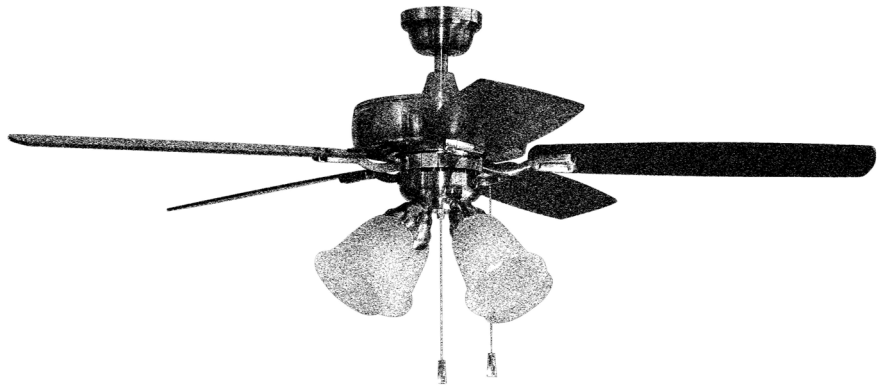


CRAFTMADE™

READ THESE INSTRUCTIONS
AND SAVE THEM FOR FUTURE USE

**TWIST
N
CLICK®**



Twist N Click®

Express Assembly

No Tools Required



Installation Guide

For Model:
TCE52 -4 Light

Table of Contents:

Safety Tips. pg. 2
Unpacking Your Fan. pg. 3
Parts Inventory. pg. 3
Installation Preparation. pg. 4
Hanging Bracket Installation. pg. 4
Fan Assembly. pg. 5
Wiring. pg. 5
Canopy Assembly. pg. 6
Blade Assembly. pg. 6
Light Kit Assembly. pg. 7
Testing Your Fan. pg. 7
Troubleshooting. pg. 8
Warranty. pg. 8
Parts Replacement. pg. 8



Intertek

net weight of fan: 17.62 lb (8.0 kg)

PRINTED IN CHINA

SAFETY TIPS.

WARNING: To reduce the risk of electrical shock, turn off the electricity to the fan at the main fuse box or circuit panel before you begin the fan installation or before servicing the fan or installing accessories.

1. **READ ALL INSTRUCTIONS AND SAFETY INFORMATION CAREFULLY BEFORE INSTALLING YOUR FAN AND SAVE THESE INSTRUCTIONS.**

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

2. Make sure all electrical connections comply with Local Codes or Ordinances, the National Electrical Code and ANSI/NFPA 70-1999. If you are unfamiliar with electrical wiring or if the house/building wires are different colors than those referred to in the instructions, please use a qualified electrician.
3. Make sure you have a location selected for your fan that allows clear space for the blades to rotate, and at least seven (7) feet (2.13 meters) of clearance between the floor and the fan blade tips. The fan should be mounted so that the tips of the blades are at least thirty (30) inches (76 centimeters) from walls or other upright structures.
4. The outlet box and ceiling support joist used must be securely mounted, and capable of supporting at least 35 pounds (16 kilograms). The outlet box must be supported directly by the building structure. Use only ETL or UL listed outlet boxes marked "FOR FAN SUPPORT."

WARNING: To reduce the risk of fire, electrical shock, or personal injury, mount to the outlet box marked "Acceptable for Fan Support of 15.9 kg (35 lb) or less," 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.

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 or there is more than one house wire to connect to the corresponding fan lead wires, consult an electrician for the proper size wire connectors to use.

5. Electrical diagrams are for reference only.
6. After installation is complete, check that all connections are absolutely secure.
7. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on opposite sides of the outlet box.

WARNING: To reduce the risk of fire or electrical shock and fire, do not use this fan with any solid state speed control device or control fan speed with a full range dimmer switch. [Using a full range dimmer switch to control fan speed will cause a loud humming noise from fan.] (**Note:** This fan is suitable for use with remote control.)

8. Do not operate the reverse switch until the fan has come to a complete stop.
9. Do not insert anything between the fan blades while they are rotating.

WARNING: To reduce the risk of personal injury, do not bend the blade arms during assembly or after installation. Do not insert objects into the path of the blades.

