



# User Manual

## Portable Air Conditioner

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

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### MODEL NUMBERS

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GPC08AO-A3NNA1A

GPC09AO-A3NNA1A

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## **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. Failure 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 <math><10^\circ</math>. 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.
- 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 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 plastic shell in place. This could result in mechanical damage within the air conditioner.

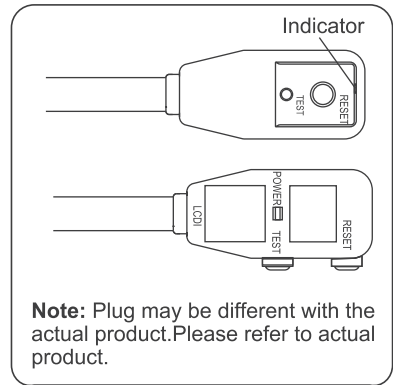
## LCDI Power Plug (Leakage Current Detection and Interruption)

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.

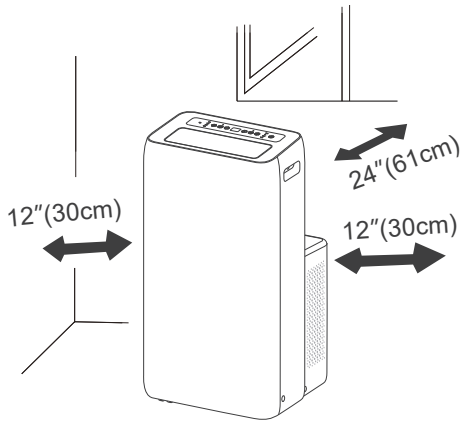


- Do not use the LCDI plug to turn the unit on or off
- Always make sure the **RESET** button is pushed in for correct operation
- The power supply must be replaced if it fails to reset when either the **TEST** button is pushed, or it cannot be reset. Please contact us for more information.

## Recommended Operating Environment

- The recommended operating temperature range is 61°F -95°F (16°C-35°C).
- The appliance is for indoor use only.
- The appliance must be positioned so that the plug is easily accessible.
- This air conditioner is intended for residential use, not for commercial or industrial purposes.

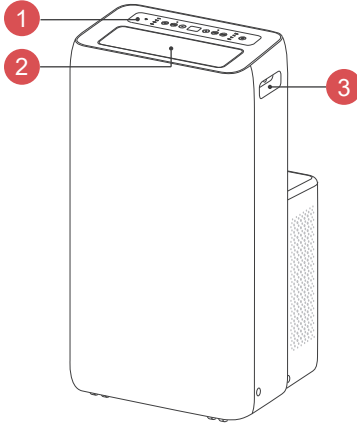
- Open space around the air conditioner should be at least 12 inches (30cm) to ensure airflow.
- Please keep the air inlet and air outlet clean and free from obstacles.
- During operation, close doors and windows to improve the cooling effect in the room.
- Please put the air conditioner on smooth and flat ground to avoid noise and vibration.
- Avoid direct sunlight exposure.



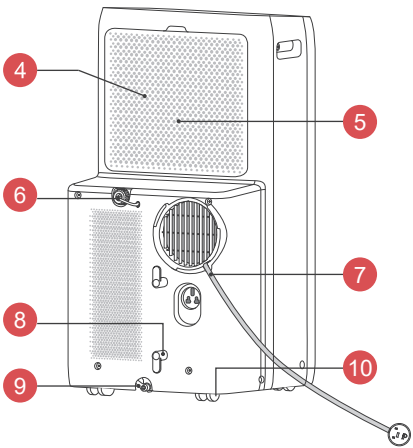
**Note:** The following locations or conditions may cause malfunction or damage to your air conditioner. Avoid running the air conditioner under the following conditions:

- Near strong heat sources, vapors, flammable or explosive gas, or volatile objects spread in the air.
- Around any high-frequency devices (such as welding machines or medical equipment.)
- Any place with oil or oil fumes in the air.
- Any place with a high concentration of sulfurated gas.

