# 162074    52 in Ceiling Fan Owners Manual
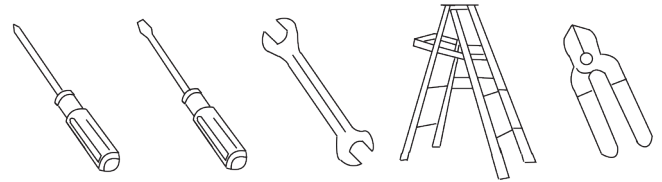
## Read and Save These Instructions

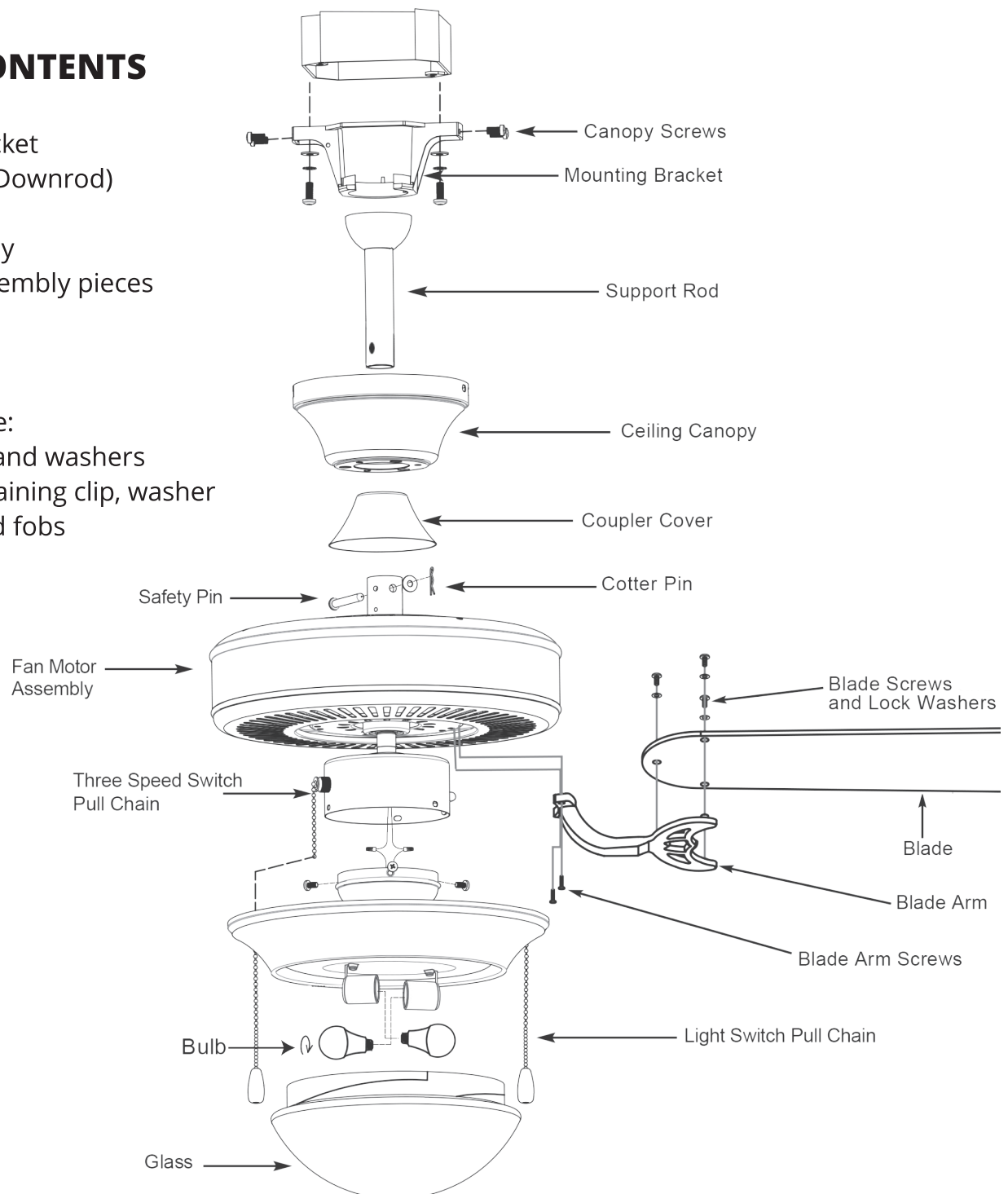## TABLE OF CONTENTS

# TOOLS AND MATERIALS REQUIRED

Phillips screwdriver

Flathead screwdriver

Wrench

Step ladder

Wire cutter

# PACKAGE CONTENTS

Mounting bracket
Support Rod (Downrod)
Canopy
Coupler canopy
Fan motor assembly pieces
Glass shade
LED bulbs (2)

