



**PROMATION  
ENGINEERING**

*Precision Actuation for Industry*

# Installation & Operation Manual

**This IOM is for the following  
ProMation Engineering Products:**

**P13-120N4**

**P13-230N4**

**Valid for the following Options**  
-TS - Torque Switch equipped  
-68 - IP68 compatible enclosure  
-SS - Stainless Steel enclosure



#### Actuator Sizes and Voltage Options

Product Family	Torque Output		Voltage Options				
	in lbs	Nm	12DC	24DC	24AC	120AC	230AC
P2	800	90	✓	✓	✓	✓	✓
P3	1,335	150	✓	✓	✓	✓	✓
P4	3,500	400	✓	✓	✓	✓	✓
P5	4,400	500	✓	✓	✓	✓	✓
P6	5,750	650	✓	✓	✓	✓	✓
P7	8,900	1,000		✓	✓	✓	✓
P8	13,250	1,500		✓	✓	✓	✓
P9	17,500	2,000				✓	✓
P10	22,000	2,500				✓	✓
P11	26,500	3,000				✓	✓
P12	31,000	3,500				✓	✓
P13	40,000	4,500				✓	✓

# **Product Specifications**

## **Introduction**

This document provides necessary information for set-up, calibration, testing and use of the P Series quarter-turn electric actuators stated on the cover page. Each unit is shipped from the factory with initial calibration of mechanical stops, cams and switches completed for 0-90 degree operation. However, these are general settings and serve as a starting point for proper calibration of the actuator in its real-world application.

## **Safety**

Safety is a basic factor any time you maintain and operate mechanical equipment. Appropriate handling methods and proper use of tools and personal protective equipment (PPE) can help prevent serious accidents which can cause injuries to you or a fellow worker. This manual was created to enable a trained user to install, adjust and troubleshoot your ProMation actuator.

Only competent and trained personnel should install, maintain and operate ProMation actuators. Any work related to this actuator must be carried out in accordance with this manual and related codes and regulations. Local workplace health and safety rules must always be followed.

## **Duty cycle**

Duty cycle is the percent of time that an actuator spends running as a fraction of the total time. Duty Cycle is directly related to heat; excessively repositioning an actuator typically results in motor overheating which can cause permanent damage and/or reduced service life.

Duty cycle can be calculated as follows:

(example P2 series actuator running 3 seconds ON and 30 seconds OFF)

Runtime = 3s, Total time = 3s + 30s = 33s, therefore this duty cycle would be 9% (3/33)

Additionally, ProMation P series actuators are designed for a maximum of 1200 starts per hour (one start every 3 seconds maximum).



## Shipping and Handling

1. This actuator is shipped in the FULLY **CW** position (2 color position indicator shows "**CLOSE**").

For ISO5211 Mount, a Reference Dimple aligns with "0" for **CW** position (**CLOSE** on the indicator) and the "1" mark is the **CCW** position (**OPEN** on the position indicator).

For Imperial Mount, the long axis of the Double D is perpendicular to the axis of the handwheel in the **CW** position. For shaft drives, the Keyways align toward the mechanical endstops and toward the handwheel in the **CW** position.

2. **Storage: This unit should NOT be stored outside unless it is powered up and has proper conduit terminations. When NOT powered up, it should be stored in a clean, dry environment at all times.**
3. This actuator has been **factory calibrated to operate between 0 degrees and 90 degrees. Most quarter-turn products will not require recalibration of these settings.** Check alignment of actuator and driven device. If any travel adjustment is necessary, please refer to pages 5-7 for instructions.



The actuator is shown in its fully CW position. This view of actuator showing the two drive keyways machined into the female drive socket.

## Product Mounting and Setup

1. Fully CLOSE the valve or damper to which the actuator is to be mounted.
  - Keep in mind this actuator rotates CW (as viewed from above the unit) when driving CLOSED.
2. Assemble necessary linkage components and attach the actuator to the driven device.
3. Tighten mounting bolts, making sure actuator is centered on the device drive shaft.
4. Utilize the handwheel to check for unobstructed manual operation from fully CCW to fully CW positions BEFORE applying power to the unit.
5. Torque Switches (2), if so equipped, are factory set and **are NOT adjustable.**
6. Make the electrical connections per wiring diagram on page 4, depending on your model.
  - Connect POWER AND CONTROL to terminals marked 1, 2, 4, and 6.
  - Terminals 7-12 on the switch card (430-10100) are for the (adjustable) aux switches. They are dry type Form C rated 15A @ 250vac MAX.
7. Follow all rules and regulations for installing electrical equipment per applicable electrical code.
8. Do NOT apply power at this time.

