

# PORTACOOOL CYCLONE OWNER'S MANUAL

**PAC2KCYC01, PACCYC02,  
PACCYC03, PACCYC04,  
PACCYC06**

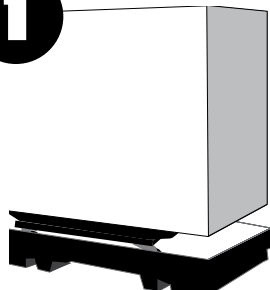


**PORTACOOOL™**

WHEN COMFORT COUNTS™

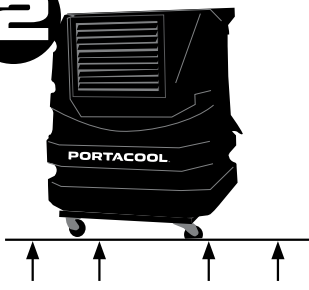
# QUICK SETUP

1



Remove box and pallet

2



Position on level surface

3



Fill tank or attach water hose

4



Use with GFCI device

5

For setup, the KUUL® evaporative media should appear wet before starting the fan. The water adjustment valve on each Portacool portable evaporative cooler is set at max flow. However, ensure the knob is turned completely to the right before use. Turn to the left to increase water flow. Less water is required for cooling in more humid environments.



Models: PAC2KCYC01,  
PACCYC02, PACCYC03,  
PACCYC04



Models: PACCYC06

Fill the tank, then turn on the pump switch and the fan

# SAFETY

## OPERATION WARNINGS

- 1) Not for use by children
- 2) Not for use by persons with reduced physical, sensory or mental capabilities
- 3) Not for use by persons who have not reviewed the owner's manual and familiarized themselves with the operation of the product.

## SAFE OPERATION

### To reduce the risk of electric shock, fire, or injury:

- Do not operate any evaporative cooler with a damaged cord or plug.
- Do not run power cord under carpeting or cover with throwrugs, runners or similar coverings. Arrange power cord away from traffic areas to avoid tripping hazards.
- Read the evaporative cooler's instructions, owner's manual and labels thoroughly before use.
- Always unplug the power cord to the evaporative cooler before performing inspections or repairs.
- Do not step on or roll over power cord with heavy or sharp objects.
- Do not operate evaporative cooler unless all KUUL® evaporative media is securely in place.
- Test the GFCI/GLCI receptacle or breaker monthly to ensure it is functioning properly.
- Remove the plug from the electrical receptacle by pulling on the plug, not the power cord.
- Operation near open flames or sparks is not recommended.
- If operating near open flame or sparks, ensure the pump is continuously running in order to saturate and wet KUUL evaporative media.
- Never wash the evaporative cooler's housing with a garden hose; water may harm the motor or electrical system.
- The use of extension cords with your evaporative cooler is not recommended. However, if the owner determines that his or her circumstance or intended use requires the use of an extension cord, the following requirements must be met:
  - Extension cord must be 14 gauge or greater;
  - Extension cord must not exceed 50 feet in length; and
  - Extension cord must be properly grounded.
- If the evaporative cooler is damaged or malfunctions, do not continue to operate it. Refer to the warranty, troubleshooting or FAQ sections of this Owner's Manual, call Portacool, LLC Technical Support at 1-888-266-5243, or email [support@portacool.com](mailto:support@portacool.com)



