
INSTALLATION INSTRUCTIONS

8620-215 QW/QC POSITIVE VENT SHUT-OFF VENT KIT

***NOTE: MUST ONLY BE USED WITH BARD QWVS42
WALL SLEEVE***

WARNING

Electrical shock hazard.

Disconnect all power supplies before servicing.

Failure to do so could result in electric shock or death.

CAUTION

Cut hazard. Wear gloves to avoid contact with sharp edges. Failure to do so could result in personal injury.

PARTS LIST

- (4) 5/16" x 1/2" Long Self-Tapping Hex Head Sheet Metal Screws
- (4) 5/16" x 3/4" Long Hex Head Sheet Metal Screws
- (6) 5/16" x 1/2" Long Hex Head Sheet Metal Screws
- (1) Self-Adhesive Foam Strip, 1/2" x 3/4" x 34" Long
- (1) Motor Actuated Damper Assembly
- (1) Exhaust Duct with Barometric Damper
- (1) Black Wire (Loose Piece)
- (1) Orange Wire (Loose Piece)



Climate Control Solutions

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Manual: 7960-609A
Supersedes: 7960-609
Date: 9-28-15

INSTALLATION

Disassembly Inside Room

1. Turn off unit power and open center service door on front of indoor unit.
2. Unplug 2 pin and 4 pin energy recovery ventilation (ERV) control and power plugs from the underside of the filter bracket on the right side of unit (see Figure 1).

FIGURE 1

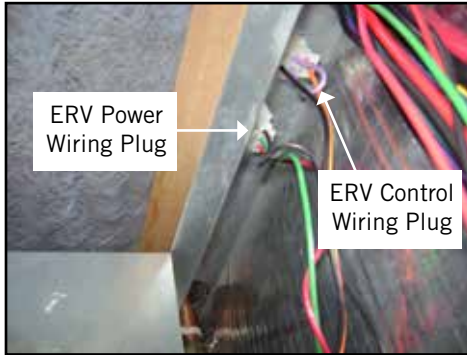
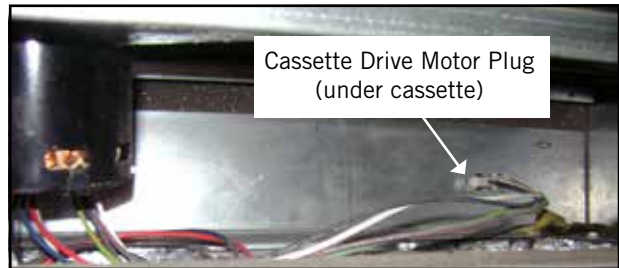


