



Wet/Dry Vacuum

Operator's Manual



12 Gallon
Model No.
VJH1211PF 0203

FOR YOUR SAFETY

Read and understand this manual before use.
Keep this manual for future reference.



Distributed By
Cleva North America, Inc.
601 Regent Park Court
Greenville, SC 29607

Replacement Filters &
Accessories available at:
Vacmaster.com

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Thank you for purchasing this Vacmaster® wet/dry vacuum cleaner. Feel confident that with Vacmaster® you are obtaining a high quality product engineered for optimal performance. This vacuum is capable of picking up liquids and dry materials.

FOR YOUR SAFETY: CAREFULLY READ AND UNDERSTAND ALL INSTRUCTIONS.

WARRANTY

We take pride in producing a high quality, durable product. This Vacmaster® product carries a limited five (5) year warranty against defects in workmanship and materials from date of purchase under normal household use. If product is to be used for commercial, industrial, or rental use, a 90 day limited warranty will apply. Please keep your receipt as proof of purchase. This warranty gives you specific legal rights, and you may have other rights, which vary from state to state. For product service call Customer Service at 1-866-384-8432.

Not Covered by Warranty:

- Any part that has become inoperative due to misuse, negligence, direct/indirect abuse, accidents, improper maintenance, repairs, or alterations;
- Consumables such as filters and accessories;
- Normal wear and tear of parts and attachments, such as hose, nozzles, or casters;
- Normal deterioration of the exterior finish due to use or exposure;
- Any product where serial number/data label is tampered with or removed;
- Any product purchased from an unauthorized retailer.

IMPORTANT SAFETY INSTRUCTIONS

READ AND UNDERSTAND ALL INSTRUCTIONS BEFORE USING THIS VACUUM.

Read and understand this operator's manual and all labels on the vacuum cleaner before operating. Safety is a combination of common sense, staying alert and knowing how your vacuum works. Use this vacuum only as described in this manual. To reduce the risk of personal injury or damage to your vacuum, use only manufacturer recommended accessories.


SAVE THIS MANUAL FOR FUTURE REFERENCE.

When using a vacuum, basic precautions should always be followed including the following. Failure to follow the warnings and instructions may result in explosion, fire and/or serious injury.

WARNING: TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR INJURY:

- Do not run vacuum unattended.
- Do not use to pick up flammable or combustible liquids, such as gasoline, or use in areas where they may be present.
- Do not vacuum, or use this vacuum near flammable liquids, gases, or explosive vapors like gasoline or other fuels, lighter fluids, cleaners, oil-based paints, natural gas, hydrogen, or explosive dusts like coal dust, magnesium dust, grain dust, or gun powder. Sparks inside the motor can ignite flammable vapors or dust.
- To reduce the risk of health hazards from vapors or dusts, do not vacuum toxic materials.
- Do not use or store near hazardous materials.
- Do not pick up anything that is burning or smoking, such as cigarettes, matches, or hot ashes.
- Do not expose to rain. Store indoors.
- If vacuum is not working as it should, has been dropped, damaged, left outdoors, or dropped into water, return it to a service center.
- Do not unplug by pulling on cord. To unplug, grasp the plug, not the cord.
- Do not use with damaged cord or plug.
- Do not pull or carry by cord, use cord as a handle, close a door on cord, or pull cord around sharp edges or corners.
- Keep cord away from heated surfaces.
- Do not run the vacuum over cord.
- Do not handle plug or vacuum with wet hands.
- Do not use without dust bag and/or filters in place.
- Do not allow to be used as a toy. Close attention is necessary when used by or near children.
- To reduce the risk of injury from accidental starting, unplug power cord before changing or cleaning filter.
- Do not leave vacuum when plugged in. Unplug from outlet when not in use and before servicing.
- Turn off all controls before unplugging.
- Unplug before connecting or disconnecting hose, or any other accessories.
- Do not put any object into openings. Do not use with any opening blocked; keep free of dust, lint, hair, and anything that may reduce air flow.
- Keep hair, loose clothing, fingers, and all parts of body away from openings and moving parts.
- Use extra care when cleaning on stairs.
- Use only as described in this manual. Use only manufacturer's recommended attachments.
- This vacuum is provided with double insulation. Use only identical replacement parts. See DOUBLE INSULATION INSTRUCTIONS.

 **CAUTION:** To reduce the risk of injury from moving parts - Unplug before servicing.

 **WARNING:** To reduce the risk of electric shock - Unplug before cleaning or servicing.

When using as blower:

- Direct air discharge only at work area.
- Do not use Wet/Dry Vacuum as a sprayer.
- Do not direct air at bystanders.
- Keep children away when blowing.
- Wear safety goggles.

