



Wet/Dry Vacuums

Owner's Manual

This unit is intended for commercial use.



4 Gallon Industrial (Commercial) Wet/Dry Vacuum Model No. **VF408B**

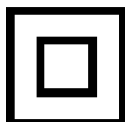
FOR YOUR SAFETY

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



Intertek

3084514
Conforms to UL
Standard UL1017
Certified to CSA STD
C22.2 No.243-10



www.cleva-na.com

Cleva North America, Inc.
Greenville, SC 29607
866-384-8432

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Thank you for purchasing this CLEVA wet/dry vacuum cleaner. Feel confident that with CLEVA 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

Your new Cleva vacuum is a high quality, precision-made product. All parts used in the manufacturing of this vacuum have passed rigid quality control standards prior to assembly. The vacuum motor is warranted for 1 year from the date of purchase as shown on your receipt / invoice. All other parts are warranted for 90 days from the date of purchase. Filters and accessories are excluded from this warranty. Failures due to misuse, neglect, abuse or normal wear and tear are not covered by this warranty. Cleva shall not be responsible for any incidental or consequential damages. Please safeguard the original receipt / invoice. If you experience any problems with your vacuum during the warranty period, the original receipt / invoice will act as proof of purchase. Contact Cleva at 866-384-8432 for any warranty inquiries. Do not return a failed unit to the place of purchase or service center. Any charges for the shipping of a Cleva unit under warranty are purchaser's responsibility unless Cleva requests such return in writing. This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state. There are no warranties, express or implied, written or verbal, which extend beyond the description found in this manual.

SAFETY INSTRUCTIONS & WARNINGS

IMPORTANT SAFETY INSTRUCTIONS

READ AND UNDERSTAND ALL INSTRUCTIONS BEFORE USING THIS VACUUM

Read and understand this owner'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 Vac only as described in this manual. To reduce the risk of personal injury or damage to your Wet/Dry Vac, use only Cleve Industrial recommended accessories.

For Commercial Use

SAVE THIS MANUAL FOR FUTURE REFERENCE.

When using an electrical appliance, basic precautions should always be followed including the following:

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

- Do not run vac unattended.
- Do not vacuum, or use this Wet/Dry Vac 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 power. Sparks inside the motor can ignite flammable vapors or dust.
- Do not vacuum anything that is burning or smoking, such as cigarettes, matches, or hot ashes.
- Keep cord away from heated surfaces.
- Do not expose to rain. Store indoors.
- Do not unplug by pulling on cord. To unplug, grasp the plug, not the cord.
- Do not use with damaged cord, plug or other parts.
- If the appliance is not working as it should, has missing parts, has been dropped, damaged, left outdoors, or dropped into water, return it to a service center.
- Do not pull or carry by cord, use cord as handle, close a door on cord, or pull cord around sharp edges or corners.
- Do not run Wet/Dry Vac over cord.
- Do not handle plug or the Wet/Dry Vac with wet hands.
- 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 use this Wet/Dry Vac with a torn filter or without the filter installed except when vacuuming liquids as described in the operation section of this manual.
- 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 Wet/Dry Vac unattended when plugged in. Unplug from outlet when not in use and before servicing.
- Turn off Wet/Dry Vac before unplugging.
- Do not put any object into ventilation openings. Do not vacuum with any ventilation openings blocked; keep free of dust, lint, hair or anything that may reduce air flow.
- Keep hair, loose clothing, fingers, and all parts of body away from openings and moving parts.
- To reduce the risk of falls, use extra care when cleaning on stairs.

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.
- Use safety goggles.

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 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 (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 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.

- 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.

