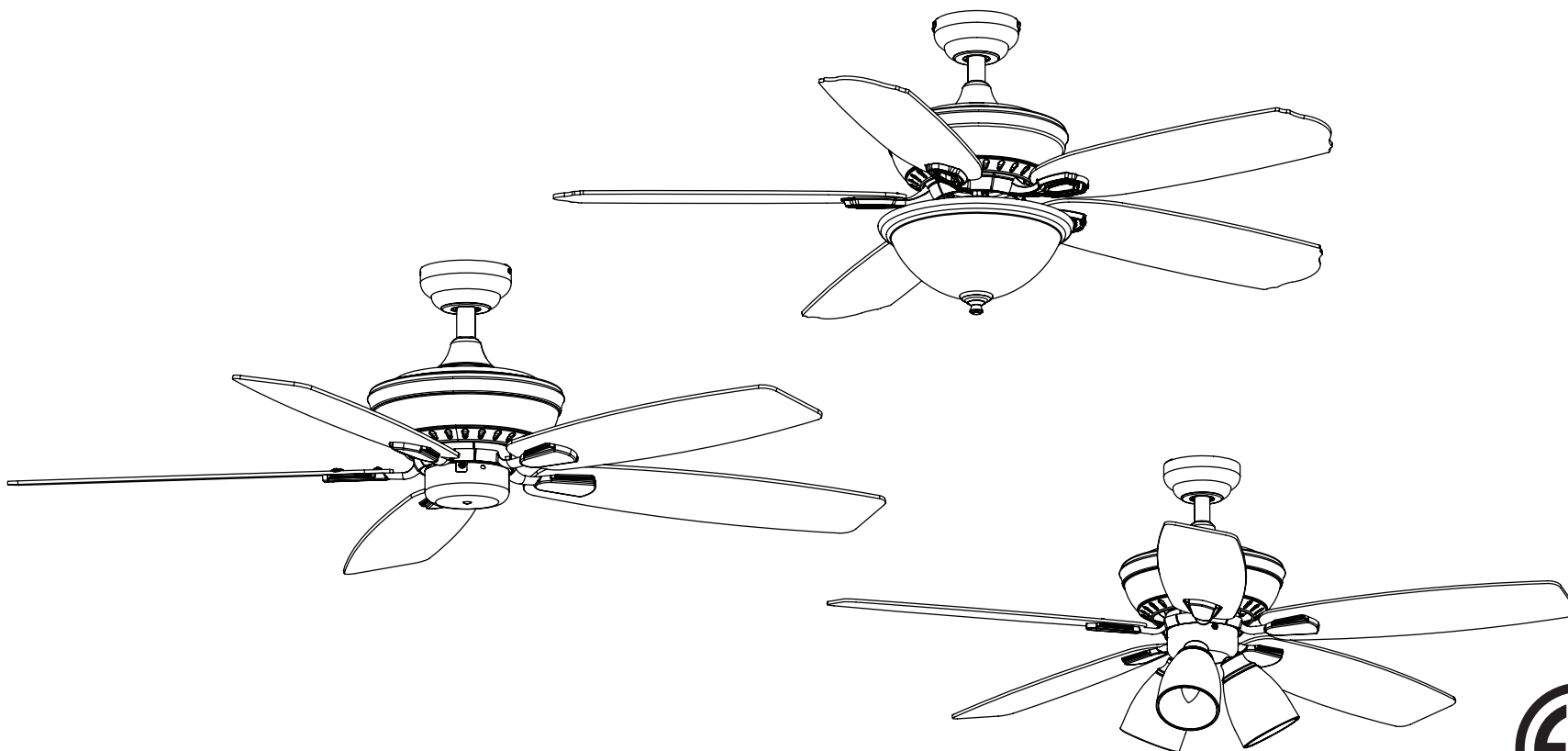


# CEILING FAN

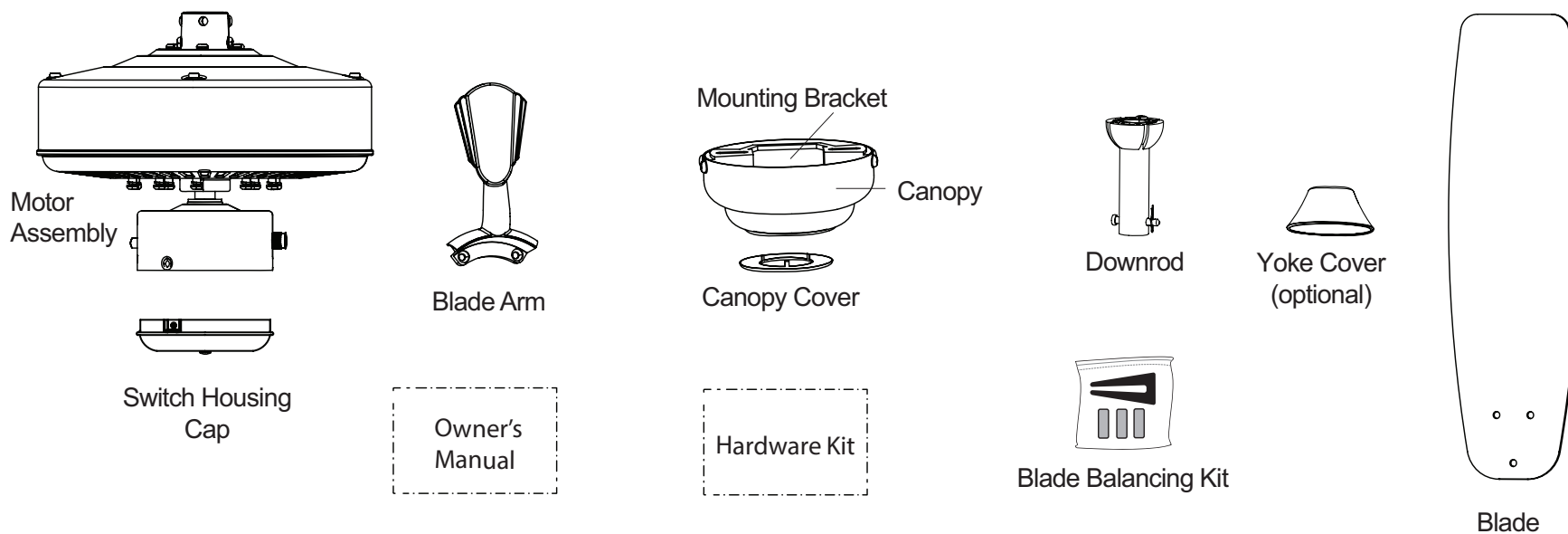
## INSTALLATION MANUAL



**Note:** Fan images in this manual may not be a reflection of the packaged fan. This manual provides instructions for a variety of ceiling fan models.

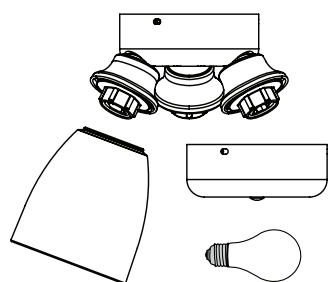


## PACKAGE CONTENTS

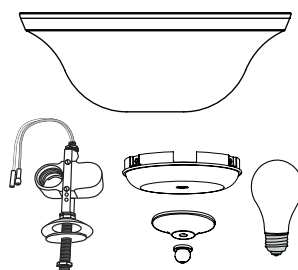


Images may not be an exact reflection of your fan parts. This manual provides instructions for a variety of ceiling fan models.

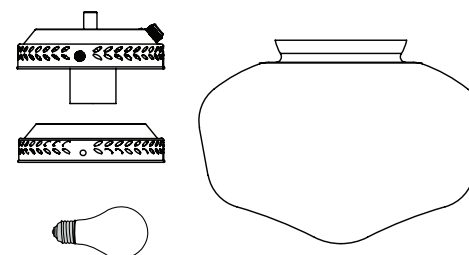
## OPTIONAL CONTENTS



Multi-Arm Light Kit



Bowl Light Kit



Globe Light Kit

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## PREPARATION

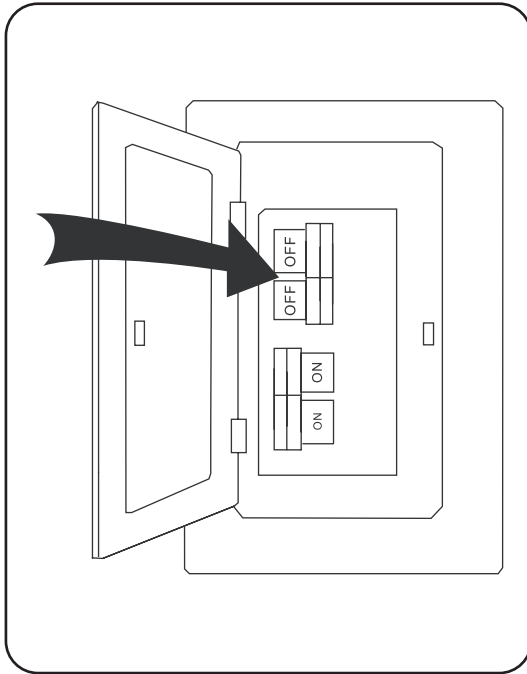
Before beginning the assembly of this product, ensure all parts are present. Compare all parts with the package contents list and hardware contents list. If any part is missing or damaged, do not attempt to assemble the product.

