



# Assembly & Instruction Manual **ITEM 4517**



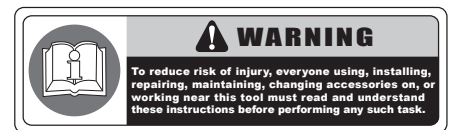
# 16" FLOOR FAN

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Your new 16" FLOOR FAN has been engineered and manufactured to Cummins Industrial Tools high standards for dependability, ease of operation, and operator safety. Pay close attention to the Rules for Safe Operation, Warnings, and Cautions. If you use your machine properly and only for what it is intended, you will enjoy years of safe, reliable service.

# SAFETY WARNINGS AND PRECAUTIONS

**WARNING:** When using tool, basic safety precautions should always be followed to reduce the risk of personal injury and damage to equipment. Read all instructions before using the tool!

- **Work area conditions.** Cluttered areas invite injuries.
- **Additional work area conditions.** Do not use machines or power tools in damp or wet locations. Do not expose to rain. Keep work area well lighted.
- **Keep children away.** Children must never be allowed in the work area. Do not let them handle machines, tools or extension cords.
- **Store idle equipment.** When not in use, tools must be stored in a dry location to inhibit rust. Always lock up tools and keep out of reach of children.
- **Use the right tool for the job.** Do not attempt to force a small tool or attachment to do the work of a larger industrial tool. There are certain applications for which this tool was designed. It will do the job better and more safely at the rate for which it was intended. Do not modify this tool and do not use this tool for a purpose for which it was not intended.
- **Dress properly.** Do not wear loose clothing or jewelry as they can be caught in moving parts. Protective, electrically non-conductive clothes and non-skid footwear are recommended when working. Wear restrictive hair covering to contain long hair.
- **Use eye protection.** Always wear ANSI approved impact safety glasses underneath a full face shield during use. Also, wear heavy duty work gloves.
- **Do not overreach.** Keep proper footing and balance at all times. Do not reach over or across running machines.
- **Maintain tools with care.** Keep tools sharp and clean for better and safer performance. Follow instructions for lubricating and changing accessories. The handles must be kept clean, dry, and free from oil and grease at all times.
- **Remove adjusting keys and wrenches.** Check that keys and adjusting wrenches are removed from the tool or machine work surface before starting work.
- **Stay alert.** Watch what you are doing, use common sense. Do not operate any tool when you are tired.
- **Check for damaged parts.** Before using any tool, any part that appears damaged should be carefully checked to determine that it will operate properly and perform its intended function. Any part that is damaged should be replaced.
- **Replacement parts and accessories.** When servicing, use only identical replacement parts. Use of any other parts will void the warranty. Only use accessories intended for use with this tool. Approved accessories are available from Cummins Industrial Tools.
- **Do not operate tools if under the influence of alcohol or drugs.** Read warning labels on prescriptions to determine if your judgment or reflexes are impaired while taking drugs. If there is any doubt, do not operate the tool.

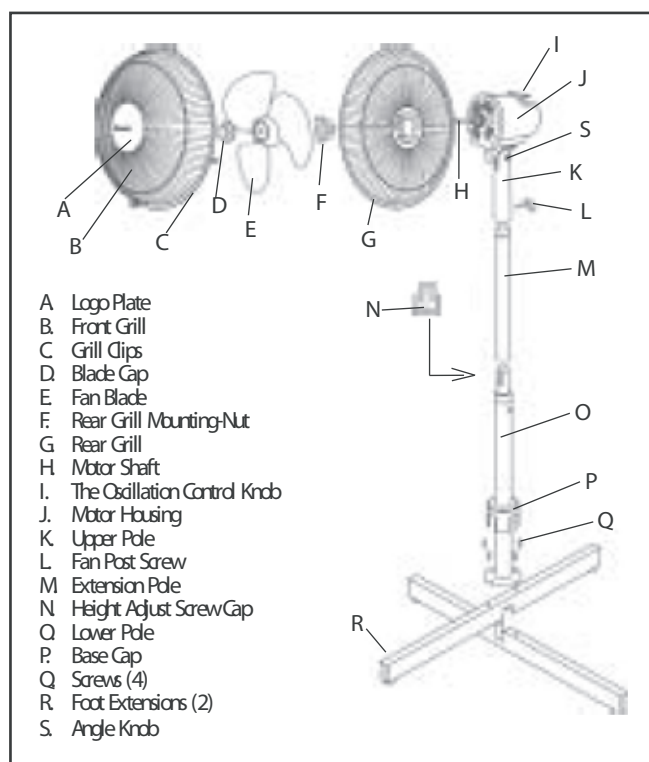
**WARNING:** The warnings, cautions, and instructions discussed in this instruction manual can not cover all possible conditions and situations that may occur. It must be understood by the operator that common sense and caution are factors which can not be built into this product, but must be supplied by the operator.

