

INSTRUCTIONS

for the use and care of the



MODEL 4 R

IMPORTANT!

Please be sure to read the special instructions on pages 4, 6, 8 and 9. All of these points are of great importance in the correct use and care of this appliance.

THE SCOTT & FETZER CO. CLEVELAND, OHIO

Kirby GUARANTEE

THE SCOTT & FETZER CO.—Manufacturers
Cleveland, Ohio

This certifies that this Kirby Cleaner has passed a thorough inspection and test, has met all requirements and, the established list price having been paid by the purchaser, is guaranteed by the manufacturer as follows:

During one year from date of purchase, the Company after due examination will replace or repair any part the Company judges defective in material or workmanship. Delivery of such part or the cleaner itself, must be made prepaid to the factory or authorized Distributor during the period of the guarantee. Under any other circumstances a service charge will be made for sending a service representative to call for or deliver any cleaner or part.

Replacement of belts will not be made gratis as the amount of use and the care given the brush assembly determines their length of life.

If you cannot locate a nearby Distributor for required service, write the Scott & Fetzer Company, Cleveland, Ohio, for instructions.

Read the instruction book thoroughly, as failure to follow instructions may injure the cleaner and cause trouble for which the Company will not be responsible. The Company will in no case be responsible for damage or breakage caused by accident, misuse, abuse or damage resulting from owner's tampering or repairs attempted by unauthorized service men.

No verbal or written agreement on the part of the salesman or Distributor other than contained herein is valid or binding on the manufacturer and should not be accepted by the purchaser.

This Guarantee
Covers Kirby 4R

Serial No. _____ Date _____

G. A. Scott
President.

KIRBY MODEL 4R INSTRUCTIONS

Keep This Booklet It is important that this instruction booklet be kept at hand at all times. It will help you to make any needed adjustments and to obtain the maximum results with the Kirby electric cleaner. The section relative to attaching and replacing the brush belt and the adjustment of the brush to compensate for bristle wear is of particular value. These instructions will no doubt be needed at some later date, therefore do not allow this booklet to be lost or misplaced.

Assembling Handle to the Cleaner Hold the handle in a vertical position over the handle connection boss on top of the motor. The V-shaped wedge inside the left arm of the handle fork must set in the V-shaped notch in the plate at the left end of the handle connection boss. Insert the pin through the handle fork arms and the boss on the motor housing. Plug the cord connector at the end of the cord (coming out of the lower end of the handle) into the socket on the under side of the motor.

TO ATTACH FLOOR NOZZLE

NOTE:—When attaching or taking off floor nozzle, it will be necessary to raise nozzle adjustment to position 7 on indicator, to facilitate this operation (See Nozzle Height Adjustment.—Page 5.)

To place floor nozzle on front of motor unit, you must first raise the Floodlight cover which is hinged about half way back and held down by a spring catch. To raise Floodlight cover, simply pull up the front end. This gives easy access to the nozzle lock (Fig. 1). Nozzle must be attached to motor while Floodlight cover is raised. Hook nozzle supports over horizontal shaft in front shaft plate (just below and forward of intake on fan case). Turn nozzle lock (thumb latch above intake) counter clockwise until wing rests against the stop. Press top of nozzle against fan case, turn nozzle lock clockwise to lock nozzle firmly in position. (See Fig. 1.) Snap headlight cover down in position.



Fig. 1

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To Attach Brush Belt

Remove cap on front of nozzle. Turn cap to the left $\frac{3}{4}$ of an inch (until inner clamps release) and lift off. The removal of this cap reveals an opening which gives access to the belt which drives the brush.

Place the left thumb through the belt (See Fig. 2), pull belt forward and upward. Now place the right thumb through the belt side of the left thumb and, using both thumbs, stretch belt upward and slide belt over end of motor shaft (See Fig. 3).

Fig. 4 shows correct position of belt on the pulley. Replace cap on nozzle.

