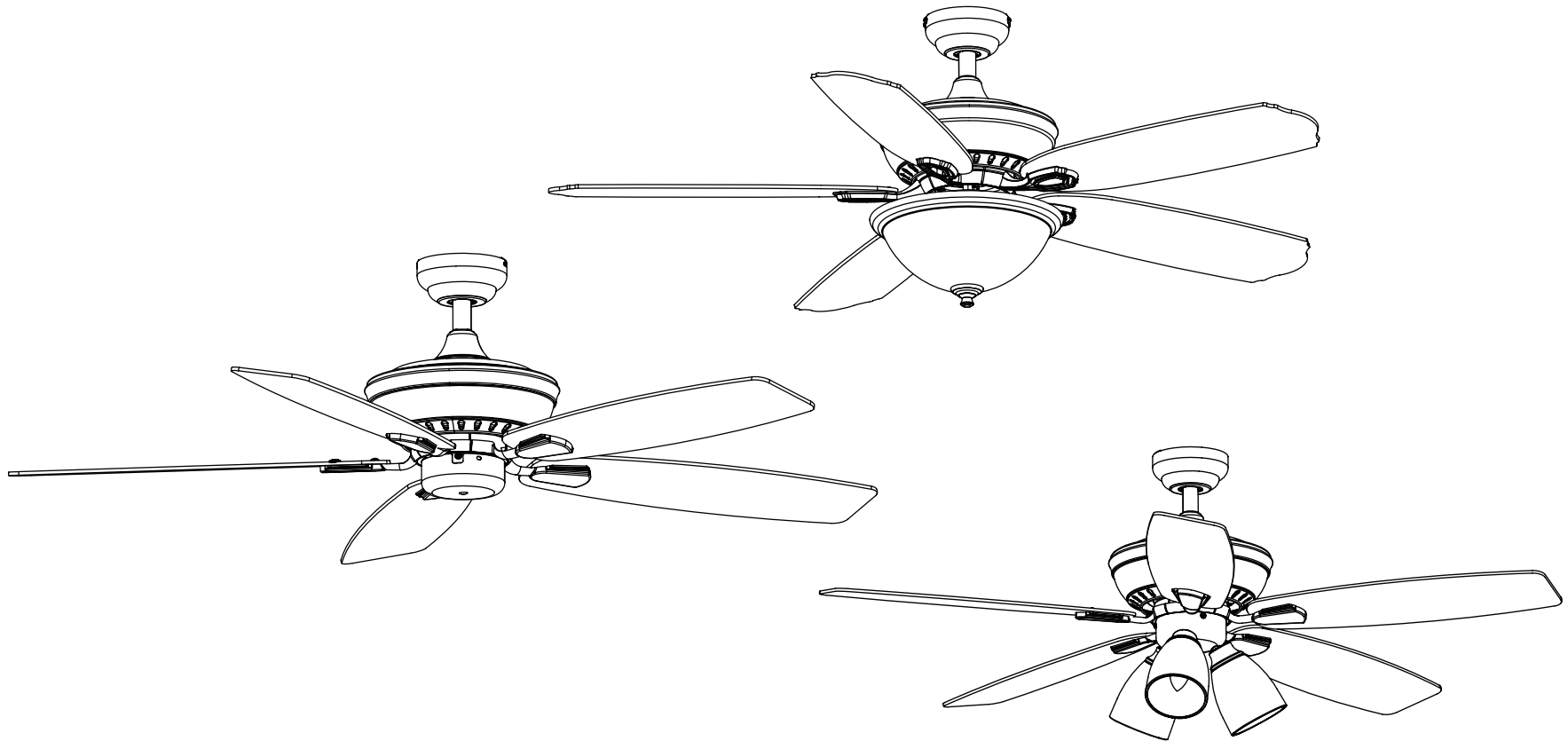


# CEILING FAN

## INSTALLATION MANUAL

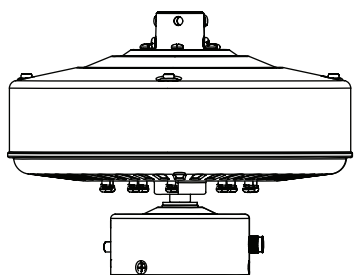


**Note:** Fan images in this manual may not be a reflection of the packaged fan. This manual provides instructions for a variety of ceiling fan models.

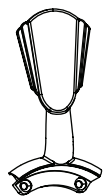


**Questions, problems, missing parts?** Before returning to your retailer, call our customer service department at 1-877-706-3267, Monday - Thursday, 8am - 6pm, Friday, 8 am - 5 pm EST.

## PACKAGE CONTENTS

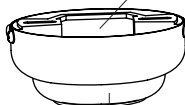


Motor Assembly

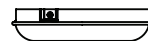


Blade Arm (x 5)

Mounting Bracket



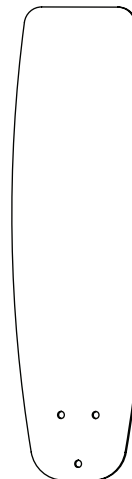
Canopy



Switch Housing  
Cap



Downrod Tube



Blade (X 5)



Finial Cap



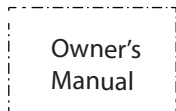
Finial



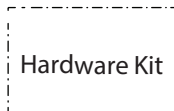
Canopy Cover



Downrod



Owner's  
Manual



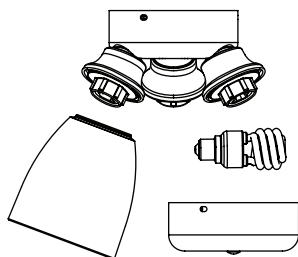
Hardware Kit



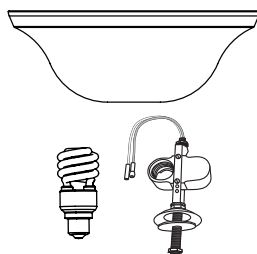
Blade Balancing Kit

Images may not be an exact reflection of your fan parts. This manual provides instructions for a variety of ceiling fan models.

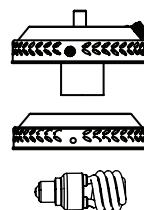
## OPTIONAL CONTENTS



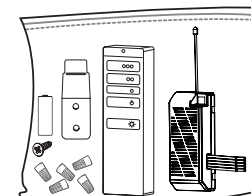
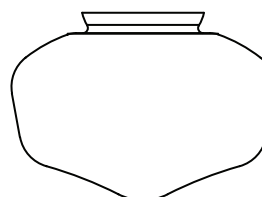
Multi-Arm Light Kit



Bowl Light Kit

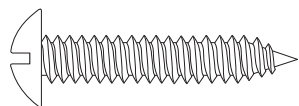


Globe Light Kit



Remote Pack

## FAN HARDWARE CONTENTS



Wood Screw (X 2)



Wire Connector (x 3)



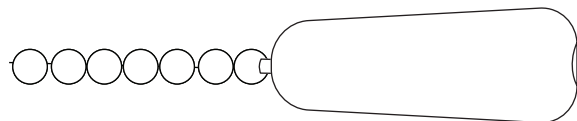
Metal Washer (x 2)



Closemount Screw (x 3)



Spring Washer (x 3)



Pull Chain  
Extension (X 2)

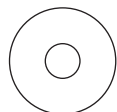


Blade Isolator (X 5)

## BLADE HARDWARE CONTENTS



Blade Screw (x 15)



Blade Washer (x 15)

**Note:** Some spare fasteners are included for your convenience.

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## PREPARATION

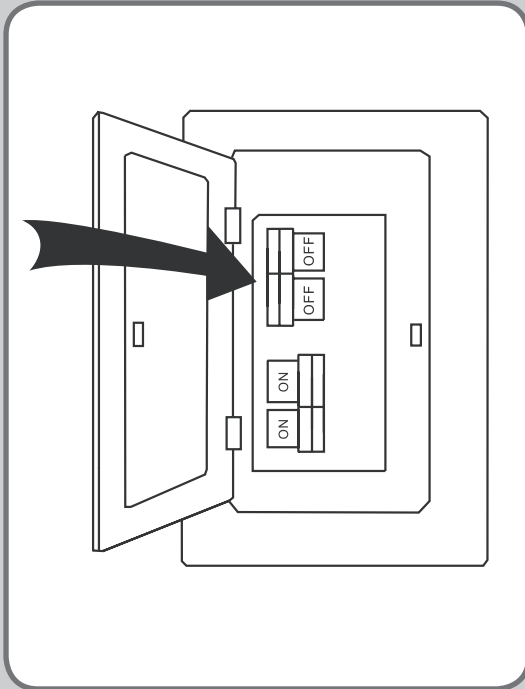
Before beginning the assembly of this product, read Safety Information on page 19 and ensure all parts are present. Compare all parts with the package contents list and hardware contents list. If any part is missing or damaged, do not attempt to assemble the product.

**Estimated Assembly Time:** 120 minutes

Tools Required for Assembly (not included): Electrical Tape, Phillips Screwdriver, Pliers, Safety Glasses, Step Ladder, and Wire Strippers

Helpful Tools (not included): AC Tester Light, Tape Measure, Wiring Handbook and Wire Cutters

## PREPARATION

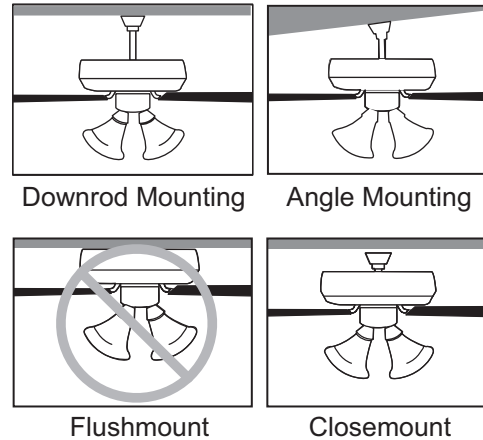


### 1. Turn power off.

Turn the power off to the fan at the breaker box and the wall switch.

