FANIMATION®
SHOWROOM COLLECTION

# PALMA™ CEILING FAN

MODEL #FP6258BNMW
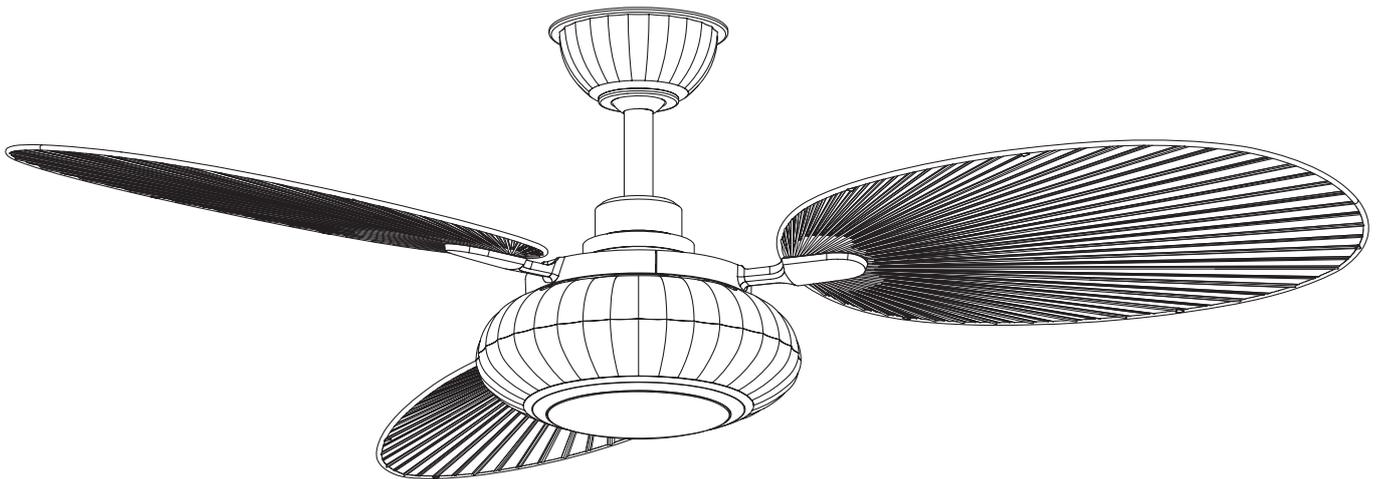
ATTACH YOUR RECEIPT HERE AND REGISTER YOUR FAN AT FANIMATION.COM
READ AND SAVE THESE INSTRUCTIONS

energy
ENERGY STAR

Purchase Date _____ Net Weight 24.69 lbs (11.2 kgs)

📞 **Questions, problems, missing parts?** Before returning to your retailer, call our customer service department at 1-888-567-2055, 8 a.m.-5 p.m., EST, Monday-Friday.

Important Safety Instructions

WARNING: To avoid fire, shock and serious personal injury, follow these instructions.

1. Read your owner's manual and safety information before installing your new fan. Review the accompanying assembly diagrams.
2. Before servicing or cleaning unit, switch power off at service panel and lock service panel disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.
3. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
4. Do not insert anything into the fan blades while the fan is operating.
5. Do not operate reversing switch until fan blades have come to a complete stop.
6. The appliance is not intended for use by young children or infirm persons without supervision. Young children should be supervised to ensure that they do not play with the appliance.

Additional Safety Instructions

1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
2. All wiring and installation procedures must satisfy National Electrical Codes (ANSI/ NFPA 70-1999) and Local Codes. The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
3. The fan base must be securely mounted and capable of reliably supporting at least 35 lbs. See page 6 of owner's manual for support requirements. Consult a qualified electrician if in doubt.
4. The fan must be mounted with the fan blades at least 7 feet from the floor to prevent accidental contact with the fan blades.
5. Follow the recommended instructions for the proper method of wiring your ceiling fan. If you do not have adequate electrical knowledge or experience, have your fan installed by licensed electrician.
6. This fan is to be used in dry and damp locations.

7. For supply connections, if the conductor of a fan is identified as a grounded conductor, then it should be connected to a grounded conductor power supply. If the conductor of a fan is identified as an ungrounded conductor, then it should be connected to an ungrounded conductor power supply. If the conductor of a fan is identified for equipment grounding, then it should be connected to an equipment grounding conductor.

WARNING: TO REDUCE THE RISK OF SHOCK, THIS FAN MUST BE INSTALLED WITH A GENERAL USE ISOLATING WALL CONTROL/SWITCH.

WARNING: This product is designed to use only those parts supplied with this product and/or accessories designated specifically for use with this product. Using parts and/or accessories not designated for use with this product could result in personal injury or property damage.

WARNING: To reduce the risk of personal injury, do not bend the blade bracket (flange or blade holder) when installing the brackets, balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

LIMITED LIFETIME WARRANTY
Extends to the original purchaser of a Fanimation Fan

1. LIMITED LIFETIME MOTOR WARRANTY - If any part of your fan motor fails, due to a defect in materials or workmanship during the lifetime of the original purchaser, Fanimation will provide the replacement part free of charge, when the defective fan is returned to our national service center. Proof of purchase is required. Customer shall be responsible for all costs incurred in the removal or reinstallation and shipping of the product for repairs or replacement.
2. ONE YEAR MOTOR LABOR WARRANTY - If your fan motor fails at any time within one year from the original purchase, due to defects in materials or workmanship, labor to repair the motor will be provided free of charge at our national service center. Purchaser will be responsible for labor charges after this one-year period. Customer shall be responsible for all costs incurred in the removal or reinstallation and shipping of the product for repairs or replacement.
3. If any other part of your fan fails at any time within one year after original purchase, due to a defect in materials or workmanship, we will repair, or replace, at our option, the defective part free of charge for parts and labor performed at our national service center.
4. If any other part of your light kit fails at any time within five years after original purchase, due to a defect in materials or workmanship, we will repair, or replace, at our option, the defective part free of charge for parts and labor performed at our national service center.
5. Because of varying climate conditions, this warranty does not cover changes in the finish, including rusting, pitting, corroding, tarnishing, or peeling.
6. This warranty is void and does not apply to damage from improper installation, neglect, accident, misuse, exposure to extremes of heat or humidity, or as a result of any modification to the original product.
7. All costs of removal and reinstallation of the fan are the sole responsibility of the owner of the fan and not the store that sold the fan or Fanimation.
8. Fanimation reserves the right to modify or discontinue any product at any time and may substitute any part under this warranty.
9. Under no circumstances may a fan be returned without prior authorization from Fanimation. The receipt of purchase must accompany authorized returns and must be sent freight prepaid to Fanimation. The fan to be returned must be properly packed to avoid damage in transit; Fanimation will not be responsible for any damage resulting from improper packaging.
10. It is understood that any repair or replacement is the exclusive remedy available from Fanimation. There is no other expressed or implied warranty. Fanimation hereby disclaims any and all implied warranties, including, but not limited to those of merchantability and fitness for a particular purpose to the extent permitted by law. Some states do not allow limitations on implied warranties. Fanimation will not be liable for incidental, consequential, or special damages arising out of or in conjunction with product use or performance, except as may otherwise be accorded by law. This warranty gives you special legal rights and you may also have other rights that vary from state to state.
11. A certain amount of wobble is normal and should not be considered a problem or a defect.

