

# Table of Contents

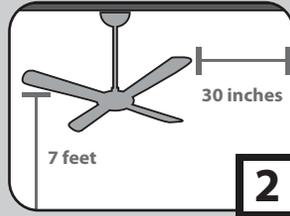
Congratulations on purchasing your new Casablanca® ceiling fan! It will provide comfort and performance in your home or office for many years. This installation and operation manual contains complete instructions for installing and operating your fan.

We are proud of our work and appreciate the opportunity to supply you with the best ceiling fan available anywhere in the world.

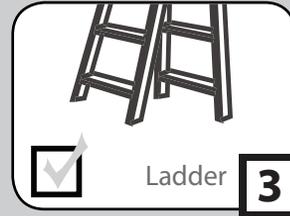
To register your fan, please visit:  
[www.CasablancaFanCo.com/register](http://www.CasablancaFanCo.com/register)

Save your receipt for proof of purchase.

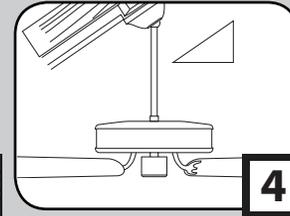
## What to Expect with Your Installation



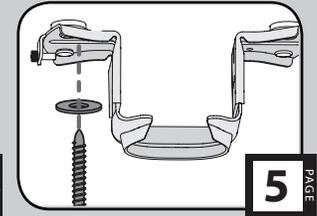
## Tools Needed



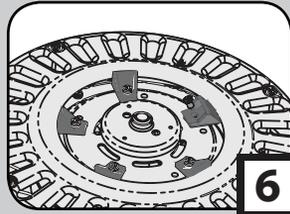
## Mounting Options



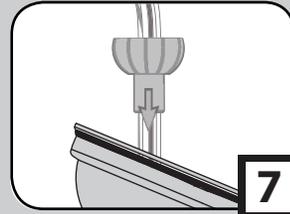
## Ceiling Bracket Installation



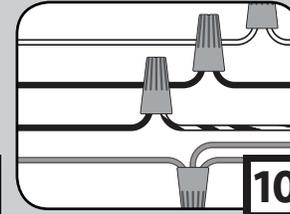
## Preparation



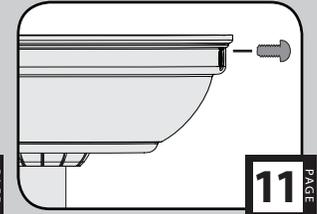
## Downrod



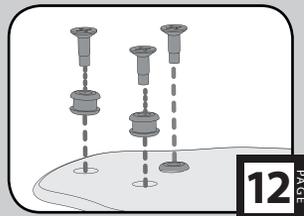
## Wiring



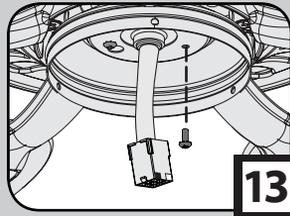
## Canopy



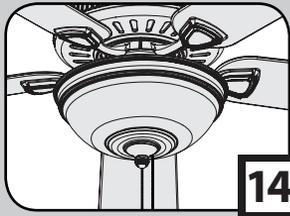
## Blades



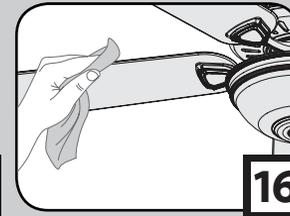
## Switch Housing



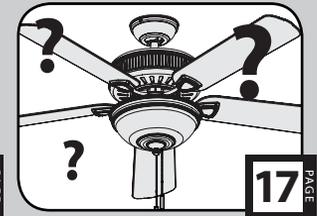
## Light Kit



## Maintenance & Cleaning



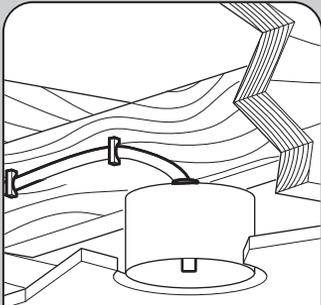
## Troubleshooting



# What to Expect with Your Installation

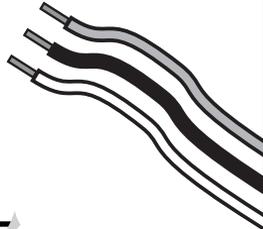
www.CasablancaFanCo.com

1.888.227.2178

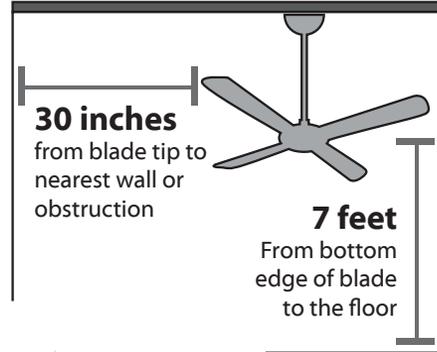


Must be able to secure the fan to building structure or fan-rated outlet box

If you are unfamiliar with wiring, use a qualified electrician.



Know your wiring



Assess location

You may need a friend to help you.



Check box to see fan weight



Ceilings that are more than 34° will require an angled mounting kit. See page 3 for details.

Assess ceiling angle

**1 Standard Downrod**  
for ceilings 8-10 feet high

**2 Shorter Downrod**  
for fans installed close to ceiling

**3 Longer Downrod**  
for ceilings 10 feet or higher

Select a downrod length

## Read and Save These Instructions

This product conforms to UL Standard 507.

### ⚠ WARNINGS

w.1 - To reduce the risk of fire, electrical shock, or personal injury, mount fan directly from building structure and/or an outlet box marked acceptable for fan support of 70 lbs (31.8 kg) and use the mounting screws provided with the outlet box.

w.2 - To avoid possible electrical shock, before installing or servicing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.

w.3 - To reduce the risk of fire, electrical shock, or motor damage, use only Casablanca Solid State Speed Controls.

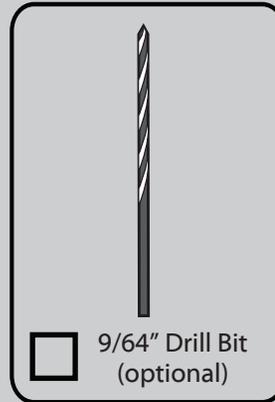
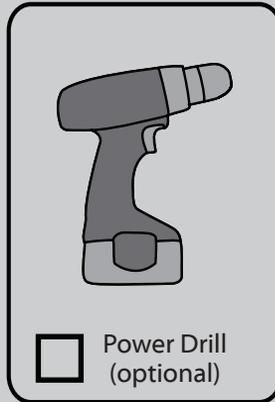
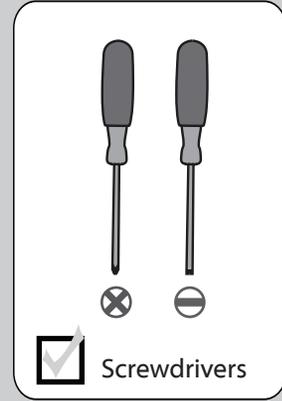
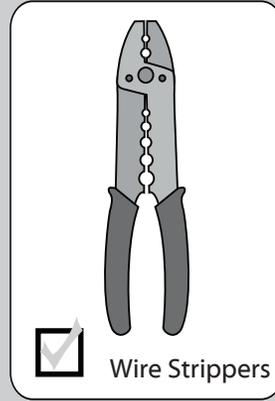
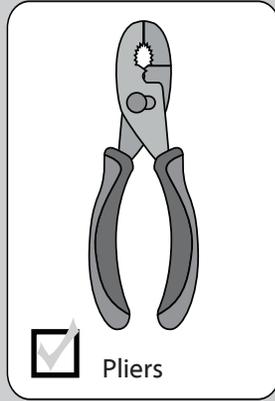
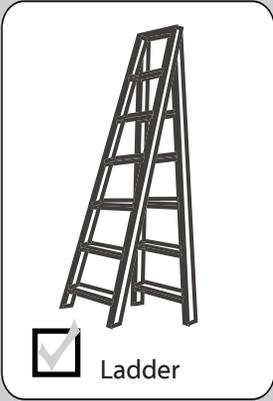
w.4 - To reduce the risk of personal injury, do not bend the blade brackets when installing the blade brackets, balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

### ⚠ CAUTIONS

c.1 - All wiring must be in accordance with national and local electrical codes ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.

c.2 - Use only Casablanca replacement parts.





