

## **Bella Depot Modern Ceiling Fan**

### **Installation & Troubleshooting Manual**

#### **CAUTION**

**READ INSTRUCTIONS CAREFULLY FOR  
SAFE INSTALLATION AND FAN OPERATION**

## SAFTY RULES

1. To reduce the risk of electric shock, turn off the electricity to the fan at the main fuse box or circuit panel before beginning.
2. All wiring must be in accordance with the local electrical codes or National Electrical Code. Electrical installation should be performed by a qualified licensed electrician.
3. To avoid personal injury, the use of gloves may be necessary while handling fan parts with sharp edges.
4. Make sure the installation site you choose allows clear space for the blades to rotate and at least seven 7 feet (2.13 meters) of clearance between the floor and the fan blade tips. The fan should be mounted so that the tips of the blades are at least thirty 18 inches (45.72 centimeters) from walls or other upright structures.
5. **WARNING:** To reduce the risk of fire, electric shock, or personal injury, mount fan only to an outlet box marked acceptable for fan support and use 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.
6. The outlet box and ceiling support structure must be securely mounted and capable of supporting at least 45 KGs.
7. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
8. 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.
9. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
10. Electrical diagrams are for reference only.
11. The fan is suitable for indoor use only.

## TOOLS REQUIRED



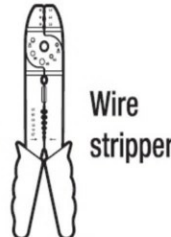
Phillips  
screwdriver



Flat blade  
screwdriver



Step  
ladder



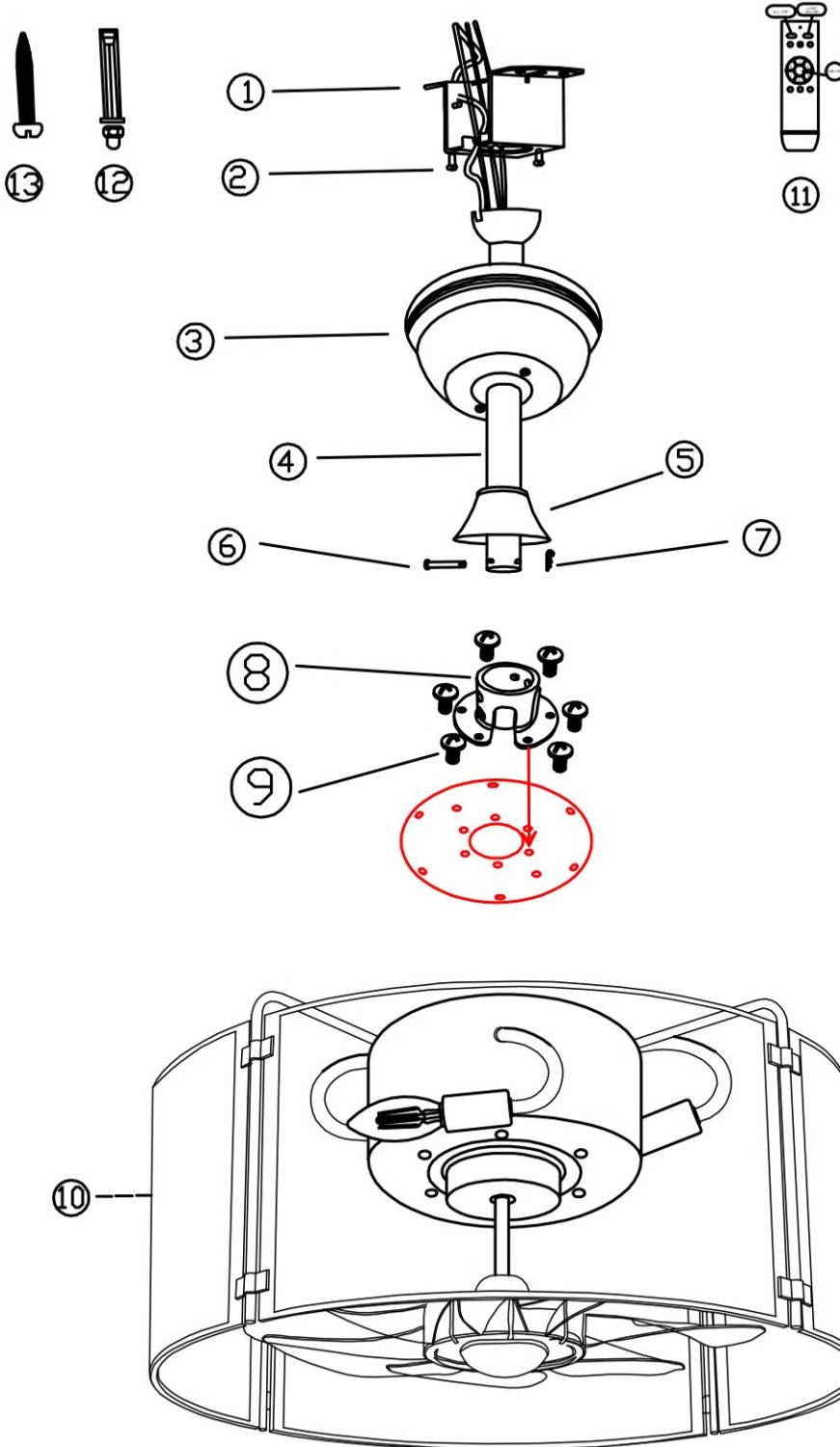
