



ATTENTION!

Read all safety rules carefully before attempting to operate. Retain for future reference.



DANGER!

Never operate this unit when flammable materials or vapors are present because electrical devices produce arcs or sparks that can cause a fire or explosion.

**NEVER OPERATE
UNATTENDED!**

User manual
Please review before operating vac.

shop•vac[®]

BRAND/MARQUE/MARCA

Wet/Dry Vacuum
Household and Workshop Use

Series SS11, SS12, SS14, SS16

IMPORTANT SAFETY INSTRUCTIONS

When using an electrical appliance, basic precautions should always be followed, including the following: **READ ALL INSTRUCTIONS BEFORE USING THIS APPLIANCE.**

⚠ WARNING – TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR INJURY:

1. Do not leave appliance when plugged in. Unplug from outlet when not in use and before servicing. Connect to a properly grounded outlet only. See Grounding Instructions.
2. Do not expose to rain – store indoors.
3. Do not allow to be used as a toy. Close attention is necessary when used by or near children.
4. Use only as described in this manual. Use only Manufacturer's recommended attachments.
5. Do not use with damaged cord or plug. If appliance is not working as it should, has been dropped, damaged, left outdoors or dropped into water, contact Shop-Vac Corporation for assistance.
6. 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 run appliance over cord. Keep cord away from heated surfaces.
7. Do not unplug by pulling on cord. To unplug, grasp the plug: not the cord.
8. Do not handle plug or appliance with wet hands.
9. Do not put any object into openings. Do not use with any openings blocked; keep free of dust, lint, hair and anything that may reduce air flow.
10. Keep hair, loose clothing, fingers and all parts of body away from openings and moving parts.
11. Do not pick up anything that is burning or smoking, such as cigarettes, matches or hot ashes.

12. Do not use without dust bag and/or filters in place.
13. Turn off all controls before unplugging.
14. Use extra care when cleaning on stairs.
15. Do not use to pick up flammable or combustible liquids such as gasoline or use in areas where they may be present.
16. Do not use your cleaner as a sprayer of flammable liquids such as oil base paints, lacquers, household cleaners, etc.
17. Do not vacuum toxic, carcinogenic, combustible or other hazardous materials such as asbestos, arsenic, barium, beryllium, lead, pesticides or other health endangering materials. Specially designed units are available for these purposes.
18. Do not pick up soot, cement, plaster or drywall dust without cartridge filter and collection filter bag in place. These are very fine particles that may pass through the foam and affect the performance of the motor or be exhausted back into the air. Additional collection filter bags are available.
19. Do not leave the cord lying on the floor once you have finished the cleaning job. It can become a tripping hazard.
20. Use special care when emptying heavily loaded tanks.
21. To avoid spontaneous combustion, empty tank after each use.
22. The operation of a utility vac can result in foreign objects being blown into eyes, which can result in eye damage. Always wear safety goggles when operating vacuum.
23. **STAY ALERT.** Watch what you are doing and use common sense. Do not use vacuum cleaner when you are tired, distracted or under the influence of drugs, alcohol or medication causing diminished control.
24. **WARNING!** Do **NOT** use this vacuum cleaner to vacuum lead paint debris because this may disperse fine lead particles into the air. This vacuum cleaner is not intended for use under EPA Regulation 40 CFR Part 745 for lead paint material cleanup.

SAVE THESE INSTRUCTIONS

⚠ WARNING – DO NOT LEAVE VACUUM UNATTENDED WHEN IT IS PLUGGED IN AND/OR OPERATING. UNPLUG UNIT WHEN NOT IN USE.

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.

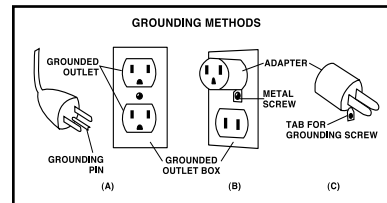
⚠ WARNING – IMPROPER CONNECTION OF THE EQUIPMENT-GROUNDING CONDUCTOR CAN RESULT IN A RISK OF ELECTRIC SHOCK. CHECK WITH A QUALIFIED ELECTRICIAN OR SERVICE PERSON IF YOU ARE IN DOUBT AS TO WHETHER THE OUTLET IS PROPERLY GROUNDED. DO NOT MODIFY THE PLUG PROVIDED WITH THE APPLIANCE – IF IT WILL NOT FIT THE OUTLET, HAVE A PROPER OUTLET INSTALLED BY A QUALIFIED ELECTRICIAN.