# Parts Description



- 1 Control Panel
- 2 Airflow Louver
- 3 Handles
- 4 Filter
- 5 Air Inlet
- 6 Continuous Drainage Port
- 7 Power Cord
- 8 Power Cord Hooks
- 9 Manual Drainage Port
- 10 Wheels

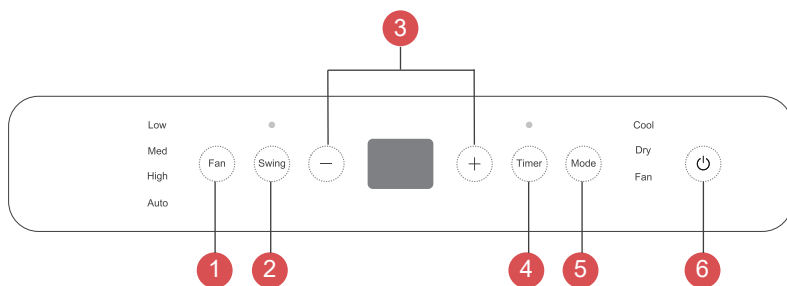


Remote Control



# Operation

## Control Panel

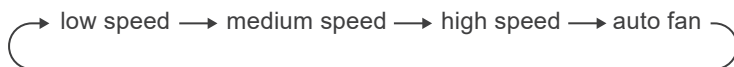


- 1 Fan Button
- 2 Swing Button
- 3 +/- Button

- 4 Timer Button
- 5 Mode Button
- 6 On/Off Button

## 1 Fan Button

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



## 2 Swing Button

Press this button and the airflow louver will swing up & down automatically. Press it again to turn off the swing function.

## 3 ON/OFF Button

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

## 4 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.

**Press the timer button to cancel timer mode shut the timer indicator light off.**

## 5 Mode Button

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



## 6 +/- Button

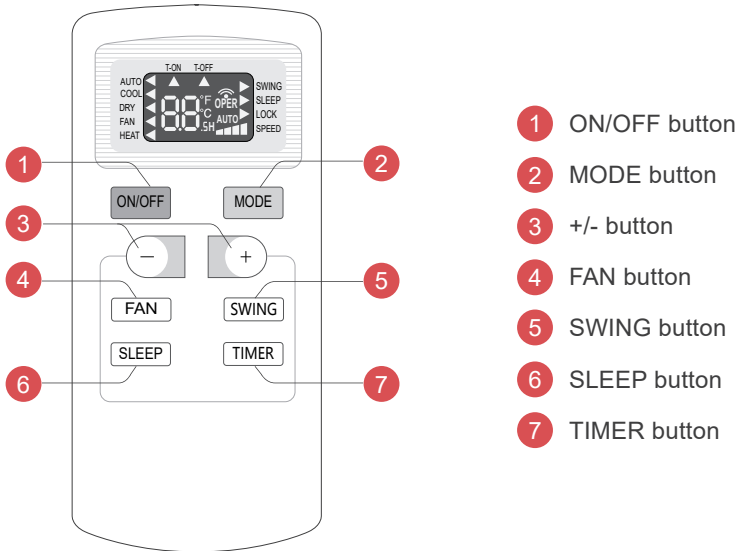
- Pressing this button will allow you to change the temperature setting. It will take 3 seconds for the temperature settings to be confirmed by the machine.
- After pressing the timer button, the +/- buttons will adjust the timer setting from 0.5-24 hours in 0.5-hour increments. After the 10-hour mark,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

## Remote Control

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.

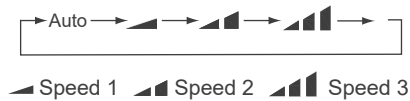
- a. Cool mode: standard cooling mode. The set temperature and fan speed can both be adjusted.
- b. Dry mode: the unit will run on low speed for dehumidification. The fan speed cannot be adjusted.
- c. Fan Only mode: the air conditioner will not produce cool air, only blow air from the outside. The fan 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 Swing Button

Press this button and the airflow louver will swing up & down automatically. Press it again to turn off the swing function.

### 6 Sleep Button

Press this button to enter the sleep operation mode. While in sleep mode, you can use the Cool or Dry modes.

### 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

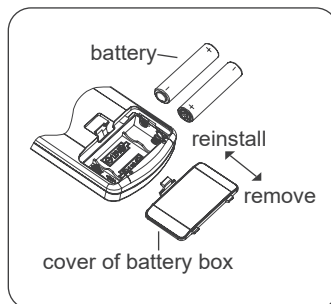
Press the “+” and “-” buttons simultaneously to enter the child lock function. While in this mode, the remote control will display a LOCK symbol and will not send any signal to the air conditioner.

### Change Between °F and °C

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


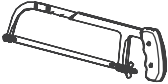
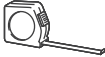


## Replacing the Batteries

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.




