



Every cooling and heating system supplies air into the rooms using ducts and these duct openings are covered by supply grilles. To maintain the same pressure all over the house, return air ducts are used that recirculate the air or vent it outside. The return air openings are covered by grilles that are called return air grilles. Return air filter grilles allow a filter to be mounted inside them to trap particles and germs thus cleaning the air. The filters often have MERV rating depending on their ability to trap the particles and germs. The filters need to be replaced regularly to ensure flow of clean air. Also, when filters get dirty, it can affect the efficiency of the heating or cooling system.

#### How to Install a Return Air Filter Grille

##### **For replacement of filter grille (existing installation)**

Step 1 – Sizing the return air filter grille.

The size of the hole is likely to be the same as the size of filters in the filter grille that you plan to replace.

**Alternatively or for new installation**, measure the size of the hole in the wall or ceiling to figure out the filter grille size. The back of the filter grille frame slides into the hole; therefore, the size of hole needs to be approximately the same size as the filter grille.

For example, in an approximately 16 inch x 25 inch hole size, the size of the required filter grille is 16 inch x 25 inch. All Venti Air filter grilles are described as width (W) x height (H). Therefore, a 16 x 25 filter grille is 16 inches wide and 25 inches high. In Venti filter grilles, the opening and closing latch is always on the width side. This allows you to open them from the top when installed on the sidewall.

Step 2 – The filter grille consists of two parts: frame and grille (face). On the wide side, the grille has latches on the top and take apart hinges at the bottom. Please

see the pictures below. Only the frame needs to be installed after removing the grille as they come packaged together. If it is a replacement, then after removing the grille, remove the old frame by removing the screws. Slide in the new frame and hold it in place using the built-in tabs. Secure it with screws. Lastly, you can attach the grille (face) to the frame and you are done. On attachment, the latches will go on the top and take apart hinges at the bottom.

Step 3 – If it is a new installation, then we recommend the use of a trained and licensed HVAC technician. This process can require identifying the proper location for the filter grille, cutting the sheet rock to correct size and securing the hole, removing insulation, etc., so that the filter frame can be installed properly.



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