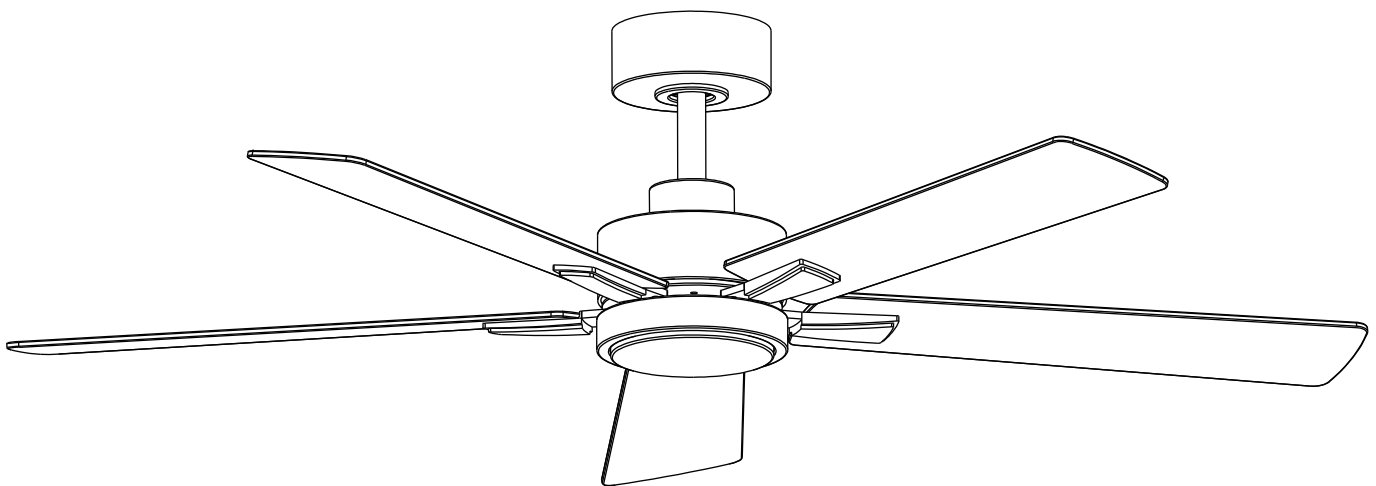


# INSTALLATION & USER MANUAL

## CEILING FAN WITH LIGHT



**Item#24024-T**

**Customer Service: [support@ceilingfanhelp.com](mailto:support@ceilingfanhelp.com)**

Blade

Yoke&  
Canopy Cover

Motor  
Assembly

Mounting  
Bracket

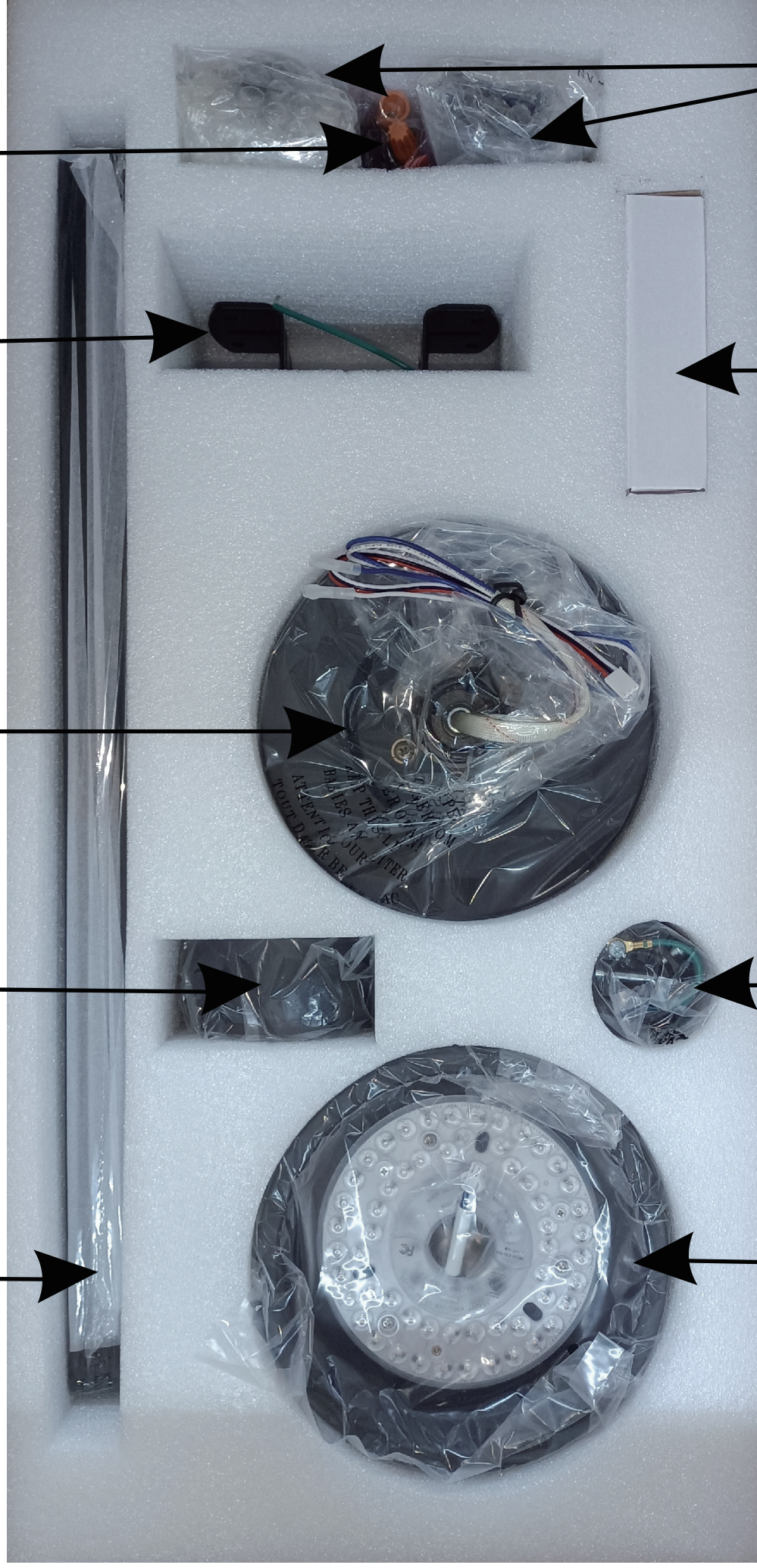
Hardware  
Package

Light&  
Canopy

Downrod

Remote  
Control

Blade  
Bracket






# Table of Contents


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## Safety Information


### READ AND SAVE THESE INSTRUCTIONS.


1. To reduce the risk of electric shock, ensure the power is turned off at the circuit breaker or fuse box before installation.
2. All wiring must be in accordance with the National Electrical Code “ANSI/NFPA 70” and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. Make sure the outlet box and support structure are securely mounted and rated to safely support a fan weighing up to 35 lbs (15.9 kg); this fan must be installed on a UL-listed outlet box clearly marked “Acceptable for Fan Support of 35 lbs (15.9 kg) or less.” If you are unsure about safety or compatibility, please consult a qualified electrician.
4. Do not place objects in the path of the blades.
5. To clean the fixture, turn off the power, wait for it to cool, and wipe the fixture with a clean, soft cloth.
6. After making electrical connections, spliced conductors should be turned upward and carefully pushed 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 and ungrounded conductor on the other side of the outlet box.
7. All set screws must be checked and retightened where necessary before installation.


