

# Operation and Maintenance Manual

RAP 204 H / CC / CCPC

Series Space Saver™ Odor  
and Particulate Controller

## Important:

Your unit is shipped in two boxes. The first box contains the motor blower with controls, and the second box contains the lower body assembly with the filters.

Model No. \_\_\_\_\_

Serial No. \_\_\_\_\_



## UNPACKING

- 1 Carefully unpack the RAP 204 from its shipping container. Be sure to save the shipping container and packaging material in case the unit has to be re-shipped for any reason.
- 2 Carefully inspect the unit for any shipping damage. If damage has occurred, contact the freight company immediately for a claim number. Do not return the equipment to the factory without a Material Return Authorization.
- 3 Install the top motor section to the lower body section that holds the filters by lining up the arrows and attaching the four latches.

## PRE-OPERATION (applies to RAP 204-CC and RAP 204-CC/PC only)

The unit must be turned on for a 30 minute “blowout”, which will result in a small amount of carbon dust being blown out of the top of the RAP 204. Carbon dust will have been created in the carbon cartridge during shipping. It is best if the “blowout” process is done in an area that is well ventilated and can accept the carbon blowout without problem.

## OPERATING

- 1 Position the RAP 204 in an appropriate location. The more central the location, or as close to your contaminant source, the better the unit will perform.

### IMPORTANT!

DO NOT PLACE THE UNIT IN A CORNER OR AGAINST A WALL, AS THIS WILL SIGNIFICANTLY DIMINISH THE EFFECTIVENESS OF THE AIR SCRUBBING PROCESS.

- 2 Plug the unit into a 115VAC/60 Hz wall outlet.
- 3 Turn the unit on by rotating the knob on the speed control switch located at the rear of the unit.
- 4 The RAP 204 will come on at high speed; by rotating the knob, you may select your desired speed and sound level.
- 5 The RAP 204 is designed to run 24 hours a day.

During the timeframe when the room will be occupied, you may select the speed and cleaning level desired. When you leave the room, the RAP should be turned to “high” as this will allow for a more contaminant-free environment when you return.

## PRE-FILTER REPLACEMENT

### IMPORTANT!

ALWAYS HAVE A SUPPLY OF THE GRAY PRE-FILTERS ON HAND. OBTAIN THESE FROM ELECTROCORP OR YOUR LOCAL DISTRIBUTOR; 6 PRE FILTERS TO A CASE.

In the RAP 204 CC/PC the gray pre-filter is wrapped around the particulate cartridge, while in the RAP 204 CC the gray pre-filter is wrapped around the carbon cartridge, above the 0.3-micron wrap. In the RAP 204 H the gray pre-filter is wrapped around the HEPA filter. This pre-filter captures large dust type particulate and will protect and extend the life of the white particulate filters. The pre-filter should be replaced whenever there is a noticeable dust build-up.

- 1 Disconnect the unit from the electrical outlet.
- 2 Release the four latches and set the blower assembly aside.
- 3 The pre-filter is held in place at its seam by a length of double sticky side tape. Gently pulling the pre-filter away from the sticky tape will allow you to remove the pre-filter for replacement.
- 4 Remove a new pre-filter from its packaging. Wrap the pre-filter around the carbon filter (CC) or particulate filter (CC/PC). Expose the sticky side of the tape by removing the protective strip. Pull tightly and press the tapped end of the pre-filter against the other end, for a secure attachment.
- 5 Replace the carbon filter or the particulate filter back in the unit.
- 6 Reinstall the blower assembly by lining up the arrows and securing the latches.
- 7 If necessary, rotate the blower assembly so that the latches line up evenly with their matching strike plates and secure the latches.

## HEPA FILTER REPLACEMENT (APPLIES TO RAP 204 H ONLY)

- 1 Disconnect the unit from the electrical outlet.
- 2 Release the four latches and set the blower assembly aside.
- 3 The HEPA cartridge is the only filter cartridge contained in the RAP 204 H. Replace the HEPA cartridge by lifting the spent HEPA out and inserting a new HEPA cartridge in its place.

