



OWNER'S MANUAL

WINDOW AIR CONDITIONER

WITH SUPPLEMENTAL ELECTRIC HEAT



MODELS 3AWH8000A, 3AWH12000A

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IMPORTANT NOTE:



Read the manual carefully. Make sure to save this manual for future reference. Illustrations in this manual are for explanatory purposes only, your actual product may look slightly different.

IMPORTANT SAFETY INSTRUCTION

READ THESE SAFETY PRECAUTIONS BEFORE INSTALLATION AND OPERATION. For your safety, it is important that you read and follow the instructions in this manual to minimize the risk of personal injury, fire or electrical shock.

Inside you will find many helpful hints on how to use and maintain your air conditioner properly. Just a little preventive care on your part can save you a great deal of time and money over the life of your air conditioner. You'll find many answers to common problems in the chart of troubleshooting tips. If you review our chart of Troubleshooting Tips first, you may not need to call for service at all.

To prevent injury to the user or other people and property damage, the following instructions must be followed. Incorrect operation due to ignoring of instructions may cause harm or damage. The seriousness is classified by the following indications.

	WARNING	The signal word indicates a hazard with a medium level of risk which, if not avoided, may result in death or serious injury.
	CAUTION	The signal word indicates a hazard with a low degree of risk which, if not avoided, may result in minor or moderate injury.

WARNING

- Plug in power plug properly. Otherwise, it may cause electric shock or fire due to excess heat generation. Do not operate or stop the unit by inserting or pulling out the power plug. It may cause electric shock or fire due to heat generation. Do not damage or use an unspecified power cord. It may cause electric shock or fire. If the power cord is damaged, it must be replaced by the manufacturer or an authorized service center or a similarly qualified person in order to avoid a hazard.
- Always install circuit breaker and a dedicated power circuit. Incorrect installation may cause fire and electric shock. Do not operate with wet hands or in damp environment. It may cause electric shock. Do not direct airflow at room occupants only. This could damage your health.
- Always ensure effective grounding. Incorrect grounding may cause electric shock. Do not allow water to run into electric parts. It may cause failure of machine or electric shock. Do not modify power cord length or share the outlet with other appliances. It may cause electric shock or fire due to heat generation.
- Unplug the unit if strange sounds, smell, or smoke comes from it. It may cause fire and electric shock. Do not use the socket if it is loose or damaged. It may cause fire and electric shock. Do not open the unit during operation. It may cause electric shock.
- Keep firearms away. It may cause fire. Do not use the power cord close to heating appliances. It may cause fire and electric shock. Do not use the power cord near flammable gas or combustibles, such as gasoline, benzene, thinner, etc. It may cause an explosion or fire.
- Ventilate room before operating air conditioner if there is a gas leakage from another appliance. It may cause explosion, fire and, burns. Do not disassemble or modify unit. It may cause failure and electric shock.

CAUTION

- When the air filter is to be removed, do not touch the metal parts of the unit. It may cause an injury. Ventilate the room well when used together with a stove, etc. An oxygen shortage may occur.
- Do not use strong detergent such as wax or thinner but use a soft cloth. Appearance may be deteriorated due to change of product color or scratching of its surface. Do not clean the air conditioner with water. Water may enter the unit and degrade the insulation. It may cause an electric shock. Do not use for special purposes. Do not use this air conditioner to preserve precision devices, food, pets, plants, and art objects. It may cause deterioration of quality, etc.
- Stop operation and close the window in storm or hurricane. Operation with windows opened may cause wetting of indoor and soaking of household furniture. When the unit is to be cleaned, switch off, and turn off the circuit breaker.
- Do not clean unit when power is on as it may cause fire and electric shock, it may cause an injury.
- Always insert the filters securely. It can be caused failure if operated without filters. Please clean filter once every two weeks.

CAUTION

- Hold the plug by the head of the power plug when taking it out. It may cause electric shock and damage. Turn off the main power switch when not using the unit for a long time. It may cause failure of product or fire.
- Do not place obstacles around air-inlets or inside of air-outlet. It may cause failure of appliance or accident. Do not place heavy object on the power cord and ensure that the cord is not compressed. There is danger of fire or electric shock. Don't drink water drained from air conditioner. It contains contaminants and could make you sick.
- Use caution when unpacking and installing. Sharp edges could cause injury.

- If water enters the unit, turn the unit off at the power outlet and switch off the circuit breaker. Isolate supply by taking the power-plug out and contact a qualified service technician.
- This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety.
- Children should be supervised to ensure that they do not play with the appliance.
- If the supply cord is damaged, it must be replaced by the manufacturer, its service agent or similarly qualified persons in order to avoid a hazard.
- The appliance shall be installed in accordance with national wiring regulations.
- Installation must be performed in accordance with the requirement of NEC and CEC by authorized personnel only. Do not operate your air conditioner in a wet room such as a bathroom or laundry room.
- The appliance with electric heater shall have at least 3 ft. (1 m) space to the combustible materials.
- Contact the authorized service technician for repair or maintenance of this unit.
- Contact the authorized installer for installation of this unit.

NOTE

This air conditioner is designed to be operated under the following conditions:

Cooling operation	Outdoor temp:	64-109°F/18-43°C
	Indoor temp:	62-90° F/ 17-32°C
Heating operation	Outdoor temp:	23-76° F/ -5-24°C
	Indoor temp:	32-80 °F / 0-7°C

Note: Performance may be reduced outside of these operating temperatures

OPERATION OF CURRENT DEVICE

The power supply cord contains a current device that senses damage to the power cord. To test your power supply cord do the following:

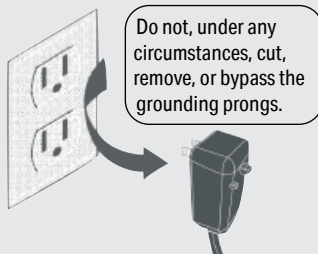
- Plug in the Air Conditioner.
- The power supply cord will have TWO buttons on the plug head. Press the TEST button, you will notice a click as the RESET button pops out.
- Press the RESET button again, you will notice a click as the button engages.
- The power supply cord is now supplying electricity to the unit. (On some products this is also indicated by a light on the plug head).

NOTE

- The power supply cord with this air conditioner contains a current detection device designed to reduce the risk of fire. In the event that the power cord is damaged, it cannot be repaired – it must be replaced with a cord from the product manufacturer.
- Do not use this device to turn the unit on or off.
- Always make sure the RESET button is pushed in for correct operation.
- The power supply cord must be replaced if it fails to reset when either the TEST button is pushed or if it cannot be reset.
- A new one can be obtained from the product manufacturer.
- If power supply cord is damaged, it cannot be repaired. It **MUST** be replaced by one obtained from the product manufacturer.

Grounding type wall receptacle

Power supply cord with 3-prong grounding plug and current detection device.



WARNING

ELECTRICAL INFORMATION

The complete electrical rating of your new room air conditioner is stated on the serial plate. Refer to the rating when checking the electrical requirements.

- Be sure the air conditioner is properly grounded. To minimize shock and fire hazards, proper grounding is important. The power cord is equipped with a three-prong grounding plug for protection against shock hazards.
- Your air conditioner must be used in a properly grounded wall receptacle. If the wall receptacle you intend to use is not adequately grounded or protected by a time delay fuse or circuit breaker, have a qualified electrician install the proper receptacle.
- Ensure the receptacle is accessible after the unit installation.
- Do not run air conditioner without side protective cover in place. This could result in mechanical damage within the air conditioner.
- Do not use an extension cord or an adapter plug.

Avoid fire hazard or electric shock. Do not use an extension cord or an adapter plug. Do not remove any prongs from the power cord.

FOR YOUR SAFETY

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

PREVENT ACCIDENTS

To reduce the risk of fire, electrical shock, or injury to persons when using your air conditioner, follow basic precautions, including the following:

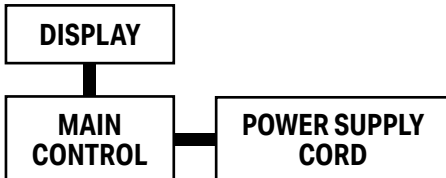
- Be sure the electrical service is adequate for the model you have chosen. This information can be found on the serial plate, which is located on the side of the cabinet and behind the grille.
- If the air conditioner is to be installed in a window, you will probably want to clean both sides of the glass first. If the window is a triple track type and has a screen panel included, remove the screen completely before installation.

- Be sure the air conditioner has been securely and correctly installed according to the installation instructions in this manual.
- Save this manual for possible future use in removing or installing this unit.
- When handling the air conditioner, be careful to avoid cuts from sharp metal fins on front and rear coils.

ELECTRONIC WORK

WARNING

BEFORE PERFORMING ANY ELECTRICAL OR WIRING WORK, TURN OFF THE MAIN POWER TO THE SYSTEM



NOTE: The cognographs are for explanation purpose only. Your machine may be slightly different. The actual shape shall prevail.

