

VIVOHOME

THANK  
YOU!

**NOTE:**

To continuously improve its products, VIVOHOME reserves the right to modify this information without prior notification.

For any questions regarding assembly, please watch the video on the product page or contact our customer service. Our customer service will gladly assist you with any additional questions, comments, or concerns.

Thank you for using VIVOHOME products in your home!

Thank You for Purchasing from

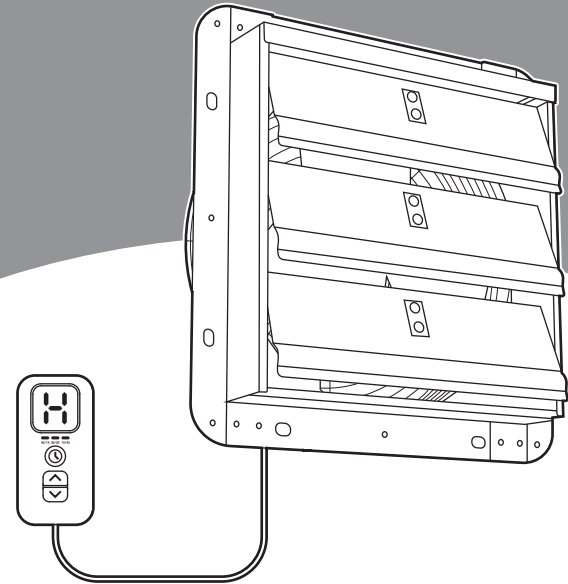
VIVOHOME

Made in China

VIVOHOME

HOW-TO

USER MANUAL



**10 inch Shutter Exhaust Fan**

Assembly is EASY!

**WE WANT  
YOU TO  
ENJOY LIFE  
AT HOME**

GO TO THE PRODUCT LISTING PAGE  
FOR AN INSTRUCTIONAL VIDEO!

## CONTENTS

|                               |    |
|-------------------------------|----|
| Safety Information.....       | 1  |
| What's in the Box .....       | 2  |
| Product Introduction.....     | 3  |
| Installation Guide .....      | 4  |
| Control Panel Operation ..... | 7  |
| Troubleshooting.....          | 9  |
| FAQ.....                      | 10 |
| Warranty.....                 | 11 |



**(Please read the instructions before use, Improper operation could cause fire, electric shock, or equipment damage.)**

### Electrical Safety

1. Use **110-240V 50/60Hz** AC power. A voltage converter is required if the voltage is actually different; otherwise, the motor may burn out.
2. Stop using the appliance and contact customer support for a replacement cord if you see any damage, such as cuts, bends, or exposed wires.
3. Please disconnect the power plug before installation or maintenance.
4. Please follow all local state/provincial electrical and safety regulations.

### Installation Restrictions

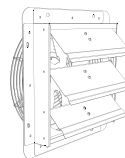
1. Do not install in flammable or explosive areas (e.g., paint warehouses) or highly corrosive environments.
2. Keep the unit  $\geq 59$  in (1.5 m) away from heat sources like stoves and heaters,  $\geq 10$  cm from corners, and ensure that the air intake and exhaust vents are unobstructed. Obstacles should be kept  $\geq 98.4$  in (2.5 m) from the exhaust vent. The wall must be able to support  $\geq 22.1$  lb (10 kg).
3. Ensure the ventilation ducts lead directly outdoors to prevent exhaust backflow.

### Operation & Maintenance

1. Do not crush or cover power cords (e.g., under carpets).
2. Do not block air vents. Maintain a clearance of 11.8 in (30 cm) to prevent overheating.
3. Do not put your fingers or any objects into the grill. High-speed blades may cause severe injury.
4. Do not use chemicals or water for cleaning. Use a dry cloth only. Any internal repairs to the motor must be performed by a qualified professional.

### Special Component Warnings

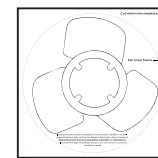
1. Do not mix old and new batteries. Remove the batteries from the unit when they are no longer in use for several months to prevent leakage.
2. Do not modify the circuit or hardwire the device yourself! For any issues, contact after-sales service. Unauthorized modifications will void the warranty.