Package hardware:
Blade Screws and washers
Safety pin, retaining clip, washer
Pull chains and fobs
Balance kit

Canopy Screws

Mounting Bracket

Support Rod

Ceiling Canopy

Coupler Cover

Safety Pin

Cotter Pin

Fan Motor
Assembly

Blade Screws
and Lock Washers

Three Speed Switch
Pull Chain

Blade

Blade Arm

Blade Arm Screws

Bulb

Light Switch Pull Chain

Glass

# SAFETY RULES

**To reduce the risk of electric shock, ensure electricity has been turned off at the circuit breaker or fuse box before beginning.**

All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.

**WARNING:** *To reduce the risk of electrical shock, fire, or personal injury, do not use this fan with any solid-state fan speed control device.*

**WARNING:** *To reduce the risk of electrical shock, fire, or personal injury, mount fan only on an outlet box or supporting system marked "acceptable for fan support" of 50 lbs or less and use 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.*

The fan must be mounted with minimum clearances:
    a minimum of 7 feet clearance from the trailing edge of the blades to the floor.
    a minimum clearance of 20 inches from any wall to the blade tip
    10 inches from the blades to the ceiling

Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blade direction.

To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.

Avoid placing objects in the path of the blades.

Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.

After marking electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounded conductor on one side of the outlet box.

Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL Listed and marked suitable for use with the model fan you are installing. Switches must be UL General Use Switches. Refer to the instructions packaged with the light kits and switches for proper assembly.

**WARNING:** *To reduce the risk of personal injury, do not bend the blade brackets during assembly or after installation. Do not insert objects in the path of the blades.*

**Note:** *these instructions are designed for a number of similar but different ceiling fans. As you proceed some steps may or may not apply to the fan you purchased. Compare each step or optional procedure to your fan and proceed accordingly.*

# MOUNTING OPTIONS

If there isn't an existing UL Listed mounting box, disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs). Do not use plastic outlet boxes.

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

Figure 3  is an example of installation on a steep sloped ceiling. You may need a longer support rod to maintain proper blade clearance when installed on a slope.

To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar approved for ceiling fan support as shown in Figure 4.
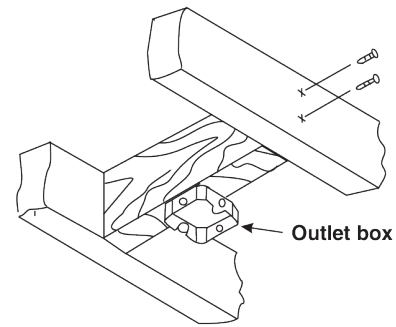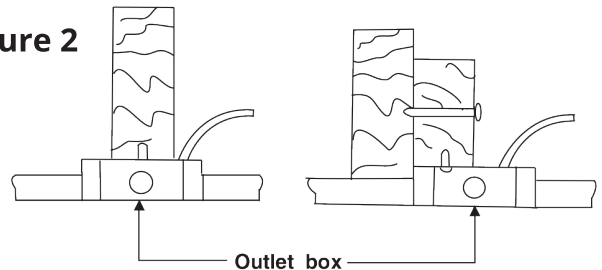
**Figure 1**

