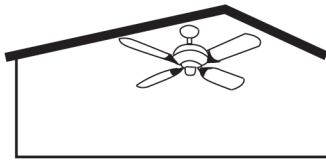


**READ AND SAVE THESE INSTRUCTIONS**

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## **INSTALLATION INSTRUCTIONS**

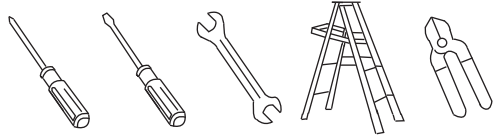


**Model: AC-8354**



# 1. TOOLS AND MATERIALS REQUIRED

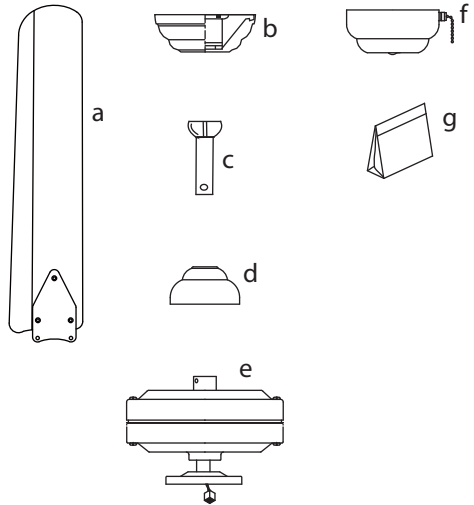
- Philips screw driver
- Blade screw driver
- 11 mm wrench
- Step ladder
- Wire cutters



# 2. PACKAGE CONTENTS

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

- a. Blade set (3)
- b. Hanger bracket assembly
- c. Downrod
- d. Coupling cover
- e. Fan motor assembly
- f. Switch housing
- g. Package hardware
  - 1) Mounting hardware : wood screws (2), screws (2), lock washers (4), washers (2), wire nuts (3)
  - 2) Pull chain and fob
  - 3) Balance Kit



### 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. **CAUTION:** Read all instructions and safety information before installing your new fan. Review accompanying assembly diagrams.
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.
5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only CUL Listed outlet boxes marked **"FOR FAN SUPPORT"**.
6. The fan must be mounted with a minimum of 10 feet clearance from the trailing edge of the blades to the floor.
7. Do not operate the reverse switch while the fan blades are in motion. The fan must be turned off and the blades stopped before reversing the blades 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 CUL Listed and marked suitable for use with the model fan you are installing. Switches must be CUL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.

**WARNING**

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

**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.

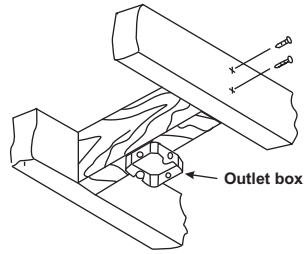
## 4. MOUNTING OPTIONS

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

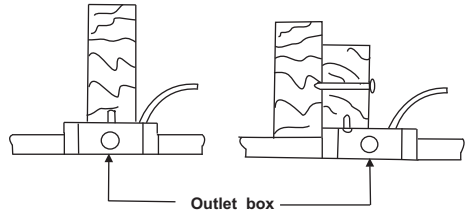
Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs). Do not use plastic outlet boxes.

Figures 1,2 and 3 are examples of different ways to mount the outlet box.

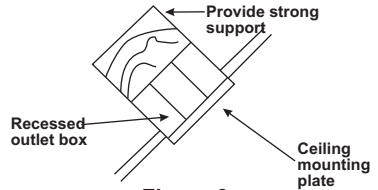
**Note:** You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. (Fig. 3)



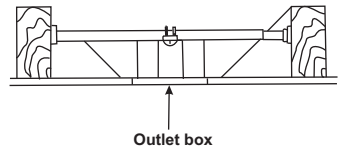
**Figure 1**



**Figure 2**



**Figure 3**



**Figure 4**

# 5. HANGING THE FAN

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

Step 1. Remove the decorative canopy bottom cover from the canopy by turning the cover counter clockwise. (Fig. 5)

Step 2. Remove the hanger bracket from the canopy by removing the 1 of 2 screws from the bottom of the hanger bracket and loosening the other one a half turn from the screw head. Next, turn the canopy counter clockwise to removing the hanger bracket from the canopy. (Figure 5)

Step 3. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 6.

