

# OPERATING INSTRUCTIONS & PARTS MANUAL



## 18" and 20" NON-OSCILLATING CEILING MOUNT FAN MODEL 9320, 9718

### Commercial Style fan

**WARNING:** This fan should be used only in a clean, dry environment. Mounting of this product in any way other than specified in the instruction sheet will null and void the manufacturers warranty.



**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!



# WARNING



## IMPORTANT SAFETY INFORMATION

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



Read all instructions before using this Fan.



### WARNING

**TO REDUCE THE RISK OF FIRE, ELECTRICAL SHOCK OR PERSONAL INJURY, ALWAYS FOLLOW THESE IMPORTANT SAFETY INSTRUCTIONS AND WARNINGS:**



**DO NOT** use this fan to ventilate areas where flammable liquids or vapors are used, stored or are present, including paints, gasoline, varnishes, floor refinishing products or solvents. **ALWAYS** read and follow all warnings and instructions on the containers for these products!



**ALWAYS** be sure the plug fits tightly into the outlet. When plugs fit loosely into outlets, they may slip partially out of the outlet and create a poor connection. This may cause outlets to overheat and create a potential fire hazard. Outlets in this condition should be replaced by a qualified electrician.



**ALWAYS** unplug the power cord when servicing, cleaning or moving the Fan. **DO NOT** use the ON/OFF switch as the sole means of disconnecting power. **NEVER** leave children unattended when the Fan is on or plugged in. **ALWAYS** turn off and unplug the Fan when not in use.



**BE CERTAIN** that the power source for the Fan is 120V AC. **DO NOT** plug the Fan into 240V or other power source.

The **Blue Plug™** on your AirKing fan is a safety feature. It contains a non-replaceable safety device (fuse) that should not be removed or tampered with. To reduce the risk of fire, electric shock and personal injury, **DO NOT** attempt to remove, replace, repair or tamper with the originally supplied plug. If the Fan has stopped functioning, it may be due to the safety device incorporated in this plug.

The power cord is equipped with a three-prong grounded plug that must be inserted into a matching receptacle. Under no circumstances should the grounding prong be cut off the plug. Where a two-prong wall receptacle is encountered, it must be replaced with a properly grounded three-prong receptacle installed in accordance with the National Electrical Code (NEC) and all applicable local codes and ordinances. This work must be done only by a qualified electrician, using copper wire only.



**DO NOT USE A THREE-PRONG TO TWO-PRONG ADAPTER. IMPROPER CONNECTION MAY CREATE THE RISK OF ELECTRICAL SHOCK. USE OF SUCH ADAPTERS IS NOT PERMITTED IN CANADA.**



**WARNING:** To reduce the 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).

### CAUTION

- **AVOID** the use of extension cords, power strips, power taps, outlet style air fresheners or other cord connected device, as these devices may overheat and cause a fire hazard.
- **DO NOT** route power cord under rugs, carpets, runners or furniture. This may damage the cord or cause it to overheat creating a fire hazard.
- **ALWAYS** place the Fan on a stable, flat, level surface while in operation to prevent the Fan from overturning.
- **NEVER** insert or allow fingers or objects to enter grill openings while Fan is in operation or injury and/or damage to the Fan may occur.
- **DO NOT** block, cover or obstruct air flow to or from the fan while in operation.
- **DO NOT** use this Fan outdoors or near water or wet locations such as a bath tub, pool or hot tub. Use of this Fan in a wet location may create a shock hazard.
- **DO NOT** run cord under carpeting. Do not cover cord with throw rugs, runners, or similar coverings. Do not route cord under furniture or appliances. Arrange cord away from traffic area and where it will not be tripped over.
- **NEVER** use a single extension cord to operate more than one Fan or other electrical device.
- **DO NOT** use this Fan if it has been damaged or is not functioning properly.
- **THIS FAN DOES NOT MEET THE REQUIREMENTS OF NEC ARTICLE 547-7 (2008).** This Fan is not suitable for use in agricultural facilities including areas where livestock, poultry or other animals are confined. Please refer to National Electric Code (NEC) Article 547-7 (2008), or applicable state or local codes or standards relating to electrical requirements for agricultural buildings.
- **THIS FAN DOES NOT MEET THE REQUIREMENTS OF NEC ARTICLE 500 (2008).** This Fan is not suitable for use in hazardous locations. Please refer to National Electric Code (NEC) Article 500 or applicable state or local codes or standards relating to electrical requirements for hazardous locations.

# SAVE THESE INSTRUCTIONS

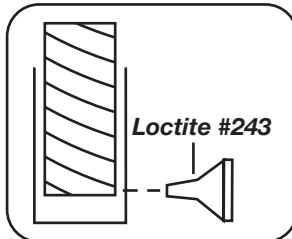
# IMPORTANT INSTRUCTIONS - OPERATING MANUAL

## DESCRIPTION

1. For mounting listed Air King circulators from the ceiling.
2. Distance mounted from the ceiling can be changed by using a length of 1-1/2" NPT pipe. Simply substitute your pipe for the provided pipe nipple.

