

Item #1000 000 000  
Model #FS40-21MA

# HAMPTON BAY®

## USE AND CARE GUIDE

---

**THD PRODUCT NAME: 16-INCH STAND FAN**



Questions, problems, missing parts? Before returning to the store,  
call Hampton Bay Customer Service  
8 a.m. - 7 p.m., EST, Monday – Friday, 9 a.m. – 6 p.m., EST, Saturday

**1-855-HD-HAMPTON**

**HAMPTONBAY.COM**

---

### **THANK YOU**

*We appreciate the trust and confidence you have placed in Hampton Bay through the purchase of this [product description].  
We strive to continually create quality products designed to enhance your home. Visit us online to see our full line of  
products available for your home improvement needs. Thank you for choosing Hampton Bay!*

## Table of Contents

Table of Contents .....	2	ASSEMBLY OF CROSS STAND & COLUMN UNIT. 7	
CAUTION .....	2	ASSEMBLY OF CROSS STAND & COLUMN UNIT. 8	
WARNING .....	2	FRONT AND REAR GUARD INSTALLATION..... 9	
WARNING .....	3	FRONT AND REAR GUARD INSTALLATION.....10	
RULES FOR SAFE OPERATION .....	4	USER SERVICING INSTRUCTIONS .....	11
PART FIGURE .....	5	CLEANING .....	11
Notice:.....	6		

## CAUTION

Read Rules for Safe Operation and Instructions carefully.

## WARNING

1. 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 in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician. Do not attempt to defeat this safety feature.
2. **WARNING**—To reduce the risk of fire or electric shock, do not use this fan with any solid-state speed control device.
3. 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.
  - a) “Do not operate any fan with a damaged cord or plug. Discard fan or return to an authorized service facility for examination and/or repair.”
  - b) “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 and where it will not be tripped over.”

## **WARNING**

---

4. Do not leave the fan running unattended.
5. Keep electrical appliances out of reach from children or infirm persons.  
Do not let them use the appliances without supervision.
6. If the supply cord is damaged, it must be replaced by manufacturer or its service agent or a similarly qualified person in order to avoid a hazard.
7. 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 that they do not play with the appliance.
8. When the fan was assembled, the rotor blade guard shall not be taken off anymore.
  - Prior cleaning unplug the fan.
  - The rotor guard shall not be disassembled/opened to clean the rotor blades.
  - Wipe the fan enclosure and rotor blade guard with a slightly damp cloth.

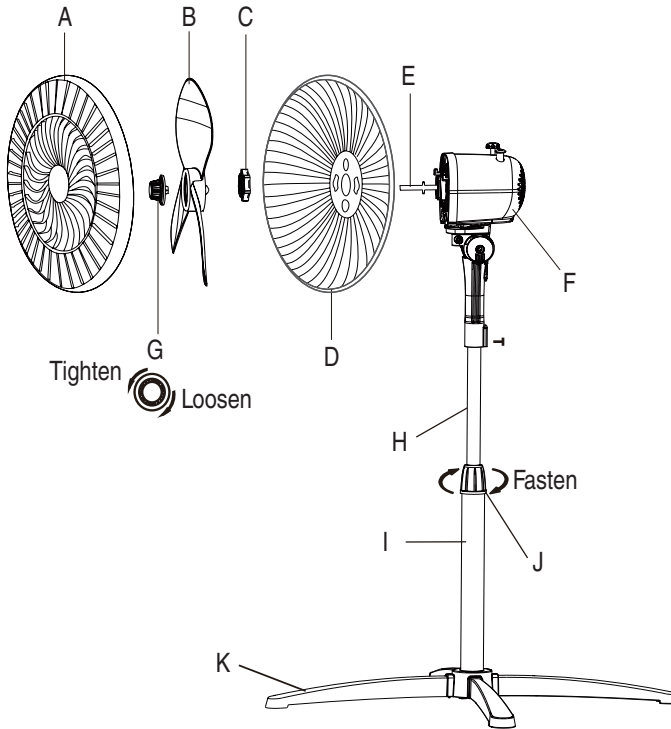
## **RULES FOR SAFE OPERATION**

---

1. Never insert fingers, pencils, or any other object through the grille when fan is running.
2. Disconnect fan when moving from one location to another.
3. Be sure fan is on a stable surface when operating to avoid overturning.
4. DO NOT use fan in window, rain may create electrical hazard.
5. Household use only.