IMPORTANT NOTICE: Unless the belt is put on exactly as indicated, it will jump off the motor pulley when the motor starts. Cap must always be in place on nozzle when cleaning rugs.



Fig. 2



Fig. 3



Fig. 4

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Bag Assembly

The cloth bag must be attached to the Sani Em-tor device. At the lower (gathered) end of the bag cloth, a steel coil spring is sewn in the cloth. This lower end of the bag must be attached to the Sani Em-tor by stretching it over the large circular opening on the Em-tor. This is a snug fit and may require some effort in assembling but it need never be removed again unless installing a new bag at some later time. When the bag cloth is correctly attached to the Em-tor, the lettering on the bag will face toward the front of the machine. Now attach the Sani Em-tor (to which the cloth section has been attached) to the exhaust on the motor unit. This connection is made by means of a bayonet lock, the operation of which is obvious. Attach the bag loop at the upper end of the bag chain (attached to the metal clamp) to the hook at lower end of the pistol grip.

Control Switch

The switch used to stop and start the cleaner is mounted in the handle just below the pistol grip, where it is conveniently turned on and off with the index finger. The power is "on" when the lever is down and "off" when the lever is up.

CLEANING RUGS AND FLOOR COVERINGS

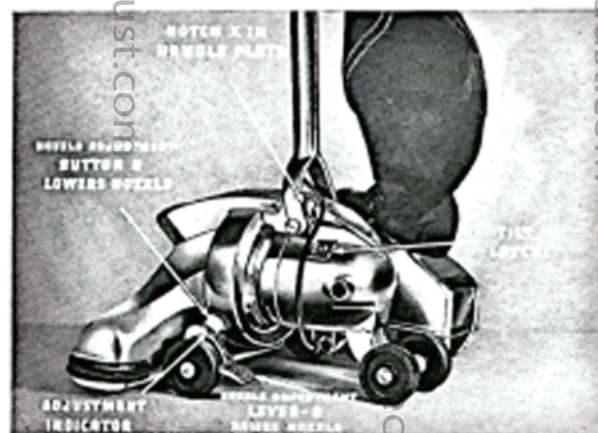


Fig. 5

Nozzle Height Adjustment The many types of floor coverings used makes it important that the modern cleaner be adjustable as to nozzle height. The adjustment is obtained by the mechanism illustrated in Fig. 5. Lever "A" is used for raising the nozzle, button "B" is used for lowering the adjustment a

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notch at a time. Adjustments up and down are made with the foot, thus eliminating all stooping.

Place the cleaner on the rug and press lever "A" downward and raise adjustment up to setting 6 or 7 on the indicator. Start motor. Now lower the nozzle a notch at a time (by pressing button "B" with toe) until you see the rug drawn up to the nozzle by the suction. When this occurs you will notice a change in the sound of the motor. You now have the correct nozzle adjustment. Run the cleaner over the rug rather slowly to obtain best results.

NOTE: When nozzle height is correctly adjusted the cleaner will glide easily. If the machine pushes hard, raise the adjustment one notch at a time (by pressing lever A) until machine pushes easily.

Tilt Latch

Fig. 5 shows the position of the tilt latch on the left side of the motor. This latch is adjusted with the toe of the shoe. When latch is pressed down as far as it will go the cleaner nozzle can be tilted up over the edge of the rug when going from one rug to another by bearing down on the handle. When cleaning fringed rugs, clean body of rug first, running cleaner crosswise across rug and keeping nozzle away from fringed ends. After the body of the rug is cleaned, be sure tilt latch is down, and then run cleaner up over fringe (approaching ends from floor side), lifting nozzle over fringe on the edge by bearing down on the handle and then let the nozzle down on the rug and draw the cleaner toward you. As the nozzle is drawn off the edge of the rug, the fringe will be cleaned and brushed straight. Repetition of this operation across the ends of the rug will comb out all the fringe.

