Sphere Setup Instructions
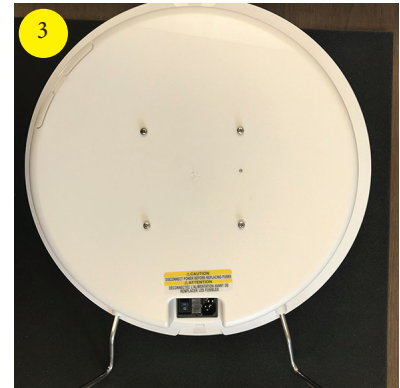
Installing the UV Bulb

1

Carefully open shipping box and place foam cover on tabletop.

2

Remove Sphere from shipping box.

3

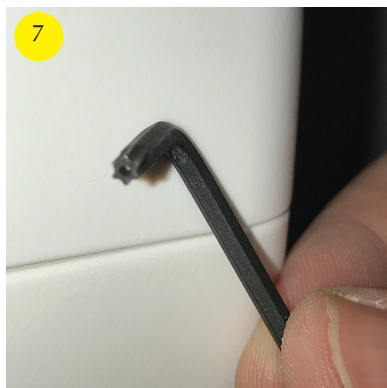Position Sphere face-down on foam insert on a tabletop.

4

Locate power cord and UV-A Bulb tube underneath cardboard tray insert.

5

UV bulb is located in the cardboard tube (shown on the right).

6

Carefully remove UV bulb from the cardboard tube.

7

Select L-shaped TORX tool to remove safety screws.

8

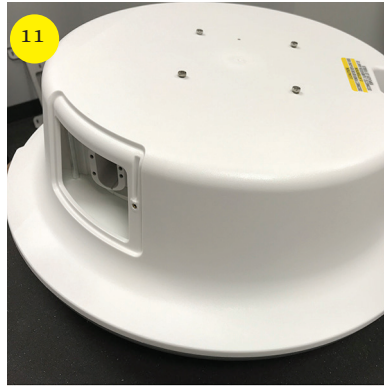Remove top safety screw.

9

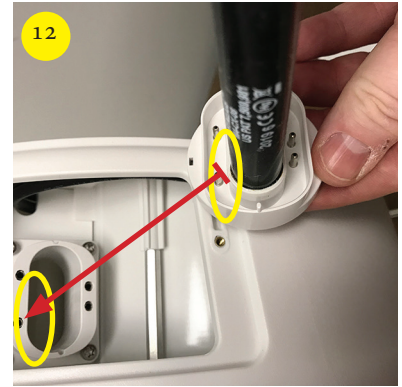Remove bottom safety screw.

Installing the UV Bulb cont.

Remove UV bulb cover safety screw.

Remove bulb cover.

Match wide UV-A bulb pins to wide pattern in the bulb socket.

With wide pins on the left, insert UV-A bulb into bulb socket.

Gently press bottom of bulb to ensure it is fully inserted.

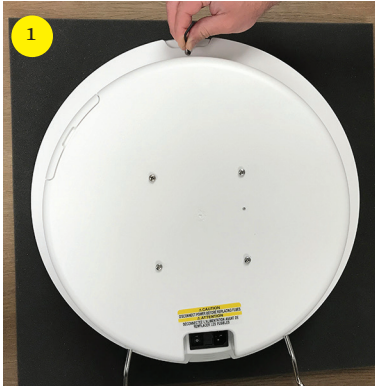Replace bulb cover.

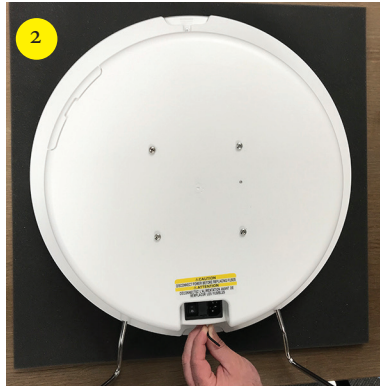Tighten UV bulb cover safety screw.

Tighten top safety screw.

Tighten bottom safety screw.

