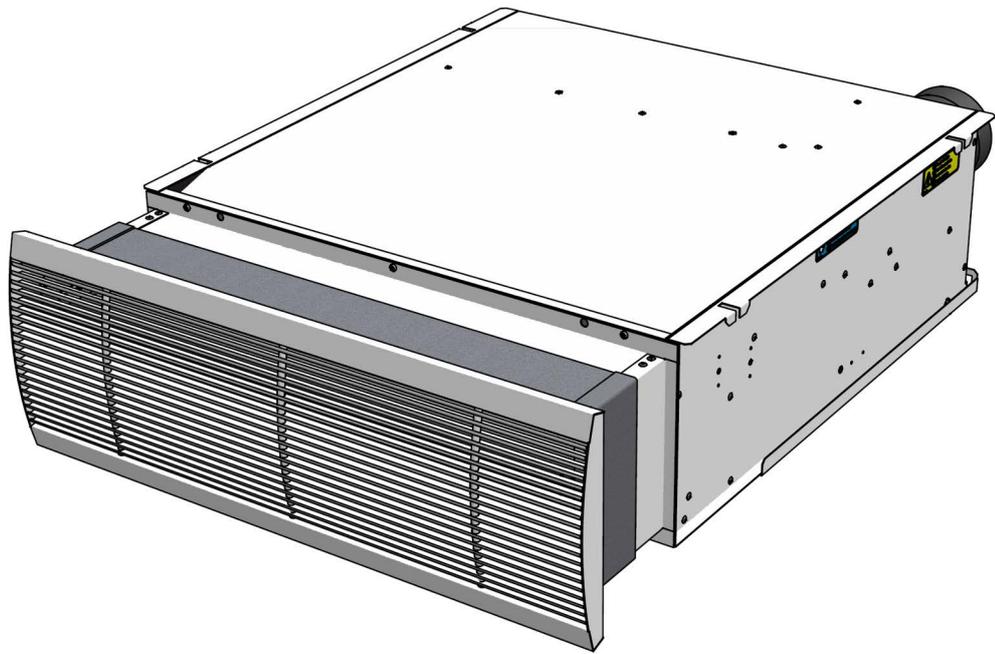


# Installation, Operating And Maintenance Manual Hotel unit

Model DecoQT



Version 1.0  
Original Manual

**English**



**Biddle**

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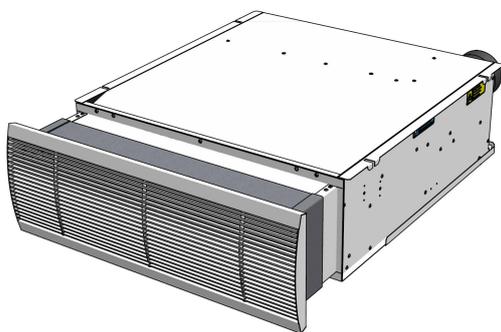
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# Introduction

## 1.1 About this manual

This manual describes the installation and maintenance of the model DecoQT fan coil unit. The manual also provides instructions and information for servicing activities.



## 1.2 How to read this manual

### 1.2.1 Designations used in the manual

The following symbols are used in the manual:



**Note:**

Refers to an important section in the text.



**Caution:**

If you do not carry out the procedure or action correctly, you may cause damage to the unit.

Follow the instructions precisely.



**Warning:**

If you do not carry out the procedure or action correctly, you may cause physical injury and/or damage.

Follow the instructions precisely.



### **Danger:**

Is used to designate actions that are not permitted.

Ignoring this prohibition may lead to serious damage or to accidents resulting in physical injury.

### **1.2.2 Symbols used on the unit and in the manual**

The following symbols indicate possible risks or hazards. The same symbols will also be found on the unit.

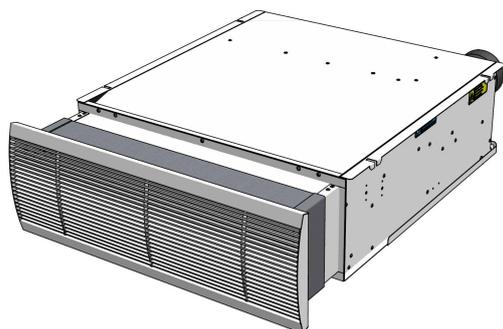
| SYMBOL  | DESCRIPTION  |
|---|--|
|    |  <p><b>You have accessed a section of the unit containing components which carry a voltage.</b></p> <p>Access restricted to qualified maintenance staff only.</p> <p>Caution is required.</p> |
|  |  <p><b>This surface or component may be hot. Risk of burns on contact.</b></p>  |

### **1.2.3 Related documentation**

In addition to this manual, the following documentation is also supplied with the unit:

- wiring diagram for installation and servicing.
- table with technical data
- fan settings chart

## 1.3 About the unit



### 1.3.1 Applications

#### General

The fan coil unit model DecoQT is intended for cooling and heating a space, e.g. hotel rooms. The unit is to be built into a recess, with the combined inlet and discharge grill placed in the wall.

