

# Shinco®

Model No. SPF1-12C



## OWNER'S MANUAL

*Read and save these instructions.*



## TABLE OF CONTENTS

Safety Information & Warnings .....	3
Setting up your portable conditioner.....	6
Product features.....	7
Installing your air conditioner .....	8
Using your air conditioner.....	12
Cleaning & Maintenance.....	14
Trouble shooting.....	16
Limited Manufacturer's Warranty .....	17

## SPECIFICATIONS

<b>Model No .</b>	SPF1-12C
<b>Voltage</b>	110V~120V
<b>Frequency</b>	60Hz
<b>Power</b>	3520W
<b>Dimensions</b>	<b>Width:</b> 17.4in <b>Depth:</b> 13.4in <b>Height:</b> 32.7in <b>Weight:</b> 61.73 lbs
<b>Cooling Area</b>	400 sq. ft.
<b>BTU Rating</b>	12,000 (ASHRAE)
<b>Power Cord Length</b>	4.9 ft

### IMPORTANT

**The air conditioner unit must always be stored and transported upright, otherwise you may cause irreparable damage to the compressor. In case of doubt, we suggest that you wait for at least 24 hours before you start the air-conditioning unit.**

## SAFETY INFORMATION & WARNINGS

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### *SAFETY PRECAUTIONS*

**Please read the Manual carefully before operating the machine:**

1. Read and keep these instructions.
2. Heed all warnings.
3. Follow all instructions.
4. Do not use this machine near water.
5. Clean it only with a damp cloth.
6. Do not block any ventilation openings. Install in accordance with the manufacturer's instructions.
7. Do not install near any heat sources such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.
8. Do not defeat the safety purpose of the polarized or grounding-type plug. A polarized plug has two blades with one wider than the other. A grounding-type plug has two blades and a third grounding prong. The wide blade or the third prong are provided for your safety. If the provided plug does not fit into your outlet, consult an electrician for replacement of the obsolete outlet.
9. Protect the power cord from being walked on or pinched particularly at plugs, convenience receptacles, and the point where they exit from the machine.
10. Do not attempt to modify or extend the power cord of this machine.
11. Unplug this machine during lightning storms or when it will not be used for long periods of time.
12. Make sure that the available AC power matches the voltage requirements of this machine.
13. Do not handle the plug with wet hands. This could result in an electric shock.
14. Unplug the power cord by holding the plug, never by pulling the cord.
15. Do not turn the machine on or off by plugging or unplugging the power cord.

16. Turn off the machine before unplugging it.

17. Refer all servicing to qualified service personnel. Servicing is required when the machine has been damaged in any way, such as power-supply cord or plug is damaged, liquid has been spilled or objects have fallen into the machine, the machine has been exposed to rain or moisture, does not operate normally, or has been dropped.

18. To reduce the risk of fire or electric shock, do not expose this machine to rain, moisture, dripping, or splashing, and no objects filled with liquids should be placed on top of it.

19. Batteries of the control remote should not be exposed to excessive heat such as sunshine, fire, or the like.

CAUTION: Danger of explosion if batteries are incorrectly replaced. Replace only with the same or equivalent type.

## **WARNING:**

### **ELECTRIC SHOCK HAZARD**

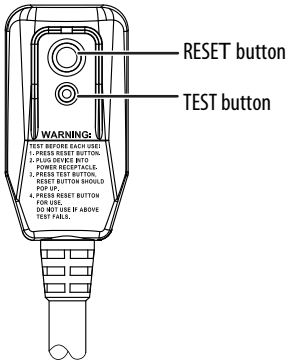
Failure to follow these instructions can result in electric shock, fire, or death.

