MR
. KEN

CEILING FAN
INSTRUCTION MANUAL

132CM/52”

Cassandra

INSTALLATION OPERATION MAINTENANCE

CAUTION

READ INSTRUCTIONS CAREFULLY FOR SAFE INSTALLATION AND FAN OPERATION. IF UNSURE CONSULT A QUALIFIED ELECTRICIAN

SUITABLE FOR 220V~50Hz ELECTRICAL SUPPLY

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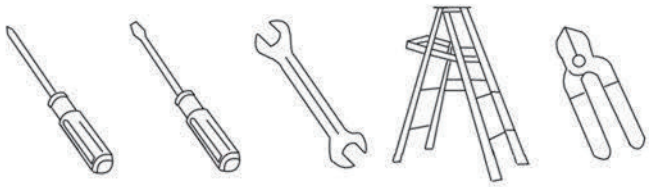
1. TOOLS AND MATERIALS REQUIRED

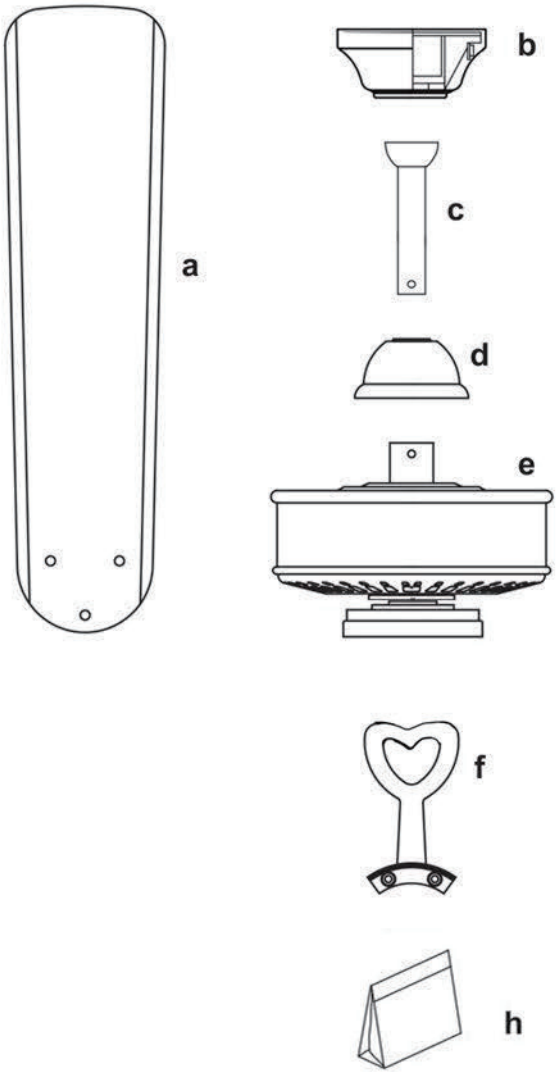
- Philips screwdriver
- Blade screwdriver
- 11 mm wrench
- Step ladder
- Wire cutters



2. PACKAGE CONTENTS

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

a. Blade set (5)
b. Hanger bracket assembly
c. Ball / downrod assembly
d. Coupling cover
e. Fan motor assembly
f. Blade bracket set (5)
g. Package hardware
   1) Mounting hardware:
      wood screws (2), screws (2),
      wire nut (3)
   2) Blade attachment hardware:
      screws (15), fiber washers (15)
   3) Blade bracket attachment hardware:
      screw with spring washers (10)
      (pre-installed on blade bracket)
   4) Pull chain and fob
   5) Balance Kit



Before starting the assembly and installation of your fan please ensure the safety precautions have been read and understood.

3. SAFETY RULES – READ AND SAVE THESE INSTRUCTIONS

Please observe the following general safety precautions carefully before and during all phases of handing, installation, removal, operation and maintenance of this appliance.