SAVE THESE INSTRUCTIONS


For Household Use Only


DOUBLE INSULATION INSTRUCTIONS



This Wet/Dry Vacuum is double-insulated, eliminating the need for a separate grounding system. Use only identical replacements parts. Read the instructions for Servicing Double- Insulated Wet/Dry Vacuums before servicing. Use this vacuum as described in this manual. Observe the following warnings that appear on the motor housing of your vacuum.

 **DOUBLE INSULATED - GROUNDING NOT REQUIRED - WHEN SERVICING USE ONLY IDENTICAL REPLACEMENT PARTS.**

 **WARNING:** TO REDUCE THE RISK OF ELECTRIC SHOCK - DO NOT EXPOSE TO RAIN. STORE INDOORS.

 **WARNING:** FOR YOUR OWN SAFETY, READ AND UNDERSTAND THE OPERATOR'S MANUAL. DO NOT RUN UNATTENDED. DO NOT PICK UP HOT ASHES, COALS, TOXIC, FLAMMABLE OR OTHER HAZARDOUS MATERIALS. DO NOT USE AROUND EXPLOSIVE LIQUIDS OR VAPORS.

 **CAUTION:** DO NOT VACUUM DRYWALL DUST, FIREPLACE SOOT, OR ASH WITH STANDARD WET/DRY FILTER. THIS TYPE OF DUST IS VERY FINE WHICH MAY NOT BE CAPTURED BY THE FILTER AND CAUSE DAMAGE TO MOTOR. WHEN VACUUMING FINE DUST USE A FINE DUST FILTER.

 **WARNING:** SERVICING OF DOUBLE-INSULATED WET/DRY VACUUM WITH A DOUBLE-INSULATED WET/DRY VACUUM, TWO SYSTEMS OF INSULATION ARE PROVIDED INSTEAD OF GROUNDING. NO GROUNDING MEANS IS PROVIDED ON A DOUBLE-INSULATED APPLIANCE, NOR SHOULD A MEANS FOR GROUNDING BE ADDED. SERVICING A DOUBLE INSULATED WET/DRY VACUUM REQUIRES EXTREME CARE AND KNOWLEDGE OF THE SYSTEM, AND SHOULD BE DONE ONLY BY QUALIFIED SERVICE PERSONNEL. REPLACEMENT PARTS FOR A DOUBLE-INSULATED WET/DRY VACUUM MUST BE IDENTICAL TO THE PARTS THEY REPLACE. YOUR DOUBLE-INSULATED WET/DRY VAC IS MARKED WITH THE WORDS 'DOUBLE INSULATED' AND THE SYMBOL  (SQUARE WITHIN A SQUARE) MAY ALSO BE MARKED ON THE APPLIANCE.




EXTENSION CORDS

When using an extension cord with your Wet/Dry Vacuum refer to the following table to determine the required A.W.G. wire size. Before using the cleaner make sure the power cord and extension cord are in good working condition. Make repairs or replacements before using the vacuum cleaner. Only use extension cords that are rated for outdoor use.

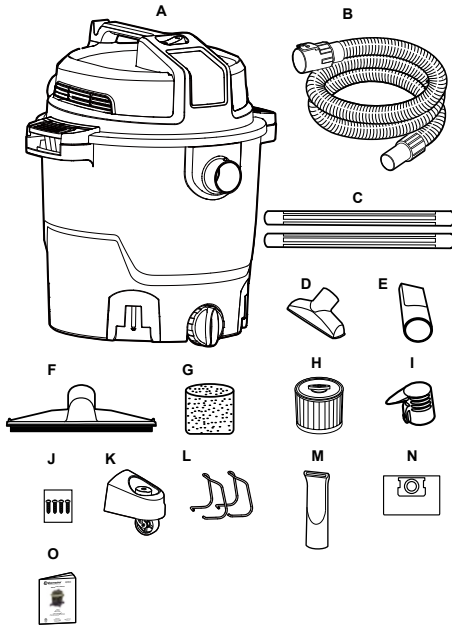
120V		Length of Extension Cord			
		25ft (7.62m)	50ft (15.24m)	100ft (30.48m)	150ft (45.72m)
Ampere rating		A.W.G. Wire Size			
More than	Not more than				
0	6	18	16	16	14
6	10	18	16	14	12
10	12	16	16	14	12
12	16	14	12	Not recommended	

SYMBOLS

The following signal words and meanings are intended to explain the levels of risk associated with this product.

