

# 12/16 INCH OSCILLATING DESK FAN

## IMPORTANT SAFETY INSTRUCTIONS

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

1. Use fan only as described in this manual. Other use not recommended may cause fire, electric shock or injury.
2. This fan is intended for household use Only and not for commercial or industrial use.
3. To protect against electric shock, do not place fan in window, immerse unit, put plug or cord in water or sprat with liquids.
4. Close supervision is necessary when any appliance is used by or near children.
5. Always unplug fan when not in use, when moving fan from one location to another before putting on or taking off parts and before cleaning.
6. Avoid contacting moving parts.
7. Do not operate in the presence of explosive and / or flammable fumes.
8. Do not place fan or parts near an open flame, cooking or other heating appliance.
9. Do not operate fan with a damaged cord, plug or after the fan malfunctions or has been dropped or damaged in any manner.
10. The use of attachment not recommended by manufacturer may be hazardous.
11. Do not use outdoors.
12. Do not let cord hang over the edge of a table or counter, or let or touch any hot surfaces.
13. To disconnect, grip plug and pull from wall outlet, Never yank cord.
14. Do not hang on mount fan on a wall or ceiling.
15. Do not operate without fan grill properly in place.
16. Always use on a dry level surface.
17. This appliance has a polarized plug (one blade is wider than the other). To reduce the risk of electric shock, this plug is intended to fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician. Do not attempt to defeat this safety feature.

## READ AND SAVE THESE INSTRUCTIONS

**WARNING: TO reduce the risk of fire or electrical shock, DO NOT USE THIS FAN with any SOLID STATE Speed Control Device**

## HOW TO OPERATE

1. Set fan on a level and dry surface.
2. Plug the power cord into a standard 120 Volt. AC wall outlet.
3. To operate the switch knob to the desired speed. HIGH, MEDIUM OR LOW.
4. Air direction may be reversed by turning unit a round.

## HOW TO ASSEMBLE:

1. Unscrew the nut by turning counterclockwise.
2. Mount the rear guard to the motor front cover by matching the 3 holes on the rear guard to the 3 round pins on the motor front cover, push in firmly until the 3 pins protrude through the 3 holes.
3. Tighten rear guard with the nut, be sure that the nut is screwed in far enough so it will be flush with the outside of the motor housing cylinder.
4. Insert the fan blade onto the motor shaft by matching the slots of the blade, tighten the blade with the blade cap by turning it counterclockwise.
5. Test fan by rotating with your hand, make sure there is no contact with the nut the fan blade should rotate freely. Otherwise repeat all steps again, beginning with step (1).
6. Mount front guard onto rear guard by hook clip of front guard over rear guard and secure with clips on the front guard.

## OSCILLATION:

The oscillation knob is located on the top of the motor housing, simply press knob down to start oscillation and lift knob up to stop oscillation.

## NOTES ABOUT CLEANING BLADES:

To clean fan blades, simply lift the clips on ring of the fan guard and remove front guard. Plastic parts should only be cleaned with mild soap and a damp cloth or sponge. Never use abrasive cleaners.