WARNING

For using R32 refrigerant




- Do not use means to accelerate the defrosting process or to clean, other than those recommended by the manufacturer.
- The appliance shall be stored in a room without continuously operating ignition sources (for example: open flames, an operating gas appliance or an operating electric heater).
- Do not pierce or burn.
- Be aware that the refrigerants may not contain an odor.
- Appliance should be installed, operated and stored in a room with a floor area according to the amount of refrigerant to be charged. For specific information on the type of gas and the amount, please refer to the relevant label on the unit itself. When there are differences between the label and the manual on the Min. room area description, the description on label shall prevail.
- Appliance shall be installed, operated and stored in a room with a floor area larger than 43 sq. ft. (4 m²). Appliance shall not be installed in an unventilated space, if that space is smaller than 43 sq. ft. (4 m²).
- No open fire or device like switch which may generate spark/arcing shall be around appliance to avoid causing ignition of the flammable refrigerant used. Please follow the instructions carefully when storing or maintaining the appliance to prevent mechanical damage from occurring.
- Servicing should only be performed as recommended by the equipment manufacturer. Maintenance and repair requiring the assistance of other skilled personnel shall be carried out under the supervision of the person competent in the use of flammable refrigerants.
- DO NOT modify the length of the power cord or use an extension cord to power the unit.
- DO NOT share a single outlet with other electrical appliances. Improper power supply can cause fire or electrical shock. When maintaining or disposing the appliance, the refrigerant shall be recovered properly, shall not discharge to air directly.
- Compliance with national gas regulations shall be observed.
- Keep ventilation openings clear of obstruction.
- The appliance shall be stored so as to prevent mechanical damage from occurring.
- A warning that the appliance shall be stored in a well-ventilated area where the room size corresponds to the room area as specified for operation.
- Any person who is involved with working on or breaking into a refrigerant circuit should hold a current valid certificate from an industry-accredited assessment authority, which authorizes their competence to handle refrigerants safely in accordance with an industry recognized assessment specification. All training shall follow the ANNEX HH requirements of UL 60335-2-40. Examples for such working procedures are:
 - breaking into the refrigerating circuit;
 - opening of sealed components;
 - opening of ventilated enclosures.



A2L

CAUTION:
Risk of fire
flammable materials

Explanation of symbols displayed on the unit

	CAUTION	This symbol shows that the operation manual should be read carefully.
	CAUTION	This symbol shows that a service professional should be handling this equipment with reference to the installation manual.
	CAUTION	This symbol shows that information is available such as the operation manual or installation manual.

WARNING

For using R32 refrigerant

TRANSPORT OF EQUIPMENT CONTAINING FLAMMABLE REFRIGERANTS

- See transport regulations.

MARKING OF EQUIPMENT USING SIGNS

- See local regulations.

DISPOSAL OF EQUIPMENT USING FLAMMABLE REFRIGERANTS

- See national regulations.

STORAGE OF EQUIPMENT/APPLIANCES

- The storage of equipment should be in accordance with the manufacturer's instructions.

STORAGE OF PACKED (UNSOLD) EQUIPMENT

- Storage package protection should be constructed such that mechanical damage to the equipment inside the package will not cause a leak of the refrigerant charge.
- The maximum number of pieces of equipment permitted to be stored together will be determined by local regulations.

INFORMATION ON SERVICING

1. **Checking the area:** Prior to beginning work on systems containing flammable refrigerants, safety checks are necessary to ensure that the risk of ignition is minimized. For repair to the refrigerating system, the following precautions shall be complied with prior to conducting work on the system.
2. **Work procedure:** Work shall be undertaken under a controlled procedure so as to minimize the risk of a flammable gas or vapor being present while the work is being performed.
3. **General work area:** All maintenance staff and others working in the local area shall be instructed on the nature of work being carried out. Work in confined spaces shall be avoided. The area around the workspace shall be sectioned off. Ensure that the conditions within the area have been made safe by control of flammable material.
4. **Checking for presence of refrigerant:** The area should be checked with an appropriate refrigerant detector prior to and during work, to ensure the technician is aware of potentially flammable atmospheres. Ensure that the leak detection equipment being used is suitable for use with flammable refrigerants, i.e. non-sparking, adequately sealed or intrinsically safe.
5. **Presence of a fire extinguisher:** If any hot work is to be conducted on the refrigeration equipment or any associated parts, appropriate fire extinguishing equipment

WARNING

For using R32 refrigerant

shall be available to hand. Have a dry powder or CO2 fire extinguisher adjacent to the charging area.

6. **No ignition sources:** No person carrying out work in relation to a refrigeration system which involves exposing any pipe work that contains or has contained flammable refrigerant shall use any sources of ignition in such a manner that it may lead to the risk of fire or explosion. All possible ignition sources, including cigarette smoking, should be kept sufficiently far away from the site of installation, repairing, removing and disposal, during which flammable refrigerant can possibly be released to the surrounding space. Prior to work taking place, the area around the equipment is to be surveyed to make sure that there are no flammable hazards or ignition risks. No Smoking signs shall be displayed.
7. **Ventilated area:** Ensure that the area is in the open or that it is adequately ventilated before breaking into the system or conducting any hot work. A degree of ventilation shall continue during the period that the work is carried out. The ventilation should safely disperse any released refrigerant and preferably expel it externally into the atmosphere.
8. **Checks to the refrigeration equipment:** Where electrical components are being changed, they shall be fit for the purpose and to the correct specification. At all times the manufacturer's maintenance and service guidelines shall be followed. If in doubt consult the manufacturer's technical department for assistance.

The following checks shall be applied to installations using flammable refrigerants:

- The charge size is in accordance with the room size within which the refrigerant containing parts are installed.
- The ventilation machinery and outlets are operating adequately and are not obstructed.
- If an indirect refrigerating circuit is being used, the secondary circuit shall be checked for the presence of refrigerant.

- Marking to the equipment continues to be visible and legible. Markings and signs that are illegible should be corrected.
 - Refrigeration pipe or components are installed in a position where they are unlikely to be exposed to any substance which may corrode refrigerant containing components, unless the components are constructed of materials which are inherently resistant to being corroded or are suitably protected against being so corroded.
9. **Checks to electrical devices:**
 - Repair and maintenance to electrical components should include initial safety checks and component inspection procedures. If a fault exists that could compromise safety, then no electrical supply shall be connected to the circuit until it is satisfactorily dealt with. If the fault cannot be corrected immediately but it is necessary to continue operation, an adequate temporary solution should be used. This should be reported to the owner of the equipment, so all parties are advised.
 - Initial safety checks should include:
 - That capacitors are discharged: this shall be done in a safe manner to avoid possibility of sparking.
 - That there no live electrical components and wiring are exposed while charging, recovering or purging the system.
 - That there is continuity of earth bonding.

SEALED ELECTRICAL COMPONENTS SHALL BE REPLACED

1. During repairs to sealed components, all electrical supplies shall be disconnected from the equipment being worked upon prior to any removal of sealed covers, etc. If it is absolutely necessary to have an electrical supply to equipment during servicing, then a permanently operating form of leak detection shall be located at the most critical point to warn of a potentially hazardous situation.
2. Particular attention shall be paid to the following to ensure that by working on electrical components, the casing is not altered in such a way that the level of protection is affected. This shall include

WARNING

For using R32 refrigerant

damage to cables, excessive number of connections, terminals not made to original specification, damage to seals, incorrect fitting of glands, etc. Ensure that apparatus is mounted securely.

- Ensure that seals or sealing materials have not degraded such that they no longer serve the purpose of preventing the ingress of flammable atmospheres. Replacement parts should be in accordance with the manufacturer's specifications.

NOTE: The use of silicon sealant may inhibit the effectiveness of some types of leak detection equipment. Intrinsically safe components do not have to be isolated prior to working on them.

INTRINSICALLY SAFE COMPONENTS MUST BE REPLACED

- Do not apply any permanent inductive or capacitance loads to the circuit without ensuring that this will not exceed the permissible voltage and current permitted for the equipment in use. Intrinsically safe components are the only types that can be worked on while live in the presence of a flammable atmosphere. The test apparatus shall be at the correct rating.
- Replace components only with parts specified by the manufacturer. Other parts may result in the ignition of refrigerant in the atmosphere from a leak.

CABLING

- Check that cabling will not be subject to wear, corrosion, excessive pressure, vibration, sharp edges or any other adverse environmental effects. The check shall also take into account the effects of aging or continual vibration from sources such as compressors or fans.

DETECTION OF FLAMMABLE REFRIGERANTS

- Under no circumstances, should potential sources of ignition be used in the searching for or detection of refrigerant leaks. A halide torch (or any other detector using a naked flame) should not be used.

- The following leak detection methods are deemed acceptable for systems containing flammable refrigerants. Electronic leak detectors shall be used to detect flammable refrigerants, but the sensitivity may not be adequate, or may need re-calibration. (Detection equipment should be calibrated in a refrigerant-free area.) Ensure that the detector is not a potential source of ignition and is suitable for the refrigerant used. Leak detection equipment should be set at a percentage of the LFL of the refrigerant and shall be calibrated to the refrigerant employed and the appropriate percentage of gas (25 % maximum) is confirmed.
- Leak detection fluids are suitable for use with most refrigerants but the use of detergents containing chlorine shall be avoided as the chlorine may react with the refrigerant and corrode the copper pipework.
- If a leak is suspected, all naked flames should be removed/ extinguished. If a leakage of refrigerant is found which requires brazing, all of the refrigerant should be recovered from the system, or isolated (by means of shut off valves) in a part of the system remote from the leak. Removal of refrigerant shall be according to Removal and evacuation..

