# Manual Book

## Retractable Ceiling Fans
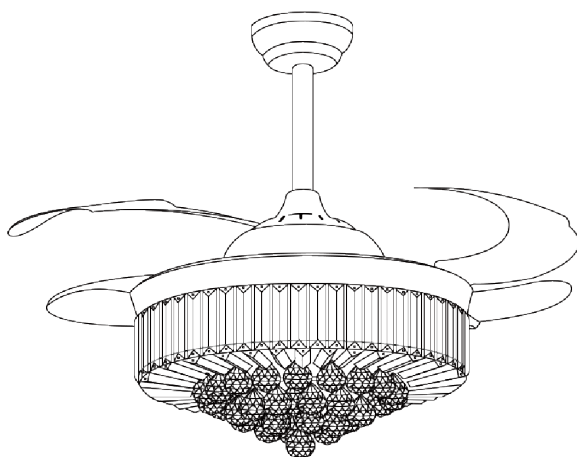
# Packing List
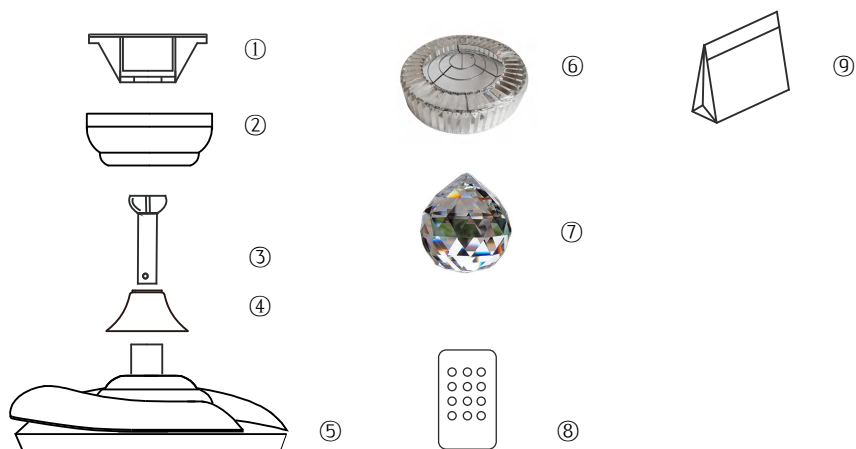
| Name | QTY | Name | QTY |
|---|---|---|---|
| ① Mounting Bracket | 1 | ⑥ Light Shade | 1 |
| ② Canopy | 1 | ⑦ Crystal Ball | 39 |
| ③ Downrod | 2 | ⑧ Remote Control | 1 |
| ④ Adapter Cover | 1 | ⑨ Hardware Bag | 1 |
| ⑤ Fan Motor base | 1 | | |

 NOTE:
**1. Crystal is fragile and spare parts included.**
2. Downrod: short x 1pcs, long x 1pcs
3. Remote control requires AAA 1.5V battery x 2pcs (not included)
**4. Rectangle crystals in the package are only for the spare parts of the assembled light shade, not for hanging like crystal balls.**

# Safety Rules

1. Be sure the power to the wires you are working on is disconnected, either the fuse is removed or the circuit breaker is turned off. Turning the power off using the light switch is not sufficient to prevent electrical shock.

2. A qualified licensed electrician is required for the installation.

3. The outlet box and support structure must be securely mounted and capable of reliably /supporting a minimum of 70 pounds. Use only UL (cUL for Canadian Installation) listed mounting boxes marked "FOR FAN SUPPORT".

4. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.

5. Do not operate reversing switch while fan blades are in motion (if applicable). Fan must be turned off and blades stopped before reversing blade direction.

6. Do not place any objects in the path of the blades.

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 soft cloth will be suitable for the cleaning.

9. 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 on one side of the outlet box.

10. Electrical diagrams are reference only, different fan light may have different light shade and bulbs.

11. Use only our replacement parts. 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 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.

**Warning:**
To reduce the risk of personal injury, use only the two steel screws and 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 need to be replaced, consult a qualified electrician if in doubt.

To reduce the risk of fire, electric shock or person injury, mount fan to outlet box marked "acceptable for fan support".

