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|----------|-------------|----------------|----------|
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| Checked: | SF, WTK, MP | Revision:      | 0        |

Tools required:

- 1 x Pop Riveter
- 1 x Battery Operated Drill
- 1 x Ø3.5mm Drill Bit

Installation

1. Install the Plenum Box, suspending it from its mounting holes with Drop Rods (supplied by others). Centralise the Plenum in both directions within the opening where the Diffuser is to be fitted (see figure 1).
2. Remove the Core from the Diffuser that is to be installed. This core is held in place using wire spring clips commonly referred to as a “Bunny Ear Clips”.
3. Locate the Bunny Ear Clips holding the Core in position as shown in figures 2 & 2a. Please note that there will be at least 1x Clip fitted on all four sides, though there could be more dependent on the Diffuser Size.

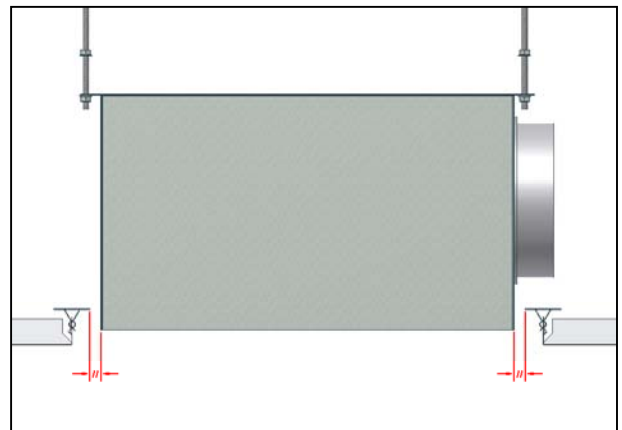


Figure 1: Centralise Plenum

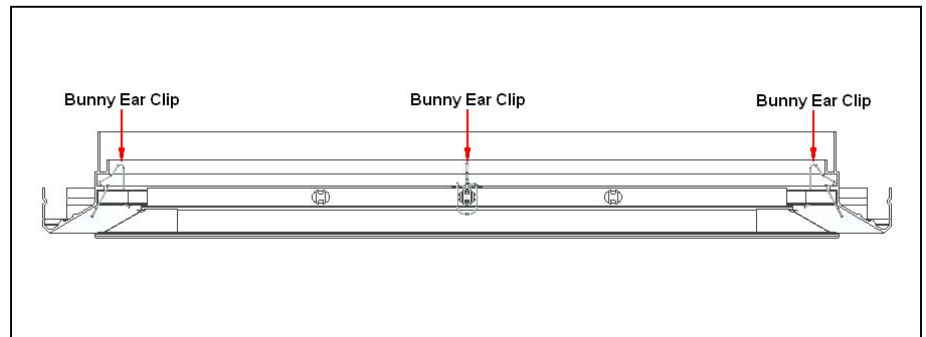


Figure 2: Locate Bunny Ear Clips

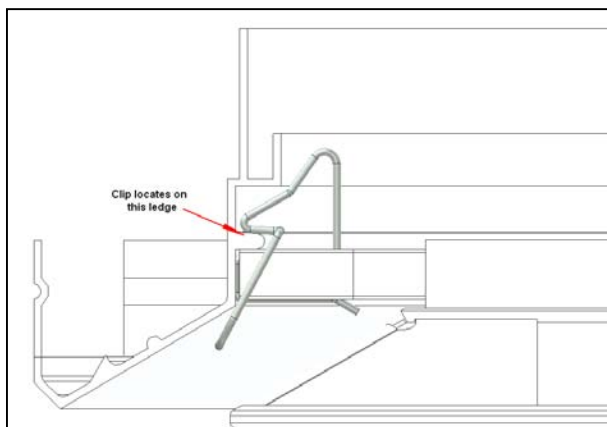
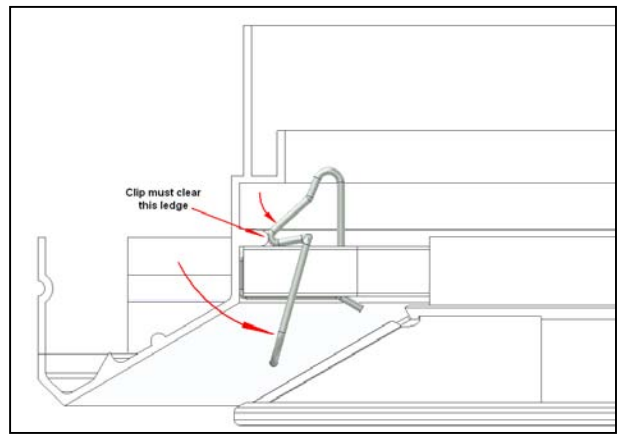


Figure 2a: Bunny Clip Detail

4. Push the Bunny Ear Clip towards the centre of the Diffuser. This will disengage the Clip from the Outer Frame and release that side of the Core. (See figure 3).