Sphere Sail Installation

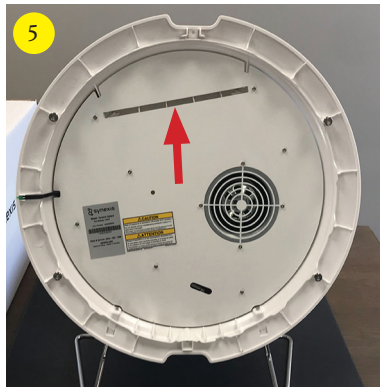**1** Remove top safety screw with the L-shaped TORX tool.

2 Remove bottom safety screw with the L-shaped TORX tool.

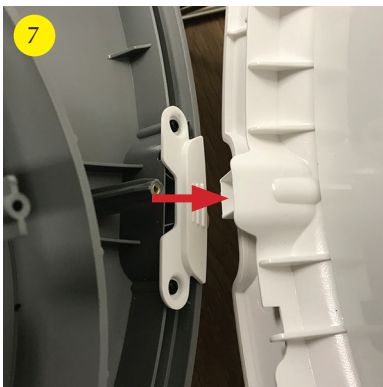**3** Grab recess and pull top and bottom of cover to disengage magnets.

4 Remove front cover.

5 Locate slot for Sail.

6 Holding tabs, insert Sail into slot.

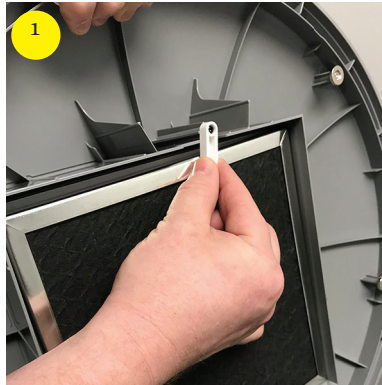**7** To re-install front cover, position bottom pin over slot. Let magnet re-engage.

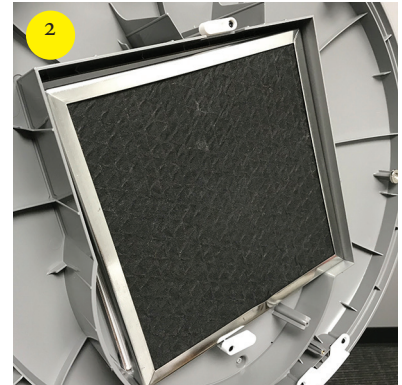**8** Position top pin over slot. Let magnet re-engage. Fasten safety screws.
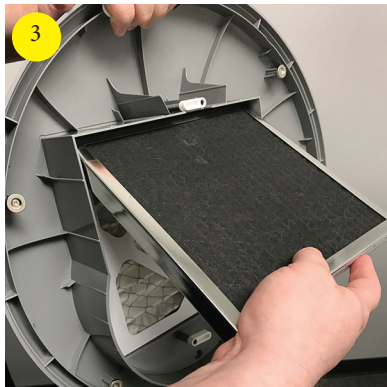
Replacing the Filters
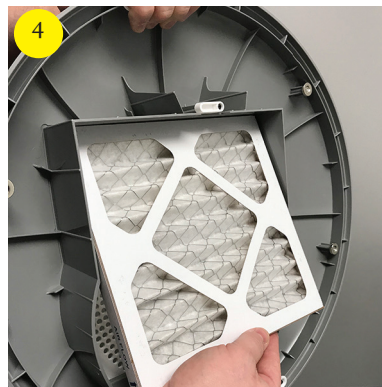
Follow maintenance schedule outlined in MyAccount

