

**A D I R O N D A C K ▲ A I R E**

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**PIN**  
**SERIES**

### ***Concealed Thru-Wall Packaged Unit***

## **Installation Operation and Maintenance**



**MADE IN  
USA** 

Thank You for choosing Adirondack Aire products! We have designed and manufactured this unit to be safe and trouble free. As the installer of this unit, you play a major role in assuring it's intended performance and customer satisfaction. The important information provided here will help you install the unit correctly and eliminate call-backs. If you are in need of assistance that is not available or provided by your local installer/contractor feel free to give us a call, write us, Fax, or e-mail us at:

Cold Point Corp.  
7500 Cold Point Dr.  
Rome, NY 13440  
Phone:315.339.2331  
Fax: 315.339.2358  
e-mail: [info@coldpointcorp.com](mailto:info@coldpointcorp.com)

**Retain this manual for future reference. A copy should be left on premises with the maintenance and/or administrative department at the property.**

### **'PIN' PRODUCT DESCRIPTION:**

Each complete 'PIN' system consists of the following components, separately packaged and shipped as follows:

1. Louver- Extruded, anodized aluminum with horizontal blades and exterior wall trim flanges.
2. Wall box- Depth sized to fit wall thickness. Includes a temporary weather panel. To allow for louver installation the wall box depth is approximately 1" less than actual wall thickness.
3. Chassis Stand- (optional or field fabricated) Sized to raise the chassis to the proper height to clear obstructions for outside wall penetration and installation of the wall box. Usually shipped with the chassis.
4. Cooling/Heat Pump Chassis- Complete packaged air- cooled refrigeration cycle unit containing integral compressor, condenser section, evaporator section, and control section.

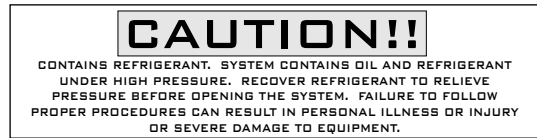
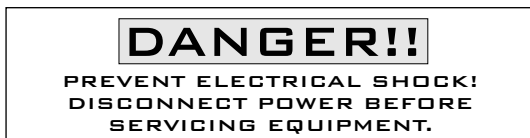
5. Room Cabinet (optional)- Powder coated floor to ceiling cabinet for installation in an outside wall corner of the room. Includes double deflection supply air grille and return air/ filter- grille. Filter is included.
6. Wall Thermostat - For mounting on the room cabinet access panel. Includes a quick connect wiring harness for connection to the cooling chassis. Thermostat is usually shipped with the cooling chassis.
7. Supply Air Boot (factory cabinet only)- Adapts the rectangular grille to round duct. Screws to the backside of the grille. Boot is shipped with the room cabinet.
8. Flex duct- Connects the chassis supply air collar to the supply air grille. Shipped with the factory room cabinet.
9. For site built closet installations supply air boot, flex duct, and supply air grilles are contractor supplied.

**GENERAL:**

These instructions give information relative to Adirondack-Aire 'PIN' model units. Local codes, if different from these instructions, must be followed and supplement or supersede these instructions. A complete installation consists of: PIN chassis, room cabinet (optional), with chassis stand, wall sleeve, exterior louver, interior room side return air/access panel, and wall thermostat.

**UNPACKING AND INSPECTION:**

The PIN chassis is shipped completely assembled and in it's own package. The wall sleeve, exterior louver, chassis stand (optional), room cabinet (optional) and return air panel are shipped separately. The wall thermostat is shipped inside the chassis. All goods are inspected at the factory and released to the freight company in good condition. When received at the site, a visual inspection of all packages should be made immediately. Any evidence of rough handling or apparent damage should be noted on the delivery receipt and the material inspected in the presence of the carrier's representative. If damage is found a claim should be filed with the freight company immediately.



**JOB SITE STORAGE:**

These units are intended for through the wall use only. To protect the unit from damage due to the elements and prevent it from possibly becoming a contaminant source of IAQ problems, the unit should be stored indoors. If indoor storage is not possible, the following provisions must be met:

1. Place the unit on a dry surface or raise off the ground to assure adequate air circulation beneath the unit and to assure that no portion of the unit contact standing water at any time.
2. Cover the unit with a water repellant tarp to protect them from the elements
3. Make provisions for continuous venting of the covered unit to prevent moisture from condensing on the unit surfaces.