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.
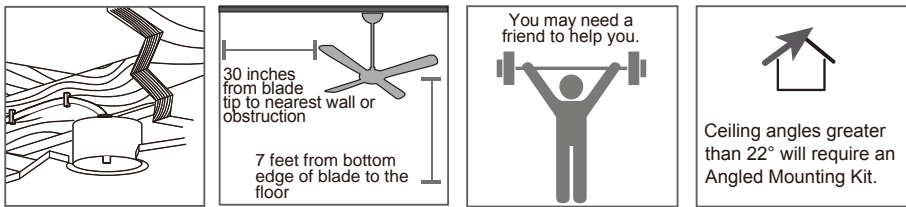
# Installation Preparation

## Tools You Need
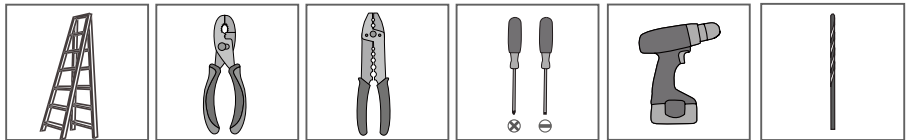
| | | | | | |
|---|---|---|---|---|---|
| ☑ Ladder | ☑ Pliers | ☑ Wire Strippers | ☑ Screwdrivers | ☐ Power Drill (optional) | ☐ Drill Bit (optional) |

If mounting to a support structure, you will also need the optional tools.

## What to Expect with Your Installation

30 inches from blade tip to nearest wall or obstruction

7 feet from bottom edge of blade to the floor

You may need a friend to help you.

Ceiling angles greater than 22° will require an Angled Mounting Kit.

☑ Must be able to secure the fan to building structure or fan-rated outlet box

☑ Assess location

☑ Check box to see fan weight

☑ Assess ceiling angle

## Mounting Options

Support Structure

Short downrod

Outlet Box (required)

Long downrod

Outlet Box (required)
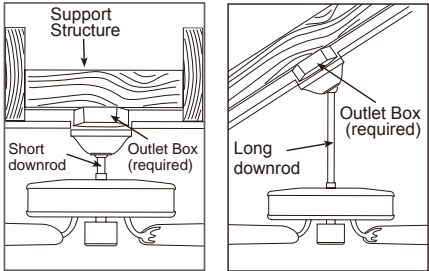
Use short downrod for flat and less than 9 feet ceiling.

Use long downrod for high or angled ceiling less than 22°.

**NOTE:** For longer downrod or angled ceiling greater than 22°, please contact us.

# 1. Attach the Light Shade





**Step 1.** Take out the fan base and place it facing up. Take off the screws from the base.

**Step 2.** Attach the crystal frame with the screws taken off. Longer screw driver recommended.

# 2. Install the Fan

**NOTE:** This ceiling fan is supplied with two types of hanging downrods:
1. The short downrod for "close-to and flat ceiling" installation (less than 9 feet).
2. The long downrod for high or angled ceiling less than 22°.
3. Please contact us if you need longer downrod or angled ceiling greater than 22°.

**1. Install the Bracket**
Step 1. Pass the power wires through the center hole in the mounting bracket as shown in Fig. 1.
Step 2. Secure the mounting bracket to the ceiling outlet box with the screws and washers provided with your outlet box.



Outlet box

Flat washer

Mounting bracket

Hook

Mounting screw (supplied with the outlet box)

Power Wire
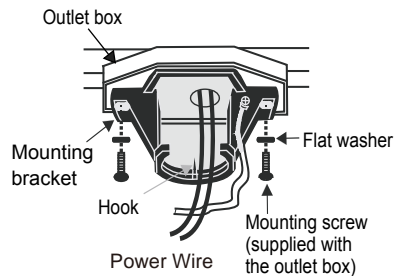
Fig. 1

### 2. Assemble the Fan
Step 1. Assemble the canopy and adapter cover as Fig. 2.

Step 2. Remove the the bolt, pin and set screws from the top of the fan motor assembly.

Step 3. Route wires from the top of the fan motor through downrod/ ball.

Step 4. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Fig. 2). Carefully insert the bolt through the holes in the collar and downrod. Be careful not to jam the bolt against the wires inside the downrod. Insert the pin to the end of the bolt (Fig. 2).

Step 5. Fix the downrod with set screws provided.
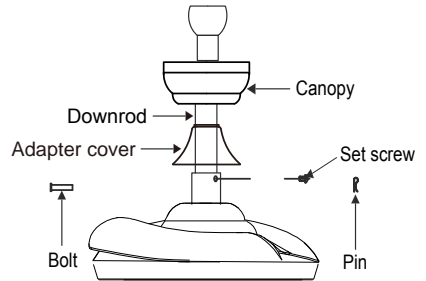
### 3. Hang the Fan
Place the downrod ball into the bracket socket (Fig. 3). Be sure the fixation slot is locked by the bracket.



Fig. 2
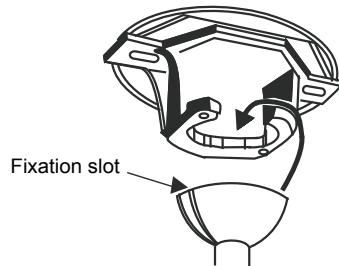


Fig. 3

# 3. Connect the Wires

**NOTE: THIS FAN ONLY NEEDS ONE SET OF INPUT WIRES** (black, white and ground wire). Both of the fan and lights will be controlled by the remote controller. The wall switch is not able to control the fixture full functionally.

