

IMPORTANT INSTRUCTIONS - OPERATING MANUAL

Models: 9800, 9805,
9810, 9815



Ceiling Fan

BUILDER'S CHOICE

READ AND SAVE THESE INSTRUCTIONS

READ CAREFULLY BEFORE ATTEMPTING TO ASSEMBLE, INSTALL, OPERATE OR MAINTAIN THE PRODUCT DESCRIBED. PROTECT YOURSELF AND OTHERS BY OBSERVING ALL SAFETY INFORMATION. FAILURE TO COMPLY WITH INSTRUCTIONS COULD RESULT IN PERSONAL INJURY AND/OR PROPERTY DAMAGE!

RETAIN INSTRUCTIONS FOR FUTURE REFERENCE.

GENERAL SAFETY INFORMATION

When using electrical appliances, basic precautions should always be followed to reduce the risk of fire, electric shock and injury to person, including the following:

WARNING: TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK AND INJURY TO PERSON, OBSERVE THE FOLLOWING:

1. Read all instructions before installing or using fan.
2. Use this unit only in the manner intended by the manufacturer. If you have questions, contact the manufacturer.
3. Before servicing or cleaning the unit, switch power off at service panel and lock the service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.
4. Installation work and electrical wiring must be done by qualified person(s) in accordance with all applicable codes and standards, including fire-related construction.

CAUTION: THIS FAN MUST NOT BE USED IN POTENTIALLY DANGEROUS LOCATIONS SUCH AS FLAMMABLE, EXPLOSIVE, CHEMICAL-LADEN OR WET ATMOSPHERES.

5. Make certain that the power source conforms to the electrical requirements of the fan.
6. The fan must be hung with at least 7 feet of clearance from the floor to the blades.

7. Completely reassemble fan according to instructions before reconnecting to power supply.

WARNING: TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS OR BLADES WHEN INSTALLING THE BLADES, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS IN BETWEEN THE ROTATING FAN BLADES.

8. This fan is not for use in wet or damp locations.
9. Do not use fan outdoors and never locate the fan where it may fall into a bathtub or other water container.
10. This unit must be grounded.
11. To avoid motor bearing damage and noisy and/or unbalanced impellers, keep drywall spray, construction dust, etc. off power unit.
12. DO NOT install or attach decorative elements or any other objects onto the fan or fan blades.

WARNING: TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, DO NOT USE THIS FAN WITH ANY SOLID-STATE SPEED CONTROL DEVICE.

SAVE THESE INSTRUCTIONS

INSTALLATION INSTRUCTIONS

CAUTION: MAKE SURE POWER IS SWITCHED OFF AT SERVICE PANEL BEFORE STARTING INSTALLATION.

SECTION 1

Installation Requirements

1. **Electrical Requirements:** This unit requires a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit.

WARNING: TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR PERSONAL INJURY, PROPERLY INSTALL TO AN OUTLET BOX MARKED "ACCEPTABLE FOR FAN SUPPORT". USE SCREWS PROVIDED WITH OUTLET BOX. MOST OUTLET BOXES COMMONLY USED FOR THE SUPPORT OF LIGHTING FIXTURES ARE NOT ACCEPTABLE FOR FAN SUPPORT AND MAY NEED TO BE REPLACED. CONSULT A QUALIFIED ELECTRICIAN IF IN DOUBT.

2. **Electrical Box:** This unit will fit any of the following electrical boxes: 4" octagon box, 3" octagon box, 1/2" deep ceiling pan, or a plaster ring with 3-1/2" mounting hole centers mounted on one of the above listed boxes. This fan will also install on a "Wiremold" No. 5738 fixture box. The electrical box must be securely anchored and capable of withstanding a load of at least 35 pounds.

CAUTION: IF ONE OF THE ABOVE ELECTRICAL BOXES IS NOT PRESENT FOR PROPER INSTALLATION, CONTACT A LICENSED ELECTRICIAN.

