



Portable Air Conditioner with  
Evaporative Technology  
PE4-12R-03  
**Operating Instructions**



*Model No. PE4-12R-03*

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Thank you for choosing a Soleus Air Portable Air Conditioner. This owner's manual will provide you with valuable information necessary for the proper care and maintenance of your new product. Please take a few moments to thoroughly read the instructions and familiarize yourself with all the operational aspects of your new Soleus Air Portable Air Conditioner.

For your own records, please attach a copy of your sales receipt to this manual. Also, write the store name/location, date purchased, and serial number below:

Store Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date Purchased: \_\_\_\_\_

Serial Number (located on back of unit): \_\_\_\_\_

## **IMPORTANT INSTRUCTIONS**

**Before installing and using your portable air conditioner, please read this owner's manual carefully. Store this manual in a safe place for future reference.**

- 1) Always place the unit on a level surface.
- 2) Never use or store gasoline or other flammable vapor or liquid near this unit unless instructed by this manual.
- 3) Maintain at least 10 inches (25 cm) clearance space around this unit. Do not block or cover air inlet or outlet grilles.
- 4) The unit must be connected to a correctly grounded power supply.
- 5) Do not start or stop the unit by inserting or pulling out the power plug.
- 6) Do not use an adapter plug or extension cord.
- 7) Do not use the unit in the immediate surroundings of a bath, a shower or a swimming pool.
- 8) Do not insert anything into the air outlet. Do not obstruct air inlet or outlet grills unless instructed by this manual.
- 9) Do not let children play near this unit.
- 10) Always inspect the cord for signs of damage before use. If the power cord is damaged, it must be replaced by the manufacturer or a qualified service technician.
- 11) When cleaning the unit, always turn the unit off and unplug the power cord.
- 12) When the unit is not in use, always remove the venting kit from window.
- 13) Do not mix old and new batteries.

Do not mix Alkaline, Standard (Carbon-Zinc) or Rechargeable (Nickel-Cadmium) batteries.

## PACKAGE CONTENTS

Portable Air Conditioner  
Exhaust Hose (1)  
Hose Adapters (1)  
Window Kit Adapter (1)  
Remote Control  
AAA Batteries (2)  
Window Kit - 2 Sliding Panels (1 single hose panel, 1 extension panels)  
Owner's Manual

## SPECIFICATIONS

- The cooling capacity is measured at an ambient temperature of DB 86 °F, WB 78 °F.
- Noise level is measured at a distance of 3.28 ft away from the front of the unit, when the unit is in cooling mode.
- Power consumption is measured when the fan runs at the highest speed setting.
- These specifications are for reference only. For actual data, please refer to the rating label on the back of the unit.
- If the environment temperature is higher than the max operating temperature or lower than the minimum operating temperature, the air conditioner may not work properly.

<b>MODEL</b>	<b>PE4-12R-03</b>
Cooling Capacity	12,000 BTU/Hr
Cooling Power Consumption	1100 Watts
Dehumidifying Capacity	60 pts/day
Air Flow Volume	285 CFM
Power Source	115 V / 60 HZ
Rated Current	10 Amps
Sound Pressure Level	<45 dB(A)
Weight	68.4 lbs
Dimensions (W x D x H) (Inch)	12.98" x 22.17" x 27.78"
Refrigerant	R-410A

## DISCLAIMER

ALL INFORMATION AND THE TECHNICAL SPECIFICATIONS PRESENTED IN THIS USER'S MANUAL ARE THE PRESENTATION OF THE MANUFACTURER. SOLEUS INTERNATIONAL HAS NOT CONDUCTED INDEPENDENT TEST TO THE INFORMATION AND THE SPECIFICATIONS PRESENTED HEREWITHIN.

## **LCDI POWER CORD AND PLUG**

This air conditioner is equipped with an LCDI (Leakage Current Detection and Interruption) power cord and plug as required by US National Electric Code 440.65. This cord consists of a length of shielded flexible cord with no termination on the load side and a LCDI attachment plug on the line side.

