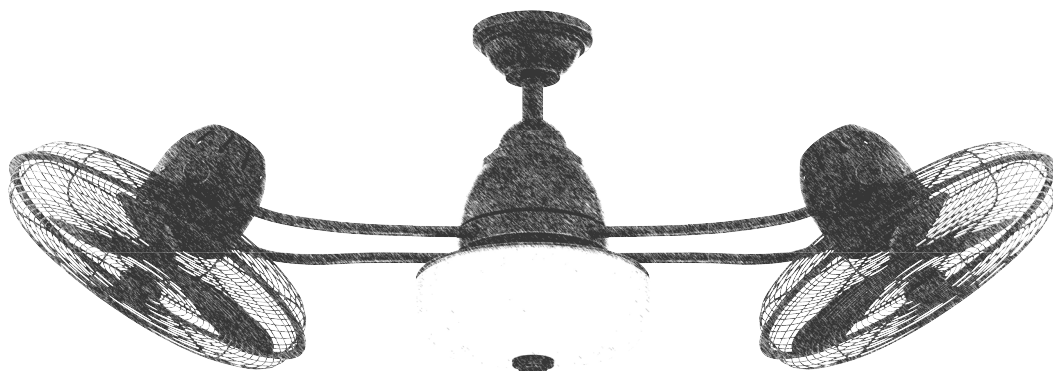


# CRAFTMADE™

READ THESE INSTRUCTIONS AND  
SAVE THEM FOR FUTURE USE



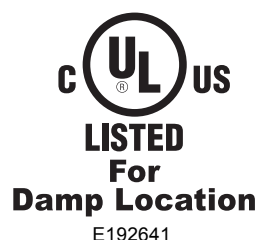
## Bellows II

# Installation Guide

For Model:  
**BW248**

### Table of Contents:

- Safety Tips. pg. 1
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- Parts Inventory. pg. 2
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- Testing Your Fan. pg. 10
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net weight of fan: 27.58 lb (12.51 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 ten (10) feet (3.05 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 CUL (Canada) or UL (USA) 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 lbs.) 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 electrical shock or 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.]

8. 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.

9. 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.**

**WARNING:** This fan **MUST** be installed with the safety cable provided with the fan. Failure to use the safety cable provided may result in personal injury, damage to the fan or damage to other property.

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.

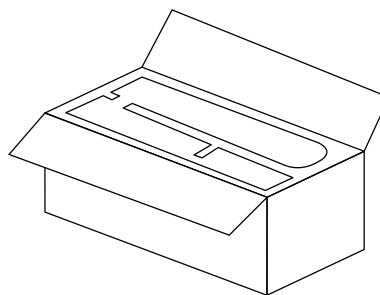
Consult the dealer or an experienced radio/TV technician for help.

**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.

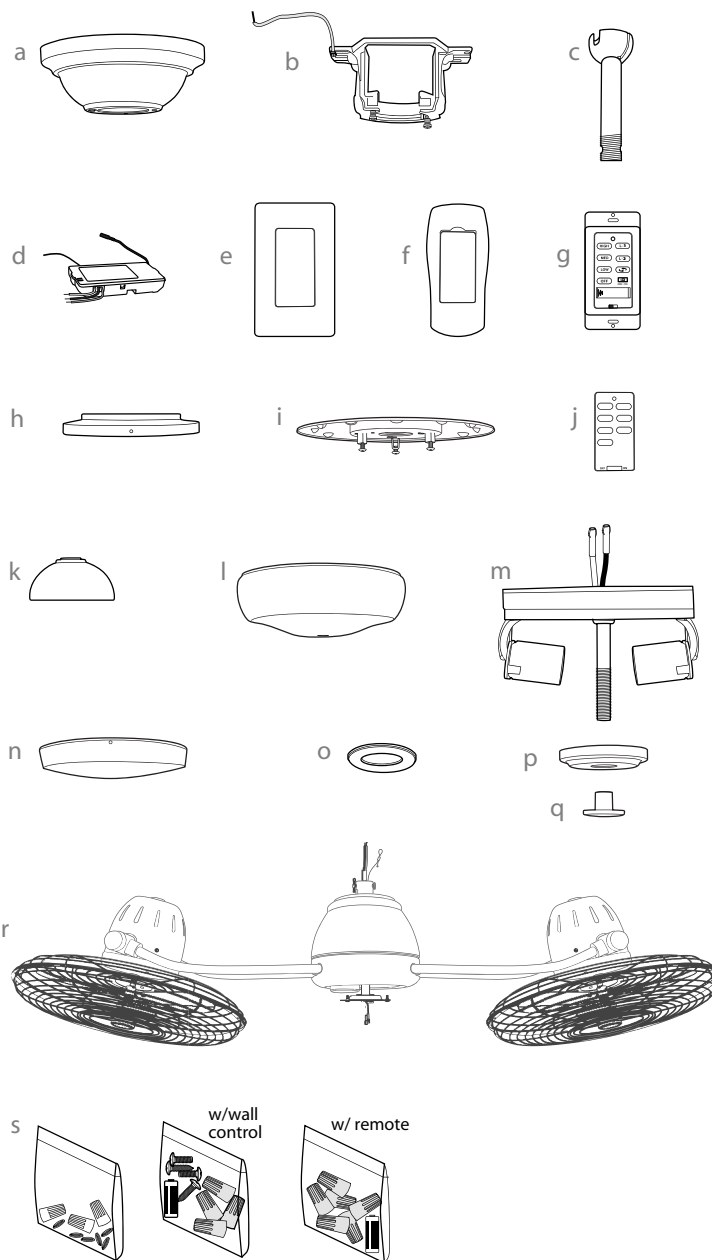
Carefully open the packaging. Remove items from Styrofoam inserts. Remove motor assembly and place on carpet or Styrofoam to avoid damage to finish. Do not discard fan carton or Styrofoam inserts should this fan need to be returned for repairs.

