

# Beldray<sup>®</sup>

Est. 1872

Nobody Does It Better

## 12 Inch Desk Fan Instruction Manual



THE **SCIENCE**  
BEHIND COOL



[www.beldray.com](http://www.beldray.com)

Please read all of the instructions carefully and retain for future reference.

### Safety Instructions

When using electrical products, basic safety precautions should always be followed.

Check that the voltage indicated on the rating plate corresponds with that of the local network before connecting the product to the mains power supply.

Children aged from 8 years and people with reduced physical, sensory or mental capabilities or lack of experience and knowledge can use this product, only if they have been given supervision or instruction concerning use of the product in a safe way and understand the hazards involved.

Children should be supervised to ensure that they do not play with the product.

Unless they are older than 8 and supervised, children should not perform cleaning or user maintenance.

This product is not a toy.

This product contains no user serviceable parts. If the power supply cord, plug or any part of the product is malfunctioning or if it has been dropped or damaged, only a qualified electrician should carry out repairs. Improper repairs may place the user at risk of harm.

Keep the product and its power supply cord out of the reach of children.

Keep the product and its supply cord away from heat or sharp edges that could cause damage.

Keep the power supply cord away from any parts of the product that may become hot during use.

Keep hands, fingers, hair and any loose clothing away from the rotating tools of the product.

Do not immerse the product in water or any other liquid.

Do not operate the product with wet hands.

Do not leave the product unattended whilst connected to the mains power supply or when in use.

Do not remove the product from the mains power supply by pulling the cord; switch it off and remove the plug by hand.

Do not use the product for anything other than its intended use.

Do not use this product outdoors.

Do not move the product whilst it is in use.

Do not shake the product.

Do not cover the product.

Do not clean the product with abrasive chemicals or materials such as scourers, as they may damage the product.

Do not spray insecticide or chemical solvents on the product.

Always unplug the product after use and before any cleaning or maintenance.

Always use the product on a flat, stable surface.

Use of an extension cord with the product is not recommended.

This product should not be operated by means of an external timer or separate remote control system, other than that supplied with this product.

This product is intended for domestic use only. It should not be used for commercial purposes.

**Warning:** If a strong odour is emitted from the product, turn the unit off and unplug it from the mains power supply.

## Getting Started

Remove the product from the box.

Remove any packaging from the product.

Place the packaging inside the box and either store or dispose of safely.

