## BALANCING KIT

The Balancing kit should only be used if there is an unacceptable amount of fan wobble after completing all the steps in your Owners Manual under "Attaching The Fan Blades."

1. Turn the fan on and set the speed control setting to a speed at which the wobbles is the greatest.
2. Turn off the fan and allow it to a come to a complete stop. Select one blade and place the balance clip on it, halfway between the blade holder and the blade tip on the trailing edge of blade.
3. Turn the fan on. Note whether the wobble has increased or decreased. Turn the fan off,move the clip to another blade, and retest. Repeat this procedure on all blades noting the blade on which the greatest improvement is achieved.
4. Move the clip back to the blade that showed the greatest improvement. Move the clip inward and outward on this blade and operate the fan to find the position where the clip gives the greatest improvement.
5. Remove the clip and install a balancing weight to the top of blade along the center line near the point where the clip was positioned.
6. If the fan wobble problem has not been corrected you may wish to try to improve the balancing further by using the balancing clip and additional weights.

BALANCING WEIGHT

PLASTIC CLIP
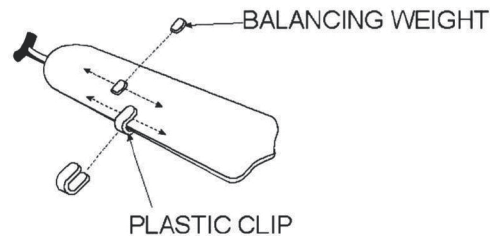
MAINTENANCE

1. The fan's natural movements may cause some connections to work loose. A clicking or rattling noise is a certain sign of loosening screws.Check the support connections,brackets,and blade attachments twice a year,and tighten all screws as necessary.Make sure all screws attaching the glass to the fitter on the light kit are finger tight. Do not use a screw driver or pliers to tighten glass screws.
2. Clean your fan periodically. Use only a cloth dampened with a mild detergent solution.Never use solvents.Dust with a soft cloth or brush. Metal finishes are finished with a lacquer to prevent tarnishing.
3. You will never need to oil your fan. Its permanently sealed bearings will provide silent,trouble free operation for many years.
4. Make sure the power is turned off at the main fuse or circuit panel before you attempt any repairs.

Simpol Home

INSTRUCTION MANUAL

Item NO.:SH-CF-704

- Assembly & Installation
- Operation

SAFETY TIPS

1. To avoid possible electric shock, turn off the electricity at the main fuse box or circuit panel before you begin the fan installation or before servicing the fan or installing accessories.
2. Read all instructions and safety information carefully before installing your fan and save these instructions.
3. Make sure all electrical connections comply with local codes or ordinances and the National Electrical Code .If you are unfamiliar with electric wiring,please use a qualified and licensed electrician.
4. Make sure you have a location selected for your fan that allow clear space for the blades to rotate, and at least seven (7) feet of clearance between the floor and the fan blade tipes. The fan should be mounted at least thirty (30) inches from walls or other upright structures.
5. **WARNING:**The outlet box and ceiling support joist used must be securely mounted,and capable of supporting at least 50 pounds.To reduce the risk of fire,electric shock or personal injury,mount to the outlet box marked acceptable for fan supported and use mounting screws provided with the outlet box.The box must be supported directly by the building structure.
6. **WARNING:**To reduce the risk of fire, electric shock or personal injury, mount to 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.
7. Electrical diagrams are for reference only.Light kits that are not packed with the fan must be U. L. listed and marked suitable for use with the model fan you are installing . Switches must be U. L. general use switches. Refer to the instructions packaged with the light kits and switches for proper assembly.
8. After installation is complete,check that all connections are absolutely secure.
9. After making 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.
10. **WARNING:**To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device,or rheostat.
11. Do not operate the reverse switch until the fan has come to a complete stop.
12. Do not insert anything into the fan blades while they are rotating.
13. **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.
14. To avoid personal injury or damage to the fan and other items,be cautions when working around or cleaning the fan.
15. Do not use water or detergent when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.

NOTE: The important safety precautions and instructions appearing in the manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense and caution are necessary factors in the installation and operation of this fan

TROUBLE SHOOTING

FAN WILL NOT START:

1. Check all fuses or circuit breakers. Replace if missing.
2. Turn off electrical power and check all wire connections to fan and in switch housing.
3. Make sure pull chain switch is on, and reverse slide switch is up or down-not in the middle.

