

# **HOOVER<sup>®</sup> Convertible Vacuum Cleaner**

**Bottom Fil  
Models**

**HOOVER**

**Review  
this manual  
before  
operating  
cleaner**

**Convertible**

# Fill in and retain!

---

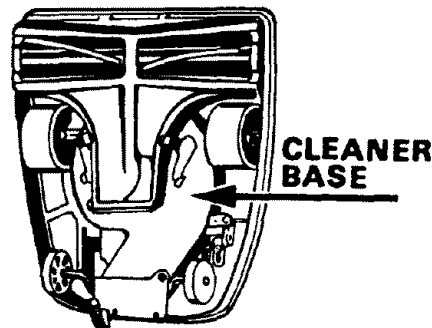
The HOOVER vacuum cleaner you have just purchased is a combination cleaner. It is used for carpet and rug cleaning and may be used with attachments for above the floor cleaning.

Your cleaner is a model \_\_\_\_\_

and has a serial number \_\_\_\_\_

For your personal records, please enter the model number and serial number in the spaces provided above and retain in a safe place.

The model number and serial number appear on the bottom of the cleaner base.



---

## Save!

## Index

Cleaner Description and Unpacking .....	3,4
Energy Saving Tips .....	20
How to Assemble Cleaner .....	5-7
<b>How to Use on Carpet and Floors .....</b>	<b>7-9</b>
<b>How to Use Cleaning Tools .....</b>	<b>10-13</b>
If You Have a Problem .....	19
Important Safeguards .....	2
Lubrication .....	20
Maintenance	
Authorized Service .....	19
How to Replace Belt .....	16,17
How to Replace Brushes .....	17,18
How to Replace Headlight .....	15
How to Replace Throw Away Bag .....	6,7,14,15
<b>Second Speed .....</b>	<b>13</b>
Special Features .....	9

# Important Safeguards!

---

- **Read** all instructions.

• **Warning:** Electric shock could occur if used outdoors or on wet surfaces.

- Close supervision is necessary when any appliance is used by or near children. Do not allow vacuum cleaner to be used as a toy or to run unattended at any time.
- Keep hands, feet, loose clothing, and hair away from rotating agitator. Do not operate cleaner in bare feet or when wearing open toe shoes or sandals.
- Don't run cleaner over cord. It may damage insulation.
- Do not use cleaner to pick up matches, or live ashes and cigarette butts.
- Avoid picking up hard, sharp objects with the cleaner. They may damage the cleaner and the bag.
- Unplug cleaner when not in use. Turn machine off at switch before unplugging.
- Always disconnect cord from electrical outlet before servicing the cleaner.
- Change bag frequently when picking up very fine materials such as powder.
- Grasp the plug to disconnect from wall outlet to avoid damage to cord, plug, prongs, or receptacle.
- The use of an extension cord is not recommended.
- If cleaner is in disrepair, do not attempt to operate.
- Have repairs made by the qualified personnel at Hoover Factory Service Centers or Authorized Hoover Warranty Service Dealers.

• **Use** vacuum cleaner only for its intended use as described in the instructions. The use of attachments not recommended by the appliance manufacturer may cause hazards.

---

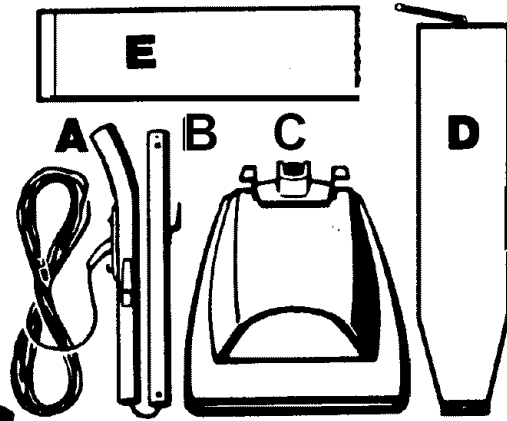
## Save these instructions!



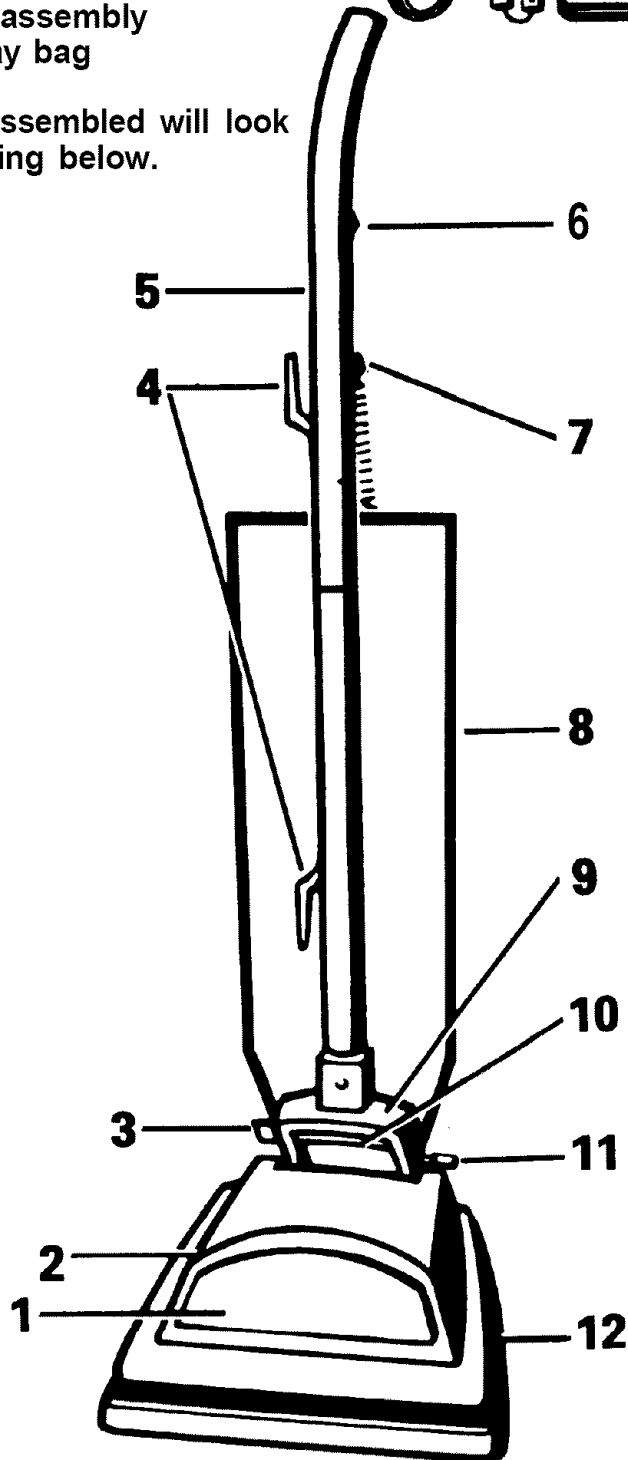
# Unpacking

Unpack the cleaner from the carton and identify the parts shown. Remove and dispose of the cardboard packing.

