

# Lateral Duct Accessory Kit For Use with Packaged Terminal Air Conditioner or Heat Pump

## Installation Instructions

### INTRODUCTION

These instructions cover the installation of the Lateral Duct Accessory Kit for Packaged Terminal Air Conditioner (PTAC) units.

### PACKAGE CONTENTS

ITEM	QUANTITY
Plenum	1
Extension Duct	1
Extension Duct Wall Trim Kit	1
Wall Register	1
End Cap	1
Attachment Screws	14
Right Support Bracket	1
Left Support Bracket	1

### GENERAL

The Lateral Duct Accessory Kit allows one PTAC unit to heat or cool two rooms. The kit mounts to the wall sleeve and can be installed for either right or left side duct applications. See Fig. 1. The amount of air that can be diverted to an adjoining room is adjustable from 20 to 30 percent. See Table 1.

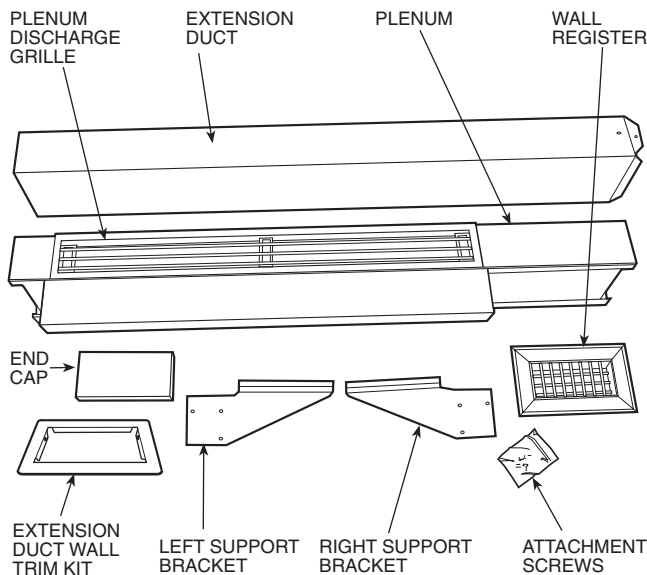


Fig. 1 — Lateral Duct Accessory Kit

Table 1 — Airflow Adjustments

BAFFLE POSITION	UNIT FRONT	ADJACENT ROOM
Position 1 (factory default)	80%	20%
Position 2	75%	25%
Position 3	70%	30%

NOTE: Baffle can be removed to slightly increase airflow out the front of the unit.

### PRE-INSTALLATION

Consider the following before installing the Lateral Duct Accessory:

- Maximum duct extension length is 4 feet.
- Duct run must be straight and horizontal; no bends or turns.
- Minimum recommended clearance between unit and adjoining room wall is 6 inches.
- Provisions must be made for return air from the adjoining room.

### INSTALLATION

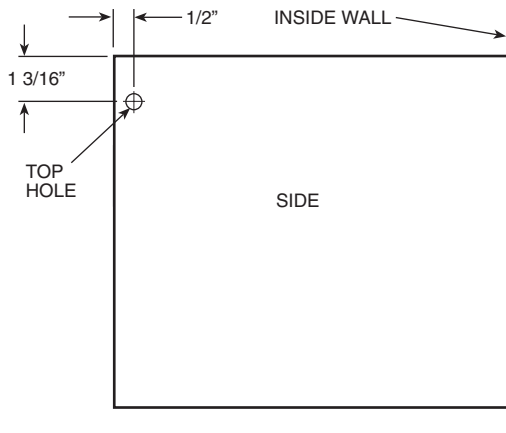
The PTAC unit does not have to be removed for lateral duct installation.

#### **⚠ WARNING**

Disconnect all power to unit to avoid possible electrical shock during installation.