#### Other versions and intended use



#### **Warning:**

Applications other than those described above are deemed to be 'usage other than for the intended purpose'. Biddle is not liable for damage or loss resulting from usage other than for the intended purpose. Usage for the intended purpose also entails observance of the instructions in this manual.

### 1.3.2 Type designation

The table below provides an overview of the available models of the unit and the corresponding type designations. In combination, the type designations constitute the type code, for instance: DecoQT-70-H5-R-Basic



#### **Note:**

In the illustrations in this manual, one type of unit is used as a general example. The outer appearance of your unit may be different but its functioning is the same, unless stated otherwise.

#### **Explanation of the type code**

| TYPE CODE ELEMENT | DESIGNATION | MEANING  |
|-------------------|-------------|--|
| product series    | DecoQT      |  |
| width             | 70, 100     | Unit width in cm                                 |
| battery type      | H5          | two-pipe water heating and cooling (change-over) |
|                   | HIC4        | four-pipe water heating and cooling              |
| model             | R           | recessed model                                   |

| TYPE CODE ELEMENT | DESIGNATION | MEANING                   |
|-------------------|-------------|---------------------------|
| control           | Basic       | basic control             |
|                   | <...>       | Customer-specific control |

### I.3.3 Type plate

The type plate is located on the back of the unit.

#### Designations on the type plate

|  |          |                      |                     |       |
|--|----------|----------------------|---------------------|-------|
| <b>biddle</b><br>Biddle bv<br>Markovei 4<br>NL-9288 HA Krootsterille<br>Made in the Netherlands<br> | Type     | XX XX-XX-XX          |                     |       |
|  | Code     | xxx                  | U xxx V xN- xx Hz   |       |
|  | N°       | xxxxxx/x-x xx-xx     | I <sub>max</sub> L1 | xxx A |
|  |          |                      | I <sub>max</sub> L2 | -     |
|  | M        | xx kg                | I <sub>max</sub> L3 | -     |
|  |          |                      | Medium              | XXXX  |
| P <sub>max</sub>   | xxxx kPa | P <sub>motor</sub>   | xxx kW              |       |
|  |          | P <sub>heating</sub> | -                   |       |

| DESIGNATION        | MEANING                                 |
|--------------------|---|
| Type               | complete type code of the unit          |
| N°                 | serial number, production week and year |
| M                  | weight of unit                          |
| Medium             | medium                                  |
| P <sub>max</sub>   | maximum permissible operating pressure  |
| U                  | power supply voltage                    |
| I <sub>max</sub>   | max. current                            |
| P <sub>motor</sub> | max. power consumption by fans          |

### I.3.4 Field of application

#### Operating limits for all models

|                               |                                     |                           |
|-------------------------------|-------------------------------------|---------------------------|
| Ambient conditions            | Minimum temperature                 | 5 °C                      |
|                               | Maximum temperature in cooling mode | 35 °C                     |
|                               | Maximum temperature in heating mode | 30 °C                     |
|                               | Relative air humidity               | 20% - 95%, not condensing |
| Power supply voltage          |                                     | see type plate            |
| Power                         |                                     | see type plate            |
| Maximum discharge temperature |                                     | 50 °C                     |
| Maximum operating pressure    |                                     | see type plate            |
| Maximum water temperatures    | H5                                  | 60 °C                     |
|                               | H1C4                                | 60 °C                     |



#### Note:

Consult Biddle if you want to connect a unit to a system with higher water temperatures and/or higher pressure.

**Warning:**

The unit may not be used in potentially explosive environments.

**Biddle shall not be held liable for damage caused by use under these conditions.**

**I.3.5 CE (and UKCA) declaration**

The unit is compliant with the applicable CE standards. For the UK market, the unit is also compliant to the applicable UKCA standards. The Declaration(s) of Conformity can be found on the website.

**I.3.6 Modifications and changes**

Without our approval, no changes or modifications may be made to the unit that could adversely affect safety. The CE (and UKCA where appropriate) declaration is no longer valid if the unit has been modified or changed in any way.

**I.4 Safety instructions****I.4.1 Safety in use****Warning:**

Do not put any objects into the inlets and outlets.

**Warning:**

Do not obstruct the unit's inlets or outlets.

**Warning:**

The upper surface of the unit becomes hot during operation.

**Caution:**

In exceptional situations, water may run out of the unit. Therefore, do not place anything under the unit that could be damaged as a result.

#### 1.4.2 Safety issues relating to installation, maintenance and servicing

**Danger:**

The unit may only be opened by qualified technical staff.

**Warning:**

Perform the following actions before opening the unit:



1. Switch the unit off, .
2. Wait until the fans have stopped.

**Danger:**

The fans may continue rotating for a while.

