Filter Media Replacement Instructions

CAUTION: TURN OFF AIR HANDLER BEFORE SERVICING.
These instructions are intended as a general guide and do not supersede local codes in any way.

**STEP 1**

Remove the top/bottom panel by pressing inward on both latches and pulling upward.

**STEP 2**

Collapses the filter media. Slide each side panel off of the filter media.

**STEP 3**

Match the airflow direction arrow on the side panel with the arrow on the filter media.
Lift both sides of cardboard flap. Slide the side panel onto the cardboard flap. Do NOT capture any of the filter media pleats. Turn the filter media over and repeat **STEP 3** on the other side.

**STEP 4**

Place the top/bottom panel on a flat surface with posts pointing upward. Expand filter media. Position side panels over the posts and snap into place.

**STEP 5**

Snap remaining panel into place. Ensure all filter media pleats are inside top/bottom panel.

Discard Filter Media

Latch

Latch

Cardboard Flap

Posts

Snap remaining panel into place. Ensure all filter media pleats are inside top/bottom panel.