

**EN**

**INSTRUCTIONS**  
PEDESTAL FAN



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You can download the current version of the instructions and the EU declaration of conformity via the following link:



TVE 16



<https://hub.trotec.com/?id=39671>

TVE 18 S



<https://hub.trotec.com/?id=39671>

**Information on the use of these instructions**

**Symbols**



**Warning of electrical voltage**

This symbol indicates dangers to the life and health of persons due to electrical voltage.



**Warning**

This signal word indicates a hazard with an average risk level which, if not avoided, can result in serious injury or death.



**Caution**

This signal word indicates a hazard with a low risk level which, if not avoided, can result in minor or moderate injury.

**Notice**

This signal word indicates important information (e.g. material damage), but does not indicate hazards.



**Info**

Information marked with this symbol helps you to carry out your tasks quickly and safely.



**Follow the manual**

Information marked with this symbol indicates that the instructions must be observed.

**Safety**

**Read this manual carefully before starting or using the device. Always store the manual in the immediate vicinity of the device or its site of use.**



**Warning**

**Read all safety warnings and all instructions.**

Failure to follow the warnings and instructions may result in electric shock, fire and/or serious injury.

**Save all warnings and instructions for future reference.**

This appliance can be used by children aged from 8 years and above and persons with reduced physical, sensory or mental capabilities or lack of experience and knowledge if they have been given supervision or instruction concerning use of the appliance in a safe way and understand the hazards involved.

Children shall not play with the appliance. Cleaning and user maintenance shall not be made by children without supervision.

- Do not use the device in potentially explosive rooms or areas and do not install it there.
- Do not use the device in aggressive atmosphere.
- Place the device in an upright and stable position on horizontal and stable ground.
- Let the device dry out after a wet clean. Do not operate it when wet.
- Do not use the device with wet or damp hands.
- Do not expose the device to directly squirting water.
- Never insert any objects or limbs into the device.
- Do not cover the device during operation.

- Do not sit on the device.
- This appliance is not a toy. Keep away from children and animals. Do not leave the device unattended during operation.
- Check accessories and connection parts for possible damage prior to every use of the device. Do not use any defective devices or device parts.
- Ensure that all electric cables outside of the device are protected from damage (e.g. caused by animals). Never use the device if electric cables or the power connection are damaged!
- The mains connection must correspond to the specifications in the Technical annex.
- Insert the mains plug into a properly fused mains socket.
- Observe the technical data when selecting extensions to the power cable. Completely unroll the extension cable. Avoid electrical overload.
- Before carrying out maintenance, care or repair work on the device, remove the mains plug from the mains socket. Hold onto the mains plug while doing so.
- Switch the device off and disconnect the power cable from the mains socket when the device is not in use.
- Check the power cable and mains plug for damage. If you notice damages, do not try to take the device back into operation. Order a new power cable with mains plug from Trotec and replace the defective power cable with mains plug with the new one.  
Defective power cables pose a serious health risk!
- When positioning the device, observe the minimum distances from walls and other objects as well as the storage and operating conditions specified in the Technical annex.
- Make sure that the air inlet and outlet are not obstructed.
- Make sure that there are no loose items or dirt located in the immediate surroundings of air inlet and air outlet.
- When unmounted, the device should be neither operated nor connected to the mains.
- Improper installation can lead to a fire, electric shock or severe personal injury.

### Intended use

Only use the device TVE 16 / TVE 18 S as pedestal fan for the ventilation of interior spaces whilst adhering to the technical data.

Any use other than the intended use is regarded as misuse.

### Reasonably foreseeable misuse

- Do not place the device on wet or flooded ground.
- Do not place any objects, e.g. clothing, on the device.
- Do not use the device out of doors.
- Do not make any unauthorised modifications, alterations or structural changes to the device.

### Personnel qualification

People who use this device must:

- be aware of the dangers that occur when working with electric devices in damp areas.
- have read and understood the instructions, especially the Safety chapter.

