

# **Five Seasons**

## **OWNER'S MANUAL**

### **MODEL FSHEPA375 WHOLE-HOUSE TRUE HEPA AIR CLEANER**

*IMPORTANT: PLEASE READ MANUAL BEFORE OPERATING UNIT*



#### **Features**

- Long-life, Certified True HEPA (High Efficiency Particulate Air) Filter is 99.97% efficient at removing particles 0.3 micron
- Activated Carbon Prefilter removes lint and unpleasant odours, to extend life of HEPA Filter
- Carbon VOC After Filter removes additional unpleasant odours and gases
- Easy-to-change filters
- Heavy gauge steel cabinet and powder-coat paint finish provide rigid installation and durability
- Powerful motor delivers 305 CFM of filtered air
- Small footprint for easier, more convenient installation
- Versatile installation can be freestanding, floor, ceiling or wall mounted

## REQUIRED TOOLS

1. Drill
2. Robertson #2 Drive for Drill
3. #2 Robertson Screw Driver
4. Metal Cutting Snips
5. Aluminum Tape
6. Marker
7. Gloves
8. Safety Glasses
9. Dust Mask

## SUPPLIED PARTS

- (2) - 8 inch (20.3 cm) Duct Adaptor Collars
- (2) - 8 inch by 10 foot ( 20.3 cm by 3 m) Aluminum Flex ducts
- (2) - 8 inch (20.3 cm) Duct Take-off Adaptors
- (1) - Air Deflector
- (43) - #8 x 1/2 inch (1.2 cm) Self Drilling Sheet Metal Screws

## SAFETY CONSIDERATIONS

Read and follow instructions carefully. Follow all local electrical codes during installation. All wiring must conform to local and national electrical codes. Improper wiring or installation may damage the HEPA Air Cleaner.

Understand the signal words **WARNING** and **CAUTION** which are present in the Owner's Manual. **WARNING** and **CAUTION** signify a hazard which could result in property damage, personal injury or death.

### WARNING

Before beginning any installation or modification, be certain that the main line electrical disconnect switch is in the **OFF** position. Electric shock could result. Tag disconnect switch with suitable warning labels.

**WARNING:** Only a heating/ air conditioning installer or a qualified serviceman should install your Air Cleaner, unless you are completely familiar with the necessary tools, equipment, utility connections and potential hazards involved. If you plan to install this Air Cleaner yourself, please be aware that the improper use of any tool can be dangerous. The manufacturer will not assume any responsibility for injury, property damage or component failures due to incorrect installation procedures. If you are not sure you are qualified, contact a professional.

Homeowners or untrained personnel can perform the basic maintenance functions of replacing filters.

When working on air cleaning equipment, observe precautions in the Owner's Manual, labels attached to the unit, and other safety precautions that may apply. Follow all safety codes. Wear safety glasses and work gloves.

## WHAT THE HEPA AIR CLEANER DOES

The Whole-House True HEPA Air Cleaner has been designed to remove particulate such as atmospheric and household dust, coal dust, insecticide dust, mites, pollen, mold spores, fungi, bacteria, viruses, pet dander, cooking smoke and grease, tobacco smoke and more. It also removes odours with the Carbon Prefilter and the Carbon VOC After Filter.

## BENEFITS

- Helps provide relief from allergies, asthma, and other respiratory illness.
- Helps reduce housekeeping time and redecorating costs.
- Provides a healthier, more comfortable environment, year-round.

## HOW IT WORKS

Millions of airborne pollutants are carried through the return air ducts of the heating/cooling system. The HEPA Air Cleaner has been designed to be ducted to the return air duct. A portion of this return air is by-passed through a 8 inch intake duct on the unit and passes through a 3-stage filtration system.

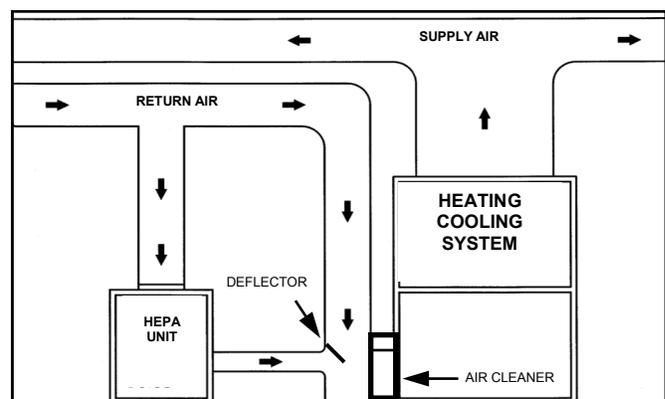
The Activated Carbon Prefilter (activated carbon impregnated polyester filter) first removes lint and odours before they enter the HEPA filter.