3. Allow the unit to cool down.

**Caution:**

The heat exchanger get very hot.



4. Disconnect the mains supply ( turn off at the isolation switch).
5. **For water-heated models:**  
isolate the water connections.

**Warning:**

The fins of the heat exchanger are sharp.

# 2 Installation

## 2.1 Safety instructions



**Warning:**

Installation activities may only be performed by technical staff qualified for this purpose.



**Warning:**

Before starting installation: read the safety instructions.

## 2.2 Inspection on delivery

- Check the unit and the packaging to ensure that they have been delivered in good order. Notify the supplier and, if possible, the driver immediately if any shipping damage is detected.
- Ensure that all components are present. Notify supplier of any missing parts immediately.

## 2.3 General working method

### 2.3.1 Sequence of operations



**Note:**

During the installation period, protect the unit against damage and penetration of dust, cement, etc. You can, for instance, use the packaging for protection.

Biddle recommends working as follows when installing the unit:

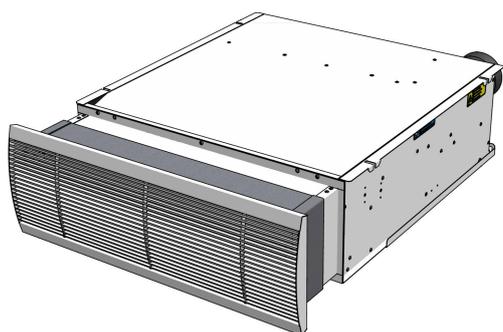
1. Make an opening in the wall for the inlet and discharge duct.
2. Hang the unit up.
3. Connect the unit to the central heating and cold water system.

4. In the case of cooling: Attach the condensate drain.
5. Install the operation and control units.
6. Connect the unit to the mains supply.
7. Connect the grille to the duct, finish around the unit and the ceiling.
8. Switch the mains supply on and check that the unit is working properly.

## 2.4 Hanging the unit up

### 2.4.1 Determining where to place the unit

The unit must be installed above a false ceiling, with the air intake and discharge duct fed through a wall.



**Warning:**

**Make sure that the structure from which the unit is about to be suspended can bear the weight of the unit. The unit's weight is indicated on its type plate.**

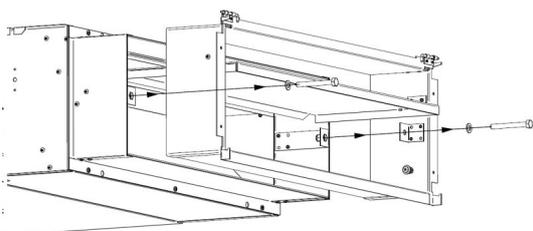


**Caution:**

Once installed, the bottom and rear of the unit must remain accessible through an inspection hatch in the ceiling.

### 2.4.2 Preparatory work

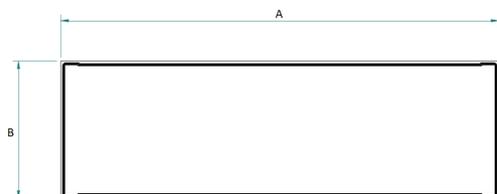
1. Remove the packaging from the unit
2. Remove the grille from it's separate box
3. Remove the telescopic part of the inlet and discharge ducts from the unit.



### 2.4.3 Hanging the unit up

1. Make a hole in the wall for the inlet and discharge duct.  
Refer to the table below for the dimensions.

| SIZE | TYPE | DIMENSIONS |
|------|------|------------|
| a    | 70   | 715 mm     |
|      | 100  | 1015 mm    |
| b    | all  | 225 mm     |

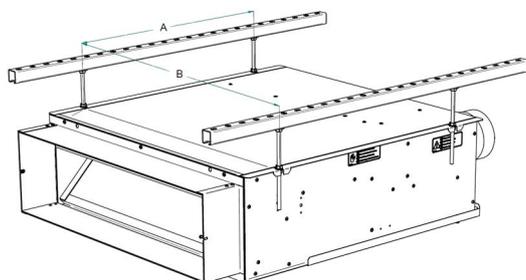


2. Fit four M8 threaded rods as per the sizes in the table below. Make sure the threaded rods are perpendicular.



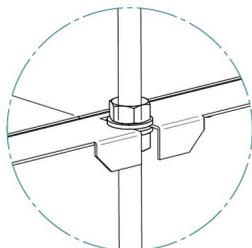
**Note:**

Use mounting rails to make it easier to position the unit directly in front of the hole in the wall



| SIZE | TYPE | DIMENSIONS |
|------|------|------------|
| a    | all  | 550 mm     |
| b    | 70   | 730 mm     |
|      | 100  | 1030 mm    |

3. Fit M8 nuts and washers onto the end of each M8 threaded rod.
4. Hang the unit up.
5. Attach the grille duct section to the unit through the hole in the wall and secure it with two screws.
6. Line the unit up with the telescopic duct.
7. Secure the unit's mounting brackets.