REMOVAL AND EVACUATION

- When breaking into the refrigerant circuit to make repairs—or for any other purpose - conventional procedures shall be used. However, for flammable refrigerants it is important that best practice is followed since flammability is a consideration.
- The following procedure shall be adhered to:
 - Remove refrigerant
 - Safely remove refrigerant following local and national regulations;
 - Evacuate;
 - Purge the circuit with inert gas (optional for A2L);
 - Evacuate (optional for A2L);
 - continuously flush or purge with inert gas when using flame to open circuit; and
 - open the circuit.
- The refrigerant charge should be recovered into the correct recovery cylinders. if venting is not allowed by local and national codes. For

WARNING

For using R32 refrigerant

appliances containing flammable refrigerants, the system shall be purged with oxygen-free nitrogen flammable refrigerants. This process might compressed air or oxygen shall not be used for purging refrigerant systems.

- For appliances containing flammable refrigerants, refrigerants purging shall be achieved by breaking the vacuum in the system with oxygen-free nitrogen and continuing to fill until the working pressure is achieved, then venting to atmosphere, and finally pulling down to a vacuum (optional for A2L).
- This process shall be repeated until no refrigerant is within the system (optional for A2L). When the final oxygen-free nitrogen charge is used, the system shall be vented down to atmospheric pressure to enable work to take place. The outlet for the vacuum pump shall not be close to any potential ignition sources, and ventilation shall be available.

CHARGING PROCEDURES

- In addition to conventional charging procedures, the following requirements should be followed.
 - Ensure that contamination of different refrigerants does not occur when using charging equipment.
 - Hoses or lines should be as short as possible to minimize the amount of refrigerant contained in them.
 - Cylinders should be kept upright.
 - Ensure that the refrigeration system is earthed prior to charging the system with refrigerant.
 - Label the system when charging is complete (if not already).
 - Extreme care should be taken not to overfill the refrigeration system.
 - Prior to recharging the system, it should be pressure tested with OFN.
 - The system should be leak tested on completion of charging but prior to commissioning.
 - A follow up leak test should be carried out prior to leaving the site.

DECOMMISSIONING

- Before carrying out this procedure, it is essential that the technician is completely familiar with the equipment and all its detail. It is recommended good practice that all refrigerants are recovered safely. Prior to the task being carried out, an oil and refrigerant sample should be taken in case analysis is required prior to re-use of reclaimed refrigerant. It is essential that electrical power is available before the task is commenced.
- Become familiar with the equipment and its operation.
- Isolate the system electrically.
- Before attempting the procedure ensure that:
 - When breaking into the refrigerant circuit to make repairs or for any other purpose, conventional procedures should be used.
 - Mechanical handling equipment is available, if required, for handling refrigerant cylinders.
 - Personal protective equipment is available and being used correctly.
 - The recovery process is supervised at all times by a competent person.
 - Recovery equipment and cylinders conform to the appropriate standards.
- Pump down refrigerant system, if possible.
- If a vacuum is not possible, make a manifold so that refrigerant can be removed from various parts of the system.
- Make sure that cylinder is situated on the scales before recovery takes place.
- Start the recovery machine and operate in accordance with manufacturer's instructions.
- Do not overfill cylinders. (No more than 80 % volume liquid charge).
- Do not exceed the maximum working pressure of the cylinder, even temporarily.
- When the cylinders have been filled correctly and the process is completed, make sure that the cylinders and the equipment are removed from the site promptly and all isolation valves on the equipment are closed off.
- Recovered refrigerant should not be charged into another refrigeration system unless it has been cleaned and checked.

WARNING

For using R32 refrigerant

LABELLING

- Equipment should be labelled stating that it has been de-commissioned and emptied of refrigerant. The label should be dated and signed. Ensure that there are labels on the equipment stating the equipment contains flammable refrigerant.

RECOVERY

- When removing refrigerant from a system, either for servicing or decommissioning, it is recommended good practice that all refrigerants are removed safely.
- When transferring refrigerant into cylinders, ensure that only appropriate refrigerant recovery cylinders are employed. Ensure that the correct number of cylinders for holding the total system charge is available. All cylinders to be used are designated for the recovered refrigerant and labelled for that refrigerant (i.e. special cylinders for the recovery of refrigerant). Cylinders shall be complete with pressure relief valve and associated shut-off valves in good working order. Empty recovery cylinders are evacuated and, if possible, cooled before recovery occurs.
- The recovery equipment shall be in good working order with a set of instructions concerning the equipment that is at hand and shall be suitable for the recovery of flammable refrigerants. If in doubt, the manufacturer should be consulted. In addition, a set of calibrated weighing scales shall be available and in good working order.
- Hoses shall be complete with leak-free disconnect couplings and in good condition.

- The recovered refrigerant shall be processed according to local legislation in the correct recovery cylinder, and the relevant waste transfer note arranged. Do not mix refrigerants in recovery units and especially not in cylinders. If compressors or compressor oils are to be removed, ensure that they have been evacuated to an acceptable level to make certain that flammable refrigerant does not remain within the lubricant. The compressor body shall not be heated by an open flame or other ignition sources to accelerate this process. When oil is drained from a system, it shall be carried out safely.

IMPORTANT NOTICE:

WARRANTY VOID FOR IMPROPER INSTALLATION

Please note that the warranty for the window air conditioner will be void if it is installed in a wall sleeve through a wall opening that will block any air vents, or any other type of installation method not specified in this user manual.

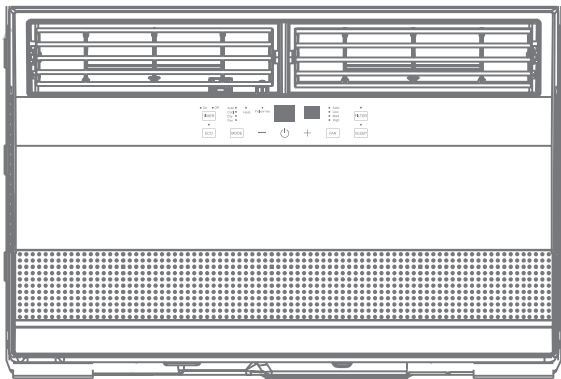
To ensure proper functioning and to maintain the validity of the warranty, it is crucial to strictly adhere to the installation procedure outlined in this user manual. Failure to do so may lead to damage or malfunctioning of the unit.

For detailed instructions on the correct installation process, please refer to the 'Installation Instruction' section of this user manual. Following these guidelines will help guarantee optimal performance and protect your warranty coverage.

If you have any questions or require further assistance, please don't hesitate to contact our US based customer service team at 855-663-9463. We are here to help ensure your satisfaction and maximize the longevity of your window air conditioner.

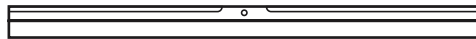
INSTALLATION INSTRUCTIONS

WHAT IS IN THE PACKAGE

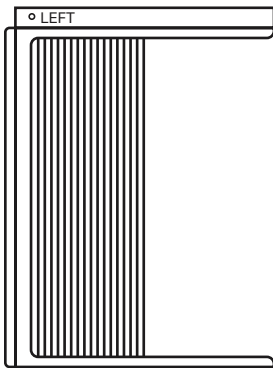


Window Type Room Air Conditioner unit

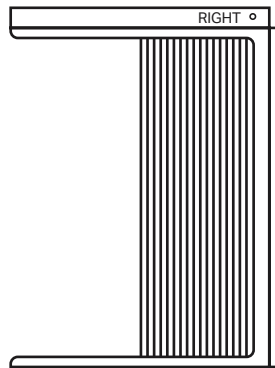
 X2  X2  X7  X4
5/8 in Screws and Safety Lock (3 Types) 3/8 in Screws



Top Rail
(will be preinstalled on 4PACH8000)



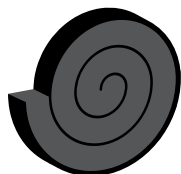
Frame Assembly (Left)



Frame Assembly (Right)



Window Sash Seal Foam
(with glue)



Window Sash Seal Foam
(non glue)

PREPARE THE FOLLOWING TOOLS



Gloves

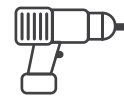


Scissors

*Tools not included



Pencil



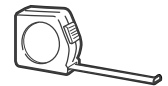
Drill



Screwdriver



Level



Ruler or tape measure

BEFORE THE INSTALLATION



The installation must be carried out in strict accordance with the instructions in this manual.

Do NOT install your air conditioner into a wall sleeve or enclosure of any type that interferes with any air vents.



Installing your AC should take about 60 minutes.



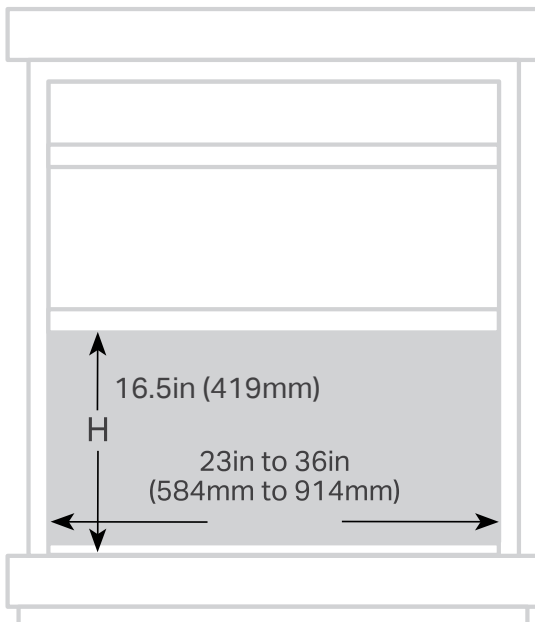
We recommend doing this with a helper.