Smaller particles then pass through a long-life, True HEPA (High Efficiency Particulate Air) Filter which captures 99.97% of particles 0.3 micron (1/84,000 of an inch) and larger. This HEPA filter has more than 100 ft<sup>2</sup> of collection surface area.

The filtered air passes through a Carbon VOC After Filter to further remove odours.

Clean air is discharged through a 8 inch duct, back into the return air duct.

## INSTALLATION



## WARNING

This unit must be installed on the return air side of the system only. Do not connect to supply side. Do not install in a cooking area or connect directly to any appliance.

## LOCATION

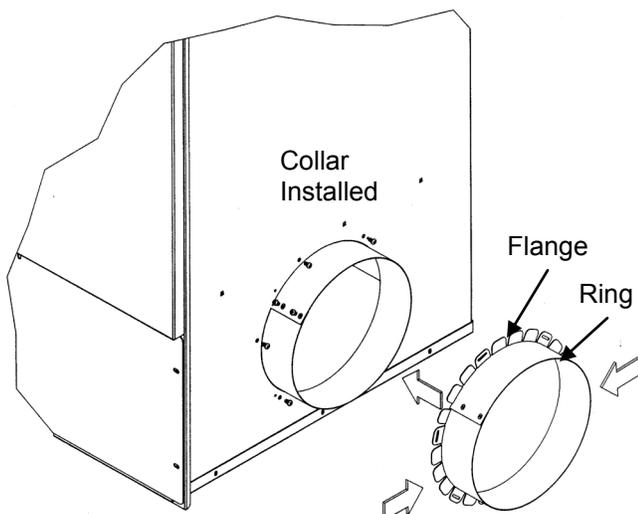
The HEPA Air Cleaner should be located as close to the return air duct as possible. This allows for shorter lengths of ducting which helps keep the static pressure lower. The unit can be adapted to mount on a wall or be suspended from the ceiling. Care should be taken to keep the unit away from an area where there is a possibility of moisture leaking on to it. Ensure there is 24-36 inches (61 - 91.4 cm) above the unit to remove the filters for cleaning or replacing.

It is important to maintain some distance between the intake and the exhaust openings in the return air duct. Failure to do this may result in short cycling between the intake and the clean air discharge. It is recommended you leave 10 feet (3 m) between the intake and the exhaust; however, as little as 6 feet (1.8 m) will work effectively. If the distance is smaller than 6 feet, it is important that an air deflector is installed in the duct.

If outside air is introduced into the return air duct, either direct or through a HRV (Heat Recovery Ventilator), it should be added to the system before the intake inlet to the Air Cleaner.

## GENERAL INSTALLATION STEPS

1. Remove any packaging or plastic from filters before installing. See Maintenance for instructions to remove the filters.
2. When the unit is shipped, the 8 inch intake and exhaust collars are not installed on the unit. The collars must be attached with the collar ring facing out. Remove the 8 inch collars from the unit by cutting the ties which hold them to the enclosure.



Remove the collars from the enclosure by compressing the ring and pulling out of the enclosure. To install the collars, invert the collar so the large ring is to the outside. Compress the collar ring until you can insert the smaller flange into the opening in the enclosure. Enlarge the ring to its maximum and turn the collar in the hole until the holes in the enclosure line up with the slotted holes in the smaller collar flange. Secure the collar to the enclosure with one screw. Install two screws into the ring to hold it to the proper diameter. Secure both collars to the enclosure with the screws provided.

3. A duct take-off adaptor and a 10 foot length of 8 inch flex duct is required to attach between the 8 inch intake collar on the unit and the existing cold air return duct.
  - Pick the place on the return duct or trunk where you wish to install the duct take-off adaptor for the intake. The place should be somewhere on the duct after the last branch coming back to the furnace, where all of the return air will pass.
  - Hold the duct take-off on the return duct and mark the duct on the inside of the ring.
  - Cut a hole in the duct just outside of the mark you made on the duct. Remove the backing from the adhesive and place the take-off adaptor over the hole you cut. Secure the take-off to the duct with four #8 x 1/2" sheet metal screws.
  - Extend the flex duct to the length you require. Fold any loose edges of the flex duct to the outside of the duct or use a crimping tool to slightly expand the duct. Place the flex duct over the take-off ring on the duct and secure the flex duct to the take-off ring with four screws. Run the flex duct to the intake collar (top collar) on the back of the unit. When running the duct, make sure that there are no kinks or sharp bends that will impede the air flow to the unit. Secure the flex duct to the intake collar with four screws. Seal the flex duct to both rings with aluminum tape.
4. A duct take-off adaptor and a 10 foot length of 8 inch flex duct is required to attach between the exhaust collar on the unit and the existing cold air return. The exhaust flex duct should be attached to the return air duct, close to the furnace. The ideal location is low on the return air boot near the furnace.
  - Pick the spot on the return air boot where you wish to install the take-off ring for the exhaust.
  - Hold the duct take-off adaptor on the return duct and mark the duct on the inside of the ring.
  - Cut a hole in the duct just outside of the mark you made on the duct. Remove the backing from the adhesive and place the take-off ring over the hole **with one of the mounting holes centered above the hole in the duct**. Secure the take-off to the duct with the screws provided.
  - To prevent air shear inside the duct, you must install the deflector inside the boot or duct, so the

