



# VAC PAC

*Owner's Guide*



VP, VP-J, VPH, VPH-J

**QUEST** ... for Continuous Improvement.  
Windsor's Quality Management System is Certified ISO 9001.

Record model and serial number located on data label. Refer to these numbers when calling Windsor dealer for parts or service.

**MODEL :** \_\_\_\_\_

**SERIAL NO. :** \_\_\_\_\_

**PURCHASE DATE :** \_\_\_\_\_

### Models:

The assemblies shown in this manual are for the VP model, with notes pertaining to the other models. The chart below provides a brief description of each model.

MODEL	Approvals	DESCRIPTION
VP	C-UL	115V Vac Pac for use in North America
VP-J		100V Vac Pac for use in Japan
VPH	C-UL	115V Vac Pac for use in Hospitals (HEPA)
VPH-J		100V Vac Pac for use in Hospitals (HEPA)

REV.



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# IMPORTANT SAFETY INSTRUCTIONS

When using an electrical appliance, basic precaution must always be followed, including the following:

## READ ALL INSTRUCTIONS BEFORE USING THIS MACHINE.

This machine is for commercial use.



### WARNING

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

- **Do not** operate without filters (dry or wet) in place.
- **Use** only as described in this manual. Use only manufacturer's recommended attachments.
- **Use** indoors only. **Do not** use outdoors and do not expose to rain.
- Machine can cause a fire when operating near flammable vapors or materials. **Do not** operate this machine near flammable fluids, dust or vapors.
- **Do not** pick up flammable fluids, dust or vapors.
- **Do not** vacuum anything that is burning or smoking, such as cigarettes, matches, or hot ashes.
- **Do not** handle the plug or machine with wet hands.
- This machine **is not** suitable for picking up health endangering dust.
- This machine is for dry use **only**.
- **Do not** leave the machine unattended. Unplug machine from outlet when not in use and before servicing.
- **Do not** unplug machine by pulling on cord. To unplug, grasp the plug, not the cord.
- **Do not** use with damaged cord or plug. Follow all instructions in this manual concerning grounding the machine.
- If the machine is **not working properly**, has been dropped, damaged, left outdoors, or cropped into water, return it to an Authorized service center.
- **Do not** pull or carry by cord, use cord as a handle, close a door on cord, or pull cord around sharp edges or corners.
- **Do not** pull/run machine over cord. **Keep** cord away from heated surfaces.
- **Do not** allow to be used as a toy. **Close attention** is necessary when used by or near children.
- **Do not** operate machine with any openings blocked. Keep openings free of debris that may reduce airflow.
- **Keep** hair, loose clothing, fingers, and all parts of the body away from openings and moving parts.
- **Use** extra caution when cleaning on stairs
- Connect to a **properly** grounded outlet. See Grounding Instructions.
- **Maintenance and repairs must be done by qualified personnel.**
- Rotating fan blades inside the cover. Before opening cover, switch off machine. Wait until the fan/brush stops completely or dust and debris may be ejected.

**SAVE THESE INSTRUCTIONS**

# IMPORTANTES MESURES DE SÉCURITÉ

L'utilisation d'un appareil électrique demande certaines précautions:  
**LIRE TOUTES LES INSTRUCTIONS AVANT DE FAIRE  
FONCTIONNER (CET APPAREIL)**



## AVERTISSEMENT

Pour réduire les risques d'incendie, de choc électrique ou de blessure:

- Cet appareil ne doit être connecté qu'à des prises ayant une sortie de terre. Se reporter aux instructions de mise à la terre.
- Ne pas laisser l'appareil sans surveillance lorsqu'il est branché. Débrancher lorsque l'appareil n'est pas utilisé et avant l'entretien.
- Avertissement. Pour réduire les risques de choc électrique, ne pas utiliser à l'extérieur et ne pas aspirer de matières humides.
- Ne pas permettre aux enfants de jouer avec l'appareil. Une attention particulière est nécessaire lorsque l'appareil est utilisé par des enfants ou à proximité de ces derniers.
- N'utiliser que conformément à cette notice avec les accessoires recommandés par le fabricant.
- Ne pas utiliser si le cordon ou la fiche est endommagé. Retourner l'appareil à un atelier de réparation s'il ne fonctionne pas bien, s'il est tombé ou s'il a été endommagé, oublié à l'extérieur ou immergé.
- Ne pas tirer, soulever ou traîner l'appareil par le cordon. Ne pas utiliser le cordon comme une poignée, le coincer dans l'embrasure d'une porte ou l'appuyer contre des arêtes vives ou des coins. Ne pas faire rouler l'appareil sur le cordon. Garder le cordon à l'écart des surfaces chaudes.
- Ne pas débrancher en tirant sur le cordon. Tirer plutôt la fiche.
- Ne pas toucher la fiche ou l'appareil lorsque vos mains sont humides.
- N'insérer aucun objet dans les ouvertures. Ne pas utiliser l'appareil lorsqu'une ouverture est bloquée. S'assurer que de la poussière, de la peluche, des cheveux ou d'autres matières ne réduisent pas le débit d'air.
- Maintenir les cheveux, les vêtements amples, les doigts et toutes les parties du corps à l'écart des ouvertures et des pièces mobiles.
- Ne pas aspirer de matières en combustion ou qui dégagent de la fumée, comme des cigarettes, des allumettes ou des cendres chaudes.
- Ne pas utiliser l'appareil si le sac à poussière ou le filtre n'est pas en place.
- Mettre toutes les commandes à la position ARRÊT avant de débrancher l'appareil.
- User de prudence lors du nettoyage des escaliers.
- Ne pas aspirer des liquides inflammables ou combustibles, comme de l'essence, et ne pas faire fonctionner dans des endroits où peuvent se trouver de tels liquides.
- Ventilateur sous ce couvercle. Arrêter la machine avant d'ouvrir le couvercle. Attendre que le ventilateur ait fini de tourner.
- Cette machine ne peut être utilisée que pour des applications sèches.
- Cette machine ne peut être utilisée pour aspirer des poussières dangereuses pour la santé.

