BOSTON HARBOR

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CEILING FAN INSTALLATION AND OPERATION INSTRUCTION

READ AND SAVE THESE INSTRUCTIONS

c UL us LISTED

FAN RATING AC 120V. 60Hz

SKU# 0754523, 0933853, 0964890 and 5742085

1. 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. If in doubt, consult a qualified electrician.

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

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 7 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 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 or cleaning around 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 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.

12. Electrical diagrams are for reference only. Light kits 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.

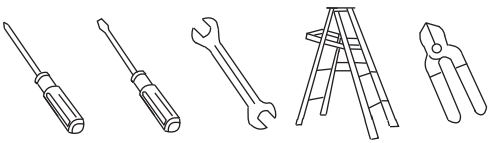
WARNING
TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE ARMS (ALSO REFERRED TO AS BRACKETS) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

NOTE
READ AND SAVE ALL INSTRUCTIONS!

ATTENTION
Under the Energy Policy Act of 2005, federal regulations require all ceiling fans with light kits manufactured or imported after January 1, 2009, to limit the total wattage consumed by the light kit to 190 watts. Therefore, this product is equipped with a 190W limiting device. If lamping exceeds 190 watts, the light kit will shut off automatically until the proper wattage of bulbs are installed. Reset the light kit by turning it off, replacing the bulbs with the correct wattage, and then turning the light kit back on.

2. TOOLS AND MATERIALS REQUIRED

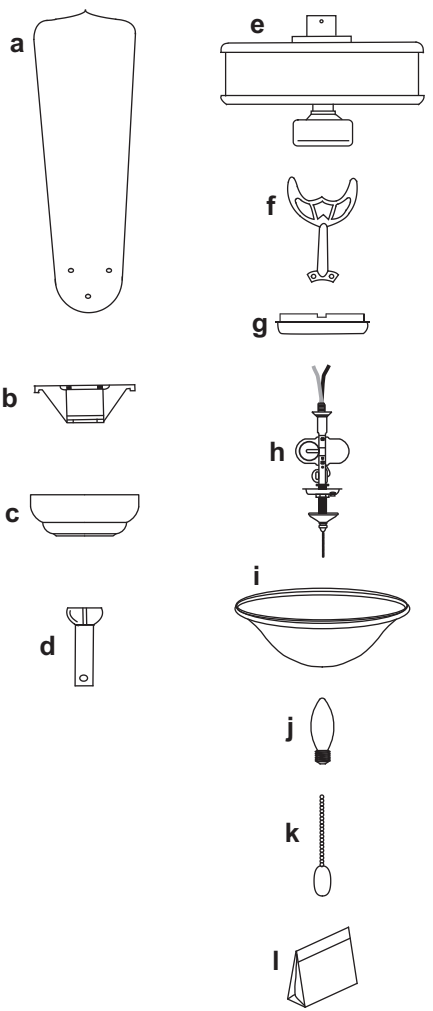
- Philips screw driver
- Blade screw driver
- 11 mm wrench
- Step ladder
- Wire cutters



3. PACKAGE CONTENTS

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

a. Fan blades (5)
b. Hanger bracket
c. Canopy
d. Ball/downrod assembly
e. Fan motor assembly
f. Set of blade brackets (5)
g. Switch housing cover
h. Light kit
i. Glass shade
j. 60 Watt candelabra bulbs (2)
k. Pull chain and fobs (2)
l. Package hardware
   1) Mounting hardware: wood screws (2), lock washers (2), wire nuts (3)
   2) Blade attachment hardware: screws (16), fiber washers (16)
   3) Blade bracket attachment hardware: fiber gaskets (5)
   4) Mounting attachement hardware for close-to-ceiling mount: screws w/lock washers (3)
   5) Safety cable hardware: wood screws, lock washer, metal washer
   6) Balance Kit



4. INSTALLING YOUR FAN

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)

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 4.

