



# WINDOW AIR CONDITIONER

## USER MANUAL

FOR MODEL:  
1PEC12000



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**

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

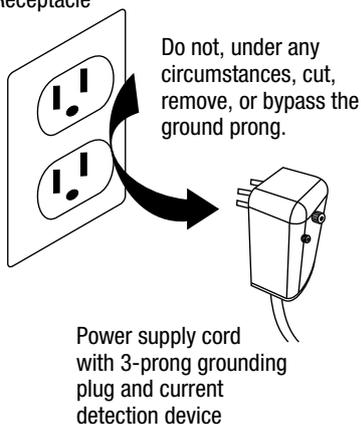
## NOTE:

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.

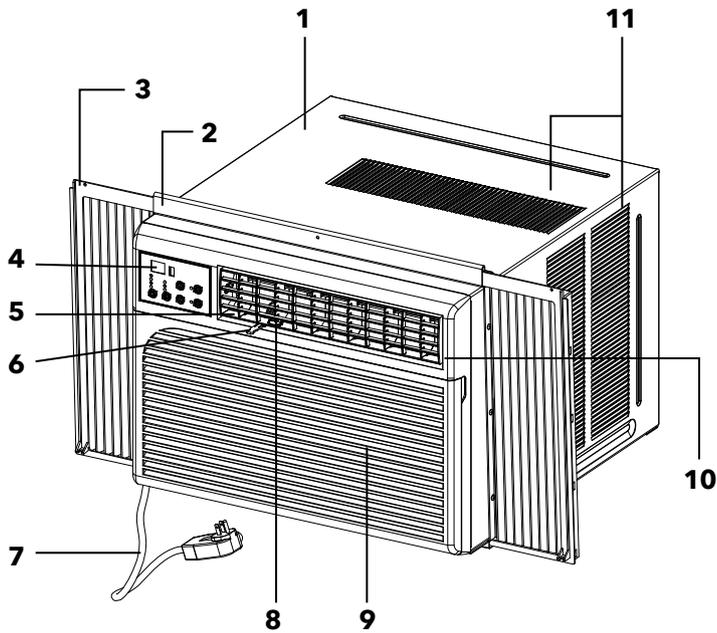
- Always make sure the RESET button is pushed in for correct operation.
- The power supply must be replaced if it fails reset when either the TEST button is pushed or it cannot be reset.
- If power supply cord is damaged, it cannot be repaired. Please call Consumer Services at 844-472-2473 to assist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

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

Cooling Operation	<b>Outdoor Temp:</b>	69–109°F/21–43°C
	<b>Indoor Temp:</b>	61–90°F/16–32°C

Performance may be reduced outside of these operating temperatures.

# PARTS DIAGRAM



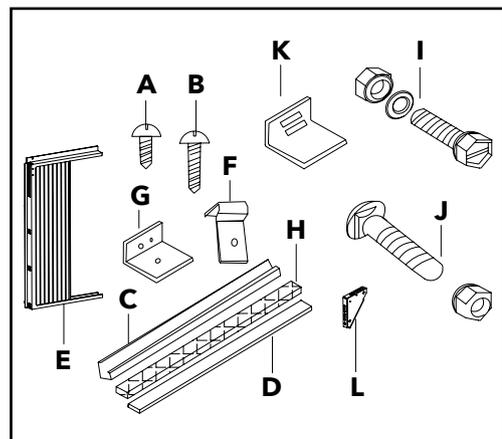
1. CABINET
2. TOP RAIL
3. SLIDING ACCORDION PANEL (L/R)
4. CONTROL PANEL
5. LEFT/RIGHT AIR DIRECTION FIN
6. FRESH AIR SWITCH  
(Some Models Only)
7. POWER CORD
8. LEFT/RIGHT ADJUSTMENT:  
Carefully push the air direction control tab left or right to adjust the horizontal air direction.
9. FRONT GRILLE (Air filter is located behind the front grille)
10. UP/DOWN ADJUSTMENT:  
Hold the up/down air flap and manually move it upward or downward to your desired position.
11. AIR INLET

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

## INSTALLATION HARDWARE

Before installing, please ensure you have all installation accessories included with this unit. (See list below.) If missing parts, please contact Consumer Services at 844-4PA-AIRE (844-472-2473).