FAN IS NOISY:

1. Use of standard light rheostat or continuously variable fan speed wall control will always cause harmonic distortions, or a humming noise. Many fan motors do not work quietly with solid state variable controls. If a quiet wall control in desired,use only 3-speed UL approved wall controls.
2. Always allow a few days "break in" time for any new fan at medium or high speed. Try to diagnose the exact location of the noise by listening carefully from several sides (Blades,Motor,Light kit,etc.). Fan noise can come from a light kit.
3. Make sure all screws in the fan assembly and light kit are tight and properly threaded.If not,back out and retighten. Tighten these screws at least once a year because they may loosen slowly over time and cause a clicking noise.
4. Make sure the light kit is securely fastened to the fan, and all glass screws are finger tightened only. Do not tighten with pliers or a screw driver.
5. Make sure mounting bracket is installed snugly to junction box.
6. Make sure wire nuts in switch housing or canopy are not rattling against each other or against wall of housing. Wrap with electrical tape if necessary.
7. Make sure the canopy is not touching the ceiling.
8. Assure that the screws fastening blade Arm to motor are tight and the lock washers provided for that purpose have been used.
9. Make sure all light bulbs are fully screwed in.

FAN TURNS BUT DOES NOT MOVE MUCH AIR:

1. The fan may be running in reverse, so air is directed upward.
2. The room may contain items that obstruct the air flow.
3. The fan may be too small for size of the room.

Fig.15

FAN SHAKES OR WOBBLES:

1. A small amount of movement is considered acceptable and should not be considered a defect.
2. Make sure mounting bracket is tight at junction box/ceiling with no movement at all Tighten screws if necessary.
3. Make sure all screws holding the blades to the blade arm and blade arm to motor are tight. Make sure ligt kit/glass screws are tight .
4. Some fan movement is normal. However,interchanging an adjacent (side-by-side) blade pair may redistribute the weight and result in smooth operation.
5. Most fan wobble problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure this distance as shown in Figure 15. Measurements should always be within 1/8". Rotate the fan until the next blade is positioned for measurement. Repeat for each blade.
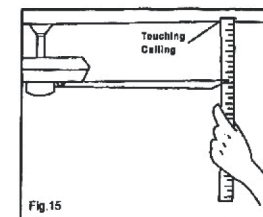
REMOTE CONTROL INSTALLATION:

CAUTION: INCORRECT WIRE CONNECTION WOULD DAMAGE THIS RECEIVER.

1. Ceiling fan must be set at HIGH speed by pulling the "Pull Switch" after installation.
2. For fans that are not drop rod styles (i.e. Flush Mount Styles) the appropriate conversion kit should be used. The fan should be installed and hanging from the ceiling.
3. Make the wiring connection as shown in Fig. 1.1 and 1.2. RF. sensor must be stuck outside canopy. Its position depends on RF. receiving condition. (Fig. 2)
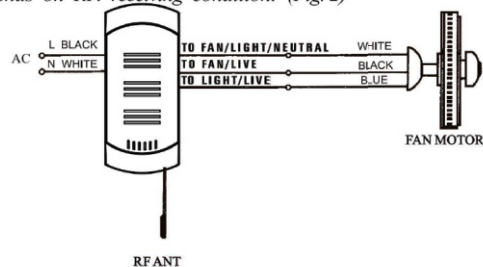
Fig. 1.1
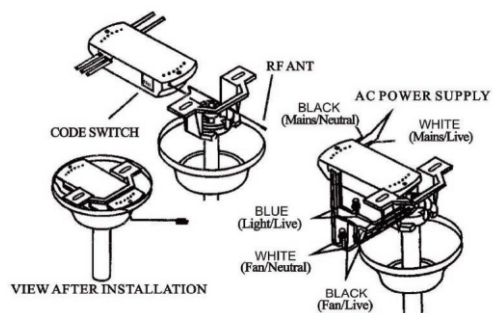
Fig. 1.2
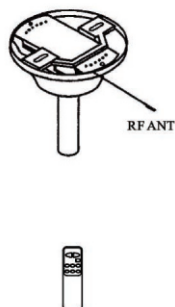
Fig. 2

