

# Operation and Maintenance Manual

4000/5000/6000 Series



## Congratulations!

You are moments away from fresher, cleaner indoor air. Your new AllerAir unit will combat many of the chemicals, gases, odors and particles responsible for poor indoor air quality (IAQ). Poor IAQ may cause or worsen allergies, asthma, multiple chemical sensitivities (MCS) and sick building syndrome. We recommend proper maintenance of your unit to keep it running efficiently for years to come.

### Operation:

All units except D and DX models are shipped fully assembled and ready for use. (D and DX model owners may refer to their additional instruction sheet for filter installation, or refer to Page 6 of this booklet.)

#### Note:

As original packaging is required for warranty returns, new AllerAir owners are advised to keep boxes and shipping materials.

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

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

## GETTING STARTED

- Keep packaging in case of warranty returns
- Wipe the unit with a soft damp cloth to remove any dust which may have accumulated during shipping
- Check the inlet opening for extra prefilters if ordered. (Bottom of unit)
- Place the unit on its casters and plug it into a 120-volt outlet with ground
- Run the unit on TURBO for a few minutes to re-adjust the airflow patterns in the room
- Depending on your interior conditions, you may choose to run the unit on HIGH during the day and on LOW at night\*
- Running the unit on LOW is energy-efficient and increases the amount of air dwell time in the cleansing chambers

\*Depending on interior dust conditions. For VOC's, chemicals, smoke or odors we suggest operating continuously on the low setting to allow for the longest dwell time and adsorption.

## REPLACING OR CLEANING THE PRE-FILTER

We recommend changing or cleaning pre-filters every one to two months.

**STEP 1**

Turn the unit off, unplug it, and gently lay it on its side.

**STEP 2**

Slowly remove the dirty pre-filter to avoid dispersing its contents.  
**To clean:** Carefully vacuum both sides of the filter.  
**To discard:** Gently insert into a plastic bag and discard.

**STEP 3**

**To install:** Gently press the pre-filter flat against the inner walls of the innermost filter. Return the unit to an upright position.

### WARNING!

REFRAIN FROM POKING OR STICKING ANY OBJECT INTO THE UNIT'S AIR VENT DISCHARGE.

## PRE-FILTER ORDER REFERENCE NUMBERS\*

To order a new pre-filter, call AllerAir toll-free at 1-888-852-8247 during regular business hours (EST), or send an e-mail to [info@allerair.com](mailto:info@allerair.com)

Models	Prefilters	4000	5000	6000	Notes
Exec, Vocabr	Poly Prefilters	A4FMP006	A5FMP009	A6FMP012	packs of 4 or 8
DS Models	Tacky Prefilters	A4FMPS06	A5FMPS09	A6FMPS12	packs of 10
MCS Models	Cotton Prefilters	A4FCP016	A5FCP019	A6FCP022	packs of 6

\*Please use the above part numbers when ordering your replacement parts.

## REPLACING HEPA and/or CARBON FILTERS

**STEP 1**

Make sure the unit is set to "Off" and the unit is **unplugged**. Place the unit upside down, so that the wheels face up.

**STEP 2**

Using a #2 Philips screwdriver, remove the four screws that hold the base onto the unit.

**STEP 3**

Grasp the wheels. Remove the base by pulling gently on the wheels.

**STEP 4**

Reach inside the unit, and remove felt pad.

**STEP 5**

First, **remove** the carbon filter. (pull up gently by placing thumbs on the inner side of the filter)

**STEP 6**

Then, **remove** the HEPA filter with the same technique.

**STEP 7**

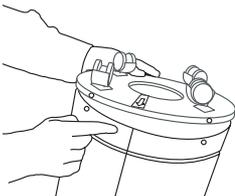
Now, **place** the new HEPA filter into the unit.

**STEP 8**

Then, **place** the new carbon filter into the unit. **See page 5 for instructions on replacing carbon filling.**

**STEP 9**

Put back the felt pad removed in **STEP 4**.

