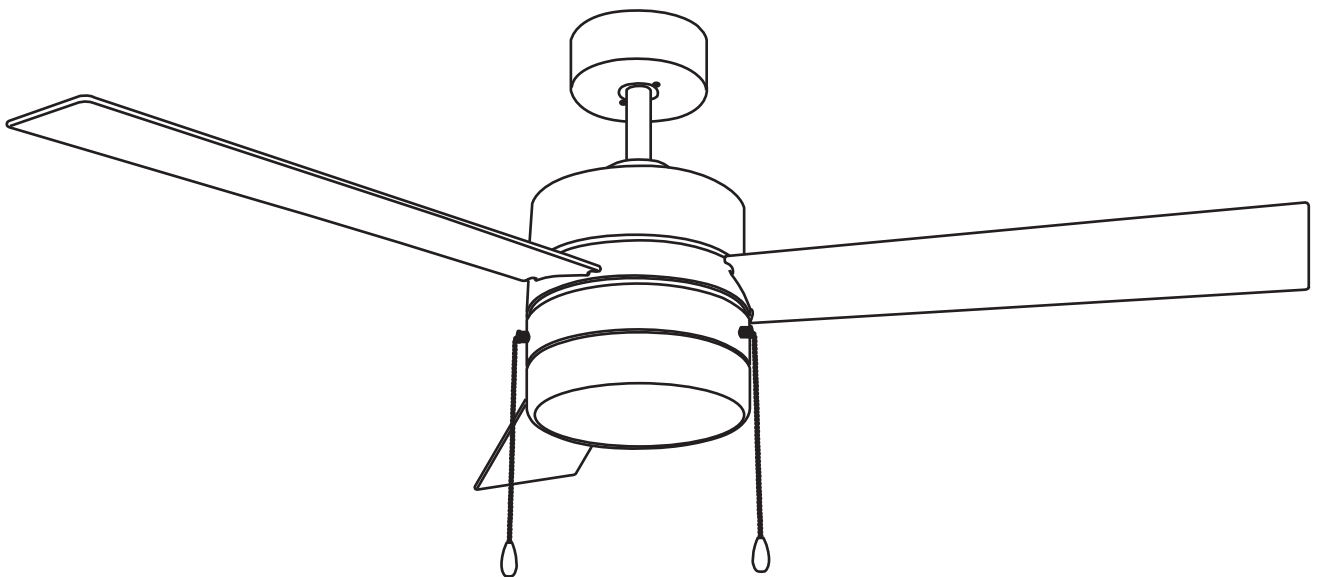# INSTALLATION & USER MANUAL

CEILING FAN WITH LIGHT

ITEM# 29009

Customer Service:support@ceilingfanhelp.com

Table of Contents

Safety Information

READ AND SAVE THESE INSTRUCTIONS.

1. To reduce the risk of electric shock, ensure electricity has been turned off at the circuit breaker or fuse box before you begin.

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. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 35 lbs (15.9 kg). Use only UL Listed outlet boxes marked "Acceptable for Fan Support of 35 lbs. (15.9 kg) or less."

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 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 and ungrounded conductor on the other side of the outlet box.

7. All setscrews must be checked and retightened where necessary before installation.

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

WARNING: To reduce the risk of personal injury, do not bend the blade brackets when installing the rackets balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

WARNING: To reduce the risk of fire, electric shock or personal injury, mount to outlet box marked "acceptable for fan support of 35 lbs. (15.9Kg) 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 must be installed with an isolating wall control/switch.