We're here if you need us, please contact 855-663-9463 Mon-Fri for assistance.

NOTE: Illustrations in this manual are for explanatory purposes. The actual shape of your unit may be slightly different. The actual shape shall prevail.

WINDOW REQUIREMENTS

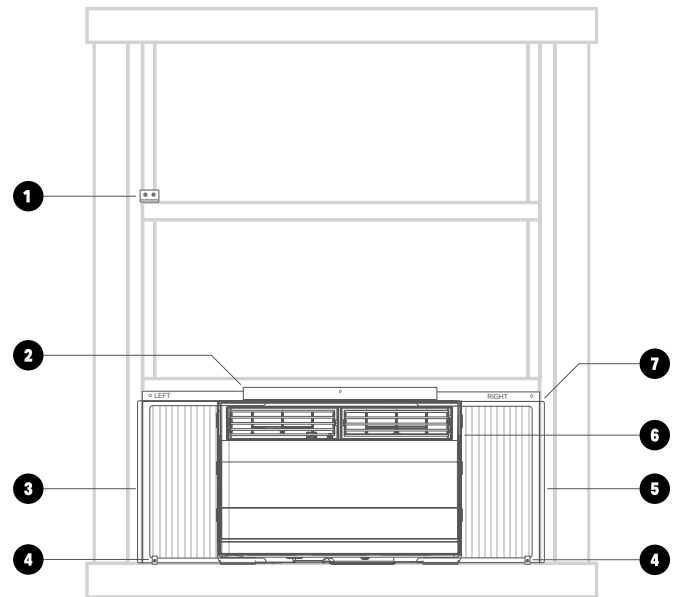


Your air conditioner is designed to install in standard double hung windows with opening widths of 23 to 36 inches (584mm to 914mm) and a minimum height of 16.5 inches (419 mm).

⚠ CAUTION

- Do not, under any circumstances, cut or remove the third (ground) prong from the power cord.
- Do not change the plug on the power cord of the air conditioner. Aluminum house wiring may present special problems- consult a qualified electrician. When handling unit, be careful to avoid cuts from sharp metal edges and aluminum fins on front and rear coils.
- The rear of the unit must be outdoors, not inside a building or garage.

INSTALLATION OVERVIEW



- 1 Safety Lock and 5/8in Screws
- 2 Top Rail and 3/8in Screws
- 3 Frame Assembly (Left)
- 4 Safety Lock and 5/8in Screw
- 5 Frame Assembly (Right)
- 6 Air Conditioner unit
- 7 Window Sash Seal Foam
- 8 Remote control



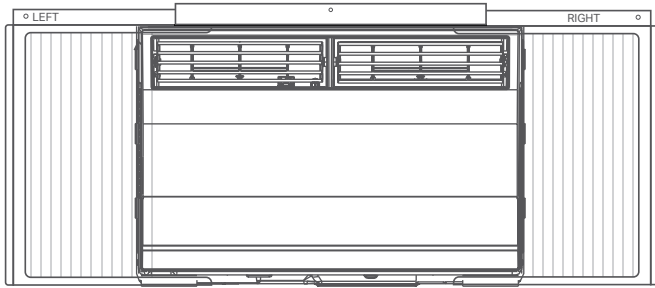
IMPORTANT NOTICE:

WARRANTY VOID FOR IMPROPER INSTALLATION

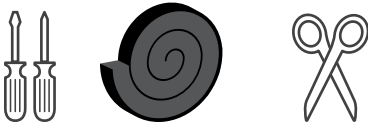
Please note that the warranty for the window air conditioner will be void if it is installed in a wall sleeve or any other type of enclosure that interferes with any air vents. Failure of proper installation will lead to damage or malfunctioning of the unit.

For detailed instructions on the correct installation process, please refer to the 'Installation' section of this user manual. Following these guidelines will help guarantee optimal performance and protect your warranty coverage.

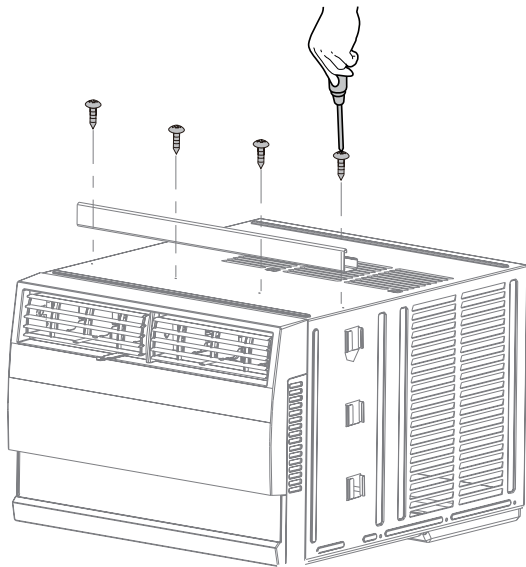
STEP 1 UNIT INSTALLATION



What you need:

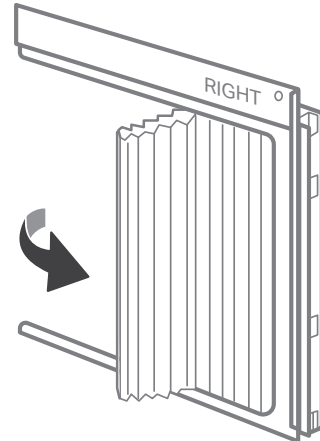


1. Install the top rail on 3AWH12000A.
The top rail is preinstalled on 3AWH8000A.



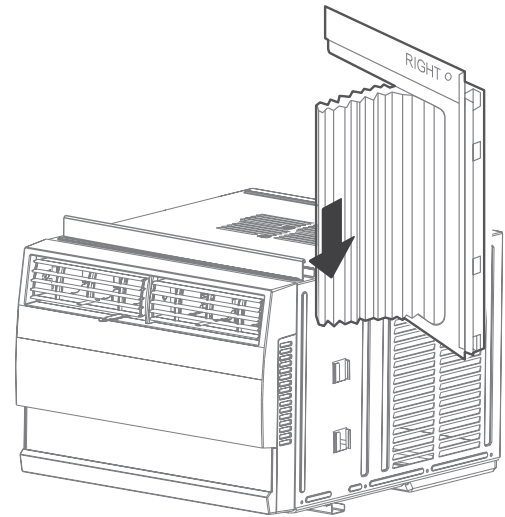
Install the Top Rail on 3AWH12000A (12,000 BTU) with 4 Screws (3/8in), for safety reasons, all 4 screws MUST be securely fastened.

2. Pull the panels out around.



Pull the Left & Right Panels out half way around.

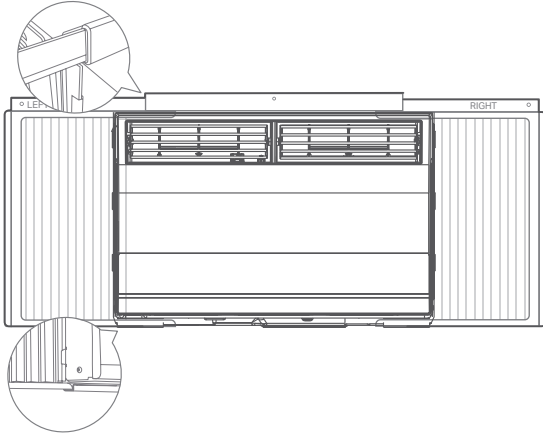
3. Install the accordion panels.



Insert the card slot on the side of the AC, pay attention to the left and right differences of the Panel.

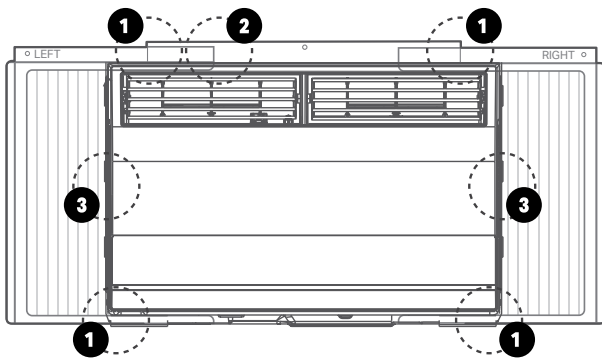
NOTE: Top rail and Sliding Panels at each side are offset to provide the proper pitch to the rear of ($\frac{5}{16}$ "). This is necessary for proper condensed water utilization and drainage. If you are not using the Side Panels for any reason, this pitch to the rear must be maintained.

4. Fasten the panels to the AC.



Stretch the wind screen outward and insert the upper and lower frame strips of the Panels into the AC card slot.

5. The AC unit is done.



Before you rush to the next installation phase, please first confirm the following installation is in place:

- 1 The upper and lower frame strips of the Panels into the AC card slot.
- 2 Top Rail on the AC with 4 Screws.
- 3 Insert the card slot on the side of the AC.