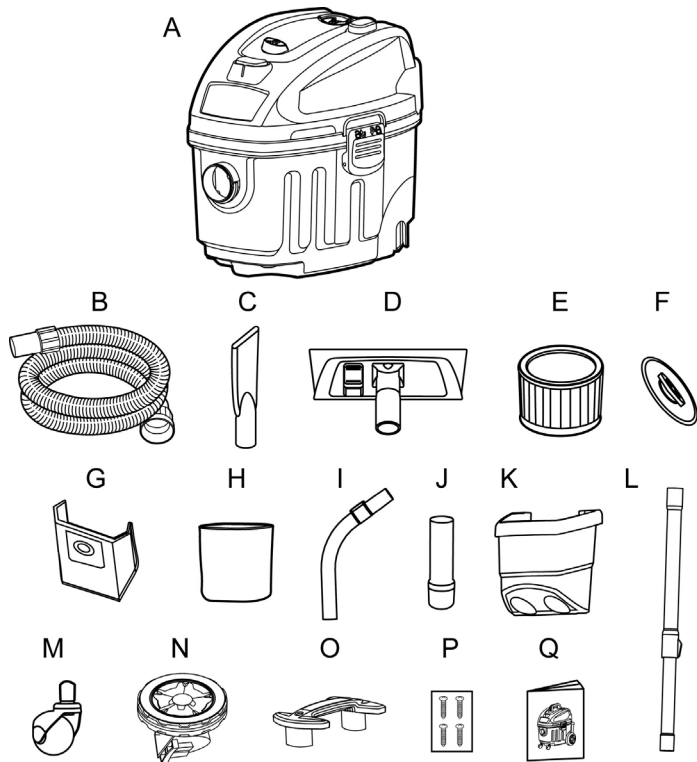
	Length of Extension Cord			
	25 Feet 7.5 Meter	50 Feet 15.25 Meters	100 Feet 30.5 Meters	150 Feet 45.7 Meters
Amps	A.W.G Wire Size			
0-6	18	16	16	14
7-10	18	16	14	12
11-12	16	16	14	12
13-16	14	12	Not recommended	

UNPACKING AND CHECKING CARTON CONTENTS

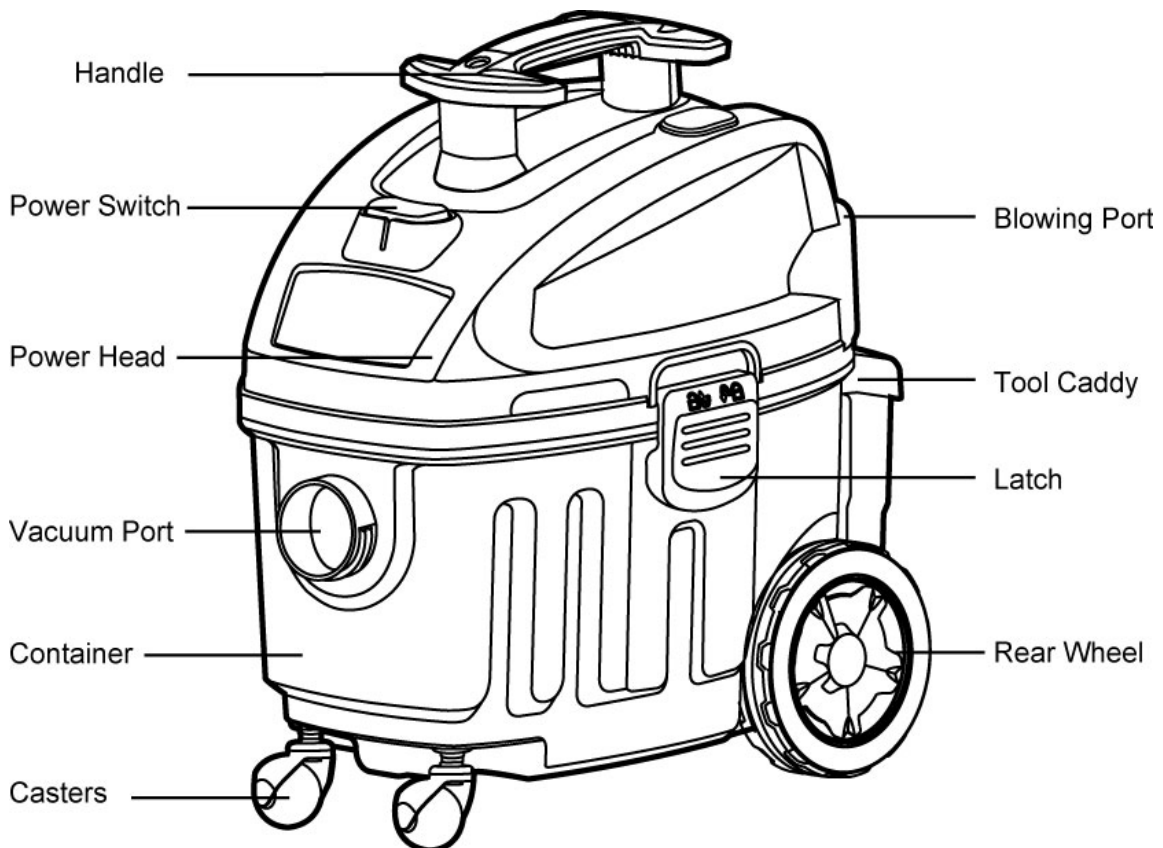
Remove entire contents of carton. Check each item against the carton contents list.