Check against parts inventory that all parts have been included.



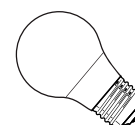
## 2. Parts Inventory.

- a.** canopy. 1 piece
- b.** hanging bracket. 1 piece
- c.** downrod and hanging ball. 1 piece
- d.** remote control receiver. 1 piece
- e.** wall plate. 1 piece
- f.** remote control cover. 1 piece
- g.** wall control. 2 pieces
- h.** small fitter plate (for use *without* light kit). 1 piece
- i.** large fitter plate (for use *with* light kit). 1 piece
- j.** faceplate. 3 pieces
- k.** yoke cover. 1 piece
- l.** glass shade. 1 piece
- m.** light kit fitter. 1 piece
- n.** metal cover. 1 piece
- o.** canopy cover (in hardware pack). 1 piece
- p.** finial plate (pre-attached to light kit fitter). 1 piece
- q.** finial (pre-attached to light kit fitter). 1 piece
- r.** motor assembly. 1 piece
- s.** hardware packs



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

**required bulbs:**  
2 x 9 watt medium base LED bulbs (included)



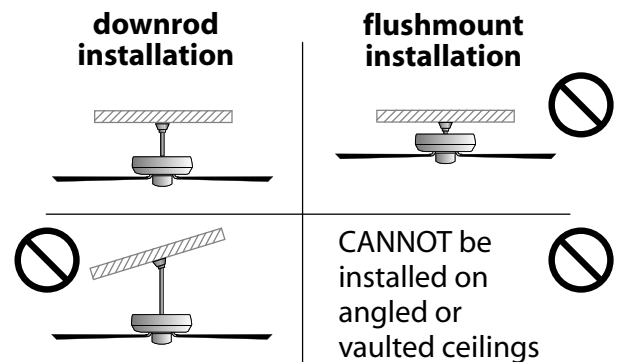
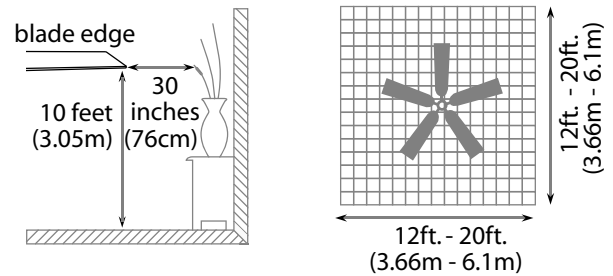
### 3. Installation Preparation.

To prevent personal injury and damage, ensure that the hanging location allows the blades a clearance of 10 feet (3.05m) from the floor and 30in. (76 cm) from any wall or obstruction. This fan is suitable for room sizes up to 400 square feet (37.2 square meters).

This fan can be mounted with a **downrod** on a regular (no-slope) ceiling **only**. Fan **CANNOT** mount as a flushmount installation *nor* on a vaulted ceiling.

#### Installation requires these tools:

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.

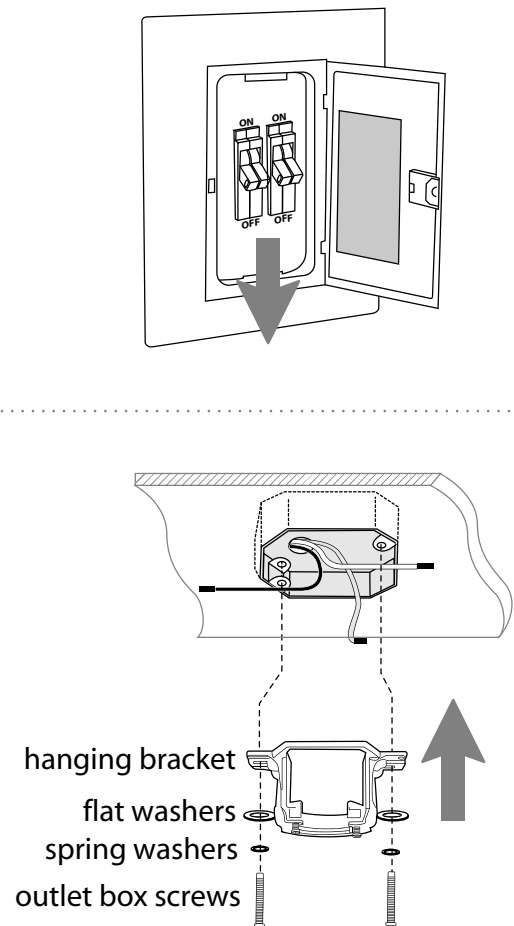
Remove existing fixture.

**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.\* 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.

Remove hanging ball from downrod provided by loosening set screw on hanging ball. Lower hanging ball and remove stop pin and then slide hanging ball off of the downrod. [Refer to **diagram 1**.]

Loosen yoke set screws and nuts at top of motor assembly. Remove pin and clip from motor assembly yoke. [Refer to **diagram 2**.]

**Tip:** To prepare for threading electrical wires through downrod, apply a small piece of electrical tape to the ends of the electrical wires--this will keep the wires together when threading them through the downrod. [Refer to **diagram 2**.]

Determine the length of downrod you wish to use. Thread safety cable and electrical wires through threaded end of downrod and pull extra wire slack from the upper end of the downrod. [Refer to **diagram 2**.]

