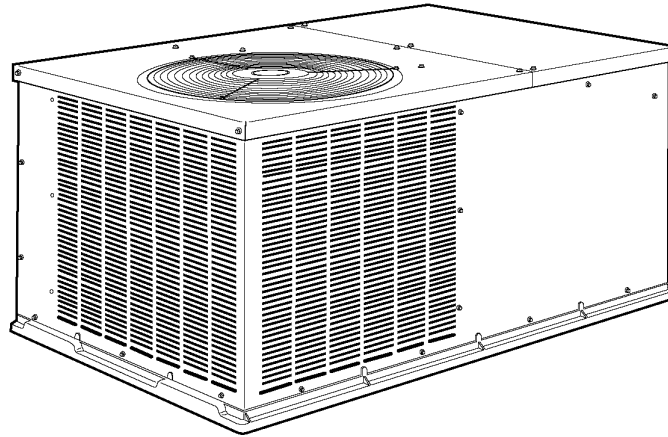


Packaged Air Conditioning Units



Owner's Guide to Operating and Maintaining Your Air Conditioner

⚠ WARNING

ELECTRICAL SHOCK HAZARD.

Failure to follow this warning could result in personal injury, death, and/or property damage.

Disconnect power at fuse box or service panel before performing recommended maintenance.

⚠ WARNING

FIRE, EXPLOSION, ELECTRICAL SHOCK HAZARD.

Failure to follow this warning could result in personal injury, death, and/or property damage.

Do not use this unit if any part has been under water. Immediately call a qualified service technician to inspect the unit and to replace any part of the control system which has been under water.

WARNING

FIRE OR EXPLOSION HAZARD

Failure to follow safety warnings exactly could result in personal injury, death, and/or property damage.

Information in this manual **MUST** be followed exactly.

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

This manual should be left with the owner.


SAFETY CONSIDERATIONS

Improper installation, adjustment, alteration, service, maintenance, or use can cause explosion, fire, electrical shock, or other conditions which may cause death, personal injury, or property damage. Consult a qualified installer, service agency, or your distributor or branch for information or assistance. The qualified installer or agency must use factory-authorized kits or accessories when modifying this product. Refer to the individual instructions packaged with the kits or accessories when installing.

Follow all safety codes. Wear safety glasses, protective clothing, and work gloves. Use quenching cloth for brazing operations. Have a fire extinguisher available. Read these instructions thoroughly and follow all warnings or cautions included in literature and attached to the unit. Consult local building codes, the current editions of the National Electrical Code (NEC) NFPA 70.

In Canada refer to the current editions of the Canadian electrical Code CSA C22.1.

Recognize safety information. This is the safety-alert symbol

. When you see this symbol on the unit and in instructions or manuals, be alert to the potential for personal injury. Understand these signal words; DANGER, WARNING, and CAUTION. These words are used with the safety-alert symbol. DANGER identifies the most serious hazards which **will** result in severe personal injury or death. WARNING signifies hazards which **could** result in personal injury or death. CAUTION is used to identify unsafe practices which **may** result in minor personal injury or product and property damage. NOTE is used to highlight suggestions which **will** result in enhanced installation, reliability, or operation.

Installer: This manual should be left with the equipment user.

WARNING

FIRE, EXPLOSION, ELECTRICAL SHOCK HAZARD

Failure to follow this warning could result in personal injury, death, and/or property damage.

Installation and servicing of this equipment can be hazardous due to mechanical and electrical components. Only trained and qualified personnel should install, repair, or service this equipment.

WARNING

FIRE, EXPLOSION HAZARD

Failure to follow this warning could result in personal injury, death, and/or property damage.

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

WARNING

ELECTRICAL SHOCK HAZARD

Failure to follow this warning could result in personal injury and/or death.

Before performing recommended maintenance, be sure the main power switch to unit is turned off and lock-out tag is installed.

CAUTION

CUT HAZARD

Failure to follow this caution may result in personal injury.

When removing access panels or performing maintenance functions inside your unit, be aware of sharp sheet metal parts and screws. Although special care is taken to reduce sharp edges to a minimum, be extremely careful when handling parts or reaching into the unit.