### IMPORTANT!

IN A RAP 204 H, PRIOR TO INSERTING THE NEW HEPA FILTER, YOU MAY HAVE TO INSTALL THE PRE-FILTER (SEE PRE-FILTER REPLACEMENT).

- 4 Reinstall the blower assembly by lining up the seam on the blower with the seam on the unit's grill.
- 5 If necessary, rotate the blower assembly so that the latches line up evenly with their matching strike plates and secure the latches.

### .3-MICRON FILTER REPLACEMENT (APPLIES TO RAP 204 CC ONLY)

The RAP 204 CC is shipped with a 0.3-micron filter wrapped around the outside of the carbon canister, underneath the gray pre-filter.

**IMPORTANT!**

ALWAYS HAVE A SUPPLY OF THE .3-MICRON FILTERS ON HAND. OBTAIN THESE FROM ELECTROCORP OR YOUR LOCAL DISTRIBUTOR; THREE .3 MICRON FILTERS TO A CASE.

**.3 Micron filters should be replaced every 6 to 9 months or if there is a noticeable reduction in airflow.**

**When you replace the pre-filter, note if the .3-micron filter has turned to a dark color; if so, this is a good sign that it should be replaced.**

- 1 Disconnect the unit from the electrical outlet.
- 2 Release the four latches and set the blower assembly aside.
- 3 Remove the pre-filter.
- 4 The .3-micron filter is held in place at its seam by a length of double sticky side tape. Gently pulling the .3-micron away from the sticky tape will allow you to remove the filter for replacement.
- 5 Remove a new .3 micron filter from its packaging. Wrap the filter around the carbon filter (CC). Expose the sticky side of the tape by removing the protective strip. Pull tightly and press the tapped end of the filter against the other end, for a secure attachment.
- 6 Replace the pre-filter with a new one (see section "Pre-filter Replacement")
- 7 Replace the carbon filter back in the unit.
- 8 Reinstall the blower assembly by lining up the arrows and securing the latches.
- 9 If necessary, rotate the blower assembly so that the latches line up evenly with their matching strike plates and secure the latches.

## PARTICULATE FILTER REPLACEMENT (applies to RAP 204 CC/PC only)

Contact Electrocorp or your local distributor for replacements. Each new particulate cartridge includes a new pre-filter, which is attached at the factory.

- ❶ Disconnect the unit from the electrical outlet.
- ❷ Release the four latches and set the blower assembly aside.
- ❸ The particulate filter cartridge is the outer of two filter cartridges contained in the RAP 204 CC/PC. Lift the spent particulate cartridge out of the RAP and insert a new cartridge in its place.
- ❹ Reinstall the blower assembly by lining up the seam on the blower with the seam on the unit's grill.
- ❺ If necessary, rotate the blower assembly so that the latches line up evenly with their matching strike plates and secure the latches.

## CARBON LIFE

Your sense of smell is your best indicator that the carbon cartridge needs to be replaced. Odors will persist when the carbon can no longer adsorb any more out-gassing fumes from your contaminant source.

## CARBON CARTRIDGE REPLACEMENT

Pre-order a RAP 204 CC/PC or RAP 204 CC carbon cartridge from Electrocorp or your local distributor.

- ❶ Disconnect the unit from the electrical outlet.
- ❷ Release the four latches and set the blower assembly aside.
- ❸ The carbon cartridge is the only filter cartridge contained in the RAP 204 CC and is the inner of the two filter cartridges contained in the RAP 204 CC/PC. Replace the carbon canister in the RAP 204 CC/PC by lifting the spent carbon cartridge out and inserting a new cartridge in its place.
- ❹ Prior to inserting the new cartridge in a RAP 204 CC, you may have to install the .3-micron filter (see .3 micron Filter Replacement) and the pre-filter (see pre-filter replacement).
- ❺ Reinstall the blower assembly by lining up the seam on the blower with the seam on the RAP's grill.
- ❻ If necessary, rotate the blower assembly so that the latches line up evenly with their matching strike plates and secure the latches.

