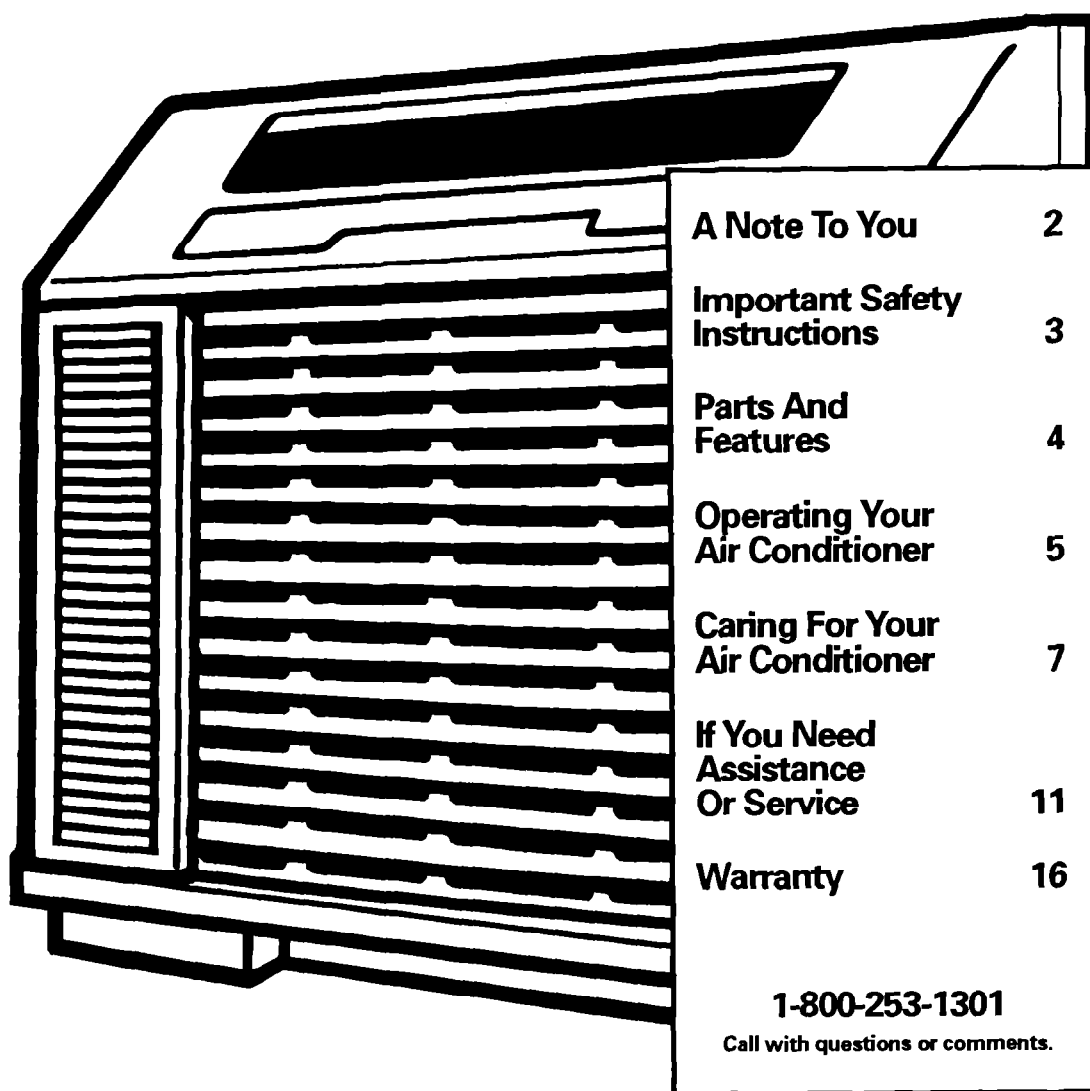




# Use And Care

## G U I D E



**AIR CONDITIONERS**

**MODELS ACQ052 ACQ062**

## A NOTE TO YOU

# A Note To You

### Thank you for buying a Whirlpool appliance.

You have purchased a quality, *world-class* home appliance. Years of engineering experience have gone into its manufacturing. To ensure that you will enjoy many years of trouble-free operation, we have developed this Use and Care Guide. It is full of valuable information on how to operate and maintain your appliance properly and safely. Please read it carefully. Also, please complete and mail the Ownership Registration Card provided with your appliance. This will help us notify you about any new information on your appliance.