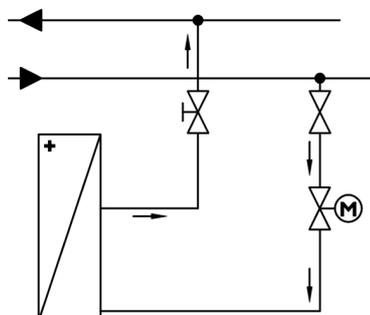


## 2.5 Connecting the unit

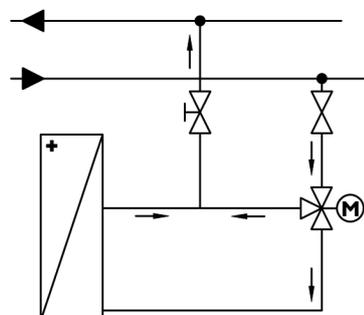
The unit is supplied without water-side control by default. Depending on the version, control valves may be built into the unit, supplied in addition to the unit or supplied separately.

If no valves are built in, then if needed, they must be fitted to the unit according to the diagrams below.

WIRING DIAGRAM 2-WAY VALVE



WIRING DIAGRAM 3-WAY VALVE

**Warning:**

When connecting the pipes, use pliers to keep the connectors out of the way.

1. Connect the control valve and the drive to the heat exchanger, in accordance with the diagram. In doing so, follow the instructions given in the control valve manual.
2. Connect the unit to the system.
3. **In the case of cooling:**
  - insulate the valves and pipes.
  - place the optional condensate drip tray under the valves and couplings.

**Caution:**

Pipes and valves must be fully insulated to prevent condensation. The optional condensate drip tray is only intended to catch incidental condensation to prevent damage to the surroundings.

4. Check the connections for leakage.

### 2.5.1 Connecting the unit to the central heating and air heat recovery system

### 2.5.2 Special points regarding the water connection

**Caution:**

The central heating system's supply and return pipes must be attached to the correct corresponding connectors. On the unit, the directions are indicated with labels.



### **Danger:**

Take measures to limit the discharge temperature.

Take account of the critical discharge temperatures and water flow-paths indicated in the section Field of application.



### **Note:**

The central heating system must be fitted with an overpressure cut-out with an initial pressure not exceeding the permitted pressure of the unit. This is shown on the type plate at  $P_{max}$ .



### **Note:**

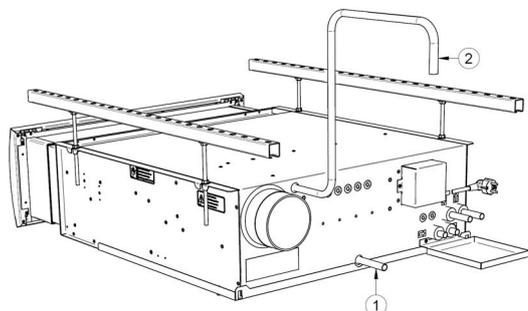
Make sure that the central heating system has sufficient capacity.

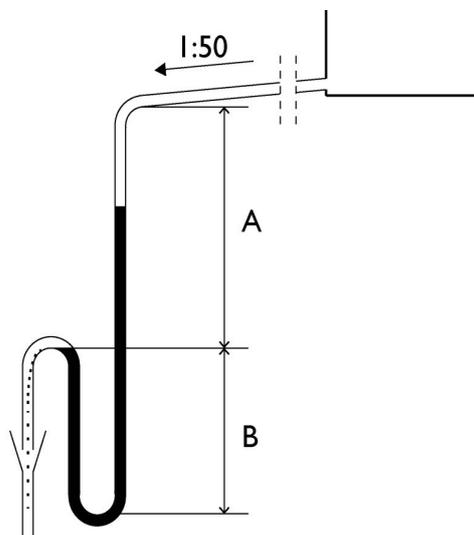
## 2.6 Connecting the condensate drain

### **Only on models with cooling mode**

Units with cooling mode are equipped with a natural condensate drain as standard. As an option, an external condensate drain tray (shown in the image on the left) can be supplied to collect any small drops of condensate under the valve - please note this is only for exceptional circumstances and does not freely drain. Units can also be ordered with a factory fitted condensate drain pump within the unit. The condensation is removed from the unit through a flexible hose:

- condensate drain without condensate pump ①
- condensate drain with condensate pump ②





### 2.6.1 Units without condensate pump

Pay attention to the following installation criteria:

- Make sure the drainage pipe has a drop of at least 1:50.
- Fit the drainage pipe with a trap with dimensions as shown in the illustration. Fill this with water before the unit is used for the first time.

|   |        |
|---|--------|
| A | 50 mm  |
| B | 100 mm |



#### **Caution:**

The trap must always be filled with water.

