

  
KOZY HEAT  
FIREPLACES  
*Quality Fireplaces for Life*

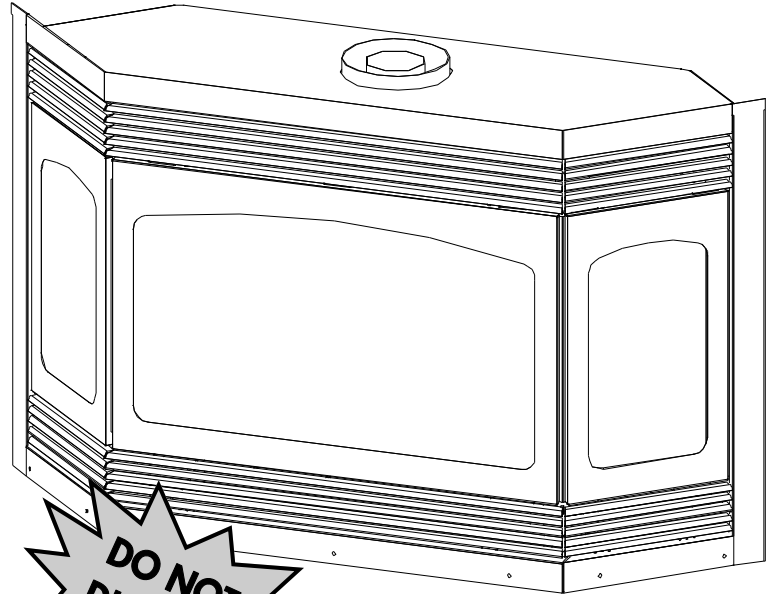
**INSTALLATION  
AND  
OPERATION MANUAL**

**INSTALLER: LEAVE THIS MANUAL WITH THE APPLIANCE.**

**CONSUMER: RETAIN THIS MANUAL FOR FUTURE REFERENCE.**

**MODEL:**  
**# 961**

**DIRECT VENT FIREPLACE**



**DO NOT  
DISCARD**

**WARNING:** This product must be installed by a licensed plumber or gas fitter when installed in the Commonwealth of Massachusetts.

**IMPORTANT:** Installation of a CO detector is required in the fireplace room when installed in the Commonwealth of Massachusetts.

**WARNING:** If the information in these instructions are not followed exactly, a fire or explosion may result, causing property damage, personal injury or loss of life.

- ❑ Do not store or use gasoline or other flammable vapors and liquids in the vicinity of this or any other appliance.

**IF YOU SMELL GAS:**

- ❑ Do not light any appliance.
- ❑ Do not touch any electrical switch: do not use any phone in your building.
- ❑ Immediately call gas supplier from a neighbors phone. Follow the gas supplier instructions.
- ❑ If you cannot reach your gas supplier, call the fire department.
- ❑ Installation and service must be performed by a qualified installer, service agency or the gas supplier.

This appliance may be installed in an aftermarket permanently located, manufactured (mobile) home, where not prohibited by local codes.

This appliance is only for use with the type (s) of gas indicated on the rating plate. A conversion kit is supplied with the appliance.

Tested &  
Listed By  Portland  
Oregon USA  
OMNI-Test Laboratories, Inc.

Report #216-F-18-4

[www.kozyheat.com](http://www.kozyheat.com)



We recommend that our gas hearth products be installed and serviced by professionals who are certified in the U.S. by the National Fireplace Institute® (NFI) as NFI Gas Specialists.

NOVEMBER 2010  
961-R08

# INTRODUCTION

Read this manual before installing or operating this appliance.  
Please retain this owner's manual for future reference.

## CONGRATULATIONS!

*We welcome you as a new owner of a Kozy Heat gas fireplace. Kozy Heat products are designed with superior components and materials and assembled by trained craftsmen who take pride in their work. The burner and valve assembly are 100% test-fired and the complete fireplace is thoroughly inspected before packaging to ensure that you receive a quality product. Our commitment to quality and customer satisfaction have remained the same for over 30 years. We offer a complete line of gas and wood fireplaces, unique cabinets and stylish accessories to compliment any décor. Adding a fireplace is one of the best ways to increase the value of your home and we are proud to offer a network of dealers throughout the country to help make your experience everything you imagine. We pride ourselves in being dedicated to not only function and reliability, but customer safety as well. We offer our continual support and guidance to help you achieve the maximum benefit and enjoyment from your Kozy Heat gas fireplace.*



Jim Hussong  
President



Dudley Hussong  
Board Chairman

### Homeowner Reference Information

*We recommend that you record the following information about your fireplace.*

Model Name: \_\_\_\_\_ Date purchased/installed: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Location on fireplace: \_\_\_\_\_

Dealership purchased from: \_\_\_\_\_ Dealer Phone: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# SAFETY INFORMATION

This fireplace has been tested to and complies with ANSI Z21.88a-2007-CSA 2.33a-2007-CSA P.4.1-02 "VENTED GAS FIREPLACE HEATERS" by OMNI-Test Laboratories, Portland, OR. Installation must conform with local building codes or in the absence of local building codes, with the National Fuel Gas Code, ANSIZ223.1/NFPA 54 - Current Edition, or the Natural or Propane Installation Code, CSAB149.1

- Installation and repair should be done only by a qualified service person. The appliance should be inspected by a qualified service person before use. Annual inspection by a qualified service person is required to maintain warranty. More frequent cleaning may be required due to excessive lint from carpeting, bedding materials, etc. It is imperative that control compartments, burners and circulation air passageways of the appliance be kept clean.
- If this appliance is installed directly on carpeting, tile or other combustible material other than wood flooring, the appliance shall be installed on a metal or wood panel extending the full width and depth of the appliance.
- Children and adults should be alerted to the hazards of high surface temperatures and should stay away to avoid burns or clothing ignition.
- Young children should be carefully supervised when they are in the same room as the appliance.
- Clothing or other flammable material should not be placed on or near the appliance.
- Adequate accessibility clearances for servicing and proper operation must be maintained.
- This appliance must not share or be connected to a chimney flue serving any other appliance.
- Keep area around the appliance clear of combustible materials, gasoline and other flammable vapor and liquids.
- The flow of combustion and ventilation air must not be obstructed.
- Due to high temperatures the appliance should be located out of traffic and away from furniture and draperies.
- The glass front or any part removed for servicing the appliance must be replaced prior to operating the appliance. Work should be done by a qualified service technician.
- Clean glass only when cool and only with non-abrasive cleansers.
- Do not operate this appliance with the glass/frame assembly removed, cracked or broken. The glass assembly, Part #700-07T, shall only be replaced as a complete unit, as supplied by Hussong Mfg. Co., Inc. Replacement of the glass assembly must only be performed by a licensed or qualified service person. DO NOT SUBSTITUTE MATERIALS.
- Do not strike or slam glass assembly.
- Any safety screen or guard removed for servicing the appliance must be replaced prior to operating the appliance.
- Under no circumstances should any solid fuel (wood, coal, paper or cardboard etc.) be used in this appliance.
- Keep burner and control compartment clean.
- Do not use this fireplace if any part has been under water. Immediately call a qualified service technician to inspect this appliance and to replace any part of the control system and any gas control which has been under water.

# COMMONWEALTH OF MASSACHUSETTS REQUIREMENTS



**NOTE: The following requirements reference various Massachusetts and national codes not contained in this manual.**

For all sidewall horizontally vented gas fueled equipment installed in every dwelling, building or structure used in whole or in part for residential purposes, including those owned or operated by the Commonwealth and where the side wall exhaust vent termination is less than (7) feet above finished grade in the area of the venting, including but not limited to decks and porches, the following requirements shall be satisfied:

## INSTALLATION OF CARBON MONOXIDE DETECTORS

At the time of installation of the side wall horizontally vented gas fueled equipment, the installing plumber or gas-fitter shall observe that a hard wired carbon monoxide detector with an alarm and battery back-up is installed on the floor level where the gas equipment is to be installed. In addition, the installing plumber or gas-fitter shall observe that a battery operated or hard wired carbon monoxide detector is installed on each additional level of the dwelling, building or structure served by the side wall horizontal vented gas fueled equipment. It shall be the responsibility of the property owner to secure the services of qualified licensed professionals for the installation of hard wired carbon monoxide detectors.

In the event that the side wall horizontally vented gas fueled equipment is installed in a crawl space or attic, the hard wired carbon monoxide detector with alarm and battery back-up may be installed on the next adjacent floor level.

In the event that the requirements of this subdivision can not be met at the time of completion of installation, the owner shall have a period of thirty (30) days to comply with the above requirements; provided, however, that during said thirty (30) day period, a battery operated carbon monoxide detector with an alarm shall be installed.

## APPROVED CARBON MONOXIDE DETECTORS

Each carbon monoxide detector as required in accordance with the above provisions shall comply with NFPA 720 and be ANSI/UL 2034 listed and IAS certified.

## SIGNAGE

A metal or plastic identification plate shall be permanently mounted to the exterior of the building at a minimum of eight (8) feet above grade directly in line with the exhaust vent terminal for the horizontally vented gas fueled heating appliance or equipment. The sign shall read, in print no less the one-half inch (1/2") in size, **"GAS VENT DIRECTLY BELOW. KEEP CLEAR OF ALL OBSTRUCTIONS"**.

## INSPECTION

The state or local gas inspector of the side wall horizontally vented gas fueled equipment shall not approve the installation unless, upon inspection, the inspector observes carbon monoxide detectors and signage installed in accordance with the provisions of 248 CMR 5.08 (2) (a) 1 through 4.

## EXEMPTIONS

The following equipment is exempt from 248 CMR 5.08 (2) (a) 1 through 4: The equipment listed in Chapter 10 entitled "Equipment Not Required To Be Vented" in the most current edition of NFPA 54 as adopted by the Board; and Product Approved side wall horizontally vented gas fueled equipment installed in a room or structure separate from the dwelling, building or structure used in whole or in part for residential purposes.

## MANUFACTURER REQUIREMENTS - GAS EQUIPMENT VENTING SYSTEM PROVIDED

When the manufacturer of Product Approved side wall horizontally vented gas equipment provides a venting system design or venting system components with the equipment, the instructions provided by the manufacturer for installation of the equipment and the venting system shall include:

Detailed instructions for the installation of the venting system design or the venting system components; and

A complete parts list for the venting system design or venting system.

## MANUFACTURER REQUIREMENTS - GAS EQUIPMENT VENTING SYSTEM NOT PROVIDED

When the manufacturer of Product Approved side wall horizontally vented gas equipment does not provide the parts for venting the flue gases, but identifies "special venting systems", the following requirements shall be satisfied by the manufacturer:

The referenced "special venting systems" instructions shall be included with the appliance or equipment installation instructions and;

The "special venting systems" shall be Product Approved by the Board, and the instructions for that system shall include a parts list and detailed installation instructions.

A copy of all installation instructions for all Product Approved side wall horizontally vented gas fueled equipment, all venting instructions, all parts lists for venting instructions, and/or all venting design instructions shall remain with the appliance or equipment at the completion of the installation.

## SPECIFICATIONS

Height: 31 1/8"      Width: 51 5/8"  
 Back Width: 35 1/4"      Depth: 18 1/2"

Flue Size: 4" exhaust  
 7" intake

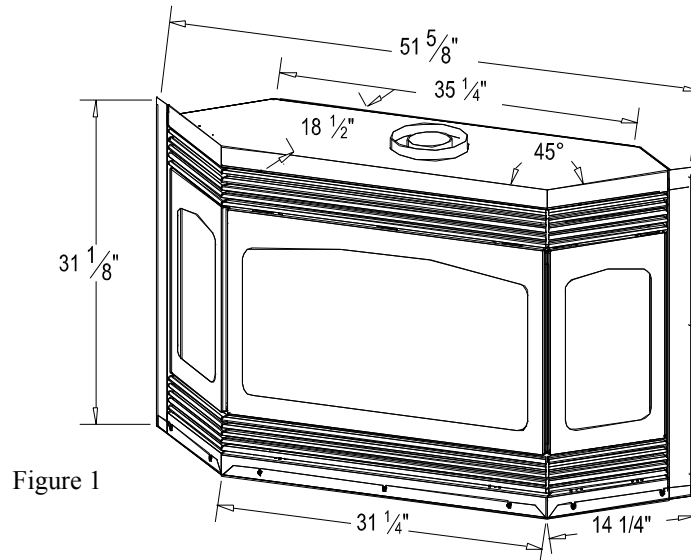


Figure 1

### Minimum clearance to combustibles:

Top Stand-off: 0"	From flue vent:: 1"
Sides & Back: 0"	Heat Outlet grill to mantel: (See Figure 2)
Floor: 0"	Bay Front to Adjacent Sidewall: 12"
	Side Glass to Adjacent Sidewall: 3"

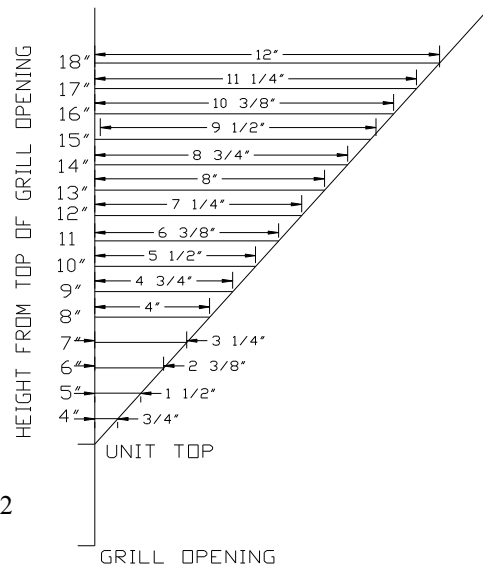


Figure 2

### A) DETERMINE LOCATION. Figure 3A.

1. Determine the exact position of your fireplace.
2. This fireplace may be installed on either the outside or inside of an exterior wall. See Figure 3A for various installation options.
3. **Horizontal Terminations:** Determine the vent run and termination cap location. If possible, place the fireplace in such a manner that the piping will be placed between two studs so additional framing is not necessary.
4. The location of doors, windows, soffits/overhangs, etc. must be considered in relation to where the vent termination cap will be located.
5. **Vertical Terminations:** Follow instructions included with rigid pipe chimney systems. The #923-C adaptor must be used.
6. All clearances to combustible requirements must be maintained. Follow clearance requirements above.