# PART FIGURE

## Package Contents



Part	Description	Quantity
A	Front grill	1
B	Fan blade	1
C	Plastic nut	1
D	Rear grill	1
E	Motor shaft	1
F	Motor housing	1
G	Spinner	1
H	Internal Pole	1
I	Extension Pole	1
J	Height adjustment ring	1
K	Stand	1

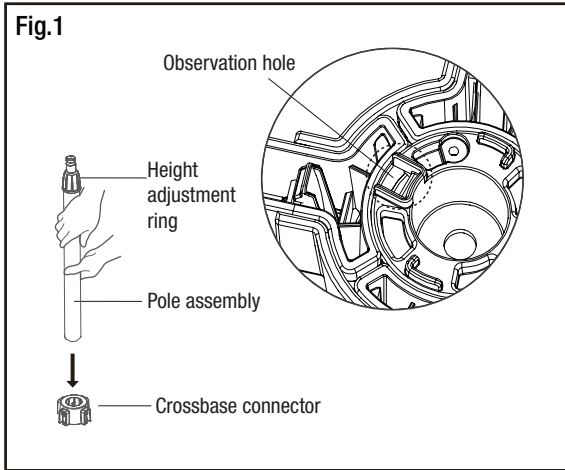
**Notice:**

---

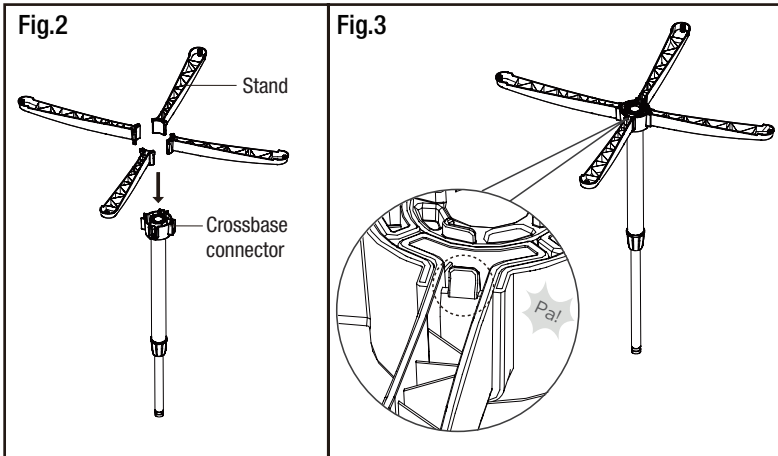
All the pictures in this manual are for explanation purpose only. Any discrepancy between the real object and the illustration in the drawing shall be subject to the real subject.

## ASSEMBLY OF CROSS STAND & COLUMN UNIT

1. Insert the pole assembly into the connector from top to bottom, ensure it is installed in place(Through the through hole at the bottom of the connector, it can be judged whether the pole is installed in place) .(Fig.1)

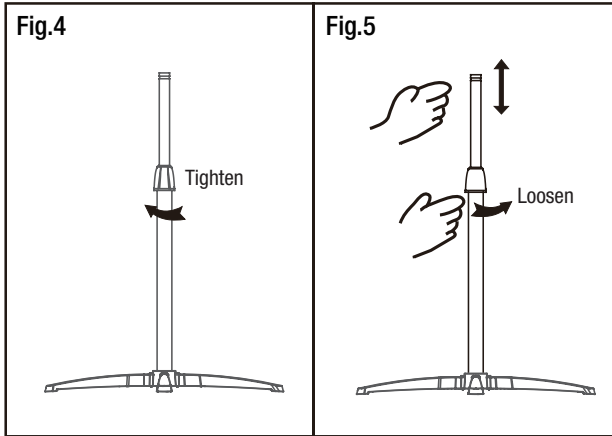


2. Insert 4 stands into the crossbase connector. Ensure the stands are well fixed into the connector.(Fig.2,3)

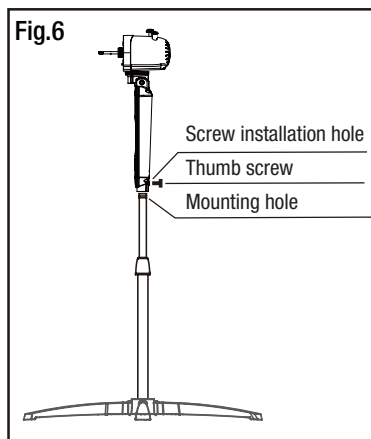


## ASSEMBLY OF CROSS STAND & COLUMN UNIT

3. From the extension pole loosen the height adjustment ring and adjust the internal pole to the desired height. (Note: If you can't find the internal pole, it slides inside the extension pole. You can pull it out from the extension pole.) Fasten the height adjustment ring.(Fig.4,5)