## In the Box

12 Inch Desk fan

Front grill

Rear grill

Blade-locking piece

Rear grill-locking nut

Grill screw with nut

Fan blade unit

Motor assembly

Base stand

4 rubber feet

Logo plate and with 3 large screws

Instruction manual

## Features

Adjustable tilting head

3 durable polypropylene blades

3 speed settings

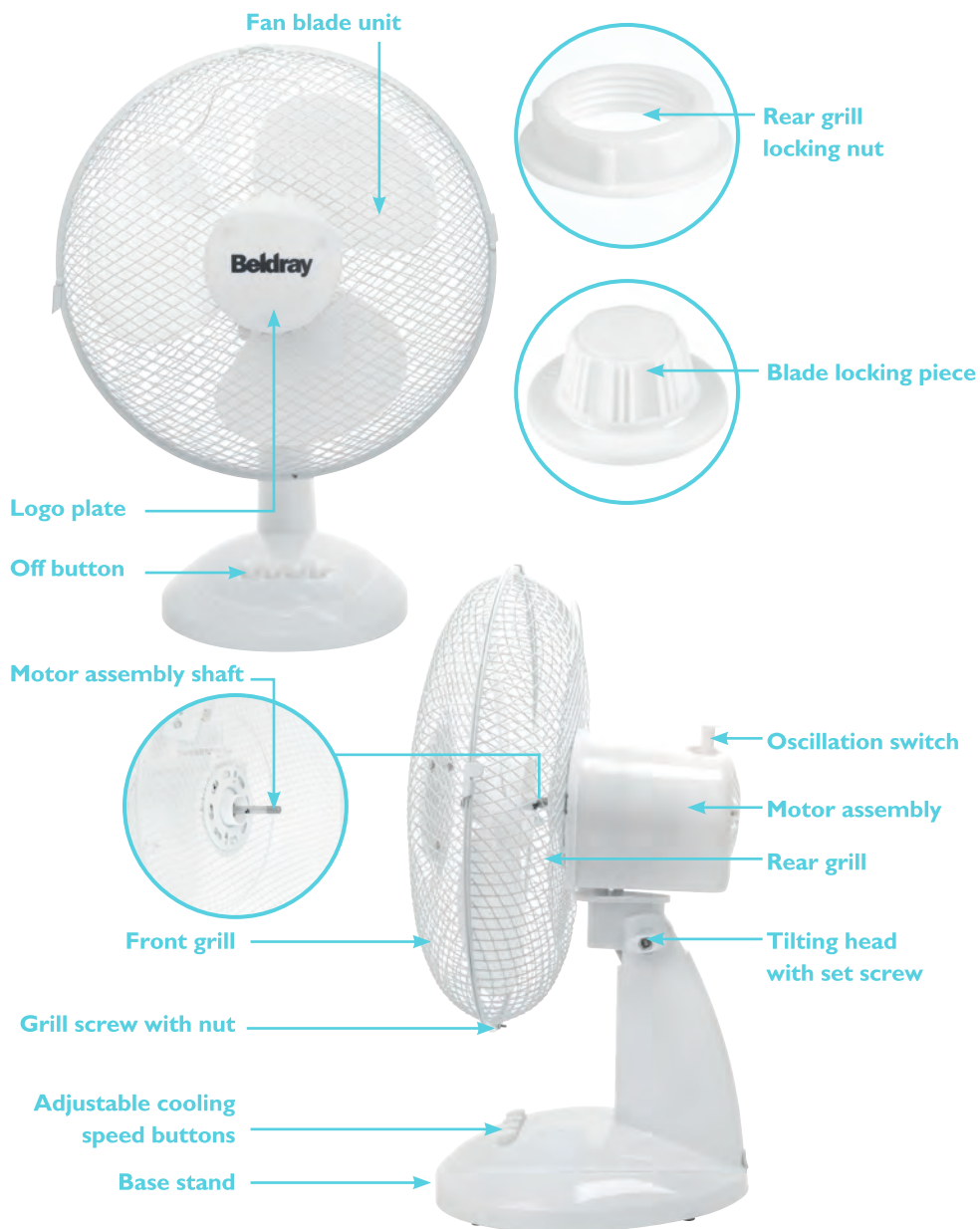
Oscillating function

35 W power

Fan blade diameter: 30 cm approx.

Input: 220—240 V, 50 Hz

## Description of Parts



## Assembling the Desk Fan

### Assembling the Fan Head

**STEP 1:** Remove the blade-locking piece from the motor assembly by twisting it in a clockwise direction and remove the rear grill-locking nut by twisting it in an anticlockwise direction.

**STEP 2:** Set the rear grill over the motor assembly shaft, ensuring that it is aligned with the three small, plastic pins and then add the grill-locking nut, twisting it in a clockwise direction to secure the rear grill into position.

**STEP 3:** Place and push the fan blade unit onto the motor assembly shaft, then add the blade-locking piece and twist it in an anticlockwise direction until the fan blade unit is locked into position.

**STEP 4:** Lay the front grill on a flat, stable surface and put the logo plate into the logo plate recess. Hold the logo plate in place, then carefully turn the front grill over and secure the logo plate into position using the three large screws.

**STEP 5:** Open the clips around the outer edge of the front grill and position it onto the rear grill. Fasten the clips around the outer edge of the front grill to lock the grills into position, ensuring that the fan blade and motor unit are protected.

**STEP 6:** Insert the grill screw through the hole at the bottom of the front and rear grill, then place the nut onto the grill screw and tighten it in a clockwise direction to secure the grills together.

**Caution:** Take care not to overtighten the rear grill-locking nut and blade-locking piece.

### Attaching the Fan Head to the Base Stand

**STEP 1:** Attach the rubber feet to the base stand by pressing them firmly into the foot holes.

**STEP 2:** Position the base stand on a flat, stable surface. Place the fan head front first into the base stand, ensuring that the front clip engages with the corresponding recess. Gently push the fan head down until it clicks into position.

### Instructions for Use

Ensure that the Desk Fan is unplugged from the mains power supply.

Place the Desk Fan on a flat, stable surface, ensuring that there is sufficient distance between the Desk Fan and any objects that could get damaged or caught in the rotating fan blades.

## Tilting the Fan Head

**STEP 1:** Loosen the tilting head set screw by twisting it in an anticlockwise direction

**STEP 2:** Tilt the fan head until it is at the desired angle.

**STEP 3:** Twist the tilting head set screw in a clockwise direction to lock the fan head into its new position.

## Using the Desk Fan

**STEP 1:** Plug in and switch on the Desk Fan at the mains power supply.

**STEP 2:** To turn on the Desk Fan, select the desired cooling speed by pressing any one of the adjustable cooling speed buttons numbered 1-3, 3 being the strongest cooling speed setting.

