

A note about our online installation instructions:

Most Modern Fan Co. products have been in our assortment for several years or longer. As we continually work to improve product performance and user experience, we occasionally introduce subtle (and sometimes dynamic) product changes. These can affect the steps associated with assembly and installation of our products depending on when a fan was produced.

The instructions posted here are intended to represent our most current product versions and configurations and the associated installation steps. If your fan or parts of your fan do not appear to match what is included here, please contact customer service for guidance and support in identifying which version of a fan you may have and provision of the associated installation instructions which correspond to that version.

If in doubt, or if you have any questions at all related to assembly, installation or operation of your fan, please contact us!



709 Washington Street, Ashland, OR 97520
tel 888-588-3267, fax 541-482-8418
info@modernfan.com
modernfan.com

Velo DC

Installation Instructions and Owners Manual



Models: VEL-XX-XX-XX-XX(X)-XX
Net Weight of Fan: 14.0 lbs (6.4 kgs)



Please read and save these instructions.

If you have any questions while installing your fan,
call us first!

Customer Service

Monday–Friday, 8am–4pm (PST)
tel 888-588-3267

Safety Instructions and Warnings	2
Fan Installation	4
Control Installation and Wiring	7
Troubleshooting	12
Maintenance	14
Warranty	15



Safety Instructions and Warnings

Please read all safety instructions prior to installing your ceiling fan and save this document for future reference. If you are in doubt with any of the information provided, we recommend that you consult or hire a qualified electrician to install your outlet box and ceiling fan.

If you have any questions or difficulty installing your fan, call Modern Fan Co customer service at **(888) 588-3267**.



Warning – To reduce the risk of fire, electrical shock, or personal injury please observe the following:

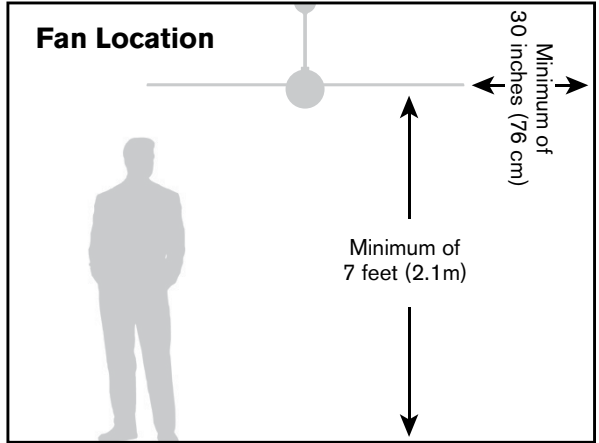
- ▶ Mount fan to outlet box marked “Acceptable for Fan Support” and use mounting screws provided with the outlet box. **Note:** Most outlet boxes commonly used for light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.
- ▶ Prior to installation or servicing always disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breaker in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.
- ▶ Do not bend the blade brackets when installing the blades, balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.
- ▶ Disconnect the electrical supply circuit to the fan before installing light kit.
- ▶ Do not use this fan with any solid-state speed control device other than one provided or approved by the manufacturer.
- ▶ This fan must be installed with an isolating wall control/switch.
- ▶ All wiring must be in accordance with national and local electrical codes ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.
- ▶ Use this unit only in the manner intended by the manufacturer. If you have any questions contact the Modern Fan Co at (888) 588-3267.
- ▶ Use only Modern Fan Co replacement parts.

Note: This fan is rated and marked as “Suitable for use in Damp Locations.” This fan is suitable for installation in interior locations protected from weather and subject to moderate degrees of moisture, such as some basements, barns, cold storage warehouses, and similar locations, and also partially protected locations such as under canopies, marquees, roofed open porches, and similar locations. This is not rated, nor intended for use in applications classified as Wet Locations.

Installation Preparation

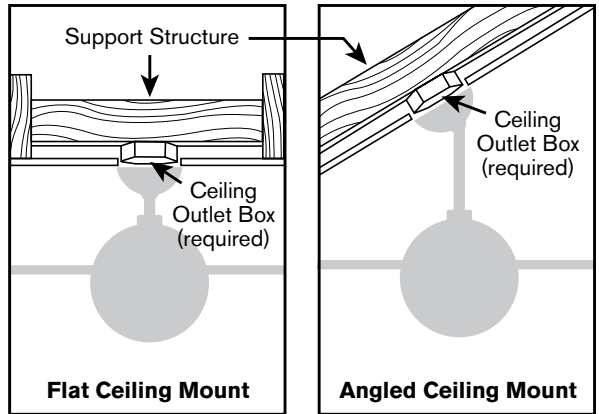
⚠ WARNING

Make sure the installation site you choose allows the fan blades to rotate without any obstruction. Allow a minimum clearance of 7 feet (2.1 meters) from the floor to the blades and 30 inches (76 cm) from the wall to the end of the blades.



