

This Owner's Manual is provided and hosted by [Appliance Factory Parts](#).



DIAL 3500CFM Owner's Manual

[Shop genuine replacement parts for DIAL 3500CFM](#)

[Find Your DIAL Evaporative Cooler Parts - Select From 15 Models](#)

----- Manual continues below part list -----

Available Replacement Parts for DIAL 3500CFM

82001	FLOAT VALVE SET FOR 1350/2200/3500/5300/
82020	WATER PUMP FOR 3500/5300CFM
82009	RIGID MEDIA PAD SET FOR 3500CFM



USER MANUAL

PEC-A-3500-1M PORTABLE EVAPORATIVE COOLER

**Thank you for choosing Dial.
Please read this User Manual before using this Portable Evaporative Cooler
Retain the manual for future reference.**

Attention: If you are experiencing difficulty with your portable evaporative cooler, do not return it to the place of purchase. Contact Dial Manufacturing for help or disposition.

Dial Manufacturing, Inc.
430 N 47th Avenue, Phoenix, AZ 85043
1-800-350-DIAL | customerservice@dialmfg.com

CONTENTS

SAFETY INSTRUCTIONS	3
APPLICATIONS, FEATURES, SPECIFICATIONS	4
HOW EVAPORATIVE AIR COOLERS WORK	5
EXTERIOR PARTS OF THE COOLER	6
UNPACKING AND INSTALLING THE CASTERS	7
CONTROL PANEL	7
OPERATING THE EVAPORATIVE AIR COOLER	8
MAINTENANCE	9
TROUBLESHOOTING	10
WARRANTY POLICY	11
DAMAGED SHIPMENT	11
PRODUCT RETURN	11
REPLACEMENT PARTS	12

SAFETY INSTRUCTIONS

- Read the instructions thoroughly before operating the unit.
- Always place the unit on a dry, flat and stable surface and apply brakes on the caster wheels.
- Do not move or tilt the unit while the water tank is full.
- The outdoor use of this portable evaporative cooler must be supervised.
- The unit is not designed to be exposed to wet conditions such as rain.
- This unit can only be connected to a 110-115V, 60Hz and Single-Phase electrical outlet.
- This evaporative cooler has been tested and is safe to use. However, as with the use of any electrical appliance, take care when using the unit.
- Test and reset the GFCI plug before connecting it to an electrical outlet.
- Do not connect the unit to an extension cord for power supply.
- Never operate this appliance if the cord or plug is damaged.
- A damaged power cord should be replaced by the manufacturer or a qualified electrician.
- This evaporative cooler is not to be operated by persons (including children) without experience and knowledge of using the cooler.
- Do not leave children near the evaporative cooler unsupervised.
- Do not touch any moving or rotating parts inside the unit.
- Never insert fingers or any other objects through the louvre or guard.
- The operation of the evaporative cooler should not be left unattended for an extended period.
- Disconnect the evaporative cooler from the electrical outlet before cleaning, maintaining or servicing the unit.
- Do not clean the unit by spraying it or immersing it in water. Use a moist cloth to wipe and clean the exterior of the unit. Use caution when wiping the Control Panel; make sure no water enters the control panel.
- Any service other than regular cleaning or filter replacement should be performed by an authorised service personnel. Failure to comply may void the warranty of the unit.
- Do not use the evaporative cooler for any purpose other than its intended use.
- Never use the plug as a switch to turn on or off the unit. Use the provided ON/OFF switch located on the control panel.
- Use this evaporative cooler in a well ventilated area and not in an enclosed area.
- Do not use this unit in environments with flammable and explosive gases.
- Avoid placing the unit in direct sunlight for an extended period.

ENERGY SAVING AND UNIT SAFETY PROTECTION TIPS

- Operate the unit at a location that has cross ventilation. Evaporative air coolers use evaporation to achieve a natural cooling effect which requires cross ventilation for maximum efficiency.
- To ensure the evaporative cooler operates efficiently, do not block or restrict the air-intake through the inlet grills on the side and back, or airflow out of the louvre in front.
- For maximum performance, do not place the back of the unit within 20 inches of a wall or other objects.
- When the unit is in operation, the water in the water tank must not exceed the **MAX** level and must not fall below **MIN** level.
- Keep the Dust Screen clean to allow better air-intake and efficient operation of the unit.
- This unit will lose efficiency if the relative humidity in the room exceeds 60%.
- The ambient operating temperature range is from 41°F to 125°F.
- This evaporative cooler may operate as a humidifier in low temperature environment using warm water (not hot water) instead of cool water.

