

## OPERATING INSTRUCTIONS

PRODUCT MAY VARY SLIGHTLY FROM ILLUSTRATIONS

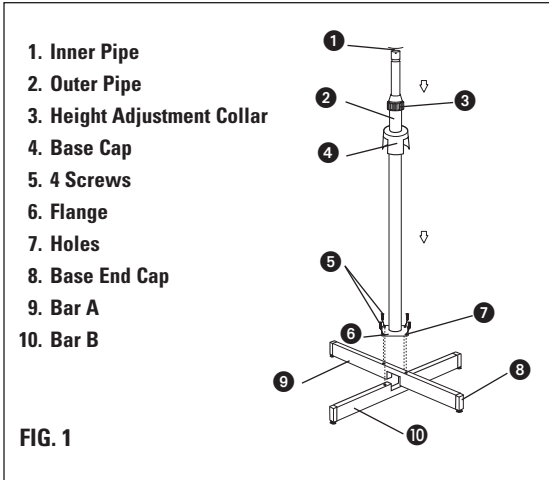


FIG. 1

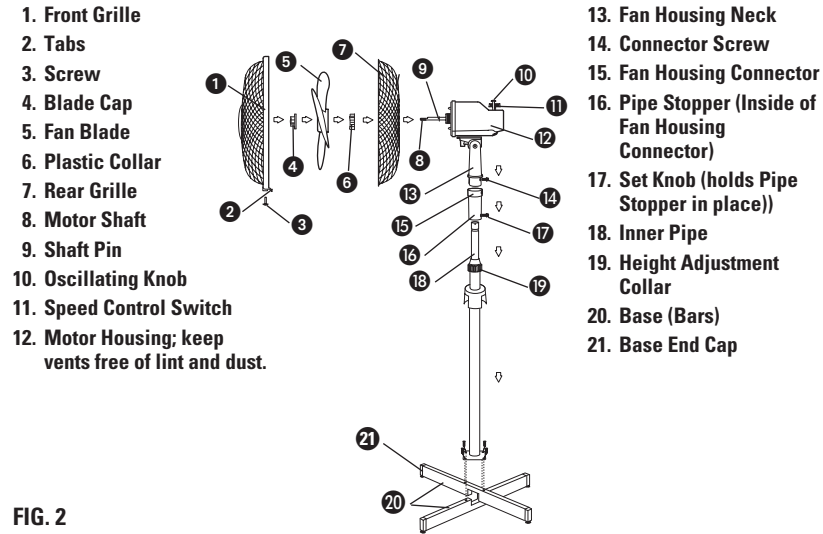


FIG. 2

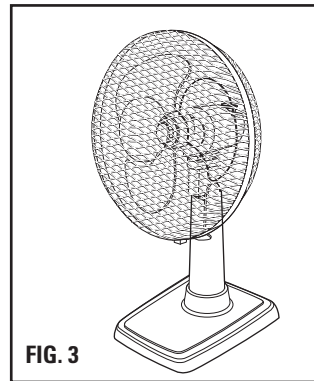


FIG. 3

## HOW TO USE

This appliance is for household use and may be plugged into any 230V AC electrical outlet (ordinary household current). Do not use any other electrical outlet.

### ASSEMBLY INSTRUCTIONS

1. Push the base end caps onto both ends of bar A and bar B.
2. Loosen and remove the four screws from bar A and bar B. Cross the 2 bars as shown in Fig. 1 and align the four holes with those on the flange. Secure the flange to the bars with the four screws. Slide the base cap down over the assembly.
3. **CAUTION: Never remove the set knob, which holds the pipe stopper in place (See Fig. 2).**
3. If necessary, slightly loosen the set knob by turning it counterclockwise. Slide the fan housing connector down over the inner pipe and tighten the set knob. Make sure the set knob is tightly secured.
4. Loosen and remove connector screw from the fan housing neck. Align notch on the fan housing neck with groove on the fan housing connector and push down to connect the two parts. Secure by inserting the connector screw through the holes and tightening.
5. Mount the rear grille to the motor housing by matching the 3 holes on the rear grille to the 3 round pins on the front of the motor housing. Push in firmly until the 3 pins protrude through the 3 holes.
6. Secure the rear grille to the motor housing by locating the plastic collar on the thread hub around the motor shaft and turning clockwise to tighten.
7. Insert the blade onto the motor shaft, matching the slot on the back of the blade with the shaft pin (Fig. 2). Secure blade with blade cap, turning counterclockwise to tighten.
8. Test blade operation by rotating it with your hand. There should be no friction with the plastic collar. If blade does not rotate freely, repeat steps 5 through 7.
9. Mount front grille to rear grille. Insert screw with a Phillips screwdriver through holes in the 2 tabs at the bottom of the grille frame. Secure end of screw with nut supplied.

