



Portable Air Conditioner

Cortina

Use and Care Manual



Thank you very much for selecting this new model of Portable Air Conditioner from Wood's, please read this Use and Care Manual carefully before installing and using this appliance. Please keep this Use and Care Manual properly for future reference.

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The refrigerant used in portable air conditioner is the environmentally friendly hydrocarbon R290. This refrigerant is odorless, and compared to the alternative refrigerant, the R290 is an ozone-free refrigerant.

Please read the instructions before use and repair.

The drawings provided in this manual may not be the same as the physical objects. Please refer to the physical objects.

Model: Cortina G

Safety Instructions

Warning

- Do not use means to accelerate the defrosting process or to clean, other than those recommended by the manufacturer.
- The appliance shall be stored in a room without continuously operating ignition sources (for example: open flames, an operating gas appliance or an operating electric heater.)
- Do not pierce or burn.
- Be aware that refrigerants may not contain an odour.
- Appliance shall be installed, operated and stored in a room with a floor area larger than 12.5 m².
- Keep any required ventilation openings clear of obstruction.
- Servicing shall be performed only as recommended by the manufacturer.
- The appliance shall be stored in a well-ventilated area where the room size corresponds to the room area as specified for operation.
- Any person who is involved with working on or breaking into a refrigerant circuit should hold a current valid certificate from an industry-accredited assessment authority, which authorises their competence to handle refrigerants safely in accordance with an industry recognised assessment specification.
- Servicing shall only be performed as recommended by the equipment manufacturer. Maintenance and repair requiring the assistance of other skilled personnel shall be carried out under the supervision of the person competent in the use of flammable refrigerants.
- All working procedure that affects safety means shall only be carried by competent persons.
- Be careful not to bump when moving to avoid leakage in the refrigeration line.



Flammable material. This appliance contains R290/Propane a flammable refrigerant



Refer operators manual



Read technical manual



Read operators manual

The maximum dosage of refrigerant is 260g.

Notes:

- The air conditioning is only suitable for indoor use, and is not suitable for other applications.
- Follow local grid interconnection rules while installing the air conditioning and ensure that it is properly grounded. If you have any question on electrical installation, follow the instructions of the manufacturer, and if necessary, ask a professional electrician to install it.
- Place the machine in a flat and dry place and keep a distance of above 50cm between the machine and the surrounding objects or walls.

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- After the air conditioning is installed, ensure that the power plug is intact and firmly plugged into the power outlet, and place the power cord orderly to prevent someone from being tripped or pulling out the plug.
 - Do not put any object into the air inlet and outlet of the air conditioning. Keep the air inlet and outlet free from obstructions.
 - When drainage pipes are installed, ensure that the drainage pipes are properly connected, and are not distorted or bended.
 - While adjusting the upper and lower wind-guide strips of the air outlet, pluck it with hands gently to avoid damaging wind-guide strips.
 - When moving the machine, make sure that it is in an upright position.
 - The machine should stay away from gasoline, flammable gas, stoves and other heat sources.
 - Don't disassemble, overhaul and modify the machine arbitrarily, otherwise it will cause a machine malfunction or even bring harm to persons and properties. To avoid danger, if a machine failure occurs, ask the manufacturer or professionals to repair it.
 - Do not install and use the air conditioning in the bathroom or other humid environments.
 - Do not pull the plug to turn off the machine.
 - Do not place cups or other objects on the body to prevent water or other liquids from spilling into the air conditioning.
 - Do not use insecticide sprays or other flammable substances near the air conditioning.
 - Do not wipe or wash the air conditioning with chemical solvents such as gasoline and alcohol. When you need to clean the air conditioning, you must disconnect the power supply, and clean it with a half-wet soft cloth. If the machine is really dirty, scrub with a mild detergent.
 - The appliance can be used by children aged from 8 years and above and persons with reduced physical, sensory or mental capabilities if they have been given supervision or instruction concerning use of the appliance in a safe way and understand the hazards involved. Children shall not play with the appliance. Cleaning and maintenance shall not be made by children without supervision.
 - If the supply cord is damaged, it must be replaced by the manufacturer, its service agent or similarly qualified persons in order to avoid a hazard.
 - The appliance shall be installed in accordance with national wiring regulations.

Transportation, marking and storage for units

1. Transport of equipment containing flammable refrigerants
Compliance with the transport regulations
2. Marking of equipment using signs
Compliance with local regulations
3. Disposal of equipment using flammable refrigerants
Compliance with national regulations
4. Storage of equipment/appliances
The storage of equipment should be in accordance with the manufacturer's instructions.
5. Storage of packed (unsold) equipment

Storage package protection should be constructed such that mechanical damage to the equipment inside the package will not cause a leak of the refrigerant charge.

The maximum number of pieces of equipment permitted to be stored together will be determined by local regulations.

The appliance shall be stored so as to prevent mechanical damage from occurring

Remark:

The best operating ambient temperature for cooling is 17-35 °C, and the optimum ambient temperature for heating is 8-25 °C.

Fuse Parameter: ϕ 5.0x20mm 3.15A,250Vac.

