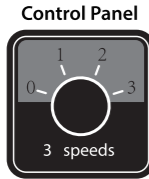




**a. Turning Fan On/Off**

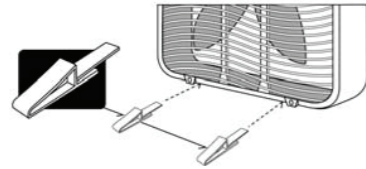
To start the fan, turn rotary dial on Control Panel to desired speed setting. Rotate ON/OFF dial to OFF to discontinue use. Unplug fan when not in use.

- 0 - Off
- 1 - Low
- 2 - Medium
- 3 - High



**b. Assembly Instructions**

Simple assembly is required to use this fan on a table or floor. Plastic feet are provided for required stability, and must be installed to insure safe operation. Insert each into one of the two slots located on the bottom side of the metal fan housing. Snap legs to fan cradle. Short side of base leg should face the front of the fan, long side should face the back of the fan.



Stabilizing Feet

**CARE AND MAINTENANCE**

**1. Cleaning**

CAUTION-Before cleaning the fan, be sure to disconnect power cord from the plug. Clean the grille surface with a clean damp cloth. Do not use harsh chemical or abrasive cleaners. DO NOT IMMERSE THE FAN OR ANY WIRES IN WATER. Replace front grille before fan use. Allow fan to dry completely before use. Periodic grille cleaning with a vacuum will prevent dust build up. The motor is sealed and does not require any interior maintenance, cleaning or lubrication.

**2. Maintenance**

The Internal motor bearings are permanently lubricated at the factory and do not require any additional lubrication.

**3. Repair**

DO NOT OPERATE THE FAN WITHOUT THE GRILLE IN PLACE. DO NOT USE THE FAN IF IT HAS MALFUNCTIONED OR BECOME DAMAGED IN ANY WAY.

**4. Storage**

Keep original carton for storage of the fan. Coil and tie the power cord to avoid damage during storage. This product employs overload protection (fuse). A blown fuse indicates an overload or short-circuit situation. If the fuse blows, unplug the product from the outlet. Replace the fuse as per the user servicing instructions (follow product marking for proper fuse rating) and check the product. If the replacement fuse blows, a short-circuit may be present and the product should be discarded or returned to an authorized service facility for examination and/or repair.

**5. Fuse Replacement:**

- a. Grasp plug and remove from the receptacle or other outlet device. Do not unplug by pulling on cord.
- b. Open fuse cover by sliding open fuse access cover on top of attachment plug towards blades. See Fig. 2.
- c. Remove fuse carefully. Use a small tool to pry the end of the fuse from holder cavity. Be careful not to break glass window.
- d. Replace fuse. WARNING: Risk of fire. Replace fuse only with identical 5.0 Amp, 125 Volt fuse (3.6mm x 10mm). Be sure fuse is properly seated within its cavity.
- e. Close fuse cover by sliding it back to its original closed position.
- f. Do not replace attachment plug. It contains a safety device (fuse) that should not be removed. Discard product if the attachment plug is damaged.

**Notice:**

1. When you replace the fuse, don't overexert to avoid damaging the product or causing injury.
2. If it fails to operate, make sure the fuse is in fully.

Fig. 1



Fig. 2



Fig. 3

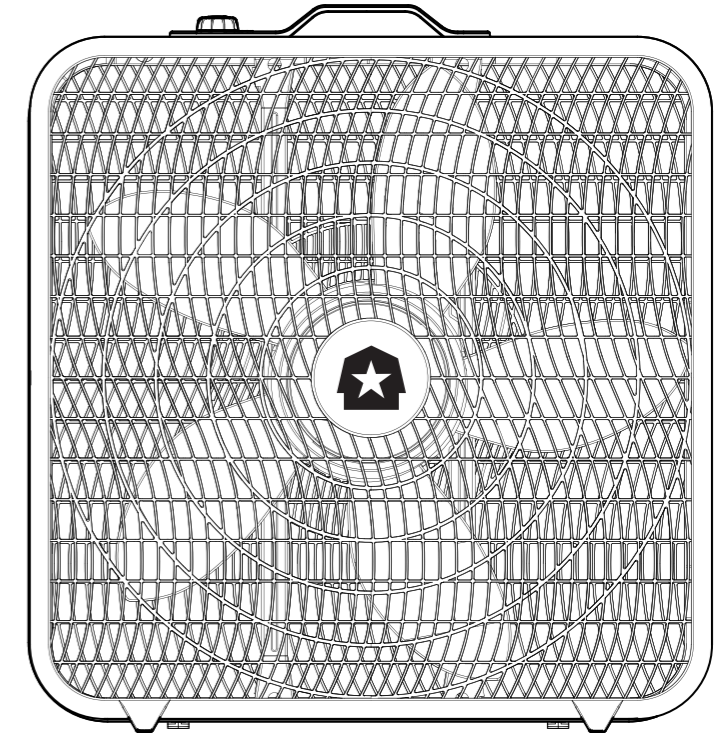


Distributed by: TRACTOR SUPPLY COMPANY  
5401 VIRGINIA WAY  
BRENTWOOD, TN 37027  
For customer support,  
Call: 1-888-376-9601  
[www.TractorSupply.com](http://www.TractorSupply.com)  
MADE IN CHINA



