

OPERATING GUIDELINES

DVS-G3[®] Reclaim System

Introduction

Your G3 Reclaim system is the next generation whole house heat exchange ventilation system. It is designed for the New Zealand climate and is automated as far as practicable to allow for easy use and operation to improve air quality, reduce moisture and reclaim energy otherwise lost from your home.

When we install your G3 Reclaim we will tailor its settings to the size and layout of your home so that it operates with optimum efficiency with the fan speed calibrated for the size of your home. Note that both fans run at the same speed irrespective of the number of supply and exhaust diffusers so that the air through the heat exchange core is matched.

There are two seasonal settings WINTER and SUMMER which you will need to activate at the appropriate time (we have not automated this because seasons are different throughout NZ and from year to year).

These Operating Guidelines explain how you can:

- ✓ View the current status and settings of your G3 Reclaim system; and
- ✓ Change and fine-tune your G3 Reclaim settings.

Along with this guide we have included information about changing your filters and some frequently asked questions about the G3 Reclaim in the appendices to this guide. You will also find other frequently asked questions about home ventilation in general in our booklet 'General Guidelines and Principles for All DVS[®] Systems'.

Viewing Your Current Status and Settings

To view the status of your G3 Reclaim and its current settings go to the LCD touch screen control panel and touch any part of the LCD screen.

This moves you from *Screen-Saver* mode to the *Current Status* screen, which will display the current status of your G3 Reclaim as described below.

NOTE: Warning or Reminder Screens.

Your LCD screen will alternate between white and black and a warning or reminder will be shown in faint text if:

- ✓ The power to your G3 Reclaim system has been interrupted and the CLOCK needs to be reset (see 'Resetting or Changing Your Clock' page 4);
- ✓ Your air filter is due to be serviced (see 'Changing Your Filter Service Reminder' page 5 and Appendix 2);

In all cases the screen will flash once every 20-30 seconds. Touching the screen once will activate the screen so you can read the message easily.



If a picture of a small child holding a stop sign is showing in the top right hand corner of the screen, this indicates that the CHILD LOCK is on. You will need to deactivate the child lock before you can proceed. To do this follow the steps set out in 'Changing the Child Lock FUNCTION' on page 3.

Please note that in accordance with NZ Standard AS/NZS 60335.1:2002 7.12:

"This appliance is not intended for use by young children or infirm persons unless they have been adequately supervised by a responsible person to ensure that they can use the appliance safely. Young children should be supervised to ensure that they do not play with the appliance."

As noted above in certain circumstances your screen may be blank and alternating between white and black. Touch the screen and a message will appear about either a power interruption, or to remind you to change your filter.

The message for a power interruption will advise you to reset your clock and you will need to do this before you can access the Current Status screen and operate your G3 Reclaim. Proceed to reset the clock by following the steps in 'Resetting or Changing your Clock' on page 4.

The Current Status Screen shows icons and other information summarising the current status and main settings of your G3 Reclaim system, in the **example** shown at right:

- ✓ Roof-space temperature is 18° Celsius (the reading is shown in the roof-space of the house diagram on the screen);
- ✓ House temperature is 20° Celsius (the reading is shown in the room space of the house diagram);

Current Status Screen

- ✓ The day/time is Tuesday 08:37. The day and time showing is the "system" clock time essential for controlling the operation of timers in the system. It is a 24-hour clock.
- ✓ The Fan symbol at top left showing ON indicates that the fans are operating normally.
 - If the word BOOST and a time (half-hour, one hour, one and a half hours, or two hours) is showing in the fan symbol, this indicates that the fans are operating at 200% speed for the time shown;
 - If the word TIMER is showing in the fan symbol, this indicates that the timer is on and the DVS® Reclaim will only start working according to the ON and OFF times set.
- ✓ Season SUMMER is currently the season selected. The two seasons ('winter' and 'summer'), set temperature will initially have been set by your DVS® installer. The temperature is the same for both but will activate, if the temperature of the house is below that set in Summer and above that set in Winter, by turning the exhaust fan off.
- ✓ The MENU button is used to access one of the four operating menus. Pressing it will take you to the MAIN MENU 1 screen, from which by pressing the MORE button you can access MAIN MENU 2 and MAIN MENU 3. The four operating menus are accessed from the main menu screens.



Changing Your G3 Reclaim Settings

This section provides information on some desired changes and options available to fine tune your system. Once you are more familiar with the contents of this section, you may find that the 'G3 Reclaim Quick Guide' at Appendix 1 provides an easier guide for quickly navigating around the system and its various menus.

