

# CEILING FAN INSTALLATION INSTRUCTION

**Read And Save These Instructions  
Electric Suspended Ceiling Fans**

**Elegant**  
ceiling fans  
Since 1989

## **WARNING:**

Wiring connection instructions and ceiling fan mounting instructions may differ according to your region of residence. Always consult a qualified technician before installing your ceiling fan.

## **CAUTION**

To avoid possible electrical shock, be sure that electricity is turned off at the main switch or circuit breaker before installation. All wiring must be in accordance with the National Electric Codes and Local Electric Codes. National Electrical Codes require a proper grounding. If you are unsure, consult an electrician.

## SAFETY RULE

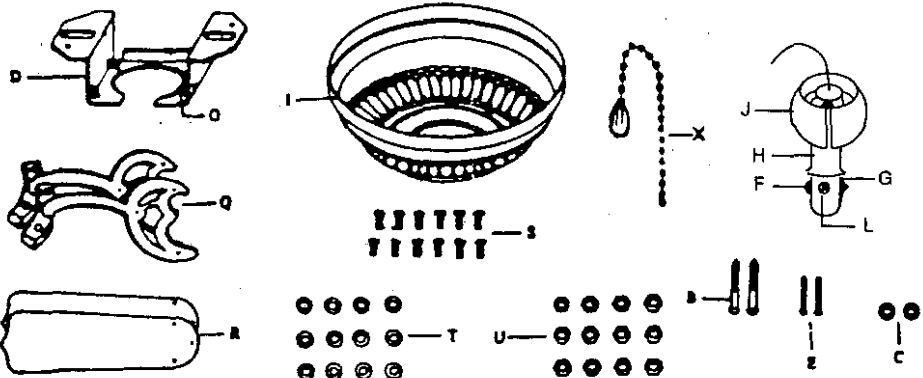
To insure safe and proper operation of your ceiling fan, read the safety guidelines below before attempting installation.

1. Warning: To reduce the risk of fire or electric shock, do not use this fan with any solid-state fan speed control device.
2. Do not mount in an area where the fan could possibly get wet.
3. The fan must be mounted with the blades at least 7' from the floor to minimize the possibility of accidental contact with the fan blades.  
The down rod assembly supplied with the fan provides proper floor clearance and mounting strength for a standard 8" ceiling installation. Extra length down rods are available from your dealer for higher ceiling application requiring extended length.
4. When assembling the fan, be sure that the down rod is threaded firmly to the fan body. Make sure that the down rod set screw is set tightly against the down rod after the fan is assembled to avoid unthreading.
5. Do not insert anything into the fan blades while the fan is in operation.

### Unpacking Instructions:

Before you assemble the ceiling fan, remove all parts from the shipping carton and check them against the parts listed here. The parts needed to complete the assembly are included in the shipping carton.

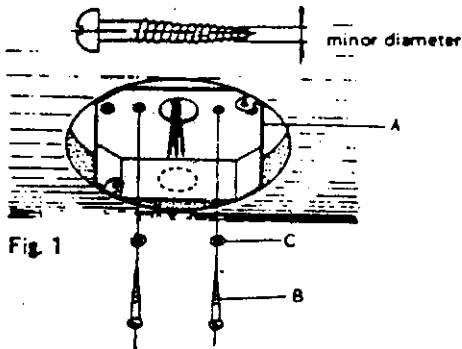
- 2 Wood Screws (B)
- 1 Hanging Bracket (D)
- 2 Flat Washers (C)
- 2 Hanging Bracket Screws (E)
- 1 Upper Canopy (Ceiling) (I)
- 1 Universal Hanging Down Rod Assembly
- 4 or 5 or 6 Wood Blades (R)
- 4 or 5 or 6 Brackets (Q)
- 12 or 15 or 18 Fan Blade Screws (S)
- 12 or 15 or 18 Fan Blade Nuts (Some models don't have them) (V)
- 12 or 15 or 18 Fan Blade Flat Screws (T)
- 1 Tassel or Fol for the pull chain (X)
- 1 Installation Instruction
- 3 Motor solid rubber (Y)



