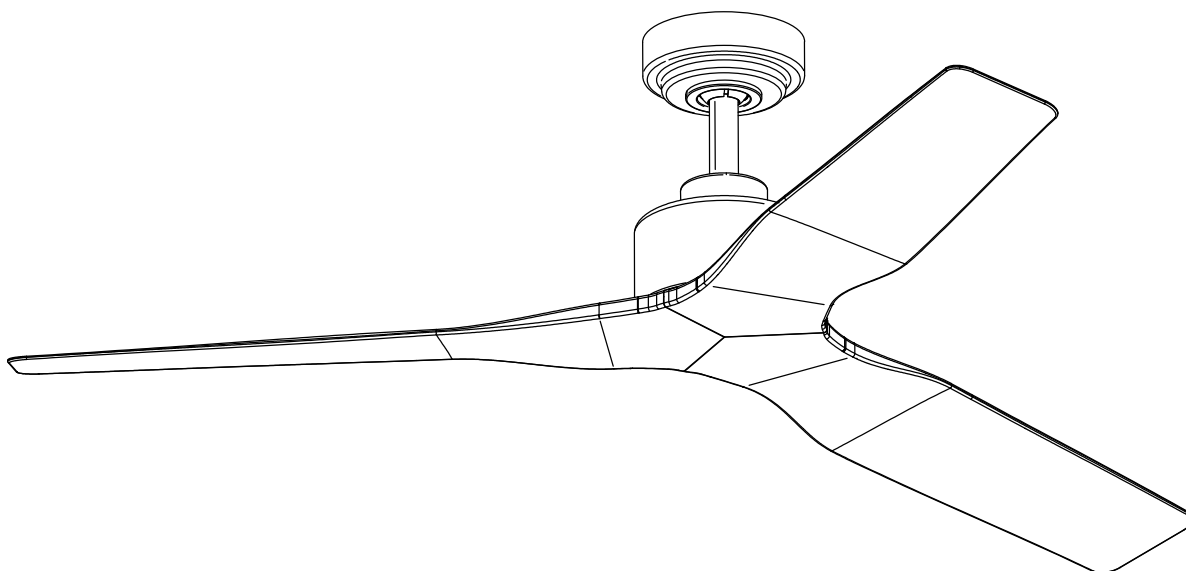


# USE AND CARE GUIDE

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## 52-INCH SKYLARK CEILING FAN



Thank you

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## Safety Information

### READ AND SAVE THESE INSTRUCTIONS

1. To reduce the risk of electric shock, ensure electricity has been turned off at the circuit breaker or fuse box before you begin.
2. All wiring must be in accordance with the National Electrical Code "ANSI/NFPA 70" and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 35 lbs (15.9 kg). Use only UL Listed outlet boxes marked "Acceptable for Fan Support of 35 lbs. (15.9 kg) or less."
4. Do not place objects in the path of the blades.
5. 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.
6. 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 and ungrounded conductor on the other side of the outlet box.
7. All setscrews must be checked and retightened where necessary before installation.
8. Suitable for use in damp locations.



**WARNING:** To reduce the risk of electrical shock or fire, do not use this fan with any solid-state fan speed control device. It will permanently damage the electronic circuitry.



**WARNING:** To reduce the risk of personal injury, do not bend the blade brackets when installing the brackets, balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.



**WARNING:** To reduce the risk of fire, electric shock or personal injury, mount to outlet box marked "acceptable for fan support of 35 lbs. (15.9kg) or less" and use screws provided with the outlet box.



**WARNING:** To avoid possible electrical shock, turn the electricity off at the main fuse box before wiring.



**CAUTION:** To reduce the risk of personal injury, use only the screws provided with the outlet box.



**CAUTION:** To avoid personal injury or damage to the fan and other items, use caution when working around or cleaning the fan.



**CAUTION:** The fan must be mounted with a minimum of 7 ft (2.1 m) clearance from the trailing edge of the blades to the floor.



**CAUTION:** Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.



**WARNING:** To reduce the risk of electrical shock, this must be installed with an Isolating wall control/switch.

## Warranty

We warrant the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a lifetime after the date of purchase by the original purchaser (excluding motor control devices and electrical components). The warranty is voided with use of any wall speed control device or electrical dimming switches, etc.... We also warrant the light kit, excluding any light bulbs, glass, or acrylic components to be free from defects in workmanship and material at the time of shipment from the factory for a period of three years after the date of purchase by the original purchaser. In addition, we warrant other fan parts, excluding 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 warranty is void once the original purchaser or user ceases to own the fan or the fan is moved from its original point of installation. The warranty is void with use of any hanger bracket (non-Altitude or non-fan specific) other than the hanger bracket supplied and installed with this specific fan. We agree to correct such defects without charge or at our option replace with a comparable or superior model if the product is returned. To obtain warranty service, you must present a copy of the receipt as proof of purchase to the Altitude customer service team. All costs of removing and reinstalling the product are your responsibility. Damage to any part such as by accident, misuse, improper installation or by affixing any accessories, is not covered by this warranty. Because of varying coastal and other region environmental factors this warranty does not cover any changes in finish, including rusting, fading, pitting, corroding, tarnishing, or peeling. A certain amount of "wobble" is normal and should not be considered a defect. Servicing performed by unauthorized persons shall render the warranty invalid. There is no other express warranty. We hereby disclaim any and all warranties, including but not limited to those of merchantability and fitness for a particular purpose to the extent permitted by law. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the express warranty. Some states do not allow limitation on how long an implied warranty lasts, so the above limitation may not apply to you. The retailer 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. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion or limitation may not apply to you. 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. Shipping costs for any return of product as part of a claim on the warranty must be paid by the customer.