ITEM	NAME OF PART	QTY
A	Short Screws	10
B	Wood Screws	13
C	Top Rail	1
D	Bottom Rail Seal	1
E	Accordion Panel	2
F	Accordion Panel Lock	2
G	Sash Lock	1
H	Window Sash Seal	1
I	Screw, Washer & Locknut	4
J	Flat Head Bolt & Locknut	2
K	Sill Angle Bracket	2
L	Window Support Bracket	2



# 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.

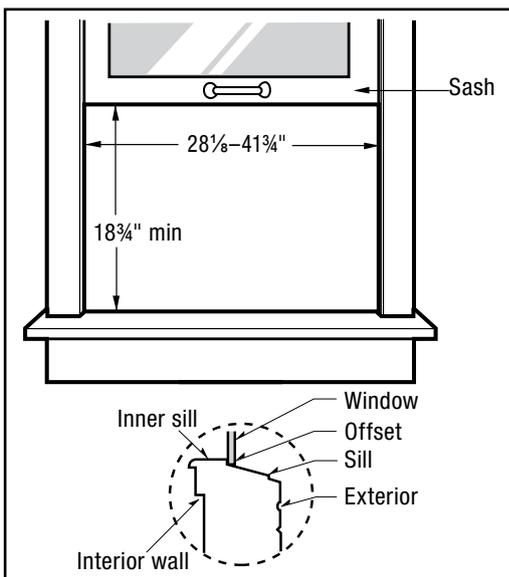
Proper installation is the responsibility of the installer.

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.

## **!** INSTALLATION REQUIREMENTS

This room air conditioner is designed for installation in standard double-hung windows with actual opening widths of 28 $\frac{1}{8}$ " in. to 41 $\frac{3}{4}$ " in. Lower sash must open sufficiently to allow a clear vertical opening of 18 $\frac{3}{4}$ " in. Side louvers and the rear of the air conditioner 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.



## **!** 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.

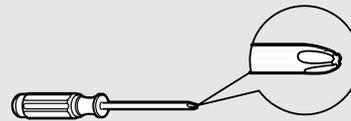
Aluminum house wiring may present special problems—consult a qualified electrician.

When handling unit, be careful to avoid cuts from sharp metal edges and aluminum fins on front and rear coils.

## INSTALLATION

Pick a location which will allow you to blow the cold air into the area you desire. Windows used for installation must be strong enough to support the weight of the air conditioner. Good installation with special attention paid to the proper positioning of the unit will lessen the chance that service will be needed.

## TOOLS YOU WILL NEED



Phillips  
Screwdriver



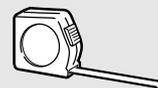
Level



Screwdriver



Pencil



Ruler or Tape  
Measure



Scissors or  
Knife

**NOTE:** Save carton and these Installation Instructions for future reference. The carton is the best way to store unit during winter or when not in use.

► **STEP 1:  
REMOVE CHASSIS**

- Pull down front panel and remove filter. (See FIG. 1.) Lift front upwards and set it aside to be reinstalled later.
- Locate the four front screws and remove. These screws will be needed to re-install the front later. (See FIG. 2.)
- Remove the front frame from the cabinet and gently lift off unit; set aside to be reinstalled later. (See FIG. 3.)
- Remove the ground screw and save to reinstall later. (See FIG. 4.)
- Remove shipping screws from top of unit. (See FIG. 5.) Hold the cabinet while pulling on the base handle and carefully remove the unit.

