

When glass replacement is needed for the Star or Starlet, the fan will need to be modified. The original glass for the Star and the Starlet is no longer available. Within this information guide you will find step by step instruction on how to modify and install the new glass for the Star and Starlet fans. Also covered will be a list of parts required for the modification.

INFORMATION ONLY

READ AND SAVE THESE INSTRUCTIONS

SAFETY FIRST

CAUTION: *To avoid possible electrical shock, make certain that the electricity is turned off at the circuit breaker or fuse box before attempting any de-installing or reinstalling procedure.*

BEFORE YOU START

- All wiring must be in accordance with the National Electric Code ANSI/NFPA 70-1993 and the appropriate local electrical codes. The National Electric Code requires proper grounding as a precaution against electrical shock. A qualified electrician should be consulted if you are unsure.
- The fan is designed to be installed on an existing electrical outlet box. The outlet box must be UL Listed for ceiling fan installations, if it is not, a new box must be installed. Casablanca extension poles are available for sloped or high ceiling installations.
- This ceiling fan requires a grounded electrical supply of 120 VAC, 60 Hz and a minimum 15 amp circuit. The maximum current requirement for the fan with light fixture is 3.8 amps. The fan uses about 1 amp or 100 watts. Maximum light current is 2.8 amps or 340 watts of lighting.
- Where wire nuts are employed, be sure all bare wires are within the connectors. When installing the canopy cover, make sure all wires are within the canopy and that no wires are being pinched. For best performance and for your warranty to be valid, use only genuine Casablanca blades and accessories.

PARTS NEEDED

PARTS NEEDED FOR THE SECTIONS:
Parts shown are not to scale.



GLASS
Part # 3838100



REFLECTOR PLATE
Part # 3801210



LIGHT PLATE
Part # 6501050



**3 REFLECTOR
PLATE SCREWS**
Part # 996018C



**LIGHT PLATE
SCREWS**
Part # 9960191



**CENTER SHAFT
ADAPTOR**
Part # 5282010

NOTE: These 3 parts come in a kit
Part # 03213001

TOOLS NEEDED



**13/16 SOCKET
WRENCH**



**PHILLIPS HEAD
SCREWDRIVER**



**INSTRUCTION
SHEET**
PART # 1943491

REFLECTOR PAN REMOVAL

NOTE: This repair can be done with the fan hanging from the ceiling. Make sure that the power is turned off first.

STEP #1

Locate the nut holding the reflector pan and with the 13/16 socket wrench, remove the nut as shown. Save the nut, the nut will be needed to attach the center shaft adaptor back on to the center shaft.



STEP #2

Once the nut has been removed from the center shaft, the reflector pan and washer can also be removed as shown. Make sure that the brass bushing does not fall off of the center shaft. You will also need to use the bushing later. If you have not done so already, remove the two (2) porcelain wire nuts from the BLACK and WHITE wires, save both the nut and the two (2) porcelain wire nuts, they will be needed later.

**PORCELAIN
WIRE NUTS**



BRASS BUSHING



Old reflector pan removal - END

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CENTER SHAFT ADAPTER INSTALLATION

NOTE: You will need the nut that you removed from the fan earlier at this time.



STEP #1

Once the old reflector pan has been removed from the bottom of the fan as shown, it is time to install the center shaft adapter. Make sure that the brass bushing is still on the center shaft also as shown.

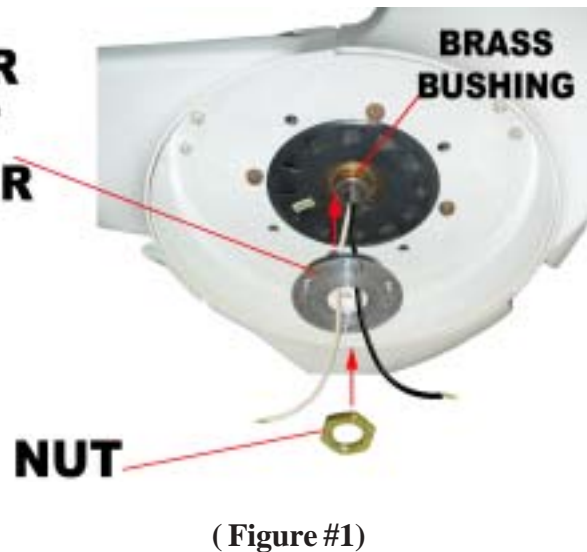


STEP #2

With the brass bushing in place, thread the **BLACK** and **WHITE** wires through the center of the center shaft adapter as shown in Figure #1. Do the same for the nut; screw the nut on to the center shaft finger tight.

