

**ORIGINAL INSTRUCTIONS**

**CAUTION – READ THESE INSTRUCTIONS BEFORE USING THE MACHINE**

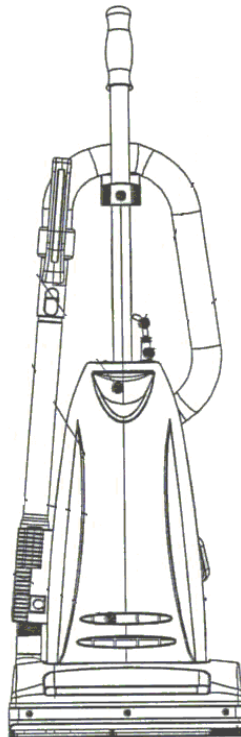
## **User instructions**

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### **Valet Upright Vac – VUV-QD**

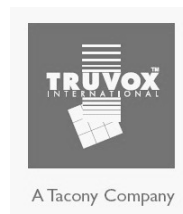
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#### **Commercial single motor upright vacuum cleaner**



03-8218-0000 Issue 3

03/10



## Parts Identification

Packing list			
Item	Quantity	Item	Quantity
Valet Upright Vac	1	Dusting brush	1
Dust bag (in machine)	1	Crevice tool	1
Handle	1	User instructions	1
Vacuum hose	1		
Telescopic wand	1		

If any of the above items are missing please contact your supplier immediately

## Contents

1.	Product information .....	4
1.1	Important Safety Advice .....	4
1.2	Guidelines for the operator .....	5
1.3	Transporting the machine .....	5
2.	Preparing for use.....	5
2.1	Symbols & Markings.....	5
2.2	Electrical connection.....	5
2.3	How to assemble the vacuum.....	5
2.3.2	Attaching the telescopic wand.....	6
3.	Controls .....	6
4.	Operation.....	6
4.1	How to change the dust bag .....	6
4.2	Handle adjustment .....	6
4.3	Using the hose and tools .....	6
4.4	Edge cleaning feature.....	6
5.	Storage .....	6
6.	Maintenance .....	6
6.1	Secondary Filter .....	7
6.2	Replacing drive belt.....	7
6.3	Replacing the agitator assembly.....	7
6.4	Cleaning the nozzle hose .....	8
6.5	Clearing the hose .....	8
7.	After sales service.....	8
8.	Guarantee.....	9
9.	Waste Electrical & Electronic Equipment (WEEE).....	9
10.	Technical Specification.....	10
11.	Fault diagnosis.....	10
13.	Declaration of Conformity .....	15

**IMPORTANT**  
**READ THESE INSTRUCTIONS CAREFULLY AND RETAIN FOR FUTURE REFERENCE**

### 1. Product information

These commercial upright vacuum cleaners are designed for the collection of dust in indoor areas. They should not be used in outdoor areas.

We recommend that any user not familiar with carpet cleaning should read these user instructions fully before using the machine. If you have any queries please contact the supplier who you purchased the machine from or Truvox International on the contact details provided at the back.

This machine must only be used for the manufacturer's approved application. **Do not use** the machine where it is suspected that the carpet, floor or upholstery contains health endangering dust or debris such as asbestos or chemical waste. If this is suspected **do not proceed**, contact your supervisor, supplier or Truvox International for advice.

The following instructions contain important information about the machine and safety advice for the operator.

Equipment must be operated, serviced and maintained in accordance with the manufacturer's instructions. **If in doubt contact the supplier of your machine.**

These instructions are valid for the following models:

Valet Upright Vac

#### 1.1 Important Safety Advice

When using electrical equipment basic safety precautions should be followed including the following.

- Read all instructions carefully before use.
- This appliance is suitable for commercial use, for example in hotels, schools, hospitals, factories, shops, offices, rental businesses and other than normal housekeeping purposes.
- This machine is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the machine by a person responsible for their safety.