WARNING

FIRE, EXPLOSION, ELECTRICAL SHOCK HAZARD

Failure to follow this warning could result in personal injury, death or property damage.

Do not use this unit if any part has been under water. Immediately call a qualified service technician to inspect the unit and to replace any part of the control system which has been under water.

WELCOME TO EFFICIENT COOLING COMFORT

Congratulations on your excellent choice and sound investment in home cooling comfort!

Your new air conditioner represents both the latest in engineering development and the culmination of many years of experience from one of the most reputable manufacturers of comfort systems.

Your new unit is energy-efficient and among the most reliable air conditioning products available today. To assure its dependability, spend just a few minutes with this booklet now. Learn about the operation of your air conditioner and the small amount of maintenance it takes to keep it operating at its peak efficiency.

With minimal care, your air conditioner will provide you and your family with satisfying home comfort — both now and for years to come.

IMPORTANT FACTS

To better protect your investment and to eliminate unnecessary service calls, familiarize yourself with the following facts:

- Your air conditioning system should never be operated without a clean air filter properly installed. Plan to inspect the filter periodically. A clogged air filter will increase operating costs and shorten the life of the unit.
- Supply-air and return-air registers should not be blocked. Drapes, furniture, and toys are some of the items commonly found obstructing grilles. Restricted airflow lessens the unit's efficiency and life span.
- Outdoor units must have unrestricted airflow. Do not cover the unit, lean anything against it, or stand upon it. Do not allow grass clippings, leaves, or other debris to accumulate around or on top of the unit. Maintain a 12-in. (30 mm) minimum clearance between the outdoor unit and tall grass, vines, shrubs, et cetera.
- Your multipurpose indoor thermostat is the control center for your air conditioning system. You should familiarize yourself with its proper operation. Attempting to control the system by other means — for instance, switching the electrical supply power ON and OFF — may cause damage to the unit.

- Thermostat “jiggling” causes rapid-cycling, which is potentially damaging to the compressor. Do not move the temperature selector on the thermostat for any reason for at least 5 minutes after the compressor has shut off.
- You may find that you can maintain greater personal comfort by running the fan continuously. “Air pockets” can form due to the structure of the building, placement of registers, et cetera. These air pockets may be too cool or warm for your liking. Continuous fan operation minimizes any temperature differences. Also, systems equipped with electronic air cleaners and/or humidifiers offer the added benefits of having the air continuously cleaned year-round, and humidified during the winter season.
- Your air conditioner will remove humidity from your home during the cooling season. After a few minutes of operation, you should be able to see water trickle from the condensate drain of the cooling coil. Check this occasionally to be sure the drain system is not clogged. Of course, don't expect to see much drainage if you live in a very dry environment.

OPERATING YOUR AIR CONDITIONER

The operation of your air conditioning system is controlled by the indoor thermostat. You simply adjust the thermostat and it maintains the indoor temperature at the level you select. Most thermostats for air conditioning systems have three controls. These are the temperature control selector, FAN switch, and SYSTEM switch.

The temperature control selector is a dial or button(s) that allows you to establish the degree of temperature that you wish to maintain for your personal comfort. Some thermostats possess two temperature control selectors: one for setting the temperature desired during the cooling cycle, and one to set the heating operation temperature. Typical settings are 78° F (25.5°C) for cooling and 68° F (20°C) for heating.

The FAN switch offers two options for controlling the blower: AUTO and ON. When set to AUTO, the blower will run during the time the air conditioner is operating. When the FAN switch is set at the ON position, the blower will run continuously.

Typically, the SYSTEM switch on your thermostat offers the following selections: COOL, OFF, and HEAT. Your thermostat may also have a fourth selection, AUTO. The air conditioner will not operate when the SYSTEM switch is set at the OFF position. With the SYSTEM switch set at COOL, the cooling section of your comfort system will operate when the indoor temperature rises above the level that you wish to maintain. With the SYSTEM switch set at the HEAT position, the heating system (if equipped) will operate automatically whenever the indoor temperature falls below the level that you have selected.

