

F3502WHQ110V

CEILING FAN INSTALLATION MANUAL

READ AND SAVE THESE INSTRUCTIONS



WARNING: SHUT POWER OFF AT FUSE OR CIRCUIT BREAKER

Safety Information

1. To reduce the risk of electric shock, the electricity has been turned off at the circuit breaker or fuse box before begin.
2. All wiring must be in accordance with the National Electrical Code NASI/NFPA 70-1999 and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. The outlet box and support structure must be securely mounted and capable of reliably supporting 35lbs(15.9kg). Use only UL listed outlet boxes marked "Acceptable for Fan Support of 35lbs(15.9kg) or less."
4. The fan must be mounted with a minimum of 7 ft. (2.1m) clearance from the trailing edge of the blades to the floor.
5. Do not operate the reversing switch while the fan blades are in motion. You must turn the fan off and stop the blades before you reverse the blade direction.
6. Do not place objects in the path of the blades.
7. To avoid personal injury or damage to the fan and other items, please be careful when working around or cleaning the fan.
8. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL-listed and marked suitable for use with the model fan you are installing. Switches must be UL General Use Switches. Refer to the instructions packaged with the light kits and switches for proper assembly.
9. 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 one side of the outlet box.
10. All set screws must be checked and retightened where necessary before installation.



WARNING: To reduce the risk of personal injury, do not bend the blade brackets (also referred to as flanges) during assembly or after installation. Do not insert objects in the path of the blades.



WARNING: Remove the rubber motor stops on the bottom of the fan before installing the blades or testing the motor.



WARNING: To reduce the risk of fire or electric shock, do not use this fan with any solid-state speed control device.



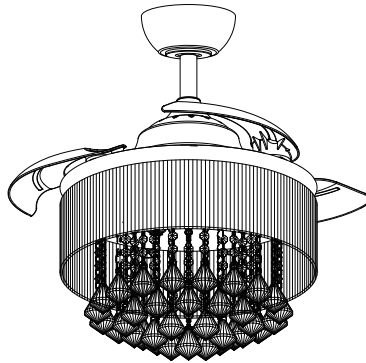
WARNING: To avoid possible electric shock, turn the electricity off at the main fuse box before wiring. If you feel you do not have enough electrical wiring knowledge or experience, contact a licensed electrician.



WARNING: Electrical diagrams are for reference only. Optional use of any light kit shall be UL-listed and marked suitable for use with this fan.



WARNING: To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked "Acceptable for fan support of 35 lbs.(15.9 kg) or less" and use the screws provided with the outlet box.

WARNING: SHUT POWER OFF AT FUSE OR CIRCUIT BREAKER**THANK YOU FOR YOUR PURCHASE**

Thank you for purchasing this quality product. To ensure correct function and safety, please read and save all instructions before using the product.

SAFETY TIP

1. To avoid possible electric shock, turn off the electricity at the main fuse box or circuit panel before you begin the fan installation or before servicing the fan or installing accessories.
2. Read all instructions and safety information carefully before installing your fan and save these instructions.
3. Make sure all electrical connections comply with local codes or ordinances and the National Electrical Code. If you are unfamiliar with electric wiring, please use a qualified and licensed electrician.
4. Make sure you have a location selected for your fan that allow clear space for the blades to rotate, and at least seven(7) feet of clearance between the floor and the fan blade tips. The fan should be mounted at least thirty (30) inches from walls or other up right structures.
5. **WARNING:** The outlet box and ceiling support joist used must be securely mounted, and capable of supporting at least 100 pounds. To reduce the risk of fire, electric shock or personal injury, mount to the outlet box marked acceptable for fan supported and use mounting screws provided with the outlet box. The box must be supported directly by the building structure.
6. **WARNING:** To reduce the risk of fire, electric shock or personal injury, mount to outlet box marked "acceptable for fan support" and use 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.
7. Electrical diagrams are for reference only. Light kits that are not packed with the fan must UL listed and marked suitable for use with the model fan you are installing. Switches must be UL general use switches. Refer to the instructions packaged with the light kits and switches for proper assembly.
8. After installation is complete, check that all connections are absolutely secure.
9. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
10. **WARNING:** To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device, or rheostat.
11. Do not separate the reverse switch until the fan has come to a complete stop.
12. Do not insert anything into the fan blades while they are rotating.
13. **WARNING:** To reduce the risk of personal injury, do not bend the blade brackets (also referred to as "flanges") during assembly or after installation. Do not insert objects in the path of the blades.
14. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
15. Do not use water or detergent when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.

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 and operation of this fan.

NOTE: This product is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities are different or are impaired, or lack of experience or knowledge, unless such persons are supervised or trained to operate the appliance by a person responsible for their safety.

NOTE: Children should be supervised to ensure that they do not use appliances as a toy.

TECHNICAL INFORMATION

SKU#	Rated Voltage	Rated Power (motor)	Light
F3502WHQ110V	110-120 VAC	45W, Max. 0.35A	3*E12 LED Bulb MAX.4.5W (not included)

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**Wood screws
(4PCS)**



**Plastic wire nut
(7PCS)**



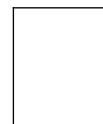
**Mounting screws
(2PCS)**



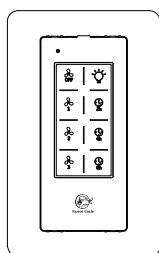
Washer (2PCS)



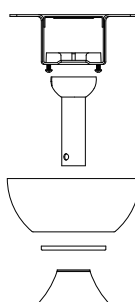
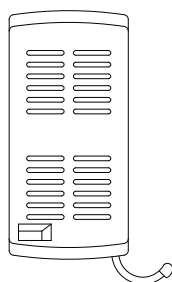
**Spring washer
(2PCS)**



