

NEWS IN BRIEF:

Rent payments are to be mailed to the GHA office or left in one of the locked boxes outside the GHA office. The remittance address for mailing rent payments is 9 Maple Street, White Plains, NY 10603. Return payment envelopes are enclosed with rent statements.

The GHA office will be closed on:

- Friday, December 22nd, 2023, at 12pm for the Christmas Holiday.
- Monday, December 25th, 2023, for the Christmas Holiday.
- Friday, December 29th, 2023, at 12pm for the New Year's Holiday.

Please contact the answering service ((914)227-2712), for all maintenance emergencies if needed.

As part of our efforts to go green, beginning October 2023, the GHA newsletters will only be accessible online at the GHA website:
www.greenburghhousing.org

Access to the GHA administration office is by appointment only. Please wear a mask while inside the building.

Greenburgh Housing Authority is working on providing access to Broadband at the State Site. More information to be provided.

GREENBURGH HOUSING AUTHORITY NEWSLETTER:

DECEMBER 2023:

MEETINGS:

The December 2023 GHA Work Session will be held on Wednesday, December 13th, 2023, at 5pm in the Board Room at 9 Maple Street.

There will not be GHA Board Meeting scheduled for the month of November.

SPECIAL INTERESTS:

The drawing for the Greenburgh Heights waitlist lottery was held on Friday, November 17th, 2023, at the Greenburgh Public Library located at 300 Tarrytown Road, Elmsford, New York. Applicants will be notified by mail of their waitlist position.

The GHA Recreation Program is open. The GHA Recreation Program's Christmas Party will be held December 22nd, 2023. Please contact Mr. Kirk Williams for details about your child attending.

To have an illegally parked vehicle removed from your assigned parking space, please contact the following:

- GHA Office (Monday-Friday): (914)946-2110 - (8:30am-4:30pm)
- GHA Security: Mr. H. Tucker (914)527-0062, Mr. D. Clark (914)362-5338 – (5pm-12am)
- GHA Answering Service: (914)227-2712 – (all other times)

Parking on GHA property is at your own risk. GHA is not responsible for vehicle damage or vandalism while on the premises. If your vehicle is damaged by another vehicle, involved in an accident, or vandalized, please contact the police to fill out a police report and investigate. We are unable to intervene in legal or criminal matters. As a reminder, please park your car in your assigned space to prevent it being towed or booted by GHA Staff without notice at the owner's expense.

Please see attached information regarding the 2024 NYSPHADA Scholarship application. The deadline for applications to be submitted is February 5th, 2024.

Please see the attached operating manual for the central air and heating system in the Greenburgh Heights apartments.

PUBLIC HOUSING:

Tenants are strongly encouraged to purchase renters' insurance to protect your personal property.

INCOME VERIFICATION – Please note as per your lease, all income needs to be disclosed to GHA. All income generated from tenant business activities on GHA property needs GHA approval and disclosure. Failure to do so will be construed as FRAUD and will be prosecuted.

Dogs - Please note that all dogs must be registered with GHA, unregistered dogs are a breach of our policy, and all dogs are always to be on a leash while on GHA property. Please pick up after your dog litters the ground, violators will be fined by housing. If you see an unattended dog on GHA property, please contact the Greenburgh Police Department at (914) 989-1700. PLEASE DO NOT FEED CATS ON THE PROPERTY.

All paperwork requests for the housing department (letters, shelter verifications, lease copies, etc.) will be mailed within 48 hours. Any tenant that wants paperwork emailed/faxed, must provide information (email address, fax number).

Any tenant who will suffer a significant income change going forward in their household, please contact the Public Housing/Section Eight departments at once and provide supporting documentation to determine if an adjustment is applicable.

MAINTENANCE:

Tenants who wish to be home during maintenance repairs, must give 2 days' advance notice along with a 4-hour window of availability for maintenance when contacting the office for the work order request. Pest control requests can continue to be called in, as necessary.

Tenants are responsible for any work order fees. For any questions regarding charges associated with work orders, please contact Mr. Marcus Stokes: Maintenance Department at (914) 946-2110, Ext. 102. ****FOR STATE SITE & GREENBURGH HEIGHTS TENANTS:** Please note that GHA charges \$10 for each replacement mailbox key. If you already have an extra key you can go to Home Depot to get a copy made, the maintenance department will no longer go unless you have no key.

CONSERVATION: Please conserve our valuable resources. Water is a valuable and expensive resource, do not waste it. Please turn your electrical appliances off when not in use, this includes TVs, lights, laptops, computers, etc. We appreciate your cooperation.

Use of propane tanks is prohibited on GHA property and in the units. All Propane tanks and propane grills will be confiscated and disposed of without notice.

MAINTENANCE:

To avoid sewer backups, it is imperative that all tenants follow GHA's policy regarding flushing unacceptable items (wipes, feminine hygiene products, paper towels, diapers, etc.) down the toilet. PLEASE DO NOT POUR GREASE DOWN THE KITCHEN SINK OR FLUSH IT DOWN THE TOILET. IT IS IMPERATIVE THAT ALL RESIDENTS COOPERATE ON THIS MATTER.

Please dispose of your garbage properly. Do not leave garbage in the shared areas. Tenants are requested to place all garbage in dumpsters carefully to avoid having litter on the ground in the garbage shed. This will also help prevent unwanted pests from being in the area. We request all tenants to follow this policy to keep the environment healthy and safe. Your cooperation is appreciated.

Monthly Extermination Schedule:

Please note, that the monthly extermination service is a mandatory requirement for all residents. The exterminator who will be accompanied by maintenance staff, comes once a month on Thursdays. Please review the schedule below for the day extermination service is scheduled for your building.

- 1st Thursday of each month – 1, 2, & 3 Oak Street Buildings.
- 2nd Thursday of each month – 1, 2, & 4 Beech Street along with 7 Maple Street Buildings.
- 3rd Thursday of each month – 1, 3, & 5 Maple Street Buildings.
- 4th Thursday of each month – All Greenburgh Heights sites, along with 101 Manhattan Avenue.

To access the product labels used by NuBorn Pest Control in our units, please visit:

<https://www.nubornpest.com/labels-sds>

*Any residents unable to access the labels at the above link online for NuBorn Pest Control, please request in writing to Greenburgh Housing Authority, to provide the labels used in our units.

