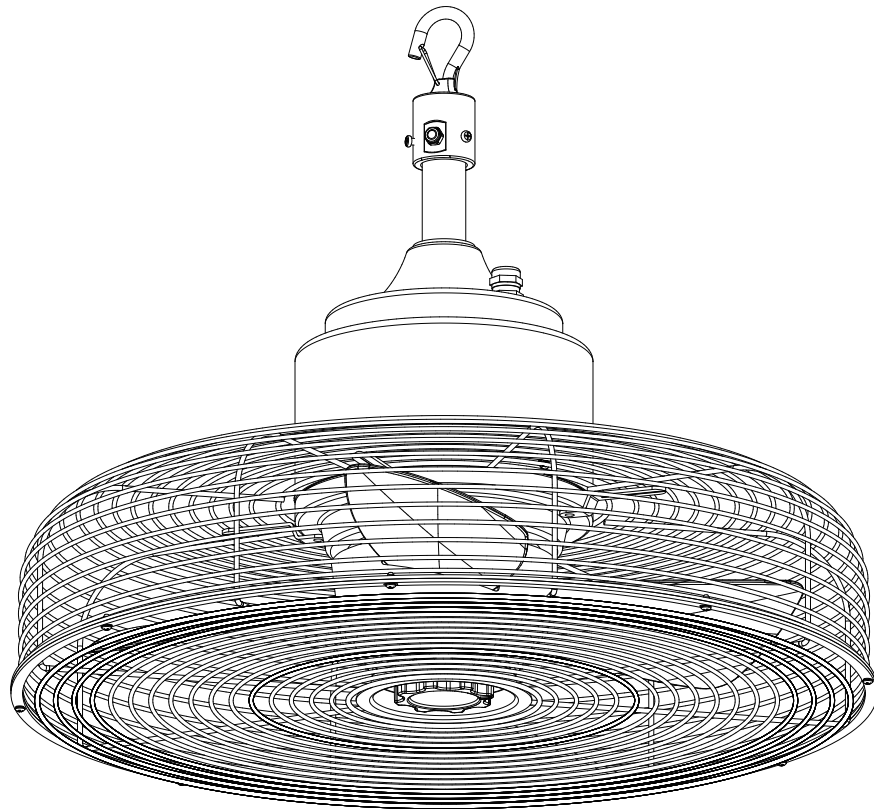


# OWNER'S MANUAL

## 20-inch Indoor/Wet-Rated Outdoor Ceiling Fan



**Item# 36001-BK**

### **READ & SAVE THESE INSTRUCTIONS**

Questions, problems, missing parts? Before returning the product,  
please e-mail our customer service at

**[support@ceilingfanhelp.com](mailto:support@ceilingfanhelp.com)**

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## Safety Information

### READ AND SAVE THESE INSTRUCTIONS



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

- Please read and understand this entire manual before attempting to assemble, install or operate the product. Thoroughly review all assembly information and drawings and ensure you understand the assembly requirements. Do not use the fan unless you have read these instructions.

### INTENDED USE

- Use this appliance only as described in the manual. Any other use not recommended by the manufacturer may cause fire, electric shock or injury to persons. The manufacturer assumes no responsibility for damage or injury due to unauthorized use or product modification. Failure to follow these instructions will void the product warranty.
- This fan is designed for indoor and covered outdoor use. This product is intended for commercial use.

### RISK TO CHILDREN AND IMPAIRED PERSONS



**WARNING:** Risk to Children and Impaired Persons

- This fan is not intended for use by people (including children) with reduced physical, sensory or mental capabilities or lack of experience and knowledge unless they have been given supervision or instruction concerning use of the fan by a person responsible for their safety.
- Close supervision is necessary when any appliance is used by or near children.
- Keep the fan out of reach of young children.

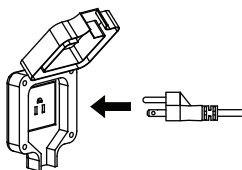
### SAFETY OF OPERATION ENVIRONMENT

- Ensure power is off before beginning installation.
- Ensure the hanging structure can support at least 65 lb and provides enough depth for safe mounting. If you are not sure the hanging structure can support the weight, do not attempt to install this fan as it may fall and cause damage to the fan or personal injury.
- Ensure the ceiling angle does not exceed 30 degrees. If angle mounting is used, make sure the open end of the mounting bracket (not included) faces upward toward the ceiling.
- When installation is complete, make sure all connections are secure to prevent ceiling fan from falling.
- Do not use the fan close to fires, cooking or other heating appliances. Do not operate in the presence of explosive and/or flammable fumes.
- Do not use the fan to exhaust hazardous or explosive materials and vapors.
- Do not immerse the fan in water or other liquids or use near sinks, baths, or showers.
- Keep the fan away from curtains, draperies, tablecloths, and other fabrics to prevent them from being drawn into the fan, which could damage the motor or cause a fire.
- Do not run the power cord under carpeting. Do not cover the power cord with throw rugs, runners, or similar coverings. Do not route the power cord under furniture or appliances. Arrange the power cord away from traffic areas and where it will not be tripped over.
- Keep work area clean and well lit.
- Keep loose or flying hair away from the fan.
- To reduce risk of electrical shock and injury to persons, do not use in a window.

