

Setting Your Programmable Exhaust Fan

In order to maintain the best possible indoor air quality it is recommended that an air exchanger be operational in your home for two distinct four hour periods each day. The air exchange system in each of the suites at Navarro consists of two parts, the exhaust air is evacuated via the bathroom fans, and the supply air comes in under the front door of your suite due to the pressurized hallways. The air handling units in the hallways are always operational keeping the hallways at a higher air pressure than the suites. This causes air to enter under the front door of your suite and prevents air borne particles such as cooking smells and tobacco smoke from entering the hallway from other suites.

Each of the suites at Navarro has been equipped with a programmable controller for the bathroom exhaust fans. The control unit is located in a closet somewhere in the suite, usually the front entry closet or the laundry closet. To optimize indoor air quality in your suite, program the fan controller unit using the following instructions.

1. Begin by locating the fan controller and flipping up the front button in order to access the programming controls.



2. Press the **PGM** button once so that **P1** is showing as the period on the right hand side and the word **ON** is being displayed at the top right.



Setting Your Programmable Exhaust Fan...continued

3. Now press the **HOUR** and **MIN** (minute) buttons to set the time you want the first fan period to begin. In the picture below *P1 ON* is set to 0:00. This indicates that the fan will turn on at 12:00 am.



4. When the desired time is set press the **PGM** button again and the word *ON* will change to *OFF*. For period 1 set the *OFF* setting to four hours after the *ON* setting using the **HOUR** and **MIN** buttons.

The period being programmed is indicated by the *P* and the number located here. There are seven programmable periods each with an *ON* setting when the fan will begin running and an *OFF* setting when the fan will stop. For our purposes we will only be using period 1 and 2.

When the period 1 *OFF* time is set press the **PGM** button again to begin setting period 2.



Setting Your Programmable Exhaust Fan...continued

- The period indicator should now be displaying *P 2* and the word *ON* should be displayed at the top right. Continue setting period 2 *ON* and *OFF* settings as you did for period 1 in steps 3 and 4 above. In the pictures below period 2 has been set to run from 12:00 pm to 4:00 pm.



- Now simply fold down the front button to complete the programming for your exhaust fan controller.

In the examples above the two four hour time periods are set to begin at 12:00 am and 12:00 pm. This is so that the fan noise will not be noticeable with the fan starting at night when the resident would be sleeping and during the day when the resident would be out at work or school. These are just suggested settings and the time periods can be changed to whatever will work within your schedule. Again the recommendation for optimal indoor air quality is two distinct four hour periods a day.

To ensure that the programmed settings function as intended make sure the word *AUTO* is highlighted at the top left of the screen and not the word *MAN* (Manual). If *MAN* is highlighted just press and hold the main button until the display changes to *AUTO*.

The programmed setting can be temporarily overridden at any time by pressing the main button. If the fan is running this will cause it to stop and if the fan is stopped this will cause it to run. The programmed setting of either *ON* or *OFF* will continue to display on the screen, but the override setting of either *ON* or *OFF* will flash to indicate the override. The fan will resume with its programmed setting at the next programmed interval.