Changing the Child Lock FUNCTION

When the Child Lock is enabled, access to the G3 Reclaim's functions and menus is restricted, eliminating the possibility of accidental changes being made to your system settings. When your system is "locked" a small picture of a child holding a stop sign will appear in the top right corner of the Current Status screen.

If the Child Lock is on, you will need to **temporarily** unlock the screen, before you can change any settings, including the Child Lock.

To do so press the CHILD LOCK icon (top right hand corner) followed quickly by the bottom left hand corner of the screen, and repeat until the Child Lock icon disappears. If this does not work at first, keep trying but go faster.

With the Child Lock temporarily off, you can turn the Child Lock off permanently if you wish. You do this by pressing the CHILD LOCK button until OFF appears (the CHILD LOCK button "toggles" between on and off.). You reach this button by pressing MENU in the Current Status screen then MORE on the MAIN MENU 1 screen to take you to MAIN MENU 2, then SYSTEM MENU.

When Child Lock is turned OFF, you or anyone else will be able to access all the menus and change any setting by pressing the screen and menu buttons.

NOTE: If you do not turn the Child Lock off permanently, it will automatically be activated when you next return to the Current Status screen after making any changes, or after approximately 60 seconds of inactivity.

To turn the Child Lock ON, go to press MAIN MENU 2, SYSTEM MENU and press the CHILD LOCK button until ON appears.

Turning your G3 Reclaim On and Off

Go to the POWER menu by pressing MENU on the Current Status Screen. This will take you to MAIN MENU 1. Press POWER. This allows you to turn your whole G3 Reclaim system ON or OFF via the MODE button, or to operate on pre-set TIMER settings via SET TIMER button.

MODE Selection

Press MODE to change the POWER setting to either:

- ✓ ON (RECOMMENDED for normal use) The G3 Reclaim system will run continuously.
- ✓ OFF (NOT RECOMMENDED for normal use.) The G3 Reclaim system will remain turned off until ON or TIMER is selected.
- ✓ SET TIMER (NOT RECOMMENDED for normal use.) The G3 Reclaim system turns on and off according to times set.

IMPORTANT SAFETY NOTE: Although the Air Handling Unit and other equipment attached to the G3 Reclaim may be switched off via the touch screen control panel or may have turned itself off because of your timer selection, it is still connected to the house power supply. You **MUST** disconnect electrical power to your G3 Reclaim by unplugging the Air Handling Unit's 3-pin plug before undertaking any servicing of your G3 Reclaim system. **NOT RECOMMENDED.** The Core itself should only be opened by trained personnel.

Changing Airflow

The AIRFLOW menu enables you to adjust and fine-tune the airflow level higher or lower than the pre-set calibrated level (represented by the '0' setting).

Using the Up and DOWN Fan Controls

In MAIN MENU 1 press AIRFLOW to open the AIRFLOW MENU. To change airflow, press the UP or DOWN arrows on the right hand side of the screen.

The AIR FLOW setting of '0' is the calibrated and recommended level of airflow for your home.

NOTE: Increasing Airflow

You may wish to increase airflow in order to allow for a temporary increase in the number of people living in your home, or to improve the extraction of stale air or moist air, for example from your bathroom(s) – although FAN BOOST is the primary means to achieve the latter, see below.

You can experiment using this feature, but if you consider a permanent increase or decrease in the fan speeds is necessary, please contact DVS on 0800 387 387.

Using Fan Boost

FAN BOOST changes the airflow to double the normal calibrated speed for a selected period of time. Once the timer has expired the airflow will revert to the speed determined by the AIRFLOW menu and the calibrated setting for your home. Pressing FAN BOOST cycles through 1/2HR, 1HR, 1 1/2HR or 2HR and OFF).

This option is useful for when you are taking a shower as it will enable the bathroom to be cleared more quickly of the extra moisture created.

Changing Seasons

Changing Between Seasons

To change between SUMMER and WINTER touch the word shown on the Current Status Screen. This automatically changes between Summer and Winter.

The only change that this makes to the system is to the logic within the algorithm used to determine when the exhaust air stream fan is switched off. There will be circumstances when it is detrimental to have the exhaust air passing through the exchange core and transferring its warmth to the incoming supply air. The circumstances change from SUMMER to WINTER so it is important to change from one season to the other at the appropriate time. When in SUMMER this will be when the incoming air temperature is above that set. If in WINTER it will be when the incoming air temperature is below that set.

