



# Baffle Inlet Installation Instruction

for use in Cable Actuated Systems

- Determine if the inlet slot is to be in the ceiling (for attic air) or on the side wall (for outside air). Figure 1 provides information for attic inlet installations and side wall inlet installations.

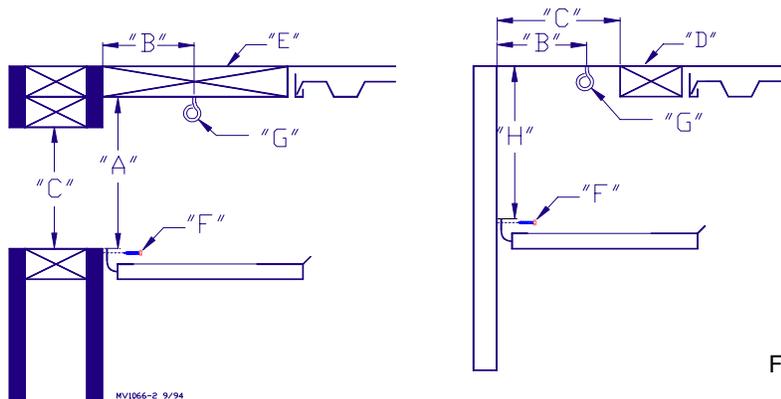


Figure 1.

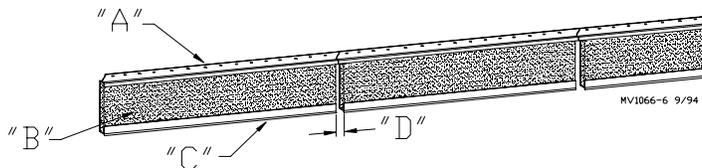
**Legend: Figure 1**

A	8" Baffle: 6.5" (15.2 cm) 12" Baffle: 9.5" (24.1 cm)	E	2 X 12 (5 x 30.5 cm) closure board
B	As close as possible to baffle w/o interference.	F	Screw or nail
C	8" Baffle: 5" (12.7 cm) 12" Baffle: 8" (20.3 cm)	G	Screw Hook
D	2 X 6 (5 x 15.2 cm) closure board	H	8" Baffle: 4.5" (11.4 cm) 12" Baffle: 7.5" (19 cm)

- Notice that the styrofoam board is partially exposed on one side. The exposed styrofoam will be toward the air opening when the baffles are in the closed position.
- Beginning at one end, secure the baffle sections to the wall using screws or nails (not provided). The hinges include slots for securing the baffle sections to the side wall or ceiling. See Figure 2.

**Helpful Hint**

Use a chalk line to indicate the location of the top of the baffles hinge.



**Legend: Figure 2**

A	Hinge (plastic)	C	Baffle Lip
B	Baffle Board	D	1/8 inch (3 mm)

Figure 2.

Important: The overall length of the hinge may vary slightly from section to section. Therefore, when installing the baffle, check for alignment of the baffle lip from section to section before securing the baffle hinge to the wall.

Important: Allow an 1/8 inch (3 mm) gap between the baffle sections to allow for expansion. When installing in temperatures below 60 degrees Fahrenheit, allow approximately 3/16 inch (4 mm) between baffle sections for expansion.

At pulley locations, allow a minimum of 6 inches (15.2 cm) between the end of the baffle and the wall or structure.

- Remove the styrofoam from the first baffle section. Cut approximately 12 inches (30.5 cm) off one end of the styrofoam section. Reinstall the 36 inch (91.4 cm) section of styrofoam to the first baffle section. See Figure 3 (section A).

**Make sure the plastic baffle joints and the styrofoam joints are not at the same place.**

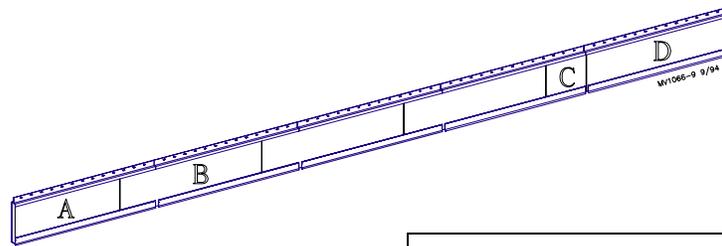


Figure 3.

**Legend: Figure 3**

A	36" (91.4 cm) Styrofoam section.
B	Full length Styrofoam section.
C	12" (30.5 cm) Styrofoam section.
D	48" (121.9 cm) Styrofoam section.

- Slide the styrofoam from the next section back approximately 12 inches (30.5 cm) into the first baffle section.

Repeat this procedure for each baffle section except the last two sections. See Figure 3 (sections C & D)

- Install the 12 inch (30.5 cm) section cut out in step 4 in the next to the last baffle section. The last section operate with, but, will not be connected to, the rest of the baffle board sections. See Figure 3.

The PVC Insert may be installed over the exposed ends of the styrofoam.

