



## ***Breathe Easy***

### **Filtering System**

### **Installation Instructions**

1. **IMPORTANT:** The filter frame should snugly fit against the T-bar and little or no air should be passing between the diffuser and the filter, ensuring filter efficiency. Visually inspect and run your fingers along the diffuser and filter to feel if air is flowing between them. The frame is pliable, so with the tight weave side facing the floor, bend the frame over the top of your leg, putting a ¼" to ½" bow in the center of the frame. (The top of the bow will be facing the ceiling.) Follow the below instructions to install the filters.
2. Use a **stable ladder** to stand on for this simple installation.
3. The filter clips have a hollow bracket where the filter fits. This portion faces toward the inside of the diffuser. Notice there is a flange on the top of the clip. This flange is what fits over the top of the T-bar. Start one corner of the clip flange onto the T-bar and then push the rest of the clip onto the T-bar. Center the clip on the T-bar, with about 2" of T-bar exposed on both ends of the clip.
4. Repeat for the next clip, installing on the opposite side of the first clip.
5. The filter fits into the brackets just below the top of the clips. With the tight weave side facing the floor, place one filter into the bracket of one clip at one end of the bracket. Flex the wire filter frame towards the floor until the end cap can fit into the opposite bracket. Repeat for the second filter.
6. Push the two filters together so they are centered to the diffuser, with the outside edges resting on the T-Bar. Run your finger between the two filters, moving one of the side flaps to rest over the other to create a seal.

**FILTERS SHOULD BE REPLACED EVERY 4 TO 6 MONTHS**

#### **Parts List**

- 1) 2 each 12" x 24" filter panels with galvanized wire frame inserted and end-cap attached
- 2) 2 each 20" T-Bar clips, clip color – Soft White