⚠ WARNING

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit. The outlet box must be securely anchored and capable of withstanding a load of 35 lbs (15.9 ww kg).



Control Installation and Wiring

⚠ WARNING If you are using an outlet box for wall control installation, the wires coming from the wall control must be grounded using the attached green wire.

After making wire connections, 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 of the outlet box.

The splices after being made should be turned upward and pushed carefully up into the outlet box.

⚠ WARNING This device complies with Part 15 of the FCC Rules. Operation is subject to the following conditions: (1) the device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

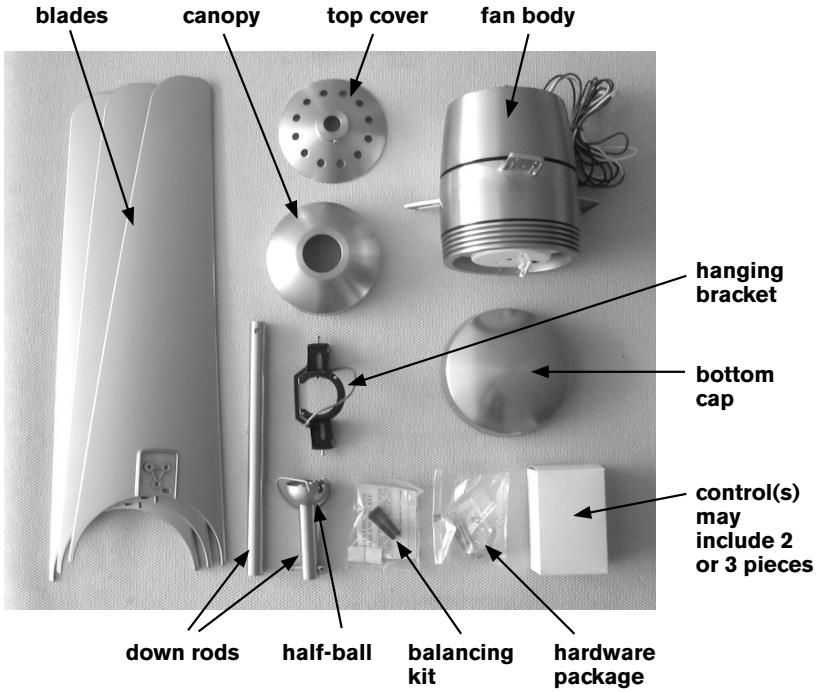
Fan Installation

Tools Needed

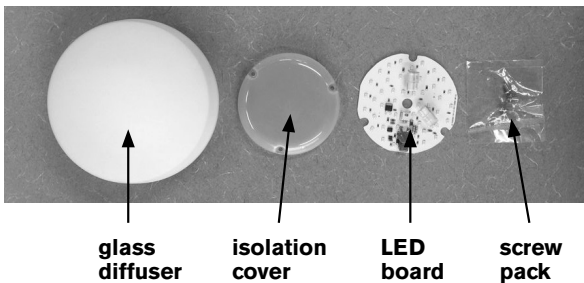
A stepladder, phillips head screwdriver and a wire stripper

Instructions

- 1 Remove and identify contents of carton.



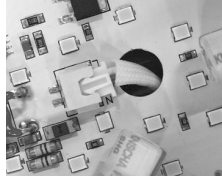
Optional Light Kit parts:



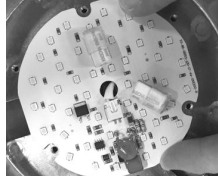
- 2** If your fan was ordered with the optional LED light, it should be pre-installed. However, if the LED components are not installed, begin by removing the bottom mounting cup. Route 2-pin connector through center hole on LED board and carefully insert into terminal. Position isolation cover over LED board and align holes with holes on fan body. Secure cover and LED board to fan.