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 of 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.
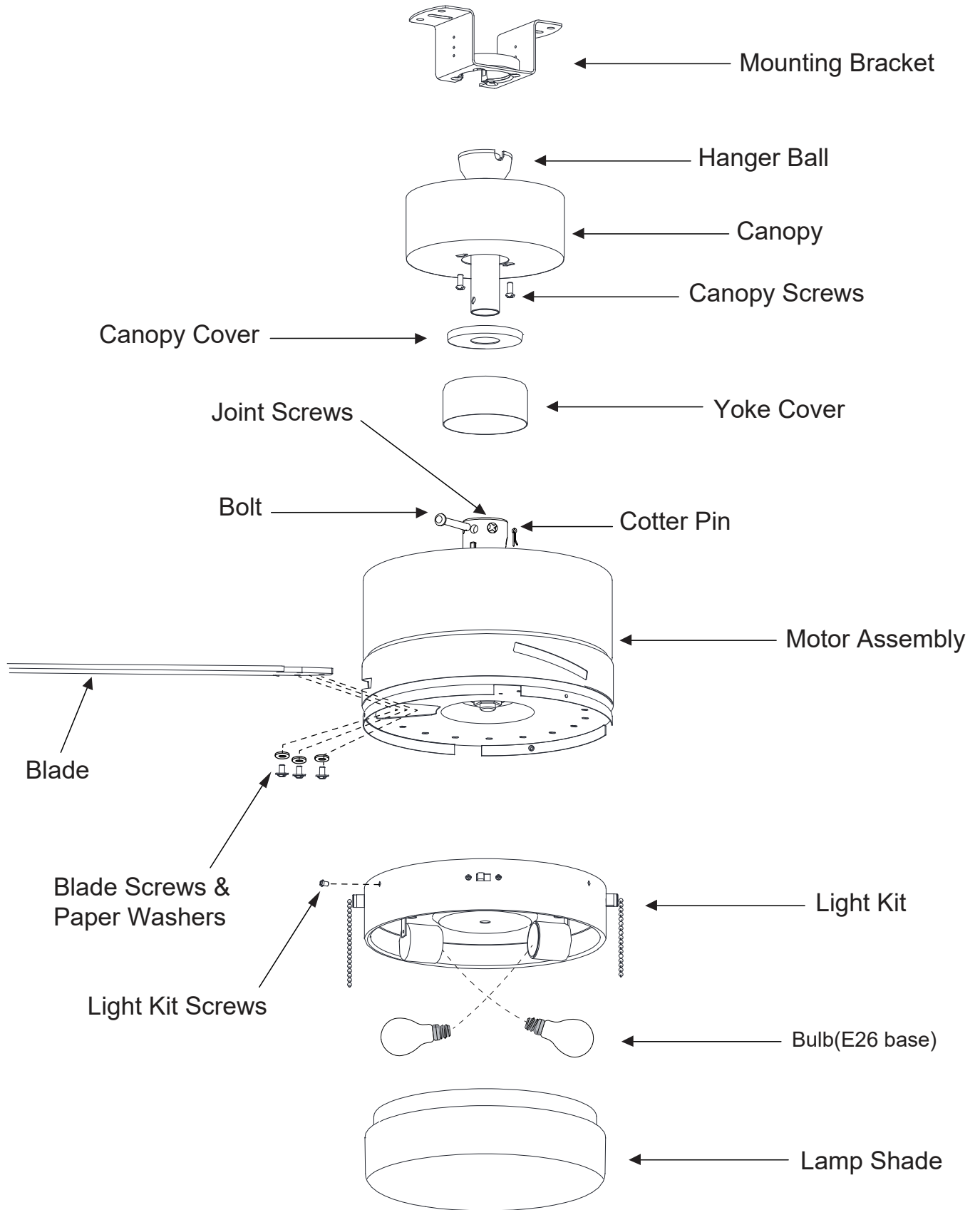
Dimension Reference

5.9in

2.4in

12.7in

17.3in

52in
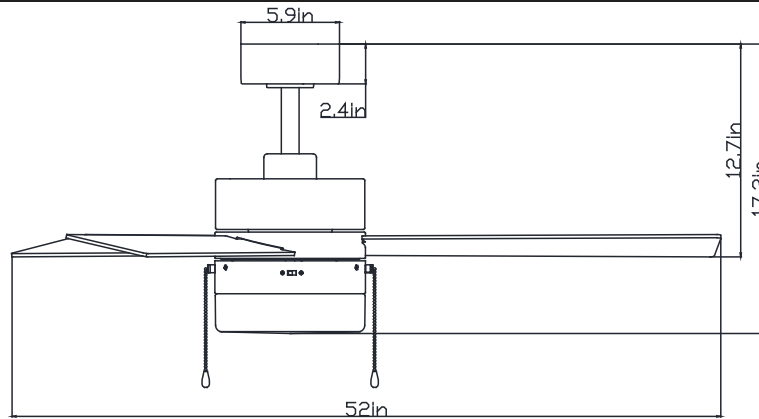
Hardware Included

S1		S9	
S2		S10	
S3		S11	
S4		S12	
S5		S13	
S6		S14	
S7		S15	
S8			

Hardware Package	Quantity
S1. Blade Screw	10
S2. Machine Screw	2
S3. Machine Screw	2
S4. Wood Screw	2
S5. Wire Nut	3
S6. J-hook	1
S7. Lock Washer	4
S8. Star Washer	2
S9. Washer	4
S10.Paper Washer	10
S11.Lock Washer	4
S12.Washer	4
S13.Pull Chain	2
S14.Extension Chain	2
S15.Balance Kit	1

Fan Parts Included

	Quantity
1. Mounting Bracket	1
2. Downrod	1
3. Canopy	1
4. Canopy Cover	1
5. Yoke Cover	1
6. Motor Assembly & Light Kit	1
7. Lamp Shade	1
8. Blade	3
9. Bulb(E26 base)	2

