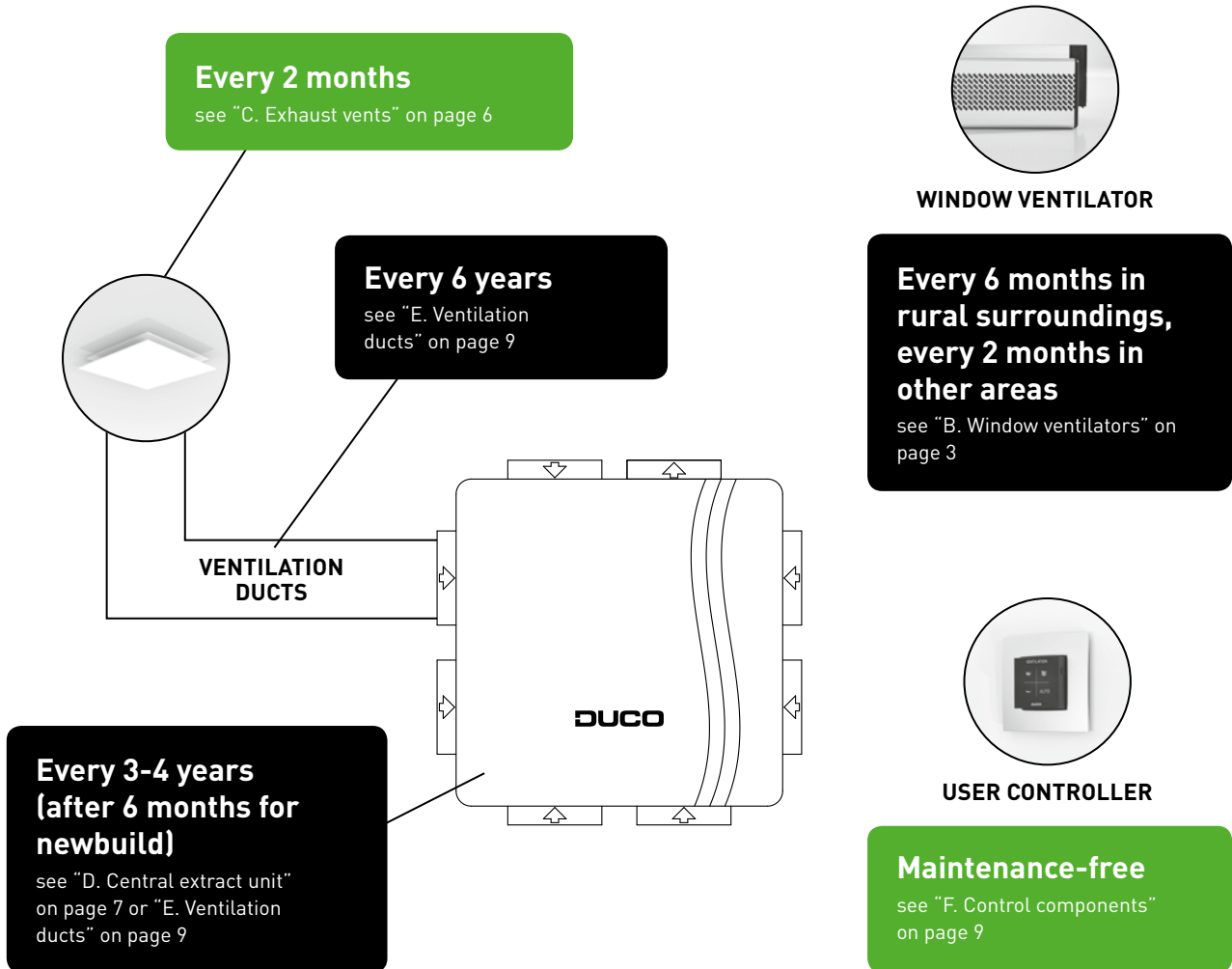


Maintenance instructions for Duco's Ventilation systems

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A. Maintenance summary




INSTALLER



HOUSEHOLDER

The colour indicates what maintenance is to be carried out by whom

 Always ensure that before maintenance work begins, the device is isolated from the mains supply by removing the power cord from the wall socket or by switching off the fuse. Check by measurement that this is actually the case.

