

**CPMANDPR007A00, CPMANDPR008A00 & CPMANDPR009A00**  
**Small Packaged Product (2 - 5 Tons)**  
**Manual Hood Package with Filter Racks**

## Installation Instructions

**NOTE:** Read the entire instruction manual before starting the installation.


### Safety Considerations

Installation and servicing of this equipment can be hazardous due to mechanical and electrical components. Only trained and qualified personnel should install, repair, or service this equipment.

Untrained personnel can perform basic maintenance functions such as cleaning and replacing air filters. All other operations must be performed by trained service personnel. When working on this equipment, observe precautions in the literature, on tags, and on labels attached to or shipped with the unit and other safety precautions that may apply.

Follow all safety codes. Wear safety glasses, protective clothing, and work gloves. Use quenching cloth for brazing operations. Have fire extinguisher available. Read these instructions thoroughly and follow all warnings or cautions included in literature and attached to the unit.

Consult local building codes, the current editions of the National Electrical Code (NEC) NFPA 70 and NFPA 90B-Installation Warm Air Heating and A/C Systems (Residential). In Canada refer to the current editions of the Canadian Electrical Code CSA C22.1.

Recognize safety information. This is the safety-alert symbol . When you see this symbol on the unit and in instructions or manuals, be alert to the potential for personal injury. Understand these signal words: DANGER, WARNING, and CAUTION. These words are used with the safety-alert symbol. DANGER identifies the most serious hazards which will result in severe personal injury or death. WARNING signifies hazards which could result in personal injury or death. CAUTION is used to identify unsafe practices which may result in minor personal injury or product and property damage. NOTE is used to highlight suggestions which will result in enhanced installation, reliability, or operation.

### WARNING

#### ELECTRICAL SHOCK HAZARD

Failure to follow this warning could cause personal injury or death. Disconnect power supply and install lockout tag before attempting to install accessory.

### CAUTION

#### CUT HAZARD

Failure to follow this caution may result in personal injury. Sheet metal parts may have sharp edges or burrs. Use care and wear appropriate protective clothing and gloves when handling parts.

### CAUTION

#### UNIT COMPONENT DAMAGE HAZARD

Failure to follow this caution may result in damage to the unit. Use only screws provided with accessory and use correct screw length as described in this instruction.

### General

These accessory manual outside air damper packages can be used in either a horizontal or vertical discharge application. In addition to the package including the hood / damper, a filter rack is also included. Use caution not to damage indoor coil during installation of the filter racks.

### Vertical Return Installation: Hood Package

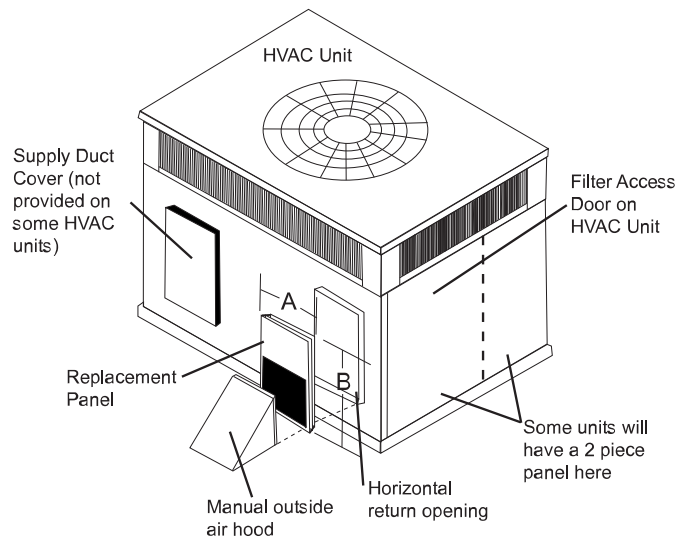
1. Remove the cover panel shipped on the HVAC unit covering the horizontal return air opening. It can be discarded.

**NOTE:** Some single phase units may not have horizontal cover panels.

2. Caulk or gasket the back of the mating flanges on the Replacement Panel shipped with this package. Install the panel over the horizontal return air opening on the HVAC unit. Screw in place through pre-punched holes. See Fig. 1.
3. Caulk or gasket the back side of the manual outside air hood. Secure the hood to the Replacement Panel as shown in Fig. 2. Screw in place through pre-punched holes.
4. Set the adjustable damper inside the hood to allow for the desired outside air intake. Blade will lock in place.