3

Exploded View

Mounting Bracket

Hanger Ball

Canopy

Canopy Screws

Canopy Cover

Yoke Cover

Joint Screws

Bolt

Cotter Pin

Motor Assembly

Blade

Blade Screws & Paper Washers
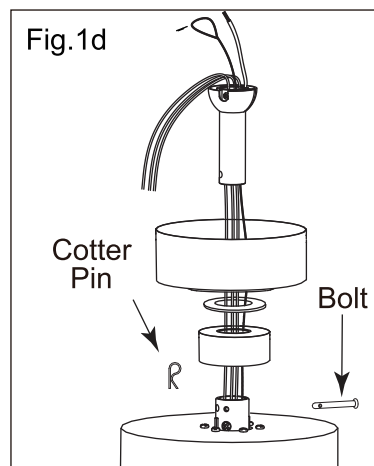
Light Kit

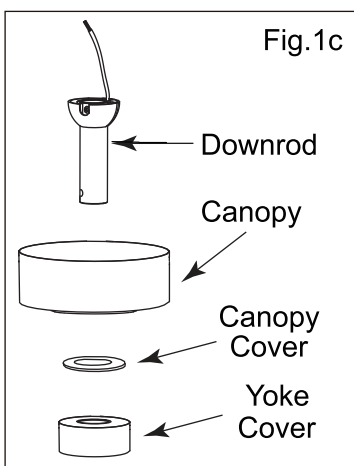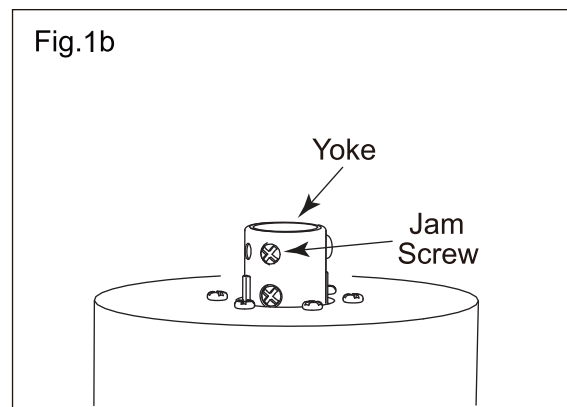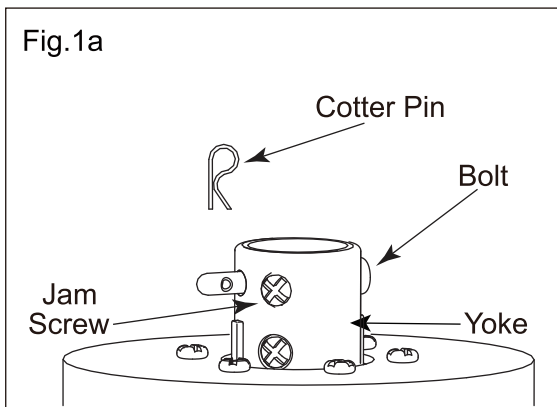Light Kit Screws

Bulb(E26 base)

Lamp Shade

Installation Instructions

Step1 MOUNTING

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

CAUTION : To ensure wobble - free operation and to avoid damage to the fan, the downrod and the set screws must be completely tightened .

Fig.1a

Cotter Pin

Bolt

Jam
Screw

Yoke

Fig.1b

Yoke

Jam
Screw

Fig.1c

Downrod

Canopy

Canopy
Cover

Yoke
Cover

Fig.1d

Cotter
Pin

Bolt

Fig.1e

Jam
Screw
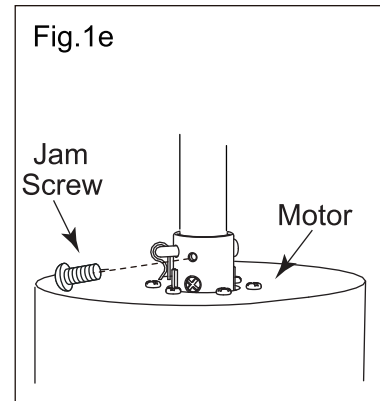
Motor

Installation Instructions

Step2 MOUNTING BLADES TO MOTOR

- Take 3 light kit screws, loose the light kit from the motor assembly and separate the connectors.
- Insert the blade into the fan as shown.
- Tightn the blade to motor with blade screws and paper washers as shown.
- Slightly turn the blade after installation and repeat the same step for the other blades.