Shutter  
Fan Unit  
(X1)



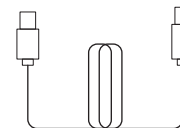
Control Panel  
(X1)



Cutout  
Template  
(X1)



Machine Screws  
(Shutter Mount)  
(X4)

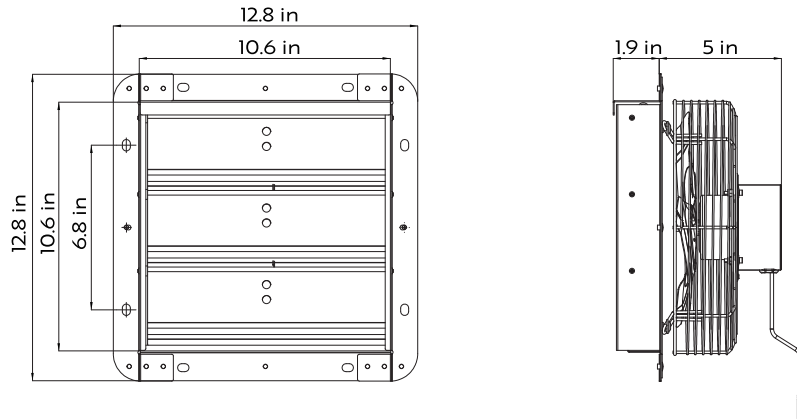


Type-C Power Cord  
(X1)

### TOOLS REQUIRED (not included)

|  |   |  |                                      |  |                                |
|--|---|--|--------------------------------------|--|--------------------------------|
|  | Hammer & roofing nails (or self-tapping screws) |  | Permanent marker / Chalk             |  | Reciprocating saw (or jig saw) |
|  | Caulk gun with waterproof silicone sealant      |  | Power drill with a 1/2"-1" drill bit |  | Measuring tape                 |
|  | Ladder (optional)                               |  | Protective goggles (optional)        |  | Gloves (optional)              |

# Product Introduction



|                                   |  |
|-----------------------------------|--|
| Model                             | VH1868                                   |
| Size                              | 12.8*12.8*5 in (325*325*128 mm)          |
| Impeller Dia                      | 10 in (250 mm)                           |
| Opening Size                      | 11.02*11.02 in (280*280 mm)              |
| Material                          | Metal                                    |
| Rated Power                       | 18W                                      |
| Weight                            | GW: 7.5 lb (3.4 kg)/ NW: 5.7 lb (2.6 kg) |
| Fan Speed                         | 1680 RPM                                 |
| Airflow                           | 900 CFM                                  |
| Noise Level                       | 40-60 dBA                                |
| Applicable Area                   | 1076 SQFT                                |
| Lifespan                          | ≥20000h                                  |
| Recommended Operating Temperature | -4°F-122°F                               |
| Recommended Operating Humidity    | ≤RH90                                    |

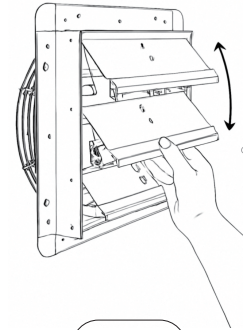
Warranty does not cover damage resulting from self-repair, improper installation, incorrect power connection, or unsuitable operating conditions.

# Installation Guide




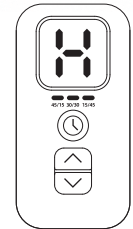
## STEP 1: Inspect the Fan

- Ensure the shutters open and close smoothly.
- Check that the fan blades are undamaged and rotate freely without resistance.
- Confirm all bolts and hardware are securely tightened.



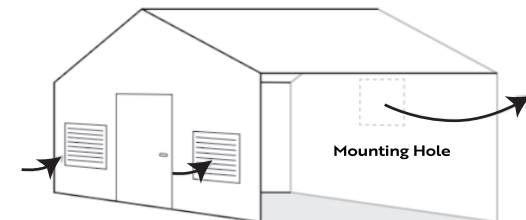
## STEP 2: Test the Remote controller

- Plug it in and the fan will start.
- Connect the controller and the fan with the data cable. Press the button . The light will turn on, and the screen will display the current operating level. The fan will start running.