**WARNING:** To reduce the risk of electrical shock or fire, do not use this fan with any solid-state fan speed control device. Such use will permanently damage its electronic circuitry.


**WARNING:** To reduce the risk of personal injury, do not bend the blade brackets during installation, blade balancing, or fan cleaning.


**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 screws provided with the outlet box.


**WARNING:** To avoid possible electrical shock, turn the electricity off at the main fuse box before wiring.

**WARNING:** To reduce the risk of electrical shock, this fan should not be installed with an isolating wall control or switch, as it may cause incompatibility issues.

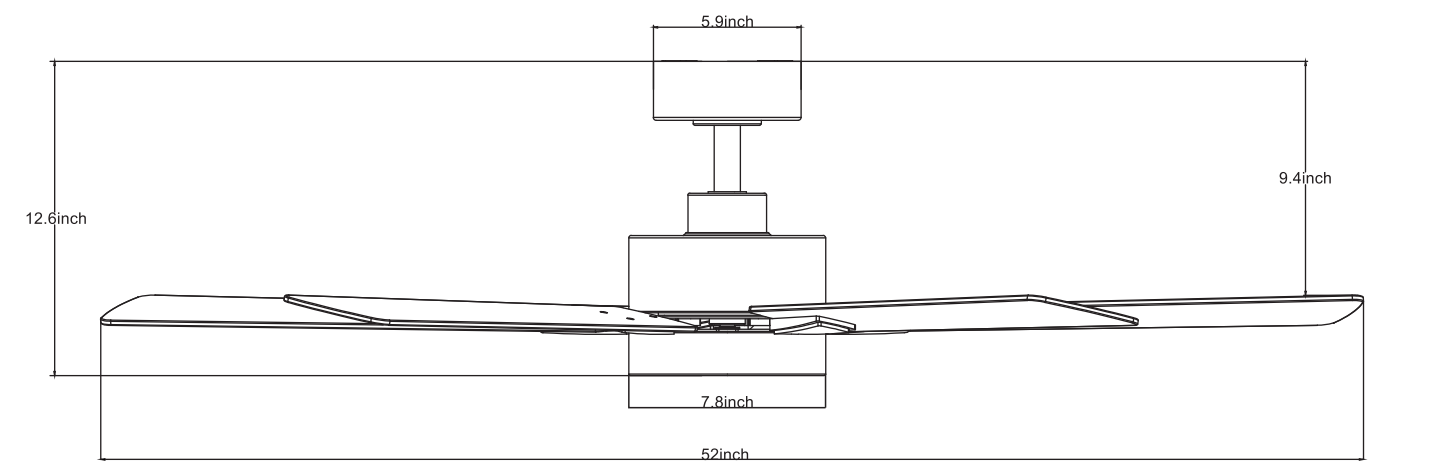
**CAUTION:** To reduce the risk of personal injury, use only the screws provided with the outlet box.

**CAUTION:** Please use carefully when working around or cleaning the fan to avoid injury or damage to the fan.



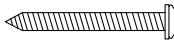



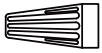


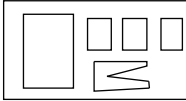

**CAUTION:** The fan must be mounted with a minimum of 7 ft (2.1 m) clearance from the trailing edge of the blades to the floor.

**CAUTION:** Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.






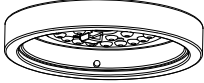
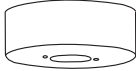
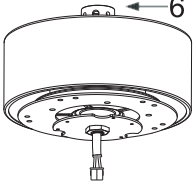


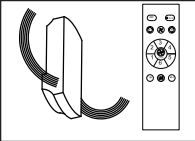
# Dimension Reference



# Hardware Included

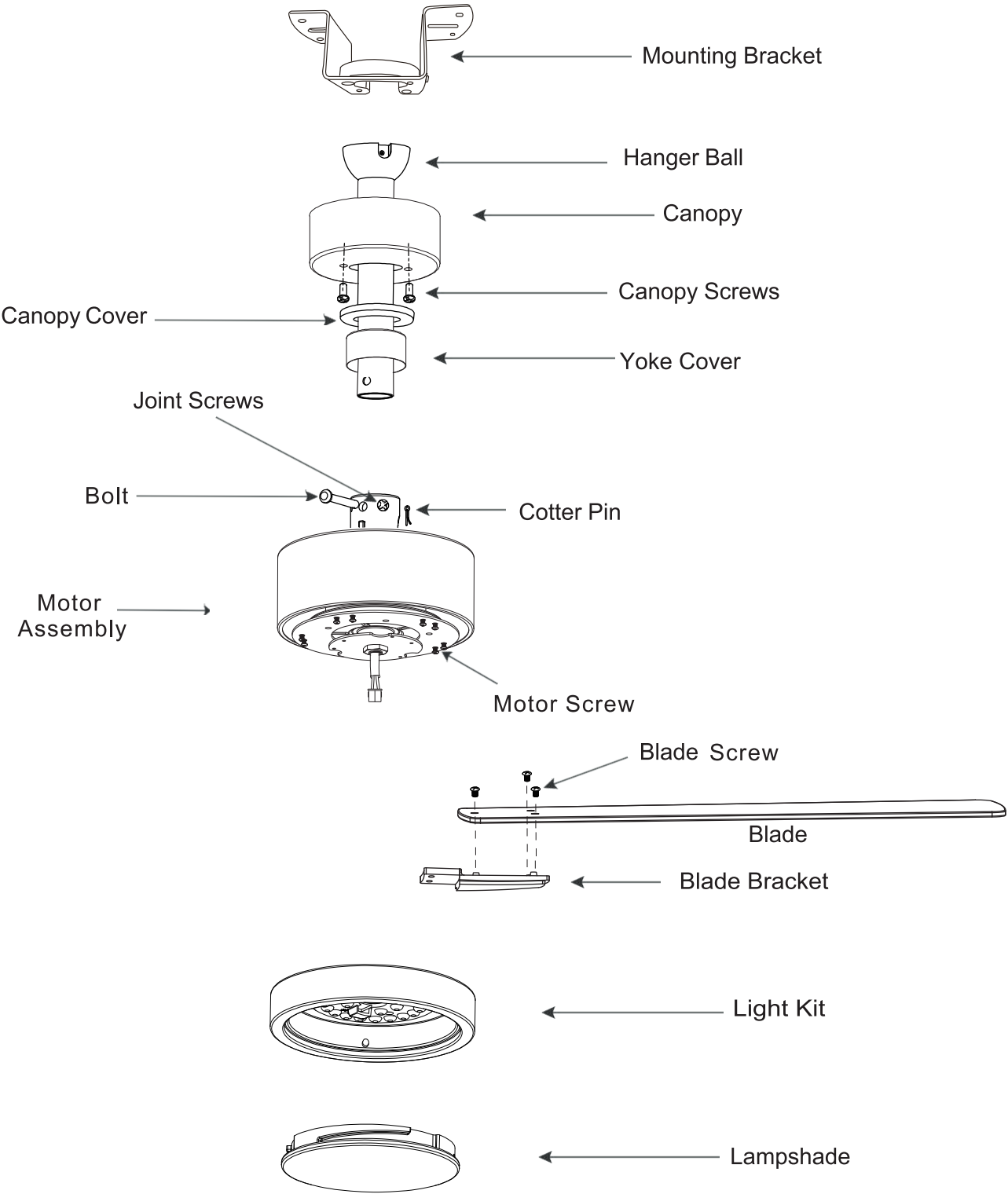
	S1		S7	Hardware Package	Quantity
	S2		S8	S1. Machine Screw	2
	S3		S9	S2. Wood Screw	4
	S4		S10	S3. Screw	2
	S5		S11	S4. Wire Nut	3
	S6			S5. Washer	4
				S6. Washer	4
				S7. Lock Washer	4
				S8. Paper Gasket	16
				S9. Blade Screw	16
				S10. Space Blade Screw	1
				S11. Balance Kit	1

