



CIRRUS/SHORT FAN - INSTALLATION INSTRUCTIONS

SAFETY:

- 1) Be sure junction box is securely attached to ceiling, and that junction box is capable of firmly supporting 50 pounds to provide a suitable safety margin.
- 2) Before beginning installation, avoid risk of being shocked by turning off electricity at the fuse box or circuit breaker.
- 3) If an electrical junction box does not already exist where fan is to be installed, contract a licensed electrician to install junction box and electrical wires according to local electrical codes.
- 4) Be sure to ground fan as a precaution against electrical shock.

PARTS LIST:

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| 1) Fan body /assembly (1) | 5) Blade balancing kit (1) |
| 2) Shrink wrapped blades (3) | 6) <u>Optional</u> extension down rod s(2) |
| 3) Black hanging bracket (1) | 7) Bottom dome |
| 4) Hardware kit (1)-
long junction box screws/washers
blade screws
orange wire nuts | 8) Wall control (1) |

INSTALLATION: Be sure hands and working area are clean prior to assembling fan parts and installing fan.

Begin by removing contents of carton and accounting for all parts as listed above.

- 1) Hanging Bracket- Attach hanging bracket to junction box using original junction box screws, or junction box screws included with fan. If mounting on a sloped, or pitched ceiling, attach hanging bracket so that screws are aligned parallel with the slope of the ceiling (i.e. one screw should be directly up slope, and the other directly down slope). If your ceiling slope exceeds a 33-degree pitch, you will need a 45-degree slope ceiling adapter (part #MF045), sold separately.
- 2) Down rod- This fan is packaged and preassembled with a standard 6" down rod and half ball for an overall length of 17". If you purchased a longer fan, a second and third down rod are also included in the carton (one is **under the foam**). To install longer down rod:
 - a) Remove half-ball assembly, canopy, and and loosen set screw in bushing just above top dome of fan body. Slide bushing and top dome up and off down rod, and remove pin/cotter pin assembly from 6" down rod at its terminus near motor. Remove down rod. Take note of these assemblies as they will have to be reassembled later.
 - b) Route three fan wires through selected down rod, and insert end of rod into coupling on fan body. This may require loosening of the set screws on coupling.
 - c) Rotate down rod until hole in coupling and hole on end of down rod are aligned, and insert pin, washer, cotter pin assembly. Tighten set screws in coupling until down rod is held firmly in position.
 - d) Route wires through the top dome and bushing and slide these parts down to motor housing. Tighten set screw on bushing. Then route wires through ceiling canopy center hole with the open side of canopy facing up, and rest the canopy on the top dome.
 - g) Route wires through half-ball and slide half-ball onto down rod. Slip the half-ball stopper-pin through the hole in the end of down rod, and slide half-ball back up down rod until stopper pin fits into slot in half-ball. Tighten set screw firmly to hold in place.
- 3) Hanging fan- With half-ball securely positioned on down rod, and stopper pin in half-ball slot as instructed above (or as originally shipped), lift fan and position half-ball in hanging bracket. Be sure not to pinch wires between bracket and half-ball. Rotate down rod and fan until ridge on hanging bracket slips into slot in half-ball.
- 4) Wiring- With fan hanging securely, and electricity off, connect the hot wire from the ceiling junction box to the black wire from the fan motor, and connect the white wire from the fan motor to the neutral wire from the ceiling junction box. Cap off the blue wire from the optional fan light with a wire nut.

Important: Double check that all electrical connections are secure and taped using UL approved electrical tape. Cap any extra wires with a wire nut. Never turn on electricity when bare wire(s) is exposed.

- 5) Canopy- Loosen canopy screws on sides of hanging bracket and slide canopy up to ceiling. Position canopy so that the screws on sides of hanging bracket slide into slots on canopy, and tighten down screws to hold canopy in place. Be sure not to pinch wires between canopy and hanging bracket, or between canopy and ceiling.

INSTALLATION CONTINUED.....

- 6) Blades- Blades are weighed and matched at factory. Do not mix blades from different packaged sets.
- Remove blades from plastic packaging, and organize blade screws.
 - Remove bottom threaded bottom "dome" to expose interior, threaded holes for blade attachment.
 - Insert first blade into rotor slot, and insert /screw blades screws into corresponding holes loosely. Once all three screws are loosely in position, tighten firmly. Repeat for each additional blade until all three blades are installed, and reinstall bottom "dome", or move on to the light kit.

8) Controls-

- MF001-** (Fan Speed control) With electricity off, wire the wall control in-line to the hot wire leading to the ceiling junction box. Attach wall plate and turn main power on to begin operating your fan.

Important: Double check that all electrical connections are secure and taped using UL approved electrical tape. Cap any extra wires with a wire nut. Never turn on electricity when bare wire(s) is exposed.

OPERATION:

- Speed setting- Your fan can operate on any of the four speed settings determined by your wall control.
- Reverse Switch- **IMPORTANT: Make sure the fan is off and the blades are still before reversing the fan.**
The reverse switch is located on the side of the switch housing inside the bottom dome, and provides a choice in the direction of airflow. Generally, downward air movement is more desirable in summer, providing a cooling effect on the body. Upward airflow is generally better for winter, bringing the the warm air trapped against the ceiling down around the outside of the room, without causing a draft directly under the fan. The higher the ceiling, the less important the winter setting becomes, and the fan can be run with a downward airflow at low or medium speed during the winter.

MAINTENANCE:

Your fan has been designed to give you many years of care-free service. The bearings in the motor are sealed, so they require absolutely no servicing, lubrication, or maintenance of any kind. The housing surface is sealed with a clear coating to prevent discoloration or tarnishing of the finish.

Periodic surface cleaning of the fan body and blades is the only maintenance needed. Surface smudges, dirt, or dust can easily be removed by using a slightly dampened soft cloth. An antistatic agent can be used, but never use abrasive cleaning agents that will damage the finish. Never use a cloth saturated with water to clean your ceiling fan. Excess water could cause electrical shock and blade warping. Always be certain the fan control switch is in the off position before cleaning the fan.

BALANCING:

The moving parts of this fan have been dynamically balanced to help eliminate wobbling. In addition, the blades have been weighed and matched to further prevent against any wobbling. Should your fan wobble upon installation, confirm that all blade screws are completely tightened, and use the blade balancing kit as instructed.