



COLOUR MAY VARY

12" Desk Fan

USER MANUAL Model No: 3108, 4277

Safety Instructions

Notice: Ensure you read and fully understand instructions before use

While every attempt is made to ensure the highest degree of protection in all equipment, we cannot guarantee freedom from injury. The user assumes all risk of injury due to use. All merchandise is sold on this condition, which no representative of the company can waive or change.

- This fan is intended for household use.
- To protect against electrical shock, do not immerse fan, plug or cord into water or spray with liquids. KEEP AWAY FROM ALL LIQUIDS.
- Close supervision is necessary when any appliance is used near children.
- Always unplug the fan when it is not in use, when moving fan from one location to another, and before cleaning.
- Avoid contact with moving parts. Never insert fingers, pencils or other similar objects through the guard.
- Do not operate in the presence of explosive or flammable fumes.
- Do not place fan or parts near an open flame, cooking or other heating appliances.
- Do not operate fan with a damaged cord, plug or after the fan suffered malfunctions or has been dropped or damaged in any manner.
- The use of attachments not recommended by manufacturer may be hazardous.
- Do not use outdoors.
- Do not let cord hang over the edge of a table or counter, or let it touch any hot surfaces.
- To disconnect, grip plug and pull from wall outlet, never yank the cord.
- Always use on a dry level surface.
- This appliance is not intended for use by children or other persons without assistance or supervision if their physical, sensory or mental capabilities prevent them from using it safely.
- Children should be supervised to ensure that they do not play with the appliance.
- If the supply cord is damaged, it must be replaced by the manufacturer or its service agent or similarly qualified person in order to avoid a hazard.
- Do not operate without fan lattice/grille is properly in place.
- The fan is only for intended use as described in this manual. All other uses, not recommended in this manual, may cause fire, electrical shock or injury to persons.
- If the product is damaged or has any defects, please contact cservice@oypla.com

Operating Instructions

Parts List:

If you are missing any of the below parts please contact cservice@oypla.com

Please be aware that you will be referring to this parts list throughout the assembly process.

Front Fan Guard

Fan Blade

Fan Blade locking nut

Back Fan Guard

Fan cover plate

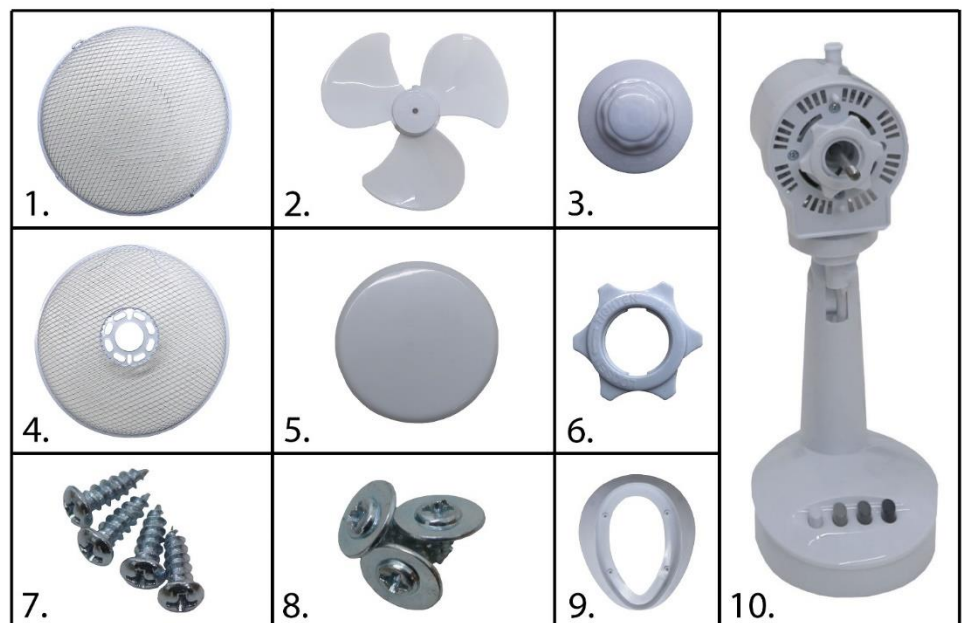
Back Fan Guard locking nut

Large Screw [4pcs]

Small Screw with washer [3pcs]

Base stand

Fan Body



1. Ensure voltage used corresponds with the voltage indicated on the rating label. Located on the product.
2. Turn the speed control to selected speeds: 0 (Off) and speeds 1, 2 and 3 for Slow, Medium and Fast.
3. Tilting angles-By pushing the tilt-guard, you can adjust the fan to an elevation of your preference.
4. Never touch the blades with your hand or any object!
5. Do not pull the power cable too hard. If damaged after use, get any repairs performed by a qualified electrician.
6. To start Oscillation push down on the knob located on the back of the fan body.
7. To stop Oscillation pull up on the knob located on the back of the fan body.



1. Begin by taking the fan body (part 10) and the base stand (part 9). Slide the base stand (part 9) into the fan body (part 10). Using part 7, screw the base stand (part 9) into the fan body (part 10). Do not over tighten. Please see the image above.



2. Unscrew the back fan-locking nut (part 6). Take the back fan guard (part 4) and slide onto the fan body (part 10). Make sure the two prongs align on the fan body (part 10) with the holes on the back fan guard (part 4). When aligning the back fan guard (part 4) make sure the handle is facing upwards like in the image above. Do not over tighten.



3. Take the fan blade (part 2) and slide onto the fan body you have just created. Now secure the fan blade using the fan blade-locking nut (part 3) turn anti-clockwise to tighten but do not over tighten. Please see the image above.



4. Now take the front fan guard (part 1). Unfold each tab located either side of the fan guard. Place the fan cover plate (part 5) and in the middle of the front fan guard. Lock the fan cover plate using the three screws provided (part 8). Located at the bottom of the fan guard there is a little nut and bolt. Unscrew this part and keep as you will need this part in the next step. Do not over tighten. Please see the image above.



5. Place the Front fan guard that you have just created in the last step, place on the fan body making sure the holes align at the bottom of both fan guards. Please place the nut and bolt through each hole and tighten. Fold each tab down to secure the front guard into place. Check over your product thoroughly before use. Now your product is ready to use.

⚡ WARNING ⚡

To reduce the risk of fire, electrical shock, or injury when using this product, follow these basic precautions:

- Read all instructions before using the product.
- Never allow children to operate or play with the product.
- Do not immerse the product in water.

HAVE A QUESTION ABOUT YOUR PURCHASE?

OUR DEDICATED CUSTOMER SERVICES TEAM ARE HAPPY TO HELP
CONTACT THEM VIA:

TELEPHONE: 020 3600 2255

EMAIL: cservice@oypla.com

LIVE CHAT: www.oypla.com

PLEASE RETAIN A COPY OF THESE INSTRUCTIONS FOR FUTURE CONSULTATION



Environmental Protection

OYPLA.COM

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Products bearing the symbol shown above means that used electrical and electronic equipment (WEEE) should not be mixed with general household waste. For proper treatment, recovery and recycling, please take this product(s) to designated collection points where it will be accepted free of charge. Disposing of this product correctly will help save valuable resources and prevent any potential negative effects on human health and the environment, which could otherwise arise from inappropriate waste handling. Please contact your local authority for further details of your nearest designated collection point. Penalties may be applicable for incorrect disposal of this waste, in accordance with your national legislation.



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