**PRE-INSTALLATION SAFETY INSTRUCTIONS**

**Failure to follow these instructions can result in fire or electrical shock causing serious personal injury or death and property damage.**

- Read all instructions carefully before proceeding with the installation. Keep this manual for future reference.
- Install or locate the unit only in accordance with these instructions.
- Use this unit only for its intended purpose as described in this manual.
- Check the rating plate on the new unit before installation to make certain the unit voltage is the same as the electrical supply. Do not proceed if there is a discrepancy.
- The unit must be connected to a properly grounded electrical supply. Failure to do so will cause a serious safety hazard!

- The use of extension cords is prohibited.
- Electrical supply must have overload fuse/breaker protection as stated on unit rating plate.
- Turn off the electrical supply before beginning the installation or before service panels are removed!
- Stop the installation if unit has damaged wiring, is not working properly, or has been damaged or dropped.

**!IMPORTANT! ALTERATIONS AND REPLACEMENT PARTS:**

**Altering the product or replacing parts with non authorized factory parts will void the factory warranty and may result in adverse operational performance and / or a possible hazardous safety condition to service personnel and occupants. If you are in doubt as to how to service this unit or where to find factory replacement parts, call Cold Point Corp. @ 315.339.2331 for assistance.**

**IMPORTANT INSTALLATION CONSIDERATIONS:**

**The installation must comply with all of the following considerations. Any deficiencies must be corrected before completing the installation! Failure to comply will create unsafe and/or performance and service life problems and will void the product warranty.**

- All wiring must comply with 'NEC' and local codes.
- 265 volt units must employ receptacles located within the cabinet or be hard wired.
- Heat pump units will produce condensate in the heating mode. This condensate is drained from the chassis to the outdoors. This is normal so expect and allow for this condensate to drip from the units at temperatures down to 35°f. The building exterior, sidewalks, and the like will be affected.
- Carpet, furniture, or other obstructions that will hinder free airflow to the unit must not block the return air.
- Shrubs, plants, fences, or structures must not obstruct outdoor airflow. Building modifications or structures must not block or obstruct free airflow to the outdoor section of the unit. Units must not be positioned such that the discharge air of one unit blows to the inlet of an adjacent unit.

- Outdoor air infiltration around the wall sleeve and chassis must be sealed. Failure to do so will overload the room and may result in comfort and energy cost problems.

**UNIT LOCATION:**

The PIN is air cooled and is designed for through-the-wall installation. The interior portion of the unit is surrounded by the room cabinet or closet. The vertical discharge allows ducting of supply air near the ceiling for best air circulation and elimination of drafts on occupants. When selecting a location, be sure the louver side, (exterior of the building), is not obstructed by trees, landscape materials, or building structure. Do not locate two units adjacent to each other where, on the outside of the building, they may blow discharge air into each other. Avoid two units on an inside corner of the building.

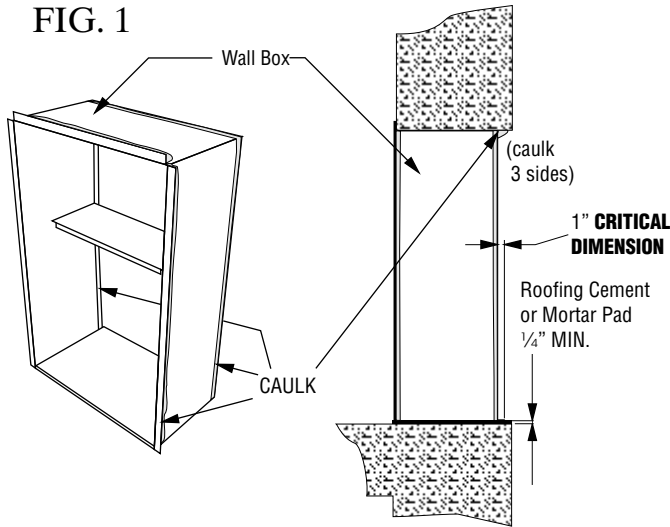
Provisions should be made to allow access to the indoor side of the unit for installation, inspection, and service. At least 27" of unobstructed space should be provided in front of the return air/access panel to permit removal of the PIN chassis should repair or inspection be required.