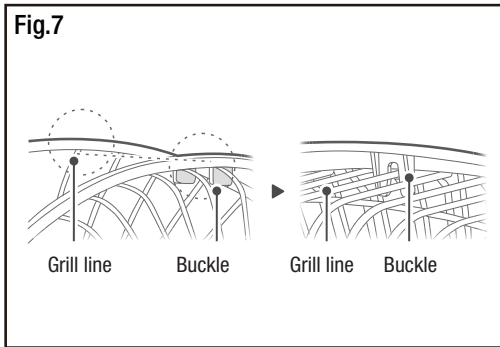


4. To attach the head unit to the internal pole, loosen the thumb screw on the bottom of the head unit. Place the head unit on the internal pole and tighten the thumb screw in alignment with the groove on the internal pole. (Fig.6)

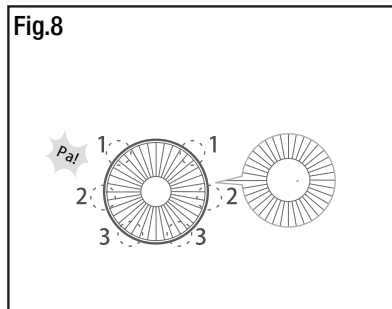


## FRONT AND REAR GUARD INSTALLATION

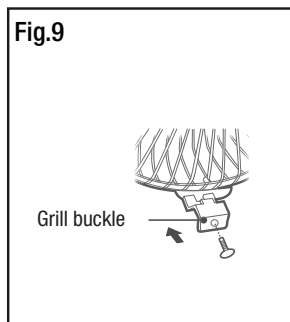
1. Align the front grill buckle with the top line of the rear grill from top to bottom, after aligning, look at the schematic from the back.(Fig.7)



2. Press the grill in both hands in sequence, and when it is installed, you will hear a click. (Fig.8)



3. Self-locking installation.(Fig.9)



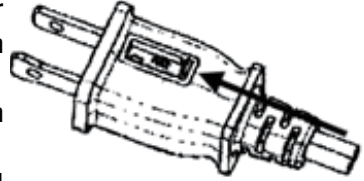
## FRONT AND REAR GUARD INSTALLATION

1. Speed is controlled by the Knob switch:  
0---Off 1---Low 2---Medium 3---High
2. To make/stop the fan head oscillate. Push down/pull up the clutch knob.
3. To adjust the air flow upward or downward, push the grilles lightly to the desired direction.
4. The height of the fan can be adjusted by loosening the height adjustment ring, carefully raising or lowering the fan and firmly re-tightening the height adjustment ring.

## USER SERVICING INSTRUCTIONS

---

1. Grasp plug and remove from the receptacle or other outlet device. Do not unplug by pulling on cord.
2. Open fuse cover. Slide open fuse access cover on top of attachment plug towards blades.
3. Remove fuse carefully. Insert the tip of your tool into fuse slot (close with the terminal), then prize the fuse gradually and slowly, but not overexert. If you feel tight, you can try it at several times and prize the fuse little by little. When one side of the fuse has been prized, then you can get the fuse out entirely.
4. Risk of fire. Replace fuse only with 2.5 Amp, 125 Volt fuse.
5. Close fuse cover. Slide closed the fuse access cover on top of attachment plug.
6. Risk of fire. Do not replace attachment plug. 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, please don't operate suddenly or overexert, or else the product will be damage or cause accident.
2. When you feel it hard to be operated, please make sure you have got the right way.

## CLEANING

---

1. Be sure to unplug from the electrical supply source before cleaning.
2. Plastic parts should be cleaned with mild soap and a damp cloth or sponge. Thoroughly to remove soap film with clean water.
3. Be sure not to make water or other liquid enter inside of motor.

# HAMPTON BAY®

Questions, problems, missing parts? Before returning to the store,  
call Hampton Bay Customer Service  
8 a.m. - 7 p.m., EST, Monday – Friday, 9 a.m. – 6 p.m., EST, Saturday

**1-855-HD-HAMPTON**

**HAMPTONBAY.COM**

RETAIN THIS MANUAL FOR FUTURE USE.