



## OPERATING INSTRUCTIONS

### "CLASSIC" Range

www.totemfire.com

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## 1 Foreword

You have purchased a Totem fireplace, thank you for your custom. The fireplace is intended for burning logs, it cannot be used as an incinerator or for burning liquid fuel, coal or similar by-products. Follow the instructions in this manual to the letter and install the fireplace in line with good practice, any local regulations and notably DTU (French code of practice) 24.1, 24.2 and European standards NF EN 13229. Keep this manual in a safe place. We strongly recommend that this appliance is installed by a qualified professional. He shall have ensured, in particular, that the characteristics of the chimney flue and its environment are suitable for the fireplace to be installed. The manufacturer shall not be held responsible if these instructions are not followed and this would render the contractual guarantee null and void. The manufacturer reserves the right to carry out any assembly or functional modifications that he deems necessary, without notice. Installation of the fireplace, its accessories and the materials which surround it must be carried out according to best practice and in compliance with all local and national regulations as well as all national and European standards. If you have any questions about how the appliance works, please contact your fitter. The explanations in this manual apply to all Totem Classic (except Suspended) *To make these operating instructions easier to read and understand, we have used general illustrations and terms corresponding to a particular type of appliance. The images used may differ from your appliance.* For further information, consult our Internet site: [www.totemfire.com](http://www.totemfire.com)

## 2 Operating instructions

### 2.1 Basic safety rules

#### 2.1.1 General points

- Your Totem fireplace is fitted with foldaway swinging doors which allow it to operate with the door lowered (shut) in complete safety and the door raised (open) like a traditional fireplace.
- When using the fireplace with the door raised (open), the fireplace must be permanently supervised. Watch out for flying embers.
- It is essential to wear protective gloves or use the safe handling tool to handle the door. When the door is lowered (shut) the accessible surfaces of the frame of the door and the vitro-ceramics rise considerably in temperature when the appliance is in operation and can cause burns when touched.
- Explain the risks of burns to children and ensure that they are not close to the fireplace when it is in use.
- It is strictly forbidden to open the swinging door when the appliance is in use (see page 8)

#### 2.1.2 Fire hazard zone

Do not store flammable items within an 80 cm radius around the fireplace door. (logs, tables, chairs, firefighters...) No flammable material must be placed in the appliance's fire hazard zone.



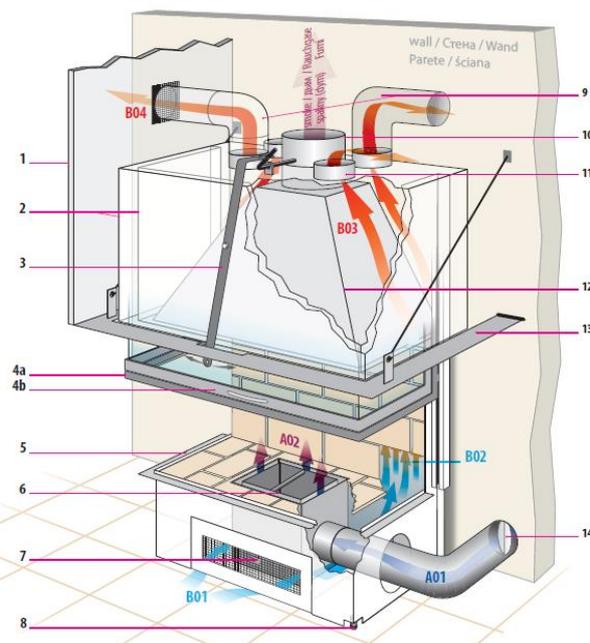
#### 2.1.3 In the event of fire propagation in the flue

If maintenance and operating conditions are adhered to, there is no risk of fire in your flue. Nevertheless, please read these rules concerning chimney flue fires. **Never use water to put out the fire.** Water causes thermal shock which could cause the bricks and vitro-ceramics of the fireplace to explode. Close all the combustion air inlets, the smoke damper trap as well as the door, using the safe handling tool to extinguish the fire. Move any flammable objects away from the fireplace. Call the fire brigade. Before using again, it is compulsory to have the entire installation (especially the ducts) checked and cleaned by a qualified professional.

