

Please read and save these instructions. Read through this owner's manual carefully before using product. Protect yourself and others by observing all safety information, warnings, and cautions. Failure to comply with instructions could result in personal injury and/or damage to product or property. Please retain instructions for future reference.



## 20" PEDESTAL FAN

### FOR CUSTOMER SERVICE

Technical Question?

**CALL 1-866-458-2472**

**customerservice@oem-tools.com**

### UNPACKING

After unpacking unit, inspect carefully for any damage that may have occurred during transit. Check for loose, missing, or damaged parts. If any damage is observed, a shipping damage claim must be filed with carrier.

Do not use the OEMTOOLS Fan if broken, bent, cracked or damaged parts (including labels) are noted. Any Fan that appears damaged in any way, operates abnormally or is missing parts should be removed from service immediately. If you suspect that the Fan was subjected to shock load (a load that was dropped suddenly, unexpectedly, etc.) immediately discontinue use until it has been checked by a factory authorized service center.



### **⚠ WARNING**

The following safety information is provided as a guideline to help you operate your Fan under the safest possible conditions. Any tool or piece of equipment can be potentially dangerous to use when safety or safe handling instructions are not known or not followed. The following safety instructions are to provide the user with the information necessary for safe use and operation. Please read and retain these instructions for the continued safe use of your service system. Failure to follow instructions listed below may result in serious injury. In addition, make certain that anyone that uses the equipment understands and follows these safety instructions as well.

### **Explanation of Safety Signal Words**

**⚠ WARNING** : Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

**⚠ CAUTION** : Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury.

**CAUTION** : Used without the safety alert symbol indicates a potentially hazardous situation which, if not avoided, may result in property damage.

**Notes** : Provide clarity and helpful information.

**⚠ WARNING** Pursuant to California Proposition 65, this product contains chemicals known to the state of California to cause cancer and birth defects or other reproductive harm. Wash hands after handling.



## 20" PEDESTAL FAN

Thank you very much for choosing an OEMTOOLS Product!

For future reference, please complete the owner's record below:

**Model:** \_\_\_\_\_ **Purchase Date:** \_\_\_\_\_

Save the receipt, warranty and these instructions. It is important that you read the entire manual to become familiar with this product before you begin using it. This machine is designed for certain applications only. OEMTOOLS cannot be responsible for issues arising from modification. We strongly recommend this machine is not modified and/or used for any application other than that for which it was designed. If you have any questions relative to a particular application, DO NOT use the machine until you have first contacted OEMTOOLS to determine if it can or should be performed on the product.

**For technical questions please call 1-866-458-2472.**



### IMPORTANT INSTRUCTIONS AND SAFETY RULES

1. Know your fan. Read this manual carefully. Learn the fan's applications and limitations, as well as, potential hazards specific to it.
2. Keep work area clean and well lit. Cluttered or dark work areas invite accidents.
3. Keep children away. All children should be kept away from the work area. Never let a child handle a fan without strict adult supervision.
4. DO NOT operate this fan 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 attempt to operate.
5. Use safety equipment. Eye protection should be worn at all times when operating this fan. Use ANSI approved safety glasses. Everyday eyeglasses are NOT safety glasses. Dust mask, non-skid safety shoes, hard hat or hearing protection should be used in appropriate conditions.
6. Wear proper apparel. Loose clothing, gloves, neckties, rings, bracelets or other jewelry may present a potential hazard when operating this fan. Keep all apparel clear of the fan.
7. Don't overreach. Keep proper footing and balance at all times when operating this fan.
8. Check for damage. Check your fan regularly. If part of the fan is damaged it should be carefully inspected to make sure that it can perform its intended function correctly. If in doubt, the part should be repaired. Refer all servicing to a qualified technician. Consult your dealer for advice.
9. Keep away from flammables. Do not attempt to operate this fan near flammable materials or combustibles. Failure to comply may cause serious injury or death.
10. Store idle fans out of the reach of children and untrained persons. Fans may be dangerous in the hands of untrained users.
  - Maintain fan with care.
  - Keep fan dry and clean.
  - DO NOT use a damaged fan. Tag damaged fan "DO NOT use" until repaired.
  - Use only accessories that are recommended by the manufacturer for your model. Accessories that may be suitable for one tool may become hazardous when used on another fan.
  - Fan service must be performed only by qualified repair personnel. Service or maintenance performed by unqualified personnel could result in a risk of injury.
  - When servicing a fan, use only identical replacement parts. Use of unauthorized parts or failure to follow maintenance instructions may create a risk of injury.
  - Maintain a safe working environment. Keep the work area well lit. Make sure there is adequate surrounding workspace. Keep the work area free of obstructions, grease, oil, trash, and other debris. DO NOT use this product in a damp or wet location.
  - Maintain labels and nameplates on this product. These carry important information. If unreadable or missing, contact OEMTOOLS for a replacement.