**Table 1 – Hood Replacements for Vertical Application**

Part No.	A	B
CPMANDPR007A00	11-7/16-in. (289 mm)	17-7/16-in. (447 mm)
CPMANDPR008A00	15-9/16-in. (395 mm)	17-5/8-in. (447 mm)
CPMANDPR009A00	15-9/16-in. (395 mm)	17-5/8-in. (447 mm)



**Fig. 1 – Hood Installation - Vertical Application**

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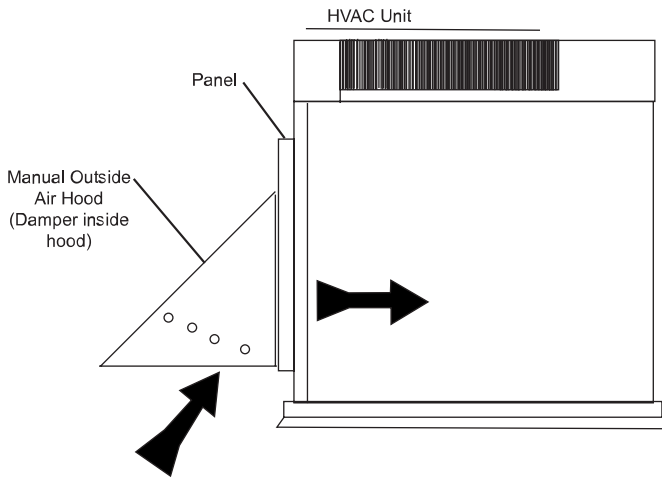


Fig. 2 – Vertical Application - Side View

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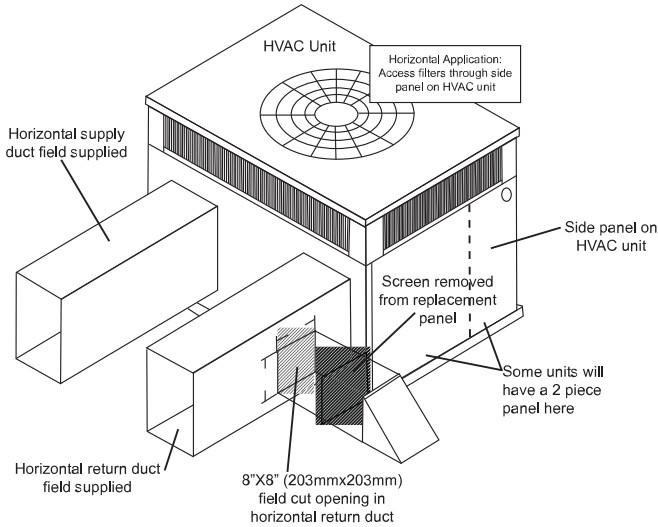


Fig. 3 – Hood Installation - Horizontal Application

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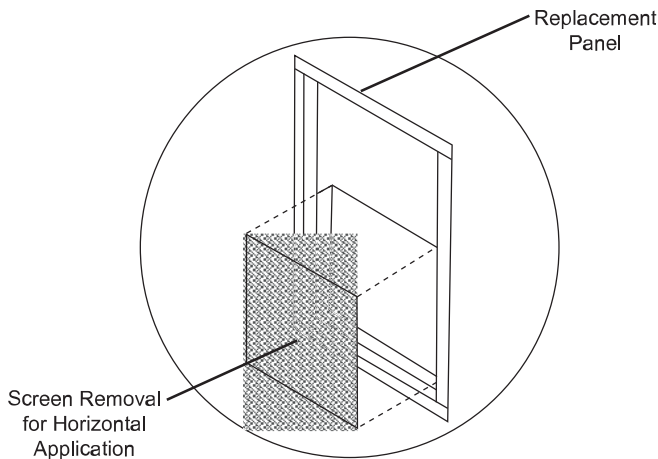


Fig. 4 – Screen Removal Detail

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## Horizontal Return Installation: Hood Package

1. Install field provided return air duct over the horizontal return opening per HVAC unit instructions. See Fig. 3.
2. Cut 8 x 8 in.(203 x 203 mm) square opening side of horizontal duct. See Fig. 3.
3. Remove screen from replacement panel shipped with hood package and screw in place over the cut out in duct. See Fig. 4. The panel can be discarded.
4. Caulk or gasket the back side of the manual outside air hood. Secure the hood over the cutout with screen. Screw to return duct.
5. Set the adjustable damper inside the hood to allow for the desired outside air intake. Blade will lock in place.

