



### DESCRIPTION OF PARTS

- |                    |                               |
|--------------------|-------------------------------|
| 1. Rear Guard      | 9. Shaft                      |
| 2. Nut             | 10. Switch Lock               |
| 3. Blade           | 11. Screw B                   |
| 4. Spinner         | 12. Base Cover                |
| 5. Front Guard     | 13. Extension Pole            |
| 6. Clip            | 14. Base Tube                 |
| 7. Oscillating Pin | 15. Screw A (Cross Base Only) |
| 8. Motor           | 16. Screw C (Round Base Only) |

### SAFETY PRECAUTIONS

1. Always turn this appliance off and unplug immediately after using and before cleaning.
2. Always turn this appliance off before removing plug from the wall outlet.
3. To protect against electrical hazards, do not place this appliance in water or other liquid. Do not allow fan to become wet or damp.
4. Do not store appliance where it can fall into water or other liquid.
5. Do not leave this appliance unattended when plugged in. Turn fan off when leaving for an extended period.
6. Supervision is recommended when this appliance is used near children, invalids or pets.
7. Use this appliance only for its intended use as described in this instructions sheet.
8. Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions, or in dropped or damaged in any manner.
9. Place fan on a flat, level surface to avoid tapping.
10. Avoid contacting any moving parts.
11. Never drop or insert any object into any opening. Do not insert any object into the area protected by the wire guards.

### ASSEMBLY INSTRUCTIONS

1. Insert small end of extension pole inside bottom of base tube.
2. Base tube fastens to base with screw A or screw C.
3. Place motor and switch firmly on top of extension pole tighten screw B.
4. Take off guard lock nut from motor shaft.
5. Place the rear guard on the front of the motor housing. Line up the 3 points on the front of the motor housing with the 3 holes in the rear guard. Screw on plastic nut tightly to attach rear guard.
6. Place the fan blade on the motor shaft and secure it by tightening the spinner.
7. Fit the front guard onto the rear guard and close the clips.

### HOW TO OPERATE

- Make sure that the fan is on a firm, level surface.
- Plug the cord into a standard outlet.
- The speed of the fan can be selected by speed knobs on the control panel.
  - 0 - to turn off the fan
  - 1 - for gentle, quiet operation
  - 2 - for most normal use
  - 3 - when quick cooling and maximum air movement is desired
- The oscillation mechanism can be activated by pushing the bar downward and the fan can be made to operate in a stationary position by gently pulling the knob.

### CLEANING

- Before Cleaning, turn fan off and unplug from electrical outlet. Wipe off excess dust with a lint free cloth. A vacuum cleaner hose can be used to clean this area if desired. Should the fan housing become soiled, it can be cleaned with warm (not hot) soapy, mild detergent solution. Then dry.
- Stubborn stains can be removed by gently rubbing the area with a small amount of alcohol on a clean cloth.
- If you find it necessary to clean the fan blade, remove the front guard by loosen the guard fastener in plastic ring. Remove the blade for cleaning by loosen the blade lock nut, clean the fan blade with warm (not hot) soapy, mild detergent solution. Then dry.
- Do not submerge your fan in water or any other liquid. Do not allow any liquid to get into the fan or motor.
- Your fan is equipped with thermally protected permanently lubricated motor. No oiling is necessary.