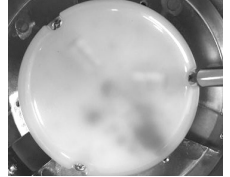
**remove
mounting cup**



2-pin connector



**align board
with holes**



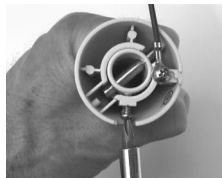
**secure cover
and board**

- 3** Remove stopper pin, cottor pin and washer from end of 4.5" down rod assembly and set aside for reinstallation. Remove half-ball from 4.5" down rod by loosening set screw and removing stopper pin, also setting aside all parts for re-installation. Carefully place fan body in upright position in a manner so as to avoid damage to the light kit lead wires or the LED cover on the underside of the fan. Slightly loosen two set screws on down rod coupler. Run lead wires from fan body through selected down rod and fit down rod into coupler, taking care not to pinch or damage wires. Align holes in down rod with hole in coupler and reinstall stopper pin, cotter pin and washer assembly. Firmly and evenly tighten tighten set screws against down rod.

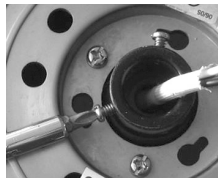
Note: *If ceiling height allows, a longer down rod will improve air flow performance. However, blades must be at least 7 feet above the floor.*



**remove stopper
pin, cottor pin and
washer**



**remove half-ball
and stopper pin**



**loosen set screws
on coupler**



**install down rod
with stopper pin
assembly and
tighen set screws**

Fan Installation *(continued)*

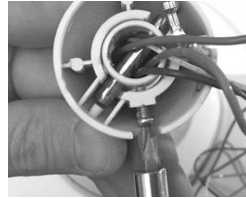
- 4 Run lead wires through center hole of top cover and carefully slide over down rod until resting on fan body. Tighten set screw to hold top cover in place. Run wires through center hole of canopy and gently set canopy on fan body. Run lead wires through half-ball, reinstall stopper pin and tighten half-ball set screw while lifting half ball upward with stopper pin properly positioned in slot.



top cover



canopy



**reinstall half-ball
with stopper pin
and tighten set
screw**

- 5 Position the first blade under one of the three rotor arms in the fan body. Using blade screws from hardware package, secure blade to rotor arms. Be sure blade is properly and completely seated onto rotor arm. Repeat for each remaining blade.



attach blades

- 6 Using screws provided with junction box, securely attach hanging bracket to ceiling junction box. Junction box must be visibly marked as "Acceptable for Fan Support." It is recommended that the flat washers and lock washers from the hardware pack be used for added security. Lift fan to ceiling and set half ball in the hanging bracket so that the ridge on the edge of the hanging bracket is seated in the slotted channel in the half ball.



hanging bracket



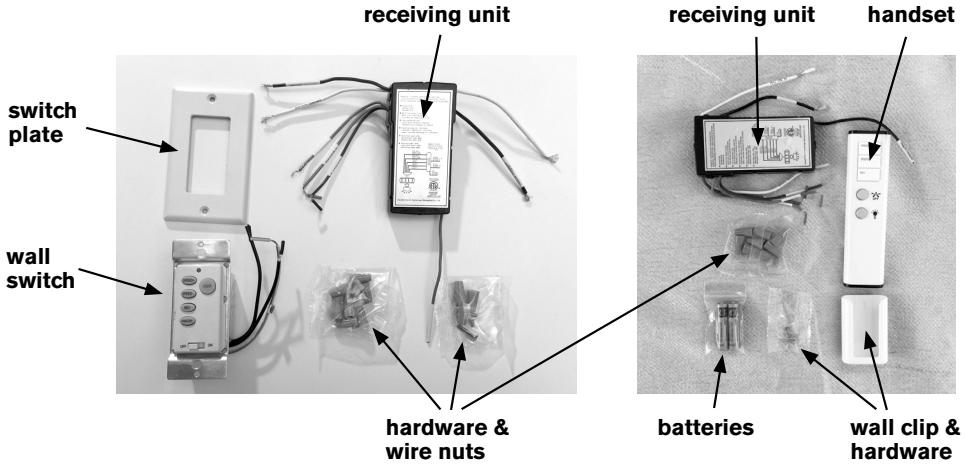
**place fan in
bracket**

channel and ridge

See Pages 2-3
WARNING

Circuit Breaker
POWER OFF

7 Identify control components from control package(s). In addition to a receiving unit, your fan may have been ordered with a wall control (transmitter), a handheld remote control (transmitter) or both.