Appliance is filled with flammable gas R290, and the maximum charge of refrigerant is 260g.

GWP value of R290refrigerant is 3.

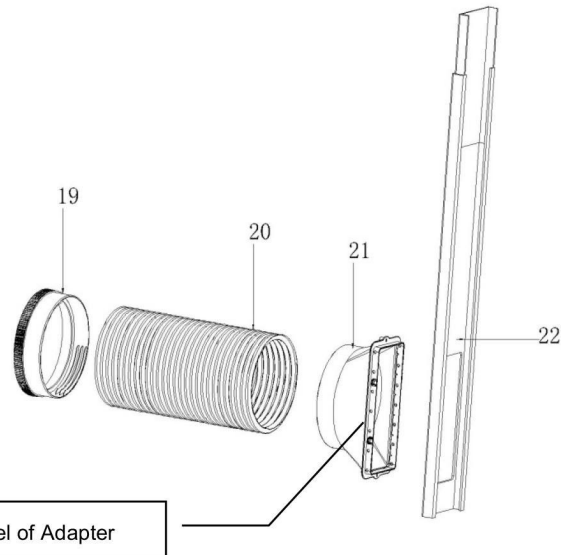
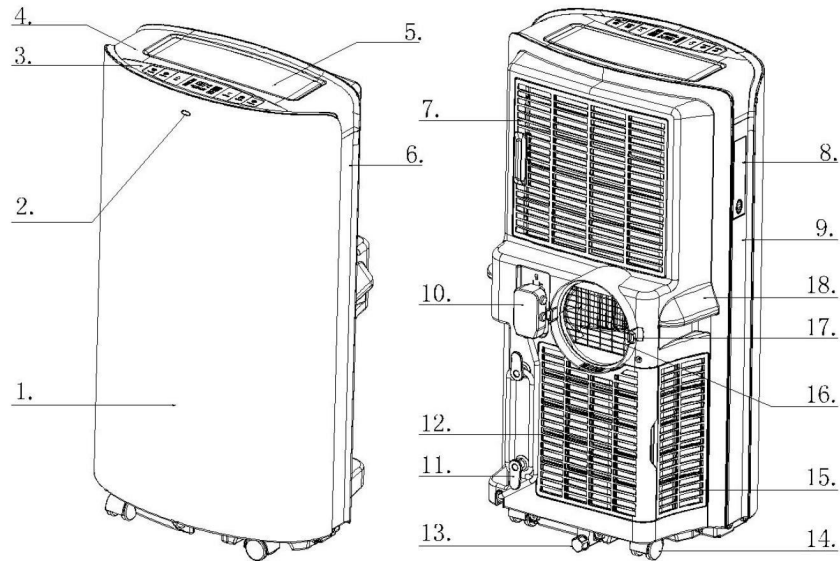
Any repairs you need, contact the nearest authorized Service Centre and strictly follow manufacturer's instruction only.

Features and Identification of Parts

1. Features

- New appearance with compact design, more luxury and upscale.
- Remote control & Panel control with LCD display and touch screen makes your operation more accessible.
- The unit is with cooling, fan, dehumidifying, and sleep functions.
- Air outlet is upwards, auto swing of horizontal louver and cover air outlet window when stop working, to avoid dust into unit, vertical louvers can be manually adjusted.
- Humanized built-in remote-control compartment, easy storage.
- Handles with cut-point design, make the whole unit more humanized.
- Power cord holder and universal socket can well protect the power cord.
- High position of exhaust air outlet, easy assembly and venting quickly.
- Intelligent, environmental-friendly and energy saving with self-evaporative cooling system.
- 24-hour Timer function, unique on/off reminding music.
- 3-minute delay re-starting protection to compressor and other multiple protection functions.