### Your safety is important to us.

This guide contains safety symbols and statements. Please pay special attention to these symbols and follow any instructions given. Here is a brief explanation of the use of each symbol.

#### WARNING

This symbol will help alert you to such dangers as personal injury, burns, fire and electrical shock.

#### CAUTION

This symbol will help you avoid actions which could cause product damage (scratches, dents, etc.) and damage to your personal property.

### Our Consumer Assistance Center number, 1-800-253-1301, is toll-free, 24 hours a day.

If you ever have a question concerning your appliance's operation, or if you need service, first see "If You Need Assistance Or Service" on page 11. If you need further help, feel free to call our Consumer Assistance Center. When calling, you will need to know your appliance's complete model number and serial number. You can find this information on the model and serial number plate (see diagram on page 4). For your convenience, we have included a handy place below for you to record these numbers, the purchase date from the sales slip and your dealer's name and telephone number. Keep this book and the sales slip together in a safe place for future reference.

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

Dealer Name \_\_\_\_\_

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

Dealer Phone \_\_\_\_\_

Purchase Date \_\_\_\_\_

## IMPORTANT SAFETY INSTRUCTIONS

# Important Safety Instructions

### **⚠ WARNING**

To reduce the risk of fire, electrical shock or personal injury when using your air conditioner, follow these basic precautions:

- Read all instructions before using your air conditioner.
  - Complete the installation requirements as described in the Installation Instructions.
  - Do not allow children to operate or play with the air conditioner.
  - Do not operate the air conditioner with the front panel removed.
  - Never clean air conditioner parts with flammable fluids. The fumes can create a fire hazard or explosion.
- FOR YOUR SAFETY •
- DO NOT STORE OR USE GASOLINE OR OTHER FLAMMABLE VAPORS OR LIQUIDS IN THE VICINITY OF THIS OR ANY OTHER APPLIANCE. THE FUMES CAN CREATE A FIRE HAZARD OR EXPLOSION.

– SAVE THESE INSTRUCTIONS –

### **Help us help you**

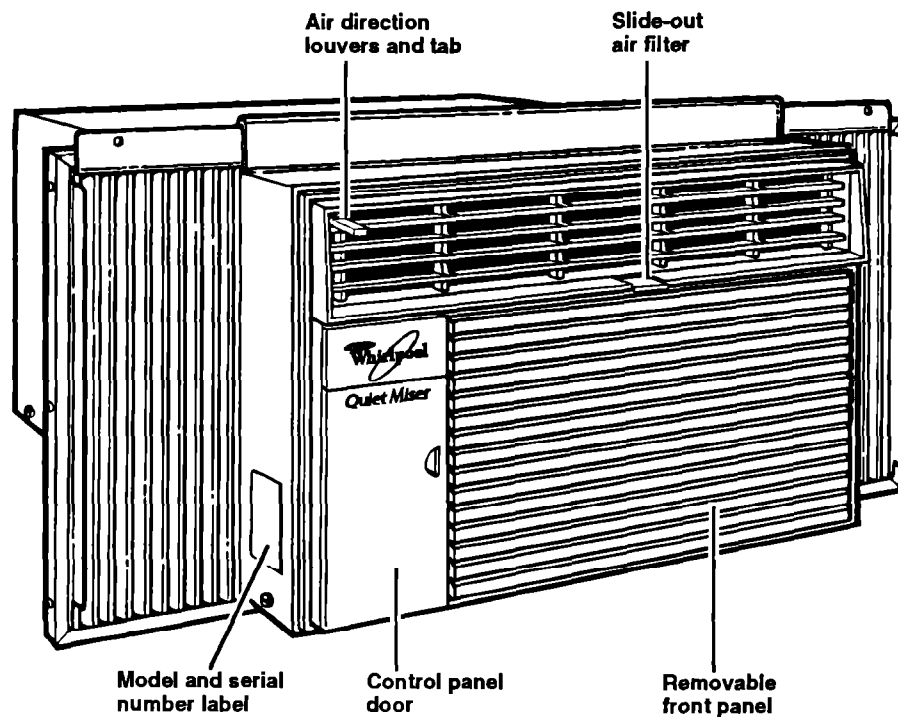
Please:

- Install the air conditioner in a window that will hold the weight and secure it in accordance with the Installation Instructions.
- Connect the air conditioner only to the proper kind of outlet with the correct electrical supply and grounding. (See the Installation Instructions.)
- Be sure the air conditioner is the correct size for the area you want to cool.
- Use the air conditioner only for its intended purpose.
- Be sure the air conditioner is not used by anyone unable to operate it properly.
- Maintain the air conditioner properly.

Also, remove the Energy Label and Buy Guide. Use a damp cloth to take off any glue residue. Do not use sharp instruments, flammable fluids or abrasive cleaners. These can damage the material.

# Parts And Features

This section contains captioned illustrations of your appliance. Use them to become familiar with where all parts and features are located and what they look like.



# Operating Your Air Conditioner

## In This Section

|                                      | Page |                              | Page |
|--------------------------------------|------|------------------------------|------|
| Starting your air conditioner .....  | 5    | Changing air direction ..... | 6    |
| Using the exhaust vent control ..... | 6    |                              |      |

In order to obtain the best possible results from your air conditioner, it is important that you operate it properly. This section will tell you how to do just that.

## Starting your air conditioner

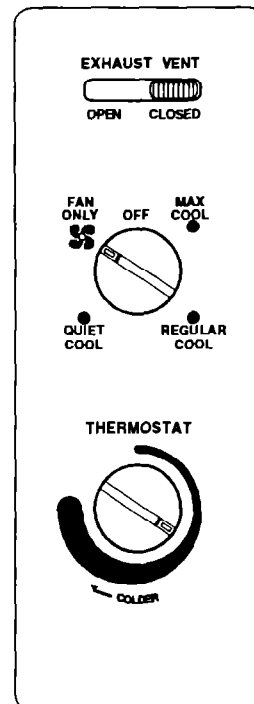
### **⚠ WARNING**

#### **Electrical Shock Hazard**

- Plug unit only into grounded electrical outlet.
  - Do not use an extension cord.
  - Do not operate unit with front panel removed.
- Failure to follow the above precautions could result in electrical shock or personal injury.

1. **Set Exhaust Control** to CLOSED for maximum cooling performance.
2. **Set Fan Control** to the desired setting.  
**QUIET COOL** .....for sleeping comfort  
**REGULAR COOL** .....for normal cooling  
**MAX COOL** .....for maximum cooling  
**FAN ONLY** .....for circulating room air when no cooling is desired
3. **Turn the Thermostat Control** to the desired setting. You can adjust the air conditioner's cooling performance by turning the Thermostat Control clockwise for more cooling or counterclockwise for less cooling. You will need to experiment to find the setting which suits you best.

**NOTE:** If you turn your air conditioner off or if the compressor turns off when lowering the Thermostat Control, wait at least 3 minutes before turning it back on. Doing this keeps the air conditioner from blowing a fuse or tripping a circuit breaker.

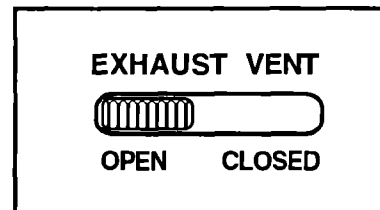


### Using the exhaust vent control

The Exhaust Vent Control draws stale or smoky air from the room or circulates existing room air.

