

**RICCAR**®  
**America**

**Vacuum Cleaner**  
**Operating Instructions**  
**For the 4000 Preferred Series**



**Before operating the unit, please read these instructions completely.**

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## CUSTOMER RECORD

The model and serial numbers of this product may be found on the back side of the unit. You should note the model and serial numbers of your unit in the spaces provided below, and retain this book as a permanent record of your purchase.

Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Date Purchased: \_\_\_\_\_

Your Riccar® Vacuum Cleaner is a product of high quality materials and superior workmanship. It has many desirable features, such as a large capacity disposable filter bag. Starting today, your new Riccar® Vacuum Cleaner will work for you on carpets, floors, and for many other cleaning needs in your home. We urge you to read these operating instructions carefully before you use this vacuum cleaner, in order to obtain the full performance and satisfaction it can offer you.

## SAVE THESE INSTRUCTIONS

## FOR BEST PERFORMANCE

- Before you plug in your Riccar® Vacuum Cleaner, make sure that the voltage indicated on the rating plate (located near the bottom on the back of the vacuum) is the same as your local supply.
- Keep machine and all accessories clean and in good operating condition.
- Store machine carefully in a dry area.
- Always use genuine Riccar® filter bags and filters. Use of other products may result in poor cleaning or filtration performance. Riccar® filtration products are designed for maximum performance.
- Have machine checked periodically by an Authorized Riccar® Vacuum Service Center.
- Use only Riccar® Vacuum Cleaner Authorized Service Centers for parts and service.
- For optimum cleaning performance and safety, study and follow your Owner's Manual. Keep it in a safe and handy place for future reference.

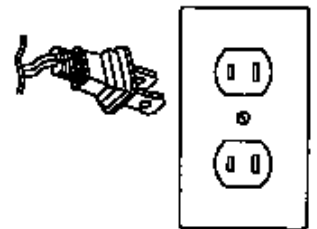
# IMPORTANT SAFETY INSTRUCTIONS

## READ ALL INSTRUCTIONS BEFORE USING THIS APPLIANCE. *SAVE THESE INSTRUCTIONS.*

When using any electrical appliance, basic precautions should always be followed, including the following:

**WARNING** – To reduce the risk of fire, electric shock, or injury:

1. Use vacuum only as described in this manual.
2. Do not leave vacuum unattended when plugged in. Unplug from outlet when not in use.
3. Turn off all controls before unplugging.
4. Do not attempt to service vacuum while plugged in.
5. **WARNING: ELECTRIC SHOCK COULD OCCUR IF USED OUTDOORS OR ON WET SURFACES.**
6. Do not allow vacuum to be used as a toy. Close attention is necessary when used by or near children.
7. Do not use with damaged cord or plug. If vacuum is not working as it should, has been dropped, damaged, left outdoors, or dropped into water, return it to a service center.
8. Do not pull or carry by cord, use cord as a handle, close door on cord, or pull cord around sharp edges or corners. Do not run vacuum over cord. Keep cord away from heated surfaces.
9. Do not unplug by pulling on cord. To unplug, grasp the plug, not the cord.
10. Do not handle plug or appliance with wet hands.
11. Do not put any object into openings. Do not use with any opening blocked; keep free of dust, lint, hair, and anything that may reduce air flow.
12. Keep hair, loose clothing, fingers and all parts of body away from openings and moving parts.
13. Do not use vacuum to pick up anything that is burning or smoking such as cigarettes, matches, or hot ashes.
14. Do not use vacuum to pick up flammable or combustible liquids such as gasoline or use in areas where they may be present.
15. Do not use vacuum to pick up water or any wet materials.
16. Do not use without dust bag and/or filters in place.
17. Use extra care when cleaning on stairs. To avoid injury and damage, vacuum should remain at base of stairs while in use.
18. Use only manufacturer's recommended attachments.
19. This product is equipped with a polarized alternating current line plug (a plug having one blade wider than the other). This plug will fit into the power outlet only one way. This is a safety feature. If you are unable to insert the plug fully into the outlet, try reversing the plug. If the plug should still fail to fit, contact a qualified electrician to replace the obsolete outlet. **DO NOT** defeat the safety purpose of the polarized plug.



