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## 1. TOOLS AND MATERIALS REQUIRED

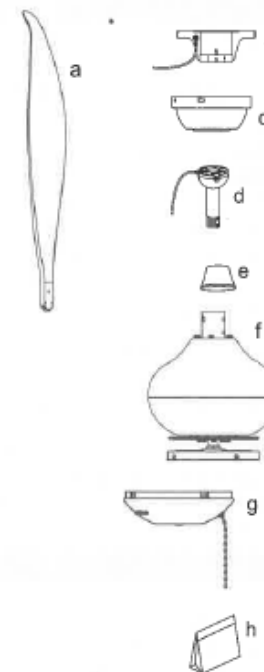
- Phillips screwdriver
- Blade screw driver
- Adjustable wrench
- Step ladder
- Wire cutters



## 2. PACKAGE CONTENTS

Unpack your fan and check the contents.  
You should have the following items:

PARTS	QTY
a. Blade	x 3
b. Hanger bracket	x 1
c. Canopy	x 1
d. Downrod / ball assembly	x 1
e. Coupling cover	x 1
f. Fan motor assembly	x 1
g. Switch housing assembly	x 1
h. Screw Package	x 1
1) Mounting hardware: wood screws (2), washers (2), hanger bracket screws (2) & washers (2), wire nuts (3)	
2) Blade attachment hardware: screws (10), fiber washers (10)	
3) Pull chain and knob (1)	
4) Balancing kit (1)	



### 3. SAFETY RULES

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. **WARNING:** To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device.
4. **WARNING:** To reduce the risk of personal injury, use only the two steel screws ( and lock washers) provided with the outlet box for mounting to 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.

**ⓘ WARNING**

To Reduce The Risk Of Fire, Electric Shock, Or Personal Injury, Mount To Outlet Box Marked (Acceptable for Fan Support of 22.7 kg (50 lbs) or less) And Use Mounting Screws Provided With The Outlet Box.

5. The fan must be mounted with a minimum of 10 feet clearance from the trailing edge of the blades to the floor.
6. **WARNING:** Use only with light kit marked "Suitable for Use in Wet Locations". Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blade direction.
7. Avoid placing objects in the path of the blades. To avoid personal injury or damages to the fan and other items, be cautious when working around or cleaning the fan.
8. 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. After marking electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
9. Electrical diagrams are reference only. Light kit that are not packed with the fan must be UL Listed and marked suitable for use with the model fan you are installing. Switches must be UL General Use Switches. Refer to the instructions packaged with the light kits and switches for proper assembly.

**ⓘ 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.

### 4. 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 50 lbs). Do not use plastic outlet boxes.

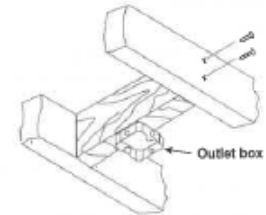


Figure 1

Figures 1, 2, and 3 are examples of different ways to mount the outlet box.

**Note:**

You may need a longer downrod to maintain proper blade clearance when installing on steep, sloped ceiling. (Fig. 3)

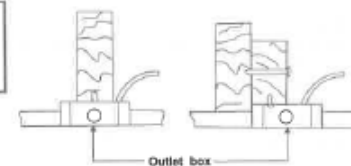


Figure 2

To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4.

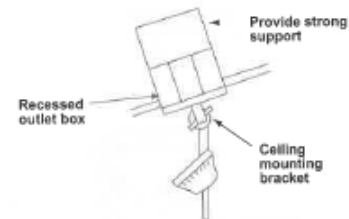


Figure 3

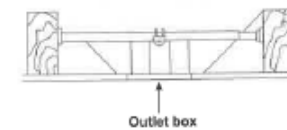


Figure 4

## 5. HANGING THE 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 installation using the downrod with ball and socket mounting and the "close-to-ceiling" installation. The "close-to-ceiling" installation is recommended in rooms with less than 8-foot ceilings or areas where additional space is desired from the floor to the fan blades.