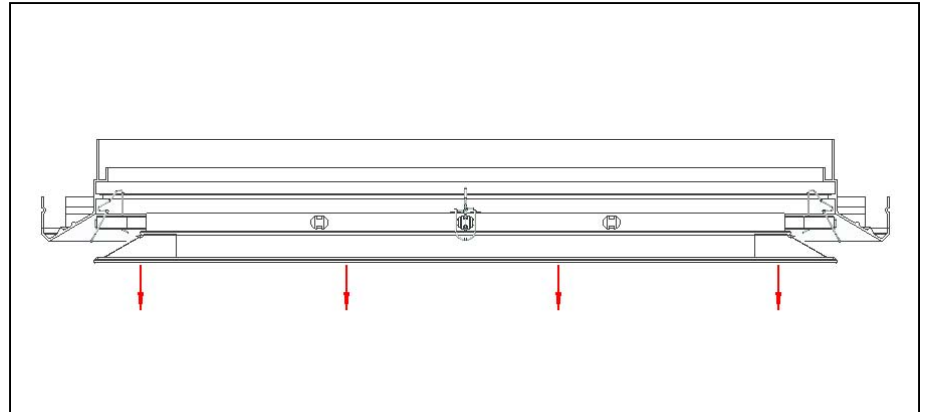


- Repeat this operation on the remaining three sides, taking care to support the core, so as not to allow it to drop out onto the floor.

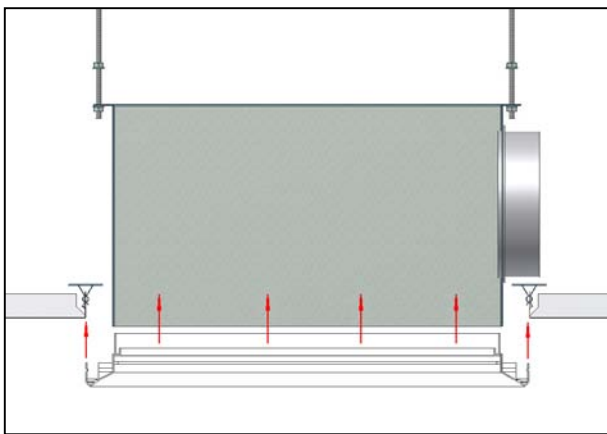


*Figure 3: Push Clip inwards to release*

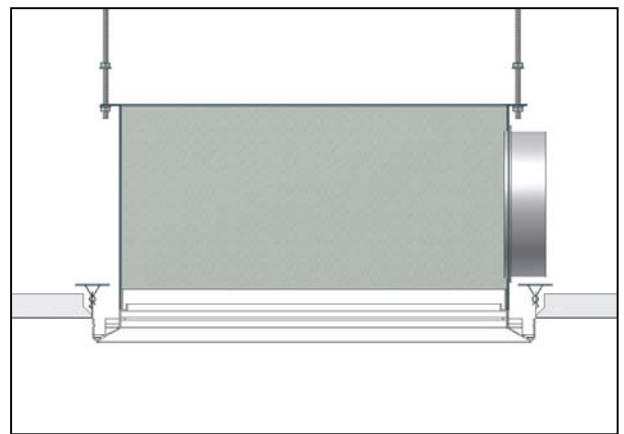
- Lower the Core from the Diffuser and store away to prevent damage. (Figure 4).