**THIS FAN CAN ONLY BE CONNECTED ONTO ON/OFF SWITCH IF YOU HAVE ONE, NOT SUITABLE FOR DIMMAER SWITCH.**

Step 1. Connect the fan live wire (black) to your house live wire (black).

Step 2. Connect the fan neutral wire (white) to your house neutral wire (white).

Step 3. Connect the fan ground wire (from downrod, green/yellow stripe) to your house ground wire (optional).

Step 4. After connecting the wires, spread them apart so that the live wires are on one side of the outlet box and the neutral wires are on the other side.
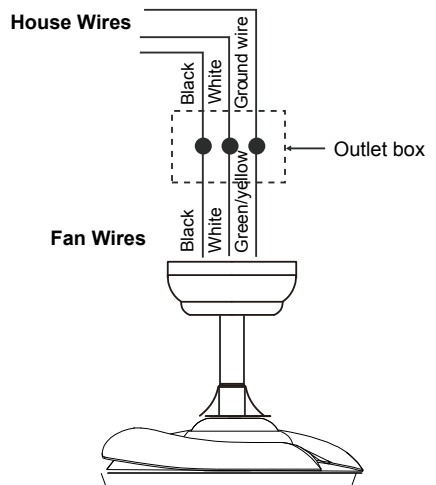


Fig. 4

# 4. Attach the Canopy

**Step 1.** Insert the wires and wire connectors into the outlet box.

**Step 2.** Slide the canopy upto the ceiling and attach it to the mounting bracket with the screws provided. Tighten all screws securely (Fig. 5).
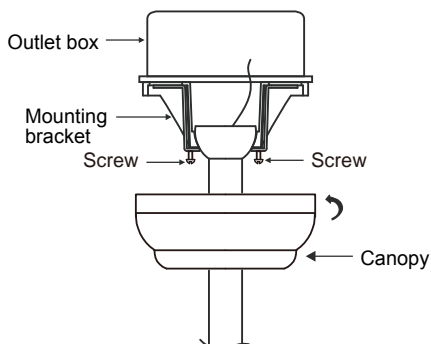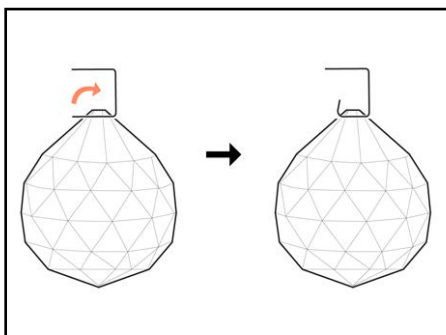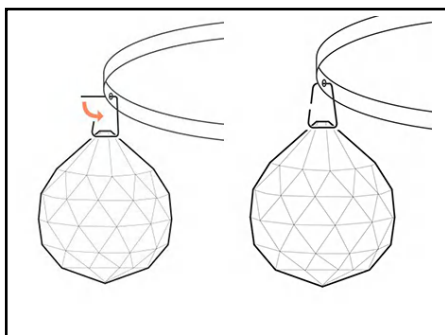


Outlet box

Mounting bracket

Screw

Screw

Canopy

Fig. 5

# 5. Hook the Crystal Balls



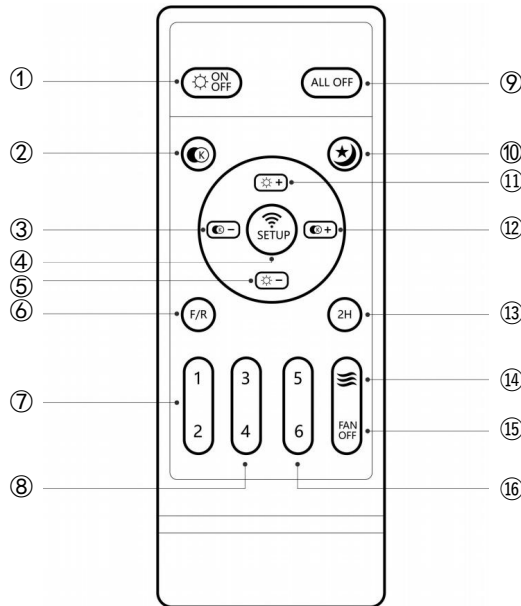**Step 1.** Hook the crystal balls with the clips provided. Hook one ball with the 2- octagon crystal strand.

**Step 2.** Hook the crystals onto the frame. Hook the octagon strand in the center of the frame.

**NOTE:**

1. Rectangle crystals in the package are only for the spare parts of the assembled light shade, not for hanging like crystal balls.