### IMPORTANT SAFETY INSTRUCTIONS

The warnings, precautions, and instructions discussed in this manual cannot cover all possible conditions and situations that may occur. The operator must understand that common sense and caution are factors which cannot be built into this product, but must be supplied by the operator.

### DISPOSAL

At the end of the useful life of the OEMTOOLS Fan dispose of the components according to all state, federal, and local regulations.



## 20" PEDESTAL FAN

### PURPOSE

The OEMTOOLS Fan 24871 is a 20" Pedestal Fan that not only helps circulate the air and keep it in motion while maintaining a fresh breeze but also helps to prevent the inhalation of dangerous gasses and fumes by adding ventilation.

### PRODUCT SPECIFICATIONS

Size	20"
Weight	13 Lbs.
Voltage	120 V/60 Hz
Current	1.35 A

### SAFETY INFORMATION

SAVE THESE INSTRUCTIONS

READ AND SAVE THESE INSTRUCTIONS

#### WARNING

1. Unplug the fan before moving it or performing maintenance. Do not touch the fan when your hands are wet.
2. Those who are not qualified electricians should not disassemble, repair or rebuild the fan.
3. Unplug the fan when it is not in use.
4. DO NOT unplug the fan by holding the cable cord. Unplug by holding the plug.
5. DO NOT use the fan when there is damage to the cable cord or plug.
6. Avoid the use of extension cords when possible. Ensure that they are UL listed if they must be used. DO NOT use a single extension cord to operate more than one fan. DO NOT plug the fan into any other cord-connected device (power strip, surge protector, multiple outlet adapters ect.).
7. DO NOT use the fan close to any fire or heat source.
8. DO NOT insert your hand or other objects into the guard or the movable parts.
9. To reduce the risk of fire or electric shock, do not use this fan with any solid-state speed control device.

10. DO NOT use this fan outdoors.
11. Please don't operate any fan with a damaged cord or plug. Discard fan or return to an authorized service facility for examination and/or repair.
12. Please don't run cord under carpeting. Do not cover cord with throw rugs, runners, 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. DO NOT use if electrical cord is frayed or bent.

#### CAUTION

14. DO NOT immerse the fan.
15. Fit the guard onto fan before starting up the fan.
16. This fan is not intended for use by people (including children) with reduced physical, sensory or mental capabilities or lack of experience and knowledge unless they have been given supervision or instructions concerning use of the fan by a person responsible for their safety. Supervise children to ensure they do not play with the fan.
17. Always place the fan on a stable, flat, level surface when operating, to avoid the chance of the fan overturning.
18. DO NOT immerse fan in water.



## 20" PEDESTAL FAN

### OPERATING INSTRUCTIONS

1. Place the fan on a safe, flat surface where it cannot fall or be pulled by the cord.
2. To adjust the height, loosen the height adjusting ring. Hold the inner tube and stand on the edge of the base. Pull up or press down on the inner tube. Do not adjust by holding onto the fan head. Tighten the height adjusting ring at the desired height.
3. Select desired direction of air flow by adjusting the tilting adjusting knob.