## Installation Notes

- These actuators are designed to be used between a horizontal and upright position. Do NOT mount the assembly with the actuator top below a horizontal position.
- When installing conduit, use proper techniques for entry into the actuator. Use drip loops to prevent conduit condensate from entering the actuator.
- Mechanical travel stops are factory calibrated for 90 degree operation. These stops are NOT designed to adjust mechanical rotation by more than +/- 3 degrees, they are for positioning the handwheel only.
- Both NPT conduit ports MUST use proper equipment to protect the rated integrity of the housing.
- The internal heater is to be used in ALL applications.
- Do NOT install the actuator outdoors or in humid environments unless it is powered up and the heater is functioning.
- Use proper wire size and power supplies to prevent actuator failure.
- All terminals accept 12-16AWG solid/stranded wire.
- **Do NOT parallel wire multiple actuators together without utilizing isolation relays! Contact ProMation Engineering for a multiple actuator parallel wiring diagram.**
- **NE PAS mettre en parallèle des actionneurs multiples simultanément sans utiliser de relais d'isolement! Contactez ProMation Engineering pour un diagramme de câblage parallèle à plusieurs actionneurs.**



### Identifying Torque Switch Units:

- -TS in Product Name
- Units with Torque Switches have additional switches mounted on the motor plate (see photo).



## Adjusting the actuator CW position

**Serious Damage to the actuator will result if the motor is allowed to drive the gear train into the mechanical stop!! Remove power from this device BEFORE making any travel adjustments.**

This actuator has been factory calibrated to operate between 0 degrees and 90 degrees. Most quarter-turn products will not require recalibration of these settings. Proceed **ONLY** if adjustments are required.



CW Mechanical Stop

### Loosen Mechanical Stop

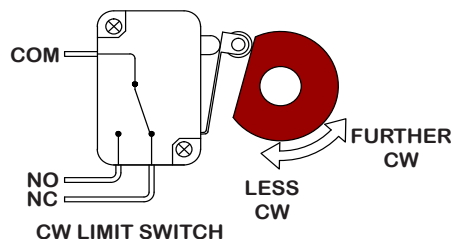
1. BEFORE power is applied, use a 35mm wrench (or channel locks) and a 12mm hex key to loosen the RIGHT SIDE mechanical stop. This is the CW stop limit adjustment. Turn the stop screw 5-6 turns CCW to allow electrical cam stop adjustment without running into the mechanical stop screw.
2. Use the manual hand wheel to position the actuator to your required CW position. This must be within +/- 3 degrees of the factory setting.



Cam 1

### Adjust Cam 1

3. The lower cam is Cam 1, the CW end-of-travel adjustment. Once the actuator is at its required CW position, with POWER OFF, use a 2.5mm hex key to free up the cam set screw. Once it is free, rotate the hex key to the RIGHT 10-15 degrees to reset the switch roller arm. Then snug the set screw up against the camshaft (CW) until slight pressure is felt. Then SLOWLY rotate the hex key pushing the cam to the LEFT until you hear the “click” on the bottom switch indicating that correct adjustment has been achieved. Tighten the set screw.



4. Apply power to the actuator and drive CCW at least 15-20 degrees. Then drive the actuator CW until the cam stops the electrical travel. Check to be sure this is the correct CW position you require. Repeat step 3 if further adjustment is needed.

### Tighten Mechanical Stop

5. While holding the 35mm wrench (or channel locks) on the RIGHT SIDE jam nut to prevent the jam nut from locking, turn the 12mm hex key CW until the end of the stop screw bottoms out against the internal stop boss. Then turn the hex key ONE FULL TURN CCW before locking that adjustment with the jam nut. This procedure assures that the actuator reaches its end of travel electrically before there is any interference from the mechanical stop.
6. This completes the CW position calibration.