4. Once the connection has been made, the receiver inserts into the drop rod hanging bracket. The canopy comes up to cover the receiver and bracket. (Fig. 1.2)
5. To change the batteries is to open the battery housing cover by sliding out the cover downward to the arrow shown direction while pressing down the cover with thumb. (Fig. 3) Holder for transmitter: if desired, install onto the wall with screws. (Fig. 4)
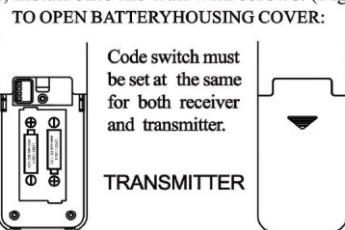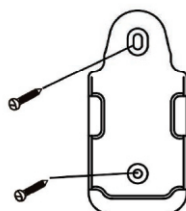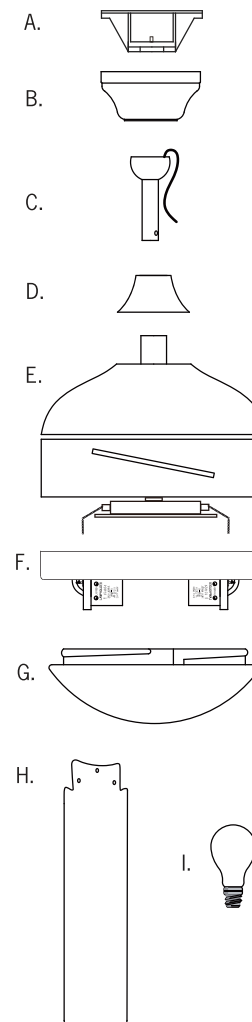
TO OPEN BATTERYHOUSING COVER:

Code switch must be set at the same for both receiver and transmitter.
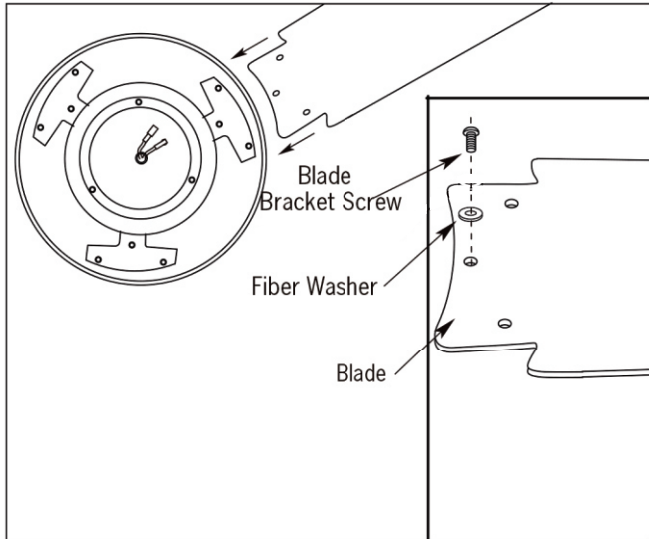
TRANSMITTER