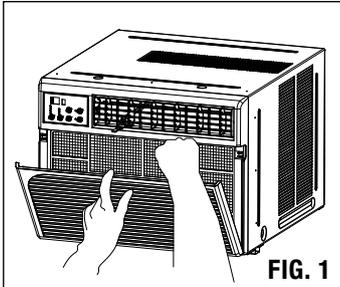


FIG. 1

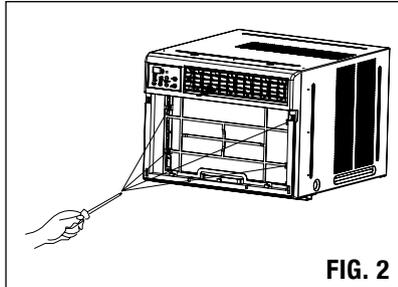


FIG. 2

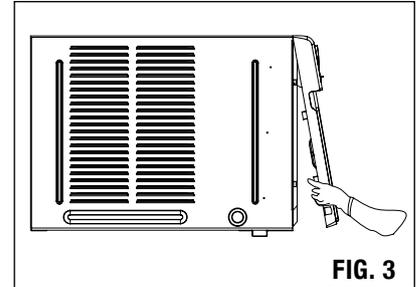
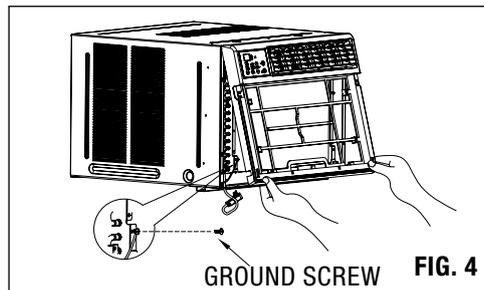


FIG. 3



GROUND SCREW FIG. 4

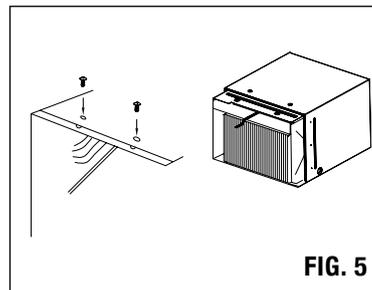


FIG. 5

► **STEP 2:  
INSTALL TOP RAIL AND ACCORDION PANELS**

- Place cabinet on the floor, a bench, or a table. Remove the top rail and accordion panels from the carton. Place them on a flat surface.
- Align the holes in the top rail with those on the top of the unit.
- Secure the top rail to the unit with short screws (A) as shown in FIG. 6.  
NOTE: Higher side of top rail to be facing room side
- Insert top and bottom legs of accordion panel frame into channel to the top and bottom rail. Do both sides.
- Be sure to use the proper panel for each side. There is a left and a right panel.
- Fasten the panels to the unit with short screws (A), as shown in FIG. 7.
- Hold the accordion panel in one hand and gently pull back the center to free the open end. When installed, the flange for securing the accordion panel into the window sill will be facing the room side.

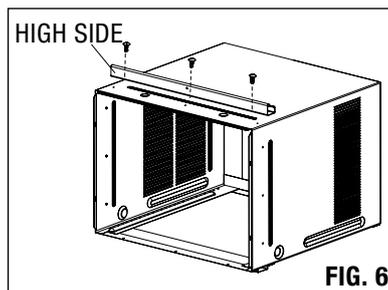


FIG. 6

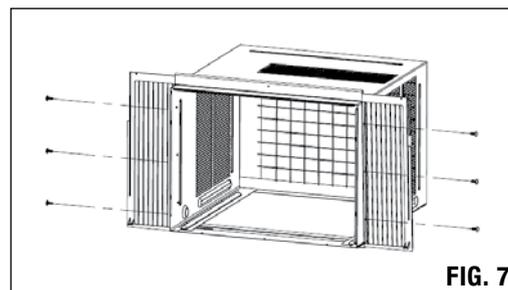
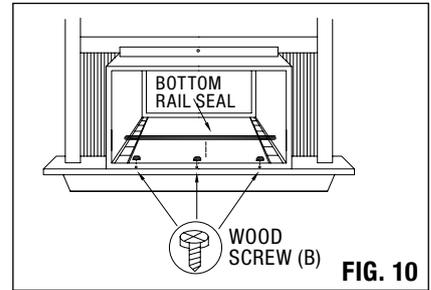
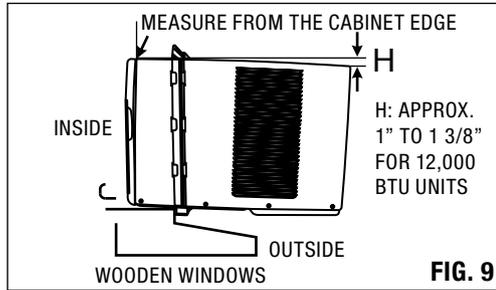
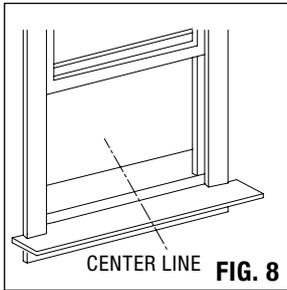


