

Operator's Manual



3.2Gal/12L
Model No.
VHB305M 1101

FOR YOUR SAFETY

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

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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 two (2) 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 Wet/Dry Vacuum cleaner before operating. Safety is a combination of common sense, staying alert and knowing how your vacuum works. Use this Wet/Dry Vacuum only as described in this manual. To reduce the risk of personal injury or damage to your Wet/Dry Vacuum, use only manufacturer recommended accessories.

For Household Use Only

SAVE THIS MANUAL FOR FUTURE REFERENCE

When using a vacuum, basic precautions should always be followed including the following:



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 Wet/Dry 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.

When using as blower:

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

IMPORTANT SAFETY INSTRUCTIONS

- Use safety goggles.



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



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

SAVE THESE INSTRUCTIONS

DOUBLE INSULATION INSTRUCTIONS

This Wet/Dry Vac is double-insulated, eliminating the need for a separate grounding system. Use only identical replacement parts. Read the instructions for Servicing Double-Insulated Wet/Dry Vacs before servicing. Use this Wet/Dry Vac as described in this manual.

Observe the following warnings that appear on the motor housing of your Wet/Dry Vac.



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 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 or 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(sold separately).



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 INSULATEDWET/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.

- To reduce the risk of electric shock-unplug before cleaning or servicing.
- DO NOT use without filters in place.

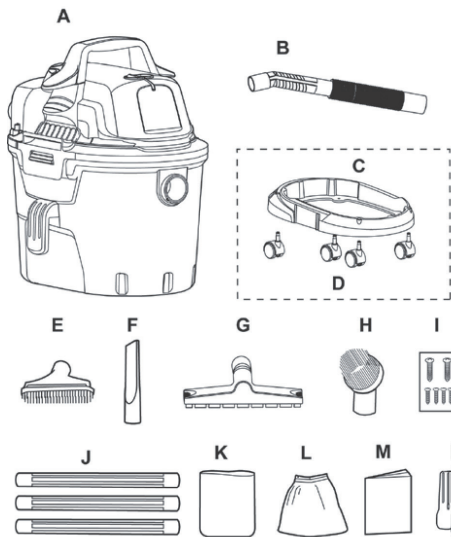
CAUTION: TO REDUCE THE RISK OF INJURY FROM MOVING PARTS- UNPLUG BEFORE SERVICING.

EXTENSION CORDS

When using an extension cord with your Wet/Dry Vac 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 conditions. Make repairs or replacements before using the vacuum cleaner. Only use extension cords that are rated for outdoor use.

		Length of Extension Cord			
120V		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	

UNPACKING AND CHECKING CARTON CONTENTS

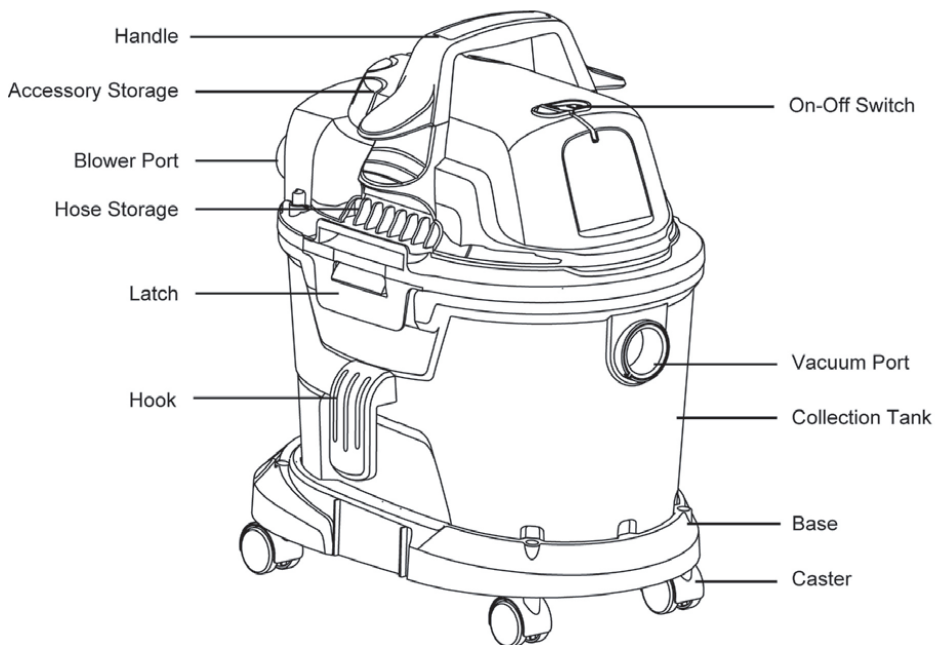


Remove entire contents of carton. Check each item against the carton contents.