**CONSERVER CES INSTRUCTIONS**



# INSTRUCCIONES IMPORTANTES PARA SU SEGURIDAD

Durante la utilización de un dispositivo eléctrico hay que tener en cuenta una serie de medidas básicas de precaución, que incluyen las siguientes



## ADVERTENCIA

Para reducir el riesgo de incendios, descargas eléctricas o lesiones:

- Conecte la aspiradora solamente a tomas de corriente con puesta a tierra. Tenga en cuenta las instrucciones.
- No deje nunca el aparato conectado a la red. Después de su uso, y antes de cualquier revisión o reparación, desconecte el aparato de la toma de corriente.
- No usar nunca el aparato al aire libre, ni sobre superficies húmedas.
- No permita que se utilice el aparato como un juguete. Hay que prestar especial atención al utilizarlo en las cercanías de niños.
- Utilizar el aparato sólo como se describe en este manual. Emplear exclusivamente los accesorios recomendados por el fabricante.
- No poner en marcha el aparato con un cable eléctrico deteriorado. Si el aparato no funciona como debería, si se ha caído, dañado, si ha permanecido al aire libre o si se ha caído al agua, dirijase a un taller de servicio.
- No tire del aparato ni lo transporte utilizando el cable eléctrico; no use el cable a modo de asa, ni cierre una puerta con el cable pillado; no tienda el cable en torro a aristas vivas o esquinas. No pase con el aparato por encima del cable. Mantenga el cable siempre lejos de superficies calientes.
- No desconecte el enchufe de la red tirando del cable. Para desconectar el aparato hay que tirar del enchufe, no del cable..
- No maneje el enchufe ni el aparato con las manos húmedas..
- No introduzca ningún objeto en las aberturas del aparato. No utilice el aparato mientras esta bloqueada una de las aberturas; evite la penetración de polvo, hilachas, pelos o cualquier objeto que pueda inhibir la circulación del aire.
- Mantenga su cabello, la ropa suelta, los dedos y todas las partes de su cuerpo alejadas de las aberturas y piezas en movimiento.
- No utilice el aspirador para recoger cuerpos en llamas o humeantes, tales como cigarrillos, cerillas o cenizas calientes.
- No utilizar nunca el aspirador sin la bolsa y/o los filtros colocados en su lugar previsto..
- Desconecte todos los interruptores antes de desenchufar el aspirador..
- La aspiradora no es adecuada para recoger agentes que dañen la salud.
- Tenga especial cuidado al manejar la aspiradora en una escalera..
- Solo use la aspiradora en superficies secas.
- No utilice el aspirador para recoger líquidos inflamables o combustibles, tales como gasolina, ni maneje el aspirador en zonas donde pueda haber líquidos de este tipo..

**CONSERVE ESTAS INSTRUCCIONES A MANO**

**THIS PRODUCT IS FOR COMMERCIAL USE ONLY.**



**ELECTRICAL:**

In the USA this vacuum operates on a standard 15 amp 115 volt A.C. power circuit (120V nominal). Special voltage models are available for international applications. The amp, hertz, and voltage are listed on the data label found on each machine. Using voltages above or below those indicated on the data label will cause serious damage to the motors.

**EXTENSION CORDS:**

This wide area vacuum is designed to operate on a standard 15 amp, 115 volt, 60 hz, AC household current. Check that the voltage shown on the serial number plate is suitable for the supply available. Voltages below 105 volts or above 125 volts could cause damage to the motor.

**NOTE: 230/250 volt 50 hz models are available.**

**GROUNDING INSTRUCTIONS:**

This appliance 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 appliance is equipped with a cord having an equipment-grounding conductor and grounding plug. The plug must be inserted into an appropriate outlet that is properly installed and grounded in accordance with all local codes and ordinances.