*Figure 4: Lower Core from Diffuser Frame*

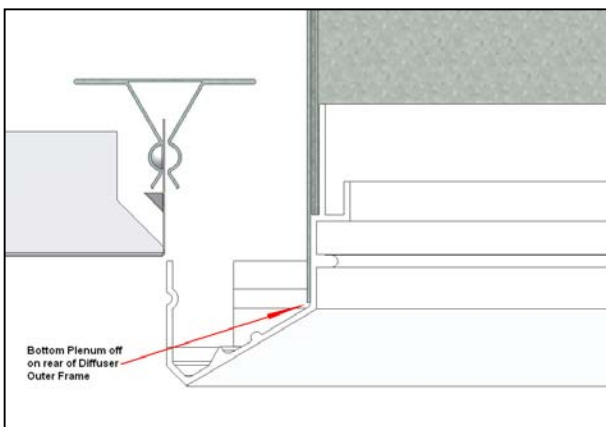


*Figure 5: Offer up Diffuser Frame*



*Figure 6: Locate Diffuser in Plenum*

- Offer up the Diffuser Frame and locate it within the opening of the Plenum (fig 5), so that it is positively located against the base of the Diffuser Stack (figures 6 & 6a).



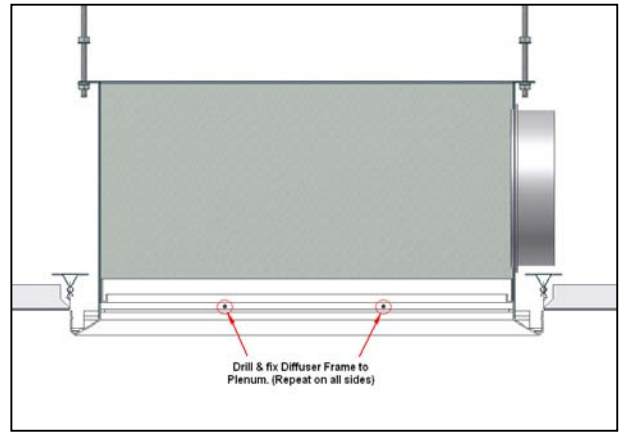
*Figure 6a: Butt Plenum on Frame*

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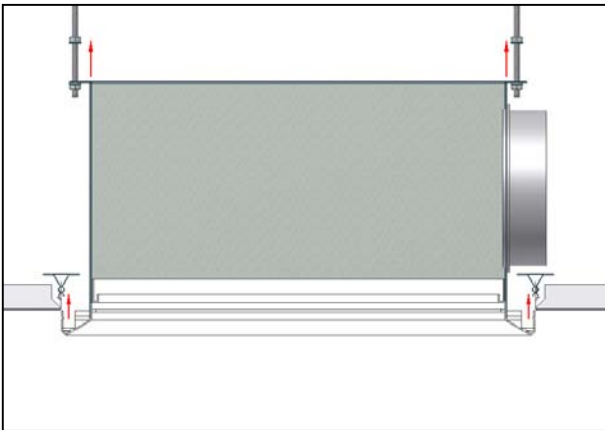
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8. Drill through the Diffuser Frame and Plenum wall. Secure them using Pop Rivets or Screws (see figure 7). Repeat this on all sides.

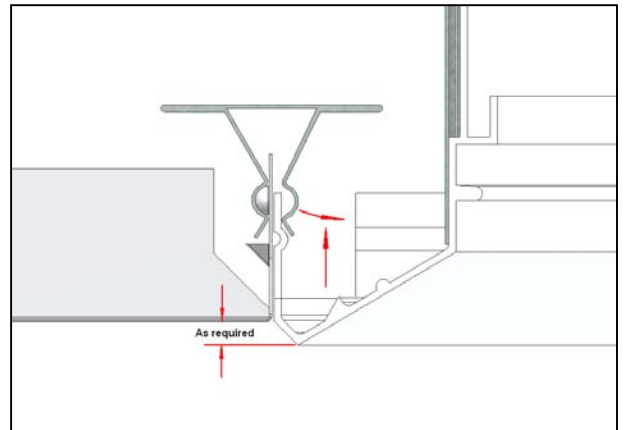


**Figure 7: Drill & fix Frame & Plenum**

9. Raise the Plenum up on the Drop Rods to draw the Diffuser Frame into the Tee Bar, as shown in figure 8, until the Diffuser face is in the required position (see figure 9).



