

Decorative Ceiling Fans

Installation Instructions



**Models: F-1020 BN
F-1020 BN-WL
F-1020 BN-DWL
F-1020 BK-DWL
F-1020 WH
F-1020 BK
F-1020 PC
F-1020 PC/WL
F-1020 ROB**

Read and Save These Safety Precautions

1. Turn off electricity at main switch before wiring or servicing fan in order to avoid possible electrical shock.
2. All wiring must be in accordance with the National Electric Code (ANSI/NFPA70-1999) and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. After making the wire connections, the wires should be spread apart with the grounded conductor and the equipment-grounding conductor on the one side of the outlet box and the ungrounded conductor on the other side of the outlet box.
4. The splices after being made should be turned upward and pushed carefully up into the outlet box.
5. Conductor of a fan identified as grounded conductor to be connected to grounded conductor of power supply, conductor of a fan identified as ungrounded conductor to be connected to an ungrounded conductor of power supply, conductor of fan identified for equipment grounding to be connected to an equipment-grounding conductor.
6. Fan should not be mounted in an area where it might get wet.
7. To reduce the risk of fire, electric shock or personal injury, mount to outlet box marked "Acceptable for Fan Support" and use mounting screws provide with the outlet box. The outlet box and its support must be able to support the moving weight of the fan (at least 35lbs).
8. For safety and best operating results, we recommend that you have a qualified electrician assemble and install your fan.
9. **WARNING:** To reduce the risk of fire or electric shock, do not use this fan with any solid state speed control device.
10. 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.
11. Check downrod length to ensure blades are at least 7 feet (2.1m) above the floor.

Trouble Shooting

Problem A: Fan Will not Start

Remedies:

1. Check fuse or circuit breaker and replace if necessary
2. Turn off electrical power and check all wire connectors.
3. See operation instructions.

Problem B: Fan is Excessively Noisy

Remedies:

1. Check that all screws in fan assembly are tight and properly seated.
2. Check to make sure mounting bracket is installed properly.
3. Check to make sure light kit and glass are installed properly and tight.

Problem C: Fan Wobbles

Remedies:

1. Check that all blades are screwed firmly into blade holders.
2. Check that all blade holders are screwed firmly into motor.
3. Check the weight of blades. All our blades are weighed on electronic scales. The weight is marked on the reverse side of the fan blade near the motor end. All of the blades should be the same weight to prevent fan from wobbling.
4. A balancing kit is enclosed if needed.

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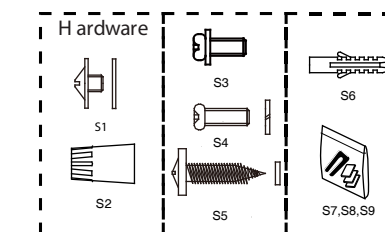
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Before Assembly

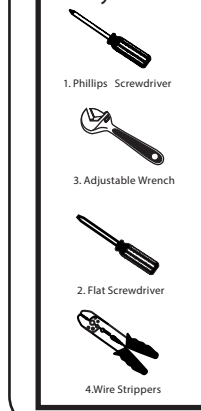
1. Make sure that the fan voltage (120) is compatible with your own electrical system.
 2. Check to make sure that your carton contains all the parts mentioned in the parts list.
- NOTE:** The box can be used as a work space to prevent any damage on the ornamental surface.
- CAUTION:** Before installing, choose a location for mounting the fan where the blades have at least 7 feet of clearance from all objects and floor. Mount an outlet box to the ceiling or use an existing box
- CAUTION:** Do not mount fan to sheet rock or drywall type materials. To insure proper support, use the two #1 wood screws to secure mounting bracket to joist or beam. If the location you choose does not have a suitable support beam, install a 2" x 4" brace between ceiling joists to support.

Screw Package

Screw Package	Quantity
S1. Blade Screws & Washers	16
S2. Wire Nuts	3
S3. Dual mounting Screws	3
S4. 5/32-Screws & Lock Washers	2
S5. Wood Screws & Flat Washers	2
S6. Expansion sleeves	2
S7. Balance Piece & Tape	3
S8. Balance Clip	1
S9. Instruction Sheet	1

