**INSTRUCTIONS FOR THE EFFECTIVE USE OF THE HEATING SYSTEM**

* ***CHECK THE SETTING IS CORRECT BEFORE YOU TURN ON THE UNIT***

**e.g HEAT TEMP FAN**

 **22 degrees HIGH/MED**

* **POINT REMOTE CONTROLLER at Air Con UNIT SENSOR**
* **PRESS START (you will hear a beep - green indicator light will come on)**
* **THE UNIT TAKES APPROX 5 minutes to start up**
* **ALLOW ENOUGH TIME BEFORE YOUR MEETING OR FUNCTION**

**FOR THE UNIT TO CIRCULATE WARM AIR THROUGHOUT THE HALL**

**Heat-pump air conditioners heat your entire room by recirculating air throughout the room with the result that some time may be required after first starting the Air Conditioner unit until the room is heated.**

* **LOW TEMPERATURE**

**WHEN THE OUTSIDE AIR TEMPERATURE IS LOW (BELOW 5 DEGREES)**

**THE HEATING WILL NEED TO BE TURNED ON AT LEAST 1 HOUR BEFORE PEOPLE START ARRIVING (ALLOWING THE UNIT TO COMPLETE THE CYCLE BELOW AND HEAT THE ROOM)**

**The air conditioner operates on the heat-pump principle, absorbing heat from outdoor air and transferring that heat indoors. As a result the operating performance is reduced as outdoor air temperature drops, the unit has to work harder and frost may form on the outdoor unit, resulting in the UNIT STOPPING TEMPORARILY and the defrosting circuit will operate briefly (or about 4 to 15 minutes) NO HEAT WILL BE PRODUCED in this time.**

**During automatic defrosting operation, the OPERATION indicator lamp (green) will flash.**

* **KEEP DOORS AND WINDOWS CLOSED**
* **You may need to turn the temperature up or down dependant on the amount of people in the room, please return to SET TEMPERATURE.**
* **DO NOT SET TEMPERATURE ABOVE 25 DEGREES**
* **TURN OFF AIR CONDITIONING UNITS BEFORE YOU LEAVE BY**

**PRESSING THE STOP BUTTON ON REMOTE CONTROL**