1. Read all instructions and safety information. Review assembly diagrams provided before installing your new ceiling fan.
2. Make sure that all electrical connections comply with local codes, ordinances, or National electrical codes. Hire a qualified electrician or consult a do-it-yourself writing hand book if you are unfamiliar with installing electrical wiring.
3. This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety.
4. Young children should be supervised to ensure that they do not play with the appliance.
5. All electrical works must only be undertaken after disconnection of the power by removing fuses or turning off the circuit breaker, to ensure all pole isolation of the electrical supply.
6. Do not use outdoors where it could be exposed to water or moisture.
7. This manual is not intended to instruct or assist untrained or unqualified persons to install this ceiling fan.
8. It is the responsibility of qualified, licensed installer and user to apply common sense and care at all times during installation and operation.
9. After you install the fan, make sure that all connections are secure to prevent the fan from falling.
10. Instruction for supply connection: conductor of a fan identified as grounded conductor to be connected to a grounded conductor of power supply, conductor of a fan identified as ungrounded conductor to be connected to an ungrounded conductor of power supply, conductor of a fan identified for equipment rounding to be connected to an equipment-rounding conductor.
11. To reduce the risk of electric shock, do not use this fan with any solid-sate speed control device or variable speed switch.
12. To reduce the risk of fire, electrical shock, or personal injury, do not bend the blade brackets when installing the brackets, balancing the blades, or cleaning the fan. Do not insert foreign objects between the rotating fan blades. Consult a qualified electrician if in doubt.
13. According to regulations and to provide a safe clearance from the floor, the lowest point on the fan blade must be at least 2.3 meters from the floor.
14. The chosen location for the fan must not allow the rotating blades to come into contact with any object.
15. Please check carefully and make sure that ceiling joists are strong enough and of adequate size to support the weight of the fan.
16. To reduce the risk of fire, electrical shock or personal injury, please sure that the fan mounting bracket is directly supported from the building structure.
17. The mounting bracket must be firmly screwed to a load bearing building structure e.g. a concrete ceiling, steel structure, or a timber frame. If additional timber frames are to be added, those must be securely nailed or screwed between the beams.
18. Attach fan blades after the fan motor housing is installed and properly secured. Keep the motor and blades in the original package until it is ready to be installed.
19. Check and confirm, after the fan is completely installed, that all connections are proper and secure to prevent the fan from failing or causing properly damages or personal injury.
20. Both the fan with light kit (accessory) and the handing bracket must be earthed.
21. Make sure electricity is turned off at the main power box before commencing work. Turn off the power by removing fuse or turning off circuit breaker before installing the fan and replacing lamps.

4. JUNCTION BOX MOUNTING OPTIONS

Your new ceiling fan will require a grounded electrical supply line of 220-240 volts AC, 50Hz circuit. The outlet box must be securely anchored and capable of withstanding a load of at least 50 lbs (22.7 kgs).

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

Note: You may need a longer down rod 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 Fig. 4.

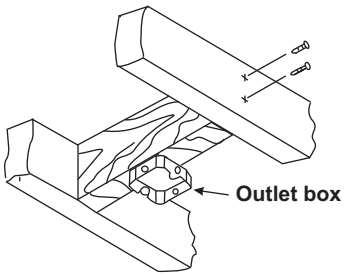


Figure 1

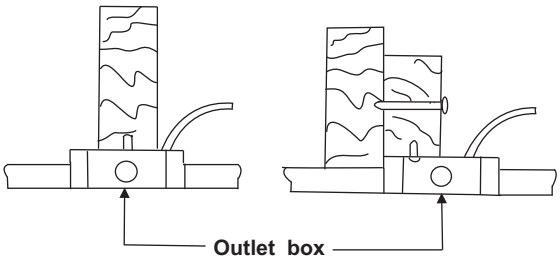


Figure 2

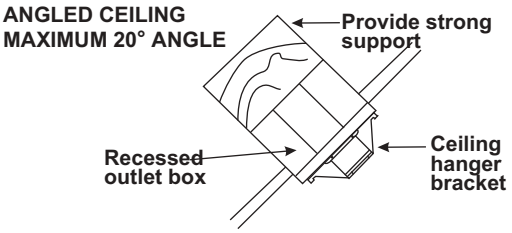


Figure 3

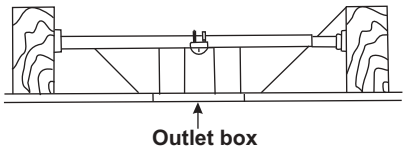


Figure 4

5. HANGING THE FAN

Before touching a screw driver thoroughly read these instructions.

Warning/Caution: Before installing fan, turn off power at service panel and check all visible screws and bolts for tightness.