SECTION 2

Preparing the Ceiling Fan

1. Unpack fan from the carton and confirm that all pieces are present. The following should be present:
 - 1 - Motor assembly
 - 5 - Blades
 - 5 - Blade mounting brackets
 - 1 - Downrod assembly
 - 1 - Hanger bracket
 - 1 - Canopy
 - 1 - Package containing:
 - 10 - 1/4"-28 x 7/16" screw
 - 15 - 10-32 x 1/2" washer head screws
 - 1 - pull cord
 - 3 - 3/16"-24 x 3/8" truss screws
 - 4 - 10-24 x 3/8" screws
 - 1 - Instruction/Safety Sheet

2. Install mounting bracket to the electrical box marked "Acceptable For Fan Support" using the screws provided with the outlet box. Insert the screws through the slotted holes in the bracket and attach to the electrical box. Tighten both screws to the electrical box (Figure 1).

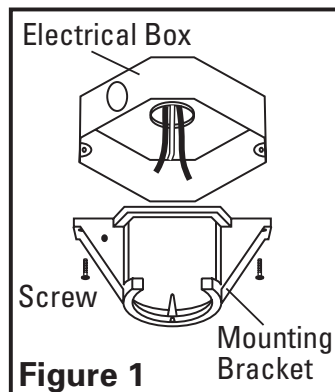


Figure 1

CAUTION: IF BRACKET AND/OR ELECTRICAL BOX ARE NOT SECURELY ATTACHED, THE FAN COULD WOBBLE.

SECTION 3

Downrod Mounting

1. Install motor leads through canopy then through the hole in the center of the downrod pipe. Insert downrod pipe into yoke. Make sure to align hole in downrod with the hole in the yoke. Lift canopy and install yoke cross pin through yoke and downrod. Insert cotter pin into cross pin until it snaps into place. Using a Phillips head screwdriver, firmly tighten set screw in yoke (Figure 2).

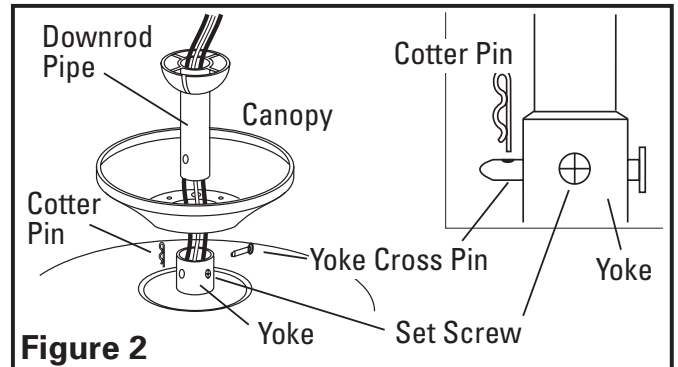


Figure 2

WARNING: FAILURE TO COMPLETELY INSTALL THE COTTER PIN AND TIGHTEN THE SET SCREW COULD RESULT IN THE FAN LOOSENING AND POSSIBLY FALLING.

2. Carefully lift the fan and seat the pipe flange and ball assembly on the hanger bracket that was just attached to the electrical box. Be sure the notch on the side of the ball is lined up with the tab on the hanger bracket (Figure 3).

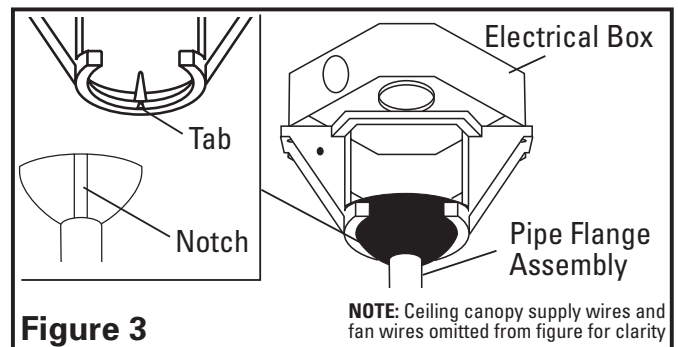


Figure 3

WARNING: FAILURE TO SEAT TAB ON BRACKET INTO NOTCH ON BALL COULD CAUSE DAMAGE TO ELECTRICAL WIRES AND CAUSE FAN TO FALL.

CAUTION: DO NOT PINCH WIRES BETWEEN THE BALL AND PIPE FLANGE ASSEMBLY AND HANGER BRACKET.

