



12 INCH  
FOLDABLE FAN  
12吋折疊式風扇

MODEL NO./型號: GFF12BG

Please read this instruction manual carefully  
before use and keep it for future reference  
請於使用前仔細閱讀本說明書並加以保存

# SAFETY INSTRUCTION

Thank you for purchasing this fan. This product has passed through extensive quality assurance process. Every care has been taken to ensure that it reaches you in perfect condition.

**Attention!** When using electric tools, basic safety precautions should be followed to reduce the risk of fire, electric shock and personal injury, including the following, Read all these instructions before operating this product and keep these instructions for easy reference.

1. Check the voltage indicated on the rating plate. This fan is designed for a 100-240V~50-60Hz electric supply.
2. Do not use electrical extension cord with this fan.
3. Do not place your fingers through the front cover. Do not allow children put any objects into the front cover.
4. Do not allow hair, curtains, tablecloth, clothes or other objects next to the air outlet of the fan. They could be sucked into the fan, causing damage or injuries.
5. Do not use the fan having a cord or a plug damage, operation failure the fan is fallen or have been damage by any method.
6. Regularly check the power cord for damage. If damaged, it must be replaced by an after-sales service department or qualified technician to avoid danger.
7. Do not use this fan outdoor.
8. Do not use this fan in a damp area such as bathroom.
9. Do not place this fan near a window.
10. Do not use this fan with any semi-conductors speed control.
11. The fan should not be operated without a base nor used laying on its side.
12. Do not cover the electrical cord by any objects. Do not overlay the cord with little covers or suchelement. Place the cord in an area where there are not any risk to stumble over it.
13. The fan must be unplugged when not in-use. To unplug the fan, all the switches must be on the position "OFF", and then the plug could be disconnected.

14. Do not operate the fan in an area where gasoline painting or such flammable liquids is used or stocked.
15. Use this fan only as it is describe in this manual.
16. Do not try to disassemble this fan and fix it by yourself, Please call our after-sales service centre if you need.
17. All componets of this fan must not be replaced by the yourself.
18. If the supply cord is damaged, it must be replaced by the After-sales Service Center or a similarly qualified person in order to avoid a hazard.
19. The safety standard of this fan is without earth connection.
20. Keep this fan out of reach from children or infirm persons and do not permit unsupervised use.

## **WARNING:**

1. This appliance can be used by children aged from 8 years and above and persons with reduced physical, sensory or mental capabilities or lack of experience and knowledge if they have been given supervision or instruction concerning use of the appliance in a safe way and understand the hazards involved.
2. Children shall not play with the appliance. Cleaning and user maintenance shall not be made by children without supervised.