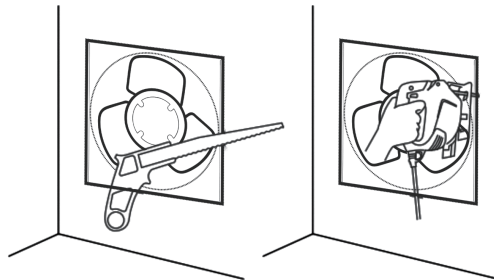
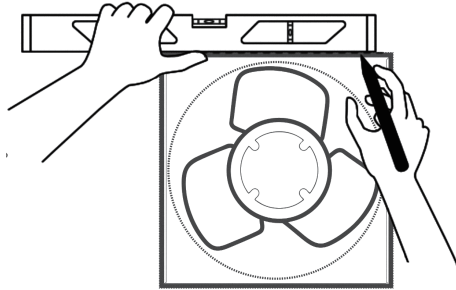
## STEP 3: Choose Installation Location

- For large spaces (e.g., greenhouses, barns, or garages), install the fan on a wall opposite existing ventilation openings to achieve cross-ventilation and optimal airflow.
- Install the fan higher on the wall to help exhaust rising warm air. Installed Height ≥90.6 in (2.3m)



#### STEP 4: Prepare the Wall Opening

- Measure the shutter fan's mounting frame to determine the required opening size.
- Select a wall area free from electrical wiring or plumbing.
- Use a level and a straight edge to mark the cutting outline.
- Choose appropriate cutting tools based on your wall material.
- Using the provided cutting template as a guide, carefully cut along the marked outline to create the wall opening.



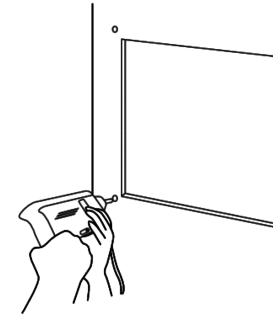
**Thinner Woods  
or Plastic**

**Woods, Tougher  
Plastic or, Metal**

Note: The supplied screws are not suitable for wood.

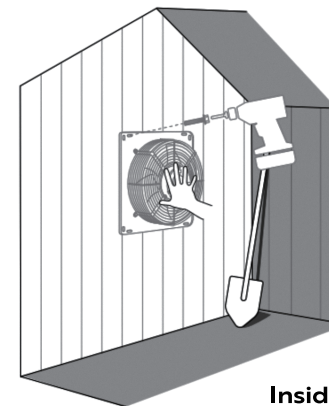
#### STEP 5: Drill Mounting Holes

- Test-fit the fan in the opening, mark the positions for the mounting holes, then remove it.
- Drill 4 holes (or 8 holes for added stability).




#### STEP 6: Install the Fan

- From inside the room, insert the fan into the opening.
- Keep the control panel and power cord inside the room.
- Secure the fan using the provided screws.



**Inside**

## STEP 7: Power On and Test

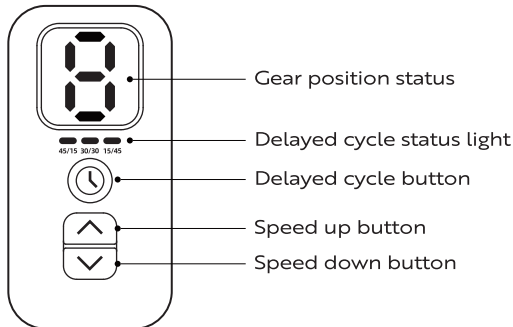
- Plug in the fan and press “

## SECTION E

# Control Panel Operation



The fan controller is a multi-speed device with delayed cycle control, supporting 11 speed levels (0-9, H gear), and integrating both a delayed operation mode and an intelligent status light.



## Level Settings and Display Logic

### Speed levels

- The fan offers 11 speed levels: 0 (Stop), 1-9 (Low to High), and H (Maximum Speed).
- Default State: The display shows “0” when the fan is off.

### Display & Lighting Rules

- Activation: The light turns on and displays the current speed level after any button is pressed.
- Auto-Off: The light will automatically turn off after 20 seconds of inactivity.

