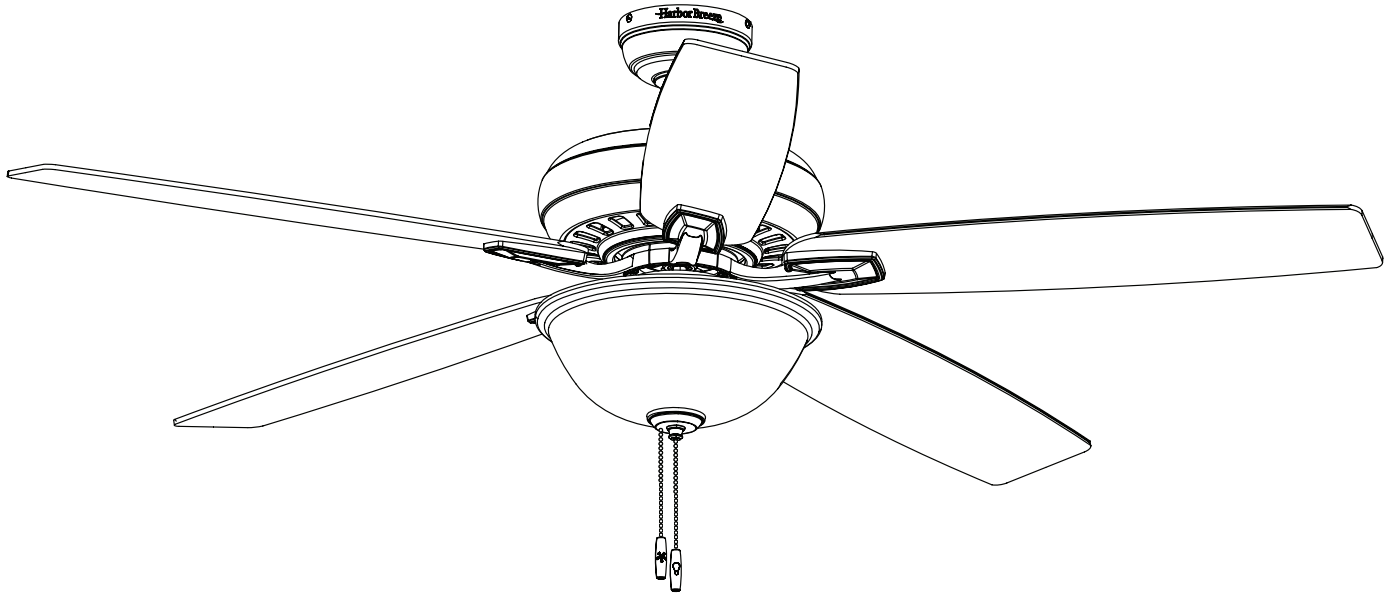




ITEM #0883774, 0883773
**COOPERSTOWN
CEILING FAN**
MODEL #41645, 41646

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Español p. 21



ATTACH YOUR RECEIPT HERE

Purchase Date _____



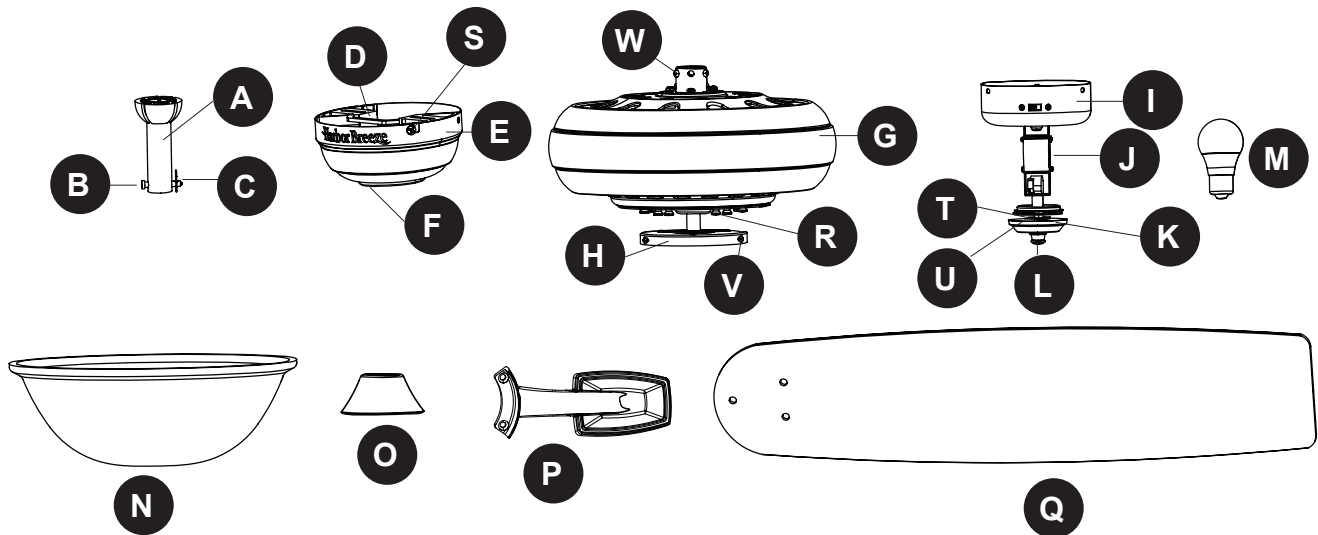
Questions, problems, missing parts? Before returning to your retailer, call our customer service department at 1-800-643-0067, 8 a.m. - 6 p.m., EST, Monday - Thursday, 8 a.m. - 5 p.m., EST, Friday.

PH181054

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PACKAGE CONTENTS



PART	DESCRIPTION	QUANTITY
A	Downrod	1
B	Downrod Pin (preassembled to Downrod [A])	1
C	Downrod Clip (preassembled to Downrod [A])	1
D	Mounting Bracket (preassembled to Canopy [E])	1
E	Canopy	1
F	Canopy Cover (preassembled to Canopy [E])	1
G	Motor Assembly	1
H	Fitter Plate (preassembled to Motor Assembly [G])	1
I	Switch Housing (preassembled to Light Kit [J])	1
J	Light Kit	1
K	Finial Cap (preassembled to Light Kit [J])	1
L	Finial (preassembled to Light Kit [J])	1
M	Bulb	2
N	Glass Bowl	1
O	Yoke Cover	1
P	Blade Arm	5
Q	Blade	5
R	Motor Screw (preassembled to Motor Assembly [G])	10
S	Mounting Bracket Screw (preassembled to Mounting Bracket [D])	4
T	Hex Nut (preassembled to Light Kit [J])	1
U	Rubber Washer (preassembled to Light Kit [J])	1
V	Fitter Plate Screw (preassembled to Fitter Plate [H])	3
W	Set Screw (preassembled to Motor Assembly [G])	2

HARDWARE CONTENTS (shown actual size)

AA



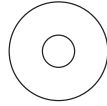
Wire Connector
Qty. 3
+ 1 extra

BB



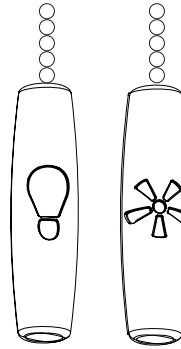
Blade Screw
Qty. 15
+ 1 extra

CC



Blade Washer
Qty. 15
+ 1 extra

DD



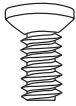
Pull Chain Extension
Qty. 2

EE



Plug Button
Qty. 1

XX



Motor Screw
1 extra



SAFETY INFORMATION

Please read and understand this entire manual before attempting to assemble, operate or install the product.

