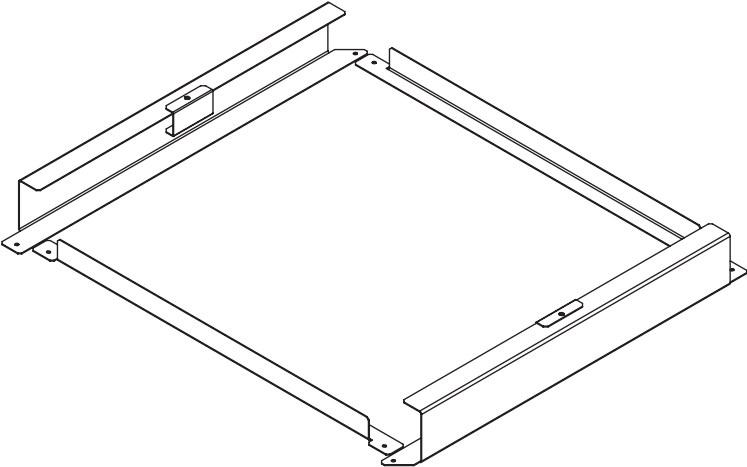




# INSTALLATION INSTRUCTIONS

## Oxbox 1”-2” Filter Rack Kit JAYFLTR103A

**USED WITH:**  
Oxbox 4 - 5 Ton Double  
Deck Gas Units Only



**BX-SVN-JAYFLTR103-1A-EN**



RECOGNIZE THIS SYMBOL AS AN INDICATION OF IMPORTANT SAFETY INFORMATION

**WARNING**

These instructions are intended as an aid to qualified licensed service personnel for proper installation, adjustment and operation of this unit. Read these instructions thoroughly before attempting installation or operation. Failure to follow these instruction may result in improper installation, adjustment, service or maintenance possibly resulting in fire, electrical shock, property damage, personal injury or death.



**DO NOT DESTROY THIS MANUAL**  
Please read carefully and keep in a safe place for future reference by a serviceman.

**Safety Section**

**⚠ WARNING**

**HAZARDOUS VOLTAGE!**

Failure to follow this Warning could result in property damage, severe personal injury, or death. Disconnect all electric power, including remote disconnects before servicing. Follow proper lockout/tagout procedures to ensure the power cannot be inadvertently energized.

**⚠ CAUTION**

**SHARP EDGE HAZARD!**

Failure to follow this Caution could result in personal injury. Be careful of sharp edges on equipment or any cuts made on sheet metal while installing or servicing. Personal injury may result.

**General Data**

The filter kit is to be field installed inside the packaged Oxbox unit, and is designed to work with either vertical or horizontal duct applications. Filters are field provided and installed. The kit works with either 1" or 2" throw away filters.

**Filter required (not supplied):**

- (1) 16" x 20"

**Kit Contents**

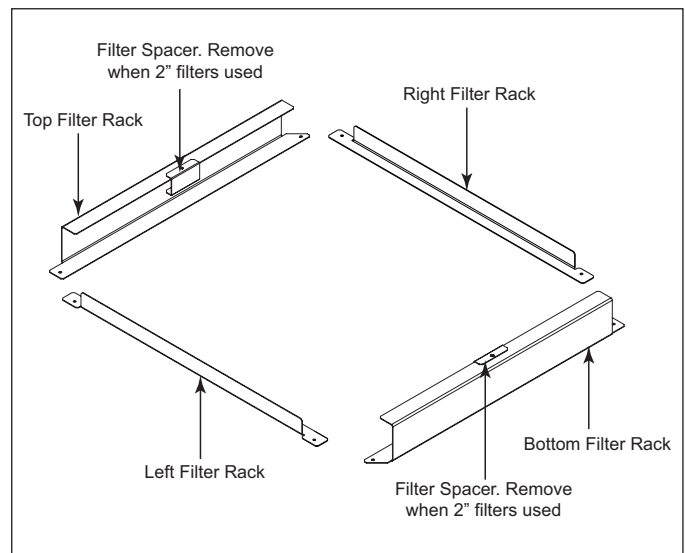
Items	Quantity
Top/Bottom filter rack	2
Left/Right filter rack	2

**Inspection**

Check carefully for any shipping damage. This must be reported to and claims made against the transportation company immediately. Any missing parts should be

reported to your supplier at once and replaced with authorized parts only.

