



User Manual

Portable Air Conditioner

Before using your TOSOT Portable Air Conditioner please read this user manual in its entirety.

MODEL NUMBERS

5,000 BTU-GPC05AK-A3NNA1C

6,000 BTU-GPC06AK-A3NNA1C



Welcome to the TOSOT Direct Family!

We're extremely happy to welcome you as a new member of our family! Please read the tips below before using your product for the first time.

Tips for First-Time Use

1. The portable air conditioner is a heavy object, which needs two or more people to lift and install. Failed to do so could result in injury or other accidents.
2. Allow the unit to sit upright for at least 3-4 hours before powering on. Shipping carriers may set the unit on its side, which causes the refrigerant to pool in certain areas. Standing the unit upright for 3-4 hours allows the refrigerant to move freely within the coils.
3. Some parts with sharp edges may cause injury, so gloves are highly recommended for unpacking and installing.
4. Run the unit continuously for 24 hours after letting the unit stand upright for 3-4 hours. This allows the unit to work out any "kinks" that may have resulted during shipping from our factory to your doorstep.
5. For a quick start video guide of installation, please contact Customer Support.
6. If you have any problems with your product, please send us an email before submitting a return request, as there might be a simple solution for your issue.

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Safety and Instructions

Please read all instructions before use and save this user manual for future reference. A digital version can be obtained from Customer Support.

Your safety and the safety of others are very important to us. We have provided many important safety messages throughout this manual and on the appliance itself. Always read and follow all posted safety messages.

To reduce the risk of fire, electric shock, injury, or death to persons using or near this appliance, please follow some basic safety precautions. These precautions include, but are not limited to, the following:

Installation and Setup

- This appliance is not intended for use by any persons (including children) with reduced or restricted physical, mental, or sensory capabilities, or lack of experience and knowledge, unless under the direct supervision of a person responsible for their safety.
- Please keep plastic bags and sheets out of the reach of children as they might be mistakenly used for play. Packaging materials can become airtight chambers and may pose a risk of suffocation if not disposed of properly.
- When installing or moving the appliance, be careful not to pinch, crush, or damage the power cord.
- Never attempt to operate this appliance if it visibly damaged, malfunctioning, disassembled or has missing or broken parts. This includes exposed wiring on a damaged cord or electrical plugin. All repairs and servicing must be performed by qualified service personnel. Use only authorized TOSOT factory OEM parts.
- Keep the product away from fire. Do not store or use flammable gases or materials near the appliance.
- Do not use heating equipment near the appliance.
- In the event of a gas leak (propane gas, LP gas, etc.) do not operate this or any other appliance. Open a window or door to ventilate the area immediately.

- Only use the appliance in an upright position. Make sure the angle of inclination $<10^\circ$. Always place the appliance on a stable, flat, level surface to prevent the air conditioner from overturning.

Electrical Safety Warning

- If the power cable is damaged, it must be replaced by the manufacturer or an authorized technical service center in order to avoid all risk.
- During the installing or moving the appliance, be careful not to pinch, crush, or damage the power cord.
- Do not damage, alter, excessively bend, twist, pull or heat the power cord.
- Do not cover the power cord with a rug or carpeting.
- Do not rest hot or heavy objects on the appliance and power cord.
- Always plug into a fixed 115V AC ground outlet.
- Never plug or unplug the appliance with wet hands.
- Push the power plug all the way into the wall outlet so that it will not loose.
- Always grip the plug firmly and pull straight out from the outlet when taking it out.
- Never unplug the appliance by pulling on the power cord.
- Never use the appliance if the outlet is damaged or loose.
- This product should be plugged directly into a power outlet. Power outlets should be properly rated, protected, and sized in order to avoid electrical overload. Do not use a multiple-outlet power strip or extension cord. Failure to do so may result in short-circuit or electrical shock.
- Do not cut or remove the third (ground) prong from the power cord.
- Always unplug the unit from the outlet before cleaning or maintenance operations.
- Your air conditioner must be used in a properly grounded wall receptacle. If the wall receptacle you intend to use is not adequately grounded or not protected by a time-delay fuse or circuit breaker, have a qualified electrician install the proper wall power receptacle before using this appliance.

- Be sure that the air conditioner is properly grounded. To minimize shock and fire hazards, proper grounding is important. The power cord is equipped with a three-prong grounding plug for protection against shock hazards.
- Do not run the air conditioner without the white plastic shell in place. This could result in mechanical damage within the air conditioner.

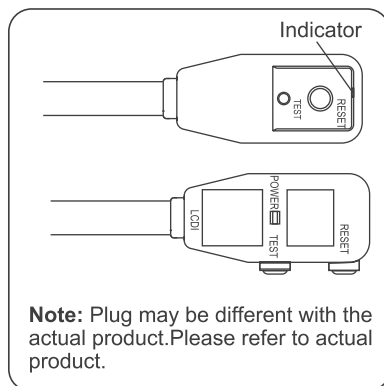
LCDI (Leakage Current Detection and Interruption) plug

The power cord used with this air conditioner contains a current detection device designed to reduce the risk of fire. In the event that the power supply cord is damaged, it cannot be repaired. The power supply cord must be replaced with a replacement cord received from the manufacturer by a trained service technician.