**The mechanical stop screw limits handwheel operation ONLY and is NOT to be used as an electrical travel limiting device.**

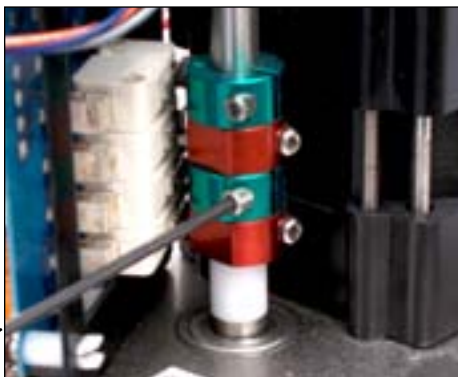
## Adjusting the actuator CCW position

**Serious Damage to the actuator will result if the motor is allowed to drive the gear train into the mechanical stop!! Remove power from this device BEFORE making any travel adjustments.**

This actuator has been factory calibrated to operate between 0 degrees and 90 degrees. Most quarter-turn products will not require recalibration of these settings. Proceed **ONLY** if adjustments are required.



CCW Mechanical Stop



Cam 2



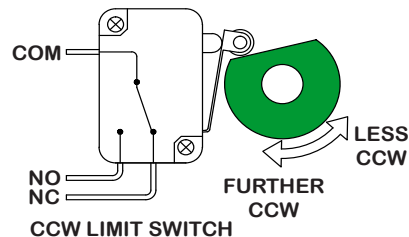
CCW Mechanical Stop

### Loosen Mechanical Stop

1. BEFORE power is applied, use a 35mm wrench (or channel locks) and a 12mm hex key to loosen the LEFT SIDE mechanical stop. This is the CCW stop limit adjustment. Turn the stop screw 5-6 turns CCW to allow electrical cam stop adjustment without running into the mechanical stop screw.
2. Use the manual hand wheel to position the actuator to your required CCW position. This must be within +/- 3 degrees of the factory setting.

### Adjust Cam 2

3. The second cam is Cam 2, the CCW end-of-travel adjustment. Once the actuator is at its required CCW position, with POWER OFF, use a 2.5mm hex key to free up the cam set screw. Once it is free, rotate the hex key to the LEFT 10-15 degrees to reset the switch roller arm. Then snug the set screw up against the camshaft (CW) until slight pressure is felt. Then SLOWLY rotate the hex key pushing the cam to the RIGHT until you hear the “click” on the second switch indicating that correct adjustment has been achieved. Tighten the set screw.



4. Apply power to the actuator and drive CW at least 15-20 degrees. Then drive the actuator CCW until the cam stops the electrical travel. Check to be sure this is the correct CCW position you require. Repeat step 3 if further adjustment is needed.

### Tighten Mechanical Stop

5. While holding the 35mm wrench (or channel locks) on the LEFT SIDE jam nut to prevent the jam nut from locking, turn the 12mm hex key CW until the end of the stop screw bottoms out against the internal stop boss. Then turn the hex key ONE FULL TURN CCW before locking that adjustment with the jam nut. This procedure assures that the actuator reaches its end of travel electrically before there is any interference from the mechanical stop.
6. This completes the CCW position calibration.

**The mechanical stop screw limits handwheel operation ONLY and is NOT to be used as an electrical travel limiting device.**

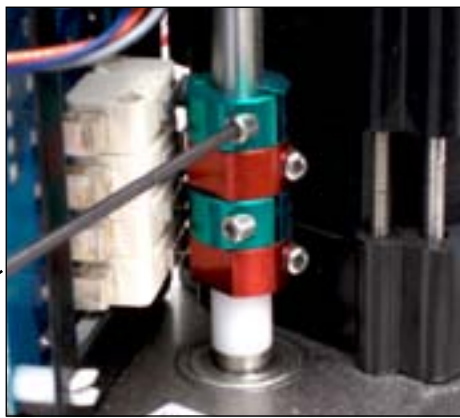
## Adjusting the actuator Auxiliary Switches



Cam 3

### **Adjust Cam 3**

1. The THIRD cam is Cam 3, the CW auxiliary switch adjustment. Drive the actuator to its CW position. Then use a 2.5mm hex key to free up the cam set screw. Once it is free, rotate the hex key to the RIGHT 10-15 degrees to reset the switch roller arm. Then snug the set screw up against the camshaft (CW) until slight pressure is felt. Then SLOWLY rotate the hex key and cam to the LEFT until you hear the “click” on the third switch. Continue to rotate the cam between 3 and 5 degrees to the LEFT to make sure the auxiliary cam switch changes state before the actuator reaches its end of travel electrically. Tighten the cam set screw.