**WALL SLEEVE INSTALLATION:**

NOTE: Minimum wall thickness 4 ½" for cooling units, 5 ½" for heat pumps. Before doing the installation, check the sleeve for damage. Measure the wall depth and the wall sleeve depth. The sleeve is sized 1" less than the wall depth. When the louver is installed it will be flush with the outside wall. Cut and frame the wall opening to 17 1/2 W X 28 H- PIC-09, 12

1. Use a diamond-tipped or carborundum blade in a power saw to neatly score the wall opening on the outside wall. Then break through, using care to leave a neat-appearing opening on the interior of the building.
2. Install lintels only if called for in plans and specifications, or if specified in local codes; otherwise they are not required.
3. Apply a layer of mortar or roofing cement to the bottom surface fo the wall opening. See fig. 1.
4. Apply a non-hardening caulking compound around the inside of wall opneing as shown in fig. 1 and 2.
5. Locate the wall box in the wall opening with the weather panel still in place. Use top edge of wall box for horizontal leveling. Wall box must also be vertically plumb.
6. Remove the weather panel

FIG. 1



7. To Secure use factory provided holes or drill 4 holes in the sides of the wall box. Attach securely to the wall. DO NOT distort wall box.
8. After anchoring and leveling, fill the remaining gaps around the wall box with mortar or caulking so that no outside air can leak in. Replace weather panel until louver is to be installed.

**IMPORTANT:** Make sure a high grade non-hardening sealant approved for exterior use, (silicone is recommended), has been applied between and around the surfaces and edges where the sleeve contacts the building exterior. This seal prevents air and water from entering the building wall. *Failure of this seal may cause damage to the building structure and allow water to enter the room!*

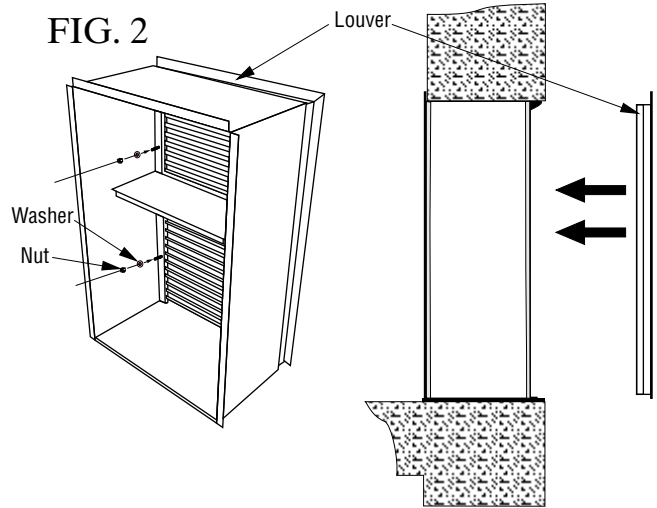
A weather panel has been provided with the sleeve and should remain in place until the louver and chassis are ready to be installed. Reinstall the weather panel if removed for installation and sealing of the sleeve.

**CHASSIS SUPPORT PLATFORM:** Factory or contractor supplied. If the wall sleeve is located flush with the floor no platform is needed. If the wall sleeve is not located flush with the floor, a platform must be provided for the PIN chassis to set on. **The wall sleeve will not support the chassis unless there is bottom support.** Make sure the platform top aligns with the bottom of the wall sleeve. **Shim if necessary.**

### EXTERIOR LOUVER INSTALLATION

**IMPORTANT:** The louver installs from inside the building (Removing the weather panel is required). **A falling louver can cause serious injury to people and/or property damage.** To prevent this danger, affix a safety cord or rope to the louver until it is securely screwed in place. The louver is installed with bottom vanes pointing downward as viewed from outside the building. See Fig. 2

FIG. 2



Before installing the louver, screw in and tighten the (4) mounting studs, (in parts bag), into the captive nuts provided in the two outside louver struts, (two each side). Remove the weather panel. With the safety cord attached, hold the louver horizontal and pass it through the sleeve to the outside and turn upright with studs pointing inward. Pull the louver towards you and into the recess provided in the outside surface of the wall. With nuts and washers provided, secure the louver in place. Remove the safety cord. **REINSTALL** the weather panel until the chassis is ready to be installed.

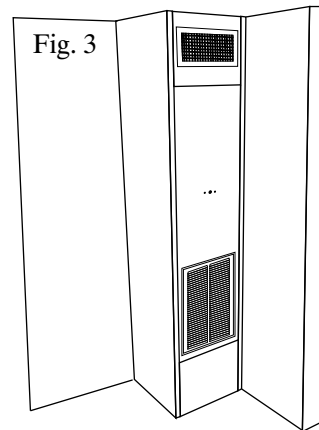


Fig. 3

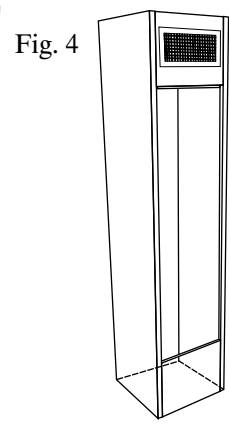


Fig. 4

### FACTORY SUPPLIED ROOM CABINET INSTALLATION (OPTIONAL): See Fig. 3 and 4

Prior to room cabinet installation the following preparations are needed:

