



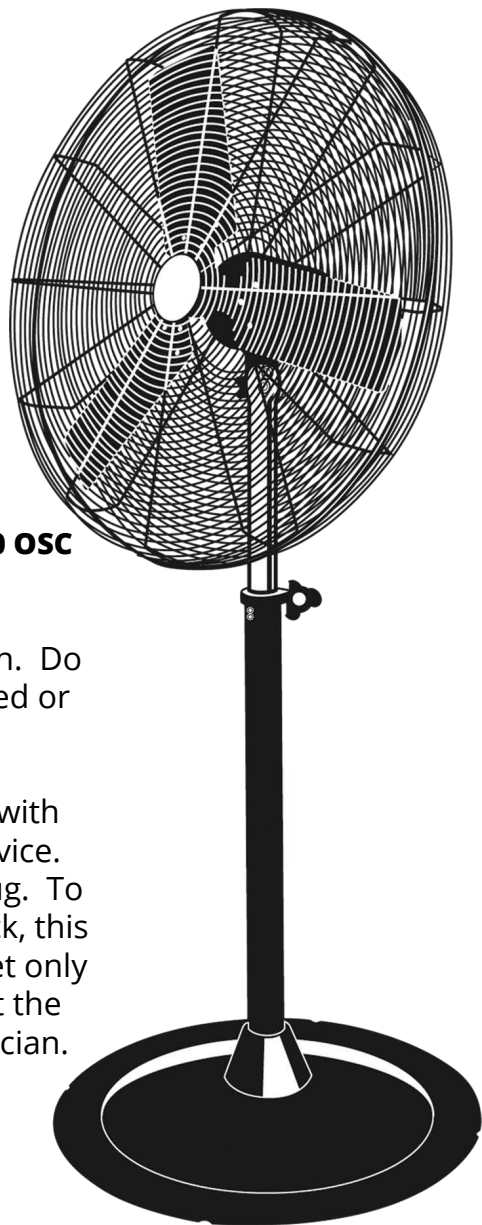
**MAXX<sup>®</sup>**  
**AIR**

# 30-INCH PEDESTAL FAN

OPERATING INSTRUCTIONS

## Owner's Manual

READ AND SAVE THESE  
INSTRUCTIONS



**For models HVPF 30 and HVPF 30 OSC**

**CAUTION:** Read and follow all instructions before operating fan. Do not use fan if any part is damaged or missing.

**WARNING:** Do not use this fan with any solid state speed control device. This appliance has a 3-prong plug. To reduce the risk of electrical shock, this plug is intended to fit in an outlet only one way. If this plug does not fit the outlet, contact a qualified electrician.

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Ventamatic, Ltd. P.O. Box 728, Mineral Wells, TX 76068  
1-800-433-1626 Fax: 940.325.9311 [www.MYMAXXAIR.com](http://www.MYMAXXAIR.com)

## **UNPACK YOUR FAN AND CHECK THE CONTENTS (numbers below refer to diagram at right)**

- Fan Base (1)
- Base Screws, Base Collar (2, 3)
- Outer Pole & Spring (4)
- Inner Extension Pole & Height Adjustment Collar (5, 6, 7, 8)
- Motor, Motor Flanges, Mounting Hardware Assembly (9, 10, 11, 12)
- Rear/Front Grille & Blades (14, 15, 16)
- Allen Wrench, zip tie, Grille Screws (Not Shown)
- This Owner's Manual

### **STAND & BASE ASSEMBLY**

1. Remove 5 screws (2) from hardware box.
2. Place Outer Pole w/spring (4) on base frame (1) and align holes in bottom of outer pole with holes in base frame (1).
3. Insert screws (2) removed in Step 1 and tighten securely with 3/8" wrench or driver.
4. Slide Base Collar (3) down over the bottom of outer pole.

### **OUTER POLE**

1. Make sure spring is in Outer Pole (4).
2. Remove 2 screws (5) from Adjustment Collar (6) of inner pole (8).
3. Insert inner pole (8) into outer pole (4).
4. Align 2 holes on outer pole (4) with holes in Adjustment Collar (6), secure Adjustment Collar with 2 screws (5) removed in Step 2 using #2 Phillips screwdriver.
5. Adjust inner pole (8) to desired height.
6. Tighten Height Adjustment Knob (7) to set height.