The LCDI power cord and plug will remove the supply source via electrical disconnect (circuit trip) if the nominal current leakage between the cord shield and either load conductor exceeds a predetermined value. The cord (The LCte Tdn de-4(renergizd v)6(in)1(tilthe cdev6(it4(rse hs bTJ0:00028Tc -0.0023Tw 22.7520 Td@en tCt

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**PRODUCT DIAGRAM** (Actual product design may differ slightly from images below)

FRONT

- A. Control panel
- B. Vertical air louvers
- C. Air outlet
- D. Horizontal air louvers
- E. Casters
- F. Power Cord & Plug

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## INSTALLATION

### **SELECTING THE LOCATION**

Place the unit in a flat location where the air outlets are not obstructed. Place the unit at least 20" (50cm) away from a wall or other obstacle.

# WINDOW KIT INSTALLATION

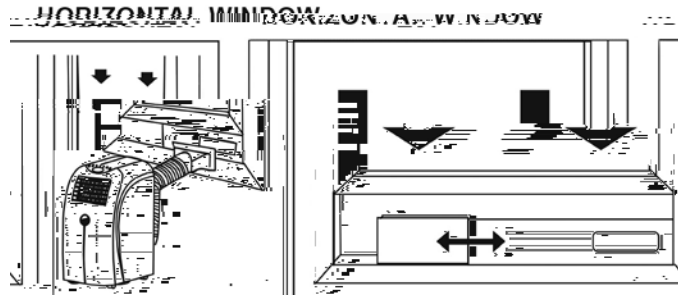
## WINDOW KIT INSTALLATION

The window kit is designed to fit into most standard vertical and horizontal windows, as well as some sliding glass doors. However, it may be necessary to modify some aspects of the installation process for certain window types.

Open the window or sliding door and adjust the length of the window kit to fit the opening. If the window kit is not long enough, connect the extra window kit panel to fit the opening. Mark and cut down a single panel of the window kit if necessary.

Place the window kit between the window and the window frame as shown in the images to the right. Close the window onto the window kit to form a tight seal.

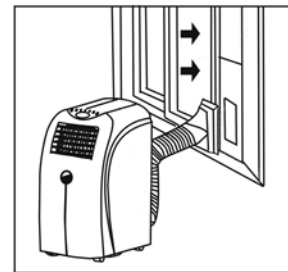
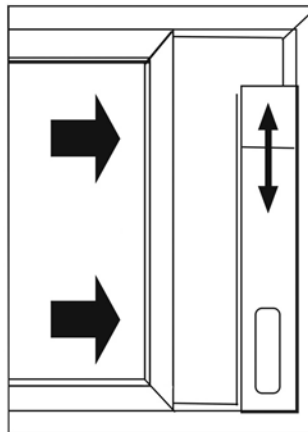
Attach the exhaust duct adapter to the window kit. Tabs located on the adapter will lock into place securing the adapter to the window kit.



Window Slider Kit  
Minimum: 28.5"  
Maximum: 55"

Window Slider Kit  
Minimum: 33 1/2" (85cm)  
Maximum: 48 3/8" (123cm)

## VERTICAL WINDOW



Window Slider Kit  
Minimum: 28.5"  
Maximum: 55"

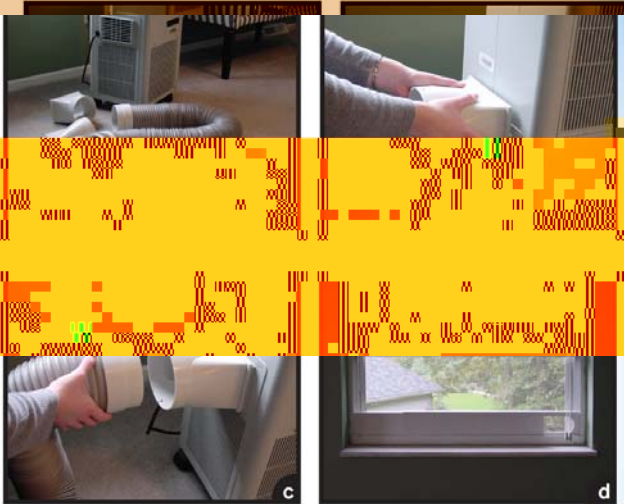
## WINDOW KIT INSTALLATION (cont'd)



Innovative products for a cleaner,  
more comfortable world.

