



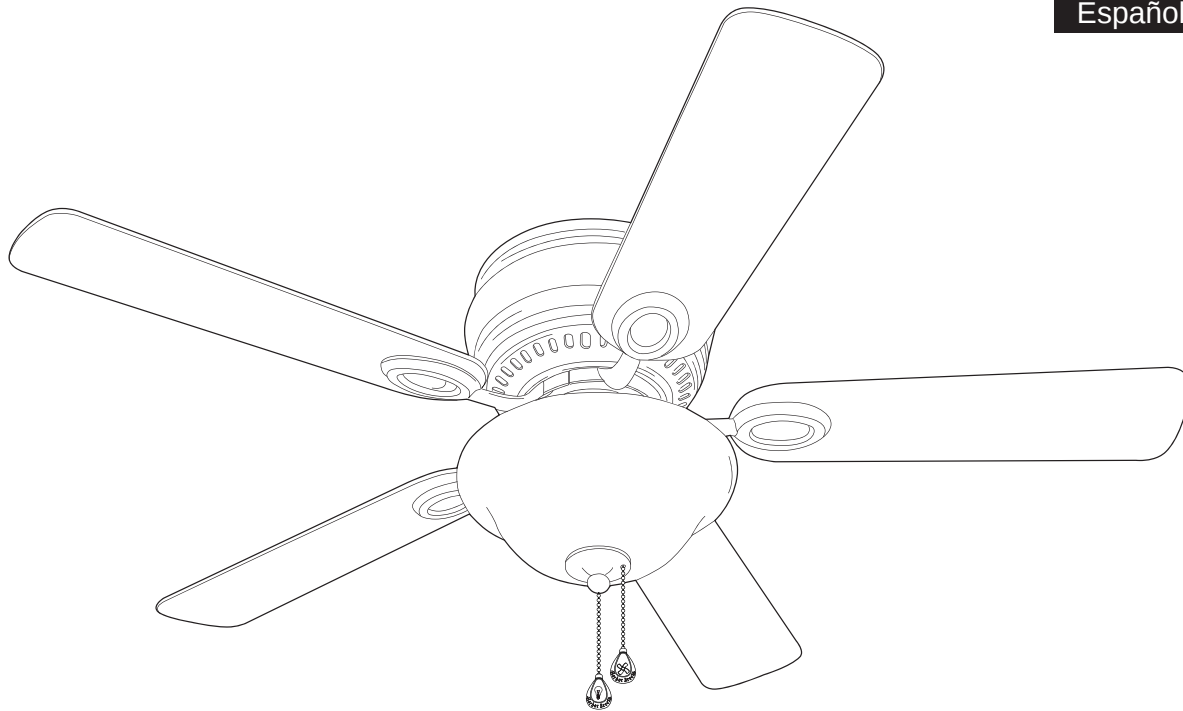
ITEM #0331094
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MAYFIELD CEILING FAN

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MODEL #BTH44OSB5C
BTH44BNK5C
BTH44WW5C

Español p. 20



ATTACH YOUR RECEIPT HERE

Serial Number _____ 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.

EB15408

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SAFETY INFORMATION

READ AND SAVE THESE INSTRUCTIONS

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

- Do not discard fan carton or foam inserts. Should this fan need to be returned to the factory for repairs, it must be shipped in its original packaging to ensure proper protection against damage that might exceed the initial cause for return.
- Make sure all electrical connections comply with local codes, ordinances, the National Electrical Code and ANSI/NFPA 70-1999. 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.
- After you install the fan, make sure all connections are secure to prevent the fan from falling.
- The net weight of this fan, including the light kit, is: 12.72 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 reduce the risk of fire, electrical shock or personal injury, mount fan to outlet box marked "ACCEPTABLE FOR FAN SUPPORT OF 35 LBS. (15.9 KG) OR LESS" 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.

When mounting fan to a ceiling outlet box, use a METAL octagonal outlet box; do NOT use a plastic outlet box. 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.).

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

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.

To reduce the risk of fire or electrical shock, do not use the fan with any solid state speed control device or control fan speed with a full range dimmer switch.

To reduce the risk of fire, electrical 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.

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.

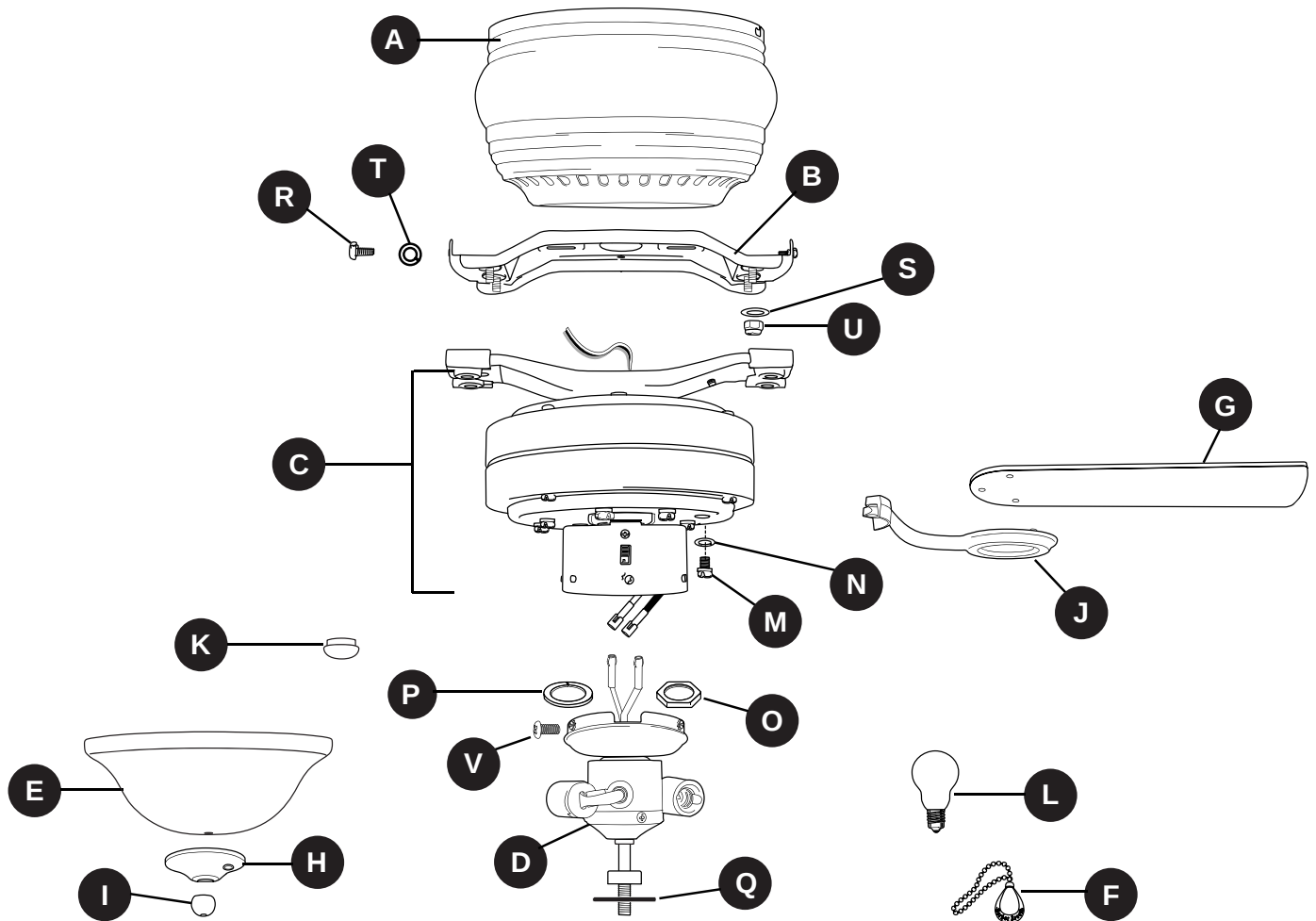
Before installation, be sure to shut off electricity at main switch or circuit breaker in order to avoid electrical shock.

