

# QUICK & EASY™ CEILING REGISTER ROUGH-IN KIT INSTALLATION INSTRUCTIONS

Complete Quick & Easy™ Ceiling Register Installation Instructions are provided as two separate documents: **The Rough-In Kit and The Finish Kit (on opposite side of this page.)**

All Quick & Easy™ Finish Kits including the models 100M-F, 100A-F and 100A3W-F use the same Rough-In Kit (model 100-RI.) Rough-In Kits (Figure 1) are packaged in a single box containing sixteen (16) Collar/Plates (Fig. 2) and thirty-two (32) mounting rails (Fig. 3). The mounting rails are 24 gauge steel by 24 inches long and they are shipped in the center of the nested collars. **These mounting rails must be used for proper installation.** Collar/Plates are round metal collars (8 inches in diameter by 3 inches long) with 10-inch square metal plates attached at the base end. Collar/Plates include an extruded bead around the outer circumference of the collar that is accurately positioned to allow the QUICK & EASY™ register to lock into place so that the register just makes contact with the ceiling or wall interior surface. **These Collar/Plates are manufactured for use only with wallboard thicknesses between 1/2 inch and 5/8 inches.** Contact ACR if you are planning to use wallboard thickness outside this range.



Figure 1 - Rough-In Kits (16)



Figure 2 - Collar/Plate



Figure 3 - Mounting Rails

## Installation Steps

1. Pull the inner plastic liner of the flex duct over the collar, band it at the base, and properly seal with mastic as required by local building codes. (Slip rigid duct over the crimped end of the register collar, attached with sheet metal screws and seal with mastic.) Pull the outer duct insulation over the register collar and band at the base of the collar. Properly seal as required by local building codes.

2. Attach the Collar/Plate to the ceiling joists or wall studs using the two supplied mounting rails. **Make sure the flat side of rail is facing toward the sheetrock or wallboard.**

3. Position the Collar/Plate on the rails and use pliers to put a small sharp bend (Fig. 4) on the edge of rails on each side of the Collar/Plate to keep it from sliding on the rails. **Do not install any screws near the Collar/Plate as these will interfere with locking spring operation.** The room is now ready for sheetrock or wallboard, which is cut out using the inside edge of the collar as a guide.

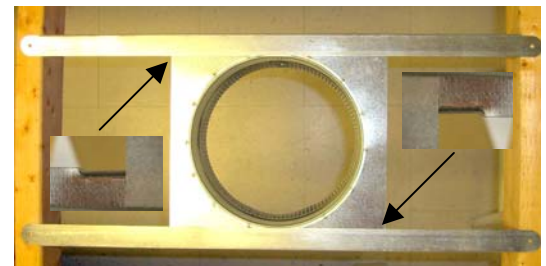


Figure 4 - Bend Metal Here



Quickneasyinstall0907.pdf

2512 Summit Ave. Suite 307  
Plano, TX 75074  
Tel: 972-509-2400 / Fax: 972-509-2401  
(800) 451-6539 / www.acrc.biz  
Email: sales@acrc.biz  
**Patent Pending**

(OVER)

# QUICK & EASY™ CEILING REGISTER FINISH KIT INSTALLATION INSTRUCTIONS

Complete Quick & Easy™ Ceiling Register Installation Instructions are provided as two separate documents: The Finish Kit and The Rough-In Kit (on opposite side of this page.)

Finish kits (Fig. 5) consist of sixteen (16) QUICK & EASY™ register assemblies (Fig. 6) and sixteen (16) press-in Trim Rings (Fig. 7). Three models of register assemblies are available: Model 100M-R, Manual, 100A-R, automated, and 100A3W-R, automated (3-wire interface.) See Automated Ceiling Register Installation Instructions for more details on automated models.



Figure 5 - 16 Finish Kits



Figure 6 - Manual Air Valve Assembly



Figure 7 - Trim Ring

## Installation Steps

1. Make sure there is no debris or caulk between the flat plate (of the Collar/Plate) and the sheetrock or wallboard. The plate must be flush with the backside of the sheetrock or wallboard

2. **Note: Trim Rings may be installed before or after the ceilings or walls are textured and painted.** Use upper inside edge of collar to pull plate down flush with the wallboard and install trim ring inside the Collar/Plate using a thick coating of mastic to provide an airtight seal between the collar and the sheetrock or wallboard. **IMPORTANT - Paint mastic in 3/4 inch wide or less strip around collar to keep wet mastic from getting above the trim ring and then on the locking spring tips when the register assembly is installed.**

3. After the ceilings are textured and painted, simply push the register assembly (manual or automated) up and into the access hole (prepared during rough-in) until the two flat steel springs snap into the special extruded bead in the register collar (Fig. 8). Don't forget to plug in the modular cable if installing the 100A-R or connect the three wires to the 100A3W-R. **IMPORTANT - Open the register, gently pull down on the register assembly to make certain that the sharp ends of both steel springs are firmly anchored inside the extruded bead in the collar.**



Figure 8 - Installed Register

4. A small bead of caulk **MUST BE APPLIED** around the outside perimeter of the valve seat at the sheetrock or wallboard interface to prevent movement and air leakage. The register assembly has a matte finish that may be painted or stained if desired.

5. To remove register, use special tool (model 100T) Figure 9 to depress springs as shown in Figure 10.

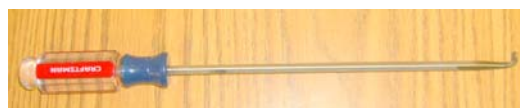


Figure 9 - Release Tool



Figure 10 - Releasing Springs