## Pre-Installation

### SPECIFICATIONS

| Fan size | Speed | Volts | Amps | Watts | RPM | CFM | N.W. | G.W. | C.F. |
|----------|-------|-------|------|-------|-----|-----|------|------|------|
|          |       |       |      |       |     |     |      |      |      |
|          |       |       |      |       |     |     |      |      |      |
|          |       |       |      |       |     |     |      |      |      |
|          |       |       |      |       |     |     |      |      |      |
|          |       |       |      |       |     |     |      |      |      |
|          |       |       |      |       |     |     |      |      |      |



**NOTE:** These are approximate measures. They do not include amps and wattage used by the light kit.

### TOOLS REQUIRED



Philips  
Screwdriver



Step  
ladder



Wire  
stripper



Electrical  
tape

## Pre-Installation (continued)

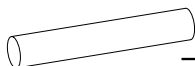
### HARDWARE INCLUDED



**NOTE:** Hardwares not shown to actual size



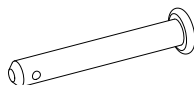
AA



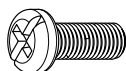
CC



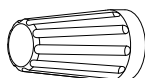
DD



EE



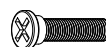
FF



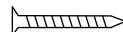
BB



GG



HH

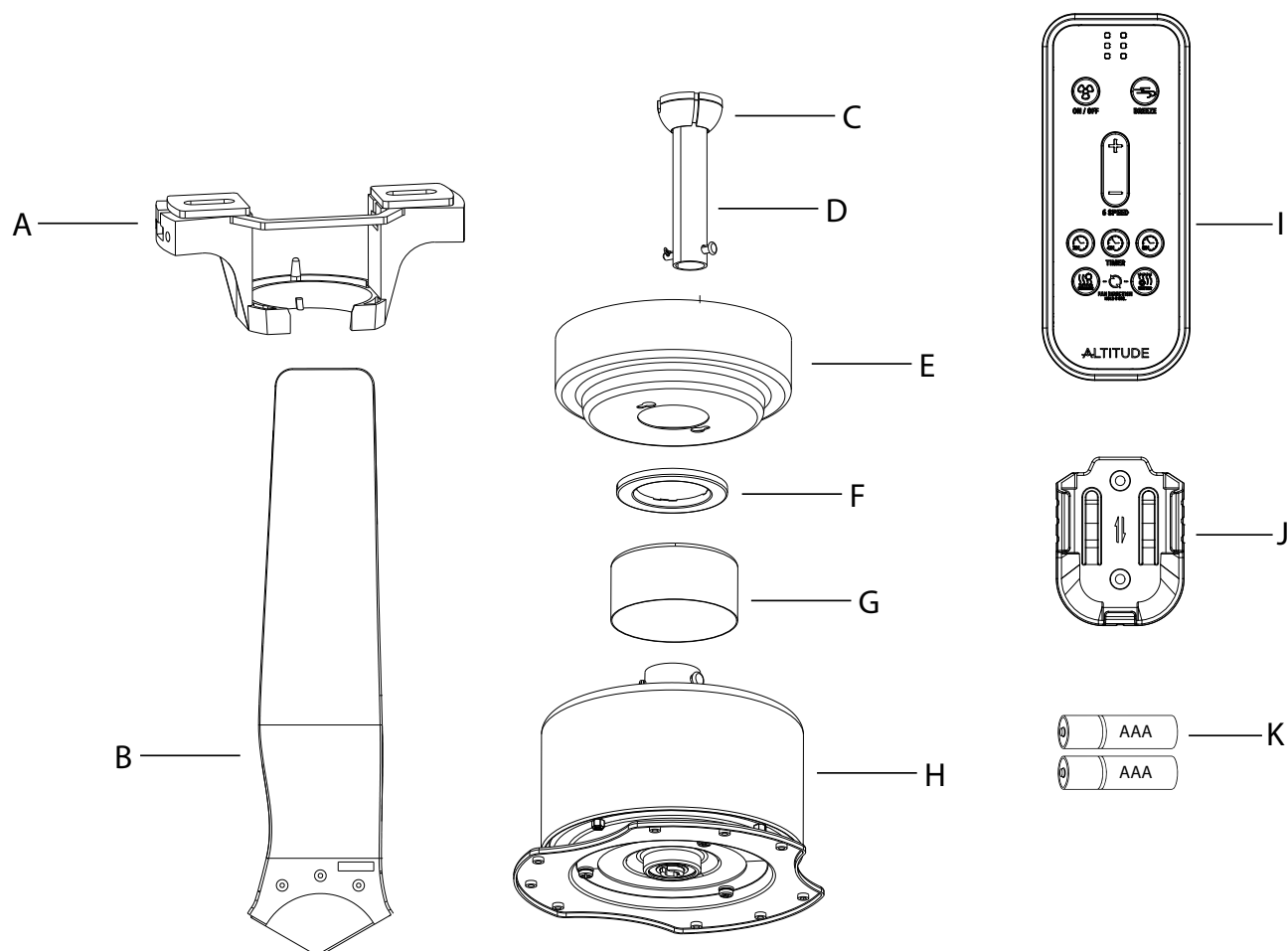


II

| Part | Description                                          | Quantity |
|------|------------------------------------------------------|----------|
| AA   | Blade Screw                                          | 10       |
| BB   | Wire nuts                                            | 3        |
| CC   | Cross pin (preassembled)                             | 1        |
| DD   | Hitch pin (preassembled)                             | 1        |
| EE   | Lock pin (preassembled)                              | 1        |
| FF   | Hanger ball set screw (preassembled)                 | 1        |
| GG   | Fan motor assembly coupling set screw (preassembled) | 2        |
| HH   | Shoulder screw (preassembled)                        | 2        |
| II   | Remote control holder mounting screws                | 2        |

## Pre-Installation (continued)

### PACKAGE CONTENTS



| Part | Description                | Quantity |