**STEP 3:** Activate the oscillation function by pushing down the oscillation switch; the Desk Fan will begin to turn left and right. To stop the Desk Fan from turning, pulling up the oscillation switch.

**STEP 4:** Turn off the Desk Fan by pressing the '0' button.

**Caution:** Do not cover the fan head.

## Care and Maintenance

Always wait until the Desk Fan has stopped completely and unplug it from the mains power supply before performing any cleaning or user maintenance.

Wipe the Desk Fan with a soft, damp, lint-free cloth and allow to dry thoroughly.

Do not immerse the Desk Fan in water or any other liquid.

Do not use abrasive cleaning solvents, polishes or scouring pads to clean the Desk Fan, as this may cause damage.

## Specification

Input: 220–240 V~ 50 Hz

Power: 35 W

Fan blade diameter: 30 cm approx.

## Connection to the mains

Please check that the voltage indicated on the product corresponds with your supply voltage.

### Important

As the colours in the mains lead of this appliance may not correspond with the coloured markings identifying the terminals in your plug, please proceed as follows:

The wires in the mains lead are coloured in accordance with the following code:

Blue Neutral (N)

Brown Live (L)

Green/Yellow Earth ( $\perp$ )

FOR UK USE ONLY - Plug fitting details (where applicable).

The wire coloured BLUE is the NEUTRAL and must be connected to the terminal marked N or coloured BLACK.

The wire coloured BROWN is the LIVE wire and must be connected to the terminal marked L or coloured RED.

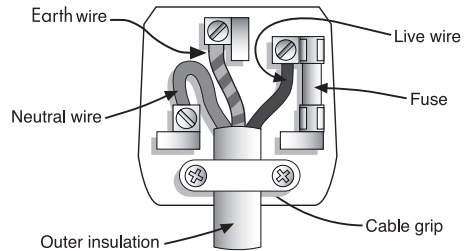
The wire coloured GREEN/YELLOW must be connected to the terminal marked with the letter E or marked  $\perp$ .

On no account must either the BROWN or the BLUE wire be connected to the EARTH terminal ( $\perp$ ).

Always ensure that the cord grip is fastened correctly.

The plug must be fitted with a fuse of the same rating already fitted and conforming to BS 1362 and be ASTA approved.

If in doubt consult a qualified electrician who will be pleased to do this for you.



### Non-rewireable mains plug

If your appliance is supplied with a non-rewireable plug fitted to the mains lead and should the fuse need replacing, you must use an ASTA approved one (conforming to BS 1362 of the same rating).

If in doubt, consult a qualified electrician who will be pleased to do this for you.

If you need to remove the plug - DISCONNECT IT FROM THE MAINS and then cut it off the mains lead and immediately dispose of it safely. Never attempt to reuse the plug or insert it into a socket outlet as there is a danger of an electric shock.

## UP Global Sourcing

Victoria Street, Manchester OL9 0DD. UK.

If this product does not reach you in an acceptable condition please contact our Customer Services Department by one of the following methods:

Telephone: +44 (0)333 577 9820\*

\*Telephone lines are open Monday – Friday, 9 am–5 pm (Closed Bank Holidays)

Email: [customersupport@beldray.co.uk](mailto:customersupport@beldray.co.uk)

Fax: 0161 628 2126

Please have your delivery note to hand as details from it will be required.

If you wish to return this product please return it to the retailer from where it was purchased with your receipt (subject to their terms and conditions).

## Guarantee

This product is guaranteed for a period of 2 year from the date of purchase against mechanical and electrical defects.

This guarantee is only valid if the appliance is used solely for domestic purposes in accordance with the instructions and provided that it is not connected to an unsuitable electricity supply or dismantled or interfered with in any way or damaged through misuse. Under this guarantee we undertake to repair or replace free of charge any parts found to be defective. Reasonable proof of purchase must be provided.

Nothing in this guarantee or in the instructions relating to this product excludes, restricts or otherwise affects your statutory rights.

In line with our policy of continuous development we reserve the right to change this product, packaging and documentation specification without notice.

Consumables are not guaranteed i.e. plug and fuse.

The crossed out wheelie bin symbol on this item indicates that this appliance needs to be disposed of in an environmentally friendly way when it becomes of no further use or has worn out. Contact your local authority for details of where to take the item for recycling.





