KOZY HEAT

INSTALLATION INSTRUCTIONS

MODEL #961 DIRECT VENT

U.S. PATENTS
#5.931.154
#6.004.493

IMPORTANT:
READ INSTRUCTIONS CAREFULLY BEFORE INSTALLATION. FAILURE TO INSTALL THIS FIREPLACE CORRECTLY CAN CAUSE SERIOUS STRUCTURAL AND FIRE HAZARDS AND MAY VOID YOUR WARRANTY.

June 2002
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAFETY REQUIREMENTS</td>
<td>2-3</td>
</tr>
<tr>
<td>SPECIFICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>MINIMUM CLEARANCES</td>
<td>4</td>
</tr>
<tr>
<td>DETERMINE LOCATION</td>
<td>4-6</td>
</tr>
<tr>
<td>Rough-In Chimney Vent Dimensions</td>
<td>5</td>
</tr>
<tr>
<td>Rough Opening Dimensions</td>
<td>6</td>
</tr>
<tr>
<td>UPPER GRILL &amp; GLASS REMOVAL</td>
<td>7</td>
</tr>
<tr>
<td>VENTING REQUIREMENTS</td>
<td>7-13</td>
</tr>
<tr>
<td>Horizontal / Vertical Requirements</td>
<td>7-9</td>
</tr>
<tr>
<td>Horizontal Venting Instructions</td>
<td>10-11</td>
</tr>
<tr>
<td>Vertical Venting Instructions / Restrictor Requirement</td>
<td>12-13</td>
</tr>
<tr>
<td>FAN INSTALLATION</td>
<td>14-15</td>
</tr>
<tr>
<td>MINIMUM / MAXIMUM GAS SUPPLY PRESSURE / RUN THE GAS LINE</td>
<td>16-17</td>
</tr>
<tr>
<td>MILLIVOLT BOARD REMOVAL / INSTALLATION</td>
<td>17-18</td>
</tr>
<tr>
<td>LOG INSTALLATION</td>
<td>19</td>
</tr>
<tr>
<td>WALL SWITCH, THERMOSTAT, REMOTE CONTROL INSTALLATION</td>
<td>20</td>
</tr>
<tr>
<td>COMPLETE THE INSTALLATION</td>
<td>21-23</td>
</tr>
<tr>
<td>Attach Exterior Trim (Optional) / Securing the unit</td>
<td>21</td>
</tr>
<tr>
<td>Install the #788-B Lintel</td>
<td>21</td>
</tr>
<tr>
<td>Dashboard Panel</td>
<td>22</td>
</tr>
<tr>
<td>Seasonal Heat Dump Adjustment</td>
<td>22</td>
</tr>
<tr>
<td>Initial Start-up</td>
<td>23</td>
</tr>
<tr>
<td>Replace the glass and grills</td>
<td>23</td>
</tr>
<tr>
<td>LIGHTING AND SHUTDOWN / PRESSURE TESTING</td>
<td>24-26</td>
</tr>
<tr>
<td>CLEANING &amp; MAINTENANCE REQUIREMENTS</td>
<td>27</td>
</tr>
<tr>
<td>TROUBLE SHOOTING</td>
<td>28-29</td>
</tr>
<tr>
<td>PARTS LISTS</td>
<td>30</td>
</tr>
<tr>
<td>WARRANTY POLICY</td>
<td>31-32</td>
</tr>
</tbody>
</table>
IMPORTANT:

READ THIS MANUAL BEFORE INSTALLING AND USING THIS FIREPLACE

GAS FIREPLACE MODEL 961 DIRECT VENT
INSTALLATION INSTRUCTIONS

This appliance has been tested to and complies with ANSI Z21.88-1998•CSA 2.33-M98 ‘VENTED GAS FIREPLACE HEATER’. Installation must conform with local building codes, or, in the absence of local building codes, with the national fuel gas code, ANSI Z223.1- NFPA 54(Current Edition). Approved for U.S. Installations only.

This appliance may be installed in an after-market permanently located, manufactured (mobile) home, where not prohibited by local codes.

This appliance is only for use with the type(s) of gas as indicated on the rating plate. This appliance is not convertible for use with other gases, unless a certified kit is used.

WARNING: If the information in these instructions are not followed exactly, a fire or explosion may result causing property damage, personal injury or loss of life.

- Do not store or use gasoline or other flammable vapors and liquids in the vicinity of this or any other appliance.

WHAT TO DO IF YOU SMELL GAS

- Do not try to light any appliance
- Do not touch electrical switches; do not use the phone in your building.
- Immediately call your gas supplier from a neighbor's phone. Follow the gas supplier's instruction.
- If you cannot reach your gas supplier, contact the fire department.

- Installation and service must be performed by a qualified installer, service agency or the gas supplier.

WARNING: Do not use this appliance if any part has been under water. Immediately call a qualified service technician to inspect the appliance and to replace any part of the control system and any gas control which has been under water.

WARNING: Improper installation, adjustment, alteration, service or maintenance can cause injury, property damage, or loss of life. Refer to this manual for assistance. For additional information consult a qualified installer, service agency or the gas supplier.
NOTE: THIS FIREPLACE REQUIRES A DIRECT VENT KIT FOR INSTALLATION. REFER TO PAGE #7 FOR APPROVED SYSTEMS LISTING. FOR VISUAL INSPECTION OF PROPER VENT CONNECTION, UPON COMPLETION OF INSTALLING THE DIRECT VENT KIT, REMOVE THE NUTS AND BAFFLE INSIDE THE UNIT TO EXPOSE THE LOWER END OF THE FLUE GAS EXIT.

IMPORTANT: DO NOT PLACE FACING MATERIAL OVER THE EXTERIOR FACE. THE FACE WILL EXPAND WHEN HEATED AND WILL CAUSE CRACKING OF THESE MATERIALS. FAILURE TO FOLLOW THESE INSTRUCTIONS WILL VOID YOUR WARRANTY.

WARNING: DO NOT REPLACE THIS BURNER UNIT WITH ANY OTHER SIZED BURNER. REPLACEMENT WITH AN UNAUTHORIZED BURNER CAN RESULT IN TEMPERATURES EXCEEDING THE LIMITS FOR THIS UNIT, AND VOID YOUR WARRANTY.

IMPORTANT NOTICE: DURING THE FIRST INITIAL BURN, THIS UNIT WILL SMOKE AND GIVE OFF A PUNGENT ODOR. THIS IS THE PAINT CURING AND IS NORMAL. WE RECOMMEND THAT YOU PROVIDE ADDITIONAL VENTILATION DURING THIS CURING PROCESS.

MASSORY CONSTRUCTION: A lintel, PART #788B, must be used to support the added weight when masonry construction is used. See page #21 for additional information.

A) SPECIFICATIONS

<table>
<thead>
<tr>
<th>Height: 31 1/8&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width: 51 5/8&quot;</td>
</tr>
<tr>
<td>Depth: 18 1/2&quot;</td>
</tr>
<tr>
<td>Flue Size: 4&quot; exhaust</td>
</tr>
<tr>
<td>7&quot; intake</td>
</tr>
</tbody>
</table>

Figure 1A
B) DETERMINE LOCATION. See Figure 2A

1. Determine the exact position of your fireplace.

2. The unit may be installed on either the outside or inside of an exterior wall. See Figure 2A for various installation options.

3. **Horizontal Terminations:** Determine the vent run and termination cap location. If possible, place the fireplace in such a manner that the piping will be placed between two studs so additional framing is not necessary.

4. The location of doors, windows, soffits/overhangs, etc., must be considered in relation to where the vent termination cap will be located.

5. **Vertical Terminations:** Follow instructions included with the Simpson Dura-Vent DV-GS for position of chimney

6. All clearances to combustible requirements must be maintained. Follow clearance requirements above.

7. If the optional heat ducts are used, their location must be considered in relation to the fireplace.

   The heat ducts may be vented into the same room as the fireplace or may be vented to other rooms. A maximum run of 20 ft. is recommended.

   Venting should be completed before framing the unit in.

   Refer to the instructions included with the #970 duct kit for complete installation requirements.

8. If using the optional fan kit, 115V wiring should be run to the lower left of the unit by a qualified technician. A removable electrical box panel with romex connector is located on the left side of the fireplace. The wiring should be run prior to enclosing the side of the unit.