***Please note, not all labels on NuBorn's website are used in our units. We will only provide labels for products that are used in our units.**

"Our mission is to provide and develop safe, affordable and quality housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization ..."



Helpful Numbers:

Answering Service (Maintenance Emergencies): (914)227-2712

Security Officers (5pm-12am):

- H. Tucker (914) 527-0062,
- D. Clark (914) 362-5338

GHA Office: (914)946-2110,2111

Greenburgh Police Department: (914) 989-1700

Fairview Fire Department: (914) 949-5600

Greenburgh Town Hall: (914) 989-1500

Theodore Young Community Center: (914) 989-3600

Greenburgh Animal Control (Greenburgh Police Department): (914) 989-1700

Greenburgh Health Center: (914) 989-7600

Human Society of Westchester: (914) 632-2925

Towing Company: Certified Towing and Transport **(Only to retrieve your vehicle after it was towed, or to have a boot removed if one was put on your vehicle).**

CELEBRATE THE HOLIDAYS ON BEE-LINE!
ENJOY FREE RIDES ON ALL BUSES!
DECEMBER 16 THROUGH JANUARY 1, 2024



VALID ON ALL ROUTES INCLUDING PARATRANSIT!
WORK, PLAY OR A HOLIDAY SHOPPING DAY! GET THERE FREE ON THE BEE-LINE!

Westchester County
the bee-line
George Latimer, Westchester County Executive

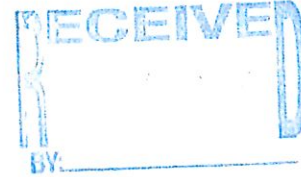
For information, visit www.westchestergov.com/beelinebus
Or call (914) 813-7777 weekdays, 8 a.m. – 8 p.m.
and weekends 8 a.m. – 4 p.m.
Automated information is available 24 hours a day.

2024 PHADA SCHOLARSHIP PROGRAM



Scholarships for high school seniors living in public or assisted housing at a PHADA member agency

Applications are due to PHADA by:
January 26, 2024



Three Scholarships Will Be Awarded

Stephen J. Bollinger Memorial Scholarship	\$7,000
Civil Rights and Social Justice Scholarship*	\$5,000
Nan McKay Pathway to Achievement Scholarship	\$5,000

*Additional Essay Required

For the latest information, visit: www.phada.org/Scholarship

PHADA'S SCHOLARSHIP PROGRAM

In order to encourage academic excellence and community responsibility among high school students, PHADA has implemented a scholarship program for graduating seniors who are preparing to enter college. PHADA will award three scholarships to deserving youth currently residing in a PHADA member agency.

Stephen J. Bollinger Memorial Scholarship (One scholarship available: \$7,000)

Steve Bollinger (April 11, 1948 – June 18, 1984) was a taskmaster to himself, a human dynamo to those who knew him. He was a natural leader, a person who could rally people around him with wit, satire, and vocal exercises. Steve's knowledge of and dedication to housing those in need was never absent, especially after he was appointed Assistant Secretary for Community Planning and Development at HUD. His experience at the Columbus Metropolitan Housing Authority and the associations he had with colleagues, mayors, and others afforded him the opportunity to deal with the bureaucracy in a style that we strive to attain. To the members of PHADA, he was a friend. His belief in the housing profession motivated him to become a founding member of PHADA, for which he served as Vice President. He accomplished much in a short time and we are all thankful for his achievements. PHADA created this scholarship to memorialize Stephen J. Bollinger.

This scholarship will be formally presented at PHADA's Annual Convention & Exhibition (June 2–5, 2024, New Orleans, LA). The winner will receive a trip for him/herself and one parent/guardian to attend the convention.

Civil Rights and Social Justice Scholarship (One scholarship available: \$5,000)

Additional Essay Required (see below)

In 2005, PHADA's Board of Trustees met in Montgomery, AL. Inspired by historical sites they chose to give personal donations for the inception of a PHADA scholarship to honor the work of Rosa Parks and the achievements of the civil rights movement.

To be considered for the Civil Rights and Social Justice Scholarship, include an additional personal essay (350–500 words) demonstrating your efforts, and involvement in furthering the values of the civil rights and social justice movements. Explain why these causes are relevant today and how they relate to your educational goals. Include any relevant volunteer experiences and involvement related to advancing the causes of civil rights and social justice.

Nan McKay Pathway to Achievement Scholarship (One scholarship available: \$5,000)

Nan McKay has offered significant financial support to PHADA's scholarship program and has elected to reward one deserving youth with a \$5,000 scholarship. PHADA appreciates their commitment to serving the needs of public housing residents and the community.

The scholarship fund will be administered by the PHADA Scholarship Committee. The money will go directly to the school that the recipient will be attending. The school will deposit the money into the student's account. The money may only be used to pay for tuition, books, and activities directly related to the student's education. If the student discontinues his or her education, the unused portion of the scholarship will be returned to PHADA. For more information, contact Samara Dinkins at: sdinkins@phada.org, or 202-546-5445.



REQUIREMENTS CHECKLIST

Submit the following documents to the Executive Director of your housing authority. **All documents must be typewritten in English. Please do not fold or staple documents.**

- 1. APPLICATION**
Visit www.phada.org/Scholarship to access the online application. Include the printed application in the packet of materials that you submit to your Executive Director.
- 2. VERIFICATION PAGE** (see page 4)
 - **Grade Point Average Verification** (must be completed by your school counselor).
 - **Certification** (sign this portion of the document before submitting it to your Executive Director).
- 3. SCHOOL TRANSCRIPT**
You must provide an original and official copy of your high school transcript by mail.
- 4. TWO LETTERS OF RECOMMENDATION**
You must submit one teacher or guidance counselor recommendation and one personal, NON-Family, recommendation.
- 5. ESSAY**
You must submit a typewritten essay in English addressing the following topic: How my public housing and high school experiences have influenced my life. (350–500 words).
 - Additional Essay for the Civil Rights and Social Justice Scholarship**
To be considered for the Civil Rights and Social Justice Scholarship, include an additional personal essay (350–500 words) demonstrating your efforts and achievements in furthering the values of the civil rights movement. The full requirements are on page 2.
- 6. EXECUTIVE DIRECTOR RESPONSIBILITIES**
Applications and supporting documents must be in typewritten English and may be submitted in single PDF format via email to: scholarship@phada.org.
 - a. Student must be recommended by the Executive Director of the housing authority in a letter signed by the Executive Director for the application to be considered complete.
 - b. The Executive Director is responsible for verifying all application requirements.
 - c. Application Fee – **A \$25 non-refundable application fee is required** and must be paid by the sponsoring housing authority. All proceeds from the fee will be added to the scholarship award. Check should be made payable to PHADA. **All application fees and official transcripts MUST be mailed to: PHADA Scholarship Committee, 511 Capitol Court, NE, Washington, DC 20002-4931.**
 - d. Deadline – **ALL application materials must be received by PHADA no later than January 26, 2024.**
 - e. Local promotion of the scholarship program is the responsibility of the housing authority. Each housing authority may submit up to two applications.