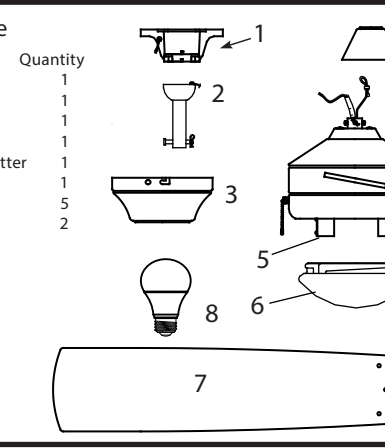


Tools you Need



What You Have

Parts	Quantity
1. Mounting Bracket	1
2. Downrod	1
3. Canopy	1
4. Flange Cover	1
5. Motor & Light Kit Fitter	1
6. Light Kit Glass	1
7. Blades	5
8. 9.5w LED Bulb (not included)	2



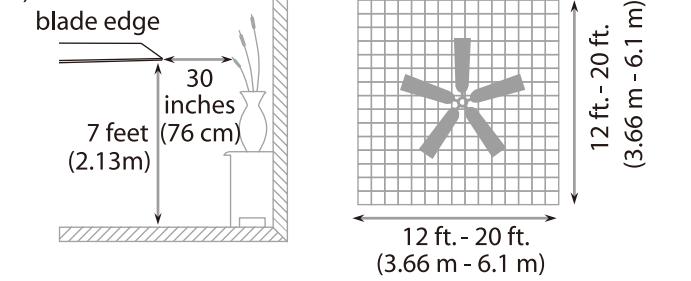
Installation preparation.

Turn off circuit breakers and wall switch to the fan supply line leads.

Important: When using an existing outlet box, be sure the box is securely attached to the building structure and can support the full weight of the fan. Failure to do so can result in serious injury or death.

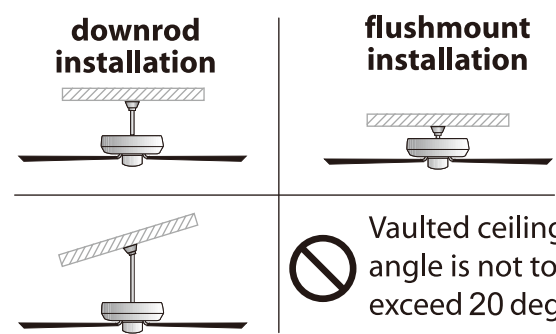
To prevent personal injury and damage, ensure that the hanging location allows the blades a clearance of 7ft.(2.13m) from the floor and 30in.(76cm) from any wall or obstruction.

This fan is suitable for room sizes up to 400square feet (37.2square meters).



This fan can be mounted with a downrod on regular (no-slope) or vaulted ceiling.

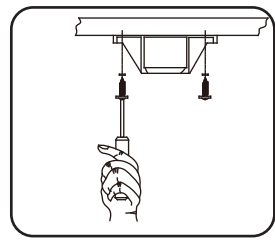
This fan can also be mounted using flushmount installation only on a regular (no-slope) ceiling.



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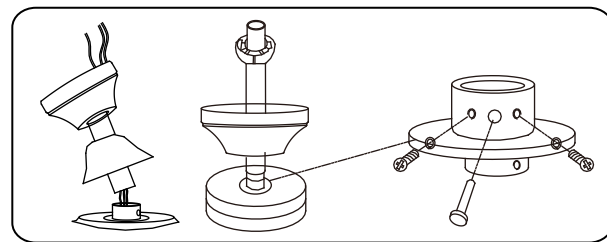
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Installing Mounting Bracket



Secure the Mounting Bracket to outlet box marked "ACCEPTABLE FOR FAN SUPPORT" and use outlet box screws provided with outlet box

Installing Drop-mount

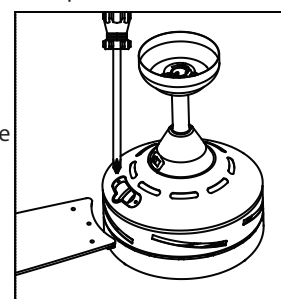


- Loosen the two Downrod Set Screws and remove the Clip and Connection Pin from the downrod coupling. Insert the Downrod through Canopy and Flange Cover, pull lead wires through Downrod.
- Insert Downrod into downrod coupling. Make sure to align holes in Downrod with the holes in the coupling. Insert the Clip into the Connection Pin until it snaps into place. Tighten the Screws in the downrod coupling.

INSTALL BLADES

Assembly

- Remove the two screws from the covering plate of blade-fixing hole.
- Insert blades one at a time through five slots around the canopy and secure with three screws for each blade through the top opening. Repeat this procedure for all blades.
- Replace the cover plate and secure with two screws
- Once all four blades have been firmly fitted.
- Please ensure that the blades do not get bent during the installation process while the fan may be on the ground, as this will affect the performance and balance of the fan and this is NOT covered under warranty.



