Installation Instructions

INTRODUCTION

These instructions cover the installation of the Subbase Disconnect Switch Accessory for packaged terminal air conditioner (PTAC) or heat pump units.

SAFETY CONSIDERATIONS

Installing and servicing air-conditioning equipment can be hazardous due to system pressures and electrical components. Only trained and qualified personnel should install or service air-conditioning equipment. When working on air-conditioning equipment, observe the precautions provided in literature, tags, and labels attached to the unit.

Follow all safety codes. Wear safety glasses, protective clothing, and work gloves. Use quenching cloth for brazing operations. Have fire extinguisher available. Read these instructions thoroughly and follow all warnings or cautions included in literature and attached to the unit. Consult local building codes and current editions of the National Electrical Code (NEC) NFPA 70. In Canada, refer to current editions of the Canadian electrical code CSA 22.1.

Recognize safety information. This is the safety-alert symbol ⚠. When you see this symbol on the unit and in instructions or manuals, be alert to the potential for personal injury.

Understand these signal words: DANGER, WARNING, and CAUTION. These words are used with the safety-alert symbol. DANGER identifies the most serious hazards which will result in severe personal injury or death. WARNING signifies hazards which could result in personal injury or death. CAUTION is used to identify unsafe practices which may result in minor personal injury or product and property damage. NOTE is used to highlight suggestions which will result in enhanced installation, reliability, or operation.

PACKAGE CONTENTS		FIELD SUPPLIED MATERIAL REQUIRED
ITEMS	QUANTITY	ITEMS
DPST Switch	1	Subbase Receptacle Kit
Switch Junction Box	1	Wire
Switch Cover (inc Screws)	1	Wire Nuts
3" Interconnecting Conduit Nipple	1	Grounding Screw or Clip
Attachment Screws (Junction Box)	4	
Attachment Screws (Switch)	2	
Conduit Nuts	2	

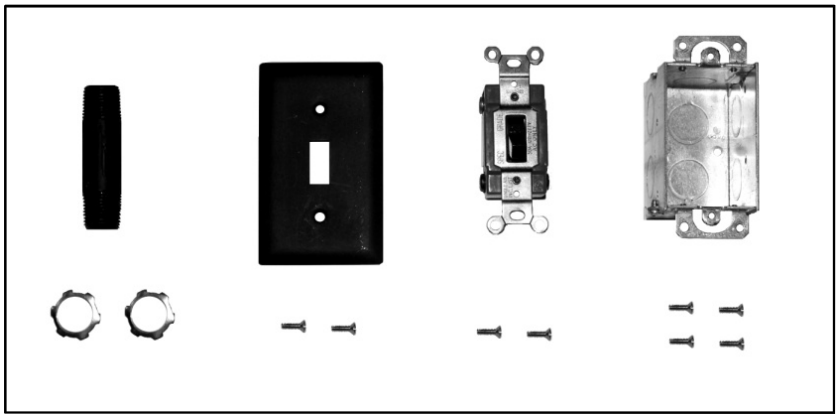


Figure 1 – Package Contents

GENERAL

The Subbase Disconnect Switch Accessory consists of a single-throw double-pole switch assembly designed to interface to a receptacle kit in an electrical subbase. See Fig. 2. This accessory provides a power disconnect for the unit when required by NEC (National Electrical Code) or local codes.