- **This unit must be properly grounded.**
- **Do not, under any circumstances, cut or remove the grounding plug.**
- **If you do not have a properly grounded AC outlet, or if there is any doubt that the outlet is not properly grounded, a qualified electrician should check the outlet and circuit and, if necessary, install a properly grounded outlet.**
- **This air conditioner must be plugged into a grounded 115V, 60 Hz AC outlet, protected by a 15 amp time-delay fuse or circuit breaker.**
- **This air conditioner must be installed in accordance with national wiring codes.**
- **Do not alter or modify the plug or cord of this air conditioner. If the power cord becomes worn or damaged, the cord should only be replaced by a qualified service technician using genuine replacement parts.**
- **Do not use an extension cord.**

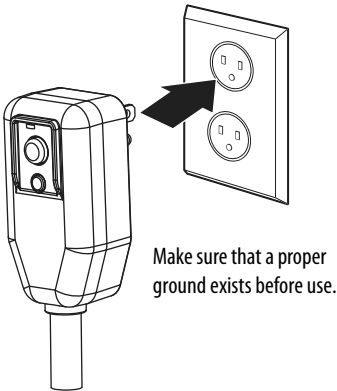
## ELECTRICAL SAFETY

### Integrated circuit breaker

For additional safety, the power cord on this air conditioner features an integrated circuit breaker. You can test and reset the circuit breaker using the buttons provided on the plug case. Consult a qualified electrician or service person if the grounding instructions are not completely understood, or if doubt exists as to whether the air conditioner is properly grounded. The circuit breaker should be tested periodically by pressing the TEST button, then pressing the RESET button. If the TEST button does not cause the circuit breaker to trip, or if the RESET button does not stay engaged, unplug the air conditioner immediately .

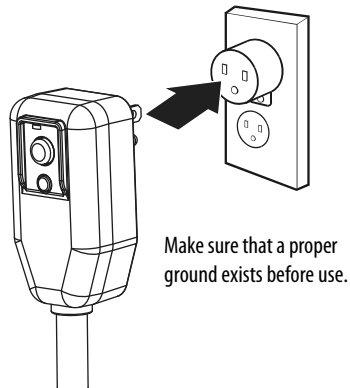


### Preferred grounding method



### Temporary grounding

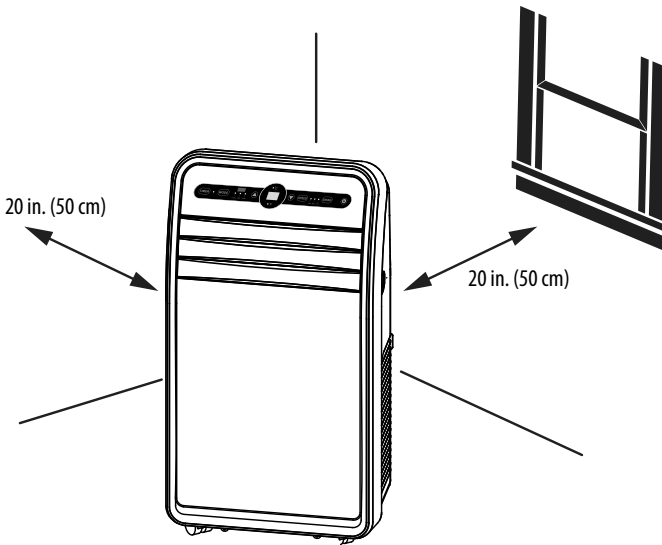
**Due to potential safety hazards, we strongly discourage the use of an adapter plug.** If an adapter plug must be used for a temporary connection, use only a UL-listed adapter with a minimum capacity of 120V~60Hz, 13A, and 1560W. Make sure that the large slot of the adapter is aligned with the large slot in the outlet.



## SETTING UP YOUR PORTABLE AIR CONDITIONER

### Before using your portable air conditioner

- Remove and store (optional) packing materials for reuse.
- Remove any shipping tape before using the air conditioner.
- Remove tape residue with liquid dish soap and a damp cloth. Do not use sharp tools, alcohol, thinners, or abrasive cleaners to remove adhesive, which could damage the finish.

