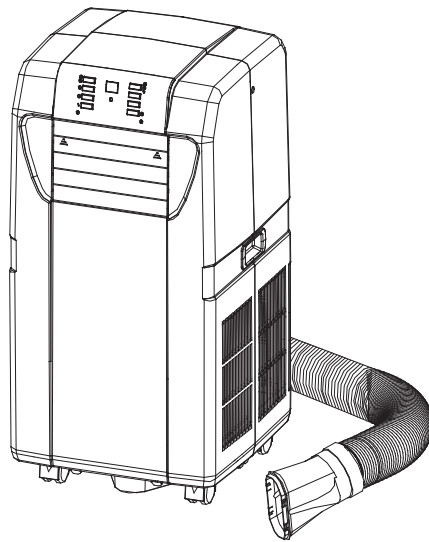




PLEASE READ AND SAVE THESE INSTRUCTIONS

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NewAir AC-12000E, AC-12000H  
Portable Air Conditioner  
Owner's Manual



## BEFORE USE

### GENERAL SAFETY INSTRUCTIONS:

- ALWAYS OPERATE THE UNIT IN AN UPRIGHT POSITION AND PLACE IT ON A FLAT, LEVEL SURFACE AT LEAST 14 INCHES AWAY FROM ANY OTHER OBJECTS (Fig 1 & 4).
- DO NOT PLACE OBJECTS ON THE UNIT, AND DO NOT COVER OR OBSTRUCT THE INLET OR OUTLET GRILLS (FIG. 2).
- CLOSELY SUPERVISE ANY CHILDREN AND PETS WHEN THE UNIT IS IN USE.
- THIS APPLIANCE IS NOT INTENDED FOR USE BY PERSONS (INCLUDING CHILDREN) WITH REDUCED PHYSICAL, SENSORY OR MENTAL CAPABILITIES, OR LACK OF EXPERIENCE AND KNOWLEDGE, UNLESS THEY HAVE BEEN GIVEN SUPERVISION OR INSTRUCTION CONCERNING ITS USE BY A PERSON RESPONSIBLE FOR THEIR SAFETY. CHILDREN SHOULD BE SUPERVISED TO ENSURE THAT THEY DO NOT PLAY WITH THE APPLIANCE.

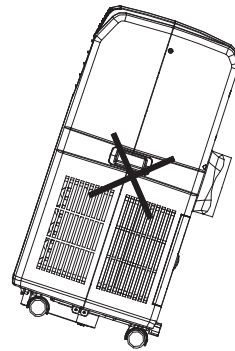


FIG. 1

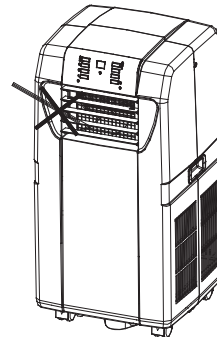


FIG. 2

### ELECTRICAL SAFETY:

- THIS APPLIANCE IS FOR INDOOR USE ONLY.
- ALWAYS TURN OFF THE UNIT AND UNPLUG IT WHEN NOT IN USE.
- DO NOT USE THIS UNIT IN EXCESSIVELY HUMID OR WET ENVIRONMENTS (FIG. 3).
- DO NOT PULL OR PLACE STRAIN ON THE POWER CORD WHEN MOVING THE APPLIANCE.
- IF THE SUPPLY CORD IS DAMAGED, IT MUST BE REPLACED BY AN ELECTRICIAN OR SPECIALIZED TECHNICIAN AUTHORIZED BY THE MANUFACTURER IN ORDER TO PREVENT FIRE.

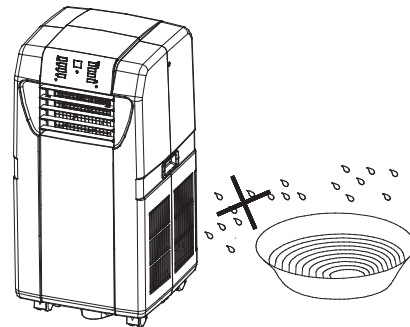


FIG.3

### FOR MAXIMUM EFFICIENCY:

- Make sure doors and windows are closed while the portable air conditioner is in use. Also keep curtains and blinds closed during the sunniest parts of the day while the air conditioner is in operation.
- Frequently clean the portable air conditioner's filters.
- Once the room or area has reached your desired comfort level, be sure to reduce the unit's temperature and ventilation settings.