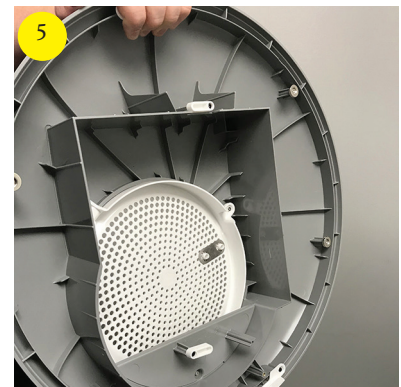On front cover, turn the white tabs 90 degrees.
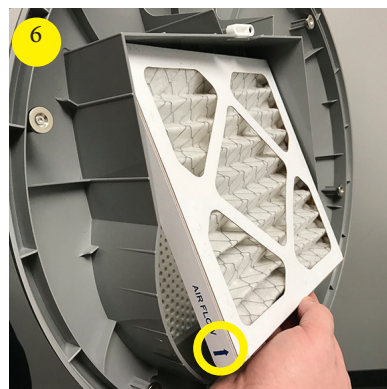
You will see two filters here.
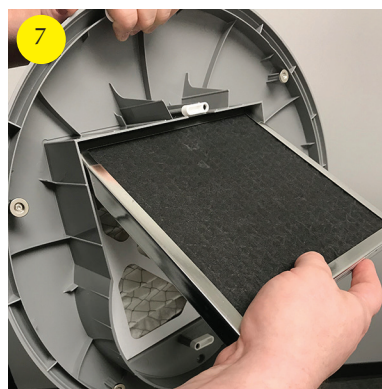
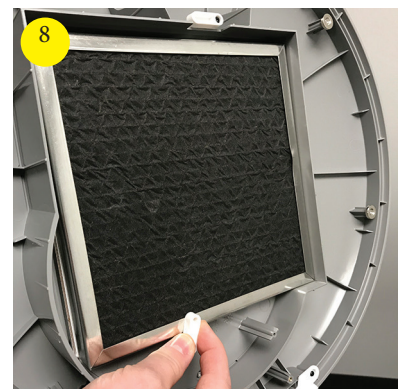First, remove the carbon filter.

Then, remove old MERV 11 filter.

Check compartment for loose debris.

Insert new MERV 11 filter with airflow arrow pointing toward you.
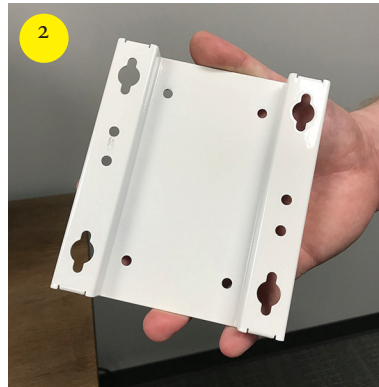
Replace carbon filter on top of the MERV 11 filter.

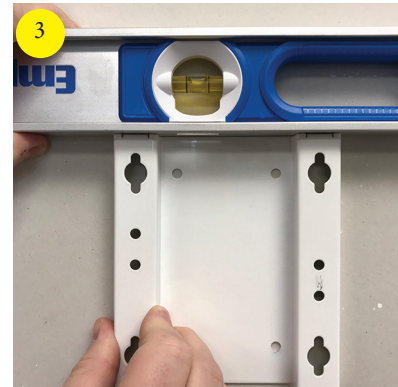Rotate white tabs 90 degrees to secure both filters into place.

Mounting Sphere to Wall

1

36″

Top of Sphere should be mounted to the wall at a minimum of 36″ below the ceiling.
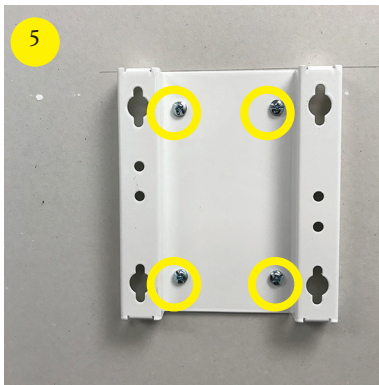

2

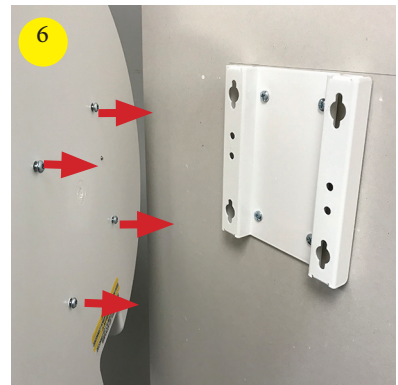Locate wall mount bracket.