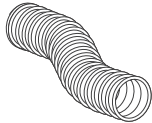
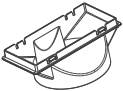
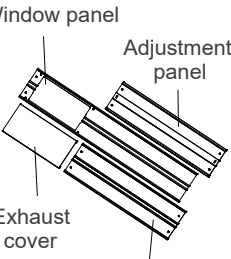
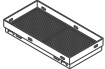


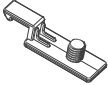



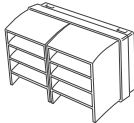
# Installation

## Tools Required

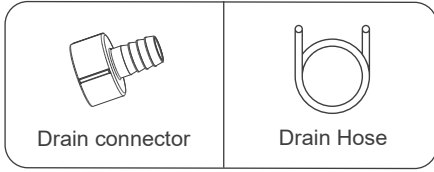
 <p>Phillips head screwdriver</p>		 <p>Saw</p>
 <p>Tape measure</p>	 <p>Scissors</p>	 <p>Pencil</p>

## Parts List

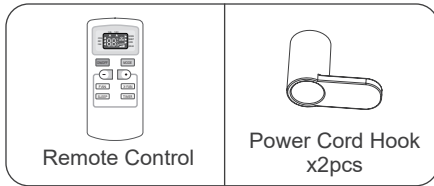
Accessory kit for window installation

 <p>Joint</p>	 <p>Exhaust Hose</p>	 <p>Rear Clip</p>	 <p>Window panel Adjustment panel Exhaust cover Extension panel</p>	
 <p>Insect Guard</p>	 <p>Screw x 4pcs</p>	 <p>Mounting Plate x 2pcs</p>		
 <p>Fixed Clip x 2pcs</p>	 <p>Bracket</p>	 <p>Foam Seal A (non adhesive)</p>	 <p>Foam Seal B (adhesive type)</p>	 <p>Rain Guard x 2pcs</p>

## Accessory kit for installing the drain hose



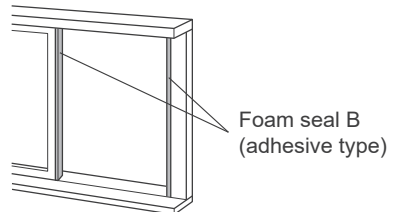
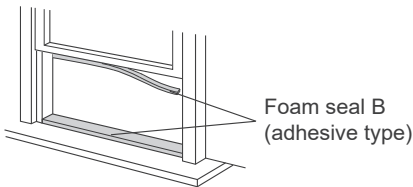
## Others



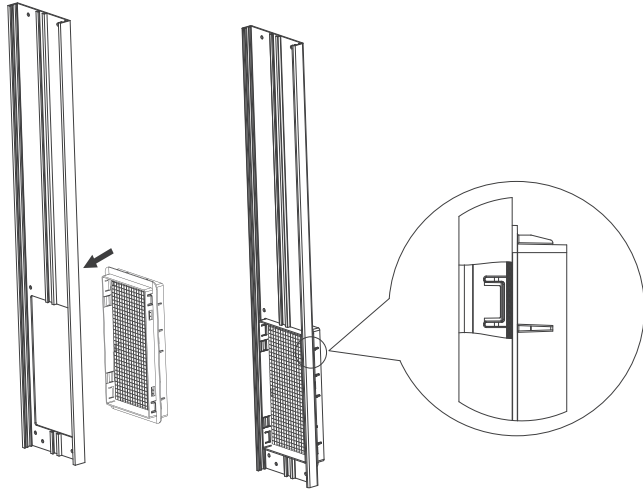
## Installing Your AC

Here are the detailed instructions for installing the window panel into sliding sash or hung windows. For certain windows, such as a casement window, you will need to improvise several steps of the installation as each specific window will be different.

1. Cut the Foam seal B (adhesive type) to the proper length and attach it to your horizontal (or vertical) sliding window.

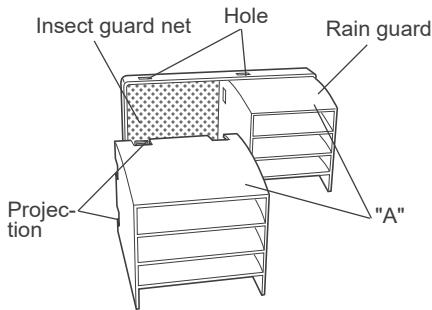


2. Attach the insect guard to the back side of the window panel. Push in to ensure that it fits securely. If you do not want to install the rain guard, skip to Step 4 below.

