


Lateral Duct Accessory Kit For Use with Packaged Terminal Air Conditioner or Heat Pump


Installation Instructions

INTRODUCTION

These instructions cover the installation of the Lateral Duct Accessory Kit for Packaged Terminal Air Conditioner (PTAC) units.

SAFETY CONSIDERATIONS



WARNING



- Installation requires understanding and use of good electrical practices, it is recommended that installation of the kit is done by a qualified electrician.
- For personal safety, this accessory **MUST BE** properly grounded.
- Refer to chassis nameplate for power source requirements.

Installing and servicing air-conditioning equipment can be hazardous due to system pressures and electrical components. Only trained and qualified personnel should install or service air-conditioning equipment. When working on air-conditioning equipment, observe the precautions provided in literature, tags, and labels attached to the unit.

Follow all safety codes. Wear safety glasses, protective clothing, and work gloves. Have fire extinguisher available. Read these instructions thoroughly and follow all warnings or cautions included in literature and attached to the unit. Consult local building codes and current editions of the National Electrical Code (NEC) NFPA 70. In Canada, refer to current editions of the Canadian electrical code CSA 22.1.

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

Understand these signal words: DANGER, WARNING, and 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 which could result in personal injury or death.

CAUTION is used to identify unsafe practices which may result in minor personal injury or product and property damage.

PACKAGE CONTENTS

ITEM	QUANTITY
Plenum	1
Extension Duct	1
Extension Duct Wall Trim Kit	1
Wall Register	1
End Cap	1
Attachment Screws	18
Right Support Bracket	1
Left Support Bracket	1

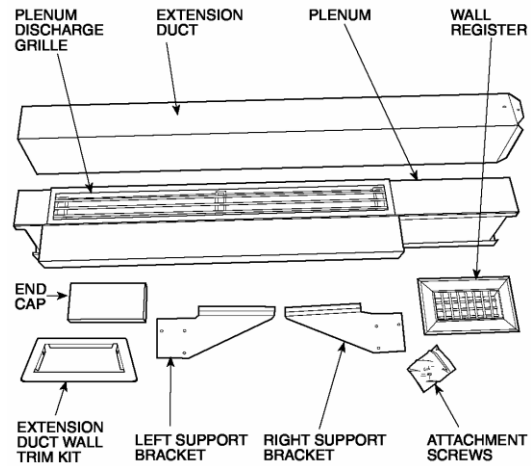


Fig. 1 — Lateral Duct Accessory Kit

GENERAL

The Lateral Duct Accessory Kit allows one PTAC unit to heat or cool two rooms. The kit mounts to the wall sleeve and can be installed for either right or left side duct applications. See Fig. 1. The amount of air that can be diverted to an adjoining room is adjustable from 20 to 25 percent. See Table 1.

Table 1 — Airflow Adjustments

BAFFLE POSITION	UNIT FRONT	ADJACENT ROOM
Position 1 (factory default)	80%	20%
Position 2	75%	25%

NOTE: Baffle can be removed to slightly increase airflow out the front of the unit.

PRE-INSTALLATION

Consider the following before installing the Lateral Duct:

- Maximum duct extension length is 4 feet.
- Duct run must be straight and horizontal; no bends/turns.
- Minimum recommended clearance between unit and adjoining room wall is 6 inches.
- Make provision for return air from the adjoining room.

INSTALLATION

Disconnect Power to the PTAC unit.

⚠ WARNING

Disconnect all power to unit to avoid possible electrical shock during installation.

Mount Support Brackets to Wall Sleeve

1. Line up top/front hole with dimple on wall sleeve.

NOTE: For metal wall sleeve applications or applications using sleeves without a dimple, refer to Fig. 2 for pilot hole location. Mark location and line up with bracket hole as described above.

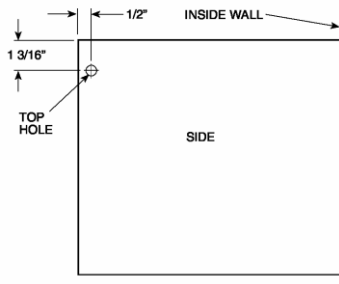


Fig. 2 — Metal Wall Sleeve Dimple Location

2. Mark other 2 hole locations. See Fig. 3.

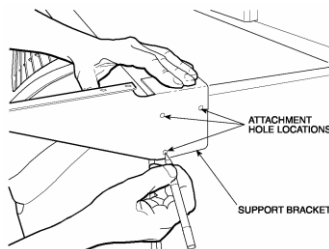


Fig. 3 — Location of Attachment Holes on Sleeve

3. Drill all 3 holes with 1/8-in. drill bit.
4. Secure bracket (be sure to use correct bracket as there is a left and right bracket) with 3 screws provided. **Do not over tighten.** See Fig. 4.

