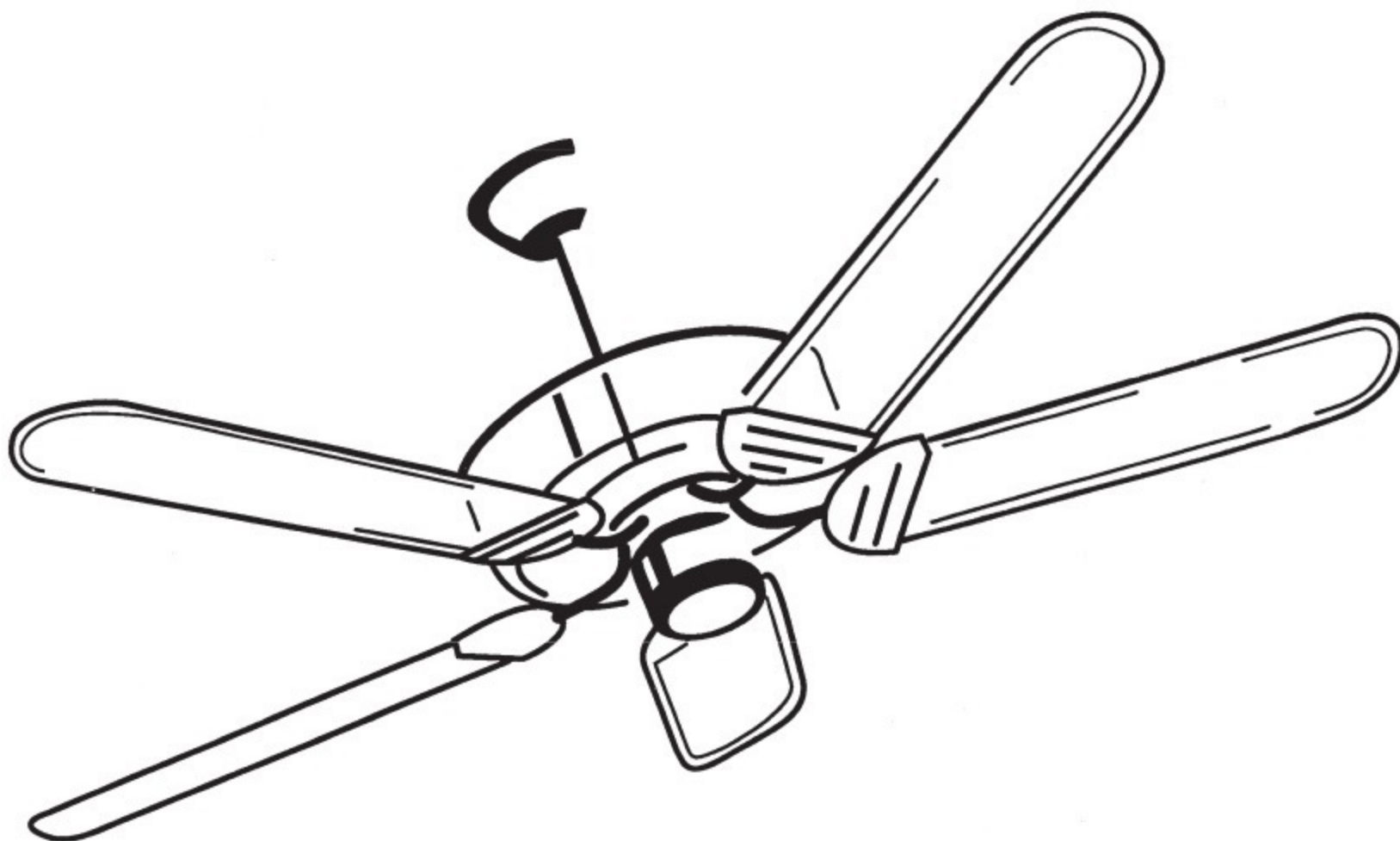


PRIZZM CEILING FAN INSTALLATION INSTRUCTIONS

Please read and save these instructions.



**THESE INSTRUCTIONS ARE TO
BE USED ONLY IN THE INSTALLATION
OF THESE QUORUM INTERNATIONAL
CEILING FANS...**

The Prizzm®

QUORUM
INTERNATIONAL

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QUORUM'S UNIQUE LIMITED LIFETIME WARRANTY

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

WHAT IS COVERED:

Except as specified below, the manufacturer of this product warrants it to be free of all defects in workmanship and material.

