Please read this entire manual before installation and use of the corn / pellet fuel burning room heater. Failure to follow these instructions could result in property damage, bodily injury or even death.

Contact local building or fire officials about restrictions and installation inspection requirements in your area.

SAVE THESE INSTRUCTIONS
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Features</td>
<td>1</td>
</tr>
<tr>
<td>Operating &amp; Maintenance Guidelines</td>
<td>2</td>
</tr>
<tr>
<td>Operating Instructions</td>
<td>3</td>
</tr>
<tr>
<td>Circuit Control Board</td>
<td>4</td>
</tr>
<tr>
<td>Pre-lighting / Lighting the Stove</td>
<td>5-6</td>
</tr>
<tr>
<td>Start-up Program Sequence</td>
<td>7</td>
</tr>
<tr>
<td>Thermostat Control</td>
<td>7</td>
</tr>
<tr>
<td>Diagnostic Features</td>
<td>7-8</td>
</tr>
<tr>
<td>Shutting the Stove 'Off'</td>
<td>8</td>
</tr>
<tr>
<td>Safety Devices</td>
<td>9</td>
</tr>
<tr>
<td>Maintenance Instructions</td>
<td>10-16</td>
</tr>
<tr>
<td>Daily Maintenance</td>
<td>10-11</td>
</tr>
<tr>
<td>Weekly Maintenance</td>
<td>11-13</td>
</tr>
<tr>
<td>2-Month Maintenance</td>
<td>13-15</td>
</tr>
<tr>
<td>Annual Maintenance</td>
<td>15</td>
</tr>
<tr>
<td>Safety Precautions</td>
<td>16</td>
</tr>
<tr>
<td>Troubleshooting</td>
<td>17-18</td>
</tr>
<tr>
<td>Replacement Parts</td>
<td>19</td>
</tr>
</tbody>
</table>
OLIVIA
Corn / Pellet Stove

FEATURES

Tested for use with Corn, Pellet or an Unlimited Mixture

Convenient Pellet/Corn Switch

Digital Control Board with Diagnostics

90 lb. Hopper Capacity

Heat Exchange

Tube cleaner

Hearth Extension

Ash drawer with easy access

★Patent Pending Ash Drop System

Electronic Ignition - Standard
Thermostatic Control - Optional
FOR USE WITH CORN OR WOOD PELLETS ONLY

INSTALLATION: It is imperative that this stove be installed by a qualified installer in accordance with the installation manual provided with this stove. Improper installation and/or maintenance may create a fire hazard, result in an unsafe condition, result in poor performance and may void your warranty.

Please read this entire manual before operating this stove. Make sure the installer of this product reviews the operating sequence, maintenance requirements, both during the heating season and annual requirements and answers any questions you may have.

CAUTION: Operate this stove only with the fuel hopper closed. Failure to do so may result in emission of products of combustion from the hopper under certain conditions. This stove is equipped with a safety interlock device which will turn off auger operation when the hopper lid is opened. To prevent fire from extinguishing, do not allow hopper lid to remain open longer than 30-45 seconds.

This stove is approved for use with shelled corn or wood pellets only. An unlimited mixture of shelled corn and wood pellets may also be used. A switch is located at the top of the control board. Simply depress the switch to the corresponding fuel you are using. It’s that easy - no burn pot to remove and exchange.

SHELLED CORN - If you are providing your own fuel

When using shelled corn in this stove, make sure that the switch at the top of the control board is depressed to the ‘corn’ setting. The shelled corn must be 15% or less moisture content. Corn must be dry, clean, and of good quality. Corn dust should be screened prior to using. Burning wet and/or poor quality corn will not burn properly and will deteriorate stove performance.

NOTE: Corn with excessive grain dust should be screened.
Large pieces of cob should be removed as they may plug the auger.

Contact your dealer for information on where to purchase high quality fuel products to burn in your new stove.

WOOD PELLETS

This stove is equipped with a dual burn system which means it can be used with either shelled corn or wood pellets or a combination of both. It is not necessary to exchange burn pots when changing from corn to wood pellets and visa versa. Make sure that the switch at the top of control board is depressed to the ‘pellets’ setting.

STORAGE: Wood pellets should be left in their original sealed bag until using. This will prevent moisture absorption.

CORN SETTING VS. PELLET SETTING

The difference between the corn setting & pellet setting on this stove is the auger operation. When the stove is set to the ‘corn’ setting, the auger ‘on time’ is much less than when the stove is set to the ‘pellet’ setting. This means that less product (corn) will drop into the burn pot when set to the corn setting. Corn burns slower than pellets, therefore less corn should be fed from the auger.
OPERATING INSTRUCTIONS

1. Carefully read this ‘Operating & Maintenance’ manual completely prior to lighting this stove for the first time.

2. Clean all markings from any plated surfaces with a soft cloth and Windex type cleaner. Never use anything abrasive on any surface of this stove.