FIGURE 2

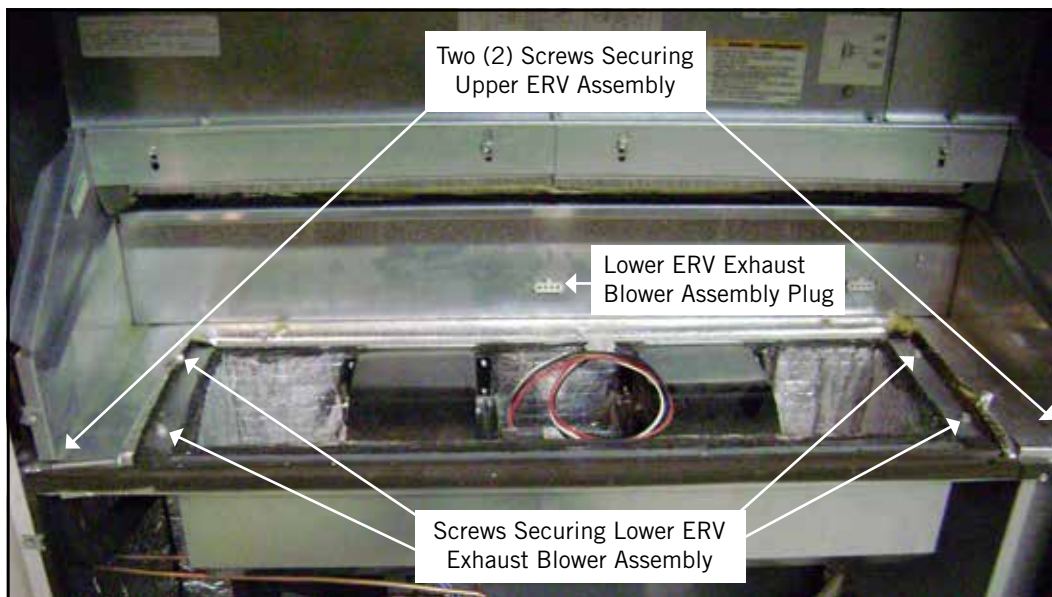


FIGURE 3



3. Remove exhaust filter media from front of upper ERV assembly (see Figure 2).
4. Remove front panel from ERV. Unplug and remove dual media cassette (will have to unplug wires from underneath cassette). See Figures 2 and 3.
5. Unplug lower ERV exhaust blower assembly (see Figure 4).
6. Remove two (2) hex head screws fastening the upper ERV assembly to condenser partition and remove upper ERV assembly.
7. Remove four (4) hex head screws fastening lower ERV exhaust blower assembly to condenser partition. Remove (lift out) lower blower assembly from condenser partition.

FIGURE 4



Disassembly Outdoors

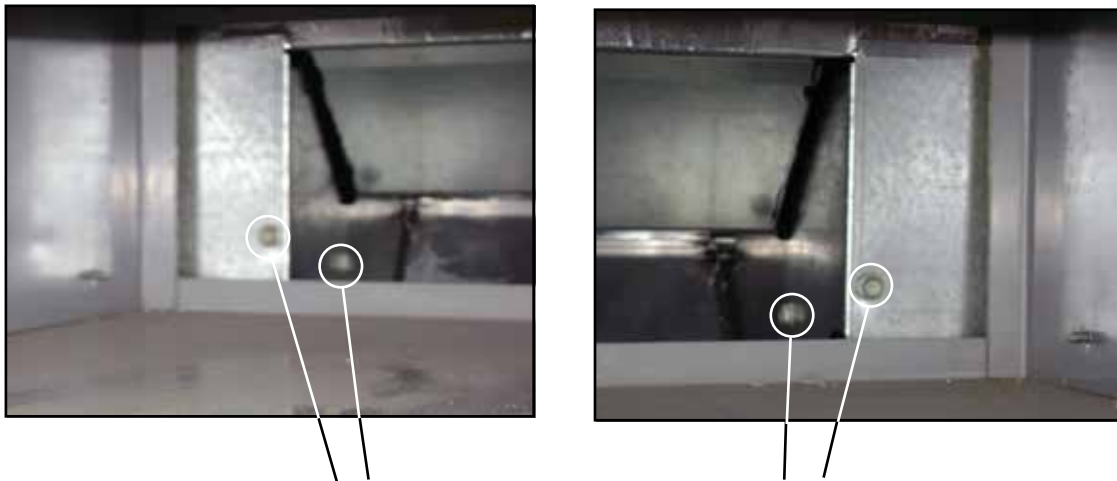
1. Remove outdoor grille from wall sleeve.
2. Remove two mist eliminator filters and retain for later use (see Figure 5).

FIGURE 5



3. Remove four (4) hex head screws below shelf in sleeve that fasten existing exhaust duct to side fill pieces (exhaust section of wall sleeve is in the bottom portion of the sleeve). See Figure 6. (Exhaust duct is inside unit between lower blowers and back of unit.)

FIGURE 6



Remove four (4) screws to loosen existing exhaust duct for removal.
View is exterior lower portion of wall sleeve.

Assembly Outdoors

1. Install self adhesive foam strip, included with kit, to back/bottom edge of intake area of wall sleeve shelf as shown in Figure 7.

FIGURE 7



2. Before inserting motor actuated damper assembly into wall sleeve, route two wires needed to power damper through unit intake opening (see Figures 8 and 9). Damper motor will be on the right side. Push damper assembly toward unit until flush with back and left side of sleeve. Damper should cover opening with no visible air gaps. Make sure it is tight with the left side.
3. Use four (4) self-tapping head sheet metal screws (supplied) to attach the motor actuated damper assembly to the upper filter channel and bottom of wall sleeve shelf as shown in Figure 9. Ensure that the two wires from the damper assembly are completely through the unit intake opening prior to securing the damper assembly.

FIGURE 8



FIGURE 9



4. Insert mist eliminator filters into motor actuated damper assembly (see Figure 10). The right mist eliminator filter will extend to be in front of damper motor.

