

# **CEILING FAN OWNER'S MANUAL**

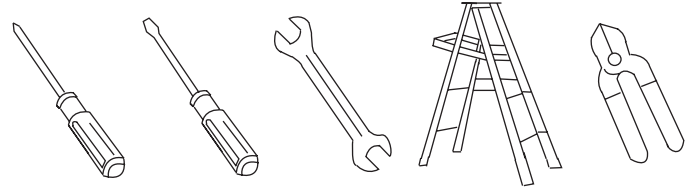
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**READ AND SAVE THESE INSTRUCTIONS**

**FAN RATING AC 120V. 60Hz  
CUL LISTED MODEL**

# 1. TOOLS AND MATERIALS REQUIRED

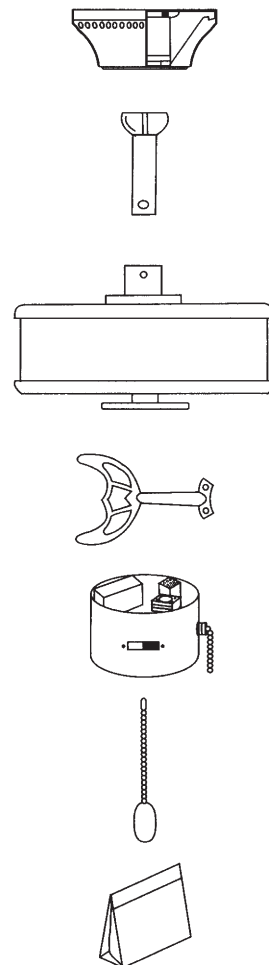
- Philips screw driver
- Blade screw driver
- 11 mm wrench
- Step ladder
- Wire cutters



## 2. PACKAGE CONTENTS

Unpack your fan and check the contents.  
You should have the following items;

- Hanger bracket assembly
- Downrod
- Fan motor assembly
- Set of blades bracket (5)
- Switch housing
- Pull chain and fob
- Package hardware
  - Mounting hardware :  
screws(2), lock washers(2),  
star washers(2), wire nuts(3)  
wood screws(2), washers(2)
  - Blade attachment hardware:  
screws(16), fiber washers(16)
  - Blade arm hardware:  
screws with lock washers (11)
  - Safety cable hardware:  
wood screws(1), lock washers(1),  
metal washers(1)
  - Balance Kit



### 3. SAFETY RULES

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. **WARNING:** To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device.
4. **WARNING:** To reduce the risk of personal injury, use only the two steel screws (and lock washers) provided with the outlet box for mounting to 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.
7. Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blade direction.
8. Avoid placing objects in the path of the blades.
9. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
10. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.
11. After marking electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.

**WARNING**  
TO REDUCE THE RISK OF FIRE,  
ELECTRIC SHOCK OR PERSONAL  
INJURY, MOUNT FAN TO OUTLET BOX  
MARKED "**ACCEPTABLE FOR FAN  
SUPPORT**".

5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only CUL Listed outlet boxes marked "**FOR FAN SUPPORT**".
6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.

12. Electrical diagrams are reference only. Light kit that are not packed with the fan must be CUL Listed and marked suitable for use with the model fan you are installing. Switches must be CUL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.

**WARNING**  
TO REDUCE THE RISK OF PERSONAL  
INJURY, DO NOT BEND THE BLADE  
BRACKETS (ALSO REFERRED TO AS  
FLANGES) DURING ASSEMBLY OR  
AFTER INSTALLATION. DO NOT  
INSERT OBJECTS IN THE PATH OF THE  
BLADES.