# Fan Parts Included

	← 1		← 4		← 7	Item Name	Quantity
	← 2		← 5		← 8	1. Mounting Bracket	1
	← 3		← 6		← 9	2. Downrod	1
	← 11		← 10			3. Canopy	1
						4. Canopy Cover	1
						5. Yoke Cover	1
						6. Motor Assembly	1
						7. Blade Bracket	5
						8. Light kit	1
						9. Lampshade	1
						10. Remote Control (Batteries not included)	1
						11. Blade	5



# Exploded View

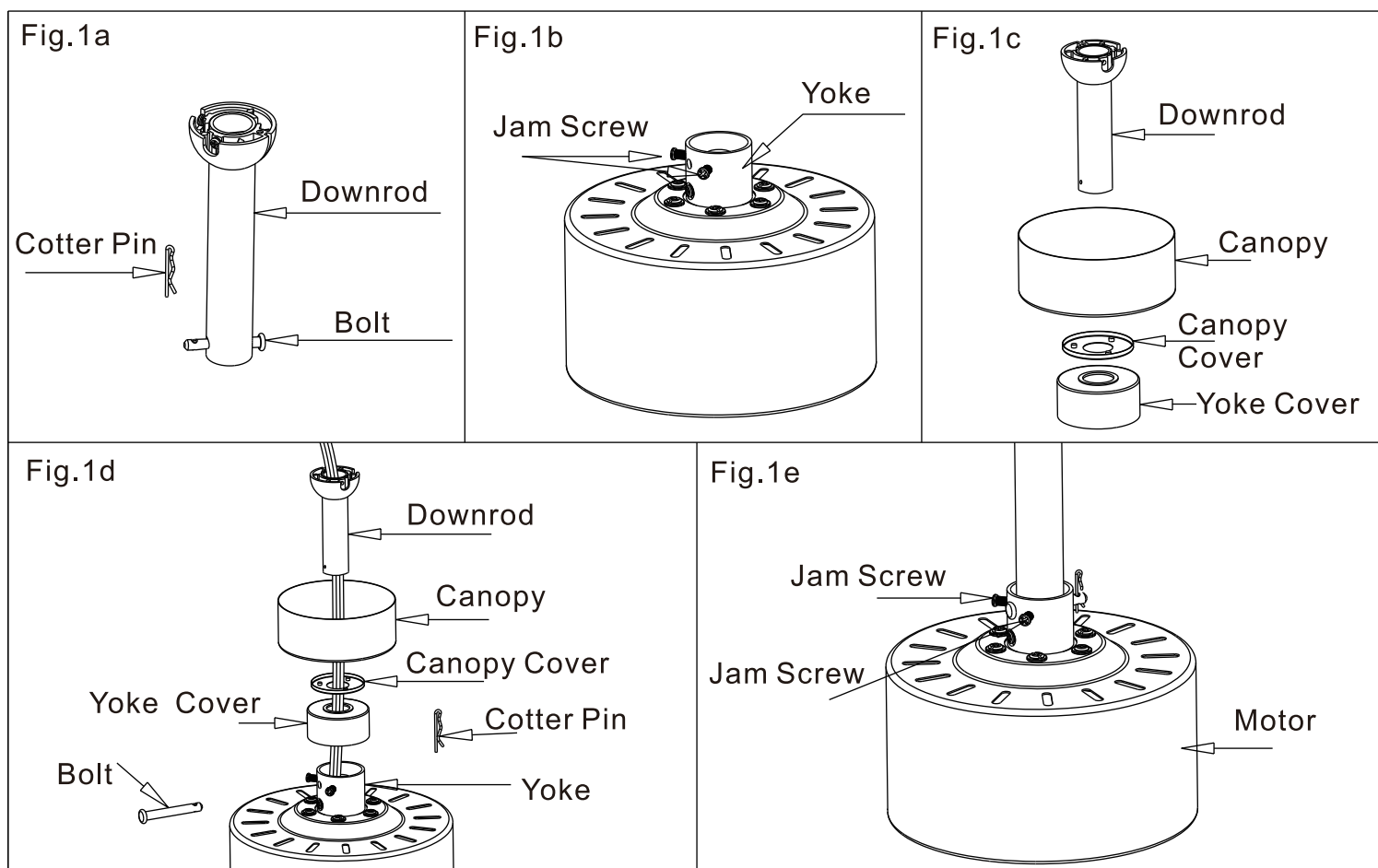


# Installation Instructions

## Step1 MOUNTING

- Remove the fan motor housing.
- Remove the cotter pin and bolt from the downrod.
- Loosen the jam screw in the yoke until it is flush with the inside surface of the yoke.
- Remove the downrod, canopy, and yoke cover.
- Place the downrod inside the canopy and yoke cover.
- Route the wires exiting from the motor through the yoke cover, canopy, and downrod.
- Insert the bolt through the hole in the shaft and downrod. Be careful not to damage or cut the fan wires.
- Tighten the bolt. Secure it with the cotter pin through the hole at the end of the bolt.
- Secure the downrod in position by tightening the jam screws.
- Slide the yoke cover down, and it will be flush with the motor housing.