Outlet box

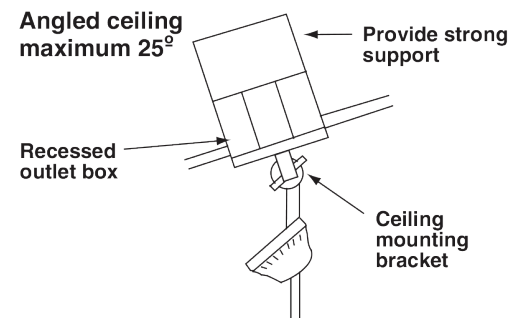**Figure 2**

Outlet  box

**Figure 3**

Angled ceiling maximum 25°

Provide strong support

Recessed outlet box

Ceiling mounting bracket
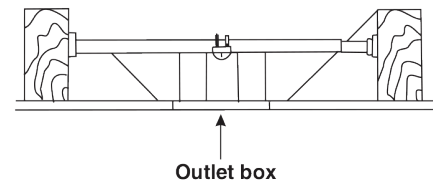
**Figure 4**

Outlet box

# INSTALLING THE MOUNTING BRACKET

**Figure 5**



Remove the canopy from the mounting bracket by loosening the slotted screws on the side of the mounting bracket and removing the non-slottled screws. Set canopy aside. (Figure 5).

Attach the mounting bracket to the outlet box using 2 screws and 2 washers provided (Figure 6).

The mounting bracket has slotted holes to enable it to move sideways for proper alignment. Make sure the mounting bracket is center over the electrical box.

**Figure 6**



For best performance, be sure the mounting bracket is level and secured firmly against the ceiling. You may need to insert additional washers (not included) between the outlet box and mounting bracket to make it level.

*NO MOVEMENT SHOULD OCCUR BETWEEN THE MOUNTING BRACKET AND THE ELECTRICAL JUNCTION BOX.*

**Figure 7**



Pull the electrical wire in the junction box down through the mounting bracket, then bend them up and back out of the way. Place the black wire to one side and the white and ground (green) wire to the other side (Figure 7). The wire should be off to the side and up against the ceiling. This will leave the mounting bracket ready to receive the ceiling fan.
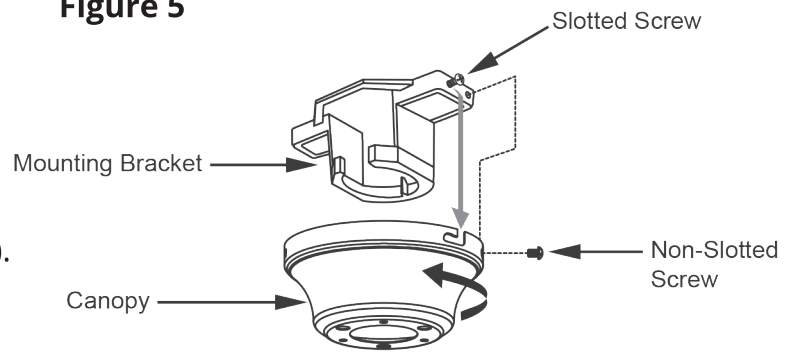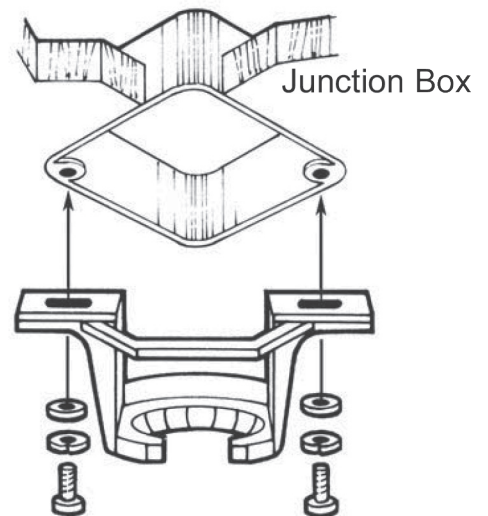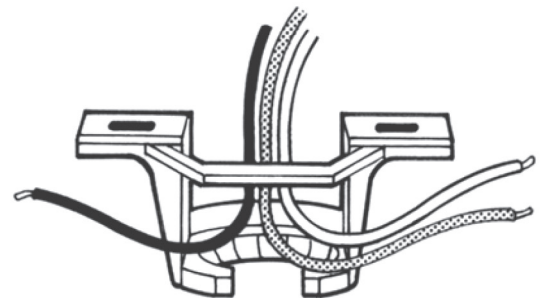
4

# FAN ASSEMBLY WITH SUPPORT ROD

Loosen the 2 set screws in the support rod coupler until the inside of the channel is clear of the tips of the screws.