2. Identification of Parts

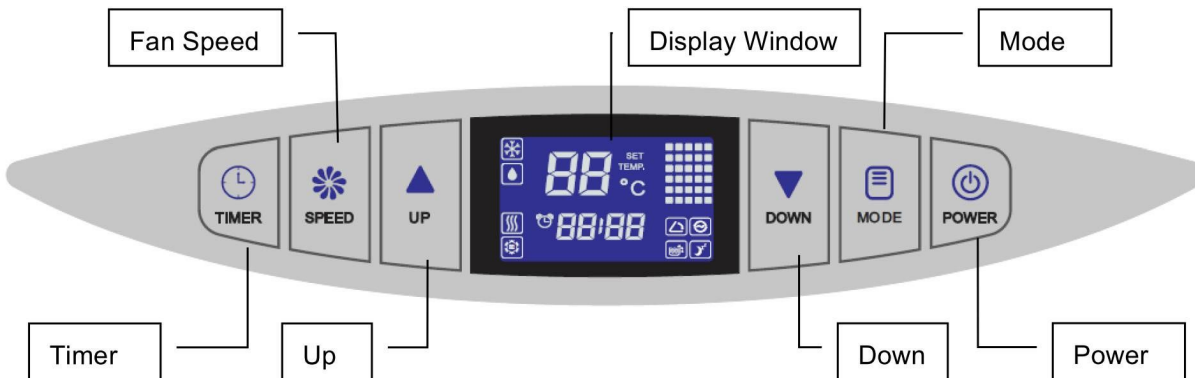


- | | |
|--|---|
| 1. Front panel | 12. Lower filter assembly of back panel |
| 2. Remote control receiving window | 13. Drain cover |
| 3. Control panel | 14. Universal wheel |
| 4. Top panel | 15. Filter assembly of side panel |
| 5. Horizontal louver | 16. Protective grid |
| 6. Right decoration board | 17. Fastener |
| 7. Upper filter assembly of back panel | 18. Handle |
| 8. Remote control compartment | 19. Round connector of exhaust hose |
| 9. Left decoration board | 20. Exhaust hose |
| 10. Power cord with plug | 21. Adapter of exhaust hose |
| 11. Winding-pillar | 22. Window kits |

Operations and Settings

1. Control Panel

This section explains proper mobile air conditioner operation.



2. Control Panel Operation

This unit is with Cooling, Heating, Dehumidifying, Fan and Energy Conversation & Sleep modes operations.

- 1) Energize the Unit: Plug in and all icons in LCD display window will light up for 2 seconds and reminding music will be on, then LCD display window will show ambient temperature with range 5 - 35°C (41-95°F), unit is standby for operation.



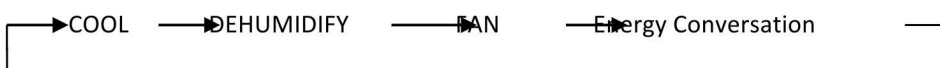
- 2) **POWER**: Touch this key to turn on the unit, reminding music is sounded, and unit runs under cooling mode automatically with set temperature 22°C(72°F), fan runs in medium speed. Touch this key again, unit will be off and reminding music will sound.

A. When unit is on, LCD display window will show ambient temperature, fan starts running and air outlet window will open automatically.

B. When unit is off, all parts stop working, air outlet window will close automatically.







- 3) **MODE**: Touch this key to switch and select unit working mode you want, all modes turn as below for your confirmation.



Operating Modes	COOL		Temperature Setting Range	16°C--30°C (60°F--86°F)
	DEHUMIDIFY		-----	-----
	FAN		-----	-----
	Energy Conversation		Temperature Setting Range	16°C--30°C (60°F--86°F)





4)  and :



A. Touch  or  to increase or decrease the temperature 1°C or 1°F by pressing once.

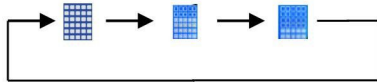
B. Touch  or  over 2 seconds to continuously increase or decrease the temperature number by 0.5 second interval, temperature setting range is 16~30°C/60~86°F.



C. Touch  and  together in same time to convert Celsius degrees and Fahrenheit degrees. (°C↔°F transition).

D. Touch  or  in TIMER status to adjust time setting.

5) : touch this key to change fan running speed to High speed 、Medium speed  or Low speed. .


A. Under COOL  and FAN  modes, fan running speed can be adjusted by below order,








B. Under TRY  mode, fan will be forced to run at low speed , temperature can't be adjusted.



C. Fan speed will be unchanged if unit operated between COOL and Fan modes, that means if fan running at low speed under FAN mode, the fan speed will keep same when unit changed to COOL mode; if fan running at high speed under COOL mode, it would keep same when unit changed to FAN mode.

D. Fan will be forced running at low speed under Dehumidify and Sleep modes and fan speed can't be adjusted.




6) : Touch this key to set unit auto turn-on /turn-off time, to check or cancel time setting.

A. This unit is designed with 24-hour timer,  first two digits are for hours 00-24, and last two digits are for minutes 00-60. You can increase or decrease half an hour each time by touching  or  to finish hour and minute setting.





B. You can set unit AUTO OFF time when it is running. Or set unit AUTO ON time when unit is standby. Once timer setting is OK,  will be lighting till the time you set is over and  will be off.



C. You can touch  again to re-set time when TIMER function is on. The TIMER is subject to the final time setting. And TIMER would be ineffective and  would be off if any operation from control panel or remote control to turn on or turn off the unit.

 + : Start SLEEP Function by touching  +  in the same time under COOL or HEAT mode,  in



LCD screen will be on; re-touch  +  to stop "Sleep" function,  will be off. Sleep function will be

ineffective under FAN or DEHUMIDIFY mode.