- Before you begin installing the fan, disconnect the power by removing fuses or turning off the circuit breakers.
- Make sure all electrical connections comply with local codes, ordinances, the National Electrical Code and ANSI/NFPA 70-199. Hire a qualified electrician or consult a do-it-yourself wiring handbook if you are unfamiliar with installing electrical wiring.
- Make sure the installation site you choose allows a minimum clearance of 7 ft. from the blades to the floor and at least 30 in. from the end of the blades to any obstruction.
- The net weight of this fan is: 23.14 lbs.



DANGER: When using an existing outlet box, make sure the outlet box is securely attached to the building structure and can support the full weight of the fan. Failure to do this can result in serious injury or death. The stability of the outlet box is essential in minimizing wobble and noise in the fan after installation is complete.



WARNING: To avoid personal injury, the use of gloves may be necessary while handling fan parts with sharp edges.



WARNING: Using a full-range dimmer switch to control fan speed will cause a loud humming noise from the fan. To reduce the risk of fire or electric shock, do NOT use a full-range dimmer switch to control the fan speed.



WARNING: To reduce the risk of fire, electric shock or personal injury, mount the fan to an outlet box marked "ACCEPTABLE FOR FAN SUPPORT" and use the mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt. Secure the outlet box directly to the building structure. The outlet box and its support must be able to support the moving weight of the fan (at least 35 lbs.).



WARNING: To reduce the risk of fire, electric shock or personal injury, wire connectors provided with this fan are designed to accept only one 12-gauge house wire and two lead wires from the fan. If your house wire is larger than 12-gauge and/or there is more than one house wire to connect to the two fan lead wires, consult an electrician for the proper size wire connectors to use.



WARNING: To reduce the risk of fire, electric shock or personal injury, do not bend the blade arms when installing them, balancing the blades or cleaning the fan. Do not insert objects between the rotating fan blades.



WARNING: To reduce the risk of personal injury, use only parts provided with this fan. The use of parts OTHER than those provided with this fan will void the warranty.



SAFETY INFORMATION

CAUTION: Read all instructions and safety information before installing your new fan. Review the accompanying assembly diagrams.

CAUTION: Be sure the outlet box is properly grounded or that a ground (green or bare) wire is present.

CAUTION: Carefully check all screws, bolts and nuts on the fan motor assembly to ensure they are secured.

CAUTION: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver
- Connect the equipment into and outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Please note that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

PREPARATION

Before beginning the assembly of this product, ensure that all parts are present. Compare all parts with the package contents list and hardware contents list. If any part is missing or damaged, do not attempt to assemble the product.

Estimated Assembly Time: 120 minutes

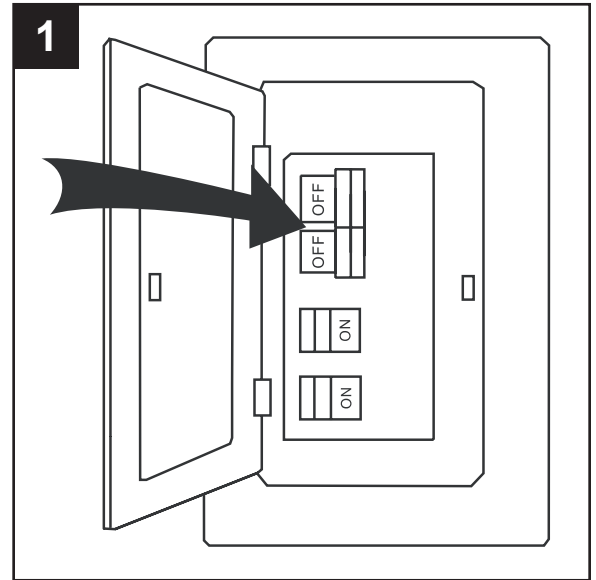
Tools Required for Assembly (not included): Electrical Tape, Phillips Screwdriver, Pliers, Safety Glasses, Step Ladder and Wire Strippers

Helpful Tools (not included): AC Tester Light, Tape Measure, Wiring Handbook and Wire Cutters

INITIAL INSTALLATION

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

⚠ DANGER: Failure to disconnect the power supply prior to installation may result in serious injury or death.



2. Determine the mounting method to use.

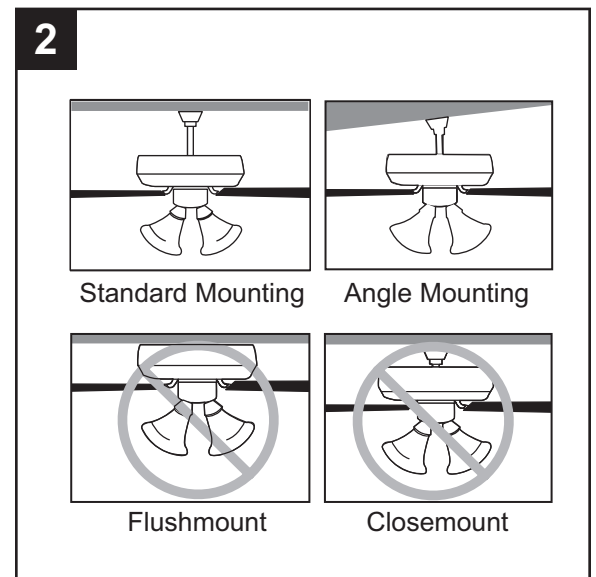
Standard mounting is best suited for ceilings 8 ft. or higher. For taller ceilings you may want to use a longer downrod (not included).

Angle-style mounting is best suited for angled or vaulted ceilings. A longer downrod is sometimes necessary to ensure proper blade clearance.

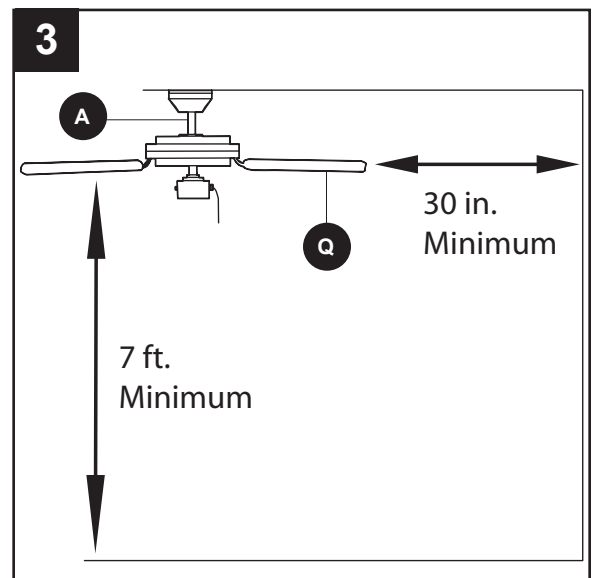
Note: If using the angle mount, check to ensure the ceiling angle is not steeper than 16°.