Always finish the test of LCDI plug before use:

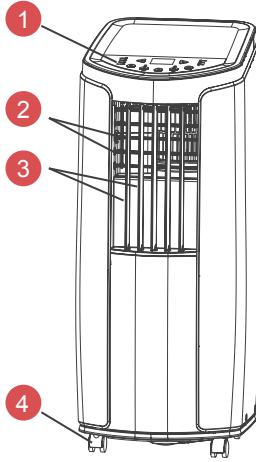
Follow 4 steps on the LCDI plug case, if the TEST button does not cause the circuit breaker trip or the RESET button will not stay engaged, unplug the air conditioner immediately and contact Customer Support.

1. Plug in the air conditioner.
2. The power supply cord will have two buttons on the plug head. If you press the **TEST** button you should notice a clicking noise as the **RESET** button pops out.
3. Press the **RESET** button again, and you will notice a clicking noise as the button engages.
4. The power supply cord is now supplying electricity to the unit.

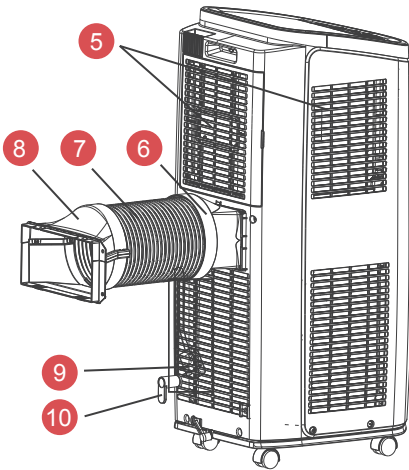


- Do not use the LCDI plug to turn the unit on or off
- Always make sure the **RESET** button is pushed in for correct operation
- The power supply must be replaced if it fails to reset when either the **TEST** button is pushed, or it cannot be reset. Please contact us for more information.

Parts Description



- 1 Control Panel
- 2 Vertical Airflow Louver
- 3 Horizontal Airflow Louver
- 4 Caster Wheels
- 5 Air Intake
- 6 Air Outlet Adapter
- 7 Exhaust Hose
- 8 Window Slide Adapter
- 9 Power Cord
- 10 Power Cord Hooks

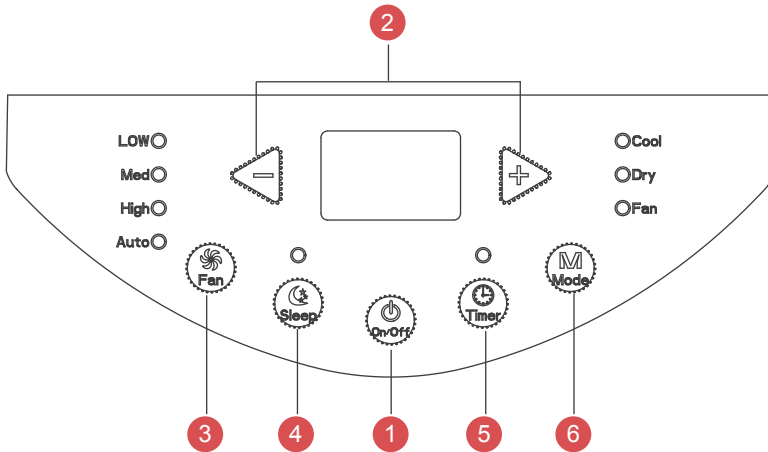


Remote controller

This picture is only for reference. Please refer to the actual product for the appearance.

Operation

Control Panel



- | | |
|-----------------|----------------|
| 1 ON/OFF Button | 4 Sleep Button |
| 2 +/- Button | 5 Timer Button |
| 3 Fan Button | 6 Mode Button |

Notes:

- After powering the air conditioner on, the air conditioner will emit a single beeping sound after powering on. After that, you can operate the air conditioner by using the control panel or remote.
- The air conditioner will emit a beep after pressing each button on the control panel.
- The dual-8 nixie tube on the control panel will display the set temperature when in cooling mode, but won't display anything in other modes. The dual-8 nixie tube won't display anything while the air conditioner is powered off.

1 ON/OFF Button

Press to power the air conditioner **ON** or **OFF**.

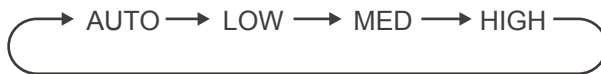
2 +/- Button

- Pressing this button will allow you to change the temperature setting. Holding either button will increase or decrease automatically. It will take 3 seconds for the temperature settings to be confirmed by the machine.
- After pressing the timer button, the +/- buttons will adjust the timer setting from 0.5-24 hours in 0.5-hour increments. After the 10-hour mark, the +/- button will adjust the timer setting in 1-hour increments. It will take 5 seconds for the timer settings to be confirmed by the machine.

Note: This button is not valid under dry and fan model.

3 Fan Button

Pressing this button will cycle the fan speed through one of 4 fan modes, as shown below:



4 Sleep Button

Press this button to enter the sleep operation mode. Sleep mode is not available for Fan mode and Dry mode. When in sleep mode, the AC temperature will automatically increase by 2°F for the first hour and 4°F for the second hour and then will keep running with this temperature.

5 Timer Button

When the unit is running, press this button to schedule when the unit will power off by using the +/- button to adjust the length of time before powering off. When the unit is not running, press this button to schedule when the unit will power on by using the +/- button to adjust the length of time before powering on.