### Installation of the Venting Kit FOR SINGLE HOSE PORTABLE AIR CONDITIONERS

The venting kit must be installed in order for the unit to work correctly in the air conditioning mode. The venting kit should not be used while the unit is heating or fanning.



Remove the window kit from the box and lay it out on a flat surface.

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- opening on the back of the unit. (figure b)
3. Connect the exhaust hose to the exhaust connector, aligning the fitted groove. (figure c)
4. Open the window or door and adjust the length of the window kit to fit the opening. (figure d) If necessary,



the exhaust hose to the window kit adapter. (figures h & i) Close the window tightly. (figure j) Your Portable Air Conditioner is now ready to cool!



**NOTE:** When using the venting system, keep the exhaust hose as straight as possible. The exhaust hose can be shortened, but it is not recommended to increase the length of the exhaust hose. Do not use an extension cord with your portable air conditioner.



**NOTE:** The Portable Air Conditioner above may differ from the unit described in this manual. The above directions and images show **general** directions for all Soleus Air single hose portable air conditioners.



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**MULTI-COLOR DISPLAY**

- A. Auto Mode
- B. Cool Mode
- C. Dehumidify Mode
- D. Fan Mode
- E. Fan Speed (Low, High, Medium)
- F. Temperature
- G. Swing Mode
- H. Sleep Mode
- I. Clock and Timer
- J. Timer On
- K. Timer Off
- L. Compressor is on

## OPERATING INSTRUCTIONS

### CONTROL PANEL BUTTONS (Refer to the images on page 9)


- 1) **Power On and Off** - Press the **POWER** button once to manually turn the unit on. Press the **POWER** button once more to turn the unit off.
- 2) **Mode Selection** - Press the **MODE**

## OPERATING THE UNIT USING THE CONTROL PANEL

### Air Conditioner Mode


- 1) Install the exhaust hose and window kit properly (see pages 7 & 8).
- 2) Plug the Power Cord into an electrical outlet.
- 3) Turn on the unit by pressing the **POWER** button on the control panel.
  
- 4) Press the Mode button until the “ ” icon appears on the Multi-color display
- 5) Press the

## **Auto Mode**

- 1) Install the exhaust hose and window kit properly (see pages 7 & 8).
- 2) Plug the Power Cord into an electrical outlet.
- 3) Turn on the unit by pressing the **POWER** button on the control panel.
- 4) Press the **MODE** button until the “” icon appears on the control panel display. Select the fan speed by pressing the **FAN** button.

**Dehumidifier** mode when the room temperature is between 68 °F to 80 °F. And **Air Conditioner** mode when the room temperature is above 80 °F.

## **Sleep Mode** (This mode can only be selected when using the Remote control )

- 1) To set Sleep mode, make sure the unit is in Air Conditioner mode.
- 2) Press the **SLEEP** Button on the remote control. The “” icon appears on the control panel display.
- 3) When in **SLEEP** mode, the fan will run on low to keep fan noise at a minimum.
- 4) When in Air Conditioner mode, the temperature setting will gradually increase to 2 °F above the original set temperature for 6 hours. After 6 hours the temperature setting will return to the set temperature.
- 5) When in Dehumidifier mode, the temperature will not change when Sleep mode is selected.