This appliance is for use on a nominal 120-volt circuit, and has a grounded plug that looks like the plug in "Fig. A". A temporary adaptor that looks like the adaptor in "Fig. C" may be used to connect this plug to a 2-pole receptacle as shown in "Fig. B", if a properly grounded outlet is not available. The temporary adaptor should be used only until a properly grounded outlet (Fig. A) can be installed by a qualified electrician. The green colored rigid ear, lug, or the like extending from the adaptor must be connected to a permanent ground such as a properly grounded outlet box cover. Whenever the adaptor is used, it must be held in place by a metal screw.

**WARNING**

**Improper connection of the equipment-grounding conductor can result in a 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 appliance - if it will not fit the outlet, have a proper outlet installed by a qualified electrician.**

**INSTRUCTIONS VISANT LA MISE À LA TERRE**

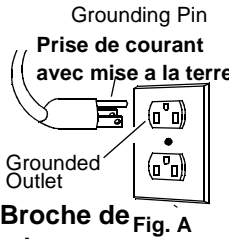
Cet appareil doit être mis à la terre. En cas de défaillance ou de panne éventuelles, la mise à la terre fournit au courant un chemin de moindre résistance qui réduit le risque de choc électrique. Cet appareil est pourvu d'un cordon muni d'un conducteur de terre et d'une fiche avec broche de terre. La fiche doit être branchée dans une prise appropriée correctement installée et mise à la terre conformément aux règlements et ordonnances municipaux.

**AVERTISSEMENT**

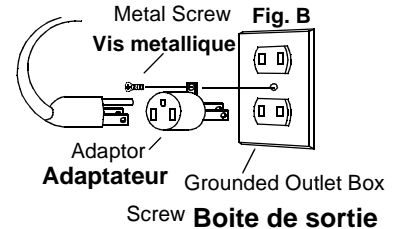
**Un conducteur de terre mal raccordé peut entraîner un risque de choc électrique. Consulter un électricien ou un technicien d'entretien qualifié si vous n'êtes pas certain que la prise est correctement mise à la terre. Ne pas modifier la fiche fournie avec l'appareil - si elle ne peut être insérée dans la prise, faire installer une prise adéquate par un**

**PROPER GROUNDING**

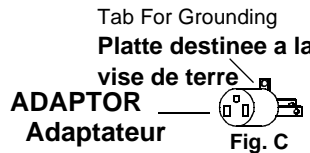
**GROUNDING CONNECTION**



**Broche de mise à la terre**



**Boîte de sortie mise à la terre**



**NOTE: In Canada, the use of a temporary adaptor is not permitted by the Canadian Electrical Code**

**NOTE: Au Canada, l'utilisation d'un adaptateur temporaire n'est pas autorisée par le Code canadien de l'électricité.**

**INSTRUCCIONES PARA LA PUESTA A TIERRA**

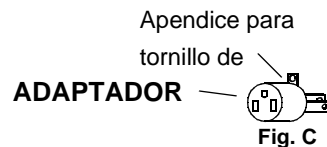
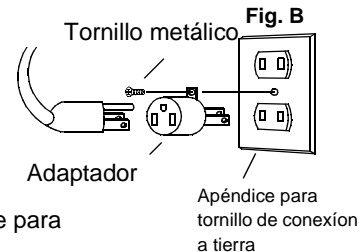
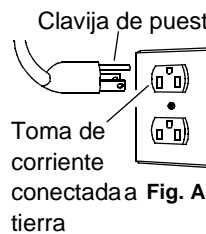
Este dispositivo tiene que ser puesto debidamente a tierra. Si se produce una avería o rotura, la conexión a tierra constituye el camino de menor resistencia para la corriente eléctrica, reduciéndose el riesgo de descargas peligrosas. El aparato cuenta con un cable con conductor de puesta a tierra y un enchufe con clavija de puesta a tierra de acuerdo con las normas y ordenanzas locales.

**ADVERTENCIA**

Si se conecta de modo inadecuado el conductor de puesta a tierra del aparato pueden producirse descargas eléctricas peligrosas para el usuario. En caso de dudas, pedir a un electricista debidamente cualificado o a un técnico del servicio postventa que verifique que la toma de corriente esta bien puesta a tierra. Si el enchufe suministrado con el aparato no se adapta a la toma de corriente disponible, no hay que modificar el enchufe, sino dirigirse a un electricista para que instale una toma corriente adecuada.

