

INSTRUCTION MANUAL



HAFCO WET AND DRY VACUUM CLEANER

Model WDV-3P

Order Code V504

EDITION No : WDV-3P-1

DATE OF ISSUE : 12/2022

SPECIFICATIONS

Order Code	V504
MODEL	WDV-3P
Type	Wet & Dry Vacuum Cleaner
Suction Pressure (kpa)	17.5
Vacuum Power (Ltr / Min)	1700
Capacity (Ltr)	30
Tank Diameter (mm)	320
Function	Wet/Dry
Motor Power (watt)	1200
Voltage (V / A)	240 / 10
Cable Length (Mtrs)	4 mtrs
Hose Diameter and Length (mm / Mtr)	35 / 1.5
Weight (kg)	7.5

ACCESSORIES

- | | | | |
|---|----------------------------|---|------------------|
| 1 | Vacuum Bags & Foam Filter | 5 | Wet floor nozzle |
| 2 | Vacuum Hose | 6 | Round brush |
| 3 | Telescopic Steel Tube Wand | 7 | Crevice Nozzle |
| 4 | Dry Floor Nozzle | 8 | Hose Adapter |



IDENTIFICATION

Become familiar with the names and locations of the controls and features shown below to better understand the instructions in this manual.



A	Steel Wand	F	Stainless Steel Tank
B	Hose	G	Base With Accessories Holder
C	ON / OFF Switches	H	Large Fixed Castor
D	Motor Head	I	Swivel Castor
E	Retaining Clips	J	240 Volt Outlet

GENERAL SAFETY FOR POWER TOOL USE

There are steps that should be taken to make sure the operator, remains safe when using any type of power tool.

Using common sense and a respect for the tool will help reduce the risk of injury.

Read and understand the manual fully. Do not attempt any operation until you have read and understood this manual. The most important thing that the operator must know is how to safely start and stop this machine, especially in an emergency.

Keep the work area clean and tidy. Trying to clear clutter from around the machine while using the machine will reduce concentration. Items on the floor creates a trip hazard. Any liquid spilt on the floor could result in the operator slipping.

Make sure the location is suitable. When the machine is bench mounted; the location should provide good natural light or artificial lighting as a replacement. Avoid damp and dusty locations. If the machine is portable; do not expose the tool to rain, and do not operate any power tool near flammable materials.

Limiting any chance of electric shock. Avoid contact with earthed surfaces, as is possible they could conduct electricity if there is an electrical fault with the power tool. Always protect the power cable and route it away from danger.

Keep bystanders away. Children, onlookers and people passing by must be restricted from entering the work area for their own protection. The barrier must extend a suitable distance from the tool user.

Unplug power tools that are not in use. A power tool should never be left unattended while connected to the power supply. They must be housed in a suitable location, away locked up and from children.

Do not misuse or overload the tool. All tools are designed for a purpose and are limited to what they are capable of doing. Do not attempt to use a power tool or adapt it in any way for an application it is not designed for. Select a tool appropriate for the size of the job. Overloading a tool will result in tool failure and user injury. This also covers the use of accessories.

Dress correctly. Loose clothing, long hair and jewellery are all dangerous because they can become entangled in moving machinery: This can also result in parts of body being pulled into the machine. Clothing should be close fitted, with any long hair tied back and jewellery and neck ties removed. Footwear must be fully enclosed and have a non-slip sole.

Wear approved personal protective equipment. Dust, noise, vibration and swarf can all be dangerous if not suitably protected against. If the work involving the power tool creates dust or fumes, wear a dust mask. Vibration to the hand, caused by operating some tools for longer periods must be protected against. Wear vibration reducing gloves and allow long breaks between uses. Protect against dust and swarf by wearing approved safety goggles or a face shield. These are some of the more common hazards and preventions; however, always find out what hazards are associated with the machine or work process and wear the most suitable protective equipment available.

GENERAL SAFETY FOR POWER TOOL USE Cont.