3. Clean both sides of the glass with a ‘Windex’ type cleaner.

4. Make sure the dealer or installer has thoroughly demonstrated operating sequence and maintenance requirements.

5. Complete warranty information and return to: Kozy Heat Fireplaces
   Attention: Warranty Registration
   P.O. Box 577
   Lakefield, Minnesota 56150.

6. Please be aware that it will be normal for the stove to give off some odors during the initial burning of the stove. This is short-term and the result of paint curing and other agents used in the manufacturing process.

7. This stove will become HOT WHILE IN OPERATION. Keep children, clothing, and furniture away from all stove surfaces. Direct contact with the stove surfaces while operating may cause severe burns.

8. This stove has safety interlock switches built into the circuit control board which will not allow continuous burning in the event of a problem. Keep the door and ash drawer closed and completely latched whenever this stove is in operation. Keep the hopper lid completely closed whenever this stove is in operation. If the hopper lid is left opened, the control board will continue to operate as normal, but the auger will not run.

9. All exhaust connections must be tightly sealed to prevent the possibility of carbon monoxide from entering the home.

10. The combustion air intake pipe must be connected to an outside source for fresh air. This will prevent smoke back into the house in some circumstances.
CIRCUIT CONTROL BOARD FUNCTIONS:

A. **ON/OFF:** This button turns the circuit control board ‘ON’ and ‘OFF’. This button is also used to ‘reset’ the board after it has switched to Diagnostic mode.

B. **HEAT LEVEL:** This button advances the heat settings between level #1 and level #5. If level #5 is selected and the button is depressed again, the setting will change to level #1. The ‘LED’ light will indicate which heat setting is active.

C. **AUGER:** The Auger will not start operating for 4 ½ minutes after the control circuit board has been turned on. If the auger is empty, it will take 3 to 4 minutes for fuel to start dropping into the burn pot. The AUGER button allows you to manually auger fuel into the burn pot on start up, if needed.

D. **FAN:** The fan button will adjust the ‘convection’ fan on heat setting level 1 only. Push the button and the red LED light will flash once to decrease the voltage 5 volts. Pushing the button again will cause the LED light to flash twice and decreases the fan voltage another 5 volts. If the button is pushed a third time, the voltage will reset to the normal setting.

E. **AUGER TRIM:** The auger trim button allows the feed rate to be adjusted on heat setting level #1 only and may be set to #1 Normal, #1 High, and #1 Low. LED lights on the control board indicates which auger trim level is active.

1. **Normal** - The first LED light indicates that it set at the ‘Normal’ setting. The auger ‘ON’ time is 2.00 seconds.

2. **High** - Pressing the auger trim button once changes it to ‘High’. The first & fourth LED lights are on. The auger ‘ON’ time is 2.40 seconds.

3. **Low** - Pressing the auger trim button twice changes it to ‘Low’. The first & third LED lights are on. The auger ‘ON’ time is 1.40 seconds.
PRE-LIGHTING CHECK LIST:

1. Pivot the control circuit board counter-clockwise to the ‘concealed’ position.
2. Fill the hopper with the desired fuel you wish to burn, corn, pellet, or a mixture of both. Fuel is fed to the burn pot by an auger. The auger will not operate when the hopper lid is opened.
3. Dump any remaining ashes from the burn pot. Return the ash drop pan to their ‘closed’ position - the ash drop handles will be in a horizontal position and pushed in. Refer to page #10 of this manual.
4. Ensure that the burn pot is properly seated in place.
5. Pivot the control circuit board clockwise to the ‘exposed’ position.
6. If a thermostat is not installed, the control circuit board must be set to the ‘Manual’ position at all times.

LIGHTING YOUR STOVE

SHELLED CORN

1. Check ash drawer capacity - Grasp the handle located just underneath the hearth extension and turn counter-clockwise to unlatch the ash door. The ash drawer is located directly behind the ash door. Slide the drawer out, check capacity and empty if necessary.

   DISPOSAL OF ASHES: Ashes should be placed in a metal container with a tight fitting lid. The closed container of ashes should be placed on a noncombustible floor or on the ground, well away from all combustible materials, pending final disposal. If the ashes are disposed of by burial in soil or otherwise locally dispersed, they should be retained in the closed container until all cinders have been thoroughly cooled. Ashes can still be hot after 24 hours under the right conditions. Note: Ashes can still be hot after 24 hours under the right conditions.

2. Replace ash drawer and close and latch ash door.
3. Check hopper capacity, fill if necessary.
4. Set control switch, located at the top of the circuit board, to the ‘CORN’ setting.
5. Place 4 oz to 6 oz. wood pellets into the burn pot. (We use wood pellets to initially light the stove.) Corn will ignite, but has a longer ramp up time and may cause the burn pot to flood.
6. Close and latch the door.
7. Press the ON/OFF button on the circuit board once. This will illuminate the LED light just above the button, turn on the electronic ignition probe in the burn pot, and begin the start up program.

