



# FACTORY SERVICE TECHNICAL LIBRARY

## Fan Removal Instructions

(EZ - Lock System)



## FAN REMOVAL

**HELPFUL HINTS FOR THE REMOVAL OF YOUR FAN**  
**READ AND SAVE THESE INSTRUCTIONS**

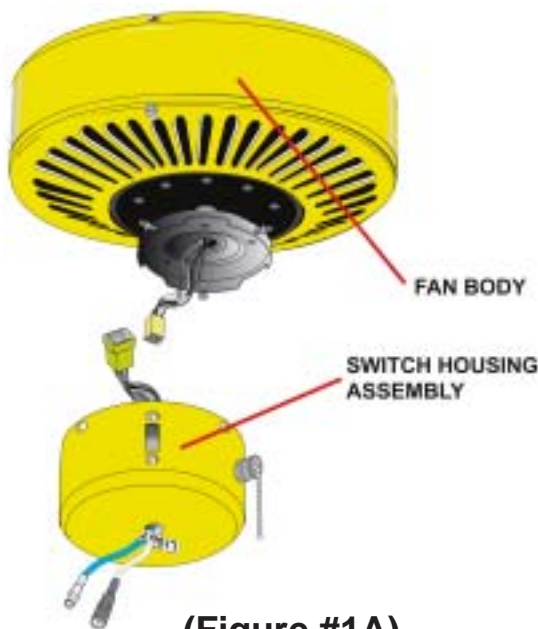
# SAFETY FIRST

## BEFORE YOU START

Safety and the proper operation of your Casablanca fan both require a thorough knowledge of the product and proper installation; therefore, before attempting to de-install, install and operate your Casablanca fan, read your owner's manual completely and carefully. Retain your owner's manual and these instructions for future reference.

***CAUTION: To avoid possible electrical shock, make certain that the electricity is turned off at the circuit breaker or fuse box before attempting any installation procedure.***

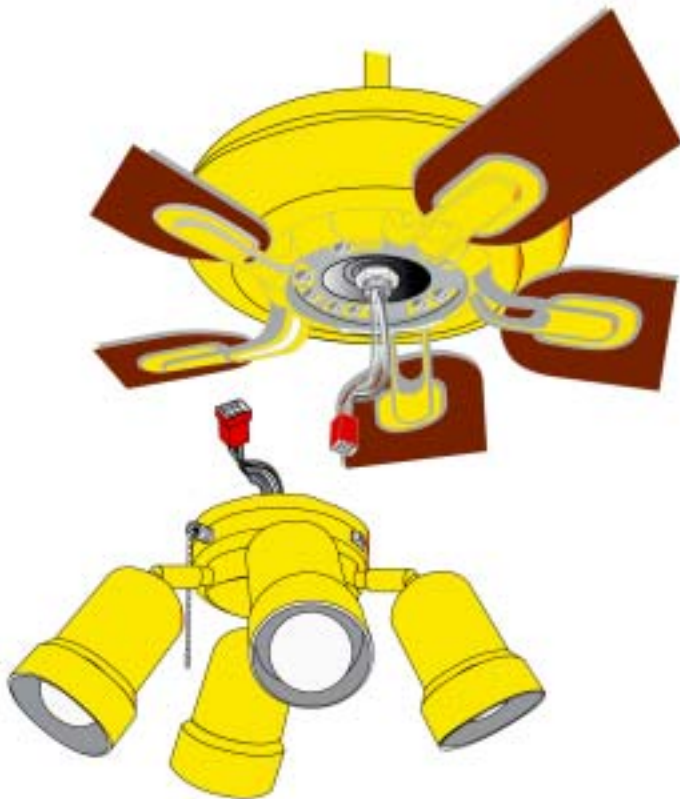
## WHAT NEEDS TO BE SENT TO THE FACTORY FOR REPAIR



(Figure #1A)

**Step A.** Send only the body of the fan and switch housing assembly as shown in figure #1A, the glass, blades and blade holders are not needed for the repair. Occasionally the Customer Service Rep will ask for the light kit to be sent in, but in most repairs the light kit is NOT needed.