Please do not hesitate to call our service staff on 0800 387 387 if you need help.

Resetting or Changing the Clock

As mentioned previously, a power interruption will cause the CLOCK to lose its settings. All other G3 Reclaim settings including any pre-set TIMER settings will be saved during a power interruption. However, any TIMER settings will be inactive until the CLOCK has been reset.

The Clock will also need to be changed at the start and end of daylight savings.

Setting the Clock

It is important to check and set the CLOCK correctly as all TIMER settings rely on the correct day and time being programmed.

Press the day/time figures on the Current Status screen or press the MENU and MORE buttons to bring up the MAIN MENU 2 screen. Select SYSTEM menu and then press SET CLOCK.

Select today's day and time by pressing the DAY, HOUR and MIN buttons (to make them change faster hold the button down). If you go past your desired day and/or time, just keep pressing the DAY, HOUR and MIN buttons until the desired day and/or time re-appears. Press EXIT to finish.

NOTE: This is a 24 hour clock so please ensure that the correct time is set, e.g. 4.30pm should be set as 16:30.

Changing the Filter Service Reminder

The FILTER reminder screen will appear when the filter service timer has counted down to 0 months. This is a reminder that your filters should be changed or serviced. We recommend changing your filters approximately every 12 months. The filter reminder timer will have been set by our installer at the time of installation.

NOTE: Once you enter the FILTER menu, it will automatically re-set the due period to 12. Any other time frame can be set by using the UP/DOWN arrows.

We recommend that the G3 Reclaim is serviced annually to check the system, replace the filters and clean the condensate drain. DVS has a Service Contract that can be ordered for this purpose. With the Service Contract, there is no need to contact DVS as we will have a service technician call you to book a time each year. Alternatively, you can contact DVS to book an annual service or order replacement filters and undertake the work yourself. "Appendix 2" provides information on how to change your filter.

Changing Screen Contrast

To Adjust the Screen Contrast for easier viewing if the LCD screen is too dark or light. Use the MENU and MORE buttons to bring up the SYSTEM MENU then access and adjust the Screen Contrast to best suit its position in your home and the surrounding conditions.

De-activating the Screen for Cleaning

To de-activate the touch screen for 30 seconds to allow the surface to be cleaned (with a soft dry cloth), press and hold down the '387 387' numbers at the bottom of the screen for 5 seconds until the screen goes blank and a message "Touch screen disabled to allow cleaning" appears. After 30 seconds, the screen will return to the Current Status screen. Repeat if more time is needed to complete cleaning. See Section below on Care of Your LCD screen

Care of Your G3 Reclaim LCD Touch Screen

The LCD touch screen is a sensitive piece of electronic equipment. To get the best performance and longest life possible from your screen please follow the guidelines below:

- ✓ The display panel is made of glass. While the G3 Reclaim LCD Screen and Control panel is quite robust, do not subject the screen to a mechanical shock by knocking or hitting the surface, or pressing it with excessive force;
- ✓ If the display panel is damaged and the liquid crystal substance leaks out, avoid getting any in your mouth. In case of ingestion please contact the National Poison Centre 0800 764 766 (0800 POISON) for advice. If the substance contacts your skin or clothes, wash it off using soap and water;
- ✓ Do not apply excessive force to the display surface of the LCD module when pressing as it is soft and easily scratched;
- ✓ Do not scratch the surface with a hard or sharp object;
- ✓ DO NOT use any solvents to clean the screen as they may damage the polarised surface of the glass. In particular do NOT use water, ketone or aromatic solvents under any circumstances.

To clean the screen surface, first de-activate the touch screen for 30 seconds by pressing on the 387 387 phone number at the bottom of the screen and holding it down for 5 seconds. Alternatively, if the CHILD LOCK is activated this will lock the screen. Then breathe on the face plate and wipe it gently with any lint-free, soft, dry cloth or tissue to remove any dirt or smudges from the screen