CAUTION

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

Before beginning installation, carefully check all screws, bolts and nuts on fan motor assembly to ensure they are secure.

PACKAGE CONTENTS



PART	DESCRIPTION	QUANTITY
A	Motor Housing	1
B	Mounting Bracket	1
C	Motor Assembly	1
D	Light Kit Fitter	1
E	Glass Shade	1
F	Pull Chain Extension	2
G	Blade	5
H	Finial Plate (preassembled)	1
I	Finial (preassembled)	1
J	Blade Arm	5
K	Cap	1
L	Bulb	3
M	Motor Screw (preassembled)	10 + 1 extra

PART	DESCRIPTION	QUANTITY
N	5.4 mm Lock Washer (preassembled)	10 + 1 extra
O	Hex Nut (preassembled)	1
P	Lock Washer (preassembled)	1
Q	Rubber Washer (preassembled)	1
R	Motor Housing Mounting Screw (preassembled)	4
S	Mounting Bracket Flat Washer (preassembled)	4
T	Motor Housing Lock Washer (preassembled)	4
U	Mounting Bracket Nut (preassembled)	4
V	Switch Housing Cap Screw (preassembled)	3

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

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HARDWARE CONTENTS (shown actual size)

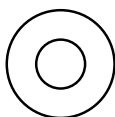
AA



Blade
Screw

Qty. 15
+ 1 extra

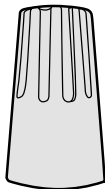
BB



Fiber
Blade
Washer

Qty. 15
+ 1 extra

CC



E3 Wire
Connector

Qty. 4

PREPARATION

Before beginning assembly of product, make sure all parts are present. Compare parts with 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, Stepladder and Wire Strippers

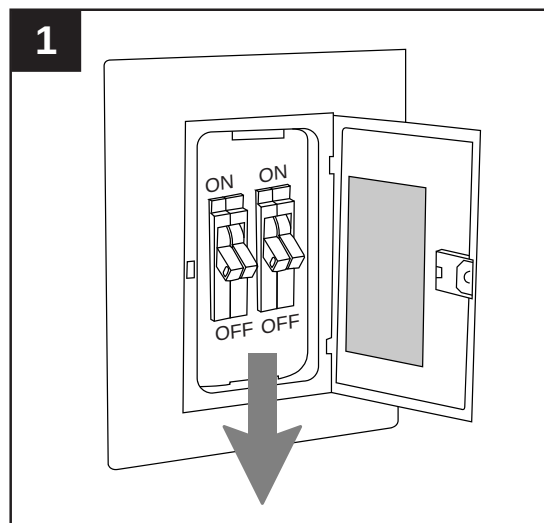
Helpful Tools (not included): AC Tester Light, Tape Measure, Do-It-Yourself Wiring Handbook and Wire Cutters



INITIAL INSTALLATION

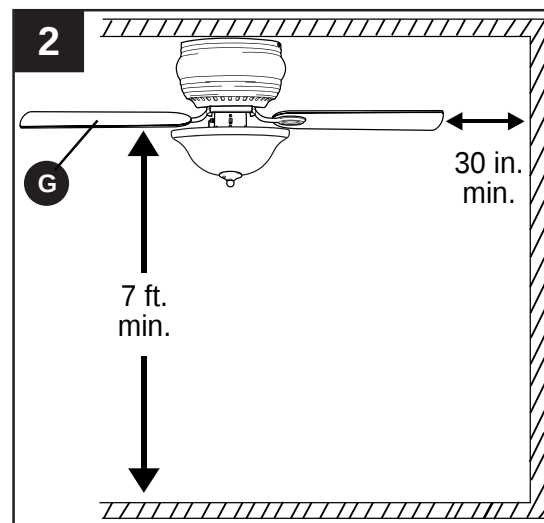
1. Turn off circuit breakers and wall switch to the fan supply line leads.

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

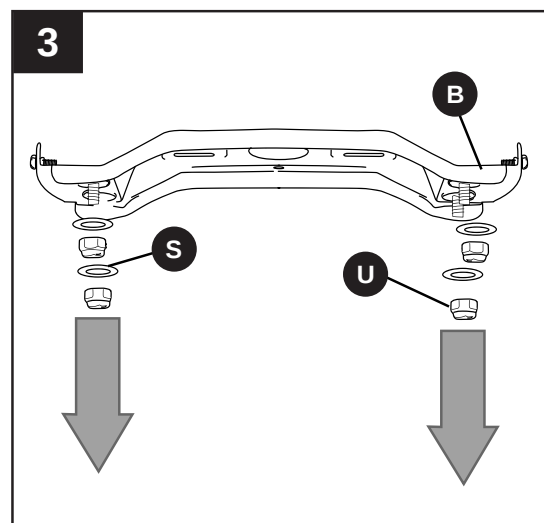


2. This fan can be mounted as a **flushmount** on a regular (no-slope) ceiling only.

Check to make sure blades (G) will be at least 30 in. from any obstruction and at least 7 ft. above the floor.



