1. **Important**, turn off furnace & air conditioning system and close all HVAC vents.

2. Cut an opening (using rot zip saw or similar approx. 8” dia.) in the ductwork for flexible shaft (with poly brush) to enter and DCM 345 or DCM 5000 HEPA vacuum.

3. Before you attach the DCM 345 or DCM 5000 to the ductwork, block the return at the furnace and all registers.
   - A. To block the return at the furnace, simply remove the HVAC filters and wrap them in plastic bags or sheets, or use bladder bags.
   - B. To use bladder bag, have an opening large enough to insert deflated bag. Check for sharp objects or screws that can damage bladder. Loosen rubber band at end and remove.
   - C. Use light air pressure to inflate bag so it blocks duct. Use rubber band on end to close/seal bladder.
   - D. To remove, deflate completely and remove bag.
   - E. To block registers, close them or seal with light plastic sheets (vacuum will seal the plastic to the surface)

4. Connect duct brush to flexible shaft and tighten locknut so brush does not come out or loosen from shaft.
5. Connect flexible shaft to machine.
6. Connect compressor to DCM600 fitting and turn on compressor (max. 110psi.). Check for leaks.
7. Plug all machines into electrical socket and ensure you have power, use reset button to activate
8. Connect Hepa Vac DCM 345 or 5000 to duct work and turn on.
9. Insert flexible shaft into cut-out of duct.
10. Make sure compressor is connected to DCM600 and turn hand switch to forward rotation.
11. Compressed air will come out of the flexible shaft and brush will rotate clockwise cleaning the right side of the ductwork.
12. Hand feed flexible shaft until it reaches vacuum source, (GI recommend to clean 25’ of duct at a time).
   - To clean the left side, switch the hand switch to reverse, (counter clockwise rotation) and slowly retract flexible shaft.
13. Attach the Infrared camera to flexible shaft so you can see what you are cleaning.