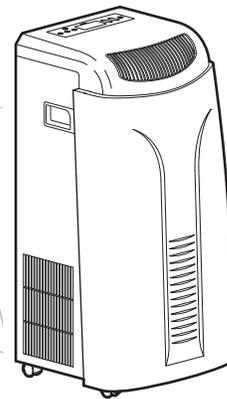


# User Manual

## InRoom SC 60 Hz

ACPSC2000  
ACPSC3500





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# General Information

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## Overview

### Save these instructions

This manual contains important instructions that must be followed during the installation of this equipment.

### About the InRoom SC Portable Cooling Units

InRoom SC cooling units are portable, compact air conditioners designed for spot-cooling, emergency-cooling, and after-hours cooling of server closets, and data centers.

InRoom SC ACPSC2000 provides 2.9 kW (9,900 BTU) of cooling capacity.

InRoom SC ACPSC3500 provides 3.5 kW (12,000 BTU) of cooling capacity.

If the building's cooling system has night and weekend thermostat setbacks, is shut down during the off-season or maintenance, or has limited cooling capacity, you may need to consider alternatives to the standard installation.

The cooling units automatically adjust room temperature and reduce moisture while filtering the air. Additional features of the equipment include:

- Electronic control panel with LCD display
- On/Off scheduling
- Remote control operation
- High-efficiency rotary compressor
- Adjustable louvers for air distribution

## Safety symbols that may be used in this manual



**Electrical Hazard:** Indicates an electrical hazard which, if not avoided, could result in injury or death.



**Danger:** Indicates a hazard which, if not avoided, could result in severe personal injury or substantial damage to product or other property.



**Warning:** Indicates a hazard which, if not avoided, could result in personal injury or damage to product or other property.

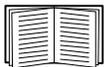


**Caution:** Indicates a potential hazard which, if not avoided, could result in personal injury or damage to product or other property.



**Note:** Indicates important information.

## Cross-reference symbol used in this manual



More information on this subject can be found in another section of this document.

# Safety



**Electrical Hazard:** Connect the equipment to a 3-wire AC outlet (two poles plus a ground). The receptacle must be connected to a dedicated, properly grounded 120 volt 60Hz branch circuit rated for 20 amp main protection (fuses/circuit breaker). Connection to any other power source may result in a shock hazard or damage to the cooling unit.

Do not cut or remove the ground from the power cord plug.

Use the cooling unit with the supplied power cord only.

Do not use an extension cord with this cooling unit.

If the plug gets hot, call a qualified electrician.

Do not immerse the cooling unit, cord or plug in water or any other liquid.



**Warning:** Do not stick anything into the air outlet of the air conditioner.

Close supervision is required when the unit is used near children.

Do not use in a room with poor air circulation.



**Caution:** Do not place the cooling unit on its side. If the cooling unit has been tipped, place it upright on a flat, solid surface and keep it in this position for a minimum of 12 hours before operating..

Use the cooling unit on a flat surface only.

Do not obstruct the cooling unit air outlets.

For indoor use only.

The equipment contains no internal user-serviceable parts.

Do not place the rear of the cooling unit closer than 500 mm (20 in) to any wall or obstacle.

Do not install the cooling unit where there are fumes or flammable gases, or in an extremely humid space such as a greenhouse.

Do not place objects on top of the cooling unit or sit on the cooling unit.

# Storing the Cooling Unit

If the cooling unit will not be installed immediately, replace the packaging to protect from damage and dust. Store the cooling unit indoors in a climate controlled, dry place.



**Caution:** Leaving the cooling unit uncovered and exposed to the elements can cause damage and voids the factory warranty.

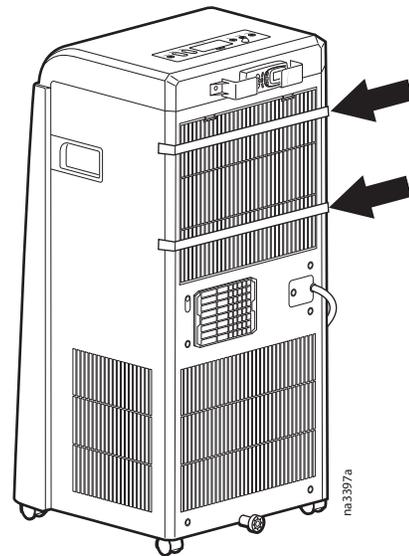
# Cooling Unit Packaging



Recycle the packaging material when possible.

Do not discard packaging material until the cooling unit has been inspected.

Remove the tape securing the air filter and cover to the cooling unit.



# Inspecting the Cooling Unit

Your cooling unit has been tested and inspected before shipment. To ensure that the cooling unit has not been damaged during transit, carefully inspect the cooling unit immediately upon receipt.

Verify that all parts ordered were received as specified. See “Inventory” on page 6.



**Caution:** Do not tip or place the unit on its side.

## Filing a claim

If damage is identified on receipt of the cooling unit, note the damage on the bill of lading and file a damage claim with the shipping company. Contact APC for information on filing a claim with the shipping company. The shipping claim must be filed at the receiving end of the delivery.