Carton contents lists

Key	Description.....	Qty
A	Vac Assembly.....	1
B	Hose.....	1
C	Crevice Tool.....	1
D	Floor Combo Nozzle.....	1
E	Washable Cartridge Filter.....	1
F	Filter Retainer.....	1
G	Collection Bag.....	1
H	Foam Sleeve Filter.....	1
I	Metal Elbow.....	1
J	Accessory adaptor.....	1
K	Rear Caddy.....	1
L	Telescopic Metal Wand.....	1
M	Casters.....	2
N	Rear Wheels.....	2
O	Handle.....	1
P	Bag with 4 Screws.....	1
Q	Operator's Manual.....	1

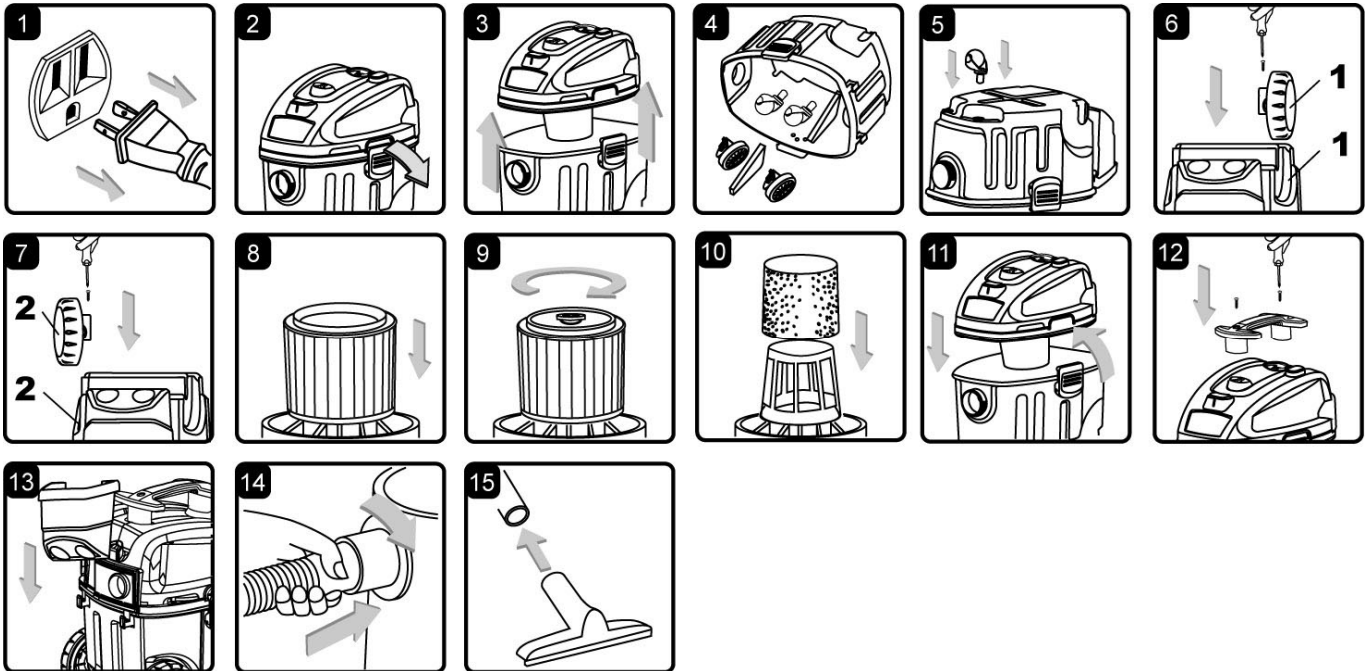


NOTE: The hose and accessories for these vacuums are 1.5 inch (38 mm) diameter.