- The drain hose on the unit may not be extended.
  - Make sure there are no kinks in the discharge hose.
  - The drain hose must be insulated above the ceiling.
1. Fit a drain connection with odour trap for condensate drain.
  2. Connect the drain hose ❶ to the discharge pipe.

### 2.6.2 Unit with condensate pump (optional)

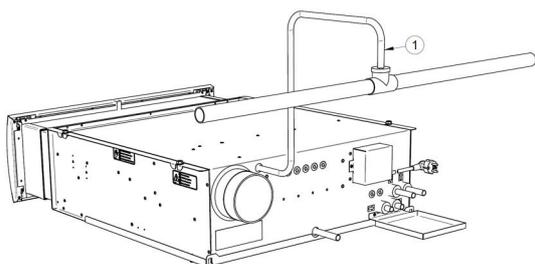


#### **Note:**

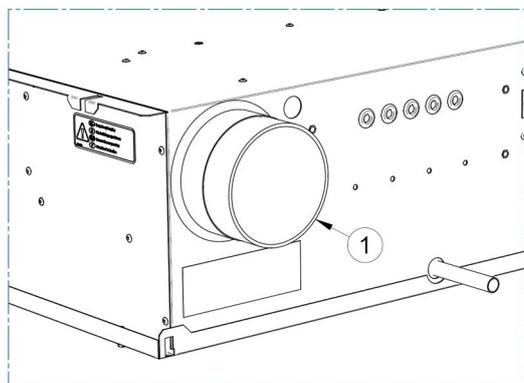
The maximum head is 1 metre from the bottom of the unit.

Pay attention to the following installation criteria:

- Make sure the drainage pipe has a drop of at least 1:50.
  - The drain hose on the unit may not be extended.
  - The drain hose must not be allowed to sag.
  - Make sure there are no kinks in the discharge hose.
  - The drain hose must be insulated above the ceiling.
1. Fit a drain connection with odour trap for condensate drain.
    - Make sure the discharge pipe is sufficiently vented.
  2. Connect the drain hose ❶ to the **top** of the drain pipe.



## 2.7 Connection for ventilation air



The unit is fitted with a connection ❶ for supplying additional ventilation air. The connection measures  $\varnothing 125$  mm and can be found at the back of the unit.



### **Warning:**

**The connection is only suitable for filtered air.**



### **Note:**

Cap the connection if it is not used.



### **Note:**

To prevent noise being transmitted from the central air conditioning unit, Biddle recommends using an induct attenuator.

## 2.8 Connecting the controls

### 2.8.1 General

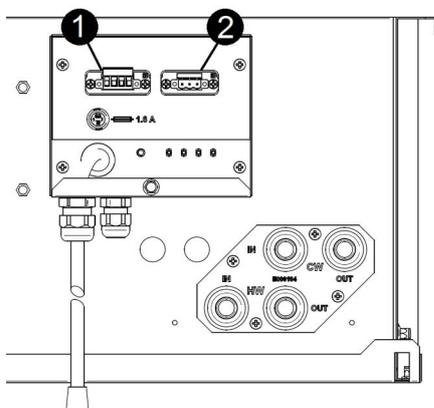
The unit comes with or without a prefitted control depending on the model. For units without a control, a third party control must be connected.



### **Warning:**

**Do not turn unit ON/OFF at its power supply.**

**The condensate pump must always be connected to a power supply to prevent damage to the unit and its surroundings.**



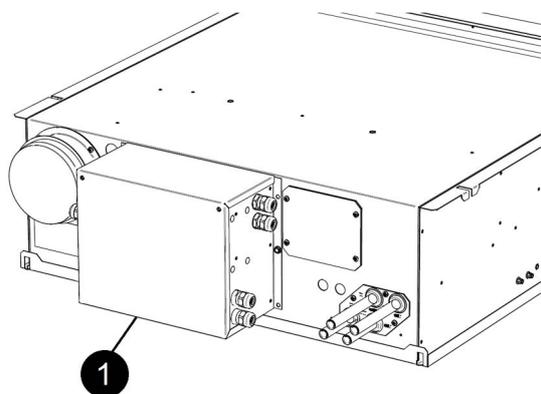
### 2.8.2 Units without controls

The terminals are located at the back of the unit and provide easy connection for power, fan control and condensate pump status (when fitted).

- 0-10V Fan control ❶  
Refer to the selection calculated at quotation stage for the required fan control voltage and air volume. The fan controls from an external 0-10V DC signal.
- Alarm contacts ❷ of the condensate pump. The Normally Closed (NC) terminals are available. These contacts are volt free and can be used to signal either a fault with the condensate pump, or when the unit is producing more condensate than the pump can remove. These contacts are for signalling only and not designed to switch loads.

### 2.8.3 Units with controls

When the unit is supplied with controls, an electrical box ❶ is fitted to the rear of the unit to house the controller. The unit is available with either factory fitted Biddle specified controls or factory fitted controls that have been free issued by the customer or their appointed system integrators. Due to the wide variety of controls on the market today, only units with factory fitted Biddle specified controls can be supported by Biddle. Where free issue controls are supplied support should be provided by the party who supplied them.