**Caution:** If damage is found, do not operate the unit. Keep all packaging for inspection by the shipper and contact APC customer support. See the back cover of this manual for contact information.

# Tools Required



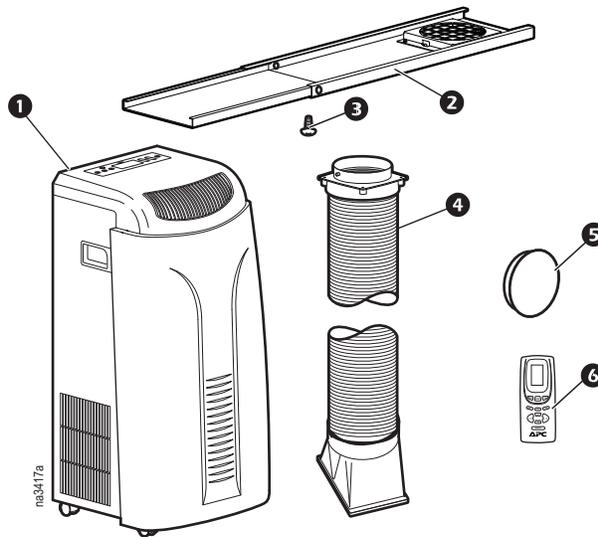
Phillips head screwdriver

# Inventory

The cooling unit includes the remote control storage bracket, hardware, batteries, the remote control, and the exhaust kit.

See “Remote Control” on page 17 for more information.

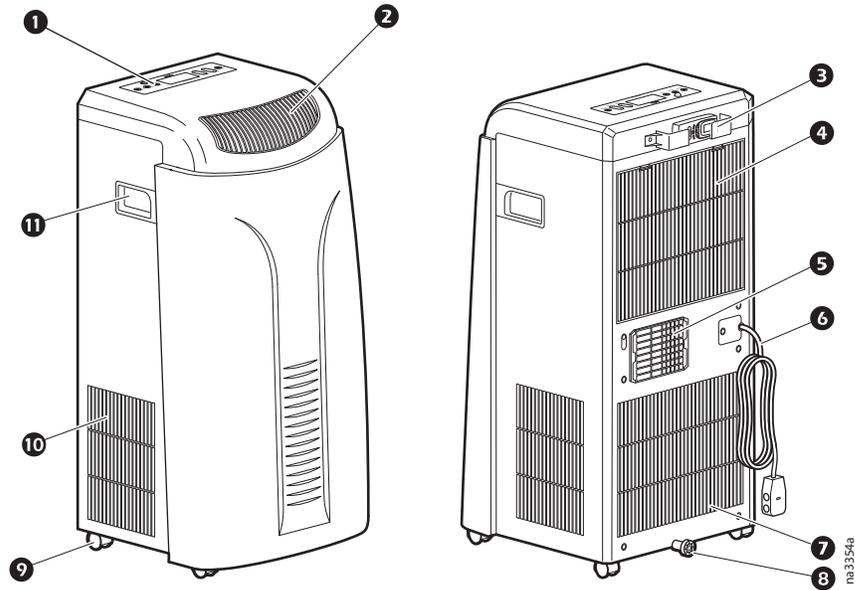
See “Exhaust kit” on page 10 for contents.



Item	Description	Item	Description
❶	Cooling unit	❷	Exhaust hose
❸	Ceiling adapter	❹	Exhaust cap
❹	Phillips head screw ST 4.2 x 9.5 (2)	❺	Remote control