#### Mount Support Brackets to Wall Sleeve

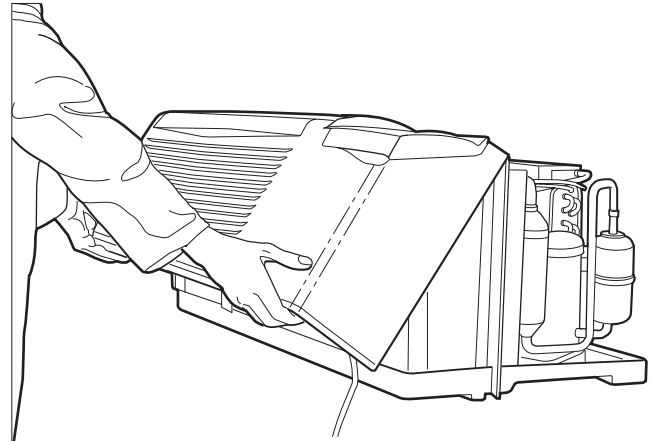
1. Line up top/front hole with dimple on wall sleeve.  
NOTE: For metal wall sleeve applications or applications using sleeves without a dimple, refer to Fig. 2 for pilot hole location. Mark location and line up with bracket hole as described above.
2. Mark other 2 hole locations. See Fig. 3.
3. Drill all 3 holes with 1/8-in. drill bit.
4. Secure bracket (be sure to use correct bracket as there is a left and right bracket) with 3 screws provided. *Do not overtighten.* See Fig. 4.
5. Repeat procedure above for other side bracket attachment.



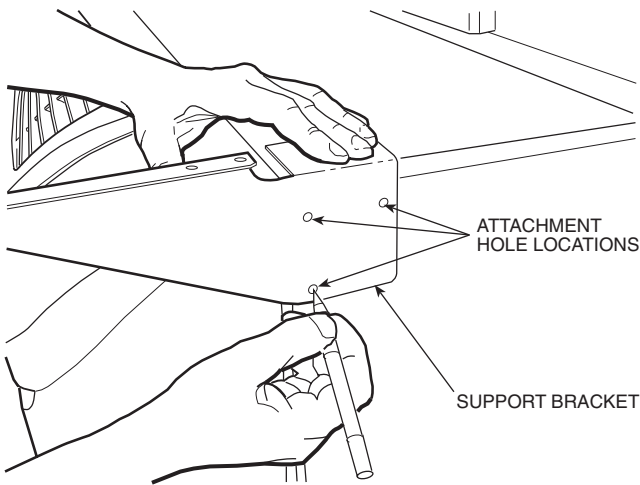
**Fig. 2 — Metal Wall Sleeve Dimple Location**

### Remove Discharge Grille and Control Door From Front Panel

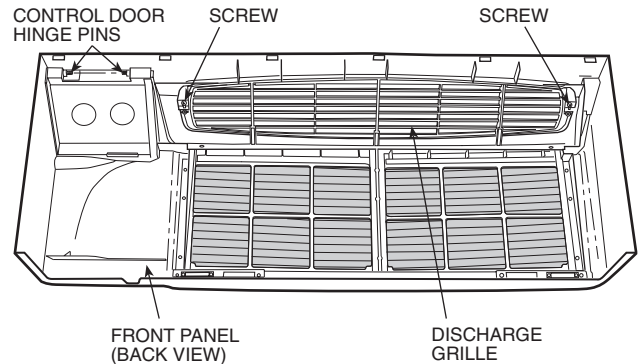
1. Remove front panel from unit by grasping the panel firmly near the bottom of both sides, then pulling the panel forward and upward to release magnetic latches and partition hooks. See Fig. 5.
2. Remove and discard discharge grille by removing attachment screws from inside of front panel. See Fig. 6.
3. Optional — For easy access to control panel, remove the control door by removing the hinge pins from inside of front panel that secure control door in place.
4. Replace front panel.



