



PLEASE READ AND SAVE THESE INSTRUCTIONS

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**NewAir AC-14100E / AC-14100H**  
**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" (36 cm) away from any other objects (fig. 1 & 4).
- Do not place objects on the unit, and do not cover or block the air inlet / outlet (fig. 2).
- Closely supervise any children or 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.

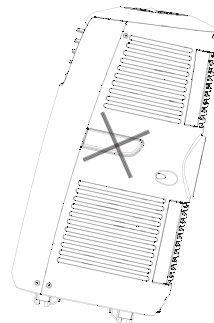


FIG. 1

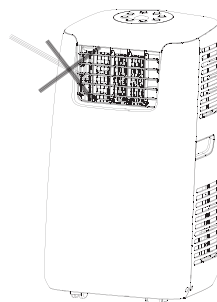


FIG. 2

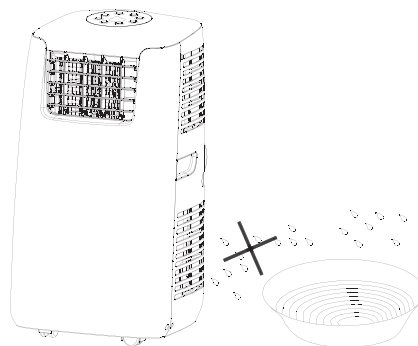


FIG.3

## ELECTRICAL SAFETY:

- This appliance is for indoor use only.
- Always turn off the unit and unplug it when it is not in use.
- Do not use this AC in excessively humid or wet environments (fig. 3).
- Do not pull or strain the power cord when moving this appliance.
- If the power cord is damaged, it must be replaced by an electrician<sup>44</sup> or specialized technician authorized by the manufacturer.

## FOR MAXIMUM EFFICIENCY:

- For maximum cooling efficiency, do not use the AC in an area that exceeds the recommended room size.
- For maximum cooling efficiency, also 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.
- Regularly 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.

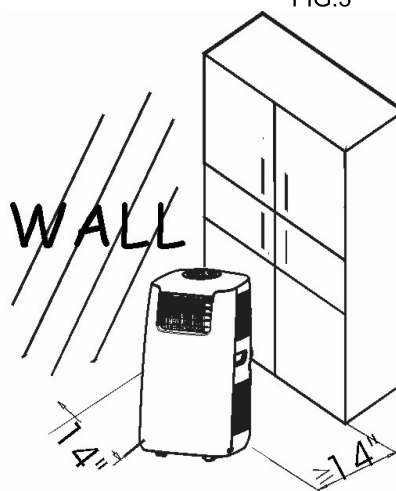


FIG.4

# PARTS LIST

## Front

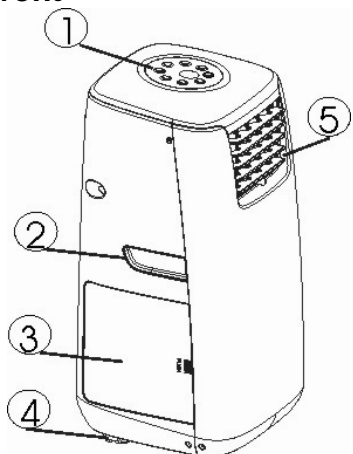


FIG.5

1. Control panel
2. Carrying handle
3. Water tank
4. Casters
5. Air louvers

## Back

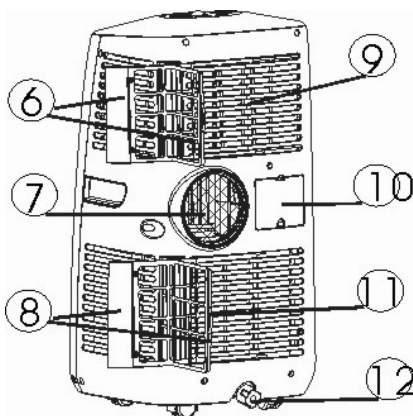


FIG.6

6. Air filter
7. Exhaust air outlet
8. Air filter
9. Air inlet
10. Cord storage
11. Air inlet
12. Water plug / drainage point

