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Comfort First Filtered Diffuser™

Ends Drafts. Cleans Air.

Assembly to Universal Start Collar Back Pan Instructions

- A) The steel-fiberglass back pan can hold a start collar from 6" round up to 14" round. Your local HVAC supply house can provide you various sized start collars to complete installation. When you have decided which sized neck you need, use a serrated knife or utility knife to cut the appropriate sized hole along the size markings on the fiberglass portion. Attach the start collar to the fiberglass backing as you normally would. Bend every 4th tab out at a 90 angle. After installation, use a duct sealant like "Pooky" or duct tape to fully seal the start collar.
- 1) Notice there are two pairs of holes in the back pan. These holes are to be used to attach the diffuser to the back pan. You will combine the two pieces before installation into the ceiling. From there, notice the Comfort First has two spring loaded hinge pins on one side and two spring clips next to two holes with pop-out caps inserted in holes on the opposite side.
 - 3) Remove one of the pop-out caps by pushing it out from the inside portion of the Comfort First Diffuser. Place one of the hinge pins in the back pan hole. Place the other hinge pin along the back pan edge leading to the other hole. The Comfort First will now be at an angle. Slide the Comfort First towards the second back pan hole; this action will depress the second hinge pin. Continue to slide the Comfort First Diffuser until the second hinge pin pops into the back pan hole. **(MAKE SURE THE HINGE PINS ARE FULLY EXTENDED AND ENGAGED IN THE BACKPAN HOLES.)**
 - 4) On the opposite side, notice the metal spring clip with a securing pin sticking out the side of the Comfort First. You can slightly tweak the Comfort First Diffuser so the pin that the cap was not removed from can be inserted into the back pan hole. Using a small flat head screwdriver, push on the second clip from the outside and push the diffuser down until the pin pops into the back pan hole.
 - 5) Put the pop-out cap back into the hole carefully. You may need to use a screwdriver to assist by pushing on one side of the cap while you use your finger to push on the other side and down. Installation to the back pan is now complete. Before placing the unit in the ceiling, decide which direction you want the Comfort First Filtered Diffuser to hinge open for when you will need to change the filters. Some directions the filter access may be blocked by furniture or cubicle dividers.
 - 6) You can now place the assembled unit into the T-Bar ceiling and attach it to the ductwork. Be sure to secure the earthquake safety straps to the back pan in States that require them.

SHOULD YOU HAVE ANY QUESTIONS REGARDING INSTALLATION CALL 800-804-3366

Change filters every 4 to 6 months. View through the louvers to check the color of the filters. When they go from snow white to gray, it is time for replacement! Call your distributor or us for replacements.

WARRANTY: 1-YEAR DIFFUSER WARRANTY ON WORKMANSHIP AND MATERIAL

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