### Residual risks



#### Warning of electrical voltage

Work on the electrical components must only be carried out by an authorised specialist company!



#### Warning of electrical voltage

Before any work on the device, remove the mains plug from the mains socket!  
Do not touch the mains plug with wet or damp hands. Hold onto the mains plug while pulling the power cable out of the mains socket.



#### Warning

Dangers can occur at the device when it is used by untrained people in an unprofessional or improper way! Observe the personnel qualifications!



#### Warning

The device is not a toy and does not belong in the hands of children.



#### Warning

Risk of suffocation!  
Do not leave the packaging lying around. Children may use it as a dangerous toy.

#### Notice

Do not use abrasive cleaners or solvents to clean the device.

### Behaviour in the event of an emergency

1. Switch the device off.
2. Disconnect the device from the mains: Hold onto the mains plug while pulling the power cable out of the mains socket.
3. Do not reconnect a defective device to the mains.

**Information about the device**

**Device description**

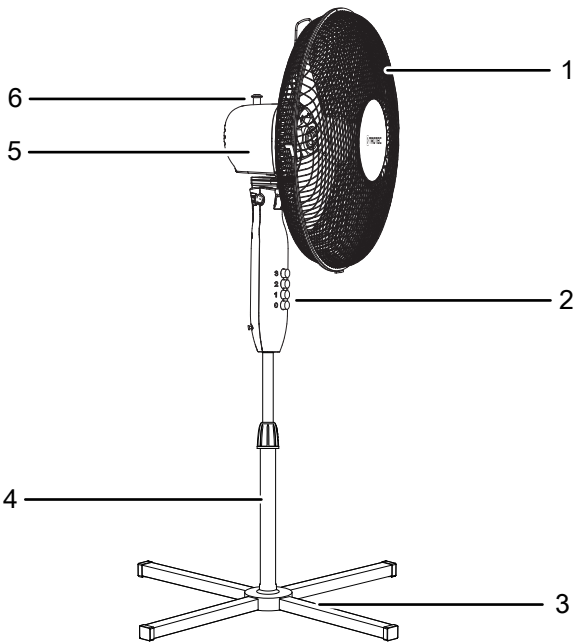
The pedestal fans of the TVE/TVE S series are suitable for indoor air circulation.

The functioning of the devices TVE 16 and TVE 18 S is identical, they only differ in colour.

The devices have the following features:

- 3 speed levels
- Height adjustability
- Inclination angle of the fan head vertically adjustable by up to 30°
- On-demand 90° oscillation

**Device depiction**



No.	Designation
1	Protective grid
2	Control panel
3	Foot
4	Stand
5	Motor
6	Oscillation pin

**Transport and storage**

**Notice**

If you store or transport the device improperly, the device may be damaged.

Note the information regarding transport and storage of the device.

**Transport**

To make the device easier to transport, it is fitted with a carry handle.

**Before** transporting the device, observe the following:

- Switch the device off.
- Hold onto the mains plug while pulling the power cable out of the mains socket.
- Do not use the power cable to drag the device.

**After** transporting the device, proceed as follows:

- Set up the device in an upright position after transport.

**Storage**

**Before** storing the device, proceed as follows:

- Hold onto the mains plug while pulling the power cable out of the mains socket.

When the device is not being used, observe the following storage conditions:

- Store the device in a dry location and protected from frost and heat.
- If required, use a cover to protect the device from invasive dust.
- Place no further devices or objects on top of the device to prevent it from being damaged.

## Assembly and start-up

### Scope of delivery

- 1 x Device TVE 16 / TVE 18 S
- 1 x Manual

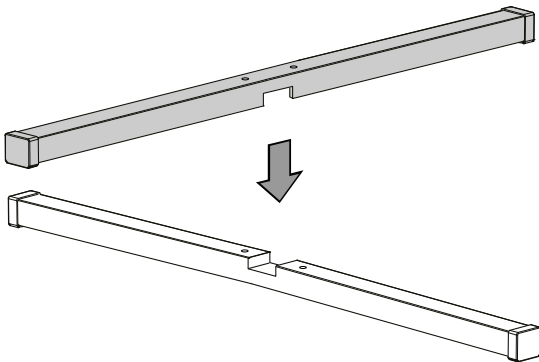
### Unpacking the device

1. Open the cardboard box and take the device out.
2. Completely remove the packaging.
3. Fully unwind the power cable. Make sure that the power cable is not damaged and that you do not damage it during unwinding.

