



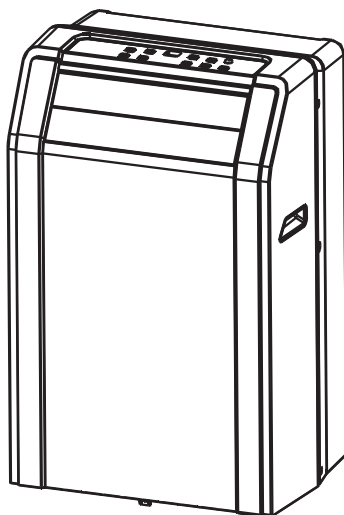
Please read and save these instructions.

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# **AC-12100E**

## **PORTABLE AIR CONDITIONER**

### **OWNER'S MANUAL**



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**NOTE**

The rating data indicated on the energy label is based on the testing condition of installing the un-extended air exhaust duct without adaptor A & B (The duct and the adaptor A & B are listed in the accessories chart of the Instruction Manual).

**When using this air conditioner, please keep the following information in mind:**

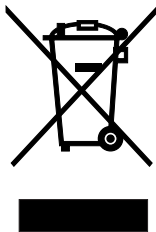
**DISPOSAL:** Do not dispose of this product as unsorted municipal waste. Collection of such waste separately for special treatment is necessary.

It is prohibited to dispose of this appliance in domestic household waste.

For disposal, the following options may be available:

- A) The municipality has established collection systems, where electronic waste can be bedisposed of free of charge to the user.
- B) When buying a new product, the retailer will take back the old product freeof charge.
- C) The manufacture will take back the old appliance for disposal free of charge to the user.
- D) As old products contain valuable resources, they can be sold to scrap metal dealers.

Disposing of waste in forests and landscapes endangers your health when hazardous substances leak into the ground-water and find their way into the food chain.



## SAFETY PRECAUTIONS

### Safety rules

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.

#### Always Do This:

- Your air conditioner should be used in such a way that it is protected from moisture. e.g. condensation, splashed water, etc. Do not place or store your air conditioner where it can fall or be pulled into water or any other liquid. If your unit becomes wet, unplug immediately. Always transport your air conditioner in a vertical position and stand on a stable, level surface during use.
- Turn off the product when not in use.
- Always contact a qualified person to carry out repairs. If the supply cord is damaged it must be repaired by a qualified technician.
- Keep an air path of at least 30cm all around the unit from walls, furniture and curtains.
- If the air conditioner is knocked over during use, turn off the unit and unplug from the power supply immediately.

#### Never Do This:

- Do not operate your air conditioner in a wet room such as a bathroom or laundry room.
- Do not touch the unit with wet or damp hands or when barefoot.
- Do not press the buttons on the control panel with anything other than your fingers.
- Do not remove any fixed covers. Never use this appliance if it is not working properly, or if it has been dropped or damaged.
- Never use the plug to start and stop the unit. Always use the switch on the control panel.
- Do not cover or obstruct the inlet or outlet grilles.
- Do not use hazardous chemicals to clean or come into contact with the unit. Do not use the unit in the presence of inflammable substances or vapour such as alcohol, insecticides, gasoline, etc.
- Do not allow children to operate the unit unsupervised.
- Do not use this product for functions other than those described in this instruction manual.

#### Energy Saving Tips:

- Use the unit in the recommended room size.
- Locate the unit where furniture cannot obstruct the air flow.
- Keep blinds/curtains closed during the sunniest part of the day.
- Keep the filters clean.
- Keep doors and windows closed to keep cool air in and warm air out.

### Operating condition

- The air conditioner must be operated within the temperature range indicated below:

MODE	ROOM TEMPERATURE
COOL	62°F (17°C)~ 95°F (35°C)
DRY	55°F (13°C)~95°F (35°C)
HEAT(heat pump type)	41°F (5°C)~88°F (30°C)
HEAT(electrical heat type)	<88°F/30°C

Note: Performance maybe reduced outside of these operating temperatures.