Table of Contents

This manual is designed to make it as easy as possible for you to assemble, install, operate, and maintain your ceiling fan

Tools Needed for Assembly

- One Phillips head screwdriver (supplied)
- One 1/4″ flat head screwdriver (supplied)
- One hex wrench (not supplied)
- One stepladder
- One wire stripper

⚠ WARNING

Before assembling your ceiling fan, refer to section on proper method of wiring your fan (page 9). If you feel you do not have enough wiring knowledge or experience, have your fan installed by a licensed electrician.

Materials

Wiring outlet box and box connectors must be of type required by local code. The minimum wire would be a 3-conductor (2-wire with ground) of the following size:

Installed Wire Length	Wire Size A.W.G.
Up to 50 ft.	14
50 - 100 ft.	12

NOTE: Place the parts from the loose parts bags in a small container to keep them from being lost. If any parts are missing, contact your local retailer.

Unpacking Instructions

For your convenience, check-off each step. As each step is completed, place a check mark. This will ensure that all steps have been completed and will be helpful in finding your place should you be interrupted.

⚠ WARNING

Do not install or use fan if any part is damaged or missing. This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Fanimation. Substitution of parts or accessories not designated for use with this product by Fanimation could result in personal injury or property damage. Contact your retail store for missing or damaged parts.

1. Check to see that you have received the following parts:

NOTE: If you are uncertain of part description, refer to exploded view illustration.

- Hanger Bracket Assembly
- Downrod/Hanger Ball Assembly
- Ceiling Canopy
- Canopy Screw Cover
- Motor Coupling Cover
- Motor Assembly
- Housing Assembly
- Light Screw Cover Assembly
- LED Assembly
- Steel Cap
- Blade Set
- Blade Holder Set
- Wall Control

- Hardware bags:
  – Seven 1/4″-20 screws (blade holder to fan motor hub)
  – Ten 3/16 ″-24 washer-head screws (blade to blade holder)
  – Fiber Washers
  – Phillips Screwdriver 4″
  – Wire Connectors
  – Balance Kit
  – Bag Assembly Safety Cable

Hanger Bracket Assembly

Motor Coupling Cover

LED Assembly

Wall Control

Downrod/ Hanger Ball Assembly

Motor Assembly

Steel Cap

Ceiling Canopy

Housing Assembly

Light Screw Cover Assembly

Canopy Screw Cover

Blade Holder Set

Hardware bags

Blade Set

Energy Efficient Use of Ceiling Fans

Ceiling fan performance and energy savings rely heavily on the proper installation and use of the ceiling fan. Here are a few tips to ensure efficient product performance.

Choosing the Appropriate Mounting Location
Ceiling fans should be installed, or mounted, in the middle of the room and at least 7 feet above the floor and 18 inches from the walls. If ceiling height allows, install the fan 8 - 9 feet above the floor for optimal airflow. Consult your Fanimation Retailer for optional mounting accessories.

Turn Off When Not in the Room
Ceiling fans cool people, not rooms. If the room is unoccupied, turn off the ceiling fan to save energy.

Using the Ceiling Fan Year Round
Summer Season: Use the ceiling fan in the counter-clockwise direction. The airflow produced by the ceiling fan creates a wind-chill effect, making you "feel" cooler. Select a fan speed that provides a comfortable breeze, lower speeds consume less energy.
Winter Season: Reverse the motor and operate the ceiling fan at low speed in the clockwise direction. This produces a gentle updraft, which forces warm air near the ceiling down into the occupied space. Remember to adjust your thermostat when using your ceiling fan - additional energy and dollar savings could be realized with this simple step!

Electrical and Structural Requirements

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 HZ, 15 Amp Circuit. Electrical code requires use of a fan-rated outlet box to support the extra weight and motion associated with a ceiling fan. A fan-rated box will be labeled as such and typically supports up to a 70lb ceiling fan. Fan-Rated Outlet Boxes vary in ratings and design. Ensure the ratings of your ceiling fan outlet box meet the requirements for the ceiling fan being installed. Figure 1, Figure 2 and Figure 3 depicts different structural configurations that may be used for mounting the outlet box.

Low profile box (Figure 1)
A $1/2$-in.-deep pancake box is meant to be screwed to a joist or block. It's used if only one cable is coming into the box. It is also available in a saddle-mount configuration.

Deep box (Figure 2)
A 2-1/4-in.-deep box can be attached to blocking between joists and is roomy enough to handle more than one cable.

Figure 1

Figure 2

4

Deep box with brace (Figure 3)

Paired with a deep box, this hanger is meant to span between two joists and takes the place of wooden blocking.

> ⚠ **WARNING**
>
> **To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked acceptable for fan support of 15.9 kg (35 lbs) or less and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of luminaires are not acceptable for fan support and may need to be replaced, consult a qualified electrician if in doubt.**

If your fan is to replace an existing light fixture, turn electricity off at the main fuse box at this time and remove the existing light fixture.
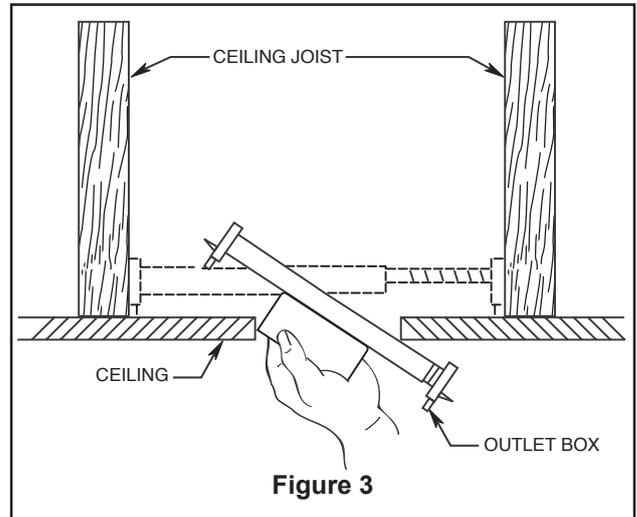
> ⚠ **WARNING**
>
> **Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.**

> ⚠ **WARNING**
>
> **To avoid fire or shock, follow all wiring instructions carefully. Any electrical work not described in these instructions should be done or approved by a licensed electrician.**

> ⚠ **WARNING**
>
> **Do not operate this fan with a variable (Rheostat) wall controller or dimmer switch. Doing so could result in damage to the ceiling fan's remote control unit.**