Remove and set aside the pin, washer and retaining clip on the end of the support rod assembly.

Slide the canopy with the flush mount cover plate attached (to cover the holes for flush mounting) onto the support rod, followed by the support rod coupler cover (see Figure 8).

Feed the electrical wires from the fan through the support rod.

Thread the support rod into the support rod coupler until the safety screw can be inserted through the hole in both the rod and coupler.

Insert the pin and then place washer on the pin and place the retaining clip on the pin.

Tighten both set screws and safety screw on the support rod coupler.

Trim the lead wires, leaving about 6 inches of each wire extending from the support rod (Figure 9).

## Hanging the Fan

Insert the support rod in the side of the mounting bracket. Notice the ball hanger is grooved on one side (Figure10). This keyway fits over the small keyway pin on the inside of the mounting bracket and keeps the ceiling fan from spinning on the mounting bracket.

Turn the support rod left and right slightly to make sure it is seated on the bracket with the keyway.
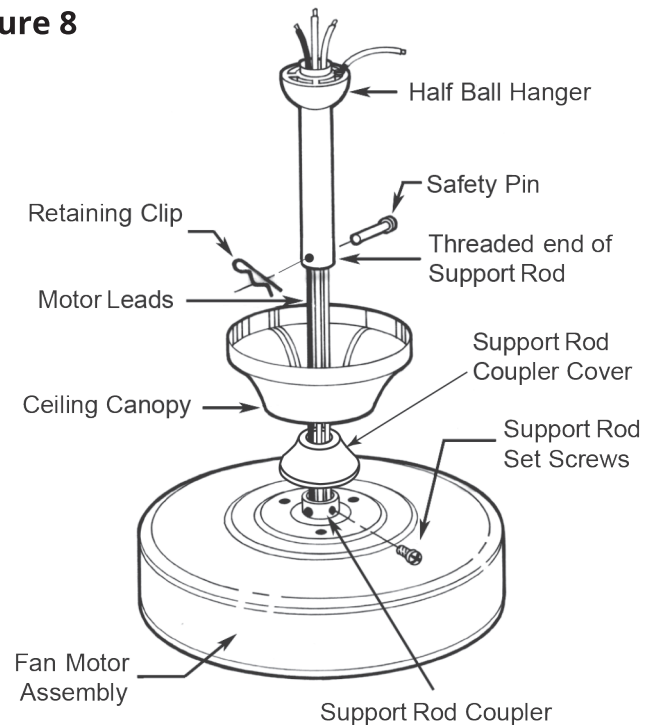
**Figure 8**

Half Ball Hanger

Retaining Clip

Safety Pin

Threaded end of Support Rod

Motor Leads

Support Rod Coupler Cover

Ceiling Canopy

Support Rod Set Screws

Fan Motor Assembly

Support Rod Coupler

**Figure 9**

6"

Ground Wire

Ball Hanger

Support Rod

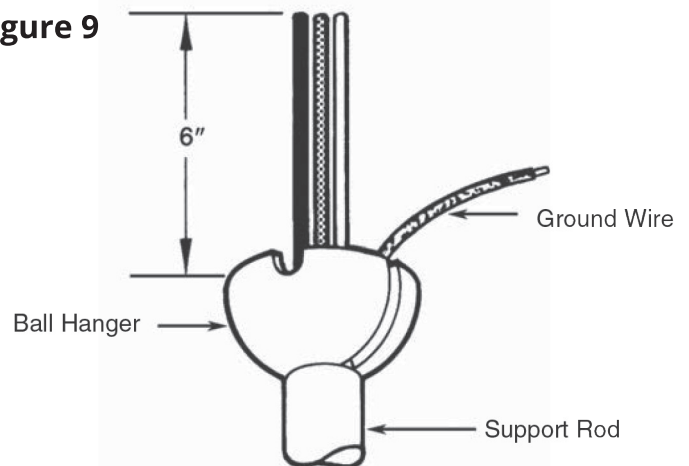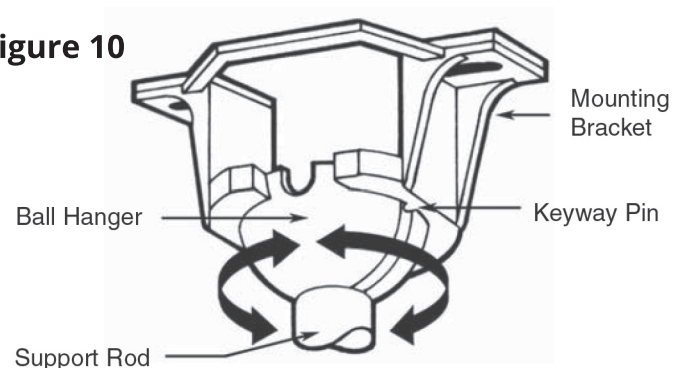**Figure 10**

