

User Manual
Please review before operating vac.
Wet/Dry Vacuum
MODEL P16-SQ18

shop•vac[®]

the **Original** wet/dry vac

Household and Workshop Use.

ATTENTION!

Read all safety rules carefully before attempting to operate.
Retain for future reference.

DANGER!

Never operate this unit when flammable materials or vapors are present because electrical devices produce arcs or sparks that can cause a fire or explosion. **NEVER OPERATE UNATTENDED.**

IMPORTANT SAFETY INSTRUCTIONS

When using an electrical appliance, basic precautions should always be followed, including the following:
READ ALL INSTRUCTIONS BEFORE USING THIS APPLIANCE.

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

1. Do not leave appliance when plugged in. Unplug from outlet when not in use and before servicing.
2. Do not expose to rain - store indoors.
3. Do not allow to be used as a toy. Close attention is necessary when used by or near children.
4. Use only as described in this manual. Use only Manufacturer's recommended attachments.
5. Do not use with damaged cord or plug. If appliance is not working as it should, has been dropped, damaged, left outdoors or dropped into water, contact Shop-Vac Corporation for assistance.
6. Do Not: pull or carry by cord, use cord as a handle, close a door on cord or pull cord around sharp edges or corners. Do not run appliance over cord. Keep cord away from heated surfaces.
7. Do not unplug by pulling on cord. To unplug, grasp the plug; not the cord.
8. Do not handle plug or appliance with wet hands.
9. Do not put any object into openings. Do not use with any openings blocked; keep free of dust, lint, hair and anything that may reduce air flow.
10. Keep hair, loose clothing, fingers and all parts of body away from openings and moving parts.
11. Do not pick up anything that is burning or smoking, such as cigarettes, matches or hot ashes.
12. Do not use without dust bag and/or filters in place.
13. Turn off all controls before unplugging.
14. Use extra care when cleaning on stairs.
15. Do not use to pick up flammable or combustible liquids such as gasoline or use in areas where they may be present.
16. Do not use your cleaner as a sprayer of flammable liquids such as oil base paints, lacquers, household cleaners, etc.
17. Do not vacuum toxic, carcinogenic, combustible or other hazardous materials such as asbestos, arsenic, barium, beryllium, lead, pesticides or other health endangering materials. Specially designed units are available for these purposes.
18. Do not pick up wood or coal ash; soot, cement, plaster or drywall dust without full cloth filter or collection filter bag in place. These are very fine particles that may pass through the foam and disc filters and affect the performance of the motor or be exhausted back into the air.
19. Do not leave the cord lying on the floor once you have finished the cleaning job. It can become a tripping hazard.
20. Use special care when emptying heavily loaded tanks.
21. To avoid spontaneous combustion, empty tank after each use.
22. The operation of a utility vac can result in foreign objects being blown into eyes, which can result in eye damage. Always wear safety goggles when operating vacuum.
23. **STAY ALERT.** Watch what you are doing and use common sense. Do not use vacuum cleaner when you are tired, distracted or under influence of drugs, alcohol or medication causing diminished control.
24. The appliance is not intended for use by young children or infirmed persons without supervision.
25. The appliance 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 appliance by a person responsible for their safety.
26. Young children should be supervised to ensure that they do not play with the appliance.
27. If the supply cord is damaged, it must be replaced by the manufacturer or its service agent or a similarly qualified person in order to avoid a hazard.

SAVE THESE INSTRUCTIONS!

WARNING - DO NOT LEAVE VACUUM UNATTENDED WHEN IT IS PLUGGED IN AND/OR OPERATING. UNPLUG UNIT WHEN NOT IN USE.

LIMITED THREE-YEAR WARRANTY

Shop-Vac warrants the vacuum cleaner for three years from the date of purchase to correct by repair or parts replacement without charge, any product defect due to faulty material or workmanship provided that the vacuum cleaner is not used for rental service. This warranty does not cover accessories. Simply return the complete unit, with a copy of the receipt, to the place where you purchased your vacuum cleaner. Shop-Vac assumes no responsibility for damage or faulty performance caused by misuse or careless handling, or where repairs have been made or attempted by others. Proof of purchase date is required. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state. Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

DOUBLE INSULATION

Do not operate if cord, plug or appliance is damaged. In your double insulated appliance, two systems of insulation are provided instead of grounding. No grounding means is provided nor should a means for grounding be added to the appliance.