Step 4. Secure the hanger bracket to the ceiling outlet box with the screws and washers provided with your outlet box.

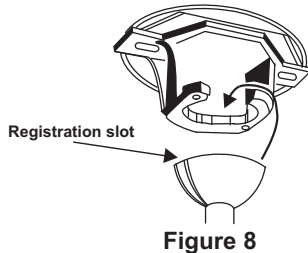
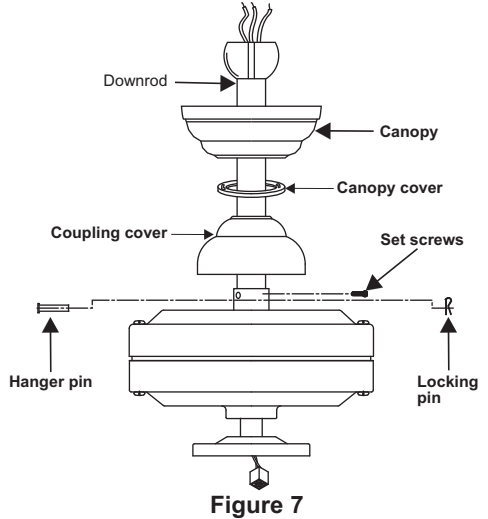
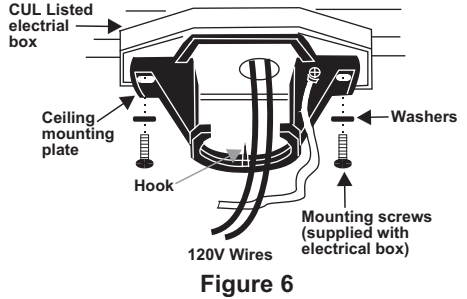
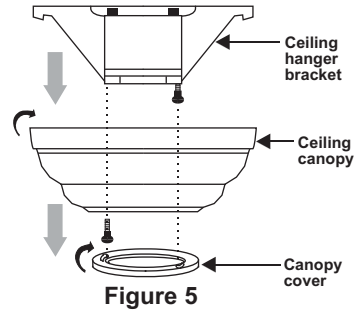
Step 5. Remove the hanger pin, locking pin and set screws from the top of the motor assembly.

Step 6. Route wires exiting from the top of the fan motor through the coupling cover, canopy cover and canopy, then through the ball / downrod. (Fig. 7)

Step 7. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Fig.7). Carefully insert the hanger pin through the holes in the collar and downrod. Be careful not to jam the pin against the wiring inside the downrod. Insert the locking pin through the hole near the end of the hanger pin until it snaps into its locked position, as noted in the circle inset of Fig. 7.

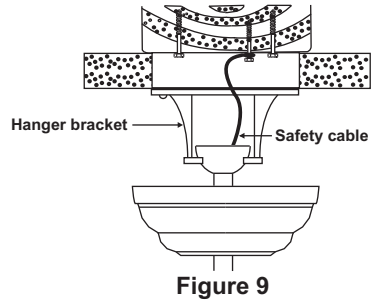
Step 8. Tighten two set screws on top of the fan motor firmly. (Fig. 7)

Step 9. Place the downrod ball into the hanger bracket socket. (Fig. 8)



## 6. INSTALLATION OF SAFETY SUPPORT

An additional safety support is provided to prevent the fan from falling. Secure the safety cable to the ceiling joist with screw and washer, as illustrated in Figure 9.