Mounting Bracket

Ball Hanger

Keyway Pin

Support Rod

# FAN ASSEMBLY WITH FLUSHMOUNT

Remove the decorative cover from the bottom of the canopy to expose the holes for flush-mount assembly.

Remove and set aside the safety screws from the support rod coupler.

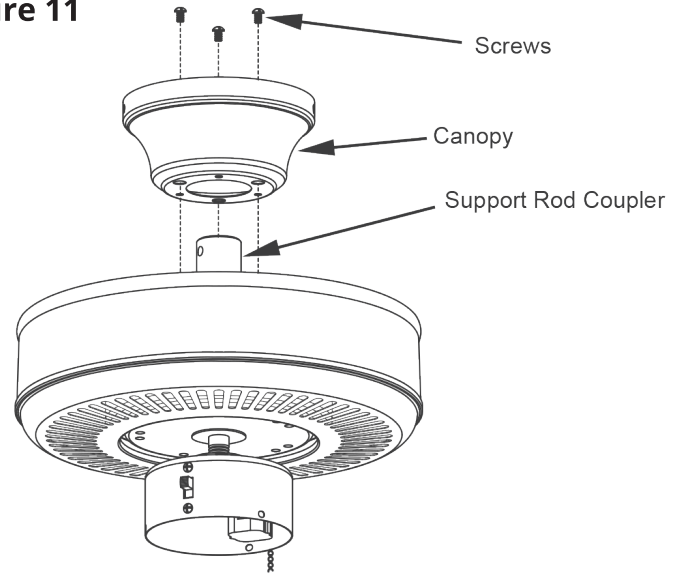Remove 3 of the motor housing screws (alternating screws).

Place the ceiling canopy on top of the motor housing and secure with the 3 mounting screws.

Trim the lead wires, leaving about 6 inches of each wire extending from the support rod coupler.

**Hanging the Fan**
Temporarily hang the fan using one of the holes in the side of the canopy on the pin on the mounting bracket. This will allow the fan to be held while making the electrical connections.

**Figure 11**



Screws

Canopy

Support Rod Coupler

# ELECTRICAL CONNECTIONS

To reduce the risk of electric shock, ensure electricity has been turned off at the circuit breaker or fuse box before beginning.

To operate your ceiling fan with the pull chain(s) and switches mounted on your fan, follow the instructions below, as shown in Figure 12.

**Figure 12**



**Step 1**
Connect the fan supply (black) wire and light supply (blue) wire to the black wire in the junction box.

**Step 2**
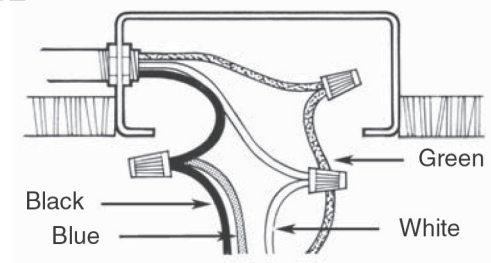Connect the fan neutral (white) wire to the neutral (white) wire in the junction box.

**Step 3**
Connect the fan ground (green) wire (connected to the half ball) to the ground (green) wire in the junction box.

**NOTE:** *For optional wall control, the wire color out of wall control may vary. See wall control's installation manual for correct wire connections.*

**Step 4**
After connecting wires, push wiring into the outlet box. Try to push wires apart so that the green and white wires are on one side of the outlet box and the black and blue wires are on the other side.

# ATTACH THE CANOPY

After electrical connections are made, carefully lift the canopy onto the mounting bracket.

Properly align the slotted screw holes and twist to hang the canopy.