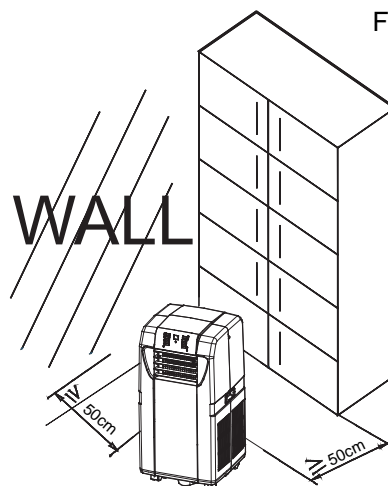
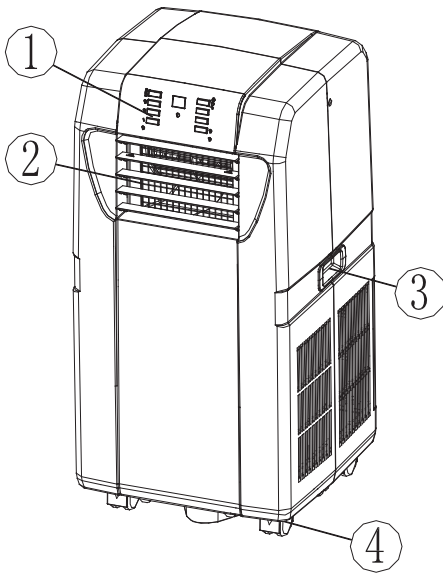


FIG.4

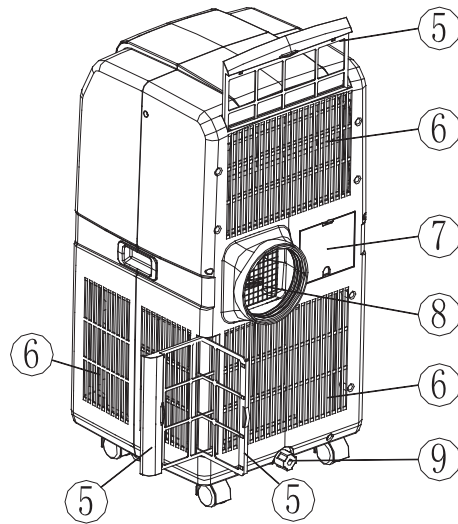
## PARTS LIST

### Front:



1. Control panel
2. Louvers
3. Carrying handle
4. Casters

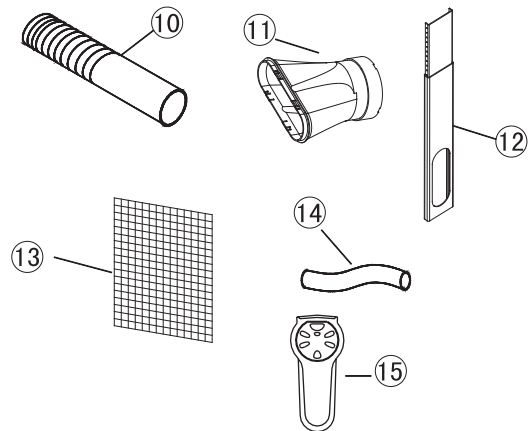
### Back:



5. Air filter
6. Air inlet
7. Cord storage
8. Exhaust air outlet
9. Rubber plug / drainage point

### Accessories:

10. Exhaust hose
11. Hose adaptor (goes over the hose and into the window kit)
12. Extendable window kit
13. Activated carbon filter
14. Hose for continuous drainage
15. Remote control



