

**5**  
YEAR  
SATISFACTION  
GUARANTEE

model  
**TRANSOM**

WINDOW CIRCULATOR  
OWNER'S GUIDE

READ AND SAVE  
THESE INSTRUCTIONS

Available in Black, Ice White

[vornado.com](http://vornado.com)

We expect this  
product to be  
perfect.

If it is not, we  
will make it  
right.

vornado.com  
800-234-0604  
help@vornado.com

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# READ AND SAVE THESE INSTRUCTIONS

## IMPORTANT SAFETY INSTRUCTIONS

This owner's guide and any additional inserts are considered part of the product. They contain important information about safety, use and disposal. Before using the product, please familiarize yourself with all operating and safety instructions. Please keep all documents for future reference and pass these documents on, together with the product, to any future owner. See [www.vornado.com](http://www.vornado.com) to view, download and print the most current version of these instructions.

**INTENDED USE:** This product is intended to circulate indoor and outdoor air only in a window installation in the United States. This product is not intended for commercial or industrial use. The manufacturer assumes no responsibility for damage or injury due to unauthorized use or product modification. Failure to follow these directions will void the product warranty.

## WARNING: Risk to Children and Impaired Persons

Supervision is required during the installation, operation, cleaning and maintenance of this product by children 12 years of age and younger and anyone with reduced physical, sensory or mental capabilities. Children should be supervised to ensure that they do not play with the appliance, its parts and packaging material.

## INSTALLATION WARNING—To reduce risk of fire, electrical shock and injury to persons, observe the following:

- Place this product away from curtains, draperies, tablecloths and other fabrics, since they may be drawn into the product, damage the motor and/or cause a fire.
- This product is intended for window installation only. Only use

with product controls facing indoors (not exposed to elements). Do not use this product in a manner other than indicated by the manufacturer in the window installation instructions below.

- Pull back and secure all curtains and draperies and place this product away from tablecloths, blankets, and other fabrics, since they may be drawn into the fan, damage the motor and/or cause a fire.
- No part of this product (the appliance, power cord, plug, packaging, etc.) should be placed near furnaces, fireplaces, stoves or other high temperature heat sources. Do not use this product on an uneven or unstable surface, or near water.
- The appliance, power supply, power cord and plug cannot come into contact with water. Do not use this product on wet surfaces. Do not use this product in a bathtub or shower or position product where it may fall into a bathtub, laundry, swimming pool or other water container. Do not use this product outdoors or expose it to weather or elements.
- Do not run cord under carpeting. Do not cover cord with throw rugs, runners, or similar coverings. Do not route cord under furniture or appliances. Arrange cord away from traffic area and where it will not be tripped over. The cord should not hang over edges of counters or be placed where it can be crimped or closed in doors. Place appliance near an easily accessible outlet so the product can be unplugged quickly during an emergency.

## SAFE USE WARNING—To reduce risk of fire, electrical shock and injury to persons, observe the following:

- **WARNING:** To reduce likelihood of circuit overload, fire and electric shock, do not operate with a solid state speed device, such as a dimmer control switch.
- Do not operate any fan with a damaged cord or plug. Discard fan or return to an authorized service facility for examination and/or

repair.

- Do not operate unit if the unit has been dropped or damaged. Do not use this product if it has a damaged power cord or plug. To avoid risk of electrical shock, do not attempt to repair or replace parts. Only original replacement parts may be used. If the power cord is damaged, it must be replaced by the manufacturer, its service agent, or similarly qualified persons in order to avoid a hazard. Contact Vornado Consumer Service at 1-800-234-0604 (phone) or consumerservice@vornado.com (email) for further instructions about replacement and repair.
- Before plugging power cord into electrical outlet, be sure that all electrical information on the rating label, including voltage, is compatible with your outlet's power supply.
- Do not sit or stand on product.
- Never use the cord as a handle or otherwise yank, strain or stretch the power cord.
- While the product is plugged in, do not insert or allow foreign objects to enter any input or output opening as this may cause risk of electric shock or fire, or damage the product.
- A loose fit between wall outlet (receptacle) and plug may cause overheating and distortion of the plug. Discontinue use of the product in this outlet. Contact a qualified electrician to replace loose or worn outlets.
- This appliance has a polarized plug (one blade is wider than the other.) To reduce the risk of electric shock, this plug is intended to 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. Do not attempt to defeat this safety feature.
- Before moving, repositioning, servicing, cleaning and when not in use, use the product controls to turn off the power and then unplug. To disconnect from outlet, grasp and pull only the plug. Also, power off and unplug if the product will be left unattended for an extended

period of time or during electrical storms.