   The pellets will begin to smoke and will combust into flame in approximately 2 minutes. After 4 1/2” minutes, the auger will turn ‘ON’ and begin feeding shelled corn into the burn pot. The LED light just above the ‘Auger’ button will light up each time the auger goes on.

   NOTE: The electronic ignitor will stay on for approximately 7 minutes, even though flame may have already been established in the burn pot.

8. Adjust heat setting level to desired position - #1 - #5, with #5 being the highest heat setting. The most preferred setting is #3.
9. Pivot the control circuit board counter-clockwise down to the concealed position if desired.

WOOD PELLETS

1. Check ash drawer capacity - Grasp the handle located just underneath the shelf and turn counter-clockwise to unlatch the ash door. The ash drawer is located directly behind the ash door. Slide the drawer out, check capacity and empty if necessary.

   DISPOSAL OF ASHES: Ashes should be placed in a metal container with a tight fitting lid. The closed container of ashes should be placed on a noncombustible floor or on the ground, well away from all combustible materials, pending final disposal. If the ashes are disposed of by burial in soil or otherwise locally dispersed, they should be retained in the closed container until all cinders have been thoroughly cooled. Note: Ashes can still be hot after 24 hours under the right conditions.
2. Replace ash drawer and close and latch ash door.
3. Check hopper capacity, fill if necessary.
4. Set control switch, located at the top of the circuit board, to the ‘PELLETS’ setting.
5. Place 6 oz. wood pellets into the burn pot.
6. Close and latch door.
7. Press the ON/OFF button on the circuit board once. This will illuminate the LED light just above the button, turn on the electronic ignition probe in the burn pot, and begin the start up program.

The pellets will begin to smoke and will combust into flame in approximately 2 minutes. After 4 ½ minutes, the auger will turn ‘ON’ and begin feeding wood pellets into the burn pot. The LED light just above the ‘Auger’ button will light up each time the auger goes on.

NOTE: The electronic ignitor will stay on for approximately 7 minutes, even though flame may have already been established in the burn pot.

8. Adjust heat setting level to desired position - #1 - #5, with #5 being the highest heat setting. The most preferred setting is #3.
9. Pivot the control circuit board counter-clockwise down to the concealed position if desired.

50/50 OR UNLIMITED MIXTURE OF CORN / PELLETS

1. Check ash drawer capacity - Grasp the handle located just underneath the shelf and turn clockwise to unlatched the ash door. The ash drawer is located directly behind the ash door. Slide the drawer out, check capacity and empty if necessary.

DISPOSAL OF ASHES: Ashes should be placed in a metal container with a tight fitting lid. The closed container of ashes should be placed on a noncombustible floor or on the ground, well away from all combustible materials, pending final disposal. If the ashes are disposed of by burial in soil or otherwise locally dispersed, they should be retained in the closed container until all cinders have been thoroughly cooled. Note: Ashes can still be hot after 24 hours under the right conditions.

2. Replace ash drawer and close and latch ash door.
3. Check hopper capacity, fill if necessary.
4. Set control switch, located at the top of the circuit board, to the ‘CORN’ setting. NOTE: At start-up, the ‘Pellets’ setting may be used for a brief period of time. Extended use on the ‘Pellets’ setting will cause the burn pot to ‘flood’.
5. Place 6 oz. corn/wood pellets mixture into the burn pot.
6. Close and latch door.
7. Press the ON/OFF button on the circuit board once. This will illuminate the LED light just above the button, turn on the electronic ignition probe in the burn pot, and begin the start up program.

The pellets will begin to smoke and will combust into flame in approximately 2 minutes. After 4 ½ minutes, the auger will turn ‘ON’ and begin feeding wood pellets into the burn pot. The LED light just above the ‘Auger’ button will light up each time the auger goes on.

NOTE: The electronic ignitor will stay on for approximately 7 minutes, even though flame may have already been established in the burn pot.

8. Adjust heat setting level to desired position - #1 - #5, with #5 being the highest heat setting. The most preferred setting is #3.
9. Pivot the control circuit board counter-clockwise down to the concealed position if desired.
START UP PROGRAM SEQUENCE:

Pushing the ‘ON/OFF’ button on the circuit control board activates the start up program for the stove. Operation of the stove will be in the following sequence:

1. The electronic ignitor probe lights and the combustion fan turns on at high speed. The control board checks that the Vacuum switch locks in. The convection fan will turn ‘on’ at high speed for 30 seconds.

2. When the board senses the Vacuum switch, the exhaust fan falls to the setting #1 and runs for approximately 5 minutes.

3. After 4 ½” minutes, if the control board senses the ‘Proof of Fire’, it will start feeding the fuel, either corn, wood pellets, or combination of both on the #1 setting and the convection fan will start. When the control senses ‘Proof of Fire’, the stove has been successfully started.

