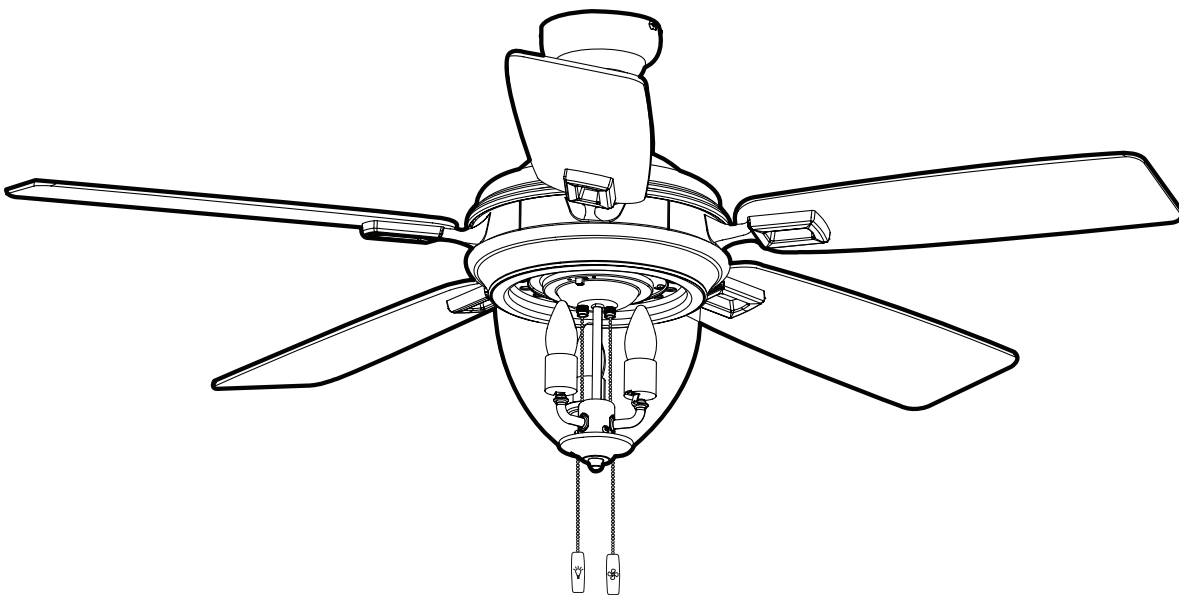


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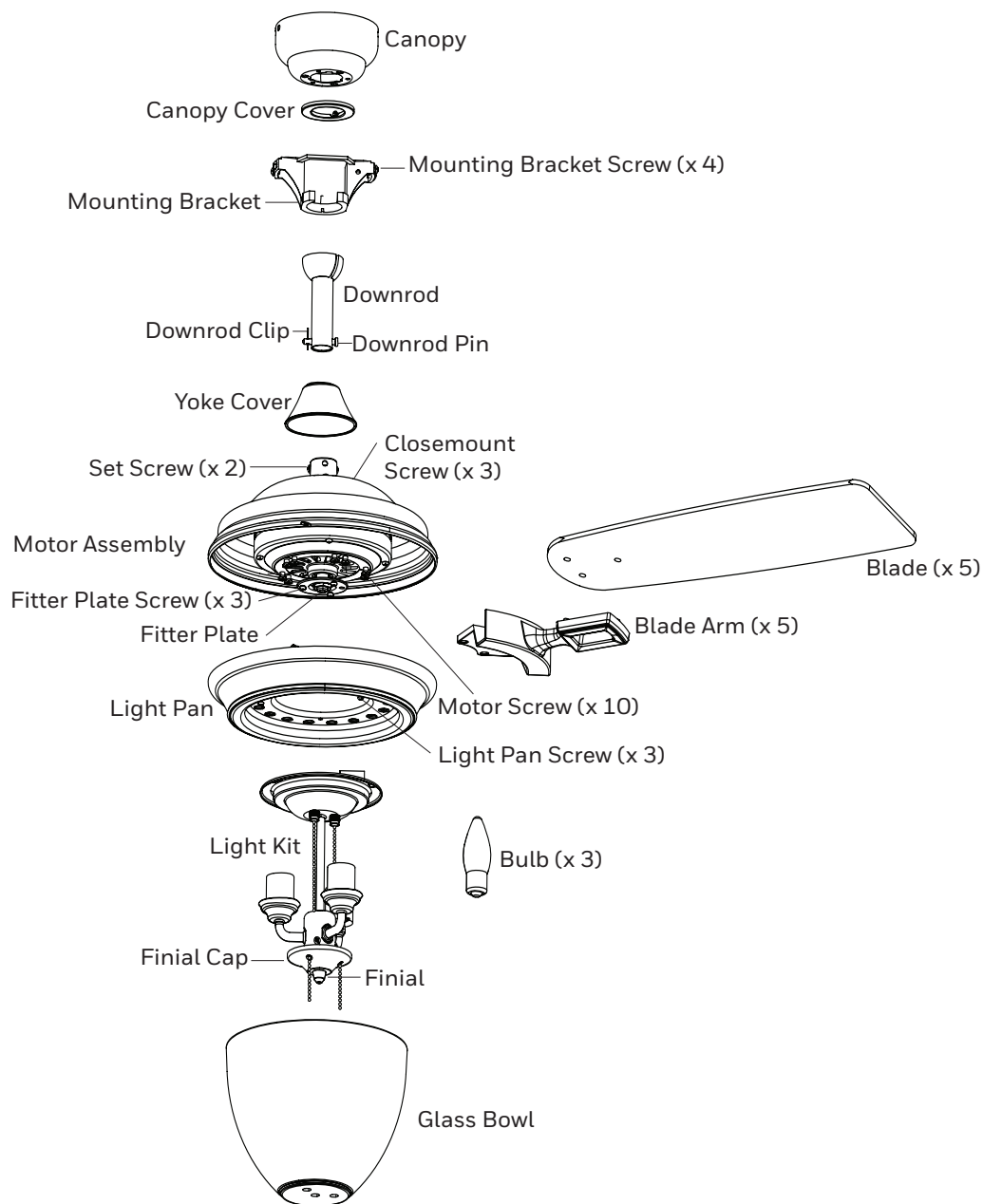
Glencrest Ceiling Fan