**If mounting to a support structure, you will also need these tools.**

34°

CEILING ▲

**If you have a flat ceiling:**

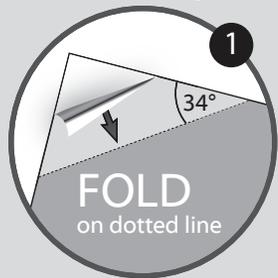
Hang your fan by a standard downrod (included).

Standard  
Mounting**OPTION 1****If you have an angled ceiling:**

1. You will need a longer downrod (sold separately).
2. If your ceiling angle is greater than 34°, you will also need an Angled Mounting Kit (sold separately).

Angled  
Mounting**OPTION 2**

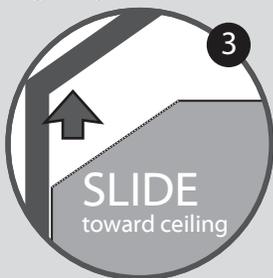
Use the three steps below to determine if your ceiling angle is greater than 34°



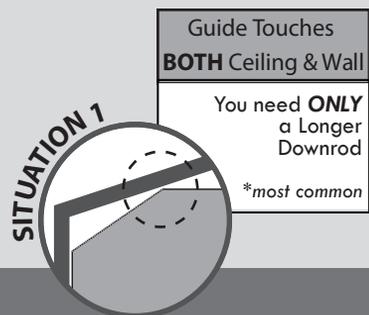
1

FOLD  
on dotted line

2

PLACE  
against wall

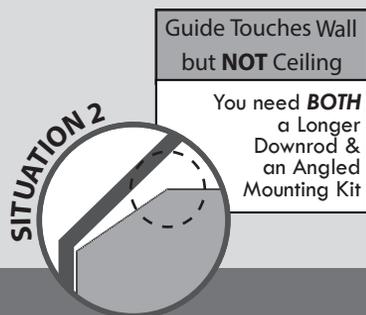
3

SLIDE  
toward ceiling**SITUATION 1**

Guide Touches  
**BOTH** Ceiling & Wall

You need **ONLY**  
a Longer  
Downrod

*\*most common*

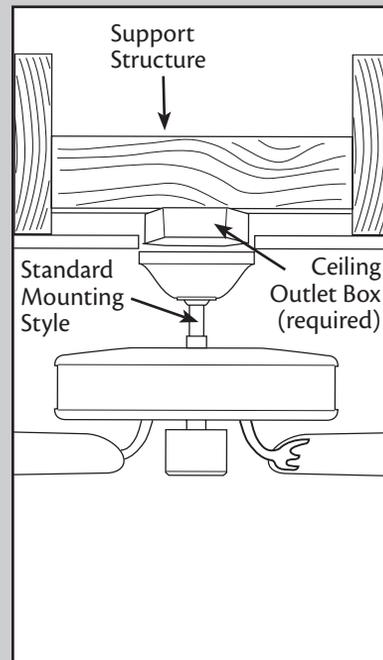
**SITUATION 2**

Guide Touches Wall  
but **NOT** Ceiling

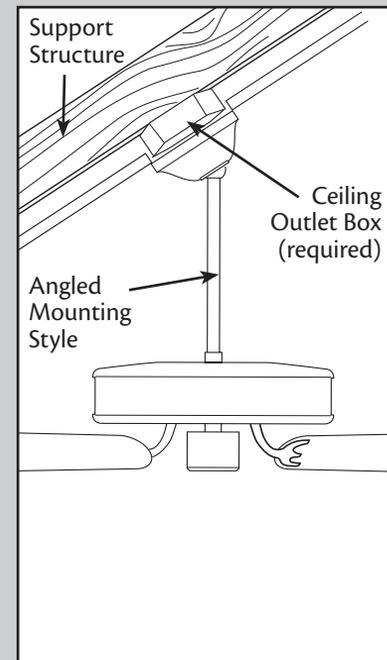
You need **BOTH**  
a Longer  
Downrod &  
an Angled  
Mounting Kit

**Mounting Options**

1.888.227.2178

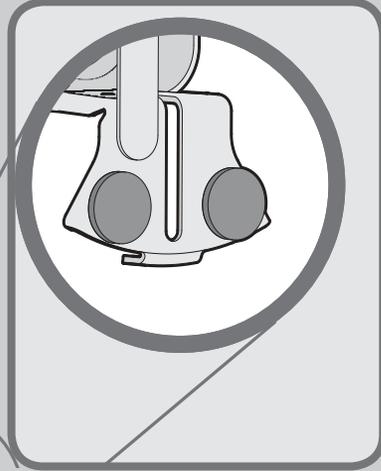
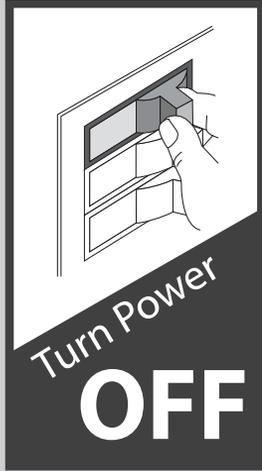


Use **Standard Mounting**  
or **Low-Profile Mounting**  
to hang the fan from a flat ceiling.

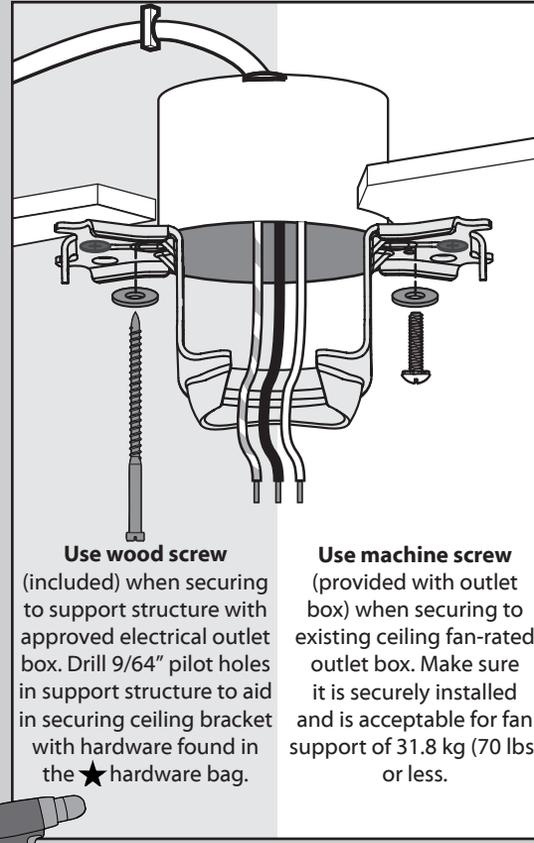
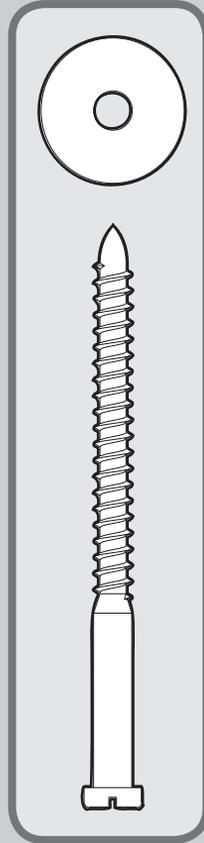


Use **Angled Mounting**  
to hang the fan from a  
vaulted or angled ceiling.