Tighten the canopy mounting screws and place final safety screws into the canopy.

# ATTACHING THE FAN BLADES

## Blade Set Assembly
Choose which blade finish you prefer and attach, if not already pre-assembled.

Hold the blade arm decorative side down and place the blade on top with the selected color side of the blade facing down.
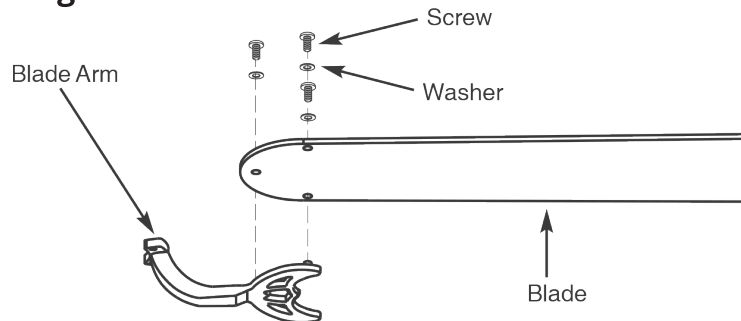
Align holes with the blade arm.

Secure each fan blade to the blade arm by passing the screw through the washer and into the blade arm (Figure 13).

Screws should be tightened until the washers are compressed by the screw head.
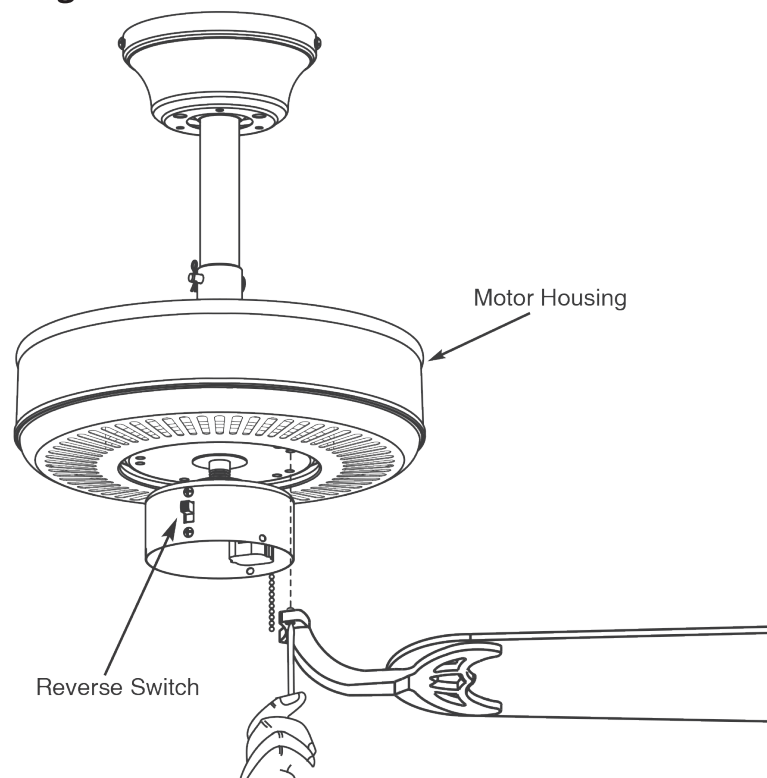
Do not over tighten screws.

## Blade Set Installation
Remove the large screws in the face of the motor. Discard any rubber blocks attached to these screws. The rubber blocks are installed at the factory to stabilize the motor during shipment.

Attach each blade to the motor housing using the installed screws (Figure 14). Do NOT bend the blade arms during installation. This will cause the fan to wobble while running.

If mounting blades to the fan while it is hanging, mount blades on opposing sides to help keep the fan level during blade installation.

**Figure 13**



Screw

Blade Arm

Washer

Blade

**Figure 14**



Motor Housing

Reverse Switch

# LIGHT FIXTURE INSTALLATION

To reduce the risk of electric shock, ensure electricity has been turned off at the circuit breaker or fuse box before beginning.

Loosen the three screws on the electrical housing (Figure 15).

Using quick connectors, firmly connect:
    White wire to white wire
    Black wire to blue wire

Place light fixture onto fan, line up the 2 holes and rotate light fixture. Insert the screws and tighten.

