

USE & OPERATION

1. **POWER:** Connect the cord to a power outlet. An indicator light will turn on, indicating that the power source is connected. Press the “On/Speed” button to turn the unit on. When it turns on, the cooler will start at medium speed (number 2) and then drop to the low speed setting (number 1) after a few seconds.
2. **SPEED:** To adjust the fan speed, press the “On/Speed” button repeatedly until the desired speed appears on the display.
 - 1 – Low Speed
 - 2 – Medium Speed
 - 3 – High Speed
3. **OSCILLATION:** To turn on the oscillation feature, press the “OSC” button once. The indicator will appear on the display. Press the “OSC” button again to turn off the oscillation feature.
4. **TIMER:** The unit comes with a 10-hour timer (max. 10 hours). To set the timer, press the “Timer” button. Each time the “Timer” button is pressed, 0.5 hour of operation time is added. To have the unit run continuously, make sure the timer is off.
 - Press once – 0.5 hour
 - Press twice – 1 hour
 - Press 3 times – 1.5 hours
 - Up to 10 hours
5. **COOLING:** Fill the tank with water and press the “COOL” button. The indicator light will turn on. To stop the unit from cooling, press the button again.
6. **ADDING WATER TO THE TANK:** Follow these steps to add water to the water tank:
 - Pull off the water tank’s cover.
 - Carefully pour water into the water tank. Do not exceed the “maximum” water line on the water level indicator.
 - For enhanced cooling, add ice to the tank.

INSTALLING CASTERS

1. Make sure the unit is not connected to a power outlet.
2. Place the unit on a soft mat on the floor. Gently turn the unit upside down and install the casters to the corresponding slots. Install screws tightly.
3. For best results, we recommend installing the casters with the stoppers in the front.

CLEANING & MAINTENANCE

1. Before disassembling the unit, unplug the unit from the power outlet and drain all if the water from the tank by removing the drain cap.
2. Use a clean, damp cloth to wipe away any dust or dirt from the unit's exterior. Also wipe down the air louvers.
3. **CLEANING THE DUST FILTER:** Clean the dust filter by unscrewing /pulling out the dust filter and washing the dust filter with running water.
4. **CLEANING THE HONEYCOMB FILTER AND TANK:** Clean the honeycomb filter and tank by following these steps:
 - Unscrew and pull out the dust filter.
 - Clean the honeycomb filter by using a vacuum or brush.
 - Use a damp cloth with soap to clean and remove any residue from the water tank.
 - Rinse and drain the water tank.
 - Replace the honeycomb and dust filters back into the unit. Make sure the filters are properly inserted before tightening the screws.

NOTE: We recommend cleaning the unit every 3 months with regular use. However, if you have hard water with a high mineral content, we recommend cleaning the unit once a month to prevent residue buildup.

TROUBLESHOOTING

PROBLEM	POSSIBLE CAUSE(S)	POSSIBLE SOLUTION
There is no airflow.	a. The power cord is not plugged in. b. The water tank is not locked into the unit.	a. Check to make sure the plug is plugged into an outlet. The unit should beep twice once the power supply is connected. b. Make sure the water tank is locked into the back of the unit.
The unit does not cool at all.	a. There is insufficient water in the tank. b. The cool button was not pressed. c. The pump is defective.	a. Check the water level in the tank and make sure there is enough water. b. Press the COOL button. c. Contact customer service if there is an issue with the water pump.
The unit does not sufficiently cool.	The cooling pad is not sufficiently saturated with water.	If speed 3 is selected when in cooling mode, the unit will automatically revert to speed 2 for 5 minutes to allow the pad to be fully soaked. The will automatically turn to speed 3 when the pad is soaked.
Water is coming out of the vents.	The cooling pad may be clogged with debris.	Clean the cooling pad by rinsing it in water and allowing it to thoroughly dry. If the problem persists, contact customer service.