

# Installation Instructions

## Return Air Grille/Access Panel

### For Vert-I-Pak A Series Units only



Please read these instructions completely before attempting installation.

NOTE: These instructions apply to Vert-I-Pak Series units only. Refer to Chassis Installation/Operation Manual for additional information

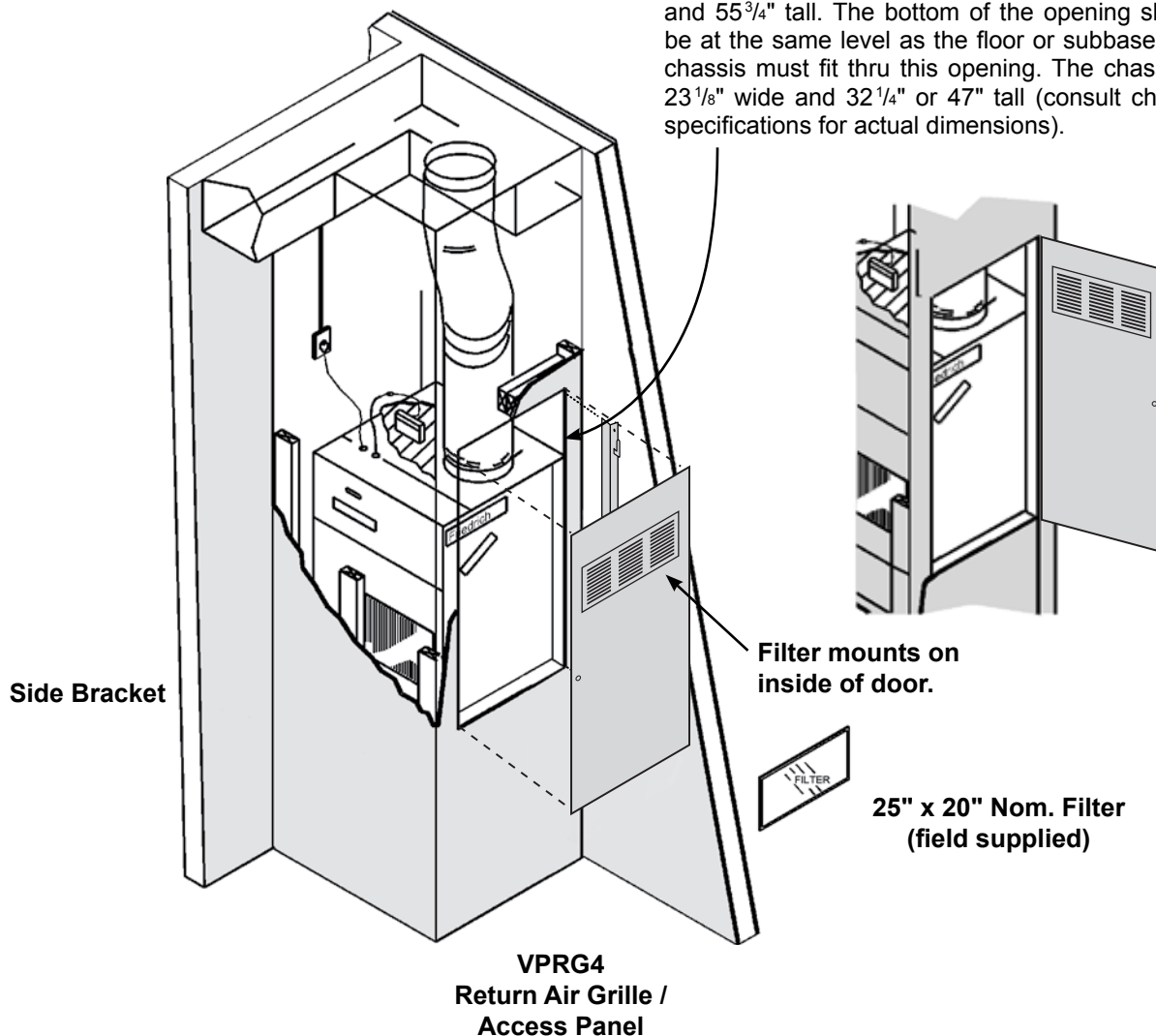
## Parts Included in this Kit

- VPRG4 Return Air Grille / Access Panel (58" Tall x 29" Wide)
- 2x Mounting Bracket (left and right)
- Mounting Screws

## Parts not Included in this Kit

- 25" x 20" Filter
- 5/32" Allen wrench for latch mechanism operation

Frame and sheetrock the access hole to 27" wide and 55<sup>3</sup>/<sub>4</sub>" tall. The bottom of the opening should be at the same level as the floor or subbase. The chassis must fit thru this opening. The chassis is 23<sup>1</sup>/<sub>8</sub>" wide and 32<sup>1</sup>/<sub>4</sub>" or 47" tall (consult chassis specifications for actual dimensions).