### STANDARD CEILING INSTALLATION

#### STEP 1.

Pass the 120 volt supply wires through the center hole in the ceiling hanger bracket as shown in (Fig. 5.)

#### STEP 2.

Secure the hanger bracket to the ceiling outlet box with the screws and washers included with the mounting hardware (Fig. 5)

#### STEP 3.

Remove the hanger pin, lock pin and set screws from the top of the motor assembly.

#### STEP 4.

Route wires exiting from the top of the fan motor through the canopy, coupling cover and then through the ball/downrod. (Fig. 6)

#### STEP 5.

Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing. Carefully insert the hitch pin through the holes in the collar and downrod. Be careful not to jam the pin against the wiring inside the downrod. Insert the locking pin through the hole near the end of the hitch pin until it snaps into its locked position. (Fig. 6)

#### STEP 6.

Tighten two set screws on top of the fan motor firmly.

#### STEP 7.

Place the downrod ball into the hanger bracket socket. This will allow you to make the electrical connections. (Fig. 7)

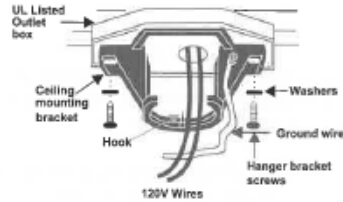


Figure 5

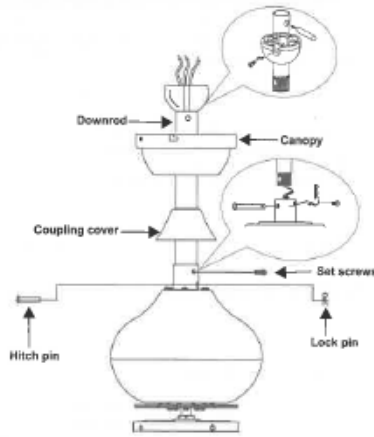


Figure 6

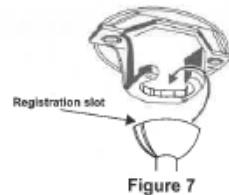


Figure 7

## CLOSE-TO-CEILING INSTALLATION

#### STEP 1.

Remove the decorative canopy bottom cover from the canopy. (Fig. 8)

#### STEP 2.

Pass the 120 volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 5

#### STEP 3.

Secure the hanger bracket to the ceiling outlet box with the screws and washers provided.

#### STEP 4.

Place the ceiling canopy over the collar at the top of the motor. Align the mounting holes with the holes in the motor and fasten using the screws and lock washers provided. (Fig. 9)

#### STEP 5.

Tighten the mounting screws securely. (Fig. 9)

### WARNING

Failure to completely tighten the three screws in step 5 could result in fan loosening and possibly falling

#### STEP 6

Hang the fan on the hook of the hanger bracket. Be certain that the canopy is fully locked into hook as shown in Fig. 10. This will allow you to make the electrical connections.

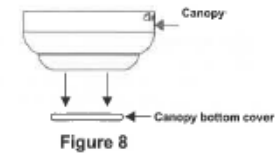


Figure 8

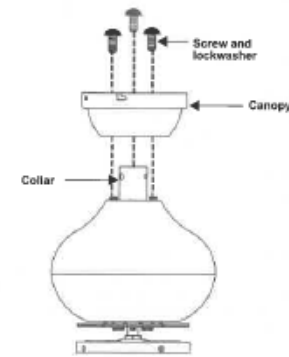


Figure 9

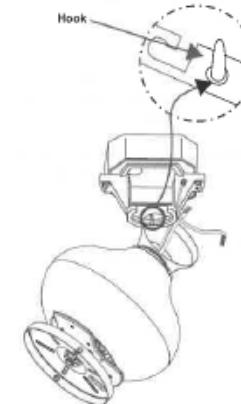


Figure 10

## 5. ELECTRICAL CONNECTIONS

**REMEMBER** to disconnect power. Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan. Secure the connectors with electrical tape. Make sure there are no loose strands or connections.

**STEP 1.** Connect the fan supply (black) wire and light supply (blue) wire to the black household supply wire as shown in Figure 11.

**STEP 2.** Connect the neutral fan (white) wire to the white neutral household wire.

**STEP 3.** Connect the fan ground wire (green) to the household ground wire.

**STEP 4.** After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and the black and the blue wires are on the other side.

**STEP 5.** Turn the connecting nuts upward and push the wiring into the outlet box.

Figure 12 & 13 illustrate the wiring connections for optional wall control (The wire color out of wall control may vary, see wall control's installation instructions for correct wire connections).

**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 FROM FAN SUPPORT.

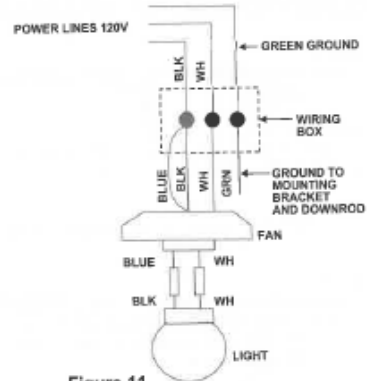


Figure 11

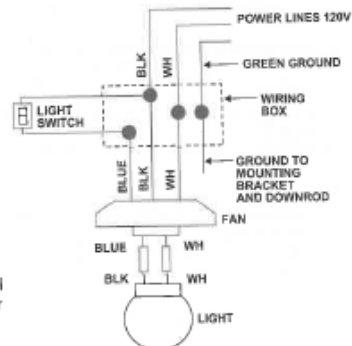


Figure 12

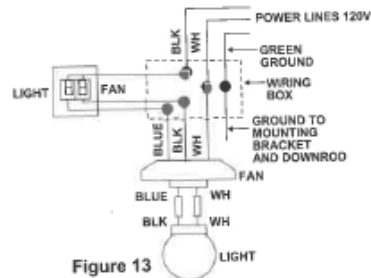


Figure 13

## 7. FINISHING THE INSTALLATION

### STANDARD CEILING INSTALLTION

Slide canopy up to the ceiling as shown in Figure 14. Make sure you place the wires safely into the outlet box. Secure the canopy to the hanger bracket with the four screws with your fan.

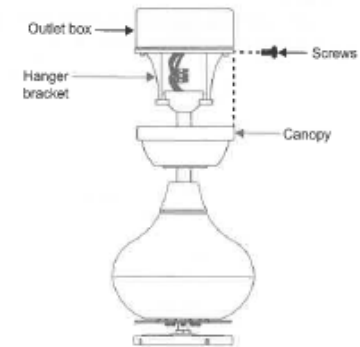


Figure 14

### CLOSE-TO-CEILING INSTALLTION

Remove the fan from the hook on the hanger bracket. Secure the canopy to the hanger bracket as shown in Figure 15 with four screws included with your fan.

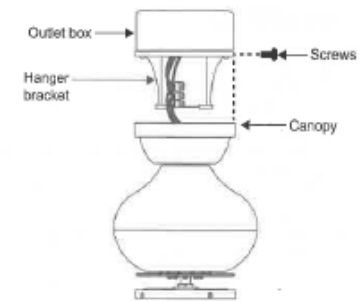


Figure 15

## B. ATTACHING THE FAN BLADES

### STEP 1.

Fasten each blade assembly to the blade holder using the screws and washers supplied. (Fig. 16)

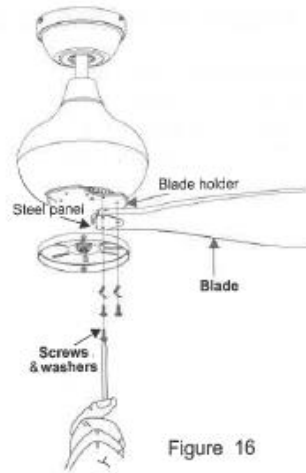
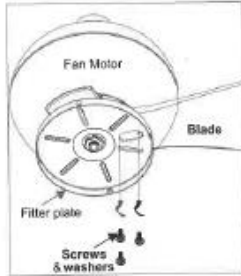


Figure 16

## 9. ATTACHING SWITCHING HOUSING

### STEP 1.

Insert the waterproof stopper in the installation hole of mounting plate.

### STEP 2.

Connect the male plug on motor to female plug in switch housing, push the two plugs firmly together.

### STEP 3.

Remove the 4 screws on mounting plate and attach the switch housing to the mounting plate using these screws and tighten firmly.

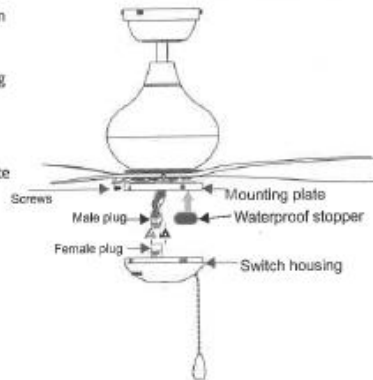
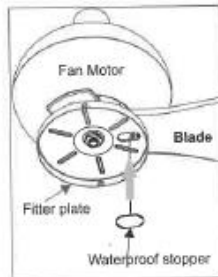


Figure 17

## 10. OPERATING YOUR FAN

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

- 1 pull — High speed
- 2 pulls — Medium speed
- 3 pulls — Low speed
- 4 pulls — Fan off — See Fig. 18

Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans, and so on.

The slide reverse switch controls directions:

- \* Forward (switch down)
- \* Reverse (switch up) — See Fig. 19

### NOTE:

Wait for fan to stop before changing the setting of the slide switch.

### Warm Weather (Forward)

A downward airflow creates a cooling effect as shown in Fig. 20. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

### Cool Weather (Reverse)

An upward airflow moves warm air off the ceiling area as shown in Fig. 21. This allows you to set your heating unit on a cooler setting without affecting your comfort.



Figure 20



Figure 21

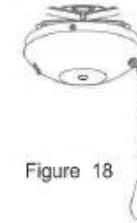


Figure 18

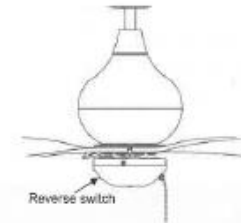


Figure 19

## 11. 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.

**IMPORTANT:**

Make sure the power is off at the electrical panel box before you attempt any repairs. Refer to the section "MAKING ELECTRICAL CONNECTIONS".

## 12. TROUBLESHOOTING

PROBLEM	SOLUTION
Fan will not start	<ol style="list-style-type: none"> <li>1. Check circuit fuses or breakers.</li> <li>2. Check line wire connections to the fan and switch wire connections in the switch housing.</li> </ol> <div style="border: 1px solid black; padding: 2px; display: inline-block;">  <b>CAUTION</b> MAKE SURE MAIN POWER IS OFF.         </div>
Fan sounds noisy	<ol style="list-style-type: none"> <li>1. Make sure all motor housing screws are snug.</li> <li>2. Make sure the screws that attach the fan blade brackets to the motor hub is tight.</li> <li>3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing.</li> </ol> <div style="border: 1px solid black; padding: 2px; display: inline-block;">  <b>CAUTION</b> MAKE SURE MAIN POWER IS OFF.         </div> <ol style="list-style-type: none"> <li>4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time.</li> <li>5. If using an optional light kit, make sure the screws securing the glassware are tight. Check that light bulb is also secure.</li> <li>6. 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.</li> <li>7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.</li> </ol>