SECTION 4

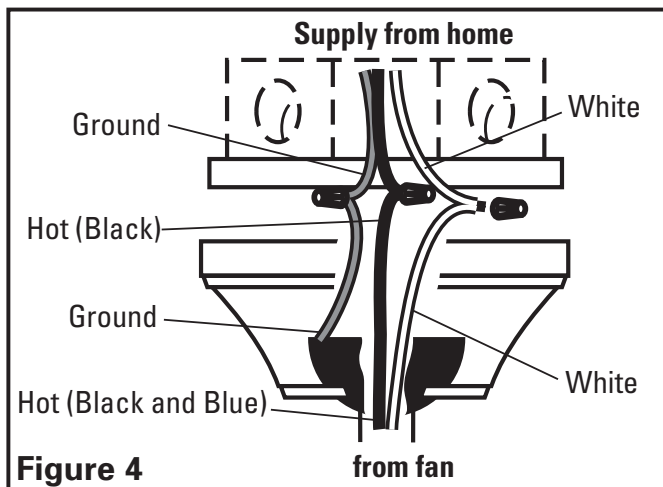
Wiring

CAUTION: ALL ELECTRICAL CONNECTIONS MUST BE MADE IN ACCORDANCE WITH LOCAL CODES, ORDINANCES, OR NATIONAL ELECTRICAL CODE. IF YOU ARE UNFAMILIAR WITH METHODS OF INSTALLING ELECTRICAL WIRING, SECURE THE SERVICES OF A QUALIFIED ELECTRICIAN.

CAUTION: MAKE SURE POWER IS SWITCHED OFF AT SERVICE PANEL BEFORE STARTING INSTALLATION.

NOTE: If a light fixture is being installed with the fan, follow the fixture's owner's manual for wiring. This fan is adaptable to center-mount light kits only.

1. Make sure the electrical box is properly secured. Connect the White wire from the fan to the White wire from the supply. Connect the Black and Blue wires from the fan to the Black (hot) wire from the supply. Connect the Green (ground) wire from the fan to the Green or Bare Copper ground wire from the supply. Use approved methods for all connections. Carefully push wires up into the outlet box (**Figure 4**).

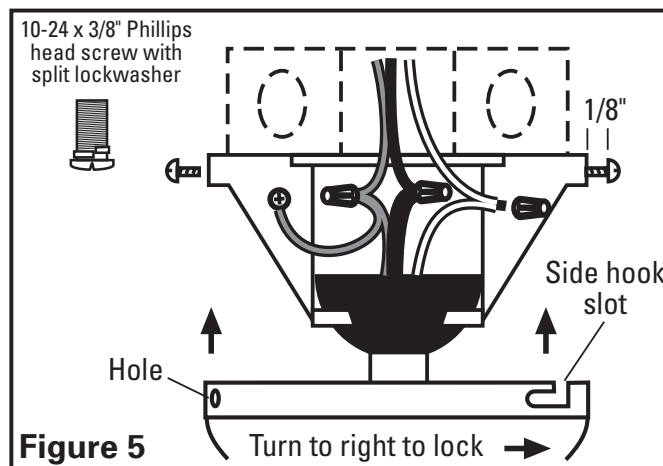


CAUTION: CHECK TO CONFIRM THAT ALL CONNECTIONS ARE TIGHT, INCLUDING THE GROUND, AND THAT NO BARE WIRE IS VISIBLE AT THE CONNECTIONS, EXCEPT IN THE CASE THAT A BARE WIRE WAS USED FOR THE GROUND WIRE.

SECTION 5

Installing the Canopy (Downrod)

1. Use four #10-24x3/8" Phillips head screws with split lockwashers to mount the canopy. Insert one screw in side hole of mounting bracket, being careful not to fully tighten. Leave a minimum of 1/8" distance between the screw head and mounting bracket. Locate the hole on the opposite side of the first screw and insert the second screw, being careful not to fully tighten. Leave a minimum of 1/8" distance between the screw head and mounting bracket (**Figure 5**).



2. Raise the canopy up to the mounting bracket. Apply light pressure upward on the canopy while rotating it to the right until the two screws from step #1 drop into the side hook slots in the canopy. Continue rotation until the canopy is fully locked and stops rotating (**Figure 5**).
3. Insert the last two screws through the remaining side holes of the canopy into the mounting bracket. Tighten all four screws.