With a wrench or a 13/16 socket wrench as shown in Figure #2, thread the **BLACK** and **WHITE** wires into the center of the socket wrench. Then slip the socket wrench on to the nut and securely tighten the nut as tight as you can as shown in Figure #3.

**CENTER
SHAFT
ADAPTER**



(Figure #1)



**13/16 SOCKET
WRENCH**

(Figure #2)

**CENTER SHAFT
ADAPTER**

NUT



(Figure #3)

Center Shaft Adapter Installation - END

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REFLECTOR PAN INSTALLATION

STEP #1

At this time you will need the new reflector pan and the three (3) screws that hold the reflector pan on to the fan as shown. Thread the BLACK and WHITE wires through the center of the reflector pan and insert one (1) of the screws through the pan and screw it into one of the holes on the center shaft adapter. With the one screw holding the pan to the fan, screw the other two (2) screws into the center shaft adapter.

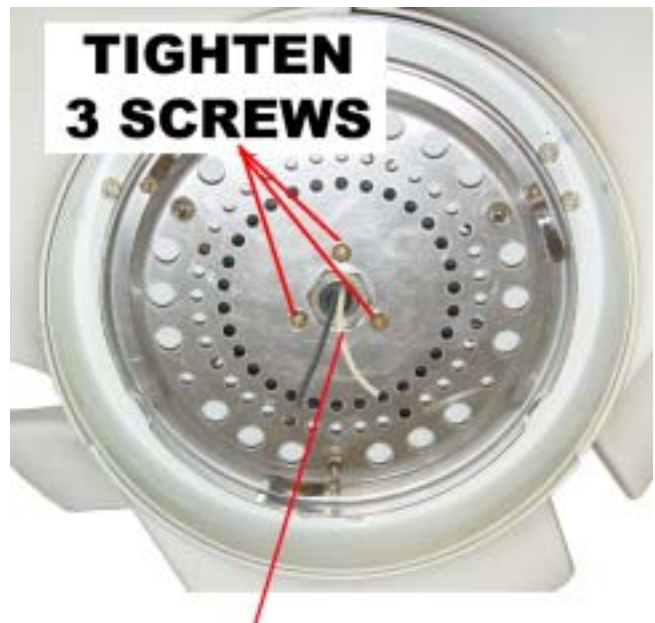


STEP #2

With the BLACK and WHITE wires through the reflector pan and the three (3) screws holding the pan on to the fan as shown, use a phillips head screwdriver and tighten all three (3) screws.



**PHILLIPS HEAD
SCREWDRIVER**



**BLACK & WHITE
WIRES FOR THE
LIGHT KIT**

Reflector Pan Installation - END

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LIGHT PAN INSTALLATION

STEP #1

At this time you will need the porcelain wire nuts as shown in Figure #1: Do **NOT** use plastic wire nuts as they will melt and cause the fan to short out. With the porcelain wire nuts, wire the **BLACK** wire from the fan and the **BLACK** wire from the light plate together and do the same with the two (2) **WHITE** wires as shown in Figure #2. Using one (1) of the three (3) screws for the light plate, attach the light plate to the bottom of the reflector plate as shown in Figure #3.



(Figure #2)

PORCELAIN WIRE NUTS

LIGHT PLATE



LIGHT PLATE SCREWS
Part # 9960191

3 SCREWS

(Figure #3)

STEP #2

Insert the other two (2) of three (3) screws in to the light plate as shown, and then with a Phillips head screwdriver tighten all three (3) screws.



PHILLIPS HEAD SCREWDRIVER



Light Pan Installation - END

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LIGHTBULB INSTALLATION



**HALOGEN BULB
100 WATT**

New Halogen Bulb installation:

IMPORTANT! When installing the halogen bulb, carefully cut off the end of the plastic sleeve the bulb comes in and hold the bulb by the plastic sleeve to screw it into the socket.



Screw the 100-Watt halogen bulb into the socket. Do not touch the glass bulb with your fingers—it is extremely important that the glass be clean. If it is touched, or dirty, clean carefully with a tissue. A dirty glass bulb will cause the bulb to fail almost immediately.