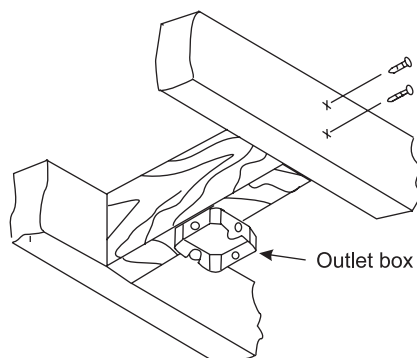
## 4. MOUNTING OPTIONS

If there isn't an existing CUL listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

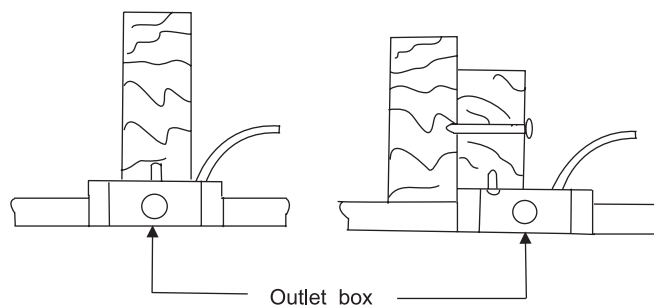
Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs). Do not use plastic outlet boxes.

Figures 1,2 and 3 are examples of different ways to mount the outlet box.

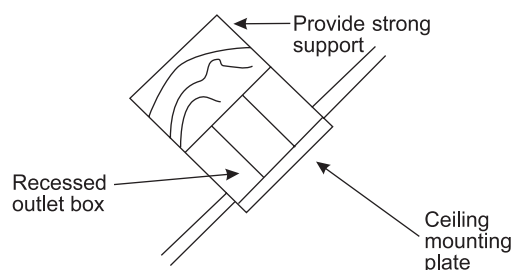
**Note:** You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. (Fig. 3)



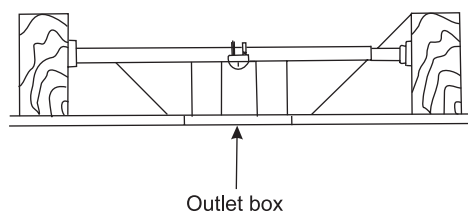
**Figure 1**



**Figure 2**



**Figure 3**



**Figure 4**

## 5. Hanging the Fan

**REMEMBER** to turn off the power. Follow the steps below to hang your fan properly:

**Step 1.** Remove the hanger bracket from the canopy by loosening the two screws on the bottom of the hanging bracket a half turn from the screw head and turning the canopy counter clockwise.(Fig. 5)

**Step 2.** Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 6.

**Step 3.** Secure the hanger bracket to the ceiling outlet box with the screws and washers provided with your outlet box.

**Step 4.** Remove the hanger pin, lock pin and set screws from the top of the motor assembly.

**Step 5.** Route wires exiting from the top of the fan motor through the canopy and then through the ball / downrod. (Fig. 7)

**Step 6.** Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Fig.7). Carefully insert the hanger pin through the holes in the collar and downrod. Be careful not to jam the pin against the wiring inside the downrod. Insert the locking pin through the hole near the end of the hanger pin until it snaps into its locked position. (Fig. 7.)

