

# Olympia™

A Kichler® Décor™ ceiling fan

Designed to coordinate with a popular Kichler Lighting collection.



Includes our new  
CoolTouch™ Control System  
Looks permanent, but goes wherever you go!  
U.S. Patent Pending

**KICHLER**® SINCE 1938  
CEILING FANS 

Kichler® Lighting  
7711 East Pleasant Valley Road  
P.O. Box 318010  
Cleveland, Ohio 44131-8010

Customer Service  
866.558.5706  
8:30 AM to 5:00 PM EST,  
Monday - Friday

Instruction Manual

**KICHLER**® SINCE 1938  
CEILING FANS 

## 1. SAFETY RULES

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. 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.
3. **WARNING:** To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device.
4. **WARNING:** To reduce the risk of personal injury, use only the two steel screws (and lock washers) provided with the outlet box for mounting to 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.
5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only CUL Listed outlet boxes marked "FOR FAN SUPPORT".
6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.
7. To operate the reverse function on this fan, press the reverse button while the fan is running.
8. Avoid placing objects in the path of the blades.
9. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
10. 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.
11. 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-grounding conductor on one side of the outlet box.
12. Electrical diagrams are reference only. Light kits that are not packed with the fan must be CUL Listed and marked suitable for use with the model fan you are installing. Switches must be CUL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.

### **WARNING**

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED "ACCEPTABLE FOR FAN SUPPORT".

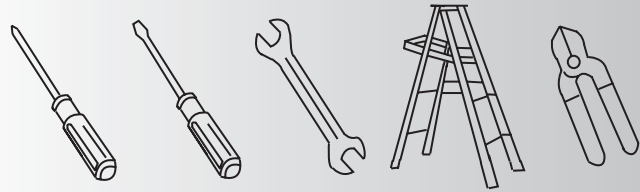
**NOTE:** SUITABLE FOR USE WITH SOLID-STATE SPEED CONTROLS.

### **WARNING**

TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS FLANGES) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

## 2. TOOLS AND MATERIALS REQUIRED

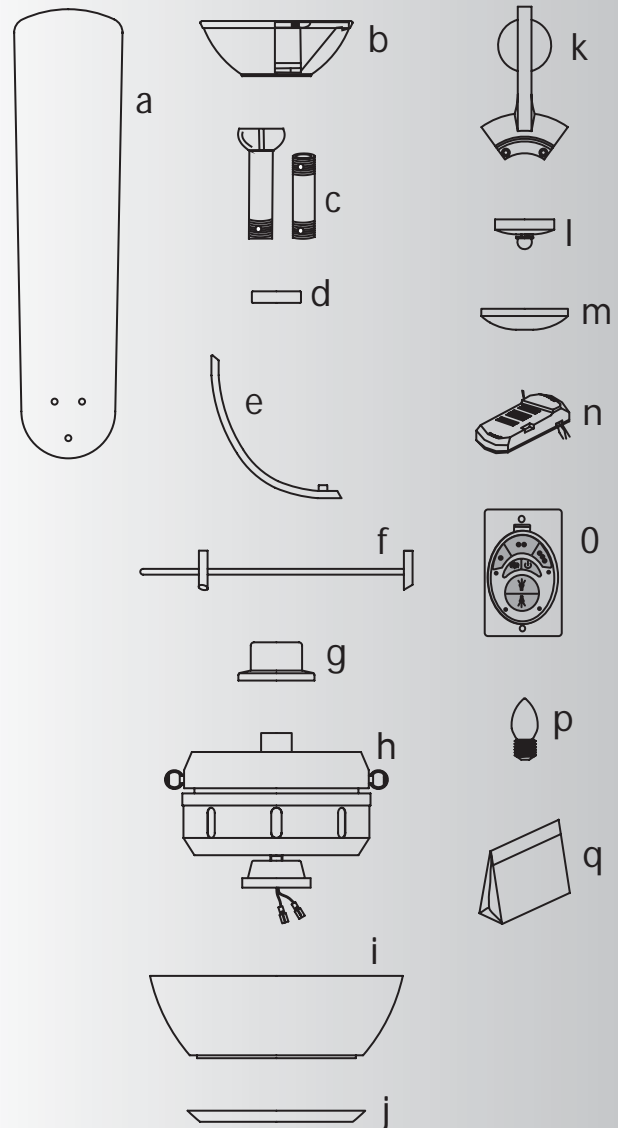
- Philips screw driver
- Blade screw driver
- 11 mm wrench
- Step ladder
- Wire cutters



## 3. PACKAGE CONTENTS

Unpack your fan and check the contents. You should have the following items:

- a. Fan blades (5)
- b. Hanger bracket and canopy
- c. Ball/downrod assembly (1) & extra downrod (1)
- d. Decorative scroll holder
- e. Decorative scroll arms (3)
- f. Decorative scroll ring
- g. Coupling cover
- h. Fan motor assembly
- i. Glass housing
- j. Glass housing plate
- k. Set of blades brackets (5)
- l. Metal holder
- m. Metal cover
- n. Receiver+7 wire nuts
- o. CoolTouch™ Control System
- p. 15 Watt candelabra bulbs (6)
- q. Part bag contents
  - 1) Mounting hardware : wood screws (2), flat washers (2), star washers (2), wire nuts (3)
  - 2) Blade attachment hardware: screws (17), washers (17), fiber washers (17)
  - 3) Blade brackets hardware: screws (12)
  - 4) Safety cable hardware: wood screw, lock washer, flat washer
  - 5) Balance Kit