**!** Failure to disconnect the power supply prior to installation may result in serious injury or death.

**!** See pages 20-21 for complete description of cautions and warnings.



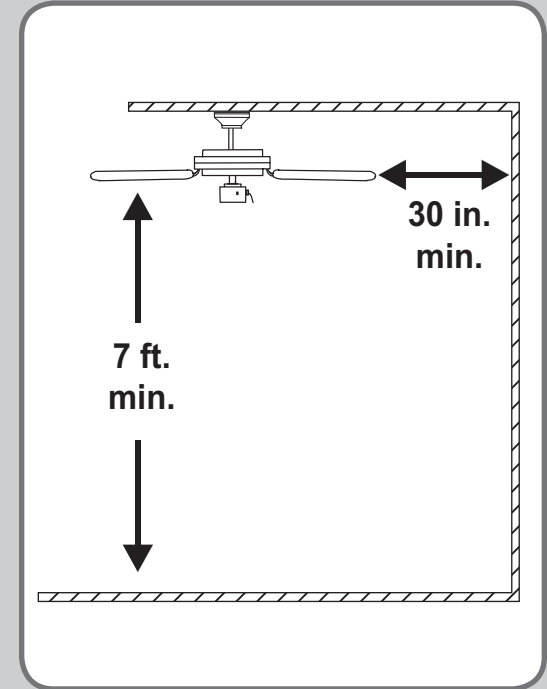
### 2. Choose mounting option.

**Downrod Mounting** is best suited for ceilings 8 ft. or higher. For very high ceilings, use a longer downrod (not included).

**Angle Mounting** is best suited for angled or vaulted ceilings. A longer downrod is sometimes necessary to ensure proper blade clearance. Ensure the ceiling angle is not steeper than 16°.

**Flushmount** is not available on this fan.

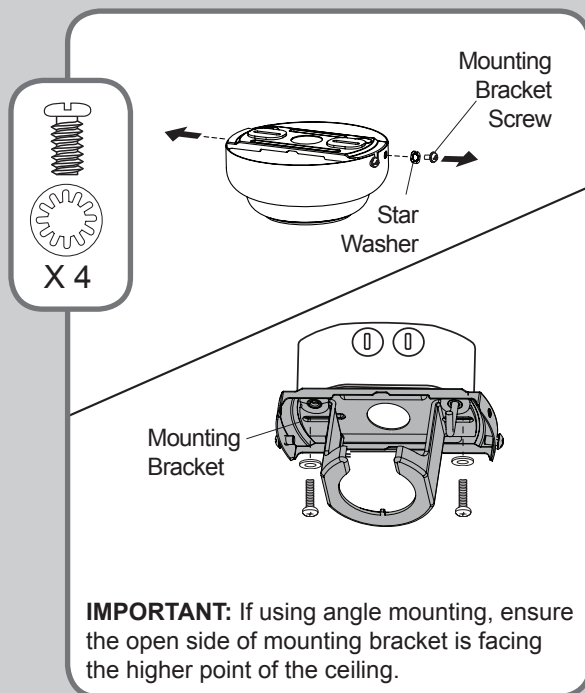
**Closemount** is best suited for ceilings lower than 8 ft.



### 3. Choose suitable location.

Ensure the blades will be at least 30 in. from any obstructions. Also check the downrod length to ensure the blades will be at least 7 ft. above the floor.

## INITIAL INSTALLATION

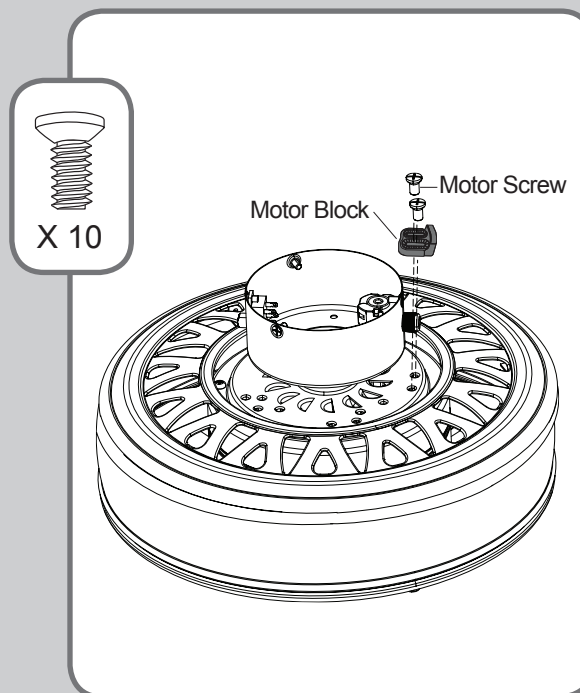


### 1. Install the mounting bracket.

Loosen all four mounting bracket screws and completely remove the two screws and washers from the round holes. Then, remove the mounting bracket from the canopy. Install the mounting bracket to the outlet box (not included) using the screws and washers provided with the outlet box.

**Note:** Save mounting bracket screws for later.

Wood screws and washers are included to mount the outlet box to the structure, if necessary.

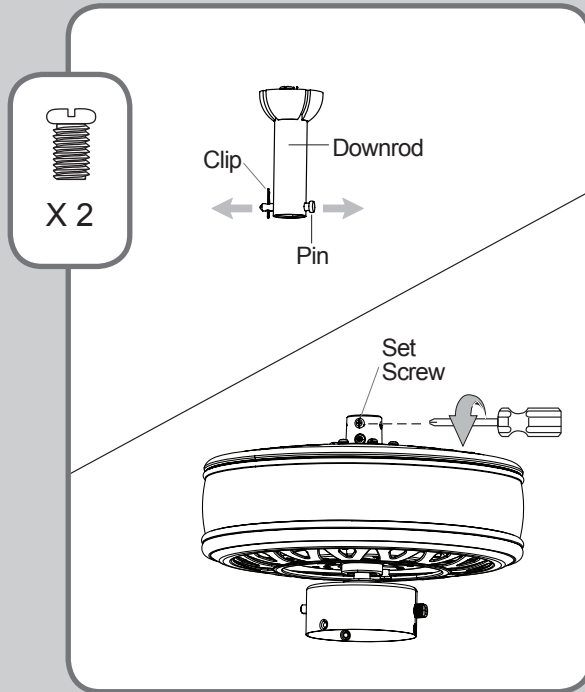


### 2. Remove motor blocks.

Remove the ten motor screws and motor blocks from the underside of the motor. Keep the motor screws for later, but discard the motor blocks.

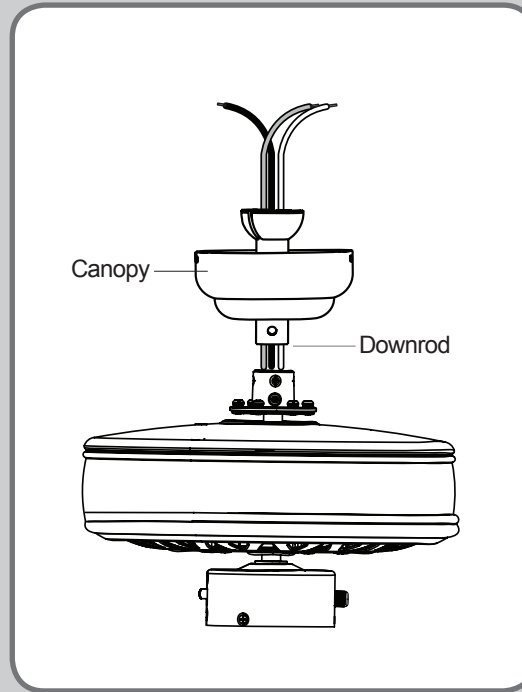
**For downrod or angle mounting instructions, proceed to the next page. For CLOSEMOUNT INSTALLATION, skip to page 9.**

## DOWNROD OR ANGLE MOUNTING



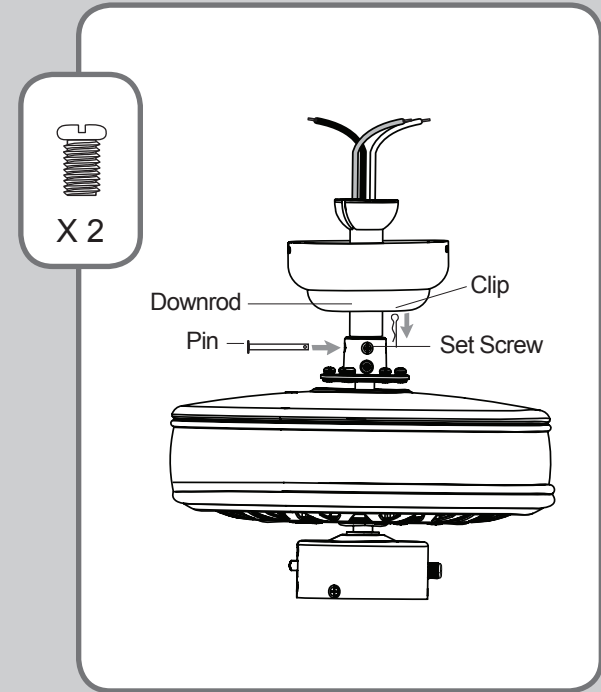
### 1. Loosen set screws and remove the pin and clip from the downrod.

Remove the clip and pin from the downrod. Then partially loosen the two set screws in the yoke at the top of the motor assembly.