Attach Assembly To Mounting Bracket

With the hanging bracket secured to the outlet box and able to support the fan, you are now ready to hang your fan. Grab the fan firmly with two hands. Slide downrod through opening in hanging bracket and let hanging ball rest on the hanging bracket. Turn the hanging ball slot until it lines up with the hanging bracket tab.

WARNING: Failure to align slot in hanging ball with tab in hanging bracket may result in serious injury or death.

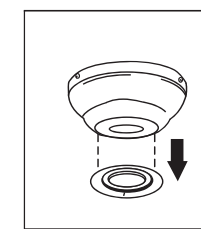
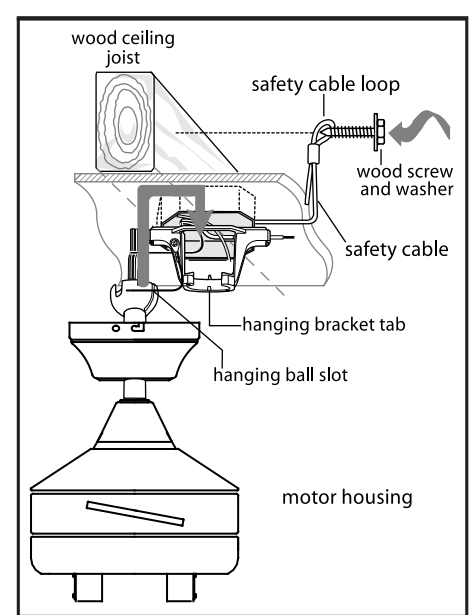
Tip: Seek the help of another person to hold the step ladder in place and to help lift the fan up to you once you are set on the ladder.

Find a secure attachment point (wood ceiling joist highly recommended) and secure safety cable. It will be necessary to use a heavy duty wood screw, washer and lock washer (not supplied) with the safety cable loop. If necessary, adjust the loop at the end of the safety cable should just fit over the threads on the wood screw. Test safety cable by pulling on loose end of cable with pliers. If the safety cable slips, the loop must be adjusted tighter. Extra cable slack can be left in ceiling area.

WARNING: Failure to holding the fan assembly may result in serious injury or death.

Installing Hugger mount

If using hugger mount installation, remove rubber washer from bottom of the canopy.



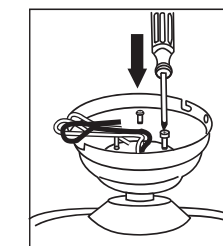
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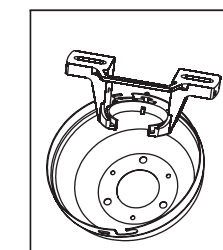
Note: Flange cover is not used with this type of installation.



Pull wires through the canopy hole and attach canopy to motor housing using the 3 screws and 3 lock washers provided.



Temporarily hang fan onto the tab on the mounting bracket until wiring is complete. Use one of the non-slotted holes in the canopy.



Wiring Instructions

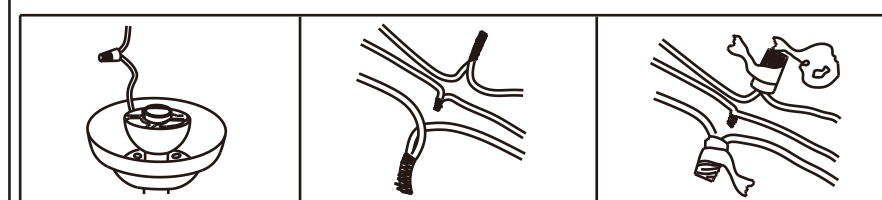
IMPORTANT: If you are not sure if the electrical outlet box and fan are grounded, contact a licensed electrician for advice. They must be grounded for safe operation. **WARNING:** To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

Your outlet box should have 3 wires. If they are not there, contact a certified electrician to help set this part up. Match up and connect wires from the ceiling fan to the wires from your outlet box according to the chart below:

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Connect with wire connector	on fan	In outlet box
Ground & ground	2 ground wires (green)	Ground wire (typically copper or green)
Motor, light & live	Motor wire (black) Light wire (blue)	Live wire (typically black)
Neutral & neutral	Neutral wire (white)	Neutral wire (white)

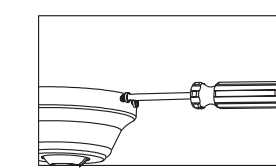
- When wires are matched up, connect them by twisting frayed ends together;
- Screw wire connectors (3 are provided) onto the tops of the twisted wires;
- Tighten them with electrical tape.



