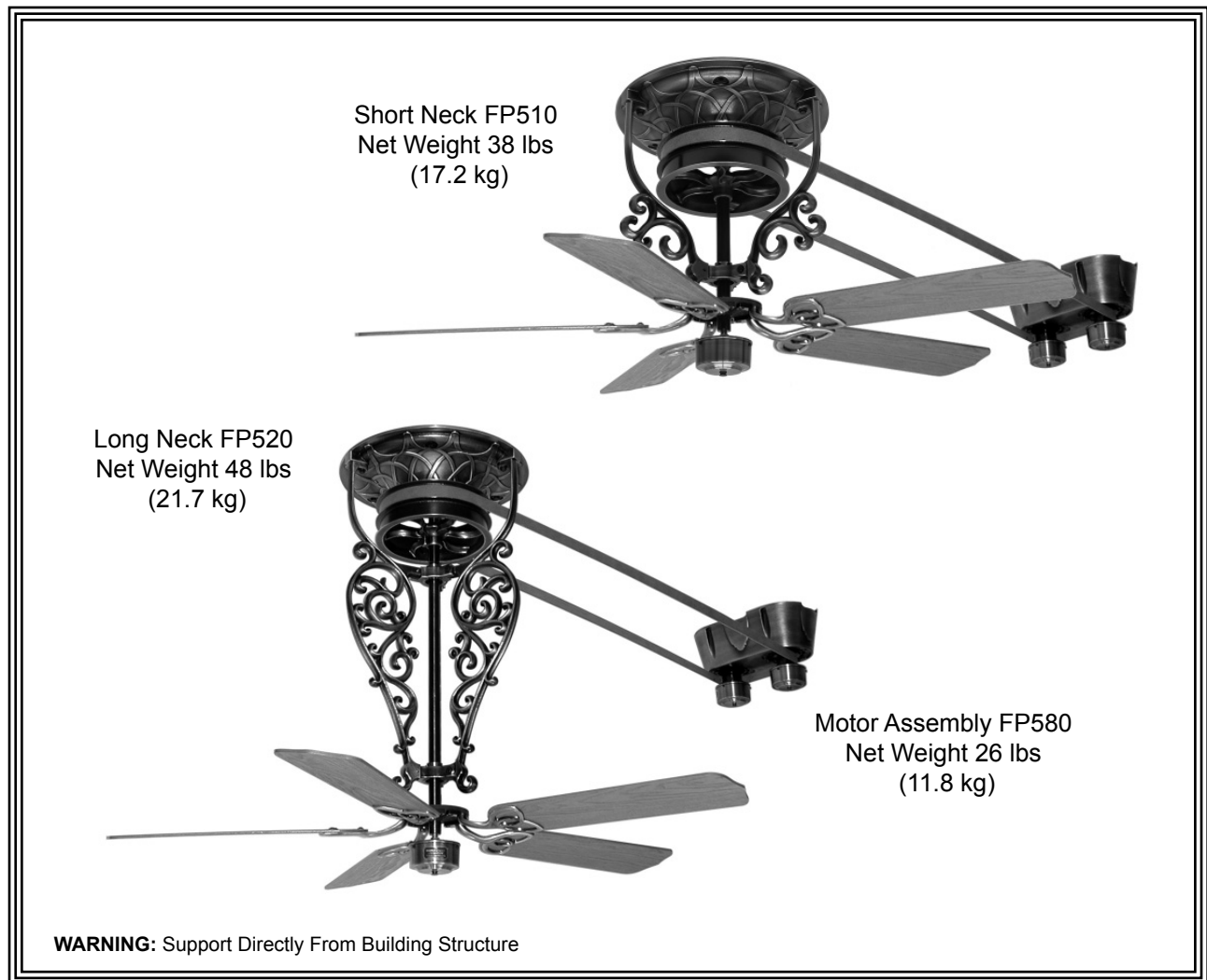


# The Bourbon Street<sup>®</sup> Belt-Driven Ceiling Fans



**Model No. FP510 / 520 Fan Series**  
**Model No. FP580 Motor Series**

**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.
5. Do not operate reversing switch until fan blades have come to a complete stop.

## 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 5 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 with the fan blades 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:** To reduce the risk of personal injury, do not bend the blade bracket (flange or blade holder) when installing the brackets, balancing the blades, or cleaning the fan. 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
- ¼", ½" Socket head wrenches
- One wire stripper
- Electric Drill; ⅛" & ¼" drill bits

## 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 4). If you feel you do not have enough wiring knowledge or experience, have your fan installed by a licensed electrician.

## Unpacking Instructions and Parts Identification

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 illustrations. (Figure 1, 2, & 3; pages 13, 15, & 17)

- Motor Assembly and hardware parts (Figure 1)
- Fan Pulley Assembly and hardware parts (Figure 2)

### FP580 Motor Assembly and Hardware Parts Identification



FP580  
Motor Assembly



Belt Clamps (2)



Rivet Tool



Wire Nuts (3)



Lag Bolts (4) &  
Flat Washers (4)

Rivets (25) & Rivet  
Washers (25)



Punch Tool

**NOTE:** The illustration shown is not to scale or its actual configuration may vary. Parts and packings subject to change without notice.

