

## OWNER'S MANUAL

PLEASE READ AND SAVE THESE INSTRUCTIONS

# TABLE OF CONTENTS

## Getting Started

	Page
Important Safeguards .....	1
Preassembly Instructions .....	3
Tools Required .....	3

## Hanging Your Fan

Standard Mounting .....	4
Close-to-Ceiling Mounting .....	5
Installing the Fan to an Electrical Box .....	6
Electrical Connections .....	7
Assembling the Fan Blades .....	9
Attaching the Fan to the Ceiling .....	10
Light Kit Assembly .....	11
Attaching the Glass Shades .....	11
Operating Your Ceiling Fan .....	12
Care and Cleaning .....	13
Troubleshooting Guide .....	14

## IMPORTANT SAFEGUARDS

*Before assembling and installing your fan, Please retain instruction manual for future reference, as it contains important information if your fan is ever damaged.*

1. Do not install this fan where it can get wet. This fan is not designed for outdoor use.
2. Make sure working area and hands are clean before hanging your fan.
3. To ensure the success of installation, be sure to read all of the instructions and thoroughly review the diagrams before beginning.
4. Caution ! To avoid possible electrical shock, be sure your electricity is turned off at the main power box before wiring. Installation and electrical connections must be done in accordance with local codes, nances, and National Electrical Code, If you are unfamiliar with electrical wiring, secure the services of a qualified electrician.
5. Make sure that your installation site will allow the fan blades to rotate freely without obstruction. Allow a minimum clearance of 7 feet (2.13 meters) from the floor to the trailing edge of the blade.

## IMPORTANT SAFEGUARDS (CONTINUED)

6. CHECK TO BE SURE THAT THE OUTLET BOX IS MARKED "ACCEPTABLE FOR FAN SUPPORT". MOUNTING SHOULD BE ABLE TO RELIABLY SUPPORT 50 LBS.
7. WARNING! BLADES SHOULD BE ATTACHED AFTER MOTOR HOUSING IS HUNG AND IN PLACE. ALLOWING ROOM FOR BLADE HOLDER TO UNFOLD. The fan motor housing should be kept in the carton until ready to be installed.
8. WARNING ! TO REDUCE THE RISK OF PERSONAL INJURY DO NOT BEND THE BLADE BRACKETS WHEN INSTALLING THE FAN, BALANCING THE BLADES , OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS IN BETWEEN ROTATING FAN BLADES.
9. After fan is completely installed make sure that all connections are secure to prevent fan from falling.
10. WARNING ! TO REDUCE THE RISK OF ELECTRIC SHOCK OR FIRE, DO NOT USE THIS FAN WITH ANY SOLID STATE SPEED CONTROL DEVICE. DO NOT OPERATE THE FAN WITHOUT FAN BLADES.
11. The important safeguards instructions appearing in this manual cannot cover all possible conditions and situations that may occur . It must be understood that common sense and caution are factors which cannot be built into this product but must be supplied by the person(s) caring for and operating the unit.

## PREASSEMBLY INSTRUCTIONS

1. Be sure you read and understand the important safeguards on pages 1 and 2.
2. After opening the carton, remove mounting hardware package from styrofoam inserts. Do not discard the carton or styrofoam. Should this fan need to be returned for repairs, it must be shipped in its original packaging to protect against possible damage.
3. Remove motor from packaging and place on the carpet or on the styrofoam to avoid damage to the finish.
4. Remove and discard the rubber motor protectors from the underside of the motor housing. The rubber protectors prevent the motor from turning and are used to protect the motor during shipping. They must be removed before operating the motor.

### .....Tools Required for Installation.....

- |                            |               |
|----------------------------|---------------|
| ➤ Outlet Box               | ➤ Pliers      |
| ➤ Phillipshead Screwdriver | ➤ Step-ladder |
| ➤ Wire Stripper            |               |

# HANGING YOUR FAN

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

**NOTE:** This ceiling fan is supplied with two types of hanging assemblies: the standard ceiling mount using the downrod with ball and socket mounting, and the "close - to-ceiling" mount. The "close-to-ceiling" mount is recommended in rooms with less than 8-foot ceiling or in areas where additional space is desired from the floor to the fan blades. With standard downrod mounting, the distance from the ceiling to the bottom of the fan blades will be approximately 12 inches. The "close-to-ceiling" mounting distance will be 8 inches. Once you have decided which ceiling mounting system you will use, proceed with the following instructions.