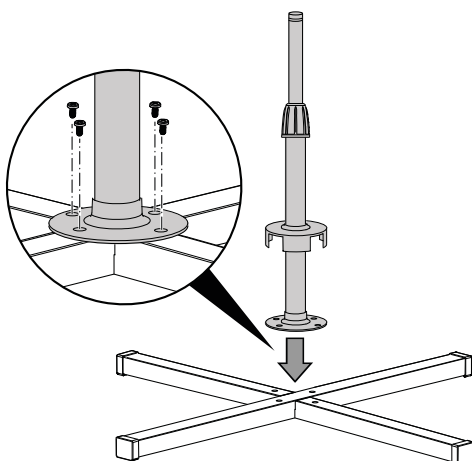
### Assembly

#### Mounting the foot

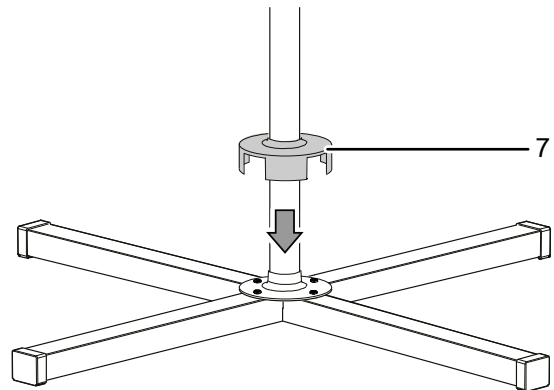
1. Assemble the two base elements of the foot (3).



2. Position the stand centrally on top of the two connected base elements.
3. Use the supplied screws to connect the stand (4) to the base elements. Screw the screws into the prepared bore holes.

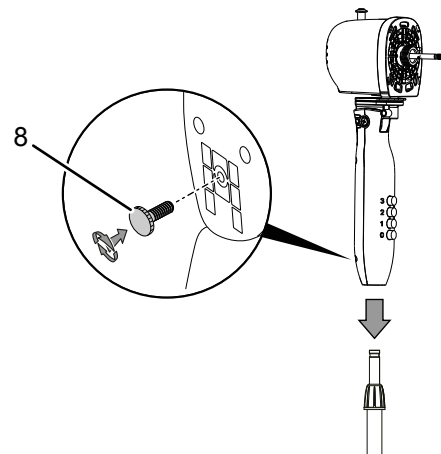


4. Push the stand's protective cap (7) onto the screwed connection.



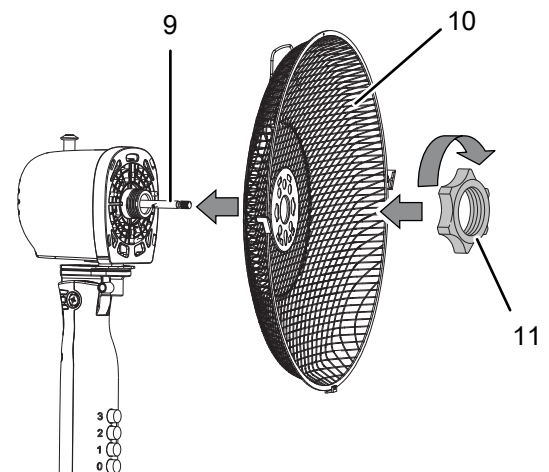
#### Connecting the operating element and pillar

1. Connect the control panel (2) and the pillar (4) and fasten the connection screw (8) at the rear of the control panel.



