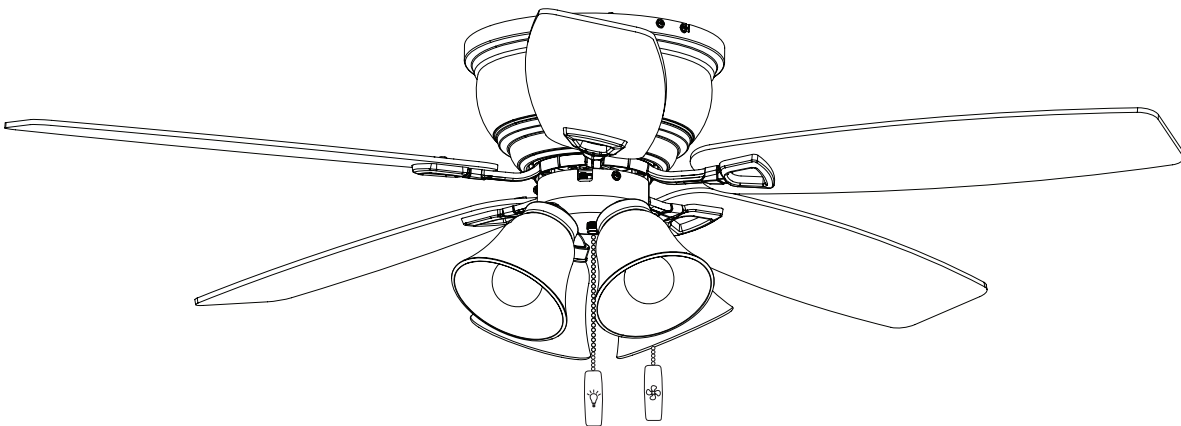


User Guide

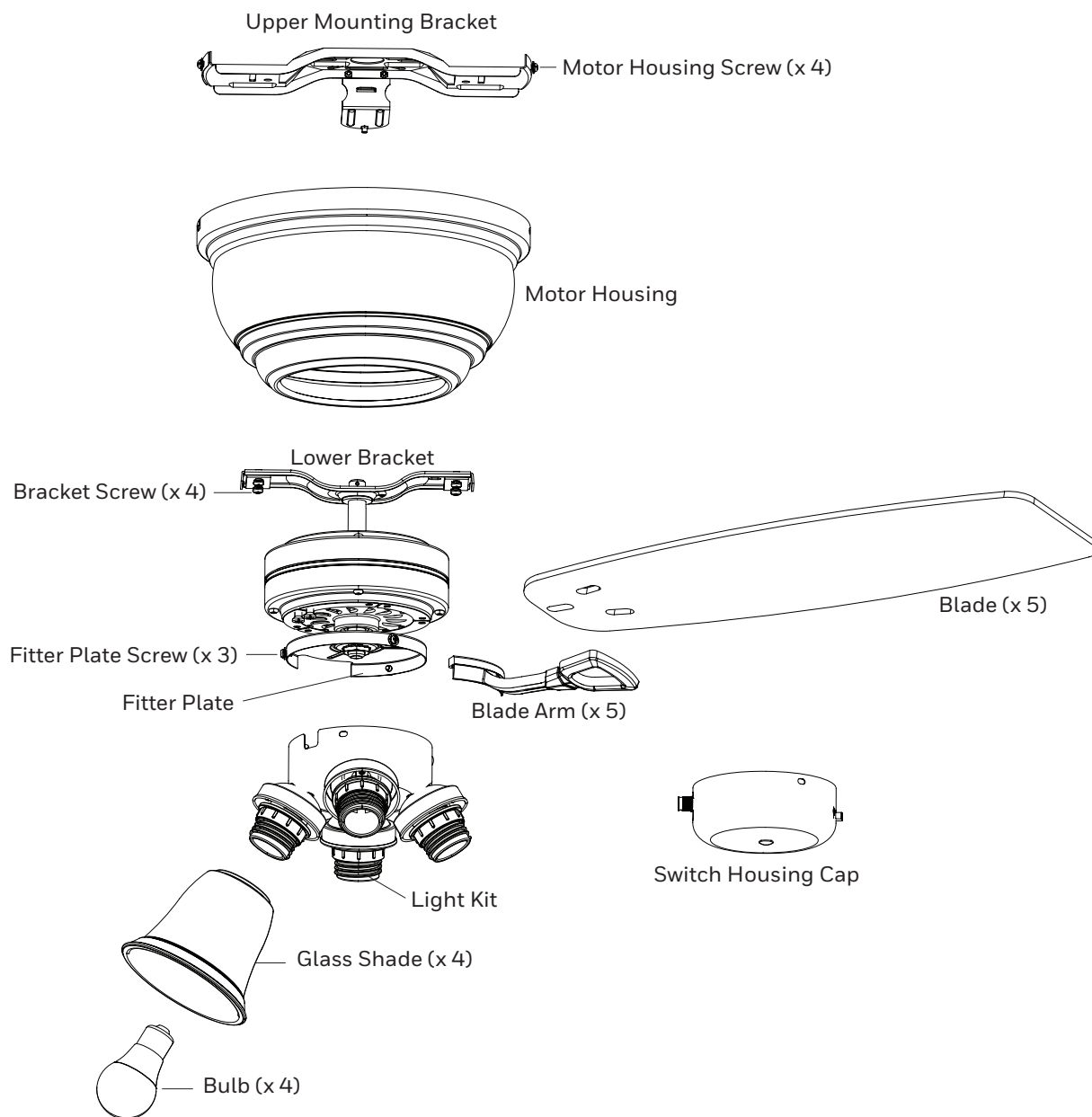
Belterra Ceiling Fan

Model #50520

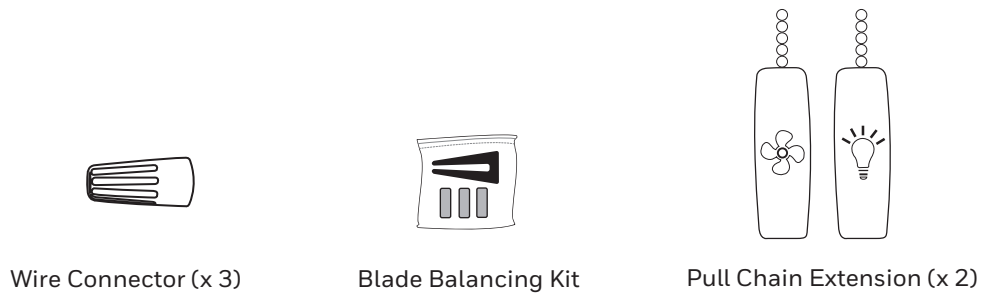


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PACKAGE CONTENTS



HARDWARE CONTENTS



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 an electrician or consult a do-it-yourself handbook if you are unfamiliar with installing electrical wiring.
- Make sure the installation site you choose allows a minimum of 7 feet from the blades to the floor and at least 30 inches from the tip of the blades to any obstruction.
- The weight of the fan is 17.57 pounds.

⚠ DANGER: When using an existing outlet box, make sure it is securely attached to the building structure and can support the full weight of the fan. Failure to 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 humming sound from the fan. To reduce the risk of fire or electric shock, do NOT use a full-range dimmer switch to control 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.

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

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

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

CARE AND MAINTENANCE

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

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.

PREPARATION

Before beginning the assembly of this product, ensure 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: 2 hours

Tools required (not included): Electrical tape, Phillips Screwdriver, Safety Glasses, Step Ladder, and Wire Strippers.

1. Turn off power to the fan at the breaker box and the wall switch (Figure 1.1). **DANGER:** Failure to disconnect the power supply prior to installation may result in serious injury or death.
2. This fan is intended for flushmount installation only (Figure 1.2).
3. Choose a suitable location - Ensure the blades will be at least 30 inches from any obstructions. Ensure the blades will be at least 7 feet above the floor (Figure 1.3).