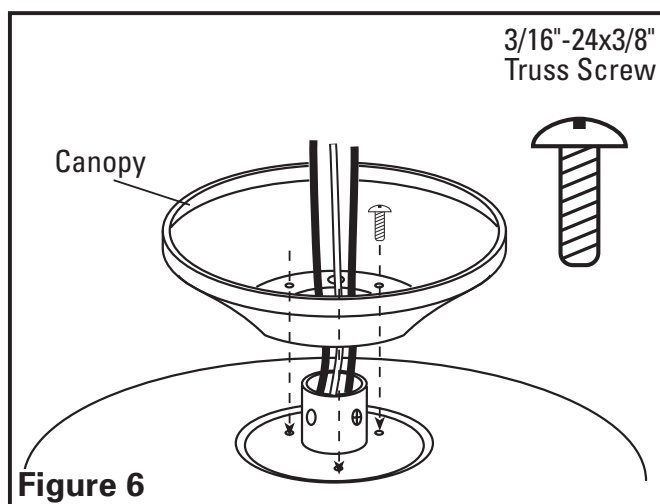
CAUTION: MAKE SURE THAT THE ELECTRICAL WIRES ARE COMPLETELY INSIDE THE ELECTRICAL BOX AND NOT PINCHED BETWEEN THE CEILING CANOPY AND THE CEILING.

4. Proceed to **Section 9 Installing Fan Blades**

SECTION 6

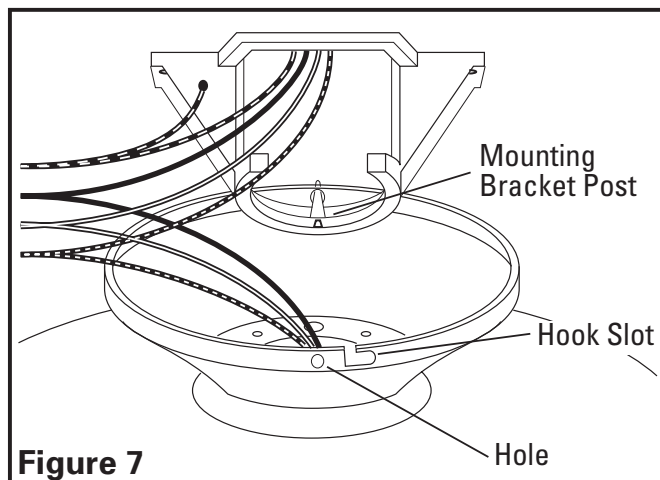
Close to Ceiling Mounting

1. Set canopy flush against motor housing. Attach canopy with three 3/16"-24x3/8" truss screws (**Figure 6**).



WARNING: FAILURE TO COMPLETELY TIGHTEN THE TRUSS SCREWS COULD RESULT IN THE FAN LOOSENING AND POSSIBLE FAILING.

2. Lift motor housing assembly and hang on mounting bracket post through one of the two holes in the canopy (**Figure 7**).



CAUTION: ONLY HANG FAN THROUGH CANOPY HOLE, DO NOT HANG FAN THROUGH HOOK SLOT WHEN WIRING.