**Step 7.** Tighten two set screws on top of the fan motor firmly. (Fig. 7)

**Step 8.** Place the downrod ball into the hanger bracket socket. (Fig. 8)

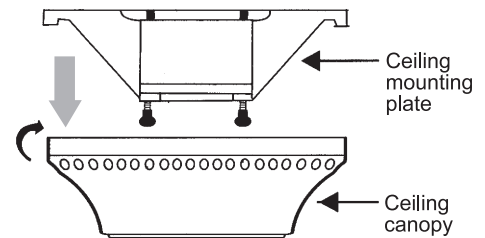


Figure 5

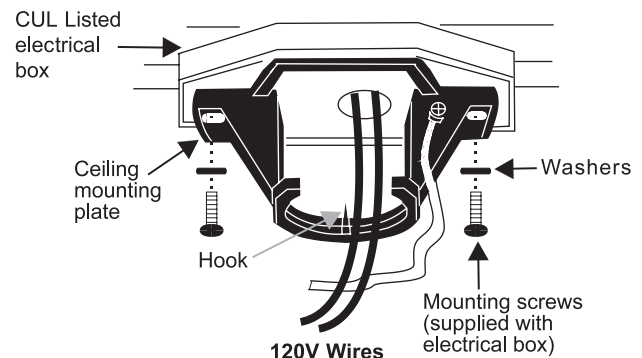


Figure 6

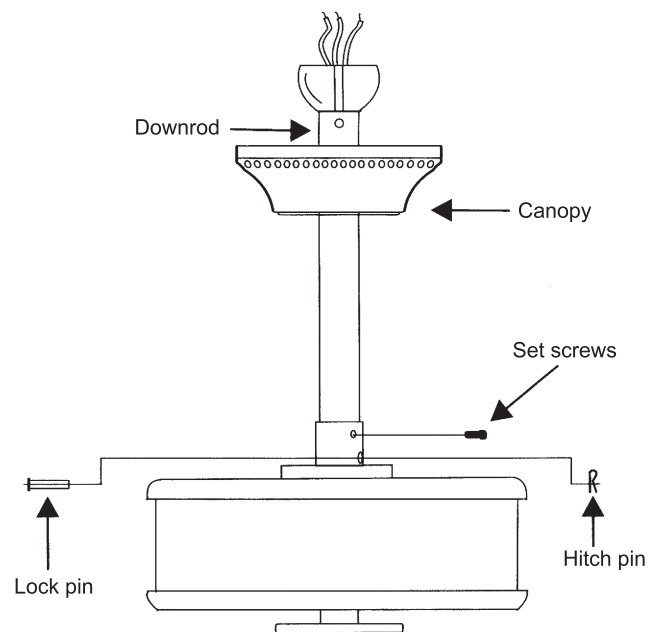


Figure 7

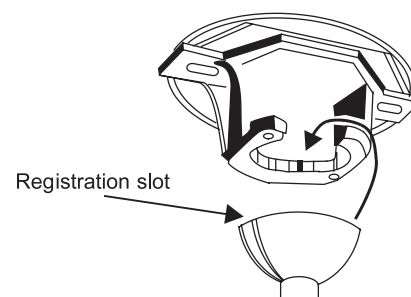


Figure 8

## 6. INSTALLATION OF SAFETY SUPPORT

An additional safety support is provided to prevent the fan from falling. Secure the safety cable to the ceiling joist with screw and washer, as illustrated in Figure 9.

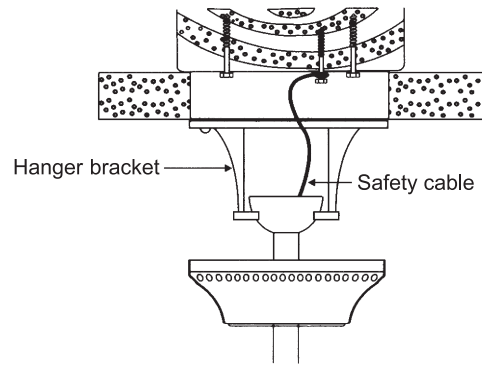


Figure 9

## 7. MAKE THE ELECTRIC CONNECTIONS

**Remember** to disconnect the power. Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan. Secure the connectors with electrical tape. Make sure there are no loose strands or connections.

**Step 1** Connect the fan supply (black) wire and light supply (blue) wire to the black household supply wire as shown in Figure 10.

**Step 2.** Connect the neutral fan (white) wire to the white neutral household wire.

**Step 3.** Connect the fan ground wire (green) to the household ground wire.

**Step 4.** After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and the black and the blue wires are on the other side.

**Step 5** Turn the connecting nuts upward and push the wiring into the outlet box.

Figures 11 and 12 illustrate the wiring connections for optional wall control. (The wire color out of wall control may vary, see wall control's installation manual for correct wire connections.)

