Ceiling Fan

Installation Guide

Read and Save These Instructions

For Models:

1021-PC / 1022-PC

1023-PC / 1024-PC

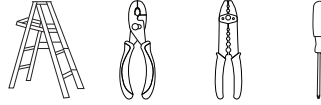**RP | LIGHTING · FANS**

UL LISTED

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SAFETY RULES

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

2. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.

3. **WARNING:** To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device.

4. **WARNING:** To reduce the risk of personal injury, use only the two steel screws (and lock washers) provided with the outlet box for mounting to 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.

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WARNING
TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED "ACCEPTABLE FOR FAN SUPPORT".

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5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 lbs(22kgs) . Use only UL Listed outlet boxes marked **"FOR FAN SUPPORT"**.

6. The fan must be mounted with a minimum of 7 Ft.(2.1M) clearance from the trailing edge of the blades to the floor.

7. Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blade direction.

8. Wooden blades are not intended for storage or installation in spaces that are not temperature controlled. To avoid issues with blade warping do not store or install ceiling fans in areas without air conditioning.

9. Avoid placing objects in the path of the blades.

10. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.

11. Do not use water or detergents when cleaning the fan or fan blades. A dry soft cloth or lightly dampened cloth will be suitable for most cleaning.

12. After marking electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.

13. Electrical diagrams are reference only. Light kit that are not packed with the fan must be UL Listed and marked suitable for use with the model fan you are installing. Switches must be UL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.

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WARNING
TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS FLANGES) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

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TOOLS REQUIRED

· Ladder   · Wire Strippers

· Pliers   · Phillips Screwdriver

UNPACKING FAN

Unpack your fan and check the contents.
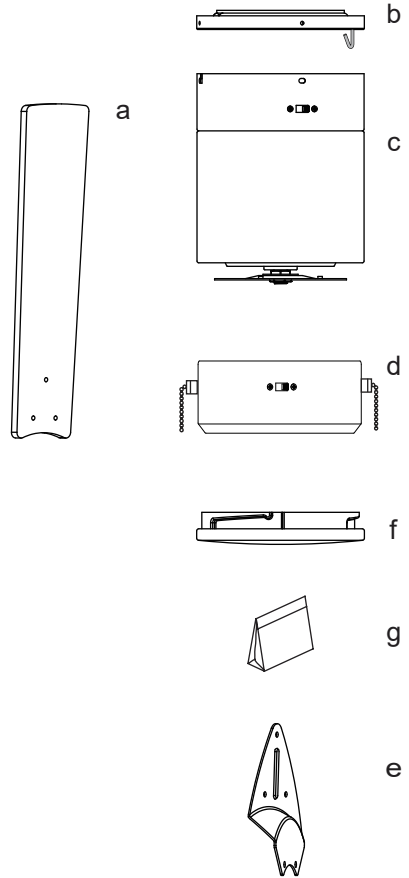You should have the following items:

#1023 &1024 Parts	Quantity
a. Blade set	4
b. Mounting bracket	1
c. Fan motor assembly	1
d. LED light kit	1
e. Blade bracket set	4
f. Glass shade	1

#1021 &1022 Parts	Quantity
a. Blade set	3
b. Mounting bracket	1
c. Fan motor assembly	1
d. LED light kit	1
e. Blade bracket set	3
f. Glass shade	1

g. Screw Bag		Model# 1021,1022	Model# 1023,1024
S1.	Blade screws, Nuts & Fiber Washers	x10	x13
S2.	Wood Screws & Washers	x4	x4
S3.	Screws & Washers	x4	x4
S4.	Spare motor screw & Washer	x1	x1
S5.	Wire Nuts	x3	x3
S6.	Pull chain	x2	x2

a

b

c

d

f

g

e

MOUNTING OPTIONS

If there isn't an existing UL listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs). Do not use plastic outlet boxes.

Figures 1 and 2 are examples of different ways to mount the outlet box.

To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Fig.3.

Fig.1

Ceiling joists

Outlet box

Fig.2

Ceiling

Outlet box

Fig.3

Outlet box

WARNING

The fan should not be installed unless the structure on which the fan is to be mounted is of sound construction , undamaged , and capable of supporting the loads of the fan and its method of attachment. A structural engineer should verify that the structure is adequate prior to fan installation. Verifying the stability of the mounting structure is the sole responsibility of the customer and/or end user, and we hereby expressly disclaims any liability arising therefrom.

