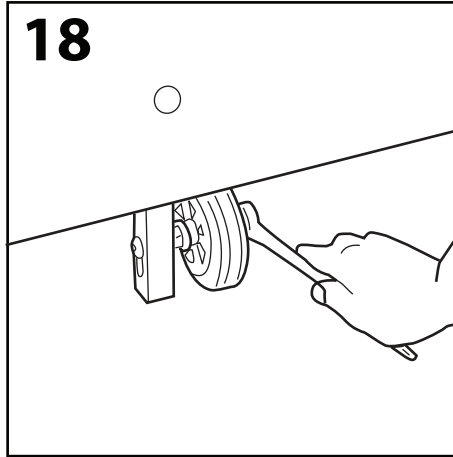
Concrete fix the support legs into the ground as per Fig 10, 11 and 12 (Step 2).

## Step 4: Adjustment of Door Wheel on Four Sided Screen c/w Door (If Required)

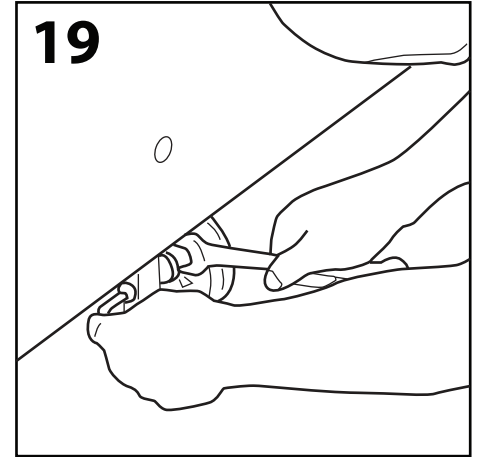
**IMPORTANT NOTE:** The door wheel must be positioned so that it is touching the ground when the door is CLOSED. The main purpose of the door wheel is to support the large door when in the closed position.



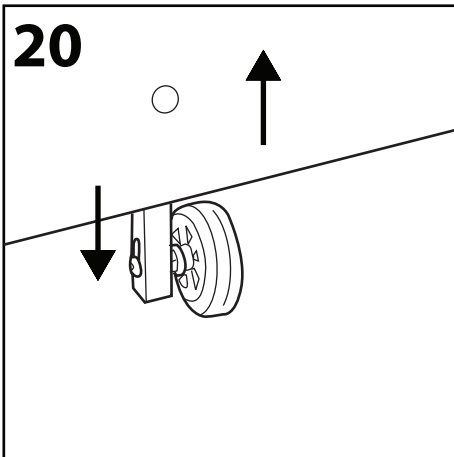
If the door is not level, as seen above, the door wheel can be adjusted.



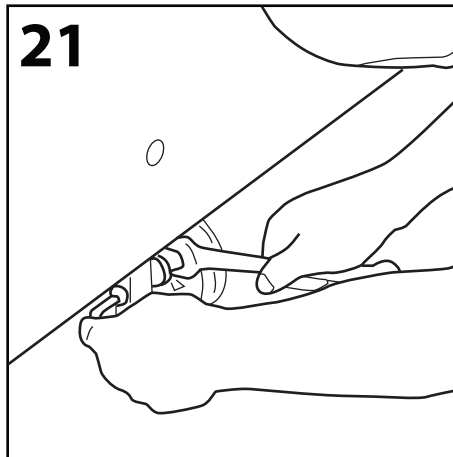
Using 17mm spanner, loosen nyloc nut on right hand side of wheel.



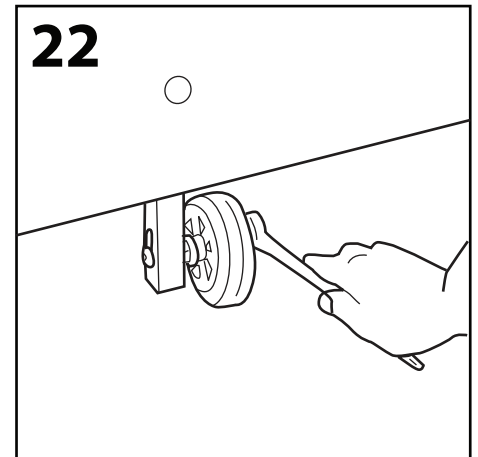
Using 17mm spanner and 6mm allen key, loosen nut on left side of the wheel to free the axle from the wheel support bar.



Lift door panel and pull wheel down so that the axle drops down the slot in the wheel support bar (may require two people.)

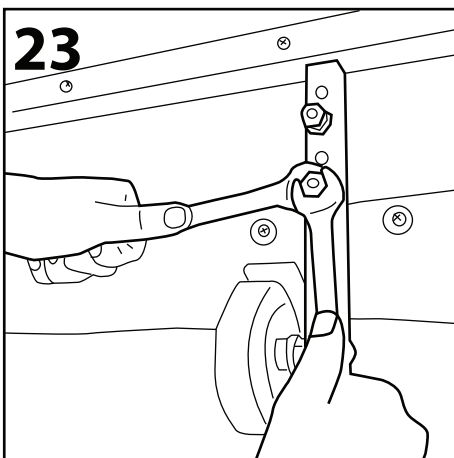


Once in correct position, tighten up nut (left of wheel) to lock the axle in place.