### Suggested tools for window kit installation

1. Screwdriver(medium size Phillips)
2. Tape measure or ruler
3. Knife or scissors
4. Saw (in the event that the window kit needs to be cut down in size because the window is too narrow for direct installation)

## IDENTIFICATION OF PARTS

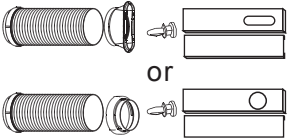



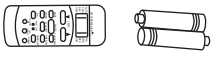
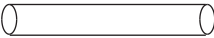
### **▲ WARNING For your safety**

- Do not store or use gasoline or other flammable vapors and liquids in the vicinity of this or any other appliance.
- Avoid fire hazard or electric shock. Do not use an extension cord or an adaptor plug. Do not remove any prong from the power cord.

### **▲ WARNING Electrical Information**

- 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.
- 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.

## Accessories

PARTS :	PARTS NAME :	QUANTITY :
 <p>or</p> 	Exhaust hose (supplied), adapter B (round mouth or flat month, depending on models) and Window Slider Kit and bolt	1 set
	Adaptor B (round mouth)	1 set
	Foam seal 3/pc	3 pc
	Remote Controller and Battery (For remote control models only)	1set
	Drain hose	1pc

**NOTE:** All the illustrations in this manual are for explanation purpose only. Your air conditioner may be slightly different. The actual shape shall prevail.

## IDENTIFICATION OF PARTS

### NAMES OF PARTS

#### Front

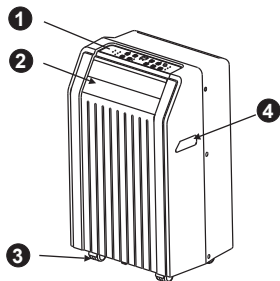


Fig.1

**Model A**

- ❶ Operation Panel
- ❷ Horizontal Louver Blade  
(Swing automatically)
- ❸ Caster
- ❹ Carrying Handle  
(Both sides)

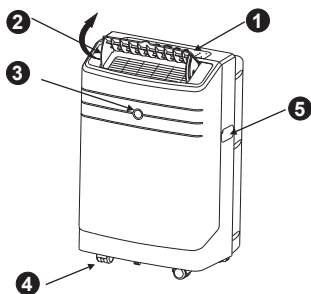


Fig.2

**Model B**

- ❶ Operation Panel
- ❷ Horizontal Louver Blade  
(Manual)
- ❸ Remote signal receptor
- ❹ Caster
- ❺ Carrying Handle  
(Both)

#### Rear

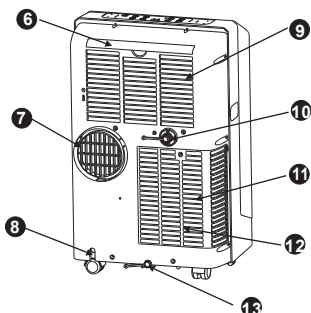


Fig.3

- ❻ Upper Air Filter  
(Behind the grille)
- ❼ Air Outlet
- ❽ Power Cord Outlet
- ❾ Air Intake
- ❿ Drain Outlet
- ⓫ Air intake
- ⓬ Lower Air Filter  
(Behind the grille)
- ⓭ Bottom Tray Drain Outlet

## AIR CONDITIONER FEATURES

### ELECTRONIC CONTROL OPERATING INSTRUCTIONS

Before you begin, thoroughly familiarize yourself with the control panel and remote controller and all its functions, then follow the symbol for the functions you desire.