|------|----------------------------|----------|
| A    | Mounting bracket           | 1        |
| B    | Blade                      | 3        |
| C    | Hanger ball (preassembled) | 1        |
| D    | Downrod (preassembled)     | 1        |
| E    | Canopy                     | 1        |
| F    | Canopy cover               | 1        |
| G    | Coupling cover             | 1        |
| H    | Fan motor assembly         | 1        |
| I    | Remote                     | 1        |
| J    | Remote Holder              | 1        |
| K    | Batteries                  | 2        |

# Installation

## MOUNTING OPTIONS



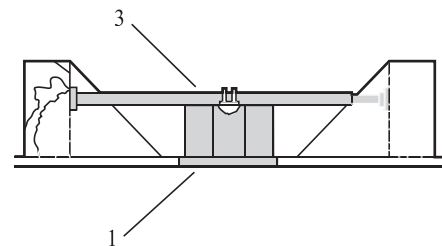
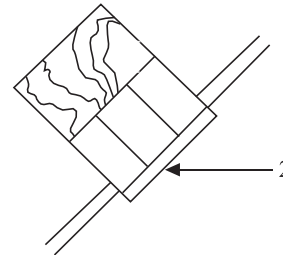
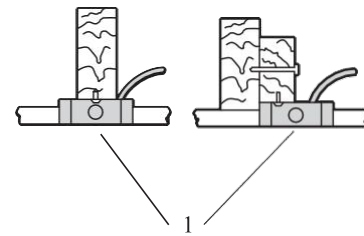
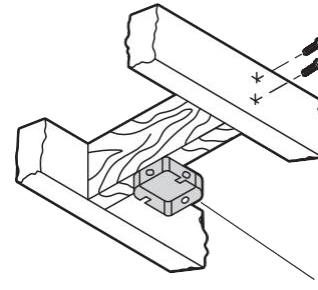
**WARNING:** To reduce the risk of fire, electric shock, or personal injury, mount the fan to an outlet box marked acceptable for fan support. An outlet box commonly used for the support of lighting fixtures may not be acceptable for fan support and may need to be replaced. If in doubt, consult a qualified electrician.

If your ceiling fan does not have an existing UL-listed mounting box, then install one using the following instructions:

- ☐ Disconnect the power by removing the fuses or turning off the circuit breakers.
- ☐ Secure the outlet box (1) (not included) directly to the building structure. Use appropriate fasteners and materials (not included). The outlet box and its bracing must be able to fully support the weight of the moving fan (at least 35 lbs.). Do not use a plastic outlet box.
- ☐ The illustrations to the right show three different ways to mount the outlet box (1) (not included).
- ☐ To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar (3) (not included), as shown.



**NOTE:** You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. The maximum angle allowable is 30°.



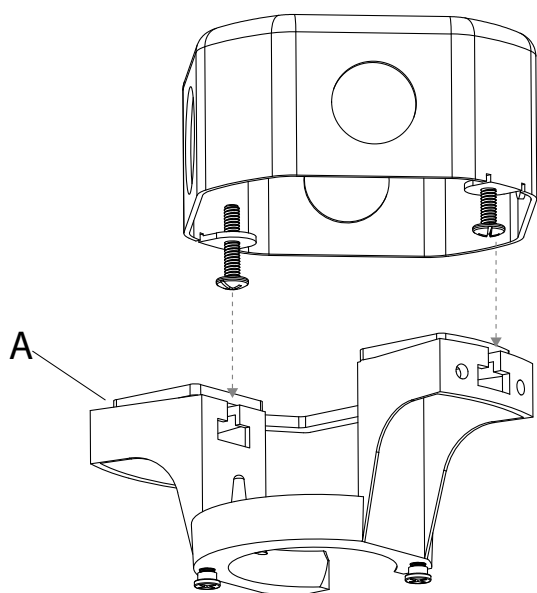
# Assembly - Hanging the Fan

## 1 Attaching the mounting bracket to the electrical box



**WARNING:** To reduce the risk of fire, electric shock, or other personal injury, mount the fan only to an outlet box or supporting system marked acceptable for fan support and use the mounting screws provided with the outlet box.