WARNING: To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.

10. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.

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.**

11. Light kit is dimmable to 10%.

Modifications not approved by the party responsible for compliance could void the user's authority to operate the equipment. [The equipment refers to the remote and/or wall control and/or LED light kit.]

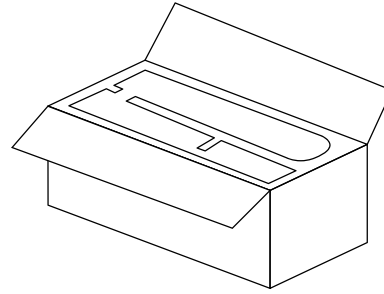
NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate 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.

NOTE: The important safety precautions and instructions appearing in the manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense and caution are necessary factors in the installation and operation of this fan.

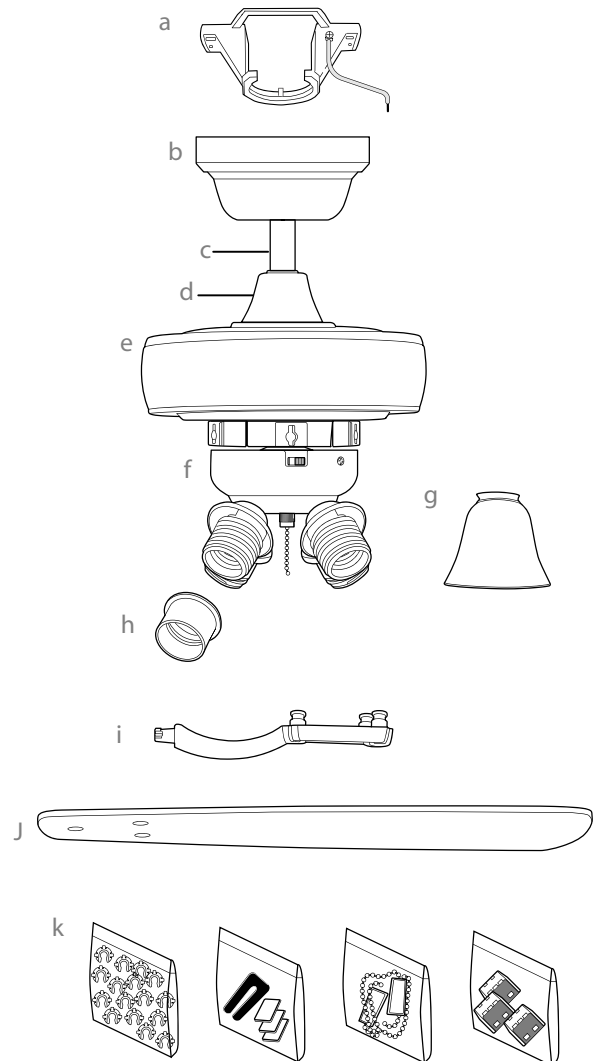
1. Unpacking Your Fan.

Carefully open the packaging. Remove items from Styrofoam inserts. Remove motor housing and place on carpet or Styrofoam to avoid damage to finish. Do not discard fan carton or Styrofoam inserts should this fan need to be returned for repairs. Check against parts inventory that all parts have been included.



2. Parts Inventory.

- a.** hanging bracket. 1 piece
- b.** canopy (pre-attached to downrod). 1 piece
- c.** downrod and hanging ball (pre-attached to motor housing). 1 piece
- d.** yoke cover (pre-attached to downrod). 1 piece
- e.** motor housing. 1 piece
- f.** light kit fitter (pre-attached to motor housing). 1 piece
- g.** glass shade. 4 pieces
- h.** socket cover (pre-attached to socket). 4 pieces
- i.** blade arm. 5 pieces
- j.** blade. 5 pieces
- k.** hardware packs



⚠ IMPORTANT REMINDER: You must use the parts provided with this fan for proper installation and safety. **⚠**

bulbs required:
4 x 6.5 watt max. medium based LED bulbs
(included)