**The unit can be controlled by the unit control panel alone or with the remote controller .**

**NOTE: This manual does not include remote control operation instructions. Please see the Remote Control Operation Instructions packed with the unit for details.**

### OPERATION PANEL OF THE AIR CONDITIONER

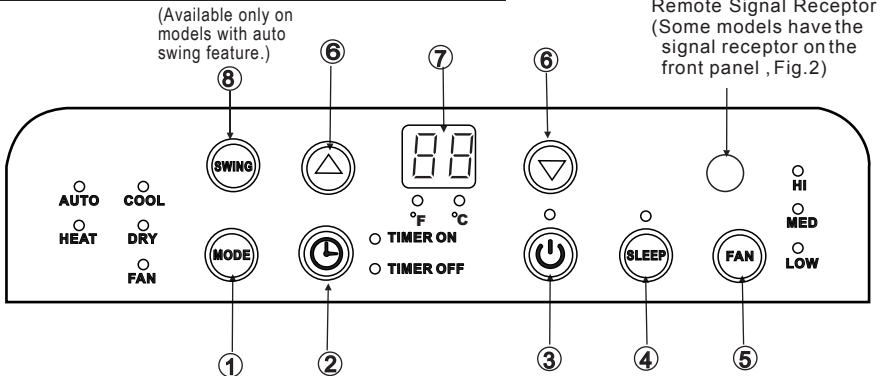


Fig. 4

#### 1 MODE select button

Selects the appropriate operating mode. Each time you press the button, a mode is selected in a sequence that goes from AUTO, COOL, DRY, FAN and HEAT (except cooling only models). The mode indicator light illuminates under the different mode settings.

#### 2 TIMER button

Used to initiate the AUTO ON start time and AUTO OFF stop time program, in conjunction with the  $\Delta$  &  $\nabla$  buttons.

#### 3 POWER button

Power on/off.

#### 4 SLEEP button

Used to initiate the SLEEP function.

#### 5 FAN button

Control the fan speed. Press to select the fan speed in four steps-LOW, MED, HI and AUTO. The fan speed indicator light illuminates under different fan settings except AUTO speed. When the auto fan speed is selected, all the fan indicator light turns dark.

#### 6 UP( $\Delta$ ) and DOWN( $\nabla$ ) buttons

Used to adjust (increasing/decreasing) temperature settings (2°F/ 1°C increments) in a range of 62°F (17°C) to 88°F (30°C) or the TIMER setting in a range of 0~24hrs..

**NOTE:** The control is capable of displaying temperature in degrees Fahrenheit or degrees Celsius. To convert from one to the other, press and hold the Up and Down buttons at the same time, for 3 seconds.

#### 7 LED Display

Shows the set temperature in °F and °C and the auto-timer settings. While on DRY and FAN modes, it shows the room temperature.

#### Error codes:

- E1-** Room temperature sensor error- Unplug the unit and plug it back in. If error repeats, call for service.
- E2-** Evaporator temperature sensor error- Unplug the unit and plug it back in. If error repeats, call for service.
- E4-** Display panel communication error- Unplug the unit and plug it back in. If error repeats, call for service.
- P1-** Bottom tray is full - Connect the drain hose and drain the collected water away. If error repeats, call for service.

## OPERATING INSTRUCTIONS

### 8 SWING button

(Applicable to the models with auto swing feature only)

When power is ON, press the SWING button to stop the louver at the desired angle. The angle of the louver increases 6° for each press. Hold the button down for 2 seconds or longer to initiate the auto-swing feature.

## Operating Instructions

### COOL operation

- Press the "MODE" button until the "COOL" indicator light comes on.
- Press the ADJUST buttons "▲" or "▼" to select your desired room temperature. The temperature can be set within a range of 62°F-88°F /17°C-30°C.
- Press the "FAN SPEED" button to choose the fan speed.

### HEAT operation(not available on cooling only models)

- Press the "MODE" button until the "HEAT" indicator light comes on.
- Press the ADJUST buttons "▲" or "▼" to select your desired room temperature. The temperature can be set within a range of 62°F-88°F /17°C-30°C.
- Press the "FAN SPEED" button to choose the fan speed. For some models, the fan speed cannot be adjusted under HEAT mode.