B. Window ventilators

- Window ventilators require little maintenance, but to enjoy year-round use of your window ventilators, optimum operation and healthy indoor air quality, we would advise the following.
- Window ventilators can be cleaned very quickly and easily for optimum ventilation.
- Failure to carry out these maintenance operations may result in the control malfunctioning or failing to operate at all.
- You are strongly advised against the use of abrasives (e.g. sandpaper or scouring pads), pressure washers and harsh cleaners (e.g. solvents or ammonia).
- You will find a number of maintenance videos on the Duco website (www.duco.eu).

B.1 Maintenance frequency

- Check the window ventilators regularly (approximately once every 2 months) for fouling. You will need to clean the window ventilators if there is fouling.
- Cleaning twice a year is sufficient in rural surroundings.
- If you live in an urban environment, next to an industrial area or on the coast, you will need to clean your window ventilators 6 times a year.
- Hinged or rotating parts need to be lubricated annually. Use a dry lubricant for this (Teflon spray).
- Window ventilators with fabric solar shading: As the manufacturer, we recommend regular technical checks on your system by the installer
 - » Annually for non-residential buildings
 - » Every 4 years for domestic solar shading
- For electronically-controlled window ventilators: Regularly inspect the wiring for damage. Changes to the electrical part must only be carried out following the manufacturer's approval.

B.2 How to clean

Window ventilators with a removable insect-resistant inside grille

- Set the ventilation flap to the fully open position using the control (lever).
- Take the removable insect-resistant inside grille off by hand.
- Clean the removable inside grille with a vacuum cleaner followed by a damp cloth (soap and water (e.g. a general-purpose cleaner)).
- Fouling on the inside, including the ventilator flap or the rotary barrel mechanism, of the window ventilator is best removed by sucking out or cleaning using a vacuum cleaner, paintbrush or duster/damp cloth. Carefully check also for fouling which may have accumulated in the corners and, if so, remove it as well.
- Replace the inside grille on the window ventilator.

Window ventilators without a removable insect-resistant inside grille

- Set the ventilation flap to the fully open position using the control (lever).
- Fouling on the inside, including the ventilator flap, of the window ventilator is best removed by sucking out or cleaning using a vacuum cleaner, paintbrush or duster/damp cloth. Carefully check also for fouling which may have accumulated in the corners and, if so, remove it as well.

DucoFit 50 'SR' / EasyFit 50 'SR'

- Take the removable insect-resistant inside grille off by using a flat-blade screwdriver.
- Remove the left-hand and right-hand control.
- Remove the ventilation flap from the inside grille.
- Clean the removable inside grille and the channel with a vacuum cleaner and then wipe out well with a damp cloth (soap and water (e.g. a general-purpose cleaner)).
- Fouling on the inside of the window ventilator is best removed by sucking out or cleaning using a vacuum cleaner, paintbrush or duster/damp cloth. Carefully check also for fouling which may have accumulated in the corners and, if so, remove it as well.
- Replace the ventilation flap correctly in the inside grille.
- Replace the left-hand and right-hand controls correctly.
- Replace the inside grille on the window ventilator.

DucoTop 60 'SR' / TronicTop 60

- Press setting 3 on the corresponding CO₂ or Humidity Sensor; the ventilation flap will open (TronicTop 60 only).
For DucoTop 60 'SR': Set the ventilation flap to the fully open position.
- Press the plastic top partition (left and right-hand side) inwards using a flat-blade screwdriver.
- Take the removable insect-resistant inside grille off by hand.
 - » It is advisable to carry out this operation with 2 people if the length of the window ventilator is over 1,500 mm.
- Clean the removable inside grille with a vacuum cleaner followed by a damp cloth (soap and water (e.g. a general-purpose cleaner)).
- Fouling on the inside of the window ventilator is best removed by sucking out or cleaning using a vacuum cleaner, paintbrush or duster/damp cloth. Carefully check also for fouling which may have accumulated in the corners and, if so, remove it as well.
- Replace the inside grille on the window ventilator.

Electronically-controlled window ventilators

- Press setting 3 on the corresponding CO₂ or Humidity Sensor; the ventilation flap will open.
- Take the removable insect-resistant inside grille off by hand.
- Clean the removable inside grille with a vacuum cleaner followed by a damp cloth (soap and water (e.g. a general-purpose cleaner)).
- Fouling on the inside, including the ventilator flap, of the window ventilator is best removed by sucking out or cleaning using a vacuum cleaner, paintbrush or duster/damp cloth. Carefully check also for fouling which may have accumulated in the corners and, if so, remove it as well.
- Replace the inside grille on the window ventilator.