**STEP 10**

Replace the base, making sure the arrow on the gold sticker lines up with unit's rear seam.

**STEP 11**

Replace the four screws.

**STEP 12**

Turn the unit back onto its wheels. It is now ready for use.

## HEPA & CARBON FILTERS ORDER GUIDE

- These replacement filters will extend the life of your AllerAir unit. Please be sure to follow the instructions for changing the filters in your unit.
- We recommend changing pre-filters every two months, HEPA filters every three to five years, and carbon filters every two years.

## ORDER REFERENCE NUMBERS

Please use the numbers in the following charts when placing your order. Call AllerAir at 1-888-852-8247 during regular business hours (EST) or send an e-mail to [info@allerair.com](mailto:info@allerair.com).

### HEPA Filter Order Guide

Models	4000	5000	6000
Exec, Vocarb	A4FMH0411	A5FH0411	A6FH0411
MCS	–	A5FH0420	–

Please use the following part numbers when ordering your replacement parts.

### Microparticulate Electrostatic Filter Order Guide

Models	4000	5000	6000
D Models	A4FMR002	A5FMR002	A6FMR002
DX Models			
DS Models			
MCS D Models			

Please use the following part numbers when ordering your replacement parts.

This is the filter that wraps around any D, DX, DS or MCS D carbon filter.

### Replacement Carbon Filter Order Guide

Models	4000	5000	6000
Exec Models 2"***	A4FCW320	A5FCW320	A6FCW320
Exec Models 2.5"***	A4FCW325	A5FCW325	A6FCW325
Vocarb Models 2"***	A4FCW220	A5FCW220	A6FCW225
Vocarb Models 2.5"***	A4FCW225	A5FCW225	A6FCW225
D Exec Models 3"	A4FCW330	A5FCW330	A6FCW330
D Vocarb Models 3"	AA4FCW230	A5FCW230	A6FCW230
DX Exec Models 3.5"	A4FCW335	A5FCW230	A6FCW335
DX Vocarb Models 3.5"	A4FCW235	A5FCW235	A6FCW235
DS Models 3"	A4FCW630	A5FCW630	A5FCW630
MCS Models 2"	A4FCW120	A5FCW120	A6FCW120
DXS 3.5"	–	A5FCW635	A6FCW635

Please use the following part numbers when ordering your replacement parts.

If you have ordered a special blend of carbon in the past please let us know about it when ordering the replacement.

\*\*Please refer to your carbon filter depth when ordering a replacement.

## REFILLING THE CARBON CANISTER

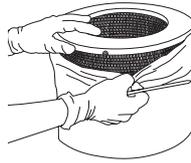
- Your AllerAir unit contains a refillable carbon filter. You may choose to refill it\* or simply purchase a new filter. **Tools Required:** Philips screwdriver, garbage bag large enough to hold all of the old carbon, rubber mallet.
 

\*When changing the carbon filter, it should be placed on a newspaper or protective surface as it may leak some carbon particles.
- AllerAir makes a special funnel to evenly refill carbon filters. Call 1-888-852-8247 during regular business hours (EST) or send an e-mail to [info@allerair.com](mailto:info@allerair.com).



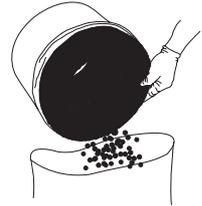
### STEP 1

Remove the carbon filter from the unit by pressing thumbs against the inner rim and pulling up.



### STEP 2

Gently pull back the pre-filter to access the four screws at the top of the filter. Remove the screws with a Philips screwdriver and take off the lid of the filter.



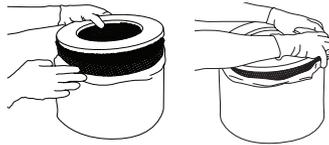
### STEP 3

Discard all of the old carbon. Pour it into a garbage bag of adequate size and tie the bag shut.