## ..... STANDARD CEILING MOUNTING .....

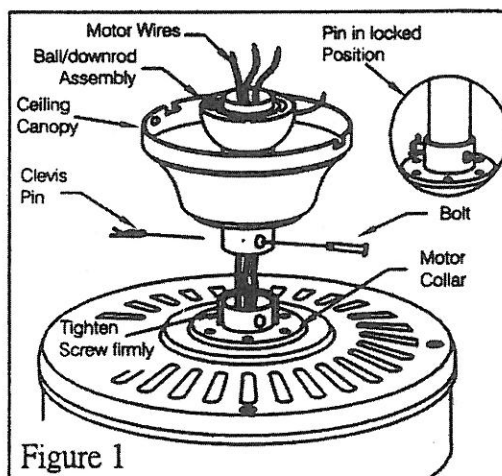
1. Place canopy over the motor collar. Route wires exiting from the top of the fan motor through the ceiling canopy and then through the ball / downrod assembly (Fig.1)

2. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Fig.1). Carefully insert the cotter pin through the holes in the collar and downrod. Be careful not to

force against the wiring inside the downrod. Through the hole of the cotter pin, insert clevis pin and bend the ends so that they fold around the cotter pin to ensure security.

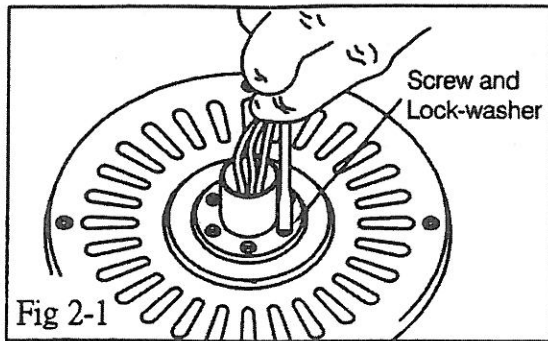
3. Tighten the set screw on top of the fan motor firmly.

4. Proceed to Installing the Fan to the Electrical Box on page 6.

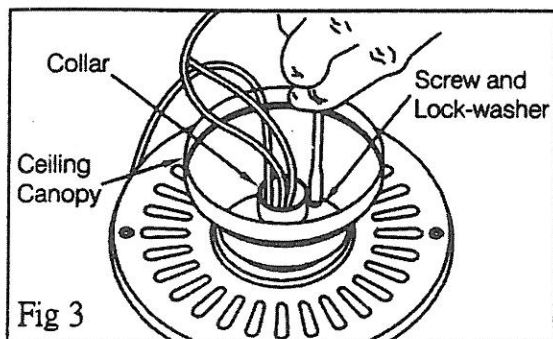


## HANGING YOUR FAN (CONTINUED)

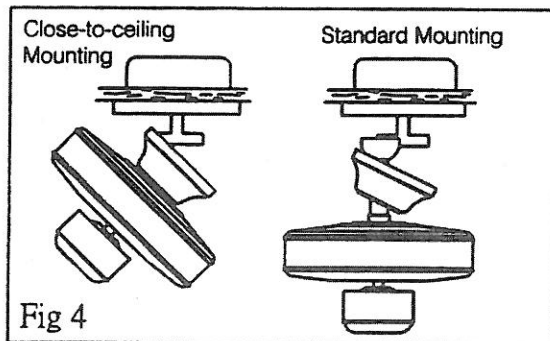
### ..... CLOSE - TO - CEILING MOUNTING .....



1. Remove three of the six screws and lock-washers (every other one) from the top housing (Fig 2-1).



2. Place the ceiling canopy over the collar on top of the motor. Align the mounting holes with the holes in the motor and fasten, using the three screws and lock-washers removed in step 2 (Fig.3).