**Estimated Assembly Time:** 120 minutes

Tools required for assembly (not included): Electrical tape, Phillips Screwdriver, Pliers, Safety Glasses, Step Ladder, and Wire Strippers

Helpful Tools (not included): AC Tester Light, Tape Measure, Wiring Handbook and Wire Cutters

## PREPARATION



### 1. Turn off power.

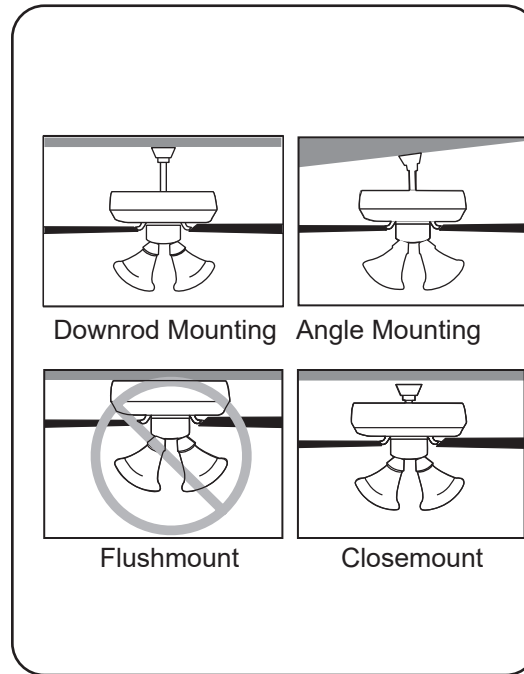
Turn off the power to the fan at the breaker box and the wall switch.



Failure to disconnect the power supply prior to installation may result in serious injury or death.



See page 17 for complete description of cautions and warnings.



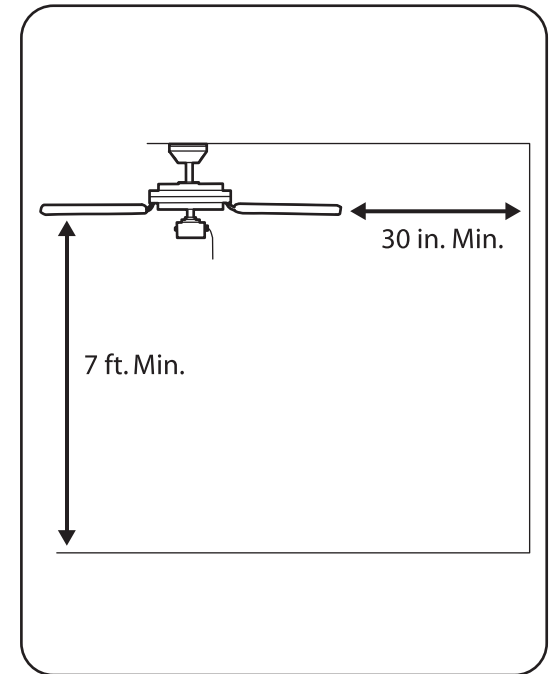
### 2. Choose mounting option.

**Standard Mounting** is best suited for ceilings 8 ft. or higher. For very high ceilings, use a longer downrod (not included).

**Angle Mounting** is best suited for angled or vaulted ceilings. A longer downrod is sometimes necessary to ensure proper blade clearance. Ensure the ceiling angle is not steeper than 10 degrees. For steeper ceiling angles, an angled ceiling adapter is necessary.

**Flushmount** installation is not available for this item.

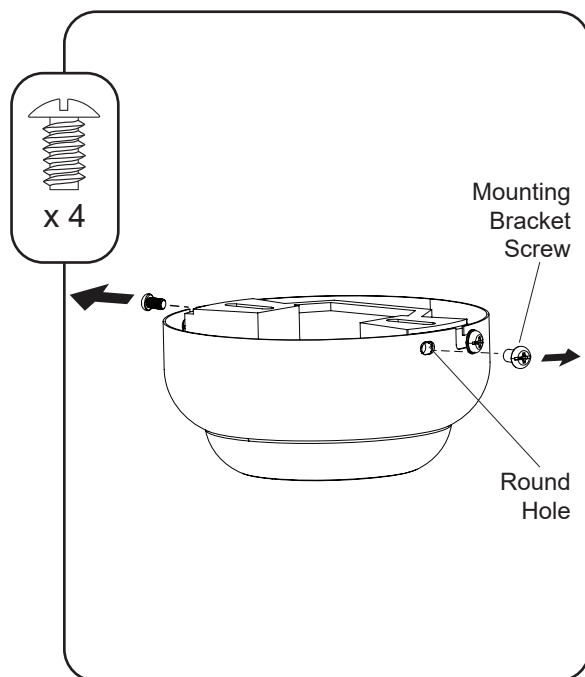
**Closemount** installation is best suited for ceilings 8 ft. or lower.



### 3. Choose suitable location.

Ensure the blades will be at least 30 inches from any obstructions. Also check the downrod length to ensure the blades will be at least 7 feet above the floor.

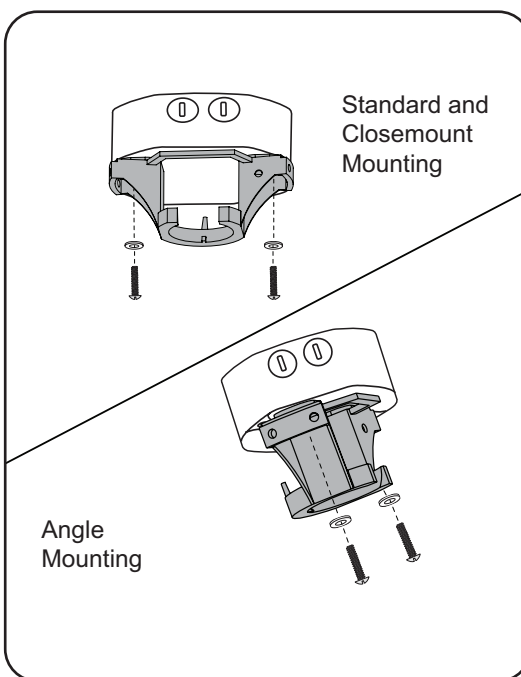
## INITIAL INSTALLATION



### 1. Remove the mounting bracket.

Loosen all four mounting bracket screws and completely remove the two screws from the round holes in the canopy. Then, remove the mounting bracket from the canopy and save the mounting bracket screws for later.

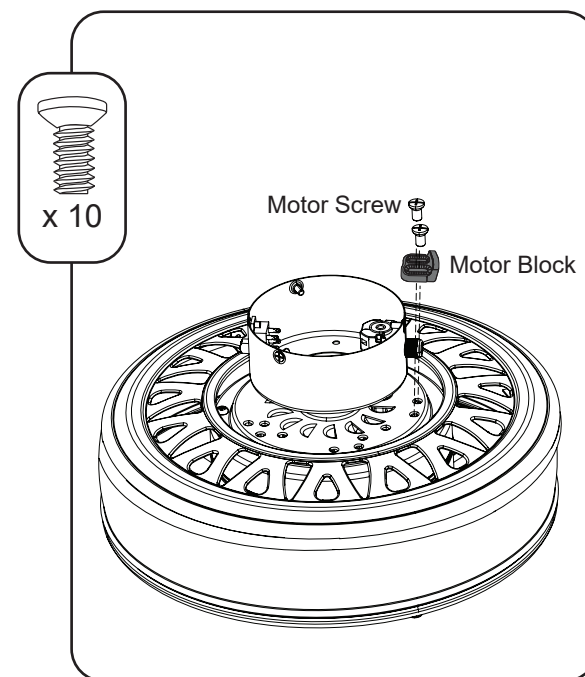
**Note:** Occasionally, the mounting bracket screws are located on the bottom of the canopy. Remove the screws to detach the mounting bracket from the canopy.



### 2. Install the mounting bracket.

Install the mounting bracket to the outlet box (sold separately) using the screws and washers provided with the outlet box.

**Note:** To avoid fan wobble, ensure the mounting bracket is securely tightened to the “Ceiling Fan Rated” outlet box and the outlet box is securely tightened to the building structure.