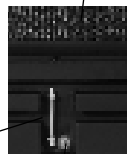
# OVERVIEW

## CYCLONE 3000



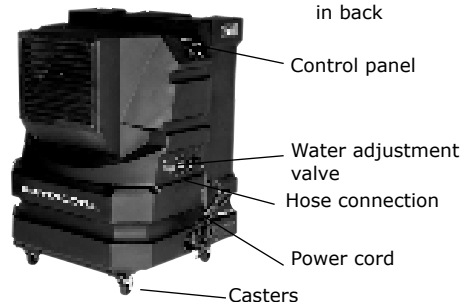
Adjustable  
louvers

KUUL  
evaporative  
media



Water level  
sight tube

Drain located  
in back



Control panel

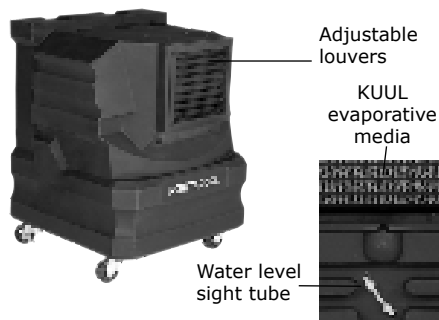
Water adjustment  
valve

Hose connection

Power cord

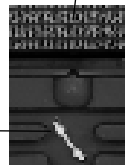
Casters

## CYCLONE 2000



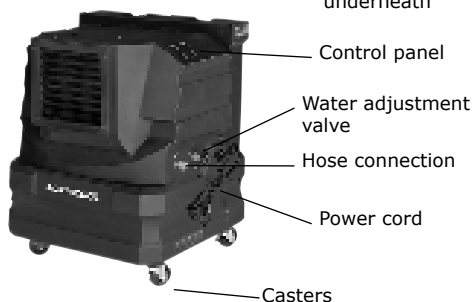
Adjustable  
louvers

KUUL  
evaporative  
media



Water level  
sight tube

Drain located  
underneath



Control panel

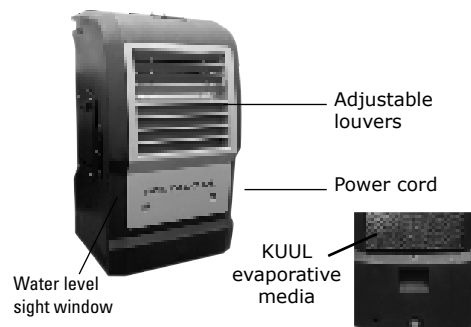
Water adjustment  
valve

Hose connection

Power cord

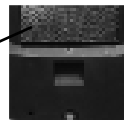
Casters

## CYCLONE 1000



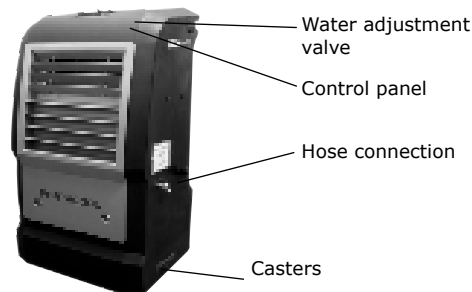
Adjustable  
louvers

KUUL  
evaporative  
media



Water level  
sight window

Drain located  
in back



Water adjustment  
valve

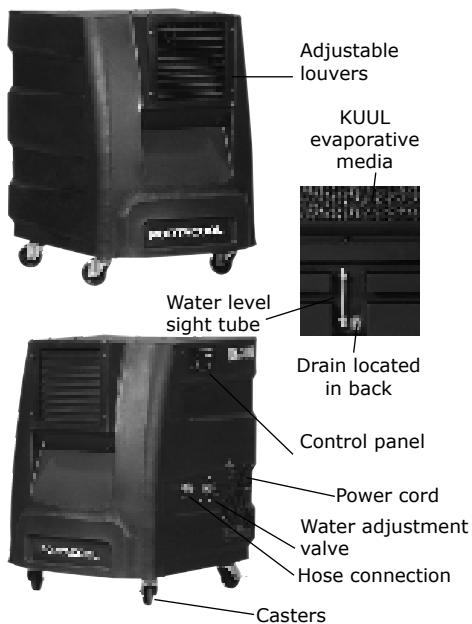
Control panel

Hose connection

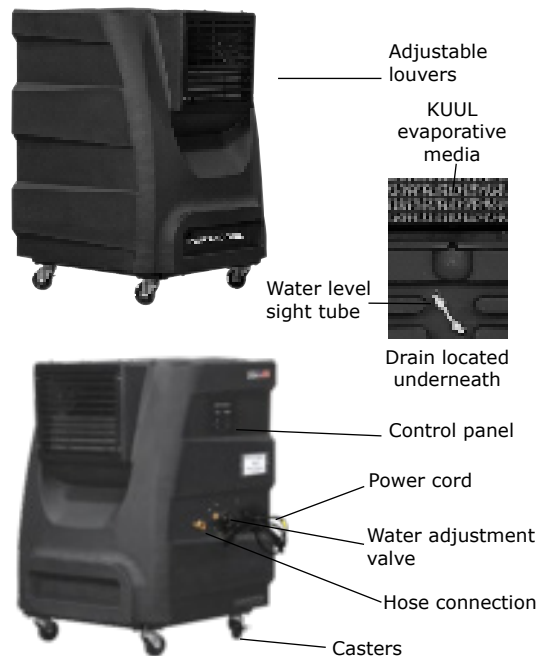
Casters

# OVERVIEW

## CYCLONE 2200



## CYCLONE 3200



# START UP

## PLACEMENT

- 1) Make sure there is a clear, unobstructed path in front of the evaporative cooler to provide maximum airflow.
- 2) If the evaporative cooler is positioned on a raised platform, ensure the platform is stable, well constructed and will not allow the evaporative cooler to tip over. Ensure it allows for the full weight of the evaporative cooler, including a tank full of water. The evaporative cooler must be level and in the upright position and the casters should be locked to prevent movement.
- 3) If placed near a wall or other obstruction, position the evaporative cooler a minimum of 3 feet (0.9 meters) from the wall or obstruction with the KUUL® evaporative media facing the wall. This allows the unrestricted flow of warm air to the KUUL evaporative media. When using multiple evaporative coolers in close proximity, be sure to aim each evaporative cooler so the air flows complement each other to achieve maximum cooling capacity.

## STARTING THE PUMP AND ADJUSTING THE WATER FLOW

Once the tank is full of water, flip the pump switch into the on position. The water level in the tank may drop suddenly and restart the flow of supply water. This is a normal condition, as the KUUL evaporative media requires a large amount of water for proper wetting.

New KUUL evaporative media requires an initial 'breaking-in' period before the KUUL evaporative media begins readily absorbing water. It may require up to a week to achieve maximum efficiency.