Do not breathe contaminated air. If the work creates dust or fumes; connect the machine, if possible, to an extraction system either locally or remotely. Working outdoors can also help if possible.

Concentrate and stay alert. Distractions may cause an accident. Never operate a power tool if you are under the influence of drugs (prescription or otherwise), including alcohol or if you are feeling tired. Being disorientated can result in an accident.

Only use qualified people to repair this tool. This tool is designed to conform with the relevant local standards and as such should be maintained and repaired by someone qualified. Use only original parts supplied by the manufacturer. This will ensure the tool remains safe to use. Move the machine as instructed. If the machine is hand held, do not carry it by the power supply cable. If the product is heavy, seek help from a second or third person to help move it safely or use a mechanical device. Always refer to the instructions for the correct method.

Do not overreach. Extending your body too far can result in a loss of balance and you falling. This could be from a height or onto a machine and can result in injury. Maintain your tools correctly. A maintained tool will do the job safely. Replace any damaged or missing parts immediately with original parts from the manufacturer.

Wait for the machine to stop. If the machine is not fitted with a safety brake, some parts may continue to move after switched off. Wait for all parts to stop, then unplug it from the power supply before making any adjustments, carrying out maintenance or just finishing using the tool.

Prevent unintentional starting. Before plugging any machine in to the power supply, make sure the switch is in the OFF position. If the machine is portable, do not hold the machine near the switch and take care when putting the machine down, that nothing can operate the switch. Do not carry the power tool by the power cable.

Extension lead selection. Some machines are not suitable for use with extension leads. If the tool is designed for use outdoors, use an extension lead suitable for that environment. When using an extended lead, select one capable of handling the current amps drawn by the machine in use. Fully extend the lead regardless of the distance between the power supply and the tool. Excess current (amps) and a coiled extension lead will both cause the cable to heat up and can result in fire.

**CAUTION**

A prepared list of safety guidelines can never be complete. Every workshop environment is different. Always consider Safety first, as it applies to your individual working conditions. Use this machine and other machinery with caution and respect. Failure to do so could result in serious Personal injury, damage to equipment, or poor work results.

WDV-8 SPECIFIC SAFETY INSTRUCTION

Before operating check that the local power voltage is the same as that listed on the specification label on the machine.

Before doing any repairs turn off the machine and unplug the lead from the power supply

Do not use the machine near combustible or explosive material. Sparks from the motor could cause a fire.

Do not operate with a blocked hose. This could cause high temperature of the motor and could cause damage.

Do not pick up combustible and explosive objects such as glowing cigarette or gasoline etc.

Do not pick up sharp objects that could damage the hose.

Do not pick up objects which easily attach to the filter such as printer cartridge powder, plaster and graphite powder that will block the filter and may cause damage.

Do not store the machine in strong sunlight or high temperature as this could cause distortion to the plastic components of the cleaner

OPERATING INSTRUCTION

- Before each use check the machine to see if it is operating correctly. Any damage, to the electrical system, must be repaired immediately!
- The operator must be familiar with all the controls and accessories before using the machine and the function of each accessory.
- This machine is designed for a specific process. Any use that is different than what the manual directs can cause a hazard and must be avoided.
- Only use the brush that came with the machine or the brush described in the manual. The use of other brushes can compromise your safety. This applies also to the optional accessories as described in the manual.
- If you use an electrical extension cord make sure it is compatible with the power cord and in perfect condition. If you are unsure ask an authorized electrical technician with recognized qualification.
- Never leave the machine unattended during operation. Instead switch it off and remove the plug from the outlet. Keep out of reach from children.
- Drain and clean the container as soon as possible after each use, especially after sucking up liquids.
- After sucking up a lot of liquid take care as the tank may be especially heavy and can be hazardous when rolling on uneven ground.
- Damp dirt and germs can cause hazardous odors, affecting your health as well as a shortened the life of the machine, if liquids remain in the tank,
- Leave the machine slightly open to dry, after cleaning,
- Keep the machine clean and store in a dry place, when not in use for a long periods of time, Do not store outdoors.
- Do not make changes to the machine. Modifications made can cause damage to the machine and will void the warranty.