NOTE: If power cord needs to be replaced, use only a Shop-Vac Service Agent.

EXTENSION CORDS

Use only a cord extension set that complies with AS3199. Conductor size must be 1.0mm² for length up to 25 metres and 1.5mm² for length from 25 - 32 metres.

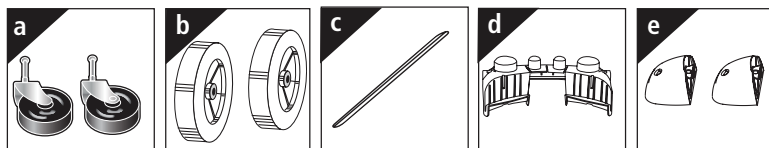
NOTE: STATIC SHOCKS ARE COMMON IN DRY AREAS OR WHEN THE RELATIVE HUMIDITY OF THE AIR IS LOW. THIS IS ONLY TEMPORARY AND DOES NOT AFFECT THE USE OF THE APPLIANCE. TO REDUCE THE FREQUENCY OF STATIC SHOCKS IN YOUR HOME, THE BEST REMEDY IS TO ADD MOISTURE TO THE AIR WITH A CONSOLE OR INSTALLED HUMIDIFIER.

UNPACKING AND SET-UP

1. Remove tank cover and any accessories which may have been shipped in the tank.
2. Before replacing tank cover, please refer to DRY PICK UP or WET PICK UP OPERATION in this manual to ensure you have the proper filters installed for your cleaning operation.
3. Replace tank cover.
4. Slip cleaner end of flexible hose into the intake port.
5. Attach the extension wands to the accessory end of the hose. Twist slightly to tighten the connection.
6. Attach one of the cleaning accessories (depending on your cleaning requirements) to the extension wand. Twist slightly to tighten the connection.
7. Plug the cord into the wall outlet. Your cleaner is ready for use.
I = ON O = OFF

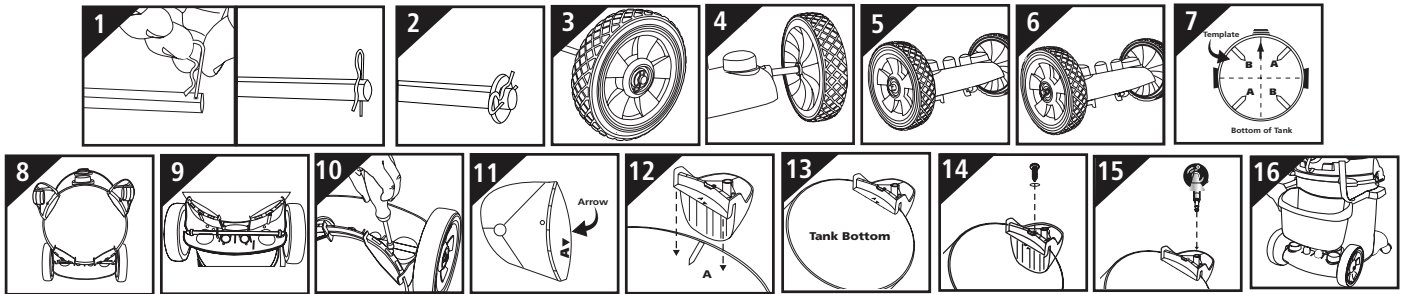
REAR WHEEL DOLLY/TOOL HOLDER AND FRONT CASTER FEET ASSEMBLY

You will find two casters (a), two large rear wheels (b), one axle (c), rear dolly/basket (d), two caster feet (e) and four screws with your wet/dry vacuum. Assemble as follows:

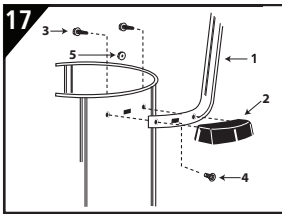


1. With cord disconnected from receptacle and tank cover removed, turn tank upside down so that the bottom is facing up.
2. Place one cotter pin in one end of the axle (Figure 1).
3. Slide on one washer (Figure 2).
4. Slide wheel onto axle next to washer (Figure 3). Be sure flat side of wheel hub is facing outward.
5. Slide dolly next to wheel through holes provided in dolly (Figure 4).
6. Slide remaining wheel, then washer onto axle end (Figure 5).
7. Insert cotter pin into the remaining hole in the axle to hold wheel in place (Figure 6).
8. With a pair of scissors, trim the enclosed template to fit your size tank. Sizes will be 11", 14" or 16" diameters.
9. Once template is cut out, place on bottom of tank, align inlet arrow on template with center of inlet on tank (Figure 7).
10. Align cutouts in center of rear dolly with bars on template (Figure 8).
11. Place groove of rear dolly over rim of tank and push until the dolly is tight against bottom of tank (Figure 9).
12. Secure dolly with screw and washer provided (Figure 10).
13. If caster feet are attached together, separate by removing webbing.
14. Take caster foot marked with the letter A and align arrow on foot (Figure 11) with arrow on template also marked with the letter A (Figure 12).
15. Place groove of foot over rim of tank and push until the caster foot is tight against bottom of tank (Figure 13).

16. Secure foot with screw and washer provided (**Figure 14**).
17. Repeat steps 14-16 with foot B.
18. Insert casters into feet by placing stem of caster into holes provided. Apply pressure and twisting motion until casters snap into place (**Figure 15**).
19. Place tool basket (**not standard with all models**), with curved surface against tank, on rear wheel dolly assembly (**Figure 16**).



CARRIAGE HANDLE ASSEMBLY



Be sure to spread ends of carriage handle when assembling to prevent damage to tank. Attach carriage handle to tank by inserting bolt through the center hole of handle and tank, secure with nut provided. Attach side handles with screws provided (**Figure 17**).

ITEM	DESCRIPTION	PART NO.
1	Metal tank handle	2088100
2	Side tank handle	9356000
3	#10 x 3/4" Screw hex head	1503999
4	Bolt 1/4-20 x 1/2"	6401299
5	1/4 - 20 Hex nut	1300199

INSTALLING FOAM SLEEVE AND REUSABLE DRY FILTER

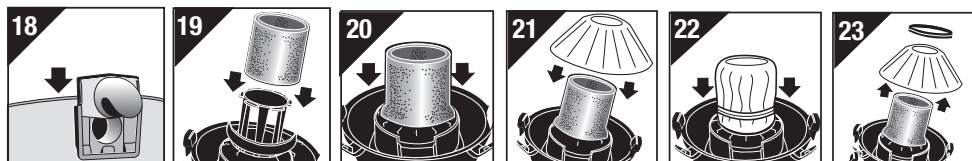
• NOT STANDARD ON ALL MODELS

⚠ WARNING - ALWAYS DISCONNECT THE PLUG FROM THE WALL OUTLET BEFORE REMOVING THE TANK COVER.

To pick up dust and dry material, you must install foam sleeve and reusable dry filter to ensure proper filtration. Remove inlet deflector from the deflector guide, located on the inside of tank, sliding in an upward motion. **NOTE:** Hose must be removed before inlet deflector can be taken out. For dry pick up be sure the opening of the inlet deflector is facing the tank bottom (**Figure 18**). If the vacuum has been used to pick up liquids, the foam sleeve must be cleaned and dried before installing for dry pick up. With tank cover in an upside down position, slide foam sleeve down over lid cage pulling until foam sleeve completely covers lid cage (**Figure 19, 20**). Center the reusable dry filter on lid cage (**Figure 21**), slide mounting ring down over filter until ring is positioned against the ribs of the lid cage (**Figure 22**). The reusable dry filter should always be in position over the foam sleeve for dry pick up. To remove the filter for cleaning, remove mounting ring and filter from lid cage (**Figure 23**). To clean the reusable dry filter, shake off excess dirt and dust or (depending on the condition of the filter) rinse with water. Allow the filter to dry completely and reinstall. **DO NOT MACHINE WASH OR DRY.**

NOTE: Ensure that the mounting ring is completely secure and in position by pressing down firmly around the ring in several places. Be sure the reusable dry disc filter completely covers the foam sleeve. Check to ensure that all edges of the reusable dry filter are secure under the mounting ring.

⚠ CAUTION - KEEP FILTERS CLEAN



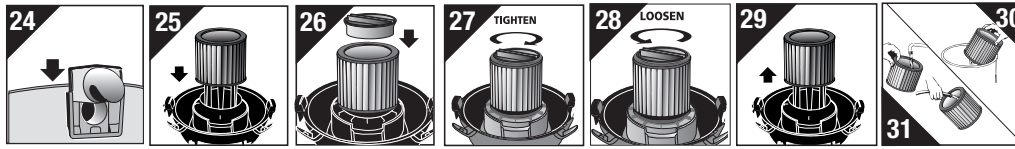
DRY PICK UP OPERATION

INSTALLING THE CARTRIDGE FILTER • NOT STANDARD ON ALL MODELS

NOTE: If foam sleeve is in position over lid cage, it must be removed before installing cartridge filter.