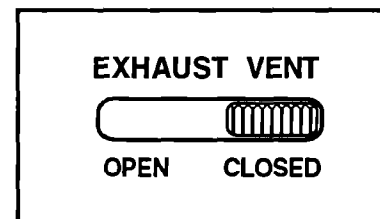
**To exhaust room air:**

1. Set Exhaust Control to OPEN.
2. Set Fan Control to desired setting. If no cooling is desired, set Fan Control to FAN ONLY.
3. Set Thermostat Control to desired setting.



**To circulate room air:**

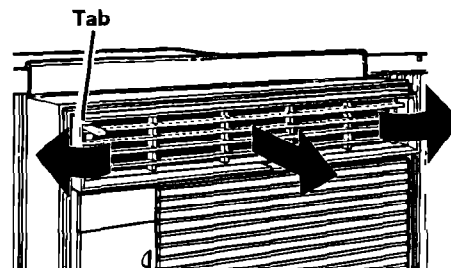
1. Set Exhaust Control to CLOSED.
2. Set Fan Control to desired setting. If no cooling is desired, set Fan Control to FAN ONLY.
3. Set Thermostat Control to desired setting.



**NOTE:** For maximum performance, the Exhaust Vent Control must be in the CLOSED position when cooling or room air circulation is desired.

### Changing air direction

The louvers, in the top grille area of the air conditioner, control the direction of the cooled air. Move the tab, at the top left of the louvered area, in the direction you want the air to go (right, left or straight ahead).



# Caring For Your Air Conditioner

## In This Section

|                                         | Page |                                           | Page |
|-----------------------------------------|------|-------------------------------------------|------|
| Cleaning the front panel .....          | 7    | Understanding normal operating sounds ... | 10   |
| Cleaning the slide-out air filter ..... | 8    | Saving energy .....                       | 10   |
| Performing annual maintenance .....     | 8    |                                           |      |

Proper maintenance of your air conditioner will help ensure longer life and lower operating costs. This section will tell you how to clean your air conditioner and perform annual maintenance. You can always call your authorized Whirlpool<sup>SM</sup> servicing dealer for an annual check-up.

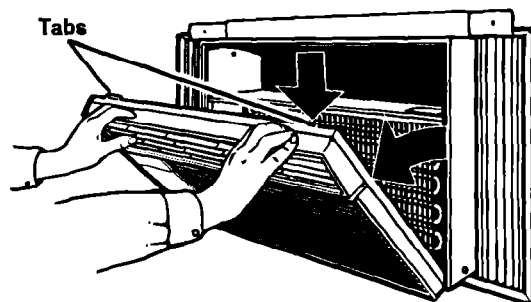
## ⚠ WARNING

### Electrical Shock and Fire Hazard

- Unplug power cord from receptacle before cleaning unit. Failure to do so could result in electrical shock or personal injury.
- Do not use flammable fluids, solvents, abrasive cleaners or strong detergents. Fire or product damage could result.

## Cleaning the front panel

1. Unplug the power cord.
2. Remove the front panel from unit for cleaning. Press down at top of front panel to release it from the top of the cabinet.
3. Pull top of front panel toward you.
4. Lift front panel up and away from the bottom spring clips.
5. Remove the slide-out air filter and clean separately. (See "Cleaning the slide-out air filter" on page 8.)  
**NOTE:** The front panel does not have to be removed to clean filter.
6. Clean front panel with warm water, mild soap or detergent and a soft cloth. Rinse and dry thoroughly.
7. Wipe control panel clean with a soft, dry cloth.
8. Replace the front panel. Locate bottom of panel on the spring clips. Press down on top edge of front panel and push it toward the unit to secure the upper tabs.
9. Replace air filter.
10. Plug in the power cord.