APPLICATIONS

- Alternative and economical spot cooling solution for areas and spaces which cannot be sealed or traditionally air conditioned.
- Dial® Portable Evaporative Cooler can be used in garage, workshop, barn / stable, on patio and commercial open spaces such as side-walk cafes and out-door seating & dining.

FEATURES

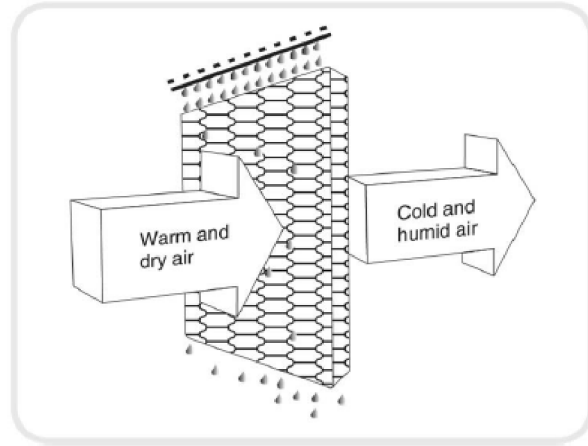
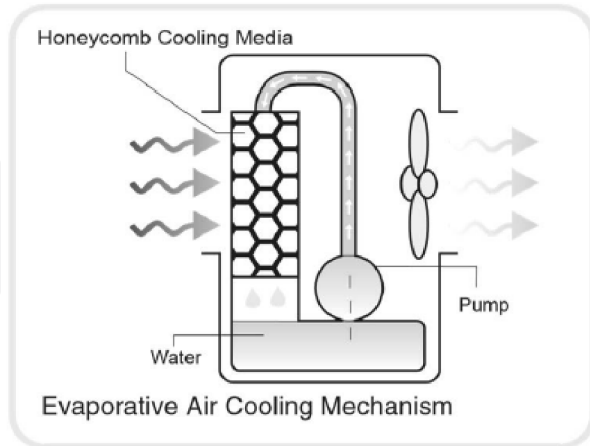
- Powerful air-flow perfect for spot cooling.
- Directional swing allows wider area coverage.
- 3 fan speeds and oscillation setting for wider and improve air flow: low, medium and high-speed allow adjustment between maximum cooling and quiet operation.
- Removable and washable dust screen for improved cooling and clean airflow.
- Handle and castors for great mobility.
- “Auto” water re-fill with garden hose connection and float valve shut-off.
- Ice packs for added cooling effect.

SPECIFICATIONS

- Air Flow: Up to 3500 CFM (ft³/min)
- Water Tank: 13.2 Gallons
- Motor / Fan Speed: 1/3 HP 3 / Fan Speed: Low / Medium / High
- Control: Rotary Dial
- Cooling Media: 3- Sided High Efficiency Rigid Honeycomb Media Pads
- Swing Function: Auto Vertical Left to Right / Manual Horizontal Top/Down
- Dimension: 24.21x15.94x38.56 Inches
- Weight: 37.92 lbs
- Certification: ETL Certified