- Keep children and unauthorised persons away from the machine when in use.
- Children should be supervised to ensure that they do not play with the appliance.
- Before using the appliance, check that the mains power voltage corresponds with the voltage shown on the rating plate.
- All parts are to be positioned as indicated in the instructions before using the machine.
- Do not operate the machine if it malfunctions or is damaged in any way. Contact an authorised service agent for repair or adjustment.
- Do not operate switches or touch the mains plug with wet hands as this may cause electric shock.
- When unplugging pull the plug, not the supply cord.
- Do not pull or carry by the supply cord. Do not use cord as a handle, close door on cord or pull cord around sharp edges or corners.
- Keep hair, loose clothing, fingers and all parts of body away from openings and moving parts.
- Keep cord away from heated surfaces.
- Do not use where hazardous dust is present.
- Do not use in an explosive atmosphere.
- Do not pick up oil or other flammable material.
- Do not use to pick up moisture or any liquids.
- Do not leave the machine connected to the electricity supply when not in use, always remove the plug from the socket-outlet.
- Switch off the machine before removing the plug.
- Keep the power supply cord clear of moving parts. During operation hazard may occur when running the machine over the power supply cord.
- The power supply cord must be regularly inspected for signs of damage. If the power supply cord is damaged, it shall only be replaced by the manufacturer, its service agent or a similar qualified person in order to avoid a hazard.
- Only replace the supply cord with the type specified in the instruction manual.
- Do not operate the machine with a damaged supply cord or plug, or after the machine malfunctions or is damaged in any way. Contact an authorised Service Agent for repair or adjustment.
- The plug of the power supply cord must be removed from the socket-outlet before commencing cleaning of the machine or undertaking maintenance operations.
- Do not kink or twist the power cord.

- Take care when using a machine near the top of stairs to avoid overbalancing.

## 1.2 Guidelines for the operator



### WARNING

Operators must be fully trained in the use of the machine in accordance with these instructions, able to perform user maintenance and select the correct accessories.

- Operators should be physically capable to manoeuvre, transport and operate the machines.
- Operators should be able to recognise unusual operation of the machine and report any problems.
- Only use the machine on firm level surfaces.
- Wear suitable footwear to avoid slipping.
- Wear suitable clothing to keep dry and warm.
- Where possible implement job rotation and adequate rest periods to avoid continuous use of the same muscles.
- Do not leave machine running unattended
- Do not smoke when using the machine.
- Do not put any objects into openings. Do not use with any opening blocked: keep free of dust, debris, hair, or anything that may reduce air flow.



**CAUTION** - This machine is for indoor dry use only and should not be used or stored outdoors or in wet conditions.



**CAUTION** - If it is suspected that there is hazardous dust or flammable materials stop cleaning the area immediately and consult your superior.



**WARNING** Only use accessories and spare parts provided with the machine or those approved by the manufacturer. The use of other accessories may impair the safety of the machine.

- Ensure the machine is switched off before adding or changing accessories.

## 1.3 Transporting the machine



**CAUTION** – Incorrect lifting techniques

may result in personal injury, where applicable do not lift large and heavy machines without assistance. We advise that the manual handling regulations are followed. Please refer to the technical table for details on weight of machine.

When transporting the machine ensure that all components, tanks and removable parts are securely fastened, and that the supply cord and plug are not trailing. Detach hose and wand from machine where applicable.

Take extreme care when moving the machine up or down steps or stairs.

## 2. Preparing for use

### 2.1 Symbols & Markings



### WARNING

#### 2.2 Electrical connection

Before connecting the machine to the power supply, check that your supply voltage corresponds with that marked on the rating label.

The power supply cord plus any extension leads should not exceed 30m in total. The cross-section of any extension cable wiring must be at least 2,5 mm<sup>2</sup>.

Should an extension cord be used, ensure cord rating is adequate for the equipment. Do not use extension cord in coiled condition as this could result in overheating of the cord.

#### UK only

The supply cord for 230v models is fitted with a plug containing a 13 amp fuse. Should the fuse require replacement it must only be replaced by a 13 amp fuse conforming to BS1362, and the fuse cover must be refitted. If the fuse cover is lost the plug must not be used until the correct replacement cover is fitted.

**IMPORTANT** - If the supply cord is damaged, it must only be replaced by a suitable cord available from the manufacturer or an authorised service agent.

### WARNING – THIS APPLIANCE MUST BE EARTHED

#### 2.3 How to assemble the vacuum

**WARNING** - Before undertaking assembly or changing of accessories/tools switch off machine and unplug from the electricity supply.