This appliance is for use on a nominal 120-volt circuit, and has a grounded plug that looks like the plug illustrated in **sketch A**.

A temporary adaptor that looks like the adaptor illustrated in **sketches B and C** may be used to connect this plug to a 2-pole receptacle as shown in **sketch B** if a properly grounded outlet is not available.

The temporary adaptor should be used only until a properly grounded outlet (**sketch 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.

IN CANADA, THE USE OF A TEMPORARY ADAPTOR IS NOT PERMITTED BY THE CANADIAN ELECTRICAL CODE. Make sure that the appliance is connected to an outlet having the same configuration as the plug. No adaptor should be used with this appliance.



EXTENSION CORDS

When using the appliance at a distance where an extension cord becomes necessary, a 3-conductor grounding cord of adequate size must be used for safety, and to prevent loss of power and overheating. Use the table below to determine A.W.G. wire size required. To determine ampere rating of your vacuum, refer to nameplate located on rear of motor cover. Before using appliance, inspect power cord for loose or exposed wires and damaged insulation. Make any needed repairs or replacements before using your appliance. Use only three-wire outdoor extension cords which have three-prong grounding-type plugs and three-pole receptacles which accept the extension cord's plug. When vacuuming liquids, be sure the extension cord connection does not come in contact with the liquid.

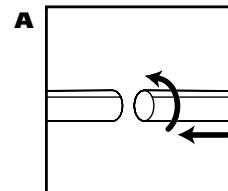
NOTE: STATIC SHOCKS ARE COMMON IN DRY AREAS OR WHEN THE RELATIVE HUMIDITY OF THE AIR IS LOW. THIS IS ONLY TEMPORARY AND DOES NOT AFFECT THE USE OF THE APPLIANCE. TO REDUCE THE FREQUENCY OF STATIC SHOCKS IN YOUR HOME, THE BEST REMEDY IS TO ADD MOISTURE TO THE AIR WITH A CONSOLE OR INSTALLED HUMIDIFIER.

Volts	Total length of cord in feet			
	25	50	100	150
120V				
Ampere Rating More Than	AWG			
0 - 6	18	16	16	14
6 - 10	18	16	14	12
10 - 12	16	16	14	12
12 - 16	14	12	Not recommended	

UNPACKING AND SET-UP

1. Pull lid latches in an outward motion, remove tank cover and any accessories that may have been shipped in the tank.
2. Attach caster system following the instructions and illustrations in this manual.
3. Before replacing tank cover, please refer to Dry Pick Up or Wet Pick Up Operation in this manual to ensure you have the proper filters installed for your cleaning operation.
4. Replace tank cover, and apply pressure with thumb to each latch until it snaps tightly in

- place. Make sure all lid latches are clamped securely.
5. Insert machine hose end into inlet of tank. Twist slightly to tighten the connection (**Figure A**).
6. Attach the extension wands (**not standard with all models**) to the accessory end of the hose. Twist slightly to tighten the connection (**Figure A**).
7. Attach one of the cleaning accessories (depending on your cleaning requirements) to the extension wands.



Twist slightly to tighten the connection (Figure A).

8. Plug the cord into the wall outlet. Your cleaner is ready for use.

I = ON, O = OFF

NOTE: MANY MORE USEFUL TOOLS ARE AVAILABLE AT YOUR LOCAL DEALER OR SHOP-VAC® WEBSITE.

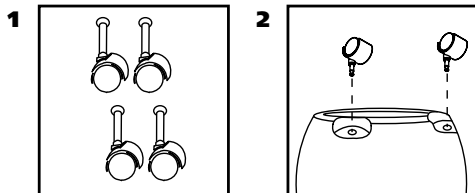
CASTER SYSTEM ASSEMBLY

Not all units are equipped with the same caster system. Follow the instructions, which apply to your specific unit.

Without Caster Feet

You will find four casters (Figure 1) with your wet/dry vacuum. Assemble as follows:

1. With cord disconnected from receptacle and tank cover removed, turn tank upside down so that bottom is facing up.
2. Insert casters into bottom of tank by placing stem of caster into holes provided. Apply pressure and twisting motion until casters snap into place (Figure 2).
3. Return tank to upright position.

