

# RICCAR.

## 8900 Series

8900 8920 8905

8955 8925

Owner's Manual



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# 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:** The manufacturer cannot accept responsibility for damage caused when the appliance is not used according to the instructions, or for uses other than those for which it was intended.

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

- Do not leave appliance when plugged in. Unplug from outlet when not in use and before servicing.
- Do not put any object into openings. Do not use with any opening blocked; keep free of dust, lint, hair and anything that may reduce air flow.
- **WARNING: ELECTRIC SHOCK COULD OCCUR IF USED OUTDOORS OR ON WET SURFACES.**
- Keep hair, loose clothing, fingers and all parts of body away from openings and moving parts.
- Do not allow to be used as a toy. Close attention is necessary when used by or near children.
- Do not pick up anything that is burning or smoking, such as cigarettes, matches or hot ashes.
- Use only as described in this manual. Use only manufacturer's recommended attachments.
- Do not use without vacuum bag and/or filters in place.
- 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, return it to your Authorized Retailer for service.
- Turn off all controls before unplugging.
- Use extra care when cleaning on stairs.
- Do not use to pick up flammable or combustible liquids such as gasoline or use in areas where they may be present.
- Do not attempt to service the unit while appliance is plugged in.
- Do not use vacuum to pick up water or any wet materials.
- Do not pull or carry by cord, use cord as a handle, close a door on the cord, or pull cord around sharp edges or corners. Do not run appliance over cord. Keep cord away from heated surfaces.
- Use extra care when cleaning on stairs. To avoid injury and damage, vacuum should remain at base of stairs while in use.
- Do not unplug by pulling on cord. To unplug, grasp the plug, not the cord.
- Do not handle plug or appliance with wet hands.

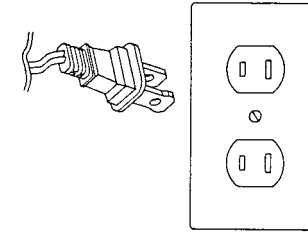
## SAVE THESE INSTRUCTIONS.

# Polarization instructions

## Power Cord - 2-Wire Polarized

### Household models 8955, 8905, 8900 Only

To reduce the risk of electric shock this product is equipped with a polarized alternating current line plug (a plug having one blade wider than the other). This plug will fit into the power outlet only one way. This is a safety feature. If you are unable to insert the plug fully into the outlet, try reversing the plug. If the plug should still fail to fit, contact a qualified electrician to replace the obsolete outlet. Do not defeat the safety purpose of the polarized plug.



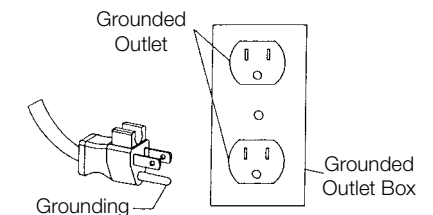
## Grounding Instructions

### Model 8925 and 8920 Only

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

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

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



## Thermal fuse protection

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

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

### To reset the thermal fuse:

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

Please contact your Authorized Riccar Retailer with any questions.

## Description of the vacuum



### Riccar Replacement Parts

#### Genuine Riccar High Flow HEPA Vacuum Bags

C15H-6  
6 per pkg

#### Genuine Riccar Eco Pure Vacuum Filter Bags

C15-6  
6 per pkg

#### Vacuum Agitator Belt

A20-R2P  
2 per pkg

#### Secondary Charcoal Filter

RCFT89-2  
Models 8905, 8925, 8955

RCF89-2  
Models 8900, 8920

#### Post Filter

RF89-2  
2 per pkg  
Models 8900, 8905,  
8920, 8925

RF8900P-1  
1 per pkg  
Model 8955

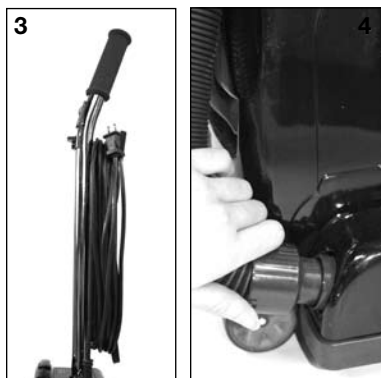
#### Light Bulb Xenon

A350-0000  
Wedge Base, 0.917 amp  
T 3 1/4 Xenon

**Attaching the handle**

The cleaner and the handle are packed separately.