## CEILING MOUNT INSTALLATION

1. Locate the four hole pipe flange and securely mount to ceiling structure. Ensure ceiling structure can safely support the installed Fan.
2. Open one tube of Loctite #243 by snapping tube neck just below end cap. Be certain to follow all warnings noted on Loctite #243 tube. (Inset)
3. Apply (1) entire tube of Loctite #243 onto the first 2 threads on the end of the steel nipple.
4. Screw steel nipple, (or your longer pipe), into adapter. Steel nipple must be screwed in at least 4 full revolutions.
5. Tighten provided 1/4" set screw in the yoke adapter.
6. Screw the yoke with adapter assembly onto the pipe. This assembly must also be turned at least 4 full revolutions into the pipe flange.
7. Tighten the 1/4" set screw in the adapter down securely onto the steel nipple.



**CAUTION:** FAN IS HEAVY AND MAY REQUIRE TWO PEOPLE TO MOUNT.

8. Align Yoke with grill mounting threads. Loosely attach one Grill Knob and one Rubber Spacer to the Head Assembly. Attach the other Grill Knob and Rubber Spacer to the Head Assembly and FIRMLY tighten. Return to the first Grill Knob and FIRMLY tighten (Figure 1).

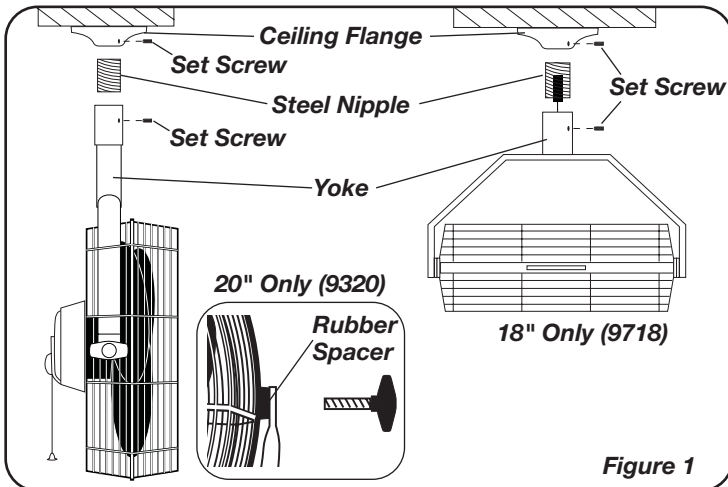


Figure 1

**CAUTION:** THE SECONDARY SUPPORT CABLE PROVIDED SHOULD BE USED ANYTIME THE CIRCULATOR IS MOUNTED OVERHEAD FOR ADDITIONAL SAFETY.

## SECONDARY SUPPORT CABLE

1. Loop one end of the Cable around the Large Diameter Wires of both the Front and Rear Circulator Guard (Figure 2).
2. Attach a Cable Clamp with the "U" on the tail side of the loop leaving a tail approximately 1 to 2 inches. Tighten Clamp Nuts. Make sure no part of the Cable interferes with the Blade.

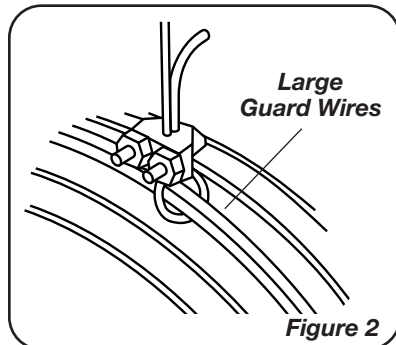


Figure 2

3. Wrap the other end of the Cable around a secure building joist, truss, or other support near the Fan. (Figure 3) Do not attach cable to I-Beam mount pipe. Take up all excess slack in the Cable.
4. Attach the remaining Cable Clamp as indicated in Step 2. The excess tail should be trimmed to extend 1 to 2 inches past the Clamp.
5. Check the Assembly to assure the Blade is free of all obstructions.

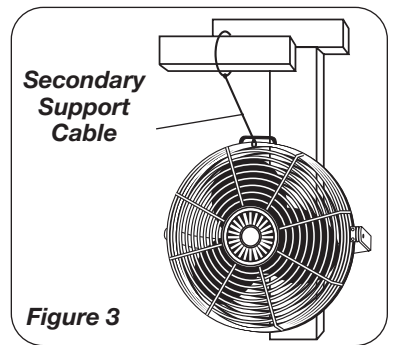


Figure 3

**CAUTION:** USE ONLY THE MOUNTING HARDWARE WHICH IS RECOMMENDED FOR USE ON THIS FAN.

**CAUTION:** USE OF THE SECONDARY SUPPORT CABLE DOES NOT GUARANTEE PROTECTION AGAINST INJURY OF PERSONS. MOUNTING OF BOTH THE CIRCULATOR AND CABLE COULD FAIL IF SUBJECTED TO ABUSE, NEGLIGENCE OR IMPROPER INSTALLATION.

