

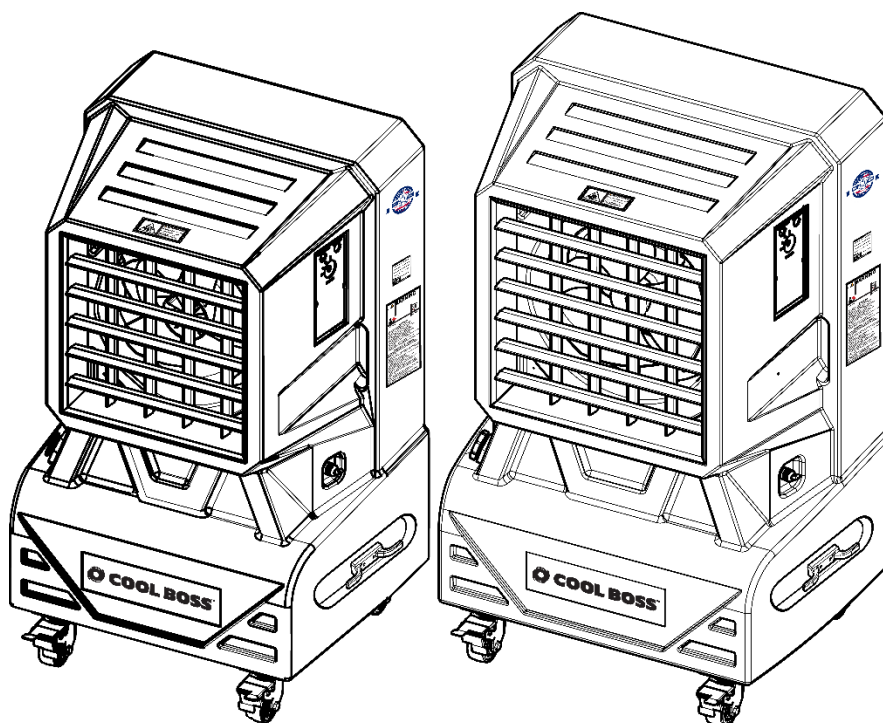
Cool Boss™ Portable Evaporative Air Cooler with Swing Louvers

Installation and Operation Manual

Manual Revision A2 — January 2023 — Manual P/N 5900274

Models:

- CB-12SL / SLH
- CB-14SL / SLH



CB-12SL / SLH

CB-14SL / SLH



Read the *entire contents* of this manual *before* using this product. Failure to follow the instructions and safety precautions in this manual can result in serious injury or death. Make sure all other operators also read this manual. Keep the manual near the product for future reference. ***By proceeding with setup and operation, you agree that you fully understand the contents of this manual and assume full responsibility for product use.***

Manual. Cool Boss™ Portable Evaporative Air Cooler with Swing Louvers, *Installation and Operation Manual*, P/N 5900274, Manual Revision A2, January 2023.

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Limitations. Every effort has been made to ensure complete and accurate instructions are included in this manual. However, product updates, revisions, and/or changes may have occurred since this manual was published. BendPak reserves the right to change any information in this manual without incurring any obligation for equipment previously or subsequently sold. BendPak is not responsible for typographical errors in this manual.

Warranty. The Cool Boss warranty is more than a commitment to you: it is also a commitment to the value of your new product. Visit coolboss.com/warranty for complete warranty information.

Safety. Your new product was designed and manufactured with safety in mind. Your safety also depends on proper training and thoughtful operation. Do not set up, operate, maintain, or repair your Cool Boss without reading and understanding this manual and the labels on the unit.

Owner Responsibility. In order to maintain your product properly and to ensure operator safety, it is the responsibility of the product owner to read and follow these instructions:

- Follow all setup, operation, and maintenance instructions.
- Make sure product setup conforms to all applicable local, state, and federal codes, rules, and regulations, such as state and federal OSHA regulations and electrical codes.
- Read and follow all safety instructions. Keep them readily available for operators.
- Make sure all operators are properly trained, know how to safely operate the unit, and are properly supervised.
- Do not operate the product until you are certain that all parts are in place and operating correctly.
- Carefully inspect the product on a regular basis and perform all maintenance as required.
- Service and maintain the unit only with approved replacement parts.
- Keep all instructions permanently with the product and make sure all labels are clean and visible.

Unit Information. Enter the Model Number, Serial Number, and Date of Manufacture from the label on your unit. This information is required for part or warranty issues.

Model: _____

Serial: _____

Date of Manufacture: _____

COOL BOSS™		Theodore, AL USA www.coolboss.com
MODEL NUMBER		
DESCRIPTION		
VOLTAGE		
DATE OF MFG.	SERIAL NUMBER	
 DANGER! Disconnect Power Before Servicing	UPC	
CE ENEC		
WARRANTY VOID IF DATA PLATE IS REMOVED		

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Introduction

This manual describes the Cool Boss Portable Evaporative Air Cooler, which keeps your shop or workplace cool and comfortable on even the hottest summer days.

This manual covers Cool Boss models with a fan diameter of 12 in. / 305 mm and 14 in. / 356 mm with Swing Louvers. Each model may be ordered in a 110 VAC or a 220 VAC version:

- **CB-12SL:** 110 VAC, 0.88 A Max., 60 Hz, single phase.
- **CB-12SLH:** 208 to 230 VAC, 0.42 Amp Max., 50-60 Hz, single phase.
- **CB-14SL:** 110 VAC, 1.0 A Max., 60 Hz, single phase.
- **CB-14SLH:** 208 to 230 VAC, .5 Amp Max., 50-60 Hz, single phase.

The Cool Boss units described here operate identically and will be referred to as Cool Boss or Cooler throughout this manual. Any differences based on the selected power supply or function, will be called out in the text by the unit's specific model number.

This manual is mandatory reading for all users of the Cool Boss, including anyone who sets up, operates, maintains, or repairs it.

⚠ DANGER Be very careful when setting up, operating, maintaining, or repairing this equipment; failure to do so correctly could result in property damage, product damage, injury, or (in very rare cases) death. Make sure only authorized personnel operate this equipment. All repairs must be performed by an authorized technician. Do not make modifications to the unit; this voids the warranty and increases the chances of injury or property damage. Make sure to read and follow the instructions on the labels on the unit.

Keep this manual on or near the equipment so that anyone who uses or services the unit can read it.

Assistance with your Cool Boss is available from your dealer, by calling Cool Boss at **(805) 933-9970**, or by emailing support@coolboss.com. You may also contact Cool Boss for parts replacement (please have the serial number and model number of your unit available).

Shipping Information

Your equipment was carefully checked before shipping. Nevertheless, you should thoroughly inspect the shipment **before** you sign to acknowledge that you received it.

When you sign the bill of lading, it tells the carrier the items on the invoice were received in good condition. ***Do not sign the bill of lading until after you have inspected the shipment.*** If any of the items listed on the bill of lading are missing or are damaged, do not accept the shipment until the carrier makes a notation on the bill of lading that lists the missing and/or damaged goods.

If you discover missing or damaged goods **after** you receive the shipment and have signed the bill of lading, notify the carrier at once and request the carrier to make an inspection. If the carrier will not make an inspection, prepare a signed statement to the effect that you have notified the carrier (on a specific date) and that the carrier has failed to comply with your request.

It is difficult to collect for loss or damage after you have given the carrier a signed bill of lading. If this happens to you, file a claim with the carrier promptly. Support your claim with copies of the bill of lading, freight bill, invoice, and photographs, if available. Our willingness to assist in helping you process your claim does not make us responsible for the collection of claims or replacement of lost or damaged materials.

Safety Considerations

Read this manual carefully before using your new product. Do not set up or operate the product until you are familiar with all operating instructions and warnings. Do not allow anyone else to operate the product until they are also familiar with all operating instructions and warnings.

 **WARNING** **California Proposition 65.** This product can expose you to chemicals including styrene and vinyl chloride which are on a list of over 900 chemicals identified by the State of California to cause birth defects or reproductive harm. ALWAYS use this product in accordance with Cool Boss BendPak's instructions. For more information go to www.P65Warnings.ca.gov.

Safety Information

- The product is an air-cooling device. Use it only for its intended purpose.
- The product should only be operated by authorized personnel. Children should **not** be allowed to operate the Cool Boss. Make sure all operators read and understand the Warning labels and the *Installation and Operation Manual*. Keep the manual near the device at all times.
- **Never** operate the Cool Boss with a damaged Power Cord or Plug.
- When the product is in use, keep all body parts and loose clothing away from it.
- Only use the product indoors in a well-ventilated area. Ensure a window or door is open to allow adequate air flow.
- Do not make any modifications to the product. This voids the warranty and increases the chances of injury or property damage.
- Avoid using an extension cord; they can overheat. If you must use an extension cord, make sure it is a three conductor No. 14 AWG minimum with a three-prong plug/receptacle and does not exceed 50-feet in length. For 100-foot extension cords use 12 AWG minimum.
- Do not spray the outside of the Cooler with water. Moisture can harm the motor and other parts of the electrical system.

- Only connect the power cord to a grounded, three-prong GFCI protected receptacle.
- Lock at least two Casters before turning on the fan.
- Make a visual inspection of the product before using it. Check for damaged or missing parts. **Do not use the product if you find problems with the unit.** Instead, remove it from service, then contact your dealer, call Cool Boss at **(805) 933-9970**, or email Cool Boss at support@coolboss.com.
- Do **not** operate the Cool Boss if the Fan has cracked or damaged blades.
- Do **not** operate the Cool Boss unless the Media is securely in place.
- Do **not** operate the Cool Boss within 35-feet (10.6 m) of an open flame or spark.
- **Always** remove the plug from the electrical receptacle by pulling on the plug, not the power cord.
- BendPak recommends making a thorough inspection of the product at least once a year. Replace any damaged or severely worn parts, decals, or warning labels.

Save these instructions!

Symbols

Following are the symbols used in this manual:

-  **DANGER** Calls attention to an immediate hazard that **will** result in death or severe injury.
-  **WARNING** Calls attention to a hazard or unsafe practice that **could** result in death or severe personal injury.
-  **CAUTION** Calls attention to a hazard or unsafe practice that could result in minor personal injury, product, or property damage.
-  **Tip** Calls attention to information that can help you use your product better.

Liability Information

BendPak Inc. assumes **no** liability for damages resulting from:

- Use of the equipment for purposes other than those described in this manual.
- Modifications to the equipment without prior, written permission from BendPak Inc.
- Injury or death caused by modifying, disabling, overriding, or removing safety features.
- Damage to the equipment from external influences.
- Incorrect operation of the equipment.

Frequently Asked Questions

Question: Is the Cool Boss an air conditioner?

Answer: No, it is an evaporative air cooler, sometimes called a swamp cooler. The fan pulls in hot outdoor air, a water drip spray system releases water into a Media, the water droplets evaporate when they meet the hot air, lowering the air temperature by up to 26°F, and the fan blows the cooled air in the desired direction.

