

# Decorative Ceiling Fans

## Installation Instructions



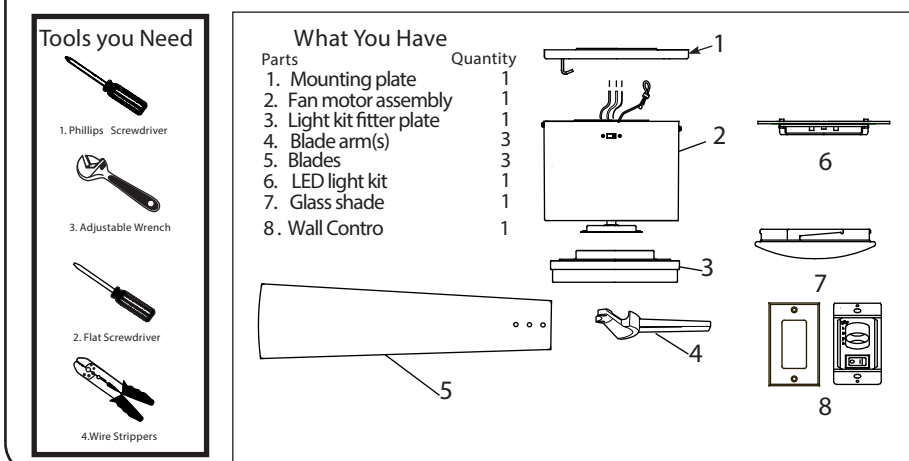
Models: F-1017-3 BN  
F-1017-3 BK  
F-1017-3 WH  
F-1017-3-44 BK

- 1 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.

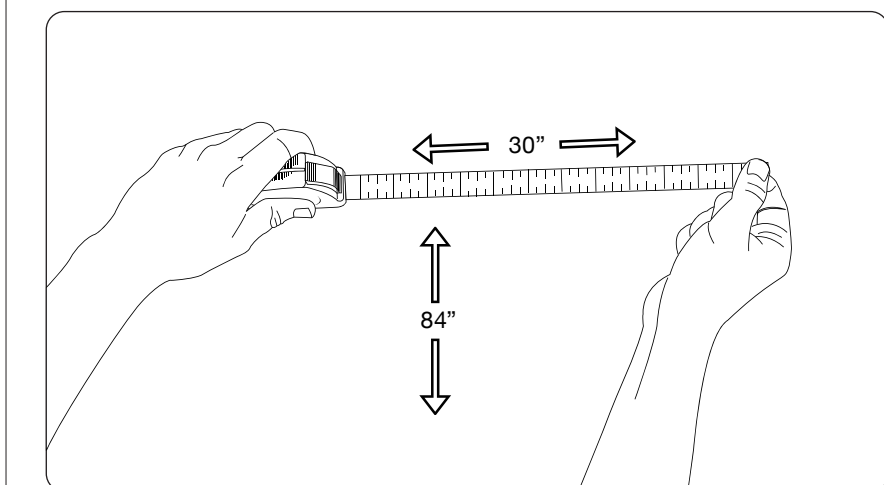
### Trouble Shooting

- 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 connections.
  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.

- 2 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                                    | Quantity |
|--|----------|
| S1. Blade Screws & Washers                       | 10       |
| S2. Wire Nuts                                    | 3        |
| S3. Expansion sleeves                            | 2        |
| S4. S/32 Screws & Lock Washers                   | 2        |
| S5. Wood Screws & Flat Washers                   | 2        |
| S6. Extra blade bracket screw with spring washer | 1        |



- 3 Turn off circuit breakers and wall switch to the fan supply line leads.**
- Preparation** 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.
- flush mount installation**
- This fan can be mounted as a flushmount on a regular (no-slope) only. Downrod installations are not available for this fan.



- Check to make sure blades are at least 30" from any obstruction.
- Check Down rod Length to make sure blades are at least 7.1' above the floor.

- 4 Installing Mounting Bracket**
- Normal masonry ceiling**
- Securely attach the mounting bracket to an outlet box marked "Acceptable for Fan Support", using the supplied outlet box screws with lock washers.
- Wooden ceiling**
- Drill two mounting holes in the ceiling joist. Securely attach the mounting bracket to the ceiling or wood ceiling as indicated below.

