

## 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.



## 30-INCH PEDESTAL FAN OPERATING INSTRUCTIONS

High Velocity Air Movement from Ventamatic, Ltd.

## Owner's Manual READ AND SAVE THESE INSTRUCTIONS



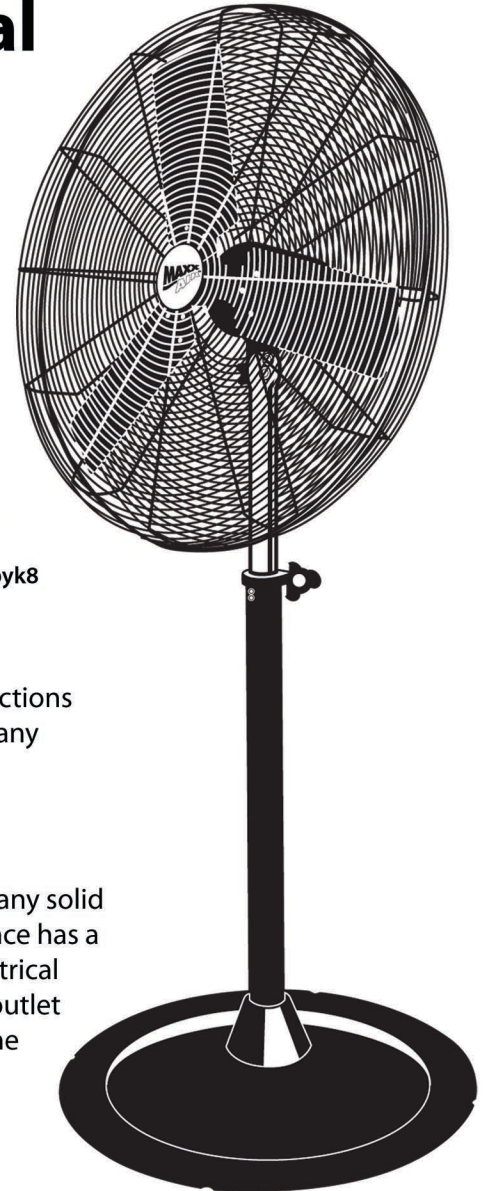
### *Need help with your fan assembly?*

Scan the QR code with your smart phone to view our assembly video or see this video at the following web address:

[https://www.youtube.com/watch?v=NFH\\_YNMbyk8](https://www.youtube.com/watch?v=NFH_YNMbyk8)

**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.





## UNPACK YOUR FAN AND CHECK THE CONTENTS *(numbers below refer to diagram at right)*

- Motor Assembly (9, 10, 11)
- Base Frame Assembly (1, 2)
- Outer Pole & Spring (4, 5, 6, 7)
- Inner Pole Extension (8)
- Rear/Front Grille & Blade (12, 13, 14, 15, 16, 17)
- Base Collar (3)
- Owner's Manual & Allen Wrench Package

## STAND & BASE ASSEMBLY

1. Remove 5 screws and spring washers (2) from base-to-pole screws package.
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 and spring washers (2) removed in Step 1 and tighten securely.
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 extension pipe (8).
3. Insert extension pipe (8) into stand pipe (4).
4. Align 2 holes on stand pipe (4) with holes in Adjustment Collar (6), secure Adjustment Collar with 2 screws (5) removed in Step 2.
5. Adjust extension pipe (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, pivot knob (for angle setting) (9) from hardware bag.
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.
4. Adjust tilt to desired position, insert square neck bolt and pivot knob (9) and tighten pivot knob to set angle.
5. Tighten position bolt and nut (10).

## REAR GRILLE & BLADE ASSEMBLY

1. Remove 4 screws, spring washers and flat washers (12) from around motor shaft.
2. Carefully slide rear grille (14) over motor shaft. Grille safety screw hole (17) oriented towards base of unit.
3. Secure with flat washers, spring washers and screws (12) removed in Step 1
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.
6. **CAUTION:** Do not alter angle of blades.

## FRONT GRILLE ASSEMBLY

1. Open clips in front of grille (16).
2. Hang front grille (16) on top rib of rear grille (14) by utilizing the "U" shaped fixed clip at top of front grille rim.
3. Press clip down around front grille to secure.
4. Attach grille safety screw (17).

## 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 knob (9). Tilt motor to desired angle, and tighten pivot knob. Tighten position bolt.

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

## 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 and Spring Washers
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 Knob and Square Neck Bolt
10. Position Bolt, Spring Washer and Nut
11. Motor Assembly
12. 4 Screws, Spring Washers and Flat Washer
13. Allen Wrench *(not shown)*
14. Rear Grille
15. Blade Assembly
16. Front Grille
17. Grille Safety Screw