Q: How much air does the Cool Boss cool?

A: Each unit can cool approximately:

Model	Airflow	Cooling Area
CB-12SL / SLH	1,565 cfm / 44.3 cmm	650 ft ² / 60.4 m ²
CB-14SL / SLH	2,300 cfm / 65.1 cmm	850 ft ² / 79 m ²

Q: What's the best way to set up my Cool Boss?

A: With the back of the unit facing a source of hot, dry air – which is what the Cool Boss will cool—and the front facing the area you want to keep cool. It will need to be near a power source also. And remember, it is portable. You may move the Fan to where you need it; it does not have to stay in the same place the whole time.

Q: Does it require special water?

A: No. Clean, ordinary tap water.

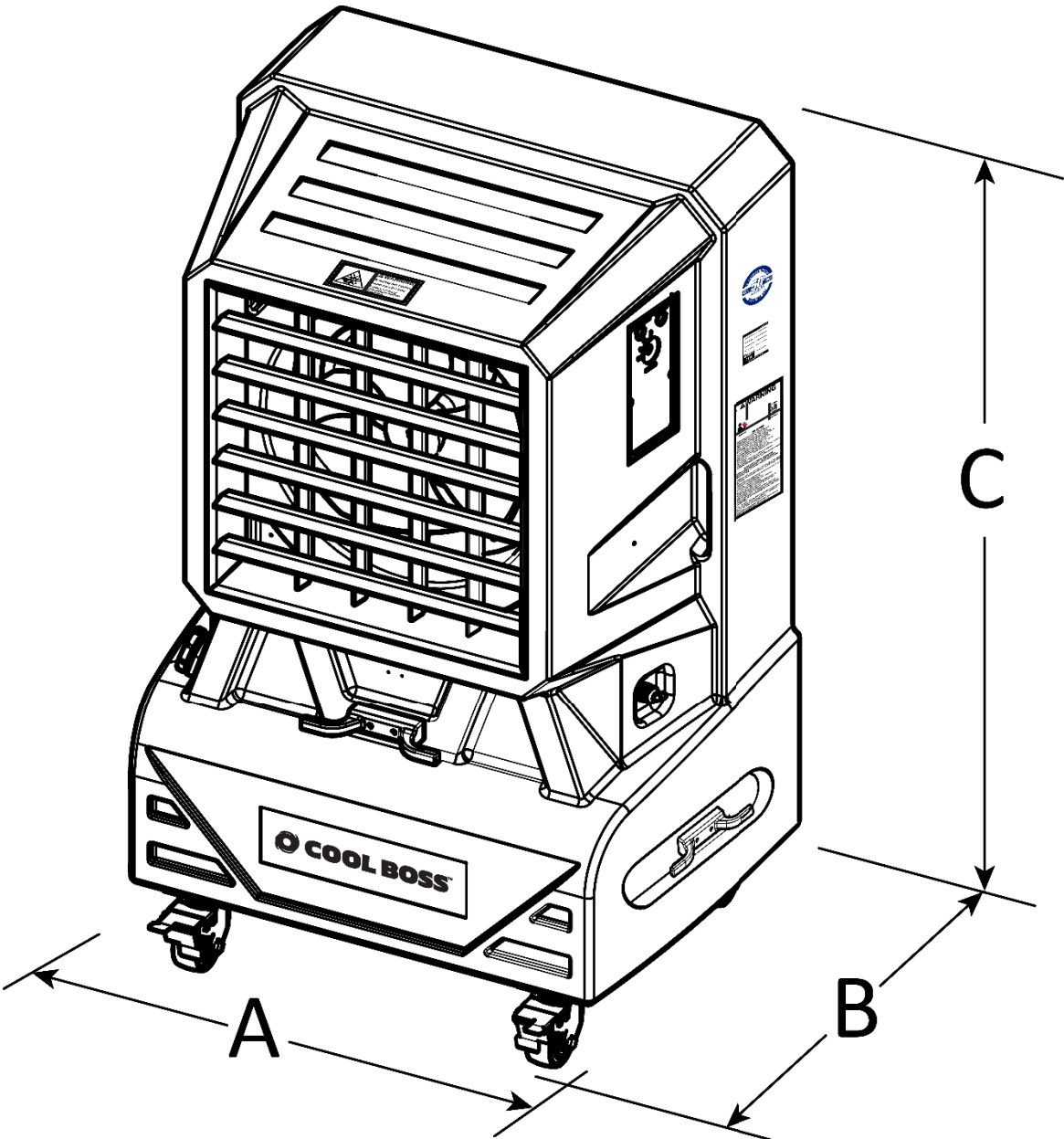
Q: Is it hard to control the Cool Boss?

A: Not at all. Only three, easy-to-understand controls on the unit.

Q: What about maintenance?

A: Very little. Basically, keep the Water Reservoir filled with clean tap water and clean the Media once as needed. Dirt and other pollutants from the environment accumulate in the Media and the Reservoir, so it is best to clean periodically. Do not clean the Media by spraying it with high pressure water while installed in the Cool Boss! Instead, remove the Media using the procedure in the **Maintenance section**, then clean it as per the procedure outlined.

Specifications

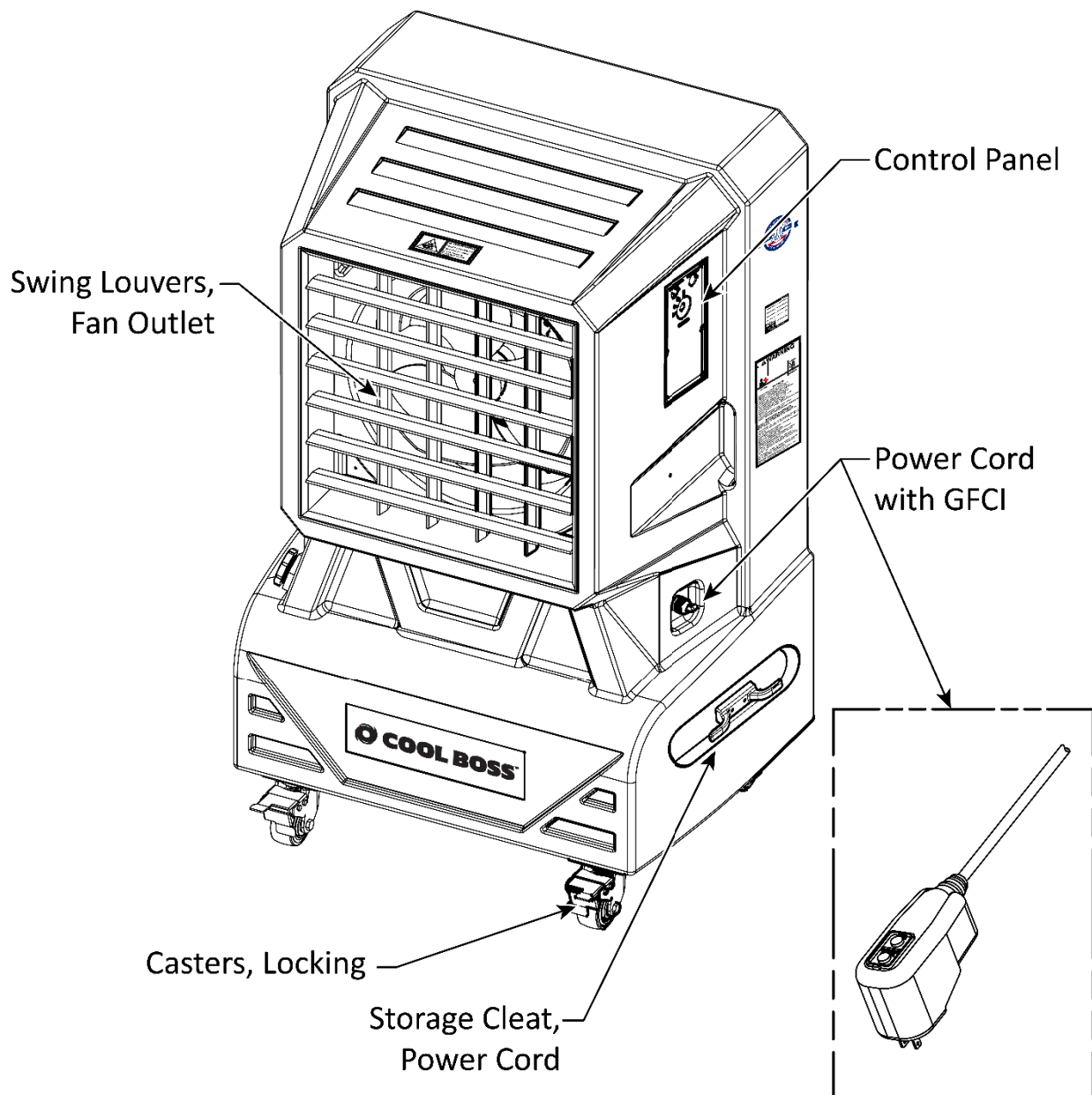


Model	CB-12SL / SLH	CB-14SL / SLH
Dimensions (A x B x C)	27 in. x 22 in. x 45 in. 686 mm x 559 mm x 1,143 mm	30 in. x 22 in. x 47 in. 762 mm x 559 mm x 1,194 mm
Fan diameter	12 in. / 305 mm	14 in. / 356 mm
Weight Empty	73 lbs. / 91 kg	79 lbs. / 125 kg
Weight Full	198 lbs. / 90 kg	208 lbs. / 94 kg
Water capacity	15 gal. / 57 liters	15.6 gal. / 59 liters
Maximum airflow	1,565 ft ³ /min. 44.3 m ³ /min.	2,300 ft ³ /min. 65.1 m ³ /min.
Sound level	69 to 79 dB	64 to 72 dB
UL® Certified	Yes	Yes
Fan speed	3-Speeds, Low – Medium - High	
Fan type	Axial	
Max. Water Source Pressure	≈28 to 99.5psi / (2 to 7 kg/cm ²) Max. Automatic Water Source Shutoff.	
Water Source Shutoff	The Cool Boss utilizes a Mechanical Float Valve to automatically shut off the Water Source before exceeding maximum Fill.	
Water Pump Shutoff	The internal Water Pump incorporates an automatic low-level shutoff.	
Water Temperature	<45°C / 113°F	
Housing	Antibacterial	
Power Cord Length	15 feet / 4.5 m	
Power	CB-12SL: 110 VAC, .88 A Max., 60 Hz, single phase. CB-12SLH: 208 to 230 VAC, .42 Amp Max., 50-60 Hz, single phase. CB-14SL: 110 VAC, 1.0 A Max., 60 Hz, single phase. CB-14SLH: 208 to 230 VAC, .5 Amp Max., 50-60 Hz, single phase. Must be connected to a grounded circuit protected by a circuit breaker or fuse.	

