



## INSTALLATION INSTRUCTIONS FOR PCBE-325 CONVERSION KIT

### CONVERTING FROM NATURAL GAS TO PROPANE/LP GAS For Use When Converting Model (V)P325E(B) Vented Decorative Fireplace

**This conversion kit must be installed by a qualified service person.**

Read these instructions completely before installing this conversion kit.

Before proceeding, make sure the gas control valve is in the OFF position, all electrical power to the appliance is OFF, and the fire-place is cool to the touch.

**⚠ CAUTION: The gas supply shall be shut off prior to disconnecting the electrical power before proceeding with the conversion.**

Parts included with this kit:

Part No.	Description	Qty.
109104-01	Instruction Sheet	1
108867-01	Pilot Orifice LP	1
901065-09	Main Burner Orifice LP	1
901066-02	Air-Mixer Brass LP	1
108402-02	Gas Valve Regulator	1
108808-06	Conversion Label, English	1
108809-06	Conversion Label, French	1
106080-01	Conversion Information Label	1

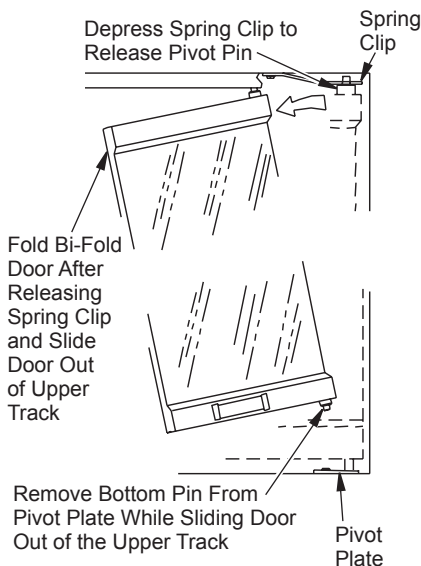
Tools Required:

- 7/8" Open End Wrench or Adjustable Wrench
- 3/4" Open End Wrench or Adjustable Wrench
- 3/8" Deep Socket Drive
- Torx T20 or Slotted Screwdriver
- 5/32" Allen Wrench
- #2 Short Phillips Screwdriver
- Thread Sealant (Resistant to Propane/LP )

#### ACCESSING FIREPLACE

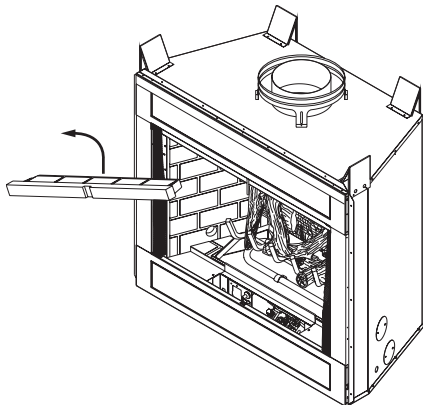
You may access burner system through opening in front of unit.

1. Remove front glass panels (if installed). This will keep them from being damaged. To remove, partially open doors. Press up on upper spring clip of one door panel with a screwdriver until outer top pivot pin is free of clip (see Figure 1). Repeat with second door panel. Place glass panels safely out of your work area.
2. Slide open screens and tuck inside outer pockets on firebox.
3. Remove front refractory access panel by lifting up and angling out of firebox opening (see Figure 2, page 2).

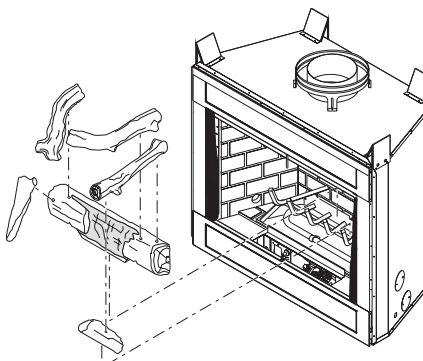


**Figure 1 - Removing Glass Doors**

4. Remove logs. Carefully lift top logs straight up until pins are clear of lower logs (see Figure 3). Continue removing logs one at a time. The rear log is very heavy and should be lifted with both hands. Place logs away from your work area. Be careful not to damage logs.



