

HEMCO

Laboratory Planning Solutions

Installation, Operation, Maintenance Manual Ductless Table Top Canopy Hood Model # 24910



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The **HEMCO** Ductless Table Canopy Hoods are shipped palletized, fully cartoned, padded and wrapped for maximum protection and ease of handling. If damaged call the adjuster for the delivering carrier promptly and notify **HEMCO** at 1-816-796-2900.

- Upon receiving, inspect for crate damage and possible concealed damage that may have occurred in transit. Save all delivery receipts and crating materials. If damaged call the adjuster for the delivering carrier promptly and notify HEMCO at 1-816-796-2900.

- When ready to install Ductless Table Canopy Hood, carefully lift from pallet and set on work surface in proper location.

Your Table Top Canopy Hood has been assembled, wired, and tested at the factory, and is ready for set up and operation. Please read through these instructions before beginning setup.

1. Hood Location

A. Choose a work area away from heavy traffic and cross drafts. As excessive air movement will adversely affect the hoods ability to contain fumes.

B. Place the hood on a level, stable surface appropriate for use with your experiments.

2. Filter Installation – Filter Model #52004, (2) individually wrapped filters in a (2) pack box.

- Pivot the spring filter retainer latches to open position.

- Remove filter from individual plastic wrapper.

- Weigh new filter, then record.

- Lift filter in to position in the recessed area and hold firmly against the gasket. Noting the air flow direction on the filter label.

- Flip latches to closed position, holding filter in place.

- Inspect filter and gasketing to be sure all edges are sealed and filter is secure.

- Mark filter change schedule label with the date that the filter was placed into service and your initials.

- Reset filter timer light. (See 5. FILTER CHANGE)

3. Operation

- Plug hood 8' power cord into modular receptacle on rear of fume hood and into 115 Volt outlet of a 15 ampere or greater electrical service.

- Turn on power switch.

- Your hood is now ready for use.

4. Filter Change

- Carbon filter(s) must be changed on a regular scheduled basis to maintain safe operation.
- Unwrap the new filter, weigh the filter and log the weight. Periodically weigh the filter and when it has absorbed 25% of the original weight, it is time to change the filter. Once you have done this process two or three times, you will know how long the filter lasts for your process and you can add this to your maintenance procedures. To remove the filter, pivot the latch to the open position, and remove the used filter. Remove the plastic wrap on the new filter, weigh it, and replace the new filter into its housing. Place the clips back to hold the filter in place, and begin working.
- Your Ductless Table Canopy Hood is equipped with a timer light that indicates 80 hours of operation of the fan by changing from constant green to a flashing red. After filter change or to reset the timer light, activate the reset switch on the rear of the unit momentarily to restart the timer to zero.
- Wear proper safety equipment to change spent filters. Minimum equipment would be impervious gloves and safety glasses.
- Dispose of spent filter(s) according to applicable safety and environmental regulations.
- Reorder filter #52004

5. Warnings and Recommendations

- WARNING - DO NOT use ductless fume hood(s) as a replacement where vented hoods are required. Used properly, the ductless fume hood will provide safe, efficient operation for limited laboratory fumes and odors.
- RECOMMENDATION - Minimum filter change schedule of every 1-3 months or as required by chemical properties and how they are used.
- RECOMMENDATION - Consult your Lab Safety Manager to assure the safe operation of this ductless hood and filter.

Upon completion of the installation of your Ductless Table Canopy Fume Hood it is a good idea to clean thoroughly to eliminate any miscellaneous debris and/or surface soil.

Any questions? Call HEMCO customer service at 1-816-796-2900.