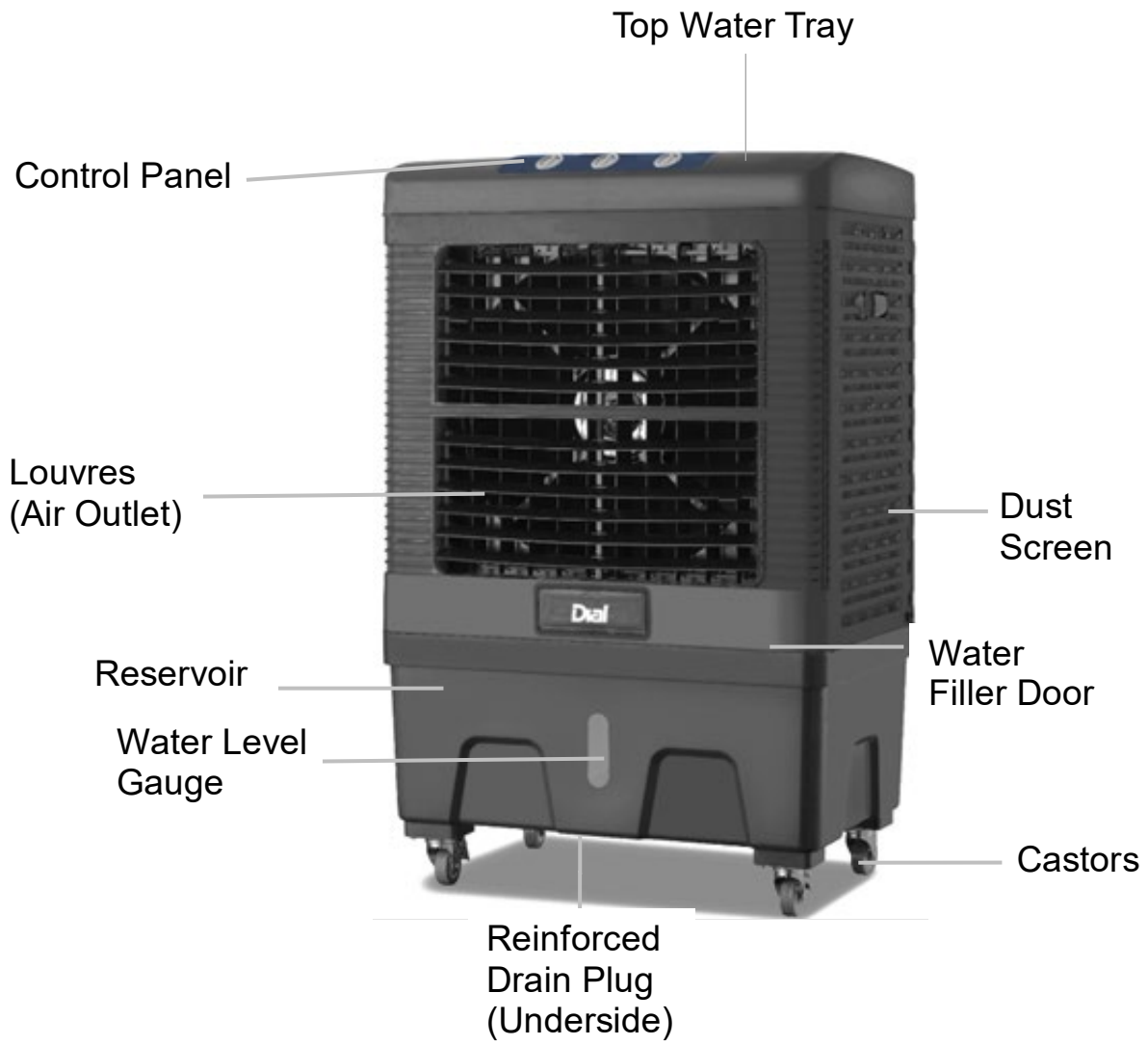
HOW EVAPORATIVE AIR COOLERS WORK

The evaporative cooler cools the air by means of evaporation. When water evaporates, liquid water is converted into vapor using the thermal energy in the air resulting in a lower air temperature and spot cooling effect. Evaporative cooling therefore causes a drop in the temperature of air proportional to the sensible heat drop and an increase in humidity proportional to the latent heat gain.



- The recommended relative humidity for optimum operation is 60% or lower. A drier climate makes for more noticeable cooling.
- The evaporative air cooler should not be used in enclosed or sealed spaces. It must be kept level and there must always be water in the water tank. In a room setting, doors and windows should be open to allow cross air flow.
- When the product is used for the first time the Honeycomb cooling media may have an odor. This should dissipate within a week of use.

EXTERIOR PARTS OF THE EVAPORATIVE COOLER






UNPACKING AND INSTALLING CASTERS

- Keep the evaporative cooler in an upright position and remove the packaging.
- Make sure all the parts are present: Castors (4pcs) & Screws (16pcs), Ice Pack (2 pcs).
- Lay the evaporative cooler on its side gently. Locate screw holes for the casters under the Reservoir. Use the screws provided to fasten the casters to the underside of the Reservoir. Set the cooler right-side up when the casters are installed.