**CAUTION: To ensure stability and prevent damage, fully tighten the downrod and set screws.**

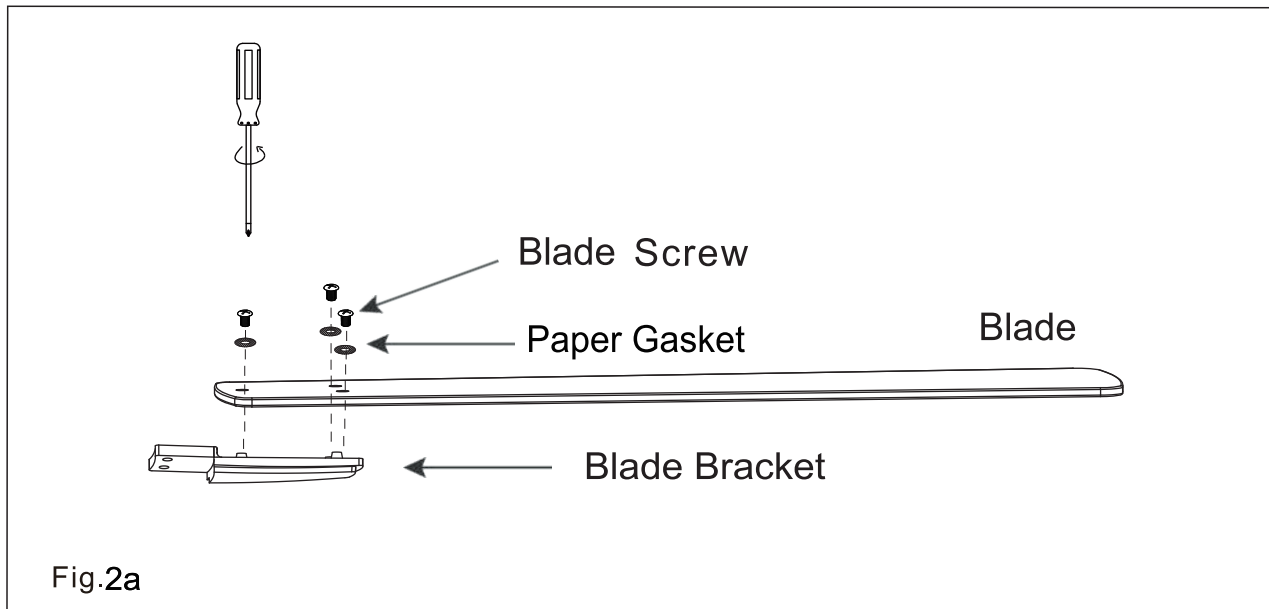


**WARNING: Do not loosen the lower jam screws under any circumstances.**

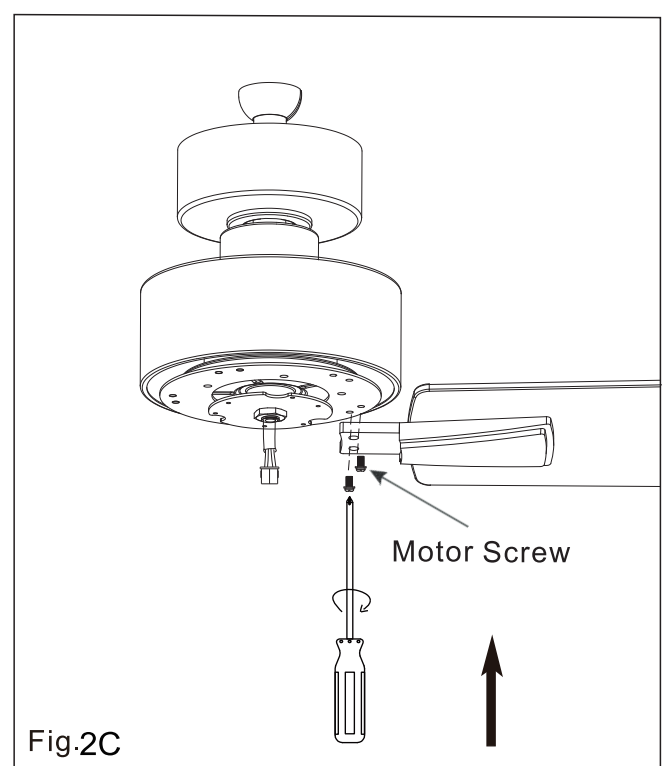
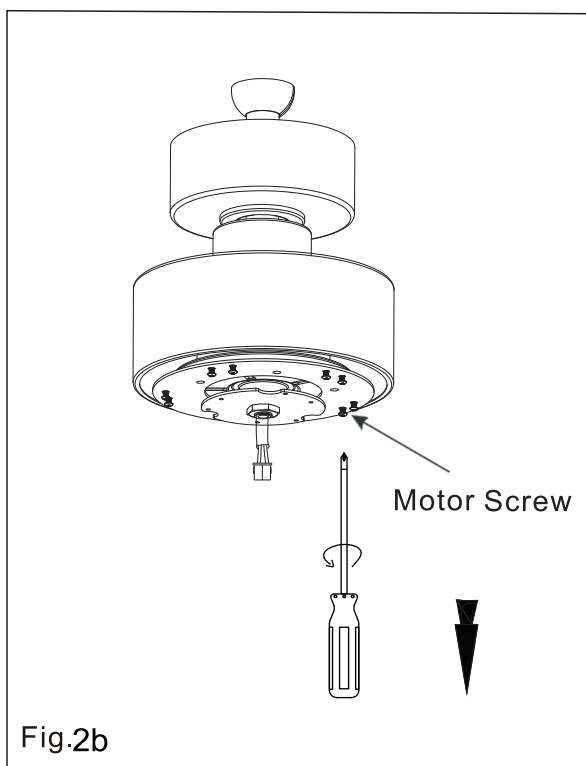
## Installation Instructions

### Step2 MOUNTING BLADES TO MOTOR

- Use blade screws and paper grackets to lock the fan blades onto the blade brackets. (Fig.2a)



- Remove the motor screws from the motor assembly.(Fig2b)
- Install the five blade brackets onto the motor assembly.(Fig2c)