**HALOGEN BULB
100 WATT**

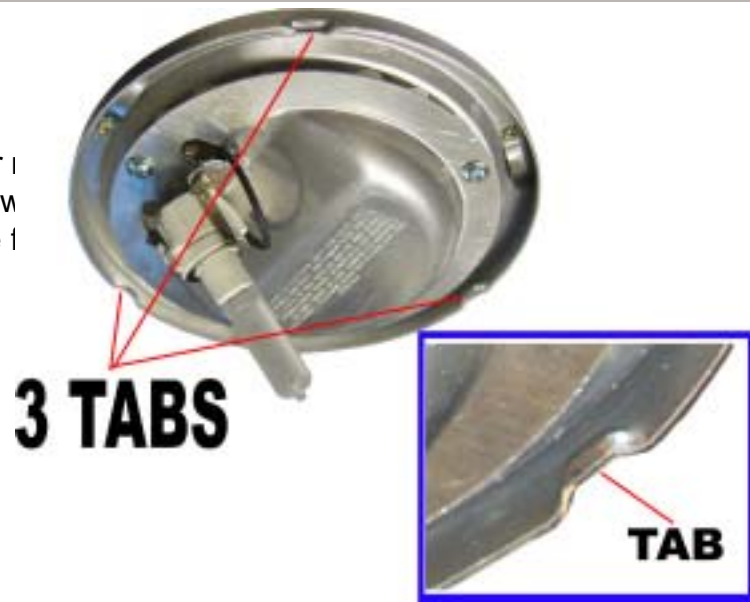
Halogen Bulb Installation - END

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GLASS INSTALLATION

Step #1

Position the indentations in the outer rim of the glass shade so that they line up with the tabs on the inside surface of the light fixture rim.



Step #2

Carefully lift the glass shade up inside the light fixture as far as it will go.

Step #3

Rotate the shade in a clockwise direction until it is held tightly in place by the three tabs as shown.



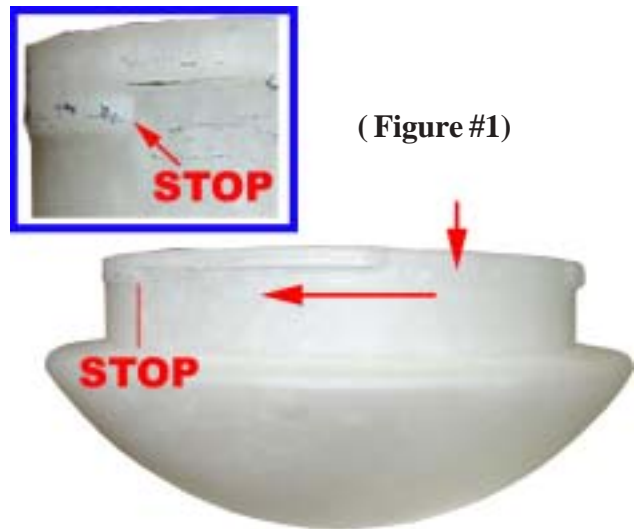
Glass Installation - CONTINUED

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Glass Installation - CONTINUED

Checking the glass, making sure that it has been installed correctly:

WARNING! When installing the glass, make sure that the glass does NOT get jammed in the light fixture. This may cause the glass to fall out and cause damage to furniture or cause bodily injury.



Step #1

The glass has STOPS molded into it as shown in Figure #1.

Step #2

When installing the glass, carefully lift the glass shade up inside the light fixture as far as it will go. Do NOT push on the glass too hard, this will cause the glass to get jammed within the pan. Only push enough on the glass compressing the leaf spring as shown in Figure #2. By carefully lifting the glass shade up inside the light fixture this should let the glass rotate clockwise direction as shown in Figure #3.



(Figure #3)

LEAF SPRING



(Figure #2)

Step #3

Rotate the glass shade in a clockwise direction until it is held tightly in place by the three tabs and resting against the STOPS as shown in Figure #4.



(Figure #4)

Glass Installation - END

FOR FUTURE INFORMATION OR ASSISTANCE PLEASE CALL TOLL FREE 1 (888) 227-2178, MONDAY THROUGH FRIDAY, 7:00AM TO 4:00 PM, PACIFIC OR GO TO THE WEB AT www.casablancafانrepair.com