



# OWNER'S MANUAL

## TRACS Portable UV-C Air Purifier

Model #TRACS-250-P-UV-C

Made in the USA



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## FUNCTION & PURPOSE

### INTRODUCTION

Thank you for purchasing TRACS, the most versatile and effective commercial air cleaning device in the world.

Based on the same technology used in hospitals for high-risk infection control, TRACS is a 3-stage air cleaner combining certified HEPA filtration for dust, allergen and particulate removal, high dosage ultraviolet germicidal lamps for bacteria and virus destruction, and a carbon blend for removing odors, chemicals, and gases.

Designed for quiet operation and easy, low-cost maintenance, TRACS changes the way you live and breathe in your home or office.



In order to ensure optimizing the unit's effectiveness and safe use, please read this Owner's Manual in its entirety before installing and operating TRACS, and keep this manual for future reference.

### HOW THE TRACS PORTABLE UV-C AIR PURIFIER WORKS

The TRACS Portable UV-C Air Purifier draws air through the vent at the top where it passes through a carbon pre-filter. This carbon pre-filter removes dust, allergens, odors, gases, and chemicals. Then the air travels to a HEPA filter where the smallest airborne particulates are trapped. The UV-C lights (254nm) then kills or disables all known viruses, bacteria, and allergens. The purified air is then exhausted through the bottom.



## SPECIFICATIONS FOR TRACS MODEL TM-250-P-UVC

Dimensions:	15 x 15 x 22"
Weight:	45 pounds
Construction:	20-gauge powder-coated steel
Electrical:	120V, 60Hz, 1 amp
Air Flow:	250 cubic feet per minute

### HOW TO USE THE TRACS PORTABLE AIR PURIFIER

First, unpack the air cleaner and go through the set-up procedure below. This process consists of installing the UVC lamps (remember to use gloves) and removing the plastic wrapper from the carbon filter. Turn the unit on and make sure the UV lamp indicator lights are lit. If not, read the troubleshooting section below.

Once the unit is up and running, look for a location to place the air purifier. Keep in mind, this purifier will cycle all the air in a room up to 1000 square feet every 20 minutes. Therefore, place the unit in the middle of the room where people are present. As people speak, their airborne droplets are floating around the room.

This air cleaner will pull those microscopic airborne droplets out of the air and disable any viruses riding on the droplets. If you are having family or friends over, entertain in the largest space you have with this air purifier placed in the center of the room, if possible. Turn the fan speed to "high" for hours before the company arrives and for 24 hours after the company departs.



When the air purifier first arrives, run the fan speed on "high" for several days and consider moving the purifier around your home, office or classroom. After a few days, you may consider lowering the fan speed when people are not present, then turning up the fan when they are.



# WARNINGS

## WARNINGS & SAFETY CONCERNS WITH UVC TECHNOLOGY

**WARNING:** Always unplug the air purifier before servicing.

**WARNING:** Do not try to bypass this safety measure as electrical shock or direct UV exposure could occur.

**WARNING:** This device utilizes UV technology. As a result, direct contact with UV light should be avoided. Just as you can view sunlight, but do not want to stare at the sun, you can view indirect UV light but you should not stare directly into the UV lamps. TRACS is fitted with a recessed electrical kill switch that turns the unit off when the back panel is removed to ensure the UV lamps are not lit with the back panel removed.



**WARNING:** Please wear masks and gloves when replacing the used filters and lamps. When removing the filters and lamps, place immediately in a plastic bag and seal the bag. Remember, all the bad stuff you removed from the air is now trapped in the filters (although dead or disabled). Please wear gloves and masks, handle with care, and dispose of properly.



## SETUP & OPERATION

### UNPACKING

Carefully remove the TRACS unit from the box and separate it from all packing material. Each unit is shipped with a carbon filter, HEPA filter and 2 UV lamps. The carbon filter has a plastic cover and the lamps are in a box on top of the HEPA filter.

### OPEN THE BACK-ACCESS PANEL

Remove the back-access panel by unscrewing the thumb screws near the bottom counter-clockwise. Remove the entire panel and set it aside. The unit will not operate while the lid is removed. The UV lights are very dangerous and you should never defeat the interlock to energize the system with the cover removed.

### INSTALL THE UV-C LAMPS

Two reflective UV shields located below the prefilter basket cover the UV lamps in order to increase UV intensity and to protect against direct UV exposure to consumers.

Please wear protective gloves during the lamp installation procedure as gloves will ensure oils from your skin will not decrease the efficiency of the lamps. Carefully remove each UV lamp from the box and insert it into each lamp socket firmly.

**REMEMBER:** these UV lamps have a 1 year effective life span. They may remain illuminated past 1 year but their efficiency decreases over time. Please replace after 1 year for maximum efficiency of your TRACS portable UV-C air purifier.





## UNPACK THE CARBON PRE-FILTER

**WARNING:** Carbon can pulverize and dust during shipment, so please install the prefilter pack into the basket in an easily cleanable area and take the appropriate actions to avoid dust inhalation. We recommend masks and gloves for this process.