4



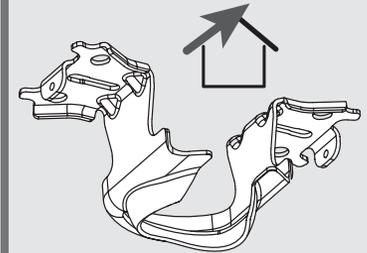
Make sure all four (4) bumpers are still attached.



**Use wood screw** (included) when securing to support structure with approved electrical outlet box. Drill 9/64" pilot holes in support structure to aid in securing ceiling bracket with hardware found in the ★ hardware bag.

**Use machine screw** (provided with outlet box) when securing to existing ceiling fan-rated outlet box. Make sure it is securely installed and is acceptable for fan support of 31.8 kg (70 lbs) or less.

For angled ceilings, point opening toward peak.



If you are unable to do this, call Technical Support at 1-888-227-2178.

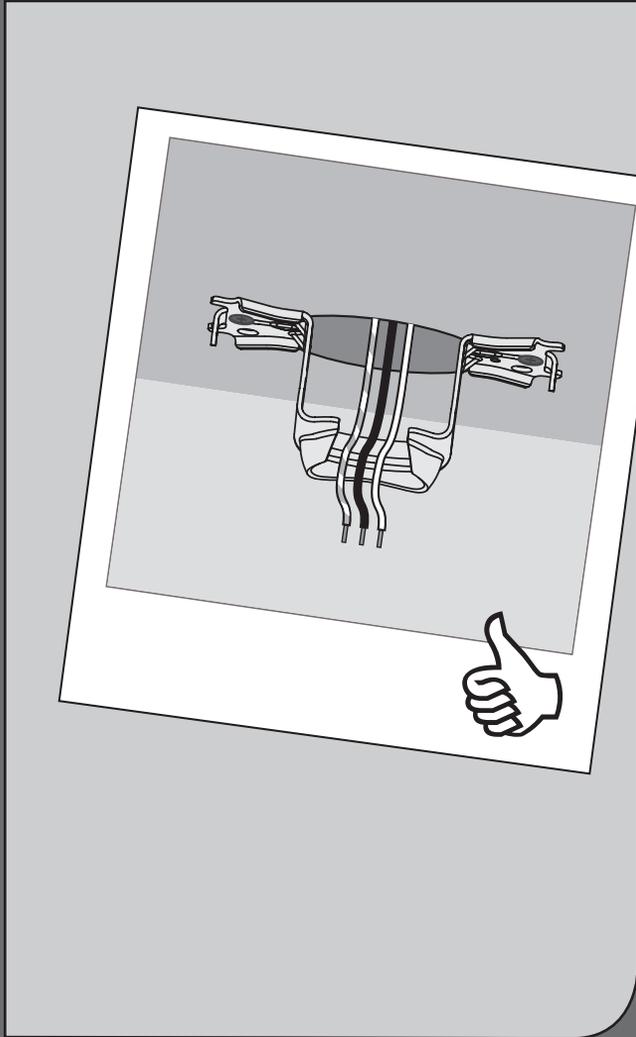
To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box associated with the wall switch location.



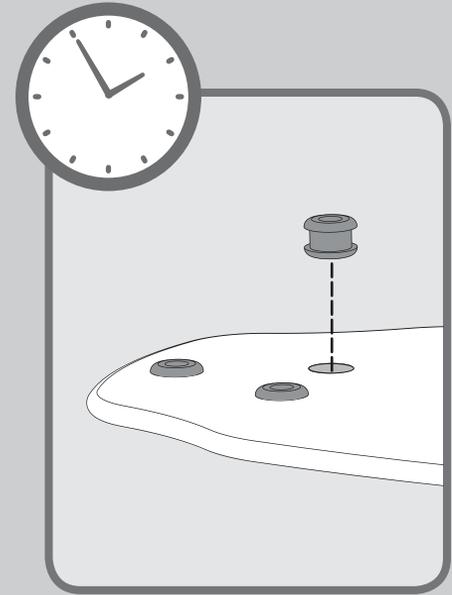
5

Refer to warning w.1 on pg. 2



A diagram illustrating the removal of shipping blocks from the motor. A screwdriver is shown inserted into the center of the motor's top cover. A callout box shows a screwdriver bit with an arrow pointing to a shipping block. Another callout box shows a shipping block with a hole, labeled "KEEP!" with a trash can icon and "DISCARD" with a trash can icon. A screwdriver is shown removing a screw from the motor's top cover.

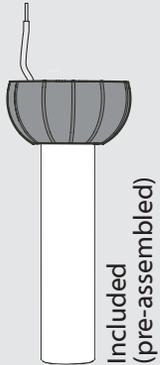
⊗ Remove the shipping blocks from the motor. **Save the five screws. They will be needed for blade iron installation.**



**Time Saver Tip:** Get a helper to insert grommets, found in the ■ hardware bag, into the blades while you're doing the next couple of steps.