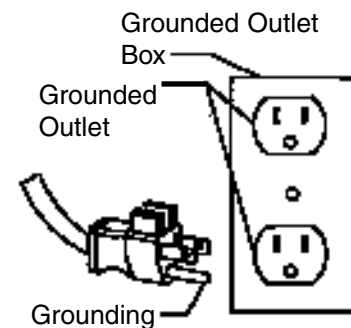
# GROUNDING INSTRUCTIONS

## MODEL 300C ONLY

This vacuum cleaner must be grounded. If it should malfunction or break down, grounding provides a path of least resistance for electric current to reduce the risk of electric shock. This vacuum cleaner is equipped with a cord having an equipment-grounding conductor and grounding plug. The plug must be plugged into an appropriate outlet that is properly installed and grounded in accordance with all local codes and ordinances.

This vacuum cleaner is for use on a nominal 120-volt circuit and has a ground plug (see illustration). Make sure that the vacuum is connected to an outlet having the same configuration as the plug. No adapter should be used with this vacuum.

**WARNING** – Improper connection of the equipment-grounding conductor can result in the risk of electric shock. Check with a qualified electrician or service person if you are in doubt as to whether the outlet is properly grounded. Do not modify the plug provided with the vacuum – if it will not fit the outlet, have a proper outlet installed by a qualified electrician.



# FAIL-SAFE THERMAL FUSE PROTECTION

## MODELS 100, 200, 300, and 300C

Your Riccar vacuum cleaner comes equipped with a Manual Reset Thermal Fuse Protector. This thermal protector is designed to protect your vacuum cleaner from overheating due to a cutoff in airflow (i.e. clogged hose, operating the vacuum without a bag). Should this situation occur, the thermal fuse protector will safely shut off the vacuum cleaner to avoid any potential damage.