It is important to ensure the water flow to the KUUL evaporative media is properly adjusted when first starting the water flow in the evaporative cooler. Use the water adjustment valve (see Quick Setup section) to increase or decrease water flow. Proper water adjustment should leave the KUUL evaporative media saturated with water, but not flooded. Your KUUL evaporative media should appear wet, with one or two dry streaks across surface. If water is splashing from the evaporative media, decrease the water flow.

When turning the evaporative cooler off at the end of the day or week, the pump should be turned off about 15 minutes before the fan to allow the KUUL evaporative media to dry.

## STARTING THE PORTACOOOL EVAPORATIVE COOLER

Start the fan by turning the fan switch to either the high or low position. Before starting your evaporative cooler, make sure the casters are in locked position.

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# MAINTENANCE

While the rugged, corrosion-resistant construction ensures low maintenance will be required, keeping your evaporative cooler clean will ensure it stays in peak operating condition.

## DAILY MAINTENANCE

The pump should be turned off approximately 15 minutes before the fan is turned off, which allows the KUUL® evaporative media to dry out. Ensuring your KUUL evaporative media is dry at the end of the day not only extends its life, it also helps control the growth of mildew, mold, bacteria and other odor-causing elements.

## WEEKLY MAINTENANCE

Your Portacool portable evaporative cooler should be shut down and the tank should be drained once a week. Closing the water adjustment valve and removing the drain plug will accomplish this. Once the tank is drained and the power disconnected, the KUUL evaporative media may be removed to allow cleaning of the tank, where dust may collect over time. Replace KUUL evaporative media in correct airflow direction, referring to the label on the KUUL evaporative media.

## STORAGE

- 1) Drain all water from the tank and wipe the tank clean, ensuring the KUUL evaporative media and tank are dry.
- 2) Roll up the power cord and secure it to ensure it will not be rolled over, tripped over or caught in equipment.
- 3) Cover the evaporative cooler completely to prevent dust build-up and store in a dry area. This also helps to prevent damage to the KUUL evaporative media. Optional protective covers are available from your distributor or at [www.portacoolparts.com](http://www.portacoolparts.com).

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# TROUBLESHOOT

Turn off all power to your evaporative cooler before attempting to troubleshoot any of the following symptoms. For problems not listed, please contact customer service.