Window ventilators with integrated solar shading blind

- **Ventilation section**
 - » Set the ventilation flap to the fully open position using the control (lever).
 - » Take the removable insect-resistant inside grille off by hand.
 - » Clean the removable inside grille with a vacuum cleaner followed by a damp cloth (soap and water (e.g. a general-purpose cleaner)).
 - » Fouling on the inside, including the ventilator flap, of the window ventilator is best removed by sucking out or cleaning using a vacuum cleaner, paintbrush or duster/damp cloth. Carefully check also for fouling which may have accumulated in the corners and, if so, remove it as well.
 - » Replace the inside grille on the window ventilator.
- **Fabric blind**
 - » If the blind fabric becomes wet due to an unexpected shower, you can simply roll up the blind, and then unfurl it again in better weather to allow it to dry. However, do ensure that the blind is not rolled up wet for more than 3 days to prevent mould and staining from occurring.
 - » Remove loose fouling first using a brush or vacuum cleaner before washing down.
 - » You can remove the remaining fouling after using a cleaning agent and warm water (special cleaning products are available from the installer).
 - » Always rinse off the blind after cleaning.
 - » Avoid cleaning in direct sunlight: if soapy water dries quickly, it can leave stains behind on the blind. Do not use aggressive scouring agents.
- **Side guides (= frame and arm maintenance)**
 - » It is recommended that you should have the hinge pins, wheel shafts and bearings on your solar shading checked once a year.
 - » It is recommended that your articulated arm (for the CAP version) should be cleaned using a damp sponge (soap and warm water (e.g. a general-purpose cleaner)).
 - » Lubricate the pivoting or rotating components after cleaning your solar shading.
 - » A dry lubricant (Teflon spray) can be applied to plastic guide blocks and aluminium guide sections after cleaning.
 - » A dry lubricant (Teflon spray) needs to be applied to diagonal or horizontal sections in which guide blocks slide.
 - » Plastic sliding sleeves can be lubricated using a dry lubricant (Teflon spray) after cleaning (remove twigs and leaves).

C. Exhaust vents

Air is extracted from kitchens, bathrooms and toilets through exhaust vents. These are usually vents incorporated in the ceiling.

Ensure that the position of the cone, the setting and the position of the vents do not change. Take care to ensure that the vents are not switched, i.e. that they are put back in their original ventilation aperture in the wall or ceiling again. All this can have an impact on flow rate and correct ventilation system operation.

C.1 Maintenance frequency

- As the householder, you need to carry out the checking and cleaning yourself.
- Check the vents regularly (approximately once every 2 months) for fouling.
- Clean the vent with a damp cloth as soon as you notice any fouling.

C.2 How to clean

DucoVent Design

- Remove the aluminium trim plate, which attached with magnets, from the inner section of the vent.
- The trim plate can now be cleaned with a damp cloth (soap and water (e.g. a general-purpose cleaner)). Never immerse the aluminium trim plate in water, so as to protect the magnets.
- Take the acoustic foam pack out of the vent. The foam can be cleaned using a vacuum cleaner and the plastic part with a damp cloth.
- The inside of the duct can be cleaned with a vacuum cleaner.
- Place the acoustic foam pack back in the vent. Ensure that the foam is inserted up to the top of the ceiling section.
- Refit the trim plate on the vent. It is attracted by the 4 magnets and is self-positioning.

DucoVent Basic

- For light fouling, wipe the exhaust vents or window ventilators with a damp cloth.
- If necessary, use a solution of a mild cleaner (washing-up liquid/general-purpose cleaner).
- If there are heavy deposits of fouling, take the exhaust vents out of the duct completely.
 1. Take hold of the outer edge of the vent and pull it completely out of the wall or ceiling in a rotating movement.
 2. Remove the foam rubber sealing strip.
 3. Immerse the exhaust vents completely in a solution of general-purpose cleaner.
Exhaust vents can be cleaned in the dishwasher if necessary.
 4. Wipe the exhaust vents off with a cloth or soft brush.
 5. Dry the exhaust vents. Replace the foam rubber sealing strip on the exhaust vent.
 6. Refit each exhaust vent in its original duct.

D. Central extract unit

D.1 Maintenance frequency

1. Before (possibly) proceeding to clean your extract unit, as the householder, you need to inspect it to establish whether it is necessary.
2. Your central extract unit needs to be cleaned by an accredited installer.
3. In a newbuild home, the DucoBox needs to be cleaned as a complete unit, i.e. including boxesensors and control valves (if featured), after 6 months.
4. After the 6 months, you will need to repeat this operation every 3 – 4 years, depending on the degree of fouling.
5. If the central extract unit is used in combination with a cooker hood, then maintenance will be required more frequently than indicated above. This will require additional maintenance, such as cleaning / replacing filters, the motor and the boxesensors plus control valves, if featured.
6. The DucoBox does not need any technical maintenance.