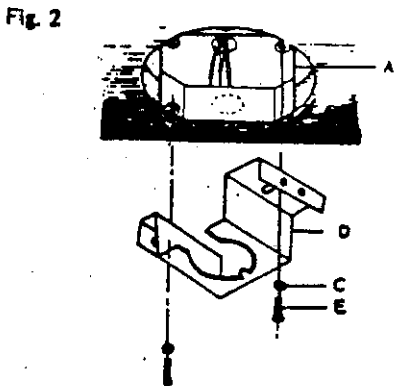
# INSTALLATION INSTRUCTIONS

## Using An Existing Ceiling Fixture

1. In order to insure proper support, check and secure the ceiling outlet box (A) being firmly installed to the joist or beam. Two wood screws (B) and washers (C) are provided for this purpose (Fig. 1) Remember that the ceiling outlet box must be capable of supporting at least 50 pounds. Do not use lubricants on screws and screw pilot hole drilled shall not be larger than the minor diameter of the screw. Do not use a plastic outlet box.

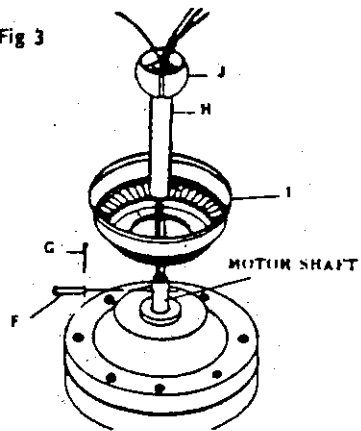


2. Attach the hanging bracket (D) to the ceiling outlet box (A) with bracket screws (E) and washers (C) provided with the fan. Tighten the screws (Fig. 2) if vaulted ceiling. (Fig. 10) mount bracket opening upwards on the incline.



3. Remove the straight pin (F) and cotter pin (G) from the end of down rod. Put it aside for next 2nd step use. (Fig. 3)

Fig 3



4. Pass the wire from the top of fan through the down rod (H). Slide the upper canopy (I) on the down rod (H) so that large opening is facing upwards to the ceiling. (Fig. 3)

5. Set down rod (H) onto the motor shaft (Fig. 4a), or into the motor mount ring (M) (Fig. 4b), depending on the model you purchased. Replace the straight pin (F) through both the holes of down rod (H) and motor mount ring (M) or motor shaft, and insert the cotter pin (G) through the straight pin (F).

Fig. 4a

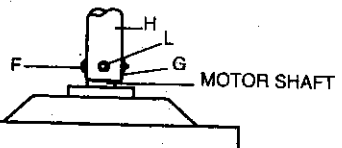
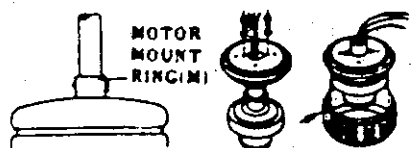
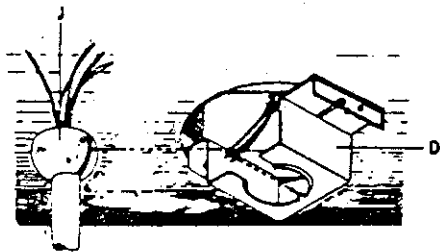


Fig. 4b



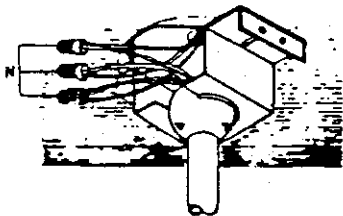
- Tighten the down rod set screw (L) located on the side of the end of down rod (H).
- Insert the universal hang ball (J) into the hanging bracket (D) opening and hang the fan body firmly. Please note the pin opposite the hanging bracket (D) opening must fit in the slot on the universal hang ball (J). (Fig. 5)