FIGURE 10



5. Re-install outdoor grille.

Assembly Inside Room

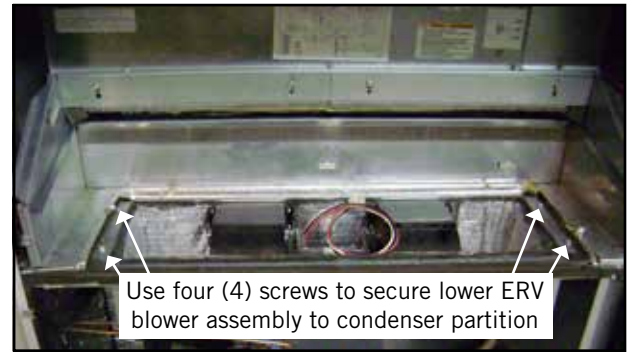
1. Remove four (4) screws fastening existing exhaust duct to the condenser partition (see Figure 11). Remove and discard existing exhaust duct.

FIGURE 11



2. Insert new exhaust duct with barometric damper towards front of unit and slots on sides towards back of unit. Slide exhaust duct toward back of unit and align slots with bend on back. Insert four (4) hex head screws through condenser partition to attach as shown in Figure 11.
3. Replace lower ERV blower assembly, being careful not to damage foam on exhaust duct. Secure to condenser partition with four (4) screws (see Figure 12).

FIGURE 12



4. Open ERV control panel door and install the two wires supplied to power outdoor intake damper by routing them up through the bottom of the upper ERV assembly as shown in Figure 13, and connecting to the relay in the control panel as shown in Figure 14. The ends with the insulated tabs remain outside of the control panel.

FIGURE 13

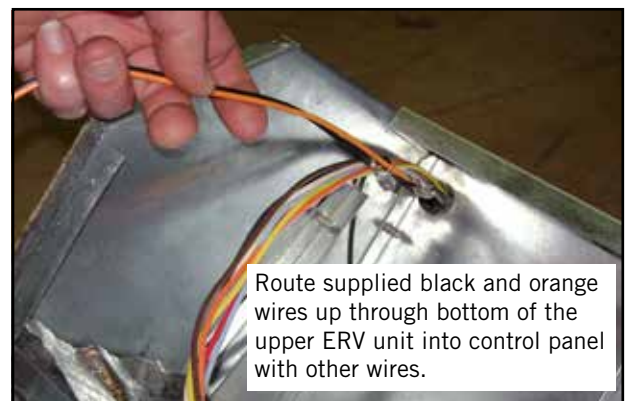
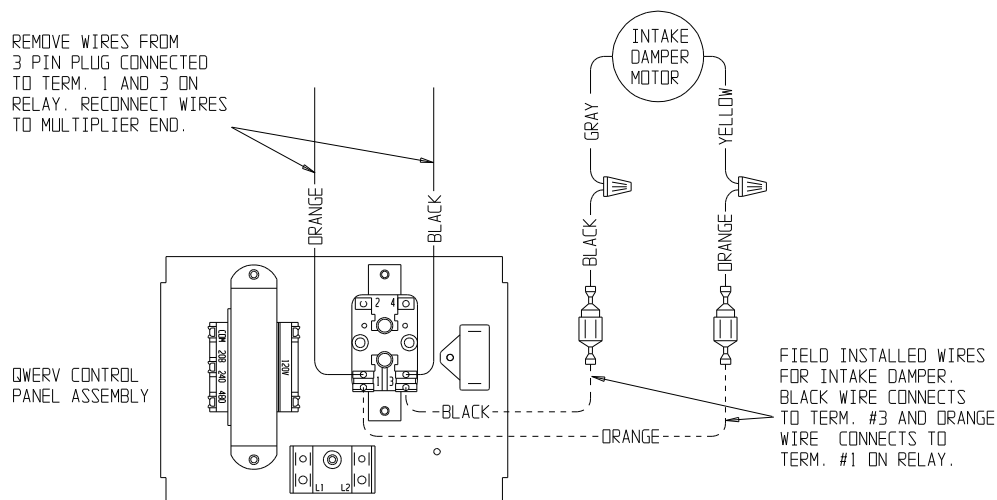


FIGURE 14



MIS-2787

5. Plug the two wires from motor actuated damper assembly into the two control panel wires added in Step 4.
6. Plug lower ERV blower assembly wires into upper ERV assembly and then reattach ERV assembly to condenser partition. See Figure 4 on page 2.
7. Re-install dual media wheel cassette and plug in cassette motor wires (see Figure 3 on page 2).
8. Attach front plate to ERV assembly as shown in Figure 2 on page 2.
9. Replace ERV exhaust filter (see Figure 2).
10. Plug in power and control plugs into corresponding plugs on the right underside of filter bracket (see Figure 1 on page 2).
11. Turn power to unit back on.
12. Close and latch unit door.