### **SERVICING WARNING—To reduce risk of fire, electrical shock and injury to persons, observe the following:**

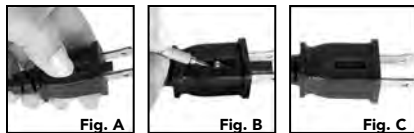
- Clean your product regularly, only as is instructed in this manual. Prior to cleaning, turn off the power on your product and unplug. Do not use gasoline, thinners, solvents, ammonias or other chemicals for cleaning. Refer to the CLEANING instructions provided.
- Do not open appliance housing while product is plugged in. To avoid risk of shock, all service and/or repairs must be done by a Vornado Authorized Service Center.
- This product employs overload protection (fuse). A blown fuse indicates an overload or short-circuit situation. If the fuse blows, unplug the product from the outlet. Replace the fuse as per the user servicing instructions (follow product marking for proper fuse rating) and check the product. If the replacement fuse blows, a short-circuit may be present and the product should be discarded or returned to an authorized service facility for examination and/or repair.

### **User Servicing Instructions**

1. Using the product controls, turn off the appliance.
2. Grasp the plug (not the cord) and disconnect from the outlet.
3. Risk of Fire. Replace fuse only with 2.5 Amp, 125 Volt fuse as approved by Vornado Consumer Service. For an authorized replacement fuse, please contact Vornado Consumer Service.
4. Once the replacement is received, use a small flat-head screwdriver to slide open the fuse cover (located on the plug) (See Fig. A).
5. Remove fuse by using the screwdriver to gently lift each end of the fuse (See Fig. B).
6. Install the replacement fuse by using the screwdriver to gently push each metal end of the fuse into the receptacle one at a

time. Do not push on the center of the fuse—it is fragile and may break.

- Slide the fuse cover closed using the screwdriver. When closed, the cover should fit completely in the plug. No part of the cover should stick out (See Fig. C).
- Plug your appliance into the outlet and turn the power on.
- If the replacement fuse blows, a short-circuit may be present and the product should be discarded or returned to an authorized service facility for examination and/or repair.



Risk of fire. Do not replace attachment plug. Contains a safety device (fuse, AFCI, LCDI) that should not be removed. Discard product if the attachment plug is damaged.

### FCC Compliance Statement

**NOTE:** This equipment has been tested and complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This product generates, uses and can radiate radio frequency energy and, if not

installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this product does cause harmful interference to radio or television reception, which can be determined by turning the product off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the product and the receiver.
- Connect the product into an outlet on a circuit different from that to which the receiver is connected.
- Contact Vornado Consumer Service or dealer or an experienced radio/TV technician for help.

Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the product.

### Supplier's FCC Declaration of Conformity

Unique Identifier: Vornado Model TRANSOM

Responsible Party: Vornado Air LLC

Mailing Address : 415 E. 13th St., Andover, KS 67002

Contact: [www.vornado.com](http://www.vornado.com)

### SAVE THESE INSTRUCTIONS

**This Product includes a remote containing a replaceable CR2032 Button Cell Battery (3V).**

## **⚠ WARNING**

- **INGESTION HAZARD:** This product contains a button cell or coin battery.
- **DEATH** or serious injury can occur if ingested.
- A swallowed button cell or coin battery can cause **Internal Chemical Burns** in as little as **2 hours**.
- **KEEP** new and used batteries **OUT OF REACH OF CHILDREN**.
- **Seek immediate medical attention** if a battery is suspected to be swallowed or inserted inside any part of the body.



- Call a local poison control center for treatment information. If you think batteries might have been swallowed or placed inside any part of the body, seek immediate medical attention. In the US call the National Poison Control Center at 1-800-222-1222 or 202-625-3333.
- Even used batteries may cause severe injury or death. New and used batteries may cause injury. Keep new and used cells (or batteries) away from children.
- Always completely secure the battery compartment. If the battery compartment does not close securely, stop using the product, remove the batteries, and keep them away from children.