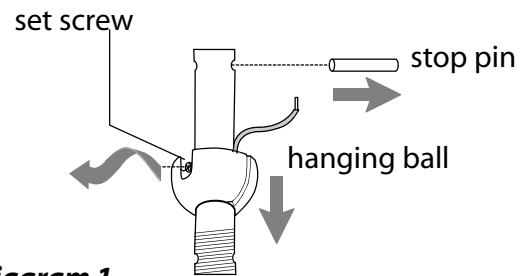
Thread downrod into the motor assembly yoke until holes for pin and clip in downrod align with holes in yoke--*make sure wires do not get twisted*. Re-insert pin and clip that were previously removed. Tighten yoke set screws and nuts securely. [Refer to **diagram 2**.]

Locate canopy cover in a hardware pack. Slide yoke cover, canopy cover and canopy over downrod. [Refer to **diagram 3**.] (**Note:** Canopy cover must be turned with shiny side *toward* motor assembly.)

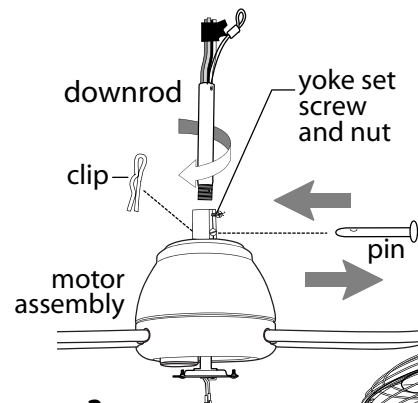
Thread safety cable and wires through hanging ball; then slide hanging ball over downrod--the top of the downrod should be noted as having a set screw hole; use this hole when setting the set screw. Insert stop pin into top of downrod and raise hanging ball. Be sure stop pin aligns with slots on the inside of the hanging ball. Tighten set screw securely. [Refer to **diagram 4**.]

**WARNING:** Failure to tighten set screw (on hanging ball) completely could result in the fan becoming loose and possibly falling.

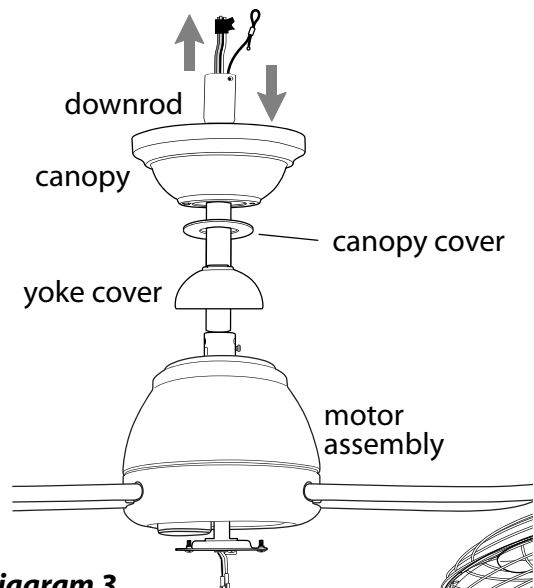
**["Fan Assembly" continued on next page.]**



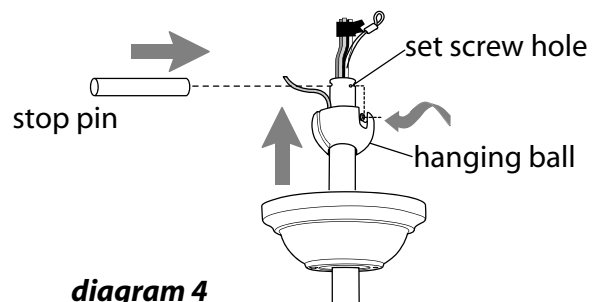
**diagram 1**



**diagram 2**



**diagram 3**



**diagram 4**

**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.

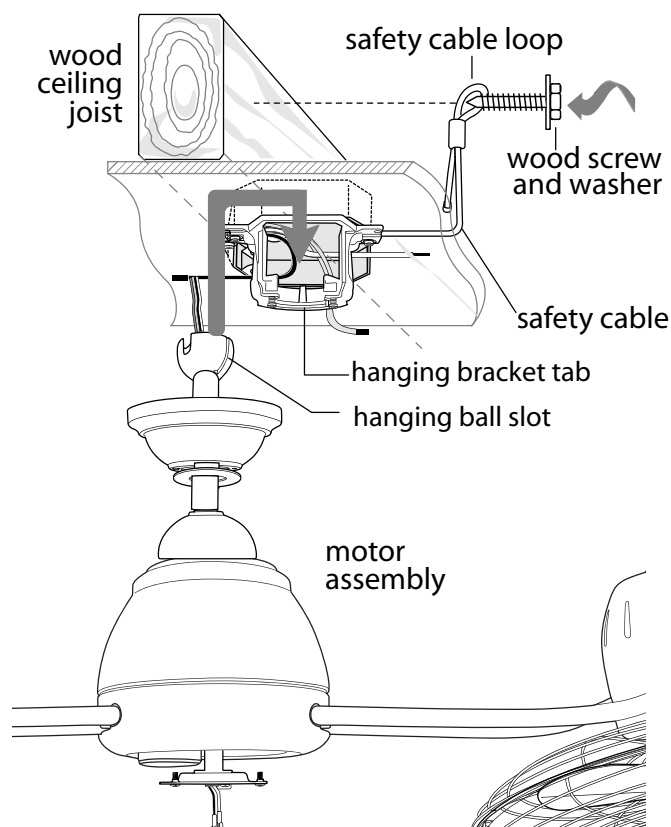
## 5. Fan Assembly. (cont.)