1. 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. (Fig. 5)

2. Remove the two terminal blocks from the two side of the hanger bracket and keep them for future use. (Fig. 6)

3. Secure the hanger bracket to the ceiling outlet box using screws and washers included with your outlet box. (Fig. 7)

4. Loosen the two set screws and remove the hitch pin and lock pin from the central shaft/top coupling of the motor assembly. Doing so will allow the down rod to enter the central shaft. (Fig. 8)

5. Route wires exiting from the top of the fan motor through the coupling cover, canopy cover and canopy and then through the ball/downrod. (Fig. 8)

6. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing. Carefully insert the hitch pin through the holes in the collar and downrod. Be careful not to jam the pin against the wiring inside the downrod. Insert the lock pin through the hole near the end of the hitch pin until it snaps into its locked position. (Fig. 8)

Warning/Caution: Failure to properly install lock pin as noted in step 6 could result in fan loosening and possibly falling.

7. Tighten two set screws on top of the fan motor firmly.

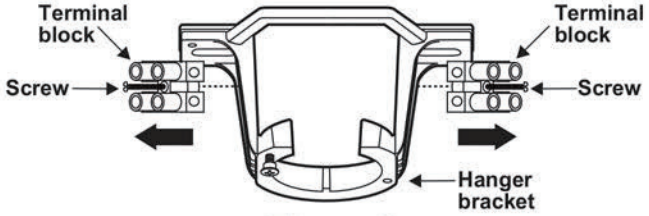


Figure 6

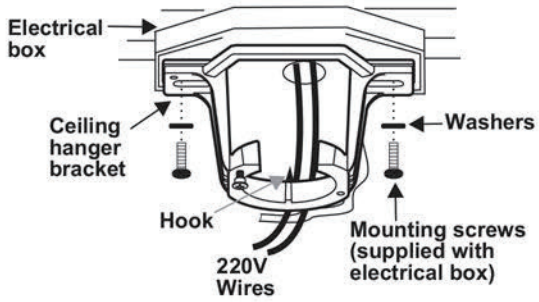


Figure 7

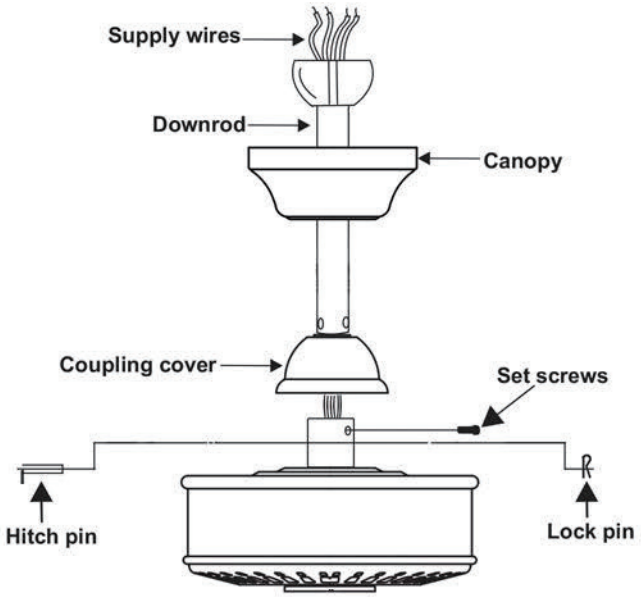


Figure 8

9. Now lift the motor assembly into position and place the hanger ball into the hanger bracket. Rotate down rod until the "Check Tab" has dropped into the "Registration Slot" and the down rod and ball assembly seat firmly. The down rod and ball assembly should not rotate if this is done correctly. (Fig. 9)

10. Re-installing the two terminal blocks back to the side of the hanger bracket. Be sure to tighten two set screws.

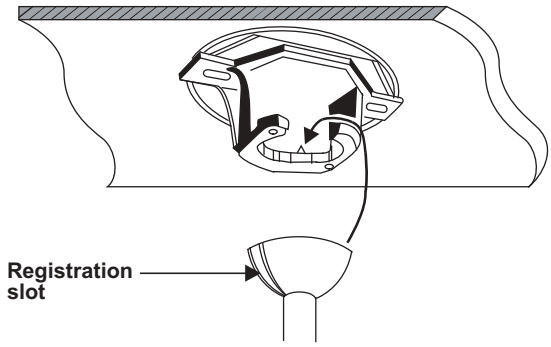


Figure 9

6. MAKE THE ELECTRIC CONNECTIONS

Warning: The power should have already been disconnected. Follow the steps below to connect the fan to your household wiring.