FIG. 7

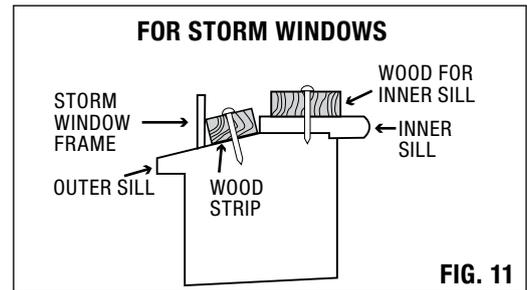
**► STEP 3:  
INSTALL THE AIR CONDITIONER IN THE WINDOW**

- Open window and mark center of window sill (See FIG. 8.)
- Place cabinet in window. Bring window down temporarily behind upper guide to hold cabinet in place. Shift cabinet left or right, as needed, to line up center of cabinet with the center line marked on sill. **This may require 2 people.**
- Check that the air conditioner is tilted back approximately 3°~4° downward to the outside. **If the condensation does not drain after installation, adjust the slope.** (See FIG. 9.)
- Fasten cabinet to window sill with 3 wood screws (B) into holes. (You may wish to pre-drill pilot holes.)
- Attach bottom rail seal over screws to window sill. (See FIG. 10.)



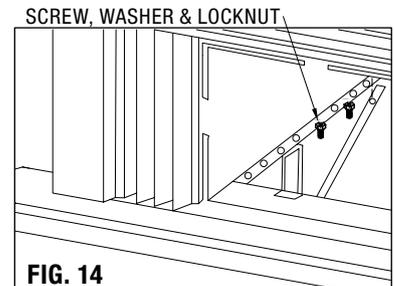
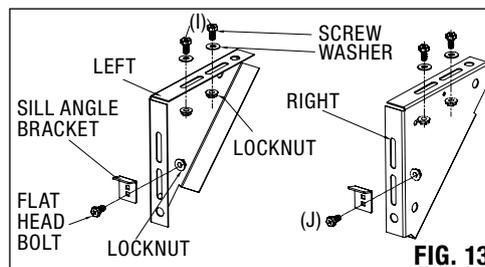
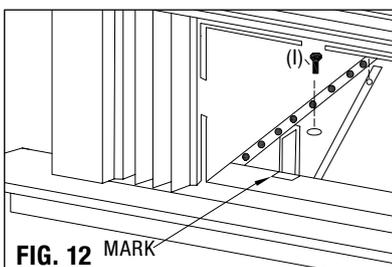
**FOR STORM WINDOWS**

- Remove the storm window and add wood, as shown, before installing the air conditioner. (See FIG. 11.)
- If the storm window frame must remain, be sure the drain holes or slots are not caulked or blocked. Rain water and condensation must be able to drain out.



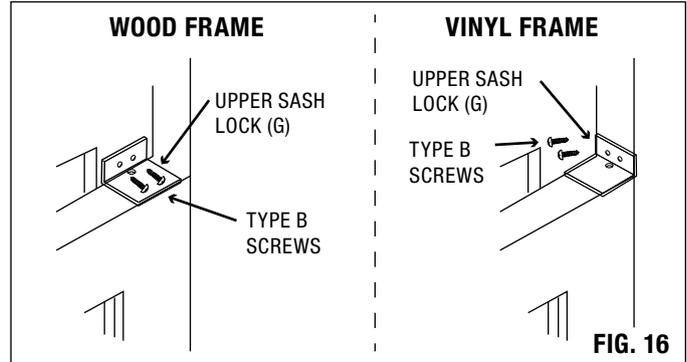
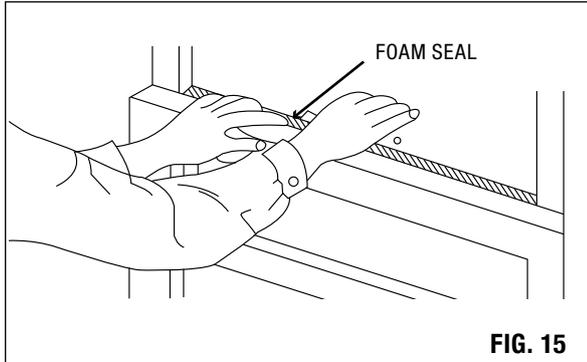
**► STEP 4:  
INSTALL SUPPORT BRACKET**

- Hold the support brackets flush against outside of sill and tight to the bottom of cabinet, as shown below. Mark brackets at top level of sill, then remove. (See FIG. 12.)
- Assemble sill angle bracket with bolts (J) provided at the marked position, as shown. Hand tighten, but allow for changes later. (See FIG. 13.)
- Install support brackets (with sill angle brackets attached) to correct hole in bottom of cabinet with screw, washer and lock nut (I) provided. (See FIG. 14.)
- Securely tighten all 6 bolts.