   NOTE: Proof of Fire is established when 110° F has been applied to the limit switch located near the combustion fan.

4. If it does not sense Proof of Fire, the stove will go into ‘Safety shutdown’.

If the control board goes into the ‘Safety Shutdown’, repeat steps 1-4 in the ‘Lighting your Stove’ section.

THERMOSTAT CONTROL

This stove is capable of operating on a thermostat. A feature has been built into the circuit control board which delays the time between each heat setting to allow for the stove to react at each subsequent level. It will take the stove approximately 2-5 minutes for the control board to operate at the full capacity for the heat level it has been set to.

As the room temperature falls below the thermostat temperature setting, the stove will operate at one of the (5) settings previously chosen. When the room temperature reaches the thermostat set temperature, the stove will automatically operate at the lowest setting (#1). NOTE: The LED will remain lit at the thermostat setting.

DIAGNOSTIC FEATURES

The following diagnostic information is being provided in the event that the stove is not functioning properly. It will guide you through the possible problem and solution.

Note the 5 LED lights on the control board. (These are used to determine the heat level settings.)

POWER RESET: When all the lights on the control board are simultaneously lit and the circuit control board is not responding:

1. Unplug the stove.
2. Wait 10 seconds.
3. Plug the stove back in and resume as normal.
INTERNAL ALARM: If the control board becomes unresponsive and the stove goes out, the control board is in 'Internal Alarm'. The control board has sensed one of the safety sensors.

1. Allow stove to cool down for approximately 30 minutes. After this time, it will diagnose the problem.

   A. The LED lights #1, #3, & #4 are in use to identify the 3 Auger trim levels on setting #1. The #2 & #3 LED lights are used to diagnose certain causes for the stove shutting down.

   1. PROOF OF FIRE SWITCH: This switch will sense the temperature of the stove rising during start up. If the exhaust temperature does not reach 110°F, or during operation, the temperature drops below 90°F, the stove will go into 'Internal Alarm'. Once the stove completes the safety shutdown, the #3 LED light will start blinking. NOTE: If the P.O.F. does not sense heat, it will turn off the auger and the #3 light will start blinking.

   2. VACUUM SWITCH: In order for the stove to operate properly, the firebox needs to be sealed and operating under a negative pressure. During the first 30 seconds after the stove has been 'ON', the control board will sense negative pressure inside the stove. If there is no negative pressure, the auger will stop and the stove will go into 'Safety shutdown'. Once the Safety shutdown is complete, the #2 LED light will start to blink.

SHUTTING THE STOVE OFF

1. Press the ON/OFF button once, the lights will turn off and the fire will go out in a few minutes. The board actually goes into 'Safety shutdown'.

2. The Room Air Fan and Combustion Fan will remain 'ON' as long as the temperature within the stove remains above 90°F. When the 'Proof of Fire' switch opens, (temperature within the stove drops below 90°F) the room air fan will shut down and the combustion fan will continue to run for another 10 minutes.

3. DO NOT unplug the stove to turn it 'OFF'. This may cause a significant amount of smoke to remain in the firebox or escape into the room.
SAFETY DEVICES

1. **High Limit Switch** - The high limit switch is an ‘overheat’ safety switch that will shut off the fuel feed if the stove reaches a temperature above the normal operating temperature. This switch is a manual reset type. There is no diagnostic light associated with this switch. If this switch shuts the stove down, the control board will be in ‘Internal Alarm’. The auger will stop turning and the #3 LED button will start blinking. When the high limit switch causes a shutdown, the problem in the stove must be diagnosed before the stove is put back in operation, but is almost always caused by a convection fan malfunction.

2. **Proof of Fire Switch** - The proof of fire switch is also called the P.O.F. This senses the temperature rise in the exhaust system. This is a normally open type switch and closes the circuit at 110°F. The stove will shut down if temperatures above 110°F are not sensed during start up or drops below 90°F during normal operation.

3. **Vacuum Switch** - This is sometimes referred to as the ‘Negative Pressure’ switch. When the stove is turned ‘ON’, the exhaust fan creates a negative pressure inside the firebox. The control board continuously checks to see that negative pressure is present during operation of the stove. If the exhaust vent system becomes clogged and obstructed or the firebox door or ash door are left open or the fan quits working, the control board will go into ‘Safety shutdown’. There is a 45 second delay before the stove shuts down. This is ample time to perform daily maintenance.

4. **Interlock Safety Switch** - An interlock safety switch is located on the top flange of the hopper. If the hopper lid is opened, the interlock safety switch deactivates the auger. This switch has been installed to prevent fingers from becoming caught in the auger and should never be disconnected for any reason.

![View of back of stove with hopper removed.](image)
MAINTENANCE INSTRUCTIONS

Specific features have been designed into this stove which will simplify the required daily, weekly, monthly and annual maintenance procedures. The frequency at which these must be performed depend upon quality of fuel burned and fuel rate.