### 2. Feed the wires through the canopy and downrod.

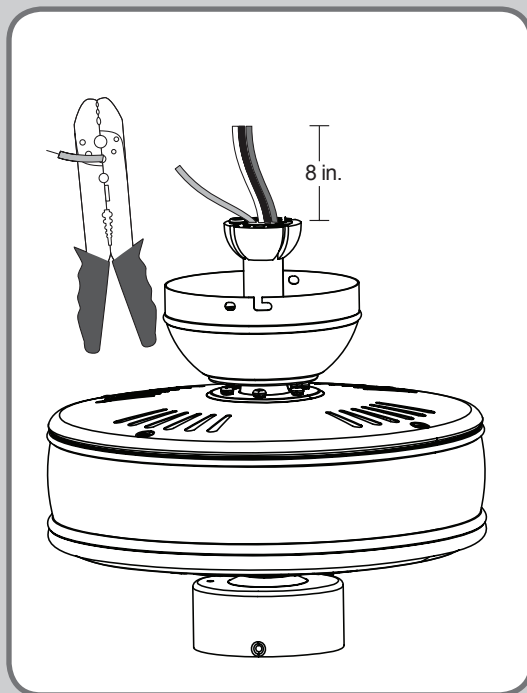
Insert the downrod through the canopy. Then, feed the fan wires through the downrod.



### 3. Install the downrod into yoke.

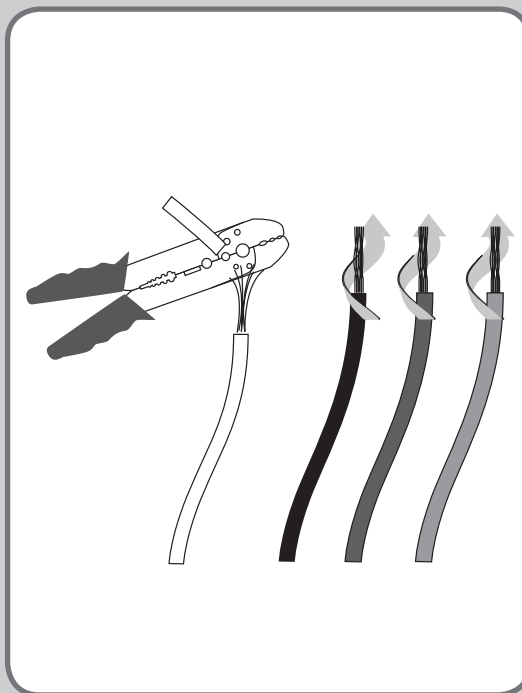
Slide the downrod into the yoke at the top of the motor assembly. Align the holes, and reinstall the pin and clip. Then tighten both set screws.

## DOWNROD OR ANGLE MOUNTING



### 4. Trim fan wires 8" from top of downrod.

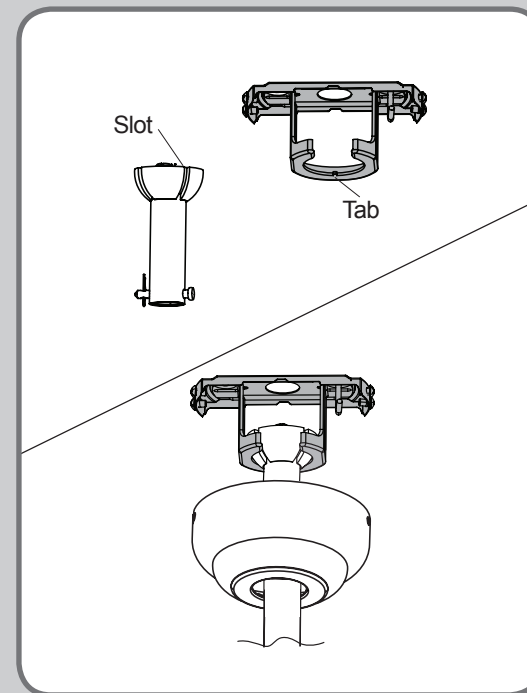
Depending on the length of downrod you use, you may want to cut the fan wires to simplify wiring. After pulling the fan wires all the way through the downrod, measure 8" of wire. Cut off the excess wire using wire cutters (not included).



### 5. Strip 1/2" of wire insulation.

Strip 1/2" of insulation from the end of each wire. Twist the stripped ends of each strand of wire within the insulation.

**Note:** If you didn't trim the wires in the Step 4, this step is not necessary.



### 6. Hang downrod in mounting bracket.

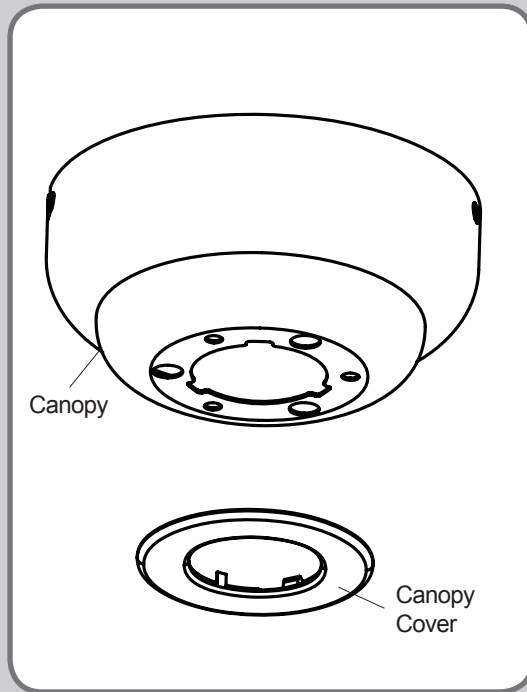
Install the ball end of the downrod into the opening of the mounting bracket. Align the slot in the ball with the tab on the mounting bracket. The downrod should not rotate if installed correctly.

**!** Failure to align the slot in the ball with the tab on the mounting bracket may cause fan to fall, which could result in injury or death.

**Proceed to FINAL INSTALLATION, on page 10.**

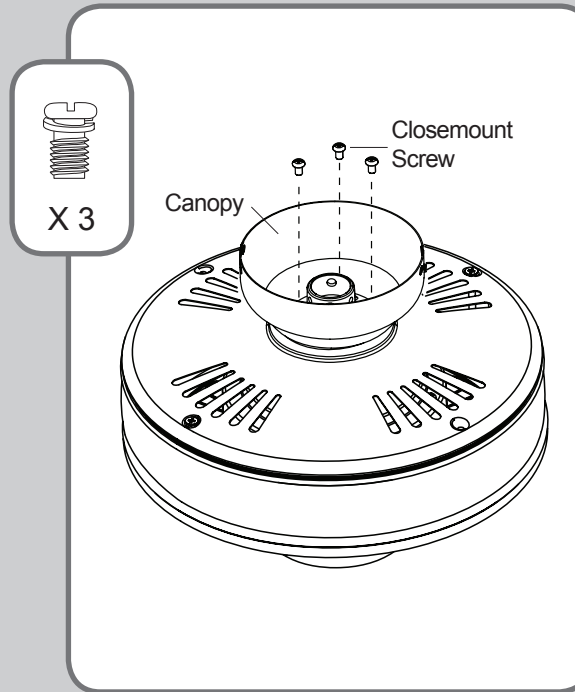


## CLOSEMOUNT INSTALLATION (optional)



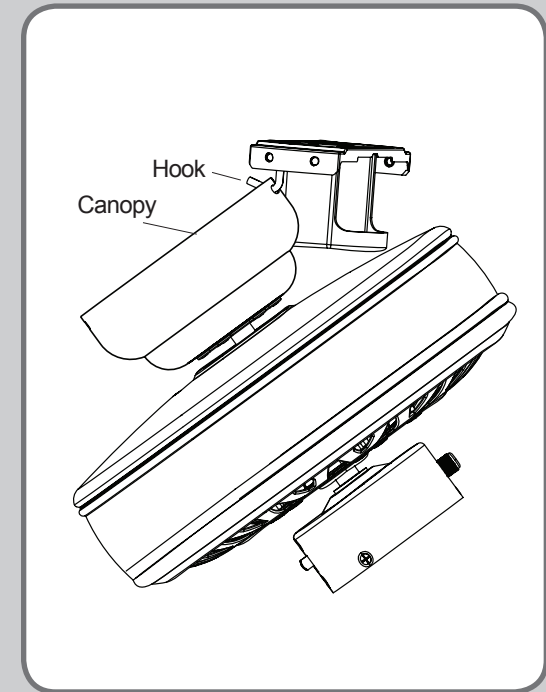
### 1. Remove canopy cover from bottom of canopy.

The canopy cover snaps out of the hole in the bottom of the canopy.



### 2. Install canopy to top of motor assembly.

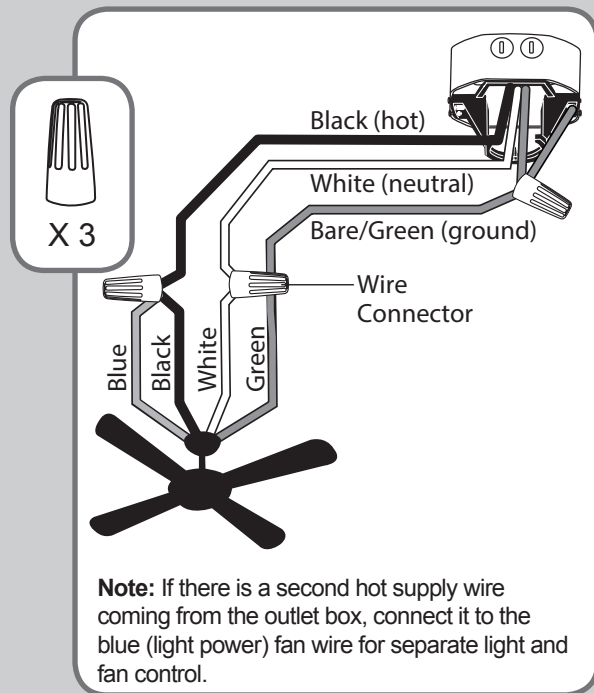
Align the canopy with the holes in the top of the motor assembly. The larger holes in the canopy will encompass the remaining screws. Secure the canopy to the top of the motor assembly using the three closemount screws from the hardware pack.