Fig. 3

Fig. 4

ASSEMBLY DRAWING

A. Mounting Bracket

B. Canopy

C. Downrod Assembly

D. Yoke Cover

E. Fan Motor Assembly

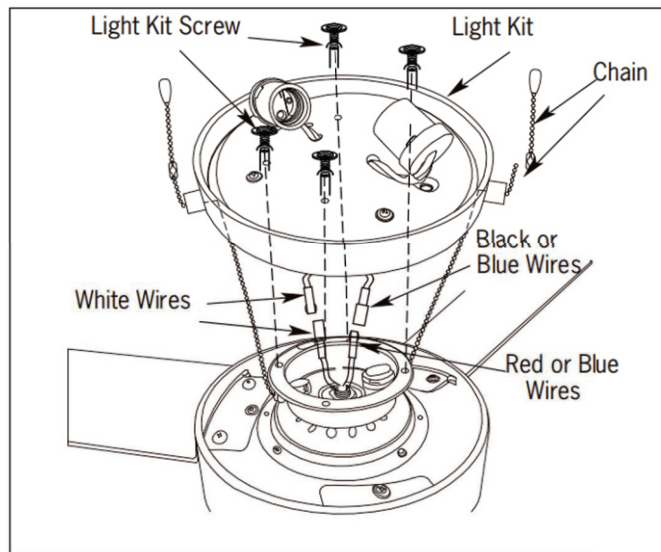F. Motor Cover

G. Glass

H. Fan Blade

I. Bulb

1. ATTACH THE FAN BLADES

A - Attach the blades to the fan motor assembly using the screws and flat washers.
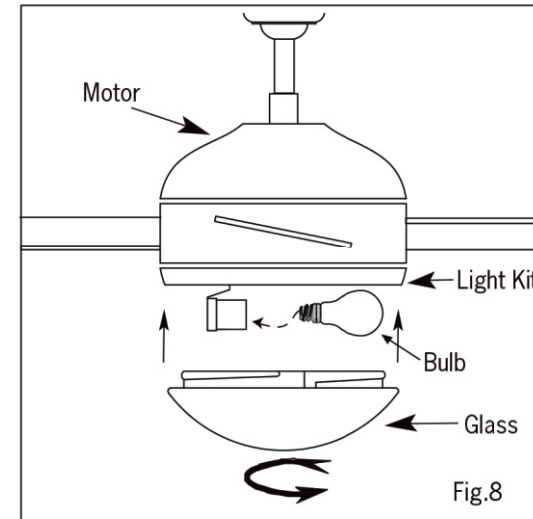

- Connect polarized connectors of light kit to corresponding connectors found in switch housing.
- Install the light kit to the fan motor assembly by tightening 4 screws.

7. LIGHT ASSEMBLY

- Install proper wattage and type of bulb identified on light housing or shade.
- Place glass onto the fan and turn to secure.

WARNING : BE SURE TO TURN OFF POWER BEFORE INSTALLING

Fig.8

WARNING: Check all connections, set screws and screws a resecu rely tightened before the next step.

To clean the fixture, turn off the power, wait for it to cool, and wipe the fixture with a clean, soft cloth.

4. ELECTRICAL HOOK-UP

B CONNECTING BLACK, WHITE, AND (RED OR BLUE) WIRES

White Wire

Black Wire

Red or Blue Wire

White Wire

Fig.6
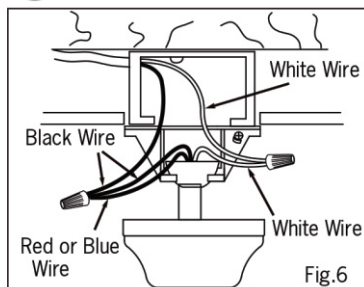
- Connect white wire from outlet box to white wire from fan using wire nut (not supplied).
- Connect black wire from outlet box to black wire from fan plus (red or blue wire) using a wire nut (not supplied).

NOTE: A red or blue wire would be power for a light kit if applicable

NOTE: Once ground wires are connected, carefully tuck all wires and wire nuts into the metal outlet box making sure that the wires are clear of the hemisphere and downrod when positioned in mounting bracket (Downrod Mount Only).

5. MOUNTING FAN ASSEMBLY

- Place two screws and washers on mounting plate (marked B on diagram) which correspond with slots in canopy. Screw in two turns.
- Position canopy to mounting plate aligning slots to screws (marked B on diagram) then turn to lock.
- Position and tighten the two screws and washers (marked A on diagram) then tighten the two screws (marked B on diagram).

6. ENGAGE HEMISPHERE (Downrod Mount Only)

- Carefully rotate fan assembly until groove in hemisphere locks over tab of canopy assembly.