- Ensure the batteries are installed correctly according to polarity (+ and -).
- Do not mix old and new batteries, different brands or types of batteries, such as alkaline, carbon-zinc, or rechargeable batteries.
- Do not force discharge, recharge, disassemble, heat above 104°F / 40°C or incinerate. Doing so may result in injury due to venting, leakage or explosion resulting in chemical burns.
- Non-rechargeable batteries are not to be recharged.
- Remove and immediately recycle or dispose of used batteries according to local regulations and keep away from children. Do NOT dispose of batteries in household trash or incinerate.
- **BATTERY DISPOSAL:** Please dispose of batteries according to the local laws and regulations of your region, and while keeping them away from children. Some batteries may be recycled and accepted for disposal at your local recycling center. **DO NOT DISPOSE OF BATTERIES IN FIRE. BATTERIES MAY EXPLODE OR LEAK.**
- Remove and immediately recycle or dispose of batteries from equipment not used for an extended period of time according to local regulations.

## **SAVE THESE INSTRUCTIONS**

# FEATURES



## INTEGRATED CARRY HANDLE

Easy to carry, easy to install.

## ELECTRONIC REVERSIBLE FAN/EXHAUST

One button, quick transition from fan to exhaust.

## SOFT-FIT MODULAR FOAM BLOCK SYSTEM

Easy installation creating barrier against outside noises & temperatures.

## ACCESSORIES

To order replacement foam blocks, please contact Vornado consumer service at [help@vornado.com](mailto:help@vornado.com) or 800-234-0604.

## WEATHER RESISTANT ENCLOSURE

## LOW PROFILE SILHOUETTE

Allows for greater visibility through window.

## AUTO MODE WITH THERMOSTAT

Automatically adjusts air flow as needed based on temperature.

## 4 SPEED TOUCH CONTROLS

A setting for every comfort level.

## EXTRA LONG 8' POWER CORD

Ample cord length.

## AUTO-DIMMING DISPLAY

All non-essential lights are turned off, cutting out light pollution PLUS saving on energy.

## REMOTE CONTROL

Convenience at your finger tips.



# GETTING STARTED

## WINDOW INSTALLATION

**NOTE:** the TRANSOM has been designed for use with single-hung and double-hung windows. It will accommodate windows 26 to 40 inches wide and require a window opening of at least 8 inches tall.

**FOR HORIZONTAL INSTALLATION ONLY. DO NOT ATTEMPT VERTICAL WINDOW INSTALLATION.**

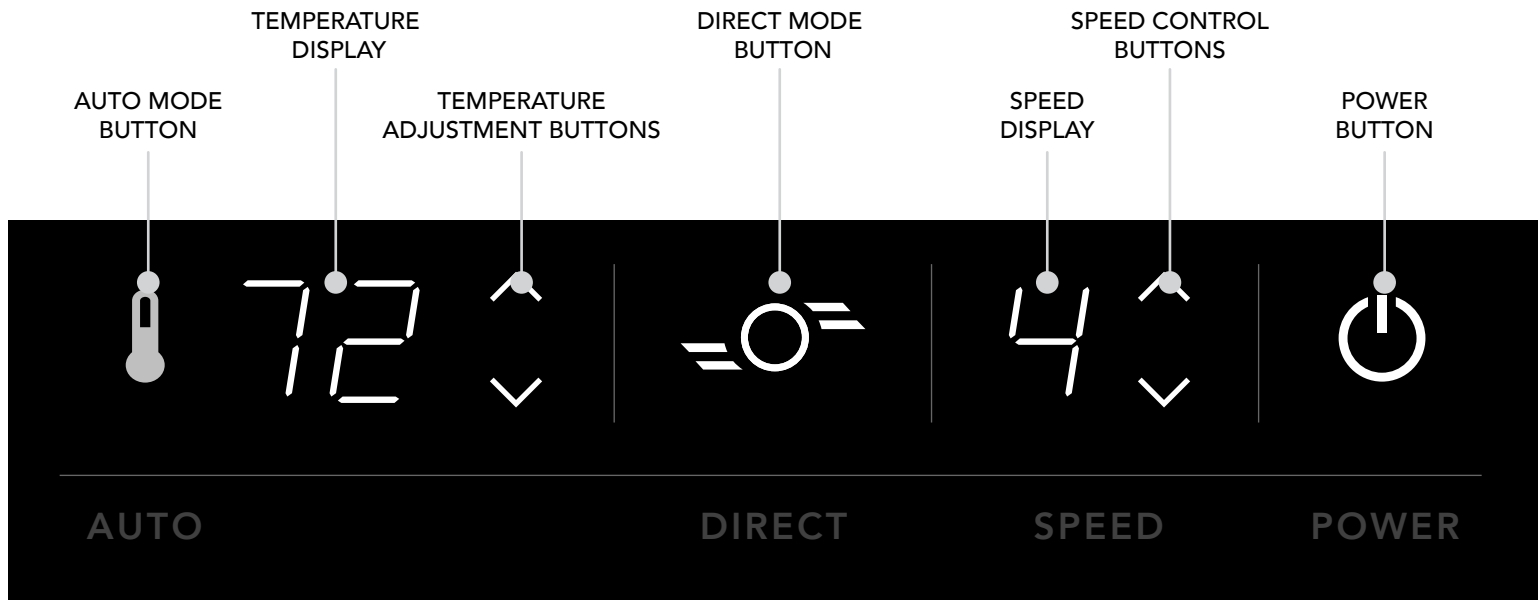
**DURING PRODUCT AND FOAM BLOCK INSTALLATION, KEEP ONE HAND ON PRODUCT AT ALL TIMES.**