Fig. 2a

Light Kit

Light Kit
Screw

Fig. 2b

Blade
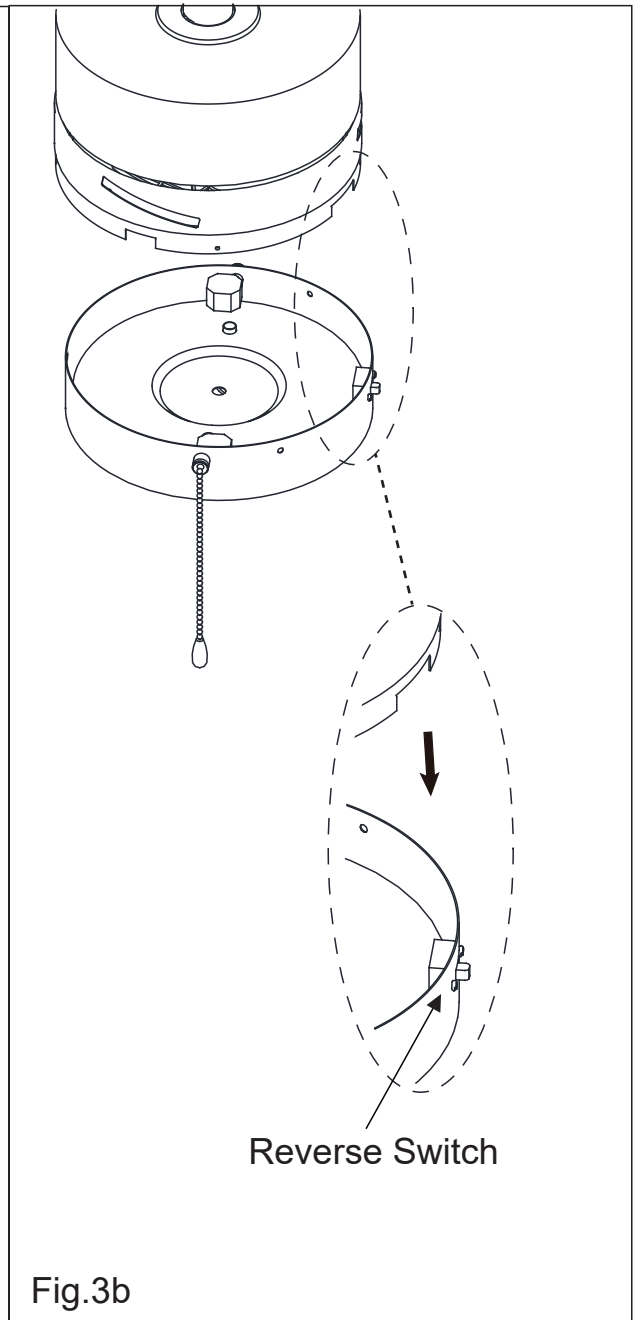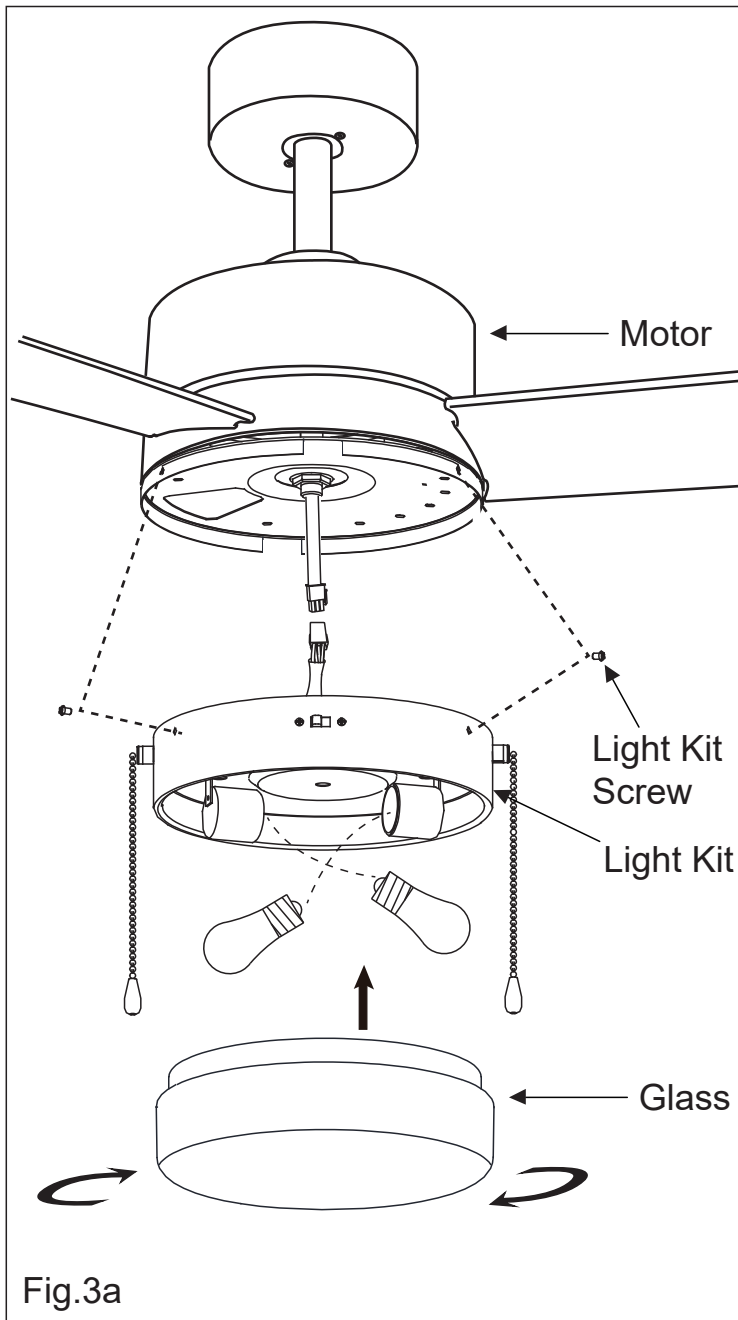
Motor