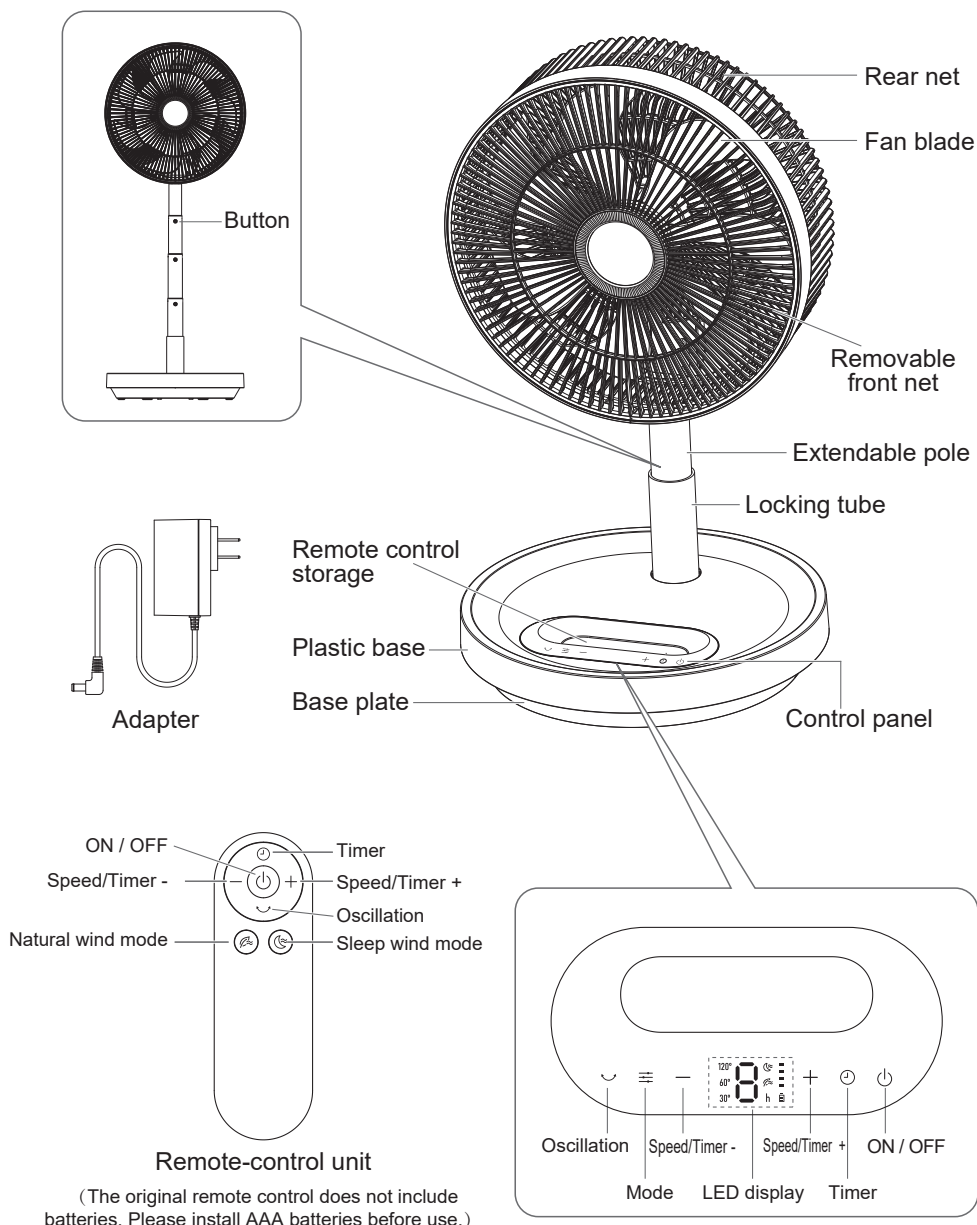
### **NOTE:**

There are no serviceable parts in this unit. Do not attempt to disassemble.

### **WARNING:**

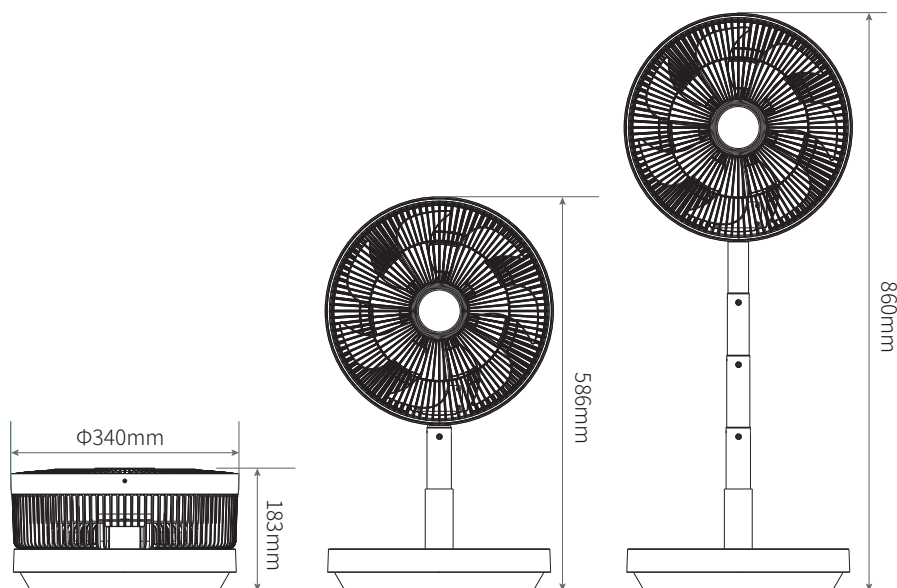
Never use this fan with any solid-state speed control device.  
Doing so will create fire and/or shock hazards.

# MAIN PARTS





# PRODUCT SIZE

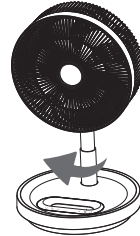
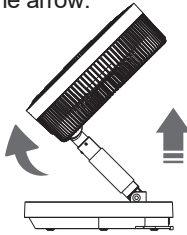


# PERFORMANCE FEATURE

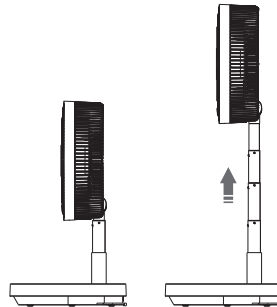
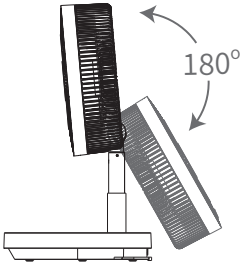
- The fan height can be adjusted with the extendable pole and features three different folding modes, allowing it to be used as both a desk fan and a floor fan. It is suitable for offices, living rooms, bedrooms, meeting various usage needs. When not in use, it can be folded for convenient storage, saving space.
- It offers 1-8 speed settings and 1-8 hour adjustable timer.
- Remote control operation enhances user convenience.
- With a 180-degree wide-angle airflow.
- The battery-operated model comes with a built-in lithium battery, supporting wireless charging and use.

