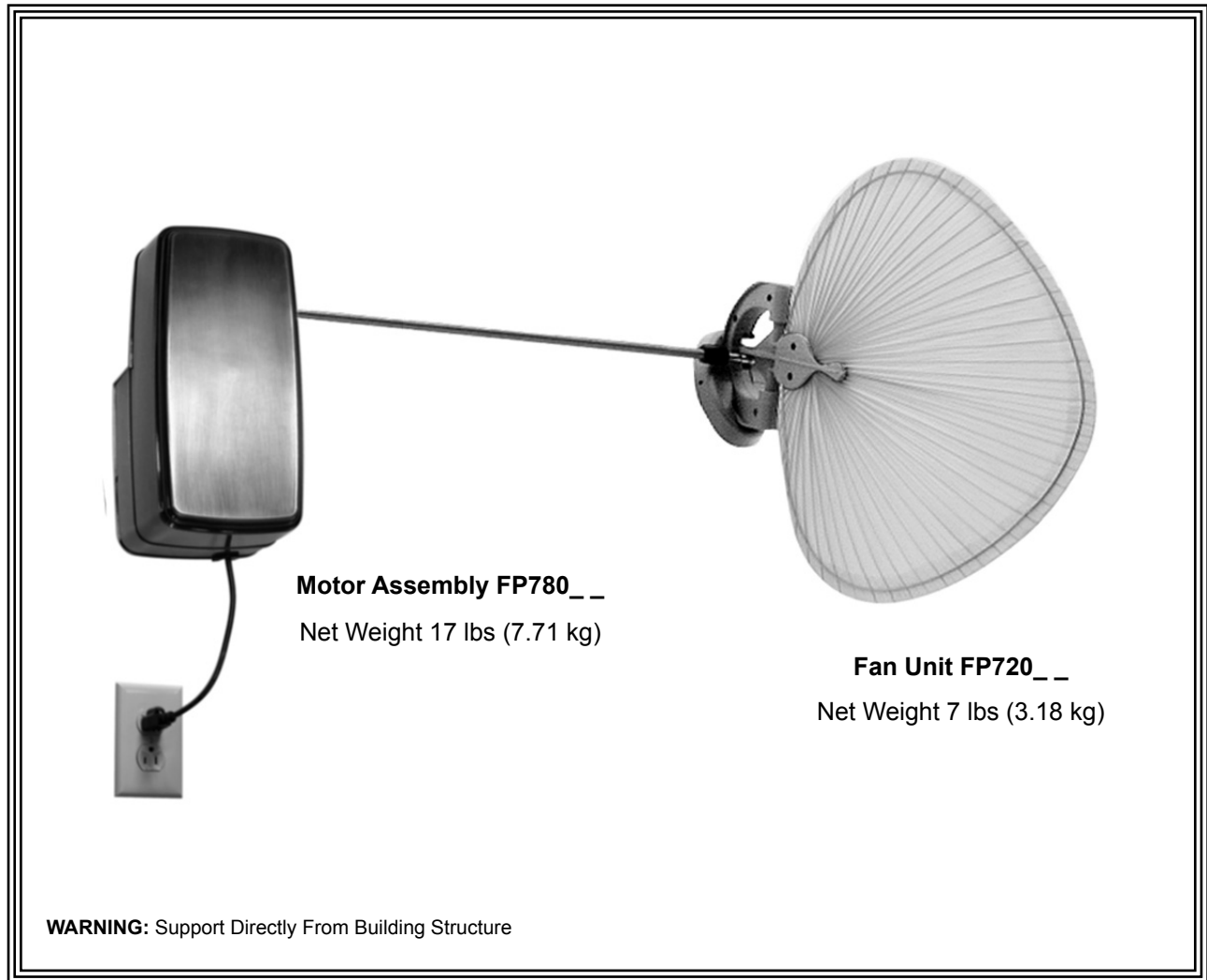


# **The Punkah<sup>®</sup>**

## **Motor and Fan Unit**



# **OWNER'S MANUAL**

## **READ AND SAVE THESE INSTRUCTIONS**



# Important Safety Instructions

**WARNING: To avoid fire, shock and serious personal injury, follow these instructions.**

1. Read your owner's manual and safety information before installing your new fan. Review the accompanying assembly diagrams.
2. Before servicing or cleaning unit, switch power off at service panel and lock service panel disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.
3. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
4. Do not insert anything into the fan blades while the fan is operating.

## Additional Safety Instructions

1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
2. All wiring and installation procedures must satisfy National Electrical Codes (ANSI/ NFPA 70-1999). Use the National Electrical Code if Local Codes do not exist. The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
3. The fan base must be securely mounted and capable of reliably supporting at least 100 lbs. (fan and accessories not to exceed 35 lbs. or 16 kgs.). Outlet boxes are not acceptable for fan support. See page 4 of owner's manual for support requirements. Consult a qualified electrician if in doubt.

4. **CAUTION:** To reduce the risk of personal injury, mount the fan base to a ceiling joist or structural member using the hardware provided with your fan.

**WARNING:** Support Directly from Building Structure.

5. The fan must be mounted at least 7 feet from the floor to prevent accidental contact with the fan blades.

6. Follow the recommended instructions for the proper method of wiring your ceiling fan. If you do not have adequate electrical knowledge or experience, have your fan installed by licensed electrician.

7. Suitable for use with solid-state speed controls.

**WARNING:** TO REDUCE THE RISK OF SHOCK, THIS FAN MUST BE INSTALLED WITH AN ISOLATING WALL CONTROL/SWITCH.

**WARNING:** This product is designed to use only those parts supplied with this product and/or accessories designated specifically for use with this product. Using parts and/or accessories not designated for use with this product could result in personal injury or property damage.