Blade Screws &
Paper Washers
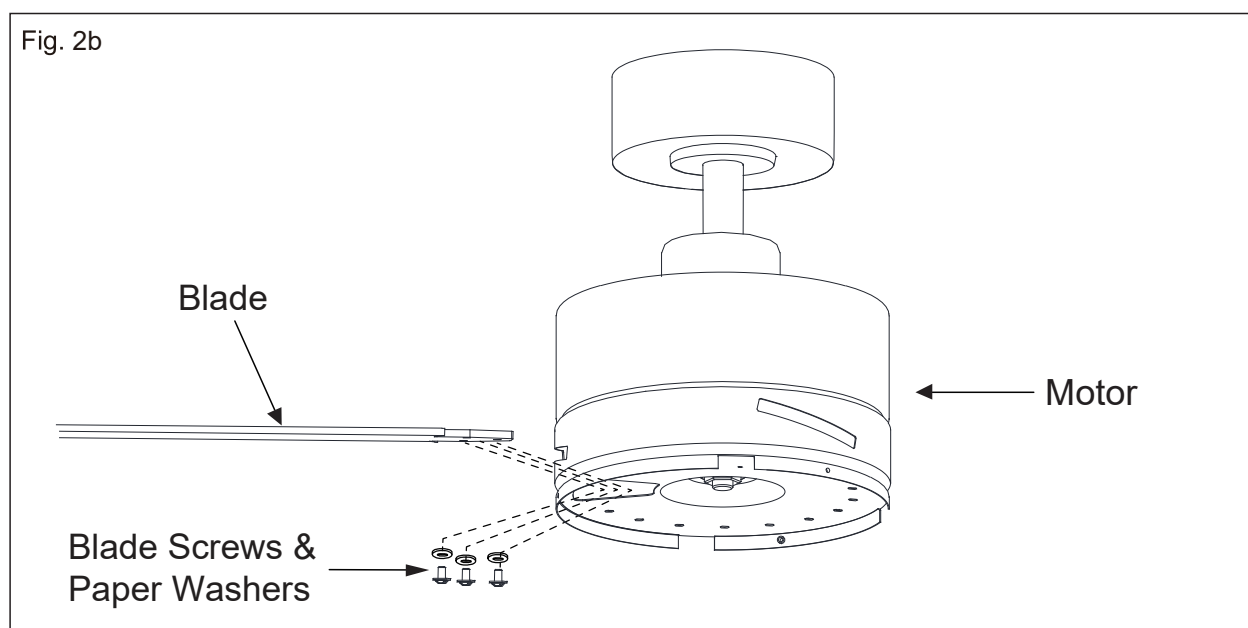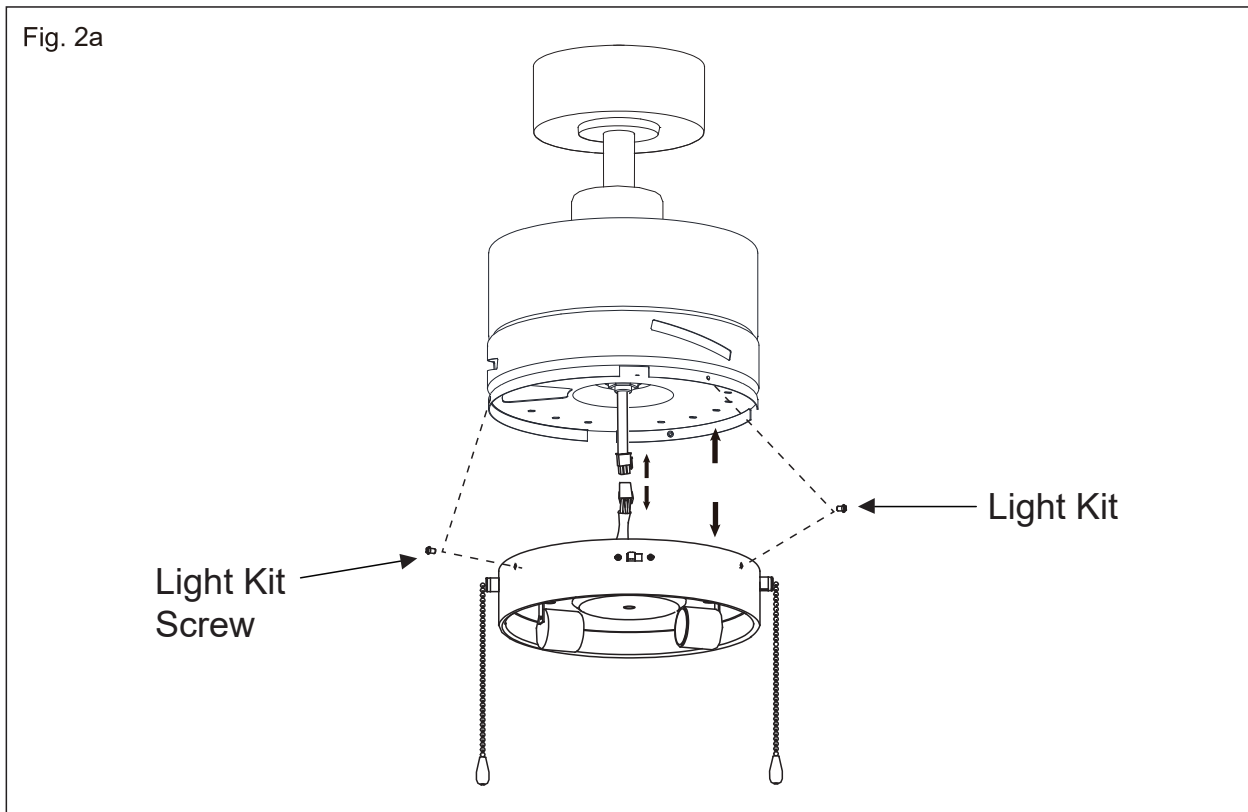
Installation Instructions