- After first removing the handle screw, insert handle into the hole on top of the vacuum cleaner. Make sure that the switch on the handle is positioned to the front of the vacuum cleaner (diagram 1).
- Line up the small hole on the handle with the small hole on the vacuum cleaner and insert the screw. Make sure the screw is tightened securely.
- Attach the power cord at the clip located on the upper cord hook (diagram 2).
- Turn the upper cord storage hook to the upright position and wind the power cord around the cord storage hooks when storing the vacuum cleaner (diagram 3).



**How to Install Hose Assembly**

- Install hose cuff in nozzle inlet (diagram 4).

**How to Release the Power Cord**

- The upper cord storage hook has a quick-release action. To release the cord, rotate the hook downward and the cord will drop off the handle for immediate use (diagram 5).
- Return the hook to the upright position before attempting to rewind the cord (diagram 2).

**On/Off Switch**

- To start the vacuum cleaner, slide the switch on the handle to the ON position.
- To stop the vacuum cleaner, slide the switch on the handle to the OFF position.
- Turn the vacuum off before unplugging from the electrical outlet.

**Handle adjustments**

- The handle of this vacuum cleaner can be set to one of three positions: Upright, Middle or Low. To release the handle, step on the pedal at the left rear corner of the vacuum cleaner (diagram 6).
- Upright position: Handle locks in this position for vacuum cleaner storage. The handle should always be in an upright position when cleaning tools are used (diagram 7).
- Middle position: This position, the front of the nozzle can be raised by lowering the handle in order to cross room thresholds.
- Low position: This position is used for cleaning under furniture (diagram 8).



**How to change the vacuum bag**

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

NOTE: If secondary or post filters need to be replaced, see page 8 before replacing the vacuum bag.

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



**Replacing secondary filter**

The secondary filter protects the motor from dust and dirt. Before installing a new filter bag, check the filter. Accumulated dirt in the dust compartment will be collected on this filter and may restrict motor performance, when the filter becomes dirty (diagram 12).



Cleaning secondary filter: Remove bag supporter (some models only) by releasing the right tab on the underside of bag supporter. Lift and rotate to remove bag supporter. Now, remove secondary filter from bottom of dust compartment. Replace with new filter. Reinstall bag supporter.

Note: Riccar exhaust filters cannot be washed or re-used.

**Replacing post filter**

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



To change the Post Filter:

- Depress handle release pedal and move vacuum to lower position (diagram 13).
- Remove exhaust filter by pressing the two upper tabs and pulling filter away from vacuum (diagram 14).
- Insert a new exhaust filter by inserting the lower portion of the filter first and snap the upper portion into the vacuum.



Note: Post filters cannot be washed.

**CAUTION:**

First, disconnect the vacuum cleaner from the electrical outlet.

**Replacing headlight bulb**

Remove the headlight bracket screw (diagram 15). Slide bracket back and lift bracket upward and out of nozzle. To remove the light bulb, pull straight out of socket. To install new bulb, simply push bulb straight into socket for a secure fit.



**Removing and reinstalling bottom plate**

Removing bottom plate: To replace any of the following parts, place vacuum cleaner in the low position by using the handle release pedal. Then, turn the vacuum cleaner over, exposing the underside. Remove the two screws holding the lower plate in place. Now remove the bottom plate.



Installing bottom plate: install bottom plate making sure bottom plate hinges are in place on front of housing (diagram 16) before securing screws.

**Edge cleaning feature**

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

**Automatic self adjusting rug nozzle**

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

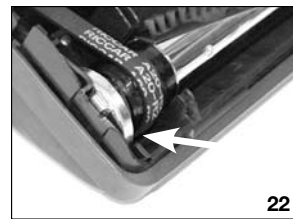
**Carpet/Floor selector  
(models 8900, 8925 & 8955 only)**

When vacuuming bare floors or tile, or when using attachments, disengage the brush roll by moving the switch located on the nozzle housing to the floor setting (diagram 17).