6 Mode Button

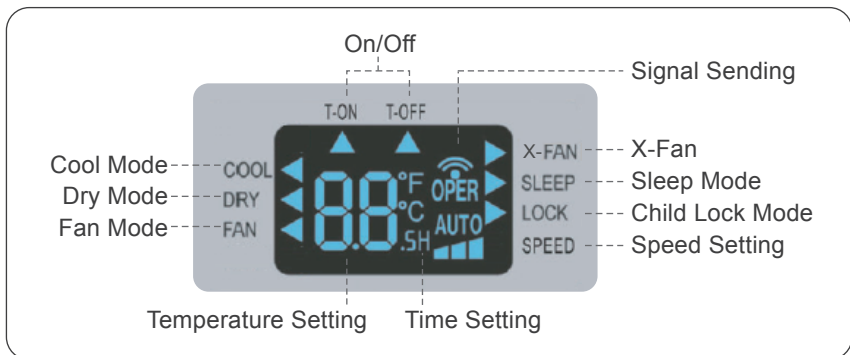
Pressing this button will cycle through the following modes, as shown below:



Remote Control

This is a universal remote control for a variety of models. If your model does not have a function listed on the remote control, there will be no changes in the operation of your unit. The max range of the remote control is 25 feet with no obstacles or interference from other devices, such as wireless phones or fluorescent lamps.

The air conditioner will emit a beep sound if the signal from the remote has been received successfully.



1 ON/OFF Button

Press to power the air conditioner **ON** or **OFF**.

2 Mode Button

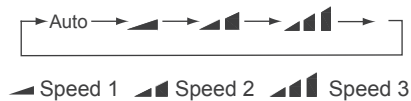
- Press this button to cycle through the following modes. A corresponding logo indicator on the left side of the remote will be shown.
- a. Cool mode: standard cooling mode. The set temperature and fan speed can both be adjusted.
- b. Dry mode: the unit will run on low speed for dehumidification. The fan speed cannot be adjusted.
- c. Fan Only mode: the air conditioner will not produce cool air, only blow air from the outside. The fan speed can be adjusted.

3 +/- Button

- Pressing the “+” or “-” button will increase/decrease the set temperature by 1°F. Holding the button for 2 seconds will cause the temperature to change rapidly. Release the button once your desired temperature is reached.
- After pressing the Timer button, each press of the +/- button will increase/decrease the time by 0.5 hours. Holding the button for 2 seconds will cause the timer to change rapidly. Release the button once your desired time setting has been reached.

4 Fan Button

- Press this button to cycle through the Auto mode and 3 fan speeds (Low, Medium, High)



5 X-Fan Button

Press this button to toggle the X-Fan mode on or off. The X-Fan operation mode will keep the fan running at a low speed while the air conditioner is powered off in order to blow residual water inside the air duct. Pressing the X-Fan button again will immediately power the fan off.

6 Sleep Button

Press this button to enter the sleep operation mode. While in sleep mode, you can only use the Cool modes. When in sleep mode, the AC temperature will automatically increase by 2°F for first hour and 4°F for second hour and then will keep running with this temperature.

7 Timer Button

Press this button to activate the timer button. Use the +/- buttons to adjust the length of the timer before the unit powers off. The time setting range is 0.5-24 hours, in 0.5-hour increments. Press the timer button a second time to confirm the timer setting. If the characters on the display are blinking, you must press the Timer button again to confirm the timer setting. If you have confirmed a time setting, you can press this button again to cancel the timer mode.

Combination Buttons

Light Function

Press and hold the “+” and “FAN” buttons simultaneously for 3 seconds to turn the lights on the air conditioner on or off. The default setting after being powered on is for the lights to be on.

Child lock Function

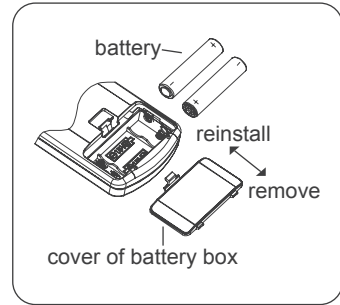
Press the “+” and “-” buttons simultaneously to enter the child lock function. While in this mode, the remote control will display a LOCK symbol and will not send any signal to the air conditioner.

Change Between °F and °C

With the remote powered off, press the Mode and “-” buttons simultaneously to switch between Fahrenheit and Celsius displays.

Replacing the Batteries

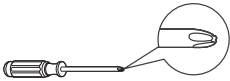

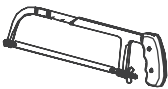
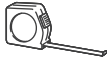


1. Press the back side of the remote control battery cover and slide out following the engraved arrow.
2. Replace with two new AAA(1.5V) batteries (not included) of the same make and model. Make sure the polarities (+ & -) are aligned correctly.
3. Reinstall the battery cover box.








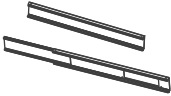




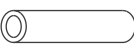













Installation

Tools Required

The following tools will be needed before starting installation.

 Phillips head screwdriver	 flat head screwdriver	 saw
 tape measure	 scissors	 pencil

Parts List

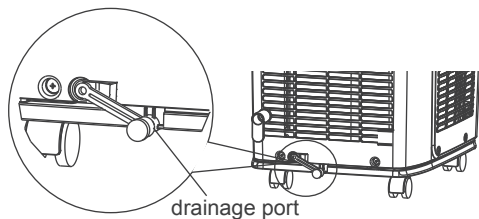
 joint A	 joint B	 joint C	 exhaust hose	 adapter	
 window panel	 wire hook	 screw	 window fastener	 protective grille	
 drainage pipe	 pipe hoop	 rain shield	 pipe clip	 rubber plug	 nut
		 support	 bolt	 spring washer	 washer
 sponge A	 sponge B	 remote control		 drain hose	

Removing Collected Water

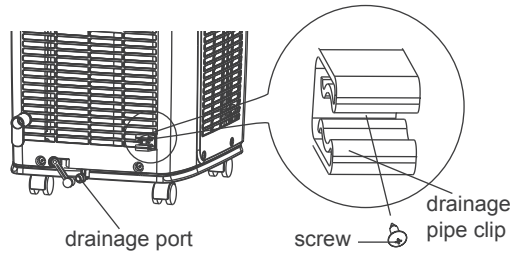
There are 2 ways to remove collected water from the air conditioner. The drainage hose needs to be installed first, following the step below.