# ASSEMBLY INSTRUCTIONS

**Note:** THIS PRODUCT IS EQUIPPED WITH A POLARIZED AC (Alternating Current) PLUG (a plug having one blade wider than the other). This plug will fit into the power outlet only one way. If the plug does not fit fully into the outlet, reverse the plug. If it still does not fit, contact qualified personnel to install the proper outlet. DO NOT DEFEAT THE SAFETY PURPOSE OF THIS POLARIZED PLUG IN ANY WAY.

## Base / Pole Assembly

- **Step 1.** Insert the extension pole (M) into the lower pole from the bottom, make sure the smaller head of extension pole (M) insert first.
- **Step 2.** Attach the two foot extensions by placing the top foot over the bottom foot. Make sure to insert the cut outs on each foot extension into one another.
- **Step 3.** Align the lower pole over the two foot extensions, making sure that the holes in the lower pole align with the holes in the two foot extensions. Using the four screws, screw the lower pole into the foot extensions until secure. Slide the base cap over the lower pole until the cut outs on the base cap cover each foot extension.
- **Step 4.** Slide the Height adjust screw cap (N) over the extension pole and tighten the screw at any position of extension pole.



## Fan Head Assembly

**NOTE:** Remove the plastic piece covering the motor shaft and discard it. Also remove the plastic covering the logo plate.

- **Step 1.** Position the rear grill over the motor shaft, making certain the 3 holes at the top and bottom of the rear grill fit over the 3 prongs on the motor housing. Please make sure the rear grill fits securely against the motor housing.
- **Step 2.** Secure the rear grill in its place using the rear grill mounting-nut. Turn this ring clockwise and tighten firmly.
- **Step 3.** Slide the fan blade; with the hollowed interior of the blade facing towards the rear grill firmly onto the motor shaft. Make sure the shaft protrudes from the front of the blade.
- **Step 4.** Secure the fan blade onto the motor shaft by turning the blade cap in a counter-clockwise direction until it is firmly in place.
- **Step 5.** Center the front grill by aligning the logo so it is horizontal and parallel to the floor. Then secure the front and rear grills completely together by placing the front grill onto the back grill, making sure the logo is straight. Then close and lock the clips into place around both grills.

## OPERATING INSTRUCTIONS

- **Step 1.** Set the fan base on a dry, level surface.
- **Step 2.** Please make sure the Speed knob is in the "O" position. Plug the cord into any standard 120-volt A/C outlet.
- **Step 3.** The SPEED is adjusted by moving the knob 1, 2, 3, for the desired setting.
- **Step 4.** The OSCILLATION control knob is located on the top of the fan motor housing. To start oscillation, push control knob down. To stop oscillation, pull control knob up.

## ADJUSTMENT INSTRUCTIONS

### Tilt Adjustment

- To change the tilting angle of the fan head, loose to the Angle knob (S), move the fan head to the desired angle, and then tighten.

### Height Adjustment

- To adjust the height of the fan, loose the Height adjust screw cap (N), move the extension pole up or down to the desired height, and then tighten.

## CLEANING / MAINTENANCE / STORAGE

### Fan Head, Base, and Pole Cleaning

Follow these instructions to correctly and safely care for your floor fan. Please remember:

- Always unplug the fan before cleaning or disassembling.
- Do not allow water to drip on or into the fan motor housing.
- Do not use any of the following as a cleaner: gasoline, thinner, and benzine.

(See instructions for fan head assembly)

- **Step 1.** To access the fan blade, remove the front grill and the fan blade nut.
- **Step 2.** Clean the fan blade, both front and rear grills with a soft cloth moistened with a mild soap solution.
- **Step 3.** Replace blade, tighten the fan blade nut, and securely fasten the front grill.
- **Step 4.** Using a soft, moist cloth, with or without a mild soap solution, carefully clean the fan base, pole, and head. Please be cautious around the motor housing area. Do not allow the motor or other electrical components to be exposed to water.

### Fan Storage

Your fan can be stored in the off-season either partially disassembled or assembled. It is important to keep it in a safe, dry location.

- If stored disassembled, we recommend using the original (or appropriately sized) box.
- If stored assembled or partially assembled, remember to protect the fan head from dust.