



## RecoupAerator Care Instructions

Thank you for choosing UltimateAir™ technology. The first step toward proper maintenance of your new RecoupAerator energy recovery ventilator is filling out the [Warranty Registration](#). Sending it in will ensure that you'll receive reminders and important updates.

### **IMPORTANT**

Before performing service to your RecoupAerator, TURN OFF and DISCONNECT power from the unit. You can disconnect power by either unplugging the unit or by switching the applicable breaker in your breaker box to OFF. Otherwise the unit's power supply will remain hot and could cause serious bodily injury!

### **Maintenance List**

- Aluminum Pre-filters: clean every 3-4 months if continuously operated, or every 6 months otherwise.
- Heat transfer core filter ("pies"): check and if necessary replace every 6 months.
- Exterior weather caps: check for obstructions regularly.
- Box interior: light vacuuming recommended yearly.

### **Aluminum Pre-filters**

Aluminum pre-filters should be cleaned at least once every 6 months. Clean more frequently if necessary. **To clean the filters:**

1. Disconnect the power to the RecoupAerator.
2. Unscrew the thumbscrews on the top of the unit and remove the top sheet metal cover by lifting it free and set aside.
3. Remove the two rectangular Styrofoam inserts by grasping each at the recessed areas at the edges of the inserts. They will easily lift free.
4. Slide the aluminum pre-filters out, being careful not to bend the frames. There will be one long filter and one short filter.
5. Check the filters for build-up and replace if clogged. If it is soiled but not clogged, you should be able to clean it by soaking it in warm soapy water, and rinsing. Dry pre-filters completely before reinserting it in your RecoupAerator.
6. Replace the filter
7. Replace the Styrofoam inserts and the top door, and tighten the thumbscrews.

### **Heat Transfer Core Filter ("Pies")**

The RecoupAerator's patented Heat Exchange Wheel contains six removable core filtration "pies" that periodically need to be replaced. **To check the core material:**

1. Disconnect power to the RecoupAerator.
2. Unscrew the thumbscrews on the top of the unit and remove the top sheet metal cover by lifting it free and set aside.
3. Remove the two rectangular Styrofoam inserts by grasping each at the recessed areas at the edges of the inserts. They will easily lift free.
4. Remove the aluminum pre-filter as explained in the Aluminum pre-filters Service Section above. Only the long pre-filter will need to be removed.
5. If the heat exchange material is a medium gray or darker and less than two years old, it's probably in need of cleaning. Pull out the exposed filter material "pies" by the plastic monofilament handle embedded in each section, manually rotating the wheel to access the remaining wedges.
6. Wash in a pale of warm water then gently squeezed to remove excess water. Then lay filters flat until dry before reinserting. Depending on the climate, filters can take long periods of time to dry. To avoid disruption of service you may want to have a spare set.
7. Replace each wedge using the above process and put them in one at a time.
8. Rotate the wheel by hand making sure that the pieces are completely and evenly replaced so that none drag on the center frame as the wheel rotates. Access into the opposite side of the wheel maybe appropriate for adjustments for this procedure.
9. Replace the aluminum pre-filter, Styrofoam inserts, and top door.
10. Replace the thumbscrews and tighten.
11. Restore power to the unit.

### **Exterior Weather Caps**

Check periodically throughout the year to ensure that the fresh air inlet and stale air exhaust outlet duct ends do not become clogged with debris such as leaves, grass, snow, or bird nests. Debris can usually be wiped out with a dry cloth.