### **STAND/MOTOR ASSEMBLY**

1. Remove bolt, flat washer, spring washer, nut (for motor position) (10) and square neck bolt, flat washer, spring washer and nut (for angle setting) (9) from hardware bag.  
1A. For oscillating models, use the 4 screws and washers provided in the bottom of the motor and attach motor flanges to motor using #M10 wrench or driver.
2. Align upper round hole on Inner Pole Extension (8) with upper round hole in motor flange on motor assembly (11).
3. Insert bolt and replace flat washer, spring washer and nut (10) removed in Step 1 using a 3/4" wrench or driver.
4. Adjust tilt to desired position, insert square neck bolt and replace flat washer, spring washer and nut (9) and tighten to set angle.
5. Tighten position bolt and nut (10).

### **REAR GRILLE & BLADE ASSEMBLY**

1. Remove 4 nuts, spring washers and flat washers (12) from around motor shaft.
2. Carefully slide rear grille (14) over motor shaft.
3. Secure with flat washers, spring washers and nuts (12) removed in Step 1 using an 11/32" wrench or driver.
4. Carefully slide blade assembly (15) over shaft and align inner Allen head screw with slot on motor shaft. Blade assembly should be flush with end of motor shaft.
5. Tighten Blade assembly using included Allen wrench.
6. CAUTION: Do not alter angle of blades.

### **FRONT GRILLE ASSEMBLY**

1. Align front and rear grilles. Slide zip tie through top hole of front grille (16) and top hole of rear grille. Tighten zip tie to secure grilles together.
2. Use 7 of the 8 black screws provided and a 5/16 driver to secure front and back grilles together.
3. Remove zip tie from top hole of grille assembly. Use remaining black screw on top hole to complete assembly.

## RULES FOR SAFE OPERATION

- Do not insert fingers or any objects through grille guard when fan is in operation.
- Disconnect fan when moving from one location to another.
- Disconnect fan when removing guards for cleaning.
- Make sure fan is on a stable, flat surface when in operation.
- Rain and moisture may create an electrical hazard.
- In order to prevent extension pipe spring from projecting up, do not release 2 adjusting screws (6) when extension pipe is all the way down.

## OPERATION INSTRUCTIONS

TO ADJUST AIRFLOW UPWARD OR DOWNWARD: (Unplug unit first!)

Loosen position bolt (10), then loosen pivot bolt (9). Tilt motor to desired angle, and tighten pivot bolt. Tighten position bolt.

SPEED CONTROL: Pull chain on motor assembly to set to desired setting: high, medium, or low.

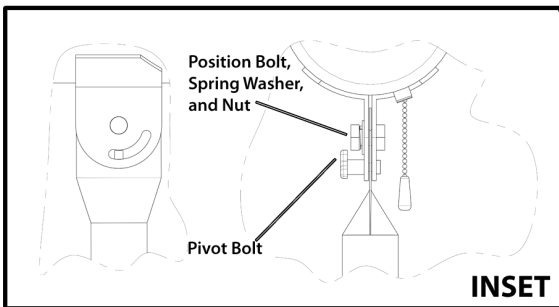
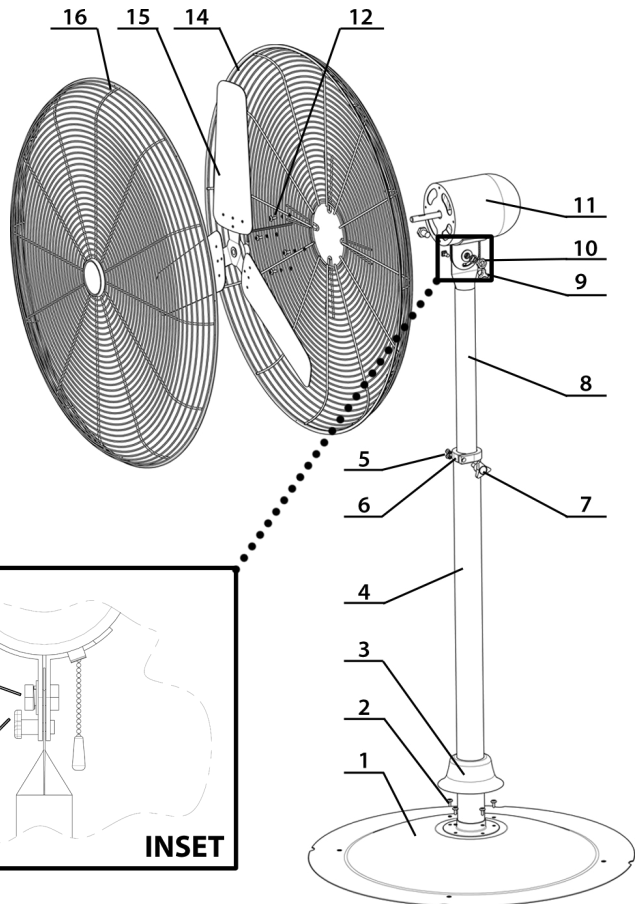
OSCILLATION (limited models): Pull the oscillation knob up or down on motor to control oscillation function as desired.