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.

**CAUTION:** Due to the size (width) of this fan, it is advisable to seek the help of another person to hold the stepladder in place and to then help lift the fan up to you once you are set on the ladder.

Find a secure attachment point (wood ceiling joist highly recommended) and secure safety cable. It will be necessary to use a heavy duty wood screw, washer and lock washer (not supplied) with the safety cable loop. If necessary, adjust the loop at the end of the safety cable. The loop at the end of the safety cable should just fit over the threads on the wood screw. *Test safety cable by pulling on loose end with pliers. If the safety cable slips, the loop must be adjusted tighter.* Extra cable slack can be left in ceiling area.



## 6. Wiring.

**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 (or Canadian Electrical Code). If you are unfamiliar with electrical wiring or if the house/building wires are different colors than those referred to in the diagram to the right, please use a qualified electrician.

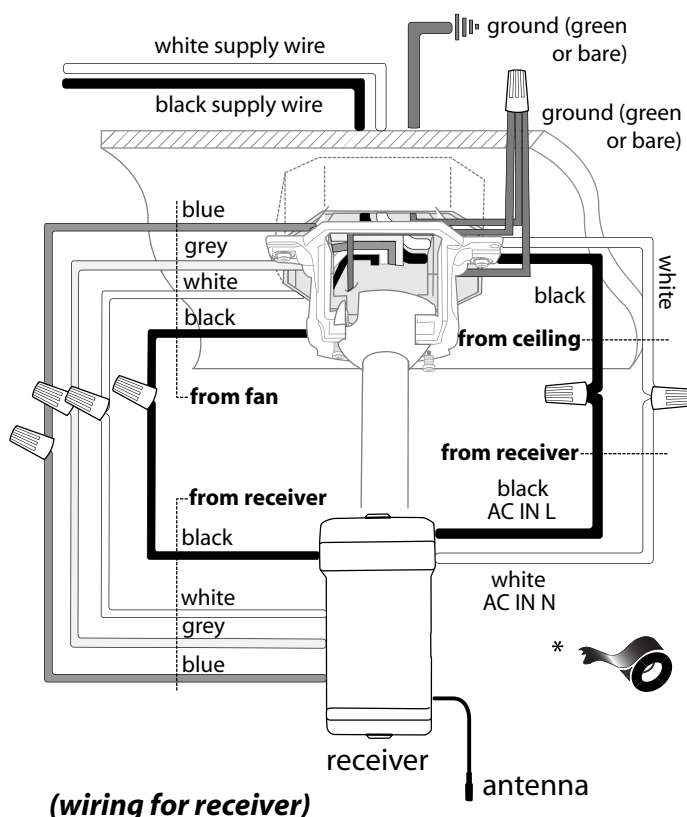
When downrod is secured in place on the hanging bracket, wire the **RECEIVER** with wire connectors provided as shown in diagram at right.

**Tip:** While you are wiring, keep in mind that wires must not obstruct receiver from sliding into hanging bracket.

\* Wrap each wire connector separately with electrical tape as an extra safety measure.

Gently insert receiver (flat side up) into hanging bracket and carefully push wires and taped wire connectors into outlet box. Let antenna rest outside of hanging bracket.

**["Wiring" continued on next page.]**



## 6. Wiring. (cont.)

[**PLEASE NOTE:** Wall and/or handheld remote control must be used for fan to operate. *If you do not wish to use the wall control, please proceed to Section 7 to continue with fan installation.*]

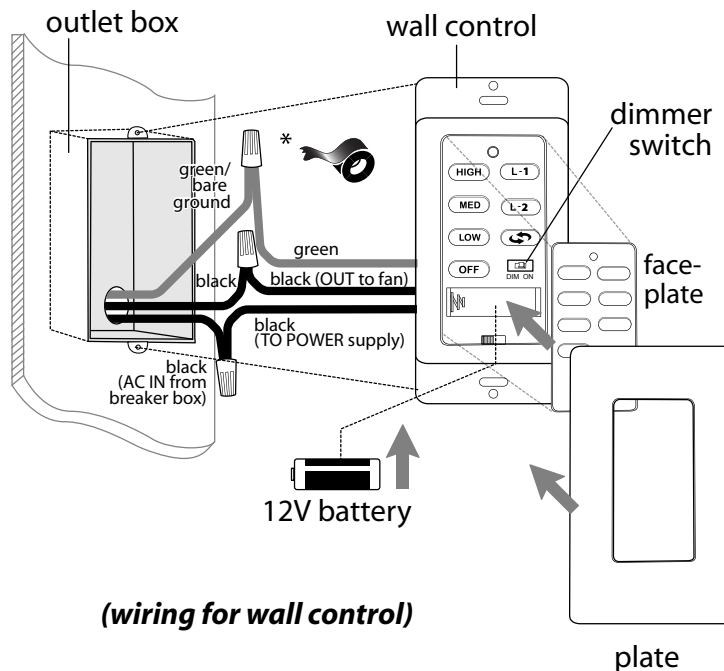
**To install wall control**, remove existing wall switch. Wire one of the wall controls with wire connectors provided as shown in diagram at right.

\*Wrap each wire connector separately with electrical tape as an extra safety measure. Gently push wires and taped wire connectors into outlet box.

Install one 12-volt battery (included) in wall control. **IMPORTANT:** Wall control will not function unless battery is installed.

