

Comfort First Filtered Diffuser™ **4-Way Adjustable Filtered Diffuser 24 x 24** **Ends Drafts. Cleans Air.**

Replacement Filter Instructions

1) The diffuser has two white pop-out caps, carefully pry off one of the caps using the pull tab and a small flathead screwdriver.



Figure 1. Spring Clip Cover



Figure 2. Releasing the spring clip

2) Open the diffuser by inserting the screwdriver through the opening and pry the spring clip out of the hole in the back pan until that corner of the diffuser releases. To release the other spring clip, slightly move the diffuser toward the side you just released until corner disengages. **BE CAREFUL TO NOT ALLOW THE DIFFUSER TO FALL OPEN. SUPPORT THE DIFFUSERS' 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 your diffusers are extremely dirty you can use the "L" shaped spring hinge to disengage the diffuser from the back pan entirely to allow cleaning.

4) Place the replacement filter with the writing facing you over the outside edge of the louver frame. Starting at the long portion closest to the edge of the diffuser, run your finger along filter edge ensuring 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 attach to the Velcro® on that side. Run your finger along the entire edge so the filter is firmly attached. Now gently stretch the filter toward each side simultaneously and then press the filter against the Velcro® on the sides, press firmly to assure the filter is attached to the Velcro®. Repeat for the other 3 louvers.

5) Swing the diffuser up towards the closed position. Insert the spring clip **that the cap was not taken out into the backpan hole**. On the side the cap was taken out, use a small flat head screwdriver to move the other spring clip enough to allow it to clear the edge. Push Diffuser closed.

6) Replace the cap by using your finger and a flathead screwdriver.



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We recommend replacing filters every 3 to 6 months.