Note: Connections should be made as tight as possible using the proper size wire nuts. Electrical tape is not recommended for these connections.

Screw in two bulbs included with the fan into the sockets on the light kit.

Place the glass shade onto the light kit and rotate till secure (Figure 16).

Check all set screws and connections are properly in place and tight.

Check blade clearance and rotation.

Thread pull chains through the holes provided in the sides of the light fixture.

Attach the decorative pull chain extensions and tassels to the light and fan pull chains.

Restore power to test your fan and light operation.
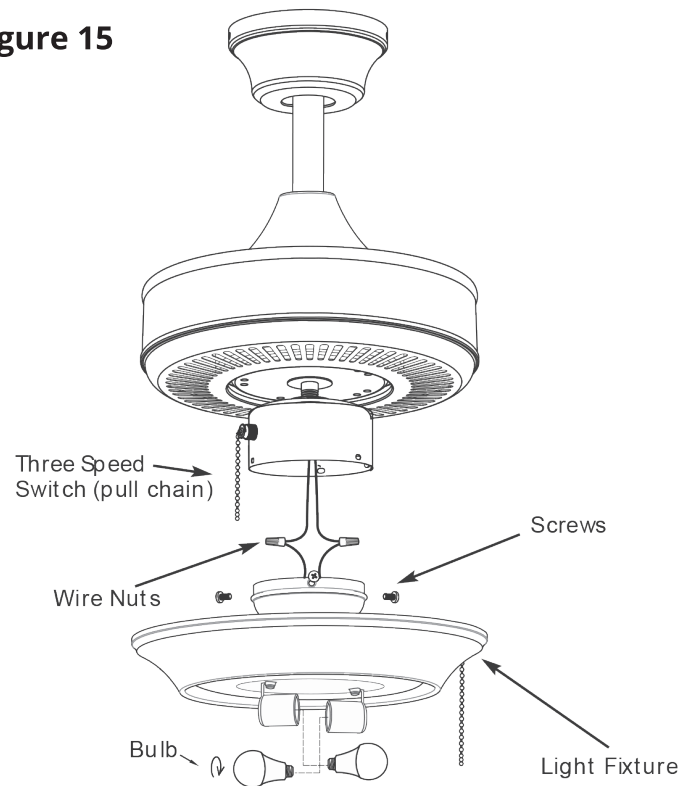
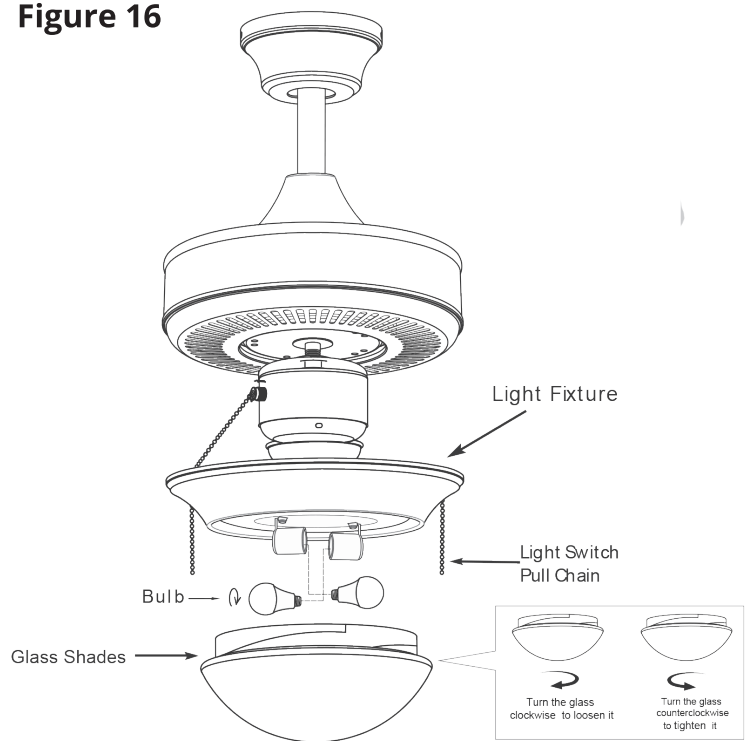**Figure 15**

Three Speed Switch (pull chain)

Wire Nuts

Screws

Bulb

Light Fixture

**Figure 16**

Light Fixture

Light Switch Pull Chain

Bulb

Glass Shades

Turn the glass clockwise to loosen it

Turn the glass counterclockwise to tighten it

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# OPERATING YOUR FAN

To change the speed of your fan's blades, pull on chain once for HIGH, twice for MEDIUM, three times for LOW and four times to turn OFF.