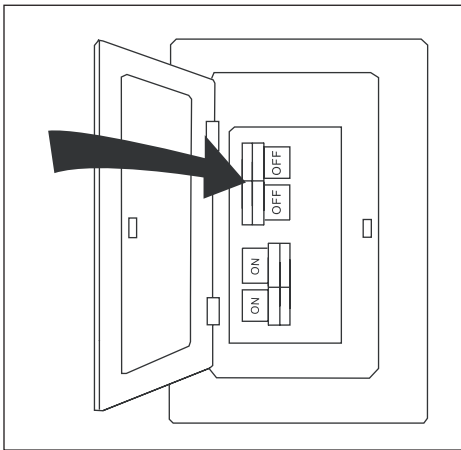


Figure 1.1

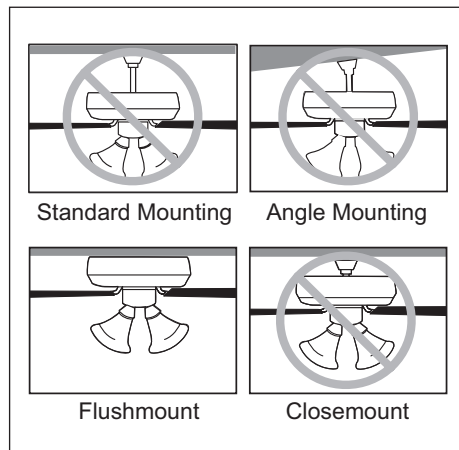


Figure 1.2

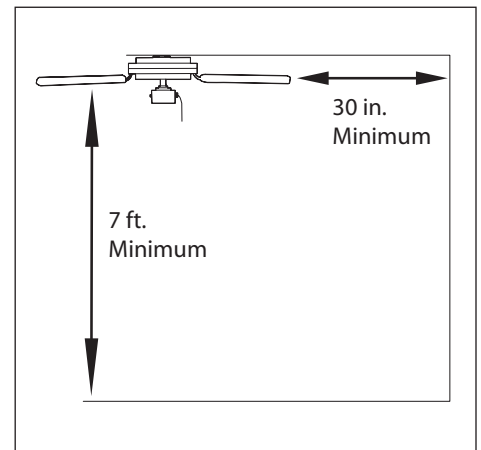


Figure 1.3

ASSEMBLY INSTRUCTIONS

1. Secure the upper mounting bracket to the outlet box (not included) using screws and washers provided with the outlet box. **CAUTION:** It is very important that you use the proper hardware when installing the upper mounting bracket as it will support the fan (Figure 2.1). **Note:** Upper mounting bracket is equipped with a receiver bracket which will secure a remote receiver (sold separately), if you choose to add a remote control to the fan.
2. Remove the four bracket screws from the lower mounting bracket and save for later use (Figure 2.2).
3. Place one tab on the lower mounting bracket into one of the large slots in the upper mounting bracket. Then slide the second tab on the lower mounting bracket into the second large slot until all four screw holes are in alignment (Figure 2.3).