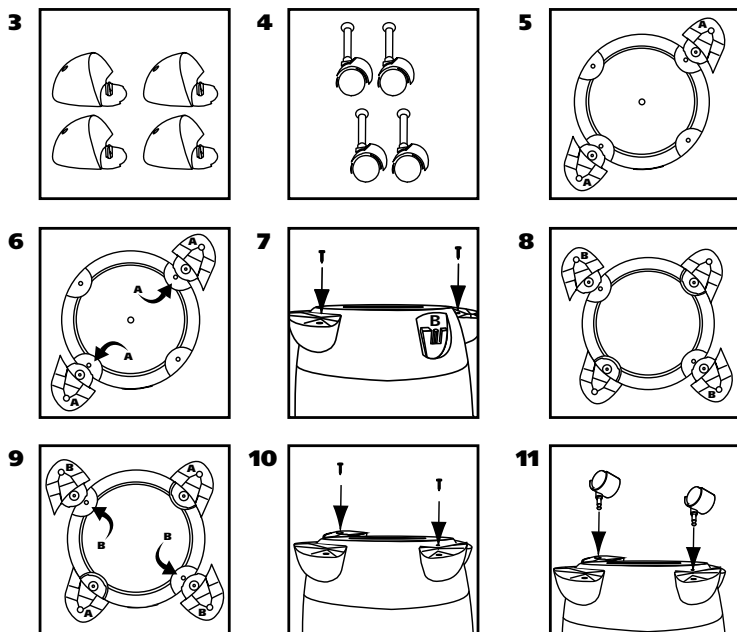


With Caster Feet

If your caster feet look like the ones pictured in Figure 3, follow these instructions.

You will find four caster feet (Figure 3), four casters (Figure 4), and four screws with your wet/dry vacuum. Assemble as follows:

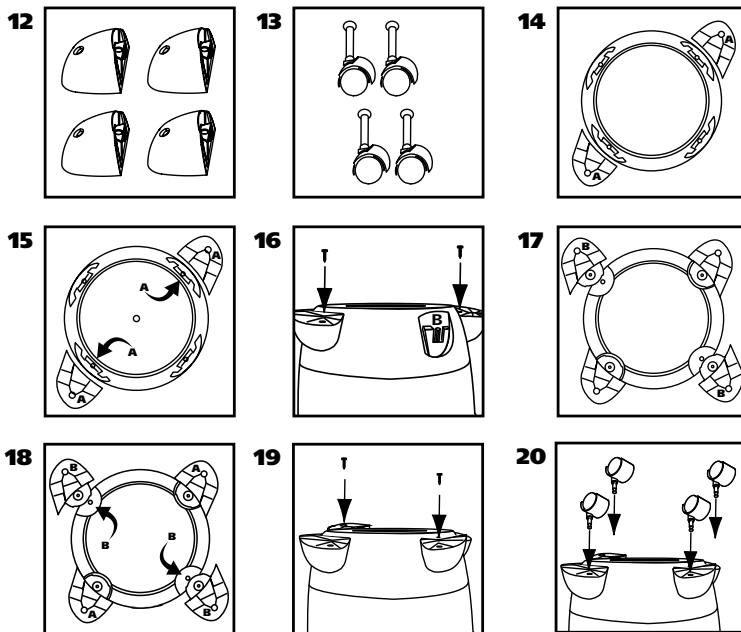
1. With cord disconnected from receptacle and tank cover removed, turn tank upside down so that bottom is facing up.
2. Remove any webbing that attaches the caster feet to each other.
3. With front of tank inlet facing you, take caster feet marked with the letter A (Figure 5) and insert stem of caster foot into holes on left front and right rear of tank also marked with letter A (Figure 6). Make sure caster feet are fully inserted into tank bottom and secure with screws provided (Figure 7).
4. Take caster feet marked with the letter B (Figure 8) and insert stem of caster foot into holes on right front and left rear of tank also marked with the letter B (Figure 9). Make sure caster feet are fully inserted into tank bottom and secure with screws provided (Figure 10).
5. Insert casters into feet by placing stem of caster into holes provided. Apply pressure and twisting motion until casters snap into place (Figure 11).
6. Return tank to upright position.



If your caster feet look like the ones pictured in Figure 12, follow these instructions.

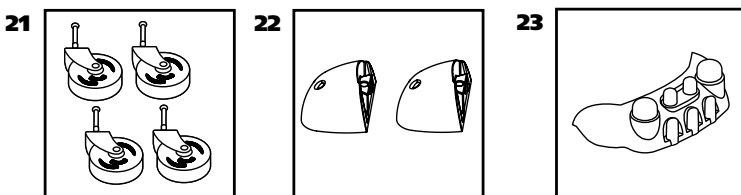
You will find four caster feet (Figure 12), four casters (Figure 13) and four screws with your wet/dry vacuum. Assemble as follows:

1. With cord disconnected from receptacle and tank cover removed, turn tank upside down so that bottom is facing up.
2. With front of tank facing you, take caster feet marked with the letter A (Figure 14) and place in slots on left front and right rear of tank also marked with the letter A (Figure 15). Secure with screws provided (Figure 16).
3. Take caster feet marked with the letter B (Figure 17) and place in slots on right front and left rear of tank also marked with the letter B (Figure 18). Secure with screws provided (Figure 19).
4. If flat washers are included in hardware package place flat washer over stem of caster before installing casters into feet. **NOTE:** Flat washers are not required with all units.
5. Insert casters into feet by placing stem of caster into holes provided. Apply pressure and twisting motion until casters snap into place (Figure 20). Return tank to upright position.