WARNING: Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.
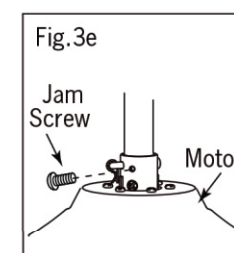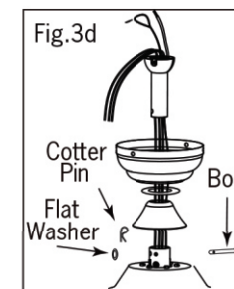
Hemisphere   Groove

Mounting Bracket   Tab
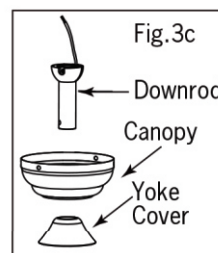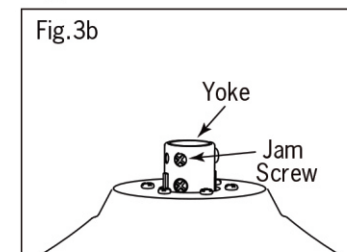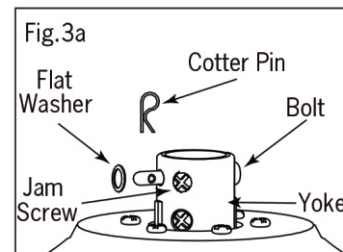
Fig.7a

(B)   Washers   (A)   (B)

Fig.7b
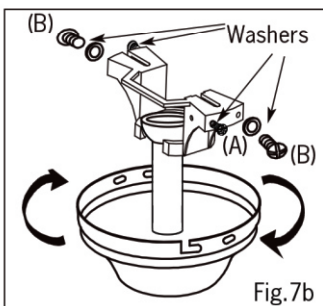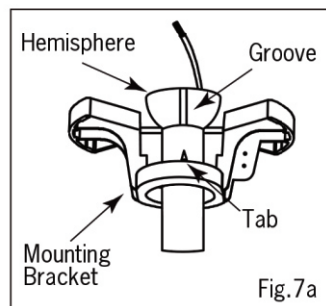
NOTE: When installing fan on sloped ceiling, make sure tab on hanger bracket faces towards the top of the slope. Depending on the slope, a longer downrod may be required to prevent fan blades from hitting the ceiling.

2. MOUNTING

A DOWNROD MOUNT

- Take out fan motor housing.
- Remove cotter pin and bolt from yoke.
- Loosen jam screw in yoke until it is flush with the inside surface.
- Obtain downrod, canopy and yoke cover.
- Place downrod inside canopy and yoke cover.
- Route wires exiting motor through yoke cover, canopy and downrod.
- Insert bolt through hole in shaft and downrod. **Be careful not to damage or cut the fan wires.**
- Tighten flat washer and bolt. Secure with cotter pin through hole in the end of the bolt.
- Secure downrod in position by tightening jam screws. Slide yoke cover down so it is flush with the motor housing.

Fig.3a   Flat Washer   Cotter Pin   Bolt   Jam Screw   Yoke

Fig.3b   Yoke   Jam Screw

Fig.3c   Downrod   Canopy   Yoke Cover

Fig.3d   Cotter Pin   Flat Washer   Bolt

Fig.3e   Jam Screw   Motor

B FLUSH MOUNT

- Remove rubber ring from canopy.
- Place canopy on fan housing by alinging 3 larger holes of canopy over 3 existing screws on the motor housing.
- Secure canopy to motor housing by placing 3 screws and washers (supplied in hardware package) in the 3 smaller holes in the canopy.
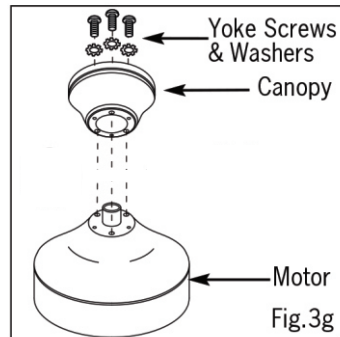
B FLUSH MOUNT

Yoke Screws & Washers
Canopy
Motor
Fig.3g

3. INSTALL MOUNTING BRACKET

WARNING: To Reduce The Risk Of Fire, Electric Shock, Or Personal Injury, Mount To UL/CSA Listed Outlet Box Marked Acceptable for Fan Support And Use Mounting Screws Provided With The Outlet Box.