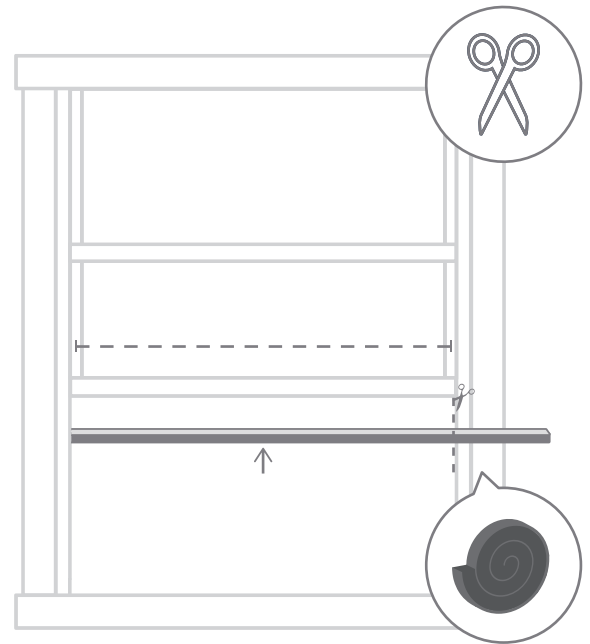
STEP 2

INSULATE YOUR WINDOW

What you need:



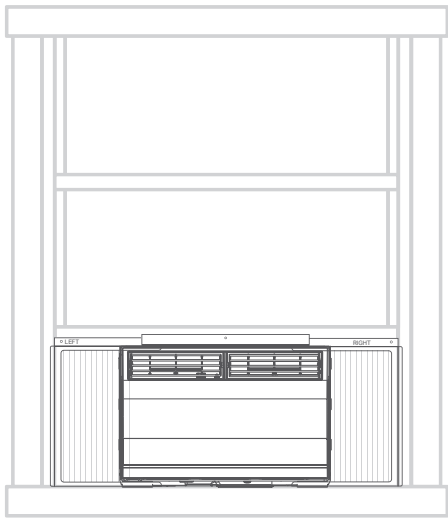
Cut the seal foam to the width of your window, and stick it to the underside.



You should cut the foam to be the width of your window from the left to the right side. Make sure you're cutting the foam with the adhesive, and stick it to the underside of the window sash.

If your window already has a liner or insulation strip, you can skip the above step.

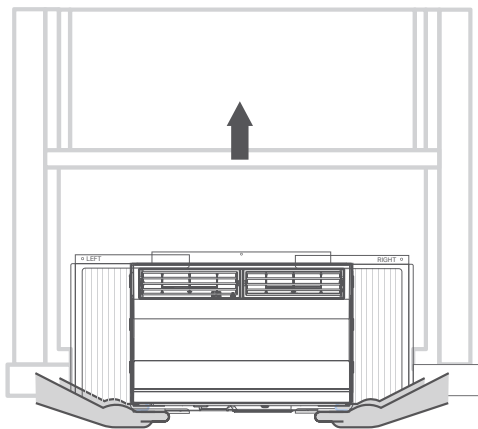
STEP 3 LIFT THE AC INTO THE WINDOW



What you need:



1. Together with your helper, lift the assembled AC into the window frame.

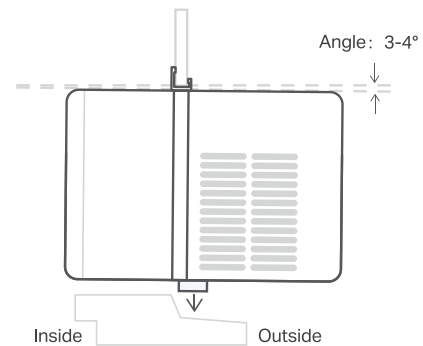


Make sure you do this step with a helper. Very carefully, lift the assembled AC into the window frame. Make sure someone is holding the back of the unit securely.

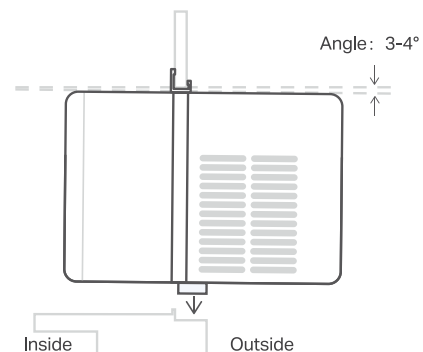
***It's helpful to rest the unit on the inside window sill until you're ready to reposition it correctly. Injury (to you and others) and property damage can occur if not done correctly.**

2. Properly position the bottom bar **BEHIND** the inside window sill.

Wooden Windows

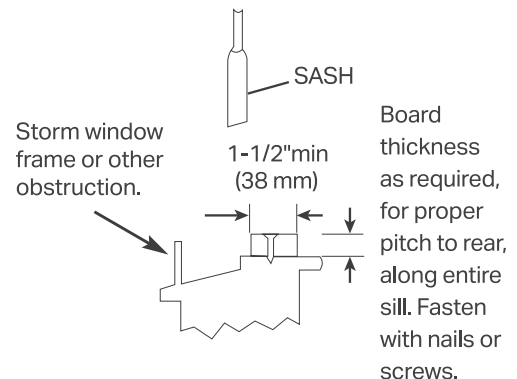


Vinyl-Clad Windows



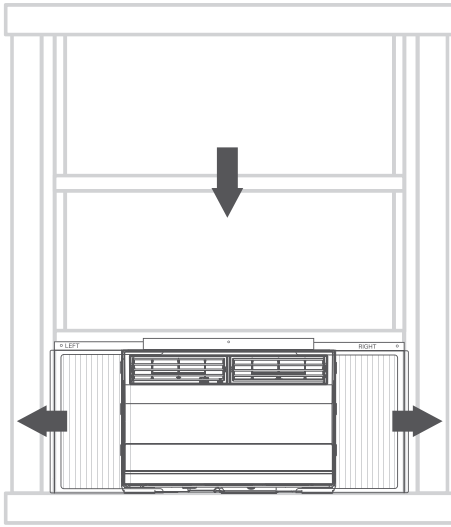
Properly position the bottom bar behind the inside window sill and into the bottom horizontal channel of the window frame. The front of the bottom bar should be pressing up against the back edge of the sill.

***Check that air conditioner is tilted back about 3° to 4° downward to the outside. After proper installation, condensate should not drain from the overflow drain hole during normal use, correct the slope otherwise.**



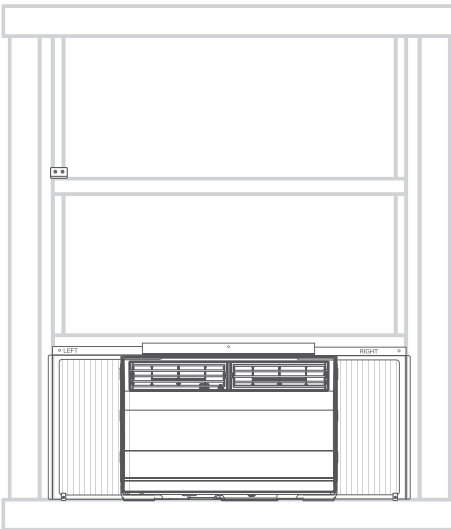
CAUTION If storm window blocks AC, Please install according to the figure above.

3. Close the window down onto the AC, and pull the panels to the side of the window.



Once the AC is centered and the bottom bar is successfully positioned, close the window down onto the AC, behind the top bar. See diagram above. Pull the panels to the side of the window.

STEP 4 SECURE THE AC



What you need:

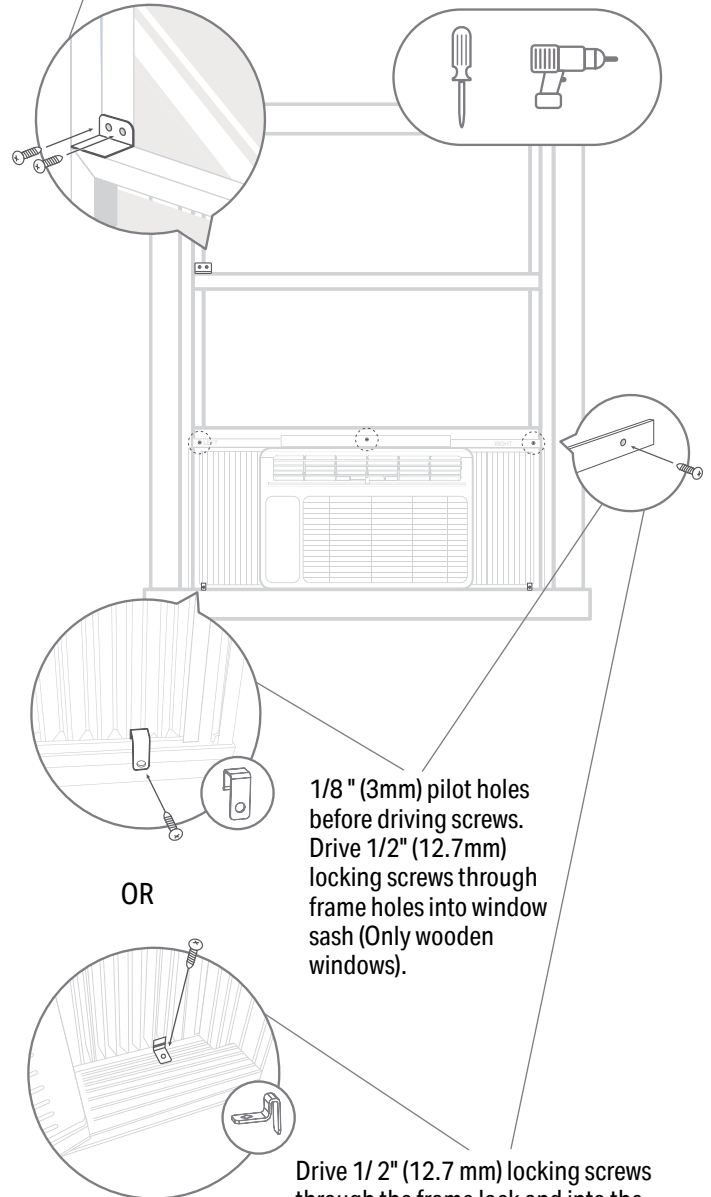


1. Drive locking screws.

Follow the below instructions and drive the screws.