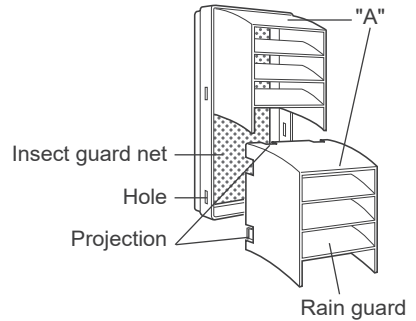


3. Optional: Install the rain guard over the insect guard to prevent rainwater from leaking into the exhaust hose.
- a. Insert the three projections on each rain guard into the holes in the insect guard. Side "A" should be at the top, as indicated in the diagram below.

*Double-hung sash window*

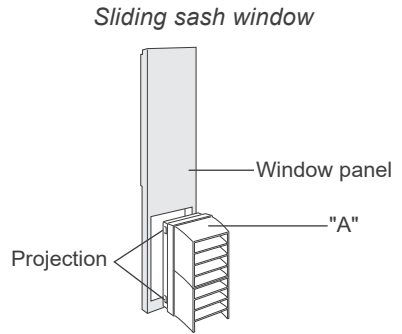
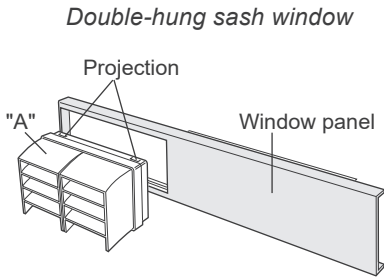


*Sliding sash window*

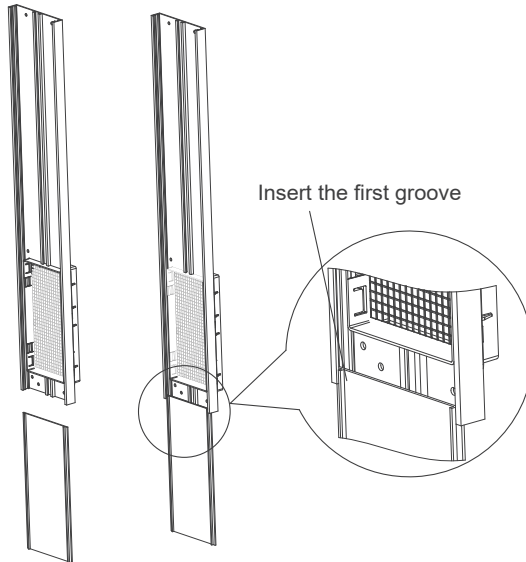




b. Insert the insect guard firmly to ensure that the four projections fit into the holes of the window panel. Make sure that Side A is on the top.



4. Slide the Exhaust Cover into the grooves of the Window Panel.

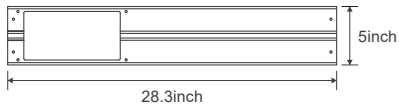


## 5. Installing the Window Panel(s)

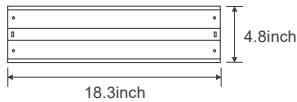
This window installation kit comes with 3 panels to adjust to your exact window size. You may not need to use all three panels. To begin, please refer to the guide below:

- If your window is less than 28 inches long you only need the window panel. You may need to saw off part of the window panel if your window is smaller than the window panel length.
- If your window is 28 to 46 inches long, you will need the window and adjustment panel. You will not need the extension panel.
- If your window is 46 to 62 inches long, you will need all three panels.
- Last, if your window is longer than 62 inches, you will need all three panels and then need to improvise to fill the remaining gap.

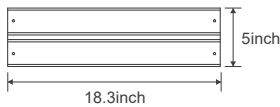
### 1 Window panel (cut if necessary)



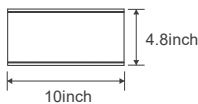
### 2 Adjustment panel



### 3 Extension panel

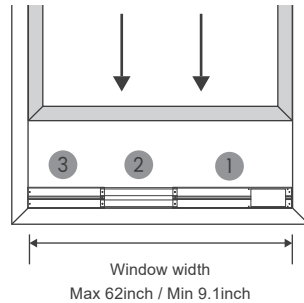


### 4 Exhaust cover

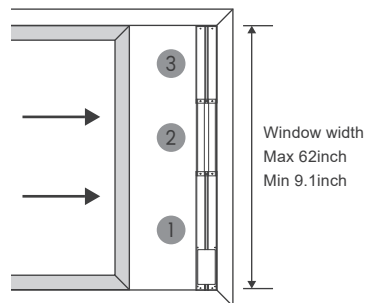


You can slide the exhaust cover to cover the hole of the window panel when the exhaust hose is removed.