**A fit for use certificate provided by a professional is compulsory.**



### 2.2 How does your Totem fireplace work?



- 1- Extractor covering
- 2- double lining of the fireplace (smoke box)
- 3- control lever for smoke damper - (pictures 1,2,3)
- 4a- foldaway door
- 4b- opening part of the door, for cleaning the screen - (picture 8)
- 5- support fender (sealed with door closed)
- 6- removable ash tray fitted with a grill with adjustable opening - (pictures 4,5,6,7)

- 7- ash tray box (with combustion air inputs pre-cut) - (picture 9)
- 8- level adjustment screw
- 9- hot air casing (not supplied)
- 10- smoke vent (with damper)
- 11- 4 hot air vents
- 12- trap
- 13- hood support iron (optional)
- 14- Damper with outside air intake control valve (available as an optional extra)

- A01- combustion air (external input)
- A02- combustion air
- B01- convection air (ambient air)
- B02- convection air moving up the lining
- B03- circulating convection hot air
- B04- redistributed hot air

### 2.2.1 Door

#### Foldaway door

Your Totem fireplace is fitted with a foldaway door. This is used to make the appliance function on a daily basis. Open door operation requires some precautions which may vary depending on the characteristics of the installation. We recommend that you try to determine the most appropriate amount of wood and refill frequency to avoid backflow. In addition, each reload must be followed by a closed door operation period. It is strongly advised to start the fireplace with the door closed. To optimise heating performance and use the fire in complete safety, fully lower the door. To prepare the fire and add wood or to take full advantage of a traditional fire, raise the door. Our doors are fitted with a stainless steel handle to facilitate use. When the appliance is hot, use a glove or the safe handling tool to operate it. Open the door by a few centimetres before fully opening to prevent down draughts.



Door raised

Door lowered

**Note:** To prevent smoke from being discharged into your house, never allow your fireplace to operate with the door half open.

The Totem safe handling tool The safe handling tool, supplied with every fireplace, allows the various elements of the fireplace to be handled without risk of burns.



Forge effect When the appliance is functioning with the door closed, there must be no passage of air under the door. Check that nothing is preventing the door from closing correctly (embers, pieces of wood...)



The air flow entering the fireplace is accelerated by the reduced passage under the door. This air causes the fire to be over active. The wood burns too quickly The appliance becomes less efficient.



**AIR Backflow**

**The door must be COMPLETELY closed.**

**Swinging door** The swinging door must only be used for cleaning the glass, never for operation with the door open or for loading wood. To open the swinging door, lower the door to the maximum, Raise the latch (1), located on the edge of the glass, Pull the swinging door, **keeping the latch raised**. To close the swinging door, push the door in the direction of the fireplace, **keeping the latch raised**.



### 2.3 Combustion adjustment elements

Effective wood burning depends on the amount of air supplying the fire and the rate of smoke evacuation, i.e. the draught of the chimney. When using the appliance with the door lowered (shut) for a completely safe, long-lasting fire, it is necessary to control the amount of air supply and the rate of smoke evacuation. When using the appliance with the door open (door raised) smoke evacuation must be at the maximum rate as well as the amount of air available.

#### 2.3.1 Control lever for smoke damper trap

The control lever for the smoke damper trap is a control device connected to the damper trap. It controls evacuation of smoke from the appliance. The control lever was designed to be operated using the Totem safe handling tool. This prevents the risk of burns whilst your fireplace is in use. To increase smoke evacuation, push to the right To reduce evacuation, push to the left. Recommendation: In order to prevent down draughts of smoke, increase smoke evacuation to the maximum before opening the door.

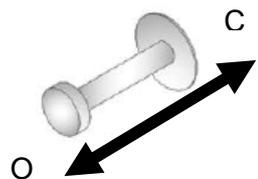


#### 2.3.2 Combustion air

Combustion air is an essential element of the combustion of a fire; the following adjustment elements allow you to manage its rate. **Adjustable air grate** The ash tray's adjustable air grate has two functions: controlling the rate of the fire and deashing the fireplace. For your comfort and safety, the Totem company has equipped the adjustable air grate so that you can handle it using the safe handling tool. To increase the supply of combustion air and the rate of the fire, push the grate. To reduce the supply of combustion air and the rate of the fire, pull the grate. To deash the fireplace, manoeuvre the grate from front to back using the safe handling tool.



**Combustion air intake flap** The combustion air intake flap is an optional extra which can be placed upstream of the adjustable air grate. It allows you to control the incoming air flow rate. The Totem company strongly recommends that you install one. It is used to close your appliance's air inlets when it is not in use.