### DRY operation

- Press the "MODE" button until the "DRY" indicator light comes on.
- Under this mode, you cannot select a fan speed or adjust the temperature. The fan motor operates at LOW speed.
- Keep windows and doors closed for the best dehumidifying effect.
- Do not put the duct to window.

### AUTO operation

- When you set the air conditioner in AUTO mode, it will automatically select cooling, heating(if available), or fan only operation depending on what temperature you have selected and the room temperature.
- The air conditioner will control room temperature automatically based upon temperature point set by you.
- Under AUTO mode, you cannot select the fan speed.

### FAN operation

- Press the "MODE" button until the "FAN" indicator light comes on.
- Press the "FAN SPEED" button to choose the fan speed. The temperature cannot be adjusted.
- Do not put the duct to window.

### TIMER operation

- When the unit is on, first press the Timer button, the TIMER OFF indicator light illuminates. It indicates the Auto Stop program is initiated.
- When the unit is off, first press the Timer button, the TIMER ON indicator light illuminates. It indicates the Auto Start program is initiated.
- Press or hold the UP or DOWN button to change the Auto time by 0.5 hour increments, up to 10 hours, then at 1 hour increments up to 24 hours. The control will count down the time remaining until start.
- The selected time will display for 5 seconds before reverting to display the previous temperature setting.
- Turning the unit ON or OFF at any time or adjusting the timer setting to 0.0 will cancel the Auto Start/ Stop timed program.
- When a malfunction (E1 or E2) occurs, the Auto Start/Stop timed program will also be cancelled.

### SLEEP operation

Press this button, the selected temperature will increase(cooling) or decrease(heating) by 1°C/2°F after 30 minutes. The temperature will then increase(cooling) or decrease (heating) by another 1°C/2°F after an additional 30 minutes. This new temperature will be maintained for 7 hours. Before it returns to the originally selected temperature. This ends the Sleep mode and the unit will continue to operate as originally programmed.

**NOTE:** This feature is unavailable under FAN or DRY mode.



### **Other features**

#### **Power Outage**

In case of a power outage or interruption, the unit will automatically re-start, in the settings last used, after the power is restored.

#### **Wait 3 minutes before resuming operation**

After the unit has stopped, operation cannot be restarted for the first 3 minutes after power has been restored. This is to protect the unit. Operation will automatically start after 3 minutes.

#### **Air flow direction adjustment**

The louver can be adjusted manually depending upon the model owned.

##### **• Adjust the air flow direction manually (Fig.5):**

- The louver can be set to the desired position manually. The max setting angle is about 60°, please do not force to set any wider.
- Do not place any heavy objects or other load on the louver, doing so will cause damage to the unit.
- **Keep the louver fully opened during operation.**

##### **• Adjust the air flow direction automatically (Fig.6):**

- When unit is ON, the louver opens fully. Use the SWING button on the remote controller to adjust the louver to the desired angle.
- The angle of the louver increases 6° each time the button is pressed until it reaches the maximum angle and enters the automatic swing mode.
- Hold the swing button down for 2 seconds or longer to activate the auto swing feature. The louver swings as shown in Fig.6