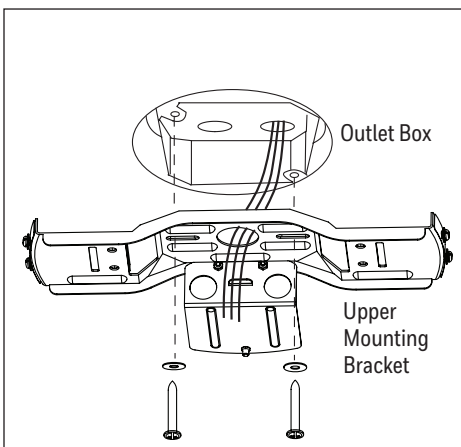


Figure 2.1

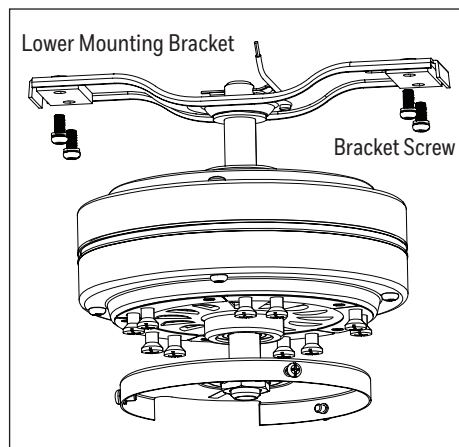


Figure 2.2

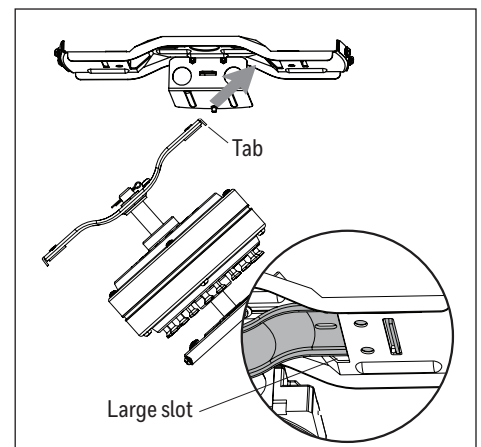


Figure 2.3

ASSEMBLY INSTRUCTIONS

4. Reinstall the previously removed bracket screws to secure the lower mounting bracket to the upper mounting bracket (Figure 2.4).
5. Connect the household supply wires and fan wires according to the diagram (Figure 2.5) and these steps:
 - a) Connect the green wire from the lower mounting bracket to the bare/green (ground) supply wire.
 - b) Connect the white wire from the fan to the white (neutral) supply wire.
 - c) Connect the black and blue wires from the fan to the black (hot) supply wires. **Note:** If there's a second hot wire coming from the outlet box, connect it to the blue (light power) fan wire for separate light and fan control.
 - d) Secure all connections with wire connectors.
6. Temporarily lift the motor housing to the mounting bracket to determine which two motor housing screws in the sides of the upper mounting bracket align with the slotted holes in the top edge of the motor housing. Partially loosen the two motor housing mounting screws that align with the slotted holes. Remove the other two motor housing screws from the opposite sides of the mounting bracket (Figure 2.6).
7. Slide the motor housing up over the motor, aligning the slotted holes in the motor housing with the two loosened motor housing mounting screws in the upper mounting bracket. Twist the motor housing clockwise to lock. Then, reinstall the two previously-removed motor housing screws and securely tighten all four screws (Figure 2.7).
8. Remove the ten motor screws from the underside of the motor and set aside for blade arm assembly (Figure 2.8).
9. The blades attach to the blade arms using the Fast Attach™ system. Align each twist lock connector in the direction of its corresponding hole in the blade. Place the blade over the twist lock connectors. Rotate each twist lock connector so it is perpendicular to the hole in the blade (Figure 2.9). Repeat for remaining blades.