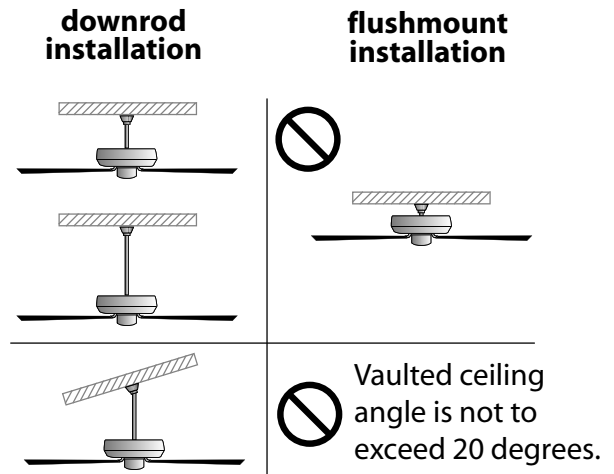
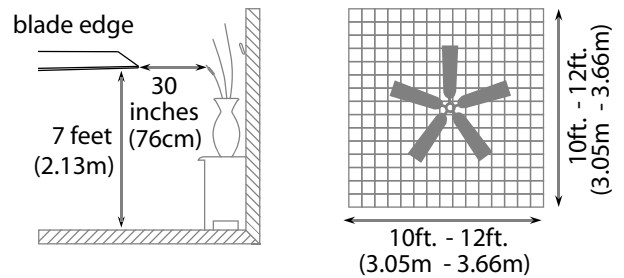
3. Installation Preparation.

To prevent personal injury and damage, ensure that the hanging location allows the blades a clearance of 7 feet (2.13m) from the floor and 30in. (76cm) from any wall or obstruction. This fan is suitable for room sizes up to 144 square feet (13.4 square meters).

This fan can be mounted with a **downrod** on a regular (no-slope) or vaulted ceiling. The hanging length can be extended by purchasing a longer downrod (0.5in /1.27cm diameter). Other installation, such as **flushmount**, is *not* available for this fan.

Helpful tools (not included):

Phillips screwdriver, flathead screwdriver, adjustable pliers or wrench, stepladder, wire cutters, and rated electrical tape.



4. Hanging Bracket Installation.

Turn off circuit breakers to current fixture from breaker panel and be sure operating light switch is turned to the OFF position.

WARNING: Failure to disconnect power supply prior to installation may result in serious injury.

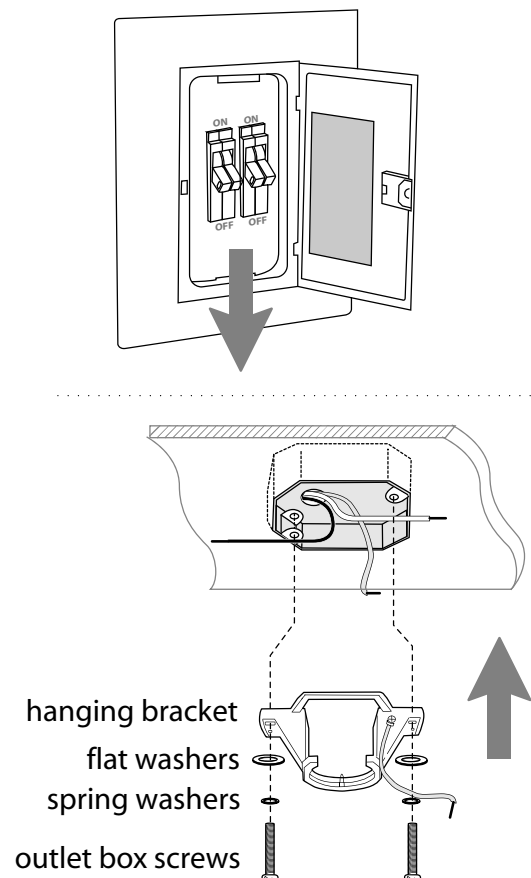
Remove existing fixture.

WARNING: When using an existing outlet box, be sure the outlet box is securely attached to the building structure and can support the full weight of the fan. Ensure outlet box is clearly marked "Suitable for Fan Support." If not, it must be replaced with an approved outlet box. Failure to do so can result in serious injury.