Installing the drainage pipe

1. Remove the rubber plug from the drainage port.



- Use a screw to attach the drainage pipe clip on the bottom right side of the rear case.



- Insert the drainage pipe into the drainage port, then attach the pipe hoop to keep the hose secure.
- Insert the rubber plug into the other side of the drainage pipe, attach a pipe hoop to keep the plug secure, then attach the drainage hose into the drainage pipe clip.

Method A: Manual Drainage

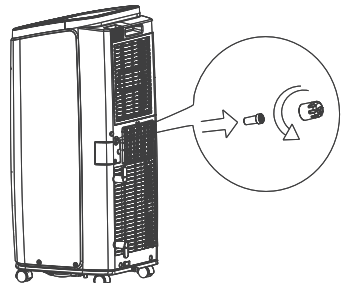
When the chassis is full with water, the buzzer will beep 8 times and the display panel will show an H8 malfunction code to remind you to drain the water.

- Move the unit to a suitable place for discharging water. Make sure to keep the unit horizontal and not tilt the unit so water does not spill.
- Remove the drainage pipe from the drainage clip, then remove the rubber plug on the pipe to drain the water.
- After discharging the water, put the rubber plug back into the drainage pipe and reattach to the drainage clip.
- After draining, the unit will resume operation after the compressor has stopped running for 3 minutes.

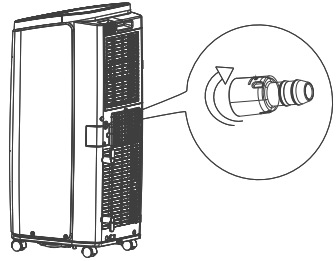
Method B: Continuous Drainage

Water can be drained into a floor drain by attaching a ½ inch diameter hose

- Remove the continuous drain cap by turning it counter-clockwise, then remove the now-exposed rubber stopper from the spout.



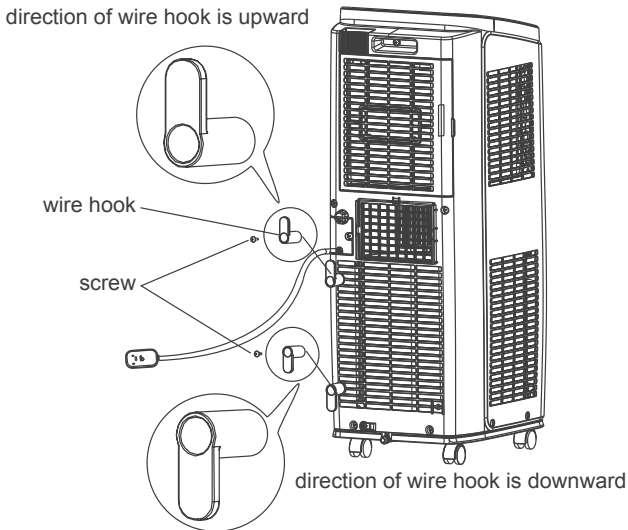
2. Screw the drain hose adapter into the spout by twisting clockwise.
3. Insert the drainage hose into the drain connector.



Note: When using the continuous drainage option, make sure that the air conditioner is located on a flat, level surface and that the drain hose is directed downwards and clear of any obstructions. Placing the air conditioner on an uneven surface may result in the chassis filling with water until the H8 malfunction code is displayed. If this occurs, empty the water in the chassis, then recheck the air conditioner location and hose connection.

Installing the Power Cord Hooks

1. Assemble the 2 power cord hooks on the back of the unit as shown below.

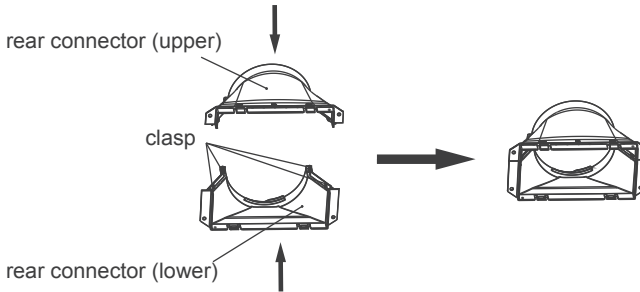


2. Wrap the power cord around the power cord hooks when not in use.

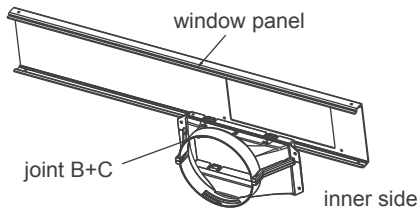
Installing in Double-Hung Sash Windows

Note: If the width of your window is smaller than 20.5 inches, please remove the adjusting panel from the window panel and then cut the window panel to make the width of the window panel the same width as your window.