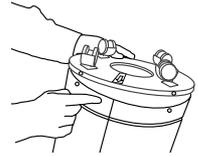
### STEP 4

Pour in the new carbon, using a funnel if desired. As you pour, tap the sides of the filter with the rubber mallet to help settle the carbon granules.



### STEP 5

When the filter is full, replace the lid and its screws. Adjust the pre-filter, and gently slide the filter back into the unit.



### STEP 6

Replace the felt gasket. Replace the base of the unit. Align the arrow on the gold sticker with the unit's seam, and replace the four screws with a Philips screwdriver.

## Empty Carbon Canisters Order Guide

Models	4000	5000	6000	Notes
2" Canister**	A4FC0500	A5FC0500	A6FC0500	Exec & Vocarb; MCS models
2.5" Canister**	A4FC1500	A5FC1500	A6FC1500	Exec & Vocarb models
D Models	A4FC2500	A5FC2500	A6FC2500	–
DX Models	A4FC3500	A5FC3500	A6FC3500	–

Please use these part numbers when ordering your replacement parts.

\*\*Please refer to your carbon filter depth when ordering a replacement.

## Bulk Carbon Order Guide

Models	4000	5000	6000
Exec Mix	AM000911	AM000911	AM000911
Vocarb Mix	AM000912	AM000912	AM000912
Tobacco Smoke Mix	AM000912	AM000912	AM000912
MCS Mix	AM000901	AM000901	AM000901
Special Blend Mix	Please Call		

Please use these part numbers when ordering your replacement parts.

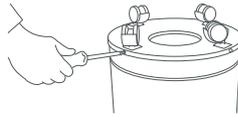
## FILTER ASSEMBLY D, DS and DX

The model you have selected is shipped in 2 separate boxes to protect certain components. The filter comes in one box, and the outer shell of the unit, containing the motor and the fan, comes in another. Filters must be installed before turning the unit on in order for it to work. AllerAir technicians recommend removing the base, installing the filter, and replacing the base according to the following steps:



### STEP 1

Make sure the unit is set to "Off," and **unplug it**. Lay the unit upside down, so that the wheels face up.



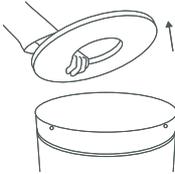
### STEP 2

Using a #2 Philips screwdriver, remove the four screws that hold the base onto the unit.



### STEP 3

Grasp the wheels. Remove the base by pulling gently on the wheels.



### STEP 4

Reach inside the unit, and remove only **1** of the **2** felt pads.



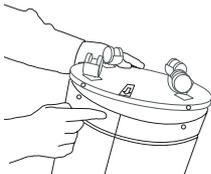
### STEP 5

Gently insert the carbon filter (either a Model D, DS or DX Carbon) into the unit, either end up.



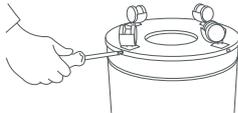
### STEP 6

Put back the felt pad removed in **STEP 4**.



### STEP 7

Replace the base, making sure the arrow on the gold sticker lines up with unit's rear seam.



### STEP 8

Replace the four screws.



### STEP 9

Turn the unit back onto its wheels. It is now ready for use.

## REPLACING UV BULB AND BALLAST

**WARNING!**

ALWAYS UNPLUG UNIT FROM POWER SOURCE BEFORE PERFORMING ANY MAINTENANCE.

**STEP 1**

Turn the unit "Off" and **unplug it**. Gently turn it over and lay it upside down.

**STEP 2**

Using a #2 Philips screwdriver, remove the four screws that hold the base onto the unit.

**STEP 3**

Gently grasp the wheels, and remove the lid by pulling gently.

**STEP 4**

Remove the felt pad.



Carbon Filters

**STEP 5**

Remove the filter(s) according to the indicated directions.



HEPA Filters

**STEP 6**

Remove the three screws in the filter end plate, and remove the end plate.