## Accessories

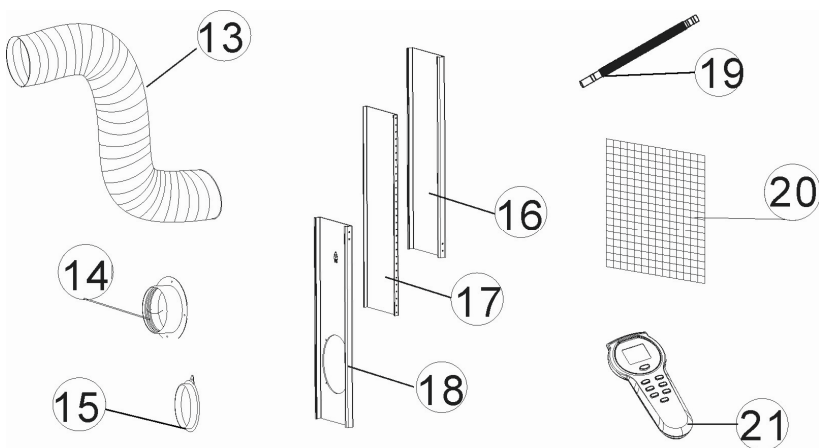


FIG.7

13. Exhaust hose
14. Exhaust hose adapter - goes over hose and into the window kit (or into a hole in a wall/window)
15. Adapter cover
16. Window spacer – goes into an open window space
17. Window spacer – goes into an open window space
18. Window kit – goes into an open window space and connects to one end of the exhaust hose
19. Drain hose for continuous drainage
20. Activated carbon filter
21. Remote control

# INSTALLATION INSTRUCTIONS

## Installing the Exhaust Hose and Window Kit

This portable air conditioner can be vented with either the window kit or with the exhaust hose adapter only:

### 1. Using the window kit:

Window kit

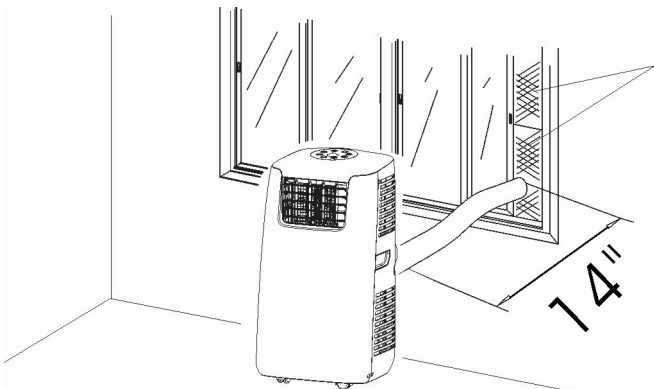


FIG. 8

- Open the window and insert the window kit into the open gap.
- Close the window until the window kit is held securely. You may need to expand the size of the window kit using the included window spacers. This technique can also be used for sash windows.
- Insert one end of the exhaust hose into the exhaust air outlet located on the back of the air conditioner. Attach the exhaust hose adapter to the other end of the exhaust hose and connect the adapter to the window kit.