SYMBOL	SIGNAL	MEANING
	DANGER	Indicates an imminently hazardous situation, which, if not avoided, will result in death or serious injury.
	WARNING	Indicates a potentially hazardous situation, which, if not avoided, could result in death or serious injury.
	CAUTION	Indicates a potentially hazardous situation, which, if not avoided, may result in minor or moderate injury.
	NOTICE	(Without Safety Alert Symbol) Indicates a situation that may result in property damage.

UNPACKING & CHECKING CARTON CONTENTS

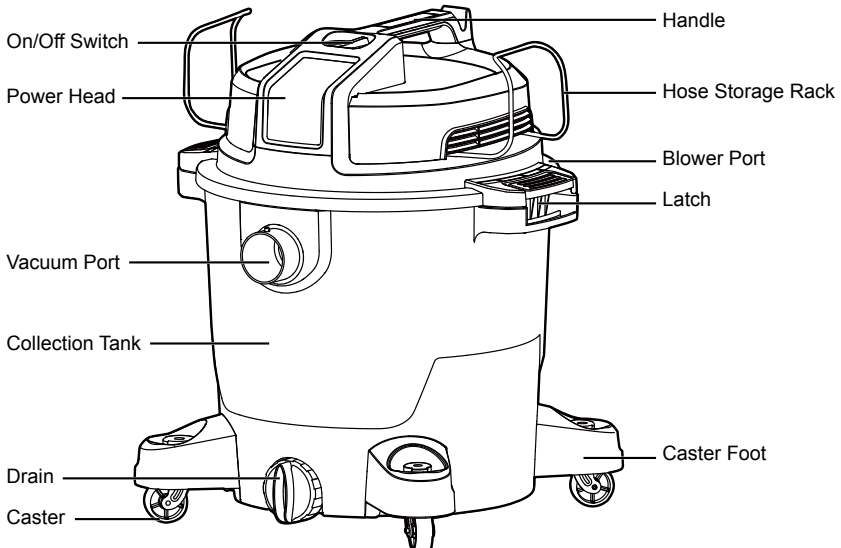


Remove all contents from the box. Remove the power head and take out any contents inside the collection tank. Check each item against the carton contents list.

Carton Contents List:

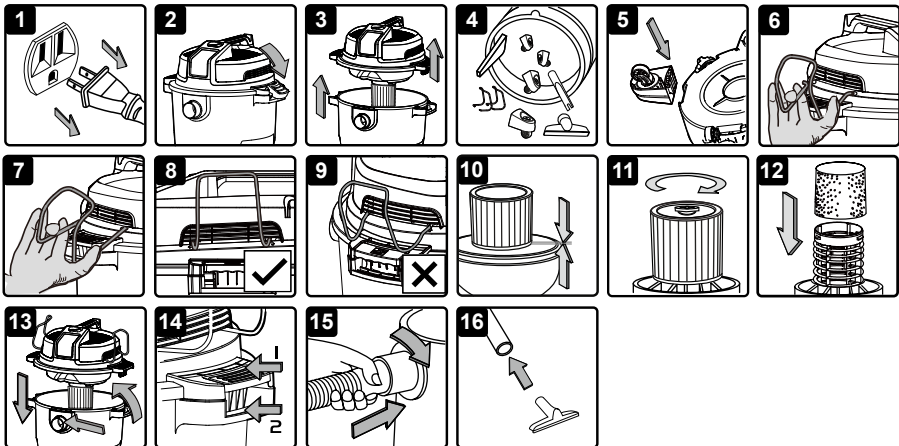
Key	Description	Qty.
A	Vacuum Assembly	1
B	Hose.....	1
C	Extension Wand	2
D	Utility Nozzle	1
E	Crevice Tool.....	1
F	Floor Nozzle	1
G	Foam Wet Filter.....	1
H	Cartridge Filter	1
I	Noise Diffuser.....	1
J	4 Screws (Bag).....	1
K	Caster Foot Assembly	4
L	Hose Storage Rack	2
M	Car Nozzle	1
N	High-Efficiency Dust Bag	1
O	Operator's Manual.....	1

NOTE: The hose and accessories for this vacuum are 2-1/2" diameter.



GENERAL ASSEMBLY INSTRUCTIONS

A Philips head screw driver is required. 



⚠ WARNING: DO NOT PLUG THE POWER CORD INTO A POWER OUTLET. MAKE SURE THE PLUG IS DISCONNECTED BEFORE ASSEMBLING THE WET/DRY VACUUM. TO REDUCE THE RISK OF ELECTRIC SHOCK, DO NOT EXPOSE TO RAIN.

