

# PAC 3500 SH / PAC 3000 X A+

**EN**

**INSTRUCTIONS**  
LOCAL AIR CONDITIONER



**TROTEC**

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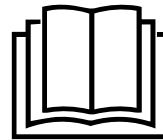
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You can download the current version of the instructions and the EU declaration of conformity via the following link:



PAC 3500 SH



<https://hub.trotec.com/?id=43232>

PAC 3000 X A+



<https://hub.trotec.com/?id=44386>

**Information on the use of these instructions**

**Symbols**



**Danger**

This symbol indicates dangers to the life and health of persons due to extremely flammable gas.



**Warning of electrical voltage**

This symbol indicates dangers to the life and health of persons due to electrical voltage.



**Warning**

This signal word indicates a hazard with an average risk level which, if not avoided, can result in serious injury or death.



**Caution**

This signal word indicates a hazard with a low risk level which, if not avoided, can result in minor or moderate injury.

**Notice**

This signal word indicates important information (e.g. material damage), but does not indicate hazards.



**Info**

Information marked with this symbol helps you to carry out your tasks quickly and safely.



**Follow the manual**

Information marked with this symbol indicates that the instructions must be observed.

**Safety**

**Read this manual carefully before starting or using the device. Always store the manual in the immediate vicinity of the device or its site of use.**



**Warning**

**Read all safety warnings and all instructions.**

Failure to follow the warnings and instructions may result in electric shock, fire and/or serious injury.

**Save all warnings and instructions for future reference.**

This appliance can be used by children aged from 8 years and above and persons with reduced physical, sensory or mental capabilities or lack of experience and knowledge 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 user maintenance shall not be done by children without supervision.

- Do not use the device in potentially explosive rooms or areas and do not install it there.
- Do not use the device in an aggressive atmosphere.
- Place the device in an upright and stable position on horizontal and stable ground.
- Let the device dry out after a wet clean. Do not operate it when wet.
- Do not use the device with wet or damp hands.
- Do not expose the device to directly squirting water.
- Never insert any objects or limbs into the device.
- Do not cover the device during operation.
- Do not sit on the device.

- This appliance is not a toy. Keep away from children and animals.
  - Check accessories and connection parts for possible damage prior to every use of the device. Do not use any defective devices or device parts.
  - Ensure that all electric cables outside of the device are protected from damage (e.g. caused by animals). Never use the device if electric cables or the power connection are damaged!
  - The mains connection must correspond to the specifications in the Technical annex.
  - Insert the mains plug into a properly fused mains socket.
  - Observe the technical data when selecting extensions to the power cable. Completely unroll the extension cable. Avoid electrical overload.
  - Before carrying out maintenance, care or repair work on the device, remove the mains plug from the mains socket. Hold onto the mains plug while doing so.
  - Switch the device off and disconnect the power cable from the mains socket when the device is not in use.
  - Do not under any circumstances use the device if you detect damages on the mains plug or power cable. If the power cable is damaged, it must be replaced by the manufacturer, its service agent or similarly qualified persons in order to avoid a hazard. Defective power cables pose a serious health risk!
  - When positioning the device, observe the minimum distances from walls and other objects as well as the storage and operating conditions specified in the Technical annex.
  - Make sure that the air inlet and outlet are not obstructed.
  - Do not remove any safety signs, stickers or labels from the device. Keep all safety signs, stickers and labels in legible condition.
  - Make sure that the suction side is kept free of dirt and loose objects.
  - Only transport the device in an upright position with an emptied condensation tray or drain hose.
  - Discharge the collected condensate before transport and storage. Do not drink it. Health hazard!
  - Use batteries of type AAA.
  - Do not insert rechargeable batteries into the remote control.
  - Never charge batteries that cannot be recharged.
  - Different types of batteries and new and used batteries must not be used together.
  - Insert the batteries into the battery compartment according to the correct polarity.
  - Remove discharged batteries. Batteries contain materials hazardous to the environment. Dispose of the batteries according to the national regulations.
  - Remove the batteries from the remote control if you will not be using the device for a longer period of time.
  - Never short-circuit the supply terminal in the battery compartment!
  - Do not swallow batteries! If a battery is swallowed, it can cause severe internal burns within 2 hours! These burns can lead to death!
  - If you think batteries might have been swallowed or otherwise entered the body, seek medical attention immediately!
  - Keep new and used batteries and an open battery compartment away from children.
  - If the battery compartment does not close securely, stop using the product via the remote control.
  - Only position the device in rooms where potentially leaking refrigerant cannot accumulate. Unventilated rooms, in which the device is installed, operated or stored, must be built in a way to ensure that potentially leaking refrigerant cannot accumulate. This serves to avoid fire or explosion hazards resulting from an ignition of the refrigerant by an electric furnace, cooking stove or another ignition source.
  - Only install the device in compliance with the national installation regulations.
  - Only install, operate and store the device PAC 3500 SH in a room measuring more than 11 m<sup>2</sup>.
  - Only install, operate and store the device PAC 3000 X A+ in a room measuring more than 11 m<sup>2</sup>.
  - Store the device in a way that no mechanical damage can occur.
  - The entire refrigerant circuit is a maintenance-free, hermetically sealed system and may only be maintained or repaired by specialist companies for cooling and air-conditioning or by the manufacturer.
- Safety instructions for servicing the refrigerant circuit:**
- Every person working with or at the refrigerant circuit must be able to provide a certificate of qualification issued by a body accredited by the industry, demonstrating their competence in the safe use of refrigerants based on a procedure well-known in the industry.
  - Service work may only be carried out in accordance with the manufacturer's specifications. If maintenance and repair work require the support of additional persons, the person trained in handling flammable refrigerants shall continuously supervise the work carried out.
  - Do not use any objects other than those authorised by the manufacturer to accelerate the defrosting process.

- The device should only be stored in rooms where there is no permanent source of ignition (e.g. open flames, an active gas appliance or an electric heater).
- Do not drill into or burn.
- Please note that the refrigerant is odourless.
- Observe the national regulations for gas installations.
- Observe the maximum refrigerant capacity in the technical data.
- R290 is a refrigerant that complies with European environmental regulations. No part of the cooling circuit may be perforated.

**Intended use**

Only use the device for cooling, ventilating, dehumidifying and heating indoor air whilst adhering to the technical data (only PAC 3500 SH).

Any use other than the intended use is regarded as misuse.

**Reasonably foreseeable misuse**

- Do not place the device on wet or flooded ground.
- Do not place any objects, e.g. clothing, on the device.
- Do not use the device out of doors.
- Never immerse the device in water.
- Do not make any unauthorised modifications, alterations or structural changes to the device.
- Do not use the device in the immediate vicinity of swimming pools, bathtubs and showers.

**Personnel qualification**

People who use this device must:

- be aware of the dangers that occur when working with electric devices in damp areas.
- have read and understood the instructions, especially the Safety chapter.

Maintenance tasks which require the housing to be opened must only be carried out by specialist companies for cooling and air-conditioning or by the manufacturer.

**Safety signs and labels on the device**

**Notice**

Do not remove any safety signs, stickers or labels from the device. Keep all safety signs, stickers and labels in legible condition.



The following safety signs and labels are attached to the device:

**WARNING • WARNUNG • ATTENTION**

**DE** Das Gerät muss in einem Raum mit einer Grundfläche größer als 11 m<sup>2</sup> aufgestellt, betrieben und gelagert werden.

**EN** Appliance shall be installed, operated and stored in a room with floor area larger than 11 m<sup>2</sup>.

**FR** L'appareil doit être installé, utilisé et entreposé dans une pièce avec une surface supérieure à 11 m<sup>2</sup>.


**Follow the manual**

This symbol indicates that the instructions must be observed.



**Follow the repair manual**

Disposal, maintenance and repair work of the refrigerant circuit may only be carried out in accordance with the manufacturer's specifications and by persons having a certificate of qualification. A corresponding repair manual is available from the manufacturer upon request.

**!!! ACHTUNG !!!**

① Vor Inbetriebnahme MIND. 12 STUNDEN aufrecht und still stehen lassen! Das schützt den Kompressor, verlängert die Lebensdauer erheblich und verhindert so einen Verlust der Kühlleistung.

② Das Klimagerät muss immer BESONDERS VORSICHTIG auf den Boden gestellt werden! Ansonsten können Mikrorisse in der Bodenplatte und der Kondensatwanne entstehen, was dazu führt, dass Kondenswasser auf den Boden tropft.

Für Schäden, die durch unsachgemäßen Gebrauch entstehen, übernehmen wir KEINE GEWÄHRLEISTUNG!

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**!!! WARNING !!!**

① Before operation, stand upright and rest for MIN 12 HOURS! This protects the compressor, greatly extending its life and preventing loss of cooling performance.

② The air conditioner must always be placed on the floor with CAUTION! Otherwise, microcracks may form in the bottom plate and the condensate pan, causing condensation to drip onto the floor.

For damages caused by improper use, WARRANTY WILL BE NULL AND VOID!

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**!!! ATTENTION !!!**

① Avant la mise en service, laissez immobile en position verticale PENDANT AU MOINS 12 HEURES ! Cela protège le compresseur, prolonge sensiblement la durée de vie et évite ainsi une diminution des performances de refroidissement.

② Le climatiseur doit toujours être posé sur le sol AVEC LES PLUS GRANDES PRÉCAUTIONS ! Sinon, des micro-fissures risquent de se former dans le socle ou le bac de récupération de l'eau de condensation, ce qui entraînerait que cette dernière coule sur le sol.

Toute utilisation incorrecte ou non conforme entraîne L'EXTINCTION DE LA GARANTIE !