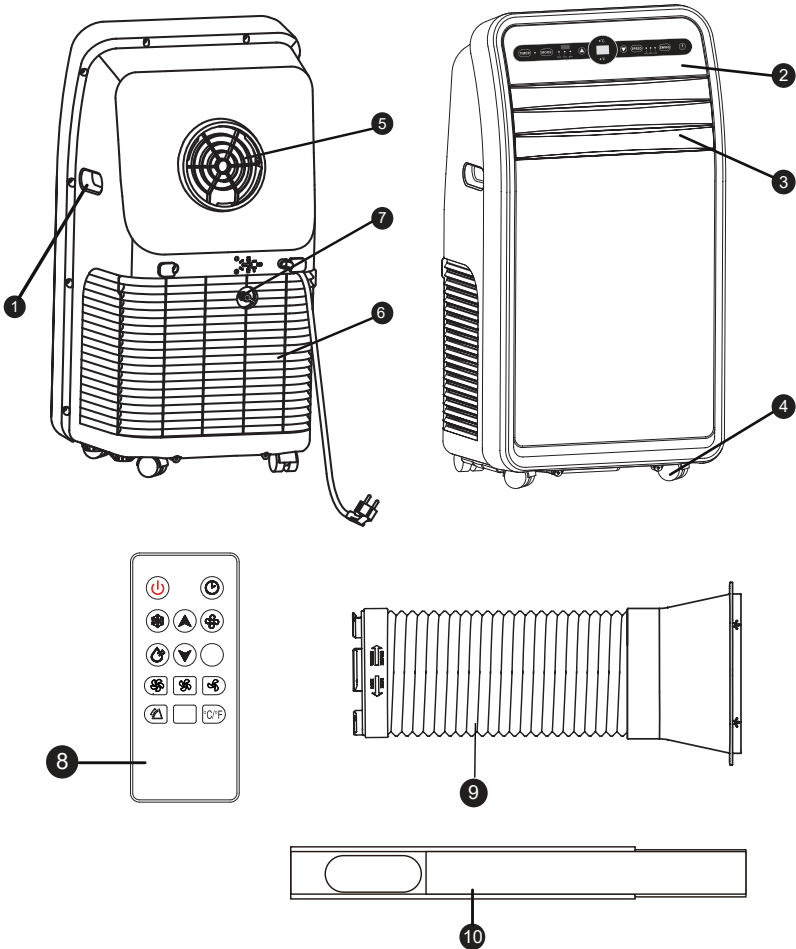


### Placing your air conditioner

Place the unit on a flat, dry area near a window, so you can use the hose and diffuser to connect the air conditioner to the window installation kit in order to vent the exhaust air outside. To maintain good air circulation and optimum machine performance, leave a 20 in. (50 cm) space around it.

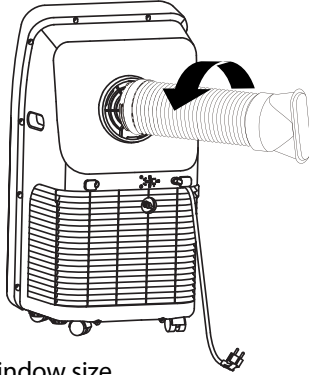
## PRODUCT FEATURES

- |                            |                          |
|----------------------------|--------------------------|
| 1. Carrying Handle         | 6. Air Intake            |
| 2. Control Panel           | 7. Moisture Drain Plug   |
| 3. Adjustable Front Grille | 8. Remote Control        |
| 4. Casters                 | 9. Exhaust Duct          |
| 5. Exhaust Output          | 10. Window Sealing Plate |

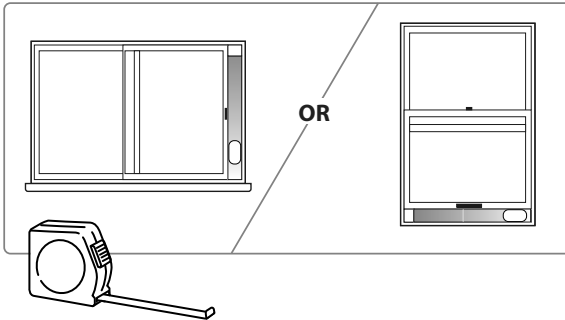


## INSTALLING YOUR AIR CONDITIONER

**1.** Screw the exhaust hose to the exhaust outlet on the back of your air conditioner, then screw the hose adapter to the other end of the hose.