##### 2.3.1 Attaching the handle

- After first removing the handle screw, insert handle into the hole on top of the vacuum cleaner. Ensuring the hose hanger is positioned at the rear of the machine (Fig 1).
- Line up the small hole on the handle with the small hole on the vacuum cleaner and insert the screw. Make sure the screw is tightened securely.



Fig 1.

### 2.3.2 Attaching the telescopic wand

- Push the wand onto the hose attachment.
- Insert the wand into the quick draw attachment holder positioned on the side of the machine.

### 3. Controls

- To turn the vacuum on, push the switch located on the dust compartment to the (I) position.
- To turn the vacuum off, push the switch located on the dust compartment on the (0) position.

### 4. Operation

#### 4.1 How to change the dust bag

**Always operate the vacuum cleaner with a dust bag installed.**

- Unplug the vacuum cleaner. Remove the used bag from the bag holder (Fig.2).
- Attach the new dust bag onto the bag holder (Fig. 3).
- Spread out the end of the new dust bag (Fig. 4).
- Reinsert the tab on the end of the dust cover into the groove on the dust compartment housing. Press it into place and fasten the dust cover tightly (Fig. 5).



Fig 2



Fig 3



Fig 4



Fig 5

#### 4.2 Handle adjustment

The handle on this vacuum cleaner can be set to one of three positions – upright, middle, or low.

To release the handle, step on the pedal at the left rear corner of the vacuum cleaner

1. Middle position – for normal cleaning
2. Upright position – for when cleaning tools are used or for storage. Handle locks in this position.
3. Low position – for cleaning under furniture.

\* Once in the middle position, step on the pedal at the left rear corner of the vacuum and pull back the handle again to place the vacuum to the low position.

#### 4.3 Using the hose and tools

When using the hose and tools please ensure the handle is locked into the upright position and that the brush head is tilted upwards to prevent the brush running in place on the carpet.

The Valet Upright Vac is equipped with on-board cleaning tools including telescopic wand, stretch hose, dusting brush and a crevice tool.

1. Remove the extension wand from the body of the vacuum cleaner and attach any tools onto the end of the wand.

#### 4.4 Edge cleaning feature

The edge cleaning feature provides improved cleaning of carpets near walls and stationary furniture. For maximum edge cleaning, use the left side of the vacuum near walls or stationary furniture.

### 5. Storage

- After use check the bag. If full, replace the bag.
- Wind the supply cord ensuring that the plug is not trailing on the floor (Fig 6).
- Store the machine in a dry indoor area only.



Fig 6

### 6. Maintenance

**WARNING - Before undertaking maintenance operations or adjustments switch off machine and unplug from the electricity supply.**

The machine requires minimum maintenance apart from the following checks by the operator.

- Supply cord – Regularly inspect sheath, plug and cord anchorage for damage or loose connection.
- Body of the machine – Clean with a damp cloth.

## 6.1 Secondary Filter

Your Truvox vacuum cleaner is equipped with a secondary filter and a HEPA filter. These filters capture fine dust particles and protect the motor from dirt. Accumulated dirt in the dust compartment will be collected on this filter and may restrict motor performance. It is important to inspect and change these filters regularly.

### To Change Secondary Filter:

1. Unplug the vacuum cleaner. Remove the bag compartment cover and the bag.
2. Remove the secondary filter and replace with a new filter (Fig. 7).
3. Replace the bag and bag compartment cover.

NOTE: Secondary filters cannot be washed and used again.



Fig 7



Fig 8

### To change the HEPA filter

1. Unplug the vacuum cleaner. Remove the bag compartment cover and the bag.
2. Remove the HEPA filter and replace with a new filter (Fig. 8).
3. Replace the bag and bag compartment cover.

## 6.2 Replacing drive belt

**CAUTION:** Unplug the vacuum cleaner before performing any of these steps.

### Remove the Bottom Plate.

1. Place vacuum cleaner in the low position by using the handle release pedal. Then, turn the vacuum cleaner over, exposing the underside.
2. Remove the screws holding the lower plate in place.
3. Remove the bottom plate.