## Button Functions

### Delayed cycle button

Function: Press to cycle through the 3 delayed operation modes. The default setting is “Off”.

| Gear | Running time | Stop time  | Mode             |
|------|--------------|------------|------------------|
| 1    | 45 minutes   | 15 minutes | Continuous cycle |
| 2    | 30 minutes   | 30 minutes | Continuous cycle |
| 3    | 15 minutes   | 45 minutes | Continuous cycle |

### Speed up button

Function: Increase the fan speed step by step (0→1→2...) (→H→0 cycle).  
 When Running: Press to increase speed (0→1→2 ... →9→H). After reaching H (Maximum), press again to return speed to 0 (Stop).  
 When Stopped (at 0): Pressing this button will start the fan at 1.

### Speed down button

Function: Decrease the fan speed step by step (H→9→8...) (→0→H cycle).  
 When Running: Press to decrease speed (H→9→8 ... →1→0). The fan stops at 0.  
 When Stopped (at 0): Pressing this button will directly set the speed to H (Maximum).

### Precautions

**Before operation, ensure the input voltage is 12V DC to prevent damage. In Delayed Cycle Mode, the fan automatically starts and stops according to the set cycle.**



| Problem   | Possible Cause                              | Solution   |
|---|---|--|
| Even when the speed is adjusted to 0, the fan still remains on. | The controller's connection cable is loose. | When the controller's connection cable becomes loose, the controller disconnects from the fan, and the fan begins ventilation as usual after being powered on. |
| The fan fails to exhaust.                                       | Insufficient airflow intake.                | 1. Install the shutter fan opposite existing ventilation;<br>2. Install the fan at a higher location.  |
|   | CFM is too low for the room size.           | Ensure the fan's CFM rating is sufficient for the room's square footage.   |



- Q** In cyclic timer mode, the fan cannot be turned off when the timer ends
- A** In the cyclic timer mode, the timer cycles on and off. In all three timer modes, the fan cannot be completely turned off. Only when the speed is set to 0 and the timer indicator is pressed to the off position will the fan completely shut down
- Q** Can the main unit be controlled by two controls?
- A** The fan controller has only one terminal block, making it impossible to connect two controllers for control.
- Q** If the remote control is not connected to the fan and the controller is powered by another power source, can the fan still be controlled?
- A** It cannot be controlled by the controller itself; the fan can only be controlled when the controller and fan are connected. This controller is not a wireless controller.



The VIVOHOME warranty program is our commitment to you. We are committed to providing you with a high-quality product that meets your needs and expectations. To demonstrate our confidence in the durability and performance of our products, we offer the following warranty.

### WARRANTY COVERAGE

This warranty applies to all orders, purchases, or use of products sold only by VIVOHOME and is valid for 1 year from the purchase date. Please note, this warranty only covers the original order. If a replacement is provided within the warranty period, it does not extend the warranty.

### WARRANTY EXCLUSIONS

This warranty does not cover damages caused by misuse, accidents, unauthorized modifications, or any factors unrelated to product manufacturing and design, including but not limited to:

- Loss of parts during use.
- Normal wear and tear of products or parts.
- Incorrect installation (e.g., using the wrong voltage) or improper assembly.
- Overloading the product's bearing capacity.
- Usage in extremely harsh conditions.
- Improper cleaning or lack of maintenance.
- Damage resulting from unintended use of the product.
- Damage resulting from unauthorized modifications or service.
- Indirect losses or damages related to the product.



### HOW TO MAKE A WARRANTY CLAIM

If you encounter any defects affecting the product's functionality or if the product fails and cannot be repaired during the warranty period, please reach out to our customer service team via email, or our app's messaging service at your earliest convenience. To expedite your claim, kindly include:

- Order number
- Photos and/or videos illustrating the issue
- A detailed description of the problem

VIVOHOME will provide technical support, replacement, refund, or other solutions based on the issue's specifics. If you wish to return the original package for any reason, please contact us for confirmation before initiating the return. You can expect a response within 48 hours.

Thank you for choosing VIVOHOME. We are dedicated to ensuring your satisfaction and the quality of your purchase. If you have any questions or need further assistance, please don't hesitate to reach out to our customer service team.