GENERAL ASSEMBLY INSTRUCTIONS

A Philips head screw driver is required.



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

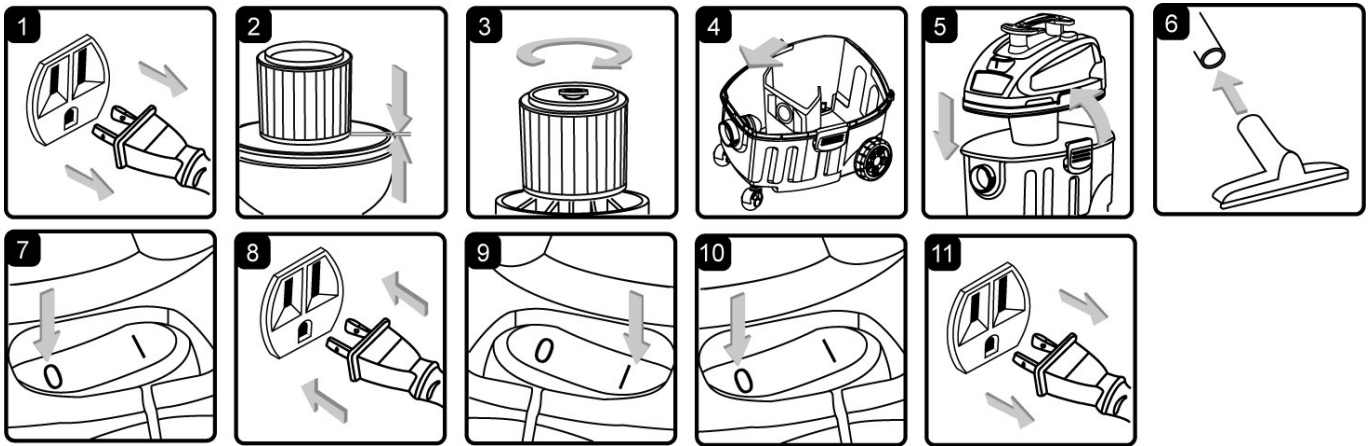
UNPACKING YOUR WET/DRY VACUUM & GENERAL ASSEMBLY

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 container. (fig. 3)
4. Remove the contents from inside the container, make sure you have all contents as listed on page 5. (fig. 4)
5. Turn the container upside down and insert the two (2) casters into the slots on the front side of the container. Apply downward pressure until the casters snap into place. (fig. 5)
6. Slide the rear wheels into the slots making sure to match the wheel number to the corresponding number on the wheel slot and use screws to secure them. Do not over tighten the screw. (fig. 6 & 7)
7. Your vacuum comes ready for dry vacuum cleaning. If cartridge filter is not installed refer to page 10 for filter installation. (fig. 8 & 9)
8. For wet vacuuming: the supplied washable cartridge filter can be used for wet pick-up OR if cartridge filter is dirty, remove it and place supplied foam sleeve over filter cage for wet pick-up. (Fig. 10) See page 10 for filter installation.
9. Place the power head back on the container, aligning the top section with the latches, and lock into place. (fig. 11)
10. Insert the handle into the slots located on the top of the power head and secure it with the screws provided. Do not over tighten the screw. (fig. 12)
11. Hang the tool caddy to the hooks on the rear of the vacuum. (fig. 13)
12. Secure the large end of the hose onto the vacuum port on the container and screw into place. (fig. 14)
13. Choose the desired accessories and extension wands and push onto the hose. (fig. 15)

LIGHTED PLUG

This vacuum comes standard with a lighted plug that when plugged in lights up showing user that wall receptacle is working and that vacuum has power.