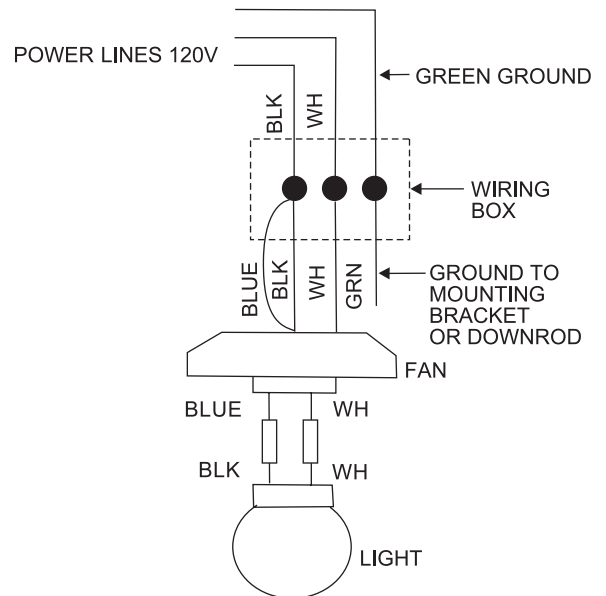


Figure 10

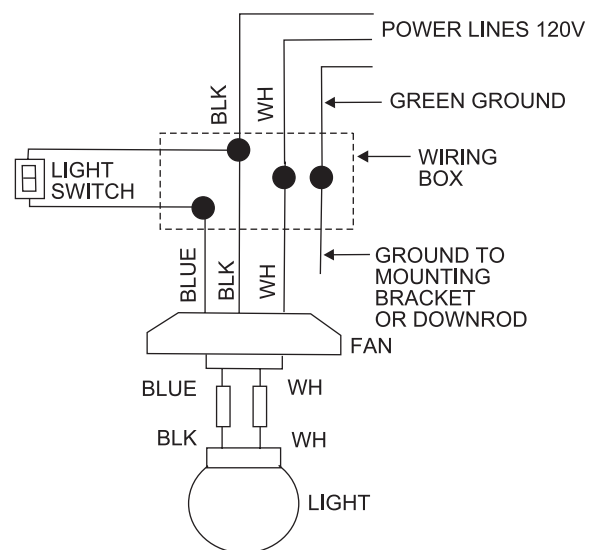
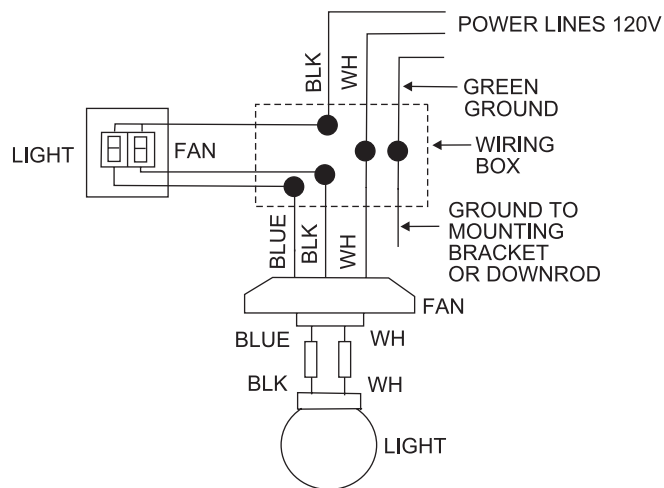


Figure 11

**NOTE:** LIGHT KITS ARE AVAILABLE AT YOU THE FAN IS ALREADY WIRED TO SUPPORT THE LIGHT KIT OPTION.

**WARNING:** TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR OTHER PERSONAL INJURY. MOUNT FAN ONLY ON AN OUTLET BOX OR SUPPORTING SYSTEM MARKED **ACCEPTABLE FOR FAN SUPPORT.**

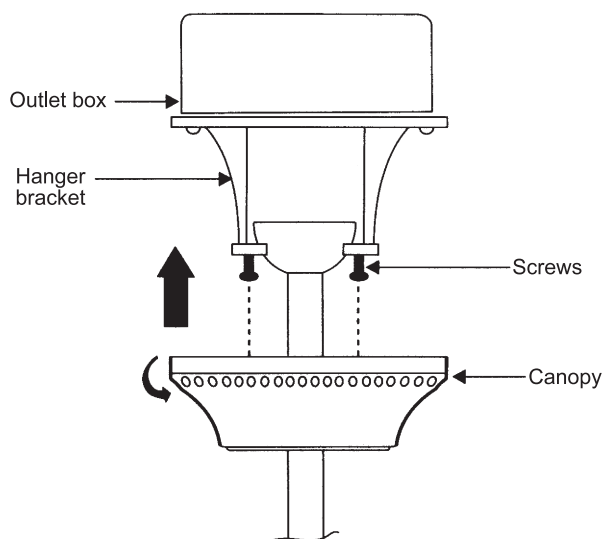


**Figure 12**

## 8. FINISHING THE INSTALLATION

**Step 1.** Slide the canopy up to the ceiling and over the two screws on hanger bracket. Rotate canopy clockwise until tight.