► **STEP 5:**  
**INSTALL WINDOW LOCK AND SASH SEAL**

- Trim sash seal to fit window width. Insert into space between upper and lower sashes. (See FIG. 15).
- Attach safety lock as shown. (See FIG. 16).



► **STEP 6:**  
**INSTALL CHASSIS INTO CABINET AND INSTALL FRONT TO UNIT**

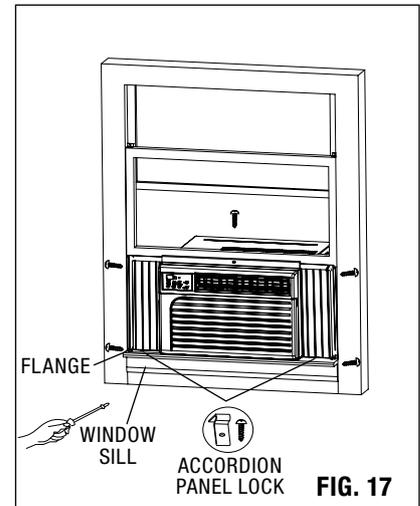
- Lift air conditioner and carefully slide into cabinet. Be sure chassis is firmly seated towards rear of cabinet. For safety purposes, it is highly recommended that two people carry and install this unit.
- Installation of front panel is the reverse of removal outlined in “Remove Chassis” on page 6.

► **STEP 7:**  
**SECURE THE AIR CONDITIONER (SEE FIG. 17.)**

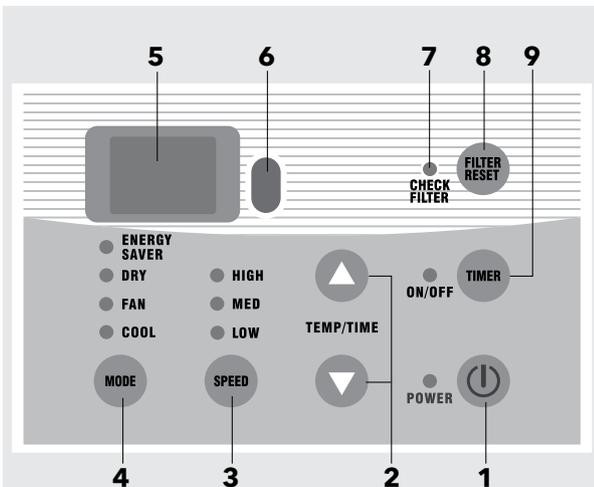
- Extend the accordion panels to fill the window opening.
- Place the accordion panel lock between the accordion panel extensions and the window sill. Drive wood screws (B) through the lock and into the sill, one on each side.
- Secure the top and bottom corners of each accordion panel with 4 wood screws (B), 2 on each side.

► **STEP 8:**  
**TEST RUN**

- Connect to power source. Check to see if the operation mode buttons work properly.
- Check to see if the room temperature control and the function controls work properly.
- Check if there are any abnormal sounds during operation.



# CONTROL PANEL



## 1. POWER Button

Press to turn the unit ON/OFF.

## 2. TEMP/TIME Buttons ▲/▼

- Press to adjust the temperature and set the time for the On or Off timer.
- Press both ▲ and ▼ at the same time to switch between °C and °F.

## 3. SPEED Button

Press to select HIGH, MED, or LOW fan speed.

## 4. MODE Button

Press to select COOL, DRY, FAN or Energy Saver.

## 5. DIGITAL DISPLAY

- In FAN and DRY mode, this displays the room temperature.
- In COOL mode, this displays the set temperature.
- In TIMER function, On/Off time is displayed.
- If Display shows Error Codes, contact Consumer Services at 844-472-2473.

## 6. REMOTE CONTROL SIGNAL RECEIVER

- Make sure signal receiver is unobstructed.
- Maximum remote distance is 26 ft.
- Unit will beep when signal from remote has been received.

## 7. CHECK FILTER Indicator

Will come on after 250 hours of running the unit.

## 8. FILTER RESET Button

Press this button to reset the “Check Filter” indicator after cleaning the filter.