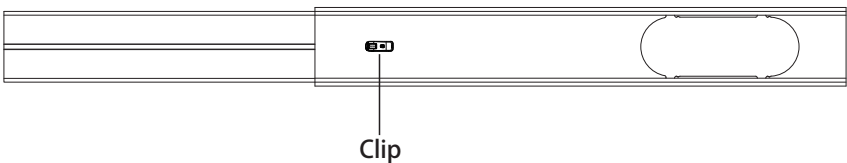
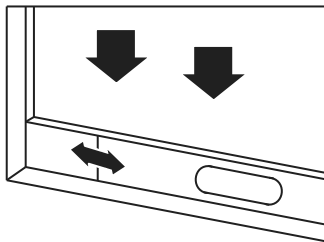


**2.** Measure the window size.



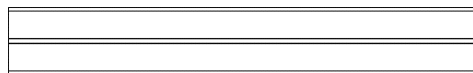
**3.** Install the window sealing plate in the window opening, adjusting the length to fit the window opening and securing it with "Clip" (provided).

**Note:** The window sealing kit works with sliding windows.

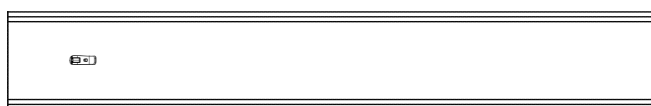




Usually Portable air conditioner needs to be equipped with sliding windows. We put two sealing plates in the packaging box of the machine, and the size range after connection is **94cm-127.5cm** (37in-50.20in). We also have two spare parts, one short (40cm=15.75in) and one long (67.5cm=26.57in) with "Clip".



15.75in



26.57in

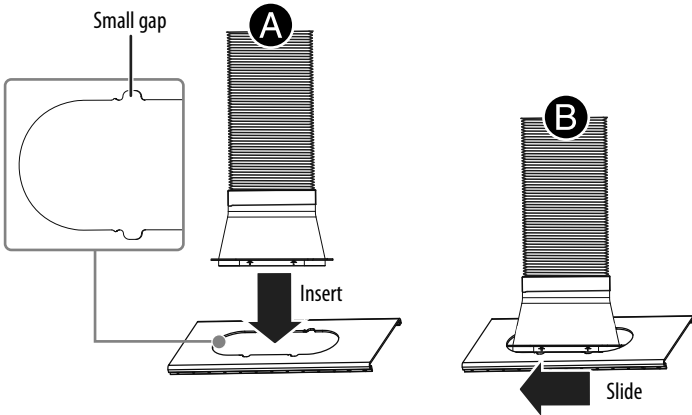
If your window size is small, just between **67.5cm-98cm** (**26.57in-38.58in**), you can buy a piece of short board (40cm=15.75in) and then assemble it with the one piece board with clip;

If your window size is large and there is still a gap on the side of the window where the two sealing panels are installed, you can buy another long panel (67.5cm=26.57in), the size range after connection is **135cm-187cm** (**53.15in-73.62in**).