DRY VACUUMING

- Release the retaining clips on the stainless steel tank and remove the suction motor from the top.
- Clean and dry the stainless steel tank, hose and accessories as necessary.
- Place the white cloth filter on the tank edge and fit the cartridge filter as shown or fit the paper bag.
- Replace the suction motor back onto the stainless steel tank with the cartridge filter and, lock the retaining clips.
- Plug the vacuum hose into the hose connector on the stainless steel tank and attach the required accessory to the wand.
- Connect the power cord to a power point, preferably, one with a circuit breaker.
- The machine is now ready for operation. Turn the units power switch on for dry vacuuming,



WET VACUUMING

- Release the retaining clips on the stainless steel tank and remove the suction motor from the top. Remove the cartridge filter.
- Remove the white cloth filter or paper bag from the tank
- Replace the cartridge filter with the foam filter
- Replace the suction motor back onto the stainless steel tank and lock the retaining clips.
- The machine is now operational for wet vacuuming.



Note: *When the stainless steel tank is full a float in the vacuum motor housing interrupts the suction. The first indication will be a loss of suction. The machine motors will then begin to run at high speed as the suction is blocked. The tank at this point must now be emptied.*

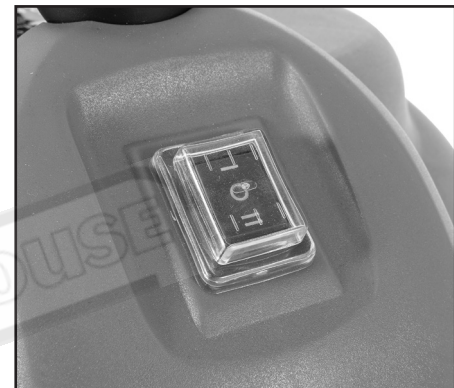
SWITCHING ON THE MACHINE

The power switch has 3 positions which control the vacuum and the appliance connected through the 240V socket on the vacuum.

To use the socket function open the socket cover flap then insert the plug from the power tool into the socket.

- ❑ When the "I" button is pressed the vacuum cleaner and the socket is turned on.
- ❑ When the "O" button is pressed the vacuum and the socket are turned off.
- ❑ When the "II" button is pressed the socket is turned on but the cleaner will remain off for 5-8 secs and then the vacuum will start to work. When the power off button is pressed the vacuum will stop and 5-8seconds later the socket will turn off.

Warning: Do not connect any device to the power socket that draws more than 1000W



ADJUSTING THE SUCTION POWER

The suction power can be adjusted by pushing the sliding block up and down on the wand. It is important that the machine tank is emptied regularly, preferably after each use.



FILTER CLEANING FUNCTION

Blockages can occur at times in the vacuum resulting in a reduction of the suction power. To help clear the blockage, place your hand over the end of the hose, and press the filter cleaning button repeatedly to clean the filter.

REMOVING THE CONTENTS OF THE TANK.

Dry Vacuuming

Before removing the contents of the tank, turn off and unplug the vacuum cleaner from the mains power. After vacuuming a very dusty area, a build up of dust and debris in the filter bag will result in the filter becoming clogged. This places an excessive load on the motor and could lead to damage to the motor. It's therefore important to empty and clean the filter bag after each use to ensure maximum operating efficiency. It is important to also when the bag has had a lot of use to wash the filter bag.

1. If using the vacuum without a paper bag, release the retaining clips and remove the motor head and the cloth filter bag. Shake the filter bag before removing it from the tank.
2. Empty the contents of the tank into the rubbish, and also shake the dust from the filter bag into the rubbish.
3. Removed the cloth filter and wash it by hand or in the washing machine. Ensure the filter is thoroughly dry before fitting it to the machine. The cloth filter can also be cleaned using compressed air. Replace the cloth filter if damaged and least every 12 months.

