



PTAC Wall Sleeve, Grille and Condensation Kit

Assembly Instruction Manual

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1. Assembling the wall sleeve.

Important:

In this manual, right and left are defined from the “IN” side. By definition, A PTAC sleeve is a through-the-wall product and therefore half will be inside the structure and half outside. To avoid confusion, find the inside and outside of each piece as defined below before you begin assembly.

Sleeve box contents:

- 1 bottom section
- 1 top section
- 2 side sections
- 8 small, self-tapping sheetmetal screws
- 4 long screws with flanges
- 4 threaded clips
- 6 plastic grill vibration dampeners
- 6 small, Hex-Head machine screws with washers



Identify the bottom section which has a small strip of foam at the back and two folded metal ribs at either edge. Place the bottom section on your work surface with the foam strip away from you. Note - you should now be standing on the 'In' side of the wall sleeve.



Orient the side sections such that the 4 large, keyed holes on the flanges are on the outside and the six smaller holes are on the inside.



"Out" side



"In" Side

The right side section should have a white sticker that says "Use on Single Outlet Circuit Only".



On the bottom and top edges of the side sections, a second piece of sheetmetal forms a slot that runs the length of the edge.



Place the slot of the right side section over the flange of the right side of the bottom section. Secure with two small self-tapping sheetmetal screws. The outer edge of the side section must be all the way to the outside for proper water shedding.



Repeat on the left side.



Note: The inside of the top section is completely covered in foam for insulation and noise reduction. Make sure you don't have top and bottom reversed at this time.

Place the top section flange on the outside edge of both the right and left sides and the back. Secure with the remaining 4 small, self-tapping sheetmetal screws.



Note: Since there are similar slots on the top and bottom of the side sections, it may appear that the flanges of the top piece go inside the slots. However, the outer flange of the top piece must be at the extreme outside for correct water shedding.

Place the 4 threaded clips over the topmost and bottommost of the six holes in the inside flange of each side panel. The threaded portion should be toward the inside of the sleeve.



When the time comes, you will secure the PTAC to the sleeve by using the 4 long screws with flanges into these threaded clips



Place the plastic grille dampeners in the oval holes in the outer edge. These will prevent any rattling from vibration between the sleeve and grille.



2. Installation of the condensation drain kit.

If you plan to use a condensation drain kit, install it now, prior to working on the grille.

Condensation Drain Kit Box Contents:

- 1 90 copper elbow
- 1 straight copper extender
- 4 sheetmetal screws
- 3 foam gaskets
- 4 steel plates (various)



Locate the two condensation drain ports at the bottom outside corners of the sleeve. Select one side to block off and the other will be the drain location.

Assemble one of the blocking gaskets and the blocking plate with two screws. Affix securely into the provided screw holes.



Assemble the copper elbow, the gasket with the pass-through hole in the center, and the plate with the drain hole. Affix securely with two screws.



The extra parts in this kit can be used as needed if special conditions apply to your installation.

3. Installation of the PTAC grille.

Grille Box Contents:

1 Aluminum grille

6 plastic insert blocks

6 small screw-head bolts with attached washers

Warning - the stamped grille vents can have sharp edges, handle with care. Gloves are recommended.

From the outside of the grille, insert the 6 plastic insert blocks into the rectangular holes. The screw hole should be on the inside.



Insert 4 of the screw-head bolts with washers to the four corners inside of the grille and tighten part-way.



If access to the outside of the sleeve is easy, stand outside and place the screw-head bolts with washers back through the keyed holes and drop down to lock in place.

If access to the outside of the sleeve is difficult (such as on a 2nd floor), pass the grille through from inside the sleeve, and work the screw-head bolts into the keyed holes.



Tighten all 6 bolts from inside the sleeve to secure the grille.



The grille has openings to allow the condensation to drain, with a condensation drain kit or without.



You can now install the PTAC unit. Refer to the PTAC installation manual for details.