Figure 3

How to Assemble Your Ceiling Fan

1. Remove the hanger ball portion from the downrod/ hanger ball assembly by loosening the set screw in the hanger ball until the ball falls freely down the downrod. Remove the pin from the downrod, then remove the hanger ball. Retain the pin and hanger ball for reinstallation in Step 6. (Figure 1)
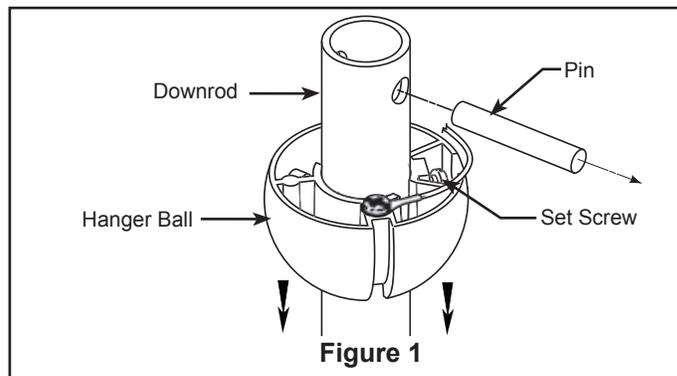
Figure 1

2. Remove the hairpin clip and clevis pin from the bottom of the downrod. Retain the pin and clip for reinstallation in Step 4. (Figure 2)
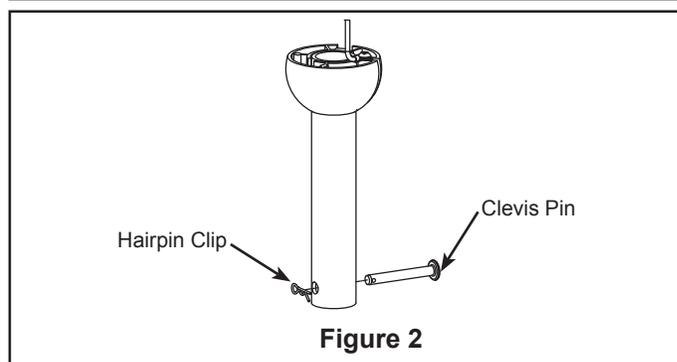
Figure 2

3. Loosen the two set screws and locking nuts in the downrod support of the motor assembly. Route the black, white and blue wires and safety cable through the downrod. (Figure 3)

Figure 3
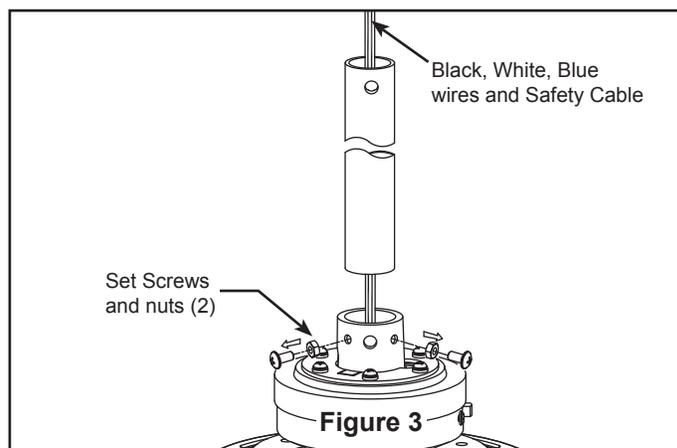
4. Slide downrod into the downrod support on top of the motor. Install the clevis pin by aligning the holes in the downrod support with holes in the downrod. Secure clevis pin with hairpin clip. Install and tighten the two set screws with nuts in the downrod support. (Figure 4)
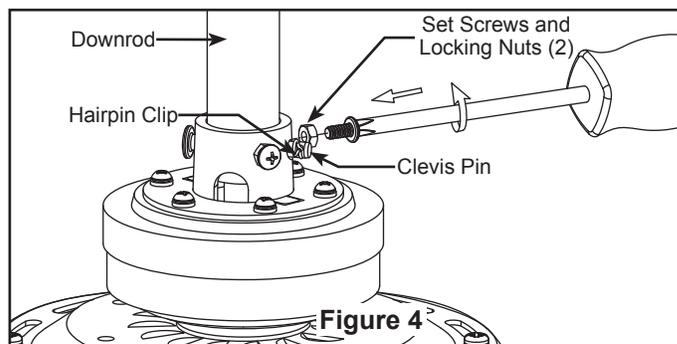
⚠ WARNING

It is critical that the clevis pin in the downrod support is properly installed and the set screws and nuts are securely tightened. Failure to do so could result in the fan falling.

Figure 4

How to Assemble Your Ceiling Fan (continued)

5. Route wires through motor coupling cover, canopy screw cover and ceiling canopy. (Figure 5)

Ceiling Canopy

Canopy Screw Cover

Motor Coupling Cover

Figure 5
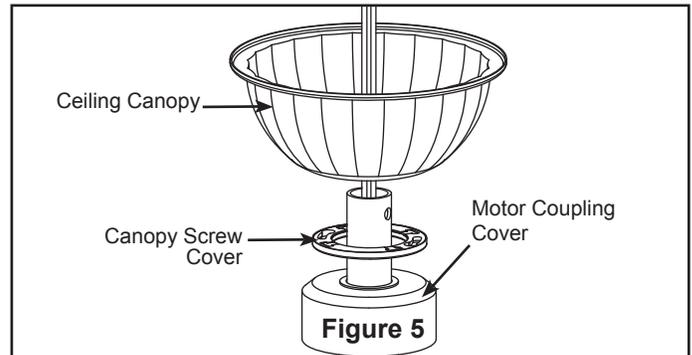
6. Reinstall the hanger ball on the downrod as follows. Route the black, white and blue wires and safety cable through the hanger ball. Position the pin through the two holes in the downrod and align the hanger ball so the pin is captured in the groove in the top of the hanger ball. Pull the hanger ball up tight against the pin. Securely tighten the set screw in the hanger ball. A loose set screw could create fan wobble. (Figure 6)
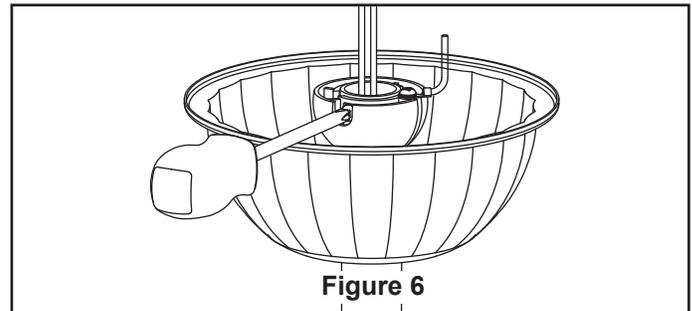
Figure 6

7. Cut off excess lead wire approximately 6 to 9 inches above top of the downrod. Strip insulation off 1/2 inch from the end of each lead wire. (Figure 7)

NOTE: All set screws must be checked, and retightened where necessary, before installation.