- Install a screw hook every 4 feet (1.22 m) into the rafters or ceiling material beginning near the center of the last baffle section.

The screw hooks should be as close as possible (without interfering) to the lip of the baffle sections when they are closed. See Figure 1 & 2.

- Drill a 1/4 inch (6 mm) hole in each of the baffle boards. The hole must be directly in line (horizontally) with the screw hooks installed and should be located 1 inch (2.5 cm) down from the lip of each baffle section. Improper operation may occur if the holes are not directly in line with the screw hooks.

**Helpful Hint**

Install one screw hook. Check to make sure it does not interfere with the baffle sections when closing. Adjust as required and install the remainder of the screw hooks down the line.

9. Install a large screw hook into a solid wall or ceiling structure at least 4 inches (10.2 cm) past each end of the baffle run. Make sure the large screw hooks are directly in line with the other screw hooks.

Install a cable pulley on each screw hook. The components must be installed so that when the cable is under load, it does not drag on a screw hook.

Legend: Figure 4	
A	End Stop
B	Baffle End
C	Opening in wall
D	1/4" (6 mm) Hole for cable

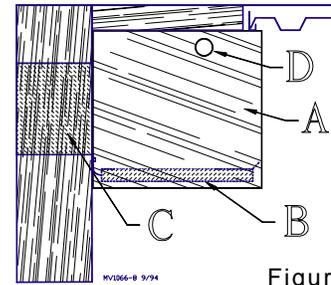


Figure 4.

10. Use a section of baffle, plywood, or other material as an end stop at both ends of each baffle run. Drill a 1/4 inch (6 mm) hole in each end stop to allow the cable to travel through without restriction. Make sure the holes are directly in line with the cable to avoid damage to the cable or end stops. See Figure 4.
11. Route the cable through the end stop, through each of the cable pulleys, and out through the other end stop. Be sure to allow enough cable on the ends for the counterweight and the winch.
12. Route the cable to the winch or actuator. Use heavy duty pulleys as required to make turns, etc. The pulleys must be located directly in line with the cable.

**Important:** If a Linear Actuator is used, make sure the extender tube is pulling directly in line with the cable. Also, if more than one row of baffles are to be operated by a single winch or actuator, install a turnbuckle between the winch and each row. This will provide adjustment of each row individually.

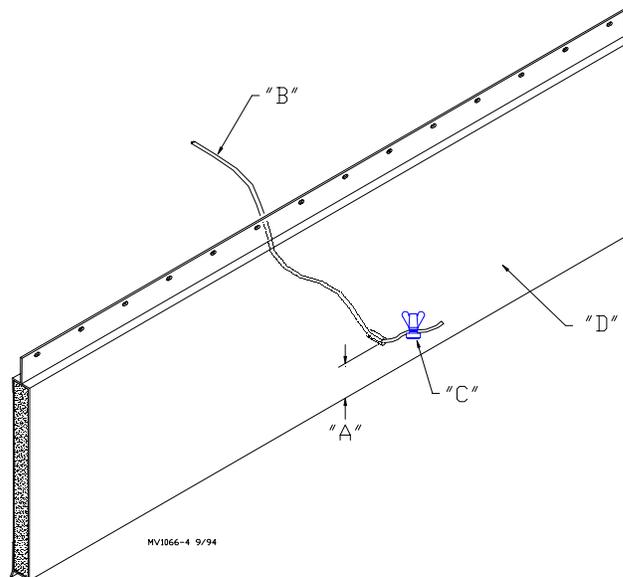


Figure 5.

Legend: Figure 5	
A	Approx. 1 inch (25 mm)
B	Rope
C	Plastic Cable Clamp
D	Baffle Board

13. Fill the counter weight with sand. Fasten the cable to the counter weight (at the end opposite the winch). This will keep the cable taught. Cable clamps are provided for securing the cable to the counter weight.  
Allow at least 14 inches (36 cm) of cable between the top of the weight and the pulley.
14. Set the row of baffles in the fully open position.  
Route a section of rope through the hole in each baffle board. The plastic wing nuts should be snugged up behind the hanging baffle. See Figure 5.
15. Working from one end of the baffle run to the other, perform the following:
  - a. Route the rope towards the winch, through the nearest screw hook. The ropewill be installed along side the main cable.
  - b. Remove excessive slack from the rope.
  - c. Secure the ropes to the main cable using (2) ferrules located near the end of the rope.
16. When all the ropes are secured to the main cable, close the baffle so that the PVC lip on the baffle is approximately 4 inches (10.2 cm) below the ceiling.  
Using a tape measure, adjust the plastic wing nuts as required to achieve a uniform opening.
17. When all the sections have been adjusted, raise the row of baffles to within 1/4 inch (6 mm) of the ceiling. Recheck the opening uniformity. If adjustment is required, open the baffles approximately 4 inches (10.2 cm) and make required changes.

Contact your nearby Chore-Time distributor or representative for additional parts and information.

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