



# WINDOW AIR CONDITIONER

## USER MANUAL

FOR MODEL:

4PNC6000

4PNC8000

4PNC10000

4PNC12000



Before using your air conditioner, please read this manual carefully and keep it for future reference, along with your receipt.

## **CONSUMER PRODUCT INFORMATION**

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For your own records, please attach a copy of your sales receipt to this manual and complete the following:

Model Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Purchase Date: \_\_\_\_\_ Store Purchased: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Installation Co.: \_\_\_\_\_

Installer Name: \_\_\_\_\_ Installer Phone No.: \_\_\_\_\_

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This manual provides the information needed for proper use and maintenance of this air conditioner. Basic preventative care can help extend the life of this unit. The "Troubleshooting" section in this manual contains a chart with solutions to the most common problems. Referring to this section may save time and prevent the need for a service call in the event of a problem.

## **!** CAUTION

- Contact an authorized service technician for repair or maintenance of this unit.
- If necessary, contact an installer for installation of this unit.
- The air conditioner is not intended for use by young children without supervision. Young children should be supervised to ensure that they do not play with the air conditioner.
- Disabled persons may require assistance with set up.
- If the power cord is to be replaced, replacement work should be performed by authorized personnel only.
- Installation and repair work must be performed in accordance with the national wiring standards by authorized personnel only.
- Do not operate your air conditioner in a wet room such as a bathroom or laundry room.

**NOTE:** All the illustrations in this manual are for explanation purposes only. Unit purchased may be slightly different.

The design and specifications are subject to change without prior notice for product improvement. Contact Consumer Services at 844-4PA-AIRE (844-472-2473) for details.

# SAFETY PRECAUTIONS

## READ SAFETY PRECAUTIONS BEFORE INSTALLATION

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.



**THIS SYMBOL INDICATES THAT IGNORING INSTRUCTIONS MAY CAUSE DEATH OR SERIOUS INJURY.**



**THIS SYMBOL INDICATES THAT IGNORING INSTRUCTIONS MAY CAUSE MODERATE INJURY TO YOUR PERSON, OR DAMAGE TO YOUR UNIT OR OTHER PROPERTY.**

**OTHER SYMBOLS:**

**NEVER DO THIS.**

**ALWAYS DO THIS.**

### **WARNINGS**

<b>Plug in power cord properly.</b>	Failure to do so may cause electric shock or fire due to excess heat generation.
<b>DO NOT operate or stop the unit by inserting or pulling out the power plug directly from the wall.</b>	Doing so may cause electric shock or fire due to heat generation.
<b>DO NOT use a damaged power cord.</b>	Doing so 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.
<b>DO NOT modify power cord length or share the outlet with other appliances.</b>	Doing so may cause electric shock or fire due to heat generation.
<b>DO NOT operate with wet hands or in damp environment.</b>	Doing so may cause electric shock.
<b>DO NOT direct airflow directly at room occupants.</b>	This could cause health issues.
<b>Always ensure effective grounding.</b>	Incorrect grounding may cause electric shock.
<b>DO NOT allow water to run into electric parts.</b>	Doing so may cause failure of machine or electric shock.
<b>Always install circuit breaker and a dedicated power circuit.</b>	Incorrect installation may cause fire and electric shock.
<b>Always unplug the unit if strange sounds, smell or smoke comes from the unit.</b>	Failure to do so may cause fire and electric shock.
<b>DO NOT use the socket if it is loose or damaged.</b>	Doing so may cause fire and electric shock.
<b>DO NOT open the unit during operation.</b>	Doing so may cause electric shock.
<b>DO NOT use firearms near unit.</b>	Doing so may cause fire.
<b>DO NOT use the power cord close to heating appliances.</b>	Doing so may cause fire and electric shock.
<b>DO NOT disassemble, modify, or drill holes into the air conditioner.</b>	Doing so may cause failure and electric shock and void the manufacturer's warranty.
<b>Ventilate room before operating air conditioner if there is a gas leak from another appliance such as a stove.</b>	Failure to do so may cause explosion, fire and burns.
<b>DO NOT use the power cord near flammable gas or combustibles, such as gasoline, benzene, thinner, etc.</b>	Doing so may cause an explosion or fire.

## !**CAUTIONS**

🚫 When removing air filter, <b>DO NOT</b> touch metal parts of the unit.	Doing so may cause an injury.
🚫 <b>DO NOT</b> clean with water.	Water may enter the unit and degrade the insulation causing an electric shock.
✓ Ensure proper ventilation especially in rooms with a stove or other appliances.	Failure to do so may result in an oxygen shortage.
✓ Unit and circuit breaker/fuse must be switched OFF when cleaning.	Cleaning unit when power is ON may cause fire and electric shock and may cause an injury.
🚫 <b>DO NOT</b> put a pet or house plant where it will be exposed to direct air flow.	This could injure the pet or plant.
✓ Use <b>ONLY</b> as intended.	This unit is <b>NOT</b> intended to preserve precision devices, food, pets, plants, and art objects. It may cause deterioration of quality, etc.
✓ Stop operation and close the window in severe storms or hurricanes.	Operation with windows open may cause moisture to enter the room.
✓ Hold the plug by the head of the power plug when taking it out.	Failure to do so may cause electric shock and damage.
✓ If unit will not be used for a long period of time, unplug or turn <b>OFF</b> main power switch.	Leaving power on may cause unit failure or fire.
🚫 Do not place obstacles around air-inlets or inside of air-outlet.	Obstacles may cause appliance failure or accident.
✓ Periodically check installation bracket for damage.	Prolonged exposure to outdoor elements may cause damage to installation bracket, causing unit to fall.
✓ Always insert filter(s) securely. Clean filter(s) <b>AT LEAST</b> once every two weeks.	Operation without securely installed filters may cause failure. A dirty filter can cause the unit to not run efficiently.
✓ Use only a soft cloth to clean the unit.	Cleaners or detergents may change the color or scratch the surface of the unit.
✓ Use caution when unpacking and installing.	Sharp edges could cause injury.
🚫 <b>NEVER</b> drink water drained from air conditioner.	Water from unit contains contaminants and could cause illness.
🚫 <b>DO NOT</b> place heavy objects on the power cord and always ensure that the cord is not compressed.	There is danger of fire or electric shock.
✓ If water enters the unit's electrical components, 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 serviced technician.	There is danger of electric shock.

