



# INSTRUCTION MANUAL



## PASS THROUGH WINDOWS Installation and Maintenance



Read and understand all of the instructions and safety information in this manual before operating this product.

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### DESCRIPTION OF PRODUCT

This manual covers all models of the MAC Medical Pass Through Window.

### PURPOSE OF THIS MANUAL

This manual provides the user with instructions on the Installation and maintenance of the Pass Through Window.

***KEEP THIS MANUAL***

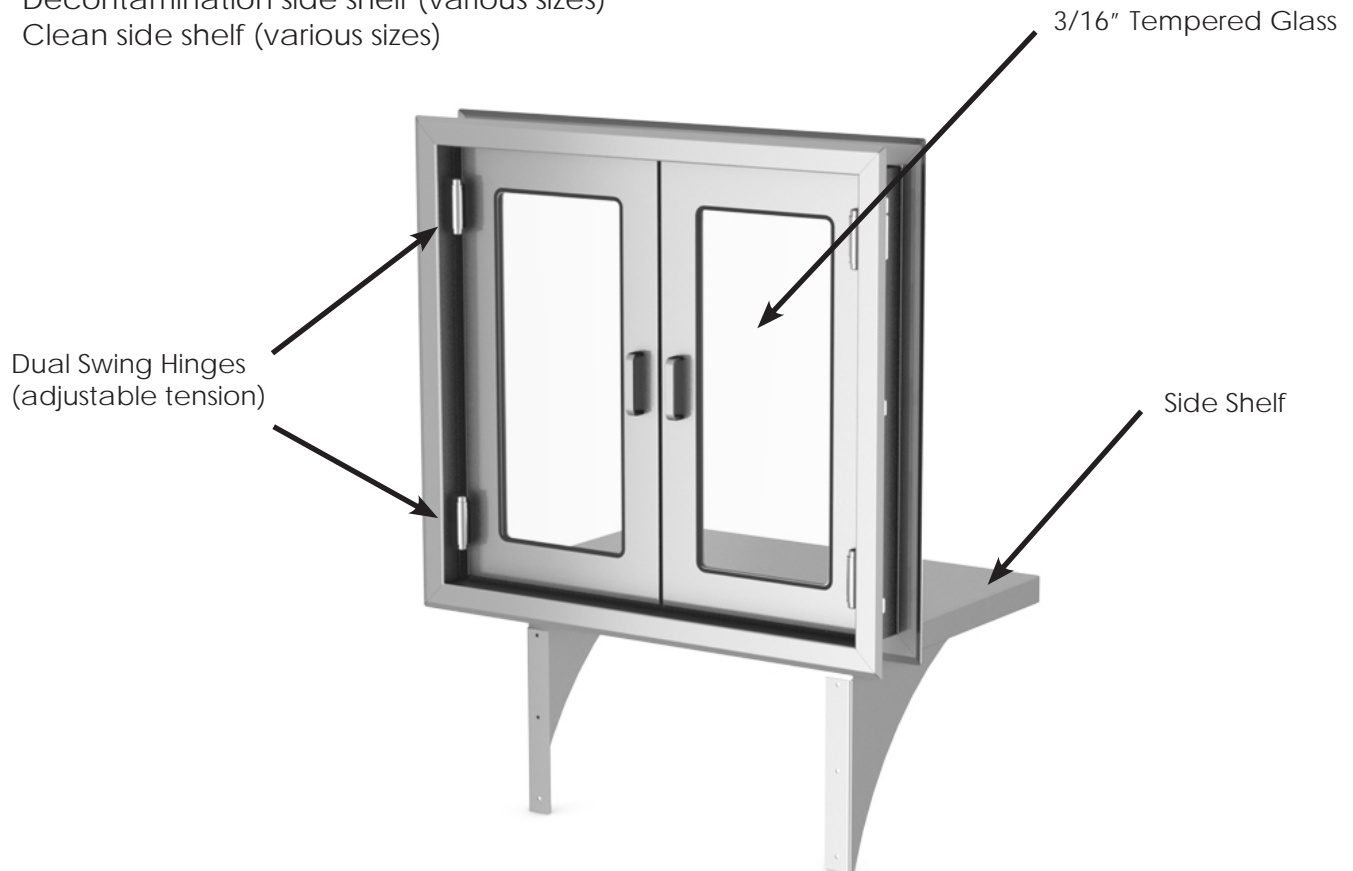
## STANDARD FEATURES - PASS THROUGH WINDOWS