1. Connect the fan ground wire (green/yellow) to the terminal block marked "⏚". Connect the household ground wire to the other side of terminal block marked "⏚ ". Secure the wires with screwdriver. (Fig. 10 & 12)

2. Connect the fan blue wire (neutral) to the terminal block marked "N", Connect the household neutral wire to the other side of terminal block marked "N". Secure the wires with screwdriver. (Fig. 10 & 12)

3. Connect the fan brown wire (Live) to the terminal block marked "L". Connect the household Live wire to another side of terminal block marked "L". Secure the wires with screwdriver. (Fig. 11 & 12)

4. Connect the fan orange wire to the terminal block marked "L1" (Light). Connect the other side of terminal block marked "L1" (light) to "L" with wire. Secure the wires with screwdriver. (Fig. 11 & 12)

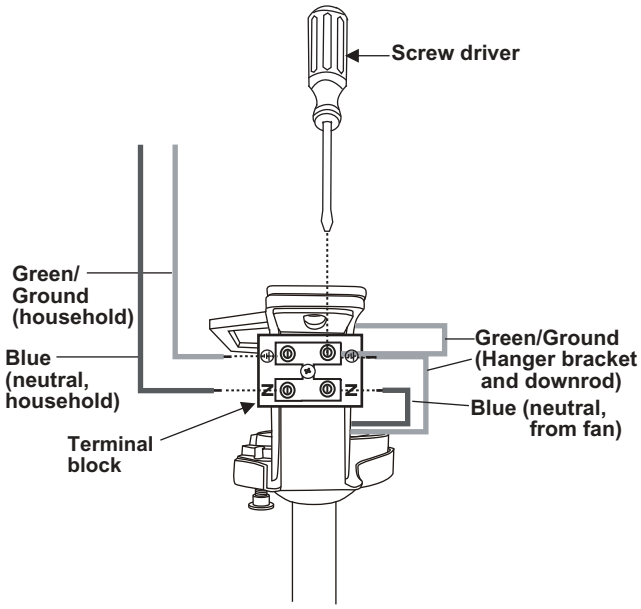


Figure 10

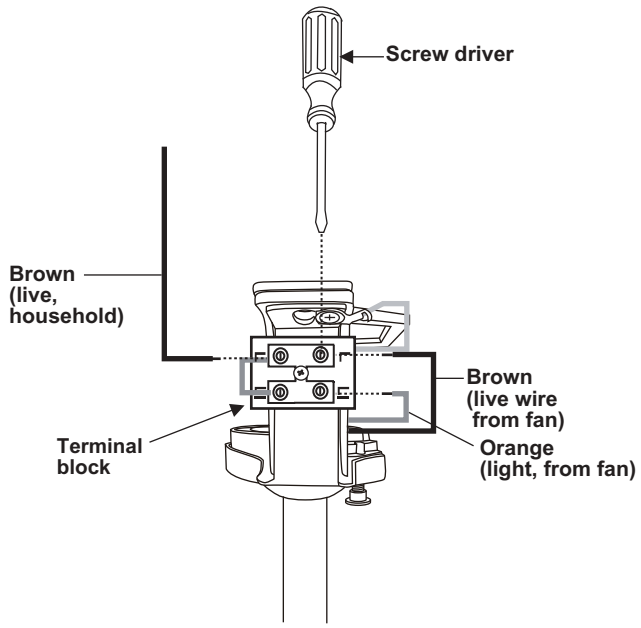


Figure 11

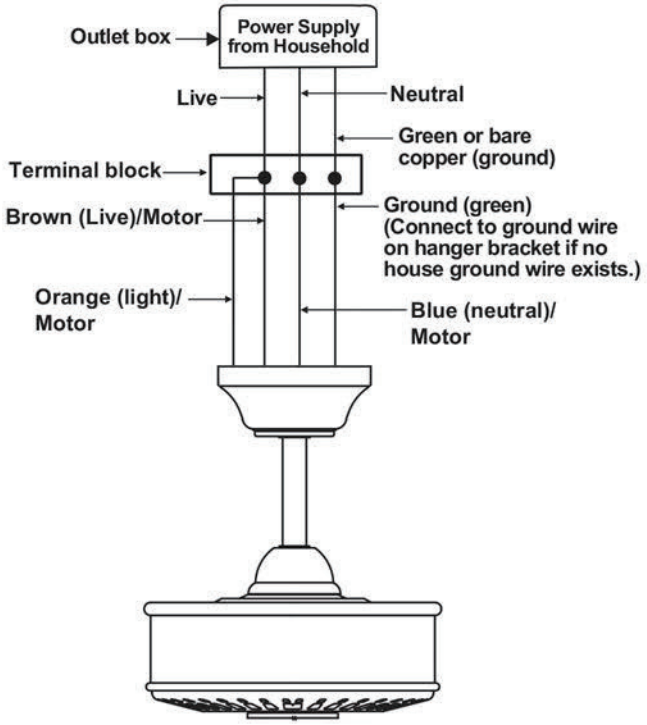


Figure 12

7. FINISHING THE INSTALLATION

Step 1. Tuck connections neatly into ceiling outlet box.

