Marley Engineered Products

AIR CIRCULATOR ASSEMBLY AND INSTALLATION INSTRUCTIONS

WARNING

Read Carefully – This instruction sheet contains vital information for the proper installation, use, and efficient operation of the fan described. Carefully read this manual before installation, cleaning, or operation of the fan. Failure to adhere to the instructions could result in fire, electrical shock, death, serious personal injury, or property damage. Save these instructions and review frequently for continuing safe operation and instructing future users.

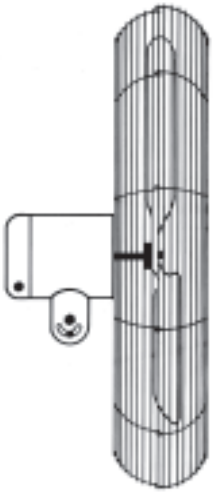
CAUTION – TO REDUCE RISK OF FIRE AND ELECTRIC SHOCK:

1. Before servicing or cleaning unit, unplug power to fan to prevent power from being switched on accidentally.
2. Installation work and electrical wiring must be done by qualified person(s) in accordance with all applicable codes and standards, including fire-rated construction.
3. When cutting or drilling into wall or ceiling, do not damage electrical wiring or other hidden utilities.

CAUTION: DO NOT MOVE FAN WHILE BLADE IS MOVING. ALWAYS TURN FAN OFF AND LET BLADE STOP BEFORE ATTEMPTING TO MOVE. DO NOT USE BLADE GUARD TO MOVE FAN.

SAVE THESE INSTRUCTIONS

IMPORTANT: REVIEW ALL THE ASSEMBLY INSTRUCTIONS AND CHECK FOR MISSING OR DAMAGED PARTS PRIOR TO STARTING ASSEMBLY.



In most cases, your fan head will come pre-assembled at the factory prior to shipping, if not, follow instructions titled “Fan Head Unassembled”.

1. Remove fan head assembly from carton and check for missing or damaged parts.
2. Choose the mount for your application from the following pages, and follow mounting instructions.

FAN HEAD UNASSEMBLED

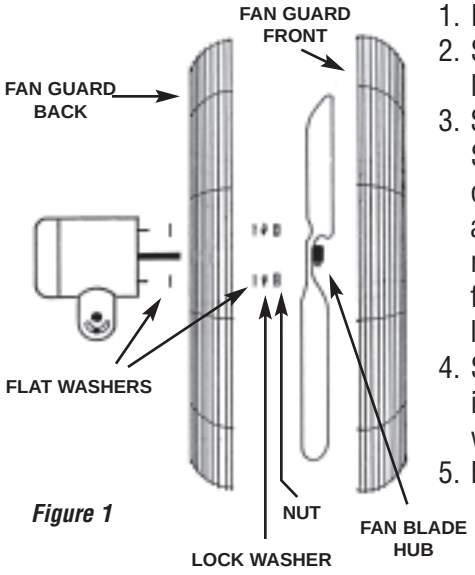


Figure 1

1. Remove motor, fan guard (front and back) and fan blade from cartons.
2. Secure back half of fan guard to studs on face of motor using washers, lock washers and hex nuts. (See fig. 1)
3. Secure blade to motor shaft, with hub facing away from motor (Discharge Side) for commercial and industrial models. Tighten set screw to flat side of motor shaft. **WARNING:** Do not tighten set screw to round side of shaft as it will cause damage to shaft and blade could come off. Set screw must be tightened to flat of motor shaft. Failure to align and tighten to flat on shaft may result in damage to shaft or may allow blade to come loose.(See fig. 1).
4. Secure front half of fan guard to back by hanging guard at top and working hooks together down sides and across bottom. Snap hook in place with screwdriver.
5. Follow directions for mounting head assembly on mount on the following pages (Pedestal or Wall).