If using a paper bag in the vacuum cleaner,

1. Release the retaining clips and remove the motor head and the paper dust bag.
2. Empty the contents of the bag into the rubbish,

Note: The disposal of contaminated liquids should always be accordance with your local council guidelines.

Wet Vacuuming

Before removing the liquid in the tank, turn off and unplug the vacuum cleaner from the mains power.

1. Take the vacuum cleaner to the area where the contents can be emptied responsibly. Release the retaining clips and remove the motor head.
2. Carefully tilt the tank and pour out the contents.
3. Rinse the tank out to remove any residue and dry before assembling the vacuum cleaner.

REPLACEMENT PARTS

#1 - HOSE ASSY
D35 x 1.5M
ORDER CODE 4VB021



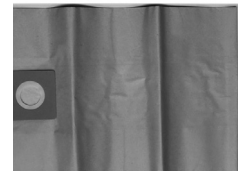
#22 - CLOTH FILTER
ORDER CODE 4VB022A



#22 - CARTRIDGE FILTER
ORDER CODE 4VB022



#22 - 30L PAPER BAG
ORDER CODE 4VB022B



#8 - MOTOR KIT
ORDER CODE 4VB008

#2 - STEEL WAND
ORDER CODE 4VB020



#6 - CREVICE NOZZLE
ORDER CODE 4VB017



MAINTENANCE

Before doing any maintenance work it is very important that you read the safety information in this manual first!

Adhering to the instructions and recommendations will ensure the machine will always be ready to safely use.

Daily and weekly maintenance repair work should be performed by a trained service operator.

All electrical work must be performed by a qualified electrician

By not following these directions any failure or damage caused, voids the warranty.

Always use genuine Hafco spare parts.

Daily Maintenance

- Check the power cord, controls and accessories for tightness and damage.
- Remove and clean the filter from the tank after dry vacuuming.

Weekly Maintenance

- Clean the outside of the vacuum housing and the stainless steel tank with a damp cloth. If necessary, use a mild detergent. Do not use any harsh detergents or cleaning products.
- Check the float and its guide and clean under the suction fan. Check for free movement and damage.
- Clean and rinse the hose and accessories, remove debris and dirt.
- Check the wheels for damage and easy movement.
- Check and clean the discharge pipe.

Annual Maintenance

- Electrical safety review in accordance with all safety regulations.

TROUBLESHOOTING

Symptoms	Possible Cause	Possible Solution
Machine does not start	1. No power 2. Faulty power cord.	1. Check mains fuse, power cord plug and the outlet. 2. Check the power cord and repair it or replace it if necessary.
Machine Stops	Thermal protection dropped out for electric motor problem.	Check the vacuum cleaner for correct operation Seek advice from an authorized technical service centre or distributor.
Suction power reduced	Filter, nozzle, hose or tube clogged	Check for any blockage, remove and clean
Suction power suddenly drops (wet-pick-up)	The tank is full and the safety protection has stopped the suction	Disconnect the machine from the power supply and drain the tank
Dust comes from motor cover.	The cloth filter is missing or damaged.	Attach or replace cloth filter.
Reduced efficiency and motor/speed vibration..	There is a blockage in the nozzle, the hose, or the container inlet, or the cloth filter is blocked by fine dust.	Check the nozzle, the hose, and the container inlet for blockage. Take off the cloth filter, and wash and clean it. Reuse it when it is dry. It is recommended to use a new cloth filter.

INSTALLING DRY CARTRIDGE FILTER

1. Install the dry filter over the filter cage with the flat end of the filter towards the vacuum power head. Carefully push filter in until it stops against the power head.
2. Place filter retainer plate on top of the cartridge filter over the raise lip and tighten down by turning retainer screw clockwise, do not over tighten.



