RP | LIGHTING · FANS

Ceiling Fan Owner's Manual
Read and Save These Instructions

Model: 1062-1   1062
1063-1
1064-1

UL
LISTED

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# 1. TOOLS AND MATERIALS REQUIRED

- Philips screw driver
- Blade screw driver
- 11 mm wrench
- Step ladder
- Wire cutters
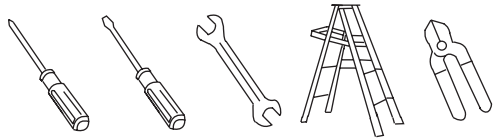
2. PACKAGE CONTENTS

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

Parts	Quantity
a. Blade set	5
b. Mounting bracket	1
c. Fan motor assembly	1
d. Motor housing	1
e. Blade bracket set	5
f. Screw package	

   1) Mounting hardware:
      wood screws (2), screws (2),
      lock washers (4), wire nuts (3),
      washers (2)
   2) Blade attachment hardware:
      screws (16), fiber washers (16)
   3) Motor housing hardware:
      screw (4)
   4) Pull chain and fob
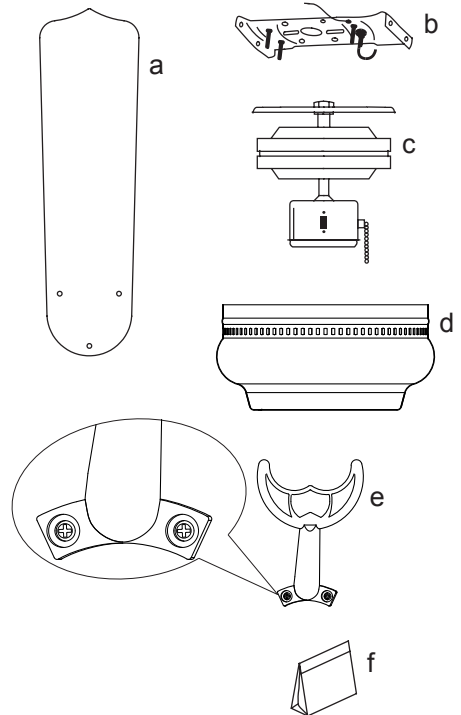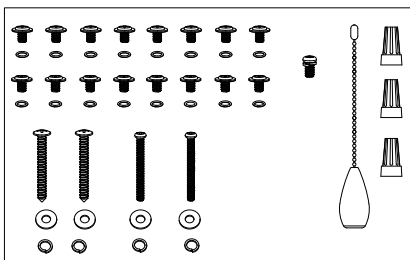
3. SAFETY RULES

1. To reduce the risk of electric shock, insure 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.

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 pounds. Use only UL Listed outlet boxes marked   **"FOR FAN SUPPORT"**.

6. The fan must be mounted with a minimum of 7 feet 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. Avoid placing objects in the path of the blades.

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

10. 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.

11. 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.

12. 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.

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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4. 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 Figure 3.
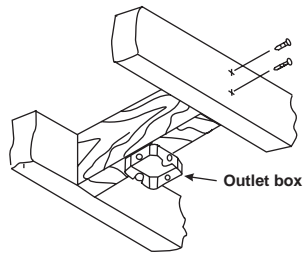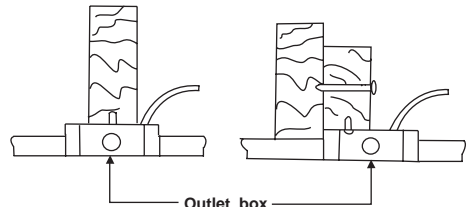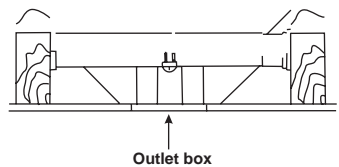

Figure 1

Figure 2

Figure 3

3

5. HANGING THE FAN

REMEMBER to turn off the power. Follow the steps below to hang your fan properly.