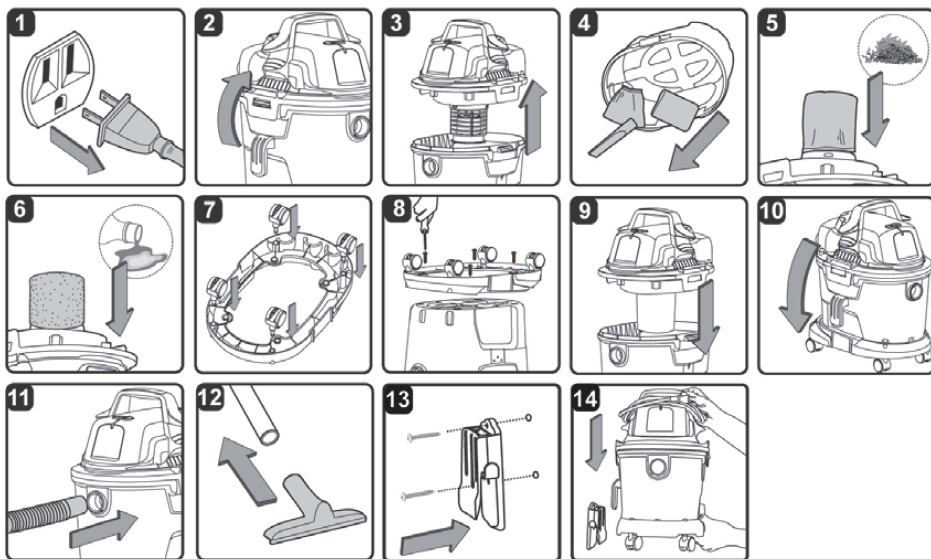
Carton Contents List

Key	Description.....	Qty.
A	Vac Assembly.....	1
B	Hose	1
C	Base	1
D	Casters	4
E	Utility Nozzle.....	1
F	Crevice Tool	1
G	Floor Brush/Squeegee Nozzle	1
H	Round Dust Brush	1
I	6 Screws (Bag)	1
J	Extension Wands.....	3
K	Foam Wet Filter.....	1
L	Reusable Cloth Filter	1
M	Operator's Manual	1
N	Wall Mounting Support	1

NOTE: The hose and accessories for this vacuum are 1.25 inch (3.18 cm) diameter.



GENERAL ASSEMBLY INSTRUCTIONS



A Philips head screwdriver is required.



⚠ WARNING: DO NOT PLUG IN POWER CORD TO POWER OUTLET. MAKE SURE PLUG IS DISCONNECTED BEFORE ASSEMBLING THE WET/DRY VAC.

UNPACKING YOUR 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 5. (fig.4)
5. For dry vacuum cleaning, install the supplied reusable cloth filter. (fig. 5) See page 10 for filter installation.
6. For wet vacuum cleaning, install the supplied foam filter. (fig. 6) See page 10 for filter installation.
7. Insert the casters into the respective sockets on the bottom of the base. Apply pressure until castors snap into place. (fig.7)
8. Turn the collection tank upside down and fit the base assembly onto the tank. Secure the base to the tank with the supplied screws. Verify that the base is assembled correctly. Do not over-tighten screw. (fig.8)
9. Place the power head back on the collection tank, aligning the top section with the latches, and snap into place. (fig. 9 & 10)
10. Insert the larger end of the hose into the desired port. (fig. 11)
11. Choose the desired accessories and insert onto the end of the hose. (fig. 12)

For your convenience this vacuum comes with a wall mounting support for storage.


⚠ IMPORTANT!

- Do not mount the rack over 5 feet from the floor.
- Do not screw the rack to drywall only. Secure the screws to a stud.
- Do not hang from or sit on the vacuum when on mounting rack.