**Figure 1. Filter Kit Components**



**Installation Instructions**

These instructions are organized for an easy step-by-step procedure.

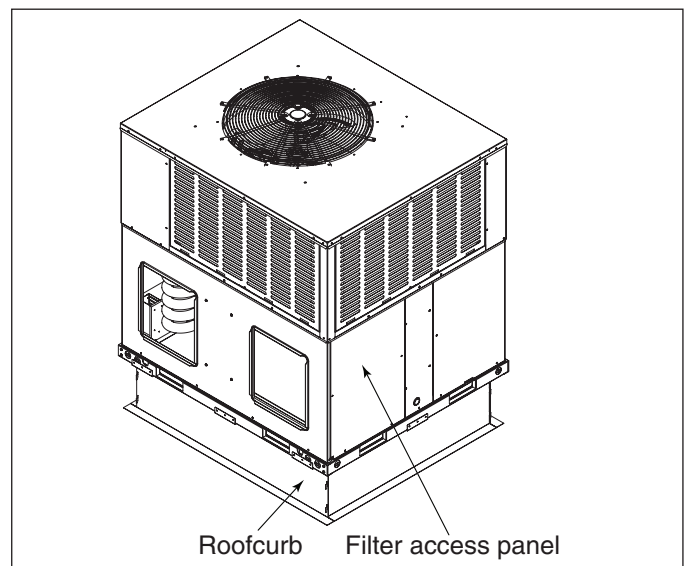
**NOTE:** These instructions do not purport to cover all variations in system nor to provide for every possible contingency to be met in connection with the installation. Should further information be desired or should particular problems arise which are not covered sufficiently for the purchaser's purposes, the matter should be referred to the manufacturer.

**Vertical Return Duct Application**

In this application the return duct cover supplied with the unit should be discarded. The vertical return air opening in the unit should be uncovered.

1. Disconnect all power sources to the Oxbox packaged unit.
2. Remove the filter access panel. Set panel aside for later re-installation. See Figure 2.

**Figure 2. Vertical Installation**

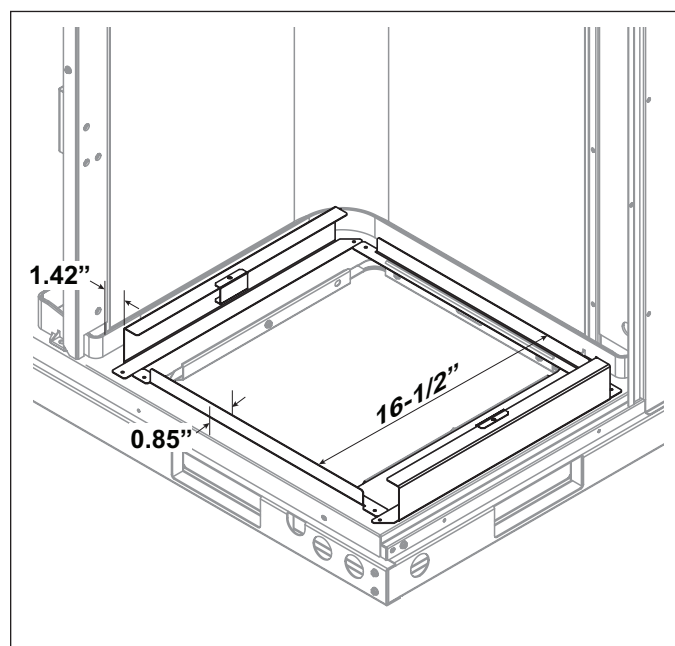


3. The filter racks fit tightly inside the cabinet. Do NOT damage unit insulation when installing filter racks.
4. Place the top filter rack onto the base of the unit and closer to the coil. Make sure the back flange of the top filter rack is parallel to the bottom mounting bracket of the coil. See Figures 3 and 4 for the approximate position of the top filter rack. Using screws provided, screw through the pre-punched holes in the top filter rack and into the base of the unit.
5. Attach the left filter rack onto the base of the unit and to the left side of the top filter rack. The approximate position of the left filter rack is 0.85" from the unit side panel. Using screws provided, screw through the pre-punched holes in the left filter rack and into the base of the unit. See Figures 3 and 4.
6. Attach the right filter rack onto the base of the unit and to the right side of the top filter rack. Measure 16-1/2" horizontally from the left filter rack to locate the approximate position of the right filter rack. Using screws provided, screw through the pre-punched holes in the right filter rack and into the base of the unit. See Figures 3 and 4.
7. Carefully install the field supplied (1) 16" x 20" filter in between the side filter racks and up against the top filter rack. See Figure 4.