Closemount-style mounting is not available for this item.

Flushmount installation is not available for this item.



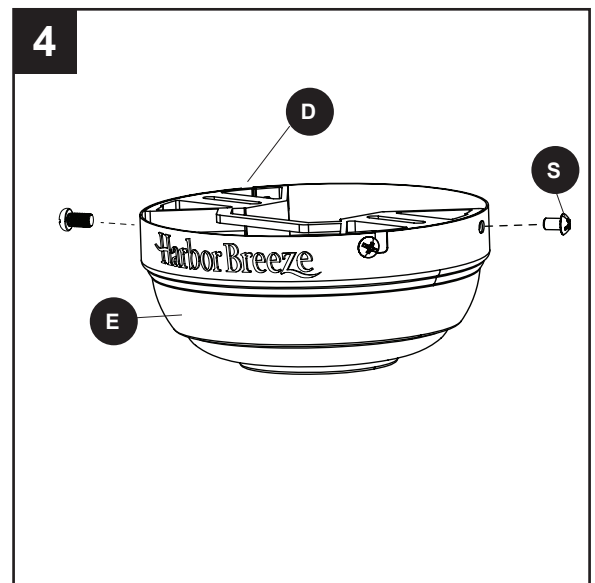
3. Ensure the blades (Q) will be at least 30 in. from any obstructions. Also check the downrod (A) length to ensure the blades (Q) will be at least 7 ft. above the floor.



INITIAL INSTALLATION

- Loosen all four preassembled mounting bracket screws (S), then completely remove the two mounting bracket screws (S) from the round holes of canopy (E). Set aside for later use.

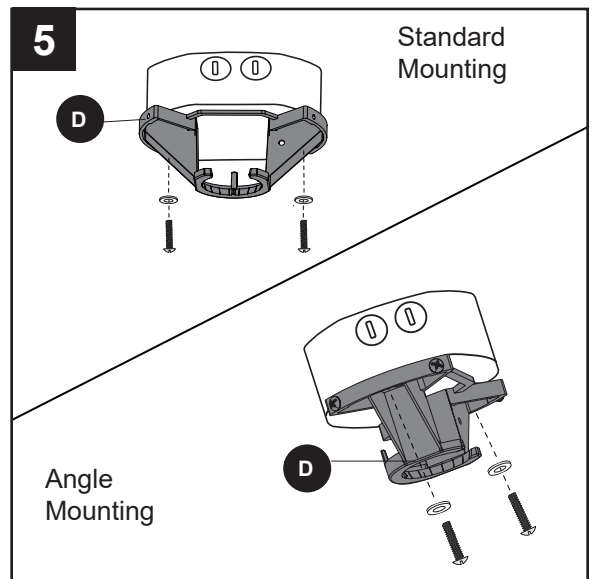
Detach mounting bracket (D) from canopy (E).



- Attach mounting bracket (D) to outlet box (not included) using screws and washers provided with the outlet box.

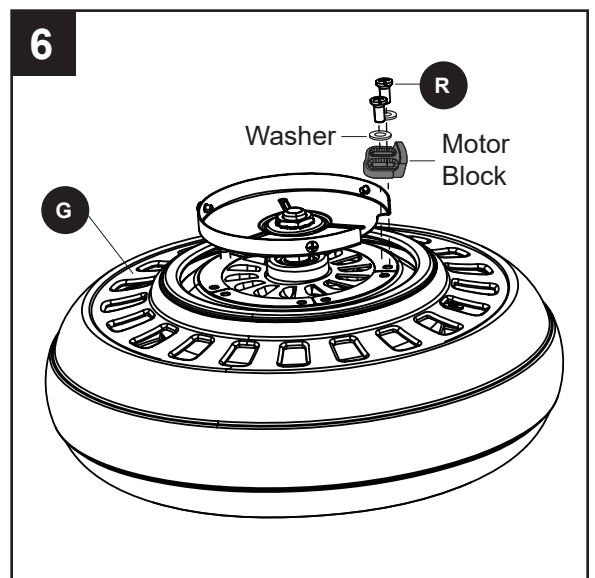
CAUTION: It is very important to use the proper hardware when installing the mounting bracket (D) as this will support the fan.

Important: If using the angle mount, ensure the open end of the mounting bracket (D) is installed facing the higher point of the ceiling.



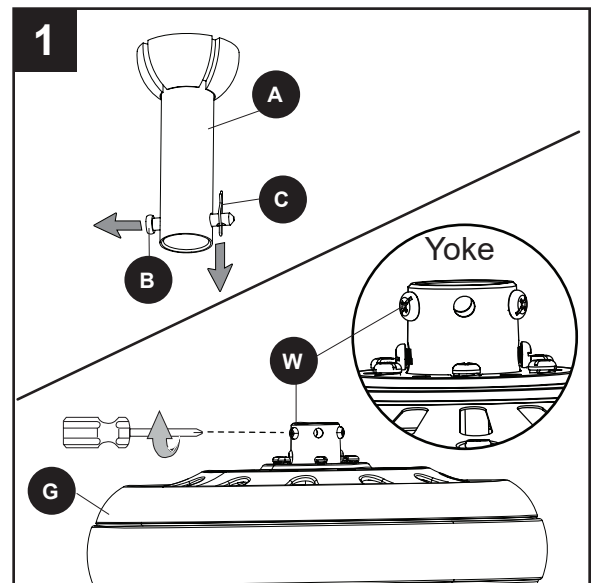
- Remove motor screws (R), motor blocks and washers from underside of the motor assembly (G). Discard the motor blocks and washers but keep the motor screws (R) for blade arm attachment.

Note: The notch in the fitter plate allows a Phillips screwdriver (not included) access to motor screws (R).

