

Package Air Conditioner



Owner's Guide to Operating and Maintaining Your Package 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.

This manual should be left with the owner.

SAFETY CONSIDERATIONS

Installation and servicing of air-conditioning equipment can be hazardous due to system pressure and electrical components. Only trained and qualified personnel should install, repair, or service air-conditioning equipment.

Untrained personnel can perform basic maintenance functions of cleaning coils and filters. All other operations should be performed by trained service personnel. When working on air-conditioning equipment, observe precautions in the literature, tags, and labels attached to the unit, and other safety precautions that may apply.

Follow all safety codes. Wear safety glasses and work gloves. Use quenching cloth for unbrazing operations. Have fire extinguisher available for all brazing operations.

⚠ WARNING

FIRE, AND ELECTRICAL SHOCK HAZARD

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

Before performing service or maintenance operations on unit, turn off gas supply to unit. Then turn off unit main power switch and install lockout tag.

Recognize safety information. This is the safety-alert symbol **⚠**. When you see this symbol in instructions or manuals, be alert to the potential for personal injury.

Understand the signal words **DANGER**, **WARNING**, **CAUTION**, and **NOTE**. These words are used with the safety-alert symbol. **DANGER** identifies the most serious hazards which **will** result in serious injury or death. **WARNING** signifies a hazard which **could** result in serious 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.

It is the personal responsibility and obligation of the customer to contact a qualified installer to ensure that the installation is adequate and conforms to governing codes and ordinances.

⚠ CAUTION

UNIT DAMAGE HAZARD

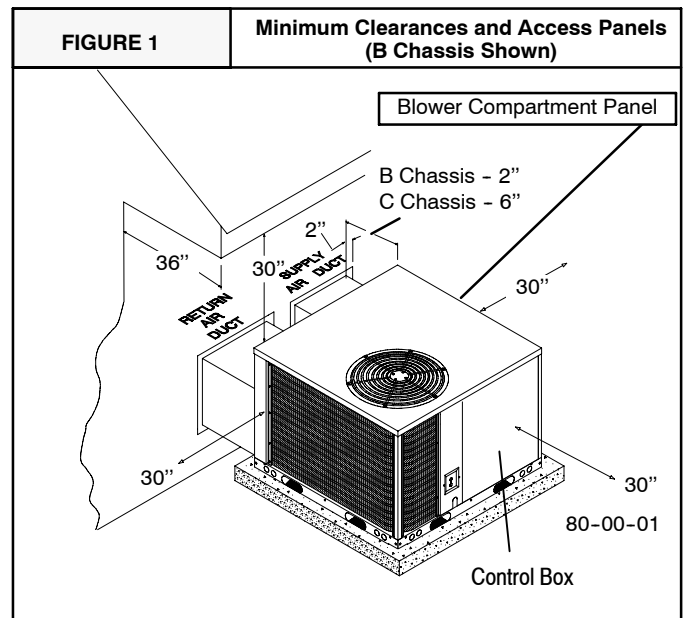
Failure to follow this caution may result in the shorten life of unit components.

Do NOT operate unit in a corrosive atmosphere containing chlorine, fluorine, or any other corrosive chemicals.

EFFICIENT COOLING

Your new unit is among the most energy-efficient and 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:

⚠ WARNING

FIRE, EXPLOSION, ELECTRICAL SHOCK HAZARD

Improper installation, adjustment, alteration, service, maintenance or use could cause fire, electrical shock or other conditions which may cause personal injury, death or property damage.

Refer to this manual. For assistance or additional information consult a qualified installer, service agency, distributor, or branch. The qualified installer or agency must use only factory authorized kits or accessories when modifying this product.

- Your air conditioning system should never be operated without a clean air filter properly installed. Plan to inspect the filter monthly and replace if dirty. 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. 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, etc. 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 UNIT

THERMOSTAT

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 (if the accessory electric heater is used).

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 accessory electric heater 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.

Sequence of Operation

Cooling Operation:

These units use a two stage thermostat. With a first stage call for cooling (Y1), the compressor energizes in low stage along with the outdoor fan. The Indoor motor starts in low stage as well. If the low stage cooling does not meet the demand, the high stage cooling demand (Y/Y2) energizes the second stage of compressor along with the high stage of ID motor. When the cooling demand is met, the compressor and the OD fan motor shut off. The ID motor will run for the programmed off time delay, if selected before shutting down.

Heating Operation:

With a call for heating (W1), the auxiliary electric heater is energized along with the blower motor. The blower will deliver an airflow selected on the tap selected board per the electric heater size. If the demand is not, W2 energizes the second stage of electric heater. When the demand is met, the electric heater de-energizes along with the Indoor blower motor.

Continuous Fan:

With the continuous fan option selected on the thermostat, G is continuously energized and the indoor fan run a reduced airflow.

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 electric heat as an accessory, 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.

PERFORMING ROUTINE MAINTENANCE

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:

⚠ WARNING

ELECTRICAL SHOCK HAZARD.

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

Use extreme care during all of the following checks and procedures.

Make sure electric power is turned OFF as instructed in appropriate steps.

- **DISCONNECT ALL ELECTRICAL POWER TO THE AIR CONDITIONER BEFORE PERFORMING SERVICE OR MAINTENANCE. DO NOT REMOVE ACCESS PANELS.**

For a packaged air conditioner unit, disconnect power to the unit and any supplemental electric heaters.

NOTE: 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.**

Check the Air Filter - 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.
- Inspection and, if required, cleaning of evaporator and condenser coils.
- Inspection of the coil drain pan, plus the 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.

WARRANTY

The unit warranty is in the installer's literature pack. Ensure that the installer leaves the warranty and literature pack with you.

INSTALLATION DATA

Date Installed _____

Dealer Name _____

Address _____

City _____

State _____ Zip _____

Telephone _____

UNIT DATA

Product No. _____

Model No. _____

Serial No. _____

Heater, if applicable:

Part No. _____

Kilowatt Rating _____