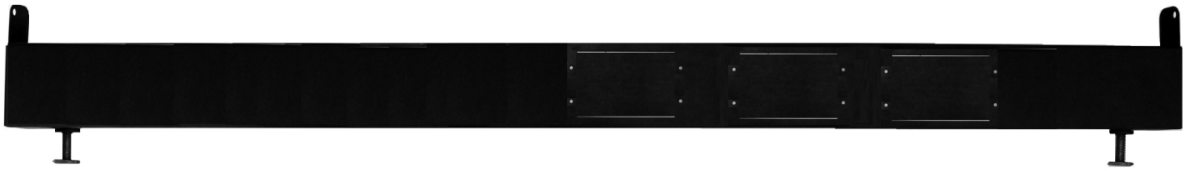


Figure 2 – Non-Electric Subbase

INSTALLATION

WARNING

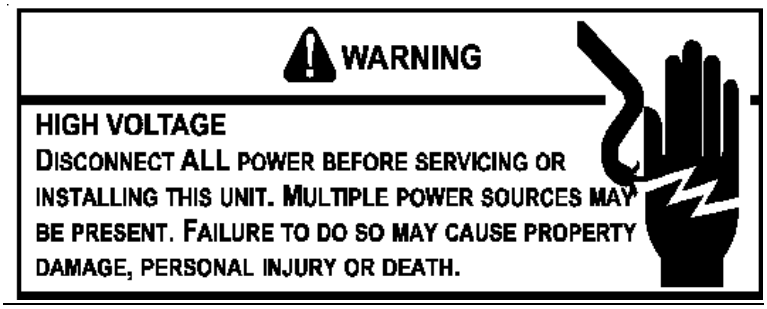
- **Installation requires understanding and use of good electrical practices, it is recommended that installation of the disconnect switch kit is done by a qualified electriction.**
- **For personal safety, this accessory MUST BE properly grounded.**
- **Refer to chassis nameplate for power source requirements.**
- **Be sure that the receptacle matches cord configuration on unit.**

Mechanical Assembly

NOTES*:*

- ***IF FUSE-KIT Accessory will also be installed, refer to FUSE-KIT installation instructions first.***
- *IF subbase is already installed on PTAC unit, remove to simplify installation of disconnect switch assembly.*
- *Disconnect switch can only be used with an electrical subbase.*

Step 1 — Disconnect all power to the unit.



Step 2 — Remove knockouts "A" & "B" from subbase as shown in figure 3. If receptacle or conduit is already installed in knockout A, it must be removed along with the junction box.

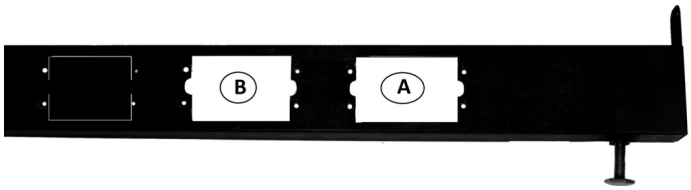


Figure 3 – Remove Knockout A & B in Subbase

Step 3 — Remove knockout "#1" from one side of the "Receptacle" junction box as shown in Figure 4.

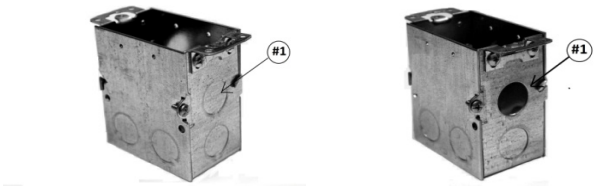


Figure 4 – Receptacle Junction Box Knockout #1

Step 4 — Remove knockout “#1” from both sides of “Switch” junction box as shown in figure 5.

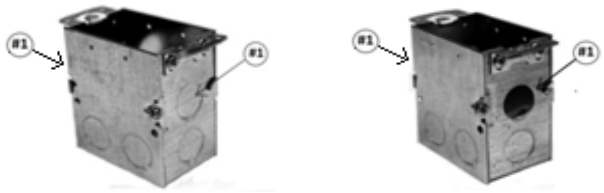


Figure 5 – Switch Junction Box Knockout #1

Step 5 — Insert “Switch” junction box in subbase hole “B”. Then insert “Receptacle” junction box in subbase hole “A” with knockout hole facing “Switch” junction box as shown in figure 6. Use factory supplied screws to fasten the “Receptacle” and Switch” junction boxes to the subbase.