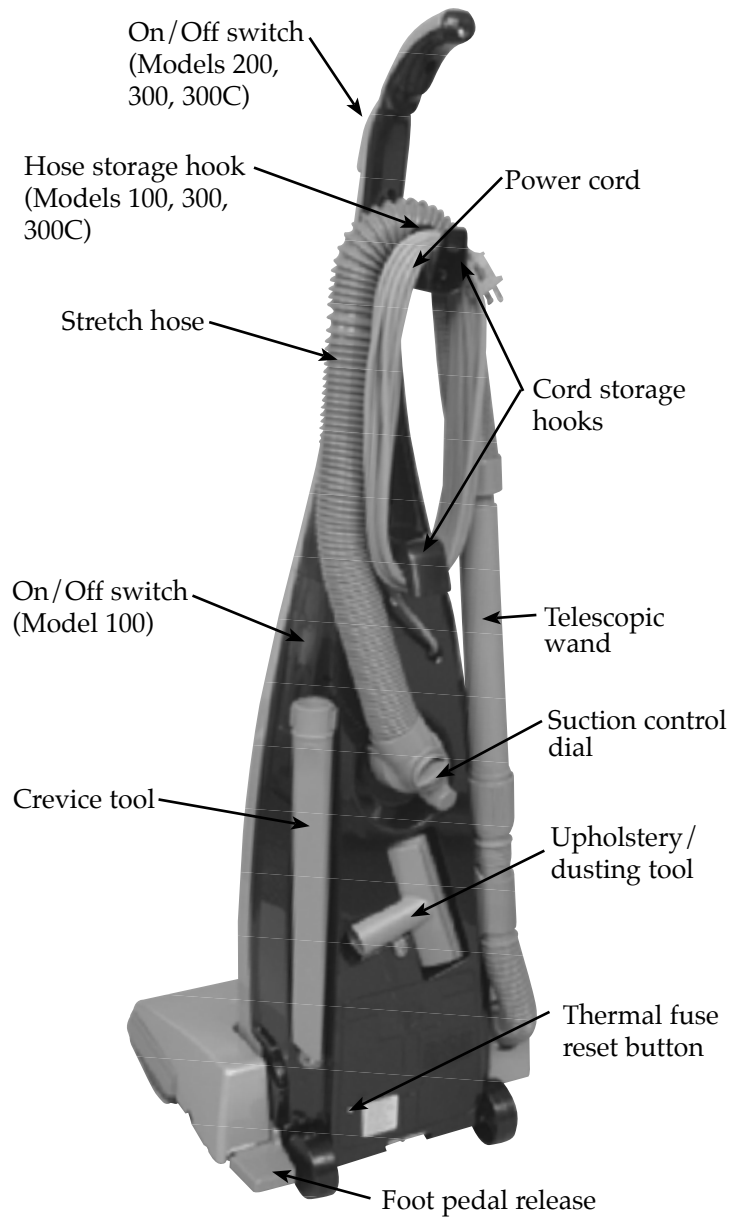
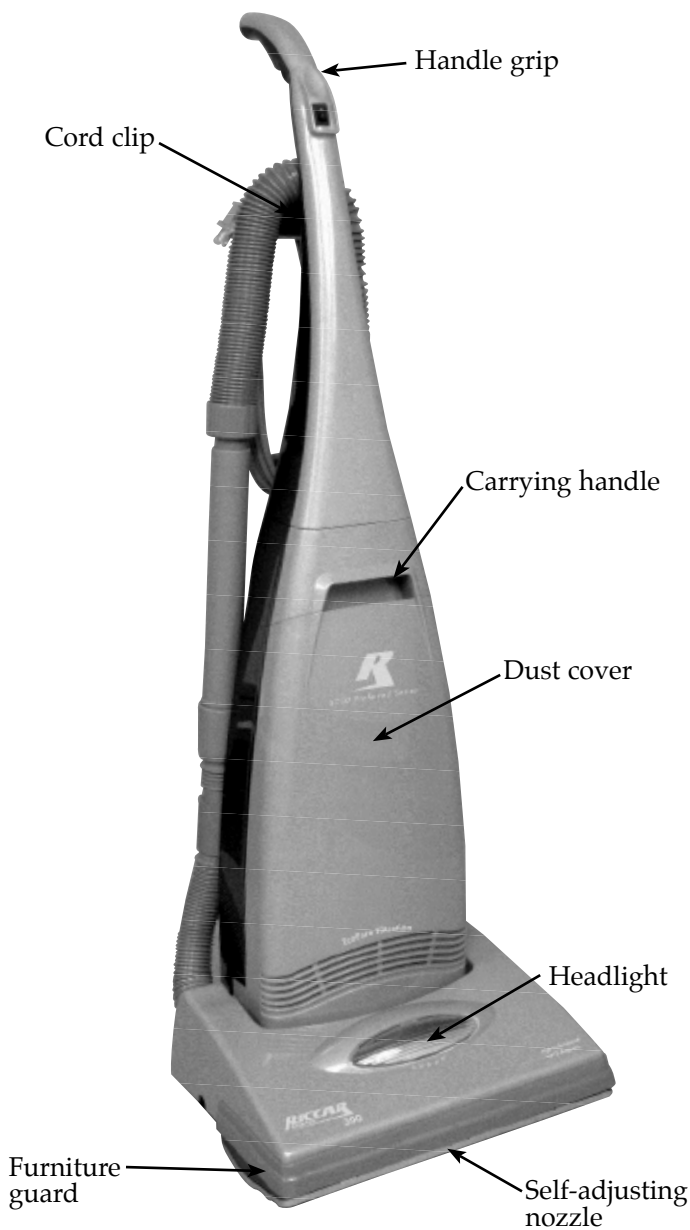
**NOTE:** To determine that it was the thermal fuse protector that turned off your vacuum cleaner, please refer to the vacuum cleaner's headlight. **If the headlight is on while the motor is off, then the thermal fuse protector did safely shut down the motor.** If both the headlight and motor are off, then there is some reason other than the thermal protector (i.e. pulled plug).

