Direct-Coupled, Proportional, ControlSet® Actuators

MEP-5062/5072/5372

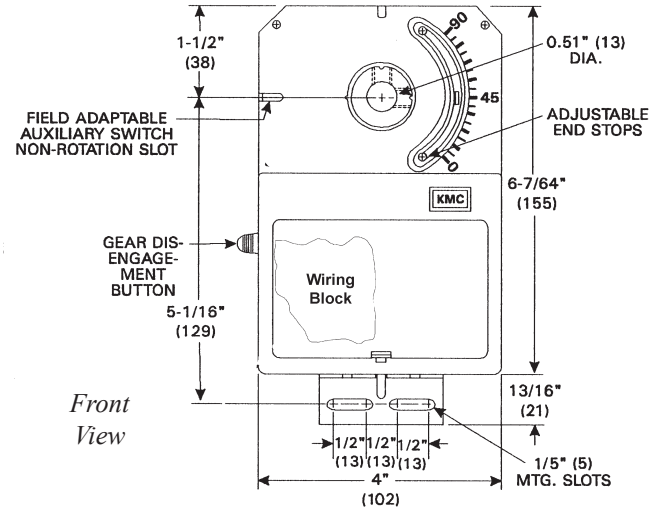
Installation Guide

Mounting

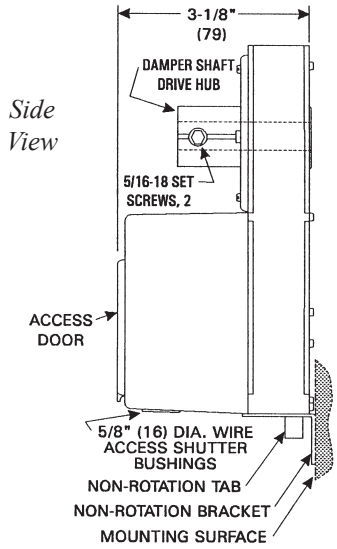
1. Ensure that the damper can move freely through its entire range of motion. Fix any binding before installing the actuator. Turn the damper blade to its fully closed position.
2. Determine the needed direction of rotation and relative positions of damper and actuator. See the Adjustments section on the next page.
2. Press and hold the gear disengagement button (see the Front View illustration), rotate the actuator to the fully closed position, and release the lever.

NOTE: Depending on the damper-seal design, backing the actuator off its stop approximately 5° may provide tight damper shut-off.

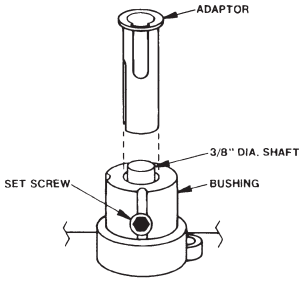
3. Align the actuator and slide it onto the standard 1/2" diameter (13 mm) damper or valve shaft. (For a 3/8" shaft, see the HFO-0011 Shaft Adaptor section on the next page.)
4. Insert the non-rotation bracket (HMO-1003, supplied) into the slot at the base of the actuator and secure the bracket with two (2) #8 or #10 self-tapping screws. (See the Front View and Side View illustrations.)
5. Leaving a gap between the actuator and mounting surface to prevent any binding, tighten the two 5/16-18 setscrews.