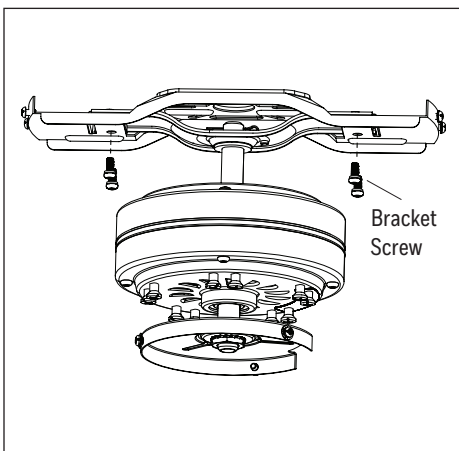


Figure 2.4

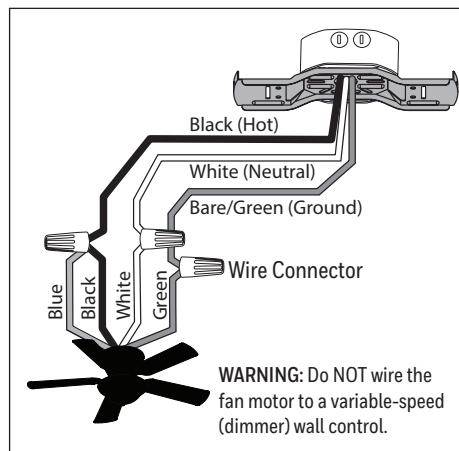


Figure 2.5

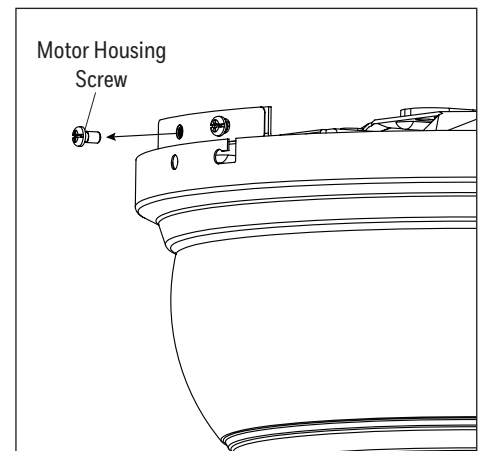


Figure 2.6

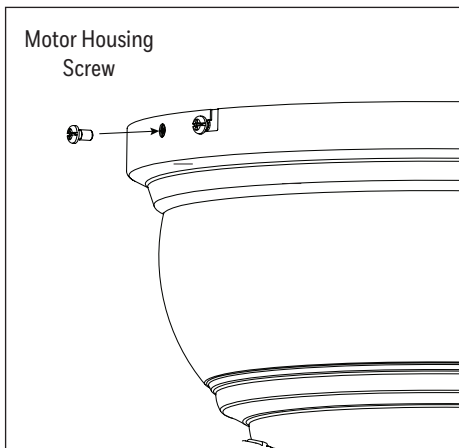


Figure 2.7

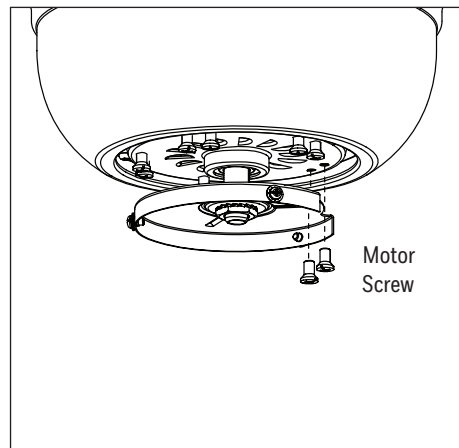


Figure 2.8

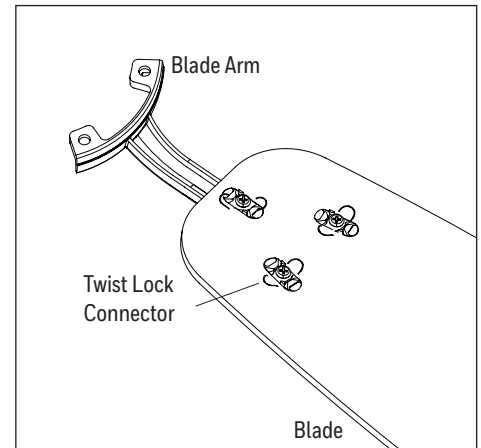


Figure 2.9

ASSEMBLY INSTRUCTIONS

10. Install the blade arm to the underside of the motor with the previously removed motor screws (Figure 2.10). Repeat for each blade arm. **Note:** A cut-out in the fitter plate allows easy access to the motor screw holes.
11. **To INSTALL THE FAN WITHOUT THE LIGHT KIT**, proceed to page 7. To install the light kit, remove the three fitter plate screws preassembled to the fitter plate. Then, connect the single-pin connectors from the fitter plate and the light kit -- blue to black and white to white (Figure 2.11).
12. **Note:** Align the notch in the light kit with the reverse switch. Attach the light kit to the fitter plate using the three fitter plate screws. Then remove the four socket rings from the sockets of the light kit (Figure 2.12).
13. Lift the glass shades into the light cup. Secure the glass by reinstalling the socket rings (Figure 2.13).
14. Install the four E26-base LED bulbs (Figure 2.14).
15. Attach the pull chain extensions to the pull chains (Figure 2.15).
16. Turn on power to fan at breaker box and the wall switch (Figure 2.16). Assembly is complete.