## INSTALLATION INSTRUCTIONS

### Installing the Exhaust Hose and Window Kit:

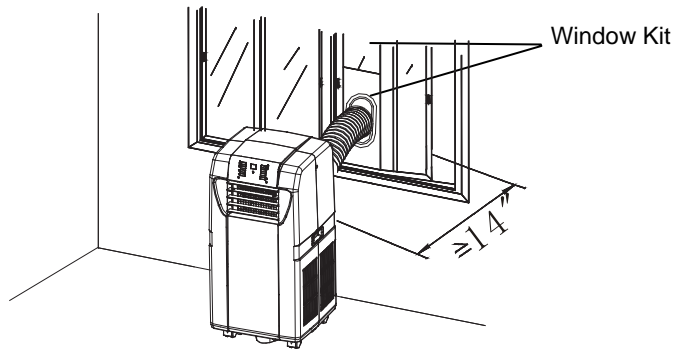


FIG.5

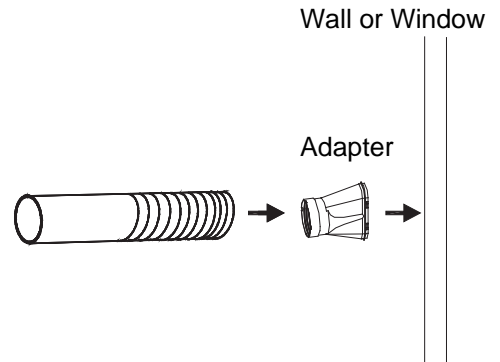


FIG.6

1. Open the window and insert the window kit into the open gap.
2. Close the window until the window kit is held securely. This technique may also be used for sash windows.
3. Fit the exhaust hose into the exhaust air outlet located on the back of the air conditioner.
4. Attach one end of the hose adapter onto the exhaust hose.
5. Attach the other end of the hose adapter to the window kit.

## Positioning the Exhaust Hose:

- Insert the exhaust hose into the back of the unit and tighten it into place.
- Avoid kinks and bends in the exhaust hose. This can cause moist air to accumulate, resulting in overheating and unexpected shut offs.
- The exhaust hose may be extended from 12 inches (300 mm) to 59 inches (1500 mm), but for maximum cooling efficiency, use the shortest hose length possible.

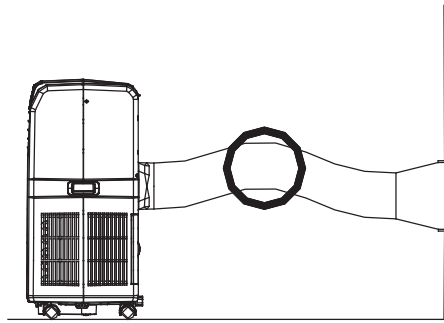


FIG.7

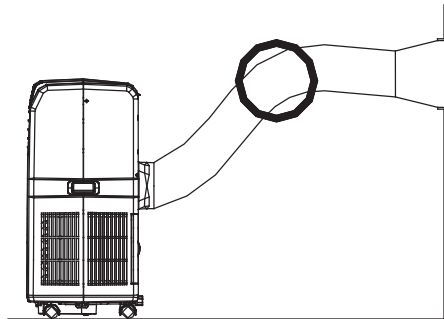


FIG.8

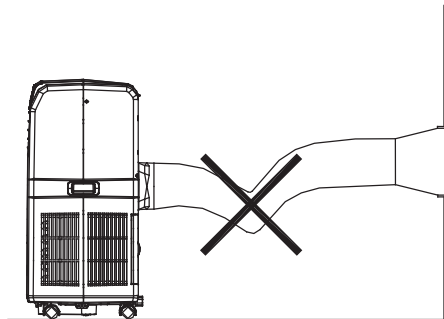


FIG.9

### WARNING!

The included exhaust hose is specifically designed to fit the specifications of this unit. Do not extend it with your own hose, as this can cause the air conditioner to malfunction.

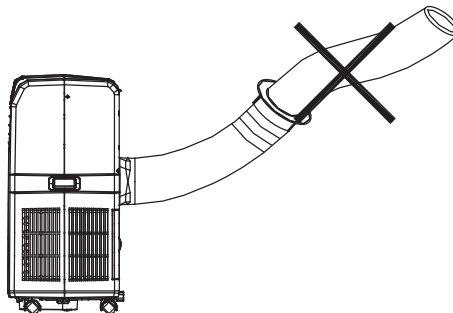


FIG.10

## Installing the Activated Carbon Filter:

1. Remove the filter frame from the unit.
2. Separate the filter from the filter frame.
3. Remove the activated carbon filter from its plastic bag.
4. Insert the activated carbon filter into the filter frame.
5. Reattach the filter onto the filter frame.
6. Insert the filter set into the unit.