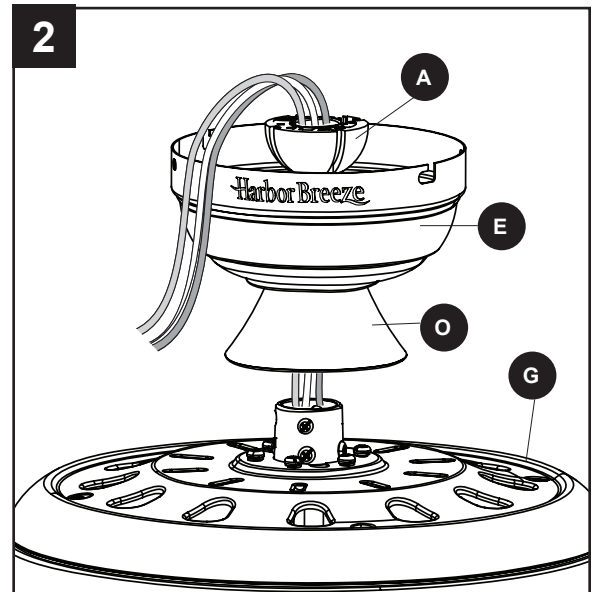


STANDARD OR ANGLE MOUNTING INSTRUCTIONS

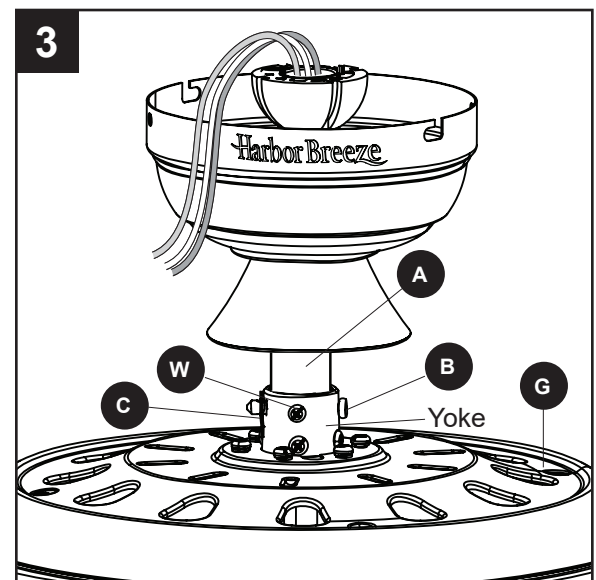
1. Remove the downrod pin (B) and downrod clip (C) from the downrod (A). Then partially loosen the set screws (W) in the yoke at the top of the motor assembly (G).



2. Insert the downrod (A) through the canopy (E) and yoke cover (O). Feed the wires from the motor assembly (G) through the downrod (A).

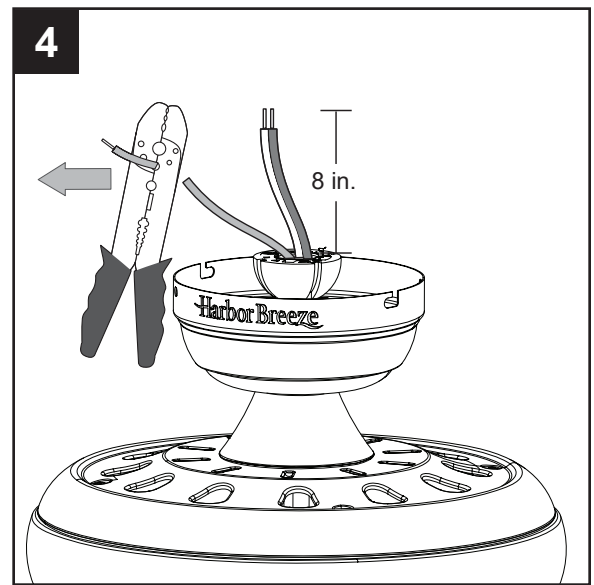


3. Slide the downrod (A) into the yoke of the motor assembly (G), align the holes, then re-install the downrod clip (C) and downrod pin (B). Secure with set screws (W).



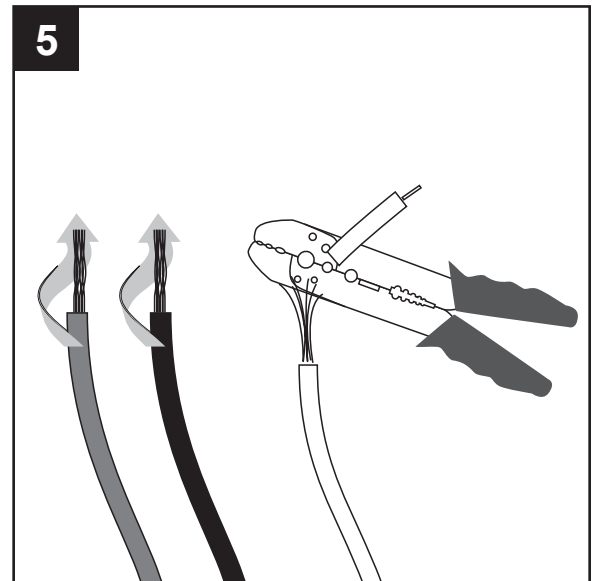
STANDARD OR ANGLE MOUNTING INSTRUCTIONS

4. Depending on the length of downrod you use, you may need to cut the lead wires back to simplify the wiring. If you decide to cut back the lead wires, it is suggested you do so in the following manner: Take the lead wires and make sure you have pulled them all the way through the top of the downrod. Measure 8 inches of lead wire, then cut the excess wire off with wire cutters (not included).



5. If you decided to cut back the lead wire in Step 4, strip 1/2 in. of insulation from the end of the white wire. Twist the stripped ends of each strand of wire within the insulation with pliers (not included). Repeat this step for black, blue and green wires.

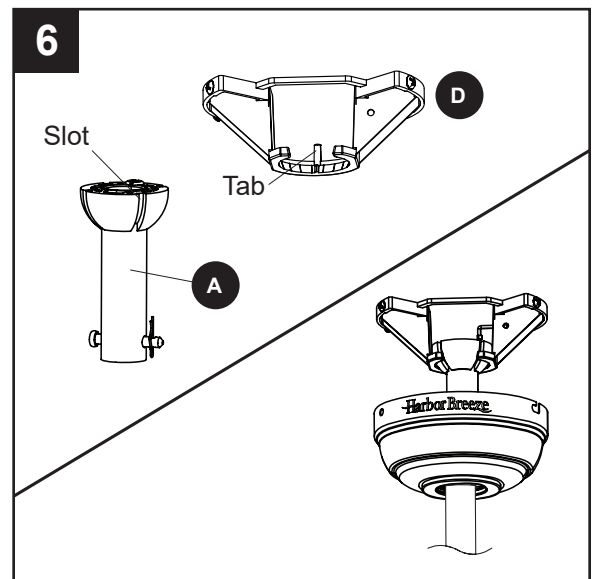
Note: If you did not cut back the lead wires in Step 4, Step 5 is not necessary and you may proceed to Step 6.



6. Install the ball end of the downrod (A) into the opening of mounting bracket (D). Align one of the four slots in the ball with the tab in the mounting bracket (D).

Note: The downrod (A) should not rotate if installed correctly.

⚠ DANGER: Failure to align the slot in the downrod (A) with the tab of the mounting bracket (D) may cause the fan to wobble or fall, which could result in serious injury or death.



WIRING

⚠ WARNING: To reduce the risk of fire, electrical shock or personal injury, wire connectors provided with this fan are designed to accept only one 12-gauge house wire and two lead wires from the fan. If your house wire is larger than 12-gauge and there is more than one house wire to connect to the two fan lead wires, consult an electrician for the proper size wire connectors to use. **CAUTION:** Be sure the outlet box is properly grounded or that a ground (green or bare) wire is present.