To reset the thermal fuse:

1. Unplug the vacuum cleaner
2. Check for problem – over-filled bag, clog in hose, clogged filters etc.
3. Correct problem
4. Locate "tripped" fuse – the small white button located on the bottom of the back side of the main body (roughly one inch to the right of the left wheel)
5. Using a pencil, paper clip or other pointed object, push the reset button in
6. Plug vacuum cleaner in and resume use

Please refer to your Authorized Riccar Dealer with any questions.

# PARTS IDENTIFICATION



# REPLACEMENT PARTS

## Genuine Riccar® EcoPure® Vacuum Filter Bags

Part #C13-6  
6 per package

## Vacuum Agitator Belt

Part #A20-R2

## Secondary Filter

Part #B222-0500

Light Bulbs, Xenon

Part #A350-0000

Wedge Base, 0.917 amp T 3 1/4 Xenon

## Post Filter

Part #B222-0200 (Model 100)

Part #B222-0000 (Models 200, 300, 300C)

# ASSEMBLY AND OPERATION

## ATTACHING THE HANDLE

The vacuum cleaner and the handle are packed separately.

1. After first removing the handle screw [Fig. 1], position the handle behind the vacuum cleaner and level with the top of the unit. Hold the power cord down and away from the vacuum while the handle is being attached [Fig. 2]. Make sure that the switch on the handle is positioned toward the front of the vacuum cleaner.
2. On the bottom of the handle are two “T-shaped” rails that slide forward onto two guides located on the top of the vacuum cleaner. Line up the handle so that the “T” rails will slide into the guides and push the handle forward [Fig. 3].
3. Insert the handle screw and tighten securely.
4. Attach the power cord at the clip located on the upper cord hook [Fig. 4].
5. Turn the upper cord storage hook to the upright position and wind the power cord around the cord storage hooks when storing the vacuum cleaner.



Fig. 1



Fig. 2



Fig. 3



Fig. 4

## ON/OFF SWITCH

1. To start the vacuum cleaner, flip the ON/OFF switch (located on the grip on Models 200, 300, and 300C or on the side of dust compartment on Model 100) to the ON position as indicated by “I” on the switch [Figs. 5 and 6].
2. To stop the vacuum cleaner, flip the ON/OFF switch to the OFF position as indicated by “O” on the switch.
3. Turn the vacuum cleaner off before unplugging from electrical outlet.



Fig. 5



Fig. 6

# ASSEMBLY AND OPERATION



Fig. 7



Fig. 8

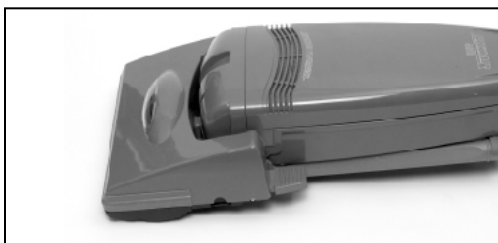


Fig. 9



Fig. 10



Fig. 11

## HANDLE ADJUSTMENTS

The handle 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 [Fig. 7].

1. Upright Position: Handle locks in this position for vacuum cleaner storage [Fig. 7]. The handle should always be in the upright position when cleaning tools are used.
2. Middle Position: This position is for normal cleaning [Fig. 8]. While in the middle position, the front of the nozzle can be raised for crossing room thresholds by lowering the handle.
3. Low Position: This position is used for cleaning under furniture [Fig. 9].

## REPLACING FILTER BAG

Genuine Riccar® EcoPure® Vacuum Cleaner filter bags should be used for best performance and air filtration. Always operate the vacuum cleaner with a filter bag installed.

NOTE: If secondary or post filters need to be replaced, see page 6 before replacing filter bag.

1. Remove the used filter bag by pulling bag collar off the bag holder [Fig. 10]. Do not re-use filled filter bags.
2. Attach the new filter bag onto the bag holder.
3. Re-insert the tab on bottom edge of dust cover into the groove on the dust compartment housing [Fig. 11]. Press it into place and close the dust cover tightly.

# ASSEMBLY AND OPERATION

## REPLACING SECONDARY FILTER

The secondary filter protects the motor from dust and dirt. Before installing a new filter bag, check the filter. Accumulated dirt in the dust compartment will be collected on this filter and may restrict motor performance when the filter becomes dirty.