G3 Reclaim Quick Guide

Turn Your G3 Reclaim Off	MENU – POWER – MODE: OFF
Turn Your G3 Reclaim On	MENU – POWER – MODE: ON
Increase Airflow	Touch Fan Icon or MENU – AIR FLOW – UP Arrow; or MENU- AIR FLOW- FAN BOOST-(select time)
Decrease Airflow	MENU – AIR FLOW – DOWN Arrow
Set Clock	Time Icon – DAY/HOUR/MIN button until current time reached MENU- MORE- SYSTEM MENU- SET CLOCK
Change Screen Contrast	MENU – MORE – SYSTEM MENU – SCREEN CONTRAST - UP/DOWN arrows.
Unlock Child Lock	Touch Top Right - Bottom Left – Top Right – Bottom Left until Icon disappears (DO IT QUICKLY)
Turn Child Lock On/Off	MENU – MORE –SYSTEM MENU - CHILD LOCK ON/OFF
Reset Filter Reminder	MENU – MORE – MORE – FILTER – Press UP or DOWN Arrow until you reach required number of months. Note automatically resets to 12. (We recommend that your filters be changed every 12 months)

Filter Replacement Instructions

For Your Safety

Please take special care when climbing into your roof-space, and while in the roof-space walk only on load-bearing roof beams or trusses. We suggest you ensure another person is in the house or tell a neighbour you are climbing into your roof-space so that you can get assistance quickly if you slip or have an accident.

Switch your DVS® OFF at the control panel - refer to Specific Operating Guidelines for your model of DVS®.

Do NOT remove, open or attempt to service any DVS equipment while it is connected to the house power supply.

The G3 Reclaim has two filters as standard and a third filter if the optional Roof Vent is installed. Customers may wish to avail themselves of DVS's filter service or a DVS Service Contract to change the filters and to carry out any maintenance or adjustments Please contact DVS on 0800-387-387 if you would like DVS to do this for you.

Before going into the roof-space to change your G3 Reclaim filters:

- ✓ Ensure that you have the 2 filters, (3 if you have roof vent fitted) a clean dry cloth, and a good torch or safety lamp and some ducting tape,
- ✓ Switch your G3 Reclaim system OFF at the control panel.
- ✓ Read these instructions.

Carefully enter the roof-space. Take care not to stand on or trip over the G3 Reclaim ducting or electrical cables connecting the G3 Reclaim Air Handling Units, the Reclaim core casing or any other equipment that may be connected to your system.

Locate where the filters are installed in the ducting by tracing the ducting before it enters the Reclaim casing. This location will be after all the exhaust ducting comes to a common point and in the fresh air intake for the supply air. The location will be identified by a metal tag sticking up above the white insulated ducting. Remove the ducting from the end away from the casing by unwinding the black duct tape. Reach inside the ducting and remove the filter from inside the metal tube and replace with the new filter ensuring that the metal ring in the filter is pulled tight against the swage inside the filter tube. Then re-tape the ducting to the filter tube,

Repeat for the other filter.

Note if you have a roof vent attached to your Reclaim there will be a third filter that needs replacing on that as well. This is a standard filter that is attached via some plastic ties. These should be cut with a pair of scissors and once the filter is replaced then retightened with the new cable ties which are included with the filter. The cable ties should be joined together before putting around the filter and in fact can be done before entering the roof space.

Remember to switch your G3 Reclaim back on at the control panel in your home.

You may also need to clean any dust from the ceiling outlet(s) and surrounding ceiling in the house with a clean brush or dry cloth. Do NOT use a wet cloth.

Please note that in the vast majority of cases, dust around the ceiling diffuser is the result of dust already inside the home being attracted by tiny electrostatic charges that build up on the surface of the ceiling or diffuser as the incoming air brushes past these surfaces.

Answers to Commonly Asked G3 Reclaim Questions

Why can I hear an occasional 'beep' from the LCD screen?

The G3 Reclaim will beep when touched and if any of its reminder alerts have been activated. There are two reminder alerts programmed into the G3 Reclaim - the filter change reminder alert and the power failure alert. If the filter change alert has activated, phone us on 0800 DVS DVS (0800 387 387) to organise a replacement. If the power failure alert has activated, all you need to do is reset the clock. With the preset reminder alert you need to consider if it is time to change from Summer to Winter or vice versa, based on current weather patterns. All other settings will revert to those in use prior to the power failure.

Why does it 'beep' when I press the touch screen, but nothing changes?

The screen will beep under very light contact but the touch mechanism will only activate under moderate pressure. Try pressing slightly harder and also check that Child Lock is OFF.

When I use my touch screen, it makes a slight buzzing noise. Is this normal?

All LCD touch screens emit a faint 'buzz' when they are activated. This is normal and will stop when the screen is no longer in use, and returns to Screen Saver mode.

How do I clean the LCD touch screen?

See 'Care of Your G3 Reclaim LCD Touch Screen' on page 6 of this Operating Guide.