## Residual risks



### Danger

#### Natural refrigerant propane (R290)!

H220 – Extremely flammable gas.

H280 – Contains gas under pressure; may explode if heated.

P210 – Keep away from heat, sparks, open flames and other ignition sources. No smoking.

P377 – Leaking gas fire: Do not extinguish, unless leak can be stopped safely.

P410+P403 – Protect from sunlight. Store in a well-ventilated place.



### Warning of electrical voltage

Risk of electric shock!

Risk of an electric shock if the device comes into contact with water!

Do not use this device in the immediate vicinity of bathtubs, showers or swimming pools!



### Warning of electrical voltage

Work on the electrical components must only be carried out by an authorised specialist company!



### Warning of electrical voltage

Before any work on the device, remove the mains plug from the mains socket!

Do not touch the mains plug with wet or damp hands.

Hold onto the mains plug while pulling the power cable out of the mains socket.



### Warning of electrical voltage

Risk of electric shock!

The device is not protected against water.

There is a risk of electric shock!

Never use the device in areas where dripping, spraying or running water can enter the device! Never immerse the device in water!



### Warning

Dangers can occur at the device when it is used by untrained people in an unprofessional or improper way! Observe the personnel qualifications!



### Warning

The device is not a toy and does not belong in the hands of children.



### Warning

Risk of suffocation!

Do not leave the packaging lying around. Children may use it as a dangerous toy.

## Notice

Do not operate the device without an inserted air filter! Without the air filter, the inside of the device will be heavily contaminated. This could reduce the performance and result in damage to the device.

## Behaviour in the event of an emergency

1. Switch the device off.
2. Disconnect the device from the mains: Hold onto the mains plug while pulling the power cable out of the mains socket.
3. Do not reconnect a defective device to the mains.

## Information about the device

### Device description

The device serves the purpose of cooling the room air. It further filters and dehumidifies the air thus creating an agreeable room climate. Additionally, the device PAC 3500 SH can be used as heater.

The device cools the room air by withdrawing warmth. The absorbed warmth is emitted to the outside via the exhaust air hose; cooled air is fed to the installation site by means of a fan.

Accumulating condensate drips from the evaporator onto the hot condenser, there it evaporates and then is transported to the outside via the exhaust air hose.

In *ventilation* mode the device provides the opportunity of air circulation without cooling effect.

In *dehumidification* mode moisture is withdrawn from the air.

In *heating* mode (PAC 3500 SH) the room air is warmed up.

The device operates fully automatically and features a variety of further options. The device can, for instance, be switched on or off automatically with time delay via the timer function.

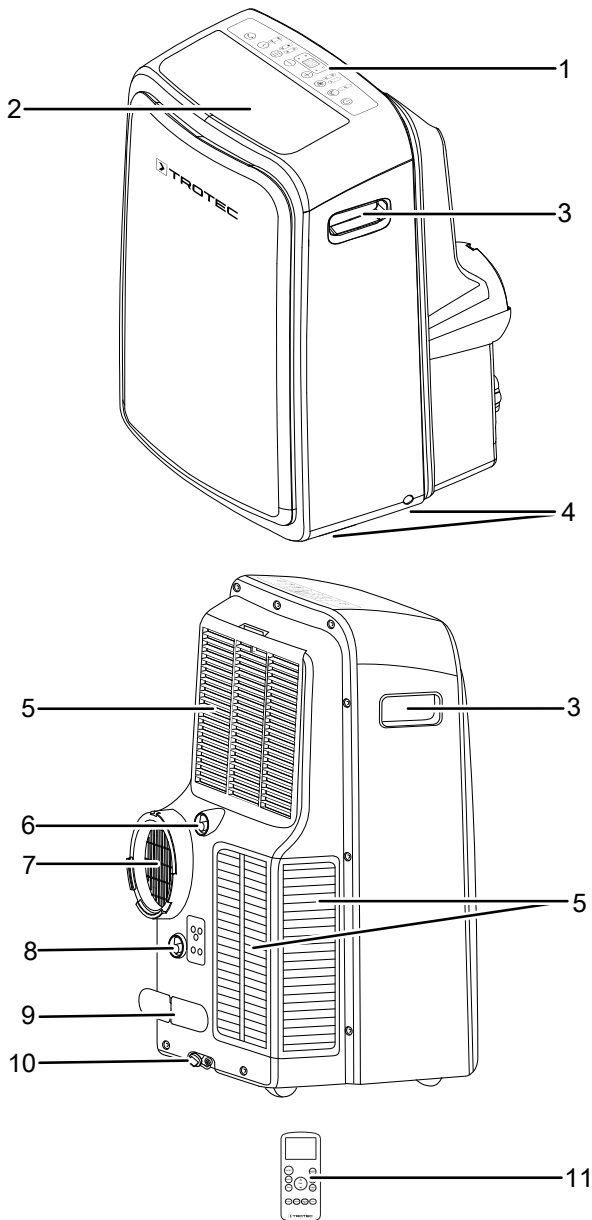
Operation of the device is possible either via the control panel at the device or via the supplied infrared remote control.

The device was designed for universal and flexible application.

Due to its compact dimensions it can be easily transported and used in all interior spaces.

The device is not protected against water (IPX0).

**Device depiction**



**Transport and storage**

**Notice**

If you store or transport the device improperly, the device may be damaged.  
 Note the information regarding transport and storage of the device.

**Transport**

Please note that additional transport regulations might apply to devices containing flammable refrigerants. The equipment's arrangement and the maximum number of components to be transported together can be gathered from the applicable transport regulations.

To make the device easier to transport, it is fitted with wheels.  
 To make the device easier to transport, it is fitted with a carry handle.

**Before** transporting the device, observe the following:

- Switch the device off.
- Disconnect the device from the mains by removing the mains plug from the socket. When doing so, be sure to hold the plug, not the cable.
- Drain the remaining condensate from the device.
- Do not use the power cable to drag the device.
- Only wheel the device on firm and level surfaces.

**After** transporting the device, proceed as follows:

- Set up the device in an upright position after transport.
- Leave the device to rest for at least 12 hours, so the refrigerant can accumulate within the compressor. Wait 12 hours before switching the device back on! Acting contrary might lead to compressor damage and a malfunctioning device. Any warranty claims will be voided in this case.

No.	Designation
1	Control panel
2	Air outlet
3	Transport handle
4	Wheels
5	Air inlet with air filter
6	Hose connection with rubber stopper (dehumidification mode)
7	Exhaust air hose connection
8	Hose connection with rubber stopper (heating mode – PAC 3500 SH)
9	Power cable holder
10	Condensate outlet with sealing cap
11	Remote control



## Storage

**Before** storing the device, proceed as follows:

- Drain the remaining condensate from the device.
- Disconnect the device from the mains by removing the mains plug from the socket. When doing so, be sure to hold the plug, not the cable.

When the device is not being used, observe the following storage conditions:

- Only store the device in a room measuring more than 11 m<sup>2</sup>.
- Store the device in a dry location and protected from frost and heat.
- Store the device in an upright position where it is protected from dust and direct sunlight.
- If required, use a cover to protect the device from invasive dust.
- Place no further devices or objects on top of the device to prevent it from being damaged.
- Remove the batteries from the remote control.

## Assembly and start-up

### Scope of delivery

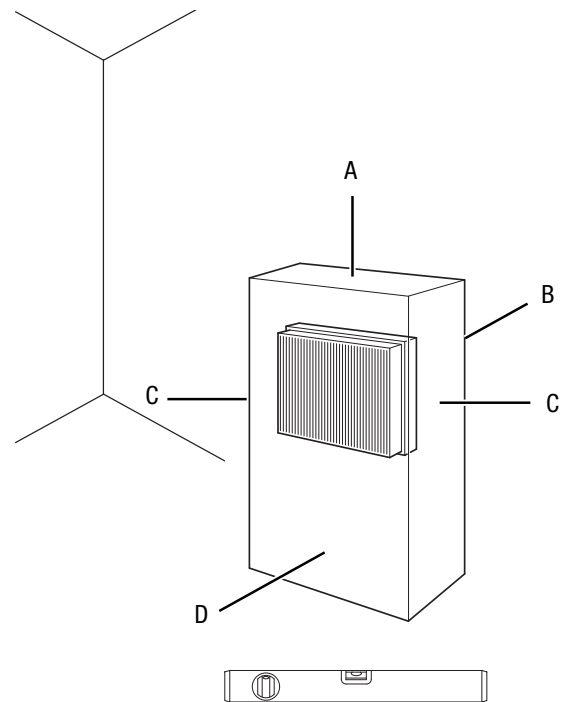
- 1 x Device
- 1 x Exhaust air hose
- 1 x Hose adapter
- 1 x Hose connector with sealing cap
- 4 x Screw
- 1 x Condensation drain hose
- 1 x Adapter for condensation drain hose
- 1 x Power cable holder
- 1 x Remote control (without batteries)
- 1 x Manual

### Unpacking the device

1. Open the cardboard box and take the device out.
2. Completely remove the packaging.
3. Fully unwind the power cable. Make sure that the power cable is not damaged and that you do not damage it during unwinding.

## Start-up

When positioning the device, observe the minimum distance from walls or other objects as described in the Technical data chapter.



- Only position the device in rooms where potentially leaking refrigerant cannot accumulate.
- Before restarting the device, check the condition of the power cable. If there are doubts as to the sound condition, contact the customer service.
- Place the device in an upright and stable position on horizontal and stable ground.
- Do not create tripping hazards when laying the power cable or other electric cables, especially when positioning the device in the middle of the room. Use cable bridges.
- Make sure that extension cables are completely unrolled.
- Keep air inlets and outlets as well as the exhaust air hose connection free.
- Make sure that no curtains or other objects interfere with the air flow.