# Component Identification

ACPSC2000 and ACPSC3500

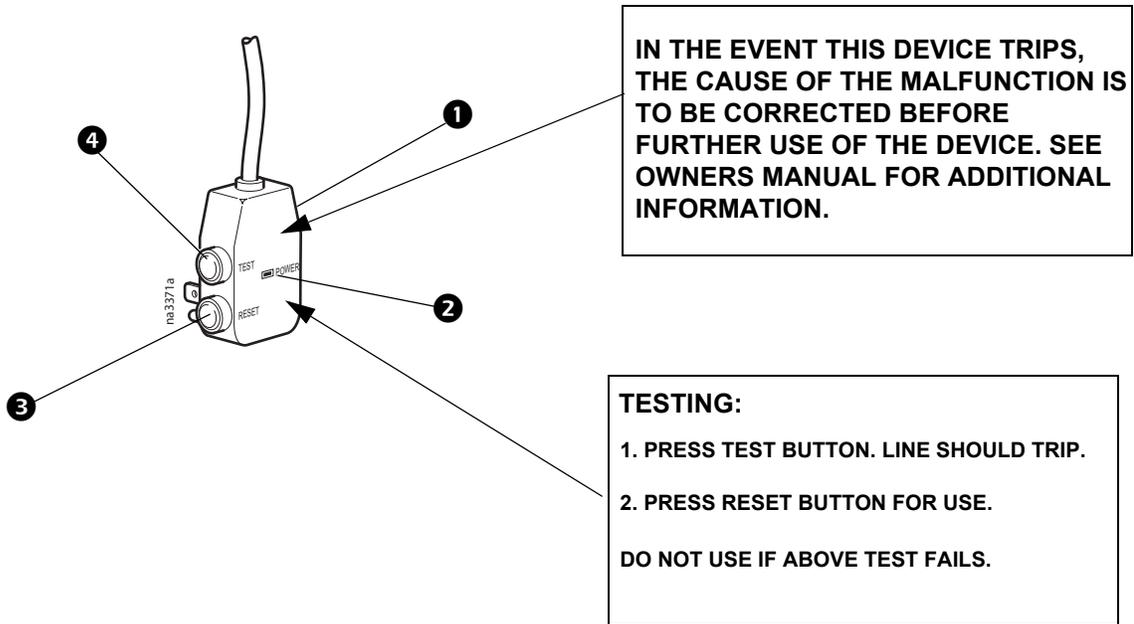


Item	Description
❶	Control panel
❷	Vertical air louver
❸	Remote control / storage
❹	Air filter / upper air intake (evaporator)
❺	Air outlet (heat exchanger)
❻	Power cord
❼	Lower air intake (condenser)
❽	Water outlet drain
❾	Caster
❿	Lower air intake (condenser)
⓫	Handle

## Power plug



**Electrical Hazard:** This equipment requires an LCDI plug. Use only the power cord supplied with the equipment.



Item	Description
❶	15 amp plug
❷	Green (Power ON) LED
❸	Reset button
❹	Test button

**Important safety feature.** The plug of the power cord contains a fuse as a safety feature to protect the cooling unit from damage.

The fuse in the plug end of the power cord can trip if a power surge or a power outlet problem occurs.

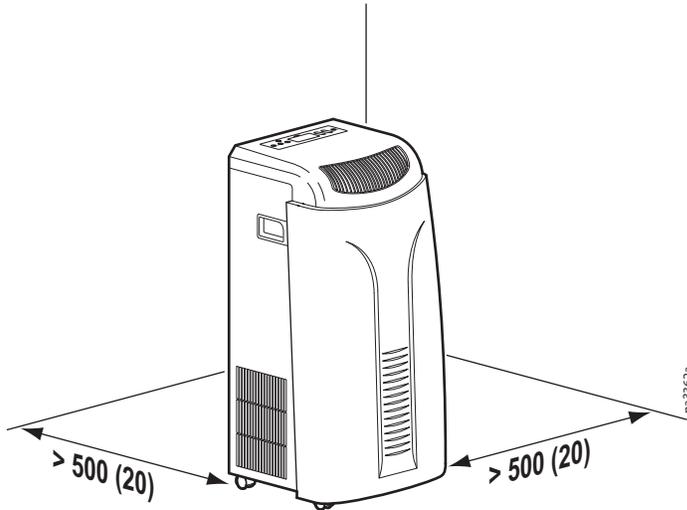
If pressing the reset button does not return the cooling unit to service, contact [www.apc.com](http://www.apc.com) for assistance.



**Electrical Hazard:** A qualified electrician should be contacted to correct electrical problems originating from the power outlet.

# Installation

## Location



Dimensions are shown in mm (in).

### Requirements

When deciding where to locate the cooling unit, consider cooling needs, air flow, and the location of the electrical outlet. The cooling unit can be no more than 2.4 m (8 ft) from the electrical outlet, condenser intake and exhaust access.

**Cooling needs.** Position the cooling unit as close as possible to the main heat source that requires cooling.

**Air flow.** Position the rear of the cooling unit at least 500 mm (20 in) away from a wall or other equipment.

**Location of electrical outlet.** Place the cooling unit no farther than 2.4 m (8 ft) from a dedicated 120V, 60Hz, 15A branch circuit receptacle.



**Electrical Hazard:** Do not use extension cords with this equipment. Using an extension cord reduces circuit protection and will void the warranty.



**Caution:** To help avoid loss of cooling, only connect this equipment to a single-outlet dedicated circuit.

# Exhaust Duct Assembly

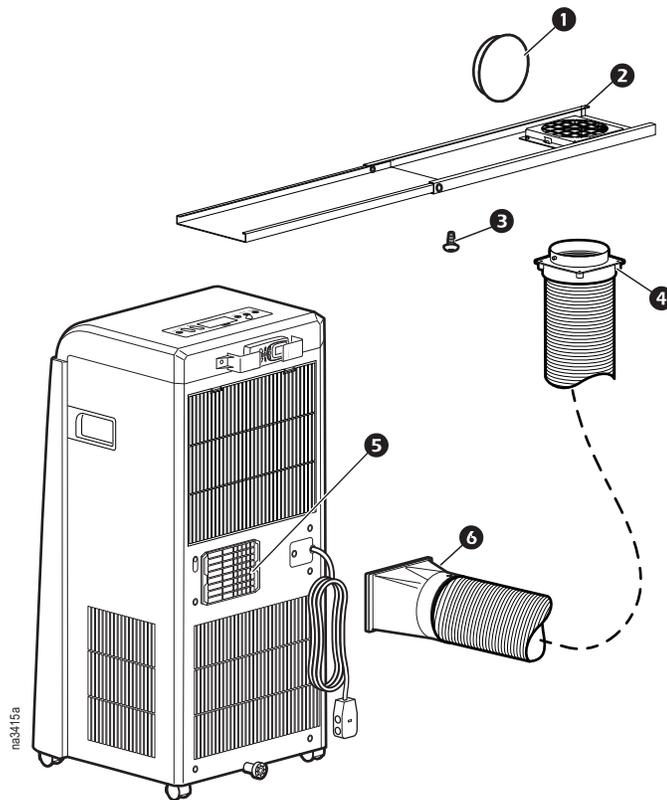
**Dry Mode.** Exhaust air must be allowed to return to the room in order for dehumidification to take place. Do not connect the exhaust hose to vent it outside the room. Continuous drainage for the condensate drain pan must be provided or it will fill up and the unit will automatically shut down until it is emptied.