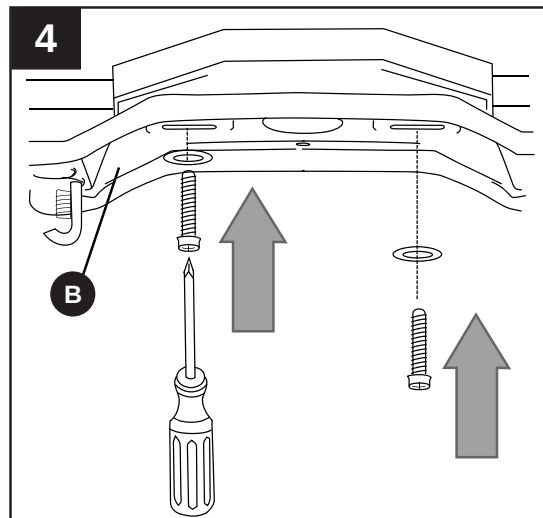
3. Remove all mounting bracket nuts (U) and mounting bracket flat washers (S) from mounting bracket (B).



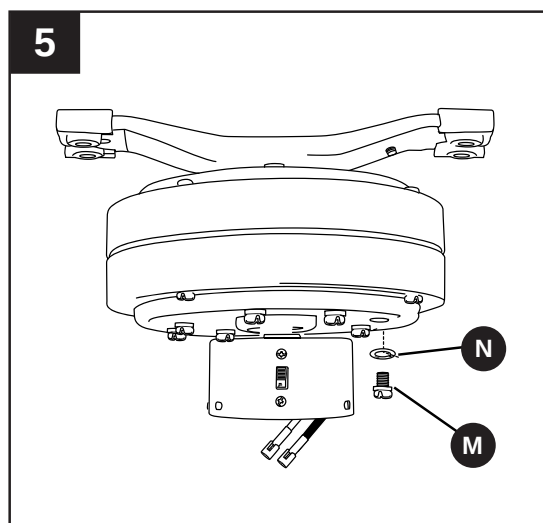
INITIAL INSTALLATION

- Secure mounting bracket (B) to outlet box using screws, spring washers and flat washers provided with the outlet box.

***NOTE:** It is very important you use the proper hardware when installing the mounting bracket (B) as this will support the fan.

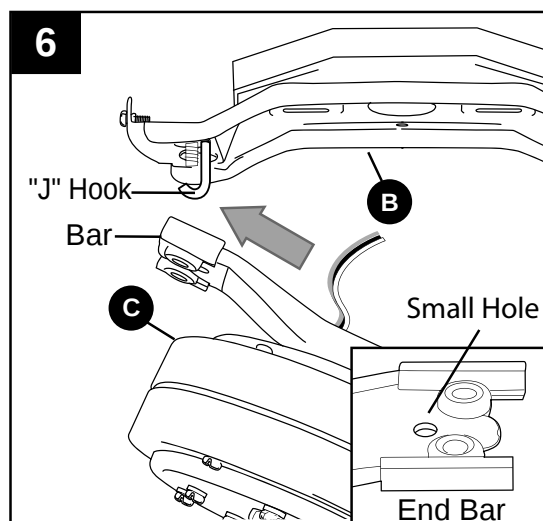


- Remove motor screws (M) and 5.4 mm lock washers (N) from underside of motor and save for blade arm (J) attachment later on. [If there are plastic motor blocks installed with the motor screws (M) and 5.4 mm lock washers (N), discard the plastic motor blocks.]



- Slide the slot in the bar at the top of the motor assembly (C) onto the "J" hook on the mounting bracket (B) to support the fan during wiring.

IMPORTANT: *Do not* use the end of the bar on the motor assembly (C) with the small round hole to hang the motor assembly (C) on the mounting bracket (B).



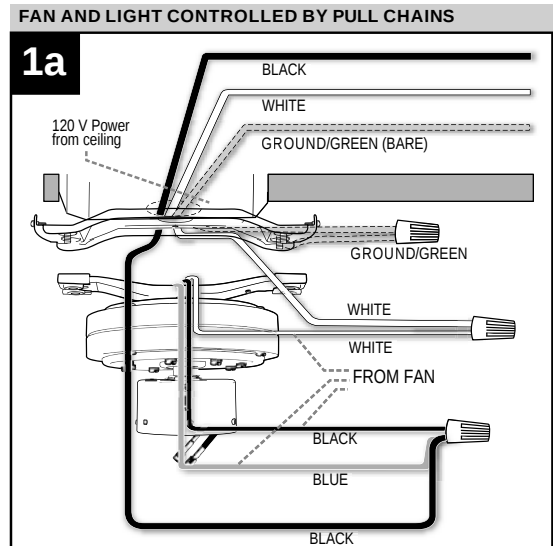
⚠ WARNING: To reduce the risk of fire, electrical shock or personal injury, wire connectors provided with this fan are designed to accept only one 12-gauge house wire and two lead wires from the fan. If your house wire is larger than 12-gauge or there is more than one house wire to connect to the corresponding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

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

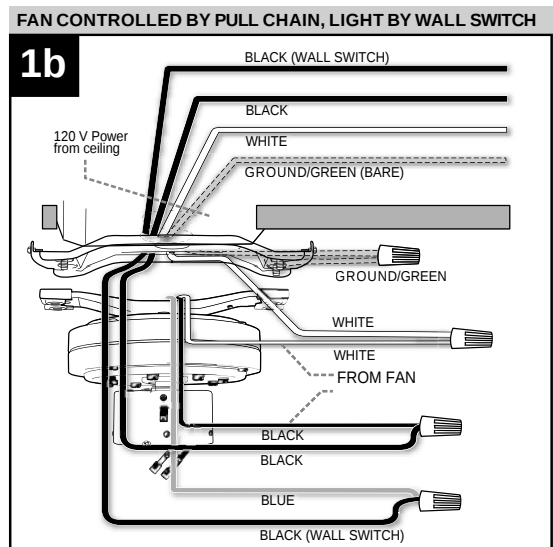
⚠ WARNING: If house wires are different colors than referred to in the following steps, stop immediately. A professional electrician is recommended to determine wiring.

1. Choose wiring diagram (Fig. 1a, Fig. 1b or Fig. 1c) that fits your situation and make appropriate wiring connections as follows: **[NOTE:** For each wire connection below, use one of the wire connectors (CC), making sure to screw wire connector (CC) on in a clockwise direction.]

