



# FACTORY SERVICE TECHNICAL LIBRARY

## Fan Removal Instructions

ALL (Hang-Tru & Perma-Lock Hanging Systems)



(Hang-Tru)  
(Perma-Lock)

### 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.**

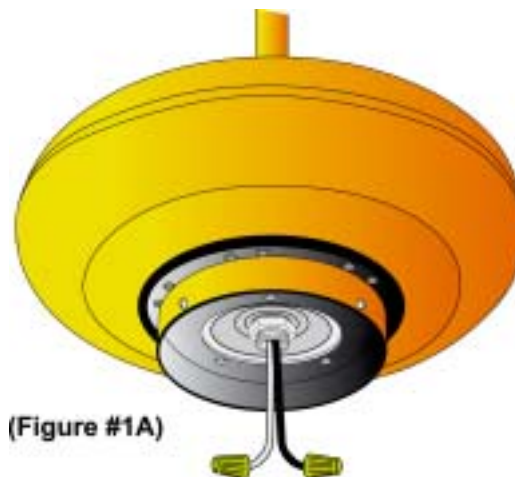
### WHAT NEEDS TO BE SENT TO THE FACTORY FOR REPAIR



(Figure #1B)

**Step A.** Send only the body of the fan 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.

Any other electronics that operate the fan needs to be sent in, as it might be part of the repair problem. Such as shown in figure #1b.



(Figure #1A)



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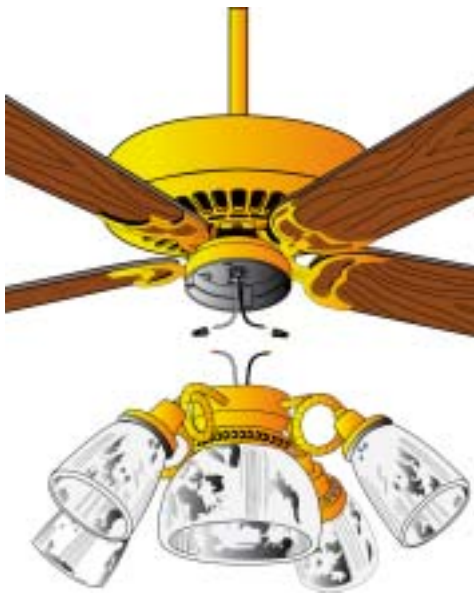
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**Step B.** For the repair, the wall controls shown in figure #2, such as the IntelLi-Touch, Comfort-Touch, Versa-Touch and other remote wall controls will need to be shipped with your fan. Sometimes the fan is not the problem, but the wall control is causing the problem and needs to be replaced. We need both the fan and the wall control for testing.



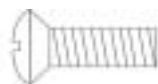
## REMOVE GLASS AND LIGHT KIT FOR THE FAN



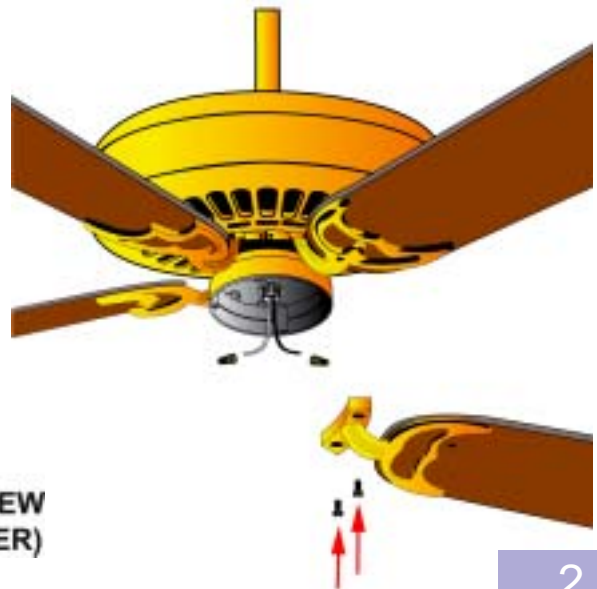
**Step 1.** Remove the glass and the light kit from the fan.

## BLADE/BLADE HOLDER ASSEMBLY REMOVAL

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

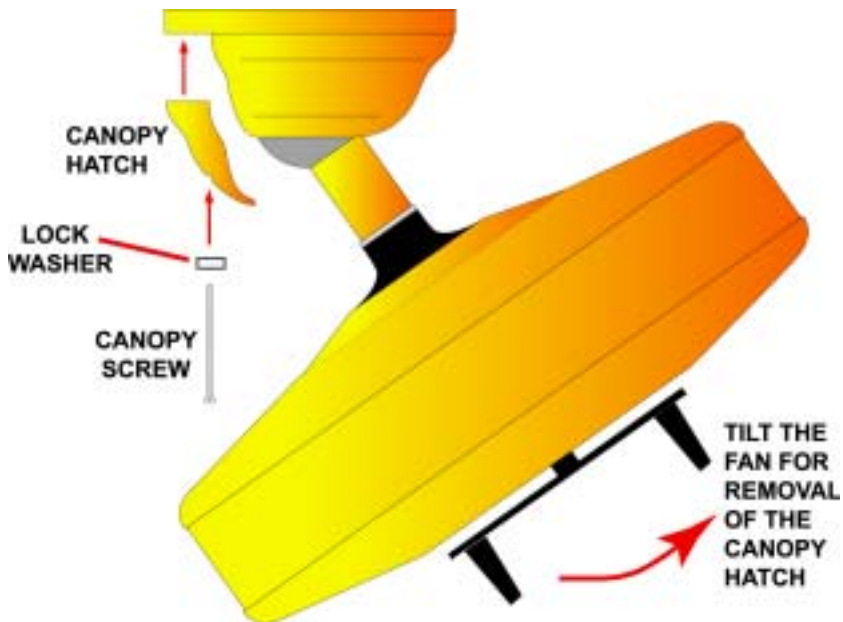


**BLADE HOLDER SCREW  
(2 PER BLADE HOLDER)**



**OPEN CANOPY HATCH**

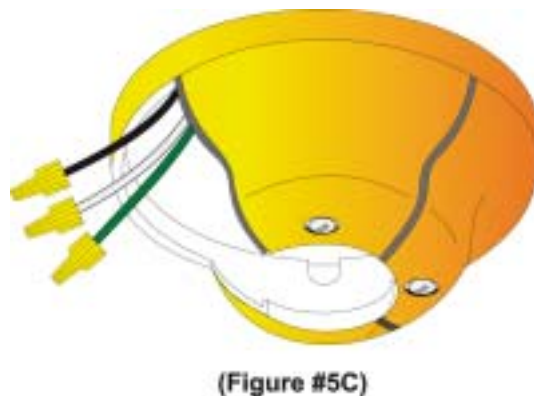
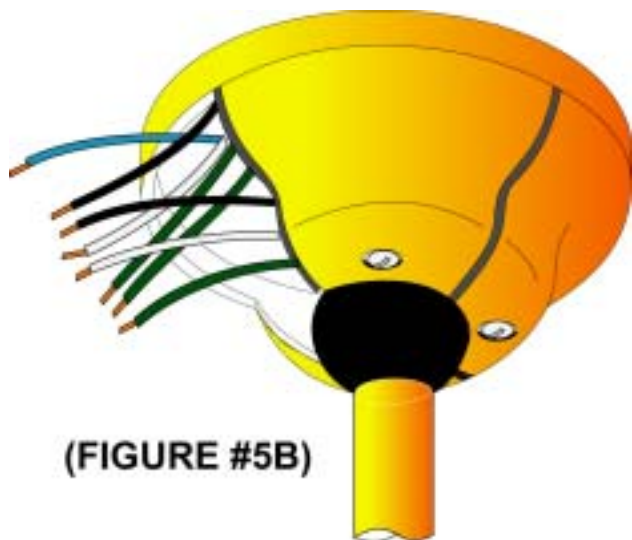
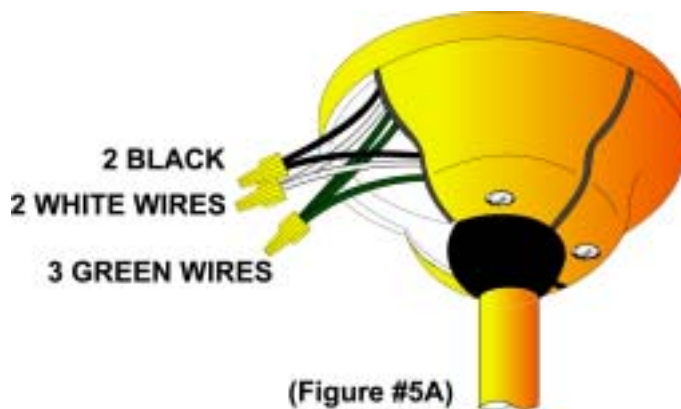
**Step 3.** Using a screw driver, remove the canopy screw that holds the canopy hatch closed. To do this, tilt the fan body away from the hatch.



**CANOPY ELECTRICAL CONNECTIONS**

**Step 5.** Remove the wires from the canopy as shown. With the wire nuts pointed outwards as shown in **figure #5A** remove all of the wire nuts as shown in **figure #5B**.

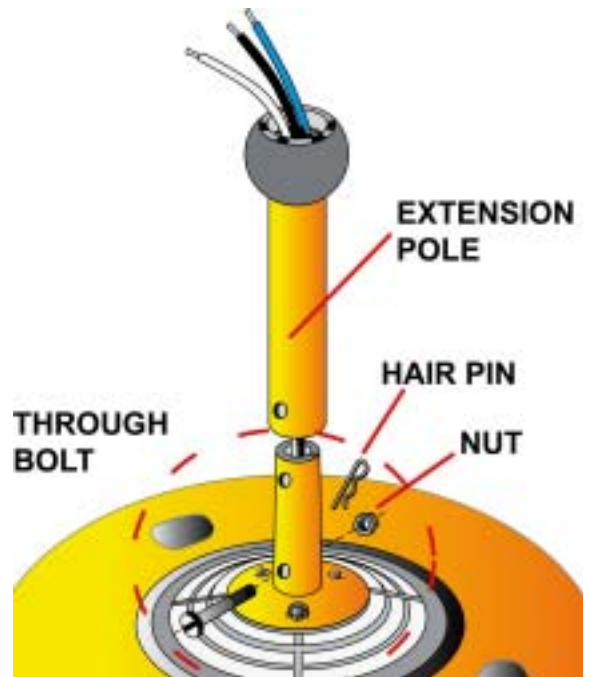
**Step 6.** Remove the fan from the canopy and cap off the wires as shown in figure #5C.



**POLE REMOVAL**



(Figure #1)



(Figure #2)

**Step 7.** If your fan is hanging from a high ceiling and is on a long extension pole, it will be hard to package for shipping. The pole is easily removed from the fan. The poles fasten to fans in different ways. Figure #1 on the left shows you how to remove a pole if it was screwed in. Poles that screw into the top of the fan had lock tight on the threads when it was installed. To remove the pole, first remove the three (3) hex headed screws as shown. Then pull the extension pole and top support over the wires, removing the extension pole from the fan.

Figure #2 on the right, is showing you how to remove a pole that is being held on by a pin system. First remove the hair pin as shown, then unscrew the nut from the end of the through bolt. Pull the through bolt out from the pole and pull the pole off the end of the top support.

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



(Figure #3)

**Step 8.** On page #3 of this information sheet, you will find how to remove LONG extension poles. Shown in figure #3 is a fan body with the standard extension pole still attached. This is OK as long as the fan body can be placed into a box and packaged to prevent damage to your fan.