## **Compressor Indicator**

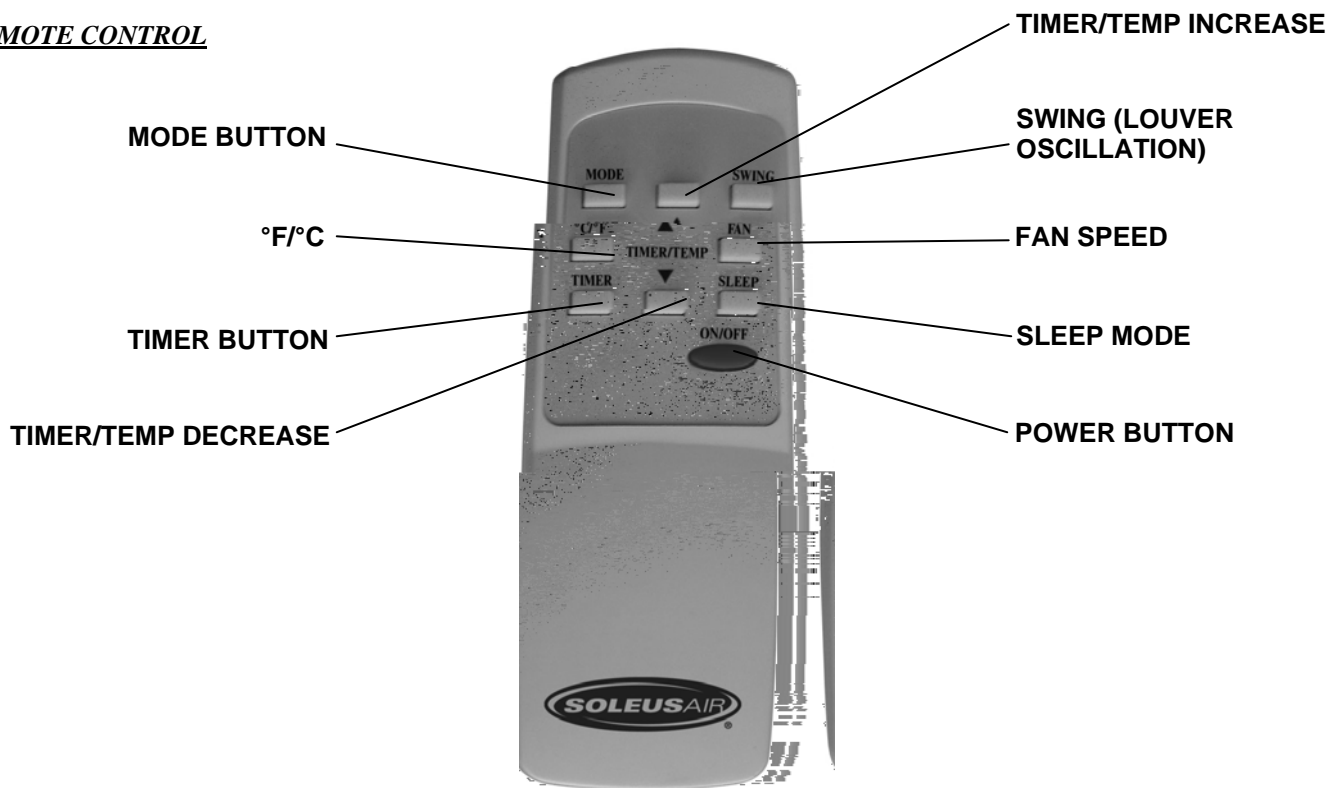
The “ ” icon will light up on the control panel display when the compressor turns on. The “ ” icon will turn off when the compressor shuts off.

## **Emergency Condensate Holding Tank**

When the room temperature is low and the indoor humidity is high, the air conditioner may not be able to evaporate some of the moisture fast enough. When this happens, the water will accumulate in an emergency condensate tank inside the unit. When the condensate tank