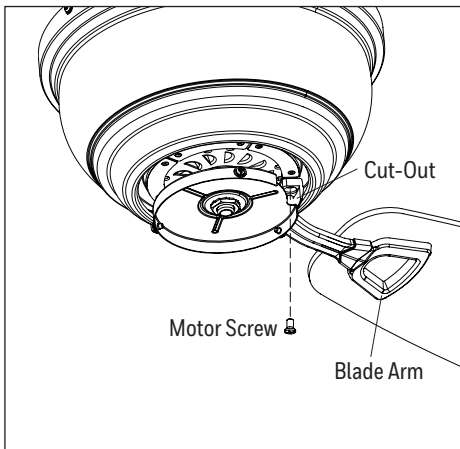


Figure 2.10

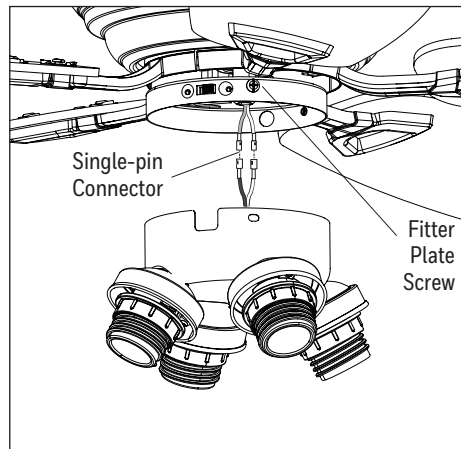


Figure 2.11

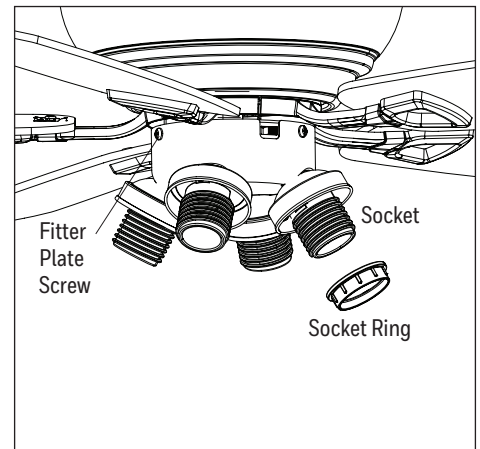


Figure 2.12

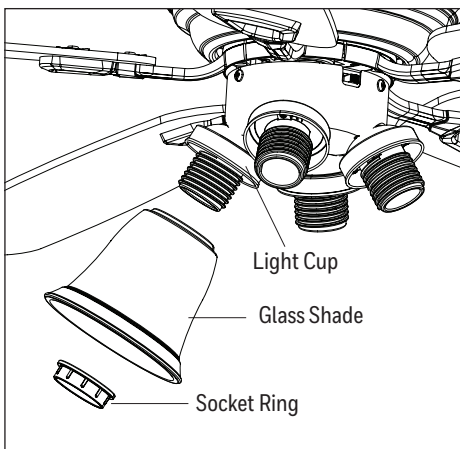


Figure 2.13

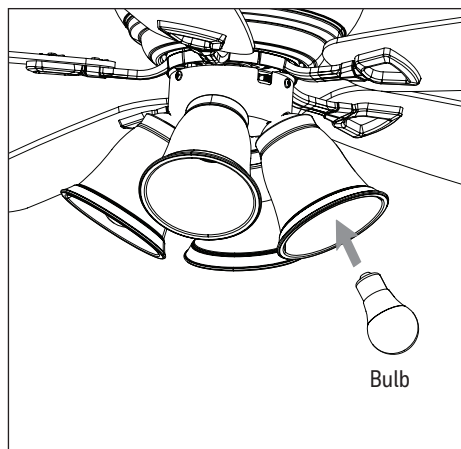


Figure 2.14

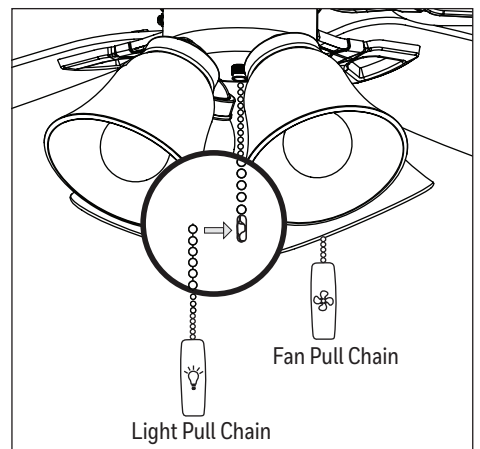


Figure 2.15

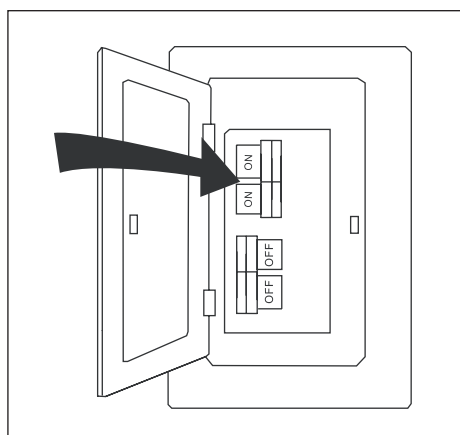


Figure 2.16

INSTALLATION WITHOUT LIGHT KIT (optional)

To install the fan without the light kit:

1. Remove the three fitter plate screws from the fitter plate. Attach the switch housing cap to the fitter plate using the fitter plate screws (Figure 3.1).
2. Attach the pull chain extension (Figure 3.2).