WARNING

At the end of the blade must be a minimum of 30 inches away from the wall.
The fan must be mounted with a minimum of 7 Ft. clereance from the trailing edge of the fan blades to the floor.
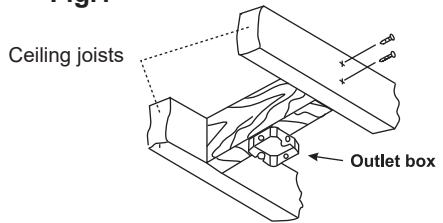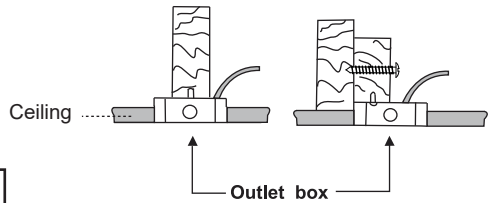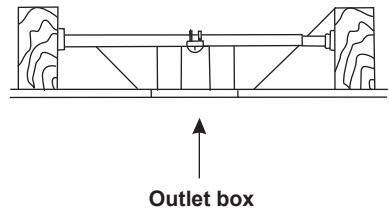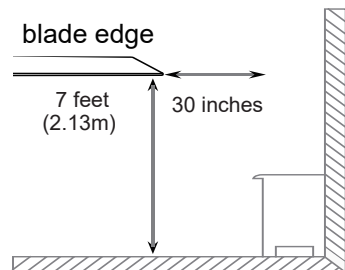
Fig.4

blade edge

7 feet
(2.13m)

30 inches

HANGING THE FAN

Remember to disconnect the power.
Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan. Secure the connectors with electrical tape. Make sure there are no loose strands or connections.

WARNING: TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR OTHER PERSONAL INJURY. MOUNT FAN ONLY ON AN OUTLET BOX OR SUPPORTING SYSTEM MARKED ACCEPTABLE FOR FAN SUPPORT.
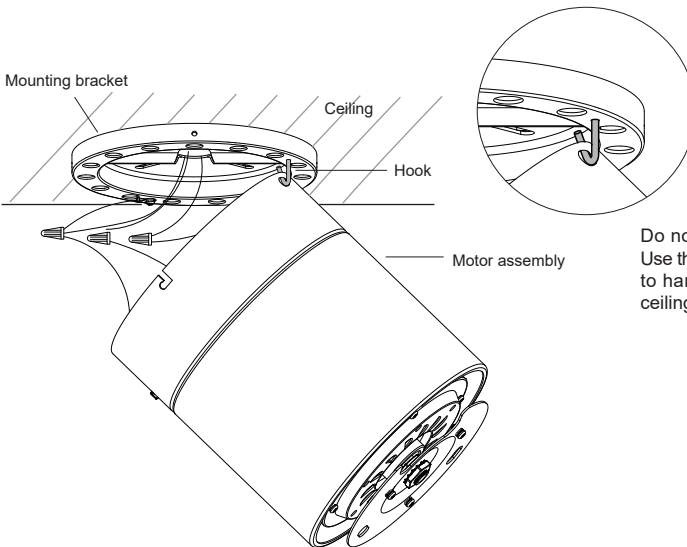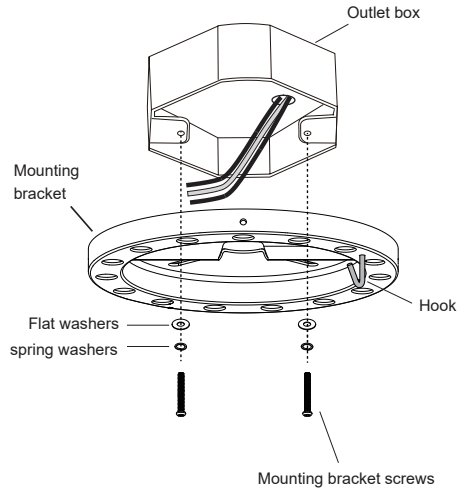
Attaching the mounting bracket to metal outlet box.
Option 1:
Use machine screws and washers found in screw bag to secure the mounting bracket to outlet box.

Option 2:
Use wood screws and washers found in screws bag when securing to support structure with fan rated electrical metal box.

Lift fan into position by hanging the motor assembly onto the hook from the ceiling fan mounting bracket allowing it to hang freely.

Outlet box

Mounting bracket

Hook

Flat washers

spring washers

Mounting bracket screws

Mounting bracket

Ceiling

Hook

Motor assembly

Do not pick the fan up by the wire. Use the hanging hole on the fan body to hang the fan on the hook of the ceiling mountung plate.