Step3 LIGHT KIT

WARNING: BE SURE TO TURN OFF POWER BEFORE INSTALLING.

- Connect polarized connectors of light kit to corresponding connectors found in switch housing.
- Carefully tuck electrical wires back into switch housing, align light kit with switch housing and secure with three light kit screws.
- Place blubs into the light kit.
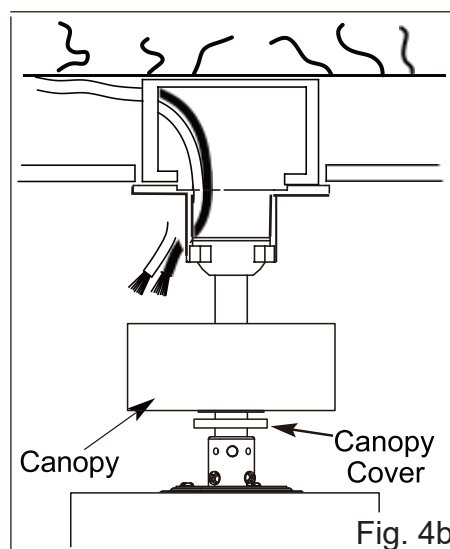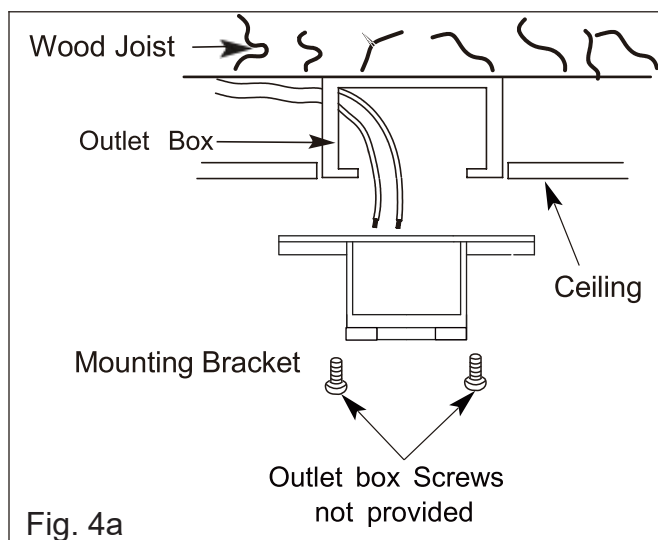- Place glass onto the fan and turn to secure.

Motor

Light Kit Screw

Light Kit

Glass

Fig.3a

Reverse Switch

Fig.3b

Installation Instructions

Step4 MOUNTING BRACKET TO MOTOR

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

- Secure mounting bracket and rubber gaskets to the metal outlet box.