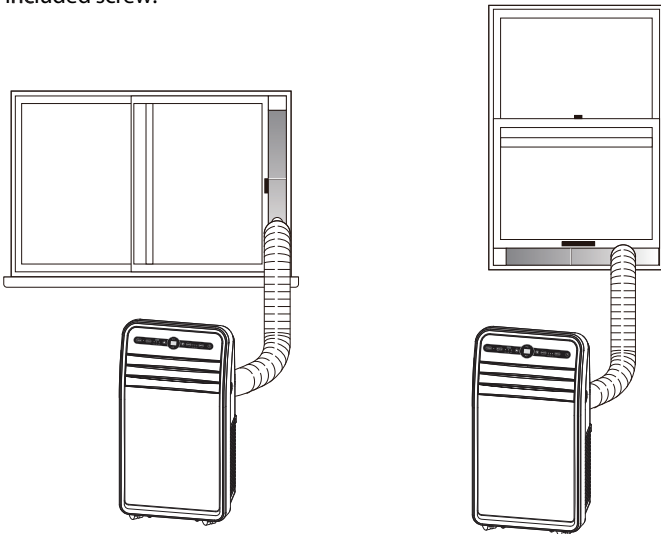
If your room has a **casement window**, you can also buy our sealing cloth to use.

And in the packaging bag, we also prepared 4 piece of **sealing plate sponges**. Just adjust the sealing plate to the size of the window, then tear off the spacer paper of the sponge, and stick the sponges along the circumference of the sealing plate. It can well prevent hot air from entering room from outside, and keeping the indoor temperature cool.

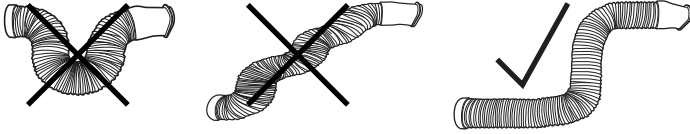
**4.** Insert the hose adapter into the vent panel (A), then slide the adapter until it clicks into place (B).



**(Optional):** Secure the venting hose to the vent adapter using the included screw.



**Note:** For optimum performance, make sure the venting hose is not twisted and is free of kinks. For better efficiency, shorten the hose by squeezing its sections together.

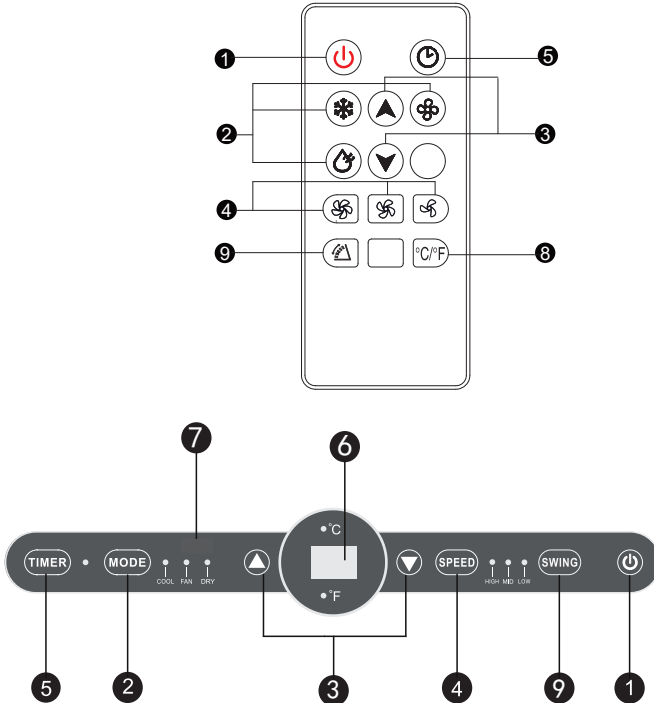
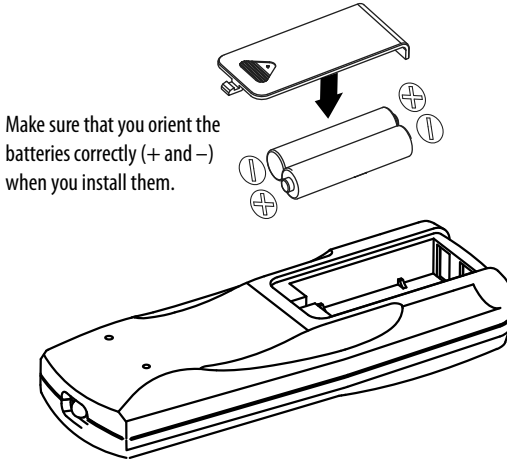


**Caution:** The exhaust duct is designed especially for this air conditioner. Replacing or lengthening the duct could result in damage to your unit.

