

RETAINING PART INSTALLATION INSTRUCTIONS



NEW FAN INSTALLATION: APPLY STEPS 5 to 7 BEFORE YOU INSTALL THE CANOPY HATCH

- This modification has been designed to strengthen the Hang-Tru® canopy.
- The retaining part must be installed to prevent the fan from separating from the canopy and falling.

Do not use the fan until the retaining part is installed.

- Before beginning the installation, make sure you have the following parts:
 - 1 Instruction sheet
 - 1 Metal retaining part
 - 1 Flat blade screwdriver
- The installation is relatively simple and should not take long to complete. However, it is strongly recommended that you have an assistant lift and hold the fan while you install the retaining part.



WARNING

Avoid possible electrical shock.

Make certain that electricity is turned off at the circuit breaker or fuse box before attempting any installation procedure.

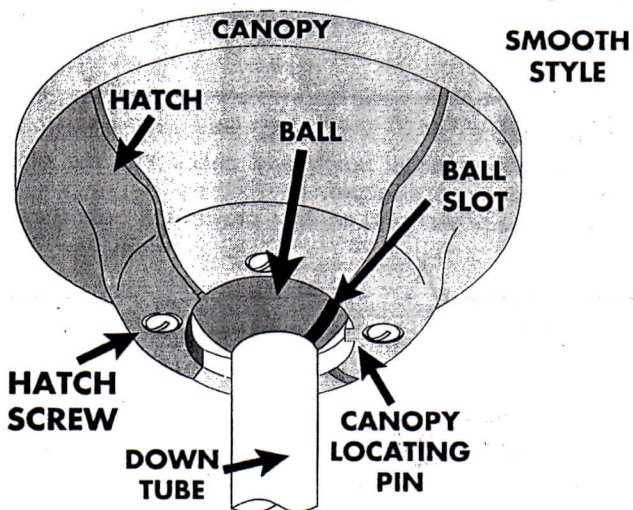
Make sure power is turned off before starting installation.

Test by trying to operate the fan.

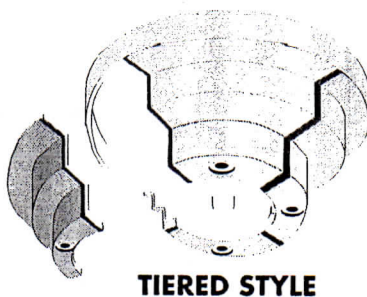
GETTING STARTED

This section will help you identify the parts we refer to and help make your installation quick and safe.

Casablanca Hang-Tru Canopies



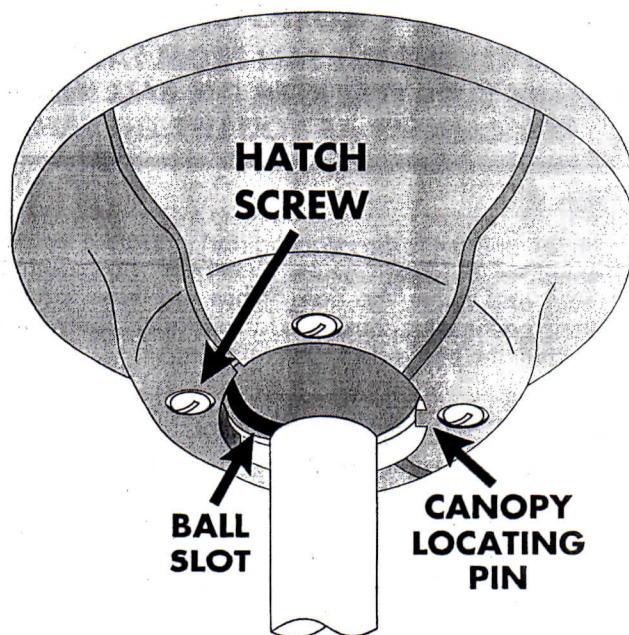
NOTE: It is important to find the right screw that will remove the hatch before you start the installation as this will save you time and effort.



FINDING THE HATCH & HATCH SCREW

Step 1

Locate the slot in the ball and then gently push straight up on the fan body to lift the ball up into the canopy. You will see the canopy locating pin as the ball moves up.