6 to 9 in.
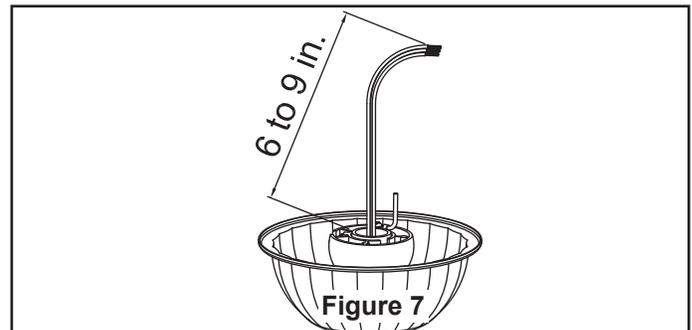
Figure 7

How to Hang Your Ceiling Fan

⚠ WARNING

To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before hanging. (Figure 1)
NOTE: If you are not sure if the outlet box is grounded, contact a licensed electrician for advice, as it must be grounded for safe operation.

⚠ WARNING

The fan must be hung with at least 7′ of clearance from floor to blades. (Figure 2)

⚠ WARNING

The outlet box must be securely anchored and capable of withstanding a load of at least 35 lbs. Hanger bracket must seat firmly against outlet box. If the outlet box is recessed, remove wallboard until bracket contacts box. If bracket and/or outlet box are not securely attached, the fan could wobble or fall.

CAUTION

Do not connect fan blades until the fan is completely installed. Hanging fan with blades connected may result in damage to the fan blades.

1. Using the ⅜″ x 2″ lag bolt and flat washer, attach safety cable to ceiling joist or wood structural member. The lag bolt will pass through the flat washer, safety cable loop, and into the building structure (Figure 3). You will first drill a ¼″ pilot hole into the building structure to prevent splitting or cracking.

2. Securely attach the hanger bracket to ceiling junction box **acceptable for ceiling fan support.**
NOTE: Ceiling support cable cannot be secured to junction box only, it must be directly secured to ceiling joist or structural member using the ⅜″ x 2″ lag bolt and flat washer. (Figure 3)

3. Make sure the electrical supply wires, including the hanger bracket grounding wire and safety cable, are pulled through the downrod, between the hanger bracket and the junction box so that electrical connections can be made later.

4. Carefully lift the fan and seat the downrod/hanger ball assembly on the hanger bracket that was just attached to the ceiling joist. Be sure the groove in the ball is lined up with tab on the hanger bracket. (Figure 4)

5. Attach the safety cable to ceiling support cable. Slide cable clamp onto safety cable (from fan). Place the end of cable through the loop of ceiling support cable. Pull as much cable through loop as possible. Feed end of cable into clamp hole and firmly tighten screw (Figure 4). Cut off excess safety cable.

⚠ WARNING

Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.

MAIN FUSE BOX

Figure 1

CEILING

NO LESS THAN 7 FEET

FLOOR

Figure 2

WOOD MEMBER (2" X 4" APPROX.)

CEILING JOIST

CEILING

JUNCTION BOX

CEILING SUPPORT CABLE

HANGER BRACKET

Figure 3

ATTACH SAFETY CABLE TO CEILING SUPPORT CABLE

TAB

DOWNROD/HANGER BALL ASSEMBLY

NOTE: SUPPLY WIRES AND FAN WIRES OMITTED FOR CLARITY
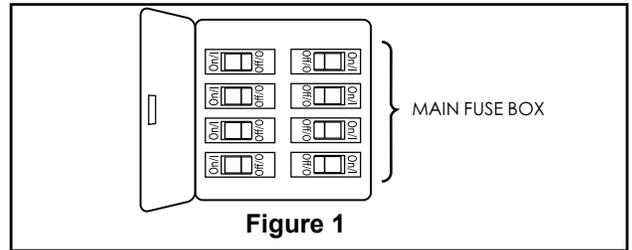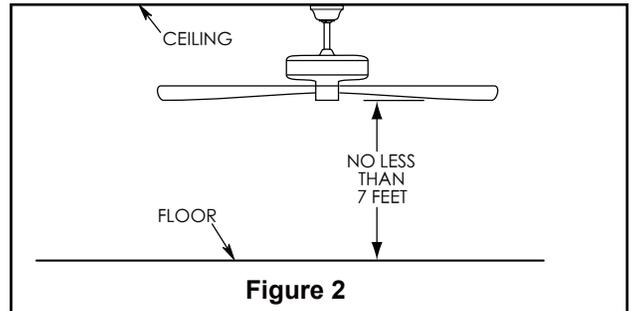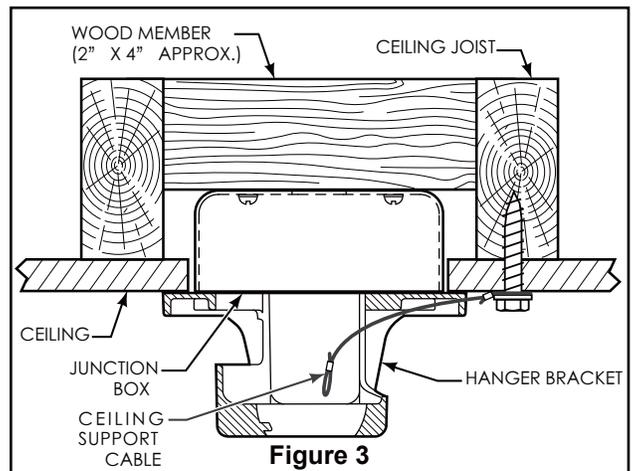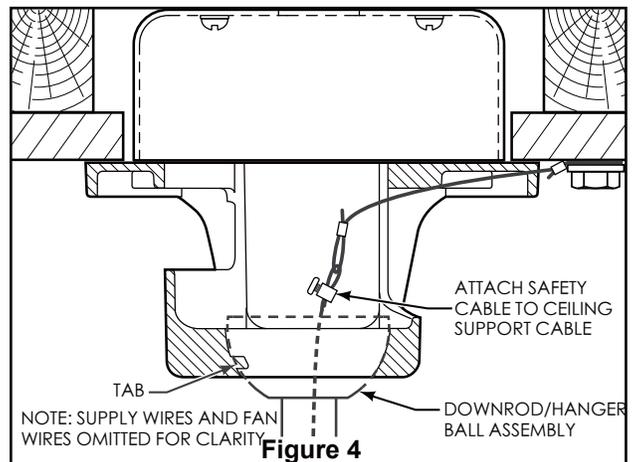
Figure 4

HARDWARE USED:

CEILING SUPPORT CABLE CLAMP W/SCREW

X 1

⚠ WARNING

To avoid possible shock, do not pinch wires between the downrod/hanger ball assembly and the hanger bracket.

How to Wire Your Ceiling Fan

NOTE: If fan or supply wires are different colors than indicated, have this unit installed by a qualified electrician.