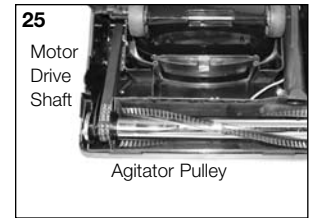
## Replacing agitator belt (Models 8900, 8925 & 8955 only)

- Disconnect the vacuum cleaner from the electrical outlet.
- Turn the unit over and remove the bottom plate as described in the preceding section.
- Move carpet/floor selector to floor position.
- Remove the vented support fitting (diagram 18). Note the position of the support fitting before it is removed so that it can be reinstalled properly.
- Rotate belt so that the linkage rod can be removed (diagram 19). Slide linkage rod out and move the carpet/floor selector to carpet position and let rod rest behind brush roll compartment (diagram 20).
- Remove agitator and worn or broken belt (diagram 21).
- Loop the new belt around the motor drive shaft and the agitator pulley.
- Reinstall the agitator into the housing while making sure that the positioning fork faces down and straddles the support guide (diagram 22).
- Reinstall linkage rod by moving carpet/floor selector to the floor position.
- Rotate belt away from linkage rod, then install linkage rod into brush roll.
- Rotate agitator pulley, making sure that the belt is not twisted (diagram 24).
- Reinsert the vented support fitting. Reinstall bottom plate (See "How to Install Bottom Plate").



## Replacing agitator belt How to Replace Agitator Belt (All Other Models)

- Disconnect the vacuum cleaner from the electrical outlet.
- Turn the unit over and remove the bottom plate as described in the preceding section.
- Remove the vented support fitting (diagram 23).
- Take out the agitator and remove the worn or broken belt from the agitator pulley and the motor drive shaft (diagram 24).
- Loop the new belt around the agitator pulley and the motor drive shaft (diagram 25).
- Re-insert the agitator back into the housing (diagram 26).
- Turn the agitator by hand, making sure the belt is not twisted and all rotating parts move smoothly (diagram 27).
- Re-insert the vented support fitting. Be sure that the vented support fitting is in place before fastening the bottom plate to the two ribs at the front end of the housing (See "How To Install Bottom Plate").
- Check to see if the belt is stretched, cracked or if excessive slipping has occurred. Replace if needed.



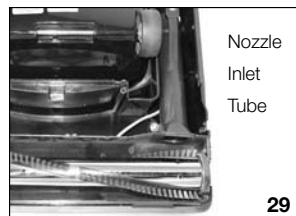
## CAUTION:

First, disconnect the vacuum cleaner from the electrical outlet.

## Unclogging nozzle and hose

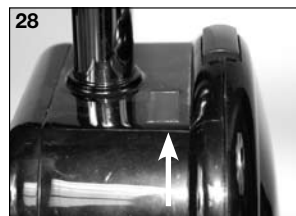
The nozzle hose, located on the back of the vacuum cleaner, carries the dirt from the nozzle to the filter bag. The hose also functions as the attachment cleaning hose. If the hose should become clogged:

- Pull out and turn the lid of the cleaning attachment opening. Remove the clog or blockage.
- If the above step is not enough, remove hose cuff from the nozzle inlet (diagram 28). Turn the vacuum over and unscrew the bottom plate and remove plate (see "How To Remove Bottom Plate"). Check nozzle inlet tube for obstructions. Clear tube and re-install the bottom plate (diagram 29).



## Full bag indicator light

The warning light is located on top of the bag compartment (see diagram 30). The light will trigger if the vacuum bag is full or if there is a clog in the vacuum cleaner. If the light indicator turns on, check the vacuum bag. If it is not full, check the vacuum cleaner for clogs by inspecting the agitator area (see "Removing and re-installing bottom plate"), hose and/or attachment inlet.



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

## On-board cleaning tools (Models 8905, 8925 & 8955)

Select models are equipped with on-board cleaning tools including 4-to-1 stretch hose, 3 piece telescopic wand, crevice tool, dusting tool, upholstery tool.

- Remove hose cuff from the nozzle inlet (diagram 29).
- Remove the telescopic wand from the body of the vacuum and connect it to the hose cuff (diagram 30). Unlock wand collars, extend wand and re-lock wand collars.

Note: Wand collar locking rotation is marked with arrows on the wand. Cleaning tools can be used with the wand extended or compressed or the tools can be used without the wand by connecting the tools directly to the hose cuff (diagram 31).