9. **CAUTION - COLD AIR TRANSFER AREA.** The surrounding outside walls must be insulated to prevent cold air from entering the room.
NOTE: DUE TO HIGH TEMPERATURES, THIS UNIT SHOULD BE LOCATED OUT OF TRAFFIC AREAS AND AWAY FROM FURNITURE AND DRAPERIES.

FIGURE 2A

MODEL 961 DIRECT VENT

NOTE: Even though the minimum clearance from the backwall is 0", we recommend that you allow an expansion space of 1/4" from the backwall to allow for heat expansion. If this room is not left, the unit may make a loud "banging" noise when it heats up or cools down.

10. Cut a hole for the wall thimble, 9 1/2" x 9 1/2". The top of this hole must be a minimum of 46 1/4" above the height of the hearth (optional). See Figure 2B.

*Important: This measurement is determined by the vertical height & horizontal length of the venting application desired. The measurement is to the TOP of the pipe. Please refer to pages #7 - #10 of this installation manual for requirements & restrictions.

FIGURE 2B
11. Rough in the wall enclosure (Figure 2C). Minimum rough opening dimensions are 52" w x 31 1/4" h. Depth is determined by your specific application—refer to page 4. Build the hearth to the desired size, and height.

NOTE: A metal or wood panel extending the full width and depth of the unit (minimum size is 51 5/8" wide x 18 1/4" deep) must be placed under the unit when the unit is to be installed directly on carpet, tile or other combustible materials other than wood flooring. If masonry is to be used (optional), prepare the necessary foundation for the masonry load. When masonry construction is being used, a lintel, part #788B, must be used over the top of the unit to support the added weight.

NOTE: A hearth is not required. If a hearth is desired, combustible materials may be used.

NOTE: Provide for a minimum of 6" (152 mm) of clearance in front of the lower grill. This will provide adequate space for opening to operate the appliance.

FIGURE 2C

Do not obstruct the upper and lower grill areas to allow proper ventilation air around the unit. Air enters the unit at the lower grill, and exits at the upper grill. Do not block this passage.

12. Place the unit into position.

NOTE: DO NOT PLACE FACING MATERIAL OVER THE EXTERIOR FACE. THE FACE WILL EXPAND WHEN HEATED AND WILL CAUSE CRACKING OF THESE MATERIALS. FAILURE TO FOLLOW THESE INSTRUCTIONS WILL VOID YOUR WARRANTY.

FIGURE 3

DO NOT LAY FACING MATERIALS OVER THE METAL FACE.
C) REMOVE THE UPPER GRILL & GLASS ASSEMBLIES. See Figure 4.

**CAUTION:** AFTER INITIAL INSTALLATION, ALLOW AMPLE TIME TO COOL BEFORE REMOVING THE UPPER GRILL & GLASS ASSEMBLIES IF THE BURNER OR PILOT HAVE BEEN BURNING. PLACE THEM ON A PROTECTED SURFACE UPON REMOVAL TO AVOID DAMAGE TO FLOORING OR PERSONAL PROPERTY.

1) Remove the 3 upper grills (A) by lifting them up far enough to clear the bottom holes and pull the bottom of the grills out.
2) Open the 3 lower grills. Locate the spring-loaded latch handles securing the center glass assembly.
3) Pull the handles out, then down to release the glass assembly.
4) Pull the bottom of the glass assembly out and lift up off the tabs (at the top).
5) Set aside where it will not be broken.

REMOVE SIDE GLASS ASSEMBLIES:
1) Loosen and remove the (2) nuts securing each side glass assembly.
2) Pull the bottom of the glass assembly out and lift up off the tabs (at the top). Set aside
3) Repeat steps #1 & #2 for remaining side glass assembly.

![Figure 4]

D) VENTING REQUIREMENTS

**IMPORTANT:** This unit is approved for use only with one of the following direct vent systems:

**HORIZONTAL TERMINATIONS**

#700 SERIES DIRECT VENT TERMINATION KITS: RECOMMENDED FOR HORIZONTAL TERMINATIONS, BUT MAY BE USED ALSO FOR VERTICAL TERMINATIONS:

- Kozy Heat Direct Vent Kit #745 – for terminations of 4' or less.
- Kozy Heat Direct Vent Kit #718 – for terminations of 8' or less.
- Kozy Heat Direct Vent Extension Kit #746 – Used to extend the #745 kit or #718 kit an additional 6'.
VERTICAL TERMINATIONS

SIMPSON DURA-VENT DV-GS DIRECT VENT CHIMNEY SYSTEM (4" X 6 5/8")
- Simpson DV-GS chimney system - May be used for vertical terminations.
- Restrictors required & included with this fireplace.
- Adaptor #923-C is required to adapt the flue collars on the unit to the DV-GS chimney system and is available from your dealer.

HORIZONTAL & VERTICAL VENTING CHART

<table>
<thead>
<tr>
<th>Vertical Rise</th>
</tr>
</thead>
<tbody>
<tr>
<td>40'</td>
</tr>
<tr>
<td>30'</td>
</tr>
<tr>
<td>20'</td>
</tr>
<tr>
<td>10'</td>
</tr>
<tr>
<td>2' 4&quot;</td>
</tr>
<tr>
<td>1' 4&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Horizontal Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>74</td>
</tr>
<tr>
<td>30</td>
</tr>
<tr>
<td>21</td>
</tr>
</tbody>
</table>

EXAMPLE 1: Horizontal runs up to 2 ft. must have a minimum vertical rise of 16".
EXAMPLE 2: If the horizontal run is 8 ft., the vertical rise required is 28".
EXAMPLE 3: If the horizontal run is 21 ft., the vertical rise required is 48".

IMPORTANT: All horizontal runs must maintain a 1/4" rise per foot incline.
TERMINATION VENT CAP LOCATION

This gas appliance must not be connected to a chimney flue serving another type of appliance.

GENERAL:
1. Terminations against vinyl siding must use a vinyl siding protector. Follow instructions included.
2. DO NOT RECESS TERMINATION KIT INTO OUTSIDE BUILDING MATERIALS i.e.: brick, stone, etc. If necessary, extend framing so that termination kit will be exposed once building materials are installed.
3. Vent termination must not be located where it will become plugged by snow or other material. The flow of combustion and ventilation air must be not obstructed.

LOCATION CLEARANCES:
- Above grade, veranda, porch, deck, balcony - 12". (A)
- Operable window - 12". (B)
- Permanently closed window - 12" (recommended to prevent condensation on window). (C)
- Ventilated soffit - 24". (D)
- Unvented soffit - 12". (E)
- Outside / inside corner - 12". (F)
- Meter / Regulator: not to be installed above within 3 ft. horizontally from the center line of the regulator.
- Service regulator vent outlet - 6 ft. radius
- Electrical box - 3 ft. (G) DO NOT INSTALL ABOVE AN ELECTRICAL BOX!
- Non-mechanical air supply inlet to building - 12"
- Non-mechanical air supply inlet to building - 12"
- Combustion air inlet to any other appliance - 12"
- Mechanical air supply inlet - 6 ft. (H)
- Above furnace exhaust or inlet - 12"
- Above paved side-walk or paved driveway located on public property - 7 ft. * (I)
- Under veranda, porch, deck, or balcony (must be fully opened on a min. of 2 sides) - 12". (J)
- Between two horizontal terminations - 12"
- Between two vertical terminations - 12". (K)
  Note: May be the same height.

* A vent cannot be located directly above a sidewalk or paved driveway that is located between two single family dwelling and serves bld dwellings.

* CHECK LOCAL & STATE BUILDING CODES FOR ADDITIONAL REQUIREMENTS AND/OR RESTRICTIONS.
HORIZONTAL VENTING REQUIREMENTS

MINIMUM VERTICAL RISE* FROM TOP OF UNIT: 16 IN. (to top of 7" pipe)
MAXIMUM HORIZONTAL RUN: 21 FT. (Horizontal runs must maintain 1/4" rise per ft.)
MAXIMUM ELBOWS: 2 – 90°
TOTAL HORIZONTAL & VERTICAL RUN MUST NOT EXCEED 40 FT.

"Minimum vertical rise directly off the top of the unit is determined by the length of the horizontal run. Refer to the venting diagram on page #8.

Figure 5A

FOR VENTING REQUIREMENTS SEE CHART.