Cam 4

### **Adjust Cam 4**

1. The FOURTH cam is Cam 4, the CCW auxiliary switch adjustment. Drive the actuator to its CCW position. Then use a 2.5mm hex key to free up the cam set screw. Once it is free, rotate the hex key to the LEFT 10-15 degrees to reset the switch roller arm. Then snug the set screw up against the camshaft (CW) until slight pressure is felt. Then SLOWLY rotate the hex key to the RIGHT until you hear the “click” on the fourth switch. Continue to rotate the cam between 3 and 5 degrees to the RIGHT to make sure the auxiliary cam switch changes state before the actuator reaches its end of travel electrically. Tighten the cam set screw.

## **SPECIAL NOTES FOR STAINLESS STEEL ENCLOSURES**



Operation of Stainless Steel enclosure actuators is the same as standard aluminum enclosure actuators.

The internal components of actuators with stainless steel (SS316) enclosures are the same as those with aluminum enclosures.

There is no powder coating on the stainless enclosures. An anti-seize lubricant (Molykote P-37, Dow Corning) has been applied to the bolts and mating surfaces of the top and gear enclosures. Anti-seize material may be reapplied as needed.

### **Stainless Steel Special Notes**

- CAUTION - Stainless steel actuators are heavier than actuators with aluminum enclosures.
- Do not use powered devices to remove or install enclosure bolts.
- Do not overtighten enclosure bolts.
- Apply anti-seize agent to bolts and mating surfaces as needed.

## **SPECIAL NOTES FOR IP-68 ENCLOSURES**

Standard ProMation Actuator enclosures are certified to IP67, immersion in 1m water for 30 minutes

Optional **-68** actuator enclosures are certified to IP68, immersion in 7m water for 72 hours. Both per ANSI/IEC 60529 -Degrees of protection provided by enclosures.



## Wireless Control Options (with remote Key Fob)

ProMation Engineering wireless control actuators can be equipped with the following control options for on/off and/or on/off/jog control. The actuator is controlled by an eight button fob (A). Factory programming is to be specified at time of order, PROGRAMING CANNOT BE FIELD MODIFIED. Default is WLC. Other button assignment options are available. The key fob (A) has a maximum range of 1,000' at 418MHz. Range is lower with obstructions such as walls, doors, windows, etc. Transmitter battery quality/charge will affect operation and range (2032 3V coin style battery)



### WLA 2 Button Control (Push & Hold)

Button 1 = Close (CW), stops on release of button  
Button 3 = Open (CCW), stops on release of button

### WLB 2 Button Timed Control (Push & Release, wait for full travel to end position)

Button 1 = Close (CW), runs to closed limit  
Button 3 = Open (CCW), runs to open limit

### WLC 4 Button with Timer (Press Stop before next command to rotate)

Button 1 = Close (CW), Push & Release, Runs to Close Limit  
Button 2 = Stop. Push and Release. Can stop Mid-stroke  
Button 3 = Open (CCW), Push & Release, Runs to Open Limit  
Button 4 = Stop. Push and Release. Can stop Mid-stroke



The button control scheme is marked on the fob (B) and the controller inside the actuator (C).



## Configure New or Reprogrammed FOBS

### Configuring Buttons

It is necessary to follow these directions carefully as any mistake in these directions may result in some buttons not functioning properly.

1: On the back of the key fob (D), press the button labeled CREATE (D1) with an unfolded paper clip. A blue light (D2) will flash next to the CREATE pin hole. This blue LED will only flash for 15 seconds, complete the next step before the blue LED stops flashing.



2: Push each button (A) on the Key Fob that you wish to use. You do not have to use all of the buttons that are available on your key fob.

3: Press the CREATE button again to stop the flashing blue LED and save your button selections.

