

# Thunderbird Headquarters, Inc.



4020 Pike Lane  
Concord CA 94520

email: [tbirdhq@tbirdhq.com](mailto:tbirdhq@tbirdhq.com)  
[www.tbirdhq.com](http://www.tbirdhq.com)

925-825-9550 INFORMATION/LOCAL ORDERS  
800-227-2174 TOLL FREE ORDERS

925-689-1771 LOCAL FAX  
800-964-1957 TOLL FREE FAX

## PORTHOLE INSTALLATION INSTRUCTIONS

With your top removed and upside down on a table or the floor, remove the old headliner and metal bows from your top. Mark and number your bows (with masking tape) from 1 to 4 (or 5 if applicable) starting at the front of the top. Be careful not to damage the tack strip while removing the headliner. If your tack strip is dried out, brittle and needs replacing, we have replacements, P/N 51278BR and HWK 63 for new screw and P/N 19552Y for glue.

Now that the headliner and bows have been removed from your top, turn the top right side up. Cut the template out and tape in position. With a marker pen mark the circle carefully. Cut the circle out of the top using a saber saw or router. Be careful not to cut the hole too large. It is better to cut the hole a little smaller and then file out as needed. Be sure that you install the outer chrome ring with the wider area at the bottom of the hole.

After you have cut both holes in the top and have gotten the outer chrome rings to fit into the holes nicely, turn your top back upside down. Glue or fiberglass the spacer rings into position on the inside of the top. Be sure that the hole in the spacer for the headliner bow is on the top side. Install the inner chrome rings and tighten the screws. Check the screws carefully as screws too long may crack your fiberglass top or your outer porthole rings. You may have to grind down or cut the tips of the screws off. This will keep the spacers tight against the top while the glue or fiberglass is drying.

After your glue or fiberglass has dried sufficiently, you must now convert your non-porthole top bows into porthole top bows. If your top originally had 4 bows, all that is needed is to shorten the #4 bow so that it attaches into the holes in the fiberglass spacer rings.

If your top originally had 5 bows, change the bow position and alter the bows as follows: 1.) Move #2 bow to the next hole towards the back of the top (approx. 2 inches). 2.) Discard #3 bow. 3.) Take #4 bow, shorten and rebend to become the new #3 bow. This bow will be placed in the next hole towards the back of the top (approximately 2 inches rearward from where the original #3 bow was located). 4.) Take #5 bow, shorten and rebend to become the new #4 bow. This bow will be placed in the holes in the fiberglass spacer rings.

Now that your installation of porthole rings and conversion of bows is complete, you can install your new headliner.