### 3. Hang canopy on mounting bracket.

Raise the motor assembly and place the canopy on the mounting bracket hook to temporarily hold the fan during the wiring process.

## FINAL INSTALLATION

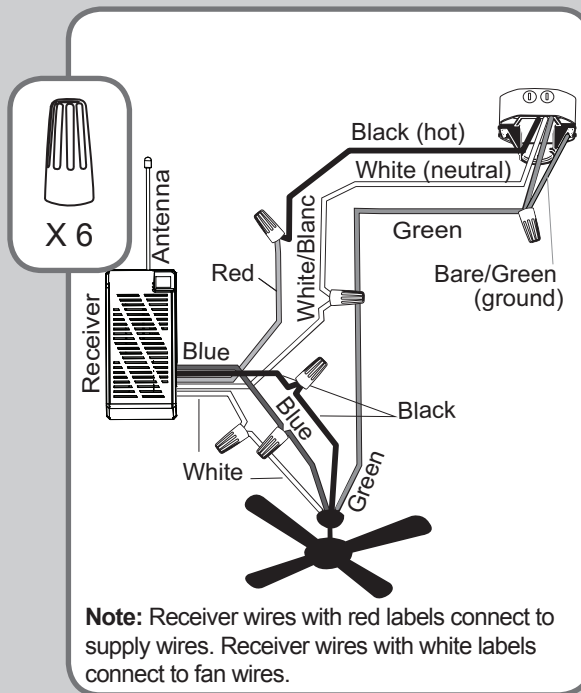


### 1a. Wire the fan (without remote).

Connect supply and fan wires with wire connectors according to the diagram and these steps:

- Connect the Green wires from the downrod and the mounting bracket to the Bare/Green (ground) supply wire.
- Connect the White wire from the fan to the White (neutral) supply wire.
- Connect the Blue and Black wires from the fan to the Black (hot) supply wire.

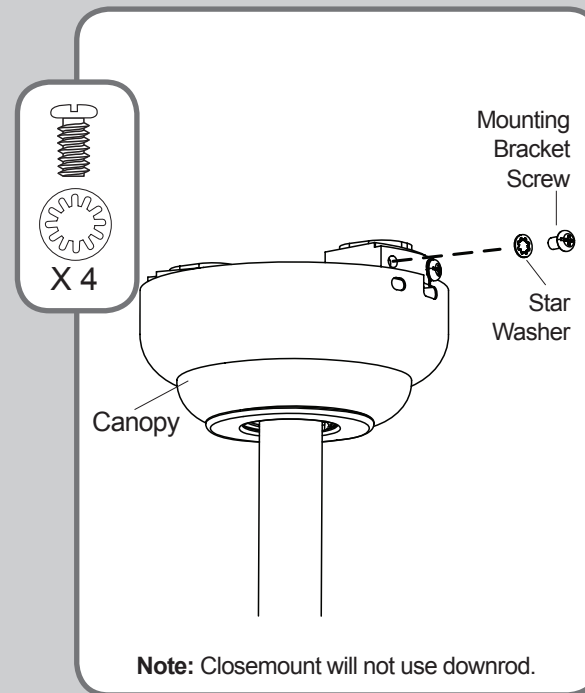
**Note:** The Black wire is power for the fan. The Blue wire is power for the light. The White wire is neutral. The Bare/Green wire is the ground.



### 1b. Wire the fan (with remote).

Secure all wiring connections together with wire connectors according to the diagram and these steps:

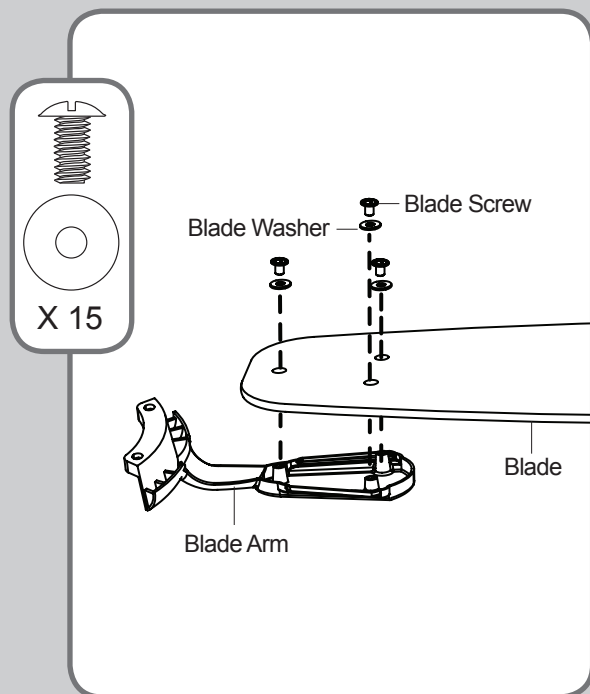
- Connect the Green wires from the downrod and the mounting bracket to the Bare/Green (ground) supply wire.
- Connect the Blue from the receiver to the Blue fan wire.
- Connect the Red wire from the receiver to the Black (hot/power) supply wire.
- Connect White wire (red label) from the receiver to the White (neutral) supply wire.
- Connect the White wire (white label) from the receiver to the White fan wire.
- Connect the Black wire from the receiver to the Black fan wire.



### 2. Attach the canopy to the mounting bracket.

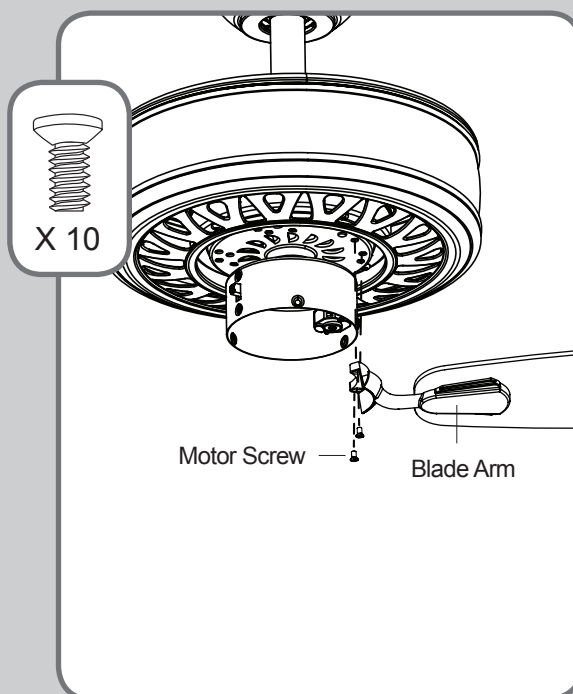
Align the canopy over the loose mounting bracket screws preassembled on mounting bracket. Place the L-slot of the canopy onto the mounting bracket screws and rotate the canopy counterclockwise. Re-install the two previously removed mounting bracket screws and star washers into the round holes of the canopy.

## FINAL INSTALLATION



### 3. Attach blades to blade arms.

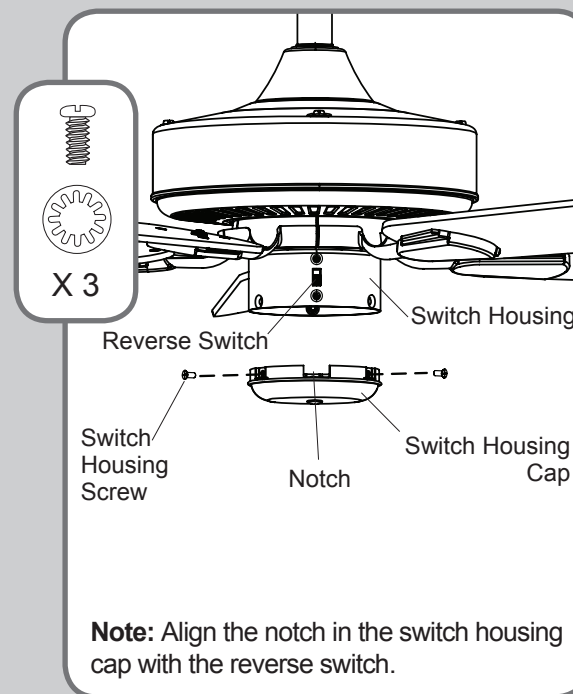
Partially insert three blade screws along with three blade washers through one blade and into one blade arm. Tighten each blade screw, starting with the one in the middle. Repeat this step for the remaining blades and blade arms.



### 4. Attach blade arms to motor.

Install the blade arm to the underside of the motor assembly with the ten previously removed motor screws.

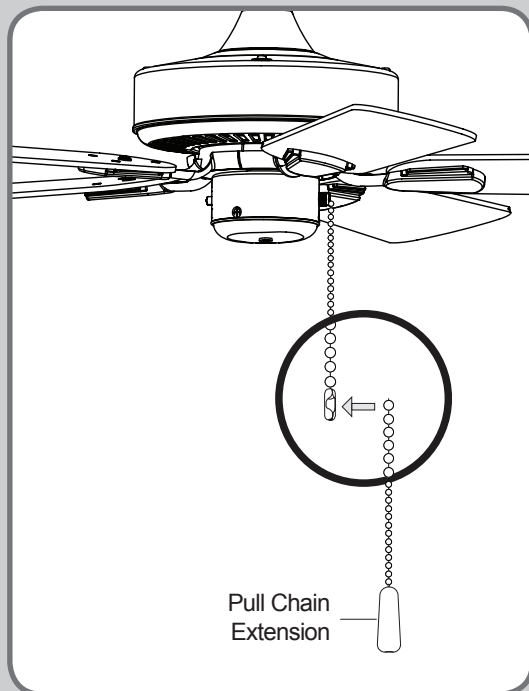
**Note:** To install a light kit (optional), proceed to the page 13.