WHAT IS NOT COVERED BY THIS WARRANTY:

1. All costs of removal or reinstallation of the fan.
2. Damage resulting from failure to follow instructions contained herein.
3. Damage occurring during shipment of the product (claims must be presented to the carrier).
4. Damage resulting from accident, misuse, abuse, or neglect.
5. Damage resulting from the application of any exterior coating, or by the addition of any unapproved accessories.
6. Damage resulting from repair or attempted repair by anyone other than the manufacturer.
7. Damage resulting from causes other than product defects, including lack of technical skill, competence, or experience of the user.
8. Glass or acrylic components or accessories.

9. Minor occurrences of 'wobble' are accepted as normal and should not necessarily be considered a defect.

WHO MAY ENFORCE

THE WARRANTY:

This warranty may be enforced only by the original purchaser.

LENGTH OF THE WARRANTY:

1. For the fan motor – for the lifetime of the original purchaser.
2. For everything else, except blades and finish – one year from the date of purchase.
3. For fan blades and finish – 90 days from the date of purchase.

WHAT WE WILL PAY FOR:

We agree to correct defects outlined in the warranty without charge, or at our option replace the fan with an equivalent or superior product if the defective unit is returned prepaid to us.

HOW TO GET WARRANTY SERVICE:

To obtain warranty service, the product must be returned prepaid to Quorum. (This warranty is not enforceable outside the United States.) Details regarding return shipment are explained elsewhere in this manual. Whenever warranty service is required, *you must present a copy of the original dated sales receipt as proof of coverage.*

There is no other express warranty. Quorum hereby disclaims any and all implied warranties, including but not limited to those of merchantability or fitness for a particular purpose to the extent permitted by law. Quorum shall not be liable for incidental, consequential, or special damages arising out of or in connection with the product use or performance except as may otherwise be accorded by law. The duration of any implied warranty which cannot be disclaimed is limited to the periods specified above in the express warranty.

EXTENDED WARRANTY COVERAGE

An extended warranty which applies to all parts except the fan motor (which is covered by the lifetime warranty) is available. This coverage allows free parts replacement for any such components for the lifetime of the original owner of the fan. Indicate your desire for this added coverage on the warranty reply card and mail, along with \$11.50 to Quorum. We will acknowledge your registration for this coverage.

WARRANTY SERVICE

1. Most problems can be handled by our customer service agents over the telephone. Customers seeking warranty repair or replacement for any fan or component are encouraged to call us for assistance. All returns must be issued a Return Goods Authorization number (RGA) prior to returning the defective unit or part. Call (817) 626-5483 Monday thru Friday 8:00 A.M. - 5:00 P.M. CST to obtain a RGA number.

2. Arriving shipments will be refused if they do not bear a valid RGA number on the outside packaging.

3. A dated proof of purchase must accompany any fan or component clearly indicating the name of the original purchaser.

4. To avoid damage in transit, the product should be returned in its original box and packaging. Quorum will not bear responsibility for any such damage.

5. Any return of a fan or component must be shipped freight and insurance prepaid.

For Your Records

Purchased from _____
City _____ State _____
Fan Model Number _____
Date Purchased _____

Complete and mail the enclosed warranty card within 10 days to ensure your warranty is registered.

1. SAFETY RULES

Model #

400525-XX

16.0 lbs

IO26

Weight

1. To avoid possible electric shock, turn off the electricity at the main fuse box or circuit panel before you begin the fan installation or before servicing the fan or installing accessories.

2. Read all instructions and safety information carefully before installing your fan and save these instructions.

3. Make sure all electrical connections comply with local codes or ordinances as well as the National Electrical Code. If you are unfamiliar with electric wiring, please use a qualified and licensed electrician.

4. Make sure you have a location selected for your fan which allows clear space for the blades to rotate, and at least seven (7) feet of clearance between the floor and the fan blade tips.

5. The outlet box and ceiling support joist used must be securely mounted, and

capable of supporting at least 50 pounds. To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked: "Acceptable For Fan Support".

6. **CAUTION:** To reduce the risk of personal injury, use only the two steel screws (and lock washers) supplied with this fan for mounting to the outlet box.