SECTION 7

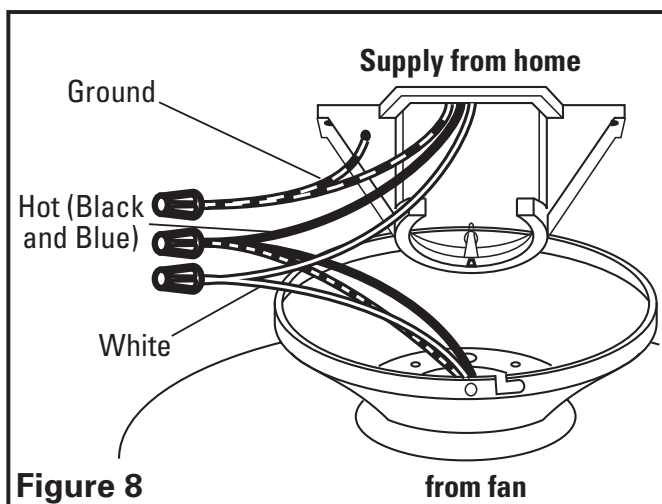
Wiring

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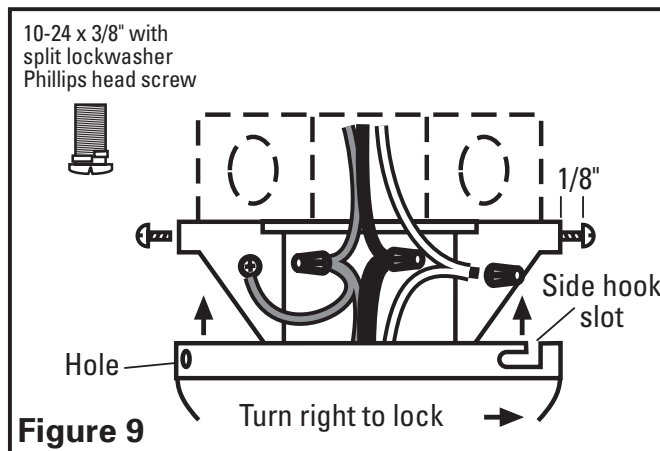
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SECTION 8

Installing the Canopy (Close to Ceiling)

1. Use four #10-24x3/8" Phillips head screws with split lockwashers to mount the canopy. Insert one screw in side hole of mounting bracket, being careful not to fully tighten. Leave a minimum of 1/8" distance between the screw head and mounting bracket. Locate the hole on the opposite side of the first screw and insert the second screw, being careful not to fully tighten. Leave a minimum of 1/8" distance between the screw head and mounting bracket (**Figure 9**).



2. Raise the canopy up to the mounting bracket. Apply light pressure upward on the canopy while rotating it to the right until the two screws from step #1 drop into the side hook slots in the canopy. Continue rotation until the canopy is fully locked and stops rotating (**Figure 9**).
3. Insert the last two screws through the remaining side holes of the canopy into the mounting bracket. Tighten all four screws.

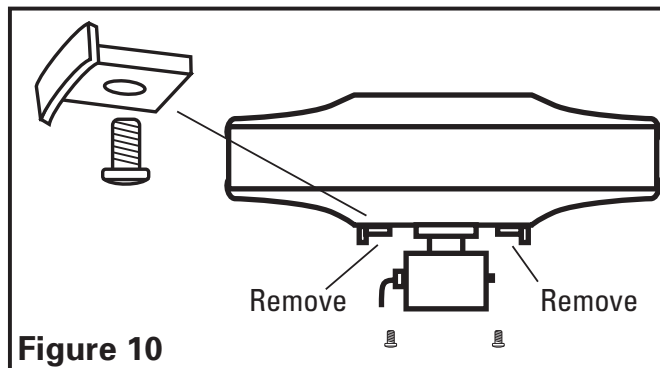
CAUTION: MAKE SURE THAT THE ELECTRICAL WIRES ARE COMPLETELY INSIDE THE ELECTRICAL BOX AND NOT PINCHED BETWEEN THE CEILING CANOPY AND THE CEILING.

SECTION 9

Installing Fan Blades

CAUTION: THE BLADES SHOULD BE ATTACHED TO THE FAN MOTOR AFTER IT IS HUNG AND WIRED. IF THE BLADES ARE ATTACHED WHILE THE MOTOR IS ON THE FLOOR, THE BLADES COULD GET BENT, CAUSING THE FAN TO WOBBLE.

1. Remove the three shipping stabilizer tabs from the bottom of fan (**Figure 10**).



2. Using three #10-32x1/2" Phillips washer head screws, secure one bracket to each of the blades. Complete this assembly before attaching blades to the ceiling fan (**Figure 11**).