Fig. 5



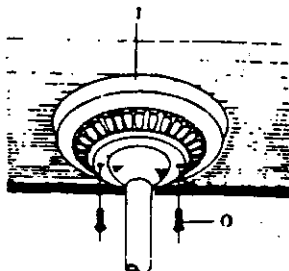
- Connect fan wires to the ceiling wires: white (fan lead) to white (power source), black (fan lead) to black (power source), green (from fan) to green or bare grounding conductor of power source. Cap the wires with the wire nuts (N) provided. (Fig. 6) After splices have been made, turn upwards and carefully push into outlet box with green and white leads on oneside, black and blue lead on the other side of the outlet box. Please note the blue wire is a separate circuit for light kit use; consult page 6 & 7 to provide details on it's use.

Fig. 6



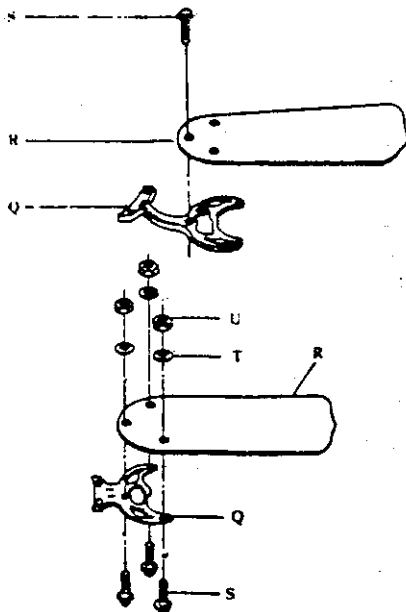
- Tuck the spliced wire ends carefully into the ceiling outlet box and slide the upper canopy (I) up tightly to the ceiling and set the screws (O). (Fig. 7)

Fig. 7



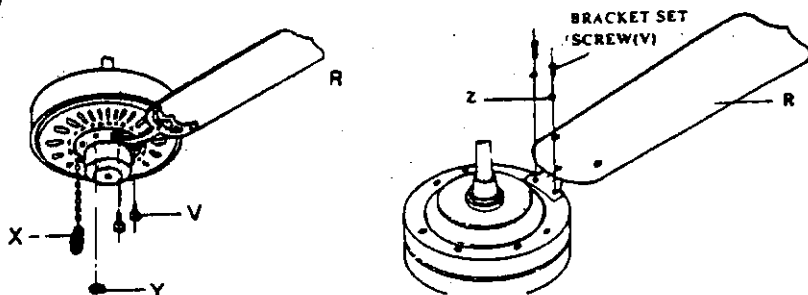
- Attach blade brackets (Q) to blades (R) with screws (S) (and the three washers (T) and nuts "U", depending on the model you purchased.) provided and fasten securely. (Fig. 8)

Fig. 8



- Install blades (R) to fan motor using the two screws (V), (and fiber washer (Z), depending on the model you purchased) provided and fasten securely. Please take off the motor solid rubber (Y) when installation, only for avoid transportation damage. (Fig. 9)

Fig. 9

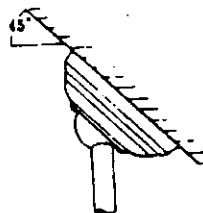


- 12 Attach the tassel or fol (X) to the pull chain on the switch housing.
13. Turn on the power. The 3 speed pull chain switch has four positions:
  - 1) Pull: ON — — — high speed
  - 2) Pull again: ON — — — medium speed
  - 3) Pull again: ON — — — low speed
  - 4) Pull again: FAN OFFThe small slide switch on the side of the housing controls the airflow direction of upward and downward.
- 14 Light Kit. Pull: on; pull again: off

## CATHEDRAL OR VAULTED CEILING INSTALLATIONS

Your Ceiling Fan may be installed on a cathedral or vaulted ceiling with an existing ceiling outlet box in the same manner as described for a flat ceiling. (Fig 10) With the universal mounting system, it is possible to hang your fan on a sloped ceiling up to a 45° angle.