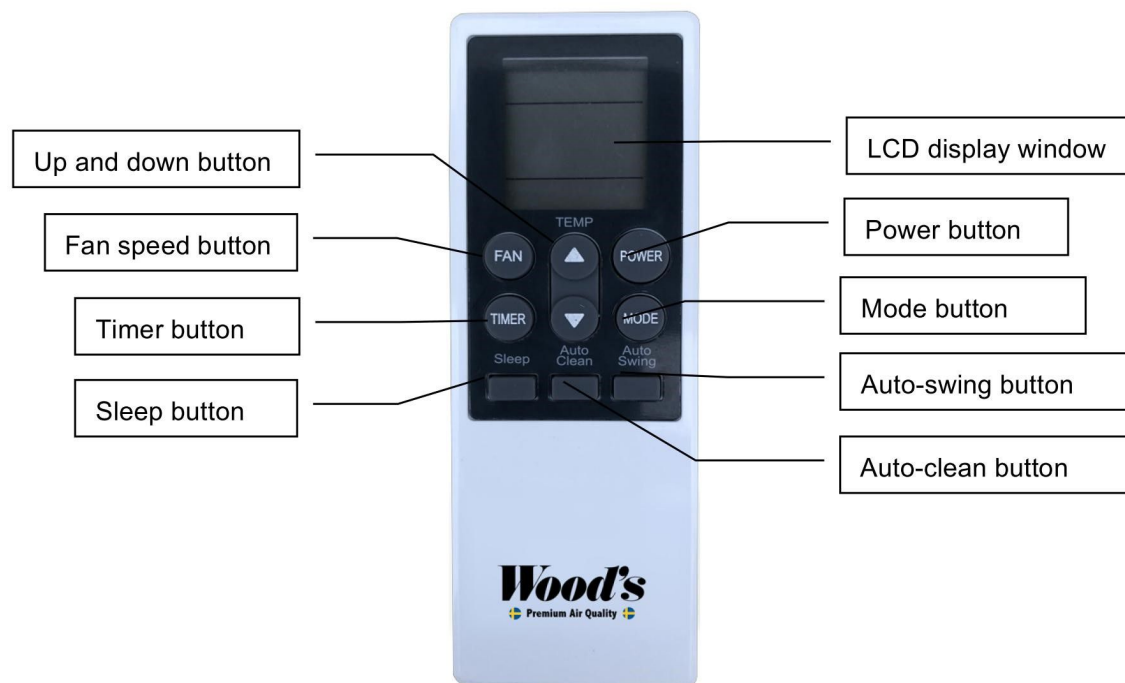
- 7) : Turn on or turn off Auto-Swing by touching . Horizontal louvers will swing automatically when unit starts working, touch  together to turn off auto-swing,  in LCD screen will be off.



Re-touch  together to turn on auto-swing,  in LCD screen will be on again.

8) Other functions

- A. Energy saving: Background light in LCD screen will light up for 10 seconds then automatically off if you touch any key when unit is energized or background light is off.
- B. Auto-clean : Unit will start  and keep three minutes before off under COOL, DEHUMIDIFY modes.
- C. Energy Conversation: Low energy consumption under Energy Conversation mode.

3. Remote Control Operation



1. Power: Press this button to start the unit when it is energized or stop the unit when it is in operation.
2. Mode: Press this button to select operation mode.
3. : Press this button to increase room temperature and timer setting.
4. : Press this button to decrease room temperature and timer setting.
5. Fan: Press this button to select fan speed in sequence: Low → Medium → High.
6. Auto-Swing: Press this button to turn on or turn off auto-swing function.
7. Sleep: Press this button to select or cancel sleep mode (only effective under cooling operation or energy

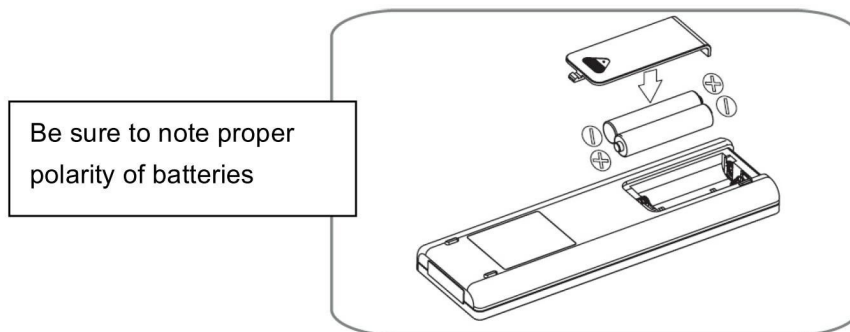
conversation modes).

8. Timer: press this button to set AUTO-ON and AUTO-OFF time. Time can be adjusted between 0.5-24 hours. It jumps by 0.5 hour interval within 5 hours, and 1 hour interval over 5 hours, set time will flash 5 times on screen then confirm the setting.

Before using your remote, install the AAA batteries into remote control.

- 1) Press and glide the battery cover on the back of the remote control, then you can remove the cover.
- 2) Insert two new alkaline AAA batteries into the battery compartment, being sure to note the proper polarity.

Reattach the battery cover, making sure the locking tab clicks into place.



Notes:

- Use alkaline batteries only. Do not use rechargeable batteries.
- When replace batteries, always replace both batteries with new batteries, do not mix old and new batteries.
- If the air conditioner will not be used for an extended period of time, remove the batteries from the remote control.

4. Remote Control Storage

- 1) Insert remote controller into built-in compartment in left side of unit, and push it gently for closure.
- 2) Press the lower part of built-in compartment gently to open it and take out remote controller.

Note: In order to avoid losing the remote control, please put the remote control inside of the storage place when you not use it.