When cleaning under beds or similar low furniture, the handle must be dropped to the lowest possible position. To do so the tilt latch must be pushed up all the way so it will not engage when the handle is pressed down.

To Clean Stairs

Lock the handle in horizontal position by engaging the tilt latch in notch "X" (see Fig. 5) in the handle plate at the left side of the handle connection boss. The treads of the steps can be cleaned easily, standing a step or two below the step being cleaned. Risers of stair carpet are cleaned by holding the handle vertically, running the cleaner nozzle up and down against the carpet on the risers.

TO EMPTY DUST BAG WITH SANI EM-TOR

To insure best results with this new device, empty the dust bag after each day's cleaning. This is a simple operation and can be accomplished in less than a minute. Proceed as follows:

First obtain a newspaper and spread it out on the floor. Place the cleaner (with dust bag and Sani Em-tor attached) in the center of the paper and lower floor nozzle as far as it will go. Unhook the bag support loop from the hook on the handle and shake the cloth dust bag vigorously to drop the dirt in the bag down into the Sani Em-tor (See Fig. 6-A). Now release Sani Em-tor lock lever by turning lock lever one-half turn in a counter-clockwise direction. Now swing the bottom section of the Sani Em-tor out from under the machine and the dirt and refuse in the bag will drop out on the newspaper (Fig. 6-B). While the bottom of the Sani Em-tor is still open, jar the machine once or twice on the floor so that any pieces of paper or fluffy refuse, which may still be in the upper section of the Sani Em-tor, will be emptied out on the paper. Now replace the bottom section of the Sani Em-tor, swinging it into position underneath, and lock in place by turning the lock lever one-half turn clockwise.

The refuse dumped out of the Sani Em-tor may then be wrapped up in the newspaper, and the package thus made can easily be disposed of by burning in the furnace or incinerator.



Fig. 6-A



Fig. 6-B

REPLACEMENTS AND ADJUSTMENTS

IMPORTANT! It is not necessary to remove the brush adjustment screws to get the brush out of the nozzle. Raise rug guard (See Fig. 7) and then lift brush out with fingers. If brush does not come out readily, pry out one end of brush cylinder using a screw driver. Do NOT REMOVE THE BRUSH ADJUSTMENT SCREWS.

To Install New Brush Belt: Raise rug guard. (See Fig. 7). Lift one end of the brush out of the nozzle. Slide new belt over the raised end of the brush until it is over the pulley on the brush spindle. Then replace the end of the brush which has been pulled out. Replace rug guard. To attach belt to motor pulley, see instructions on page 4.

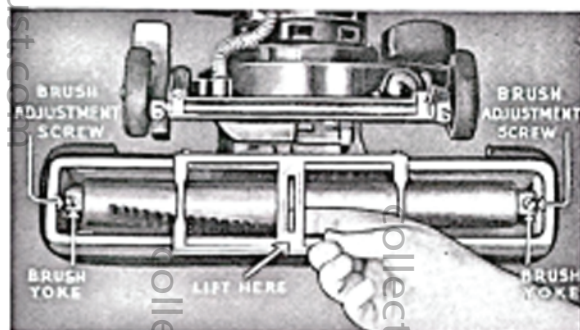


Fig. 7

TO LOWER BRUSH TO TAKE UP BRISTLE WEAR

As the bristles wear, it will be necessary to lower the brush to regain sweeping efficiency. This can be accomplished by turning the brush adjustment screws indicated in Fig. 7 in a counter clockwise direction with a screw-driver. Be sure the brush is lowered exactly the same amount at each end to insure even adjustment and even sweeping action. *About one complete turn of each screw will lower the brush sufficiently each time this adjustment is necessary. Brush bristles should never protrude more than $\frac{1}{16}$ " beyond edge of nozzle.*

BRUSH REPLACEMENT

When brush bristles finally become worn down so short that no further lowering of the brush is possible, the brush may be sent to the factory or to your Distributor and a replacement brush with new bristles will be supplied at a nominal charge.