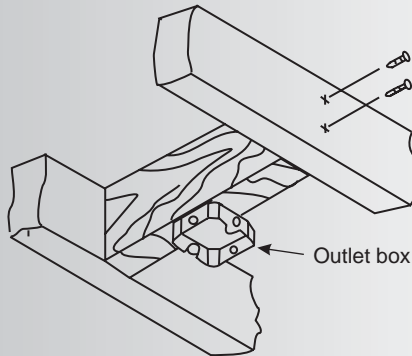


Fig. 1

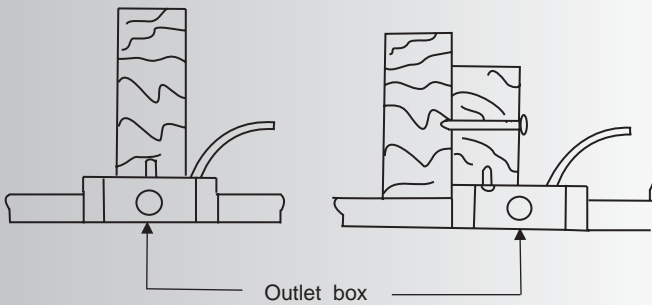


Fig. 2

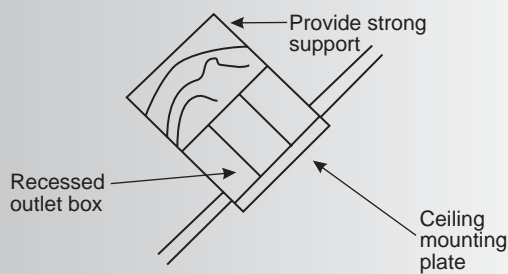


Fig. 3

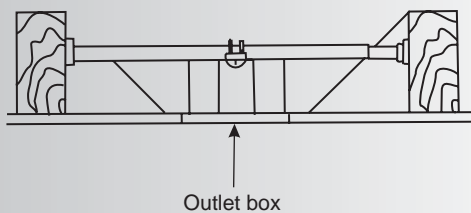


Fig. 4

## 4. MOUNTING OPTIONS

If there isn't an existing UL (CUL for Canadian Installation) listed mounting box, then read the following instructions. 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 1,2 and 3 are examples of different ways to mount the outlet box.

**NOTE:** You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. (Fig. 3)

To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Fig 4.

## 5. HANGING THE FAN

REMEMBER to turn off the power. Follow the steps below to hang your fan properly:

Step 1. Remove the decorative canopy bottom cover from the canopy by turning the cover counter clockwise. (Fig. 5)

Step 2. Remove the hanger bracket from the canopy by loosening the two screws on the bottom of the hanging bracket. Turn the canopy counterclockwise and remove. (Fig. 5)

Step 3. Secure the hanger bracket to the ceiling outlet box using screws and washers included with your outlet box. (Fig. 6)

Step 4. Attach the decorative scroll arms to the decorative scroll holder and the motor top plate with the screws provided. (Fig. 7)

Step 5. Remove hanger ball from downrod assembly by loosening set screws, removing the cross pin, and sliding ball off rod. (Fig. 8)

Step 6. Loosen the two set screws and remove the hitch pin and lock pin from the top coupling of the motor assembly. (Fig. 9)

Step 7. Carefully feed the fan wires up through the downrod. Thread the downrod into the coupling until the Hitch pin holes are aligned. Next, replace the lock clip and hitch pin then tighten the set screws. (Fig. 9)