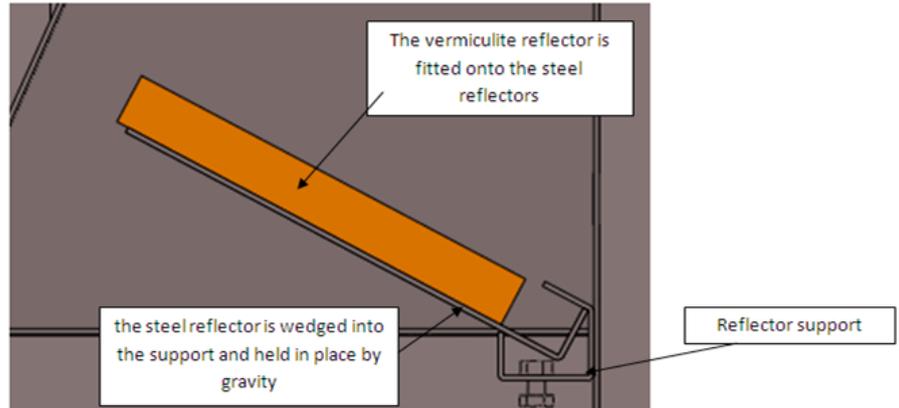
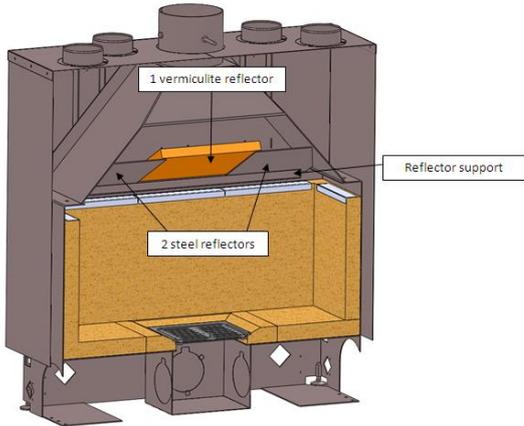


To increase the incoming air flow rate, pull the control lever.

To close or reduce the incoming air flow rate, push the lever.

### 2.3.3 Reflectors

The TOTEM FIRE company recommends that they are installed to improve efficiency. The reflectors fitted on your fireplace reduce the temperature of the smoke evacuated and increase that of the fire. In this way, they directly contribute to improving the performance of your equipment. They are detachable for chimney sweeping. **Warning** : The vermiculite is a fragile material, it is important to respect the following instructions: Do not overload the fireplace and use it at a reduced pace (combustion air reduced). Do not use heating wood with high humidity rate (most preferably <18%). A wrong use of the fireplace and a bad quality heating wood may cause a degradation of your vermiculite reflector.



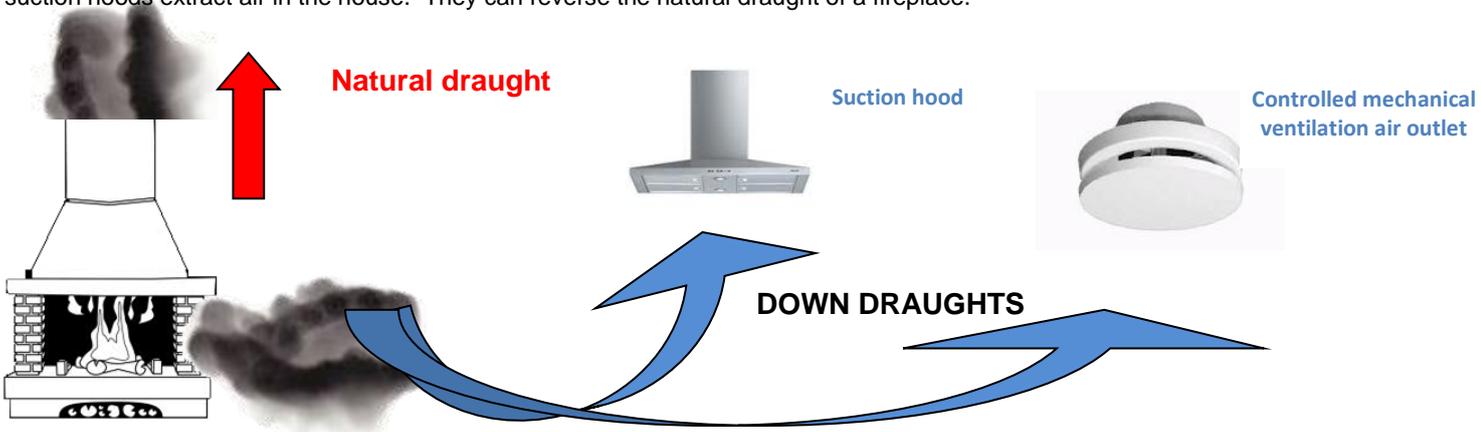
### 2.4 Using your appliance for the first time