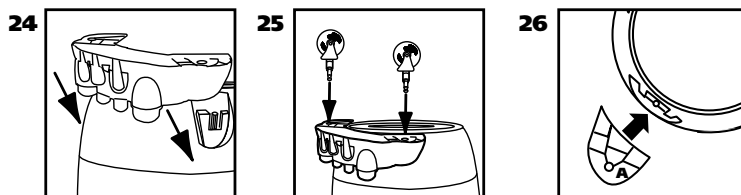


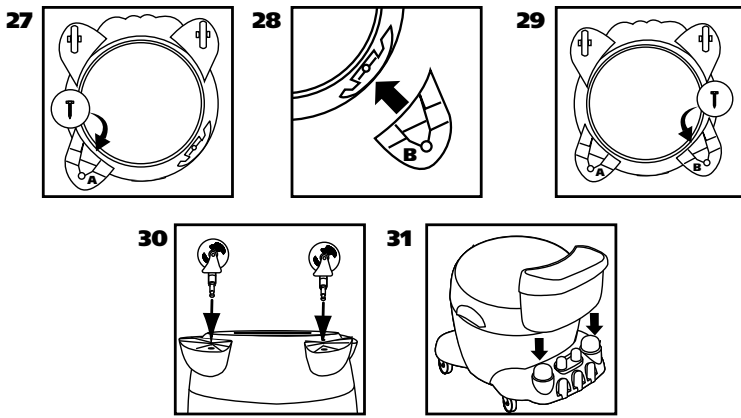
With Rear Caster Dolly/Tool Holder

You will find four casters (Figure 21), two caster feet (Figure 22), rear caster dolly/tool holder (Figure 23), and four screws with your wet/dry vacuum. Assemble as follows:



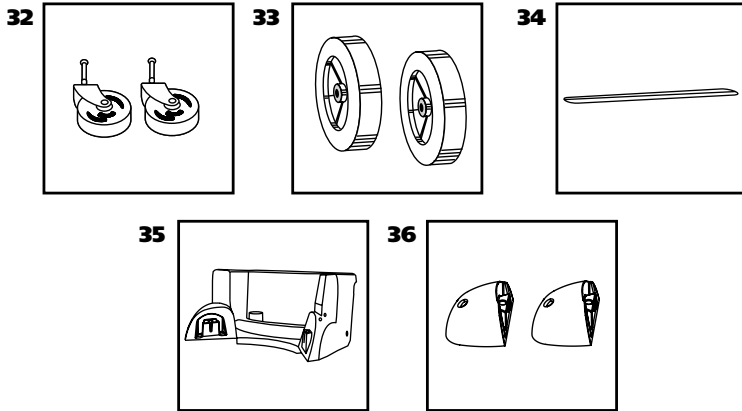
1. With cord disconnected from receptacle and tank cover removed, turn tank upside down so that the bottom is facing up.
2. Take rear caster dolly and place into slots (on rear of tank, opposite of drain) and secure with screws provided (Figure 24).
3. If flat washers are included in hardware package place flat washer over stem of caster before installing casters into feet. **NOTE:** Flat washers are not required with all units.
4. Insert casters into bottom of rear caster dolly by placing stem of caster into holes provided. Apply pressure and twisting motion until casters snap into place (Figure 25).
5. With tank drain facing you, take caster foot marked with the letter A (Figure 26) and place in slot on left side of tank also marked with the letter A. Secure with screw provided (Figure 27).
6. Take caster foot marked with the letter B (Figure 28) and place in slot on right side of tank also marked with the letter B. Secure with screw provided (Figure 29).
7. Insert casters into feet by placing stem of casters into holes provided. Apply pressure and twisting motion until casters snap into place (Figure 30).
8. Return tank to upright position.
9. Place tool basket (not standard with all models) with curved surface against tank on rear caster dolly assembly (Figure 31).