# IMPORTANT SAFETY INSTRUCTIONS

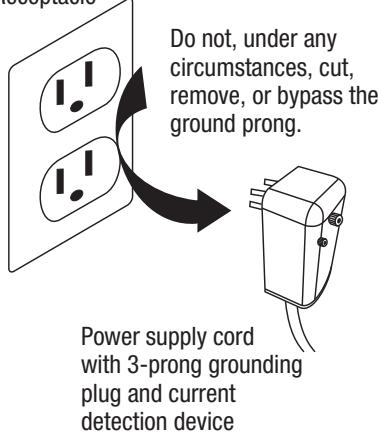
## **NOTE:**

The power supply cord with this air conditioner contains a current detection device designed to reduce the risk of fire. Please refer to the section "Operation of Current Device" (below) for details. In the event that the power supply cord is damaged, it cannot be repaired. It must be replaced by an authorized repair technician with a cord from the Product Manufacturer.

## **WARNING**

Avoid fire hazards or electric shock. **DO NOT** use an extension cord or an adapter plug. **DO NOT** remove any prong from the power cord.

Grounding Type  
Wall Receptacle



## **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:

1. Plug in the air conditioner.
2. 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.
3. Press the RESET button. Again, you will notice a click as the button engages.
4. 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.)

## **WARNING**

FOR YOUR SAFETY: Do not store or use gasoline or other flammable vapors and liquids in the vicinity of this or any other appliances.

## **WARNING - 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 with 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.

## **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.

## **NOTE:**

Do not use the plug to turn the unit on or off.

- Always make sure the RESET button is pushed in for correct operation.
- The power supply must be replaced if it fails reset when either the TEST button is pushed or it cannot be reset.
- If power supply cord is damaged, it cannot be repaired. Please call Consumer Services at 844-472-2473 to assist with replacement.

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

Cooling Operation	<b>Outdoor Temp:</b>	64–109°F/18–43°C (64–125°F/18–52°C for special tropical models)
	<b>Indoor Temp:</b>	62–90°F/17–32°C

Performance may be reduced outside of these operating temperatures.

# IMPORTANT SAFETY INSTRUCTIONS

## WARNING: (for using R290/R32 refrigerant only)

- 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) and ignition sources or (for example: an operating electric heater) close to the appliance. 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 odour.
- 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 authorises their competence to handle refrigerants safely in accordance with an industry recognised assessment specification.
- Servicing shall 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.
- Please follow the instruction carefully to handle, install, clear, service the air conditioner to avoid any damage or hazard. Flammable Refrigerant R32 is used within air conditioner. When maintaining or disposing the air conditioner, the refrigerant (R32 or R290) shall be recovered properly, shall not discharge to air directly.
- No any open fire or device like switch which may generate spark/arc shall be around air conditioner to avoid causing ignition of the flammable refrigerant used. Please follow the instruction carefully to store or maintain the air conditioner to prevent mechanical damage from occurring.
- Flammable refrigerant -R32 is used in air conditioner. Please follow the instruction carefully to avoid any hazard.

## AVERTISSEMENT

Ne pas utiliser de produits permettant d'accélérer le dégel ou de produits de nettoyage autres que ceux recommandés par le fabricant.

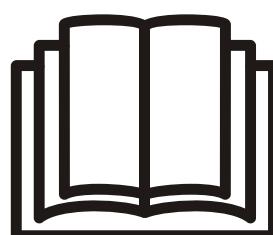
L'appareil doit être entreposé dans un endroit sans source d'allumage fonctionnant en continu (par exemple : flamme nue, appareil au gaz en marche ou radiateur électrique en marche).

Ne pas percer ni brûler.

Attention : les frigorigènes peuvent être inodores.



Caution: Risk of fire/  
flammable materials  
(Required for R32/R290 units only)



IMPORTANT NOTE: Read this manual carefully before installing or operating your new air conditioning unit. Make sure to save this manual for future reference.

# IMPORTANT SAFETY INSTRUCTIONS

Explanation of symbols displayed on the unit (For the unit adopts R32/R290 Refrigerant only):

	WARNING	This symbol shows that this appliance used a flammable refrigerant. If the refrigerant is leaked and exposed to an external ignition source, there is a risk of fire.
	CAUTION	This symbol shows that the operation manual should be read carefully.
	CAUTION	This symbol shows that a service personnel should be handling this equipment with reference to the installation manual.
	CAUTION	This symbol shows that information is available such as the operating manual or installation manual.

## **⚠️ WARNINGS (for using R290/R32 refrigerant only)**

### **1. Transport of equipment containing flammable refrigerants**

See transport regulations

### **2. Marking of equipment using signs**

See local regulations

### **3. Disposal of equipment using flammable refrigerants**

See national regulations.

### **4. Storage of equipment/appliances**

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

### **5. 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.

### **6. Information on servicing**

#### **1) Checks to the area**

Prior to beginning work on systems containing flammable refrigerants, safety checks are necessary to ensure that the risk of ignition is minimised. 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 minimise the risk of a flammable gas or vapour 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 shall 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 fire extinguisher**

If any hot work is to be conducted on the refrigeration equipment or any associated parts, appropriate fire extinguishing equipment shall be available to hand. Have a dry powder or CO<sub>2</sub> 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

# IMPORTANT SAFETY INSTRUCTIONS

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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 shall 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 shall 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 shall be used. This shall be reported to the owner of the equipment so all parties are advised.