Figure 1

# Unpacking Instructions and Parts Identification (cont'd)

## FP510 (Short)/FP520 (Long) Pulley Assembly and Hardware Parts Identification

FP520  
Long Neck  
Fan Pulley  
Assembly



FP510  
Short Neck  
Fan Pulley  
Assembly



Traditional Blade Holder \*  
(\*supplied with optional  
blade sets)

Wood Blade Screws,  
 $\frac{3}{16}$ "-24 x  $\frac{1}{2}$ " (10) &  
Fiber Washers (10)



Lag Bolts (3) &  
Flat Washers (3)

Blade Holder  
to Hub Screws  
10-32 x  $\frac{1}{2}$ " (10)



Wood Blade Holder Set  
(for use with FP1018  
blade set only)



Belt



FP1018 Wood Blades (5)  
(Reversible Oak/Walnut)  
(sold separately)

**NOTE:** The illustration shown is not to scale or its actual configuration may vary.  
Parts and packings subject to change without notice.

Figure 2

**NOTE:** If you are uncertain of part description, refer to exploded view illustration. (Figure 2, page 15)

**NOTE:** Various optional blades are available for this assembly. See Catalog or visit our website, [www.fanimation.com](http://www.fanimation.com) for more information

## Electrical and Structural Requirements

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit.

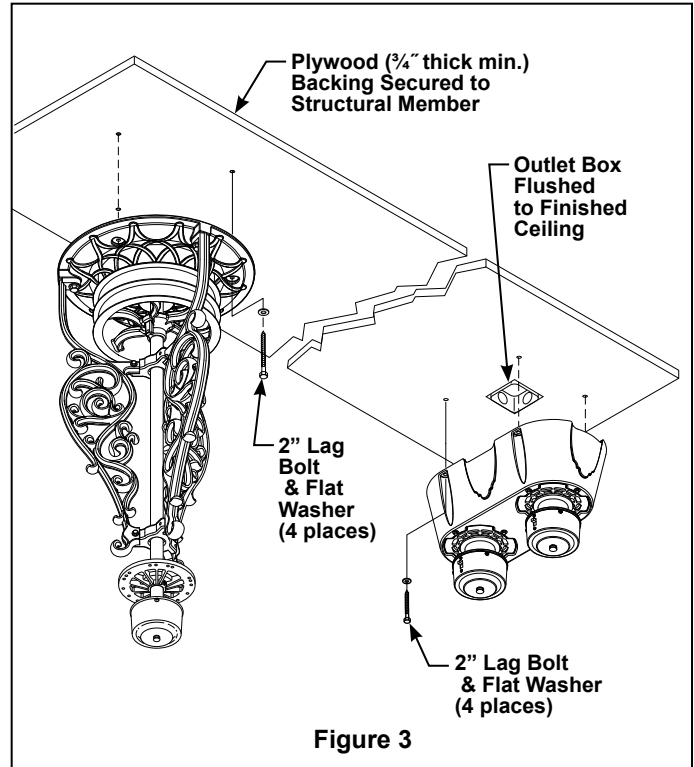
### INSTALLATION NOTE

*It is recommended that each fan and the motor have  $\frac{3}{4}$ " plywood backing secured to a structural member for adequate support (Figure 1). A 120 VAC electrical feed, centered under the motor unit and wired to a standard wall switch (user supplied) is required. The motor unit will not operate more than 6 fan assemblies.*

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. 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 Option

The Motor Assembly Unit can only be wired to standard "light" switch for on/off operation.

Optional lighting fitters and light kits are available, including a single bowl fixture with a maximum of 180 watts and a variety of four light fixtures with a maximum of 240 watts. Can be mounted on the fan switch cap. Installation instructions provided with each light fitter and light kit.

# How to Hang and Wire Your Ceiling Fan

## INSTALLATION NOTE

It is recommended that each fan and the motor have  $\frac{3}{4}$ " plywood backing secured to a structural member for adequate support (Figure 1). A 120 VAC electrical feed, centered under the motor unit and wired to a standard wall switch (user supplied) is required. The motor unit will not operate more than 6 fan assemblies or idlers.

## ⚠ 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.

## INSTALLATION NOTE

**HEAVY!** Two or three people are required to hang the motor and fan / pulley assemblies.

### Mounting Motor Unit:

1. Mark mounting hole positions for the motor unit onto the ceiling or supporting member.
2. Drill  $\frac{1}{8}$ " pilot holes into the plywood base or supporting member to prevent splitting or cracking. While supporting the Motor Assembly, screw the lag bolts ( $\frac{1}{4}$ " x 2") approximately "half-way" in. This will allow enough space between the ceiling panel and motor base to properly wire your motor.
3. Connect the green grounding lead from the fan motor to the supply grounding conductor (this may be a bare wire or wire with green colored insulation). Securely connect wires with wire connectors supplied. (Figure 4)

**NOTE:** Motor assembly **must** be perpendicular to the direction of belting running from the motor to the first fan. Drive belt **must** wrap around both motor pulleys. Be sure to position the fan pulley so that the belt won't rub against the support legs. (Figure 3) Be sure of your belt-layout plans before installing both the motor and fan assemblies.