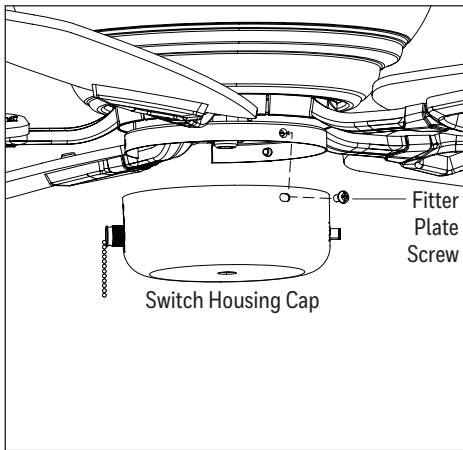


Figure 3.1

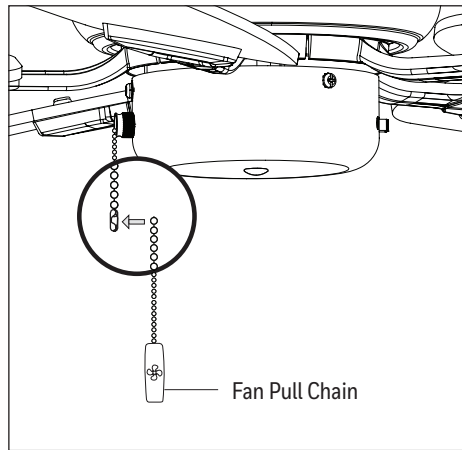


Figure 3.2

OPERATING INSTRUCTIONS

1. The fan pull chain has five positions to control fan speed. One pull is high, two is medium, three is low, four is very low and five turns the fan off. The light pull chain has two positions to control the light, on and off (Figure 4.1).
2. Use the reverse switch located on the switch housing to optimize your fan for seasonal performance. **In warmer weather**, push the reverse switch left which results in downward airflow creating a wind chill effect. **In cooler weather**, push the reverse switch right which results in upward airflow that will help move hot air of the ceiling (Figure 4.2).

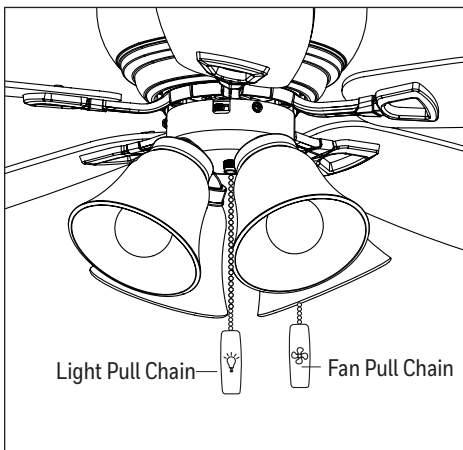


Figure 4.1

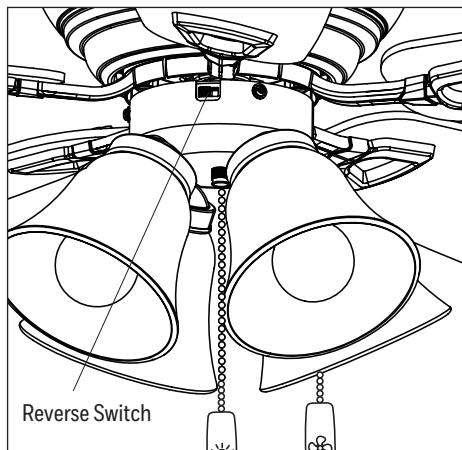


Figure 4.2

TROUBLESHOOTING

If you experience any faults, please check the Troubleshooting section below. If a problem cannot be remedied or you are experiencing difficulty in installation, please contact Customer Service: 1-877-361-3883.

Warning: Shut off the power supply before you begin any maintenance task.

PROBLEM	CORRECTIVE ACTION
The fan does not move.	<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. Check and tighten all screws that hold the fan blades to the blade arms and the motor.2. Check for a cracked blade. If one blade is cracked, replace the full set of blades.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.
The fan wobbles excessively.	<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 the blade balancing kit.3. Turn off the power. Verify that the mounting bracket is secure to the electrical outlet box. The bracket must be flush without movement against the outlet box. Verify the outlet box is secure.
The fan operates correctly but the lights are not working.	<ol style="list-style-type: none">1. Ensure the single-pin connectors are properly secured.2. Turn the power off and check all connections at the ceiling outlet box.