- A. Upper handle section
- B. Lower handle section
- C. Cleaner main body and hood assembly
- D. Outer bag assembly
- E. Throw away bag



The cleaner assembled will look like the drawing below.



**1. Headlight** (available with some models).

**2. Hood**

**3. Adjustment Lever for Carpet Pile Height:** to adjust the underside of the cleaner (nozzle location) to the carpet pile height.

**1. Cord Storage Hooks:** wrap cord around hooks for storage. On some models, the top cord storage hook can be rotated forward or backward for easy cord release.

**i. Handle**

**i. ON-OFF Switch:** to turn on, push switch downward; to turn cleaner off, push switch upward.

**7. Spring Hook:** place spring ring over hook to support the bag.

**8. Outer Bag:** covering for throw away bag.

**9. Handle Bail:** support for handle.

**10. Carrying Handle:** located on the underside of the handle bail.

**11. Handle Release Lever:** step on lever to lower handle to Operating and Low position.

**12. Furniture Guard:** prevents cleaner from marking furniture.

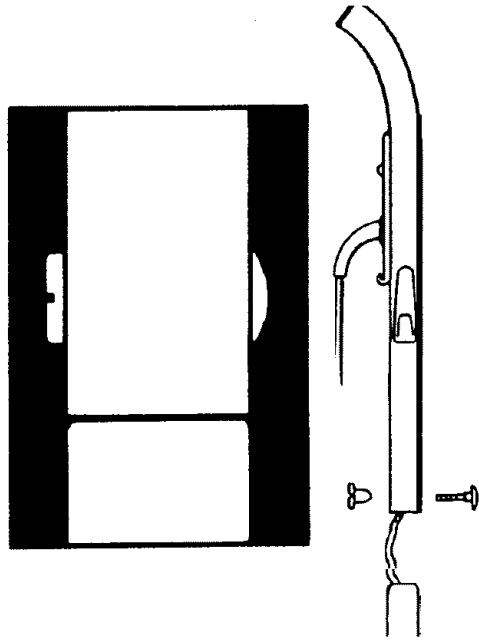
**Use cleaner only at voltage specified on data plate on bottom of cleaner base.**

# How to assemble

## A. Put handle together

Remove cardboard from the end of handle sections.

Slide the two handle sections together. Check to see that cord storage hooks are on the same side of handle. Insert bolt through small holes and secure with nut. Tighten nut with screwdriver.



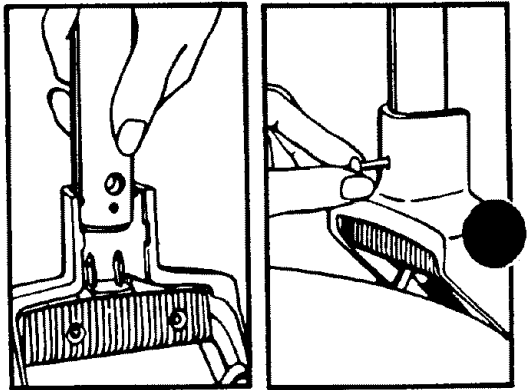
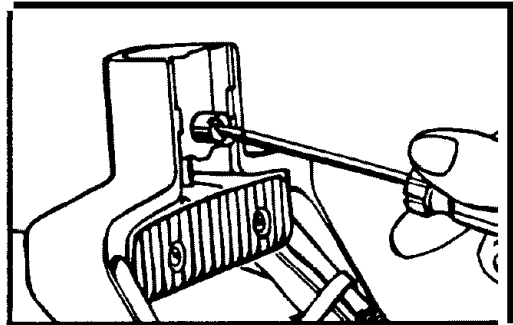
If the nut and bolt will not assemble as shown in the illustration, the holes in the handle are not lined up correctly.

## B. Attach handle to the cleaner

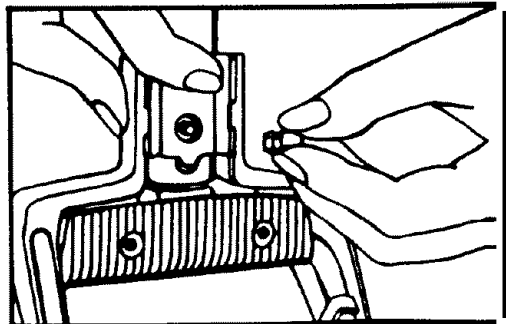
Unscrew nut and remove bolt and plate from handle bail.

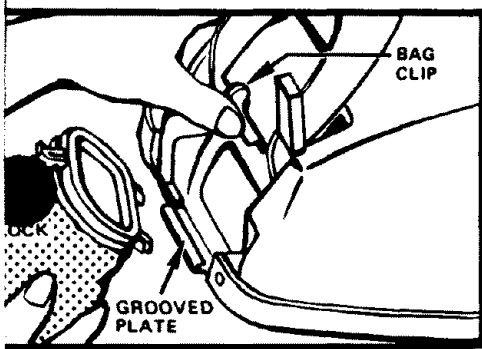
Take assembled handle and place so that the socket holes in the bottom of the handle are directly in line with the electrical prongs. Position the handle so that the ON-OFF switch is to the rear of the cleaner.

Push down until handle is securely in place. Insert bolt into small hole in front of handle.



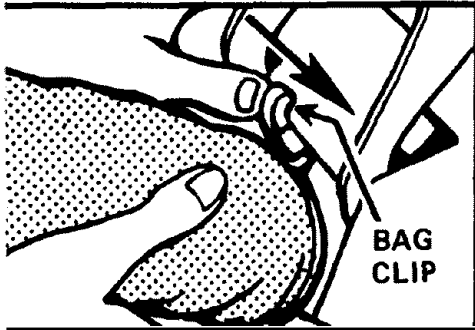
Replace plate on back of handle, by inserting projection on plate into lower hole on handle. Tabs on handle bail will fit into notches on plate. Position nut on bolt and tighten with screwdriver.



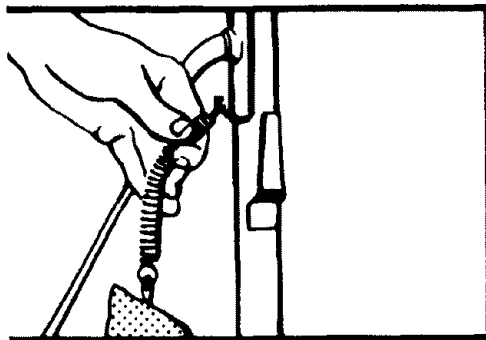


## C. Attach outer bag to cleaner

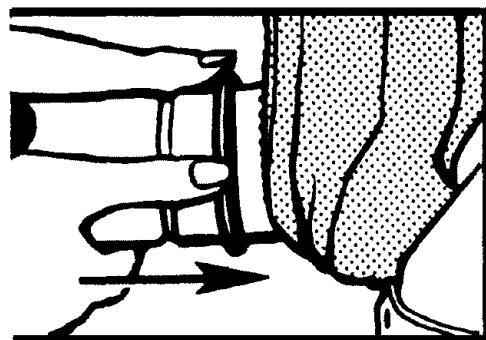
The outer bag is connected at the rear of the cleaner by hooking the two projections at the bottom of the outer bag assembly into the grooved plate extending from back of cleaner base.