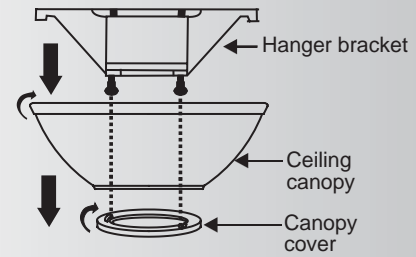


Fig. 5

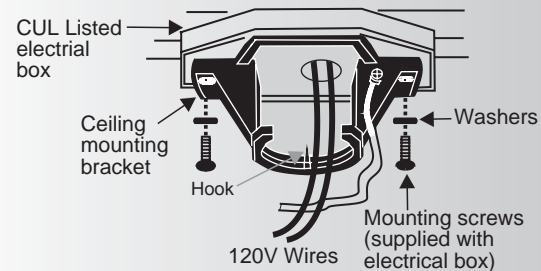


Fig. 6

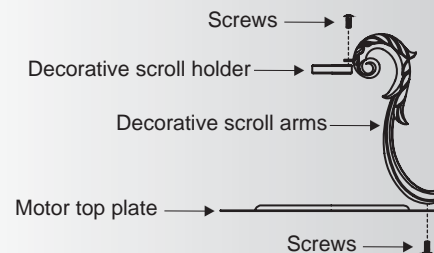


Fig. 7

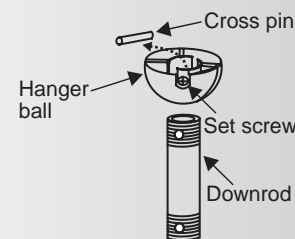


Fig. 8

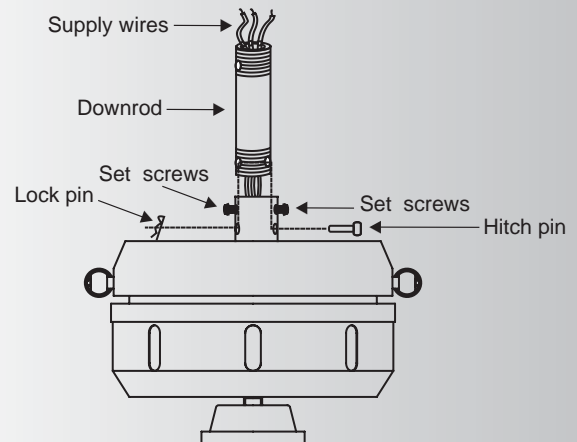
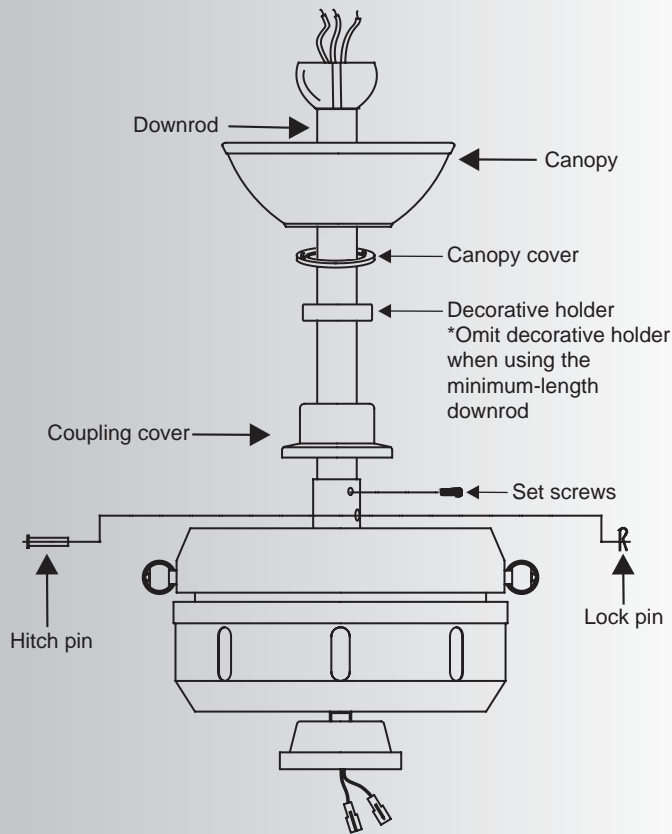
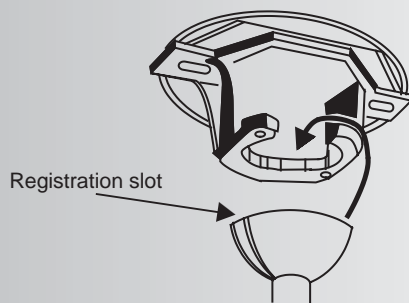


Fig. 9


**Fig. 10**

**Fig. 11**

Step 7. Slip coupling cover, decorative holder, canopy cover and canopy onto downrod. Carefully reinstall hanger ball onto rod being sure that cross pin is in correct position, the set screw on hanger ball is tight and wires are not twisted. (Fig. 10)

Step 8. Now lift the motor assembly into position and place the hanger ball into the hanger bracket. Rotate until the "Check Tab" has dropped into the "Registration Slot" and seats firmly. (Fig. 11). The entire motor assembly should not rotate if this is done correctly.

## 6. INSTALLATION OF SAFETY SUPPORT (for Canadian Installation ONLY)

An additional safety support is provided to prevent the fan from falling. Secure the safety cable to the ceiling joist with screw and washer, as illustrated in Figure 12.

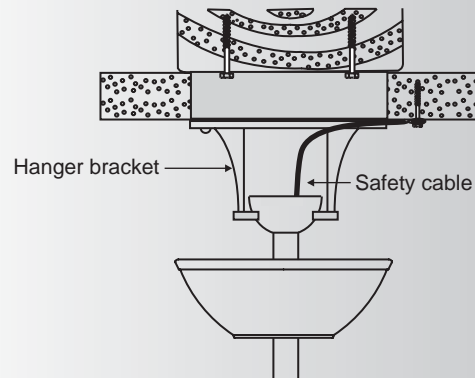


Fig. 12

## 7. MAKE THE ELECTRIC CONNECTIONS

**WARNING:** To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

**NOTE:** The CoolTouch™ control system is equipped with 16 code combinations to prevent possible interference from or to other remote units. The frequency switches on your receiver and transmitter have been preset at the factory. Please recheck to make sure the switches on transmitter and receiver are set to the same position, any combination of settings will operate the fan as long as the transmitter and receiver are set to the same position. (Fig. 13)