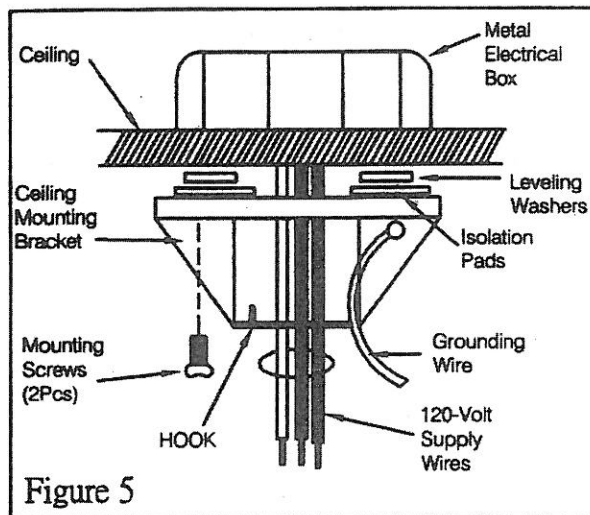
3. Tighten the mounting screws securely (Fig.3)
4. Proceed to Installing Fan to Electrical Box on Page 6.



# INSTALLING FAN TO THE ELECTRICAL BOX

**CAUTION: TO REDUCE THE RISK OF ELECTRIC SHOCK , DISCONNECT THE MAIN POWER BY REMOVING THE FUSE OR CIRCUIT BREAKER AT THE ELECTRICAL PANEL BOX.**

1. Place isolation pad on each foot of mounting bracket .Secure mounting bracket to outlet box using screws and washers provided with the outlet box. When using close -to - ceiling mounting ,it is important that the mounting bracket is level.If necessary, use leveling washers (not included) between the mounting bracket and the electrical box.(Fig. 5).
2. Securely tighten the two mounting screws.
3. Pass the 110 volt supply wires through the center hole in the ceiling mounting bracket (Fig 5).



**For Close to Ceiling Mount Installation:**

4. Use the canopy hole (not the slot) to hang fan assembly on the hook on the hanger bracket(Fig 4).

**For Standard Mount Installation:**

5. Lift fan with downrod assembled and slide into mounting bracket by way of the open edge. Position ball into bracket cradle, aligning the brackets ball, locking tab with the slot in the ball.This is to prevent ball rotation . Check to see that the ball does not rotate and that no wires are trapped between the ball and bracket (Fig 4).

**WARNING: WHEN USING THE STANDARD BALL /DOWNROD MOUNTING , THE TAB IN THE BOTTOM OF THE HANGER BRACKET MUST REST IN THE GROOVE OF THE HANGER BALL. FAILURE TO PROPERLY SEAT THE TAB IN THE GROOVE COULD CAUSE DAMAGE TO WIRING.**

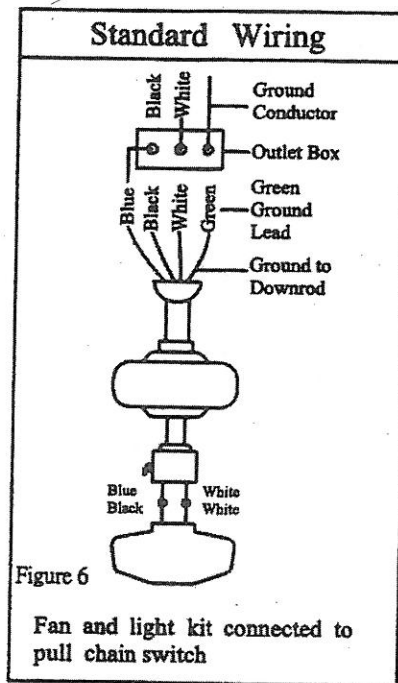


## ELECTRICAL CONNECTIONS

**CAUTION: TO REDUCE THE RISK OF ELECTRIC SHOCK, DISCONNECT THE MAIN POWER BY REMOVING THE FUSE OR CIRCUIT BREAKER AT THE ELECTRICAL PANEL BOX.**

*Please study carefully the following wiring diagrams before attempting to make electrical connections.*

Follow the steps below to connect the fan to your household wiring. Check the wiring in your house at the fan location and choose one of the following electrical connection methods. Use the wire connectors supplied with your fan. Make sure there are no loose strands or connections ( Fig. 6a ).