## Safety Information (continued)

### OPERATION SAFETY

- Do not operate the fan until it is fully assembled with all parts in place.
- Do not leave the fan unattended when in use.
- Always turn off the fan and unplug it when not in use. Also, turn off the fan before moving it from one location to another, putting on or taking off parts, and before cleaning or performing maintenance.
- Always plug the fan directly into a GFCI-protected wall outlet/receptacle only. Never use with an extension cord or outlet power strip.



- All servicing, except for ordinary cleaning, should be performed by qualified personnel. Do not disassemble, repair, or rebuild the fan unless you are a certified electrician. There are no user-serviceable parts inside.
- Do not subject the fan to violent impacts.
- Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions, or if it has been dropped or damaged in any manner. Discard fan or return to an authorized service facility for examination and/or repair.
- Do not use the fan if the power cord or plug is damaged. If the power cord is damaged, it must be replaced by the manufacturer, its service agent, or similarly qualified persons.

- Do not insert your hand or other objects into the guard or the movable parts.
- Do not touch the fan with wet hands.
- Do not disassemble or modify the fan. Do not bend the fan blade or the blade guard when cleaning.
- To reduce risk of fire or electric shock, do not use this fan with any solid-state speed control device.
- Do not use this fan as a dryer. Make sure nothing is blocking the airflow outlet and air intake grille.
- Do not abuse the power cord. Do not use the cord for carrying, pulling or unplugging fan. Do not let the cord hang over the edge of a table, counter, sharp edges, moving parts or come in contact with oil or hot surfaces.

### DISPOSAL

- We encourage you to participate in a recycling program, so please observe local regulations for proper disposal of discarded products.
- Recycle raw materials instead of disposing of them as waste. Sort the machine, accessories, and packaging for environmentally friendly recycling.



**WARNING:** To reduce risk of fire, electric shock or injury to persons, do not use replacement parts that have not been recommended by the manufacturer (e.g. parts made at home using a 3D printer).

**NOTICE:** Save these instructions. Refer to them frequently and use them to instruct others who may use this fan. If you are to loan someone this fan, loan them these instructions also.

## Warranty

### 1-YEAR LIMITED WARRANTY

#### WHAT IS COVERED

The manufacturer warrants this product to be free from manufacturing defects in the material and workmanship under normal use for a period of one years after the date of purchases by the original purchaser.

#### WHAT IS NOT COVERED

This warranty does not cover transit damages. This warranty does not apply to damages from accident, misuse, alteration of any kind to the fan or where the connected voltage is more than above the nameplate voltage. This warranty does not apply to the finish on any portion of the product. Servicing performed by unauthorized persons shall render the warranty invalid.

This warranty is not responsible for damages of any kind, including accident and consequential damages. Some states do not allow the exclusion or limitation of the incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

## Pre-Installation



**WARNING:** Items in this section are not pre-assembled by the manufacturer and require installation. Using a product that has been improperly assembled could result in serious personal injury.



**WARNING:** To reduce risk of fire, electric shock, or injury to persons, unplug or disconnect the appliance from the power supply before fan installation, cleaning, or servicing.



**WARNING:** To reduce the risk of personal injury, do not bend the blade brackets when installing the brackets, balancing the blades, or cleaning the fan. Do not insert foreign objects between rotating fan blades.



**WARNING:** To reduce risk of fire or electric shock, do not use this fan with any solid-state speed control device.



**WARNING:** If any parts are damaged or missing, do not operate this product until the parts are replaced. Use of this product with damaged or missing parts could result in serious personal injury.



**WARNING:** Do not attempt to modify this product or create accessories not recommended for use with this product. Any such alteration or modification is misuse and could result in a hazardous condition leading to possible serious personal injury.

## PLANNING INSTALLATION

- Remove all parts from the package, and verify that everything listed in the Package Contents section is present.
- Inspect the product carefully to make sure no breakage or damage occurred during shipping.
- Do not discard the packing material until you have carefully inspected and satisfactorily operated the product.

