



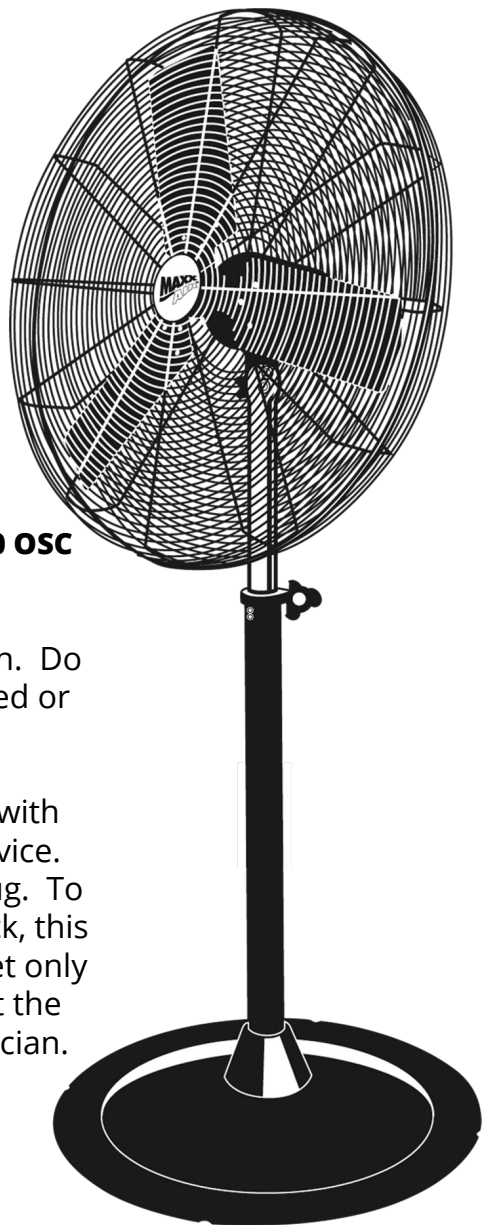
30-INCH PEDESTAL FAN

OPERATING INSTRUCTIONS

High Velocity Air Movement from Ventamatic, Ltd.

Owner's Manual

READ AND SAVE THESE
INSTRUCTIONS



For models HVPF 30 and HVPF 30 OSC

CAUTION: Read and follow all instructions before operating fan. Do not use fan if any part is damaged or missing.

WARNING: Do not use this fan with any solid state speed control device. This appliance has a 3-prong plug. To reduce the risk of electrical shock, this plug is intended to fit in an outlet only one way. If this plug does not fit the outlet, contact a qualified electrician.

Ventamatic, Ltd. P.O. Box 728, Mineral Wells, TX 76068-0728
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UNPACK YOUR FAN AND CHECK THE CONTENTS (numbers below refer to diagram at right)

- Fan Base (1)
- Base Screws, Base Collar (2, 3)
- Outer Pole & Spring (4)
- Inner Extension Pole & Height Adjustment Collar (5, 6, 7, 8)
- Motor, Motor Flanges, Mounting Hardware Assembly (9, 10, 11, 12)
- Rear/Front Grille & Blades (14, 15, 16)
- Allen Wrench, zip tie, Grille Screws (Not Shown)
- This Owner's Manual

STAND & BASE ASSEMBLY

1. Remove 5 screws (2) from hardware box.
2. Place Outer Pole w/spring (4) on base frame (1) and align holes in bottom of outer pole with holes in base frame (1).
3. Insert screws (2) removed in Step 1 and tighten securely with 3/8" wrench or driver.
4. Slide Base Collar (3) down over the bottom of outer pole.

OUTER POLE

1. Make sure spring is in Outer Pole (4).
2. Remove 2 screws (5) from Adjustment Collar (6) of inner pole (8).
3. Insert inner pole (8) into outer pole (4).
4. Align 2 holes on outer pole (4) with holes in Adjustment Collar (6), secure Adjustment Collar with 2 screws (5) removed in Step 2 using #2 Phillips screwdriver.
5. Adjust inner pole (8) to desired height.
6. Tighten Height Adjustment Knob (7) to set height.

STAND/MOTOR ASSEMBLY

1. Remove bolt, flat washer, spring washer, nut (for motor position) (10) and square neck bolt, flat washer, spring washer and nut (for angle setting) (9) from hardware bag.
1A. For oscillating models, use the 4 screws and washers provided in the bottom of the motor and attach motor flanges to motor using #M10 wrench or driver.
2. Align upper round hole on Inner Pole Extension (8) with upper round hole in motor flange on motor assembly (11).
3. Insert bolt and replace flat washer, spring washer and nut (10) removed in Step 1 using a 3/4" wrench or driver.
4. Adjust tilt to desired position, insert square neck bolt and replace flat washer, spring washer and nut (9) and tighten to set angle.
5. Tighten position bolt and nut (10).

REAR GRILLE & BLADE ASSEMBLY

1. Remove 4 nuts, spring washers and flat washers (12) from around motor shaft.
2. Carefully slide rear grille (14) over motor shaft.
3. Secure with flat washers, spring washers and nuts (12) removed in Step 1 using an 11/32" wrench or driver.
4. Carefully slide blade assembly (15) over shaft and align inner Allen head screw with slot on motor shaft. Blade assembly should be flush with end of motor shaft.
5. Tighten Blade assembly using included Allen wrench.
6. CAUTION: Do not alter angle of blades.

FRONT GRILLE ASSEMBLY

1. Align front and rear grilles. Slide zip tie through top hole of front grille (16) and top hole of rear grille. Tighten zip tie to secure grilles together.
2. Use 7 of the 8 black screws provided and a 5/16 driver to secure front and back grilles together.
3. Remove zip tie from top hole of grille assembly. Use remaining black screw on top hole to complete assembly.