**PROPER GROUNDING**

**GROUNDING CONNECTION**

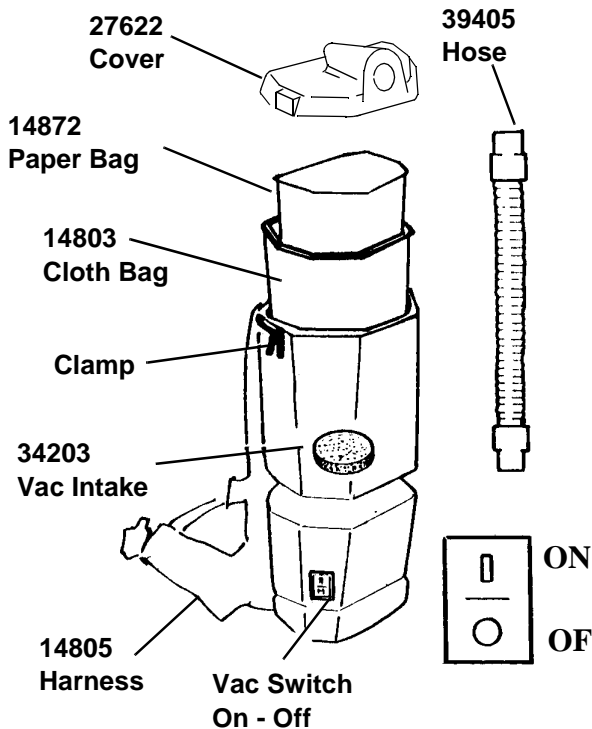


**ADVERTENCIA: en Canada, la Canadian Electrical Code prohíbe el uso de adaptadores temporales.**



### INSPECTION:

Carefully unpack your vacuum and inspect it for any shipping damage. Any damage which occurred during shipping is the responsibility of the carrier, who must be notified immediately.



### EQUIPMENT SET-UP:

- 1.) Slide the hose onto the fixture at the top of the unit. Attach accessories to be used.
- 2.) Open the top by releasing the two clamps. Check to be sure the cloth bag with a paper bag inside it is in the vac chamber. When closing the top be sure rubber gasket on cloth bag forms a good seal.
- 3.) Adjust the straps to a loose fit. Place the unit on and tighten the straps until comfortable. The straps are easily tightened and loosened while the unit is being worn. To tighten the strap simply pull on the end; to loosen the strap, lift the tab on the buckle.
- 4.) Plug power cord from machine into properly grounded wall outlet (see grounding instructions).
- 5.) Turn vac motor switch on and off to be sure there is power at the machine. The power switch is

### OPERATION:

The Vac Pac is a commercial vacuum designed only for dry pick-up.

- 1.) Put a paper bag and a cloth bag or just the cloth bag into the vac chamber. Be sure the round foam filter is in place in the bottom of the vac chamber.
- 2.) Attach the accessories to be used.
- 3.) Put unit on back and adjust straps.
- 4.) Plug unit into properly grounded wall outlet (see grounding instructions).
- 5.) Turn machine on or off using switch on lower left side of machine.
- 6.) To empty, remove the cover and dump paper bag into trash receptacle. Shake cloth bag vigorously each time paper bag is emptied to prevent soil build-up which would clog filter.

### ADJUSTMENTS

The straps are easily adjusted while the unit is being worn.

To loosen lift up on tab.

To tighten pull on strap

Torso length adjustment:

Harness mounting bracket

Loosen screws, slide to next position.

### DAILY MAINTENANCE

(At the end of each working day)

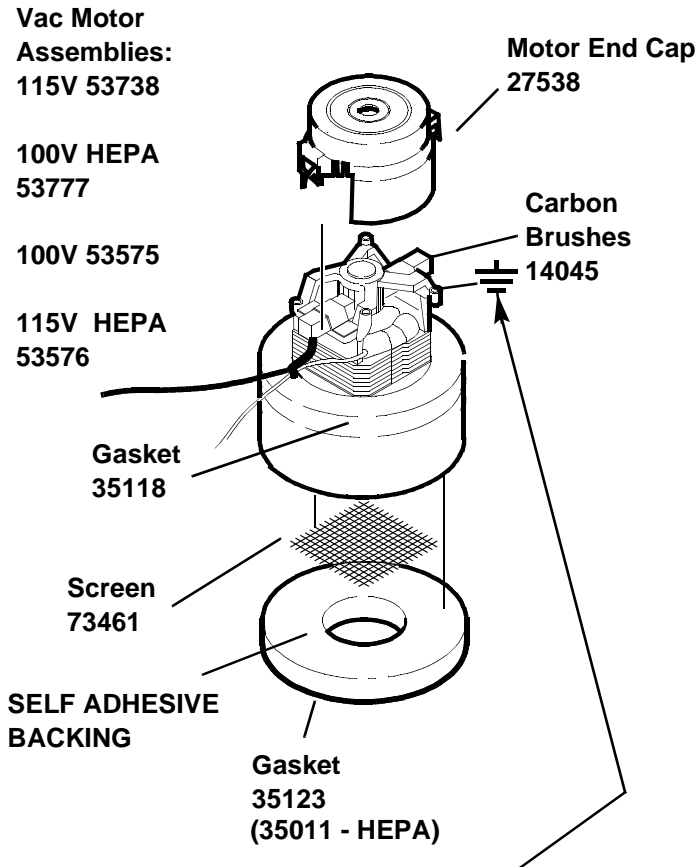
- 1.) Turn cloth filter bag inside out and brush clean. Do not use a wire brush. Cloth bags can be vacuumed with another machine or washed occasionally in warm water using a mild water based soap without harming filtering capacity. Allow to dry completely before using.
- 2.) Wipe down exterior of machine.
- 3.) Check round foam filter at bottom of vac chamber and clean if necessary.
- 4.) Inspect hose for wear. Frayed or cracked hoses should be replaced to avoid vacuum loss.
- 5.) Inspect power cord for wear. To prevent electric shock immediately replace cords with frayed or cracked insulation.

