



**model VOTIV 4**

**ULTRASONIC WHOLE ROOM  
HUMIDIFIER OWNER'S GUIDE**

**READ AND SAVE  
THESE INSTRUCTIONS**

**[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 this owner's guide.

**INTENDED USE:** This product is intended to humidify and circulate the air in indoor living spaces only 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 age 12 years 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:**

- 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 in a window, 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 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.
- Do not modify the product with any aftermarket accessory.

### **WARNING—To avoid damage to the unit or power cord, and 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 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](mailto:consumerservice@vornado.com) (email) for further

instructions about replacement and repair.

- Risk of fire. Your appliance is equipped with a detachable power supply. Use only the power cord and plug provided. The detachable external power supply and cord have no user replaceable parts.
- 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.
- 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.
- Before filling with water, 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.
- Electric shock can occur when liquid comes in contact with electricity. Be careful when removing the water tank and refilling to avoid electric shock. Do not pour water through the top Outlet Air Grille on the power head.
- Turn the humidifier off if the relative humidity exceeds 60%. Humidity levels above 60% may allow moisture to build up indoors and condense on surfaces, where microorganisms can settle and grow. For accurate readings, use a hygrometer which is available at most hardware stores and home centers.

**⚠️ 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.
- Protect against the growth of mold, mildew and other microorganisms by emptying the water tank immediately after each use. If water is left in the tank for longer than 8 hours, thoroughly clean and disinfect the unit as described in the section of this Owner's Guide referenced as "CLEANING".

**FCC Compliance Statement**

This equipment has been tested and complies with the CFR 47 Part 18 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.

**NOTE:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 18 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 equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Contact Vornado Consumer Service or the dealer or an experienced radio/TV technician for help.

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

### **Supplier's FCC Declaration of Conformity**

Unique Identifier: Vornado Model VOTIV 4

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**

# GETTING STARTED

Before operating, ALWAYS lift from the bottom. Before use, check appliance for visible damage. DO NOT USE if there is evidence of damage. If any damage is found, contact Vornado Air, LLC at 1-800-234-0604.



## Check for Leaks

Damage due to shipping may cause leaks in Base or Water Tank. A visual inspection may not reveal hairline fractures.

1. Place humidifier on a water-resistant surface.
2. Fill Water Tank with water to inspect for leaks.
3. Pour several cups of water into Base to inspect for leaks.

## Not Leaking?

Empty water from Base and install full Water Tank.

## Leaking?

In the slight chance your humidifier has leaks, contact Consumer Service and we will immediately replace damaged parts.

A humidifier is quite useful in supplying necessary moisture to dry air. It should be used with proper care to prevent overhumidification.



Tip

A good rule of thumb would be to gauge the condensation or frost on windows. Adjust your humidifier to a point where this condition is at a minimum. These adjustments should be made when major changes in outdoor temperatures occur.

Humidifiers can be placed in any living area that has a convenient location and provides distribution of the moist air to the living area. The measured output of a humidifier is based upon continuous operation at standard rating conditions. With normal variations of indoor and outdoor conditions, the humidistat-controlled humidifier will not run continuously at maximum output unless the controls are set to do so.

## INITIAL HUMIDITY REQUIREMENTS:

When initially installed or when placed in operation at the beginning of each season, the humidifier equipped with a humidistat may run constantly for a day or so and, thus, evaporate large quantities of moisture. When the home and its furnishings have absorbed moisture and become stabilized at the desired humidity level, the amount of water used will diminish and the humidifier operation will maintain the desired humidity level.

# FEATURES

## WATER TANK

Easy to fill, install, clean and view water level. 0.31-gallon capacity.

## ULTRASONIC DISK (INTERNAL)

Shatters water into a fine visible mist.

## OPTIONAL ILLUMINATION

Candle-like glow dances in the moving mist.

## POWER CONTROL

Touch sensitive control to adjust settings to your preference.



## CARRY HANDLE

Integrated carry handle for lifting and carrying.

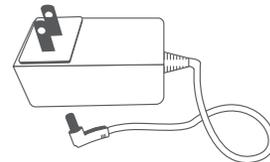
## BASE

Durable and easy to clean.

 **WARNING:** Choking Hazard. Keep small parts like knobs and silicone feet away from children and pets.

## ADAPTER

Powers humidifier; inserts into bottom of base.



# FILLING WATER TANK

 **WARNING** - Take care to not pinch your fingers or hand when replacing water tank into unit.

1. Unplug humidifier from electrical outlet.

**Note:** Spills can occur during cleaning, moving or refilling water tank, so be careful to avoid spills.

2. Remove water tank by grasping integrated carry handle and pulling up.

3. Unscrew cap from bottom of tank and fill with cool tap water where fill icon is indicated . Replace cap.

**Note:** Do not pour water through the top Air Outlet on the water tank .

**TIP:** If you have hard water or water with excessive minerals, we recommend using distilled water to help reduce white dust and mineral buildup.