UNPACKING YOUR WET/DRY VACUUM & GENERAL ASSEMBLY


1. Verify that the power cord is disconnected from the outlet (Fig. 1).
2. Undo the latches (Fig. 2).
3. Lift the power head off the collection tank (Fig. 3).
4. Remove the contents from inside the collection tank. Make sure you have all contents as listed on page 6 (Fig. 4).
5. Turn the collection tank upside down and insert the four caster feet into the slots on the collection tank and tighten with supplied screws. Verify that the casters are mounted correctly. Do not over-tighten screws (Fig. 5).
6. Position the hose storage rack as illustrated. Squeeze the open sides of the hose storage rack inward. Insert the hose storage rack into the channel on the front side of the power head just above the top edge of the tank. Verify that the rack is secured in place as shown in Fig. 8. Then squeeze in the other hose storage rack and insert it into the corresponding channel making sure it is secured (Fig. 6 - 9).
7. Your vacuum comes ready for dry vacuum cleaning. If the cartridge filter is not installed, refer to page 12 for installation instructions (Fig. 10 & 11).
8. For wet vacuum cleaning, remove the cartridge filter, and install the supplied foam wet filter. See page 12 for installation instructions (Fig. 12).
9. Place the power head back on the collection tank, and secure into place using the latches (Fig. 13 & 14).
10. Insert the locking end of the hose into the vacuum port of the collection tank and turn clockwise to lock into place (Fig. 15).
11. Choose the desired accessory and insert onto the end of the hose or extension wand (Fig. 16).

NOISE DIFFUSER

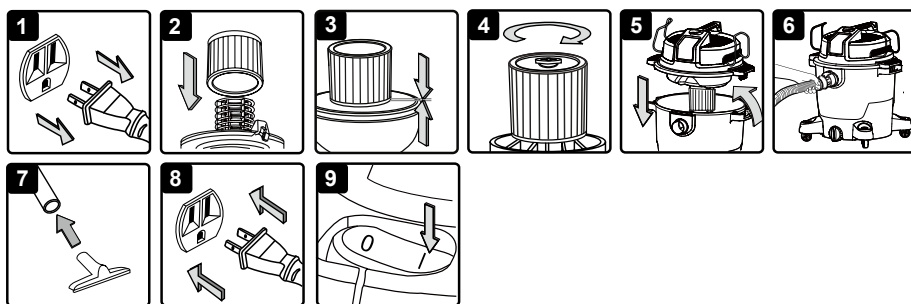
For quiet operation, install the noise diffuser into the blower port by inserting the locking end of the diffuser into the blower port and turning clockwise to lock into place.

POLARIZED PLUG


To reduce the risk of electrical shock, this appliance has a polarized plug (one blade wider than the other). This plug will 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 to install the proper outlet.

Do not change the plug in any way. Double insulation  eliminates the need for the three wire grounded power cord and grounded power supply system.


DRY VACUUM OPERATION



DRY VACUUMING

 **WARNING:** BE SURE TO READ, UNDERSTAND, AND APPLY INFORMATION ENTITLED “IMPORTANT SAFETY INSTRUCTIONS”. DO NOT VACUUM IN AREAS WITH FLAMMABLE GASES, VAPORS, OR EXPLOSIVE DUSTS IN THE AIR. FLAMMABLE GASES OR VAPORS INCLUDE BUT ARE NOT LIMITED TO: LIGHTER FLUID, SOLVENT TYPE CLEANERS, OIL-BASED PAINTS, GASOLINE, ALCOHOL, OR AEROSOL SPRAYS. EXPLOSIVE DUSTS INCLUDE BUT ARE NOT LIMITED TO: COAL, MAGNESIUM, GRAIN, OR GUN POWDER. TO REDUCE THE RISK OF HEALTH HAZARDS FROM VAPORS OR DUST, DO NOT VACUUM TOXIC MATERIALS.

 **WARNING:** DO NOT PLUG THE POWER CORD INTO A POWER OUTLET. MAKE SURE THE PLUG IS DISCONNECTED BEFORE CHANGING THE FILTERS.

 **CAUTION:** DO NOT VACUUM DRYWALL DUST, FIREPLACE SOOT, OR ASH WITH STANDARD WET/DRY FILTER. THIS IS A VERY FINE DUST WHICH WILL NOT BE CAPTURED BY THE FILTER AND MAY CAUSE DAMAGE TO MOTOR. WHEN VACUUMING FINE DUST USE A FINE DUST FILTER (INCLUDED). TO PURCHASE ADDITIONAL FINE DUST FILTERS, CALL 1-866-384-8432 OR GET THEM AT YOUR LOCAL OR ONLINE VACMASTER® RETAILER.