Wire  
stripper



Electrical  
tape

## BEFORE INSTALLATION

Unpack your fan and check the contents. You should have followings:



- 1. Mounting Bracket X 1
- 2. Canopy Screws X 2
- 3. Canopy X 1
- 4. Downrod & Hanger Ball X 1
- 5. Coupling Cover X 1
- 6. Bolt X 1
- 7. Cotter Pin X 1
- 8. Yoke X 1
- 9. Screws X 6
- 10. Fan Motor X 1
- 11. Remote Controller X 1
- 12. Expansion Screws X 2
- 13. Wood Screws X 4

## INSTALL THE FAN

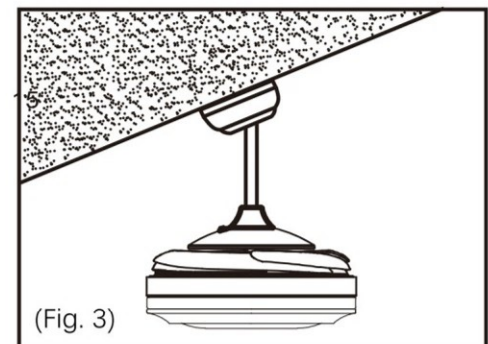
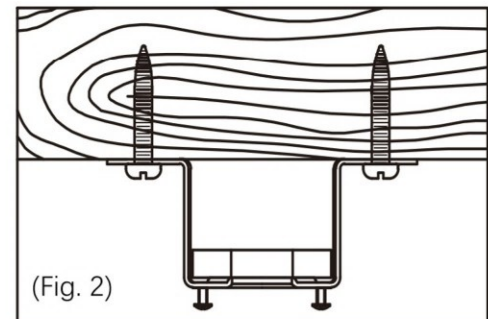
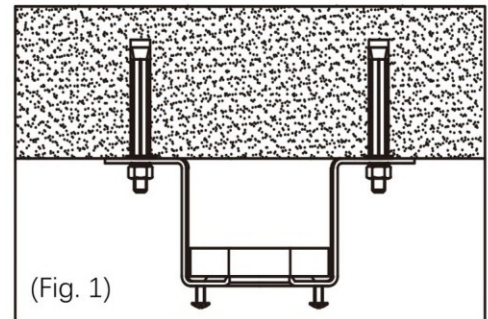
Tools Required: Phillips Screwdriver, Pair of Pliers, Straight slot screwdriver, Adjustable Wrench, Step Ladder and Wire Cutters.

### INSTALL THE MOUNTING BRACKET

To prevent personal injury and damage, ensure that the hanging location allows the blade a clearance of 7 feet (2.13 meters) from the floor and 18 inches (45.72 centimeters) from any wall or obstruction.

If there isn't an existing CUL listed mounting box, then read the following instructions:

1. For the concrete ceiling: Mark the location for the ceiling fan first, then drill two holes in the ceiling to aid in securing ceiling bracket with two expansion screws provided, and secure the mounting bracket to the building structure with two expansion screws provided, tighten the screws. (Fig.1)
2. For the Wood Ceiling: Mark the location for the ceiling fan first, secure the mounting bracket to the building structure with four wood screws provided. (Fig.2)
3. Refer to the Fig.3 for mounting when the ceiling is angled max.15 degree angle.

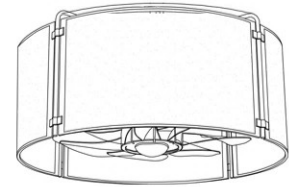


NOTE: Hanger after the installation must be able to withstand the weight of 45 kgs or more