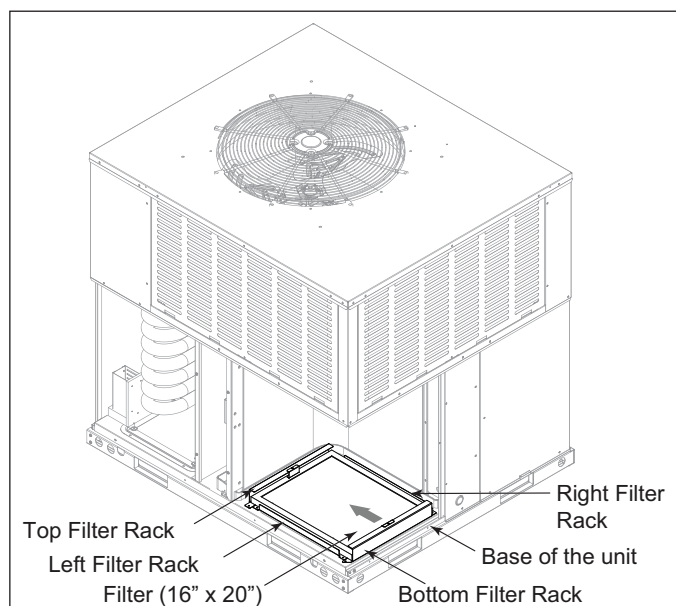
**NOTE:** If using 2" filters, remove the filter spacers shown in figure 1.

8. Place the bottom filter rack onto the base of the unit and in-line with the top filter rack. Using screws provided, screw through the pre-punched holes in the bottom filter rack and into the base of the unit. See Figure 4.