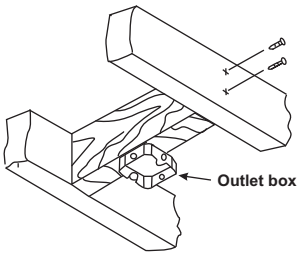


Figure 1

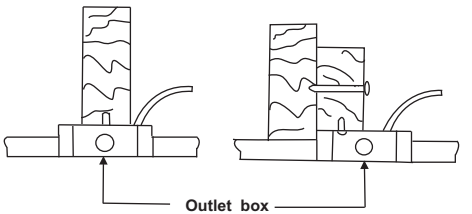


Figure 2

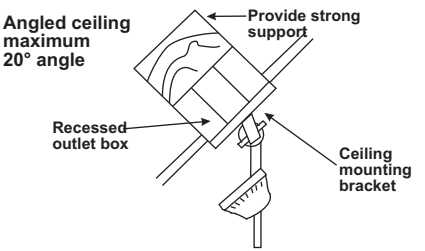


Figure 3

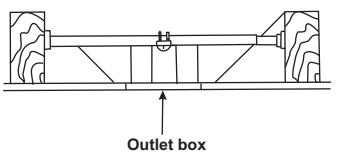


Figure 4

5. HANGING THE FAN

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

NOTE: This ceiling fan is supplied with two types of hanging assemblies; the standard ceiling installation using the downrod with ball and socket mounting and the "close-to-ceiling" installation. The "close-to-ceiling" installation is recommended in rooms with less than 8-foot ceilings or in areas where additional space is desired from the floor to the fan blades. Once you have selected which mounting system you will use, proceed with the following instructions. Where necessary, each section of the instructions will note the different procedures to follow for the two types of mounting.

STANDARD CEILING INSTALLATION

1. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 5.
2. Secure the hanger bracket to the ceiling outlet box using screws and lock washers included with your outlet box. (Fig. 5)
3. Remove the hanger pin, lock pin and set screws from the top of the motor assembly.
4. Route wires exiting from the top of the fan motor through the canopy and then through the ball / downrod. (Fig. 6)
5. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Fig. 6). 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 in locked position, as noted in the circle inset of Figure 6.

WARNING: FAILURE TO PROPERLY INSTALL LOCKING PIN AS NOTED IN STEP 5 COULD RESULT IN FAN LOOSENING AND POSSIBLY FALLING.

6. Tighten two set screws on top of the fan motor firmly. (Fig. 6)
7. Place the downrod ball into the hanger bracket socket. (Fig. 7)

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 7.

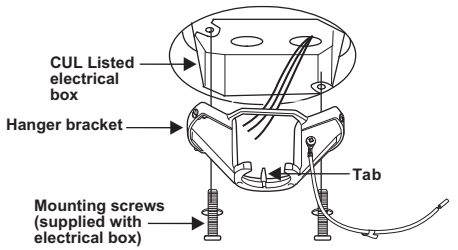


Figure 5

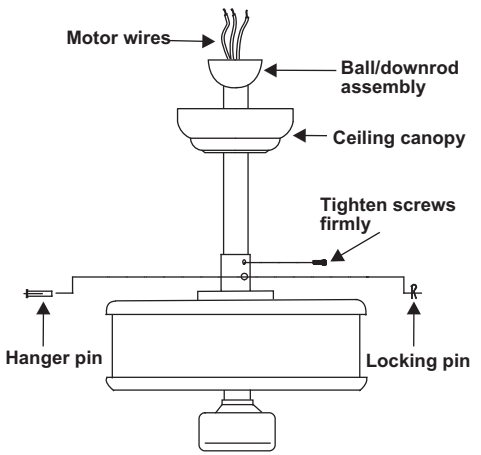


Figure 6

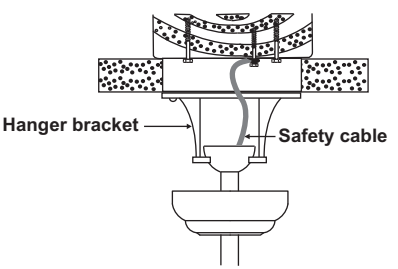


Figure 7

CLOSE-TO-CEILING INSTALLATION

1. Remove the decorative canopy rubber cover from the canopy. (Fig. 8)

2. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 5.