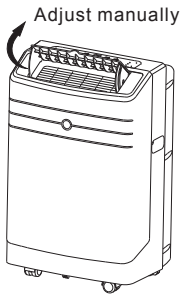


Fig.5

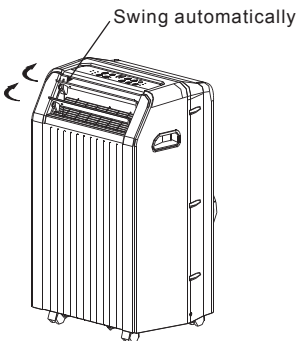
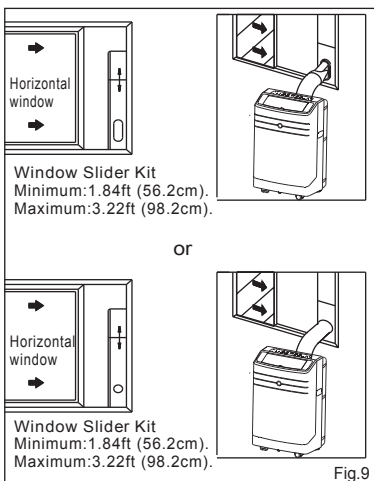
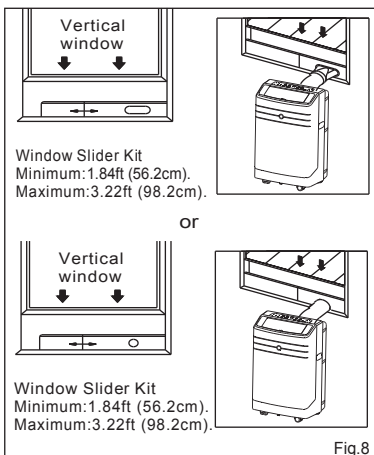
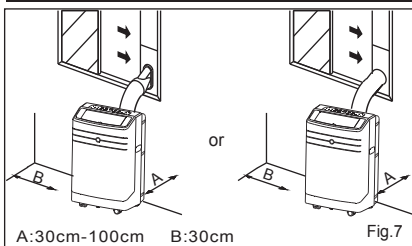


Fig.6

## INSTALLATION INSTRUCTIONS (optional)



## INSTALLATION INSTRUCTIONS

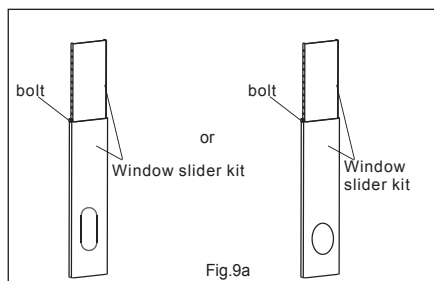
### Location

- The air conditioner should be placed on a firm foundation to minimize noise and vibration. For safe and secure positioning, place the unit on a smooth, level floor strong enough to support the unit.
- The unit has casters to aid placement, but it should only be rolled on smooth, flat surfaces. Use caution when rolling on carpet surfaces. Do not attempt to roll the unit over objects.
- The unit must be placed within reach of a properly rated grounded socket.
- Never place any obstacles around the air inlet or outlet of the unit.
- Allow 30cm to 100cm of space from the wall with window for efficient air-conditioning.

### Window Slider Kit Installation

Your window slider kit has been designed to fit most standard "vertical" and "horizontal" window applications. However, it may be necessary for you to improvise/modify some aspects of the installation procedures for certain types of window. Please refer to Fig. 8 & Fig.9 for minimum and maximum window openings. Window slider kit can be fixed with a bolt (see Fig.9a).

**Note:** If the window opening is less than the mentioned minimum length of the window slider kit, cut the piece with a hole in it, so that it is the correct size to fit the window opening. Never cut out the hole in window slider kit.



## INSTALLATION INSTRUCTIONS (optional)

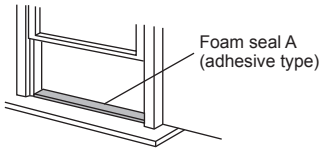


Fig. 10

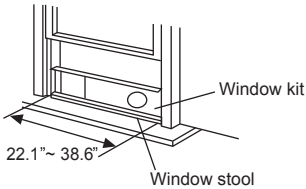
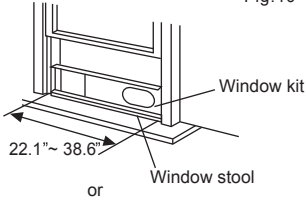


Fig. 11

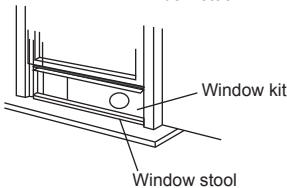
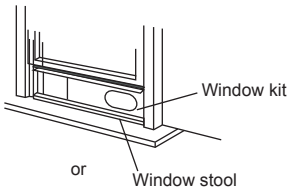