# OPERATION GUIDE

- 1** Pull up the fan in the folding state.
- 2** Turn the fan up in the direction indicated by the arrow.
- 3** Adjust the fan angle to vertical, and turn the locking tube clockwise to secure it.

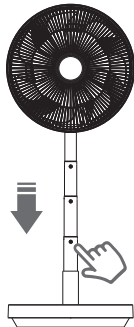


- 4** Fan head can be adjusted up and down by 180°.
- 5** Fan Height Adjustment Method  
Press the button on the extendable pole to adjust the height. Press the top one to lower by one section, the second one to lower by two sections, and so on.

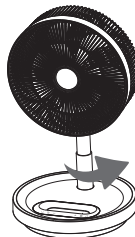


- 6** [Fan storage] Press the bottom button to retract the extendable pole completely, then turn the locking tube counterclockwise to unlock, and fold the fan.

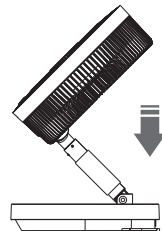
Step 1



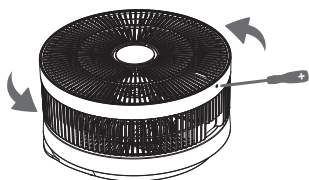
Step 2



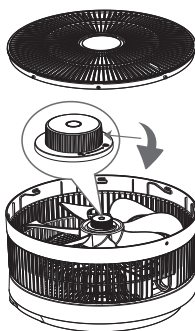
Step 3



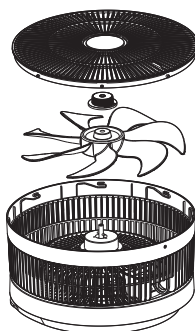
- 7** Use a Phillips screwdriver to remove the screws from the rear net. Hold the front net frame and rotate counterclockwise to open.



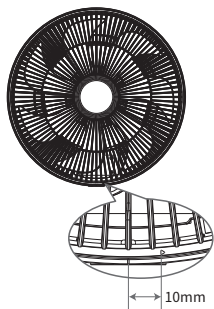
- 8** Turn the nut clockwise after removing the front net.



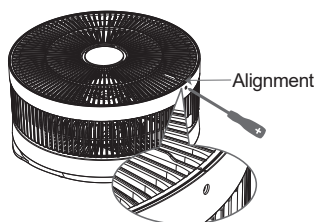
- 9** The front net and blade can be removed for dust cleaning. Wipe the body with a cloth. No washing.



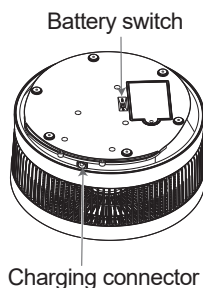
- 10** The front net groove and the rear net groove are aligned at a distance of about 10mm, and the front net is installed.



- 11** Press the front net frame and rotate it clockwise to align the grooves of the front net with the rear net. Lock it in place, then reinstall the screws above the rear net.



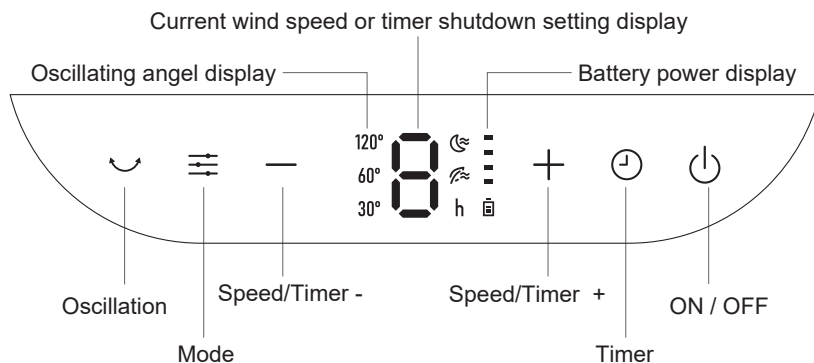
- 12** The direction of arrow is charging connector, battery switch.




