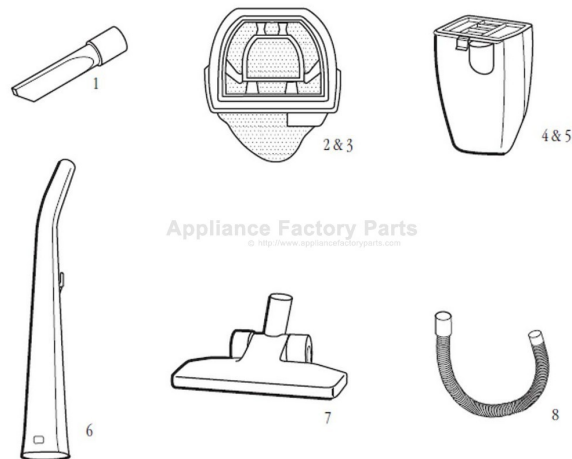


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# Bissell 3102 Owner's Manual

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----- Manual continues below -----



## User's Guide

**Models 3101 EASY VAC™**

**Models 3102 EASY VAC™ PLUS**

- Assembly
- Operation
- Maintenance
- Troubleshooting

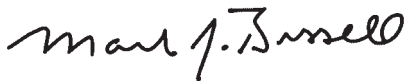
*Thanks for buying a BISSELL EASY VAC™ Bare Floor Vacuum System.*

We're glad you purchased a BISSELL EASY VAC™ Bare Floor and Carpet vacuum. Everything we know about floor care went into the design and construction of this convenient, innovative home vacuuming system.

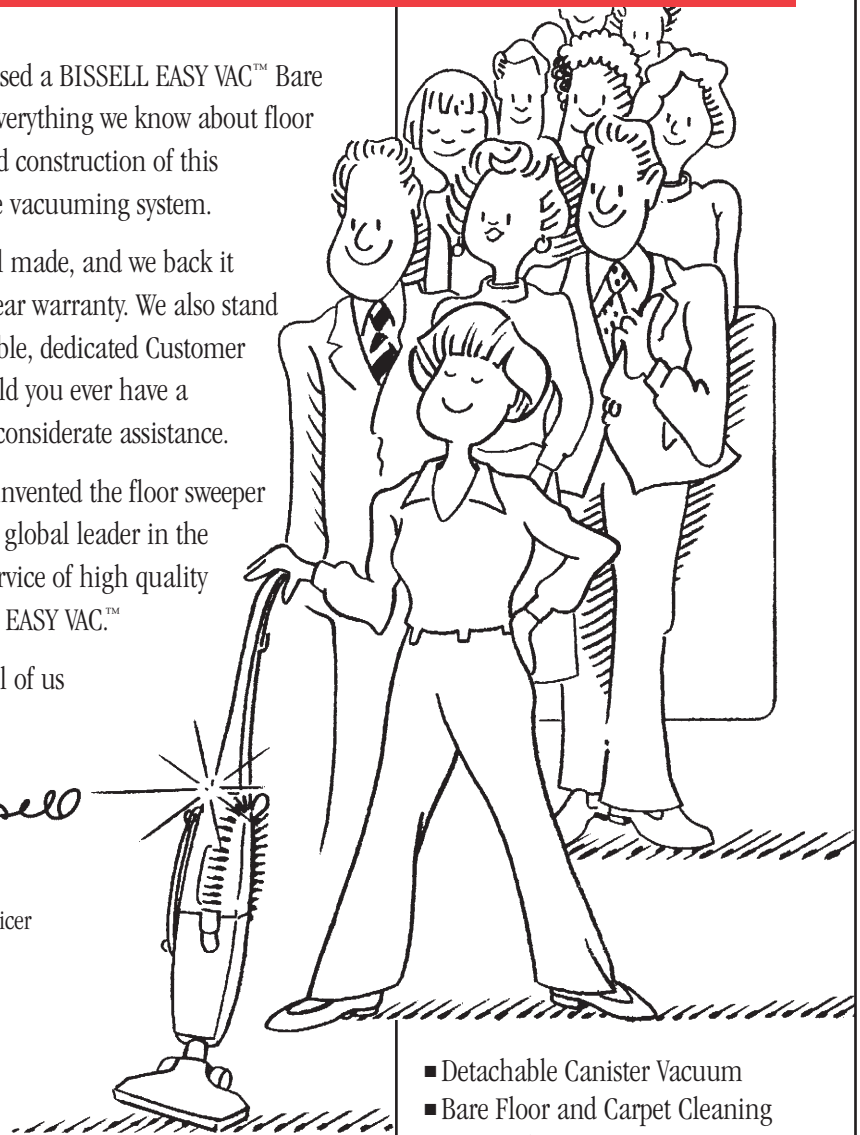
Your EASY VAC™ is well made, and we back it with a comprehensive one-year warranty. We also stand behind it with a knowledgeable, dedicated Customer Service department, so, should you ever have a problem, you'll receive fast, considerate assistance.

