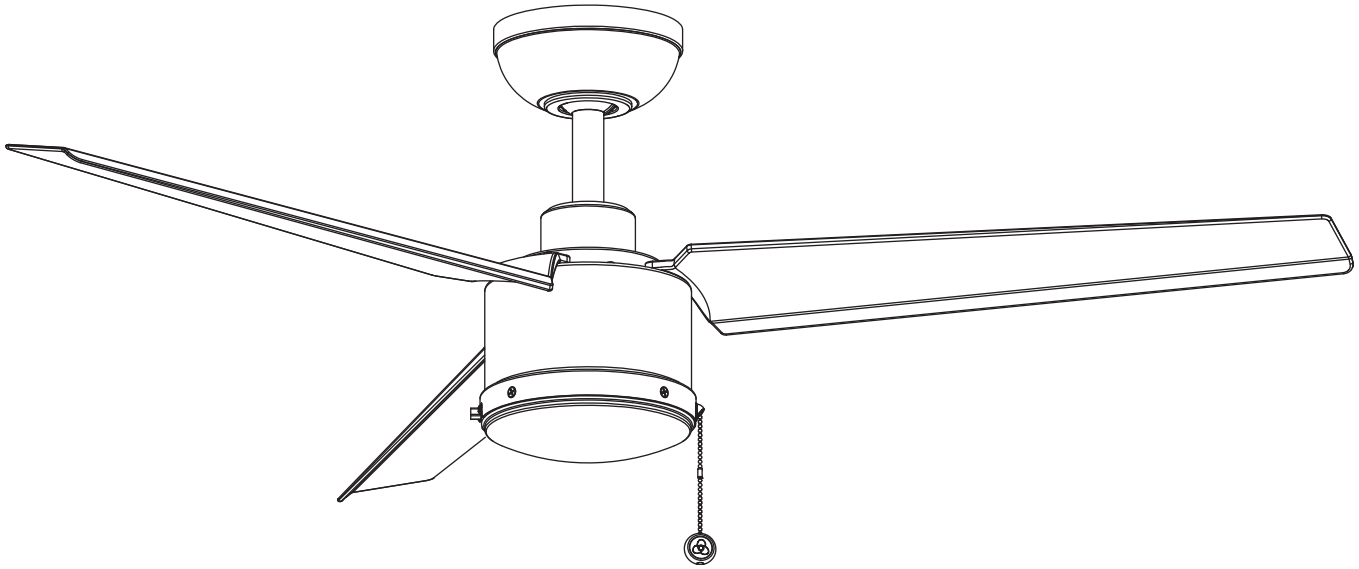
FANIMATION®
SHOWROOM COLLECTION

PC/DC™ NL CEILING FAN

MODEL #FPD7617**

Español p. 21



ATTACH YOUR RECEIPT HERE AND REGISTER YOUR FAN AT FANIMATION.COM
READ AND SAVE THESE INSTRUCTIONS

ENERGY STAR

Date Code _____ **Purchase Date** _____ Net Weight 13.23 lbs (6.00 kgs)

For best and quickest service please provide date code. You can find the date code on the carton or top of fan housing.

Questions, problems, missing parts? Before returning to your retailer, call our customer service department at 1-888-567-2055, 8 a.m.-5 p.m., EST, Monday-Friday.

Important Safety Instructions

WARNING: To avoid fire, shock and serious personal injury, follow these instructions.

1. Read your owner's manual and safety information before installing your new fan. Review the accompanying assembly diagrams.
2. Before servicing or cleaning unit, switch power off at service panel and lock service panel disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.
3. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
4. Do not insert anything into the fan blades while the fan is operating.
5. Do not operate reversing switch until fan blades have come to a complete stop.
6. The appliance is not intended for use by young children or infirm persons without supervision. Young children should be supervised to ensure that they do not play with the appliance.

Additional Safety Instructions

1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
2. All wiring and installation procedures must satisfy National Electrical Codes (ANSI/ NFPA 70) and Local Codes. The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
3. The fan base must be securely mounted and capable of reliably supporting at least 35 lbs. See page 5 of owner's manual for support requirements. Consult a qualified electrician if in doubt.
4. The fan must be mounted with the fan blades at least 7 feet from the floor to prevent accidental contact with the fan blades.
5. Follow the recommended instructions for the proper method of wiring your ceiling fan. If you do not have adequate electrical knowledge or experience, have your fan installed by licensed electrician.
6. Use only with light kits marked suitable for use in wet locations.
7. This fan is to be used in wet locations.

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

WARNING: This product is designed to use only those parts supplied with this product and/or accessories designated specifically for use with this product. Using parts and/or accessories not designated for use with this product could result in personal injury or property damage.

WARNING: To reduce the risk of personal injury, do not bend the blade when installing the fan blades, balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

WARNING: Mount to an outlet box marked acceptable for fan support of 15.9 kg (35 lbs) or Less.

LIMITED LIFETIME WARRANTY

Extends to the original purchaser of a Fanimation fan from an authorized Fanimation dealer/retailer only

1. LIMITED LIFETIME MOTOR WARRANTY - If any part of your fan motor fails, due to a defect in materials or workmanship during the lifetime of the original purchaser, Fanimation will provide the replacement part free of charge, when the defective fan is returned to our national service center. Proof of purchase is required. Customer shall be responsible for all costs incurred in the removal or reinstallation and shipping of the product for repairs or replacement.

2. ONE YEAR MOTOR LABOR WARRANTY - If your fan motor fails at any time within one year from the original purchase, due to defects in materials or workmanship, labor to repair the motor will be provided free of charge at our national service center. Purchaser will be responsible for labor charges after this one-year period. Customer shall be responsible for all costs incurred in the removal or reinstallation and shipping of the product for repairs or replacement.

3. If any other part of your fan fails at any time within three years after original purchase, due to a defect in materials or workmanship, we will repair, or replace, at our option, the defective part free of charge for parts and labor performed at our national service center.

4. Because of varying climate conditions, this warranty does not cover changes in the finish, including rusting, pitting, corroding, tarnishing, or peeling.

5. This warranty is void and does not apply to damage from improper installation, neglect, accident, misuse, exposure to extremes of heat or humidity, or as a result of any modification to the original product.

6. All costs of removal and reinstallation of the fan are the sole responsibility of the owner of the fan and not the store that sold the fan or Fanimation.

7. Fanimation reserves the right to modify or discontinue any product at any time and may substitute any part under this warranty.

8. Under no circumstances may a fan be returned without prior authorization from Fanimation. The receipt of purchase must accompany authorized returns and must be sent freight prepaid to Fanimation. The fan to be returned must be properly packed to avoid damage in transit; Fanimation will not be responsible for any damage resulting from improper packaging.