**WARNING:** Do not insert foreign objects in between rotating fan blades.

## LIMITED LIFETIME WARRANTY

**Extends to the original purchaser of a Fanimation Fan**

1. **LIMITED LIFETIME MOTOR WARRANTY** - If any part of your fan motor fails, due to a defect in materials or workmanship during the lifetime of the original purchaser, Fanimation will provide the replacement part free of charge, when the defective fan is returned to our national service center. Proof of purchase is required. Customer shall be responsible for all costs incurred in the removal or reinstallation and shipping of the product for repairs or replacement.
2. **ONE YEAR MOTOR LABOR WARRANTY** - If your fan motor fails at any time within one year from the original purchase, due to defects in materials or workmanship, labor to repair the motor will be provided free of charge at our national service center. Purchaser will be responsible for labor charges after this one-year period. Customer shall be responsible for all costs incurred in the removal or reinstallation and shipping of the product for repairs or replacement.
3. If any other part of your fan fails at any time within one year after original purchase, due to a defect in materials or workmanship, we will repair, or replace, at our option, the defective part free of charge for parts and labor performed at our national service center.
4. Because of varying climate conditions, this warranty does not cover changes in the finish, including rusting, pitting, corroding, tarnishing, or peeling.
5. This warranty is void and does not apply to damage from improper installation, neglect, accident, misuse, exposure to extremes of heat or humidity, or as a result of any modification to the original product.
6. All costs of removal and reinstallation of the fan are the sole responsibility of the owner of the fan and not the store that sold the fan or Fanimation.
7. Fanimation reserves the right to modify or discontinue any product at any time and may substitute any part under this warranty.
8. Under no circumstances may a fan be returned without prior authorization from Fanimation. The receipt of purchase must accompany authorized returns and must be sent freight prepaid to Fanimation. The fan to be returned must be properly packed to avoid damage in transit; Fanimation will not be responsible for any damage resulting from improper packaging.
9. It is understood that any repair or replacement is the exclusive remedy available from Fanimation. There is no other expressed or implied warranty. Fanimation hereby disclaims any and all implied warranties, including, but not limited to those of merchantability and fitness for a particular purpose to the extent permitted by law. Some states do not allow limitations on implied warranties. Fanimation will not be liable for incidental, consequential, or special damages arising out of or in conjunction with product use or performance, except as may otherwise be accorded by law. This warranty gives you special legal rights and you may also have other rights that vary from state to state.
10. A certain amount of wobble is normal and should not be considered a problem or a defect.

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# This Manual is Designed to Make it as Easy as Possible for You to Assemble, Install, Operate, and Maintain Your Ceiling Fan

## Tools Needed for Assembly

- One Phillips head screwdriver
- One stepladder
- One ¼" blade screwdriver
- ⅞" Socket head wrench
- ⅝" Hex "L" wrench
- One wire stripper

## Materials

Wiring outlet box and box connectors must be of type required by local code. The minimum wire would be a 3-conductor (2-wire with ground) of the following size:

Installed Wire Length	Wire Size A.W.G.
Up to 50 ft.	14
50 - 100 ft.	12

**NOTE:** Place the parts from the loose parts bags in a small container to keep them from being lost. If any parts are missing, contact your local retailer.

### ▲ WARNING

Before assembling your ceiling fan, refer to section on proper method of wiring your fan (page 7). If you feel you do not have enough wiring knowledge or experience, have your fan installed by a licensed electrician.

## Unpacking Instructions

For your convenience, check-off each step. As each step is completed, place a check mark. This will ensure that all steps have been completed and will be helpful in finding your place should you be interrupted.

### ▲ WARNING

Do not install or use fan if any part is damaged or missing. This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Fanimation. Substitution of parts or accessories not designated for use with this product by Fanimation could result in personal injury or property damage. Contact your retail store for missing or damaged parts.

Check to see that you have received the following parts:

**NOTE:** If you are uncertain of part description, refer to exploded view illustration. (Figure 18, page 13)

#### Motor Assembly Package

- Punkah™ Motor Assembly
- Motor Mounting Bracket
- Motor Cover

#### Motor Mounting Hardware Bag contains:

- Lag Bolt, 2" long (2)
- Lag Bolt, 4" long (2)
- Hex Head Philips Screw (4)
- Lockwasher (4)
- Motor Cover Screw (3)
- Wire Nut (3)

#### Rod Mounting Hardware Bag contains:

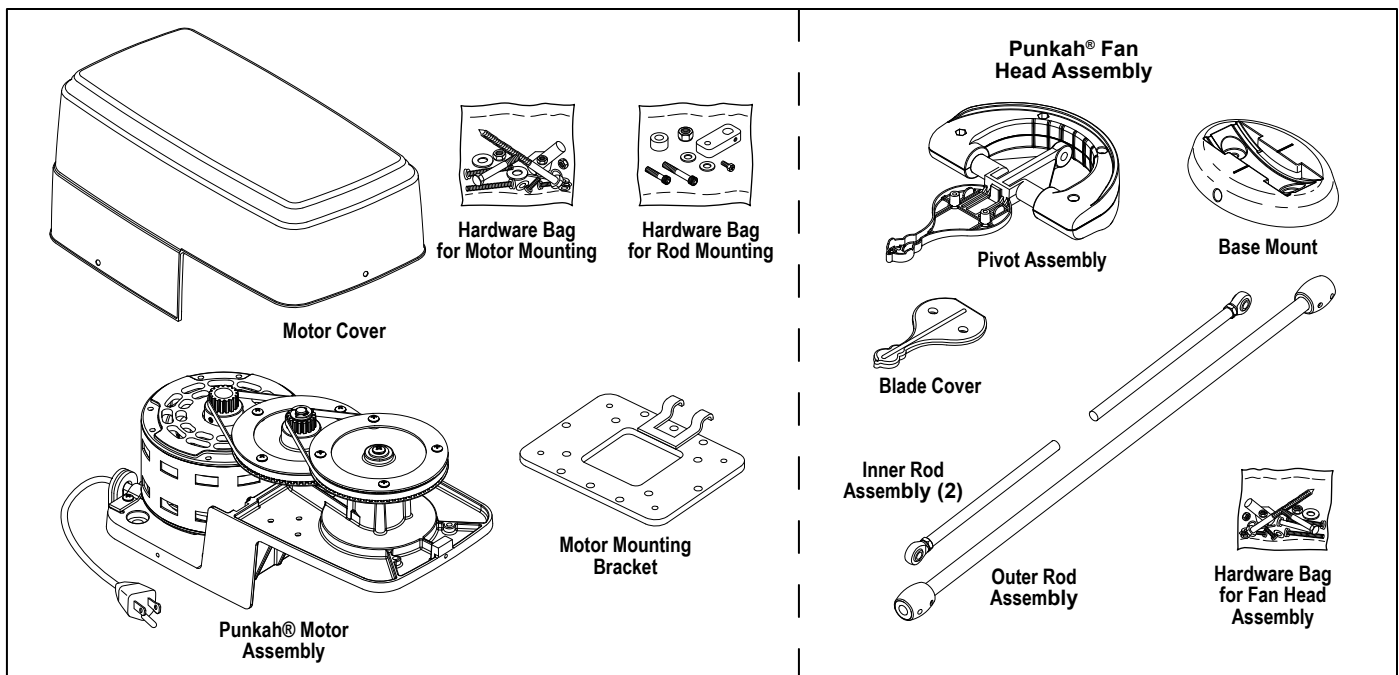
- Motor Link
- Hex Head Philips Screw
- Spacer
- Nylon Lock Nut
- Nylon Washer (2)
- Socket Head Screw, 1¾" long
- Socket Head Screw, 2¼" long

#### Fan Head Assembly Package

- Punkah™ Fan Head Assembly
  - Base Mount
  - Pivot Assembly
  - Blade Cover
- Inner Rod Assembly (2)
- Outer Rod Assembly

#### Fan Head Hardware Bag contains:

- Lag Bolt, 2" long (2)
- Flat Washer (2)
- Socket Head Screw, 1½" long
- Socket Head Screw, 2" long
- Nylon Lock Nut
- Nylon Washer (2)
- Blade Cover Screw, ¾"-24 x ¾" (2)



## Electrical and Structural Requirements

Your new fan will require a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit. The outlet box must be securely anchored and capable of withstanding a load of at least 100 lbs. Figure 1 depicts different structural configurations that may be used for mounting the outlet box.