- All corner moldings must be removed in two directions into room and along outside wall on floor and ceiling to allow flush mounting of room cabinet.
- Level and plumb surfaces for cabinet mounting.
- Confirm all parts are on-site:
  - Cabinet side panels, (Qty. 2), (universal panels to be used on both sides)
  - Cabinet top/ bottom (Qty. 2) panel
  - Cabinet front blower panel
  - Cabinet access panel w/return air grille and filter

- Cabinet supply air panel w/supply air grille and transition collar
- Installation materials:
  - Installation instructions
  - (1) duct tie 24"
  - Hardware assembly

\*Mounting hardware is not provided with installation kit. Hardware to be contractor supplied.

**CABINET INSTALLATION:**

NOTE: TAKE CARE NOT TO SCRATCH or DENT the cabinet panels during assembly  
 The room cabinet is designed to be a pre-assembled free standing enclosure.  
 Side wall and exterior wall anchoring can be done from inside the cabinet.

**CABINET ASSEMBLY (FACTORY SUPPLIED):**

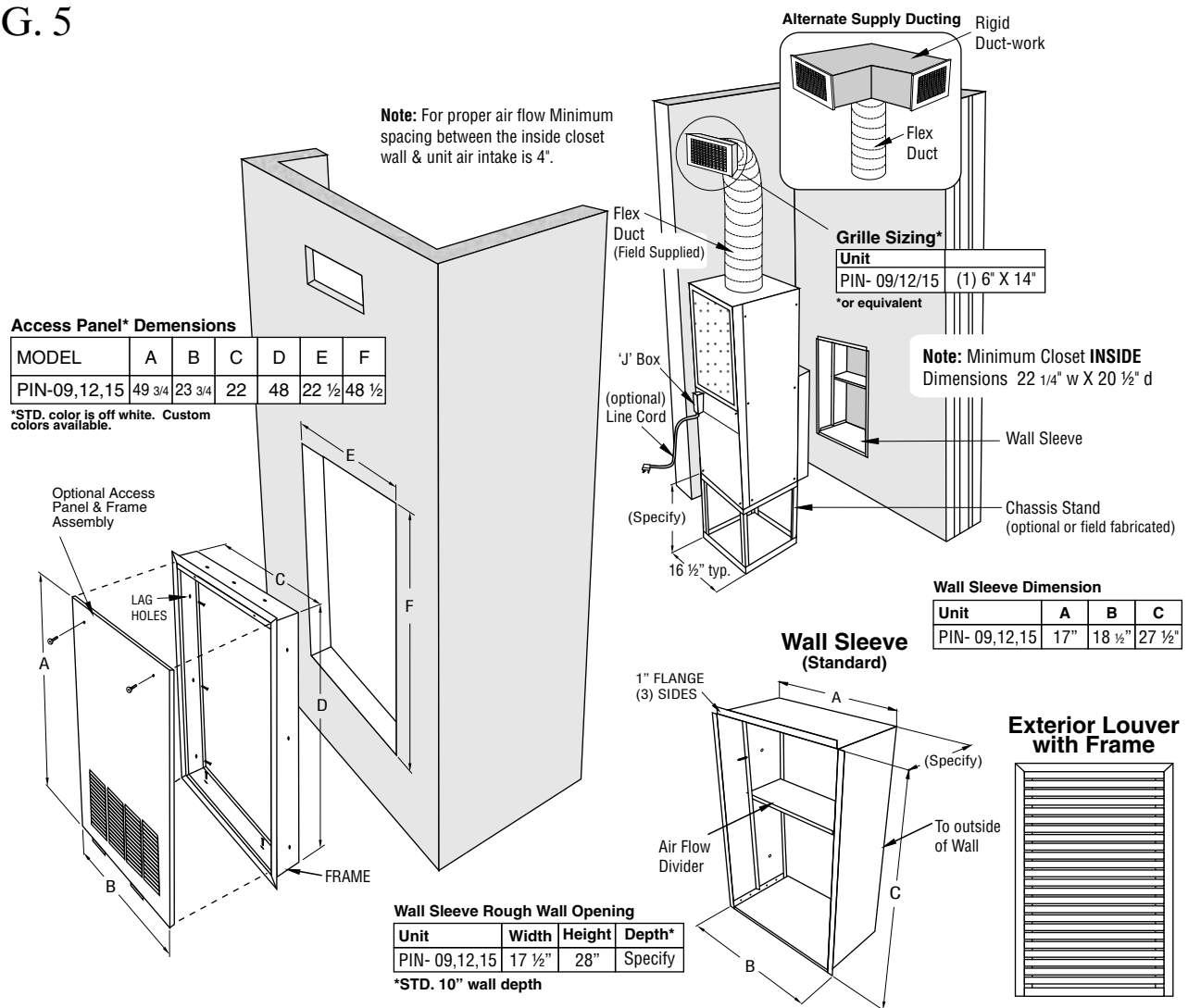
1. With 1st side panel vertically against interior wall fasten base and top panels to side panel.
2. Fasten (2nd) side panel to existing base and top.