| SYMPTOM                                                   | POSSIBLE CAUSES                                                                                                                                                                                                                                                               | REMEDY                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Evaporative cooler fails to start or deliver air          | <ol style="list-style-type: none"><li>1. No electricity to the evaporative cooler<ol style="list-style-type: none"><li>A. Circuit breaker tripped</li><li>B. GFCI tripped</li><li>C. Power unplugged or damaged</li></ol></li><li>2. Motor overheated and/or frozen</li></ol> | <ol style="list-style-type: none"><li>1. Check power<ol style="list-style-type: none"><li>A. Reset breaker*</li><li>B. Reset GFCI*</li><li>C. Plug in cord(s) or replace if damaged</li></ol><small>* If condition persists, call electrician</small></li><li>2. Replace motor</li></ol> |
| Evaporative cooler starts, but air delivery is inadequate | <ol style="list-style-type: none"><li>1. KUUL evaporative media side of the evaporative cooler is too close to a wall</li><li>2. Fan motor failure</li><li>3. Capacitor failure</li></ol>                                                                                     | <ol style="list-style-type: none"><li>1. Move evaporative cooler at least three feet from the wall</li><li>2. Replace fan motor</li><li>3. Replace capacitor</li></ol>                                                                                                                   |
| Water draining from the evaporative cooler                | <ol style="list-style-type: none"><li>1. Seat in float valve leaking</li><li>2. Drain plug not tight</li></ol>                                                                                                                                                                | <ol style="list-style-type: none"><li>1. Replace float valve</li><li>2. Tighten plug</li></ol>                                                                                                                                                                                           |
| Knocking, shaking, or rattling sounds                     | <ol style="list-style-type: none"><li>1. Loose parts</li><li>2. Fan blade rubbing shroud</li></ol>                                                                                                                                                                            | <ol style="list-style-type: none"><li>1. Check and tighten where needed</li><li>2. Inspect and adjust, or replace fan blade</li></ol>                                                                                                                                                    |

# TROUBLESHOOT

| <b>SYMPTOM</b>                           | <b>POSSIBLE CAUSES</b>                                                                                                                      | <b>REMEDY</b>                                                                                                                                                                                          |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Musty or unpleasant odor                 | <ol style="list-style-type: none"><li>1. Stale or stagnant water in tank</li><li>2. KUUL evaporative media is mildewed or clogged</li></ol> | <ol style="list-style-type: none"><li>1. Drain, flush and clean tank</li><li>2. Replace KUUL evaporative media</li></ol>                                                                               |
| Water droplets in the air stream         | <ol style="list-style-type: none"><li>1. Too much water delivered to KUUL evaporative media</li><li>2. Leaking hose</li></ol>               | <ol style="list-style-type: none"><li>1. Make sure KUUL evaporative media is properly positioned in the frames and evaporative cooler is level</li><li>2. Tighten connection or replace hose</li></ol> |
| Switch keeps returning to "off" position | <ol style="list-style-type: none"><li>1. Switch boot is too tight</li></ol>                                                                 | <ol style="list-style-type: none"><li>1. Gently pull switch to stretch plastic out</li></ol>                                                                                                           |

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# WARRANTY

## **TECHNICAL SUPPORT**

Technical support and service is available directly from your distributor or call Portacool, LLC Technical Support Hot Line at 888-266-5243 for the distributor nearest you. You may also contact the Support Hot Line for consultation on troubleshooting and parts replacement.

Please have serial number and model number of cooler available.

## **WARRANTY AND REPLACEMENT PARTS**

### **PORTACOO<sup>TM</sup> EVAPORATIVE COOLER LIMITED WARRANTY**

For one (1) year from date of purchase, Portacool, LLC (hereafter "Portacool") warrants any original component part or parts of its Portacool<sup>TM</sup> portable evaporative coolers (the "Equipment") that are found, upon examination by factory-authorized personnel, to be defective in material or workmanship.

If the Equipment and/or its original component parts, including product housings, develop a defect covered by this limited warranty within the applicable time periods described above, the same may be repaired or replaced at the option of Portacool.

All transportation charges for shipment of the Equipment and/or its component parts that are submitted for replacement or repair under this warranty must be borne by the purchaser.

This warranty is void if: i) the Equipment and/or its component parts are found to have been misused, abused, repaired by or tampered with by unqualified personnel; ii) any of the product's component parts have been replaced with parts that were not authorized Portacool replacement parts; iii) the product has been modified in any way (other than repairs made by qualified individuals with Portacool replacement parts); iv) the product has not been appropriately registered by its original purchaser; or v) the customer cannot show proof of purchase as the product's original owner.