7. If the optional heat ducts are used, their location must be considered in relation to the fireplace.

The heat ducts may be vented into the same room as the fireplace or may be vented to other rooms. A maximum run of 20 ft. is recommended.

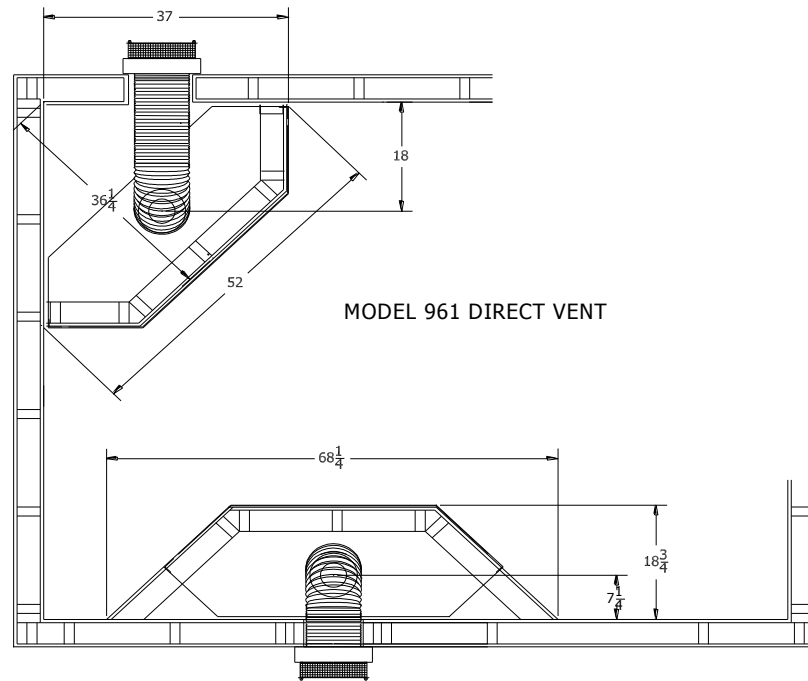
Venting should be completed before framing in the fireplace. Refer to the instructions included with the #970 duct kit for complete installation requirements.

8. If using the optional fan kit, 115V wiring should be run to the lower left of the fireplace by a qualified technician. A removable electrical box panel with romex connector is located on the left side of the fireplace. The wiring should be run prior to enclosing the sides of the fireplace.

**CAUTION - COLD AIR TRANSFER AREA.** The surrounding outside walls **must** be insulated to prevent cold air from entering the room.

**NOTE: DUE TO HIGH TEMPERATURES, THIS FIREPLACE SHOULD BE LOCATED OUT OF TRAFFIC AREAS AND AWAY FROM FURNITURE AND DRAPERIES.**

Figure 3A

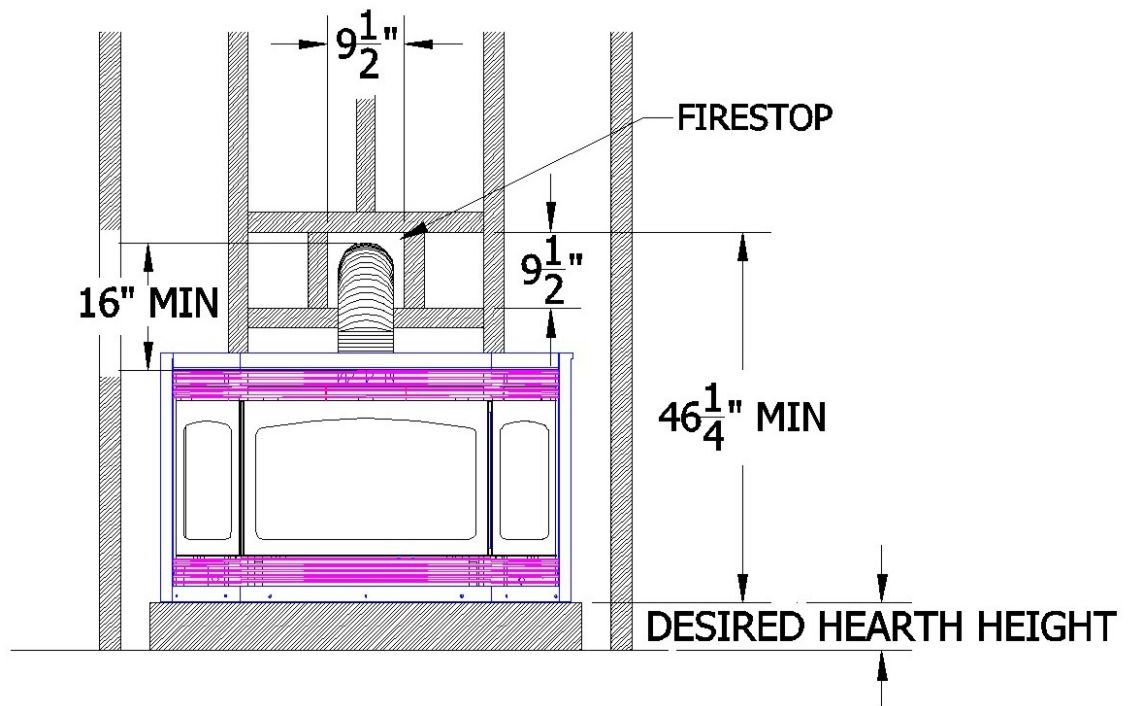


**NOTE:** Even though the minimum clearance from the back wall is 0", we recommend that you allow an expansion space of 1/4" from the back wall to allow for heat expansion. If this room is not left, the fireplace may make a loud "banging" noise when it heats up or cools down.

**10. Cut an opening for the wall thimble, 9 1/2" x 9 1/2".** The top of this opening must be a minimum of 47 1/4" above the height of the hearth (optional) or floor the fireplace is setting on. See Figure 3B.

**\*Important:** This measurement is determined by the vertical height & horizontal length of the venting application desired. The measurement is to the TOP of the pipe. Please refer to pages #8-12 of this installation manual for requirements & restrictions.

Figure 3B



**11. Rough in the wall enclosure (Figure 3C).** Minimum rough opening dimensions are 52" w x 31 1/4" h. Depth is determined by your specific application. Build the hearth, if used, to the desired size and height.

**NOTE:** A metal or wood panel extending the full width and depth of the fireplace (minimum size is 51 5/8" wide x 18 1/2" deep) must be placed under the fireplace when the fireplace is to be installed directly on carpet, tile or other combustible materials other than wood flooring.

If masonry is to be used (optional), prepare the necessary foundation for the masonry load. When masonry construction is being used, a lintel, part #788B, must be used over the top of the fireplace to support the added weight.

**NOTE:** Provide for a minimum of 6" (152 mm) of clearance in front of the lower grill. This will provide adequate space for opening the lower grill to access control panel.

**NOTE:** A hearth is not required. If a hearth is desired, combustible materials may be used.

Do not obstruct the upper and lower grill areas to allow proper ventilation air around the fireplace. Air enters the fireplace through the lower grill, and exits out the upper grill. Do not block this passage.

**12. Place the fireplace into position.**

**NOTE: DO NOT PLACE FACING MATERIAL OVER THE EXTERIOR FACE. THE FACE WILL EXPAND WHEN HEATED AND WILL CAUSE CRACKING OF THESE MATERIALS. FAILURE TO FOLLOW THESE INSTRUCTIONS WILL VOID YOUR WARRANTY.**

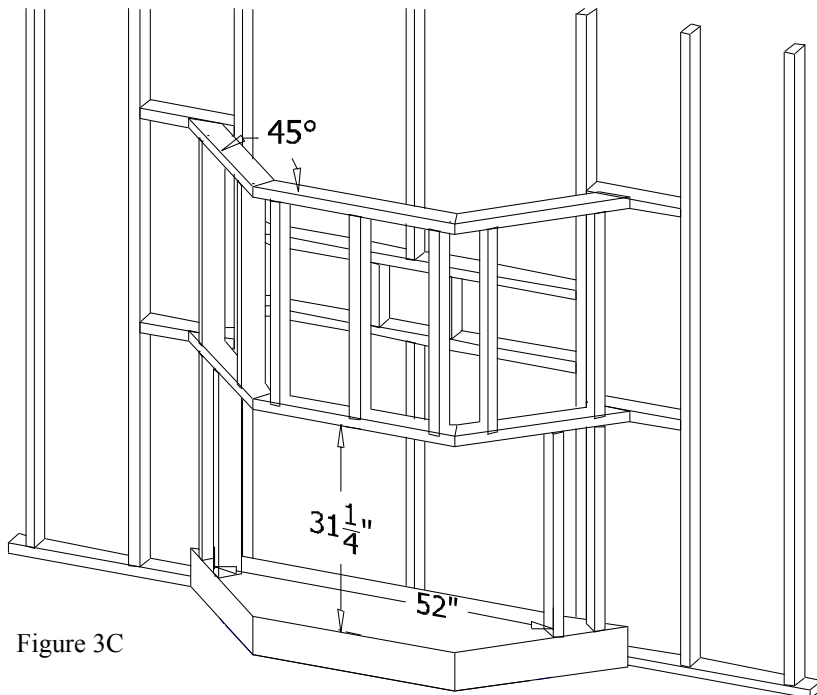


Figure 3C

### C) REMOVE GLASS ASSEMBLIES. See Figure 4.

#### Front Glass:

1. Locate the spring-loaded latch handles securing the center glass assembly.
2. Pull the handles out, then down to release the glass assembly.
3. Pull the bottom of the glass assembly out and lift up off the tabs (A) at the top.
4. Set aside where it will not be broken.

#### Side Glass:

1. Loosen and remove the (2) nuts securing each side glass assembly.
2. Pull the bottom of the glass assembly out and lift up off the tabs (at the top). Set aside.
3. Repeat steps #1 & #2 for remaining side glass assembly.

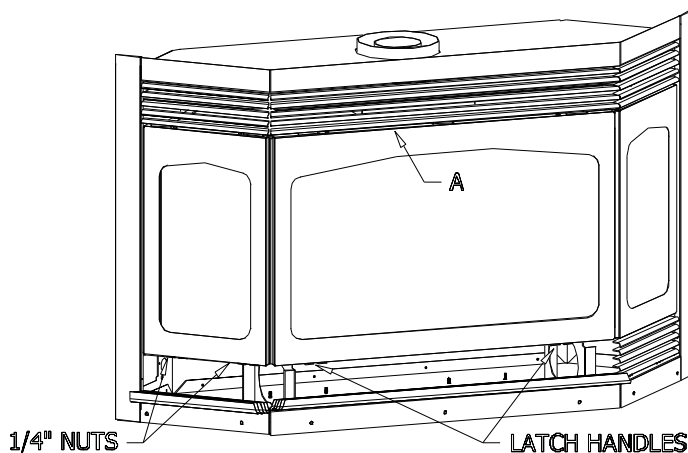


Figure 4



## D) VENTING REQUIREMENTS

**IMPORTANT:** This fireplace is approved for use only with one of the following direct vent systems:

### HORIZONTAL TERMINATIONS

**#700 SERIES DIRECT VENT TERMINATION KITS:** Used for horizontal terminations.

- Kozy Heat Direct Vent Kit #745 – for terminations of 4' or less.
- Kozy Heat Direct Vent Kit #718 – for terminations of 8' or less.
- Kozy Heat Direct Vent Extension Kit #746 – Used to extend the #745 kit or #718 kit an additional 6'.

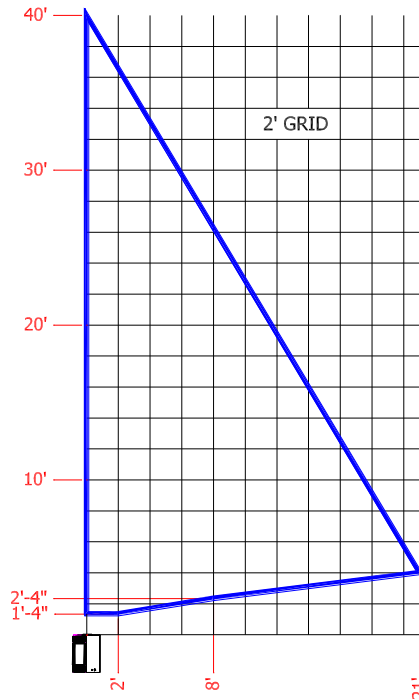
### VERTICAL TERMINATIONS

**APPROVED RIGID PIPE VENTING:** Used for vertical terminations:

ICC  
Selkirk  
American Metal  
Security  
Simpson

A restrictor is required and included with the fireplace components packet.  
Adaptor #923-C is required to adapt the flue collars on the fireplace and is available from your dealer.

### HORIZONTAL & VERTICAL VENTING CHART



**EXAMPLE 1:** Horizontal runs up to 2 ft. must have a minimum vertical rise of 17".

**EXAMPLE 2:** If the horizontal run is 8 ft., the vertical rise required is 28".

**EXAMPLE 3:** If the horizontal run is 21 ft., the vertical rise required is 48".

**IMPORTANT:** All horizontal runs must maintain a ¼" rise per foot incline.

# TERMINATION VENT CAP LOCATION

This gas appliance must not be connected to a chimney serving any other appliance.

1. Terminations against vinyl siding must use a vinyl siding protector. Follow instructions included.
2. DO NOT RECESS TERMINATION KIT INTO OUTSIDE BUILDING MATERIALS - i.e.: brick, stone, siding, etc. If necessary, extend framing so that termination kit will be exposed once building materials are installed.
3. Vent termination must not be located where it will become plugged by snow or other material. The flow of combustion and ventilation air must be not obstructed.