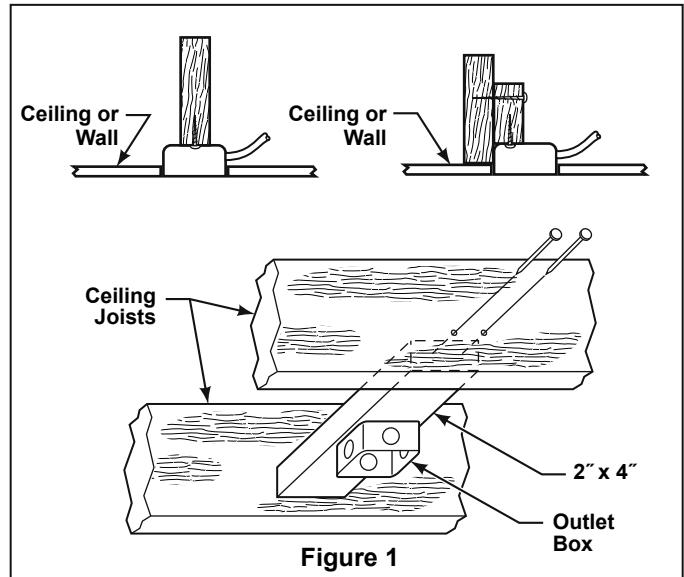
### **▲ WARNING**

To reduce the risk of fire, electrical shock, or personal injury, mount fan to outlet box marked acceptable for fan support, and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

If your fan is to replace an existing light fixture, turn electricity off at the main fuse box at this time and remove the existing light fixture.

### **▲ WARNING**

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.



### **▲ WARNING**

To avoid fire or shock, follow all wiring instructions carefully. Any electrical work not described in these instructions should be done or approved by a licensed electrician.

## Wiring and Control Options

Please choose one of the following options and proceed to the page as indicated.

1. Motor can be plugged into electrical outlet.
2. Motor can be wired directly to electrical service with a standard light switch.

# Hanging Options

Please choose one of two hanger options for your fan:

**NOTE:** Both The Motor Base And The Fan Head Base **MUST** Be Mounted On The Same Surface (Plane).

Option 1 - Ceiling Mount (Figure 2a)

Option 2 - Wall Mount (Figure 2b)

## INSTALLATION NOTE

Fan Motor can be mounted at either end of final assembly or in the middle.

## CAUTION

Do not connect fan blades until the fan is completely installed. Hanging fan with blades connected may result in damage to the fan blades.

## CAUTION

The fan must be hung with at least 7' of clearance from floor to blade(s) (Figure 3)

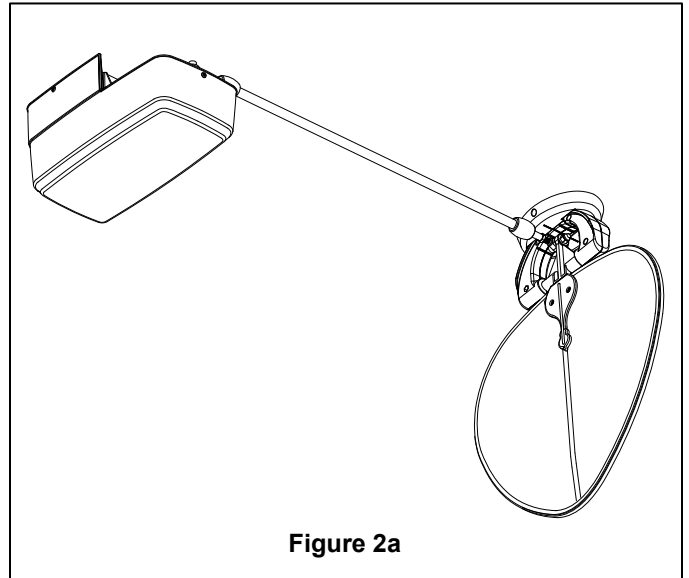


Figure 2a

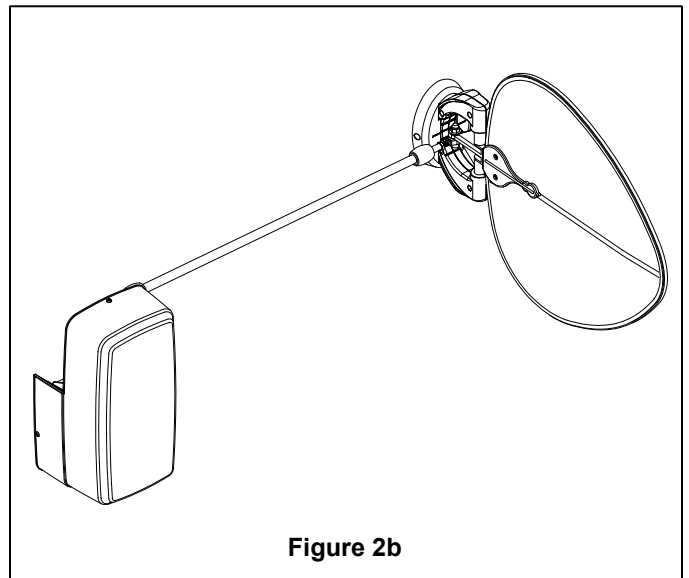


Figure 2b

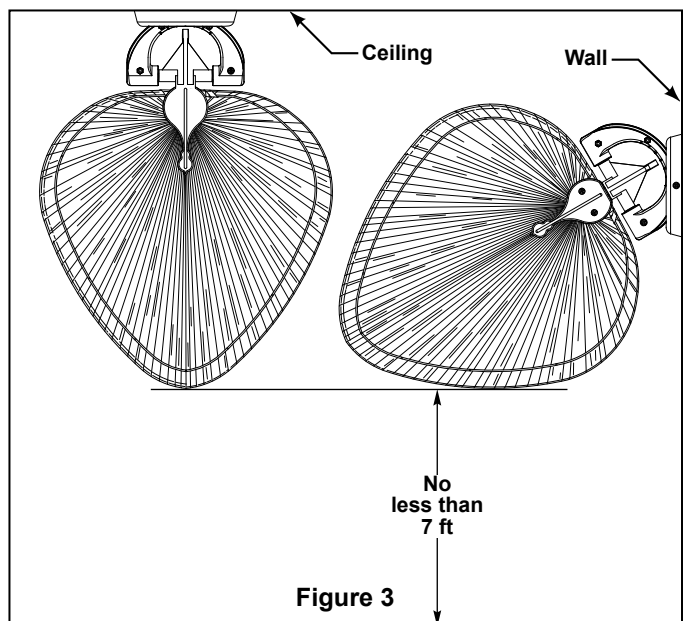


Figure 3

# Motor Mounting Bracket Hanging Options - Ceiling or Wall Mount

## INSTALLATION NOTE

The following illustrations serve as a guide on mounting and securing your motor assembly either to the ceiling or to the wall. Building structure designs will vary depending on the local building codes. Be sure of your layout plans before fastening your motor assembly unit.

