Westpointe 1002

Westpointe 4-inch Hi-Velocity Personal Fan Model 1002 Instruction Manual

Brand: Westpointe

1. Introduction

Thank you for purchasing the Westpointe 4-inch Hi-Velocity Personal Fan, Model 1002. This manual provides important information regarding the safe operation, installation, maintenance, and troubleshooting of your fan. Please read it thoroughly before use and retain it for future reference.

Important Safety Instructions

- Always unplug the fan before cleaning or performing any maintenance.
- Do not immerse the fan in water or other liquids.
- Keep fingers and other objects away from the fan blades when in operation.
- Do not operate the fan with a damaged cord or plug.
- Ensure the fan is placed on a stable, flat surface to prevent tipping.
- This fan is for indoor use only.

2. Product Overview

The Westpointe 4-inch Hi-Velocity Personal Fan is designed for personal cooling in small spaces such as offices or homes. It features a durable all-metal construction and a 360-degree adjustable tilt stand for directed airflow.

Key Features:

- Ideal for personal cooling and use on a table or desk.
- Single speed operation.
- Tilt adjustable head allows 360-degree airflow direction.
- Durable metal front and rear grills.
- Compact 4-inch metal blade diameter.
- Black finish.



A black Westpointe 4-inch personal fan with a metal grill and adjustable stand, designed for desktop use.

3. Setup

1. **Unpacking:** Carefully remove the fan from its packaging. Retain packaging materials for storage or future transport.
2. **Placement:** Place the fan on a stable, flat, and dry surface. Ensure there is adequate space around the fan for proper air circulation and to prevent obstructions.
3. **Power Connection:** Plug the fan's power cord into a standard 120V AC electrical outlet. Ensure the outlet is easily accessible.

4. Operating Instructions

1. **Power On/Off:** Locate the rocker switch on the back of the fan. Press the switch to the 'ON' position to start

the fan. Press it to the 'OFF' position to turn the fan off.

2. **Adjusting Airflow:** The fan head can be tilted 360 degrees. Gently adjust the fan head to direct the airflow to your desired angle.

5. Maintenance

Cleaning

- Always unplug the fan from the power outlet before cleaning.
- Use a soft, damp cloth to wipe the exterior surfaces of the fan. Do not use abrasive cleaners or solvents.
- To clean the fan blades, carefully wipe through the grill openings. Do not attempt to remove the grill or blades unless specifically instructed by the manufacturer.
- Ensure the fan is completely dry before plugging it back in and operating.

Storage

When not in use, store the fan in a cool, dry place, preferably in its original packaging, to protect it from dust and damage.

6. Troubleshooting

Problem	Possible Cause	Solution
Fan does not turn on	No power supply Power switch is off	Ensure the power cord is securely plugged into a working 120V outlet. Check that the power switch on the back of the fan is in the 'ON' position.
Fan makes unusual noise or rattles	Fan not on a stable surface Obstruction near blades Loose components	Place the fan on a firm, level surface. Unplug the fan and check for any foreign objects obstructing the blades or grill. Remove carefully. If rattling persists after initial startup, ensure the fan is stable. If the noise is significant or continuous, discontinue use and contact customer support.
Weak airflow	Fan head not directed properly Dust buildup on blades/grill	Adjust the fan head to point directly at the desired area. Unplug the fan and clean the blades and grills as described in the Maintenance section.

7. Specifications

- **Brand:** Westpointe
- **Model Name:** 1002
- **Model Number:** HVF4-RP
- **Electric Fan Design:** Table Fan
- **Color:** Black
- **Power Source:** Corded Electric

- **Voltage:** 120 Volts
- **Number of Speeds:** 1
- **Blade Diameter:** 4 inches
- **Material:** Metal (body), Plastic (blades)
- **Item Weight:** Approximately 1.4 Pounds
- **Control Method:** Button Control (Rocker Switch)
- **Indoor/Outdoor Usage:** Indoor

8. Warranty and Support

For warranty information, technical support, or service inquiries, please contact Westpointe customer service. Details regarding specific warranty periods and terms are typically provided with the product packaging or can be obtained directly from the manufacturer.

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Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

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Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

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