Carefully remove the plastic bag from the carbon filter and place in the filter tray. Ensure all areas of the tray are covered by this carbon filter, all the way to the edges, so no light appears.

## REINSTALL THE BACK PANEL

Reinstall the back-access panel, ensuring to close the emergency shut-off toggle switch at the bottom. Plug in and verify proper fan operation and the UV light indicators on the control panel are lit.

## VERIFY PROPER OPERATION

Plug the air cleaner in and verify proper operation of unit by turning fan control knob clockwise and listen for the fan. Verify the UV lights are energized by observing the 2 green lights on the front panel are lit.



## CHOOSE A SUITABLE LOCATION

Place your TRACS portable air cleaner in the center of the room, whenever possible. Set the fan on highest setting when first introducing air purifier to a new space. Reduce fan setting to low when people are not present and return to highest setting when people are present. Move from room to room as needed. Consider this air purifier a “tool” with HEPA & UVC technology to keep the air around you safe to breathe and give you peace of mind.





# MAINTENANCE

## HOW TO REPLACE THE CARBON FILTER

Please wear masks and gloves when handling used carbon filters. Have a plastic bag ready for immediate disposal. Remove the rear access panel. Slide carbon filter tray out and remove the old filter. Place immediately in a plastic bag and secure. Dispose of properly.

## HOW TO REPLACE THE HEPA FILTER

The TRACS system utilizes a HEPA filter with 80 square feet of media and can last from 2 to 5 years in a residential and light commercial environment. The HEPA indicator light on the front panel will illuminate when the HEPA filter requires replacement. Warning: the HEPA filter is contaminated and should be handled with care. Please wear masks and gloves when replacing used HEPA filters. Have a plastic bag ready for immediate disposal.

TRACS is equipped with a locking system to ensure air will not bypass around the HEPA filter. In the area between the HEPA and UV lamps, two thumb screws extend downward through the HEPA rail at the middle of the filter.

These thumbscrews push the HEPA downward into the HEPA plate to lightly compress the gasketing and ensure a good seal. Loosen the thumbscrews so that the filter can be lifted (a putty knife may be used to carefully break the HEPA's seal on the lower plate if necessary) and removed.



Slide in the new HEPA filter into the filter rail with the gasketing on the bottom. Tighten the thumb screws until you feel slight resistance from the top of the HEPA. **DO NOT OVER-TIGHTEN.** The screws only need very light pressure on the filter to compress the gasket and create the seal.



## HOW TO REPLACE THE UV LAMPS

The #1 and #2 UV LEDs on the control panel indicate when it is time to replace the lamps or when a lamp is not lit. We recommend replacing the UV lights once per year, but they may last up to 2-3 years before going out. After year 1, there is a steady decrease in the UV lamps efficiency over time.

To replace the lamps, unplug the unit and remove the back panel by loosening the thumbscrews. Once the back panel is off, remove the lamps by grasping the plastic end of the UV lamp assembly and gently pull the lamp towards you.



Dispose of the UV lamps as per local codes, as the UV lamps contain small amount of Mercury. After removing the new UV lamps from their packaging wearing gloves, gently insert the replacement lamps into the lamp holders until they snap into place.

It may be beneficial to wear protective gloves during this procedure, as gloves will ensure oils from your skin will not decrease the efficiency of the lamps.

**WARNING:** The UV-C lamps are rated at 254nm and should not be looked at directly with the naked eye. Do not defeat the interlock and energize the unit with the back panel removed. Severe eye injury will occur.

## CLEAN AND INSPECT

When you have the back panel off for maintenance, consider a “clean and inspection” event where you remove all the filters (using gloves and a mask) and use a vacuum with soft bristle brush to remove any large particles or dust. Inspect the fan impeller and remove any debris. Do not oil the fan as it is sealed and self-oiling. This American made all-steel air purifier will last for generations if you keep it clean and replace the filters as required.



## TROUBLE-SHOOTING

### AIR PURIFIER WILL NOT START - NO FAN OR LIGHTS

TRACS utilizes a differential pressure switch that shuts off the power to the unit when the particulate buildup gets so high the carbon pre-filter or HEPA filter need to be replaced. This function is key to ensure that the unit is not operated too long with clogged filters, because doing so could do serious damage to the blower, as the motor would not receive enough air.

Therefore, when the indicator light on the control panel illuminates, it means that the carbon filter and or the HEPA filter need to be replaced. The carbon filters should be replaced every 3-6 months and the HEPA filter can last up to 5 years in a residential environment (2 years in commercial applications).

If your air purifier will not start and no lights are lit, you may also try the back panel access door emergency cutoff switch. It is located underneath the unit. Please do not bypass this switch with the access panel removed. If this switch is not activated, the unit will not start. Ensure proper contact is made between the door panel and micro-switch.



### Control Panel Lights

When the yellow HEPA filter warning light is energized, you should replace the HEPA filter asap. We have installed a differential pressure switch which measures the airflow through the HEPA. Continued operation of the TRACS air purifier with this light energized could result in overheating of the fan motor.

