

Montgomery Ward®

Montgomery Ward®



Portable AC 8,000 BTU



Model: MW-O-08C

Montgomery Ward Customer Service
1112 7th Avenue, Monroe, WI 53566
8:00 am to Midnight, Monday through Friday

Wards.com 1-888-557-3848

Instruction Manual

Item No.: 735500
115V~, 60Hz

Wards.com 1-888-557-3848



Thank you for purchasing your Portable Air Conditioner by Montgomery Ward®. It will perform to the highest standard, time after time, with all the convenience and durability you rely on from Wards. We guarantee it!

You're going to love the ability to move your Portable 8,000 BTU Air Conditioner to where you need it the most. No more hassles with heavy window units and installation is a breeze. There's even a remote control so that you can adjust settings comfortably and conveniently!

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3102543
Conforms to UL Std. 471
Certified to CSA Std. C22.2 No. 120-13

PLEASE SAVE THESE INSTRUCTIONS
THIS APPLIANCE IS FOR HOUSEHOLD USE ONLY

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Important Safeguards

PLEASE READ THESE INSTRUCTIONS BEFORE USE

Basic safety precautions should always be followed when using this appliance.

WARNING: TO AVOID THE RISK OF ELECTRICAL SHOCK, ALWAYS MAKE SURE THE PRODUCT IS UNPLUGGED FROM THE ELECTRICAL OUTLET BEFORE ASSEMBLING, DISASSEMBLING OR RELOCATING. DO NOT TRY TO SERVICE THIS PRODUCT YOURSELF.

- Air Conditioner must always be stored and transported in upright position to avoid permanent damage to the compressor.**
- If appliance has been tilted 45° or more, let it stand 24 hours before powering on.
- After powering off unit, wait at least 3 minutes before restarting.
- Close supervision is necessary when any appliance is used by or near children.
- Do NOT allow children or pets to be exposed to direct airflow for long periods of time.
- To protect against electrical shock, do not place cord, plug or appliance in water or other liquid.
- Use a dedicated circuit to avoid a power surge or overloading of the circuit.
- Do NOT allow water to get on control panel or into any part of the unit.
- Use the plug to disconnect from electrical outlet; never pull out by the cord.
- Do NOT modify or alter the plug or power cord.
- Turn power OFF before removing plug from outlet. Do not unplug air conditioner when it is operating.
- Never operate the appliance or remove the plug with wet hands.
- Do NOT use an extension cord with this appliance unless it is rated for use with this type of appliance.
- Do NOT operate any appliance with a damaged cord or plug, or after the appliance malfunctions or has been damaged in any manner. Call our toll-free customer service number for information regarding replacement or returning the product.
- Only position on a solid, dry, level surface.
- Do NOT use outdoors.
- Do NOT use in laundry room, bathroom or other wet environments.
- Do NOT remove grills or filters when machine is in use.

Important Safeguards (cont'd)

19. Do NOT insert fingers or any other objects through vent guard when unit is connected to a power supply or in operation.
20. Before cleaning, turn power OFF and unplug from electrical outlet.
21. Do NOT use abrasive cleansers or pads to clean air conditioner.
22. Do NOT ingest water drained from air conditioner.
23. Do NOT store flammable or combustible liquids by unit.
24. Do NOT step or sit on air conditioner.
25. Discard appliance following local ordinances.
26. Do NOT use appliance for other than intended use.