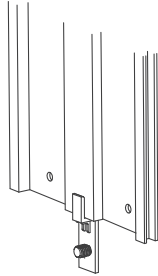
### Vertical Sliding Window



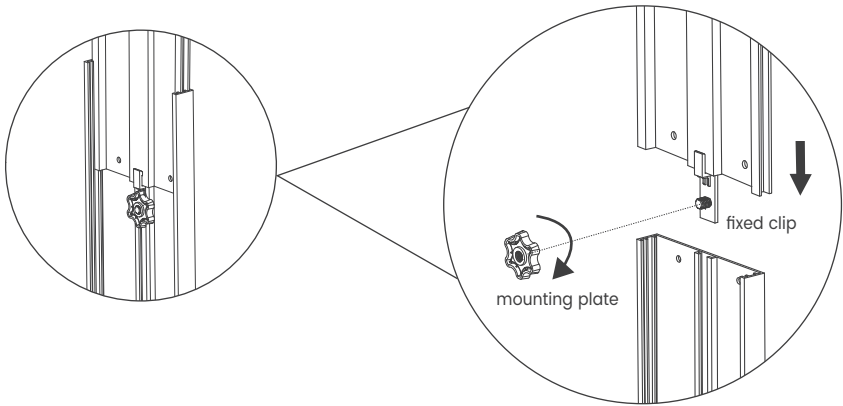
### Horizontal Sliding Window



- a. Find the adjustment panel (with two grooves on each end), and a Fixed Clip and Mounting Plate.
- b. Insert the fixed clip into the groove of the adjustment panel.

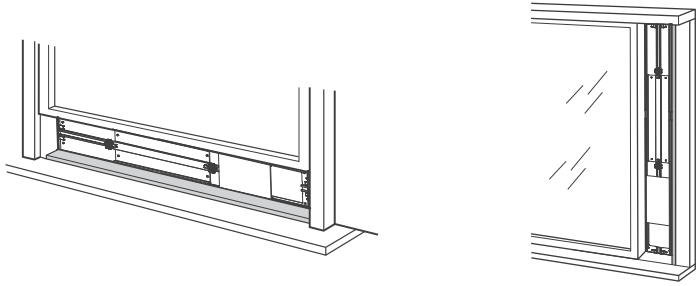


- c. Slide the fixed clip into the groove of the window panel and slide the fixed clip until there is no gap between the two panels.
- d. Screw the mounting plate into the fixed clip to secure the panels together once it is at the length of your window.

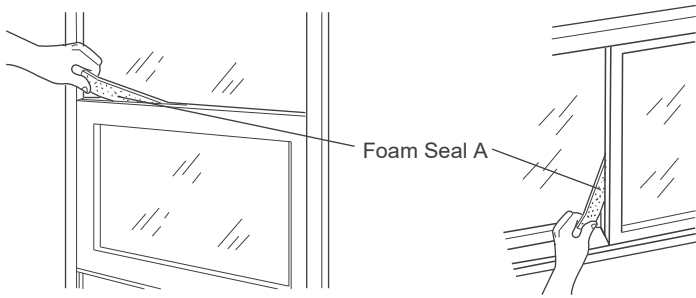


- e. If needed, follow the above steps to connect the other side of the adjustment panel to the extension panel. The total length of the panels will reach 62 inches. If your window is longer than 62 inches, you will need to improvise to fill in the gap.

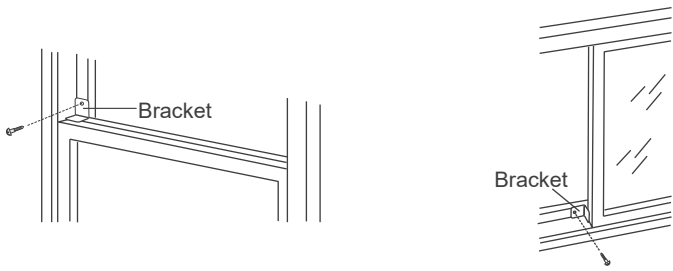
6. Insert the window panel into the window sill and close the window securely against the Window panel.



7. Stuff Foam Seal A (non adhesive) between the glass and the window to prevent air and insects from getting into the room.



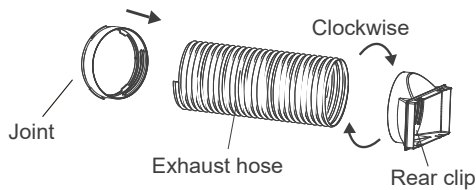
8. Optional: Attach a bracket to the window frame with a screw to prevent any gaps from opening up.