Initial safety checks shall 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.

## 7. Repairs to sealed components

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.

# IMPORTANT SAFETY INSTRUCTIONS

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This shall include 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 shall 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.

## **8. Repair to intrinsically safe components**

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.

## **9. 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.

## **10. Detection of flammable refrigerants**

Under no circumstances shall 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) shall not be used.

## **11. Leak detection methods**

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 shall 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 shall 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 pipe-work. If a leak is suspected, all naked flames shall be removed/ extinguished. If a leakage of refrigerant is found which requires brazing, all of the refrigerant shall be recovered from the system, or isolated (by means of shut off valves) in a part of the system remote from the leak. Oxygen free nitrogen (OFN) shall then be purged through the system both before and during the brazing process.

## **12. Removal and evacuation**

When breaking into the refrigerant circuit to make repairs or for any other purpose conventional procedures shall be used. However, it is important that best practice is followed since flammability is a consideration. Opening of the refrigeration systems shall not be done by brazing. The following procedure shall be adhered to:

Remove refrigerant;

Purge the circuit with inert gas;

Evacuate;

Purge again with inert gas;

Open the circuit by cutting or brazing.

# IMPORTANT SAFETY INSTRUCTIONS

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The refrigerant charge shall be recovered into the correct recovery cylinders. The system shall be flushed with OFN to render the unit safe. This process may need to be repeated several times. Compressed air or oxygen shall not be used for this task.

Flushing shall be achieved by breaking the vacuum in the system with OFN and continuing to fill until the working pressure is achieved, then venting to atmosphere, and finally pulling down to a vacuum. This process shall be repeated until no refrigerant is within the system. When the final OFN charge is used, the system shall be vented down to atmospheric pressure to enable work to take place. This operation is absolutely vital if brazing operations on the pipe-work are to take place.

Ensure that the outlet for the vacuum pump is not close to any ignition sources and there is ventilation available.

## 13.Charging procedures

In addition to conventional charging procedures, the following requirements shall be followed. Ensure that contamination of different refrigerants does not occur when using charging equipment. Hoses or lines shall be as short as possible to minimise the amount of refrigerant contained in them.

Cylinders shall 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 shall be taken not to overfill the refrigeration system.

Prior to recharging the system it shall be pressure tested with OFN. The system shall be leak tested on completion of charging but prior to commissioning. A follow up leak test shall be carried out prior to leaving the site.

## 14.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 shall 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.

a) Become familiar with the equipment and its operation.

b) Isolate system electrically.

c) Before attempting the procedure ensure that:

Mechanical handling equipment is available, if required, for handling refrigerant cylinders;

All 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.

d) Pump down refrigerant system, if possible.

e) If a vacuum is not possible, make a manifold so that refrigerant can be removed from various parts of the system.

f) Make sure that cylinder is situated on the scales before recovery takes place.

g) Start the recovery machine and operate in accordance with manufacturer's instructions.

h) Do not overfill cylinders. (No more than 80 % volume liquid charge).

i) Do not exceed the maximum working pressure of the cylinder, even temporarily.

j) When the cylinders have been filled correctly and the process completed, make sure that the cylinders and

# IMPORTANT SAFETY INSTRUCTIONS

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the equipment are removed from site promptly and all isolation valves on the equipment are closed off.

k) Recovered refrigerant shall not be charged into another refrigeration system unless it has been cleaned and checked.

## 15. Labelling

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

## 16. 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.

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. Before using the recovery machine, check that it is in satisfactory working order, has been properly maintained and that any associated electrical components are sealed to prevent ignition in the event of a refrigerant release. Consult manufacturer if in doubt.

The recovered refrigerant shall be returned to the refrigerant supplier 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 evacuation process shall be carried out prior to returning the compressor to the suppliers. Only electric heating to the compressor body shall be employed to accelerate this process. When oil is drained from a system, it shall be carried out safely.

# INSTALLATION INSTRUCTIONS

## STOP BEFORE YOU BEGIN

Read these instructions completely and carefully.

**IMPORTANT-** Save these instructions.

**IMPORTANT-** Observe all governing codes and ordinances.

**Note to Installer-** Be sure to leave these instructions with the Consumer.

**Note to Consumer-** Keep these instructions for future reference.

**Skill level-** Installation of this appliance requires basic mechanical skills.

**Completion time-** Approximately 1 hour.

We recommend that two people install this product.

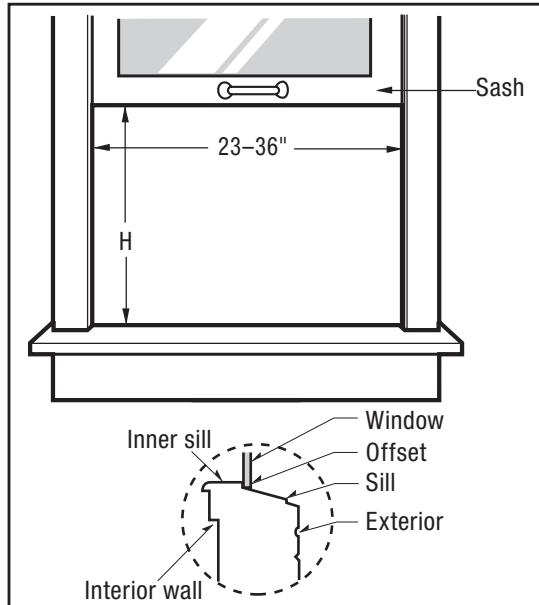
Proper installation is the responsibility of the installer.