**NOTE:** The ceiling / wall panels removed to clarify structural support set-up.

**NOTE:** Use any of two sets of non-threaded holes that line up over the stud or joist.

Please choose one of the hanger options for your motor:

### Option 1 - Wall Mount Detail (Figure 4)

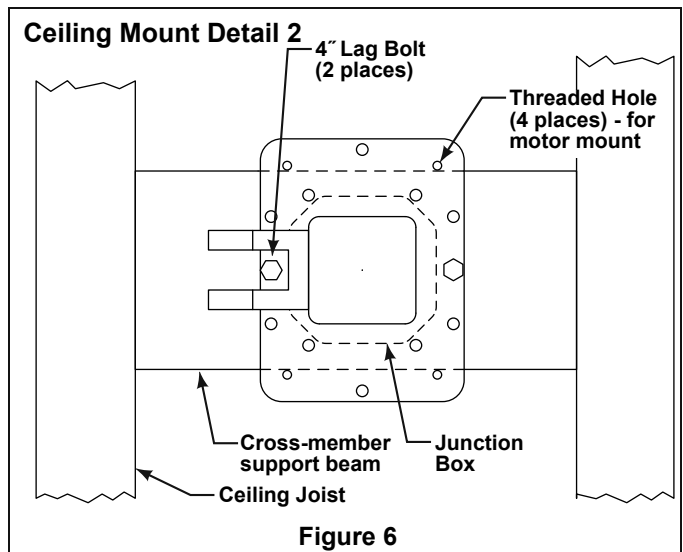
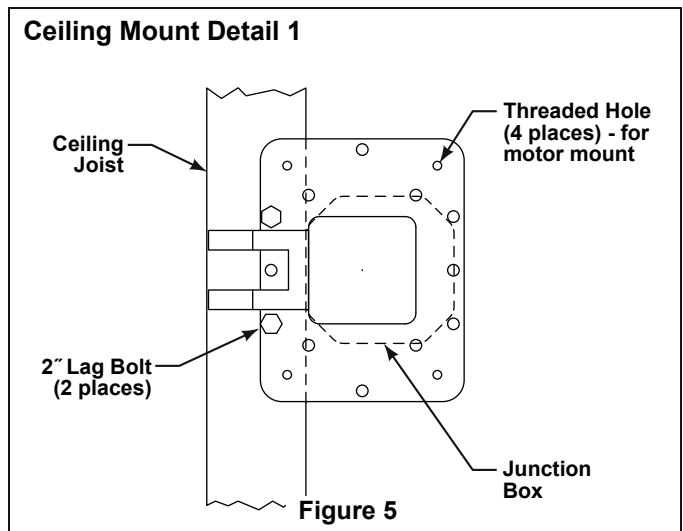
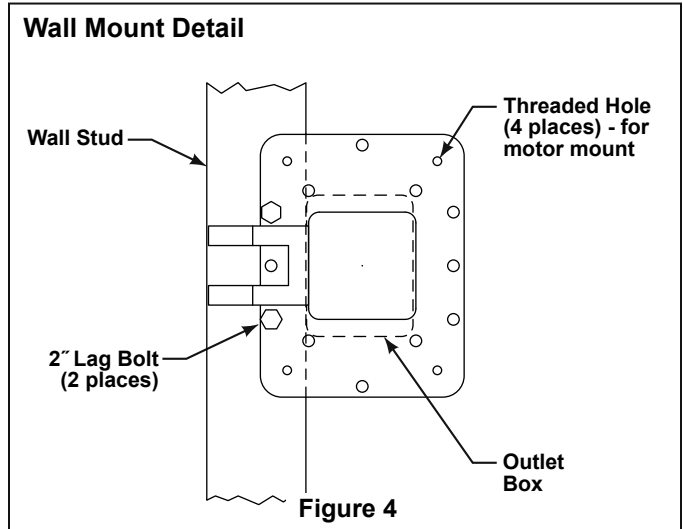
Position mounting plate over outlet box so that two of the bolts holes will be positioned over a wall stud. Use the two 2" long lag bolts to attach the mounting plate to the wall stud.

### Option 2 - Ceiling Mount Detail 1 (Figure 5)

Position mounting plate over junction box so that two of the bolts holes will be positioned over a ceiling joist. Use the two 2" long lag bolts to attach the mounting plate to the ceiling joist.

### Option 3 - Ceiling Mount Detail 2 (Figure 6)

Position mounting plate over junction box in the desired position. Use the two 4" lag bolts to attach the mounting plate to the cross-member support beam that the junction box is mounted to.



# Power Options for Your Motor Assembly - Ceiling or Wall Mount

## **▲ WARNING**

To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

### **Option 1 - Direct Plug-In Socket:**

1. Position mounting plate with the outlet nearby. Attach mounting plate to ceiling or wall with a minimum of two lag bolts into building structure (*see previous page*).
2. Hook the motor assembly onto the mounting plate. Pivot the motor assembly into place and secure to mounting plate using the 4 hex head screws and lockwashers that were supplied in the loose parts bag.
3. Place the motor cover over the motor assembly and secure with 3 motor cover screws.
4. The motor can now be turned on by plugging directly into the socket.

### **Option 2 - Direct 'Hard' Wiring:**

1. For direct wiring, center the hole in mounting plate over junction box. Attach to ceiling or wall with a minimum of two lag bolts into building structure (*see previous page*).