User Guide

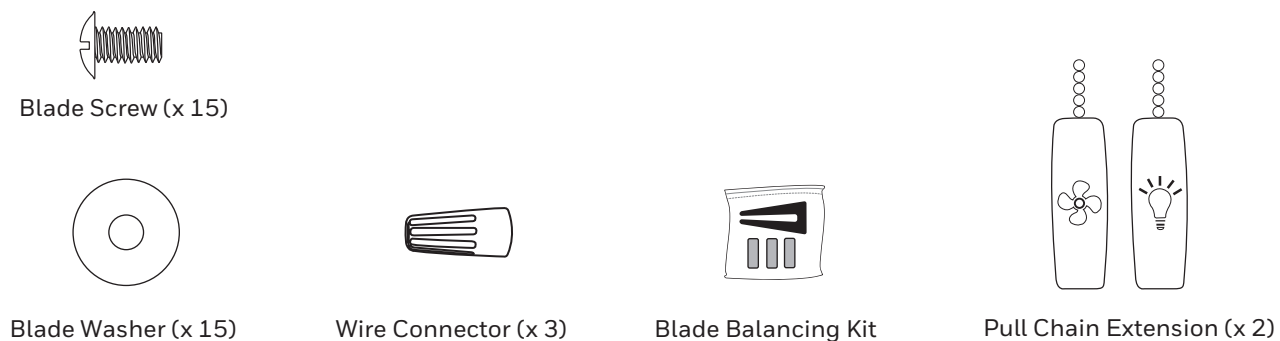


**RATED FOR DAMP
CONDITIONS**

PACKAGE CONTENTS



HARDWARE CONTENTS



Note: Some extra hardware may be included. The quantity listed above is the number required for installation.

SAFETY INFORMATION

Please read and understand this entire manual before attempting to assemble, operate or install the product.

- Before you begin installing the fan, disconnect the power by removing fuses or turning off the circuit breakers.
- Make sure all electrical connections comply with local codes, ordinances, the National Electrical Code
Hire an electrician or consult a do-it-yourself handbook if you are unfamiliar with installing electrical wiring.
- Make sure the installation site you choose allows a minimum of 7 feet from the blades to the floor and at least 30 inches from the tip of the blades to any obstruction.
- The weight of the fan is 20.35 pounds.

⚠ DANGER: When using an existing outlet box, make sure it is securely attached to the building structure and can support the full weight of the fan. Failure to this can result in serious injury or death. The stability of the outlet box is essential in minimizing wobble and noise in the fan after installation is complete.

⚠ WARNING: To avoid personal injury, the use of gloves may be necessary while handling fan parts with sharp edges.

⚠ WARNING: Using a full-range dimmer switch to control fan speed will cause a humming sound from the fan. To reduce the risk of fire or electric shock, do NOT use a full-range dimmer switch to control fan speed.

⚠ WARNING: To reduce the risk of fire, electric shock or personal injury, mount the fan to an outlet box marked "ACCEPTABLE FOR FAN SUPPORT" and use the mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt. Secure the outlet box directly to the building structure. The outlet box and its support must be able to support the moving weight of the fan (at least 35 lbs.).

⚠ WARNING: To reduce the risk of fire, electric shock or personal injury, wire connectors provided with this fan are designed to accept only one 12-gauge house wire and two lead wires from the fan. If your house wire is larger than 12-gauge and/or there is more than one house wire to connect to the two fan lead wires, consult an electrician for the proper size wire connectors to use.

⚠ WARNING: To reduce the risk of fire, electric shock or personal injury, do not bend the blade arms when installing them, balancing the blades or cleaning the fan. Do not insert objects between the rotating fan blades.

⚠ WARNING: To reduce the risk of personal injury, use only parts provided with this fan. The use of parts other than those provided with this fan will void the warranty.

CAUTION: Be sure the outlet box is properly grounded or a ground (green or bare) wire is present.

CAUTION: Carefully check all screws, bolts, and nuts on the fan assembly ensure they are secured.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

--Reorient or relocate the receiving antenna.

--Increase the separation between the equipment and receiver

--Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

--Consult the dealer or an experienced radio/TV technician for help.

Please note changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

CARE AND MAINTENANCE

At least twice each year, lower the canopy to check the downrod assembly and tighten all screws on the fan. Clean the motor housing and blades with a soft brush or lint-free cloth to avoid scratching the finish.

Important: Shut off the main power supply before you begin any maintenance task. Do NOT use water or a damp cloth to clean the fan.