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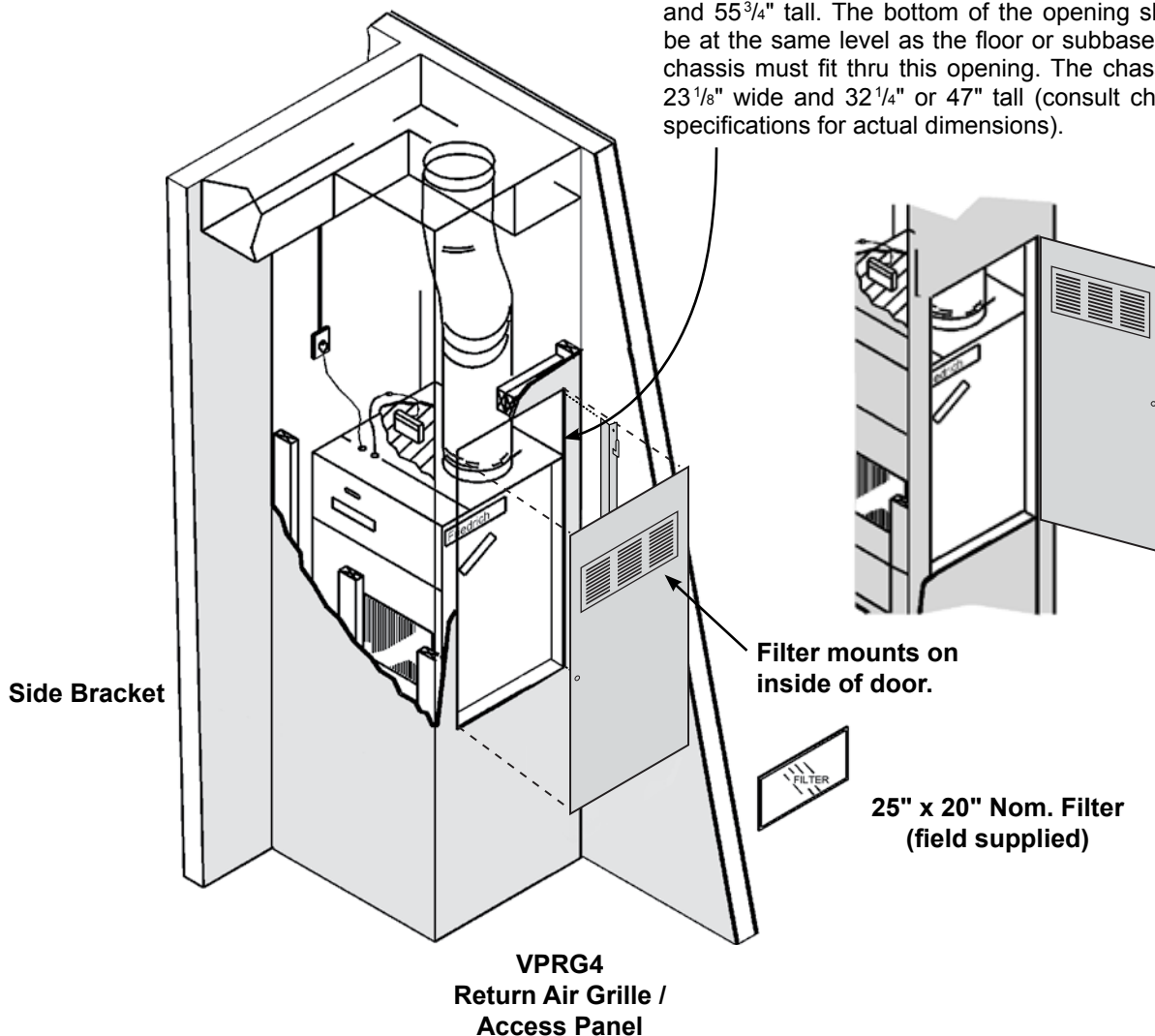
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## Step 1

Determine the orientation of the door.

The VPRG4 Kit comes with two mounting hinges. One mounts to the left side of the opening and locates the return air openings at the lower portion of the door (View A).

The other mounts the hinge to the right side of the opening and locates the return air openings at the upper portion of the door (View B).

