

## Courtyard Vent-Free Conversion Plate

**Models: ODCOUG-VFP**

This kit has been tested for use with specific Hearth & Home Technologies products. Check with your local building code agency before you begin installation to ensure compliance with local codes, including the need for permits and follow-up inspections. If you encounter any problems regarding code approvals, or if you need clarification of any of the instructions contained here, contact your Hearth & Home Technologies dealer. For the dealer nearest you, please visit [www.hearthnhome.com](http://www.hearthnhome.com).

Model(s)	Kit
ODCOUG-36NR	ODCOUG-VFP
ODCOUG-36TS	
ODCOUG-42NR	
ODCOUG-42TS	

This Vent-Free Conversion Plate is designed for use on the models shown in the chart above. Read these instructions thoroughly before beginning installation.

### ATTENTION!

This kit is designed to convert the Courtyard appliance.

From: CSA/ANSI Z21.97-2017 Outdoor Decorative Gas Appliance - for outdoor use only.

To: CSA/ANSI Z21.91:20 Ventless Firebox Enclosures for Gas-Fired unvented Gas Log Type Room Heaters and CSA/ANSI Z21.11.2:19 Unvented Room Heater, not to exceed 40,000 BTU/HR (11,723 W) – for indoor use only.

**CAUTION:** Allow appliance to cool completely if it has been in operation.

**NOTE:** Gas components are located within the appliance valve compartment. The Valve Access Cover must be removed to access components.

### KIT CONTENTS:

- (1) Conversion Plate Assembly
- (1) Fastener Pack

### TOOL REQUIRED:

Phillips head screwdriver

### ACCESSING GAS CONTROL VALVE:

1. Turn off gas supply and allow the unit to cool.
2. Disconnect power at GFCI circuit breaker.
3. Remove logs, grate, and media from the appliance.
4. Use a shop vac or small brush to clean debris left after removal of logs and media to ensure a clean, flat surface for the Vent-Free Conversion Plate to sit upon.
5. Remove the Valve Access Cover by grasping cover by the edges, lift and pull forward out of the appliance. Gas components should now be accessible. See Figure 1.

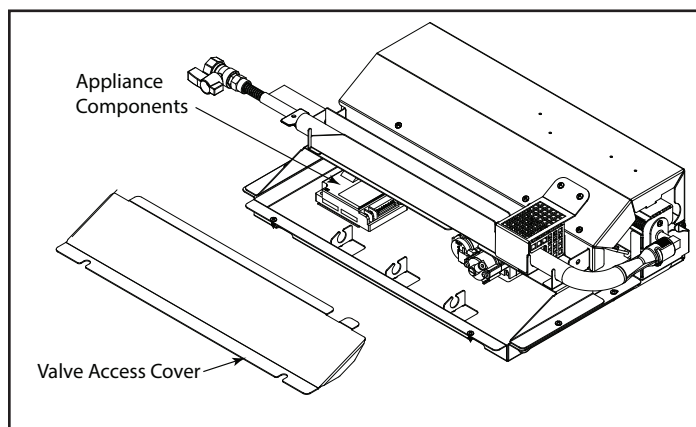


Figure 1

6. Remove Rear Cover by removing (3) screws securing cover to burner assembly. Lift Rear Cover and Pilot Shield straight up and set aside. See Figure 2.