## LOCATION CLEARANCES

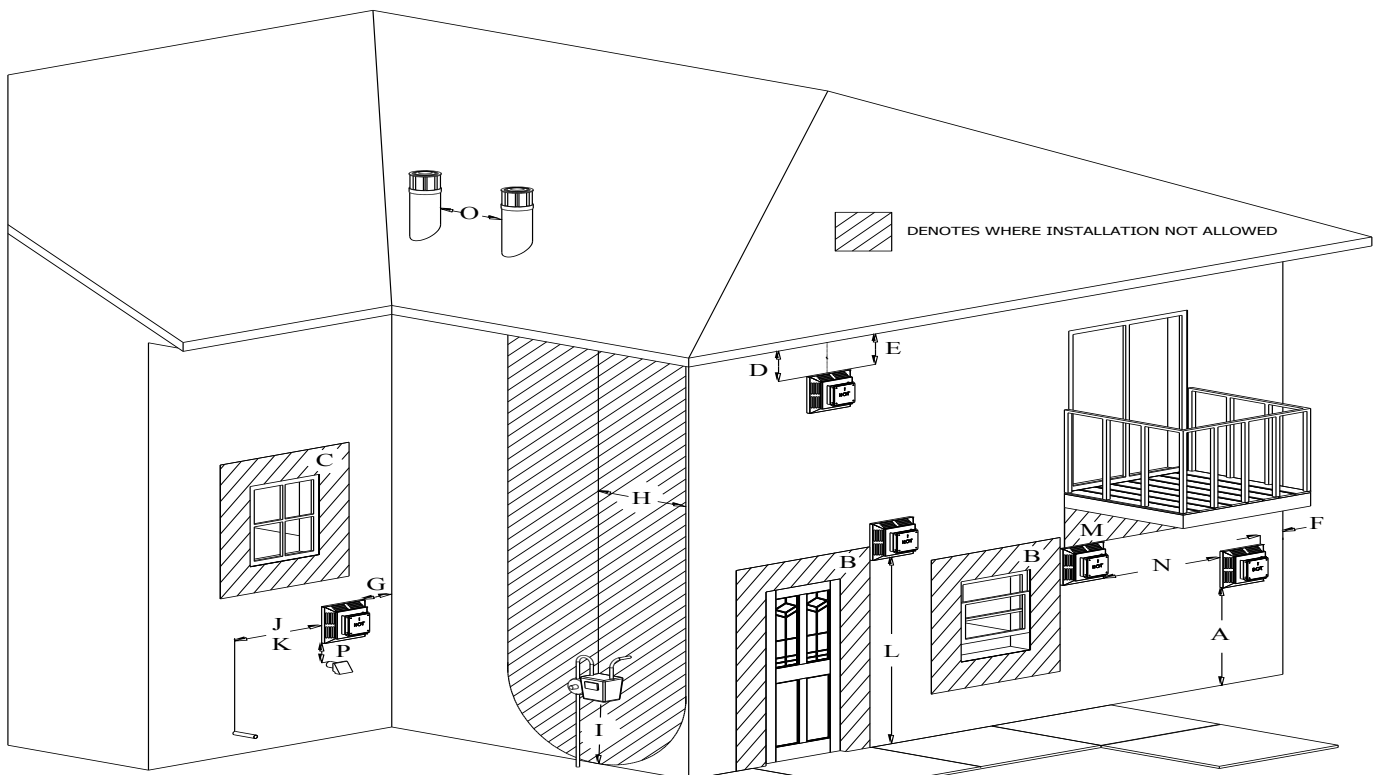
- A. Above grade, veranda, porch, deck, balcony - 12" (305 mm).
- B. Operable window or door - CANADA: 12" (305 mm). US: 9" (229 mm).
- C. Permanently closed window\* - 12" (305 mm) (recommended to prevent condensation on window).
- D. Ventilated soffit\* - 24" (610 mm).
- E. Unventilated soffit\* - 12" (305 mm).
- F. Outside corner\* - 12" (305 mm).
- G. Inside corner\* - 12" (305 mm).
- H. Meter / Regulator: Not to be installed above a gas meter/regulator assembly within 3 ft. (914 mm) horizontally from the centerline of the regulator.
- I. Gas Service regulator vent outlet - 3 ft. (914 mm).
- J. Non-mechanical air supply inlet to building or the combustion air inlet to any other appliance. CANADA: 12" (305 mm). US: 9" (229 mm).
- K. Mechanical air supply inlet. CANADA: 6 ft. (1.83 m) US: 3 ft. (914 mm) above if within 10 ft. (3.05 m) horizontally. Massachusetts installations: 10 ft. (3.05 m).
- L. Above paved side-walk or paved driveway located on public property - 7 ft. (2.13 m).



**NOTE: A vent cannot be located directly above a side-walk or paved driveway that is located between two single family dwellings and serves both dwellings.**

- M. Under veranda, porch, deck, or balcony (must be fully opened on a min. of 2 sides) - 12" (305 mm).
- N. Between two horizontal terminations - 12" (305 mm).
- O. Between two vertical terminations - 12" (305 mm). Terminations may be the same height.
- P. Above furnace exhaust or inlet - 12" (305 mm).

\*Clearance must be in accordance with local installation codes & the requirements of the gas supplier.



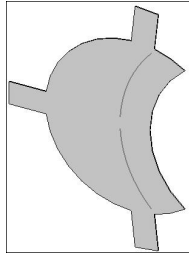
# RESTRICTOR INSTALLATION

**TO BE USED AT INSTALLER DISCRETION.**

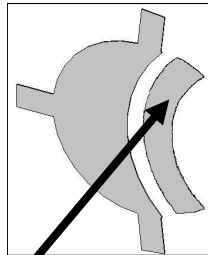
The restrictor plate included in the fireplace components packet can be installed as either a large or small restrictor, depending on your specific venting configuration.

There are several factors which can affect proper draft of the vent system and the burner operation of a fireplace. Installing a restrictor may be necessary to resolve the problem, even though it may not be required under 'normal conditions'.

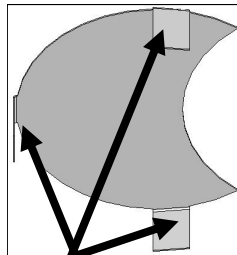
**IMPORTANT: DO NOT INSTALL IF THE VENTING CONFIGURATION IS AT THE MINIMUM REQUIREMENTS!**



Large Restrictor



Remove tab (s) to create small restrictor



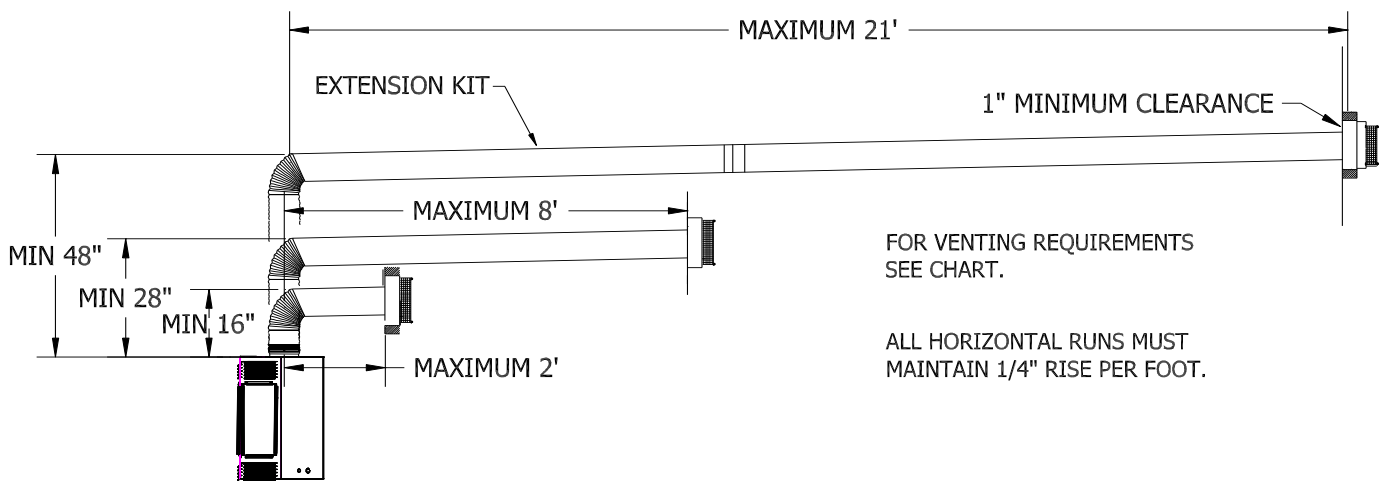
Bend tabs to approx. 80 degree angles to create tension to hold itself in place when installed.

**IMPORTANT: RE-INSTALL THE EXHAUST BAFFLE AFTER RESTRICTOR INSTALLATION IS COMPLETE. DO NOT OVER TIGHTEN THE NUTS!**

## HORIZONTAL VENTING REQUIREMENTS

- MINIMUM VERTICAL RISE\* FROM TOP OF FIREPLACE: 17 IN. (to top of 7" pipe)
- MAXIMUM HORIZONTAL RUN: 21 FT. (Horizontal runs must maintain 1/4" rise per ft.)
- MAXIMUM ELBOWS : 2 - 90°
- TOTAL HORIZONTAL & VERTICAL RUN MUST NOT EXCEED 40 FT.

*\*Minimum vertical rise directly off the top of the fireplace is determined by the length of the horizontal run. Refer to the venting diagram on page #8.*



## INSTALLATION OF THE #700 SERIES HORIZONTAL DIRECT VENT TERMINATION KIT(S).

**NOTE:** #700 Series vent kits must be supported every 3 ft. to maintain proper rise. The flex pipe is permanently attached to the exterior wall plate. Do not attach the #745 or #718 termination kit to the fireplace (or extension kit) until it has passed through the wall. The termination plates should all be installed on the exterior of the outside wall.

1. If your chimney termination is 8' or less from the stove top and doesn't require an extension kit, proceed to step #7.
2. If your chimney termination will require one or more extension kits (part #746), proceed with the following steps. Each #746 extension kit contains enough 4" & 7" flexible aluminum pipe to extend the chimney an additional 6'.
3. Gently stretch the 4" & 7" flexible aluminum pipes on the termination kit (#745 or #718) and on each extension kit, if used, the length required so when all the sections are connected together, the vent system length for your venting configuration is attained.
4. Using your extension kit pieces, place a bead of sealant outside the 4" flex pipe collar (C) - the end without the lip- and slide it inside the 4" pipe on top of the fireplace (D). Secure with 3 evenly spaced screws.

**NOTE:** This connection is very difficult to remove without damaging the collars once installed.

5. Place a bead of sealant outside the 7" flex pipe collar (E) - the end without the lip - and slide it inside the 7" pipe on top of the fireplace (F). Secure with 3 evenly placed screws.
6. If additional extension kits are used, repeat steps #4 and #5, placing the 4" & 7" pipes onto the previous extension kit.

### Referring to Figure 9:

7. Apply a liberal bead of exterior sealant around the outer edge of the termination kit box (A), and, from the outside, place the exterior wall assembly through the 9 1/2" square hole. Place screws through the four holes (B) securing it in place.

**NOTE:** Attachment brackets are included with the termination kit. These optional brackets should be screwed, or nailed (screws not provided) onto the top and bottom of the 9 1/2" square hole, on the exterior of the house. The termination plates then fit between these brackets, and using the screws provided, screw the brackets to the termination kit box (A). Attach the vinyl siding protector.

- 7a. **OPTIONAL:** Place insulation between the 7" pipe and the wall studs.

- 7b. The flexible termination kit includes an interior firestop assembly shown on Figure 3B, page #6, which is installed on the inside wall (over wall materials), around the flexible pipe. Slide the firestop over the flex pipe with the spacer legs toward the wall.

**OPTIONAL:** Apply a liberal bead of sealant around the outside / wall side edge and place over the 9 1/2" square opening.

- 7c. Secure each corner with a drywall screw.
8. Gently pull the 4" & 7" flexible aluminum down to the top of the extension kit, or the top of the fireplace if no extension kits were used.
9. Place a bead of sealant outside the 4" flex pipe collar (C) and slide it inside the 4" pipe on top of the fireplace (D). Secure with 3 evenly spaced screws.

**NOTE:** This connection is very difficult to remove without damaging the collars once installed.

10. Place a bead of sealant outside the 7" flex pipe collar (E) and slide it inside the 7" pipe on top of the fireplace (F). Secure with 3 evenly spaced screws.

Note: The 17" minimum vertical rise measurement is to the top of the 7" pipe.

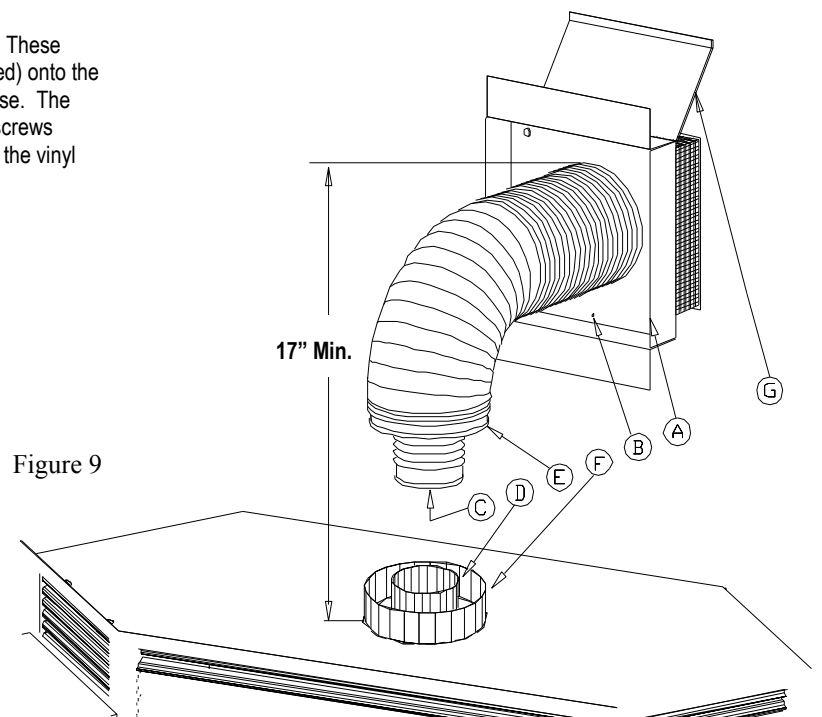


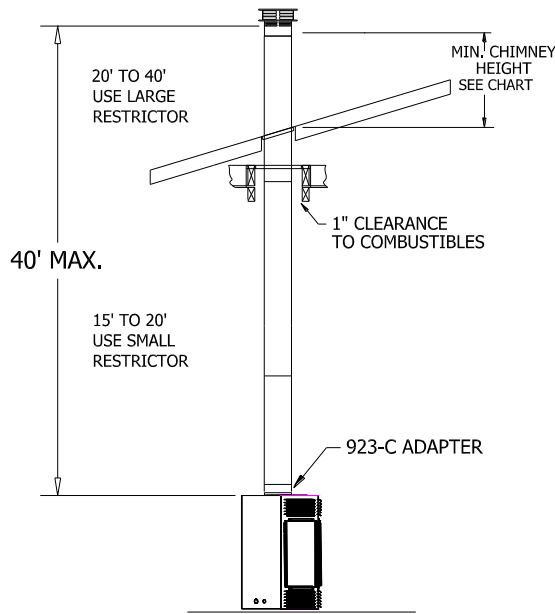
Figure 9

## RIGID PIPE INSTALLATION FOR VERTICAL TERMINATIONS:

**NOTE: ADAPTOR REQUIRED - #923-C adaptor is required to adapt the flue collars on the fireplace to rigid pipe chimney systems and are available from your dealer. Follow instructions included with adaptor and chimney system.**