## INSTALLATION NOTE

The fan must be hung with at least 7' of clearance from floor to blade. The maximum overall distance between motor & pulley is 16' and the minimum is 6'. The maximum overall distance between two fan/pulley assemblies is 16' and the minimum is 6'. (Figure 2)

## 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.

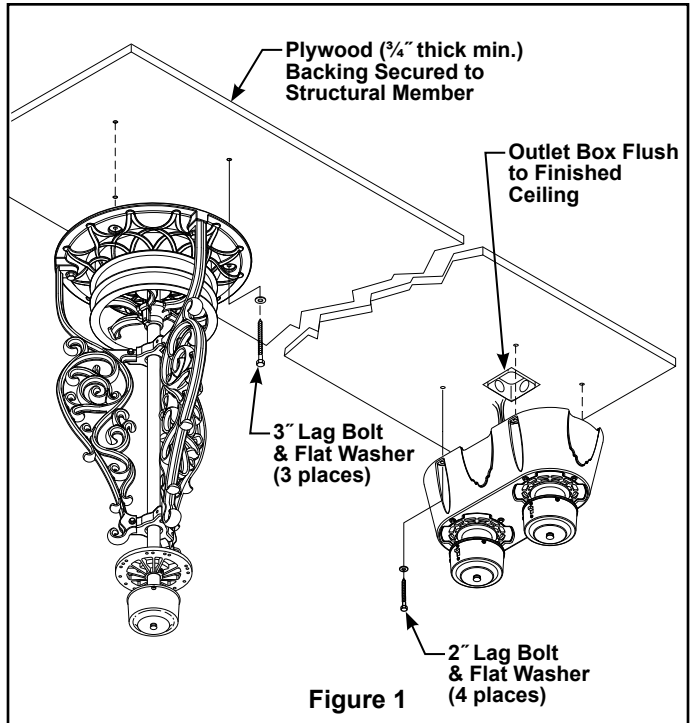


Figure 1

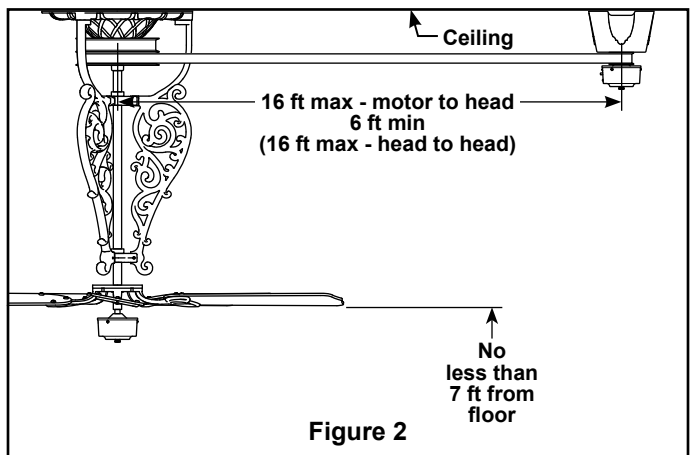


Figure 2

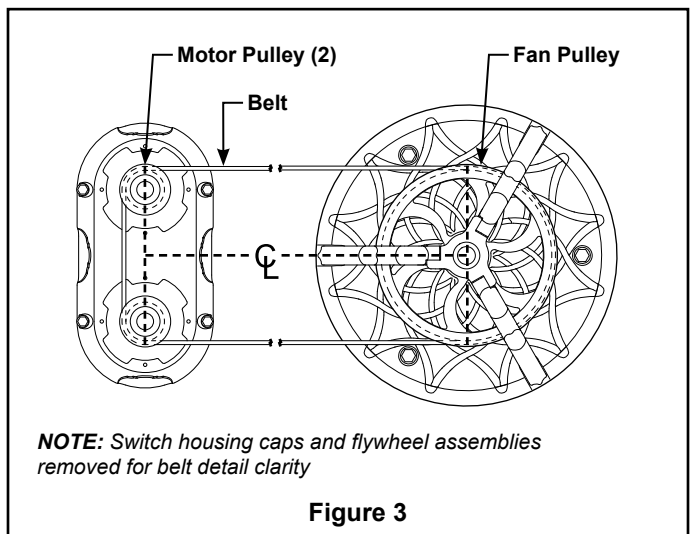


Figure 3

# How to Hang and Wire Your Ceiling Fan (cont'd)

If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

## ⚠ WARNING

To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.  
**NOTE:** If you are not sure if the outlet box is grounded, contact a licensed electrician for advice, as it must be grounded for safe operation.

4. Cut and strip lead wires.

5. Securely connect the white fan motor wire to the white supply (neutral) wire using wire connector supplied. Securely connect the black fan motor wire to the black supply wire using wire connector supplied. (Figure 4) After connections have been made, turn leads upward and carefully push leads into the outlet box, with the white and green leads on one side of the outlet box and the black lead on the other side of the outlet box. (Figure 5)

6. After the connections have been made, tighten the lag bolts to secure motor assembly to the ceiling, making sure that the electrical wires are completely inside the motor housing assembly and not pinched between the housing and the ceiling.

### Mounting Fan / Pulley Unit:

1. Using the cardboard square (used as packing in the FP510 or FP520) as a template, mark the three mounting holes positions located on the base (Figure 1) of the fan/pulley unit.

**Please NOTE the importance of orienting the fan/pulley unit to the motor and the adjacent fan/pulley unit. (Figure 3)**