1a. FAN AND LIGHT CONTROLLED BY PULL CHAINS: Connect BLACK and BLUE wire from fan to BLACK wire from ceiling. Connect WHITE wire from fan to WHITE wire from ceiling. Connect all GROUND (GREEN) wires together from fan (on motor assembly (C) and mounting bracket (B)) to BARE/GREEN wire from ceiling.



1b. FAN CONTROLLED BY PULL CHAIN, LIGHT BY WALL SWITCH: If you intend to control the fan light with a separate wall switch, connect BLACK wire from fan to BLACK wire from ceiling. Connect BLUE wire from fan to the BLACK wire from the independent wall switch for the light. Connect WHITE wire from fan to WHITE wire from ceiling. Connect all GROUND (GREEN) wires together from fan (on motor assembly (C) and mounting bracket (B)) to BARE/GREEN wire from ceiling.



1c. FAN AND LIGHT CONTROLLED BY TWO WALL SWITCHES: If you intend to control the fan and light with separate wall switches, connect **BLACK** wire from fan to **BLACK** wire from the independent wall switch for the fan. Connect **BLUE** wire from fan to the **BLACK** wire from the other independent wall switch for the light. Connect **WHITE** wire from fan to **WHITE** wire from ceiling. Connect all **GROUND (GREEN)** wires together from fan (on motor assembly (C) and mounting bracket (B)) to **BARE/GREEN** wire from ceiling.

NOTE: **BLACK** wire is hot power for fan. **BLUE** wire is hot power for light kit. **White** wire is common for fan and light kit. **BARE/GREEN** wire is ground.

2. Wrap electrical tape (not included) around each individual wire connector (CC) down to the wire.

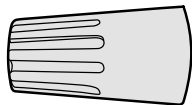
⚠ WARNING: Make sure no bare wire or wire strands are visible after making connections. Place **BARE/GREEN** and **WHITE** connections on opposite side of box from the **BLACK** and **BLUE** (if applicable) connections.

Turn spliced/taped wires upward and gently push wires and wire connectors (CC) into outlet box.

Hardware Used



E3 Wire Connector

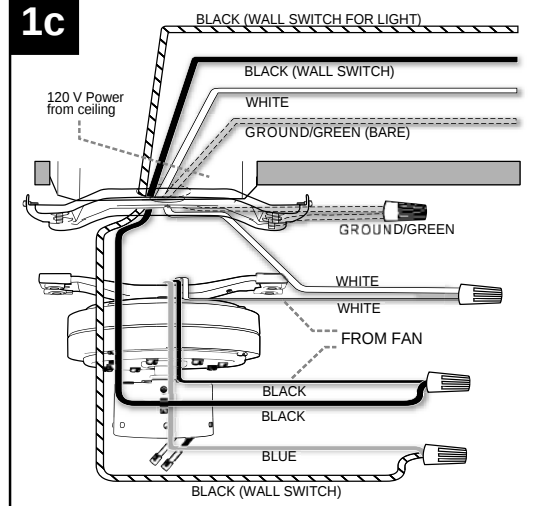


x 4

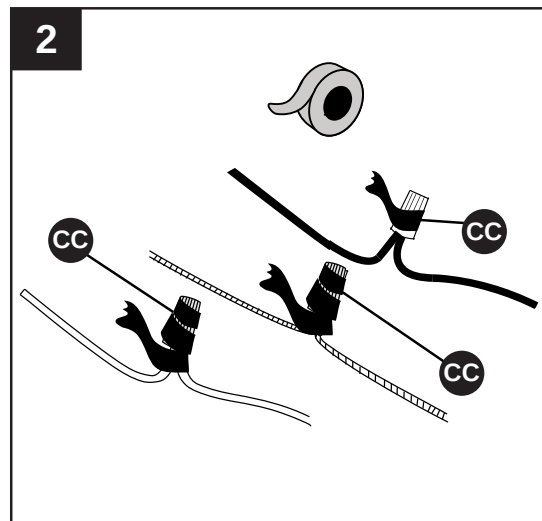
3. **IMPORTANT:** Using a full range dimmer switch (not included) to control fan speed will cause a loud humming noise from fan. To reduce the risk of fire or electrical shock, do NOT use a full range dimmer switch to control fan speed.