CAUTION: Be sure outlet box is grounded properly and that a ground wire (**GREEN** or bare) is present.

Install hanging bracket to outlet box using original screws, spring washers and flat washers provided with new or original outlet box.* If installing on a vaulted ceiling, face opening of hanging bracket towards high point of ceiling. Arrange electrical wiring around the back of the hanging bracket and away from the hanging bracket opening.

***Note:** It is very important that you use the proper hardware when installing the hanging bracket as this will support the fan.

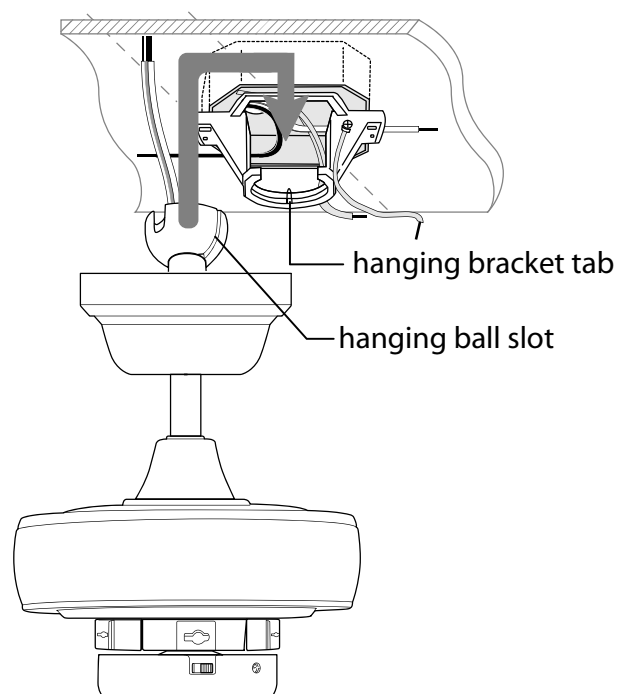


5. Fan Assembly.

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 stepladder in place and to lift the fan up to you once you are set on the ladder.



6. Wiring.

WARNING: Turn off circuit breakers to current fixture from breaker panel and be sure switch is turned to the OFF position.

CAUTION: Be sure outlet box is properly grounded and that a ground wire (**GREEN** or Bare) is present.

Make sure all electrical connections comply with Local Codes or Ordinances and the National Electrical Code. If you are unfamiliar with electrical wiring or if the house/building wires are different colors than those referred to in the instructions below, please use a qualified electrician.

Note: Excess lead wire length from the fan can be cut to the desired length and then strip insulation 1/2 inch.

Locate 3 quick connect clips in hardware pack.

When fan is secured in place on the hanging bracket, wire the fan using the provided clips:

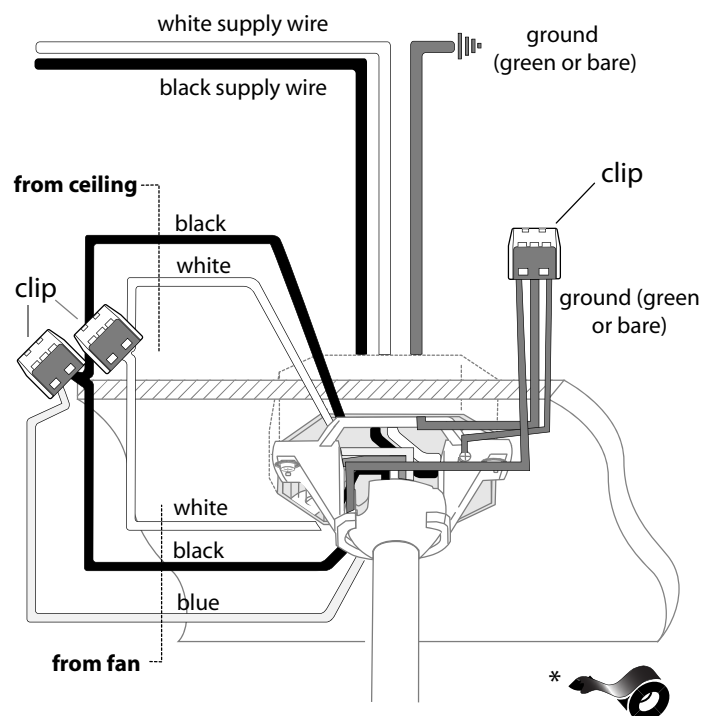
Push **BLACK** wire from ceiling into clip. Then push **BLACK** and **BLUE** wires from fan into same clip.