⚠ WARNING

To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. (Figure 1).

NOTE: If you are not sure if the outlet box is grounded, contact a licensed electrician for advice, as it must be grounded for safe operation.

☐ **1.** Disconnect the power and remove the existing wall plate and switch.

☐ **2.** Set the knob and light switch of the wall-mounted control to the off (0) position.

☐ **3.** Make wire connections and secure with wire nuts supplied. (Figure 2)
• Connect the Black wire (AC IN L) from the wall-mounted control with the wire from the AC power supply.
• Connect the Black wire (To Motor L) from the wall-mounted control with the Black wire from the ceiling fan.
• Connect the White wire from the ceiling fan to the AC power supply.
• Connect the Blue wire (To Light) from the wall-mounted control with the Blue wire from the ceiling fan.
• Connect the green/yellow wire from the wall-mounted control with ceiling fan and ground wire from the AC power supply.

☐ **4.** Carefully push all connected wires inside wall switch box.

⚠ WARNING

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. Do not operate fan unless blades are in place. Noise and fan damage could result.

☐ **5.** Secure the wall-mounted control to the outlet box with two screws provided. Then, the face plate attaches to the wall control with two painted screws. (Figure 3)

☐ **6.** At your fan, carefully turn wiring upward and push into the outlet box.

Figure 1

MAIN FUSE BOX

Black

AC IN L

120V AC SUPPLY SOURCE

Ground

To Light

To Motor L

White

Black

Green

Blue

Black

Blue

Green/Yellow

Black
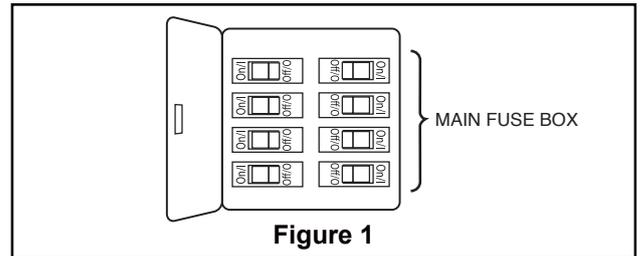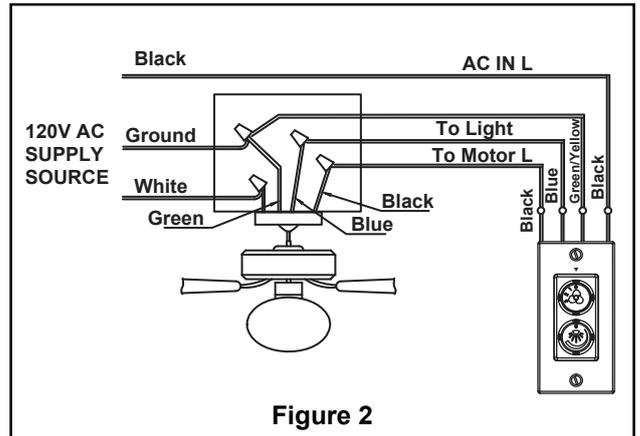
Figure 2

HARDWARE USED:

WIRE CONNECTORS

x 4

Screw

Fan Speed Switch

Light Switch

Outlet Box
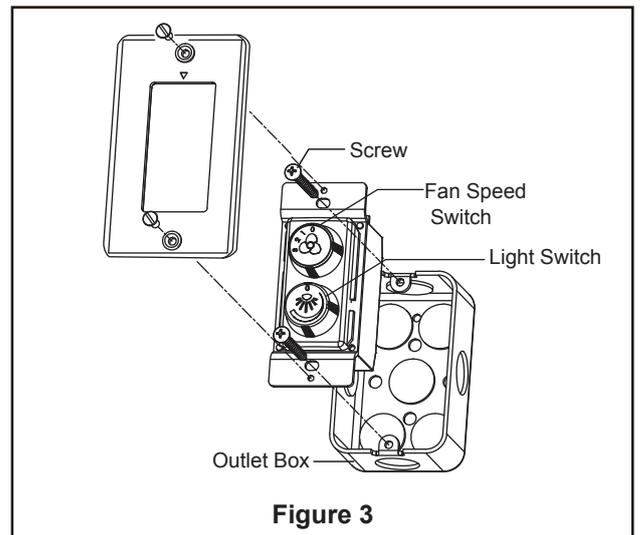
Figure 3

How to Install Your Canopy Housing

*NOTE: This step is applicable **after** the neccessary wiring is completed.*

☐ **1.** Remove one of the two shoulder screws in the hanger bracket. Loosen the second shoulder screw without fully removing it. Assemble canopy by rotating key slot in canopy over shoulder screw in hanger bracket. Tighten shoulder screw. Fully assemble and tighten second shoulder screw that was previously removed. (Figure 1)

⚠ WARNING

To avoid possible fire or shock, make sure that the electrical wires are completely inside the canopy housing and not pinched between the housing and the ceiling.

☐ **2.** Securely attach and tighten the canopy screw cover over the shoulder screws in the hanger bracket utilizing the keyslot twist-lock feature. (Figure 2)

Ceiling Canopy

Figure 1

Canopy Screw Cover

Figure 2
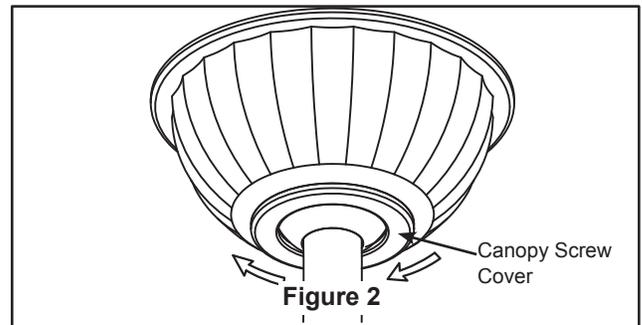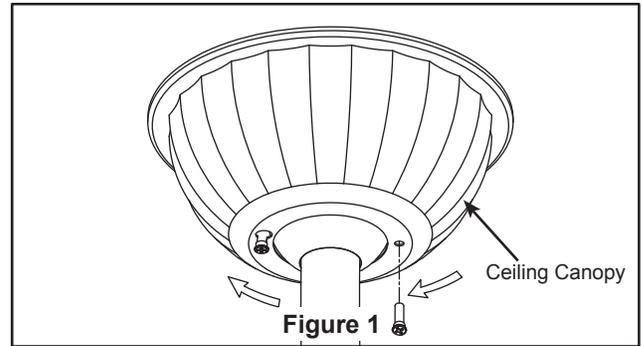
How to Assemble Your Ceiling Fan Blades

☐ **1.** Position the blade over the blade holder with threaded posts showing. Make sure the bottom edge of the blade is fully seated against the blade holder. With a phillips screwdriver, tighten 3/16″-24 washer head screws and fiber washers to secure the blade to the blade holder. (Figure 1)

CAUTION

Do not connect fan blades until the fan is completely installed. Installing the fan with blades assembled may result in damage to the fan blades.