## 9. TIMER Button

Press to set the timer On/Off.

## USING THE CONTROL PANEL:

### COOL Mode

- Press the MODE button until the COOL indicator is on.
- Press the TEMP/TIME buttons (▲/▼) to adjust desired room temperature on the display.
- Press the SPEED button to select desired fan speed (High, Med, Low).

### DRY Mode

Use this mode to help reduce humidity without cooling the room. In DRY mode, the temperature (77) and fan speed (Low) are preset and cannot be adjusted.

- Press the MODE button until the DRY indicator is on.

### FAN Mode

Use this mode to circulate the air in the room without cooling or dehumidifying the room. In FAN mode, the temperature cannot be adjusted.

- Press the mode button until the FAN indicator is on.
- Press the SPEED button to adjust the fan speed (High, Med, Low).

### ENERGY SAVER Mode

Fan operation shall occur in conjunction with the compressor operation. The fan shuts off 1 min after the compressor shuts off. When the compressor is off, fan stops for 10 mins and then will run for 20 sec. prior to the compressor turning on.

- Press the MODE button until the ENERGY SAVER indicator is on.

### TIMER ON/OFF Function

#### TIMER ON

- Turn the unit on to set the desired temperature and fan speed for when the unit turns on with the Timer.
- Turn the unit off (Standby).
- Press the TIMER button, “hr” will appear on the bottom right of the display.
- Press the TEMP/TIME buttons (▲/▼) to set the time on the display from 1-24 hours in 1 hour increments.
- The TIMER ON/OFF indicator will be on when the timer has been set.

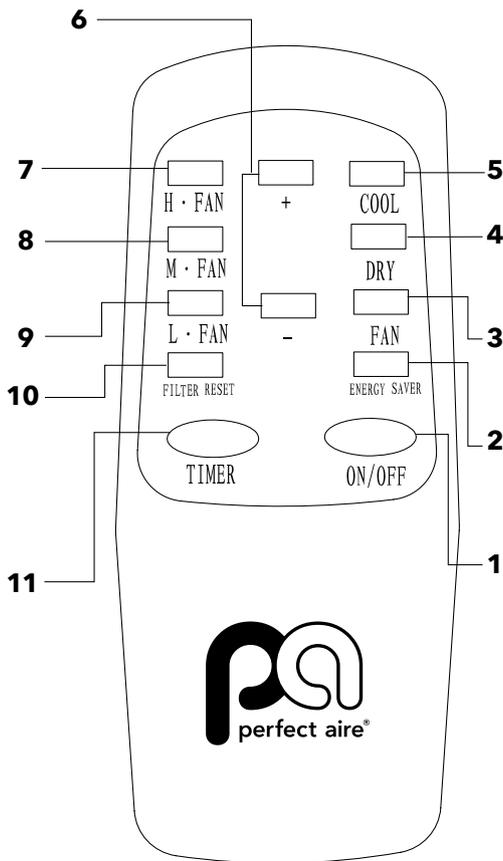
#### TIMER OFF

- Turn the unit on to set the desired temperature and fan speed.
- Press the TIMER button, “Hr” will appear on the bottom right of the display.
- Press the TEMP/TIME buttons (▲ and ▼) to set the time on the display from 1-24 hours, in 1 hour increments.
- The TIMER ON/OFF indicator will be on when the timer has been set.

### NOTE:

To cancel the timer function press the TIMER button again.

# REMOTE CONTROL



- 1. ON/OFF Button**  
Press to turn the unit ON/OFF.
- 2. ENERGY SAVER**  
Press this button to operate the unit in Energy Saver mode. (See pg. 9 for more information.)
- 3. FAN Button**  
Press this button to operate the unit in FAN mode.
- 4. DRY Button**  
Press this button to operate the unit in DRY mode.
- 5. COOL Button**  
Press this button to operate the unit in COOL mode.
- 6. +/- BUTTONS**  
These buttons are for increasing/decreasing the temperature settings within a range of 61 – .90°F (16–32°C) and for setting the time for the ON/OFF Timer.
- 7. H • FAN BUTTON**  
Press this button to make the fan run at HIGH speed. The HIGH indicator light will be illuminated on the unit's control panel.
- 8. M • FAN BUTTON**  
Press this button to make the fan run at MEDIUM speed. The MED indicator light will be illuminated on the unit's control panel.
- 9. L • FAN BUTTON**  
Press this button to make the fan run at LOW speed. The LOW indicator light will be illuminated on the unit's control panel.
- 10. FILTER RESET Button**  
After 250 hours of operation, the "CHECK FILTER" LED light will illuminate on the unit's control panel, reminding you to clean the filter. Press this button to turn off the "CHECK FILTER" LED light on the unit and reset the check filter timer for 250 hours.
- 11. TIMER Button**  
Press this button to set the Timer for time Switch-On, Switch-Off or to cancel the timer. (See page 9 for more information.)