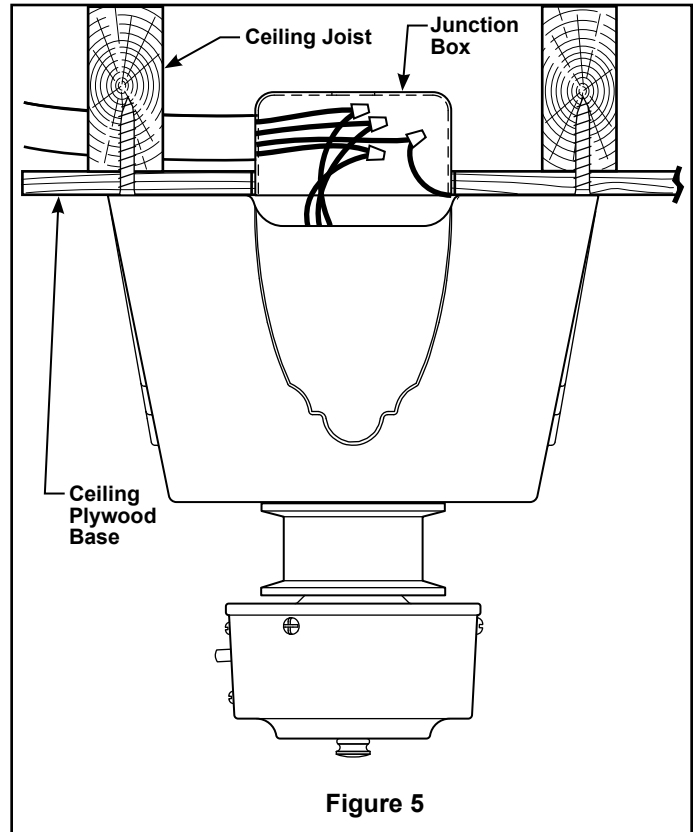
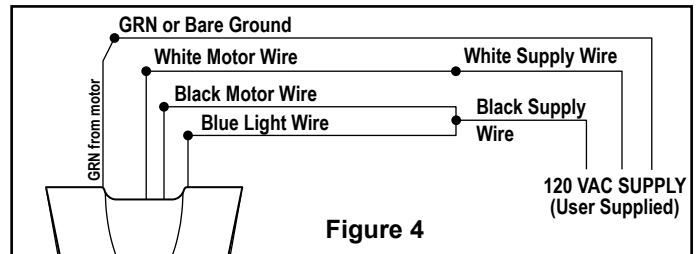
2. Using the 3/16" drill bit, drill pilot holes into the plywood base or supporting member. Mount the Fan/Pulley Assembly on the ceiling with 3 lag bolts (5/16" x 3") and flat washers (Figure 1). If you are installing light kits or fitters to the fan pulley unit, do not completely tighten lag bolts until wiring is complete.

**NOTE:** Please see light kit or fitter instructions for installation details.

3. Proceed to belt assembly instructions.