FAN AND LIGHT CONTROLLED BY TWO WALL SWITCHES

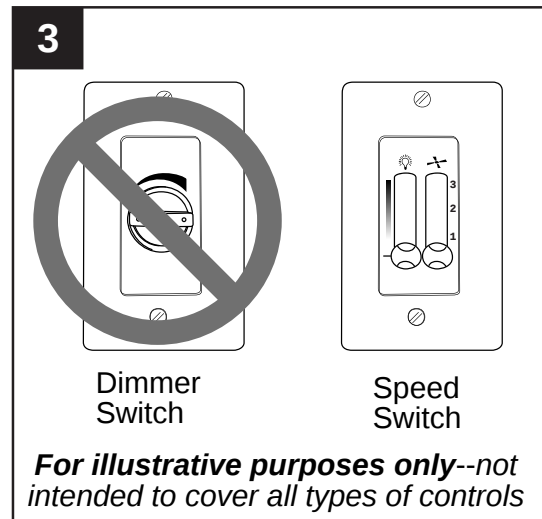
1c



2

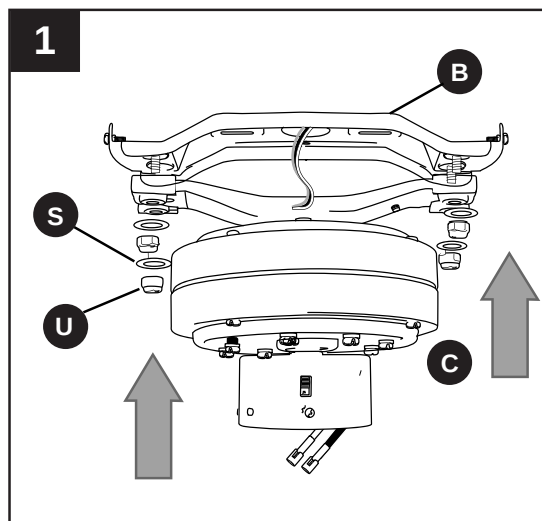


3

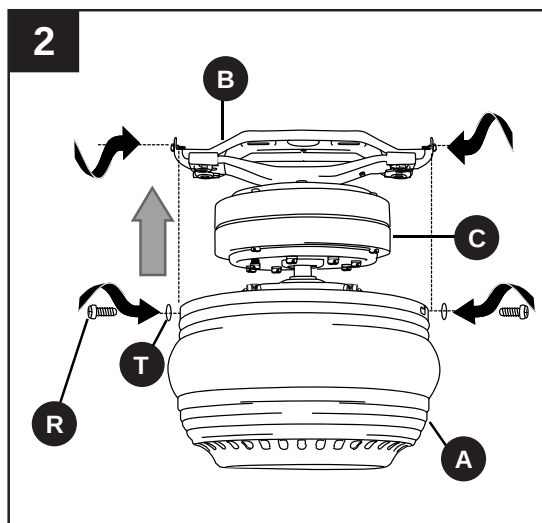


FINAL INSTALLATION

1. Remove motor assembly (C) from "J" hook. Align holes in motor assembly (C) with holes in mounting bracket (B). Secure motor assembly (C) with mounting bracket flat washers (S) and mounting bracket nuts (U) previously removed (Step 3, page 6).

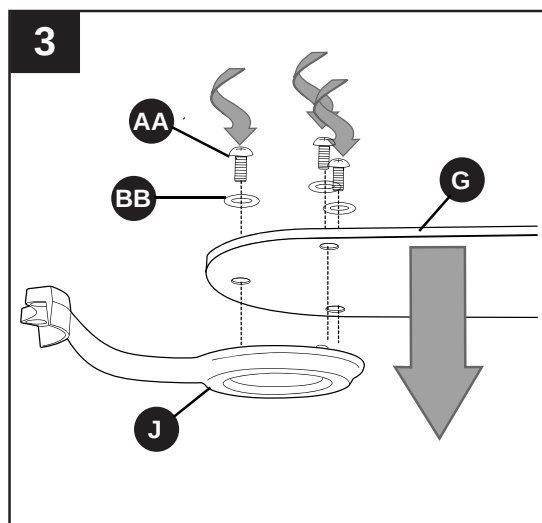


2. Temporarily lift motor housing (A) to mounting bracket (B). Determine which two motor housing mounting screws (R) in sides of mounting bracket (B) align with the slotted holes in the top edge of the motor housing (A) and partially loosen these two motor housing mounting screws (R). Remove the other two motor housing mounting screws (R) and motor housing lock washers (T). Slide motor housing (A) over motor assembly (C), aligning slotted holes in motor housing (A) with loosened motor housing mounting screws (R) in mounting bracket (B). Twist motor housing (A) to lock. Re-insert the other two motor housing mounting screws (R), along with motor housing lock washers (T), that were previously removed. Tighten all motor housing mounting screws (R) securely.

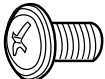
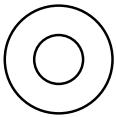


3. Partially insert three blade screws (AA) along with three fiber blade washers (BB) into holes in blade (G) to attach blade arm (J) to blade (G). Then, tighten each blade screw (AA) starting with the one in the middle.

Repeat Step 3 with remaining blades (G).



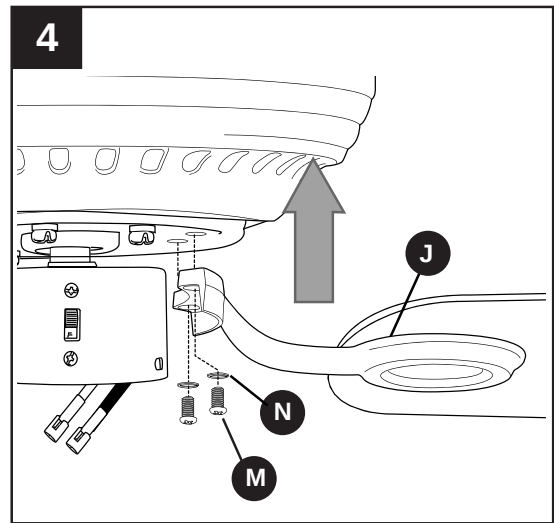
Hardware Used

AA	Blade Screw		x 15
BB	Fiber Blade Washer		x 15

FINAL INSTALLATION

4. Locate motor screws (M) and 5.4 mm lock washers (N) previously removed (Step 5, page 7).

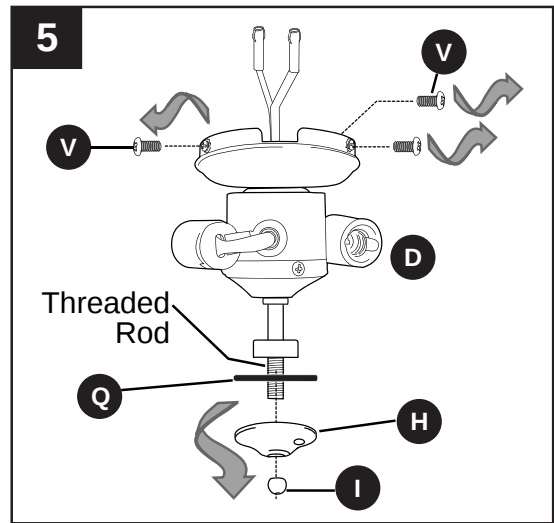
Insert two motor screws (M), along with 5.4 mm lock washers (N), through one blade arm (J) to attach blade arm (J) to motor. Tighten motor screws (M) securely. Repeat with remaining blade arms (J), making sure to completely secure each blade arm (J) before proceeding with the next.



5. Remove three switch housing cap screws (V) from top of light kit fitter (D).

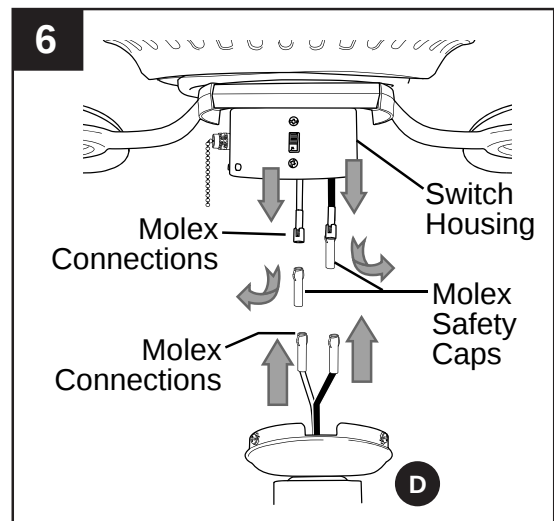
If you wish to USE the light kit, remove finial (I), finial plate (H), and rubber washer (Q) from bottom of light kit fitter (D). Save *hardware for later use*. Continue to Step 6.