*Pass Through Windows come standard with:*

- 3/16" tempered glass
- Adjustable width for wall thickness (between 4 1/2" - 6 1/8")
- Dual Swing Hinge with adjustable spring tension

*Optional Features of Pass Through Windows:*

- Decontamination side shelf (various sizes)
- Clean side shelf (various sizes)



### Model Numbers and Outside Dimensions

| Model Number | Outside Dimensions                 |
|--------------|------------------------------------|
| PTW0001      | 37.5" W x 34.5" L (no shelf)       |
| PTW0002      | 37.5" W x 34.5" L (shelf included) |
| PTW0003      | 24" W x 34.5" L (no shelf)         |

## UNPACKING AND INSPECTION INSTRUCTIONS



Caution: The components of the Pass Through Window are heavy and it is recommended that at least two people assist in the unpacking.

- If the shipping container appears to be damaged in any way, contact the shipping company immediately. Save all damaged packaging materials.
- Carefully inspect the components of the Pass Through Window while unpacking. If any damaged or defective parts are seen, call your Mac Medical representative.
- The Door Assembly of the Pass Through Window is shipped fully assembled. Disassembly and installation instructions are on the following pages.

## PASS THROUGH WINDOW INSTALLATION

The following opening must be constructed for the Pass Through Window Assembly to fit properly in the wall.

1. Prepare the opening for the window assembly by making a hole with the following dimensions -  
 For PTW0001 and PTW0002 Models - 34 1/2" wide and 31 1/4" - 32" high.  
 For PTW0003 Models - 21" wide and 31 1/4 - 32" high.
2. The window assembly can be used with a wall thickness from 4 1/2" to 6 1/8". See Figure 1.
3. The bottom for the window opening should be 31 3/16" (31.188) from the floor.
4. See Figures 1 and 2 for the overall dimensions.



The Dimensions shown in Figures 1 and 2 are for Pass Through Window Models PTW0001 and PTW0002.