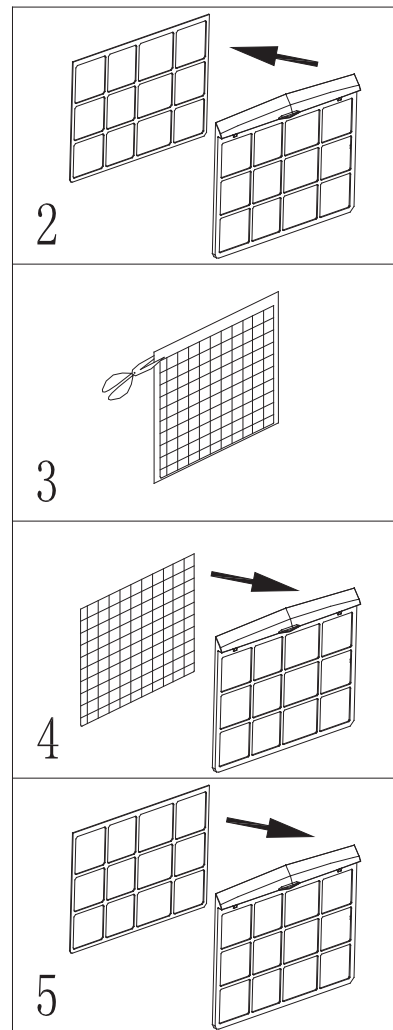
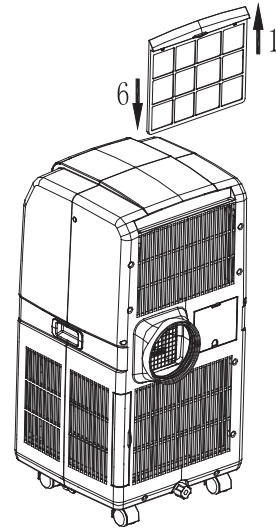


FIG.11

# OPERATING INSTRUCTIONS

## Control Panel

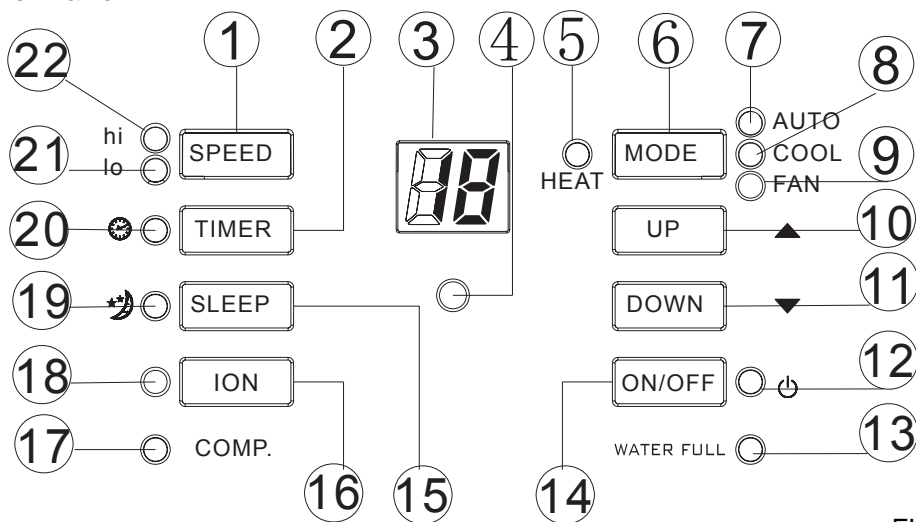


FIG.12

- |   |                               |
|---|-------------------------------|
| 1. Fan speed (ventilation) button         | 12. Power indicator           |
| 2. Timer button                           | 13. Full water tank indicator |
| 3. Display window                         | 14. ON/OFF (power) button     |
| 4. Remote control receiver                | 15. Sleep mode button         |
| 5. Heater indicator (for AC-12000H only ) | 16. Ionizer button            |
| 6. Mode selection button                  | 17. Compressor indicator      |
| 7. Automatic mode indicator               | 18. Ionizer indicator         |
| 8. Cooling mode indicator                 | 19. Sleep mode indicator      |
| 9. Fan mode indicator                     | 20. Timer indicator           |
| 10. Temperature increase button           | 21. Low fan speed indicator   |
| 11. Temperature decrease button           | 22. High fan speed indicator  |

### Turning the Unit On and Off:

- Press the ON/OFF button. The unit will automatically begin operating in cooling mode on low fan speed. The default temperature is 75 °F.
- At this time, the indicator lights will show any functions that are in progress. Please note that the display window will only show ambient room temperatures ranging from 32°F to 122°F.
- To turn the unit off, press ON/OFF button again.