DAILY MAINTENANCE

The following procedures allow you to perform daily maintenance on this stove without interrupting the fire.

1. CLINKER REMOVAL (CORN USAGE)

After approximately 8 hours of stove operation, a clinker will form and should be removed from the burn pot. Waiting longer than 8 hours may result in the clinker becoming calcified and hard, making it difficult to remove from the burn pot.

NOTE: Using 100% corn burns cleaner than wood pellets, however it will calcify after several hours of burning. One method to prevent or minimize this is to add wood pellets. The amount added is very dependent on the type and quality of corn you are using.

TO REMOVE THE CLINKER:

1. Press the heat setting level to #1.
2. Let stove burn at heat setting level #1 for approximately 5 minutes.
3. Locate the two handles located directly under the hearth extension. Refer to page 1.
4. While holding the left handle in place, pull the right handle out approximately 3/4" and turn the handle down, counter-clockwise to 'drop' one-half of the clinker.
5. Return the right ash drop pan to its original position.
6. Allow stove to burn for approximately 15 minutes to allow fire to re-establish itself in the right side of the burn pot.
7. While holding the right handle in place, pull the left handle out approximately 3/4" and turn the handle down, clock-wise, to 'drop' the remaining half of the clinker.
8. Return the left ash drop pan to its original position.
9. Re-set heat setting to desired level.

NOTE: The stove in the figures shown below has had several components removed in order to provide you with a clear understanding how the ash drop system operates.

It is not necessary to remove any component from this stove or open the door to 'drop' the clinker into the ash drawer.
NOTE: If the clinker has become too hard and will not drop, it will need to be broken up. To accomplish this open the front door and using a long handled screwdriver or other tool, break up the clinker. Close and latch door, then proceed with step 4 above.

IMPORTANT: DO NOT ALLOW THE DOOR TO REMAIN OPENED LONGER THAN 45 SECONDS AS INTERRUPTION OF THE BURN MAY RESULT. In the event that the door has been left open too long, simply close and latch the door then depress the ‘On/Off’ button once to turn the circuit control board ‘OFF’. Restart the circuit control board by depressing the ‘On/Off’ button once to turn it ‘On’. This will reset the 4 ½ minute ‘auger on time’ and will activate the electronic ignitor probe.

2. HEAT EXCHANGE TUBES

Clean the heat exchange tubes, located above the baffle at the top of the firebox by pulling out the rod at the center of tubes in front of the stove - refer to page 1. Push the rod back in place and repeat 2-3 times. This action ‘scrapes’ the fly ash that has collected on the heat exchange tubes. Push the rod back into its original position.

3. GLASS CLEANING

The glass may be wiped with a dry, soft cloth daily to remove residue. The stove should be set at the #1 heat setting to allow the glass to cool down slightly if the stove has be operating at a higher level. If the residue does not easily wipe off, apply a Windex type cleaner and some burnt ash onto the cloth and wipe. DO NOT SPRAY THE GLASS WHILE HOT! USE ONLY A SOFT DRY CLOTH WHEN GLASS IS HOT.

WEEKLY MAINTENANCE

The following maintenance procedures should be performed on a weekly basis during the heating season. This will ensure proper performance of the stove and provide maximum efficiency.

OPTIONAL: It is a good idea to place a drop cloth down around the stove to protect floor covering and surrounding furnishing from becoming dusty.

CLEANING TOOLS NEEDED: Whisk broom or soft bristled paintbrush, a Shop Vac or the like. CAUTION: When using a vacuum, all debris, ashes, etc. must be completely cooled. Do not use a vacuum to clean hot debris unless it is designed to do so.

Turn the stove to the ‘OFF’ position and allow ample time for it to cool before handling any components.

1. Unlatch and open the front door.
2. Vacuum inner door ledge.
3. Remove the log set assembly. Use a dry, soft brush or vacuum to remove debris. IMPORTANT: Do not use water, submerse in water or use a wet cloth to clean the log set assembly.
1. Brush debris inside the firebox into the ash drawer or vacuum.
2. Remove the burn pot (A) from the firebox. Clean and check for blocked port holes.

3. Pull out the ash drop handles approximately 3/4" and turn the ash drops pans (B) to remove any debris inside. Check for blocked port holes.

4. Reposition the ash drop pans to their original position and push the handles ‘in’ to secure in place.

5. Vacuum all debris from firebox or push it into the ash drawer.
6. Replace the burn pot (A) into position. Ensure that the ash drop pans operate properly.

7. Unlatch the ash door (C) at the front below the hearth extension shelf and open.

8. Slide the ash drawer (D) out and dispose of ashes.

**DISPOSAL OF ASHES:** Ashes should be placed in a metal container with a tight fitting lid. The closed container of ashes should be placed on a noncombustible floor or on the ground, well away from all combustible materials, pending final disposal. If the ashes are disposed of by burial in soil or otherwise locally dispersed, they should be retained in the closed container until all cinders have been thoroughly cooled.
10. Replace the ash drawer.
11. Close and latch the ash door.
12. Clean the glass with a Windex type glass cleaner. If the film is difficult to remove, wipe towel in ashes and gently wipe on glass.
13. Close and latch front door.