REMOVING AND CLEANING THE CARTRIDGE FILTER

NOTE! This filter is not washable.

The cartridge filter when covered with dust should be removed and cleaned.

To remove and clean,

1. Unlock and remove the filter retainer by turning retainer handle anticlockwise.
2. Carefully hold and pull the dry filter up for removal.
3. Clean the cartridge filter by gently tapping or brushing dirt off. For optimal performance it is recommended to regularly change this filter depending on level of use (eg. 3-6 months).
4. Install cleaned or new filter into place as instructed above.



CLEANING THE CLOTH FILTER BAG

The cloth filter bag when covered with dust should be removed and cleaned.

To remove and clean,

1. Unlock the retaining clips and remove the motor head
2. Carefully pull up the cloth filter bag from the tank and remove.
3. Washed with clean warm soapy water the cloth filter bag,
4. Place the cloth filter bag in the sun to dry.



NOTE! The cloth filter bag must be dry before being used again.



WARNING

The machine is the sole responsibility of the owner for its safe use. This responsibility includes but is not limited to proper installation in a safe environment, personnel training, proper inspection and maintenance, manual availability and comprehension. The manufacturer will not be held liable for injury or property damage from negligence, improper training, machine modifications or misuse.

WARNING

General Machinery Safety Instructions

Machinery House
requires you to read this entire Manual before using this machine.

- 1. Read the entire Manual before starting machinery.** Machinery may cause serious injury if not correctly used.
- 2. Always use correct hearing protection when operating machinery.** Machinery noise may cause permanent hearing damage.
- 3. Machinery must never be used when tired, or under the influence of drugs or alcohol.** When running machinery you must be alert at all times.
- 4. Wear correct Clothing.** At all times remove all loose clothing, necklaces, rings, jewelry, etc. Long hair must be contained in a hair net. Non-slip protective footwear must be worn.
- 5. Always wear correct respirators around fumes or dust when operating machinery.** Machinery fumes & dust can cause serious respiratory illness. Dust extractors must be used where applicable.
- 6. Always wear correct safety glasses.** When machining you must use the correct eye protection to prevent injuring your eyes.
- 7. Keep work clean and make sure you have good lighting.** Cluttered and dark shadows may cause accidents.
- 8. Personnel must be properly trained or well supervised when operating machinery.** Make sure you have clear and safe understanding of the machine you are operating.
- 9. Keep children and visitors away.** Make sure children and visitors are at a safe distance for you work area.
- 10. Keep your workshop childproof.** Use padlocks, Turn off master power switches and remove start switch keys.
- 11. Never leave machine unattended.** Turn power off and wait till machine has come to a complete stop before leaving the machine unattended.
- 12. Make a safe working environment.** Do not use machine in a damp, wet area, or where flammable or noxious fumes may exist.
- 13. Disconnect main power before service machine.** Make sure power switch is in the off position before re-connecting.
- 14. Use correct amperage extension cords.** Undersized extension cords overheat and lose power. Replace extension cords if they become damaged.
- 15. Keep machine well maintained.** Keep blades sharp and clean for best and safest performance. Follow instructions when lubricating and changing accessories.
- 16. Keep machine well guarded.** Make sure guards on machine are in place and are all working correctly.
- 17. Do not overreach.** Keep proper footing and balance at all times.
- 18. Secure workpiece.** Use clamps or a vice to hold the workpiece where practical. Keeping the workpiece secure will free up your hand to operate the machine and will protect hand from injury.
- 19. Check machine over before operating.** Check machine for damaged parts, loose bolts, Keys and wrenches left on machine and any other conditions that may effect the machines operation. Repair and replace damaged parts.
- 20. Use recommended accessories.** Refer to instruction manual or ask correct service officer when using accessories. The use of improper accessories may cause the risk of injury.
- 21. Do not force machinery.** Work at the speed and capacity at which the machine or accessory was designed.
- 22. Use correct lifting practice.** Always use the correct lifting methods when using machinery. Incorrect lifting methods can cause serious injury.
- 23. Lock mobile bases.** Make sure any mobile bases are locked before using machine.
- 24. Allergic reactions.** Certain metal shavings and cutting fluids may cause an allergic reaction in people and animals, especially when cutting as the fumes can be inhaled. Make sure you know what type of metal and cutting fluid you will be exposed to and how to avoid contamination.
- 25. Call for help.** If at any time you experience difficulties, stop the machine and call you nearest branch service department for help.