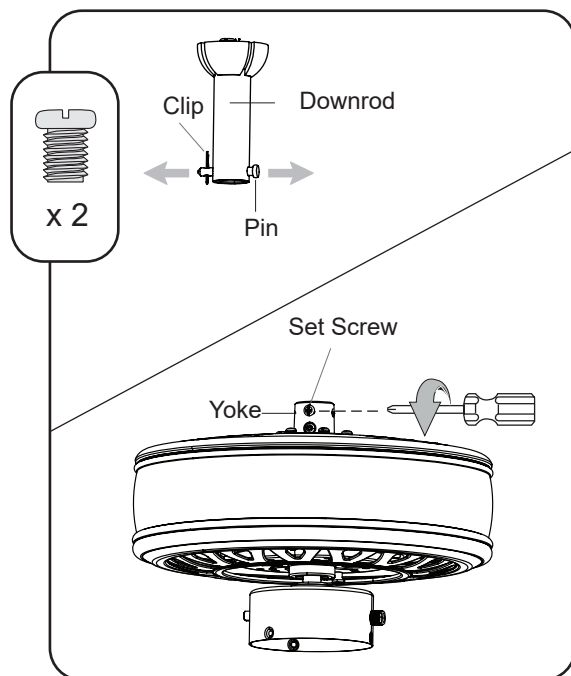


### 3. Remove the motor blocks.

Remove the motor screws and motor blocks from the underside of the motor. Keep the motor screws for later, but discard the motor blocks.

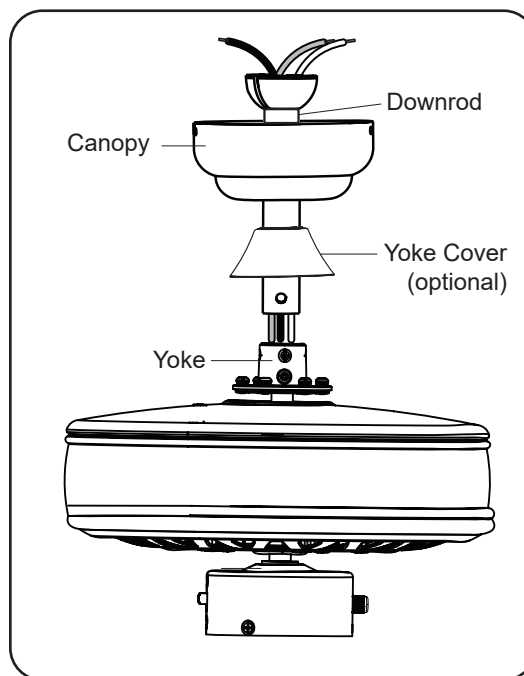
For downrod or angle mounting instructions, proceed to the next page. For **CLOSEMOUNT INSTALLATION**, skip to page 8.

## DOWNROD OR ANGLE MOUNTING



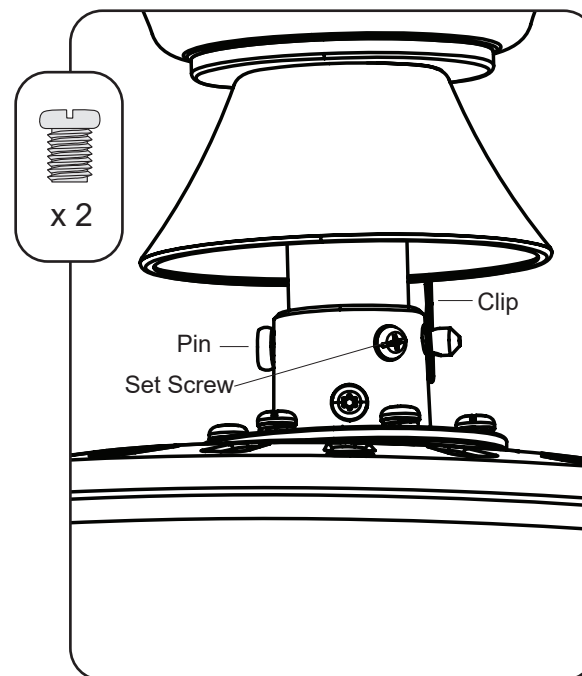
### 1. Loosen set screws and remove pin and clip from the downrod.

Remove the clip and pin from the downrod. Then partially loosen the two set screws in the yoke at the top of the motor assembly.



### 2. Feed the wires through the yoke cover, canopy, and downrod.

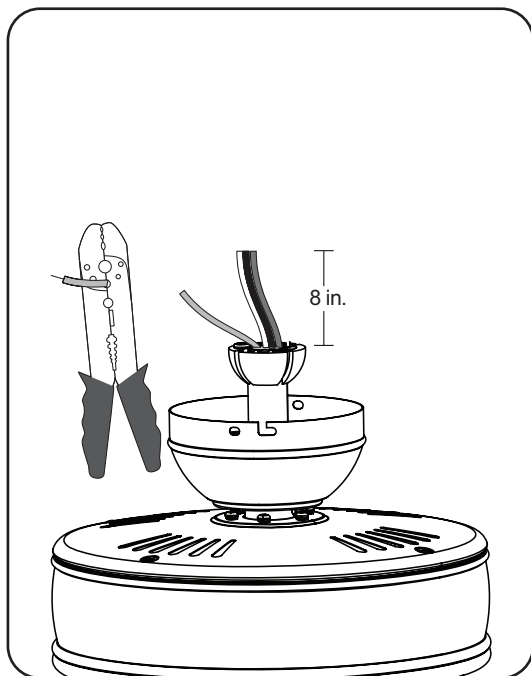
**Note:** Some fans may have a secondary support cable coming from the motor assembly. For customers outside of Canada, this cable may be cut off or coiled up and stored inside the canopy. For Canadian residents, use the secondary support cable and the 3-inch wood screw and washer in the hardware bag to secure the fan to the building structure in addition to the outlet box (not included).



### 3. Install the downrod into the yoke.

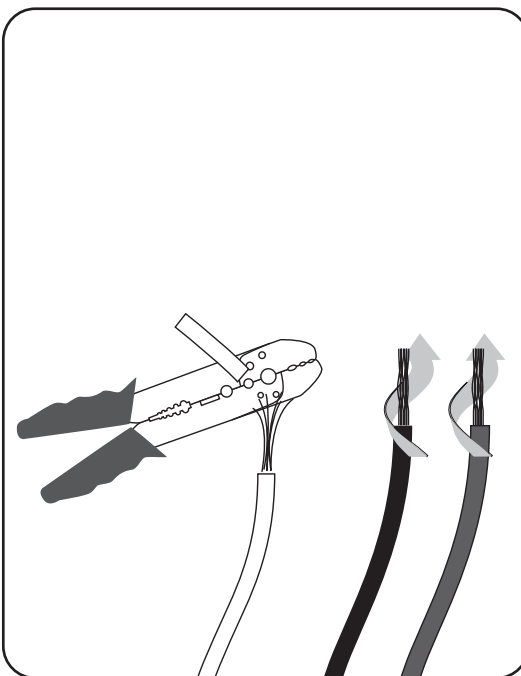
Slide the downrod into the yoke at the top of the motor assembly. Align the holes, and reinstall the pin and clip. Then tighten both set screws securely.

## DOWNROD OR ANGLE MOUNTING



### 4. Trim fan wires.

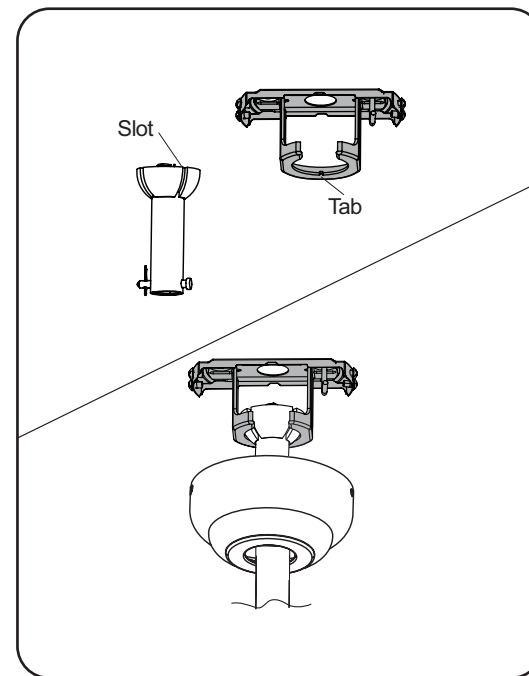
Depending on the length of downrod you use, you may want to cut the fan wires to simplify wiring. After pulling the wires all the way through the downrod, measure 8 inches of wire. Cut off the excess wire using wire cutters (not included).