## CARING FOR YOUR AIR CONDITIONER

### Cleaning the slide-out air filter

The filter is cleanable. A clean filter helps remove dust, lint and other particles from the air. Check every two weeks to see if filter needs cleaning.

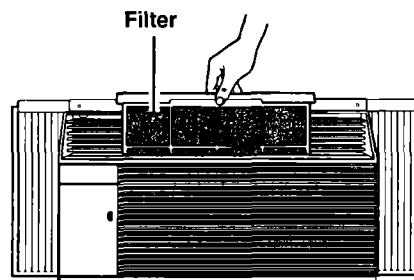
1. Remove filter by sliding it up and out the top of the front panel.

2. Clean filter using a vacuum cleaner.

OR

If very dirty, wash filter with warm water and mild detergent. Air dry thoroughly before replacing.

3. Replace filter by sliding it back down into opening at top of front panel.



### Performing annual maintenance

Your air conditioner needs annual maintenance to help ensure steady, top performance throughout the year.

Call the service company recommended by your dealer to:

- Inspect and clean the coils and condensate water passages.
- Check fan and fan motor.

The compressor is sealed and needs no oiling. Expense of annual inspection is the customer's responsibility.

OR

If you are familiar with electrical appliances, you can do the cleaning and maintenance yourself. If you choose to do so, follow these steps.

#### **⚠ WARNING**

##### **Electrical Shock, Product Damage and Personal Injury Hazard**

- Unplug power cord from receptacle before performing any maintenance. Be sure no liquid gets into the motor, electrical control box or compressor electrical terminals.
- Do not lift, push or pull any white beaded foam (expanded polystyrene) parts.
- Because your air conditioner weighs from 50 to 70 pounds, it is recommended that you have someone help you when you remove and re-install your unit and that you both use proper lifting techniques.
- Handle the air conditioner with care. Watch out for the sharp, metal fins on the front and rear coils.
- Do not use the collected water for drinking purposes. It is not sanitary.

Failure to follow the above precautions could result in electrical shock, product damage or personal injury.

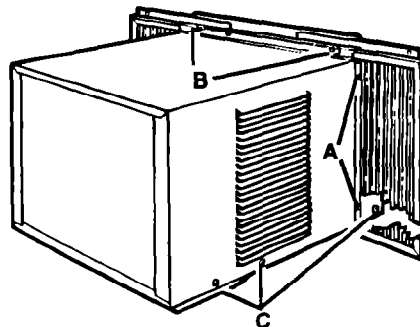


## CARING FOR YOUR AIR CONDITIONER

1. Unplug the power cord.
2. Remove the front panel. (See "Cleaning the front panel" on page 7.)
3. Remove the unit from the window.
4. Remove the side curtains. Slide curtains out to their fullest width. From the back side, remove the phillips-head screws which attach the curtains to the cabinet. (See A in illustration.)
5. Remove the slotted, hex-head screws holding the top channel. (See B in illustration.)
6. Remove slotted, hex-head screws on sides of cabinet. (See C in illustration.)
7. Holding the cabinet on both sides, carefully lift cabinet off base.
8. Wrap the motor, electrical control box and compressor terminal box in plastic film to make sure no water or other liquids get inside. Water or other liquids could damage the insulation and cause serious mechanical problems.
9. Clean and hose out the base, coils and condensate pans. Clean air conditioner at least once a year or more often if the condenser coils and pans collect dirt, sand, leaves, insects or algae. Also, clean the air conditioner if you detect an odor coming from it.
10. Remove plastic film from the motor and electrical parts.
11. Replace unit in cabinet. Reattach the top channel and side curtains. Tighten all screws.
12. Reinstall air conditioner in the window.
13. Replace the front panel.
14. Plug in the power cord.

**NOTE:** It is a good idea to wait 24 hours before starting the air conditioner again. Doing so allows time for all areas to dry thoroughly.

The water from rainfall or from normal operation does not harm the motor or electrical parts.