**Inserting batteries into the remote control**



**Warning of electrical voltage**

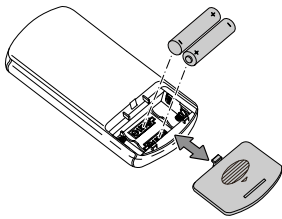
Do not touch the battery compartment with wet or damp hands.

**Notice**

Do not use rechargeable batteries! Observe the Technical data for start-up.

Please proceed as follows to insert or exchange the batteries:

1. Press the upper part on the back of the remote control and pull the battery cover off the remote control.
2. Insert two batteries into the battery compartment according to the correct polarity.
3. Slide the battery cover back onto the remote control.

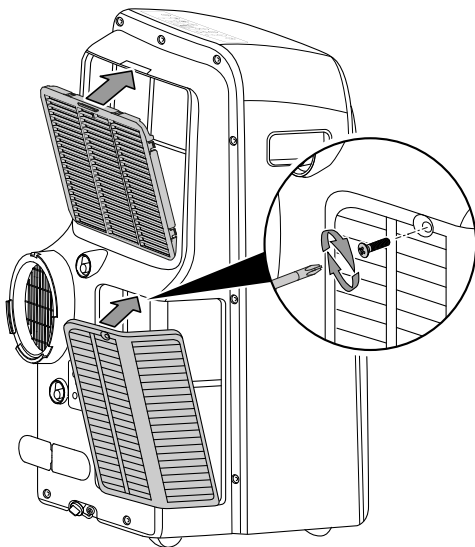


**Inserting the air filter**

**Notice**

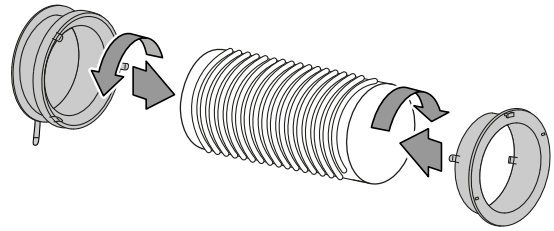
Do not operate the device without an inserted air filter! Without the air filter, the inside of the device will be heavily contaminated. This could reduce the performance and result in damage to the device.

- Make sure that the air filter is installed before switching the device on.

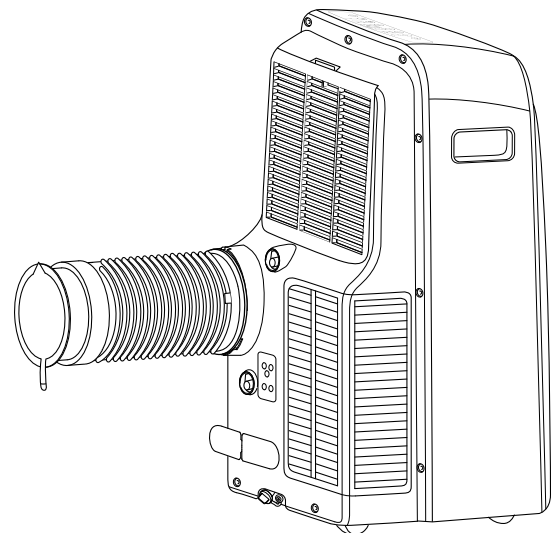
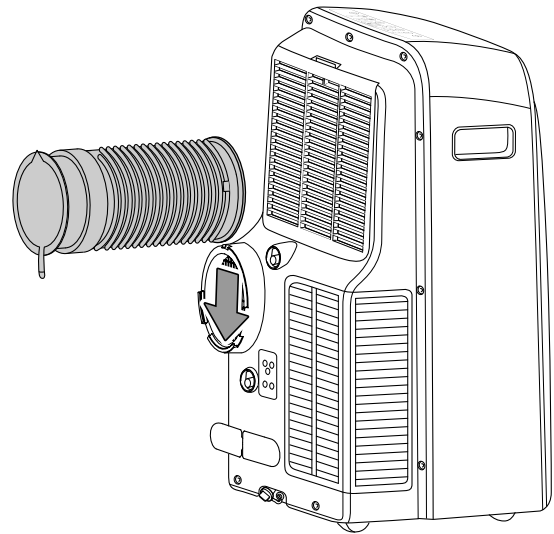


**Connecting the exhaust air hose**

1. Connect the hose adapter and the hose connector to one end of the exhaust air hose each.



2. Connect the suitable end of the exhaust air hose to the exhaust air hose connection (7) located at the device.





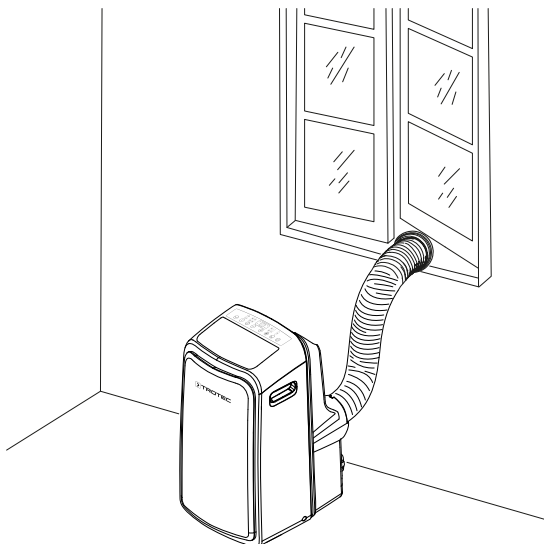
### Discharging exhaust air

- The exhaust air coming from the device contains waste heat from the room to be cooled. For this reason it is recommended to discharge the exhaust air to the outside.
- The end of the exhaust air hose can be fed through the open window. If required, secure the open window with the corresponding means, so that the end of the exhaust air hose cannot shift.
- The end of the exhaust air hose can also be hooked into a tilted window.

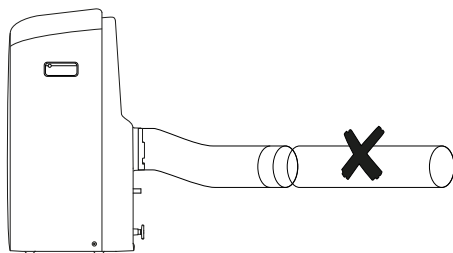
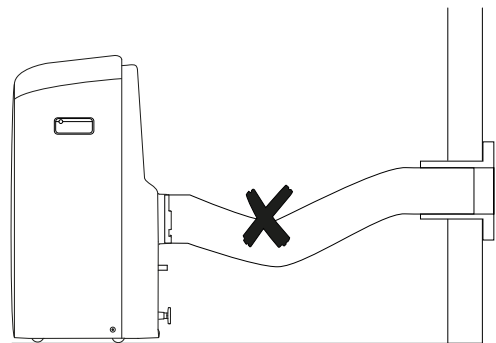
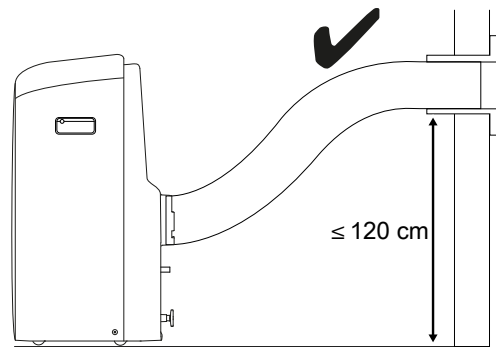
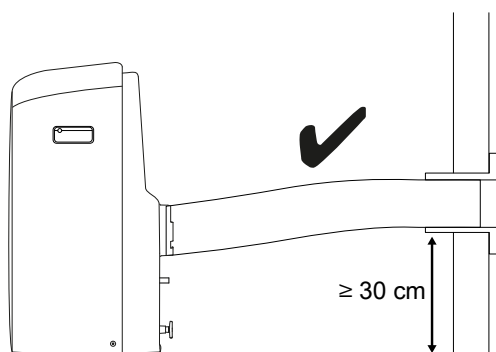
For this purpose, we recommend using a window seal (optional).

- Install the exhaust air hose inclined with the air direction.
- The connected hose must not contain any source of ignition.

*Example with exhaust air hose:*



For installing the exhaust air hose please observe the following:



- Avoid kinks in the exhaust air hose. Kinks and bends would lead to an accumulation of emitted humid air causing the device to overheat and shut down.
- The dimensions of the exhaust air hose were especially made to fit the device. Do not replace or extend the hose. This could cause a malfunction of the device.

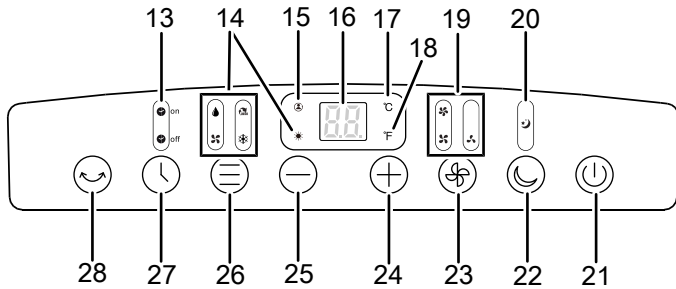
### Connecting the power cable

- Connect the mains plug to a properly secured socket.

**Operation**

- Avoid open doors and windows.