ALL HORIZONTAL RUNS MUST MAINTAIN 1/4" RISE PER FOOT.
INSTALLATION OF THE #700 SERIES HORIZONTAL DIRECT VENT TERMINATION KIT(S) NOTE:
#700 Series vent kits must be supported every 3 ft. to maintain proper rise.

NOTE: THE FLEX PIPE IS PERMANENTLY ATTACHED TO THE EXTERIOR WALL PLATE. DO NOT ATTACH THE 
#745 OR #718 TERMINATION KIT TO THE STOVE (OR EXTENSION KIT) UNTIL IT HAS PASSED THROUGH THE 
WALL. THE TERMINATION PLATES SHOULD ALL BE INSTALLED ON THE EXTERIOR OF THE OUTSIDE WALL.

1. If your chimney termination is 8' or less from the stove top and doesn't require an extension kit, proceed 
to step number 6.

2. If your chimney termination will require one or more extension kits (part #746), proceed with the following 
steps. Each #746 extension kit contains enough 4" & 7" flexible aluminum pipe to extend the chimney an 
additional 6'.

3. Using your extension kit pieces, place a bead of sealant outside the 4" flex pipe collar (C) - the end with 
the EXTERNAL lip - and slide it inside the 4" pipe on top of the stove (D). This is a snap lock connection. 
Secure with 3 evenly spaced screws.

NOTE: The snap lock connection is permanent. You will not be able to remove this pipe once 
applied without damage.

4. Place a bead of sealant outside the 7" flex pipe collar (E) - the end with the EXTERNAL lip - and slide it 
inside the 7" pipe on top of the stove (F). This is a snap lock connection. Secure with 3 evenly spaced screws.

1. If additional extension kits are being used, repeat steps 3 and 4, placing the 4" & 7" pipes onto the 
previous extension kit.

Referring to figure 5C:

6. Apply a liberal bead of sealant around the outer 
edge of the termination kit box(A), and, from the 
outside, place the exterior wall assembly through the 9 
½" square hole. Place screws through the four holes 
(B) securing it in place.

NOTE: Attachment brackets are included with the termination 
kit. These optional brackets should be screwed, or nailed 
(screws not provided) onto the top and bottom of the 9 ½" 
square hole, on the exterior of the house. The termination 
plates then fit in between these brackets, and using the 
screws provided, screw the brackets to the termination kit box 
(A). Attach the vinyl siding protector (G) to termination kit box 
(A) on the exterior as shown.

7a. OPTIONAL: Place insulation between the 7" pipe 
and the wall studs.

7b. The flexible termination kit includes an interior 
firestop assembly which is installed on the inside wall 
(over wall materials), around the flexible pipe. Slide 
the firestop over the flex pipe with the spacer legs 
toward the wall. OPTIONAL: Apply a liberal bead of 
sealant around the outside / wallside edge and place 
over the 9 ½" square opening. 7c. Secure each 
corner with a drywall screw. (See figure 2B, page 5.)

8. Gently pull the 4" & 7" flexible aluminum down to 
the top of the extension kit, or the top of the unit if no 
extension kits were used.

9. Place a bead of sealant outside the 4" flex pipe 
collar (C) and slide it inside the 4" pipe on top of the 
stove (D). This is a snap lock connection. Secure with 
3 evenly spaced screws.

NOTE: The snap lock is permanent, you will not be able to remove this pipe once applied without damage.

10. Place a bead of sealant outside the 7" flex 
pipe collar (E) and slide it inside the 7" pipe on top of 
the stove (F). This is a snap lock connection. Secure 
with 3 evenly spaced screws.

NOTE: the 16" minimum 
Vertical rise measurement 
Is to the top of the 7" pipe.
VERTICAL VENTING

MINIMUM VERTICAL RISE FROM APPLIANCE OUTLET: 16" (to the top of pipe)
MAXIMUM VERTICAL RISE FROM APPLIANCE OUTLET: 40 FT.
MAXIMUM ELBOWS: 2 - 90°
MINIMUM CLEARANCE TO COMBUSTIBLES: 1"

REFER TO THE CHART ON PAGE #8 FOR VERTICAL / HORIZONTAL COMBINATION REQUIREMENTS.

CAUTION: THIS GAS APPLIANCE MUST NOT BE CONNECTED TO A CHIMNEY FLUE SERVING A SEPARATE SOLID FUEL BURNING APPLIANCE.

IMPORTANT: RESTRICTOR USE — IMPORTANT

1. The appropriate restrictor plate must be placed inside the 4" flue collar either from the top of the stove before connection of the chimney to stove is made or from inside the firebox box.

IMPORTANT: DO NOT INSTALL A RESTRICTOR IF THE VENTING CONFIGURATION IS AS THE MINIMUM VENTING REQUIREMENTS!

The restrictor included in the components packet can be installed as either a large or small restrictor, depending on your specific venting configuration. It is sized as the 'large' restrictor. To reduce the size to the small restrictor, simply bend the section with out the tabs off at the perforation and discard, figure 6.

Figure 6

![Large Restrictor](image)
![Small Restrictor](image)

Remove this section

Use the small restrictor for straight vertical terminations between 15' and 20' and the large restrictor is used for straight vertical terminations between 20' and 40'.

To install the restrictor, refer to figure 7 and bend the tabs 'up' far enough (approximately 80-degrees) so that when positioned into the exhaust pipe, will create tension to hold itself in place. Do not over bend tabs! Slide the restrictor into the exhaust pipe with the tabs in the downward position (pointing toward you). Access to the 4" exhaust collar from inside the firebox can be gained by removing the nuts securing the exhaust baffle at the top.

Figure 7

Install with the tabs pointing toward you.

IMPORTANT: REPLACE THE EXHAUST BAFFLE AFTER RESTRICTOR HAS BEEN INSTALLED!
NOTE: ADAPTOR REQUIRED - #923-C adaptor is required to adapt the flue collars on the unit to the Dura-Vent chimney system and is available from your dealer.

If using the Simpson Dura-Vent DV-GS Direct Vent chimney system, follow the installation instructions included with the #923-C adaptor AND chimney system. This chimney system may be purchased from your local dealer.

Maximum vertical termination: 40 ft.
Maximum elbows: (2) 90° each

FIG. 5D

Typical Vertical Termination using Simpson Dura-Vent DV-GS.
E) FAN KIT #600-1 INSTALLATION – (Optional)

INSTALLATION OF THIS FAN SHOULD BE DONE ONLY BY A QUALIFIED INSTALLER.

IMPORTANT: IF A FAN IS DESIRED, IT IS EASIEST TO INSTALL BEFORE THE MILLIVOLT BOARD IS CONNECTED TO THE GAS LINE.

NOTE: If a fan is going to be installed, the wiring must be done prior to enclosing the sides of the unit. An electrical box is pre-installed in the fireplace and a receptacle and cover is included in the fireplace components packet. For your convenience, a removable access panel for fan wire installation is located on the left side of the fireplace.

This optional fan kit includes:

1. Right and left fan assemblies with fan and limit switch already mounted.
2. Components package: Includes speed control with mounting bracket, nut & knob*, (4) nuts, installation instructions.

*NOTE: To wall-mount the speed control, you will need to purchase: (1) Electrical box
(1) Cover / switch plate

To mount the speed control on the dashboard panel behind the front lower grill, you will need part #600-087, which includes a speed control assembly and mounting bracket. Follow instructions included to properly mount this optional assembly.

IMPORTANT: CODE APPROVED LINE VOLTAGE WIRING 16 GAUGE OR BETTER MUST BE USED WHEN WIRING THIS SYSTEM.

WARNING: This appliance is equipped with a three-prong (grounding) plug for protection against shock hazard and should be plugged directly into a properly grounded three-prong receptacle. Do not cut or remove the grounding prong from this plug.

IMPORTANT: BLACK & WHITE SPEED CONTROL WIRES SHOULD BE CONNECTED TO THE INCOMING "BLACK" ELECTRICAL WIRE. DO NOT CONNECT THE WHITE SPEED CONTROL WIRE TO THE "NEUTRAL" ELECTRICAL WIRE. THIS WILL RESULT IN PERMANENT DAMAGE TO THE SPEED CONTROL AND IT WILL NEED REPLACING. See wiring diagram below.