## ELECTRICAL CONNECTIONS (CONTINUED)

1. Spread the wires apart, put the green and white wires on one side, and the black and blue on the other side of the outlet box.
2. Connect the fan's grounding wires (green) to green or bare supply wire. Make sure that the fan is properly grounded.
3. Connect the fan's neutral (White) wire to the white supply wire.
4. Connect the fan's supply (black) wire to the black supply wire. If installing an optional light kit, also connect the blue wire from the fan to the black household supply wire.
5. The splices, after wiring, should be turned upward and pushed carefully up into the outlet box. (White and green on one side, black and blue on the other).

## ASSEMBLING FAN BLADES

1. Attach each blade to blade arm using three blade assembly screws as shown in Figure 7.

Figure 7

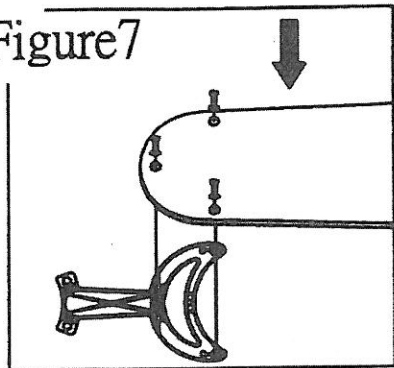
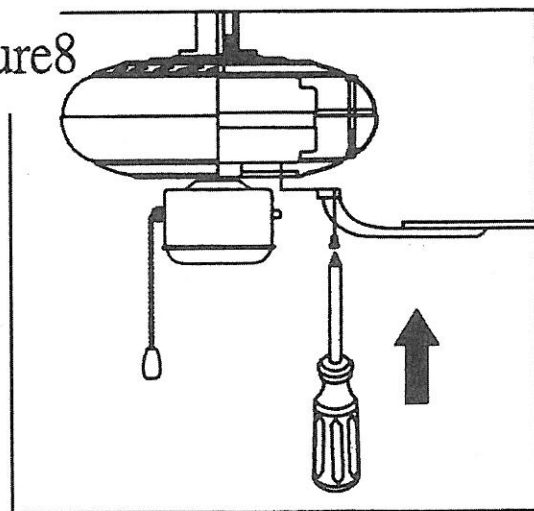


Figure 8



2. Remove the blade mounting screws and rubber shipping pads from the motor.
3. For each blade, insert one blade mounting screw through the blade iron as shown in Figure 8 and attach tightly to the fan. Insert the second blade mounting screw, then securely tighten both mounting screws.

## ATTACHING THE FAN TO THE CEILING

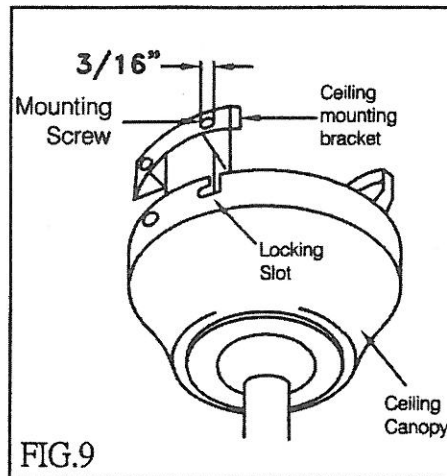
1. Thread two of the ceiling canopy mounting screws into two opposite holes in the rim of the ceiling mounting bracket (Fig. 9). Thread the screws into the hole until approximately  $3/16"$  remains between the screw head and the rim of hanger bracket.

### For Close to Ceiling Mount Installation

2. Carefully unhook the fan from the hanger bracket and align the locking slots of the ceiling canopy with the two screws installed in step 1. Push up to engage the slots and turn clockwise to lock into place. Immediately tighten the two mounting screws.
3. Install the remaining two mounting screws into holes in the canopy and tighten firmly.