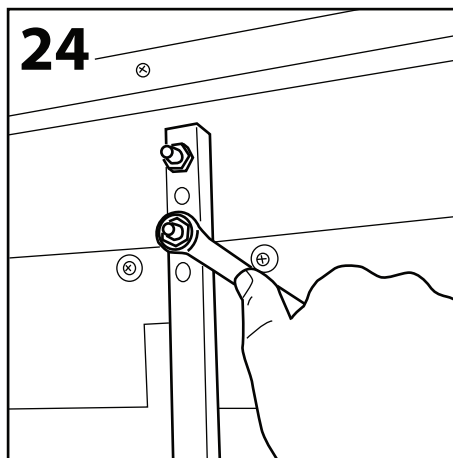


Tighten up nyloc nut (right of wheel) ensuring that wheel can still rotate freely but is secure on the axle.

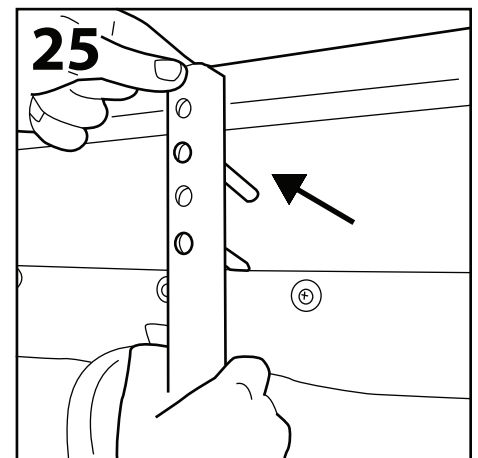
## Step 5: Further Adjustment of Door Wheel (If Required)



Using 17mm spanner, hold the nut closest to the wheel support bar. Using a second spanner unscrew the outermost nut and remove. Repeat on other wheel support bar fixing point.

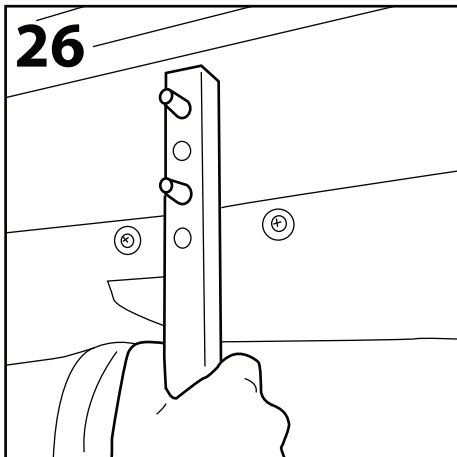


Using 17mm spanner remove the second nut and washer. Repeat on other wheel support bar fixing point.

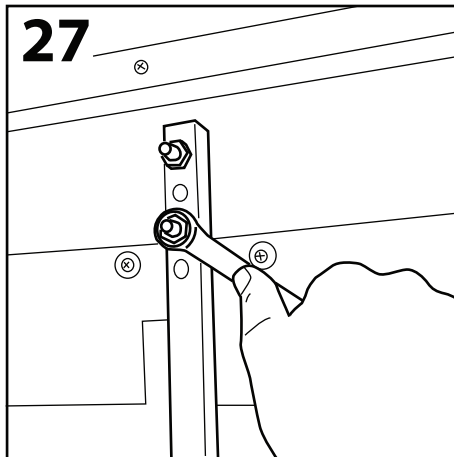


Lift the wheel support bar off the bolts, ensuring that the door is still supported.

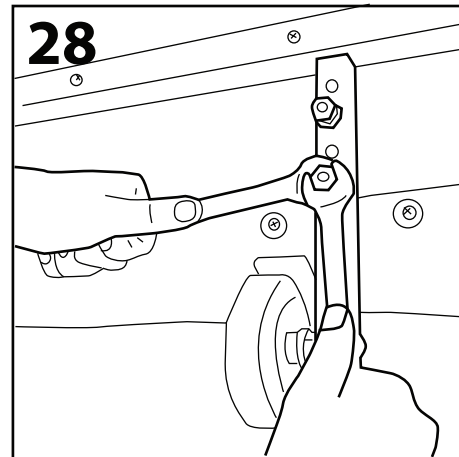
## Step 5: Further Adjustment of Door Wheel (continued)




26  
Replace the wheel support bar over the bolts using the alternative holes to make the adjustment of the door height.



27  
Making sure that the wheel support bar is 90 degrees to the door, replace the washer and first nut onto the bolt and tighten (do NOT overtighten).



28  
Holding the nut with the 17mm spanner, place the second nut over the bolt and tighten securely with a second spanner. Repeat figs 27 and 28 using other fixings.

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