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MAKING ELECTRICAL CONNECTIONS

Remember to disconnect the power.
Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan. Secure the connectors with electrical tape. Make sure there are no loose strands or connections.
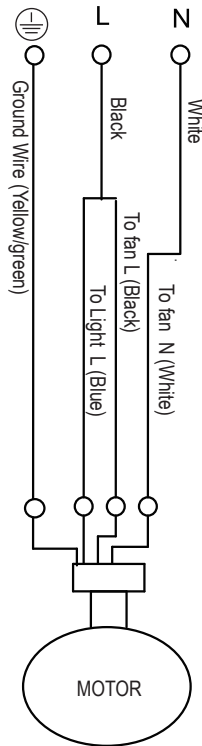
Connect the ground wire attached on mounting bracket and fan groud wire to outlet box ground wire. Secure the connection with a wire nut provided.

Refer to wiring diagram making correct wire connections.
NOTE: This fan must be installed by a licensed electrician.

After wire connections have been made, turn leads upward and carefully push the white wire and black wire connections into the outlet box. The other connections should be spread apart neatly and place on both side of the hanger bracket.
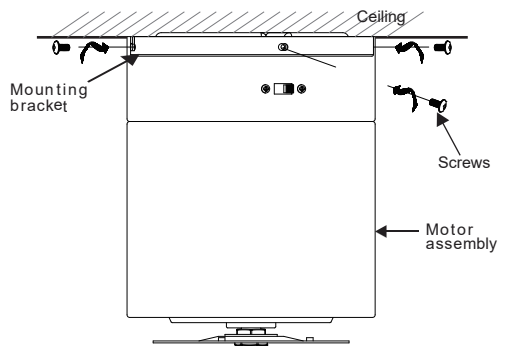
WARNING: Check to see that all connections are tight, including ground connection. **DO NOT** operate fan until the blades are secured in place.

Input Power 120VAC 60Hz

L N

Ground Wire (Yellow/green)

Black

White

To fan L (Black)

To Light L (Blue)

To fan N (White)

MOTOR

Installing the fan body
Remove four screws on mounting bracket.
Move fan body(motor assembly) into position align the four mounitng screw holes and secure with these 4 screws.

Ceiling

Mounting bracket
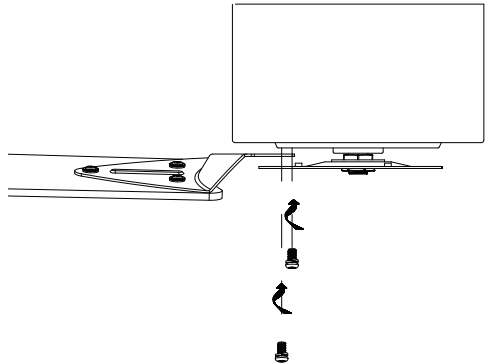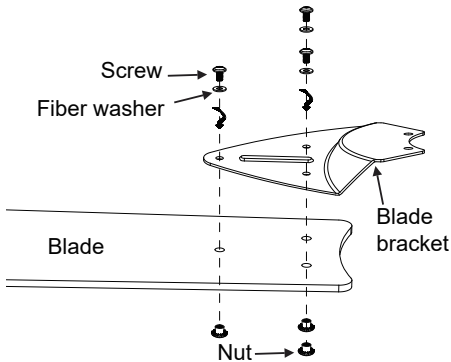
Screws

Motor assembly

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ATTACHING THE FAN BLADES

Attach the blade to the blade bracket, align the holes in the blade and the blade bracket, secure with screws and fiber washers as provided in screw bag.

Tighten each screw securely starting with the center screw.
Make sure the blade is straight.
Repeat steps for the remaining blades.

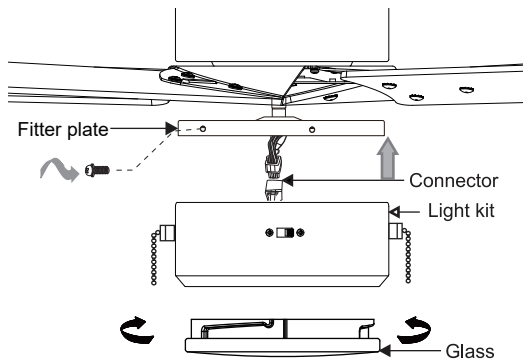Fasten each blade assembly to motor by tighten two captive washer screws pre-attached on blade bracket.