7. After installation is complete, check that all connections are absolutely secure.

8. Do not insert anything into the fan blades while they are rotating.

9. Do not operate the reverse switch until the fan has come to a complete stop.

10. Do not attempt to control the operation of the fan (or an optional light kit) from any wall control that is not approved by Quorum for use with its fans. The use of an unapproved wall control voids the fan's warranty. **WARNING:** To reduce the risk

of fire or electric shock, do not use this fan with any solid state speed control device.

11. **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.

TOOLS REQUIRED FOR INSTALLATION

Phillips Screwdriver

Wire Cutters

Electrical Tape

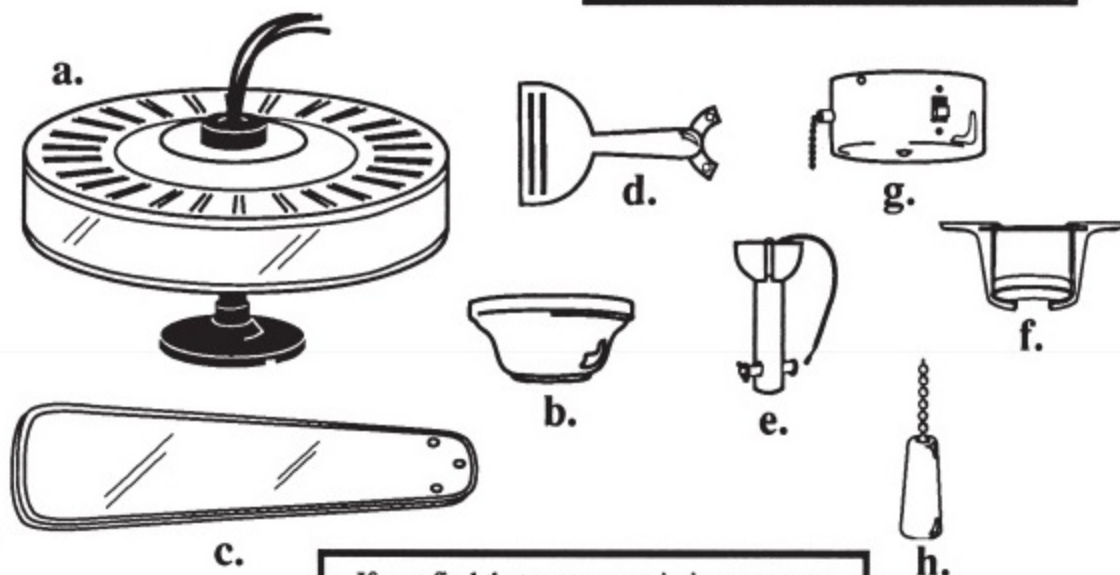
Step Ladder

2. UNPACKING YOUR FAN

Unpack your fan and check the contents. Do not discard the carton. If warranty replacement or repair is ever necessary the fan should be returned in original packaging. Remove all parts and hardware. Do not lay motor housing on its side – the decorative casing may shift. Check all visible screws, bolts and nuts for tightness. Examine all parts. You should have the following :

Note: Some Quorum fan models will have slightly different parts than what is shown here depending upon the design you have chosen. Basic installation procedures are similar for all fan models.

1. Fan motor assembly (a)
** The control cup (g) may come attached to the motor assembly
2. Ceiling canopy (b)
3. Set of blades (c)
4. Set of blade arms and hardware (d)
5. Downrod assembly (e)
6. Hanger/mounting bracket (f)
7. Control cup (g)
8. Pull chain knob (h)
9. Parts bags containing :
 - a) Blade attachment hardware (screws with washer attached for each blade)
 - b) Bracket attachment hardware (motor screws – may already be in fan motor, rubber isolators).
 - c) Mounting hardware (wire nuts, 2" wood screws)
 - d) Blade balancing kit



If you find that parts are missing, contact your dealer for replacement, or call Quorum directly and we will mail replacements to you immediately.

3. MOUNTING OPTIONS

WARNING – To reduce the risk of shock, fire, or injury, mount the fan **ONLY** to an outlet marked “Acceptable for Fan Support.”

1. Disconnect the power by removing fuses or turning off circuit breakers.
2. If there is an existing outlet box, ensure it is clearly marked “Suitable For Fan Support”. If it is not so marked, it must be replaced with an approved one.
3. Secure the outlet box (or make sure the existing box is secured) directly to the building structure. Use appropriate fasteners and building materials.