9. It is understood that any repair or replacement is the exclusive remedy available from Fanimation. There is no other expressed or implied warranty. Fanimation hereby disclaims any and all implied warranties, including, but not limited to those of merchantability and fitness for a particular purpose to the extent permitted by law. Some states do not allow limitations on implied warranties. Fanimation will not be liable for incidental, consequential, or special damages arising out of or in conjunction with product use or performance, except as may otherwise be accorded by law. This warranty gives you special legal rights and you may also have other rights that vary from state to state.

10. A certain amount of wobble is normal and should not be considered a problem or a defect.

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This manual is designed to make it as easy as possible for you to assemble, install, operate and maintain your ceiling fan

Tools Needed for Assembly (Not Included)

- One Phillips head screwdriver
- One ¼″ blade screwdriver
- One stepladder
- One wire stripper

⚠ WARNING

Before assembling your ceiling fan, refer to section on proper method of wiring your fan (page 10). If you feel you do not have enough wiring knowledge or experience, have your fan installed by a licensed electrician.

Materials

Wiring outlet box and box connectors must be of type required by local code. The minimum wire would be a 3-conductor (2-wire with ground) of the following size:

Installed Wire Length	Wire Size A.W.G.
Up to 50 ft.	14
50-100 ft.	12

NOTE: *Place the parts from the loose parts bags in a small container to keep them from being lost. If any parts are missing, contact your local retailer.*

Unpacking Instructions

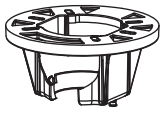
For your convenience, check-off each step. As each step is completed, place a check mark. This will ensure that all steps have been completed and will be helpful in finding your place should you be interrupted.

⚠ WARNING

Do not install or use fan if any part is damaged or missing. This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Fanimation. Substitution of parts or accessories not designated for use with this product by Fanimation could result in personal injury or property damage. Contact your retail store for missing or damaged parts.

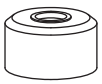
1. Check to see that you have received the following parts:

NOTE: *If you are uncertain of part description, refer to exploded view illustration.*

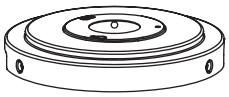


Hanger Bracket Assembly (1)

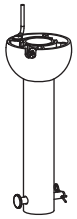
Ceiling Canopy (1)



Motor Coupling Cover Assembly (1)



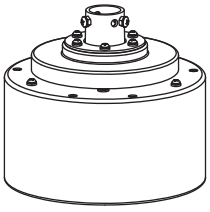
Switch Housing (1)



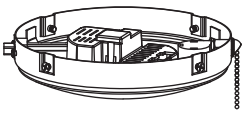
Downrod/Hanger Ball Assembly (1)

– Downrod (1)
– Hanger Ball (1)
– Set Screw (1)
– Hairpin Clip (1)
– Clevis Pin (1)
– Pin (1)

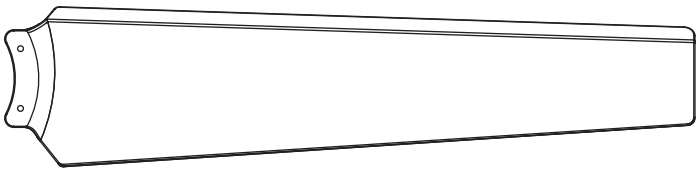
Canopy Screw Cover Assembly (1)



Motor Assembly (1)



Switch Cover Assembly (1)



Blade Set (1)

Hardware Bags

3/16″-24 Truss Head Screw With Spring Washer/Flat Washer (7)

#8-32 Outlet Box Screws, Stainless Steel (2)

Flat Washers, Stainless Steel (2)

Wire Connectors (4)

Fan Fob (1)

Pull Chain Coupler (1)

Safety Cable Kit

Safety Cable (1)

Cable Clamp (1)

Flat Washer, Stainless Steel (1)

Lag Bolt (1)

Energy Efficient Use of Ceiling Fans

Ceiling fan performance and energy savings rely heavily on the proper installation and use of the ceiling fan. Here are a few tips to ensure efficient product performance.

Choosing the Appropriate Mounting Location
Ceiling fans should be installed, or mounted, in the middle of the room and at least 7 feet from floor to the blade and 18 inches from wall to the blade. If ceiling height allows, install the fan 8 - 9 feet from floor to the blade for optimal airflow. Consult your Fanimation Retailer for optional mounting accessories.

Turn Off When Not in the Room
Ceiling fans cool people, not rooms. If the room is unoccupied, turn off the ceiling fan to save energy.

Using the Ceiling Fan Year Round

Summer Season: Use the ceiling fan in the counterclockwise direction. The airflow produced by the ceiling fan creates a wind-chill effect, making you "feel" cooler. Select a fan speed that provides a comfortable breeze, lower speeds consume less energy.

Winter Season: Reverse the motor and operate the ceiling fan at low speed in the clockwise direction. This produces a gentle updraft, which forces warm air near the ceiling down into the occupied space. Remember to adjust your thermostat when using your ceiling fan-additional energy and dollar savings could be realized with this simple step!

Electrical and Structural Requirements

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 HZ, 15 Amp Circuit. Electrical code requires use of a fan-rated outlet box to support the extra weight and motion associated with a ceiling fan. A fan-rated box will be labeled as such and typically supports up to a 70lb ceiling fan. Fan-Rated Outlet Boxes vary in ratings and design. Ensure the ratings of your ceiling fan outlet box meet the requirements for the ceiling fan being installed. Figure 1, Figure 2 and Figure 3 depicts different structural configurations that may be used for mounting the outlet box.

Low profile box (Figure 1)
A 1/2-in.-deep pancake box is meant to be screwed to a joist or block. It's used if only one cable is coming into the box. It is also available in a saddle-mount configuration.

Deep box (Figure 2)
A 2-1/4-in.-deep box can be attached to blocking between joists and is roomy enough to handle more than one cable.