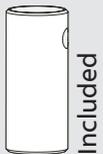
Option 1

**Standard Downrod**  
for ceilings 8-10' high



Option 2

**Shorter Downrod**  
for fans installed close to ceiling



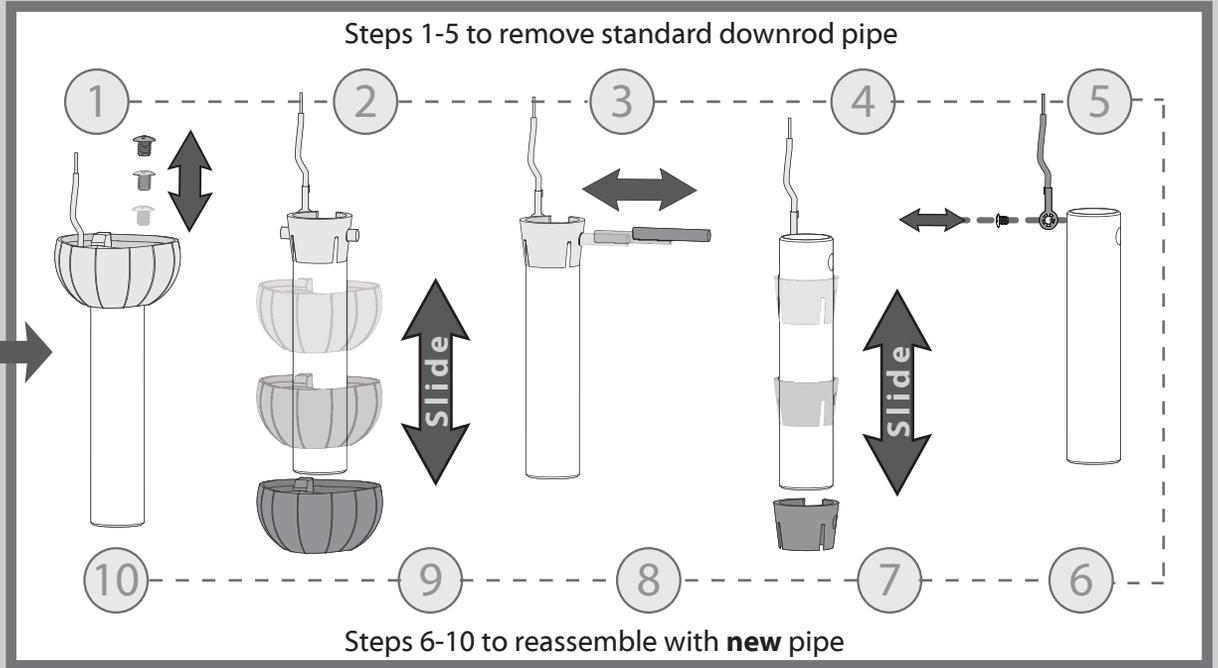
Option 3

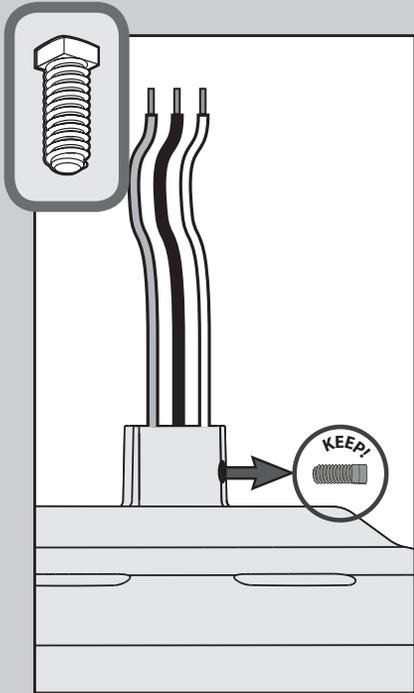
**Longer Downrod**  
for angled ceilings or ceilings 10' or higher



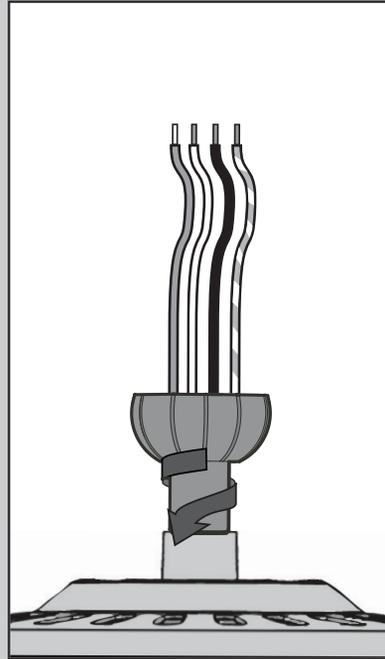
skip to next page

If you need a different downrod length follow these steps:

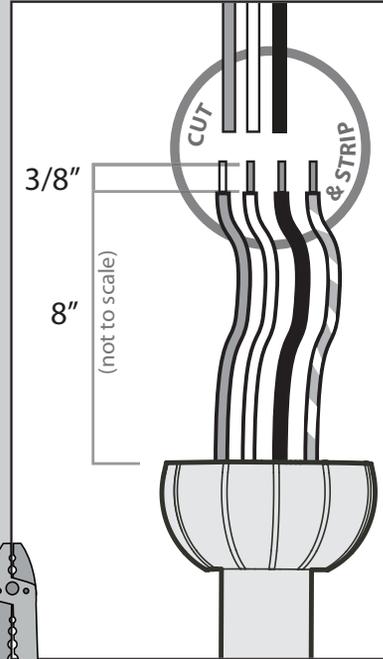




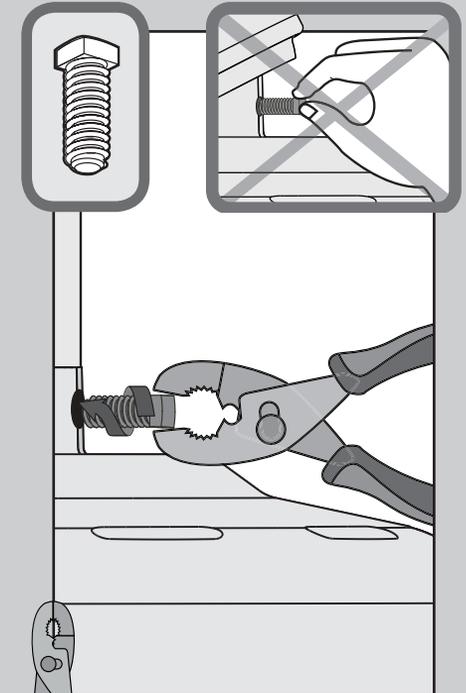
Remove the pre-installed setscrew so that the downrod can be inserted.



Hand tighten the downrod (at least 4-5 full turns) until it stops.



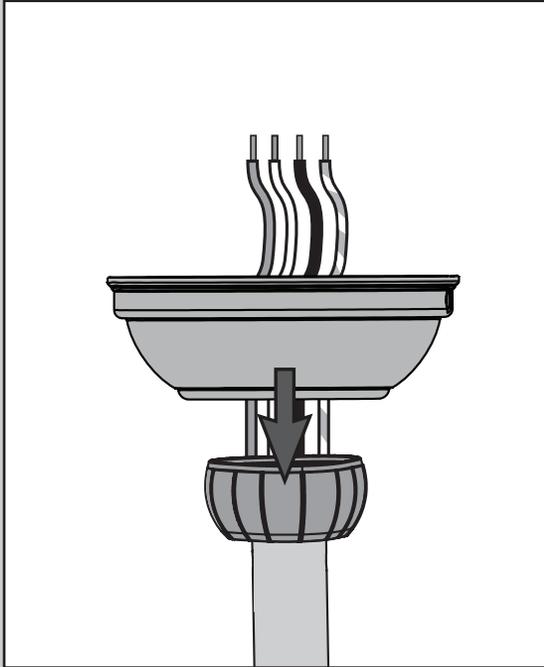
The wires can be cut, but leave at least 8" extending from the top of the downrod.