WARNING: Be sure no bare wire or wire strands are visible after making connection. Place green and white connections on opposite side of box from the black and blue (if applicable) connections.

Assembly

Temporarily lift canopy to mounting bracket to determine which screws align with slotted holes in canopy and partially loosen these screws. Remove the other two screws. Raise canopy to mounting bracket, aligning slotted holes in canopy to lock. Insert the other two screws in nonslotted holes. Tighten all screws securely.



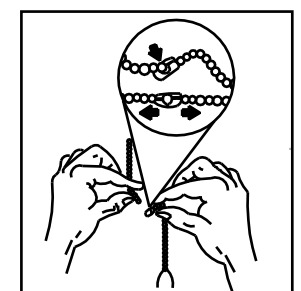
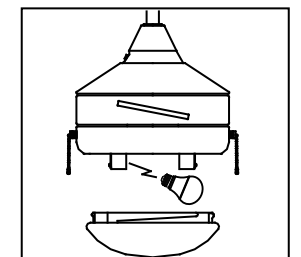
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Light Kit Installation

Install two 9.5W LED bulb (not included). Turn fan and light off and install the Glass Shade onto the Light Kit by turning the Glass Shade clockwise.

NOTE: DO NOT TWIST THE SHADE TOO MUCH ONTO THE PAN, IN CASE OF NOT BEING EASY TO SCREW THE SHADE OFF FROM THE PAN WHEN RELAMPING.

Assemble decorative fob chains from hardware bag to fan and light kit pull chains. Insert end chain into chain coupling. Check that chains are held by lightly pulling both chains in coupling.



Operation

- Turn fan on/off & select fan speed
- Restore power to ceiling fan and test for proper operation.
- The fan pull chain controls the fan speed settings:
 1. Turn on the fan at high speed;
 2. Turn on the fan at medium speed;
 3. Turn on the fan at low speed;
 4. Turn off the fan.
- The light pull chain controls the light:
 1. Turn on the light;
 2. Turn off the light.

Forward and reverse direction function
This ceiling fan is equipped with a Reverse Switch for downward or upward air-flow.

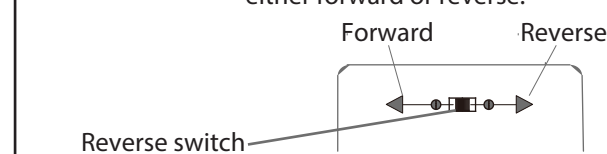
NOTE: Do not use the Reverse Switch when the fan blades are in motion.

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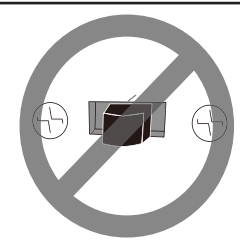
Forward and reverse direction function

This ceiling fan is equipped with reverse switch for downward or upward air-flow.

NOTE: Do not change the direction of rotation while the fan blades are in motion. To change direction, turn off the fan and wait for the blades to stop rotating before setting the switch to the desired rotation direction, either forward or reverse.

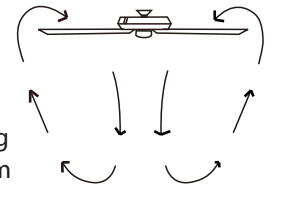


IMPORTANT: Reverse switch must be set either completely left or completely right for fan to function. If the reverse switch is set in the middle position, fan will not operate.



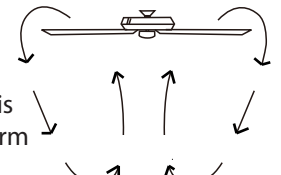
Forward function(left position)

On this setting, the fan will turn counterclockwise to create a cooling effect. Use this function during warmer weather to circulate the hot air away from your living space.



Reverse function(right position)

On this setting, the fan will turn clockwise. Use this function during cooler weather to re-circulate warm air.



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Maintenance

Because of the fan's natural movement, some connections may become loose. Check the support connections, brackets and blade attachments twice a year. Make sure they are secure.

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

Care and cleaning

- Dust your fan periodically with a soft, dry cloth. Do not use harsh cleaners or materials as they may damage the unit.
- To prevent bending the blades during cleaning, support the blades so that no pressure is applied to them.

Caution!

Do not allow water to come in contact with fan blades or the ceiling fan. Doing so will create fire and/or shock hazards, damaging property.