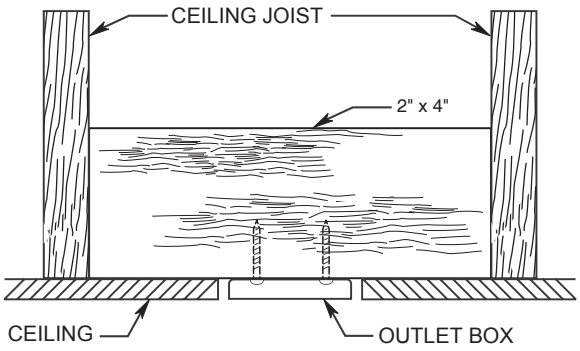


Figure 1

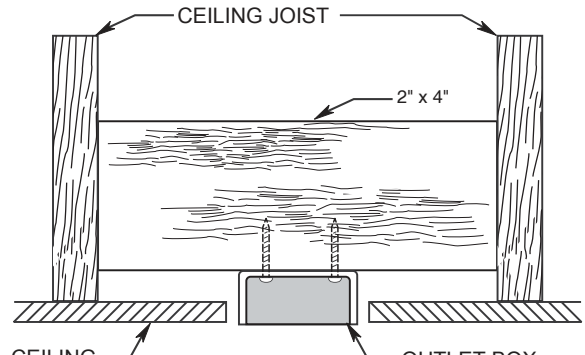


Figure 2

Electrical and Structural Requirements (Continued)

Deep box with brace (Figure 3)
Paired with a deep box, this hanger is meant to span between two joists and takes the place of wooden blocking.

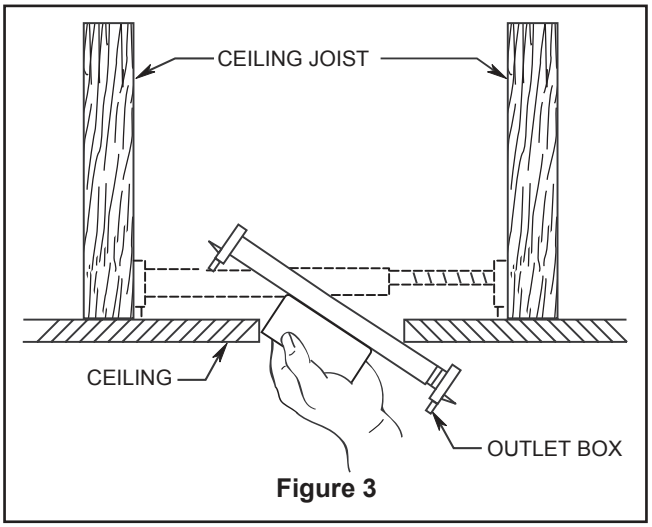


Figure 3

⚠ WARNING

To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked acceptable for fan support of 15.9 kg (35 lbs) or less and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of luminaires are not acceptable for fan support and may need to be replaced, consult a qualified electrician if in doubt.

If your fan is to replace an existing light fixture, turn electricity off at the main fuse box at this time and remove the existing light fixture.

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

⚠ WARNING

To avoid fire or shock, follow all wiring instructions carefully. Any electrical work not described in these instructions should be done or approved by a licensed electrician.

⚠ WARNING

Do not operate this fan with a variable (Rheostat) wall controller or dimmer switch. Doing so could result in damage to the ceiling fan's remote control unit.

How to Assemble Your Ceiling Fan

☐ **1.** Remove the hanger ball portion from the downrod/ hanger ball assembly by loosening the set screw in the hanger ball until the ball falls freely down the downrod. Remove the pin from the downrod, then remove the hanger ball. Retain the pin and hanger ball for reinstallation in Step 6. (Figure 1)

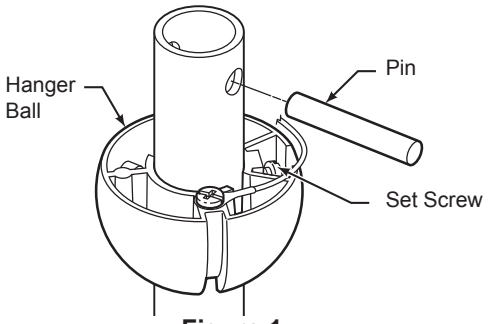


Figure 1

☐ **2.** Remove the hairpin clip and clevis pin from the bottom of downrod. Retain the pin and clip for reinstallation in Step 4. (Figure 2)

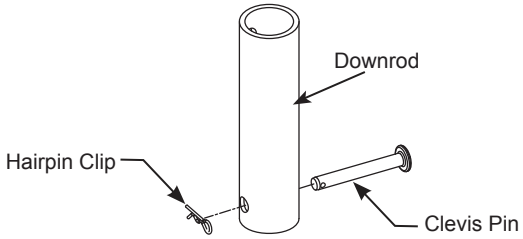


Figure 2

☐ **3.** Loosen the two set screws and locking nuts in the downrod support of the motor assembly. Route the black, white wires and safety cable through the downrod. (Figure 3)

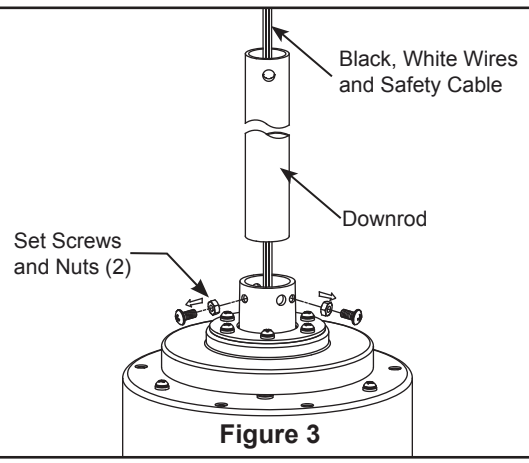


Figure 3

☐ **4.** Insert downrod into the downrod support on top of the motor. Install the clevis pin by aligning the holes in the downrod support with holes in the downrod. Secure clevis pin with hairpin clip. Tighten the two set screws with nuts in the downrod support. (Figure 4)

⚠ WARNING

It is critical that the clevis pin in the downrod support is properly installed and the set screws and nuts are securely tightened. Failure to do so could result in the fan falling.

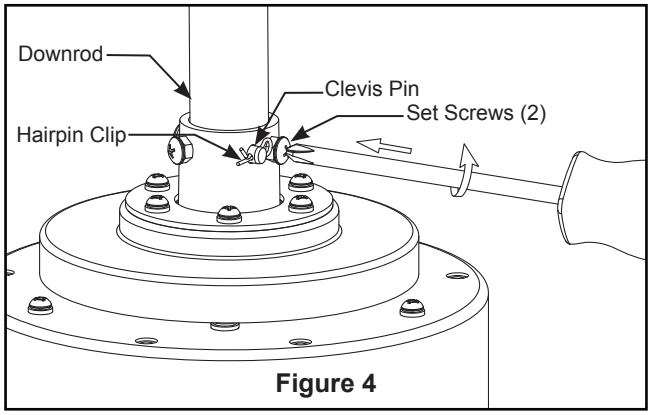


Figure 4

How to Assemble Your Ceiling Fan (Continued)

☐ **5.** Route wires and safety cable through motor coupling cover, canopy screw cover and ceiling canopy. (Figure 5)