Note: One scholarship awarded per student. Winner (and parent) will be required to sign a "Scholarship Agreement Contract" prior to receiving scholarship.

Applications must be completed in their entirety. Incomplete applications will not be considered.

ELIGIBILITY CHECKLIST

- STATUS** – Applicant must be a high school senior and reside in a PHADA member agency owned or managed unit throughout his/her entire senior year. Public housing residents, Section 8 participants or other low-income housing residents are eligible, as long as the agency at which they reside is a PHADA member.
- MINIMUM GRADE POINT AVERAGE** – Student must have at least a "B" average (or 3.0 GPA) on his/her school's applicable scale during his/her high school career, cumulatively, to be considered for the scholarship. *Note: School counselor must complete the Grade Point Average Verification form on the verification page of this application.*



2024 PHADA SCHOLARSHIP PROGRAM

Applications due to PHADA by January 26, 2024. NO EXCEPTIONS!

Applications and supporting documents must be in typewritten English and may be submitted in single PDF document via email to: scholarship@phada.org. All application fees and official transcripts **MUST** be mailed to: PHADA Scholarship Committee, 511 Capitol Court, NE, Washington, DC 20002-4931.

Handwritten or faxed applications, and scanned transcripts will **NOT** be accepted. For additional information, please contact Samara Dinkins at: sdinkins@phada.org, or 202-546-5445.

VERIFICATION PAGE

GRADE POINT AVERAGE VERIFICATION

(Must be completed by school counselor)

Counselor Name _____ Phone _____

Type of Grading Scale* used by school (ex. 4 pt., 6 pt., 100 pt., etc.) _____

**Please convert GPA to 4.0 scale or 100 point system when completing the section below:*

9th Grade _____ 11th Grade _____ Cumulative GPA _____

10th Grade _____ 12th Grade _____

The student's official and original transcript must also be submitted with the application.

CERTIFICATION

(Must be signed by student and Executive Director)

EXECUTIVE DIRECTOR: Please verify all information is provided. Incomplete applications will be rejected.

I certify that all information is true and correct to the best of my knowledge. I further certify the application is complete and contains all items from the "Requirements Checklist," including the Housing Authority's non-refundable \$25 application fee.

Signature _____ Signature _____
Student Executive Director

Date _____ Date _____

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SAFETY PRECAUTIONS

- Since rotating parts and parts which could cause an electric shock are used in this product, be sure to read these "Safety Precautions" before use.
- Since the cautionary items shown here are important for safety, be sure to observe them.
- After reading this manual, keep it together with the Installation manual in a handy place for easy reference.
- Be sure to receive a guarantee card from your dealer and check that the purchased date and shop name, etc. are entered correctly.

Marks and their meanings

- WARNING :** Incorrect handling could cause serious hazard, such as death, serious injury, etc. with a high probability.
- CAUTION :** Incorrect handling could cause serious hazard depending on the conditions.



Meanings of symbols used in this manual



- : Be sure not to do.
- : Be sure to follow the instruction.
- : Never insert your finger or stick, etc.
- : Never step onto the Indoor/outdoor unit and do not put anything on them.
- : Danger of electric shock. Be careful.
- : Be sure to disconnect the power supply plug from the power outlet.
- : Be sure to shut off the power.

WARNING	
	<p>Do not connect the power cord to an intermediate point, use an extension cord, or connect multiple devices to a single AC outlet.</p> <ul style="list-style-type: none"> • This may cause overheating, fire, or electric shock. <p>Make sure the power plug is free of dirt and insert it securely into the outlet.</p> <ul style="list-style-type: none"> • A dirty plug may cause fire or electric shock. <p>Do not bundle, pull, or modify the power cord, and do not apply heat or place heavy objects on it.</p> <ul style="list-style-type: none"> • This may cause fire or electric shock. <p>Do not turn the breaker OFF/ON or disconnect/connect the power plug during operation.</p> <ul style="list-style-type: none"> • This may create sparks, which can cause fire. • After the indoor unit is switched OFF with the remote controller, make sure to turn the breaker OFF or disconnect the power plug. <p>Do not expose your body directly to cool air for a prolonged length of time.</p> <ul style="list-style-type: none"> • This could be detrimental to your health. <p>The unit should not be installed, relocated, disassembled, altered, or repaired by the user.</p> <ul style="list-style-type: none"> • An improperly handled air conditioner may cause fire, electric shock, injury, or water leakage, etc. Consult your dealer. • If the power supply cord is damaged, it must be replaced by the manufacturer or its service agent in order to avoid a hazard. <p>When installing, relocating, or servicing the unit, make sure that no substance other than the specified refrigerant (R410A) enters the refrigerant circuit.</p> <ul style="list-style-type: none"> • Any presence of foreign substance such as air can cause abnormal pressure rise and may result in explosion or injury. • The use of any refrigerant other than that specified for the system will cause mechanical failure, system malfunction, or unit breakdown. In the worst case, this could lead to a serious impediment to securing product safety.