**Balance tapes
(2PCS)**



Remote control (1PC)



Slide-on mounting bracket

4" Ball/downrod assembly

10" Ball/downrod assembly(standby)

Canopy

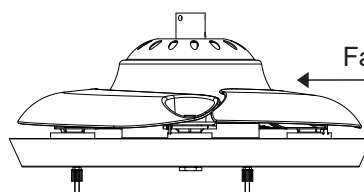
Canopy cover

Coupling cover

Hanging pin



"R" Locking Pin



Fan-motor assembly

Light shade

Light kit

Crystal A (18 PCS)

Crystal ball (37 PCS)

Crystal B (12 PCS)

Crystal C (6 PCS)

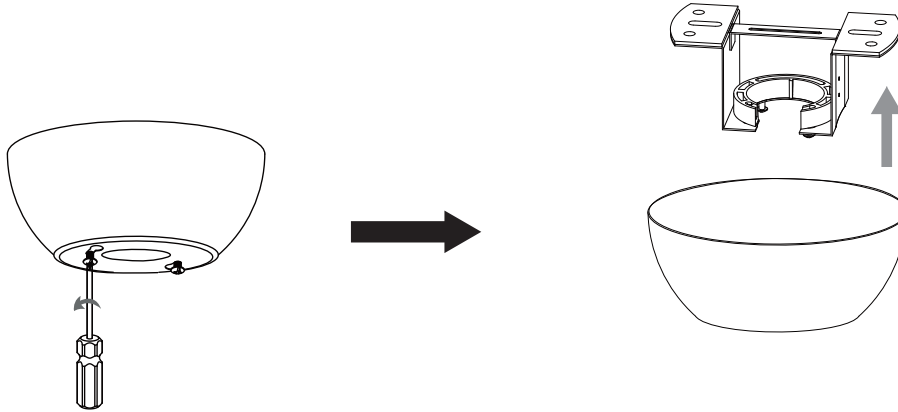
Crystal D (1 PCS)

Pls check whether above accessories are completed or not? Yes, and install.

WARNING: SHUT POWER OFF AT FUSE OR CIRCUIT BREAKER

1

Loose 2 screws of the mounting bracket under the canopy, removed the mounting bracket from the canopy.



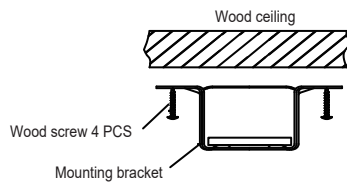
⊕ Phillips
screwdriver

2

INSTALLING THE MOUNTING BRACKET:

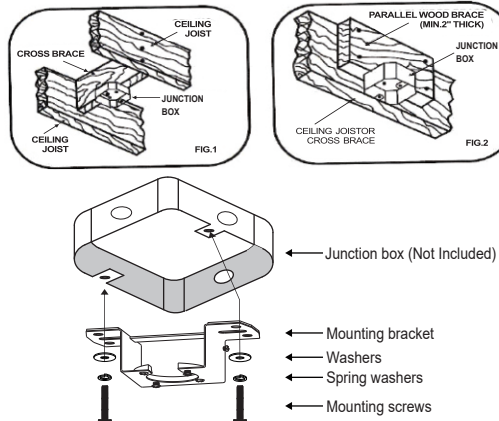
The ceiling fan must be installed in a location so that the blades are 12" (300mm) spacing from the tip of the blade to the nearest objects or walls. When hanging the Fan REMEMBER to turn off the power. Follow the instruction below to hang your fan properly:

1. For wood ceiling, secure the mounting bracket to the ceiling is capable of carrying a load of at least 100lbs (45kgs) with two long mounting screws and washers provided. Be sure at least 0.12" (30mm) of the screw is threaded into the support.



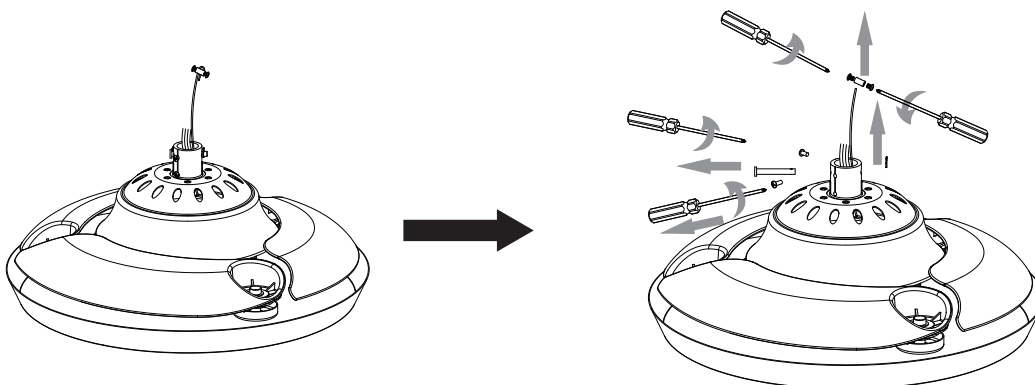
⚠ **Note:** Check whether it is securely installed.

2. For installing to junction box, secure the junction box directly to the building structure. Use appropriate fasteners and building materials. The junction box and its support must be able to fully support the moving weight of the fan (at least 100lbs). Use a UL listed metal junction box (Not Included). Do not use a plastic junction box. Figure1 & 2 examples to mount the junction box (Not Included).