1. Connect household supply and fan wires according to the diagram and these steps:

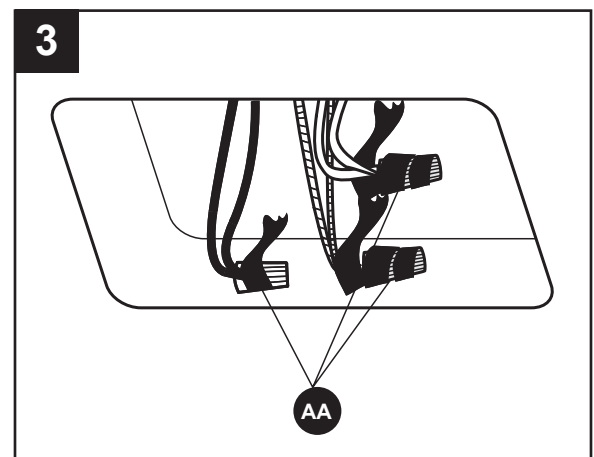
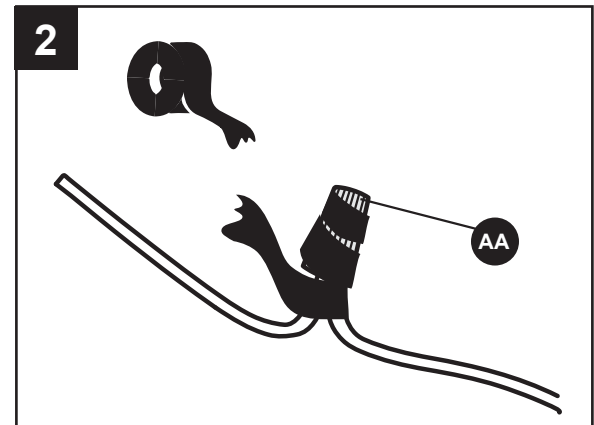
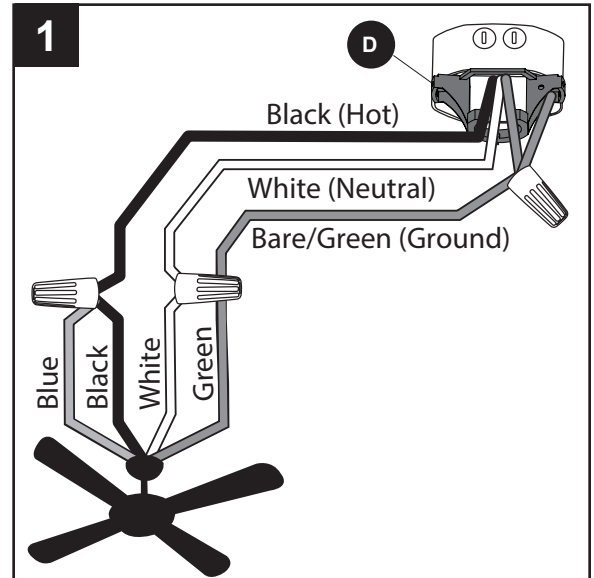
- Connect the Green wire from the downrod (A) and mounting bracket (D) to the Bare/Green supply wire.

Note: Closemount installation does not use downrod (A), so there will only be two Green wires.

- Connect the White wire from the fan to the White supply wire.
- Connect the Black and Blue wires from the fan to the Black supply wire.
- Secure all wiring connections together with wire connectors (AA).

Note: If there is a second hot/power wire coming from the outlet box, connect it to the Blue (light power) fan wire for separate light and fan control.

Note: The Black wire is hot power for the fan. The White wire is common for the fan and light kit. The Blue wire is hot power for light. The Green wire is the ground wire. If household supply wires are different colors than referred to above, it is recommended a professional electrician determines the proper wiring.



Hardware Used

AA

Wire Connector



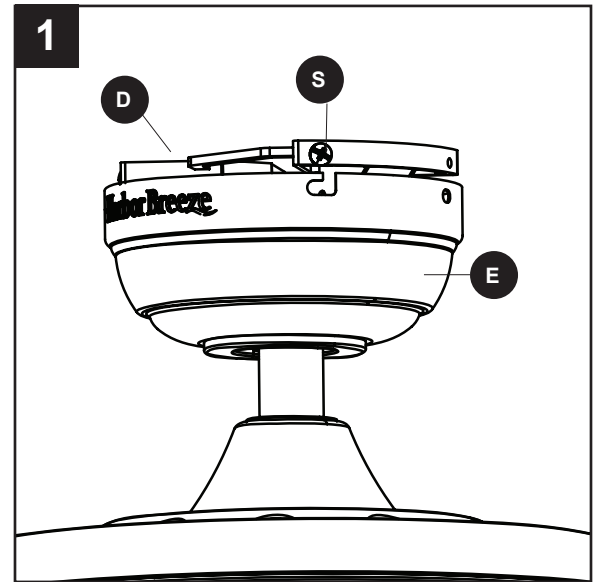
x 3

2. Wrap electrical tape (not included) around each individual wire connector (AA) down to the wire.
3. Turn the spliced/taped wires upward and gently push the wires and wire connectors (AA) into the outlet box.

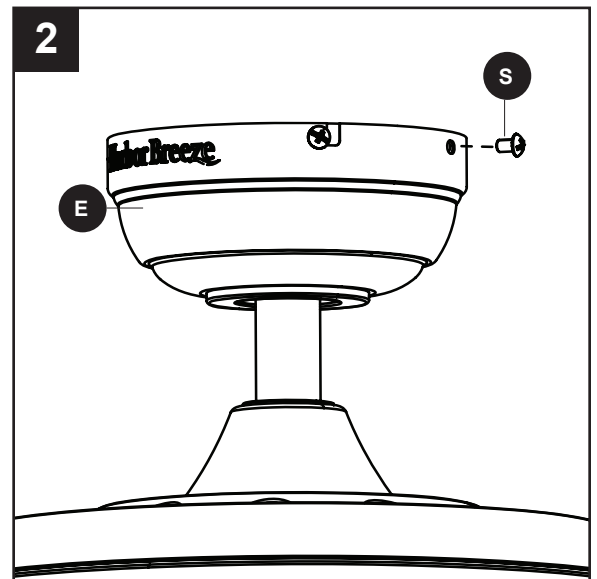
⚠ WARNING: Ensure no bare wire or wire strands are visible after making connections. Place the Green and White wire connections on the opposite side of the outlet box from the Black and Blue wire connections.

FINAL INSTALLATION

1. Align the canopy (E) over the loosened mounting bracket screws (S) preassembled on mounting bracket (D). Place the keyholes of the canopy (E) onto the mounting bracket screws (S) and rotate the canopy (E) clockwise.





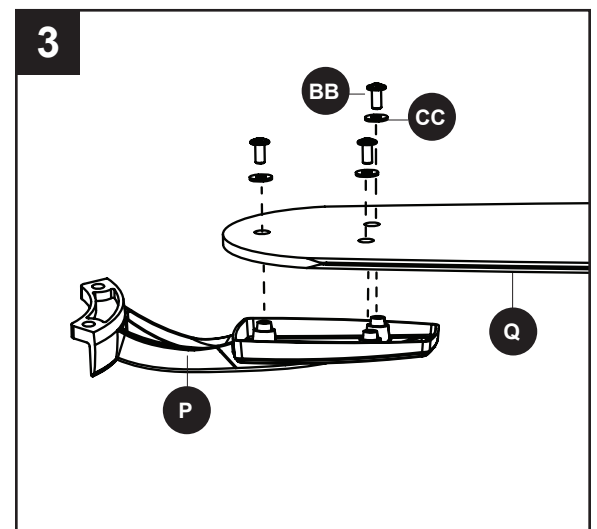
2. Secure the canopy (E) with the mounting bracket screws (S) previously removed (Step 4, page 8). Tighten all mounting bracket screws (S) securely.



3. Partially insert the blade screws (BB) along with the blade washers (CC) through the blade (Q) and into the blade arm (P). Tighten each blade screw (BB) with a Phillips screwdriver (not included), starting with the one in the middle. Repeat this step for the remaining blades (Q) and blade arms (P).

