



## CIRRUS/HUGGER - 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:**

- |                              |   |
|------------------------------|---|
| 1) Fan body (1)              | 5) Hardware kit (1)- long junction box screws/washers,<br>blade screws, & wire nuts |
| 2) Shrink wrapped blades (4) | 6) Wall control (1)   |
| 3) Black mounting plate (1)  | 7) Bottom dome (1)  |
| 4) Blade balancing kit (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) Mounting Plate- Attach mounting plate to junction box using original junction box screws, or junction box screws included with fan. Route wires from junction box through center hole in mounting plate.
- 2) Suspend Fan- Open the security cable loop attached to the mounting plate and secure it around the black hook inside the fan canopy. Allow the fan to hang freely once the security cable is secured around hook. This will allow for use of both hands in performing wiring connections.
- 3) Wiring- With fan hanging securely on cable, 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 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.

- 4) Secure Fan to Mounting Plate- Attach fan to mounting plate using the "twist-lock" mechanism.
  - a) With wiring complete, position fan canopy on mounting plate so that the mounting plate tabs are aligned with tab-slots on the inside edge of the fan canopy.
  - b) With tabs in position, twist fan body until the three set screw holes on the side of the canopy are aligned with the hole on the side of the mounting plate. (If holes don't align, repeat this step with the fan repositioned 180 degrees, reversing the matched tabs/tab-slots).
  - c) Be sure not to pinch wires between canopy and mounting plate or ceiling.
  - d) Insert and hand start the three set screws. With all three screws loosely in place, firmly tighten each of them.
- 5) Blades- Blades are weighed and matched at factory. Do not mix blades from different packaged sets.
  - a) Remove blades from plastic packaging, and organize blade screws.
  - b) Remove bottom "dome" to expose interior, threaded holes for blade attachment.
  - c) 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 are installed, and reinstall bottom "dome".
- 7) Controls- 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.

## INSTALLATION CONTINUED.....

### **OPERATION:**

- 1) **Speed setting-** Your fan can operate on any of the four speed settings indicated on your control.
- 2) **Reverse Switch- IMPORTANT: Make sure the fan is off and the blades are still before reversing the fan.**  
The reverse switch is located inside the bottom dome on the side of the switch housing unit, 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.