3. Secure the hanger bracket to the ceiling outlet box with the screws and washers provided with your outlet box. (Fig. 5)

4. Tighten the two screws on the outlet box securely.

5. Place the ceiling canopy over the collar at the top of the motor. Align the mounting holes with the holes in the motor and fasten using the screws and lock washers provided (Fig. 9).

6. Tighten the mounting screws securely. (Fig. 9)

WARNING: Failure to completely tighten the three screws in step 5 could result in fan loosening and possibly falling.

7. Hang the fan on the hook of the hanger bracket. Be certain that the canopy is fully locked into hook as shown in Fig. 10.

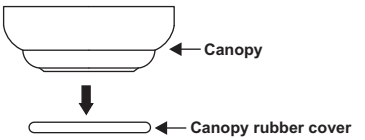


Figure 8

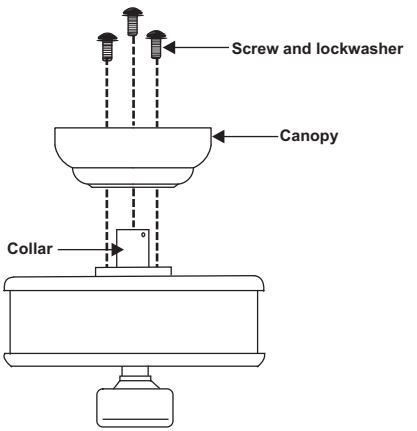


Figure 9

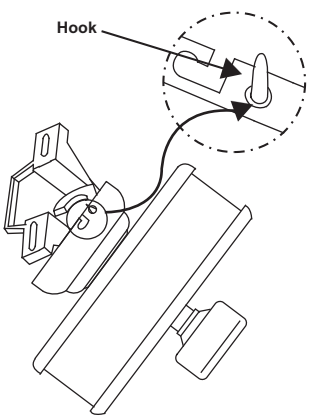


Figure 10

6. 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 11.

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

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. TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT USE THIS FAN WITH ANY SOLID-STATE SPEED CONTROL DEVICE.

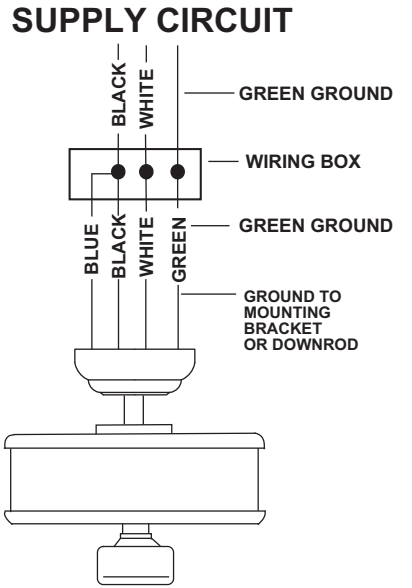


Figure 11

7. FINISHING THE INSTALLATION

STANDARD CEILING INSTALLATION

Slide canopy up to the ceiling as shown in Figure 12. Make sure you place the wires safely into the outlet box. Secure the canopy to the hanger bracket with the four screws with your fan.

CLOSE-TO-CEILING INSTALLATION

Remove the fan from the hook on the hanger bracket. Secure the canopy to the hanger bracket as shown in Figure 13 with four screws included with your fan. Secure the canopy to the hanger bracket with the four screws with your fan.

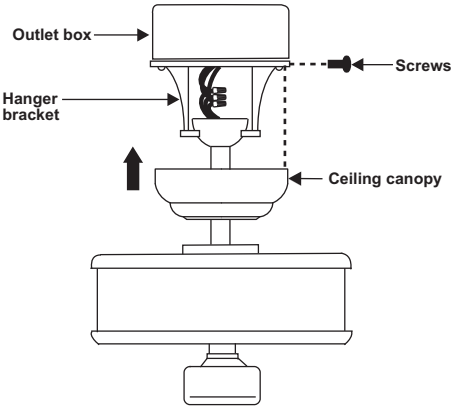


Figure 12

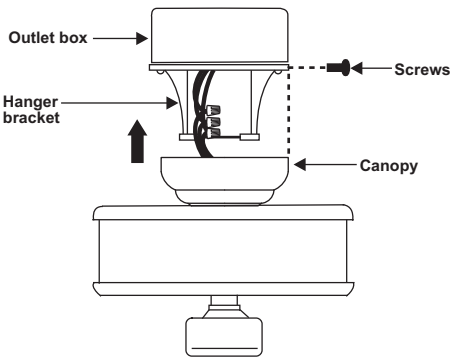


Figure 13

8. ATTACHING THE FAN BLADES

CAUTION
REMOVE THE RUBBER PACKING MOUNTS AND DISCARD BEFORE INSTALLATION.