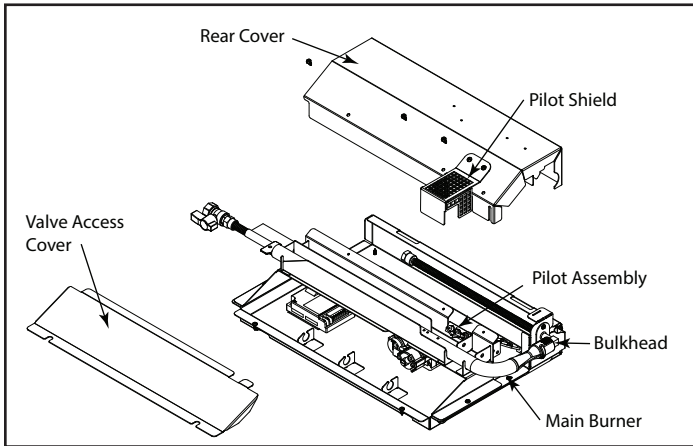


Figure 2

7. Disconnect incoming gas supply from appliance flex connector.
8. Disconnect electric from control module.
9. Disconnect wall switch wires from control harness.
10. Remove (4) screws securing burner assembly to the firebox bottom. Lift the rear of the burner assembly, slide assembly towards the rear of the appliance to disengage from the bottom of the firebox. Remove burner assembly from appliance and set aside. See Figure 3.

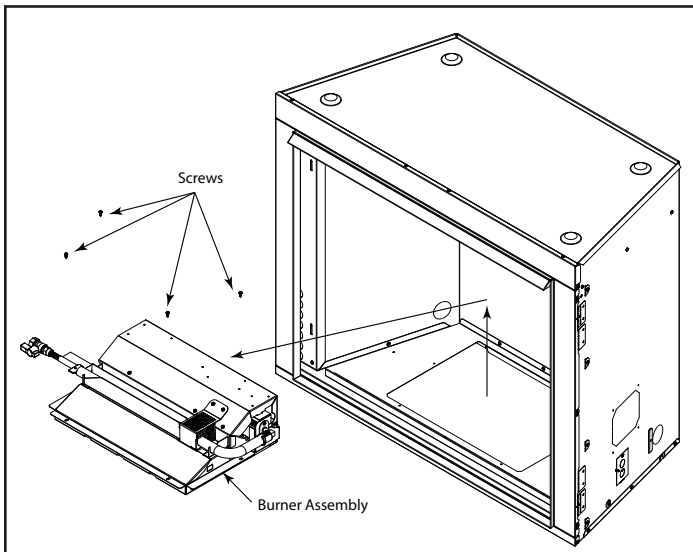


Figure 3

11. Install Vent-Free Conversion Plate, covering the hole in the firebox bottom, where the burner assembly was removed. Secure with (4) screws. See Figure 4.

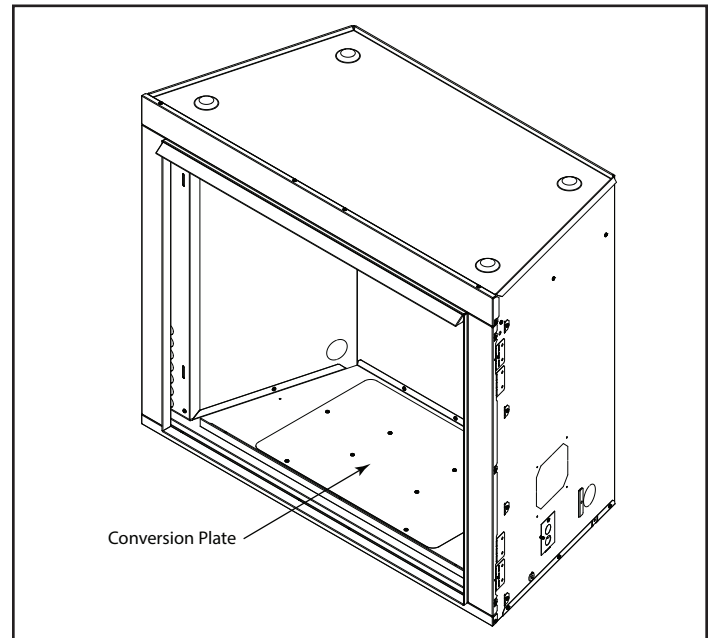


Figure 4

12. Conversion is now complete.

Please contact your Hearth & Home Technologies dealer with any questions or concerns. For the location of your nearest Hearth & Home Technologies dealer, please visit [www.hearthnhome.com](http://www.hearthnhome.com).