Note: Always switch the fan off when adjusting the height or tilt angle.

4. Turn the rotary switch for desired speed. 0=Off, 1=Low, 2=Med., 3=High
5. Turn the oscillation function on by pressing the oscillation button down. Turn the oscillation function off by pulling the oscillation button up.
6. Always turn off and unplug the fan after using.

### **⚠ WARNING**

DO NOT depend upon the on-off switch as the sole means of disconnecting power when installing or servicing the fan. Always unplug the power cord.

### CARE AND MAINTENANCE

Unplug the appliance before cleaning. Don't use any water for cleaning metal surfaces. Using a soft cloth wipe off the surfaces of the fan. In order to remove the dust from the grill, use a vacuum cleaner or remove the front grill by removing the securing screw on the edge of the grill with a screwdriver. After cleaning, remount the grill. Then fasten the securing screws on the edge of the grill.

### STAND ASSEMBLY INSTRUCTIONS

#### Step 1

Attach the outer tube to the base with 4 screws as shown.

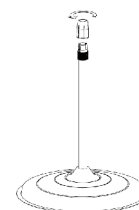


### **⚠ CAUTION**

The screws must be fully tightened before the fan operates.

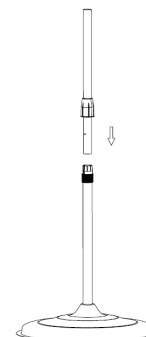
#### Step 2

Slide the height adjustable ring away from outer tube. Saving it for Step 3.



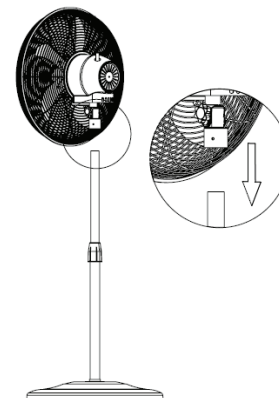
#### Step 3

Put the height adjustable ring into the inner tube. Then put it into outer tube and fasten the height adjustable ring for your desired height of fan.



#### Step 4

Assemble the fan head to the upper tube, then firmly tighten the screws at the holes of the fan neck.