PREPARATION

Before beginning the assembly of this product, ensure all parts are present. Compare all parts with the package contents list and hardware contents list. If any part is missing or damaged, do not attempt to assemble the product.

Estimated assembly time: 2 hours

Tools required (not included): Electrical tape, Phillips Screwdriver, Safety Glasses, Step Ladder, and Wire Strippers.

1. Turn off power to the fan at the breaker box and the wall switch (Figure 1.1). **DANGER:** Failure to disconnect the power supply prior to installation may result in serious injury or death.
2. Choose one of the following mounting options (Figure 1.2):
 - Standard Mount** - best suited for ceilings 8 feet or higher. For very high ceilings, use a longer downrod (not included).
 - Angle Mount** - best suited for angled or vaulted ceilings. A longer downrod is sometimes necessary to ensure proper blade clearance. Ensure the ceiling angle is not steeper than 16 degrees.
 - Flushmount Installation** - not available for this model.
 - Closemount Installation** - best suited for ceilings 8 feet or lower.
3. Choose a suitable location - Ensure the blades will be at least 30 inches from any obstructions. Also check the downrod length to ensure the blades will be at least 7 feet above the floor (Figure 1.3).

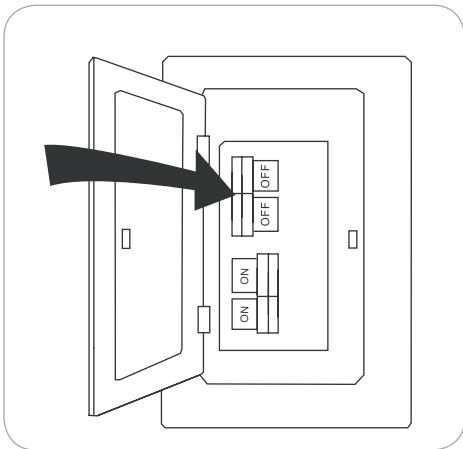


Figure 1.1

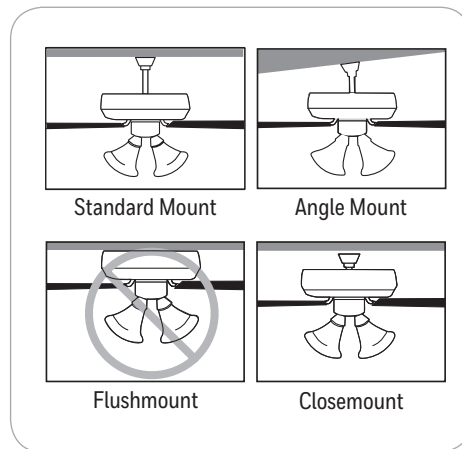


Figure 1.2

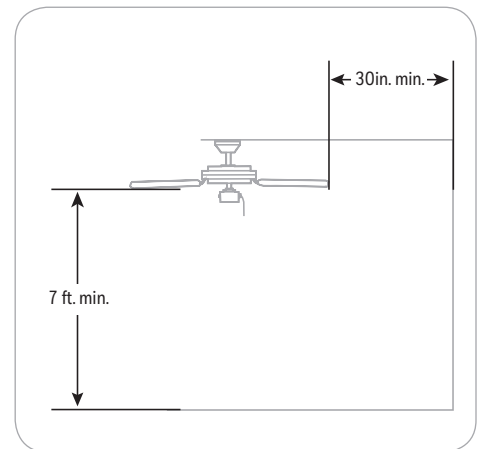


Figure 1.3

INITIAL INSTALLATION

1. Loosen all four mounting bracket screws and completely remove the two screws from the round holes in the canopy. Then remove mounting bracket from the canopy and save the screws for later (Figure 2.1).
2. Install the mounting bracket to the outlet box (sold separately) using the screws and washers provided with the outlet box (Figure 2.2).
3. Remove the 10 motor screws from the underside of the motor. Discard the motor blocks, but save the motor screws for installation of the blade arms (Figure 2.3).

For CLOSEMOUNT INSTRUCTIONS, skip to page 6.