### Replacing the belt.

1. Turn the unit over and remove the lower plate as described in the preceding section.
2. Remove the agitator holder (Fig. 9). Take out the agitator assembly and remove belt from the agitator pulley and the motor drive shaft (Fig. 10 & 11).
3. Loop the new belt around the agitator pulley and the motor drive shaft.
4. Reinsert the agitator assembly back into housing (Fig 12). Turn the agitator assembly by hand, making sure the belt is not twisted and all rotating parts move smoothly (Fig. 13).

5. Reinsert the agitator holder. Be sure that the agitator holder is in place before fastening the lower plate.
6. Hook the front end of lower plate to the two ribs at the front end of the housing. Press the lower plate into place and replace screws to hold it.



Fig 9



Fig 10



Fig 11



Fig 12



Fig 13

NOTE: To ensure maximum cleaning efficiency, the belt should be checked regularly to be sure it is in good condition. Check to see if the belt is stretched, cracked, or if excessive slipping is occurring. Replace it if needed.

## 6.3 Replacing the agitator assembly

Brushes should be replaced when they are worn or when the bristle does not touch a card that is held across the nozzle. You should replace all four brushes at the same time in order to maintain good cleaning efficiency.

Remove E-clip first from agitator shaft by using screw driver. Then remove the end cap at right end by holding the agitator assembly. Pull out the agitator shaft from the left end.

NOTE: Take care not to deform the agitator shaft.

Now the brushes can be removed easily. After inserting the new brushes, re-install the agitator pulley and agitator holder, making sure they are completely and firmly inserted. Reinstall other parts following the steps in reverse.

Be sure the end caps and filters are in place before fitting the E-clip back into place. Reinstall the agitator assembly as described in preceding section.

#### 6.4 Cleaning the nozzle hose

**CAUTION:** Unplug the vacuum cleaner before performing any of these steps.

The nozzle hose, located on the back of the vacuum cleaner, carries the dirt from the nozzle to the filter bag. The hose also functions as the attachment cleaning hose.

If the hose should become clogged:

1. Pull out and turn the lid of the hose attachment opening. Remove the clog or blockage (Fig. 14).
2. If the above step is not enough, remove hose cuff from the nozzle inlet (Fig. 15). Turn the unit over and unscrew and remove the bottom plate (see "How To Remove Bottom Plate."). Check nozzle inlet tube for obstructions. Clear tube and reinstall the bottom plate.



Fig 14



Fig 15

**IMPORTANT** - Should the machine fail to operate contact Truvox Customer Service Department for rapid attention.

#### 6.5 Clearing the hose

- Remove the quick draw wand from the side of the machine.
- Disconnect the quick draw clean out by pressing the two latches on either side (Fig 16).
- Straighten the lower part of the hose and clear any blockages (Fig 17).



Fig 16



Fig 17

#### 7. After sales service

Truvox machines are high quality machines that have been tested for safety by authorised technicians. It is always apparent that after longer working periods, electrical and mechanical components will show signs of wear and tear or ageing.

Under extreme or specialised conditions and/or insufficient maintenance, shorter maintenance intervals are necessary. Use only original Truvox spare parts. **Use of other spare parts will invalidate all warranty and liability claims.**

Should you require after sales service please contact the supplier from whom you purchased the machine, who will arrange service. Repairs and servicing of Truvox products should only be performed by trained staff. Improper repairs can cause considerable dangers to the user.



## 8. Guarantee

Your product is guaranteed for one year from the date of original purchase, or hire purchase, against defects in materials or workmanship during manufacture. Within the guarantee period we undertake at our discretion, to repair or replace free of charge to the purchaser, any part found to be defective, subject to the following conditions.

### CONDITIONS

1. Claims made under the terms of the guarantee must be supported by the original invoice/bill of sale issued at the time of sale, or the machine Serial No.
2. For claims under this guarantee contact the supplier from whom you purchased the product who will arrange the appropriate action. Do not initially return the product as this could result in transit damage.
3. Neither Truvox nor its distributor shall be liable for any incidental or consequential loss.
4. This guarantee is governed by the laws of England.
5. This guarantee does not cover any of the following:
  - Periodic maintenance, and repair or replacement of parts due to normal wear and tear.