#### **Figure 7**

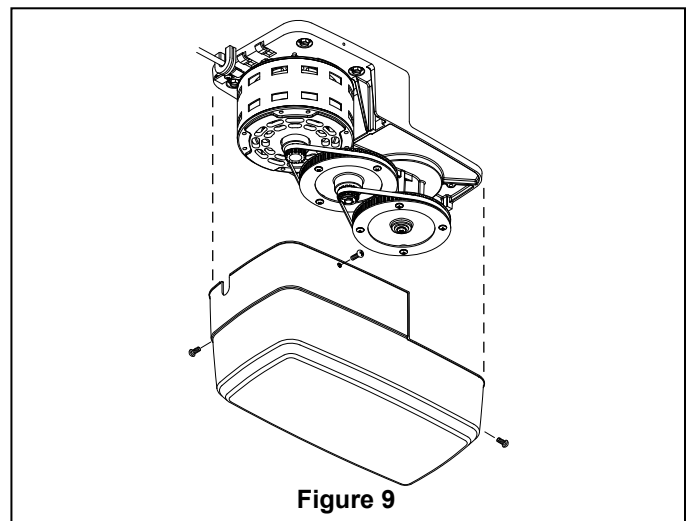
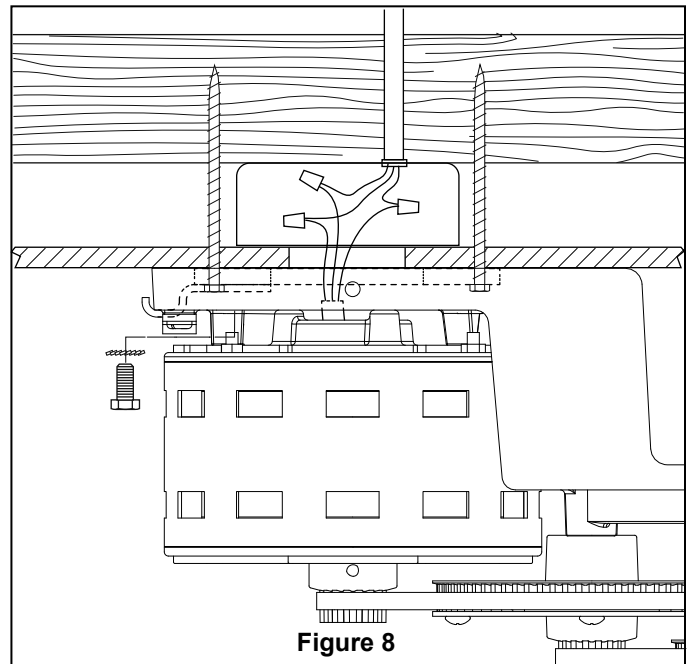
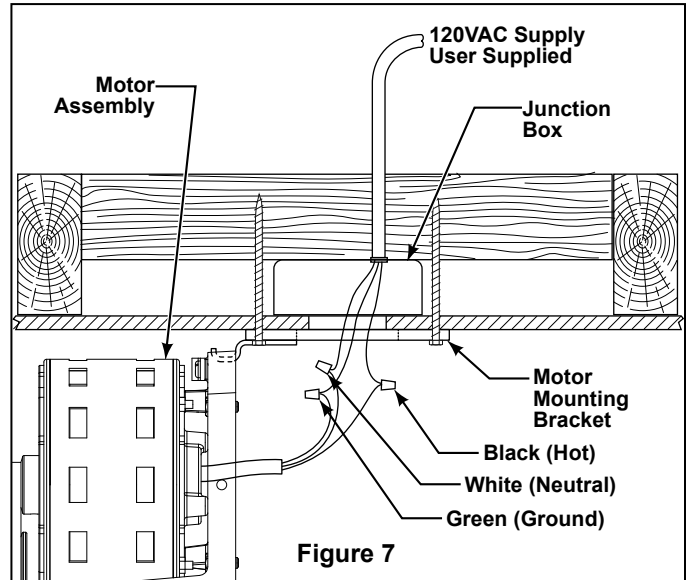
2. Remove cord with plug and route wires under the motor and through hole on motor assembly.
3. Strip the Black, White, and Green wires so that  $\frac{1}{2}$  inch of bare wire is revealed.
4. Hang motor assembly from hooks located on the mounting plate.
5. Attach the black wire from the fan to the black wire in the junction box.
6. Attach the white wire from the fan to the white wire in the junction box.
7. Attach the green wire from the fan to the green wire in the junction box.

#### **Figure 8**

8. Position the wires and wire nuts inside the junction box.
9. Pivot the motor assembly into place and secure to mounting plate using the 4 hex head screws and lockwashers that were supplied in the loose parts bag.

#### **Figure 9**

10. Place the motor cover over the motor assembly and secure with 3 motor cover screws.



# Mounting Head Assembly

## INSTALLATION NOTE

The following illustrations serve as a guide on mounting and securing your motor assembly either to the ceiling or to the wall. Building structure designs will vary depending on the local building codes. Be sure of your layout plans before fastening your fan head unit.

## ⚠ WARNING

To reduce risk of personal injury, do NOT mount the fan unit into (dry) wall or ceiling board only.

1. Locating head assemblies; head assemblies need to be **17" (minimum) to 48" (maximum)** distance from motor assembly or other head assembly.
2. Secure the fan unit base to wall or ceiling into building structure using the two lag bolts and flatwashers provided. **Figure 10**
3. Install the blade holder assembly by rotating it into place through the slot of the base. **Figure 11**
4. Set the blade holder assembly to the desired angle (10° increments up to 30° max - wide oval blade; 45° max - narrow oval blade) tighten the base mount screw in the side of the base. **Figure 12**