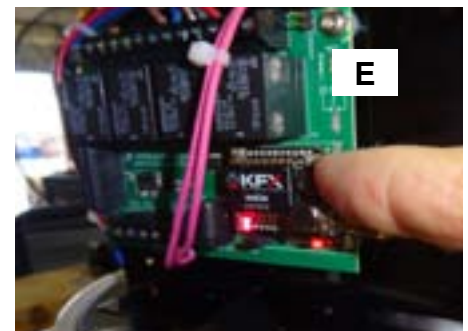
### Pair Fob to Receiver

4: Press Pairing button (E) on receiver. The red pairing LED will also flash for 15 seconds complete the next step before the red LED stops flashing.

5: Repeat Step 2 above to pair fob.

6: Press the pairing button again when completed.

7: Confirm operation of the actuator



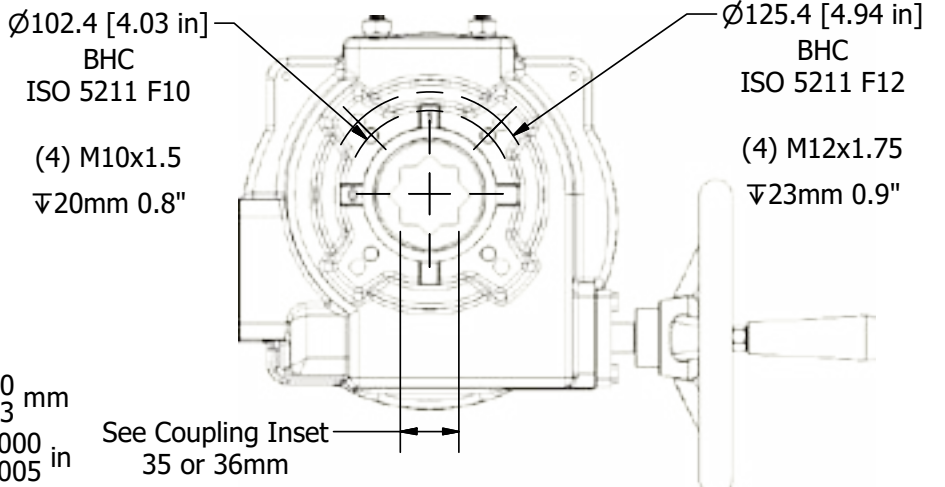
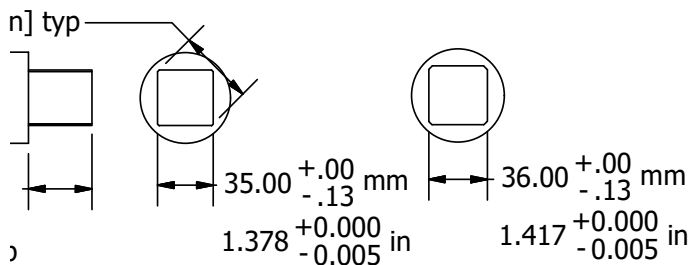
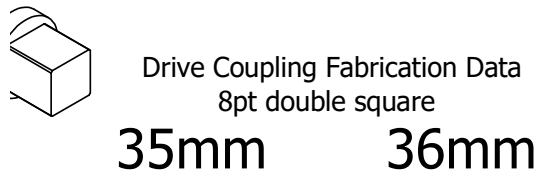
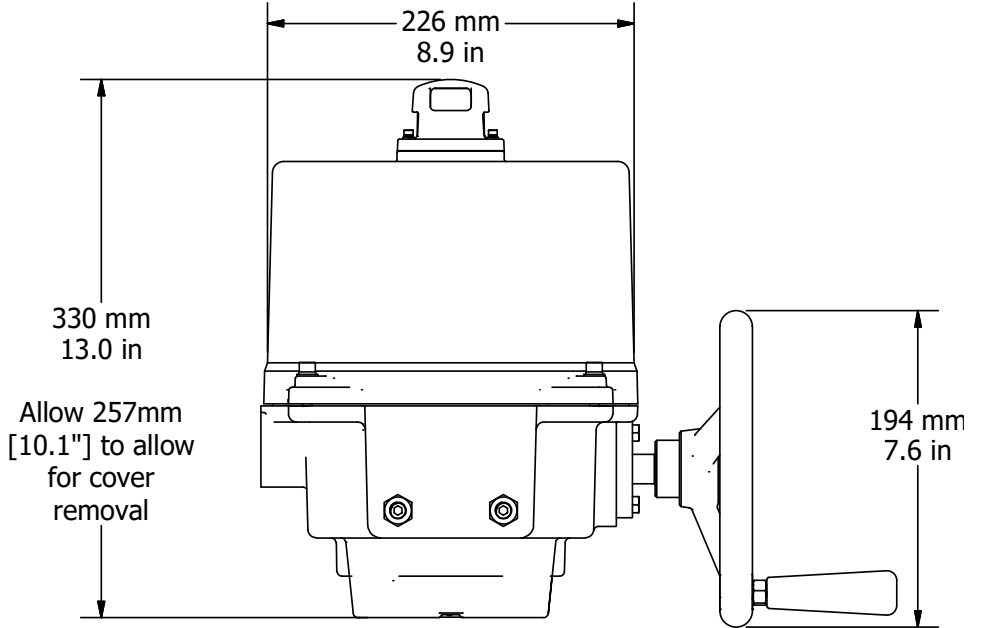
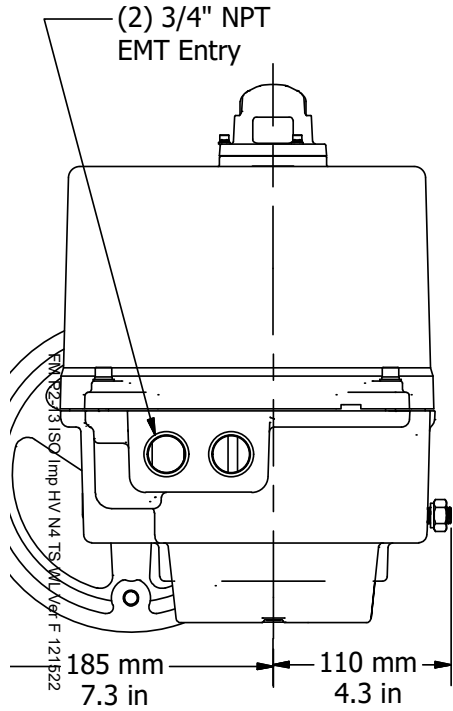
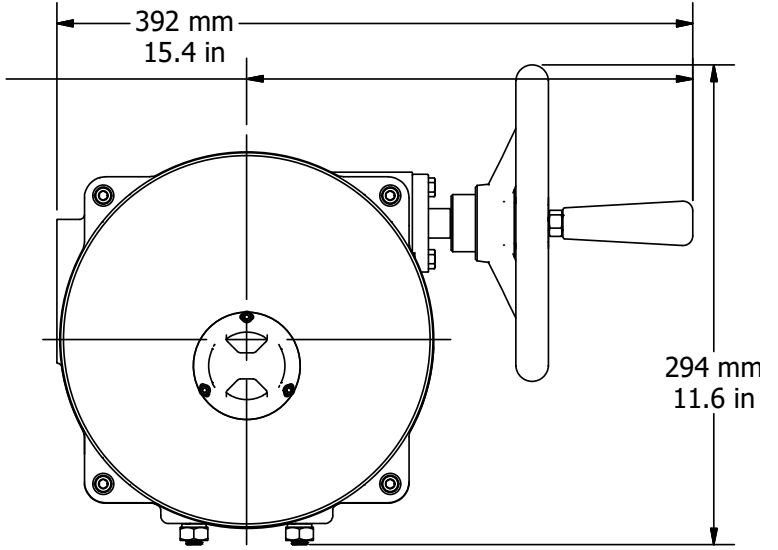
Repeat for each fob to be configured and paired