The bulbs provided with this fan are not compatible with dimmer controls; therefore, the dimmer switch (labeled **DIM** and **ON**) has been pre-set to the "OFF" position (**ON**). If you wish to have dimming capability, you will need to use a different type of bulb (sold separately) and the switch must be moved to the "ON" position (**DIM**).

Select a faceplate (almond or white) and press firmly onto front of wall control. Attach wall control to outlet box and secure with screws from original wall switch. Attach wall plate (included) to wall control using 2 screws provided with the wall control.



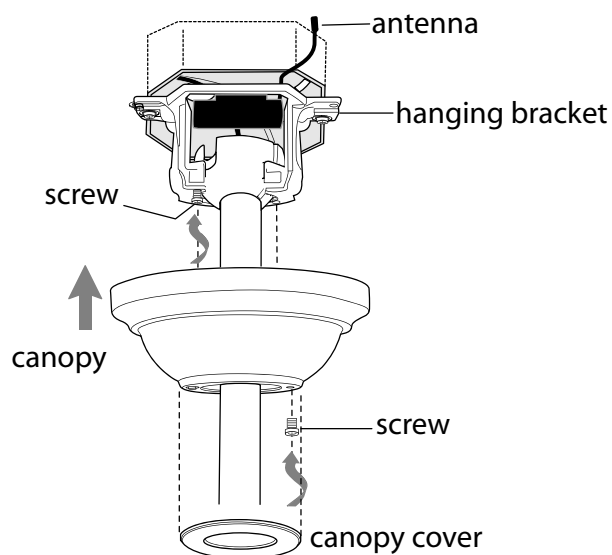
**⚠ WARNING: Choking Hazard** - Small parts. Keep battery away from children.

## 7. Canopy Assembly.

Locate 2 screws on underside of hanging bracket and remove screw closest to the open end of the hanging bracket. Partially loosen the other screw. Lift canopy to hanging bracket. Place rounded part of slotted hole in canopy over loosened screw in hanging bracket and push up. Twist canopy to lock. Re-insert screw that was removed and then tighten both screws securely.

Slide canopy cover up to canopy, aligning rounded part of slotted holes in canopy cover with screwheads in bottom of canopy. Turn canopy cover to the right (clockwise) until it stops.

\*Remember that antenna for remote control receiver must rest *outside* of hanging bracket.





## 8. Light Kit Assembly (Optional).

**If you wish to USE the light kit**, remove 1 screw from motor plate on underside of motor assembly and partially loosen the other 2 screws. Align slotted holes in **large** fitter plate with loosened screws in motor plate, allowing molex connections from motor assembly to come through hole in middle of large fitter plate. Twist large fitter plate to lock. Re-insert screw previously removed and securely tighten all 3 screws with a Phillips screwdriver.

Remove 1 screw from post on underside of large fitter plate and partially loosen the other 2 screws.

Connect **WHITE** wire from motor assembly to **WHITE** wire from light kit fitter. Connect **BLACK** (or **BLUE**) wire from motor assembly to **BLACK** wire from light kit fitter. Be sure molex connections snap together securely.

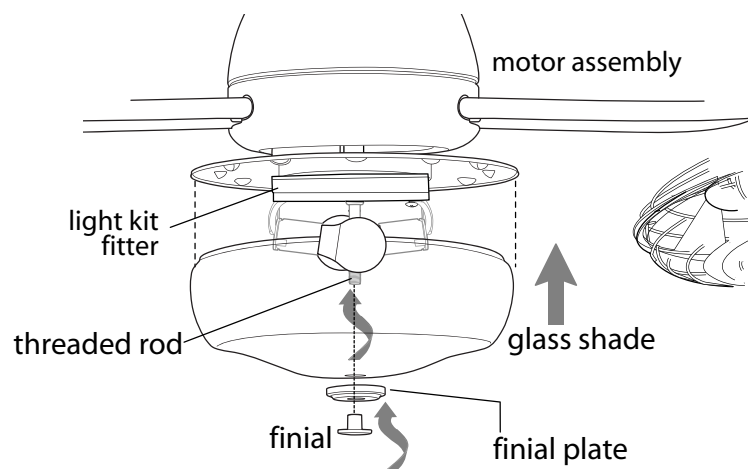
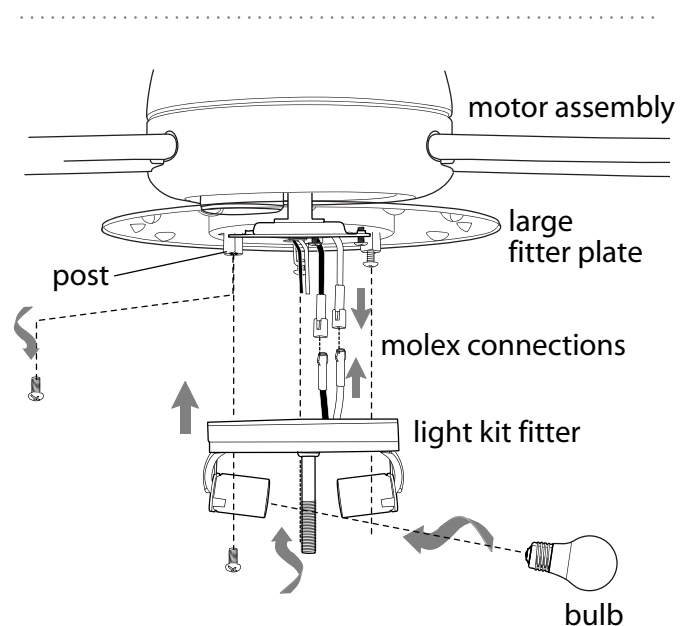
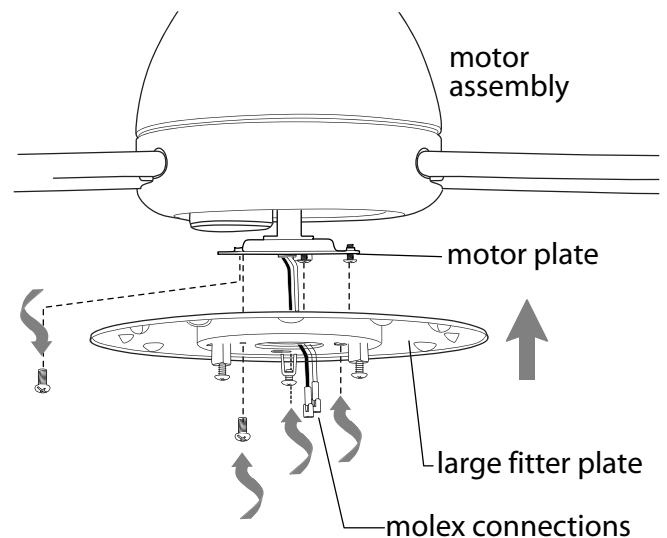
Align slotted holes in light kit fitter with loosened screws in large fitter plate. Twist light kit fitter to lock. Re-insert screw that was previously removed. Tighten all 3 screws securely.

