

# FLOWSTAR DUCTED TERMINAL INSTALLATION INSTRUCTIONS

## 1.0 Preparation

- 1.1 Filters should only be stored in their original cartons in an orientation where the pleated media tips are vertical to avoid any damages.
- 1.2 Quickly store filters in a safe, temperature-controlled, clean and dry area or place them within the ceiling grid system as soon as possible. It is recommended that filters be stacked no more than three high.
- 1.3 When removing the filter from the box, open the top of the box and bend the flaps back. Gently turn the box upside down with the opening on the floor. Lift the box off the filter and remove any packaging material from the filter.
- 1.4 Carefully check the filter that was received and make sure it matches the purchase order specifications:
  - Label data is identical
  - Product is in perfect condition with no damages
  - If you see damage, please take a picture of the damaged area and contact the distributor or manufacturer

## 2.0 Installation

- 2.1 Two people are required to move or install if the filter size is greater than 24"x24".
- 2.2 During the installation, DO NOT exert force on the grill screen or damage will result.
- 2.3 Carefully handle the filter only by the outside of the frame. You should never allow anything to brush against the media when handling.
- 2.4 Examine the ceiling grid system for proper gasketing and that it is clean and free of debris before installing the filter.
- 2.5 Be attentive to never exert pressure on the center area of a filter frame when positioning the filter into the grid. You may kink and collapse the media.
- 2.6 Remove expansion plug to adjust the baffle or butterfly damper with a Philips head screwdriver. Removing the expansion plug also gives access to upstream side of filter media to measure differential pressure or test aerosol concentration during integrity testing.