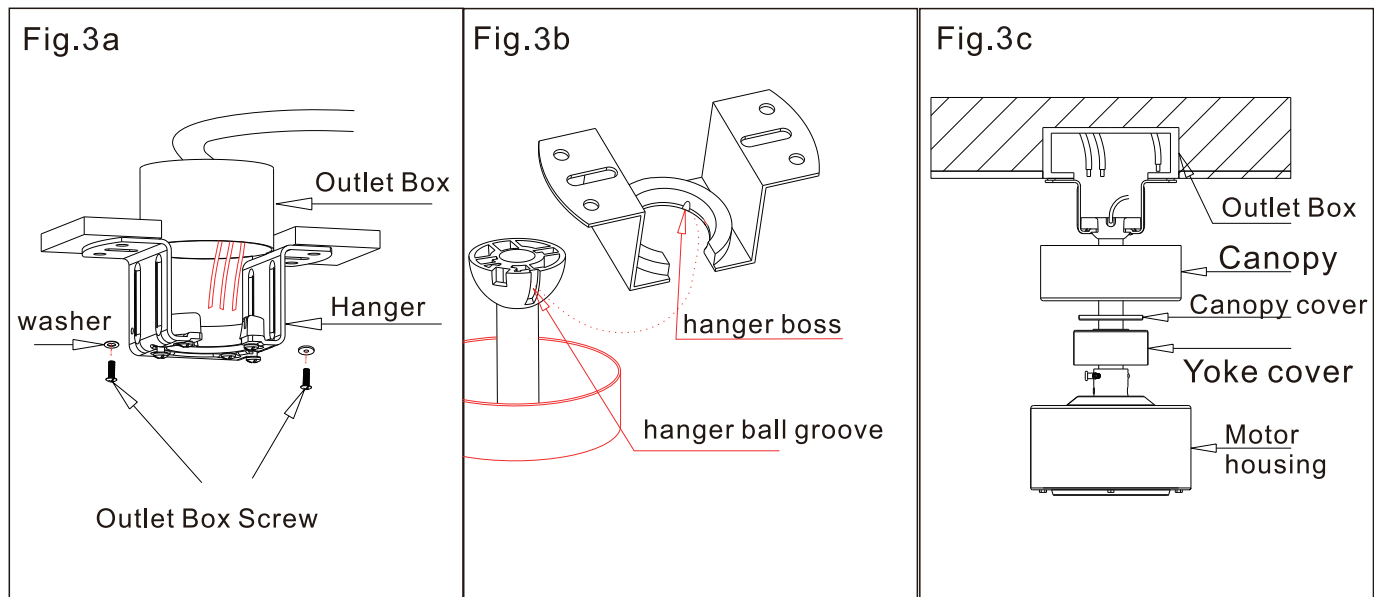


# Installation Instructions

## Step3INSTALL MOUNTING BRACKET

**WARNING:** To reduce the risk of fire, electric shock, or personal injury, mount to a UL/CSA listed outlet box marked acceptable for fan support and use mounting screws provided with the outlet box.

- Secure hanger to metal outlet box.
- The ceiling fan is hung on the hanger, with the hanger ball groove aligned with the hanger boss.

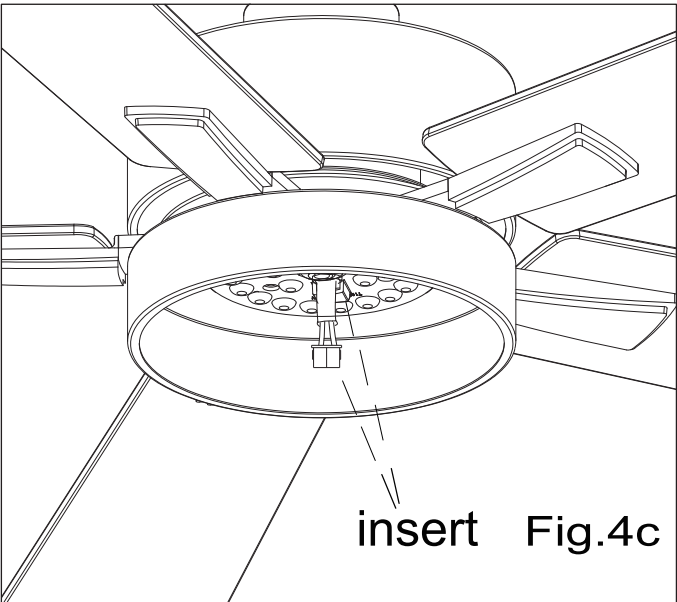
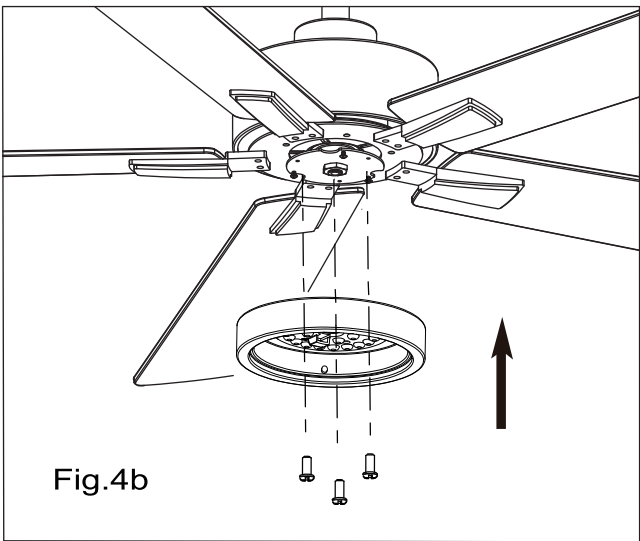
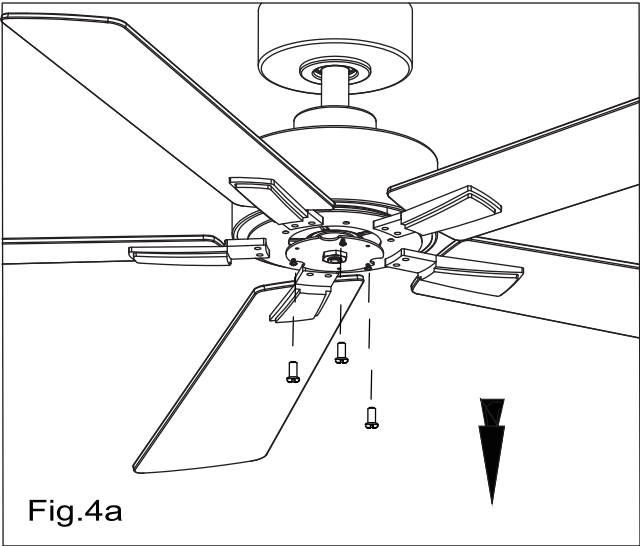


# Installation Instructions

## Step4 LIGHT KIT

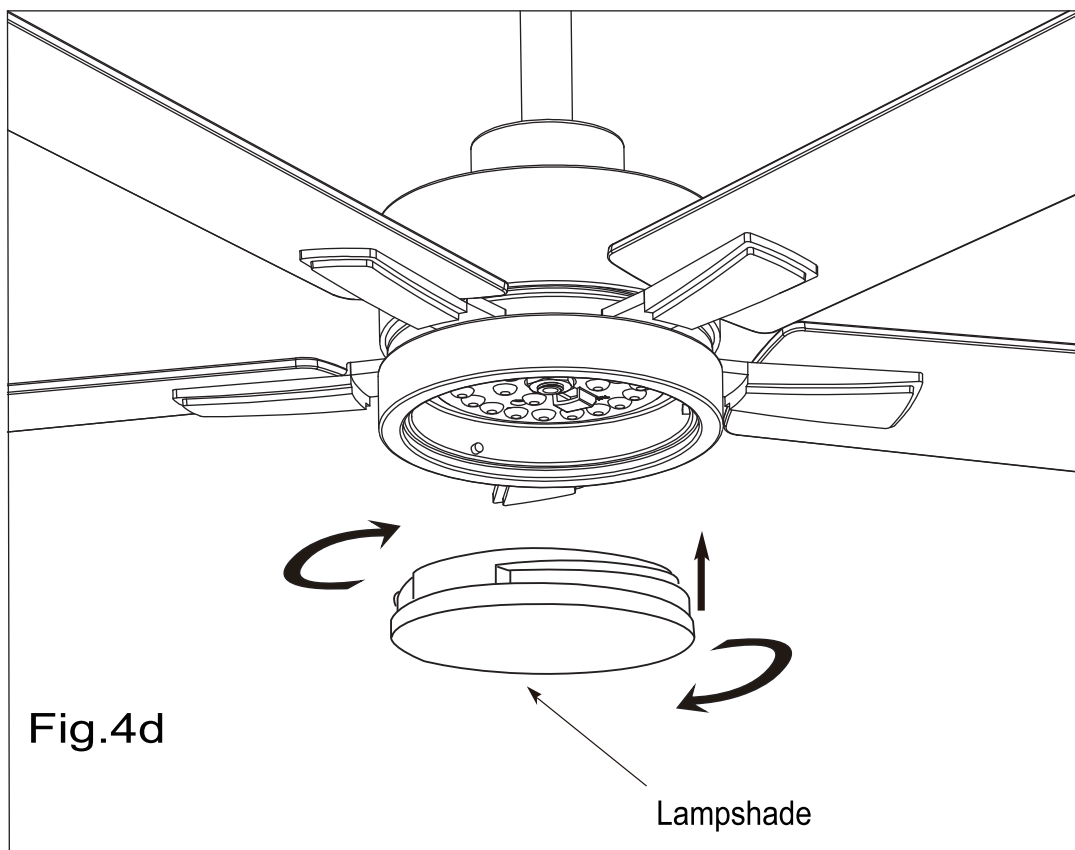
**WARNING:** BE SURE TO TURN OFF POWER BEFORE INSTALLING