## OPERATING INSTRUCTIONS

1. **To Operate:** Plug cord into a grounded 120V, 60 Hz outlet. Select desired operating speed with pull cord on the rear of the motor:

First pull: High      Second pull: Medium  
Third pull: Low      Fourth pull: OFF

**WARNING:** THIS FAN SHOULD BE USED ONLY IN A CLEAN, DRY ENVIRONMENT. MOUNTING OF THIS PRODUCT IN ANY WAY OTHER THEN SPECIFIED IN THE INSTRUCTION SHEET WILL NULL AND VOID THE MANUFACTURER'S WARRANTY.

## MAINTENANCE

**WARNING:** ALWAYS UNPLUG THE CORD BEFORE MOVING OR SERVICING.

**WARNING:** DO NOT IMMERSE FAN IN WATER!

**CLEANING:** Use a soft cloth and mild soap solution such as liquid dish washing detergent. Dry all parts completely before reconnecting to power supply.

**CAUTION:** DO NOT USE GASOLINE, BENZINE, THINNER, HARSH CLEANERS, ETC. AS THEY WILL DAMAGE THE FAN. NEVER USE ALCOHOL OR SOLVENTS.

**LUBRICATION:** Precision bearings are sealed at the factory for life and do not require further lubrication.

**STORAGE:** Store the Fan, with these instructions, in a clean and dry place.

**Disposition:** Corrugated packaging materials are recyclable. For environmentally responsible disposal of this product, contact your local waste service provider or visit [www.1800recycling.com](http://www.1800recycling.com).

## CALIFORNIA RESIDENTS ONLY:

**WARNING:** THIS PRODUCT CAN EXPOSE YOU TO A CHEMICAL [OR CHEMICALS] KNOWN TO THE STATE OF CALIFORNIA TO CAUSE CANCER.

**WARNING:** THIS PRODUCT CAN EXPOSE YOU TO A CHEMICAL [OR CHEMICALS] KNOWN TO THE STATE OF CALIFORNIA TO CAUSE REPRODUCTIVE TOXICITY.

# IMPORTANT INSTRUCTIONS - OPERATING MANUAL

## NOTES

### LIMITED WARRANTY

**WHAT THIS WARRANTY COVERS:** This product is warranted against defects in workmanship and/or materials.

**HOW LONG THIS WARRANTY LASTS:** This warranty extends only to the original purchaser of the product and lasts for one (1) year from the date of original purchase or until the original purchaser of the product sells or transfers the product, whichever first occurs.

**WHAT AIR KING WILL DO:** During the warranty period, Air King will, at its sole option, replace any part or parts that prove to be defective or replace the whole product with the same or comparable model.

**WHAT THIS WARRANTY DOES NOT COVER:** This warranty does not apply if the product was damaged or failed because of accident, improper handling or operation, shipping damage, abuse, misuse, unauthorized repairs made or attempted. This warranty does not cover shipping costs for the return of products to Air King for replacement. Air King will pay return shipping charges following warranty replacement.

**ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED (INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY), LAST FIVE YEARS FROM THE DATE OF ORIGINAL PURCHASE OR UNTIL THE ORIGINAL PURCHASER OF THE PRODUCT SELLS OR TRANSFERS THE PRODUCT, WHICHEVER FIRST OCCURS AND IN NO EVENT SHALL AIR KING'S LIABILITY UNDER ANY EXPRESS OR IMPLIED WARRANTY INCLUDE (I) INCIDENTAL OR CONSEQUENTIAL DAMAGES FROM ANY CAUSE WHATSOEVER, OR (II) REPLACEMENT OR REPAIR OF ANY HOUSE FUSES, CIRCUIT BREAKERS OR RECEPTACLES. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL AIR KING'S LIABILITY UNDER ANY EXPRESS OR IMPLIED WARRANTY EXCEED THE PURCHASE PRICE OF THE PRODUCT AND ANY SUCH LIABILITY SHALL TERMINATE UPON THE EXPIRATION OF THE WARRANTY PERIOD.**

Some states and provinces do not allow limitations on how long an implied warranty lasts, or the exclusion or limitation of incidental or consequential damages, so these exclusions or limitations may not apply to you. This warranty gives you specific legal rights. You may also have other rights which vary from state to state and province to province. Proof of purchase is required before a warranty claim will be accepted.

### CUSTOMER SERVICE:

Email: [producthelp@lasko.com](mailto:producthelp@lasko.com)

Web: [www.airkinglimited.com](http://www.airkinglimited.com)

Our Customer Service team is available to assist you. Chat with us at [www.airkinglimited.com](http://www.airkinglimited.com) Monday-Friday 8am - 9pm EST (Valid in U.S. and Canada only). Please have your model number available, as well as the type and style.

Customer Service Dept., 820 Lincoln Ave., West Chester, PA 19380 (Please do not send product to this location)

**PARTS FOR DISCONTINUED, OBSOLETE AND CERTAIN OTHER PRODUCTS MAY NOT BE AVAILABLE. DUE TO SAFETY REASONS, MANY ELECTRONIC COMPONENTS AND MOST HEATER COMPONENTS ARE NOT AVAILABLE TO CONSUMERS FOR INSTALLATION OR REPLACEMENT.**