discharged air is deflected down into the boot. The small angle edge of the deflector should be located just above the 8 inch discharge hole with the large metal surface pointing down at a 45 degree angle. The deflector should be centered over the opening of the discharge take-off.

- Partially remove the top centre screw in the take-off adaptor. Hold the deflector inside the duct with the centre hole lining up to the partially installed screw on the take-off. Complete the installation of the screw ensuring it secures the deflector to the inside of the duct. Install two more screws, 3 inches to each side of the centre screw. Hold the deflector so the screw can drill into the deflector when installing the screws.
  - Place the flex duct over the take-off ring on the duct and secure with four screws. Run the flex hose to the exhaust collar at the bottom of the HEPA unit. When running the hose, make sure that there are no kinks or sharp bends that will impede the air flow to the unit. Secure the flex duct to the exhaust ring with four screws. Seal the flex duct to both rings with aluminum tape.
5. Install the carbon and VOC filters on the HEPA filter. See Maintenance for instructions to install the filters. Replace the filter in the unit and replace the cover. Latch securely in place.
  6. Ensure there are no tools or parts in the blower section of the unit. Plug unit in and test.

## OPERATING INSTRUCTIONS

### WARNING

Never use the unit without all of the filters in place.

The HEPA Air Cleaner is designed to run continuously to provide clean, filtered air 24 hours a day. The fan on the heating/cooling system, to which the HEPA Air Cleaner is dependent on for circulated air, should be on 'continuous'.

**Note:** *If the system fan setting is on 'automatic', it is recommended the HEPA Air Cleaner be operated through an air switch or relay to turn the Air Cleaner off, when there is no system fan on.*

The unit plugs into a regular 120 volt outlet and is controlled by a switch located on the rear panel, near the cord.

**Note:** *Do not allow the cord to be placed where it may be walked on or allow anything to roll over it.*

The top cover must be secured for the Air Cleaner to operate. All filters must be in place for the unit to operate properly.

### CAUTION

Make sure to turn Air Cleaner **OFF** before performing any maintenance or removing any components.

## MAINTENANCE

For efficient operation, the filters must be changed on a regular basis. If you notice a reduction in air flow from the system, check the filters.

1. To access the filters, turn the Air Cleaner **OFF** at the switch and remove the top cover.
2. Carefully remove the filters to avoid spilling of collected contaminants. Dispose of filters in a plastic bag and discard with regular household trash.
3. Remove plastic from the new filters before installing. Discard plastic safely. Take care not to damage the filters.
4. Date the replacement HEPA filter in the space provided.
5. Place the Carbon prefilter around the outside of the HEPA filter and secure with the Velcro strips.
6. Place the Carbon VOC After filter inside the perimeter of the filter.
7. Place the HEPA filter into the cabinet insuring the open end of the filter is toward the motor.
8. Replace the filter hold down bar.
9. Replace the cover of the unit and secure with the locking fasteners.
10. Use genuine replacement filters only.

**Note:** *When the filters are new, you may notice a new smell from the system. This is normal and will dissipate within a few hours.*

**Carbon Prefilter (Part #W4-0855):** This must be replaced every 3 - 6 months and may be vacuumed between changes. Use a soft brush attachment when cleaning. If there are heavy odours in the home from cooking, smoking, painting or other sources, the filter will require changing more often.

**True HEPA Filter (Part #W4-0840):** Replace every 2-3 years. The life of this filter depends on the amount of contaminants in the air and the frequency in which the prefilter has been changed. Renovations in the home that create wood or drywall dust or similar contaminants will shorten the life expectancy of the HEPA filter. To improve airflow, the HEPA filter can be vacuumed between changes, preferably outdoors. Use a soft brush attachment for vacuuming this filter.