Then pull the bag clip (located just above the cleaner opening) to the left and fit bag against opening. Slide the bag clip to the right to fit completely over the bag lock.

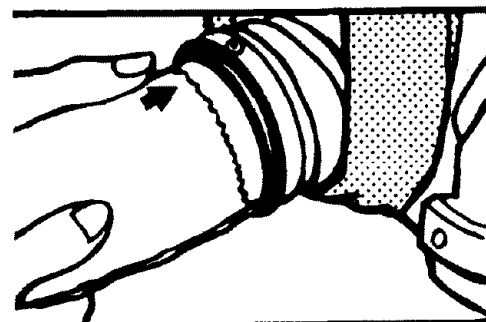


Attach the bag to the spring hook, located on the top section of the handle.



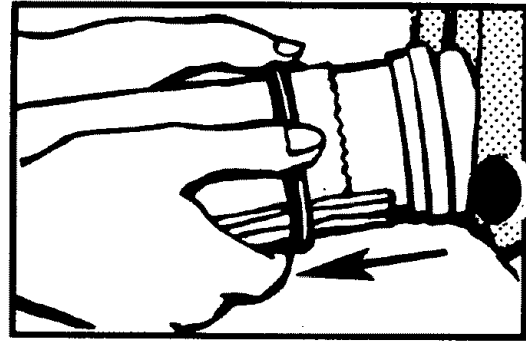
## D. Attach throw away bag to cleaner

Use HOOVER bag type C with this cleaner. Unzip the outer jacket and pull out tube. Roll rubber bag retainer down the tube toward the cleaner.



Slip the open end of the throw away bag onto tube and push as far on as possible. (Be sure to match arrow on throw away bag with the 0 mark on the tube.)

Unroll the rubber bag retainer so it holds bag firmly in place. **Grasp the pleats on each side of the throw away bag at dotted line and pull out until entire dotted line is visible.** Place throw away bag inside the outer jacket without folding and zip jacket.

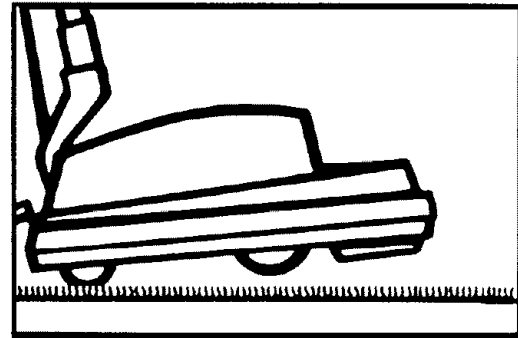


## How to use

### How to operate

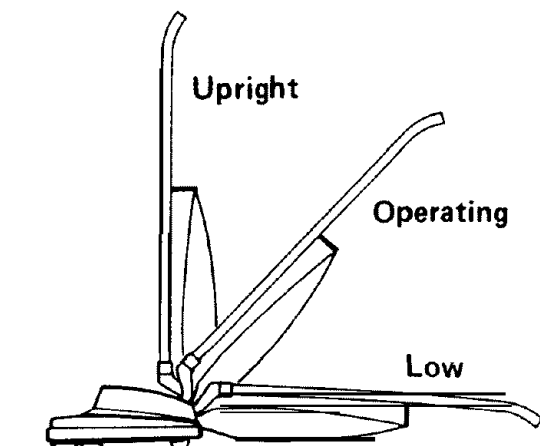
To turn cleaner ON, push switch down. To turn cleaner OFF, push the switch up.

Plug into electric outlet. Your cleaner is now ready to operate. Turn the cleaner "ON" and, with handle in upright position, pull back on handle until the front of the cleaner is free from the carpet. This insures that the throw away bag is inflated.

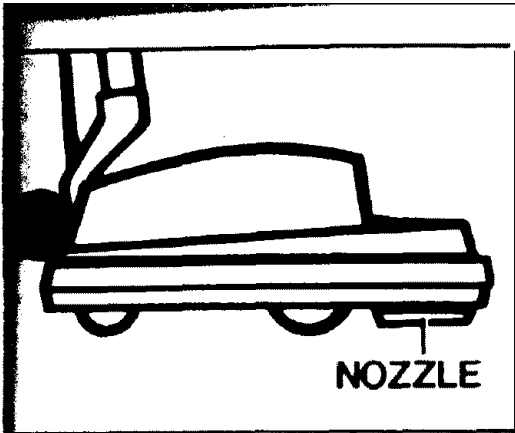


### Handle adjustment

The handle of your cleaner has three positions: **Upright** for storage and when using attachments; **Operating** for general operation on carpet and floors; **Low** for reaching under low furniture.







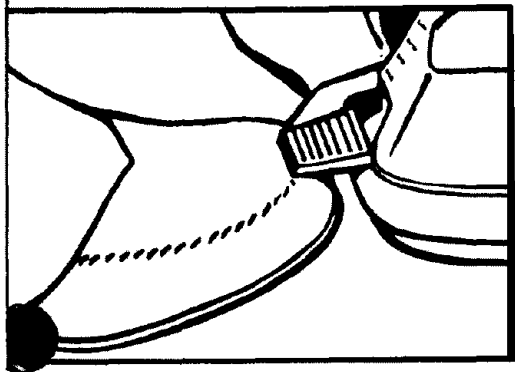
## Adjustment for carpet pile height

The cleaning of carpet and rugs takes place at the nozzle. This is the opening at the bottom of the cleaner where the agitator is located.

It is necessary to raise and lower the nozzle for various carpet pile heights. The adjustment lever raises and lowers the nozzle for various carpet pile and is located to the right of the bag near the bottom of the cleaner.



When selecting the desired adjustment for carpet pile height, the indicator will be in the location of the adjustment lever.



You can most easily make nozzle adjustments if you move the lever UPWARDS with your toe until the lever "clicks" into the desired position. Therefore, when a downward adjustment is required, first press the lever all the way down into the SHAG position and then move upward one position at a time.

Select the adjustment for the carpet pile height according to the chart below.

---

**Low** for low pile and kitchen carpet

---

**Normal** for carpet with normal pile height and for removing loose dirt from hard surface floors

---

**High** for carpet with normal pile height but thicker density; if the cleaner is difficult to push at "Normal", move the lever to the "High" position.