If you do NOT wish to use the light kit, proceed to Step 11, page 14.



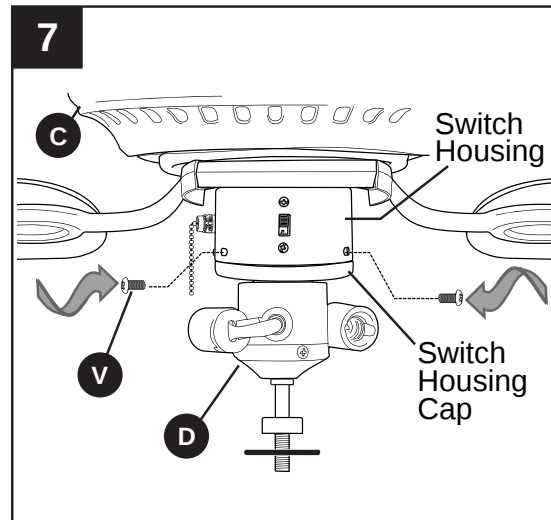
6. Locate BLUE (or BLACK) and WHITE wires in switch housing labeled FOR LIGHT and remove plastic that holds these two wires together. Also, remove molex safety caps from bottom of BLUE (or BLACK) and WHITE wires. It may be necessary to pull firmly in order to remove molex safety caps.

Connect WHITE wire from switch housing to WHITE wire from light kit fitter (D). Connect BLUE (or BLACK) wire from switch housing to BLACK wire from light kit fitter (D). Make sure that molex connections are secure.



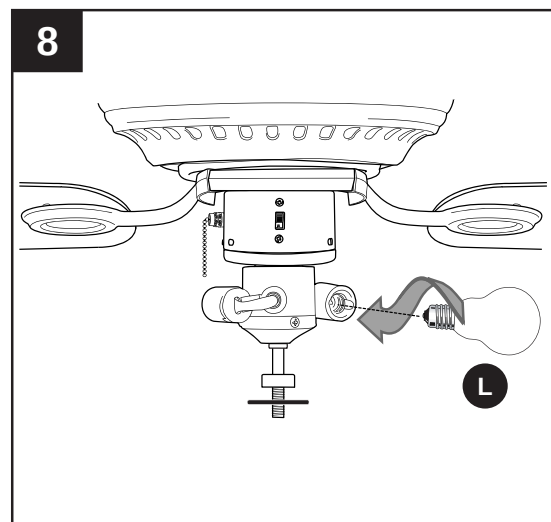
FINAL INSTALLATION

7. To attach light kit fitter (D) to motor assembly (C), align holes in switch housing cap, at top of light kit fitter (D), with holes in switch housing. (Make sure to align gap on top edge of the switch housing cap with the reverse switch on switch housing for the correct fit.) Re-insert switch housing cap screws (V) previously removed (Step 5, page 11). Tighten all switch housing cap screws (V) securely.



8. Install bulbs (L).

IMPORTANT: When you need to replace bulbs, please allow bulbs and light kit to cool down before touching the bulbs or the light kit.

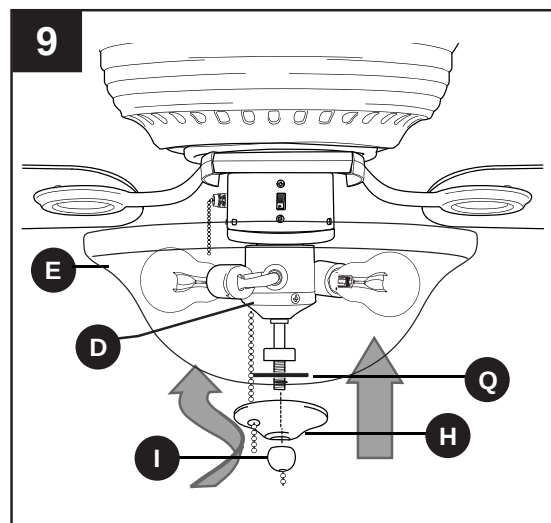


FINAL INSTALLATION

9. Locate rubber washer (Q), finial plate (H), and finial (I) that were previously removed (Step 5, page 11). Place rubber washer (Q) inside glass shade (E) over center hole. Align hole in center of glass shade (E) with threaded rod on light kit fitter (D), allowing pull chains to come through corresponding holes in glass shade (E). Push up gently on glass shade (E) until threaded rod comes through hole. *(Be sure fan pull chain does not rub against bulbs during fan operation.)*

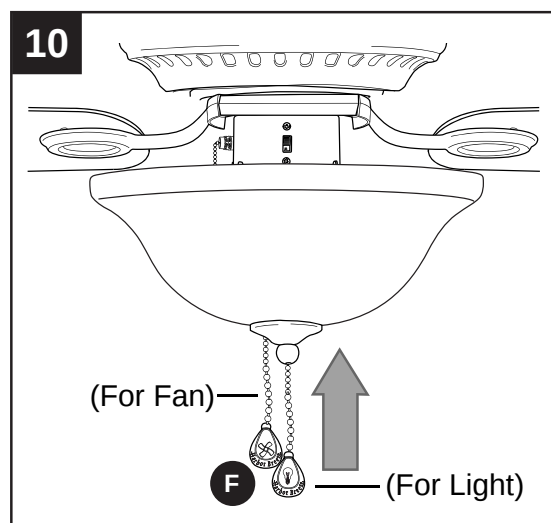
Align hole in center of finial plate (H) with threaded rod, allowing the pull chains to come through appropriate holes in finial plate (H) and push up. Thread center pull chain through hole in finial (I) and secure glass shade (E) by tightening finial (I).

NOTE: Do NOT overtighten finial (I) as glass may crack or break.



10. Attach applicable pull chain extensions (F) or custom pull chain extensions (not included) to the fan and light pull chains.