**Note:** adjust the canopy screws as needed until the canopy is snug. (Fig. 13)



**Figure 13**

## 9. ATTACHING THE FAN BLADES

**Step 1** Attach the blade to the blade bracket using the screws and fiber washers as shown in Figure 14. Start screw into bracket. Repeat for the two remaining screws.

**Step 2** Tighten each screw. Make sure the blade is straight.

**Step 3** Fasten blade assembly to motor using the screws supplied. (Fig. 14)

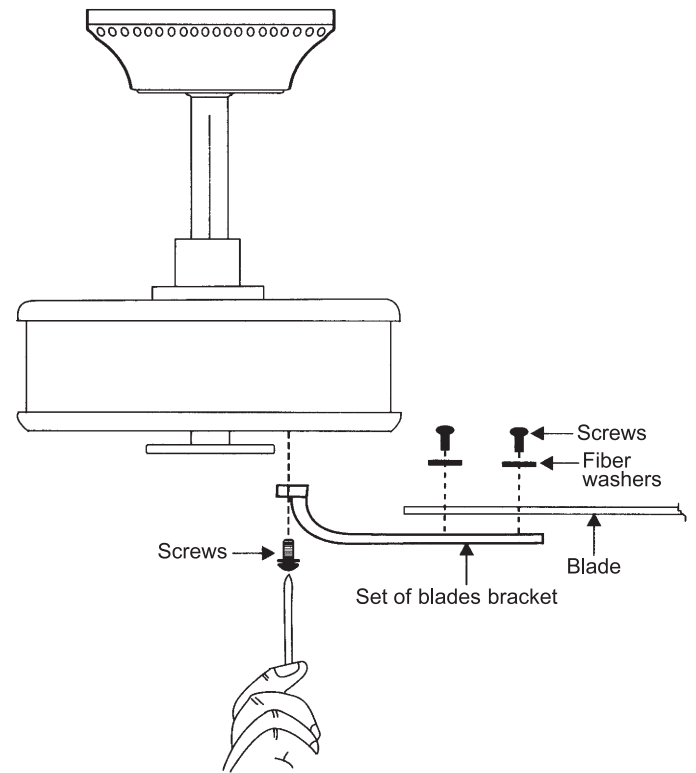


Figure 14

## 10. INSTALLING THE SWITCH HOUSING

**NOTE:** Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at fuse box. Turning power off using the fan switch is not sufficient to prevent electric shock.

1. Remove the screws from the mounting plate under the fan motor.
2. While holding the switch housing under your fan, snap together the wire connection plug. (Figure 15)
3. Raise the switch housing to the mounting plate until the holes in switch housing and mounting plate line up. Reinsert screws to secure in place. (Figure 15)