### 5. Strip 1/2 inch of insulation.


Strip 1/2" of insulation from the ends of each wire. Twist the stripped ends of each strand of wire within the insulation.

**Note:** If you didn't trim the wires in Step 4, this step is not necessary.



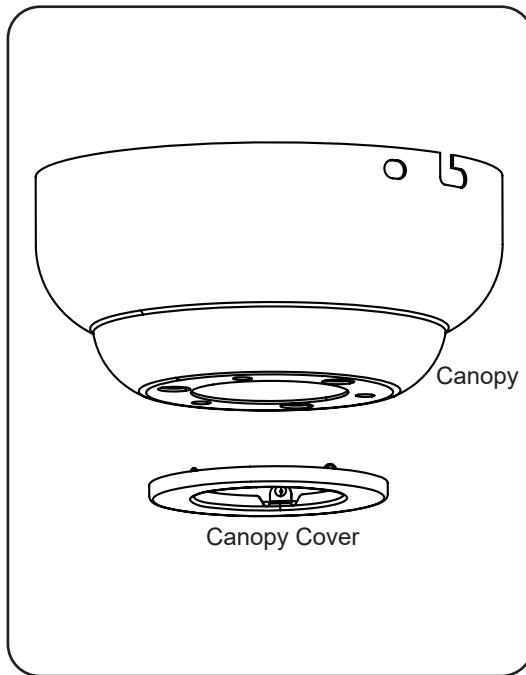
### 6. Hang downrod in mounting bracket.

Install the ball end of the downrod into the opening of the mounting bracket. Align the slot in the ball with the tab on the mounting bracket. The downrod should not rotate if installed correctly.

 Failure to align the slot in the ball with the tab on the mounting bracket may cause the fan to fall, which could result in injury or death.

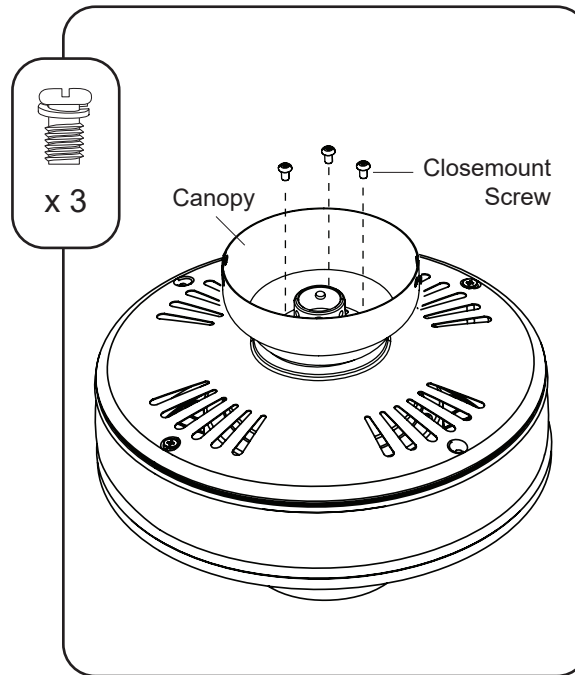
Proceed to **FINAL INSTALLATION**, page 9.

## CLOSEMOUNT INSTALLATION (optional)



### 1. Remove canopy cover from bottom of canopy.

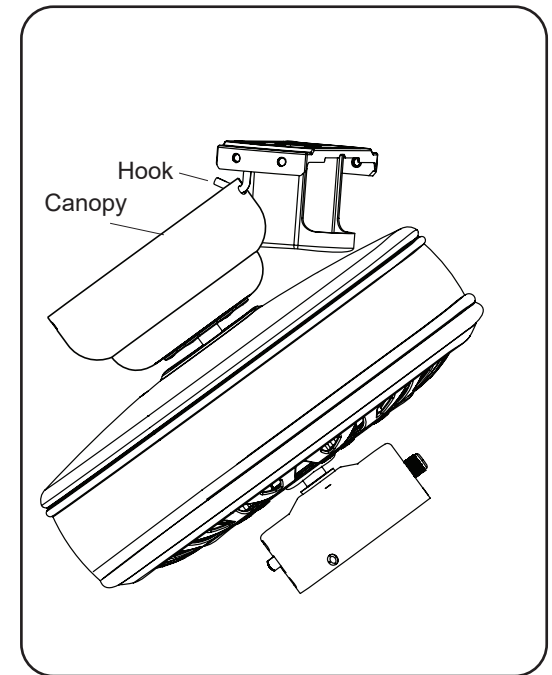
The canopy cover snaps out of the hole in the bottom of the canopy.



### 2. Install canopy to top of motor assembly.

Remove the three Phillips-head closemount screws from the top of the motor assembly. Then, align the canopy with the holes in the top of the motor assembly. The larger holes in the canopy will encompass the remaining screws. Secure the canopy to the top of the motor assembly with the closemount screws.

**Note:** If there are three empty screw holes in the top of the motor assembly, the closemount screws will be located in the hardware bag.

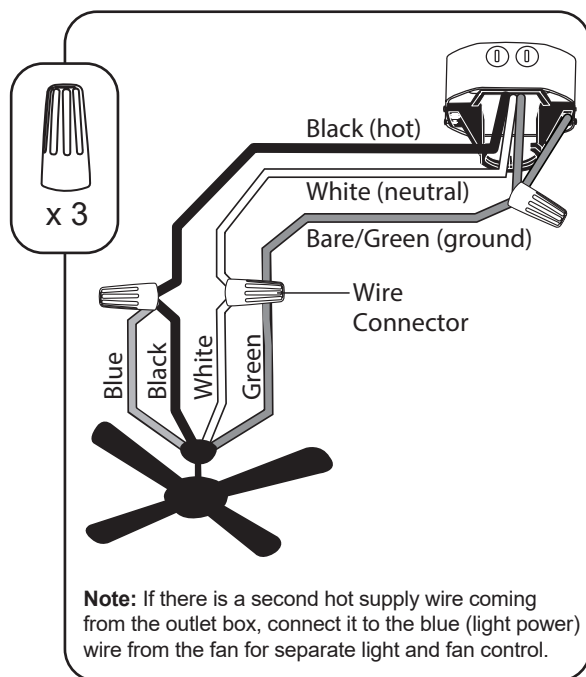


### 3. Hang canopy on mounting bracket.

Raise the motor assembly and place the hole in the side of the canopy on the mounting bracket hook to temporarily hold the fan during the wiring process.



## FINAL INSTALLATION



### 1. Wire the fan.

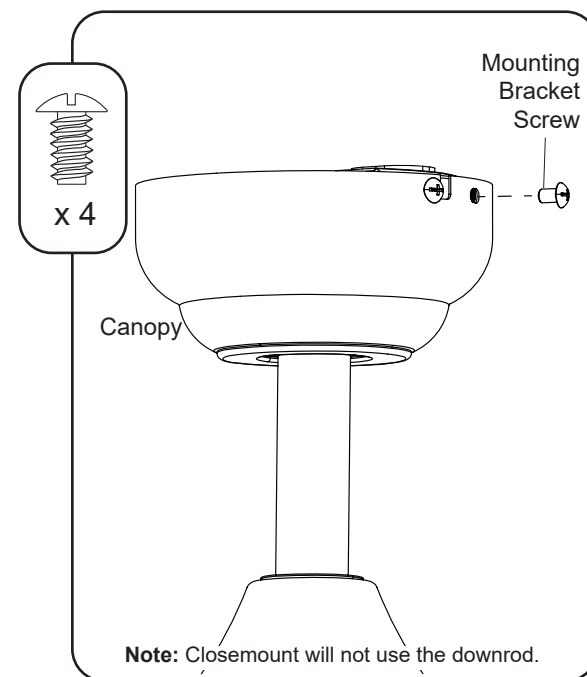
Use wire connectors to connect the fan wires to the power supply wires according to the wiring diagram and the following instructions:

- Connect the white wire from the fan to the white (neutral/common) supply wire.
- Connect the black and blue wires from the fan to the black (hot/power) supply wire.
- Connect the green wire from the fan to the bare/green (ground) supply wire.



After the connections have been made, the connected wires should be turned upward and pushed carefully up into the outlet box. Place the black and white wire connections on opposite sides of the outlet box.