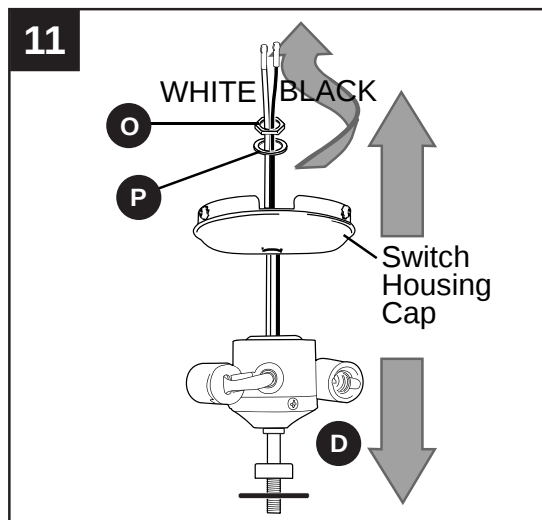
Assembly is now complete.



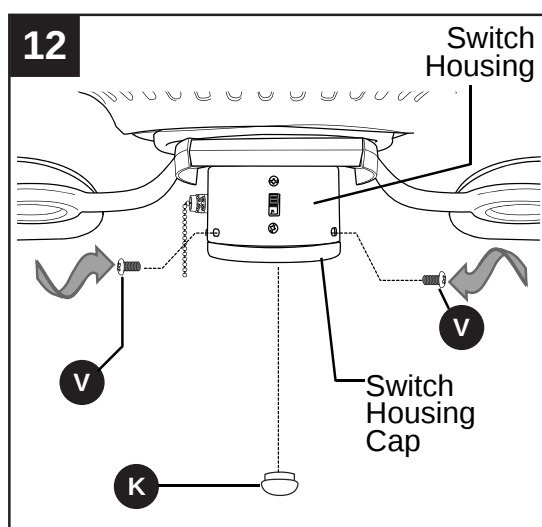
FINAL INSTALLATION

11. **If you do NOT wish to use the light kit,** remove the hex nut (O) and lock washer (P) from the threaded rod at the top of the light kit fitter (D). Unscrew the switch housing cap to remove it from the light kit fitter (D), and then gently feed the BLACK and WHITE wires from the light kit fitter (D) through the hole in the middle of the switch housing cap.

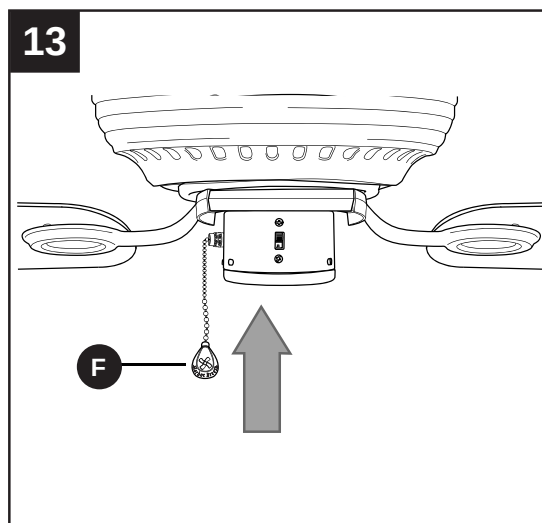
⚠ WARNING: RISK OF SHOCK. The molex safety caps should not be removed unless a light kit will be immediately installed and the power should be turned off prior to molex safety cap removal and light kit installation.



12. Locate cap (K) in one of the hardware packs and place cap (K) firmly in hole in middle of switch housing cap. Align holes in switch housing cap with holes in switch housing. (Make sure to align gap on top edge of the switch housing cap with the reverse switch on switch housing for the correct fit.) Secure switch housing cap with three switch housing cap screws (V) previously removed (Step 5, page 11). Tighten all three switch housing cap screws (V) securely.

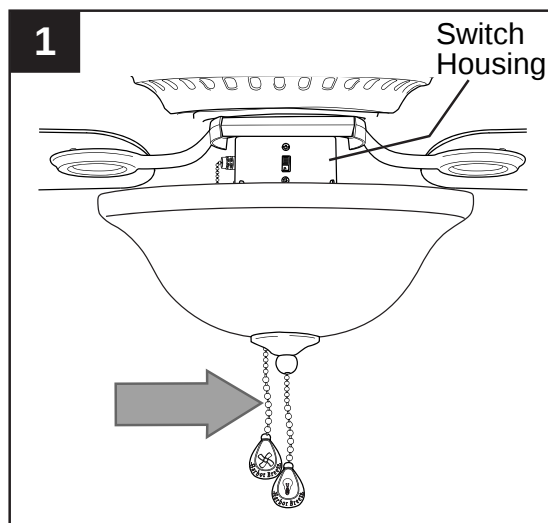


13. Attach applicable pull chain extension (F) or custom pull chain extension (not included) to the fan pull chain.

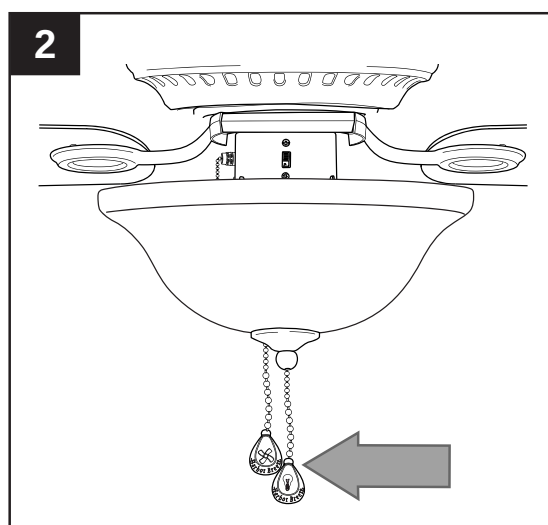


OPERATING INSTRUCTIONS

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

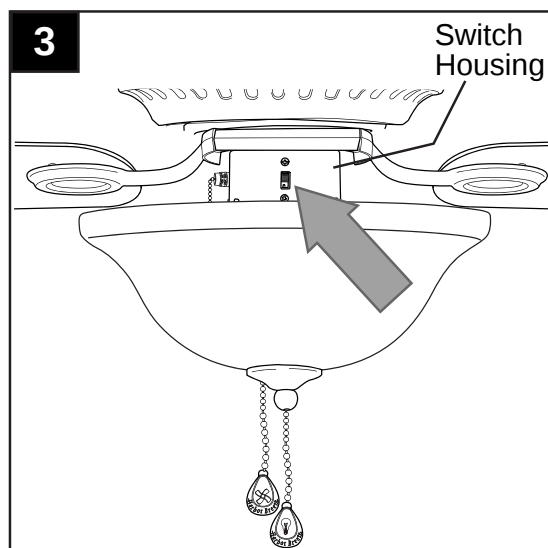


2. The pull chain located in the center is used to turn the **light** ON or OFF.



3. Use the fan reverse switch, located on the switch housing, to optimize the fan for seasonal performance. 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.