## Filter Rack Installation

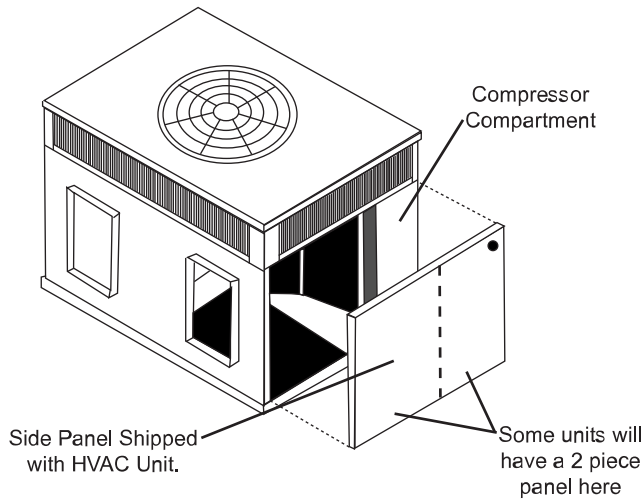
1. Turn off unit power supply and install lockout tag.
2. Remove the filter access panel on the unit. (See Fig. 5.)
3. Installing the top filter rack (Refer to Fig. 7 - Fig. 9, specific to kit installing):
  - a. Using a 1/2-in. length screw provided, attach the left side of the rack to the top left side of the coil frame.
  - b. If installing CPFILTRK007A00 kit, bend right flange 90 degrees. Making sure that the top filter rack is level, attach flange to unit partition panel using 1-in. long self-drilling screw provided in kit.
  - c. If installing CPFILTRK008A00 or CPFILTRK009A00, attach right side of filter rack to coil frame using 1/2-in. length screw provided in kit.
  - d. If using 2-in. (50.8mm) filters, the filter spacers must be removed (See Fig. 6 specific to kit installing).
4. Installing the bottom filter rack kit
  - a. Using a 1/2-in. length screw provided, attach the left side of the rack to the bottom left side of the coil frame.
  - b. If installing CPFILTRK007A00 kit, bend right flange 90 degrees. Making sure that the top filter rack is level, attach flange to unit partition panel using 1-in. long self-drilling screw provided in kit.
  - c. If installing CPFILTRK008A00 or CPFILTRK009A00, attach right side of filter rack to coil frame using 1/2-in. length screw provided in kit.
5. Referring to Table 2, install filters in rack.
6. Replace filter access panel on the unit (See Fig. 5).

Table 2 – Manual Hood with Filter Sizes

Part Number	Filter Size in. (mm)	Fig.
CPMANDPR007A00	(2) 12 x 20* (304 x 508)	Fig. 7
CPMANDPR008A00	(1) 14 x 24 (355 x 609) (1) 16 x 24 (406 x 609)	Fig. 8
CPMANDPR009A00	(1) 16 x 24 (406 x 609) (1) 18 x 24**(457 x 609)	Fig. 9

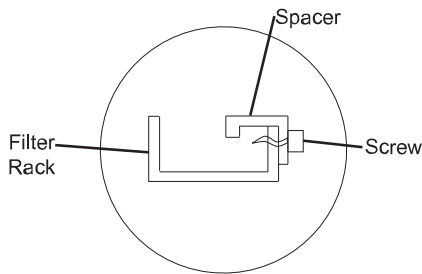
\* If using 2-in. (50 mm) filters use (1) 12 x 20 in. (304 x 508 mm) and (1) 10 x 20 in. (254 x 508 mm) filters.

\*\*Install 18 x 24 in.(457 x 609 mm) filter first.



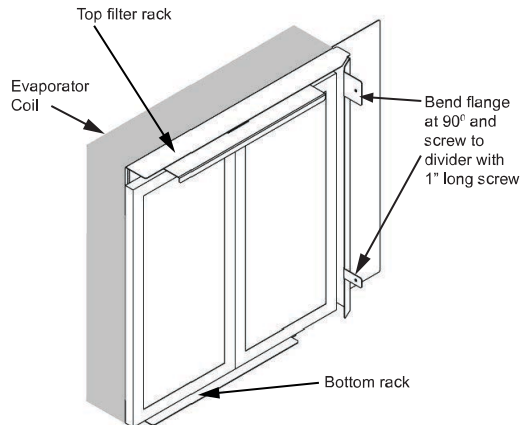
**Fig. 5 – Panel Removal**

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**Fig. 6 – Filter Rack Detail**

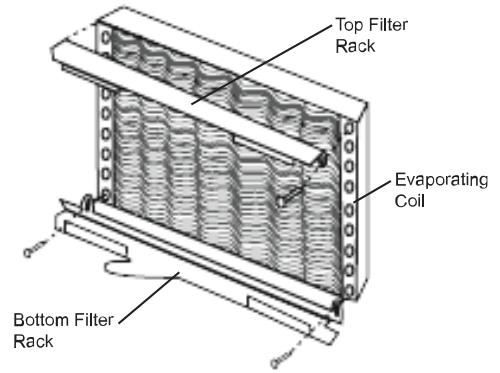
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Use 1/2-in. screws on left side (top and bottom filter racks)

**Fig. 7 – CPMANDPR007A00 Filter Rack**

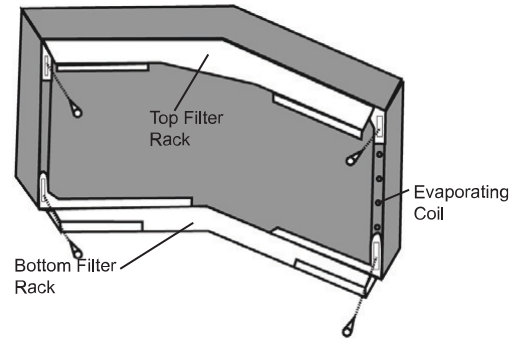
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Use 1/2-in. mounting screws for mounting top and bottom filter racks.

**Fig. 8 – CPMANDPR008A00 Filter Rack**

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Use 1/2-in. mounting screws for mounting top and bottom filter racks.

**Fig. 9 – CPMANDPR009A00 Filter Rack**

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