4. Plug adapter into humidifier base, and return tank securely to base in nested position.

5. Plug in humidifier to approved power source.

**Note:** Any additives, such as aroma fragrances should not be used in the water tank or base. These additives can cause cracks in the plastic of the humidifier and may affect performance. Any use of such additives voids the manufacturer's warranty.

# HOW TO USE

Easily operate and control mist settings with the power control. Tap (⏻) to cycle through settings as follows:

**MODE 1** - High mist setting, base light on.

**MODE 2** - High mist setting, base light off.

**MODE 3** - Low mist setting, base light on.

**MODE 4** - Low mist setting, base light off.

**MODE 5** - Powers off unit, all lights off.

**Note:** User can also hold down power control for 3 seconds to power off unit when powered on in Modes 1 through 4.

## **HIGH MIST SETTING**

Operation for fast humidification of small to medium sized rooms.

## **LOW MIST SETTING**

Operation for quiet, nighttime use or smaller rooms.

**TIP:** Lower the mist setting or turn off humidifier if moisture forms on walls or windows.

## **LOW WATER INDICATOR & AUTO SHUTOFF**

When the humidifier detects a low water level, it will automatically power off. If the power control is pressed, then the light will pulsate 3 times to indicate that the water tank needs refilled. Refill the tank and power the humidifier back on to resume operation.

# CLEANING

Proper cleaning is essential to the air quality and performance of your humidifier. The frequency in which your humidifier will need to be cleaned will vary depending on use, water hardness and outside environmental factors. It is recommended, assuming average use, to thoroughly clean the unit several times throughout the season, or when algae, mineral deposits or other particles begin to form.

**Note:** If the humidifier is turned off with water in Base and not turned back on for 8 hours or longer, or if humidifier is not cleaned as recommended, you may experience some growth of algae or bacteria. These microorganisms may become airborne.

1. Turn humidifier off, unplug from wall and disconnect the adapter from the base.

**Warning: Do not submerge humidifier in water. No part of the unit is dishwasher safe.**

2. Remove the water tank and empty any remaining water in the base.

3. Gently wipe down and clean the water tank with a mild detergent. Rinse with clean tap water.

4. Locate the ultrasonic disk on the inside center of the base. Put 5-10 drops of vinegar on the surface of the ultrasonic disk. Wait for 2-5 minutes. Use soft-tipped cotton swab to gently clean the disk. Do not scrub or scrape the ultrasonic disk.

**Note: Do not use gasoline, thinners, solvents or other chemicals for cleaning.**

5. Clean water basin using a soft damp cloth or soft-tipped cotton swab. Do NOT rinse or submerge the base into water.

6. Wipe the outer surface of the unit with a soft, damp cloth if needed.

# STORAGE

During the off-season or after extended periods of non-use, you may choose to store your humidifier. To ensure long life of the product, it is recommended to store your humidifier by following these instructions:



Cleaning is recommended before storage.

1. Unplug power cord and bundle loosely.
2. Let humidifier dry completely before storing. Do not store with water inside Water Tank or Base.
3. Cover, or place back in retail carton if available. This will prevent humidifier from accumulating dust over time.
4. Store humidifier in cool and dry location.

## **DISPOSAL**

Dispose of all packaging materials in an environmentally responsible manner.

# TROUBLESHOOTING

## PROBLEM

## POSSIBLE CAUSE AND SOLUTION

Unit fails to power on.

Unit is not plugged in. Plug power cord into electrical outlet.

Household circuit breaker/ground fault circuit interrupter has tripped or blown fuse. Reset circuit breaker/ground fault circuit interrupter, or replace fuse. For assistance, see IMPORTANT INSTRUCTIONS.

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

Unit makes bubbling or gurgling sound.

This is normal. Water is being dispensed into Base.

Unit is not producing desired amount of humidity or mist output has ceased.

Water level in Tank is empty or too low. Refill with clean, cool tap water. See HOW TO USE.

Unit has reached its set point. When set humidity level is reached, the unit will not produce mist until humidity level in the room drops below humidity set point.

Airflow is blocked. Remove obstruction.

Unit settings are too low. Set to High Output and Continuous Humidity for maximum humidity output.

White dust has accumulated on Mist Outlet or on flooring below.

Unit and Transducer is in need of cleaning. See CLEANING.

Water is too hard. Use distilled water.



# 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® Evaporative Whole Room Humidifier ("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 or repair service: Call 1-800-234-0604 or email [help@vornado.com](mailto:help@vornado.com) to obtain a Return Authorization ("RA") form. Please have or include your Product's model number and serial number, as well as your name, address, city, state, zip code 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 1-2 weeks for repair and return of your Product after the Product is received.

Repairs not covered by the warranty or outside the warranty period will require a fee to cover the cost of materials, labor, handling and shipping.

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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