**Setting the Mode/Function:**

1. Press the MODE button to select the desired mode (cooling, fan or heating). Heating mode is only available on the AC-12000H.
2. The selected mode's indicator light will turn on.

**Setting the Temperature:**

1. Press the "Up" or "Down" button to change the set temperature.
2. The display window will indicate the set temperature. If no temperature is set, the display will show the ambient room temperature.
3. Please note that the preset temperature for cooling is 75°F for cooling and 68°F for heating.

**Setting the Fan/Ventilation Speed:**

Press the SPEED button to select the desired fan speed (high or low). The appropriate indicator light (high or low) will turn on accordingly.

**Setting the Timer:**

1. Press TIMER button to set the desired number of operating hours (from 1 to 24 hours). When the set time has been reached, the machine will turn off automatically. The display window will show the number of hours being set as you press the TIMER button. If the TIMER is not set, the unit will work continuously.
2. By pressing the timer but without selecting any other modes or settings, you can set the number of hours to be delayed before the unit turns on. For example, if you set the timer to "2," the unit will automatically turn on after 2 hours.

**Sleep Mode:**

1. When in cooling mode, press the SLEEP button. The set temperature will increase 1°F on the first hour, another 1°F on the second hour, and then maintain that temperature.
2. When in heating mode, press the SLEEP button. The set temperature will decrease 1°F on the 1st hour, another 1°F on the second hour, and then maintain that temperature.
3. In sleep mode, the fan will automatically be set to low. By pressing the SLEEP button again, the set temperature and fan speed will revert back to previous settings.
4. The unit will shut down automatically after it has been in sleep mode for 12 hours.
5. Sleep mode will not work when the unit is in fan, dehumidification or auto mode. It will only work in cooling or heating mode.



**Heating Mode:**

When the air conditioner is in heating mode, ambient warm air is recycled and used to heat your immediate area. **The exhaust pipe will still need to be fitted onto the unit in order for the cold air to be removed.** When in heating mode, the machine can be set on HIGH or LOW speed.

**Ionizer:**

Press IONIZER button to activate the ionizer function.

**Error Messages:**

If there is an error with the air conditioner, the LCD screen will display "E1" or "E2." If either of these error messages appears, please contact the manufacturer or a service center.

All of the above functions can be controlled with the included remote.

The remote requires 2 AAA batteries.



FIG.13

**Please Note:**

1. To prolong the life of the compressor, after turning off the unit, please wait at least 3 minutes before turning it back on.
2. The cooling system will turn off if the ambient temperature is lower than the set temperature. However, the fan will continue operating at the set level. Once the ambient temperature rises above the set temperature, cooling will resume.
3. The heating system will turn off if the ambient temperature is higher than the set temperature. The ventilation fan will continue operating at the set level. Once the ambient temperature drops below the set temperature, heating will resume.
4. This machine is equipped with an anti-frost function. When using the heating function in low temperatures, the heater will occasionally stop heating in order to melt any frost that has accumulated within the air conditioner. Normal operation will resume in a few moments.

## DRAINING THE UNIT

During the cooling process, some water will be extracted from the air and stored within the unit's water reservoir.

If the water reservoir is full, both the compressor and motor will stop and the unit will beep (press any button to stop the beeping sound). The full water tank indicator light will also start flashing.

To resume cooling, empty the reservoir by following these steps:

1. Turn off the air conditioner and unplug it from the wall socket. To prevent water leakage, avoid moving the unit when full.
2. Place a container (such as a small pan) underneath the hole.
3. Remove the rubber plug from the hole and allow the water to drain out.
4. When the container is almost full, replace the plug back into the hole.
5. Repeat these steps until the water reservoir is completely empty.
6. Replace the rubber plug and make sure it is firmly in place.
7. Turn the unit back on. The full tank indicator light should turn off.