My great-grandfather invented the floor sweeper in 1876. Today, BISSELL is a global leader in the design, manufacture, and service of high quality homecare products like your EASY VAC™.

Thanks again, from all of us  
at BISSELL.



Mark J. Bissell  
President and Chief Executive Officer



- Detachable Canister Vacuum
- Bare Floor and Carpet Cleaning
- 5' Stretch Hose
- Crevice Tool

## IMPORTANT SAFETY INSTRUCTIONS

**⚠ WARNING:** When using an electrical appliance, basic precautions should be observed, including the following: Read all instructions before using your vacuum cleaner. Always connect to a polarized outlet (left slot is larger than right). Unplug from outlet when not in use and before conducting maintenance.

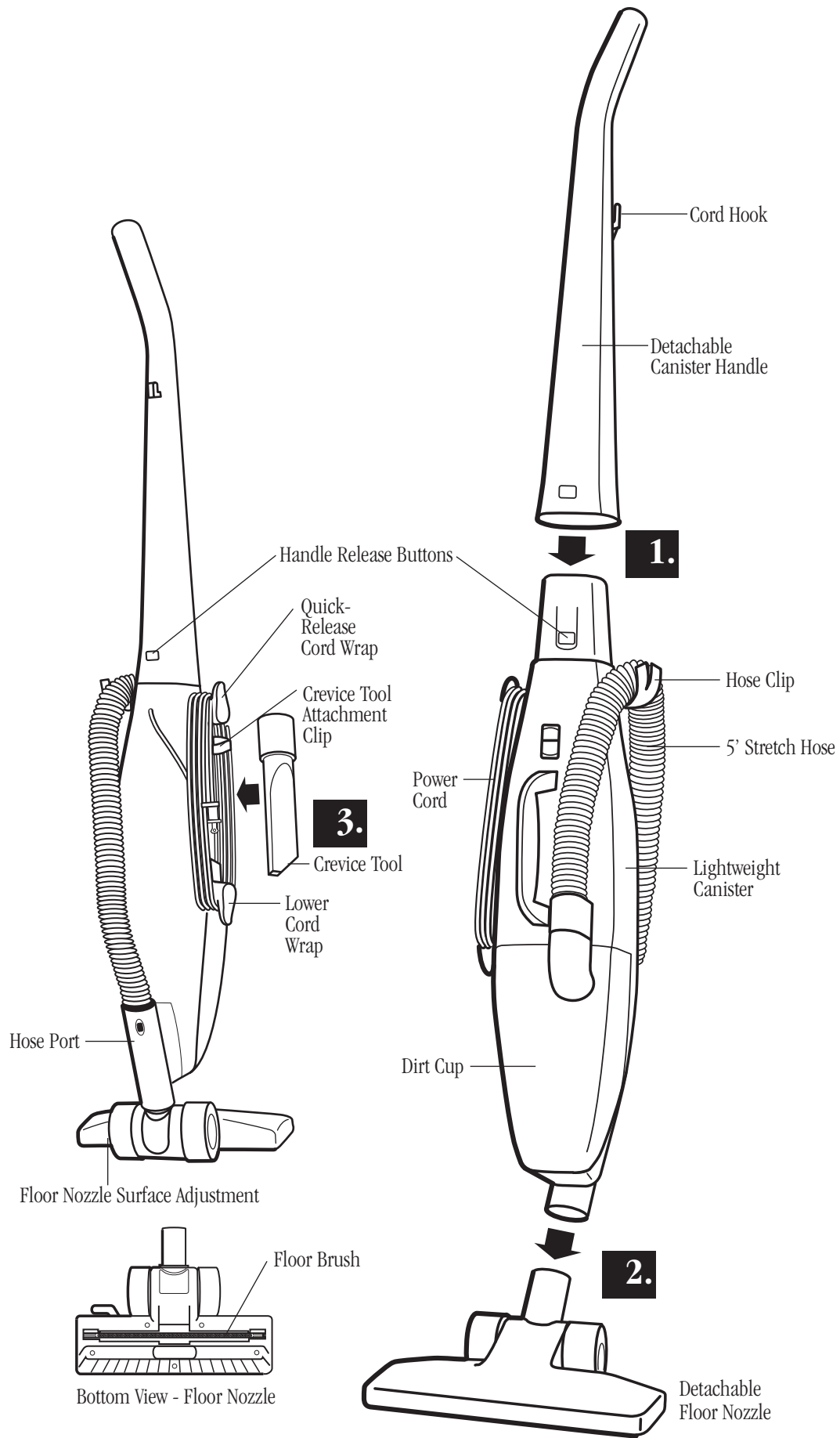
**⚠ WARNING:** To reduce the risk of fire, electric shock, or injury do not use outdoors or on wet surfaces.