4. Figures 1, 2 and 3 are examples of different ways to mount the outlet box in different situations. A longer downrod may be required in sloped ceiling situations to maintain proper blade clearance.

5. To hang the fan in locations where no ceiling joist is available, a hanger support bar may be required (Fig. 4). Quorum distributes approved hanger support bars and outlet boxes.

Fig. 1

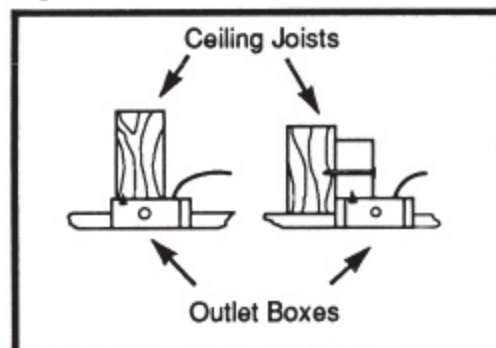


Fig. 2

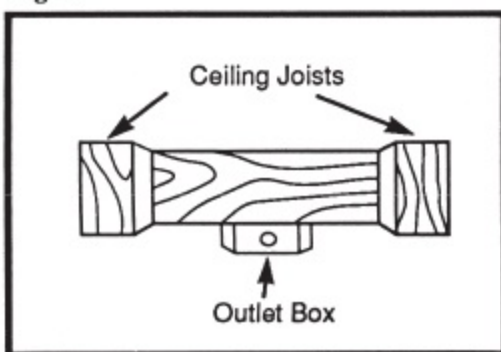


Fig. 3

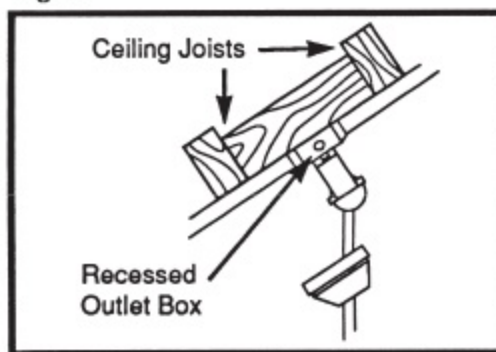
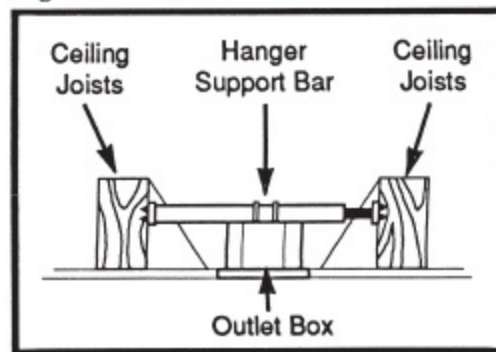


Fig. 4



4. HANGING YOUR FAN

REMEMBER – Turn off the power!

Do not fasten the blades to the fan until it is assembled and hanging from the ceiling. To do so will likely bend the blade arms and almost certainly cause wobble.

1. If not already affixed to the hanger bracket, place the rectangular rubber isolators between the hanger bracket and outlet box. Secure the hanger bracket to the outlet box using the 2 long steel screws supplied with the fan.

2. Remove the set pin and safety lock clip from the downrod/ball assembly. Slide the downrod through the canopy (Fig. 5) and feed the wires from the fan motor through the downrod (Fig. 6).

3. Attach the downrod assembly to the motor by sliding it into the fitting in the top of the motor assembly. Slide the set pin through the motor fitting and downrod and secure it with the safety lock clip (Fig. 6). Tighten the set screws in fitting.

4. Lift the fan motor without the blades and place into the hanger bracket, rotating the ball until the groove engages the tab on the hanger bracket. This locks the ball mount and fan motor, preventing fan rotation during operation.