### 2. Using the adapter:

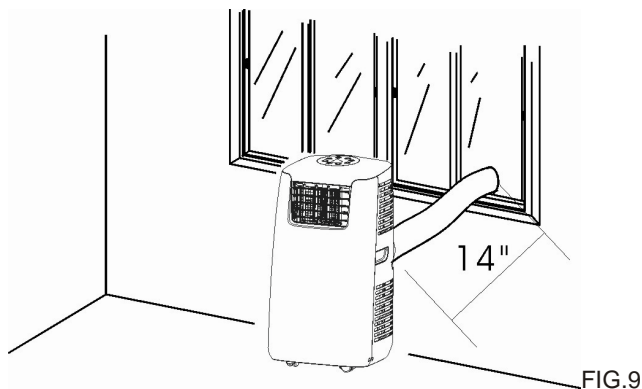


FIG.9

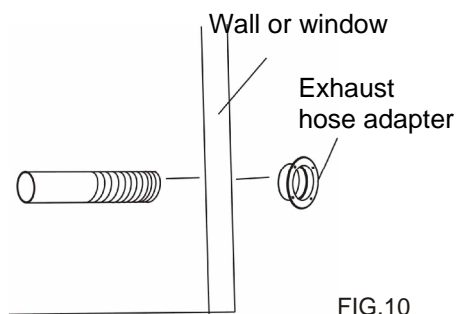


FIG.10

- Cut a hole with a 6" diameter (152 mm) into a wall or window.
- Insert one end of the exhaust hose into the exhaust air outlet located on the back of the air conditioner. Insert the other end of the exhaust hose through the wall or window opening and attach the exhaust hose adapter from the outside as shown.
- Cover the hole with the included adapter cover when the air conditioner is not in use.

## Positioning the Exhaust Hose

- Only use the provided exhaust hose with this AC. Insert the exhaust hose into the back of the unit and secure it in place.

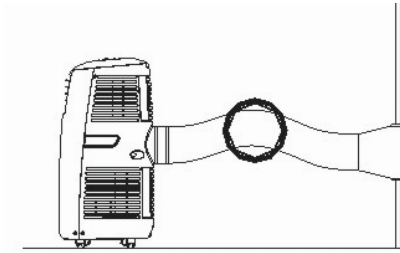


FIG.11

- Avoid kinks and bends in the exhaust hose. These can cause expelled moist air to accumulate, resulting in overheating and unexpected shut-offs (fig. 11 and 12).

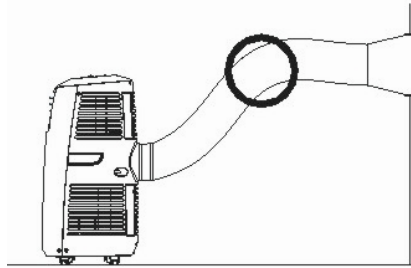


FIG.12

- 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.

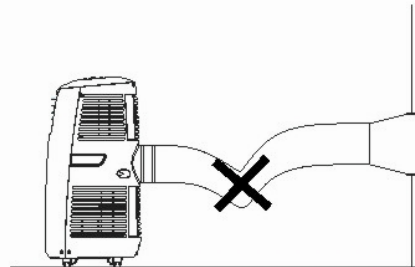


FIG.13

### **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.

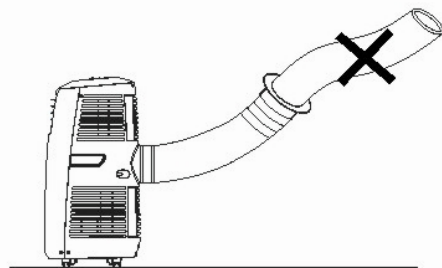


FIG.14

## Installing the Activated Carbon Filter

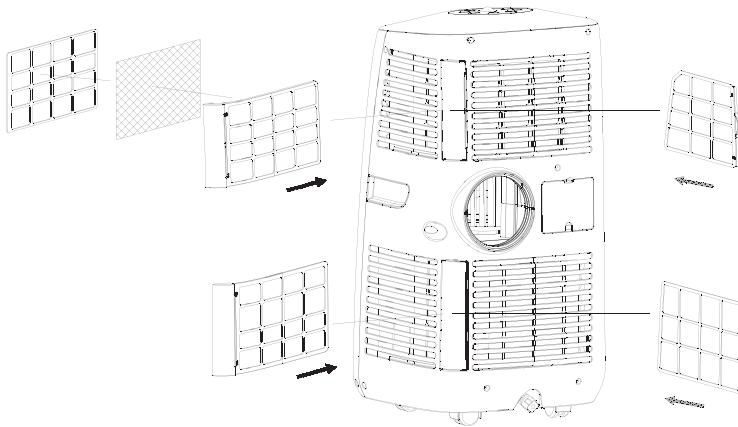


FIG.15

1. Remove the filter frame from the unit.
2. Separate the filter fixer 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 frame onto the unit.