Maximum vertical termination: 40 ft.  
Maximum elbows: (2) 90° each

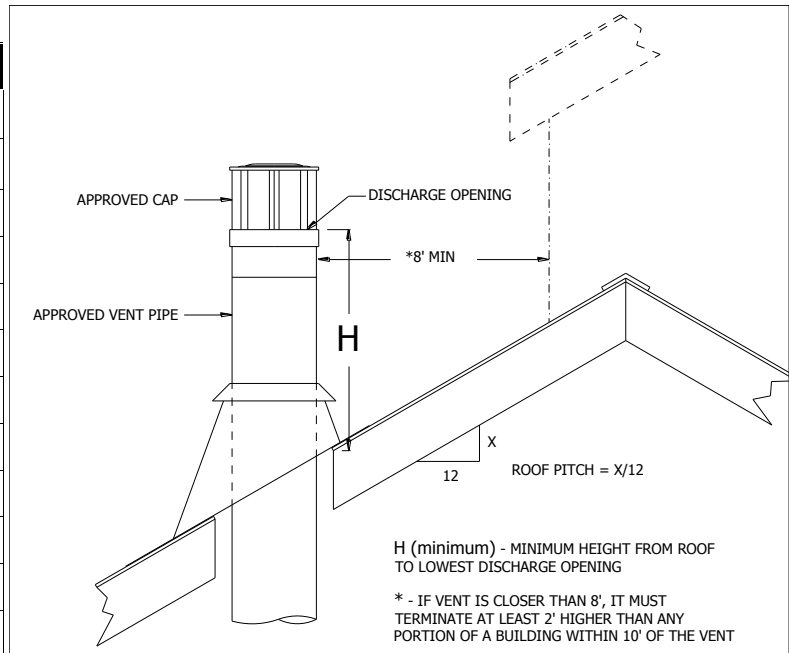
**RESTRICTOR INSTALLATION:** Install the small restrictor for vertical vent runs of 15' to 20'.  
Install the large restrictor for vertical vent runs of 20' to 40'.



**CAUTION!** This appliance must not be connected to or joined with any chimney flue serving any other appliance.

## VENT TERMINATION CLEARANCES

Roof Pitch	H (Min.) Ft.	H (Min.) m
Flat to 6/12	1.0	0.30
Over 6/12 to 7/12	1.25	0.38
Over 7/12 to 8/12	1.5	0.46
Over 8/12 to 9/12	2.0	0.61
Over 9/12 to 10/12	2.5	0.76
Over 10/12 to 11/12	3.25	0.99
Over 11/12 to 12/12	4.0	1.22
Over 12/12 to 14/12	5.0	1.52
Over 14/12 to 16/12	6.0	1.83
Over 16/12 to 18/12	7.0	2.13
Over 18/12 to 20/12	7.5	2.27
Over 20/12 to 21/12	8.0	2.44



## D) FAN INSTALLATION

INSTALLATION OF THIS FAN SHOULD BE DONE ONLY BY A QUALIFIED INSTALLER.

**IMPORTANT:** THE FAN IS EASIEST TO INSTALL BEFORE THE MILLIVOLT BOARD IS CONNECTED TO THE GAS LINE.

**IMPORTANT:** IF THE LOWER GRILL HAS BEEN INSTALLED, IT MUST BE REMOVED TO PROPERLY INSTALL THIS FAN.

**NOTE:** The fan wiring must be done prior to enclosing the sides of the fireplace. An electrical box & romex connector are pre-installed on a removable panel on the left side of the fireplace. A receptacle/speed control assembly and (3) wire nuts are included in the fireplace components packet.

### This optional fan kit #600-1\* includes:

Right and left fan assemblies with magnetic limit switch already mounted.

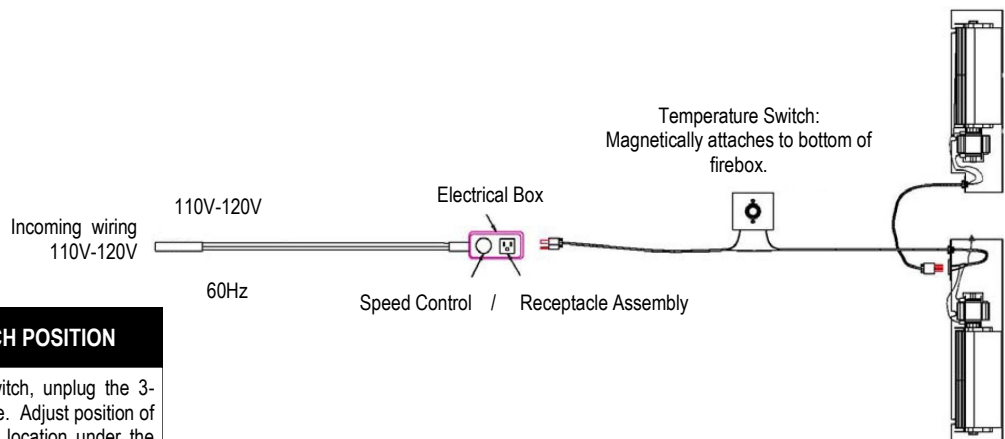
Components package: (4) nuts, installation instructions.

**NOTE:** To wall-mount the speed control, you will need to purchase a speed control assembly & mounting plate, an electrical box to mount the speed control and a cover / switch plate with screws.

**\*NOTE:** Fan kit #TRF-028 is also available for this fireplace. Follow instructions included with the fan.

**IMPORTANT:** Code approved line voltage wiring 14 gauge or better must be used when wiring this assembly. Refer to your local electrical codes for specific requirements in your area.

**WARNING:** This appliance is equipped with a three-prong (grounding) plug for protection against shock hazard and should be plugged directly into a properly grounded three-prong receptacle. Do not cut or remove the grounding prong from this plug.



### TEMPERATURE CONTROL SWITCH POSITION

Before adjusting the temperature control switch, unplug the 3-prong plug on the fan cord from the receptacle. Adjust position of the temperature control switch to a warmer location under the firebox to turn fan 'ON' sooner or move it to a cooler location under firebox to turn the fan 'ON' later. The fan will turn on when the sensor in the temperature control switch reaches 110° F and will turn 'OFF' when the sensor reaches 90° F. After adjustment, plug the 3-prong plug on fan cord into the receptacle.

1. Remove the center front lower grill, if installed.
2. Lay the left fan (without receptacle) on its back & slide through the lower grill opening on the *right* side of the valve.
3. Rotate upright and slide to the left. Place the fan over the (2) left mounting studs located towards the back of the fireplace.
4. Lay the remaining fan on its back and place over the right mounting studs in the same manner as step #3.
5. Place nuts on mounting studs and tighten.
6. If the fans were separated, plug fans together by inserting the three-prong male end on the short fan cord on the left fan assembly into the receptacle in the right fan assembly.
7. Remove the removable access panel (with electrical box & romex connector installed) from the side of the fireplace.
8. Insert 110-120V wiring (with ground) through the romex connector and wire to the speed control / receptacle assembly matching the black (hot), white (neutral) and green (ground) wires to the corresponding wire on the speed control / receptacle assembly. NOTE: (3) wire nuts are included in the fireplace components packet.
9. Secure the speed control / receptacle assembly (D) into the electrical box with the (2) screws provided.
10. Re-install the electrical access panel and secure.
11. Place the thermostatic control switch (with magnet) on the bottom of the firebox.
12. Plug the fan cord into the receptacle in the electrical box.
13. Turn on/off speed control counter-clockwise until it 'clicks'. This is the 'OFF' position.
14. Turn the speed control 'ON' by turning the knob clockwise past the 'click' - this is the highest setting.
15. Re-install the lower grill, if removed in step #1 above.

**NOTE:** This appliance must be electrically grounded and connected in accordance with local codes, or in the absence of local codes, with the National Electrical Code, ANSI/NFPA 70-Current edition.

## E) RUN THE GAS LINE.

**CAUTION:** Installation of the gas line must only be done by a qualified person in accordance with local building codes.

### GAS CONVERSIONS:

This fireplace is manufactured for use with Natural Gas. An LP Gas conversion kit is included with this fireplace.  
Follow instructions included with this conversion kit.

**Natural Gas Conversion Kit #OCK-S31A** - used to convert an LP millivolt board to Natural Gas.  
**LP Gas Conversion Kit #OCK-S50A** - used to convert a Natural Gas millivolt board to LP Gas.

The conversion shall be carried out in accordance with the requirements of the provincial authorities having jurisdiction and in accordance with the requirements of ANSI Z223.1 installation code.

**NOTE:** This fireplace is equipped with a flexible gas connector and manual shut off valve.

**NOTE:** The gas line should be run to the point of connection where the shut-off valve and flexible gas line will connect.

**CAUTION:** The manual shut-off valve or flexible gas tubing must not extend outside of the fireplace cavity. See the WARNING label affixed to the flexible tubing for additional installation instructions and warnings.

**NATURAL GAS:**     **The minimum inlet gas supply pressure:** 7.0 inches W.C. (recommended)  
                          **The maximum inlet gas supply pressure:** 10.5 inches W.C.  
                          **Manifold pressure:** 3.5 inches W.C.  
                          **Manifold pressure (lo setting):** 1.7 inches W.C.

**Orifice size (0-2000 ft.):** 31     **Input:** 38,000 BTU's

**LP GAS:**           **The minimum inlet gas supply pressure:** 11.0 inches W.C. (recommended)  
                          **The maximum inlet gas supply pressure:** 13.0 inches W.C.  
                          **Manifold Pressure:** 10.0 inches W.C.  
                          **Manifold Pressure (lo setting):** 6.3 inches W.C.

**Orifice size (0-2000 ft.):** 50     **Input:** 38,000 BTU's

**NOTE:** For high altitude installations consult the local gas distributor or the authority having jurisdiction for proper rating methods.

1. Run the gas line. An accessible shut off valve must be installed up stream from the regulator.

**NOTE:** Do not run the incoming gas line in a manner that would obstruct the operation of the fan.

2. This fireplace is designed to accept either a 3/8" or 1/2" gas line approved for gas appliances. Consult local building codes to properly size the gas supply line leading to a 3/8" reduction.
3. A gas line knockout is positioned on either side of the fireplace for gas line connection.
4. Connect the gas line to the manual shut-off valve
5. Connect the flexible gas line (installed on the millivolt board) to the manual shut off valve.

**IMPORTANT: ALL CONNECTIONS WHETHER FIELD OR FACTORY MADE MUST BE CHECKED FOR LEAKS!**

**NOTE:** The appliance and its individual shutoff valve must be disconnected from the gas supply piping system during any pressure testing of that system at test pressures in excess of 1/2 psi.

**NOTE:** The appliance must be isolated from the gas supply piping system by closing its individual manual shut off valve during any pressure testing of the gas line at test pressures equal to or less than 1/2 psig (3.5 kPa).

Pressure check taps for the manifold (outgoing) and inlet (incoming) pressures are located in front of the gas valve. The right pressure tap is the manifold pressure and the left pressure tap is the incoming pressure. **FOLLOW INSTRUCTIONS ON PAGE #25 OF THIS MANUAL.**

## G) MILLIVOLT BOARD & BURNER ASSEMBLY REMOVAL / INSTALLATION - Figures 11A-11D.

**NOTE:** This fireplace is equipped with the millivolt board and burner plate already installed. Ensure that all of the nuts are tightened, securing the board to the firebox. Follow these procedures in the event this assembly needs to be removed for service and/or maintenance.

### MILLIVOLT BOARD REMOVAL.

1. Open the lower grill to access the gas valve and controls.
2. Turn control knob to 'OFF'.
3. Remove front upper grill, glass assembly, log set, rock wool embers & log grate.
4. Shut off gas supply at the manual shut-off valve.
5. Disconnect flexible gas line tube from the manual shut-off valve.
6. Disconnect any wall switch, remote control or thermostat wires from the valve.
7. Remove and save the (2) 1/4" nuts securing the burner cover. Figure 11A.
8. To release the adjustable venturi collar at the end of the burner tube, gently push back the mounting bracket only far enough to release the collar.
9. Remove burner cover from the firebox.
10. Remove pilot shield and set aside.
11. Remove and save the (8) 1/4" nuts securing millivolt board and, while grasping the board, gently lift it off the (8) studs and remove from the firebox. Figure 11B.

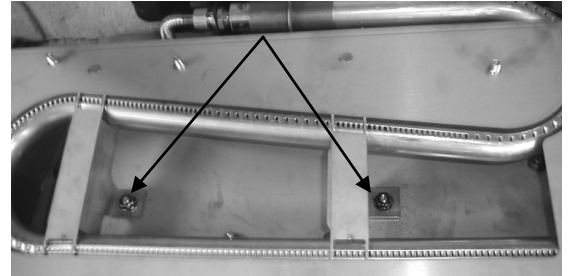


Figure 11A

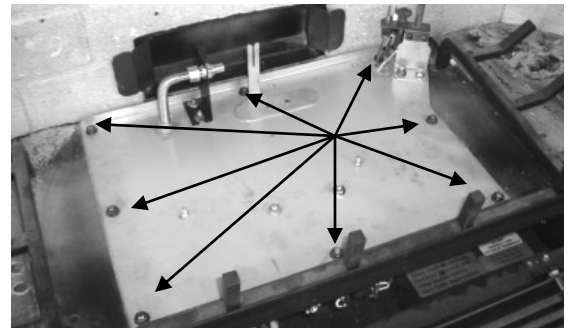


Figure 11B

### INSTALLING THE BOARD.

**NOTE:** This fireplace is fitted with a gasket to seal the millivolt board. Make certain this gasket is properly placed around the opening before installing the millivolt board.