1. We recommend keeping the window screen in place.
2. Center the TRANSOM in the window, ensuring that the foam on the bottom of the product is snugly secured in the bottom of the window casing.
3. Close the window to secure the product in place.
4. Tuck the optional Soft-Fit foam blocks on either side of the product, tucking them securely into the window casing.
5. Optional: Route the powercord as needed, using the clips provided to secure cord in place.







**⚠️ WARNING** - Choking hazard. Keep small parts, like clips, away from children and pets.

# CONTROLS







# HOW TO USE

1. Touch  to power unit ON or OFF.
2. Select desired speed setting by pressing  or . There are four (4) speeds: 1- LOW, 2- MEDIUM, 3- HIGH & 4- TURBO. Speed is indicated by number show on display.
3. Touch  to change from direct airflow to exhaust. Touch the button again to change from exhaust to direct airflow.



**Note:** When first plugged in and turned on, the unit will move to DIRECT MODE. After that, the unit will remember user settings when powered ON/OFF.










4. The product includes an integrated thermostat and the indoor room temperature will be illuminated on the display only when the thermostat is activated (in AUTO MODE). Touch  to activate AUTO MODE.
  - Touch  or  button to set your ideal temperature, between 60 - 90° F, holding either button for 3 seconds will allow for quick temperature adjustment.
  - While in this adjustment mode, the temperature display will momentarily flash and then return to display the current indoor room temperature.
  - Touch the  to deactivate AUTO MODE. The icon will turn white to indicate AUTO MODE is deactivated.

**Note:** Temperature display is Fahrenheit only.

**Note:** Your TRANSOM is equipped with auto-dimming controls. All non-essential lights will turn off after a few seconds of inactivity. Only the power button will remain illuminated. The first touch to the control panel or remote will wake up the unit, allow for setting adjustment and will go dark again after a few seconds of inactivity.

# REMOTE CONTROL

## REMOTE FUNCTIONS

1. Press  to power unit ON or OFF.
2. Select desired speed setting by pressing  or  button.
3. Press  to change from direct airflow to exhaust. Press the button again to change from exhaust to direct airflow.
4. Press  to activate AUTO MODE. The icon will turn green to indicate AUTO MODE is activated.
  - Press  or  button to set your ideal temperature, holding either button for 3 seconds will allow for quick temperature adjustment up or down by 5 degrees per second.
  - While in this adjustment mode, the temperature display will momentarily flash and then return to display the current indoor room temperature.
  - A single press of the  button, when AUTO MODE is activated, will change display from room temp back to SET TEMP flashing if adjustments are needed.
  - Press the  button twice to deactivate AUTO MODE. The icon will turn white to indicate AUTO MODE is deactivated.

**Note:** The remote requires a line-of-sight path to allow for the signal to be received by the product. Position the product so the receiver lens (located near the control panel) is visible from the remote control.




# REMOTE CONTROL

## BATTERY REPLACEMENT *Screwdriver required.*

Your circulator remote includes (1) coin style CR2032 3V battery. Battery comes pre-installed. Remove battery pull tab before first use. The pre-installed battery has a 1 year life expectancy (dependent on usage) after the tab has been pulled from the remote.


1. For battery replacement, the remote requires one coin style CR2032 3V battery. Always use the correct size and grade of battery for this product.
2. To replace battery, open battery door on the back side of the remote control (you will need to loosen the small screw on door using a #1 Phillips screwdriver). If necessary, clean the battery contacts and also those of the device prior to battery installation. Remove any plastic protection from the battery and place it in the remote with the + side facing out. Ensure the battery is installed correctly with regard to polarity. Replace the battery door and screw.

**Note:** Remove battery from the remote control when not in use for an extended period of time and always remove dead battery immediately and replace with fresh. Do not store dead battery in remote.

 **WARNING:** This product contains a button battery. If swallowed, it could cause severe injury or death in just 2 hours. Seek medical attention immediately.

