

## CTC AIR CONDITIONER INSTALLATION HELP PAGE

**If you have a computer handy, go to the You Tube website ([www.youtube.com](http://www.youtube.com)) and enter *CTC air conditioner* in the search space. There you will find a video showing you step by step how to install your air conditioner.**

If you prefer written instructions, the following instructions and photos will help.

**Step 1)** Determine where you want to install the air conditioner and measure the window opening. The air conditioner you buy/have needs to fit into the opening of the window, or the opening of the sleeve in your wall.

**Step 2)** Open lower window, keeping a firm grip on the air conditioner, carefully place the A/C into the window opening so the bottom rail of the A/C is sitting just inside the window frame. Having the assistance of someone else is necessary. Close window down over A/C so that the lower operating window is resting on the outside portion of the top A/C rail.

***Attention: do not in any way use any type of screw or device that will leave a hole or create permanent damage to the window or window frame.***

**Step 3)** While having someone hold down the lower window onto the top of the A/C, measure from the top of the lower window frame to the very top of the inside of the whole window unit. Purchase and cut to the size measured a closet rod, or dowel. Install the dowel on both sides of the top of the lower operating window, and make sure they fit tightly against the top of the whole window unit. (See **picture 4** - this will keep the lower window from rising off the top of the A/C, holding the A/C down firm.) The A/C must be set in the window frame with a slight degree of angle **to the outside** for proper drainage of water from the A/C.

**Step 4)** Extend the accordion side panels out until they come in contact with the sides of the window frame. Please use tape only to secure accordion side panels to the window frame. If A/C unit is undersized for the window being used, either put A/C in another window or measure and cut a material like masonite or heavy cardboard to fill the space from the side of the A/C unit to the side of the window frame. ***Attention: do not in any way use any type of screw or device that will leave a hole or create permanent damage to the window or window frame.***

**Step 5)** Make sure that before you plug in and enjoy your air conditioner that the A/C is slightly tilted toward the outside for proper drainage of water. If not, water will enter the window and apartment causing damage. If there is not a power source close enough, make sure that a proper gauged extension cord is used.

**\*\*\* If you still are unsure of your installation, please call for maintenance to inspect.**

**Step 1**



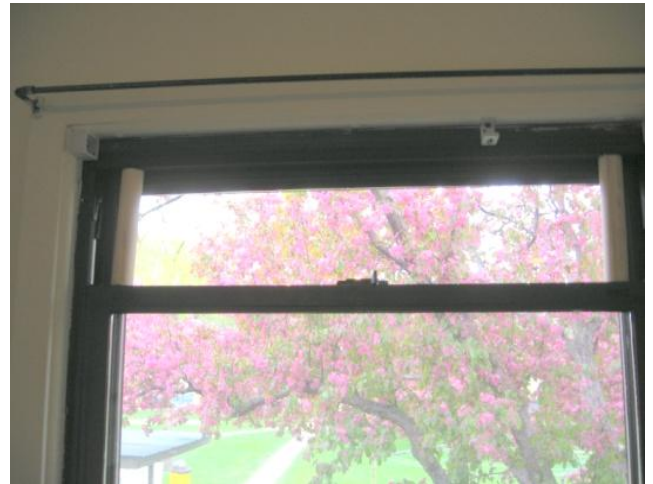
**Step 3A**



**Step 2**



**Step 3B**



**Step 3**



**Step 4**



## More Helpful Hints

- ✓ Close your shades on the sunny side of your apartment to reduce heat transfer.
- ✓ If you desire fresh air in your apartment, only open your windows during the early morning hours or late evening.
- ✓ Purchase the proper sized air conditioner for the space needing to be cooled. Air conditioners are rated according to BTU's. (See next page for table 1) do not buy an air conditioner which is oversized in BTU's. You need to both cool and dehumidify the space. If A/C is too big (in BTU's) it will cool too quickly leaving the space too humid, too cold, or both.
- ✓ Insulate or stuff/close up any holes around the installed air conditioner to prevent heat from entering, and wasted energy to cool the space.
- ✓ Turn off air conditioner or put on low when you are not at home or away for a period

## How to choose an air conditioner to fit your needs

Number of Rooms Cooled	Room Area MINimum sq.ft.	Room Area MAXimum sq.ft.	BTUs Needed
One	.	100	4,000 - 6,000
One	100	180	6,000 - 7,500
One	180	270	7,500 - 9,000
One	270	400	9,000 - 10,500
Several	.	400	10,500 - 12,000
Several	400	500	12,000 - 13,500
Several	500	700	13,500 - 15,000
Several	700	800	15,000 - 16,500
Large Areas	.	900	16,500 - 18,000
Large Areas	900	1000	18,000 - 19,500
Large Areas	1,000	1,100	19,500 - 21,000
Large Areas	1,000	1,100	19,500 - 21,000
Large Areas	1,100	1,200	20,000 - 22,500
Large Areas	1,200	1,500	22,500 - 24,000
Large Areas	1,500	1,700	24,000 - 25,500
Large Areas	1,700	1,900	25,500 - 27,000
Large Areas	1,900	2,200	27,000 - 28,500