**Cool Mode.** Exhaust air must vent outside the room when using the cool mode.



**Note:** Leave the door to the room slightly ajar to equalize pressure to improve ventilation.

## Exhaust kit



Item	Description	Item	Description
------	-------------	------	-------------

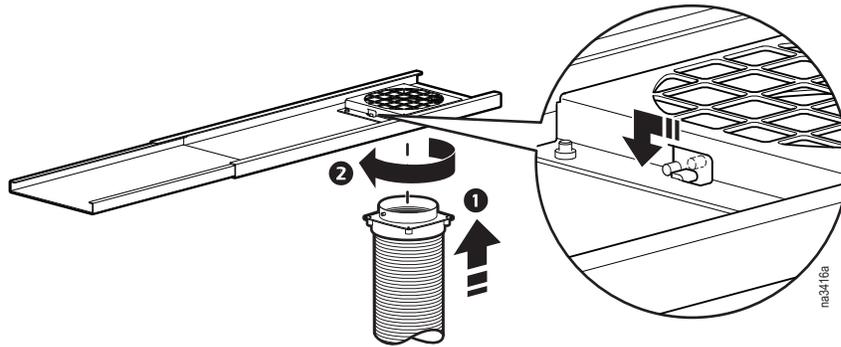
①	Exhaust cover	④	Ceiling connector end of exhaust hose
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②	Ceiling adapter - 596 to 914 mm (23.5 to 36 in)	⑤	Exhaust vent of portable cooling unit
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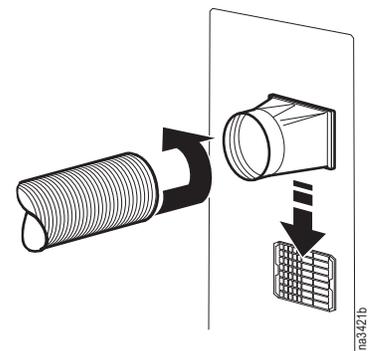
③	Phillips head screw ST 4.2 x 9.5 (2)	⑥	Flange connector end of exhaust hose
---	--------------------------------------	---	--------------------------------------

**Installation.** Exhaust air can be vented to the outside through the ceiling. The cooling unit should be positioned a minimum of 500 mm (20 in) from any wall; either at the back or on the sides. In a dropped ceiling, the ceiling adapter can be installed in place of one of the ceiling tiles.

1. Position the end of the exhaust hose so the small tabs line up with the holes in the ceiling adapter.
  - ① Insert the exhaust hose into the ceiling adapter and
  - ② turn the exhaust hose counterclockwise slightly until the tabs lock into position.The exhaust hose is secured to the ceiling adapter when the tabs are in position.



2. Remove the ceiling tile and install the adapter panel in the grid. The adapter panel can be adjusted to fit areas from 596 mm to 914 mm (23.46 to 36 in) long and 178 mm (7 in) wide.
3. For permanent installation, cut the ceiling tile so that it will lay flat in the grid next to the adapter.
4. For temporary installation, slide the ceiling tile up against the ceiling adapter snugly.
5. Thread the base flange onto the end of the exhaust hose.
6. Slide the flange onto the exhaust vent on the back of the cooling unit.



# Condensate Drain

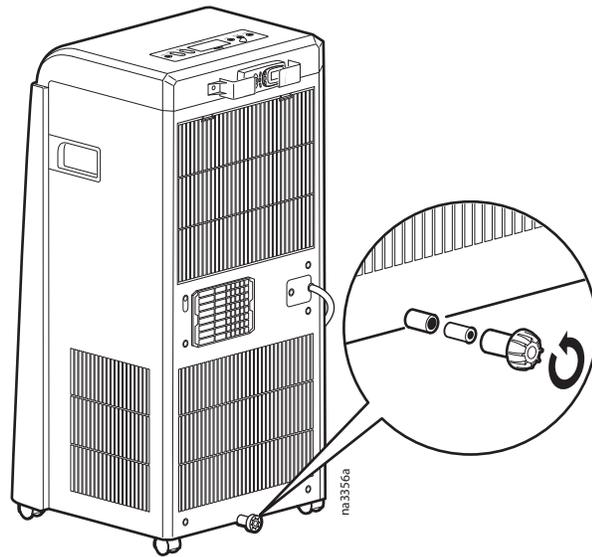
The InRoom SC utilizes evaporative technology, which eliminates the need for a condensate tank. To manage any excess condensation, a drain pan is located in the bottom of the unit. When the drain pan is full, a light will flash on the display and an alarm will sound to alert you. The cooling unit will automatically shut down.