# CLEANING

Because your product moves a substantial amount of air, it will need regular cleaning. If service is required, return your unit to Vornado (see WARRANTY for instructions).

 **WARNING:** To reduce the risk of electrical shock and injury to persons, unplug the unit before cleaning.

## REGULAR CLEANING

1. Unplug unit before cleaning.
2. Use the brush attachment on your household vacuum cleaner to vacuum any accumulated dust off the unit.
3. Wipe down the entire unit with a soft cloth.

**Note:** Do not use gasoline, thinners, solvents or other chemicals for cleaning. The motor is permanently lubricated and requires no oiling.

# TROUBLESHOOTING

## PROBLEM

## POSSIBLE CAUSE AND SOLUTION

Unit fails to power on.

Unit is not plugged in. Plug Power Cord into electrical outlet.

Unit is damaged or in need of repair. Cease usage and unplug. Contact Consumer Service for assistance.

Fuse needs to be replaced. See IMPORTANT SAFETY INSTRUCTIONS for how to replace the fuse or contact Consumer Service.

Unit is not producing sufficient amount of air.

Ensure unit is set to highest setting for maximum air circulation.

Allow the unit to fully circulate the air throughout the room, this may take several minutes.

Ensure all air inlets and outlet grille are unobstructed.

Remote Control is not working.

The battery is dead. Replace with new 3 volt CR2032 battery. Refer to REMOTE CONTROL - Battery Replacement for instructions.

The remote requires a line-of-sight path to allow for the signal to be received by the unit. Position the unit so the receiver lens (located just above the product controls) is visible from the remote control.

Air is not moving in the desired direction.

Switch the direction of the airflow from DIRECT to EXHAUST (or EXHAUST to DIRECT). If problem persists, turn unit OFF and ON and adjust settings as needed.

Unit is on but there is no air moving.

Preset temperature in AUTO might be set too high. Lower the set temperature or turn AUTO off.



# WARRANTY

We expect this product to be perfect. If you're not satisfied with this product, let us know.

**We're Here To Help**  
**800.234.0604**  
**vornado.com**  
**help@vornado.com**

Vornado Air LLC ("Vornado") warrants to the original consumer or purchaser this Vornado® Whole Room Circulator ("Product") is free from defects in material or workmanship for a period of five (5) years from the date of purchase. If any such defect is discovered within the warranty period, Vornado, at its discretion, will repair or replace the Product at no cost.

For warranty service: Call 1-800-234-0604 or email [help@vornado.com](mailto:help@vornado.com) to obtain a Return Authorization ("RA"). Please have or include your Product's model number and serial number, as well as your name, address, city, state, zip code, e-mail, and phone number when contacting Vornado for warranty service. To file a contactless warranty claim, visit [vornado.com/contact-us](http://vornado.com/contact-us).

After receiving the RA form, ship your Product to: Vornado Air LLC Attn: Warranty & Repair 415 East 13th Street Andover, KS 67002. For your convenience, please have your model number and serial number when contacting Vornado with service inquiries. To assure proper handling, packages must be clearly marked with the RA number. Packages not clearly marked with the RA number may be refused at the receiving dock. Please allow 2-3 weeks for warranty service and return of your Product after the Product is received.

This warranty does not apply to defects resulting from abuse of the Product, modification, alteration, mishandling, improper maintenance, commercial use or repair or service of the Product by anyone other than Vornado; damages which occur in shipment or are attributed to acts of God. Improper product use, which includes using an external device that alters or converts the voltage or frequency of electricity, or shipping a Vornado product to a country not intended for use will void all warranties. Any unauthorized product modification, repair by unauthorized repair center, or use of non-approved replacement

parts is not recommended and any consequences will not be covered by support services or product warranties. The product warranty will be honored only on models that are being used in the country intended. REPAIR OR REPLACEMENT AS PROVIDED UNDER THIS WARRANTY IS THE EXCLUSIVE REMEDY OF THE CONSUMER. VORNADO SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR BREACH OF ANY EXPRESS OR IMPLIED WARRANTY ON THIS PRODUCT. EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ON THIS PRODUCT IS LIMITED IN DURATION TO THE DURATION OF THIS WARRANTY. Some states do not allow the exclusion or limitation of incidental or consequential damages, or allow limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may have other rights that vary from state to state. The manufacturer assumes no responsibility for damage caused by failure to follow these instructions or improper product use. Any such actions will invalidate the product warranty.

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Designed, engineered and supported in Andover, KS

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