☐ **2.** Secure the blade holders to the motor assembly using the 1/4″-20 screws. (Figure 2)

NOTE: Periodically check blade holder hardware and resecure if necessary.

⚠ WARNING

To reduce the risk of personal injury, do not bend the blade holders when installing, balancing the blades or cleaning the fan. Do not insert foreign objects in between the rotating blades.

CAUTION

To reduce the risk of electric shock, disconnect the electrical supply circuit to the fan before installing light kit.

Blade Holder

3/16″-24 Waher Head Screw and Fiber Washer (3 each per blade)

Blade

Figure 1
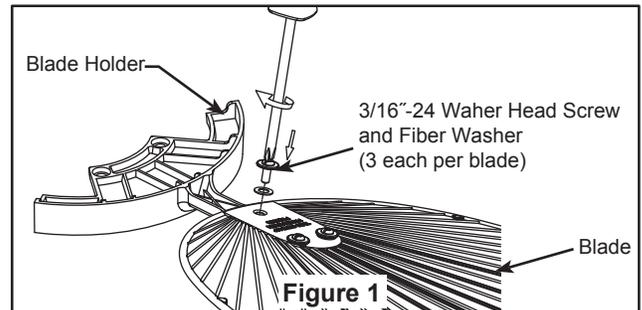
HARDWARE USED:

3/16″-24 WASHER HEAD SCREWS   x 9

FIBER WASHER   x 9

1/4″-20 Screws (2 per assembly)
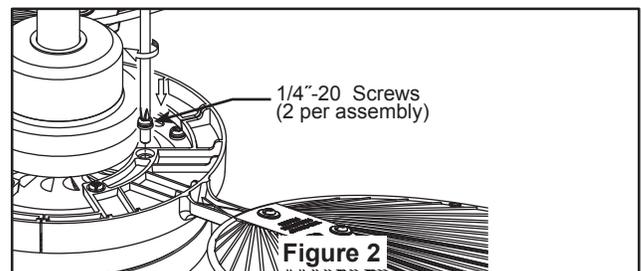
Figure 2

HARDWARE USED:

1/4″-20 SCREWS   x 6

How to Assemble Your Light Kit Assembly or Cap

1. Remove one of the three screws in the adaptor plate at the bottom of the motor assembly. Slightly loosen the remaining two screws. (Figure 1)

Motor Assembly
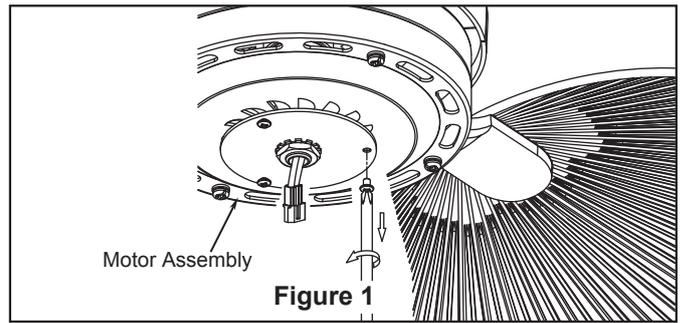
Figure 1

2. Assemble the housing assembly to the adaptor plate of the motor assembly using the two key slots in the housing assembly. Replace the third screw and secure all three screws. (Figure 2)

Housing Assembly

Motor Assembly
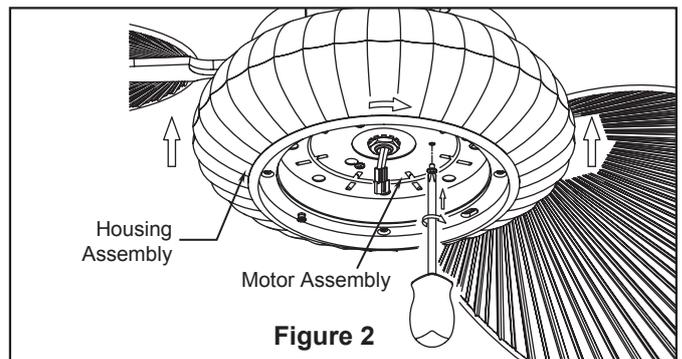
Figure 2

3. Remove the two screws in the housing assembly and retain the screws for later. (Figure 3)

Housing Assembly
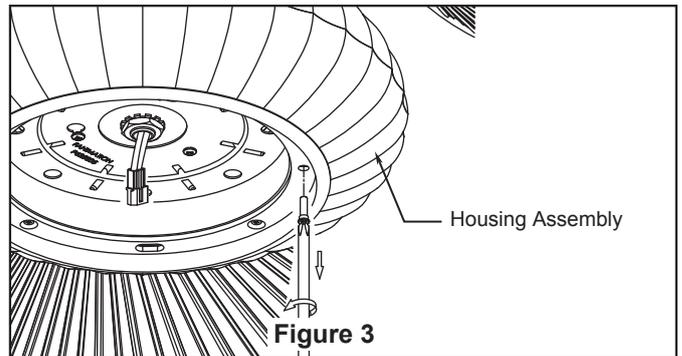
Figure 3

4A. (Option A--for use with light kit)
Connect the 2 pin connectors from the LED assembly to the 2 pin connectors from motor assembly. (Figure 4A)

CAUTION

To reduce the risk of electric shock, disconnect the electrical supply circuit to the fan before installing light kit.

**4B. (Option B--for use with steel cap)**
If you want to install the steel cap and not the light kit, assemble the steel cap to the housing assembly. Replace the screws removed in Step 3 and securely tighten the two screws. (Figure 4B)

NOTE: If you have installed your fan with the steel cap, skip Step 5.

Motor Assembly

LED Assembly

Steel Cap
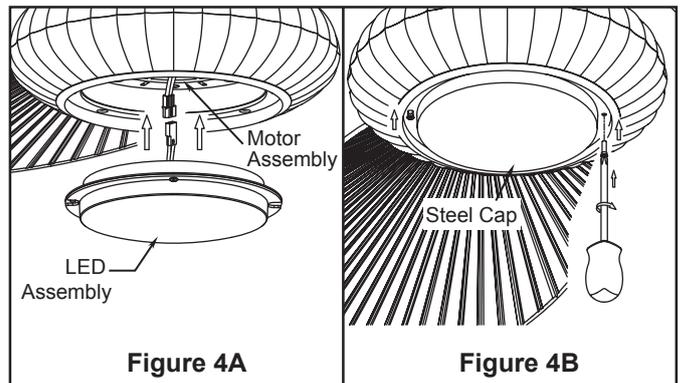
Figure 4A

Figure 4B

5. Assemble the LED assembly to the housing assembly and replace the screws removed in Step 3 and securely tighten the two screws. (Figure 5)

CAUTION

The light source is designed for this specific application and can overheat if serviced by untrained personnel. If any servicing is required, the product should be returned to an authorized service facility for examination or repair.