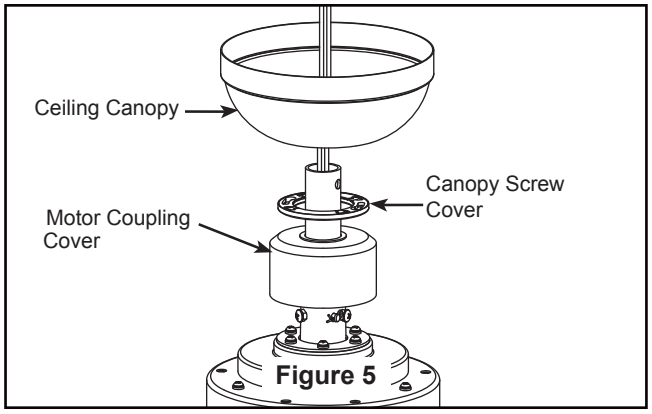


Figure 5

☐ **6.** Reinstall the hanger ball on the downrod as follows. Route the black, white wires and safety cable through the hanger ball. Position the pin through the two holes in the downrod and align the hanger ball so the pin is captured in the groove in the top of the hanger ball. Pull the hanger ball up tight against the pin. Securely tighten the set screw in the hanger ball. A loose set screw could create fan wobble. (Figure 6)

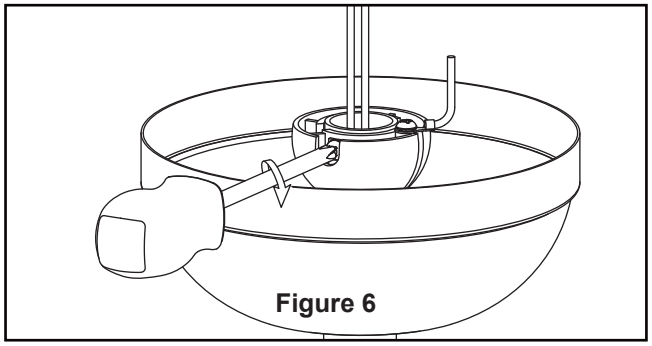


Figure 6

☐ **7.** Cut off excess lead wire approximately 6 to 9 inches above top of the downrod. Strip insulation off 1/2 inch from the end of each lead wire. (Figure 7)

CAUTION

All set screws must be checked, and retightened where necessary before installation.

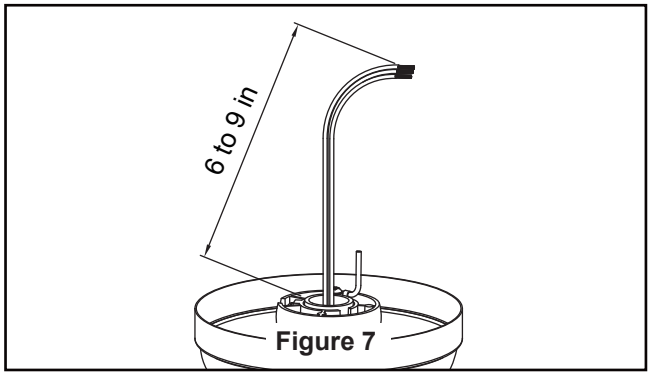


Figure 7

☐ **8.** Remove one of the two shoulder screws in the hanger bracket and retain the screw for later. Loosen the second shoulder screw without fully removing it. (Figure 8)

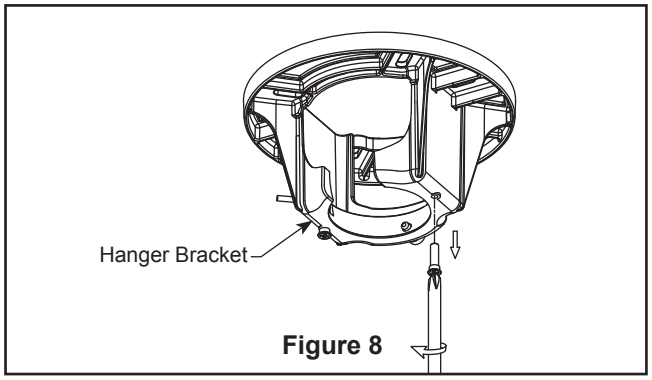


Figure 8

How to Hang Your Ceiling Fan

⚠ WARNING

To avoid possible fire or shock, be sure electricity is turned off at the main fuse box before hanging. (Figure 1)

NOTE: If you are not sure if the outlet box is grounded, contact a licensed electrician for advice, as it must be grounded for safe operation.

⚠ WARNING

The fan must be hung with at least 7' of clearance from floor to blades. (Figure 2)

CAUTION

Do not connect fan blades until the fan is completely installed. Hanging fan with blades connected may result in damage to the fan blades.

☐ **1.** Securely attach the hanger bracket to the outlet box using the #8-32 outlet box screws and flat washers supplied with the fan. (Figure 3)

☐ **2.** Drill a 1/4" pilot hole into the building structure to prevent splitting or cracking with installation of the lag bolt. Using the 3/8" x 2" lag bolt and flat washer, attach safety cable to ceiling joist or wood structural member. The lag bolt will pass through the flat washer, safety cable loop, and into the building structure. (Figure 3)

NOTE: Ceiling support cable cannot be secured to outlet box only, it must be directly secured to ceiling joist or structural member using the 3/8" x 2" lag bolt and flat washer. (Figure 3)

☐ **3.** Make sure the electrical supply wires, including the hanger bracket grounding wire and safety cable are pulled through the downrod, between the hanger bracket and the outlet box so that electrical connections can be made later.

⚠ WARNING

The outlet box must be securely anchored. Hanger bracket must seat firmly against outlet box. If the outlet box is recessed, remove wall board until bracket contacts box. If bracket and /or outlet box are not securely attached, the fan could wobble or fall.