## TOOLS REQUIRED



Electric  
screwdriver



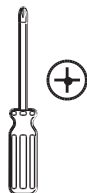
Safety goggles



Pencil



Adjustable  
wrench



Phillips  
screwdriver



Claw  
hammer



Step ladder




**NOTE:** Tools are not shown to actual size.



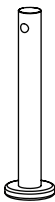
# Pre-Installation

## HARDWARE INCLUDED

 **NOTE:** The hardware is not shown to actual size.



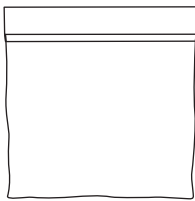
— AA



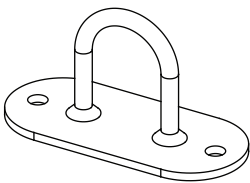
— BB



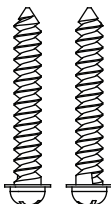
— CC



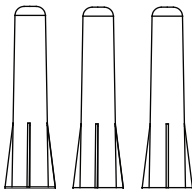
— DD



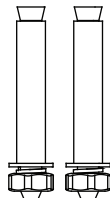
— EE



— FF



— GG

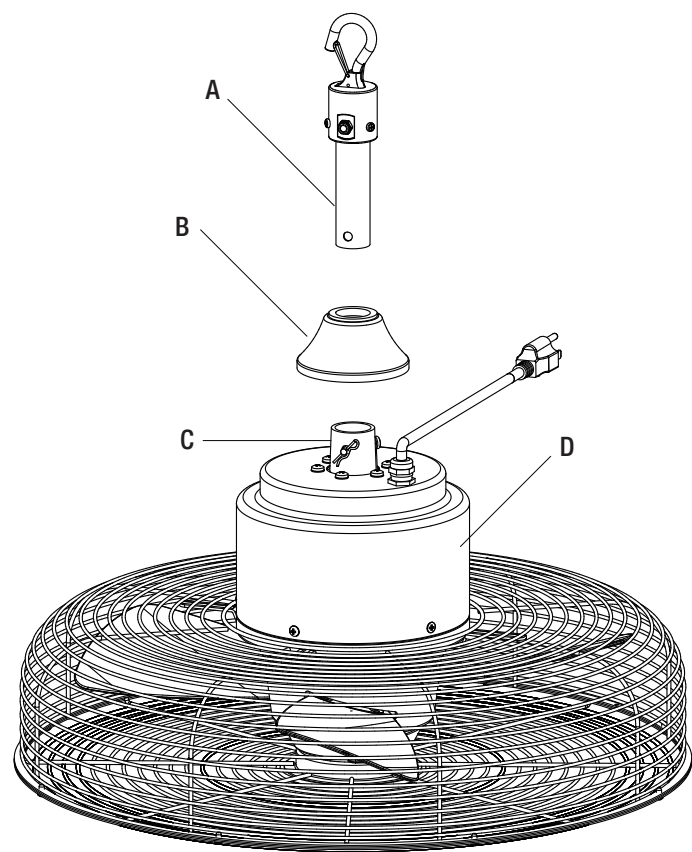


— HH

Part	Description	Quantity
AA	Hitch Pin	1
BB	Clevis pin	1
CC	Lock screw	2
DD	Installation hardware bag	1
EE	Mounting bracket	1
FF	Nail screw	2
GG	Plastic anchor	3
HH	Sleeve anchor	2

# Pre-Installation (continued)

## PACKAGE CONTENTS



Part	Description	Quantity
A	Hanger bracket assembly	1
B	Decorative cap	1
C	Mounting collar	1
D	Fan head	1

# Installation

## 1 Attaching Hanger Bracket Assembly and Decorative Cap



**WARNING:** To reduce risk of fire, electric shock, or injury to persons, turn off power to wall switch or make sure the pull chain switch is in off position before beginning installation.

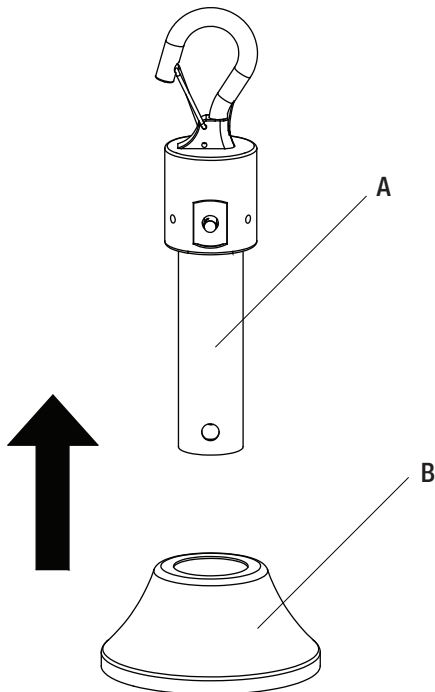


**WARNING:** Ensure the hanging structure can **support a minimum weight of 65 lb** and allow enough depth for safety mounting. If you are not sure the hanging structure can support the weight, do not attempt to install this fan as it may fall and cause damage to the fan or personal injury.