- Remove light kit screws. (Fig.4a)
- Align the light kit hole with the connecting piece and lock the screw. (Fig.4b)
- Insert the terminal of the light wire into the light source port. (Fig.4c)
- Place Lampshade onto the fan and turn to secure. (Fig.4d)



**WARNING:** Check all connections, set screws and screws are securely tightened before the next step .

## Installation Instructions



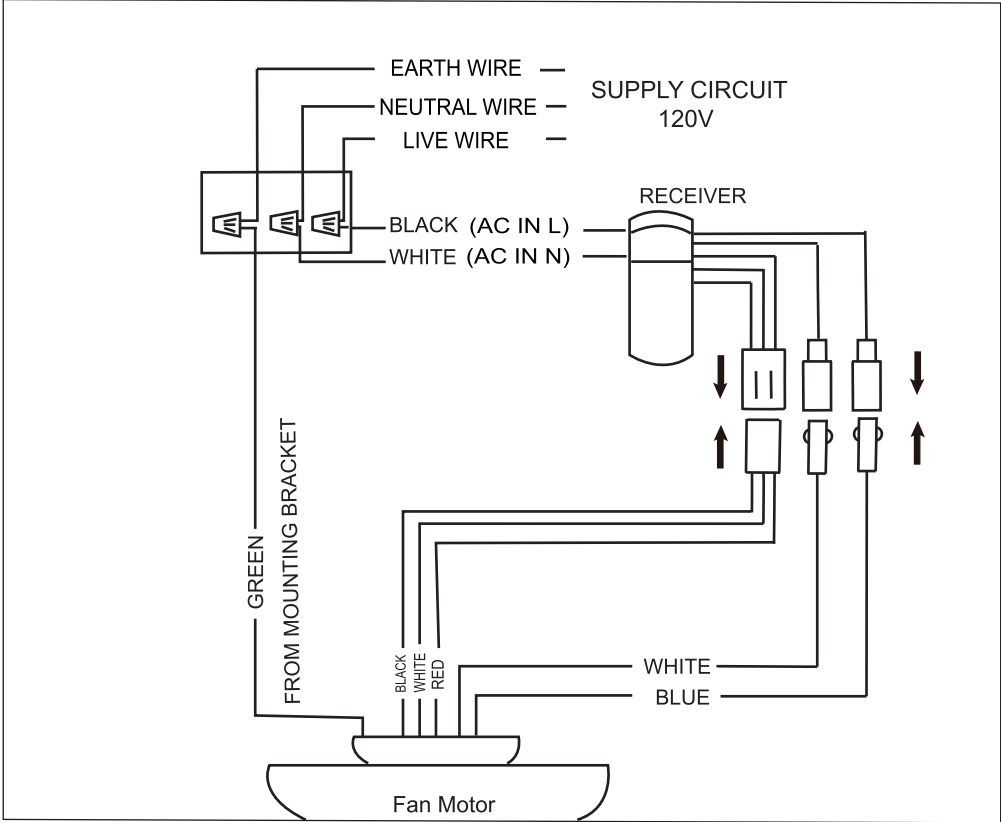
### Step5 ELECTRICAL HOOK-UP

A. Use wire connectors to connect household supply and receiver wires according to the diagram and the following steps:

- Insert the terminals on the controller's connecting wire properly
- Connect the green wire from the downrod and mounting bracket to the Bare/Green ( earth ) supply wire.
- Insert the terminals of the light kit into the terminals of the receiver.
- Insert the terminals of the Motor into the terminals of the receiver.
- Connect the Black wire with the Black label to the Black (live) supply wire.
- Connect the White wire with the White label to the White (neutral) supply wire.

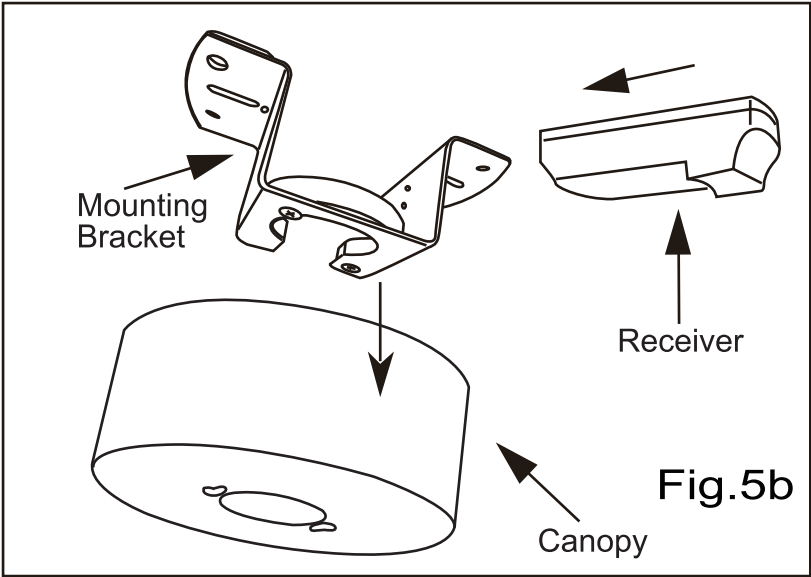


# Installation Instructions



**NOTE:** Once the ground wires are connected, carefully tuck all wires and wire nuts into the metal box. Ensure that the wires are clear of the hemisphere and downrod when positioned in the mounting bracket.

- B. Push all connected wires into ceiling box.
- Put the receiver into the mounting bracket as shown in figure 3b.
  - When installing the canopy, ensure the antenna is not pressed against the canopy.
  - Ensure to connect all earth wires accordingly.