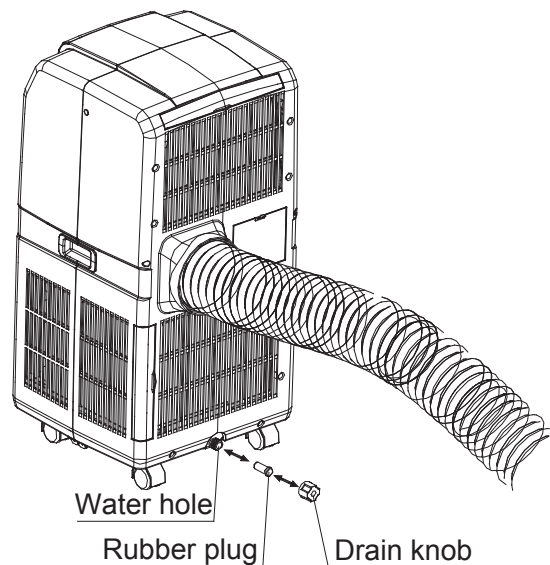


FIG.14

### For Continuous Drainage:

- Remove the rubber plug from the drainage port and retain it for future use.
- Connect the drain tube to the drainage port as shown (fig. 17).
- Connect the other end of the hose to a drain.

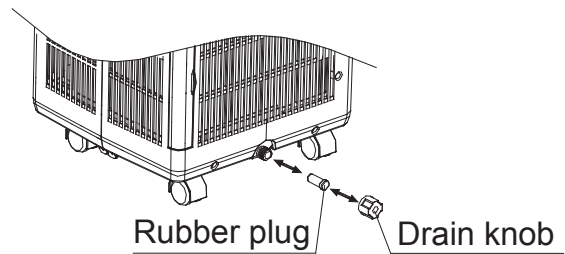


FIG.15

- The drain tube may be extended by adding an extension tube with a suitable connector.

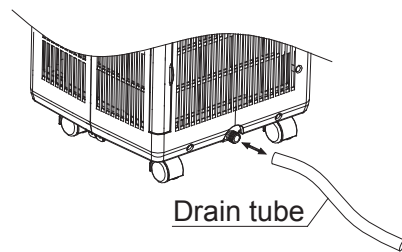


FIG.16

### Please Note:

1. The drain must be at or below the level of the drainage port.
2. The full water tank indicator light will not work when the unit is being continuously drained.
3. To extend the drain tube, you can connect it with another hose with an overall diameter of approximately 0.7" .

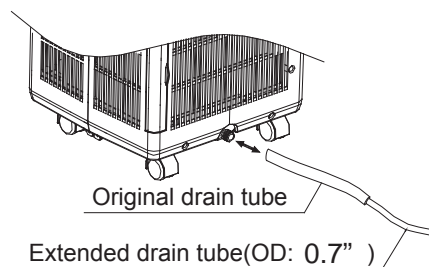


FIG.17

## For Heating Mode:

While using the heating function, please note the following:

1. In order to properly exhaust cool air, make sure the exhaust hose and window kit are properly installed (refer to page 6 for instructions).
2. Set up the air conditioner for continuous drainage using the drain tube (refer to page 13 for instructions).
3. The working range for the heating function is 32° F to 68°F. The unit may not provide optimal heating if used in temperatures outside this range.

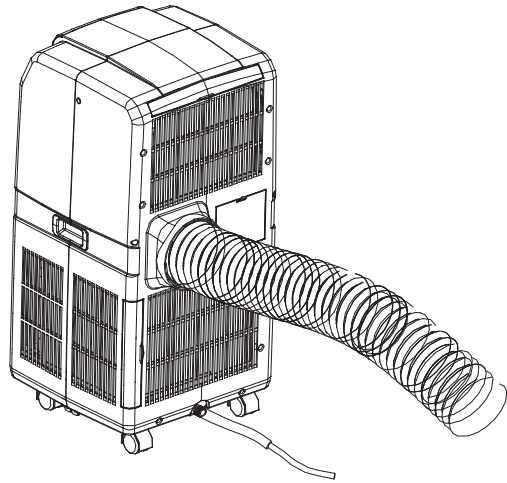


FIG.18

## MAINTENANCE INSTRUCTIONS

**Always unplug the air conditioner from the power supply before cleaning. To maximize the efficiency of the air conditioner, regularly clean the unit.**

### Cleaning the Housing:

- Use a soft, damp cloth to wipe the body clean.
- Never use harsh chemicals, gasoline, detergents, chemically treated cloths, or other cleansing solutions. These all could possibly hurt the cabinet.