WARNING

Wet & Dry Vacuum Cleaner Safety Instructions

Machinery House
requires you to read this entire Manual before using this machine.

- 1. Maintenance.** Make sure the Wet & Dry Vacuum Cleaner is turned off and disconnect from the main power supply and make sure all moving parts have come to a complete stop before any inspection, adjustment or maintenance is carried out.
- 2. Wet & Dry Vacuum Cleaner Condition.** Wet & Dry Vacuum Cleaner must be maintained for a proper working condition. Never operate a Wet & Dry Vacuum Cleaner that has damaged or worn parts. Scheduled routine maintenance should performed on a scheduled basis.
- 3. Inlet Hazard.** Do not place hands or tools near the open suction inlets during operation for any reason. The suction could cause serious damage to body parts.
- 4. Wet & Dry Vacuum Cleaner operation hazard.** Always start near power supply outlet and work away from it. This will avoid running over lead.
- 5. Understand the machines controls.** Make sure you understand the use and operation of all controls.
- 6. Power outage.** In the event of a power failure during use of the Wet & Dry Vacuum Cleaner, turn off all switches to avoid possible sudden start up once power is restored.
- 7. Hearing protection and hazards.** Always wear hearing protection as noise generated from Wet & Dry Vacuum Cleaner can cause permanent hearing loss over time.
- 8. Fire Hazard.** Do not vacuum up inflammable or corrosive liquids. Do not vacuum up matches, ash or cigarette butts when still alight.
- 9. Filters & guards.** Always use correct filters when using vacuum as a wet or dry operation. Filters must be replaced when damaged. Guards must be secured and used at all times.
- 10. Emptying Waste hazard.** Always wear a respirator and safety glasses when emptying waste into approved containers and dispose of properly.
- 11. Wood dust may cause allergic reactions.** Make sure you know what type of dust you are exposed to as it may cause you an allergic reaction. Always wear an approved respirator.
- 12. Call for help.** If at any time you experience difficulties, stop the machine and call you nearest branch service department for help.

PLANT SAFETY PROGRAM

NEW MACHINERY HAZARD IDENTIFICATION, ASSESSMENT & CONTROL

Wet & Dry Vacuum Cleaner

Developed in Co-operation Between A.W.I.S.A and Australia Chamber of Manufactures
This program is based upon the Safe Work Australia, Code of Practice - Managing Risks of Plant in the Workplace (WHSA 2011 No10)



Item No.	Hazard Identification	Hazard Assessment	Risk Control Strategies <small>(Recommended for Purchase / Buyer / User)</small>
B	CRUSHING	LOW	Ensure Vacuum Cleaner is on level solid ground and in a safe place to avoid tipping.
C	CUTTING, STABBING, PUNCTURING	MEDIUM	Isolate power to machine prior to any checks or maintenance being carried out. Do not adjust or clean vacuum cleaner until fully stopped. Ensure hose remains fitted to prevent access to fan blade. Keep body parts away from moving parts.
H	ELECTRICAL	MEDIUM	All electrical enclosures should only be opened with a tool that is not to be kept with the machine.
O	OTHER HAZARDS, NOISE.	LOW	Do not run the appliance over the power cord, to avoid damaging the insulation Wear hearing protection as required.
Plant Safety Program to be read in conjunction with manufactures instructions			



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Authorised and signed by:
Safety officer: 
Manager: 

Revised Date: 12th March 2012