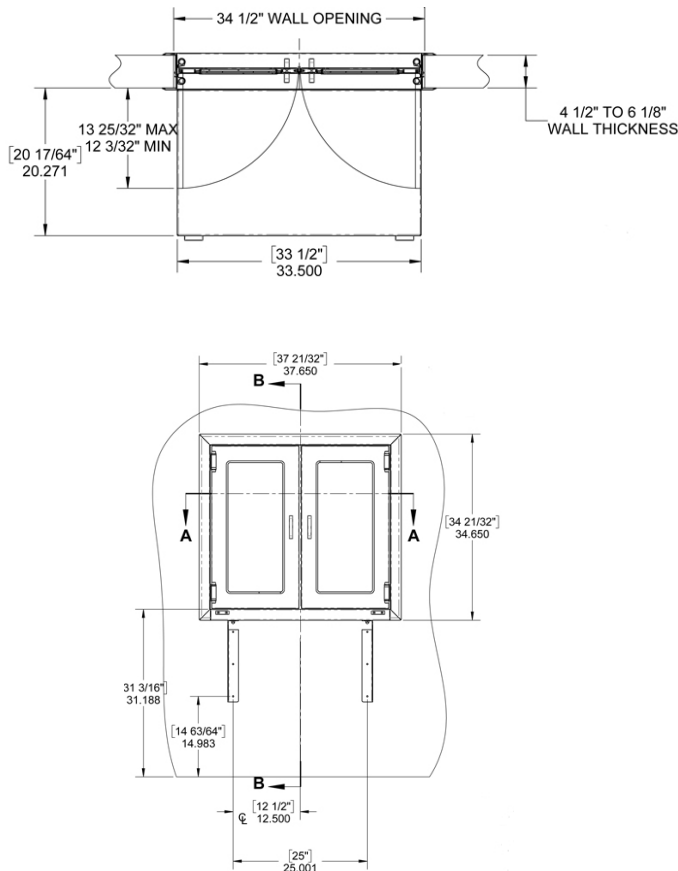


Fig. 1: Overall Front Dimensions

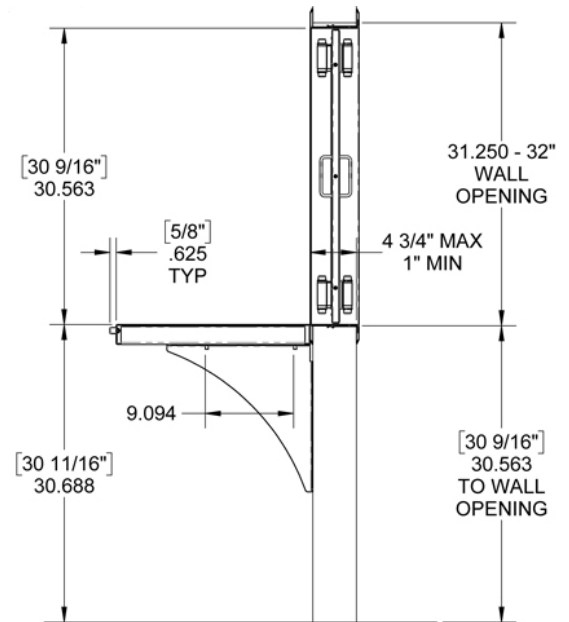


Fig. 2: Overall Side Dimensions

### Assembly of the Pass Through Window



A diagram with the components of the Pass Through Window is shown in Figure 3, Page 7. A Spring Hinge is shown in Figure 4 on Page 8, unmounted from the doors and window frames for clarity.

5. Release the tension on the Spring Hinges by inserting the Tension Adjustment Bar (4) into one of the Tension Rivet Adjustment Holes (5). Turn the Tension Lug (1) away from the Flange (2) so that the Tension Rivet (3) can be removed, releasing tension on the spring.



Do not lose or misplace the Tension Rivets.

Be sure to turn the Tension Lug in the correct direction. Turn it toward the Left if the Hinge is mounted with the Tension Lug at the top, and toward the Right if the Hinge is mounted with the Tension Lug at the bottom.

6. Remove Left and Right Doors by removing twelve 6-32 X 3/8" stainless steel screws (six per door) attaching the four Dual Spring Hinges and the four 1/16" Shims to the Inner Window Frame.
7. Remove the twelve Flat Head screws holding the Hinge Side Sealing Plates and the Inner and Outer Window frames together. Remove the two Hinge Side Sealing Plates and separate the two sides of the window frames.
8. Install left and right Wall Mount Brackets onto studs on the Set-Down Shelf using the four Acorn Nuts.
9. Place Inner Window Frame into wall opening until flush with the wall.
10. From the other side of the wall, slide Outer Window Frame into the twelve Clips on the Inner Window Frame.
11. Replace the two Hinge Side Sealing Plates onto the Inner Window Frame. Screw the twelve Flat Head screws from step 7 back into the Hinge Side Sealing Plates and into the Inner and Outer Window Frames.
12. Install the Set-Down Shelf with the Wall Mount Brackets flush with the wall.
13. Secure both Wall Mount Brackets to the outer wall using six pan-headed sheet metal screws (not provided).
14. Reinstall the Left and Right Doors. Attach the Dual Spring Hinges and the four 1/16" Shims to the Inner Window Frame using the original twelve 6-32x3/8" stainless steel screws from step 6 (six per door).

### Adjusting Spring Hinge Tension

15. After re-installing the Left and Right Doors, with the Doors in the Closed position, insert the Tension Adjustment Bar (4) into one of the Tension Rivet Adjustment Holes (5) turning the Tension Lug (1) away from the edge of the Flange (2) so that the Tension Rivet (3) can be placed in one of the holes. The recoil of the Spring will cause the Tension Rivet to contact the Flange.
16. Perform this procedure on all Hinges. Continue this until the tension of the springs in all Hinges are equal, and are at the desired level of tension.



Be sure to turn the Tension Lug (1) in the correct direction. Turn it toward the Left if the Hinge is mounted with the Tension Lug at the top, and toward the Right if the Hinge is mounted with the Tension Lug at the bottom.