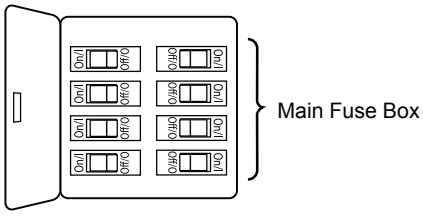


Figure 1

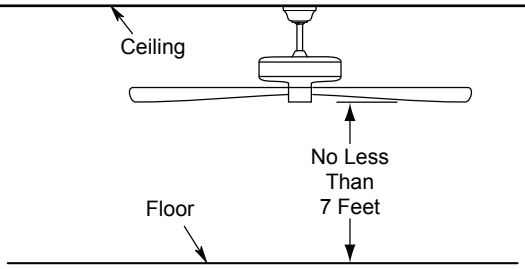


Figure 2

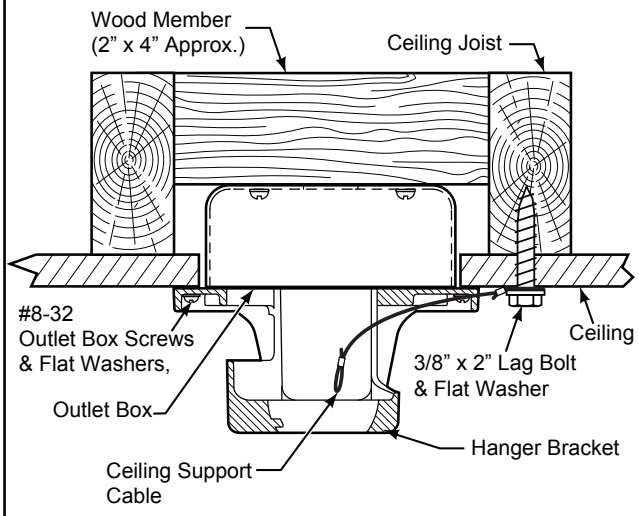
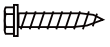


Figure 3

HARDWARE USED:

Safety Cable		x 1
Lag Bolt		x 1
Flat Washer, Stainless Steel		x 1
#8-32 Outlet Box Screws, Stainless Steel		x 2
Flat Washers, Stainless Steel		x 2

How to Hang Your Ceiling Fan (Continued)

⚠ WARNING

To avoid possible shock, do not pinch wires between the hanger ball assembly and the hanger bracket.

⚠ WARNING

Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.

☐ **4.** Carefully lift the fan and seat the downrod/hanger ball assembly onto the hanger bracket that was just attached to the outlet box. Be sure the groove in the ball is lined up with tab on the hanger bracket. (Figure 4)

☐ **5.** Attach the safety cable to ceiling support cable. Slide cable clamp and washer onto safety cable (from fan). Place the end of cable through the loop of ceiling support cable. Pull as much cable through loop as possible. Feed end of cable into clamp hole and firmly tighten screw. (Figure 4)

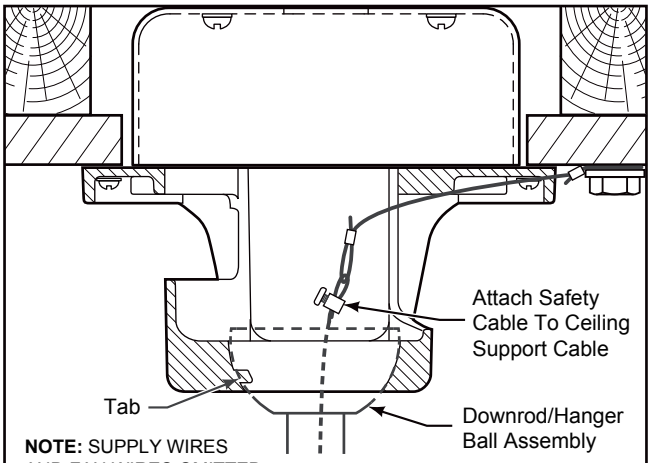


Figure 4

HARDWARE USED:

Cable Clamp x 1

How to Wire Your Ceiling Fan

⚠ WARNING

To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. (Figure 1)

NOTE: If you are not sure if the outlet box is grounded, contact a licensed electrician for advice, as it must be grounded for safe operation.

NOTE: If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

<u>Option A- with black and white supply wires only</u>

☐ **1.** Connect the green grounding lead from the downrod and the green grounding lead from the hanger bracket to the supply grounding conductor (this may be a bare wire or wire with green colored insulation). Securely connect wires with wire connector. Securely connect the white fan motor wire to the white supply (neutral) wire using wire connector. Securely connect the black fan motor wire to the black supply wire using wire connector. (Figure 2A)

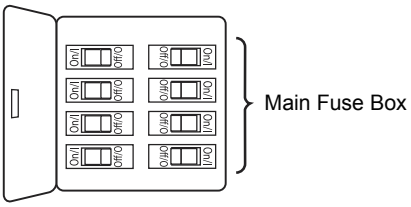


Figure 1

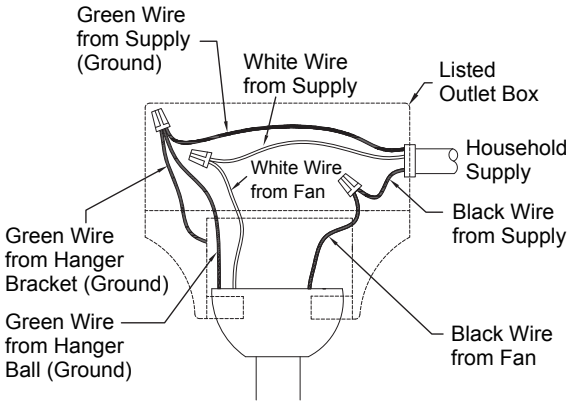


Figure 2A

HARDWARE USED:

Wire Connectors x 3

How to Wire Your Ceiling Fan (Continued)

☐ **2.** After connections have been made, taking care not to pinch the wires and put the white and green leads to one side and the black leads towards the other side, the connection should be turned upward and carefully push leads into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and the ungrounded conductor on the other side. (Figure 3A)

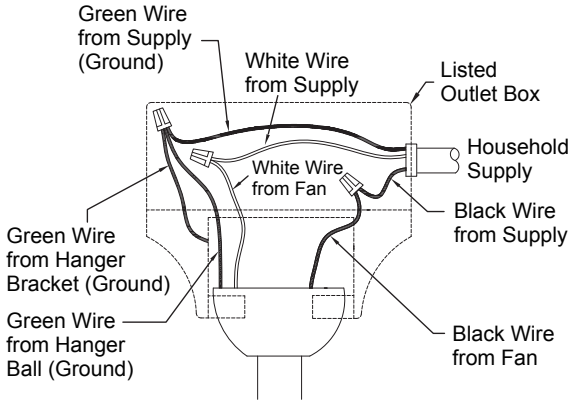


Figure 3A

Option B - with black, white and red supply wires

☐ **1.** Connect the green grounding lead from the downrod and the green grounding lead from the hanger bracket to the supply grounding conductor (this may be a bare wire or wire with green colored insulation). Securely connect wires with wire connector. Securely connect the white fan motor wire to the white supply (neutral) wire using wire connector. Securely connect the black fan motor wire to the black supply wire using wire connector. Securely the red supply wire with wire connector. (Figure 2B)