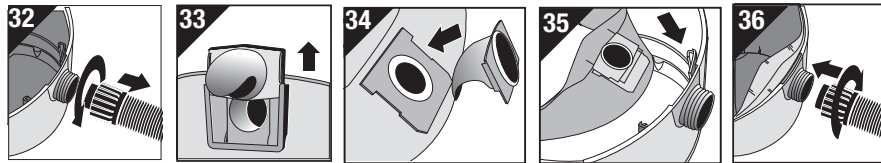
The cartridge filter can be used for wet or dry pick up; installation is the same for both. When picking up large quantities of liquid please refer to the Wet Pick Up Operation section in this manual. Use the cartridge filter in position over the lid cage for most general dry pick up. Remove inlet deflector from the deflector guide sliding in an upward motion. **NOTE:** Hose must be removed before inlet deflector can be taken out. For dry pick up be sure the opening of the inlet deflector is facing the tank bottom (**Figure 24**). For wet pick up be sure the opening of the inlet deflector is facing the top of the tank. With the tank cover in an upside down position, slide the cartridge filter down over the lid cage, pushing until the filter seals against the cover (**Figure 25**). Place filter retainer into the top of the cartridge filter, hold the tank cover with one hand, turn the handle

on the filter retainer clockwise to tighten, locking the filter into place (**Figures 26 & 27**). To remove filter for cleaning, hold the tank cover and turn the filter retainer counter-clockwise to loosen and remove, slide the cartridge filter off the lid cage (**Figures 28 & 29**). To clean filter shake or brush off excess dirt or rinse (from the inside of the filter) with water, dry completely (approximately 24 hours) and reinstall (**Figures 30 & 31**). **NOTE:** If the filter has been used for wet pick up, it must be cleaned and dried before using for dry pick up.



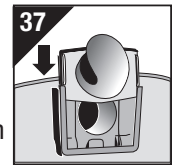
INSTALLING THE DISPOSABLE FILTER BAG • NOT STANDARD ON ALL MODELS

1. Use for dry pick up only. Use in conjunction with cartridge filter for picking up soot, cement, plaster or drywall dust.
2. With cord disconnected from receptacle, pull latches in an outward motion and remove tank cover.
3. Unscrew hose locking-nut and remove hose from inlet (**Figure 32**).
4. Remove inlet deflector from deflector guide (**Figure 33**). **NOTE:** Hose must be removed before inlet deflector can be taken out.
5. With the opening of the inlet deflector facing the bottom of the filter bag, slide collection bag collar over deflector matching notches of bag collar to tabs on inlet deflector, bag will only fit properly one way (**Figure 34**).
6. Slide deflector with collection bag attached into deflector guide (**Figure 35**).
7. When secured in place, expand bag and position around inside of tank.
8. Reinsert hose into inlet and tighten locking-nut (**Figure 36**).



WET PICK UP OPERATION

Remove ALL dirt and debris found in the tank. The vacuum requires only a minimum of conversion when going from dry to wet pick up. Remove all dry use filters from the vacuum. A clean cartridge filter may be used for vacuuming small amounts of liquids. For proper installation of the cartridge filter refer to Installing the Cartridge Filter. For best results when vacuuming large quantities of liquid, remove the cartridge filter. When vacuuming liquids containing debris, it is recommended purchasing a foam sleeve and install over filter cage; otherwise a foam sleeve is not required for wet pick up. Foam sleeve and additional filters may be purchased by visiting our website at www.shopvac.com, contacting our customer service department, or purchasing at your local Shop-Vac® distributor. Remove inlet deflector from the deflector guide sliding in an upward motion. **NOTE:** Hose must be removed before inlet deflector can be taken out. Reinstall being sure the opening of the inlet deflector is facing the top of the tank (**Figure 37**), misting may occur if inlet deflector is not inserted properly. Misting in exhaust air may occur if the filter becomes saturated during wet pick up. If misting occurs, remove filter and allow to dry or, replace with another dry filter to eliminate the misting and possible dripping of liquid around the lid. Turn the unit off immediately upon completing a wet pick up job or when tank is full and ready to be emptied. Raise the hose to drain any excess liquid into the tank. The interior of the tank should be periodically cleaned.



