



## **AC8500 Operating Instructions**

### **Important Safety Instructions**

- Transport and store the unit in an upright position only. Leave it in and upright position for at least 3 hours before first use
- Always place the unit on an even, level surface
- An opening in a window or wall is required to accommodate the exhaust hose to expel the hot air
- Make sure the unit is connected to an earthed power supply of the correct rating. (Refer to the rating label located at the back of the unit)
- The unit will cool when the room temperature is between 18°C - 32°C depending on the thermostat setting
- DO NOT use this unit for functions other than those described in this instruction manual
- DO NOT tilt the unit
- DO NOT cover or obstruct the units inlet and outlet grilles
- Your air conditioner has been designed to be used only in the office and similar conditions and should not be used for any other purpose
- This unit is for indoor use only
- Never unplug the air conditioner while it is working, this could damage the electronic circuits
- DO NOT use the unit in a wet room, such as a bathroom to avoid the risk of electrical shocks
- DO NOT bend or crush the warm air exhaust hose
- DO NOT sit or place articles on the unit
- DO NOT use the unit with wet or damp hands
- DO NOT let chemical substances come into contact with the unit
- DO NOT use the appliance in the presence of flammable substances or vapours such as alcohol, insecticides, petrol, etc
- DO NOT use the plug to start and stop the unit. ALWAYS use the intended control panel to start and stop the unit
- ALWAYS turn off the unit when it is not in use and remove the mains plug from the socket outlet
- ALWAYS turn the unit off and remove from mains plug before cleaning, carrying out maintenance or moving the air conditioner's location
- Avoid the use of adapter plugs, multiple sockets and or extension leads. If their use is necessary, ensure they conform to current safety standards
- Do not pull the electrical cable or place it near a source of heat: always unroll it completely to avoid dangerous overheating. If the power cord becomes damaged, then London Cool or a qualified electrician must replace it, in order to avoid a hazard
- The filter must be used with the product at all times, when removing it for cleaning always turn the unit off and unplug the mains plug from the socket
- Do not operate the unit with a damaged power cord or plug, after it malfunctions, has been dropped or damaged. If the power cord is damaged it must be replaced by London Cool or a qualified service engineer to avoid hazard
- Only use in the upright position on a flat level surface and at least 50cm from any objects

### **Installation**

#### **Installation of the Exhaust Pipe**

The unit is a portable air conditioner, which can be moved from room to room

- 1) Using the foam strips
  - These are not suitable for hinged window systems
  - Place the foam window strips against the window. Mark and cut them to size if necessary
  - Feed exhaust hose through the foam strip and insert into window gaps as shown. Slide the window across so that the foam is held securely in place. This technique may also be use for sash windows. Note: Please take care to maintain protection against intruders
- 2) Using the adaptor
  - Cut a 130mm diameter hole in the wall or window, using the appropriate tools and safety equipment
  - Feed exhaust hose through the window or wall and attached the outdoor adaptor from the outside as shown.
  - When not in use, cover the hole with the cap provided

#### **Installing the Exhaust Hose**

- Use only the hose provided and clip exhaust hose and unit adaptor to the back of the air conditioner

- Avoid kinks and bends in the exhaust hose as this will cause expelled moist air to build up causing the unit to overheat and shut down
- The hose may be extended from 300mm to 1500mm, but for maximum efficiency use the shortest length possible

**Warning:** Do not replace or extend the hose as this could cause the unit to malfunction

### Installation of the Carbon Filter

- 1) Remove the filter frame from the unit
- 2) Separate the filter fixer from the filter frame
- 3) Remove the active carbon filter from its plastic bag
- 4) Insert the active carbon filter into the filter frame
- 5) Fix the filter by reassembling the fixer onto the filter frame
- 6) Re-fit the filter frame inside the unit

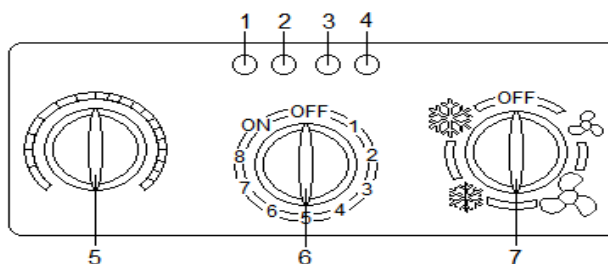
## Operating Instructions

### For Maximum Efficiency

- Close doors and windows
- Keep curtains and blinds closed during the sunniest part of the day
- Regularly clean the unit's filters
- Once room has reached the desired conditions, reduce the temperature and ventilation settings