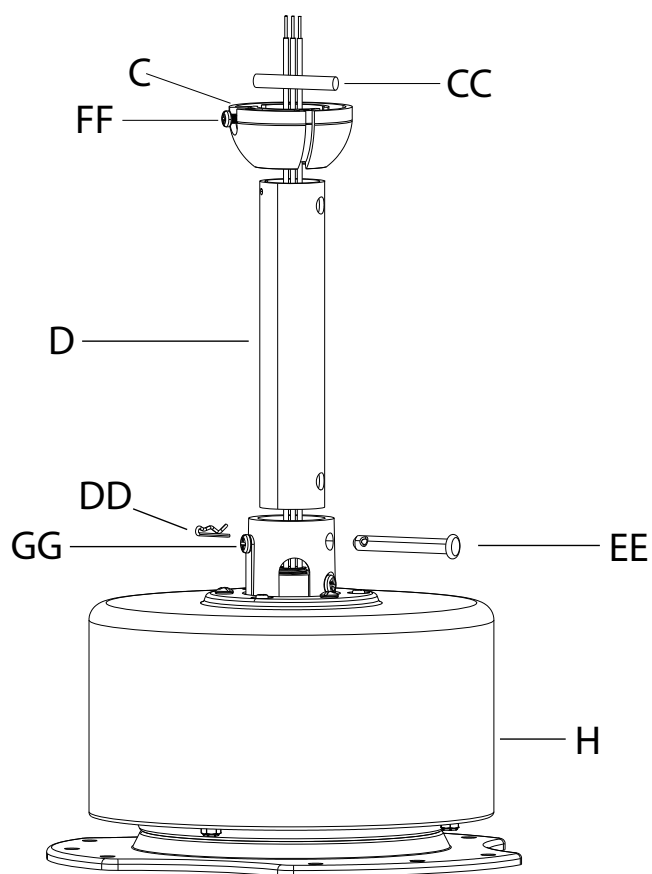
- Secure the mounting bracket (A) to the ceiling outlet box with the screws and washers provided with your outlet box.



**NOTE:** The warranty is void with use of any mounting bracket other than the mounting bracket supplied and installed with this specific fan.

## 2 Attaching the downrod to the fan motor assembly

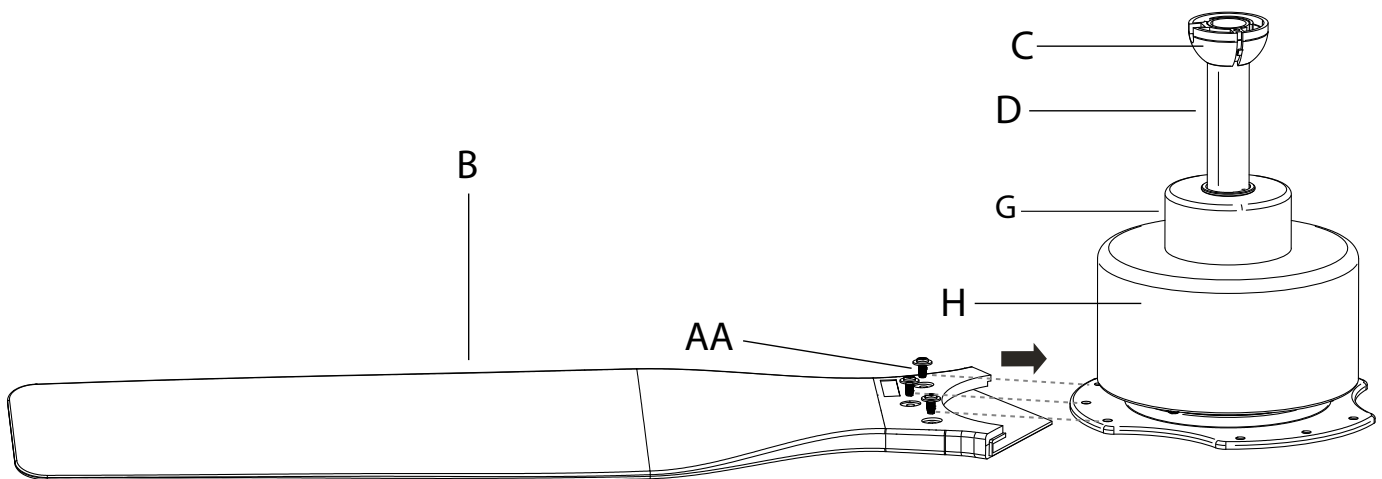
- Loosen the two fan motor assembly coupling set screws (GG) from the fan motor assembly (H) coupling.
- Remove the hitch pin (DD) and lock pin (EE) from the downrod (D). Remove the hanger ball (C) from the downrod (D) by loosening the hanger ball set screw (FF), and removing the cross pin (CC), then sliding the hanger ball (C) off of the downrod (D).
- Carefully feed the fan wires up through the downrod (D). Insert the downrod (D) into the fan motor assembly (H) coupling. Line up the holes and replace the lock pin (EE) and the hitch pin (DD). Tighten the set screws (GG).