---

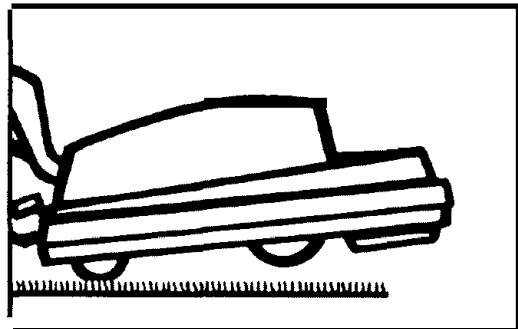
**Shag** for very long or shag pile carpet

---

**Note:** If the "Low" setting is used when cleaning normal or shag pile carpet, there is an increase in the belt load and pushing effort is greatly increased.

## Cleaning lightweight flexible rugs

Lightweight flexible rugs used on hard surface floors in entrances, bathrooms, etc. should be cleaned by the following method.



Stand on one end of the rug and move the cleaner toward the other end or edge. Before reaching the other end, push down on the handle. This will lift up the nozzle (front of cleaner) and will prevent the rug from clinging to the cleaner. Continue to lift up the nozzle so that when you have reached the edge, it is completely off the rug. Move the cleaner back to start again and lower the nozzle, using only forward strokes.

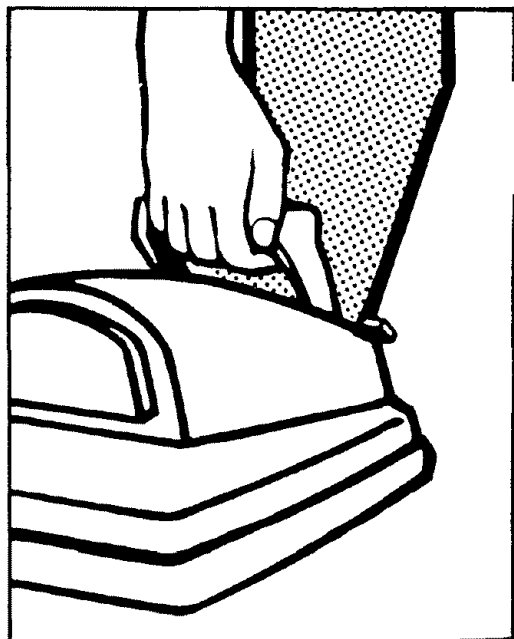
## Special features

### Carrying handle

Your cleaner has a convenient carrying handle located on the underside of the handle bail.

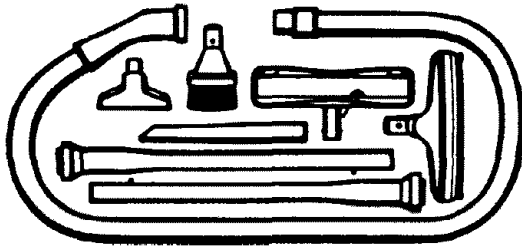
### Edge cleaning

This feature improves the cleaning of carpet edges near baseboards and solid furniture. Dust and lint tend to collect along these edges. The cleaner bottom plate has been designed with a passageway for dirt to enter the nozzle from the side to increase cleaning ability of edges. From the right or left side, slowly guide the cleaner parallel to the edge of the carpet.

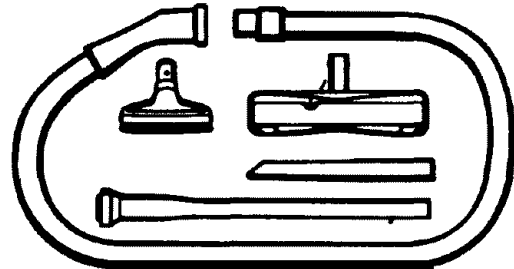


# Cleaning Tools

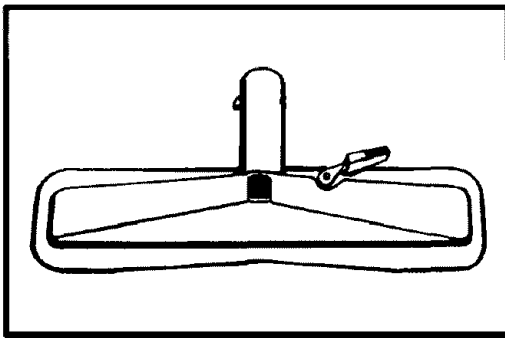
The cleaning tools are designed to fit any 'Convertible' cleaner. They allow you to do above the floor **cleaning** and to clean hard to reach areas. Some **models** come with tools; for **others**, tools are available at additional cost from Hoover Dealers.



**Deluxe cleaning set** Includes vinyl hose, converter, wands, dusting brush, furniture nozzle, wall/floor brush, crevice tool.

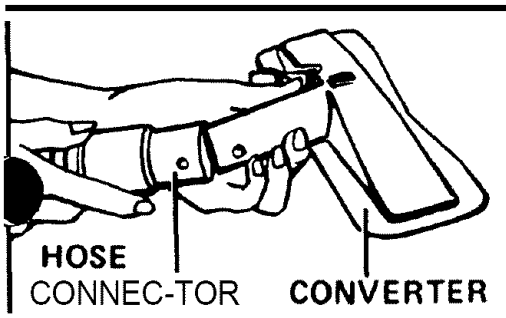


**Standard cleaning set** Includes lightweight hose, converter, wand, crevice tool and multi-purpose brush.

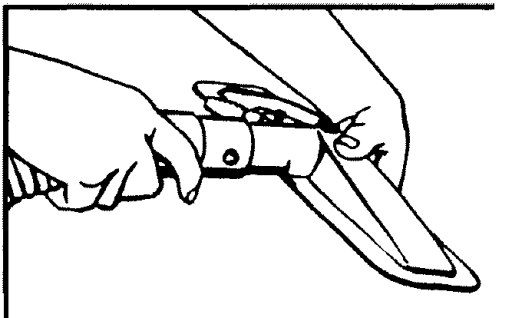


## How to assemble hose and converter

By using this converter attachment, suction is channeled from the cleaner to the hose and cleaning tools.



The converter must first be assembled to the hose by inserting the converter into the hose connector.



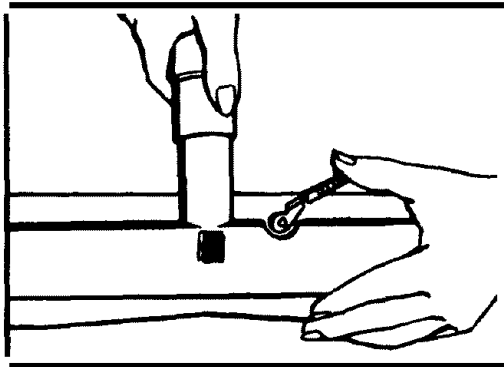
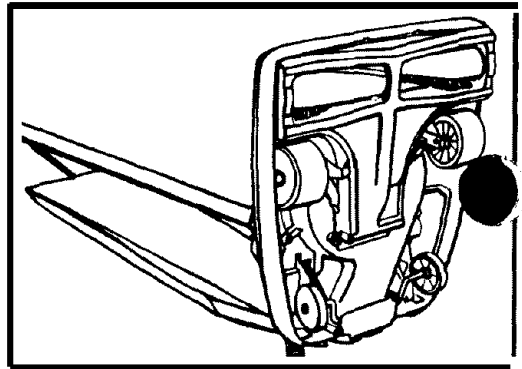
Push connector and converter together and twist until the projections on the converter fit into the holes on the hose connector. This unit should remain assembled for all future tool use.

