

# **PORT-A-COOL**

**Broadway Party & Tent Rental**  
**763-424-6155**  
[www.BroadwayPartyRental.com](http://www.BroadwayPartyRental.com)

1. Position unit on a stable, level surface & set caster brakes.
2. On Large Unit: attach water hose & fill sump (water reservoir)  
On Small Unit: fill sump (water reservoir) to full line.
3. Start pump 10 minutes before fan.
4. Do NOT run Pump with empty sump (water reservoir)!
5. Start fan. Do not move while fan is running.

**KEEP AWARE OF WATER LEVEL IN SUMP**  
**DO NOT ALLOW WATER TO RUN OUT!**

## **SHUT DOWN**

1. Stop pump 15 minutes before stopping fan.
2. Stop fan when pads are dry. Will take approximately 30 minutes.

**DON'T ATTEMPT TO EMPTY WATER OUT!**

“We Rent Celebrations!”  
**IF EQUIPMENT IS WORKING INCORRECTLY,  
CONTACT BROADWAY PARTY & TENT RENTAL AS SOON AS POSSIBLE.**