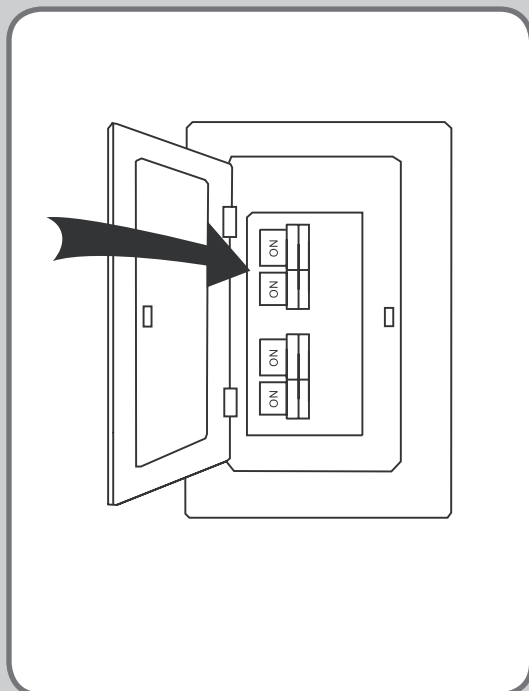
### 5. Install the switch housing cap.

Remove the three switch housing screws from the switch housing cap. Attach the switch housing cap to the switch housing using the three switch housing screws.

## FINAL INSTALLATION



**6. Attach pull chain extension to the pull chain.**

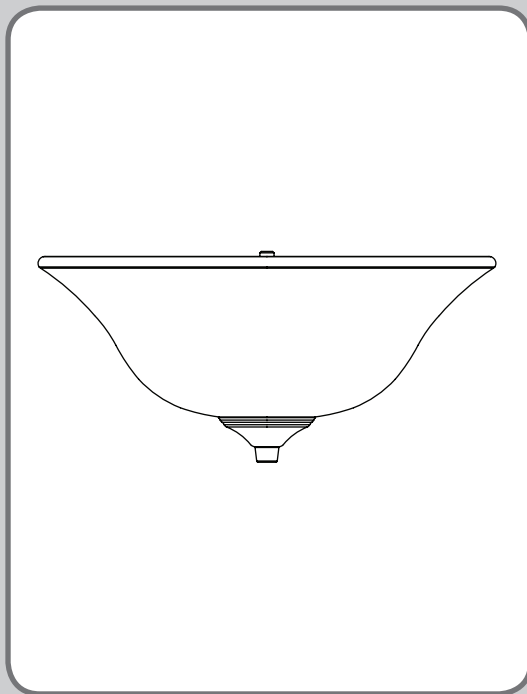


**7. Turn on power source.**

Restore power to fan at breaker box and the wall switch.

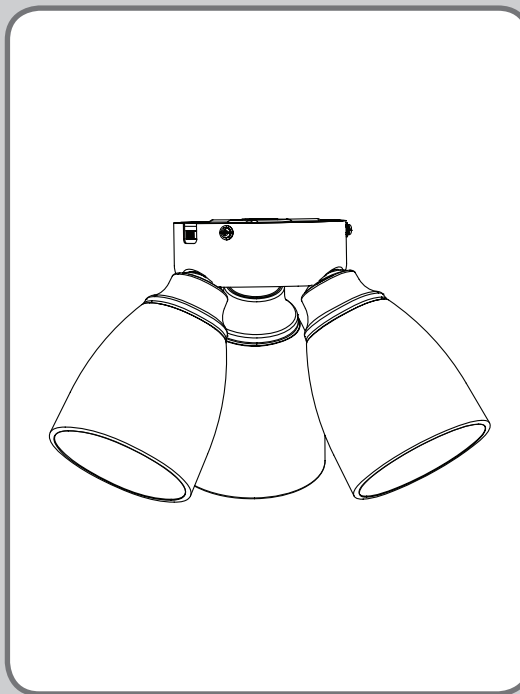
**Your installation is complete.**

## OPTIONAL LIGHT KIT INSTALLATION - (Identify Your Light Kit)



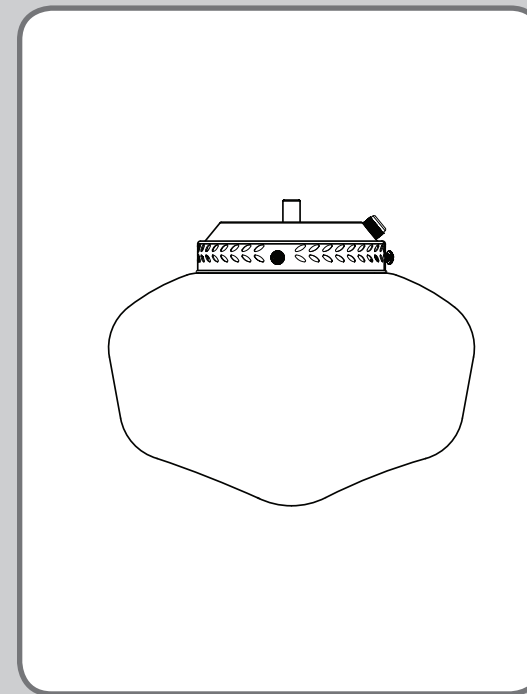
**Bowl Light Kit**

If your light kit resembles the Bowl Light Kit, turn to page 14 for installation instructions.



**Multi-Arm Light Kit**

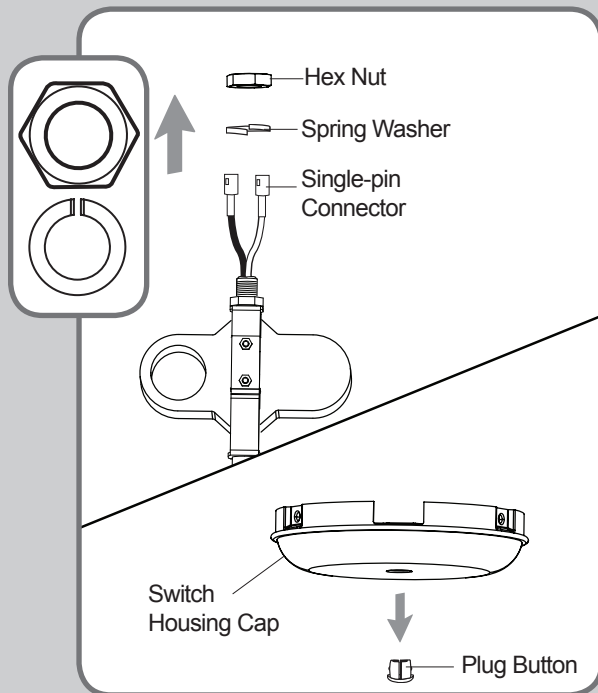
If your light kit resembles the Multi-Arm Light Kit, turn to page 16 for installation instructions.



**Globe Light Kit**

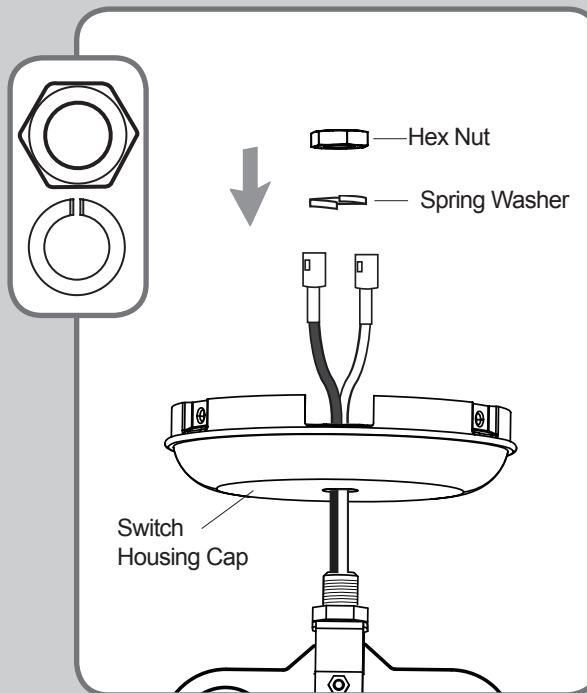
If your light kit resembles the Globe Light Kit, turn to page 17 for installation instructions.

## LIGHT KIT INSTALLATION - (Bowl Light Kit)



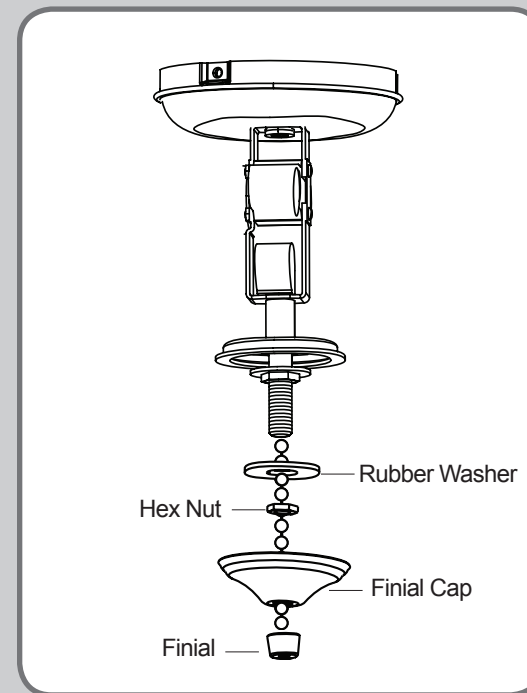
### 1. Remove hex nut and spring washer from light kit.

Remove the hex nut and spring washer from the threaded rod at the top of the light kit. Then, remove the plug button from the switch housing cap.