**Caution:** The cooling unit must be turned off and unplugged before draining the condensate.

## Manual draining

1. When the drain pan is full, move the cooling unit to a drain or place a suitable container under the drain pipe.
2. Remove the plastic cap and rubber plug to allow the condensate to drain.
3. Replace the plug and cap when the drain pan is empty.
4. Return the cooling unit to service.



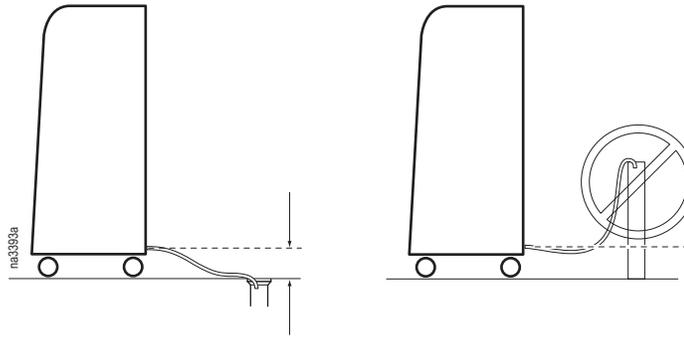
## Continuous draining



**Note:** Continuous drainage is recommended when the unit is used in DRY mode.

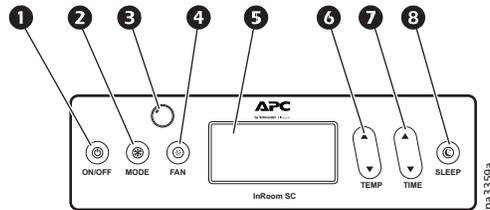


**Caution:** Condensate draining is done by gravity. Do not run a drain hose to a drain that is located above the drain port of the cooling unit.



# Operation

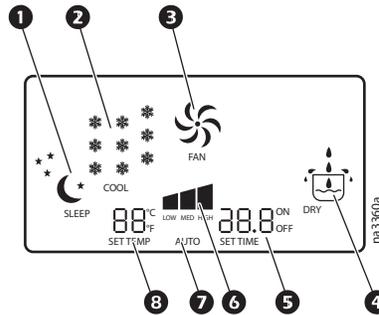
## Control Panel



### Function Button Locations

Item	Function	Description
1	Power control	Turn the cooling unit On and Off
2	Mode selection	Three mode control settings: Cool, Dehumidify, and Fan. The settings are adjusted by pressing the Mode Control Button.
3	Remote control infrared receiver	Receives commands sent from the remote control.
4	Fan speed control	Press the Fan Speed Control button to move through the three settings: Low, Medium and High.
5	Display interface	LCD user interface displays instructions and functions.
6	Temp ▲ ▼	Up and down arrow buttons adjust the thermostat.
7	Timer ▲ ▼	Up and down arrow buttons adjust the timer.
8	Sleep	Press the Sleep button to start or stop the Sleep mode.

# Display Interface



## Display Screen Information

Item	Function	Description
❶	Sleep mode indicator	Sleep mode is an undercooling mode that is used during times of non-peak heat. Sleep mode is activated by setting the timer. The set temperature will automatically increase at intervals until the timer turns off the Sleep mode.
❷	Cool mode indicator	Cool mode cools the room. Temperature and fan speed are set by the user.
❸	Fan mode indicator	Fan mode moves air only. The fan speed is set by the user.
❹	Dry mode indicator	Dry mode dehumidifies the room. The fan speed is Low only.
❺	Set Time	Displays the timer interval (0.5 to 24 hours) and if the timer is on or off.
❻	Fan Speed indicator	Bars labeled Low, Medium and High indicate fan speed.
❼	Auto mode indicator	In auto mode the microprocessor chooses fan, cool or dry mode depending on the set temperature setting.
❽	Set Temp	Displays the set temperature.

## Function Button and Indicator Light Operation

**Cooling Mode.** In **Cool** mode the unit attempts to bring the room air temperature down to the set temperature. The fan speed and temperature are adjusted in **Cool** mode.



**Note:** The room temperature must be higher than the set temperature in order for the cooling mode to start.

**Dry Mode (Dehumidify).** Press the ON/OFF button to start the cooling unit. Press the **Mode** button to choose **Dry**. In **Dry** mode, the fan speed is fixed to **Low**.

- In **Dry** mode, air is not exhausted to the outside.

**Fan Mode.** When in **Fan** mode, air is circulated with no cooling. Low, Medium, and High fan speed can be selected. Indicator bars on the display show the fan speed..

**Auto Mode.** The cooling unit will automatically choose the **Cool**, **Dry**, or **Fan** mode to ensure the indoor constant temperature efficiency based on the set temperature you have selected.

**Sleep Mode.** **Sleep** mode is an energy saving mode. The **Sleep** mode temperature must be preset. When **Sleep** mode starts (in **Cool** mode), the temperature increases by two degrees after one hour and four degrees after two hours. After two hours the cooling unit will run at the preset temperature. In **Fan** or **Auto** mode, the temperature is not changed during **Sleep** mode because cooling is not occurring.