Product failure due to improper installation is not covered under the Warranty.

You MUST use all supplied parts and use proper installation procedures as described in these instructions when installing this air conditioner.

## WINDOW REQUIREMENTS

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



**NOTE:** H = Vertical opening. See Table 1 on next page.

## 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.

## TOOLS YOU WILL NEED

- Phillips Screwdriver
- Level

## TOOLS YOU MAY NEED

- Flathead Screwdriver
- Pencil
- Ruler or Tape Measure
- Scissors or Knife

## HARDWARE

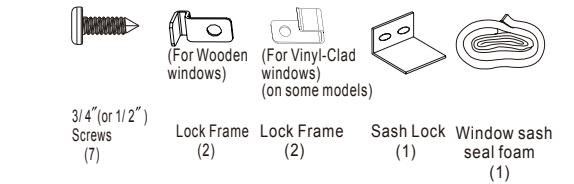
Included - packed with the unit.

(Included - Packed with the Unit)		
3/4" (or 1/2") Screws		7 pcs
Lock Frame		2 pcs
Sash Lock		1 pc
Window Sash Seal Foam		1 pc
3/8" Screws		4 pcs
Top Rail		1 pc
Accordion Panels (one left, one right)		1 set

## ► STEP 1: PREPARE THE WINDOW

Lower sash must open sufficiently to allow a clear vertical opening (H) of the following size. (See Table 1 below.) Side louvers and the rear of the AC must have clear air space to allow enough airflow through the condenser for heat removal. The rear of the unit must be outdoors, not inside a building or garage.

### MOUNTING HARDWARE:

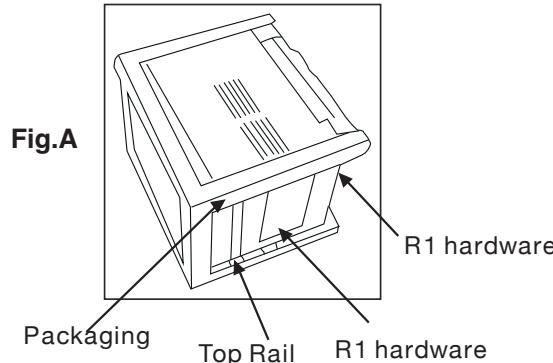
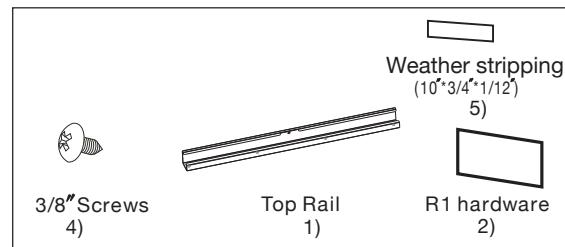


Model	5000~8000 Btu/h	10000~12000 Btu/h
Size (H)	14 in. (356 mm)	15½ in. (394 mm)

## ► STEP 2: PREPARE AIR CONDITIONER

**A:** Remove the air conditioner from the carton and place on a flat surface.  
**B:** Remove top rail and R1 hardware and weather stripping from the packaging material as shown in Fig. A (R1 hardware and weather stripping are only available for  $\geq 15000$  Btu / h Energy star models).

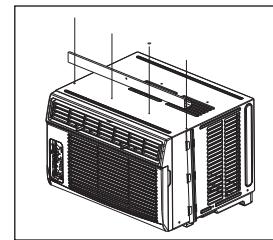
### TOP RAIL HARDWARE:



**C.** Align the hole in the top rail with those in the top of

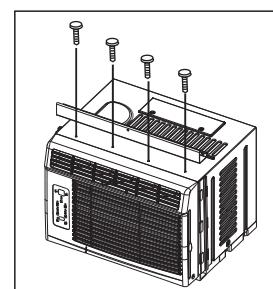
the unit as shown in Fig. B.

FIG. B



**D.** Secure the top rail to the unit with the 3/8" screws as shown in Fig. C.

FIG. C

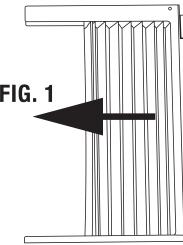


**NOTE:** For safety reasons, all four (4) screws MUST be securely fastened.

## ► STEP 3: INSTALL THE ACCORDION PANELS

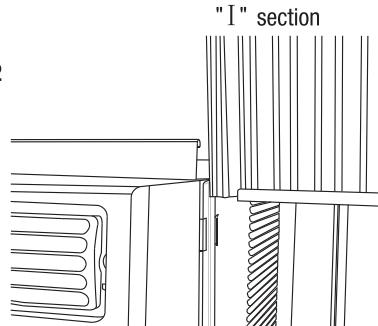
**NOTE:** Top rail and accordion panels on each side are offset to provide the proper pitch of 5/16" to the rear. This is necessary for proper condensed water utilization and drainage. If you are not using the accordion panels for any reason, this pitch to the rear must be maintained.

**A.** Place unit on floor, a bench or a table. Hold the accordion panel in one hand and gently pull back the center to fill the open end. See Fig.1.

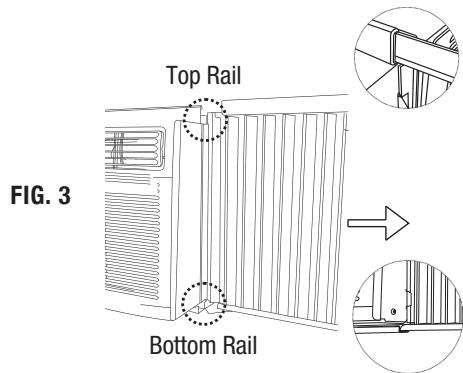


**B.** Slide the free end "I" section of the panel directly into the cabinet as shown in Fig. 2. Slide the panel down. Be sure to leave enough space to slip the top and bottom of the frame into the rails on the cabinet.