- Damage caused by accident, misuse or neglect, or the fitting of other than genuine Truvox parts.
- Defects in other than genuine Truvox parts, or repairs, modifications or adjustments performed by other than a Truvox service engineer or authorised service agent.
- Costs and risks of transport relating directly or indirectly to the guarantee of this product.
- Consumable items such as, brushes, drive discs, filters and vacuum skirts.

This guarantee does not affect your statutory rights, or your rights against the supplier arising from their sales or purchase contract.

Truvox International Limited policy is one of continual product development and we reserve the right to alter specifications without prior notice

## 9. Waste Electrical & Electronic Equipment (WEEE)

Do not dispose of this device with unsorted waste. Improper disposal may be harmful to the environment and human health.



Please refer to your local waste authority for information on return and collection systems in your area.

## 10. Technical Specification

230 V ~ 50 Hz, Class I construction. Enclosure to IP20. With 15m supply cord and 13A fused plug.

Model		Valet Upright Vac	Valet Upright Vac
Ref No		VUV-QD	VUV-QD/EURO
Tank material		ABS	ABS
Voltage a.c.	V	230	230
Frequency	Hz	50	50
No. of motors		1	1
Motor rating	W	1200	1200
Capacity – dry	L	3.6	3.6
Construction class		I	I
Protection	IP	IP20	IP20
Airflow	l/sec	52.5	52.5
Vacuum	kPa	16.2	16.2
	mm/wg	1651	1651
Cable length	m	12	12
Size (l x w x h)	cm	35 x 37 x 114	35 x 37 x 114
Weight	kg	6.6	6.6
Noise Level (see note 1)	dB(A)	79	79

1 – Sound pressure level under normal operating conditions is 79dB(A) when measured at a distance of 1 metre from machine and 1.6 metres above the floor. Measurements recorded using hand held meter.

## 11. Fault diagnosis



**WARNING - Before undertaking maintenance operations or adjustments switch off machine and unplug from the electricity supply.**

The following simple checks may be performed by the operator.

Trouble	Reason	Remedy
Machine not working.	Lack of voltage/electrical supply.	Check fuse *, supply cord, plug and socket outlet.
Loss of suction	Bag full. Blocked hose or wand. Motor not working	Replace bag Remove obstruction Contact supplier
Motor is not running	Broken switch Defective power cord Defective motor	Contact supplier Contact supplier Contact supplier

\* If the fuse blows several times, the machine should be checked by an authorised Service Agent.