IMPORTANT NOTICE

The pulley (groove) on the brush spindle in which the belt runs is NOT equally distant from the ends. When the brush is properly in place the belt pulley on the brush will be exactly in line with and under the flat center plate of the rug guard, and the arrow stamped on the brush spindle will point in the same direction as the arrow stamped on the bottom lip of the nozzle. If, after you have put the brush in the nozzle, you find that the brush pulley is not in the proper position, lift out the brush and reverse the ends.

TO REPLACE FLOODLIGHT BULB

Raise Floodlight cover. (See Fig. 1). Remove bulb and socket from spring clamp which fastens around metal base of bulb. The base of the bulb is the bayonet type similar to those used in automobile headlights. Turn bulb slightly counter-clockwise in the socket and pull out. Reverse procedure to install new bulb.

We can not guarantee the life of light bulbs. Replacements are available from your Distributor or The Scott & Fetzer Company, Cleveland, Ohio.

GENERAL CARE OF THE KIRBY

Keep Brush Clean Do not permit the brush in the floor nozzle to become matted with threads and hair. A certain amount of such litter will wrap around the brush. Clean the brush with a piece of an old comb. The rug guard can be raised by pulling outward with the finger as shown in Fig. 7, to permit easier cleaning of the brush. *Remove any collection of hair or thread found around yokes at either end of brush or on end of motor Pulley. Be sure to snap brush guard back in place after cleaning the brush.*

Lubrication The ball bearings in the motor and the brush are packed in grease. They should not require any additional grease for a number of years with average use in the home. Should any difficulty develop, consult your Distributor immediately or write the Factory Service Department for instructions.

KIRBY MODEL 4R ATTACHMENTS

The following attachments can be supplied with the Kirby Model 4R if desired as extra equipment:—

- | | |
|-----------------------------|-----------------------|
| 1. Flexible hose | 4. Suction connection |
| 2. 6 in. black fibre tube | 5. Blower connection |
| 3. Radiator tool (Flat End) | 6. Upholstery brush |

7. Upholstery nozzle
8. Curved tube
9. Floor polisher

10. Crystalator
11. Sample De-Mothing Crystals

To Use Attachments In order to use the attachments it will be necessary to first remove the black molded cap from the front of the nozzle. Next take the belt off the end of the motor shaft. Insert the suction coupler in the hole in front of the nozzle. The suction coupler has a flexible rubber disc on one end which goes into the nozzle. It also has a spring catch which locks the suction connection in place. The spring catch must be on top as you insert the suction coupler in the nozzle. The coupler can not be attached in any other position.

For Suction Cleaning Slide one end of the flexible hose over the suction coupler which has been inserted in the nozzle on the front of the cleaner and insert the straight fibre coupling tube into the other end of the hose. Either the aluminum upholstery nozzle (and upholstery brush if desired) may be used by affixing it to the straight fibre tube, or the radiator tool can be attached depending upon the type of cleaning to be done.

When cleaning any fabric material to which thread or lint clings, it will be best to use the upholstery brush on the upholstery nozzle to help dislodge the lint and threads. The upholstery brush fastens to the upholstery nozzle by means of the locking cam which should be at the rear of the nozzle when the upholstery brush is fastened to the upholstery nozzle. When cleaning drapes or any object high overhead or when cleaning under low furniture, the use of the curved extension tube attached to the fibre coupling tube (and with the upholstery nozzle on the end of the curved tube) will be found convenient to lengthen the reach.

For Air Blast Cleaning Remove the bag assembly from the exhaust port on the fan case and affix the blower coupling in place of the same Em-tor and bag. Now slide one end of the hose over the blower coupling and when the motor is turned on, a strong blast of air will be blown through the hose. In some cases it will be found that air blast cleaning will more readily remove dust from steam radiators, hot air registers, piano and radio interiors, etc., however, it is well to remember that all air blast cleaning should be done before the general vacuum cleaning of the room is started as dust is scattered by the air blast.