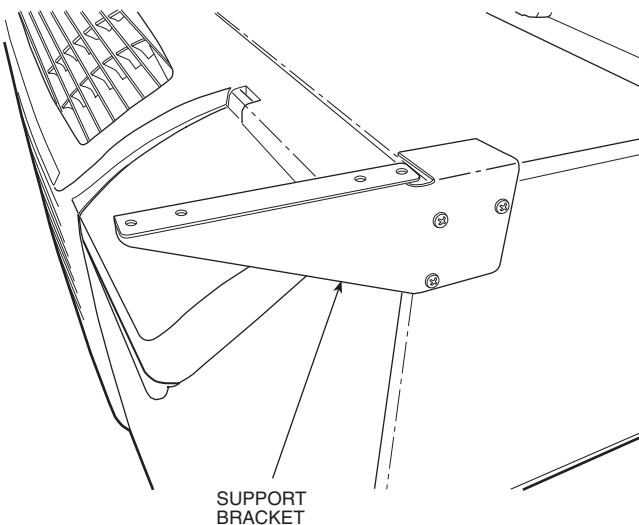
**Fig. 5 — Removing Front Panel**



**Fig. 3 — Location of Attachment Holes on Sleeve**



**Fig. 6 — Back View of Front Panel**



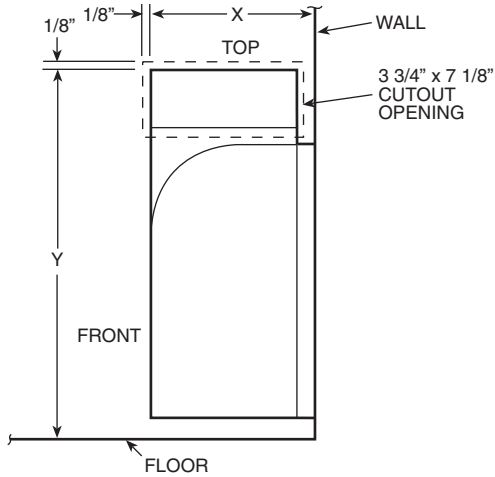
**Fig. 4 — Support Bracket Attached to Wall Sleeve**

### Install Extension Duct (Use for Left or Right Applications)

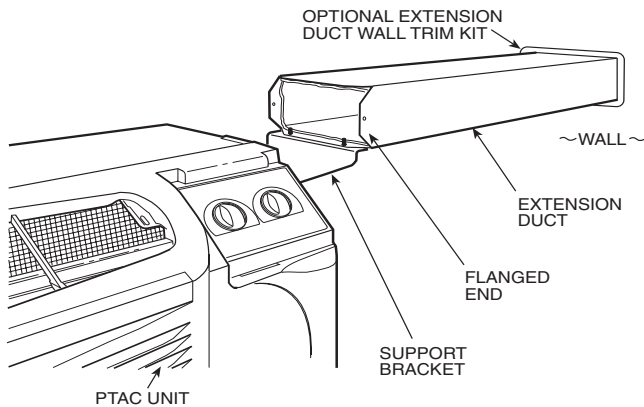
1. Temporarily secure plenum to support brackets previously installed to locate duct opening in wall.
2. Measure and cut  $3\frac{3}{4}$  in. x  $7\frac{1}{8}$  in. opening through adjacent wall. See Fig. 7.
3. Optional: Install Extension Duct Wall Trim Kit (to trim extension piece to the wall).
4. Measure from mounting holes in bracket to outside wall surface in adjacent room.
5. Measure from mounting holes on flanged end of extension duct to length measured above.
6. Cut duct extension (be sure not to cut flanged end). See Fig. 8.

NOTE: Final length of duct may be within 1/2 in. short of outside of wall opening, or flush with wall, to allow flush mounting of the register.