**Figure 3. Filter Racks Positions**



**Figure 4. Vertical Installation – Filter Rack Locations**



**NOTE:** The left side panel of the unit is removed for clarity.

9. Re-install the filter access panel that was removed in Step 2.
10. Connect all power sources to the unit.

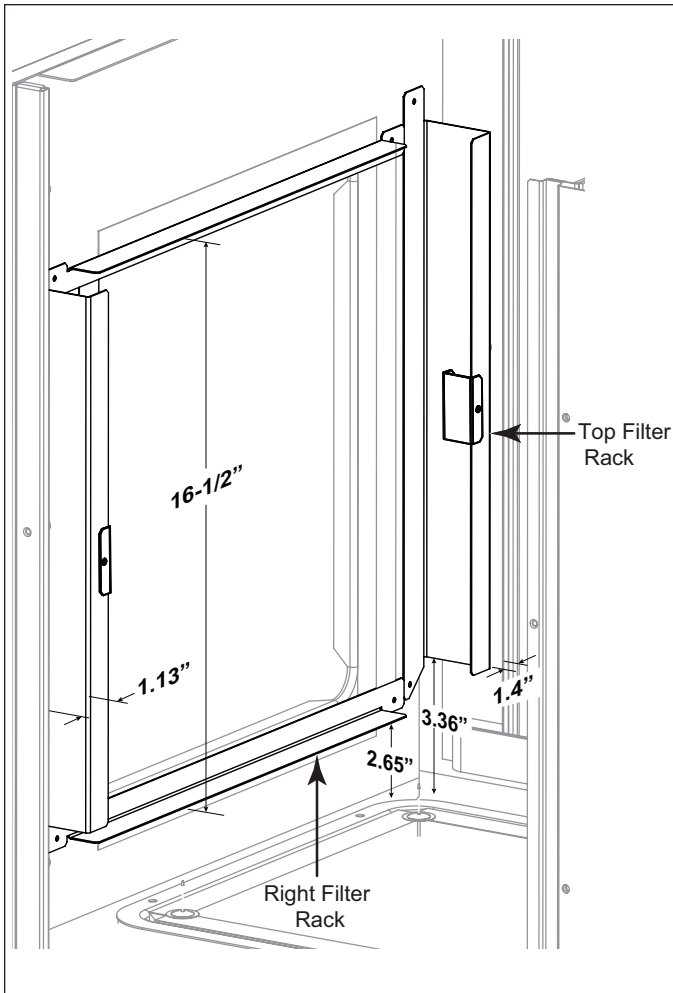
### Horizontal Return Duct Application

In this application the return duct cover supplied with the unit should be installed on the base of the unit covering the bottom return opening. The horizontal return air duct opening should be uncovered.

1. Disconnect all power sources to the Oxbox packaged unit.
2. Remove the filter access panel. Set panel aside for later re-installation. See Figure 2.
3. The filter racks fit tightly inside the cabinet. Do NOT damage unit insulation when installing filter racks.
4. Place the top filter rack onto the unit side panel and closer to the vertical mounting bracket of the coil. Make sure the back flange of the top filter rack is parallel to the vertical mounting bracket of the coil. See Figures 5 and 6 for the approximate position of the top filter rack. Using screws provided, screw through the pre-punched holes in the top filter rack and into the unit side panel.
5. Attach the right filter rack onto the unit side panel and to the bottom side of the top filter rack. The approximate position of the right filter rack is 2.65" from the base of the unit. Using screws provided, screw through the pre-punched holes in the right filter rack and into the unit side panel. See Figures 5 and 6.
6. Attach the left filter rack onto the unit side panel and to the top side of the top filter rack. Measure up

16-1/2" vertically from the right filter rack to locate the approximate position of the left filter rack. Using screws provided, screw through the pre-punched holes in the left filter rack and into the unit side panel. See Figures 5 and 6 for the approximate position of the left filter rack.

**Figure 5. Filter Rack Positions**

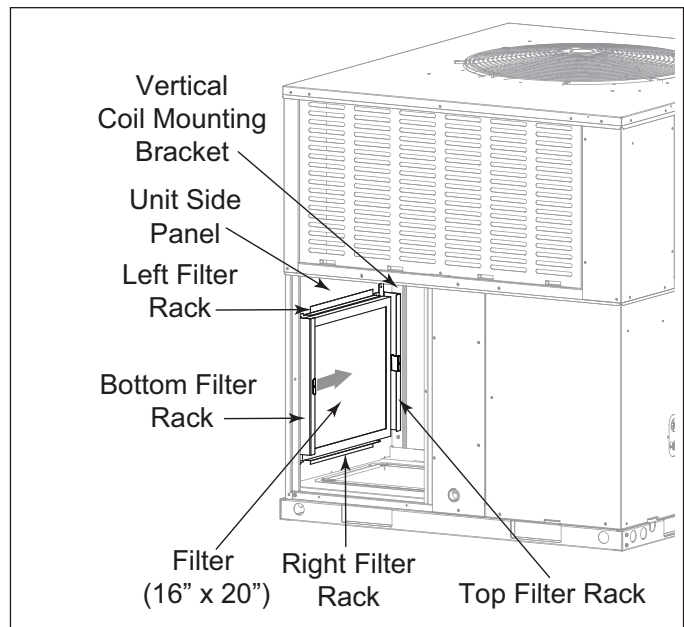


- Carefully install the field supplied (1) 16" x 20" filter in between the side filter racks and up against the top filter rack. See Figure 6.

**NOTE:** If using 2" filters, remove the filter spacers shown in figure 1.

- Place the bottom filter rack onto the unit side panel and in-line with the top filter rack. Using screws provided, screw through the pre-punched holes in the bottom filter rack and into the unit side panel. See Figures 5 and 6 for the approximate position of the bottom filter rack.

**Figure 6. Horizontal Installation – Filter Rack Locations**



- Reinstall the filter access panel that was removed in step 2.
- Connect all power sources to the unit.

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The manufacturer has a policy of continuous data improvement and it reserves the right to change design and specifications without notice. We are committed to using environmentally conscious print practices.

Representative-only illustrations included in this document.

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Supersedes (New)