D.2 How to carry out checks

1. Isolate the DucoBox.
2. Open the cover.
3. Unclip the extract unit plate in 4 places by removing the 4 clamping clips with a flat-blade screwdriver.
4. Do not touch the internal electronics.
5. The extract unit plate can then be removed from the housing.
6. Check the impeller for fouling. A small amount of fouling has little effect on extract unit performance. If the fouling is more than 1 mm thick on the inside of the blades, we would advise you to have them cleaned.
7. Check the bearings. You can do this by rotating the impeller by hand.
8. Check the bearings for noise.
9. Check to ensure the extract unit is running true.
10. If the extract unit is set in motion by hand, it will then come to a standstill with some juddering. This is a characteristic of a DC extract unit and is therefore entirely normal.
11. Depending on the outcome of the inspection, the extract unit will need to be cleaned and/or prepared for use.
12. Clip the extract unit back into the housing.
13. Check to ensure it is positioned correctly and press hard.
14. Close the cover. Press hard on the 4 corners.
15. Power the DucoBox up again.

D.3 How to clean

DucoBox Silent

1. Isolate the DucoBox Silent.
2. Open the cover.
3. Remove the wiring from the extract unit plate and boxesensor(s) connected, if featured, by unclipping them from the connector on the control PCB.
4. Unclip the extract unit plate in 4 places by removing the 4 clamping clips with a flat-blade screwdriver.
5. Do not touch the internal electronics.
6. The extract unit plate can then be removed from the housing.
7. Clean the extract unit and the housing with a vacuum cleaner.
8. Under no circumstances clean the motor unit with water and definitely do not immerse it in water or any other detergent.
9. The extract unit pump house can be cleaned with a damp cloth.
10. Dry the pump house with a dry cloth.
11. Clip the extract unit plate back into the housing.
12. Check to ensure it is positioned correctly and press hard.
13. Take the boxesensor(s), if featured, out of the housing and clean them with a vacuum cleaner or a dry cloth.
14. Replace the boxesensor(s), if featured, ensure in doing so that each boxesensor is connected to the correct supply/exhaust duct.
15. Reconnect all the wiring.
16. Close the cover. Press hard on the 4 corners.
17. Power the DucoBox Silent up again.

DucoBox Focus

1. Open the cover.
2. Note the duct to which the part is connected. Label the ducts.
3. Press the button on each control valve, if featured. The LED indicator lights up as a result and then dims.
4. Wait for 10 seconds while the control valves, if featured, shut automatically.
5. Isolate the DucoBox Focus.
6. Remove the wiring from the extract unit plate and control valves connected, if featured, by unclipping them from the connector on the control PCB.
7. Unclip the extract unit plate in 4 places by removing the 4 clamping clips with a flat-blade screwdriver.
8. Do not touch the internal electronics.
9. Clean the extract unit and the housing with a vacuum cleaner.
10. Under no circumstances clean the motor unit with water and definitely do not immerse it in water or any other detergent.
11. The extract unit pump house can be cleaned with a damp cloth.
12. Dry the pump house with a dry cloth.
13. Clip the extract unit plate back into the housing.
14. Check to ensure it is positioned correctly and press hard.
15. Take the control valves, if fitted, out of the housing and clean them with a vacuum cleaner or a dry cloth.
16. Replace the components, ensure in doing so that each control valve, if featured, is connected to the correct room, in line with the nominal extract flow rate for each room.
17. Reconnect all the wiring.
18. Close the cover. Press hard on the 4 corners.
19. Power the DucoBox Focus up again.

E. Ventilation ducts

E.1 Maintenance frequency

- Your ventilation ducts need to be cleaned by an accredited installer.
- Fouling in existing ventilation ducts can sometimes take on serious forms. It is therefore necessary to clean the ducts on a regular basis, approximately once every 6 years. Obviously this may vary according to the situation, depending on the extent of fouling.

F. Control components

F.1 Maintenance frequency

- Operating and control components require no maintenance during the useful life of the system. However, their operation may be impaired air slot fouling. Accordingly, as the householder, regularly remove dust from the housing with a dry duster or with a vacuum cleaner as necessary.
- Duco recommends that its ventilation system control components should be maintained once every 3 years by an accredited installer.

G. General

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