3. Fasten front/louver panel between 2 side panels.
4. Fasten pre-assembled top supply air panel between 2 side panels.
5. Slide cabinet into corner so supply air panel is facing into the room opposite the wall opening.
6. Fasten top and bottom panels to exterior walls.  
 \*Be sure base is all the way into the corner and the cabinet is plumb. Use additional side fastening as required.
7. Install center access panel

**SITE BUILT CLOSET INSTALLATION:**

Refer to FIG. 5, for the general layout and assembly drawing. Construct the closet in accordance with local codes using stud and drywall materials or other material specified by the architect or engineer. The closet is an enclosure only and need not provide structural support for the unit. Insulated walls are recommended to absorb sound.

FIG. 5



### IMPORTANT CLOSET CONSTRUCTION RECOMMENDATIONS:

- Refer to FIG. 5 for closet minimum inside dimensions.
- Refer to FIG. 5 for return air/access panel-framing details. Be sure the access panel opening is in proper alignment with the installed chassis to allow for chassis removal.
- Be sure to allow for clearance between the installed Chassis and the inside of the access wall for return air to the unit. See FIG. 5. 4" of clearance is required.
- The wall sleeve will not support a suspended chassis. If the wall sleeve is not flush with the floor a factory or contractor supplied support stand must be used. Size and construct the stand to support the full weight of the installed chassis.
- Closet may include a soffit supply air duct with grilles located for optimal comfort. Duct size must be equivalent to the unit duct connection size. (25) feet is the maximum recommended length.
- Supply air grilles should be sized for low noise and adequate air delivery velocity. Two-way or three-way deflection types are recommended. For PIN-09, 12 use a 6" X 14" grille or equivalent.
- Protect the unit from debris and plaster dust during construction. Failure to do so may result in performance and/or operational problems and may void the warranty.

### ELECTRICAL WIRING:

All electrical wiring must be in accordance with NEC and local codes.

- 1). The nameplate on the new chassis indicates the operating voltage, phase, ampacity, maximum over-current protection, and minimum voltage. The power supply must be in accordance with these requirements! Use only HACR type circuit breakers. Inadequate wiring and/or improper electrical supply can cause a safety hazard and/or fire and will likely result in failure of the compressor and other electrical components and voids the warranty. The use of an extension cord is not allowed.
- 2). If the installation uses a chassis plug and cord to connect to a receptacle check to see that the two are compatible. The new chassis may also be hard wired
- 3). Inadequate wiring and/or improper electrical supply will likely result in failure of the compressor and other electrical components and voids the warranty.