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### Understanding normal operating sounds

When your air conditioner is **operating normally**, you will hear sounds such as:

- Droplets of water hitting the condenser, causing a “pinging” or “clicking” sound. Water droplets help to cool the condenser.
- Air movement from the fan, especially on high fan speed settings.
- Clicks from the thermostat cycle.

Sounds also may be caused by house construction—such as vibration of the unit due to wall construction or unsteady window mounting area.

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### Saving energy

You can help save energy by following the tips below.

- Improve your home’s insulation. Seal all doors and windows. Close the fireplace flue.
- Close all blinds and drapes on sunny sides of the house. Add window awnings.
- Keep the air filter clean.
- Do not block the airflow with drapes or furniture.
- Ventilate the attic. High temperatures in the attic add to the air conditioner’s cooling load.
- Try not to use heat-producing appliances during the hottest part of the day.
- Turn off lights and appliances when they are not needed.
- Keep heat registers and cool-air returns closed.
- Use exhaust venting fans when cooking, doing laundry or bathing.

# If You Need Assistance Or Service

This section is designed to help you save the cost of a service call. Part 1 of this section outlines possible problems, their causes, and actions you can take to solve each problem. Parts 2 and 3 tell you what to do if you still need assistance or service. When calling our Consumer Assistance Center for help or calling for service, please provide a detailed description of the problem, your appliance's complete model and serial numbers and the purchase or installation date. (See page 2.) This information will help us respond properly to your request.

## 1. Before calling for assistance ...

Performance problems often result from little things you can find and fix without tools of any kind. Please check the chart below for problems you can fix. It could save you the cost of a service call.

| PROBLEM                                                    | POSSIBLE CAUSE                                                                                                                                                                                                                                    | SOLUTION                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Air conditioner will not run</b>                        | Unit is not plugged into a live circuit with proper voltage.<br>The Fan Control is set to OFF.<br><br>The Thermostat Control is not set correctly.<br>A household fuse has blown or a circuit breaker has tripped.<br>The local power has failed. | Plug unit into a live circuit with proper voltage.<br>Set the Fan Control to a setting other than OFF.<br>Set the Thermostat Control to a setting cooler than the room temperature.<br>Replace fuse or reset circuit breaker.<br><br>Wait for power to be restored.                                           |
| <b>Unit blows household fuses or trips circuit breaker</b> | A time-delay fuse is not being used.<br>An extension cord is being used.<br>The unit was just turned off and on again.                                                                                                                            | Replace fuse with a time-delay fuse of the correct capacity.<br>Do not use an extension cord to run your air conditioner.<br>Wait three minutes after turning unit off before trying to restart it.                                                                                                           |
| <b>Unit turns on and off, or does not cool/heat room</b>   | The filter is dirty.<br>The coils (evaporator [inside] and condenser [outside]) are dirty.<br>There is excessive moisture or heat in the room.<br><br>The fan speed setting is too low.<br>The Thermostat Control is not set correctly.           | Clean the filter. (See page 8.)<br>Clean the coils. (See pages 8-9.)<br><br>It will take longer for the unit to cool or heat a room when there is excess moisture or heat (open cooking vessel, shower, etc.).<br>Set Fan Control to a higher setting.<br><br>Set the Thermostat Control to a cooler setting. |

## IF YOU NEED ASSISTANCE OR SERVICE

### 2. If you need assistance ...

Call Whirlpool Consumer Assistance Center telephone number. Dial free from anywhere in the U.S.:

**1-800-253-1301**

and talk with one of our trained consultants. The consultant can instruct you in how to obtain satisfactory operation from your appliance or, if service is necessary, recommend a qualified service company in your area.

If you prefer, write to:

Mr. William Clark  
Consumer Assistance Representative  
Whirlpool Corporation  
2000 M-63  
Benton Harbor, MI 49022

Please include a daytime phone number in your correspondence.