Energy Saving Tips

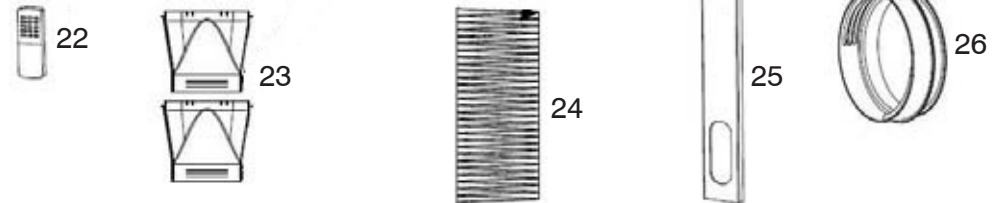
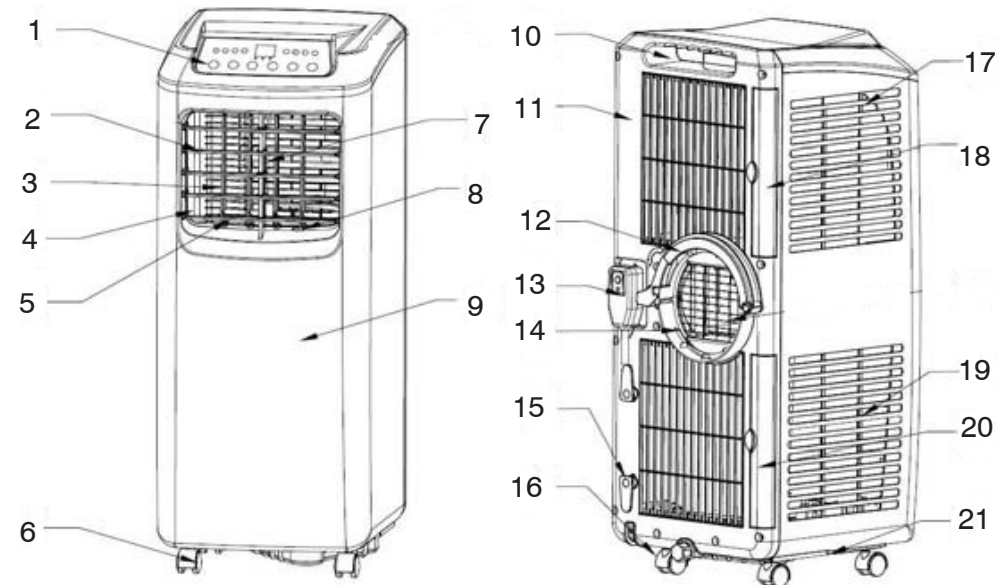
1. Do NOT block front grill, air inlet or outlet, or in any way restrict airflow.
2. Maintain a ventilation clearance of at least 20 inches around all sides of appliance.
3. Filters should be cleaned at least every two weeks. Because filters remove airborne particles, more frequent cleaning may be necessary depending on indoor air quality.
4. During initial start-up, set fan speed to high and thermostat to coolest position. Then set fan speed to low and thermostat to desired setting.
5. For highest efficiency, do not use air conditioner when ambient temperature is above 95° F or lower than 45° F.

3-Prong Plug

This appliance has a 3-prong LCDI (Leak Current Detection and Interruption) plug for use in a 3-prong (grounding) outlet to minimize the possibility of fire. This appliance should only be used with a 115V, 60Hz grounded outlet. Failure to follow these instructions could result in fire, electrical shock, serious injury or death.

If the plug does not fit fully in the outlet, contact a qualified electrician to install a 3-prong (grounding) outlet. Do not attempt to modify the plug in any way. Failure to follow these instructions could result in fire, electrical shock, serious injury or death.

Parts & Features



- | | | | |
|----|------------------------------------|----|---------------------------------|
| 1 | Control Panel | 14 | Air Duct |
| 2 | Horizontal Louver | 15 | Power Cord Wrap |
| 3 | Vertical Louver | 16 | Drain Cap |
| 4 | Air Outlet Frame | 17 | Evaporator – Filter Side |
| 5 | Vertical Louver Connecting Lever | 18 | Evaporator – Filter Back |
| 6 | Caster Wheels (4) | 19 | Condenser – Filter Side |
| 7 | Horizontal Louver Connecting Lever | 20 | Condenser – Filter Back |
| 8 | Main Vertical Louver | 21 | Base Plate |
| 9 | Housing | 22 | Remote Control |
| 10 | Handle & Remote Control Holder | 23 | Exhaust Hose End Connectors (2) |
| 11 | Back Panel | 24 | Exhaust Hose |
| 12 | C-clamp for Exhaust Hose | 25 | Window Frame Adapter |
| 13 | Power Cord with LCDI Plug | 26 | Circular Exhaust Hose Connector |

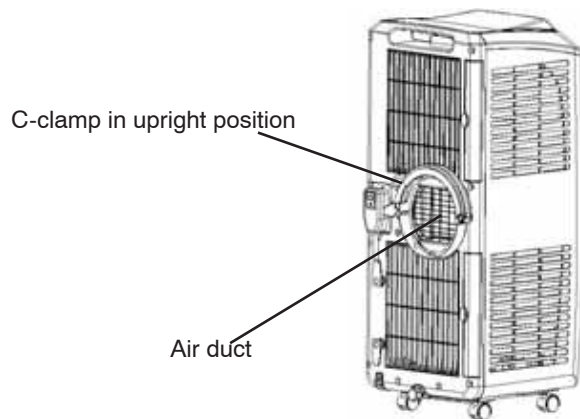
After unpacking, dispose of all packing materials in accordance with local ordinances.

CAUTION: Risk of suffocation - keep all packaging and plastic bags out of the reach of children.

After all parts are assembled and the portable air conditioner is in an upright position on a level, dry surface, wait at least 2 hours before first use.