3

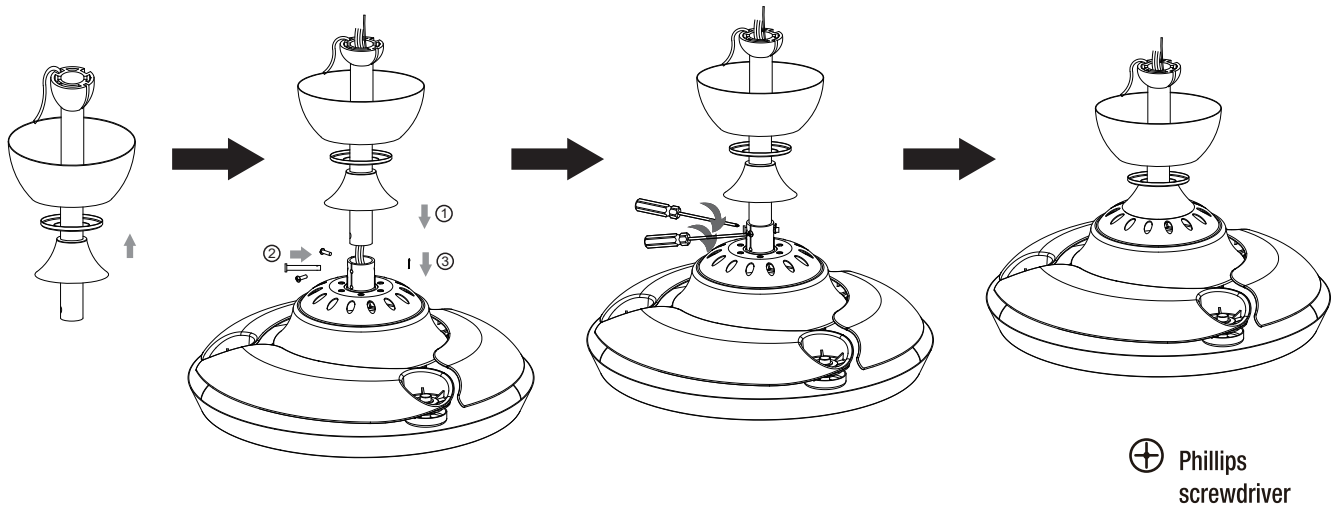
Use a Phillips screwdriver to loosen the screw in the direction of the arrow shown in the figure, and place the screw for subsequent installation.



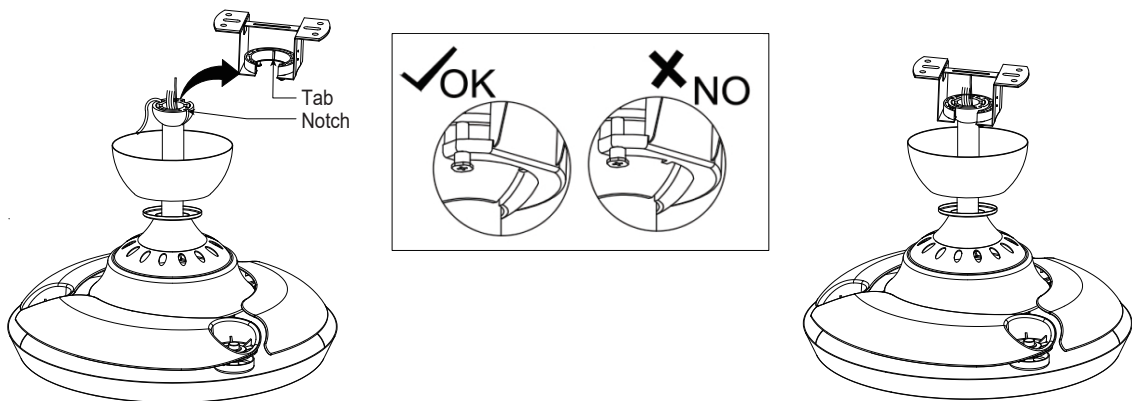
⊕ Phillips
screwdriver

WARNING: SHUT POWER OFF AT FUSE OR CIRCUIT BREAKER

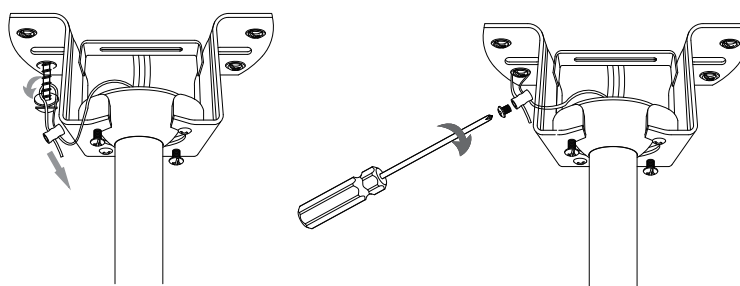
- 4** Install the suspension system components of the product as shown in the diagram.



- 5** Carefully lift the fan motor assembly onto the mounting bracket that was attached to the outlet box. Turn the entire assembly until the check tab (stopper of bracket) drops into the notch of the downrod ball and seats firmly.