**Operating elements**



No.	Designation	Meaning
13	Timer LEDs	Illuminated when the <i>timer</i> is activated
14	Operating mode LEDs	Indicates the selected operating mode: ☁ = automatic operation ❄ = cooling 💧 = dehumidification ☀ = heating (PAC 3500 SH) 🌀 = ventilation
15	FOLLOW ME LED	Illuminated when the Follow Me function is activated
16	Segment display	Indication of the current room temperature in dehumidification and ventilation mode Indication of the target temperature Indication of the set number of hours during timer programming Indication of the error code, see chapter Errors and faults
17	Degrees Celsius LED	Illuminated when display of <i>degrees Celsius</i> is enabled
18	Degrees Fahrenheit LED	Illuminated when display of <i>degrees Fahrenheit</i> is enabled
19	Fan speed LEDs	Fan speed indication: 🌀 = Automatic stage 🌀 = Stage 1 = low 🌀 = Stage 2 = high 🌀 = Stage 3 = maximum
20	Sleep LED	Illuminated when night mode is activated
21	On/Off button	Switching the device on or off
22	Sleep button	For switching <i>night mode</i> on or off
23	Fan speed button	Setting the fan speed

No.	Designation	Meaning
24	Increase value button	For increasing the target temperature (17 °C to 30 °C) for cooling For increasing the number of hours when programming the timer
25	Decrease value button	For reducing the target temperature (17 °C to 30 °C) for cooling For reducing the number of hours when programming the timer
26	Mode button	For selecting the operating mode: ☁ = automatic operation ❄ = cooling 💧 = dehumidification ☀ = heating (PAC 3500 SH) 🌀 = ventilation
27	Timer button	Switching the timer functions on or off
28	Swing button	Switching the swing function on or off



**Warning of electrical voltage**

Risk of electric shock!  
 The device is not protected against water.  
 There is a risk of electric shock!  
 Never use the device in areas where dripping, spraying or running water can enter the device! Never immerse the device in water!



**Info**

An acoustic signal is emitted each time a setting is activated.

**Switching the device on**

1. Allow the device to rest for a time.
2. Once you have completely installed the device as described in the Start-up chapter, you can switch it on.
3. Press the *On/Off* button (21).  
 ⇨ The device starts in *cooling* mode.  
 ⇨ The air outlet (2) opens automatically.
4. Select the desired operating mode.

The device switches off automatically when the condensation tank is full. *P1* is displayed on the segment display (16).

**Setting the operating mode**

- Automatic operation
- Cooling
- Dehumidification
- Heating mode (only PAC 3500 SH)
- Fan only

## Automatic operation

In *automatic operation* mode the *cooling*, *heating* (PAC 3500 SH) or *ventilation* process will be regulated depending on the ambient temperature and the target temperature.

1. Press the *Mode* button (26) until the LED for *automatic operation* (14) is illuminated.
  - ⇒ At a corresponding temperature difference between ambient and target temperature the device automatically switches over to cooling, heating or ventilation mode. The LEDs for *automatic operation* (14) and *degrees Celsius* (17) are illuminated. The fan speed is regulated automatically.

## Cooling

In *Cooling* mode the room will be cooled down to the desired target temperature.

1. Press the *Mode* button (26) until the *cooling* LED (14) is illuminated.
  - ⇒ *Cooling* mode is selected.
2. Repeatedly press the *Increase value* (24) or *Decrease value* button (25) to select the desired target temperature. The temperature can be adjusted in increments of 1 °C in a range between 17 °C and 30 °C.
  - ⇒ The desired target temperature is indicated on the segment display (16).
3. Press the *Fan speed* button (23) to set the desired fan stage.
  - ⇒ The *fan speed* LED (19) for the desired fan stage will be illuminated.
  - ⇒ The *cooling* LED (14) will be illuminated to indicate *cooling* mode.

## Dehumidification

In *Dehumidification* mode the humidity level in the room is reduced.

The temperature cannot be adjusted and the fan runs at the lowest speed level.



### Info

Remove the exhaust air hose during *dehumidification*, otherwise the performance will be insufficient.

1. Press the *Mode* button (26) until the *dehumidification* LED (14) is illuminated.
  - ⇒ *Dehumidification* mode is selected.
  - ⇒ The current room temperature is indicated on the segment display (16).
  - ⇒ The temperature and the fan stage (stage 1) are preset in this operating mode and cannot be changed.



### Info

If the device is operated in a very humid environment, the accumulating condensate must be discharged at regular intervals (see *Condensate discharge*).

## Heating mode (PAC 3500 SH)

In *Heating* mode the room will be heated up to the desired target temperature.

1. Press the *Mode* button (26) until the *heating* LED (14) is illuminated.
  - ⇒ *Heating* mode is selected.
2. Repeatedly press the *Increase value* (24) or *Decrease value* button (25) to select the desired target temperature. The temperature can be adjusted in increments of 1 °C in a range between 17 °C and 30 °C.
  - ⇒ The desired target temperature is indicated on the segment display (16).



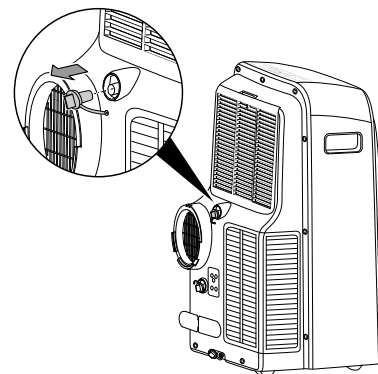
### Info

After switch-off, the fan keeps running for a brief period during which no settings can be made.

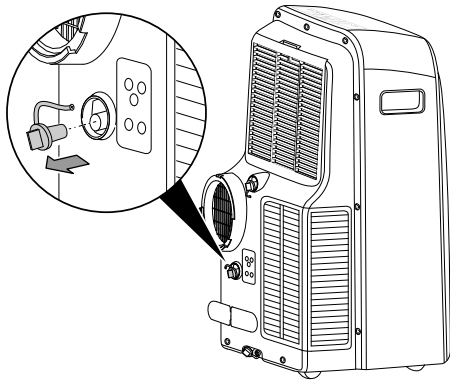
## Connecting the condensation drain hose

If you use the device for an extended period of time or you don't want to empty the tank all the time, you can connect a condensation drain hose to the hose connection.

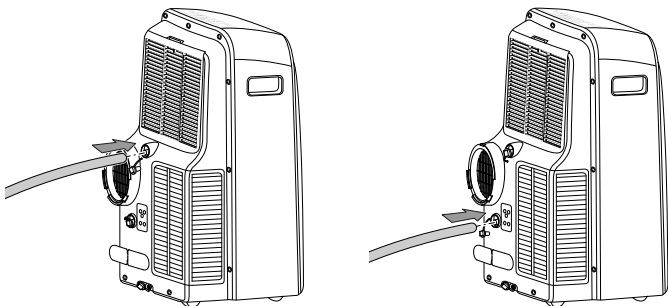
- ✓ The device is switched off.
  - ✓ The device is disconnected from the mains.
1. Carefully transport or wheel the device to a suitable location for discharging the condensate (e.g. a drain) or position a suitable collection container under the condensate outlet.
  2. Remove the rubber stopper from the hose connection.
    - ⇒ Use the upper hose connection (6) for the *dehumidification* mode.



⇒ Use the lower hose connection (8) for the *heating* mode (PAC 3500 SH).

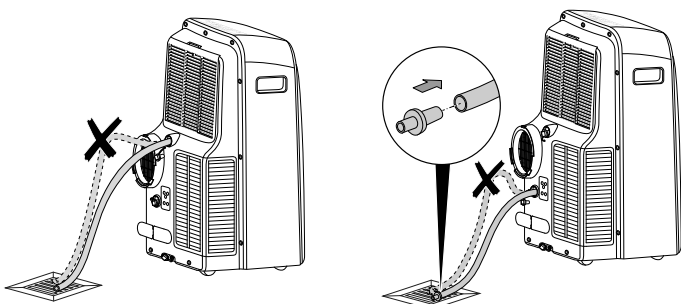


3. Connect the condensation drain hose to the upper (6) or lower hose connection (8).



4. Guide the other hose end to a suitable drain or sufficiently dimensioned collection container. To ensure that the condensate can run off, the condensation drain hose must not be kinked, nor should it have to overcome an uphill incline towards the drain.

⇒ For heating mode (PAC 3500 SH), use the adapter for the condensation drain hose at the end of the hose.



## Fan only



### Info

Remove the exhaust air hose during *ventilation*.

In *ventilation* mode the room air is circulated, but not cooled.

1. Press the *Mode* button (26) until the *ventilation* LED (14) is illuminated.
  - ⇒ *Ventilation* mode is selected.
  - ⇒ The current room temperature is indicated on the segment display (16).
2. Press the *Fan speed* button (23) to set the desired fan stage.
  - ⇒ The *fan speed* LED (19) indicates the selected fan stage. When the automatic stage is activated, none of the *fan speed* LEDs (19) is illuminated.

## Setting the timer

The timer has two modes of operation:

- automatic switch-on upon expiry of a preset number of hours.
- automatic switch-off upon expiry of a preset number of hours.

This setting can be made at the device or using the remote control.

*Automatic switch-on* and *automatic switch-off* may be enabled at the same time. The *timer* LEDs (13) on the control panel will then be illuminated simultaneously. When using the remote control for setting, *TIMER ON* and *TIMER OFF* (36) will additionally be indicated on the display (30) simultaneously.

The function can be set in all operating modes and also during stand-by.

The number of hours can be set in increments of 0.5 hours (0 h to 10 h) or in increments of 1 hour (10 h to 24 h).

### Notice

The device must not be left unattended in a freely accessible room with an activated timer.

