## **ASSEMBLY & OPERATING** INSTRUCTIONS FOR BASKET FAN

CAUTION: Read and follow all instructions before operating fan. Do not use fan if any part is damaged or missing.

WARNING: To reduce the risk of fire or electrical shock, do not expose to water or rain.

#### RULES FOR SAFE OPERATION

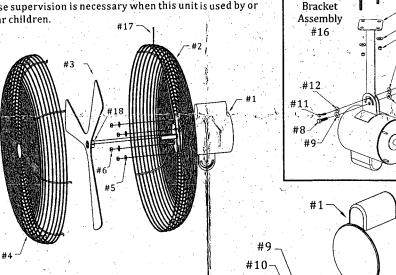
•Never insert fingers or any other objects through the grill guard when fan is in operation.

12" & 18"

Mounting

#12

- •Unplug the fan when moving from one location to another.
- .Unplug the fan when removing guards for cleaning.
- •Do not use with an extension cord.
- •Do not place fan or any parts near an open flame, cooking or other heating appliance.
- •Be sure the fan is on a stable, flat surface when in operation.
- •DO NOT use fan in windows. Rain and moisture may create electrical hazard.
- ·Close supervision is necessary when this unit is used by or near children.



#7.A

#13

- #1 Motor
- #2 Rear Guard
- #3 Blade
- #4 Front Guard
- #5 Wave Washer, Ø5.5
- #6 Nut, Nylock, #10-32
- #8 Bolt, Hex, M8\*30
- #9 Washer, Ø8\*20\*1.5
- #10 Nut, Nylock, M8
- #11 Bolt, Hex, M6\*25
- #12 Washer, Ø6\*18\*1.5
- #13 Nut, Nylock, M6
- #14 U-Bolt, 5/16-18\*2.8" #15 Nut. Nvlock. 5/16-18
- #16 Bracket for 12" & 18" Fan
- #17 Zip Tie, White Nylon, 4"
- #18 Set Screw, M8

#### **FAN ASSEMBLY**

- 1. Place rear guard(#2) over studs on motor(#1). Then place the 4 Wave Washer (#5) over the studs, followed by the 4 #10-32 Nylock nut (#6). Tighten down the 4 nuts firmly.
- 2. Place the blade (#3) on the motor shaft with the set screws facing in toward the motor. Slide the blade on the shaft so it is flush with the end of the shaft. Align the set screws with the flats and the shaft and tighten set screws.
- 3. Take the front guard (#4) and place it on the rear guard (#2). Slide over as many hooks as you can. The remainder of the hooks can be forged in using a flat blade screw driver. Be very careful not to pinch your fingers!
- 4. Your fan is now assembled. We do suggest placing the 4 provided zip ties (#17) around the last rings of the front and rear guards to help isolate any vibrations.

Zip Tie Front - Rear Guard (#2) White Nylor Guard (#4)(#17)Wave Washer (#5)#10-32 Blade (# Nut Nylock

STEP 2

STEP 3 & 4

#### **BRACKET AND FAN MOUNTING**

STEP 1

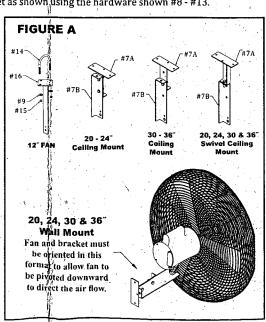
- 1. Find a solid place to mount your basket fan. Look for rafters, I-beams, or floor joists.
- 2. Assemble bracket #7A and #7B together using hardware #8, #9, and #10. Mount your bracket #7A-B (used with 20", 24", 30" & 36," fan) or #16 (used with 12" fan) in one of the positions shown below. Please note the orientation of the bracket in the diagrams for optimum adjustability.
- 3. Secure the fan motor yoke to the bracket as shown using the hardware shown #8 #13.
- 4. If the specific motor your fan was supplied with has a drain plug, you should remove the bottom plug closest to the motor shaft.

(#6)

- 5. If the specific motor your fan was supplied with does not come pre-wired, you are now ready for wiring. We recommend that you always use a licensed electrician. It is very helpful to have a disconnect or switch close to the fan for safety.
- 6. Before starting the fan for the first time, make sure that all mounting hardware is tight. Also check the fan blade for tip clearance.

#### MAINTENANCE

It is very important for the life of the fan that it is kept free of dust and dirt. build up. The motor is a sealed air over motor, so it needs to be free of build up for cooling purposes. There is no additional maintenance needed.



# WARRANTY

Green-tek warrants every new fan to be free of defects and workmanship, to the extent that, within one year from the date of purchase Green-tek shall either repair or replace at their option, any unit or part thereof, returned to Green-tek freight pre-paid, and found to be defective. Proof of purchase may be required.

This warranty does not include any labor of transportation cost incidental to the removal and re-installation of the unit at the users premises. Components repaired or replaced are warranted through the remainder of the original warranty period only. This warranty applies to the original purchaser—user only; it is null and void in case of alteration, accident, abuse, neglect, and operation not in accordance with instructions.

NOTICE: No warranty claims will be honored by Green-tek unless prior authorization is obtained.

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# OWNERS MANUAL

## **READ AND SAVE THESE INSTRUCTIONS**

### BASKET FANS

Model# HVB12110C, HVB2013C, HAF20110C, HAF20110WCA, HAF20110CV2,HAF2013C, HVB2412C,HVB36