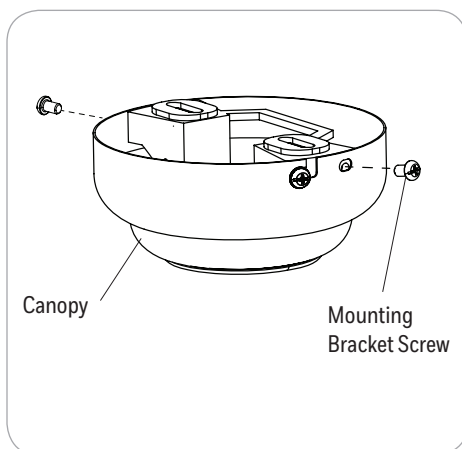


Figure 2.1

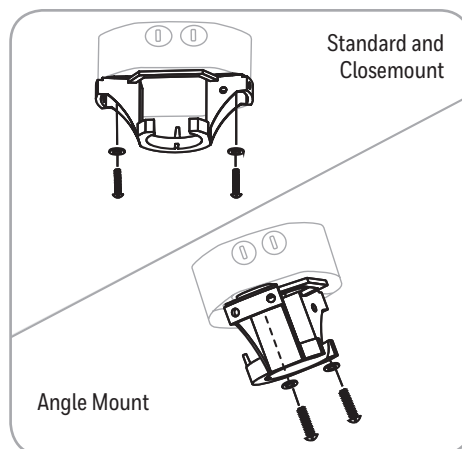


Figure 2.2

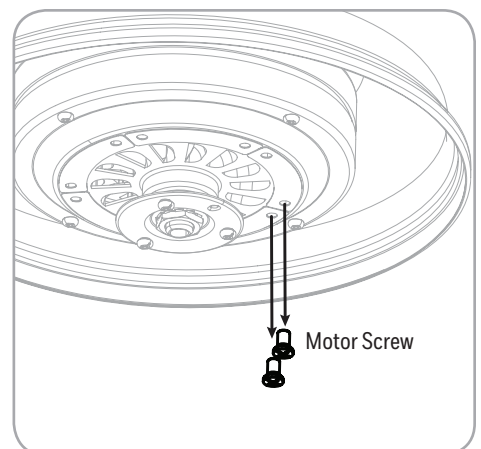


Figure 2.3

STANDARD OR ANGLE MOUNT INSTRUCTIONS

1. Remove the downrod clip and downrod pin from the downrod. Then partially loosen the set screws in the yoke at the top of the motor assembly (Figure 3.1).
2. Feed the fan wires through the yoke cover, canopy and downrod (Figure 3.2).
3. Slide the downrod into the yoke of the motor assembly. Align holes and reinstall the downrod pin and downrod clip and secure with the set screws (Figure 3.3).
4. Depending on the length of downrod you use, you may want to cut the fan wires to simplify wiring. After pulling the wires all the way through the downrod, measure 8 inches of wire. Cut off the excess wire using wire cutters (not included). Then strip 1/2 inch of insulation from the end of each wire strand (Figure 3.4).
5. Install the ball end of the downrod into the opening of the mounting bracket (Figure 3.5). **WARNING:** Failure to align the slot in the ball with the tap on the mounting bracket may cause the fan to fall, which could result in injury or death.

Skip to **FINAL INSTALLATION**, page 6.

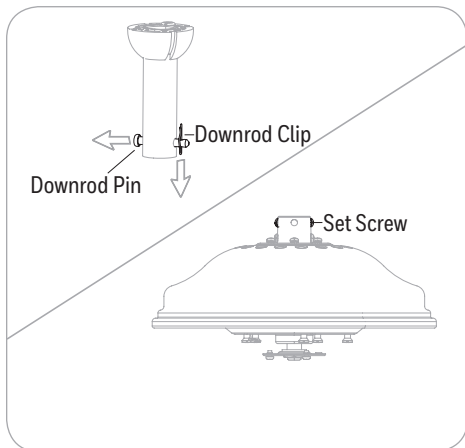


Figure 3.1

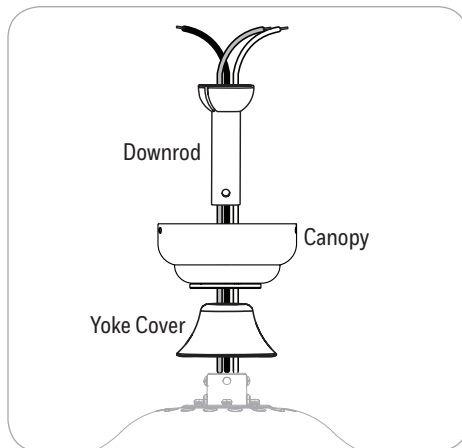


Figure 3.2

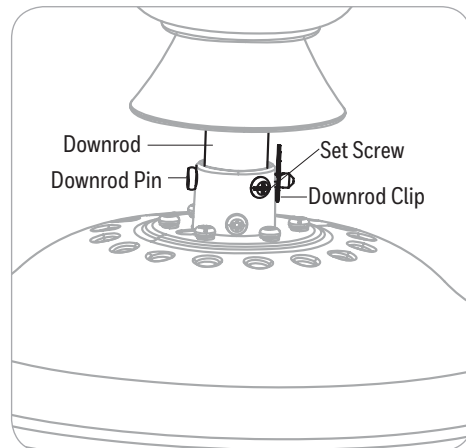


Figure 3.3

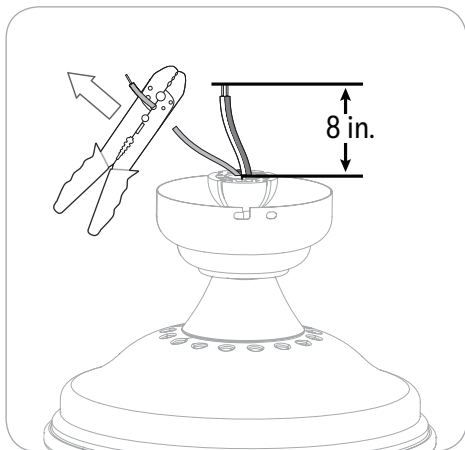


Figure 3.4

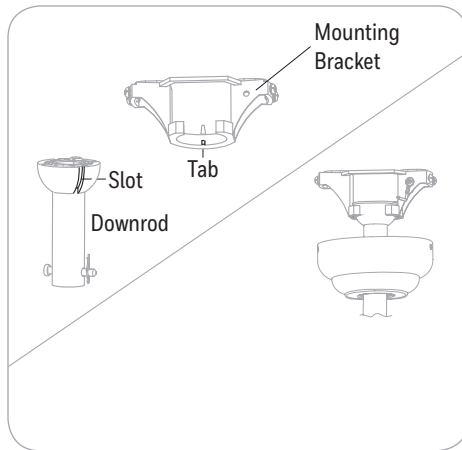


Figure 3.5

CLOSEMOUNT INSTRUCTIONS (optional)

1. Remove the canopy cover from the bottom of the canopy (Figure 4.1).
2. Remove the three Phillips-head closemount screws from the top of the motor assembly. Then align the canopy with the holes in the top of the motor assembly. The larger holes in the canopy will encompass the remaining screws. Secure the canopy to the top of the motor assembly with the previously removed closemount screws (Figure 4.2).
3. Raise the motor assembly and place the canopy on the hook of the mounting bracket to free hands during the wiring process (Figure 4.3).