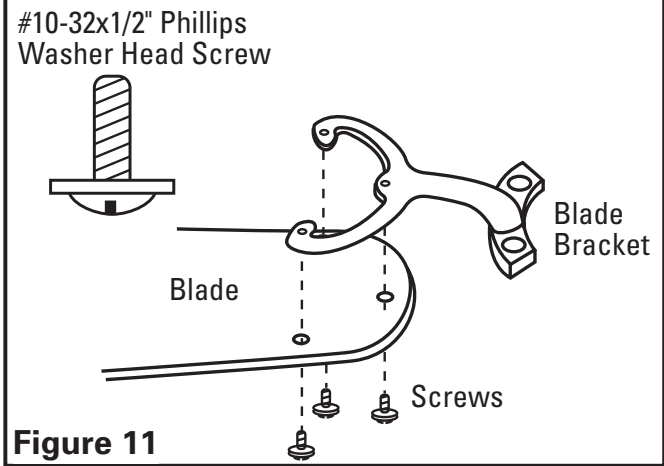


Figure 11

- Place one of the 1/4-28x7/16" Phillips pan head screws into one of the recessed holes in the blade bracket. Turn screw until it mates with the threaded hole in hub. Do not tighten screw completely at this time (**Figure 12**).

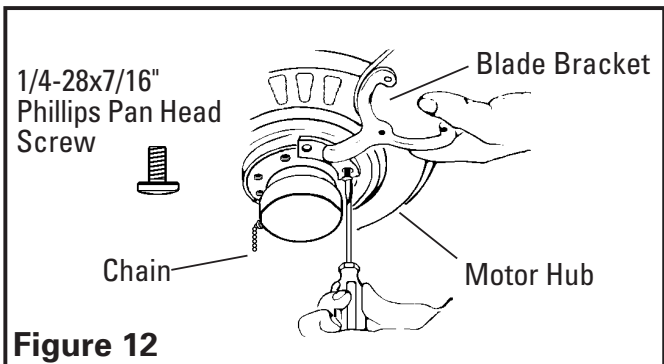


Figure 12

- Install the second screw in the same manner, then tighten both screws firmly. Install the remaining blade assemblies in the same manner.
- Install the fan's pull cord chain by connecting the included ball and string to chain coming from fan's motor.

SECTION 10

Operation

- Restore electrical power to the electrical box by turning the electricity on at the main service panel.
- Check the operation of the fan by gently pulling the chain switch.
- If airflow is desired in opposite direction, turn your fan off and wait for the blades to stop turning, then slide the reversing switch (**Figure 13**) to the opposite position, and turn the fan on again. The fan blades will turn in the opposite direction and reverse the airflow.

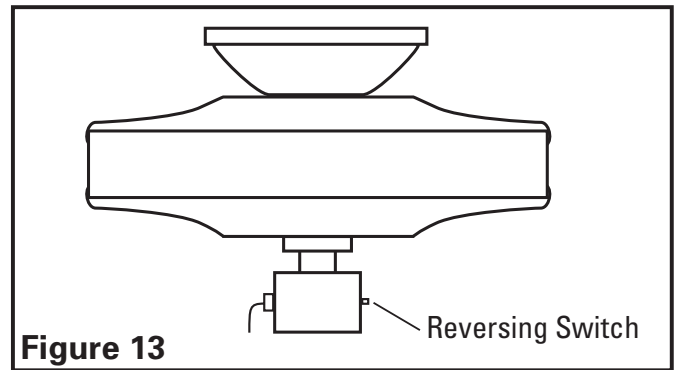


Figure 13

- This unit is equipped with a four position, three speed pull chain switch:

- 1st pull = High
- 2nd pull = Medium
- 3rd pull = Low
- 4th pull = Off

SECTION 11

Maintenance and Cleaning

CAUTION: MAKE SURE POWER IS SWITCHED OFF AT SERVICE PANEL BEFORE SERVICING THE UNIT.

WARNING: DO NOT DEPEND UPON THE FAN'S CONTROLS AS THE SOLE MEANS OF DISCONNECTING POWER WHEN INSTALLING OR SERVICING THE FAN. ALWAYS TURN POWER OFF AT THE MAIN FUSE BOX.

WARNING: DO NOT USE WATER WHEN CLEANING. IT COULD DAMAGE THE MOTOR OR BLADES AND CREATE THE POSSIBILITY OF AN ELECTRICAL SHOCK OR FIRE.

CAUTION: DO NOT USE GASOLINE, BENZINE, THINNER, HARSH CLEANSERS, ETC., AS THEY MAY DAMAGE THE FAN.

