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DVS® Helix™ (standard) Filter and Frame fitting instructions.

Before you start you will need

1. A means of safe access into and out of the space your DVS® system is located in.
2. A good torch or other light so you can see what you are doing.
3. A dry cloth for wiping out the inside of the fan unit(s).
4. If your existing filter is secured with a plastic zip tie, a pair of side cutters or sturdy scissors.
5. Your DVS® Helix™ filter pack, or packs if you have more than one fan.

Stay safe: Before you change your filter, turn off the DVS system at the control panel. Or, if you would prefer, you are able to unplug the DVS system from the power outlet near to the fan unit. Do not change the filter if the fan is rotating.

Please only attempt to change your own filter if you are confident you are able to safely perform the task. Have your access and exit pathways, into and out of where the system is located well thought out and tell someone you trust what you are doing and when you are doing it.

Step one:

Find your DVS fan unit(s). You will see there is a filter attached to the front of the fan. Remove the used filter by loosening the



toggle as shown and then pulling the filter off the fan. Or, if the filter is not secured by a draw string and toggle, cut the strapping or zip tie with your side cutters or sturdy scissors.

Step two:

Check the fan impellor and intake for excess dust build up and wipe out with your dry cloth if needed.



Step three:

Remove the two-piece filter frame from the box and fit one half to the front of the fan (there is a filter collar bracket



attached to the fan which has a lip as shown above and below). You will find the frame fits neatly. There is a slot which guides the frame onto the lip of the bracket. Repeat this with the other half of the frame.

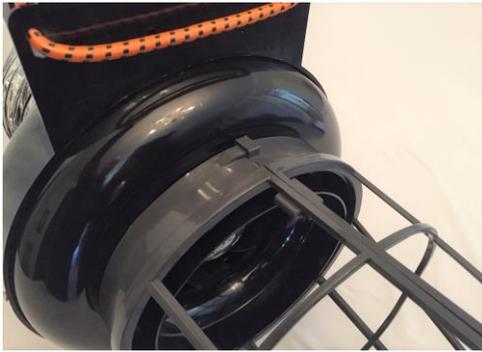


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Step four:

Starting at the fan end, close the clip mechanisms and repeat this around the frame joint until all the clips are

securely clipped together.



See here the frame is properly fitted to the fan unit now with all of the clips secured.

Once you have the frame fitted it becomes a permanent part of your DVS system. Future filter changes will utilize the same cage.

Step six:

Manipulate the filter so that it sits neatly against the front of the fan as shown. Then secure the



new filter to the frame using the filter ties in the same way you would tie the laces on your shoes. A neat bow!

This will make it easier for you to remove the filter next year when you replace it.



Step five:

Gently remove your new DVS® Helix™ filter from the bag, being careful not to damage the filter. Gently pull the filter over the frame making sure the seams of the filter line up



with the spine of the frame (where the 2 halves join).



Note: It doesn't matter if the filter ties or label are at the bottom or the top of the filter.

Step seven:

That's it, you are finished. Re start your DVS system again using the instructions provided.

Please be careful when exiting the ceiling space or other space you are in.

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