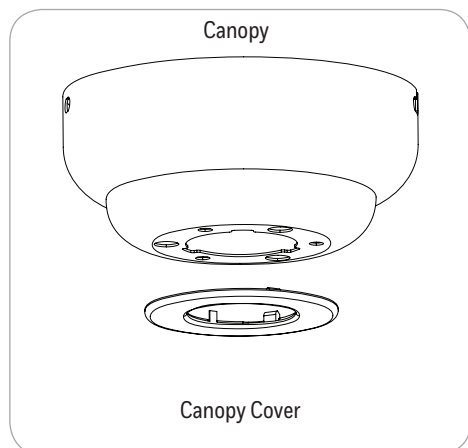


Figure 4.1

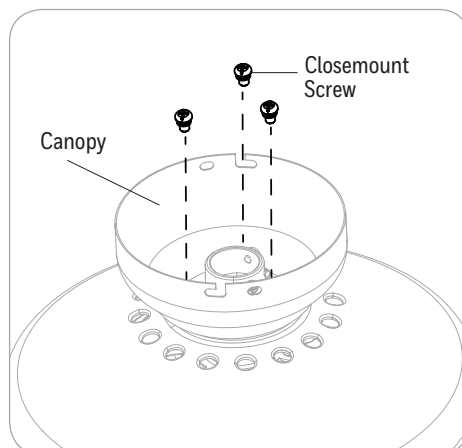


Figure 4.2

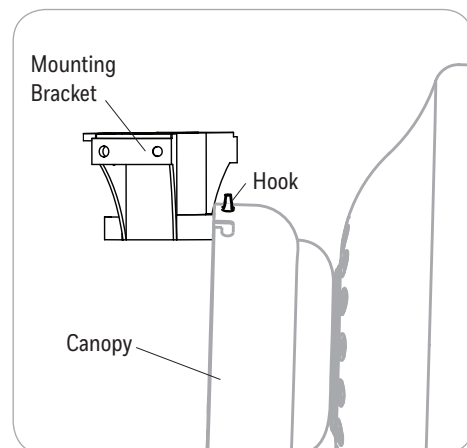


Figure 4.3

FINAL INSTALLATION

1. Use wire connectors to connect household supply and fan wires according to the diagram (Figure 5.1) and the following steps:
 - Connect the green wire from the downrod and mounting bracket to the Bare/Green (ground) supply wire. **Note:** Closemount installation does not use the downrod, so there will only be two Green wires to connect.
 - Connect the White wire from the fan to the White (neutral) supply wire.
 - Connect the Black and Blue wires from the fan to the Black (hot) supply wire.**Note:** If there is a second hot supply wire in the outlet box, connect it to the blue (light power) fan wire for separate light and fan control.
2. Align the canopy over the loosened mounting bracket screws. Place the J-slot of the canopy onto the mount bracket screws and rotate clockwise (Figure 5.2).
3. Secure the canopy with the two previously removed mounting bracket screws. Tighten all the mounting bracket screws securely (Figure 5.3).