**Important:** If installing fan using a remote (optional), please see remote instructions located in remote pack.

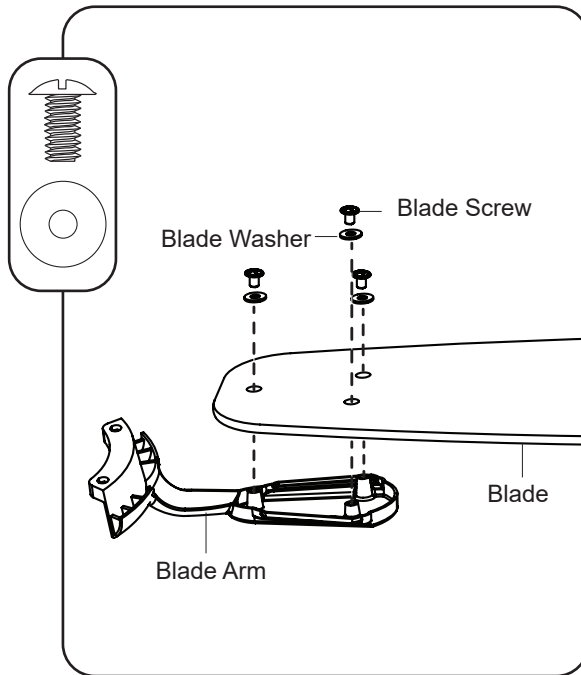


### 2. Re-install the canopy to the mounting bracket.

Align the canopy over the loosened mounting bracket screws preassembled to the mounting bracket. Place the J-slot of the canopy onto the mounting bracket screws and rotate clockwise.

Then, re-install the two previously removed mounting bracket screws into the round holes of the canopy. Tighten all four mounting bracket screws.

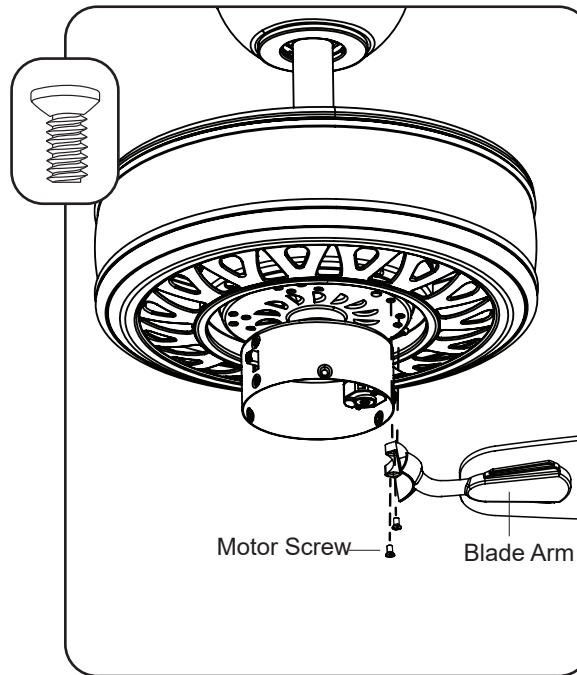
## FINAL INSTALLATION



### 3. Attach the blades to blade arms.

Partially insert blade screw along with blade washer through one blade and into one blade arm. Tighten each blade screw, starting with the one in the middle. Repeat this step for the remaining blades and blade arms.

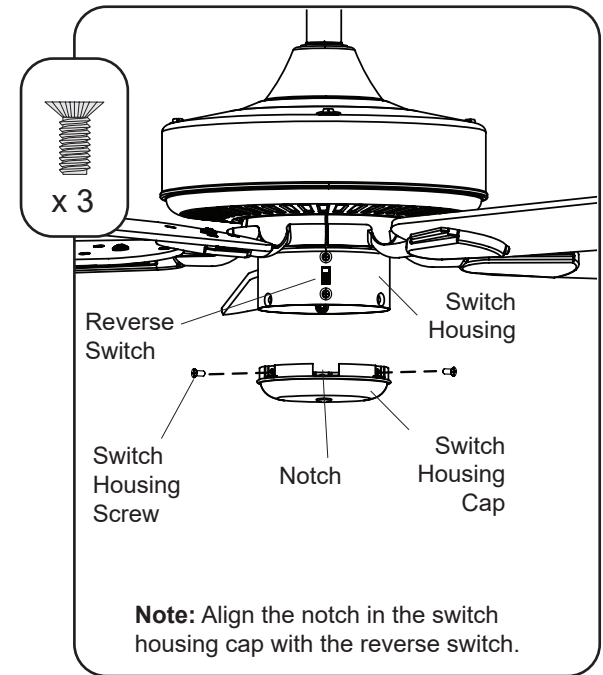
**Note:** Damp-rated and outdoor fans may have additional washers.



### 4. Attach blade arms to motor.

Install the blade arm to the underside of the motor assembly with the previously removed motor screws.

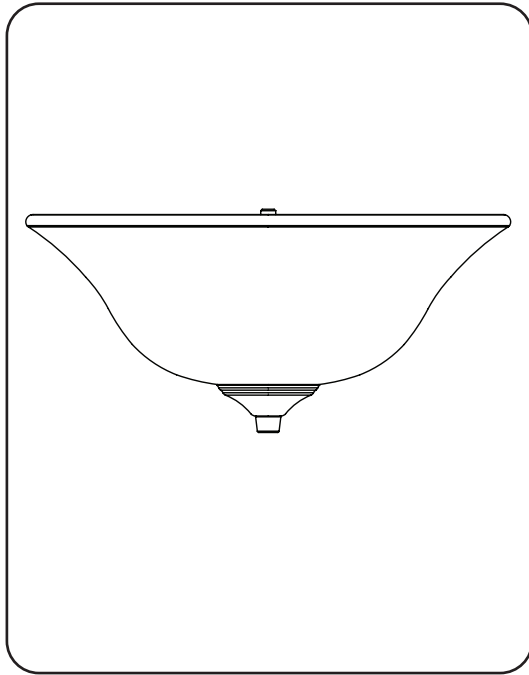
**Note:** To install fan with light kit (optional), skip to page 13.



### 5. Install the switch housing cap.

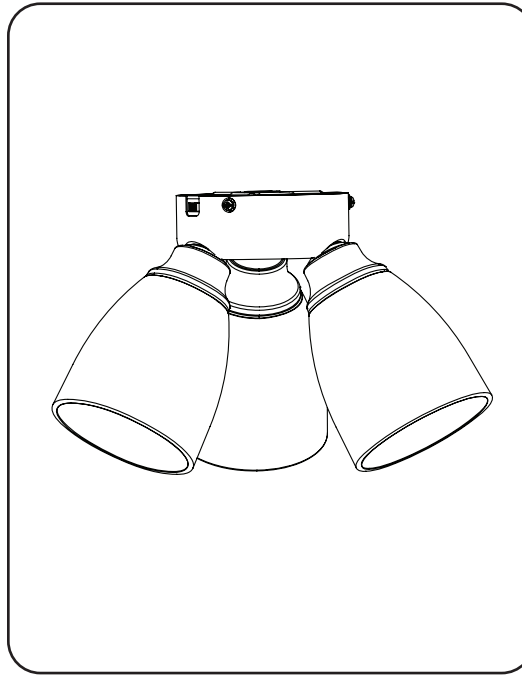
Remove the three switch screws from the top edge of the switch housing cap. Attach the switch housing cap to the switch housing using the three switch housing screws.

## OPTIONAL LIGHT KIT INSTALLATION - (Identify your light kit)



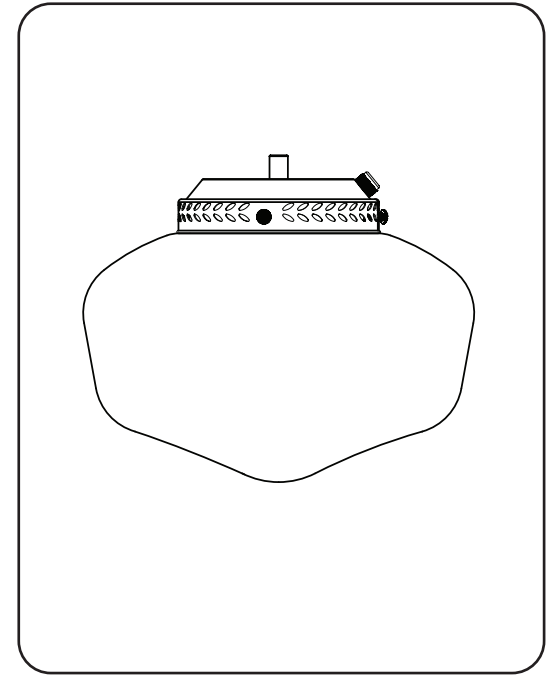
**Bowl Light Kit**

If your light kit resembles the Bowl Light Kit, turn to page 12 for installation instructions.



