

# FILTER CLEANING AND REPLACEMENT SCHEDULE\*

Filters	Replacement	Cleaning
<b>Pre-Filter</b>	Permanent/Washable	Every Month
<b>Medium</b>	Every 12 Months	Not Required
<b>BioGS™ HEPA</b>	Every 12 Months	Not Required
<b>Customized Filter</b>	Every 12 Months	Not Required
<b>Charcoal-based Activated Carbon</b>	Every 12 Months	Not Required

\*Based on 24/7 operation

## REPLACING YOUR FILTERS

SEE PAGES 9-12 FOR DETAILED INSTRUCTIONS

**Always unplug the unit before cleaning/replacing the filters.**  
Depending on the amount of pollutants in your indoor environment, the life span of the filters will vary.

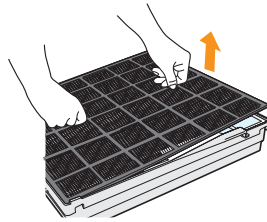
### REPLACING THE PRE-FILTER

PERMANENT FILTER

**Do NOT discard the Pre-Filter. It is designed to be cleaned and reused.**

The Pre-Filter is a permanent filter and does not need to be replaced.

1. Pull the tabs on the front of the Pre-Filter to remove it.
2. Put the Pre-Filter to one side while replacing the other filters.

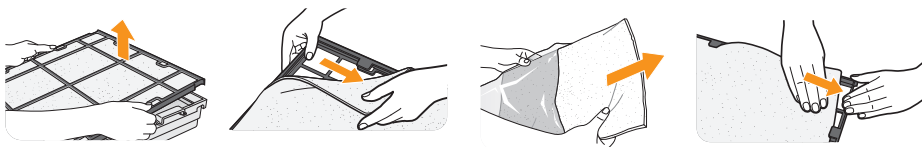


### REPLACING THE MEDIUM FILTER

EVERY 12 MONTHS

**Do NOT discard the filter holder. Discard the old Medium Filter, do not reuse.**

1. Remove the old Medium Filter from the black frame and discard the expired filter.
2. Open new Medium Filter and discard the plastic wrapping.
3. Secure the new filter in the black frame.

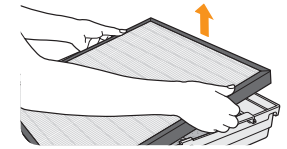


### REPLACING THE BIOGS HEPA FILTER

EVERY 12 MONTHS

**Discard the old HEPA Filter, do not reuse.**

1. Remove old HEPA Filter and discard.
2. Remove new filter from plastic wrapping.
3. Place new HEPA Filter in filter case.

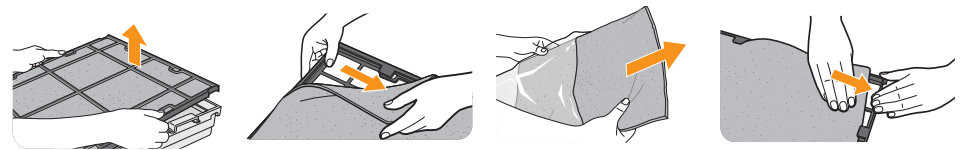


### REPLACING THE CUSTOMIZED FILTER

EVERY 12 MONTHS

**Do NOT discard the filter holder. Discard the old Customized Filter, do not reuse.**

1. Remove the old Customized Filter from the black frame and discard expired filter.
2. Take the new Customized Filter out of the wrapping and place in the black frame.
3. Make sure the front of the Customized Filter is facing up. See Customized Filter chart, (page 11), to identify the front of your specific filter.

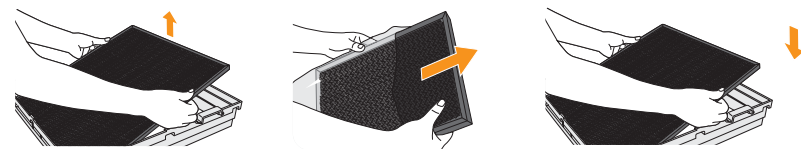


### REPLACING THE ACTIVATED CARBON FILTER

EVERY 12 MONTHS

**Discard the old Activated Carbon Filter, do not reuse.**

1. Pull out the old Activated Carbon Filter and discard.
2. Remove the new Activated Carbon Filter from its plastic wrapping, and place in the filter case.



Return the filters to the filter case in the following order from back to front:

- Activated Carbon Filter,
- Customized Filter,
- BioGS HEPA Filter,
- Medium Filter,
- Pre-Filter.

(See diagram on page 9).