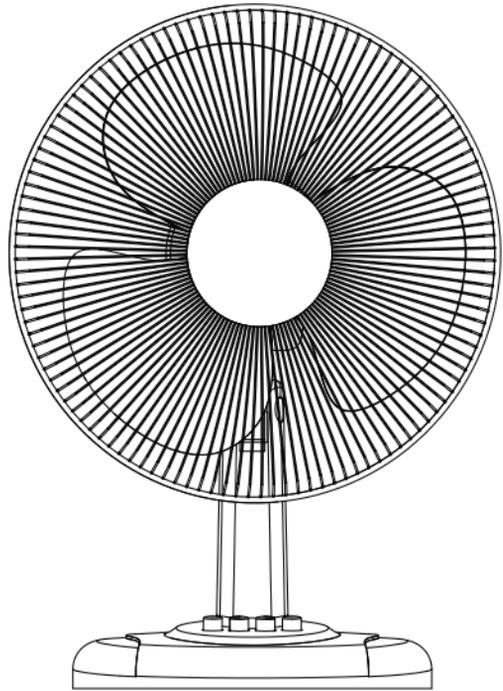


12in. Oscillating  
Desk Fan



## Instruction Manual

12in. Oscillating  
Desk Fan  
Model No. TP7-12A  
SKU#:EA305



### 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.

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## Technical Specifications

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Model	:	TP7-12A
Voltage	:	120 V AC
Frequency	:	60 Hz
Wattage	:	40 W

## Important Safety Instructions

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Please read all instructions before using this fan.

When using any electrical appliance, basic precautions should always be followed to reduce the risk of fire, electrical shock and injury:

1. Disconnect fan from electrical outlet when moving it from one location to another, when removing grille or for cleaning.
2. Fan must always be operated standing upright, and must never be used without the base. 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 electric 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.

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



**WARNING:** Never use this fan with any solid-state speed control device. Doing so is a fire and/or shock hazard.

**SAVE THESE INSTRUCTIONS**

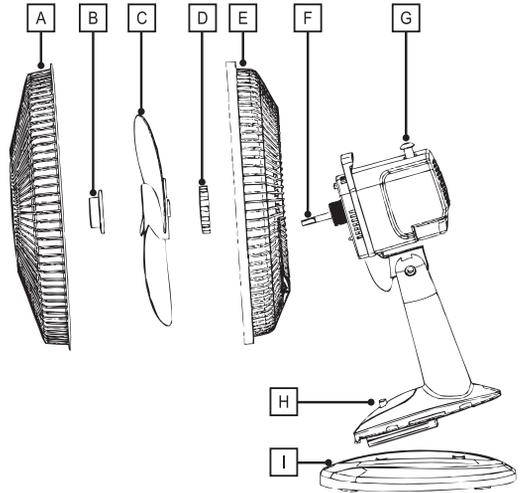
# 12in. Oscillating Desk Fan

## Parts List

Remove the fan from the packaging, and ensure all the components are included.

### Ref. Description

A	Front grille
B	Blade cap
C	Fan blade
D	Nut
E	Rear grille
F	Retaining pin
G	Oscillation knob (on top of motor housing)
H	3 speed switches
I	Base



## Assembly Instructions

1. Remove two (2) screws from base of fan and save them for Step 2.
2. Place power cord through opening of plastic Fan Base. With cord opening properly positioned, attached fan base to fan body using 2 screws removed in step 1.
3. Place fan base on firm stable surface such as a table or counter top.
4. Tilt fan head back; secure the rear grille on to the motor assembly with the plastic nut. The handle should be at the top. Turn clockwise to tighten.
5. Slide the blade onto the shaft pin, pushing it on until it is firmly in place. Align groove on blade hub with pin on motor assembly shaft.
6. Test blade operation by rotating it with your hand. There should be no friction with the other parts. If blade does not rotate freely, repeat steps 5-6.
7. Place blade cap on shaft pin and turn counterclockwise until tight.
8. Press the front grille into the groove of the plastic rear grille. Make sure all the clips on the back plastic grille properly secure the metal ring of the front grille in place.

## Operating Instructions

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Place the fan on a safe flat surface where it cannot fall or be pulled off. Plug fan into a 120 V / 60 Hz outlet and follow the operating instructions.

**This fan is equipped with three fan speeds to allow for optimal air comfort:**

- 0 - Pressing this button will power the fan OFF.
- 1 - Pressing this button will power the fan ON at LOW speed setting.
- 2 - Pressing this button will power the fan ON at MODERATE speed setting.
- 3 - Pressing this button will power the fan ON at HIGH speed setting.

**Two functions can be used to customize comfort and improve air circulation:**

**Oscillation**

This provides widespread breeze distribution. To activate oscillation, push down the oscillation knob (located on top of the fan's motor housing). To turn off oscillation for a targeted breeze setting, pull the oscillation pin up. Oscillation can be controlled while the fan is operating.

**Tilt**

This provides steady breeze distribution. To target the breeze, steady the base of the fan with one hand and grip the motor housing with the other. Carefully tilt the head of the fan until it reaches the desired angle. Be careful not to tilt the head back further than it is intended to go. Pushing it too far will damage the unit.



**CAUTION:** To prevent electric shock, match wide blade of plug to wide slot, and fully insert.

## Maintenance

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**Cleaning**

- 1. Always disconnect the cord from the electrical outlet when cleaning your fan.
- 2. Wipe the back of the grille and exterior surfaces with a soft, damp cloth. Dry thoroughly before operating.
- 3. Do not use harsh cleaners or materials to clean this unit, as doing so will cause damage to the surface.



**CAUTION:** Do not immerse in water or allow water to run into the interior of the fan as this is a fire and/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 depot.

**Storage**

- 1. Clean according to above instructions.
- 2. Retain the original packaging to store your fan.
- 3. Always store in a clean, dry place.
- 4. Never store while still plugged in.
- 5. Never wrap 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

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If your fan fails to operate, please try these possible solutions

Problem	Possible Cause	Solution
The fan is not turning on.	A. Fan is not plugged into a 120 V AC, 60 Hz polarized outlet/receptacle. B. Breaker has tripped or fuse has been blown.	A. Ensure unit is in the OFF position. Plug in unit and attempt to turn on again. B. Please check your electrical box to confirm the breaker has not been tripped. Ensure unit is in OFF position. Plug in unit and attempt to turn on again. C. Attempt to plug unit into another outlet.
Oscillation function is not working.	The oscillation pin has not been activated.	Simply pull press the oscillation pin down to start the oscillation function. This can be done while the fan is operating.
Fan is on but air coming out of it is not strong enough.	There is dust built up at the back of the fan.	Turn fan OFF and unplug. Using a soft, dry cloth, wipe the back of the grille to remove any dust build-up. Plug in unit and turn fan back ON to resume normal operation.

Please do not attempt to open or repair the fan yourself. Doing so can cause damage or personal injury.