The two green LEDs labeled UV1 and UV2 monitor the function of the lamps inside your TRACS unit. During normal operation these LEDs should be illuminated. This means the UV lamps in the unit are on and operating at peak efficiency. UV1 is the lamp on the right looking into the unit from the back and UV2 is on the left. When a UV lamp needs to be changed, the corresponding LED will go out or flicker.



# WARRANTY

## THE TRACS WARRANTY

American Quality Manufacturing in conjunction with TRACS Manufacturing, sole manufacturer of the TRACS Air Purifiers, warrants that for the life-time of this product, the frame will be free from manufacturing defects and will be replaced or repaired at our cost. During the first 30 days following receipt of our air purifier, you are entitled to a 100% refund for any reason.

For a period of 5 years after accepting delivery, the mechanical and electrical components of the TRACS air purifiers, will be under warranty. AQM, at its option, will repair or replace the product or any component of the product found to have manufacturing defects during the warranty period. If the product is no longer available, replacement may be made with a similar product of equal or greater value.

This warranty is non-transferable and is valid from the date of the original purchase. Proof-of-purchase is required to obtain warranty performance; however, your name and address is recorded by this website with your purchase and we should have a record of the sale.

This warranty does not cover consequential damages and/or damages resulting from negligent use or misuse of the product by failure to store, maintain and/or use the product in accordance with directions otherwise. In addition, disassembly, repair or modification by anyone other than TRACS, acts of God, such as fire, flood, hurricanes, and tornadoes will not be covered.

## HOW WE CAN OFFER A LIFE-TIME WARRANTY ON OUR FRAME

Our construction technique gives us the utmost confidence in our product line and the ability to offer a LIFETIME GUARANTEE on our air purification systems. Both our portable and ceiling mounted air purifiers are made using this same welded-steel technique. Once the entire frame has been welded together by highly skilled craftsman, the welds are sanded down for a smooth finish. The TRACS air purifiers are then painted with a baked-on powder-coated finish and assembled by hand. This is American workmanship at its finest and what Made in the USA truly means.



## MORE ABOUT OUR WARRANTY

This limited warranty extends only to the original purchaser. Please note that any warranty services or questions must be accompanied by the order number from the transaction through which the warranted product was purchased. The order number serves as your warranty number and must be retained. TRACS will offer no warranty service without this number. Shipping fees incurred for warranty work is paid for by us.

All original parts (parts installed by TRACS at the original system build) replaced by TRACS or its authorized service center, become the property of TRACS. Any after-market additions or modifications will not be warranted and the customer is responsible for the payment, at current rates, for any service or repair outside the scope of this limited warranty.

TRACS makes no other warranty, either express or implied, including but not limited to implied warranties of merchantability, fitness for a particular purpose, or conformity to any representation or description, with respect to this other than as set forth below.

The warranty and remedies set forth below are exclusive and in lieu of all others, oral or written, expressed or implied. No reseller, agent or employee is authorized to make any modification, extension or addition to this warranty.

## PROCEDURES FOR OBTAINING WARRANTY SERVICE

RMA (Returning Merchandise Authorization) Policy:

If repairs are required, the customer must obtain a RMA number and provide proof of purchase (most likely we will have your order in our system). RMA and services are rendered by TRACS only. All returned parts must have a RMA number written clearly on the outside of the package along with a letter detailing the problems and a copy of the original proof of purchase. No COD packages will be accepted. No package will be accepted without a RMA number written on the outside of the package. RMA numbers are only valid for 10 days from the date of issue.

Should you have any problems with your TRACS air purification system, please follow these procedures to obtain the service or contact us at **800-813-6247** or email us at [support@tracspurifiers.com](mailto:support@tracspurifiers.com)

TRACS Air Purifiers are proudly MADE IN THE USA!



## QUICK START GUIDE

### 1. UNPACK

Carefully remove the TRACS unit from the box and separate it from all packing material. Each unit is shipped with a carbon filter, HEPA filter and 2 UV lamps.

### 2. OPEN THE BACK PANEL

Remove the back-access panel by unscrewing the thumb screws near the bottom.

### 3. INSTALL THE UV-C LAMPS

Wearing gloves, carefully remove each UV lamp from the box and insert in lamp socket.

### 4. UNPACK THE CARBON FILTER

Wearing gloves and a mask, carefully remove the plastic bag from the carbon filter and place in the filter tray. Watch for carbon dust spread.

### 5. REINSTALL THE BACK PANEL

Reinstall the back-access panel

### 6. VERIFY PROPER OPERATION

Plug the TRACS commercial portable air cleaner in and verify proper operation of unit by turning fan control knob clockwise and verify the UV lights are energized on the front control panel (UV1 & UV2)



### 7. CHOOSE A SUITABLE LOCATION

Place your TRACS portable air cleaner in the center of the room whenever possible. Set the fan on highest setting when first introducing the air purifier to a new space.

### 8. DOWNLOAD THE TRACS OWNER'S MANUAL

Please go to [tracspurifiers.com](http://tracspurifiers.com) and download the TRACS Portable Air Purifier Owner's Manual by clicking on the link located on the bottom of every page. Call us at 800-813-6247 or email us at [support@tracspurifiers.com](mailto:support@tracspurifiers.com) with any questions or concerns.