Having Trouble With Your A/C?

Using your window air-conditioning unit

Your window A/C unit may freeze up if used during extreme outside temperatures.

Try the following if you are having trouble:

- Thaw the unit by turning it off & waiting 2-3 hours
- Open the vent on the unit (you may have to wait until it is completely thawed)
- For cool air in cold weather, below 50° set the selector to “FAN” high or low for outside air. If you want cool air in warm weather, turn the selector to cool.

A/C is not meant to be used during outdoor temperatures below 50 °. This may result in burning up the unit.

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### Facilities Management & Safety

49 Factory Street
Athens, Ohio 45701
Phone: 740.593.2911
www.ohio.edu/facilities/requests

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### Information for Residence Halls on East Green & Back South

Please use this step-by-step guide for adjusting the temperature in your residence hall room.

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Window air conditioning unit styles vary slightly, but work under the same principle.
It’s simple to regulate the heat in your room

Your room’s heater works like this:

Cooler air flows in

Warmer air flows out

Cooler air drops to the bottom of the room & is drawn in at the bottom of the heater. Coils inside the unit warm the air & it moves out the top. Restricting the air-flow in will reduce

Make sure nothing (desk, books, bed, carpet, etc.) is blocking your heater.

Restrict the air-flow with a rolled towel

Try one towel first to see if the room temperature gets cool enough

Use trial & error until you reach the right combination

Add towels if the temperature still isn’t cool enough

Step-by-step:

You can regulate the temperature in your residence hall room by trying the following things:

- Make sure the heater unit is not blocked by furniture if you are cold
- See if the damper works on heater unit & adjust (some dampers can be opened/closed) On South Green the dial moves counter-clockwise.
- If damper is inoperable & you’re still too warm, roll up a towel & place it on the floor under the heater
- Add & subtract towels to restrict or allow air flow
- Or, draw in cool outside air by running the fan/vent on the window A/C unit

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