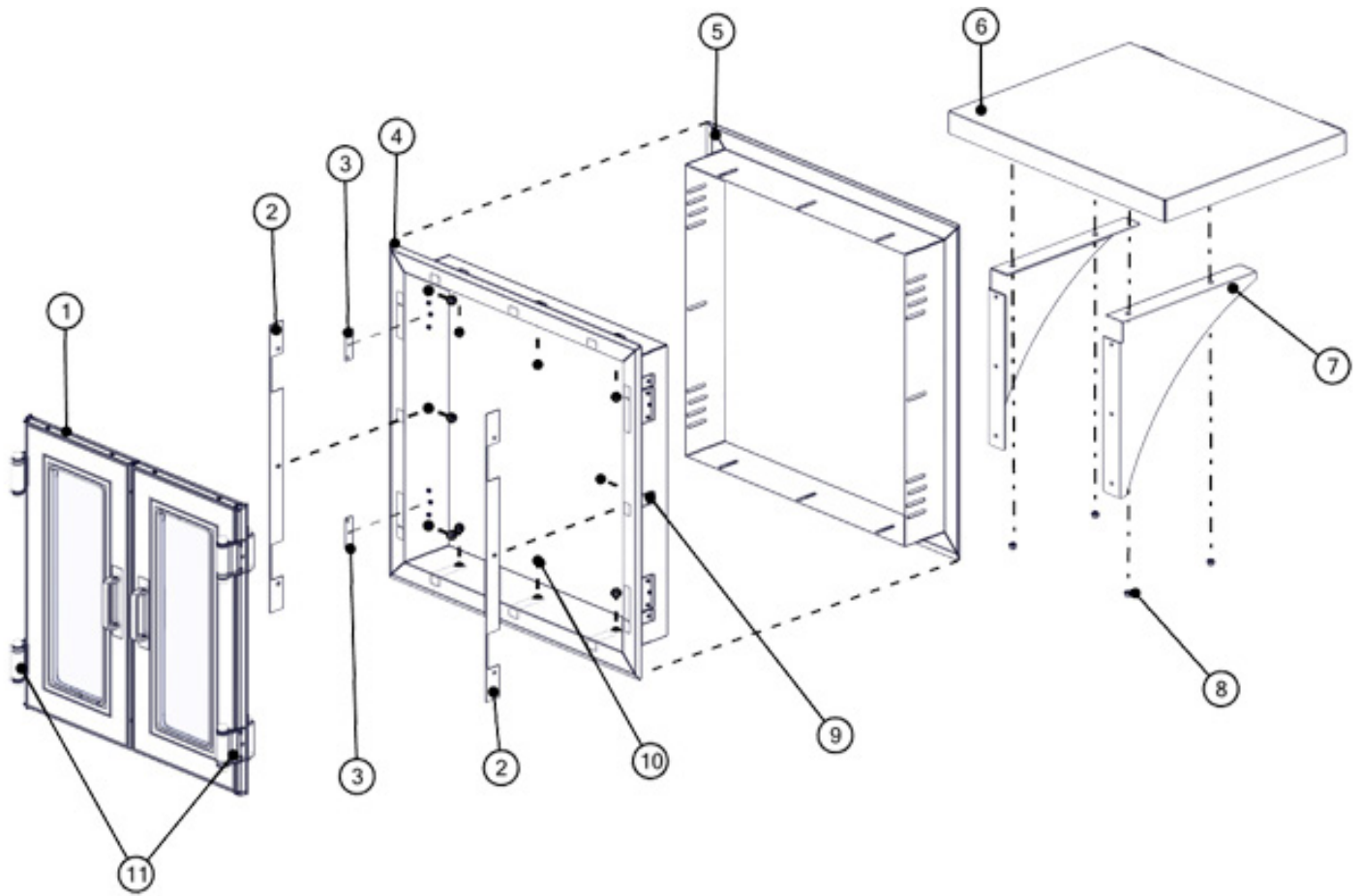


Fig. 3: Pass Through Window Components

| Item ID | Description                        | QTY |
|---------|------------------------------------|-----|
| 1       | Pass Through Window Door Assembly  | 2   |
| 2       | Hinge Side Sealing Plates          | 2   |
| 3       | 1/16" Shim                         | 4   |
| 4       | Window Frame, Inner                | 1   |
| 5       | Window Frame, Outer                | 1   |
| 6       | Set Down Shelf                     | 1   |
| 7       | Left and Right Wall Mount Brackets | 2   |
| 8       | Acorn Nuts, 5/16-18                | 4   |
| 9       | Clips                              | 12  |
| 10      | Screws, Flat Head, 8-32 x 5/16     | 12  |
| 11      | Dual Spring Hinges                 | 4   |

