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, available at Lowe's, 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: 14.11 lbs.
SAFETY INFORMATION

⚠️ 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 | Mounting Bracket | 1
B | Shade Fitter Plate | 1
C | Motor Housing | 1
D | Motor Assembly | 1
E | Glass Shade | 1
F | Blade Arm | 5
G | Blade | 5
H | Pull Chain Extension | 2
I | Bulb | 1
J | Mounting Bracket Flat Washer (preassembled) | 4

**PART** | **DESCRIPTION** | **QUANTITY**
--- | --- | ---
K | Mounting Bracket Nut (preassembled) | 4
L | Lock Washer (preassembled) | 10
O | Motor Housing Lock Washer (preassembled) | 4
P | Shade Fitter Plate Screw (preassembled) | 3
Q | Shade Fitter Plate Washer (preassembled) | 3

⚠️ **IMPORTANT REMINDER:** You must use the parts provided with this fan for proper installation and safety.
HARDWARE CONTENTS (shown actual size)

- AA: Blade Screw
  - Qty. 15 + 1 extra

- BB: Fiber Blade Washer
  - Qty. 15 + 1 extra

- CC: 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 inches from any obstruction and at least 7 ft. above the floor.

3. Remove all mounting bracket nuts (K) and mounting bracket flat washers (J) from mounting bracket (A).
INITIAL INSTALLATION

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

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

5. Remove motor screws (M) and lock washers (L) from underside of motor -- save motor screws (M) and lock washers (L) to attach blade arms (F) later on. If there are also plastic motor blocks, discard them at this time.

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

   IMPORTANT: Do not use the end of the bar on the motor assembly (D) with the small round hole to hang the motor assembly (D) on the mounting bracket (A).
WIRING

⚠️ 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: [IMPORTANT: For each wire connection below, use one of the wire connectors (CC) provided, 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 (D) and mounting bracket (A)) to BARE/GREEN wire from ceiling. (Fig. 1A)

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 (D) and mounting bracket (A)) to BARE/GREEN wire from ceiling. (Fig. 1B)
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 and mounting bracket) to BARE/GREEN wire from ceiling. (Fig. 1C)

**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 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 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**

<table>
<thead>
<tr>
<th>Wire Connector</th>
<th>x 4</th>
</tr>
</thead>
</table>

3. **IMPORTANT:** Using a full range dimmer switch 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.
1. Remove motor assembly (D) from "J" hook and lift motor assembly (D) to mounting bracket (A). Align holes and secure motor assembly (D) with mounting bracket flat washers (J) and mounting bracket nuts (K) previously removed (Step 3, page 6).

2. Temporarily lift motor housing (C) to mounting bracket (A) to determine which two motor housing mounting screws (N) in sides of mounting bracket (A) align with the slotted holes in the top edge of the motor housing (C) and partially loosen these two motor housing mounting screws (N). Remove the other two motor housing mounting screws (N) and motor housing lock washers (O) from sides of mounting bracket (A). Slide motor housing (C) over motor assembly (D), aligning slotted holes in motor housing (C) with loosened motor housing mounting screws (N) in mounting bracket (A). Twist motor housing (C) to lock. Re-insert the other two motor housing mounting screws (N), along with motor housing lock washers (O), to secure motor housing (C). Tighten all motor housing mounting screws (N) securely.

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

**Hardware Used**

- **AA** Blade Screw x 15
- **BB** Fiber Blade Washer x 15
4. Locate motor screws (M) and lock washers (L) removed in Step 5 on page 7.

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

5. Remove three shade fitter plate screws (P) and shade fitter plate washers (Q) from center of shade fitter plate (B). Align notch in shade fitter plate (B) with small protrusion on the inside of the light kit plate. Secure shade fitter plate (B) with the three shade fitter plate screws (P) and shade fitter plate washers (Q) that were just removed.

   In order to have access to pull chains later on, thread fan and light pull chains through corresponding holes on the outer rim of the shade fitter plate (B).