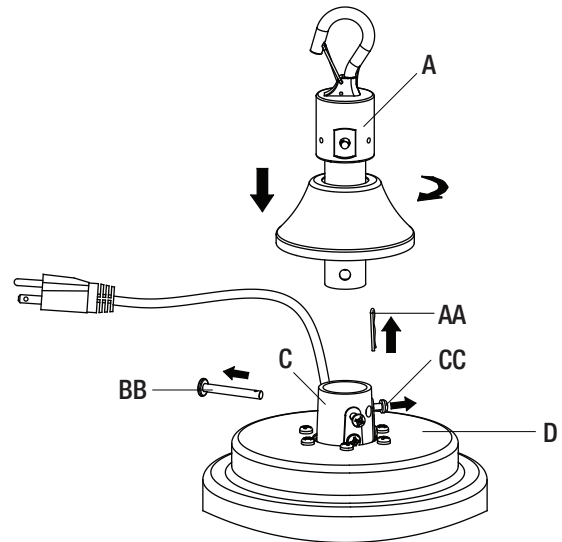
**WARNING:** Make sure the ceiling angle is not steeper than 30 degrees and the open end of the mounting bracket (not included) is up and facing the ceiling, if angle mounting is adopted for the fan.

- With the cupped side down, push up the decorative cap (B) to top of the hanger bracket assembly (A) through the cap hole.

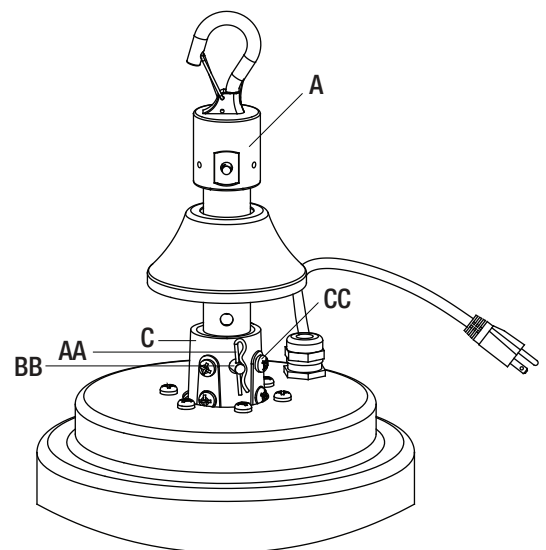


## 2 Attaching Fan Head to Hanger Bracket Assembly

- Pull out the hitch pin (AA) and then remove the clevis pin (BB) from the mounting collar (C) of fan head (D). Loosen the lock screws (CC).
- Insert the hanger bracket assembly (A) into the mounting collar (C) and then rotate clockwise to make sure the hole at the bottom of the hanger bracket assembly (A) aligns with the hole in the mounting collar (C).



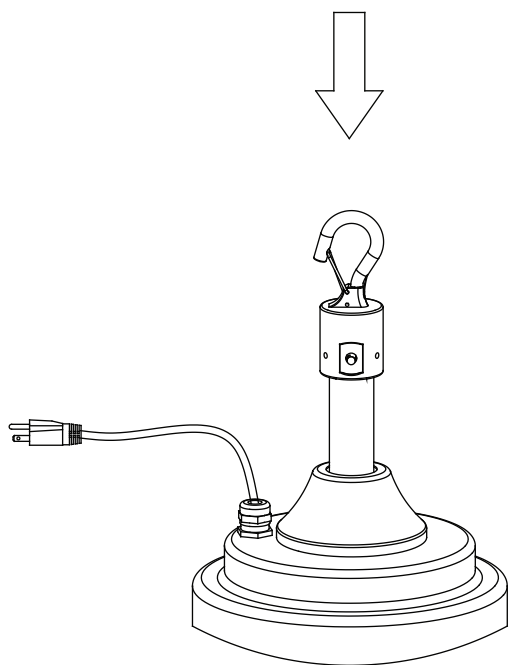
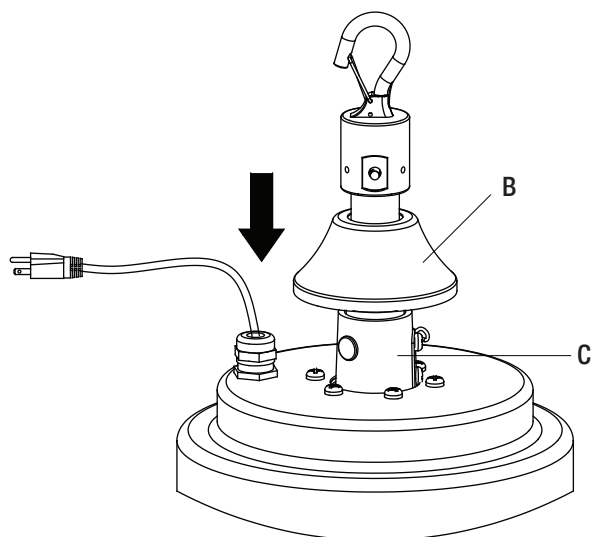
- Install the clevis pin (BB) through the holes in the mounting collar (C) and the hanger bracket assembly (A) and then secure it with the hitch pin (AA). Retighten the lock screws (CC).