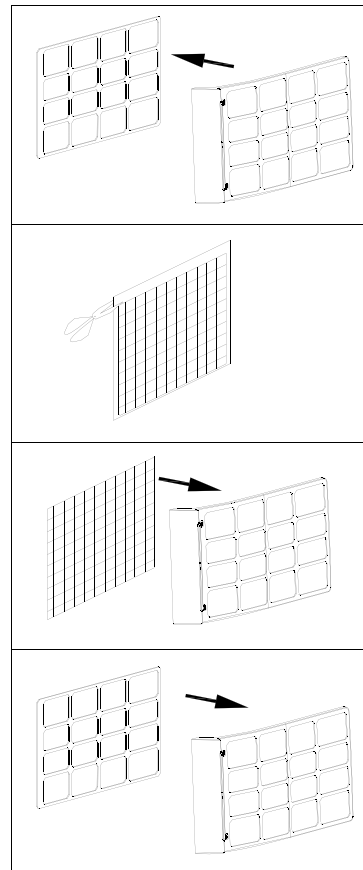


FIG.16

## Control Panel

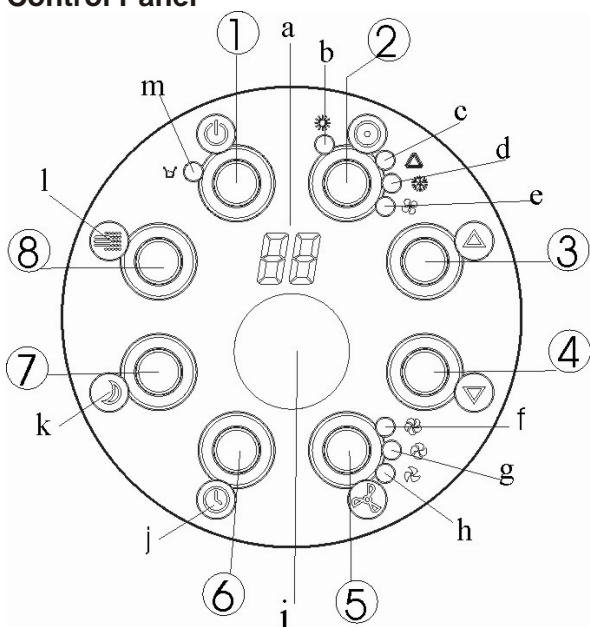


FIG.17

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| 1. ON/OFF button                  | a. Display                           |
| 2. Mode button                    | b. Heater indicator (AC-14100H only) |
| 3. Temperature increase button    | c. Automatic mode indicator          |
| 4. Temperature decrease button    | d. Cooling indicator                 |
| 5. Fan speed (ventilation) button | e. Fan indicator                     |
| 6. Timer button                   | f. High speed indicator              |
| 7. Sleep mode button              | g. Medium speed indicator            |
| 8. Ionizer button (optional)      | h. Low speed indicator               |
|                                   | i. Receiver for remote control       |
|                                   | j. Timer indicator                   |
|                                   | k. Sleep mode indicator              |
|                                   | l. Ionizer indicator                 |
|                                   | m. Full tank indicator               |

## Turning the Unit On and Off

- Press the ON/OFF button. The unit will work in cooling mode on low fan speed. The preset temperature is 75°F (24°C).
- At this time, the indicator lights showing any functions in progress will turn on. Please note that the display window will only show ambient room temperatures from 32°F to 122°F (0°C to 50°C).
- To turn the unit off, press the ON/OFF button again.

## Setting the Mode/Function

1. Press the MODE button to select the desired mode (cooling, fan, heating). Please note that the heating function is only available in the AC-14100H.
2. The selected mode's indicator light will turn on.

## Setting the Temperature

1. Press the increase temperature or decrease temperature button to change the set temperature.
2. The display window will then indicate the set temperature. If no temperature is set, the display will show the room's ambient temperature.
3. The preset temperature is 75°F for cooling and 68°F for heating.

## Setting the Fan/Ventilation Speed

Press the fan speed button to select the desired fan speed. The appropriate indicator light will turn on accordingly.