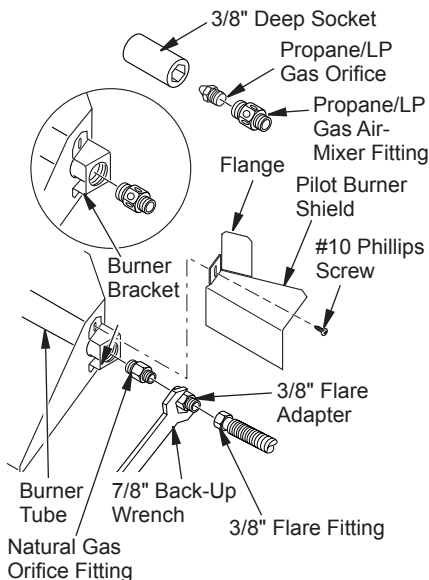
**Figure 2 - Removing Front Refractory Access Panel**



**Figure 3 - Removing Logs Set**

## MAIN BURNER ORIFICE CONVERSION

1. Using a #10 short Phillips screwdriver, remove top mounting screw holding pilot burner shield in place (see Figure 4).
2. With orifice mount exposed, use a 7/8" open-end back-up wrench on 3/8" flare adapter and remove 3/8" flare fitting at the end of 3/8" flare adapter. This will prevent spinning and damage to the flexible tube (see Figure 4).
3. Using the 7/8" wrench, remove the remaining orifice assembly from the burner tube.
4. Separate the 3/8" male flare adapter from the existing natural gas orifice fitting and save for later reassembly.
5. Thread the propane/LP gas orifice into the propane/LP gas air-mixer fitting using a 3/8" deep socket driver. *Note:* LP gas air-mixer fitting has six (6) holes. The natural gas fitting has no holes.
6. Apply a light amount of propane/LP resistant sealant to both threaded ends of LP air-mixer fitting.
7. Thread large threaded end of propane/LP air-mixer fitting into burner tube and tighten with 7/8" wrench until flange is fully-seated into bracket.
8. Replace 3/8" flare adapter onto exposed thread on propane/LP gas air-mixer fitting. Use 7/8" back-up wrench on fitting to prevent turning burner tube.
9. Retighten flare fitting on flexible manifold tube with the 3/4" open-end wrench and 7/8" back-up wrench.
10. Reattach pilot shield onto burner bracket with screw removed in step 1.

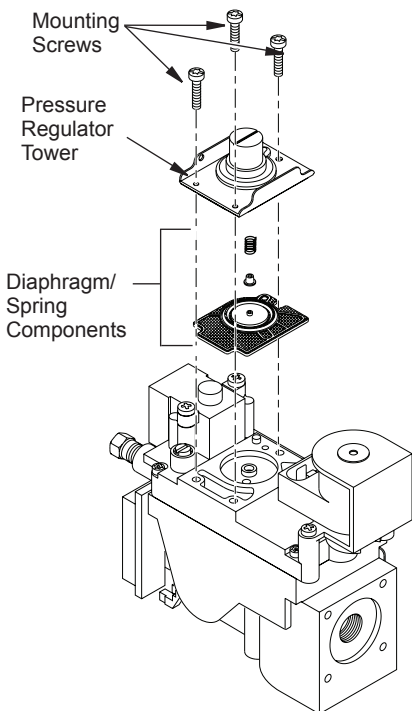


**Figure 4 - Removing/Replacing Main Burner Orifice**

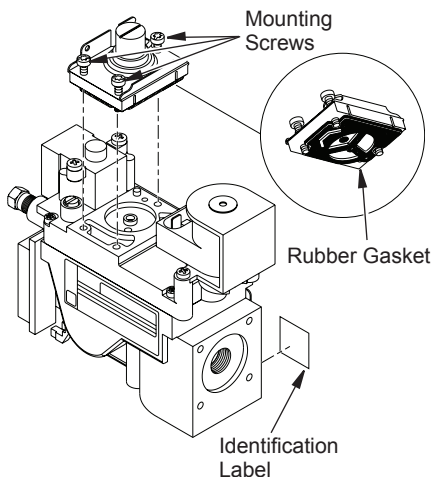
## GAS CONTROL VALVE CONVERSION

Convert gas control valve by changing out the valve regulator portion of gas valve.

1. Using a TORX T20 or slotted screwdriver, remove and discard three mounting screws, pressure regulator tower, and diaphragm/spring components (see Figure 5).
2. Insure rubber gasket is properly positioned on new pressure regulator assembly. Install new pressure regulator assembly to valve using new mounting screws supplied with kit. Tighten screws securely (approximately 25 in-lbs.) See Figure 6.
3. Install the identification label enclosed with gas valve regulator to valve body where it can easily be seen (see Figure 6).