1. Verify that the power cord is disconnected from the outlet (Fig. 1).
2. In order to prepare your vacuum for dry vacuuming, verify that the cartridge filter completely covers the filter cage. Your Wet/Dry Vacuum comes with the cartridge filter pre-installed. For installation instructions, see page 12 (Fig. 2 & 3).
3. Place filter retainer on top of cartridge filter and tighten down by turning the retainer handle clockwise (Fig. 4).
4. Optional: For improved dust filtration, fit collection bag flange onto the inlet port, taking care

- not to damage the bag.
- Place the power head back on the collection tank, aligning the top section with the latches, and lock into place (Fig. 5).

OPERATING INSTRUCTIONS: DRY VACUUMING

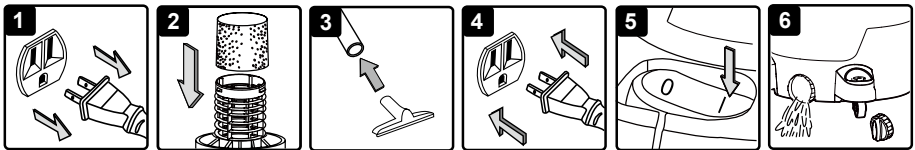
- Insert the locking end of the hose into the vacuum port and turn to lock into place (Fig. 6).
- Choose the desired accessory and insert onto the end of the hose or extension wand (Fig. 7).
- Verify that the switch is in the 'O' (OFF) position before plugging the power cord into the outlet.
- Plug the power cord into the outlet (Fig. 8).
- Turn the motor on by flipping the on/off switch to the 'I' (ON) position and begin vacuuming (Fig. 9).
- Once you have completed vacuuming, press the on/off switch to the 'O' (OFF) position and unplug the power cord from the outlet.

O = OFF I = ON

DO NOT USE THE CARTRIDGE FILTER FOR LIQUID VACUUMING.

DO NOT USE THE DUST BAG FOR LIQUID VACUUMING.

LIQUID VACUUM OPERATION



LIQUID VACUUMING

⚠ WARNING: BE SURE TO READ, UNDERSTAND, AND APPLY INFORMATION ENTITLED "IMPORTANT SAFETY INSTRUCTIONS". DO NOT VACUUM IN AREAS WITH FLAMMABLE GASES, VAPORS, OR EXPLOSIVE DUSTS IN THE AIR. FLAMMABLE GASES OR VAPORS INCLUDE BUT ARE NOT LIMITED TO: LIGHTER FLUID, SOLVENT TYPE CLEANERS, OIL-BASED PAINTS, GASOLINE, ALCOHOL, OR AEROSOL SPRAYS. EXPLOSIVE DUSTS INCLUDE BUT ARE NOT LIMITED TO: COAL, MAGNESIUM, GRAIN, OR GUN POWDER. TO REDUCE THE RISK OF HEALTH HAZARDS FROM VAPORS OR DUST, DO NOT VACUUM TOXIC MATERIALS.

⚠ WARNING: DO NOT PLUG THE POWER CORD INTO A POWER OUTLET. MAKE SURE THE PLUG IS DISCONNECTED BEFORE CHANGING THE FILTERS.

- Verify that the power cord is disconnected from the outlet. Make sure that the collection tank is clean and free of dust and dirt (Fig. 1).
- Remove the cartridge filter, then carefully install the foam wet filter over the filter cage and place the power head back on the collection tank. For foam wet filter installation instructions, see page 12 (Fig. 2).

DO NOT USE THE CARTRIDGE FILTER FOR LIQUID VACUUMING.

OPERATING INSTRUCTIONS: WET VACUUMING

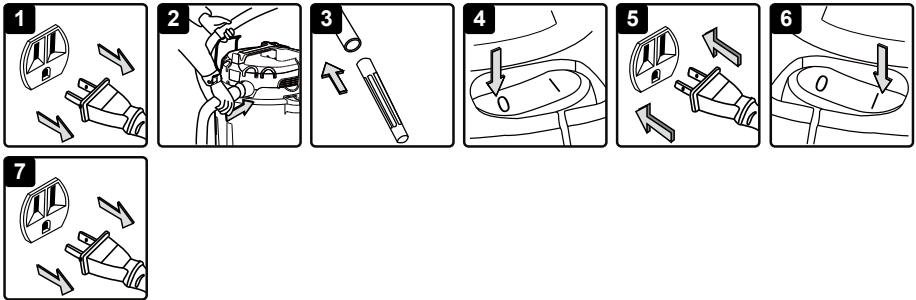
- Push the required attachment onto the free end of the hose or extension wand (Fig. 3).
- Ensure that the on/off switch is in the 'O' OFF position before plugging the power cord into the outlet (Fig. 4).
- Turn the motor on by pressing the switch to the 'I' ON position (Fig. 5).