## INSTALL THE DOWNROD

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

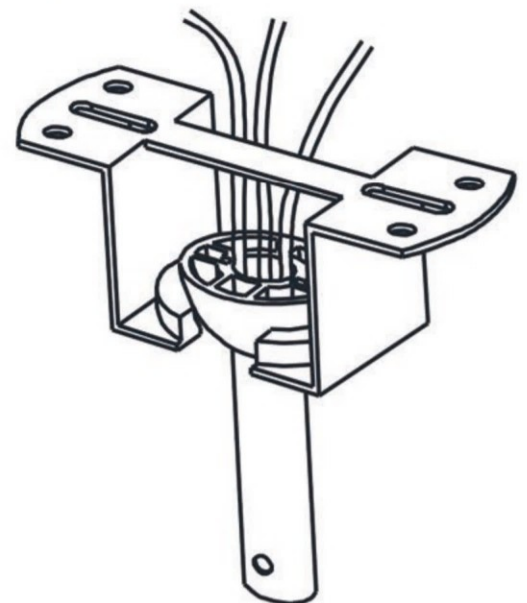
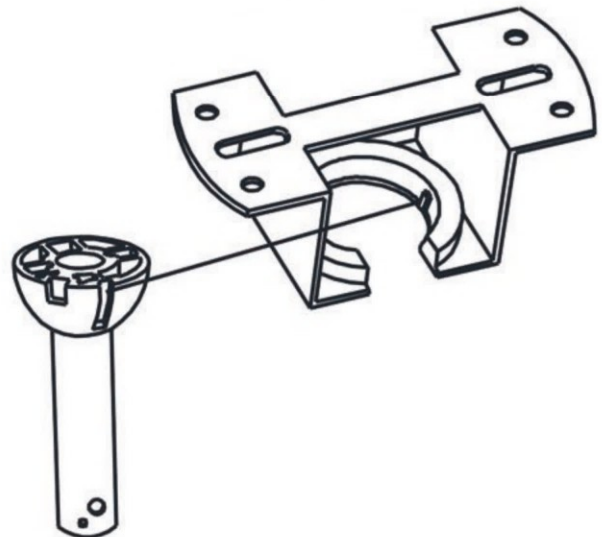
1. Remove the clamp pin and cross pin from downrod
2. Place downrod assembly into canopy and coupling cover, Carefully feed motor wires through the downrod assembly
3. Loosen the two set screws in downrod coupling
4. Insert downrod into downrod coupling. Install coupling cross pin through coupling and downrod. Insert clamp pin into cross pin until it snaps into place. Tighten set screws in coupling. Slide coupling cover over the downrod coupling.



## CHANGE DOWNROD (OPT)

The Bella Depot Ceiling Fan comes with one 5 inches standard downrod which is preassembled and attached to the hanger ball, one longer 10 inches downrod is also included for higher ceilings. If you need a different downrod length, please follow these steps:

1. Loosen the hanger ball from downrod by removing set screw.
2. Slide downrod ball off of downrod and remove pin
3. Re-install pin into extended downrod, and slide downrod ball up to the top of the downrod
4. Re-install set screw to secure ball to downrod

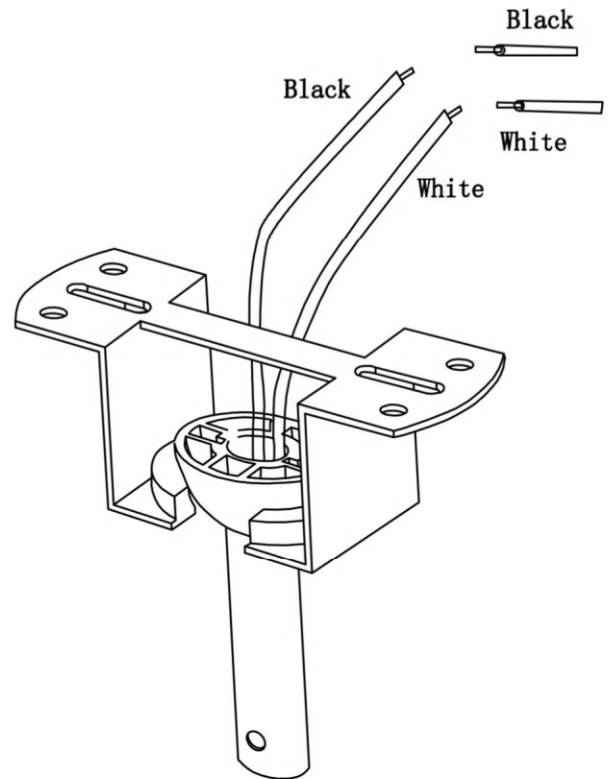


## MOUNTING

Carefully lift motor assembly and place hanger ball onto hanger bracket. Rotate fan until notch on downrod ball engages the ridge on the mounting bracket. Rod should not rotate if this is done correctly.

Make wiring connections from the house and the fan as shown right. Connect using wire nuts(provided).

From House



## SECURE THE CANOPY

Raise the canopy up and align the keyholes on the bottom of the canopy with the 2 screws on the bottom of mounting bracket. Rotate the canopy until both screws from the mounting bracket drop into the slot recesses. Tighten screws securely.