# Remote Control Instructions



**NOTE:**
**Please insert 2 batteries before using.**
**AAA 1.5V battery x 2pcs (not included)**

① Turn on/off the light.
② Quick switch of the light color: Yellow Light→White Light→Natural Light
③⑫ Adjust the light color temperature.
④ **SETUP: remote signal pairing.** If the remote control loses signal of the fan, press and hold this button at the very beginning after it's powered on from wall switch. After the fan flashes or beeps, it's paired successfully.
⑤⑪ Adjust the brightness of the light.
⑥ Fan moves forwards or reversely.
⑦⑧⑯ Fan speed.
⑨ Turn off fan including the light.
⑩ Night mode, lights will be dimmed when press this button.
⑬ Timing for 2 hours for the fan.
⑭ Natural wind of the fan, fan speed will change automatically when use this function.
⑮ Turn off the fan.

# APP Control Instructions

**NOTE: Scan the QR code and install the APP in your phone, or search and install "FanLamp Pro" from Google Play, Apple App and other APP stores.**
**Make sure your phone is connected to the internet and bluetooth enabled.**
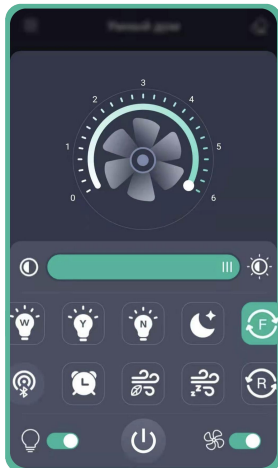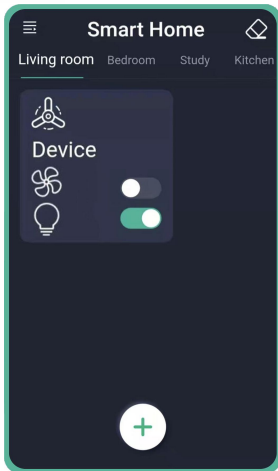
Pair button. Click it within 5 seconds after the fan is powered on from wall switch. After the fan flashes or beeps, it has been successfully paired with the phone, it can be controlled through it.

Slide to change the fan speed.

Slide to change the brightness of the light.

Quick switch for "White" light color.

Quick switch for "Yellow" light color.

Quick switch for "Natural" light color.

Night mode, dim the lights.

Fan moves forwards.

Change the direction of the wind. (Not supported)

Timing the fan.

Natural wind: fan speed will change automatically when use this function.

Sleeping wind. (Not supported)

Fan moves reversely.

Turn on/off the light.

Turn on/off the fan.

Unpair button. Click it within 5 seconds after the fan is powered on. After the fan flashes or beeps, it has been successfully unpaired with the phone.

# Trouble Shooting

**1. Fan doesn't work**
• Press a fan speed button (1-6).

• Check the remote control battery (not included in this package).

• Check the circuit breaker to ensure the power is turned on.

• Make sure the blades spin freely.

• Turn off the power from the circuit breaker, then loosen the canopy, and check

all the connections according to the wiring diagram.

**2. LED panel doesn't light up**
• Check the wire connectors to see if all of them are connected correctly.

**3. Noisy Operation**
• Tighten the light fitting

• Re-tighten all screws on bracket, downrod and fan blades (do not over tighten)

• Check to see if any of the blades are cracked. If so, replace all of the blades.

**4. Remote does not work**
• Make sure the battery is installed correctly.

• Install 2 new batteries.

**5. Excessive wobbling**
• Tighten all of the blade screws.

• Turn the power off, support the fan carefully,
check that the hanger ball is properly seated.

• Use the provided balancing kit and instructions
to balance the fan:

Magnet

Step 1. Attach the magnet to place①, ②, ③ or ④,

turn on the fan and test where it needs the balance kit.

Step 2. Replace the magnet with the balance paster.
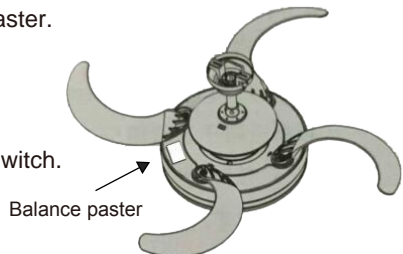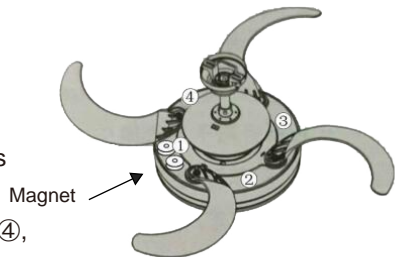
**6. LED panels flicker/ Noisy operation**
• Make sure you only connect the fan onto your

ON/OFF switch if you have one, not a dimmer switch.

Balance paster

# Clean And Care

To clean, wipe fixture with soft cloth. Spray from chemical cleaners can discolor the finish of fixture. Do not use scouring pads, powders, steel wool or abrasive paper to clean this fixture.