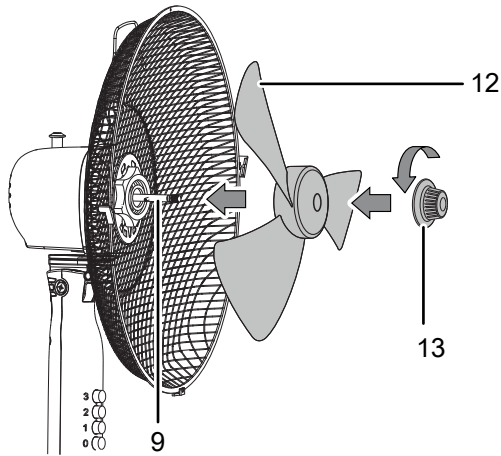
#### Mounting the rotor

1. Fit the rear part of the protective grid (10) on the motor spindle (9). Fasten both elements with the retaining ring (11).

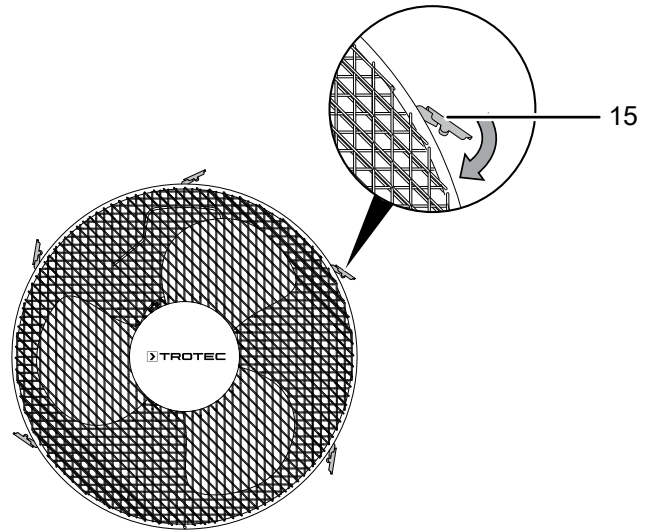


**Fastening the impeller on the motor spindle**

1. Fit the impeller (12) on the motor spindle (9).
2. Fasten the impeller (12) using the impeller retaining cap (13).

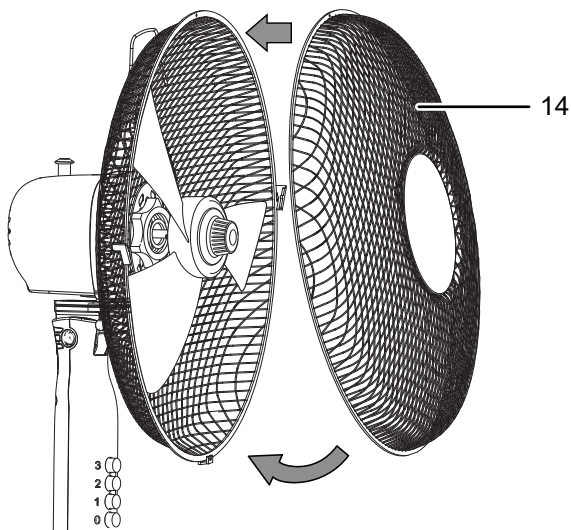


2. Make sure that the two parts are fixed by all fastening clips (15).

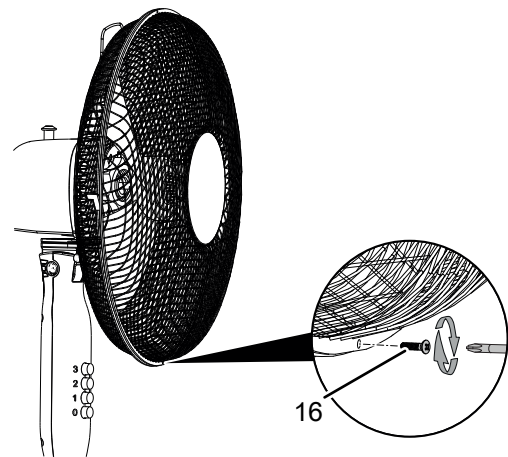


**Mounting and closing the protective grid**

1. Fit the front part of the protective grid (14) on the rear part of the protective grid (10). Make sure that the two parts are fixed by the fastening clips (15).