- Hands-free Wiring**
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- Lift motor assembly to mounting plate and then hang motor assembly on j-hook on underside of mounting plate. (Use one of the non-slotted holes on the rim of the motor assembly to do so.) This will allow motor assembly to hang out of the way while wiring.
- Tip: Seek the help of another person to hold the stepladder in place and to 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. 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 smaller. Extra cable slack can be left in ceiling area.

- 5 Assembly**
- Secure the fan to the mounting plate with the side screws and washers.
- Locate 3 blade attachment screws and washers in one of the hardware packs. Hold blade arm up to blade and align holes. Insert 3 blade attachment screws (along with washers) with fingers first and then tighten screws securely with a Phillips screwdriver. Repeat for the remaining blades.
- CAUTION**
- If there are plastic tabs shaped like bottle caps, remove and discard them. These are stabilizers that protect the motor during shipping.
  - Remove all the Extra blade bracket screw with spring washer from the lower motor shell

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- Align blade holes and attach blade with blade screws and washers. Before securing screws permanently, repeat with remaining blade. Securely tighten all screws.  
**IMPORTANT:** Tighten blade screws twice a year.
  - Remove 1 screw from motor plate on underside of motor and partially loosen the other 2 screws.
  - Align slotted holes in fitter plate with loosened screws in motor plate, allowing mox to come through centre hole in fitter plate. Twist fitter plate to lock. Re-insert screw that was previously removed and securely tighten all 3 screws with a crosshead screwdriver.
  - Remove 1 screw from motor plate on underside of motor and partially loosen the other 2 screws.
  - Connect blue wire from motor assembly to black wire from the LED light kit. Connect white wire from motor assembly to white wire from LED light kit. Make sure molex connections snap together completely.
  - Gently push up on glass shade and turn to the RIGHT (clockwise) until it slides completely into place
  - **NOTE:** Pull down VERY GENTLY on glass shade to make sure that
- 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.**

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- Make wire connections using wire nuts:
- Fan wire connection:**
1. Connect black wire from fan to black wire from ceiling outlet box.
  2. Connect blue wire from fan to blue wire from ceiling outlet box.
  3. Connect white wire from fan to white wire (neutral) from ceiling outlet box.
  4. Connect green ground wires from downrod and bracket to ground wire (green or bare copper) from ceiling outlet box.
- Wall switch connection:**
1. Connect black wire (live) from Wall outlet box to black (AC IN L) wire from wall switch.
  2. Connect black wire from Fan (inside the outlet box) to black (TO MOTOR L) wire from wall switch.
  3. Connect blue wire from Light (inside the outlet box) to (TO LIGHT L) wire from wall switch.
- \*\*\*The black wire, white wire and blue wire between ceiling outlet box and wall outlet box are conductor cables.  
\*\*\*If your wall outlet box has a ground wire (green or bare copper), connect the yellow/ green ground wire from wall switch to it with a wire nut. Otherwise connect the yellow/ green ground wire from wall switch to one of the screws from the wall outlet box.  
\*\*\*After the connections have been made, the wires from fan should be pushed up carefully into the ceiling outlet box.  
**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.

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- Wall Switch Installation:**
- Carefully tuck the wire connections from wall switch inside wall outlet box. Secure the wall switch with two wall switch screws provided. Attach the wall switch cover over the wall switch and secure with two wall switch cover screws provided.
- Warning:** Hook up in "series only". Do not connect the live and neutral wires of the electric circuit to the wall switch-damage to the switch and possible fire could occur.
- Operation**
- The fan 3-speed control is used to set the fan speeds as follows:
- 0= Turns the fan off
  - H= High Speed
  - M= Medium Speed
  - L= Low Speed
- "OFF-ON" light Button: Turn on/off the light
- Forward and reverse direction function  
This ceiling fan is equipped with a Reverse Switch for downward or upward air-flow.
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- NOTE:** Do not use the Reverse Switch when the fan blades are in motion.
- Forward function**
- 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.
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- Reverse function**
- 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.