## USING YOUR AIR CONDITIONER

### Inserting the batteries in the remote control

- Insert two AAA batteries (provided) into the remote control.



**1. Power button**

Press this button to turn the unit on and off.

**2. Mode button**

Press this button to cycle between the 3 modes: cool (full A\C cooling with temperature setting), fan (just fan operation without any temperature setting) and dry (fan operation plus dehumidification). In dry mode, water will collect inside the unit, and must be drained by removing the plug from the middle of the back of the unit. If the tank is full, "FL" will appear on the display to indicate that it needs to be drained. In dry mode, the unit will stay on low fan speed, and maintain a temperature of 62 degrees.

**3. Temperature buttons**

Press these buttons to increase and decrease the set temperature.

Press these buttons simultaneously to switch the temperature setting between Fahrenheit and Celsius. This can also be switched by pressing the C/F button on the remote control.

**4. Speed button**

Press this button to switch between the three fan speeds, high, middle and low.

**5. Timer Button**

Press this button to set the unit to turn off after a specified amount of time. Pressing this button while the unit is turned off will allow you to set the unit to turn on after a specified amount of time. The timer can be set anywhere between 1 and 24 hours.

**6. Time/Temperature Display**

This window displays the set temperature, or the set time while using the timer function.

**7. Remote control sensor**

Point the remote control toward this sensor when using it.

**8. Temperature mode button**

Press this button on the remote to switch between Fahrenheit and Celsius on the temperature display window. This can also be switched by pressing the temperature control buttons on the main control panel simultaneously.

**9. Swing button**

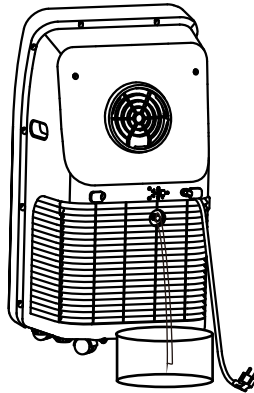
In cooling mode, Press the swing button, the blade will swing up and down to change the direction of the wind.

## CLEANING & MAINTENANCE

### DRAINING THE WATER TANK

This unit is equipped with an automatic water vaporization system. The condenser is cooled through the circulation of condensing water to improve cooling efficiency and energy conservation.

If the tank is full, “FL” will appear on the display to indicate that it needs to be drained. Turn off the unit, remove the drain plug on the middle of the back of the unit, and drain the tank until empty. Replace the plug and turn the unit back on to resume use.



### MAINTENANCE

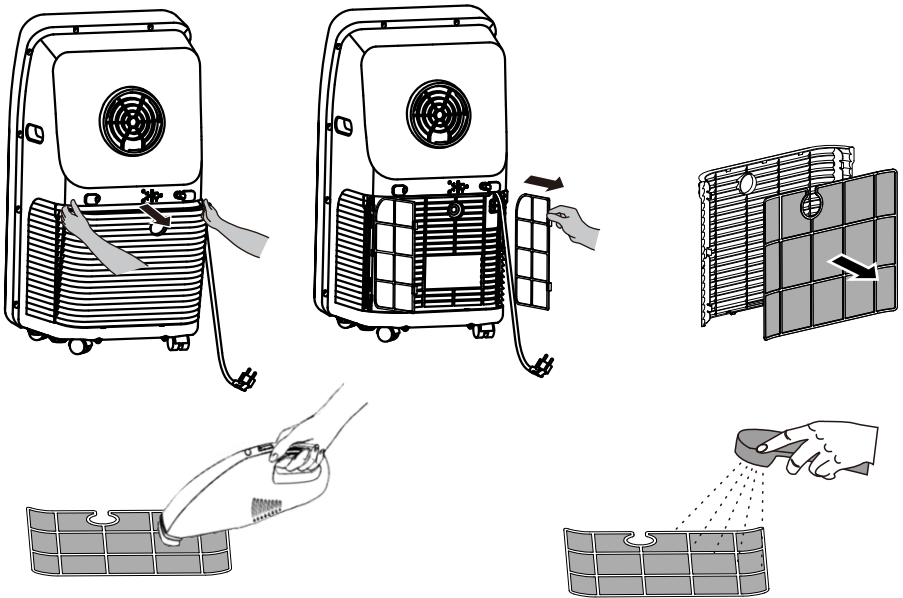
Notice: To avoid electric shock, please turn off and unplug the unit before maintenance or repair.