## Setting the Timer

1. Press the 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 automatically turn off. 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 button 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 press the TIMER to "2", the unit will automatically turn on after 2 hours.

## Sleep Mode

1. When the unit is in cooling mode, press the SLEEP button and the set temperature will automatically increase by 1°F on the 1st hour, another 1°F on the second hour, and then stay at that temperature.
2. When the unit is in heating mode, press the SLEEP button and the set temperature will decrease by 1°F on the 1st hour, another 1°F on the second hour, and then stay at that temperature.
3. When in sleep mode, the fan will continue to run on low speed. By pressing the SLEEP button again, the temperature and fan speed will return to the preselected settings.
4. The unit will automatically shut down after being in SLEEP mode for 12 hours.
5. **Please Note: Sleep Mode is not available if the machine is in ventilation, dehumidification or auto mode. It will only work when the unit is in cooling or heating mode.**
6. When the machine is in Sleep Mode, the fan will run on low speed.



### Heating Function (Optional – Only Available on AC-14100H Model)

This portable air conditioner can work as a heater because it has a heat pump. Ambient warm air is recycled and used to heat specific areas. **In order to use the air conditioner as a heater, the exhaust hose must still be fitted onto the unit in order to allow cold air to be removed.** When in heating mode, the unit can run on either high or low speed.

### Ionizer Function (Optional)

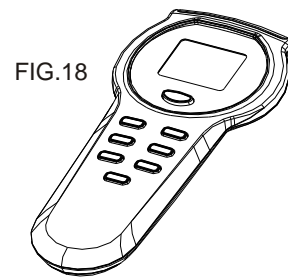
Press the IONIZER button to turn on the portable air conditioner's built-in ionizer. This helps remove dust and other large particles from your air.

### Self-Diagnosis Function

This machine is equipped with a self-diagnosis function. If there is a problem with the air conditioner, the LCD screen will display an "E1" or "E2" error message. If this occurs, please contact a service center.

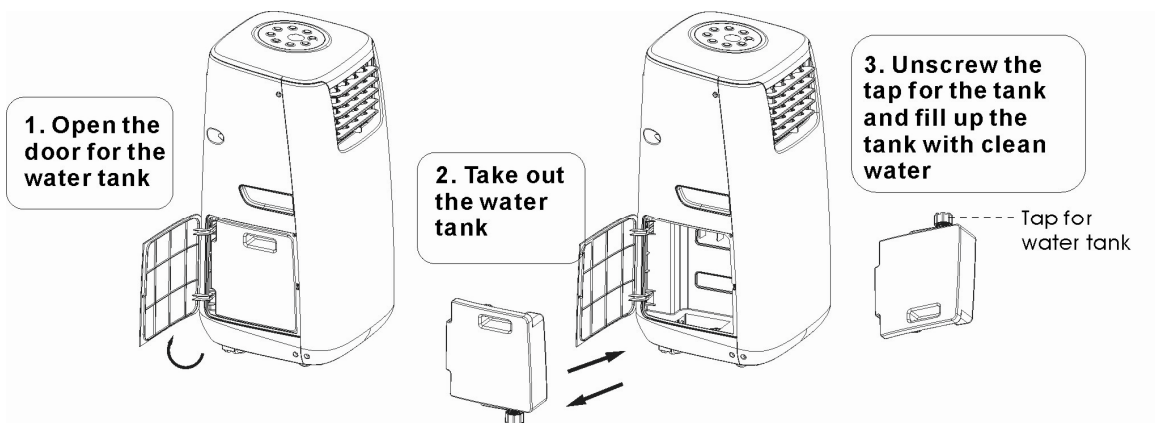
All of the above functions can also be performed with the supplied remote control.

This remote control requires 2 AAA batteries to operate.



### Energy Efficiency Boosting Function

This unit is equipped with an **energy efficiency boosting** function. By adding water to the tank as shown below, energy efficiency can be increased, therefore saving you money on your energy bill and conserving the environment.



