NOTE TO INSTALLER:
This manual must be left with the equipment user.
WELCOME TO EFFICIENT HOME COOLING COMFORT

Congratulations on your excellent choice and sound investment in home cooling comfort!

Your new air conditioning unit represents the culmination of many years of experience from one of the most reputable manufacturers of comfort systems.

Your new unit is among the most reliable and energy-efficient air conditioning products available today. To assure its dependability, spend just a few minutes with this booklet now. Learn about the operation of your air conditioner, and the small amount of maintenance it takes to keep it operating at its peak efficiency.

With minimal care, your new air conditioner will provide you and your family with cool comfort—both now and for years to come.

SAFETY CONSIDERATION

Recognize safety information. This is the safety-alert symbol △. When you see this symbol on the unit or in instructions and manuals, be alert to the potential for personal injury.

Understand the signal word DANGER, WARNING, or CAUTION. These words are used with the safety-alert symbol. DANGER identifies the most serious hazards which will result in severe personal injury or death. WARNING signifies hazards that could result in personal injury or death. CAUTION is used to identify unsafe practices which would result in minor personal injury or product and property damage.

YOUR COMFORT SYSTEM

Identifying Your System

Take time to get to know the type of system you have. This will be helpful in understanding the basic operation of your new air conditioner.

The split-system type has an indoor and an outdoor unit, each of which contains a coil. These units are interconnected by refrigerant tubes. (See Fig. 1.)

Each unit has a rating plate affixed to it which provides necessary information for specific identification of a unit. You should familiarize yourself with the product, model, and serial numbers listed on each rating plate. Record them for future reference on last page of this booklet.

IMPORTANT FACTS

To better protect your investment and to eliminate unnecessary service calls, familiarize yourself with the following facts:

• Keep Filter Clean
Your air conditioning system should never be operated without a properly installed, clean air filter. Plan to inspect the filter periodically. A clogged air filter will increase operating costs and shorten the life of the unit.

• Do Not Block Registers
Supply-air and return-air registers should not be blocked. Drapes, furniture, and toys are some of the items commonly found obstructing registers. Restricted airflow lessens the unit’s efficiency and life span.

• Do Not Cover or Block Outdoor Unit
The outdoor unit must have unrestricted airflow. Do not cover the unit, lean anything against it, or stand on it. Do not allow grass clippings, leaves, or other debris to accumulate around or on top of the unit. Maintain a 12-in. minimum clearance between the outdoor unit and tall grass, vines, shrubs, etc.

• Get To Know Your Thermostat
Your multipurpose indoor thermostat is the control center for your air conditioning system. You should familiarize yourself with its proper operation. Attempting to control the system by other means—for instance, switching the electrical supply power ON and OFF—may cause damage to the unit.

Thermostat “jiggling” causes rapid-cycling, which is potentially damaging to the compressor. Do not move the temperature selector on the thermostat for any reason for at least 5 minutes after the compressor has shut off.

• Continuous Fan
You may find that you can maintain greater personal comfort by running the fan continuously. Air pockets can form due to the structure of the house, placement of registers, etc. These air pockets may be too cool or warm for your liking. Continuous fan operation minimizes temperature differences.

Fig. 1—Typical Split-System Installation
Air Cleaners and Humidifiers
Systems equipped with electronic or mechanical air cleaners and/or humidifiers offer the added benefits of having the air continuously cleaned year-round, and humidified during the winter season.

Ventilation
A system equipped with a heat or energy recovery ventilator offers the advantage of exhausting stale air from the home and allowing fresh air in from the outdoors while minimizing heat loss.

Zoning
Your system may also be equipped with a zoning system which allows individual control over the temperatures of separate areas of your home.

Check Condensate Drain
Your air conditioner will remove humidity from your home during the cooling season. After a few minutes of operation, you should be able to see water trickle from the condensate drain of the cooling coil. Check this occasionally to be sure the drain system is not clogged. Of course, don’t expect to see much drainage if you live in a very dry environment.

When Not To Use Your Unit
Do not operate your unit when outdoor temperatures are below 55°F.