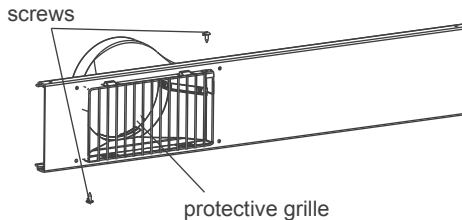
1. Assemble the rear clip by snapping the Joint B and Joint C together.



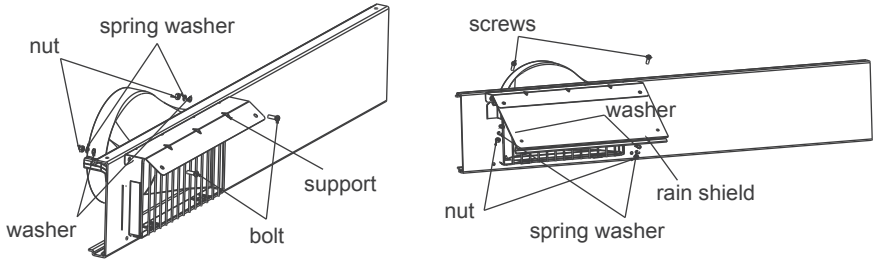
2. Snap the attached Joints B+C into place on the inner side of the window panel.



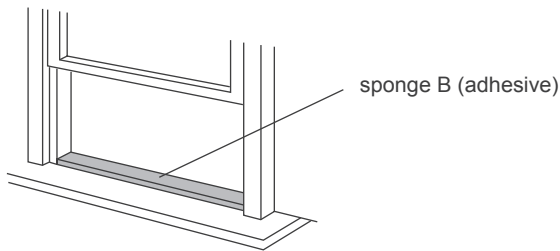
3. Attach the protective grille on the outer side of the window panel to Joint B+C with included screws.



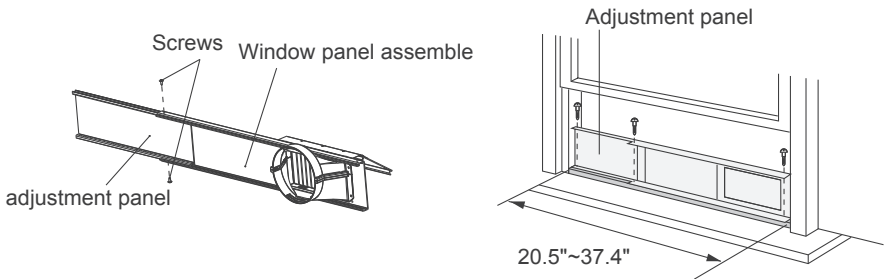
4. Attach the rain shield and rain shield support to the outside of the window panel by using the included nut, spring washer, washer, and bolts.



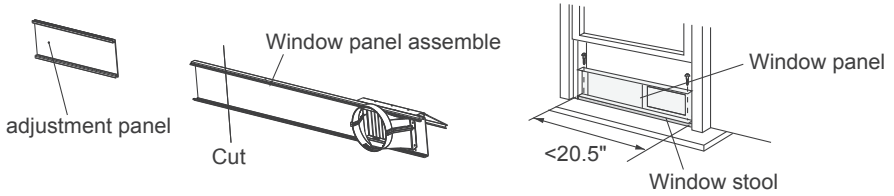
5. Cut Sponge B to the width of your window and attach it to the bottom of the window sill.



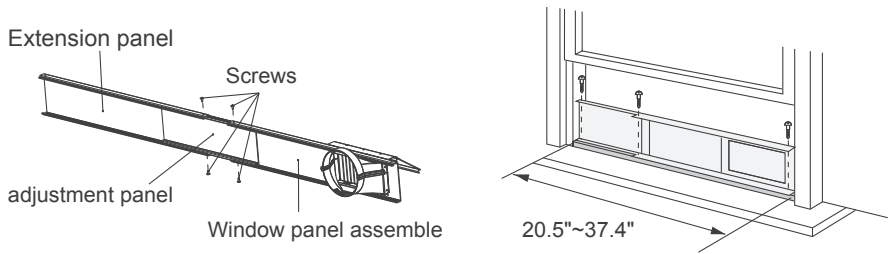
6. Place the assembled window panel on the window sill and adjust until it fully covers the width of your window, then screw the window panel into place on the window sill.



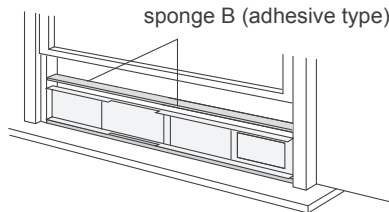
Note: If the width of your window is smaller than 20.5 inches, please remove the adjusting panel from the window panel and then cut the window panel to make the width of the window panel the same width as your window.



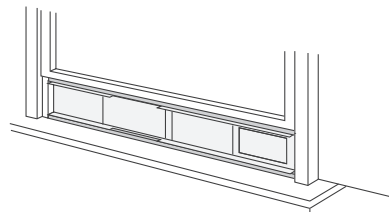
Note: if the width of your window is greater than 56.7 inches, attach the extension panel to the adjustment panel to make the width of the window panel the same width as your window.



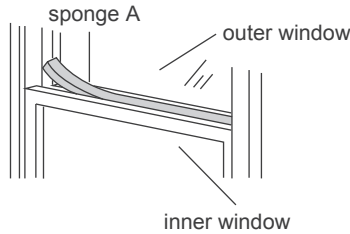
7. Cut Sponge B to the width of your window and attach to the top of the assembled window panel.