Push **WHITE** wire from ceiling into clip. Then push **WHITE** wire from fan into same clip.

Push **BARE/GREEN** wire from ceiling into clip. Then push **GROUND (GREEN)** wire from fan into same clip.

* Wrap each clip separately with electrical tape as an extra safety measure.

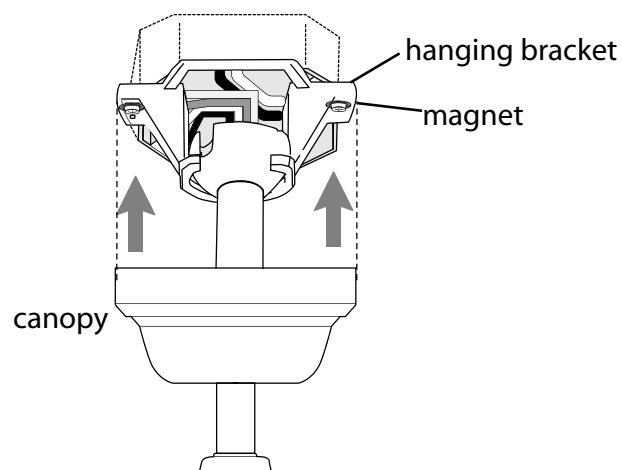
IMPORTANT: Pull on each wire to make sure wires are secure in the clip.



7. Canopy Assembly.

Raise canopy toward ceiling and allow it to attach to hanging bracket using the magnets mounted on each side of the hanging bracket. Carefully peel away the plastic wrapping around the downrod sheath.

Note: Should you need to lower the canopy for any reason, use care in lowering the canopy over the downrod sheath to prevent scratching the metal surfaces.



8. Blade Assembly.

WARNING: To reduce the risk of serious bodily injury, DO NOT use power tools to assemble the blades. If overtightened, blades may crack and break.

Locate 15 three-C clips in hardware pack. Align the blade screw posts on blade arms with the holes on a blade.

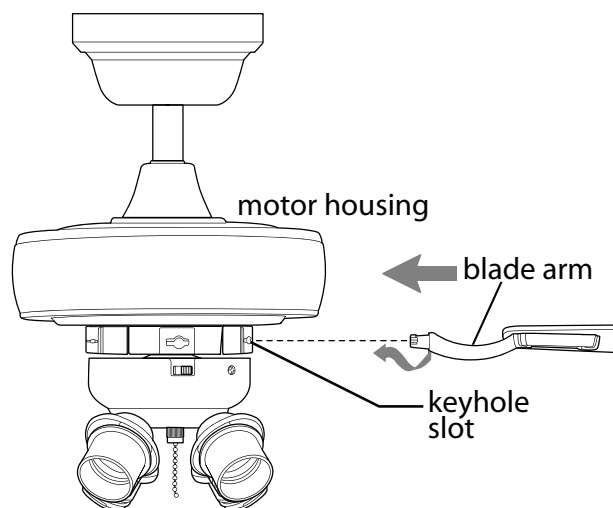
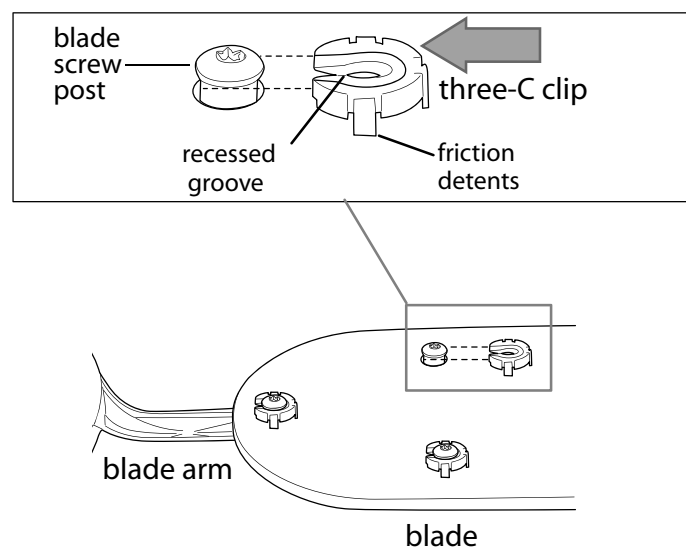
Press on the blade arm firmly so the blade screw posts come through the holes in the blade, then slide a three-C clip onto each blade screw post.

