

Air Conditioning Operation Instructions

Dear Resident,

Welcome to your new home! To help you enjoy a comfortable living environment, please follow the instructions below for operating your air conditioning system:

Turning On and Off

1. Locate the thermostat (usually found in the hallway or living room).
2. Press the **power button** to turn the unit ON.
3. To turn OFF, press the power button again.

Adjusting the Temperature

1. Use the **up** and **down** arrows on the thermostat to set your desired temperature.
2. For optimal comfort, consider setting the temperature between 72degF and 78degF.

Changing Filters

For efficient operation, please check the air filter monthly and change it every three months. Follow these steps:

1. Turn off the air conditioning unit.
2. Remove the filter access panel.
3. Replace the old filter with a new one, ensuring the arrow on the filter points in the direction of airflow.
4. Replace the access panel and turn the unit back on.

Maintenance Tips

- Keep doors and windows closed while the AC is running.
- Ensure the outdoor unit is free of debris and has adequate airflow.
- Schedule professional maintenance yearly.

If you have any questions or concerns regarding your air conditioning system, please do not hesitate to contact the property management.

Stay cool!

Sincerely,
[Your Property Management Team]