Fig. 12

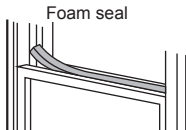


Fig. 13

### Installation in a double-hung sash window

1. Cut the foam seal (adhesive type) to the proper length and attach it to the window stool. Fig.10
2. Attach the window slider kit to the window stool. Adjust the length of the window slider kit according to the width of window; shorten the adjustable window kit if the width of window is less than 22.1 inches. Open the window sash and place the window slider kit on the window stool. Fig. 11
3. Cut the foam seal (adhesive type) to the proper length and attach it on the top of the window. Shown as in Fig.12.
4. Close the window sash securely against the window.
5. Cut the foam seal to an appropriate length and seal the open gap between the top window sash and outer window sash. Shown as in Fig.13.

## INSTALLATION INSTRUCTIONS (optional)

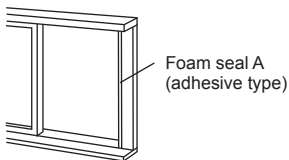
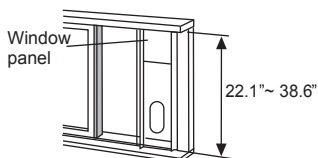


Fig.14



or

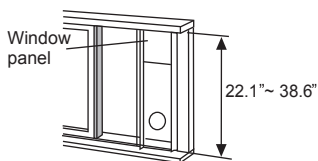


Fig.15

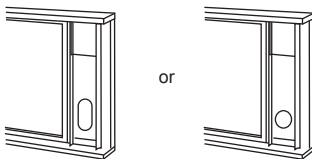


Fig.16

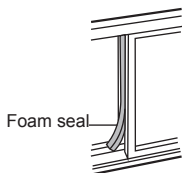


Fig.17

### Installation in a sliding sash window

1. Cut the foam seal (adhesive type) to the proper length and attach it to the window frame, Fig.14.
2. Attach the window slider kit to the window stool. Adjust the length of the window slider kit according to the width of window; shorten the adjustable window kit if the width of window is less than 22.1 inches. Open the window sash and place the window slider kit on the window stool. See Fig.15.
3. Cut the foam seal (adhesive type) to the proper length and attach it on the top of the window. Shown as in Fig.16.
4. Close the sliding sash securely against the window.
5. Cut the foam seal to an appropriate length and seal the open gap between the top window sash and outer window sash. Shown as in Fig.17.

## INSTALLATION INSTRUCTIONS (optional)



Fig.18a



Fig.18b

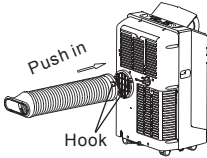


Fig.19

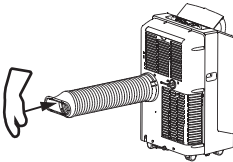


Fig.20

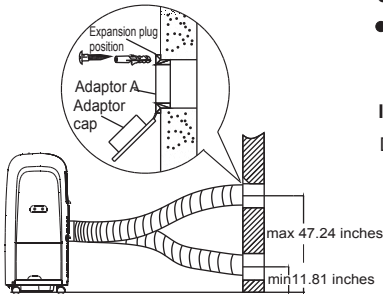


Fig.21

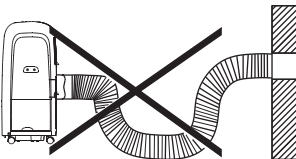


Fig.22

### Exhaust hose installation:

The exhaust hose and adaptor must be installed or removed in accordance with the usage mode.

COOL,HEAT(heat pump type) or AUTO mode	Install
FAN,DEHUMIDIFY or HEAT(electrical heat type) mode	Remove

1. Install the window exhaust adaptor B onto the exhaust hose as shown in Fig.18a. or Fig.18b. Refer to the previous pages for window kit installation.
2. Place the exhaust hose over against the air outlet opening hook (See Fig.19) and flat the other end (See Fig.20) for quick installation.