## Using cleaning tools

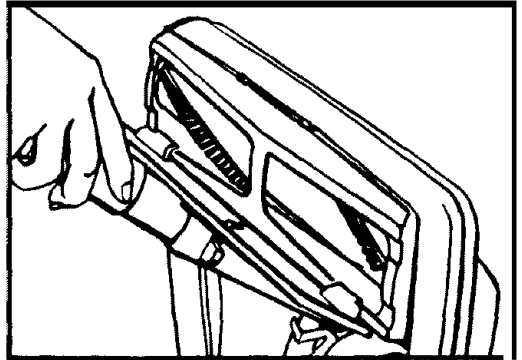
### A. Attach converter

Disconnect cleaner from electrical outlet. Cleaner must not be plugged in when positioning or removing converter.

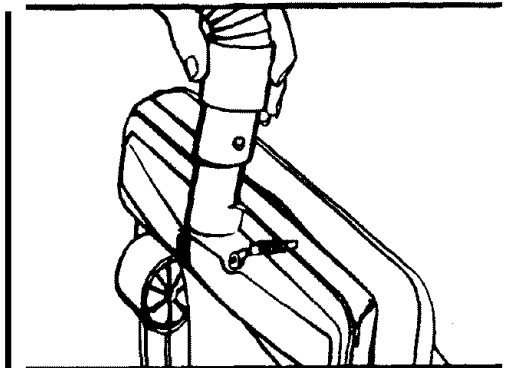
With cleaner in upright position, grasp handle and lean cleaner backwards until handle is flat on the floor and the underside is visible.



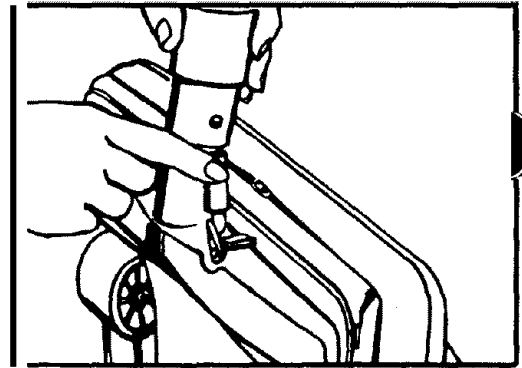
Grasp the converter; turn red converter lock away from the hose.



Place plastic latches of converter onto metal rim of bottom plate.

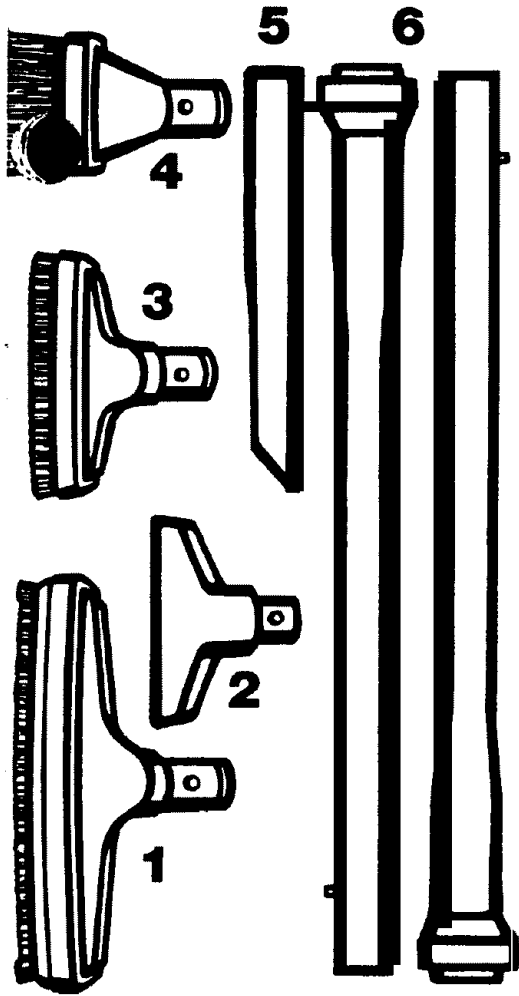


Pivot converter until it covers the opening.



To lock in place, turn red converter lock toward the hose.

Raise cleaner to upright position.



## B. Select proper cleaning tool

The cleaning tools have many uses. Select the tool best suited for the cleaning task from the descriptions below.

**Wall/floor brush\*** for walls and very irregular hard surface floors such as brick and slate. Fig. 1.

**Furniture nozzle\*** for upholstered furniture, draperies, tapestries, mattresses, clothing, automobile interiors and carpeted stairs. Fig. 2.

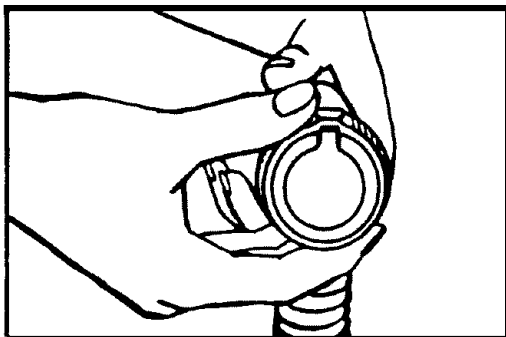
**Multi-purpose brush** (standard set only) for dusting surfaces such as table tops, lamp shades, draperies as well as for cleaning upholstered furniture, stairs and automobile interiors. Fig. 3.

**Dusting brush\*** for carved furniture, table tops, books, lamps, lighting fixtures, Venetian blinds, baseboards, shutters and registers. Fig. 4.

**Crevice tool** for radiators, dresser drawers, spaces between kitchen appliances. Fig. 5.

**Wand(s)+** Used to give extra length to your hose. They are ideal to reach ceilings, the top of draperies, high shelves and cupboards. Use them with any of the above tools. Fig. 6.

\*Available only in deluxe set.

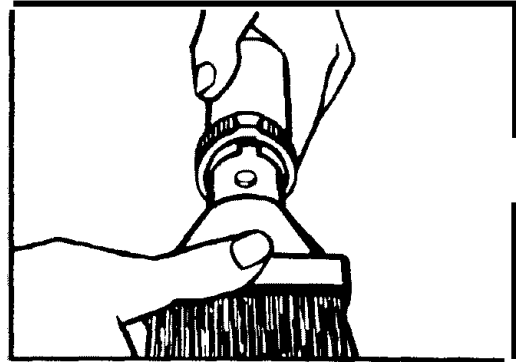


## C. Attach tool

After choosing the proper tool for your particular task, attach it to the end of the hose grip.