Step 1 Attach the blades to the blade arms using the screws and fiber washers provided as shown in Fig. 14. Insert a screw into the arm, but do not tighten. Repeat for the other 2 screws and washers.

Step 2 Tighten each screw securely starting with the center screw. Make sure the blade is straight.

Step 3 Fasten blade assemblies to the motor using the screws already installed in the motor housing. (Fig. 15)

All blades are grouped by weight. Because natural woods vary in density, the fan may wobble even though the blades are weighed equally.

The following procedure should correct most fan wobbling problems. Check after each step.

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 as shown in Figure 16. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be within 1/8". (Fig.16)

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 WHEN CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.

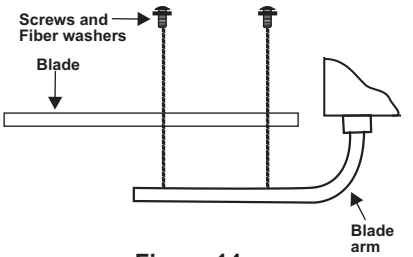


Figure 14

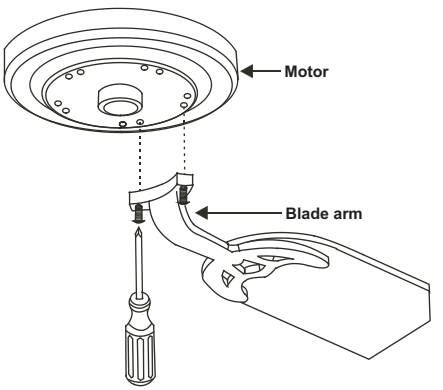


Figure 15

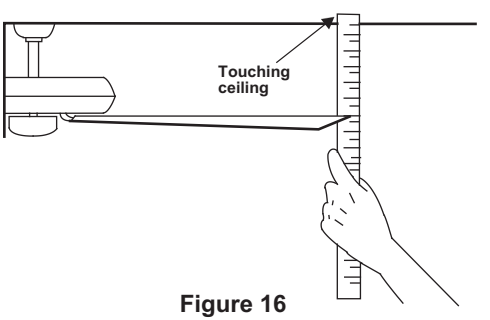


Figure 16

9. INSTALLING THE LIGHT KIT

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

1. Remove the plug from the switch housing cover, attach the light kit to the switch housing cover by feeding the light kit wires (black and white) through the hole of switch housing cover and then screw it onto the switch housing cover by nut & lock washer provided. Be sure it is tight enough to prevent light kit from vibrating loose. (Fig. 17)

2. Raise and hold the light kit close to the switch housing and proceed to do the wire connections. Make the polarized plug connections:
   -White to white
   -Blue to black

3. Carefully push all wires back into the switch housing. Attach the light kit fitter by aligning its keyhole slots with the three screws holes and reversing switch on the side of switch housing. Tighten the three screws.(Fig. 18)

4. Install 2 x 60 watt (Max.) bulbs (provided).

5. Insert the fan pull chain through the eyelet in the shade and cap. Also insert the light kit pull chain through the shade and cap.

6. Place glass shade over the light kit and secure it with the glass cap and decorative nut provided. DO NOT OVER TIGHTEN. (Fig. 18)