### notes:

# SERVICING THE VAC MOTOR



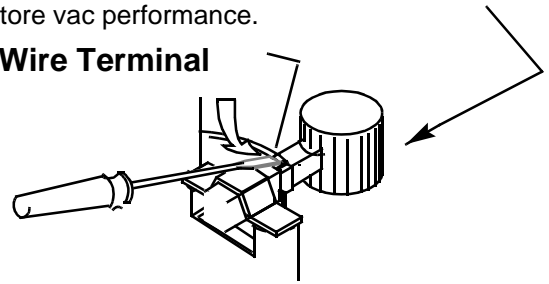
To access the vac motor remove the (4) screws which attach the base to the tank assembly and pull the vac motor assembly out of the housing. The gasket can now be serviced. To replace the motor assembly or service the carbon vac motor brushes it will be necessary to remove the (2) screws which attach the motor to the motor support. See the diagram on next page.



**WARNING:**  
 The green ground wire must attach the motor to the power cord for safe operation. See wiring diagram.

If armature commutator is not concentric, or it is extremely pitted, or grooved the motor will need to be replaced or sent to a qualified service center to restore vac performance.

### Wire Terminal



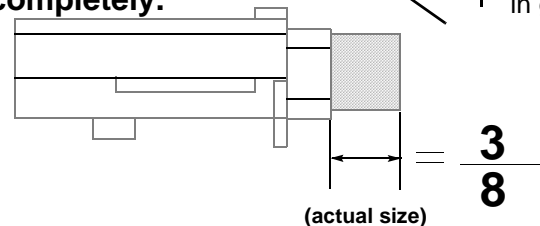
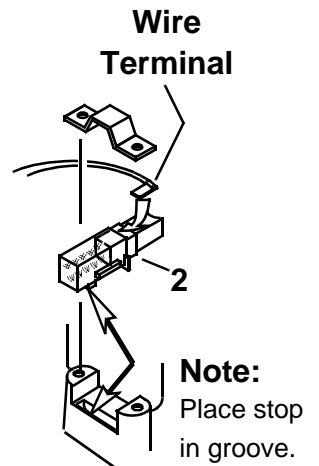
### Note:

When replacing carbon vac motor brushes loosen wire terminal **BEFORE** removing screws on bracket.

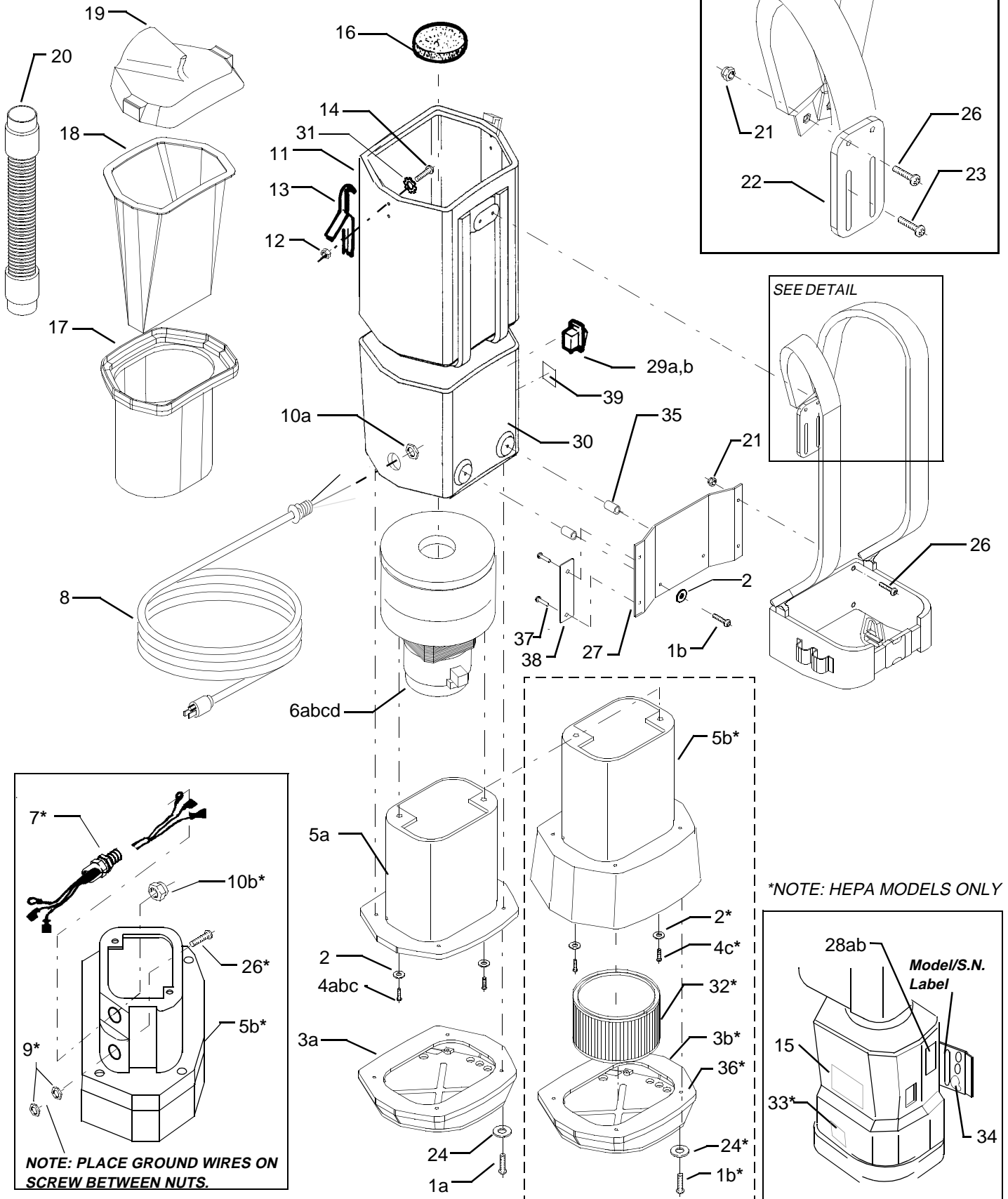
### Important:

These brushes wear quicker as the length shortens due to increased heat.

**Spring inside brush housing will damage motor if brushes are allowed to wear away completely.**



Periodically check the length of the carbon brushes, (Part # 14045). Replace both carbon brushes when either is less than 3/8" long.

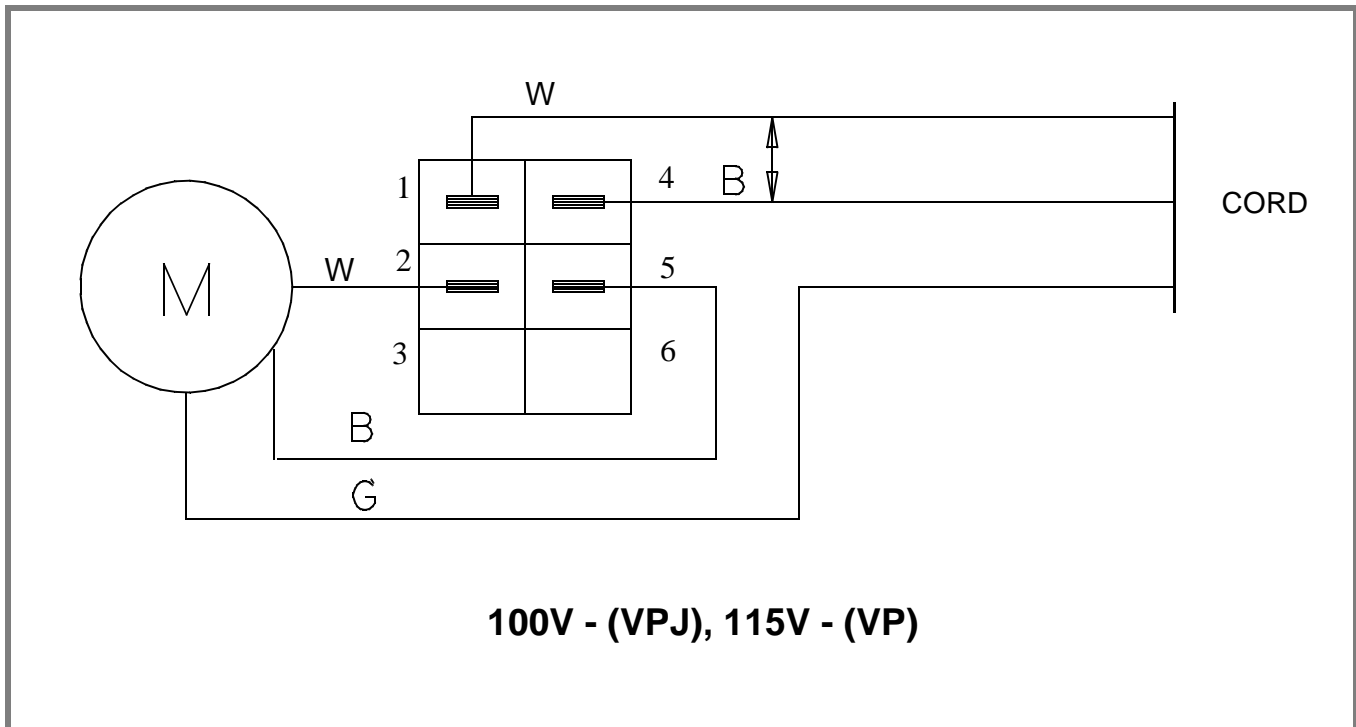
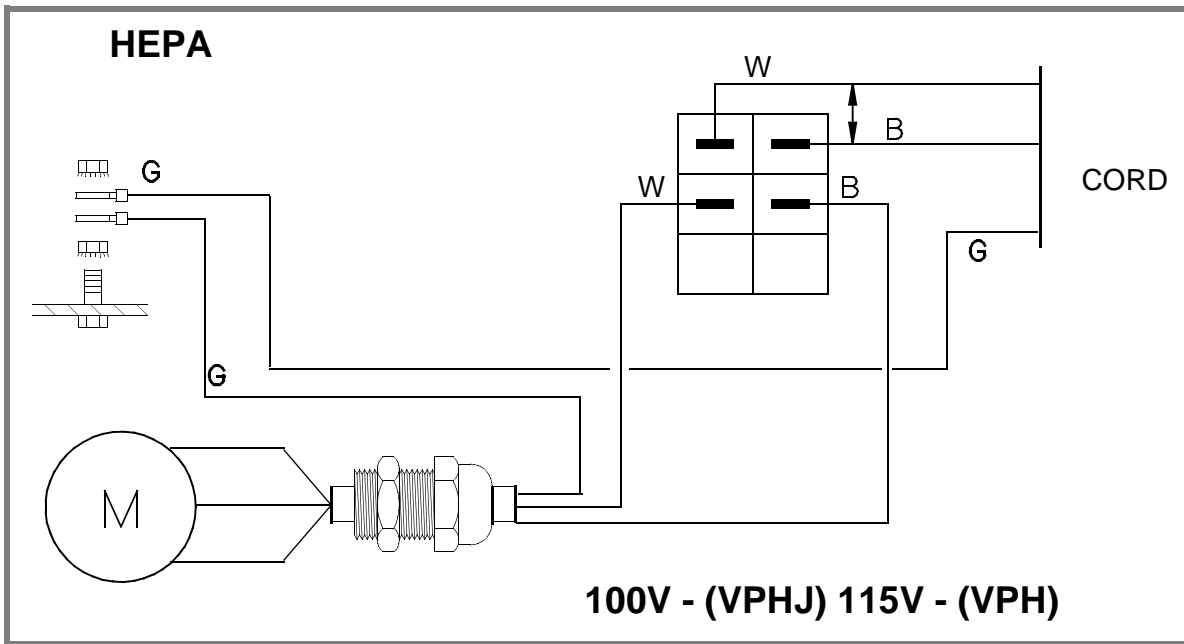