FAN WIRING DIAGRAM
REMOVE THE CENTER FRONT LOWER GRILL:
1. Loosen and remove the (2) 3/4" nuts securing the center front lower grill to the fireplace. Holding onto the entire grill assembly, carefully pull the grill rods out of the hinges. Replace the nuts on the grill to prevent accidental disassembly. Refer to figure #15, page 24.

INSTALL THE FAN (Figure 6):
1. Lay the left fan (with short fan cord) on its back and slide through the grill opening on the right side of the valve.
2. Rotate upright and slide to the left side at back of the lower compartment, aligning the (2) slots in the mounting bracket to the left mounting studs.
3. Lay the remaining fan (A) on its back and place into position over the remaining mounting studs in the same manner as step #2.
4. Place nuts on mounting studs and tighten.
5. Plug fans together by inserting the short fan cord on the left fan into the receptacle in the right fan assembly.
6. Install electrical box and mount the speed control on a wall, if desired.
   **NOTE:** IF OPTIONAL SPEED CONTROL MOUNT #600087 IS BEING USED, INSTALL IT AT THIS TIME. FOLLOW DIRECTIONS INCLUDED WITH THE ASSEMBLY.
7. Snap the duplex receptacle into the cover (included with the fireplace components packet).
8. Insert 115V wiring (with ground) through the romex connector installed in the electrical box in the side of the unit and wire to the receptacle.
9. Place the cover on the electrical box (in the side of the unit) and secure with screws.
10. Place the thermostatic control switch (C) on the bottom of the firebox.
11. Plug cord (D) into receptacle in the electrical box.
12. Turn on/off speed control clockwise just enough until it ‘clicks’. Speed control is in ‘high’ position. The speed may be adjusted by turning the speed control knob clockwise while the fan is running.
13. Replace the lower grill. Refer to figure #15, page 24.

**NOTE:** The fan will not operate unless the speed control has been turned on. The fan will not turn on until sufficient heat is applied to the thermostatic control switch (C). The fan will turn on and off automatically when the fireplace heats and cools.

**NOTE:** This system, when installed, must be electrically grounded in accordance with local codes, or in the absence of local codes, with the National Electrical Code, ANSI/NFPA 70-Current edition.
F) RUN THE GAS LINE.

CAUTION: Installation of the gas line must only be done by a qualified person in accordance with local building codes.

GAS CONVERSIONS

If a gas conversion is necessary, one of the following conversion kit must be used:

- Natural Gas Conversion Kit #OCK-331 – used to convert an LP millivolt board to Natural Gas
- LP Gas Conversion Kit #OCK-350 – used to convert a Natural Gas millivolt board to LP Gas

The conversion shall be carried out in accordance with the requirements of the provincial authorities having jurisdiction and in accordance with the requirements of the ANSI Z223.1 installation code.

NOTE: This unit is equipped with a 1/2" flexible gas connection, 18" long.

NOTE: The gas line should be run to the point of connection where the shut-off valve and flexible gas line will connect.

CAUTION: The manual shut-off valve or flexible gas tubing must not extend outside of the unit cavity. See the WARNING label affixed to the flexible tubing for additional installation instructions and warnings.

NATURAL GAS:

The minimum inlet gas supply pressure is 5.0 inches W.C.
The maximum inlet gas supply pressure is 10.5 inches W.C.
Manifold Pressure: 3.5 Inches W.C.
Manifold Pressure (Io setting): 1.7 Inches W.C.

Orifice size (0-2000 ft.): 31 Input Rating: 38,000 BTU’s
Minimum input rating: 23,800 BTU’s

LP GAS:

The minimum inlet gas supply pressure is 11.0 inches W.C.
The maximum inlet gas supply pressure is 13.0 inches W.C.
Manifold Pressure: 10.0 Inches W.C.
Manifold Pressure (Io setting): 5.4 Inches W.C.
Orifice size (0-2000 ft.): 50 Input Rating: 38,000 BTU’s
Minimum input rating: 25,000 BTU’s

NOTE: For high altitude installations consult the local gas distributor or the authority having jurisdiction for proper rating methods.
1. Run the gas line. An accessible shut off valve must be installed up stream from the regulator.

   **NOTE:** Do not run the incoming gas line in a manner that would obstruct the operation of the fan.

2. This unit is designed to accept either a 3/8" or 1/2" gas line approved for gas appliances. Consult local building codes to properly size the gas supply line leading to a 3/8" reduction.

3. A gas line knockout is positioned on either side of the unit for gas line connection.

4. Connect the gas line to the manual shut-off valve.

5. Connect the flexible gas line (installed on the millivolt board) to the manual shut off valve.

   **IMPORTANT:**

   **ALL CONNECTIONS WHETHER FIELD OR FACTORY MADE MUST BE CHECKED FOR LEAKS!**

   **NOTE:** The appliance and its individual shutoff valve must be disconnected from the gas supply piping system during any pressure testing of that system at test pressures in excess of ½ psi.

   **NOTE:** The appliance must be isolated from the gas supply piping system by closing its individual manual shut off valve during any pressure testing of the gas line at test pressures equal to or less than ½ psig (3.5 kPa).

   Pressure check taps for the manifold (outgoing) and inlet (incoming) pressures are located in front of the gas valve. The right pressure tap is the manifold pressure and the left pressure tap is the incoming pressure.

   **FOLLOW INSTRUCTIONS ON PAGE #26 OF THIS MANUAL.**

G) **MILLIVOLT BOARD & BURNER PLATE REMOVAL / INSTALLATION** - Figures 7 & 8.

**NOTE:** This unit is equipped with the millivolt board and burner plate already installed. Please ensure that all of the nuts are tightened, securing the board to the firebox. Follow these procedures in the event this assembly needs to be removed for service and/or maintenance.

**MILLIVOLT BOARD REMOVAL.**

1. Turn the control knob to ‘OFF’.  
2. Remove the front upper grill, glass assembly, logs & log grate (figure 7A).

   ![Figure 7A](image)

3. Shut off the gas supply at the manual shut-off valve. 
4. Disconnect the flexible gas line from the manual shut-off valve. 
5. Remove the speed control and/or remote receiver assembly from the dashboard panel, if installed, and remove dashboard panel. 
6. Disconnect any wall switch, remote control or thermostat wires from the valve.
7. Loosen and remove the (2) ¼" nuts securing the burner cover and remove the burner cover from the firebox. Fig. 7B

8. Loosen and remove the (8) 1¼" nuts securing the millivolt board and, while grasping the board, gently lift it off the (8) studs and remove from the firebox. Figure 7C

INSTALLING THE BOARD.

NOTE: The unit is fitted with a gasket to seal the millivolt board. Make certain this gasket is properly placed around the opening before installing the millivolt board

1. Grasp the burner with both hands and place into the unit, lining up the eight 1¼" holes in the millivolt board to the (8) studs on the firebox bottom. Refer to Figure 7C.

CAUTION: Before securing the board into place make sure that all of the wires (attached under the board) are clear and unobstructed.

2. Attach the 1¼" nuts (included with the board assembly).
3. Replace the burner cover aligning the mounting holes in the burner brackets to the mounting studs on bottom of the millivolt board. Figure 7B.

IMPORTANT: Ensure that the burner tube is properly seated over the burner orifice.

4. Secure with the remaining (2) ¼" nuts. Figure 7B.
5. To position the adjustable venturi collar into its mounting bracket, gently push the bracket back far enough to slip the flange on the collar into the slot on the bracket. Figure 8.
6. Connect the flexible gas line to the manual shut-off valve.
7. Re-connect any wall switch, thermostat or remote control wires to the valve.
8. Attach the dashboard panel and extension knobs, if installed.
9. Re-attach any speed control and/or remote receiver brackets to the dashboard.
10. Replace the log grate, (Figure 7A, page 17) and logs (page 19).
11. Light the pilot and burner to ensure proper ignition and operation.
12. Replace the glass assembly and upper grill.

IMPORTANT: CHECK ALL CONNECTIONS WHETHER FIELD OR FACTORY MADE FOR LEAKS.
H) LOG INSTALLATION. See Figures 9A – 9D.

This #361-50B log set includes:

- (1) BC-log
- (1) AP-log
- (1) BB-log
- (1) AY-log
- (1) AR-log
- (1) BD-log
- (1) AZ-log
- (1) JA-log

**NOTE:**
The 'JA' log is notched and should be positioned onto the burner cover placing the notched out sections in the log to the brackets in the center of the burner cover.