## Installation (continued)

### 3 Positioning the Decorative Cap

- Push down the decorative cap (B) to cover up the mounting collar (C).



### 4 Installing the Mounting Bracket to the Ceiling



**DANGER:** The proper method for installing the mounting bracket must be chosen for different ceilings. Failure to do so could allow the fan to wobble and/or fall. A falling fan could cause serious personal injury or death.

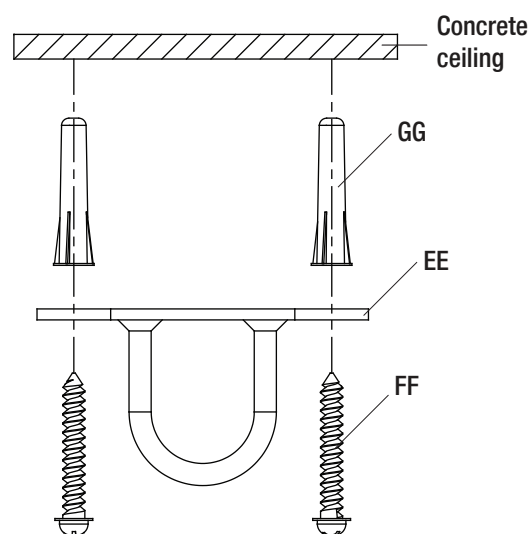


**WARNING:** Angle mounting is used for vaulted or angled ceilings. If angle mounting is adopted for the fan, make sure the ceiling angle is not steeper than 30 degrees and the open end of the mounting bracket (not included) is up and facing the ceiling.



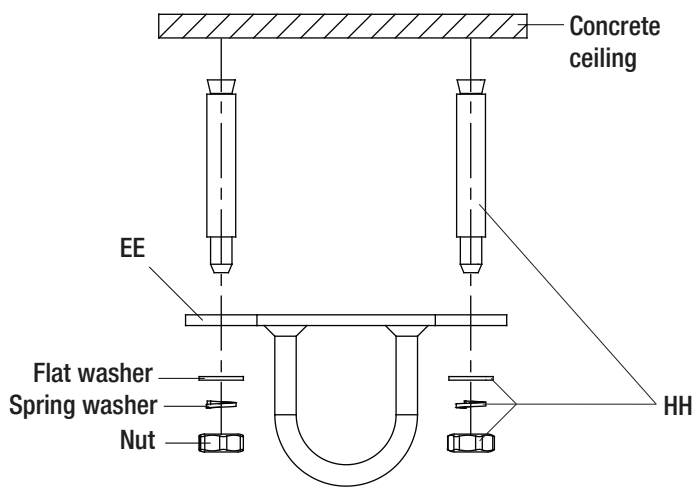
**NOTE:** Remove all parts from the package, and verify that everything listed in the Hardware Included section are present.

- If the fan is to be installed on a concrete ceiling, first place the mounting bracket (EE) at the desired position on the ceiling, mark the positions through the holes in the mounting bracket (EE), then remove the bracket.
- Drill the correct sized holes at the mark points, using an electric screwdriver and the nail screws (FF) and then pull the screws out. Clear the debris and then insert the plastic anchors (GG) into the drilled holes. Tap in with a hammer if necessary to ensure they are flush with the surface of the ceiling.
- Drive the nail screws (FF) through the mounting bracket (EE) and into the plastic anchors (GG). Make sure the mounting bracket (EE) is firmly secured to the ceiling.