CONTROL PANEL OPERATIONS



	<p>Use this dial to select fan speed. To turn “on” the fan, turn “FAN” dial from “OFF” to “L”, “M” or “H” (Low, Medium or High).</p>
	<p>To activate evaporative cooling turn “PUMP” dial from “OFF” to “ON”. Ensure that the water level is sufficient for the operation. If this function is not turned on the unit operates as a fan / air cleaner.</p>
	<p>To activate the swing mode turn “SWING” dial from “OFF” to “ON”. The airflow will swing from left to right. The up-down airflow can be controlled manually by adjusting the horizontal louvre.</p>

OPERATING THE EVAPORATIVE COOLER

FILL THE RESERVOIR

Fill the reservoir with clean water through the Water Filler Door manually. To open the Water Filler Door, depress the door at the center on the top edge of the door. Do not fill the water beyond the maximum water level. Close Water Filler Door when the reservoir is filled.

Alternatively, connect a garden hose to the hose valve (use the hose adaptor provided) which also provide continuous water fill.

The reservoir must be filled with a minimum volume of water before using the cooling function. The water has to be at least half full on the Water Level Gauge.

USING ICE PACK (OPTIONAL)

Lift Top Water Tray Cover and place each frozen ice pack in each compartment on the tray to chill the water before it flows through the Rigid Media Pad.

PLUG IN THE GFCI PLUG INTO AN GFCI ELECTRICAL OUTLET IF AVAILABLE

Note: The GFCI Plug can be plugged into an ordinary 110-115V electrical outlet.

Press the "Re-set" button on the GFCI plug first and connect the GFCI power plug to a GFCI electrical outlet. Re-set GFCI outlet if necessary.

**TO TURN ON THE EVAPORATIVE COOLER, TURN THE "FAN" ROTARY DIAL FROM "OFF" TO "L, M OR H".
USE THIS DIAL TO SELECT FAN SPEED.**

TO ACTIVATE EVAPORATIVE COOLING, TURN "PUMP" DIAL FROM "OFF" TO "ON".

Check the water level to ensure that the water level is sufficient for the operation.

TURN THE "SWING" DIAL FROM "OFF" TO "ON" THE "OSC" BUTTON FOR THE AIRFLOW TO OSCILLATE LEFT AND RIGHT.

Note: It is completely normal if the cooler has a slight odor or the water tank has slight discoloration when it is used for the first time.

MAINTENANCE

CLEANING

CAUTION: Turn off the evaporative cooler and disconnect the plug from the electrical outlet before cleaning, servicing or performing any maintenance on the unit.

CLEANING THE EXTERIOR SURFACE OF THE EVAPORATIVE COOLER

- Clean the plastic housing with a duster or a soft moist cloth.
- Do not use chemical solvents (such as benzene, alcohol or gasoline) as they may cause irreversible damage.
- Use care when cleaning around the control panel and the control panel itself; make sure no water enters the control panel. Control Panel warranty does not cover damage caused by water.

CLEANING THE RESERVOIR

- Unplug the appliance then remove the screws securing the rear filter frame.
- Lift the filter frames to remove from the unit.
- Drain the Reservoir by removing the Drain Plug on the underside of the Reservoir.
- With a cloth (dipped in mild detergent solution), wipe the Reservoir and rinse it with water.
- Cleaning the Reservoir at least once a week will help reduce any mineral deposits and keep the filters clean.
- Do not run the unit in cooling mode with stale water in the Reservoir.
- Empty the reservoir and refill it with fresh water if water has been left in the Reservoir for an extended period.

MAINTAINING AND CHANGING THE RIGID MEDIA PADS

The frequency of cleaning the Rigid Media Pads depends on local air and water conditions. In areas where the mineral content of the water is high (hard water), mineral deposits may build up on the media pads and restrict air flow. If mineral deposits remain on the media pads, they should be removed and washed under fresh water or replaced. We recommend cleaning the media pads at least every two months, depending on water conditions.

For best results, allow the media pads to dry after each use by turning off the cooling function for 15 minutes (without water in the Reservoir) before turning the unit off.

Go to www.dialmfg.com/pec/technical-data for detailed instructions on removing and replacing Rigid Media Pads.