Install Exhaust Hose

1. Snap one circular exhaust hose connector (23) to one end of exhaust hose (24).
2. If not already in an upright position, raise the C-clamp on back of unit. Tilt the top of the hose connector and insert into the underside of the C-clamp.
3. Press the bottom of the hose connector into the lower portion of the air duct assembly.
4. Press down on the C-clamp, locking the clips into place.
5. Confirm that the connector is securely attached to the air duct.
6. Slightly extend exhaust hose and insert end into one of the hose end connectors.



Install Window Frame Adapter

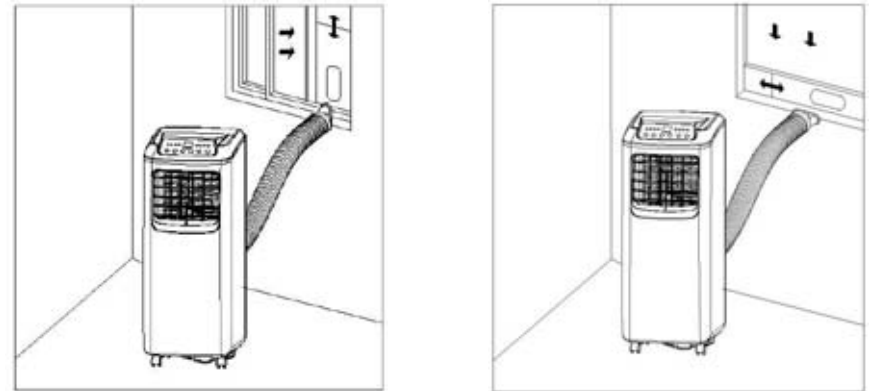
1. Open window and insert window frame adapter (25).
2. Extend the window frame adapter so that both ends come in contact with the window frame.
3. Fasten the window frame adapter together with the screws provided.



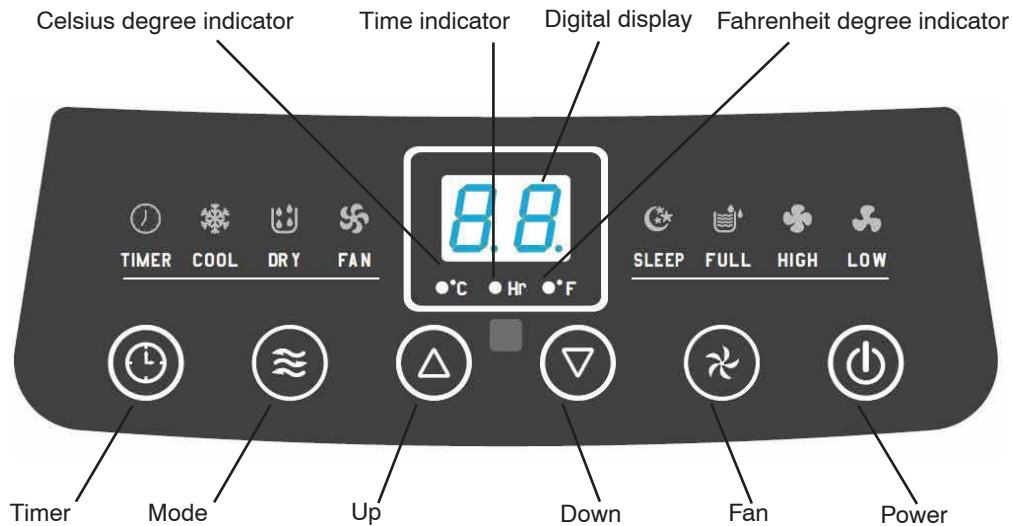
Install Portable Air Conditioner

1. Move the unit into place, with the exhaust hose assembly closest to the window frame adapter. Keep a 20" clearance around the unit.
2. Slowly extend the exhaust hose and snap the flat end of the connector (23) into the elliptical opening on the window frame adapter.
3. Plug power cord into a dedicated, grounded outlet and press the reset button on the plug.
4. Refer to Operating Instructions section prior to powering on the unit.

NOTE: Do NOT extend the exhaust hose beyond 59" or have bends in the hose greater than 45°.



Control Panel



Timer button – Use this button to designate the number of hours (up to 24) the unit should run continuously until automatically shutting down or the number of hours until the unit automatically starts. Each press of the button increases the time, which is displayed on the control panel, by 1 hour. When the display reaches 24, pressing the Timer button again will cancel the timer. When the timer is set, the timer indicator will illuminate. When the unit starts, the indicator light will go out and the ambient temperature is displayed.