## Assembly - Hanging the Fan (Continued)

### 3 Fastening the blades to the fan motor assembly

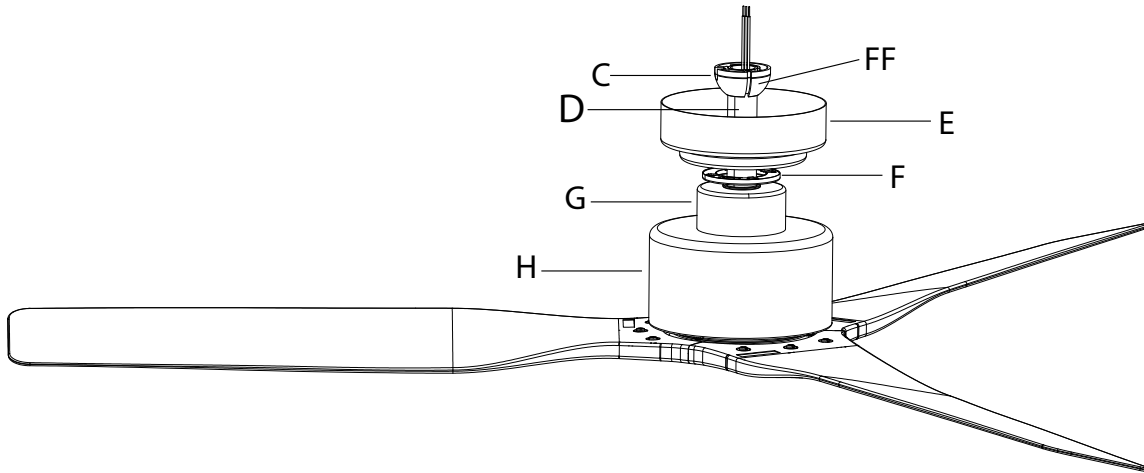
- Attach fan blades (B) to the fan motor assembly (H). Secure the blade using blade screws (AA) one by one.



## Assembly - Hanging the Fan (Continued)

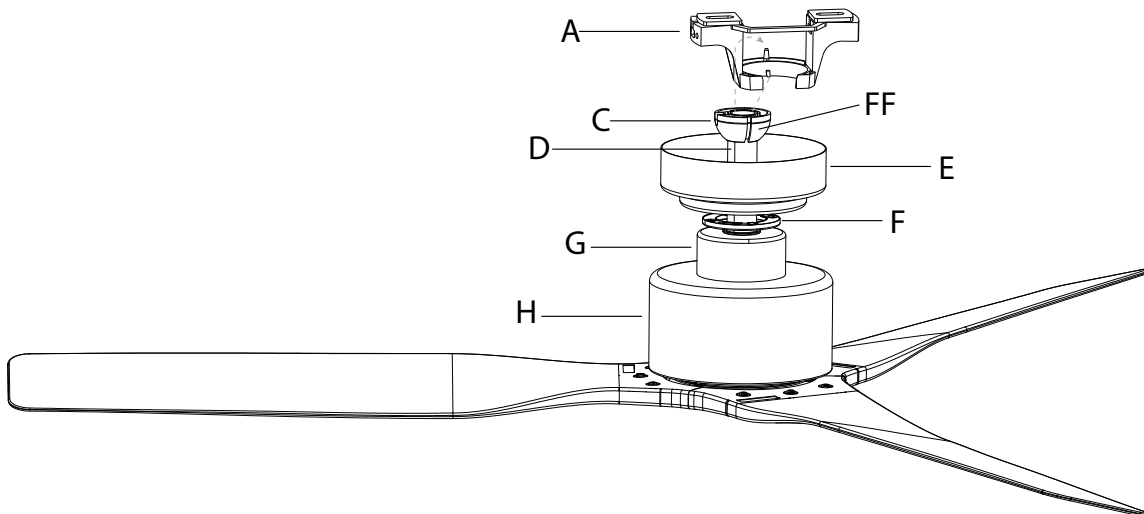
### 4 Attaching the coupling cover, and canopy to the downrod

- Slip the coupling cover (G), canopy cover (F) and canopy (E) onto the downrod (D). Carefully reinstall the hanger ball (FF) onto the downrod (D), and ensure that the cross pin (CC) is in the correct position, the hanger ball set screws (FF) are tight, and the wires are not twisted.



### 5 Hanging the fan motor assembly from the mounting bracket

- Lift the fan motor assembly (H) into position, and place the hanger ball (C) into the mounting bracket (A). Rotate the fan motor assembly (H) until the check groove drops into the registration slot and seats firmly. The downrod (D) should not rotate if this is done correctly.



## Assembly - Hanging the Fan (Continued)

### 6 Making the electrical connections



**WARNING:** To avoid possible electrical shock, ensure the electricity is turned off at the circuit breaker or main fuse box before wiring.