1. Grasp the burner with both hands and place into the firebox, lining up the (8) 1/4" holes in the millivolt board to the (8) studs on the firebox bottom. Refer to Figure 11B.

**CAUTION:** Before securing the board into place make sure that all of the wires (attached under the board) are clear and unobstructed.

2. Attach the 1/4" nuts (included with the board assembly & tighten).
3. Re-install the pilot shield. Figure 11C.
4. Re-install burner cover, aligning mounting holes in the burner brackets to the corresponding mounting studs on the millivolt board bottom. Figure 11A.

**IMPORTANT:** Ensure that the burner tube is properly seated over the burner orifice.

5. Secure with remaining (2) 1/4" nuts. Figure 11A.
6. To position the adjustable venturi collar into its mounting bracket, gently push the bracket back far enough to slip the flange on the collar into the slot on the bracket. Figure 11D.
7. Connect the flexible gas line to the manual shut-off valve.
8. Re-connect any wall switch, thermostat or remote control wires to the valve.
9. Re-install the log grate, (Figure 11B, logs and rock wool burning embers (page #17).
10. Light the pilot and burner to ensure proper ignition and operation.
11. Re-install the glass assembly and upper grill.

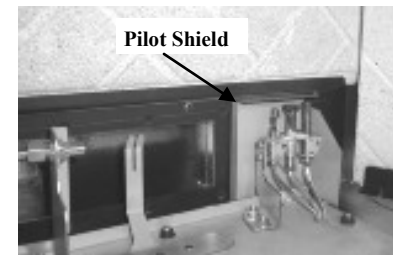


Figure 11C

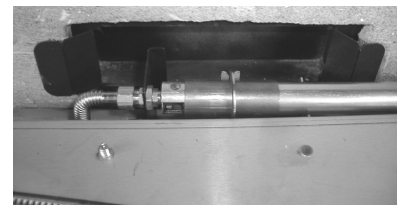


Figure 11D

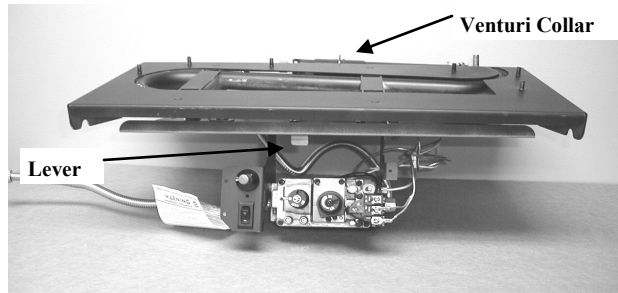
**IMPORTANT:** CHECK ALL CONNECTIONS WHETHER FIELD OR FACTORY MADE FOR LEAKS.



## EXTERNALLY ADJUSTABLE VENTURI. FIGURES 12A - 12C.

An externally adjustable venturi has been incorporated into the millivolt board assembly for this fireplace. Follow the instructions below for proper operation and settings.

**CAUTION:** FIREPLACE SURFACES ARE HOT WHILE BURNER IS IN OPERATION. ALLOW FIREPLACE TO COOL PRIOR TO ADJUSTING THE VENTURI OR USE EXTREME CAUTION AND WEAR APPROPRIATE PROTECTION TO AVOID SERIOUS BURNS.



Referring to the millivolt board above, locate the adjustable venturi lever attached to the bottom of the millivolt board.

1. The venturi has been factory set for a typical minimum venting configuration using Natural Gas.

**Natural Gas:** Lever is positioned in the left notched out section of the bracket as shown in Figure 12A. This is approximately 1/4" opened.

**LP Gas:** Lever is positioned in the right notched out section of the bracket as shown in Figure 12B. This is approximately 5/8" opened.

The lever may be adjusted in small increments by pulling the lever down slightly and sliding it in either direction, placing the slots in the lever (under the millivolt board) into the smaller notches on either side of the factory-set positions.

### ADJUSTMENTS:

Placing the lever to the right will close the venturi air collar allowing less air to be mixed with the gas in the burner tube.

Placing the lever to the left opens the venturi collar allowing more air to be mixed with the gas in the

**NOTE:** Each fireplace installation is different - i.e.: Venting configuration, chimney system used, etc. Adjust the venturi opening as necessary to achieve proper burn and appearance.

**CAUTION:** Do not close the shutter too far! This will cause the fireplace to burn 'dirty' which will result in soot accumulation inside the glass, the firebox and possibly the logs.

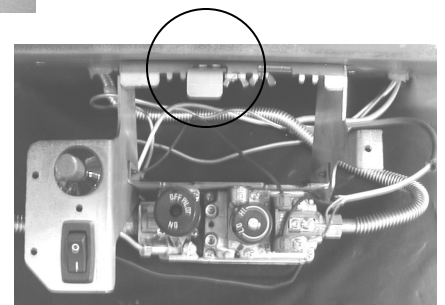


Figure 12A

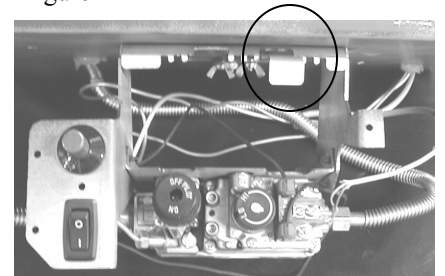


Figure 12B

Figure 12C



VENTURI COLLAR SHOWN IN OPEN POSITION

# #961-50C Log Set Installation

For model: #961

*Proper log placement is crucial. Do not deviate from any portion of these installation instructions. Improper log placement will cause delayed ignition, sooting problems and flame impingement.*

This log set includes:

- |             |             |                           |
|-------------|-------------|---------------------------|
| (1) BW1 log | (1) BW5 log | (1) BW9 log               |
| (1) BW2 log | (1) BW6 log | (1) BW10 log              |
| (1) BW3 log | (1) BW7 log | (1) Rock Wool Embers Pkg. |
| (1) BW4 log | (1) BW8 log |                           |

1. Position the base logs BW1, BW2 & BW3 onto the burner cover aligning the holes and/or notches in the bottom of the logs to the brackets in the burner cover. *Figure 13A*

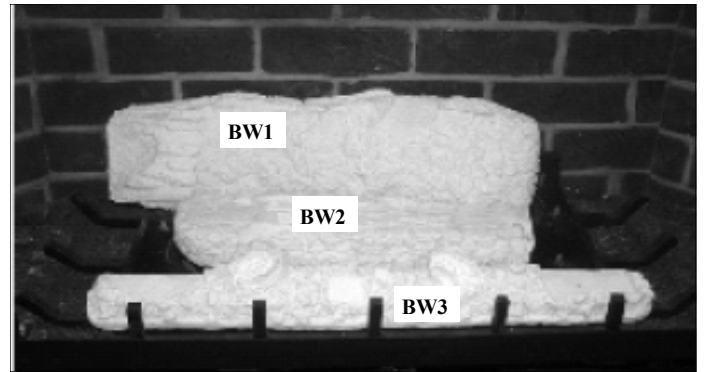


Figure 13A

2. Place the BW4 & BW5 logs onto the burner aligning the holes and/or notches to the burner cover. *Figure 13B*
3. Place the center logs; BW6 & BW7 over the base logs aligning the holes and/or notches in the logs to the base logs. *Figure 13B*

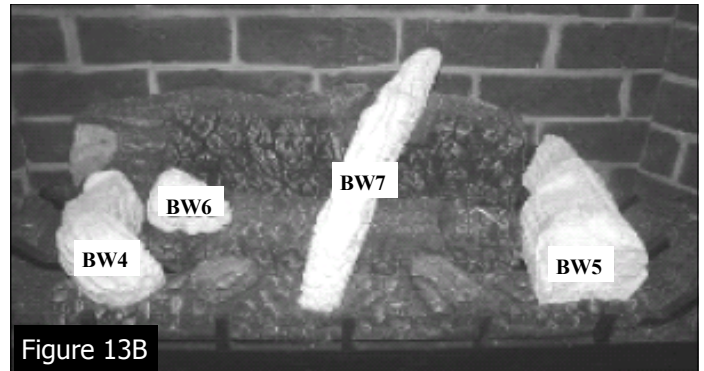


Figure 13B

4. Brush rock wool embers onto the burner and logs as desired. A bristle brush works well to 'float' the rock wool onto the burner and logs.

NOTE: You will not use all of the rock wool that is included. Save for additions in the future.

5. Position top logs BW8, BW9 & BW10 as shown. *Figures 13C, 13D, 13E*

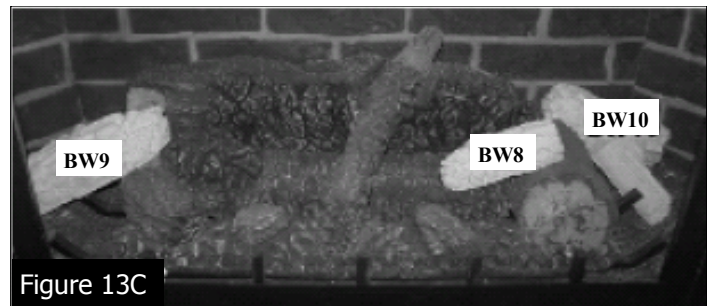


Figure 13C

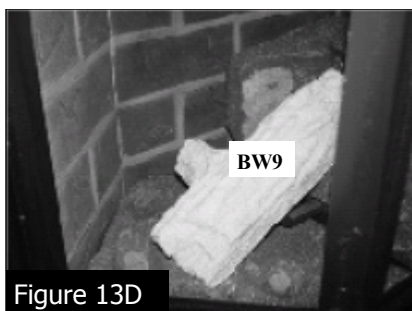


Figure 13D

NOTE: Notches have been incorporated into ember bed on the floor of the firebox. The ends of logs BW9 & BW10 set in those notches. *Figures 4 & 5*



Figure 13E

# THERMOSTAT / WALL SWITCH / REMOTE



**CAUTION: DO NOT CONNECT HIGH VOLTAGE (115V) WIRE TO THE GAS VALVE!**

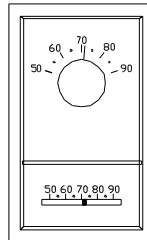
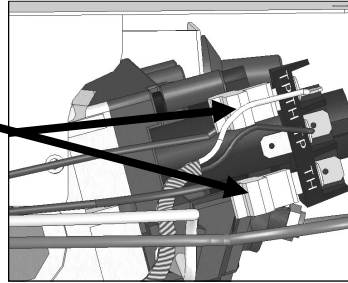


**NOTE: INSTALLATION OF THERMOSTAT OR WALL SWITCH SHOULD ONLY BE DONE BY A QUALIFIED INSTALLER.**

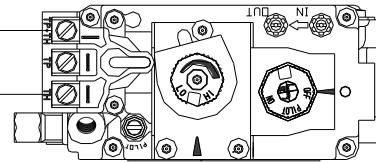
If desired, a thermostat (wireless style also available), wall switch, or remote control assembly may be used to turn the fireplace 'OFF' and 'ON'. Only ONE of these may be installed. Follow instructions included with each assembly.

**OPTIONAL:**

Disconnect ON/OFF rocker switch wires from the back of gas valve.



**Thermostat Wiring Diagram**



## WALL SWITCH / THERMOSTAT:

Run low-voltage (thermostat) wires from terminals on the gas valve to the desired location of wall switch or thermostat.

Attach the appropriate connectors to wall switch / thermostat wires and connect to the top and bottom terminals marked TH / TPTH on the gas valve.

## REMOTE CONTROL:

Follow instructions included with the remote control.



**IMPORTANT:** The insulated cover included with the remote control must be placed over the remote receiver to prevent overheating.



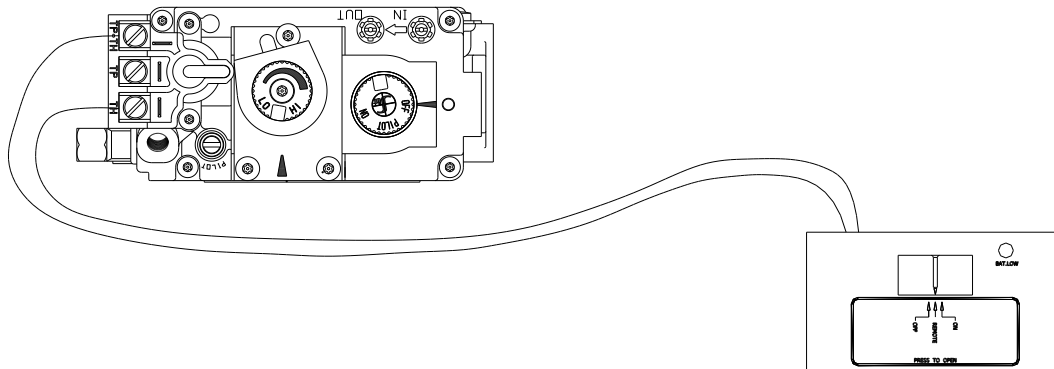
**IMPORTANT:** If ON/OFF rocker switch wires are not disconnected, the ON/OFF rocker switch on the millivolt board must be in the 'OFF' position for proper operation of any of these components.

If rocker switch is 'ON', the fireplace burner will operate until it is turned 'OFF' by the rocker switch. A wall switch, thermostat, or remote control will not turn the fireplace 'OFF' when it has been turned 'ON' by the rocker switch.



**NOTE:** The fireplace must be turned 'ON' and 'OFF' by the same method. For example: If fireplace is turned 'ON' by the remote control, it must be turned 'OFF' by the remote control.