	<p>This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety.</p> <p>Children should be supervised to ensure that they do not play with the appliance.</p>
	<p>Do not insert your finger, a stick, or other objects into the air inlet or outlet.</p> <ul style="list-style-type: none"> • This may cause injury, since the fan inside rotates at high speeds during operation.
	<p>In case of an abnormal condition (such as a burning smell), stop the air conditioner and disconnect the power plug or turn the breaker OFF.</p> <ul style="list-style-type: none"> • A continued operation in the abnormal state may cause a malfunction, fire, or electric shock. In this case, consult your dealer.
	<p>When the air conditioner does not cool or heat, there is a possibility of refrigerant leakage. In this case, consult your dealer. If a repair involves recharging the unit with refrigerant, ask the service technician for details.</p> <ul style="list-style-type: none"> • The refrigerant used in the air conditioner is safe. Normally, it does not leak. However, if refrigerant leaks and comes in contact with a heat source such as a fan heater, kerosene heater, or cooking stove, it will create a harmful gas. <p>The user should never attempt to wash the inside of the indoor unit. Should the inside of the unit require cleaning, contact your dealer.</p> <ul style="list-style-type: none"> • Unsuitable detergent may cause damage to plastic material inside the unit, which may result in water leakage. Should detergent come in contact with electrical parts or the motor, it will result in a malfunction, smoke, or fire.



SAFETY PRECAUTIONS


⚠ CAUTION	
	<p>Do not touch the air inlet or the aluminum fins of the indoor/outdoor unit.</p> <ul style="list-style-type: none"> This may cause injury.
	<p>Do not use insecticides or flammable sprays on the unit.</p> <ul style="list-style-type: none"> This may cause a fire or deformation of the unit.
	<p>Do not expose pets or houseplants to direct airflow.</p> <ul style="list-style-type: none"> This may cause injury to the pets or plants.
	<p>Do not place other electric appliances or furniture under the indoor/outdoor unit.</p> <ul style="list-style-type: none"> Water may drip down from the unit, which may cause damage or malfunction.
	<p>Do not leave the unit on a damaged installation stand.</p> <ul style="list-style-type: none"> The unit may fall and cause injury.
	<p>Do not step on an unstable bench to operate or clean the unit.</p> <ul style="list-style-type: none"> This may cause injury if you fall down.
	<p>Do not pull the power cord.</p> <ul style="list-style-type: none"> This may cause a portion of the core wire to break, which may cause overheating or fire.
	<p>Do not charge or disassemble the batteries, and do not throw them into a fire.</p> <ul style="list-style-type: none"> This may cause the batteries to leak, or cause a fire or explosion.
	<p>Do not operate the unit for more than 4 hours at high humidity (80% RH or more) and/or with windows or outside door left open.</p> <ul style="list-style-type: none"> This may cause the water condensation in the air conditioner, which may drip down, wetting or damaging the furniture. The water condensation in the air conditioner may contribute to growth of fungi, such as mold.
	<p>Do not use the unit for special purposes, such as storing food, raising animals, growing plants, or preserving precision devices or art objects.</p> <ul style="list-style-type: none"> This may cause deterioration of quality, or harm to animals and plants.
	<p>Do not expose combustion appliances to direct airflow.</p> <ul style="list-style-type: none"> This may cause incomplete combustion.
	<p>Never put batteries in your mouth for any reason to avoid accidental ingestion.</p> <ul style="list-style-type: none"> Battery ingestion may cause choking and/or poisoning.
	<p>Before cleaning the unit, switch it OFF and disconnect the power plug or turn the breaker OFF.</p> <ul style="list-style-type: none"> This may cause injury, since the fan inside rotates at high speeds during operation.
	<p>When the unit will be unused for a long time, disconnect the power plug or turn the breaker OFF.</p> <ul style="list-style-type: none"> The unit may accumulate dirt, which may cause overheating or fire.
	<p>Replace all batteries of the remote controller with new ones of the same type.</p> <ul style="list-style-type: none"> Using an old battery together with a new one may cause overheating, leakage, or explosion.
	<p>If the battery fluid comes in contact with your skin or clothes, wash them thoroughly with clean water.</p> <ul style="list-style-type: none"> If the battery fluid comes in contact with your eyes, wash them thoroughly with clean water and immediately seek medical attention.
	<p>Ensure that the area is well-ventilated when the unit is operated together with a combustion appliance.</p> <ul style="list-style-type: none"> Inadequate ventilation may cause oxygen starvation.
	<p>Turn the breaker OFF when you hear thunder and there is a possibility of a lightning strike.</p> <ul style="list-style-type: none"> The unit may be damaged if lightning strikes.
	<p>After the air conditioner is used for several seasons, perform inspection and maintenance in addition to normal cleaning.</p> <ul style="list-style-type: none"> Dirt or dust in the unit may create an unpleasant odor, contribute to growth of fungi, such as mold, or clog the drain passage, and cause water to leak from the indoor unit. Consult your dealer for inspection and maintenance, which require specialized knowledge and skills.

	<p>Do not operate switches with wet hands.</p> <ul style="list-style-type: none"> This may cause electric shock.
	<p>Do not clean the air conditioner with water or place an object that contains water, such as a flower vase, on it.</p> <ul style="list-style-type: none"> This may cause fire or electric shock.
	<p>Do not step on or place any object on the outdoor unit.</p> <ul style="list-style-type: none"> This may cause injury if you or the object falls down.

⚠ IMPORTANT	
<p>Dirty filters cause condensation in the air conditioner which will contribute to the growth of fungi such as mold. It is therefore recommended to clean air filters every 2 weeks.</p>	