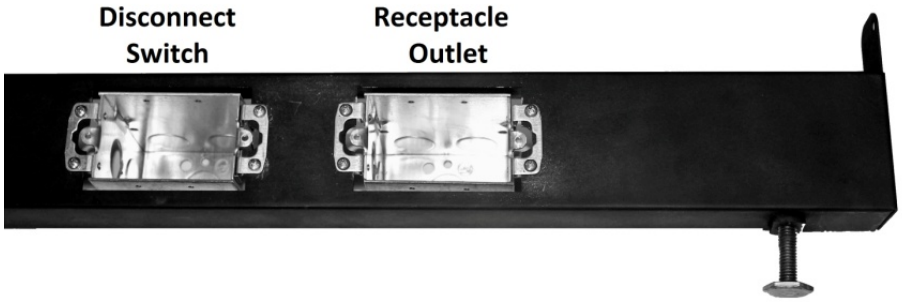


Figure 6 – Junction Boxes Installed

Step 6 — Insert interconnecting conduit nipple into “Receptacle” junction box knockout hole “#1” and “Switch” junction box knockout hole “#1”, as shown in figure 7. Then start conduit nuts on each side of the interconnecting conduit nipple.

Figure 7 - Insert Interconnecting Conduit Nipple

Step 7 — Tighten Conduit nuts inside Switch and Receptacle junction boxes until interconnecting conduit nipple is secured in place as shown in figure 8.