The outer plastic ring on the end of the hose grip has a slot which adjusts. Note the slot in the hose grip. Turn the outer ring until the slots align.

Insert the tool so that the button on the tool fits into the slot in the end of the hose grip.

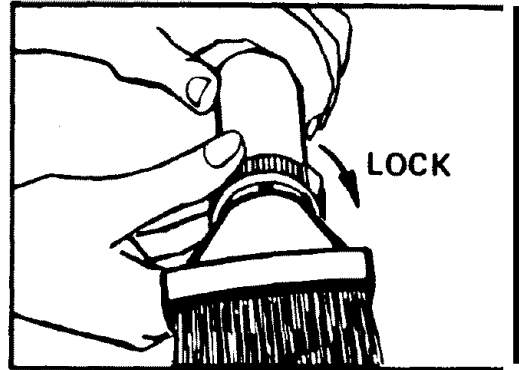


Turn the plastic ring as shown to lock the tool in place. To remove tools, reverse the procedure.

For additional length, attach one or both "wands" to the hose as described above.

Tools attach to the wand(s)\* in the same manner.

\*Available with deluxe set only.



## **D. Use correct handle position and carpet height adjustment**

Place the cleaner handle in the upright position for the most convenient and effective use of cleaning tools.

Some cleaners are equipped with a two-speed motor. One speed is utilized when the cleaner is being used on carpet and rugs, and a second higher speed is used with attachments.

When the handle is placed in the upright storage position, the motor automatically adjusts to the higher speed. Therefore, **use the cleaner with the handle in the upright position to engage second speed.**

The adjustment for carpet pile height should be set according to the surface on which the cleaner is standing. This will give added stability when using the attachments. Set the adjustment for pile height to LOW if using the cleaning tools in an area where there are bare floors and use SHAG in carpeted areas.

## **To clean attachments**

To clean the hose wipe off dirt with a cloth dampened with a liquid detergent. Rinse with a damp cloth. Cleaning tools may be washed in warm water with a detergent. Rinse and let dry before using.

# Maintenance

The following sections are concerned with proper maintenance of the cleaner. Familiarize yourself with these home maintenance tasks and keep this owner's manual in a convenient place where you can refer to it when needed. Proper use and care of your cleaner will assure continued cleaning effectiveness.

## The bag

Your cleaner has a durable outer bag which covers the throw away bag. A light wiping with a damp cloth will keep this outer bag clean.

## When to replace the throw away bag

Check the bag from time to time. It is recommended that you change the bag when the dirt reaches the dotted line on the throw away bag. If you let more dirt than this accumulate, your cleaner may not operate effectively.

**CAUTION:** Very fine materials, such as face powder, cornstarch, fireplace ashes or fireplace soot, may seal the throw away bag and may cause it to burst even though it is only partially full of dirt. When the cleaner is used to remove material of this nature, the bag should be changed frequently.

## Where to buy bags

Throw away bags may be purchased from your local Authorized Hoover Dealer or from a Hoover Factory Service Center. **When ordering bags, be sure to give the model number of your cleaner.**

## What bags to buy

Use HOOVER bag type C with this cleaner.

**Hoover®**

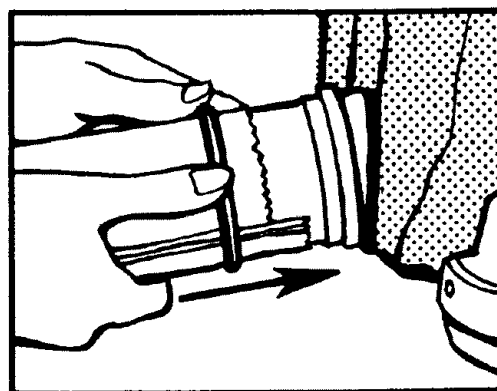
To assure that your cleaner operates at peak performance, it is imperative that you use only genuine HOOVER throw away bags made by The Hoover Company. HOOVER bags can be identified by the trademarks — —



## How to change bag

**Disconnect cleaner from electrical outlet.**

Unzip outer bag and pull out tube. Roll rubber bag retainer down toward the cleaner. Lift used bag off the tube. Discard of used bag.



**Note:** Do not clean out old bag and re-use. Discard used bag. To install new bag refer to "How to assemble" section.

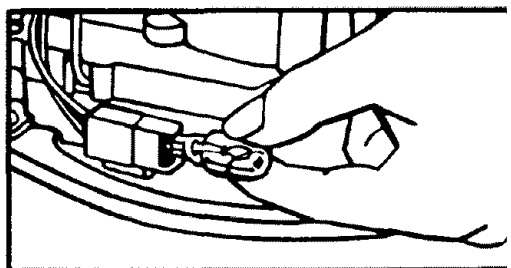
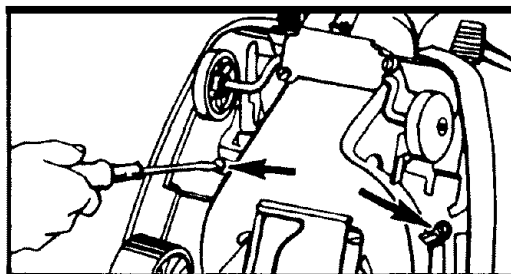
## The headlight

### How to replace the headlight (Available on deluxe models only.)

**Disconnect cleaner from electrical outlet.**

This cleaner uses 12 volt, wedge base type 912 bulbs.

1. Set adjustment lever for pile height to the "NORMAL" or "HIGH" position.
2. Turn cleaner over and remove the two screws indicated in the illustration. Place cleaner in the upright position and remove hood.
3. Remove bulb by pulling straight out of socket. Replace by pushing bulb straight into socket until it locks in place. (Some models have two bulbs which are replaced in the same manner.)
4. Replace hood. On some models the furniture guard may need to be repositioned onto casting of cleaner. Tighten screws.



## The belt

The belt of your HOOVER cleaner causes the agitator to rotate and is important for the effective operation of the cleaner. The belt is located under the bottom plate of the cleaner and should be checked from time to time to be sure it is in good condition.

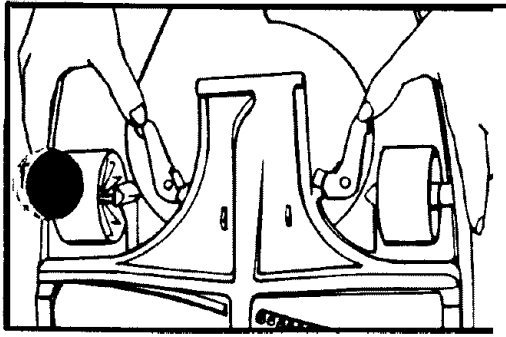
### When to replace the belt

To check the belt, remove the bottom plate (see following section). If the belt is stretched, cut or broken, replace the belt.