#### CLEANING

- Unplug before cleaning.
- Clean the outside of the unit with a soft, damp cloth. Do not use chemical agents such as benzene, alcohol, gasoline, etc. which can damage the unit and void your warranty.
- Prevent any water or other liquids from getting inside the unit.

## DUST FILTER

- Once every two weeks, remove the dust filter from the back of the unit and wash it. Neglecting to clean the dust filter may cause the unit to run poorly over time.



## SEASONAL CLEANING

If you are planning on putting the unit away long-term:

- Pull the drain plug to drain any water left in the tank.
- Run fan mode for 2 hours to help dry any collected moisture within the unit.
- Turn off the unit and unplug it.
- Wash and replace the dust filter.
- Take apart the exhaust duct.
- Cover the unit and the exhaust duct pieces with something to keep dust out.

## TROUBLE SHOOTING

In case of any of the following problems, please contact our customer

ISSUE	CAUSE	SOLUTION
The A/C doesn't work	Unit is not plugged in	Plug the unit in.
	The display panel displays "FL".	Restart the A/C after powering off and draining, then it will return to normal.
	The timer was set, and the unit shut off.	Restart the unit 3 minutes after it automatically shuts off.
The A/C starts up too frequently	The unit is in direct sunlight.	Move the unit out of direct sunlight.
	Too many doors/windows are open; a heat source is affecting the unit.	Close doors and windows, remove any heat sources placed too close to the A/C.
	Dust filter is dirty	Clean the dust filter.
	Air intake or exhaust output are clogged.	Remove the exhaust tube and check for any blockage.
The unit is making too much noise	The unit isn't placed on a level surface.	Place it on even and firm ground, avoid shaking.

**Notice:** For any issues not listed here that arise while using the A/C, turn the unit off and unplug it, wait a few minutes, and try again. If problems persist, contact customer service.

### ERROR CODE

CODE	DESCRIPTION
<b>FL</b>	The internal water tank is full and needs to be emptied.
<b>E1</b>	Coil temperature sensor error. Turn off your air conditioner and call a professional maintenance technician or service center.
<b>E2</b>	Indoor temperature sensor error. Turn off your air conditioner and call a professional maintenance technician or service center.
<b>E4</b>	Anti-freezing protection. The air conditioner coil temperature is too low and the unit has turned off automatically. The unit resets itself when the temperature reaches 46.4°F (8°C).



## LIMITED MANUFACTURER'S WARRANTY

### **Warranty :**

We provide one-year warranty.

For technical support and warranty service, please email **service@shinco.com**.

### **Warranty Exclusions:**

The warranty will not apply if the damage is caused by any of the following:

- Power failure.
- Damage when moving the appliance.
- Improper power supply such as low voltage, defective household wiring or inadequate fuses.
- Accident, alteration, misuse, or abuse of the appliance such as using non-approved accessories, inadequate air circulation in the room or abnormal operating conditions (extreme temperatures).
- Use in commercial or industrial applications.
- Fire, water damage, theft, war, riot, hostility or acts of God such as hurricanes, floods, etc.
- Use of force or damage caused by external influences.
- Partially or completely dismantled appliances.
- Excess wear and tear by the user.