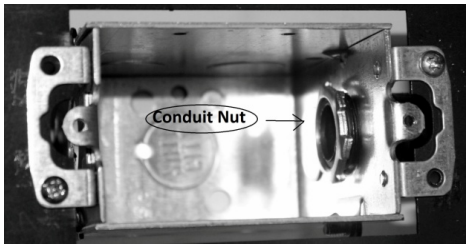


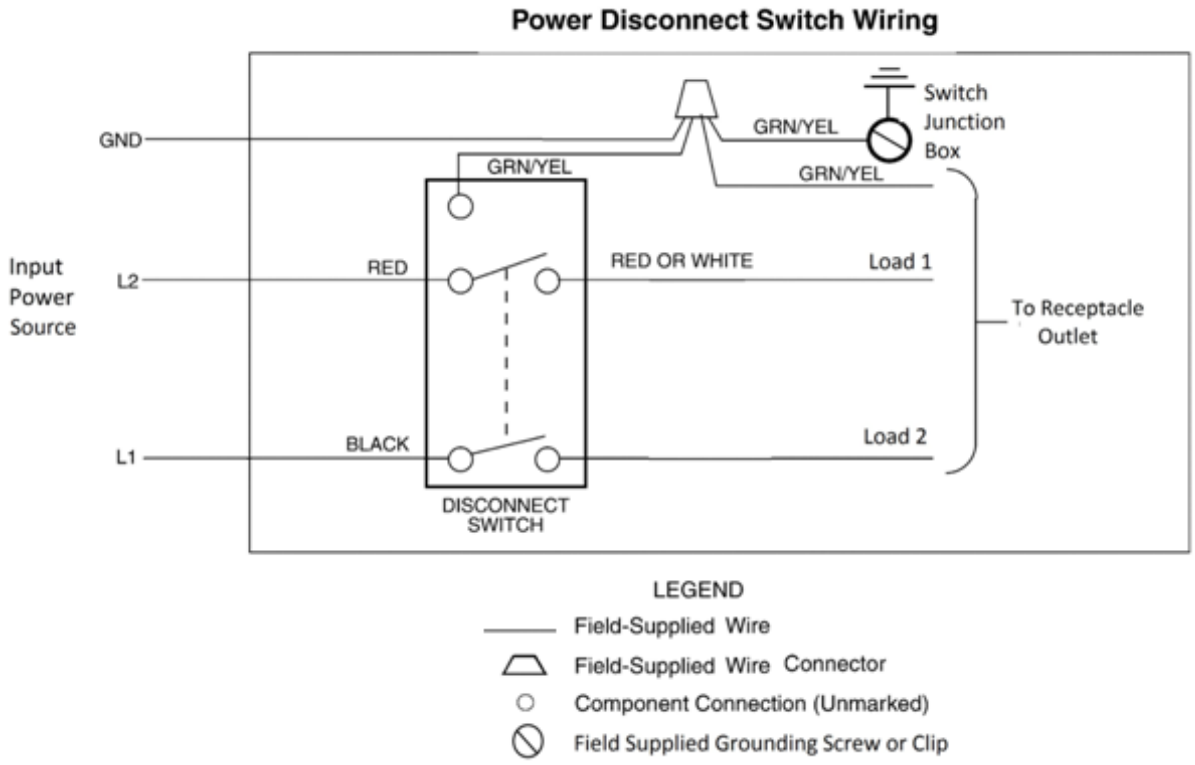
Figure 8 - Tighten Conduit Nuts

Wiring Assembly

WARNING

HIGH VOLTAGE

DISCONNECT ALL POWER BEFORE SERVICING OR INSTALLING THIS UNIT. MULTIPLE POWER SOURCES MAY BE PRESENT. FAILURE TO DO SO MAY CAUSE PROPERTY DAMAGE, PERSONAL INJURY OR DEATH.



CAUTION

TO AVOID THE RISK OF PROPERTY DAMAGE, PERSONAL INJURY OR FIRE, USE ONLY COPPER CONDUCTORS.

Figure 9 – Wiring Diagram

Step 8 — Attached field supplied conduit from wall to knockout hole “#1” on “Switch” junction box. Using field supplied conduit nuts, tighten conduit to “Switch” junction box as shown in figure 10.

Figure 10 – Attach Conduit to Junction Box

> **CAUTION**
>
> TO AVOID THE RISK OF PERSONAL INJURY, WIRING TO THE UNIT MUST BE PROPERLY POLARIZED AND GROUNDED.

Step 9 — Connect Power Source wiring to “Disconnect Switch” as shown in figure 11. Power source wiring and disconnect switch must be properly grounded using a field supplied ground wire and grounding screw or clip. Refer to wiring diagram in Figure 9 above.

> **NOTE*: Terminate all Ground Wires per code and acceptable trade practices.***

Figure 11 – Wire Power Source to Disconnect Switch

Step 10 — Add field supplied wires to “Disconnect Switch” and pass wires through the interconnecting conduit nipple into the “Receptacle” junction box as shown in figure 12.

Figure 12 – Install wiring for Receptacle

Step 11 — Use factory supplied screws to fasten “Disconnect Switch” to junction box as shown in figure 13.

Figure 13 – Fasten Disconnect Switch to Junction Box

Step 12 — Use instructions and wiring diagram provided with the Subbase Receptacle Kit Accessory for proper wiring of the Receptacle outlet as shown in figure 14.

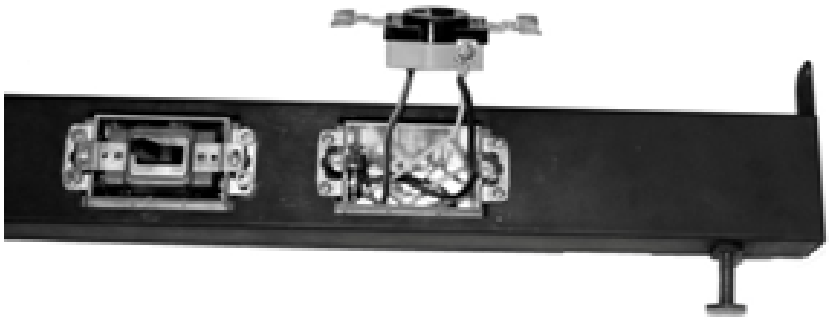


Figure 14 – Wire Receptacle Outlet

Step 13 — Use factory supplied screws to fasten “Receptacle” to junction box on the subbase as shown in figure 15.