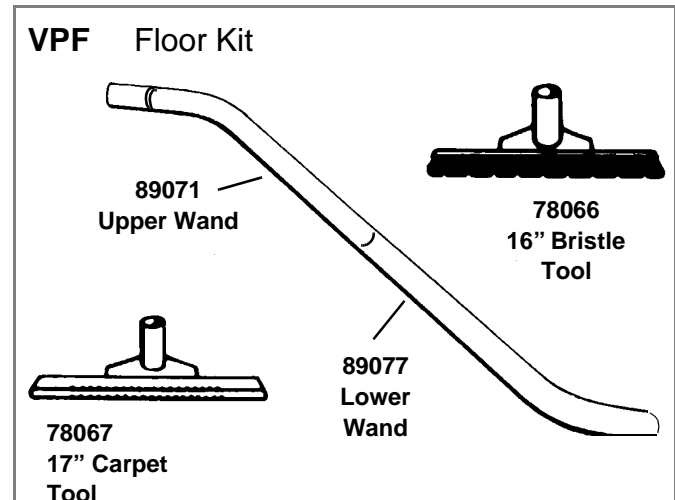
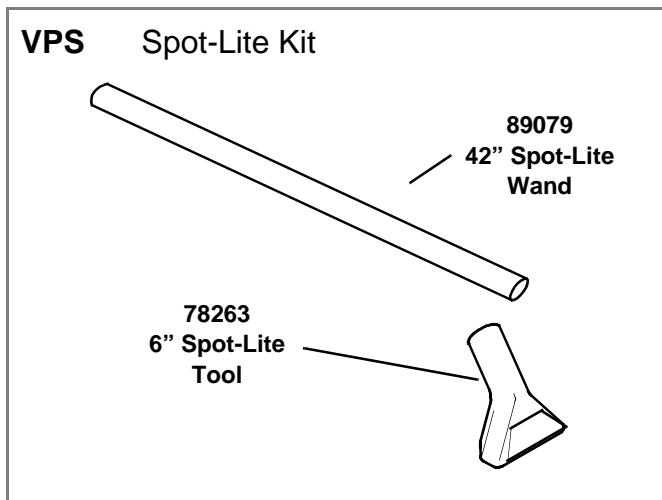
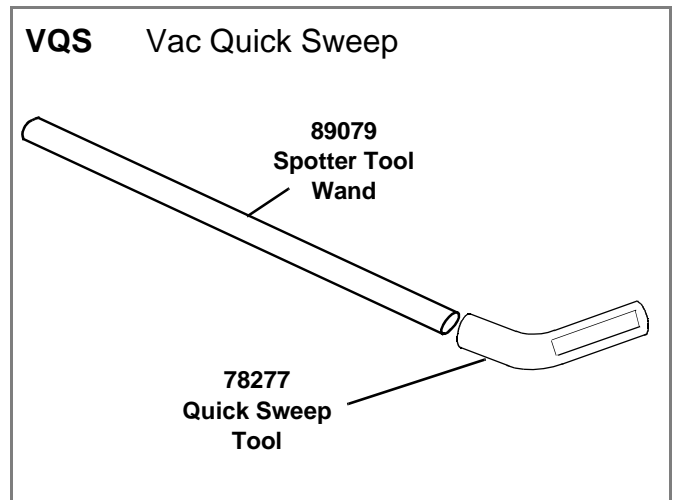
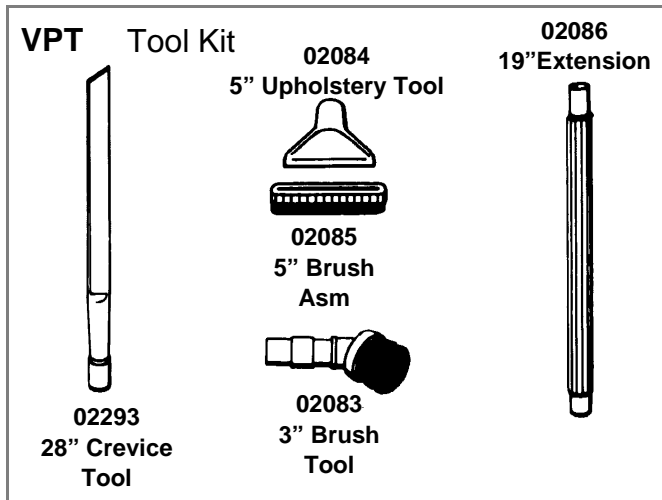