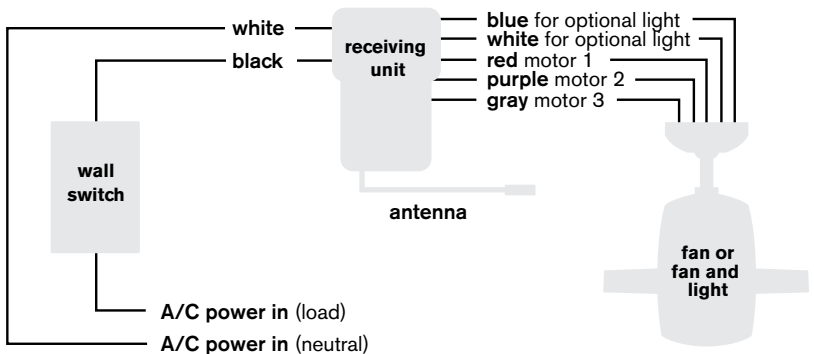


Insert receiving unit into hanging bracket (between bracket arms) and make wire connections according to wire colors, labels and diagram below. If ordered, install wall switch into wall box, taking note of dip-switch settings and related instructions referenced below.



WARNING!! Power must be disconnected at circuit breaker prior to any contact with electrical wires.

Wiring Diagram



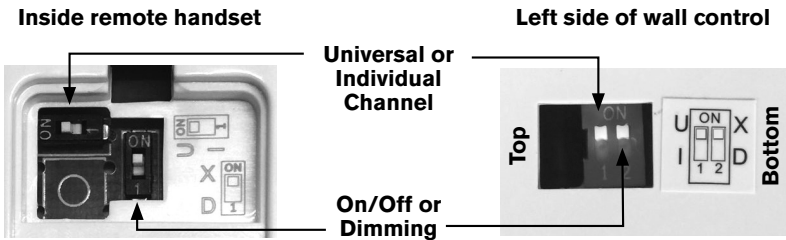
8 Dimming Selector Switch

The remote handset and wall control ship pre-set for “on/off” operation of the light. The **LIGHT** button will turn the light on and off when pressed and released.

To enable dimming function on the remote handset, move the vertically oriented dip switch down from ON to 1 (or from X to D). On the wall control, move the right (or lower) dip switch from ON to 2 (or from X to D). Dip switches are located inside the battery cover of the remote handset and on the left side of the wall control. See image below.

With dimming enabled, pressing and holding the **LIGHT** button will increase or decrease brightness, with the minimum and maximum light levels indicated by a “chirp” from the receiver.

Dip Switches:



Universal or Dedicated RF Channels

The remote handset and wall control ship pre-set to a “Universal” or common RF channel. If you have multiple fans in close proximity, you will want to set the remote handset and/or wall control to an “Individual” (or unique) channel. To select the “Individual” channel on the remote handset, move the horizontally oriented dip switch from ON to 1 (or from U to I). On the wall control, move the left (or upper) dip switch from ON to 1 (or from U to I). See images above.

9 Once wire connections are completed, remove set screws on outside of hanging bracket, lift canopy up to cover receiving unit, wire connections and hanging bracket. Then align and reinstall set screws on each side of canopy to secure in place.



10 Align threaded rod in bottom cap with center hole on fan body and rotate until tight against fan body.

If your fan has the LED light kit, align slots in glass diffuser with studs on fan body, press up and gently rotate into place. There is no need to forcefully overtighten glass



**bottom cap
(no light)**



**glass diffuser
(for LED)**

Device Pairing

11 If using the individual RF channel(s), you will need to pair your remote handset and/or wall control with the receiver. Begin by turning power off at the wall control, at the main switch leg, or at the circuit breaker if there is no wall control or on/off switch in use. Switch the power supply back on and immediately press and firmly hold down the **LIGHT** and **FAN OFF** buttons simultaneously for 10 seconds. If using both a remote handset and wall control with a fan, repeat these pairing steps with the second device. If using a handset or wall control only, repeat the pairing steps again with that device. This “pushes out” the Universal code from the receiver memory and will avoid interference from any nearby controls set to the Universal channel.



Note: *If your installation does not include a switch leg, you may need a second person to execute the pairing steps described below immediately after breaker is turned on.*

Test the pairing by pressing the **SPEED+** button once. Your fan will pause and make several subtle movements prior to achieving a normal spinning motion. If fan does not respond, verify that power is on at the breaker and repeat pairing steps above. If fan does respond as expected, press the **FAN OFF** button, wait for fan to come to complete stop and then test pairing of second transmitter (if applicable).