3. Use the fastening screw (16) at the bottom of the protective grid to fasten the two grid parts.

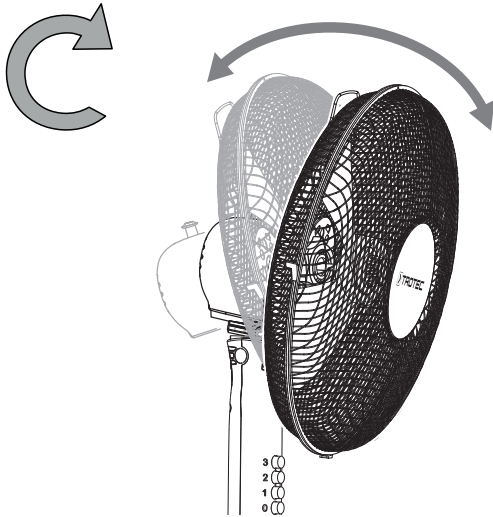




### Setting the fan's inclination angle

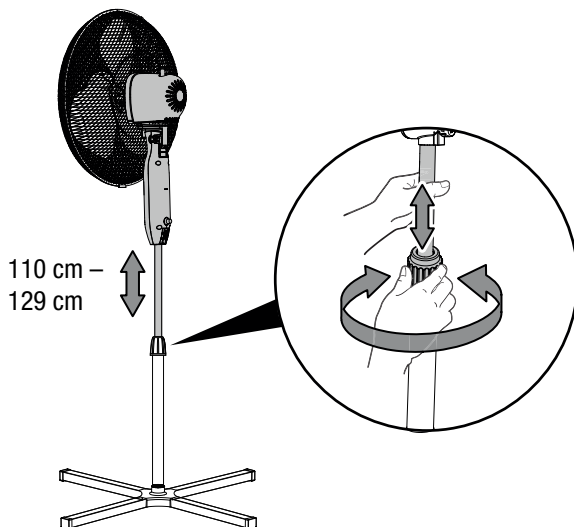
The inclination angle of the fan can be manually adjusted by up to 30°.

1. Move the fan head forward or back so that it is slightly inclined either to the front or to the rear. Make sure that the fan head locks into place at the desired inclination angle.
  - ⇒ The fan's inclination angle has been set and the air will flow out at the selected inclination angle.



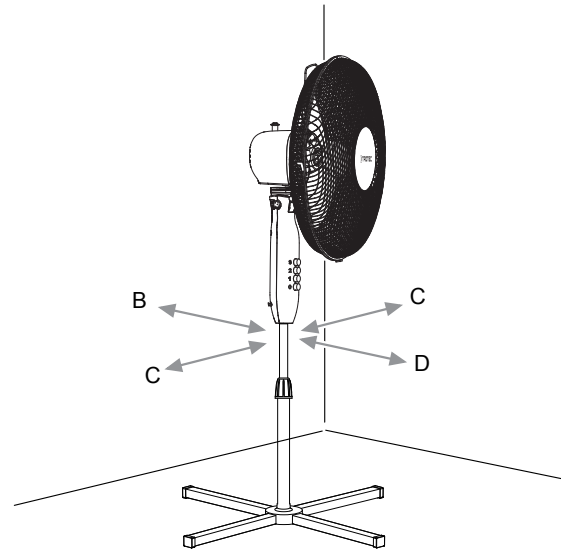
### Adjusting the height

Turn the height adjustment screw to be able to set the appropriate device height.



### Start-up

When positioning the device, observe the minimum distance from walls or other objects as described in the chapter Technical annex.



#### Warning

Risk of injury due to incorrect start-up!  
There is a risk of injury if the protective grid is not installed correctly around the impeller. The protective grid must be installed correctly before the device is switched on.