- Secure mounting bracket and rubber gaskets to outlet box.
- Hang fan on temporary hook or mounting bracket.
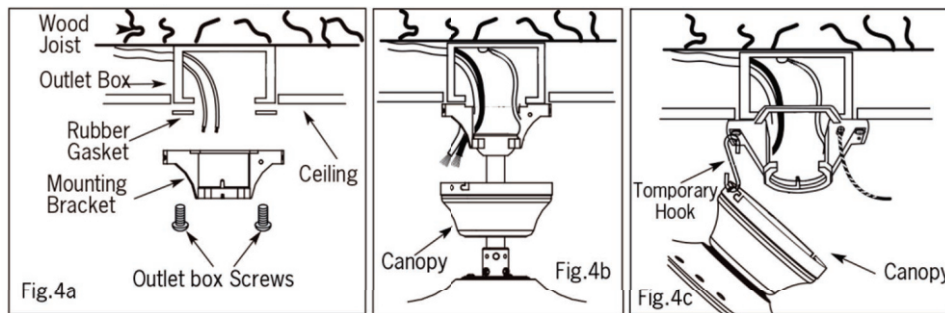 Diagram Fig.4b is for Downrod Mount.
  Diagram Fig.4c is for Flush Mount.

Wood Joist
Outlet Box
Rubber Gasket
Mounting Bracket
Ceiling
Outlet box Screws
Fig.4a
Canopy
Fig.4b
Temporary Hook
Canopy
Fig.4c

4. ELECTRICAL HOOK-UP

- There are several different wiring combinations that can be used in controlling your ceiling fan to meet your specific requirements. Should the following method not meet your requirements call or visit your nearest distributor for a full list of fan accessories.

| CAUTION |
| --- |
| Green Wire - GROUND
Black Wire (Fan) - POWER
White Wire (Fan) - COMMON
Red or Blue Wire (Light Kit) - POWER |
| **SEE SAFETY PRECAUTIONS ON PG. #2 BEFORE WIRING** |

After making the wire connections, ensure the wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and the ungrounded conductor on the other side of the outlet box.
Ensure the splices after being made should be turned upward and pushed carefully up into the outlet box.

A CONNECTING THE (GREEN) GROUND WIRE

DOWNROD MOUNT
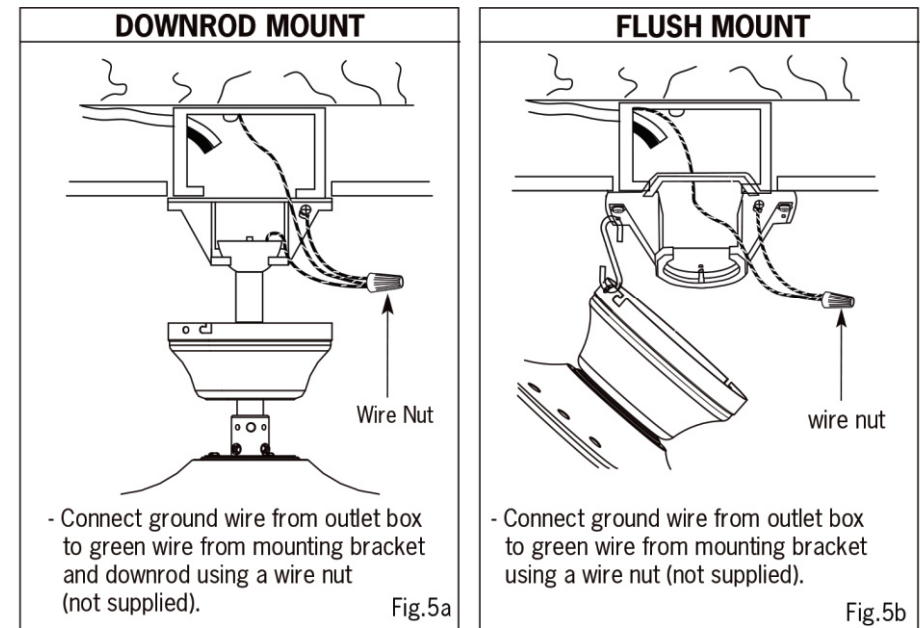
Wire Nut

- Connect ground wire from outlet box to green wire from mounting bracket and downrod using a wire nut (not supplied).
Fig.5a

FLUSH MOUNT

wire nut

- Connect ground wire from outlet box to green wire from mounting bracket using a wire nut (not supplied).
Fig.5b

NOTE: Once ground wires are connected, carefully tuck all wires and wire nuts into the metal outlet box making sure that the wires are clear of the hemisphere and downrod when positioned in mounting bracket (Downrod Mount Only).