### What belt to buy

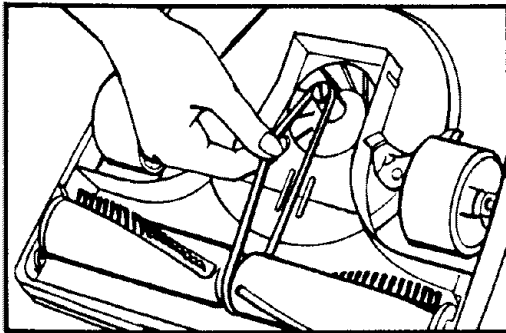
To assure effective operation, use only genuine HOOVER belts with your cleaner. When purchasing a new belt ask for HOOVER part No. 49259.



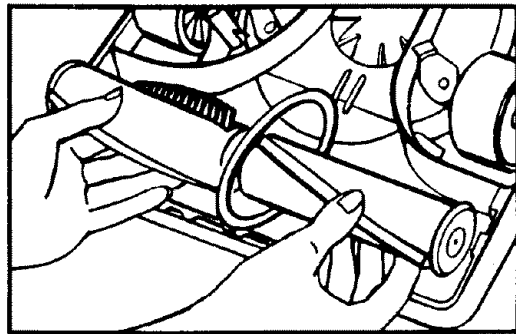


**How to replace the belt**  
**Disconnect cleaner from electrical outlet.**

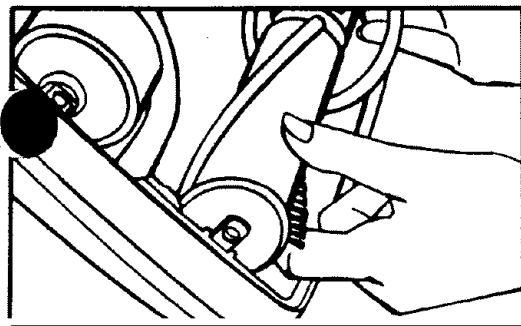
1. Turn cleaner over. Remove bottom plate by pushing latches toward outside of cleaner.



2. Release worn belt from pulley.

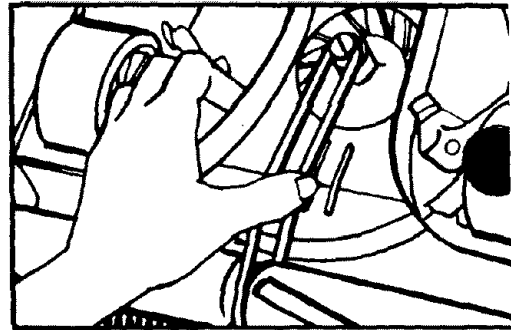


3. Lift out rug agitator, remove old belt and place new belt in groove of rug agitator.

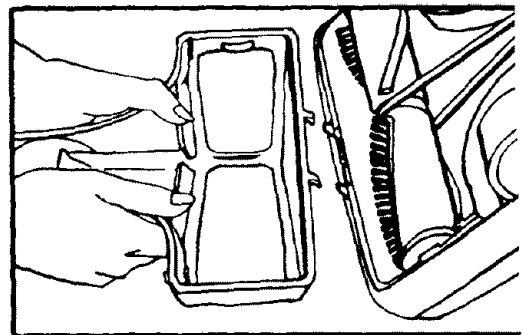


4. Replace agitator by aligning the projection, located on one end of the agitator, with the slot on the wall of the cleaner base. Then push the agitator down into position.

5. Place belt on pulley. Side of belt nearer cleaner should be in line with projections on bottom of cleaner.



6. Replace bottom plate. Place metal knobs on front end of plate in wire holders. Check to see that latches are pushed back and will not be covered by plate. Place plate in position and latch securely.

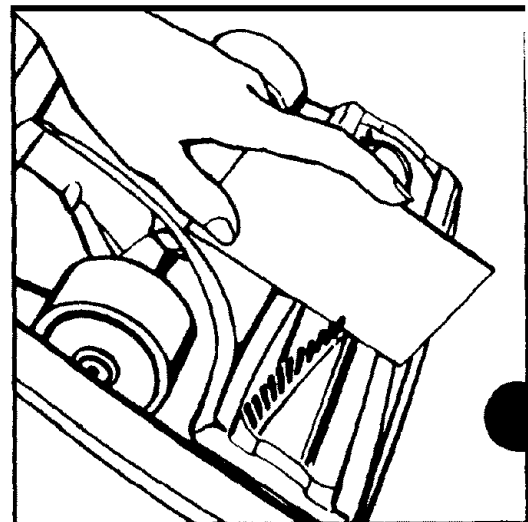


## Agitator brushes

### When to replace brushes

**Disconnect cleaner from electrical outlet before checking brushes.**

When brushes are worn and bristles do not touch the edge of a card held across the bottom plate at the agitator opening, they should be replaced. Always replace both brushes at the same time to maintain cleaning effectiveness.



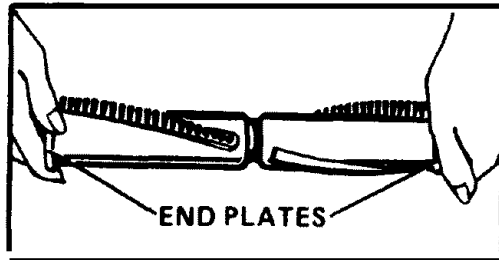
### What brushes to buy

If your cleaner has red brushes, ask for HOOVER part No. 46445001.  
If your cleaner has black brushes, ask for HOOVER part No. 166646.  
They are designed to be used with your cleaner.

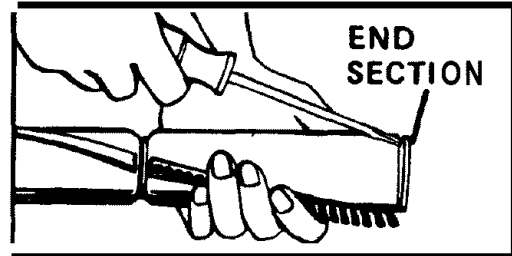
## How to replace the brushes

Disconnect cleaner from electrical outlet.

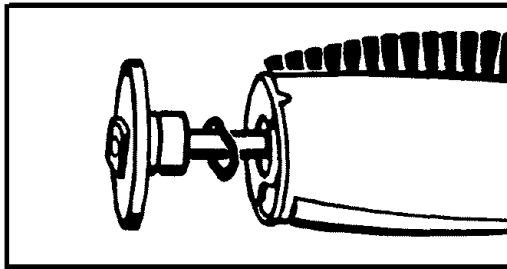
1. To replace worn brushes, remove bottom plate, belt and agitator, following directions given on preceding pages.



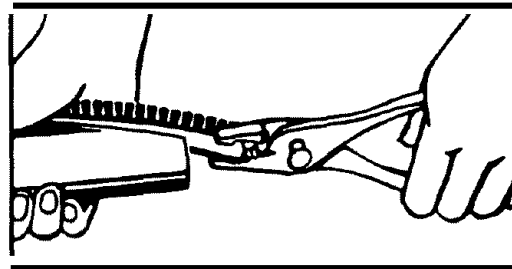
2. Turn end plates of agitator in opposite directions until one end plate comes off.