LIMITED LIFETIME WARRANTY

Set forth below, the manufacturer, Hong Kong China Electric Appliance Company (HKC) warrants the fan motor for this ceiling fan to be free from defects in workmanship and material for the life of the product. Also, subject to the limitations below, HKC warrants all ceiling fan parts ("ceiling fan parts" excludes the motor and parts made in whole or in part with glass) to be free from defects in workmanship and material for a period of one year after the date of purchase by the original purchaser at retail.

All claims must be made by the original purchaser, whether such purchaser purchased the product through a store or contractor. Ceiling fan part defects must be reported within the first year from the date of purchase. Parts made in whole or in part with glass and the finishes of metal and other surfaces are not warranted.

Purchasers are responsible for all costs of removing and reinstalling the product. Any damage to any part caused by ordinary wear and tear, accident, misuse, or improper installation, is not covered by this warranty. HKC assumes no responsibility whatsoever for fan installation. Any service performed by a non-licensed electrician will render the warranty invalid.

HKC's sole responsibility shall be to repair or replace the motor, parts, or product within the terms stated above. HKC shall not be liable for any loss or damage of any kind, including any incidental or consequential damages resulting directly or indirectly, from any breach of warranty, express or implied, or any other failure of this product. Some states do not allow the exclusion or limitation of incidental or consequential damages so this limitation may not apply to you.

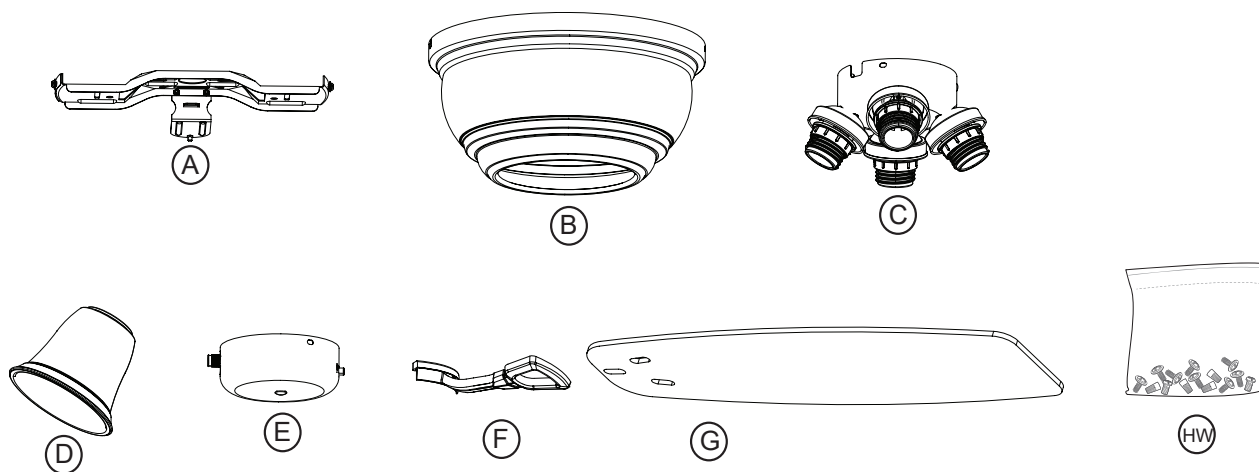
If the original purchaser ceases to own the fan, this warranty is voided.

Should the purchaser encounter a problem with your fan related to defects in workmanship or materials within the warranty period associated with the defective part, HKC agrees to replace the defective part without charge, or at its option, to replace the ceiling fan with a comparable or superior model.

HKC's warranties are limited to the written warranties set out in this HKC ceiling fan limited lifetime warranty. All other express and implied warranties, including, without limitation, the implied warranty of fitness for a particular purpose and the implied warranty of merchantability are disclaimed. Some states do not allow the disclaimer of implied warranties, so this disclaimer may not apply to you.

REPLACEMENT PARTS LIST

For replacement parts, call our customer service department (877-361-3883). Monday-Thursday 8am - 6pm, Friday 8am - 5pm, Eastern Standard Time.



A	Mounting Bracket	4A000007460
B	Motor Housing	4A000007470
C	Light Kit	4A000007170
D	Glass Shade	4A166890001
E	Switch Housing Cap	4A000007480
F	Blade Arm (x 5)	4A073030002
G	Blade (x 5)	4A083760002
HW	Hardware Bag	4A000007320

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This product is manufactured for
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