WARNING

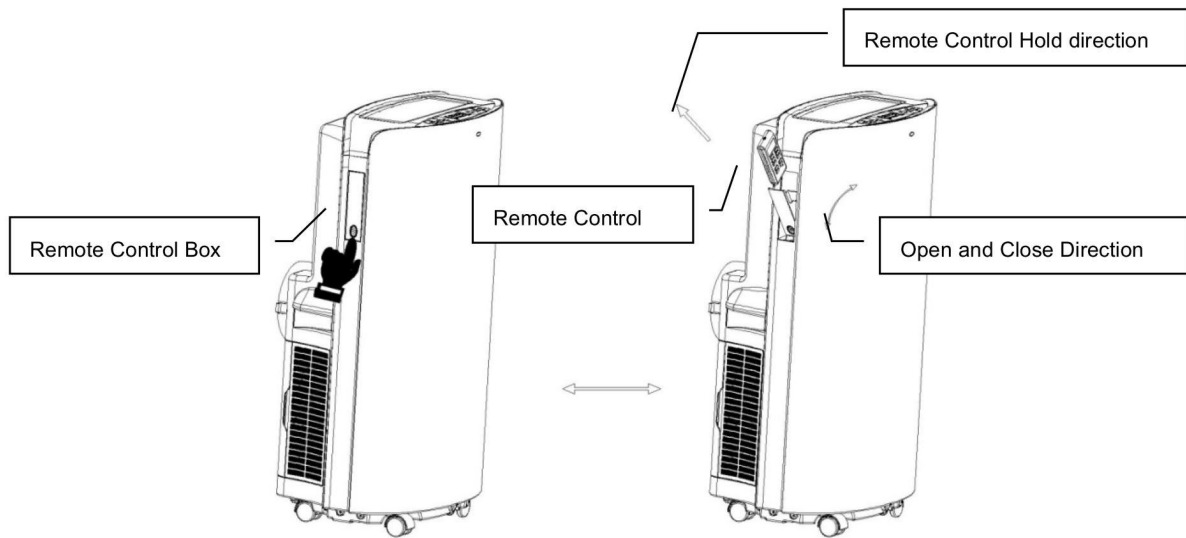
If the liquid from the batteries gets onto your skin or clothes, wash it well with clean water, do not use the remote control if the batteries have any leakage.

If you eat the liquid from the batteries, brush your teeth and see doctor. The chemicals in batteries could cause burns or other health hazards.

Installation & Adjustment

Remote Control Placement

1. Insert remote control into built-in compartment in left side of unit, and push it gently for closure.
2. Press the lower part of built-in compartment gently to open it and take our the remote control.

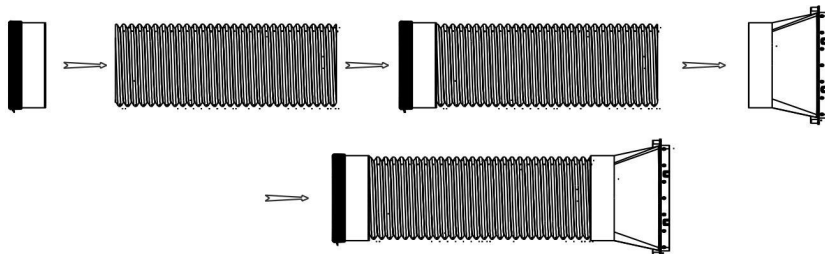


1. Installation

Notes:

- Keep this mobile air-conditioner in upright position at least 2 hours before first installation.
- This air-conditioner may be moved indoor conveniently; keep the unit in upright position while moving it. The air-conditioner shall be placed at flat surface.
- Do not install or operate this air-conditioner in bathroom or other wet environments.

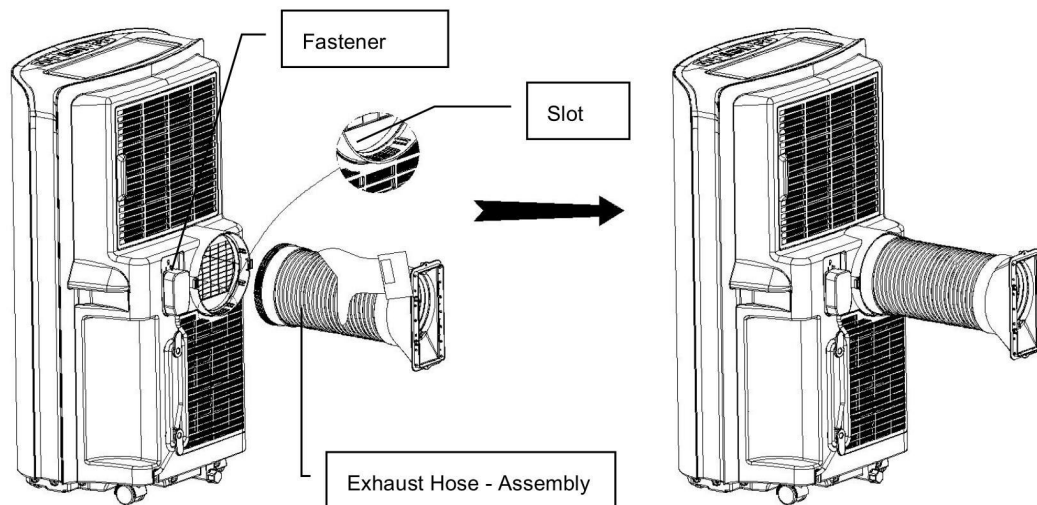
1) Installation of exhaust hose assembly and its adapter.