### PIN CHASSIS and THERMOSTAT INSTALLATION:

1. Remove the room cabinet/ closet access panel
2. Install insulated, round, ductwork to the supply grille boot. Secure with nylon tie and tape joint if necessary.
3. Make sure the sleeve is installed level and plumb, is weather sealed, and is secure before installing the chassis.
4. Make sure the exterior louver is properly installed and is secure.
5. The PIN chassis is factory built for rear access. Remove back room side access door from the chassis. This will allow for alignment of the unit with studs attached to the wall sleeve. Locate and remove the parts bag which contains optional the wall mounted thermostat and thermostat wire assembly.
6. Install the wall mounted thermostat to the room cabinet access panel or closet wall using the provided mounting holes. Screws are supplied in the thermostat package. Connect the plain end of the thermostat wire to the thermostat following the wiring diagram attached to the unit. The other end of the thermostat wire will plug into the PIN chassis.
7. The power cord, (if provided) comes out the back side of the PIN chassis, and is approximately 60" long. The 24V thermostat plug-in connector is located adjacent to the power cord. \*The use of an extension cord is not recommended. If the chassis is to be hard wired, install the chassis in accordance with steps 8-12 then hard wire the chassis. Be sure wiring complies with NEC and local codes.
8. **IMPORTANT! Be sure the weather panel is removed at this time.** Lift the unit onto the chassis stand inside the room cabinet and align with the wall sleeve.
9. Before sliding the unit forward into the wall sleeve, inspect the sleeve seal, which is supplied with the sleeve, to ensure that it is properly secured and aligned.
10. After the seal is inspected, the unit needs to be aligned and centered with the sleeve as you slide the unit forward into the sleeve and onto the wall sleeve studs. Check that the unit is completely seated on all four sides against the wall sleeve seals.
11. Install two (2) flange nuts to the sleeve mounting studs. Tighten until the unit is secured and pulled up to the wall sleeve. **IMPORTANT!** If unit is not sealed completely, water or outside air will infiltrate into the cabinet. If necessary seal any openings that may exist. Make certain that the seal above the condenser coil makes an adequate seal with the outside louver, since this seal separates the condenser intake air from the hot condenser discharge air.
12. Replace all panels on chassis.
13. Connect flex duct to the chassis discharge collar using nylon tie. Tape if necessary.
14. Plug low voltage thermostat wires to thermostat connector on the unit. (Be sure thermostat is in the "Off" position).

15. Plug the line cord into the dedicated receptacle or turn on power at the breaker if hard wired.

16. Install the room cabinet/ closet access panel.

#### **AIR FILTER:**

Room side return air must be filtered. The filter is supplied with the return air/ filter grille. The filter is a fiberglass throwaway type.

The filter should be cleaned or replaced at least every three months of operation or more frequently if unusual conditions are encountered. Failure to clean or replace the filter regularly will result in reduced performance, shortened unit life, and may void the warranty.

#### **START-UP, RUN TEST, and OPERATING INSTRUCTIONS:**

Time spent to assure proper operation will eliminate call-backs and is time well spent to assure customer satisfaction.

Adirondack-Aire PIN series units are designed to operate from wall mounted thermostats of various designs including mechanical, mercury bulb, and electronic types. The following are general guidelines. Refer to the specific thermostat instructions, and unit wiring diagram for more detail.

**Note that many electronic thermostats have built in time delay circuitry. These features will affect the on-off timing of the cooling, heat, and fan operation. Some thermostats have programmable features. Refer to the thermostat instruction sheets for details of these various functions.**

#### **COOLING OPERATION:**

- Set the thermostat system switch to the "Off" position and the fan switch to "Auto". Turn the power supply breaker on.
- Set the fan switch to "on". The blower should turn on.
- Return the fan switch to the "Auto" position. The blower should turn off. Set the system switch to "Cool" and lower the thermostat set point to the coldest setting. The compressor, condenser fan, and evaporator blower should all turn on. Note: Outdoor temperature must be above 40° for the unit to operate. After an initial stabilization period of 2-3 minutes the unit will produce cold air.
- Though some vibration and noise is normal the level should not be excessive or objectionable. If excess vibration and/or noise are experienced secure/repair/replace at the source until acceptable operation is achieved.
- After proper cooling and fan operation is confirmed set the thermostat to the desired room temperature. If the setting is cooler than the room temperature the unit will shut off. Built-in anti-short cycle timer prevents restarting for (3) minutes.
- Select the desired fan operation setting. Choose "On" for continuous air circulation regardless of temperature setting or choose "Auto" to have the

fan cycle on and off with the cooling.

**NOTE: When the unit is first started, high humidity conditions can cause condensation to form on the room cabinet grille and may overflow the condenser pan to the outside of the building. This is normal and temporary. Keep doors and windows closed and the unit will remove moisture from the room thereby eliminating excess condensate build-up.**

#### **HEATING OPERATION:**

Adirondack-Aire PIN units are offered with or without heat:

- A 'cooling only' unit will not have provision for heat even though the thermostat may have a "Heat" position.
- A heat pump will have reverse cycle heating with back-up electric heat built into the chassis.
- Units with electric heating option will have the heating element built into the chassis.

#### **HEATING OPERATION - 'COOLING ONLY' UNITS WITH ELECTRIC HEAT**

Electric heating element and controls are built into the chassis.

- Set the thermostat to the indicated 'HEAT' position. For heating comfort the fan "Auto" position is recommended.
- Set the thermostat temperature to a setting warmer than the room temperature. The compressor & condenser fan does not run during the heating cycle. After an initial warm-up period of a minute or so the unit will produce warm air.
- After proper heating operation is confirmed set the thermostat to the desired room temperature. If the setting is lower than the room temperature the heater and fan will shut off.