ADJUSTABLE PEDESTAL COLUMN

1. Remove 2 sections of adjustable pedestal column from carton(See fig. 2). Remove oval grommet from parts package and install in oval slot near top of pedestal column, Remove large round grommet from parts package. Turn grommet "inside out" so that groove is on the inside and the smooth side is on the outside. Install grommet over bottom lip of pedestal column. Feed power cord down through top of black section (end with screw holes). Slide adjustment collar into black section, align screw holes and secure. Secure adjustment collar to lowest height for assembly (See fig. 3).
2. Remove base from carton and insert medium rubber grommet into hole on surface of fan base.(See fig. 3)
3. Feed power cord from bottom of column down through center hole of fan base and then back through hole with rubber grommet. (See fig. 3).
4. Align holes in flange at base of column with holes in top of fan base. Secure by using 5/16" x 1" carriage bolts, external tooth star washers, and hex nuts. (See fig. 3). One of the carriage bolts is to be attached with the 5/16" internal tooth star washer mounted under the bolt head.
5. Secure fan head assembly to upper column using 1/2" x 1" hex bolt, star washers, lock washers and hex nuts; and 1/4" x 1" bolt, washer, lock washers, and hex nut. (See fig. 4).
6. Loosen adjustment collar and extend fan to proper height. Tighten collar and connect power cord from column to power cord on motor.
7. Refer to nameplate for proper supply voltage. Plug power cord from fan into any 120 VAC 3-prong grounded outlet for all 120 volt rated units. Units rated 220V or 277V are not supplied with attachment plugs. These units may be hard wired to a junction box or provided with the required 15 amp, 3 prong grounded plug rated at 250V or 277V as per nameplate rating of the fan unit.

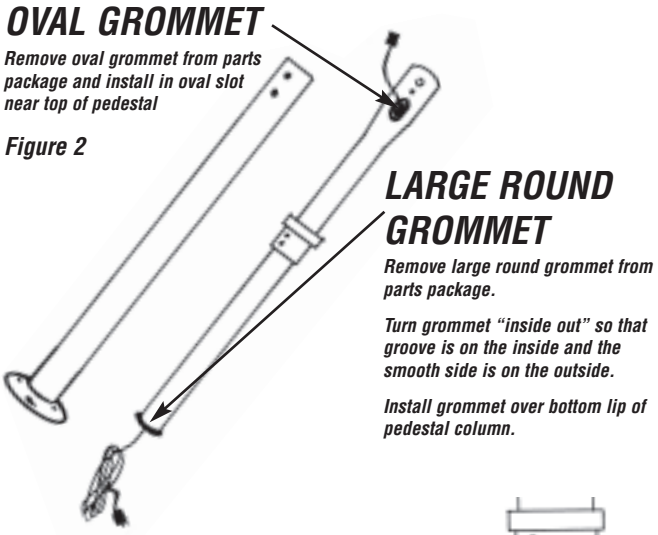


Figure 2



Figure 3

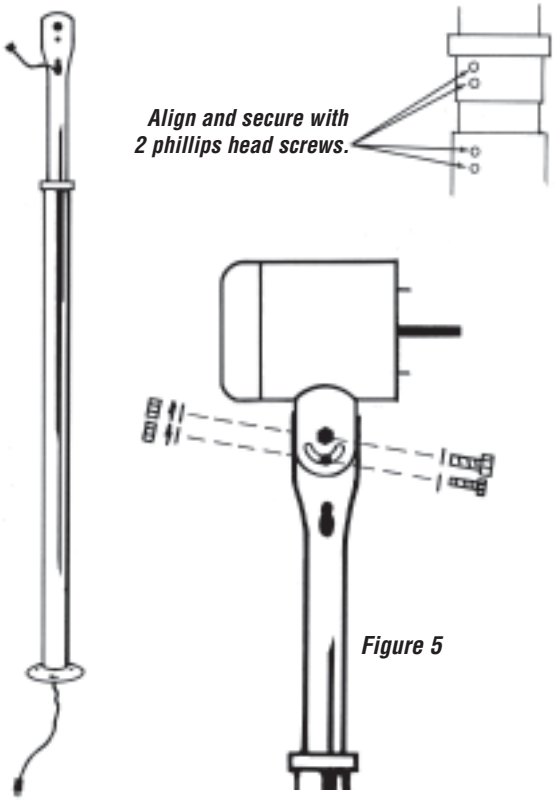


Figure 5

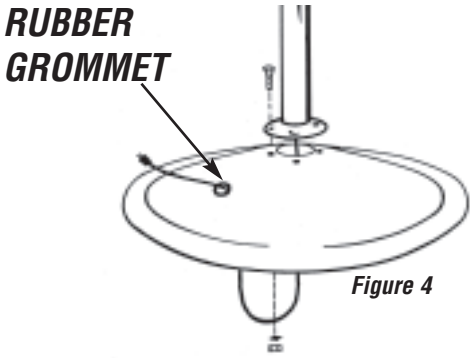


Figure 4

FIXED PEDESTAL COLUMN



1. If fixed pedestal column comes un-assembled, put two sections together, align holes at union, and secure with screws. Power cord for this model is external. Follow items 2, 4, 5 & 7 for balance of installation.