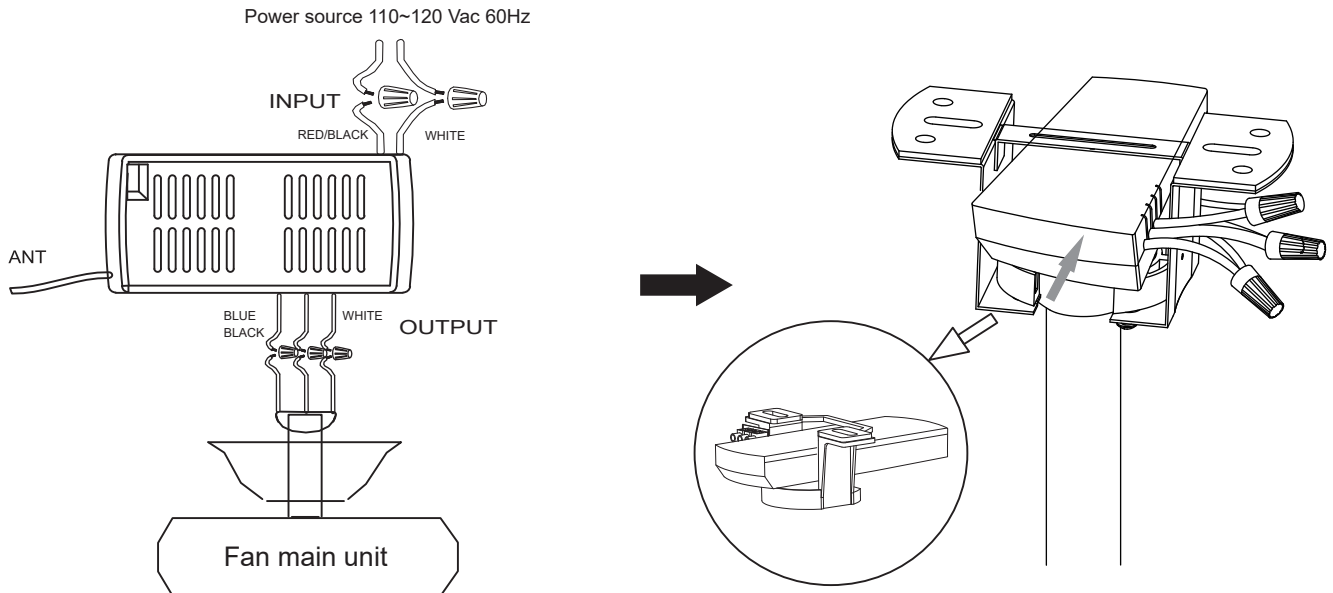


- 6** Install the safety rope.



WARNING: SHUT POWER OFF AT FUSE OR CIRCUIT BREAKER

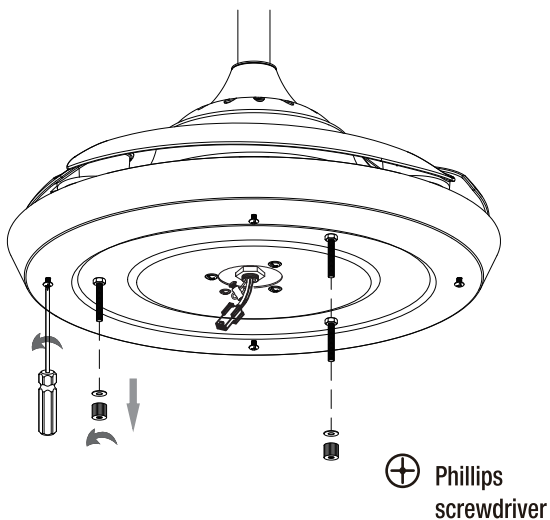
- 7** Connect the wires of the fan main unit with remote controller, connect the remote controller to the power supply using wire nuts.



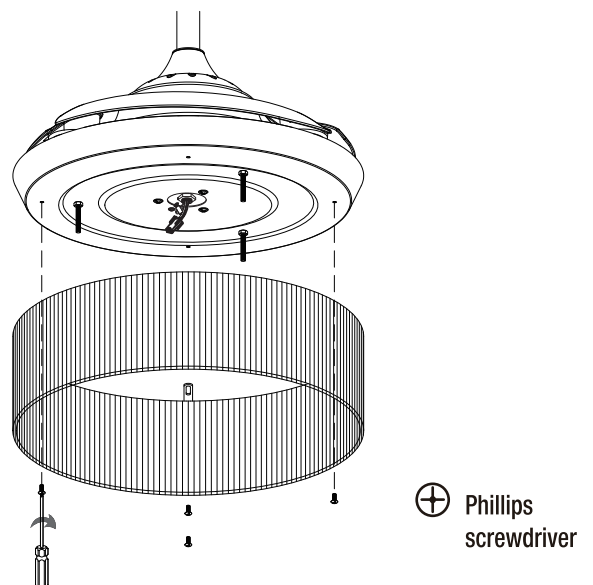
- 8** Install the canopy to the screws of the mounting bracket, tighten the screws and cover the canopy cover.



- 9** Remove 4 screws from the main unit, remove embossed nuts and washers for screw rods and place them for subsequent installation.

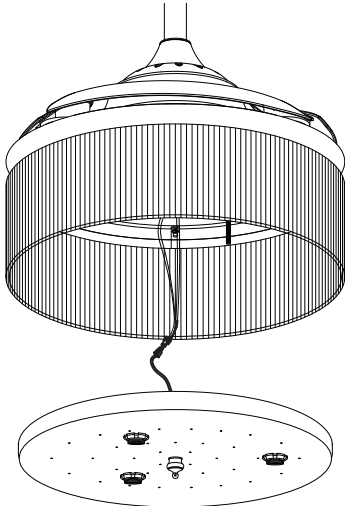


- 10** Use the 4 screws removed to lock the light shade to the main unit.

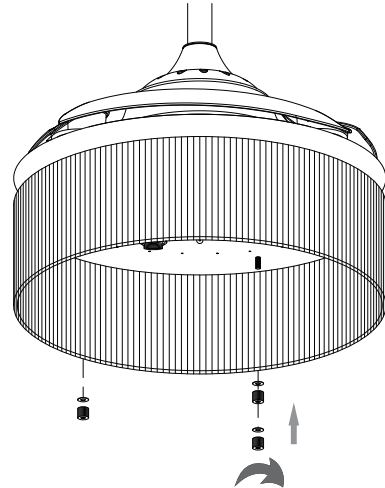


WARNING: SHUT POWER OFF AT FUSE OR CIRCUIT BREAKER

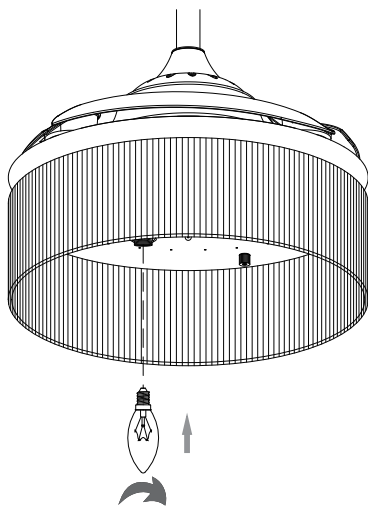
- 11** Connect power supply of the main unit to light kit.