- Select the proper tool for your cleaning situation and connect the tool to the end of the wand or cuff (diagram 32). NOTE: Tools store conveniently in vacuum body by snap-fit.

## Suction control dial (Models 8905, 8925 & 8955)

The lid on the attachment port is a suction control dial (Diagram 33). This feature is useful when less suction is needed, for example, to clean drapes, throw rugs, etc. To use, simply turn the dial to reduce the suction to desired level. Close the dial for normal vacuum operation.

Note: When using an optional attachment hose with the suction control dial feature, do NOT insert the attachment hose into the attachment port. Doing so will bypass the suction control dial features. Instead, attach the optional hose to the hose cuff (located at the bottom back side of the vacuum). Simply insert the hose cuff from the vacuum cleaner into the cuff of the attachment hose. The hose cuff is designed to fit into the optional attachment hose, thereby allowing use of the suction control dial.





**Optional cleaning tools**

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

**For models without on-board tools**

Deluxe Attachment Set (diagram 34)

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

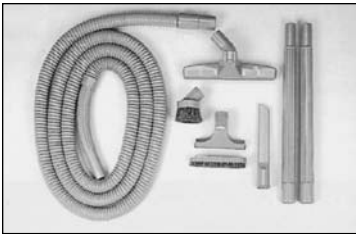


Diagram 34

**1. How to connect the hose assembly to the vacuum cleaner:**

Pull out and open the suction control dial by turning the lid located on the back of the vacuum cleaner. Insert the soft, rubber end of the hose assembly into the cleaning attachment opening. Push in while twisting the hose end to ensure the hose is fastened securely (diagram 36).

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

**WARNING:** There is no way to turn this vacuum's brushroll off. Therefore, when using the cleaning tools it is important to keep your Riccar vacuum from running in the same spot for a period of time, as carpet or flooring damage could result. If you need to keep the vacuum in the same spot for a period of time, such as at the base of the stairs when cleaning the stairs, place something, like a flattened cardboard box, under the vacuum to prevent damage to the floor.

**For models with on-board tools**

Attachment Set (diagram 35)

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

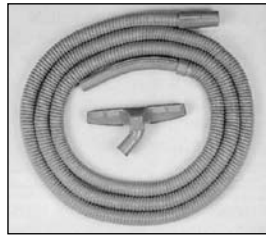


Diagram 35



Diagram 36

**What is Covered:**

This warranty covers any defects in material and workmanship in your new Riccar vacuum.

**How Long Coverage Lasts:**

Warranty coverage for Riccar 8900 Premier Series household model vacuums lasts five years and one year for 8900 Premier Series commercial model vacuums. Household models used commercially are only warranted for 90 days.

**What is Not Covered:**

- Damage to the vacuum which occurs from neglect, abuse, alterations, accident, misuse or improper maintenance.
- Normal replacement items: agitator brushes, belts, light bulbs, disposable bags and disposable filters.

**What Riccar Will Do:**

This warranty provides, at no cost to you, all labor and parts to place this vacuum in correct operating condition during the warranted period.

**How to Get Service:**

Warranty service can only be obtained by presenting the vacuum to an Authorized Riccar Retailer. A proof-of-purchase and product serial number will be required before service is rendered. To locate your nearest Riccar Retailer, please call 1-888-6-RICCAR or visit the Riccar website at [www.riccar.com](http://www.riccar.com).

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ANY AND ALL OTHER WARRANTIES WHETHER WRITTEN, ORAL, EXPRESSED OR IMPLIED, (INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE). THIS WARRANTY DISCLAIMS LIABILITY FOR INCIDENTAL, OR CONSEQUENTIAL DAMAGES.

**How State Law Applies:**

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

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

Date of purchase \_\_\_\_\_

Serial number \_\_\_\_\_

Model number \_\_\_\_\_

**Purchased from:**

Store name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Your Riccar vacuum cleaner is a product of high quality materials and superior workmanship. Your new Riccar vacuum cleaner will work on carpets, floors and for many other cleaning needs in your home. We urge you to read these operating instructions carefully before you use this vacuum cleaner, in order to obtain the full performance and satisfaction it can offer you.

**For Best Performance**

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

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[www.riccar.com](http://www.riccar.com)