To Use Floor Polisher Snap the floor polisher onto the nozzle. Apply the floor wax to the floor in accordance with the directions given by the wax manufacturer, and then go over the surface of the floor with the floor polisher and

with the motor turned on. The rush of air through the nozzle helps to dry the wax, while the vacuum created by the motor unit puts additional pressure on the felt pad without added effort on the part of the operator. Run the cleaner with polisher attached back and forth over the floor and a high polish will result.

For Moth Protection Attach the suction connection and blower connection to the motor. The flexible hose is fitted to the blower coupler, the fibre coupling tube and radiator tool are fitted together and attached to the free end of the hose as a nozzle.

The aluminum cap on the crystalator (red celluloid) can only be taken off and put on in one position and that is when the arrow on the rim of the cap is even with the arrow on the body of the crystalator. Remove the cap and fill the crystalator about three-fourths full of crystals, holding it in the hand with the large round holes on top. Replace the cap and slide the crystalator on the suction coupler. The crystalator will only go on the suction coupler in the correct position with the large holes on top.

On the rim of the aluminum cap you will find markings reading "gas", "medium crystals", "full crystals". Crystals are fed into the fan automatically. Adjust the flow of crystals by turning the cap so that desired adjustment reading on the edge of the cap is in line with the arrow stamped on the body of the crystalator. Now, when the power is turned on, a blast of powdered crystals will be blown through the nozzle on the end of the hose.

Direct this stream of powdered crystals into clothes closets, trunks or chests and after the contents have been thoroughly covered with the powdered crystals, be sure to keep the door of closet or the lid of the chest closed as much as possible, to prevent the dispersion of the gas which has formed and which does the work of protecting your garments against moths. *Bear in mind that in order to get maximum results, it is necessary that crystals be used in the ratio of one pound to each ten cubic feet of space.*

Powdered crystals can be applied to upholstered furniture, piano interiors, clothing to be stored, under rugs, etc. *Use crystals liberally and apply this form of protection at least at monthly intervals during the spring and summer months.*

For detailed information regarding the demothing of furniture, clothes, rugs, etc. consult your Distributor (through whom cleaner was purchased) or write the Factory Service Department.

The Scott & Fetzer Co.

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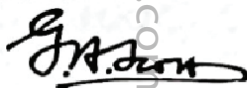
KIRBY SERVICE INSURANCE

The manufacturer hereby agrees to entirely rebuild and recondition this Kirby anytime after the expiration of the factory guarantee and as often as the original purchaser may require providing it is still in the possession of the original owner, as set forth in the following:

1. The manufacturer in rebuilding the machine for the purchaser will make every effort to keep the cost to the customer for this service as low as possible and the manufacturer will in no case charge the customer more than \$10.00.
2. The price of \$10.00 (maximum for rebuilding service) shall include all labor and cost of parts necessary to put the machine in A-1 condition and no extra charge will be made other than transportation.
3. A one year Rebuild Guarantee will be issued to the customer each time such rebuilding service is rendered.

COVERAGE of LOSS by FIRE

4. In the event that this machine, while in the possession of the original purchaser, should be damaged by fire on the premises of the purchaser, the manufacturer will repair or rebuild the machine for the customer and return it the equivalent of a new machine of the same model providing the customer will send \$10.00 and the fire-damaged remains prepaid to our factory; return transportation to the customer's home to be paid by the customer. This service is based solely upon the condition that the purchaser has met with all of the requirements of the purchase agreement and it is distinctly understood that said replacement will in no way nullify the terms of that purchase agreement. In this case a one year rebuild guarantee will also be issued to the customer.
5. In the event that the machine while in the possession of the original purchaser, should be completely and wholly destroyed by fire so that no damaged parts can be returned, an affidavit sworn to by the original owner before a Notary Public will be accepted in lieu of damaged parts and the machine will be completely replaced under the terms set forth in Section 4 above.



President