6. Install bulb (I).

   **IMPORTANT:** When you need to replace the bulb, please allow the bulb and glass shade (E) to cool down before touching the bulb or the glass shade (E).
OPERATING INSTRUCTIONS

1. The pull chain located to the right of the reverse switch has four positions to control fan speed. One pull is HIGH, two pulls is MEDIUM, three is LOW and four turns the fan OFF.

7. Align slots on glass shade (E) with protrusions on the inside of the shade fitter plate (B). Turn glass shade (E) to the right (clockwise) until it no longer turns. NOTE: Pull down gently on the glass shade (E) to make sure that it is secured completely.

8. The pull chain extensions (H) supplied in the hardware packs or custom pull chain extensions (not included) may be attached to fan and light pull chains.
2. The pull chain located to the left of the reverse switch is used to turn the light ON or OFF.

3. Use the fan reverse switch, located on the switch housing, to optimize your 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.

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

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. (Fig. 3B)
OPERATING INSTRUCTIONS

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 (Fig. 3C), fan will not operate.

CARE AND MAINTENANCE

At least twice each year, lower motor housing (C) to check motor assembly (D), and then tighten all screws on the fan. Clean motor housing (C) 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 60-watt max. candelabra-base bulbs or 13-watt candelabra-base CFLs.
### TROUBLESHOOTING

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

<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>POSSIBLE CAUSE</th>
<th>CORRECTIVE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fan does not move.</td>
<td>1. Reverse switch not engaged.</td>
<td>1. Push switch firmly either up or down.</td>
</tr>
<tr>
<td></td>
<td>2. Power is off or fuse is blown.</td>
<td>2. Turn power on or check fuse.</td>
</tr>
<tr>
<td></td>
<td>3. Faulty wire connection.</td>
<td>3. Turn power off. Loosen motor housing and check all connections.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noisy operation.</td>
<td>1. Blades are loose.</td>
<td>1. Tighten all blade screws.</td>
</tr>
<tr>
<td></td>
<td>2. Cracked blade.</td>
<td>2. Replace blade.</td>
</tr>
<tr>
<td></td>
<td>3. Full range dimmer switch.</td>
<td>3. Replace with an approved speed control device.</td>
</tr>
<tr>
<td></td>
<td>4. Fan is new.</td>
<td>4. Allow fan a &quot;break in&quot; period of a few days, especially when running the fan at Medium and High speeds.</td>
</tr>
<tr>
<td></td>
<td>5. Motor housing is loose.</td>
<td>5. Turn power off. Carefully loosen motor housing and verify that mounting bracket is secure according to instructions on page 7.</td>
</tr>
<tr>
<td>Excessive wobbling.</td>
<td>1. Blades are loose.</td>
<td>1. Tighten all blade screws.</td>
</tr>
<tr>
<td></td>
<td>2. Blade arms incorrectly attached.</td>
<td>2. Re-install blade arms.</td>
</tr>
<tr>
<td></td>
<td>3. Unbalanced blades.</td>
<td>3. Switch one blade with a blade from the opposite side.</td>
</tr>
<tr>
<td></td>
<td>4. Fan not securely mounted.</td>
<td>4. Turn power off. Carefully loosen motor housing and verify that motor assembly is secure according to instructions on page 10.</td>
</tr>
<tr>
<td>Fan operates but light fails.</td>
<td>1. Bulb not installed correctly.</td>
<td>1. Re-install bulb.</td>
</tr>
<tr>
<td></td>
<td>2. Wires in outlet box not wired properly.</td>
<td>2. Check wires in outlet box and, if necessary, re-wire according to instructions on pages 8 and 9.</td>
</tr>
<tr>
<td></td>
<td>3. Wall switch to fan is off.</td>
<td>3. Make sure that wall switch to fan is on.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>PART</th>
<th>DESCRIPTION</th>
<th>PART#</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Mounting Bracket</td>
<td>020776-A</td>
</tr>
<tr>
<td>F</td>
<td>Blade Arm</td>
<td>020776-F</td>
</tr>
<tr>
<td>G</td>
<td>Blade</td>
<td>020776-G</td>
</tr>
</tbody>
</table>

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