### PLEASE NOTE:

**To use the energy efficiency boosting function, please follow the steps above at least one hour after operation.**

**Additional Notes:**

1. To prolong the life of the compressor, after turning off the unit, please wait at least 3 minutes before turning the unit back on.
2. The cooling function will turn off if the ambient temperature is lower than the set temperature. However, the fan speed will still continue to operate at the set speed. If the ambient temperature rises above the selected temperature, cooling will resume.
3. The heating function will turn off if the ambient temperature is higher than the set temperature. However, the fan speed will continue to operate at the set speed. If the ambient temperature drops below the selected temperature, heating will resume.
4. This machine is equipped with an anti-frost function. When using the heating function in low temperatures, the heater may stop momentarily in order to melt any frost that has accumulated. If this occurs, simply wait for the heating function to resume.

## 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 flash.

To resume cooling, empty the water 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 drainage port.
3. Remove the water plug from the drainage port and allow the water to drain out.
4. When the container is almost full, replace the water plug back into the drainage port and empty the water container.
5. Repeat until the water reservoir is completely empty.
6. Replace the water plug back into the drainage port and make sure it is firmly in place.
7. Turn the unit back on. The full water tank indicator should turn off.

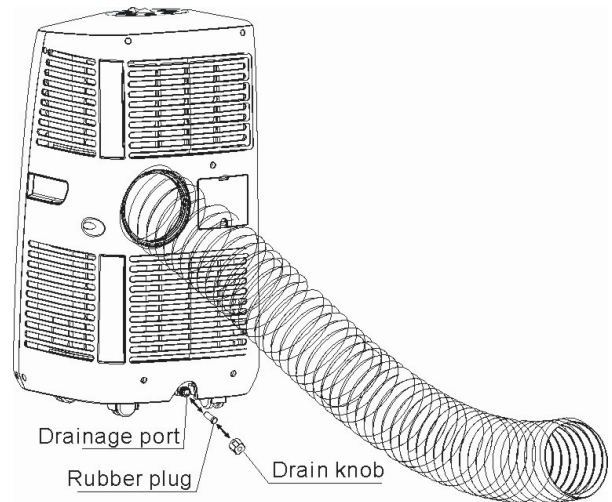


FIG.20

To operate the unit continuously without manually emptying the tank, follow these steps:

- Remove the water plug from the drainage port and retain it for future use.
- Connect the included drainage hose to the drainage port as shown. Connect the other end of the hose into a drain.

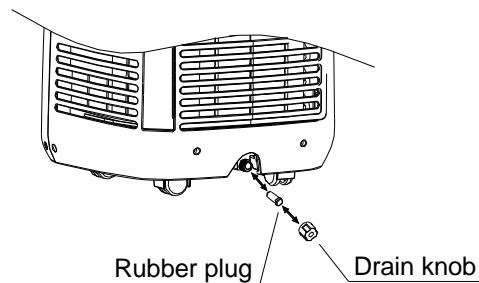


FIG.21

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

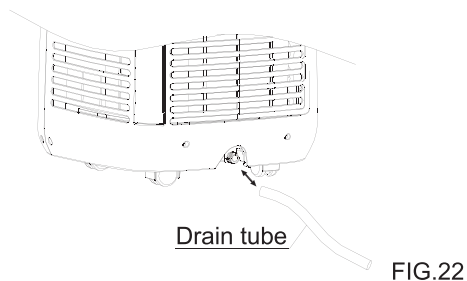


FIG.22

**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 drainage hose, you can connect it with another hose with an overall diameter of approximately 0.7" (18 mm).

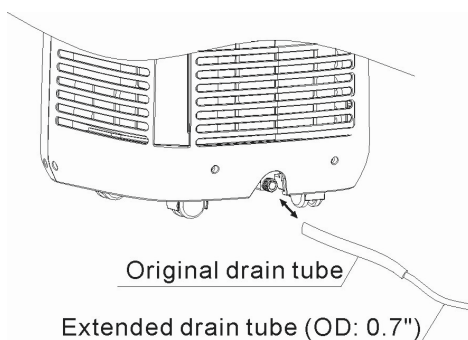


FIG.23

**When Using the Heating Function:**

When using the heating function, please note the following:

1. Make sure the exhaust hose is properly installed in order to exhaust the cool air to the outdoors.
2. Drain the unit using the continuous drainage method as outlined above.
3. The operating range for the heating function is 45°F to 77°F (7°C to 25°C). The unit may not work properly if used in temperatures outside this range.