4 Tension Adjustment Bar

3 Tension Rivet

5 Tension Rivet Adjustment Holes

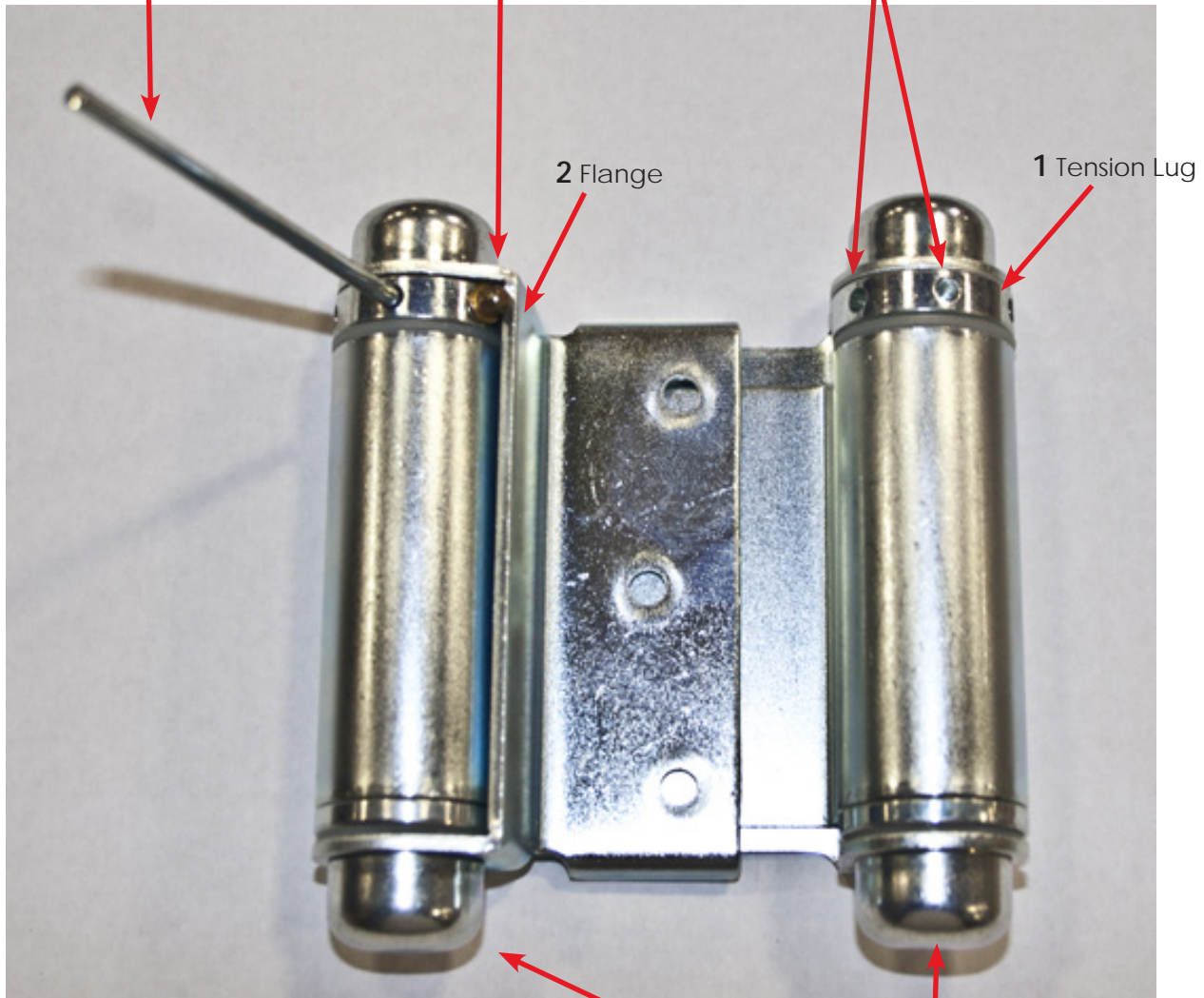




Fig. 4: Dual Spring Hinge



## Instructions for Cleaning Pass Through Windows

Pass Through Windows must be cleaned on a regular basis to prevent any unnecessary damage to the stainless steel surfaces.