DRY-VACUUM OPERATION



DRY VACUUMING

WARNING: BE SURE TO READ, UNDERSTAND, AND APPLY INFORMATION, ENTITLED 'SAFETY INSTRUCTIONS & WARNINGS'. 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, GRAIN OR GUN POWDER. TO REDUCE THE RISK OF HEALTH HAZARDS FROM VAPORS OR DUST, DO NOT VACUUM TOXIC MATERIALS.

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 is securely mounted. Make sure the filter is pushed in until it stops against the power head. (fig. 2) (Your Wet/Dry Vac comes with the cartridge filter pre-installed, if not see page 10 for installation instructions.)
3. Place filter retainer on top of cartridge filter and tighten by turning the retainer handle clockwise. (fig. 3)
4. Optional, for improved dust filtering, fit collection dust bag flange onto the inlet stub, taking care not to damage the bag. (fig. 4)
5. Place the power head back on the container, aligning the top section with the latches, and lock into place. (fig. 5)

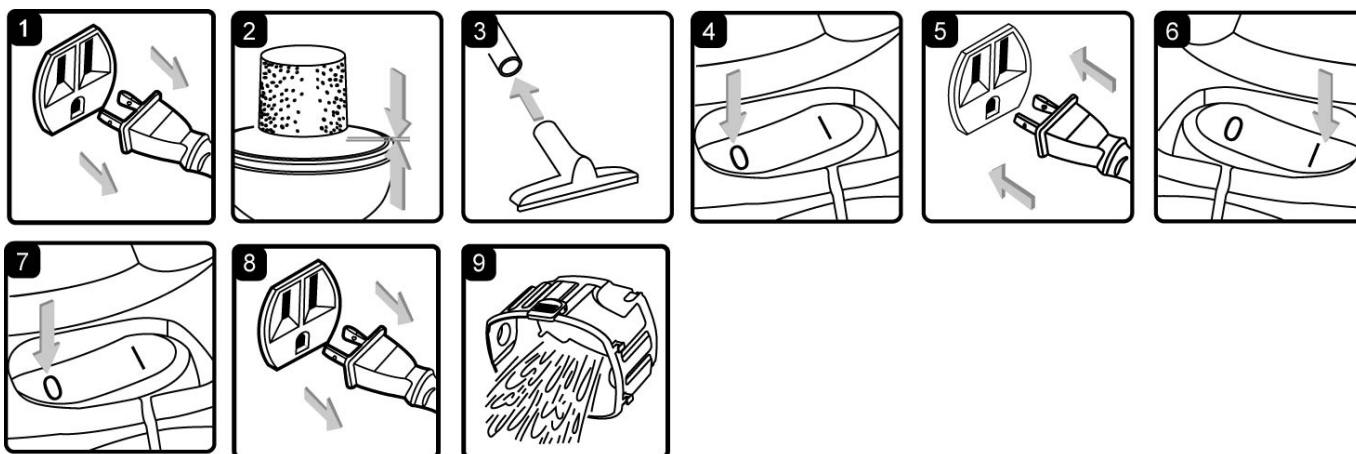
OPERATING INSTRUCTIONS: DRY VACUUMING

6. Insert the locking end of the hose into the vacuum port on the power head and screw in place. Push the desired extension wands or attachments onto the free end of the hose. (fig. 6)
7. Verify that the switch is in the 'O' OFF position before plugging the power cord into the outlet. (fig. 7 & 8)
8. Turn the motor on by flipping the switch to the 'I' ON position. (fig. 9)
9. Once you have completed vacuuming, flip the switch to the 'O' OFF position and unplug the power cord from the outlet. (fig. 10 & 11)

O = OFF I = ON

DO NOT USE THE CARTRIDGE FILTER FOR LIQUID VACUUMING.

LIQUID VACUUM OPERATION



LIQUID VACUUMING

WARNING: BE SURE TO READ, UNDERSTAND, AND APPLY INFORMATION, ENTITLED 'SAFETY INSTRUCTIONS & WARNINGS'. 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, GRAIN OR GUN POWDER. TO REDUCE THE RISK OF HEALTH HAZARDS FROM VAPORS OR DUST, DO NOT VACUUM TOXIC MATERIALS.

