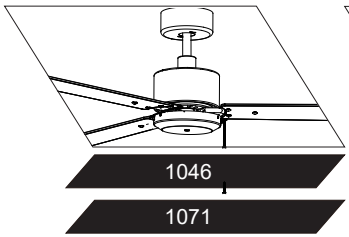
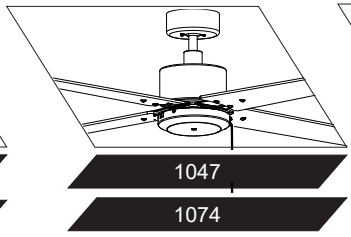
Ceiling Fan

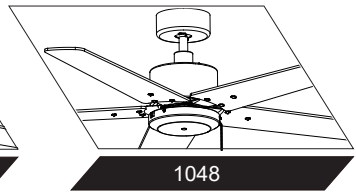
Installation Guide

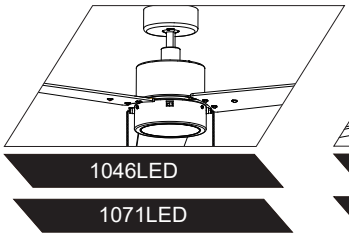
Read and Save These Instructions

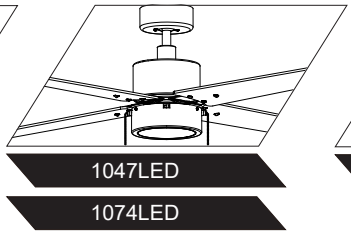
For Models:

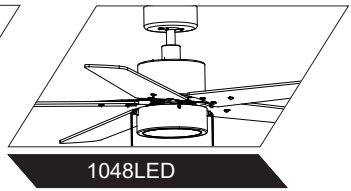












RP | LIGHTING · FANS

ENERGY STAR

Intertek

TABLE OF CONTENTS

Pages

SAFETY INFORMATION 1
TOOLS REQUIRED 2,3
MOUNTING OPTIONS 4
INSTALLING MOUNTING BRACKET 5
DOWNROD ASSEMBLY 6
HANGING THE FAN MOTOR ASSEMBLY 6
MAKING ELECTRICAL CONNECTIONS 7,8
CANOPY ASSEMBLY 9
BLADES INSTALLATION 9
ATTACHING SWITCH HOUSING CAP 10
LIGHT KIT INSTALLATION 10
OPERATING YOUR FAN 11
TROUBLESHOOTING 12

SAFETY INFORMATION

1. To reduce the risk of electric shock, turn the electricity off at main fuse box or circuit breaker before beginning fan installation or servicing the fan.
2. Read all instructions and safety information carefully before installing your fan and save this manual.
3. All electric connections must be complied with local electrical code and the National Electrical Code. If you are unfamiliar with electrical wiring, please hire a qualified licensed electrician
4. To reduce the risk of injury to persons,install fan so that the blade is at least 2.1 meters (7 Feet) above the floor.
5. **To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked (acceptable for fan support of 15.9kg (35lbs) or less) and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of luminaries are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.**
6. To reduce the risk of personal injury, use only approved hanging brackets and screws supplied with the fan for mounting to the outlet box.
7. After completing installation, check all setscrews and make sure they are firmly secured.
8. Wooden blades are not intended for storage or installation in spaces that are not temperature controlled. To avoid issues with blade warping do not store or install ceiling fans in areas without air conditioning.
9. Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blade direction.

WARNING: To reduce the risk of fire or electric shock, do NOT use this fan with any solid-state speed control device.

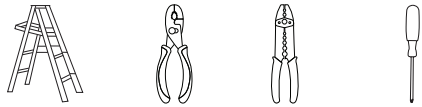
WARNING: To reduce the risk of personal injury, do NOT insert foreign objects in between rotating fan blades.

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

TOOLS REQUIRED

· Ladder · Wire Strippers

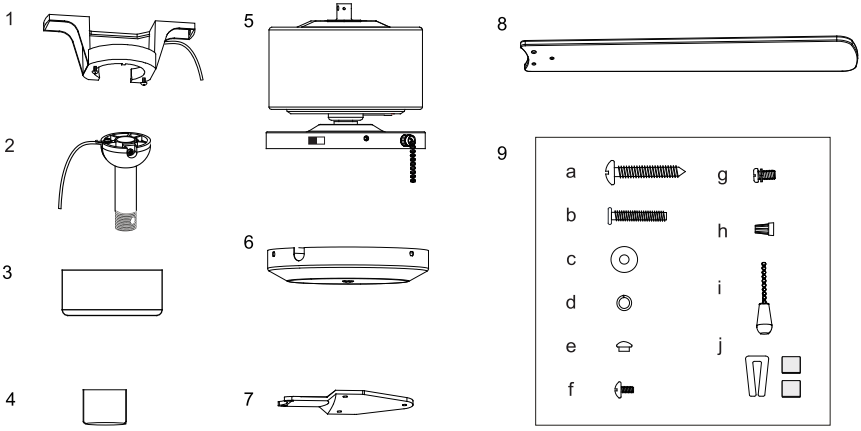
· Pliers · Phillips Screwdriver



UNPACKING FAN

Carefully open the packaging. Remove items from Styrofoam inserts. Remove motor housing and place on clean floor or Styrofoam to avoid damage to finish.
Do not discard fan carton or Styrofoam inserts should this fan need to be returned for repairs.
Check against parts list that all parts have been included.

Models:1046-ES, 1047-ES, 1048-ES

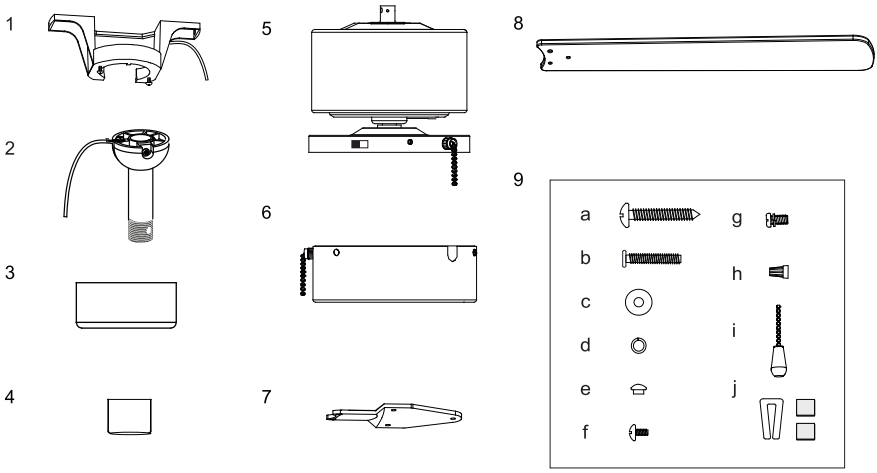


#	Parts	Quantity
1	Mounting bracket	1
2	Downrod/ ball assembly	1
3	Ceiling canopy	1
4	Coupling cover	1
5	Fan motor assembly	1
6	Switch housing cover	1
7	Blade holder (varies from model to model)	
8	Fan blade (varies from model to model)	

Hardware bag included:

#		Quantity
a	Wood screws	2
b	Mounting bracket screws	2
c	Flat washers	2
d	Spring washers	2
e	Blade mounting screw nuts (varies from model to model)	
f	Blade mounting screws (varies from model to model)	
g	Blade holder screws (varies from model to model)	
h	Wire nuts	3
i	Pull chain knob	1
j	Balance kit	1 set

Models: 1046LED-ES, 1047LED-ES, 1048LED-ES



#	Parts	Quantity
1	Mounting bracket	1
2	Downrod/ ball assembly	1
3	Ceiling canopy	1
4	Coupling cover	1
5	Fan motor assembly	1
6	LED light kit	1
7	Blade holder (varies from model to model)	
8	Fan blade (varies from model to model)	

Hardware bag included:

#		Quantity
a	Wood screws	2
b	Mounting bracket screws	2
c	Flat washers	2
d	Spring washers	2
e	Blade mounting screw nuts (varies from model to model)	
f	Blade mounting screws (varies from model to model)	
g	Blade holder screws (varies from model to model)	
h	Wire nuts	3
i	Pull chain knob	2
j	Balance kit	1 set

MOUNTING OPTIONS

If there isn't an existing UL listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 70 lbs). Do not use plastic outlet boxes.

Figures 1 and 2 are examples of different ways to mount the outlet box.

To hang your fan where there is an existing fixture but no ceiling joist, you may need ceiling fan outlet box and support brace as shown in Figure 3.

WARNING

The fan should not be installed unless the structure on which the fan is to be mounted is of sound construction, undamaged, and capable of supporting the loads of the fan and its method of mounting. A structural engineer should verify that the structure is adequate prior to fan installation. Verifying the stability of the mounting structure is the sole responsibility of the customer and/or end user, and we hereby expressly disclaims any liability arising therefrom.

Installation Preparation

To prevent personal injury and damage, ensure that the hanging location allows the blades a clearance of 7 feet (2.13m) from the floor and 18in. (46cm) from any wall or obstruction.
This fan is suitable for room sizes up to 100~150 square feet.

Fig.1

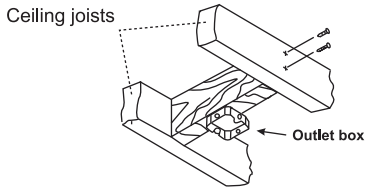


Fig.2

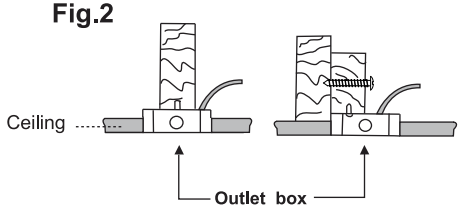


Fig.3

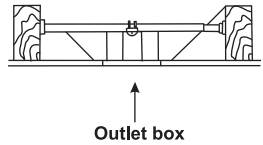
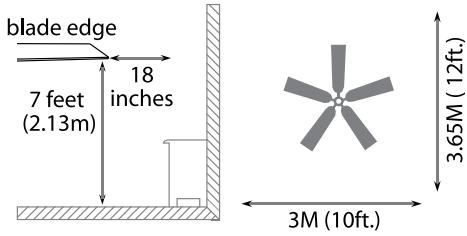


Fig.4



INSTALLING MOUNTING BRACKET

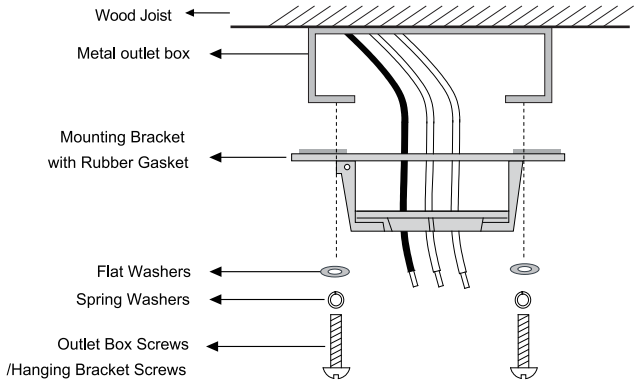
Shut the power off at the circuit breaker box before beginning.

Warning: Failure to disconnect power supply prior to installation may result in serious injury. For safety and best operating results, installation must be undertaken by qualified electrician. Before installing the fan make sure the outlet box is properly installed to house structure. Ensure the metal outlet box is securely fastened by at least two points to a structural ceiling member, a loose box will cause the fan wobble.

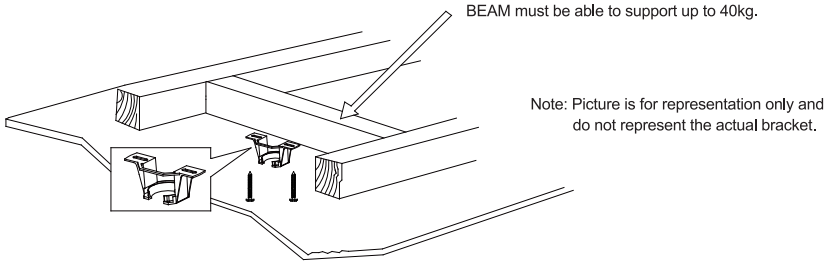
Secure mounting bracket to outlet box by tightening mounting bracket screws & spring washers. If not mount to ceiling outlet box, use wood screws and flat washers and mount securely to ceiling beam. **Note:** Do not mount directly to sheet rock or ceiling tiles.

The ceiling fan must be installed in a location with a minimum of 18" spacing from the tip of the blade to the nearest objects or walls.

Secure the mounting bracket to the ceiling joist or structure that is capable of carrying a load of at least 40kgs, use two 3-inches long screws (Not provided).



Note: The mounting screws provided are for use with wooden structures only. For structures other than wood, the appropriate screw type MUST be used.



DOWNROD ASSEMBLY

Locate downrod assembly. Loosen ground screw on black hanging ball and setscrew to free lock pin.

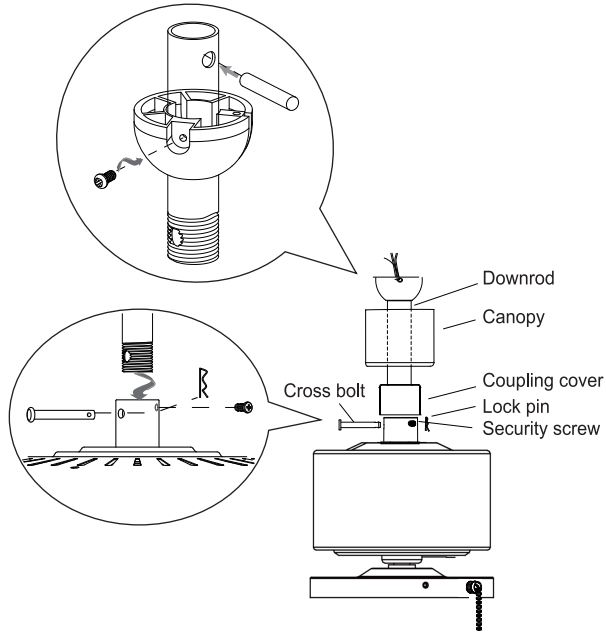
Remove ground screw and green ground wire. Remove hanging ball from downrod and save all parts.

Ceiling fan wires through downrod. Thread downrod into top of fan motor housing until holes for downrod pin align with holes in coupling.

Note: Make sure wires do not get twisted.

Insert downrod pin through coupling and downrod, secure by tightening security screw.

Put coupling cover and canopy in between the downrod and ball, replace the downrod ball, insert the lock pin through downrod and tight setscrew against downrod, tighten ground wire by using ground screw.



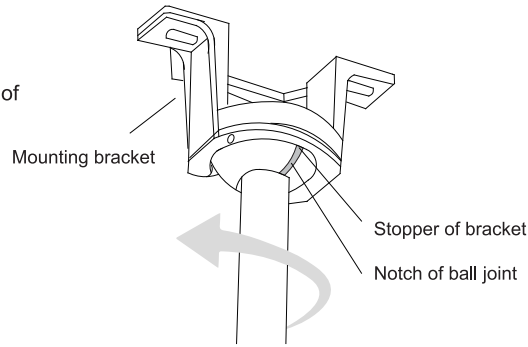
Warning: Failure to tighten setscrew on downrod ball completely could result in fan loose and possibly falling.

HANGING THE FAN MOTOR ASSEMBLY

Lift the fan motor assembly and place downrod ball into the mounting bracket.

Rotate the entire assembly until the check tab (stopper of bracket) has dropped into the notch of the downrod ball and seats firmly.

NOTE: The entire fan motor assembly should not rotate when seated properly.



MAKING ELECTRICAL CONNECTIONS

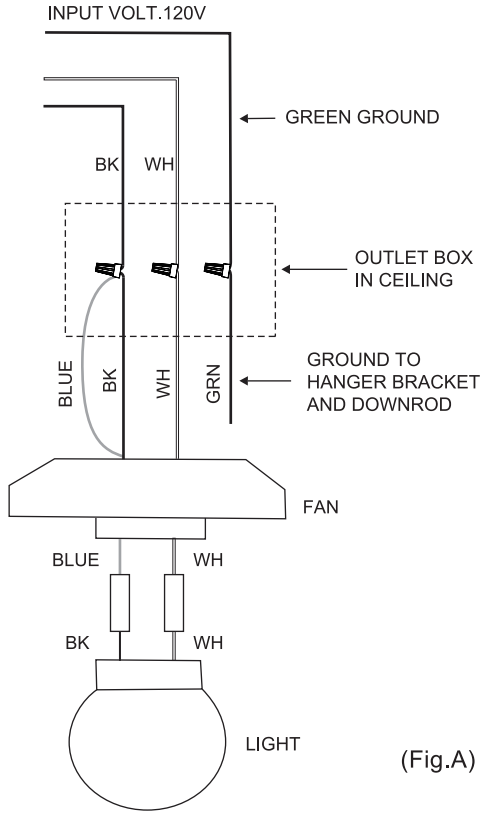
WARNING: To avoid possible electrical shock, be sure to turn off the power at the main circuit panel.

Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan.

Step 1.

Connect Black(Hot) fan wire to Black outlet wire, white (Neutral) fan wire to white outlet wire. Connect green or bare copper wire from outlet box to the hanger bracket and downroll ball green ground wires together. (Fig.A)

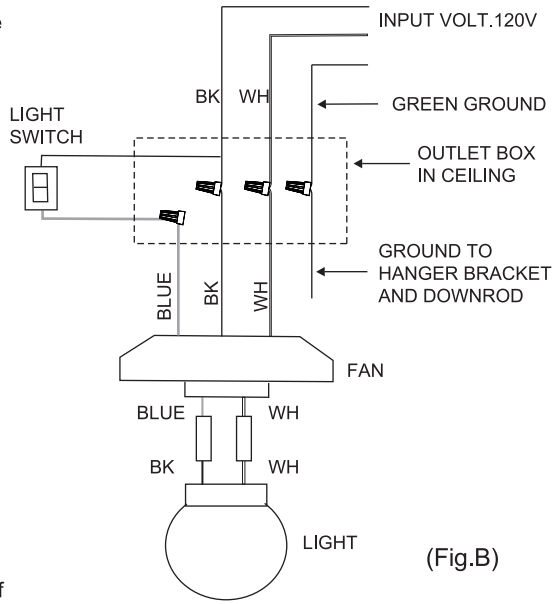
If an additional blue lite kit wire is present, then also connect the blue wire to black wire.
Secure all connections with electrical tape.
Make sure there are no loose strands or connections.



(Fig.A)

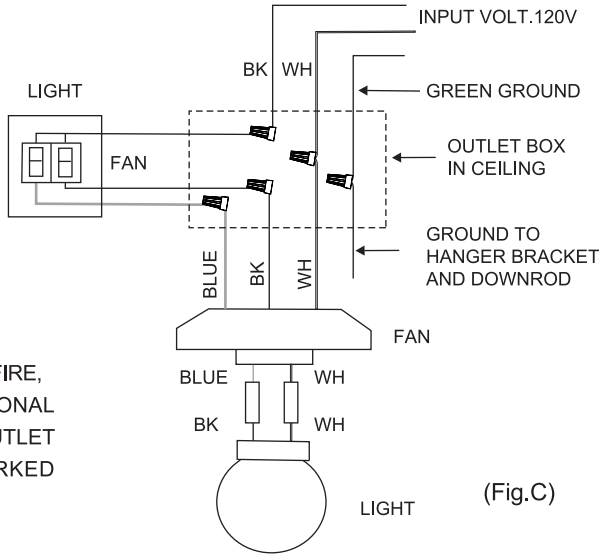
Step 2.

After completing wiring connections, turn all splices upward and carefully push into outlet box. Separate blue and black wires on one side of the outlet box, the white and green wires on the other side.



(Fig.B)

Figures B&C illustrate the wiring connections for optional wall control (The wire color out of wall control may vary, see wall control's installation manual for correct wire connections.)

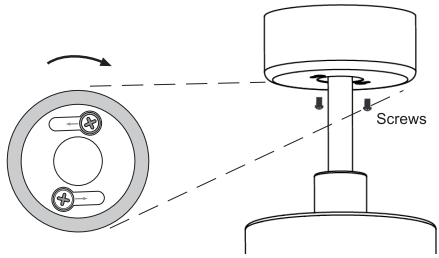


(Fig.C)

WARNING TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR OTHER PERSONAL INJURY. MOUNT FAN ONLY ON AN OUTLET BOX OR SUPPORTING SYSTEM MARKED "ACCEPTABLE FOR FAN SUPPORT."

CANOPY ASSEMBLY

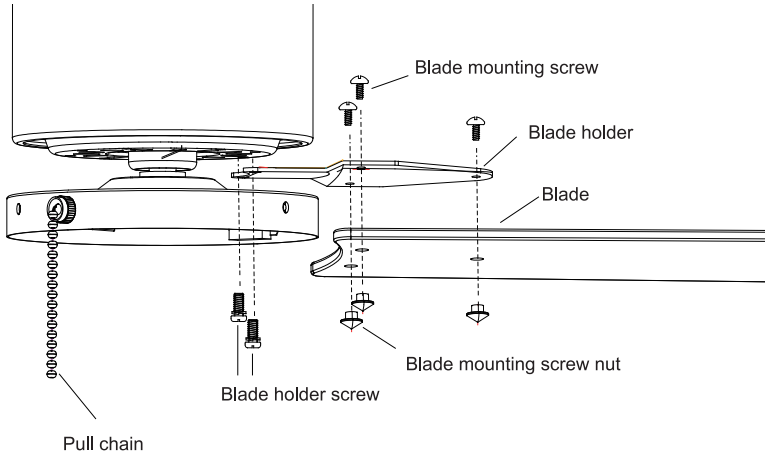
Locate 2 screws on underside of mounting bracket. Attach canopy to the mounting bracket by placing screws into slotted holes in canopy. Twist clockwise to lock into place. Tighten screws firmly.



BLADES INSTALLATION

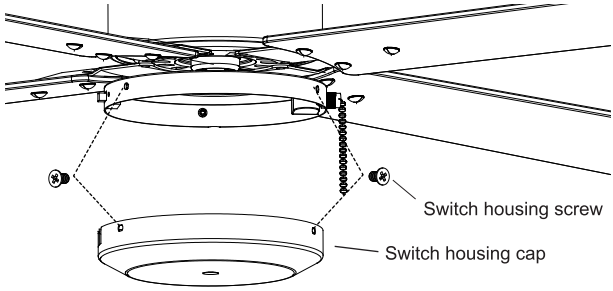
Attach each fan blade to blade holder using 3 blade mounting screws and screw nuts. Repeat this process for the other blades. Attach each blade assembly to the motor with blade holder screws found in the hardware bag, securely tighten after both screws are attached.

WARNING: To reduce the risk of personal injury, do not bend the blade holders during assembly or after installation. Do not insert objects in the path of the blades.



ATTACHING SWITCH HOUSING CAP

Remove 3 screws from switch housing,
and secure the bottom cap to switch housing with these 3 screws.

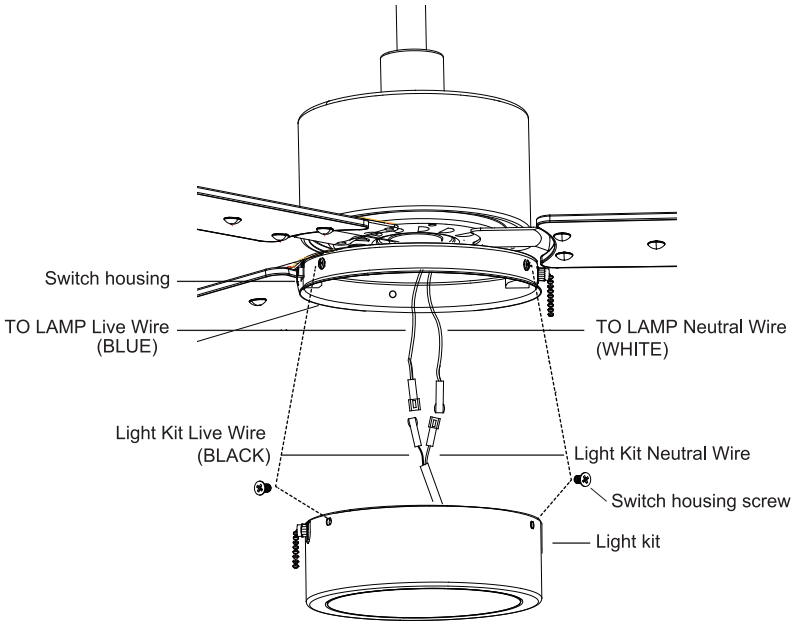


LIGHT KIT INSTALLATION

(For ceiling fan with light kit included)

Connect wires by using connectors as provided with light kit.
Light kit Live (Black) wire to Blue wire from fan, light kit Neutral (White) wire to white wire from fan.
Remove 3 screws from switch housing, attach light kit to switch housing with these 3 screws.

Note: The use of light kits other than those approved by RP will void the warranty.



OPERATING YOUR FAN

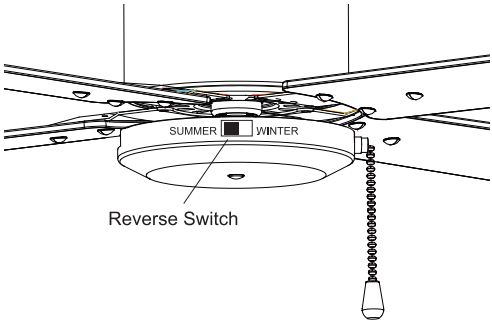
Connect the pull chain knob(s) to the pull chains located in switch housing.
A slide reverse switch located on the switch housing controls the direction of blades rotation.
The right position sets the blades in REVERSE rotation.
The left position sets the blades in FORWARD rotation.

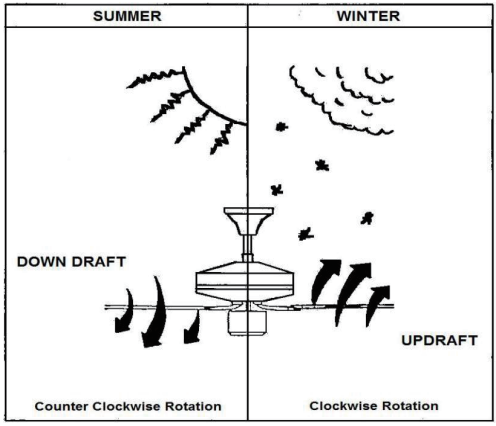
SUMMER Mode: The reverse switch shall be in the “left” (SUMMER) position to make the fan rotate in an anticlockwise direction. The airflow will be directed downwards, for cooling in summer.

WINTER Mode: The reverse switch shall be in the “right” (WINTER) position to make the fan rotate in a clockwise direction. The airflow will be directed upwards assisting in the circulation of warm air, for energy conservation in winter.

Warning: Turn fan completely off before changing the setting of the slide reverse switch.

Important: Reverse switch must be set either completely to the LEFT or completely to the RIGHT for fan to function. If the reverse switch is set in the middle position, fan will not operate.





Turn on the power and check the operation of your ceiling fan.
The pull chain controls fan speed as follows:

1 pull = High Speed
2 pulls = Medium Speed
3 pulls = Low Speed
4 pulls = OFF

Note: Even if the fan is mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor, be careful to avoid raising your arms or any object in the path of the blades.

TROUBLESHOOTING

WARNING: Failure to disconnect power supply prior to troubleshooting any wiring issues may result in serious injury.

Problem	Solutions
Fan will not start.	- Check circuit fuses or breakers. - Check line wire connections to the fan and switch wire connections in the switch housing.
Fan sounds noisy.	- Make sure all motor housing screws are snug. - Make sure the screws that attach the fan blade bracket to the motor hub is tight. - Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. - Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time. - If using an optional light kit, make sure the screws securing the glassware are tight. Check that light bulb is also secure. - Some fan motors are sensitive to signals from solid-state variable speed controls. If you have installed this type of control, choose and install another type of control. - Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.
Fan wobbles	- Check that all blade and blade arm screws are secure. - Most fan wobbling 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. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within 1/8". - Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable. - If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.

CARE OF YOUR FAN

Here are some suggestions to help you maintain your fan.

1. Because of the fan's natural movement, some connections may become loose. Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. (It is not necessary to remove fan from ceiling.)
2. Clean your fan periodically to help maintain its new appearance over the years. 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 use water when cleaning. This could damage the motor, or the wood, or possibly cause an electrical shock.
3. You can apply a light coat of furniture polish to the wood blades for additional protection and enhanced beauty. Cover small scratches with a light application of shoe polish.
4. There is no need to oil your fan. The motor has permanently lubricated bearings.

RP | LIGHTING · FANS

www.rplighting.com
4931 Paseo Del Norte NE
Albuquerque, NM 87113
1-800.937.6925