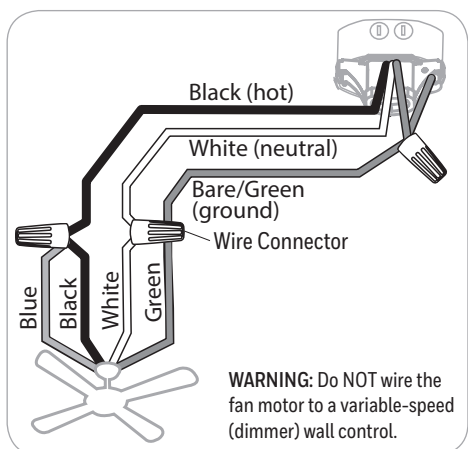


Figure 5.1

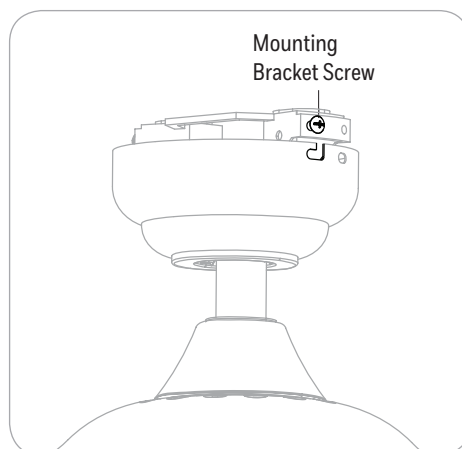


Figure 5.2

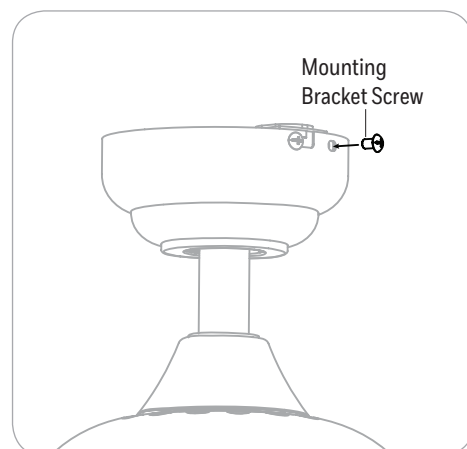


Figure 5.3

FINAL INSTALLATION

4. Partially insert the blade screws along with blade washer through blade and into the blade arm. Tighten each blade screw starting with the one in the middle. Repeat this step for the remaining blades and blade arms (Figure 5.4).
5. Install the blade arm to the underside of the motor assembly using the ten previously removed motor screws (Figure 5.5).
6. Remove one of the three fitter plate screws from the fitter plate and loosen the other two. Then lift the light pan and place the two keyhole slots in the light pan over the two loosened fitter plate screws. Turn the light pan in a clockwise direction and secure it using the previously removed fitter plate screw. Tighten all three fitter plate screws (Figure 5.6).
7. Remove one of the three light pan screws from the light pan and loosen the other two screws. Then, connect the 9-pin connector from the fan to the 9-pin connectors from the light kit. Align the screw holes of the light kit over the loosened light pan screws and turn in a clockwise direction. Replace previously removed light pan screw. Tighten all screws (Figure 5.7).
8. Install the three E26-base LED bulbs (Figure 5.8).
9. Remove the finial, finial cap, hex nut, and rubber washer from the threaded rod on the light kit (Figure 5.9).