12. Align the two screw holes so that they are over a stud and secure the mounting support to the wall stud, as shown, with the two screws provided. (fig. 13)

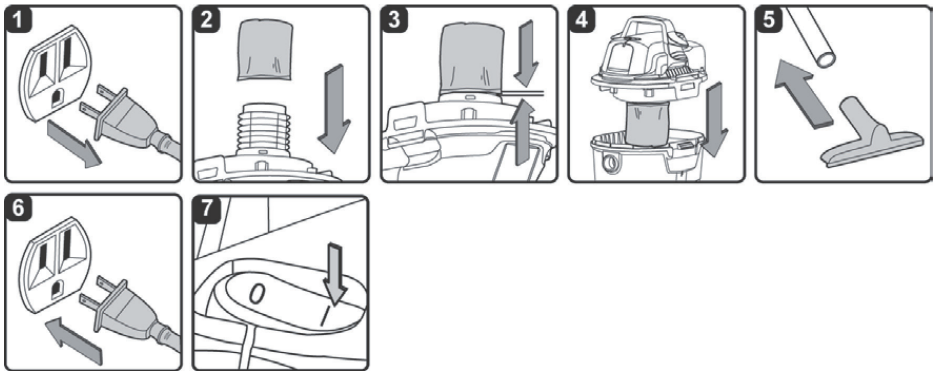
13. Place the wet and dry vacuum cleaner into the support. (fig. 14)

POLARIZED PLUG


To reduce the risk of electrical shock, this appliance has a double polarized plug (one with the 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-BASE PAINTS, GASOLINE, ALCOHOL OR AEROSOL SPRAYS. EXPLOSIVE DUSTS INCLUDE BUT ARE NOT LIMITED TO; COAL, MAGNESIUM, GRAINOR GUN POWDER. TO REDUCE THE RISK OF HEALTH HAZARDS FROM VAPORS OR DUST, DO NOT VACUUM TOXIC MATERIALS.

 **WARNING:** DONOT PLUG IN POWER CORD TO POWER OUTLET. MAKE SURE PLUG IS DISCONNECTED BEFORE CHANGING THE FILTERS.

1. Verify that the power cord is disconnected from the outlet. (fig.1)
2. Remove reusable cloth filter, then carefully install the foam sleeve filter over the filter cage and place the power head back on the collection tank.(fig. 2, 3 & 4) See filter installing instructions on page 10.

DO NOT USE THE REUSABLE CLOTH FILTER FOR LIQUID VACUUMING.

OPERATING INSTRUCTIONS: DRY VACUUMING

3. Fit the desired nozzle to the vacuum hose. (fig. 5)
4. Verify that the switch is in the 'O' OFF position before plugging the power cord into the outlet. (fig. 6)
5. Turn the motor on by flipping the switch to the 'I' ON position. (fig.7)
6. After use, empty the collection tank, clean and dry the inside and outside before storage.

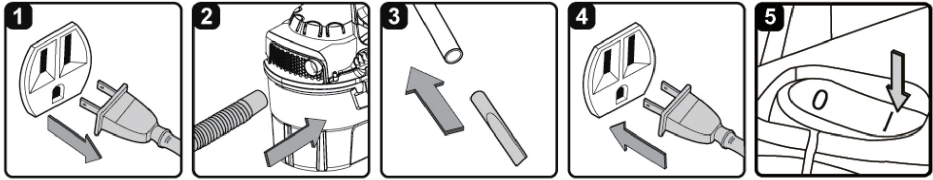


IMPORTANT! When vacuuming large quantities of liquids, do not immerse the nozzle completely in the liquid; leave a gap at the tip of the nozzle opening to allow air inflow. The machine is fitted with a float valve that stops the suction action when the collection tank reaches its maximum capacity. You will notice an increase in motor speed. When this happens, turn off the machine, disconnect from power supply, and drain the liquid into a suitable receptacle or drain. To continue vacuuming, refit the power head to the collection tank. 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 filter must be removed after wet vacuuming, and a reusable cloth filter must be installed before dry vacuuming again.

BLOWING OPERATION



This Wet/Dry Vac has blowing capabilities only when the hose is inserted into the blowing port. 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.



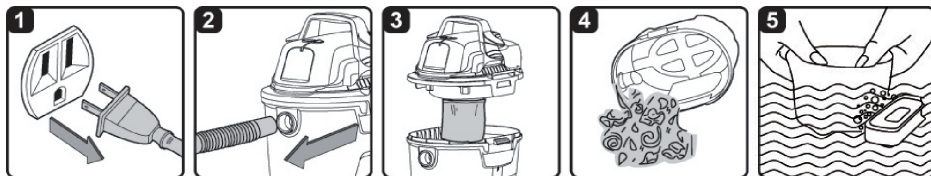
WARNING: KEEP BYSTANDERS CLEAR FROM BLOWING DEBRIS.