### Timer Control.

**Auto OFF:** With the cooling unit running in **Cool** mode, press the **Timer** button to start the timer function. Press the up or down arrow buttons to select the number of hours (from 0.5 to 24) the unit will run before it automatically shuts off.

**Auto ON:** With the cooling unit powered on but in standby mode (no mode selected), press the **Timer** button to start the timer function. Press the up or down arrow buttons to select the number of hours before the cooling unit automatically starts running in **Cool** mode.

**Temperature Control.** The default display is the set temperature.

- The set temperature is only adjustable in **Cool** mode.
- Press the up arrow button to increase the set temperature and the down arrow button to lower the set temperature.



**Note:** After the cooling unit is powered OFF, you must wait three minutes before turning it ON again.

# Remote Control



**Caution:** 1. Do not drop the remote control.  
2. Do not leave the remote control exposed to direct sunlight.

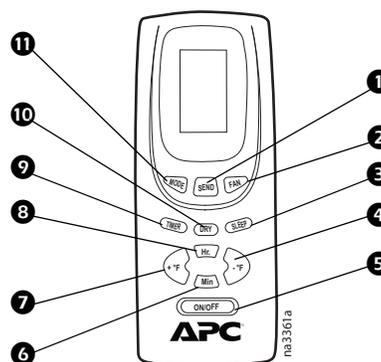


**Note:** 1. To avoid interference, do not use the remote control within one meter (3 ft) of a television or other electrical appliance  
2. The remote control is functional up to 7 m (23 ft) from the cooling unit.

All portable cooling units are provided with a hand-held remote control. The function buttons on the remote control operate in the same manner as using the controls on the portable cooling unit.

## Function buttons:

Item	Description
❶	Send button
❷	Fan speed control
❸	Sleep button
❹	Decrease temperature button
❺	Power On/Off button
❻	Minute selection button
❼	Increase temperature button
❽	Hour selection button
❾	Timer mode
❿	Dry mode
⓫	Mode selection button



**Power On/Off.** The **On/Off** button toggles between power on and power off.

**Mode selection.** While the cooling unit is **On**, press the **Mode** button. Each time the **Mode** button is pressed, an icon for the **Fan**, **Cool**, **Dry**, or **Auto** will be shown on the remote display. Stop when the mode you want is displayed. Press **Send** to activate the mode.

**Dry mode.** While the cooling unit is **On**, press the **Dry** button. Press **Send** to activate the mode.

**Temperature adjustment.** To adjust the temperature, press the increase or decrease temperature buttons. Press **Send** to set the temperature adjustment.

**Fan speed adjustment.** To adjust the fan speed, press the **Fan** button. Each time the **Fan** button is pressed the remote display will change from High, Medium, or Low. When you reach your selection, press the **Send** button to activate the selection.

## Timer Operation.

**Set Timer without changing settings:** Press the **Timer** button to show the remaining time on the display. Press the **Hour** button to change the adjust the delay time from 0.5 to 18 hours then press **Send**. If the cooling unit is **ON**, when the timer counts down to 0, the cooling unit will turn **OFF**. The remote timer cannot be set to turn the cooling unit **ON**.

**Set Timer changing settings:** With the cooling unit **ON**,

1. - Select the mode and press **Send**.
2. - Select the fan speed and press **Send**.
3. - Adjust the temperature between 16°C and 30°C and press **Send**.
4. - Press the **Timer** button to see the remaining hours.
5. - Press the **Hour** button to adjust the delay time. Press **Send**.

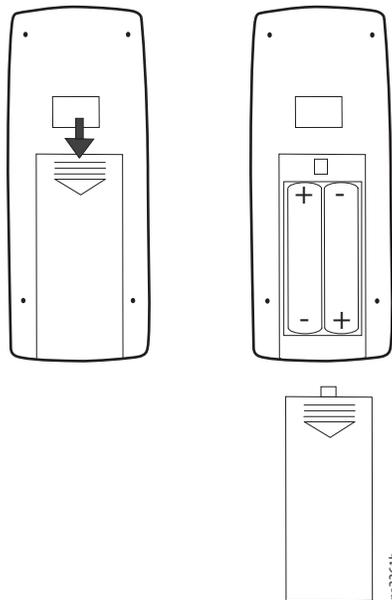
**Clear the Timer:** Press and hold the timer button until the time of day appears in the display. Press **Send**.

**Sleep mode.** While the cooling unit is On, set the mode, temperature and fan speed. Press the **Hour** button to set the duration of **Sleep** mode. Sleep mode timer operation can be set for up to seven hours. Press the **Send** button. Press the **Sleep** button to start the sleep operation. If the cooling unit is in **Sleep** mode, pressing the **Sleep** button will cancel **Sleep** mode.

## Battery Care

The remote control requires two AAA (IEC R03) 1.5V batteries (not included).

Remove the cover on the back of the remote control and insert the batteries with the (+) and (-) poles pointing in the proper direction.



**Caution:** Use only AAA (IEC R03) 1.5V batteries. Do not use rechargeable batteries.

**Caution:** Replace both batteries at the same time.

**Caution:** Dispose of used batteries appropriately.

# Maintenance

---



**Electrical Hazard:** Before performing maintenance on the cooling unit:

1. Turn the cooling unit off.
2. Unplug the cooling unit.



**Warning:** Damage to equipment may occur if:

1. Caustic substances are used to clean the cooling unit.
2. The unit is subjected to excess water.
2. Air filters are cleaned too aggressively causing damage.