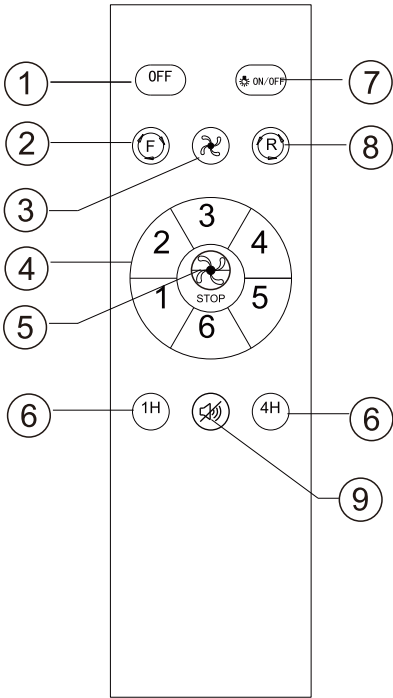
# Installation Instructions

## FUNCTION INSTRUCTION OF EMITTER

- Open battery cover on the hand-held remote and install battery, pair of AAA of emitter(1.5V) that are not included.
- Please pair the remote before using:  
Turn on the power switch, press the " 2 + 🔊 " within 3 seconds, the receiver issued a "tick" two sounds, the pair code is successful. If not successful, turn off the power for a minute an repeat the above.
- When the emitter cannot control the receiver,please check the battery switch touching normally or not, correction of the positive and negative, full or empty of the power.
- When the emitter cannot control the receiver, please check is there any existence of similar remote controlled products nearby, then check whether they works, because remote controlled product with the same frequency will disturb each other.
- Please take out the battery from the emitter when leaving unused for long time.
- When installing the fan, the fan ceiling cover don't press the antenna(or other wire), it is easy to breakdown the wire and short-circuited.

- ① All Off
- ② Fan Forward
- ③ Natural Wind
- ④ Speed Control
- ⑤ Fan Off
- ⑥ Timer
- ⑦ Light On/Off
- ⑧ Fan Reverse
- ⑨ Turn Off the Beeping

After powering on, press and hold “ 🔊 ” on the handle immediately. After hearing the beep, release the “ 🔊 ” button to turn off the beeping. (If you need to turn the prompt sound back on, turn off the power first, then turn it on again, and repeat the above actions)



## Installation Instructions

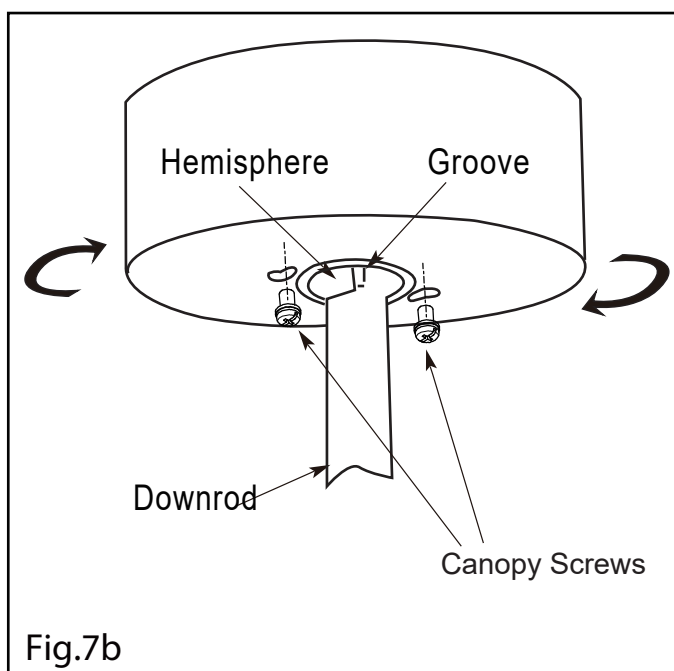
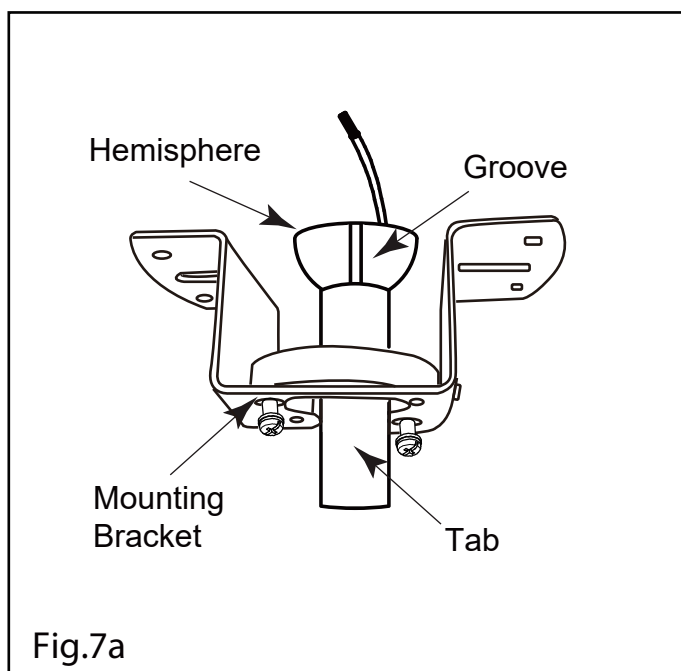
### Step6 MOUNTING FAN ASSEMBLY

- Place two screws and washers on mounting plate which correspond with slots in canopy. Screw in two turns.

### Step7 ENGAGE HEMISPHERE

- Carefully rotate fan assembly until groove in hemisphere locks over tab of canopy assembly.
- Loosen (do not remove) the two screws on mounting bracket. Slide the canopy up to mounting bracket and place the key hole on the canopy over the screw on the mounting bracket, turn canopy until it locks in place at the narrow section of the key holes.
- Align the holes on the canopy with mounting bracket and secure with the two set of screws until snug.

