

HOME

THANK YOU FOR YOUR ORDER

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12" Desk Fan

Design may vary depending on model purchased

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Safety Instructions

Notice: Ensure you read and fully understand instructions before use

While every attempt is made to ensure the highest degree of protection in all equipment, we cannot guarantee freedom from injury. The user assumes all risk of injury due to use. All merchandise is sold on this condition, which no representative of the company can waive or change.

- This fan is intended for household use.
- To protect against electrical shock, do not immerse fan, plug or cord into water or spray with liquids. KEEP AWAY FROM ALL LIQUIDS.
- Close supervision is necessary when any appliance is used near children.
- Always unplug the fan when it is not in use, when moving fan from one location to another, and before cleaning.
- Avoid contact with moving parts. Never insert fingers, pencils or other similar objects through the guard.
- Do not operate in the presence of explosive or flammable fumes.
- Do not place fan or parts near an open flame, cooking or other heating appliances.
- This appliance is not intended for use by children or other persons without assistance or supervision if their physical, sensory or mental capabilities prevent them from using it safely.
- If the product is damaged or has any defects, please contact cservice@oypla.com
- Do not operate fan with a damaged cord, plug or after the fan suffered malfunctions or has been dropped or damaged in any manner.
- The use of attachments not recommended by manufacturer may be hazardous.
- Do not use outdoors.
- Do not let cord hang over the edge of a table or counter, or let it touch any hot surfaces.
- To disconnect, grip plug and pull from wall outlet, never yank the cord.
- Always use on a dry level surface.
- The fan is only for intended use as described in this manual. All other uses, not recommended in this manual, may cause fire, electrical shock or injury to persons.
- If the supply cord is damaged, it must be replaced by the manufacturer or its service agent or similarly qualified person in order to avoid a hazard.
- Do not operate without fan lattice/grille is properly in place.
- Ensure long pile carpets do not restrict airflow under the unit.

Additional Warnings

- ⚠ Keep away from all liquids.
- ⚠ Never cover the fan, doing so creates a fire risk.
- ⚠ Ensure long pile carpets do not restrict airflow under the unit.
- ⚠ Never cover or restrict airflow to the inlet or exhaust grilles in any manner, as the appliance may overheat and become a fire risk.
- ⚠ Do not block air inlets or outlets in any manner. Check the openings from time to time for accumulated dust.

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⚠ Keep away from all liquids.

⚠ Never cover the fan, doing so creates a fire risk.

⚠ Ensure long pile carpets do not restrict airflow under the unit.

⚠ Do not operate in areas where gasoline, paint or other flammable liquids are used or stored.

⚠ Do not insert or allow foreign objects to enter any ventilation or exhaust opening, as this may cause an electric shock, fire or damage to the appliance.

⚠ Do not use abrasive cleaning products on this appliance. Clean with a damp cloth (not wet) rinsed in hot soapy water only. Always remove the plug from the mains supply before cleaning.

⚠ Do not connect the appliance to the mains voltage until completely assembled and adjusted.

⚠ Switch off and use handles where provided when moving.

⚠ Always operate on a flat, horizontal surface.

⚠ Do not twist, kink or wrap the cord around the appliance, as this may cause the insulation to weaken and split.

⚠ Always ensure that all cord has been removed from any cord storage area.

⚠ Always switch off the fan at the controls and at the power outlet, then unplug fan from the power outlet when not in use.

⚠ This fan is intended for floor or desk use only. Do not attempt to mount on ceilings or walls.

⚠ Do not operate the fan with wet hands.

⚠ Do not operate the fan near to curtains or any other fabric which could be sucked into the fan unit.

⚠ Never cover or restrict airflow to the inlet or exhaust grilles in any manner, as the appliance may overheat and become a fire risk.

⚠ Do not block air inlets or outlets in any manner. Check the openings from time to time for accumulated dust.

⚠ Do not operate the appliance with a damaged cord, plug or after the appliance malfunctions or has been dropped or damaged in any manner. Return to a qualified electrical person for examination, mechanical adjustment, service or repair.

⚠ Use this appliance only as described in this manual. Any other use is not recommended by the manufacturer and may cause fire, electric shock or injury.

⚠ Do not remove plug from power socket by pulling flex – always grip the plug.

⚠ Always unplug appliance when not in use.

⚠ Do not allow cord to come into contact with heated surfaces during operation.

⚠ Do not run cord under carpeting, throw rugs or runners etc. Arrange cord away from traffic areas so that it will not be tripped over.

⚠ Always keep the fan out of reach of children.

⚠ Do not use this appliance in the immediate surrounds of a bath, a shower or a swimming pool or other liquids.

⚠ Do not use this appliance outdoors, or on wet surfaces. Avoid spilling liquids on the appliance.

⚠ Ensure that the fan is switched off from the supply mains before removing the guard.

⚠ Always ensure the fan is switched off at the mains/plug before adjusting the tilt.