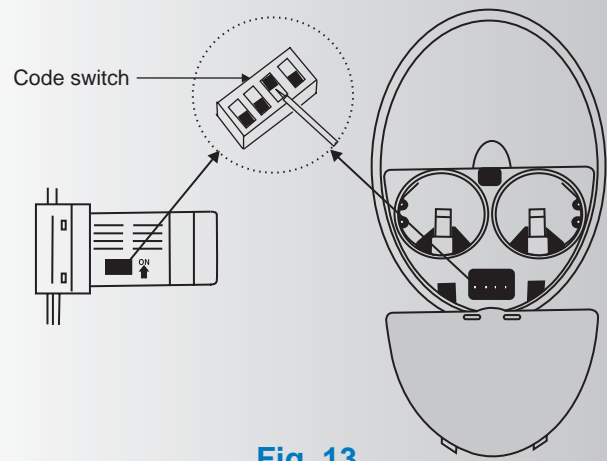


Fig. 13

Step 1. (Fig. 14) Insert the receiver into the mounting bracket with the flat side of the receiver facing the ceiling.

Step 2. (Fig. 15) Motor to receiver electrical connections: Connect the black wire from the fan to black wire marked "TO MOTOR L". Connect the white wire from the fan to the white wire marked "TO MOTOR N" from the receiver. Connect the blue wire from the fan to the blue wire marked "For bottom Light" from the receiver. Connect the orange wire from fan to the orange wire from receiver marked "For Upper Light". Secure wire connections with the plastic wire nuts provided.

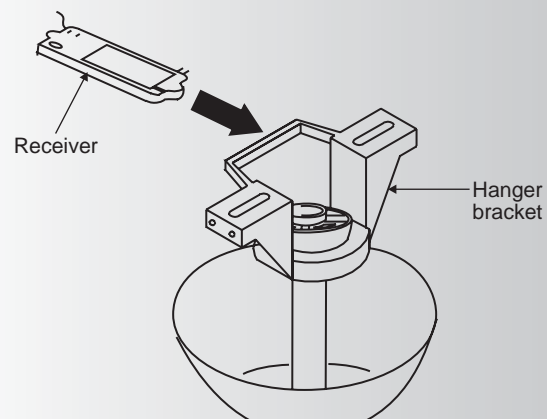
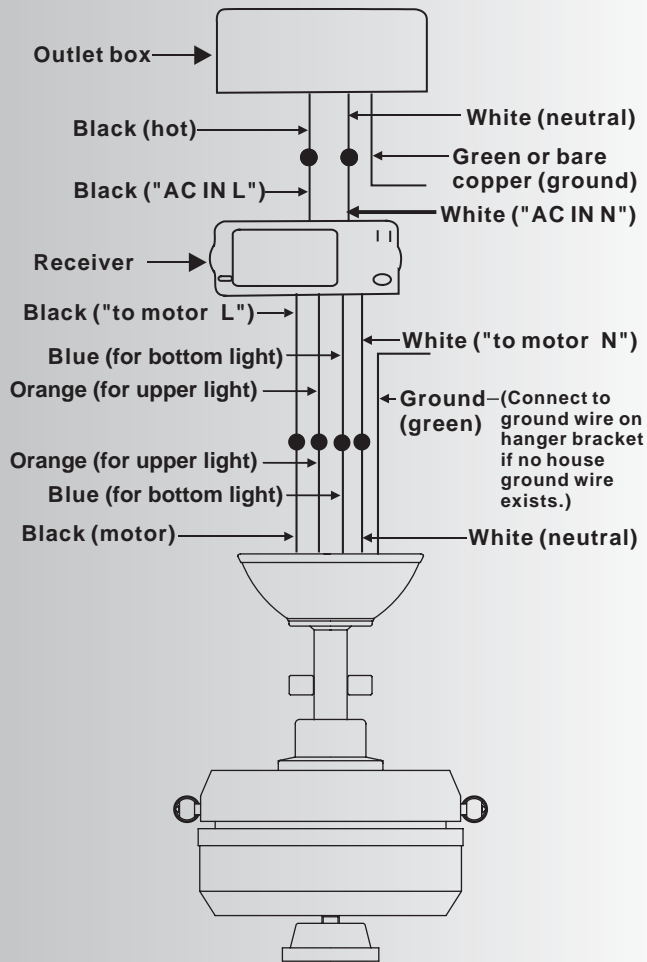
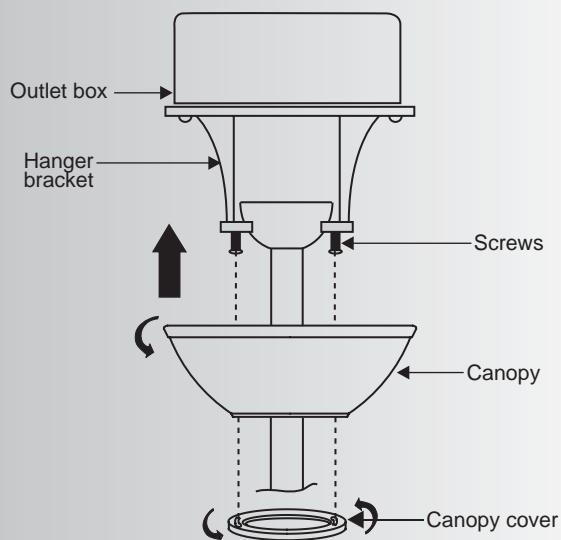