Hardware Used

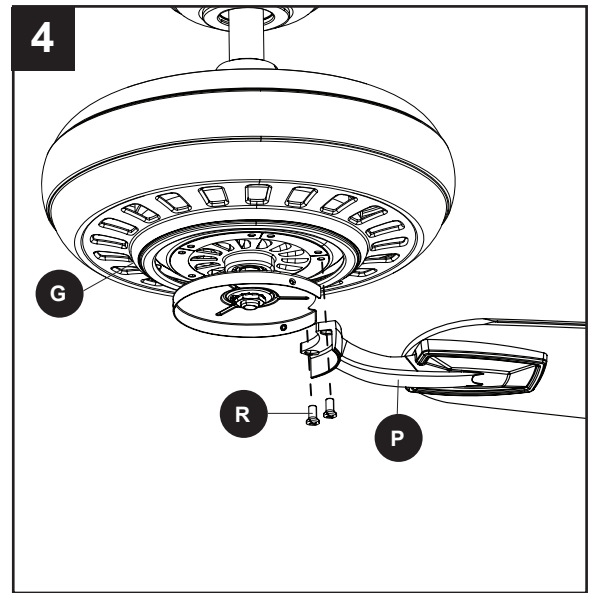
BB	Blade Screw		x 15
CC	Blade Washer		x 15



FINAL INSTALLATION

4. Install the blade arm (P) to the underside of the motor assembly (G) with motor screws (R) previously removed (Step 6, page 8). Tighten with Phillips screwdriver. Repeat for each blade arm (P).

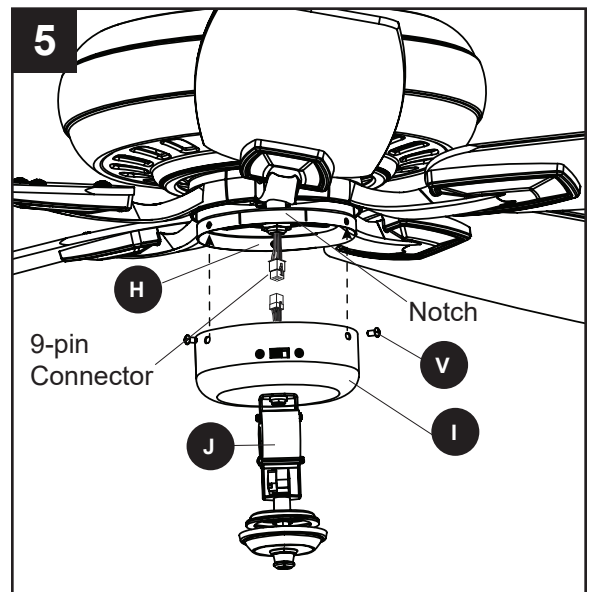
Note: The notch in the fitter plate allows a Phillips screwdriver (not included) access to motor screws (R).



Note: If you wish to install the fan without the light kit (J), proceed to Step 8.

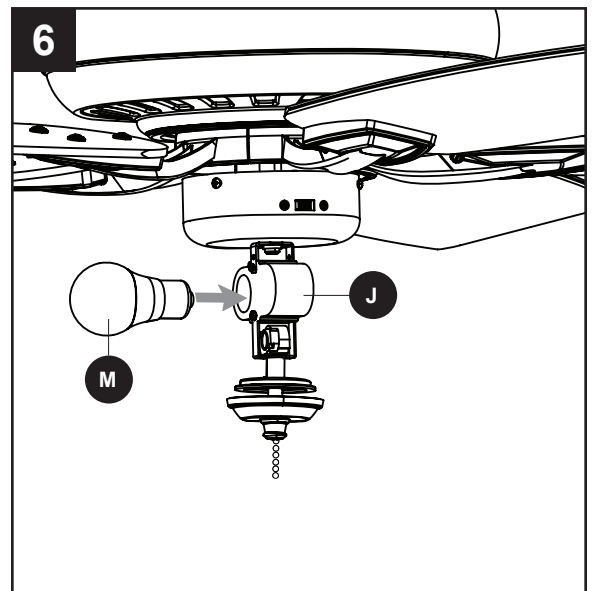
5. To install the light kit (J), first remove the three fitter plate screws (V) from the fitter plate (H). Then connect the 9-pin connector from the fitter plate (H) to the 9-pin connector from the light kit (J). Secure the switch housing (I) with light kit (J) to the fitter plate (H) using the previously removed fitter plate screws (V).

Note: Align the notch in the fitter plate (H) with the reverse switch on the switch housing (I).



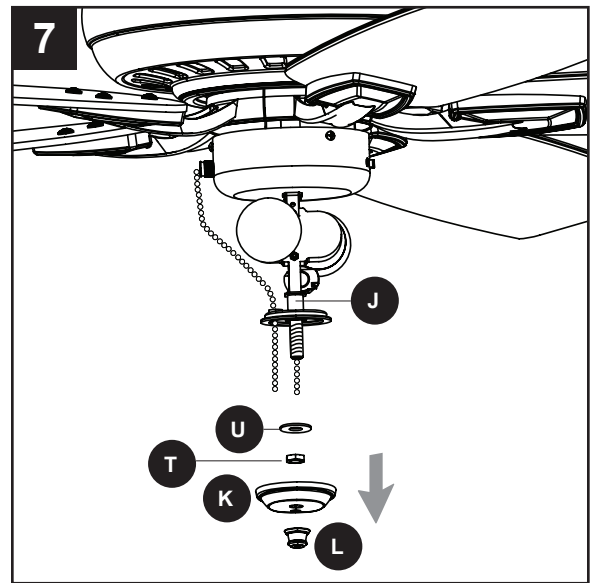
6. Install the bulbs (M) into the sockets on the light kit (J).

IMPORTANT: Make sure you allow the bulbs (M) and light kit (J) to cool before you replace the bulbs.

