

International Diversified Marketing, Inc.

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Comfort First Filtered Diffuser™ Ends Drafts. Cleans Air.

Replacement Filter Instructions

- 1) Carefully pry off one of the two pop-out caps, being sure not to scratch the paint.
- 2) Going through the hole, use a small flat head screwdriver to pry the spring clip open. Once pried open, gently pull that face piece corner towards the floor until the pin of this clip clears the back pan hole. You can now slightly twist the Comfort First to release the other pin from the back pan. **BE CAREFUL TO NOT ALLOW THE COMFORT FIRST TO FALL OPEN. KEEP AT LEAST ONE HAND SUPPORTING ITS WEIGHT WHILE OPENING.**
- 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 the flat pan area of the diffuser is full of debris you may vacuum out with a small hand held vacuum or wipe out with a damp towel or paper towel. If your diffusers are extremely dirty you may want to tape a trash bag over the side of the diffuser so you can wipe the dirt into the bag. Be careful not to use tape that will leave a residue on the diffuser.
- 4) Place the replacement filter with the writing facing the duct over the outside edge of the louver frame, being sure it is centered to the louver frame so there is approximately the same amount of filter on each side of the louver frame. Run your finger along the entire length, making sure the filter attaches to the Velcro®. Now pull the filter over the louver frame until it's a bit snug over the louver frame and attaches to the back of the louver frame. Run your finger along the entire back side. Now gently stretch the filter toward each side simultaneously, then press the filter against the Velcro® on the sides and press firmly to assure the filter is attached to the Velcro®.
- 5) Repeat step 4 for the other 3 louvers.
- 6) Swing the Comfort First up towards the closed position. Slightly twist the Comfort First and engage the pin of the side you did not remove the cap into the back pan. Going through the hole on the opposite side, use a small flat head screwdriver to pry the spring clip open. Once pried open, push the Comfort First towards the back pan until the pin of this clip snaps into the back pan hole.
- 7) Put the pop-out cap back into the hole carefully. You may need to use the screwdriver to assist by pushing on a side of the cap. Filter replacement is now complete.