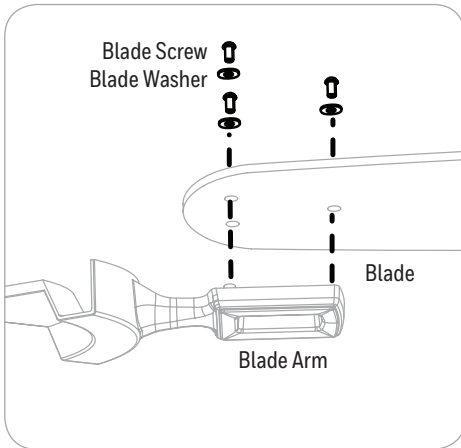


Figure 5.4

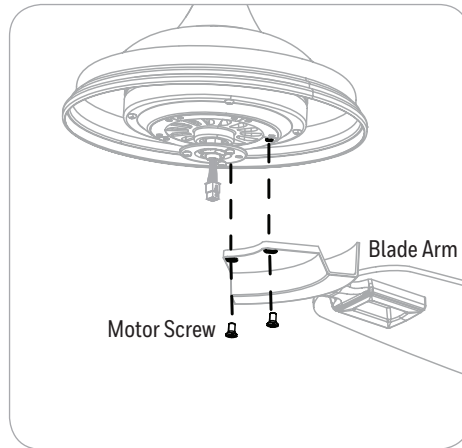


Figure 5.5

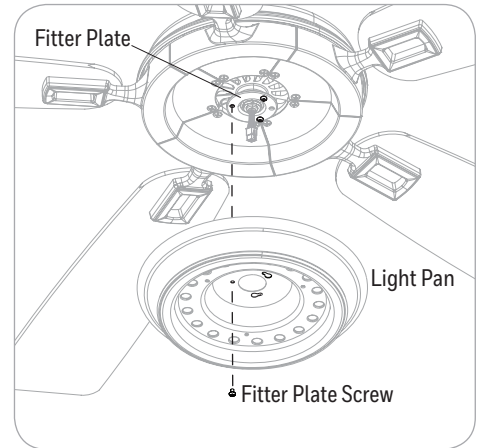


Figure 5.6

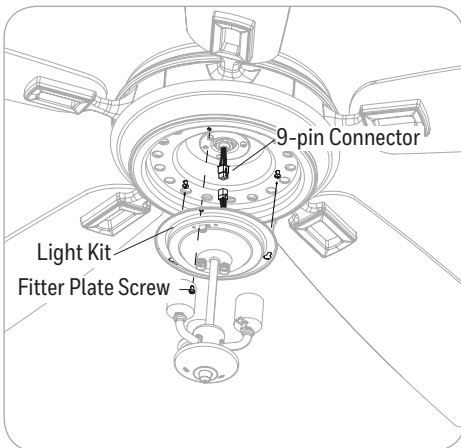


Figure 5.7

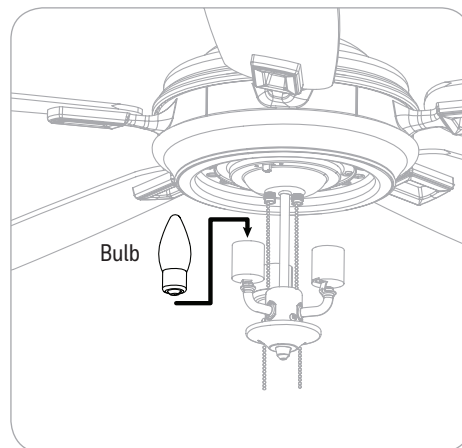


Figure 5.8

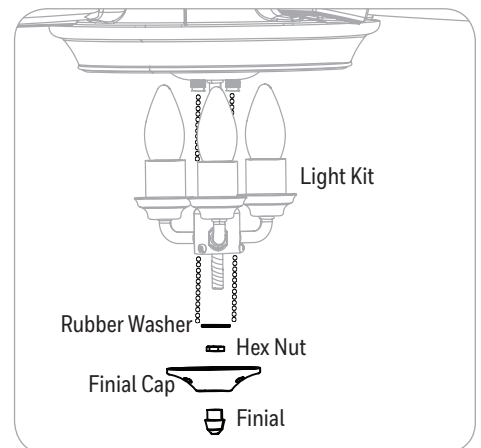


Figure 5.9

FINAL INSTALLATION

10. Feed the pull chains through the off-center holes of the glass bowl. Lift the glass bowl onto the threaded rod of the light kit and secure it using the rubber washer and hex nut. Lift the finial cap over the threaded rod and secure it with the finial (Figure 5.10).
11. Attach the pull chain extensions to the pull chains. **Note:** When facing the reverse switch, the light pull chain is on the left and the fan pull chain is on the right (Figure 5.11).
12. Turn on power to fan at breaker box and the wall switch (Figure 5.12). Assembly is complete.

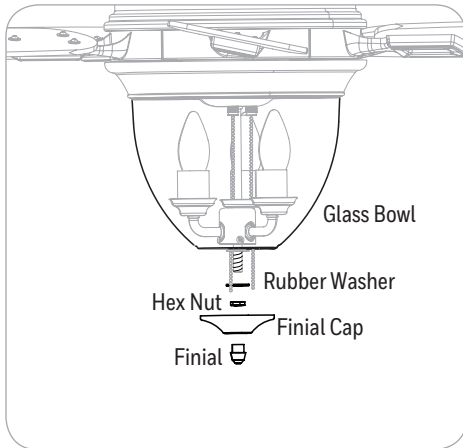


Figure 5.10

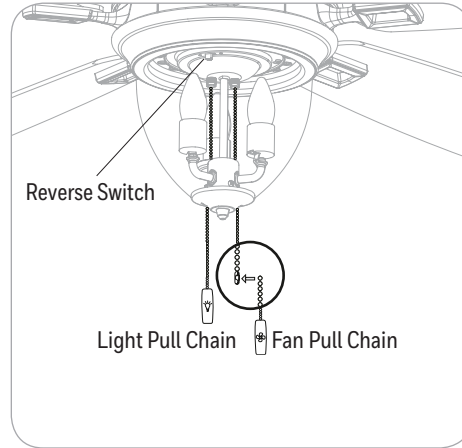


Figure 5.11

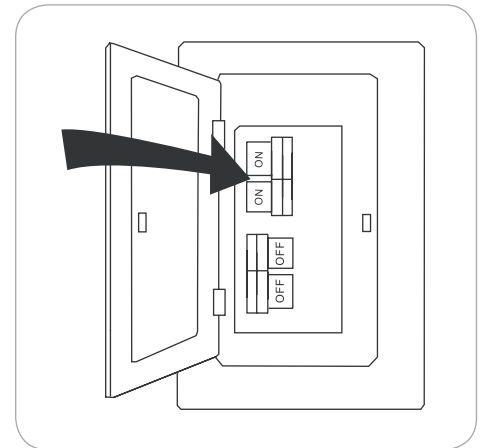


Figure 5.12

OPERATING INSTRUCTIONS

1. The fan pull chain has four positions to control fan speed. One pull is high, two is medium, three is low and four turns the fan off. The light pull chain has two positions to control the light, on and off (Figure 6.1).
2. Use the reverse switch to optimize your fan for seasonal performance. **In warmer weather**, push the reverse switch left which results in downward airflow creating a wind chill effect. **In cooler weather**, push the reverse switch right which results in upward airflow that will help move hot air off the ceiling (Figure 6.2).

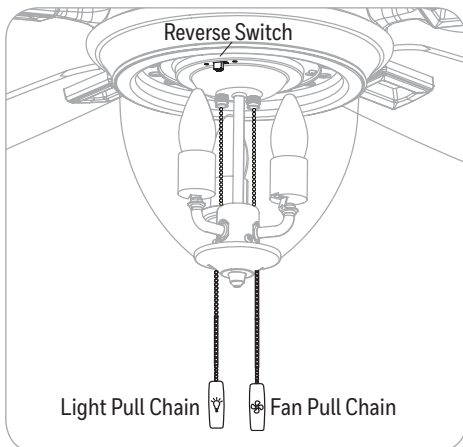


Figure 6.1

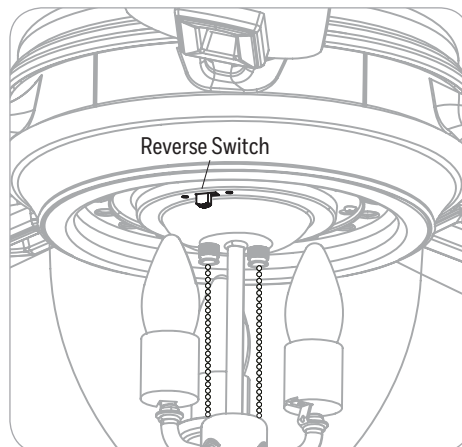


Figure 6.2

TROUBLESHOOTING

Warning: Shut off the power supply before you begin any maintenance task.