### The exhaust hose can be installed into the wall

(Not applicable to the units without adaptor A, expansion plugs and wooden screws of Accessories ).

1. Prepare a hole in an outside wall. Install the wall exhaust adaptor A in the hole using the 4 expansion plugs and wooden screws. Be sure to affix securely. (See Fig.21)
2. Attach the exhaust hose to wall exhaust adaptor A.

### Note:

**Cover the hole using the adaptor cap when not in use.**

- The duct can be compressed or extended moderately according to the installation requirements, but it is desirable to keep the duct length to a minimum.

### IMPORTANT:

**DO NOT OVER BEND THE DUCT (SEE Fig. 22)**

## INSTALLATION INSTRUCTIONS

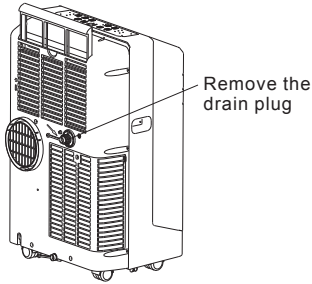


Fig.23

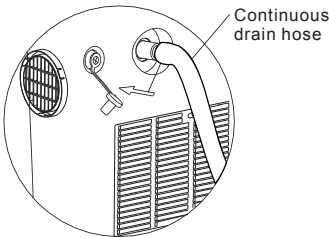


Fig.24

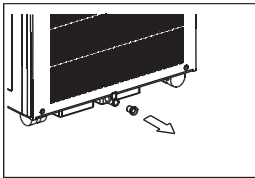


Fig.25

### Water drainage:

- During dehumidifying modes, remove the drain plug from the back of the unit; install the drain connector (5/8" universal female mender) with 3/4" hose (not included). For the models without drain connector, just attach the drain hose to the hole. Place the open end of the hose directly over the drain area in your basement floor. Please refer to Fig. 23 & 24.
- When the water level of the bottom tray reaches a predetermined level, the unit beeps 8 times, the digital display area shows "P1." At this time the air conditioning/dehumidification process will immediately stop. However, the fan motor will continue to operate (this is normal). Carefully move the unit to a drain location, remove the bottom drain plug and let the water drain away (Fig. 25). Restart the machine until the "P1" symbol disappears. If the error repeats, call for service.

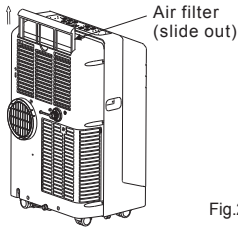


Fig.26

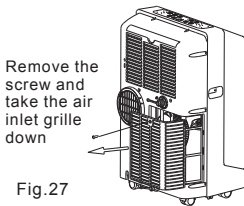
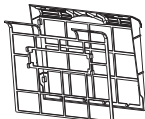


Fig.27



Remove the air filter out from the grille

Fig.28

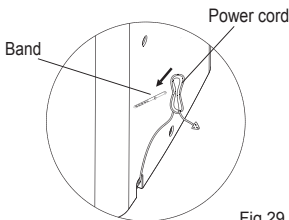


Fig.29

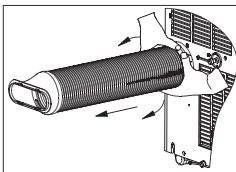


Fig.30

## CARE AND MAINTENANCE

### IMPORTANT:

- 1) Be sure to unplug the unit before cleaning or servicing.
- 2) Do not use gasoline, thinner or other chemicals to clean the unit.
- 3) Do not wash the unit directly under a tap or using a hose. It may cause electrical danger.
- 4) If the power cord is damaged, it should be repaired by manufacturer or its agency.

### 1. Air filter

- Clean the air filter at least once every two weeks to prevent inferior fan operation due to dust.

#### Removal

This unit has two filters. Grasp the upper filter tab (Fig. 26), pull the filter 'out' then 'up'. Remove the lower filter by loosening the screw, taking down the air inlet grille, then removing the air filter as shown in Fig. 27 & 28.