**Before lighting your fire for the first time, remove any documents and accessories it may contain. Also check the ash pit.** Allow covering materials to dry (rough plaster, finishing plaster...) before using the appliance for the first time to prevent them from deteriorating by drying too quickly. During the first few hours of use, maintain a moderate fire to allow the materials time to cure. Each time you use the fireplace, gradually increase the load of wood. Smoke and odours may be released the first few times you use the fire. They are due to final evaporation of paint, the sheet metal preservative oil and drying bricks. If this occurs, ensure that the room in which the appliance is located is well ventilated. **Caution**: Do not put any product containing silicone in contact with the paint of the device.

### 2.5 How to operate the fire

#### 2.5.1 Lighting

If you have not used your appliance for a long time, check that none of your fireplace's air passages are obstructed (chimney flue, outside air delivery pipe, convection and ventilation grille) before lighting. Also check that mechanical parts such as the door, counterweights, and adjusters operate freely. If your house is fitted with controlled mechanical ventilation or a suction hood, we recommend that you reduce its flow rate or turn it off at least when lighting the appliance. Controlled mechanical ventilation and suction hoods extract air in the house. They can reverse the natural draught of a fireplace.



- Open the foldaway door (1) - Open the combustion air flap (2) and the adjustable grate of the ash tray (3). - Open the smoke damper trap to the maximum using the lever on the front (4).



Place two or three chopped logs in the centre of the fireplace. - Place dry and resawn kindling on top. Position your wood so as to allow air to circulate freely. - Place paper or firelighter on the kindling. - Light the paper or firelighter - Door almost closed (opening 2cm), let the duct climb calmly in temperature without over-activating the fire. Let your fire burn from 30min to 1h before completely re-descending the door with a glove or cold hand. Once the fire has started, reduce the combustion air supply as well as the smoke evacuation flow rate. **Recommendation:** Never overload your fireplace with wood, especially when starting it up. Whatever the operating mode, it is absolutely necessary to start the appliance with the door almost closed (opening of 2 cm) as indicated in the instructions with a minimum operating time in closed hearth from 30 minutes to 1 hour in Depending on the type of device. After this start-up period, it is possible to raise the appliance door.

### 2.5.2 Adding wood

To open the door during operation, slightly raise the door, pausing before fully opening it to prevent any risk of down draught. Use protective gloves or the Totem safe handling tool to operate the fireplace's door handle in order to protect you from burns. It is absolutely essential to keep the door closed for the time necessary to ignite the new logs, ie a minimum of 10 minutes. **Maximum loads of dry wood per hour of operation**

Maximum	Weight	50 cm logs	Equivalence in kW
800	3 kg	1 à 2	12
900	4 kg	2 à 3	18
1000 and +	5 kg	3	20



2 logs weighing approximately 3 kg



3 logs weighing approximately 4kg



4 logs weighing approximately 5 kg

### 2.5.3 Extinction

Fully lower the door (1). Close the adjustable grate of the ash tray (2) as well as the air intake flap (3) (optional extra). Close the smoke damper trap using the flue damper (4). Allow the fire to go out.



2



3



## 2.6 Initial checks in case of poor functioning

- **When the door is closed**, the wood burns too quickly and the fire is over active: - Is the fire door shut properly? - Is the smoke damper trap jammed? - Are the reflectors in place? - Do you use recommended firewood? - Is the wood too small? - You have an over-run? If so, install a draft moderator.
- **When the door is closed**, the fireplace does not heat up sufficiently: - Are the ventilation and convection grilles clogged up? - Is the fireplace door correctly shut? - Have you loaded enough wood? - The supply of combustion air is not enough? Open the combustion damper.
- The wood does not burn well: - Is the wood too humid? - Are the pieces of wood too large? If so, saw them. - Do you have an under-draw? If so, isolate the flue and strain.
- **When the door is open**, the draught of the fireplace is too weak, there is too much down draught: - Is the smoke damper trap obstructed? - Are the combustion air flap (optional extra) and grille sufficiently open? - The general air intake grille outside, is it closed? - Is the flue clogged up or poorly insulated? - Does switching off the controlled mechanical ventilation facilitate the draught? - Does removing the reflector improve the draught? If need be, reduce its length.