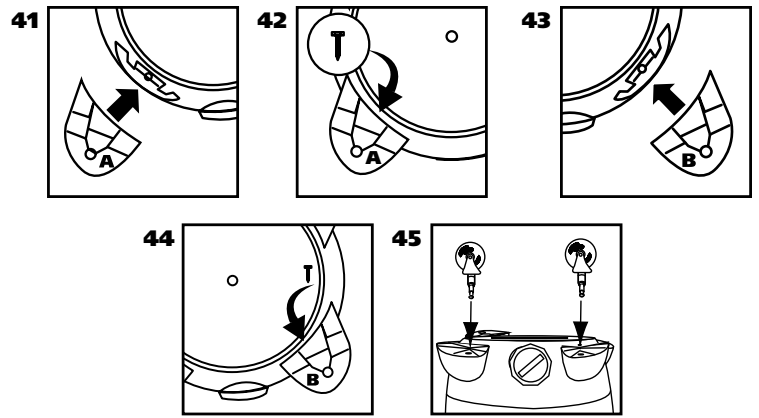
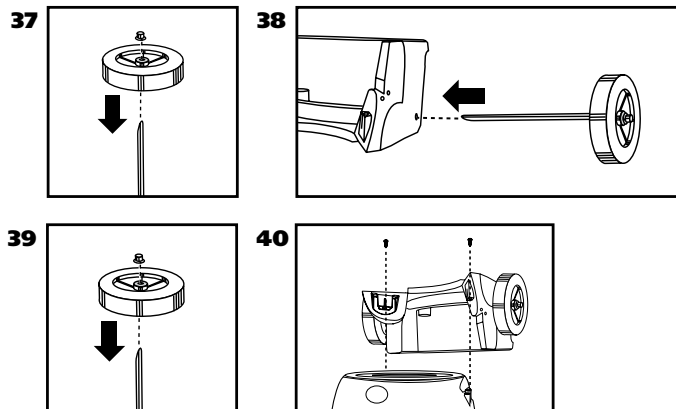
Rear Wheel Dolly/Tool Holder And Front Caster Feet Assembly
(Not standard with all models)

You will find two casters (Figure 32), two large rear wheels (Figure 33), one axle (Figure 34), rear dolly/basket (Figure 35), two caster feet (Figure 36) and four screws with your wet/dry vacuum.



Assemble as follows:

1. With cord disconnected from receptacle and tank cover removed, turn tank upside down so that the bottom is facing up.
2. Place axle upright on a hard surface and hammer on (1) cap nut. Place (1) wheel on axle and slide down to cap nut (Figure 37). Be sure flat side of wheel hub is facing outward.
3. Slide axle through holes provided in dolly/basket (Figure 38).
4. Slide remaining wheel onto axle and hammer on second cap nut (Figure 39).
5. Take rear dolly assembly and place into slots (on rear of tank opposite drain) and secure with screws provided (Figure 40).
6. With tank drain facing you, take caster foot marked with the letter A (Figure 41) and place in slot on left side of tank also marked with the letter A and secure with screw provided (Figure 42).
7. Take caster foot marked with the letter B (Figure 43) and place in slot on right side of tank also marked with the letter B and secure with screw provided (Figure 44).
8. Insert casters into feet by placing stem of caster into holes provided. Apply pressure and twisting motion until casters snap into place (Figure 45).
9. Return tank to upright position.



TOOL HOLDER

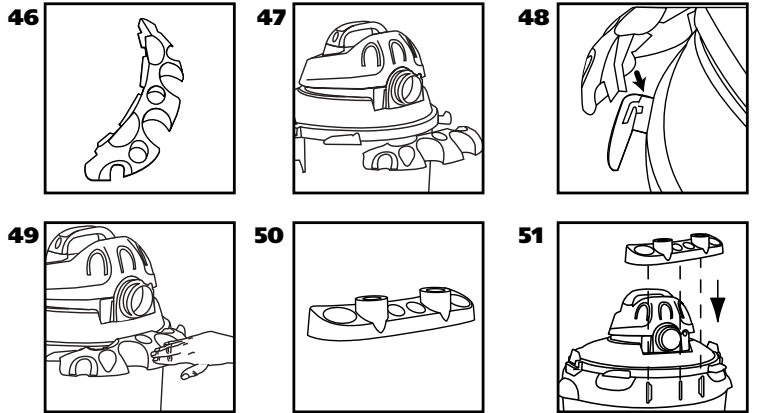
(Not standard with all models)

If your tool holder looks like the one pictured in Figure 46, follow these instructions.

