

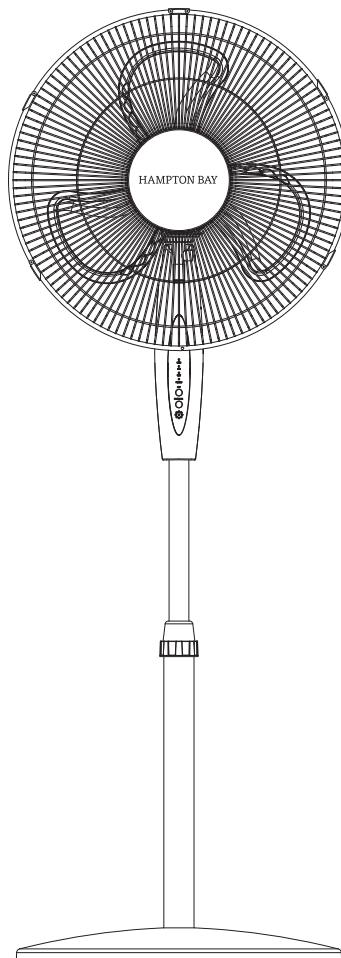
Item #1008597095

Model #12102

HAMPTON BAY®

USE AND CARE GUIDE

16 INCH DIGITAL STAND FAN



Questions, problems, missing parts? Before returning to the store,
call Hampton Bay Customer Service
8 a.m. - 7 p.m., EST, Monday – Friday, 9 a.m. – 6 p.m., EST, Saturday

1-855-HD-HAMPTON

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THANK YOU

We appreciate the trust and confidence you have placed in Hampton Bay through the purchase of this 16in digital stand fan. We strive to continually create quality products designed to enhance your home. Visit us online to see our full line of products available for your home improvement needs. Thank you for choosing Hampton Bay!

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FCC Statement

Potential for Radio/Television interference

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

This product has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. The product generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that the interference will not occur in a particular installation. If the product does cause harmful interference to radio or television reception, which can be determined by turning the product on or off, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the product and the receiver.
- Connect the product into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Warranty

LIMITED WARRANTY

This product is guaranteed to operate a minimum of 1 year from the original date of purchase. If, under normal use and for the full time period, your product fails to operate, please contact us at the below customer service number for more information (with your original proof of purchase receipt). This warranty is considered void if the product fails from misuse.

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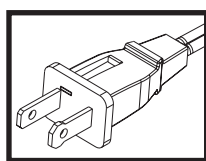
RETAIN THIS MANUAL FOR FUTURE USE.

Safety Information

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

1. Read all instructions before using this appliance.
2. Use fan only for purposes described in the instruction manual.
3. This fan is not intended for continuous operation.
4. To protect against electrical shock do not immerse unit, plug or cord in water or spray with liquids and plug the appliance directly into a 120V AC electrical outlet.
5. Close supervision is necessary when any appliance is used near children.
6. Not intended for use by children.
7. 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.
8. Avoid contact with moving parts.
9. Do not operate in the presence of explosive and/or flammable fumes.
10. To avoid fire hazard, never place the cord under rugs or any parts near an open flame, cooking or other heating appliance.
11. Do not operate any appliance with a damaged cord or plug, after the appliance malfunctions, or has been dropped/damaged in any manner. Discard fan or contact customer service.
12. Do not run cord under carpeting. Do not cover cord with throw rugs, runner, or similar coverings. Do not route cord under furniture or appliances. Arrange cord away from traffic area and where it will not be tripped over.
13. The use of attachments not recommended or sold by the appliance manufacturer may cause hazards.
14. Do not let the cord hang over the edge of a table, counter or come in contact with hot surfaces or leave exposed to high traffic areas.
15. Do not use outdoors.
16. To disconnect, grip plug and pull from wall outlet. Never yank on cord.
17. Always use on a dry, level surface.
18. Do not operate fan until fully assembled with all parts properly in place.
19. This product is intended for household use only and not for commercial or industrial applications.
20. **WARNING:** To reduce the risk of fire or electric shock, do not use this fan with any solid-state speed control device.
21. For models with overload protection (fuse). A blown fuse indicates an overload or short-circuit situation. If the fuse blows, unplug the product from the outlet. Replace the fuse as per the user servicing instructions (follow product marking for proper fuse rating) and check the product. If the replacement fuse blows, a short circuit may be present and the product should be discarded or contact customer service.