## 7. MAKE THE ELECTRIC 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 10.

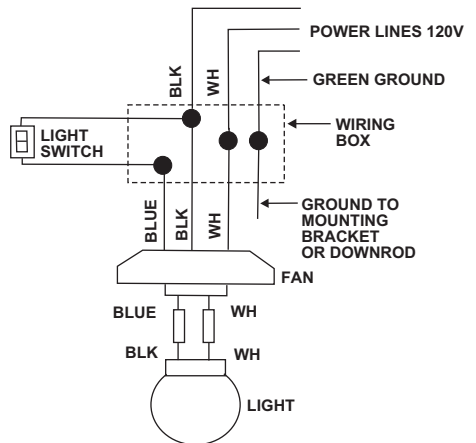
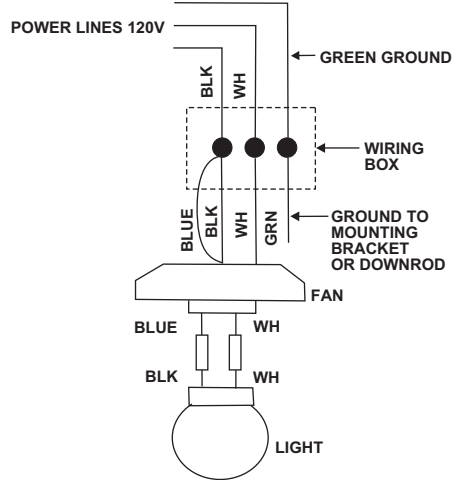
Step 2. Connect the neutral fan (white) wire to the white neutral household wire.

Step 3 Connect the fan ground wire (green) to the household ground wire.

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 11 and 12 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.

## 8. FINISHING THE INSTALLATION

Step 1. Tuck connections neatly into ceiling outlet box.

Step 2. 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. (Fig. 12)

Step 3. Align the circular hole on canopy with the remaining hole on the mounting bracket, secure by tightening the two set screws. **Note:** Adjust the canopy screws as necessary until the canopy and canopy cover are snug.

**Warning:** Make sure tab at bottom of hanger bracket is properly seated in groove of hanger ball bracket before attaching canopy to bracket. Failure to properly seat tab in groove could cause damage to electrical wiring.

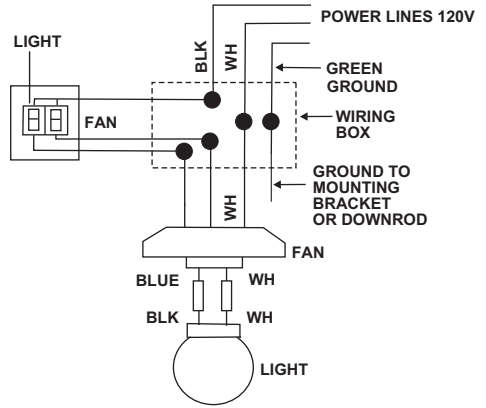


Figure 12

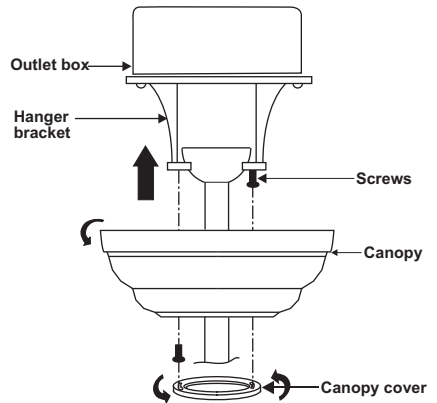


Figure 13

## 9. ATTACHING THE FAN BLADES

Step 1 Fasten blade assembly to motor using the screws supplied. (Fig. 14)

Step 2 Repeat for the two remaining blades.

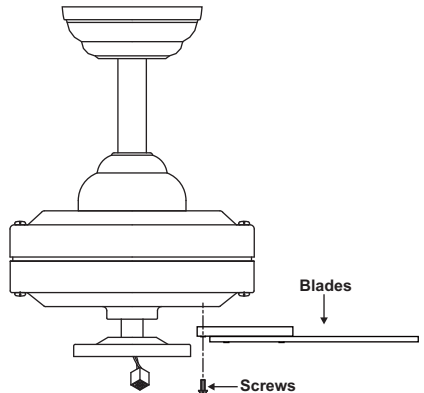


Figure 14

## 10. INSTALLING THE SWITCH HOUSING

**NOTE:** Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at fuse box. Turning power off using the fan switch is not sufficient to prevent electric shock.