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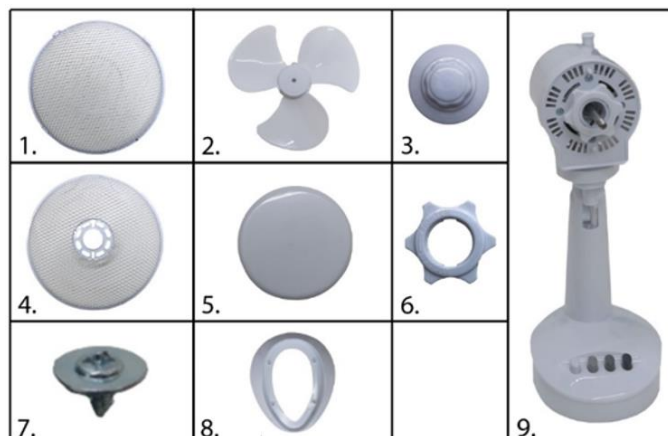
⚡ WARNING ⚡	To reduce the risk of fire, electrical shock, or injury when using this product, follow these basic precautions:
<ul style="list-style-type: none"> • Read all instructions before using the product. • Never allow children to operate or play with the product. • Do not immerse the product in water. 	

Assembly Instructions

Parts List:

- If you are missing any of the below parts, please contact cservice@oypla.com
- Please be aware that you will be referring to this parts list throughout the assembly process.

1. Front Fan Guard
2. Fan Blade
3. Fan Blade Locking Nut
4. Back Fan Guard
5. Fan Cover Plate
6. Back Fan Guard Locking Nut
7. Fan Cover Screw
8. Base
9. Fan Body



1. Begin by assembling the Fan Body (9) to the Base (8). This is done by clicking the locks located on the Base (8) into place, as indicated in the image above.

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2. Next, unscrew the Back Fan Guard Locking Nut (6). Take the Back Fan Guard (4) and slide it onto the Fan Body (9). Ensure that the two prongs align on the Fan Body (9) with the holes on the Back Fan Guard (4). Ensure the handle on the Back Fan Guard (4) is pointing upwards, before tightening the Back Fan Guard Locking Nut (6) back up.



3. Take the Fan Blade (2) and slide it onto the fan body you have just created. Now, secure the Fan Blade (2) using the Fan Blade Locking Nut (3). Turn anti-clockwise to tighten, but ensure to not over tighten.



4. Now, take the Front Fan Guard (1) and unfold each tab located on either side of the Fan Guard. Place the Fan Cover Plate (5) centrally on the Fan Guard (1), and use the Fan Cover Screw (7) to secure it into place. Next, remove the small nut and bolt located at the bottom of the Fan Guard (1). Keep these parts, as they will be required in the next step.

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5. Place the Front Fan Guard that you have just created in the last step onto the Fan Body, ensuring that the holes align at the bottom of both fan guards. Secure the small nut and bolt back into place, securing the two fan guards together. Then, fold each tab down to secure the Front Fan Guard into place. Before using, check over your product thoroughly.

Operating Instructions

Please refer to the information below for instructions on how to operate your product.

1. Ensure voltage used corresponds with the voltage indicated on the rating label. Located on the product.
2. Turn the speed control to selected speeds: 0 (Off) and speeds 1, 2 and 3 for Slow, Medium and Fast.
3. Tilting angles-By pushing the tilt-guard, you can adjust the fan to an elevation of your preference.
4. Never touch the blades with your hand or any object!
5. Do not pull the power cable too hard. If damaged after use, get any repairs performed by a qualified electrician.
6. To start Oscillation push down on the knob located on the back of the fan body.
7. To stop Oscillation pull up on the knob located on the back of the fan body.

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HAVE A QUESTION ABOUT YOUR PURCHASE?

Our dedicated customer services team are happy to help. Contact them via:

Telephone: 020 3600 22 55
Email: cservice@oypla.com
Live Chat: WWW.OYPLA.COM

CONSIDER THE ENVIRONMENT!

In the United Kingdom, approximately 5 billion corrugated boxes are used per year, amounting to around 83 per person! By recycling the cardboard box in which this product was packed, you contribute to the preservation and sustainability of the environment.

If you see a recycling logo on the packaging of your product, such as the below examples, that piece of packaging is recyclable. If there is not a recycling logo, please check with your local authorities before recycling.



PLEASE RETAIN A COPY OF THESE INSTRUCTIONS FOR FUTURE CONSULTATION

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ENVIRONMENTAL PROTECTION

Products bearing the symbol shown below means that used electrical and electronic equipment (WEEE) should not be mixed with general household waste. For proper treatment, recovery and recycling, please take this product(s) to designated collection points where it will be accepted free of charge. Disposing of this product correctly will help save valuable resources and prevent any potential negative effects on human health and the environment, which could otherwise arise from inappropriate waste handling. Please contact your local authority for further details of your nearest designated collection point. Penalties may be applicable for incorrect disposal of this waste, in accordance with your national legislation.



Model Code: 3108, 4277

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