Fig. 14


**Fig. 15**

**Fig. 16**

Step 3. (Fig. 15) Receiver to House Supply Wires Electrical Connections: Connect the black (hot) wire from the ceiling to the black wire marked "AC in L" from the receiver. Connect the white (neutral) wire from the ceiling to the white wire marked "AC in N" from the Receiver. Secure the wire connections with the plastic wire nuts provided.

Step 4. (Fig. 15) If your outlet box has a ground wire (green or bare copper) connect it to the fan ground wires; otherwise connect the hanging bracket ground wire to the mounting bracket. Secure the wire connection with a plastic nut provided. After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and black and blue wires are on the other side. Carefully tuck the wire connections up into the outlet box.

**Note:** Fan must be installed at a maximum distance of 30 feet from the CoolTouch™ Remote Transmitter for optimal signal transmission between the transmitter and the fan's receiving unit

## 8. FINISHING THE INSTALLATION

Step 1. Tuck connections neatly into ceiling outlet box.

Step 2. Slide the canopy up to ceiling and over the two screws on hanger bracket. Rotate canopy clockwise, next, while holding the canopy with one hand, slide the canopy cover over the screws and rotate clockwise until tight. **NOTE:** adjust the canopy screws as necessary until the canopy and canopy cover are snug. (Fig.15)

**Warning:** Make sure the "Check Tab" at the bottom of the hanger bracket is properly seated in the "Registration Slot" on the side of the hanger ball before attaching the canopy to the bracket. Failure to properly seat the "Check Tab" could damage the electrical wires when to ceiling fan blade direction is changed while the fan is running.



## 9. ATTACHING THE GLASS HOUSING

1. Install 6 , 15W candelabra bulbs (included).
2. Remove 1 of the 4 screws from the bottom of the motor housing and loosen the other 3 screws (Do not remove). (Fig. 17)
3. Raise and hold the glass housing close to the motor, place the key holes on the glass housing plate over the 3 screws previously loosened from the motor housing, turn glass housing plate until it locks in place at the narrow section of the key holes. Secure by tightening the 3 screws previously loosened and the one previously removed. (Fig. 17)

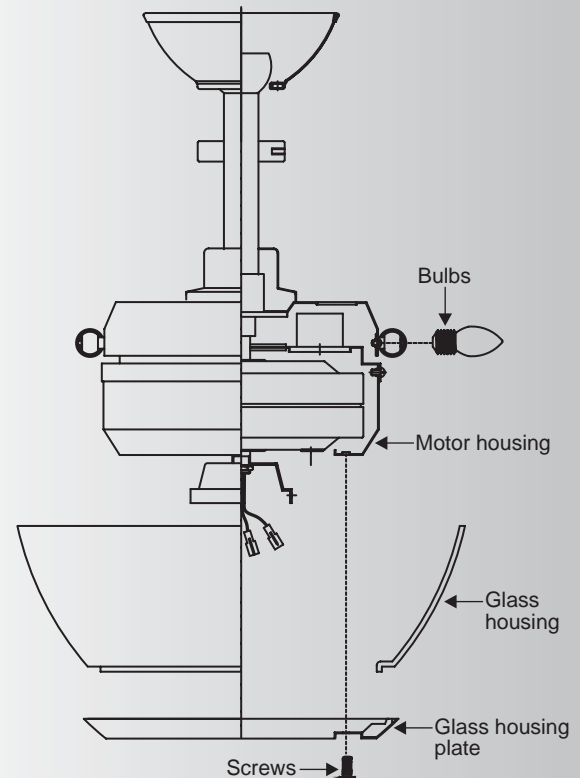


Fig. 17

## 10. ATTACHING THE DECORATIVE SCROLL

1. Remove all of the thumb screws on the decorative scroll holder. Place one of the decorative scroll arms on the decorative scroll holder and replace the thumb screw. Repeat this procedure for each of the decorative scroll arms. (Fig. 18).
2. Remove all the screws on the decorative scroll ring. Place on of the decorative scroll arms on the decorative ring and replace the screw. Repeat this procedure for each of the decorative scroll arms. (Fig. 18).
3. Adjust the height of the complete decorative scroll assembly until the bottom decorative ring is just below (1 inch) the top of the housing glass and then tighten the set screws on the decorative scroll holder. (Fig.18).