Drive 1/2" (12.7 mm) locking screws through the frame lock and into the sill (Only wooden windows).

NOTE: To prevent window sill from splitting, drill 1/8" (3mm) pilot holes before driving screws.



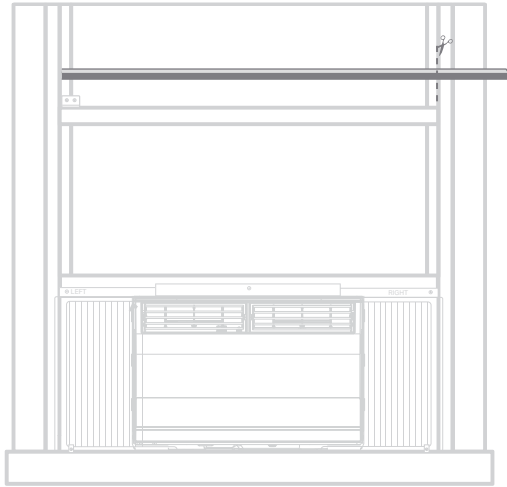
1/8" (3mm) pilot holes before driving screws. Drive 1/2" (12.7mm) locking screws through frame holes into window sash (Only wooden windows).

OR

Drive 1/2" (12.7 mm) locking screws through the frame lock and into the window sash (Only Vinyl-Clad windows).

NOTE: Before driving the screws, use a drill to drill 5 holes through the holes in the frame lock and frame extensions into the windows sash as shown.

THE FINAL DETAILS



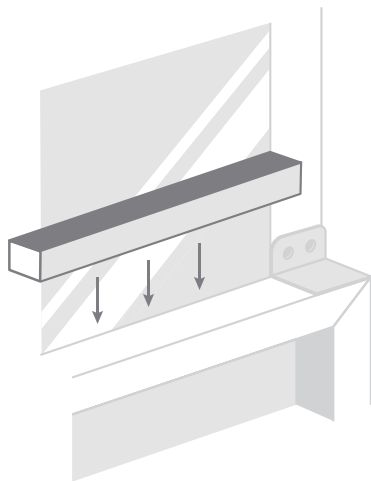
What you need:



1. Cut the non-adhesive insulation foam to fit the width of your window.

Make sure you are cutting the foam with the non-adhesive sides. Measure and cut the foam to be the width of your window from the left to right side.

2. Use the nonadhesive foam to fill the gaps in your window.



Stuff it between the gap of the upper and lower sashes of your window.

This will plug any air gaps and help keep out bugs and draft.

ONE MORE THING

1. If AC is Blocked by Storm Window.

Add wood as shown in Caution illustration on page 18, or remove storm window before air conditioner is installed. If Storm Window Frame must remain, be sure the drain holes or slots are not caulked or painted shut. Accumulated Rain Water or Condensation must be allowed to drain out.

Removing AC From Window

Turn AC off, and disconnect power cord. Remove sash seal from between windows, and unscrew safety sash lock. Remove screws installed through frame and frame-lock. Keeping a firm grip on air conditioner, raise sash and carefully remove. Be carefully not to spill any remaining water while lifting unit from window. Store parts with air conditioner.

2. Normal Sounds

High Pitched Chatter

High efficiency compressors may have a high pitched chatter during the cooling cycle.

Sound of Rushing Air

At the front of the unit, you may hear the sound of rushing air being moved by the fan.

Gurgle/Hiss

"Gurgling or hissing" noise may be heard due to refrigerant passing through evaporator during normal operation.

Vibration

Unit may vibrate and make noise because of poor wall or window construction or incorrect installation.

Pinging or Switching

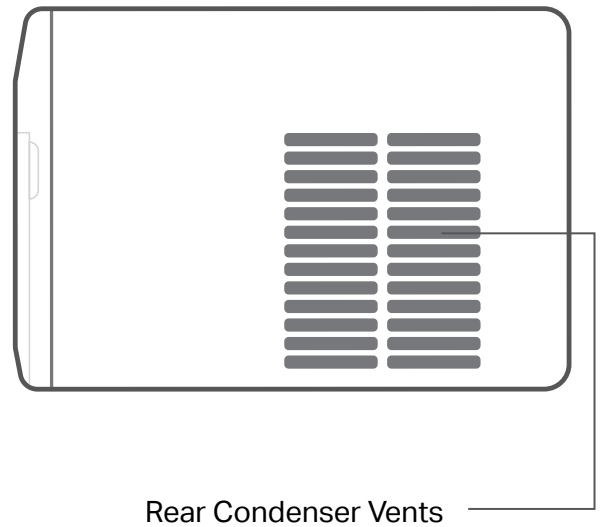
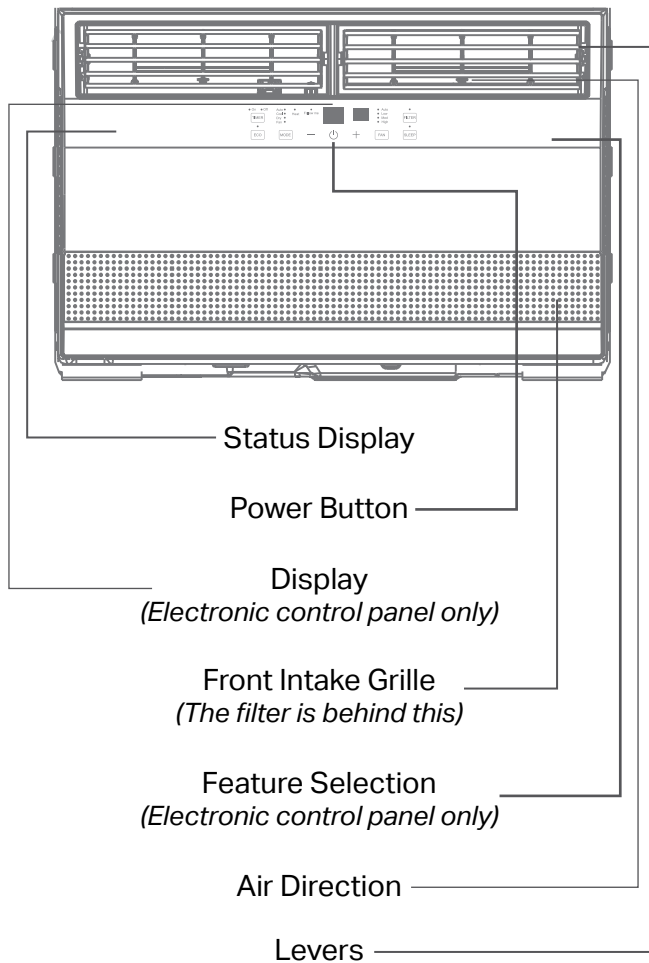
Droplets of water hitting condenser during normal operation may cause "pinging or swishing" sounds. This noise can be reduce by removing the water plug at the bottom of unit's rear as shown below. Removing this plug will lower the Energy Efficiency of your unit.

NOTE: Don't try to drill any holes on the base pan to eliminate the normal sounds, otherwise it will void the warranty. Internal parts can be permanently damaged by drilling a hole into the base pan or any other location on the machine. The machine is designed to evaporate the water under normal conditions, not continuously drain.

OPERATION INSTRUCTIONS

GET TO KNOW YOUR AC

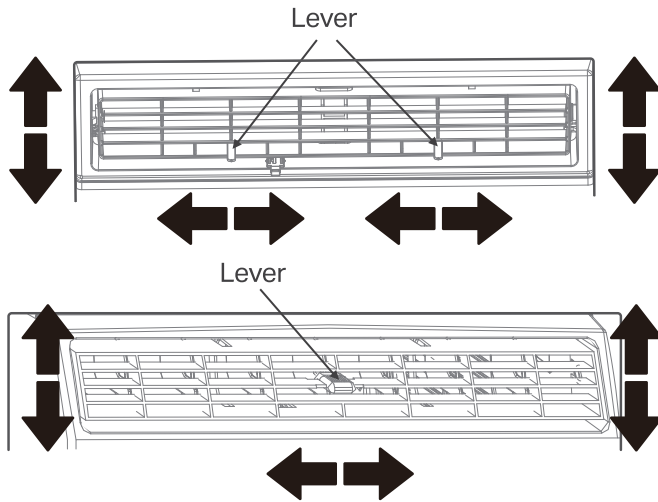
NOTE: The following two types of product appearance for reference only, The machine you purchase may be a little different.



ADJUST YOUR AC DIRECTION

⚠ CAUTION Do not stick your fingers in the air outlet, it may cause an injury.

FOUR-WAY ADJUSTMENT (UP OR DOWN, LEFT OR RIGHT)



The louvers will allow you to direct the air flow Up or Down and Left or Right throughout the room as needed. Pivot horizontal louvers until the desired Up/Down direction is obtained. Move the Lever(s) from side to side until the desired Left/Right direction is obtained.