The AUTO selection found on some thermostats provides for automatic changeover between cooling and heating cycles. With the SYSTEM switch set in the AUTO position, the cooling mode is activated when the indoor temperature rises above the thermostat cooling temperature setting, or the heating mode will be activated when the indoor temperature drops below the thermostat setting for the heating cycle.

Cooling Cycle

When operating in the cooling cycle, your air conditioner will run until the indoor temperature is lowered to the level you have selected. On extremely hot days, your air conditioner will run for longer periods at a time and have shorter “off” periods than on moderate days. The following are typical conditions that add extra heat and/or humidity to your home. Your air conditioner

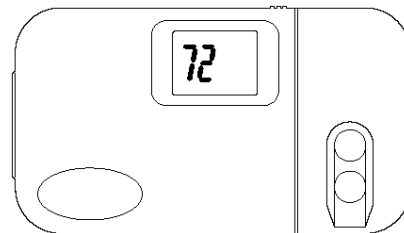
will work longer to keep your home comfortable under these conditions:

- Entrance doors are frequently opened and closed
- Laundry appliances are being operated
- A shower is running
- More than the usual number of people are present in the home
- More than the normal number of electric lights are in use
- Drapes are open on the sunny side of the home

Heating Cycle

If you own a packaged air conditioner that includes an external supplemental heating source, you need to set your thermostat for heating when it is desired.

With the SYSTEM switch of your indoor thermostat set to the HEAT position, the heating section of your home comfort system will operate until room temperature is raised to the level you have selected. Of course, the heating unit will have to operate for longer periods to maintain a comfortable environment on colder days and nights than on moderate ones.



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PERFORMING ROUTINE MAINTENANCE

⚠ WARNING

FIRE, EXPLOSION, ELECTRICAL SHOCK AND CUT HAZARD

Failure to follow this warning could result in personal injury, death or property damage.

1. TURN OFF ELECTRICAL POWER TO YOUR UNIT BEFORE SERVICING OR PERFORMING MAINTENANCE.
2. When removing top access panels or performing maintenance functions inside your unit, be aware of sharp sheet metal parts and screws. Although special care is taken to reduce sharp edges to a minimum, be extremely careful when handling parts or reaching into the unit. Wear safety glasses, glove, and appropriate protective clothing. Side access panel should not be removed.

⚠ WARNING

PERSONAL INJURY AND UNIT DAMAGE HAZARD

Failure to follow this warning could result in personal injury, death, and/or property damage.

Do not poke sticks, screwdrivers, or any other object into revolving fan blades.

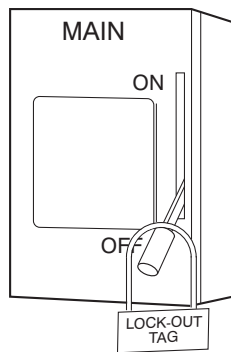
With the proper maintenance and care, your air conditioner will operate economically and dependably. Maintenance can be accomplished easily by referring to the following directions. However, before performing maintenance, consider these important safety precautions:

- DISCONNECT ALL ELECTRICAL POWER TO THE AIR CONDITIONER BEFORE PERFORMING SERVICE OR MAINTENANCE. DO NOT REMOVE SIDE ACCESS PANELS. ACCESS UNIT FROM TOP PANEL.

For a packaged air conditioner unit, disconnect power to the unit.

THERE MAY BE MORE THAN ONE ELECTRICAL DISCONNECT SWITCH.

- ALTHOUGH SPECIAL CARE HAS BEEN TAKEN TO MINIMIZE SHARP EDGES IN THE CONSTRUCTION OF YOUR UNIT, BE EXTREMELY CAREFUL WHEN HANDLING PARTS. DO NOT REACH INTO THE UNIT.



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Check the Air Filter



CAUTION

UNIT OPERATION HAZARD

Failure to follow this caution may result in property damage.

Never operate your unit without filters in place. An accumulation of dust and lint on internal parts of your unit can cause loss of efficiency and blower motor and/or compressor damage.

A dirty air filter will cause excessive strain on the compressor and blower motor. This can cause the components to overheat and automatically shut down. In the extreme, the components will fail and need to be replaced. To avoid inefficient or failed operation of your unit, CHECK THE FILTER(S) EVERY 3 TO 4 WEEKS. Replace filter(s) when necessary, or clean the filter(s) if you have the reusable type.