Operating Your Air Conditioner
The operation of your air conditioning system is controlled by the indoor thermostat. You simply adjust the thermostat and it maintains the indoor temperature at...
the level you select. Most thermostats have three controls: a temperature control selector, a FAN control, and a SYSTEM or MODE control.

The temperature control selector can be a dial, lever, or set of buttons that allows you to establish the degree of temperature you wish to maintain for your personal comfort. Some thermostats possess two temperature control selectors: one for setting the temperature desired during the cooling cycle, and one to set the heating operation temperature.

The FAN control offers two options for controlling the indoor blower: AUTO and ON. When set to AUTO, the blower runs only while the thermostat operates the cooling or heating section. When set to ON, the blower runs continuously—regardless of whether the cooling or heating section is operating.

Typically, the SYSTEM or MODE control on your thermostat offers the following selections: COOL, OFF, and HEAT. Your thermostat may also have a fourth selection, AUTO. Neither the cooling or heating section will operate when the SYSTEM or MODE control is set to OFF. With the SYSTEM or MODE control set to COOL, the cooling section of your comfort system will operate when the indoor temperature is lowered to the level you have selected. On extremely hot days, your conditioner will run for longer periods at a time and have shorter off periods than on moderate days.

The following are typical conditions that add extra heat and/or humidity to your home and force your cooling unit to work longer to keep your home comfortable:

- Entrance doors are frequently opened and closed
- Laundry appliances are being operated
- A shower is running
- More than the usual number of people are present in the home
- More than the normal number of electric lights are in use
- Drapes are open on the sunny side of the home

**COOLING CYCLE**

When operating in the cooling cycle, your air conditioner runs until the indoor temperature is lowered to the level you have selected. Of course, the heating unit will have to operate for longer periods to maintain a comfortable environment on cooler days and nights than on moderate ones.

With the proper maintenance and care, your air conditioning unit will operate economically and dependably. Maintenance can be accomplished easily by referring to the following directions. However, before performing maintenance, consider these important safety precautions:

**WARNING**

To prevent personal injury, or death, disconnect all electrical power to the air conditioner before removing access panels or performing any maintenance. Disconnect power to both the indoor and outdoor units. Note: There may be more than 1 electrical disconnect switch.

**CAUTION**

Although special care has been taken to minimize sharp edges in the construction of your unit, be extremely careful when handling parts or reaching into the unit.

**CHECK THE AIR FILTER**

A dirty air filter will cause excessive strain on the compressor and blower motor. This can cause the components to overheat and automatically shut down. In the extreme, the components will fail and need to be replaced. To avoid inefficient or failed operation of your unit, CHECK THE FILTER(S) EVERY 3 TO 4 WEEKS. Replace filter(s) when necessary, or clean the filter(s) if you have the reusable type.

Disposable filters should be replaced by similar, new filters of the same dimensions.
Reversible, permanent filters should be washed in a solution of cold water and mild detergent, then rinsed and thoroughly dried. THE FILTER MUST BE COMPLETELY DRY BEFORE BEING REINSTALLED. To avoid prolonged shutdown of your unit while a filter is drying, you should have an extra filter on hand. This would allow you to rotate between the two with minimal downtime for your comfort system. Extra filters may be purchased from your dealer.

There are no filters in the outdoor unit of a split-system. If your indoor unit is a gas or oil furnace, refer to your furnace User’s Manual for filter location and procedures for replacement or cleaning.

If your system includes an indoor fan coil unit, the filter may be located in the unit where it connects with the return-air duct or plenum. (See Fig. 5.) Remove the filter cover plate by sliding latches toward center of plate. Lift filter to clear lower flange. Filter is spring-loaded and will pop out. Reinstall filter, being certain to secure filter behind lower flange. When reinstalling cover plate, secure plate behind upper flange then slide tabs outward.

The indoor fan coil unit may be located in the attic. In this instance the filter could be located behind the return air grille. Access the filter by removing two screws from return air grille.

INDOOR COIL
If the split-system coil has only been operated with a clean filter in place, it should require minimal cleaning.