- A. Take out the exhaust hose and its connector and adapter, to remove the plastic bag.
- B. Extend one end of exhaust hose, screw the end without slot of round connector onto it with anticlockwise direction at least 3 laps.
- C. Extend another end of exhaust hose, screw the adapter onto it with anticlockwise direction at least 3 laps.

Note: Screw round connector and adapter into right position, at least 3 laps, to keep good connection of exhaust hose assembly.

2) Installation of exhaust hose assembly to main unit.

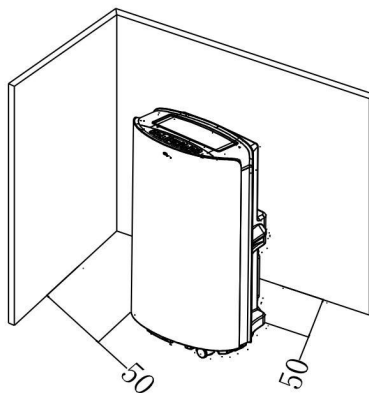


Put front end of exhaust hose assembly onto jugged position of exhaust air outlet at back panel, fasteners will lock the exhaust hose assembly.

Note:

- Keep exhaust hose connected in good position.

- A. Move the unit with the exhaust hose assembly installed in front of window and keep the unit at least 50cm away from the walls or other objects.



Note:

- Slide the adapter downwards and assure adapter installed in good position.
- Assure the slant panel direction to match seal-plate direction.
- Exhaust hose cannot be bent or with flexure higher than 45°, in order to keep good ventilation of exhaust hose.

Important notes:

The exhaust hose is 280mm-1500mm long and this length is determined based on the specification of the

air-conditioner (s). Do not use prolonged the hose or replace it with other different hoses as this may affect the functions of the air-conditioner. The exhaust hose must be smooth or it may lead air-conditioner overheat and damage.

Drainage Instruction

1. Manual drainage:

- 1) Once the unit shuts down upon water-full, turn off the unit and then unplug.
- 2) Put the tray below the water outlet at the back of the unit.
- 3) Screw off the drain cover unplug the water stopper for water flow into the tray.
- 4) Plug in stopper and screw the drain cover tightly onto water outlet after drainage.

Notes:

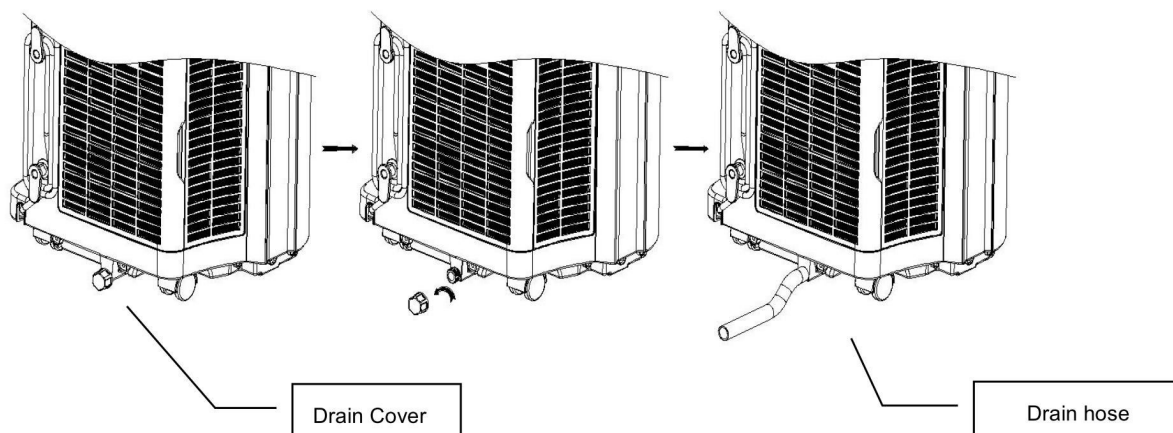
- Protect the drain cover and water stopper properly.
- Move the unit carefully to avoid the leakage it is necessary.
- Tilt the unit slightly backwards when draining.
- Block the drain hole as soon as possible before the tray is full if it cannot hold all water in the unit to prevent the water leakage and wet the floor or carpet.
- Water stopper and drain cover must be tightly installed, to avoid new condensate to wet the floor or carpet when the unit re-starts working.

2. Continuous drainage

- 1) Screw off the drain-cover & unplug the water stopper.
- 2) Connect drain-hole with $\phi 12\text{mm}$ drain hose, as deep as possible to avoid leakage.
- 3) Pull the drain hose to bathroom or outdoor.

Notes:

- Drain hose must be installed when there's no water in the tray.
- It is suggested that not to use continuous drainage when unit is in COOL mode, to ensure enough water recycle in the unit to enhance the system cooling effects.
- Put the drain hose in an inaccessible place, not higher than drainage hole and keep drain hose straight without any flexure.
- Keep the drain cover and its stopper properly when continuous drainage is adopted.