#### **HEATING OPERATION - HEAT PUMP MODELS: (includes back-up electric heat)**

Heat pump & electric heating element and controls are built into the chassis.

HEAT PUMP UNITS WILL PRODUCE CONDENSATE IN THE HEATING MODE. THIS CONDENSATE IS DRAINED FROM THE CHASSIS TO THE OUTDOORS. THIS IS NORMAL SO EXPECT AND ALLOW FOR THIS CONDENSATE TO DRIP FROM THE UNITS AT TEMPERATURES DOWN TO 35°F. THE BUILDING EXTERIOR, SIDEWALKS, AND THE LIKE WILL BE AFFECTED.

#### **Outdoor temperature above 35° (actual temperature may vary)**

Unit operates in reverse cycle heating

- Set the thermostat system switch to the indicated 'HEAT' position. For heating comfort the fan "Auto" position is recommended.

- Set the thermostat temperature to a setting warmer than the room temperature. The compressor & condenser fan will run during the heating cycle. After an initial warm-up period of a minute or so the unit will produce warm air.
- After proper heating operation is confirmed set the thermostat to the desired room temperature. If the setting is lower than the room temperature the heater and fan will shut off.  
Outdoor temperature below 35° (actual temperature may vary)  
Unit operates in electric heat mode.
- Set the thermostat to the indicated 'HEAT' position. For heating comfort the fan "Auto" position is recommended.
- Set the thermostat temperature to a setting warmer than the room temperature. The compressor & condenser fan does not run during the heating cycle. After an initial warm-up period of a minute or so the unit will produce warm air.
- After proper heating operation is confirmed set the thermostat to the desired room temperature. If the setting is lower than the room temperature the heater and fan will shut off.

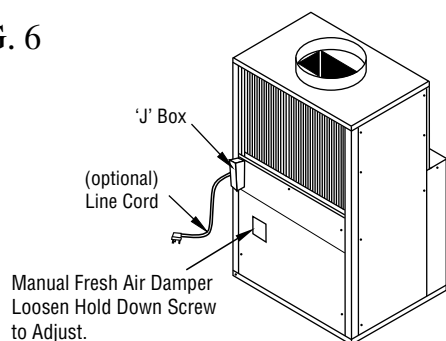
#### EMERGENCY HEAT:

In the event of a compressor failure an 'emergency heat' mode is available. To activate; locate the screwdriver slot in the bottom of the changeover thermostat. Turn the screwdriver counter-clockwise as far as it will go. This locks out the compressor and outdoor fan and activates the electric heat until the compressor can be replaced.

#### FRESH AIR DAMPER:

The manually adjusted fresh air damper introduces outside air into the room. There are no user accessible controls or settings. See FIG. 6

FIG. 6



#### FINAL INSPECTION:

Do a final visual inspection of the entire installation and confirm the following:

- The unit is clean and all tools and construction debris has been picked up.

- Room furnishings, carpets, and the like have been replaced in their original position.
- All controls and protective devices function properly.
- The unit air filter is properly installed.
- The unit delivering the proper amount of conditioned air.
- Unit operation is acceptably quiet and free of vibration.
- Nothing is obstructing the supply air and return air to and from the unit.

#### MAINTENANCE:

Unit performance is maintained at optimum levels by implementing the following preventive measures:

##### ●FILTER MAINTENANCE

Adirondack-Aire PIN units are furnished with a throw away type air filter. The unit must not be operated without this filter installed. Filter should be inspected at least every three months, and replaced when dirty. Unit operation becomes very inefficient with dirty filters and system components are stressed. Unit warranty is void if filters are not maintained properly.

##### ●CONDENSATE DRAINS:

Condensate drains can pick up lint and dirt, especially with dirty filters. Inspect, and if dirty, clean the condensate drain pan twice a year to avoid the possibility of overflow.

##### ●CHECK WIRING:

Annually or as a part of a service call check the tightness of the various wiring connections within the control panel.

##### ●FAN MOTORS:

The direct-drive blower and fan motors have permanently sealed, lubricated bearings, and do not require periodic oiling. Adding a few drops of 20W non-detergent oil through the oil ports twice a year may however extend life of the bearings. DO NOT over oil.