Wood Joist

Outlet Box

Ceiling

Mounting Bracket

Outlet box Screws not provided

Fig. 4a

Canopy

Canopy Cover

Fig. 4b

Step5 ELECTRICAL HOOK-UP

- There are several different wiring combinations that can be used in controlling your ceiling fan to meet your specific requirements. Should the following method not meet your requirements call or visit your nearest distributor for a full list of fan accessories.

| CAUTION |
| --- |
| Green Wire - GROUND
Black Wire (Fan) - POWER
White Wire (FAN) -COMMON
Red or Blue Wire (Light Kit) - POWER |
| SEE SAFETY PRECAUTIONS ON
PG. #2 BEFORE WIRING |

- After making the wire connections, ensure the wires should be spread apart with the grounded conductor and the equipment-grounding conductor on side of the outlet box and the ungrounded conductor on the other side of the outlet box.
- Ensure the splices after being made should be turned upward and pushed carefully up into the outlet box.

Installation Instructions

Step5 ELECTRICAL HOOK-UP

A CONNECTING THE (GREEN) GROUND WIRE
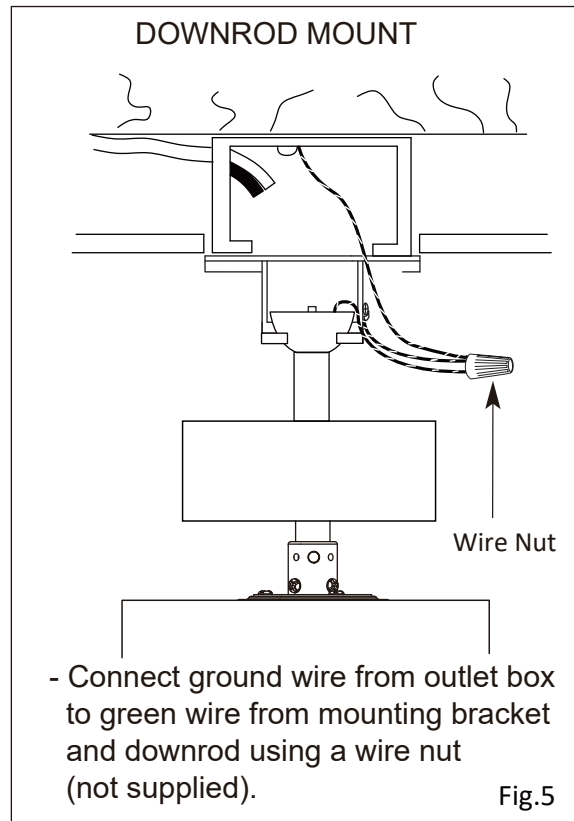
DOWNROD MOUNT

Wire Nut

- Connect ground wire from outlet box to green wire from mounting bracket and downrod using a wire nut (not supplied).

Fig.5

NOTE: Once ground wires are connected, carefully tuck all wires and wire nuts into the metal outlet box making sure that the wires are clear of the hemisphere and downrod when positioned in mounting bracket (Downrod Mount Only).

B CONNECTING BLACK, WHITE, AND (RED OR BLUE) WIRES

White Wire

Black Wire

Red or Blue Wire

White Wire

Fig.6
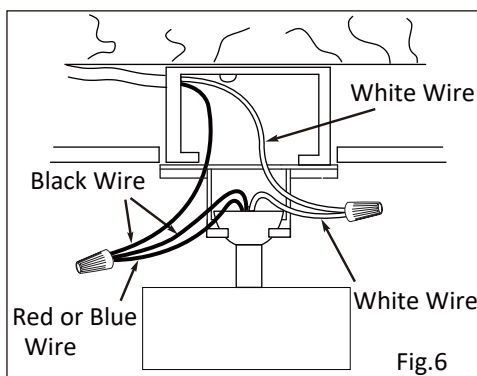
- Connect white wire from outlet box to white wire from fan using wire nut (not supplied).
- Connect black wire from outlet box to black wire from fan plus (red or blue wire) using a wire nut (not supplied).