## USER GUIDANCE

- Please insert the power adapter to the charging connector of the fan plastic base, connect the adapter to a household power outlet.
- Position the fan upright, adjust the extendable pole and fan head to the suitable height and angle, and control the fan using the buttons on the control panel or the remote.
- When not in use for a long time , please fully charge the battery and switch it to the OFF position.

# OPERATION






## 1. ON/OFF switch

Touch the ON/OFF button  on the fan base or on the remote control, it is in 5-speed wind for the first time. The fan has shutdown memory function, if the it is off in normal situation, turn on again, the fan will be operated with the status before shutdown. Memory content is included wind mode, wind speed and oscillating angel.



## 2. Wind speed adjustment

After turning on the fan, touch the '+ -' button on the fan base or on the remote control to set the wind speed, the highest speed is 8 and the lowest speed is 1.


## 3. Mode selection

After turning on the fan, touch the Mode button  on the fan base to choose the wind mode, it has normal wind, natural wind and sleep wind cycle between modes. Touch the natural wind  or sleep wind  on the remote control.

## 4. Oscillation function

After turning on the fan, touch the Oscillating mode button  on the fan base or on the remote control, oscillating function is working, first angel is 60°, second is 120° and the third is 30°, touch again , turn off the oscillating function, it will be stayed centered after turning off the fan.

## 5. Timer function

When the fan is in operation and not in the OFF-time setting status, touch the timing button  on the fan base or on the remote control, the LED display will show 'h' and the number '□' is flickering, then you can start to set the timer.

Shutdown mode:

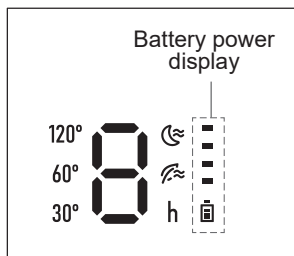
Use the "+" and "-" buttons to set the desired timer. Each press changes the time by 1 hour, with a range from 1 to 8 hours for automatic shutdown.

If there is no operation for 12 hours while the fan is on, the machine will automatically turn off.

## 6. Battery power display

When connected to the adapter for charging, the "🔋" on the panel shows the current battery level and flashes. When charging, the battery indicator light stays on for each level. When fully charged, the 4 LED lights will be on steadily, the fan can be changed while working.

When the adapter is not used for power supply, and the battery level "🔋" on the panel starts flashing, indicating that the fan battery is in low power mode and needs to be charged as soon as possible.



# PRODUCT PARAMETERS

<b>Product name</b>	12 Inch Foldable Fan
<b>Model</b>	GFF12BG
<b>Input data</b>	AC100-240V, 50/60Hz
<b>Output date</b>	DC14V, 1.2A
<b>Rated power</b>	15W
<b>Battery capacity</b>	18650 2200mAh x 3 rechargeable lithium battery
<b>Battery charging time</b>	3.6 hours
<b>Using time</b>	1.2-12 hours
<b>Product size</b>	183(H)x340(W)x332(D)mm (Folded) 586(H)x340(W)x332(D)mm (Table fan) 860(H)x340(W)x332(D)mm (Stand fan)
<b>Time setting</b>	1-8 hours
<b>Packing list</b>	folding fan x 1, IR remote control x 1, power adapter x 1, user manual x 1

\*The final product specification may be varied according to a different lot of matetial and actual input voltage power of the usage area.

# CLEANING MAINTENANCE AND SAFETY MATTERS

1. When cleaning, maintaining or moving the product, you must first turn off the product and then unplug the power cord.
2. The fan must be completely stopped before it can be cleaned to avoid injury.
3. Do not immerse the power cord or main unit in water for cleaning or wash it under a faucet. The internal parts of the fan must not be wetted.
4. Do not use detergent, wire brush, gasoline, alcohol, vinegar or other volatile corrosive liquids to clean the product to avoid damage to the product.
5. Clean the surface of the fan with a slightly damp cloth.
6. After cleaning, the product must be completely dry before it can be connected to the power supply.
7. If you will not use it for a long time, please store the product back in the box and store it in a dry, cool and safe place.

## TROUBLESHOOTING

FAULT DESCRIPTION	CAUSE ANALYSIS	TREATMENT MEASURES
Machine can't work	The adapter is not plugged in.	Plug in the adapter power cord plug.
	No power supply.	Replace power supply.
	The switch button is not pressed.	Press the switch button again.
Abnormal sound	Wind leaf cracking.	Replace the fan blades.
	Motor damage.	Replace the motor.