## 2.7 Maintenance guide

Before carrying out any maintenance on your appliance, wait for it to completely cool down to prevent any risk of burns or fire.

### 2.7.1 Cleaning the glass

Carefully cover the floor below the door so as not to mark it. Take a pair of gloves, a bucket of warm water, a sponge, washing up liquid or a product for cleaning glass and newspaper. Never use abrasive oven products, this damages the door gaskets. Open the swinging door Apply the product on the inside of the glass and allow it time to act. Do not spray the product directly onto the glass. Spray it onto a cloth then wipe the glass with the cloth. During this time, empty the ash tray and clean the fireplace. Use a wet cloth to rinse. Dry with newspaper. Repeat these cleaning procedures until the glass is clean. Do not spray the product directly onto the glass. Spray it onto a cloth then wipe the glass with the cloth.

### 2.7.2 Cleaning the fireplace

#### Removing ash

In order to prevent obstruction of the combustion air inlet grille, it is necessary to regularly empty the ash pit located under the cast iron grate. Monitor the level of the ash pan regularly (daily during heating). Empty the tray as soon as the level approaches the edge. Collect the ash in a container designed for this purpose (non-flammable and equipped with a lid), the presence of residual coals that can cause a fire. With each emptying, examine the inside of the base of the fireplace and clean it if necessary by means of a vacuum cleaner. Compliance with these instructions will allow maximum comfort in the use of the fireplace, avoiding clogging in the air control. For safety reasons, it is preferable to store the ashes outside. Use a soft, dry cloth to clean the metal parts of the fireplace **Tip:** Your ashes can be used as compost for your garden. **Cleaning the bricks** Clean with a brush then apply linseed oil.



**Cleaning the cast iron grate** Use a wire brush then rub with household oil to make it shine. **s**



**2.7.3 Maintenance and Chimney Sweeping**  
**Maintenance**

The appliances must be checked at least once a year and repaired if necessary by a qualified professional.

The chimney connectors must always be maintained in good working order, their maintenance must be carried out at least once a year. The fresh air ducts must always be maintained in good working order. Clean the outside grille allowing fresh air intake (leaves, dust...) at the start of the heating season and check it periodically throughout the period of use. Twice a year, vacuum any dust and soot which have collected in the slides on both sides of the door. Lubricate the bearings of the door on each side with heat-resistant oil. To do so, completely lower the door and access the bearings via the inspection grille. Avoid greasing the door guide rails. Carry out these operations twice a year.



Clean the dust filters and grilles of the hood twice a year.

Clean the inside of the installation using a vacuum cleaner or brush in order to eliminate any dust deposits causing carbonization of dust (dirt around the hot air outlets and on the ceiling) at the start of the heating season and once during the heating season.

Check the condition of the door gaskets. Replace them if necessary.



**Spare parts**

If you wish to replace parts, broken glass or worn gaskets, contact your fitter, providing the references for your fireplace.

**Chimney sweeping**

By chimney sweeping, we mean cleaning by direct mechanical action to the inside wall of the chimney flue in order to remove soot and deposits to prevent these from catching fire, ensuring that the flue is clear over its entire length.

Remove the reflectors from the appliance before chimney sweeping the flue.

Chimney sweeping of the installation at least twice a year, including once during the heating season by a qualified professional company.

A certificate must be issued by the contractor after the work has been complete.



Flue before chimney sweeping



Flue after chimney sweeping

**2.8 Maintenance record**

**Maintenance record table**

Model .....  
 Date installed .....  
 Contact details of installer  
 Name .....  
 Address .....  
 Telephone no. ....