For installation

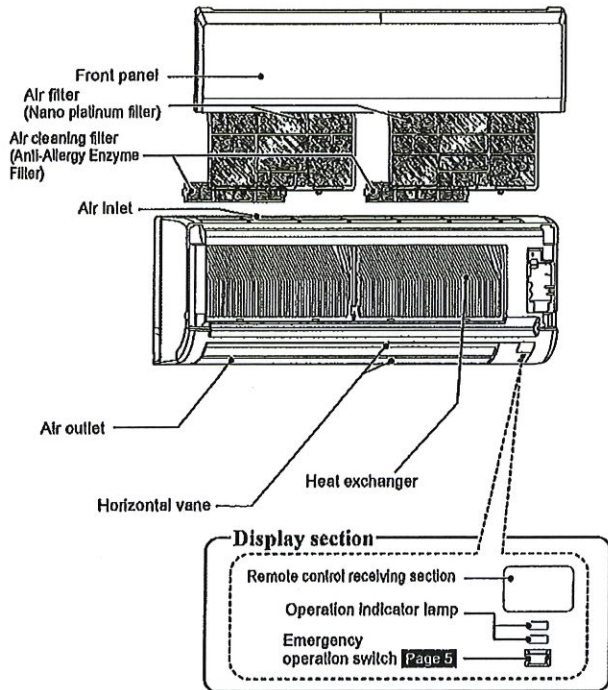
⚠ WARNING	
	<p>Consult your dealer for installing the air conditioner.</p> <ul style="list-style-type: none"> It should not be installed by the user since installation requires specialized knowledge and skills. An improperly installed air conditioner may cause water leakage, fire, or electric shock.
	<p>Provide a dedicated power supply for the air conditioner.</p> <ul style="list-style-type: none"> A non-dedicated power supply may cause overheating or fire.
	<p>Do not install the unit where flammable gas could leak.</p> <ul style="list-style-type: none"> If gas leaks and accumulates around the unit, it may cause an explosion.
	<p>Ground the unit correctly.</p> <ul style="list-style-type: none"> Do not connect the ground wire to a gas pipe, water pipe, lightning rod, or a telephone ground wire. Improper grounding may cause electric shock.

⚠ CAUTION	
	<p>Install a Ground Fault Interrupt (GFI) circuit breaker depending on the installation location of the air conditioner (such as highly humid areas).</p> <ul style="list-style-type: none"> If the Ground Fault Interrupt (GFI) breaker is not installed, it may cause electric shock.
	<p>Ensure that the drain water is properly drained.</p> <ul style="list-style-type: none"> If the drain passage is improper, water may drip down from the indoor/outdoor unit, wetting and damaging the furniture.

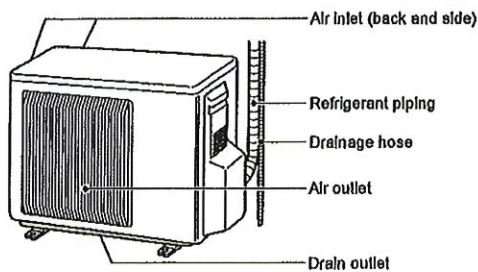
<p>In case of an abnormal condition Immediately stop operating the air conditioner and consult your dealer.</p>	
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NAME OF EACH PART

Indoor unit

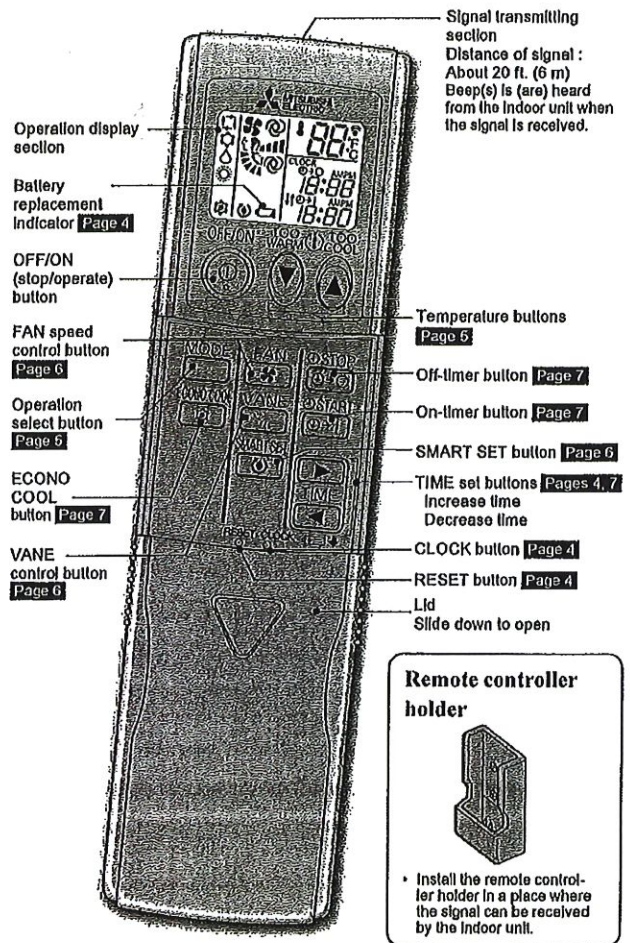


Outdoor unit



Outdoor units may be different in appearance.

Remote controller



Remote controller holder

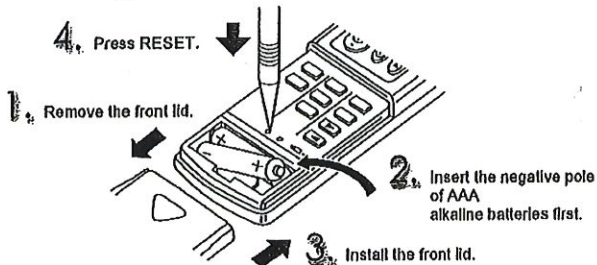
• Install the remote controller holder in a place where the signal can be received by the indoor unit.

Only use the remote controller provided with the unit.
Do not use other remote controllers.
If two or more indoor units are installed in proximity to one another, an indoor unit that is not intended to be operated may respond to the remote controller.

P REPARATION BEFORE OPERATION

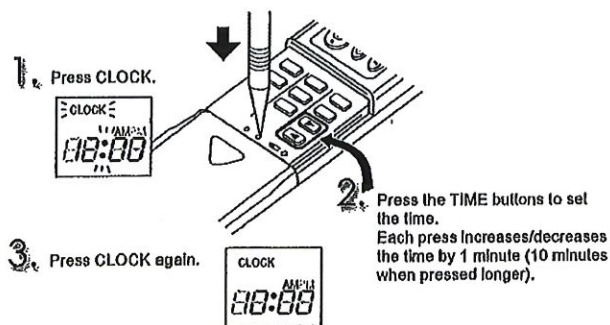
Before operation: Insert the power supply plug into the power outlet and/or turn the breaker on.

Installing the remote controller batteries



- Make sure the polarity of the batteries is correct.
 - Do not use manganese batteries and leaking batteries. The remote controller could malfunction.
 - Do not use rechargeable batteries.
 - The battery replacement indicator lights up when the battery is running low. In about 7 days after the indicator starts lights up, the remote controller stops working.
 - Replace all batteries with new ones of the same type.
 - Batteries can be used for approximately 1 year. However, batteries with expired shelf lives last shorter.
 - Press RESET gently using a thin instrument.
- If the RESET button is not pressed, the remote controller may not operate correctly.