### For Standard Mount Installation

2. Slide the ceiling canopy up the downrod on to the hanger bracket and align the locking slots of the ceiling canopy with the two screws installed in step 1. Push up to engage the slots and turn clockwise to lock into place. Tighten the two mounting screws.
3. Install the remaining two mounting screws into holes in the canopy and tighten firmly.



**WARNING: LOCKING SLOTS OF CEILING CANOPY ARE PROVIDED ONLY AS AN AID TO MOUNTING, DO NOT LEAVE FAN UNATTENDED UNTIL ALL FOUR CANOPY SCREWS ARE ENGAGED AND FIRMLY TIGHTENED.**

## LIGHT KIT ASSEMBLY

**Your fan comes packaged with the light fixture already assembled.  
Instruction for optional replacement :**

### **To Connect the Light Kit**

1. Connect the blue wire from the switch housing to the black wire from the light kit . Connect the white wire from the switch housing to the white wire on the light kit .
2. Carefully tuck all wires and connectors into the switch housing, and attach the light kit to the switch housing with the screws and washers provided.

#### **WARNING:**

TO REDUCE RISK OF ELECTRIC SHOCK , MAKE SURE THAT ELECTRICITY IS TURNED OFF AT MAIN CIRCUIT BREAKER OR FUSE BOX BEFORE BEGINNING INSTALLATION OF LIGHT FIXTURE.

## ATTACHING THE GLASS SHADES

### **Attaching the Glass shades**

To complete the installation, attach the glass to the light fixture. Make sure the power is off before attaching or removing the glass shades.

**Step 1 Release the light kit cover thumb screws. Insert the glass shade into the glassholder, then tighten each glass shade in place, using the thumb screws.Repeat.**

Attach shades on pre -  
installed light fixture

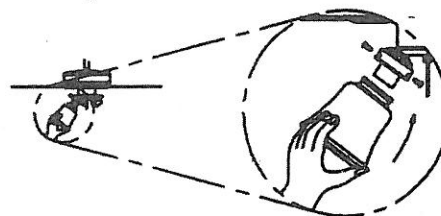


Figure 10

#### **WARNING**

TO REDUCE THE RISK OF PERSONAL INJURY, ONLY USE THE GLASS SHADES SUPPLIED WITH THIS FAN. DO NOT USE THINNER GLASS OR ANY BLOWN GLASS ON THIS FIXTURE AS THE GLASS MAY BREAK DURING INSTALLATION / REMOVAL

#### **WARNING**

FAILURE TO PROPERLY SEAT THE GLASS SHADES INTO THE LIGHT FIXTURE SOCKETS AND ENGAGE THE STEEL TENSIONERS COULD RESULT IN THE GLASS SHADES LOOSENING AND POSSIBLY FALLING

## OPERATING YOUR CEILING FAN

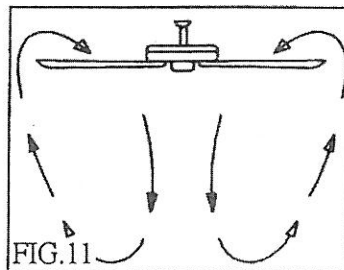
**NOTE:** Restore the main power by replacing the fuse or circuit breaker at the electrical power box before attempting to operate the fan .Turn on the wall switch.

Your fan has two controls on the switch housing:

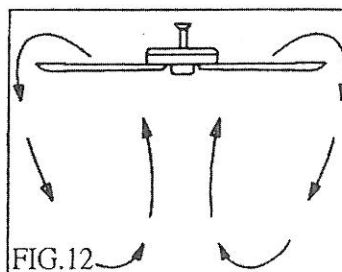
**A) Speed Switch** - to control the speed of operation of the fan. This is a pull chain switch controlling three speeds : HI (one pull), MED ( two pulls). LOW (three pulls) and OFF (four pulls).

**B) Direction (Reverse) Switch** - to control the direction of rotation of the blades. The optimum speed settings for warm or cool weather depend on factors such as the room size, ceiling height , etc.