Fig. 10



## USING A CEILING FAN SWAG KIT

If there is no power source or ceiling outlet box on your ceiling and you do not wish to install a new supply source, a UL listed swag kit intended for ceiling suspended fan can solve the problem. No interior wiring from the power source to the fan location is necessary. Carefully follow the instructions provided with swag kit. The UL listed swag kit accessory shall be marked for use with this fan.

## INSTALLING A NEW OUTLET FOR YOUR FAN

If you do not wish to use a Swag Kit or do not have an existing fixture located where you wish to place your ceiling fan, a new ceiling outlet box must be installed and an electrical cable run through it. It is recommended that this work be done by a qualified or licensed electrician.

## USING AN EXTENSION DOWN ROD FOR YOUR FAN

In some locations it may be necessary to hang your ceiling fan at a greater distance from the ceiling than the standard down rod permits. Slanted ceilings, for instance, usually require the use of extension down rod due to the fan blade clearance problems encountered. Higher ceilings also need extension down rod to either satisfy lighting requirements, if the light assembly is used, or to achieve aesthetic balance in the room.

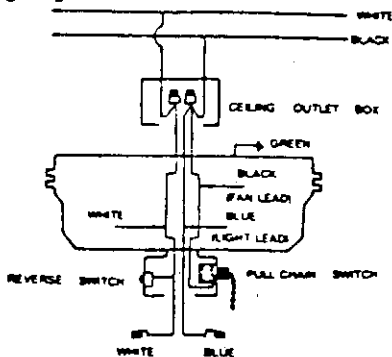
Be sure that your ceiling fan is mounted with the blades at least 7' from the floor.

### PROVIDE SUITABLE WIRING (OPTIONAL WIRING METHODS):

**CAUTION:** To avoid possible electrical shock, be sure electricity is turned off at the main switch before wiring. All wiring must be in accordance with national and local electrical codes and the ceiling fan must be grounded as a precaution against possible electrical shock.

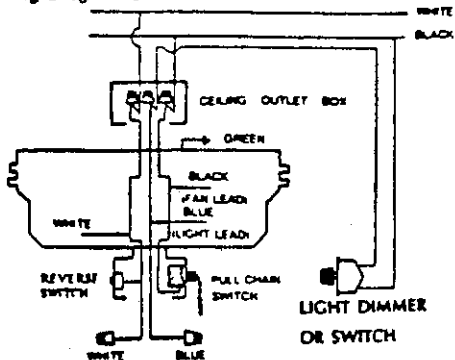
Your ceiling fan has been designed to provide several methods of control. Choose the most suitable one from the following descriptions and provide wiring in accordance with the appropriate wiring diagram. If you install a new wall switch, follow the wall switch installation instructions.

Wiring Diagram 1



(TO LIGHT KIT: OPTIONAL)

Wiring Diagram 2



(TO LIGHT KIT: OPTIONAL)

#### Method 1:

For control of fan and optional light fixture from fan location. Your ceiling fan has a 3 speed pull chain control, factory installed in the switch housing below the fan, for conventional fan control. For this method use wiring diagram 1 and follow the instructions provided with the UL listed light kit accessory. The light kit should be marked suitable for use with this fan.

#### Method 2:

For Light switch, use UL listed general use switch or dimmer only.

For control of light only from light dimmer or wall switch. To control the fan with the factory installed speed control, but with a separate wall switch for your ceiling fan lights, use wiring diagram 2, and use the following steps:

1. Connect white wire (fan lead) to the white power source wire
2. Connect the black (fan lead) wire with black (power source) wire;
3. Connect black (power source) wire with the wire of wall switch control;
4. Connect blue wire (light lead) with the other wire of wall switch control;
5. Connect the green wire to the green wire or bare grounding conductor of power source.

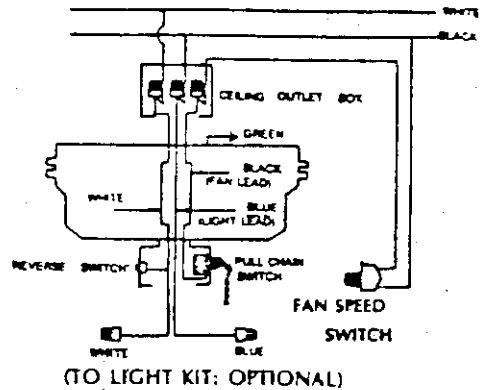
### Method 3:

For motor control switch use UL Listed general use switch only. For motor control by a speed control use UL classified fan speed control marked for use with this fan.