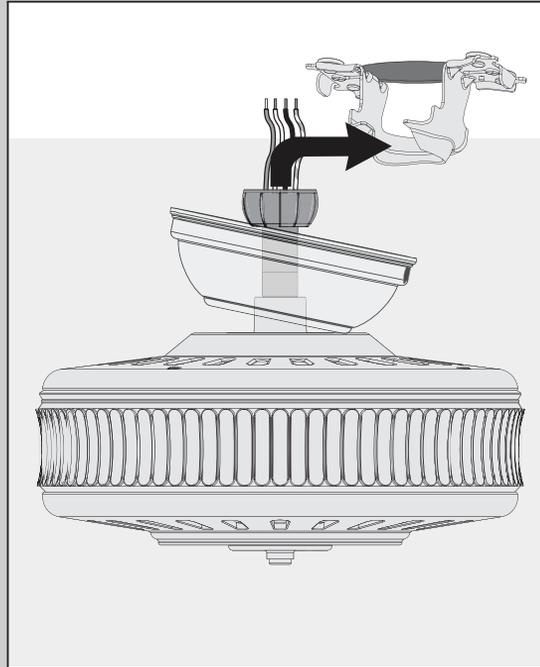
Tighten the setscrew with pliers. **DO NOT HAND TIGHTEN.**



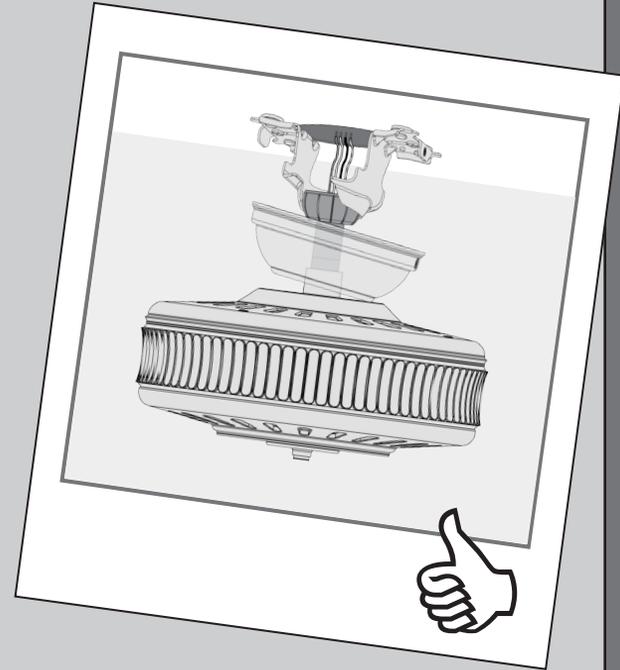
If the setscrew is not tightened securely, the fan may fall.



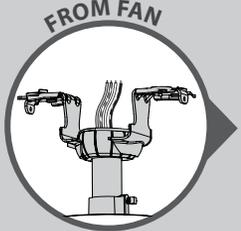
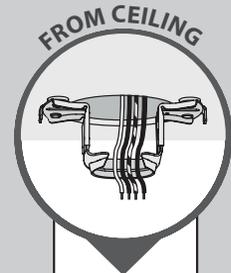
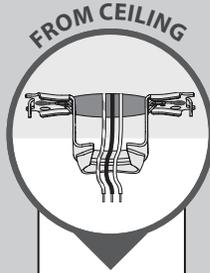
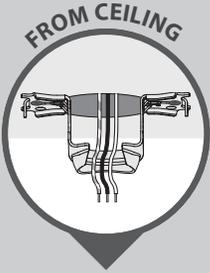
Put the wires and downrod through the canopy. Let the canopy sit loosely on top of the fan.



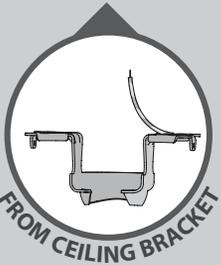
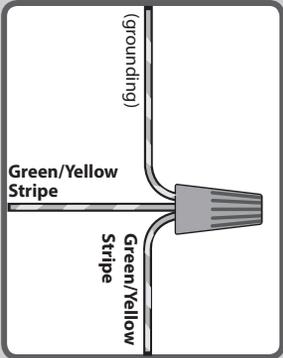
**DO NOT PICK THE FAN UP BY THE CANOPY OR WIRES.** Place the downrod ball into the slot in the ceiling bracket.



**Note:** To connect the wires, hold the bare metal leads together and place a wire connector over them, then twist clockwise until tight.

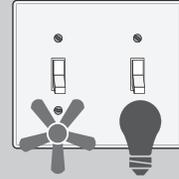
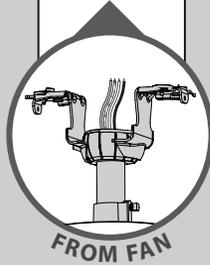
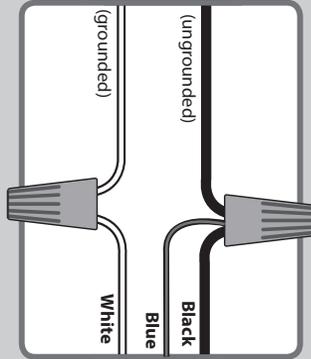


Using an orange wire connector from the ★ hardware bag, connect the 3 grounding wires (green, green/yellow stripe, or bare copper) coming from the ceiling, downrod, and hanging bracket.



### For a Single Switch

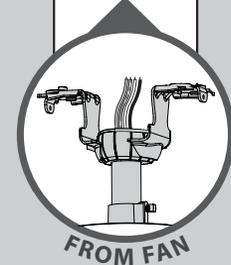
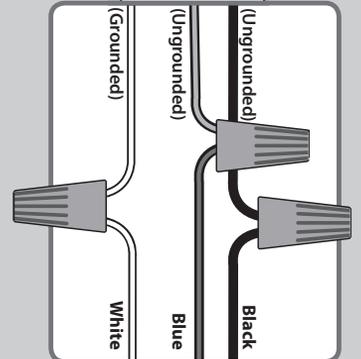
Using the orange wire connectors from the ★ hardware bag, connect the black wire (ungrounded) from the ceiling to the black and the blue wires from the fan. Connect the white wire (grounded) from the ceiling to the white wire from the fan.



### For Dual Switches

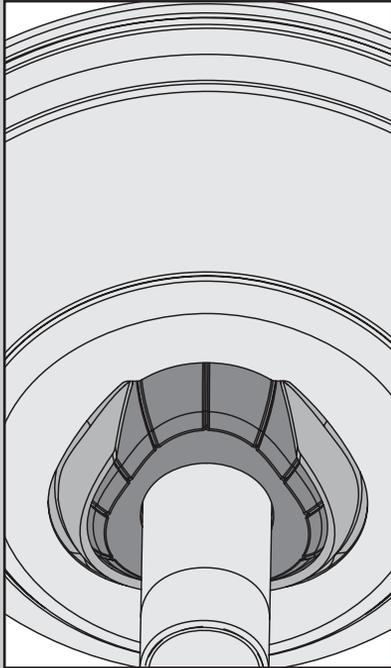
Using orange wire connectors from the ★ hardware bag, connect the white wire (grounded) from the ceiling to the white wire from the fan.

Connect the black wire (ungrounded) from the ceiling to the black wire from the fan. Connect the second (ungrounded) wire from the ceiling to the blue wire from the fan.



Turn the splices upward and push them carefully back through the hanger bracket into the outlet box. Spread the wires apart, with the grounded wires on one side of the outlet box and the ungrounded wires on the other side of the outlet box.