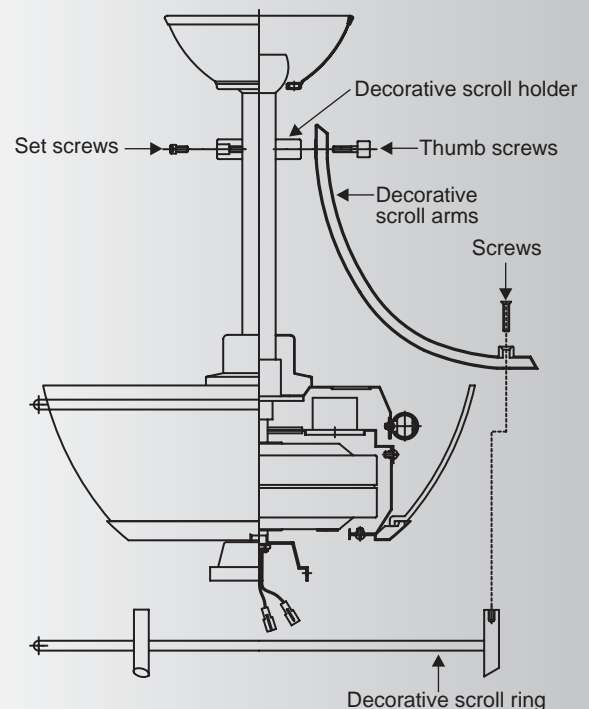
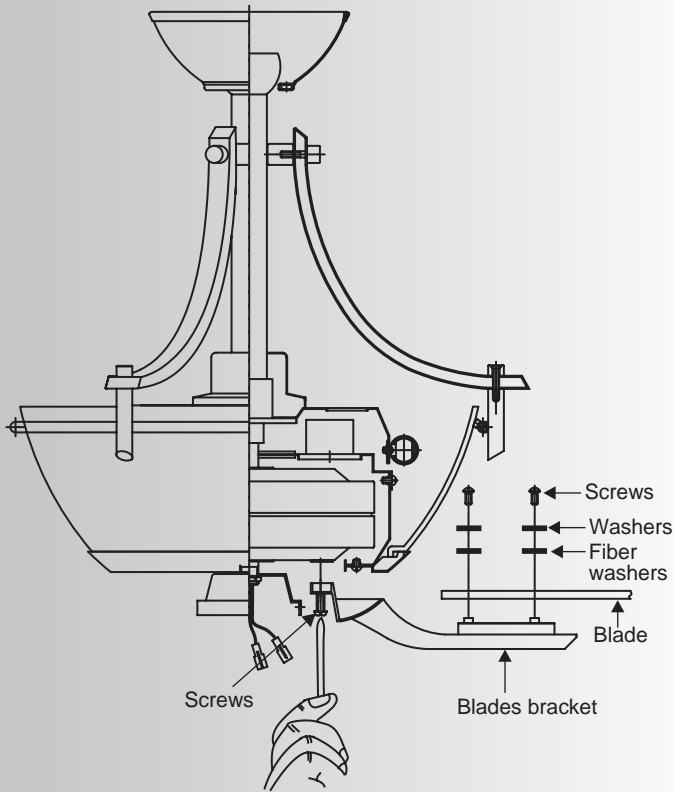


Fig. 18

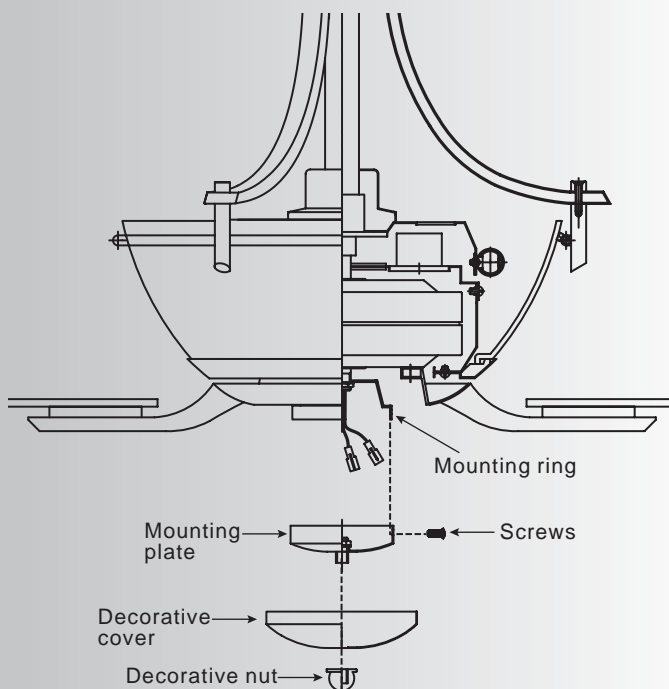

**Fig. 19**

## 11. ATTACHING THE FAN BLADES

Step 1 Attach the blade to the blade bracket using the screws, washers and fiber washers as shown in Figure 19. Start screw into bracket. Repeat for the two remaining screws.

Step 2 Make sure the blade is straight and tighten each screw.