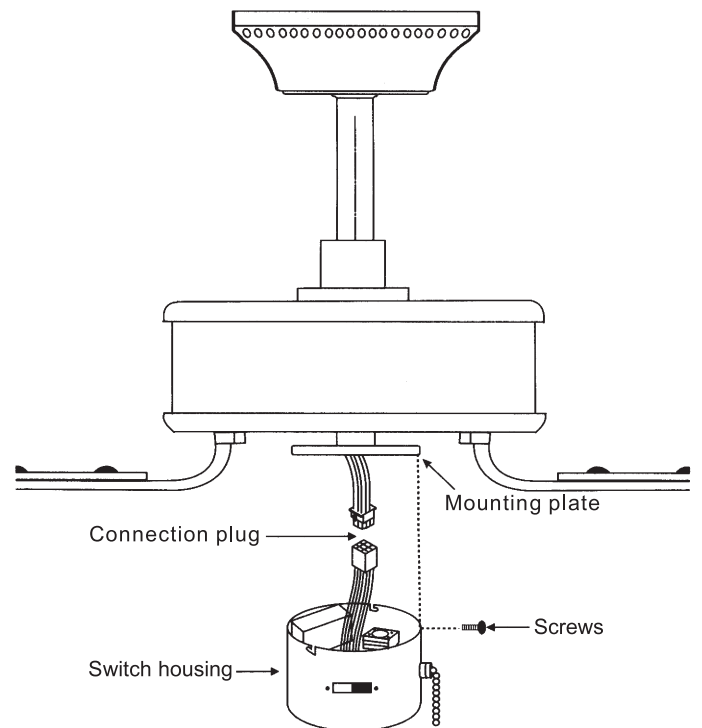


Figure 15

## 11. OPERATING YOUR FAN

**NOTE:** Wait for fan to stop before changing the setting of the slide switch.

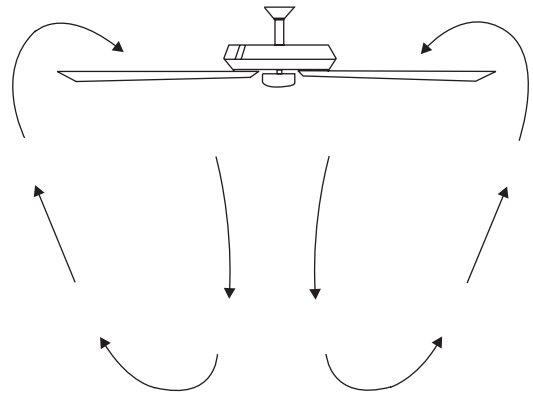
Turn on the power and check the operation of your fan. The pull chain controls the fan speed as follows: 1 pull- High, 2 pulls-Medium, 3 pulls-Low, and 4 pulls-Off.

Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans and so on.

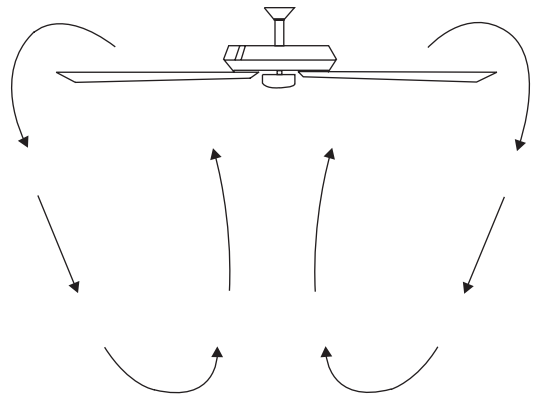
The slide switch controls directions: forward (switch down) or reverse (switch up)

Warm weather - (Forward) A downward airflow creates a cooling effect as shown in Fig. 16. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool weather - (Reverse) An upward airflow moves warm air off the ceiling area as shown in Fig. 17. This allows you to set your heating unit on a cooler setting without affecting your comfort.



**Figure 16**



**Figure 17**

## 12. TROUBLESHOOTING

### Problem

### Solution

- |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fan will not start. | <ol style="list-style-type: none"><li>1. Check circuit fuses or breakers.</li><li>2. Check line wire connections to the fan and switch wire connections in the switch housing.<br/><b>CAUTION:</b> Make sure main power is off.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Fan sounds noisy.   | <ol style="list-style-type: none"><li>1. Make sure all motor housing screws are snug.</li><li>2. Make sure the screws that attach the fan blade bracket to the motor hub is tight.</li><li>3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing.<br/><b>CAUTION:</b> Make sure main power is off.</li><li>4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time.</li><li>5. If using an optional light kit, make sure the screws securing the glassware are tight. Check that light bulb is also secure.</li><li>6. Some fan motors are sensitive to signals from solid-state variable speed controls.<br/>If you have installed this type of control, choose and install another type of control.</li><li>7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.</li></ol> |