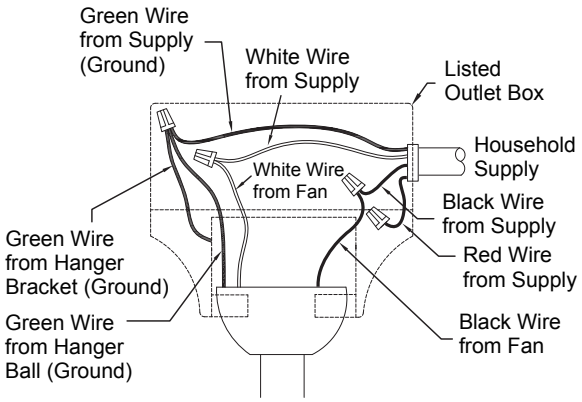


Figure 2B

HARDWARE USED:

Wire Connectors x 4

☐ **2.** After connections have been made, taking care not to pinch the wires and put the white and green leads to one side and the black leads towards the other side, the connection should be turned upward and carefully push leads into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and the ungrounded conductor on the other side. (Figure 3B)

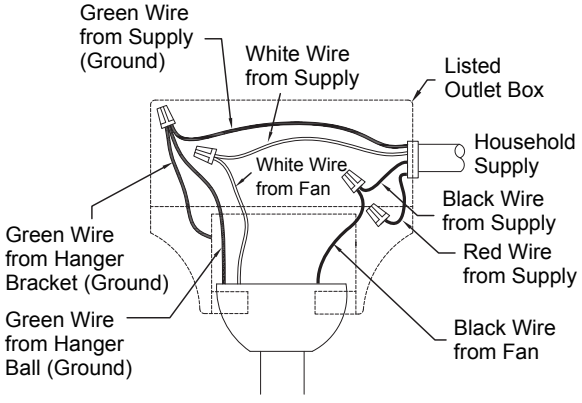


Figure 3B

⚠ WARNING

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors except for the ground wire. Do not operate fan until the blades are in place. Noise and motor damage could result.

How to Install Your Canopy Housing

NOTE: This step is applicable after the neccessary wiring is completed.

☐ **1.** Assemble canopy by rotating key slot in canopy over shoulder screw in hanger bracket, taking care not to pinch the wires. Tighten shoulder screw. Fully assemble and tighten second shoulder screw that was previously removed. (Figure 1)

⚠ WARNING

To avoid possible fire or shock, make sure that the electrical wires are completely inside the canopy housing and not pinched between the housing and the ceiling.

☐ **2.** Securely attach and tighten the canopy screw cover over the shoulder screws in the hanger bracket utilizing the key slot twist-lock feature. (Figure 2)

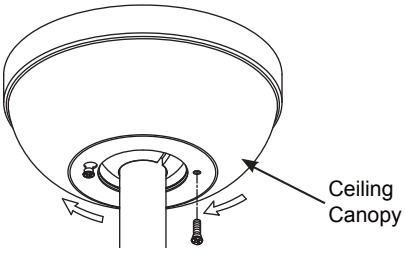


Figure 1

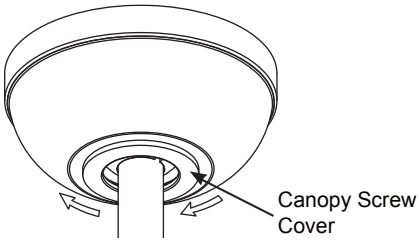


Figure 2

How to Assemble Your Ceiling Fan Blades

INSTALLATION NOTE

Do not connect fan blades until the fan is completely installed. Installing the fan with blades assembled may result in damage to the fan blades.

⚠ WARNING

To reduce the risk of personal injury, do not bend the blades when installing, balancing or cleaning the fan. Do not insert foreign objects in between the rotating blades.

☐ **1.** Position blade along the motor, aligning blade holes with holes in the top of the motor assembly flywheel. Make sure the blade is fully seated against the flywheel and install 3/16˝-24 truss head screw with spring washer/flat washer from the hardware bag. (Figure 1)

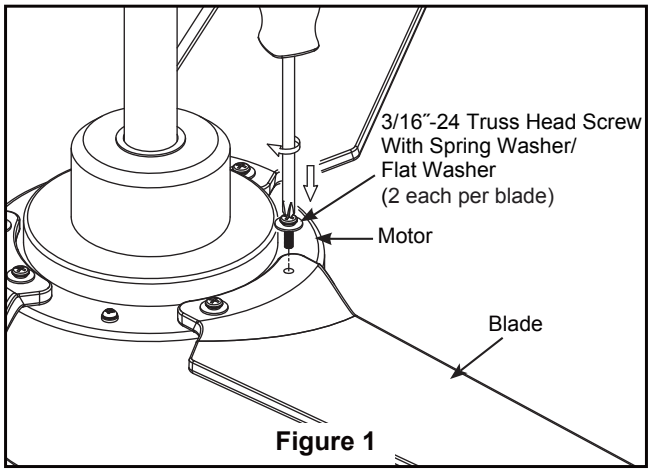
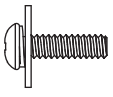


Figure 1

HARDWARE USED:

3/16˝-24
Truss Head Screw
With Spring Washer/
Flat Washer



x 6

How to Install Your Switch Cover Assembly

☐ **1.** Remove one of the three screws in the support bracket of motor. Slightly loosen the remaining two screws. Assemble the switch housing to the support bracket using the two key slots in the switch housing. Replace the third screw and securely tighten all three screws. (Figure 1)

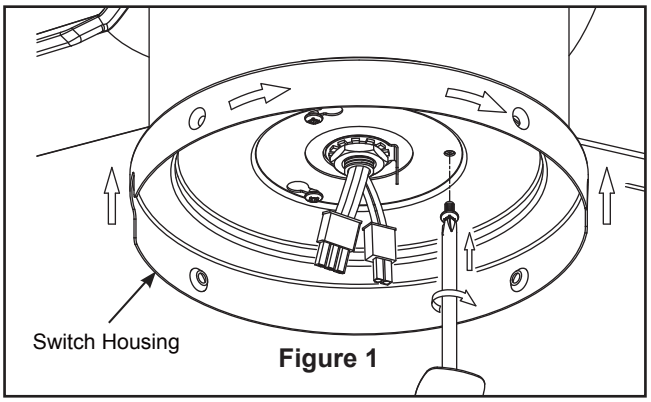


Figure 1

☐ **2.** Remove the four screws in the switch cover assembly. Retain these screws for Step 4. (Figure 2)