## CLEANING

WARNING: Unplug from electrical supply source before cleaning. After servicing, any safety device (including grilles and blades) must be reinstalled or remounted as previously installed. Use a soft, damp cloth, then wipe with a dry cloth. Do not use harmful cleaners. Do not bend blades.

## FAN COMPONENTS

1. Base Frame
2. 5 Screws
3. Base Collar
4. Outer Pole with Spring
5. 2 Screws and Washers
6. Adjustment Collar
7. Height Adjustment Knob
8. Inner Pole Extension
9. Pivot Bolt, Spring Washer and Nut
10. Position Bolt, Spring Washer and Nut
11. Motor Assembly
12. 4 Nuts, Spring Washers and Flat Washer
13. Allen Wrench, zip tie, 8 grille screws (not shown)
14. Rear Grille
15. Blade Assembly
16. Front Grille



# LIMITED WARRANTY

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This warranty is underwritten by Falco Insurance Company and is extended to the original retail purchaser of this model or, if this unit is purchased and requires installation by a building contractor, to the original owner of the home. No subsequent purchaser of the unit or of a home in which it is installed is entitled to any of the benefits of this warranty.

This product is warranted against defects in materials and workmanship for a period of two (2) years from the date of original retail purchase. No other parts or components are warranted. There is no warranty for defects caused by abuse, faulty installation, or the like.

Repairs or replacement parts supplied under this warranty are warranted only for the period of this warranty; that is, two (2) years from the date of the original retail purchase of the unit.

In the event of a defect or malfunction, we will replace or repair the defective part or component only and return the new or repaired part to you freight prepaid.

You must bear all other expenses incurred in obtaining repairs, including labor required for field repair or replacement, and the cost of shipping the defective part to us. You must also bear the cost of repair to or replacement of any part or component and the shipping charges incurred for the repair or replacement and return to you of any part or component not covered by this warranty, including parts or components damaged by you.

The company reserves the right to demand and receive written evidence of the date of purchase before undertaking its obligations under this warranty. The right to demand and receive written evidence of date of purchase extends to all licensed dealers of Ventamatic, Ltd. products.

You should, therefore, retain your sales slip and attach a copy of it to the warranty claim.

To start a warranty claim you must:

Contact Ventamatic, Ltd.

An RGA (Returned Goods Authorization) form is required for returns to the factory to ensure your return can be processed efficiently and quickly. Please contact Ventamatic, Ltd. toll-free at 800-433-1626 or via web at [www.MYMAXXAIR.com](http://www.MYMAXXAIR.com) to obtain an RGA and follow the instructions given.

There is no informal dispute settling mechanism available in the event of a controversy involving this warranty.

Any and all implied warranties which may exist terminate upon the expiration of this warranty two (2) years from the date of the original retail purchase. Some states do not allow limitations on how long an implied warranty lasts, so this limitation may not apply to you.

Ventamatic, Ltd. is not liable to you for incidental or consequential damages arising out of defect or malfunction of a unit or its installation or out of any alleged breach of this warranty. Some states do not allow the exclusion or limitation of incidental or consequential damages, so this limitation may not apply to you.

This warranty gives you specific legal rights and you may also have other rights which may vary from state to state.

*rev.4/19*