Step 3 Fasten blade assembly to motor using "Pre-Installed" mounting screws in the blade bracket


**Fig. 20**

## 12. INSTALLING THE DECORATIVE COVER

1. Install the mounting plate to the mounting ring with 3 screws provided. (Fig. 20)

2. Remove the decorative nut from the mounting plate. Place the decorative cover to the mounting plate and secure by tightening the decorative nut. (Fig. 20)

### 13. INSTALLING THE BATTERY

Install 2, 3 volt (#2032) batteries included with the CoolTouch™ Control System. (Fig. 21)

**Note:** To prevent damage to the transmitter, remove these batteries if not used for long periods of time (months).

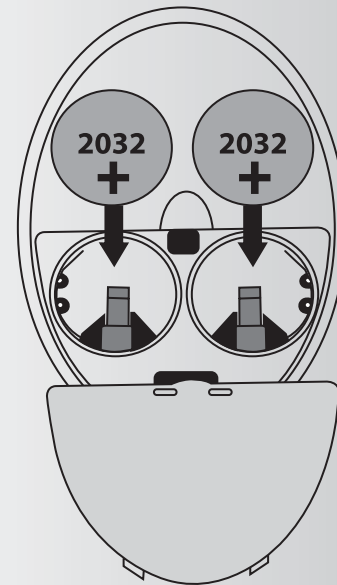


Fig. 21

### 14. OPERATING INSTRUCTIONS

Restore power to ceiling fan and test for proper operation.

- A. ●, ●●, and ●●● buttons:  
 These three buttons are used to set the fan speed as follows:  
 ● = high speed  
 ●● = medium speed  
 ●●● = low speed
- B. ⏻ button:  
 This button turns the fan off.
- C. The "💡" and "💡" button:  
 The "💡" button turns the upper light ON or OFF and also controls the brightness setting. The "💡" button turns the bottom light ON or OFF. Press and hold the button to set the desired brightness. The light key has an auto-resume, it will stay at the same brightness as the last time it was turned off.
- D. The "↻" button is used to set the fan forward or reverse, press the button forward (for warm weather) or reverse (for cool weather).

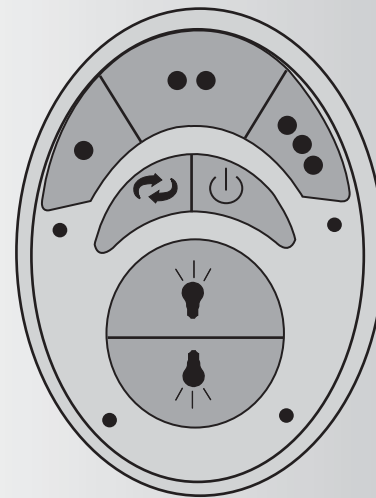
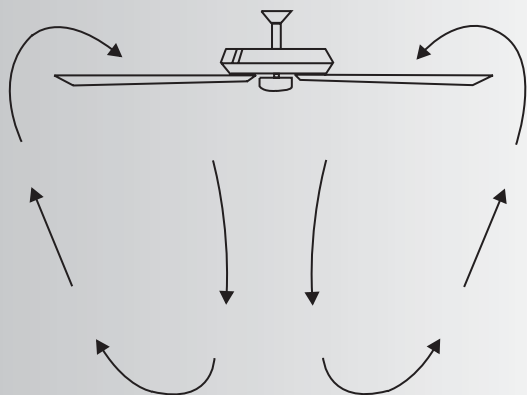
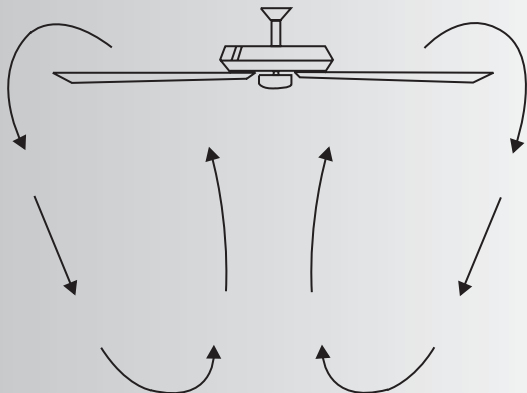


Fig. 22

**Fig. 23****Fig. 24**

Speed settings for warm or cool weather depend on factors such as the room size. Ceiling height, number of fans and so on.

**NOTE:** To operate the reverse function on this fan, press the reverse button while the fan is running.

Warm weather-(Forward) A downward airflow creates a cooling effect as shown in Fig. 23. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool weather - (Reverse) An upward airflow moves warm air off the ceiling area as shown in Fig. 24. This allows you to set your heating unit on a cooler setting without affecting your comfort.

## 15. INSTALLING THE COOLTOUCH™ CONTROL SYSTEM WALL PLATE

To install the CoolTouch™ control system wall plate, you can select the following locations to fulfill your wall plate installation:

### 1. Using the existing wall outlet box:

Step 1. Remove the existing wall plate and the old switch from the wall outlet box. Wire nut the BLACK leads (hot) together and push back inside the outlet box. (Fig. 25)

Step 2. Install the CoolTouch™ wall plate to the existing wall outlet box with 2 screws provided. (Fig. 26)

### 2. Install on flat wall:

Place the CoolTouch™ wall plate on a flat wall using the wall anchors and 2 wood screws provided.