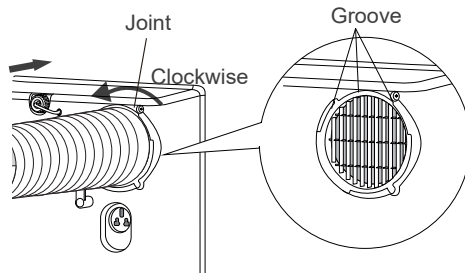
## Installing the Exhaust Hose

Please note that the exhaust hose is **REQUIRED** to use for this portable air conditioner. This TOSOT portable air conditioner (like all air conditioners) must produce heat as a byproduct of producing cool air. If you don't connect the exhaust hose your unit will exhaust this hot air into the room you are trying to cool. That won't work very well.

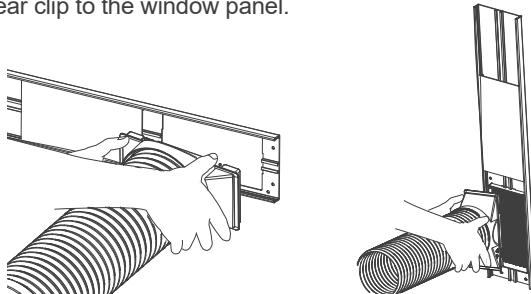
- 1) Twist the Joint and Rear clip clockwise onto the exhaust hose.



- 2) Rotate the Joint with counter clockwise into the groove on the back of the unit and extend the exhaust hose.

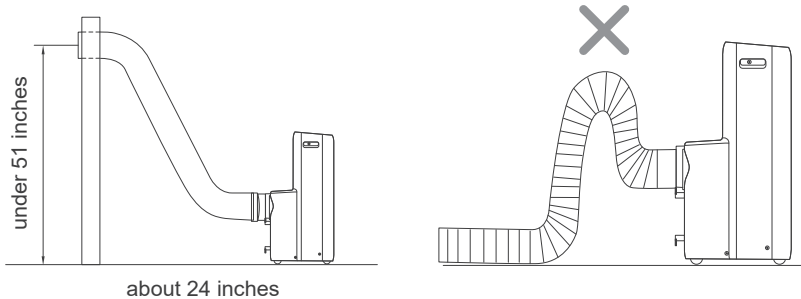


- 3) Attach the Rear clip to the window panel.



**Tips:**

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



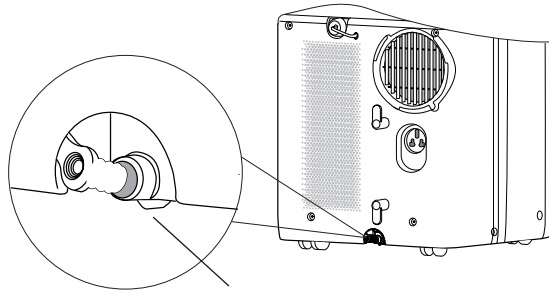
## Removing Collected Water

TOSOT portable air conditioner comes with an auto-evaporation system. The unit automatically evaporates condensation. There is no need to empty the water except in humid conditions.

### Manual Drainage

When it is filled with water, the display panel will show an H8 malfunction code to remind you to drain the water. For manual drainage, you will need to:

1. Move the unit to a suitable place for discharging water. Please keep the unit horizontal so water does not spill.
2. Remove the rubber plug from the drainage port and the collected water will drain.