# Mechanical Data

# P13 Series Dimensional Data



275 mm  
10.8 in  
Add 65mm (2.56in)  
for Torque Switch

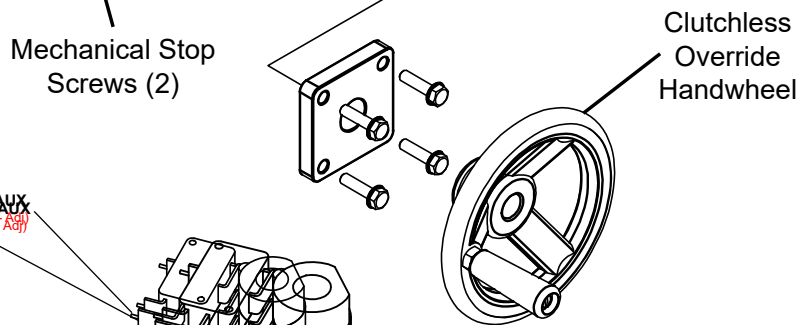
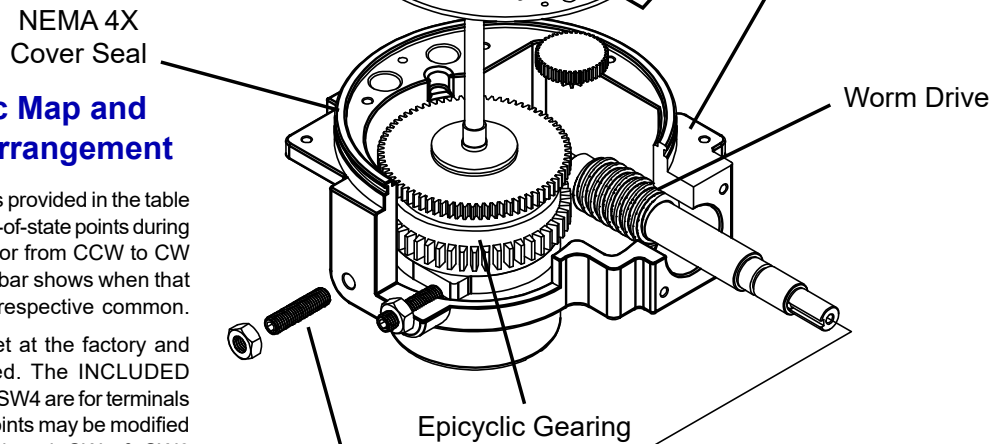
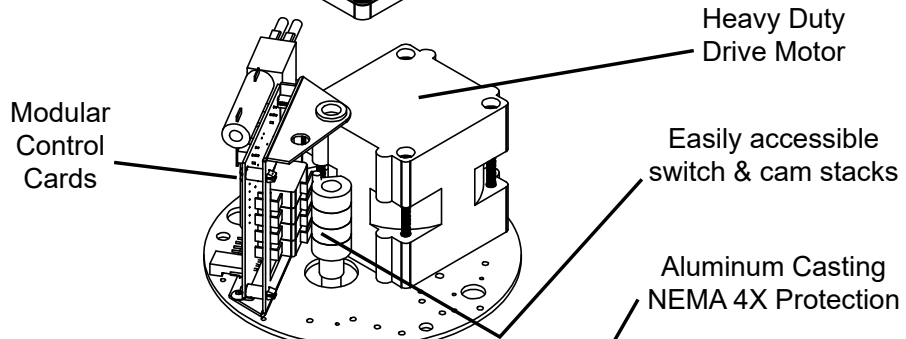
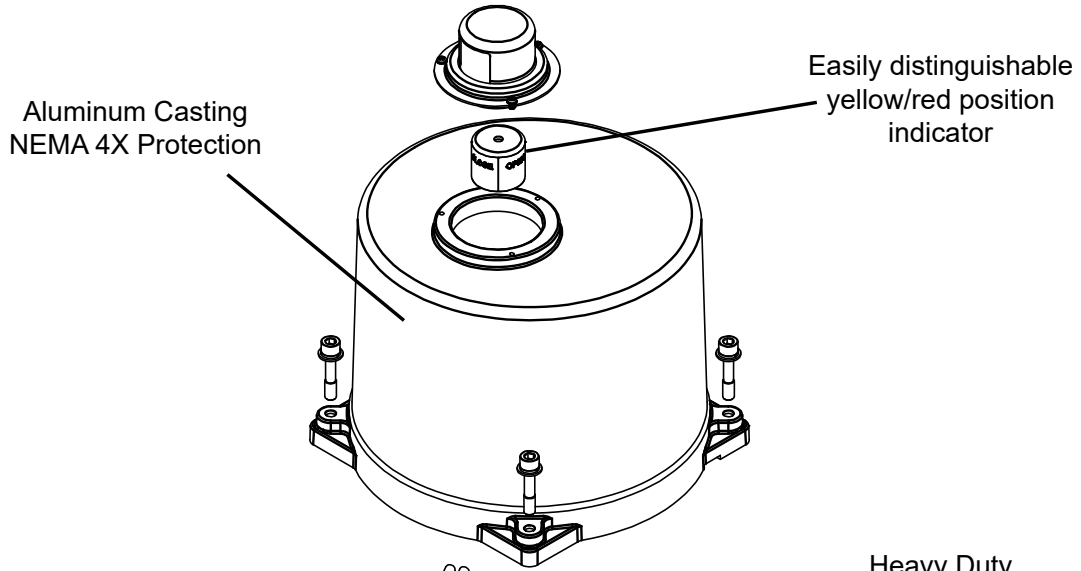