When cleaning Pass Through Windows, make sure to use the proper approved cleaning agents and cleaning materials.

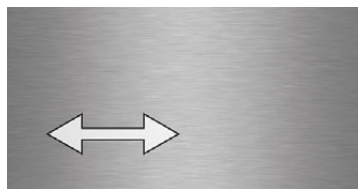
|  <b>CAUTION</b><br><b>DO NOT USE</b> these Cleaning Materials |  <b>CAUTION</b><br><b>DO NOT USE</b> these Cleaning Agents |
|--|---|
| Abrasive Pads  | Hard Water (water with a pH reading above 7.0)  |
| Scrapers   | Hydrochloric Acid   |
| Steel Wool   | Steam or high pressure water  |
| Wire Brushes   | Bleach or any compounds containing chlorine or Sodium hypochlorate, or ammonium chloride salts  |

### Approved cleaning materials and agents

- Soft, clean lint-free cloth
- Non-abrasive cleaning pads
- Soft bristle brush
- Mild detergents
- Sodium Bicarbonate (baking soda)
- Distilled water (pH rating 7) alone or with a mild detergent
- White vinegar (in a spray bottle)
- Isopropyl Alcohol
- Hospital-grade non-bleach disinfectants
- Cleaners approved for use on stainless steel

### Cleaning Stainless Steel Surfaces

1. Using a damp, lint-free cloth and approved cleaner, wipe down the entire exterior surface of the Pass Through Window. Using a damp, lint-free cloth with distilled water and a mild detergent, wipe down the entire exterior surface of the Pass Through Window.
2. Wipe the steel surface along the direction of its grain as shown below.



3. Let the cleaned table air dry.

### Cleaning Decals or Printed Labels

- Use only distilled water and a mild detergent applied with a clean, dry lint-free cloth to clean decals or printed labels.
- Cleaning agents can remove or smear any printing from decals and print labels.
- Cleaning agents can damage plastic materials used in manufacturing covers for electronic items such as touch-screen pads.



# Warranty Information



## Limited Lifetime Warranty

MAC Medical warrants to the original purchaser that its Proprietary Products will be free from defects in workmanship or materials under normal use and service for the life of the product, so long as owned by the original purchaser, according to the limitations set forth below. Defective products shall be repaired or replaced at MAC Medical's option at no cost to the original purchaser provided:

1. The customer must obtain a written return authorization supplied by MAC Medical's customer service department. The product must be returned, properly packaged, with a copy of the original sales receipt and copy of the RMA authorization. Please call (877) 828-9975 or (618) 476-3550 to receive a return authorization.
2. The customer must pre-pay freight charges to and from MAC Medical and must ship merchandise properly packaged, in a way the product will not be damaged during transit to the factory. MAC Medical does not warranty any freight damage to or from the factory. It is the customer's responsibility to inspect the product for packaging damage before signing the BOL.

This warranty does not apply to products, which have been subject to abuse, misuse, accident, modification, alteration, tampering, negligence, lack of routine maintenance or misapplication; or products that have been repaired by other than MAC Medical or its authorized representatives.

This warranty does not apply to glass, fabrics, vinyl, seat coverings, cushions, padding or their stitching, gluing or installation. Component parts not manufactured by MAC Medical, such as casters, caster inserts, any components made from rubber or plastic, circuit boards, fan heaters, plumbing parts, electrical switches and other components are also excluded. For these component parts, MAC Medical will pass on the original manufacturer's warranty to MAC Medical equipment original purchasers. Please consult factory for questions regarding the warranties of these component parts. This warranty does not apply to custom fabricated products. Consult factory.

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Liability of MAC Medical under this warranty is limited to the repair and / or replacement of any products. MAC Medical specifically excludes and disclaims any responsibility for any incidental or consequential damages claimed to have arisen from any defect in workmanship or materials. No representative has any authority to change or enlarge the above warranty or MAC Medical liability. This supersedes all previous warranty provisions.

To place an order, contact our customer service department at **618-476-3550** or **877-828-9975** or by email at [sales@macmedical.com](mailto:sales@macmedical.com)

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IN THE **USA**

INSPIRED  
TO BE BETTER

**Customer needs are our first priority.**

MAC Medical, Inc.  
Printed in USA  
Publication No. MAN-079 REV B  
September 2021

Information regarding this product is subject to change without prior notice.



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