6. Once you have completed vacuuming, flip the on/off switch to the 'O' (OFF) position and unplug the power cord from the outlet.
7. After use, empty the collection tank by unscrewing the drain cap. Drain liquids into a suitable receptacle or drain (Fig. 6). Remember to refit the drain cap to the collection tank. Remove the foam wet filter and allow it to air dry before storage.

IMPORTANT! When vacuuming large quantities of liquids, do not immerse the nozzle completely in the liquid; leave a gap at the tip of the nozzle opening to allow air inflow. The machine is fitted with a float valve that stops the suction action when the collection tank reaches its maximum capacity. You will notice an increase in motor speed. When this happens, turn off the machine, disconnect from power supply, and empty the liquid into a suitable receptacle or drain. To continue vacuuming, refit the collection tank with the drain cap. After wet vacuuming, turn the machine off and remove plug from power supply. Empty the collection tank, clean and dry the inside and outside before storage.

REMEMBER! The foam wet filter must be removed after wet vacuuming and a cartridge filter must be installed before dry vacuuming again.

BLOWER OPERATION



This Wet/Dry Vacuum has blowing capabilities. To use the blower feature follow the instructions listed.



WARNING: ALWAYS WEAR SAFETY GOGGLES COMPLYING WITH ANSI Z87.1 (OR IN CANADA, CSAZ94.3) BEFORE USING BLOWER.



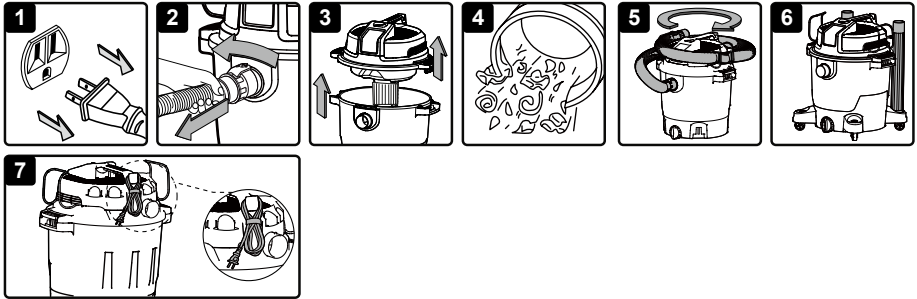
WARNING: KEEP BYSTANDERS CLEAR FROM BLOWING DEBRIS.



WARNING: WEAR A DUST MASK IF BLOWING CREATES DUST THAT MIGHT BE INHALED.

1. Verify that the power cord is disconnected from the outlet (Fig. 1).
2. Make sure the collection tank is empty before using as a blower. Clear all dirt and debris from the hose and collection tank.
3. Remove the hose from the vacuum port. Remove noise diffuser from blower port.
4. Insert the larger end of the hose into the blower port on the back side of the power head and lock into position (Fig. 2).
5. Fit the desired extension wand and/or nozzle to the free end of the vacuum hose (Fig. 3).
6. Verify that the on/off switch is in the 'O' OFF position before plugging the power cord into the outlet (Fig. 4 & 5).
7. Before turning ON the vacuum, firmly hold the loose end of the hose. Turn the motor on by pressing the switch to the 'I' ON position (Fig. 6).
8. Once you have completed blowing, flip the on/off switch to the 'O' (OFF) position and unplug the power cord from the outlet (Fig. 7).

MAINTENANCE



EMPTYING THE COLLECTION TANK



WARNING: ALWAYS DISCONNECT THE PLUG FROM THE POWER OUTLET BEFORE REMOVING THE POWER HEAD FROM COLLECTION TANK.

1. Verify that the power cord is disconnected from the outlet (Fig. 1).
2. Disconnect the hose from the vacuum (Fig. 2).
3. Undo the latches and remove the power head from the collection tank (Fig. 3). Place power head on a soft, clean surface upside down.
4. Clear all dirt or debris from the collection tank and hose into a proper waste container (Fig. 4).
5. Clean or replace the filters.
6. Check the hose, attachments, and power cord to verify that they have not been damaged.
7. Place power head back on collection tank and secure latches.

IMPORTANT! Clean or change the cartridge filter regularly for best performance. **ALWAYS USE THE CARTRIDGE FILTER FOR DRY VACUUMING.** If the machine is used without the cartridge filter, the motor will burn out and the warranty will be voided. Always keep spare cartridge filters on hand.