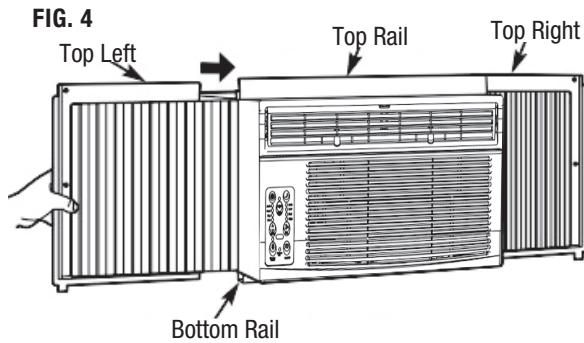
FIG. 2



**C.** Once the panel has been installed on the side of the cabinet, make sure it sits securely inside the frame channel by making slight adjustments. Slide the top and bottom ends of the frame into the top and bottom rails of the cabinet. Fig. 3.



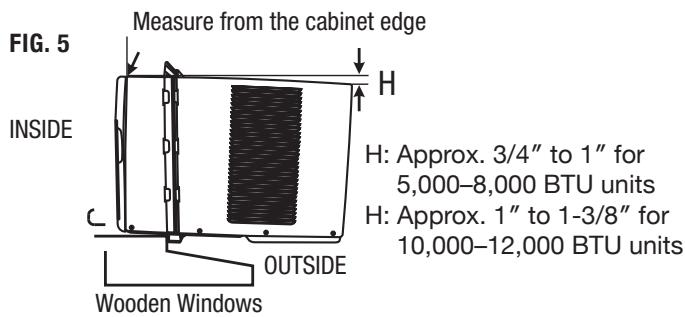
**D.** Slide the panel all the way in and repeat on the other side.



**NOTE:** If storm window blocks AC, see Fig. 11, pg. 7.

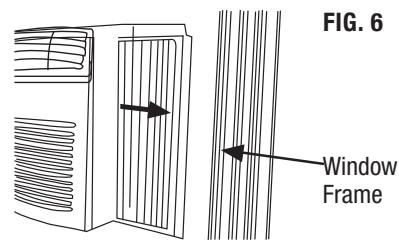
#### ► STEP 4: SECURE THE ACCORDION PANELS

**A.** Keeping a firm grip on the air conditioner, carefully place the unit into the window opening so the bottom of the air conditioner frame is against the window sill (Fig. 5). Carefully close the window behind the top rail of the unit.



**NOTE:** Check that air conditioner is tilted back approximately 3° to 4° downward to the outside. Refer to Figure 5-H, above, to determine proper slope. If, after proper installation, condensation does not drain from the overflow drain hole during normal use, adjust slope.

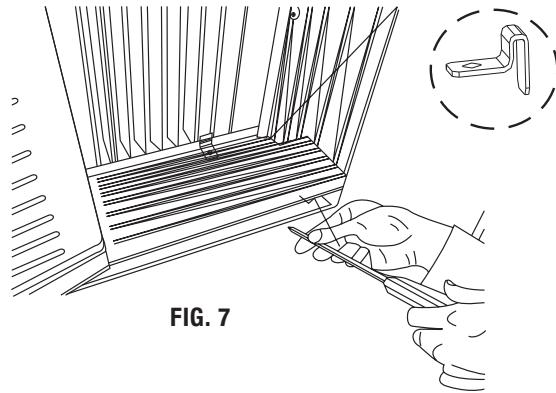
**B.** Extend the accordion panels out against the window frame (Fig. 6).



#### ► STEP 5: INSTALL SUPPORT BRACKET

**A.** Place the frame lock between the frame accordion panels and the window sill as shown in Fig. 7. Drive 3/4" (19 mm) or 1/2" (12.7 mm) locking screws through the frame lock and into the sill.

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



**B.** Drive 3/4" (19 mm) or 1/2" (12.7 mm) locking screws through frame holes into window sash (Fig. 8).

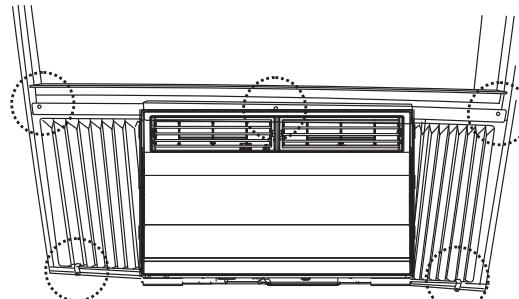
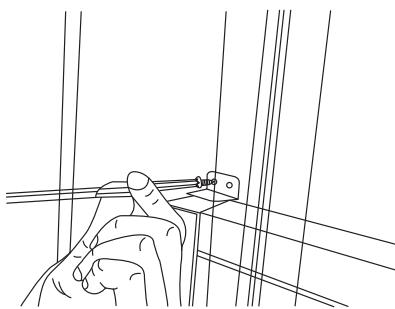


FIG. 8

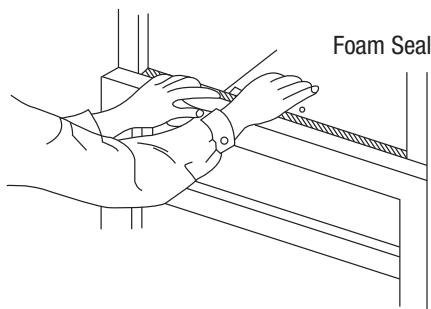
C. To secure lower sash in place, attach right angle sash lock with 3/4" (19 mm) or 1/2" (12.7 mm) screw as shown (Fig. 9).