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

NOTE: This vacuum comes equipped with a washable cartridge filter capable of being used for wet pick-up. However, if the washable cartridge is full of dirt, it is better to remove it and use the supplied foam filter. ALWAYS remove the collection bag prior to ANY wet pick-up. To clean the cartridge filter see page 10 for cleaning filters.

1. Verify that the power cord is disconnected from the outlet. Verify that the container is clean and free of dust and dirt. (fig. 1)
2. Remove cartridge filter and the dust collection bag, then carefully install the foam sleeve filter over the filter cage and place the power head back on the container. (fig. 2) See filter installing instructions on page 10.

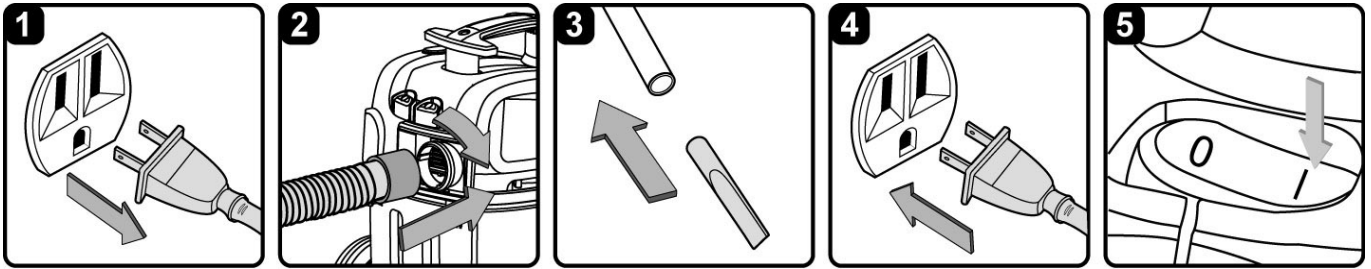
OPERATING INSTRUCTIONS – WET VACUUMING

3. Fit the desired extension wands or nozzle to the vacuum hose. (fig. 3)
4. Verify that the switch is in the 'O' OFF position before plugging the power cord into the outlet. (fig. 4 & 5)
5. Turn the motor on by flipping the switch to the 'I' ON position. (fig. 6)
6. After use, flip the switch to the 'O' OFF position and unplug the power cord from the outlet. (fig. 7 & 8)
7. Empty the container into a suitable receptacle or drain. (fig. 9)

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 container 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 container with power head. After wet vacuuming, turn the machine off and remove plug from power supply. Empty the container, clean and dry the inside and outside before storage.

REMEMBER! The foam filter must be removed after wet vacuuming, and a cartridge 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.

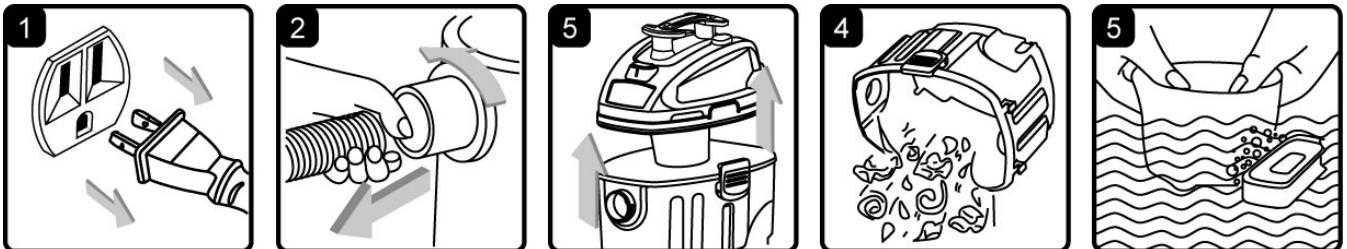
WARNING: ALWAYS WEAR SAFETY GOGGLES COMPLYING WITH ANSI Z87.1 (OR IN CANADA, CSAZ94.3) BEFORE USING BLOWER.