## VAC PAC PARTS LIST

Ref	Part No.	Qty	Description	Serial No.		Notes:
				From	To	
1	70021		SCR, 10-32 X 2 FHMS			
2	70092		SCR, 10-32 X 1.5 PHMS (VPH'S_			
3A	08049		BASE, VP'S			
3B	08046		BASE, VPH'S			
4A	70361		SCR, 10-32 X 1/2 PHTR PLTD			
4B	70114		SCR, #10 X 3/4 POLYFAST (VPJ)			
4C	70383		SCR, 10-32 X 3/4 PHTR PLT DL			
5A	71107		SUPPORT, MOTOR (VP'S)			
5B	71115		SUPPORT, MOTOR (VPH'S)			
6A	53738		VAC MOTOR ASM, 115V			
6B	53575		VAC MOTOR ASM, 100V			
6C	53576		VAC MOTOR ASM, 115V HEPA			
6D	53577		VAC MOTOR ASM., 100V HEPA			
7	88657		WIRE ASM, 18/3 - VPH 115V			
8	23511		CORD ASM, 115V 18/3 X 40' SJT (VP,J,H)			
9	57104		NUT, 10-32 W/ STAR WASHER (VPH)			
10A	57208		NUT, PG11 METAL			
10B	57176		NUT, NYLON 3/8-18 NPT (VPH)			
11	75173		TANK, MAIN HOUSING 115V-100V			
12	57049		NUT, 6-32 LOCK			
13	48062		LATCH & KEEPER			
14	70056		SCR, 6-32 X 1/2 PHMS			
15	50535		LABEL, VAC PAC MAIN			
16	34203		FILTER, VAC INTAKE			
17	14803		BAG, CLOTH			
18	14804		BAG, PAPER			
19	27622		COVER, ROTOMOLD (VP'S ,VPH'S)			
20	39405		HOSE			
21	57030		NUT, 10-32 NYLOCK			
22	14854		BRACKET, SHOULDER STRAPS			
23	70162		SCR, 10-32 X 3/8 PHMS			
24	87095		WASHER, #10 FLAT PLTD			
25	14805		SHOULDER STRAP, VAC PAC			
26	70160		SCR, 10-32 X 5/8 PHMS			
27	62372		PLATE, HARNESS			
28	50571		LABEL, WARNING - VP ONLY			
28B	50650		LABEL, WARNING - VPH ONLY			
29A	72076		SWITCH, DPST 250V 16(6) A ROCKER			(ALL EXCEPT VPH'S)
29B	72145		SWITCH, 125V DPST (VPH'S)			
30	27376		CLIP, SWITCH RETAINING			
31	87014		WASHER, #8 INT. STAR			
32	34233		FILTER, HEPA W/GASKET (VPH'S)			
33	50639		LABEL, HEPA (VPH'S ONLY)			
34	50656		LABEL, C-UL LISTING (VP, VPH'S)			
35	73735		SPACER, 1" OD X .234 ID X 1" LG. NYL			
36	99812		FOAM TAPE, 1/4T X 1/2 (VPH'S)			
37	67005		RIVET, 1/8 OD WHITE AL			
38	62395		PLATE, DATA PLATE LABEL			
39	50776		LABEL, FOR SAFETY			



# ACCESSORY TOOLS



**NOTE:** Maintenance and repairs must be done by qualified personnel. Using non-Windsor parts to repair this machine will void the warranty. A complete service manual is available upon request. The service manual includes a wiring diagram, parts lists, parts diagrams and basic repair instructions for the entire machine. Contact an authorized Windsor dealer for details.

notes