FIG. 9



D. Cut window sash seal foam and insert it in the space between the upper and lower sashes (Fig. 10).

FIG. 10

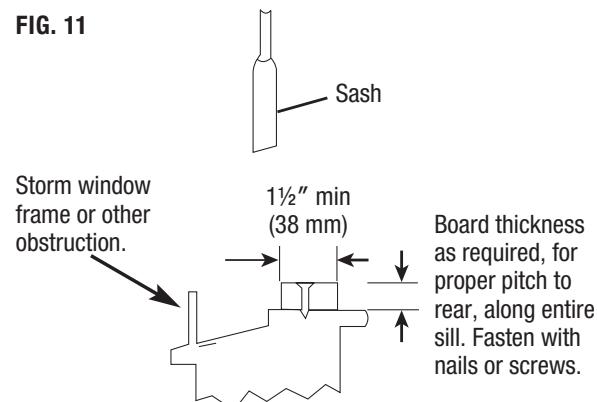


## ► IF AC IS BLOCKED BY A STORM WINDOW

Add wood as shown in Fig. 11, 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.

FIG. 11



## ► 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.
- Close (slide) side accordion panels into frame.
- Keeping a firm grip on air conditioner, raise sash and carefully remove.
- Be careful not to spill any remaining water while lifting unit from window. Store parts WITH air conditioner.

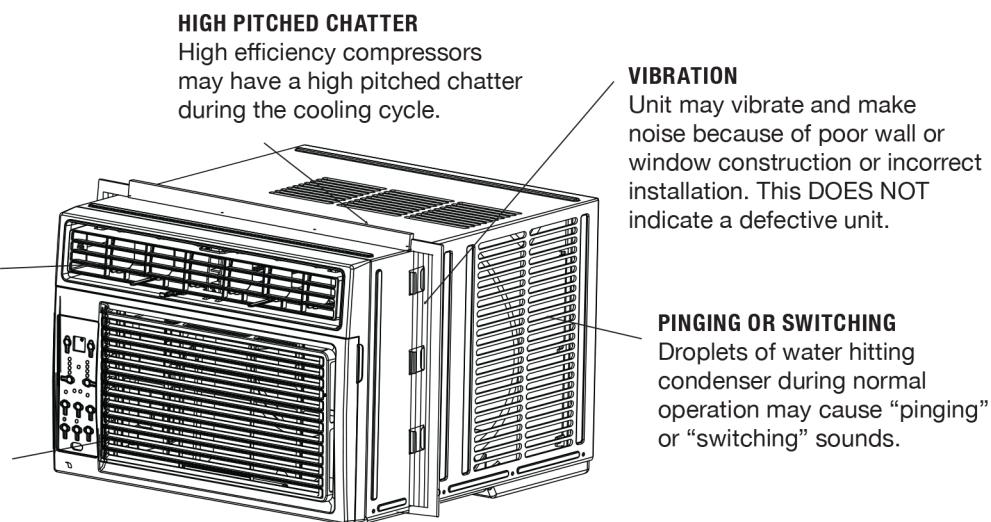
# NORMAL SOUNDS

## SOUND OF RUSHING AIR

At the front of the unit, the sound of rushing air being moved by the fan may be heard.

## GURGLE/HISS

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



**NOTE:** All of the pictures in this manual are for explanatory purposes only. The actual shape/look of the air conditioner purchased may be slightly different, but the operations and functions are similar.

# AIR CONDITIONER FEATURES

Thoroughly familiarize yourself with the control panel as shown below and all of its functions. Afterwards, follow the symbol for the functions you desire BEFORE operating the unit. This unit can be controlled by the unit control or with the remote control.

## ► TO TURN UNIT ON OR OFF:

Press **[]** ON/OFF button to turn the unit on or off.

**NOTE:** The unit will automatically initiate the Energy Saver function under COOL, DRY and AUTO (only AUTO-COOLING and AUTO-FAN modes).

## ► TO CHANGE TEMPERATURE SETTING:

Press **▲/▼** UP/DOWN button to change the temperature setting.

**NOTE:** Press or hold either UP (**▲**) or DOWN (**▼**) button until the desired temperature is seen on the display. The 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, see "To Operate on Fan Only" section.

## ► TO ADJUST FAN SPEEDS:

Press **[]** to select the Fan Speed in four steps: Auto, Low, Med or High. Each time the button is pressed, the fan speed is shifted. In DRY mode, the fan speed is controlled at Low automatically.

### ► SLEEP FEATURE:

Press  SLEEP button to initiate the SLEEP mode. In this mode, the selected temperature will increase by 2°F (1°C) 30 minutes after the mode is selected. The temperature will then increase (cooling) or decrease (units with heating only) by another 2°F (1°C) after an additional 30 minutes. This new temperature will be maintained for 6 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 canceled at any time during operation by pressing the SLEEP button again.

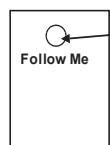
### ► CHECK FILTER FEATURE:

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.

### ► ENERGY SAVER FEATURE:

Press  ENERGY SAVER button to initiate this function. This function is available on COOL, DRY and AUTO (only AUTO-COOLING and AUTO-FAN) modes. In this mode, 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.

### ► FOLLOW ME FEATURE:



Light  
Flashing

This feature can ONLY be activated from the remote control. The remote control serves as a remote thermostat, allowing for 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 displays the actual temperature at its location. The remote control will send this signal to the air conditioner every 3 minutes until the FOLLOW ME button is pressed again. If the unit does not receive the Follow Me signal during any 7 minute interval, the unit will beep to indicate use of the Follow Me feature has ended. The actual temperature can be displayed at the unit by pressing the FAN only mode. When in the COOL mode, the unit display indicates the set temperature.