If specified at time of order, the product will be delivered with a factory fitted Biddle specified Johnson Controls' TUC03 or EasyIO FW14 to allow the unit to operate in the following ways:

- Standalone
- Standalone with a room controller
- Master/Slave with other Biddle units
- From a Building Management Systems (BMS) with Bacnet MS/TP interface (TUC03 only)
- From a Building Management Systems (BMS) with Bacnet IP interface (EasyIO FW14 only)

The rest of this section refers to the TUC03 only - if you have the EasyIO FW14 please refer to that specific set of instructions.

**Standalone**

The TUC03 is a configurable direct digital controller (DDC) that will control the fan speed and valve actuators based on sensors fitted within the product to effectively manage the space temperature. By default, the product will operate from a fixed set-point of 22°C. For optimal user comfort and control we recommend that a room controller (detailed below) is fitted.

**Standalone with Room Control Module (RCM)**

The product is supplied as above but with a room control module allowing users to adjust the temperature and fan speeds of the product. Each wall controller is supplied with a separate user manual about how to fit, wire and control the unit with it. The wall controller is shipped inside the unit's electrical box.

The RCM should be fixed to a wall near to the product within the space that the unit is heating/cooling, away from any cold draughts or radiative heat sources. Wiring to the product should be done with twisted cable with a length of less than 25m.

**Master/Slave with other Biddle units**

The TUC03 will allow multiple similar products to be connected together to ensure they all heat/cool collectively. Where multiple units are used in the same space, Biddle recommend that this function is enabled to avoid each unit competing against each other causing substantial increase in running costs. For users who wish to use this feature please ask our sales team for wiring diagram ENG001 that details the wiring and DIP switch settings needed.

**From a Building Management Systems (BMS) with Bacnet MS/TP interface**

The TUC03 contains a Bacnet MS/TP interface that will allow full and advanced control of the product from external devices over the network. These options are only available for advanced users and will alter the functionality of the product. Any changes of the controller's internal values will invalidate any warranty concerning the product's controls and should only be attempted by competent users. Please contact Biddle for an up to date object listing of the Bacnet objects

## 2.9 Connecting the unit to the mains supply

### 2.9.1 Special points regarding the mains supply



**Warning:**

Do not turn unit **ON/OFF** at its power supply. Use the control panel.



**Warning:**

The unit must be earthed.



**Warning:**

The unit must be connected in accordance with the applicable local requirements.



**Warning:**

Each unit must be fused in accordance with the table below.

*Fuse ratings*

|       | MAXIMUM FUSE VALUE A |
|-------|----------------------|
| ≤ 10A | 16 A                 |



**Note:**

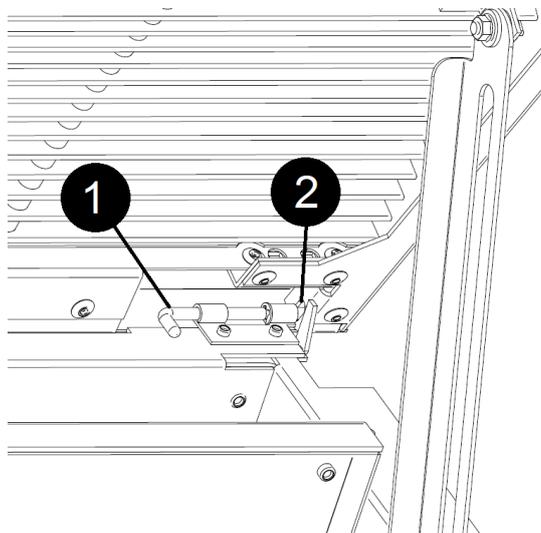
A single fuse may only be used for multiple units if they draw a total current of less than 10A.

## 2.10 Finishing the unit



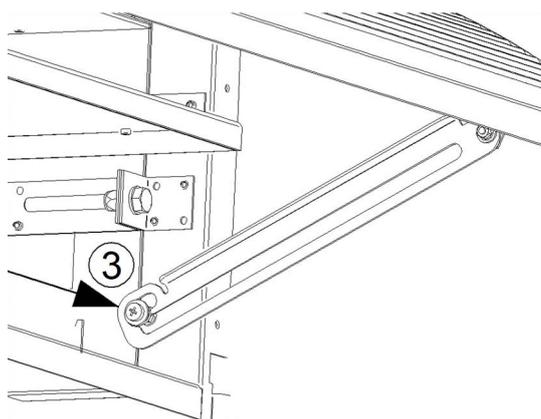
**Caution:**

Once installed, the unit must remain accessible through an inspection hatch for maintenance and service purposes.