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 container is empty and the dust collection bag is removed 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 back side of the power head. (fig. 2)
5. Fit the desired attachment to the hose. (fig. 3)
6. Ensure the power switch is turned off 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



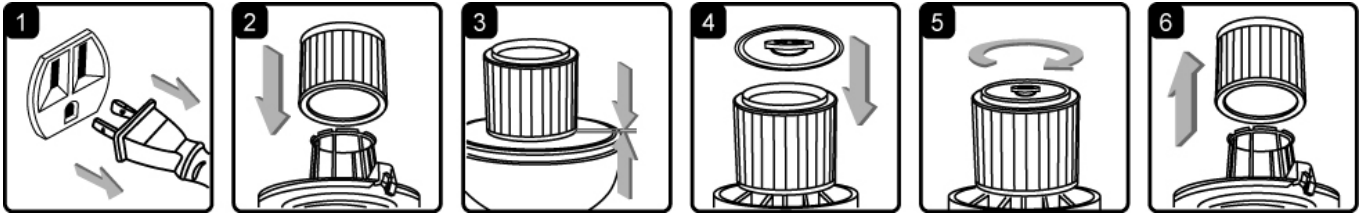
1. Verify that the power cord is disconnected from the outlet. (fig.1)
2. Disconnect the hose from the vacuum. (fig. 2)
3. Undo the latches and remove the power head from the container. (fig. 3)
4. Clear all dirt or debris from the container and hose. (fig. 4)
5. Clean the foam filter by washing it with water and mild soap. (fig. 5)
6. Check the hose, attachments, and power cord to verify that they have not been damaged.

IMPORTANT! Clean or change the cartridge filter regularly for best performance. **ALWAYS USE 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 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 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 in it; replace it immediately.

WARNING! ALWAYS DISCONNECT THE PLUG FROM THE POWER OUTLET BEFORE REMOVING THE POWER HEAD FROM THE CONTAINER.

INSTALLING & CLEANING FILTERS



Installing Cartridge 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. Install the cartridge filter over the filter cage and carefully push filter in until it stops against the power head. (fig.2 & 3)
4. Place filter retainer on top of cartridge filter and tighten down by turning retainer clockwise. (fig. 4 & 5)

Removing and Cleaning Cartridge Filter

1. Unlock and remove the filter retainer by tuning retainer handle counter clockwise.
2. Carefully hold and pull the cartridge filter up for removal. (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 into place as instructed above in steps 1 - 4 of Installing Cartridge Filter.
5. Wet filters should be removed and allowed to air dry for 24 hours before installing onto the filter cage.

INSTALLING & CLEANING FOAM SLEEVE 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 cartridge 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 on to the container.