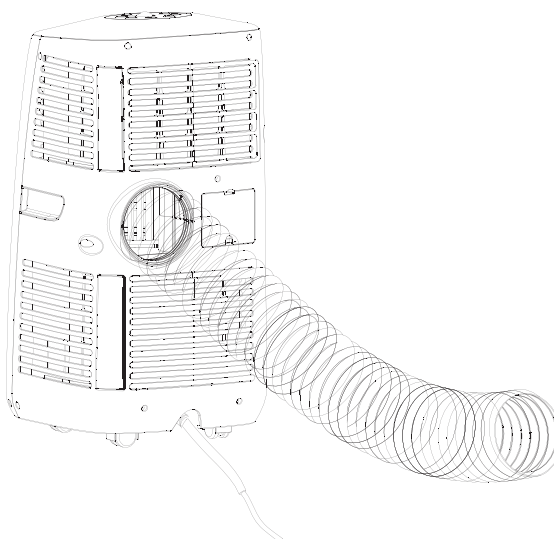


FIG.24

## 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 strong chemicals, gasoline, detergents, chemically-treated cloths, or any other cleaning solutions to clean the air conditioner, as these can all potentially damage the unit's housing.

### Cleaning the Filters:

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

### PLEASE NOTE:

Never operate the unit without the filters.

### 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.
- Place the unit back in its original carton and store it in a clean, dry area.

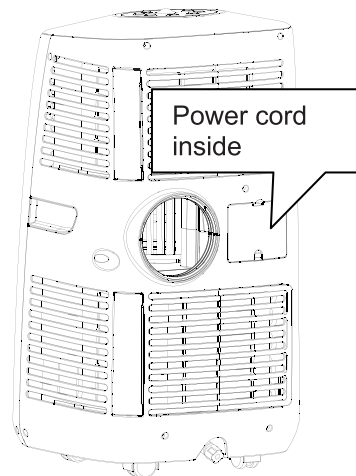


FIG.25

## .TROUBLESHOOTING

The air conditioner does not work.

- ÿ Is the air conditioner plugged in?
- ÿ Is the power outlet functioning correctly?
- ÿ Is the full water tank indicator light flashing?
- ÿ 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 there 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.

- ÿ Is the machine positioned unevenly?
- ÿ Is the unit positioned on an even, solid surface?

The compressor does not work.

- ÿ 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

<b>Model no.</b>	AC-14100E	AC-14100H
<b>Power Consumption (Cooling)</b>	1417W / 12.7A	1417W / 12.7A
<b>Power Consumption (Heating)</b>	N/A	1270W / 11.4A
<b>Air Volume (Max. Speed)</b>	250 CFM ( 425m3/h)	
<b>Dehumidification Capacity</b>	2.96 pints/hour	
<b>Power Supply</b>	115V~, 60Hz	
<b>Compressor Type</b>	Rotary	
<b>Refrigerant</b>	R-410A (Please refer to the rating label)	
<b>Fan Speeds</b>	3	
<b>Timer</b>	1~24 hours	
<b>Exhaust Pipe</b>	Ø 5.59" x 59.06 "(Ø 142 x 1500mm)	
<b>Net Weight</b>	65 lbs (29.5 kgs)	
<b>Dimensions (W x D x H)</b>	16.5" x 15.9" x 31.1" (420 x 405 x 790 mm)	

### Notes:

1. The heating function is only available in the AC-14100H model.
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)

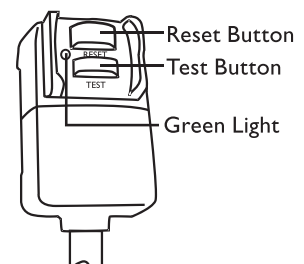
Heating -DB= 68° F (20 C), WB= 59° F (15 C)

\* 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.



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