## 重要安全事項

注意: 當使用電動工具時, 應遵循基本的安全預防措施, 以減少火災, 觸電和人身傷害的風險, 包括以下內容:

首次操作本產品前, 先閱讀所有說明, 並保存各有指示:

1. 檢查銘牌上標示的電壓。本產品應在110-240V~50-60Hz的電力供應中使用。
2. 不要使用電源延長線。
3. 不要把你的手指穿過前方的出風口。不要讓孩子把任何異物插進前方的出風口。
4. 不要讓頭髮、窗簾、桌布、衣服或窗簾旁邊的物件放在風扇的出風口。它們可能被吸入風扇內, 造成損壞或人身傷害。
5. 如風扇的電源線或插頭。在工作後、風扇跌落地或以任何方式損壞, 不要繼續使用。
6. 定期檢查風扇的電源線。如果電源線損壞, 必須由售後服務部或合格的電器技師更換, 以避免危險。
7. 不要在戶外使用這風扇。
8. 不要在潮濕的地方, 如浴室使用這風扇。
9. 不要在窗口附近使用這風扇。
10. 不要使用任何半導體速度控制器來控制這風扇。
11. 如沒有底座或把風扇橫放都不應操作。
12. 請勿覆蓋電源線。將電源線放於沒有任何絆倒風險下的位置。
13. 風扇不工作時, 請把插頭拔出。在拔走插頭前, 所有的開關必須是在“OFF”位置, 然後才把插頭拔除。
14. 不要在有汽油、油漆或易燃液體的地方使用。
15. 只使用本說明書中描述的方法使用這風扇。
16. 不要試圖拆開這風扇, 用戶不可以自行進行維修。如果您需要維修, 請送回售後服務中心處理。
17. 這風扇的所有部件或零件不可由用戶進行更換。
18. 如果電源線損壞, 必須由售後服務部或合格的電器技師更換。
19. 此風扇的安全技術標準是不可連接地線的。
20. 確保本風扇不可被兒童或體弱者接觸。不要讓他們在沒有監督下使用本產品。

### 注意:

1. 本產品不是為體質、感覺或智力有障礙人士(包括小孩)或缺乏經驗及知識者使用, 除非他們曾經接受負責安全人士的監督或指導使用此電器。
2. 成年人必須指導小孩不可把玩本電器。