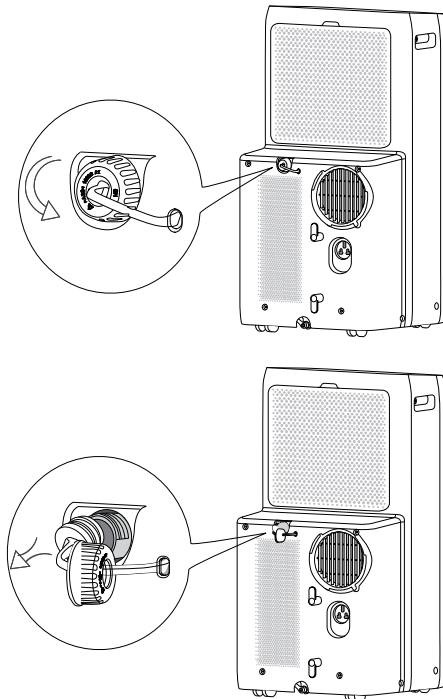


Bottom drainage port

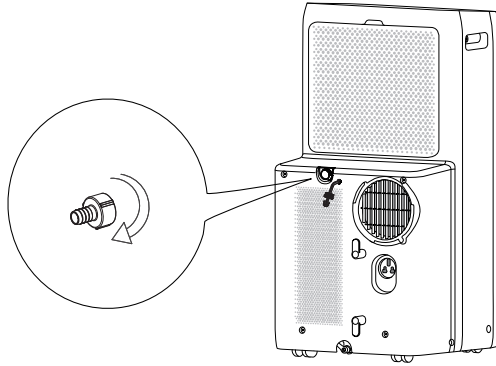
## Continuous Drainage

Water can be drained into a floor drain by attaching a drain hose (included) to the continuous drain port.

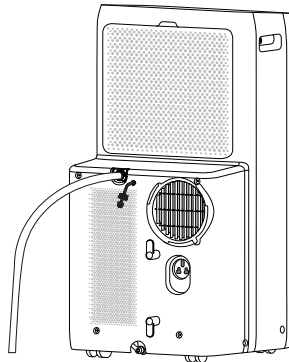
1. Remove the continuous drain cap by turning it counter clockwise, then remove the rubber plug from the spout.



2. Screw the drain connector(included) into the spout by turning clockwise.



2. Insert the drain hose into the drain connector.

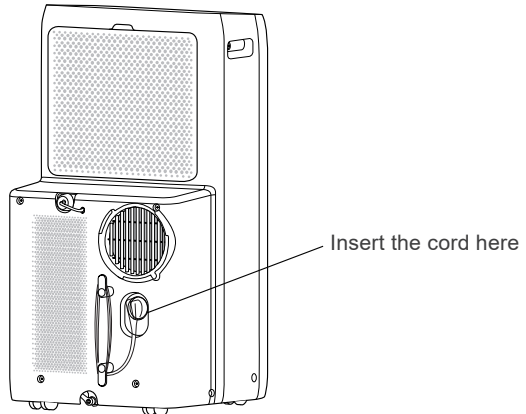
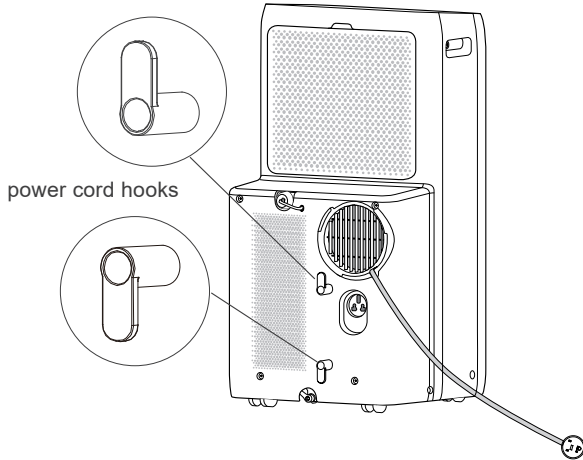


**Note:** When using the continuous drainage option make sure that the air conditioner is located on a flat, level surface and that the drain hose is directed downwards and clear of any obstructions. Placing the air conditioner on an uneven surface may result in the chassis filling with water until the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



## Installing the Power Cord Hooks

Attach the two power cord hooks on the back of the unit using the included screws and wrap the power cord around the power cord hooks when not in use.



# Cleaning and Maintenance

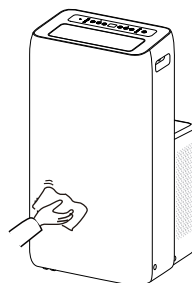
## Precautions

- Before cleaning the air conditioner, please turn off the unit and disconnect power. Otherwise, it may cause electric shock.
- Do not wash the air conditioner with water. Otherwise, it may cause electric shock.
- Do not use volatile liquid (such as thinner or gas) to clean the air conditioner. Otherwise, it may damage the appearance of the air conditioner.
- Do not use liquid or corrosive detergent, clean the appliance and do not splash water or other liquid onto it, otherwise, it may damage the plastic components, even causing electric shock.

## Cleaning outer case

If there's dust on the surface of the outer case, please use a soft cloth to wipe it.

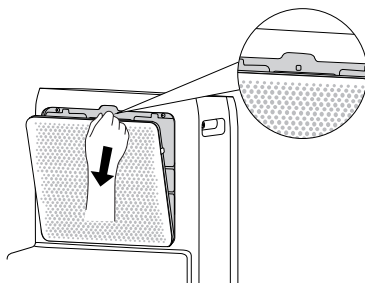
You might need to use mild detergent to do the cleaning.