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.
3. Remove hose from the vacuum port.
4. Insert the larger end of the hose into the blowing port on the backside of the power head and push in tightly. (fig. 2)
5. Fit the desired attachment to the hose. (fig. 3)
6. Ensure the power switch is turned to the 'O' OFF position and plug into the power supply. (fig. 4)
7. Before turning on the vac, firmly hold loose end of the hose. Turn the motor on by flipping the switch to the 'I' ON position. (fig. 5)

MAINTENANCE



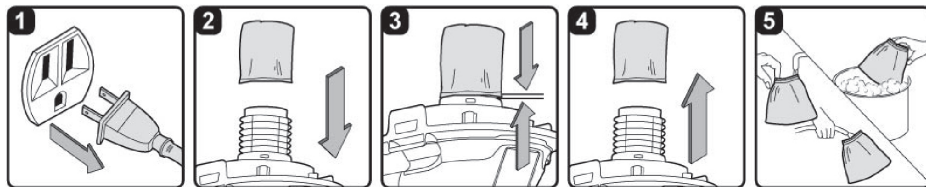
1. Verify that the power cord is disconnected from the outlet. (fig.1)
2. Disconnect the hose from the vacuum. (fig.2)
3. Undo the latches and remove the power head from the collection tank. (fig. 3)
4. Clear all dirt or debris from the collection tank and hose. (fig.4)
5. Clean or replace the filters. (fig.5)
6. Check the hose, attachments, and power cord to verify that they have not been damaged.

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

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

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

INSTALLING & CLEANING REUSABLE CLOTH FILTER



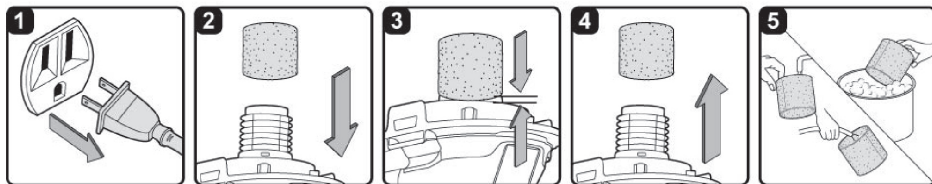
Installing Reusable Cloth Filter

1. Verify that the power cord is disconnected from the outlet. (fig.1)
2. Remove power head and place in upside down position.
3. Slide reusable cloth filter down over the filter cage making sure the whole cage is covered. (fig.2 & 3)
4. Replace the power head on to the collection tank.

Removing and Cleaning Reusable Cloth Filter

1. With the removed power head in the upside down position.
2. Carefully remove the reusable cloth filter from the filter cage. (fig. 4) Clean the filter by gently tapping or brushing dirt off. Cleaning should not be done indoors in living areas.
3. Use a mild soap and water solution to wash reusable cloth filter and rinse with clean water. (fig. 5)
4. Allow the wet filter to air dry for 24 hours before installing onto the filter cage.

INSTALLING & CLEANING REUSABLE CLOTH FILTER



Installing Foam Sleeve Filter

1. Verify that the power cord is disconnected from the outlet. (fig.1)
2. Remove power head and place in upside down position. Follow instructions to remove cloth filter.
3. Carefully slide foam sleeve filter down over the filter cage making sure the whole cage is covered.(fig. 2 & 3)
4. Replace the power head onto the collection tank.

Cleaning Foam Sleeve Filter

1. With the removed power head in the upside down position, carefully remove foam sleeve filter. (fig. 4)
2. Use a mild soap and water solution to wash foam sleeve filter and rinse with clean water. (fig. 5)
3. Allow filter to air dry before installing and using again.