Fig. 5

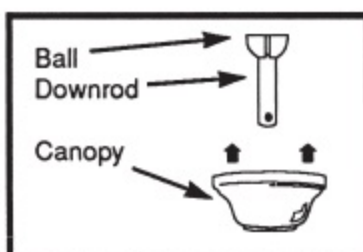
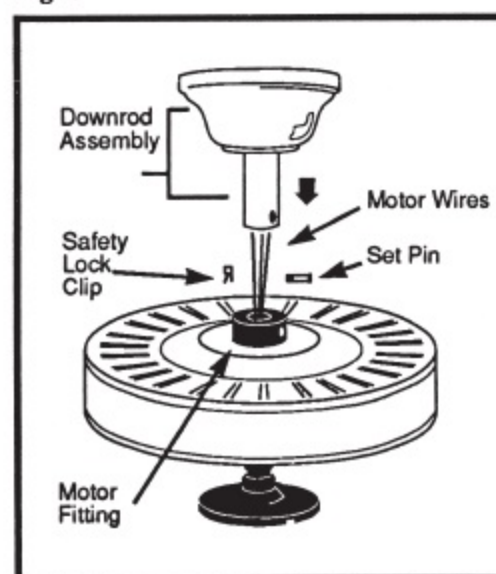


Fig. 6



5. ELECTRICAL CONNECTIONS

REMEMBER - Turn off the power!

Use the wire nuts supplied with your fan when making connections. Secure the connectors with electrical tape and make sure there are no loose connections or wire strands.

1. (Fig. 7) Spread the wires apart so that the black and blue wires from the fan are on one side of the mounting bracket, and the white wire and green ground wire are on the other side.

2. Connect the black building supply wire to the fan supply wires (black and blue). Connect the white building neutral wire to

the white fan neutral wire. Connect the copper building ground wire to the green fan ground wire.

3. Wiring connections for optional wall control are shown in Figures 8 and 9. Figure 8 shows how to wire a fan wall control switch. This controls the fan only. To separately control the optional light kit using the pull chain, you would have to connect the blue wire from the fan to the house supply wire before it goes into the wall control. This is not an easy connection, and we suggest you call a qualified electrician to do it for you.

4. Carefully tuck the wires into the outlet box. Inside the outlet box, be sure to spread the wires apart so that the black and blue wires are on one side of the outlet box and the white/white and green/copper connections are on the other side.

Use **ONLY** wall controls approved by Quorum. Use of unapproved wall controls will cause unacceptable humming noise, and voids the fan warranty.

Fig. 7

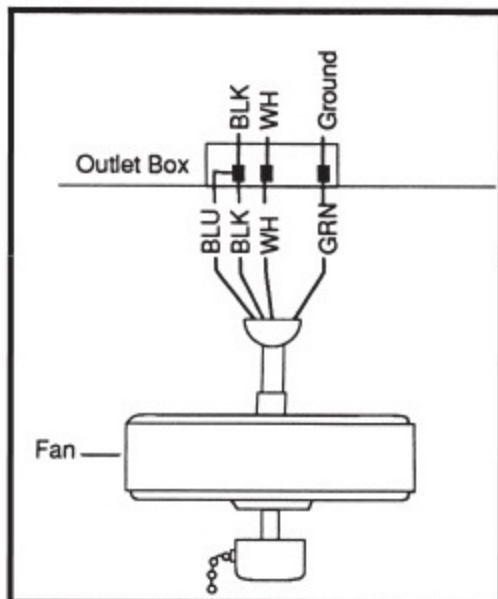


Fig. 8

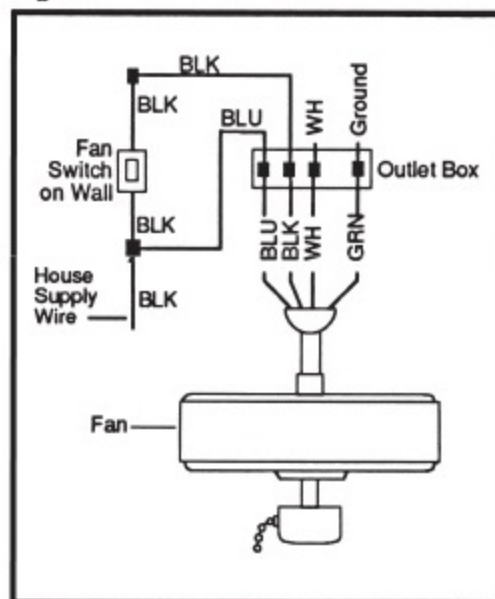
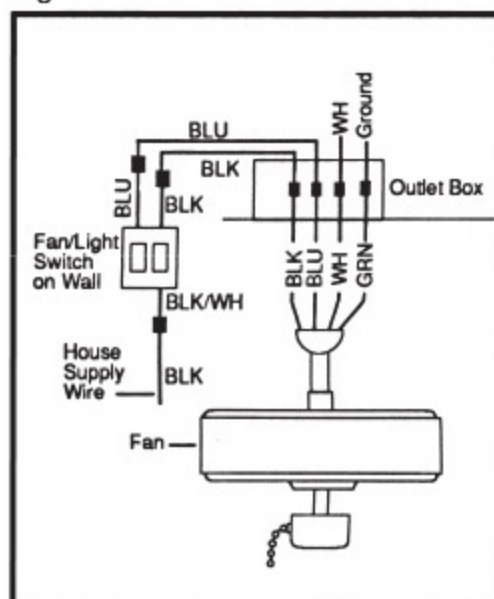