**Remote Control Wiring Diagram**



## J. COMPLETE THE INSTALLATION

### 1. SECURE THE FIREPLACE

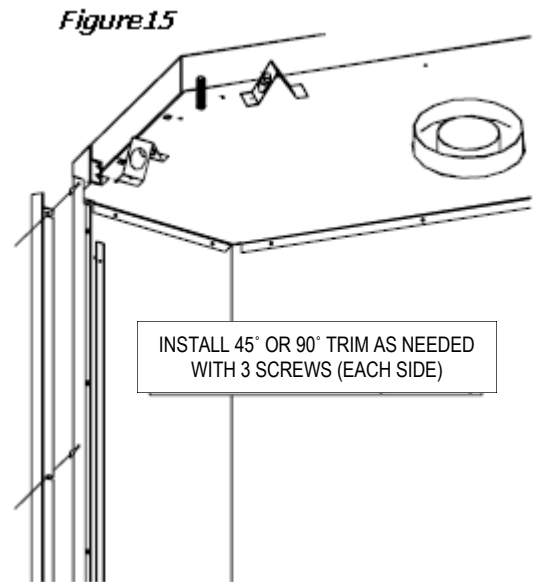
**Note:** Nailing flanges are attached to the sides of the fireplace.

- Loosen but do not remove the screws securing the nailing flanges to the fireplace. Remove nailing flanges.
- Locating the keyhole slots on the nailing flange, simply place over the screws and slide forward to the desired position, then tighten the screws.
- The tabs can now be bent parallel with the fireplace.
- Fasten to framing through the holes in the nailing flanges.

### 2. ATTACH THE EXTERIOR TRIM PIECES (OPTIONAL).

Two sets of exterior trim are included with this fireplace and are used if a finished edge is desired when using tile, marble etc. around the fireplace face. This trim is also used when the fireplace is installed in a Kozy Heat cabinet or surround. Attach the appropriate set for your application.

Align the (3) holes on each side of the fireplace to the slots on each trim piece and secure with the screws provided (3 ea. Side). Figure 15.



### 3. COMPLETE THE FIREPLACE WALLS AND FACING.

**CAUTION:** The surrounding outside walls must be insulated to prevent cold air from entering the room.

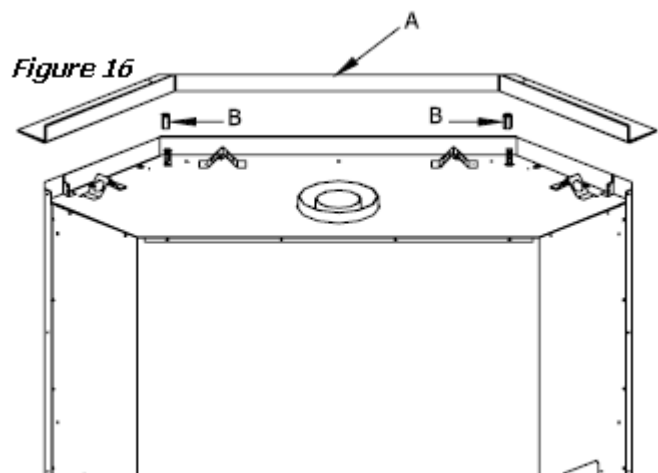
**MASONRY CONSTRUCTION:** A lintel, Part #788B, must be used to support the added weight when masonry construction is used. Follow the instructions below.

Referring to Figure 16:

**Optional: MASONRY CONSTRUCTION ONLY!**

The stand-off brackets located on top of the fireplace may be removed.

- Thread the 1/4" coupling nuts (B) onto the lintel rods (factory-installed) in the front corners of the fireplace top.
- Place the lintel iron (A) on the fireplace top with the flange in the 'up' position as shown.  
NOTE: Lintel should rest on the lintel rods in the front corners and on the brick at both ends.
- Complete brick installation, filling in all holes in the brick with mortar.



#### 4. SEASONAL HEAT DUMP ADJUSTMENT:

This fireplace has been manufactured with an adjustable heat dump outlet located at the top inside the firebox. This allows infinite control over the amount of heat emitted into the living area without affecting the flame height.

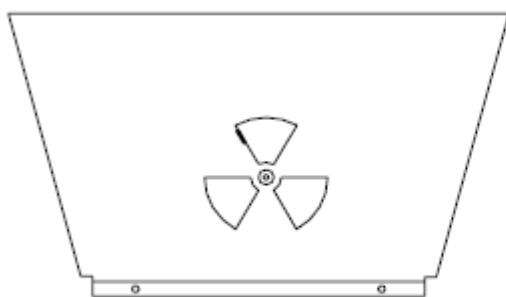
**INSTALLER:** Please install this fireplace with the heat damper (dump) in the closed position.

The fireplace has been installed with the heat dump in the closed position and will operate at its peak efficiency. The heat dump may be opened as much as necessary to maintain desired heat level.

#### TO ADJUST:

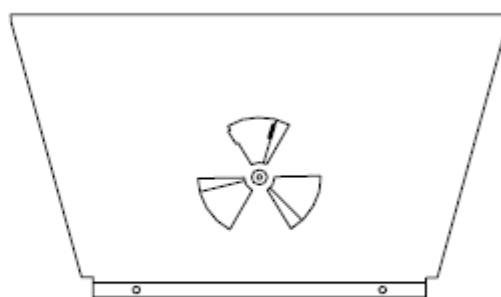
**CAUTION: DO NOT ATTEMPT TO ADJUST THE HEAT DUMP OPENING IF THE FIREPLACE HAS BEEN IN OPERATION. ALLOW AMPLE TIME TO COOL OR USE THE APPROPRIATE PROTECTION TO AVOID SERIOUS BURNS AND/OR PROPERTY DAMAGE.**

1. Remove the center upper grill and glass assembly.
2. Locate the seasonal heat dump inside the firebox, at the top.
3. Open or close the damper as desired.
4. Re-install the glass assembly and upper grill.



**HEAT DUMP SHOWN  
IN CLOSED POSITION**

**FIGURE 17**



**HEAT DUMP SHOWN IN  
IN PARTIAL OPENED POSITION**

#### 5. START-UP: THIS STEP SHOULD ONLY BE DONE BY A QUALIFIED INSTALLER OR SERVICE TECHNICIAN:

- A. Make sure the burner tube is properly seated over the burner orifice.
- B. Perform lighting and shutdown procedures. This should be done prior to replacing the glass so that any necessary adjustments can be made and proper operation verified. Follow instructions on pages #22-#24.

**Re-install the front glass assembly. Refer to Figure 4, page #7.**

- A. Position the slots in the top of each side glass assembly over the tabs on the fireplace and set in place. NOTE: The mounting holes at the bottom of the glass assembly should be aligned onto the studs.
- B. Secure at the bottom with the nuts provided (2) each side.

#### 6. Re-install the side glass assemblies. Refer also to Figure 4, page #7.

- A. Align the slots in the top of the glass assembly over the tabs on the fireplace. B) To secure the assembly to the fireplace, pull the two spring loaded handles (located under the firebox) over the hooks on the glass assembly and gently release.

**WARNING: DO NOT OPERATE THIS FIREPLACE WITH THE GLASS ASSEMBLY REMOVED, CRACKED OR BROKEN.**

**Replacement of the glass assembly should be done only by a licensed or qualified service person.**

**7. Install the grills.**

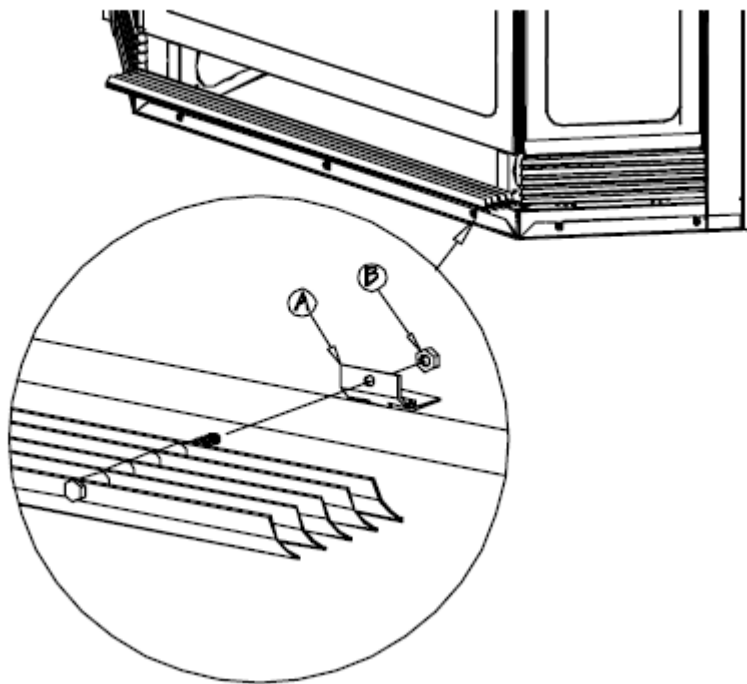
**Upper grills –**

- A. Line the rods of the grill up with the upper holes.
- B. Place the rods in the holes and push up until the bottoms of the rods clear the face.
- C. Place the bottom of the rod into the lower hole and release. The grill will set down into place.

**Lower grills - See Figure 18.**

- A. The lower grills attach to the hinges (A) located at the bottom of the fireplace.
- B. Remove the 1/4" nuts (B) from the lower grill assembly.
- C. Slip the bolts through the hinges (A).
- D. Re-attached the 1/4" nuts (B).
- E. Repeat 'A' through 'D' for remaining grills.

**Figure 18**



# LIGHTING AND SHUTDOWN

## FOR YOUR SAFETY - READ BEFORE LIGHTING

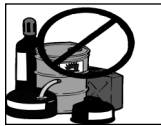


**WARNING: IF YOU DO NOT FOLLOW THESE INSTRUCTIONS EXACTLY, A FIRE OR EXPLOSION MAY RESULT, CAUSING PROPERTY DAMAGE, PERSONAL INJURY OR LOSS OF LIFE.**

**DUE TO HIGH SURFACE TEMPERATURES, KEEP CHILDREN, CLOTHING AND FURNITURE AWAY.**

This appliance needs fresh air for safe operation and must be installed so there are provisions for adequate combustion and ventilation air.

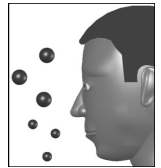
1. This appliance has a pilot which must be lighted by hand. When lighting the pilot, follow these instructions exactly.
2. **BEFORE LIGHTING**, smell all around the appliance for gas. Be sure to smell next to the floor because some gas is heavier than air and will settle on the floor.
3. Use only your hand to push in or turn the gas control knob. Never use tools. If the knob will not push in, or turn by hand, do not try to repair it, call a qualified service technician. Forced or attempted repair may result in a fire or explosion, and loss of warranty.
4. Do not use this appliance if any part has been under water. Immediately call a qualified service technician to inspect the appliance and to replace any part of the control system which has been under water.



**DO NOT STORE OR USE GASOLINE OR OTHER FLAMMABLE VAPORS AND LIQUIDS IN THE VICINITY OF THIS OR ANY OTHER APPLIANCE.**

### WHAT TO DO IF YOU SMELL GAS:

- \* Do not touch any electrical switches
- \* Do not try to light any appliance
- \* Do not use the phone in your building
- \* Immediately call your gas supplier from a neighbor's phone
- \* Follow the gas supplier's instructions
- \* If you cannot reach your gas supplier, call the fire department



**WARNING: CHILDREN AND ADULTS SHOULD BE ALERTED TO THE HAZARDS OF HIGH SURFACE TEMPERATURES AND SHOULD STAY AWAY TO AVOID BURNS OR CLOTHING IGNITION. YOUNG CHILDREN SHOULD BE CAREFULLY SUPERVISED WHEN THEY ARE IN THE SAME ROOM AS THE APPLIANCE. CLOTHING OR OTHER FLAMMABLE MATERIAL MUST NOT BE PLACED ON OR NEAR THE APPLIANCE.**



**NOTE: A PAINT SMELL WILL OCCUR DURING THE FIRST FEW HOURS OF BURNING. IT IS RECOMMENDED TO LEAVE THE FAN OFF DURING THIS PERIOD TO HELP SPEED THE PAINT CURING PROCESS.**

**NOTE: THIS FIREPLACE MAY PRODUCE NOISES OF VARYING DEGREE AS IT HEATS AND COOLS DUE TO METAL EXPANSION AND CONTRACTION. THIS IS NORMAL AND DOES NOT AFFECT THE PERFORMANCE OR LONGEVITY OF THE FIREPLACE.**

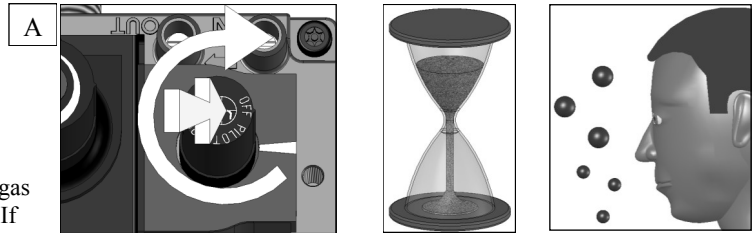
# LIGHTING AND SHUTDOWN (cont.)


## LIGHTING

1. Set thermostat to the lowest setting, if installed.
2. Turn off all electrical power to the appliance. (Fan).
3. Open lower grill to access the gas valve & controls.

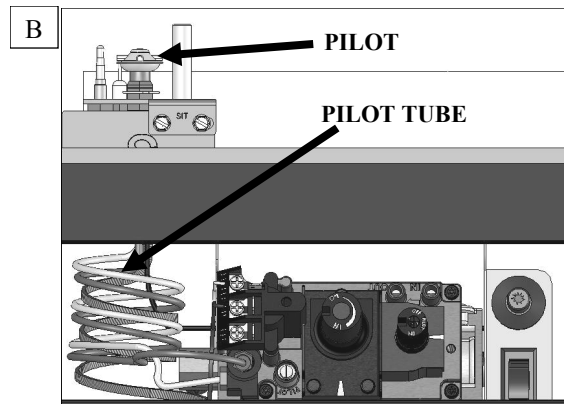
- A. Push gas control knob in slightly and turn clockwise to “OFF”. Wait five (5) minutes to allow any gas that may have accumulated inside the firebox to escape. If you then smell gas, **STOP!** Follow the safety information on the front cover and on the previous page of this installation manual. If you don’t smell gas, go to the next step.