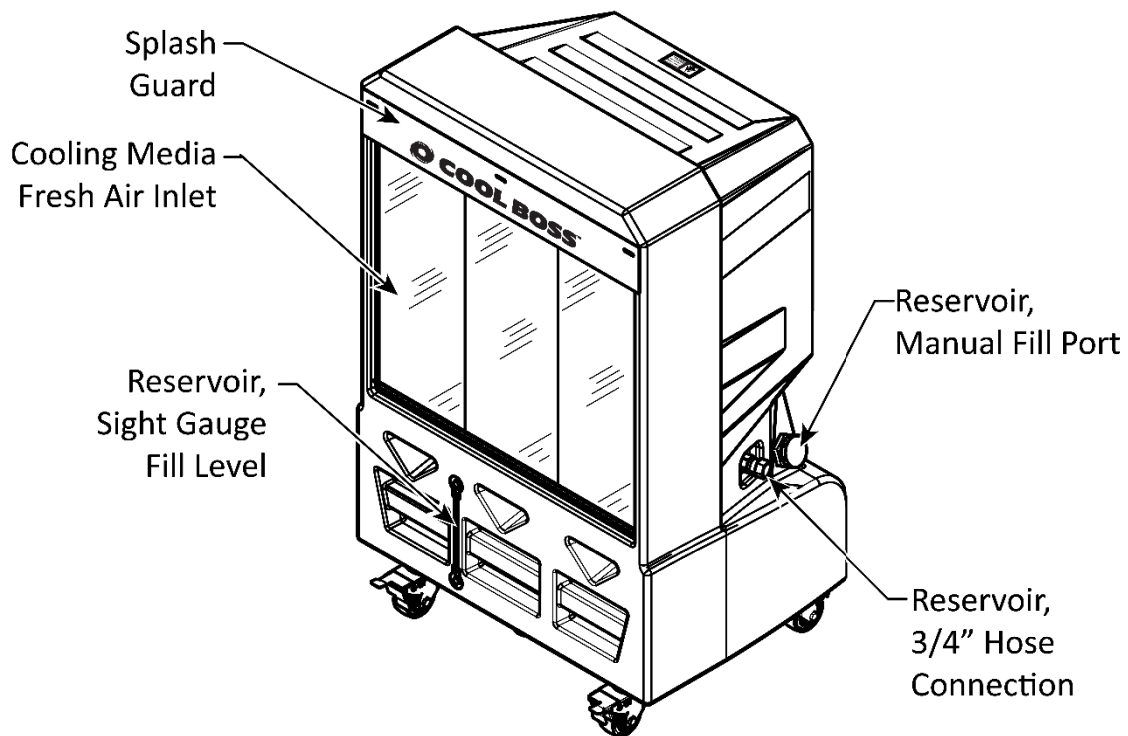
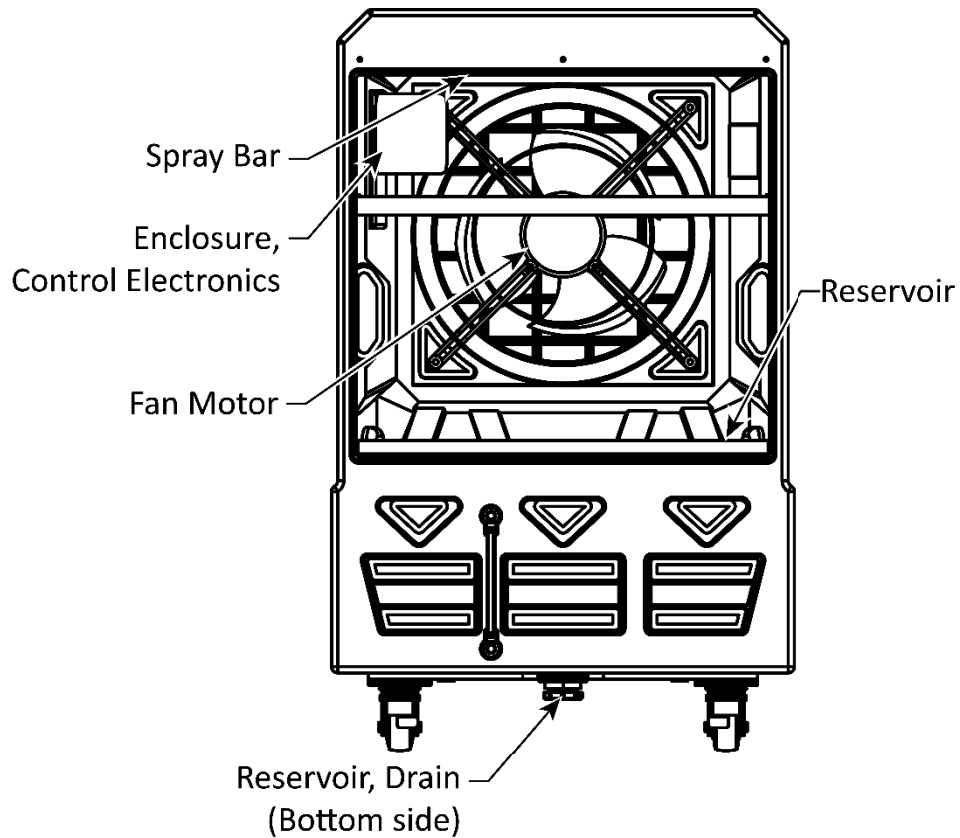
Components

The Cool Boss Unit

CB-14 pictured below.

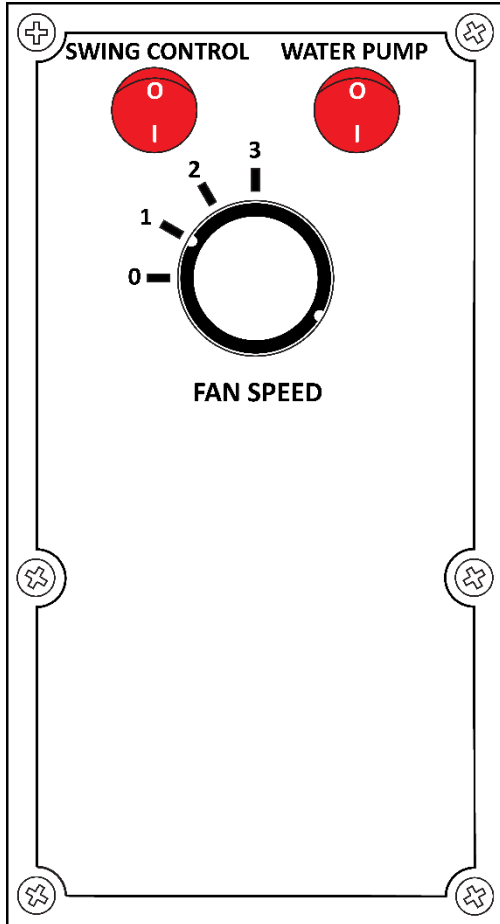


This figure Details the interior of the unit, from the back.



The Cool Boss Control Panel

The figure below details the Cooler Control Panel.



Control Functions

Swing Control – Rocker switch on-off. Initiates the Swing Louver left right movement

Water Pump – Rocker switch on-off. Applies power to the Water Pump providing water to the Spray Bar which then distributes it over the Cooling Media.

Fan Speed – Rotary Switch on-off and three speed settings.

Setup

There are six basic steps in the Cool Boss set-up.

1. Unbox
2. Install the Casters.
3. Install the Media.
4. Determine the Cool Boss location.
5. Fill the reservoir or connect to water.
6. Connect to power.

Tools required for Assembly:

- Hammer
- Pry Bar
- Phillips Screwdrivers
- Metric Open End Wrench Set

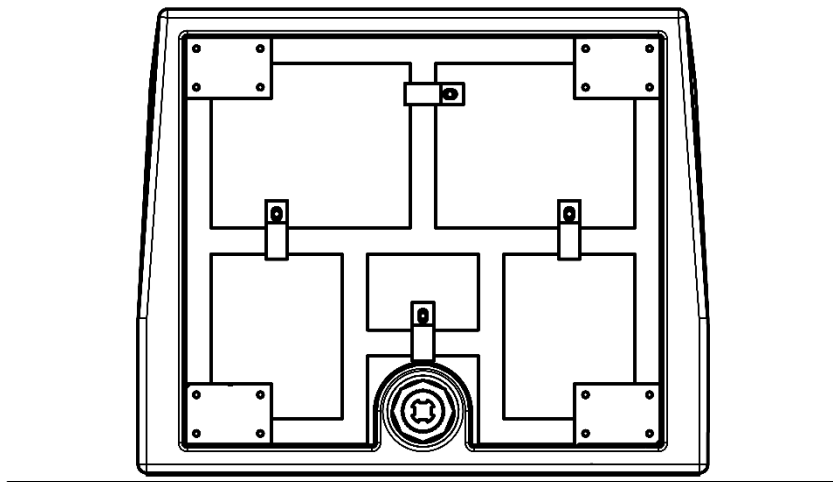
Unboxing the Cool Boss

The Cool Boss Cooler is carefully packaged to prevent damage. Exercise care in removing the Cooler from its packaging. Be careful not to injure yourself on sharp edges or fasteners.

⚠ WARNING You must wear the proper protective equipment at all times during setup and assembly of this Cooler: leather gloves, steel-toed boots, and back belts.

To unbox the Cooler:

1. Use a hammer and pry bar to **carefully** remove the shipping container from around the Cool Boss.
2. Position the Cooler with its Media side down to provide access to the bottom of the unit. The back of the shipping container may be used to provide a clear, clean area to work on the Cooler. See figure below.



Installing the Casters

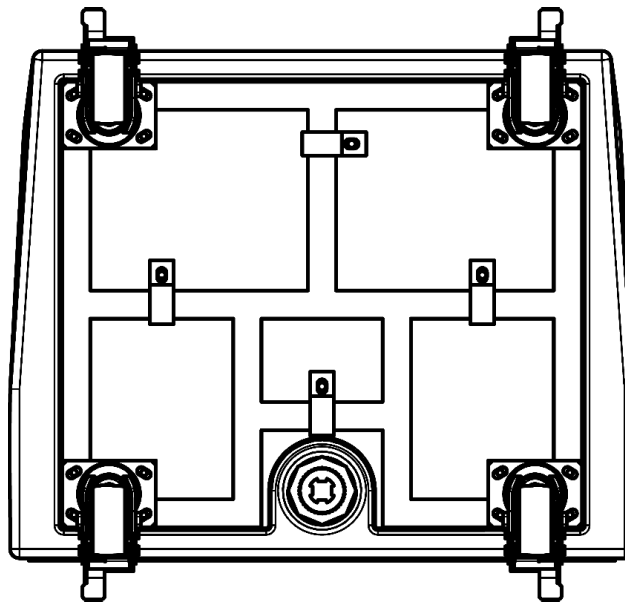
The Cool Boss is shipped with heavy-duty locking casters to both support and allow easy movement of the Cooler around your facility. The Casters are shipped in a separate box with the Remote Control.