### ► TO SELECT THE OPERATING MODE:

To choose operating mode, press the  MODE button. Each time you press the button, a mode is selected in a sequence that goes from AUTO, COOL,

DRY and FAN. The indicator light will be illuminated and remain on once the mode is selected. **The unit will automatically initiate the Energy Saver function under COOL, DRY, and AUTO (only AUTO-COOLING and AUTO-FAN) modes.**

### TO OPERATE AUTO FEATURE:

When you set the air conditioner to AUTO mode, it will automatically select cooling or fan only operation, depending on what temperature you have selected and the room temperature. The air conditioner will control room temperature automatically around the temperature you set. **In this mode, the fan speed cannot be adjusted.** It starts automatically at a speed according to the room temperature. If the room does not get too warm, it will stay at a "Low" speed.

### TO OPERATE FAN ONLY:

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.) You can choose any fan speed you prefer. During this function, the display will show the actual room temperature, not the set temperature as in the cooling mode. Temperature cannot be adjusted in the FAN only mode.

### TO OPERATE ON DRY MODE:

In this mode, the air conditioner will reduce air humidity. If the space is a closed or sealed area, some degree of cooling will continue.

### ► TIMER: AUTO START/STOP FEATURE:

- When the unit is on or off, first press  TIMER button. The TIMER ON indicator light illuminates. It indicates the Auto Start program is initiated.
- When the time of TIMER ON is displayed, if you press the TIMER button again, the TIMER OFF indicator light illuminates. It indicates the Auto Stop program is initiated.
- Press or hold the UP or DOWN button to change the Auto time by 0.5 hour increments, up to 10 hours, then by 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 the room temperature (depending on whether the unit is powered on or off and the mode it is in).
- Turning the unit ON or OFF at any time or adjusting the timer setting to 0.0 will cancel the Auto Start/Stop program.

**A NOTE ABOUT THE TIMER:** When you set the timer, the unit will only go on once and off once. If you want the air conditioner to cycle on and off based on desired room temperature, you do not need to set the timer. Instead, set your desired temperature and the unit will cycle on and off based on that temperature setting.

## ► DISPLAY:

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



## ERROR CODES:

**AS - Room Temperature Sensor Error** - Unplug the unit and plug it back in. If error repeats, call Consumer Services at 844-472-2473.

**HS - Electric Heating Sensor Error** - Unplug the unit and plug it back in. If error repeats, call Consumer Services at 844-472-2473.

**• - Evaporator Temperature Sensor Error** - Unplug the unit and plug it back in. If error repeats, call Consumer Services at 844-472-2473.

**NOTE:** If an error code occurs in Fan only mode, the unit will display "LO" (loose connection) or "HI" (short circuit).

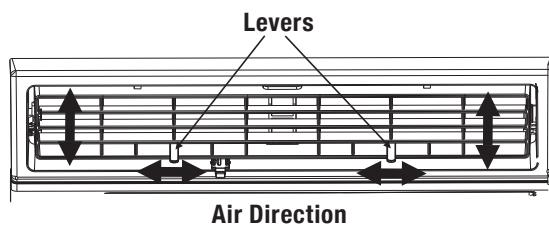
## ► NOTE:

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

## ► AIR DIRECTIONAL LOUVERS:

Use the 4-way directional louvers 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 levers from side to side until the desired Left/Right direction is obtained.



## ► ADDITIONAL THINGS YOU SHOULD KNOW:

- The Cool circuit has an automatic 3 minute time-delayed start if the unit is turned off and on quickly. After unit is turned off, leave unit off for a minimum of 3 minutes before attempting to turn back on. 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 Temp/Timer buttons at the same time for 3 seconds.

## ► FRESH AIR VENT CONTROL (on some models):

The Fresh Air Vent allows the air conditioner to:

1. Recirculate inside air (Vent Closed - Fig. A)
2. Draw fresh air into the room (Vent Open - Fig B)
3. Exchange air from the room and draw fresh air into the room (Vent and Exhaust Open - Fig C)

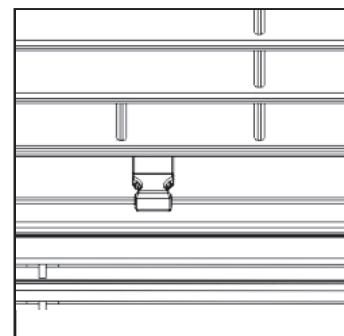


Fig. A (VENT CLOSED)

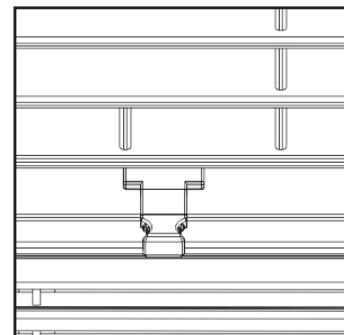


Fig. B (VENT OPEN)

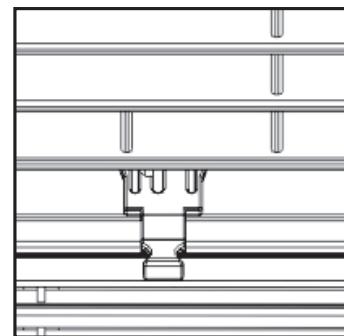


Fig. C (VENT AND EXHAUST OPEN)

# CARE AND CLEANING

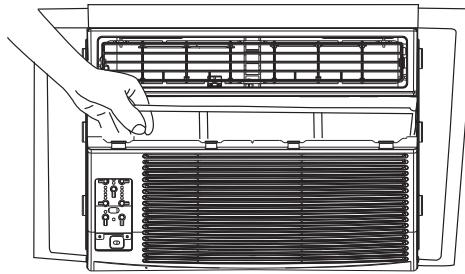
## ! CAUTION

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

### ► AIR FILTER CLEANING

The air filter should be cleaned at least every two weeks or as necessary. Trapped particles in the filter can build up and cause an accumulation of frost on the cooling coils.