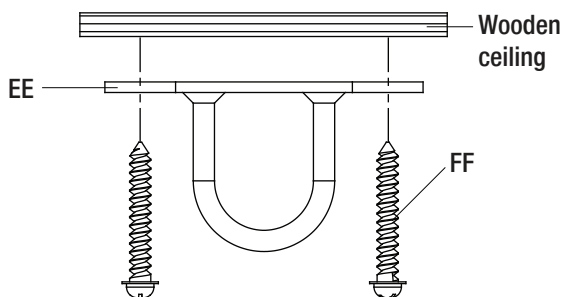


## Installation (continued)

- Optional installing method is to replace the nail screws (FF) with sleeve anchors (HH).
- Place the mounting bracket (EE) at the desired position on the ceiling, mark the position through the holes of the mounting bracket (EE), and then remove the mounting bracket (EE).
- Drill the correct sized holes at the mark points, using an electric screwdriver and clear the debris. Insert the sleeve anchors into the drilled holes. Tap in place with a hammer if necessary.
- Unscrew the nuts, the spring washers as well as the flat washers from the sleeve anchors (HH). Place the mounting bracket through the sleeve anchors (HH) and attach it to the ceiling by retightening the flat washers, the spring washers and the nuts. Make sure the mounting bracket (EE) is firmly secured.

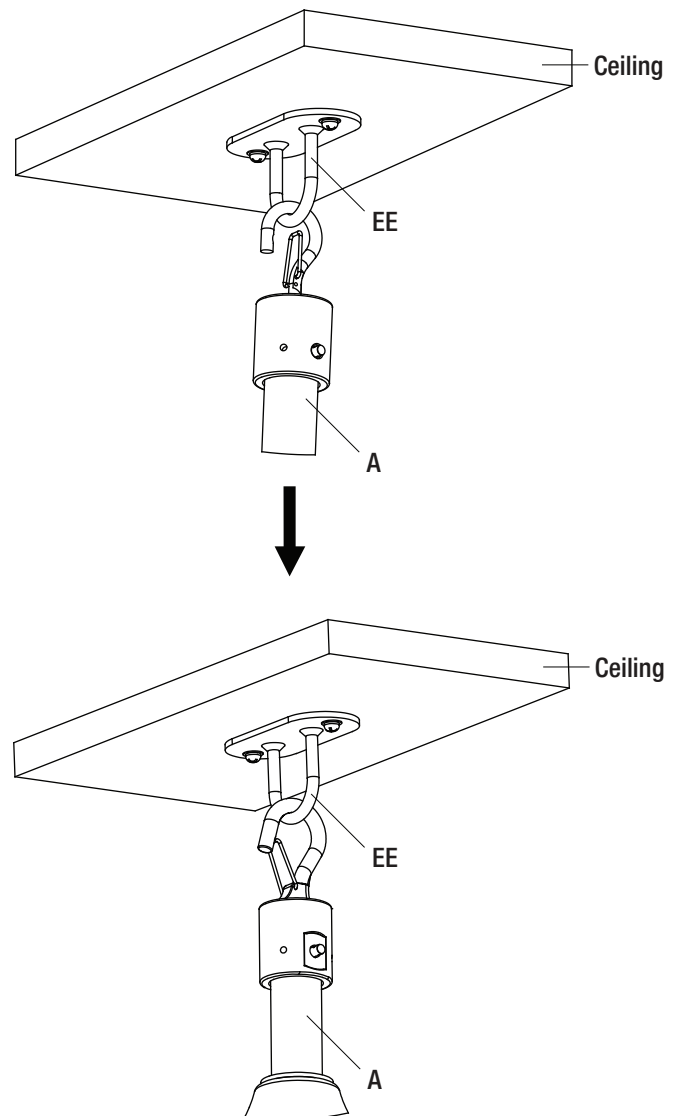


- If the fan is to be installed on a wooden ceiling, first place the the mounting bracket (EE) at the desired position on the ceiling, mark the position through the holes of the mounting bracket (EE), and then remove the mounting bracket (EE).
- Drill two holes at the mark points with depth 1/2 of the length of the nail screws (FF), using an electric screwdriver. Clear the debris and then drive the nail screws (FF) through the mounting bracket (EE) and into the drilled holes. Tap in place with a hammer if necessary to ensure the mounting bracket (EE) is firmly secured.



## 5 Hanging the Fan to the Mounting Bracket

- Hold and support the bottom of the fan and lift it up close to the mounting bracket (EE) on the ceiling.
- Press the snap hook knob on the top of the hanger bracket assembly (A) to open the spring-loaded gate.
- Slot the hook over the loop portion of the mounting bracket (EE) and let the knob go. The action of the spring will cause the hook to snap closed, and securely make the connection.
- Gently release the fan so that the fan does not wobble.