#### 注意:

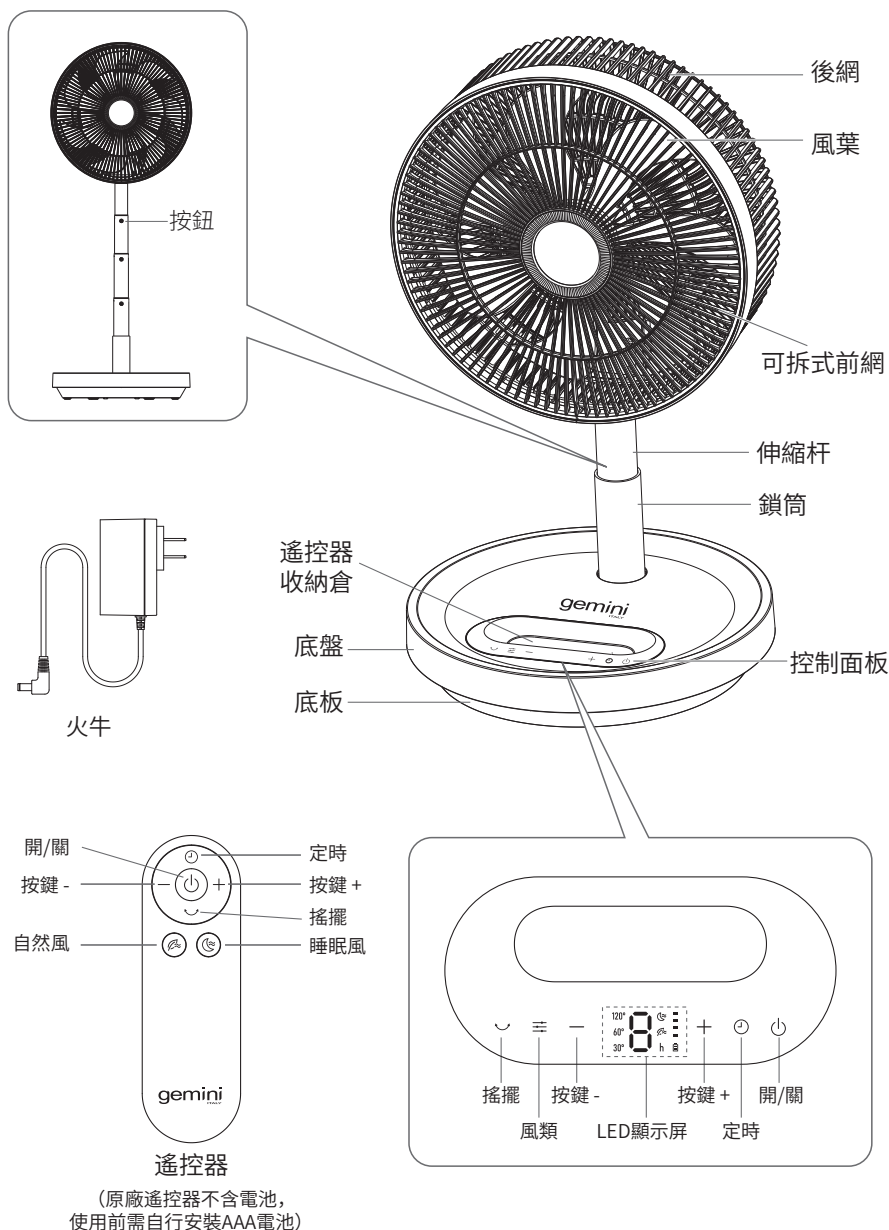
這風扇沒有可由用戶進行更換的部分, 用戶不可自行拆開風扇。

#### 警告:

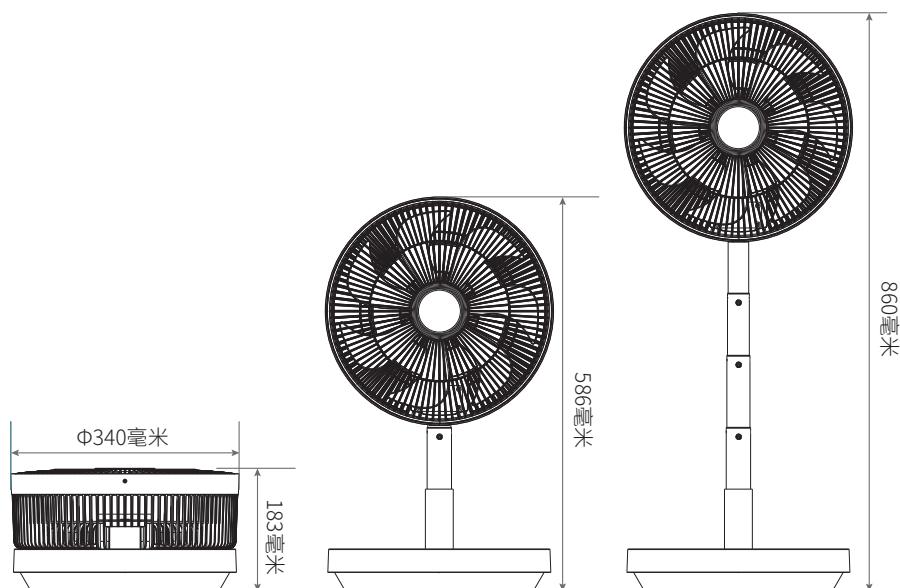
不要使用非本產品的控制器或硬物來控制這風扇, 這會引致火警或觸電。



# 主要零部件



## 產品尺寸



## 性能特點

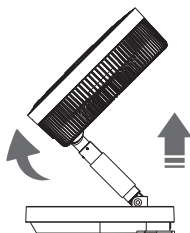
- 風扇高度可隨伸縮杆調節、有三種不同的摺疊模式，可作枱面風扇使用又可作座地扇使用，適用於辦公室、客廳、房間等，滿足更多的使用需求！閒置時可折疊收納，便於保存，節省收納空間。
- 1~8檔可調風速，1~8小時可調定時；
- 遙控器操作，使用更順心；
- 180度大角度送風；
- 帶電池版機型，內置鋰電池支援充電無線使用。