1. With rear of unit facing you, take tool holder and position it with tabs facing rear of unit (Figure 47).
2. Place "J" shaped tabs into the slots on cord wraps (Figure 48).
3. Press down until tabs snap into place.
4. Press down on center of tool holder until tab latches on bottom lid (Figure 49).

If your tool holder looks like the one pictured in Figure 50, follow these instructions.

1. With rear of unit facing you, take tool holder and slide over notches on rear of tank (Figure 51).



DRY PICK UP

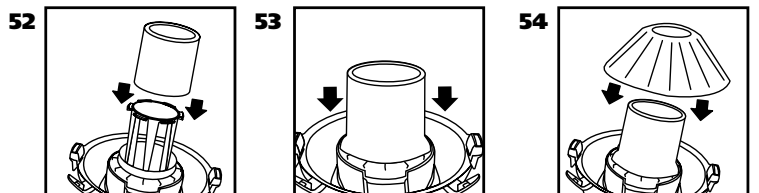
INSTALLING FOAM SLEEVE AND REUSABLE DRY FILTER

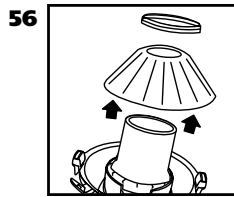
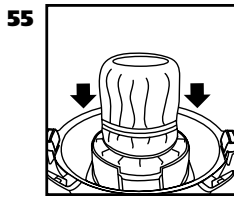
(Not standard with all models)

⚠ WARNING – ALWAYS DISCONNECT THE PLUG FROM THE WALL OUTLET BEFORE REMOVING THE TANK COVER.

When using the reusable dry filter to pick up dust and dry material, you must install foam sleeve and reusable dry filter to ensure proper filtration. If the vacuum has been used to pick up liquids, the foam sleeve must be cleaned and dried before installing for dry pick up. With tank cover in an upside down position, slide foam sleeve down over lid cage pulling until foam sleeve completely covers lid cage (Figures 52, 53).

Center the reusable dry filter on lid cage (Figure 54), slide mounting ring down over filter until ring is positioned against the ribs of the lid cage (Figure 55). The reusable dry filter should always be in position over the foam sleeve for dry pick up. To remove the filter for cleaning, remove mounting ring and filter from lid cage (Figure 56). To clean the reusable dry filter, shake off excess dirt and dust or (depending on the condition of the filter) rinse with water. Allow the filter to dry completely and re-install. DO NOT MACHINE WASH OR DRY.



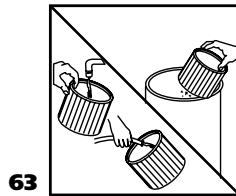
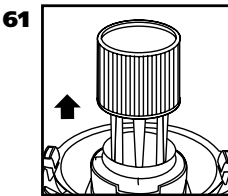
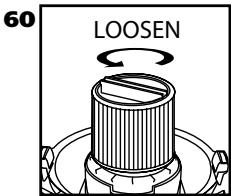
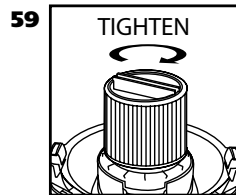
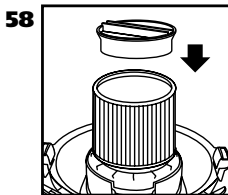
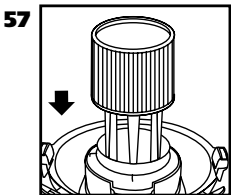


INSTALLING THE CARTRIDGE FILTER

(Not standard with all models)

NOTE: If foam sleeve is in position over lid cage, it must be removed before installing cartridge filter.

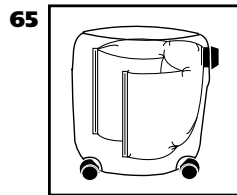
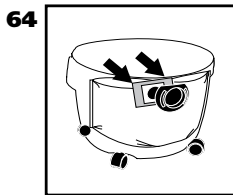
The cartridge filter can be used for wet or dry pick up; installation is the same for both. When picking up large quantities of liquid please refer to the Wet Pick Up Operation section in this manual. Use the cartridge filter in position over the lid cage for most general dry material pick up. With the tank cover in an upside down position, slide the cartridge filter down over the lid cage, pushing until the filter seals against the cover (Figure 57). Place filter retainer into the top of the cartridge filter, hold the tank cover with one hand, turn the handle on the filter retainer clockwise to tighten, locking the filter into place (Figures 58 & 59). To remove the filter for cleaning, again hold the tank cover and turn the filter retainer counter-clockwise to loosen and remove, slide the cartridge filter off the lid cage (Figures 60 & 61). To clean the cartridge filter shake or brush off excess dirt or rinse (from the inside of the filter) with water, dry completely (approximately 24 hours) and reinstall (Figures 62 & 63). **NOTE:** If the filter has been used for wet pick up, it must be cleaned and dried before using for dry pick up.