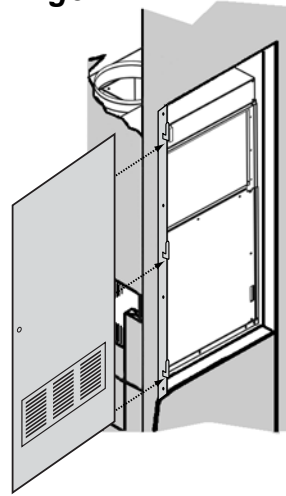
This provides an option for the direction that the door will open. More importantly it can aid in sound attenuation by locating the return air openings away from the evaporator opening on the unit.

NOTE: For maximum sound attenuation it is recommended that the left hand bracket (View A) be used for VEA/VHA24 models and the right hand bracket (View B) be used for VEA/VHA09, 12 and 18 models.

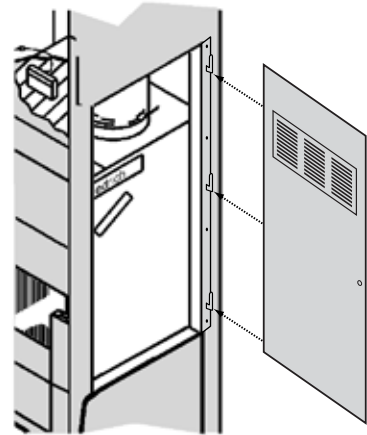
Follow STEPS 2A through 6A (next page) for left side mounting (View A)

Follow STEPS 2B through 6B (next page) for right side mounting (View B).

**View A**  
**Left hinge**

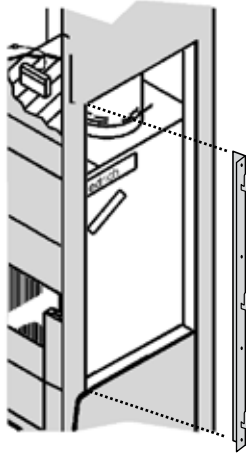


**View B**  
**Right hinge**



### Step 2A

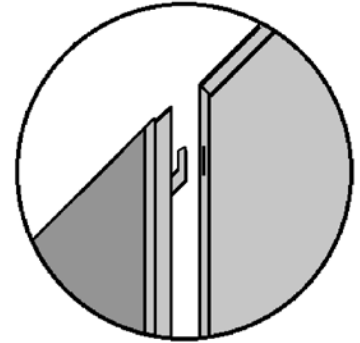
Mount the Side Bracket to the left side of the wall opening. The Side Bracket must be plumb (vertical). Secure with four #8 x 1 1/4" pan-head screws. NOTE: Hinge tabs must point upward.



**Mounting the Side Bracket**

### Step 3A

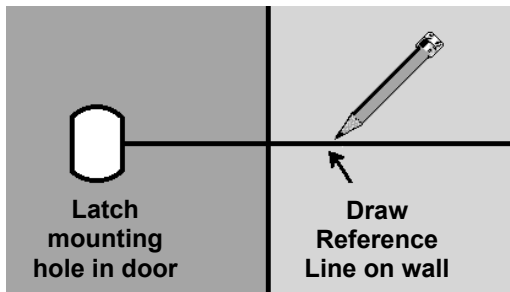
Install door onto the Side Bracket. Be sure that the access door has engaged the three tabs, and the door is against the side mounting bracket.



**Mount the Door on the Side Bracket**

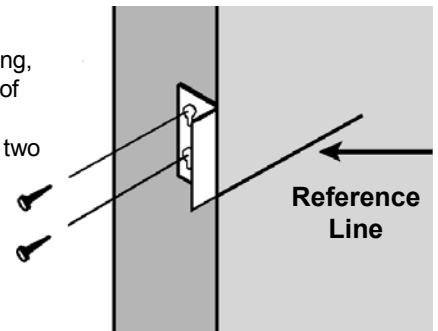
### Step 4A

Close the door. Draw a temporary horizontal reference line on the wall adjacent to the center of the latch mounting hole.



### Step 5A

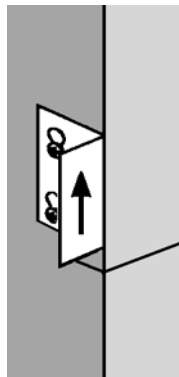
Attach the latch bracket to the opening, aligning the bottom of the bracket with the reference line. Use two #18 x 1 1/4" screws. Do not tighten.