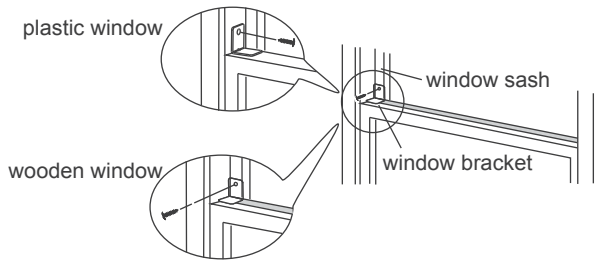
8. Close the window sash tightly against the assembled window panel.



9. Cut Sponge A to the width of your window to seal the gap between the upper part of the inner window sash and the outer window sash.

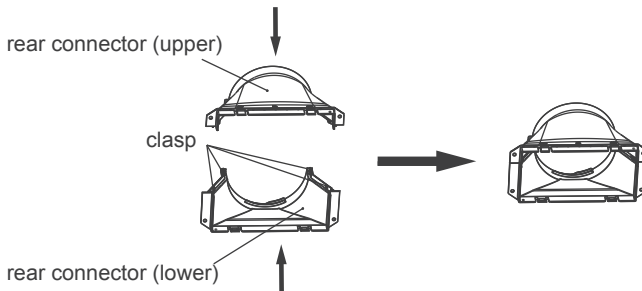


10. To prevent the window from sliding vertically, fix the inner window in place by using the window bracket and screw. The placement of the bracket will differ depending on whether you have a plastic or wooden window.

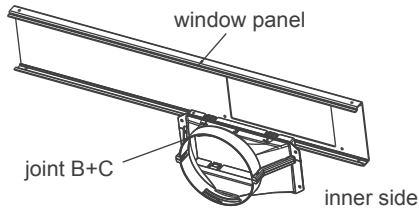


Installing in Sliding Sash Windows

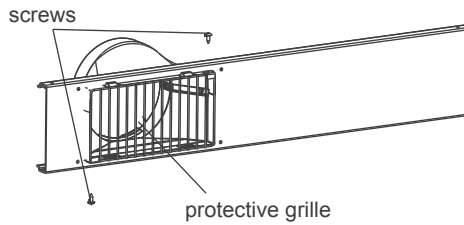
1. Assemble the rear clip by snapping the Joint B and Joint C together.



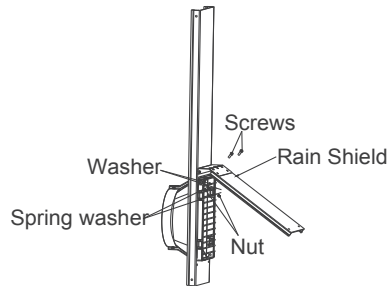
2. Snap the attached Joints B+C into place on the inner side of the window panel.



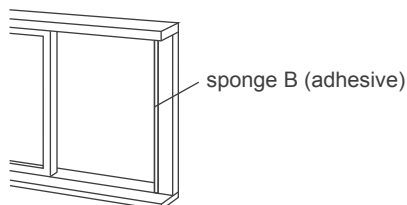
3. Attach the protective grille on the outer side of the window panel to Joint B+C with included screws.



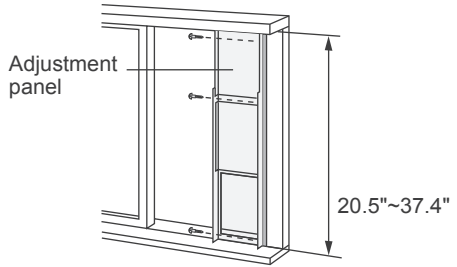
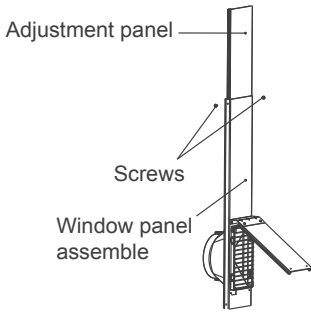
4. Attach the rain shield and rain shield support to the outside of the window panel by using the included nut, spring washer, washer, and bolts.



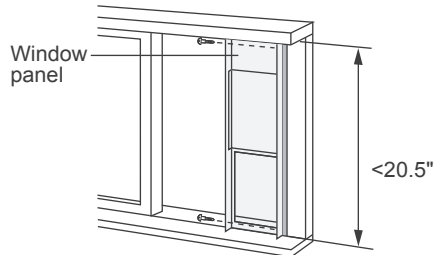
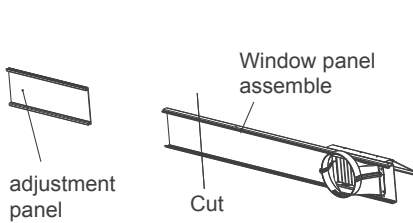
5. Cut Sponge B to the width of your window and attach it to the bottom of the window sill.



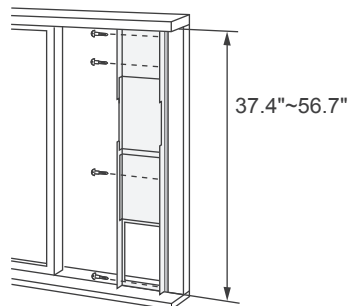
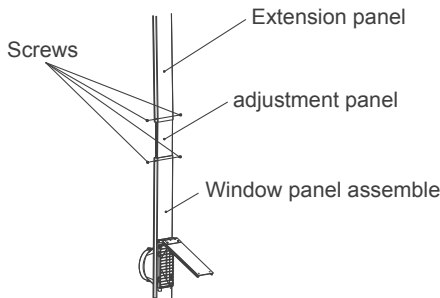
6. Place the assembled window panel on the window sill and adjust until it fully covers the height of your window, then screw the window panel into place on the window sill.