Cleaning Foam Sleeve Filter

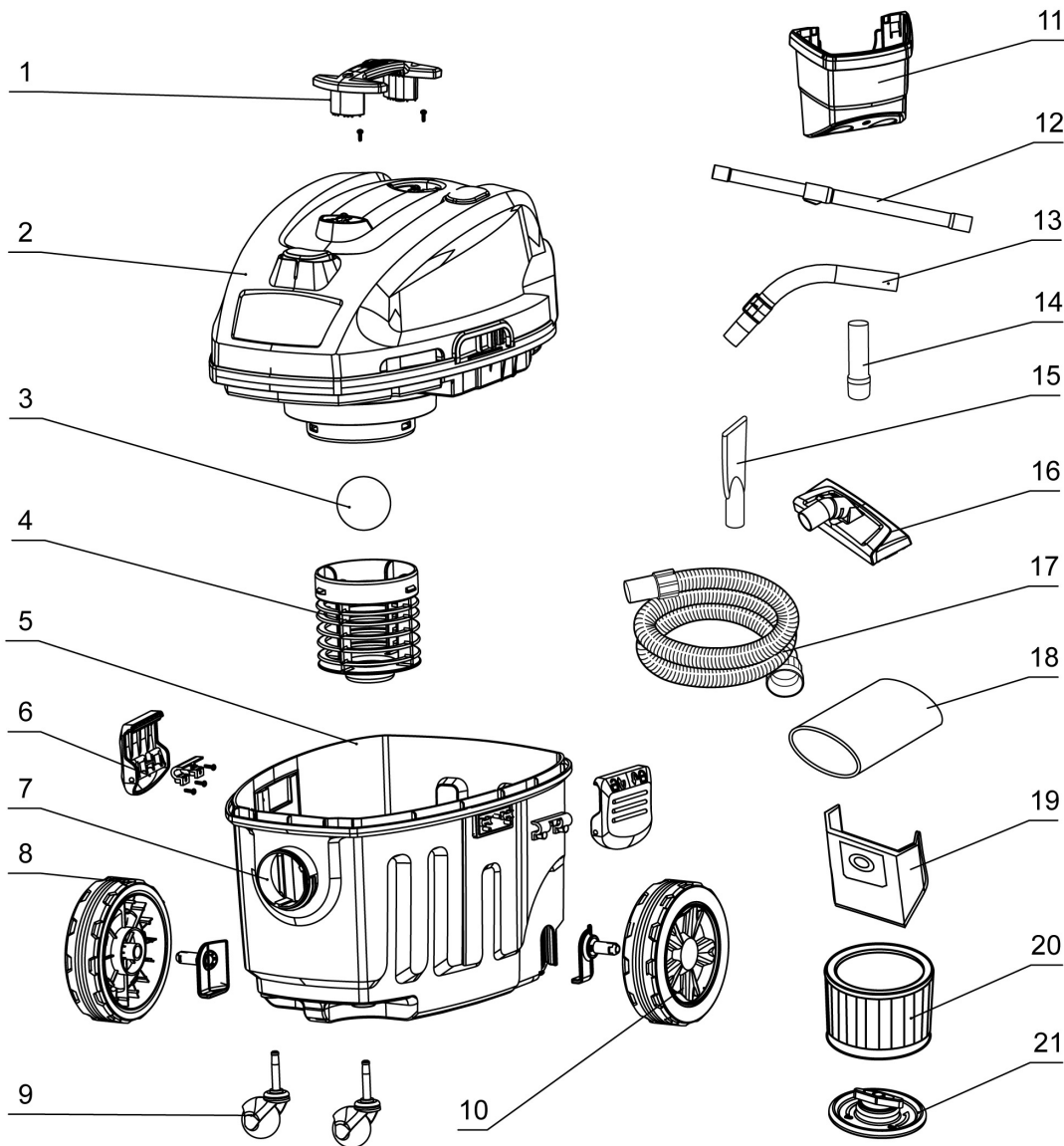
1. With the removed power head in the upside down position, carefully remove foam sleeve filter. (fig. 4)
2. Use a mild soap and water solution to wash foam sleeve filter and rinse with clean water. (fig. 5)
3. Allow filter to air dry before installing and using again.

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) Container full.	3) Empty container.
Dust comes out from motor cover.	1) The cartridge filter is missing or damaged.	1) Attach or replace cartridge filter.
Reduced efficiency and motor/speed vibration.	1) There is a blockage in the nozzle, hose, or the container inlet. The cartridge filter is clogged by fine dust.	1) Check nozzle, hose and container inlets for blockage. Take off the filter and clean it. Or install a new cartridge filter.

EXPLODED VIEW AND PARTS



VF408B Manual Parts List

Key Number	Drawing Number	Description	Quantity	Key Number	Drawing Number	Description	Quantity
1	VH70P1.10.01	Handle	1	12	FV5961.01.00	Metal Telescopic Wand	1
2	VH74PO.10.00	Power Head	1	13	FV5321.02.00	Air Regulator Handle	1
3	TVQTZS.04.YZ	Float	1	14	FV5944.01.00	Accessory Adaptor	1
4	VI02SR.10.06	Filter Cage	1	15	FV5771.01.01	Crevice Nozzle	1
5	VH60P1.20.00	Container	1	16	FV5722.00.00	Squeegee Nozzle	1
6	TVQTDK.11.00	Latch Assembly	2	17	FV5804.01.00	Hose	1
7	TVQTXK.08.01	Suction Assembly	1	18	FV9502.07.00	Foam Sleeve	1
8	TVQTGL.23.00	Left Rear Wheel	1	19	FV9641.05.00	Dust Bag	1
9	TVQTJL.08.00	Caster	2	20	FV9543.03.03	Cartridge Filter	1
10	TVQTGL.23.00	Right Rear Wheel	1	21	FV9543.03.20	Filter Retainer	1
11	FV9241.04.01	Tool Caddy	1				