1. ATTACH THE MOUNTING BRACKET to the outlet box with two screws and washers provided, making sure the bracket is tight and secure. (Fig. 4)

2. LIFT FAN INTO POSITION by hanging the motor assembly onto the hook of the ceiling mounting bracket allowing it to hang freely. (Fig. 5)

3. MAKING ELECTRICAL CONNECTIONS by connecting the black and blue wire from the fan to the black wire in the outlet box. Then, connect the white wire from the fan to the white wire from the outlet box. Last, connect the green wire from downrod to the green or ground wire from outlet box. (Fig. 5)

4. MOVE FAN INTO POSITION over the four mounting studs and secure with the provided washers and nuts. (Fig. 6)

5. INSTALL THE DECORATIVE HOUSING over the motor assembly and secure with the four mounting screws. (Fig. 7)
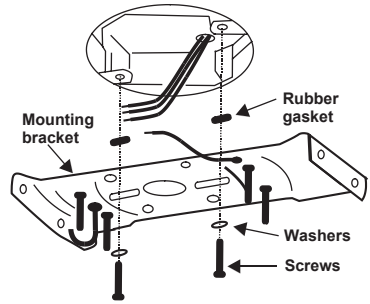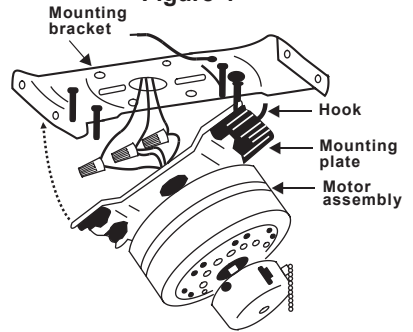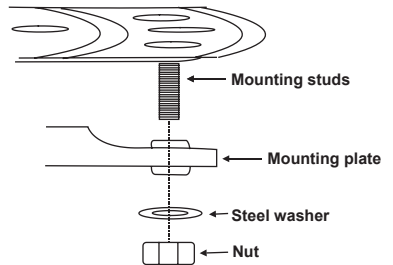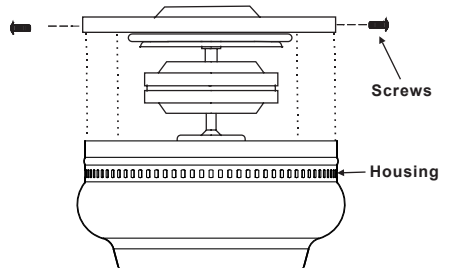
Figure 4

Figure 5

Figure 6

Figure 7

4

6. MAKE 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.

Step 1 Connect the fan supply (black) wire and light supply (blue) wire to the black household supply wire as shown in Figure 8.

Step 2. Connect the neutral fan (white) wire to the white neutral household wire.

Step 3 Connect green or bare copper wire from outlet box to the hanger bracket and downroll ball green ground wires together. (Figure 8)

Step 4 After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and the black and the blue wires are on the other side.

Step 5 Turn the connecting nuts upward and push the wiring into the outlet box.

Figures 9 and 10 illustrate the wiring connections for optional wall control (The wire color out of wall control may vary, see wall control's installation manual for correct wire 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.
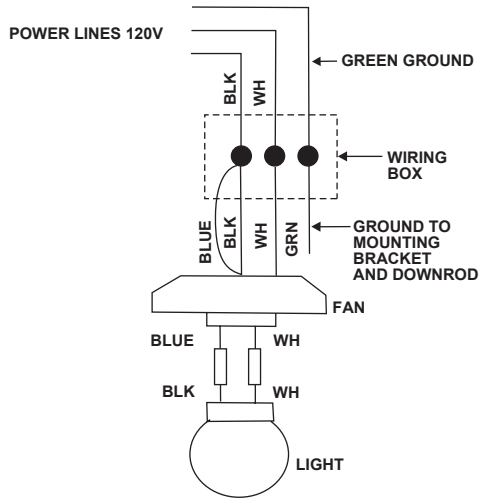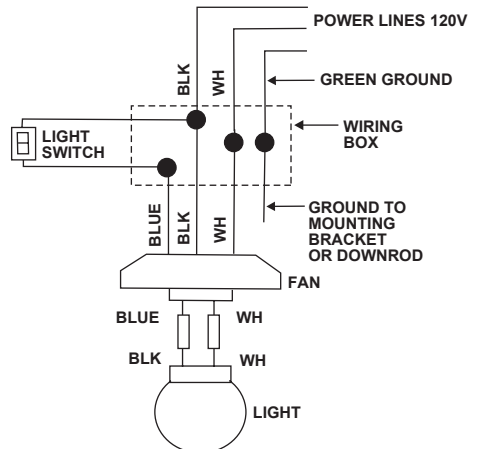
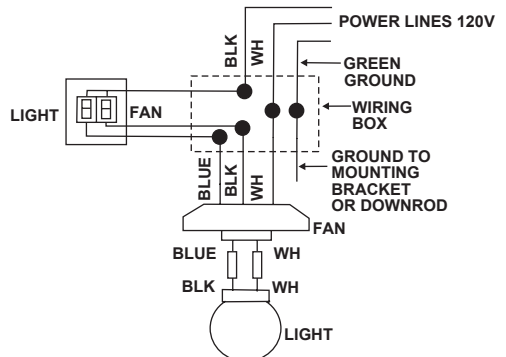**Figure 8**