2-MONTH MAINTENANCE

If this stove is used on a daily basis, the following procedures must be performed at least every other month during the heating season. These steps include all steps in the ‘weekly maintenance’ procedures. More or less frequent maintenance may be required depending on operation use and amount of fuel burned.

OPTIONAL: It is a good idea to place a drop cloth down around the stove to protect floor covering and surrounding furnishings from becoming dusty.

CLEANING TOOLS NEEDED: Whisk broom or soft bristled paintbrush, a Shop Vac or the like.
CAUTION: When using a vacuum, all debris, ashes, etc. must be completely cooled. Do not use a vacuum to clean hot debris unless it has been designed to do so.

1. Unlatch and open the front door.
2. Vacuum inner door ledge.
3. Loosen, but do not remove the (2) nuts securing the hearth extension shelf, (nuts located underneath the hearth extension), refer to page 1. Lift the shelf up and off the mounting bolts. Set aside for later reinstallation.
4. Remove the log set assembly. Use a dry, soft brush or vacuum to remove debris.
   IMPORTANT: Do not use water, submerge in water or use a wet cloth to clean the log set assembly.
5. Brush debris inside the firebox into the ash drawer or vacuum.
6. Remove the burn pot (A) from the firebox. Clean and check for blocked port holes. Refer to pg. 12.

7. Remove the (3) nuts securing the mounting plate for the ash drop pans. Remove the plate and ash drop pans. Clean ash pans and check for blocked port holes.
8. Remove the baffle located at the top of the firebox. This is accomplished by lifting the right end up as far as possible and tilting the left end down, the out of the firebox.

9. Loosen & remove the wing nuts securing the left & right combustion passageway panels and remove the panels from the firebox.

10. Clean fly ash and debris from all components removed and from inside the firebox.
11. Unlatch the ash drawer door (C) at the front below the hearth extension and open. Refer to pg. 12.
12. Slide the ash drawer (D) out and remove. Dispose of ashes. Refer to pg. 12.

**DISPOSAL OF ASHES:** Ashes should be placed in a metal container with a tight fitting lid. The closed container of ashes should be placed on a noncombustible floor or on the ground, well away from all combustible materials, pending final disposal. If the ashes are disposed of by burial in soil or otherwise locally dispersed, they should be retained in the closed container until all cinders have been thoroughly cooled.

13. Vacuum ash drawer opening, ash door and ash door hinge.

14. Locate the clean out panel on the back wall behind the ash drawer. Loosen, but do not remove the screws securing the panel and remove the panel. Vacuum area behind the panel.

15. Replace the clean out panel and secure with the screws previously loosened.

16. Replace the ash drawer.

17. Close and latch the ash door.

18. Clean the glass with a Windex type glass cleaner.

If the film is difficult to remove, wipe towel in ashes and gently wipe on glass.

19. Replace the left and right combustion passageway panels, secure with the wing nuts removed in step 9.

20. Replace the baffle - Tilt the left side of the baffle ‘up’ and position over the ledge on the left side of the firebox and push all the way to the left. Lift the right side up past the ledge on the right side. Set baffle in position so that each side is resting on the side ledges.

21. Replace the ash drop pans by inserting them through the rectangular openings in the front of the fireplace and sliding them back into opening at the back of the firebox. IMPORTANT: The ash drop handles must be point toward each other. Refer to pg. 12.

22. Replace the ash pan handle mounting plate and secure with the (3) nuts removed in step 7. Refer to pg. 12. Make sure the ash drop pan handles are facing each other and pushed ‘in’.

23. Replace the burn pot and log set assembly. Refer to pg. 12.

24. Close and latch front door.
Exhaust System

The exhaust system should be checked periodically during the heating season. Chimneys may partially plug up under certain conditions. Burning dirty fuel and/or an improperly installed vent system will require more frequent cleaning of the chimney system. Fly ash, a product of combustion, will collect in the exhaust vent and restrict the flow of flue gases. Check the amount of ash that accumulates in the elbows or tee’s in the exhaust system to determine frequency of cleaning.

Consult with your dealer on suggested frequency of cleaning, procedures for cleaning and equipment needed. It is recommended to check the exhaust system at least every other month during the heating season.

Gaskets

Inspect the condition of the rope gasket around the door, glass, ash door and hopper lid. Replace if necessary. Replacement parts are listed at the back of this operating / maintenance manual.

ANNUAL MAINTENANCE

Performing annual maintenance in additional to the daily, weekly, and monthly maintenance will prolong the life of the stove, maintain its appearance and ensure safe, reliable operation for the next heating season.