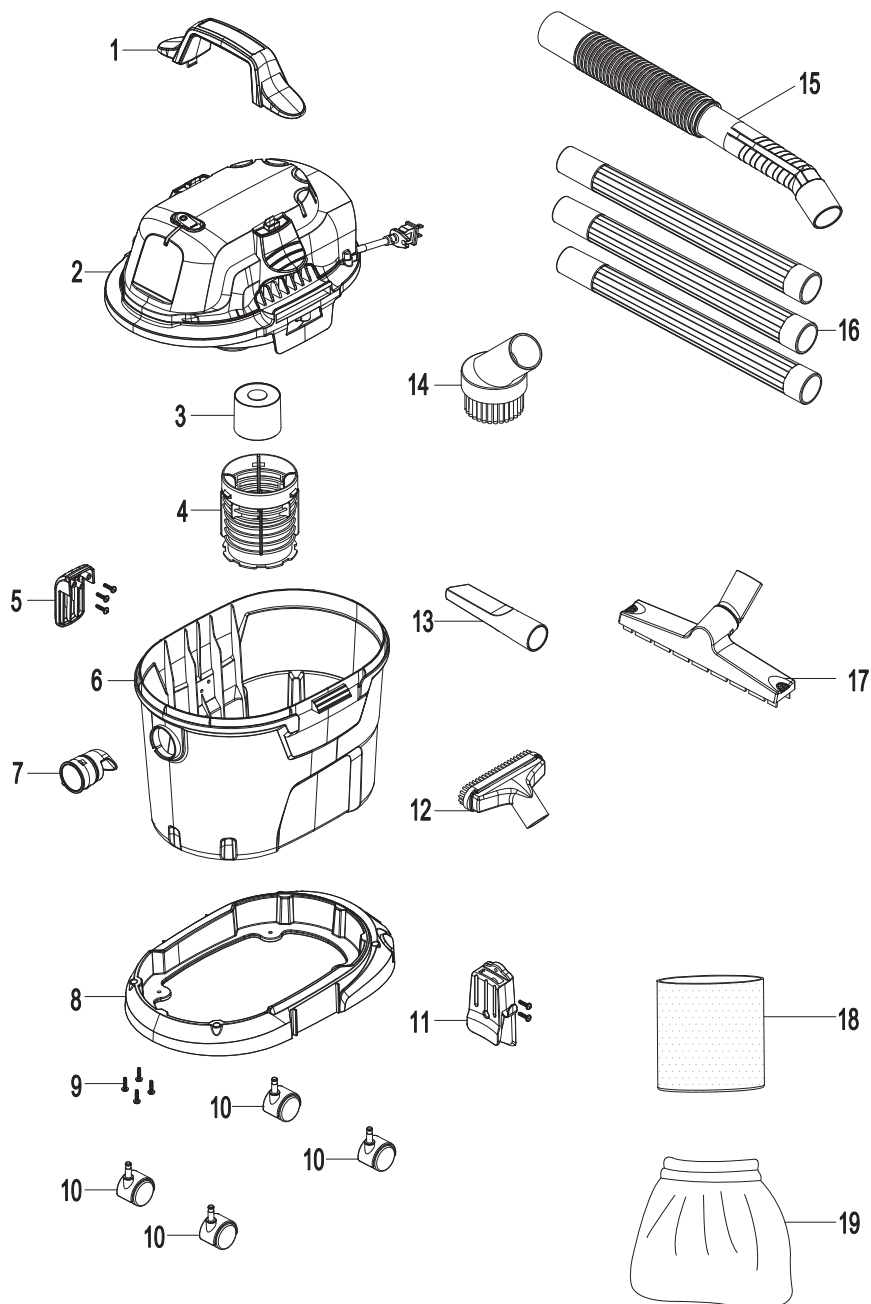
TROUBLESHOOTING



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

Symptom	Possible Causes	Corrective Action
Vacuum will not operate.	1) No power supply.	1) Check power supply – cord, breakers, fuses.
	2) Faulty power cord.	2) Unplug and check the power cord. If damaged, have it repaired by a professional.
	3) Collection tank full.	3) Empty collection tank.
Dust comes from motor cover.	1) The reusable cloth filter is missing or damaged.	1) Attach or replace the reusable cloth filter.
Reduced efficiency and motor/speed vibration.	1) There is a blockage in the nozzle, hose, or the vacuum inlets. Or the dust filter is blocked by fine dust.	1) Check nozzle, hose and inlets for blockage. Take off the filter and clean it. Or install new filter.

EXPLODED VIEW



PARTS LIST

Part	Drawing Number	Description	Quantity
1	551624101	Handle Assy.	1.0
2		Power Head Assy.	1.0
3	551012115	Float	1.0
4	551012116	Filter Cage	1.0
5	551098106	Mounting Rack Assy.	1.0
6		Collection Tank	1.0
7	551012104	Vacuum Port	1.0
8	541013114	Base	1.0
9	551017125	Screw ST3.9*16	4.0
10	551091105	Caster	4.0
11	551098111	Rack Holder Assy.	1.0
12	551004113	1-1/4" Utility Nozzle	1.0
13	551012109	1-1/4" Crevice Tool	1.0
14	551004116	1-1/4" Round Dust Brush	1.0
15	551012124	1-1/4"X6' Hose	1.0
16	551003109	1-1/4" Extension Wand	3.0
17	551296103	1-1/4" Floor Brush/Squeegee Nozzle	1.0
18	551009111	Foam Wet Filter	1.0
19	551012110	Reusable Cloth Filter	1.0