1. Locate and install the four swivel Casters using the four bolts and flat washers provided for each Caster. As detailed in the figure below.

The Casters are shipped in a separate box with the Remote Control.

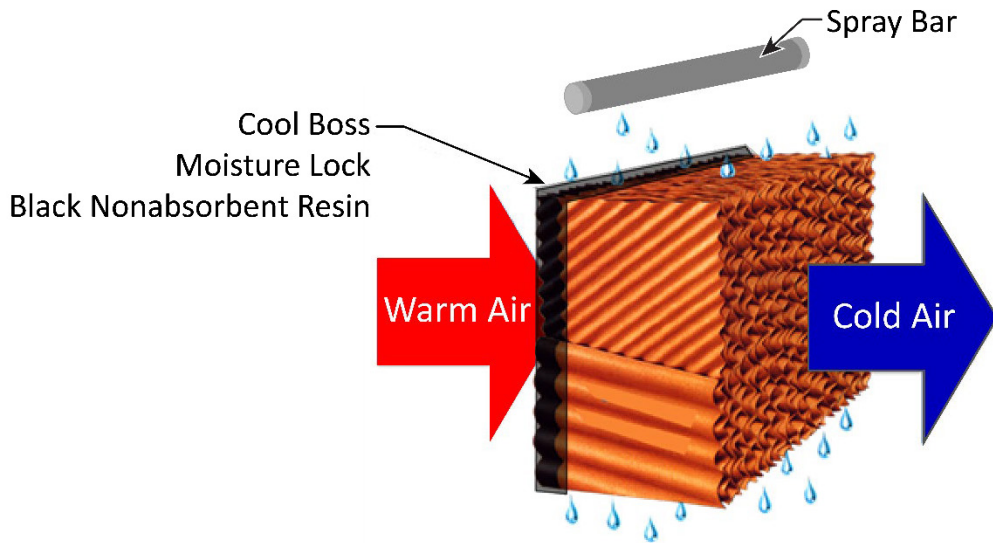
2. Lock the two rear Casters by pushing down on the larger pedal. Pushing down on the small pedal releases the lock.
3. Have an assistant help rotate the Cool Boss upright onto its Casters.

Bottom View



Installing the Media

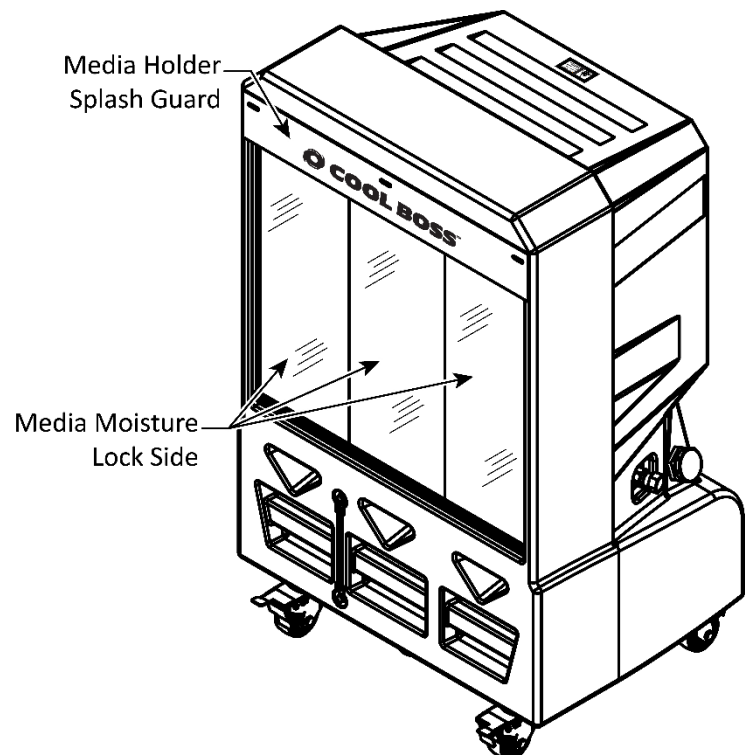
The Cooler pulls warm air through a Media saturated with water. This Media incorporates a Moisture Lock on one side made of a black nonabsorbent resin which reduces evaporation and increases the efficiency. Properly installed Media is critical to the Cool Boss operation. The black resin side **must always** be installed toward the warm air side. Refer to the figure below.



To install the Media:

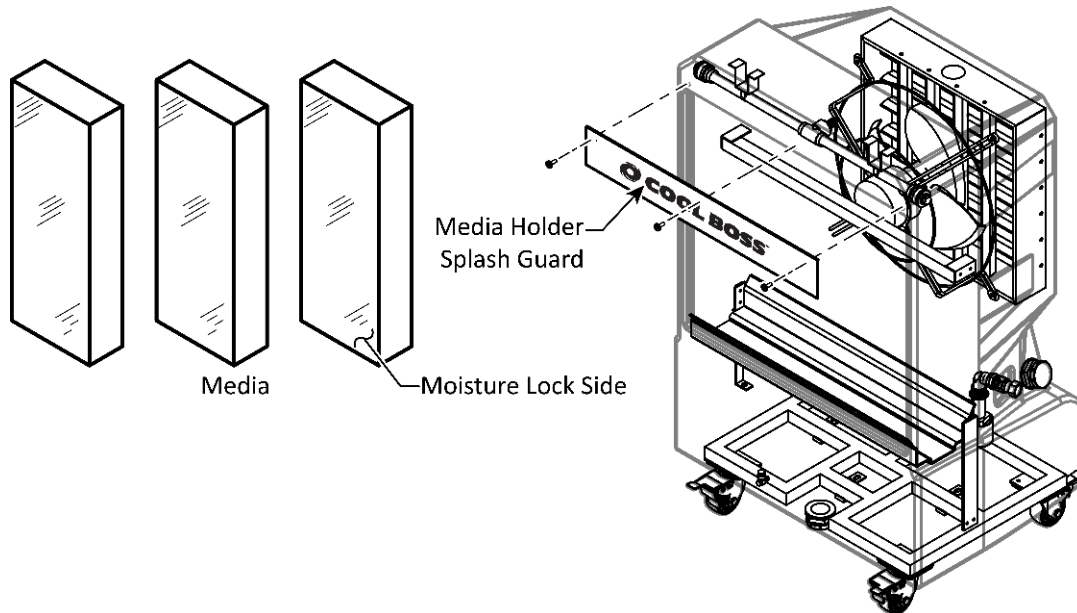
⚠ WARNING Unplug the unit from power **before** removing Media.

Retrieve the Media for your specific Cool Boss model.



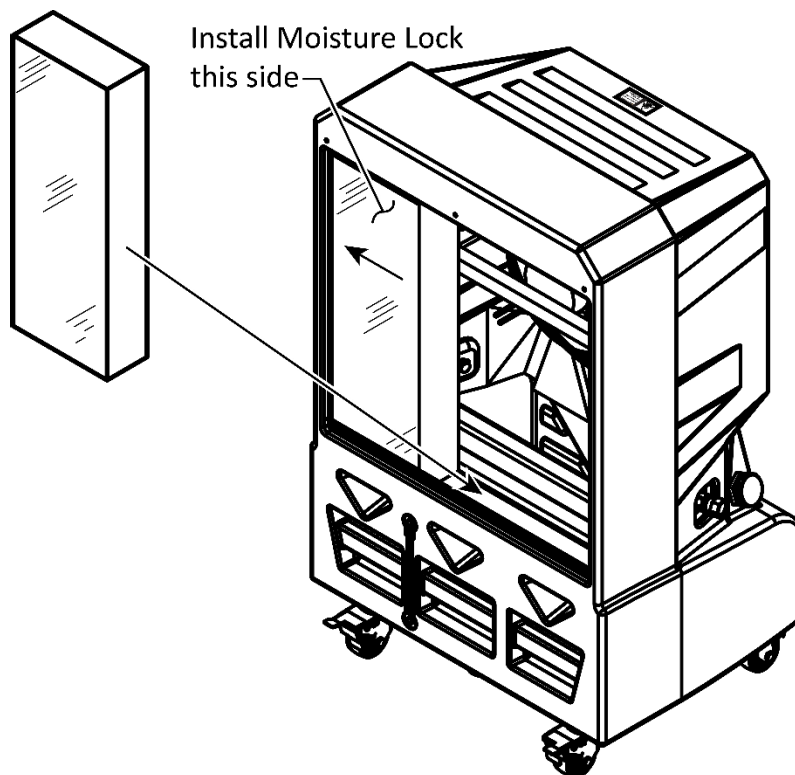
Not to scale, components removed for clarity.

1. Remove and retain the three screws securing the Media Holder Splash Guard. Refer to the figure below.



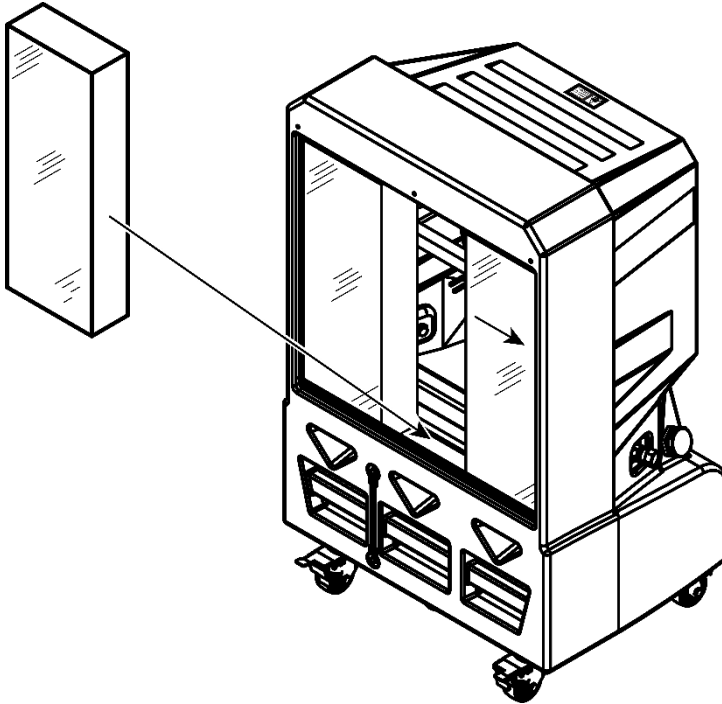
Not to scale, components removed for clarity.

2. Insert one Media section into the Cool Boss. Verify the Moisture Lock Black Resin side of the Media is oriented to the warm-air side. Channels in the Media are oriented to direct the water flow downward and **toward the Warm Air Intake side** of the Cool Boss. Slide the first Media as far left as possible. Refer to the figure below.