1. Position the 'JA' log onto the center of the burner cover aligning the notches in the bottom of the log to the brackets in the burner cover. Figures 9A & 9B.

![FIGURE 9A](image)

![FIGURE 9B](image)

2. Place the 'BC', 'BB', 'AY', and 'AZ' logs into position on the burner cover. Fig. 9C.

**NOTE:** The 'BB' log extends onto the plate attached to the burner cover.

**IMPORTANT:** DO NOT ALLOW THE LOGS TO COVER THE BURNER OR BURNER PORT HOLES.

Press the logs onto the mounting pins to secure them in place.

![FIGURE 9C](image)

3. Position top logs 'AP' and 'AR' onto the previously positioned base logs as shown in figure 9D.

![FIGURE 9D](image)

4. Place the 'BD' log over the 'AR' and 'AP' logs. See Figure 9D.
I) WALL SWITCH, THERMOSTAT, REMOTE INSTALLATION (opt.). See Fig. 10A & 10B.

CAUTION: DO NOT CONNECT HIGH VOLTAGE WIRE TO THE SWITCH

If desired, a wall switch, thermostat, or remote control unit may be used to turn the unit off and on. Only one of these may be installed. Follow instructions included with each kit.

IMPORTANT: No high voltage is required to operate any of these systems.

IMPORTANT: IF THE DASHBOARD PANEL HAS BEEN ATTACHED TO THE VALVE BRACKET, IT MUST BE REMOVED TO EXPOSE THE WIRE CONNECTIONS ON THE VALVE TERMINAL.

OPTIONAL: Disconnect the on/off rocker switch wires from the top & bottom terminals on the gas valve.

NOTE: INSTALLATION OF A THERMOSTAT OR WALL SWITCH SHOULD ONLY BE DONE BY A QUALIFIED INSTALLER.

WALL SWITCH / THERMOSTAT USERS:

1. Run low-voltage (thermostat) wire from the top and bottom terminals on the gas valve to the desired location of the wall switch or thermostat.

2. Attach the appropriate connector to each wall switch / thermostat wire and connect to the top and bottom terminals on the gas valve.

3. Replace the dashboard panel.

REMOTE CONTROL USERS:

Follow instructions included with the remote control.

OPTIONAL: An optional remote control receiver bracket, part #791-2, is available to mount the receiver onto the right side of the dashboard panel behind the center lower grill. For additional information or to purchase this kit, please contact your dealer.

IMPORTANT: The insulated cover included with the remote control must be placed over the remote receiver to protect it from overheating.
J) COMPLETE THE INSTALLATION

1. ATTACH THE EXTERIOR TRIM PIECES (OPTIONAL).

Two sets of exterior trim are included with this fireplace and is used if a finished edge is desired when using tile, marble etc. around the fireplace face. This trim is also used when the fireplace is installed in a Kozy Heat cabinet or surround. Attach the appropriate set for your application.

a) Align the (3) holes on each side of the fireplace to the slots on each trim piece and secure with the screws provided (3 ea. Side).

2. SECURE THE FIREPLACE

a) Secure the stud tabs located on the sides of the unit to the stud walls.
b) Use screws (not provided) to secure the unit to the flooring through the holes located in the bottom of the outer box.

3. COMPLETE THE FIREPLACE WALLS AND UNIT FACING.

CAUTION: The surrounding outside walls MUST be insulated to prevent cold air from entering the room.

MASSORY CONSTRUCTION: A lintel, Part #788B, must be used to support the added weight when masonry construction is used. Follow the instructions below.

REFER TO FIGURE 12

a. Remove all upper grills. Optional: The stand-offs located on the fireplace top may be removed. (Masonry construction only.)
b. Thread the 1 ¾" coupling nuts (B) onto the lintel rods (factory-installed) in the front corners of the fireplace top.
c. Place the lintel iron (A)
d. on the fireplace top with flange in the “up” position as shown.
NOTE: Lintel should be resting on the lintel rods in the front corners and on the brick at both ends.
c. Complete installation of the brick, filling in all holes in the brick with mortar.
4. **DASHBOARD PANEL** - Attach the dashboard panel included in the components packet to the front of the gas valve behind the lower grill. This is accomplished by aligning the holes in the dashboard panel to the corresponding holes in the bracket. Secure with the (2) screws provided.

**OPTIONAL:** Affix the dashboard panel label to the front of the dashboard prior to attaching to the bracket.

5. **EXTENSION KNOBS:** Place the extension knobs included in the components packet through the corresponding holes on the dashboard panel and slide onto the control knobs on the gas valve.

![FIGURE 13](image)

6. **SEASONAL HEAT DUMP ADJUSTMENT:**

This fireplace has been manufactured with a heat vent damper located at the top inside the firebox. This allows infinite control over the amount of heat emitted into the living area without affecting the flame height.

**INSTALLER:** Please install this fireplace with the heat damper (dump) in the closed position.

**HOMEOWNER:** The fireplace has been installed with the heat dump in the closed position and will operate at its peak efficiency. The heat dump may be opened as much as necessary to maintain desired heat level.

**TO ADJUST:**

**CAUTION: DO NOT ATTEMPT TO ADJUST THE HEAT DUMP OPENING IF THE FIREPLACE HAS BEEN IN OPERATION. ALLOW AMPLE TIME TO COOL OR USE THE APPROPRIATE PROTECTION TO AVOID SERIOUS BURNS AND/OR PROPERTY DAMAGE.**

A. Remove the center upper grill and glass assembly.
B. Locate the seasonal heat dump inside the firebox, at the top.
C. Open or close the damper as desired.
D. Replace the glass assembly and upper grill.

![HEAT DUMP SHOWN IN CLOSED POSITION](image)

![HEAT DUMP SHOWN IN PARTIAL OPENED POSITION](image)

**FIGURE 14**
7. **START-UP**

   THIS STEP SHOULD ONLY BE DONE BY A QUALIFIED INSTALLER OR SERVICE TECHNICIAN:

   a) Make sure the burner tube is properly seated over the burner orifice.

   b) Perform lighting and shutdown procedures. This should be done prior to replacing the glass so that any necessary adjustments can be made and proper operation verified. Follow instructions on pages #24-#25.

8. Replace the side glass assemblies. Refer also to Figure 4, page 7.

   a) Position the slots in the top of each side glass assembly to the tabs on the fireplace and set in place. 
      NOTE: The mounting holes at the bottom of the glass assembly should be aligned onto the studs.
   b) Secure at the bottom with the nuts provided (2) each side.

Replace the front glass assembly. Refer to Figure 4, page 7.

   a) Align the slots in the top of the glass assembly over the tabs on the fireplace.
   b) To secure the assembly to the fireplace, pull the two spring loaded handles (located under the firebox) over the hooks on the glass assembly and gently release.

   **WARNING:** DO NOT OPERATE THIS FIREPLACE WITH THE GLASS ASSEMBLY REMOVED, CRACKED OR BROKEN. Replacement of the glass assembly should be done only by a licensed or qualified service person.

9. Replace the grills.

   **NOTE:** THE SPRINGS IN THE UPPER GRILLS ARE TO SECURE THEM IN PLACE DURING SHIPPING AND ARE NOT REQUIRED ONCE THE FIREPLACE HAS BEEN INSTALLED.

   **Upper grills**

   a) Line the rods of the grill up with the upper holes
   b) Place the rods in the holes and push up until the bottoms of the rods clear the face.
   c) Place the bottom of the rod into the lower hole and release. The grill will set down into place.

   **Lower grills - See figure 15.**

   a) The lower grills attach to the hinges (A) located at the bottom of your unit.
   b) Remove the 1/4" nuts (B) from the lower grill assembly.
   c) Slip the bolts through the hinges (A).
   d) Re-attach the 1/4" nuts (B).
   e) Repeat "a" through "e" for remaining grills.

   The grills are now in place. The center grill may be lowered for lighting purposes, etc.

   ![Figure 15](image-url)
K) LIGHTING AND SHUTDOWN. See Figure 16A.

NOTE: Prior to lighting, check all fittings for leakage. This is accomplished by applying soapy water on all connections made. If there is any leakage bubbles will appear at the point of connection. If bubbles occur, tighten the fittings until the bubbles no longer appear. All connections made at the factory have been previously tested.

IMPORTANT: TEST ALL CONNECTIONS WHETHER FIELD OR FACTORY MADE.