To set number of hours for continuous operation, press Timer button when the AC is ON. The display on the control panel will show the number of hours for 10 seconds and then display the set temperature.

Pressing the Timer button twice within 5 seconds or powering OFF the unit will cancel the timer function.

To set the number of hours until the unit automatically powers up, press the Timer button when the AC is OFF.

Simultaneously pressing the Timer and Down buttons will set the sleep function, wherein the temperature will increase one degree after two hours and then another degree after another two hours. After the last increase the temperature will remain unchanged and the fan speed will change to low.

Mode button – Sets Timer-ON operation, when the unit is powered OFF. Also used to select three operating modes:

- **Cooling:** Press the Mode button until the COOL indicator light illuminates. Press

Up/Down buttons to set desired room temperature. The temperature can be set within a range of 62–86° F.

- **Dehumidifying:** Press the Mode button until the DRY indicator light illuminates. If the ambient temperature is $\geq 62^\circ\text{F}$, the compressor will start and then shut down once ambient temperature is $\leq 59^\circ\text{F}$. This cycle will continue until the Dehumidifying mode is turned off.
- **Fan** – Press the Mode button until the FAN indicator light illuminates. Press the **Fan button** to adjust the speed from low to high, for which the corresponding indicator will illuminate. In fan mode, the temperature cannot be adjusted and the display will show ambient temperature.

Up/Down buttons – Increases/decreases temperature setting by one degree for each push of the button. Press and hold both buttons for 3 seconds to change display from degrees Fahrenheit to degrees Celsius, or vice versa.

Fan button – Sets fan speed operation.

Power button – Powers the unit ON/OFF.

Remote Control

To use the remote control, you must be within 20 feet of the unit with a clear line of sight. Remove batteries when control is not in use for long periods of time.

Power button: Turns unit ON/OFF.

Timer button: When AC is off, press to program timed start. When AC is on, press to program timed shutdown.

High button: Use to increase fan speed, except when dehumidifying or sleep mode are activated.

Low button: Use to decrease fan speed, except when dehumidifying or sleep mode are activated.

C–F button: Switches between degrees Celsius and Fahrenheit.

Cool button: Starts cooling mode.

Fan button: Turns the fan on or off.

Dry button: Activates dehumidifier mode.

Sleep button: Turns on sleep mode. See Timer button on previous page for more information.

Protection Functions

Compressor – If the compressor starts to freeze up, the unit will automatically stop working and E4 will display on the control panel. All buttons, except Power OFF are disabled. The unit's operation will be restored when the compressor has warmed up.

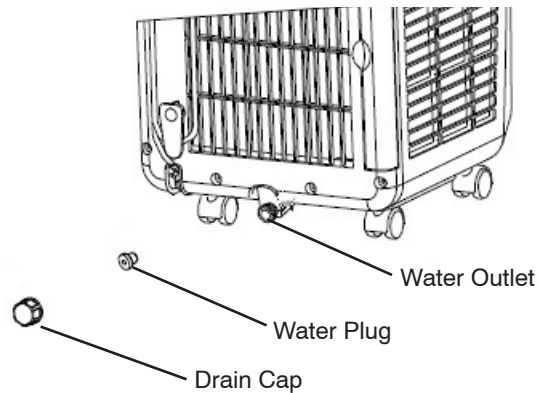
Full Water – When the unit needs to be drained of water, the unit will shut down, an audible alarm will sound and the water indicator light will illuminate. See the Water Drainage section.

Re-Start Delay – After the unit is powered OFF, there will be a 3 minute delay before the unit can be powered back up.

Manual Drainage

When the water indicator light is illuminated on the control panel, water must be drained from the unit before operation can resume. To drain water follow these steps:

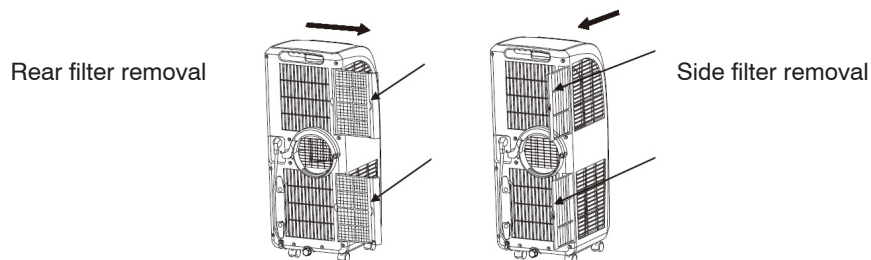
1. Power OFF the unit and unplug from electrical source.
2. Put a pan under the water outlet located on the back of the unit.
3. Unscrew the drain cap and pull out water plug.
4. Tilt the unit slightly backwards to ensure complete drainage.
5. After water is fully drained, insert water plug and screw on the drain cap.
6. Plug the unit back in and power ON.