- Do not modify the polarized plug to fit a non-polarized outlet or extension cord
- Do not leave vacuum cleaner when it is plugged in
- Do not perform maintenance when vacuum cleaner is plugged in
- Do not use with damaged cord or plug
- Do not unplug by pulling on cord. To unplug, grasp the plug, not the cord
- Do not pull or carry by cord, use cord as a handle, close door on cord, pull cord around sharp corners, run vacuum cleaner over cord, or expose cord to heated surfaces
- If appliance is not working as it should, has been dropped, damaged, left outdoors or dropped into water, return it to a Service Centre
- Do not allow children to operate vacuum cleaner or use as a toy
- Do not handle vacuum cleaner or plug with wet hands
- Do not put any object into ventilation openings, use with blocked opening or restrict air flow
- Do not use without filters in place
- Do not expose hair, loose clothing, fingers or body parts to openings
- Do not pick up hot coals, cigarette butts, matches or any hot or burning objects
- Do not pick up hard or sharp objects such as glass, nails, screws, coins, etc
- Do not pick up toxic material (chlorine bleach, ammonia, drain cleaner, etc.)
- Do not use to pick up flammable or combustible liquids such as gasoline, or use in areas where they may be present
- Do not use vacuum cleaner in an enclosed space filled with vapours given off by oil base paint, paint thinner, some moth proofing substances, flammable dust, or other explosive or toxic vapours
- Do not use for any purpose other than described in this User's Guide
- Use only manufacturer's recommended Nozzles and replacement parts
- Use only on dry, indoor surfaces
- Keep openings free of dust, lint, hair, etc
- Turn off all controls before plugging or unplugging vacuum cleaner
- Be extra careful when cleaning stairs
- Pay close attention when working around children

### SAVE THESE INSTRUCTIONS FOR FUTURE USE.

**⚠ WARNING:** To reduce the risk of electric shock, this appliance has a polarized plug (one blade is wider than the other). This plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install a proper outlet. Do not change the plug in any way.