## Automatic switch-on

✓ The device is switched off.

1. Press the *Timer* button (27) until the *timer on* LED (13) is illuminated.
2. Set the desired number of hours by use of the *Increase value* (24) and *Decrease value* (25) buttons.
  - ⇒ The number of hours will be indicated on the segment display (16) for approx. 5 seconds.
  - ⇒ The timer is now set to the desired number of hours.
  - ⇒ After the predefined time, the device switches itself on.

Notes regarding automatic switch-on:

- If the device is disconnected from the power supply, all settings for automatic switch-on are deleted.
- Manually switching the device on disables the automatic switch-on function.
- If you select **0.0** hours, the timer will be off.

### Automatic switch-off

- ✓ The device is switched on.
- 1. Press the *Timer* button (27) until the *timer off* LED (13) is illuminated.
- 2. Set the desired number of hours by use of the *Increase value* (24) and *Decrease value* (25) buttons.
  - ⇒ The number of hours will be indicated on the segment display (16) for approx. 5 seconds.
  - ⇒ The timer is now set to the desired number of hours.
  - ⇒ After the predefined time, the device switches itself off.

Notes regarding automatic switch-off:

- Pressing the *On / Off* button (21) deactivates the automatic switch-off function.

### Night mode

Night mode can be activated in *cooling* or *heating* mode and during *automatic operation*.

Night mode comes with the following settings:

- After 1 hour the preset temperature is increased or reduced by 1 °C. After another 30 minutes the preset temperature will again be increased or reduced by 1 °C. Then the temperature is kept constant for 7 hours before the device sets the original temperature automatically.
- In *automatic* mode, the fan speed is preset to the lowest stage and cannot be adjusted. In *cooling* mode, the fan speed can be changed, which disables night mode.

To activate night mode, please proceed as follows:

1. Select *cooling* mode, *heating* mode or *automatic operation*.
2. Press the *Sleep* button (22).
  - ⇒ The *operating mode* (14) and *sleep* LEDs (20) are illuminated.
3. In order to switch the night mode off, press the *Sleep* button (22) once again.
  - ⇒ The *sleep* LED (20) turns off.
  - ⇒ The selected operating mode remains active.

### Swing function

The swing function can be switched on in any operating mode if required.

By means of the swing function, the air outlet (2) is moved automatically and thus ensures continuous air circulation.

1. Press the *Swing* button (28).
  - ⇒ The ventilation flaps move up and down continuously.
2. Press the *Swing* button (28) again to stop the ventilation flaps in a certain position and to switch off the swing function.

### Changing the unit °C / °F

The temperature in the segment display (16) can be indicated in °C or °F.

Please proceed as follows to change the temperature unit:

1. Simultaneously press and hold the *Increase value* (24) and *Decrease value* (25) buttons for approx. 3 seconds.
  - ⇒ The displayed temperature is converted to the other unit.



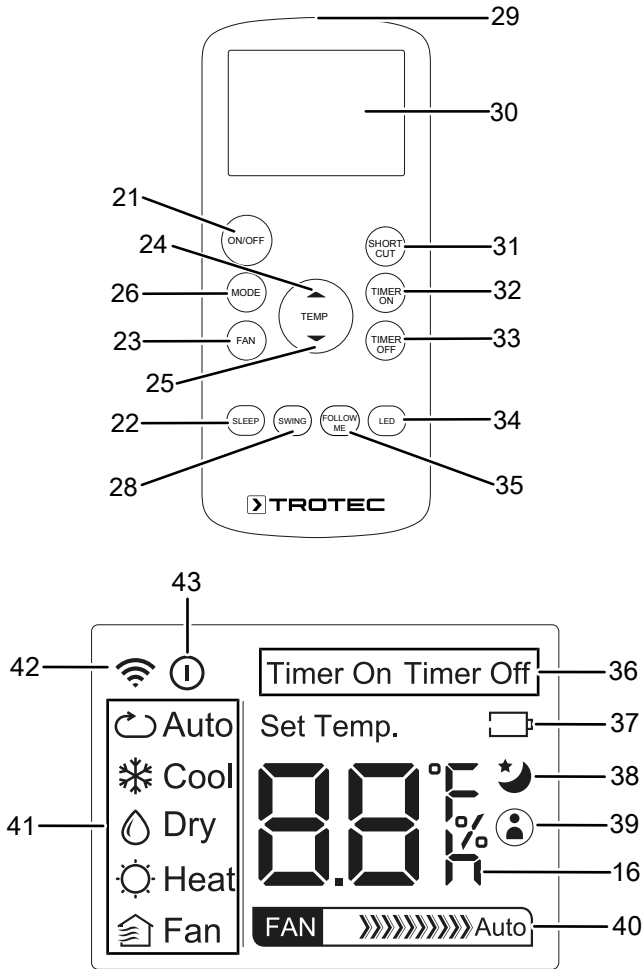
**Operation with the remote control**

All settings of the device can also be made using the remote control included in the scope of delivery.



**Info**

After a longer period of non-use, the remote control will switch to standby mode. Standby mode can be terminated by pressing the *ON/OFF* button (21) on the remote control. The device automatically uses the current settings entered via the remote control.



No.	Designation	Meaning
26	<i>MODE</i> button	For selecting the operating mode: <i>Auto</i> = automatic operation <i>Cool</i> = cooling <i>Dry</i> = dehumidification <i>Heat</i> = heating (PAC 3500 SH) <i>Fan</i> = ventilation
28	<i>SWING</i> button	Switching the swing function on or off
29	Remote control transmitter/receiver	For infrared transmission to the device
30	Display	Indication of different device functions
31	<i>SHORT CUT</i> button	For saving the preferred settings For returning to the previous setting
32	<i>TIMER ON</i> button	<i>Automatic switch-on</i> timer function in increments of 0.5 hours (0 h to 10 h) or in increments of 1 hour (10 h to 24 h) For setting the number of hours when programming the timer
33	<i>TIMER OFF</i> button	<i>Automatic switch-off</i> timer function in increments of 0.5 hours (0 h to 10 h) or in increments of 1 hour (10 h to 24 h) For setting the number of hours when programming the timer
34	<i>LED</i> button	For switching the LED display on or off
35	<i>FOLLOW ME</i> button	For switching the Follow Me function on or off
36	<i>TIMER ON / OFF</i> indication	Displayed for automatic switch-on/-off with programmed timer
37	<i>Battery</i> indication	Display of the battery charge
38	<i>Night mode</i> indication	Displayed when night mode is activated
39	<i>FOLLOW ME</i> indication	Displayed when the Follow Me function is activated
40	<i>Fan</i> indication	Indicates the fan stage
41	Operating mode indication	Indicates the selected operating mode: <i>Auto</i> = automatic operation <i>Cool</i> = cooling <i>Dry</i> = dehumidification <i>Heat</i> = heating (PAC 3500 SH) <i>Fan</i> = ventilation
42	<i>Transmission</i> indication	Displayed during communication between device and remote control
43	<i>Standby</i> indication	Displayed when the remote control is in standby mode

No.	Designation	Meaning
16	Segment display	Indication of target temperature Indication of the set number of hours during timer programming Indication of the preferred settings °C indication
21	<i>ON/OFF</i> button	For switching the device on or off
22	<i>SLEEP</i> button	For switching <i>night mode</i> on or off
23	<i>FAN</i> button	Setting the fan speed
24	<i>Increase value</i> button	For increasing the target temperature (17 °C to 30 °C) for cooling
25	<i>Decrease value</i> button	For reducing the target temperature (17 °C to 30 °C) for cooling



### Switching the LEDs on the control panel on or off

The control panel illumination at the devices can be switched on and off.

This setting can only be made using the remote control.

1. Press the *LED* button (34).
  - ⇒ The LEDs and the segment display (16) on the control panel will be switched off.
  - ⇒ The device continues to run with the selected settings.
2. Press the *LED* button (34) again.
  - ⇒ The LEDs and the segment display (16) on the control panel will be switched back on.

### Follow Me function

This setting can only be made using the remote control.

Using the Follow Me function, the remote control measures the temperature at your current location. The degree of cooling and heating (PAC 3500 SH) is controlled by the air conditioner based on the measured temperature.

The Follow Me function can be activated in *cooling* or *heating* mode and during *automatic operation*.

1. Press the *FOLLOW-ME* button (35).
  - ⇒ The *FOLLOW ME* indication (39) appears on the display (30).
  - ⇒ The *FOLLOW ME* LED (15) is illuminated.
  - ⇒ The remote control sends a temperature signal to the air conditioner every 3 minutes.
2. Press the *FOLLOW ME* button (35) again to disable the Follow Me function.

### Memory function

After a power failure during operation the device will automatically be switched back on. The chosen operating mode settings will be saved, a possibly programmed timer will not.

All the chosen settings (incl. timer) remain saved on the remote control. As soon as the device receives an input from the remote control, the settings will be transmitted from the remote control to the device.

The compressor may start up with a delay of 3 minutes, as it is provided with an internal protection against direct restart.

### Shutdown



#### Warning of electrical voltage

Do not touch the mains plug with wet or damp hands.

- Switch off the device.
- Disconnect the device from the mains by removing the mains plug from the socket. When doing so, be sure to hold the plug, not the cable.
- Empty the condensation tray if necessary.
- If necessary, remove the condensation drain hose and any residual fluid from it.
- Clean the device according to the Maintenance chapter.
- Store the device according to the Transport and storage chapter.

## Errors and faults

The device has been checked for proper functioning several times during production. If malfunctions occur nonetheless, check the device according to the following list.