# Operation

## 1 Setting the Airflow Speed



**WARNING:** Do not operate the fan until fully assembled with all parts properly in place.



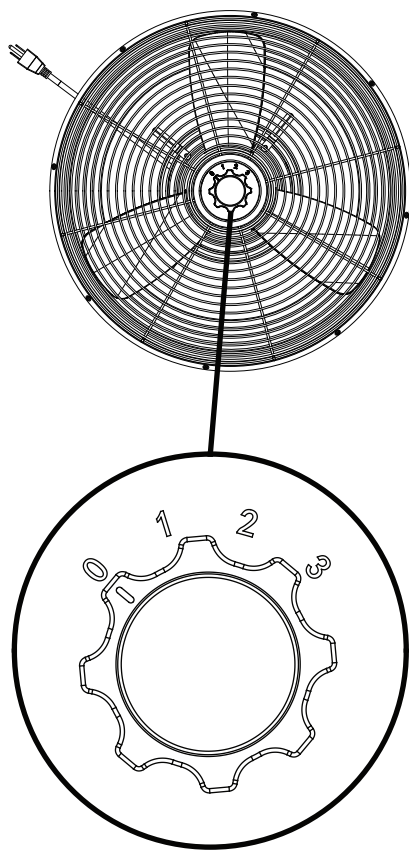
**WARNING:** Always plug the fan directly into a GFCI-protected wall outlet/receptacle only. Never use with an extension cord or outlet power strip.



**WARNING:** Always switch off and unplug the fan when not in use, before moving fan from one location to another, before putting on or taking off parts and before cleaning or performing maintenance.

- Use the switch knob to turn the fan on or off and adjust the speed as needed. The fan comes with three different speeds.

Speed Setting	Function
0	Off
1	Low Speed
2	Medium Speed
3	High Speed



# Care and Cleaning



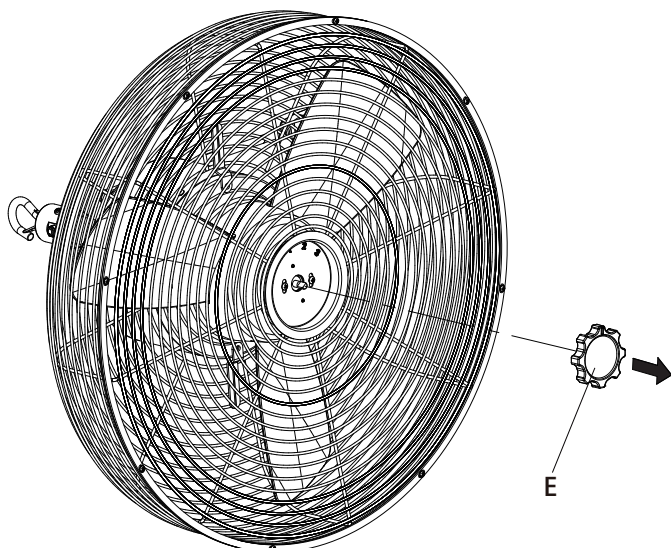
**WARNING:** Always switch off and unplug the fan before cleaning. Never connect the fan to a power supply when it is not in use, when moving fan from one location to another, assembling parts, making adjustments, cleaning or performing maintenance.

## GENERAL CARE AND CLEANING

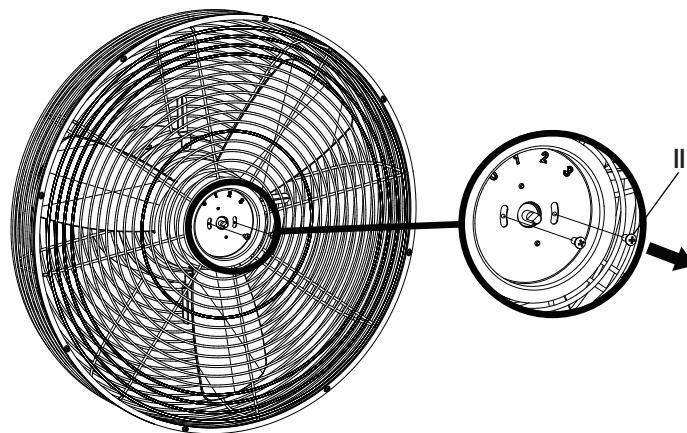
- Clean your fan periodically to help maintain its new appearance over time.
- Do not use any water for cleaning metal surfaces. Do not allow water to drip on or enter into fan guard, as this could damage the motor or cause an electrical shock.
- Do not use a cleaning solution that is harmful to paints or plastics. Avoid using solvents when cleaning plastic parts. Most plastics are susceptible to damage from various types of commercial solvents and can be damaged by their use. Do not use any of the following as a cleaner, brake fluids, gasoline, petroleum-based products, penetrating oils, thinner, benzene, etc. at any time.
- Slightly moisten a cloth and then wipe off the surfaces of the fan. Use only a soft brush or lint-free cloth to avoid scratching the finish.
- In order to remove the dust from the grille, use a vacuum cleaner or a small brush.