# 操作方法

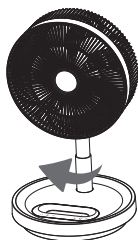
- ❶ 在折疊狀態下，向上拉開風扇



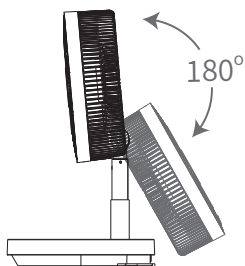
- ❷ 按箭頭方向向上打開風扇



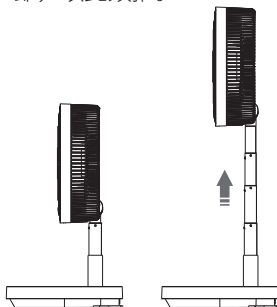
- ❸ 將風扇角度調至垂直後，順時針轉動鎖筒鎖緊



- ❹ 風扇頭可以上下180°調整方向

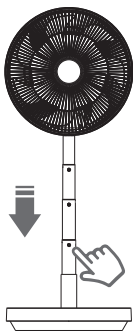


- ❺ 風扇伸縮杆高度調節  
按住伸縮桿對應的按鈕即可調節高度。按住最上端凸點下調一節，按住上端第二個凸點可下調兩節，以此類推。

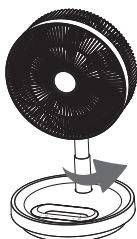


- ❻ 【風扇收納】 按住最下端凸點將伸縮杆全部收回，逆時針轉動鎖筒解鎖，然後折疊收起風扇。

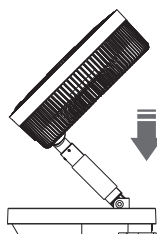
## 步驟1



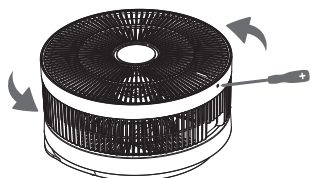
## 步驟2



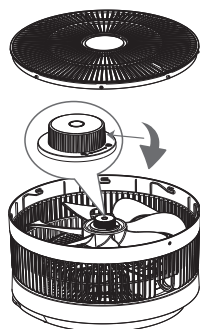
## 步驟3



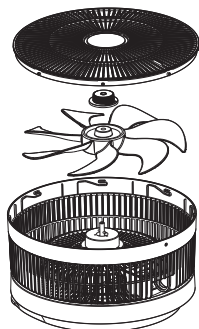
- 7 用“十字”螺絲刀卸下後網上的螺絲，用手按住風扇前網邊框，逆時針向左旋轉打開



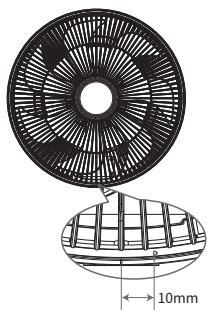
- 8 拆卸前網後順時針扭開螺母



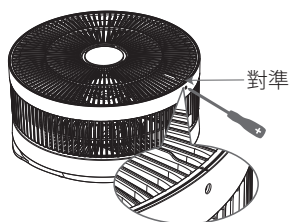
- 9 前網和扇葉可以拆卸取出清洗灰塵,機身可以用微濕的布擦拭,嚴禁水洗



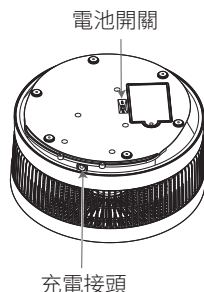
- 10 前網凹槽與後網凹槽距離約10MM處對位，裝回前網



- 11 用手按住風扇前網邊框，順時針向右旋轉前網凹槽與後網對準後鎖緊，再用後網上方的螺絲裝回



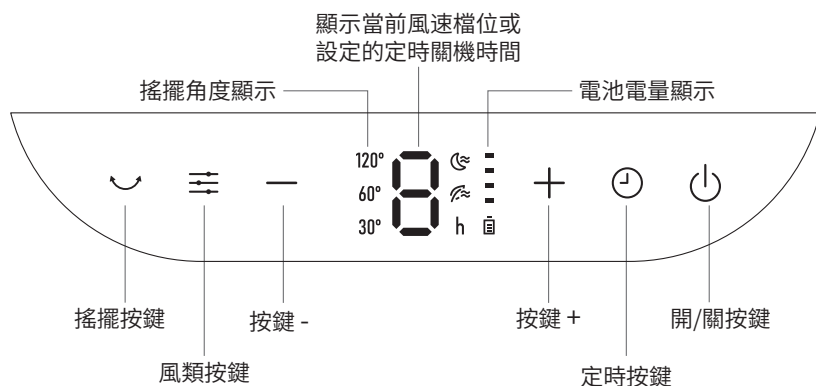
- 12 箭頭指示處為：充電接頭、電池開關




## 使用指南

- 請將產品配套的火牛插入風扇底盤的充電接頭，火牛連接家用電源插座。
- 將風扇處於直立狀態，調節伸縮杆及風扇頭至合適高度和角度，通過底座控制面板按鍵或遙控器控制風扇工作。
- 建議長時間不適用時，請提前充滿電，並把電池開關撥到OFF位置。

# 功能介紹






## 1、開/關機

輕觸風扇底座或遙控器上的**開/關按鍵** ，預設檔：以5檔風正常風運行。風扇有關機記憶功能，正常關機狀態下，再次開機，風扇記憶關機前的狀態運行，記憶內容包括風類、檔位、搖頭角度等。