- Use only a soft brush or lint free cloth to avoid scratching the finish. Abrasive cleaning agents are not required and should be avoided to prevent damage to the finish. **NEVER USE ANY ABRASIVE PADS OR SCOURING POWDERS. NEVER IMMERSE ELECTRICAL PARTS IN WATER.**
- The fan is permanently lubricated and does not require oiling.

Troubleshooting Guide

Trouble	Probable Cause	Suggested Remedy
1. Fan will not start	<ol style="list-style-type: none"> 1. Fuse or circuit breaker blown or OFF. 2. Loose power connections. 3. ON-OFF pull chain in the off position. 4. Reversing switch not in engaged position. 	<ol style="list-style-type: none"> 1. Check main and branch fuse or circuit breaker. 2. Check line wire connections to the fan. 3. Pull chain once. 4. Slide switch completely to left or right.
2. Fan sounds noisy	<ol style="list-style-type: none"> 1. Screws securing fan brackets to motor housing are loose. 2. Wire nuts in side switch housing are rattling. 	<ol style="list-style-type: none"> 1. Check to be sure screws are tight. 2. Check wire nut connections in switch housing.
3. Fan wobbles or shakes excessively	<ol style="list-style-type: none"> 1. Screws securing fan blade brackets to motor housing are loose. 2. Fan blade brackets not seated properly 3. Fan blades out of balance. 	<ol style="list-style-type: none"> 1. Check to be sure screws are tight. 2. Check that brackets are seated firmly to top of motor housing. 3. Interchanging adjacent (side-by-side) blade pairs can redistribute the weight and result in smoother operation.

LIMITED WARRANTY

All products manufactured by Air King Limited are warranted for one year from the date of purchase against defects in workmanship and/or material. In addition, all ventilating/exhaust fans, heaters, combination fan lights and/or heaters, and range hoods are guaranteed for five years from the date of purchase against defects in workmanship and/or material.

This warranty does not cover any labor or shipping costs or the cost of replacement components as part of routine maintenance such as: range hood grease filters, charcoal filters or combination charcoal/grease filters; replacement light bulbs in range hoods or bathroom fan/light/bulb heater combinations. As well, any damage or failure caused by abuse, misuse, abnormal usage, faulty installation, or improper maintenance will not be covered by this warranty.

In order to make a claim on this warranty, you must be the original consumer of the product. You will be required to present to Air King the original bill of sale showing: date of purchase, place of purchase and model purchased. Failure to meet these requirements will void your warranty.

Air King will not be held responsible for any bodily injury or damages to personal property or real estate whether caused directly or indirectly by the product. Some states and provinces do not allow the exclusion or limitation of incidental or consequential damages and some states do not allow limitations on how long an implied warranty lasts, so these exclusions or limitations may not apply to you. This warranty gives you specific legal rights and you may have other rights which vary from state to state and province to province.