Figure 15 – Fasten Receptacle to Junction Box

Step 14 — Use factory supplied screws to fasten cover plates to both the “Receptacle” and “Disconnect Switch” on the subbase as shown in figure 16.

Figure 16 – Install Cover Plates

Step 15 – Install subbase on PTAC wall sleeve per the installation instructions for a non electric subbase. See figure 17 for a completed installation.

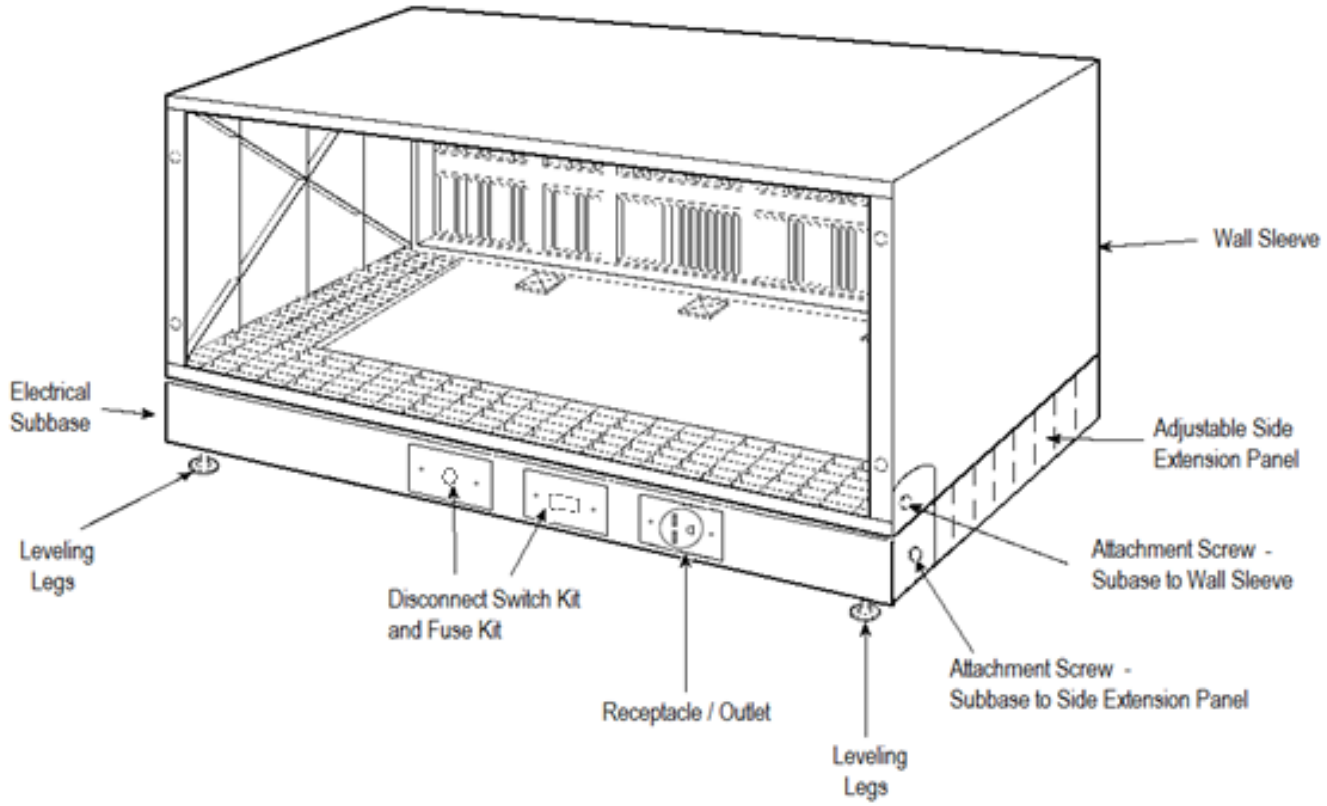


Figure 17 – Attach Subbase to Wall Sleeve