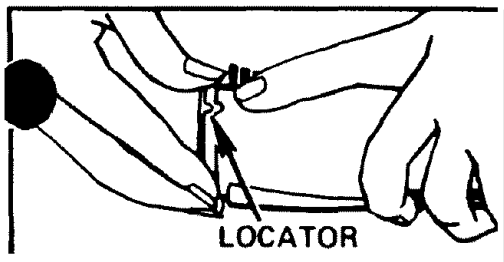
3. Then pry out end section as shown.



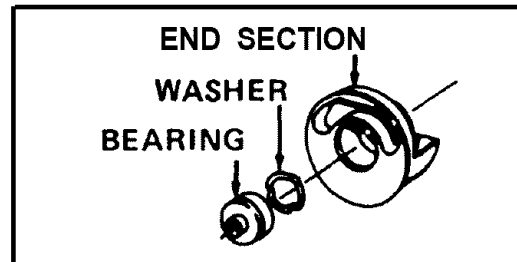
4. Remove opposite end plate and shaft by pulling straight out. Pry out remaining end section.



5. Remove brushes by pulling them from agitator. Use pliers if necessary. Slide new brushes into channels. Push them in as far as possible.



6. To reassemble, reverse procedure. Replace the last end section removed, then end plate and shaft. Replace remaining end section and end plate. Be sure end sections are assembled with locator lined up with slot in agitator.



7. Should you accidentally displace the bearing during disassembly, reassemble as shown.

## If you have a problem

This appliance was inspected thoroughly and was in good operating condition when it was shipped from the factory. If a minor problem develops, it usually can be remedied quite easily when the cause is identified. Accordingly, this check list is provided for your convenience.

Problem	Possible cause	Possible solution
Cleaner won't run	<ol style="list-style-type: none"> <li>1. Not firmly plugged in.</li> <li>2. No voltage in wall plug.</li> <li>3. Blown fuse/tripped breaker.</li> </ol>	<ol style="list-style-type: none"> <li>1. Plug unit in firmly.</li> <li>2. Check fuse or breaker.</li> <li>3. Replace fuse/reset breaker.</li> </ol>
Cleaner won't pick up	<ol style="list-style-type: none"> <li>1. Broken or worn belt</li> <li>2. Agitator brushes worn.</li> <li>3. Bag full.</li> <li>4. Incorrect carpet adjustment lever setting.</li> </ol>	<ol style="list-style-type: none"> <li>1. Replace belt.</li> <li>2. Replace brushes.</li> <li>3. Change throw away bag.</li> <li>4. Set carpet adjustment lever for type carpet being cleaned.</li> </ol>
Cleaner hard to push	<ol style="list-style-type: none"> <li>1. Incorrect carpet adjustment lever setting.</li> <li>2. Belt on backwards.</li> </ol>	<ol style="list-style-type: none"> <li>1. Set carpet adjustment lever for type carpet being cleaned.</li> <li>2. Position belt correctly,</li> </ol>

If the problem persists, check the Yellow Pages of your telephone book under "Vacuum Cleaners - Household" for your nearest **Hoover Factory Service Center or Authorized Warranty Service Dealer** where approved HOOVER service and genuine HOOVER replacement parts may be obtained. The warranty provided with this product has a listing of the Hoover Factory Service Centers. If you are unable to obtain the information you need from the Yellow Pages, contact a Hoover Factory Service Center to find your nearest Authorized Warranty Service Dealer. For service under warranty, follow the instructions in the Warranty provided with this product.

**Do not** send your cleaner to The Hoover Company in North Canton for service as this will only result in delay.

Always identify your cleaner by model number when requesting information or ordering replacement parts. (The model number appears on the bottom of the cleaner.)

If further assistance is needed, contact **The Hoover Company Consumer Affairs Department, North Canton, Ohio 44720, 216-499-9200.**

## Lubrication

The motor is equipped with one ball bearing and one sleeve bearing. These bearings contain sufficient lubrication for the life of the motor. The addition of lubricant could cause damage. **Therefore, do not add lubricant to either motor bearing.**

The agitator is equipped with two ball bearings that should be lubricated periodically. This should be done by a Hoover Factory Service Center or an Authorized Hoover Warranty Service Dealer.

## Energy saving tips

1. Replace throw away cleaner bag promptly, before overfilled. Use a genuine HOOVER bag made for your model cleaner.
2. To maintain effective cleaning, replace agitator brushes and belt when necessary.
3. Turn off cleaner when not in use, such as when moving furniture.
4. Keep your cleaner operating at peak performance level - have inspection and service performed by a Hoover Factory Service Center or Authorized Hoover Warranty Service Dealer.

*Service To The Consumer Since 19 13*

## Consumer Information

*This information has been compiled by the Vacuum Cleaner Manufacturers Association from Governmental and Private Sources concerned with product safety. These basic guidelines are for your protection and convenience.*

### TO AVOID ELECTRIC SHOCK

- Never vacuum damp or wet surfaces or liquids.
- Do not store machine outdoors.
- Replace worn or frayed power cord immediately.

### TO AVOID ACCIDENTS

- Never vacuum live ashes or cigarette butts.
- Never run machine over or place sharp objects on the power cord.
- Never let children use machine as a toy.
- Use extra caution when cleaning on stairs.
- Keep machine on **floor** – not on chairs, tables, etc.
- When machine is turned on, never allow fingers, eyes, hair, garments, etc. to come near intake suction ports or revolving brushes.
- Never leave machine running or cord plugged in when unattended.
- Turn machine off at switch before unplugging from wall outlet.
- When unplugging machine, grasp plug – not cord; guide cord and plug during wrapping or cord reel rewinding.
- The use of an extension cord is not recommended.
- Never vacuum in the presence of flammable or combustible liquids or fumes.
- Always unplug power cord from wall outlet before **servicing machine** or **attaching accessories**.
- Store machine promptly after each use to prevent accidents from tripping over power cord or machine.
- Use machine and accessories only in manner intended by manufacturers.

### FOR BEST PERFORMANCE

- Keep your machine and all accessories clean and** in good operating condition.
- Change or clean bags and/or filters as recommended by manufacturer to maintain optimum cleaning efficiency, after unplugging the power cord.
- Periodically check revolving brush for build-up of lint, hair or other foreign material and remove as necessary, after unplugging the power cord.
- Adjust or replace cleaning brushes when worn, after unplugging the power cord.
- Have machine checked periodically by manufacturer's authorized **service center**.
- Use only manufacturer's authorized service center for parts or service.
- Store machine carefully in a dry area.
- For optimum cleaning performance and safety, study and follow your Owner's Manual -keep it in a handy and safe place for future reference.

**THE HOOVER COMPANY, NORTH CANTON, OHIO 44720**

U4119/27/71/89/93/95

R7 4-83 U4311 /15/25/31/35/37/41/43/45 Litho USA 5651 I-085

04305