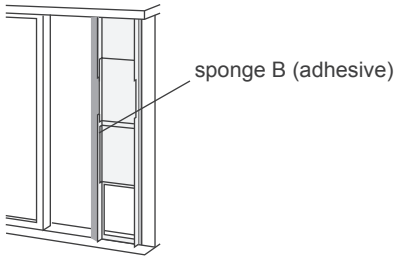
Note: If the height of your window is smaller than 20.5 inches, please remove the adjusting panel from the window panel and then cut the window panel to make the height of the window panel the same height as your window.



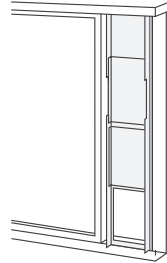
Note: if the height of your window is greater than 56.7 inches, attach the extension panel to the adjustment panel to make the height of the window panel the same height as your window.



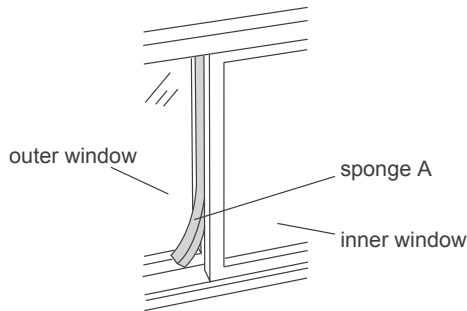
7. Cut Sponge B to the height of your window and attach to the assembled window panel.



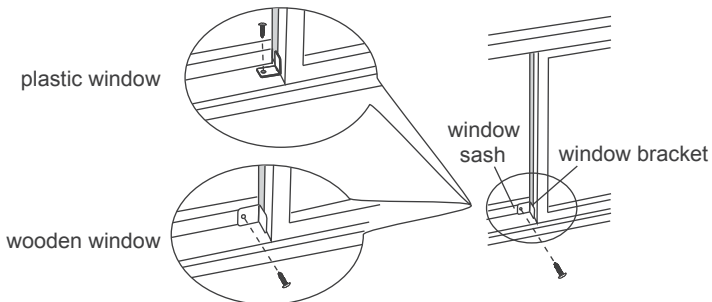
8. Close the window sash tightly against the assembled window panel.



9. Cut Sponge A to the width of your window to seal the gap between the inner window sash and the outer window sash.

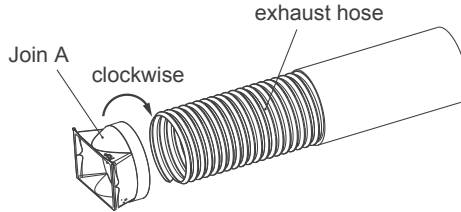


10. To prevent the window from sliding horizontally, fix the inner window in place by using the window bracket and screw. The placement of the bracket will differ depending on whether you have a plastic or wooden window.

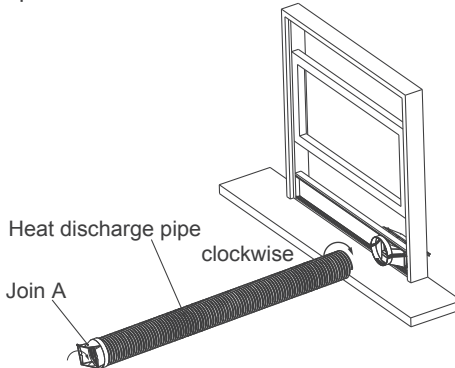


Installing Exhaust Hose

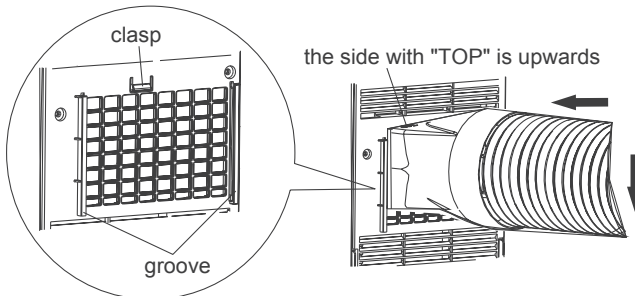
1. Rotate Joint A clockwise onto the end of the exhaust hose.



2. Rotate the open end of the exhaust hose clockwise into Joint B+C on the assembled window panel.

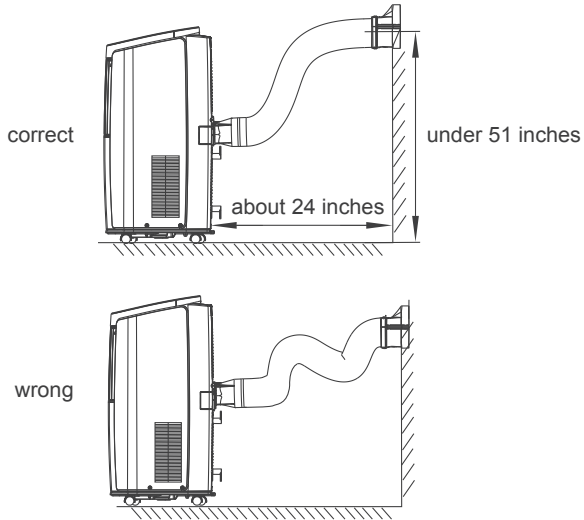


3. Insert Joint A from the exhaust hose into the groove on the rear of the air conditioner until it snaps into place.



Tips:

In order to improve the cooling efficiency of your air conditioner, the heat discharge pipe should be as short and direct as possible. Our suggested configuration is shown below.



