

Care, Cleaning & Repainting Cast Iron

If your grille is mounted in the floor, remove the grille when using household cleaners and liquids near the grille. If cleaners or liquids get on the grille it may start to rust.

To clean your grille, use a dry cloth to wipe away any dirt and dust.

If the paint on your grille becomes worn or the grille is rusting you may wish to repaint it. If there are any rust spots use a steel brush to remove the rust and thoroughly clean the grille. Apply a metal primer to the grille (follow can instructions for number of coats and drying time). After primer is dry the grille should be painted with a paint suitable for metal surfaces – your local hardware supplier can recommend a paint if you are unsure. Spray paint the grille with several coats of paint, alternating direction with each coat. Allow time for the grille to dry thoroughly before remounting in duct.

About your Aluminum/Steel Grille or Register *(If applicable)*

Care, Cleaning & Painting Aluminum & Steel Grilles

Both our aluminum & steel grilles have been powder-coated for a lasting finish. Use only a damp cloth (water) or diluted mild soap to wipe away dust and dirt. Be sure to remove all soap residue. Do not use any chemicals or cleaners.

Our aluminum & steel grilles come with a powder-coat finish. You can paint directly over this coating with a paint suitable for metal. Prep the surface using a fine Scotch-Brite pad or 120-140 grit sand paper. Make sure to scar all surfaces and wipe clean before painting. This process will help ensure paint adheres to the powder coating. Paint. Allow time for the grille to dry thoroughly before remounting in duct.

Lifetime Limited Warranty

Reggio Registers products are guaranteed for life; however, wear and tear is normal, especially in high traffic areas or damp conditions. Reggio Registers is not responsible for normal wear or scratching, nor damage caused by household chemicals or physical abuse.



1.800.880.3090 | www.ReggioRegister.com

31 Jytek Road, Leominster, MA 01453



Owner's Manual

Congratulations!

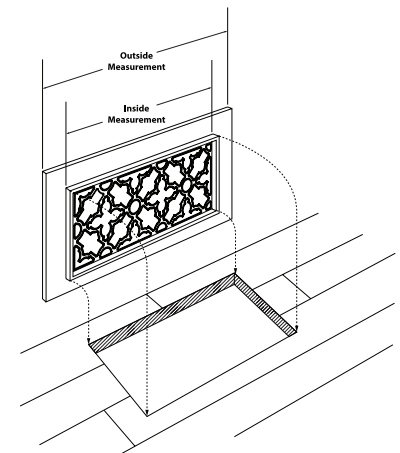
You are the owner of one of America's finest heating, ventilation and air conditioning accessories. Soon you'll be enjoying the same expanded livability of home or office that thousands of others have also found. Your decision to buy and install a Reggio product in your home or office reflects your good judgment in the face of rising energy and heating costs. You will be rewarded by years of dependable service by a much more efficient distribution of heat throughout your living space. Before you begin installation please take a moment to read these easy to follow instructions. Be sure you understand each step clearly as some of the steps with new construction require extra care to ensure an excellent final appearance.

Existing Construction

Installation of a Reggio Register Replacement Grille or Register

It's easy.

1. Remove the existing grille or register.
2. Double check that you've got the right size. Measure the opening in your floor, wall or ceiling. The width and length of the opening should match the width and length of the **inside measurements** of your replacement grille or register.
3. Insert your new Reggio Register product into the opening.
4. If your new product has screw holes, use screws provided to secure it to the floor, wall or ceiling. *Caution: Do not fasten the replacement into sheetrock alone – it must be fastened into wood.*



*Outside Measurements are larger than floor opening.
Inside Measurements should match measurements of
your floor or wall opening.*

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New Construction

Installation of a Reggio Register Grille or Register

Read Carefully Before Starting.

1. Place register (or grille) in desired location between floor joists (i.e. If register is to be mounted on ground floor, place register from the cellar side up onto bottom of ground floor). Try to center the register between joists if possible.
2. Make a template by measuring the flange (lip) on the underneath of the register. Transfer measurements to a piece of paper to match the shape of the register and cut out drawing. (Depending on the model your template may either be a rectangle or square).
3. Place template on ceiling and draw a thin line around the edge of the template. (In place of a template you can draw a line on the ceiling around the inside edge of the register using a sharp pencil and making a thin line). Remove register or template and mark a small "X" in each corner of the drawn rectangle. Drill a hole through the floor in each of the four corners. If you don't have a drill, you can drive a nail up into each corner.
4. Going upstairs, connect the outside edges of the drilled holes or nails and draw a rectangle. The new rectangle should be the same size as the inside edge of the register.
5. With a power saw, cut along the lines from corner to corner. With a hand saw, finish the cut all the way to the corners. This should complete the opening in the floor.

For Flush Mounting

Note: You should take extra care from this point on as it is the finish work that will show.

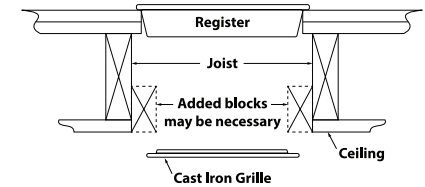
6. Lay the register in the hole. Draw a line around the outside edge of the register. Set the depth of your router to the same thickness as the outside rim of the register (approximately $\frac{3}{16}$ "). Cut along the inside of the line being careful NOT to cut over the line.

After you have gone around all four sides, make several passes with the router at the same depth along the rim beside the outer most groove. Chisel the rim until the register sets flush into the floor. For larger size grilles added blocks may be necessary to ensure stability.

If your grille has screw holes, screw grille into floor. We recommend drilling pilot holes for the screws: $\frac{3}{32}$ " for soft wood, $\frac{1}{8}$ " for hard wood.

Installation of a Reggio Ceiling Grille

1. Check to see what the dimension is between the ceiling joists.
2. It may be necessary to add some blocks to the ceiling joists (as shown right) so that you will have a firm support to fasten the screws. *Caution: Do not fasten the grille into the sheetrock alone – it must be fastened into wood.* We recommend drilling pilot holes for the screws: $\frac{3}{32}$ " for soft wood, $\frac{1}{8}$ " for hard wood.
3. Attach the grille to the ceiling using the screws provided.



About your Brass Grille or Register *(If applicable)*

In an effort to provide you the highest quality brass product, we have checked it to ensure the finish is free of scratches. A protective sheet has been applied to the top of the grille to protect the surface during shipping and handling. This sheet should be removed when you are ready for final installation. By removing the sheet you accept all responsibility for the condition of the grille.

Should any grille be returned to us it will be carefully inspected to ensure it is in its original condition, original packing and that the protective sheet is in place. A returned grille that is not in original condition (even with the sheet in place) will cause your refund to be reduced or denied depending on the degree of damage.

All of our brass products are also supplied to you with a lacquer coating covering the entire surface. This will help protect the brass from tarnishing.

Care & Cleaning of Brass

If your grille is mounted in the floor, remove the grille when using household cleaners and liquids near the grille. If cleaners or liquids get on the grille it may remove or eat through the lacquer, which will cause the grill to tarnish.

To clean your grille, use a dry cloth and wipe gently with the grain of the brass to wipe away any dirt and dust. A slightly damp cloth (water only) can be used if needed – be sure to dry the grille immediately.

About your Cast Iron Grille or Register *(If applicable)*

All of our cast iron products are supplied with a flat black paint covering the entire surface. This helps the cast iron resist rusting. There is no definite time of how long the paint will protect the grille. The conditions where the grille is placed such as: humidity wetness and foot traffic will determine this. *Note: All cast iron will eventually rust if not treated in some way such as applying a primer and rust resistant paint.*