## ⚠ WARNING

Check to see that all connections are tight. To avoid possible electrical shock, make sure that the electrical wires are completely inside the base housing and not pinched between the base and the ceiling.



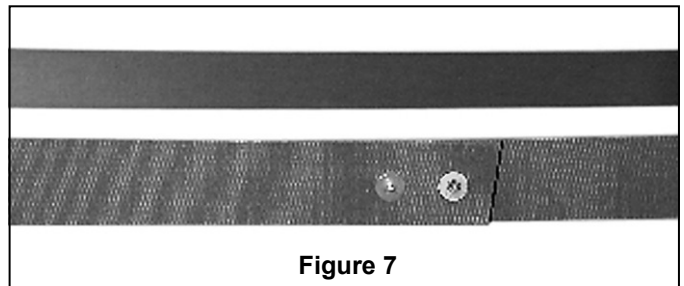
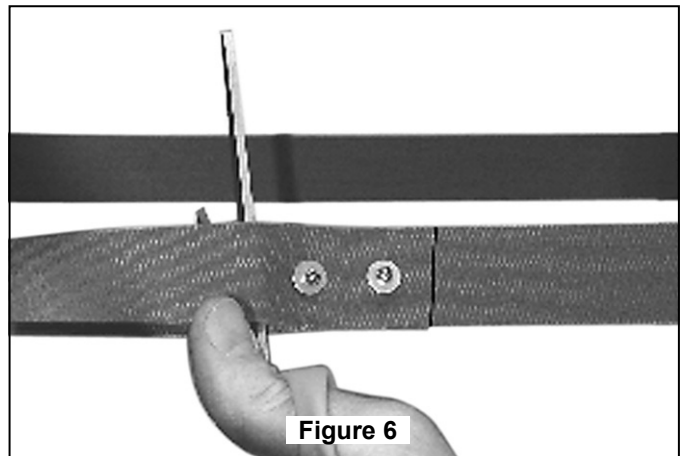
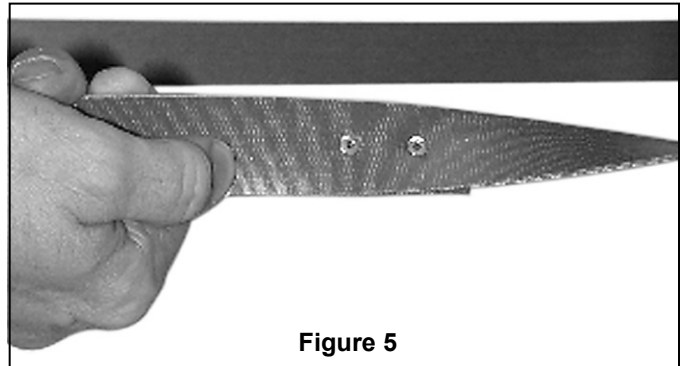
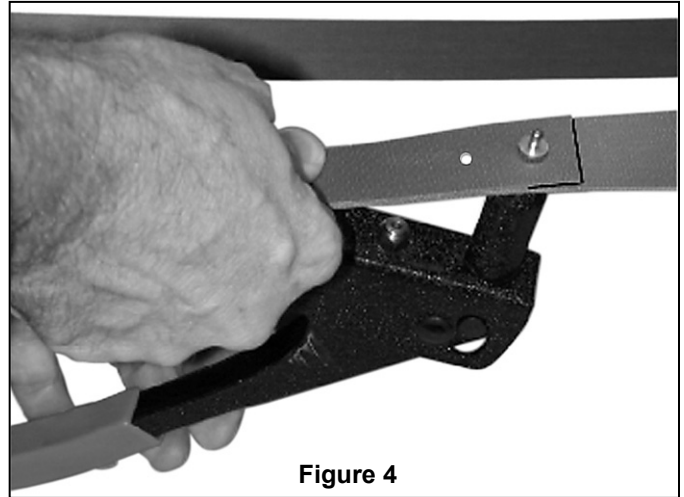
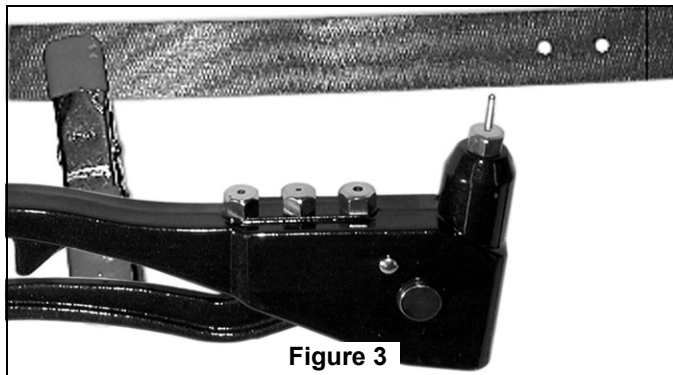
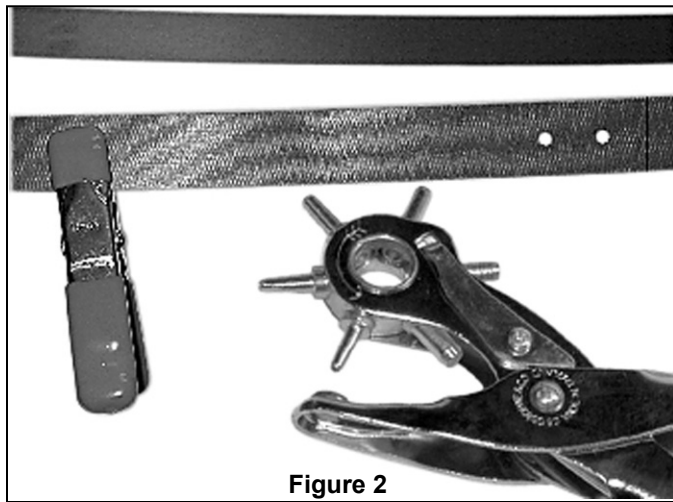
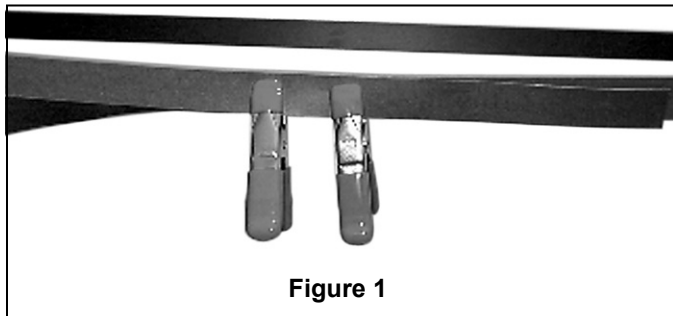
# Belt Splicing Instructions