INSTALLING THE DISPOSABLE FILTER BAG

(Not standard with all models)

- Use for dry pick up only. Use in conjunction with cartridge filter for picking up soot, cement, plaster or drywall dust.
- With cord disconnected from receptacle, pull latches in an outward motion and remove tank cover.
- Grasp cardboard collar firmly and slide rubber guard onto inlet fitting as far as possible (Figure 64).
- When secured in place, expand bag and position around the inside of the tank (Figure 65).



WARNING FOR FINE DUST & POWDERS

When vacuuming fine dust, or powders of any kind (ex. plaster, drywall dust, cold ashes, concrete dust, etc.), a **high efficiency drywall filter bag must be used**. When vacuuming normal household dust and debris, standard household disposable filter bags may be used. These "large bag" filters connect to the air inlet fitting on the inside of the vacuum tank.

FILTER SELECTION GUIDE			
SIZE	Fine dust Drywall	Standard Household	
5-8 U.S. Gal (18.9-30.3L)	90671/ⓐ	90661/ⓔ	90107/Ⓢ REUSABLE DRY FILTER AND MOUNTING RING fits most Shop-Vac® Wet/Dry Vacuums.
10-14 U.S. Gal (37.8-53L)	90672/ⓑ	90662/ⓕ	90585/Ⓡ FOAM FILTER SLEEVE fits most Shop-Vac® Wet/Dry Vacuum.
15-22 U.S. Gal (56.8-83.2L)	90673/ⓒ	90663/ⓖ	

WET PICK UP OPERATION

Remove ALL dirt and debris found in the tank. The vacuum requires only a minimum of conversion when going from dry to wet pick up. Remove all dry use filters from the vacuum. A clean cartridge filter may be used for vacuuming small amounts of liquids. For proper installation of the cartridge filter refer to Installing the Cartridge Filter. For best results when vacuuming large quantities of liquid, remove the cartridge filter. When vacuuming liquids containing debris, it is recommended purchasing a foam sleeve and install over filter cage; otherwise a foam sleeve is not required for wet pick up. Foam sleeve and additional filters may be purchased by visiting our website, contacting our customer service department, or purchasing at your local Shop-Vac® distributor.

Misting in exhaust air may occur if the filter becomes saturated during wet pick up. If misting occurs, remove filter and allow to dry or, replace with another dry filter to eliminate the misting and possible dripping of liquid around the lid. Turn the unit off immediately upon completing a wet pick up job or when tank is full and ready to be emptied. Raise the hose to drain any excess liquid into the tank. The interior of the tank should be periodically cleaned.

The foam sleeve should be cleaned periodically as described in the following steps:

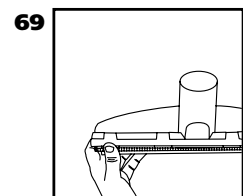
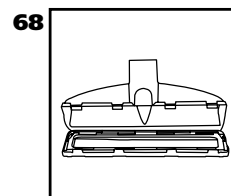
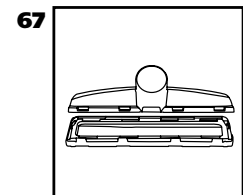
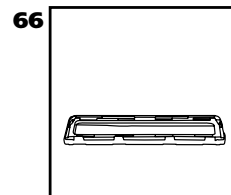
- Always disconnect the plug from the wall receptacle before removing the tank cover. Place tank cover in an upside down position. Remove foam sleeve by sliding it up and off the lid cage.
- Shake excess dust off foam sleeve with a rapid up and down movement.
- Hold foam sleeve under running water for a minute or two, rinsing from the inside. A water wash is not always required, depending on the condition of the foam sleeve.
- Gently wring out excess water, blot foam sleeve with a clean towel, and allow to dry. The foam sleeve is now ready to be reinstalled on the lid cage.

NOTE: WET PICK UP ACCESSORIES SHOULD BE WASHED PERIODICALLY, ESPECIALLY AFTER PICKING UP WET, STICKY KITCHEN ACCIDENTS. THIS CAN BE ACCOMPLISHED WITH A WARM SOLUTION OF SOAP AND WATER.