Screw
Fiber washer
Blade
Blade bracket
Nut

INSTALLING THE LIGHT KIT

CAUTION: Before starting installation, disconnect the power by turning off the circuit breacker. Turn power off using fan switch is not sufficient to prevent electric shock.

Step 1. Connect the male plug on switch housing to female plug in LED light kit.

Step 2. Remove the 4 screws from fitter plate and secure the LED light kit by using these screws.

Step 3. Secure the glass shade to the light kit by turning it clockwise until snug.
DO NOT overtighten.

Fitter plate
Connector
Light kit
Glass

OPERATION YOUR FAN

Connect the wood tassel to the pull chains located in switch housing.

Turn on the power and check the operation of your fan. The pull chain controls the fan speed as follows:

1 pull = High Speed
2 pulls = Medium Speed
3 pulls = Low Speed
4 pulls = Off

Light pull chain - It controls the light on or off.

Reverse Switch

Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans, and so on.

To change airflow direction
Note: Turn the fan off and let it come to a complete stop before changing setting.
Locate the fan reverse switch on fan housing, slid the switch to the opposite (right side) position.
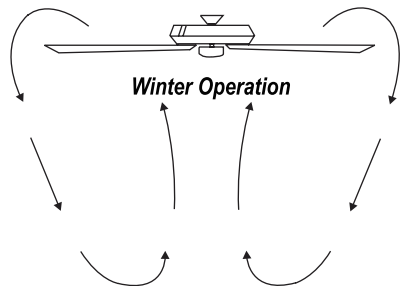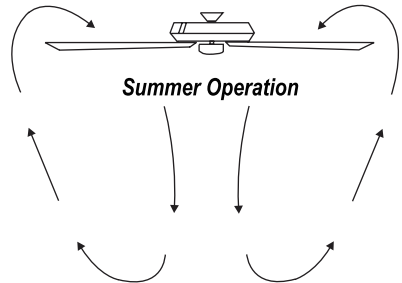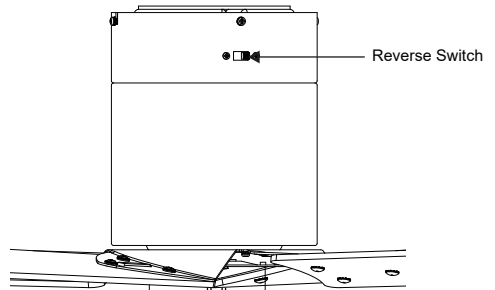
Warm weather - (Forward) A downward airflow creates a cooling effect as shown.
This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool weather - (Reverse) An upward airflow moves warm air off the ceiling area as shown.
This allows you to set your heating unit on a cooler setting without affecting your comfort.

NOTE: Even if the fan is mounted with a minimum of 7Ft clearance from the trailing edge of the blades to the floor, be careful to avoid raising your arms or any object in the path of the blades.

Summer Operation

Winter Operation

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TROUBLESHOOTING

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

Problem	Solutions
Fan will not start.	- Check circuit fuses or breakers. - Check line wire connections to the fan and switch wire connections in the switch housing.
Fan sounds noisy.	- Make sure all motor housing screws are snug. - Make sure the screws that attach the fan blade bracket to the motor hub is tight. - Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. - Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time. - If using an optional light kit, make sure the screws securing the glassware are tight. Check that light bulb is also secure. - Some fan motors are sensitive to signals from solid-state variable speed controls. If you have installed this type of control, choose and install another type of control. - Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.
Fan wobbles	- Check that all blade and blade arm screws are secure. - Most fan wobbling 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. Measure this distance. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within 1/8". - Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable. - If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.

CARE OF YOUR FAN

Here are some suggestions to help you maintain your fan.

1. Because of the fan's natural movement, some connections may become loose. Check the support Connections, brackets, and blade attachments twice a year. Make sure they are secure. (It is not Necessary to remove fan from ceiling.)
2. Clean your fan periodically to help maintain its new appearance over the years. Use only a soft brush or Lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing. Do not use water when cleaning. This could damage the motor, or the wood, or possibly cause an electrical shock.
3. You can apply a light coat of furniture polish to the wood blades for additional protection and enhanced beauty. Cover small scratches with a light application of shoe polish.
4. There is no need to oil your fan. The motor has permanently lubricated bearings.

Fan Size	Model#	Number of blade	Weight
42"	1021-PC	3	15.8 lbs (7.2kgs)
52"	1022-PC	3	18 lbs (8.2kgs)
42"	1023-PC	4	16.7 lbs (7.6kgs)
52"	1024-PC	4	19 lbs (8.7kgs)

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