Repeat for each blade arm and blade.

WARNING: To reduce the risk of personal injury, make sure the friction detents on three-C clip face down and recessed groove faces up. Slide three-C clips completely under blade screw posts so edges of blade screw posts are captured by the recessed groove on the three-C clips.

Insert the end of one blade arm into the keyhole slot on the motor housing. Twist blade arm clockwise until it clicks to lock in place.

Repeat with remaining blade arms.



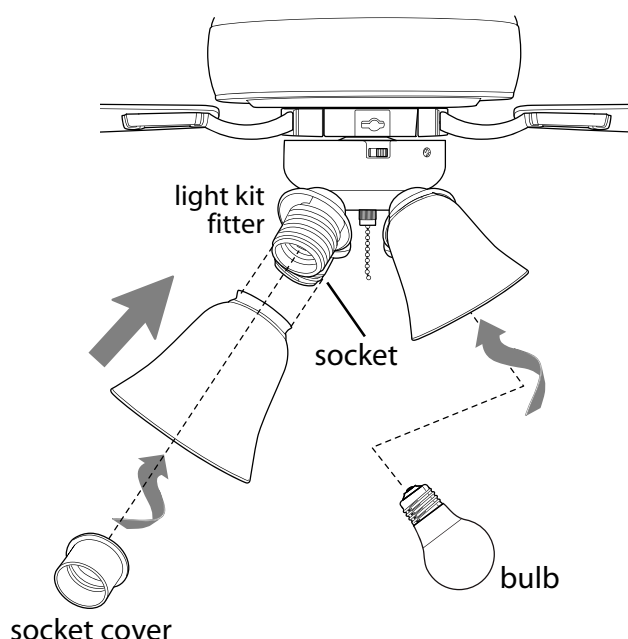
9. Light Kit Assembly.

Remove socket covers from sockets on light kit fitter. Attach glass shades to sockets, securing with socket covers.

Do NOT overtighten socket covers as glass may crack or break.

Install four 6.5 watt max. medium base LED bulbs (included).

IMPORTANT: When you need to replace bulbs, please allow bulb(s) and glass shade(s) to cool down before touching them.



10. Testing Your Fan.

It is recommended that you test fan before finalizing installation. Restore power from circuit box and light switch (if applicable). Test fan speeds with pull chain located on switch housing. Start at the OFF position (no blade movement). First pull will set the fan to HI. Second pull will set the fan to MEDIUM. Third pull will set the fan to LOW. Fourth pull will again set the fan to the OFF setting. Test light with the pull chain in the middle. (**diagram 1**) If fan does not function, please refer to "Troubleshooting" section to solve any issues before contacting Customer Service.

Turn fan completely off *before* moving the reverse switch. Set reverse switch to recirculate air depending on the season:

- LEFT position in summer (**diagram 2**)
- RIGHT position in winter (**diagram 3**)

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.

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 (**diagram 4**), fan will not operate.

Attach pull chain extension(s) supplied or custom pull chain extension (sold separately) to the end(s) of the pull chain(s).