1. Remove filter bag to access the secondary filter.
2. Remove secondary filter from bottom of dust compartment [Fig. 12].
3. The secondary filter can be washed or replaced. If washed, make sure filter is completely dry before reinstalling.
4. Reinstall by sliding filter under bag support fingers [Fig. 13].

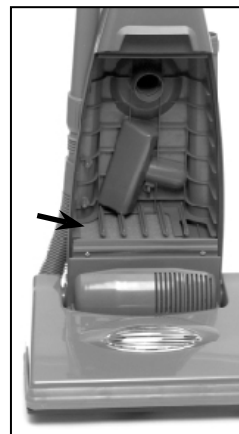


Fig. 12



Fig. 13

## REPLACING POST FILTER

Your Riccar® Vacuum Cleaner is equipped with an auxiliary post filter to capture fine dust particles and purify the air before it exits the machine. It is important to change the post filter regularly – approximately every third filter bag change, or as needed.

1. Remove dust cover and locate the post filter on inner bottom of cover [Fig. 14].
2. Remove soiled filter.
3. Align slits in new filter over tabs and press securely into place.

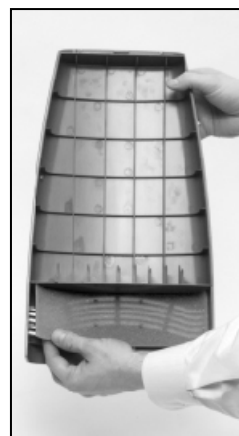


Fig. 14

NOTE: Post filters cannot be washed.



# ASSEMBLY AND OPERATION



Fig. 15



Fig. 16

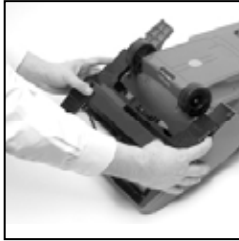


Fig. 17



Fig. 18

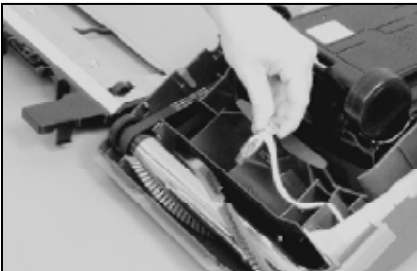


Fig. 19

## REMOVING AND REINSTALLING BOTTOM PLATE

**CAUTION:** Disconnect the vacuum cleaner from the electrical outlet before removing bottom plate.

1. Depress handle release pedal and move vacuum cleaner to low position.
2. Turn vacuum cleaner over, exposing the underside [Fig. 15].
3. Slide locking latch to the right [Fig. 16].
4. Press tabs inward on each side [Fig. 17] and pull bottom plate off.
5. Reinstall by placing lower edge of bottom plate along lower edge of nozzle [Fig. 18]. Snap plate into place. Slide locking latch to left to secure.

## REPLACING HEADLIGHT BULB

**CAUTION:** Disconnect the vacuum cleaner from the electrical outlet before replacing bulb.

1. Remove bottom plate (See "Removing and Reinstalling Bottom Plate").
2. Remove the headlight bracket by pulling upward on bracket [Fig. 19]. To remove the light bulb, pull straight out of socket. To install new bulb, simply push bulb straight into socket for a secure fit. Reinsert bracket back into nozzle.
3. Re-install bottom plate (See "Removing and Reinstalling Bottom Plate").

# ASSEMBLY AND OPERATION

## REPLACING AGITATOR BELT

**CAUTION:** Disconnect the vacuum cleaner from the electrical outlet before replacing belt.

1. Remove bottom plate (See “Removing and Reinstalling Bottom Plate”). Remove vented support fitting [Fig. 20] and belt guard [Fig. 21].
2. Take out the agitator assembly and remove worn or broken belt from agitator pulley and motor drive shaft [Fig. 22].
3. Loop new belt around the agitator pulley and the motor drive shaft and re-insert the agitator assembly back into the housing. Turn the agitator assembly by hand, making sure the belt is not twisted and all rotating parts move smoothly.
4. Re-insert the vented support fitting and belt guard, making sure that they are in place before fastening the bottom plate to the two ribs at the front of the housing. Re-install bottom plate.