**20" BOX FAN**

MODEL: BP-20  
SKU NO: 2357668



Save These Instructions



20 IN. BOX FAN USER MANUAL | FOR CUSTOMER SUPPORT, CALL: 1-888-376-9601 | [WWW.TRACTORSUPPLY.COM](http://WWW.TRACTORSUPPLY.COM)

Intended Use ..... 3

Important Instructions ..... 3

Read & Save These Instructions ..... 4

Usage ..... 4

Care and Maintenance ..... 5

**PRODUCT SPECIFICATIONS**

SPECIFICATIONS	
Rated Voltage	120V
Rated Frequency	60Hz
Rated Current	0.68A
Warranty	1 Year
Speed Control	3
Power Cord Length	5 ft.
Dimensions	20.35" * 6.89" *21.65"



**INTENDED USE**

This product is intended for indoor residential and office use only not for industrial or other commercial applications. Use only with electrical wiring that is in good working order and that meets applicable codes and ordinances. If you have any questions whether your wiring is adequate, consult a qualified electrician. While using your fan, you should follow the IMPORTANT INSTRUCTIONS listed below. As part of those instructions, we have used the word "WARNING" to indicate the level of hazard: WARNING indicates a hazard which, if not avoided, could result in injury or death.

**IMPORTANT INSTRUCTIONS**

As with all electrical appliances, basic safety precautions should always be followed to reduce the risk of electric shock, fire, or injury to persons, including the following precautions:

- Read all the instructions before using this fan.
- Use this fan only as described in this manual. Any other use not recommended by the manufacturer may cause electrical shock, fire or injury to persons.
- Do not operate the fan with a damaged power cord or after the fan malfunctions or has been dropped in any manner.
- Use of extreme caution is necessary when any fan is used by or near children, disabled persons or pets and whenever the fan is left operating unattended.
- Do not place the fan on a small, uneven or any surface which might allow fan to tip or fall.
- For proper operation, fan should be placed on a smooth, non-combustible, level surface.
- Always unplug fan when not in use, when moving from place to place, when assembling or disassembling parts, and before cleaning.
- The use of attachments, not recommended or sold by the manufacturer, may cause hazards.
- Do not use outdoors.
- Do not use fan in window. Rain may cause electrical hazard (for non-window models).
- Do not operate the fan with blade guards or any safety device removed.
- Avoid the use of extension cords due to risk of fire. If an extension cord must be used, the cord must be minimum 14 AWG and rated not less than 1875 watts.
- Do not run cord under carpeting. Do not cover cord with throw rugs, runners, or similar coverings. Do not route cord under furniture or appliances. Arrange cord away from traffic area where it will not be tripped over.
- Do not insert or allow any object to enter any openings on the fan. Doing so may cause electric shock and/or fire hazard. Avoid contact with moving parts.
- 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 they do not play with the appliance.
- Never insert fingers, pencils, or any other objects through the fan housing when the fan is running. Unplug the fan when moving it from one location to another.

**READ & SAVE THESE INSTRUCTIONS**



**WARNING**

**1. Shock Hazard**

Use your fan only in dry environments. This fan is not intended for use in a bathroom, laundry area, or similar locations, or near sinks, washing machines, swimming pools or other sources of water. Never locate fan where it may fall into a bathtub or other water receptacle. Do not use in damp environments such as flooded basements.

**2. Hot Surfaces**

Do not touch fan motor when in use. This motor is hot when in use, to avoid burns, do not let bare skin touch hot surfaces.

**3. Fire Hazard**

Fans have arcing or sparking parts inside. Do not use near combustible materials or flammable gases or sources of heat. DO NOT USE in areas where gasoline, paint or flammable materials. To prevent a possible fire, do not block air intakes or exhaust in any manner. Do not insert or allow foreign object to enter any ventilation or exhaust opening as this may cause an electric shock, fire, or damage the fan.

**4. Electrical Shock Hazard**

Do not use with damaged cord or plug. Use with adequate electrical system that is up to code.

**CAUTION:**

- To Prevent Electric Shock, this product has a polarized two prong plug (one blade is wider than the other) that must be fully inserted in to a matching properly grounded outlet. This plug is designed to fit a polarized outlet only one way. If the plug does not fit fully into the outlet, reverse the plug. If the plug still does not fit, contact a qualified electrician. Do not attempt to defeat this safety feature.
- To Reduce the Risk of Fire or Electric Shock, do not use this product with any solid-state speed control device. **DO NOT** operate any fan with a damaged cord or plug or after fan malfunctions, has been dropped or damaged in any manner.
- DO NOT** operate fan with a broken blade, safety cage or any visual imperfections. Disconnect power before servicing. **DO NOT** use an extension cord unless the plug can be completely inserted into its receptacle. Do not operate fan with its ventilation obstructed.

**USAGE**

**1. Fan Operation**

Always operate the fan in the upright position following all instructions and recommendations listed in this manual.

**2. Fan Location**

Place the fan in the area of the room that will provide proper fan cooling.

**3. Fan Connection**

Plug fan directly into 120 volt A.C., 60 Hz wall outlet. Be sure plug fits tightly in outlet. A loose connection may cause overheating and damage to the plug or fan.

**Note:** To prevent overloading a circuit, do not plug the fan into a circuit that is servicing other electrical needs.