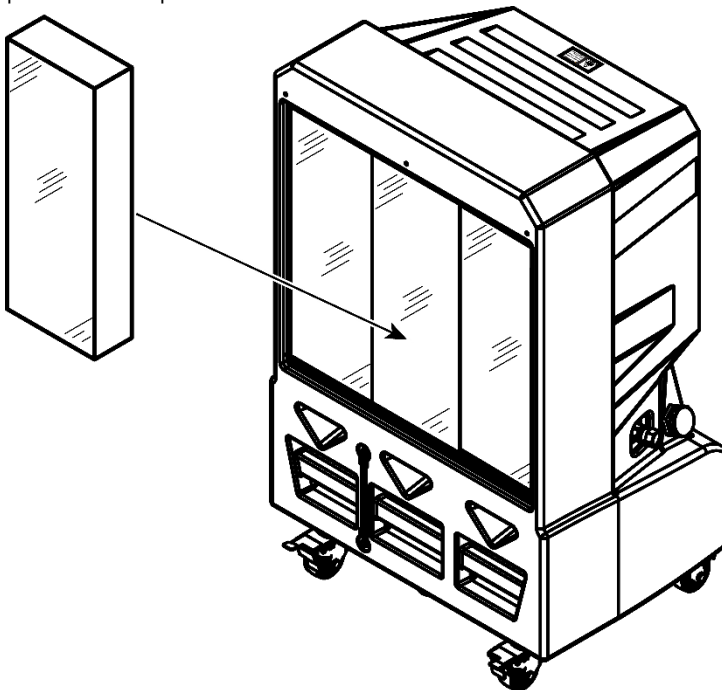
Not to scale, components removed for clarity.

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3. Install another section of Media and slide the new section of Media as far right as possible. Orient the Media channels as in the previous step.



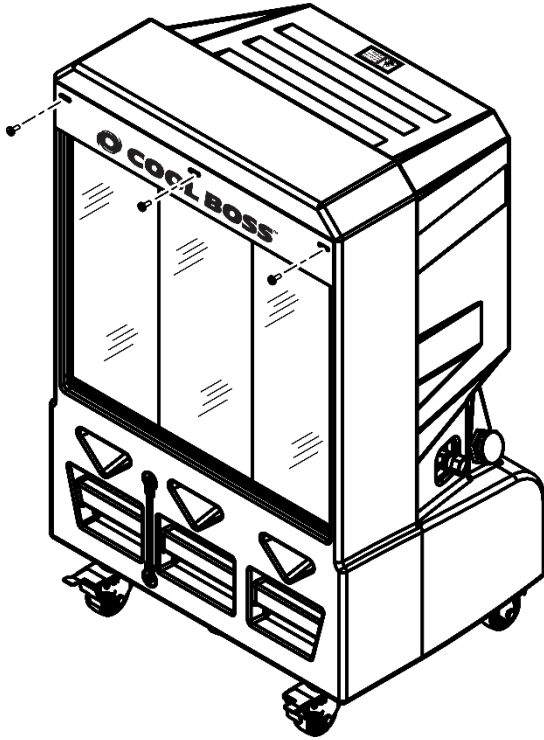
Not to scale, components removed for clarity.

4. Install the last section of Media in the open middle section. Orient the Media channels as in the previous step.



Not to scale, components removed for clarity.

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5. Install the Media Splash Guard using the three screws removed in step 2 above.



Not to scale, components removed for clarity.

Find a location for your Cool Boss:

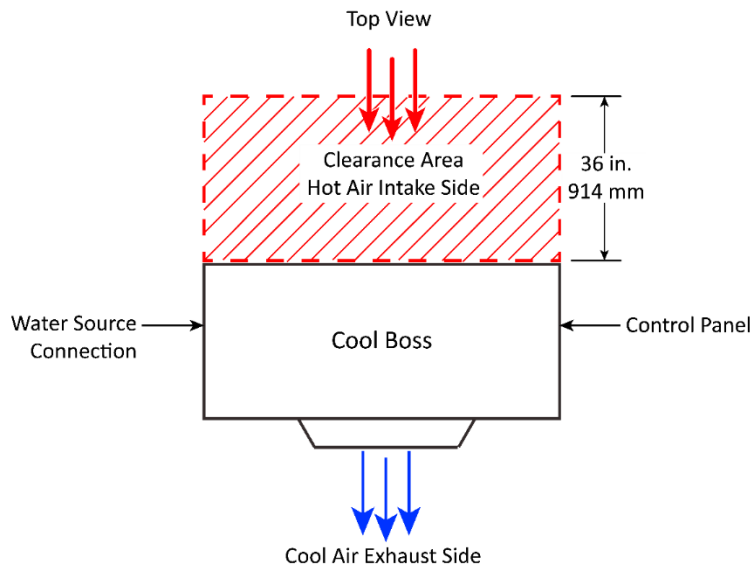
Find a suitable location for the Cool Boss (hot air to the rear, cooling area to the front). The Cool Boss should be indoors, near an appropriate power and water source, and in a low-traffic and well-ventilated area.

⚠ WARNING This equipment has internal arcing or sparking parts that should not be exposed to flammable vapors. The unit must not be located in a recessed area or below floor level.

⚠ WARNING Verify the floor will support the weight of the Cool Boss with a **full** reservoir. Also verify the Floor is level, well-constructed and stable enough to prevent the Cooler from tipping over.

To choose a location for the Cool Boss Cooler:

1. Unlock the Casters to roll the Cool Boss. Direct the Fan outlet toward the area to be cooled.



⚠ CAUTION To ensure efficient operation, the Cool Boss requires adequate air flow for intake and exhaust. Verify a window or door is open.

2. Keep 36" / 914 mm minimum behind the Cool Boss open for air intake.

⚠ WARNING Verify the Power Cord and Water Supply Hose are routed to prevent a tripping hazard and are not routed under carpets or across sharp edges.

3. Once you have determined and moved the Cool Boss into position, **lock a minimum of two Casters**, by pressing down with your foot on the large pedal locking mechanism on each Caster. To unlock the Casters, press down on the small pedal.

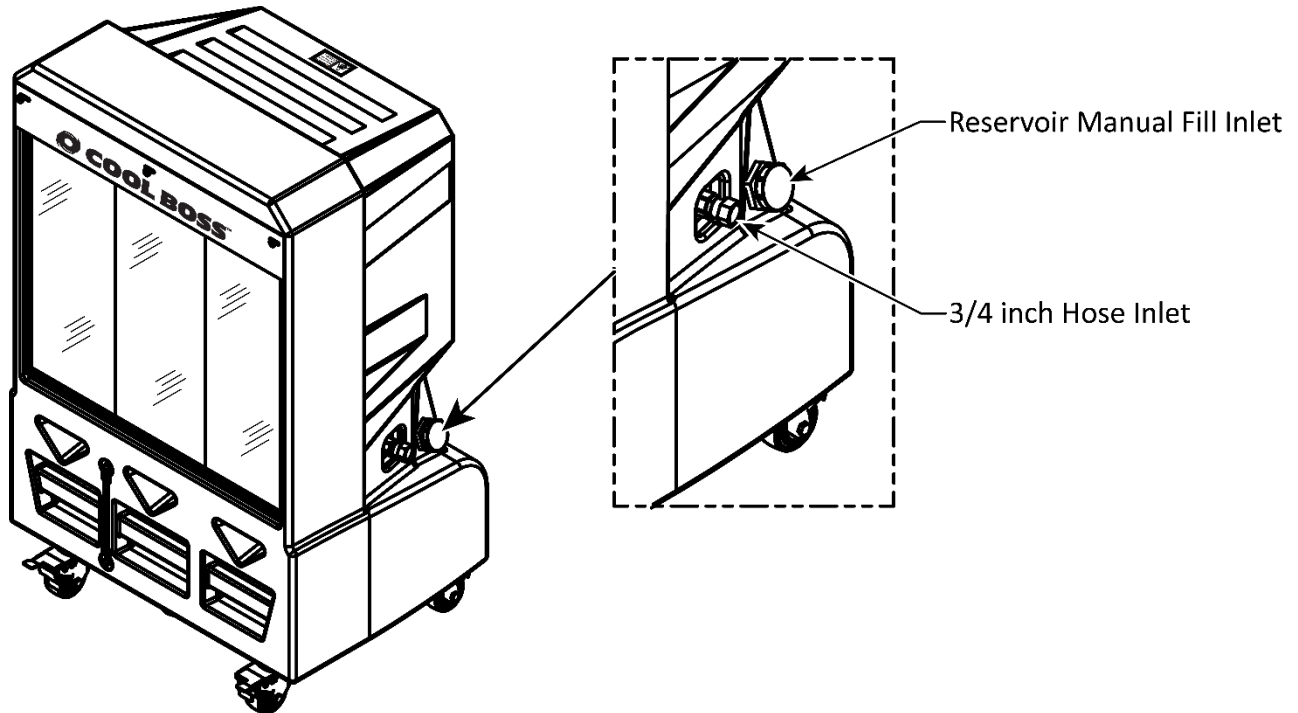
⚠ CAUTION Do not start the Cool Boss until you have locked a **minimum** of two Casters; this ensures that unintended movement caused by the thrust of the Fan will not occur.

Fill the Water Reservoir.

There are two options to fill the Reservoir, using a hose connected to the 3/4-inch Water Inlet Connector with Float Valve, or manually fill the Reservoir through the Reservoir Fill Inlet.

To fill the Reservoir:

1. You may connect to the Water Inlet Connector on the side of the unit using the standard 3/4-inch Hose fitting and a Hose that is rated to 28 to 99.5psi / (2 to 7 kg/cm²) maximum water pressure at your location. Turn on the water and verify there are no leaks at the connection point. A Hose is **not** supplied with the Cool Boss. Refer to the figure below.



Not to scale.

If you are utilizing the 3/4" Water Inlet Connector, the Reservoir Float Valve will shut off the water before the maximum fill level is exceeded.

⚠ CAUTION Do **not** connect to a water supply with a pressure in excess of ≈ 28 to 99.5psi / (2 to 7 kg/cm²). Install a pressure regulator to reduce the pressure, if required.

2. Alternatively, you may manually fill the Reservoir using the Water Reservoir Inlet found to the right of the 3/4-inch hose connection.

Remove the Cap and add **clean** water. Fill to the Max. level only, do **not** overfill. Water temperature must be less than 113°F (45°C).

After filling, Replace the Cap, remove and dry any water spilled on the Cool Boss or floor around the unit.

⚠ CAUTION Use only cold clean water. No detergents or additives of any kind.