## 2、風速調節

在開機狀態下，輕觸風扇底座或遙控器上的“+”，“-”按鍵進行檔位設定，每按一次改變1個檔位，“+”檔到8檔為止，“-”檔到1檔為止。



## 3、風類選擇

在開機狀態下，輕觸風扇底座的**風類按鍵** ，風扇按正常風、自然風、睡眠風迴圈切換。輕觸遙控器上的**自然風按鍵**  或**睡眠風按鍵** ，可以直接切換自然風或睡眠風模式。


## 4、搖擺


在開機狀態下，輕觸風扇底座或遙控器上的**搖擺按鍵** ，搖擺功能開啟，風扇按60°搖擺，再次輕觸**搖擺按鍵** ，搖擺按60°...120°...30°..關閉搖擺..60°迴圈，每次關機居中。

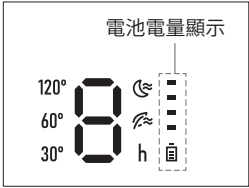
## 5、定時

風扇運行時，在無設定定時關機的狀態下，輕觸風扇底座或遙控器上的**定時按鍵** ，LED顯示幕中“h”亮起並且“”閃爍，進入可設定定時關機狀態，輕觸風扇底座或遙控器上的“+”，“-”按鍵進行定時時間設定，每按一次改變1小時，風扇可在1~8小時範圍內，按照所設定的時間自動關機。在開機狀態下，12小時無操作後，機器會自動關機。

## 6、電量指示

連接火牛使用時，“”顯示當前電量檔位閃爍，充電時每到達一格當前電量檔位常亮，電量充滿顯示4格常亮，風扇可以邊工作邊充電。

當不使用火牛供電時，面板上電量檔位“”開始閃爍，即提示風扇低電量模式，需儘快充電。



## 產品參數

產品名稱	12吋折疊式風扇
產品型號	GFF12BG
充電輸入	AC100-240V, 50/60Hz
輸出參數	DC14V, 1.2A
額定功率	15W
電池容量	內置3粒18650，3.7V 2200mAh鋰電池
充電時間	約3.6小時
使用時間	約1.2-12小時
產品尺寸	折疊尺寸：183(高)x 340(闊)x332(深)(毫米) 枱扇尺寸：586(高)x 340(闊)x332(深)(毫米) 座地尺寸：860(高)x 340(闊)x332(深)(毫米)
定時時間	1-8小時
裝箱清單	風扇x1、遙控器x1、說明書x1、火牛x1

# 清潔保養與安全事項

- 1、當清潔、保養或移動產品前，必須先關閉產品然後拔除電源插頭。
- 2、必須待風扇完全停止運轉後，才能清潔，以免受傷。
- 3、切勿將電源線或主機浸在水中清潔或在水龍頭下沖洗，風扇內部零件不可沾水。
- 4、切勿使用清潔劑、鋼絲刷、汽油、酒精、醋或其他揮發腐蝕性液體清潔產品，以免損壞產品。
- 5、用微濕的布清潔風扇表面即可。
- 6、清潔完畢，必須待產品完全乾燥後，才可連接電源使用。
- 7、如長時間不使用，請將產品收藏回包裝盒內並放置在乾燥陰涼且安全的地方。

# 故障排除

故障描述	原因分析	處理措施
機器不能工作	火牛未插好	妥善連接火牛
	供電體無電	更換供電體
	未按壓到開關按鈕	重新按壓開關按鈕
異音	風葉開裂	更換風葉
	電機損壞	更換電機

## 請記錄下列產品資料

型號 Model No.:

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機身編號 Serial No.:

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經銷商名稱 Dealer:

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購買日期 Date of Purchase:

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單據編號 Invoice No.:

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本產品不斷改進中，如功能有所更改，恕不另行通知  
如有疑問，請與客戶服務中心聯絡。不便之處，敬請原諒。

The product specifications may be changed without prior notice.  
Please contact customer service for details if necessary.

說明書內容以英文版本為準

If there is any inconsistency or ambiguity  
between the English version and the Chinese version,  
the English version shall prevail.

保養登記  
Warranty Registration



於網上登記新產品保養  
Register your product online  
[www.dchtoolbox.com](http://www.dchtoolbox.com)

小電維修服務 - 自攜點  
Repair Service - Collection Points



客戶服務中心 DCH ToolBox Customer Service Centre

香港九龍灣啟祥道20號大昌行集團大廈4樓

4/F, DCH Building, 20 Kai Cheung Road, Kowloon Bay, Hong Kong

客戶服務熱線 Customer Service Hotline: (852) 8210 8210

電郵地址 E-mail: [8210service@gilman-group.com](mailto:8210service@gilman-group.com)

[www.gemini-living.com](http://www.gemini-living.com)