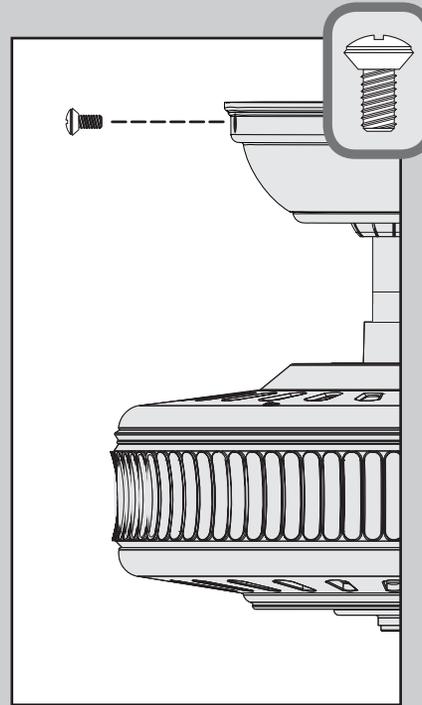
Refer to CAUTION c.1 on pg. 2



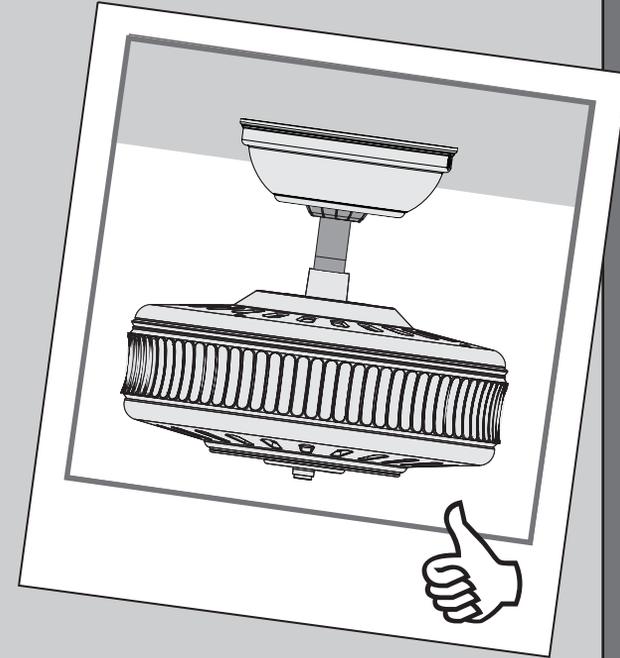
Position the canopy so that, when lifted into place, the canopy fits into the hanging bracket as shown.



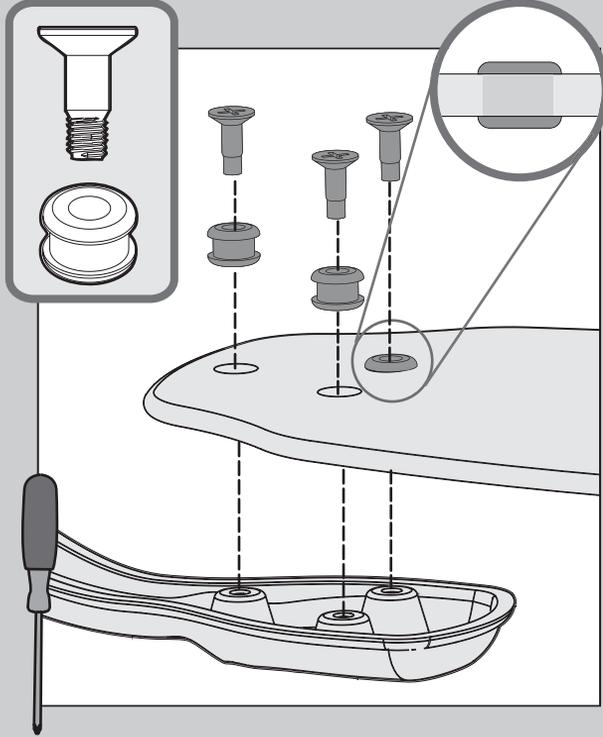
Lift the canopy into place so that the screw holes are aligned.



Insert the two canopy screws found in the ● hardware bag.

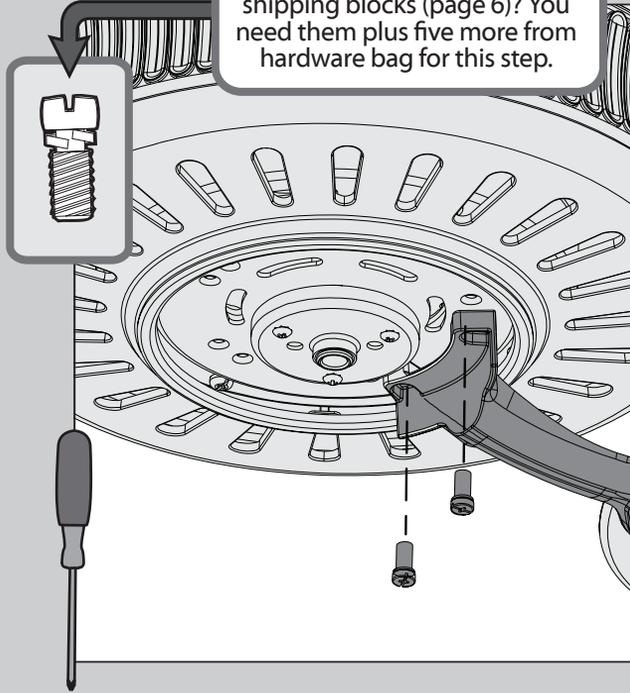


**Note:** Fan style may vary.

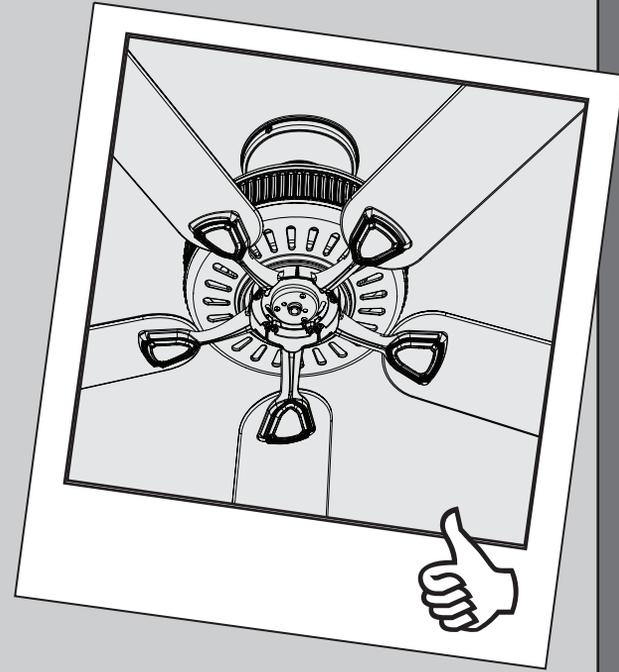


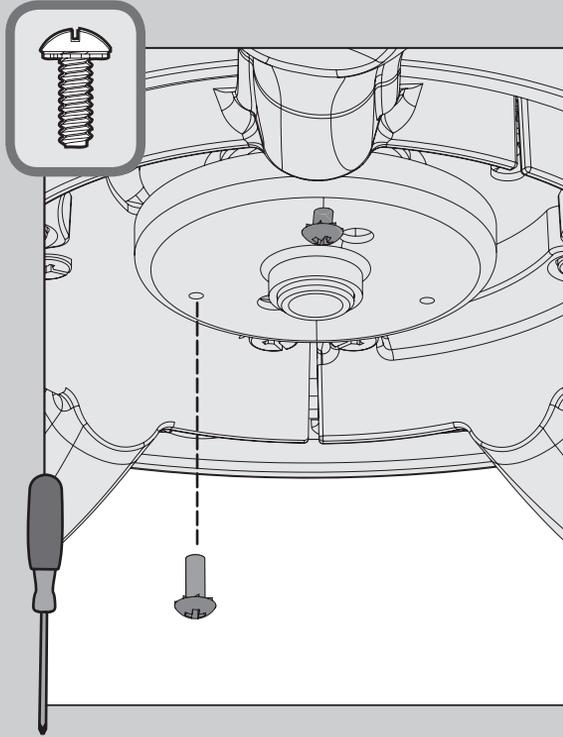
⊗ Insert grommets found in the ■ hardware bag into the holes in the blades, then secure each blade to a blade iron with screws found in the ▲ hardware bag.