## **PORTACOO<sup>TM</sup> LIMITATION OF LIABILITY**

**IN THE CASE OF A BREACH OF ANY IMPLIED OR WRITTEN WARRANTY RELATING TO THE EQUIPMENT AND/OR ITS COMPONENT PARTS, PORTACOO SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, AND THE LIMITS OF LIABILITY AGAINST PORTACOO FOR ANY SUCH BREACH SHALL NOT EXCEED THE COST OF REPLACEMENT OR REPAIR OF THE EQUIPMENT.**

# FAQ

**Q. What assembly is required?**

A. None. Your Portacool portable evaporative cooler is ready to use right out of the box.

**Q. How do I prepare my Portacool portable evaporative cooler for storage?**

A. Drain the evaporative cooler, wipe out the tank to ensure it is dry and clean, dry out the KUUL® evaporative media, cover the evaporative cooler and store in a dry place.

**Q. I ran my evaporative cooler for the first time and there is an unpleasant odor!**

A. The KUUL evaporative media, located in the back of your Portacool portable evaporative cooler, has never been wet before. The KUUL evaporative media will emit an odor the first time you wet it that lasts approximately one to three weeks. Keep your evaporative cooler in an open area until the odor goes away or put a capful of laundry softener directly in the tank. After approximately two weeks of operation, the odor should disappear.

**Q. My Portacool portable evaporative cooler isn't putting out cool air.**

A. First, make sure the water source and electricity source are connected and working. Second, check to see if the KUUL evaporative media is damp. If not, adjust the water flow with the water adjustment valve. Third, make sure there is water in the tank. It should be allowed to fill before you turn the pump on.

**Q. What is the best environment to product the most cool air from my Portacool portable evaporative cooler?**

A. For optimum performance, the temperature should be 85° F or higher and the relative humidity should be below 75%. However, Portacool portable evaporative coolers will reduce the temperature in almost any environment, making it more pleasant.

**Q. How often does the KUUL evaporative media need to be replaced in my evaporative cooler?**

A. Depending on the quality of maintenance, water quality and frequency of use, KUUL evaporative media typically lasts up to five years.

**Q. What is the difference between evaporative cooler and misting systems?**

A. Misting systems spray a shower of water into the air that collects on people, objects, equipment, floors, etc. Portacool portable evaporative coolers use the process of evaporation to produce cooler air, but do not discharge a mist.

**Q. Where can I buy replacement parts and accessories for my Portacool portable evaporative cooler?**

A. Replacement parts may be purchased directly from Portacool Parts/Technical Support department or [www.portacoolparts.com](http://www.portacoolparts.com). You may also buy replacement parts from any Portacool distributor.

# FAQ

**Q. What amount of moisture is added to the air by my evaporative cooler?**

A. An increase in humidity of approximately two to five percent is produced, depending on the temperature and humidity of the environment. This increase is not noticeable in a ventilated area where the air produced by the cooler is exhausted.

**Q. How long will the water supply last in my evaporative cooler's tank?**

A. With no direct water source available, the water will evaporate in a filled tank within two to 10 hours of operation, depending on the water capacity of the evaporative cooler, ambient conditions, temperature and humidity. A water source for refilling the tank is recommended by the manufacturer.

**Q. Where are the model and serial numbers found?**

A. The model number can be found on a metal plate on the outside of the cooler. Model numbers begin with the letters "PAC." Serial numbers are all-digits.

**Q. What if my question is not answered here?**

A. Our U.S.-based Tech Support staff is available 8 a.m. to 5 p.m. Central Time, Monday through Friday at 1-888-COOL-AID or you can e-mail them at [support@portacool.com](mailto:support@portacool.com).

# FAQ

## HOW TO REPLACE YOUR KUUL EVAPORATIVE MEDIA

### Step 1

Be sure to unplug your Portacool portable evaporative cooler before doing any maintenance. Lock the casters to keep your evaporative cooler from moving while you are working. Remove the flap and KUUL® evaporative media from the evaporative cooler. The flap is attached at the top of the evaporative cooler with three screws. Remove the three screws and set the flap aside.

### Step 2

All KUUL evaporative media must be removed before accessing the inside of the evaporative cooler. Remove the center set of KUUL evaporative media first by grasping at the top and tilting it out and away from the evaporative cooler. While tilting the KUUL evaporative media out, lift it up and out of the evaporative cooler.

### Step 3

Remove remaining KUUL evaporative media in the same manner. Set aside in a safe place to prevent damage while out of the evaporative cooler. Once all the KUUL evaporative media has been removed, you should have access to the inside of the evaporative cooler and internal components.