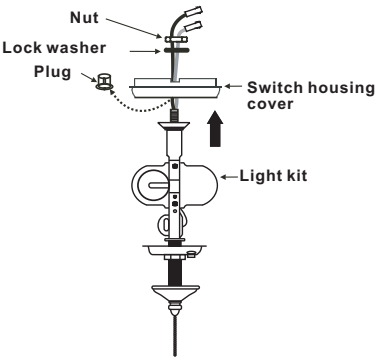


Figure 17

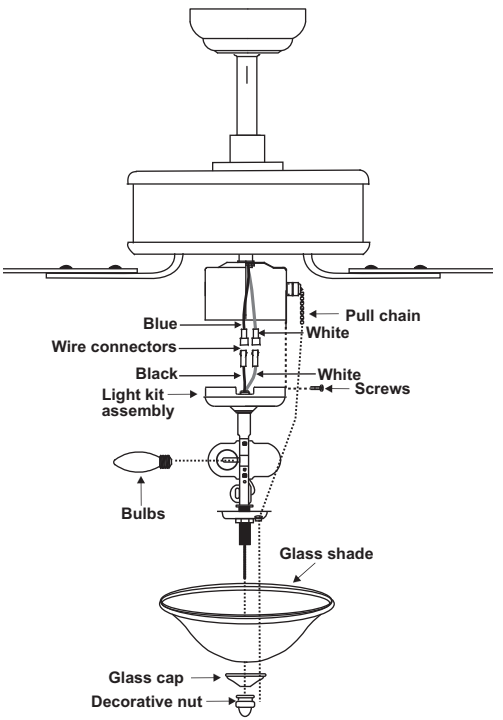


Figure 18

10. OPERATING YOUR FAN

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. There are two pull chains available in your fan:

1. 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.

2. Light kit pull chain- it controls the light kit in "ON" or "OFF".

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

Warm weather - (Counter-Clockwise direction) A downward airflow creates a cooling effect as shown in Figure 19. This allows you to set your air conditioner on a higher setting without affecting your comfort.

Cool weather - (Clockwise direction) An upward airflow moves warm air off the ceiling area as shown in Figure 20. This allows you to set your heating unit on a lower setting without affecting your comfort.

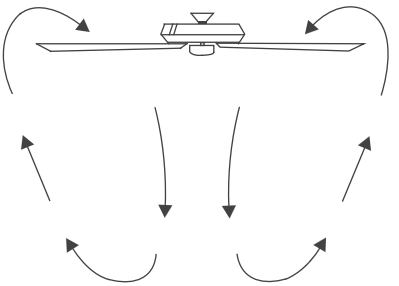


Figure 19

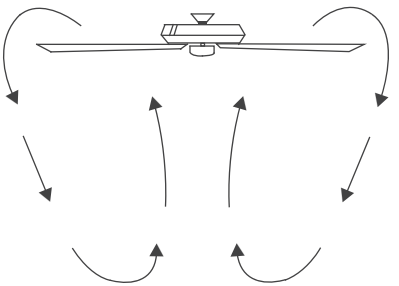


Figure 20

11. 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".

12. 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 brackets to the motor hub are 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 bulbs are 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.
Lights shut off and will not come back on.	1. This unit is 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 re lamp, keeping the wattage under 190 watts. Restore power to your ceiling fan and continue normal operation.

BOSTON HARBOR FANS & LIGHTING WARRANTY

Boston Harbor Fans warrants this fan to be free from defects in workmanship and material present at time of shipment from the factory for 30 years from the date of purchase. This warranty applies only to the original purchaser. Boston Harbor agrees to correct such defect at no charge or at our option replace the ceiling fan with a comparable or superior model.

To obtain warranty service or replacement fan, return the fan to place of purchase, along with original sales receipt. All cost of removal and reinstallation are the expressed responsibility of the purchaser. Any damage to the ceiling fan by accident, misuse or improper installation, or by affixing accessories not produced by this warranty, are at the purchaser' s own responsibility. Boston Harbor assumes no responsibility whatsoever for fan installation during the 30-year 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 for return authorization and shipping instructions so that we may repair or replace the ceiling fan. Any fan or parts returned improperly packaged is the sole responsibility of the purchaser. There is no further expressed warranty. Boston Harbor disclaims any and all implied warranties. The duration of any implied warranty which cannot be disclaimed is limited to the 30-year limited period as specified in our warranty. Boston Harbor 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 also have other rights which vary from state to state.
This warranty supersedes all prior warranties.

Note: A small amount of "wobble" is normal and is not considered a defect.

Purchased from_____Model Number_____
Date Purchased_____Warranty starts on purchase date.

Retain this warranty for future reference.