**Multi-Arm Light Kit**

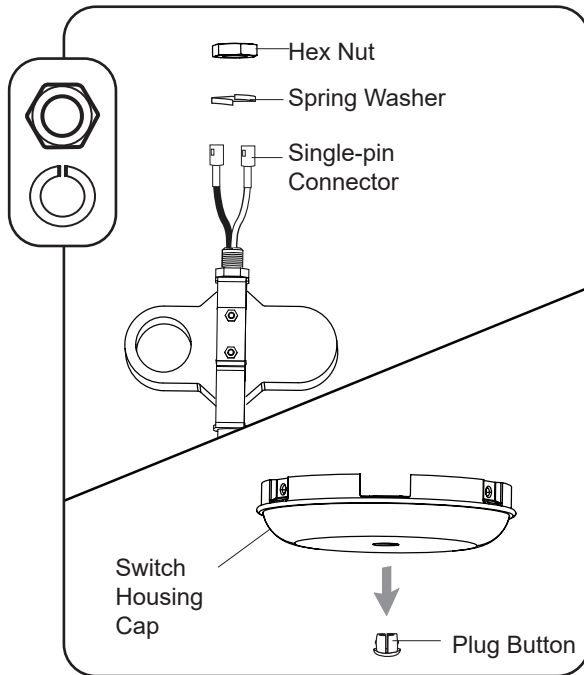
If your light kit resembles the Multi-Arm Light Kit, turn to page 14 for installation instructions.



**Globe Light Kit**

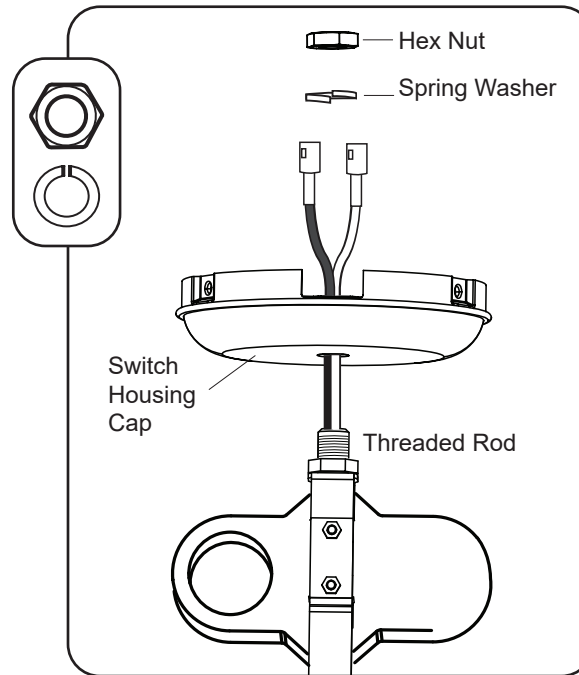
If your light kit resembled the Globe Light Kit, turn to page 15 for installation instructions.

## LIGHT KIT INSTALLATION - (Bowl Light Kit)



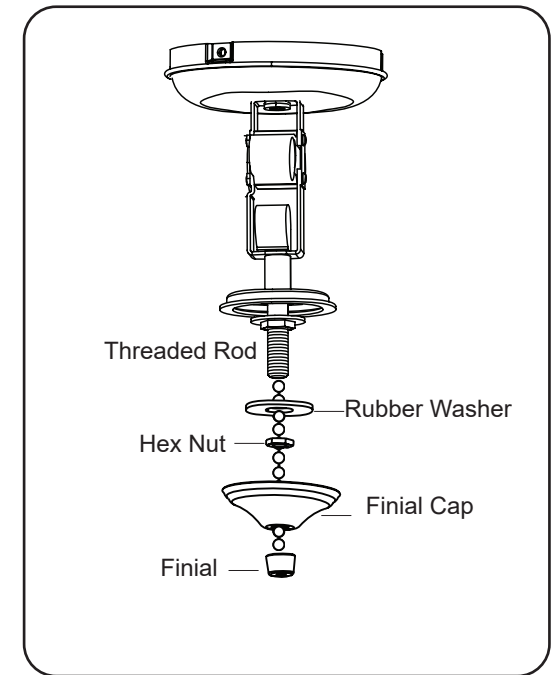
### 1. Remove hex nut and spring washer from light kit.

Remove the hex nut and spring washer from the threaded rod at the top of the light kit. Then, remove the plug button from the switch housing cap.



### 2. Secure the switch housing cap to the light kit.

Thread the single-pin connectors through the hole in the switch and twist the switch housing cap onto the threaded rod at the top of the light kit.



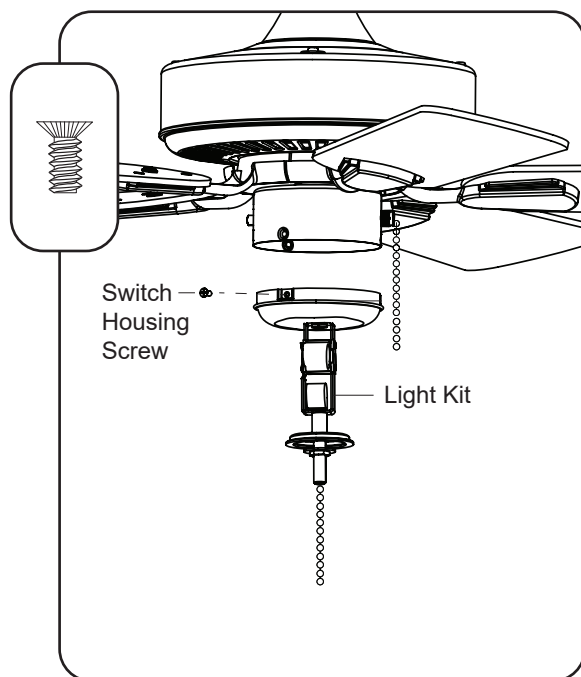
### 3. Remove hex nut and spring washer from light kit.

Remove the finial, finial cap, hex nut, and rubber washer from the threaded rod at the bottom of the light kit.

**Note:** Some light kits do not include a rubber washer and hex nut. If that is the case, use only the finial cap and finial to secure the glass bowl.

Proceed to page 16.

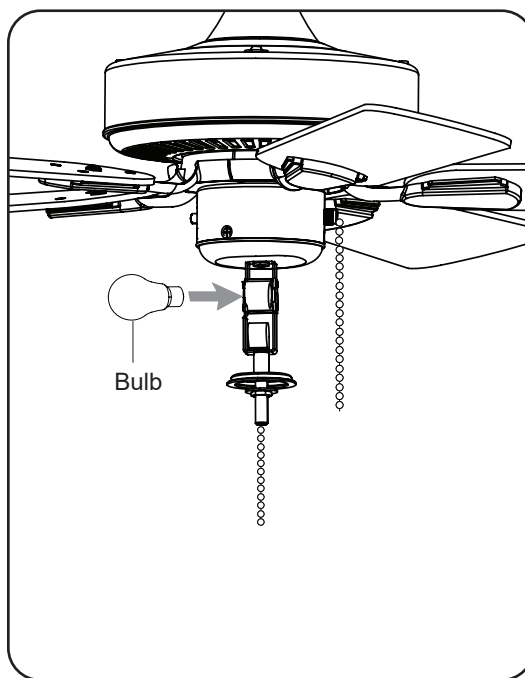
## LIGHT KIT INSTALLATION - (Bowl Light Kit)



### 4. Attach the switch housing cap to the switch housing.

Remove the three switch housing screws from the top edge of the switch housing cap and use them to attach the switch housing cap along with the light kit to the switch housing.

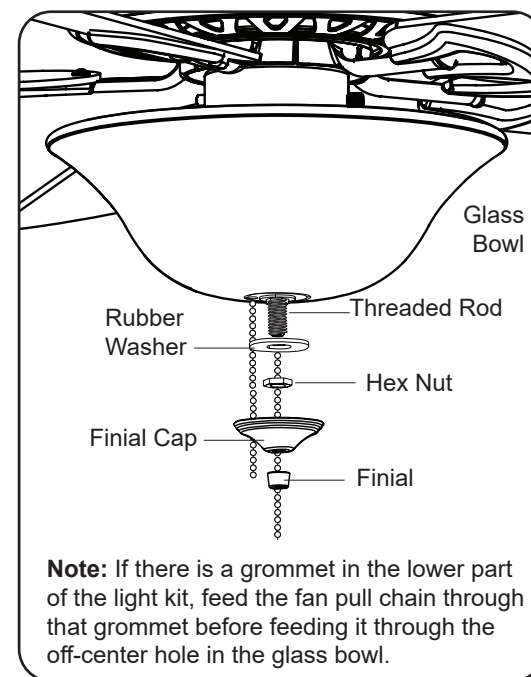
**Note:** Some switch housing screws will have a washer. If so, remove and reinstall with the switch housing screw.



### 5. Install bulbs into the sockets.

When necessary, replace bulbs with a bulb with the same socket size as the original bulb. Total maximum wattage is 180W.

**Important:** Some ceiling fan light kits come with a 180W limiter. If the total watts of the lights is over 180W, the lights do not work. Please replace the bulbs with lower wattage bulbs.