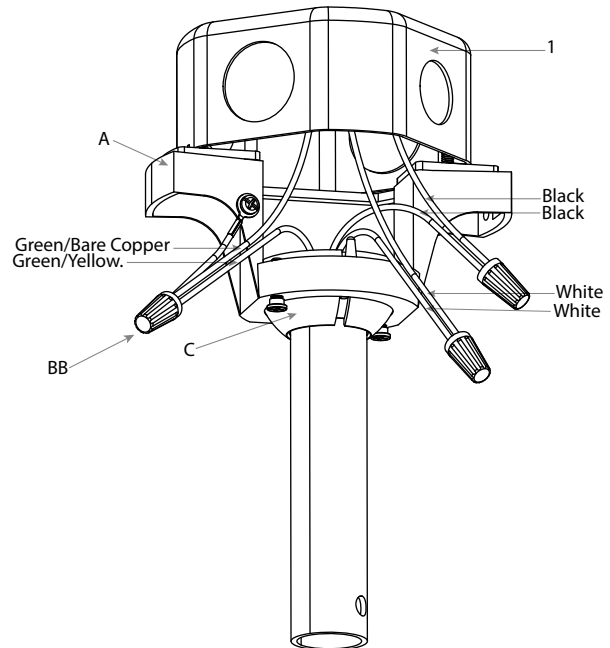
**WARNING:** Check to see that all connections are tight, including the ground, and that no bare wire is visible at the wire nuts, except for the ground wire.

Follow the steps below to connect the fan to your house supply wires. Secure the wire nuts (BB) supplied with your fan by wrapping the connections with electrical tape.

- ☐ Connect the black (hot) wire from the ceiling to the black wire from the downrod (D).
- ☐ Connect the white (neutral) wire from the ceiling to the white wire from the downrod (D).
- ☐ If your outlet box (1) has a ground wire (green or bare copper), connect it to the fan ground wires; otherwise, connect the hanger ball (C) ground wire to the mounting bracket (A).
- ☐ Secure the wire connection with a plastic wire nut (BB) provided with the electrical hardware.
- ☐ After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box (1) and the black wires are on the other side. Carefully tuck the wire connections up into the outlet box (1).



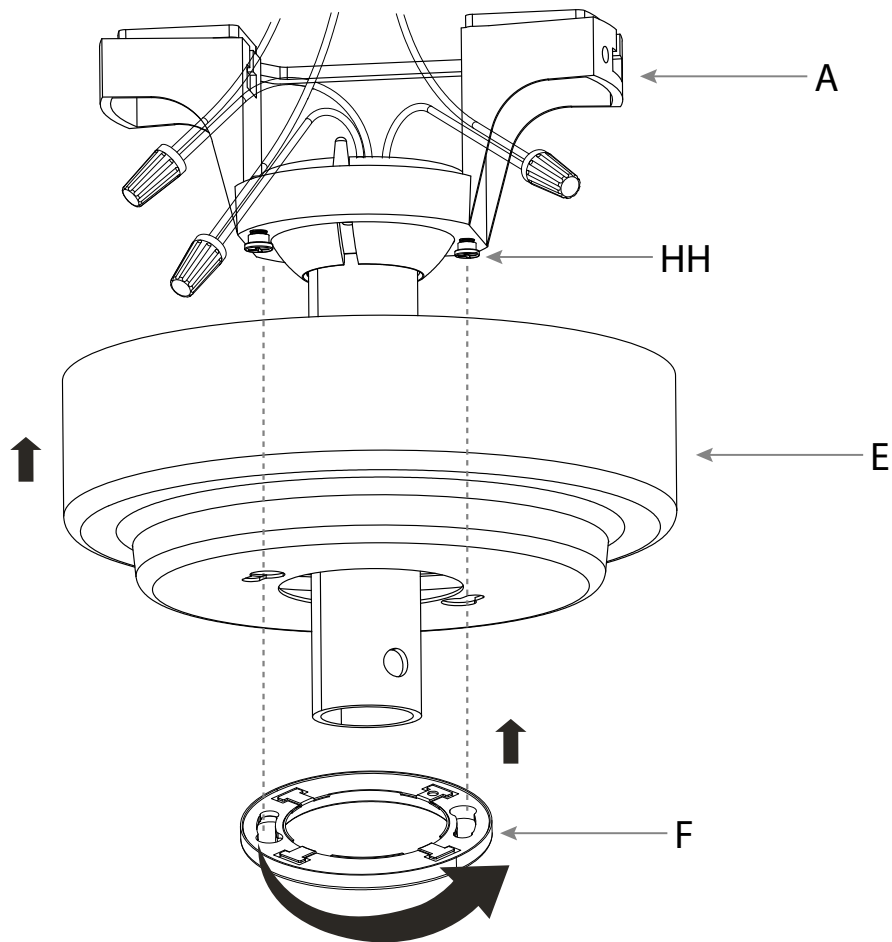
**NOTE:** The warranty is voided with use of any wall mounted speed control device or electrical dimming switches, etc.... The fan is designed to be controlled with use of the hand held remote.



## Hanging the Fan (Continued)

### 7 Securing the canopy and canopy cover to the mounting bracket

- ☐ Slightly loosen the two shoulder screws (HH) on the mounting bracket (A).
- ☐ Align the keyhole shape slots on the canopy (E) with the two shoulder screws (HH) on the mounting bracket (A).
- ☐ Push up the canopy (E) and turn clockwise until the shoulder screws (HH) engage with the keyhole slots. Then firmly tighten the two shoulder screws (HH) to secure the canopy (E).
- ☐ Attach the canopy cover (F) to the canopy (E) by inserting the shoulder screws (HH) into the key slots in the canopy cover (F) and rotating the canopy cover (F) clockwise.