### Cleaning the Filter:

- Use a vacuum cleaner or tap the filter lightly to remove loose dust and dirt from the filters. Rinse the filter under running water (no warmer than 104°F).
- Thoroughly dry the filter before replacing it back into the unit.

### End of Season Storage:

- Completely drain any condensed water from the unit.
- Set the air conditioner on fan mode (ventilation only) for a few hours to dry the inside of the unit.
- Clean or change the filter.
- Unplug and wrap the power cord around the cord wrap as shown (fig. 20).
- Place the unit back in its original carton and store it in a clean, dry area.

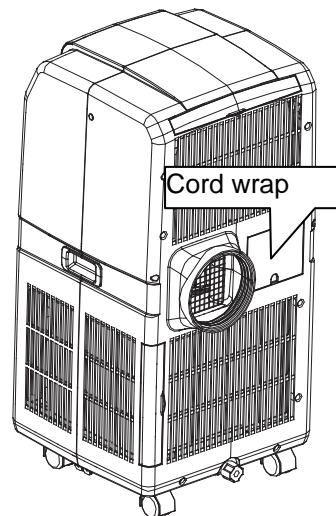


FIG.19

## TROUBLESHOOTING

The air conditioner does not work.

- Is the air conditioner plugged in?
- Is the power outlet functioning correctly?
- Is the full water tank indicator light flashing?
- Is the ambient room temperature lower than the set temperature?

The unit does not produce adequate cooling.

- Is the unit placed in direct sunlight? If so, close any curtains or move the unit to a more shaded area.
- Are too many windows or doors open?
- Are there too many people in the room?
- Are there additional heat sources in the room?
- Is the filter dusty or dirty?
- Is the air inlet or air outlet blocked?
- Is the ambient room temperature lower than the set temperature?

The unit is noisy.

- Is the machine positioned unevenly? Make sure the air conditioner is positioned on an even, solid surface.

The compressor does not work.

- Is the compressor's overheat protection function activated? If so, wait for the temperature to drop and then turn on the unit again.

**☆ Never try to repair or dismantle the unit yourself. Unauthorized repairs can void your warranty and endanger the user.**

## TECHNICAL SPECIFICATIONS

Model Number:	AC-12000E	AC-12000H
Power Consumption for Cooling*	1166W / 11A	1166W/11A
Power Consumption for Heating *	N/A	1054W/10.1A
Air Volume (max. speed)	440m <sup>3</sup> /h	440m <sup>3</sup> /h
Dehumidification Capacity	1.2L/hour	1.2L/hour
Voltage / Frequency	115V, 60Hz	
Compressor Type	Rotary	
Refrigerant Type	R-410A	
Number of Fan Speeds	2	
Timer	1~24 hours	
Exhaust Pipe Dimensions	Ø 5" X 59.06"	
Net Weight	63.9 lbs	63.9 lbs
Dimensions	14.4"x 15.6" x 29.3"	

### Notes:

1. Heating function is only for model number AC-12000H.
2. The data marked with '\*' may vary for technical reasons; for more accurate data, please refer to the rating label found on the back of the unit.
3. Measuring condition for the above specifications:

Cooling –DB = 95°F (35°C), WB= 82.94°F (28.3° C)

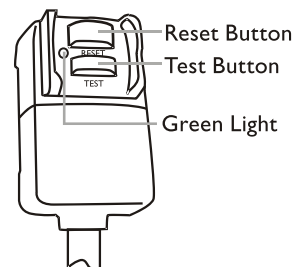
Heating – DB= 68°F (20°C) , WB= 59°F (15°C)

\* D.B. = dry bulb temperature = room temperature

\* W.B. = wet bulb temperature = relative humidity

\* If you plug in the Air Conditioner, and there is no green light on the plug, press the reset button on the LCDI plug. The green light should be lit, indicating that the air conditioner is getting power from the electrical outlet.

If the plug continues to trip (which is a USA national safety standard feature) and the green light goes off, the cord may be damaged preventing you from resetting the unit. For your safety, contact a licensed electrician.



## **LIMITED MANUFACTURER'S WARRANTY**

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 call 1-855-9Newair or email [support@newair.com](mailto:support@newair.com).



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