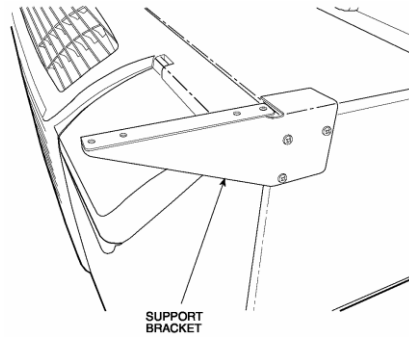


Fig. 4 — Support Bracket Attached to Wall Sleeve

5. Repeat procedure above for other side bracket attachment.

Remove Discharge Grille From Front Panel

1. Remove front panel from unit by grasping the panel near the bottom of both sides, then pulling the panel forward and upward to release latches. See Fig. 5.

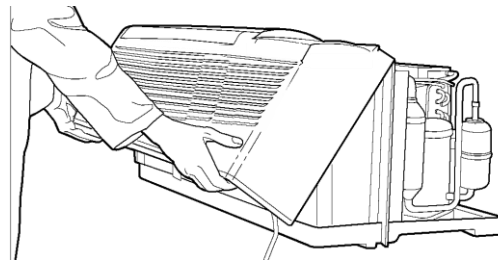


Fig. 5 — Removing Front Panel

2. Remove and discard discharge grille by removing attachment screws from inside of front panel. See Fig. 6

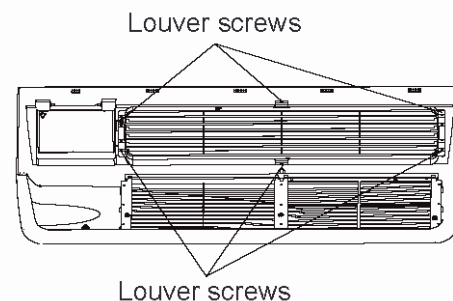


Fig. 6 — Discharge Grille Screw Locations

Remove Discharge Screen From Unit

⚠ WARNING

Disconnect all power to unit to avoid possible electrical shock during installation.

1. Remove and discard discharge screen from unit by removing attachment screws See Fig. 7.

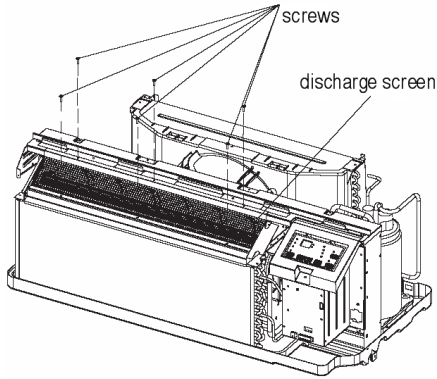


Fig. 7 — Discharge Screen Screw Locations

2. Replace front panel.

Remove Control Door

1. Insert flat head screw driver blade in space between door and front panel as show in Fig. 8.
2. Carefully pry control door up and out of front panel with screw driver.
3. Remove and discard door.

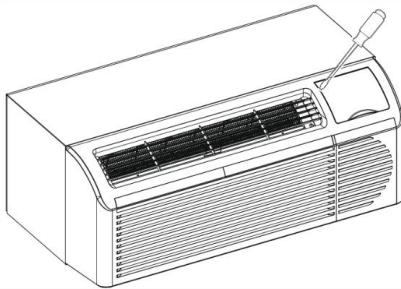


Fig. 8 — Remove Control Door from Front Panel

Install Extension Duct (Use for Left or Right Applications)

1. Temporarily secure plenum to support brackets previously installed to locate duct opening in wall.
2. Measure and cut $3\frac{3}{4}$ in. x $7\frac{1}{8}$ in. opening through adjacent wall. See Fig. 9.

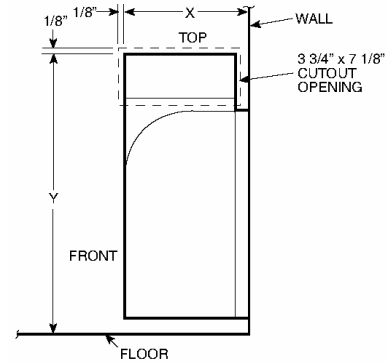


Fig. 9 — Side View Showing Measurements for Extension Opening

3. Install Extension Duct Wall Trim Kit (to trim extension piece to the wall).
4. Measure from mounting holes in bracket to outside wall surface in adjacent room.
5. Measure from mounting holes on flanged end of extension duct to length measured above.
6. Cut duct extension (be sure not to cut flanged end). See Fig. 10.