The foam sleeve should be cleaned periodically as described in the following steps:

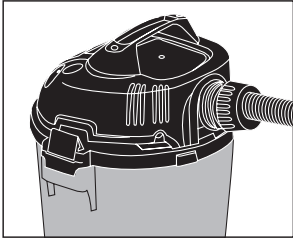
1. Always disconnect the plug from the wall receptacle before removing the tank cover. Place tank cover in an upside down position. Remove foam sleeve by sliding it up and off the lid cage.
2. Shake excess dust off foam sleeve with a rapid up and down movement.
3. Hold foam sleeve under running water for a minute or two, rinsing from the inside. A water wash is not always required, depending on the condition of the foam sleeve.
4. Gently wring out excess water, blot foam sleeve with a clean towel, and allow to dry. The foam sleeve is now ready to be reinstalled on the lid cage.

NOTE: WET PICK UP ACCESSORIES SHOULD BE WASHED PERIODICALLY, ESPECIALLY AFTER PICKING UP WET, STICKY KITCHEN ACCIDENTS. THIS CAN BE ACCOMPLISHED WITH A WARM SOLUTION OF SOAP AND WATER.

EMPTYING LIQUID WASTE FROM THE TANK

Use special care when emptying heavily loaded tanks. Your Wet/Dry Vacuum may be emptied of waste by removing the tank cover. To empty, stop the motor and remove the plug from the wall receptacle. Remove the tank cover and deposit the liquid waste contents into a suitable drain. Your Wet/Dry Vac also comes with a convenient tank drain. Simply remove the drain cap and empty the liquid contents into a suitable drain. After the tank is empty, return the cover to its original position. To continue use, plug the cord into the wall receptacle and start the motor.

BLOWER FEATURE



This vacuum can be used as a powerful blower. To use your unit as a blower insert hose end into blower port on rear of unit. Clear hose of any obstructions before attaching to blower port. Caution should be used when using as a blower due to the powerful force of air when using certain attachments.

⚠ WARNING - ALWAYS WEAR EYE PROTECTION TO PREVENT ROCKS OR DEBRIS FROM BEING BLOWN OR RICOCHETING INTO THE EYES OR FACE WHICH CAN RESULT IN SERIOUS INJURY.

AUTOMATIC SUCTION SHUT-OFF

The cleaner is equipped with an automatic shut-off that operates when picking up liquids. As the level of the liquid rises, an internal float rises until it seats itself against a seal at the intake of the motor, shutting off suction. When this happens, the motor will develop a higher than normal pitch noise. To continue use, empty the liquid waste from the tank as outlined in the previous paragraph.

NOTE: IF ACCIDENTALLY TIPPED OVER, THE VACUUM COULD LOSE SUCTION. IF THIS OCCURS, PLACE VAC IN UPRIGHT POSITION AND TURN SWITCH OFF. THIS WILL ALLOW THE FLOAT TO RETURN TO ITS NORMAL POSITION, AND YOU WILL BE ABLE TO CONTINUE OPERATION.

LUBRICATION

No lubrication is necessary as the motor is equipped with lifetime lubricated bearings.

STORAGE

Before storing your vacuum cleaner, the tank should be emptied and cleaned. The power cord can be wound around the housing of the unit for convenience. Accessories may be stored in the tool basket on rear of unit. **The cleaner should be stored indoors.**



TROUBLESHOOTING

⚠ WARNING - IF ANY OF THE MOTOR HOUSING PARTS SHOULD BECOME DETACHED OR BROKEN, EXPOSING THE MOTOR OR ANY OTHER ELECTRICAL COMPONENTS, OPERATION SHOULD BE DISCONTINUED IMMEDIATELY TO AVOID PERSONAL INJURY OR FURTHER DAMAGE TO THE VACUUM. REPAIRS SHOULD BE MADE BEFORE REUSING THE VACUUM.

TROUBLE	POSSIBLE CAUSE	REMEDY
Suction weakens or cleaner runs hot.	Clogged filter	Brush dirt from filter. If condition continues, change filter.
	Air leak	Check all fittings for tight fit (nozzles, hoses, etc.). Check that tank cover is sealed properly.
	Obstruction in hose or nozzle	Check nozzle, hose, etc. for obstructions, and remove if present.
Misting in the exhaust air.	Saturated filter	Replace saturated filter with a dry filter.