Model	Water Capacity
CB-12SL / SLH	≈ 15 gal. / 57 liters
CB-14SL / SLH	≈ 15.6 gal. / 59 liters

Connecting to Power

Before connecting this unit to a power source, verify the required voltage by studying the model nameplate affixed to your machine. Cool Boss models marked CB-12SL and CB-14 SL indicates 110 VAC operation; model numbers with an **H** suffix indicates 208 to 240 VAC operation (e.g., CB-16**SLH** for **220 VAC** operation). **It is recommended that a separate electrical circuit servicing only the Cool Boss be provided.**

If your Cool Boss is equipped with a plug **not** compatible with your current power source, you must contact a licensed Electrician. The Electrician will install a separate 15 Amp circuit protected by a fuse or circuit breaker with an appropriately grounded power receptacle in accordance with all national and local electrical codes. **Use an outlet that cannot be turned off by a switch.**

No Electrician is required to connect the Cool Boss with a 110 VAC power source as shipped from the factory. Units operating at 110 VAC have the appropriate plug attached. Only units requiring 220 VAC operation require an electrician to install the required 220 VAC plug.

⚠ DANGER **All** electrical work must be accomplished by a **licensed Electrician**, in accordance with national and local electrical codes. If you do not use a licensed Electrician, you void your warranty and put everyone who uses the cooler in danger of injury or, in rare cases, death.

To connect the Cooler to a 220 VAC power source:

1. Verify the Cool Boss is **disconnected from the power source.**

If it is connected, disconnect it. **Do not begin to install a 220 VAC plug until you are sure that power has been disconnected from the unit.**

2. Verify the Cooler is configured for 220 VAC operation. Locate the Model/Serial Number plate near the Cooler Display. The operating voltage is indicated on this data plate and should indicate 208 – 230 VAC operation. If this data plate indicates 110 VAC, then the unit cannot be run on 220 VAC.
3. Have a **licensed Electrician** attach a 250 VAC NEMA 30A, 2-Pole, 3-Wire plug. This Plug is not shipped with the Cool Boss. You must have the Electrician bring the correct plug.

The colors of the three exposed wires from the power cord are Brown, Blue, and Green/Yellow, the European color code.

Important: To connect the three exposed wires to an appropriate Plug or to hard wire them, have your Electrician follow the electrical codes for the country and locality in which you are using the unit.

For example, if you are using the unit for 220V in the United States, the color codes of the power cord wiring on the Cooler correspond to:

Brown: Live

Blue: Live

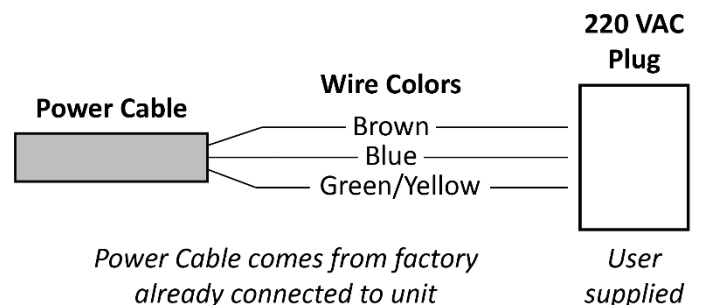
Green/Yellow: Ground

If you were using the unit in a European country, the color codes on the wiring that comes with the Cooler correspond to:

Brown: Live

Blue: Neutral

Green/Yellow: Ground



Information about color code conventions in other regions and countries is available online. Make sure your Electrician installs the Plug in accordance with all applicable national and local electrical codes.

4. Plug the Cool Boss power cord into a 220 VAC outlet protected by an appropriate circuit breaker.
5. Test the unit to verify the Cooler is working normally.

Additional electrical information:

Damage caused by improper electrical installation (such as not grounding the unit) voids the warranty.

 **WARNING** Disconnect power **before** performing **any** troubleshooting or maintenance. Make sure the unit cannot be re-energized until you are done.

 **WARNING** Plug into a properly grounded electrical receptacle only.

 **WARNING** **Never** remove the Ground Prong from the plug end of the Power Cord.

Ground Fault Circuit Interrupter (GFCI)

The Cool Boss incorporates a Ground Fault Circuit Interrupter. The GFCI acts as a Circuit Breaker in the event of a Ground Fault. A Ground Fault occurs when the power conductor comes into direct contact with the equipment's frame or Ground. To test the GFCI see the [Maintenance Section](#).

 **WARNING** The Cool Boss must be connected to a properly grounded electrical outlet for the GFCI to function. If the Outlet is not correctly grounded or if the Power Cord is damaged preventing the Ground connection, the GFCI cannot protect you from electrical shock.

Extension Cords

If an extension cord is required, use only cords with a polarized plug/receptacle no longer than 100 feet in length. Never use an extension cord that is not properly rated to handle the electrical load. When making connections, ensure all local and national electrical codes are adhered to.

Minimum requirements for Extension Cords	
25-50 Feet in length	<i>Minimum 14 AWG</i>
Up to 100 Feet in length	<i>Minimum 12 AWG</i>

 **WARNING** **For generator users and or areas with frequent brown-out conditions.** Motor failure due to excessive high or low voltage is **not** covered under warranty. If you plan to use the Cool Boss with a Generator or operate in an area with frequent brownouts, verify that the power source can provide the required current and voltage. While voltage variations are common ($\pm 5\%$) both high and low voltage episodes in excess of 15% to 20% can cause Electrical Motor overheating and premature Motor failure.

Low voltage will cause the Motor to draw more electrical current to deliver the same amount of force to the Fan Blades. Excessive current overheats the Motor Windings, eventually burning through the insulation and resulting in complete Motor failure.

High voltage episodes can cause premature failure of electrical and electronic components due to overheating.

Operation

This section describes how to operate your Cool Boss Evaporative Cooler.

-  **WARNING** The Cool Boss should only be operated by authorized, trained personnel. This includes reviewing and understanding the Operation Manual and Safety Labels on Cool Boss. Do **not** allow children or impaired persons to operate the Cool Boss.
-  **WARNING** ***Never roll anything heavy or sharp over the power cord.*** Try to find a location where people will not be constantly walking over the power cord, presenting a tripping hazard. The product should only be operated by authorized, trained personnel.
-  **WARNING** Never operate Cool Boss unless Ground Fault Circuit Interrupter (GFCI) is functioning.
-  **WARNING** **Never** remove the Ground Prong from the plug end of the Power Cord. Do not operate the unit if the power cord is damaged.
-  **WARNING** Do **not** run the Power Cord under a rug or other flammable material.
-  **WARNING** Use only in a well-ventilated open environment with a fresh air supply.
-  **WARNING** The Cool Boss area must be free from airborne pollutants, flammable gases and contaminates.
-  **WARNING** Ambient operating temperature must remain between +65° to +113°F / +18° to +45°C
-  **WARNING** Never spray the Cooler with water as the Cooler is not sealed and moisture may harm the motor or other electrical system components.
-  **WARNING** Do **not** operate near open containers of flammable liquids or gases.
-  **WARNING** Always maintain a minimum 50 feet / 15 meters from any open flame or sparks.
-  **WARNING** The Cool Boss is not designed to be used by children or persons with reduced physical, sensory, or mental capabilities or lack of experience and knowledge unless they have been given supervision or instruction concerning use by a person responsible for their safety.
-  **WARNING** Never operate the Cool Boss unless all Media is securely in place.
-  **WARNING** Always dry the Media after use by turning off the Water Supply to the Media and running the Fan without circulating water. This may take from 15 to 45 minutes depending on temperature and humidity.

To operate the Cool Boss for cooling:

1. Before starting the Cool Boss, verify that the Media and the Media Holder Splash Guard is secured in place. This will reduce the chances of water splashing out of the Cool Boss and creating a slipping hazard in front of the Media.
2. Open a Door or Window, if using the Cool Boss indoors. Sufficient airflow for intake and exhaust is critical.
3. Verify that the Cool Boss is connected to a Water Source through the 3/4-inch Hose Inlet, or the Water Reservoir is full.
4. Verify the Casters are locked to prevent the Cool Boss from moving with additional thrust from the Fan.
5. Plug-in the Cool Boss electrical cord to an appropriate electrical outlet.

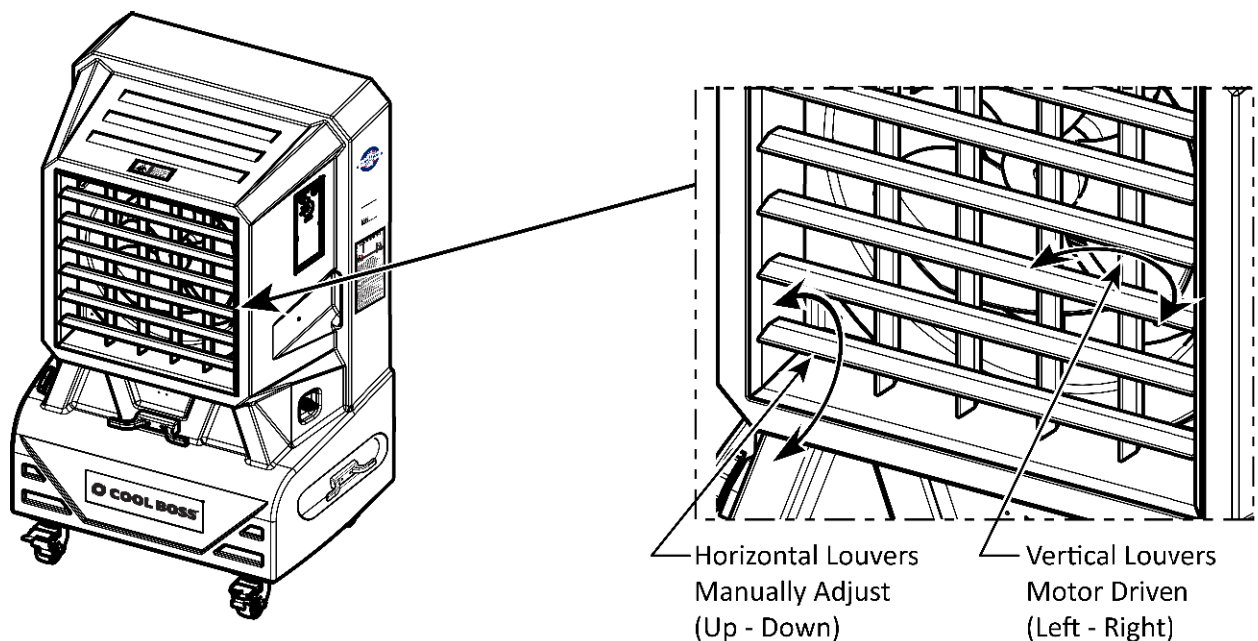
⚠ CAUTION Verify there is water in the Water Reservoir before moving the **Water Pump** Switch to the **On** position. If there is insufficient water in the Reservoir, the Pumps' internal low-water switch will keep the Pump in the **off** condition.