Figure 9

Figure 10

5

7. ATTACHING THE FAN BLADES

Step 1 Attach the blade to the blade bracket using the screws and fiber washers as shown in Figure 11. Start screw into bracket. Repeat for the two remaining screws.

Step 2 Tighten each screw. Make sure the blade is straight.

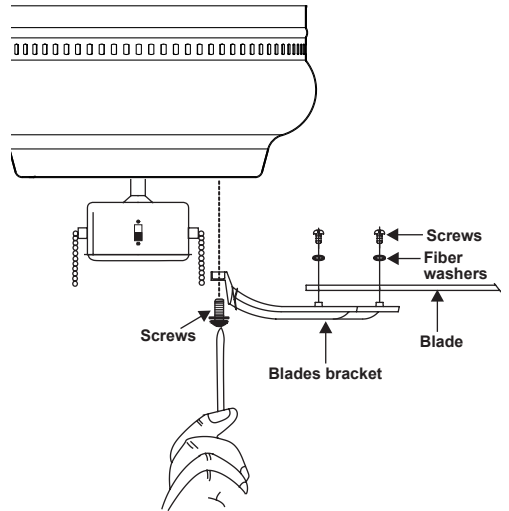Step 3 Fasten blade assembly to motor using the screws supplied. (Fig. 11)

Figure 11

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8. OPERATING YOUR FAN

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

3-speed pull chain- it controls the fan speed as follows: 1 pull- High, 2 pulls- Medium, 3 pulls- Low, and 4 pulls- Off.

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

The slide switch controls directions: forward (switch down) or reverse (switch up).

NOTE: Wait for fan to stop before changing the setting of the slide switch.

Warm weather - (Forward) A downward airflow creates a cooling effect as shown in Fig. 12. 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 in Fig. 13. This allows you to set your heating unit on a cooler setting without affecting your comfort.
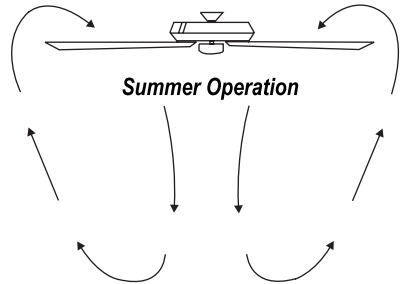
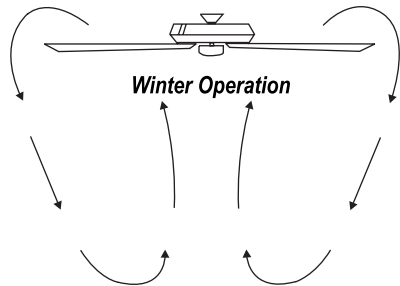*Summer Operation*

Figure 12

Winter Operation

Figure 13

9. 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.

IMPORTANT: MAKE SURE THE POWER IS OFF AT THE ELECTRICAL PANEL BOX BEFORE YOU ATTEMPT ANY REPAIRS. REFER TO THE SECTION "MAKING ELECTRICAL CONNECTIONS".

10. TROUBLESHOOTING

Problem	Solution
Fan will not start.	1. Check circuit fuses or breakers. 2. Check line wire connections to the fan and switch wire connections in the switch housing. **CAUTION:** Make sure main power is off.
Fan sounds noisy.	1. Make sure all motor housing screws are snug. 2. Make sure the screws that attach the fan blade bracket to the motor hub is tight. 3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. **CAUTION:** Make sure main power is off. 4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time. 5. If using an optional light kit, make sure the screws securing the glassware are tight. Check that light bulb is also secure. 6. 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. 7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.
Fan wobble.	1. Check that all blade and blade arm screws are secure. 2. 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". 3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable. 4. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation. WARNING: TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE ARM WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.

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