# Operation

## REMOTE CONTROL OPERATING INSTRUCTIONS



**NOTE:** Your new fan is already programmed with a unique code to be operated with the included handheld remote.

- Install 2 AAA batteries (K) into the remote control (M).  
To prevent damage to the remote control, remove the battery if not used for long periods of time.

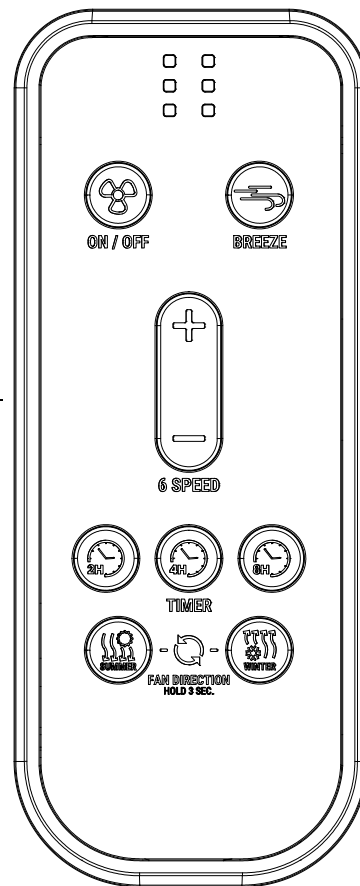


**WARNING:** Do not short-circuit, disassemble, heat up, connect improperly, or dispose of used batteries in fire. Do not recharge or mix batteries with used or other battery types. Immediately remove used batteries.



**WARNING:** a) The Batteries shall be disposed of properly, including keeping them away from children  
b) Even used Batteries may cause injury.

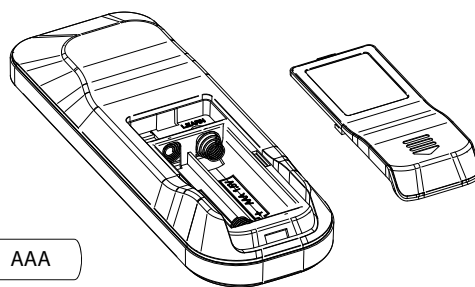
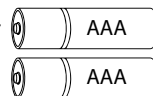
M —



## LEARNING/PAIRING PROCESS

- Should you desire to change the unique code with your remote control use the steps below:
- Turn off the main power source to the fan to begin the learning/pairing process
- Restore power to the fan
- Within 30 seconds of restoring power to the fan, press and hold down the Fan ON/OFF button found on the remote control. Once the fan's receiver has detected the new unique code, a beeping sound is emitted when learning/pairing is complete. Release the button to operate the fan with its new unique code.

K —



## Operation (continued)



**NOTE:** On start up your ceiling fan will oscillate back and forth. This is NORMAL OPERATION for DC ceiling fan as it goes through its calibration cycle. The fan is NOT DEFECTIVE.

1. Press and release the  button to turn the fan on or off.

☐ Fan off. The fan memory function will store the current setting for the next time the fan is in use.

2. Press the **+** or **-** to change motor speeds.

☐ Press and release button one time will change the speed of the fan.

3. Press the  to enter breeze mode.

Fan Breeze Mode - turns on breeze mode (the fan will change to random speeds at random times), behaves like natural outdoor breeze.

Breeze mode is turned off when the user changes fan speed, or turns it on / off.

4. Press and hold  for 3 seconds for downward air flow.

☐ (Counterclockwise Direction) A downward air flow creates a cooling effect. This allows you to set your air conditioner on a higher setting without affecting your comfort.

5. Press and release  for 3 seconds for upward air flow.

☐ (Clockwise Direction) An upwaze air flow moves warm air off the ceiling. This allows you to set your heating unit on a lower setting without affecting your comfort.

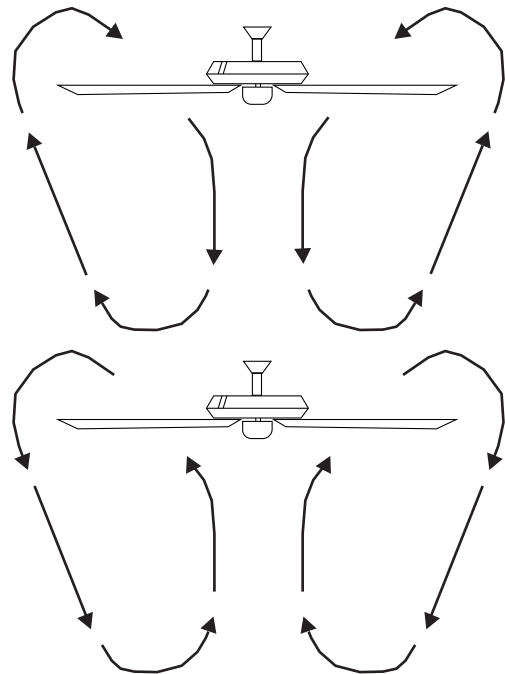
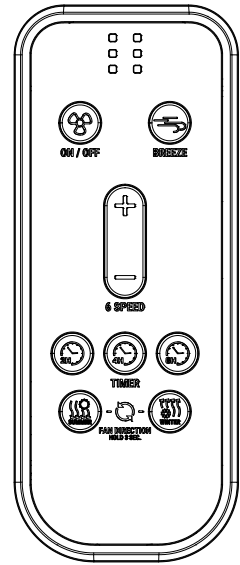
6. Fan Timer functions

☐ Timer 2H - starts fan if fan is idle, turns it off 2 hours later, timer is canceled if user turns the fan off before it expires.