LED Assembly

Housing Assembly
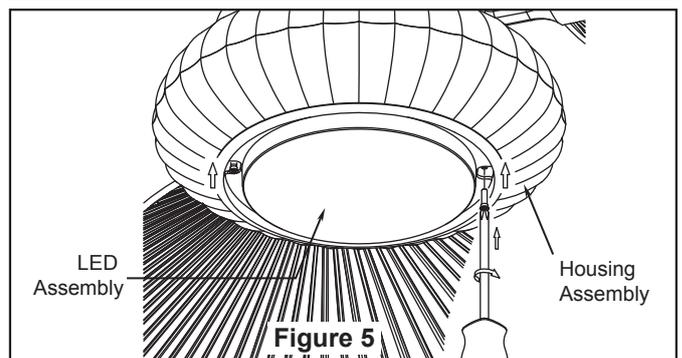
Figure 5

How to Assemble Your Light Kit Assembly or Cap (continued)

6. Securely attach the light screw cover assembly over the screws in the housing assembly utilizing the key slot twist-lock feature. (Figure 6)

LED Assembly	Steel Cap
Housing Assembly Light Screw Cover Assembly	Housing Assembly Light Screw Cover Assembly
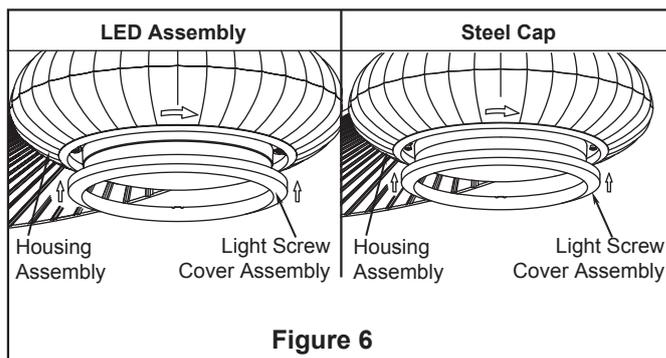
Figure 6

How to Operate Your Ceiling Fan

1. Restore electrical power to the outlet box by turning the electricity on at the main fuse box. (Figure 1)

⚠ WARNING

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. Do not operate fan until the blades are in place. Noise and fan damage could result.

MAIN FUSE BOX
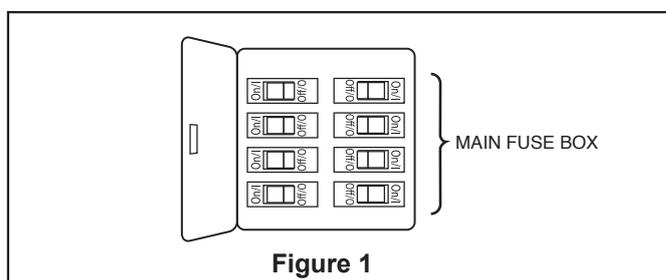
Figure 1

2. Wall control functions: (Figure 2)

• Fan Speed Switch:

   0: Power Off
   1: Low Speed
   2: Medium Speed
   3: High Speed

• Light Switch:

   0: POWER OFF,
   Turn switch counterclockwise to increase light and clockwise to dim it.

FANIMATION
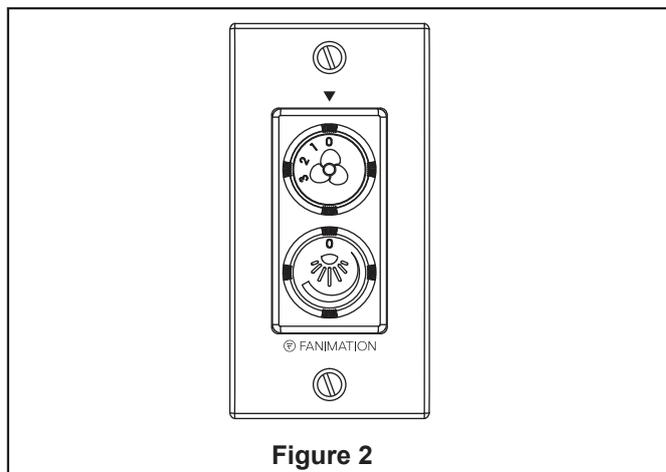
Figure 2

3. If airflow is desired in the opposite direction, turn the fan off and wait for the blades to stop turning. Then slide the reverse switch on top of motor assembly to the opposite position and turn fan on again. (Figure 3)

Reverse Switch Information		
Season	Rotation Direction	Switch Position
Summer	Counterclockwise	Left
Winter	Clockwise	Right

Reversing Switch

Figure 3
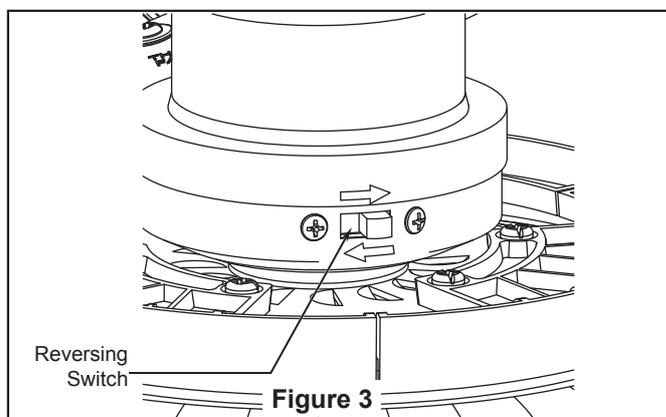
Maintenance

☐ **1.** Periodic cleaning of your new ceiling fan is the only maintenance that is needed.

When cleaning, use only a soft brush or lint free cloth to avoid scratching the finish.

Abrasive cleaning agents are not required and should be avoided to prevent damage to finish.

CAUTION
Do not use solvents when cleaning your ceiling fan. It could damage the motor or the blades and create the possibility of electrical shock.

RECOMENDED: Periodically check that the blade holders to motor hub screws are secure and <u>tight</u>.

How to Clean Your Ceiling Fan Blades

Periodic light dusting of the blades is recommended. A feather duster will work best.

Avoid using water, cleansers, or harsh rags, which can warp and ruin the blades.

Parts List
Model #FP6258BNMW

Ref. #	Description	Part #
1	Hanger Bracket Assembly	AP255BL
2	Hanger Ball/Downrod Assembly	ADR1-6BN
3	Canopy	P625801BN
4	Canopy Screw Cover Assembly	AP260BN
5	Motor Coupling Cover	APPAC1412BN
6	Fan Motor Assembly	AMA6258BN
7	Upper Housing Assembly	AP625802MW
8	Blade Holder Set	AP625813BN
9	Blade Set	AP623603MW
10	LED Assembly	AP625806
11	Steel Cap	P625810MW
12	Light Screw Cover Assembly	AP625808BN
13	Wall Control	CW60WH-6258
14	*Hardware Bag Containing:* Balance Kit Wire Connectors (4) Bag Assembly Safety Cable *Blade Mounting Hardware Bag Containing:* 1/4″-20 Screws (7) *Blade Holder Mounting Hardware Bag Containing:* 3/16″-24 Washer Head Screws (10) Fiber Washers (10) Phillips Screwdriver, 4″	HDWFP6258BNMW

*Refer to fan model number located on downrod support*

Before discarding packaging materials, be certain all parts have been removed

How To Order Parts

When ordering repair parts, always give the following information:
- Part Number
- Part Description
- Fan Model Number

Contact your retail store for repair parts.