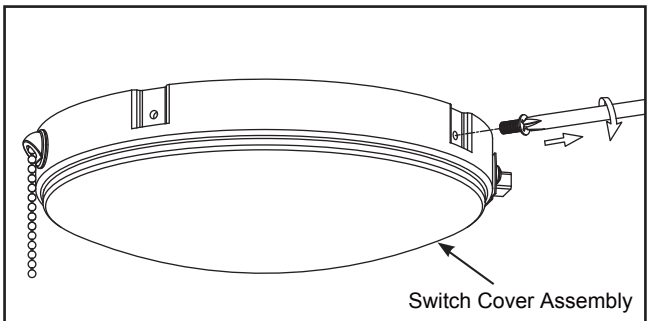


Figure 2

☐ **3.** Securely attach 3-pin connector and 2-pin connector from motor assembly to wiring harness socket within switch cover assembly. (Figure 3)

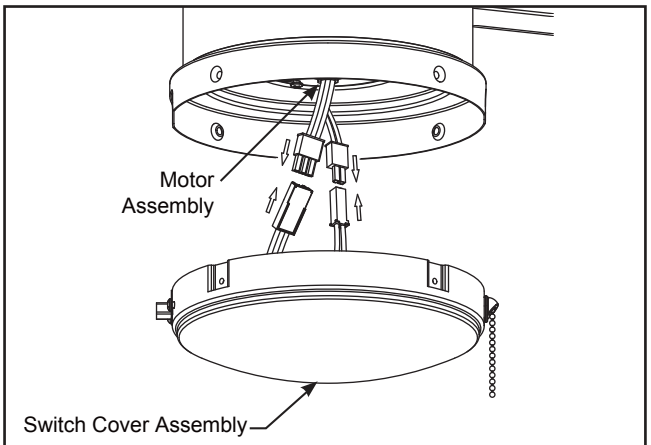


Figure 3

☐ **4.** Assemble the switch cover assembly onto the switch housing using the previously removed screws and securely tighten all screws. (Figure 4)

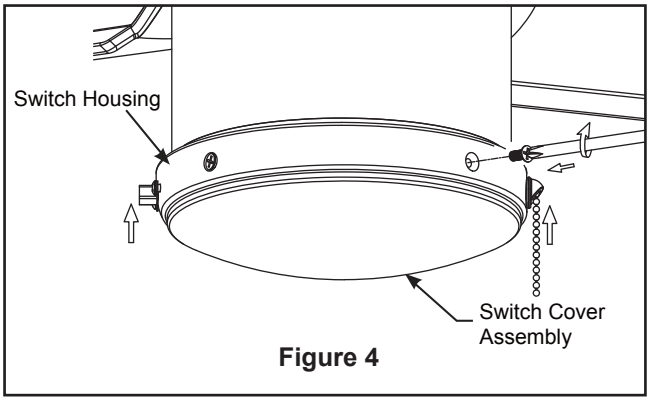


Figure 4

How to Operate Your Ceiling Fan

☐ **1.** Restore electrical power to the outlet box by turning the electricity on at the main fuse box. (Figure 1)

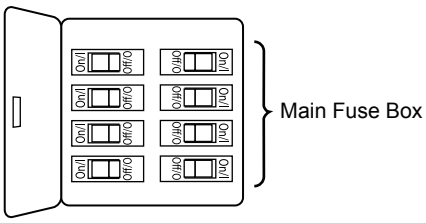


Figure 1

☐ **2.** Install the fan fob and pull chain coupler. (Figure 2)

HARDWARE USED:

Fan Fob		x 1
Pull Chain Coupler		x 1

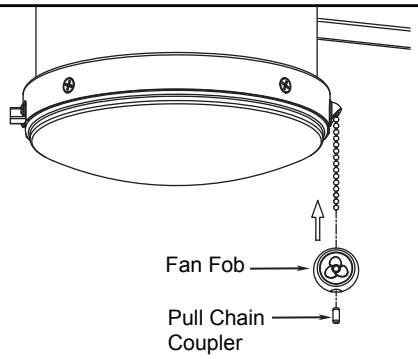


Figure 2

☐ **3.** Check the operation of the fan by gently pulling on the fan pull chain. (Figure 3)

Fan Pull Chain Operating Sequence	
1st Pull	High
2nd Pull	Medium
3rd Pull	Low
4th Pull	Off

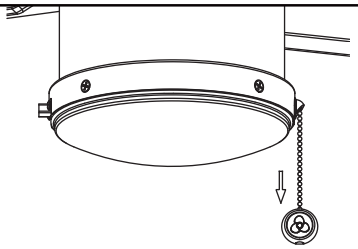


Figure 3

☐ **4.** If airflow is desired in the opposite direction, turn the fan off and wait for the blades to stop turning. Then slide the reverse switch to the opposite position and turn fan on again. (Figure 4)

Reverse Switch Information		
Season	Rotation Direction	Switch Position
Summer	Counter-Clockwise	Left
Winter	Clockwise	Right

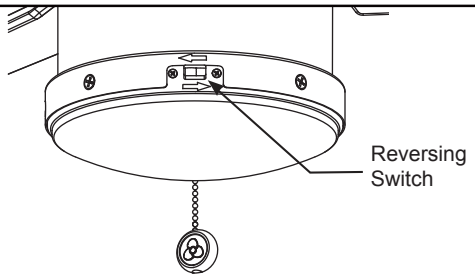


Figure 4

Maintenance

Periodic cleaning of your new ceiling fan is the only maintenance necessary.
When cleaning, use only a soft brush or lint free cloth to avoid scratching the finish.
Abrasive cleaning agents are not required and should be avoided to prevent damage to finish.

CAUTION
Do not use solvents when cleaning your ceiling fan. It could damage the motor or the blades and create the possibility of electrical shock.

How to Clean Your Ceiling Fan Blades

Periodic light dusting of the blades is recommended.
A feather duster will work best.

Avoid using water, cleansers, or harsh rags, which can warp and ruin the blades.

Parts List

Model #FPD7617**

Ref. #	Description	Part #
1	Hanger Bracket Assembly with Screws	AP255BL
2	Downrod/Hanger Ball Assembly	ADR1SS-6**
3	Ceiling Canopy	P799301**
4	Canopy Screw Cover Assembly	AP260**
5	Motor Coupling Cover Assembly	APPAC1406**
6	Motor Assembly	AMA7617**
7	Blade Set	AP761703**
8	Switch Housing	P761704**
9	Switch Cover Assembly	AP761705**
10	Controller	PPSTPCC761700
11	**Hardware Bag Containing:**	HDWFPD7617**
	Wire Connectors (4)	
	Fan Fob (1)	
	Pull Chain Coupler (1)	
	Safety Cable Kit	
	#8-32 Outlet Box Screws, Stainless Steel (2)	
	Flat Washers, Stainless Steel (2)	
	Blade Mounting Hardware Bag Containing:	
	3/16″-24 Truss Head Screw With Spring Washer/Flat Washer (7)	

** Insert FINISH CODES (Refer to fan model number located on downrod support)
Before discarding packaging materials, be certain all parts have been removed.