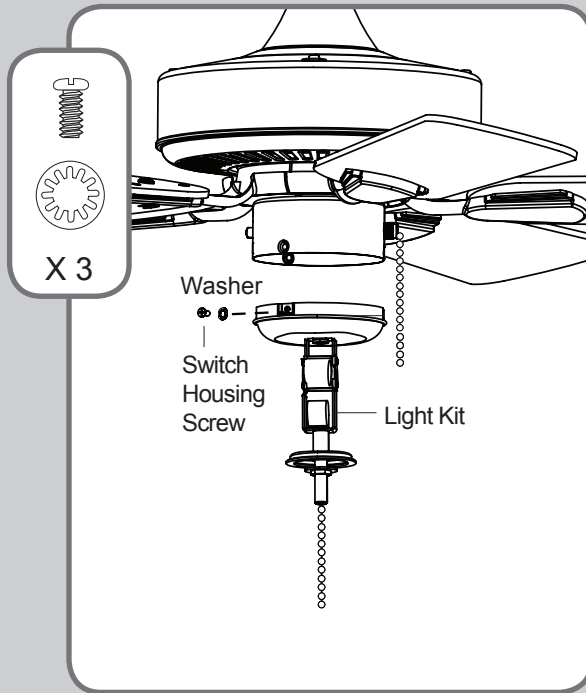
### 2. Secure the switch housing cap to the light kit.

Thread the single-pin connectors through the hole in the switch and twist the switch housing cap onto the threaded rod at the top of the light kit. Then, secure the switch housing cap to the light kit by reinstalling the spring washer and hex nut.



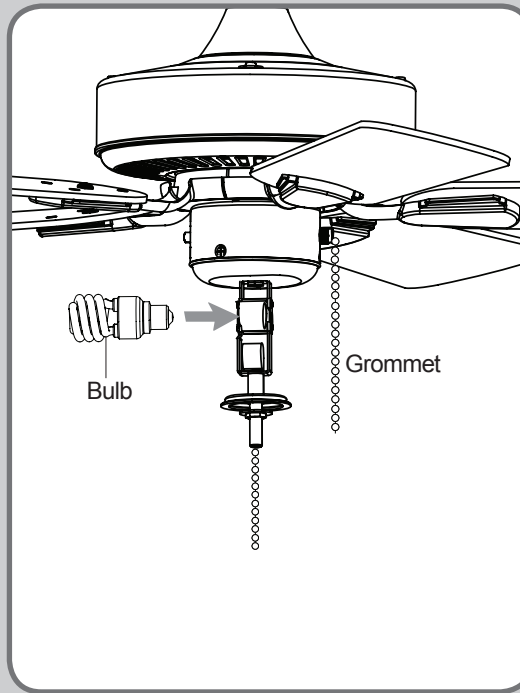
### 3. Remove the finial, finial cap, hex nut, and rubber washer.

## LIGHT KIT INSTALLATION - (Bowl Light Kit)



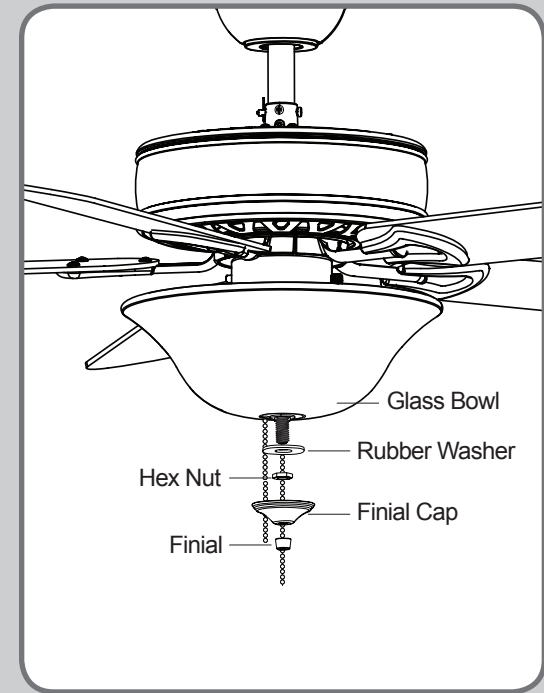
### 4. Attach the switch housing cap to the switch housing.

Remove the three switch housing screws and washers from the switch housing cap and use them to attach the switch housing cap to the switch housing.



### 5. Install two A-15 bulbs into the sockets of the light kit.

Install the two CFL bulbs into the sockets of the light kit.

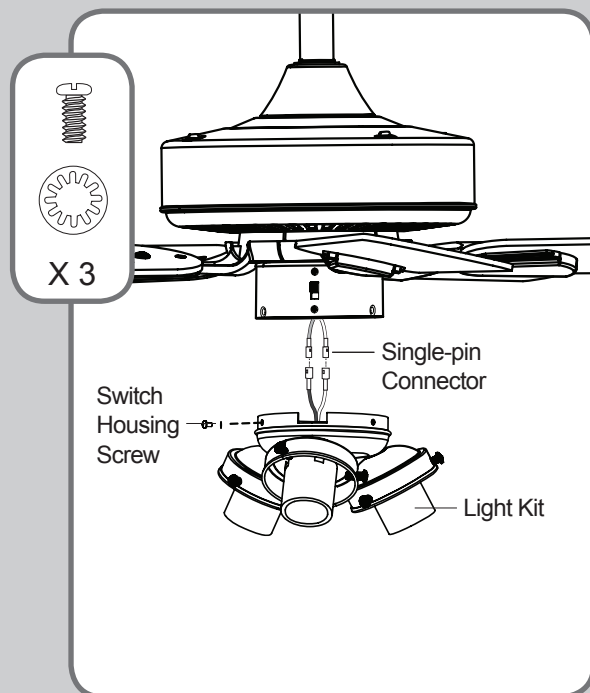


### 6. Install glass bowl.

Feed the pull chain coming from the switch housing through the off-center hole in the glass bowl. Then, feed pull chain coming from the bottom of the light kit through the center hole in the glass bowl and the rubber washer. Secure the glass bowl with hex nut. Feed the pull chains through the appropriate holes in the finial cap and secure with the finial.

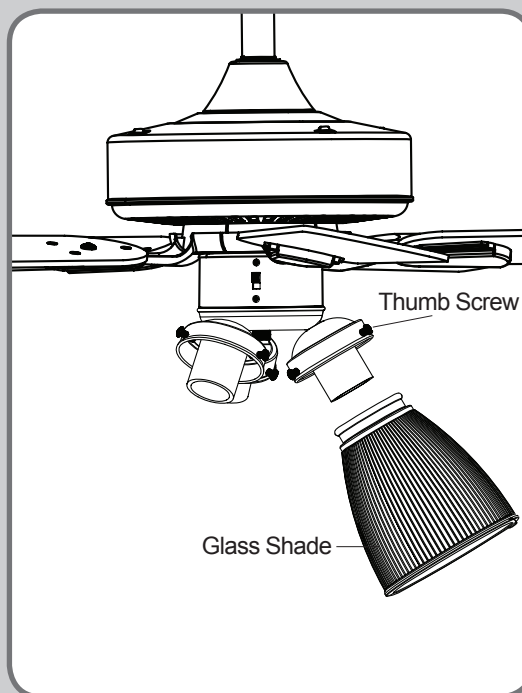
Proceed to page 17.

## LIGHT KIT INSTALLATION - (Multi-Arm Light Kit)



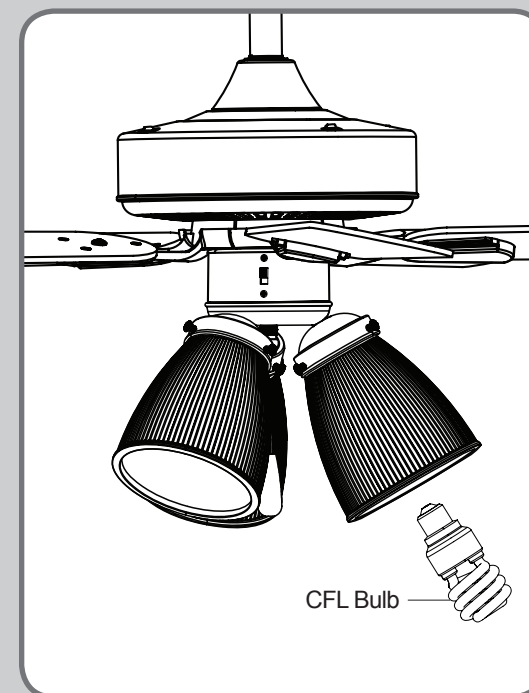
### 1. Attach the switch housing cap to the switch housing.

Remove the three switch housing screws and washers from the light kit. Then, connect the single-pin connectors from the switch housing and the light kit -- blue to black and white to white. Using the three switch housing screws and washers, attach the light kit to the switch housing.



### 2. Install the glass shades.

Loosen the thumbscrews. Insert the glass shade into the light kit. Then, tighten the thumbscrews to secure the glass shade. **Note:** Hand tighten the thumbscrews. Over tightening the thumbscrews may crack the glass shade.

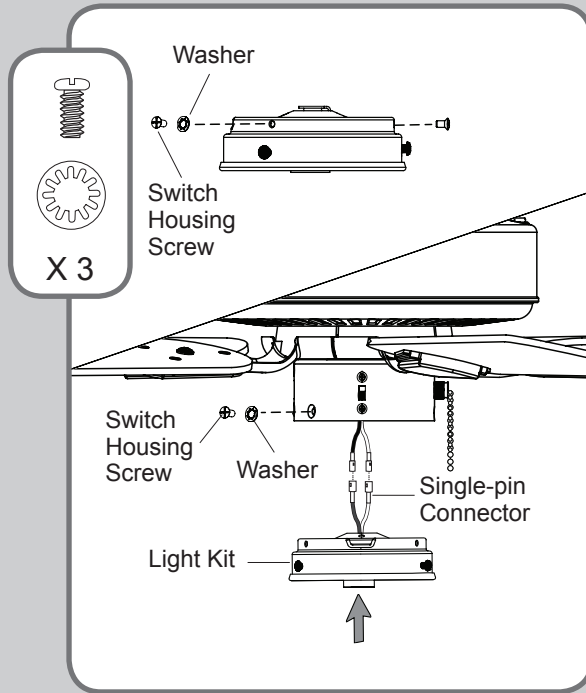


### 3. Install three CFL bulbs into the sockets of the light kit.

Proceed to page 18.