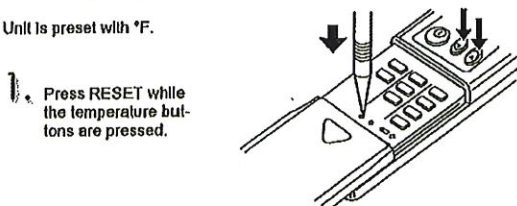
Setting current time



- Press CLOCK gently using a thin instrument.

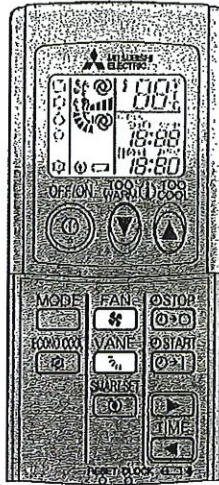
Changing temperature units (°F→°C)

Unit is preset with °F.

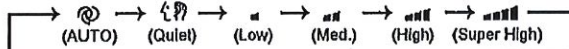


- Press RESET gently using a thin instrument.
- To change temperature unit from °C to °F, press RESET.

FAN SPEED AND AIRFLOW DIRECTION ADJUSTMENT



Press **FAN** to select fan speed. Each press changes fan speed in the following order:



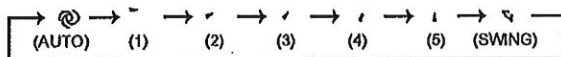
- Two short beeps are heard from the Indoor unit when set to AUTO.
- Use higher fan speed to cool/heat the room quicker. It is recommended to lower the fan speed once the room is cool/warm.
- Use lower fan speed for quiet operation.

Note:

Multi system operation

When several Indoor units are operated simultaneously for heating operation, the temperature of the airflow may be low. In this case, it is recommended to set the fan speed to AUTO.

Press **VANE** to select airflow direction. Each press changes airflow direction in the following order:



- Two short beeps are heard from the Indoor unit when set to AUTO.

Airflow direction

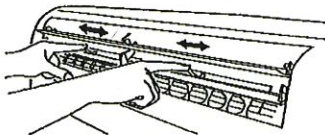
(AUTO) The vane is set to the most efficient airflow direction. COOL/ DRY:horizontal position. HEAT:position (5).

(Manual)..... For efficient air conditioning, select the upper position for COOL/ DRY, and the lower position for HEAT. If the position (4) or (5) is selected during COOL/DRY, the vane automatically moves to the upward position after 0.5 to 1 hour to prevent any condensation from dripping.

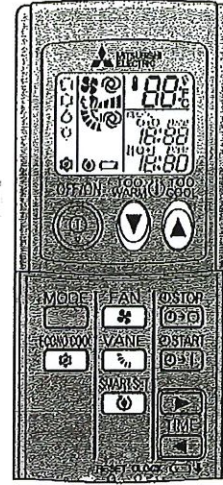
(Swing)..... The vane moves up and down Intermittently.

To change the horizontal airflow direction.

Move the vertical vane manually before starting operation.



SMART SET OPERATION



1 Press **SMART SET** during COOL, ECONO COOL, or HEAT mode to select SMART SET mode.

2 Set the temperature, fan speed, and airflow direction.

- The same setting is selected from the next time by simply pressing **SMART SET**.
- Two settings can be saved. (One for COOL/ECONO COOL, one for HEAT)
- Select the appropriate temperature, fan speed, and airflow direction according to your room.
- Normally, the minimum temperature setting in HEAT mode is 59°F (16°C). However, during SMART SET operation only, the minimum temperature setting is 50°F (10°C).

Press **SMART SET** again to cancel SMART SET operation.

- SMART SET operation also is cancelled when the MODE button is pressed.

SMART SET operation

A simplified set back function enables to recall the preferred (preset) setting with a single push of the **SMART SET** button. Press the button again and you can go back to the previous setting in an instance.

Example of use:

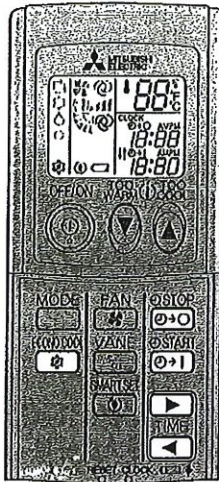
1. Low energy mode


Set the temperature 4°F (2°C) to 6°F (3°C) warmer in COOL and cooler in HEAT mode. This setting is suitable for unoccupied room, and while you are sleeping.

2. Saving frequently used settings

Save your preferred setting for COOL/ECONO COOL and HEAT. This enables you to select your preferred setting with a single push of the button.

ECONO COOL OPERATION



ECONO COOL
Press  during COOL mode [page 5](#) to start ECONO COOL operation.

The unit performs swing operation vertically in various cycles according to the temperature of airflow. Set temperature is set 4°F (2°C) higher automatically.



ECONO COOL
Press  again to cancel ECONO COOL operation.


• ECONO COOL operation is also cancelled when the VANE button is pressed.


What is "ECONO COOL"?



Swing airflow (change of airflow) makes you feel cooler than stationary airflow. So, even though the set temperature is automatically set at 4°F (2°C) higher, it is possible to perform cooling operation with keeping comfort. As a result, energy can be saved.

TIMER OPERATION (ON/OFF TIMER)



1 Press  or  during operation to set the timer.

 (ON timer): The unit turns ON at the set time.



 (OFF timer): The unit turns OFF at the set time.



*  or  blinks.

* Make sure that the current time is set correctly. [Page 4](#)

2 Press  (Increase) and  (Decrease) to set the time of timer.

Each press increases or decreases the set time by 10 minutes.

• Set the timer while  or  is blinking.

3 Press  or  again to cancel timer.

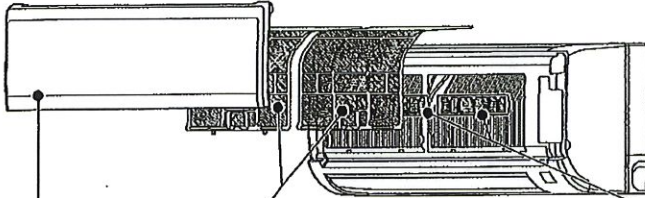
Note:

- ON and OFF timers can be set together. ↑↓ mark indicates the order of timer operations.
- If power failure occurs while ON/OFF timer is set, see [page 5](#) "Auto restart function".