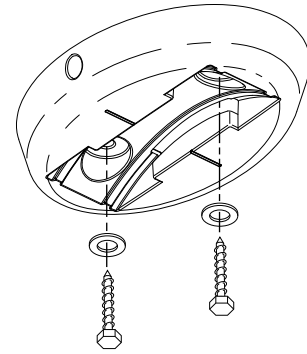


Figure 10

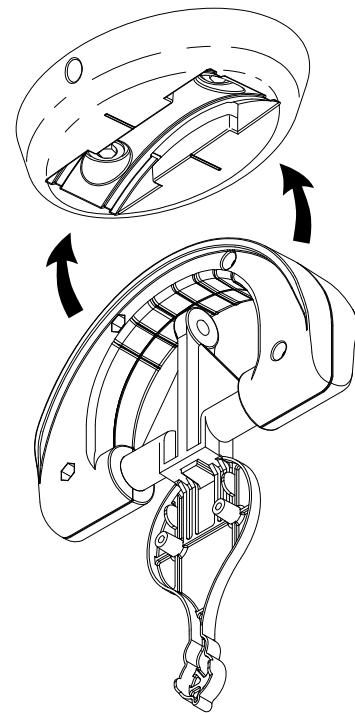


Figure 11

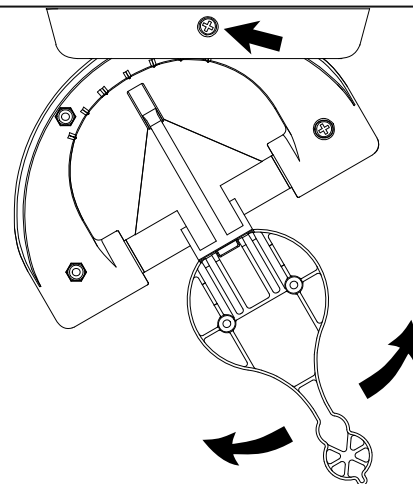


Figure 12



## Assembling & Adjusting Connecting Rod Length

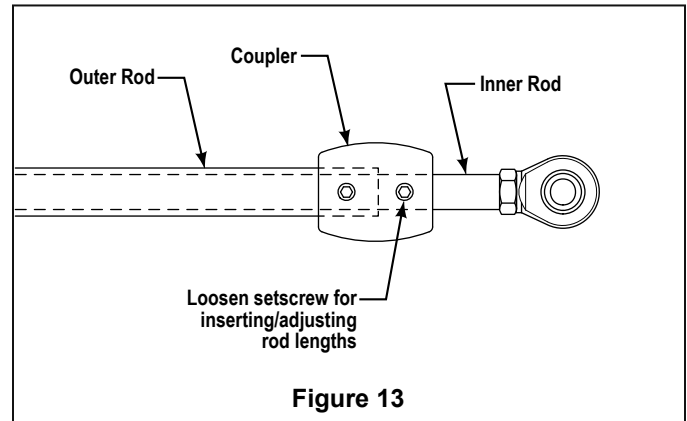
1. Loosen each of the “outer” set screws on the outer rod assembly.

2. Insert each “inner” rod assembly (2 pcs) equal amounts so that the distance between connecting rod end holes is equal to the distance between the center of the motor shaft and center of the blade holder or same as the distance between blade holder to blade holder.

3. Tighten set screws so that ends are perpendicular to each other for motor to blade holder application. Tighten set screw so that ends are parallel for blade holder to blade holder applications.

4. For lengths shorter than 24 inches loosen set screws, remove couplers and cut outer rod, then cut 1/2 the amount removed from the outer rod from each of the inner rods.

Replace couplers and repeat steps 1 through 3.



## Attaching Connecting Rods

**Option 1 - Single Linkage Configuration (Figure 14a)**

**Option 2 - Double Linkage Configuration (Figure 14b)**

### Motor End

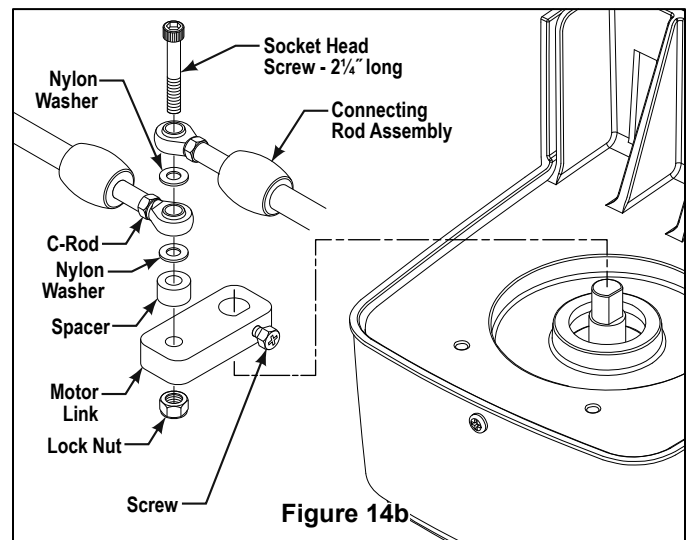
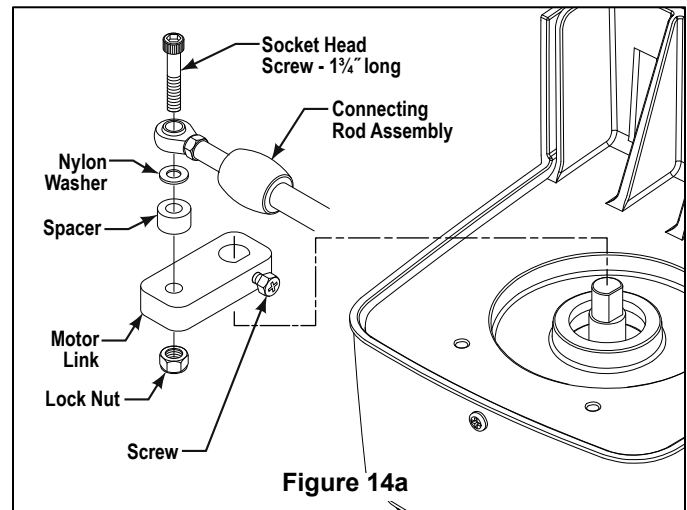
1. Place Socket head screw through connecting rod end and supplied hardware to match your application.

2. Tighten screw into motor link.

3. Secure locking nut to top of motor link to prevent bolt from loosening.

4. Slide motor link over motor shaft and tighten slotted hex head screw to secure link to shaft.

**NOTE:** Ensure that screw is positioned over flat on shaft prior to tightening screw.



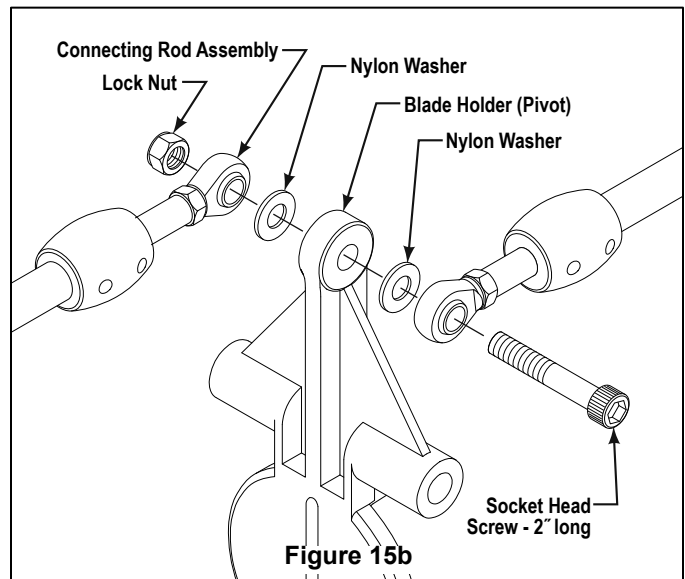
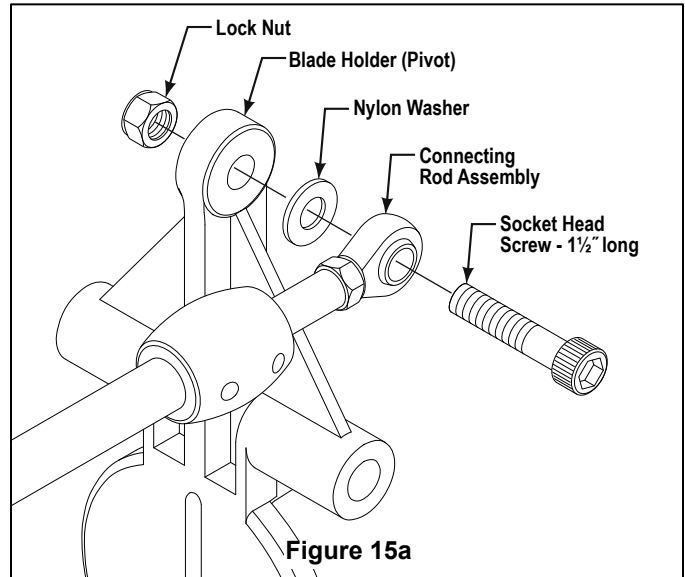
## Attaching Connecting Rods (cont'd)

Option 1 - Single Linkage Configuration (Figure 15a)

Option 2 - Double Linkage Configuration (Figure 15b)

### Blade Holder End

1. Place screw through connecting rod end, nylon washer, and blade holder to match your application.
2. Secure with locking nut.