Fan Installation *(continued)*

Fan Operation

12

The **ON/OFF** switch on the bottom of your wall control (transmitter) terminates power to the fan. This switch must be in the “**ON**” position for your fan to receive commands and to operate. Alternatively, you may use an on/off toggle switch at the wall box in combination with a remote control handset (transmitter). In some cases, when no switch leg is present, your fan may have continuous power to the receiving unit.

Your fan has six speeds, each of which can be selected by pressing the **SPEED+** or **SPEED-** buttons on the wall control or the remote handset. The fan will start at speed 1 (slowest) and the receiving unit will provide audible feedback (using short “chirps” and longer “beeps”) to indicate speed progression as follows:

Audible fan speed indicators:

1 chirp = speed 1 (slowest)

1 beep = speed 4

2 chirps = speed 2

2 beeps = speed 5

3 chirps = speed 3

3 beeps = speed 6 (fastest)

The **REV** button can be used to change the direction of the fan for summer or winter operation. Allow adequate time for the fan to come to a complete stop and then restart in the opposite direction. The fan will return to the same speed at which it was operating prior to the **REV** button being used. Alternatively, you can leave your fan in the summer (downward) airflow setting and simply set it to a low speed for winter use. This method will also achieve effective destratification (recirculation) of warmer air trapped at the ceiling level.

The **LIGHT** button turns the light on and off with each contact. If dimming is enabled, pressing and holding the light button will achieve continuous dimming (cycling all the way down then all the way back up) until you release the **LIGHT** button. The top and bottom of the dimming range are indicated by an audible “chirp” from the receiving unit.

If you slide the **ON/OFF** switch to “**OFF**”, the fan will return to the same speed and directional setting (and light setting if an optional light is installed) when you slide the switch back to the “**ON**” position. The same memory function will exhibit if you are using an **ON/OFF** toggle switch in combination with a handheld remote control (transmitter).

It is recommended that when the fan is not in use for an extended duration, the **ON/OFF** switch on the wall control (transmitter) should be moved to the “**OFF**” position. Similarly, if you are using an **ON/OFF** toggle switch in combination with a handheld remote control (transmitter), it is recommended that the switch be turned “**OFF**” when the fan is not in use for a continuous duration.

Fan Balancing

- 13** The rotor and motor of your fan have been dynamically tested and balanced during manufacturing and production. In addition, the blades have been matched to the nearest gram to ensure well balanced operation. Furthermore, a blade balancing kit has been included with your fan. Please refer to the instructions packaged with the balancing kit should your fan require additional balancing.

Troubleshooting

Please read all installation instructions carefully. After reviewing the following troubleshooting tips, if you are unable to solve a problem with the installation or operation of your fan, please contact customer service for additional assistance.

IMPORTANT: Do not return a fan or fan parts without first contacting us for troubleshooting assistance.

If we are unable to resolve a problem over the phone, a replacement fan or part will be provided and a prepaid shipping label will be issued for returning the defective product. Returns cannot be accepted without a Company issued return label.

For the return of non-defective, un-installed merchandise, please contact your dealer.

Often, noises such as ticking or humming can be caused by loose parts or structural factors in the ceiling. Please double check that all screws and parts are firmly tightened, including the outlet box from which the fan is hung. Next, review the troubleshooting tips listed below.

As stated in the warranty, Modern Fan Co. is not liable for costs incurred related to installation labor or equipment. Be sure to test all functions of your fan, and if need be, contact customer service while your contractor/electrician is still on site.

Troubleshooting Checklist

Blades don't turn...

- Verify that the required receiving unit has been installed and wire connections have been made according to the installation instructions.
- Verify that there are no physical obstructions preventing motor & blades from spinning (push blades by hand to confirm that they spin freely).
- Confirm power has been turned on at circuit breaker and wall switch.

Light doesn't work in the on position...

- Check wire connections at ceiling and wall control.
- Confirm that LED wire leads and terminal block is properly connected to LED board.

Fan wobbles...

- Make sure hanging bracket and mounting hardware at ceiling is secure and firmly fastened.
- Be sure ridge in hanging bracket is seated in the half-ball slot.
- Check that stopper screw (or stopper pin) and set screws are firmly tightened where down rod is attached to the fan body.
- Remove and reinstall two blades in opposite positions.
- Use blade balancing kit as instructed.

Note: blade sets should not be inter-mixed as they are weight matched when packaged together.

Fan makes repetitive ticking noise...

- Check for obstructions in rotor path.
- Make sure mounting hardware at ceiling is secure.
- Make sure all other hardware and blade attachments are tight.
- Give fan adequate “break in period” of several hours to several days then repeat steps above.