### 3. If you need service ...



Whirlpool has a nationwide network of authorized Whirlpool<sup>SM</sup> service companies. Whirlpool service technicians are trained to fulfill the product warranty and provide after-warranty service, anywhere in the United States. To locate the authorized Whirlpool service company in your area, call our Consumer Assistance Center telephone number (see Step 2) or look in your telephone directory Yellow Pages under:

• **APPLIANCE-HOUSEHOLD-  
MAJOR, SERVICE & REPAIR**

- See: Whirlpool Appliances or  
Authorized Whirlpool Service  
(Example: XYZ Service Co.)

• **WASHING MACHINES &  
DRYERS, SERVICE & REPAIR**

- See: Whirlpool Appliances or  
Authorized Whirlpool Service  
(Example: XYZ Service Co.)

### 4. If you need FSP<sup>®</sup> replacement parts ...

FSP is a registered trademark of Whirlpool Corporation for quality parts. Look for this symbol of quality whenever you need a replacement part for your Whirlpool appliance. FSP replacement parts will fit right and work right, because they are made to the same exacting specifications used to build every new Whirlpool appliance.

To locate FSP replacement parts in your area, refer to Step 3 above or call the Whirlpool Consumer Assistance Center number in Step 2.

### 5. If you are not satisfied with how the problem was solved ...

- Contact the Major Appliance Consumer Action Panel (MACAP). MACAP is a group of independent consumer experts that voices consumer views at the highest levels of the major appliance industry.
- Contact MACAP only when the dealer, authorized servicer and Whirlpool have failed to resolve your problem.  
Major Appliance Consumer Action Panel  
20 North Wacker Drive  
Chicago, IL 60606
- MACAP will in turn inform us of your action.



**NOTES**

## NOTES

# WHIRLPOOL®

## Room Air Conditioner Warranty

AC003

| LENGTH OF WARRANTY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | WHIRLPOOL WILL PAY FOR                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FULL ONE-YEAR WARRANTY</b><br>From Date of Purchase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | FSP* replacement parts and repair labor to correct defects in materials or workmanship.                                                                                                                                                                                                                                                                                                                                         |
| <b>FULL FIVE-YEAR WARRANTY</b><br>From Date of Purchase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | FSP replacement parts and repair labor to correct defects in materials or workmanship in the sealed refrigeration system.<br>These parts are:<br><div style="display: flex; justify-content: space-between;"> <div>1. Compressor</div> <div>4. Drier-strainer</div> </div> <div style="display: flex; justify-content: space-between;"> <div>2. Evaporator</div> <div>5. Connecting tubing</div> </div> <div>3. Condenser</div> |
| <b>WHIRLPOOL WILL NOT PAY FOR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>A.</b> Service calls to:</p> <ol style="list-style-type: none"> <li>1. Correct the installation of the air conditioner.</li> <li>2. Instruct you in how to use the air conditioner.</li> <li>3. Replace house fuses or correct house wiring.</li> <li>4. Clean or replace the air filter.</li> </ol> <p><b>B.</b> Pickup and deliver. This product is designed to be repaired in the home.</p> <p><b>C.</b> Damage to the air conditioner caused by accident, misuse, fire, flood, acts of God or use of products not approved by Whirlpool.</p> <p><b>D.</b> The removal and reinstallation of the air conditioner if it is installed in an overhead or other inaccessible location or not installed in accordance with published installation instructions.</p> <p><b>E.</b> Repairs to parts or systems caused by unauthorized modifications made to the appliance.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Service under the full warranties must be provided by an authorized Whirlpool<sup>SM</sup> service company.

WHIRLPOOL CORPORATION SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. Some states do not allow the exclusion or limitation of incidental or consequential damages, so this limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Outside the United States, a different warranty may also apply. For details, please contact your authorized Whirlpool distributor or military exchange.

If you need service, first see the "Assistance or Service" section of this book. After checking "Assistance or Service," additional help can be found by calling our Consumer Assistance Center telephone number, **1-800-253-1301**, from anywhere in the U.S.