

Comfort First Products (IDM, Inc.)

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Comfort First Filtered Diffuser™

Ends Drafts. Cleans Air.

Replacement Filter Instructions

- 1) Using the cap pull tab and a flathead screwdriver, carefully pry off one of the white pop-out caps.
- 2) Going through the hole, use a small flat head screwdriver, like a pocket screwdriver, to pry the spring clip out of the hole in the back pan. Once pried open, gently pull on the closet louver handle to open the diffuser towards the floor until the pin of this clip clears the back pan hole. For the other pin slightly move the diffuser to the opposite side until that pin clears the back pan hole. **BE CAREFUL TO NOT ALLOW THE FACEPIECE TO FALL OPEN. KEEP AT LEAST ONE HAND SUPPORTING ITS WEIGHT AS IT OPENS.**
- 3) Gently pull off the existing filters from each of the four louvers. They are attached with hooked Velcro® and will easily come off. Pull out any large fibers that may be left in the Velcro®. If the flat pan area of the diffuser is full of debris you may vacuum out with a small hand held vacuum or wipe out with a damp cloth or paper towel. If your diffusers are extremely dirty you may want to tape a trash bag over the side of the diffuser so you can wipe the dirt into the bag. Be careful not to use tape that will leave a residue on the diffuser.
- 4) Place the replacement filter with the writing facing the duct over the outside edge of the louver frame, being sure it is centered to the louver frame so there is approximately the same amount of filter on each side of the louver frame. Starting at the long portion closest to the edge of the diffuser, run your finger along the entire length, making sure the filter attaches to the Velcro®. Now pull the filter over the opposite portion of the louver frame until it's a bit snug over the louver frame and attaches to the inner portion of the long portion of the louver frame. Run your finger along the entire edge. Now gently stretch the filter toward each side simultaneously, and then press the filter against the Velcro® on the sides and press firmly to assure the filter is attached to the Velcro®.
- 5) Repeat step 4 for the other 3 louvers.
- 6) Swing the face piece up towards the closed position. Insert the pin **that the cap was not taken out into the back pan hole**. On the cap that was taken out use a small flat head screwdriver to pry the spring clip open. Once pried open, push the face piece towards the back pan until the pin snaps back into the back pan hole.
- 7) Replace the caps by using your finger and a flathead screwdriver to push the edges of the cap in until the cap edges clear the diffusers holes then push into place. Replacement is now complete.

REPLACE FILTERS EVERY 6 MONTHS!