NOTE: The appliance and its individual shut off valve must be disconnected from the gas supply piping system during any pressure testing of that system at test pressures in excess of 1/2 psi (3.5 kPa).

NOTE: The appliance must be isolated from the gas supply piping system by closing its individual manual shut off valve during any pressure testing of the gas line at test pressures equal to or less than 1/2 psig (3.5 kPa).

Pressure check taps for the manifold (outgoing) and inlet (incoming) pressures are located in front of the gas valve. The top pressure tap is the manifold pressure and the bottom pressure tap is the incoming pressure. Follow instructions on page 26.

NOTE: Read 1-8 before lighting the unit for the first time. Refer to figure 17A, page 30.
1. Open the lower grill by grasping the center of the top louver, and pull out and down.
2. Set the thermostat, if used, to the lowest setting
3. Turn off all electric power to the appliance.
4. Push in control knob (A) slightly and turn clockwise to "OFF". 

Gas Valve

NOTE: Knob cannot be turned from "PILOT" to "Off" unless knob is pushed in slightly. Do not force.

5. Wait five (5) minutes to clear out any gas. If you then smell gas, STOP! Follow the safety information on page 2 of this installation manual. If you don’t smell gas, go to the next step.

6. Find the pilot - follow metal tube from gas control. The pilot is behind the burner plate on the right side of the board inside the combustion chamber.
7. Turn the control knob on gas valve counterclockwise to "PILOT".
8. Push in the control knob all the way and hold in. Press the piezo igniter button (B). The pilot will generally light with two or three pushes on the igniter. Hold the knob in for about one (1) minute after the pilot is lit. Release knob and it will pop back out. Pilot should remain lit. If it goes out, repeat steps 4 through 8.

* If knob does not pop out when released, stop and immediately call your service technician or gas supplier.
* If the pilot will not stay lit after several tries, turn the gas control knob to "OFF" and call your service technician or gas supplier.

9. Turn gas control knob counterclockwise to "ON".
10. The burner can now be turned 'on' or lit by depressing the ON/OFF rocker switch located beside the valve (C) OR by setting the thermostat or remote control to the desired setting.

NOTE: When the unit is initially lit, condensation will appear on the glass, this is normal in all gas fireplaces, and will disappear in one to three minutes.
TO TURN THE BURNER OFF:

11. To turn the burner 'OFF', depress the ON/OFF rocker switch to 'OFF', flip 'off' the wall switch or adjust the setting on the thermostat or remote control. NOTE: The pilot will stay lit.

TO TURN THE PILOT OFF:

12. To turn off the pilot, push in and turn the control knob to the "OFF" position. DO NOT FORCE.

Figure 16A

INITIAL BURN PERIOD

AN ODOR WILL OCCUR DURING THE FIRST FEW HOURS OF BURNING. THIS IS THE PAINT CURING AND SUBSTANCES USED IN THE MANUFACTURING PROCESS. IT IS RECOMMENDED TO LEAVE THE FAN (IF INSTALLED) OFF DURING THIS PERIOD AS IT WILL SPEED UP THE PAINT CURING PROCESS.

DUE TO THE MAKEUP OF THE LOGS AND REFRACTORY, THEY WILL DISCOLOR DURING THE INITIAL BURN PERIOD. THIS MAY TAKE UP TO 4 HOURS OF BURN TIME. ONCE THE CURING PROCESS IS COMPLETE, THE TRUE COLOR WILL RETURN.

IMPORTANT: DO NOT BURN THIS FIREPLACE WITHOUT THE GLASS ENCLOSURE PROPERLY IN PLACE.

**MAKE SURE THE HOMEOWNER IS AWARE OF THIS**

NOTE: CHILDREN AND ADULTS SHOULD BE ALERTED TO THE HAZARDS OF HIGH SURFACE TEMPERATURE AND SHOULD STAY AWAY TO AVOID BURNS OR CLOTHING IGNITION. YOUNG CHILDREN SHOULD BE CAREFULLY SUPERVISED WHEN THEY ARE IN THE SAME ROOM AS THE APPLIANCE.

CLOTHING OR OTHER FLAMMABLE MATERIAL SHOULD NOT BE PLACED ON OR NEAR THE APPLIANCE.

ATTENTION INSTALLER / HOMEOWNER:

THIS FIREPLACE MAY PRODUCE NOISES OF VARYING DEGREE AS IT HEATS AND COOLS DUE TO METAL EXPANSION AND CONTRACTION. THIS IS NORMAL AND DOES NOT AFFECT THE PERFORMANCE OR LONGEVITY OF THE FIREPLACE.
PRESSURE TESTING
MANIFOLD & INLET PRESSURE

IMPORTANT NOTICE: A pressure check tap for both the manifold (outgoing) and inlet (incoming) pressure has been incorporated into the valve by Robertshaw. The top pressure tap is the manifold pressure and the bottom pressure tap measures the incoming pressure. Follow the instructions below for proper pressure testing procedures.

TO CHECK THE MANIFOLD PRESSURE:

1. Light pilot.
2. Loosen the manifold pressure tap [C] by turning the screw counter-clockwise.
3. Attach manometer to pressure tap using a 5/16" I.D. hose [E].
4. Turn black control knob [A] to the 'on' position.
5. Turn the burner on by depressing the rocker switch [B] to expose the red and note manometer reading.
6. Turn the rocker switch [B] to the 'off' position.
7. Disconnect manometer hose and tighten screw (clockwise). Screw should be snug, do not over tighten.
8. Attach manometer to manifold pressure tap to verify that it is completely sealed. Manometer should read no pressure when the rocker switch is turned 'on'.

NOTE: If manifold pressure reading is within the normal range, an incoming pressure check is not necessary. A too high or too low pressure reading warrants an inlet (incoming) gas pressure check.

TO CHECK THE INLET PRESSURE:

1. Loosen Inlet pressure tap screw [D] by turning screw counter-clockwise.
2. Attach manometer using a 5/16" I.D. hose [E].
3. Light the pilot.
4. Turn the black control knob [A] to the 'on' position. (Burner should not come on) and note manometer reading.
5. Turn the rocker switch [B] to the 'on' position and check the pressure to ensure that it stays near the maximum inlet pressure.
6. Turn the rocker switch [B] to the 'off' position.
7. Turn the pilot to the 'off' position.
8. Disconnect hose and tighten screw (clockwise). Screw should be snug, do not over tighten.
9. Relight pilot and turn the control knob [A] to the 'on' position. Attach manometer to the inlet pressure tap to verify that it is completely sealed. Manometer should read no pressure.

NOTE: If Inlet pressure reading is too high or too low, contact the gas company. Only a qualified gas service technician should adjust the incoming gas pressure.

CAUTION: A LOW PRESSURE READING CAN CAUSE DELAYED IGNITION.

Figure 16B
L) MAINTENANCE REQUIREMENTS

1. The appliance should be inspected at least once a year by a professional service person.

NOTE: INSTALLATION AND REPAIR SHOULD BE DONE ONLY BY A QUALIFIED SERVICE PERSON. THE APPLIANCE SHOULD BE INSPECTED BEFORE USE AND AT LEAST ANNUALLY BY A QUALIFIED SERVICE PERSON. MORE FREQUENT CLEANING MAY BE REQUIRED DUE TO EXCESSIVE LINT FROM CARPETING, BEDDING MATERIALS, ETC. IT IS IMPERATIVE THAT CONTROL COMPARTMENTS, BURNERS AND CIRCULATION AIR PASSAGeways OF THE APPLIANCE BE KEPT CLEAN.

DO NOT OBSTRUCT THE FLOW OF COMBUSTION AND VENTILATION AIR

2. The compartment below the firebox (behind the lower grill) must be cleaned at least once a year, more frequent cleaning may be required due to excessive lint from carpet, bedding materials or other fibrous materials. It is imperative that the burner is cleaned once a year.

NOTE: ANY SAFETY SCREEN OR GUARD REMOVED FOR SERVICING A ROOM HEATER MUST BE REPLACED PRIOR TO OPERATING THE HEATER.

CAUTION: LABEL ALL WIRES PRIOR TO DISCONNECTION WHEN SERVICING CONTROLS. WIRING ERRORS CAN CAUSE IMPROPER AND DANGEROUS OPERATION. VERIFY PROPER OPERATION AFTER SERVICING.

