



Air-conditioner Maintenance



The filter in your air-conditioner plays an important role in preventing dust particles, bacteria and other substances from being circulated around your home during operation. It is essential to regularly clean the filter to maintain the system's efficiency and quality of air in your surroundings.

A dirty filter can circulate germs and disease throughout your home. This can lead to many health and respiratory problems such as asthma, bronchitis and even legionnaires'. A blocked filter also forces the system to work harder, increasing energy consumption and your electricity bill.

Cleaning or replacing the filter is an easy, inexpensive task outlined in the system's instruction manual. Depending on what the filter is made from, (*there's a variety of materials ranging from foam to electrostatic mesh such as polypropylene*) you may choose to simply replace it.



Foam filters are often considered inferior and not worth cleaning, as they tend to break down. You may simply choose to replace it.

Mesh filters can be cleaned with a cloth and soapy water. Be sure to rinse it thoroughly. It is important to wait until it is fully dry before reinserting it back into your air-conditioner. Be careful not to damage the filter or add any lint to it when using a cloth.

Vacuuming your air conditioning filter can also be effective. However, the end of the vacuum can cause damage to the filter, so be sure to use the brush attachment and refer to the manual.

It is also recommended to clean the outside of the unit to clear any dust particles. Filters should be cleaned monthly as a minimum and more regularly during peak usage times.

Visit the below site to watch a video on how to clean an air conditioning system.

<http://www.youtube.com/watch?v=XmFOmELYjxI>

Operating tips for extreme weather

Always test your air conditioner a few weeks before the start of summer or winter and make sure it is cooling or heating sufficiently. If the air conditioner needs servicing, it is better to do this before summer or winter arrives.

On a hot day:

- start the air conditioner early in the morning when your home is still cool. if you try and start the air conditioner in the afternoon when your home is already hot, it will take a while to cool down
- keep outside doors and windows closed
- keep doors to unconditioned areas closed, e.g. bathrooms
- any doorways on the return air path will need to be kept open
- keep windows exposed to the sun shaded
- operate the fan on high speed, on humid days, a low fan speed may be more comfortable.



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On a cold day:

- leave the air conditioner running overnight, but lower the set point 2-4 degrees from your normal setting to help save electricity, this will prevent your home from becoming too cold overnight enabling the air conditioner to warm your home quicker when you raise the temperature back to your usual setting; or
- start the air conditioner a couple of hours earlier than you normally would in the morning
- if outside conditions are very cold, (7°C or lower) supplementary heating may be used such as electric or gas heaters to complement and speed up the heating
- keep outside doors and windows closed
- keep doors to unconditioned areas closed, e.g. bathrooms
- any doorways on the return air path will need to be kept open
- keep internal blinds and curtains closed
- do not use the continuous fan option when selecting fan speeds

Note: Always allow the necessary amount of fresh air into rooms.

Maintenance instruction guide sample

CARE AND MAINTENANCE

Care and maintenance

Cleaning the Grille, Case and Remote Controller

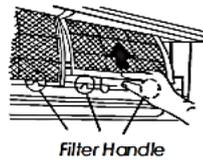
- Turn the system off before cleaning. To clean, wipe with a soft, dry cloth. Do not use bleach or abrasives.

NOTE: Supply power must be disconnected before cleaning the indoor unit.



CAUTION

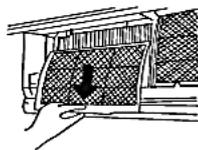
- A cloth dampened with cold water may be used on the indoor unit if it is very dirty. Then wipe with a dry cloth.
- Do not use a chemically treated cloth or duster to clean the unit.
- Do not use benzene, thinner, polishing powder or similar solvents for cleaning. These may cause the plastic surface to crack or deform.
- Never use water hotter than 40°C to clean the front panel as it could cause deformation or discolouration.



Cleaning the air filter

A clogged air filter reduces the cooling efficiency of this unit. Please clean the filter once every 2 weeks.

1. Lift the indoor unit panel up to an angle until it stops with a clicking sound.
2. Take hold of the handle of the air filter and lift it up slightly to take it out from the filter holder, then pull it downwards.
3. Remove the AIR FILTER from the indoor unit.
 - Clean the AIR FILTER once every 2 weeks
 - Clean the AIR FILTER with a vacuum cleaner or water, then dry it up in cool place.



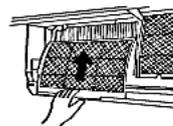
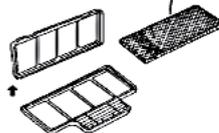
CARE AND MAINTENANCE



Air freshening filter



Air freshening filter



4. Remove the Air Freshening Filter from its support frame (on some models).

(The optional filter includes: Plasma Dust Collector/Silver Ion filter/Bio filter/Vitamin C filter/3M air purifier filter, etc. The removing and installation methods are slightly different, see the pictures marked 1 and 2 on the left.)

- Clean the air freshening filter at least once a month and replace it every 4-5 months.
- Clean it with a vacuum cleaner, then dry it in cool place.

⚠ Do not touch the Plasma Dust Collector Filter within 10 minutes after opening the front panel – it may cause an electric shock.

5. Insert the air freshening filter back into position.
6. Insert the upper portion of air filter back into the unit, taking care that the left and right edges line up correctly and place filter into position.

Maintenance

If you plan to idle the unit for a long time, perform the following:

1. Operate the fan for about half a day to dry the inside of the unit.
2. Stop the air conditioner and disconnect power. Remove the batteries from the remote controller.
3. The outdoor unit requires periodic maintenance and cleaning. Do not attempt to do this yourself. Contact your dealer or service provider.

Checklist before operation:

- Check that the wiring is not broken, loose or disconnected.
- Check that the air filter is installed correctly.
- Check that the air outlet or inlet is not blocked after the air conditioner has not been used for a long time.

CAUTION

- Do not touch the metal parts of the unit when removing the filter. Injuries can occur when handling sharp metal edges.
- Do not use water to clean inside the air conditioner. Exposure to water can destroy the insulation, leading to possible electric shock.
- When cleaning the unit, first make sure that the power and circuit breaker are turned off.