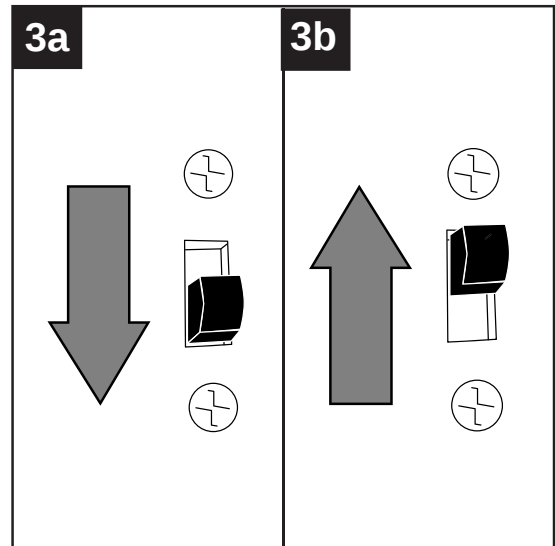
NOTE: Wait for fan to stop before moving the reverse switch.



OPERATING INSTRUCTIONS

3a. In **warmer** weather, setting the reverse switch in the DOWN position will result in downward airflow creating a wind chill effect.

3b. In **cooler** weather, setting the reverse switch in the UP position will result in upward airflow that can help move stagnant, hot air off the ceiling area.



3c. **IMPORTANT:** Reverse switch must be set either **completely** UP or **completely** DOWN for fan to function. If the reverse switch is set in the middle position, fan will not operate.



CARE AND MAINTENANCE

At least twice each year, lower motor housing (A) to check motor assembly (C), and then tighten all screws. Clean motor housing (A) with only a soft brush or lint-free cloth to avoid scratching the finish. Clean blades (G) with a lint-free cloth. You may occasionally apply a light coat of furniture polish to wood blades for added protection.

IMPORTANT: Shut off main power supply before beginning any maintenance. Do not use water or a damp cloth to clean the ceiling fan.

Bulb Replacement: Use 40-watt max. candelabra-base bulbs or 9-watt CFL bulbs.

TROUBLESHOOTING

⚠ WARNING: Before beginning work, shut off the power supply to avoid electrical shock.

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION
Fan does not move.	1. Reverse switch not engaged. 2. Power is off or fuse is blown. 3. Faulty wire connection.	1. Push switch firmly either up or down. 2. Turn power on or check fuse. 3. Turn power off. Loosen motor housing and check all connections.
Noisy operation.	1. Blades are loose. 2. Cracked blade. 3. Full range dimmer switch. 4. Fan is new. 5. Motor housing is loose.	1. Tighten all blade screws. 2. Replace blade. 3. Replace with an approved speed control device. 4. Allow fan a "break in" period of a few days, especially when running the fan at Medium and High speeds. 5. Turn power off. Carefully loosen motor housing and verify that mounting bracket is secure according to instructions on page 10.
Excessive wobbling.	1. Blades are loose. 2. Blade arms incorrectly attached. 3. Unbalanced blades. 4. Fan not securely mounted.	1. Tighten all blade screws. 2. Re-install blade arms. 3. Switch one blade with a blade from the opposite side. 4. Turn power off. Carefully loosen motor housing and verify that mounting bracket is secure.
Fan operates but light fails (if applicable).	1. Bulb(s) not installed correctly. 2. Wires in outlet box not wired properly. 3. Wall switch to fan is off. 4. Wires in switch housing not wired correctly.	1. Re-install bulb(s). 2. Check wires in outlet box and, if necessary, re-wire according to instructions on pages 8 and 9. 3. Make sure that wall switch to fan is on. 4. Check wires in switch housing and, if necessary, re-wire according to instructions on page 11.

NOTE: A small amount of "wobble" is normal and should not be considered a defect.



LIMITED LIFETIME WARRANTY

The distributor warrants this fan to be free from defects in workmanship and materials present at time of shipment from the factory for Lifetime limited from the date of purchase. This warranty applies only to the original purchaser. The distributor agrees to correct any defect at no charge or, at our option, replace the ceiling fan with a comparable or superior model.

To obtain warranty service, present a copy of your sales receipt as proof of purchase. All cost of removal and reinstallation are the express responsibility of the purchaser. Any damage to the ceiling fan by accident, misuse or improper installation, or by using parts not produced by the manufacturer of this fan or affixing accessories not produced by the manufacturer of this fan, are the purchaser's own responsibility. The distributor 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 climatic conditions, this warranty does not cover changes in brass finish, rusting, pitting, tarnishing, corroding or peeling. Brass finish fans maintain their beauty when protected from varying weather conditions. Any glass provided with this fan is not covered by the warranty.

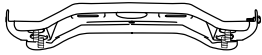
Any replacement of defective parts for the ceiling fan must be reported within the first year from the date of purchase. For the balance of the warranty, call our customer service department (at **1-800-643-0067**) for return authorization and shipping instructions so that we may repair or replace the ceiling fan. Any fan or parts returned improperly packaged is/are the sole responsibility of the purchaser. There is no further express warranty. The distributor disclaims any and all implied warranties. The duration of any implied warranty which cannot be disclaimed is limited to the limited lifetime period as specified in our warranty. The distributor shall not be liable for incidental, consequential or special damages arising at or in connection with product use or performance except as may otherwise be accorded by law. This warranty gives you specific legal rights and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties.



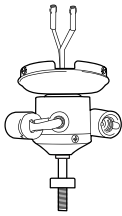
REPLACEMENT PARTS LIST

For replacement parts, 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.

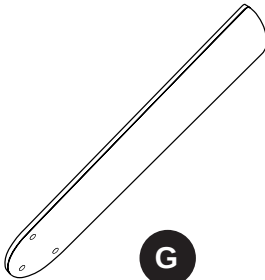
PART	DESCRIPTION	#0331094	#0331096	#0648636
		PART #	PART #	PART #
B	Mounting Bracket	0331094-B	0331096-A	0648636-A
D	Light Kit Fitter	0331094-D	0331096-B	0648636-B
G	Blade	0331094-G	0331096-D	0648636-D
J	Blade Arm	0331094-J	0331096-G	0648636-G



B



D



G



J

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