**NOTE:** To ensure maximum cleaning efficiency, the condition of the belt should be checked regularly. If belt is stretched, cracked or if excessive slipping is occurring, replace belt.

## UNCLOGGING NOZZLE AND HOSE

**CAUTION:** Disconnect the vacuum cleaner from the electrical outlet before cleaning nozzle housing.

The nozzle hose, located on the back of the vacuum, carries the dirt from the nozzle to the filter bag. The hose also functions as the attachment cleaning hose. First check to see that a bag is installed or that the bag has not broken open. If the hose should become clogged:

1. Pull out and turn the lid of the cleaning attachment opening. Remove the clog or blockage [Fig. 23].  
OR
2. Remove hose cuff from nozzle inlet and check for clog [Fig. 24].  
OR
3. Turn unit over and remove bottom plate (See “Removing and Re-installing Bottom Plate”). Check nozzle inlet tube for



Fig. 20



Fig. 21



Fig. 22



Fig. 23



Fig. 24

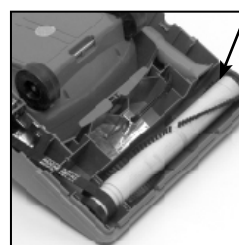


Fig. 25

# FULL BAG INDICATOR LIGHT

## MODELS 300 and 300C

The warning light is located on top of the dust compartment (see Fig. 26). The light will trigger if the filter bag is full or if there is a clog in the vacuum cleaner. If the light indicator turns on, check the filter bag. If it is not full, check the vacuum cleaner for clogs by inspecting the agitator area (see "How to Remove the Bottom Plate"), hose, and/or attachment inlet.

Please disregard the indicator light during attachment cleaning. The light is designed to indicate air flow restriction during carpet cleaning. When using cleaning attachments, the indicator will light periodically due to normal attachment air flow restrictions.



Fig. 26

## TOOLS

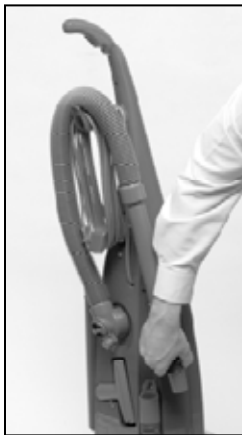


Fig. 27



Fig. 28



Fig. 29



Fig. 30



Fig. 31

### FAST TASK™ CLEANING TOOLS (Models 100, 300, and 300C)

Select models are equipped with Fast Task™ cleaning tools which include a combination upholstery/dusting tool, crevice tool, and stretch hose.

1. Remove the telescopic wand from the body of the vacuum [Fig. 27]. Unlock wand collar (located on end of wand) [Fig. 28], extend wand, and re-lock the wand collar.

NOTE: Wand collar locking rotation is marked with arrows on wand. Wand collar lock and unlock functions require only 1/2 turn of collar.

2. Remove the crevice tool on left side of vacuum cleaner and insert into end of wand [Fig. 29]. The vacuum is now ready for crevice cleaning.
3. Insert the combination upholstery/dusting tool (located conveniently in the back of the dust compartment) onto the end of the crevice tool [Fig. 30]. The combination tool can also be inserted directly onto the telescopic wand. To convert the dusting brush to an upholstery tool, simply slide the brush off [Fig. 31].

# OPTIONAL CLEANING TOOLS

All Riccar upright vacuum cleaners offer an attachment port that enables you to insert optional cleaning tools (available through your Riccar dealer). Should you have carpeted stairs, for example, it is highly recommended to use one of the two kits pictured, since each offers either a 12- or 15- foot hose for safe stair cleaning. These kits are effective overall cleaning tools to address some of the hard to reach areas of your home or car. Talk to your Riccar dealer to see which tools might be beneficial to your home environment.