# Spare Parts List

Model Ref.:- VUV-QD

SERIES A

Spare Parts List Issue 3 Dated 21 October 2011

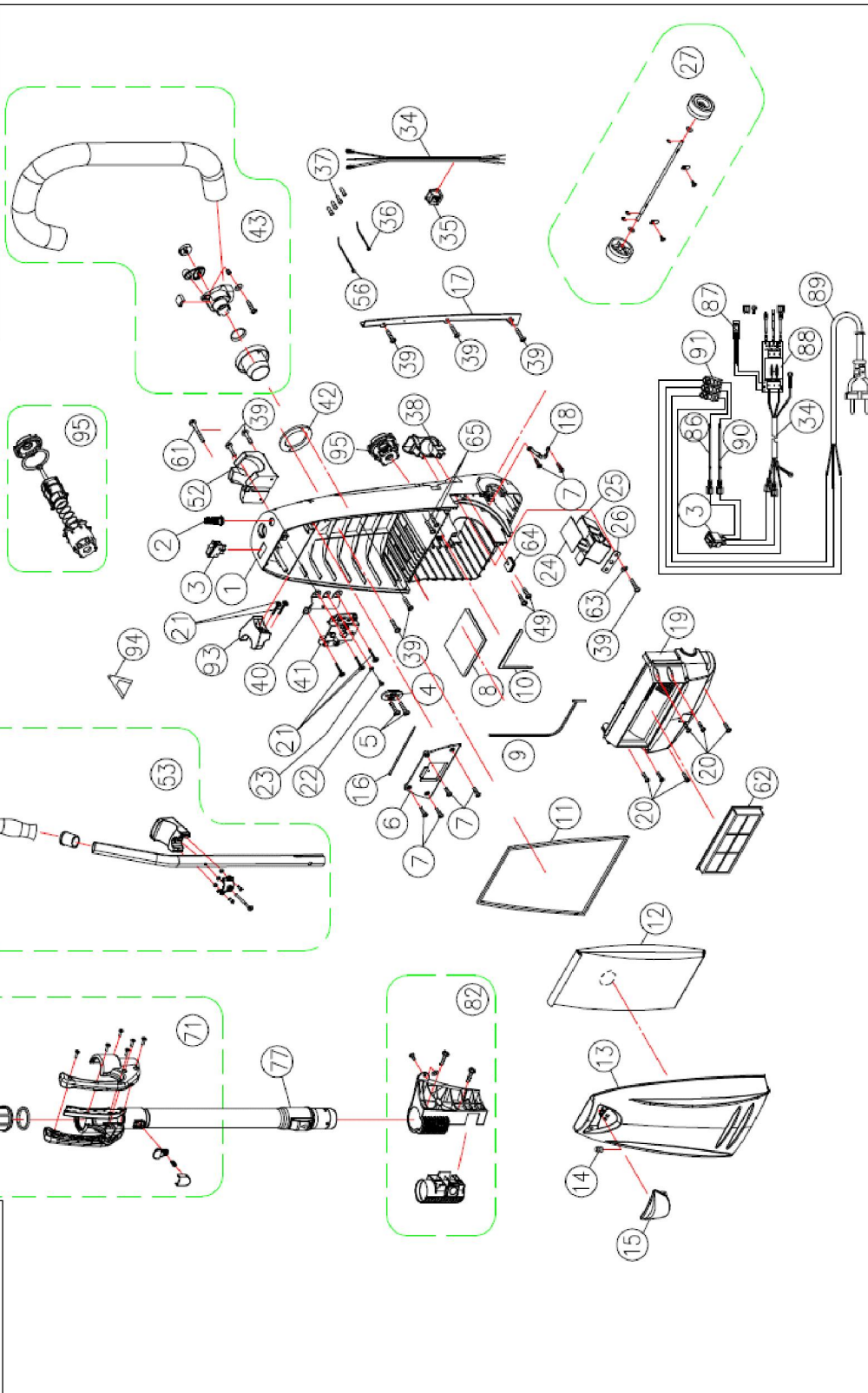
Ref. Drawing 09-1120-0000 Dated 09th February 2010

Drawing Ref.	Part Number	DESCRIPTION	Qty Per
<b>Refer to Drawing 09-1120-0000 Sheet 1</b>			
1	AEA0283582	Dust Compartment	1
2	AEA1403582	Boot Strain Relief	1
3	AE2363000	On/Off Switch	1
4	AK0073582	Cord Holder	1
5		Set Screw M4*15	2
6	AEA0053582	Inner Switch Cover	1
7		Set Screw M4*15	6
8	U2-U11-088	Secondary Filter (Pack Of 5)	1
9	AEA0123582	Motor Cover Seal 1	1
10	AEA0133582	Motor Cover Seal 2	1
11	AEA0113582	Dust Compartment Seal	1
12	U2-U11-077	Paper Bag Set (Pack of 10)	1
13	AEA0023688	Dust Cover	1
14	AEA0333006	Latch Spring	1
15	AEA0043582	Dust Cover Release Handle	1
16	AEA0533582	Seal For Inner Switch Cover	1
17	AEA0233582	Motor Cover Holder Plate	1
18	AEA0223006	Support Strap	1
19	AEA0033582	Motor Cover	1
20		Set Screw (M4*18.5)	6
21		Set Screw (M4*16)	7
22		Set Screw (M4*6)	1
23		Washer	1
24	AE1903000	Board Cover	1
25	AE1893582	Board	1
26	E1A2623003	Arm Shaft Bushing Holder Plate	1
27	AEA0644000	Rear Wheel Assembly	1
34	AE2224000	Motor Cord	1
35	AE1783582	Wire Bushing	1
36	002027129	Zip Tie	1
37	AA0453000	Wire Connector (HW-C5)	1
38	AEA0953000	On-Board Tool Holder	1
39		Screw M4*12	8
40	AE0163008	Handle Fitting	1
41	AG0853000	Wiring Hammer	1
42	AC1383582	Swivel Inlet Gasket	1
43 & 71	U2-U11-090	Nozzle Hose and Handle Grip Assembly	1
U2-U11-090 Also includes assembly 71			
49		Set Screw M5*12	2
52	AEA0103582	Hose Hanger	1
53	AEA0414582	Handle Assembly Complete	1