FAN - The fan should be disconnected from electrical current, removed, and cleaned (vacuumed) every six months. The bearings are sealed and require no oiling.

VENT SYSTEM - Annual examination of the venting system by a qualified agency is required.
1. Turn off the fireplace.
2. Remove the upper grill and glass assembly on the front of the unit.
3. For easier access, remove the logs.
4. Cover the millivolt board system.
5. Loosen & remove the nuts securing the baffle at the top of the firebox and remove the baffle.
6. Examine proper sealing of the vent system.
7. Replace the baffle and secure with the nuts.
8. Replace the logs, glass and upper grill.

NOTE: If the vent-air intake system is disassembled for any reason, reinstall and seal in accordance to the instructions on pages #7-#11 in this installation manual.

THE FLOW OF COMBUSTION AND VENTILATION AIR MUST NOT BE OBSTRUCTED.

MILLIVOLT BOARD SYSTEM - Annual cleaning of the burner is required. The burner tube / cover may be removed for easier access.

1. Turn off the fireplace.
2. Remove the upper grill and glass assembly on the front of the unit.
3. Remove the logs.
4. Remove the burner tube / cover. Follow instructions on pages #17-#18.
5. Visually check for blocked port holes, especially near the pilot.
6. Blocked port holes may cause delayed ignition.
7. Replace components referring to instructions in this manual if necessary.
8. Visually check the pilot light and burner when they are burning. See figure 17.
   The flames should be steady, not lifting or floating.

GLASS CLEANING AND REPLACEMENT

CAUTION: IF THE BURNER OR PILOT HAS BEEN BURNING, ALLOW AMPLE TIME TO COOL BEFORE REMOVING GLASS ASSEMBLIES. PLACE THEM ON A PROTECTED SURFACE UPON REMOVAL TO AVOID DAMAGE TO FLOORING OR PERSONAL PROPERTY.

- Clean glass only when cool and only with non-abrasive cleansers.
- Do not operate this fireplace with the glass / frame assembly removed, cracked or broken.
- The glass assembly, part #700-07T shall only be replaced as a complete unit, as supplied by Hussong Mfg. Co., Inc.
- Replacement of the glass assembly must only be performed by a licensed or qualified service person.
- DO NOT SUBSTITUTE MATERIALS.
- Do not strike or slam glass door assembly.

CAUTION: KEEP THE APPLIANCE AREA CLEAR OF COMBUSTIBLE MATERIALS, SUCH AS GASOLINE AND OTHER FLAMMABLE VAPORS AND LIQUIDS.
M) TROUBLE SHOOTING GUIDE

**NOTE:** The millivolt board includes the following items: Valve, generator, pilot assembly, piezo, electrode, rocker switch, burner, orifice and orifice holder. If any of these items are defective, contact your dealer for the appropriate repair / replacement procedures to follow.

**WARNING:** DO NOT ATTEMPT TO SERVICE THIS UNIT IF YOU ARE NOT A QUALIFIED INSTALLER OR REPAIRMAN.

1. If the unit fails to ignite a qualified service person should check the unit installation.

2. It is imperative that the control compartment, burner and circulation air passageways of the unit be kept clean. This is necessary to provide adequate combustion and ventilation air.

3. All of the working parts of this unit can be removed at one time. Before removing the millivolt board, check for loose wires.

<table>
<thead>
<tr>
<th><strong>PROBLEM</strong></th>
<th><strong>CAUSE</strong></th>
<th><strong>SOLUTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilot won't light</td>
<td>Gas shut off</td>
<td>Turn Gas On</td>
</tr>
<tr>
<td></td>
<td>Gas line not purged</td>
<td>Must be purged by qualified service technician.</td>
</tr>
<tr>
<td></td>
<td>Gas line not bled out</td>
<td>Hold black knob in long enough to bleed out line.</td>
</tr>
<tr>
<td></td>
<td>Not holding regulator valve in long enough</td>
<td>Hold in longer</td>
</tr>
<tr>
<td>Pilot won't stay lit</td>
<td>Not holding pilot button in long enough</td>
<td>Hold button in longer to heat generator</td>
</tr>
<tr>
<td></td>
<td>Generator wires loose at regulator terminals</td>
<td>Reposition wire and tighten screws. See page 29 for wiring diagrams.</td>
</tr>
<tr>
<td>No spark when piezo button is depressed</td>
<td>Generator wire grounded out due to pinching of wires</td>
<td>Nuts on millivolt board may need loosening to remove pinched wire.</td>
</tr>
<tr>
<td></td>
<td>The nut which holds the piezo in place is loose</td>
<td>Tighten nut.</td>
</tr>
<tr>
<td></td>
<td>Wire on back of piezo button is loose or off</td>
<td>Put wire back into place.</td>
</tr>
<tr>
<td></td>
<td>Wire from piezo to electrode is loose at electrode</td>
<td>Reconnect wire.</td>
</tr>
<tr>
<td></td>
<td>Electrode moved out of position</td>
<td>Realign electrode with 1/8&quot; space between it and pilot.</td>
</tr>
</tbody>
</table>
PROBLEM

Burner won’t light

Flame too blue after 15 minutes of burning

Carbon build up inside of unit.

CAUSE

Pilot not lit
Regulator valve not turned on
Rocker switch not turned on.

Burner tube venturi open too far.
Incorrect log placement.
Burner tube venturi closed too far.

SOLUTION

Relight pilot
Turn valve to "on"
Depress bottom of switch.

Rocker switch wire not connected
Check wiring diagram below and ensure that all wires are secure.

Contact qualified service person to adjust venturi.
Approx. 5/8" open-LP gas & 3/16" open-Natural gas.

Check log placement, adjust.
Contact qualified service person to adjust venturi.

WIRING DIAGRAM

Figure 18
N) Replacement Parts

Replacement parts are available through your local Kozy Heat dealer. Please contact them for availability and pricing.

MILLIVOLT BOARD AND PARTS

961-4008 Millivolt board - Natural Gas
961-4018 Millivolt board - LP Gas
700032 Piezo Ignitor
700033 Toggle Switch
700036 Millivolt Generator
700039 Hi/Lo Adjustable Regulator - Natural Gas
700040 Hi/Lo Adjustable Regulator - LP Gas
700053 NG-30 Sec. Dropout Valve - Robertshaw
700054 LP-30 Sec. Dropout Valve - Robertshaw
700055 NG-30 Sec Pilot Assembly
OCK-331 Natural Gas Conversion Kit
OCK-350 LP Gas Conversion Kit

700059 Thermocouple - 30 Sec.
700060 Flexible Pilot Tubing
700203 Manual Shut off Valve
700213 18" Flexible Gas Line
700224 3/8" x 24" Flexible Gas Line - Valve to Burner Orifice
700267 Natural Gas Pilot Orifice
700268 LP Gas Pilot Orifice
700281 Natural Gas Burner Orifice - #31
700280 LP Gas Burner Orifice - #50
936035 Burner Tube
961035 Burner cover

FAN & FAN PARTS

600-1 Fan Kit – Complete with speed control
404-4 Limit Switch
600085 Speed Control
600087 Speed Control Assembly - Dashboard

70007T 17" x 30" Standard glass with Tadpole gasket
70009T 17" x 30" Oval glass w Tadpole gasket
70010T 17" x 30" Panelized Glass w Tadpole gasket
70011T 17" x 11" Side Glass w Tadpole Gasket

GLASS

BRASS TRIM

500036 Arched Valance Brass Trim - Front
500061 Arched Valance Brass Trim - Side
501961 Arched Valance Brass Trim Set - 3 pc.