Fig. 9



6. COMPLETING THE INSTALLATION

1. Make sure the wiring is safely inside the outlet box as instructed in Step 5 - Electrical Connections. To install the canopy, remove 1 of the 2 screws from the bottom of the mounting bracket and loosen the other one slightly. Slide the canopy up to the mounting bracket and place the key hole on the canopy over the screw on the mounting bracket, turn the canopy until it locks in place at the narrow section of the key hole. Install the second screw in the round canopy hole. Secure by tightening the two set screws.

2. Blade Attachment

To attach the blades you must align the acrylic blade holes with the holes in the blade arms carefully. There is a ridge on

the blade that faces down into the blade arm (Fig. 10). It may be necessary to **FIRMLY BUT GENTLY** push the blades into the blade arm frames to firmly seat the blades. Improper installation will cause blade cracking (Fig. 11.) If blades are cracked **DO NOT** install them on the fan. Do not use a power tool to tighten blade screws. You will crack the blades if a power tool is used.

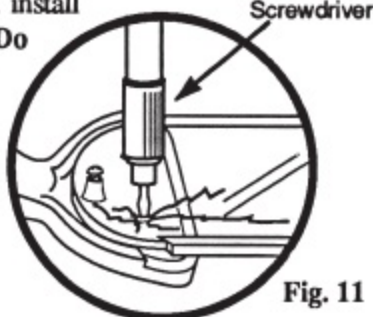


Fig. 10

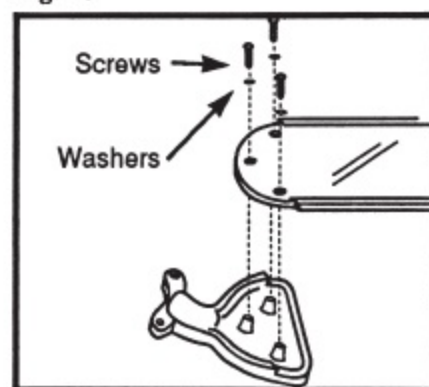


Fig. 11

6. COMPLETING THE INSTALLATION

3. Remove any rubber packing grommets (used for shipping only) located in the bottom of the motor. Fasten each completed blade assembly to the bottom of the motor using the supplied motor screws which were used to hold the rubber shipping grommets. (Fig. 12)

Do not bend the blades or blade arms when installing the blades to the fan.

4. Light Kit Installation

WARNING!! If your Prizzm fan is equipped with an internal neon light kit, it is not possible to install an external light kit.

If an optional light kit is to be installed, do so now. The combined weight of your ceiling fan and light kit cannot exceed 35 pounds unless additional support is provided for the fan. Approved Fan Support Bars can be purchased from your ceiling fan distributor. (See Fig. 13 for steps A-G.)

A. Remove the control cup from the fan by removing the 3 screws. Do not throw away these screws. They will be used later.

B. Unscrew or punch out and discard the center plug from the control cup.

C. Place the lock washer provided with your kit over the wires to your light kit. Feed the wires through the hole in the center of the control cup and screw the control cup snugly to the light kit. Do not over-tighten, but make sure the kit is firmly attached to prevent it from vibrating loose while the fan is in operation.

D. Locate the two wires in the control cup (white & blue) labeled "For Light Kit".

E. Connect the white wire from the light kit to the white wire from the control cup. Connect the black wire from the light kit to the blue wire from the control cup.

Use U.L. listed wire connectors suitable for these connections. Secure splices with electrical tape to prevent connectors from vibrating loose during operation.

F. Carefully tuck the splices into the control cup. Line up the color coded edges and plug the two ends of the cannon plug together. Reattach the control cup with the screws removed in step A.