Cleaning and Care

To keep your Portable Air Conditioner in good working order, it is recommended that you clean the evaporator and condenser frames and filters every two weeks.

1. Power OFF the unit and unplug from electrical source.
2. Place finger on the indentation of the filter frame and gently pull away from unit.
3. Remove filter on the side of the unit by sliding it towards the rear and out.
4. Remove filters on the back of the unit by sliding to the right and out.
5. Wash frames and filters with warm sudsy water and rinse thoroughly. Dry frames with soft cloth and let filters dry in the sun.



Clean the case and air outlet frame with a slightly damp, soft cloth. Take care not to get any water inside unit or on control panel.

Storage

When the appliance will not be in use for long periods of time, follow these instructions for storage.

1. Drain water following the instructions in the Water Drainage section.
2. After unit is drained of all water, power ON and turn the fan to low. Let the fan run for 12 hours in order to dry out the interior and prevent mold growth.
3. Power OFF unit and unplug from outlet.
4. Remove the exhaust hose from the window frame adapter.
5. Remove the exhaust hose from the rear of the unit by lifting up the C-clamp and turning clockwise.
6. Store the exhaust hose, window frame adapter and Portable Air Conditioner in a dry environment.
7. Remove batteries from remote control.

Moving Portable Air Conditioner

When rolling your Portable Air Conditioner, place one hand in the handhold at the back of the unit while placing the other hand on the front of the unit as a guide. The unit will roll smoothly, but take care when going over bumps in the carpet or over door thresholds.

If the unit needs to be lifted up, insert one hand in the handhold at the back of the unit and with the other hand, hold the top of the air outlet frame on the front.

Important! Do not lift the unit by holding on to the horizontal louver.

NOTE: Drain water prior to lifting unit to prevent spillage.

Important! Do not tilt air conditioner more than 30° to avoid damaging the condenser.

Troubleshooting

Before calling for service, try these troubleshooting tips.

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Problem	Possible Cause	Remedy
Air conditioner will not operate.	Wall plug is loose or disconnected.	Confirm that plug is firmly pushed into socket.
	Fuse is blown or circuit breaker is tripped.	Replace fuse or reset circuit breaker.
	Illuminated water indicator means that the water needs to be drained.	Drain water from unit.
	Room temperature is lower than set temperature on unit.	Change the temperature on the AC.
	LCDI plug has been tripped.	Check the cord for damage and if none is found, push the reset button on the LCDI plug.
Air from unit is not cool enough.	Fan speed is set too low.	Increase fan speed.
	Temperature on unit is too warm.	Lower temperature.
	Room temperature is below 62° F.	Cooling will not occur until room temperature is above 62° F.
	Filters are dirty.	Clean filters.
	Air outlet or exhaust hose are blocked.	Remove obstruction.
AC is cooling, but room is warm and ice formed behind air inlet grill.	Outdoor temperature is below 70° F.	To defrost coil, set the AC to fan mode.
	Air filter may be dirty.	Clean filter. Refer to Cleaning and Care section.
AC rapidly turns on and off.	Outside temperature is extremely hot.	Set fan speed to high.
AC is emitting noises.	Unit is not on a flat or level surface.	Place unit on flat, level surface.

If any item, for any reason, does not meet your expectations, just return it to us. We'll gladly either:

- Refund your merchandise amount
- Credit your account
- Send a replacement

You may return any unused item in its original packaging within 60 days of its receipt for a full refund of the purchase price (excluding shipping and handling charges).

Please send returns to:

**Montgomery Ward, Inc.
Attn: Customer Returns
2000 Harrison Suite 100
Clinton, IA 52732-6676**

When returning an item:

- Use the original packaging and pack it securely.
- Please adequately insure your item in case you need to make a claim with the carrier you choose for returning your item.
- Include your order number and reason for return.
- We recommend keeping the receipt for 4 weeks.



1 Year Limited Warranty

Montgomery Ward, Inc. warrants this product to be free from defects in material and workmanship for one year from provable date of purchase.

Within this warranty period, Montgomery Ward will repair or replace, at its option, defective parts of this product at no charge, provided the product is returned, freight prepaid with proof of purchase to Montgomery Ward. Allow 2–4 weeks for return shipping.

This warranty does not cover improper installation, misuse, abuse or neglect on part of the owner. Warranty is also invalid in any case that the product is taken apart or serviced by an unauthorized service station.

This warranty gives you specific legal rights and they may vary from state to state.

THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

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