500336 Brass Grill Set - 6 pc. Set
500337 Black Grill Set - 6 pc. Set
500338 Accent Grill Set - 6 pc. Set
500367 Chrome Grill Set - 6 pc. Set
500368 Chrome Accent Grill Set - 6 pc. Set
301102 Brass Upper Grill
302102 Brass Lower Grill
301103 Brass Upper Grill - Right side
302103 Brass Lower Grill - Right side
301104 Brass Upper Grill - Left side
302104 Brass Lower Grill - Left side
301105 Black Upper Grill
302105 Black Lower Grill
301107 Black Upper Grill - Left side
302107 Black Lower Grill - Left side
301106 Black Upper Grill - Right side
302106 Black Lower Grill - Right side
301108 Accent Upper Grill
302108 Accent Lower Grill
301109 Accent Upper - Right side
302109 Accent Lower - Right side
302110 Accent Upper - Left side
302110 Accent Lower - Left side
301123 Chrome Upper Grill - Front
302123 Chrome Lower Grill - Front
301125 Chrome Upper Grill - Left side
302125 Chrome Lower Grill - Left side
301124 Chrome Upper Grill - Right side
302124 Chrome Lower Grill - Right side
301126 Chrome Accent Upper Grill - Front
302126 Chrome Accent Lower Grill - Front
301128 Chrome Accent Upper Grill - Left side
302128 Chrome Accent Lower Grill - Left side
301127 Chrome Accent Upper Grill - Right side
302127 Chrome Accent Lower grill - Right side

LOG SET

96150B 8 PC. Log Set
96150A BC-Log
96150B AY-Log
96150C AZ-Log
96150D AP-Log
96150E AR-Log
96150F JA-Log
96150G BB-Log
96150H BD-Log

VENT KITS

745 Direct Vent Kit - 4'
746 Direct Vent Extension Kit - 6'
747 Vinyl Siding Protector
745060 Firestop
923-C Dura-Vent Adaptor - Vertical Terminations
900065 Restrictor (convertible)

REFRACTORY

961-900 Refractory Panels - Back & Sides
961-901 Refractory Panels - Bottom

PAINT

300324 12 oz. Aerosol Touch-up Paint - Satin Black

Hussong Mfg. Co., Inc
204 Industrial Park Drive
Lakefield, MN 56150

Revised June 2002
KOZY HEAT
LIMITED 10 YEAR WARRANTY

This Limited 10 Year Warranty will not become effective until the warranty registration form has been completed and mailed to Hussong Manufacturing Co., Inc., P.O. Box 577, Lakefield, MN 56150. This registration form must be received within 30 days of installation. Failure to do so may result in delayed warranty coverage and submission of proof of purchase will be required.

Hussong Manufacturing Co., Inc. warranties to the original purchaser of this Kozy Heat Fireplace, that it is free of defects in materials and workmanship at the time of manufacture.

Subject to the following conditions & requirements, Hussong Manufacturing Co., Inc. extends the following limited warranty under normal use and service, with respect to the Kozy Heat line of gas burning fireplaces.

YEAR 1: Subject to the following conditions & requirements listed below, within the first year from date of purchase, Hussong Manufacturing Co., Inc. shall, at its discretion, replace or repair any such defect in material or workmanship, at Hussong Manufacturing Co., Inc.'s expense, including reasonable labor costs to repair or replace the defective component, if a factory pre-authorization is given for the repair.

YEARS 2 - 10: Subject to the following conditions & requirements listed below, beginning with the first day of the second year and continuing through the tenth year, Hussong Manufacturing Co., Inc., will at its discretion, provide repair or replacement parts at current wholesale prices for any defect in material or workmanship of components, including optional components and accessories Hussong Manufacturing Co., Inc. shall not be responsible for any installation, labor, transportation or other indirect costs.

LIMITATION OF LIABILITY

To make a claim under this warranty, the purchaser must first contact the dealer/installer from whom the fireplace was purchased.

This limited warranty will be void if the fireplace is not installed by a qualified installer and according to the installation instructions. Use of unauthorized components will make this warranty null and void.

This limited warranty also is void if the fireplace is not operated, at all times, according to the operating instructions furnished.

This warranty is limited to defects in material and workmanship. It does not apply to any product that has been subject to negligence, misapplication, improper installation. Products made by other manufacturers are NOT covered by this Limited Warranty, regardless of whether they were purchase with the fireplace or later added.

No person is authorized to extend the time of this warranty or to accept on Hussong Manufacturing Co., Inc.'s behalf any additional obligation of liability connected with the unit.

It is expressly agreed and understood that this warranty is Hussong Manufacturing Co., Inc.'s sole obligation and purchaser's exclusive remedy for defective fireplace equipment. Hussong Manufacturing Co., Inc. shall not be liable for any consequential, incidental or contingent damages whatsoever. The foregoing warranty is exclusive and in lieu of all other expressed warranties. Hussong Manufacturing Co., Inc. shall not be held to implied warranties, including but not limited to the implied warranties or merchantability and fitness for a particular purpose. This warranty replaces all previous warranty policies.

Some states do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

Hussong Manufacturing Co., Inc. reserves the right to make changes at any time, without notice, in design, material, specifications and prices. Hussong Manufacturing Co., Inc. reserves the right to discontinue models and products.

WARRANTY CONDITIONS & REQUIREMENTS:

1. You are the original purchaser. This warranty is not transferable.
2. Installation of the fireplace is performed by a qualified installer.
3. Installation and operation must comply with installation and operation instructions.
4. Paint and glass gaskets are covered for 30 days from date of purchase.
5. Components (including glass panels) broken, during shipping, careless handling of components, or defects resulting from improper installation, misuse of the fireplace and components are not covered under this warranty.
6. This warranty does not cover any part of the fireplace or any components which have been exposed to or submerged under water.
7. Hussong Manufacturing Co., Inc. must be notified by the dealer the fireplace was purchased from or a qualified installer or service technician of the defect.
8. Annual service of the fireplace as required in the installation manual, is performed by a qualified installer/service technician. (Copies of such service records may be required to claim a warranty.)
9. All previous warranty/service has been performed by a qualified installer or service technician. (Copies of such service records may be required to claim a warranty.)
LIFETIME WARRANTY

THIS LIFETIME WARRANTY COVERAGE WILL BE EXTENDED AS DESCRIBED BELOW PROVIDED ALL WARRANTY CONDITIONS AND REQUIREMENTS ARE MET AS OUTLINED IN THE 10 YEAR LIMITED WARRANTY POLICY.

LIFETIME WARRANTY COVERAGE

LIFETIME WARRANTY IS EXTENDED AS FOLLOWS: Hussong Manufacturing warranties to the original purchaser that the firebox, heat exchanger, fiber logs, burner tube and glass of this Kozy Heat fireplace will not be defective in material or workmanship under normal use and service for as long as you own this product. If any of these components fail due to defects in material or workmanship under normal use and service, Hussong Manufacturing Co., Inc. will, at its sole discretion, repair or replace the defective component. This LIFETIME WARRANTY does not cover any installation, labor, transportation or other indirect costs arising from defective components.

LIMITATION OF LIABILITY

This Lifetime warranty will be void if the fireplace is not installed by a qualified installer and according to the installation instructions. Use of unauthorized components will make this warranty null and void. This lifetime warranty also is void if the fireplace is not operated, at all times, according to the operating instructions furnished. This warranty is limited to defects in material and workmanship of components specified. It does not apply to any product that has been subject to negligence, misapplication, improper installation.

No person is authorized to extend the time of this Lifetime warranty or to accept on Hussong Manufacturing Co., Inc.’s behalf any additional obligation of liability connected with the unit.

Hussong Manufacturing Co., Inc. may fully discharge all obligations with respect to this Lifetime warranty by refunding the wholesale price of the defective component(s).

It is expressly agreed and understood that this Lifetime warranty is Hussong Manufacturing Co., Inc.’s sole obligation and original purchaser’s exclusive remedy for defective fireplace equipment. Hussong Manufacturing Co., Inc. shall not be liable for any consequential, incidental or contingent damages whatsoever other than those incurred by Hussong Manufacturing Co., Inc. to repair or replace the defective component. The foregoing warranty is exclusive and in lieu of all other expressed warranties. Hussong Manufacturing Co., Inc. shall not be held to implied warranties, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. This lifetime warranty replaces all previous lifetime warranty policies.

Hussong Manufacturing Co., Inc. reserves the right to make changes at any time, without notice, in design, material, specifications and prices. Hussong Manufacturing Co., Inc. reserves the right to discontinue models and products.

JUNE 1998

TO ACTIVATE THIS LIFETIME WARRANTY COVERAGE, THIS REGISTRATION CARD MUST BE COMPLETED AND MAILED WITH YOUR COMPLETED 10 YEAR LIMITED WARRANTY FORM WITHIN 30 DAYS OF INSTALLATION.

PURCHASER’S NAME: __________________________

ADDRESS: __________________________

________________________________

INSTALLER NAME: __________________________

ADDRESS: __________________________

________________________________

INSTALLATION DATE: ________________________

MODEL#: __________________ SERIAL #: __________

TELEPHONE # __________________________

Page 32