1. Wrap the belting around the two pulleys that will be connected and overlap the belting as shown. Use the spring clamps provided to hold the belting in place temporarily. With the clamps remaining in the same place, grasp both ends of the belting and pull tight. The clamps should hold the belting together after releasing the belt. (Figure 1)

2. Punch two holes (approximately 1/8 inch in diameter) through the overlapping belts, spacing them one inch apart with the punch tool supplied. (Figure 2)

3. Using the rivets, rivet washers, and the rivet tool provided, install two rivets. The flat head of the rivet must be on the inside of the belt (the side touching the pulley), while the rivet washer is placed on the outside of the belt. (Figures 3, 4, & 5)

4. Trim the excess belting as shown. The overlap should be approximately one to two inches in length. (Figures 6 & 7)



# Mounting the Fan Blades

## 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.

### Standard Reversible Wooden Blades

1. Mount the wooden blades on the blade holder with three screws and three fiber washers. (Figure 1)
2. Then mount the assembled blade/blade holder onto the flywheel, secure with flywheel screws. (Figure 2)

**NOTE:** Various optional blades are available for this assembly (see below). See Catalog or visit our website, [www.fanimation.com](http://www.fanimation.com) for more information.

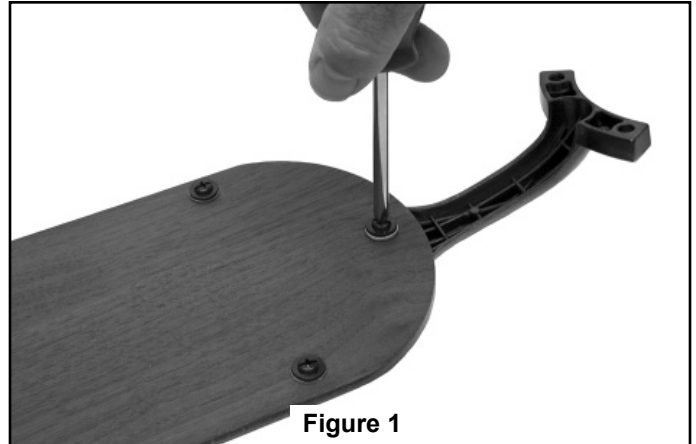


Figure 1

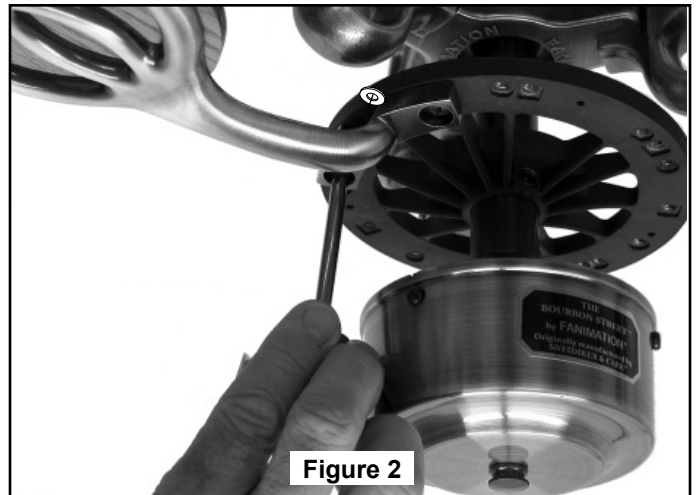


Figure 2

## Blade / Blade Holder Options



**FP1018**  
Reversible Oak / Walnut Wood Blade  
(sold separately)



**BH20 Series Wood Blade Holder** -  
uses B4000 Series Wood Blade only  
(sold separately)



**Traditional Blade Holder**  
for use with ISD, ISP, or ISW series Blades  
(sold separately)

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## Maintenance

Periodic cleaning of your new ceiling 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.

<b>CAUTION</b>
----------------

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

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## Blade Cleaning

Periodic light dusting of the Palm Leaf, Woven Bamboo, Wooden, or Wicker blades is recommended. A feather duster will work best.

Avoid using water, cleansers, or harsh rags, which can warp and ruin the blades.

# 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 switch wire connections in the switch 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 motor housing.</li> <li>2. Screws securing fan blade are loose.</li> <li>3. Pulley set screw loose.</li> <li>4. Rivets (on belt) make clicking sound.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check to make sure all screws in motor housing are snug (not over-tight).</li> <li>2. Check to make sure the screws which attach the fan blade to the are tight..</li> </ol> <p><b>CAUTION: Make sure main power is turned off !</b></p> <ol style="list-style-type: none"> <li>3. Tighten set screw securely.</li> <li>4. Not considered a defect.</li> </ol>
<b>3. FAN WOBBLERS EXCESSIVELY</b>	<ol style="list-style-type: none"> <li>1. Fan / Motor base lag bolts on the ceiling is loose.</li> <li>2. Blade holders not seated properly.</li> </ol>	<ol style="list-style-type: none"> <li>1. Tighten lag bolts securely.</li> <li>2. Check to be sure the fan blade holders seat firmly and uniformly to the surface of the hub. If holders are seated incorrectly, loosen the screws retighten.</li> </ol>

# Parts List

## FP580 Motor Assembly

Ref. #	Description	Qty	Part #
<i>Bourbon Street Motor Assembly</i>		1	❖
1	Switch Cap Assembly	2	AP58005 **
2	Screw, Pan Hd, <sup>5</sup> / <sub>32</sub> -32 x <sup>1</sup> / <sub>4</sub> "	6	❖
3	Wiring Harness	2	P5825
4	Nut	2	❖
5	Flat Washer	2	❖
6	Switch Cap Adapter	2	❖
7	Motor Pulley	2	❖
8	Motor Housing	1	P516 **
9	M/S, Washer Hd, 8-32 x 3 <sup>1</sup> / <sub>2</sub> ", Black	8	❖
10	Motor	2	❖
11	Lock Washer, External	8	❖
12	Lock Nut, Nylon Insert, <sup>3</sup> / <sub>16</sub> -24 x 5mm	4	❖
<i>Loose Parts Bag Containing:</i>			
13	Lag Bolt, <sup>1</sup> / <sub>4</sub> x 2", Black	4	HDW580LP
14	Flat Washer, <sup>1</sup> / <sub>4</sub> ", Black	4	
17	Wire Connectors	3	
<i>Belt Rivet Parts Bag Containing:</i>			
15	Rivet Washers	16	HDW580RV
16	Rivets	16	
<i>Miscellaneous Tools</i>			
18	Clamps	2	P128015
19	Rivet Tool	1	P128005
20	Punch Tool	1	P128010