Fan makes humming noise...

- Be sure you are using the control set (including receiver) that was supplied with your fan.
- Be sure that all fittings (light kit, bottom dome, canopy, etc.) are firmly secured. Loose parts will often cause vibrational noise or humming. Removal and re-attachment can sometimes remedy such resonant vibrational noise.

Fan (or light) not responding to hand-held remote or wall mounted RF signal...

- Check that all wire connections are secure and made as instructed.
 - Verify that power is on and reaching the receiver (using a voltmeter).
 - Review and repeat pairing instructions.
 - Be sure to firmly press the center area of the buttons on you handset or wall control.
 - Verify that batteries are installed with proper polarity as indicated inside battery cover.
-

Customer Service

Monday–Friday, 8am–4pm (PST)

tel 888-588-3267

info@modernfan.com



Maintenance



Before servicing or cleaning your fan, switch power off at service panel and lock the service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.

- Your fan uses maintenance free, sealed bearings. There is no need to lubricate the motor bearings or inner shaft.
- It is recommended that you inspect your fan at least annually to confirm that all blade screws and mounting hardware remain securely fastened as when originally installed.
- Periodic surface cleaning may be necessary depending on the amount of dust and particulate accumulation on the blades and surfaces of your fan. Use a damp cloth. If necessary, a light, non-abrasive soap solution may be used.
- If installed in a coastal, humid environment, regular surface cleaning may be necessary in order to avoid deterioration or oxidizing effects of salt or other corrosive elements. A Damp Location rating is not an assurance of finish durability. Preventative measures should be taken dependent on the environmental exposures your fan will undergo in order to preserve and protect the finish quality and appearance of your fan.
- If a wobble develops over time, you may need to rebalance your fan following the instructions that were included with the balancing kit. If the blades have warped, twisted, bent or become uneven in weight distribution, replacement blades may be the best course of action and can be purchased by contacting The Modern Fan Co. directly.
- If a noise develops over time (clicking, ticking, humming or otherwise), refer to the troubleshooting section of this manual (pages 12-13). If you are unable to remedy the issue, contact Modern Fan customer service for further assistance.

Use this unit only in the manner intended by the manufacturer. If you have any questions contact The Modern Fan Co.

Customer Service

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Lifetime Limited Warranty

All products manufactured and sold by The Modern Fan Co. meet the highest industry standards. We use only the finest materials and production processes resulting in quality ceiling fans backed by the following warranty:

Motors (dry locations):.....	Lifetime
Motors (damp locations):	10 years
Light Kits:.....	3 years
Component Parts (switches, capacitors, blades):	1 year
Finishes:	1 year
Wall and remote controls:.....	1 year

Limitations:

- This warranty covers failure of fan due to defect(s) in materials or workmanship and does not apply to defects, malfunctions or failures which are caused by repairs by persons not authorized by us, use of parts or accessories not authorized by us, mishandling, improper installation, modifications or damage to the fan while in your possession, or unreasonable use.
- This warranty applies only to products sold and installed within the United States.
- This warranty extends only to the original user or consumer purchaser of the ceiling fan.
- This warranty applies to private residential use of ceiling fans only. Use of products in commercial applications is backed by a 10-year “motor” warranty. All other aspects of this warranty remain the same.
- This warranty only covers the replacement or repair of ceiling fan or parts as specified above, and does not cover any other costs incurred related to installation labor or equipment, or shipping of fan or fan parts.
- No other expressed warranty is given. The repair or replacement of a product is your exclusive remedy. Any implied warranty of merchantability or fitness is limited to the duration of this written warranty. In no event shall the Company be liable for consequential or incidental damages. Some states do not allow exclusion or limitation of consequential or incidental damages, so the above exclusions or limitations may not apply to you.

Claims:

Prior to submitting a claim for a defective or failed fan, or prior to removal of your fan from its installation location, please contact customer service (888-588-3267) for troubleshooting assistance. Often our personnel can diagnose the cause of a nonfunctioning fan and provide either operational instructions, or replacement parts/components that don't require your fan be removed from the ceiling.

If we are unable to remedy the problem in this way, upon receipt of proof of purchase (including date and location of sale), we will provide the necessary replacement parts or fan as specified by this warranty, or provide instructions and an authorization for return of the product for diagnosis, repair or replacement.



The Modern Fan Company, Inc.

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be ORIGINAL™
Member