## For Models Without On-Board Tools

Deluxe Attachment Set DLATT12G (Fig. 32)

1. 12-foot hose
2. Curved wand
3. Extension wand (2 pieces)
4. Dusting brush
5. Crevice tool
6. Upholstery tool
7. Upholstery brush insert
8. Deluxe floor brush

## For Models With On-Board Tools

Attachment Set DLATT15 (Fig. 33)

1. 15-foot hose
2. Curved wand
3. Deluxe floor brush

**1. How to connect the hose assembly to the vacuum cleaner:** Pull out and open the suction control dial by turning the lid located on the back of the vacuum cleaner. Insert the soft, rubber end of the hose assembly into the cleaning attachment opening. Push in while twisting the hose end to ensure the hose is fastened securely (Fig. 34).

**2. How to connect the tool:** You can connect any of the cleaning tools to the end of the extension wand(s) or curved wand and twist for a secure fit. To remove the cleaning tool from the extension wand(s) or curved wand, simply twist and pull apart.

**WARNING:** If optional tools are used do not keep unit running in one spot for a long period to prevent carpet damage.



Fig. 32

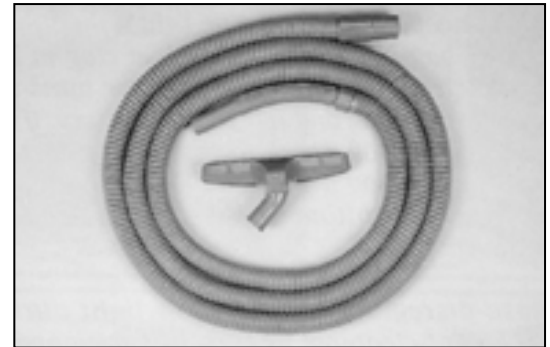


Fig. 33



Fig. 34

# NOTES

# 4000 PREFERRED SERIES FEATURES

## STANDARD

- **AUTOMATIC CARPET HEIGHT ADJUSTMENT**

Your Riccar® upright vacuum cleaner is designed with an Automatic Self-Adjusting Rug Nozzle. No manual adjustments are required. The height of the rug nozzle is instantly and automatically adjusted to carpet pile height. This self-adjusting feature allows the rug nozzle to float evenly over all carpet pile surfaces.

- **EDGE CLEANING**

The edge cleaning feature provides for improved cleaning of carpets near wall and stationary furniture.

- **THREE-YEAR WARRANTY** for all models with household use. (1-year when used commercially).

## SPECIAL FEATURES

- **FAST TASK™ TOOLS** (Models 100, 300, and 300C)
- **LEXAN® BOTTOM PLATE** (Models 200, 300, and 300C)
- **METAL AGITATOR with REPLACEABLE BRUSH STRIPS** (Models 200, 300, and 300C)
- **FIVE-STAGE MICROFILTRATION**
- **XENON HEADLIGHT**
- **FAIL SAFE THERMAL FUSE**
- **FULL BAG INDICATOR GAUGE** (Model 300)

## OPTIONAL ATTACHMENTS AND BRUSHES

- **BLACK NYLON HEAVY DUTY ATTACHMENT BAG** (05.200)
- **RICCAR'S EUROPEAN-STYLED DELUXE HANDHELD TURBO BRUSH – 6.5"** (DLTB-RB)
- **RICCAR'S HANDHELD TURBO BRUSH – 7"** (HTB-R)
- **RICCAR'S DELUXE 8-PIECE ATTACHMENT SET – BLACK** (DLATT-R)
- **RICCAR'S DELUXE 9-PIECE ATTACHMENT SET – GRAY** (DLATT9H-R)
- **RICCAR'S ATTACHMENT KIT W/ GRAY WIRE, 15' HOSE & NATURAL HAIR BRUSH** (DLATT15-R)
- **DLATT15-R WITH CRUSHPROOF HOSE** (DLATT15C-R)
- **RICCAR'S DELUXE 9-PIECE ATTACHMENT SET W/ 12' HOSE – GRAY** (DLATT12-G)
- **DELUXE HORSEHAIR FLOOR BRUSH (USED IN DLATT9H ) – BLACK** (9HFB)



Vacuum Cleaners

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Contact your local Authorized Riccar® Dealer for more information on service.

Visit our website at [www.riccar.com](http://www.riccar.com).