### IMPORTANT!

REPEAT THE "BLOWOUT" PROCESS AS INSTRUCTED IN PRE-OPERATION.

**REFILLING THE CARTRIDGE WITH NEW CARBON (applies to RAP204 CC only)**

Pre-order bulk replacement carbon from your Electrocorp dealer, that matches the original mixture that came with your RAP 204.

**CAUTION!**

THE FOLLOWING PROCEDURE SHOULD BE DONE IN A WELL-VENTILATED AREA. THE OPERATOR SHOULD WEAR A DUST MASK AND EYE PROTECTION DUE TO CARBON DUST BEING CREATED DURING THE FILLING PROCESS.

- 1 Disconnect the unit from the wall outlet. Release the four latches and set the blower assembly aside.
- 2 Remove the carbon cartridge.
- 3 Place the cartridge in a box or plastic bag that can accept the spent carbon. Remove the cartridge top by undoing the four sheet metal screws.

**IMPORTANT!**

VACUUM THE CARBON OUT OF THE CARTRIDGE OR POUR THE CARBON OUT.

- 4 Use a scoop, or pour replacement carbon into the open area between the inner screen and the outer screen. Do this until the area is completely filled to the top of the screens. Occasionally tap the sides of the outer ring to help settle the carbon.
- 5 Replace the cartridge top and the four sheet metal screws.
- 6 Replace the carbon filter back in the unit and reinstall the blower compartment.

**IMPORTANT!**

REPEAT THE "BLOWOUT" PROCESS AS INSTRUCTED IN PRE-OPERATION.

**Dispose of the spent carbon cartridge in a manner approved by your state and local waste disposal regulations. If you have questions please contact Electrocorp's Service Department at (866) 667-0297 or FAX (877) 688-2193.**

## RAP204 - UV REPLACEMENT



### STEP 1

Unplug the RAP 204.  
Undo the latches and set the top section on to a table.



### STEP 2

Remove the four screws that hold together the blower compartment (top) and the UV compartment (bottom).



### STEP 3

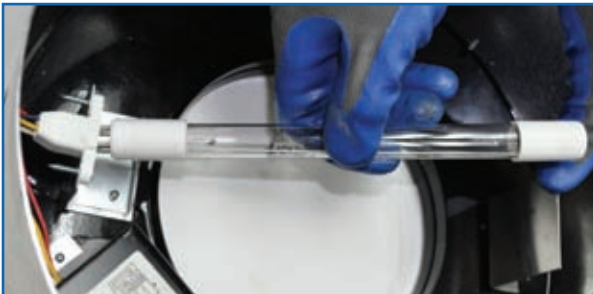
Carefully, remove halfway the blower compartment, enough to clear the UV bulb.

Be careful, when you remove the blower compartment, to not damage the two power wires!



### STEP 4

While you are holding the UV bulb, with your thumb, tilt forward the aluminum plate that hold the end of the UV bulb and pull the bulb out of the socket.



### STEP 5

Stick in a new UV bulb. Install the top section back to the RAP204, by reversing the 1 to 4 steps.

## PRODUCT WARRANTY

Electrocorp does not warrant, expressed or implied, our products to be medical devices. We do not claim or warrant, expressed or implied, that they are intended to prevent or reverse any medical condition that a user of this equipment may have. We do not guarantee or warrant, expressed or implied, our equipment to protect an individual from contracting any particular disease or illness.

Electrocorp warrants its products to be free of defects in material and workmanship for twelve months after shipment from the factory. Electrocorp will provide factory service when the warranted equipment is returned to the factory freight prepaid. Electrocorp's liability under this warranty is limited to the repair or replacement of defective material, and in no event shall it be liable for consequential or indirect damages.

This warranty shall not apply to equipment subjected to accidental damage, misuse, alteration, or deterioration due to extended storage or exposure. Nor shall it apply to items requiring normal replacement such as filters or fuses.

This warranty constitutes Electrocorp's exclusive limited warranty, there being no other warranties, expressed or implied, including any warranty of merchantability or fitness for a particular purpose.



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Air Filtration Systems

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