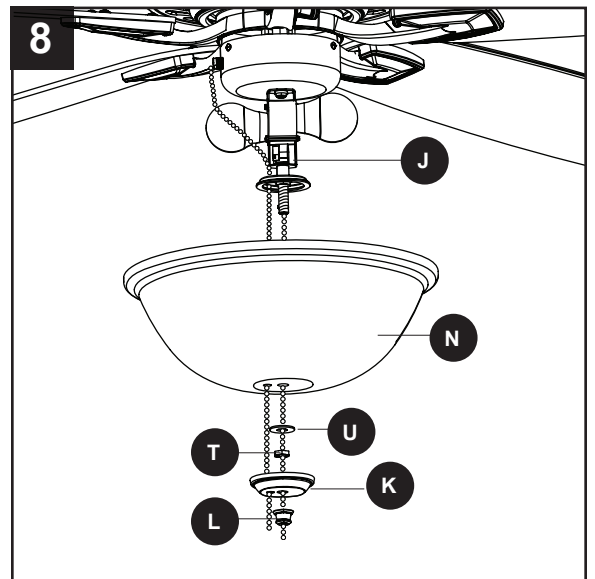


FINAL INSTALLATION

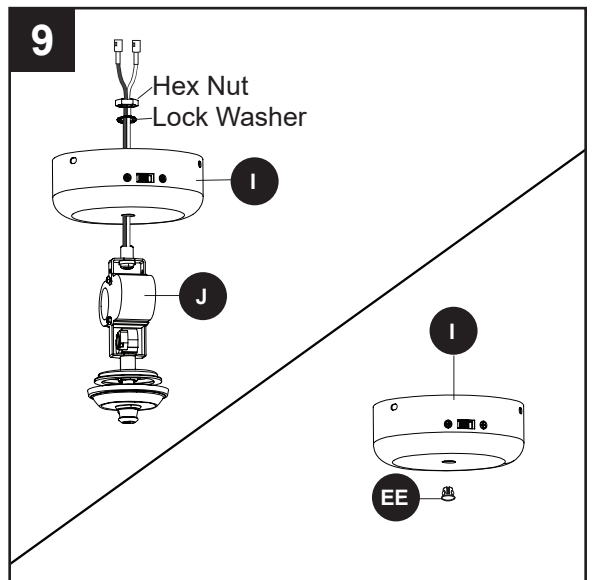
7. Remove the preassembled finial (L), finial cap (K), hex nut (T) and rubber washer (U) from the light kit (J). Feed the pull chain from the switch housing (I) down through the preassembled grommet on the lower part of the light kit (K).



8. Lift the glass bowl (N) onto the threaded rod at the bottom of the light kit (J). Feed the pull chain coming from the grommet in the light kit (J) through the off-center hole in the glass bowl (N). Feed pull chain coming from the center of the light kit (J) through the center hole in the glass bowl (N). Secure glass bowl (N) with rubber washer (U) and hex nut (T). Then attach finial cap (K) and finial (L).



9. **To install the fan without the light kit (J),** remove the preassembled hex nut and lock washer from the threaded rod on the inside of the switch housing (I). Remove light kit (J) from the switch housing (I) and discard, then install the plug button (EE) into the center hole of the switch housing (I).



Hardware Used

EE Plug Button

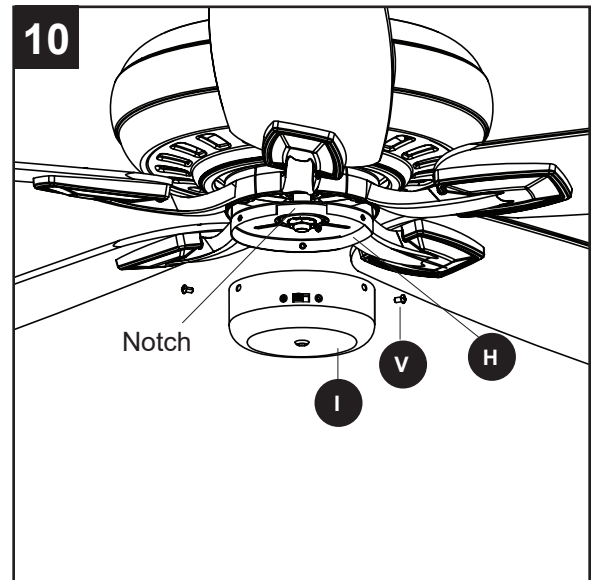


x 1

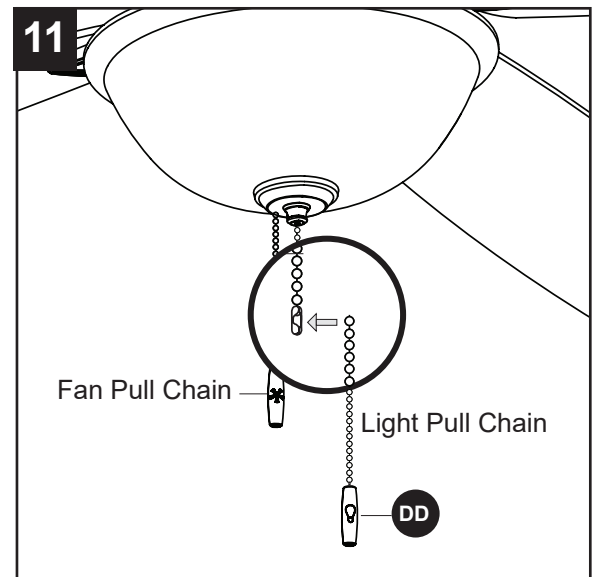
FINAL INSTALLATION

10. Remove the three fitter plate screws (V) from the fitter plate (H). Then, secure the switch housing (I) to the fitter plate (H) using the previously removed fitter plate screws (V).

Note: Align the notch in the fitter plate (H) with the reverse switch on the switch housing (I).



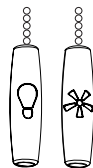
11. Attach the pull chain extensions (DD) or custom pull chain extensions (not included) to the fan and light pull chains (if applicable).



Hardware Used

DD

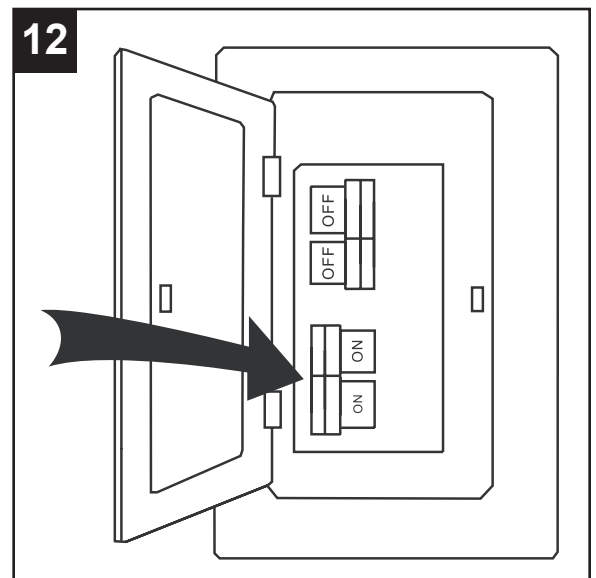
Pull Chain Extension



x 2

12. Turn on power supply to the fan.

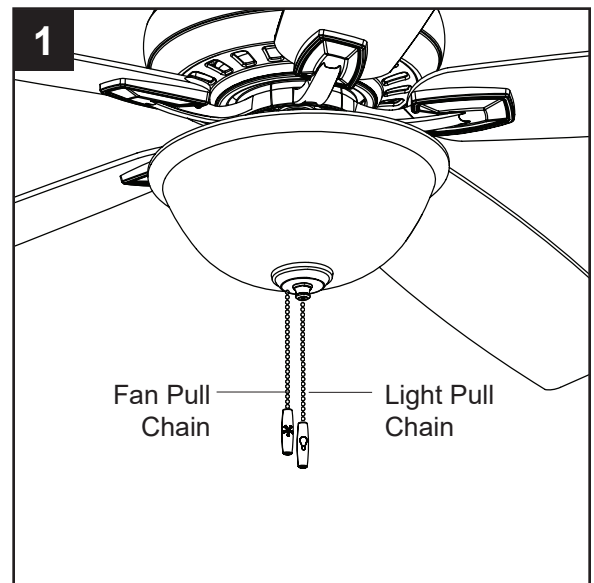
Assembly is complete.