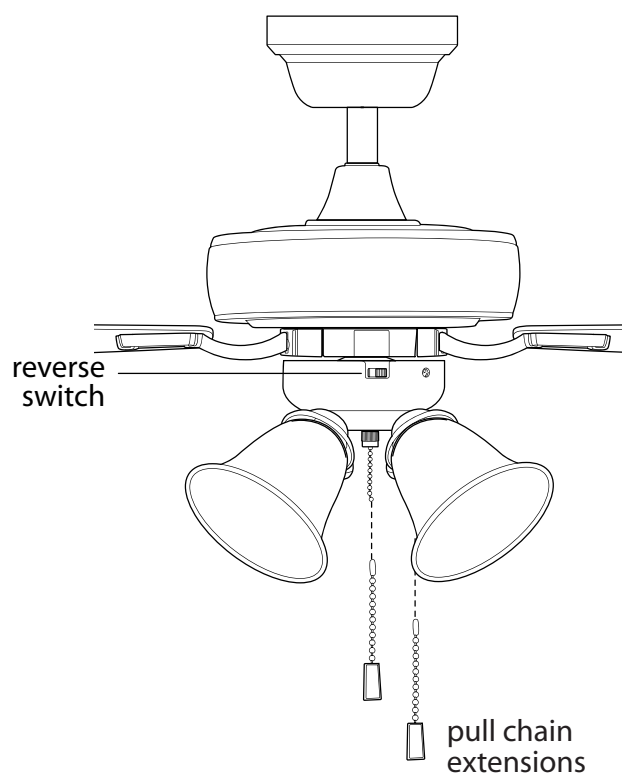


diagram 1

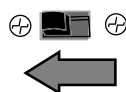


diagram 2

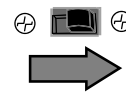


diagram 3



diagram 4

Troubleshooting.

Problem: Fan fails to operate.

Solutions:

1. Check wall switch to fan.
2. Verify that reverse switch is set completely in either direction.
3. Check to be sure fan is wired properly.

Problem: Light kit not lighting.

Solutions:

1. Check wall switch to fan.
2. Check that bulbs are installed correctly.
3. Check to be sure wires in canopy are wired properly.

Problem: Fan operates but light fails.

Solutions:

1. Check that bulbs are installed correctly.
2. Check to be sure wires in canopy are wired properly.
3. Replace defective bulbs with same type of bulb.

Problem: Fan wobbles.

Solutions:

1. Use the balancing kit in one of the hardware packs. *If no blade balancing kit is provided, please call Customer Support, 1-800-486-4892, to request one.*
2. Check to be sure set screw(s) on motor housing yoke is (are) tightened securely.
3. Check to be sure set screw on hanging ball is tightened securely.

Warranty.

CRAFTMADE™ LIFETIME LIMITED WARRANTY:

CRAFTMADE warrants this fan to the original household purchaser for indoor use under the following provisions:

1-YEAR WARRANTY: CRAFTMADE will replace or repair any fan which has faulty performance due to a defect in material or workmanship. Contact Craftmade Customer Service at **1-800-486-4892** to arrange for return of fan. Return fan, shipping prepaid, to Craftmade. We will repair or ship you a replacement fan, and we will pay the return shipping cost.

5-YEAR WARRANTY: CRAFTMADE will repair or replace, at no charge to the original purchaser, any fan motor that fails to operate satisfactorily when failure results from normal use.

RETURN FAN MOTOR ONLY, shipping prepaid, to Craftmade Industries. We will repair or ship purchaser a replacement motor and Craftmade will pay the return shipping cost. **6-YEAR to LIFETIME LIMITED WARRANTY:** CRAFTMADE will repair the fan, at no charge for labor only to the original purchaser, if the fan motor fails to operate satisfactorily when failure results from normal use. Parts used in the repair will be billed to the purchaser at prevailing prices at time of repair.

The purchaser shall be responsible for all costs incurred in the removal, reinstallation and shipping of the product for repairs.

This warranty does not apply when damage from mechanical, physical, electrical or water abuse results in causing the malfunction. Deterioration of finishes or other parts due to time or exposure to salt air is specifically exempted under this warranty.

Neither Craftmade nor the manufacturer will assume any liability resulting from improper installation or use of this product. In no case shall the company be liable for any consequential damages for breach of this, or any other warranty expressed or implied whatsoever. This limitation as to consequential damages shall not apply in states where prohibited.

Parts Replacement.

For parts and information, please refer to "Parts Inventory" on page 3.

Craftmade Customer Support:

1-800-486-4892

www.craftmade.com

CRAFTMADE™