NOTICE: PLEASE READ AND SAVE THESE IMPORTANT SAFETY INSTRUCTIONS

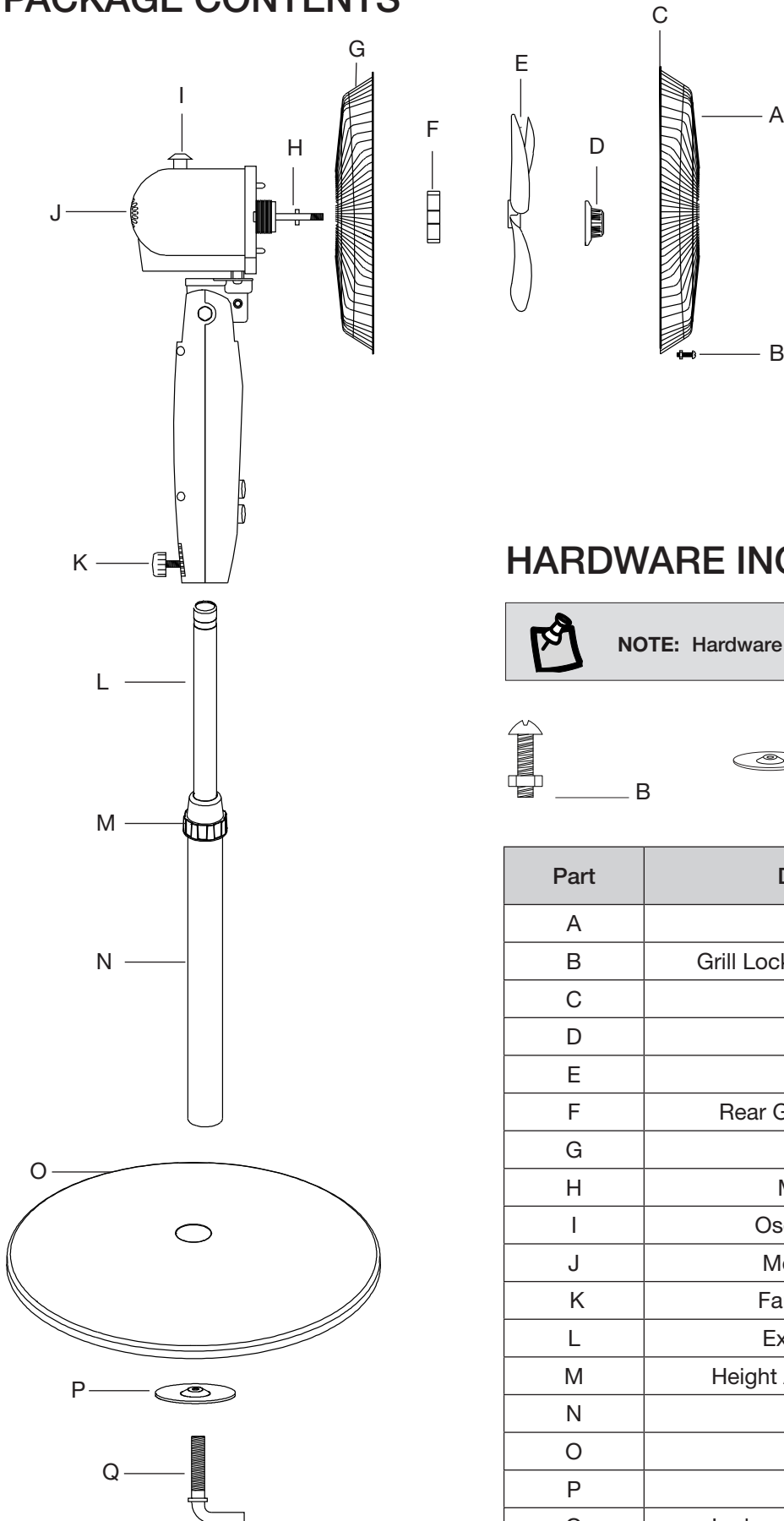


CAUTION: THIS APPLIANCE HAS A POLARIZED PLUG (one blade is wider than the other). To reduce the risk of electric shock, this plug is intended to fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install the proper outlet.


DO NOT ATTEMPT TO MODIFY THIS PLUG OR DEFEAT THIS SAFETY FEATURE IN ANY WAY.