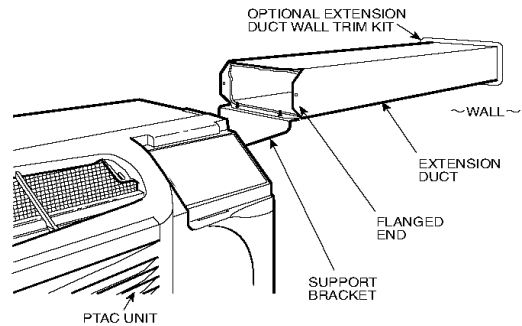


Fig. 10 — Extension Duct Attachment

NOTE: Final length of duct may be within 1/2 in. short of outside of wall opening, or flush with wall, to allow flush mounting of the register.

7. Trim insulation back approximately 1-1/2 in. to allow installation of wall register. See Fig. 11

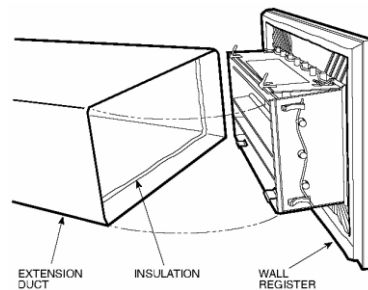


Fig. 11 — Trimmed Insulation in Extension Duct

8. Mount extension duct by sliding extension duct into the wall opening (or previously installed wall trim kit mounted in the wall opening) and secure flanged end with 2 screws provided, to support bracket. See Fig. 10.

Install Plenum to Unit

IMPORTANT: Unit must be mounted in sleeve with front panel installed before attaching plenum.

1. Using two screws provided, install end cap to plenum on side opposite from where extension duct is attached.
2. Line holes up with extension duct on one side and the support bracket on other side. Secure with 4 screws provided. See Fig. 12 for completed plenum assembly.

NOTE: Be sure plenum is tightly sealed to the front panel.

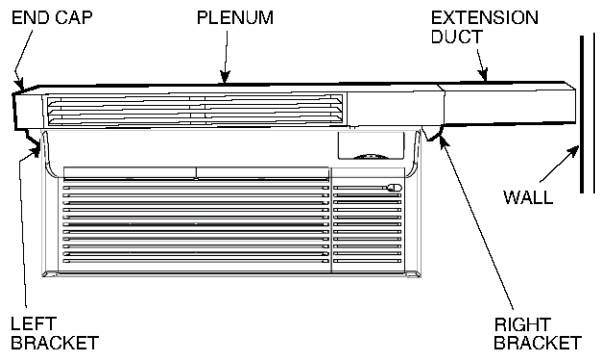


Fig. 12 — Completed Plenum & Extension Assembly

Install Wall Register

1. In adjacent room, center the register on the duct end and push into the duct until the frame is tight to the wall. See Fig. 11

NOTE: The clips on the register are designed to hold it in place.

Adjust Volume of Airflow Between Rooms

The plenum is factory set for maximum discharge of airflow from front of unit. To adjust the airflow between 2 rooms, adjust the internal baffle as follows:

1. Remove plenum discharge grille.
2. Remove 2 screws holding baffle. See Fig. 13.
3. Position baffle and secure for desired airflow setting. See Table 1.
4. Replace plenum discharge grille pointing upward.

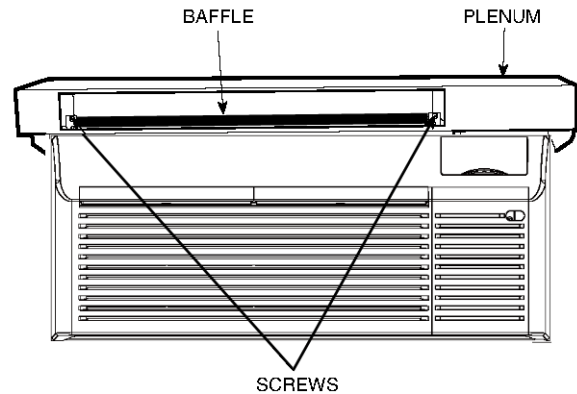


Fig. 13 —Baffle Attachment Screw Locations

Connect Power to unit and test.