Drawing Ref.	Part Number	DESCRIPTION	Qty Per
56	002AE00001	Zip Tie	1
61		Handle Screw M5*45	1
62	AEA1374582	Plastic Frame	1
63		Washer 4.2*14*1	1
64	AEA1563582	Cord Holder	1
65		Set Screw M4*21	2
77	AEAA034858	Quick Draw Wand Assembly	1
82	U2-U11-091	Quick Draw Attachment Holder	1
86	AE2403000	Wire Harness	1
87	AE2133000	Thermal Switch	1
88	AE2163000	EMI PC Board	1
89	AE2213582	Power Cord	1
90	AG1875000	Thermal Fuse	1
91	AE2373000	Terminal Block	1
93	AEA1363000	Quick Draw Wand Holder	1
94	BA00163582	Cord Retainer Hook Black	1
95	AEA1435000	Relief Valve Base Assembly	1
<b>Refer to Drawing 09-1120-0000 Sheet 2</b>			
1	AEA0873000	Nozzle Hose	1
2	AEA1353006	Suction Fitting Collar	1
3	U2-U11-092	Nozzle Housing	1
4	U2-U11-093	Vac Motor Assembly	1
14	AEA1013582	Crevice Tool	1
15	AEA01933582	Round Brush	1
16	AEA0724000	Bottom Plate Assembly	1
23	AA0113000	Felt Packing	1
24	AK0883006	Vented Support Fitting	1
25	AE1593582	Belt (Single)	1
	U2-U11-089	Belt (Pack of 10)	1
28	AA0514714	Pinned Brush Roll Assembly	1
46	U2-U11-094	Foot Pedal Assembly	1