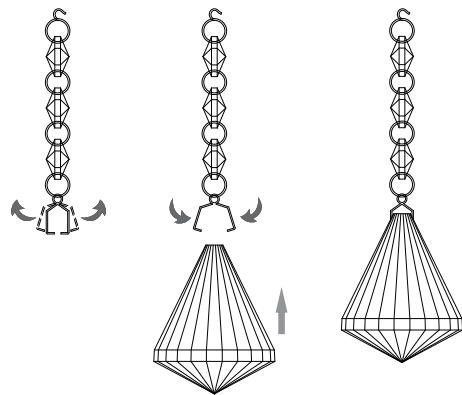
- 12** Use the embossed nuts and washers removed to lock the light kit to the main unit and tighten them.



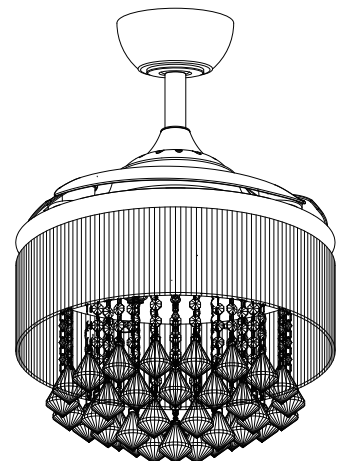
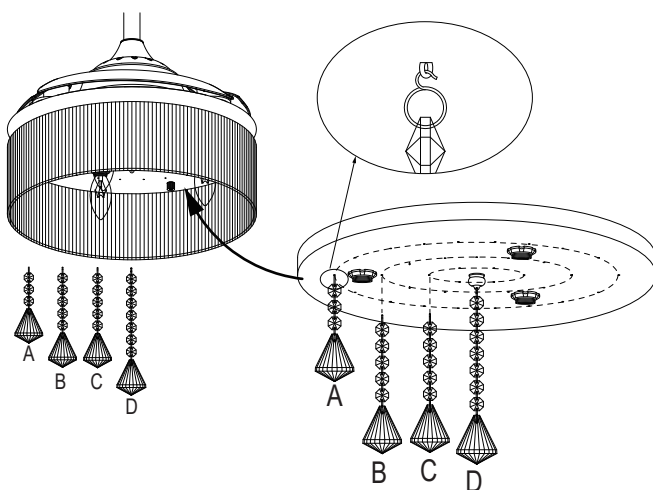
- 13** Install 3 E12 LED bulbs (not included).



- 14** As shown in the figure below, install the crystal balls at the bottom of the crystal A / crystal B / crystal C / crystal D .



- 15** As shown in the figure below, hang the crystal bead string D into the center hole, hang the crystal bead string C / B / A into the small circles of the light kit from inside to outside, then complete it.



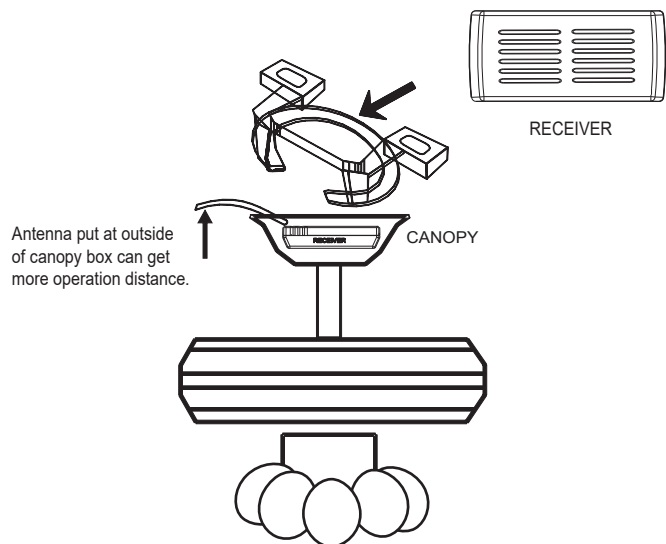
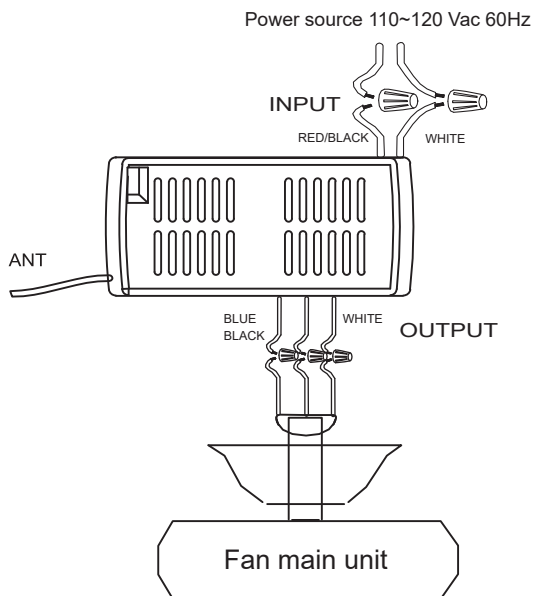
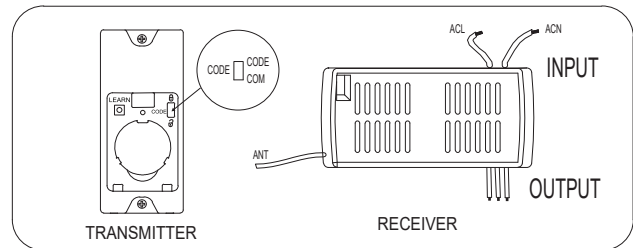
WARNING: SHUT POWER OFF AT FUSE OR CIRCUIT BREAKER

Remote controller

INSTRUCTION OF INSTALLATION AND OPERATION

1. INSTALLING RECEIVER IN FAN:

- Remove power from the circuit.
- Remove ceiling fan canopy from the mounting bracket.
- Disconnect existing wiring between ceiling fan and Supply in electrical junction box.
- Make connections as follows, using the wire nuts supplied.