For control of fan from wall switch or speed control. To control the fan with wall switch or dimmer, but the optional light kit (if used) to be controlled by the light kit pull chain switch, use wire diagram 3, and use the following steps:

1. Connect white (fan lead) wire to the white (power source) wire.
2. Connect blue (light lead) wire with Black (power source) wire.
3. Connect black (fan lead) wire with the wire of wall switch control.
4. Connect black Wire (power source) to the other wire of wall switch control;
5. Connect the green wire to the green or bare grounding conductor or power source.
6. Put the fan pull chain speed control at the highest speed. Please use standard single switch box and plate for mounting speed control in wall.

Wiring Diagram 3



### Method 4:

See method 2 & 3 for information concerning proper switch controls.

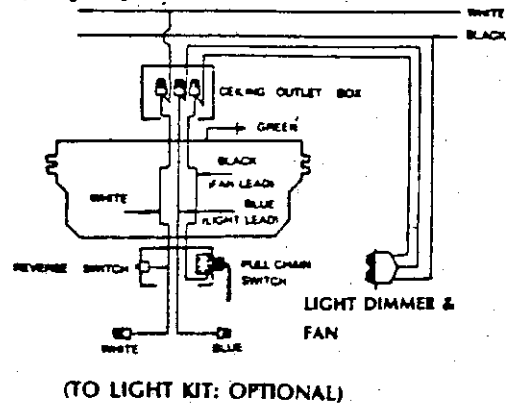
For control of both fan and light from wall switch.

For complete wall control of both the fan and optional ceiling fan light kit, use wiring diagram 4, and use the following steps:

1. Connect white wire (fan lead) to the white wire (power source);
2. Connect wall control common wire to the colored wire (power source);
3. Connect black (fan lead) wire with the wire of wall switch fan speed control;
4. Connect blue (light lead) wire with the wire of wall switch light dimmer control;
5. Connect the green ground wire to the green wire.

You can use two gang switch box and control.

Wiring Diagram 4



## MAINTENANCE

Your ceiling fan is designed to be virtually carefree. The bearings are sealed, so they require absolutely no servicing, lubrication, or maintenance of any kind. Periodic surface cleaning is the only maintenance needed. A soft brush of lint-free cloth should be used to prevent scratching the finish. Never use solvents, harsh detergents or abrasive cleaning agents which can damage the finish. Occasionally, a light coat of furniture polish may be applied to the wood blades for added protection. Polish will also enhance their beauty.

Do not allow the motor to get wet. Excess water introduces the possibility of electrical shock and could lead to blade warpage.

Be sure the fan is switched off before cleaning it.

## LIGHT KITS

### Selection:

Use UL listed light kit accessory marked for use with ceiling suspended fans.

Single, four and five bulb light kits are available for your selection to match your fan. Your local dealer can help you select the best light kit for your lighting needs.

- Single light bulb kits permit up to 100 Watts of illumination.
- Three light bulb kits permit up to 180 Watts of illumination that is three 60 Watt bulbs may be used.
- Four light bulb kits permit up to 240 Watts of illumination that is four 60 Watt bulbs may be used.
- Five light bulb kits permit up to 340 Watts of illumination that is one 100 Watt bulb for the central light and four 60 Watt bulbs for the outside lights may be used.

### Installation:

Full installation instructions are supplied with each light kit. Follow these instructions carefully for proper installation and wiring connections. As always, be certain that the electricity is turned off at the fuse box or circuit breaker before installing the light kit. "CAUTION—RISK OF ELECTRIC SHOCK"

WARNING—TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT USE THIS FAN WITH ANY SOLID-STATE SPEED CONTROL DEVICE.

WARNING—TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT 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.

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.