# Mechanical Data

## P Series Exploded View

(P2/3-120N4 unit is shown)

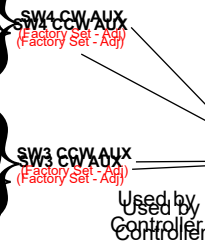


### Switch Logic Map and Switch/Cam Arrangement

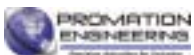
Switch sequencing data is provided in the table below to show the change-of-state points during the rotation of the actuator from CCW to CW and back again. The red bar shows when that terminal makes with its respective common.

Switches 1 and 2 are set at the factory and should NOT be changed. The INCLUDED auxiliary switches SW3 & SW4 are for terminals 7 thru 12 and those set points may be modified if need be. When so optioned, SW5 & SW6 auxiliary switches are initially set to function the same as auxiliary switches SW3 & SW4.

Terminal ID#	CW			CCW		
	-5°	0°	5°	85°	90°	95°
12	Not Open					
11	Open Common					
10	Open					
9	Not Closed					
8	Closed Common					
7	Closed					



FM P2-13 ISO Imp HV N4 TS WL Ver F 121522



# Commissioning

After completing all mounting and wiring procedures and main power is available, it is now possible to commission the actuator.

- Utilize the handwheel to rotate the actuator and damper, valve or other connected device through its full travel from fully CW to fully CCW and back again to check for any possible interference.
  - Do NOT utilize any mechanical advantage devices to rotate the handwheel (pipes, wrenches, extension bars, etc.).
- Manually position the actuator to its mid-stroke position.
- Make certain the 3 wire orange plug is fully seated on the 3-pin receptacle on the switch board.
- Apply correct power to the unit.
  - Measure correct power on terminals 1 (Hot / L1) & 2 (Neu / L2) on the switch board.
  - Measure correct power on the two heater terminals on the switch board.
- Command the field device to generate a CCW signal. The actuator rotates in a CCW direction (as viewed from above).
  - Measure terminals 2 and 6 for correct voltage (matching that measured in step 4.A).
  - Actuator will stop when it reaches it's fully CCW position.
- Command the field device to generate a CW signal. The actuator rotates in a CW direction (as viewed from above).
  - Measure terminals 2 and 4 for correct voltage (matching that measured in step 4.A).
  - Actuator will stop when it reaches it's fully CW position.
- Generate a mid-position signal at the field device to move the actuator off its full CW trip position.
- Actuator is now commissioned and operational.

## Commissioning for TS units

TS units incorporate a torque overload protection system. In NORMAL operating mode, the torque switch drive cam is in this position:

**WARNING! Do NOT adjust the torque switch cam settings. This will VOID the warranty.**

High Torque Switch (top) for CW Output Drive Rotation  
High Torque Switch (bottom) for CCW Output Drive Rotation



High Torque Cam (top) for CW Output Drive Rotation  
High Torque Cam (bottom) for CCW Output Drive Rotation

Torque Switch cams shown in the NORMAL operating position (No high torque situations)

## Testing Torque Switch Electrical Operation



Test Torque Switch functions

- Generate a control signal to drive the actuator towards the CW or CCW position.
- As the motor is running, simulate a torque switch event: Depress the top or bottom torque switch and hold it (one will immediately stop the motor).
- Release the torque switch.
- Test recovery from the torque switch event.
  - Move the handwheel 2° in either direction
  - Signal the motor to drive.
- Repeat steps 5.A through 5.D in the opposite direction from Step 1 to test the opposing direction torque switch functionality.