OPERATING INSTRUCTIONS

1. The fan pull chain has four positions to control fan speed. One pull is HIGH, two is MEDIUM, three is LOW and four turns the fan OFF.

The light pull chain has two positions to control the light, ON and OFF.



2. Use the fan reverse switch, located on the switch housing (I), to optimize your fan for seasonal performance.

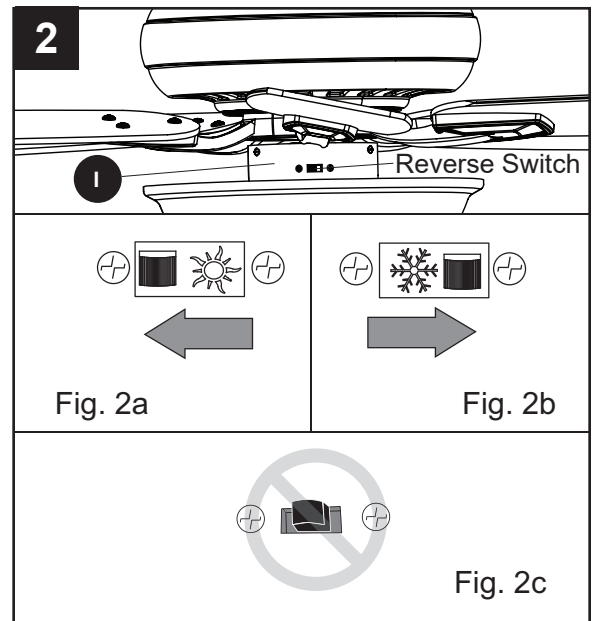
Using a ceiling fan will allow you to raise your thermostat setting in summer and lower your thermostat setting in winter without feeling a difference in your comfort.

Note: Wait for the fan to stop before moving the reverse switch.

2a. **In warmer weather**, push the reverse switch left to display a sun icon, which will result in downward airflow creating a wind chill effect.

2b. **In cooler weather**, push the reverse switch right to display a snowflake icon, which will result in upward airflow that can help move stagnant, hot air off the ceiling area.

Important: The reverse switch must be set either completely left or right in order for the fan to function correctly. If the reverse switch is set in the middle position, the fan will not operate (Fig. 2c).



CARE AND MAINTENANCE

At least twice each year, lower the canopy to check the downrod assembly, and then tighten all screws on the fan. Clean the motor assembly with only a soft brush or lint-free cloth to avoid scratching the finish. Clean the blades with a lint-free cloth.

Bulb Replacement: Use 60-watt max. E26-base LED, CFL or incandescent bulbs. Halogen bulbs are not recommended for this item.

Important: Shut off the main power supply before you begin any maintenance task. Do not use water or a damp cloth to clean the fan.

TROUBLESHOOTING

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION
The fan does not move.	<ol style="list-style-type: none">1. The reverse switch is not engaged.2. The wall switch is turned off.3. The power is off or the fuse (breaker) is blown.4. There is a faulty wire connection.	<ol style="list-style-type: none">1. Firmly push the reverse switch completely left or right.2. Make sure the wall switch is turned on.3. Turn the power on or check the fuse (breaker).4. Turn the power off and check all connections at the ceiling outlet box.
The fan is noisy.	<ol style="list-style-type: none">1. The blades are loose.2. There is a cracked blade.3. The wall control is not compatible with the fan.4. The outlet box is not secure.5. The mounting bracket is not secure.	<ol style="list-style-type: none">1. Check and tighten all screws that hold the fan blades to the blade arms and the motor.2. Replace the cracked blade.3. Do not use a full range dimmer switch to control the fan speed.4. Ensure the outlet box is secured to the building structure.5. Ensure the mounting bracket is secured to the outlet box and that the screws are tight.

TROUBLESHOOTING

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION
<p>There is excessive wobbling.</p>	<ol style="list-style-type: none"> 1. The blades and/or blade arms are loose. 2. The blades are unbalanced. 3. The fan mounting is not secure. 4. The fan is too close to the vaulted ceiling. 5. The set screws on the motor assembly yoke is loose. 	<ol style="list-style-type: none"> 1. Check and tighten all screws that hold the fan blades to the blade arms and the blade arms to the motor. 2. Switch one blade with a blade from the opposite side. Or balance the fan using a blade balancing kit (sold separately). 3. Turn off the power. Loosen the canopy and verify that the mounting bracket is secure to the electrical outlet box. The bracket must be flush without movement against the outlet box. 4. Use a longer downrod (sold separately) or move the fan to another location. 5. Lift up the yoke cover and tighten the set screws on the yoke until secure.
<p>The fan operates correctly, but the lights are not working.</p>	<ol style="list-style-type: none"> 1. The bulbs are not installed correctly. 2. The light kit wire plugs are not connected properly. 3. There is a faulty wire connection. 	<ol style="list-style-type: none"> 1. Re-install the bulb(s). 2. Ensure the 9-pin connectors in the light kit are connected properly. 3. Turn the power off and check all connections at the ceiling outlet box.

LIMITED LIFETIME WARRANTY

The manufacturer warrants this fan to be free from defects in workmanship and materials present at time of shipment from the factory for a lifetime from the date of purchase by the original purchaser. The retailer also warrants that all other fan parts, excluding any glass or plastic blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of one year after the date of purchase by the original purchaser. The manufacturer agrees to correct such defects without charge or at its option replace the ceiling fan with a comparable or superior model.

To obtain warranty service, present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Any damage to any part such as by accident or misuse or improper installation or by affixing any accessories, is not covered by this warranty. The manufacturer assumes no responsibility whatsoever for fan installation during the limited lifetime warranty. Any service performed by an unauthorized person will render the warranty invalid.

Due to varying climate conditions, this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. Any glass provided with this fan is not covered by the warranty.

Any replacement of defective parts from the ceiling fan must be reported within the first year from the date of purchase. For the balance of the warranty, call our customer service department for return authorization and shipping instructions so that we may repair or replace the ceiling fan. Any fan or parts returned improperly is the sole responsibility of the purchaser. There is no other expressed warranty. The manufacturer disclaims any and all warranties. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the expressed warranty. The manufacturer shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law. This warranty gives specific legal rights, and you may also have other rights which vary from state to state.

This warranty supersedes all prior warranties.

Note: A small amount of “wobble” is normal and should not be considered a defect.

REPLACEMENT PARTS LIST

For replacement parts, call the customer service department at 1-800-643-0067, 8 a.m. - 6 p.m., EST, Monday - Thursday, 8 a.m. - 5 p.m., EST, Friday.

PART	DESCRIPTION	0883774 PART #	00883773 PART #
A	Downrod	4L000006400	4L000006330
D	Mounting Bracket	4L000007490	4L000008860
E	Canopy	4L000009990	4L000010000
F	Canopy Cover	4L000002900	4L000007910
J	Light Kit	4L000010010	4L000010020
N	Glass Bowl	4L166930001	4L166930001
O	Yoke Cover	4L000000230	4L000007880
P	Blade Arm (x 5)	4L073800000	4L073800001
Q	Blade (x 5)	4L085070002	4L085070001
HW	Hardware Kit	4L000010030	4L000010040

