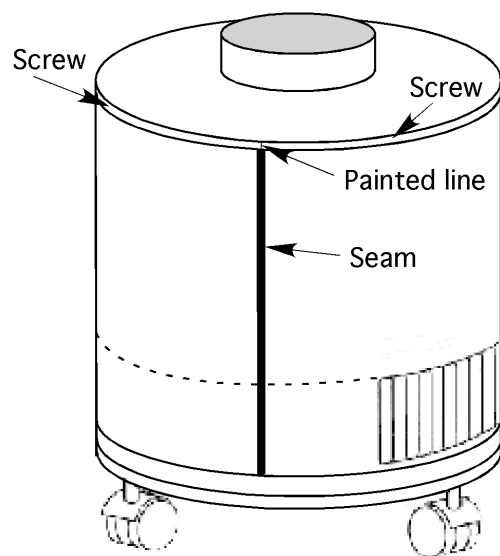




INSTRUCTIONS FOR CHANGING FILTERS

- It is important to shut off and unplug the filter unit before opening it.
- The filter unit casing is made of a central cylinder and a top and bottom. Look at the side of the filter unit. There is a vertical seam in the central cylinder. Just above the seam there should be a small painted line on the side of the top piece. If it is not there, put a mark on the side of the top now, in line with the seam.
- Using a Phillips-head screwdriver, take out the four screws on the side of the top of the filter canister and save them.



- Take off the top and take out the white fiber washer (it lies flat on top).
- If you have one, take out and clean or replace the fabric white prefilter (in the middle).
- If you have a V model, the VOC carbon filter is the heavier one inside the HEPA filter. If you are replacing either or both, they come out and separate with a little nudging.
- Put in the new filters and replace the white washer. Replace the canister top, aligning its paint line on the side with the canister's side seam.
- Replace the four screws. This is sometimes the hardest part and requires patience since it is not always easy to perfectly realign the screw holes. We find it a little easier to turn one screw in about half way, then secure the opposite screw, then the other two, then finally go back and tighten up the first screw. Also, you may need to press down hard to compress the large washers so that the screw holes line up. If that is a problem, you may need someone to press down while you replace the screws—or visa versa.
- Check with your municipal waste management about disposal. Waste operations we queried ask us to place the used filters in a plastic bag and place them in the trash. They did not consider them hazardous waste since everything is trapped in the filters.