


### 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 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 and National Electrical Code (NEC) for special requirements.

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.



### WARNING

#### ELECTRICAL SHOCK HAZARD

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

Before installing, modifying, or servicing system, main electrical disconnect switch must be in the OFF position. There may be more than 1 disconnect switch. Lock out and tag switch with a suitable warning label.

### THERMOSTAT

Your Heat Pump is controlled by the thermostat mounted on your wall. The thermostat is a highly sensitive low voltage device and is available in several different configurations from different manufacturers. The details listed below are typical for most installations. Ask your dealer for more specific information regarding the model of thermostat installed.

#### Heating Mode

Set the system selector switch to HEAT. The heat pump will run until the actual room temperature is raised to the point you have selected.

**NOTE:** you may see **steam** (looks like “**smoke**”) coming from the outdoor unit during cold weather. This is normal as frost is removed from the coil during the defrost cycle.

#### Cooling Mode

Set the system selector switch to COOL. The air conditioner will run until the actual room temperature is lowered to the point you have selected.

#### Temperature Control

Set the temperature selector to your desired room temperature. For heating, the heat pump will run any time the actual room temperature falls below the point you have selected. For cooling, the heat pump will run (as an air conditioner) any time the actual room temperature rises above the point you have selected.

#### Fan Control

The fan selector switch allows you to run the fan continuously or cycle it automatically with the heating or cooling system. Set the selector switch to ON for continuous operation or to AUTO for automatic cycling. For maximum comfort satisfaction, continuous fan operation throughout the year is recommended (selector switch set to ON).

### WHAT TO DO IF YOUR SYSTEM DOES NOT WORK

#### Before Requesting a Service Call:

1. Check thermostat settings. Make sure to select a temperature below the actual room temperature. Make sure the system selector switch is in the COOL position.
2. Inspect your return air filter. Replace a dirty filter or clean a reusable type filter.
3. Check circuit breakers and/or fuses. Reset breakers or replace fuses as necessary.
4. Inspect the coils and fins on the outdoor unit. Clean away any obstructions (grass clippings, leaves, dirt, dust, or lint). Check that branches, twigs, or other debris are not obstructing the fan blade.

**If your system still does not operate, contact your servicing dealer.**

Have the Model and Serial Numbers of the indoor and outdoor units available and be sure to describe the problem.

## REGULAR MAINTENANCE REQUIREMENTS

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Your system should be regularly inspected by a qualified service technician. Between visits, there are some routine maintenance procedures you can do to help keep your system operating at peak performance.



### WARNING

#### ELECTRICAL SHOCK HAZARD

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

Turn OFF all electrical power to both the indoor and outdoor units before performing any maintenance or removing any panels or doors. There may be more than one electrical disconnect switch

#### Air Filter

Inspect air filters at least monthly and replace or clean as required. Disposable type filters should be replaced. Reusable type filters may be cleaned by soaking in mild detergent and rinsing with cold water. Install filters with the arrows on the side pointing in the direction of air flow.

**Dirty air filters are the most common cause of inadequate cooling performance, and of compressor failures.**

#### Condensate Drain

The indoor coil condenses water from the air, and this water must be disposed through an appropriate drain system. During the cooling season check at least monthly for free flow of drainage and clean if necessary.

#### Outdoor Unit Coils

Grass clippings, leaves, dirt, dust, lint from clothes dryers, and fall-off from trees can be drawn into coils by movement of the air. Clogged outdoor coils will lower the efficiency of your unit and could cause damage to the compressor. Clean debris away from the outdoor coils.

Use a soft bristle brush with light pressure only. Do not damage or bend coil fins. Damaged or bent fins may affect unit operation.

#### Painted Surfaces

In geographical areas where the water has a high concentration of minerals (calcium, iron, sulfur, etc.) it is recommended that lawn sprinklers not be allowed to spray on the unit. Spraying this type of water on the unit may result in premature deterioration of the paint finish and metal components.

Never use a weather cover over the outdoor unit unless it is a ventilated type or made of breathable fabric that will allow moisture to evaporate rapidly. A cover that holds moisture in the unit will cause more rust build-up and damage than normal exposure to weather.

## REGULAR DEALER MAINTENANCE

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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 twice each year, but at least once every 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 as required.
- Inspection and, if required, cleaning of indoor and outdoor coils.
- Inspection of the indoor coil drain pan, plus the primary and secondary drain lines. If supplied, the auxiliary drain pan and line should be inspected at this time. 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 heat pump system to determine actual working condition. Necessary repair and/or adjustment should be performed at this time.

Your servicing dealer may offer an economical service contract that covers seasonal inspections. Ask for further details.

## FOR THE RECORD

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Record the model, product, and serial numbers of your new equipment. This information, along with the other ready reference facts requested, will be necessary should you ever require information or service.