## Installing the Blades

### **▲ WARNING**

To reduce the risk of personal injury, do not bend the blade holders when installing, balancing the blades or cleaning the fan.

**NOTE:** Blade(s) are not included and sold separately.

#### Assembling the Fan Blades

1. Position the palm leaf, or the woven bamboo, or the wicker blade over the blade holder with the threaded posts showing. Make sure the bottom edge of the blade is fully seated against the blade holder.
2. Place side “B” of the blade holder on top of the blade, positioning the holes over the threaded posts.
3. With a Philips screwdriver, thread both screws into the posts but do not fully tighten.
4. Prior to final tightening, position the centerline of the blade with the center of the end of the blade holder.
5. Tighten both screws to secure the blade. **Figure 16**

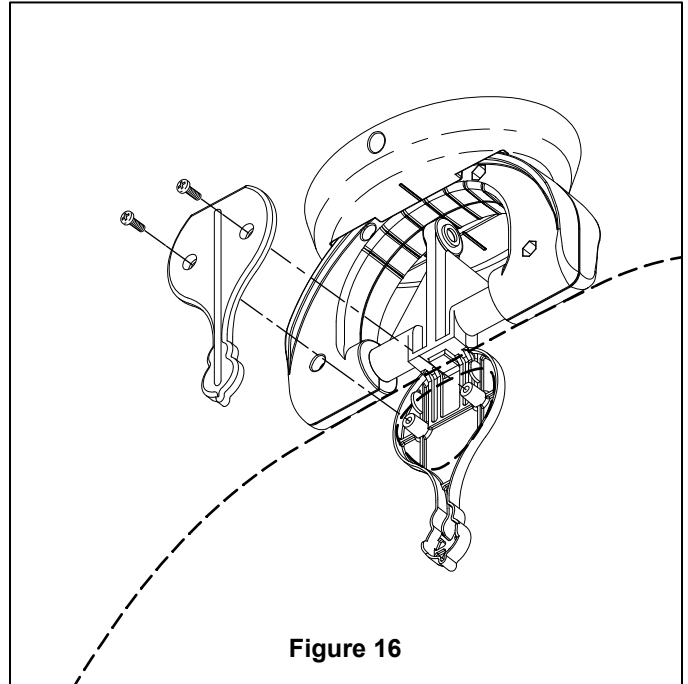


Figure 16

## Final Connecting Rod Adjustments

1. Turn motor so that motor link is perpendicular to connecting rod (see Motor Link Detail, **Figure 17**).
2. Loosen one of the outer set screws and adjust the length of the connecting rod so that the fan blade is centered on the blade holder.
3. Tighten the set screw.
4. Continue to the next connecting rod away from motor and repeat the process for all connecting rods until all fan blades are centered to the blade holder and parallel to each other.

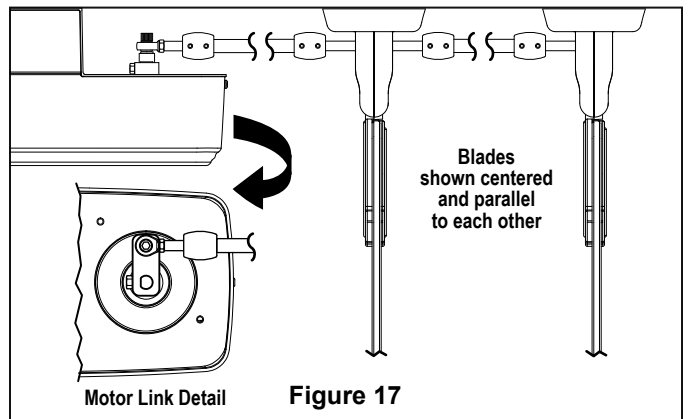


Figure 17

## Maintenance

Periodic cleaning of your new fan is the only maintenance that is needed. When cleaning, use only a soft brush or lint free cloth to avoid scratching the finish. Abrasive and/or non-abrasive cleaning agents are not required and should be avoided to prevent damage to finish.

### **CAUTION**

Do not use water when cleaning your ceiling fan. It could damage the motor or the finish and create the possibility of electrical shock.

# Parts List

Ref. #	Description	Part #
	<i>Fan Motor Assembly</i>	FP780**
1	Motor Cover Assembly	C7821**
2	Motor Assembly	C7823
3	Mounting Plate Assembly	C7800
	<i>Motor Mounting Hardware Bag contains:</i>	HDWMP780
4	Motor Cover Screw, $\frac{5}{32}$ "-32 x $\frac{3}{8}$ " (3)	
5	Lag Bolt - 2" long (2)	
6	Lag Bolt - 4" long (2)	
7	External Lockwasher (4)	
8	Hex Head Screw, $\frac{1}{4}$ "-20 x $\frac{1}{2}$ " (4)	
9	Wire Nut (3)	
	<i>Rod Mounting Hardware Bag contains:</i>	HDWRM780
10a	Socket Hd Cap Screw, $\frac{5}{16}$ "-18 x $2\frac{1}{4}$ "	
10b	Socket Hd Cap Screw, $\frac{5}{16}$ "-18 x $1\frac{3}{4}$ "	
11	Nylon Washer (2)	
12	Nylon Lock Nut, $\frac{5}{16}$ "-18	
13	Motor Link Spacer	
14	Motor Link	C7805
15	Hex Hd Philips Screw, Motor Link, $\frac{1}{4}$ "-20 x $\frac{1}{2}$ "	

Ref. #	Description	Part #
16	<i>Fan Head Assembly</i>	FP720**
24	Outer Rod Assembly	C7225**
25	Inner Rod Assembly (2)	C7224**
	<i>Fan Head Hardware Bag contains:</i>	HDW720
17	Blade Holder Screw, $\frac{3}{16}$ "-24 x $\frac{3}{8}$ " (2)	
18	Flat Washer (2)	
19	Lag Bolt, 2" long (2)	
20	Nylon Lock Nut, $\frac{5}{16}$ "-18	
21	Nylon Washer (2)	
22a	Socket Head Cap Screw, $\frac{5}{16}$ "-18 x 2"	
22b	Socket Head Cap Screw, $\frac{5}{16}$ "-18 x $1\frac{1}{2}$ "	
23	Allen Wrench	