**WARNING:** Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.



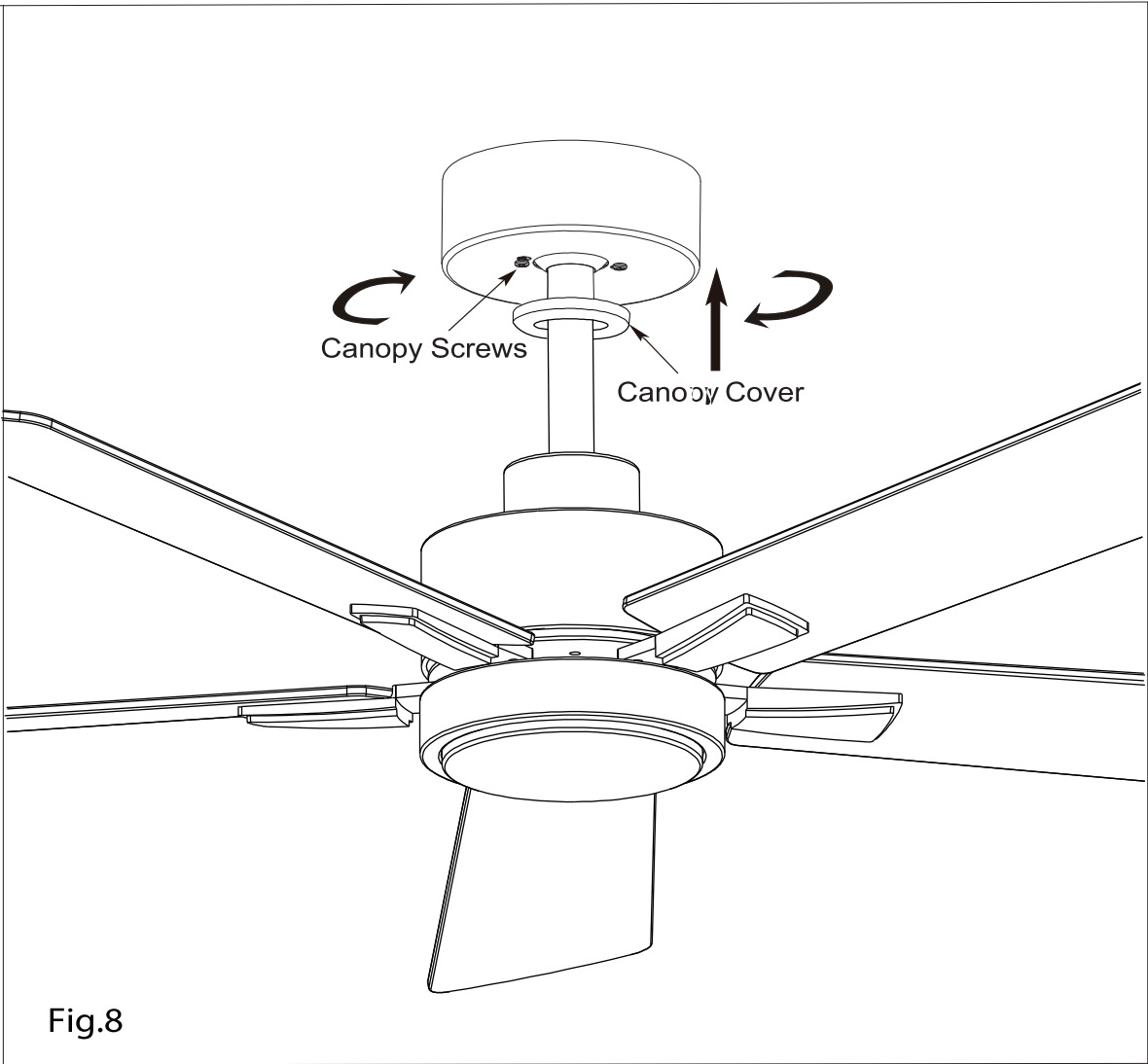
**NOTE:** When installing fan on sloped ceiling, make sure tab on hanger bracket faces towards the top of the slope. Depending on the slope, a longer downrod may be required to prevent fan blades from hitting the ceiling.



# Installation Instructions

## Step8 Install Canopy Cover

- Push the canopy cover up and align the holes with the two screws.
- Rotate clockwise until it engages.



**NOTE:** You have completed all the installation steps. Check if any steps have been missed and if any excess parts have not been installed.

# Troubleshooting Guide

If you have difficulty in operating your new ceiling fan it may be the result of incorrect assembly, installation, or wiring. In some cases these installation errors may be mistaken for defects. If you experience any faults please check this troubleshooting guide.

	Problem	Suggested Remedy
1	If fan does not work.	<div><input type="checkbox"/> Check the main and branch circuit fuses or breakers.</div> <div><input type="checkbox"/> Check the line wire connections to the fan and switch wire connections in the switch housing.</div> <div><input type="checkbox"/> Check the battery in the remote control.</div> <div><input type="checkbox"/> Ensure you are in the normal range of 10-20 feet.</div>
2	If fan sounds noisy.	<div><input type="checkbox"/> Ensure all motor housing screws are snug.</div> <div><input type="checkbox"/> Ensure the screws that attach the fan blade bracket to the motor hub are tight.</div> <div><input type="checkbox"/> Ensure the wire nut connections are not rattling against each other or the interior wall of the switch housing.</div> <div><input type="checkbox"/> Allow a 24-hour “breaking in” period. Most noises associated with a new fan disappear during this time.</div> <div><input type="checkbox"/> If you are using the Ceiling Fan light kit, ensure the screws securing the glassware are tight. Check that the light bulbs are also secure.</div> <div><input type="checkbox"/> Ensure the canopy is a short distance from the ceiling. It should not touch the ceiling.</div> <div><input type="checkbox"/> Ensure your outlet box is secure and rubber isolator pads were used between the mounting plate and outlet box.</div>
3	If fan wobbles.	<div><input type="checkbox"/> Check that all blades are screwed firmly into blade holders.</div> <div><input type="checkbox"/> Check that all blade holders are tightened securely to motor.</div> <div><input type="checkbox"/> Make sure that canopy and mounting bracket are tightened securely to ceiling junction box and junction box is mounted firmly to ceiling joist.</div> <div><input type="checkbox"/> Most fan wobble 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 keeping measure within 1/8 in. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. If all blade levels are not equal you can adjust blade levels by the following procedure. To adjust a blade tip down insert a washer(not supplied)between the blade and blade holder at the screw closest to the motor. To adjust a blade tip up insert washer(not supplied)between the blade and blade holder at the two screws farthest from the motor.</div> <div><input type="checkbox"/> If blade wobble is still noticeable interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.</div>
4	If light does not work.	<div><input type="checkbox"/> Check blue wire from fan to make sure it is connected to hot wire from the house.</div> <div><input type="checkbox"/> Check for loose or disconnected wires in fan switch housing.</div> <div><input type="checkbox"/> Check for loose or disconnected wires in light kit.</div> <div><input type="checkbox"/> Check for faulty light bulbs. CAUTION: Make sure main power is turned off before entering switch housing.</div> <div><input type="checkbox"/> If the fan light shuts off shortly after being switched on it may be due to excessive current demand. Turn off power to the fan and replace the light bulbs with lower wattage bulbs. Turn on power to the fan using the pull chain, wall switch, or remote control (whichever is installed on the particular fan).</div>

## Balacing Kit

The Balancing kit should only be used if there is an unacceptable amount of fan wobble after completing all the steps in your Owners Manual under “Attaching The Fan Blades.”

1. Turn the fan on and set the speed control setting to a speed at which the wobbles is the greatest.
2. Turn off the fan and allow it to a come to a complete stop. Select one blade and place the balance clip on it, halfway between the blade holder and the blade tip on the trailing edge of blade.
3. Turn the fan on. Note whether the wobble has increased or decreased. Turn the fan off, move the clip to another blade, and retest. Repeat this procedure on all blades noting the blade on which the greatest improvement is achieved.
4. Move the clip back to the blade that showed the greatest improvement. Move the clip inward and outward on this blade and operate the fan to find the position where the clip gives the greatest improvement.
5. Remove the clip and install a balancing weight to the top of blade along the center line near the point where the clip was positioned.
6. If the fan wobble problem has not been corrected you may wish to try to improve the balancing further by using the balancing clip and additional weights.