INSTALLING BRUSH OR SQUEEGEE SHOE ONTO 14" (35.56 CM) NOZZLE

(Not standard with all models)

- Place shoe on flat surface with four tabs facing up and closest to you (Figure 66).
- Position nozzle over shoe with large opening facing down and side with four slots is closest to you (Figure 67).
- Place edge of nozzle under two clips on shoe, located on side farthest away from you (Figure 68).
- Push down on the nozzle to attach shoe to nozzle.
- Starting under left tab, push upward on bottom edge of shoe until tab snaps into place (Figure 69). Repeat with remaining tabs. Make sure four tabs are locked into place.
- Your nozzle with shoe is now ready for use.
- If you ever need to remove shoe, simply unsnap four tabs and carefully pull shoe away from nozzle starting on side with tabs.

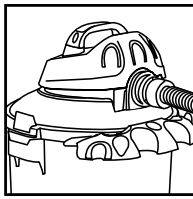


BLOWER FEATURE

Your vacuum can be used as a powerful blower. To use your unit as a blower, clear hose of any obstruction. Insert machine hose end into blower port on rear of unit (Figure 70). Twist slightly to tighten the connection. Caution should be used when using as a blower due to the powerful force of air when using certain attachments.

! WARNING – ALWAYS WEAR EYE PROTECTION TO PREVENT ROCKS OR DEBRIS FROM BEING BLOWN OR RICOCHETING INTO THE EYES OR FACE, WHICH CAN RESULT IN SERIOUS INJURY.

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EMPTYING LIQUID WASTES FROM THE TANK

Not all units are equipped with tank drains. Follow the instructions, which apply to your specific unit.

Without Tank Drain

Liquid waste may be emptied by removing the tank cover. To empty, stop the motor and remove the plug from the wall receptacle. Remove the tank cover and deposit the liquid waste contents in a suitable drain. After tank is empty, return the cover to its original position. To continue use, plug the cord into the wall receptacle and turn the unit on.

With Tank Drain

Liquid waste may be emptied by removing the tank drain cap. To empty, turn unit off and remove plug from wall receptacle. Remove the drain cap and deposit the liquid waste contents in a suitable drain. After the tank is empty, return the drain cap to its original position. To continue use, plug the cord into the wall receptacle and turn the unit on.

AUTOMATIC SUCTION SHUT-OFF

The vacuum is equipped with an automatic suction shut-off that operates when picking up liquids. As the level of the liquid rises in the tank, an internal float rises until it seats itself against a seal at the intake of the motor, shutting off suction. When this happens, the motor will develop a higher than normal pitch noise and the suction is drastically reduced. If this occurs, turn unit off immediately. Failure to turn unit off after float rises and shuts off suction will result in extensive damage to the motor. To continue use, empty the liquid waste from the tank as outlined in the previous paragraph.

NOTE: IF ACCIDENTALLY TIPPED OVER, THE VACUUM COULD LOSE SUCTION. IF THIS OCCURS, PLACE VAC IN UPRIGHT POSITION AND TURN SWITCH OFF. THIS WILL ALLOW THE FLOAT TO RETURN TO ITS NORMAL POSITION, AND YOU WILL BE ABLE TO CONTINUE OPERATION.

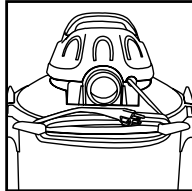
LUBRICATION

No lubrication is necessary as the motor is equipped with lifetime lubricated bearings.

STORAGE

Before storing your vacuum cleaner the tank should be emptied and cleaned. The power cord can be wrapped around the cord wraps provided on the tank cover on rear of unit (**Figure 71**). Accessories may be stored in the tool holder (**not standard on all models**) so they can be readily available. **The vacuum should be stored indoors.**

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TROUBLESHOOTING

Trouble	Possible Cause	Remedy
Suction weakens or cleaner runs hot	Clogged filter	Brush dirt from filter. If condition continues, change filter.
	Air leak	Check all fittings for tight fit (nozzles, hose, etc.) Check that tank cover is sealed properly.
	Obstruction in hose or nozzle	Check nozzle, hose, etc. for obstructions, and remove if present.
Misting in the exhaust air	Saturated filter	Replace saturated filter with a dry filter.

⚠ WARNING – IF ANY OF THE MOTOR HOUSING PARTS SHOULD BECOME DETACHED OR BROKEN, EXPOSING THE MOTOR OR ANY OTHER ELECTRICAL COMPONENTS, OPERATION SHOULD BE DISCONTINUED IMMEDIATELY TO AVOID PERSONAL INJURY OR FURTHER DAMAGE TO THE VACUUM. REPAIRS SHOULD BE MADE BEFORE REUSING THE VACUUM.