### Notice

Wait for at least 3 minutes after maintenance and repair work. Only then switch the device back on.

### The device does not start:

- Check the power connection.
- Check the power cable and mains plug for damage. If you notice damages, do not try to take the device back into operation.  
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.
- Check the on-site fusing.
- Observe the operating temperature according to the chapter Technical annex.
- The condensation tray may be full. Empty the condensation tray if necessary. The error code *P1* must not be indicated on the segment display.
- If the device is not starting, have the electricians checked by a specialist company or by the manufacturer.

### The device works with reduced or no cooling capacity:

- Check whether *cooling* mode is selected.
- Check the proper fit of the exhaust air hose. In case of kinks, bends or blockage in the hose, exhaust air cannot be discharged. Clear the way for the exhaust air.
- Check the position of the ventilation flaps. They must be opened to the maximum.
- Check the air filter(s) for dirt. If necessary, clean or replace the air filter(s).
- Check the minimum distance to walls or other objects. Position the device a little more in the room's centre if required.
- Check whether any windows and/or doors of the room are open. If so, close them. One window has to remain open for the exhaust air hose nonetheless.
- Check the temperature setting at the device. Reduce the set temperature if it is higher than the room temperature.

### The device is loud or vibrates:

- Check whether the device is set up in a stable and upright position.

### Condensate is leaking:

- Check the device for leaks.

### The compressor does not start:

- Check whether the overheating protection of the compressor has tripped. Disconnect the device from the mains and let it cool down for approx. 10 minutes before reconnecting it.
- Check whether the ambient temperature equals the target temperature (in *cooling* mode). The compressor will not switch on unless the respective temperature is reached.
- The compressor may start up with a delay of 3 minutes, as it is provided with an internal protection against direct restart.

### The device gets very warm, is loud or is losing power:

- Check the air inlet and air filter for dirt. Remove external dirt.
- From the outside, check the device for dirt (see chapter Maintenance). If the inside of the device is dirty, have it cleaned by a specialist company for cooling and air-conditioning or by the manufacturer.

### The device does not respond to the infrared remote control:

- Check whether the distance between remote control and device is too large and reduce it if necessary.
- Make sure there are no obstacles, such as furniture or walls, between the device and the remote control. Ensure visual contact between device and remote control.
- Check the charging status of the batteries and change them if required.
- If the batteries have just been changed, check them for correct polarity.

### The device still does not operate correctly after these checks:

Please contact the customer service. If necessary, bring the device to a specialist company for cooling and air-conditioning or to the manufacturer for repair.

### Error codes

The following error messages can be displayed on the segment display (16):

Error code	Cause	Remedy
P1	Condensation tank full	Empty the condensation tank. Should the error still be displayed, please contact the customer service.

## Maintenance

## Maintenance intervals

Maintenance and care interval	before every start-up	as needed	at least every 2 weeks	at least every 4 weeks	at least every 6 months	at least annually
Check air inlets and outlets for dirt and foreign objects and clean if necessary	X			X		
Clean the exterior		X				X
Visually check the inside of the device for dirt		X				X
Check the air filter for dirt and foreign objects and clean or replace if necessary	X		X			
Replace the air filter					X	
Check for damage	X					
Check the attachment screws		X				X
Test run						X
Empty the condensation tray and drain hose		X				

## Maintenance and care log

Device type: .....

Device number: .....

Maintenance and care interval	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Check air inlets and outlets for dirt and foreign objects and clean if necessary																
Check air inlets and outlets for dirt and foreign objects and clean if necessary																
Clean the exterior																
Visually check the inside of the device for dirt																
Replace the air filter																
Check for damage																
Check the attachment screws																
Test run																
Empty the condensation tray and drain hose																
Comments																

1. Date: ..... Signature: .....	2. Date: ..... Signature: .....	3. Date: ..... Signature: .....	4. Date: ..... Signature: .....
5. Date: ..... Signature: .....	6. Date: ..... Signature: .....	7. Date: ..... Signature: .....	8. Date: ..... Signature: .....
9. Date: ..... Signature: .....	10. Date: ..... Signature: .....	11. Date: ..... Signature: .....	12. Date: ..... Signature: .....
13. Date: ..... Signature: .....	14. Date: ..... Signature: .....	15. Date: ..... Signature: .....	16. Date: ..... Signature: .....

**Activities required before starting maintenance**



**Warning of electrical voltage**

Do not touch the mains plug with wet or damp hands.

- Switch the device off.
- Disconnect the device from the mains by removing the mains plug from the socket. When doing so, be sure to hold the plug, not the cable.



**Warning of electrical voltage**

Tasks which require the device to be opened must only be carried out by authorised specialist companies or by the manufacturer.

**Refrigerant circuit**



**Danger**

**Natural refrigerant propane (R290)!**

H220 – Extremely flammable gas.

H280 – Contains gas under pressure; may explode if heated.

P210 – Keep away from heat, sparks, open flames and other ignition sources. No smoking.

P377 – Leaking gas fire: Do not extinguish, unless leak can be stopped safely.

P410+P403 – Protect from sunlight. Store in a well-ventilated place.

- The entire refrigerant circuit is a maintenance-free, hermetically sealed system and may only be maintained or repaired by specialist companies for cooling and air-conditioning or by the manufacturer.

**Safety signs and labels on the device**

Check the safety signs and labels attached to the device at regular intervals. Replace illegible safety signs!

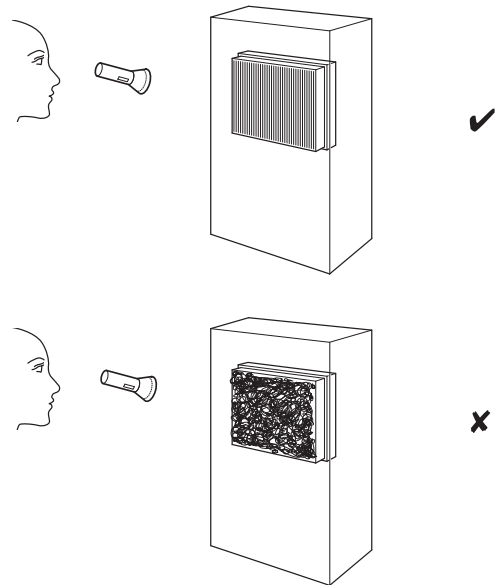
**Cleaning the housing**

Clean the housing with a soft, damp and lint-free cloth. Make sure that no moisture enters the housing. Protect electrical components from moisture. Do not use any aggressive cleaning agents such as cleaning sprays, solvents, alcohol-based or abrasive cleaners to dampen the cloth.

**Visual inspection of the inside of the device for dirt**

1. Remove the air filter.
2. Use a torch to illuminate the openings of the device.
3. Check the inside of the device for dirt.
4. If you see a thick layer of dust, have the inside of the device cleaned by a specialist company for cooling and air-conditioning or by the manufacturer.

5. Put the air filter back in.



**Cleaning the air filter**

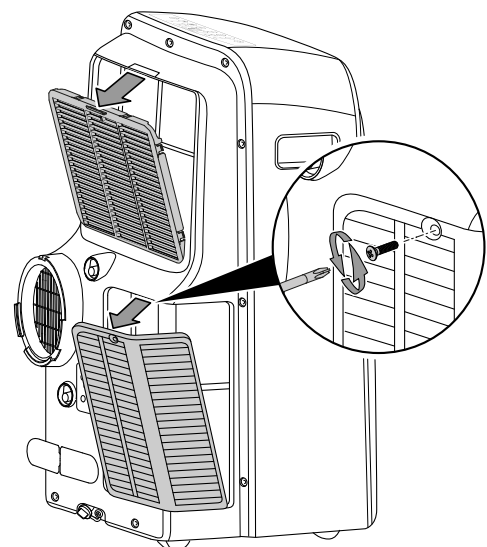
The air filter has to be cleaned as soon as it is dirty. This is brought to light e.g. by a reduced capacity (see chapter Errors and faults).



**Warning**

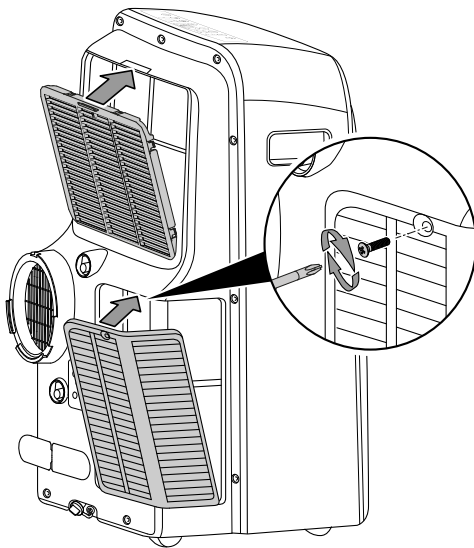
Ensure that the air filter is not worn or damaged. The corners and edges of the air filter must not be deformed or rounded. Before reinserting the air filter, make sure that it is undamaged and dry!

1. Remove the air filter from the device.

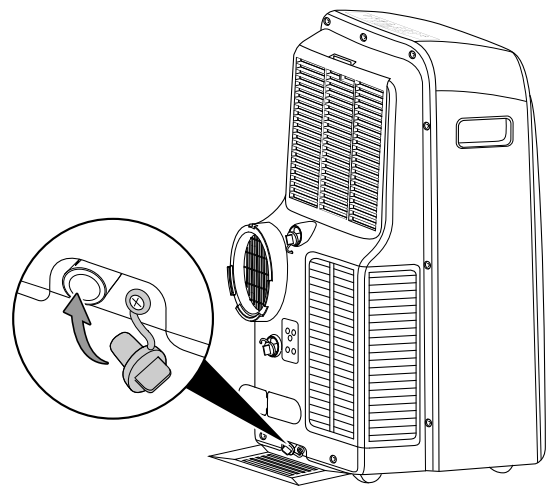


2. Clean the filter using a slightly damp, soft, lint-free cloth. If the filter is heavily contaminated, clean it with warm water mixed with a neutral cleaning agent.
3. Allow the filter to dry completely. Do not insert a wet filter into the device!