## Cleaning the filter

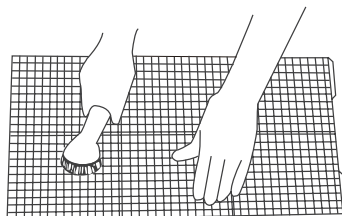
### 1. Remove the filter

Press the clasp at the back of the unit and then remove the filter.



### 2. Clean the filter

After removing, use the dust attachment of your vacuum to suck up any dirt or warm water mixed with a mild detergent. A soft bristle brush may help remove some dirt if needed.



### 3. Reinstall the filter

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

#### **Note:**

- 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

### **Offseason checklist**

1. Make sure there's no accumulated water in the chassis. For detailed instruction, please refer to the "Removing Collected Water" part on page 19.
2. The exhaust hose is disassembled.
3. Pull out the plug and wrap the power cord.
4. Clean the outer case and filter, then pack it well to prevent dust.

### **Preseason checklist**

1. Check whether air inlets and air outlets are blocked.
2. Check whether plug and socket are in good condition.
3. Check whether the filter is clean.
4. Check whether batteries are installed in the remote control.
5. Check whether the joint, window bracket and exhaust hose are installed tightly.
6. Check whether the exhaust hose is damaged.

# Troubleshooting

Issues	Self check	Possible solutions
Air conditioner can't operate	Whether the unit is restarted up after stopping immediately?	The unit is experiencing the 3-Minute Compressor Protection. Wait for 3min, and then turn on the unit again. For a detailed explanation, please refer to the answers below the diagram.
	Is plug loose?	Reinsert the plug.
	Power failure?	Wait after power recovery.
Poor cooling	Is the power too low?	Wait after voltage is resumed.
	Whether the air filter is too dirty?	Clean the air filter.
	Whether the set temperature is proper?	Adjust the temperature.
	Whether door and window are closed?	Close door and window.
Air conditioner can't receive signals from remote control or remote control is not sensible.	Whether the unit is interfered seriously (such as static pressure, unstable voltage)?	Please pull out the plug. Insert the plug after about 3min, and then turn on the unit.
	Whether remote control is within the receiving range?	The receiving range of remote control is 25 feet. Do not exceed this range.
	Whether it's blocked by obstacles?	Remove the obstacles.
	Is sensitivity of remote control low?	Check the batteries of the remote control. If the power is low, please replace the batteries.
	Whether there's a fluorescence lamp in the room?	Move the remote control close to the air conditioner.

Issues	Self check	Possible solutions
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

### What is 3-Minute Compressor Protection?

All TOSOT Air Conditioners have a 3-Minute Compressor Protection feature to help extend the lifespan of your unit. You may notice this happening when the unit is not blowing cold air or you can't hear the sound of the compressor. Below are some situations where the 3-Minute Protection Mode will be activated:

- A. Your unit just experienced a power outage. The compressor will restart again after 3 minutes.
- B. After you switch from the fan or dry mode to the cooling mode, there is a 3-minute delay before the compressor starts up.
- C. If the unit is powered on, then powered off, then powered on again within a 3-minute period, there will be a 3-minute delay before the compressor starts again.
- D. If the ambient room temperature is lower than the set temperature on your control panel, the compressor will power off for 3 minutes and restart once the ambient room temperature rises above the set temperature again.

# Malfunction Codes

Error code	Possible causes	Trouble shooting
F0	Refrigerant leakage	Please contact the manufacture for help.
F1	Ambient temperature sensor malfunction	
F2	Evaporator temperature sensor malfunction	
F4	Exhaust hose temperature sensor malfunction	
H3, E8	Overload malfunction	<ol style="list-style-type: none"> <li>1. Check if the unit is under a high-temperature and high-humidity environment; restart the unit after the ambient temperature drops to 95°F (35°C) below.</li> <li>2. Check if the evaporator and condenser are blocked.</li> </ol> If the malfunction codes still occur, please contact the manufacturer for help.
H8	Chassis is full of water	Please refer to the "Removing Collected Water" part on page 19. If "H8" still exists, please contact the manufacturer.

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 details.

### 2. Additional 6-Month warranty extension:

You can get a 6-month warranty extension by registering your new product at [www.tosotdirect.com/extend](http://www.tosotdirect.com/extend).

## Customer Support

Questions? We are here to help

✉ [support@tosotdirect.com](mailto:support@tosotdirect.com)

🌐 [www.tosotdirect.com](http://www.tosotdirect.com)



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