Multiple protection functions

1. Anti-frozen protection function

Under COOL mode, when the compressor continuously runs over 10 minutes, if tube temperature is $\leq 2^{\circ}\text{C}/36^{\circ}\text{F}$ for 20 seconds, the anti-frozen protection function will be on, E4 will be shown on LCD display, compressor and water wheel motor will stop working, but upper fan remains running; If tube temperature $\geq 8^{\circ}\text{C}/46^{\circ}\text{F}$, the unit will stop anti-frozen protection and recover to the original working condition. Compressor will re-start working with 3 minutes delay for protection.

2. Water-full safety alarm and shut –off protection function

When the water volume exceeds its alarm level in chassis, warning sounds automatically and water-full icon



is lighting in LCD display, you need to drain the condensate and re-start the unit.(For more information about how to drain, refer to the “Drainage Instruction” please). If the unit is not shut down manually, the unit will recover to the original operating status automatically once the water is fully drained. Or connect the power to re-start the unit again.

3. Delay protection function of compressor

This unit offers restart protection to compressor. Except that the compressor may start immediately when the unit is energized first time, there is 3-minute delay re-start protection after compressor is shut down.

Maintenance and Service

Note: Be sure to turn off the unit and pull out the plug before maintain or send to service center.

1. Surface cleaning

- 1) Clean the unit surface with wet soft cloth and do not use chemical solvents such as alcohol and gasoline to avoid any damage to unit.
- 2) Clean the dirty air outlet or louvers with wet soft cloth and detergent.
- 3) Any chemical solvent is prohibited to use for unit cleaning or put such things near the unit for a long time.
- 4) Any thinner, alcohol-glazer or other similar solvents is prohibited for unit cleaning.

2. Filter cleaning

Clean the filter once every two weeks, or it would influence the unit function if filter clogged with dust.

1) How to clean filter

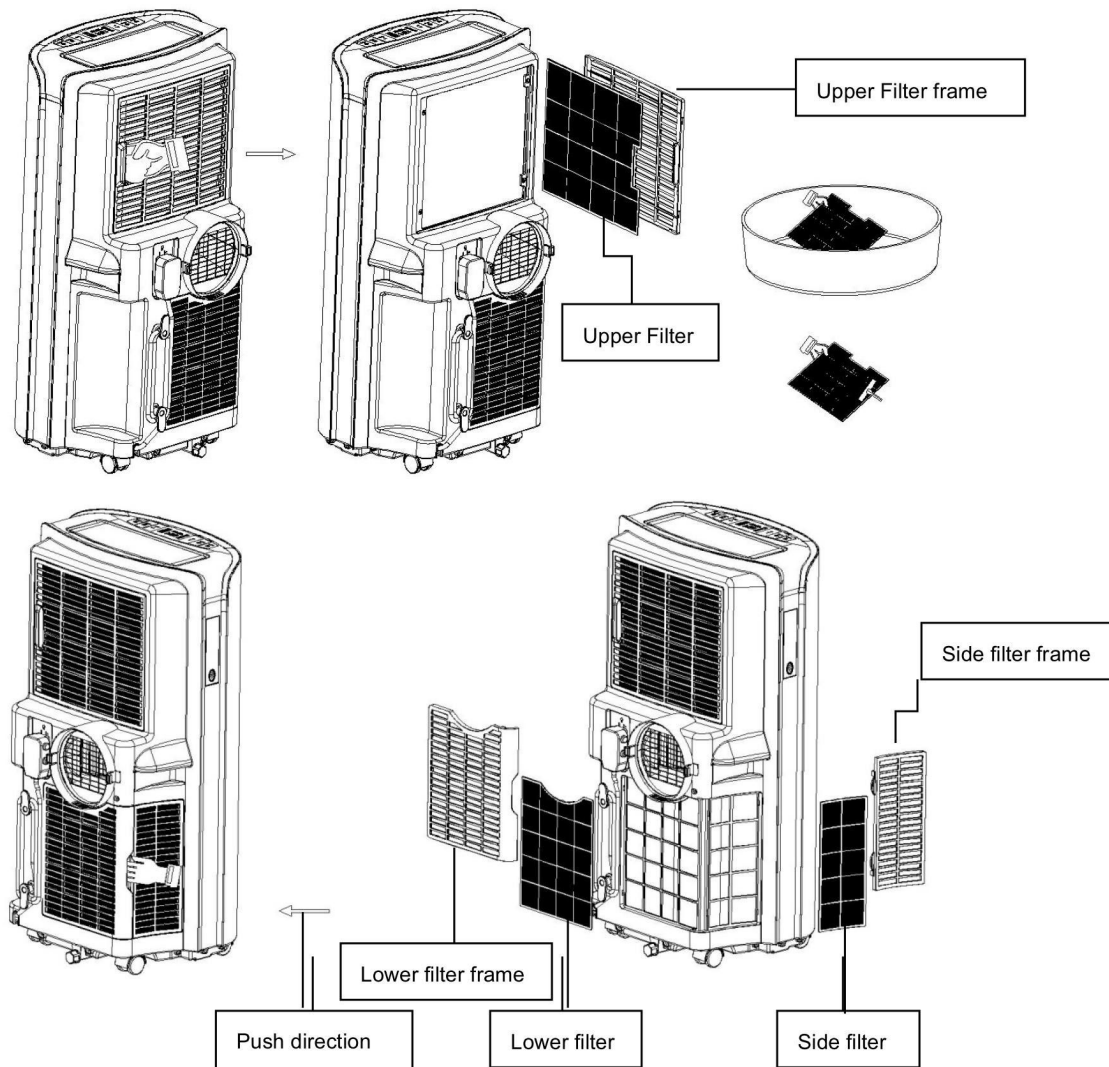
- A. Grip the filter handle and pull it out gently in correct direction.
- B. Clean the dirty particles in filter by cleaner if it is necessary.
- C. Immerse and wash the filter gently into warm water (about 40°C) mixed with neutral cleaner, and then rinse and dry them thoroughly in the shade.