**This model is for household use only.**




## How to use this guide

This User's Guide has been designed to help you get the utmost satisfaction from your BISSELL EASY VAC™ Bare Floor and Carpet Vacuum. You'll find assembly and operating instructions, safety precautions, as well as maintenance and troubleshooting instructions.

Please read this Guide thoroughly before assembling your vacuum cleaner. Pay particular attention to the assembly diagram, assembly instructions, and part names. Locate and organize all parts before assembly. Familiarize yourself with the parts and where they go. Following this User's Guide will greatly enhance your ability to get the best performance from your BISSELL EASY VAC™ for many years.

Your EASY VAC™ comes in four, easy to assemble components.  
No tools are needed.

Detachable Canister Handle  
Lightweight Detachable Canister  
Floor Nozzle  
Crevice Tool

 **WARNING:**  
Do not plug in your vacuum cleaner until you have completely assembled it per the following instructions and are familiar with all instructions and operating procedures.

## How to put it together

### 1. Attach Upright Handle to Canister Vacuum

Gently slide Handle over square end of Canister Vacuum, pushing until buttons on Canister snap into place in opening on Handle. The Handle is designed to attach and disassemble easily as you switch from upright to canister style cleaning.

### 2. Attach Floor Nozzle to Canister Vacuum

Grasp Floor Nozzle with one hand, while holding Canister Vacuum firmly with the other. With firm, even pressure, press Floor Nozzle into round opening at end of Canister Vacuum. Continue pressing gently but firmly until Floor Nozzle can go no further. As with the Upright Handle, the Floor Nozzle is designed to attach and disassemble easily as you switch from level floor to tool style cleaning.

### 3. Attach Crevice Tool to Tool Clip

Slide narrow end of Crevice Tool over angled post on the side of the Canister, then press round end of Tool into semi-circular grip located just below the Quick Release Cord Wrap.

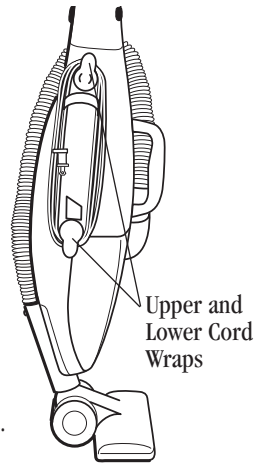
**EASY VAC™ assembly is now complete.**

## How to use your BISSELL EASY VAC™

### Power Cord Quick Release

The Power Cord is stored at the side of the Canister, looped around two Cord Wraps. A molded clip on the polarized plug allows it to be clipped to the Power Cord during storage.

1. Remove the plastic plug guard and dispose or recycle it.
2. Unclip polarized plug from Power Cord.
3. Rotate the Upper Cord Wrap one-half turn right or left, and slip Power Cord from Upper and Lower Cord Wraps.
4. Connect Power Cord Plug with a polarized outlet.
5. To keep the Power Cord out of your way while cleaning, place it in the cord hook at the top/back of the handle.



### Power Switch

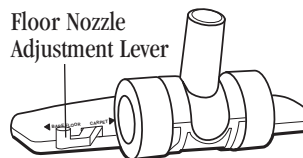
The Power Switch is located just below the hand grip. Move the switch to position “ I ” [down] to vacuum, and “ O ” [up] to turn unit off when cleaning is complete.

## Upright floor cleaning

### Floor Nozzle Adjustment

You can adjust the brush on the underside of the Floor Nozzle to clean bare floors or carpeted areas.

1. Move the lever on the Floor Nozzle to the left (←) for bare floor vacuuming, and the brush will adjust to slight variations in floor height.
2. Move the lever to the right (→) and the brush will lock in position for more effective cleaning of carpeted surfaces.