\*\*Insert FINISH CODES (Refer to fan model number located on Fan / Motor assemblies)

**Before discarding packaging materials, be certain all parts have been removed**

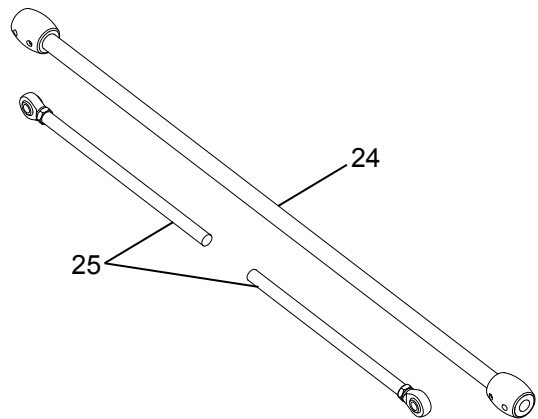
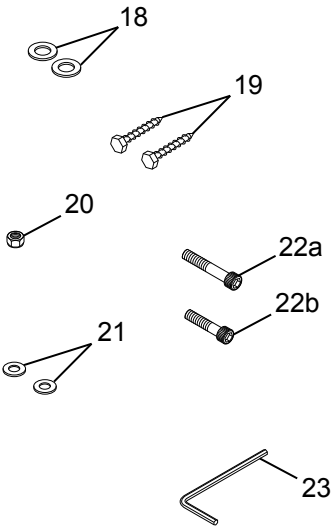
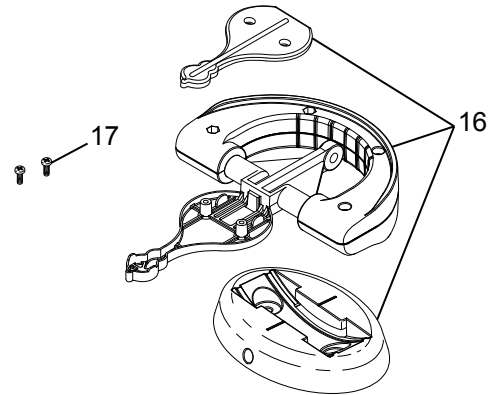
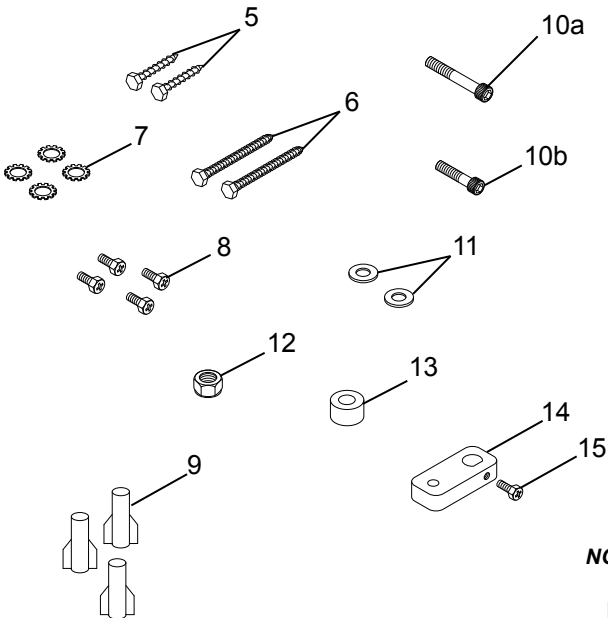
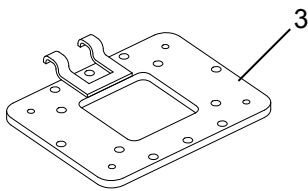
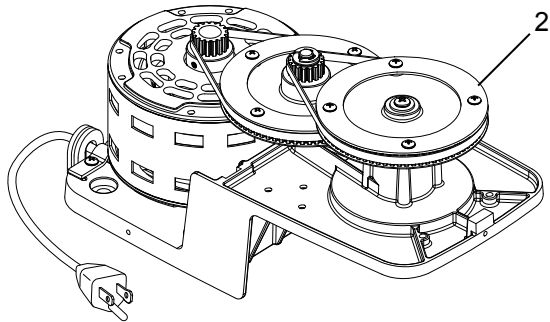
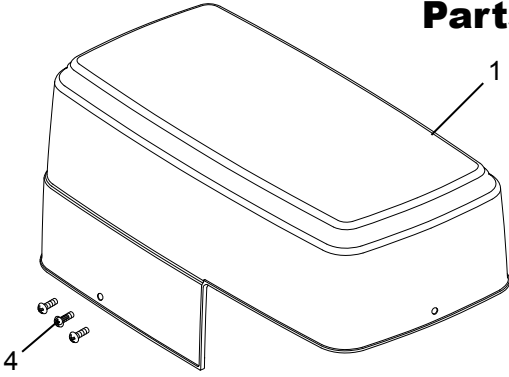
## How To Order Parts

When ordering repair parts, always give the following information:

- Part Number
- Part Description
- Fan Model Number

Contact your retail store for repair parts.

# The Punkah® Parts Illustration



**NOTE:** The illustration shown is not to scale or its actual configuration may vary.  
Wires partially removed for clarity.

**Figure 18**

# Trouble Shooting

 **WARNING**

For your own safety turn off power at fuse box or circuit breaker before trouble shooting your fan.

<b>Trouble</b>	<b>Probable Cause</b>	<b>Suggested Remedy</b>
<b>1. FAN WILL NOT START</b>	<ol style="list-style-type: none"><li>1. Fuse or circuit breaker blown.</li><li>2. Loose power line connections to the fan, or loose wire connections in the control housing.</li></ol>	<ol style="list-style-type: none"><li>1. Check main and branch circuit fuses or circuit breakers.</li><li>2. Check line wire connections to fan and switch wire connections in the switch housings.</li></ol> <p><b>CAUTION: Make sure main power is turned off !</b></p>
<b>2. FAN SOUNDS NOISY</b>	<ol style="list-style-type: none"><li>1. Loose screws in fan assembly.</li><li>2. Squeaking rods.</li></ol>	<ol style="list-style-type: none"><li>1. Check to make sure all screws in fan assembly are snug (not over-tight).</li><li>2. Apply light oil to ball joints.</li></ol>





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**FAX (866) 482-5215**

**Outside U.S. call (317) 733-4113**

**Visit Our Website [www.fanimation.com](http://www.fanimation.com)**