#### Warning

Risk of injury if protective grid is removed!  
There is a risk of injury if the protective grid is removed during operation. Do not remove the protective grid while the device is in operation!

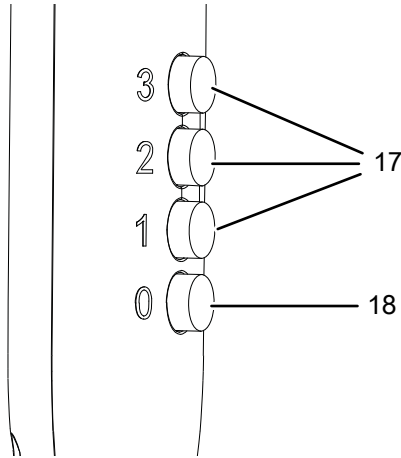
- Before restarting the device, check the condition of the power cable. If there are doubts as to the sound condition, contact the customer service.
- Place the device in an upright and stable position on horizontal and stable ground.
- Do not create tripping hazards when laying the power cable or other electric cables, especially when positioning the device in the middle of the room. Use cable bridges.
- Make sure that extension cables are completely unrolled.
- Make sure that no curtains or other objects interfere with the air flow.

### Connecting the power cable

- Insert the mains plug into a properly fused mains socket.

**Operation**

**Operating elements**



No.	Designation	Meaning
17	Fan stage buttons: 1 2 3	Setting the fan speed: Stage 1 = low Stage 2 = medium Stage 3 = high
18	0 button	Switching the device off

**Switching the device on**

Once you have completely installed the device as described in the chapter Assembly and start-up, you can switch it on.

1. Press one of the *fan stage* buttons (17).  
⇒ The device starts in the selected fan stage.

**Changing the fan stage**

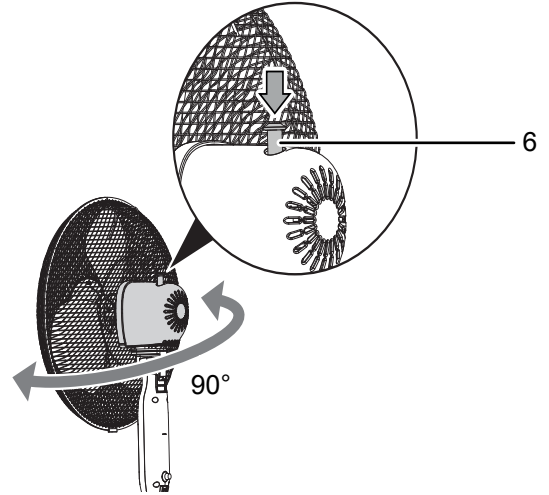
You can also switch between the three fan stages during operation.

1. Press one of the *fan stage* buttons (17).  
⇒ The device switches over to the selected fan stage.

**Using the oscillation function**

By means of the oscillation function you can achieve consistent ventilation.

- ✓ The device is switched on and operating.
1. Press the oscillation pin (6) so that it locks in place.



- ⇒ The oscillation function is activated.
  - ⇒ The fan head rotates to and fro by up to 90°.
2. Pull the oscillation pin (6) up to switch the oscillation function back off.
    - ⇒ The oscillation function is deactivated.
    - ⇒ The device stops oscillation at the desired position and continues to run in the selected fan stage.

**Shutdown**



**Warning of electrical voltage**

Do not touch the mains plug with wet or damp hands.

- Switch off the device.
- Hold onto the mains plug while pulling the power cable out of the mains socket.
- Clean the device according to the Maintenance chapter.
- Store the device according to the Transport and storage chapter.



## Errors and faults

The device has been checked for proper functioning several times during production. If malfunctions occur nonetheless, check the device according to the following list.

### Notice

Wait for at least 3 minutes after maintenance and repair work. Only then switch the device back on.

### The device does not start:

- Check the power connection.
- Check the power cable and mains plug for damage.
- Check the on-site fusing.