To turn on the light, pull on other chain once to turn ON. Once the light is on, pull the chain once to turn OFF.

The slide switch, located on the fan housing, controls the blade direction:
    The DOWN position sets the blades for clockwise (forward) rotation (air moves down). The UP position sets the blades for counter clockwise (reverse) rotation (air moves UP).

**NOTE:** Wait for the fan to stop before changing the fan direction.

Use the clockwise rotation (forward) for warm weather. This downward airflow creates a cooling affect (Figure 11).

Use the counterclockwise rotation (reverse) for cool weather. An upward airflow moves warm air off the ceiling area (Figure 12).
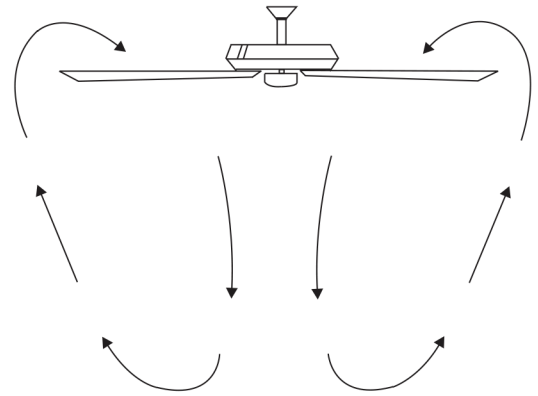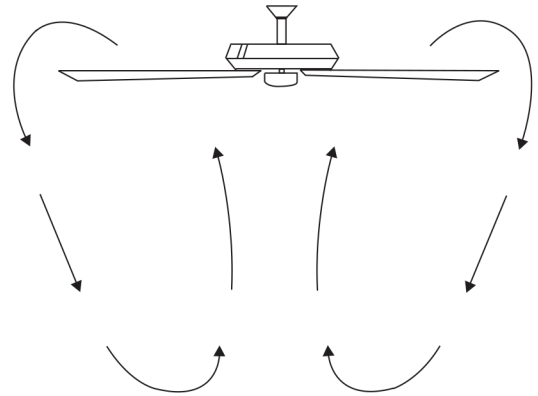
**Figure 11**



**Figure 12**

## CARE OF YOUR FAN

Because of the fan's movement, some connections may become loose over time. Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. This does not require the fan being removed from the ceiling.

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. Water could damage the motor, the wood, or possibly cause an electrical shock.

Apply a light coat of furniture polish to the wood blades for additional protection. Cover small scratches with a light application of shoe polish.

There is no need to oil your fan. The motor has permanently lubricated bearings.

WARNING: To reduce the risk of electric shock, ensure electricity has been turned off at the circuit breaker or fuse box before attempting any repairs and refer to the "Making Electrical Connections" section of this manual.

## TROUBLESHOOTING

*Problem:* Fan will not start.
**Solution:** Check circuit fuses or breakers for power. With the main power off, check line wire connections to the fan and switch wire connections in the switch housing.

*Problem:* Fan is making a noise.
**Solution:** Make sure all motor housing screws are secure. Make sure the screws that attach the fan blade bracket to the motor hub are secure.

With the main power off, make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. Allow a 24-hour "break-in" period for noise associated with installation.

Make sure glassware screws and bulbs are secure.

Make sure the upper canopy is not touching the ceiling.

*Problem:* Fan is wobbling.
**Solution:** Check that all blade and blade arm screws are secure. Check the fan blade levels by selecting a point on the ceiling above the tip of one of the blades. Measure the distance from blade to ceiling. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal or within 1/8".

Use the enclosed blade balancing kit if the blade wobble is still noticeable or swap two blades to redistribute the weight for a smoother operation.

**WARNING:** *To reduce the risk of personal injury, do not bend the blade arm while installing, balancing, or cleaning the fan. Do not insert objects in the path of the blades.*