G. Install light bulb(s), (not provided) and attach glassware or shades with the screws provided. Do not over-tighten screws or damage to the shade could result. Read the caution marking on the kit for maximum wattage of bulbs. To reduce risk of fire, do not exceed the maximum watts.

5. If the control cup is shipped detached from the fan body, join the two ends of the square cannon plug (Fig. 14) and attach the cup to the flange with the three supplied screws.

6. Turn on the fan and check the 4 position speed switch - 3 speeds and STOP. Check the reverse slide switch. NOTE: Wait for the fan to stop rotating before changing from forward to reverse.

Fig. 12

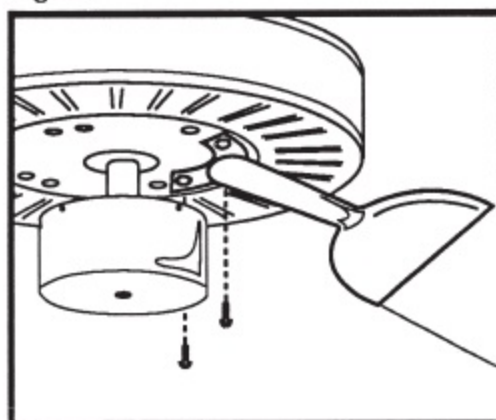


Fig. 13

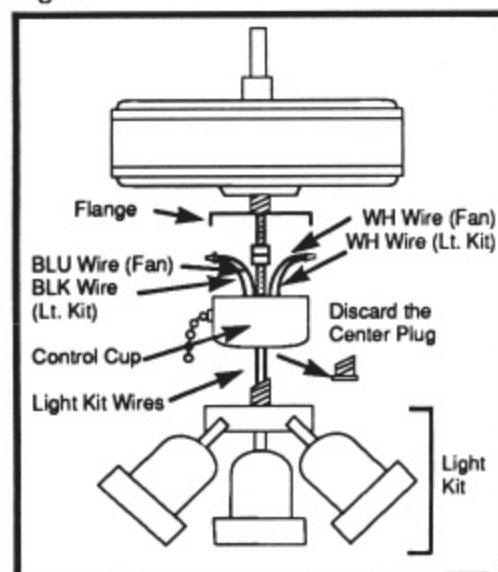
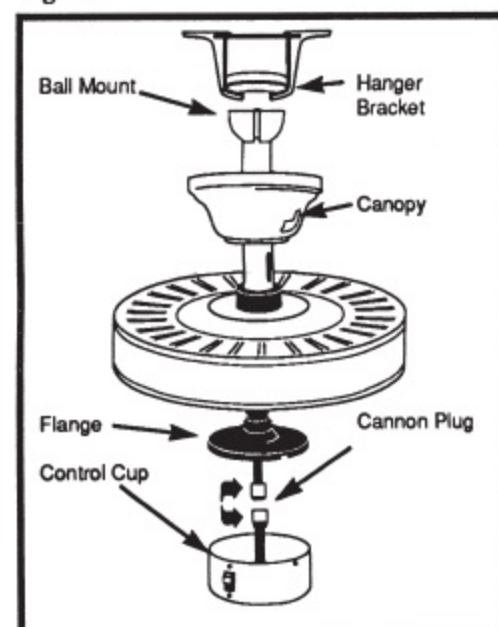


Fig. 14



7. FAN OPERATION & CARE

1. A ceiling fan is an environmentally smart choice to cool as well as help to warm your home or office. You should see a reduction in both heating and cooling costs by regular use of your fan.

Do not hesitate to use your fan during Summer and Winter months. In Summer, place the reverse switch in the forward position so cool air is blown down, producing a cooling breeze (Fig. 15). In Winter, reverse the fan so that an upward airflow will push warm air off the ceiling and circulate it downwards into the living area (Fig. 16). In Winter months, use the fan at a lower speed than Summer.

2. Periodically check tightness of all screws securing the blades at the motor and blade arm attachment points. A clicking or rattling noise is a sure indication of loosening screws. Since screws will invariably work loose over time, at least once a year tighten all the screws attaching blades to motor and blade arms to blades. Do not bend blade arms when cleaning

or servicing the fan. If a light kit is attached to the fan, likewise check that all screws attaching glass to metal fitters are finger tight. Do not use a screwdriver or pliers to tighten glass screws.

3. Clean your fan periodically using only a cloth dampened with a mild detergent solution. Never use solvents. Dust with a soft cloth or soft brush. The finish plating is lacquered to prevent tarnishing.