5 MINUTES

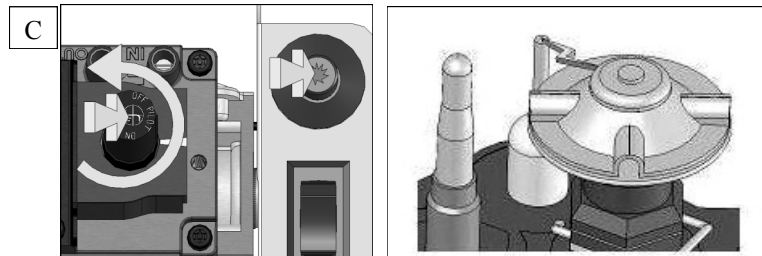


 **NOTE:** Gas control knob cannot be turned from “PILOT” to “OFF” unless knob is pushed in slightly. Do not force.


- B. Locate pilot - follow metal tube from gas control. The pilot is located inside the combustion chamber.



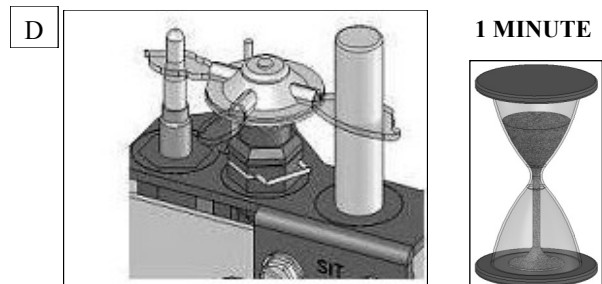
- C. Push gas control knob on the gas valve in slightly and turn counterclockwise to ‘PILOT’. Push valve knob in and hold while repeatedly pressing the piezo igniter button until the pilot is lit while continuing to hold in the gas control knob.



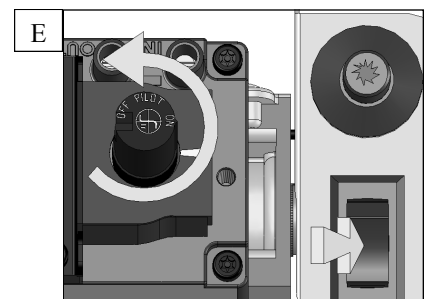
- D. Hold gas control knob in for one (1) minute after pilot is lit. Release the gas control knob. If the pilot goes out, repeat steps C-D. When the pilot is lit, proceed to step E.


 **CAUTION:** If knob does not pop up when released, stop and immediately call your service technician or the gas supplier. If the pilot will not stay lit after several tries, turn the gas control knob to OFF and call your service technician or the gas supplier.

- E. Push gas control knob in slightly and turn counterclockwise to ‘ON’. The burner can now be turned ‘ON’ by depressing the ON/OFF rocker switch located beside the valve, or wall switch, OR by setting the thermostat or remote control to the desired setting.



- F. Turn on all electric power to the appliance (if applicable).



 **NOTE:** When the fireplace is initially lit, condensation will appear on the glass; this is normal in all gas fireplaces and will disappear after several minutes.



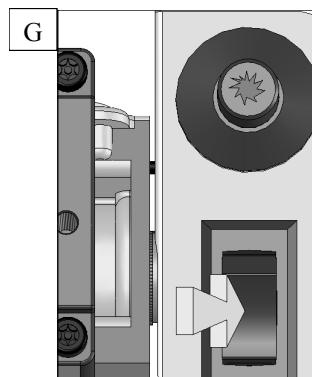
# LIGHTING AND SHUTDOWN (cont.)

## TURN BURNER OFF

- G. To turn the burner 'OFF', depress the ON/OFF rocker switch to 'OFF', flip 'off' wall switch or adjust setting on the thermostat or remote control.



**NOTE:** The pilot will stay lit.

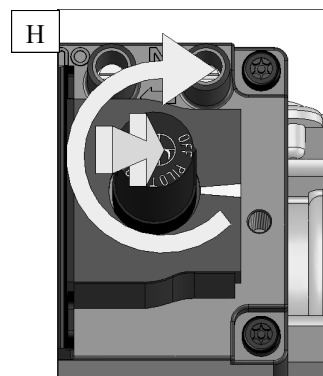


## TURN PILOT OFF

- H. Turn the pilot off by pushing in and turning the gas control knob to the 'OFF' position. **DO NOT FORCE.**

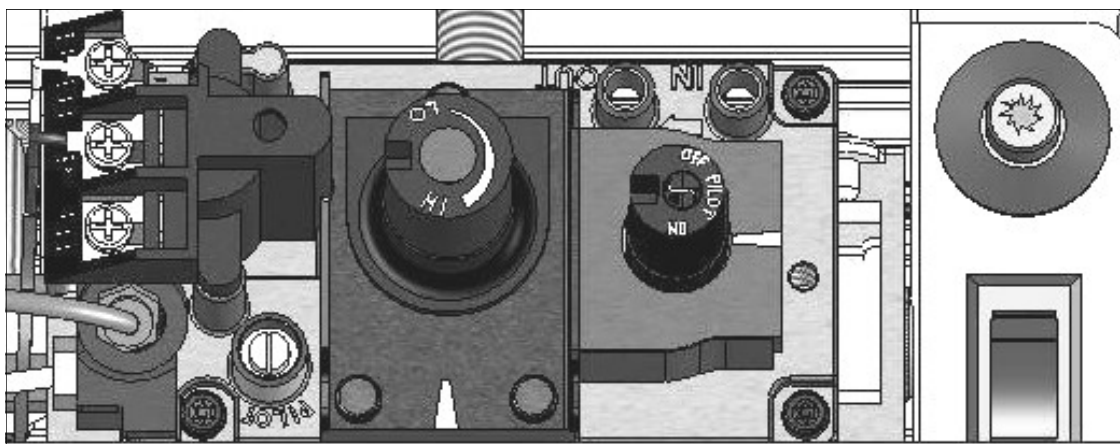
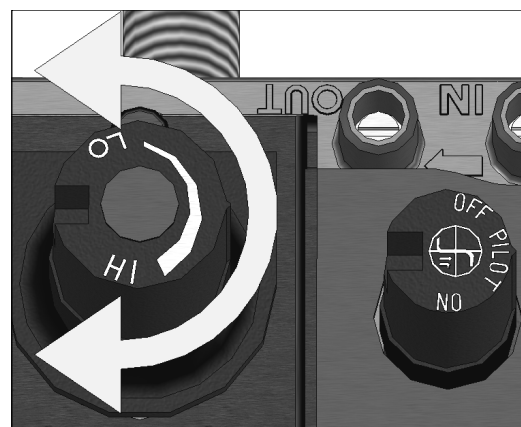


**NOTE:** This control valve has an interlock device. If pilot has been turned off, it cannot be relit until the thermocouple has cooled, (approximately 60 seconds).



## ADJUSTING FLAME HEIGHT

The gas control valve has a HI /LO flame adjustment knob designed to allow you to tailor the look and heat output of your fireplace. Adjust by turning the middle knob on the gas control valve.



# PRESSURE TESTING



**IMPORTANT NOTICE:** Pressure check taps for the manifold (outgoing) and inlet (incoming) pressure have been incorporated into the valve. The pressure tap marked 'OUT' measures outgoing pressure and the pressure tap marked 'IN' measures incoming pressure. Follow instructions below for proper testing procedures.



**NOTE:** The appliance and its individual shutoff valve must be disconnected from the gas supply piping system during any pressure testing of that system at pressures in excess of ½ psi.

**NOTE:** The appliance must be isolated from the gas supply piping system by closing its individual manual shut-off valve during any pressure testing of the gas line at test pressures equal to or less than ½ psi (3.5 kPa).

## INLET PRESSURE TEST:

1. Loosen inlet ('IN') pressure tap screw (counter-clockwise).
2. Attach manometer using a 5/16" I.D. hose.
3. Light pilot.
4. Turn gas control knob to 'ON' (burner should not light). Note manometer reading.
5. Press rocker switch to 'ON'. Check pressure to ensure that it stays near the maximum inlet pressure.
6. Press rocker switch to 'OFF'.
7. Turn gas control knob to 'OFF'.
8. Disconnect hose and tighten screw (clockwise). Screw should be snug, do not over tighten.
9. Relight pilot and turn gas control knob to 'ON'. Reattach manometer to inlet pressure tap to verify that it is completely sealed. Manometer should read no pressure.



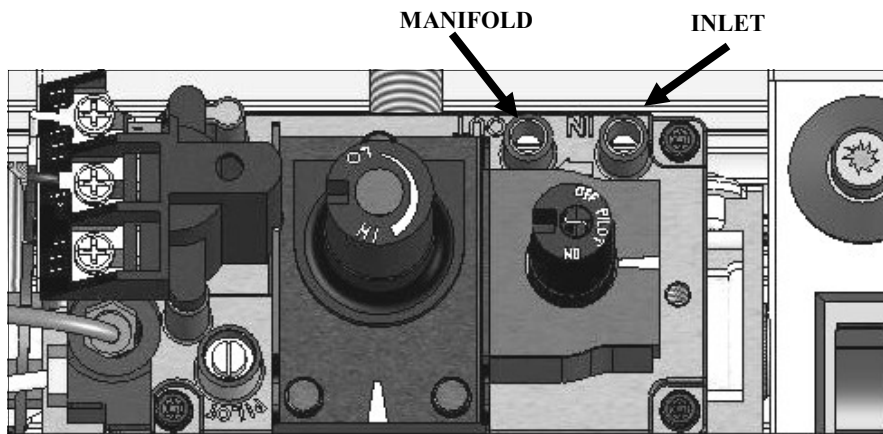
**NOTE:** If inlet pressure reading is too high or too low, contact the gas company. Only a qualified gas service technician should adjust the incoming gas pressure.

## MANIFOLD PRESSURE TEST:

1. Light pilot.
2. Loosen manifold ('OUT') pressure tap screw (counter-clockwise).
3. Attach manometer to pressure tap using a 5/16" I.D. hose.
4. Turn gas control knob to 'ON'.
5. Press rocker switch to 'ON' and note manometer reading.
6. Press rocker switch to 'OFF'.
7. Disconnect manometer hose and tighten screw (clockwise). Screw should be snug, do not over tighten.
8. Attach manometer to manifold pressure tap to verify that it is completely sealed. Manometer should read no pressure when the rocker switch is pressed to 'ON'.



**CAUTION:** A LOW PRESSURE READING CAN CAUSE DELAYED IGNITION



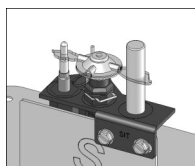
# MAINTENANCE

The appliance is required to be inspected at least once a year by a professional service person.

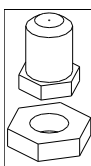
The compartment below the firebox (behind the lower grill) must be cleaned at least once a year, more frequent cleaning may be required due to excessive lint from carpeting, bedding materials, or other fibrous materials. It is imperative that the burner be cleaned once a year.



**NOTE: INSTALLATION AND REPAIR SHOULD BE DONE ONLY BY A QUALIFIED SERVICE PERSON. THE APPLIANCE SHOULD BE INSPECTED BEFORE USE AND ANNUALLY BY A QUALIFIED SERVICE PERSON. MORE FREQUENT CLEANING MAY BE REQUIRED DUE TO EXCESSIVE LINT FROM CARPETING, BEDDING MATERIALS, ETC. IT IS IMPERATIVE THAT CONTROL COMPARTMENTS, BURNERS AND CIRCULATION AIR PASSAGEWAYS OF THE APPLIANCE BE KEPT CLEAN.**



Pilot



Burner Orifice

## FAN

The fan should be disconnected from electrical current, and cleaned (vacuumed) every six months. The bearings are sealed and require no oiling.

## VENT SYSTEM

Annual examination of the venting system by a qualified agency is required.

**IF THE VENT-AIR INTAKE SYSTEM IS DISASSEMBLED FOR ANY REASON, RE-INSTALL PER THE INSTRUCTIONS PROVIDED WITH THE INITIAL INSTALLATION.**

The flow of combustion and ventilation air must not be obstructed.



**IMPORTANT: ANY SAFETY SCREEN OR GUARD REMOVED FOR SERVICING MUST BE REPLACED PRIOR TO OPERATING THE APPLIANCE.**



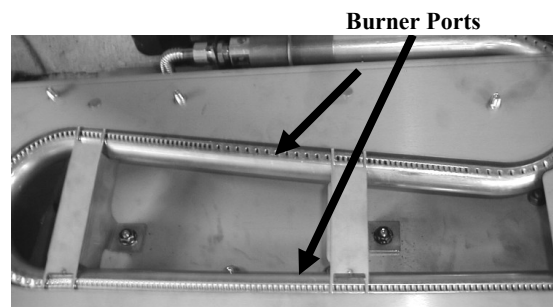
**CAUTION: LABEL ALL WIRES PRIOR TO DISCONNECTION WHEN SERVICING CONTROLS. WIRING ERRORS CAN CAUSE IMPROPER AND DANGEROUS OPERATION. VERIFY PROPER OPERATION AFTER SERVICING.**



**CAUTION: KEEP THE APPLIANCE AREA CLEAR OF COMBUSTIBLE MATERIALS, SUCH AS GASOLINE AND OTHER FLAMMABLE VAPORS AND LIQUIDS.**

## MILLIVOLT BOARD SYSTEM

- Annual cleaning of the burner system is required.
- The burner assembly may be removed for easier access. Refer to page 15 in this installation manual for complete instruction on removing & reinstalling the burner assembly.
- Visually check for blocked port holes, especially near the pilot. Blocked port holes may cause delayed ignition.
- Reinstall the burner assembly following instructions on page 15 of this installation manual.
- Visually check pilot light and burner when in operation. The flames should be steady, not lifting or floating.



## GLASS CLEANING & REPLACEMENT

- Clean glass only when cool and only with non-abrasive cleansers.
- Do not operate this fireplace with the glass/frame assembly removed, cracked or broken.
- The glass assembly, part #700-07T, shall only be replaced as a complete unit, as supplied by Hus-song Mfg. Co., Inc.
- Replacement of the glass & frame assembly, part #700-07T, must only be performed by a licensed or qualified service person. **DO NOT SUBSTITUTE MATERIALS.**
- Do not strike or slam glass door assembly.

# TROUBLESHOOTING



CAUTION: THE FOLLOWING MUST BE PERFORMED BY A QUALIFIED TECHNICIAN.