FRESH AIR VENT CONTROL

The Fresh Air Vent allows the air conditioner to:

1. Recirculate inside air -
Vent Closed (**See Fig.A**)
2. Draw fresh air into the room -
Vent Open (**see Fig.B**)
Knob is half extended.
3. Exchange air from the room and
draws fresh air into the room -
Vent and Exhaust Open (**see Fig.C**)
Knob is fully extended.

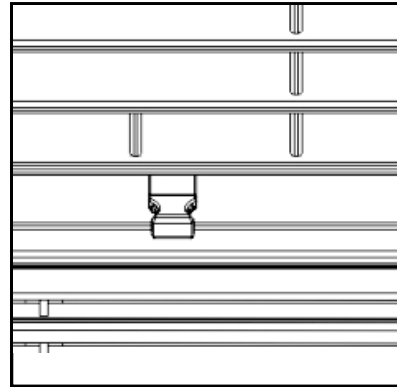


Fig. A (VENT CLOSED)

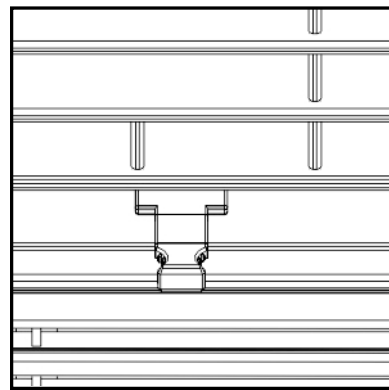


Fig. B (VENT OPEN)

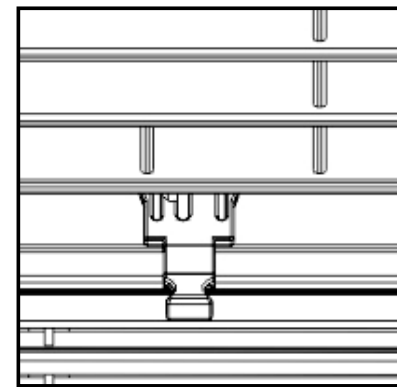


Fig. C (VENT AND EXHAUST OPEN)

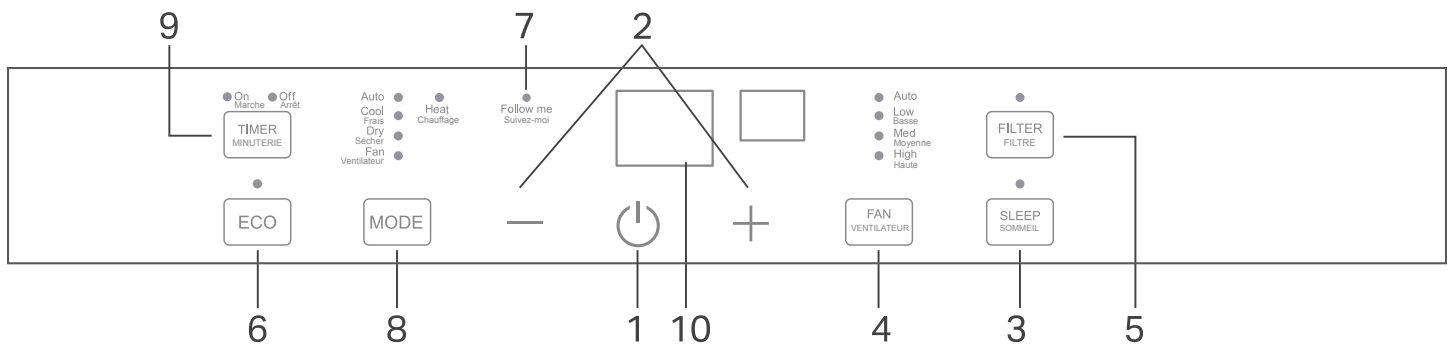
NOTE: Open Fresh Air vent/Exhaust is not recommended in Cool, Dry, and Heat modes; It can affect the machine's efficiency, especially in a high humidity environment. This option should be used primarily in Fan mode.

GET TO KNOW THE FEATURES

⚠ WARNING

- To reduce the risk of fire, electric shock, or injury to persons, read the IMPORTANT SAFETY INSTRUCTIONS before operating this appliance.
- Please always wait 3 minutes when turning unit off then on again, and when changing from cool to fan and back to cool. This prevents compressor from overheating & possible circuit breaker tripping.

ELECTRONIC CONTROL OPERATING INSTRUCTIONS



1. TO TURN UNIT ON OR OFF

Press  POWER button to turn unit on or off.

NOTE: The unit will initiate automatically the Energy Saver/ECO function under COOL, DRY and AUTO modes.

2. TO CHANGE TEMPERATURE SETTING

Press - or + button to change temperature setting.

NOTE: Press or hold either UP or DOWN (or +/- symbols) button until the desired temperature is shown on the display. This temperature will be automatically maintained anywhere between 62°F (17°C) and 86°F (30°C). If you want the display to read the actual room temperature, set the machine to Fan Mode.

3. SLEEP FEATURE

Press Sleep button to initiate the sleep mode.

In this mode the selected temperature will increase (cooling) or decrease (heating) by 2°F/1°C 30 minutes after the mode is selected.

The temperature will then increase (cooling) or decrease (heating) by another 2°F/1°C after an additional 30 minutes. This new temperature will be maintained for 6 or 7 hours before it returns to the originally selected temperature.

This ends the Sleep mode and the unit will continue to operate as originally programmed. The Sleep mode program can be cancelled at any time during operation by pressing the Sleep button again.

4. TO ADJUST FAN SPEEDS

Press Fan button to select the Fan Speed in four steps—Auto, Low, Med or High. Each time the button is pressed, the fan speed mode is shifted. During dry mode the fan speed is set to low and cannot be adjusted.

5. CHECK FILTER FEATURE

Press Check filter button to initiate this feature. This feature is a reminder to clean the Air Filter for more efficient operation. The LED (light) will illuminate after 250 hours of operation. To reset after cleaning the filter, press the Check Filter button and the light will go off.

6. ENERGY SAVER/ECO FEATURE

Press Energy Saver/ECO button to initiate this function. This function is available on COOL, DRY, AUTO (only AUTO-COOLING and AUTO-FAN) modes. The fan will continue to run for 3 minutes after the compressor shuts off. The fan then cycles on for 2 minutes at 10 minute intervals until the room temperature is above the set temperature, at which time the compressor turns back on and Cooling starts.

7. FOLLOW ME FEATURE



Light flashes or illuminates

This feature can be activated from the remote control ONLY. The remote control serves as a remote thermostat allowing for the precise temperature control at its location.

To activate the Follow Me feature, point the remote control towards the unit and press the Follow Me button. The remote display is actual temperature at its location. The remote control will send this signal to the air conditioner every 3 minutes interval until press the Follow Me button again. If the unit does not receive the Follow Me signal during any 7 minutes interval, the unit will beep to indicate the Follow Me mode has ended.

8. TO SELECT THE OPERATING MODE

To choose operating mode, press Mode button. Each time you press the button, a mode is selected in a sequence that goes from AUTO, COOL, DRY, HEAT and FAN. The indicator light beside will be illuminated and remained on once the mode is selected.

The device activates the Energy Saver function automatically when operating in COOL, DRY, or AUTO mode, specifically under AUTO-COOLING and AUTO-FAN. You may turn it off by pressing the "Energy Saver" button on the control panel.

To operate on COOL mode

- Choose Cool Mode to set the cooling function. Use the - or + buttons to choose the desired temperature. When Cool Mode is selected, the fan speed can be adjusted by pressing the fan button.

To operate on HEAT mode

- Choose Heat Mode to set the heating function. Use the - or + buttons to choose the desired temperature. 3AWH8000A - The fan speed is fixed and cannot be adjusted in heat mode. 3AWH12000A - In heat mode, you can adjust the fan speed by pressing the fan button
- The heating coils take about 5-10 minutes to heat up to full capacity, during this time you may not feel heat coming from the machine.
- During the Heat mode, you may observe a bright red or orange color visible behind the air louvers. This is caused by the heating coils generating light and is completely normal. Please be assured that this is not a cause for concern and does not indicate any malfunction or defect.

NOTE: Energy Saver/ECO function will not operate in Heat mode

To operate on AUTO mode

- Auto Mode is designed to automatically regulate the room temperature around the temperature point set by you. This means that once you have set the desired temperature, the air conditioner will rotate between modes accordingly to maintain that temperature point.
- In this mode, the fan speed cannot be adjusted, it starts automatically at a speed according to the room temperature.

To operate on FAN ONLY mode

- Use this function only when cooling is not desired, such as for room air circulation or to exhaust stale air. (Remember to open the vent during this function, but keep it closed during cooling for maximum cooling efficiency.)
- During Fan Mode:
 - You may chose any fan speed.
 - The display will show the actual room temperature.
 - The temperature will not be adjustable.

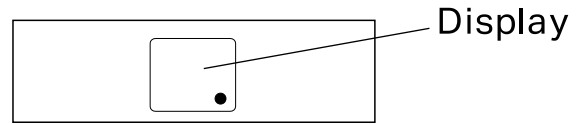
To operate on DRY mode

- In this mode, the air conditioner will generally operate in the form of a dehumidifier. Since the conditioned space is a closed or sealed area, some degree of cooling will occur.
- In Dry Mode, the fan speed is automatically set to Low and cannot be adjusted.