Install 2 medium base 9-watt LED bulbs (included).

**Important:** When replacing bulbs, please allow bulbs and glass shade to cool down before touching.

Remove finial and finial plate from threaded rod at bottom of light kit fitter. Raise glass shade in order to align threaded rod on light kit fitter with hole in middle of glass shade and push up gently, allowing threaded rod to come through hole. Replace finial plate and finial that were previously removed. Secure glass shade to light kit fitter by tightening finial.

**NOTE:** Do NOT overtighten finial as glass may crack or break.



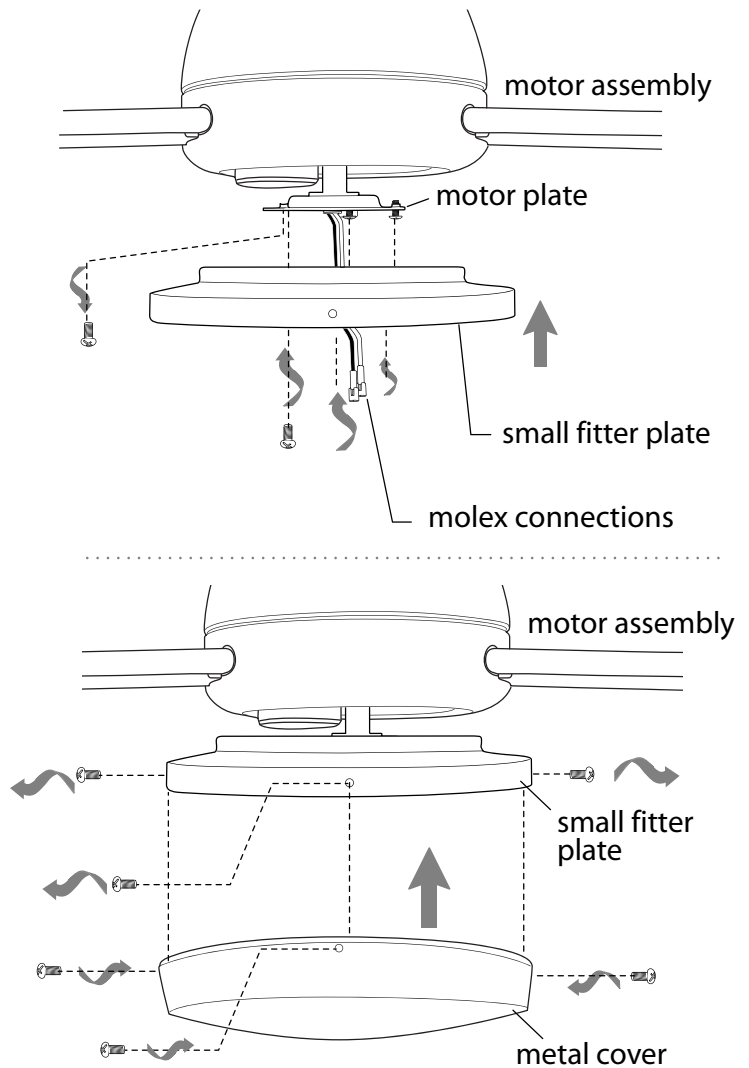


## 9. Alternate Final Assembly, Without Light Kit.

**If you do NOT wish to use the light kit**, remove 1 screw from motor plate on underside of motor assembly and partially loosen the other 2 screws. Align slotted holes in **small** fitter plate with loosened screws in motor plate, allowing mox connections from motor assembly to come through hole in middle of small fitter plate. Twist small fitter plate to lock. Re-insert screw that was previously removed and securely tighten all 3 screws with a Phillips screwdriver.

Remove 3 screws from outer edge of small fitter plate.

Align holes in metal cover with holes in outer edge of small fitter plate. Secure metal cover with 3 screws that were just removed.

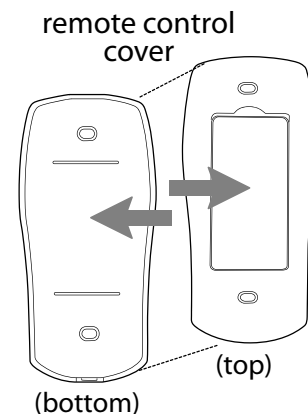


## 10. Assembly of Handheld Remote Control.

*IN ORDER TO USE THE HANDHELD REMOTE CONTROL, PLEASE CONTINUE WITH SECTION 10 for remote control assembly instructions. If you have already installed the wall control but do **not** wish to use the handheld remote control, please proceed to Section 11.*

Gently pull on remote control cover to separate top and bottom parts. [Refer to **diagram 1**.]