### 6. Install the glass bowl.

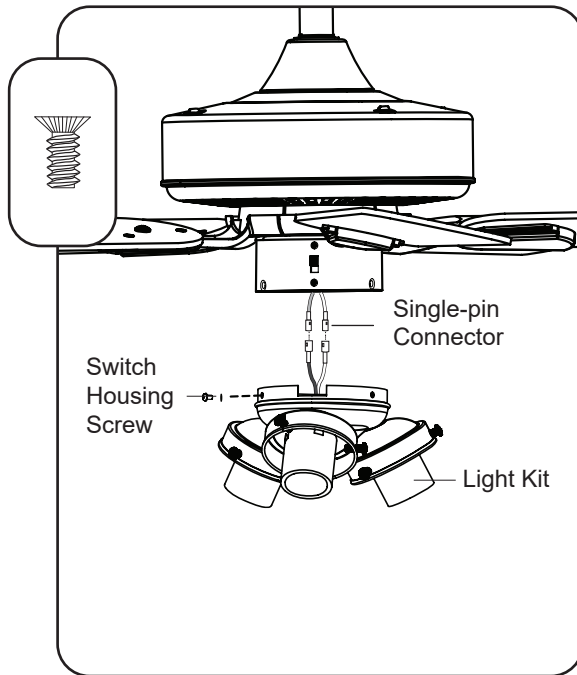
Feed the pull chain coming from the switch housing through the off-center hole in the glass bowl. Then, feed pull chain coming from the bottom of the light kit through the center hole in the glass bowl.

**If there was a rubber washer and hex nut,** use them to secure the glass bowl and then reinstall the finial cap and finial.

**If there was not a rubber washer and hex nut,** use the finial cap and finial to secure the glass bowl.

Proceed to page 16.

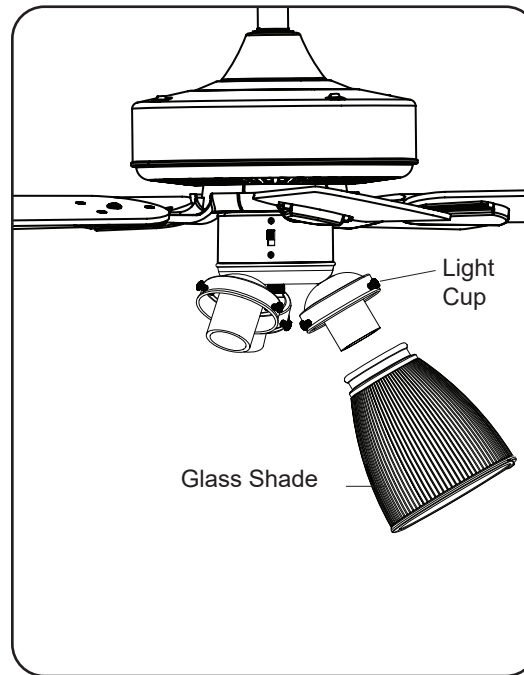
## LIGHT KIT INSTALLATION - (Multi-Arm Light Kit)



### 1. Attach the switch housing cap to the switch housing.

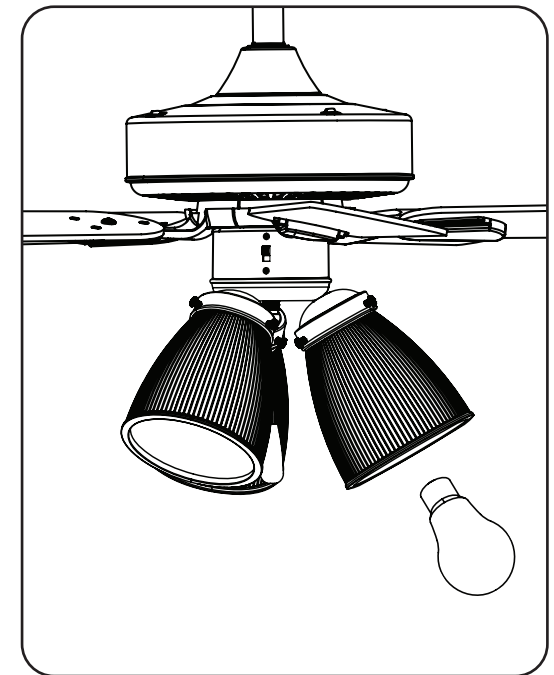
Remove the three switch housing screws from the top edge of the light kit. Then, connect the wire connectors (single-pin connector or 9-pin connector) from the fan to the light kit. Then, use the three switch housing screws to attach the light kit to the switch housing.

**Note:** Some switch housing screws may have star washers on them. If so, remove and reinstall the star washers along with the switch housing screws.



### 2. Install glass shades.

Loosen the thumbscrews on the light cups of the light kit. Lift the glass shade into the light cup and tighten the thumbscrews to secure the glass shades.

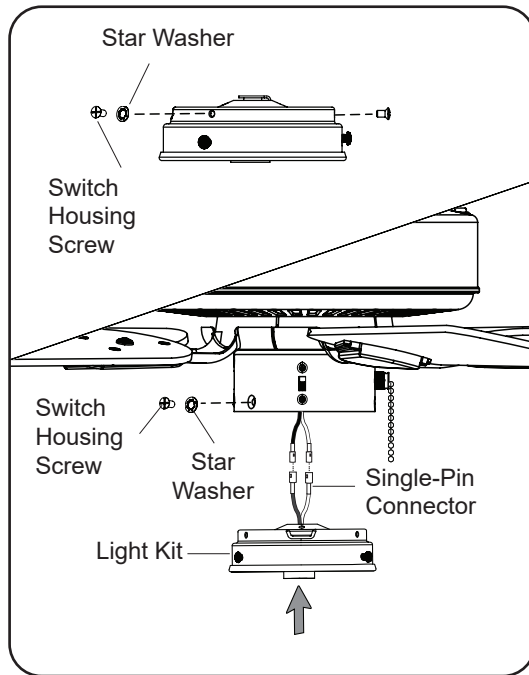


### 3. Install bulbs.

**Important:** Some ceiling fan light kits come with a 180W limiter. If the total watts of the lights is over 180W, the lights do not work. Please replace the bulbs with lower wattage bulbs.

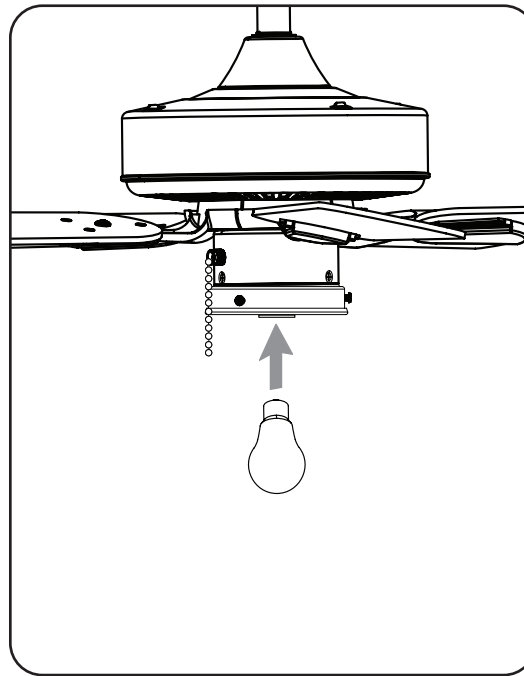
Proceed to page 16.

## LIGHT KIT INSTALLATION - (Globe Light Kit)

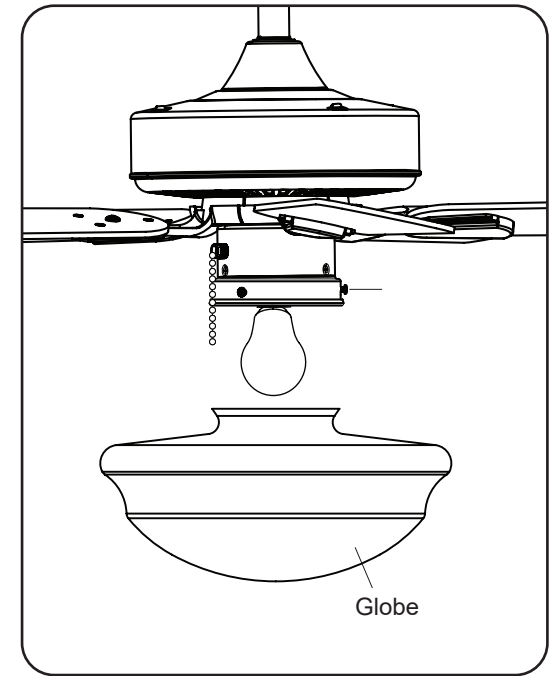


### 1. Attach the light kit to the switch housing.

Remove the three switch housing screws from the top edge of the light kit. Then connect the single-pin connectors from the switch housing to the light kit.