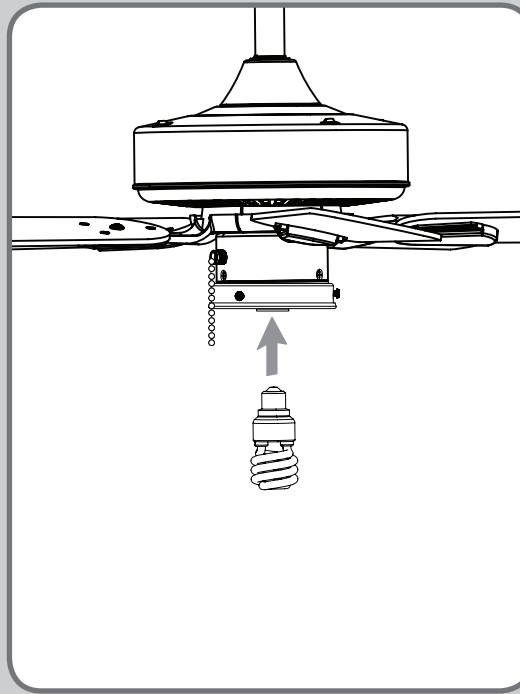


## LIGHT KIT INSTALLATION - (Globe Light Kit)

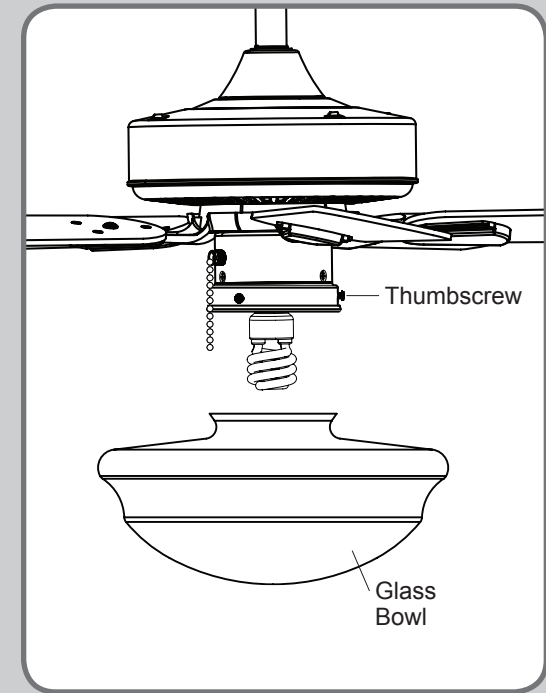


### 1. Install the light kit.

Remove the three switch housing screws and washers from the light kit. Connect the single-pin connectors from the switch housing and the light kit -- blue to black and white to white. Then, use the three switch housing screws to attach the light kit to the switch housing.



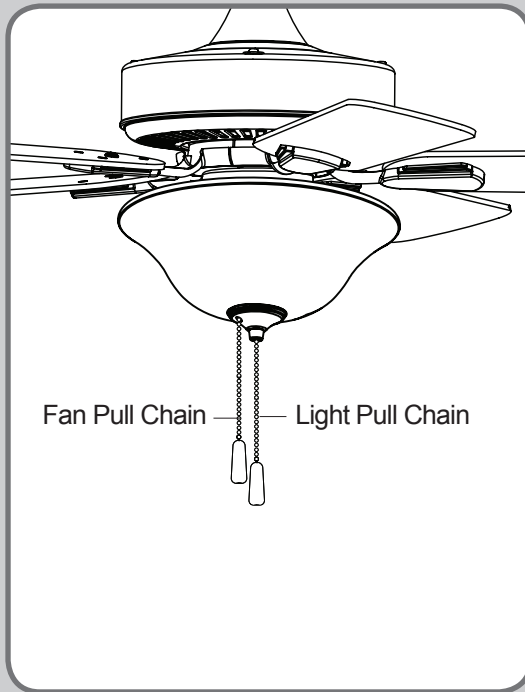
### 2. Install the CFL bulb.



### 3. Install glass bowl.

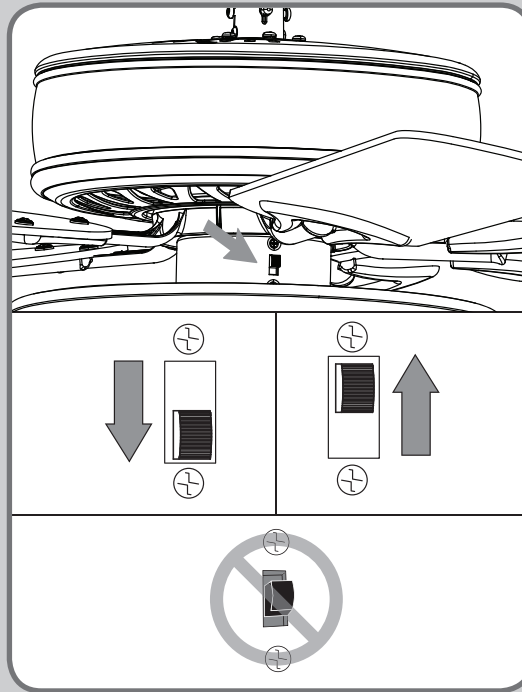
Loosen the thumbscrews. Insert the glass bowl into the light kit. Then, tighten the thumbscrews to secure the glass bowl. **Note:** Hand tighten the thumbscrews. Over tightening the thumbscrews may crack the glass bowl.

## OPERATING INSTRUCTIONS



### 1. Pull Chain Operation

The pull chain coming from the center of the finial turns the light on and off. The pull chain coming from the off-center hole in the finial cap controls the fan speed.



### 2. Reverse Switch Operation

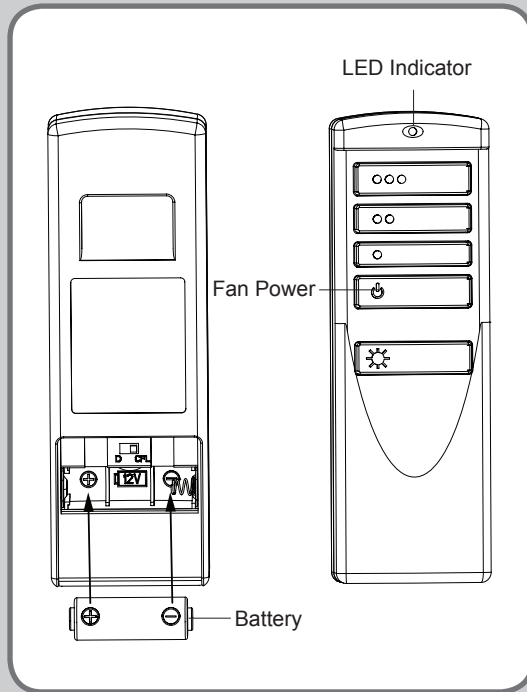
Using a ceiling fan will allow you to raise your thermostat setting in the summer and lower your thermostat setting in the winter without feeling a difference in comfort.

**Note:** Wait for the fan to stop before moving the reverse switch.

**In warmer weather,** push the reverse switch down which will result in downward airflow which creates a wind chill effect.

**In cooler weather,** push the reverse switch up which will result in upward airflow that can help move hot air off of the ceiling area.

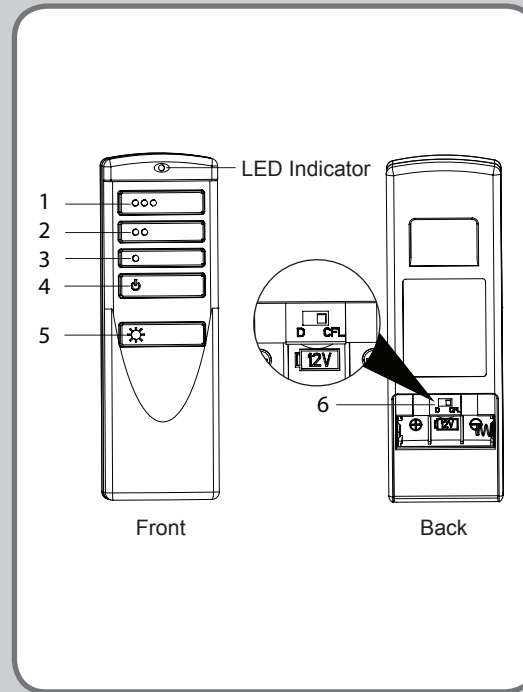
# REMOTE CONTROL OPERATING INSTRUCTIONS



## 1. Install the battery.

Remove the battery cover from the back of the remote. Insert the battery into the remote; ensure polarity of battery matches the polarity indicated in the battery compartment -- positive (+) to positive (+) and negative (-) to negative (-). Replace the battery cover and press the fan power button on the remote to ensure the LED indicator illuminates and the remote turns on the fan.

**Note:** The remote is synced at the factory. If remote doesn't turn on the fan, see TROUBLESHOOTING (page 22).



## 2. Operate the remote.

To operate the fan using the remote, press and release the following buttons:

- 1 - High fan speed
- 2 - Medium fan speed
- 3 - Low fan speed
- 4 - Fan Power - Turns the fan off.

**Light Delay Off mode** - Press and hold the fan power button (4) for five seconds, which will turn off light after one minute. The LED indicator on the remote will flash four times to confirm mode setting.