NOTICE! The filters included are made of high quality materials designed to stop small dust particles. The cartridge filter should be used for dry pick-up only. A dry cartridge filter is necessary to pick up dust. If the cartridge filter is wet, it will clog quickly and be difficult to clean. Handle the filter carefully when removing it for cleaning or replacing. Check the filters for tears or small holes. A small hole can let dust pass through and out of the filter. Do not use a filter with holes or tears in it; replace it immediately.

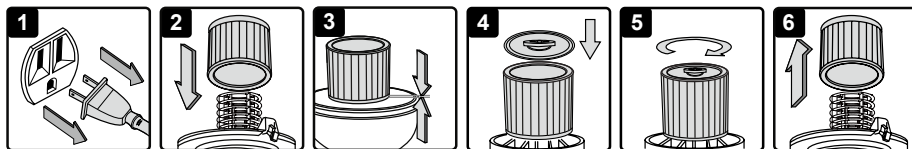
STORAGE

Before storing your vacuum, the collection tank should be emptied and cleaned. The cord should be wrapped and hung on the hook of the handle. The hose and accessories should be stored as illustrated so they can be readily available when needed (Fig. 5 - 7). The vacuum should be stored indoors when not using.

REPAIRS

Repairs for this wet/dry vacuum should be performed only by qualified service personnel using only identical replacement parts.

INSTALLING & CLEANING CARTRIDGE FILTER



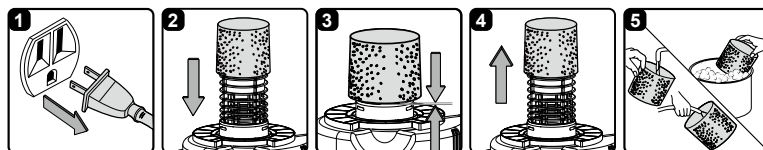
INSTALLING CARTRIDGE FILTER

1. Verify that the power cord is disconnected from the outlet (Fig. 1).
2. Remove the power head and place in an upside down position.
3. Install the cartridge filter over the filter cage making sure the cage is completely covered. Carefully push filter in until it stops against the power head (Fig. 2 & 3).
4. Place the filter retainer on top of the cartridge filter over the raised lip and tighten down by turning the retainer clockwise; do not over-tighten (Fig. 4 & 5).
5. Place the power head back onto the collection tank.

REMOVING & CLEANING CARTRIDGE FILTER

1. Unlock and remove the filter retainer by turning retainer handle counterclockwise.
2. Carefully remove the cartridge filter by sliding it off the filter cage (Fig. 6).
3. Clean the cartridge filter by gently tapping or brushing dirt off. Cleaning should not be done indoors in living areas. For optimal performance a new filter is recommended.
4. Install cleaned or new filter as instructed above.

INSTALLING & CLEANING FOAM WET FILTER



INSTALLING FOAM WET FILTER

1. Verify that the power cord is disconnected from the outlet (Fig. 1).
2. Remove the power head and place in an upside down position. Follow instructions to remove the cartridge filter.
3. Carefully slide foam wet filter down over the filter cage making sure the cage is completely covered (Fig. 2 & 3).
4. Place the power head onto the collection tank.

CLEANING FOAM WET FILTER

1. With the removed power head in an upside down position, carefully remove the foam wet filter (Fig. 4).
2. Use a mild soap and water solution to wash the foam wet filter and rinse with clean water (Fig. 5).
3. Allow the filter to air dry for 24 hours before installing onto the filter cage.