Revision/Date  
 A NEW DRAWING

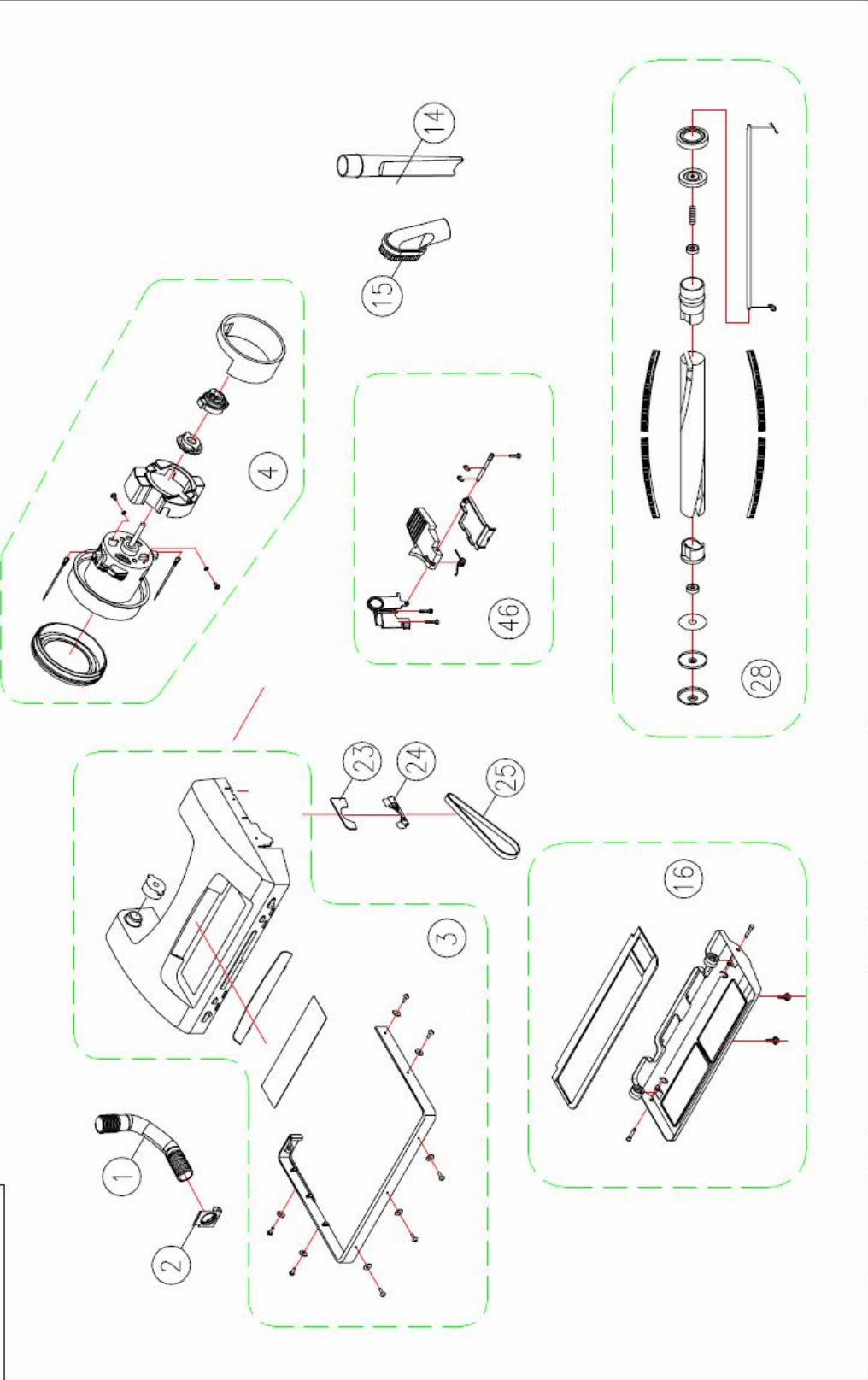
Drawing/Part Number  
 09-1120-0000



	Material: --- Finish: --- Drawn: M.D.C. Checked: M.D.C. Scale: N.T.S. Date: 09.02.10	General Tolerance: N/A Scale: N.T.S. Date: 09.02.10	<b>TRUVOX INTERNATIONAL LIMITED</b> Drawing/Part Number 09-1120-0000 <b>SHEET 1</b>	RED ON MASTER
	Title VUV-QD GENERIC DRAWING ASSEMBLY			

Issue/Amendments	Slip./Date
A NEW DRAWING	09.02.10 M.D.C.

Drawing/Part Number  
09-1120-0000



	<b>TRUVOX INTERNATIONAL LIMITED</b>		Drawing/Part Number 09-1120-0000 SHEET 2	RED ON MASTER
	General Tolerance N/A	Scale N.T.S.		
Material Frist	Checked M.D.C.	Date 09.02.10		
3RD ANGLE PROJECTION DIMENSIONS IN MILLIMETRES DO NOT SCALE DRAWING © copyright				

### 13. Declaration of Conformity

## EC Declaration of Conformity

We, Truvox International Ltd.

of Third Avenue, Millbrook,  
Southampton, Hampshire  
England  
SO15 0LE

declare that the machinery

Make : Commercial upright single motor vacuum cleaners  
Type : Valet Upright Vac  
Model : VUV-QD...

Serial Number : from 01000  
Year of Construction : 2010

has been manufactured using the following transposed harmonised European Standards and technical specifications.

Ref No	Title
2006/42/EC	Machinery Directive and subsequent amendments
2006/95/EC	The Low Voltage Directive and subsequent amendments
BS EN 60335-1	
BS EN 60335-2-69	
2004/108/EC	The EMC Directive and subsequent amendments
EN61000-3-2	
EN61000-3-3	
EN55014-1	
EN55014-2	

Signed in : SOUTHAMPTON, England

on the 29<sup>th</sup> day of December 2009

Signature :



Name : David Overell  
Position : Managing Director



Technical file: VUV-QD Iss. 1  
Mark Campbell  
Product Support Manager

**Authorised dealer:**

Truvox International Limited  
Third Avenue, Millbrook, Southampton, Hampshire SO15 0LE, England  
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