# 20" PEDESTAL FAN

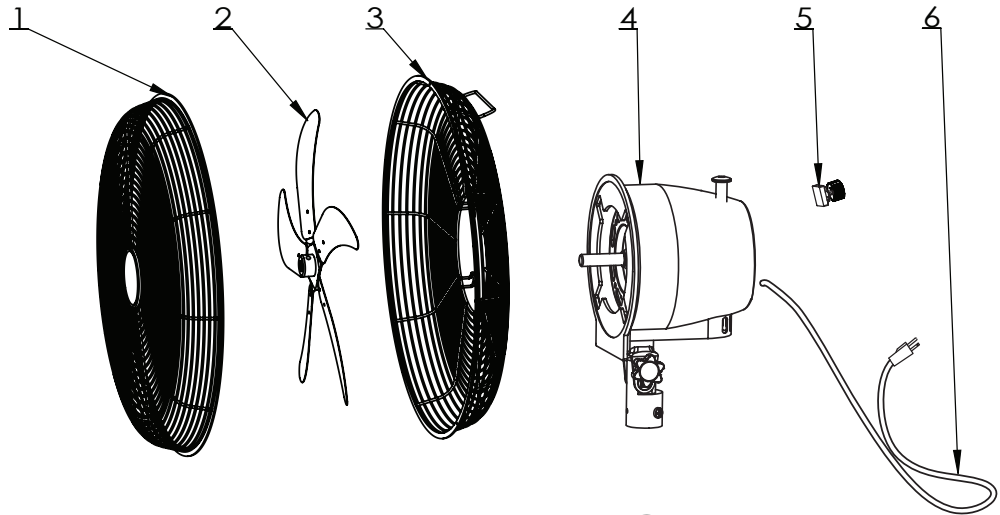
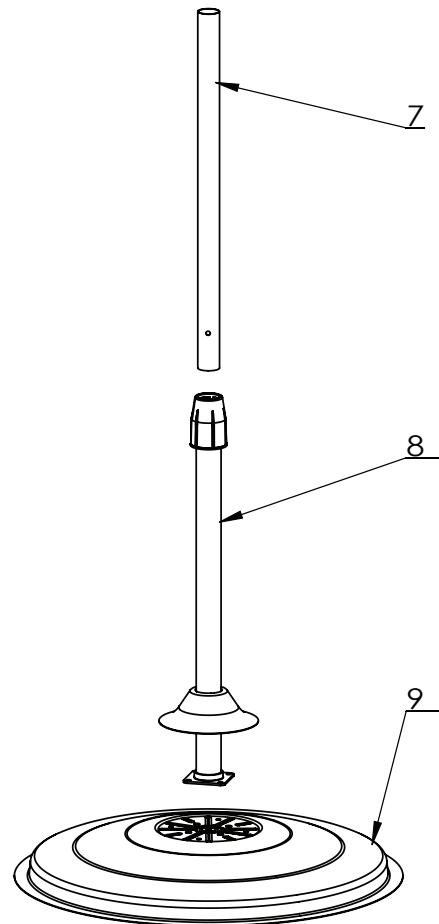


Figure	Description	Quantity
24871-1	Front Guard	1
24871-2	Blades	1
24871-3	Rear Guard	1
24871-4	Motor	1
24871-5	Switch	1
24871-6	Power Cord	1
24871-7	Upper Pole	1
24871-8	Lower Pole	1
24871-9	Base	1





## 20" PEDESTAL FAN

### OEMTOOLS™ SIX MONTH LIMITED WARRANTY

From six months from the original purchase date of this product, OEMTOOLS will warranty this product. If you find any defect in material or workmanship, through normal usage, return it to the place of purchase or to OEMTOOLS for repair or replacement at our discretion. In order to obtain this service send your tool and proof of purchase, transportation pre-paid, to OEMTOOLS Q.A. Dept., 3580 E. Raines Road #3, Memphis, TN 38118. We will not be responsible for lost or damaged goods during transportation, please insure your package. If our inspection verifies the defect, we will either repair or replace the product at our election, or we may elect to refund the purchase price if we cannot readily and quickly provide you with a replacement. We will return repaired products at our expense, but if we determine there is no defect, or that the defect resulted from causes not within the scope of our warranty, then you must bear the cost of returning the product.

OEMTOOLS does not provide warranty for products labeled other than OEM or OEMTOOLS. OEMTOOLS will not provide any warranty for products subjected to abnormal use. Abnormal use includes, but is not limited to, abuse, accident, alteration, neglect, and unauthorized or unreasonable use or repairs. This warranty does not cover bits, blades, files, batteries, or calibration. We recommend that you maintain your tools and sharpen or replace blades, bits, files, and batteries as necessary. OEMTOOLS reserves the right to make any changes in construction or design at any time without any obligation in incorporating such changes to tools or equipment previously sold.

OEMTOOLS makes every effort to assure that its products meet high quality and durability standards, and warrants to the original purchaser that this product is free from defects in materials and workmanship for the period of six months from the date of purchase. This warranty does not apply to damage due directly or indirectly to misuse, abuse, negligence or accidents, repairs or alterations outside our facilities, criminal activity, improper installation, and normal wear and tear or to lack of maintenance. We shall in no event be liable for death, injuries to persons or property, or for incidental, and contingent, special or consequential damages arising from the use of our product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation of exclusion may not apply to you. THIS WARRANTY IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS. This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

## CONTACT US

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