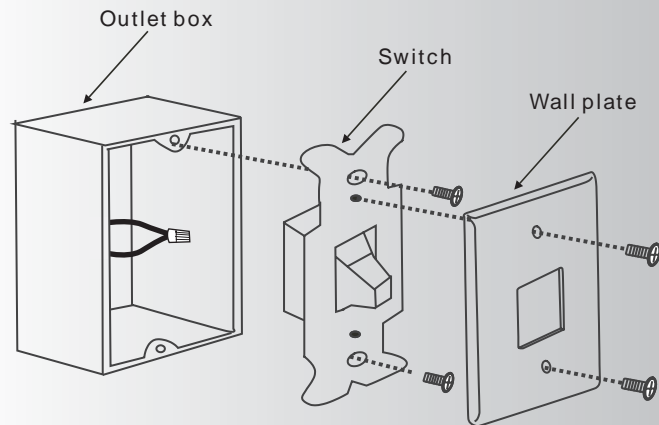


Fig. 25

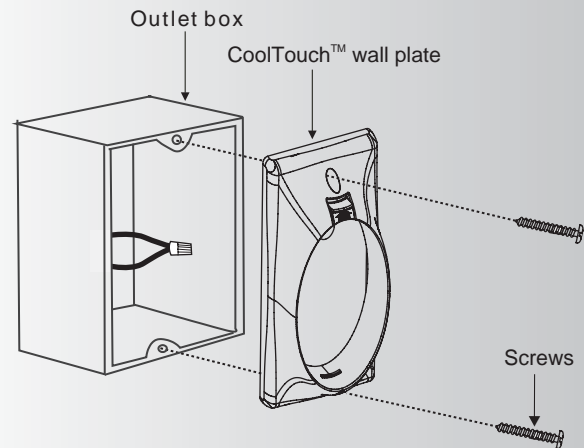


Fig. 26

## 16. INSTALLING THE TRANSMITTER

1. To place the transmitter in the wall plate, put the bottom end in first and then press the top into the wall plate. The transmitter is now held in the wall plate and will function from here. (Fig. 27)

2. To remove the transmitter from the wall plate, push the release button and the transmitter will fall into your hand.

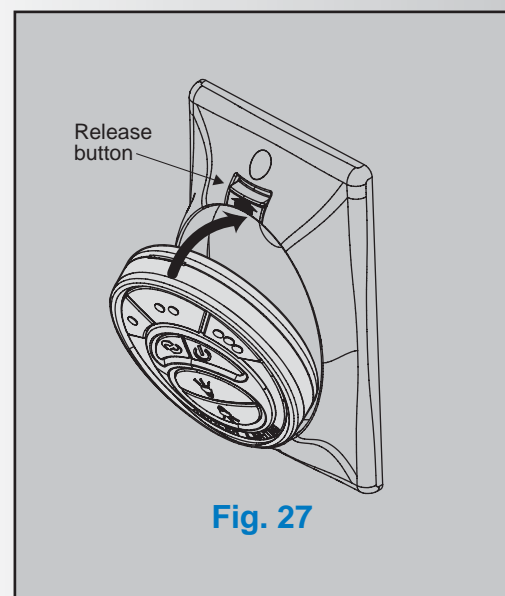


Fig. 27

## 17. TROUBLESHOOTING

Problem	Solution
Fan will not start.	<ol style="list-style-type: none"> <li>1. Check circuit fuses or breakers.</li> <li>2. Check line wire connections to the fan and switch wire connections in the switch housing. <b>CAUTION:</b> Make sure main power is off.</li> <li>3. Check to make sure the dip switches from the transmitter and receiver are set to the same frequency.</li> <li>4. Check to make sure the batteries are installed properly, (Positive + side facing out)</li> <li>5. Check to make sure the batteries are not dead.</li> </ol>
Fan sounds noisy.	<ol style="list-style-type: none"> <li>1. Make sure all motor housing screws are snug.</li> <li>2. Make sure the screws that attach the fan blade bracket to the motor hub is tight.</li> <li>3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. <b>CAUTION:</b> Make sure main power is off.</li> <li>4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time.</li> <li>5. If using an optional light kit, make sure the screws securing the glassware are tight. Check that light bulb is also secure.</li> <li>6. Do not connect the fan with wall mounted variable speed control(s).</li> <li>7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.</li> </ol>
Fan wobble.	<ol style="list-style-type: none"> <li>1. Check that all blade and blade arm screws are secure.</li> <li>2. Most fan wobbling problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure this distance. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within 1/8".</li> <li>3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable.</li> <li>4. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.</li> </ol>
Remote control malfunction.	<ol style="list-style-type: none"> <li>1. Do not connect the fan with wall mounted variable speed control(s).</li> <li>2. Make sure the dip switches are set correctly.</li> </ol>

## 18. SPECIFICATIONS

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
60"	Low	120	Xxx	Xx	Xx	Xxxx	Xx kgs	Xx kgs	xxx'
	Medium	120							
	High	120							

These are approximate measures. They do not include Amps and Wattage used by the light kit.