Your dealer may offer an annual service / maintenance contract which you may want to take advantage of. There’s nothing more comforting in knowing that your stove has been cleaned, inspected and serviced by a factory-trained technician.

1. When the last fire has been burned in the spring, shut down and cool the stove.
2. Remove all corn or wood pellets from the hopper.
3. Perform ‘2-Month Maintenance’ procedures.
4. The exhaust system should be thoroughly cleaned and inspected. Contact your dealer for this service to be performed.
5. Unplug the stove from the outlet.
6. Locate the left side exhaust system clean out panel, below the side panel. Loosen the screws securing the clean out panel and remove the panel. Vacuum the area behind the clean out panel.
7. Open the right side panel and carefully clean or vacuum entire area and around fan and motor.
   CAUTION: Any electrical wires that become disconnected should be serviced by your dealer.
8. Replace left clean out panel and secure in place with the screws previously loosened.
SAFETY PRECAUTIONS

DISPOSAL OF ASHES: Ashes should be placed in a metal container with a tight fitting lid. The closed container of ashes should be placed on a noncombustible floor or on the ground, well away from all combustible materials, pending final disposal. If the ashes are disposed of by burial in soil or otherwise locally dispersed, they should be retained in the container until all cinders have thoroughly cooled.

NEVER USE GASOLINE, gasoline-type lantern fluid, kerosene, charcoal lighter fluid or similar liquids to start or ‘freshen up’ a fire in the stove. Keep all such liquids well away from the stove while it is in use.

SOOT AND FLY ASH: Formation and Need for Removal. The products of combustion will contain small particles of fly ash. The fly ash will collect in the exhaust venting system and restrict the flow of flue gases. Incomplete combustion, such as occurs during start-up and shut down, or incorrect operation of the stove will lead to some soot formation which will collect in the exhaust venting system. The exhaust system should be inspected at least once a year to determine if cleaning is necessary. Check more frequently at first to determine a schedule for cleaning the venting system based on individual use of this stove.

DO NOT USE ANOTHER MANUFACTURER’S BURN POTS, GRATES, OR ANY OTHER COMPONENT WHICH HAS NOT BEEN TESTED OR APPROVED FOR USE WITH THIS STOVE.

DO NOT OVER FIRE THIS STOVE. Follow all instructions regarding the proper use of this stove.

CAUTION: The electrical components of this stove are not owner serviceable. Contact your dealer for proper diagnosis of any electrical problems that may occur and to provide service.
TROUBLESHOOTING GUIDE

The Olivia corn/wood pellet burning stove has been meticulously designed & engineered to be as trouble-free as possible, provide many years safe, reliable performance when properly maintained and quality fuel is used. All Kozy Heat products are quality control tested and approved prior to leaving our factory.

In rare occasions, the stove may fail to operate properly. Troubleshooting and diagnosing the problem is relatively simple to complete.

TROUBLESHOOTING:

NOTE: Anytime we use the word ‘fuel’ it refers to corn, wood pellets or a mixture of both.

PROBLEM: The stove goes out shortly after start up for no apparent reason.

PROBABLE CAUSE:
1. Auger was empty at start up. Fire went out before fuel started to drop.
2. Strong wind from direction the termination kit is pointing.
3. P.O.F. (proof of fire) switch did not detect enough heat.
4. Vacuum switch did not detect negative pressure inside the firebox.

SOLUTION:
1. Depress the ‘Auger’ button to feed fuel into the burn pot more often.
2. Block wind from termination cap. This may require a different cap. Contact your dealer for more information.
3. Use between 4 to 6 oz. of pellets in the burn pot for starting. Using less than this amount may not create enough heat to close the P.O.F. switch (110 degrees F).
4. The ash drawer door or the main door may be open just enough to lose vacuum pressure. If the unit was just cleaned, the side clean out door may be loose or open. Check all doors or openings to make sure they are closed tight. If they are, a vacuum pressure test may have to be done by your dealer.

PROBLEM: Auger stops feeding fuel.

PROBABLE CAUSE:
1. Hopper lid is open or corn/pellets are setting on the ledge near the hopper switch. This can cause the switch to remain open.
2. P.O.F. switch is not sensing enough heat.
3. Vacuum switch is not closed, not sensing negative pressure inside the firebox.
4. High wind.

SOLUTION:
1. Clean ledge between the hopper and hopper lid. Close hopper lid.
2. Begin the start up procedures over. You may need to dump the burn pot first, and then add pellets to the burn pot (6oz.). Press the ‘On/Off’ button to restart.
3. The door or the ash drawer is open enough to allow air into the firebox and loose vacuum pressure.
4. The wind will have to be blocked or a wind cap may be required.
PROBLEM:
1. Burn pot floods soon after starting stove.
2. Burn pot floods after several hours of burning.

PROBABLE CAUSE:
1. The burn pot was not dumped from the previous burn causing the air inlet holes to be plugged or too much fuel was placed into the burn pot before lighting.
2. Burning corn on the pellet setting
3. Corn is not dry enough, 15% or less moisture level is required.
4. The feed rate was left on high to long.
5. The burn pot must be dumped periodically.

