Entry Door Hinge Replacement
Service Instruction

These instructions apply to:

Encompass Entry Door 02/2011 - 02/2020

Tools Required:

- Utility knife
- Hammer
- Wood glue
- Shim
- Pencil
- Punch
- Phillips screwdriver
- Chisel or coping saw
- Drill with 1/8" & 3/16" bits

Supplies Needed:

- 3/16" wood dowel
- Spacer (provided w/hinges)

⚠ CAUTION!

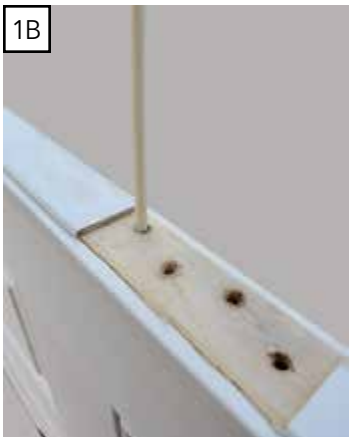
Weight and size of panel may require two or more persons during removal and replacement process.

1 Remove Hinges, Panel and Prep Panel:

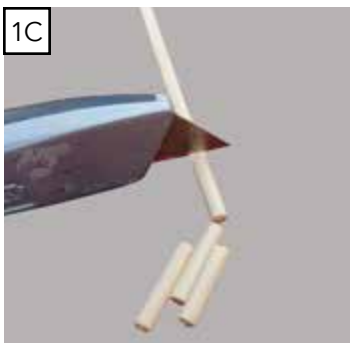
A. Remove hinge screws from panel and jamb. Set panel on ground with hinge side up.


1A

B. Find an appropriate dowel to fill the existing screw holes. A 3/16" dowel will typically work. Drill out the hinge screw holes with 3/16" drill bit to a depth of 1".

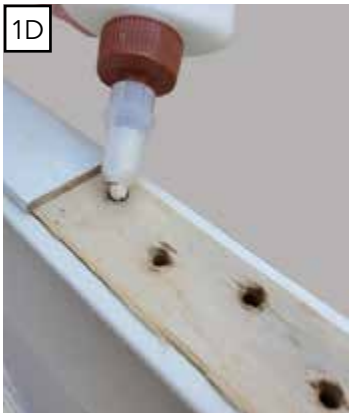

1B

C. Cut a section of dowel for each hinge hole.


1C

1 Remove Hinges, Panel and Prep Panel (Continued):

D. Apply wood glue to holes.



E. Insert dowel section into each hinge hole and hammer flush.



F. Use coping saw, chisel, etc. to remove any dowel material that is not flush.



1 Remove Hinges, Panel and Prep Panel (Continued):

G. Place hinge on panel with the (provided) spacer under tabs as shown.



H. Mark new pilot hole locations.



I. Use a 1/8" drill bit to pilot drill new screw holes ~1" deep.



2 Install the Panel:

A. Attach new hinges to jamb.



2 Install the Panel (Continued):

B. Hold panel in position and attach jamb leaves.



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C. Test door function and adjust as necessary.

All hinges come from the factory as Left-hand and will need to be switched for Right-hand hinged entry doors. (As viewed from exterior.)

NOTE: Correct installation of hinge:

The square corner hinge leaf is installed on the panel, the round corner hinge leaf is installed on frame. The hinge pin head always goes on top of the hinge. If after hinge installation the hinge pin head is on the bottom; it must be switched as follows:

3 Hinge Pin Reversal:

A. Use a punch and hammer to drive the pin out of the hinge leaf knuckles. There will be resistance for the first 1/2"; once past the resistance, the pin should come out freely. Remove hinge pin.



B. Insert the pin from the top. If needed, lightly tap the hinge in place with a hammer.