Pre-Installation

PACKAGE CONTENTS



HARDWARE INCLUDED

 **NOTE:** Hardware not shown to actual size.

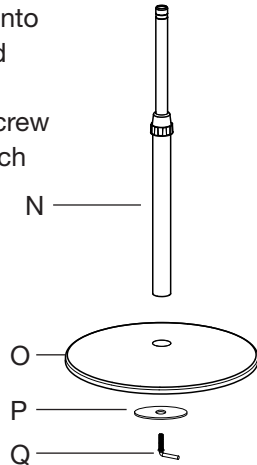


Part	Description	Quantity
A	Front Grill	1
B	Grill Locking Screw and Nut	1
C	Grill Clips	1
D	Blade Cap	1
E	Blade	1
F	Rear Grill Mounting Nut	1
G	Rear Grill	1
H	Motor Shaft	1
I	Oscillation Knob	1
J	Motor Housing	1
K	Fan Post Screw	1
L	Extension Pole	1
M	Height Adjustment Collar	1
N	Outer Pole	1
O	Fan Base	1
P	Washer	1
Q	L-shaped Locking Screw	1

Installation

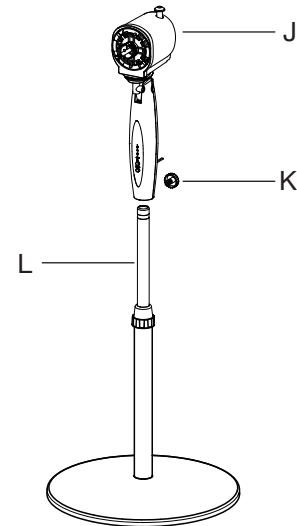
1 Base installation

- Remove L-shaped Locking Screw (Q) and Washer (P) from the Outer Pole (N). Insert the lower end of the Outer Pole (N) through the hole in the center of Base (O) and twist clockwise into position.
- Turn the base upside down (pole facing the floor).
- Insert the threaded end of the L-shaped Locking Screw (Q) into the hole of the Washer (P) and through the base.
- Turn the L-shaped Locking Screw (Q) clockwise to securely attach the pole to the base.
- Set the base on the floor, L-shaped Locking Screw (Q) down.



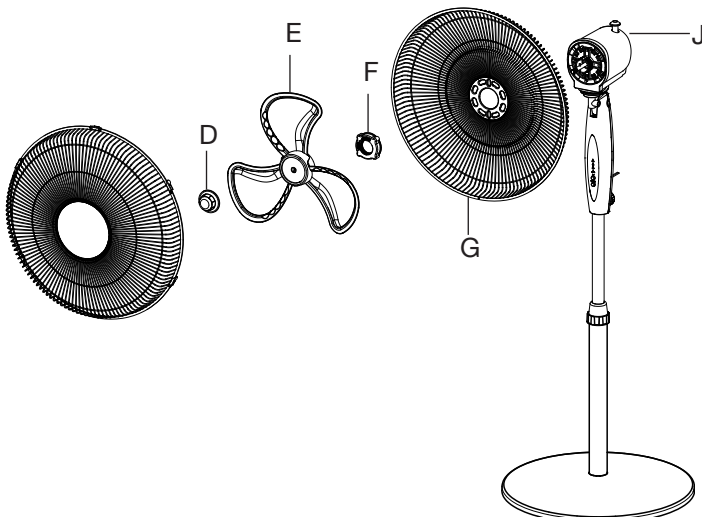
2 Motor installation

- Loosen Fan Post Screw (K) and slide Motor Housing (J) over top of Extension Pole (L). Tighten Fan Post Screw (K).



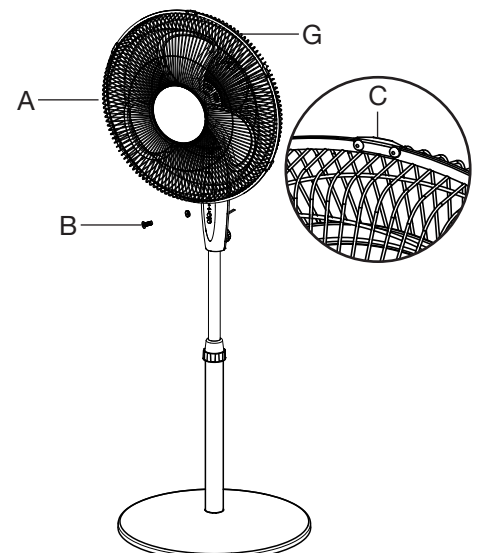
3 Rear grill and fan blades installation

- Line up the 2 holes of the Rear Grill (G) with the posts on the Motor Housing (J) assembly.
- Secure Rear Grill (G) to Motor Housing (J) assembly with Rear Grill Mounting Nut (F). Turn clockwise to tighten.
- Slide Blade (E) over Motor Shaft (H).
- Secure fan blade to motor shaft with the Blade Cap (D). Turn counter-clockwise to tighten.



4 Front grill installation

- Open the expandable Grill Clips (C) located around the perimeter of the Front Grill (A).
- Align the hole located at the bottom of the Rear Grill (G) with the hole at the bottom of the Front Grill (A).
- Close all the Grill Clips (C) around the perimeter of the grill.
- Remove the nut from the Grill Locking Screw (B). Insert the screw into the hole at the bottom of the grill. Secure in place by tightening the nut over the back of the screw.