NOTE : A red or blue wire would be power for a light kit if applicable

NOTE: Once ground wires are connected, carefully tuck all wires and wire nuts into the metal outlet box making sure that the wires are clear of the hemisphere and downrod when positioned in mounting bracket (Downrod Mount Only).
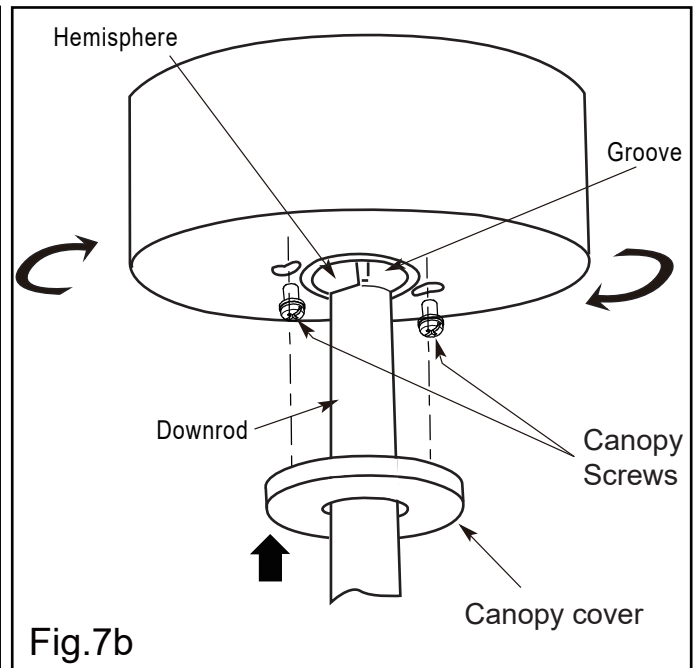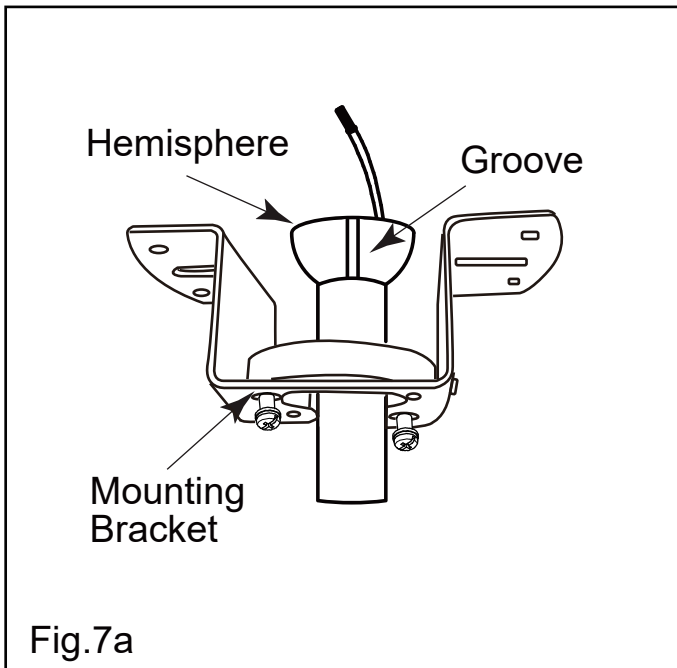
Installation Instructions

Step8 MOUNTING FAN ASSEMBLY

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

Step9 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.

Hemisphere

Groove

Mounting
Bracket

Fig.7a

Hemisphere

Groove

Downrod

Canopy
Screws

Canopy cover

Fig.7b

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

If you have difficulty 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 faults please check this troubleshooting guide.

	Problem	Suggested Remedy
1	If fan does not work.	□ Check the main and branch circuit fuses or breakers. □ Check the line wire connections to the fan and switch wire connections in the switch housing. □ Check the battery in the remote control. □ Ensure you are in the normal range of 10-20 feet.
2	If fan sounds noisy.	□ Ensure all motor housing screws are snug. □ Ensure the screws that attach the fan blade bracket to the motor hub are tight. □ Ensure the wire nut connections are not rattling against each other or the interior wall of the switch housing. □ Observe whether the noise decreases after the fan has been running for 24 hours. Newly installed fans may have noise issues. □ 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. □ Ensure the canopy is a short distance from the ceiling. It should not touch the ceiling. □ Ensure your outlet box is a secure and rubber isolation pads were used between the mounting plate and outlet box.
3	If fan wobbles.	□ Check that all blades are screwed firmly into blade holers. □ Check that all blade holders are tightened securely to motor. □ Make sure that canopy and mounting bracket are tightened securely to ceiling junction box and junction box is mounted firmly to ceiling joist. □ 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 suppiled) between the blade and blade holder at the two screws farthest from the motor. □ If blade wobble is still noticeable interchanging two adiacent (side by side) blades can redistribute the weight and possibly result in smoother operation.
4	If light does not work.	□ Check blue wire from fan to make sure it is connected to hot wire from the house. □ Check for loose or disconnected wires in fan switch housing. □ Check for loose or disconnected wires in light kit. □ Check for faulty light bulbs. CAUTION: Make sure main power is turned off before entering switch housing. □ 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).

Balancing 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 on the fan 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 on the fan. Note whether the wobble has increased or decreased. Turn off the fan, 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 can try to improve the balancing further by using the balancing clip and additional weights.**

BALANCING WEIGHT

PLASTIC CLIP