## DISASSEMBLING THE FAN GUARD AND BLADE

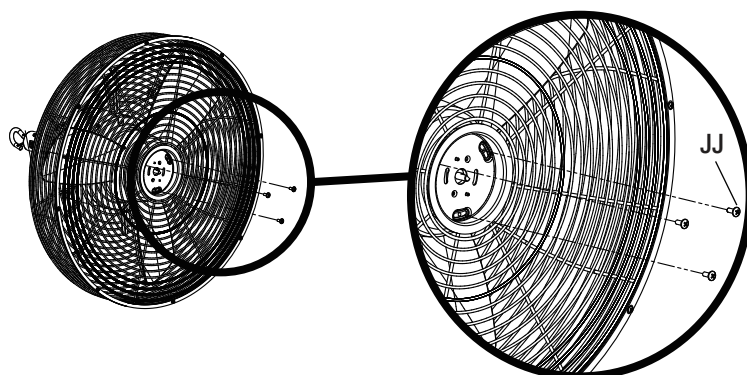
- When shipped, the blade and guard on the fan are preassembled. Follow below instructions to disassemble for cleaning purposes.
- Remove the switch knob (E).



- Remove the two lock screws (II) and then the speed setting label.



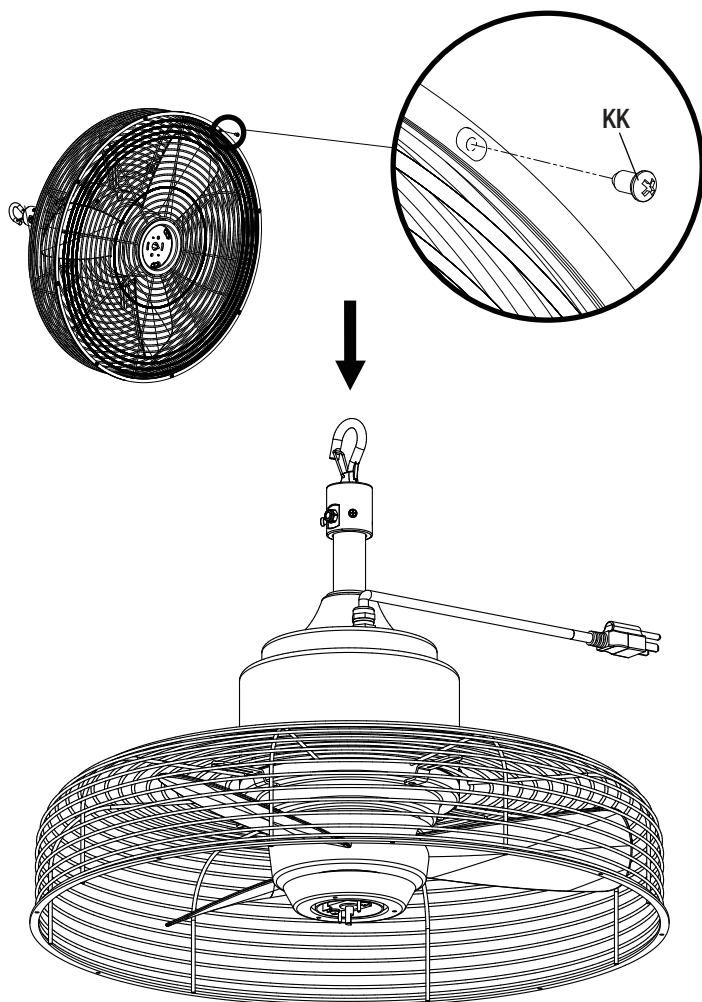
- Remove the three lock screws (JJ) to the front guard.





## Care and Cleaning (continued)

- Remove the eight lock screws (KK) along the guard edge and then remove the front guard.



- After cleaning, reinstall the fan as previously installed and fasten all the lock screws. Do not blend the blades.

## Maintenance

- The fan features permanently lubricated, sealed bearings, so no additional lubrication is required.
- All servicing apart from ordinary cleaning, should be performed by qualified personnel only. Those who are not certified electricians should not disassemble, repair or rebuild the fan.
- Only use the original manufacturer's replacement parts, accessories and attachments.
- After servicing, any safety device (including grilles and blades) must be reinstalled or remounted as previously installed.