## OPERATING THE UNIT USING THE REMOTE CONTROL

### REMOTE CONTROL



### REMOTE CONTROL OPERATING INSTRUCTIONS

- 1) **Power On and Off** - Press the **ON/OFF** button on the remote to turn the unit on or off.
- 2) **Mode Selection** - Press the **MODE** Button repeatedly to cycle between the different modes: Auto, Air Conditioner, Dehumidifier, and Fan only.
- 3) **Fan Speed** - Press the **FAN** speed button to cycle through low, medium, and high fan speeds.
- 4) **Temperature Setting** - When the unit is in Air Conditioner mode you can select your desired temperature. Press the **▲** or **▼** to select your desired temperature setting. The temperature on the multi-color display on the control panel will increase or decrease accordingly. Pressing the **°F/°C** button will change the temperature select between °F and °C.
- 5) **Sleep Mode** - See “SLEEP MODE” on page 12.
- 6) **Swing** - To turn on oscillation, press the **SWING** button on the remote control. Once you press **SWING**, the louvers on the unit will oscillate back and forth.
- 7) **Timer** - To program the timer, press the **TIMER** button on the remote control. Press the **▲** or **▼** buttons to change the clock to the desired time for the unit to automatically turn on. Press the **TIMER** button again to set the time for the unit to shut-off. Press the **▲** or **▼** buttons to change the clock to the desired time for the unit to automatically turn off. The **TIMER OFF** indicator on the multi-color display will flash for 3 seconds to activate your programmed on and off times.

## MAINTENANCE

Note: Make sure power is off and the power cord is not plugged into an electrical outlet prior to performing any maintenance on the unit.

Clean or replace filter - If the air filter is blocked with a dust, the airflow volume may reduce. It is recommended to clean the filter once every two weeks or as needed.

- 1) Remove the filter from the filter compartment on the back of the unit.
- 2) Wash the air filter by immersing it gently into warm water with a neutral detergent. Rinse the filter and dry it thoroughly out of sunlight.
- 3) Slide the filter back into the filter compartment after it is thoroughly dried.
- 4) If the filter is torn or unusable, order a new filter by calling the customer service number on the warranty page of this manual.

Clean the unit Housing

- 1) Keep the unit from being exposed directly to the sun to prevent color fading.
- 2) Clean the surface with a damp cloth and dry it with a soft towel.

Storing the Unit for an Extended Period of Time or Transporting the unit

- 1) Empty any excess water by unplugging the water drainage stop in the back of the unit (located at the bottom).
- 2) Unplug the unit.
- 3) The unit should be stored in a cool dry place.

# WARRANTY

## One Year Limited Warranty

Soleus International Inc. warrants the accompanying Soleus Air Portable Air Conditioner to be free of defects in material and workmanship for the applications specified in its operation instruction for a period of ONE (1) year from the date of original retail purchase in the United States.

If the unit exhibits a defect in normal use, Soleus International Inc. will, at its option, either repair or replace it, free of charge within a reasonable time after the unit is returned during the warranty period.

As a condition to any warranty service obligation, the consumer must present this Warranty Certificate along with a copy of the original purchase invoice.

### **THIS WARRANTY DOES NOT COVER:**

- Damage, accidental or otherwise, to the unit while in the possession of a consumer not caused by a defect in material or workmanship.
- Damage caused by consumer misuse, tampering, or failure to follow the care and special handling provisions in the instructions.
- Damage to the finish of the case, or other appearance parts caused by wear.
- Damage caused by repairs or alterations of the unit by anyone other than those authorized by Soleus International Inc.
- Freight and Insurance cost for the warranty service.

ALL WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY ARE LIMITED TO ONE-YEAR DURATION OF THIS EXPRESS LIMITED WARRANTY. **SOLEUS INTERNATIONAL INC.** DISCLAIMS ANY LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES AND IN NO EVENT SHALL SOLEUS INTERNATIONAL INC'S LIABILITY EXCEED THE RETAIL VALUE OF THE UNIT FOR BREACH OF ANY WRITTEN OR IMPLIED WARRANTY WITH RESPECT TO THIS UNIT.

This warranty covers only new products purchased from our authorized dealers or retailers. It does not cover used, salvaged, or refurbished products.

As some states do not allow the limitation or exclusion of incidental or consequential damages, or do not allow limitation on implied warranties, the above limitations and exclusions may not apply to you. This warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

### **For Technical Support and Warranty Service**

Please Call (888) 876-5387

Or Write To:

Soleus International Inc.  
20035 E. Walnut Dr. N.  
City of Industry, CA 91789  
[www.soleusair.com](http://www.soleusair.com)