Step 1: Wiring the receiver to the house hold wiring.

- Spread the wires apart so that the red and white wires are on one side of the outlet box and the white and black wires are on the other side.
- Connect the green fan wires to the house hold ground wire (this may be a green or bare wire) using a wire connecting nut.
- Connect the receiver red wire to the house hold red (hot) wire using a wire connecting nut.
- Connect the receiver white wire to the house hold white wire (neutral) using a wire connecting nut. Secure each wire connecting the nut using electrical tape.

Step 2: Wiring the fan to the receiver.

- Connect the blue wire from the receiver to the blue wire (or possibly black with white stripe wire) from the fan.
- Connect the black wire from the receiver to the black wire from the fan
- Connect the white wire from the receiver to the white wire from the fan

Step 3: Make sure the antenna is not squeezed.

If other fans or supply wires are different color, have this unit installed by qualified licensed electrician.

- Push all connected wires up into junction box.
- Lay the brown antenna wire on top of the receiver, and put the receiver into the mounting bracket.
- Reinstall the canopy on the mounting bracket.
- Restore power.
- Install CR2032, 3V battery. (To prevent damage to transmitter, remove the battery if not used for a long time).
- Store the transmitter away from excessive heat or humidity.
- This remote control unit is equipped with roll code combinations. In order to prevent possible interference from or to other remote units such as garage door openers, car alarm or security system. If you find that your fan and light kit go on and off without using your remote control, simply change the code combination in your transmitter and receiver.

WARNING: SHUT POWER OFF AT FUSE OR CIRCUIT BREAKER**2. OPERATING TRANSMITTER:**

Operating the buttons on the panel of the transmitter.

3 key -for fan high speed.

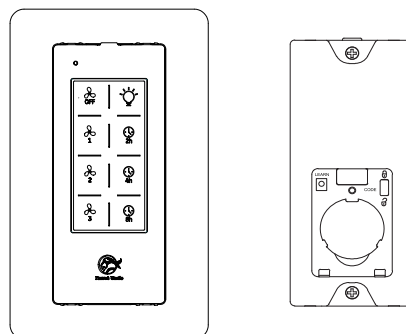
2 key-for fan medium speed.

1 key-for fan low speed.

OFF key-for fan off.

LIGHT key-for light on and off.

2hr, 4hr, 8hr button to set the FAN sleep timer.

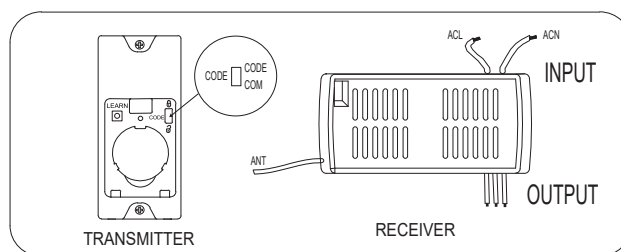


OPERATION DISTANCE 20 FEET

YOUR REMOTE NOW HAS FULLCONTROL OF THE FAN AND LIGHT

3.TROUBLE SHOOTING GUIDE

- Power to receiver ?
- Receiver wired correctly ?
- Fan manual speed control in highest position ?
- Light kit switch turned on ?
- Good battery in the transmitter ?



If there are two or more ceiling fans installed in the same house, in order to prevent your ceiling fans from being affected by the remote control of the adjacent ceiling fans, first turn the switch in each remote control transmitter to the CODE (locked) position.

Remarks: The standard state of the transmitter is in the common code COM. (Power-off means you need to use a wall switch to shut down the power of the ceiling fan, if you do not have a wall switch, please power off the whole room from the air circuit-breaker for each room).

After installing the remote control receiver on the ceiling fan.

- Turn on the power of the 1# ceiling fan receiver (the power of the 2# receiver is kept in a power-off state), within 30 seconds after the fan power is turned on, press the LEARN button corresponding to the 1# transmitter, then the receiver will learn the transmitter code. When the transmitter code is learned successfully, the light of the ceiling fans will flash twice, and then it can be used normally.
- Turn on the power of the 2# ceiling fan receiver (the power of the 1# receiver is kept in the power-off state), within 30 seconds after the fan power is turned on, press the LEARN button corresponding to the 2# transmitter, then the receiver will learn the transmitter code.

When the transmitter code is learned successfully, the light of the ceiling fans will flash twice, and then it can be used normally.

And so on, only one ceiling fan is powered on each time the corresponding transmitter learns.

FCC Statement:

- This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference. (2) This device must accept any interference received, including interference that may cause undesired operation.
- Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital, 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 the 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.

WARNING

TO REDUCE THE RISK OF SHOCK. THIS FAN MUST BE INSTALLED WITH A WALL CONTROL/SWITCH.

DO NOT install this fan with variable speed wall control or wall-mounted dimmer switch. It will permanently damage the fan's remote control and cause the fan's function to fail.