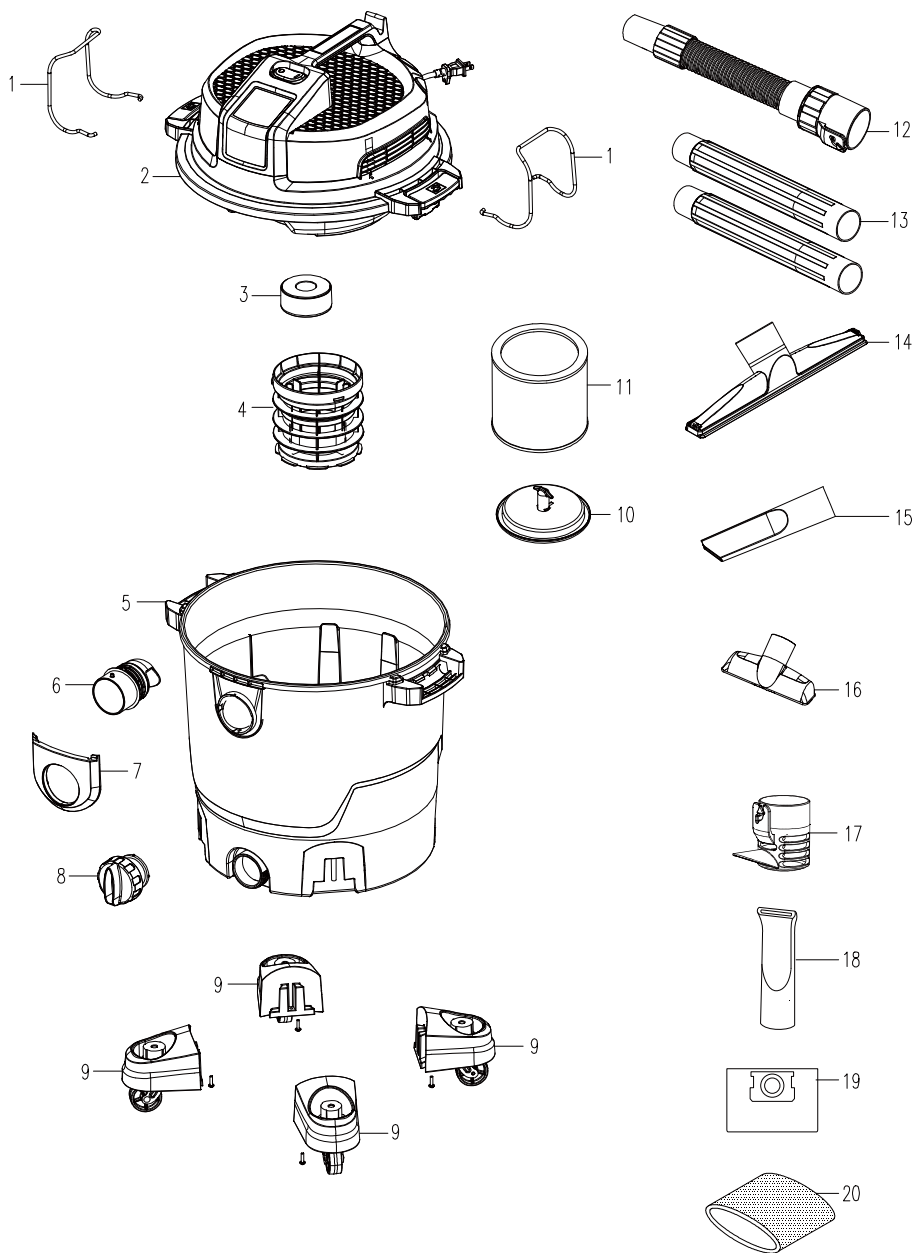
TROUBLESHOOTING



WARNING: TO REDUCE THE RISK OF ELECTRIC SHOCK, UNPLUG BEFORE TROUBLESHOOTING.

PROBLEM	POSSIBLE CAUSE	SOLUTION
The wet/dry vacuum will not operate.	No power supply.	Check the power supply, cord, breakers, and fuses.
	Faulty power cord.	Unplug and check the power cord. If damaged, have it repaired by a professional.
	Collection tank is full.	Empty the collection tank.
	Switch in the wrong position.	Press the ON 'I' button on the power head.
The dust comes out from the motor cover.	The cartridge filter is missing or damaged.	Attach or replace the cartridge filter.
	Vacuum has been used to collect fine dust, such as dry wall dust, fireplace soot, or ash, without a fine dust filter.	Remove the standard cartridge filter and install the appropriate fine dust filter.
Reduced efficiency and motor/speed vibration.	There are blockages in the nozzle, hose, or the collection tank inlets.	Unplug and check nozzle, hose and collection tank inlets for blockages.
	The cartridge filter is clogged by fine dust.	Take off the filter and clean it or install a new cartridge filter.

EXPLODED VIEW



PARTS LIST

Part	Drawing Number	Description	Quantity
1	551006102	Hose Storage Rack	2
2		Power Head Assembly	1
3	551006103	Float	1
4	551005104	Filter Cage	1
5		Collection Tank	1
6	551006107	Vacuum Port Assembly	1
7	551006106	Vacuum Port Cover	1
8	551002110	Drain Cap Assembly	1
9	551006109	Caster Foot Assembly	4
10	551004104	Filter Retainer	1
11	VCFE	Cartridge Filter	1
12	551060104	EVA Hose	1
13	V2EW	Extension Wand	2
14	V2FB	Floor Nozzle	1
15	V2CT	Crevice Tool	1
16	V2UN	Utility Nozzle	1
17	551002117	Noise Diffuser	1
18	551002119	Car Nozzle	1
19	551320102	High-Efficiency Dust Bag	1
20	VFF51	Foam Wet Filter	1