##### ●MICROBIAL GROWTH:

Microbial growth can occur in air conditioners here in the air stream where moisture exists. ASHRAE standards 62-89 recommends that these surfaces be inspected and cleaned to limit contamination. This typically includes surfaces beginning at the finned coil, drain pan, insulation, and fan/blowers

## ●INSPECTING AND CLEANING FINNED EVAPORATOR AND CONDENSER COILS:

Coils become externally fouled as a result of normal operation. Dirt on the surface of the coil reduces its ability to transfer heat that can result in comfort problems, increased resistance to airflow and result in increased operating energy costs. If the dirt on the surface of the coil becomes wet, such as commonly occurs with cooling coils, microbial growth can result which may cause unpleasant odors and serious health related indoor air quality problems. Coils should be inspected at least every six months or more often as necessary. The frequency of the required inspection/cleaning is dependent on the operating hours of the system, filter maintenance and efficiency, and dirt build-up. The following is the suggested method of cleaning coils:

- 1). Disconnect all electrical power to the unit.
- 2). Wear the appropriate personal protective equipment.
- 3). Gain access to the coil section of the unit (both sides).
- 4). Using a soft brush, remove loose debris from both sides of the coil.
- 5). Mix a high quality coil cleaning detergent with water according to the manufacturers instructions. If the detergent is strongly alkaline after mixing (8.5 pH or higher), it must contain a corrosion inhibitor. Carefully follow the cleaning solution manufacturers instructions regarding the use of the product.
- 6). Placed the mixed solution in a pump sprayer or high pressure sprayer. If a high pressure spryer is used, note the following:
  - A. Maintain a minimum nozzle spray angle of 15 degrees.
  - B. Spray perpendicular to the coil face.
  - C. Protect other areas of the air handler and internal controls from contact with moisture or the cleaning solution.
  - D. Keep the nozzle at least 6 inches from the coil.
  - E. Do NOT exceed 600psi.
- 7). Spray the leaving air side of the coil first, then the entering air side. Use a block-off to prevent spray from going through the coil and into a dry section of the unit and/or system duct-work. Carefully follow the cleaning solution manufacturers usage instructions.
- 8). Thoroughly rinse both sides of the coil and the drain pan with cool, clean water.
- 9). Repeat steps 7 and 8 as necessary.
- 10). Using a fin brush straighten any coil fins that may have been damaged during the cleaning process.
- 11). Confirm that the drain line remains open following the cleaning process.
- 12). Replace all panels and parts.

13). Allow the unit to dry before putting unit back in service. Restore electrical power to the unit.

14). Be careful that the contaminated material does not come into contact with other areas of the unit or building. Properly dispose of all contaminated materials and used cleaning solution. Store unused solutions according to manufacturer's directions.

## CHASSIS REMOVAL:

1. Remove return air/access panel from the cabinet.  
CAUTION: Thermostat is connected to the chassis.
2. Shut off the power supply and remove the power cord from the receptacle. Disconnect the low voltage thermostat connector.
3. Remove the chassis room side back access panel which gives access to the mounting studs that attach the chassis to the wall sleeve.
4. Remove the two (2) 1/4"-20 nuts that secure unit to sleeve.
5. Remove supply duct from top of unit.
6. Slide the chassis straight back out of sleeve.
7. Remove chassis from the cabinet.

To reinstall unit, reverse the procedure outlined above. Always check to see that the chassis is sealed to the wall sleeve to prevent water and air leakage. Replace or add seals as needed.

CAUTION - Always replace access panels before turning on main power.

## BEFORE CALLING FOR FACTORY ASSISTANCE:

A call to the factory is sometimes necessary for technical support or service/troubleshooting. We are happy to help! Before calling please gather and record the following information so that we are best able to help.

Cold Point Corp.  
7500 Cold Point Dr.  
Rome, NY 13440  
Phone:315.339.2331  
Fax: 315.339.2358  
e-mail: info@coldpointcorp.com

\_\_\_ Unit Model No  
\_\_\_ Unit Serial number  
\_\_\_ Name of Job or Installation  
\_\_\_ Your Name  
\_\_\_ Your Company's Name  
\_\_\_ Your Company's Address  
\_\_\_ Your Company's Phone, Fax, and e-mail  
\_\_\_ Room Temperature -DB/WB

\_\_\_ Outdoor Temperature- DB/ WB  
\_\_\_ Suction Pressure  
\_\_\_ Discharge pressure  
\_\_\_ Suction Superheat  
\_\_\_ Voltage @ contactor  
\_\_\_ Amp Reading (clamp-on)  
\_\_\_ Your Diagnosis or Question

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**RECORDS:**

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

Model number \_\_\_\_\_

Serial number \_\_\_\_\_

Installing Contractor \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

**SERVICE/MAINTENANCE:**

Date	Work Performed	BY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Notes: \_\_\_\_\_  
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