Remember the screws that you kept after removing the shipping blocks (page 6)? You need them plus five more from hardware bag for this step.

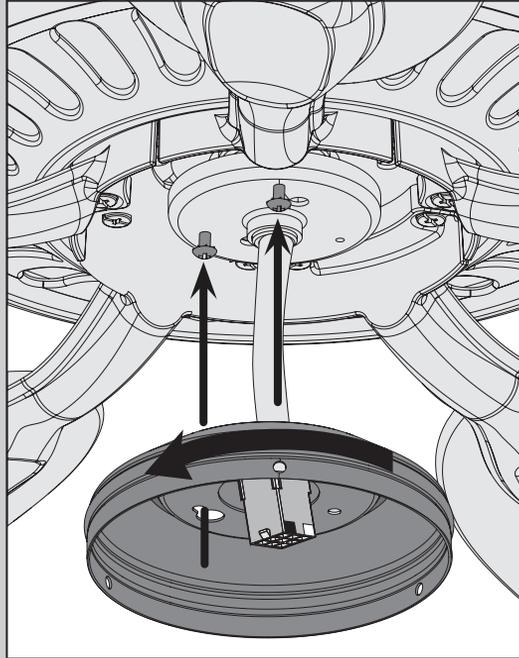


⊗ Lightly attach the blade irons to the motor with screws found in the X hardware bag, then securely tighten after both screws are attached.

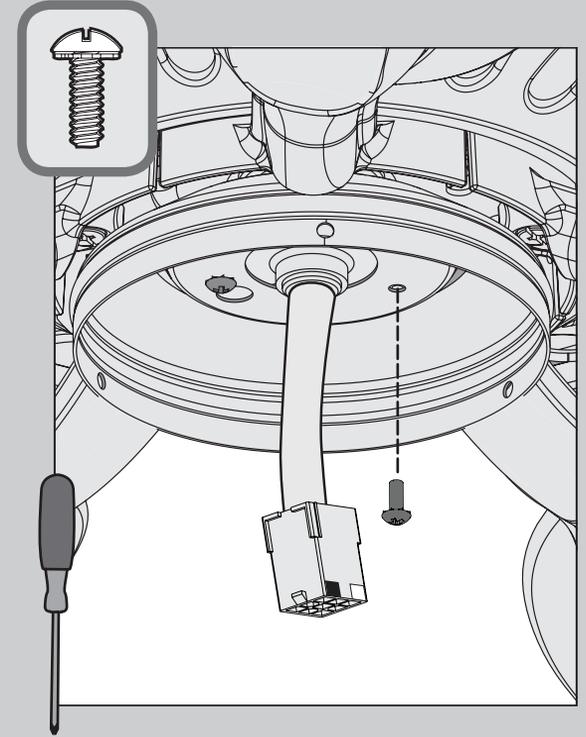




⊗ Screw two (2) housing assembly screws from the ≡ hardware bag halfway into the mounting plate. It does not matter which two screw holes you choose.



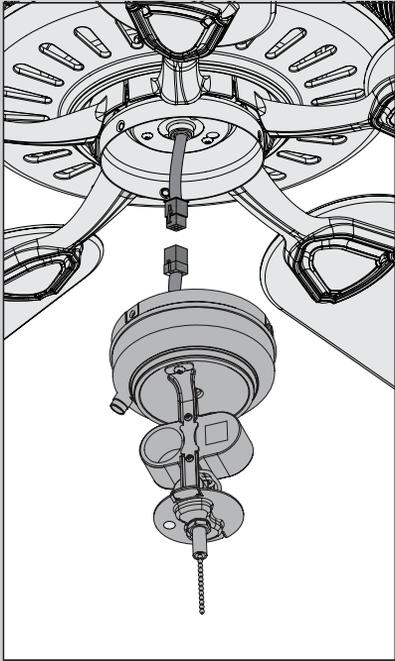
Feed the wire plug through the center hole of the upper switch housing, then wrap keyhole slots around the screws and twist counterclockwise.



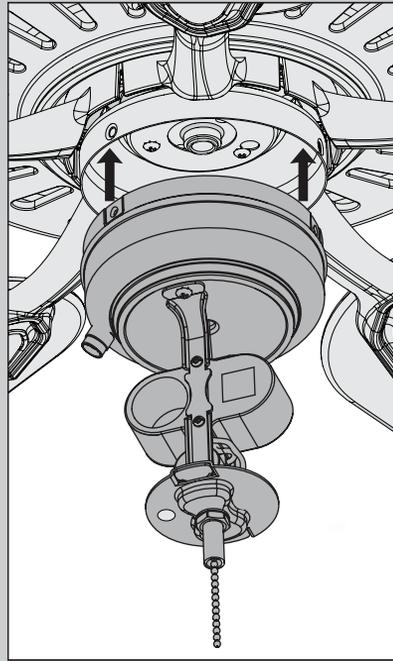
⊗ Insert the third screw, found in the ≡ hardware bag, into place and then tighten all three (3) screws.

Make sure the upper switch housing is securely attached to the mounting plate. Failure to properly secure all 3 assembly screws could result in the switch housing fixture falling.

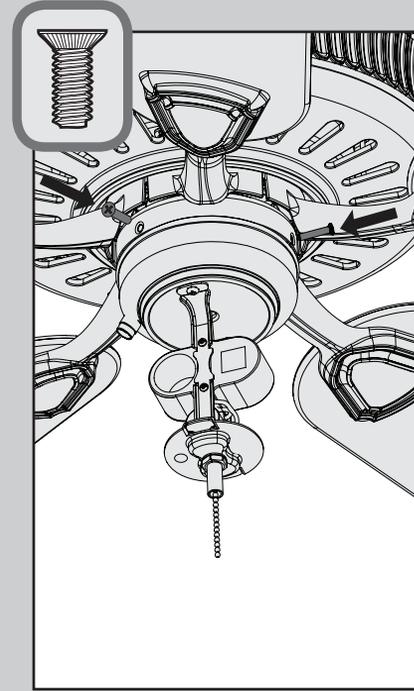




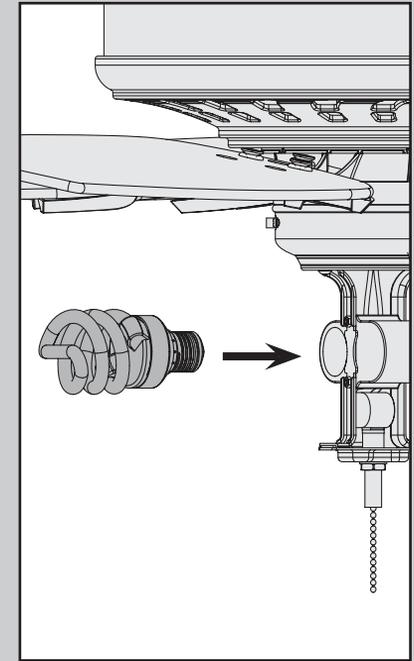
Connect the plugs from the upper and lower switch housings. Make sure to line up the colored markings on the connectors.



Lift the lower switch housing up until the screw holes line up with the screw holes in the upper switch housing.