NO Variable speed wall control



NO Dimmer switch

WARNING: SHUT POWER OFF AT FUSE OR CIRCUIT BREAKER

⚠ WARNING

- **INGESTION HAZARD:** This product contains a button cell or coin battery.
- **DEATH** or serious injury can occur if ingested.
- A swallowed button cell or coin battery can cause **Internal Chemical Burns** in as little as 2 hours.
- **KEEP** new and used batteries **OUT OF REACH OF CHILDREN**
- **Seek immediate medical attention** if a battery is suspected to be swallowed or inserted inside any part of the body.



Remove and immediately recycle or dispose of used batteries according to local regulations and keep away from children. Do NOT dispose of batteries in household trash or incinerate.

Even used batteries may cause severe injury or death.

Call a local poison control center for treatment information.

Compatible battery type is CR2032, 3V.

Ensure the batteries are installed correctly with regard to polarity (+ and -).

Do not mix old and new batteries, different brands or types of batteries, such as alkaline, carbon-zinc, or rechargeable batteries.

Non-rechargeable batteries are not to be recharged. Exhausted batteries are to be removed from the product.

Do not force discharge, recharge, disassemble, heat above (manufacturer's specified temperature rating) or incinerate. Doing so may result in injury due to venting, leakage or explosion resulting in chemical burns.

Remove and immediately recycle or dispose of batteries from equipment not used for an extended period of time according to local regulations.

Always completely secure the battery compartment. If the battery compartment does not close securely, stop using the product, remove the batteries, and keep them away from children.



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---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.

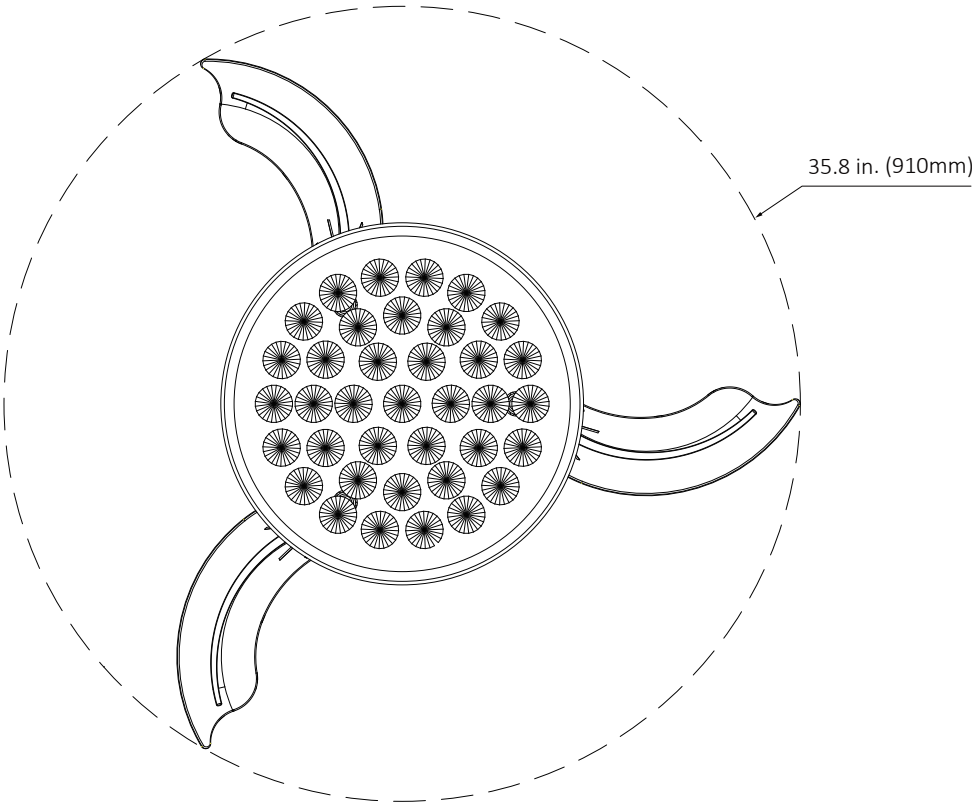
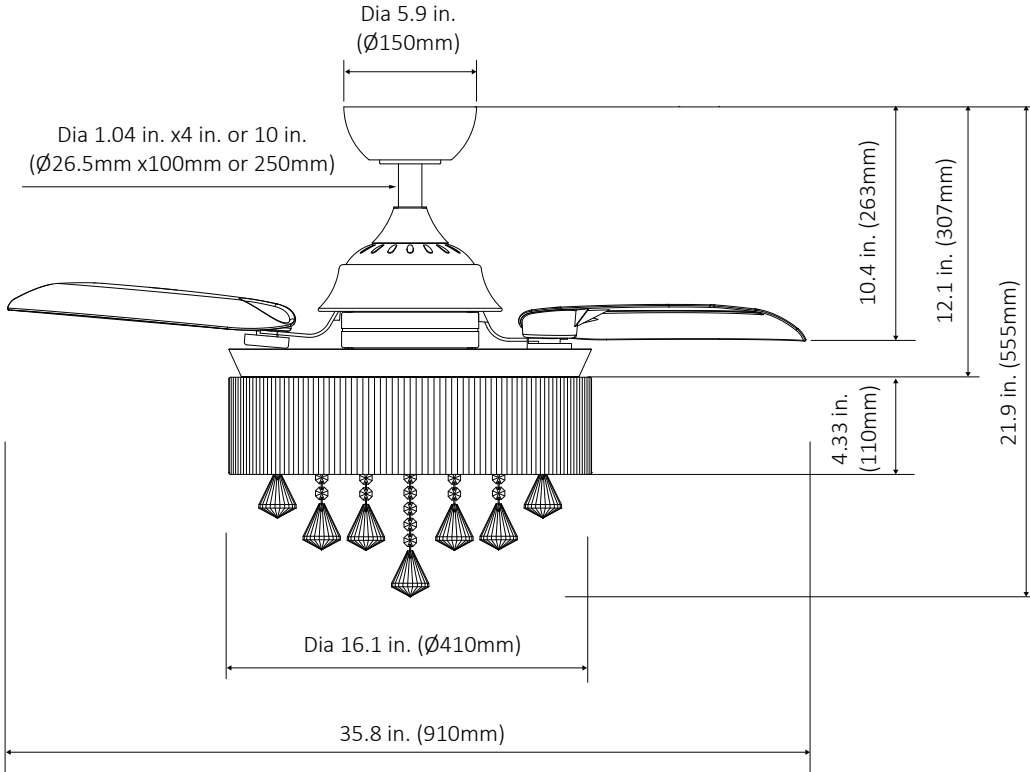
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WARNING