1. Fit the grille to the telescopic inlet and discharge duct:

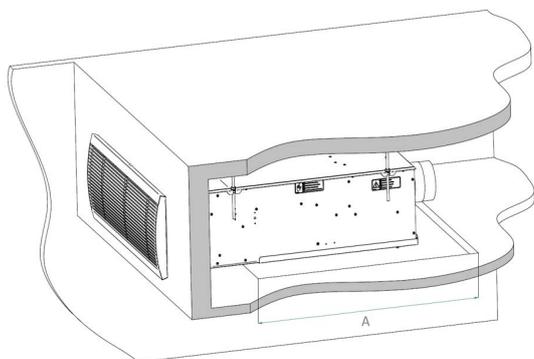
- Push the two pins ❶ in the grille towards one another and insert them in the holes ❷ of the duct.

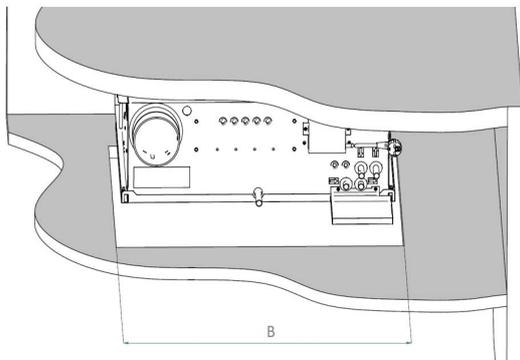


- Place the grille stays over the bolts on either sides ❸. Close the grille by lifting the grille slightly, then lifting the stays upwards.
- Lower the grille into place, lifting it onto the hooks, until it is firmly seated.

2. Finish the ceiling under the unit.

3. Make a inspection hatch in the false ceiling to size as per the table. For products that are to have free issue fitted, please obtain confirmation from Biddle on the dimensions, and some free components may increase the overall size of the unit and therefore the inspection hatch size.





### Minimum inspection hatch sizes

| SIZE | TYPE       | DIMENSIONS |
|------|------------|------------|
| A    | all models | 785 mm     |
| B    | 70         | 770 mm     |
|      | 100        | 1070 mm    |

## 2.11 Switching on and checking operation

1. Check the following connections:
  - power supply;
  - control cable(s) between control panel and unit(s);
  - **If applicable:**  
external control components.
2. Check whether the heat exchanger is connected correctly.
3. Switch the mains supply on.
4. Turn the unit ON using the control or the control panel.
5. Make sure that the central heating system has been turned on.
6. Feel whether the discharged air stream becomes warm.  
This may take some time and is dependent on the need for heating.
7. Set to manual mode, high heat.
8. **If applicable:**  
Check the operation of the condensate pump by pouring water into the drip tray.

# 3 Maintenance

## 3.1 Replacing or cleaning the filter

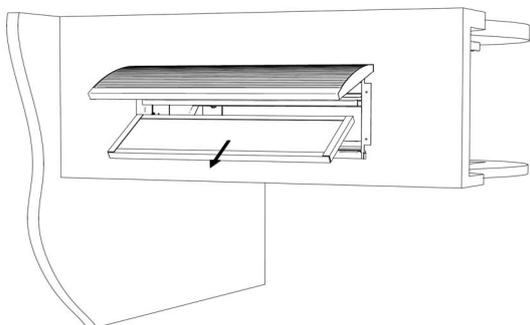
The filter must be cleaned regularly. A dirty filter may cause inadequate heating as well as a high noise level. The interval at which the filter is to be cleaned depends on the local conditions.

You can clean the filter with a vacuum cleaner, for instance. After several cleanings, however, the filter must be replaced. New filters are available from Biddle.

### 3.1.1 Removing the filter

The filter is located in the unit's inlet duct.

1. Open the grille:
  - Slide the grille up a little and pivot it upwards
2. Remove the filter from the unit.
3. Clean or replace the filter:
  - Mesh filter: clean the filter with a vacuum cleaner or rinse it with water.
4. Replace the filter. Take note of the correct air direction.
5. Close the grille again.



## 3.2 Cleaning the unit

You can clean the exterior of the unit with a damp cloth and a domestic cleaning agent. Do not use any solvents.



### **Caution:**

Make sure that no water runs into the unit.

### 3.3 Scheduled maintenance

Biddle recommends having the following inspection and maintenance activities performed annually by an installer or other technical expert.

- Check that the heat exchanger is clean. Settled dust may cause an unpleasant smell.
- Carefully remove dust with a vacuum cleaner.



**Caution:**

The fins of the heat exchanger are delicate parts.



**Warning:**

**The fins of the heat exchanger are sharp.**

- Check the operation of the fans.
- Clean the drip tray in the unit.

### 3.4 Cleaning the drip tray and condensate pump

1. Switch the unit off using the control panel.
2. Isolate from the mains supply.
3. Open the unit.
4. Remove the drip tray by pushing the pins towards one another and tilting the drip tray out of the unit



**Warning:**

**Be careful when removing the drip tray as it may contain residual water.**

5. **For units without a condensate pump:**  
Detach the condensate drain hose.
6. Clean the drip tray.
7. Check the pump inlet opening for dirt.
8. Check that the float is clean and can move freely.