### The fan does not start:

- Check whether the unit is switched on.
- Check the power supply and whether the plug or cable is defective.

### The device is loud or vibrates:

- Check whether the device is set up in a stable and upright position.
- Check whether the device is mounted correctly.

### The device still does not operate correctly after these checks:

Please contact the customer service. If necessary, bring the device to an authorised specialist electrical company or to Trotec for repair.

## Maintenance

### Activities required before starting maintenance



#### Warning of electrical voltage

Do not touch the mains plug with wet or damp hands.

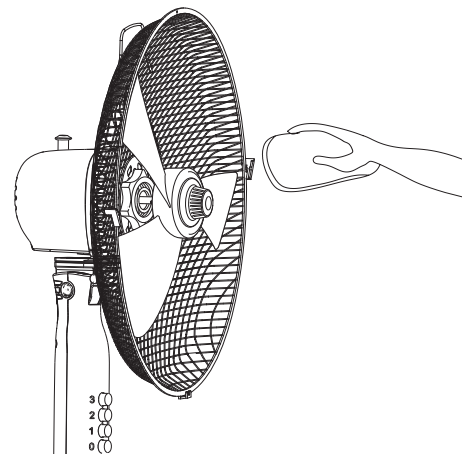
- Switch the device off.
- Hold onto the mains plug while pulling the power cable out of the mains socket.

### Cleaning the housing

Clean the housing with a soft, damp and lint-free cloth. Make sure that no moisture enters the housing. Protect electrical components from moisture. Do not use any aggressive cleaning agents such as cleaning sprays, solvents, alcohol-based or abrasive cleaners to dampen the cloth.

### Cleaning the fan blades

- ✓ The device is switched off.
  - ✓ The power cable has been removed from the mains socket.
1. Remove the protective grid according to the instructions in the chapter Assembly and start-up.
  2. Clean the fan blades with a soft, damp and lint-free cloth. Ensure that no moisture enters the housing. Protect electrical components from moisture. Do not use any aggressive cleaning agents such as cleaning sprays, solvents, alcohol-based or abrasive cleaners to dampen the cloth.



- Other than that, the device does not require maintenance.

## Technical annex

### Technical data

Parameter	Value
<b>Model</b>	<b>TVE 16 / 18 S</b>
Fan stages	3
Air velocity	2.61 m/s
Air flow rate	2342.4 m <sup>3</sup> /h
Input voltage	230 V / 50 Hz
Power consumption	50 W
Power cable length	1.50 m
Adjustable inclination angle	30°
Oscillation function	90°
Height adjustability	1.10 – 1.29 m
Fan blade diameter	40 cm
Sound pressure level (at 1 m distance, stage 3)	52.5 dB(A)
Dimensions (length x width x height)	605 x 605 x 1290 mm
Minimum distance to walls and other objects:	top (A): 30 cm rear (B): 30 cm sides (C): 30 cm front (D): 30 cm
Weight	2.5 kg

## Disposal

Always dispose of packing materials in an environmentally friendly manner and in accordance with the applicable local disposal regulations.



The icon with the crossed-out waste bin on waste electrical or electronic equipment is taken from Directive 2012/19/EU. It states that this device must not be disposed of with the household waste at the end of its life. You will find collection points for free return of waste electrical and electronic equipment in your vicinity. The addresses can be obtained from your municipality or local administration. You can also find out about other return options that apply for many EU countries on the website <https://hub.trotec.com/?id=45090>. Otherwise, please contact an official recycling centre for electronic and electrical equipment authorised for your country.

The separate collection of waste electrical and electronic equipment aims to enable the re-use, recycling and other forms of recovery of waste equipment as well as to prevent negative effects for the environment and human health caused by the disposal of hazardous substances potentially contained in the equipment.

### Only for United Kingdom

According to Waste Electrical and Electronic Equipment Regulations 2013 (SI 2013/3113) (as amended) devices that are no longer usable must be collected separately and disposed of in an environmentally friendly manner.

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