

# DIY Filter Change Guide



**Standard Ventis filter**  
Filtration to 0.3 micron  
MERV13



**Premium Ventis filter**  
Carbo & Nano filtration to 0.3 micron  
MERV13



# Changing your Ventis filter is a two-part process.

1. Changing the filter in the fan box in the roof.
2. Resetting the controller.
3. Check software version (see overleaf)



Warning: Adequate precautions must be taken to enter the roof-space safely, taking into consideration falls from heights, insulation, wiring and heat.

## What you will need

- 1 x Ventis Filter per fan unit
- 1 x Phillips Head Screwdriver
- 1 x Torch (head torch is easiest as you will have your hands free)

## Part One: Changing the fan unit filter in the roof.

Before you crawl into the roof space.

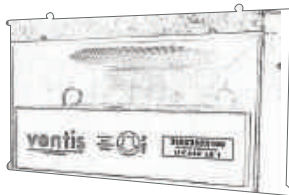
**Step 1:** Switch the power off on your controller by repeatedly pressing the power button/bottom button (depending on the controller) to scroll through the modes 'Auto', 'Flush/On' until you see 'Off'

Now you can get into the roof space.

**Step 2:** Disconnect (unplug) the power supply to all fan units with a filter.



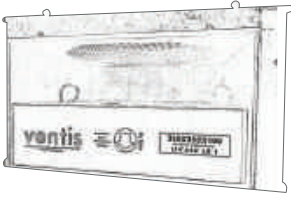
**Step 3:** Unscrew the two screws to the filter door. (Be careful not to lose screws).



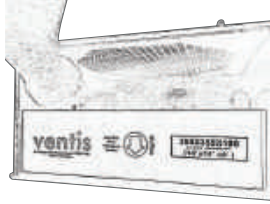
**Step 4:** Open the filter door and turn the 'P-Clips' (securing the filter) to the side so that you can slide the filter out



**Step 5:** Remove the old filter



**Step 6:** Insert the new filter ensuring that the airflow arrow is in the correct direction. The airflow comes from the fan, through the filter



**Step 7:** Secure the 'P-Clips' around the new filter by rotating them back to their original position. Close the filter door secure using the original screws.

**Step 8:** Reconnect power supply (plug-in) to fan unit (s).

Time to get back down to ground floor.

**Step 9:** Switch your Ventis on by pressing the power button on the controller.

## Part Two: Resetting the controller.

There are two different Ventis Controllers, The Honeywell and the Ventis. Depending on the controller there are below three different ways to reset a Ventis Controller.

Be in front of your controller to reset it.  
See over leaf of how to find the software version.

### MK 1 (Honeywell Controller)



**Step 1:** Hold down the override button (the bottom one) for 3 to 5 seconds until you see the Heat Fan Screen.



**Step 2:** Press the override button twice until you see the FILTER USE screen.



**Step 3:** Now press the up and the down arrow at the same time to reset the filter use to 0.

**Step 4:** To exit the menu click override button again

## MK 2

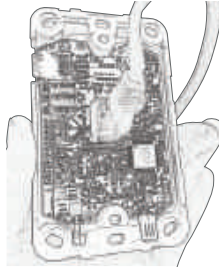
### Software Version 2.42 and earlier



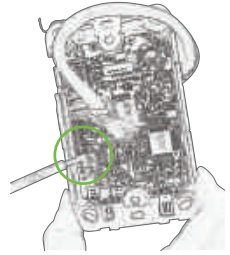
**Step 1:** Pop off the faceplate, by squeezing the sides and gently removing.



**Step 2:** Undo the two screws.



**Step 3:** Gently pull the controller from the wall.



**Step 4:** On the bottom left hand corner there is a small rectangle with 4 switches. Flick the first one (No 1) to the right.



**Step 5:** Turn the controller over and it should read 'INSTALL' in the top left corner.



**Step 6:** Enter the menu by pressing the right arrow.



**Step 7:** Using the down arrow, scroll down to 'FILTER DETAILS', then press the right arrow.



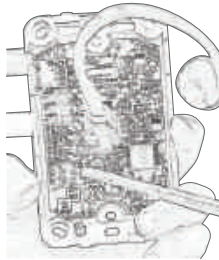
**Step 8:** Using the down arrow, scroll down to 'RESET'. Now press the right arrow.



**Step 9:** Press up arrow, scroll down to 'RESET'. Now press right arrow.



**Step 10:** You have now reset your filter to 100%. Press the right arrow to EXIT



**Step 11:** On the back, flick the top switch back over the left and reattach the controller to your wall

## MK 2

### Software Version 2.43 and later



**Step 1:** Enter the menu by pressing the right arrow.



**Step 2:** Using the down arrow, scroll down to 'FILTER DETAILS', then press the right arrow.



**Step 3:** Press both up and down arrow at the same time and reset will light up.



**Step 4:** Using the down arrow, scroll down to 'RESET'. Now press the right arrow.



**Step 5:** Press up arrow, scroll down to 'RESET'. Now press right arrow.



**Step 6:** You have now reset your filter to 100%. Press the right arrow to EXIT

## Finishing Off

Please ensure that you dispose of the old filter directly into the rubbish. Filters need replacing approximately every twelve months. The System will let you know when it's time for a filter change.

## How do I check my software version?

- On the main menu (where you see the house)
- Click the right-hand arrow to enter the menu
- Scroll down by the down arrow to installation
- Press the right arrow
- Now you will see down the bottom of the screen the version eg. 2.45

## Congratulations!

You have now changed your Ventis filter, if you have any questions please do not hesitate to contact us on **1800 80 20 80** or through our website [www.ventis.com.au](http://www.ventis.com.au)

# ventis

HOME VENTILATION

1800 80 20 80  
[www.ventis.com.au](http://www.ventis.com.au)