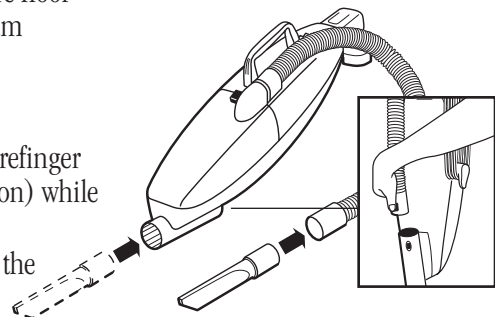


## Cleaning with the Canister

Your BISSELL EASY VAC™ is not only a convenient upright bare floor and carpet cleaner, it's also a versatile floor/above floor vacuum cleaner when you detach the lightweight canister.

### Floor Cleaning

1. Detach the Upright Handle by pressing your thumb and forefinger on the lock buttons on Canister (using a “pinching” motion) while gently pulling Handle off square end of Canister.
2. For floor surface cleaning, use the Floor Nozzle, following the surface adjustment instructions.
3. For edge cleaning or cleaning small areas, you need only to:
  - Detach the Hose from the Hose Port at the bottom/ back of the Canister. Press the lock button and pull the Hose from the Port, then insert the Crevice Tool into the end of the Hose. The Crevice Tool also can be placed in the round opening of the canister for added versatility.



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## Cleaning with the Canister - continued

### *Tip:*

Before cleaning under low furniture, check for objects that might block the vacuum hose. Do not pick up hard or sharp objects such as glass, nails, screws, coins, paper clips, etc.

### Above Floor Cleaning

For quick and easy above floor cleaning:

1. Detach the Hose from the Hose Port at the bottom/back of the Canister. Press the lock button and pull the Hose from the Port, then insert the Crevice Tool into the end of the Hose.

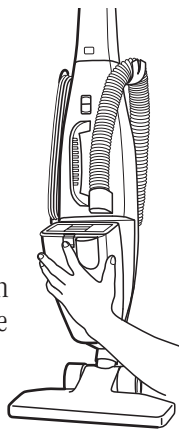
To resume normal floor vacuuming:

1. Remove Crevice Tool and store in Crevice Tool Clip.
2. Reconnect Hose to the Hose Port, making certain it is locked fully in place.
3. Attach Floor Nozzle and Upright Handle, following instructions in "How To Put It Together," page 4.

## Emptying the Dirt Cup

Your EASY VAC™ features a translucent plastic Dirt Cup, so you can easily see when it needs to be emptied. For best performance, empty when debris reaches halfway up the cup.

1. Press the lock button down and forward (away from the Canister Handle) while lifting the upper portion of the Dirt Cup away from the Canister.
2. Grasp the Filter frame and pull it straight from the Cup. Empty the Cup, and check both the filter and the Cup for cleanliness and damage. You may wash the Cup with warm (not hot) water and mild liquid dish soap only. Rinse and dry thoroughly before reattaching it.
3. If the surface of the filter looks dirty or discoloured, now's the time to clean or replace it. To clean the filter, remove any debris still clinging to the filter. After a time, it will be necessary to replace your filter. See "Routine Maintenance" for instructions.
4. With filter in place at the top of the Cup,\* place the small tab at the bottom of the Canister cavity, then press the upper portion of the Cup into place until the lock button can easily be pushed back into position.



\*Push filter down tight to ensure gasket is in place.

## Power Cord Storage

When you are done using your BISSELL EASY VAC™, store the Power Cord.

1. Turn EASY VAC™ off by moving switch to "O" position.
2. Unplug Power Cord by grasping the polarized plug [NOT the cord] and disconnect from outlet.
3. Loop Power Cord around Cord Wraps on side of cleaner, making certain Quick Release Cord Hook is pointed up toward the Handle.
4. Clip molded plug to Power Cord to secure.

## Maintenance

To maintain maximum performance from your EASY VAC™, perform these simple maintenance checks periodically.