1. Remove the screws from the mounting plate under the fan motor.
2. While holding the switch housing under your fan, snap together the wire connection plug. (Figure 15)
3. Raise the switch housing to the mounting plate until the holes in switch housing and mounting plate line up. Reinsert screws to secure in place. (Figure 15)

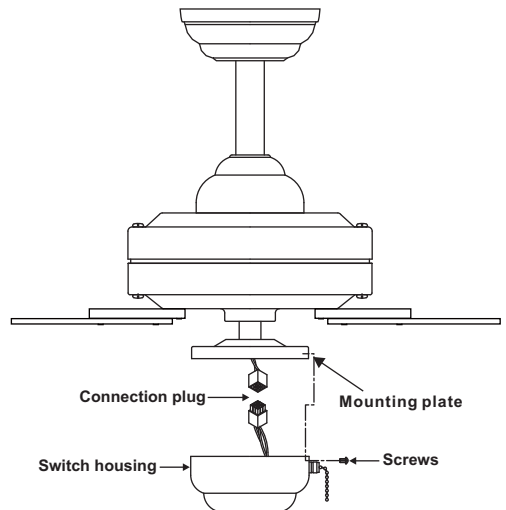


Figure 15



# 11. OPERATING INSTRUCTIONS

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

Turn on the power and check the operation of your fan.

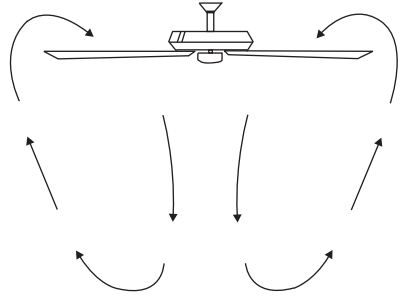
3-speed pull chain- it controls the fan speed as follows: 1 pulls- High, 2 pulls- Medium, 3 pulls- Low, and 4 pulls- Off.

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

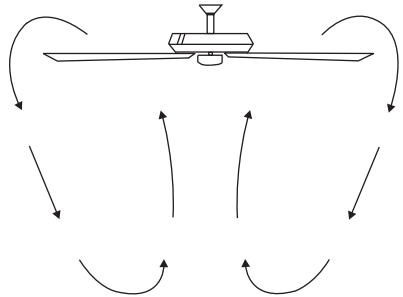
The slide switch controls directions: forward (switch left ) or reverse (switch right ).

Warm weather - (Forward) A downward air flow creates a cooling effect as shown in Figure 16. This allows you to set your air conditioner on a higher setting without affecting your comfort.

Cool weather - (Reverse) An upward airflow moves warm air off the ceiling area as shown in Figure 17. This allows you to set your heating unit on a lower setting without affecting your comfort.



**Figure 16**



**Figure 17**

## 12. 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 sealed ball bearings.

## 13. TROUBLESHOOTING

Problem	Solution
Fan will not start.	<ol style="list-style-type: none"><li>1. Check main and branch circuit fuses or breakers.</li><li>2. Check line wire connections to the fan and switch wire connections in the switch housing.</li></ol>
Fan sounds noisy.	<ol style="list-style-type: none"><li>1. Make sure all motor housing screws are snug.</li><li>2. Make sure the screws that attach the fan blade bracket to the motor hub are tight.</li><li>3. Make sure wire nut connections are not rattling against each other or the interior wall of the switch housing.</li><li>4. Allow a 24-hour "breaking-in" period. Most noises associated with a new fan disappear during this time.</li><li>5. If using ceiling fan light kit, make sure the screws securing the glassware are tight. Check that the light bulb is also secure.</li><li>6. Make sure there is a short distance from the ceiling to the canopy. It should not touch the ceiling.</li><li>7. Make sure your ceiling box is secure and rubber isolator pads are used between mounting bracket and outlet box.</li></ol>
Lights shut off and will not come back on.	<ol style="list-style-type: none"><li>1. This unit may be equipped with a wattage limiting device. Lamping in excess of 190 watts will disable your ceiling fan's light kit. To reset your light kit you must turn the power off and relamp, keeping the wattage under 190 watts. Restore power to your ceiling fan and continue normal operation.</li></ol>
Fan wobble.	<ol style="list-style-type: none"><li>1. Check that all blade and blade arm screws are secure.</li><li>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".</li><li>3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable.</li><li>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.</li></ol> <p><b>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.</b></p>