4. Reinsert the air filter into the device.



2. Drain the condensate.



⇒ The *P1* error code on the segment display (16) will disappear as soon as the condensate has been drained.

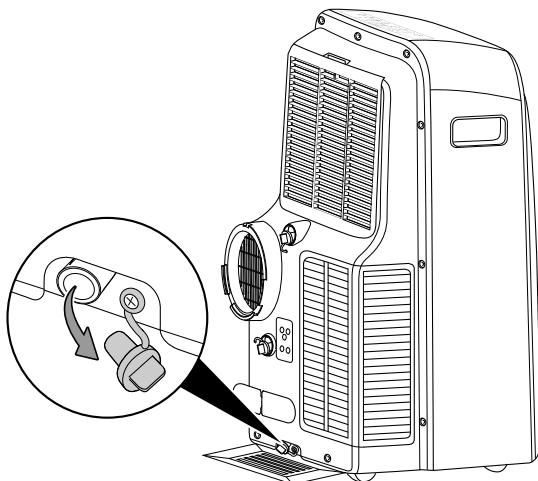
### Condensate discharge (manual draining)

In *cooling*, *heating* and *dehumidification* mode condensate is formed, which is mostly discharged via the exhaust air.

The remaining condensate is collected in a container within the housing. The condensate ought to be drained regularly.

If too much condensate accumulates, the device switches off and indicates this via the *P1* error code on the segment display (16).

1. Carefully transport or wheel the device to a suitable location for discharging the condensate (e.g. a drain) or position a suitable collection container under the condensate outlet.



### Activities required after maintenance


If you want to continue using the device:

- Leave the device to rest for at least 12 hours, so the refrigerant can accumulate within the compressor. Wait 12 hours before switching the device back on! Acting contrary might lead to compressor damage and a malfunctioning device. Any warranty claims will be voided in this case.
- Reconnect the device to the mains.

If you do not intend to use the device for a considerable time:

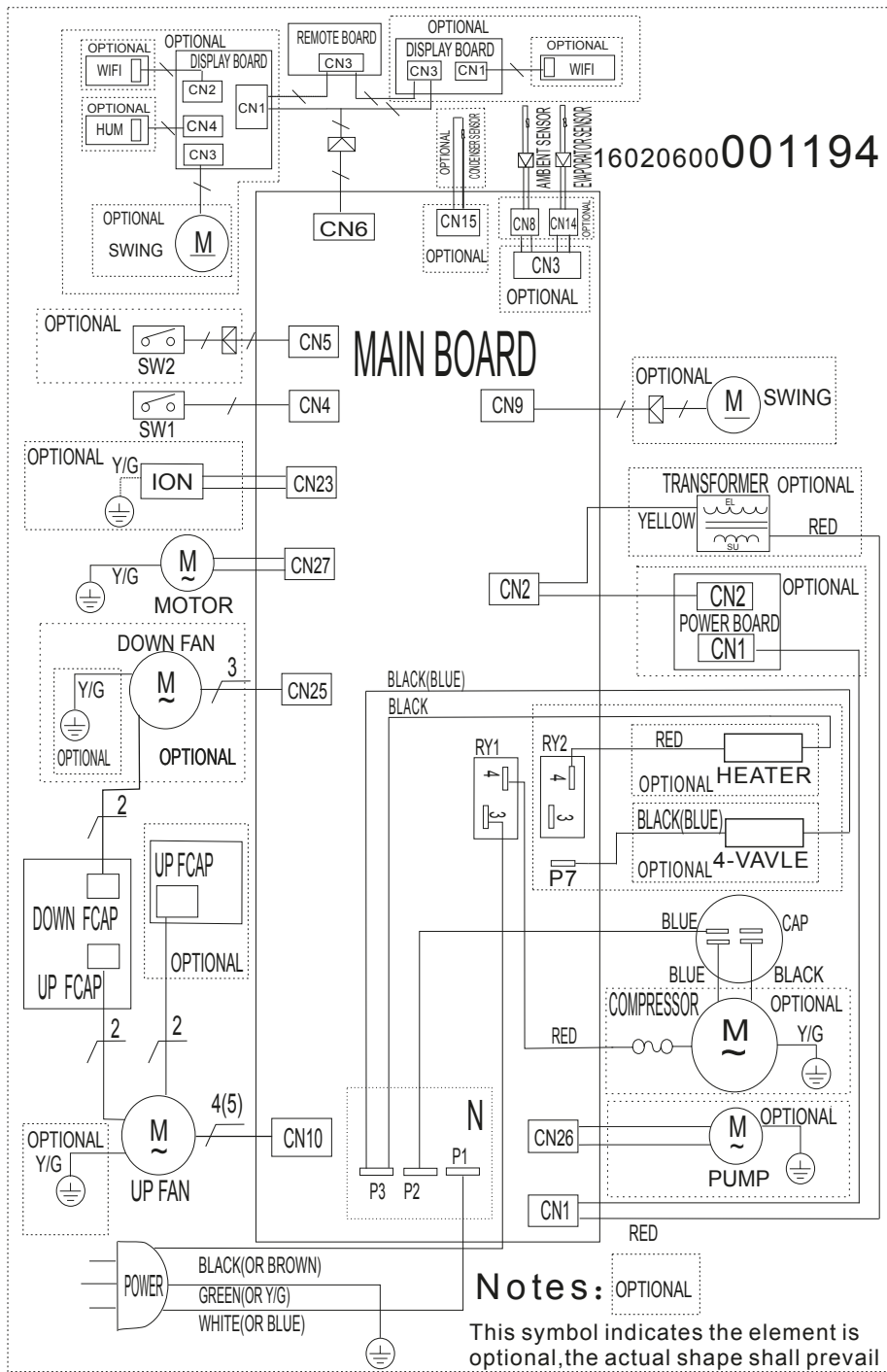
- Store the device according to the Transport and storage chapter.

**Technical annex**
**Technical data**

Model	PAC 3500 SH	PAC 3000 X A+
Cooling capacity	3.5 kW	2.9 kW
Heating capacity	2.9 kW	-
Dehumidification performance	3.38 l/h	3 l/h
Operating temperature	17 °C to 35 °C	17 °C to 35 °C
Temperature setting range	17 °C to 30 °C	17 °C to 30 °C
Max. air volume flow	420 m <sup>3</sup> /h	420 m <sup>3</sup> /h
Mains connection	1/N/PE~ 220 V – 240 V / 50 Hz	1/N/PE~ 220 V – 240 V / 50 Hz
Nominal current	8 A	6 A
Fusing 	T 3.15 A / 250 V AC	T 3.15 A / 250 V AC
Type of protection	IPX0	IPX0
Power input (cooling operation)	1.35 kW	1.1 kW
Power input (heating operation)	1.05 kW	-
Sound pressure level at a distance of 1 m	52 dB(A)	52 dB(A)
Refrigerant	R290	R290
Amount of refrigerant	220 g	200 g
GWP factor	3	3
CO <sub>2</sub> equivalent	0.00066 t	0.0006 t
Suction side pressure	1.0 MPa	1.0 MPa
Discharge side pressure	2.6 MPa	2.6 MPa
Max. permissible pressure	4.2 MPa	2.6 MPa
Dimensions (length x width x height)	395 x 460 x 786 mm	467 x 397 x 765 mm
Minimum distance to walls and other objects:		
top (A):	30 cm	30 cm
rear (B):	50 cm	50 cm
sides (C):	30 cm	30 cm
front (D):	30 cm	30 cm
Weight	33 kg	32 kg
Remote control battery	Type R03 / AAA – 1.5 V	Type R03 / AAA – 1.5 V