**["Assembly of Handheld Remote Control" continued on next page.]**



**diagram 1**

## 10. Assembly of Handheld Remote Control. (cont.)

In order to use wall control as a handheld remote control, cut each wire on wall control (that was not previously used)--use wire cutters to cut off each wire as close to the wall control as possible. [Refer to **diagram 2**.]

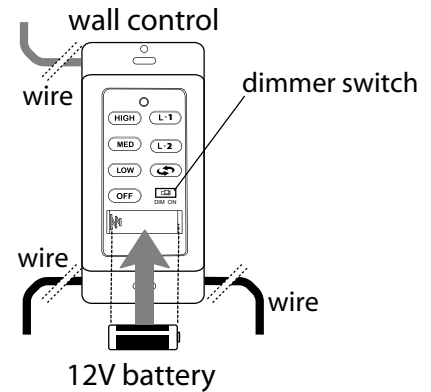
Install one 12-volt battery (included) in wall control. [Refer to **diagram 2**.]

The bulbs provided with this fan are not compatible with dimmer controls; therefore, the dimmer switch (labeled **DIM** and **ON**) has been pre-set to the "OFF" position (**ON**). If you wish to have dimming capability, you will need to use a different type of bulb (sold separately) and the switch must be moved to the "ON" position (**DIM**).

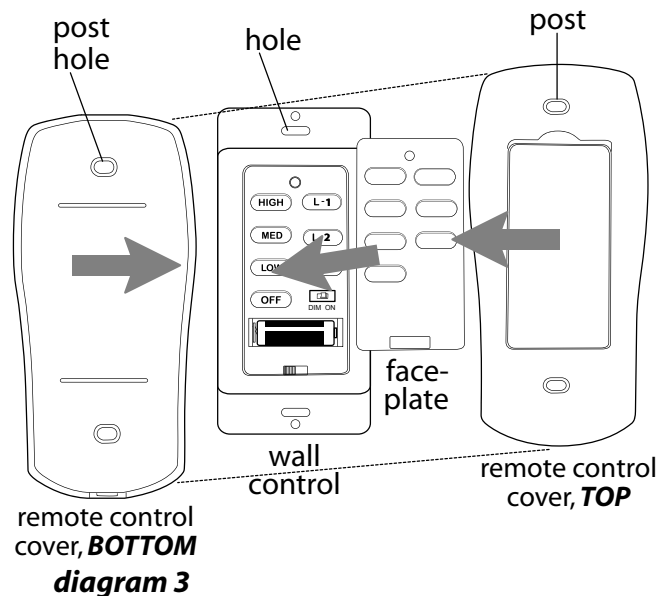
Attach **black faceplate** to front of wall control; press down firmly. [Refer to **diagram 3**.]

Align holes in wall control with posts located on *inside* of TOP part of remote control cover and press together firmly. Place wall control into BOTTOM part of remote control cover, aligning posts in top of remote control cover with post holes in the bottom. [Refer to **diagram 3**.] (**NOTE:** Make sure to align narrower ends of remote control cover before closing.) Squeeze top and bottom of remote control cover together until you hear a click at each end, indicating that the remote control cover has closed completely.

**IMPORTANT:** Store the remote control away from excess heat or humidity. To prevent damage to remote control, remove the battery if remote control will not be used for long periods.



**diagram 2**



**diagram 3**



**CAUTION:** "DO NOT DISPOSE OF BATTERIES IN FIRE, BATTERIES MAY EXPLODE OR LEAK." - When disposing of household alkaline batteries, it is best to check with your local and state recycling or household hazardous waste coordinators concerning the specifics of the program in your area. You may also locate a recycling center by calling 1-800-8-BATTERY or 1-877-2-RECYCLE or visit [www.epa.gov/epawaste/index.htm](http://www.epa.gov/epawaste/index.htm) or [www.earth911.org](http://www.earth911.org) for more information.

## 11. Automated Learning Process./Activating Code.

**CAUTION:** The wall and/or handheld remote control can be programmed to multiple receivers or fans. If this is not desired, turn wall switch off to any other programmable receiver or fan.

Restore electrical power and then, if using wall control, set slider switch on wall control to the ON position. Within 60 seconds of turning on the wall control, press and hold the fan **OFF** button on the wall control for 5 seconds (or until light blinks twice or fan blades begin to turn.)

**Turn power off again for at least 5 seconds** and then turn power back on. Within 60 seconds of restoring the power, press and hold the fan **OFF** button on the handheld remote control for 5 seconds (or until light blinks twice or fan blades begin to turn.)

Test the light and fan functions to confirm the learning process is complete--see Section 13 on the following page.