☐ Timer 4H - same as Timer 2H, expires in 4 hours

☐ Timer 8H - same as Timer 2H, expires in 8 hours

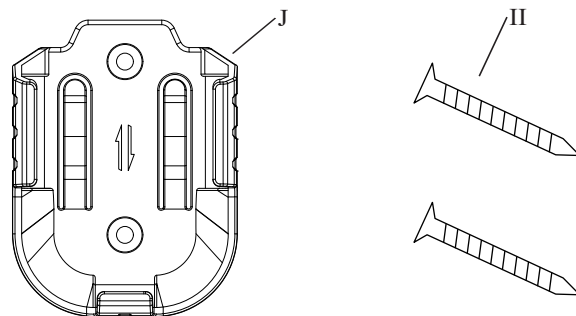
M —



## Operation (continued)

### INSTALLING THE REMOTE CONTROL HOLDER

- Attach the remote control holder (J) with the two remote control holder mounting screws (II).



## Care and Cleaning

### Do

- Check the support connections, brackets, and blade attachments twice a year. Ensure they are secure. Because of the fan's natural movement, some connections may become loose over time. It is not necessary to remove the fan from the ceiling.
- Clean your fan periodically. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing.

### Do not

- Do not use water when cleaning. Water could damage the motor, or the wood, or possibly cause an electrical shock.
- Do not apply oil to your fan or motor. The motor has permanently-lubricated sealed ball bearings.

# Troubleshooting



**WARNING:** Ensure the power is off at the electrical panel box before you attempt any repairs. Refer to the section “Making the Electrical Connections” on page 10.

| Problem                                          | Solution                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The fan will not start.                          | <input type="checkbox"/> Check main and branch circuit fuses or breakers.                                                                                                                                                                                                                                                                                                                                                                |
|                                                  | <input type="checkbox"/> Check the wire connections to the fan, wall mounted standard switch and/or circuit breaker.                                                                                                                                                                                                                                                                                                                     |
|                                                  | <input type="checkbox"/> Reset the hand held remote control by going through the transmitter "Learning/Pairing Process"                                                                                                                                                                                                                                                                                                                  |
| The fan sounds noisy.                            | <input type="checkbox"/> Make sure all motor housing screws are snug.                                                                                                                                                                                                                                                                                                                                                                    |
|                                                  | <input type="checkbox"/> Make sure the screws that attach the fan blade to the motor are tight.                                                                                                                                                                                                                                                                                                                                          |
|                                                  | <input type="checkbox"/> Make sure wire nut connections are not rattling against each other inside the electrical box.                                                                                                                                                                                                                                                                                                                   |
|                                                  | <input type="checkbox"/> Allow a 24-hour "breaking-in" period. Most noises associated with a new fan disappear during this time.                                                                                                                                                                                                                                                                                                         |
|                                                  | <input type="checkbox"/> If using the ceiling light kit, make sure the screws securing the glassware are tight. Check that the light bulb is also secure.                                                                                                                                                                                                                                                                                |
|                                                  | <input type="checkbox"/> Make sure there is a short distance from the ceiling to the canopy. It should not touch the ceiling.                                                                                                                                                                                                                                                                                                            |
| The remote control is not working.               | <input type="checkbox"/> Make sure your ceiling electrical box is secure as well as the fan mounting bracket. Check to make sure rubber isolator pads (preassembled to the mounting bracket) are used between the mounting bracket and outlet box.                                                                                                                                                                                       |
|                                                  | <input type="checkbox"/> Do not connect the fan with wall mounted variable speed control(s) or dimming devices.                                                                                                                                                                                                                                                                                                                          |
| The fan wobbles.                                 | <input type="checkbox"/> Reset the hand held remote control by going through the "Learning/Pairing Process"                                                                                                                                                                                                                                                                                                                              |
|                                                  | <input type="checkbox"/> Check that all blade and/or blade arm screws are secure.                                                                                                                                                                                                                                                                                                                                                        |
| The fan wobbles.                                 | <input type="checkbox"/> 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 from a point on the center of each blade to the point on the ceiling. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. Measurements deviation should be within 1/8 in. Run the fan for 10 minutes. |
|                                                  | <input type="checkbox"/> Fan moves backwards and forwards when turned on.                                                                                                                                                                                                                                                                                                                                                                |
| Fan moves backwards and forwards when turned on. | <input type="checkbox"/> This is normal start-up procedure for DC motor fans. The partial movement during start-up is the result of the DC motor aligning the internal magnetic poles for proper motor operation. This design saves electricity and allows the fan to operate much quieter than standard AC motor fans.                                                                                                                  |

## FCC Statement

---

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 designed 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. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

**CAUTION:**

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference