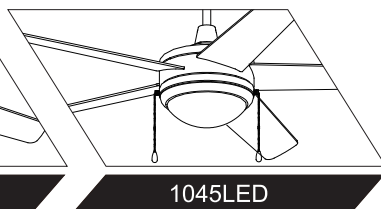
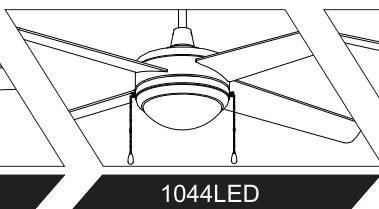
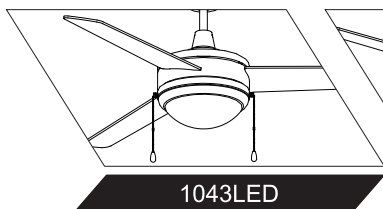


Ceiling Fan

Installation Guide

Read and Save These Instructions

For Models:



RP | LIGHTING • FANS



TABLE OF CONTENTS

	Pages
SAFETY INFORMATION	1
TOOLS & MATERIALS REQUIRED	2
INSTALLING MOUNTING BRACKET & HOOK	3
DOWNROD / BALL ASSEMBLY.....	4
HANGING THE FAN MOTOR ASSEMBLY	4
ATTACHING THE FAN BLADES	5
INSTALLING LIGHT KIT.....	6
MAKING ELECTRICAL CONNECTIONS	7
GENERAL WIRING CONNECTIONS	8
FINISHING THE INSTALLATION	9
OPERATING YOUR FAN	10
TROUBLESHOOTING	11

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 have 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.

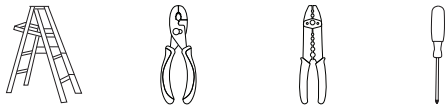
WARNING: To reduce the risk of fire or electric shock, do NOT use this fan with any solid-state speed control device.

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

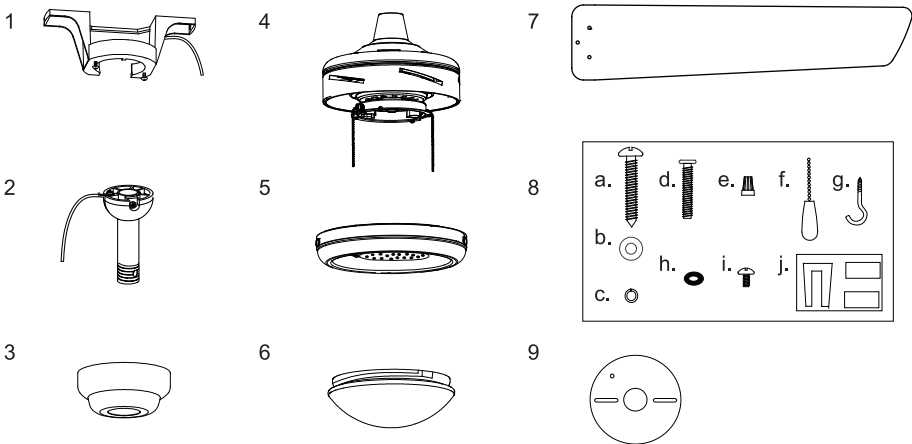
- Ladder
- Wire Strippers
- Pliers
- Phillips Screwdriver



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 will need to be returned for repairs. Check against parts list that all parts have been included.



#	Parts	Quantity
1	Mounting bracket	1
2	Downrod & ball assembly	1
3	Ceiling canopy	1
4	Fan motor assembly	1
5	LED Light kit (light plate)	1
6	Glass shade	1
7	Fan blades (varies from model to model)	
9	Spark plate	1

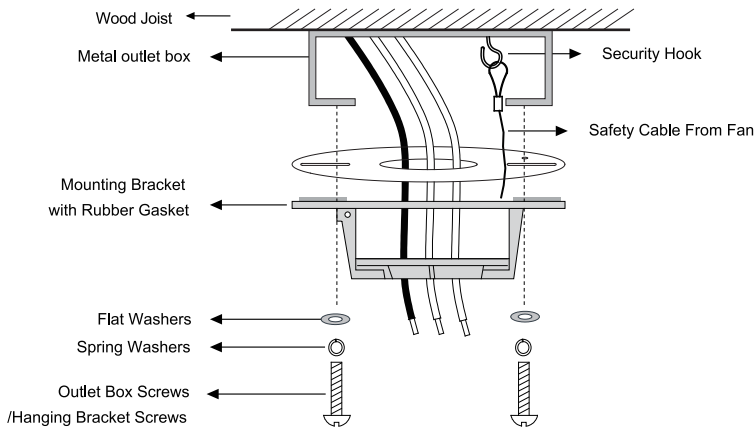
8. Hardware bag included:

#		Quantity
a.	Wood screws	2
b.	Flat washers	2
c.	Spring washers	2
d.	Hanging bracket screws	2
e.	Wire nuts	3
f.	Pull chain (wood tassel)	2
g.	Hook	1
h.	Fibber washers (varies from model to model)	
i.	Blade screws (varies from model to model)	
j.	Balance kit	1 set

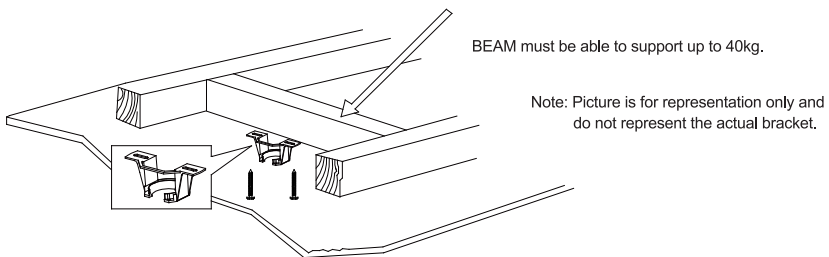
INSTALLING MOUNTING BRACKET & HOOK

- Before you begin installing the fan, turn off circuit breakers and wall switch to fan supply line leads.
- **Warning:** Failure to disconnect power supply prior to installation may result in serious injury.
- For safety and best operating results, recommend you have a qualified electrician install this fan.
- Prior to securing mounting bracket to metal outlet box, screw security hook into ceiling outlet box as a secondary support. Secure mounting bracket and spark plate 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.
- The ceiling fan must be installed in a location with a minimum of 300mm 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, with two long screws provided. Ensure at least 30mm of the screw is threaded into the support.

Note: For ease of wiring feed house wires through spark plate and mounting bracket.



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



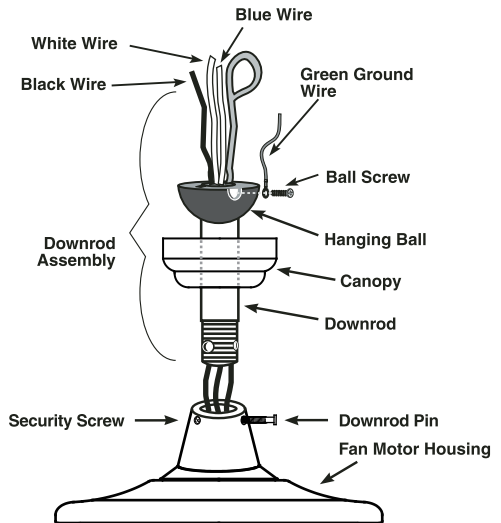
SAFETY CABLE INSTALLATION

- For Canadian installation and for USA fan & light kit combination over 35 lbs(15.9kgs), the safety cable must be installed into house structure.
- Leave one of the WOOD SCREWS loose enough to allow the safety cable to be looped around before final tightening.

DOWNROD / BALL ASSEMBLY

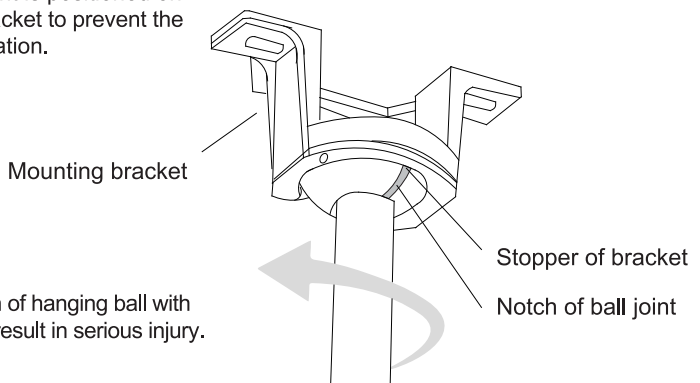
- Locate downrod assembly. Loosen ground screw on black hanging ball and setscrew to free lock pin, black hanging ball will slide down.
- Remove ground screw and green ground wire. Remove hanging ball from downrod and save all parts.
- Insert fan wires and safety cable through downrod. Thread downrod into top of fan motor housing until holes for downrod pin align with holes in collar.
- Make sure wires do not get twisted. Insert downrod pin through collar and downrod, secure by tightening security screw.
- Put 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 hanging ball completely could result in the fan loose and possibly falling.



HANGING THE FAN MOTOR ASSEMBLY

- Lift the fan assembly onto the mounting bracket.
- Ensure the notch of the ball joint is positioned on the stopper of the mounting bracket to prevent the fan from rotating when in operation.

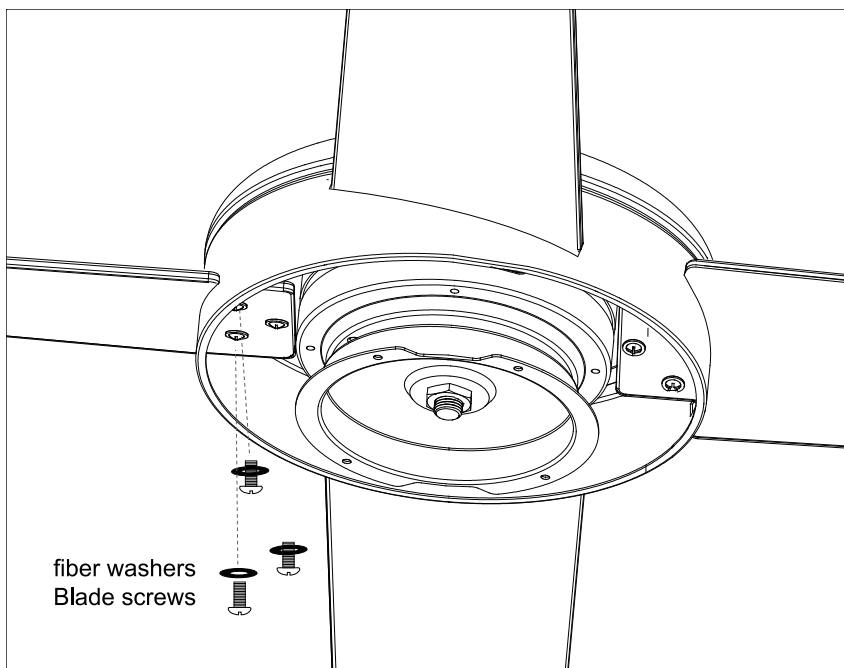


Warning: Failure to align notch of hanging ball with stopper in hanging bracket may result in serious injury.

ATTACHING THE FAN BLADES

- Insert the blade through the slot of motor housing and align 3 screw holes on blade holder.
- Secure the each blade with 3 blade screws and washers provided, make sure 3 blade screws are tightened evenly. Do not over tighten the screws as this could damage the blade. Repeat this process for remaining blades.

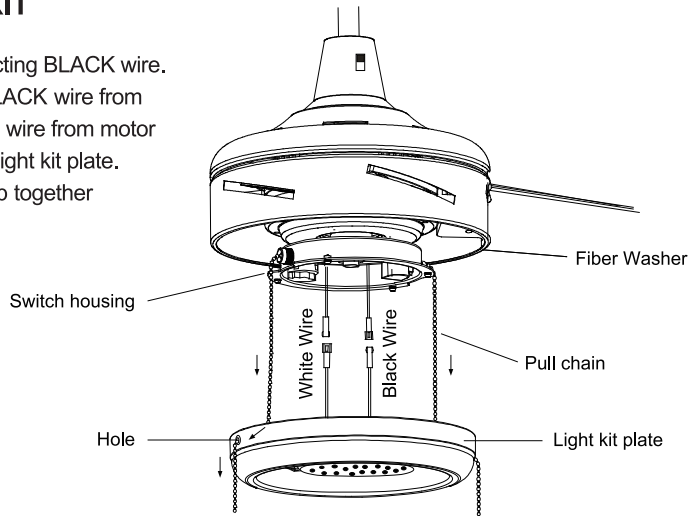
Note: Make sure the side with a sticker "This side up" is installed upward.



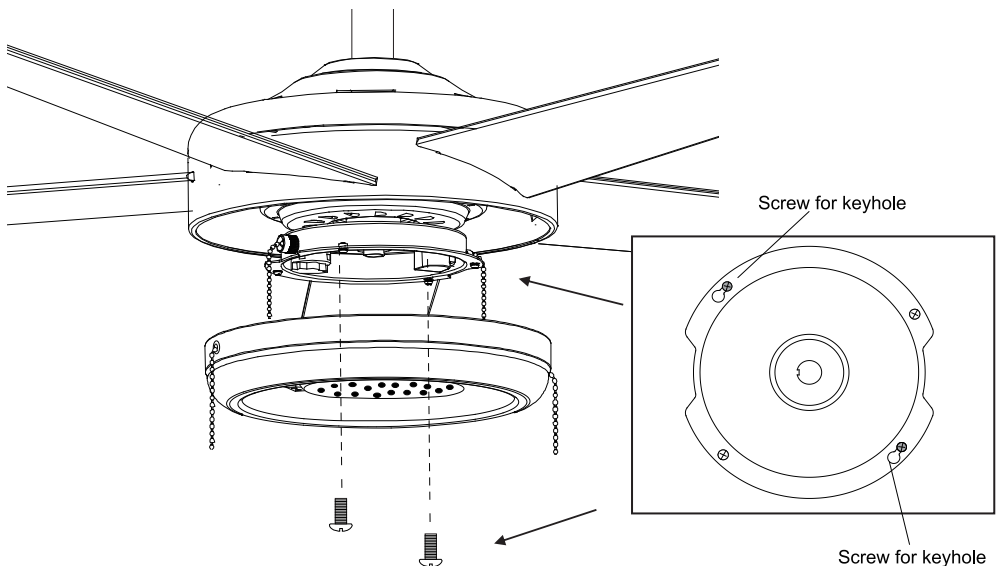
WARNING
TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS FLANGES) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

INSTALLING LIGHT KIT

- Attach moxex plugs by connecting BLACK wire from fan motor housing to BLACK wire from light kit plate, connect WHITE wire from motor housing to WHITE wire from light kit plate.
- Be sure that moxex plugs snap together completely.



- There are 4 screws on the switch housing as shown. Two screws are for the keyholes of light kit plate, loosen these two screws but do not remove, remove the other two screws.
- Attach the light kit plate to switch housing, and feed the two loosen screws through the keyhole slots.
- Rotate the light kit plate so the screws slid into the narrow ends of keyhole slots, tighten screws securely.
- Replace the other 2 screws removed in the first step and tighten securely.



MAKING ELECTRICAL CONNECTIONS

WARNING: To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before beginning.

When fan is secured in place on the mounting bracket, make electrical connections as follows;

Step 1.

Connect Black(Hot) fan wire and Blue(Light) to Black outlet box wire, white (Neutral) fan wire to white outlet wire.

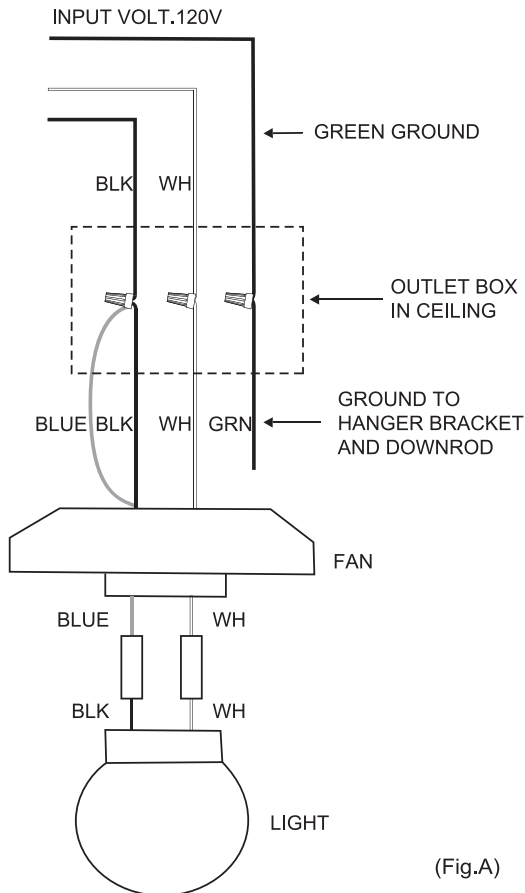
Connect green or bare copper wire from outlet box to the hanger bracket and downroll ball green ground wires together. (Fig.A)

Note: Secure all connections with electrical tape. Make sure there are no loose strands or connections.

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.A)

GENERAL WIRING CONNECTIONS

***For optional wall control:**

Follow this wiring diagram. Fan & Wall control sold separately, choose wall dimming control compatible with light only.

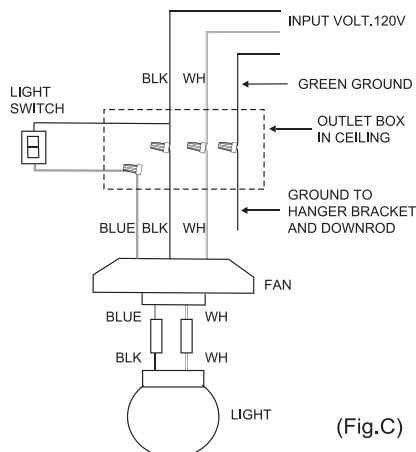
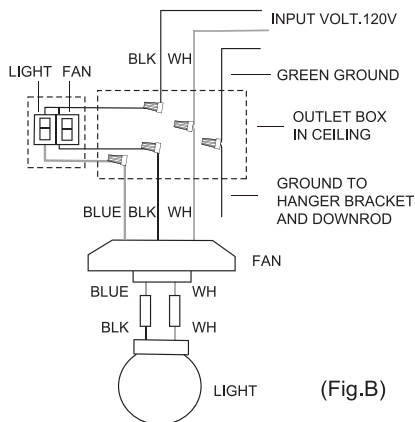
Fig. B & C illustrate the wiring connections for optional wall control (The wire color out of wall control may vary, see wall control's installation manual for correct wire connections.)

NOTE: Only use an optional wall switch designed for use with ceiling fans.

If you select to control the motor from a wall switch, remember the wall switch will only turn your fan ON or OFF.

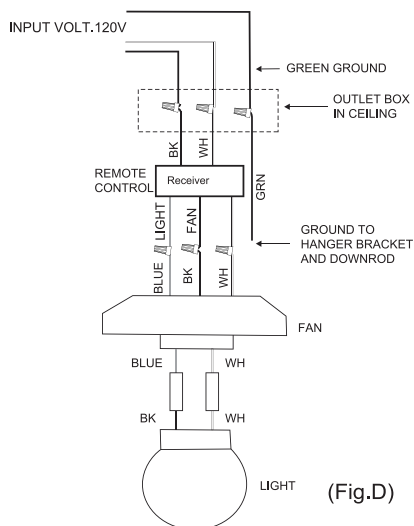
The speed can be adjusted by pull chain. If you select to control the light of ceiling fan from a wall switch, you must pull the light chain to the "ON" position.

If you select to control the speeds of ceiling fan from a wall switch, you must set the speed switch on ceiling fan to HIGH speed and leave it in that setting.



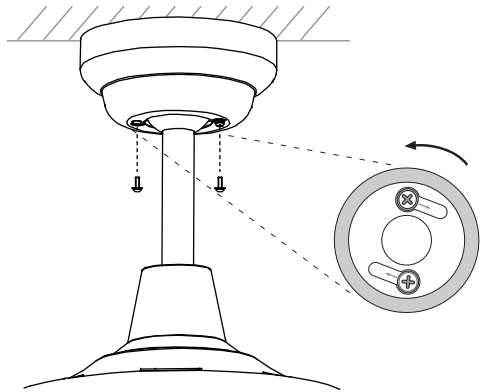
'For optional remote control :

Fig. D illustrate the wiring connections for ceiling fan and ceiling fan light kit controlled by using remote control. Choose a compatible remote control sold separately.
(NOT INCLUDED)

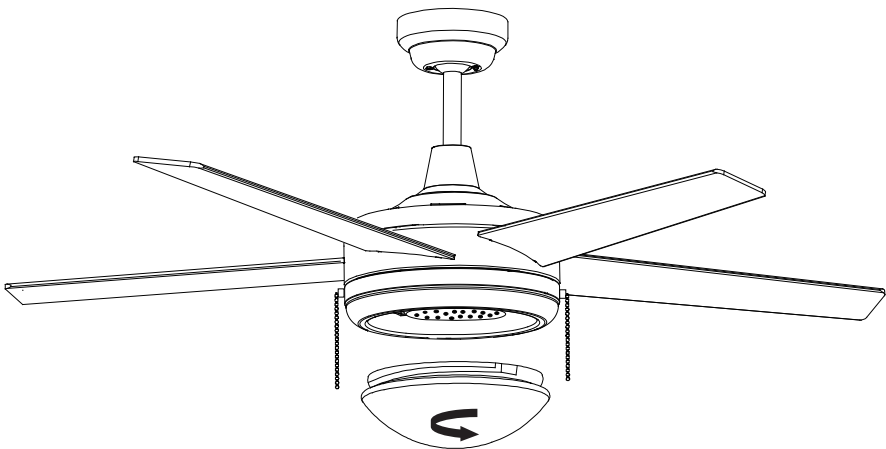


FINISHING THE INSTALLATION

- After completing the electrical connections, cover the mounting bracket with canopy. Ensure all electrical wiring is tucked inside the canopy and they are not damaged during this step. Secure the canopy to the mounting bracket using the two captive screws on mounting bracket.
- Connect wood tassels to two pull chains located in the light kit, one is for FAN and the other is for LIGHT.



- Attach the glass shade to the light fitter and secure it by turning clockwise. (Do not over-tighten)



OPERATING YOUR FAN

- A slid reverse switch located on the collar cover control the direction of blades rotation.

The up position sets the blades in REVERSE rotation.

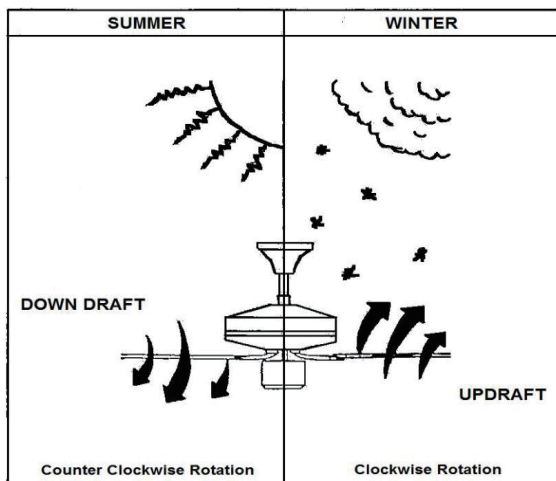
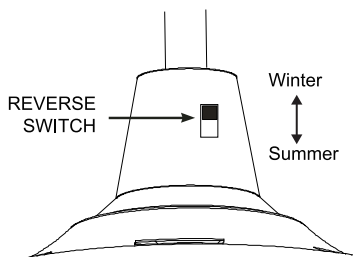
The down position sets the blades in FORWARD rotation.

SUMMER Mode: The reverse switch shall be in the “down” (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 “up” (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 moving the reverse switch (located on top of the motor housing).

Important: Reverse switch must be set either completely to the “UP” position or completely to the “DOWN” position 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 fan.

3-SPEED PULL CHAIN

- 1 pull = High Speed
- 2 pulls = Medium Speed
- 3 pulls = Low Speed
- 4 pulls = Fan Off

- To turn the light kit "ON" or "OFF", pull the chain attached to light kit.

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