You will find other frequently asked questions about home ventilation in general in our booklet 'General Guidelines and Principles for All DVS ® Systems'

Menu Settings

This Appendix describes and provides instructions for setting each of the five touch screen menus.

MAIN MENU 1

POWER MENU

The POWER menu allows you to turn your whole DVS® Reclaim system ON or OFF via the MODE button, or to operate on pre-set TIMER settings via SET TIMER button.

WARNING: While the Air Handling Units (and other equipment attached to the G3 Reclaim) will be switched off when OFF or because of your timer selection, they are still connected to the house power supply.

MODE Selection

Press MODE to change the POWER setting to either:

- ON RECOMMENDED. The G3 Reclaim system will run continuously, except when it may be automatically turned off according to the algorithm.
- OFF NOT RECOMMENDED. The G3 Reclaim system will remain turned off until ON or TIMER is selected.
- TIMER RECOMMENDED for SPECIFIC CIRCUMSTANCES ONLY.



AIR FLOW MENU

The AIR FLOW menu enables you to adjust and fine-tune the airflow level higher or lower than the pre-set calibrated level (represented by the '0' setting). The adjusted AIRFLOW will apply to both FAN's.

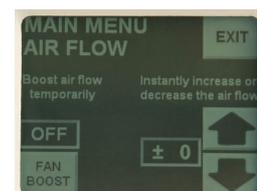
The AIR FLOW setting of '0' is the calibrated and recommended level of airflow to achieve winter-time condensation control for your home.

Press the UP arrow to increase fan speed and air flow. Press the DOWN arrow to decrease fan speed and air flow.

FAN BOOST

Changes the airflow to 200% of calibrated speed (both fans) for the period selected. Once the timer has expired the air flow will revert to the speed determined by the AIR FLOW menu. This option is useful for clearing the house quickly of extra moisture or smells.

Note: The fan will be noisier at this speed.



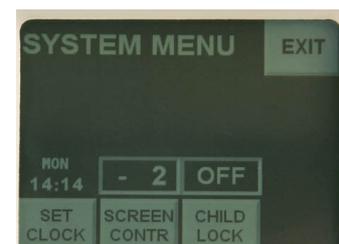
MAIN MENU 2

SYSTEM MENU

The SYSTEM menu allows you to set your CLOCK, adjust the Screen CONTRAST and activate or de-activate the CHILD LOCK.

SET CLOCK

Press the Day/Time on the Current Status screen or press the MENU and MORE buttons to bring up the Main Menu 2 screen. Select SYSTEM menu and then press SET CLOCK.



Select today's day and time by pressing the DAY, HOUR and MIN buttons (to make them change faster hold the button down). If you go past your desired day and/or time, just keep pressing the DAY, HOUR and MIN buttons until the desired day and/or time re-appears.

Note: this is a 24 hour clock so please ensure that the correct time is set, e.g. 4.30pm should be set as 16:30.

SCREEN CONTRAST

Press MENU and MORE to access the SYSTEM menu on Main Menu 2. Select SCREEN CONTR. Adjusting the screen CONTRAST changes the lighting of the G3 Reclaim touch screen to best suit its position in your home and surrounding lighting conditions. Press the UP or DOWN arrows to increase or decrease the contrast for maximum screen clarity.

CHILD LOCK

Press MENU and MORE to access the SYSTEM menu on Main Menu 2. Press CHILD LOCK ON to activate a screen 'lock' each time you return to the Current Status screen. When the CHILD LOCK function is activated, a small picture of a child holding a stop sign will appear in the top right corner of the Current Status screen.

To temporarily unlock the screen, and enable you to change any settings, press the CHILD LOCK icon (top right hand corner) followed by the bottom left hand corner of the screen, and quickly repeat until the Child Lock Icon disappears. The CHILD LOCK will automatically be activated when you next return to the Current Status screen after making any changes, or after approximately 60 seconds of inactivity.

To turn the CHILD LOCK function OFF, select OFF in the CHILD LOCK menu. When turned OFF, you or anyone else will be able to access all the menus and change any setting by pressing the screen and menu buttons.

MAIN MENU 3

FILTER REMINDER

The FILTER reminder screen will appear when the filter timer has counted down to 0 months remaining until the filter is due to be changed or serviced. We recommend changing your filter approximately every 12 months.

NOTE: once you enter the FILTER menu, it will automatically re-set the due period to 12. Any other time frame can be set by using the UP/DOWN arrows.