PROBLEM	CORRECTIVE ACTION
The fan does not move.	<ol style="list-style-type: none">1. Firmly push the reverse switch completely left or right.2. Make sure the wall switch is turned on.3. Turn the power on or check the fuse (breaker).4. Turn the power off and check all connections at the ceiling outlet box.
The fan is noisy.	<ol style="list-style-type: none">1. Check and tighten all screws that hold the fan blades to the blade arms and the motor.2. Replace the cracked blade.3. Do not use a full range dimmer switch to control the fan speed.4. Ensure the outlet box is secured to the building structure.5. Ensure the mounting bracket is secured to the outlet box and that the screws are tight.
The fan wobbles excessively.	<ol style="list-style-type: none">1. Check and tighten all screws that hold the fan blades to the blade arms and the blade arms to the motor.2. Switch one blade with a blade from the opposite side, or balance the fan using the blade balancing kit.3. Turn off the power. Loosen the canopy and verify that the mounting bracket is secure to the electrical outlet box. The bracket must be flush without movement against the outlet box. Verify the outlet box is secure.4. Use a longer downrod (sold separately) or move the fan to another location.5. Lift up the yoke cover and tighten the set screws on the yoke until secure.
The fan operates correctly but the lights are not working.	<ol style="list-style-type: none">1. Ensure the 9-pin connectors are properly secured.2. Turn the power off and check all connections at the ceiling outlet box.

LIMITED LIFETIME WARRANTY

Set forth below, the manufacturer, warrants the fan motor for this ceiling fan to be free from defects in workmanship and material for the life of the product. Also, subject to the limitations below, warrants all ceiling fan parts ("ceiling fan parts" excludes the motor and parts made in whole or in part with glass) to be free from defects in workmanship and material for a period of one year after the date of purchase by the original purchaser at retail.

All claims must be made by the original purchaser, whether such purchaser purchased the product through a store or contractor. Ceiling fan part defects must be reported within the first year from the date of purchase. Parts made in whole or in part with glass and the finishes of metal and other surfaces are not warranted.

Purchasers are responsible for all costs of removing and reinstalling the product. Any damage to any part caused by ordinary wear and tear, accident, misuse, or improper installation, is not covered by this warranty. assumes no responsibility whatsoever for fan installation. Any service performed by a non-licensed electrician will render the warranty invalid.

sole responsibility shall be to repair or replace the motor, parts, or product within the terms stated above. shall not be liable for any loss or damage of any kind, including any incidental or consequential damages resulting directly or indirectly, from any breach of warranty, express or implied, or any other failure of this product. Some states do not allow the exclusion or limitation of incidental or consequential damages so this limitation may not apply to you.

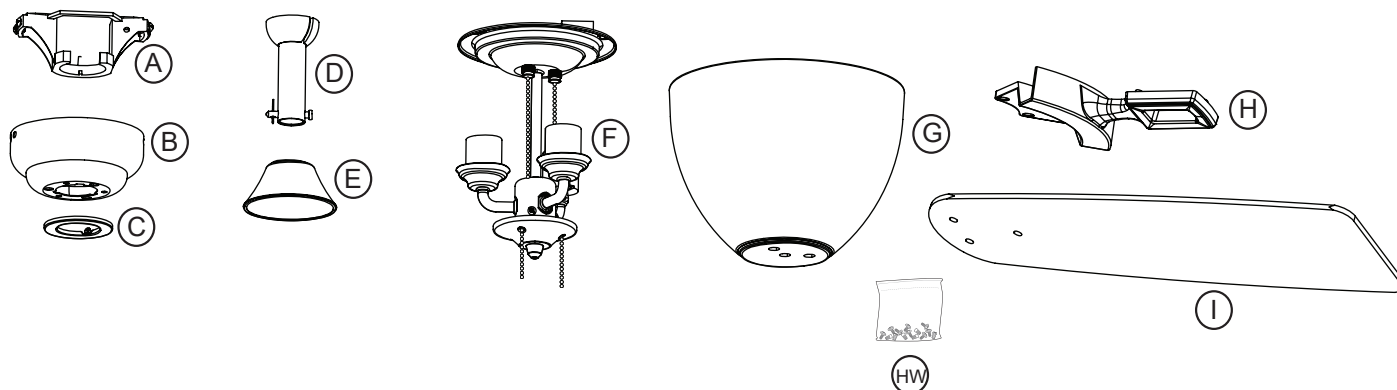
If the original purchaser ceases to own the fan, this warranty is voided.

Should the purchaser encounter a problem with your fan related to defects in workmanship or materials within the warranty period associated with the defective part, agrees to replace the defective part without charge, or at its option, to replace the ceiling fan with a comparable or superior model.

warranties are limited to the written warranties set out in this ceiling fan limited lifetime warranty. All other express and implied warranties, including, without limitation, the implied warranty of fitness for a particular purpose and the implied warranty of merchantability are disclaimed. Some states do not allow the disclaimer of implied warranties, so this disclaimer may not apply to you.

REPLACEMENT PARTS LIST

For replacement parts, call our customer service department (1-877-361-3883). Monday-Thursday 8am - 6pm, Friday 8am - 5pm, Eastern Standard Time.



A	Mounting Bracket
B	Canopy
C	Canopy Cover
D	Downrod
E	Yoke Cover
F	Light Kit
G	Glass Bowl
H	Blade Arm (x 5)
I	Blade (x 5)
HW	Hardware Bag