FOR PARTS OR TECHNICAL ASSISTANCE

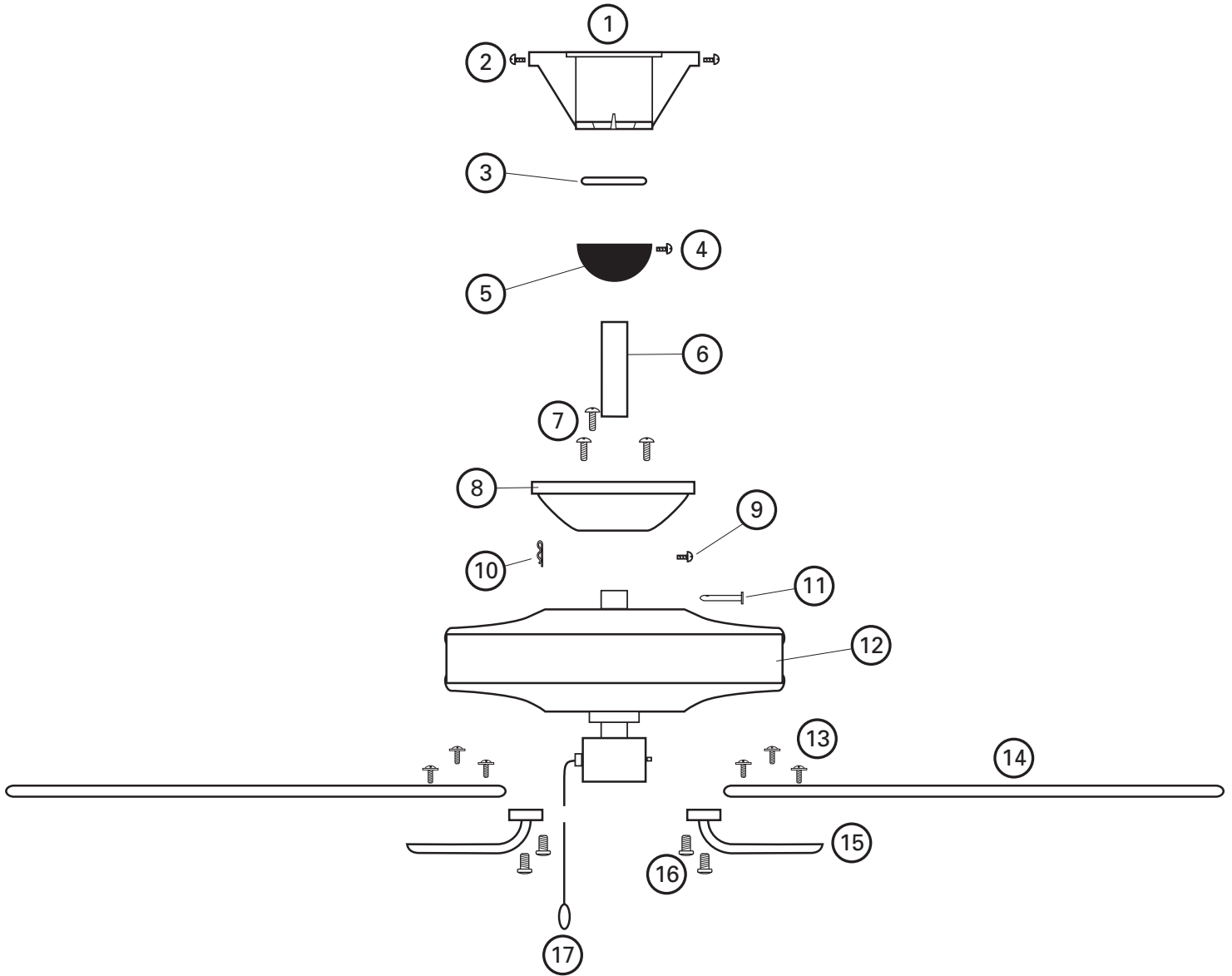
Please call: 1-800-465-7300, **MONDAY THROUGH FRIDAY, BETWEEN THE HOURS OF 8 AM AND 4:00 PM EST.**
PLEASE DO NOT RETURN PRODUCT TO PLACE OF PURCHASE.

Reference the type and style of product (located on label inside of the product) when you call.
 For more information please visit our website: www.airkinglimited.com

Installer: _____ Installation Date: _____

Place of Purchase: _____ Model Number: _____

REPLACEMENT PARTS DIAGRAM



#	Qty.	Description
1	1	Mounting Bracket
2	4	10-24 x 3/8" Screw
3	1	Cross Pin
4	1	Screw
5	1	Hanger Ball
6	1	Downrod - Brass
	1	Downrod - White
	1	Downrod - Antique Brass
7	3	3/16"-24 x 3/8" Truss Screw
8	1	Canopy - White
	1	Canopy - Brass
	1	Canopy - Antique Brass
9	1	Set Screw
10	1	Cotter Pin

#	Qty.	Description
11	1	Yoke Cross Pin
12	1	Motor - Brass
	1	Motor - Brass/White
	1	Motor - White
	1	Motor - Antique Brass
13	15	10-32 x 1/2" Washer Head Screw
14	5	Paddle - Cherry
	5	Paddle - White/Bleached Oak
	5	Paddle - Cherry/Dark Oak
15	5	Paddle Bracket - Brass
	5	Paddle Bracket - White
	5	Paddle Bracket - Antique Brass
16	10	1/4"-28 x 7/16" Pan Head Screw
17	1	Pull Chain