## Clean the exterior

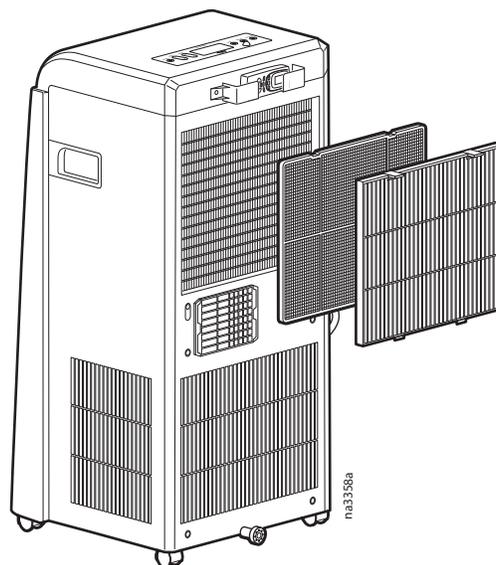
Wipe dirt and dust from the exterior surfaces with a soft, dry cloth. Dampen a cloth with a solution of warm water and mild detergent for heavily soiled areas.

Ensure all detergent is wiped from the surface with a clean, damp cloth to remove residue.

## Clean the air filter

Check the air filter frequently after initially putting the cooling unit into service. Determine how long between cleanings you can wait. Keeping your air filter clean will maximize the performance and life of the cooling unit.

1. **Remove the air filter.** Press down on the two tabs on the top of the grill to release the filter and grill from the cooling unit.
  - Pull the air filter from under the small tabs at the edges on the inside of the grill.
2. **Clean the air filter.** About every two to three weeks clean by **gently** vacuuming, wiping or knocking the edges of the filter on a firm surface to remove the excess dust.
3. **Wash the air filter.** To remove excessive soil, soak the air filter in a solution of mild detergent and warm water. Allow to air dry.



## Replace the air filter

1. See “Remove the air filter” (above) for instructions to properly remove the air filter.
2. Install a new, clean filter to the grill. Make sure the filter is secured under the tabs along the edges of the grill.
3. Attach the grill to the rear of the cooling unit. Set the bottom of the grill into the opening. Tabs on the grill bottom should enter the slots in the bottom of the opening. Tip the top of the grill up and into the opening. The tabs on the top of the grill should snap into place.

## Empty the condensate drain pan

If the cooling unit is not equipped with a drain hose allowing the drain pan to drain, the unit will shut down when the drain pan is full.

1. With the power off and the unit unplugged, move the cooling unit to an appropriate place to drain the drain pan. Place the drainage port over a drain or use a container large enough to hold the contents of the drain pan.
2. Remove the drain plug and allow the pan to drain completely.
3. When the condensate has been drained, install the plug in the drain port.
4. Discard the contents of the drain pan.
5. Return the cooling unit to service.

## Storing while not in use

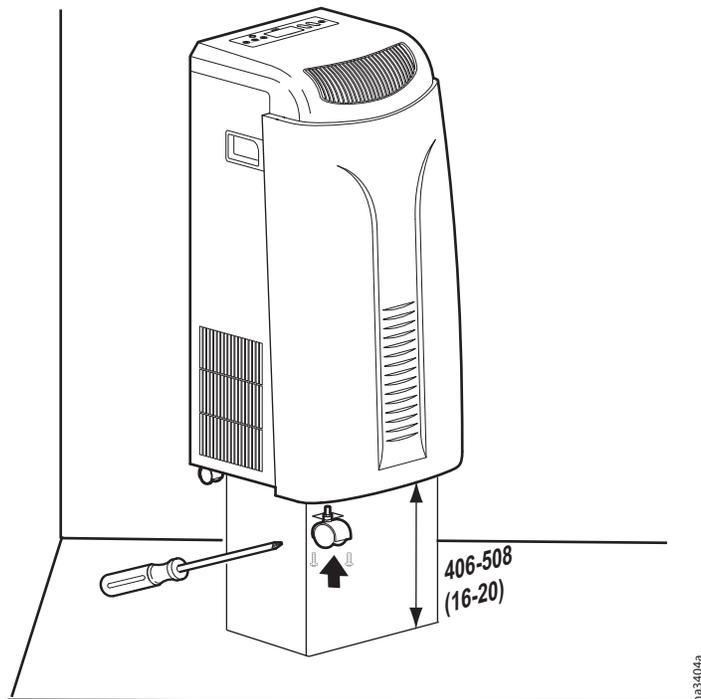
1. Remove the rubber plug from the drain port and drain the water from the condensate drain pan.
2. Allow the cooling unit to run with in the **Fan mode** for at least four hours in a low humidity environment to remove any moisture from the inside of the unit and prevent mold formation.
3. Turn the cooling unit off.
4. Unplug the cooling unit from the power source.
5. Drain the condensate drain pan.
6. Clean and reinstall the air filter.
7. Remove the air hoses. Wipe clean with a soft, dry cloth. Store in a safe place.
8. Cover the air exhaust ports tightly.
9. Remove the batteries from the remote control and store in a safe place.