6. On the Cool Boss Control Panel, move the **Water Pump** rocker switch to the **on** position. Verify water is making its way through and saturating the Media.
7. Once the top 30% of the Media is saturated, rotate the **Fan Speed** Switch to **1** applying power to the Fan.

⚠ WARNING Rotating Fan Blades! Keep hands, fingers, and loose clothing away from the Fan when it is running.

8. Verify the fan is operating and cool air should begin to move through the Cooler exhaust. If the Fan is operating normally, select the desired power setting.

To use the Swing Louver function:



⚠ CAUTION Before applying power to the Swing Louvers, verify that there is nothing that will physically block or impede the motion of the Louvers.

The Swing Louvers are controlled by an on-off Rocker Switch on the Control Panel.

1. Manually adjust the horizontal Louvers to direct the cool air up or down. The Vertical Louvers are Motor-driven and will swing to the left and right when the Swing Control Switch is in the on position.
2. Move the Swing Control Rocker Switch to the on position. The Louvers will begin to swing left and right.

To shut down the Cool Boss:

1. Move the **Water Pump** Rocker Switch to the **Off** position. Leave the Fan running.
2. If using the 3/4-inch Water Source inlet, close the Valve supplying the water to the Cool Boss.
3. Dry the Media by running the fan without running water through the Media.

 **WARNING** Dry the Media at the end of each day to reduce the possibility of bacteria and mold growth. Running the Fan without circulating water for 15 to 45 minutes should dry the Media in the majority of cases. Media drying times will vary based on heat, humidity, and Fan speed.

4. After the Media is dry, turn the **Fan Speed** rotary switch to the **0** or **off** position. See **Maintenance** Section for guidance on storing the Cool Boss.

Maintenance

⚠ DANGER Disconnect the unit from its power source **before** performing any maintenance! Verify the unit is locked out from power and cannot be energized while maintenance is being performed. If your organization has Lockout/Tag out policies, make sure to implement them before servicing the Cool Boss.

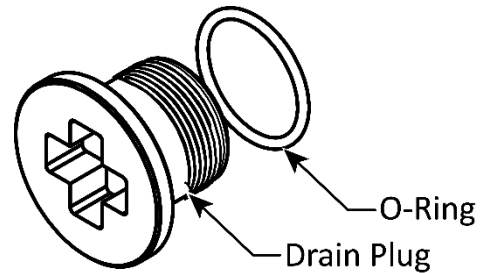
⚠ WARNING Rotating Fan Blades can cause serious injury! Keep hands and loose clothing clear!

⚠ WARNING Disconnect the Power Cord when cleaning the Cool Boss and exercise care to avoid splashing water on the Motor or internal electronics.

To maintain the Cool Boss:

- **Daily.** Turn off the Cooling Pump and run the Fan to dry the Media and inhibit the growth of bacteria, mold, and mildew. Typically, Media drying can take 15 to 60 minutes depending on current temperature and humidity.
- **Weekly.** Change the Cool Boss Reservoir water when it gets dirty. Dirt and other pollutants from the environment will get into the water and Reservoir. Cool Boss recommends draining and cleaning the Reservoir weekly or more often depending on the frequency of use and the cleanliness of the environment.

⚠ CAUTION Exercise care when removing the Drain Plug on the bottom of the Reservoir. There is a sealing O-Ring on this plug that may stick to the Housing and later fall to the ground and possibly become lost. See figure to the right.



- **Weekly.** Drain and clean the Cool Boss Water Reservoir. Dirt and other pollutants from the environment can settle in the Water Reservoir. Regular cleaning can remove these contaminants and reduce the build-up of minerals.
- **Monthly.** Check the GFCI function monthly. Test the GFCI on the Cool Boss Power Cord once a month to ensure it is working and protecting you from electric shock.
- **Monthly.** Clean the outside of the unit. Use no harsh chemicals. Unplug the Cool Boss and wipe down the outside of the unit with a damp cloth. The frequency of use and the cleanliness of the environment will affect the frequency of cleaning required.

⚠ WARNING Do not spray the Cool Boss with water. The electronics are not sealed. Water can damage the motor and/or other parts of the electrical system.

- **Monthly.** Empty the Reservoir and clean it.
- **Monthly.** Remove the Media and clean as detailed below. Dirt and other pollutants from the environment will become caught in the Media. Clean it regularly to keep the air fresh and clean.

⚠ WARNING Do not operate your Cooler if you find maintenance issues; instead, remove it from service. Assistance with your Evaporative Cooler is available from your dealer, by calling Cool Boss at **(805) 933-9970**, or by emailing support@coolboss.com. You may also contact Cool Boss for parts replacement (please have the serial and model numbers of your unit available).

To clean the Reservoir:

1. The Media must be dry before removing. If the Media is wet, run the Fan without running the Cooling Pump until dry.
2. Turn off and then unplug the Cool Boss.

 **WARNING** Disconnect the unit from its power source before performing any maintenance! Make sure the unit is locked out from power and cannot be energized while maintenance is being performed. If your organization has Lockout/Tag out policies, make sure to implement them before servicing the Cool Boss.

3. Remove and retain the three Splash Guard Fasteners securing the Media Holder Splash Guard and then remove the Splash Guard.
4. Remove the center Media first by pulling the top of the Media away from the Cool Boss. You may need to apply a little pressure to get the Media out. Take care to not damage the Media.
5. Remove the remaining Media in the same manner.
6. Remove the plug at the bottom of the Reservoir and drain into a container.

 **CAUTION** Take care to retain the O-Ring that provides a seal between the Plug and the Reservoir.

7. Remove any residual water with rags or a Wet/Dry Vacuum.
8. Wipe with clean rags and remove any mineral deposits. Use no harsh chemicals.
9. Refill the Reservoir and replace the Media. The Cool Boss is ready to use.



Tip

Cool Boss recommends wearing gloves when handling the Media.

To clean the Media:

1. The Media must be dry before removing. If the Media is wet, run the Fan without running the Cooling Pump until the Pad is dry.
2. Turn off and then unplug the Cool Boss.

 **WARNING** Disconnect the unit from its power source before performing any maintenance! Make sure the unit is locked out from power and cannot be energized while maintenance is being performed. If your organization has Lockout/Tag out policies, make sure to implement them before servicing the Cool Boss.

3. Remove and retain the three Splash Guard Fasteners securing the Media Holder Splash Guard and then remove the Splash Guard.
4. Remove the center Media first by pulling the top of the Media away from the Cool Boss. You may need to apply a little pressure to get the Media out. Be careful not to damage the Media.
5. Remove the remaining Media in the same manner.
6. Rinse the Media under running water to clean and use a soft brush or rag to gently remove accumulated dirt. Do **not** use highly pressurized water or air to clean the Media.
7. Dry the Media before attempting to reinstall in the Cool Boss.
8. Put the Media back in place. Install the bottom first and then the top. You may need to apply gentle pressure to get the top of the pad into place.

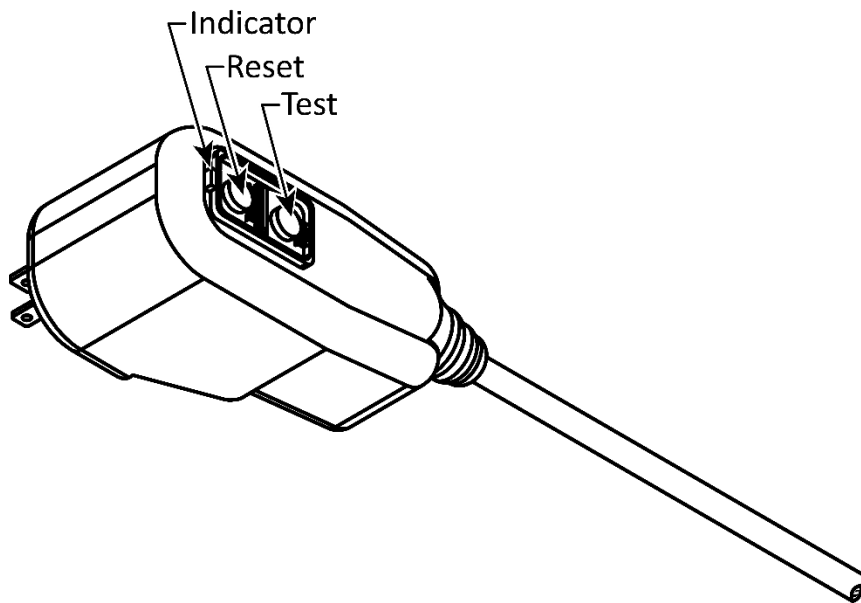
To store the Cool Boss:

1. Dry the Media or verify it is dry.
2. Drain the Reservoir and wipe clean and dry.
3. Unplug or disconnect from power and secure the electrical cord.
4. Cover the Cool Boss to prevent dust build-up and store in a dry, protected area.

To test the GFCI incorporated into the Cool Boss Power Cord:

1. Plug the cord into a properly grounded wall outlet. The indicator should be illuminated. Refer to the figure below.
 - a. If not, check the wall outlet for power.
 - b. If power is present at the outlet, the Power Cord or the GFCI is defective and requires replacement.
2. Press the small Test button. The indicator should go out and no power should be available at the Cool Boss.
3. Press the Reset Button and the Indicator should be illuminated again. The Cool Boss should now be provided power and ready for use.
4. If the GFCI does not function, take the unit out of service, contact your dealer or Cool Boss Support at coolboss.com/support, via email at support@coolboss.com, or by phone at **(805) 933-9970**.

⚠ WARNING Do not use the Cool Boss if the GFCI fails this test.



⚠ WARNING Do not operate your Cooler if you find maintenance issues; instead, remove it from service, then Assistance with your Evaporative Cooler is available from your dealer, by calling Cool Boss at **(805) 933-9970**, or by emailing support@coolboss.com. You may also contact Cool Boss for parts replacement (please have the serial number and model number of your unit available).

