

# Residential Split System Air Conditioners and Heat Pumps DEALER SETUP CHECKLIST

Remove from literature packet and place in customer file at dealership.

NOTE: Read the entire installation instruction manual before starting the installations.

Check equipment for shipping damage. Note damages: \_\_\_\_\_

- \_\_\_\_\_ Locate and level the unit. See Installation Instructions under Install on a Solid, Level Mounting Pad and Clearance Requirement sections.
- \_\_\_\_\_ Elevate the unit to ensure proper drainage.
- \_\_\_\_\_ Connect power and control wiring connections. See Installation Instruction under Make Electrical Connections section and 24- V circuit connection figures. Isolate control and high voltage wiring as much as possible. Electrical noise from high voltage wires may cause communication issues. There could be spare low voltage wires; keep the factory cap secured.
- \_\_\_\_\_ Apply high voltage to unit for 24 hours before attempting to operate. Nuisance fault codes may be generated if the unit attempts to run while a large quantity of liquid refrigerant is in compressor.  
Power Supply Voltage: \_\_\_\_\_ Volts                      Control Voltage: \_\_\_\_\_ Volts
- \_\_\_\_\_ Check factory wires and wire connections to ensure terminations are fully seated and secured properly. See wiring label on unit for proper wiring identification.
- \_\_\_\_\_ Check wire routing to ensure wires are not in contact with tubing or sheet metal. Check wire routing around fan motor to ensure wires will not come in contact with fan blades. Isolate high voltage wiring from low voltage, control, and sensor wires to prevent electrical noise.
- \_\_\_\_\_ Check field wiring for proper support, termination, tightness, and grounding. Ensure a quality earth ground is available and connected.
- \_\_\_\_\_ Install proper wire size and fuse/circuit breaker. Consult Product Data Sheet and/or local codes for recommended wire size and fuse/circuit breaker.
- \_\_\_\_\_ For heat pumps, check the defrost sensor to ensure proper location and attachment. See the defrost sensor location illustration in the Installation Instructions.
- \_\_\_\_\_ Check factory tubing to ensure tubes are not rubbing against each other or any sheet metal. Pay close attention to feeder tubes on both indoor and outdoor coils. Ensure wire ties are tight.
- \_\_\_\_\_ Ensure proper line set sizes are used. See Installation Instructions under Make Piping Connections section and Refrigerant Connections and Recommended Liquid and Vapor Tube Diameters table.
- \_\_\_\_\_ If line sets exceed 80 ft and/or exceeds 3 ft of buried line, see Installation Instructions Accessory Usage table for required accessories and appropriate Residential Split System Application Guidelines. 5- stage models are limited to 100 equivalent ft of line set length.
- \_\_\_\_\_ Install solenoid valve (when required) and filter drier. Consult Product Data Sheet for proper accessory kit. 5- stage models do not require liquid line solenoids.
- \_\_\_\_\_ Evacuate line set and indoor coil.
- \_\_\_\_\_ Open refrigerant valves and check refrigerant charge. See Installation Instructions under Check Charge section. Use subcooling charging method if temperature allows. If ambient temperature is outside allowable range for subcooling charging method, weigh in additional refrigerant based on indoor coil match and line set length. Wall control charging screen will display required charge in pounds and ounces. Outdoor unit rating plate lists charge as a decimal value. Wait a minimum of 20 minutes for subcooling to stabilize before adding or removing charge. Due to the small size of some of these products, they are very sensitive to overcharging and may generate nuisance fault codes.
- \_\_\_\_\_ Check refrigerant connections for leaks.  
Suction Pressure: \_\_\_\_\_ psig                      Outdoor Temperature: \_\_\_\_\_ °F  
Liquid Pressure: \_\_\_\_\_ psig                      Indoor Temperature: \_\_\_\_\_ °F  
Superheat/Subcooling: \_\_\_\_\_ °F
- \_\_\_\_\_ If unit is installed in a sea coast or low- ambient application, see Installation Instructions Accessory Usage table. 5- stage models will operate in cooling mode to 55°F in non- communicating mode or 40°F in communicating mode. No low ambient cooling mode is available for 5- stage models.
- \_\_\_\_\_ If thermostatic expansion valve (TXV) is used, make sure the TXV is for use with outdoor unit refrigerant and is of proper size. Piston is not needed when TXV is used. 5- stage models and variable speed models require use of TXV for cooling operation.

\_\_\_\_\_ Before leaving job, ensure that all panels and covers are securely fastened and that service valve stem caps are tightened with wrench to 1/12<sup>th</sup> turn past finger tight.

\_\_\_\_\_ Ensure all work areas are clean.

\_\_\_\_\_ Leave User's/Owner's Manual with owner. Explain system operation and periodic maintenance requirements outline in manual.

\_\_\_\_\_ Fill out Dealer Installation Checklist and place in customer file.

Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_ Home Phone No.: (     ) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Business Phone No.: (     ) \_\_\_\_\_ - \_\_\_\_\_

City, State: \_\_\_\_\_

Zip: \_\_\_\_\_

Outdoor Unit Model No.: \_\_\_\_\_ Indoor Coil Model No.: \_\_\_\_\_

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Accessories: \_\_\_\_\_ Fancoil/Furnace Model No.: \_\_\_\_\_

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