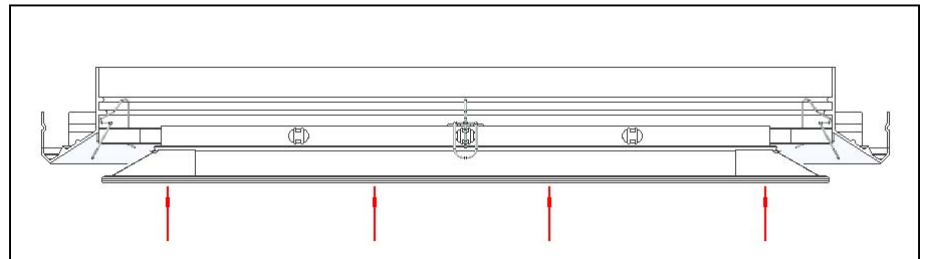
**Figure 8: Raise the Plenum & Diffuser**



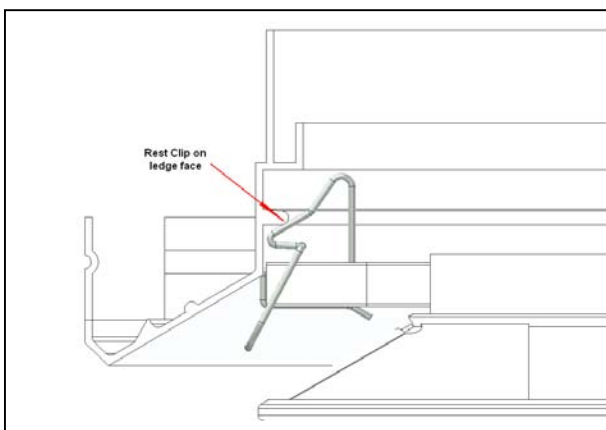
**Figure 9: Adjust to required position**

10. Once you are happy with it's positioning, secure the Plenum using the Lock Nuts on the Drop Rods.

11. Replace the Core, by centralising it in the Diffuser opening, whilst resting the Bunny Clips on the retaining ledge within the Frame (See figures 10 & 10a).



**Figure 10: Locate Core in Diffuser opening**



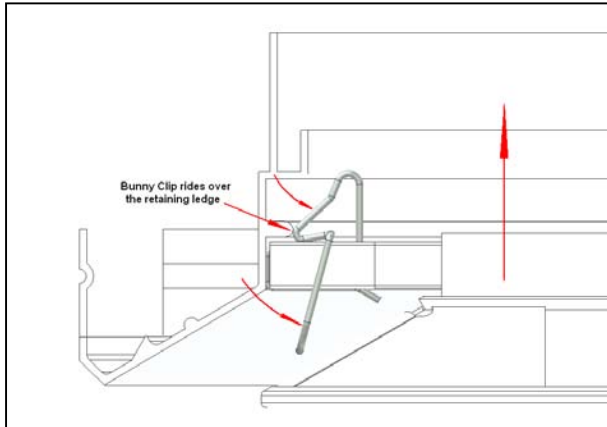
**Figure 10a: Rest Bunny Clip on Ledge**

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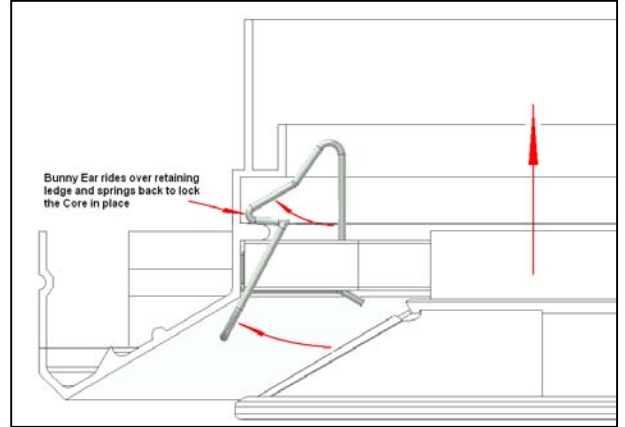
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12. Carefully, push upwards to allow the Bunny Clips to re-engage (figure 11). They will now spring back into the locked position (figure 11a) so retaining the Core in the Diffuser.



*Figure 11: Clip rides over ledge*



*Figure 11a: Clip springs into position*

### Cleaning and Maintenance

Waterloo recommend that the Diffuser faces are cleaned with warm soapy water. For regular cleaning, a simple wipe down of all accessible faces will suffice.

If a deeper clean is required then simply remove the Diffuser Core as previously described, then clean the interior faces of the Diffuser Frame and the whole of the Diffuser Core then reassemble.