Troubleshooting



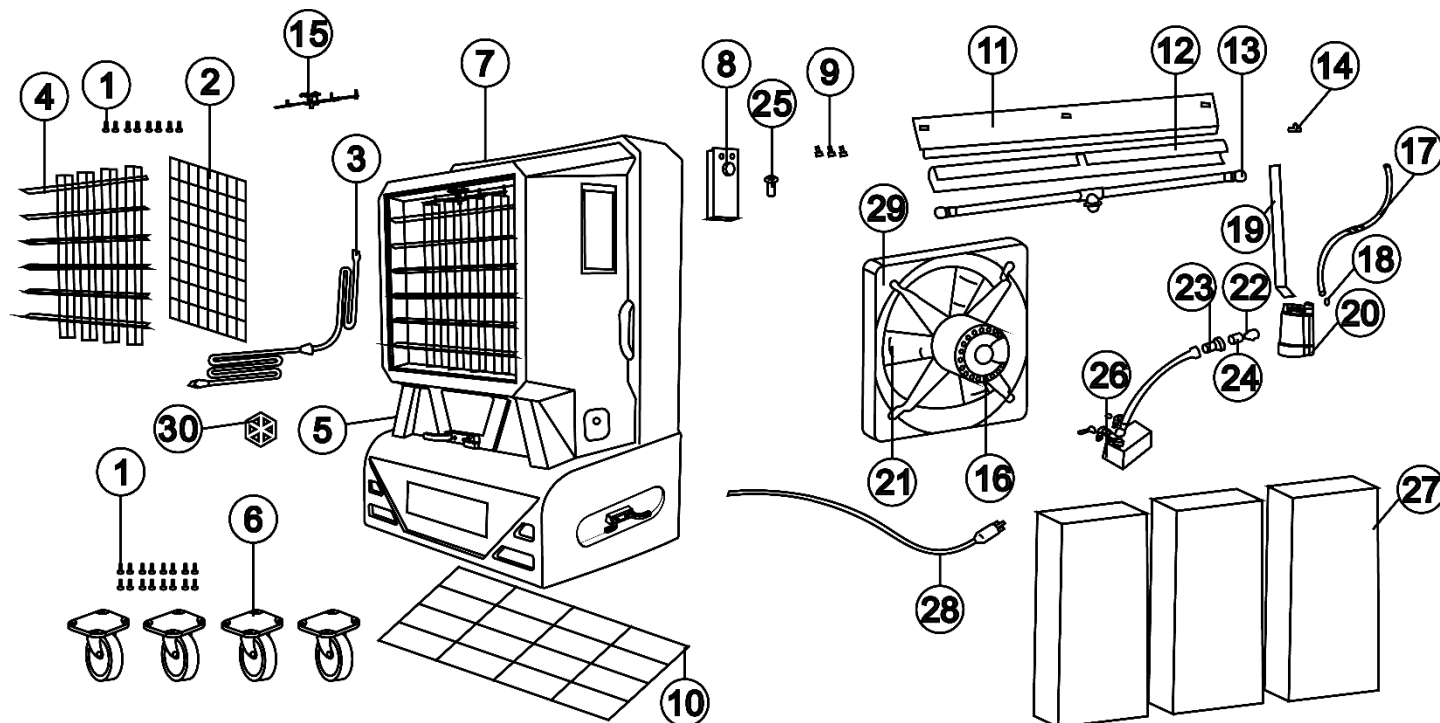
WARNING

This Evaporative Cooler uses electrical energy; if your organization has Lockout/Tagout policies, make sure to implement them before performing any Troubleshooting.

Issue	Probable Cause	Action to Take
Control Panel inoperative.	No power. Circuit Breaker open. Control Panel component failure.	– Check the power supply. – Reset the circuit breaker. – Replace the panel.
Unit not working.	No power.	– Power cycle the unit on-off. – Verify the power supply is functional.
Fan not working or moving slowly.	Fan is stuck. Fan is broken. Brown-out or low voltage.	– Check for blockage and remove. – Repair fan. – Correct voltage supply issue.
Motor not working.	Control Panel is not working. Motor failure	– Replace Control Panel. – Replace motor.
Drain leaks.	Drain Plug is not tight Drain Plug is cross-threaded. O-Ring is missing	– Tighten Drain Plug. – Replace Plug if thread is ruined. – Replace O-Ring.
Fan dripping water.	Water plumbing is disconnected or leaking.	– Check internal water connections and tubing.

Assistance with your Cool Boss is available from your dealer, by calling Cool Boss at **(805) 933-9970**, or by emailing support@coolboss.com. You may also contact Cool Boss for parts replacement (please have the serial number and model number of your unit available).

Parts Diagram

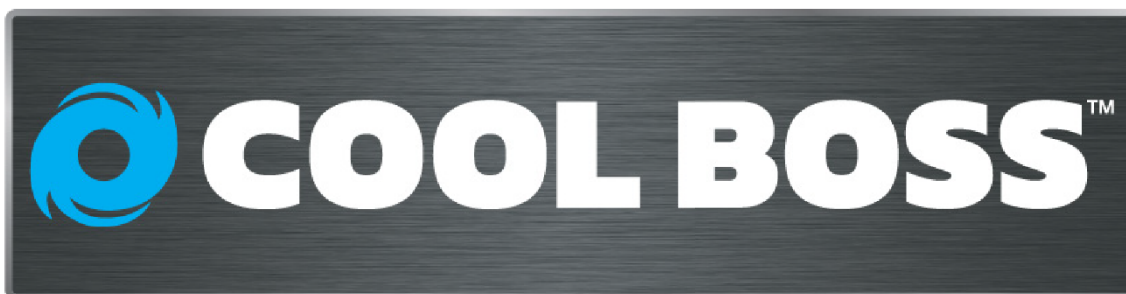


Item	Qty.	Description
1	32	Screw
2		Grill, Protective Fan Blade
3		Internal Electrical Cord: CB-12, CB-14 (connects internal components).
4	1	Swing Louver Assembly
5	1	Fill Cap
6	1 set	Casters Set; CB-12SL/SLH, CB-14SL/SLH (4-each/4" size specific)
7	1	Housing, Cooling Shell
8	1	Control Panel; CB-12SL/SLH, CB-14SL/SLH
9	3	Fasteners (Splash Guard)
10	1	Caster Support
11	1	Media Holder Splash Guard
12	1	Bonnet, Spray Bar

Item	Qty.	Description
13	2	Spray Bar Endcap; CB-12, CB-14 (all SL/H models) 2 per unit.
14	1	Tubing Joint
15		Control Assembly, Swing Louver
16		Motor, Variable Speed
17		Hose, Water Supply
18		Clamp, Wire Spring
19	1	Bracket, Submersible Pump Mount
20	1	Submersible Pump; CB-12SL (110V)
20	1	Submersible Pump; CB-14SL (110V)
21	1	Blade, Fan
22	1	Bolt, Float
23	1	Regulator, Inlet Water
24	1	Adapter, Hose Inlet
25		Circuit Breaker
26		Water Inlet Shut-Off Valve (Float Valve)
27	3	Media Pads; With Black Resin Face, CB-12SL/SLH, CB-14SL/SLH
28	1	Electric Power Cord w/ GFCI; CB-12SL, CB-14SL (voltage specific with 110v plug attached)
29	1	Shroud, Fan CB-12SL/SLH
29	1	Shroud, Fan CB-14SL/SLH
30	1	Valve, Flow Control

Labels

A



B

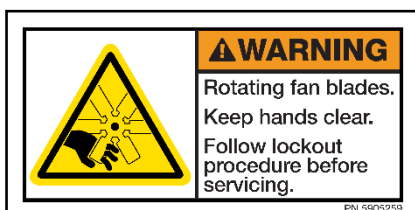


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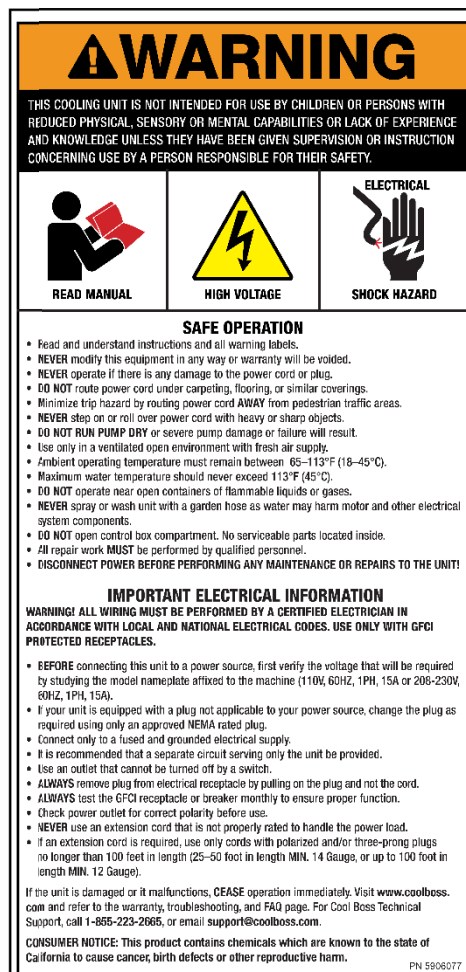
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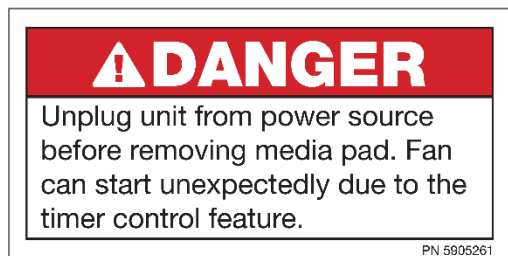


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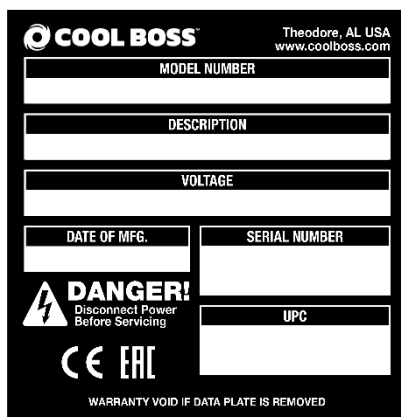


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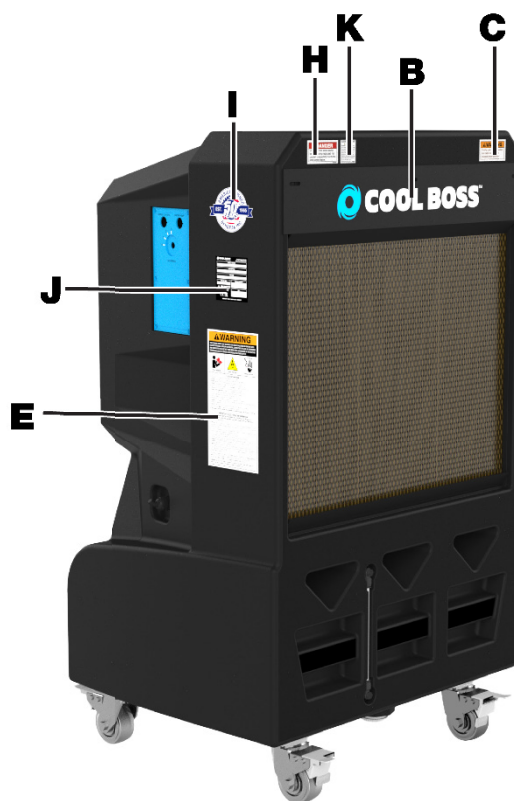
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Maintenance Log

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Maintenance Log

Maintenance Log

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5240 Willis Rd.
Theodore, AL 36582 USA