Cleaning and Maintenance

To avoid electric shock, turn off the air conditioner and disconnect from power before cleaning. Do not wash or douse the air conditioner with water. NEVER use abrasive or flammable solvents to clean the heater.

Cleaning the outer case

Wipe with a soft cloth soaked in warm water and a mild detergent, if needed.

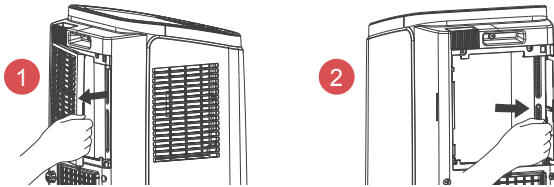
Cleaning the exhaust hose

Remove the exhaust hose from the air conditioner, clean with a soft cloth soaked in warm water. Let dry completely before reinstalling the exhaust hose.

Cleaning the filter

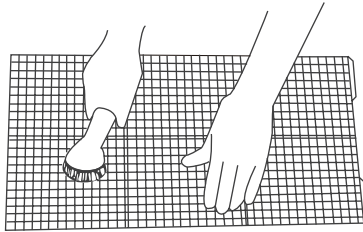
1. Remove the filter

Locate the filter and remove it from the air conditioner. You may need to move the filter around to loosen.



2. Clean the filter

After removing, use the dust attachment of your vacuum or warm water mixed with a mild detergent.



3. Reinstall the filter

After the filter has dried completely, reinstall back into the air conditioner.

Notes:

- Clean the filter at least every three months.
- Do not touch the metal fins in the air conditioner after removing the filter, as they may cause personal injury.

- Do not attempt to dry the filter with a hairdryer or other heating elements as this may deform or ignite the filter.
- Do not operate the air conditioner if the air filter is missing.

Maintenance Checklists

Pre-Season Maintenance Checklist

- Check the power cord for any cuts or exposed wiring
- Check the ground prong is still on your power plug
- Clean the air filter
- Check whether the hose adapters and exhaust hose are installed tightly and free of damage

Post-Season Maintenance Checklist

- Disconnect unit from the power outlet
- Clean air filter and exterior case
- Drain any accumulated water from the air conditioner
- Wrap the air conditioner in plastic to prevent the accumulation of dust

Long-Term Storage Checklist

- Disconnect unit from the power outlet
- Clean air filter and exterior case
- Wrap and/or cover the unit to prevent the accumulation of dust within the unit

Troubleshooting

Issue	Troubleshooting	Solution
No air is blowing from the air conditioner	Check whether the air outlet or inlet is blocked	Remove the obstacles blocking the air outlets and inlets
	Check if the evaporator is defrosting	After defrosting is finished, the AC will resume operation
Set temperature cannot be adjusted	Is the unit in auto mode?	Temp cannot be adjusted in auto mode
	Your desired temperature exceeds the AC range	Temp set range is 61-86°F
Air blowing from the air conditioner has a weird smell	Check if the source of the odor is somewhere in the room	Remove the source of the odor and clean the filter
Abnormal sound during operation, such as water flowing	Has the unit just been turned on or off?	The flowing water sound is the refrigerant inside the air conditioner, which is completely normal
Abnormal sound during operation, such as a rapid “pop-pop” sound	Has the unit just been turned on or off?	Changing temperature can cause the panel to shrink or expand, causing friction

Malfunction Codes

If you experience any of the below malfunction codes, remove the unit from power for a few minutes. Plug the unit back in to determine if the malfunction code is still present.

Malfunction Code on Unit	Malfunction Name	Symptoms
H8	Chassis is full of water	Chassis is full of water, pour it out and see if symptoms persist
F0	Refrigerant lacking protection	Compressor stops operation but the fan continues to operate
F1	Ambient temperature sensor malfunction	Compressor stops operation but the fan continues to operate
F2	Evaporator temperature sensor malfunction	Compressor stops operation but the fan continues to operate
F4	Exhaust hose temperature sensor	Compressor stops operation but the fan continues to operate
H3	Compressor overload protection	Compressor stops operation but the fan continues to operate

If you notice or experience any of the following conditions, please turn off the air conditioner, disconnect from power, discontinue use, and contact support immediately.

- The power cord is overheating or otherwise damaged
- Abnormal sound during operation
- A strange odor is emitted from the unit
- Excessive water leakage the unit

Do not attempt to repair or retrofit the air conditioner by yourself. All repairs must be performed by qualified individuals.

Warranty & Customer Support

Warranty Information

1. 1-Year warranty:

TOSOT Portable Air Conditioner comes with a 1-year warranty from the date of purchase.

This warranty covers manufacturing and material defects. Please visit <https://tosotdirect.com/warranty> for more terms&policy.

2. Additional 6-Month warranty extension:

You can get a 6-month warranty extension by registering your new product at www.tosotdirect.com/extend and answering a short questionnaire.

Customer Support

Questions? We are here to help

✉ support@tosotdirect.com

☎ 1-844-888-6768

🌐 www.tosotdirect.com



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