4. You will never need to oil or lubricate your fan. Its permanently sealed bearings will provide trouble free, silent operation for many years.

5. If repairs or servicing are ever required, to avoid possible electric shock, turn off the electricity at the main fuse or circuit panel before you begin.

6. If controlling your fan's speed from an approved wall control, you must first set your fan's speed to HIGH with the fan's pull chain.

Fig. 15

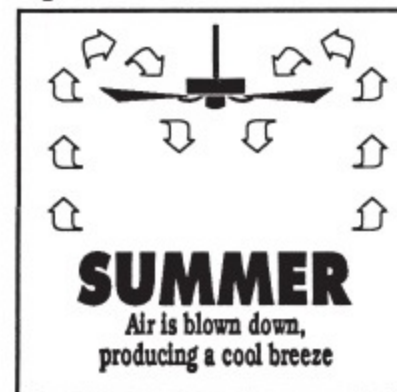


Fig. 16



8. TROUBLESHOOTING

Fan Will Not Start

1. Check to see that the 3 speed pull chain switch is in one of the three "on" positions.
2. Check that the reverse slide switch is not in a "center" position, but is either selected forward or reverse.
3. Check that the electricity has been turned on at the circuit breaker which had probably been turned off during installation.
4. Turn off the electricity. Check all connections in the wiring of the fan at the ceiling and make sure it follows the wiring instructions outlined in this manual. Turn off the electricity. Check all wiring connections in the switch cup housing beneath the motor.

Replacement Parts Available

A full range of genuine replacement spare parts are available at reasonable cost directly from Quorum. Please call us at (817) 626-5483 Monday-Friday from 8:00A.M. to 5:00P.M. Central Standard Time.

Noise

Note: Always allow a day or two "run-in" time for any new fan at medium or high speed. When attempting to diagnose noise, listen carefully from several sides to try and isolate the location of the noise (blades, upper end, motor, light kit, etc.) Also remember that fan noise can come from a light kit installation.

1. Tighten all screws attaching blades (all 3 on each blade) AND all screws attaching blade arms to motor. Remember to tighten these screws at least once a year because they may loosen slowly over time and cause a clicking noise.
2. If a light kit is installed, make sure the light kit is securely attached to the fan. Make sure all glass screws are tightened - finger tighten only! Do not tighten with pliers or a screw driver.
3. Turn off the power. Loosen the canopy and check that the wiring and/or wire nut connectors are not resting against the canopy, possibly vibrating while the fan is on.
4. Use of a standard light rheostat or an unapproved fan wall control to control the fan speed will always cause an annoying "hum". Many fan motors do not work quietly with solid state variable speed controls.
5. Check that all rubber gaskets on the mounting bracket and blade arm-to-motor locations have been installed if called for in the installation instructions.

6. Check that the canopy is not touching the ceiling.
7. Check that all screws on the motor housing and the control cup housing are tight.
8. Make sure all light bulbs are fully screwed in.

Fan Turns, but Does Not Move Much Air

1. The fan may be running in reverse.
2. The distance from the ceiling to the blades may be too small. At least 8 inches are recommended.
3. The room may contain items which obstruct the air flow.
4. The fan may be too small for the size of the room.

Excessive Wobble

Note: A small amount of wobble is considered acceptable and should not be considered a defect. Use of any light kit, and especially a large 4 or 5 light kit will almost always induce some wobble.

1. Make certain all blades are tightly attached to both the motor and each blade's respective blade arm.
2. Use the enclosed balancing kit to balance the blades (see the instructions enclosed with the kit).
3. Check each blade root (screw end) to make sure all blade weights are within 2 grams of each other.

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.

WARNING: — To Reduce The Risk Of Fire, Electric Shock, Or Personal Injury, Mount To Outlet Box Marked Acceptable For Fan Support And Use Mounting Screws Provided With The Outlet Box.

WARNING: — To Reduce The Risk Of Fire Or Electric Shock, Do Not Use This Fan With Any Solid- State Speed Control Device.

CAUTION: — To Reduce The Risk Of Personal Injury, Use Only The Two Steel Screws (And Lock Washers) Provided With The Fan For Mounting To The Outlet Box.

CAUTION: — To Reduce The Risk of Personal Injury. Install The Primary Mounting Means And Use Only The Hardware Provided With The Fan.