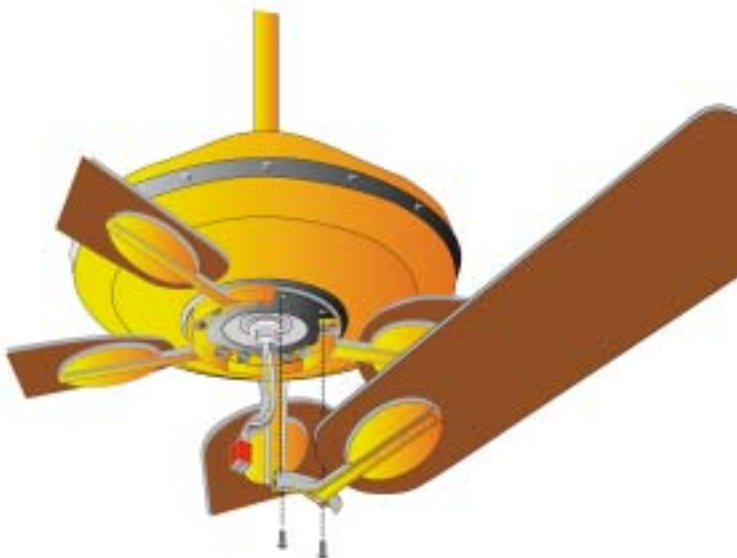
**REMOVE GLASS AND LIGHT KIT FOR THE FAN**



**Step 1.** Remove the glass and the light kit from the fan.



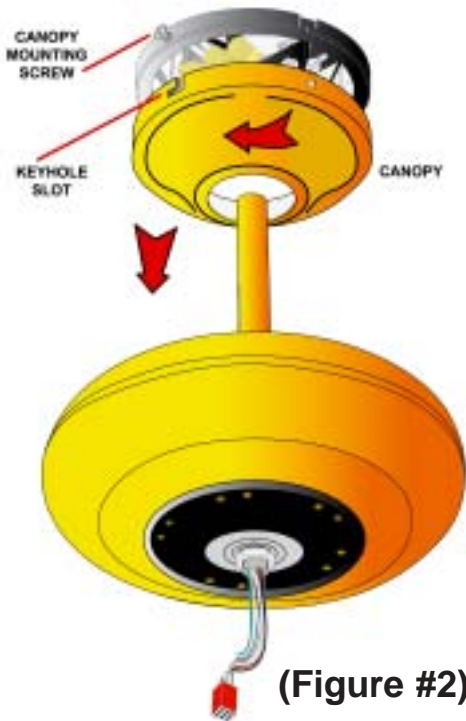
**BLADE/BLADE HOLDER ASSEMBLY REMOVAL**



**Step 2.** Remove each assembled blade and blade holder from the motor as shown. Save the screws, you will need them later.

**BLADE HOLDER SCREW**  
**(2 PER BLADE HOLDER)**

**OPEN CANOPY HATCH**



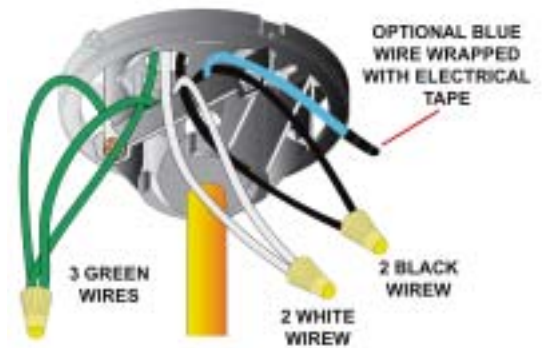
**(Figure #2)**

**Step 3.** Loosen the canopy mounting screw on the hanger bracket until 1/8" of thread shows.

**Step 3a.** Lift and turn the canopy until the hanger bracket screw head fits through the canopy key slot. Now turn the canopy counter clockwise until the screws reach the key slot. Lower the canopy from the hanger bracket as shown in figure #2 and let it rest on top of the fan body.

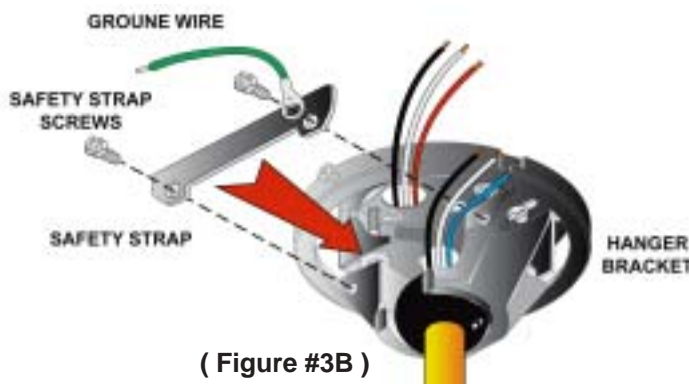
**CANOPY ELECTRICAL CONNECTIONS**

**Step 4.** Remove the wires from the hanger bracket as shown. With the wire nuts pointed outwards as shown in (figure #3A) remove the two (2) screws from the safety strap and all of the wire nuts as shown in (figure #3B).



**(Figure #3A)**

**Step 5.** Remove the fan from the hanger bracket and cap off wires with the wire nuts as shown in figure #3C and #3D.



**(Figure #3B)**

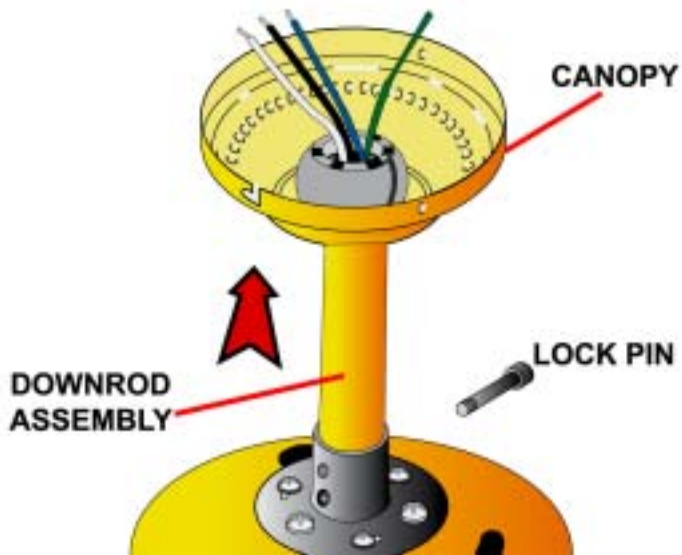


**(Figure #3C)**

**(Figure #3D)**



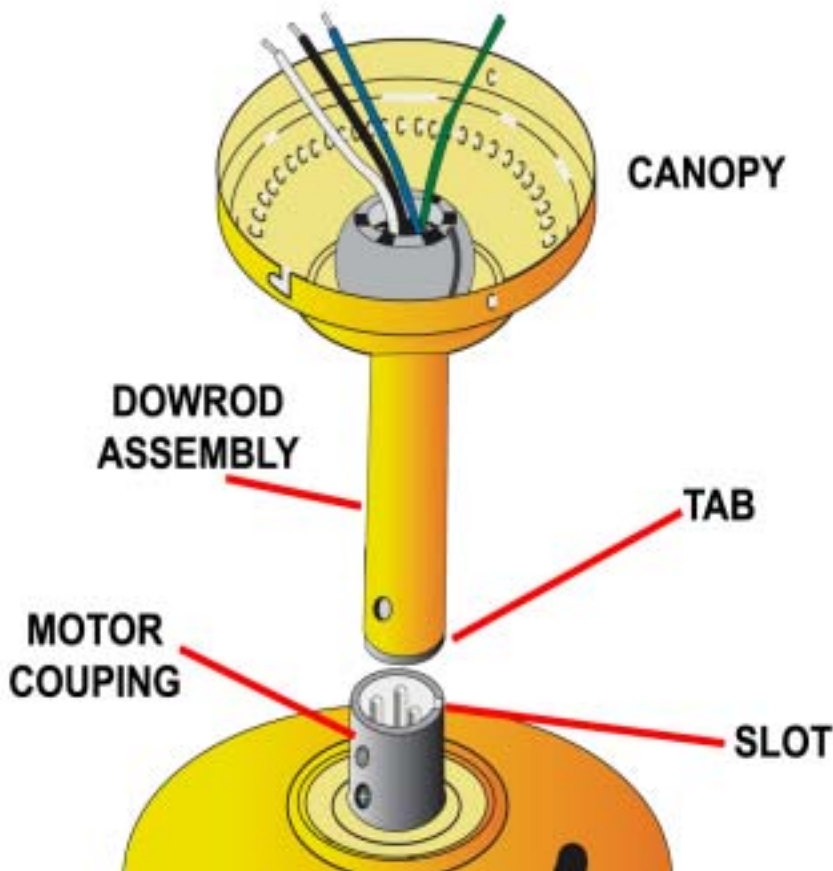
**POLE REMOVAL**



( Figure #4A )

**Step 6.** If your fan is hanging from a high ceiling and is on a long downrod, it will be hard to package for shipping. The pole is easily removed from the fan. First lift up on the canopy as shown in figure# 4A, remove the lock pin shown. Then pull up on the canopy and downrod unplugging it as shown in figure #4B. Do NOT send the canopy and downrod, they will not be needed for the repair.

Note: Save all parts, you will need them for the reinstallation of your fan after the repair.



( Figure #4B )