END OF SEASON MAINTENANCE

1. Empty the reservoir and wipe it with warm soapy water.
2. Dry the reservoir and clean the Honeycomb pads.
3. Store any Ice Pack you may use in the water tank.
4. Cover the unit and keep it in a dry place.

TROUBLESHOOTING

Do not repair or disassemble the unit by yourself, unauthorized repair attempts will void the warranty and may cause injury.

Problem	Cause/Corrective Action (Control Panel)
A. Cooler does not work at all.	<ol style="list-style-type: none"> 1. GFCI Plug on the unit power cord is not plugged into the electrical outlet properly. 2. Re-set the GFCI Plug 3. The GFCI outlet may have been tripped and need to be re-set. Or use a non GFCI outlet. 4. Turn "FAN" dial to "L, M or H" turn "On" evaporative cooler.
B. No Cool Air	<ol style="list-style-type: none"> 1. Pump is not activated. Turn "PUMP" dial to "ON" switch on the pump. 2. Water level is low. Fill reservoir with water (at least half full) and activate pump. 3. Pump and/or Pump Hose are/is clogged. Clear debris. 4. Pump may be defective and need to be replaced.
C1. Fan does not operate.	<ol style="list-style-type: none"> a) GFCI Plug on the unit power cord is not plugged into the electrical outlet properly. b) Re-set the GFCI Plug. c) The GFCI outlet may have been tripped and need to be re-set. Or use a non GFCI outlet. d) Turn "FAN" dial to "L, M or H" turn "On" evaporative cooler.
C2. Fan runs slow	<ol style="list-style-type: none"> e) Check for faulty motor capacitor. Motor capacitor may need to be replaced (for select models).
D. Vertical louvre does not operate	Louvre does not move. Turn "SWING" dial to "ON". Check oscillation motor for connection and defect.
E. Leakage	<ol style="list-style-type: none"> 1. Check Drain Plug or Cap. Make sure Drain Plug is plugged fully and Cap is tightened completely. 2. Inspect Reservoir for cracks or damage. 3. Check for Media Pad scale build-up. Scaling can cause water flow disruption and spill water out of the unit. 4. Check for leaks from Water Spreader/Distributor Rail and hose connections.
F. Float Valve	<ol style="list-style-type: none"> 1. Adjust the valve if the water level is too low or high. 2. Check for a crack on the float valve causing valve failure and water leakage. Replace cracked float valve.
G. Odor emission	<ol style="list-style-type: none"> 1. New unit. When the unit is used for the first time, the Rigid Media Pad will have an odor, which will dissipate within a week of use. 2. Media Pad may have developed mold or bacterial growth. Replace Media Pad.

If the above solutions do not resolve the problem, please contact Dial Customer Service and Technical Support.

WARRANTY POLICY

Refer to Warranty Form.

DAMAGED SHIPMENT

Dial is not responsible for any damages caused by shipment. Dial is not responsible for any shortages incurred during shipment. If there are any damages or shortages, please notify the carrier and file a claim. Do not dispose of the product, as the carrier may request evidence of the damage.

PRODUCT RETURN

Please make note of the dealer return policy at the location where purchased, as the return policy of Dial product is determined on the dealer level. The ability to return product is at the sole discretion of the dealer. For the repair of damaged product, or for troubleshooting, the customer may contact Dial for assistance.

PEC-A-3500-1M PORTABLE EVAPORATIVE COOLER REPLACEMENT PARTS

These replacement parts are available at participating dealers of Dial® Portable Evaporative Coolers or call 1-800-350-DIAL for assistance.

PART MODEL NUMBER	PART DESCRIPTION	PART NUMBER
PEC-RP-001-3500	Water Pump	82020
PEC-RP-002-8888A	Float Valve Set	82001
PEC-RP-004-8888C	Control Dial	82002
PEC-RP-006-3500	Fan Blade	82005
PEC-RP-010-3500	Rigid Media Pad (Set)	82009
PEC-RP-011-3500	Dust Cover/Screen (Set)	82013
PEC-RP-012-8888C	Drain Plug	82017
PEC-RP-013-8888A	Hose Adaptor	82018
PEC-RP-014-8888C	Ice Pack	82019