## NO SPARK FROM ELECTRODE TO PILOT WHEN PIEZO BUTTON IS TRIGGERED.

- A. Check wiring at back of piezo for proper connection.
- B. Check wiring at electrode for proper connection.
- C. Check position of electrode (1/8" (3 mm) between electrode and pilot). Readjust if necessary.
- D. Look for arc below electrode and along electrode wire. Direct metal contact may cause an arc below electrode.

## SPARK IGNITOR WILL NOT LIGHT AFTER REPEATED TRIGGERING OF PIEZO BUTTON.

- A. No gas or low gas pressure.
  - ◆ Check remote shut off valves from fireplace. Usually there is a valve near the main. There may be more than (1) valve between the fire place and the main.
  - ◆ Low gas pressure can be caused by several situations such as a bent line, too narrow diameter pipe, or low line pressure. Consult with plumber or gas supplier.
- B. No LP in tank.
  - ◆ Check LP (propane) tank. Refill if necessary.

## PILOT WILL NOT STAY LIT AFTER CAREFULLY FOLLOWING LIGHTING INSTRUCTIONS.

- A. Check that pilot flame impinges on thermocouple. Clean and / or adjust pilot for maximum flame impingement.
- B. Ensure the thermocouple connection at gas valve is fully inserted and tight (hand tight plus 1/4 turn).
- C. Thermocouple reading below 15 millivolts.
  - ◆ Disconnect thermocouple from valve, place one millivolt meter lead wire on the end of the thermocouple and the other millivolt meter lead wire on the thermocouple's copper wire. Start pilot while holding valve knob in. If the millivolt reading is less than 15 millivolts, replace the thermocouple.
- D. Thermopile not generating sufficient millivolts.
  - ◆ Pilot flame must be enveloping thermopile. Adjust pilot flame if necessary.
  - ◆ Check thermopile wire connections at valve. Tighten if necessary.
  - ◆ Check thermopile with millivolt meter. Turn remote / thermostat / wall switch or ON/OFF switch to OFF. Turn valve knob to PILOT position (pilot should remain lit). Take reading at THTP & TP terminals on gas valve. Reading should be 350 millivolts minimum. Replace thermopile if reading falls below specified minimum.

# TROUBLESHOOTING

## BURNER WILL NOT LIGHT

- A. Gas control knob not turned to 'ON'.
- B. 'ON'/'OFF' switch not turned on.
- C. Remote, wall switch or thermostat not turned 'ON'.
- D. Plugged main burner orifice.
- E. Remote, wall switch ,thermostat or 'ON/ OFF' switch wires defective.
  - ◆ Check wires for proper connections. Place jumper wires across terminal at switch. If burner lights, replace defective switch.
  - ◆ If switch checks ok, place jumper wires across switch wires on gas valve. If burner lights, wires are faulty or connections are bad.

## FREQUENT PILOT OUTAGES

- A. Pilot shield not installed.
- B. Pilot flame too high or too low, causing pilot safety to drop out.
  - ◆ Clean and adjust flame for maximum flame impingement on thermopile.

## BURNER WON'T STAY LIT

- A. Thermopile wires loose at valve terminals.
  - ◆ Tighten if necessary.
- B. Thermopile wires ground out due to pinched wires.
  - ◆ Free pinched wires if necessary.
- C. Refractory panel placement (if installed).
  - ◆ Refractory panels must be tight against firebox walls. It may be necessary to secure panels with high-temp sealant, especially around the intake duct.

# TROUBLESHOOTING

## PILOT AND BURNER EXTINGUISH WHILE IN OPERATION

### A. No LP (propane) in tank.

- ◆ Check tank and refill if necessary.

### B. Glass frame assembly not installed correctly.

- ◆ Refer to page 16 in this manual for proper glass frame assembly installment instructions.

### C. Defective thermopile or thermocouple.

- ◆ Check thermopile and thermocouple for proper millivolts.

### D. Improper pitch on horizontal vent.

- ◆ 1/4" (6 mm) rise per foot is required on horizontal venting.

### E. Inner vent pipe leaking exhaust gases back into firebox.

- ◆ Check for leaks. Repair if necessary.

### F. Improper vent cap installation.

- ◆ Check for proper vent cap installation. Maximum downward slope of horizontal vent cap is 1/4" (6 mm). Adjust if necessary.
- ◆ Check vent cap for blockage. Remove debris if necessary.

### G. Excessive draft.

## GLASS SOOTING

### A. Improper log placement.

- ◆ Refer to log placement instructions on pages 32-34 of this installation manual.

### B. Improper venturi setting.

- ◆ Venturi may need to be opened slightly to allow more air into the gas mix.

### C. Improper pitch on horizontal venting.

- ◆ 1/4" (6 mm) rise per foot is required on horizontal venting.

## FLAME BURNS BLUE AND LIFTS OFF BURNER

### A. Improper Venturi setting.

- ◆ Venturi may need to be closed slightly.

### B. Improper vent cap installation.

- ◆ Check for proper vent cap installation.

### C. Blockage or vent system leaks.

# REPLACEMENT PARTS LIST

Replacement parts are available through your local dealer. Contact them for availability and pricing.

## 961 MILLIVOLT BOARD AND PARTS

961-E770	961 Millivolt Board - Nat Gas	700-094	Pilot Orifice - Natural Gas
961-E771	961 Millivolt Board - LP Gas	700-095	Pilot Orifice - LP Gas
700-023	On/Off Rocker Switch	700-098	Pilot Hood
700-086N	S.I.T. Valve - Natural Gas	700-203	Manual Shut-off Valve
700-087	S.I.T. Valve - LP Gas	700-213	18" Flexible Gas Line-Black
700-088	Pilot / Generator / Thermocouple - Nat Gas	700-226	Flexible Gas Line-Valve to Burner Connection
700-089	Pilot / Generator / Thermocouple - LP Gas	700-231	Natural Gas Orifice #31
700-090	Piezo Igniter w/ Nut (no wire)	700-250	LP Gas Orifice #50
700-099	Flexible Pilot Tubing (Valve to Pilot)	OCK-S31A	Natural Gas Conversion Kit
700-092	Millivolt Generator	OCK-S50A	LP Gas Conversion Kit
700-093	Thermocouple	936-035	Burner Tube
		961-E35	Burner Plate

## REFRACTORY PANELS

(Sandstone)

961-G900	Back & Side Refractory Panels
961-G901	Bottom Refractory Panel

## FAN ASSEMBLIES

600-1	Fan Kit (2) 110 CFM
TRF-028	Fan Kit (2) 75 CFM

## LOG SET

961-50C	10 pc. Log Set
BW1	BW1 Log
BW2	BW2 Log
BW3	BW3 Log
BW4	BW4 Log
BW5	BW5 Log
BW6	BW6 Log
BW7	BW7 Log
BW8	BW8 Log
BW9	BW9 Log
BW10	BW10 Log
900-REMB	Rock Wool Embers
900-KLK	Klinkers

## GLASS & GLASS GASKET

935-005	Replacement Front Valance
700-11T	11" x 17" Glass with Gasket
700-07T	17" x 30" Glass with Gasket

\*Consult your dealer for information on optional accessories available for this fireplace.

This appliance tested & certified by:  
OMNI - Test Laboratories, Inc.  
13327 NE Airport Way  
Portland, Oregon 97230

Model #961  
March 2009-REV-07

[www.kozyheat.com](http://www.kozyheat.com)

Manufactured by:

Hussong Mfg. Co., Inc.  
204 Industrial Park Drive  
Lakefield, Minnesota 56150  
507-662-6641

**KOZY HEAT  
LIMITED 10 YEAR WARRANTY**

*Effective July 01, 2003*

This Limited 10 Year Warranty will not become effective until the warranty registration form has been completed and mailed to Hussong Manufacturing Co., Inc., P.O. Box 577, Lakefield, MN 56150. This registration form must be received within 30 days of installation. Failure to do so may result in delayed warranty coverage and submission of proof of purchase will be required.

Hussong Manufacturing Co., Inc. warrants to the original purchaser of this Kozy Heat Fireplace, that it is free of defects in materials and workmanship at the time of manufacture.

Subject to the following conditions & requirements, Hussong Manufacturing Co., Inc. extends the following limited warranty under normal use and service, with respect to the Kozy Heat line of gas burning fireplaces.

**YEAR 1:** Subject to the conditions & requirements listed below, within the first year from date of purchase, Hussong Manufacturing Co., Inc. shall, at its discretion, replace or repair any such defect in material or workmanship, at Hussong Manufacturing Co., Inc.'s expense, including reasonable labor costs to repair or replace the defective component, if a factory pre-authorization is given for the repair.

**YEARS 2 - 10:** Subject to the conditions & requirements listed below, beginning with the first day of the second year and continuing through the tenth year, Hussong Manufacturing Co., Inc., will at its discretion, provide repair or replacement parts at current list prices for any defect in material or workmanship of components, including optional components and accessories (if available). Hussong Manufacturing Co., Inc. shall not be responsible for any installation, labor, transportation or other indirect costs.

**LIMITATION OF LIABILITY**

To make a claim under this warranty, the purchaser must first contact the dealer/installer from whom the fireplace was purchased.

This limited warranty will be void if the fireplace is not installed by a qualified installer and according to the installation instructions. Use of unauthorized components will make this warranty null and void.

This limited warranty also is void if the fireplace is not operated, at all times, according to the operating instructions furnished.

This warranty is limited to defects in material and workmanship. It does not apply to any product that has been subject to negligence, misapplication, improper installation. Remote control warranties are covered by Ambient Technologies, Inc., and are excluded from this Limited Warranty.

No person is authorized to extend the time of this warranty or to accept on Hussong Manufacturing Co., Inc.'s behalf any additional obligation of liability connected with the unit.

It is expressly agreed and understood that this warranty is Hussong Manufacturing Co., Inc.'s sole obligation and purchaser's exclusive remedy for defective fireplace equipment. Hussong Manufacturing Co., Inc. shall not be liable for any consequential, incidental or contingent damages whatsoever. The foregoing warranty is exclusive and in lieu of all other expressed warranties. Hussong Manufacturing Co., Inc. shall not be held to implied warranties, including but not limited to the implied warranties or merchantability and fitness for a particular purpose. This warranty replaces all previous warranty policies.

Some states do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

Hussong Manufacturing Co., Inc. reserves the right to make changes at any time, without notice, in design, material, specifications and prices. Hussong Manufacturing Co., Inc. reserves the right to discontinue models and products.

**WARRANTY CONDITIONS & REQUIREMENTS:**

1. You are the original purchaser. This warranty is not transferable.
2. Installation of the fireplace is performed by a qualified installer.
3. Installation and operation must comply with installation and operation instructions.
4. Paint and glass gaskets are covered for 30 days from date of purchase.
5. Components broken, (including glass panels), during shipping, careless handling of components, or defects resulting from improper installation, misuse of the fireplace and components are not covered under this warranty.
6. This warranty does not cover any part of the fireplace or any components which have been exposed to or submerged under water.
7. Hussong Manufacturing Co., Inc. must be notified by the dealer the fireplace was purchased from or a qualified installer or service technician of the defect.
8. Annual service of the fireplace as required in the installation manual, is performed by a qualified installer/service technician. (Copies of such service records may be required to claim a warranty.)
9. All previous warranty/service has been performed by a qualified installer or service technician. (Copies of such service records may be required to claim a warranty.)





**LIFETIME WARRANTY**

**THIS LIFETIME WARRANTY COVERAGE WILL BE EXTENDED AS DESCRIBED BELOW PROVIDED ALL WARRANTY CONDITIONS AND REQUIREMENTS ARE MET AS OUTLINED IN THE 10 YEAR LIMITED WARRANTY POLICY.**

**LIFETIME WARRANTY COVERAGE**

LIFETIME WARRANTY IS EXTENDED AS FOLLOWS: Hussong Manufacturing warranties to the original purchaser that the firebox, heat exchanger, fiber logs, burner tube and glass of this Kozy Heat fireplace will not be defective in material or workmanship under normal use and service for as long as you own this product. If any of these components fail due to defects in material or workmanship under normal use and service, Hussong Manufacturing Co., Inc. will, at its sole discretion, repair or replace the defective component. This LIFETIME WARRANTY does not cover any installation, labor, transportation or other indirect costs arising from defective components.

**LIMITATION OF LIABILITY**

This Lifetime warranty will be void if the fireplace is not installed by a qualified installer and according to the installation instructions. Use of unauthorized components will make this warranty null and void. This lifetime warranty also is void if the fireplace is not operated, at all times, according to the operating instructions furnished. This warranty is limited to defects in material and workmanship of components specified. It does not apply to any product that has been subject to negligence, misapplication, improper installation.

No person is authorized to extend the time of this Lifetime warranty or to accept on Hussong Manufacturing Co., Inc.'s behalf any additional obligation of liability connected with the unit.

Hussong Manufacturing Co., Inc. may fully discharge all obligations with respect to this Lifetime warranty by refunding the wholesale price of the defective component(s).

It is expressly agreed and understood that this Lifetime warranty is Hussong Manufacturing Co., Inc.'s sole obligation and original purchaser's exclusive remedy for defective fireplace equipment. Hussong Manufacturing Co., Inc. shall not be liable for any consequential, incidental or contingent damages whatsoever other than those incurred by Hussong Manufacturing Co., Inc. to repair or replace the defective component. The foregoing warranty is exclusive and in lieu of all other expressed warranties. Hussong Manufacturing Co., Inc. shall not be held to implied warranties, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. This lifetime warranty replaces all previous lifetime warranty policies.

Hussong Manufacturing Co., Inc. reserves the right to make changes at any time, without notice, in design, material, specifications and prices. Hussong Manufacturing Co., Inc. reserves the right to discontinue models and products.

JUNE 1998

(CUT ALONG DOTTED LINE)

**TO ACTIVATE THIS LIFETIME WARRANTY COVERAGE, THIS REGISTRATION CARD MUST BE COMPLETED AND MAILED WITH YOUR COMPLETED 10 YEAR LIMITED WARRANTY FORM WITHIN 30 DAYS OF INSTALLATION.**

**PURCHASER'S NAME:** \_\_\_\_\_

**INSTALLATION DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**MODEL#:** \_\_\_\_\_ **SERIAL #:** \_\_\_\_\_

**TELEPHONE #** \_\_\_\_\_

**INSTALLER NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE #** \_\_\_\_\_