## ► NOTES ABOUT USING THE REMOTE CONTROL

- **DO NOT** place the remote near something with high temperature, such as an electric heating pad or radiator.
- **DO NOT** place the remote where it is exposed to direct sunlight or strong lights.
- **DO NOT** drop anything on the remote as this may cause damage.
- **DO NOT** block the area between the unit and remote or it will not receive signals from the remote.
- **DO NOT** splash water or other liquids onto the remote.
- **DO NOT** place heavy objects on the remote.

## ► REPLACING THE BATTERIES

When the signal is transmitted to the air conditioner and the unit does not give an acknowledgment sound, the batteries likely need to be replaced.

1. Remove the battery case cover by sliding the cover open in the direction of the arrow. Take out the used batteries and dispose of them accordingly.
2. Replace with new batteries, paying attention to the "+" and "-" marks of pole indications. Close the back cover.

**NOTE: DO NOT** mix old and new batteries.

# 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.**

**NOTE:** If the air filter screen is blocked by dust, the performance of the unit will be affected, the unit will be louder than normal, and power consumption will increase. Therefore, periodic cleaning of the air filter screen is necessary.

### ► CLEANING THE AIR FILTER

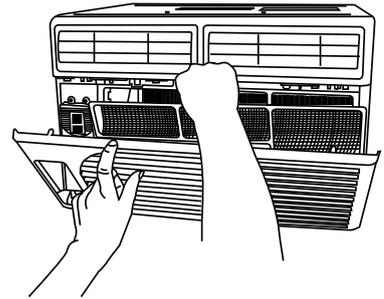
The air filter should be cleaned throughout the operational season. It is recommended that the air filter screen be cleaned once every two weeks using the method below:

1. Remove the air filter screen
  - Gently hold and press the two lower ends of the front grille and open the grille.
  - Gently grab the air filter screen and lift it up; then take it out by pulling it toward you.
2. Clean the air filter screen

If the air filter screen is very dirty, you may use lukewarm water (about 86°F/30°C) to clean it. Allow it to completely air dry before returning it to the unit.

**NOTE: DO NOT** use boiling water to clean the screen; **DO NOT** pull on the screen with too much force.
3. Install the air filter screen.

Place the air filter back into the grille. If the air conditioner is operated without an air filter screen, the interior of the unit will be contaminated with dirt, which may cause performance failure or damage to parts.
4. Clean the air conditioner.
  - Use a soft, dry cloth to wipe the air conditioner or use a vacuum cleaner to do the cleaning.
  - If the air conditioner is very dirty, you may use a cloth soaked with mild household detergent to do the cleaning.



### ► REMOVING THE UNIT FROM THE WINDOW

1. Turn AC off and disconnect power cord.
2. Remove sash seal from between windows and unscrew sash lock.
3. Unscrew accordion panel lock and remove screws installed through accordion panels.
4. Close accordion panels into frame.
5. Keeping a firm grip on the air conditioner, raise the sash and carefully tilt the air conditioner backward, draining any condensate water from the base of the unit. Be careful not to spill any remaining water while lifting unit from the window.
6. Store parts with air conditioner.

### ► BEFORE THE SEASON

1. Check to see if anything is blocking the air inlet and front grille.
2. Ensure the bottom of the unit is not corroded or rusty.
3. Ensure the plug is not damaged.
4. Clean the air filter.
5. Connect to an appropriate outlet with sufficient power. See product sticker for information.
6. Load fresh batteries into the remote control.