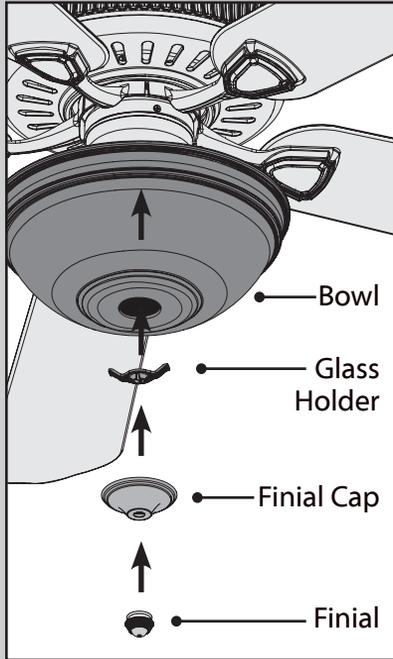
Insert three (3) switch housing screws, found in the ☰ hardware bag.



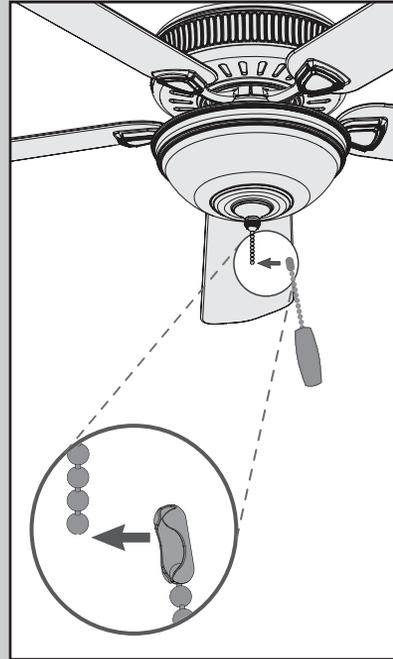
Install a bulb into each of the sockets. When necessary, replace with bulbs of the same wattage.

**Want to install your fan without a light kit?**  
Go to [www.CasablancaFanCo.com/FAQs](http://www.CasablancaFanCo.com/FAQs) and click "How do I install my fan without the light kit?"

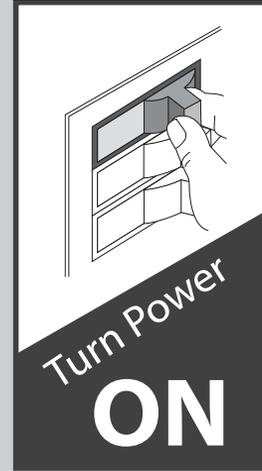
Make sure the lower switch housing is securely attached to the upper switch housing. Failure to properly secure all 3 assembly screws could result in the switch housing fixture falling.



Press the bowl and glass holder flush against the metal plate.  
Thread the light pull chain through the hole in the center of the finial cap and thread the fan pull chain through the grommet hole in the side of the finial cap.



Thread the light pull chain through the hole in the finial and screw the finial onto the threaded rod. Connect the pull chain pendants to the short chains coming from the fan.

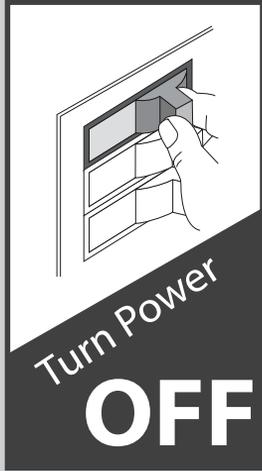


Be sure to turn power back on at the breaker and the switch before trying to operate fan.

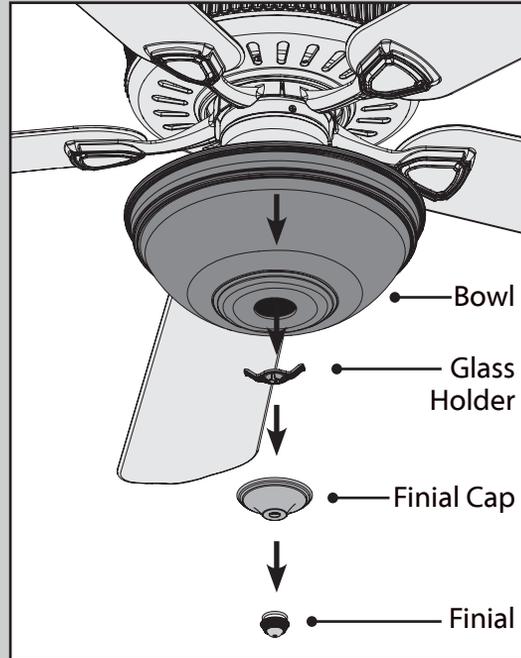


See next page for fan operation instructions. →

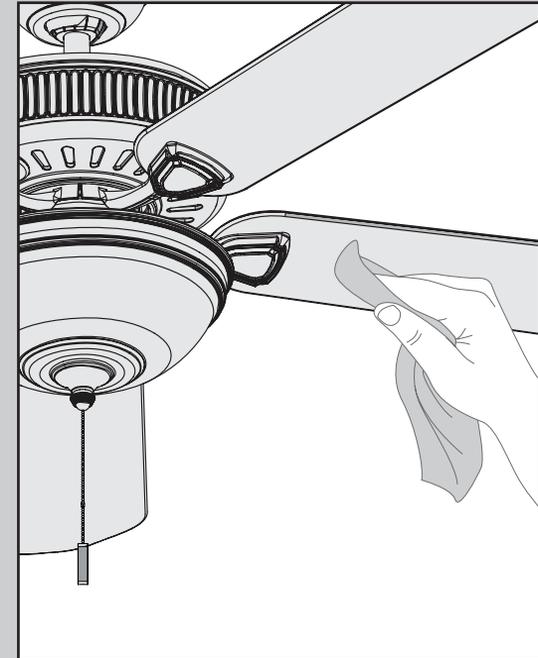
**Note:** Glass shade style and number of lights may vary.



Be sure to turn off power to the fan before performing any maintenance or relamping.



**Changing the bulbs** - unscrew the finial and remove it from the threaded rod. Remove the finial cap and unscrew the glass holder while supporting the globe with your other hand. Carefully remove the globe. Unscrew bulbs and replace with bulbs of the same type and wattage. Reinstall the globe assembly.



**Cleaning the fan** - use soft brushes or cloths to prevent scratching. Cleaning products may damage the finishes.

For questions regarding removing a light kit, call customer service 1-888-227-2178.

## Fan doesn't work

- Make sure power switch is on.
- Pull the pull chain to make sure it is on.
- Push the motor reversing switch firmly left or right to ensure that it is engaged.
- Check the circuit breaker to ensure the power is turned on.
- Make sure the blades spin freely.
- Turn off power from the circuit breaker, then loosen the canopy and check all the connections according to the wiring diagram on page 10.
- Check the plug connection in the switch housing.

## Excessive wobbling

- Tighten all of the blade and blade iron screws until they are snug.
- Turn the power off, support the fan carefully, and check that the hanger ball is properly seated.
- Use the provided balancing kit and instructions to balance the fan.

## Noisy Operation

- Tighten the blade and blade iron screws until they are snug.
- Check to see if any of the blades are cracked. If so, replace all of the blades.

## AUTHORIZED SERVICE CENTERS

For the most updated listing of Casablanca Authorized Service Centers, visit [www.CasablancaFanCo.com](http://www.CasablancaFanCo.com) or call toll free 1-888-227-2178.