

# HOME OWNER'S INFORMATION

## Split System Heat Pump

### THERMOSTAT

Your Heat Pump is controlled by the thermostat mounted on your wall. The thermostat is a highly sensitive low voltage device and is available in several different configurations from different manufacturers. The details listed below are typical for most installations. Ask your dealer for more specific information regarding the model of thermostat installed.

#### Heating Mode

Set the system selector switch to HEAT. The heat pump will run until the actual room temperature is raised to the point you have selected.

**NOTE:** you may see **steam** (looks like “**smoke**”) coming from the outdoor unit during cold weather. This is normal as frost is removed from the coil during the defrost cycle.

#### Cooling Mode

Set the system selector switch to COOL. The heat pump will run (as an air conditioner) until the actual room temperature is lowered to the point you have selected.

#### Temperature Control

Set the temperature selector to your desired room temperature. For heating, the heat pump will run any time the actual room temperature falls below the point you have selected. For cooling, the heat pump will run (as an air conditioner) any time the actual room temperature rises above the point you have selected.

#### Fan Control

The fan selector switch allows you to run the fan continuously or cycle it automatically with the heating or cooling system. Set the selector switch to ON for continuous operation or to AUTO for automatic cycling. For maximum comfort satisfaction, continuous fan operation throughout the year is recommended (selector switch set to ON).

### WHAT TO DO IF YOUR SYSTEM DOES NOT WORK

#### Before Requesting a Service Call:

1. Check thermostat settings. If you desire heat, make sure to select a temperature above the actual room temperature, and set the system selector switch to HEAT. If you desire cooling, make sure to select a temperature below the actual room temperature, and set the system selector switch to COOL.
2. Inspect your return air filter. Replace a dirty filter or clean a reusable type filter.
3. Check circuit breakers and/or fuses. Reset breakers or replace fuses as necessary.
4. Inspect the coils and fins on the outdoor unit. Clean away any obstructions (grass clippings, leaves, dirt, dust, or lint). Check that branches, twigs, or other debris are not obstructing the fan blade.

**If your system still does not operate, contact your servicing dealer.**

Have the Model and Serial Numbers of the indoor and outdoor units available and be sure to describe the problem.

### REGULAR MAINTENANCE REQUIREMENTS

Your system should be regularly inspected by a qualified service technician. Between visits, there are some routine maintenance procedures you can do to help keep your system operating at peak performance.



## WARNING

#### ELECTRICAL SHOCK HAZARD

**Failure to turn off electrical power could result in personal injury or death.**

**Turn OFF all electrical power to both the indoor and outdoor units before performing any maintenance or removing any panels or doors. There may be more than one electrical disconnect switch.**

#### Air Filter

Inspect air filters at least monthly and replace or clean as required. Disposable type filters should be replaced. Reusable type filters may be cleaned by soaking in mild detergent and rinsing with cold water. Install filters with the arrows on the side pointing in the direction of air flow.

**Dirty air filters are the most common cause of inadequate heating or cooling performance, and of compressor failures.**

#### Condensate Drain

The indoor coil condenses water from the air, and this water must be disposed through an appropriate drain system. During the cooling season check at least monthly for free flow of drainage and clean if necessary.

#### Outdoor Unit Coils

Grass clippings, leaves, dirt, dust, lint from clothes dryers, and fall-off from trees can be drawn into coils by movement of the air. Clogged outdoor coils will lower the efficiency of your unit and could cause damage to the compressor. Clean debris away from the outdoor coils.

Use a soft bristle brush with light pressure only. Do not damage or bend coil fins. Damaged or bent fins may affect unit operation.

#### Painted Surfaces

In geographical areas where the water has a high concentration of minerals (calcium, iron, sulfur, etc.) it is recommended that lawn sprinklers not be allowed to spray on the unit. Spraying this type of water on the unit may result in premature deterioration of the paint finish and metal components.

Never use a weather cover over the outdoor unit unless it is a ventilated type or made of breathable fabric that will allow moisture to evaporate rapidly. A cover that holds moisture in the unit will cause more rust build-up and damage than normal exposure to weather.

# START-UP CHECK SHEET

## Split System Heat Pump

**INSTALLER: PLEASE LEAVE THIS AND ALL DOCUMENTATION WITH HOME OWNER**

Date of Installation: \_\_\_\_\_

Installer's Name: \_\_\_\_\_

Installer's Address: \_\_\_\_\_

Installer's City, State (Province), Zip (Postal Code): \_\_\_\_\_

Installer's Phone: \_\_\_\_\_

Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Mounting Pad properly sized, stable, and secure? .....

Clearances around unit as specified in Manual? .....

Voltage as specified on unit nameplate? .....

Overcurrent Protection Device (Breaker or Fuse) does not exceed amperage listed on unit nameplate? .....

Wires sized for Minimum Circuit Ampacity as listed on unit nameplate? .....

Indoor coil has hard shut-off TXV for proper refrigerant (R-410A or R-22) or Piston matching the number (size) marked on outdoor unit? .....

Outdoor piston size matches number on unit nameplate? .....

Line set tubes not touching foundation, floor/ceiling joists, or wall studs? .....

Line set suction tube fully insulated? .....

Refrigeration system checked for leaks? .....

Refrigeration system evacuated (vacuum pump) thoroughly? .....

Refrigerant charge adjusted, if necessary? .....

All electrical disconnects returned to ON position? .....

Complete system (indoor and outdoor) operated for 15 minutes? .....

Outdoor fan turning normal? .....

Compressor operating normal? .....

Comments:

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