Date	Chimney sweeping	Cleaning runners	Lubricating chains and pinions	Cleaning filters and grilles	Checking gasket condition	Work carried out by
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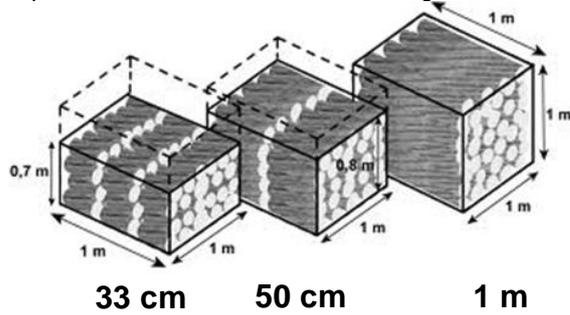
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### 3 Basic information about firewood

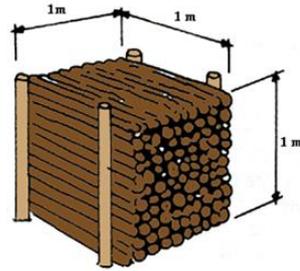
Totem fireplaces are high-performance appliances. Using good fuel is essential for optimal functioning of your fireplace. Wood is a renewable form of energy when it comes from sustainably managed forests. In France, forests represent 30% of the country's area. French forests have been expanding for several centuries. (*Fibra*) Here is some basic information about firewood.

#### 3.1 General points

**What is a stere of wood?** A stere of wood corresponds to 1m<sup>3</sup> of wooden logs measuring 1 m stacked parallel. However, since 1978, the legal sales unit is no longer the stere but the



m<sup>3</sup>. A stere is not always equivalent to one 1 m<sup>3</sup>, the volume of the stere varies with the length of the logs. With smaller logs, the volume in m<sup>3</sup> will decrease but you still have the same amount of wood. The spaces are filled better.  
Below, 3 stere of wood in logs measuring 33, 50 and 100cm.



#### Which type of wood should I choose?

**Birch:** Birch burns quickly without its flames becoming too hot and leaves very little ash. It produces attractive, slightly bluish flames. It is a wood liked by bakers. It produces good embers and is used for lighting the fire.

**Beech:** Beech is excellent firewood: it dries quickly and offers good heating power. For drying, it must be placed under a shelter as soon as it has been resawn so that it does not rot. It is a wood which burns quickly, so it is easy to light. It emits pleasant odours when burning. It is considered the idea firewood. It produces attractive flames and good embers.

**Oak:** It burns very slowly. It has to be left for 1 year in the rain in order to remove all traces of tannin before being stored under shelter to dry. Oak produces the best embers. It burns slowly and produces a lot of heat.

**Hornbeam:** Hornbeam burns slowly which results in a good amount of heat production. Not much smoke is produced when burning. Hornbeam produces excellent embers which distribute heat over time. The flames that it produces are attractive and uniform.

**Ash:** Described as producing the most attractive flames, it is a wood which burns for a long time without projecting sparks and produces a large amount of heat. It is difficult to cut.

**Chestnut:** Chestnut is a strong wood. It used to be used for manufacturing barrels. It is mediocre firewood because it explodes and produces a lot of sparks when burning. When the fireplace door is lowered, it can be used without risk; when the door is raised we recommend that you use a fire screen.

**Coniferous trees:** Coniferous trees should not be used. This type of wood releases large amounts of heat but burns very quickly. When it burns it causes the projection of embers and the resins contained in the wood clog up the fireplaces and flues very quickly. These very large deposits of soot encourage fires to start in the flues.

#### Important :

- Oak and chestnut contain tannins which affect burning. They must be stored for 6 – 9 months in a non-sheltered area to remove the tannins before being stored in a sheltered area for a period of 2 years.
- Avoid burning too much bark as it creates 10% more ash.
- Also avoid using wood with knots in it as this reduces the appliance's performance
- Wood which is too dry is not good for burning. Indeed, the wood heats too quickly, does not burn for long enough and significantly increases the temperature of the smoke.
- Do not use wood gathered on beaches as it releases hydrogen chloride when burned.

There are 3 families of wood:

- hard hardwood (oak, beech, ash, chestnut, hornbeam, walnut...)
- soft hardwood (poplar, willow, alder, birch...)
- coniferous trees (pine, spruce, fir, larch, Douglas fir...)

We recommend that you use firewood from the hard hardwood family. It has better heating power for an equal volume. I.e., it has greater heating power for the same volume of wood burned. Here is a table presenting the heating power, with equal humidity and volume, of the different species of wood. The heating power is presented on the basis of beech wood (set arbitrarily at 100).