# KEY PARTS

|                                                  | 1000            | 2000           | 2200           | 3000           | 3200           |
|--------------------------------------------------|-----------------|----------------|----------------|----------------|----------------|
| <b>MOTOR</b>                                     | MOTOR-017-01    | MOTOR-016-01   | MOTOR-016-01   | MOTOR-013-07B  | MOTOR-013-07B  |
| <b>PUMP</b>                                      | PUMP-CYC-3      | PUMP-CYC-3     | PUMP-CYC-3     | PUMP-CYC-3     | PUMP-CYC-3     |
| <b>MEDIA</b>                                     | PADMF4022/G     | PAD6019/22     | PAD6019/22     | PAD6022.5/26   | PAD6022.5/26   |
| <b>LOCKING CASTERS</b> <small>(FRONT)</small>    | CASTER-3-L      | CASTER-3-L     | CASTER-3-L     | CASTER-3-L     | CASTER-3-L     |
| <b>NON-LOCKING CASTERS</b> <small>(REAR)</small> | CASTER-3-NL     | CASTER-3-NL    | CASTER-3-NL    | CASTER-3-NL    | CASTER-3-NL    |
| <b>LOUVERS</b>                                   | FRNTPNL-C1-7112 | LOUVERS-CYC-11 | LOUVERS-CYC-11 | LOUVERS-CYC-16 | LOUVERS-CYC-16 |
| <b>CONTROLS</b>                                  | CTRL-2SPD-01    | CTRL-2SPD-01   | CTRL-2SPD-01   | CTRL-2SPD-01   | CTRL-2SPD-01   |
| <b>HOSE ADAPTER</b>                              | PAC-PLB-14      | PAC-PLB-14     | PAC-PLB-14     | PAC-PLB-14     | PAC-PLB-14     |
| <b>FLOAT VALVE</b>                               | FLOAT-CYC-717   | FLOAT-CYC-03   | FLOAT-CYC-03   | FLOAT-CYC-03   | FLOAT-CYC-03   |
| <b>COVER</b>                                     | -               | PAC-CVR-C2     | PAC-CVR-C2     | PAC-CVR-02     | PAC-CVR-02     |
| <b>HARD WATER TREATMENT</b>                      | PARPACHWTB00    | PARPACHWTB00   | PARPACHWTB00   | PARPACHWTB00   | PARPACHWTB00   |

Additional parts can be found at [www.portacoolparts.com](http://www.portacoolparts.com)

# REGISTER

Please complete this form and mail in a stamped envelope to:  
Portacool, 711 FM 2468, Center, TX 75935 or register online at:  
[www.portacool.com/support](http://www.portacool.com/support)

**DATE OF PURCHASE**

**MODEL NUMBER**

**SERIAL NUMBER**

**YOUR NAME**

**ADDRESS**

**CITY**  **STATE**  **ZIP CODE**

**PHONE NUMBER**  (  )  -  **EMAIL**  @

**WHO DID YOU PURCHASE FROM?**

## PRIMARY USE:

☐ Auto/Aviation ☐ Farm/Pet ☐ Industrial  
☐ Hospitality ☐ Home ☐ Other

## PRIMARY REASON FOR PURCHASE:

☐ Safety ☐ Sustainability  
☐ Productivity ☐ Total cost of ownership

## DESCRIBE YOUR PURCHASE:

☐ Purchased before ☐ First time buyer  
☐ Purchased other brand

**REGISTER YOUR  
PRODUCT AT [WWW.PORTACOOOL.COM](http://WWW.PORTACOOOL.COM)**

## NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## NOTES

[illegible]

# PORTACOOOL™

WHEN COMFORT COUNTS™

## **CUSTOMER SERVICE CONTACT**

**1-936-598-5651 ★ 1-800-695-2942**

**ORDERS@PORTACOOOL.COM**

## **TECHNICAL/PARTS CONTACT**

**1-936-598-5651 ★ 1-800-695-2942**

**SUPPORT@PORTACOOOL.COM**

**VISIT PORTACOOOL.COM**

**OR CALL 1-936-598-5651**

**FOR MORE INFORMATION**

Portacool, LLC • Manufacturer of Portacool™  
portable evaporative coolers and  
KUUL® evaporative media  
711 FM 2468 • Center, Texas 75935 • 936-598-5651  
www.portacool.com • www.theKUULeffect.com

The manual is available in other languages.  
To download a digital copy, please visit  
[www.portacool.com](http://www.portacool.com).

El manual está disponible en otros idiomas.  
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vous plaît visitez [www.portacool.com](http://www.portacool.com).

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**MANR0002**

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