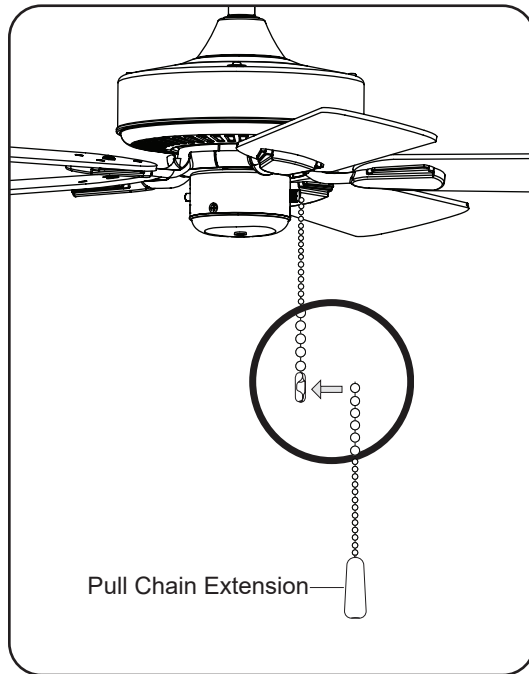
### 2. Install bulb.



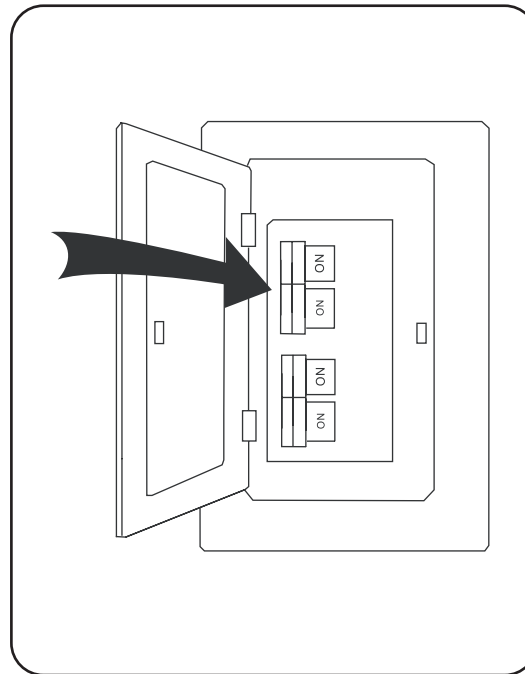
### 3. Install the globe.

Loosen the thumbscrews in the sides of the light kit. Then lift the glass into the bottom of the light kit and re-tighten the thumbscrews to secure the glass.

## FINAL INSTALLATION



**6. Attach pull chain extension(s) to the pull chain.**



**7. Turn on power source.**

Restore power to fan at breaker box and the wall switch.


**Installation is complete.**





## SAFETY INFORMATION


Please read and understand this entire manual before attempting to assemble, operate or install the product.


- Before you begin installing the fan, disconnect the power by removing fuses or turning off the circuit breakers.
- Make sure all electrical connections comply with local codes, ordinances, the National Electrical Code and ANSI/NFPA 70-199. Hire a qualified electrician or consult a do-it-yourself wiring handbook if you are unfamiliar with installing electrical wiring.
- Make sure the installation site you choose allows a minimum clearance of 7 ft. from the blades to the floor and at least 30 in. from the end of the blades to any obstruction.


 **DANGER:** When using an existing outlet box, make sure the outlet box is securely attached to the building structure and can support the full weight of the fan. Failure to do this can result in serious injury or death. The stability of the outlet box is essential in minimizing wobble and noise in the fan after installation is complete.


 **WARNING:** To avoid personal injury, the use of gloves may be necessary while handling fan parts with sharp edges.

 **WARNING:** Using a full-range dimmer switch to control fan speed will cause a loud humming noise from the fan. To reduce the risk of fire or electric shock, do NOT use a full-range dimmer switch to control the fan speed.

 **WARNING:** To reduce the risk of fire, electric shock or personal injury, mount the fan to an outlet box marked “ACCEPTABLE FOR FAN SUPPORT” and use the 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. Secure the outlet box directly to the building structure. The outlet box and its support must be able to support the moving weight of the fan (at least 35 lbs.).

 **WARNING:** To reduce the risk of fire, electric shock or personal injury, wire connectors provided with this fan are designed to accept only one 12-gauge house wire and two lead wires from the fan. If your house wire is larger than 12-gauge and/or there is more than one house wire to connect to the two fan lead wires, consult an electrician for the proper size wire connectors to use.

 **WARNING:** To reduce the risk of fire, electric shock or personal injury, do not bend the blade arms when installing them, balancing the blades or cleaning the fan. Do not insert objects between the rotating fan blades.

 **WARNING:** To reduce the risk of personal injury, use only parts provided with this fan. The use of parts OTHER than those provided with this fan will void the warranty.

**CAUTION:** Be sure the outlet box is properly grounded or a ground (green or bare) wire is present.

**CAUTION:** Carefully check all screws, bolts, and nuts on the fan assembly ensure they are secured.

## CARE AND MAINTENANCE

At least twice each year, lower the canopy to check the downrod assembly and tighten all screws on the fan. Clean the motor housing with only a soft brush or lint-free cloth to avoid scratching the finish. Clean the blades with a lint-free cloth.

**Important:** Shut off the main power supply before you begin any maintenance task. Do NOT use water or a damp cloth to clean the fan.

## TROUBLESHOOTING

PROBLEM	CORRECTIVE ACTION
The fan does not move.	<ol style="list-style-type: none"> <li>1. Firmly push the reverse switch completely up or down.</li> <li>2. Make sure the wall switch is turned on.</li> <li>3. Ensure power is on at wall switch and breaker box</li> <li>4. Turn the power off and check all wire connections at the ceiling outlet box.</li> </ol>
The fan is noisy.	<ol style="list-style-type: none"> <li>1. Check and tighten all screws that hold the fan blades to the blade arms and motor.</li> <li>2. Replace any blade that is cracked or damaged.</li> <li>3. Do not use a variable-speed wall control to control the fan speed.</li> <li>4. Ensure the outlet box is securely mounted to the building structure.</li> <li>5. Ensure the mounting bracket is securely mounted to the outlet box.</li> </ol>
The fan wobbles excessively.	<ol style="list-style-type: none"> <li>1. Tighten all screws that hold the fan blades to the blade arms and blade arms to motor.</li> <li>2. Switch one blade with a blade from the opposite side. Or balance the fan using the blade balancing kit.</li> <li>3. Turn off power. Loosen the canopy and verify that the mounting bracket is secure to the electrical outlet box. The mounting bracket must be flush without movement against the outlet box.</li> <li>4. Use a longer downrod or move the fan to another location if the fan is too close to the ceiling.</li> <li>5. Ensure the mounting bracket is securely mounted to the outlet box.</li> <li>6. Tighten the set screws in the yoke.</li> </ol>
The fan operates correctly but the lights are not working.	<ol style="list-style-type: none"> <li>1. Install new bulbs.</li> <li>2. Ensure the single-pin connectors from the switch housing to the light kit are connected properly.</li> <li>3. Turn the power off and check all wire connections between the fan and outlet box.</li> </ol>

## LIMITED LIFETIME WARRANTY

The manufacturer warrants this fan to be free from defects in workmanship and materials present at time of shipment from the factory for a lifetime from the date of purchase by the original purchaser. The retailer also warrants that all other fan parts, excluding any glass or acrylic blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of one year after the date of purchase by the original purchaser. The manufacturer agrees to correct such defects without charge or at its option replace the ceiling fan with a comparable or superior model.

To obtain warranty service, present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Any damage to any part such as by accident or misuse or improper installation or by affixing any accessories, is not covered by this warranty. The manufacturer assumes no responsibility whatsoever for fan installation during the limited lifetime warranty. Any service performed by an unauthorized person will render the warranty invalid.

Due to varying climate conditions, this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. Any glass provided with this fan is not covered by the warranty.

Any replacement of defective parts from the ceiling fan must be reported within the first year from the date of purchase. For the balance of the warranty, call our customer service department for return authorization and shipping instructions so that we may repair or replace the ceiling fan. Any fan or parts returned improperly is the sole responsibility of the purchaser. There is no other expressed warranty. The manufacturer disclaims any and all warranties. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the expressed warranty. The manufacturer shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law. This warranty gives specific legal rights, and you may also have other rights which vary from state to state.

This warranty supersedes all prior warranties.

**Note:** A small amount of “wobble” is normal and should not be considered a defect.