- 1. FORWARD:** For warm weather operation, the air flow direction should be downward (see Fig.13).This will create a wind chill effect,which allows for a higher temperature setting on your air conditioning unit without a reduction in the comfort level.For forward operation, blades should move counter-clockwise.



- 2. REVERSE:** For cool weather operation air flow direction should be upward (see Fig. 14).This upward airflow moves stratified hot air off the ceiling area and gently blows down around the walls to mix the warm air with the cool air on the floor.This method will lessen drafts and more evenly mix air in the room. This allows for a lower temperature setting on your heating unit without a reduction in the comfort level.For reverse operation.



**WARNING: TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK,RECHECK TO MAKE SURE THAT ALL PARTS ARE SECURELY CONNECTED TO PREVENT THE FAN FROM FALLING.**



## CARE AND CLEANING OF YOUR FAN

1. Check the integrity of support connections at least twice each year. Lower motor housing and examine bracket support screws and mounting plate assembly.

**(IT IS NOT NECESSARY TO REMOVE THE FAN FROM THE CEILING.)**

2. Examine the integrity of the blade bracket and blade attachment on a bi-annual basis.
3. Periodic cleaning of your new ceiling fan will help maintain a new appearance over the years. Do not use water when cleaning your ceiling fan as this could damage the motor or the wood blades and create the possibility of an electrical shock.
4. The plating is sealed with a lacquer to minimize any discoloration or tarnishing. Therefore, only use a soft brush or lint free cloth to avoid scratching the finish.
5. You may wish to occasionally apply a light coat of furniture polish to the wood for added protection and to enhance the beauty. Small blade scratches can be covered with a light application of shoe polish.
6. The motor has permanently lubricated bearings. There is no need to oil.

**NOTE:** When performing routine inspections of your ceiling fan, do not disturb electrical connections. Should you notice a loose connection during your inspection, make sure that all power is off at the electrical panel box before attempting any repairs. Refer to the electrical connections sections of this instruction manual for guidance.

## TROUBLESHOOTING GUIDE

### **FAN WILL NOT START:**

1. Check the motor housing to make sure the rubber stops have been taken off of the motor.
2. Check main and branch circuit fuses or breakers and wall switch. Make sure that there are no solid state speed controls or dimmers used in the wall circuit.
3. Check line wire connections to fan and switch wire connections in the switch housing.

**CAUTION: Make sure main power is off.**

### **FAN SOUNDS NOISY:**

1. Make sure all motor housing screws are snug, but not too tight.
2. Make sure the screws that attach the fan blade bracket to the motor hub are tight.
3. Make sure wire nut connections are not rattling against each other or on the interior wall of the switch housing.

**CAUTION: Make sure main power is off before opening the switch housing.**

4. Allow a "break-in" period of at least 24 hours. Most noises associated with a new fan disappear during this time.
5. If using an optional ceiling fan light kit, make sure screws securing the glass shades are tight. Check that the light bulb is also secure and not touching the glass shades. Do not overtighten the screws to the glass since this could break the glass.
6. Check the canopy and screws to make sure they are tight and secure.
7. Make sure your ceiling outlet box is secure and rubber isolator pads were used between the hanger bracket and ceiling box.

## TROUBLESHOOTING GUIDE (CONTINUED)

### FAN WOBBLES OR SHAKES EXCESSIVELY:

All blades are grouped by weight. Natural woods vary in density which could cause the fan to wobble even though all blades are weight matched. The following procedures should eliminate most of the wobble. Check for wobble after each step. Please note that a small amount of wobble is normal and should not be considered a problem.

1. Check that all blade brackets are tightened securely to the motor plate.
2. Wobble problems could also result from deviations in distance from blade to blade. To check blade separation, measure the distance from blade tip to blade tip. All measurements should be equal. If these measurements vary, shift blade to proper position. Interchanging adjacent(side-by-side) blade pairs can redistribute the weight and result in smoother operation.
3. Make sure that the ridge of the downrod ball engages the notch in the hanger bracket.
4. Make sure that the canopy and mounting bracket are tightened securely to the ceiling junction box.