3

Use a level to properly align bracket to mounting location.

4

Mark drill holes on wall using the bracket as a guide.

5

Use appropriate-sized screws to secure wall mount bracket to the wall.

6

Ensure mounting screws stick out far enough from the Sphere to fit into the slots of the mounting bracket.

7

Position Sphere to mounting bracket, aligning mounting screws with the outer holes on the bracket.
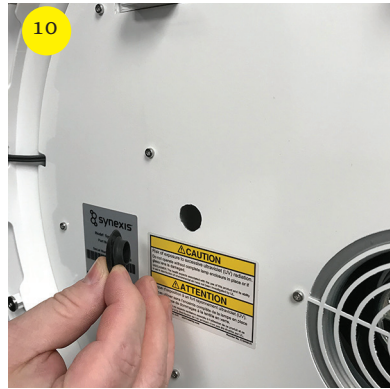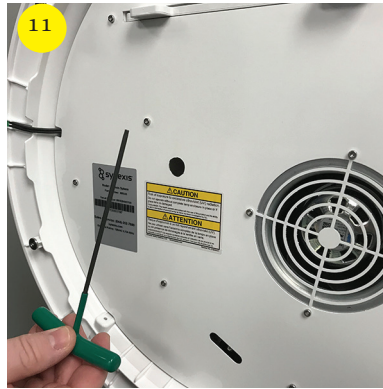

8

Slide Sphere down onto wall mount bracket.
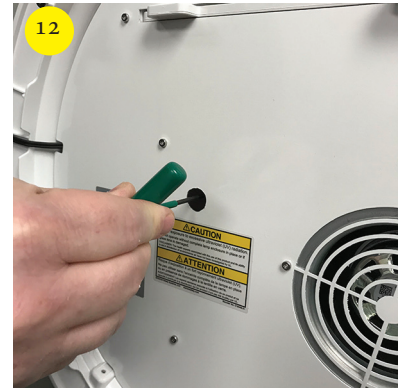

9

Locate rubber grommet for security screw access.
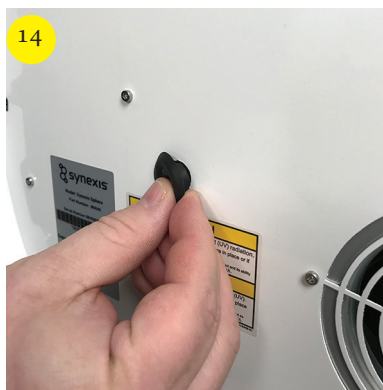
Remove rubber grommet.

Select green T-handle screwdriver.
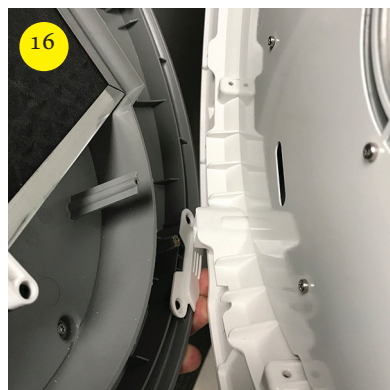

Tighten security screw.

Make sure security screw is tightened all the way.

Re-insert rubber grommet into security screw hole.
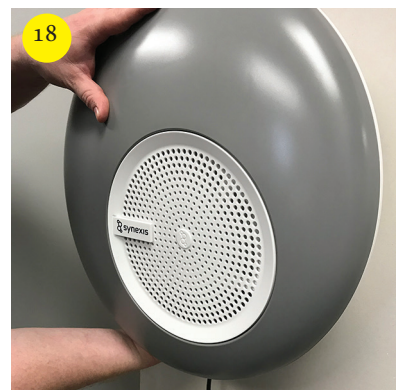

Rubber grommet is now in place.