CLEANING

Instructions:

- Switch off the power supply or turn off the breaker before cleaning.
- Be careful not to touch the metal parts with your hands.
- Do not use benzine, thinner, polishing powder, or insecticide.
- Use only diluted mild detergents.
- Do not expose parts to direct sunlight, heat, or fire to dry.
- Do not use water hotter than 120°F (50°C).



Air filter (Nano platinum filter)

- **Clean every 2 weeks**
- Remove dirt by a vacuum cleaner, or rinse with water.
- After washing with water, dry it well in shade.

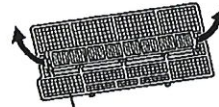
What is "Nano platinum filter"?

Nano platinum is a ceramic particle that includes a platinum nanoparticle. The particles are incorporated into the filter material, which results in providing semi-permanent antibacterial and deodorizing characteristics for the filter. Nano platinum surpasses the catechin (a bioflavonoid that is found in green tea) in performance. Nano platinum filter uses this compound not only to improve air quality but also to eliminate bacteria and viruses. This air filter has a semi-permanent lasting effect even after washing it with water.

Air cleaning filter (Anti-Allergy Enzyme Filter)

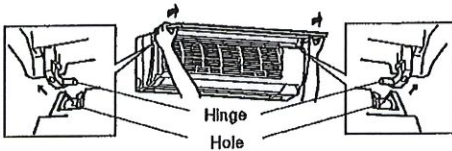
Back side of air filter

- Every 3 months:**
 - Remove dirt by a vacuum cleaner.
- When dirt cannot be removed by vacuum cleaning:**
 - Soak the filter and its frame in lukewarm water before rinsing it.
 - After washing, dry it well in shade.
- Every year:**
 - Replace it with a new air cleaning filter for best performance.
 - Parts Number **MAC-408FT-E**



Pull to remove from the air filter

Front panel



1. Lift the front panel until a "click" is heard.
2. Hold the hinges and pull to remove as shown in the illustration above.
 - Wipe with a soft dry cloth or rinse it with water.
 - Do not soak it in water for more than two hours.
 - Dry it well in shade.
3. Install the front panel by following the removal procedure in reverse. Close the front panel securely and press the positions indicated by the arrows.



! Important

- Clean the filters regularly for best performance and to reduce power consumption.
- Dirty filters cause condensation in the air conditioner which will contribute to the growth of fungi such as mold. It is therefore recommended to clean air filters every 2 weeks.

WHEN YOU THINK THAT TROUBLE HAS OCCURRED


Even if these items are checked, when the unit does not recover from the trouble, stop using the air conditioner and consult your dealer.

Symptom	Explanation & Check points
Indoor Unit	
The unit cannot be operated.	<ul style="list-style-type: none"> Is the breaker turned on? Is the power supply plug connected? Is the ON timer set? Page 7
The horizontal vane does not move.	<ul style="list-style-type: none"> Are the horizontal vanes installed correctly? Is the fan guard deformed?
The unit cannot be operated for about 3 minutes when restarted.	<ul style="list-style-type: none"> This protects the unit according to instructions from the microprocessor. Please wait.
Mist is discharged from the air outlet of the indoor unit.	<ul style="list-style-type: none"> The cool air from the unit rapidly cools moisture in the air inside the room, and it turns into mist.
The swing operation of the HORIZONTAL VANE is suspended for a while, then restarted.	<ul style="list-style-type: none"> This is for the swing operation of the HORIZONTAL VANE to be performed normally.
The airflow direction changes during operation. The direction of the horizontal vane cannot be adjusted with the remote controller.	<ul style="list-style-type: none"> When the unit is operated in COOL or DRY mode, if the operation continues with air blowing down for 0.5 to 1 hour, the direction of the airflow is automatically set to upward position to prevent water from condensing and dripping. In the heating operation, if the airflow temperature is too low or when defrosting is being done, the horizontal vane is automatically set to horizontal position.
The operation stops for about 10 minutes in the heating operation.	<ul style="list-style-type: none"> Outdoor unit is in defrost. Since this is completed in max. 10 minutes, please wait. (When the outside temperature is too low and humidity is too high, frost is formed.)
The unit starts operation by itself when the main power is turned on, but hasn't received signal from the remote controller.	<ul style="list-style-type: none"> These models are equipped with an auto restart function. When the main power is turned off without stopping the unit with the remote controller and is turned on again, the unit starts operation automatically in the same mode as the one set with the remote controller just before the shutoff of the main power. Refer to "Auto restart function" page 5.
The indoor unit discolors over time.	<ul style="list-style-type: none"> Although plastic turns yellow due to the influence of some factors such as ultraviolet light and temperature, this has no effect on the product functions.
Multi-system	
The indoor unit which is not operating becomes warm and a sound, similar to water flowing, is heard from the unit.	<ul style="list-style-type: none"> A small amount of refrigerant continues to flow into the indoor unit even though it is not operating.
When heating operation is selected, operation does not start right away.	<ul style="list-style-type: none"> When operation is started during defrosting of outdoor unit is done, it takes a few minutes (max. 10 minutes) to blow out warm air.
Outdoor Unit	
The fan of the outdoor unit does not rotate even though the compressor is running. Even if the fan starts to rotate, it stops soon.	<ul style="list-style-type: none"> When the outside temperature is low during cooling operation, the fan operates intermittently to maintain sufficient cooling capacity.
Water leaks from the outdoor unit.	<ul style="list-style-type: none"> During COOL and DRY operations, pipe or pipe connecting sections are cooled and this causes water to condense. In the heating operation, water condensed on the heat exchanger drips down. In the heating operation, the defrosting operation makes ice forming on the outdoor unit melt and drip down.
White smoke is discharged from the outdoor unit.	<ul style="list-style-type: none"> In the heating operation, vapor generated by the defrosting operation looks like white smoke.