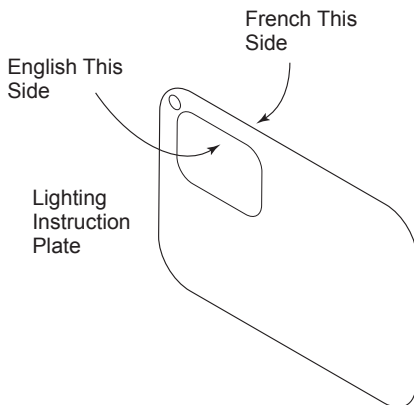
**Figure 5 - Removing Mounting Screws, Pressure Regulator Tower, and Diaphragm/Spring Components**



**Figure 6 - Installing Pressure Regulator Assembly**

## CONVERSION LABELING AND PLACEMENT

1. Apply the English and French conversion labels over the top of existing certification labels (see Figure 7). Existing certification labels are located on the lighting instruction plate inside the gas valve compartment area. With permanent ink, print the previous model number on the label in the space provided (see Figure 8, page 4).



**Figure 7 - Applying English and French Conversion Labels Over Existing Certification Labels on Lighting Instruction Plate**

2. After filling in the data required on the conversion information label, affix it to the floor of the appliance where it is easily seen when the control cover is removed (see Figure 9).

**VENTED GAS FIREPLACE**

Conversion Kit Model \_\_\_\_\_  
 Type of Gas \_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Previous Model # \_\_\_\_\_

**Figure 8 - Print Previous Model Number on Conversion Labels**

**CONVERSION INFORMATION LABEL**

This appliance was converted on \_\_\_\_\_  
 Day - Month - Year to \_\_\_\_\_ gas  
 with Kit No. \_\_\_\_\_  
 by \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

(name and address of organization making this conversion), which accepts the responsibility that this conversion has been properly made.

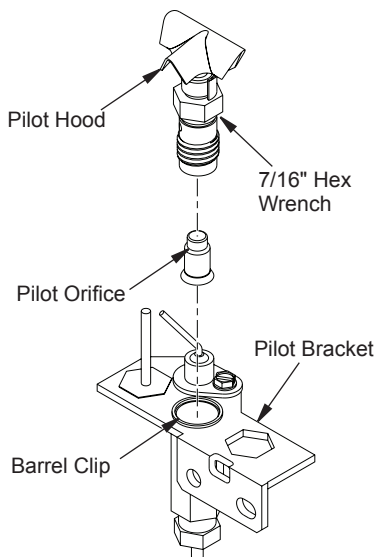
106080-01

**Figure 9 - Conversion Information Label**

## PILOT ORIFICE CONVERSION

1. Remove the pilot hood assembly from barrel using a 7/16" open end wrench (see Figure 10).
2. Remove the pilot orifice from inside the barrel with tweezers or a pair of needle nose pliers.
3. Replace pilot orifice with propane/LP orifice supplied with this kit. The number 14 is stamped on the sleeve for identification. Insert the open end of the new pilot orifice into the barrel and thread the pilot hood back onto the barrel.
4. Tighten the hood using the 7/16" open end wrench until the hood is fully seated and in-line with the bracket.

**IMPORTANT:** Be careful not to bend or kink the aluminum tubing during conversion. Make sure the pilot hood and orifice are properly mated and aligned after finishing this conversion.




**Figure 10 - Converting Pilot Orifice**


## FINAL PREPARATION


1. Replace any vermiculite and ember material if displaced. Refer to *Ember and Pan Material Placement* in owner's manual.
2. Reinstall logs starting with the rear log, front logs, then remaining top logs. Refer to *Log Placement* in owner's manual.
3. Leak check gas control and any connections you've made before operating appliance. Refer to *Gas Supply Hook-up* in owner's manual.
4. Replace refractory access panel and lava rock.
5. Replace glass doors if previously installed. Refer to *Installing Optional Glass Doors* in owner's manual.

The conversion is now complete.

To operate your fireplace, refer to *Operating Fireplace* in your appliance owner's manual.

 **WARNING: Test all gas piping and connections, internal and external to unit, for leaks after installing or servicing. Correct leaks at once.**

 **WARNING: Never use an open flame to check for a leak. Apply commercial leak test solution to all gas joints. Bubbles forming show a leak. Correct all leaks at once.**

 **WARNING: This conversion kit shall be installed by a qualified service agency in accordance with the manufacturer's instructions and all applicable codes and requirements of the authority having jurisdiction. If the information in these instructions is not followed exactly, a fire, explosion, or production of carbon monoxide may result causing property damage, personal injury, or loss of life. The qualified service agency is responsible for the proper installation of this kit. The installation is not proper and complete until the operation of the converted appliance is checked as specified in the manufacturer's instructions supplied with the kit.**

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## NOTES

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NOT A UPC

109104-01  
Rev. C  
02/07