- 5 - Light Control: **Incandescent Bulbs** - Press light control to turn lights off and on. Press and hold light control to dim or brighten the lights. **CFL Bulbs** - Turns the lights on and off. **Note:** The dimmer function does not work with CFL bulbs.
- 6 - D/CFL Switch: Switch should be set to "CFL" to correspond with the included CFL bulbs. Flip to "D" if you change to incandescent bulbs, which will enable the dimming function.


## SAFETY INFORMATION


Please read and understand this entire manual before attempting to assemble, operate or install the product.


- Before you begin installing the fan, disconnect the power by removing fuses or turning off the circuit breakers.
- Make sure that all electrical connections comply with local codes, ordinances, the National Electrical Code, and ANSI/NFPA 70-199. Hire a qualified electrician or consult a do-it-yourself wiring handbook if you are unfamiliar with installing electrical wiring.
- Make sure the installation site you choose allows a minimum clearance of 7 ft. from the blades to the floor and at least 30 in. from the end of the blades to any obstruction.
- The net weight of this fan is: 17.38 lbs.

**DANGER:** When using an existing outlet box, make sure the outlet box is securely attached to the building structure and can support the full weight of the fan. Failure to do this can result in serious injury or death. The stability of the outlet box is essential in minimizing wobble and noise in the fan after installation is complete.

 **WARNING:** To avoid personal injury, the use of gloves may be necessary while handling fan parts with sharp edges.

 **WARNING:** To reduce the risk of fire, electric shock or personal injury, mount the fan to an outlet box marked “ACCEPTABLE FOR FAN SUPPORT” and use the mounting screws provided with 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. Secure the outlet box directly to the building structure. The outlet box and its support must be able to support the moving weight of the fan (at least 35 lbs.).

 **WARNING:** To reduce the risk of fire, electrical shock, or personal injury, wire connectors provided with this fan are designed to accept only one 12-gauge house wire and two lead wires from the fan. If your house wire is larger than 12-gauge or there is more than one house wire to connect to the two fan lead wires, consult an electrician for the proper size wire connectors to use.

 **WARNING:** To reduce the risk of fire or electric shock, do not use the fan with any solid-state speed-control device or control the fan speed with a full-range dimmer switch.

## SAFETY INFORMATION

**⚠ WARNING:** To reduce the risk of fire, electric shock, or personal injury, do not bend the blade arms when installing them, balancing the blades, or cleaning the fan. Do not insert objects between the rotating fan blades.

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

**CAUTION:** Be sure the outlet box is properly grounded or that a ground (green or bare) wire is present.

**CAUTION:** Carefully check all screws, bolts, and nuts on the fan motor assembly to ensure they are secured.

## CARE AND MAINTENANCE

At least twice each year, lower the canopy to check the downrod assembly and tighten all screws on the fan. Clean the motor housing with only a soft brush or lint-free cloth to avoid scratching the finish. Clean the blades with a lint-free cloth.

**Important:** Shut off the main power supply before you begin any maintenance task. Do not use water or a damp cloth to clean the fan.

## TROUBLESHOOTING

PROBLEM	CORRECTIVE ACTION
The fan does not move.	<ol style="list-style-type: none"> <li>1. Firmly push the reverse switch completely up or down.</li> <li>2. Make sure the wall switch is turned on.</li> <li>3. Ensure power is on at wall switch and breaker box.</li> <li>4. Turn the power off and check all wiring connections at the ceiling outlet box.</li> </ol>
The fan is noisy.	<ol style="list-style-type: none"> <li>1. Check and tighten all screws that hold the fan blades to the blade arms and motor.</li> <li>2. Replace any blade that is cracked.</li> <li>3. Do not use a variable-speed wall control to control the fan speed.</li> <li>4. Ensure the outlet box is securely mounted to the building structure.</li> <li>5. Ensure the mounting bracket is securely mounted to the outlet box.</li> </ol>
The fan wobbles excessively.	<ol style="list-style-type: none"> <li>1. Tighten all screws that hold the fan blades to the blade arms and the blade arms to motor.</li> <li>2. Switch one blade with a blade from the opposite side or balance the fan using the blade balancing kit.</li> <li>3. Turn off the power. Loosen the canopy and verify that the mounting bracket is secure to the electrical outlet box. The mounting bracket must be flush without movement against the outlet box.</li> <li>4. Use a longer downrod or move the fan to another location if fan is too close to the ceiling.</li> <li>5. Ensure the mounting bracket is securely mounted to the outlet box.</li> <li>6. Tighten the set screws in the yoke.</li> </ol>
The fan operates correctly, but lights are not working.	<ol style="list-style-type: none"> <li>1. Re-install A-15 bulbs.</li> <li>2. Ensure the single-pin connectors from the switch housing to the light kit are connected properly.</li> <li>3. Turn the power off and check all wire connections between fan and outlet box.</li> <li>4. The fan comes with a 190W limiter. When the total watts of the lights is over 190W, the lights do not work. Please replace the bulbs with lower wattage bulbs.</li> </ol>
Remote doesn't work.	<ol style="list-style-type: none"> <li>1. Replace the remote battery with a new 12-volt battery.</li> <li>2. Turn off the main power, then turn it back on. Within 30 seconds, press and hold the high and low speed buttons on the remote at the same time for 5 seconds. The LED indicator will flash 3 times, signaling a successful synchronization. Once complete, the fan will start on the low speed with the light (if applicable) off.</li> </ol>

## LIMITED LIFETIME WARRANTY

The manufacturer warrants this fan to be free from defects in workmanship and materials present at time of shipment from the factory for a lifetime from the date of purchase by the original purchaser. The retailer also warrants that all other fan parts, excluding any glass or acrylic 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 manufacturer agrees to correct such defects without charge or at its option replace the ceiling fan with a comparable or superior model.

To obtain warranty service, present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Any damage to any part such as by accident or misuse or improper installation or by affixing any accessories, is not covered by this warranty. The manufacturer assumes no responsibility whatsoever for fan installation during the limited lifetime warranty. Any service performed by an unauthorized person will render the warranty invalid.

Due to varying climate conditions, this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. Any glass provided with this fan is not covered by the warranty.

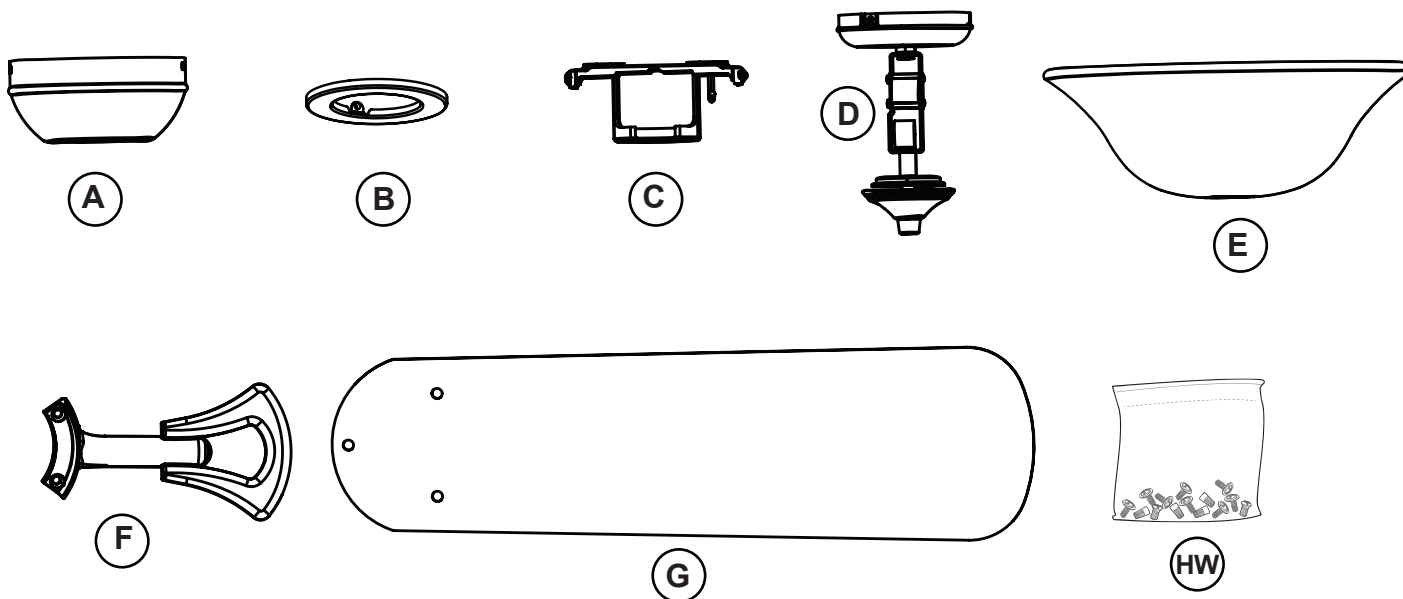
Any replacement of defective parts from the ceiling fan must be reported within the first year from the date of purchase. For the balance of the warranty, call our customer service department for return authorization and shipping instructions so that we may repair or replace the ceiling fan. Any fan or parts returned improperly is the sole responsibility of the purchaser. There is no other expressed warranty. The manufacturer disclaims any and all warranties. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the expressed warranty. The manufacturer 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. 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.

**Note:** A small amount of “wobble” is normal and should not be considered a defect.

## REPLACEMENT PARTS LIST

For replacement parts, call our customer service department at 1-800-643-0067, Monday - Thursday, 8am - 6pm, Friday, 8 am - 5 pm, EST.



PART	DESCRIPTION	PART #
A	Canopy	0638281-A
B	Canopy Cover	0638281-B
C	Mounting Bracket	0638281-C
D	Light Kit	0638281-D
E	Glass Bowl	0638281-E
F	Blade Arm	0638281-F
G	Blade	0638281-G
HW	Hardware Kit	0638281-HW