**Latch Bracket Installation**

### Step 6A

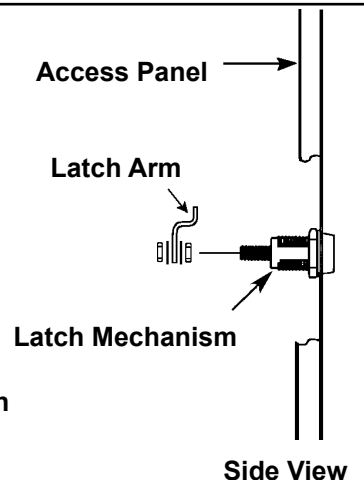
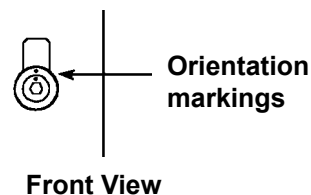
Slide the bracket upward and tighten the mounting screws.



**Installing Latch Bracket**

### Latch mechanism

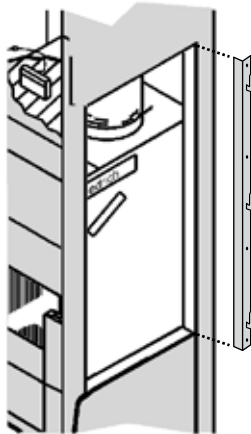
NOTE: The latch mechanism should already be factory mounted. This assembly is shown for reference. The latch arm is adjustable to provide a secure, rattle-free installation. Install the filter.



**Mounting Latch**

### Step 2B

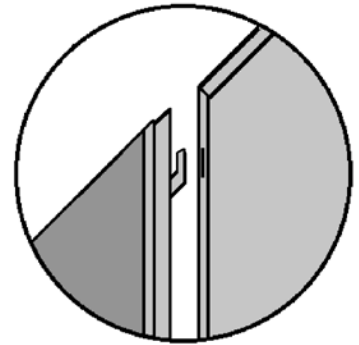
Mount the Side Bracket to the right side of the wall opening. The Side Bracket must be plumb (vertical). Secure with four #8 x 1 1/4" pan-head screws. NOTE: Hinge tabs must point upward.



**Mounting the Side Bracket**

### Step 3B

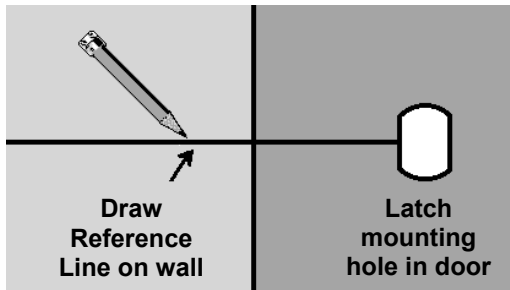
Install door onto the Side Bracket. Be sure that the access door has engaged the three tabs, and the door is against the side mounting bracket.



**Mount the Door on the Side Bracket**

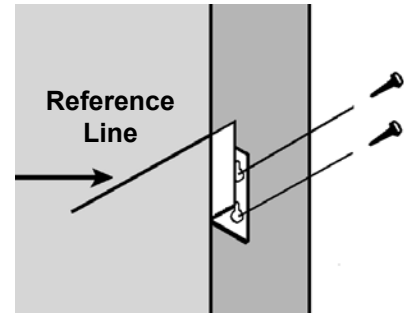
### Step 4B

Close the door. Draw a temporary horizontal reference line on the wall adjacent to the center of the latch mounting hole.



### Step 5B

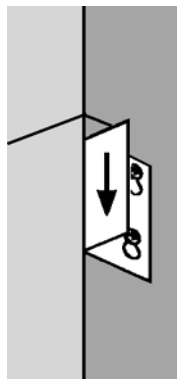
Attach the latch bracket to the opening, aligning the bottom of the bracket with the reference line. Use two #18 x 1 1/4 screws. Do not tighten.



**Latch Bracket Installation**

### Step 6B

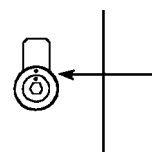
Slide the bracket downward and tighten the mounting screws.



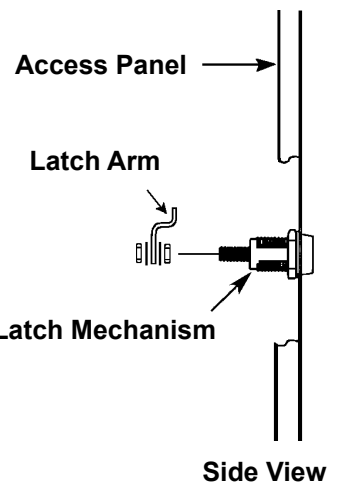
**Installing Latch Bracket**

### Latch mechanism

NOTE: The latch mechanism should already be factory mounted. This assembly is shown for reference. The latch arm is adjustable to provide a secure, rattle-free installation. Install the filter.



**Front View**



**Mounting Latch**