### Control Panel

- 1) Power indicator light
- 2) Fan operating indicator light
- 3) Cooling operating indicator light
- 4) Full Water indicator light
- 5) Thermostat
- 6) Speed switch with options for – Low Fan, High Fan, Low Cool, or High Cool
- 7) Timer (1-8 hours) as well as ON / OFF switch



### Turning ON / OFF

- Set TIMER to ON for continuous operation (the unit will operate as long as it is not turned off)
- Power indicator light will illuminate
- To turn off the unit, turn the TIMER to the OFF position

### Setting function / ventilation speed

Cooling only models

- Turn the speed switch to select required setting: Low Fan, High Fan, Low Cool, High Cool

### Setting the Temperature

Turn the THERMOSTAT clockwise to adjust to the temperature required

### Set Timer

Set the TIMER to the desired operating time (1 – 8 hours). When the unit finishes the set time it will automatically switch off.

### Regulating the Air Flow

- Turn the roller on the air vent to control the air flow direction of the vertical louvres.
- Move the air vent directly to adjust the air flow direction of the horizontal louvres

### NOTE:

- 1) To prolong the life of the unit please wait at least 3 minutes before restarting the air conditioner after it has been switched off
- 2) The cooling system will switch off if the ambient temperature is lower than the set temperature. As the ambient temperature rises above the set temperature the cooling function will re-start

## Drainage

During the process of cooling, some water will be extracted from the air into the unit. If the reservoir is full:

- On the mechanical model the compressor will stop, the fan will continue to circulate the air. The FULL WATER indicator will illuminate to remind you

To re-start the unit empty the collected water in one of the following ways:

- 1) Turn off the air conditioner and avoid moving it when full
- 2) Position the water tray underneath the drain hole
- 3) Remove the with drain cap and rubber plug from the drain hole and allow the water to drain out
- 4) When the water tray is almost full, replace the rubber plug in the drain hole and empty the water tray
- 5) Repeat until the unit is empty
- 6) Replace the rubber plug and tighten the with drain cap firmly
- 7) Switch on the unit – the comp light should not be flashing

If you wish to operate the unit without the need to empty the water tank, please:

- Remove the with drain cap and rubber plug and retain for further use
- Connect the drain tube supplied to the water outlet as shown and locate the other end into a drain
- The drain tube may be extended by adding an extension tube and using a suitable connector, (not supplied by the manufacturer)

**Please note:**

- 1) The drain must be at or below the outlet level
- 2) Flashing comp / FULL WATER indicator will not function in this mode of drainage
- 3) If you want to extend the water tube, you can connect it with another tube

**Maintenance**

*Always switch off and unplug the air conditioner from the mains before cleaning  
To maximise the efficiency of the air conditioner clean regularly*

**Cleaning the Housing**

- Use a soft, damp cloth to wipe the body clean
- Never use aggressive chemicals, gasoline, detergents, chemically treated cloths, or other cleansing solutions, as these could damage the unit

**Cleaning the Filter**

Use a vacuum cleaner to tap the filter lightly to remove loose dust and dirt from the filters and then rinse thoroughly under running water (no hotter than 40°C). Dry thoroughly before replacing. Never operate the unit without the filters.

**End of Season Storage**

- Drain any water in the unit before completely operating the unit on ventilation only mode for a few hours, to thoroughly dry the inside
- Clean or change the filters
- Unplug and store the power cord
- Replace in the original carton or cover the unit for storage

**Trouble Shooting**

<b>Problem</b>	<b>Cause</b>	<b>Solution</b>
<b>The air conditioner does not run</b>	Is the air conditioner plugged in?	Plug the unit in
	Is there a power failure?	Wait till power is restored and restart the unit
	Is the Full Water indicator flashing?	Empty the water tank
	Is the room temperature below the set temperature?	Reduce the set temperature to below the room temperature if possible
<b>The machine seems to have little cooling effect</b>	Is there direct sunlight?	Close the blinds or curtains
	Are too many windows and doors open?	Close the windows and doors
	Are there too many people in the room?	You may require additional air conditioning units
	Is there something in the room that is producing lots of heat?	Remove the heat source if possible
<b>The machine is not cooling</b>	Is the filter dusty?	Clean the filter
	Is the air intake or outlet blocked	Remove any obstruction that is in the way of the air intake or outlet
	Is the room temperature below your selected temperature?	Reduce the temperature on you air conditioner if possible
<b>Too noisy</b>	Is the unit positioned unevenly, thus creating vibration?	Make sure the unit is positioned on a flat level surface
	Is the floor underneath the machine uneven?	Make sure the unit is positioned on a flat level surface
<b>The compressor doesn't run</b>	It is possible the overheat protector for the compressor is in operation.	Wait for the compressor to cool down

**IF PROBLEMS PERSIST, PLEASE CALL LONDON COOL ON 0800 440 444**

**London Cool air conditioner rental and sales**

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