## Caster replacement



**Warning:** Tipping the cooling unit can cause damage.

1. Raise the unit levelly at least 406 to 508 mm (16 to 20 in) to access the caster.
2. Remove the two Phillips head screws securing the old caster to the cooling unit.
3. When the old caster is removed, attach the new caster by inserting the post into the installation hole in the chassis and securing with the two Phillips head screws.



Dimensions are shown in mm (in).

# Troubleshooting

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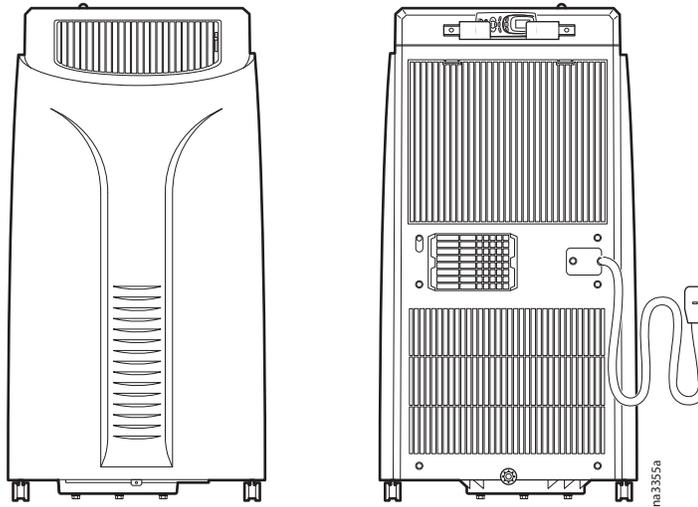
<b>Problem</b>	<b>Solution</b>
Unit does not run	Tripped overcurrent protector: Reset the overcurrent protector. If you are attempting to run the cooling unit from the remote control, check that the batteries in the remote control are good. Check that the unit is properly plugged into the power outlet.
The unit stops running during operation.	Check that the set temperature is lower than the room temperature.
The unit runs but does not cool.	Check that the room is closed (no doors or windows open). Check that no heating appliance is working nearby. Check and clean the air filter if necessary. Check that the air inlet or outlet is not blocked. Check that the set temperature is not too high.
The unit does not run and the Water Full indicator light is on.	Drain the water at the drain pipe on the rear panel. If the unit still will not work contact APC technical assistance.
Error message E5	The power supply is unstable. Unplug the cooling unit for 10 minutes. If the error still exists, call maintenance or the power company to stabilize the utility power.
Error message H8	The condensate drain pan is full. Empty the drain pan. Call APC customer support if the error message is still displayed after the drain pan is empty.
The unit is running in <b>Dry</b> mode but produces no cool air.	The evaporator is defrosting. The unit will resume cooling when the defrosting operation is complete.
The unit is running in <b>Cool</b> mode but produces no cool air.	The evaporator is defrosting. The unit will resume cooling when the defrosting operation is complete.
The displays shows the <b>Timer</b> hours isn't operating.	The Timer is not set to ON. Cancel the operation and reset the Timer hours.

# Spare Parts List

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<b>Part Number</b>	<b>Description</b>
0J-0H-0307	Ceiling exhaust kit
0J-0H-0308	Exhaust duct kit
0J-870-16521	Swivel caster
0J-876-0318	Air filter

# Specifications



Model	APCSC2000	APCSC3500
Net weight (Equipment only)	31 Kg (68 lb)	33 Kg (73 lb)
Shipping weight	37 kg (82 lb)	42 kg (92 lb)
Dimensions	840 x 685 x 370 mm (33.07 H x 14.57 D x 17.72 W in)	
Voltage/Frequency	120VAC - 60 Hz	120VAC - 60 Hz
Power input	1170 W	1560 W
Operating current	9.5 A	12.5 A
Capacity	9,900 Btu/h (2.9 kW)	12,000 Btu/h (3.5 kW)
Dehumidifying capacity	2.46 l/h (0.65 gal/h)	2.91 l/h (0.77 gal/h)
Refrigerant	R-410A - 0.54 kg (1.19 lbs)	R-410A - 0.65 kg (1.43 lbs)
Timer	24 hour	24 hour
Air flow volume	220 CFM	210 CFM
Operating Range	65 - 95°F	
Sound Level dB(A) with exhaust duct: High/Low without exhaust duct: High/Low	52/48 53/50	52/49 53/51



# APC Worldwide Customer Support

Customer support for this or any other APC product is available at no charge in any of the following ways:

- Visit the APC Web site to access documents in the APC Knowledge Base and to submit customer support requests.
  - **www.apc.com** (Corporate Headquarters)  
Connect to localized APC Web sites for specific countries, each of which provides customer support information.
  - **www.apc.com/support/**  
Global support searching APC Knowledge Base and using e-support.
- Contact the APC Customer Support Center by telephone or e-mail.
  - Local, country-specific centers: go to **www.apc.com/support/contact** for contact information.

For information on how to obtain local customer support, contact the APC representative or other distributors from whom you purchased your APC product.

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