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WARNING: SHUT POWER OFF AT FUSE OR CIRCUIT BERAKER

PRODUCT SIZE



WARNING: SHUT POWER OFF AT FUSE OR CIRCUIT BREAKER

TROUBLESHOOTING GUIDE

Table of Contents

1. Fan / Remote is not working
2. Fan is noisy
3. Fan Wobbles
4. Light is not working

Please refer to the instruction sheet for detailed directions and descriptions of installation steps and requirements

1. FAN / REMOTE IS NOT WORKING

Ensure the remote is within the 20 feet range of the receiver
To reset the remote control: 1) Turn off power to fan using the wall switch or circuit breaker. 2) Remove batteries from remote. 3) Wait 10 seconds. 4) Replace batteries and turn power on
Check batteries to insure they are good and oriented correctly
Check to make sure the frequency switches (DIP Switches) from the remote to the receiver are set to the same frequency
Check the main and branch circuit fuses or breakers
If using a Variable Speed Wall Switch, ensure it is specifically designed for use with a ceiling fan.
Check the line wire connections to the fan and the switch wire connections in the switch housing per the instructions

2. THE FAN IS NOISY

Make sure all motor housing screws are tightened
Make sure the screws that attach fan blade to motor are tight
Make sure the wire nut connectors are not rattling against each other or the interior wall of the switch housing
Allow 24-hour break in period. Most noises associated with the new fan may disappear during this time
If using a ceiling light kit, make sure the glassware is secured tightly
Make sure there is a short distance/gap from the ceiling to the top of the canopy. The canopy should not touch the ceiling!
Make sure your ceiling box is secure and that the rubber isolator pads are used between the mounting bracket and outlet box

3. THE FAN WOBBLES

Verify all blades and blade bracket screws are secure (most fan wobble problems are caused by loose parts). Once fan is properly installed, run the ceiling fan for 10 minutes to let the fan self-adjust.
If wobble occurs after running the fan for 10 minutes, verify blade level using the following process: a) select a point on the ceiling above the tip of one of the blades. Then select the fan blade and measure from the center of the selected blade to point on the ceiling. Rotate the fan until the next blade is positioned and repeat the measurement using the same point from the ceiling for every blade. Measurements should be within 1/8 inch.

4. LIGHT IS NOT WORKING

Check Bulb to make sure it is installed correctly
Remove non-working bulb and replace with a bulb that is known to be a good working bulb
To reset the remote control: 1) Turn off power to fan using the wall switch or circuit breaker. 2) Remove batteries from remote. 3) Wait 10 seconds. 4) Replace batteries and turn power on

WARNING: SHUT POWER OFF AT FUSE OR CIRCUIT BREAKER

AFTER INSTALLATION

WOBBLE

The fan blades have been adjusted in the factory to minimize any wobble

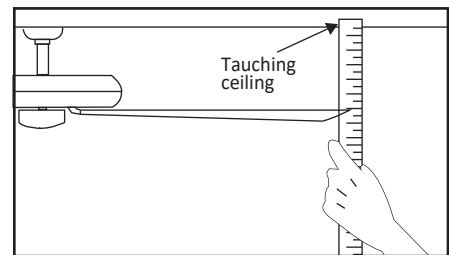
NOTE: CEILING FANS TEND TO MOVE DURING OPERATION DUE TO THE FACT THAT THEY ARE MOUNTED ON A RUBBER CROMMET. IF THE FAN WAS MOUNTED RIGIDLY TO THE CEILING, IT WOULD CAUSE EXCESS VIBRATION. MOVEMENT OF A FEW CENTIMETERS IS QUITE ACCEPTABLE AND DOES NOT SUGGEST ANY PROBLEM

TO REDUCE THE FAN WOBBLE, PLEASE CHECK THAT ALL SCREWS WHICH SECURED THE MOUNTING BRACKET AND DOWNROD ARE SECURE.

BALANCING A WOBBLING CEILING FAN

For your convenience, a Balancing Kit is included, please follow this procedure when balancing the fan:

1. Check that all blade and blade arm screws are secure.
2. Most fan wobbling problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure this distance. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within $1/8"$ (0.32cm).
3. If the blade wobble is still noticeable, use the enclosed Blade Balancing Kit.
4. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.



WARNING: TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE ARM WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.

NOISE

When it is quiet (especially at night) you may hear occasional small noises. This is normal. Please allow a 24-hour "breaking-in" period, most noises associated with a new fan disappear during the time.

CARE AND CLEANING

1. Periodic cleaning of your ceiling fan is the only maintenance required. Use a soft brush or lint free cloth to avoid scratching the paint finish. Please make sure to turn off electricity power before you clean your fan
2. Do not use water when cleaning your ceiling fan. It could damage the motor or the blades and create the possibility of an electrical shock.
3. Motor has permanently lubricated ball bearing. No need to oil

NOTE:

MAKE SURE THE POWER IS OFF AT THE ELECTRICAL PANEL BOX BEFORE YOU ATTEMPT ANY CLEANING OR REPAIRS.