# 4 Errors

## 4.1 Safety instructions



### **Danger:**

All work on the inside of the unit may only be carried out by personnel who are technically qualified to do so.



### **Warning:**

Before you begin: read the safety instructions.

## 4.2 Remediating errors

If you suspect an error:

1. Check whether the problem can be easily resolved.
2. Try to resolve the problem using the table below. Technical expertise is required for this.

| PROBLEM                | PROBABLE CAUSE   | SOLUTION  |
|------------------------|--|---|
| One fan does not work. | The fan is faulty or it is not receiving a power supply. | <ol style="list-style-type: none"> <li>1. Check the fan's wiring and power supply.</li> <li>2. Check the control.</li> <li>3. Replace the fan.</li> </ol> |

# 5 Service

## 5.1 Safety instructions



**Warning:**

Servicing activities may only be carried out by personnel who are technically qualified to do so.



**Warning:**

Before you begin: read the safety instructions.

## 5.2 Access to the interior of the unit

### For all models

1. Switch the unit off using the control panel.

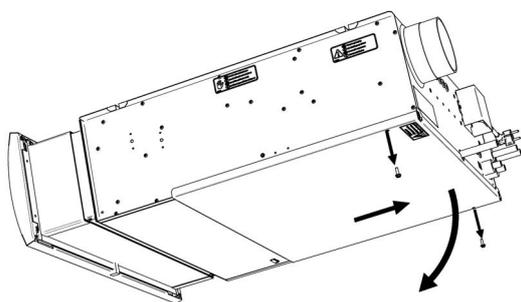


**Warning:**

Disconnect the mains supply (remove plug from the power socket or turn off at the isolation switch).

2. Remove the inspection panel:

- Remove the screws from the front of the inspection panel.
- Pull the panel forward a little and remove it.



**Caution:**

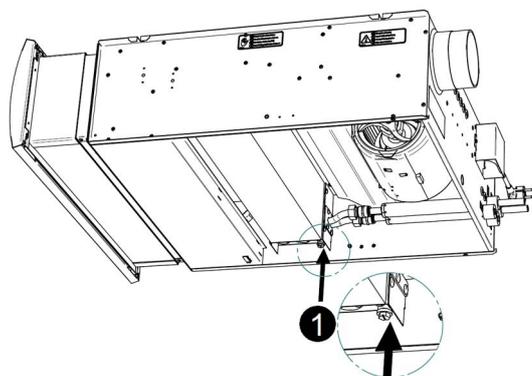
The entire panel comes free once pulled forward – make sure it does not fall.



**Warning:**

When replacing the inspection panel, always attach it using flanged bolts with milled edges; these are required for the earth connection.

### 5.3 Draining the heat exchanger



The heat exchanger can be completely drained.

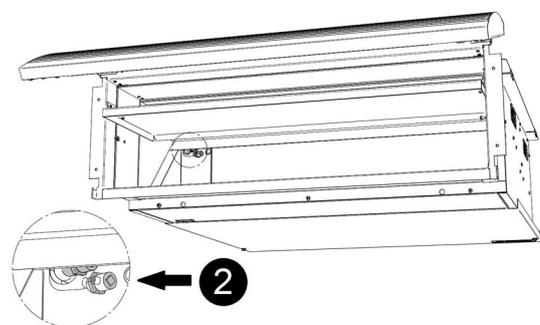
1. Open the unit's inspection panel.
2. Remove the drip tray.
3. Open the drain plug ❶ on the coil. The HI/C4 has two drains.



**Caution:**

After refilling the system, check the seal on the drain plug.

### 5.4 Venting the heat exchanger



The venting valve ❷ is located in the unit's inlet. The HI/C4 has two venting valves.

1. Open the unit's intake and discharge grilles.
2. Remove the filter from the unit.
3. The venting valves are located on the left of the unit.



**Warning:**

The fins of the heat exchanger are sharp.

# 6 Dismantling

The dismantling of the installation and the handling of the coolant, oil and other components must be carried out by a qualified fitter in accordance with the relevant local and national legislation and regulations.

Pursuant to EU legislation, used electrical and electronic appliances must be collected for recycling. By ensuring that this product is disposed of in the correct manner, you are helping to prevent potential negative consequences for the environment and public health. For more information about this, please contact your supplier or the relevant government authority.

# 7 Addresses

If you have any comments or queries relating to this product, please do not hesitate to contact your Biddle branch.

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Should you nevertheless discover any errors or ambiguities in the manual, we shall be glad to learn that from you. It helps us to improve the documentation still further.

## For more information

If you have any comments or queries relating to this product, please do not hesitate to contact Biddle. You will find the contact information for your Biddle branch in the Addresses chapter.

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