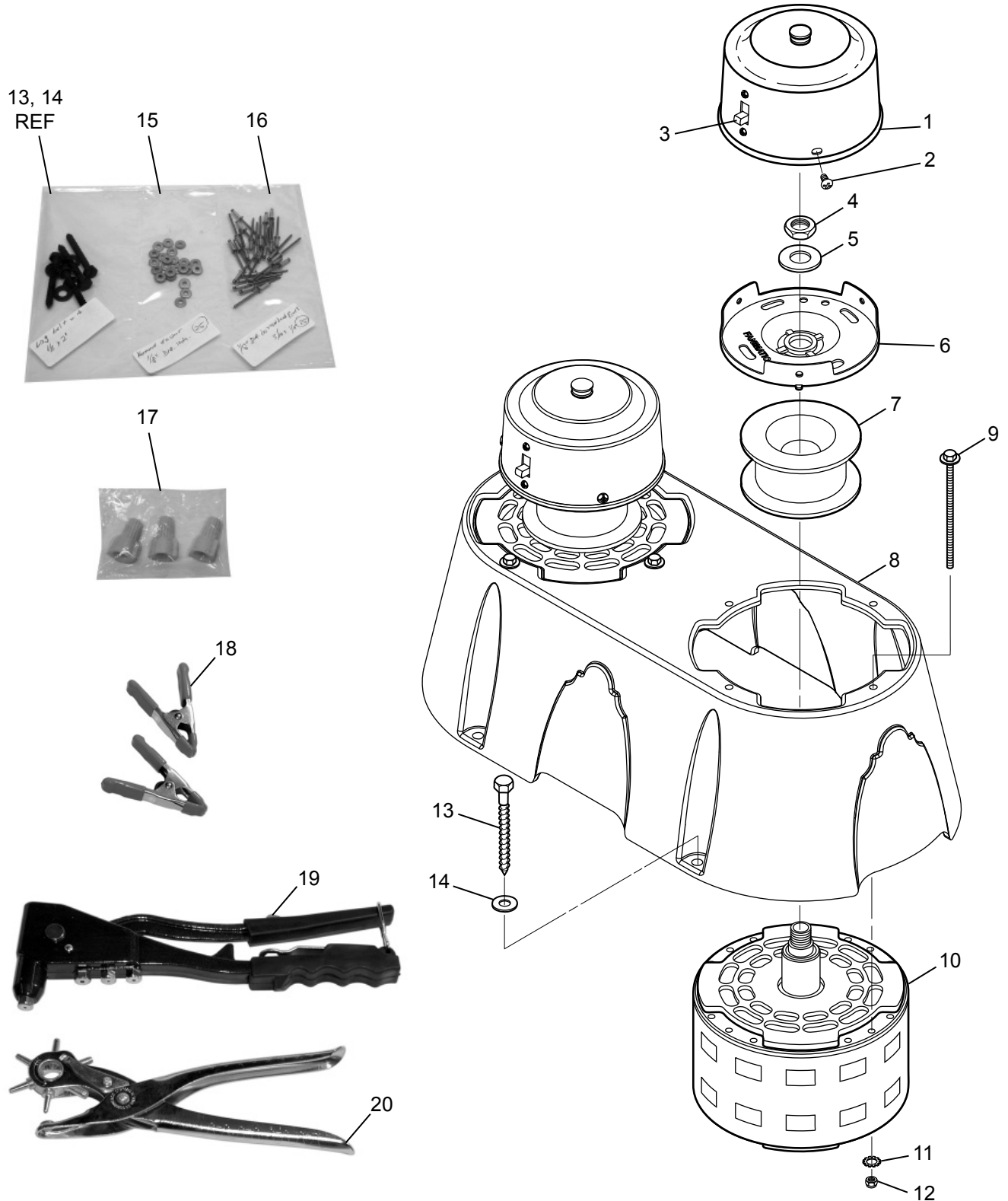
❖ *Non-Sevicable Items*

\*\* *Insert FINISH CODES (Refer to fan model number located on fan assembly)*

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

<b>How To Order Parts</b>
<p>When ordering repair parts, always give the following information:</p> <ul style="list-style-type: none"> <li>• Part Number</li> <li>• Part Description</li> <li>• Fan Model Number</li> </ul> <p>Contact your retail store for repair parts.</p>

# The Bourbon Street® Motor Pack FP580 Exploded-View



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

Figure 1

# Parts List

## FP510 Fan Pulley Assembly - Short

Ref. #	Description	Qty	Part #
<i>Short Fan Assembly</i>		1	FP510**
1	Switch Cap	1	AP52005**
2	Locknut, Steel, 1/8" IPS	1	♣
3	Flat Washer, 0.04" ID x 1/4" OD	2	♣
4	Switch Cap Adapter	1	P850BL
5	Flywheel	1	P3250-65
6	Short Leg	3	P510**
7	Collector	1	P514**
8	Bearing, Collector	1	BRG202
9	Flat Washer, 1/4" Black	8	♣
10	Hex Head Bolt, 1/4-20 x 1", Black	5	♣
11	Hex Head Bolt, 1/4-20 x 1 1/2", Black	3	♣
12	Fan Base	1	P502**
13	Nut, Hex, 1/4-20	5	♣
14	Nipple, 1/8 x 3/4"	2	♣
15	Center Shaft, 1/2" OD x 14-1/2"	1	♣
16	Bushing, Oilite, 3/8 x 3/4 x 1/2	1	♣
17	Shaft, 14", Black Oxide	1	♣
18	Socket Cap Screw, 5/16-18 x 3/4	1	♣
19	Double Fan Pulley	1	P505**
20	Bearing	1	♣
25	Blade Holder Set, Wood	5	BH1018**
26	Belt, 40 ft roll	1	B500
<i>Loose Parts Bags Containing:</i>			
21	Screw, Lag, 5/16 x 3", Black	3	HDWFP520
22	Flat Washer, 5/16 SAE, Black	3	
23	Screw, Mtg, Washer Head, w/ Washer, Fiber	15@	HDWWB520
24	Screw, Flywheel, 10-32 x 1/2", Black	10	HDWBH520