SOLUTION:
1. Dump the burn pot before starting a new fire.
2. Make sure that the corn/pellet switch is set to corn when burning corn.
3. Use corn that is between 12 and 15% moisture.
4. Setting #4 and #5 should not be left on for long periods of time. #4 four hours or less, #5 two hours or less.
5. When burning corn dump the burn pot every 6 - 8 hours, for 50-50 corn/pellets every 12-14 hours, for pellets every 20-24 hours. This will depend on the type or makeup of your fuel, a little practice may be required.

CONTROL BOARD DIAGNOSTIC PROBLEMS:
The following items could be called "problems" when in fact they are built in safety features.

#2 LED light is blinking

PROBABLE CAUSE:
1. This indicates there is a lack of vacuum in the unit.

SOLUTION:
1. Check to make sure the main door and the ash drawer are closed and latched tight.
2. Strong wind from the direction that the termination kit is pointing can cause a positive pressure. The wind needs to be blocked or a wind cap needs to be installed.
3. The vacuum hose may be disconnected on either end.
4. The vacuum hose may be plugged with fly ash.
5. The gray wires to the vacuum switch may be loose or disconnected.
6. Check the vacuum pressure from the unit with a manometer. The pressure must be above 0.05 inches water column pressure. If the pressure is ok disconnect the gray wires on the vacuum switch, with a multimeter, check the continuity between the normally closed and the common tabs. With the unit on and doors closed, the multimeter should read 0.8 (or full contact)

#3 LED light is blinking

PROBABLE CAUSE:
1. This indicates that the auger is not running and the P.O.F. switch no longer senses heat.

SOLUTION:
1. If the hopper has run out of fuel and the burn pot is empty, simply reload and restart.
2. If the hopper is not empty and the burn pot is empty the auger has plugged. This will require emptying the hopper and looking for the plug up. Large pieces of corn cob, small rocks or metal objects are the usual problem. This may cause the auger motor shaft to break.
3. If the burn pot has flooded (filled up and run over the edge) it will cause the fire to go out. The P.O.F. switch will sense no heat and shut the auger off. Open both ash drops to allow the fuel to empty out, remove the burn pot and clean all port holes. Empty the ash pan and vacuum up (or sweep) the excess fly ash, wipe off the glass and restart the unit.

Note: When cleaning the glass start with a dry cloth, wipe the glass off without any glass cleaner. If any residue stays on the glass, and the glass is cool, use glass cleaner.
Replacement Parts

Replacement parts are available through your local dealer. Contact them for availability and pricing.

<table>
<thead>
<tr>
<th>No.</th>
<th>Part Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>OLV-BRD</td>
<td>Control Board</td>
</tr>
<tr>
<td>(2)</td>
<td>OLV-POT</td>
<td>Burn Pot</td>
</tr>
<tr>
<td>(3)</td>
<td>OLV-ADP</td>
<td>Ash-drop pans (set)</td>
</tr>
<tr>
<td>(4)</td>
<td>OLV-606</td>
<td>Ash Drawer</td>
</tr>
<tr>
<td></td>
<td>OLV-204</td>
<td>2&quot; outside air connection pipe (4 ft. length)</td>
</tr>
<tr>
<td>(5)</td>
<td>OLV-CPP</td>
<td>Combustion passageway panels (set of 2)</td>
</tr>
<tr>
<td>(6)</td>
<td>OLV-BAF</td>
<td>Baffle</td>
</tr>
</tbody>
</table>

**GASKETS**
- 825 Glass Gasket
- 826 Door Gasket
- 827 Ash Drawer Gasket
- 828 Hopper Gasket

**DOOR PARTS**
- 150-450 Glass - 9 ½" x 14 ½"
- 300-094 Door Pins (2)
- OLV-LAT Latch Assembly

**Fans**
- OLV-028 Convection Fan
- OLV-038 Combustion Fan

**SAFETY SWITCHES**
- 404-4 Proof of Fire (P.O.F.) Switch
- 404-5 High Limit Switch
- 404-6 Vacuum Switch
- 404-7 Corn/Pellet Rocker Switch
- 404-8 Safety Interlock Switch

**AUGER PARTS**
- OLV-AUG Auger
- OLV-BUS Auger Bushings (2)
- OLV-MTR Auger Motor

**MISCELLANEOUS**
- OLV-032 Electronic Ignitor

*Consult your dealer for information on options and accessories for this model

Model #OLV-PC ‘Olivia’

Tested & Certified by:
OMNI-Test Laboratories, Inc.
5465 SW Western Avenue
Beaverton, Oregon 97075
June 2006

Manufactured by:
Hussong Mfg., Co., Inc.
204 Industrial Park Drive
Lakefield, MN 56150
507-662-6641

www.kozyheat.com