

## HALO Installation Instructions

Make sure the duct is sized correctly for the grille/register and well anchored to the structure for stability.

**STEP 1:** Insert the mounting collar into the duct to a depth of 2 inches from the surface of the wall or ceiling (fig. 1). Volume damper (if applicable) should be attached to rear of mounting collar before inserting into duct.

**NOTE:** The duct must be of a rigid type. A spiral duct or any thin metal type that will accept tap screws and be able to support the mounting collar is sufficient.

**IMPORTANT:** Before screwing in the mounting collar it must be positioned correctly. If application is a wall mount, position the screw hole marked by the sticker at the bottom (fig. 1A). If mounting in the ceiling note that the front blades will align perpendicularly to the axis of the screw marked by the sticker.

After positioning the mounting collar in desired position use the supplied screws to screw in the collar in four places.

**STEP 2:** While holding the grille/register with the blades at a 45 degree angle insert into duct opening. Then rotate the grille/register until it locks into place (fig. 2). The open side of the mounting hooks will fit around the adjusting screw as shown in the close up (fig. 2A). The hooks and adjusting screw must align for proper installation.

**STEP 3:** Look inside the openings of the grille/register and locate the four adjusting screws. Carefully insert a screwdriver and tighten all four adjusting screws until the grille/register is firmly held in place (fig. 3). Be careful to not overtighten.