For average household use, follow this maintenance schedule:

Weekly:	Check the debris level in the Dirt Cup and empty if necessary.
Monthly:	Check the filter for wear and tear. Remove debris from the filter. It may also be necessary to use an old toothbrush to clean off any debris. Replace as needed.

### Replace Filter

As you vacuum, dirt and debris are deposited in the Dirt Cup while air passes through the filter before being returned to the room. This process enhances the vacuum path while dramatically reducing dust, dirt, and potential allergens from the air you breathe. Replacing the filter periodically enhances vacuum power and air quality. To replace the filter:

1. Remove the Dirt Cup.
2. Grasp the filter frame and pull it straight from the Cup. Empty the Cup.
3. Replace the filter. Push new filter into place at the top of the Cup, place the small tab at the bottom of the Cup into the slot at the bottom of the Canister cavity, then press the upper portion of the Cup into place until the lock button snaps into place. Use only BISSELL Style 6, #32052 Filters [package of 1] in your BISSELL EASY VAC™ Model 3101-C.
4. EASY VAC™ PLUS Model #3102-C features a high efficiency 3M Filtrete™ Filter. To keep your cleaner operating at peak efficiency and to remove irritating allergens from your home, you should change the FILTRETE™ filter every six months. Use only BISSELL Style 6, #32051 Filters [package of 1]. The cup-shaped filter lifts out from the top of the Dirt Cup, and the new one fits into place.

You may purchase these filters:

- at your local retailer
- with the order form in this User's Guide
- by calling

**BISSELL Customer Service**

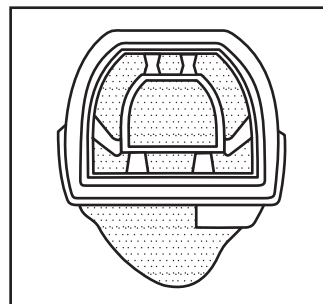
**1-800-263-2535**

Monday - Friday 8 A.M. — 4:30 P.M. (E.S.T.)

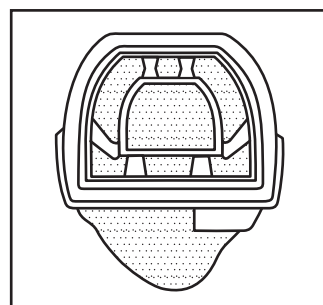
**⚠ WARNING:** To reduce the risk of electric shock, turn Power Switch OFF and disconnect polarized plug from electrical outlet before performing maintenance.

### Tip:

Vacuuming new carpet or fine powders such as drywall dust may clog the filter, so check it more frequently. Shake out or replace as necessary.



Filter for EASY-VAC™ Model 3101-C



FILTRETE™ Filter for EASY-VAC™ PLUS Model 3102-C

## Troubleshooting



**WARNING:** To reduce the risk of injury from moving parts, and/or electrical shock, turn Power Switch OFF (position “O”) and disconnect polarized plug from electrical outlet before performing troubleshooting checks.

### *Vacuum cleaner won't run.*

#### Possible Causes

Vacuum cleaner is not plugged in  
Household fuse/breaker

#### Remedies

Check electrical plug  
Check/replace fuse or reset breaker switch  
Call BISSELL Customer Service

### *Vacuum cleaner won't pick up dirt.*

#### Possible Causes

Dirt Cup is full  
Filter dirty  
Hose not secure in Hose Nozzle  
Dirt Cup not sealed against Canister  
  
Vacuum path clogged

#### Remedies

Empty Dirt Cup  
Check and remove debris. Replace if necessary  
Check fit and tighten  
Open Dirt Cup, then press firmly until you hear lock button snap into place  
Visually check: (1) Floor Nozzle, (2) Hose Port, (3) Crevice Tool and (4) Hose for hair, pine needles, small toys, large pieces of paper that may be obstructing the vacuum path.  
Carefully remove blockage