Disposable filters should be replaced by similar, new filters of the same dimensions.

Reusable, permanent filters should be washed in a solution of cold water and mild detergent, then rinsed and thoroughly dried. THE FILTER MUST BE COMPLETELY DRY BEFORE BEING REINSTALLED. To avoid prolonged shutdown of your unit while a filter is drying, you should have an extra filter on hand. This would allow you to rotate between the two with minimal downtime for your comfort system. Extra filters may be purchased from your dealer. The filter(s) and filter rack for a packaged system are supplied and installed by the contractor or dealer. Typically, the filter(s) and rack are located in the return-air duct at the outdoor unit or behind the return-air grille(s). Have your dealer show you the location of your filter(s) and the procedures for removal and replacement. If you have any questions about the removal and/or cleaning of your filter(s), contact your dealer for assistance. If grass clippings, leaves, shrubbery, and debris are kept away from the unit, minimal care should be sufficient to keep the system functioning properly. However, if the outdoor coil becomes dirty, use a brush or vacuum cleaner and soft brush attachment to clean the

exterior surface. If dirt is deep in the coil, contact your dealer for service. The outdoor fan motor may have to be disconnected and the top panel removed to gain access to the coil for thorough cleaning. Do not attempt this yourself.

Unit Support

Your packaged unit should be maintained at a level position. If its support should shift or settle so that the unit is no longer level, you should correct the condition. Relevel it promptly to assure condensate drainage out of the unit. If you notice that water or ice collects beneath the unit, arrange for it to be drained away from the unit.

BEFORE YOU CALL FOR SERVICE, CHECK FOR THESE EASILY SOLVED PROBLEMS

Check the indoor and outdoor disconnect switches. Verify that circuit breakers are ON.

Check for sufficient airflow. Check the air filter(s) for any accumulations of dirt. Check for blocked return-air or supply air grilles. Be sure grilles are open and unobstructed.

Check the settings on your indoor thermostat. If you desire cooling, see that the temperature control selector is set below room temperature and the SYSTEM switch is on the COOL or AUTO position. If you require warmth, be sure the temperature control selector is set above room temperature and the SYSTEM switch is at HEAT or AUTO. The FAN switch should be set at ON for continuous blower operation or AUTO if you wish the blower to function only while the unit is operating.

If your comfort system still fails to operate, contact your servicing dealer for troubleshooting and repairs. Specify your apparent problem, and state the model and serial numbers of your equipment. (You should have them recorded on page 4 of this booklet.) With this information, your dealer may be able to offer helpful suggestions over the phone, or save valuable time through knowledgeable preparation for the service call.

REGULAR DEALER MAINTENANCE

In addition to the routine maintenance that you perform, your home comfort system should be inspected regularly by a properly trained service technician. The inspection (preferably each year, but at least every other year) should include the following:

- Routine inspection of air filter(s). Replacement or cleaning as required.
- Inspection and cleaning of the blower wheel, housing, and motor. Service should include proper lubrication of these components.
- Inspection and, if required, cleaning of indoor (evaporator) and outdoor (condenser) coils.
- Inspection of the indoor coil drain pan, plus the primary and secondary drain lines. Service should include cleaning if required.
- A check of all electrical wiring and connections.
- A check for secure physical connections of individual components within units.
- Operational check of the air conditioner system to determine actual working condition. Necessary repair and/or adjustment should be performed at this time.

FOR THE RECORD

Record the model, product and serial numbers of your new equipment in the spaces provided on page 5. This information, along with the other ready-reference facts, will be necessary should you ever require information or service.

NOTE TO EQUIPMENT OWNER:

For your convenience, please record the model and serial numbers of your new equipment in the spaces provided. This information, along with the installation data and dealer contact information, will be helpful should your system require maintenance or service.

UNIT INFORMATION

Model # _____

Serial # _____

ACCESSORIES (List type and model #)

INSTALLATION INFORMATION

Date Installed _____

DEALERSHIP CONTACT INFORMATION

Company Name _____

Address _____

Phone Number _____

Technician Name _____

NOTE TO INSTALLER:

This manual must be left with the equipment owner.