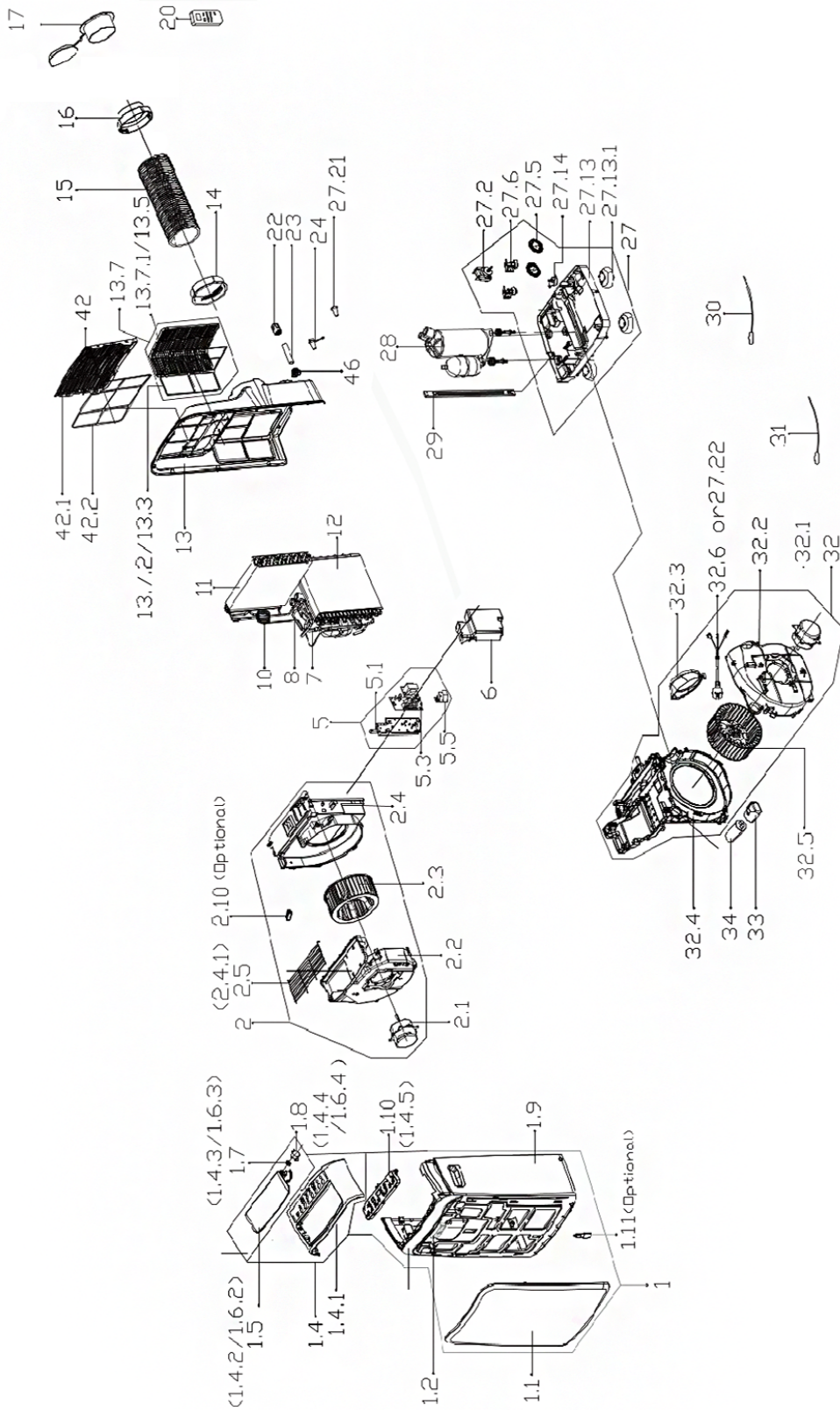


Circuit diagram PAC 3500 SH  
Circuit diagram PAC 3000 X A+



**Overview of spare parts and spare parts list  
PAC 3500 SH**

**Note:** The position numbers of the spare parts differ from those describing the positions of other parts mentioned in this operating manual.



No.	Part Name	Quantity	No.	Part Name	Quantity
1	Front panel assembly	1	23	Drain hose	1
1.1	Front panel	1	24	Drain Stopper	2
1.2	Signal receiving board subassembly	1	25	Drain Hose Joint	1
1.4	Upper panel subassembly	1	26	Water pump subassembly	1
1.4.1	Upper panel	1	26.1	Drain connection	1
1.4.2	Horizontal louver	1	26.2	Rubber tube	1
1.7	Gear	1	26.3	Waterproof rubber ring	1
1.8	Stepper motor	1	26.4	Water pump	1
1.9	Middle panel	1	26.5	Bracket	1
1.10	Display board subassembly	1	26.7	Supporter of fan motor	1
2	Cover of Air exhaust volute shell assembly	1	26.8	Waterproof rubber ring	1
2.1	Single phase asynchronous motor	1	27	Chassis assembly	1
2.2	Air outlet volute shell	1	27.2	Shaded-pole motor	1
2.3	Centrifugal Fan	1	27.5	Water wheel	2
2.4	Subassembly of Fan Shell Cover	1	27.6	Water Level Switch	2
2.4.1	Outdoor air inlet grille	1	27.13	Chassis subassembly	1
5	Electronic control box subassembly	1	27.13.1	Universal wheel	4
5.1	Electronic control box subassembly	1	27.21	Drain stopper	1
5.3	Main control board subassembly	1	27.22	European standard power cord	1
5.5	Capacitor auxiliary board subassembly	1	28	Fixed Speed Rotary Compressor	1
6	E-Box Cover	1	29	Supporting bar	1
9	4-way valve assembly	1	30	Pipe temperature sensor	2
10	Capillary assembly	1	31	Room temperature sensor	1
11	Evaporator assembly	1	32	Middle partition board assembly	1
12	Condenser assembly	1	32.1	Single phase asynchronous motor	1
13	Rear Panel assembly	1	32.2	Cover of Air exhaust volute shell (outdoor)	1
13.7	Outside inlet air frame unit assembly	1	32.3	Exhaust fixed joint component subassembly	1
13.7.1	Outside inlet air frame unit	1	32.4	Partition board subassembly	1
13.7.2	Down filter	1	32.5	Centrifugal Fan	1
14	Connector, air exhaust duct	1	33	Capacitor box	1
15	Exhaust hose subassembly	1	34	Compressor Capacitor	1
16	Connector, air exhaust duct	1	42	Inside inlet air frame unit assembly	1
17	Connector, air exhaust duct	1	42.1	Indoor air inlet grille	1
20	Remote controller	1	42.2	Inside filter	1
22	Cover of Drain connector (outdoor)	1			



No.	Part Name	Quantity	No.	Part Name	Quantity
1	Front panel assembly	1	17	Connector, air exhaust duct	1
1.1	Front panel	1	20	Remote controller	1
1.2	Signal receiving board subassembly	1	22	Cover of Drain connector (outdoor)	1
1.4	Upper panel subassembly	1	23	Drain pipe	1
1.4.1	Upper panel	1	24	Drain Stopper	1
1.4.2	Horizontal louver	1	27	Chassis assembly	1
1.7	Gear wheel	1	27.2	Shaded-pole motor	1
1.8	Stepper motor	1	27.5	Water wheel	1
1.9	Middle panel subassembly	1	27.5	Water wheel	1
1.10	Display board subassembly	1	27.6	Water Level Switch	1
2	Cover of Air exhaust volute shell assembly	1	27.13	Chassis subassembly	1
2.1	Single phase asynchronous motor	1	27.13.1	Universal wheel	4
2.2	Air outlet volute shell	1	27.21	Drain stopper	1
2.3	Centrifugal Fan	1	27.22	Power cord subassembly	1
2.4	Cover for Air outlet volute shell	1	28	Fixed speed rotary compressor	1
2.5	Outdoor air inlet grille	1	29	Supporting bar	1
5	Electronic control box subassembly	1	30	Pipe Temperature Sensor	1
5.1	Electronic control box subassembly	1	31	Room temperature sensor	1
5.2	Inverter control board subassembly	1	32	Middle partition board assembly	1
5.3	Main control board subassembly	1	32.1	Single phase asynchronous motor	1
5.5	Capacitor auxiliary board subassembly	1	32.2	Cover of Air exhaust volute shell (outdoor)	1
6	E-Box Cover	1	32.3	Exhaust fixed joint component subassembly	1
7	Suction pipe assembly	1	32.4	Partition board subassembly	1
8	Discharge pipe assembly	1	32.5	Centrifugal Fan	1
10	Capillary assembly	1	33	Capacitor box	1
11	Evaporator assembly	1	34	Capacitor of compressor	1
12	Condenser assembly	1	39	Outside inlet air frame unit assembly	1
13	Rear Panel assembly	1	39.1	Outside inlet air frame unit	1
13.2	Rear panel	1	39.2	Down filter	1
14	Connector, air exhaust duct	1	41	Inside filter	1
15	Exhaust hose subassembly	1	42	Indoor air inlet grille	1
16	Connector, air exhaust duct	1			

## Disposal

Always dispose of packing materials in an environmentally friendly manner and in accordance with the applicable local disposal regulations.



The icon with the crossed-out wheeled bin indicates that this device and any associated components (e.g. remote controls) must not be disposed of with household waste at the end of their life, in accordance with the Waste Electrical and Electronic Equipment Directive (2012/19/EU) and national laws.

You will find collection points for free return of waste electrical and electronic equipment in your vicinity. The addresses can be obtained from your municipality or local administration. You can also find out about other return options that apply for many EU countries on the website <https://hub.trotec.com/?id=45090>. Otherwise, please contact an official recycling centre for electronic and electrical equipment authorised for your country.

The separate collection of waste electrical and electronic equipment aims to enable the re-use, recycling and other forms of recovery of waste equipment as well as to prevent negative effects for the environment and human health caused by the disposal of hazardous substances potentially contained in the equipment.



This icon with the crossed-out wheeled bin indicates that batteries or accumulators must not be disposed of with household waste at the end of their life. If the device contains batteries or accumulators that contain mercury, cadmium or lead, the respective chemical symbol (Hg, Cd or Pb) is shown below the icon of the crossed-out wheeled bin. To prevent environmental pollution, do not carelessly leave batteries or electrical and electronic equipment containing batteries in public areas. In the European Union, batteries and accumulators must be returned to a designated collection point in accordance with REGULATION (EU) 2023/1542 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 12 July 2023 concerning batteries and waste batteries. Remove batteries/accumulators and dispose of them separately according to the relevant legal requirements.

Have the refrigerant (propane) disposed of appropriately and according to the national regulations by a company with the relevant certification (European Waste Catalogue 160504).

## Only for United Kingdom

According to Waste Electrical and Electronic Equipment Regulations 2013 (SI 2013/3113) (as amended) and the Waste Batteries and Accumulators Regulations 2009 (SI 2009/890) (as amended), devices that are no longer usable must be collected separately and disposed of in an environmentally friendly manner.



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