## Part Numbers and Descriptions

Item	Part No.	Part Name
1	010-0031	Crevice Tool
2	32052	Filter (Polyester Fibre, 1/package)
3	32051	Filter (FILTRETE™, 1/package)
4	010-0034	Dirt Cup (Blue) EASY VAC™
5	010-0035	Dirt Cup (Purple) EASY VAC™ PLUS
6	010-0036	Upright Handle
7	010-0037	Floor Nozzle
8	010-0038	Hose

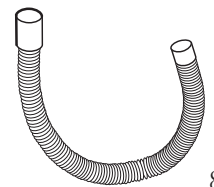
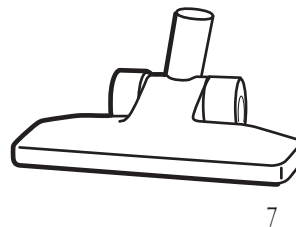
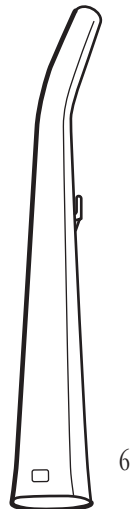
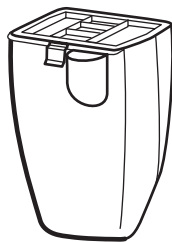
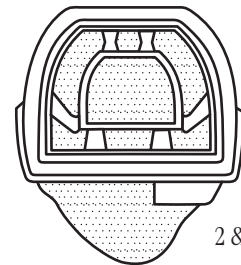
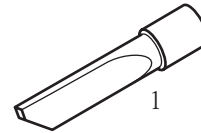
NOTE: Not all attachments pictured are included with every model, but they are available. To order replacement parts or additional attachments call:

### BISSELL Customer Service

**1-800-263-2535**

Monday - Friday 8 A.M. — 4:30 P.M. (E.S.T.)

Please have your model and part numbers of unit ready.



## About your warranty

### One Year Warranty

BISSELL Ltd., or an Authorized BISSELL Service Centre will repair or replace, free of charge, any part which is defective or malfunctioning within 1 year of the purchase date, provided that it is used for personal, and not commercial or rental service.

**PLEASE CALL, TOLL FREE, 1-800-263-2535 to obtain an Authorized BISSELL Service Centre in your area.**

#### Terms:

1. Return the unit and/or part with proof of purchase date, to your dealer, your nearest BISSELL Authorized Service Centre, or return by mail to:

**BISSELL Ltd.**

**6934 Kinsmen Court,**

**Niagara Falls, Ontario, L2E 6S5**

2. Any defective or malfunctioning part will be repaired or replaced and returned postage paid.
3. This warranty does not cover bags, belts, filters or light bulbs.

For your protection, you should always insure the unit and/or part when shipping or mailing. BISSELL will reimburse you for the parcel post, CanPar or UPS charge. Any charges for packaging or insurance are your responsibility.

Tip: Attach your sales receipt to this User's Guide for future reference.

## BISSELL Customer Service

For information about repairs or replacement parts, or questions about your warranty, call:

**BISSELL Customer Service**

**1-800-263-2535**

Monday - Friday 8 A.M. — 4:30 P.M. (E.S.T.)

Or write:

BISSELL Ltd.

Attn: Customer Service

Box 1003

Niagara Falls, Ont., L2E 6W2

When contacting BISSELL, have model number of unit available.

Please record your Model Number: \_\_\_\_\_

Please record your Purchase Date: \_\_\_\_\_

**NOTE: Please keep your original sales receipt. It is your warranty.**

**It is suggested you staple your original sales receipt to the front of this guide.**



Life's messy. Clean it up.®

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BISSELL Ltd.

Niagara Falls, Ont., L2E 6W2

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Part Number U.G. 3102

Visit our web site at:

<http://www.bissell.com>