### TO USE AS A DESK FAN:

Loosen and remove the Connector Screw from the fan housing neck. Align notch on the fan housing neck with the groove on the base and push down. Secure by inserting the connector screw through the holes and tightening. For complete assembly, follow steps 5 through 9 listed above under Assembly Instructions.

### OPERATING INSTRUCTIONS

1. Place the fan on a safe, flat surface where it cannot fall or be pulled by the cord.
2. Control the direction of the airflow by firmly holding the fan housing neck in one hand and by pushing the fan grille back to tilt up or by pushing it forward to tilt down.
3. To make the fan oscillate, push down on the oscillating knob located on the top of the motor housing. To stop the fan from oscillating, pull up on the oscillating knob.
4. Plug into an electrical outlet.
5. Turn the control switch to the desired speed.

## CARE AND CLEANING

This appliance requires little maintenance and contains no user serviceable parts. Do not try to fix it yourself. Refer it to qualified service personnel if servicing is needed.

**This fan is permanently lubricated and will not require additional lubrication for the life of the fan.**

**TO CLEAN:** Before cleaning, turn fan off and unplug from electrical outlet. Wipe off excess dust with a lint-free cloth. To ensure adequate air circulation to the motor, keep vents located at the rear of the motor housing free from dust accumulation. A vacuum cleaner hose can be used to clean these vents. Do not submerge your fan in water or any other liquid. Disassemble grilles and blade (Fig. 2). Grilles and blade may be cleaned with mild soap and water. Use a soft, slightly damp cloth to wipe the remaining fan parts. Do not allow water or any other liquid to get into the motor housing or base. Reassemble fan after grilles and blade have dried completely. Do not plug fan into electrical outlet until it has been fully reassembled.

**TO STORE:** Make sure to disassemble and clean the fan before storing. Retain the original packaging for the purpose of storing your fan. Always store fan in a dry place. Never store it while it is still plugged in. **Never wrap the cord tightly around the fan,** and do not put any stress on the cord where it enters the fan housing, as it could cause the cord to fray and break.

## IMPORTANT SAFEGUARDS

If the supply cord is damaged, it must be replaced by the manufacturer or its service agent or a similarly qualified person in order to avoid a hazard.

When using electrical appliances, basic safety precautions should always be followed, including the following:

- **READ AND SAVE THESE INSTRUCTIONS.**
- Use fan only for intended use, as described in instruction manual.
- To protect against electrical shock, do not immerse unit, plug, or cord in water or spray with liquids.
- Close supervision is necessary when any appliance is used by or near children.
- Unplug from outlet when not in use, when moving fan from one location to another, before putting on or taking off parts and before cleaning.
- Never insert fingers, pencils or any other objects through the grille when fan is running.
- Disconnect fan before cleaning.
- Make sure fan is on a stable surface when operating to avoid chance of overturning.
- Do not use fan in a window. Rain may cause an electrical hazard.
- Do not operate in the presence of explosive and/or flammable fumes.
- Do not place fan or any parts near an open flame, cooking or other heating appliances.
- Do not operate any appliance with a damaged cord or plug, after the appliance malfunctions or has been dropped or damaged in any manner.

- To disconnect, grip plug and pull from wall outlet. Never yank on cord.
  - Always use on a dry surface.
  - This product is intended for household use only and not for commercial or industrial use.
  - Do not use fan near curtains, plants, window treatments, etc.
- WARNING: To reduce the risk of fire or electrical shock, do not use this fan with any solid-state speed control device.**

## SAVE THESE INSTRUCTIONS

### LINE CORD SAFETY TIPS

1. Never pull or yank on the cord or the appliance.
2. To insert plug, grasp it firmly and guide it into outlet.
3. To disconnect appliance, grasp plug and remove it from outlet.
4. Before each use, inspect the line cord for cuts and/or abrasion marks. If any are found, this indicates that the appliance should be serviced and the line cord replaced.
5. Never wrap the cord tightly around the appliance, as this could place undue stress on the cord where it enters the appliance and cause it to fray and break.

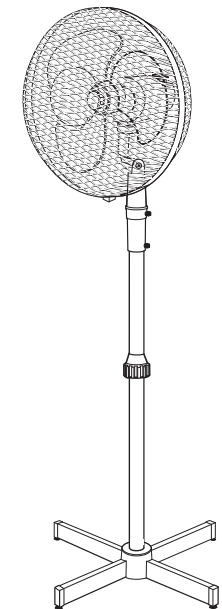
**DO NOT OPERATE APPLIANCE IF THE LINE CORD SHOWS ANY DAMAGE, OR IF APPLIANCE WORKS INTERMITTENTLY OR STOPS WORKING ENTIRELY.**

### IMPORTANT:

During the first few minutes of initial use, you may notice a slight odor. This is normal and will quickly disappear.

## SAVE THIS USE AND CARE BOOK

## 12" OSCILLATING STAND/DESK FAN



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PUB No.498698-00-RV00