♣ *Non-Sevicable Items*

\*\* *Insert FINISH CODES (Refer to fan model number located on fan assembly)*

**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.



# Parts List

## FP520 Fan Pulley Assembly - Long

Ref. #	Description	Qty	Part #
<i>Long Fan Assembly</i>		1	FP520**
1	Switch Cap	1	AP52005**
2	Locknut, Steel, 1/8" IPS	1	❖
3	Flat Washer, 0.04" ID x 1/4" OD	3	❖
4	Switch Cap Adapter	1	P850BL
5	Flywheel	1	P3250-65
6	Long Leg	3	P508**
7	Collector	2	P514**
8	Bearing, Collector	2	BRG202
9	Flat Washer, 1/4" Black	9	❖
10	Hex Head Bolt, 1/4-20 x 1", Black	6	❖
11	Hex Head Bolt, 1/4-20 x 1 1/2", Black	3	❖
12	Fan Base	1	P502**
13	Nut, Hex, 1/4-20	3	❖
14	Nipple, 1/8 x 3/4"	2	❖
15	Center Shaft, 1/2" OD x 29-1/2"	1	❖
16	Bushing, Oilite, 3/8 x 3/4 x 1/2	1	❖
17	Shaft, 29", Black Oxide	1	❖
18	Socket Cap Screw, 5/16-18 x 3/4	1	❖
19	Double Fan Pulley	1	P505**
24	Blade Holder Set, Wood	5	BH1018**
25	Belt, 40 ft roll	1	B500
<i>Loose Parts Bags Containing:</i>			
20	Screw, Lag, 5/16 x 3", Black	3	HDWFP520
21	Flat Washer, 5/16 SAE, Black	3	
22	Screw, Mtg, Washer Head, w/ Washer, Fiber	15@	HDWWB520
23	Screw, Flywheel, 10-32 x 1/2", Black	10	HDWBH520

❖ *Non-Sevicable Items*

\* *Insert FINISH CODES (Refer to fan model number located on fan assembly)*

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

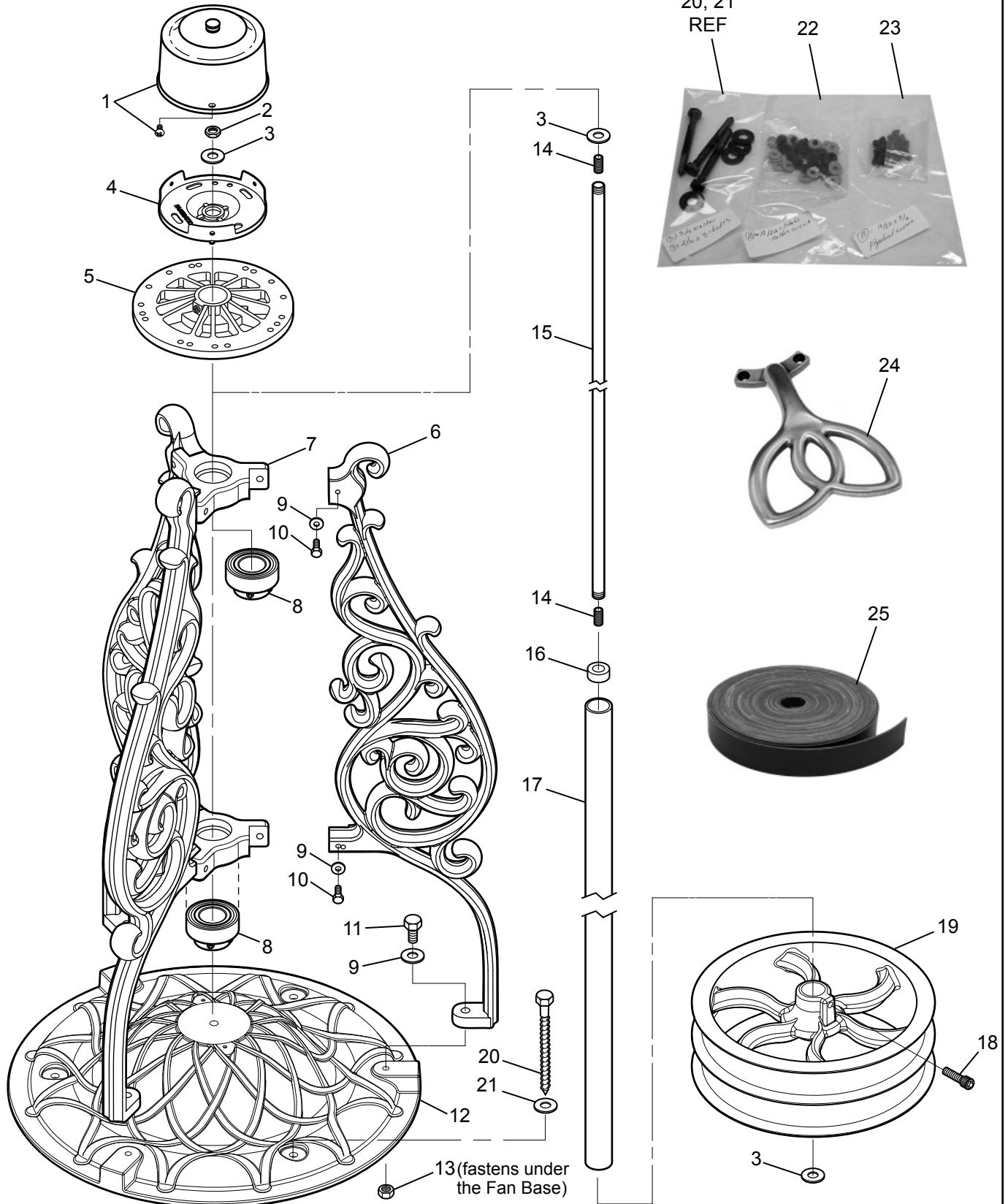
### How To Order Parts

When ordering repair parts, always give the following information:

- Part Number
- Part Description
- Fan Model Number

Contact your retail store for repair parts.

# The Bourbon Street® Fan Pulley Assembly Pack FP520\_\_ (Long) Exploded-View



**NOTE:** The illustration shown is not to scale or its actual configuration may vary.

**Figure 3**



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Zionsville, IN 46077  
(888) 567-2055**

**FAX (866) 482-5215**

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

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