**7A**

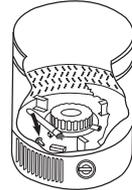
4 PIN SOCKET

**7B**

WING NUT

**STEP 7**

For a 10-watt bulb:



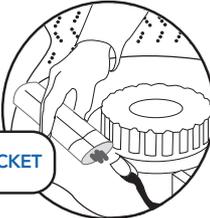
- A. Unplug the four-pin socket from the bulb.
- B. Loosen the wing nut that holds the bulb in place.
- C. Carefully remove the bulb.

**7A**

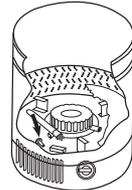
NYLON WRAP

**7B**

4 PIN SOCKET

**STEP 7**

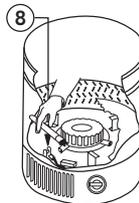
For a 20-watt bulb:



- A. Carefully cut the band of nylon that holds the UV bulb in place (for shipping purpose only).
- B. Unplug the four-pin socket.
- C. Carefully remove the bulb.

**STEP 8**

Place the new bulb in the holder. Make sure it is horizontal. Make sure it is not touching any of the other components.

**STEP 9**

Replace the four-pin socket.

**STEP 10**

Replace the filter end plate. Replace the screws, filter(s) and bottom with the 4 screws.

**IMPORTANT!**

UV SYSTEMS NOT AVAILABLE IN CALIFORNIA.

## TEN YEAR LIMITED WARRANTY

Your AllerAir unit comes with a 10-year limited warranty excluding expendable parts such as pre-filters and filters. This warranty provides for the repair of any defective components and labor for 5 years from the date of delivery. An additional 5-year warranty is provided on parts. This product is not covered against damage resulting from misuse. This warranty is provided to the original purchaser and may not be transferred. A return authorization number is required for warranty repairs. Please contact AllerAir at 1-888-852-8247 for more information.

## THE ALLERAIR AIR FILTRATION SYSTEM

### ACTIVATED CARBON

Your AllerAir air purifier contains activated carbon that permanently traps dangerous airborne chemicals, gases and odors. This vital filter should be changed approximately every two to three years, depending on the environment in which the unit is operating. You can also upgrade your Exec, Vocabr or D unit at any time to accommodate a larger and deeper carbon filter suitable for removing heavier concentrations of chemicals, gases and odors.

### PRE-FILTER

The pre-filter included with your unit removes larger particles and helps prolong the life of your HEPA filter. The pre-filter should be vacuumed or replaced every three months.

### LASER TESTED, MEDICAL-GRADE HEPA\*

HEPA or high-efficiency particulate air filters were originally developed by the military to remove radio-active dust, and are now the primary particle filtration systems used in hospitals, laboratories, electronic clean rooms and any application where clean air is critical. Today, HEPA filters are widely recommended by allergists, doctors and indoor air quality experts for home and office. They trap an amazing 99.97% of airborne particles at 0.3 microns, including dust, hair, pollen and even some bacteria and viruses. Depending on the particle level in the environment in which the unit is used, your HEPA filter should be replaced every three to five years.

\*Note that chemical and odor models D and DX feature a micro-particle filter which is rated to trap at least 95% airborne particles.

## THE ALLERAIR ADVANTAGE

- Our units offer complete air filtration removing airborne chemicals, gases, odors and particles.
- Our deep bed, activated carbon filters last longer than the average thin filter which is generally carbon sprayed onto a synthetic material.
- Our units do not use dangerous ozone technology
- Our units are manufactured to clean your air and therefore are not made with a plastic housing, or other materials which may off-gas chemicals.
- Our units are powered by American-made motors that are energy efficient and cost only pennies a day to operate.

### IMPORTANT NOTICE!

PLANNING ON PAINTING YOUR HOME? READ THIS FIRST:

Particles from paint may clog your HEPA filter, therefore we recommended that users unplug their units and remove the HEPA filter, storing it off-site until the paint job is complete. Due to the serious toxic nature of paint it is also recommended that your carbon filter be replaced or refilled in the weeks after the paint job is complete. See, Replacing HEPA and/or carbon filters, for instructions on how.