9. TIMER: AUTO START/STOP FEATURE

- Press Timer button, the TIMER ON or TIMER OFF indicator light illuminates. It indicates the Auto Start or Auto Stop program is initiated. For some units, keep pressing the Timer button will cancel the timer settings.
- Press or hold the UP or DOWN button to change the Auto time by 0.5 hour increments, up to 10 hours, then at 1 hour increments up to 24 hours. The control will count down the time remaining until start.
- The selected time will register in 5 seconds, and the system will automatically revert back to display the previous temperature setting or room temperature when the unit is on. (When the unit is off, there is no display.)
- Turning the unit ON or OFF at any time or adjusting the timer setting to 0.0 will cancel the Auto Start/Stop timed program.

10. DISPLAY



Shows the set temperature in "°F" or "°C" and the Auto-timer settings. While on FAN only mode, it shows the room temperature.

If the room temperature has more than two digits and cannot be displayed on the screen, it will display "HI" or "LO".

Error codes:

- AS - Room temperature sensor error
- ES -Evaporator temperature sensor error
- HS -Electric heating sensor error;
- CS -Condenser temperature sensor error;
- OS -Outside temperature sensor error;
- E7 -Unit malfunction.

NOTE: When error occurs, unplug the unit and plug it back in. If error repeats, call for service.

⚠ CAUTION If the unit breaks off unexpectedly due to the power cut, it will restart with the previous function setting automatically when the power resumes.

ADDITIONAL THINGS YOU SHOULD KNOW

Now that you have mastered the operating procedure, here are more features in your control that you should become familiar with.

- The Cool circuit has an automatic 3 minutes time delayed start if the unit is turned off and on quickly. This prevents overheating of the compressor and possible circuit breaker tripping. The fan will continue to run during this time.
- The control is capable of displaying temperature in degrees Fahrenheit or degrees Celsius. To convert from one to the other, press and hold the Up and Down (or +/- symbols) buttons at the same time for 3 seconds.

CARE & MAINTENANCE

CHECK THE AIR FILTER ONCE A MONTH TO SEE IF CLEANING IS NECESSARY

The air filter should be checked at least once a month to see if cleaning is necessary. Trapped particles in the filter can build up and cause an accumulation of frost on the cooling coils.

If the area usually has high air particle pollution, for example animal fur or smoking, the filter will need to be checked and cleaned more often.

Pull both sides (left and right) of the lower front panel upwards and then out. Refer to the figures on the right for visual guidance.

To clean the filter:

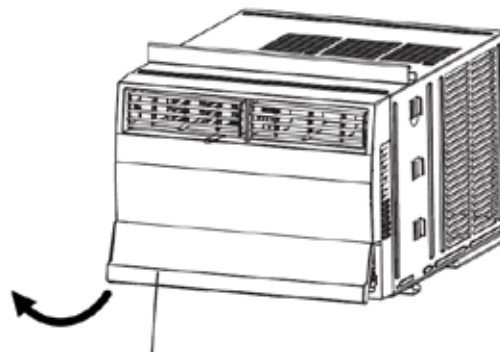
- Remove the filter as shown in the bottom figure on the right.
- Wash the filter using liquid dish washing detergent and warm water.
- Rinse the filter thoroughly.
- Gently shake off excess water from the filter.
- Ensure the filter is completely dry before replacing it.

You can vacuum the filter clean as an alternative to washing.

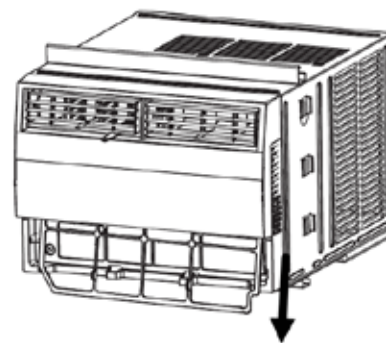
NOTE: Never use hot water over 104°F (40°C) to clean the air filter. Never attempt to operate the unit without the air filter.

⚠ CAUTION

Clean your air conditioner occasionally to keep it looking new. **Be sure to unplug the unit before cleaning to prevent electric shock or fire hazards.**



Remove Lower Front Panel



Remove the Filter

CABINET CLEANING

- Be sure to unplug the air conditioner to prevent shock or fire hazard. The cabinet and front may be dusted with an oil-free cloth or washed with a cloth dampened in a solution of warm water and mild liquid dish washing detergent. Rinse thoroughly and wipe dry.
- Never use harsh cleaners, wax or polish on the cabinet front.
- Be sure to wring excess water from the cloth before wiping around the controls. Excess water in or around the controls may cause damage to the air conditioner.
- Plug in air conditioner.

INSTRUCTIONS FOR WINTER STORAGE

Choose the Storage Location

Select a dry, cool, and indoor location for storage. Avoid places with extreme temperature changes, for example, uninsulated garages, crawlspaces, and sheds should be avoided.

Locate the Original Box

Retrieve the original box and packaging materials that the air conditioner came in. If the original box is unavailable, find a suitable cardboard box that is close in size and provides a snug fit for the unit and accessories.

- 1. Power Down and Unplug:**
Turn off the air conditioner using the power button or remote control. Unplug the unit from the electrical outlet.
- 2. Remove Any Attachments:**
If there are any detachable parts or accessories, such as side accordion panels, carefully remove them from the air conditioner.
- 3. Clean the Air Conditioner:**
Allow the unit to cool down if recently used. Use a soft, damp cloth to clean the air conditioner's exterior, removing dirt or dust.
ALLOW THE AIR CONDITIONER TO DRY A FULL 48 HOURS BEFORE STORAGE
- 4. Position the Air Conditioner in the Box:**
Pack any detachable parts in Step 2 alongside the air conditioner and user manual inside the box. Make sure they are properly secured to avoid damage during storage. Carefully place the air conditioner inside the original or suitable replacement box. Ensure the unit fits securely, leaving little to no room for movement. Never use a tarp, garbage bag, or similar material to wrap the air conditioner, this will trap moisture. Always store upright, NEVER store on the side or upside down!

- 5. Store the Remote Control:**
If your air conditioner has a remote control, remove the batteries before storage to prevent potential corrosion. Always use fresh batteries the following year.
- 6. Seal the Box:**
Close the box securely and seal all the seams and edges using packing tape. This will prevent dust and debris from getting inside during storage.
- 7. Elevate the Air Conditioner:**
Place the air conditioner on a clean and dry surface. Elevate the unit slightly off the ground using wooden blocks or other suitable supports to protect it from moisture damage.

Periodically check the air conditioner during winter to ensure no water or moisture buildup inside the box. If you notice any issues or damage following summer, contact a technician before using the unit again.

TROUBLESHOOTING

Before calling for service, review this list. It may save your time and expense. This list includes common occurrences that are not the result of defective workman-ship or materials in this appliance.

Problem	Solution
Air conditioner does not start.	Wall plug disconnected. Push plug firmly into wall outlet.
	House fuse blown or circuit breaker tripped. Replace fuse with time delay type or reset circuit breaker.
	Plug Current Device Tripped. Press the RESET button.
	Power is OFF. Turn power ON.
Air from unit does not feel cold enough.	Room temperature below 62°F (17°C). Cooling may not occur until room temperature rises above 62°F (17°C).
	Temperature sensing behind air filter element touching cold coil. Keep it from the cold coil.
	Set to a Lower temperature.
	Compressor stopped when changing modes. Wait for 3 minutes after set to the COOL mode.
Air conditioner cooling, but room is too warm - ice forming on cooling coil behind decorative front.	Outdoor temperature below 64°F (18°C). To defrost the coil, set FAN ONLY mode.
	Air filter may be dirty. Clean filter. Refer to Care and Cleaning section. To defrost, set to FAN ONLY mode.
	Thermostat set too cold for night-time cooling. To defrost the coil, set to FAN ONLY mode. Then, set temperature to a Higher setting.
	Dirty air filter- air restricted. Clean air filter. Refer to Care and Cleaning section.
	Temperature is set too High, set temperature to a Lower setting.
	Air directional louvers positioned improperly. Position louvers for better air distribution.
	Front of units is blocked by drapes, blinds, furniture, etc. This restricts air distribution. Clear blockage in front of unit.
	An open doors, windows, or register may allow cold air to escape. Close any doors, winows, or registers.
The room may be too warm. Allow additional time to remove "Stored heat" from walls, ceiling, floor and furniture.	
Air conditioner turns on and off rapidly	Dirty air filter- air restricted. Clean air filter.
	Outside temperature extremely hot. Set FAN speed to a Higher setting to bring air past cooling coils more frequently.
Noise when unit is cooling	Air movement sound. This is normal . If too loud, set to a slower FAN setting.
	Window vibration - poor installation. Refer to installation instructions or check with installer.
Water dripping INSIDE when unit is cooling.	Improper installation. Tilt air conditioner slightly to the outside to allow water drainage. Refer to installation instructions - check with installer.
Water dripping OUTSIDE when unit is cooling.	Unit removing large quantity of moisture from humid room. This is normal during excessively humid days.
Remote Sensing Deactivating Prematurely (Only remote models)	Remote control not located within range. Place remote control within 20 feet and pointed in the general direction of the air conditioner unit.
	Remote control signal obstructed. Remove obstruction.
Room too cold	Set temperature too low. Increase set temperature.

The design and specifications are subject to change without prior notice for product improvement. Any updates to the manual will be uploaded to the Arctic Wind website (www.arcticwindac.com), please check for the current version.



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