CAUTION: TURN OFF AIR HANDLER BEFORE SERVICING

These instructions are intended as a general guide and do not supersede local codes in any way.

**Filter Media Replacement Instructions**

**STEP 1**
Grasp both ends of each spacer and pull up to remove.

**STEP 2**
Remove the top bottom panel by pressing inward on both latches and pulling the panel upwards.

**STEP 3**
Place the filter media. Slide each side panel off of the filter media. Discard filter media.

**STEP 4**
NOTE: DO NOT REMOVE PROTECTIVE SLEEVE FROM NEW FILTER MEDIA UNTIL BOTH FRAME SIDE PANELS ARE IN PLACE.
Remove protective sleeve from filter media. Lay filter flat on a clean surface. Expand filter media pack and attach the top panel. Match the direction of air flow arrows on top and side panels.

**STEP 5**
Place the first spacer onto the gray filter ribbon and hold the spacer at a 30 degree angle. When the spacer is positioned properly, carefully slide it down into the pleats and snap it into place.

**STEP 6**
Slide the second spacer into the pleats directly behind the first spacer. Pull the inserted spacer into the next slot and snap it into place. Continue with the remaining spacers.

**STEP 7**
Attach the remaining bottom panel. Slide the assembled filter into the filter cabinet.