PALMA™
Model FP6258BNMW
Exploded-View Illustration
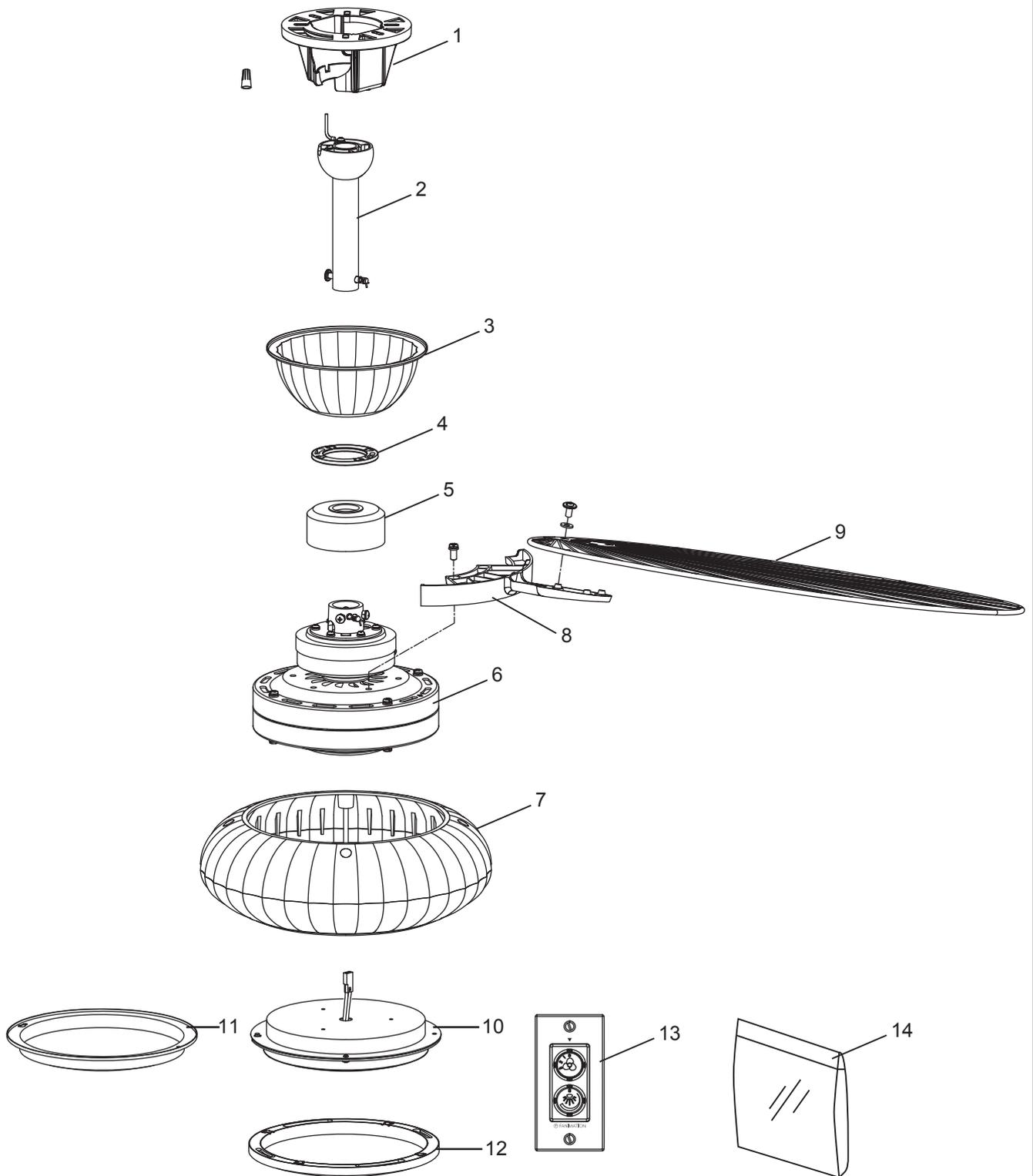
NOTE: The illustration shown is not to scale or its actual parts configuration may vary

Trouble Shooting

⚠ WARNING
For your own safety turn off power at fuse box or circuit breaker before trouble shooting your fan.

Trouble	Probable Cause	Suggested Remedy
1. FAN WILL NOT START	**1.** Fuse or circuit breaker blown. **2.** Loose power line connections to the fan, or loose switch wire connections in the switch housing. **3.** Reversing switch in neutral position.	**1.** Check main and branch circuit fuses or circuit breakers. **2.** Check line wire connections to fan and switch wire connections in the switch housings. **CAUTION: Make sure main power is turned off !** **3.** Make sure reversing switch position is all the way to one side.
2. FAN SOUNDS NOISY	**1.** Blades not attached to fan. **2.** Loose screws in motor housing. **3.** Screws securing fan blade holders to motor flywheel are loose. **4.** Wire connectors inside housing rattling. **5.** Screws holding blades to blade holders are loose.	**1.** Attach blades to fan before operating. **2.** Check to make sure all screws in motor housing are snug (not over-tight). **3.** Check to make sure the screws which attach the fan blade holders to the motor flywheel are tight. **4.** Check to make sure wire connectors in switch housing are not rattling against each other or against the interior wall of the switch housing. **CAUTION: Make sure main power is turned off !** **5.** Tighten screws securely.
3. FAN WOBBLES EXCESSIVELY	**1.** Setscrew in downrod support is loose. **2.** Setscrew in downrod/hanger ball assembly is loose. **3.** Screws securing fan blade holders to motor hub are loose. **4.** Blade holders not seated properly. **5.** Hanger bracket and/or ceiling outlet box is not securely fastened. **6.** Fan blades out of balance.	**1.** Tighten both setscrews securely in downrod support. **2.** Tighten the setscrew in the downrod/hanger ball assembly. **3.** Check to be sure screws which attach the fan blade holders to the flywheel are tight. **4.** Check to be sure the fan blade holders seat firmly and uniformly to the surface of the motor housing. If holders are seated incorrectly, loosen the screws and retighten. **5.** Tighten the hanger bracket screws to the outlet box, and secure outlet box. **6.** Balance blades using balance kit provided in hardware bag.
4. NOT ENOUGH AIR MOVEMENT		**1.** If possible, consider using a longer downrod (not included, you can buy the longer downrod from fanimation.com).

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