## ► AFTER THE SEASON

1. Press the power button. Set the temperature to 86°F (30°C) and let the machine run in COOL mode for half of a day. Make sure any signs of condensation on the outside of the unit are wiped off with a soft, dry, clean cloth.
2. Turn off the unit. Unplug the unit during non-operational seasons to save energy and for safety reasons.
3. Clean the air filter screen and install it back in place.
4. Clean the unit.
  - Use a soft, dry cloth to wipe the air conditioner or use a vacuum cleaner to do the cleaning.
  - If the air conditioner is very dirty, you may use a cloth soaked with mild household detergent to do the cleaning.
5. If air conditioner will be stored during the winter, remove it carefully from the window according to the instructions on the previous page. Cover it with plastic or return it to the original carton.
6. Remove the batteries from the remote control.

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

# TROUBLESHOOTING

**BEFORE CALLING FOR SERVICE, PLEASE REVIEW THE CHART BELOW**

ISSUE	POSSIBLE CAUSES
<p><b>AIR CONDITIONER NOT COOLING ROOM, OR NOT BLOWING COLD AIR</b></p>	<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>
<p><b>AIR CONDITIONER COOLING BUT ROOM IS TOO WARM - ICE FORMING ON COOLING COIL BEHIND DECORATIVE FRONT</b></p>	<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>
<p><b>AIR CONDITIONER CYCLING ON AND OFF TOO FREQUENTLY OR NOT ENOUGH</b></p>	<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>
<p><b>UNIT WILL NOT TURN ON</b></p>	<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>• Timer is set for the TIMER ON mode. If the air conditioner is set for Switch-On operation mode, it will not start operating before the set time is reached.</li> <li>• If the ambient temperature is lower than 61°F (16°C), the auto protection function of the unit will prevent it from the cooling operation.</li> <li>• If you have just turned the unit off, wait at least 3 minutes before restarting it. The unit will not allow you to power it on during this 3-minute period. This is a protection feature of the unit.</li> <li>• Try plugging unit into another outlet.</li> <li>• Unplug unit for at least 5 minutes. Follow Reset instructions on plug.</li> </ul>
<p><b>UNIT BLOWS FUSES OR POPS CIRCUIT BREAKER</b></p>	<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> <li>• A dedicated power outlet is required for air conditioners.</li> </ul>
<p><b>AIR CONDITIONER IS MAKING NOISES</b></p>	<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>
<p><b>WATER PUDDLES INSIDE UNIT OR IS COMING INTO ROOM</b></p>	<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> <li>• If the air conditioner operates in high humidity for a long time, moisture may be condensed and appear at the air outlets.</li> </ul>
<p><b>WATER DRIPPING OUTSIDE</b></p>	<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>

**BEFORE CALLING FOR SERVICE, PLEASE REVIEW THE CHART BELOW**

<b>ISSUE</b>	<b>POSSIBLE CAUSES</b>
<b>FOG IS BLOWN OUT DURING THE COOLING OPERATION</b>	<ul style="list-style-type: none"> <li>• When the indoor temperature and humidity is high, this may occur. When the indoor temperature and humidity drops, the fog will disappear.</li> </ul>
<b>THERE IS AN ODD SMELL</b>	<ul style="list-style-type: none"> <li>• This may be the smell of something inside the air conditioner.</li> <li>• Check the outside of the unit to make sure there is nothing around that would produce a smell.</li> <li>• Clean the filter.</li> </ul>
<b>UNIT DOES NOT RESTART AFTER POWER OUTAGE</b>	<ul style="list-style-type: none"> <li>• The memory of the microchip computer is deleted.</li> <li>• Restart the unit with the control panel or remote control.</li> </ul>
<b>NO REMOTE CONTROL SIGNAL IS RECEIVED</b>	<ul style="list-style-type: none"> <li>• When the signal receiver of the air conditioner is exposed to sunlight or strong lights, it may fail to receive the remote control signal. Shade off the sunlight or dim the lighting.</li> <li>• Ensure nothing is blocking the path between the remote control and the signal receiver on the unit.</li> <li>• Check the batteries in the remote.</li> </ul>
<b>DISPLAY SHOWS “E2”, “E3”, “E8”, OR WILL NOT MOVE FROM “77”</b>	<ul style="list-style-type: none"> <li>• Contact Consumer Services at 844-4PA-AIRE (844-472-2473).</li> </ul>

In any of the following circumstances, please turn off and unplug the air conditioner and immediately contact Consumer Services at 844-4PA-AIRE (844-472-2473):

- The fuse is frequently blown or the breaker is often shut off.
- The electric wire, plug or unit turns abnormally hot.
- There is damage to the power cord (or insulation sheath of the cord).
- There are abnormal noises when the machine is operating.

**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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