- Push the vent handle to the Vent Closed position (when applicable).
- Open the front panel.
- Grasp the filter by the center and pull up and out.
- Wash the filter using liquid dishwashing detergent and warm water. Rinse filter thoroughly.
- Gently shake excess water from the filter. Be sure the filter is thoroughly dry before replacing.
- As an alternative to washing the filter, vacuum the filter clean.



**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.

### ► 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 with a cloth dampened in a solution of warm water and mild liquid dishwashing 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 the controls. Excess water in or around the controls may cause damage to the air conditioner.
- Plug in air conditioner after unit has dried completely.

### ► WINTER STORAGE

If air conditioner will be stored during the winter, remove it carefully from the window according to the installation instructions. Cover it with plastic or return it to the original carton.

**ALWAYS STORE UNIT IN AN UPRIGHT POSITION AND IN A COOL, DRY LOCATION.**

The design and specifications are subject to change without prior notice for product improvement. Consult with the sales agency or manufacturer for details.

# TROUBLESHOOTING

BEFORE CALLING FOR SERVICE, PLEASE REVIEW THE CHART BELOW

ISSUE	POSSIBLE CAUSES
<b>AIR CONDITIONER NOT COOLING ROOM, OR NOT BLOWING COLD AIR</b>	<ul style="list-style-type: none"><li>• Be sure unit is not too large or too small for the area of the room.</li><li>• Verify that all doors, windows, curtains and any other openings are closed off. Verify nothing is obstructing the front grille of unit, such as curtains, etc.</li><li>• Allow enough time for room to cool, especially if outside temp is very high.</li><li>• Check that the filter is not dirty and louvers are open all the way and blowing in the desired direction.</li><li>• Check that unit is set to COOL mode and that temperature is down enough (but not too low).</li><li>• If unit is near a heat source, such as a stove, etc., then relocate unit.</li><li>• If air coming from unit is cool to the touch, then unit is working properly; please double check the first three bullet points above.</li><li>• If using Follow Me remote feature, move remote away from unit.</li><li>• Temperature sensor behind air filter touching cold coil. These two elements should not be touching. Carefully straighten tube away from coil.</li><li>• Unplug unit for at least 5 minutes. Follow Reset instructions on plug.</li></ul>
<b>AIR CONDITIONER COOLING BUT ROOM IS TOO WARM - ICE FORMING ON COOLING COIL BEHIND DECORATIVE FRONT</b>	<ul style="list-style-type: none"><li>• Outdoor temperature is below 64°F (18°C). To defrost the coil, set to FAN only mode.</li><li>• Air filter may be dirty. Clean filter. Refer to Care and Cleaning section. To defrost, set to FAN only mode.</li><li>• Thermostat is set too cold for night-time cooling. To defrost the coil, set to FAN only mode. Then, set temperature to a higher setting.</li></ul>
<b>AIR CONDITIONER CYCLING ON AND OFF TOO FREQUENTLY OR NOT ENOUGH</b>	<ul style="list-style-type: none"><li>• Be sure unit is not too large or too small for the area of the room.</li><li>• Remove grille and make sure the temperature sensor is not too close to the coils. These two elements should not be touching. Carefully straighten tube away from coil.</li><li>• Make sure nothing is blocking the grille or side vents.</li><li>• Make sure there is no dirt or debris inside the unit or on the filter.</li></ul>
<b>UNIT WILL NOT TURN ON</b>	<ul style="list-style-type: none"><li>• Reset circuit breaker. Make sure there are not too many items (i.e. lamps, TV's, etc.) working off the same breaker.</li><li>• Check plug connection.</li><li>• If plug is operating on an on/off switch, be sure that the switch is 'on'.</li><li>• Try plugging unit into another outlet.</li><li>• Unplug unit for at least 5 minutes. Follow Reset instructions on plug.</li></ul>
<b>UNIT BLOWS FUSES OR POPS CIRCUIT BREAKER</b>	<ul style="list-style-type: none"><li>• Make sure there are enough available amps on the circuit for the air conditioner.</li><li>• Large units which run on a 230v will require a dedicated 20 or 30 amp circuit.</li></ul>
<b>AIR CONDITIONER IS MAKING NOISES</b>	<ul style="list-style-type: none"><li>• Check to be sure the unit is free from debris such as leaves, sticks, etc. Verify nothing is obstructing the unit.</li><li>• Check the fan blade for cracks or chips.</li><li>• Make sure the unit is properly and securely mounted inside the window or wall.</li><li>• Clean the air filter.</li></ul>
<b>WATER PUDDLES INSIDE UNIT OR IS COMING INTO ROOM</b>	<ul style="list-style-type: none"><li>• Adjust the slope of the unit so that it drains downward toward the exterior of the home. (See Installation Instructions.)</li><li>• Make sure that there is no debris blocking the drainage area of the unit.</li></ul>
<b>WATER DRIPPING OUTSIDE</b>	<ul style="list-style-type: none"><li>• Unit is removing a large quantity of moisture from a humid room. This is normal during excessively humid days.</li></ul>
<b>REMOTE SENSING / FOLLOW ME DEACTIVATING PREMATURELY</b>	<ul style="list-style-type: none"><li>• Remote control not located within range. Place remote control within 20 ft and 180° radius of the front of the unit.</li><li>• Remote control signal obstructed. Remove obstruction.</li></ul>

## NOTE

A highly recommended troubleshoot for any issue in general consists of turning off unit and unplugging for 5 minutes. It is also recommended to try another wall outlet. For further assistance, contact Consumer Services at 844-472-2473.

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