## 12. Remote Control Operation.

**ON/OFF** slider switch - turns *wall control* ON or OFF  
(switch not functional on handheld remote)

**HIGH** button - turns *fan* to HIGH speed

**MED** button - turns *fan* to MEDIUM speed

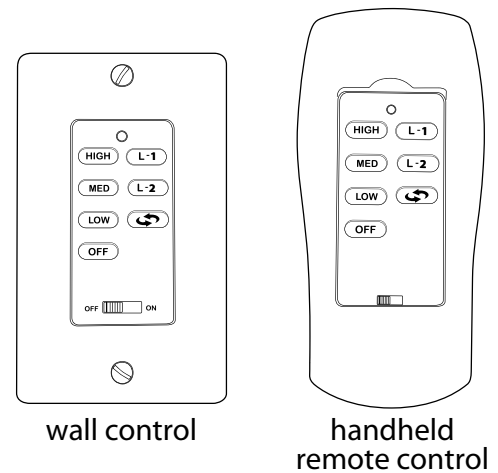
**LOW** button - turns *fan* to LOW speed

**OFF** button - turns *fan* OFF

**L1** button - (not applicable for this fan)

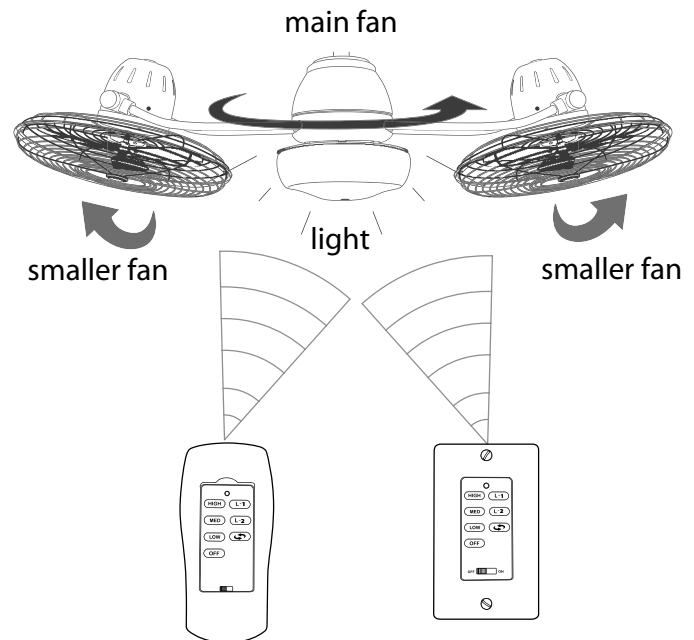
**L2** button - turns *light kit* ON/OFF when pressed once;  
dims *light kit* when pressed and held down

↻ button - turns *main fan* ON/OFF when pressed once  
(i.e., controls ROTATION of the ENTIRE fan)



## 13. Testing Your Fan.

It is recommended that you test fan before finalizing installation. Restore power from circuit box and light switch (if applicable). Test wall control (optional installation) by locating ON/OFF slider switch on wall control, then set to the ON position. Test ROTATION/OFF function of main fan with button used to control rotation of fan; test fan speeds of smaller fans with different fan speed buttons and OFF button. Test the light ON/OFF function by pressing the L2 button; test the dimmer function by pressing the L2 button and holding it down for 1 second. Next, locate handheld remote control. Test fan speeds (and OFF) with the different fan speed buttons and then test rotation of fan (and OFF) as was done with wall control. Test light with L2 button. If the wall and/or handheld remote control operates all of the functions of the fan/light, battery has been installed correctly. If the wall and/or handheld remote control do (does) not operate all of the fan/light functions, refer to "Troubleshooting" section to solve any issues before contacting Customer Service.



The tilt angle of the smaller fans may be adjusted up or down by simply moving them gently up or down.  
**WARNING: To avoid personal injury or damage to the fan, both the main fan and the smaller fans MUST BE TURNED OFF before adjusting the tilt angle of the smaller fans up or down.**

Fan *must* be on LOW *before* setting the fan to reverse direction. Use "reverse" button (↻) to recirculate air depending on the season.

**NOTE:** If the wall control/handheld remote control interferes with other appliances, **turn power off first** and then go back to the instructions in Section 11 on the previous page.

## Troubleshooting.

**WARNING:** Failure to disconnect power supply prior to troubleshooting any wiring issues may result in serious injury.

**Problem:** Fan fails to operate.

**Solutions:**

1. Check wall switch to fan/wall control.
2. Check to be sure wall control (optional use) is wired properly.
3. Check to be sure fan is wired properly.
4. Learning process between fan, handheld remote control and, if applicable, wall control may not have been successful and code was not activated. Turn off power and repeat instructions in Section 11, page 9.
5. Check that red light on handheld remote control turns on when a button is pressed indicating that the battery is good.

**Problem:** Light kit (optional) not lighting.

**Solutions:**

1. Check wall switch to fan/wall control.
2. Check that bulbs are installed correctly.
3. Check that wires in canopy are wired properly.
4. Verify that molex connections in light kit fitter are connected properly.
5. Learning process between fan, handheld remote control and, if applicable, wall control may not have been successful and code was not activated. Turn off power and repeat instructions in Section 11, page 9.

**Problem:** Fan operates but light fails (if applicable).

**Solutions:**

1. Check that bulbs are installed correctly.
2. Check that wires in canopy are wired properly.
3. Replace defective bulbs with same type of bulb.
4. Verify that molex connections in light kit fitter are connected properly.

**Problem:** Fan and light fail to operate with wall control (optional) and/or handheld remote control.

**Solutions:**

1. Check battery power in handheld remote control.
2. Learning process between fan, handheld remote control and, if applicable, wall control may not have been successful and code was not activated. Turn off power and repeat instructions in Section 11, page 9.
3. If using optional wall control, check that battery in wall control is still good.

**Problem:** Fan wobbles.

**Solutions:**

1. Check to be sure set screw(s) on motor assembly yoke is (are) tightened securely.
2. 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 2.

Craftmade Customer Support:

**1-800-486-4892**

[www.craftmade.com](http://www.craftmade.com)

# CRAFTMADE™