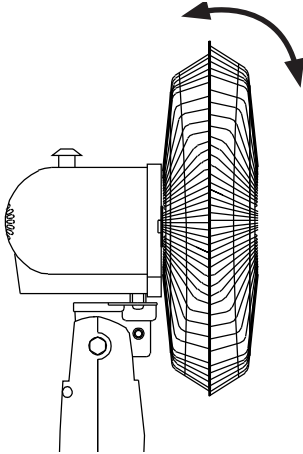


Operation

1. Set fan base on a dry, level, stable surface.
2. Plug cord into any standard 120 volt AC outlet.

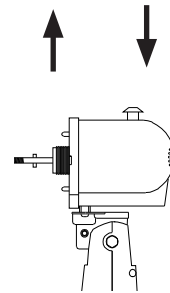
1 Tilt Adjustment

- Gently move the fan head up or down manually to the desired angle.



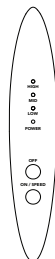
2 Oscillation

- To start oscillation, press the Oscillation Knob (I) down. To stop oscillation, pull Oscillation Knob (I) up.



3 Speed Control Panel

- To turn the fan on, press the ON/SPEED button located on the control panel. The fan will start running in the medium setting "MED".
- Press the speed button to cycle through the below 3 speed settings in sequence. The corresponding indicator light will illuminate to confirm the selection: MED / HIGH / LOW



4 Height Adjustment

- Turn the Height Adjustment Collar (M) counterclockwise to loosen pole.
- Adjust the Extension Pole (L) to the desired height, and firmly tighten the height adjustment collar in a clockwise direction.



NOTICE: This fan is equipped with a SPEED memory function. The fan will start on the last speed setting if the fan was previously turned OFF by pressing the OFF button without unplugging the fan from the outlet.

Maintenance

USER SERVICING INSTRUCTIONS

Follow these instructions to safely and correctly care for this fan.

REPLACEABLE FUSE

If the (2.5 Amp, 125 Volt) replaceable fuse blows, follow the below instructions to replace it.

1. Unplug the fan. Grasp plug and remove from the receptacle or other outlet device.

NOTICE: Do not unplug by pulling on cord.

2. Open fuse cover, located on the top of the plug, by using your thumb or a flathead screwdriver to slide the cover towards the prongs.

NOTICE: Ensure the fuse cover is completely open before attempting to remove fuse.

3. Remove fuse carefully by using a small screwdriver to pry it from the compartment at the metal ends of the fuse. (See Figure 1)
4. Place plug on a solid, flat surface. Insert new 2.5 Amp, 125 Volt fuse into fuse compartment. Use a small screwdriver to secure the metal ends of the fuse into the compartment.



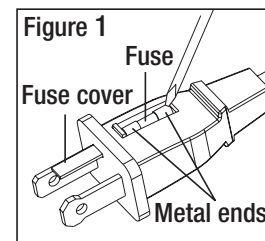
CAUTION: Risk of fire. Replace fuse only with 2.5 Amp, 125 Volt fuse.

5. Slide fuse cover closed completely.

NOTICE: If fuse cover is difficult to close, make sure the fuse is completely secured in place by pressing on metal ends of the fuse.



CAUTION: Risk of fire. Do not replace the attachment plug. It contains a safety device (fuse) that should not be removed. Discard product if the attachment plug is damaged.



Care & Cleaning

NOTICE: Always unplug the fan before cleaning.

FAN CLEANING

1. Do not allow water to drip on fan housing.
2. Be sure to use a soft cloth moistened with a mild soap solution.
3. Do not use any of the following as a cleaner: gasoline, thinner, or benzene.

FAN BLADE CLEANING

1. To access the fan blade, remove the front grill and blade cap.
2. Clean the fan blade, front and rear grills with a soft moist cloth.
3. Replace blade, tighten blade cap, and securely fasten the front grill (see Assembly Instructions to ensure the fan blade, front and rear grills are assembled properly).
4. Ensure all parts are securely fastened prior to plugging the fan in.

FAN HEAD, BASE AND POLE CLEANING

1. Using a soft, moist cloth (with or without a mild soap solution), carefully clean the fan base, pole and head.
2. Use CAUTION around the motor housing area. Do not allow the motor or other electrical components to be exposed to water.

FAN STORAGE

1. This fan can be stored either partially disassembled or assembled.
2. Store the fan in a clean, dry location between seasons or when not in use for an extended period.
3. Keep the fan head protected from dirt and dust during storage.

NOTICE: This fan can also be used during the cold winter season to circulate warm air throughout your home.

NOTICE: For inquiries regarding recycling and proper disposal of this product, please contact your local waste management facility.

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