Notes:

- Pull out the filter gently.
- Removal of filter at back panel is at priority then for the filter at side panel, to avoid any twist or damage to

filter.

- Do not squash the mesh.
- Do not hit the mesh with sharp objects or brush.



3. Installation of the filter

Aim the end of the filter toward slot then push filter gently into slot.

Notes:

- Be sure to install the filter to side panel then for the filter to back panel.
- Install the filter with opposite direction of removal.
- Install the filter into place gently to avoid any damage to filter.

4. End of Season Storage

- 1) Screw off the drain cover and pull out the stopper to drain condensate water completely. (Note: the tilt angle of the unit must be $\leq 30^\circ$)
- 2) Keep unit running in fan mode for half day to dry inside of unit completely to prevent from going moldy.

- 3) Turn off the unit, pull out plug then wrap the power cord around the wire-winding pillar, insert the plug into the universal fixing hole at the back panel of the unit, install the water stopper and drain cover.
- 4) Remove the heat exhaust hose assembly, clean and keep it properly.

Notes:

- Hold the exhaust hose assembly with both hands when removal.
 - Push the fasteners aside on exhaust air outlet using your thumbs, then pull out exhaust hose assembly.
- 5) Pack the air-conditioner properly with soft plastic bag and put it in dry place with appropriate dust-proof measures, and keep the unit away from children.
 - 6) Take out the batteries from the remote control and keep it properly.

Note:


Assure the unit is stored in a dry place. All accessories of the unit shall be protected together properly.

Troubleshooting

Please check the unit and suggestions below before asking for professional service, but never dismantle or repair the unit by yourself, it may cause harm to you and your property.

If problems not listed in the table occur or recommended solutions do not work, please contact the professional service organization.

Trouble	Cause	Remedy
The unit fails to start up	Power supply failure	Connect the unit to a live socket and turn it on.
	Water-full and its icon lighting	Drain the water stored in the unit.
	Ambient temperature too low or low high	It is recommended to use this unit between 8-35°C
	The room temperature is lower than the set temperature in cooling mode or higher temperature in heating mode	Change the set temperature
Bad cooling effects	There is direct sunlight	Close the window curtain
	The doors and windows are open, the room is crowded or there are other heat sources	Close the door and window, remove other heat sources, and add new air-conditioners
	Dirty filter	Clean or replace the filter mesh
	Air inlet or air outlet clogged	Remove the obstruction
High noise level	The unit is being placed at uneven surface.	Put the unit at a flat and firm place (may reduce noise)
The compressor does not work	Initiation of overheat protection.	Wait until the temperature decrease, the unit will re-start automatically
The remote control does not work	Too long distance	Bring the remote control close to the air-conditioner and ensure aims at signal receptor on unit.
	The remote control didn't aim at signal receptor on unit.	
	The batteries have no electricity	Replace the batteries

"CH01" code displays	Room temperature sensor failure	Check the room temperature sensor and related circuits
"CH02" code displays	Tube temperature sensor failure	Check the tube temperature sensor and related circuits
"E4" code displays	Anti-freeze protection	Restore the functions automatically once anti-freeze protection is over.
 Displays	Water tank in chassis is full	Drain the condensate and re-start the unit

Guarantees and service

2 year warranty against manufacturing defects. The guarantee is only valid against presentation of the receipt. For all service and warranty issues, you should first contact your dealer

Cooling capacity: 3.500 W

Power consumption: 1.310 W

Air flow: 430m³ / h

Energy class: A

Noise level: 52 db (new standards)

Dehumidification: 33 L / 24h

24 hour timer

EER: 2.6

Drain hose length: 1,50m

Diameter of the drain hose: 14mm

Refrigerant gas: R290 / 260g

Dimensions: 880x540x400

Net weight: 33 kg



Correct Disposal of this product

This marking indicates that the product should not be disposed with other household wastes. To prevent possible harm to the environment or human health from uncontrolled waste disposal, recycle it responsibly to promote the sustainable reuse of material resources. To return your used device, please use the return and collection systems or contact the retailer where the product was purchased. They can take this product for environmentally safe recycling.