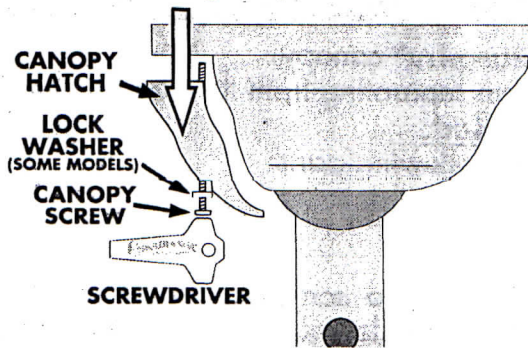
Step 2

With the ball lifted out of the canopy locating pin, rotate the fan until the ball slot is on the opposite side - next to the hatch screw. Gently let the fan rest back down into the canopy.

INSTALLATION INSTRUCTIONS

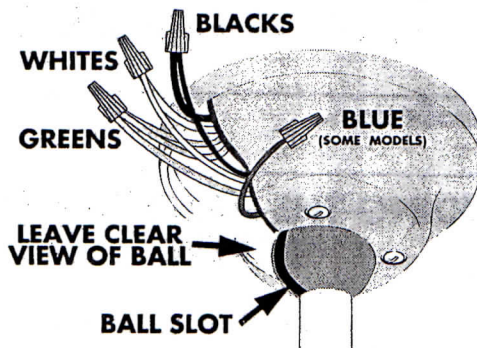
STEP 3

Steady the fan and remove the canopy hatch, screw, and lock washer (save for reinstalling later).



STEP 4

Carefully pull out the wires from inside the canopy. Fold the wires so that they are up and out of the way of the hatch opening and ball to allow you to insert the retaining part.

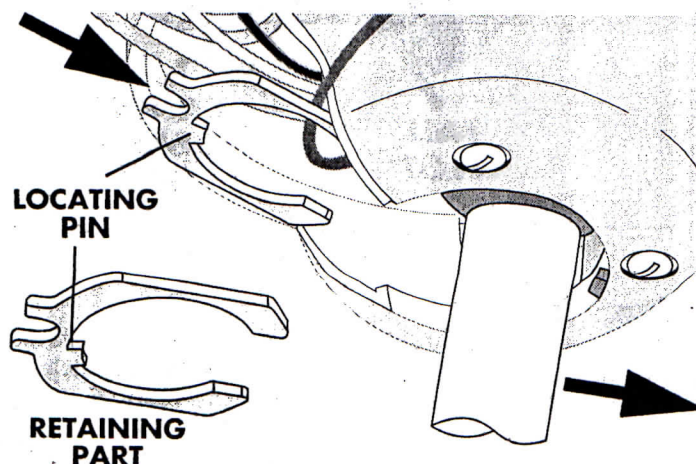


CAUTION!

TO PREVENT THE FAN FROM FALLING, MAKE SURE YOU KEEP THE BALL INSIDE THE CANOPY AS YOU LIFT THE FAN!

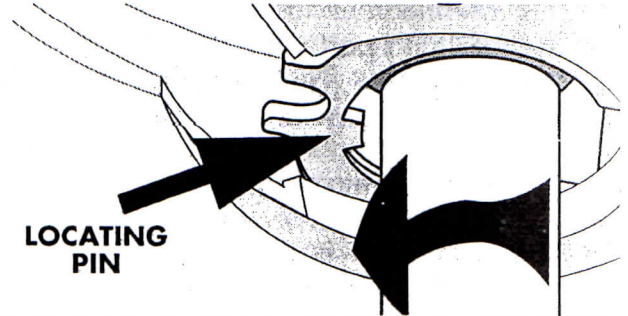
STEP 5

Lift the fan and angle the retaining part so that the locating pin is positioned as shown below. Insert into the canopy hatch opening and under the ball. When you have pushed the retaining part into the canopy as far as it will go let the fan down slowly until the ball rests on the retaining part.



STEP 6

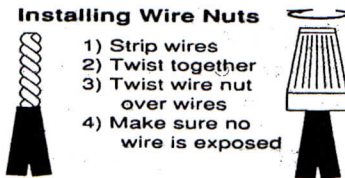
Confirm that the retaining part has seated flat on the inside ledge of the canopy and then carefully rotate the fan clockwise until the slot in the ball locates over the retaining part locating pin.



NEW FAN INSTALLATION: RETURN TO OWNER'S MANUAL

STEP 7

Confirm the wires and wire nuts are secured. Reconnect and/or replace as necessary.



STEP 8

Carefully place wires back in canopy. Position the White and Green wires on one side of the ball and the Black wires on the other side.

STEP 9

Reinstall the canopy hatch and check that the other three canopy screws are secure. Turn on the power and confirm proper fan operation.