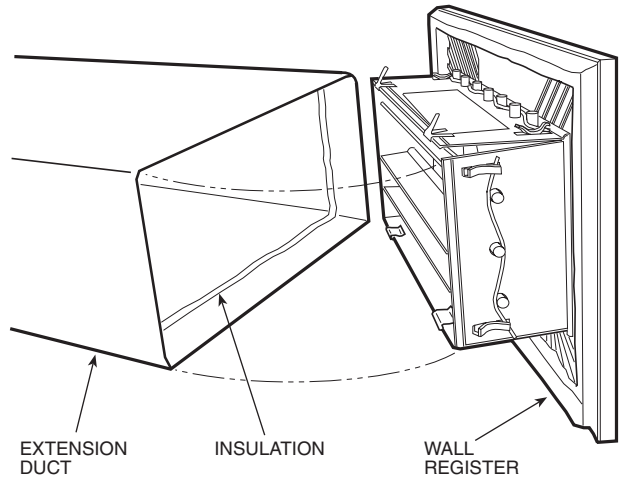
- Trim insulation back approximately 1 1/2 in. to allow installation of wall register. See Fig. 9.
- Mount extension duct by sliding extension duct into the wall opening (or previously installed wall trim kit mounted in the wall opening) and secure flanged end with 2 screws provided, to support bracket. See Fig. 8.



**Fig. 7 — Side View Showing Measurements for Extension Opening**



**Fig. 8 — Extension Duct Attachment**



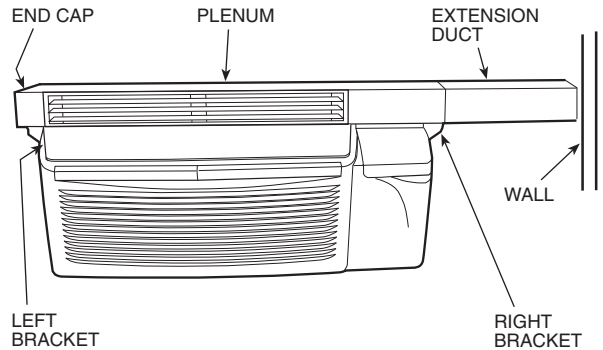
**Fig. 9 — Trimmed Insulation in Extension Duct**

### Install Plenum to Unit

**IMPORTANT:** Unit must be mounted in sleeve with front panel installed before attaching plenum.

- Using two screws provided, install end cap to plenum on side opposite from where extension duct is attached.
- Line holes up with extension duct on one side and the support bracket on other side. Secure with 4 screws provided. See Fig. 10 for completed plenum assembly.

NOTE: Be sure plenum is tightly sealed to the front panel.



**Fig. 10 — Completed Assembly of Plenum and Extension**

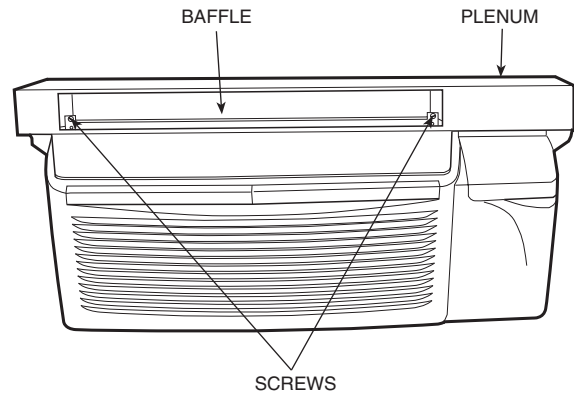
**Install Wall Register** — In adjacent room, center the register on the duct end and push into the duct until the frame is tight to the wall.

NOTE: The clips on the register are designed to hold it in place.

**Adjust Volume of Airflow Between Rooms** —

The plenum is factory set for maximum discharge of airflow from front of unit. To adjust the airflow between 2 rooms, adjust the internal baffle as follows:

1. Remove plenum discharge grille.
2. Remove 2 screws holding baffle. See Fig. 11.
3. Position baffle and secure for desired airflow setting. See Table 1.
4. Replace plenum discharge grille.



**Fig. 11 — Baffle Attachment Screw Locations**