WALL MOUNT

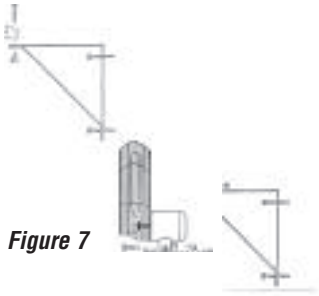


Figure 7

1. Securely attach wall mount to either a wood or concrete wall. (See fig. 7)

   For installation on wood construction (minimum of 2" x 4" stud), secure bracket with heavy duty lag bolts or screws (not included). For concrete or masonry installation use heavy duty expansion shields and lag screws (not included).

NOTE: All installations should be done to meet local building code.

2. Attach swivel mounting plate to end of bracket using 1/2" bolt, lock washers, and hex nut. (See fig. 7)
3. Secure motor to wall mount using 1/2" x 1" hex bolt and 1/4" x 1" bolt, washers, lock washers, and hex nuts. (See fig. 8)
4. Refer to nameplate for proper supply voltage. Plug power cord from fan into any 120 VAC 3-prong grounded outlet for all 120 volt rated units. Units rated 220V or 277V are not supplied with attachment plugs. These units may be hard wired to a junction box or provided with the required 15 amp, 3 prong grounded plug rated at 250V or 277V as per nameplate rating of the fan unit.

Figure 8

CEILING MOUNT



Figure 9

Figure 10

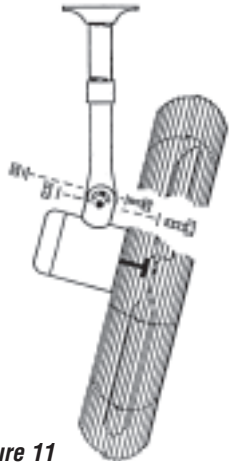


Figure 11

1. Securely attach ceiling mounting plate to either a wood or concrete ceiling. (See fig. 9)

   For installation on wood construction (minimum of 2" x 4" stud), secure bracket with heavy duty lag bolts or screws (not included). For concrete or masonry installation use heavy duty expansion shields and lag screws (not included).

NOTE: All installations should be done to meet local building code.

2. Screw section of 1 1/2" pipe (Installer furnished, and threaded on both ends) into mounting plate. Then screw fan head mounting section onto pipe. (See fig. 10)
3. Secure motor to ceiling mount using 1/2" x 1" hex bolt and 1/4" x 1" bolt, washers, lock washers & hex nuts. (See fig. 11)
4. Refer to nameplate for proper supply voltage. Plug power cord from fan into any 120 VAC 3-prong grounded outlet for all 120 volt rated units. Units rated 220V or 277V are not supplied with attachment plugs. These units may be hard wired to a junction box or provided with the required 15 amp, 3 prong grounded plug rated at 250V or 277V as per nameplate rating of the fan unit.

I-BEAM MOUNT

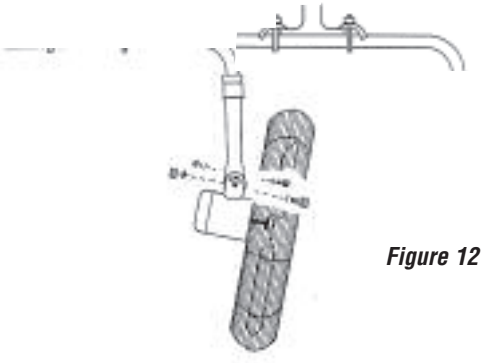


Figure 12

1. Place two U-bolt I-beam clamps on threaded pipe - Position threaded pipe on either horizontal or vertical I-beam and slide U-bolt firmly on I-beam and tighten securely to beam. (See fig. 12)

NOTE:All installations should be done to meet local building codes.

2. Screw mounting section securely onto threaded end of pipe (See fig. 12)
3. Secure motor to I-beam mount using 1/2" x 1" hex bolt, washers, lock washers, and hex nuts; and 1/4" x 1" bolt, washer, lock washers and hex nut. (See fig. 13)
4. Refer to nameplate for proper supply voltage. Plug power cord from fan into any 120 VAC 3-prong grounded outlet for all 120 volt rated units. Units rated 220V or 277V are not supplied with attachment plugs. These units may be hard wired to a junction box or provided with the required 15 amp, 3 prong grounded plug rated at 250V or 277V as per nameplate rating of the fan unit.