Symptom	Explanation & Check points
Remote controller	
The display on the remote controller does not appear or it is dim. The indoor unit does not respond to the remote control signal.	<ul style="list-style-type: none"> Are the batteries exhausted? Page 4 Is the polarity (+, -) of the batteries correct? Page 4 Are any buttons on the remote controller of other electric appliances being pressed?
Room temperature/setting	
The room cannot be cooled or heated sufficiently.	<ul style="list-style-type: none"> Is the temperature setting appropriate? Page 6 Is the fan setting appropriate? Please change fan speed to High or Super High. Page 6 Are the filters clean? Page 8 Is the fan or heat exchanger of the indoor unit clean? Are there any obstacles blocking the air inlet or outlet of the indoor or outdoor unit? Is a window or door open? It may take a certain time to reach the setting temperature or may not reach that depending on the size of the room, the ambient temperature, and the like.
The room cannot be cooled sufficiently.	<ul style="list-style-type: none"> When a ventilation fan or a gas cooker is used in a room, the cooling load increases, resulting in an insufficient cooling effect. When the outside temperature is high, the cooling effect may not be sufficient.
The room cannot be heated sufficiently.	<ul style="list-style-type: none"> When the outside temperature is low, the heating effect may not be sufficient.
Air does not blow out soon in the heating operation.	<ul style="list-style-type: none"> Please wait as the unit is preparing to blow out warm air.
Airflow	
The air from the indoor unit smells strange.	<ul style="list-style-type: none"> Are the filters clean? Page 8 Is the fan or heat exchanger of the indoor unit clean? The unit may suck in an odor adhering to the wall, carpet, furniture, cloth, etc. and blow it out with the air.
Sound	
Cracking sound is heard.	<ul style="list-style-type: none"> This sound is generated by the expansion/contraction of the front panel, etc. due to change in temperature.
"Bubbling" sound is heard.	<ul style="list-style-type: none"> This sound is heard when the outside air is absorbed from the drain hose by turning on the range hood or the ventilation fan, making water flowing in the drain hose to spout out. This sound is also heard when the outside air blows into the drain hose in case the outside wind is strong.
Mechanical sound is heard from the indoor unit.	<ul style="list-style-type: none"> This is the switching sound in turning on/off the fan or the compressor.
The sound of water flowing is heard.	<ul style="list-style-type: none"> This is the sound of refrigerant or condensed water flowing in the unit.
Hissing sound is sometimes heard.	<ul style="list-style-type: none"> This is the sound when the flow of refrigerant inside the unit is changed.

- In the following cases, stop using the air conditioner and consult your dealer.
- When water leaks or drips from the indoor unit.
 - When the upper operation indicator lamp blinks.
 - When the breaker trips frequently.
 - The remote control signal is not received in a room where an electronic ON/OFF type fluorescent lamp (inverter-type fluorescent lamp, etc.) is used.
 - Operation of the air conditioner interferes with radio or TV reception. An amplifier may be required for the affected device.
 - When an abnormal sound is heard.
 - When any refrigerant leakage is found.

WHEN THE AIR CONDITIONER IS NOT GOING TO BE USED FOR A LONG TIME

- 1 Set to the highest temperature in manual COOL mode, and operate for 3 to 4 hours. **Page 5**
 - This dries the inside of the unit.
 - Moisture in the air conditioner contributes to favorable conditions for growth of fungi, such as mold.
- 2 Press  to stop the operation.
- 3 Turn off the breaker and/or disconnect the power supply plug.
- 4 Remove all batteries from the remote controller.

When using the air conditioner again:

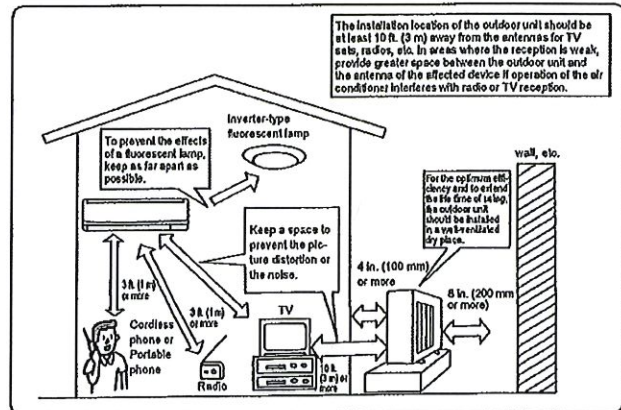
- 1 Clean the air filter. **Page 8**
- 2 Check that the air inlet and outlet of the indoor and outdoor units are not blocked.
- 3 Check that the ground wire is connected correctly.
- 4 Refer to the "PREPARATION BEFORE OPERATION", and follow the instructions. **Page 4**

INSTALLATION PLACE AND ELECTRICAL WORK

Installation place

Avoid installing the air conditioner in the following places.

- Where there is much machine oil.
- Salty places such as the seaside.
- Where sulfide gas is generated such as hot spring, sewage, waste water.
- Where oil is splashed or where the area is filled with oily smoke (such as cooking areas and factories, in which the properties of plastic could be changed and damaged).
- Where there is high-frequency or wireless equipment.
- Where the air from the outdoor unit air outlet is blocked.
- Where the operation sound or air from the outdoor unit bothers the house next door.
- The mounting height of indoor unit 5.9 ft. to 7.5 ft. (1.8 m to 2.3 m) is recommended. If it is impossible, please consult your dealer.



Electrical work

- Provide an exclusive circuit for the power supply of the air conditioner.
- Be sure to observe the breaker capacity.

If you have any questions, consult your dealer.

SPECIFICATIONS

Guaranteed operating range

		Indoor	Outdoor
Cooling	Upper limit	90°F (32.2°C) DB	115°F (46.1°C) DB
		73°F (22.8°C) WB	—
	Lower limit	67°F (19.4°C) DB	14°F (-10°C) DB
		57°F (13.9°C) WB	—
Heating	Upper limit	80°F (26.7°C) DB	75°F (23.9°C) DB
		—	65°F (18.3°C) WB
	Lower limit	70°F (21.1°C) DB	-4°F (-20°C) DB
		—	-5°F (-20.6°C) WB

DB : Dry Bulb
WB : Wet Bulb

Note:

1. The guaranteed operating range value is for 1:1 System Application.
2. If the outdoor temperature is below the lower limit of guaranteed operating range, the outdoor unit may stop operation until the outdoor temperature exceeds the lower limit.