To re-install front cover, position top and bottom pins over slots. Let magnets re-engage.
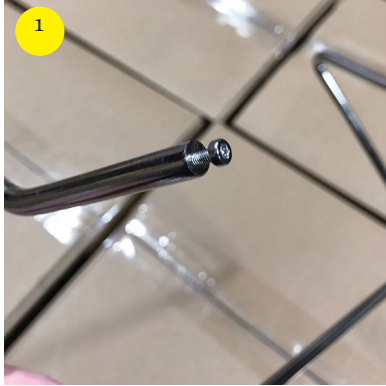

Push front cover back into place.

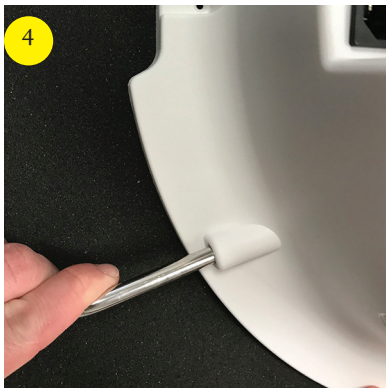Make sure device is securely hung on the wall.

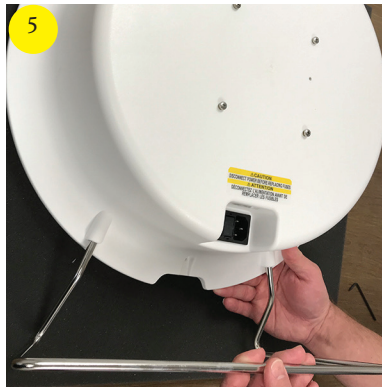# Installing the Stand

Stand ships with screws pre-installed.

Remove left and right screws from metal stand.

Align legs of metal stand to the two recessed holes on bottom of Sphere with horizontal piece closest to you.

Insert first leg into left recessed hole.

Squeeze ends slightly together to fit second leg into recessed hole on the right side.
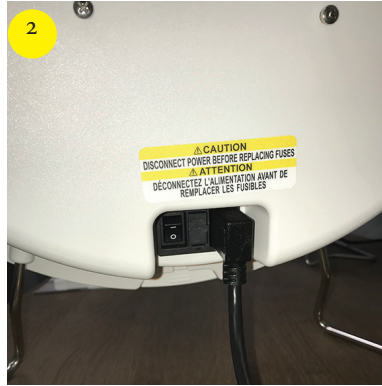

Insert and tighten screw to secure left leg.

Insert and tighten screw to secure right leg.

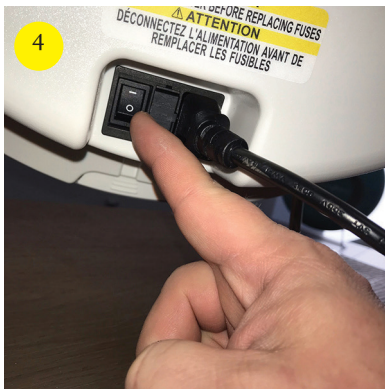# Powering Up the Sphere
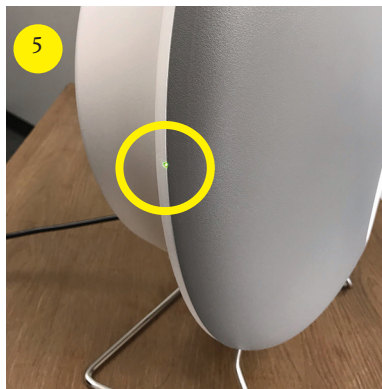

Locate power cord.

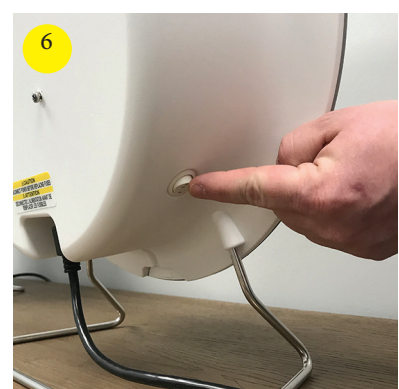Connect power cord to the Sphere device.

Ensure that the power supply cord is fully inserted.

Turn on power switch.

Green indicator will illuminate when the power is on.

To adjust the device airflow, use the 3-speed fan speed control switch.