Figure 13

REMOVAL OF FRONT GUARD FOR CLEANING OR MAINTENANCE

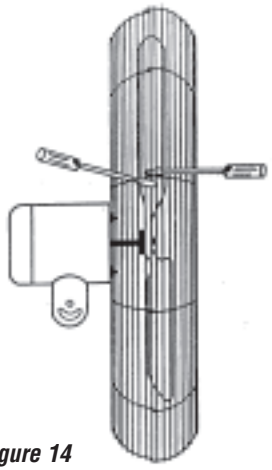
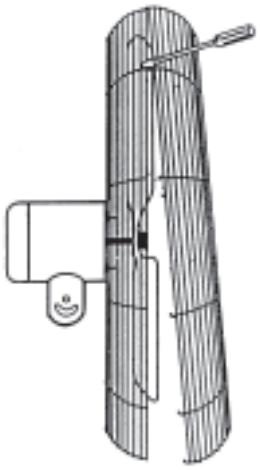


Figure 14

1. **Turn off fan and unplug from power source!**
2. Insert two screwdrivers as illustrated. (See fig. 14)
3. Carefully apply pressure on edge of rear guard inward and pressure to front edge of guard outward to disengage hook.
4. Work around guard until all hooks are disengaged.
5. To re-attach front of guard repeat step 3 of Fan Guard Assembly instructions.

NOTE: Be careful not to bend edge of guards.



SECONDARY SUPPORT CABLE INSTALLATION

FOR WALL/CEILING AND I-BEAM MOUNTS

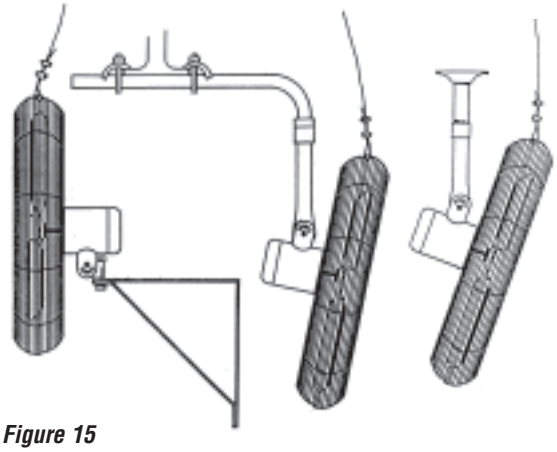
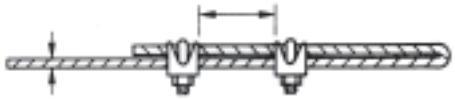


Figure 15

Loop secondary support cable around top of fan guard as indicated. Secure cable making sure both front and back guards are inside loop, but that cable is not allowed to touch fan blade (See fig. 15). Secure ends with two cable clamps, loop other end of cable around any permanent sturdy structural member close to fan (I-beam, rafter, joist, etc...) and secure ends with two cable clamps.

Figure 16



IMPORTANT NOTICE: It is important to note the proper installation position of the cable clamps as illustrated. To obtain maximum holding power, install U-bolt section of clip on dead or short end of cable and saddle on long end of cable(See fig. 16). Improper installation reduces the efficiency of the connection by as much as 40 percent.

GENERAL SAFETY INFORMATION

1. Always unplug power cord when servicing fan.
2. To reduce the risk of fire or electric shock do not use this fan with any solid state motor speed control.
3. Never allow fan to become wet or damp.
4. Never move or adjust fan height while fan is running.
5. Never put fingers or foreign objects through fan guard.
6. Motor is permanently lubricated - do not oil.
7. Check all hardware periodically to make sure all is secure. Loose hardware could cause damage to fan.
8. A secondary support cable should be used with any overhead installation.
9. Extension cords should not be used with fans. If it is necessary to use one, use only three wire extension cords with three prong grounded type plugs. Refer to table for correct wire size.

EXTENSION CORD LENGTH	WIRE SIZE AWG
UP TO 25 FEET	14
25-50 FEET	12

HOW TO OBTAIN WARRANTY SERVICE AND WARRANTY PARTS PLUS GENERAL INFORMATION

1. Warranty Service or Parts **1-800-642-4328**
2. Purchase Replacement Parts **1-800-654-3545**
3. General Product Information **www.marleymep.com**

Note: When obtaining service always have the following:
1. Model number of the product
2. Date of manufacture
3. Part number or description

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