RULES FOR SAFE OPERATION

- Do not insert fingers or any objects through grille guard when fan is in operation.
- Disconnect fan when moving from one location to another.
- Disconnect fan when removing guards for cleaning.
- Make sure fan is on a stable, flat surface when in operation.
- Rain and moisture may create an electrical hazard.
- In order to prevent extension pipe spring from projecting up, do not release 2 adjusting screws (6) when extension pipe is all the way down.

OPERATION INSTRUCTIONS

TO ADJUST AIRFLOW UPWARD OR DOWNWARD: (Unplug unit first!)

Loosen position bolt (10), then loosen pivot bolt (9). Tilt motor to desired angle, and tighten pivot bolt. Tighten position bolt.

SPEED CONTROL: Pull chain on motor assembly to set to desired setting: high, medium, or low.

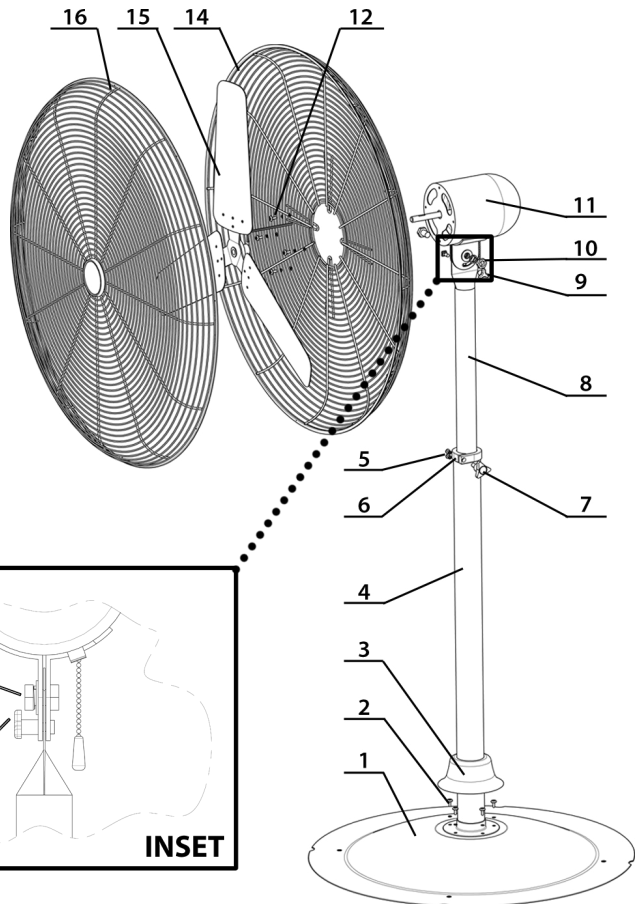
OSCILLATION (limited models): Pull the oscillation knob up or down on motor to control oscillation function as desired.

CLEANING

WARNING: Unplug from electrical supply source before cleaning. After servicing, any safety device (including grilles and blades) must be reinstalled or remounted as previously installed. Use a soft, damp cloth, then wipe with a dry cloth. Do not use harmful cleaners. Do not bend blades.

FAN COMPONENTS

1. Base Frame
2. 5 Screws
3. Base Collar
4. Outer Pole with Spring
5. 2 Screws and Washers
6. Adjustment Collar
7. Height Adjustment Knob
8. Inner Pole Extension
9. Pivot Bolt, Spring Washer and Nut
10. Position Bolt, Spring Washer and Nut
11. Motor Assembly
12. 4 Nuts, Spring Washers and Flat Washer
13. Allen Wrench, zip tie, 8 grille screws (not shown)
14. Rear Grille
15. Blade Assembly
16. Front Grille



LIMITED WARRANTY

Ventamatic, Ltd. extends this warranty to the original retail purchaser of this fan against defects in materials and workmanship for a period of two (2) years from the date of purchase. There is no warranty for defects caused by abuse. Repairs or replacement parts supplied under this warranty are warranted only for the period of this warranty: that is two years from the date of the original retail purchase of this fan.

In the event of a defect or malfunction, we will replace the defective part or component only and return the new repaired part to you freight prepaid. You must bear all other expenses incurred including labor required for field repair or replacement and the cost of shipping the defective part or component to us.

You must also bear the cost of replacement of any part or component and the shipping charges incurred for the replacement and return to you of any part or component not covered by this warranty, including parts or components damaged by you.

The company reserves the right to demand and receive written evidence of the date of purchase before undertaking to perform its obligations under this warranty. You should, therefore, retain your sales slip and attach it to the warranty claim. In order to obtain the replacement parts or components, you must select one of the following two methods:

A: RETURN TO FACTORY

Return postage prepaid the fan or only the part of fan which you believe to be defective to the following address:

Ventamatic, Ltd.
100 Washington Street
Mineral Wells, TX 76067

***Complete and enclose a written claim to which you should attach a copy of your sales slip or other proof of purchase.**

B. RETURN TO RETAILER DEALER

There is no informal dispute setting mechanism available in the event of a controversy involving this warranty.

Any and all implied warranties which may exist terminate upon the expiration of this written warranty, two years from the date of original retail purchase. Some states do not allow limitations on how long an implied warranty lasts, so these limitations may not apply to you.

Ventamatic, Ltd. Is not liable to you for incidental or consequential damages arising out of a defect or malfunction of this fan or out of any alleged breach of this warranty. Some states do not allow the exclusion or limitation of incidental or consequential damages, so this limitation or exclusion may not apply to you.

This warranty gives you specific legal rights and you may also have other rights which may vary from state to state.

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