The units should be shipped assembled except for the backpan.

Remove all packaging from the components. The thermal T₃SQ is shipped with additional packaging to protect the actuator assembly. Be sure to remove packaging between the diffuser plaque and the control disc. Make sure that no packaging is obstructing the thermal element at the top of the actuator or the induction cap on the plaque.

If unit is not assembled, follow the steps below before proceeding (See Figure 1):
1. Insert induction cap into plaque of diffuser.
2. Insert venturi tube into induction channel until tabs engage.
3. Slide control disc over venturi tube.
4. Insert actuator through center hole in the control disc and snap into induction channel.

Figure 1. T₃SQ-4 Parts & Assembly
For system balancing, the springs (A) must be disconnected from the control disc (B) to allow the control disc to go to full open. (See Figure 2)

After balancing, reconnect the springs to the control disc. If the actuator arms are not connected to the control disc the diffuser will not operate.

Ensure that each control disc spring (A) is attached to both the control disc (B) and the lever arm (C) before installing.

Place the back pan into ceiling grid. Connect duct work to back pan.

Adjust room temperature:
Turn the blue ring assembly (D) to the desired temperature indicated (66°F to 74°F)

To adjust the offset differential between heating and cooling, turn the green tab (E) clockwise to increase positive temperature offset and counterclockwise to increase temperature offset in a negative direction.

Minimum airflow can be adjusted from 30% of maximum down to fully closed or 0% of maximum by turning the grey flow adjustment ring (F) clockwise.

Installation is completed by lining up the hooks on the face plaque assembly with the corresponding slot. The hooks are inserted and the face plate assembly is rotated clockwise, and lowered so that each hook is firmly in place. (See Figure 3)

A simplified version of these operating instructions can be found on the plaque of each diffuser. (See Figure 4)