If coil cleaning is required, call your dealer for service. It may be necessary to clean the coil with a detergent solution and rinse it with water. This could require the removal of the coil. You should not attempt this yourself.

OUTDOOR COIL—SEA COAST
If your unit is located near the ocean, special maintenance is required. Ocean mist/breeze carries salt, which is corrosive to most metals. Although your new unit is made of galvanized metal and is protected by top-grade paint, you should take the precaution of additional maintenance which consists of periodically washing the unit. By washing all exposed surfaces and coil approximately every 3 months, you will be adding additional life to your unit. Consult your installing contractor for proper intervals and/or procedures for your geographic area or service contact.

UNIT SUPPORT
Your split-system outdoor unit should be maintained at a level position. If its support should shift or settle so that the unit is no longer level, you should correct the condition. Relevel it promptly to assure that water drains out of the unit. If you notice that water or ice collects beneath the unit, arrange for it to be drained away from the unit.

BEFORE YOU REQUEST A SERVICE CALL

BEFORE YOU CALL FOR SERVICE, CHECK FOR THESE EASILY SOLVED PROBLEMS:

- Check the indoor and outdoor disconnect switches. Verify that circuit breakers are ON or that fuses have not blown.
- Check for sufficient airflow. Check the air filter(s) for any accumulations of dirt. Check for blocked return-air or supply-air registers. Be sure registers are open and unobstructed.
- Check the settings on your indoor thermostat. If you desire cooling, see that the temperature control selector is set below room temperature and the SYSTEM or MODE control is set to COOL or AUTO. If you require warmth, be sure the temperature control selector is set above room temperature and the SYSTEM or MODE control is set to HEAT or AUTO. The FAN control should be set to ON for continuous blower operation or AUTO if you wish blower to function only while the unit is operating.
- If your comfort system still fails to operate, contact your servicing dealer for troubleshooting and repairs. Specify your apparent problem, and state the model and serial numbers of your equipment. (You should have them recorded on the last page of this booklet.) With this information, your dealer may be able to offer helpful suggestions over the phone or save valuable time through knowledgeable preparation for the service call.

REGULAR DEALER MAINTENANCE
In addition to the routine maintenance that you perform, your home comfort system should be inspected regularly by a trained service technician. The inspection (preferably each year, but at least every other year) should include the following:

- Routine inspection of air filter(s). Replacement or cleaning as required.
- Inspection and cleaning of the blower wheel, housing, and motor.
- Inspection and, if required, cleaning of indoor and outdoor coils.
- Inspection of the indoor coil drain pan, plus the primary and secondary drain lines. If supplied, the auxiliary drain pan and line should be inspected at this time. Service should include cleaning if required.
- A check of all electrical wiring and connections.
- A check for secure physical connections of individual components within units.
- Operational check of the air conditioning system to determine actual working condition. Necessary repair and/or adjustment should be performed at this time.

Your servicing dealer may offer an economical service contract that covers seasonal inspections. Ask for further details.

FOR THE RECORD
Record the model, product, and serial numbers of your new equipment in the spaces provided on the last page. This information, along with the other readily-reference facts requested, will be necessary should you ever require information or service.
INSTALLATION DATA

Date Installed ______________________
Dealer Name ________________________
Address ____________________________
City _________________________________
State _______________ Zip ____________
Telephone __________________________

SPLIT-SYSTEM

OUTDOOR UNIT:
Product No. __________________________
Model No. ___________________________
Serial No. ___________________________

INDOOR UNIT OR COIL:
Product No. __________________________
Model No. ___________________________
Serial No. ___________________________

MODULAR INDOOR UNIT, if Applicable:
Blower—Product No. __________________
   Model No. _______________________
   Serial No. _______________________

Coil—Product No. ______________________
   Model No. _______________________
   Serial No. _______________________

Heater—Product No. __________________
   Model No. _______________________
   Serial No. _______________________

ACCESSORIES

Product No. __________________________
Product No. __________________________
Product No. __________________________
Product No. __________________________
Product No. __________________________

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