

6in. Desk/Clip
Combo Fan



Instruction Manual

6in. Desk/Clip
Combo Fan

Model No. CTP-6

SKU#:EA304



Stop

Please read and understand this manual before any assembly or use of this product.

Before beginning assembly of product, make sure all parts are present.

Table of Contents

Technical Specifications 2

Important Safety Instructions 3

Assembly Instructions 4

Operating Instructions 4

Maintenance 4

Troubleshooting 5

Warranty 5

Technical Specifications

Model	:	CTP-6
Voltage	:	120 V AC
Frequency	:	60 Hz
Wattage	:	13 W

Important Safety Instructions

Please read and understand all instructions before using this fan.

When using electrical appliances, basic precautions should always be taken to reduce the risk of fire, electric shock and injury to persons or property, including the following:

1. Disconnect fan from electrical outlet when moving it from one location to another, when removing grille or for cleaning.
2. The fan must always be operated standing upright, and must never be used without the base or clip attachment. Always place the fan on an even surface where it is stable, to ensure it does not overturn while operating.
3. Never insert objects such as fingers, pencils, etc. through grille when fan is running.
4. **DO NOT USE THE FAN OUTDOORS OR IN AN OPEN WINDOW.** Rain may cause an electrical hazard.
5. Do not leave fan operating near an area where water collects (such as bathrooms or laundry rooms) to avoid electrical hazard.
6. Do not immerse the unit, put the plug or cord in water, or spray with any liquids.
7. Do not operate in the presence of open flame or flammable fumes, explosives, and/or cooking or heating appliances.
8. Do not use fan near curtains, plants, window treatments, or where anything can get caught in the blades.
9. This appliance has a polarized plug (one blade is wider than the other). To reduce the risk of electrical shock, this plug is intended to fit into a polarized outlet in only one way. If the plug does not fit in the outlet, reverse it. If it still does not fit, contact a qualified electrician. Do not attempt to override this safety feature.
10. Do not leave the fan operating or available to operate in a place where there are young children or animals. Do not allow cord to hang down from table or counter.
11. Do not cover cord with throw rugs, runners or the like. Place cord away from areas where there is traffic to avoid tripping.
12. Do not operate any appliance with a damaged cord or plug. If the appliance malfunctions or has been dropped or damaged in any manner, contact a qualified electrician. NOTE: Repairs made by unqualified electricians will void this product's warranty.
13. To disconnect fan from outlet, grip firmly plug and pull from wall outlet. Do not yank on the cord.
14. Operate this fan only as it is described in this manual.
15. This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety. Children should be supervised to ensure that they do not play with the appliance.

NOTE: There are no serviceable parts in this unit. Do not attempt to disassemble or fix it.



WARNING: To reduce the risk of fire or electric shock, do not use this fan with any solid-state speed control device.

SAVE THESE INSTRUCTIONS

Assembly Instructions

Use the fan as a clip-on fan

Unscrew and remove the tilt adjustable knob on the fan head. Then insert the end of the clip base into the bottom of the motor housing and screw firmly with the tilt adjustable knob.

Use the fan as a table fan

The fan comes with a freestanding base. To convert fan to a desk/table fan, you may use the clip to clamp the fan to the freestanding base. Store the base when not in use.

Operating Instructions

Pre-operating instructions

- Carefully remove the fan from the box. Please save the carton for off-season storage.
- Make sure the fan is in the OFF position before plug in.
- For shipping purposes, the fan is packed unassembled.

Operating instructions

- Place fan on a firm level surface or clip on an edge of a table.
- Plug the power cord into any standard 120V AC, 60Hz outlet. Please make sure the Selector (Speed) Control is in the OFF position.
- **2 Speed Slide Switch:** The switch is located on the back of the motor, slide to left for low setting, to the right for high setting.
- **Tilt Adjustment Knob:** Loosen the tilt adjustment knob (setting-screw) counterclockwise. Adjust to the desired angle of fan. Firmly tighten the tilt angle adjustment knob.



CAUTION: To prevent electric shock, match the two differently sized plug blades to their corresponding outlet slots and fully insert the plug.

Maintenance

Cleaning

1. Always disconnect the cord from the electrical outlet when cleaning your fan.
2. Remove dust from the fan grilles using a soft cloth.
3. Wipe the exterior surfaces of the fan occasionally with a damp cloth (not dripping wet) and dry thoroughly with a soft, dry cloth before operating it again.
4. Do not use harsh cleaners or abrasive materials to clean this unit. Doing so will damage the finish.



CAUTION: Do not allow water to run into the interior of the fan, as this could create a fire or electric shock hazard. The fan motor is factory-lubricated for life and will require no further lubrication. No other user maintenance is required or recommended. If service is required, send your fan to the nearest authorized service provider.

Storage

1. Retain the original packaging to store your fan.
2. Disassemble and clean the fan before storing it. Follow cleaning instructions 1-4 above.
3. Always store the fan in a dry place.
4. Never attempt to store the fan while it is still plugged in.
5. Never wrap the cord tightly around the fan or put any stress on the cord where it enters the fan as it could cause the cord to fray or break.

Troubleshooting

If your fan fails to operate, please follow these procedures:

Problem	Possible Cause	Solution
The fan is not turning on.	A. The fan is not fully plugged into a 120V AC, 60 Hz polarized outlet/receptacle. B. An electrical breaker has been tripped or a fuse is blown out.	A. Ensure the fan is in the OFF position. Firmly plug the fan into the outlet again and turn it ON. B. Check your electrical supply box to confirm a breaker has not been tripped or a fuse blown. Ensure the fan is in the OFF position. With the fan plugged in, turn it ON again. To test fan operation, plug it into a receptacle on a different electrical circuit in the house.
The fan is on, but the air flow is not very strong.	There is dust build-up at the back of the fan.	Turn the fan OFF and unplug it. Using a soft, dry cloth, wipe the back of the grille to remove any dust build-up. Plug the fan in and turn it back ON to resume normal operation.