Front View



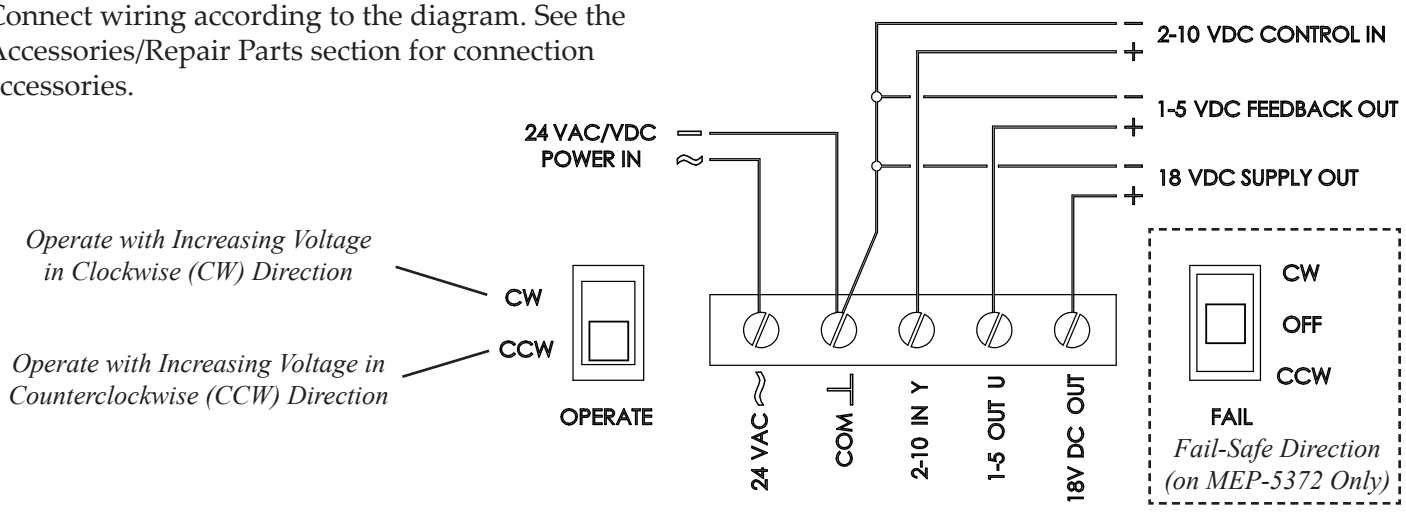
Side View



HFO-0011 Shaft Adaptor

Wiring

Connect wiring according to the diagram. See the Accessories/Repair Parts section for connection accessories.



Adjustments

The actuator is factory-set with the *OPERATE* selector switch in the clockwise *CW* position, and the actuator will rotate clockwise with a 2–10 VDC increasing control signal.

⚠ CAUTION

Do not press the gear disengagement button when the actuator is powered, under load, or driven against the end stops. Balance the load and remove power to the actuator BEFORE pressing the button.

For Clockwise Rotation

1. Leave the *OPERATE* selector switch in the *CW* position.
2. Depress the gear disengagement button and rotate the damper drive hub fully counterclockwise to the *90* mark.
3. Determine what position the damper or valve should be at 2 VDC input.
4. Position the damper or valve linkage to the full open or close position as determined in step 3. This ensures that as voltage increases and the actuator rotates in the clockwise direction, the damper or valve rotates in the proper direction.
5. Secure the actuator.

For Counterclockwise Rotation

1. Set the *OPERATE* selector switch in the *CCW* position.
2. Depress the gear disengagement button and rotate the damper drive hub fully clockwise to the *0* mark.
3. Determine what position the damper or valve should be at 2 VDC input.
4. Position the damper or valve linkage to the full open or close position as determined in step 3. This ensures that as voltage increases and the actuator rotates in the counterclockwise direction, the damper or valve rotates in the proper direction.
5. Secure the actuator.

Limit Min./Max. Travel with End Stop Screws

1. Loosen the minimum and maximum stop screws one-half turn.
2. Slide the screws to the desired positions.
3. Tighten the stop screws (9 in-lbs. maximum).

Fail-Safe Function (MEP-5372 only)

The fail-safe switch on the MEP-5372 is factory-set in the *Off* position. Select either *CW* or *CCW* on the three-position switch to choose the direction the actuator will rotate when power is lost.

HFO-0011 Shaft Adaptor

1. Mount the actuator over the 3/8" shaft.
2. Slide the HFO-0011 over the shaft and into the drive bushing of the actuator.
3. Align the adaptor slots with the setscrews on the drive collar.
4. Tighten the setscrews.

Accessories/Repair Parts

CME-1002	Single auxiliary switch
CME-1004	Dual auxiliary switch
HCO-1151	12-7/16 x 7 x 3-¼" weather enclosure
HFO-0011	3/8" shaft adaptor
HMO-1003	Replacement non-rotation bracket
HMO-4518	Snap-in connector for 1/2" flexible metal conduit
HMO-4520	Compression connector for plenum cable
HMO-4526	Female connector for 1/2" conduit

Maintenance

No routine maintenance is required. The motors are permanently lubricated and all internal gear-train components are oil-impregnated. Careful installation will also ensure long term reliability and performance.

Specifications

For more information, see data sheet 029-035-02 for the MEP-5062/5072 and 030-035-03 for the MEP-5372.

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