Species	Heating power
<b>Recommended wood</b>	
Hornbeam	110
Beech	100
Ash	97
False acacia	97
Oak	96
Elm	96

	Hard
	Soft
	Coniferous

Species	Heating power
<b>Wood to avoid</b>	
Birch	93
Chestnut	89
Maple	84
Lime	76
Alder	71
Poplar	60

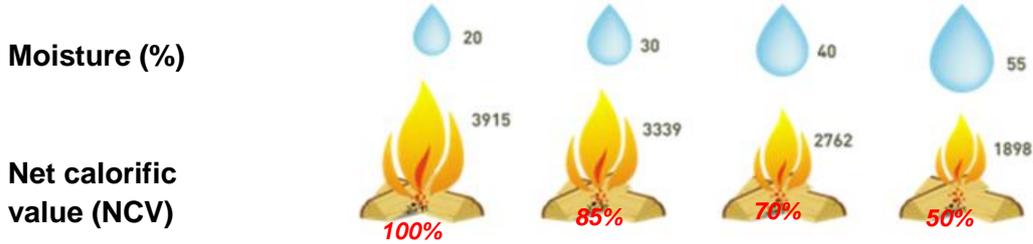
Species	eating power
<b>Wood which must not be used</b>	
Spruce	68
Fir	64
Larch	84
Pine	78

### 3.2 Drying of wood and its moisture content

For wood, we generally speak of the moisture content, represented by H%, known as moisture content on dry basis (in relation to oven dry wood).

$$\text{Moisture content of wood: } H \% = \frac{\text{Mass of pure water}}{\text{Dry wood}} \times 100$$

Moisture content varies from 50 to 120% (or more) for saturated wood (green wood) and from 10 to 20% for air-dried wood. It is this value which is measured using our hygrometers. It is important to note that wood which contains too much moisture does not produce heat and that the more moisture the wood contains the less warmth it will provide. Indeed, the heat output produced by wood during burning is not used to warm you, it is used to evaporate the water that it contains. Furthermore, humid wood increases carbon monoxide emissions by a factor of 2 to 4 compared with dry wood and encourages clogging of your appliance, in this way decreasing its efficiency.



**These figures correspond to the mean for hardwoods.**

Furthermore, humid wood increases carbon monoxide emissions by a factor of 2 to 4 compared with dry wood and encourages clogging of your appliance, in this way decreasing its efficiency. This is why wood must be dried for at least 15 – 18 months and stored in a sheltered, ventilated place, away from water and out of direct sunlight. Wood must be resawn into logs, which encourages drying. The duration may vary but in the end, you must obtain wood with moisture content always lower than 25%. This content can be checked using our hygrometers which can be purchased from our distributors.



### 3.3 Types of fuel which are forbidden

- Plastic
- Liquids, solvents
- Household waste
- Hazardous or noxious waste
- Electronic components
- Lignite
- Coal, petrol, alcohol...



Totem fireplaces are designed for domestic use. They should under no circumstances be used to incinerate waste of any kind.

It is forbidden to use treated wood which may produce toxic fumes and clog up the installation.

For your safety, you should also avoid intense fires. **Recycled wood (pallets, joinery wood, planks...) must not therefore be used** as it results in overheating which could damage the appliance, the chimney connector and the chimney flue.

## 4 Warranty

### 4.1 Statutory warranty

The statutory warranty, complete and compulsory, stems from application of articles 1641 et. seq. of the Civil Code. If the buyer proves that there is a latent defect, the manufacturer must legally make good any foreseeable consequences.

### 4.2 Contract guarantee

The aim of the contract guarantee, which in no way excludes the statutory warranty, is to guarantee the buyer against any manufacturing faults or faulty material other than latent defects. The guarantee is valid for 5 years from the purchase date indicated by the seller. It includes, during this period, free exchange of faulty parts (parts). The appliance must be installed in such a way as to allow fast and easy disassembly and reassembly (inspection panel compulsory).

### 4.3 The following are not covered by the warranty

- damage caused by something external to the appliance (e.g. broken glass due to mechanical shock),
- damage resulting from forms of energy, use or installations which do not comply with the manufacturer's instructions and with legal and regulatory requirements
- damage entailing the liability of a third party or resulting from a deliberate act or willful misconduct
- wearing parts (brickwork, vitro-ceramics, vermiculite reflectors and combustion grilles).