**Note:** *Handle the HEPA filter by the frame only. The paper is fragile and a puncture or tear will reduce efficiency.*

**VOC AFTER Filter (Part #W4-0810):** : This filter is positioned inside the HEPA filter, and must be replaced every 6-12 months. If there are heavy odours in the home from cooking, smoking, painting or other sources, the filter may require changing more often.

## TECHNICAL DATA

Dimensions	Length Width Height	16.25 in 17.5 in 19 in	41.3 cm 44.5 cm 48.3 cm
Intake		8 in	20.3 cm
Outflow		8 in	20.3 cm
Unit Weight		43 lbs	19.5 kg
Input Voltage		120 V 60 Hz	
Power Consumption		75 Watts	
Air Flow		305 CFM	518.5 m <sup>3</sup> /hr
Power Cord		10.0 ft	3.05 m
Filter Dimensions	Carbon Prefilter HEPA Filter Carbon VOC After Filter	47 x 11.5 x 0.25 in 12 (H) x 14.25 (Dia) x 2.375 in 26.63 x 11.5 x .5 in	119.4 x 29.2 x 0.63 cm 30.5 (H) x 36.2 (Dia) x 6 cm 67.6 x 29.2 x 1.3 cm
Carbon Prefilter Collecting Surface Area		3.75 ft <sup>2</sup>	0.35 m <sup>2</sup>
HEPA Collecting Surface Area		100 ft <sup>2</sup>	9.29 m <sup>2</sup>
Carbon VOC After Filter (optional) Surface Area		2.13 ft <sup>2</sup>	0.20 m <sup>2</sup>

**WHOLE-HOUSE HEPA AIR CLEANER  
LIMITED FIVE (5) YEAR WARRANTY**

**FIVE YEAR WARRANTY** - This FIVE SEASONS product is warranted to be free from electrical and mechanical defects in material and workmanship, under normal use and maintenance, within its listed capacity, for a period of FIVE (5) years from the date of purchase. The warranty does not include the Carbon Prefilter, HEPA or VOC Filter. The FIVE SEASONS product must not have been moved from the site of original installation. A new or remanufactured part to replace the defective part will be provided without charge for the part itself, through an authorized FIVE SEASONS service dealer, provided the defective part is returned to the FIVE SEASONS distributor **prepaid**. The replacement part assumes the unused portion of the warranty. **Proof of Purchase and Installation** must be provided. Failing this, FIVE SEASONS will guarantee the unit for a period of sixty (60) months from the date of manufacture, according to the manufacturer's records and conditions stated in this warranty.

**THIS WARRANTY DOES NOT INCLUDE ANY ADDITIONAL LABOR ALLOWANCE OR OTHER COSTS** incurred for diagnosis, repairing, removing, installing, shipping, servicing, or handling of either defective parts or replacement parts.

**LIMITATIONS OF WARRANTY** - All implied warranties (including implied warranties of merchantability) are hereby limited in duration to the period for which the limited warranty is given. The expressed warranties made in this warranty are exclusive and may not be altered, enlarged, or changed by any distributor, dealer or other person whatsoever.

**FIVE SEASONS COMFORT LIMITED WILL NOT BE RESPONSIBLE FOR:**

1. Normal maintenance as outlined in the Owner's Manual including cleaning and/or replacement of filters.
2. Damage or repairs needed as a consequence of any misapplication, negligent handling, improper servicing, unauthorized alteration, or improper operations.
3. Damage or repairs required as a consequence of faulty installation or application by others.
4. Failure to start due to voltage conditions, blown fuses, open circuit breakers or other damages due to the inadequacy or interruption of electrical service.
6. Damage as a result of floods, winds, fires, lightning, accidents, corrosive atmosphere, or other conditions beyond the control of FIVE SEASONS COMFORT LIMITED.
7. Parts, including filters, not supplied or designated by FIVE SEASONS COMFORT LIMITED.
8. FIVE SEASONS COMFORT LIMITED products installed outside of the continental Canada, U.S.A., Alaska and Hawaii.
9. Any personal injury, special indirect or consequential property or commercial damage of any nature whatsoever. Some States do not allow the exclusion of incidental or consequential damages, so the above limitation may not apply to you.

**Model No.**

**Serial No.**

**Date of Installation**

**Installed By**

**Owner's Name & Address**

RETAIN THIS CERTIFICATE WITH YOUR DOCUMENTS



**FIVE SEASONS COMFORT LIMITED**

351 North Rivermede Road, Concord, Ontario, Canada L4K 3N2  
Tel: (416) 213-5636 **Toll Free 1-800-267-8305** Fax: (416) 213-5593  
info@fiveseasonsaircleaners.com www.fiveseasonsaircleaners.com