#### Cleaning

Wash the air filter by immersing it gently in warm water (about 104°F/40°C) with a neutral detergent. Rinse the filter and dry it in a shady place.

#### Mounting

Insert the upper air filter from above after cleaning, Attach the lower air filter on the air inlet grille, then install the grille by using the screw.

### 2. Unit enclosure

- Use a lint-free cloth soaked with neutral detergent to clean the unit enclosure. Finish by wiping with a dry clean cloth.

### 3. Prepare unit for storage

- Remove the rubber plug at the back of the unit and attach a hose to drain outlet. Place the open end of the hose directly over the drain area in your basement floor (See Fig.23 & 24).
- Remove the plug from the bottom drain outlet, all the water in the bottom tray will drain out (See Fig.25).
- Keep the appliance running on FAN mode for half a day in a warm room to dry the appliance inside and prevent mold forming.
- Stop the appliance and unplug it, wrap the cord and bundle it with the tape (Fig.29). Remove the batteries from the remote controller.
- Clean the air filter and reinstall it.
- Unscrew the exhaust hose to the right or left and pull out for uninstallation (Fig.30) and cover the window or wall hole with the adaptor cap.

## TROUBLESHOOTING TIPS

### TROUBLE SHOOTING

TROUBLES	POSSIBLE CAUSES	SUGGEST REMEDIES
1. Unit does not start when pressing on/off button	- P1 appears in the display window	Drain the water in the bottom tray.
	- Room temperature is lower than the set temperature.(Cooling mode)	Reset the temperature.
2. Not cool enough	- The windows or doors in the room are not closed.	Make sure all the windows and doors are closed.
	- There are heat sources inside the room.	Remove the heat sources if possible.
	- Exhaust air duct is not connected or blocked.	Connect the duct and make sure it can function properly.
	- Temperature setting is too high.	Decrease the set temperature.
	- Air filter is blocked by dust.	Clean the air filter.
3. Noisy or vibration	- The ground is not level or not flat enough.	Place the unit on a flat, level ground if possible.
4. Gurgling sound	- The sound comes from the flowing of the refrigerant inside the air-conditioner.	It is normal.
5. Power shut off at heating mode	- The automatic over heat protection function. When the temperature at the air outlet exceeds158°F/70°C the de vice will stop.	Switch on again after the unit has cooled down.



## LIMITED MANUFACTURER'S WARRANTY

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This appliance is covered by a limited manufacturer's warranty. For one year from the original date of purchase, the manufacturer will repair or replace any parts of this appliance that prove to be defective in materials and workmanship, provided the appliance has been used under normal operating conditions as intended by the manufacturer.

### **Warranty Terms:**

During the first year, any components of this appliance found to be defective due to materials or workmanship will be repaired or replaced, at the manufacturer's discretion, at no charge to the original purchaser. The purchaser will be responsible for any removal or transportation costs.

### **Warranty Exclusions:**

The warranty will not apply if damage is caused by any of the following:

- Power failure
- Damage in transit or when moving the appliance
- Improper power supply such as low voltage, defective household wiring or inadequate fuses
- Accident, alteration, misuse or abuse of the appliance such as using non-approved accessories, inadequate air circulation in the room or abnormal operating conditions (extreme temperatures)
- Use in commercial or industrial applications
- Fire, water damage, theft, war, riot, hostility or acts of God such as hurricanes, floods, etc.
- Use of force or damage caused by external influences
- Partially or completely dismantled appliances

### **Obtaining Service:**

When making a warranty claim, please have the original bill of purchase with purchase date available. Once confirmed that your appliance is eligible for warranty service, all repairs will be performed by a NewAir™ authorized repair facility. The purchaser will be responsible for any removal or transportation costs. Replacement parts and/or units will be new, re-manufactured or refurbished and is subject to the manufacturer's discretion.

For technical support and warranty service, please email [support@newairusa.com](mailto:support@newairusa.com).