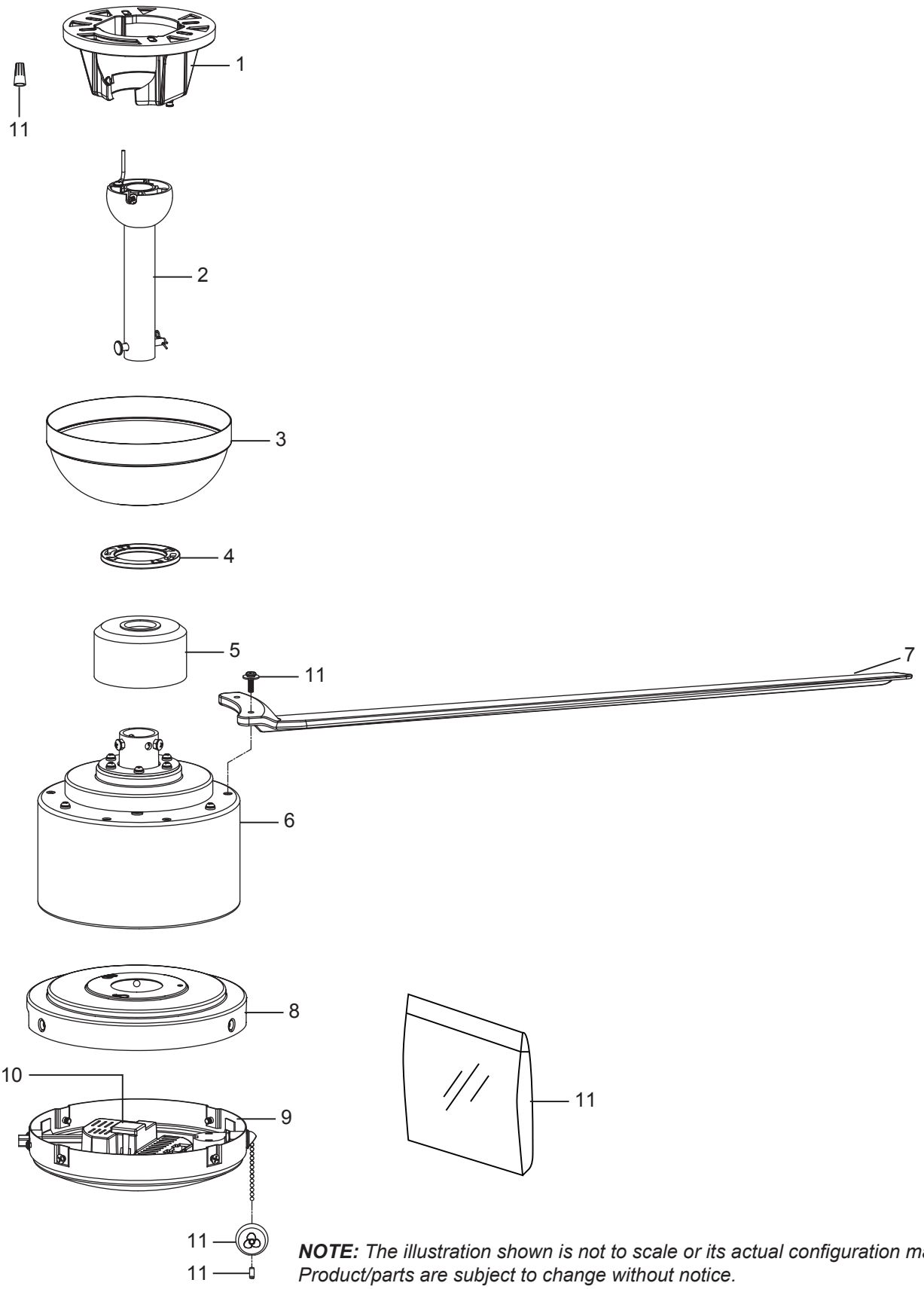
How To Order Parts

When ordering repair parts, always give the following information:

- Fan Model Number
- Part Number
- Part Description
- Date Code

Contact techsupport@fanimation.com or call 1.888.567.2055 for repair parts.

PC/DC™NL
Model FPD7617**
Exploded-View Illustration



NOTE: *The illustration shown is not to scale or its actual configuration may vary. Product/parts are subject to change without notice.*

Troubleshooting

⚠ WARNING

For your own safety turn off power at fuse box or circuit breaker before trouble shooting your fan.

Trouble	Probable Cause	Suggested Remedy
1. FAN WILL NOT START.	**1.** Fuse or circuit breaker blown.	**1.** Check main and branch circuit fuses or circuit breakers.
	2. Loose power line connections to the fan, or loose switch wire connections in the switch housing.	**2.** Check line wire connections to fan and switch wire connections in the switch housings. **CAUTION: Make sure main power is turned off !**
	3. Reversing switch in neutral position.	**3.** Make sure reversing switch position is all the way to one side.
2. FAN SOUNDS NOISY.	**1.** Blades not attached to fan.	**1.** Attach blades to fan before operating.
	2. Loose screws in motor housing.	**2.** Check to make sure all screws in motor housing are snug (not over-tight).
	3. Wire connectors inside housing rattling.	**3.** Check to make sure wire connectors in switch housing are not rattling against each other or against the interior wall of the switch housing. **CAUTION: Make sure main power is turned off !**
	4. Screws securing fan blade to motor assembly are loose.	**4.** Check to make sure the screws which attach the fan blade to the motor assembly are tight.
	5. Lower housing support set screw loose.	**5.** Tighten set screw securely.
3. FAN WOBBLES EXCESSIVELY.	**1.** Setscrew in downrod support is loose.	**1.** Tighten both setscrews securely in downrod support.
	2. Setscrew in downrod/hanger ball assembly is loose.	**2.** Tighten the setscrew in the downrod/hanger ball assembly.
	3. Screws securing fan blade to motor hub are loose.	**3.** Check to be sure screws which attach the fan blade to the flywheel are tight.
	4. Hanger bracket and/or ceiling outlet box is not securely fastened.	**4.** Tighten the hanger bracket screws to the outlet box, and secure outlet box.
4. NOT ENOUGH AIR MOVEMENT.		**1.** If possible, consider using a longerdownrod (not included, you can buythe longer downrod from fanimation.com).

FANIMATION®
CEILING FANS

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