Step 2. Slide the canopy up to hanger bracket and place the key hole on the canopy over the screw on the hanger bracket, turn canopy until it locks in place at the narrow section of the key holes.

Step 3. Align the circular hole on canopy with the remaining hole on the hanger bracket, secure by tightening the two set screws. (Fig. 13)

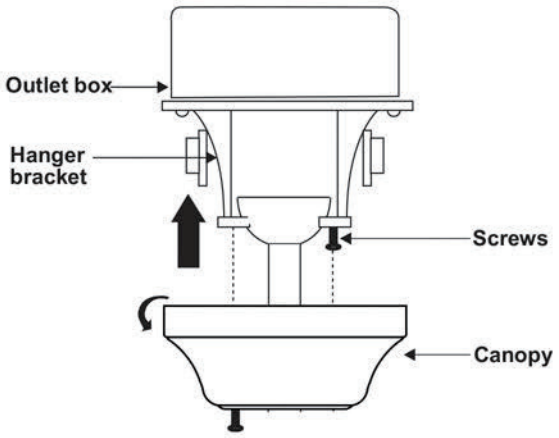


Figure 13

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

8. ATTACHING THE FAN BLADES

Caution: Remove 5 rubber packing mounts and discard before installation.

Step 1 Attach the blade to the blade bracket using the screws and fiber washers. Start screw into bracket. Repeat for the two remaining screws. (Fig. 14)

Step 2 Tighten each screw. Make sure the blade is straight.

Step 3 Fasten blade assembly to motor using the screws supplied.

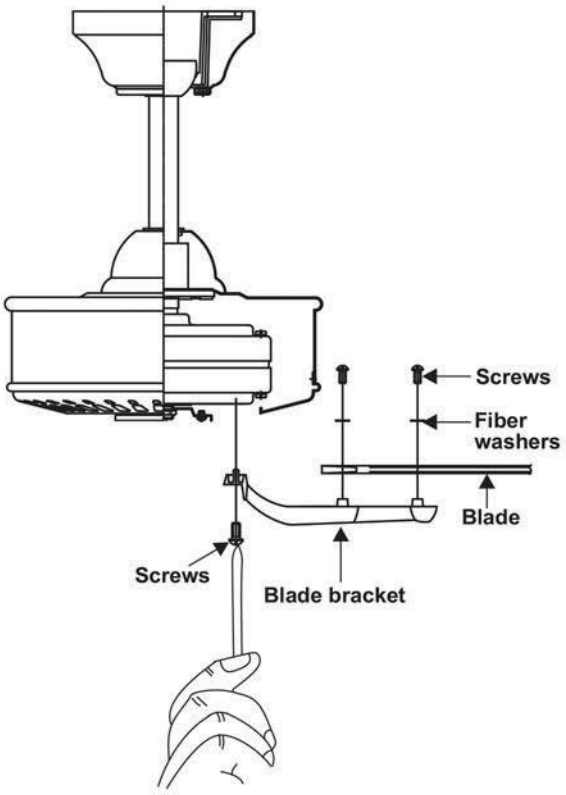


Figure 14

9.Make wire connections for light kit if applicable

Insert wires existing from Light Kit Fitter by passing through center hole and attach Light Kit Fitter to Switch Housing Cover with threaded tube and /or fasten with spring washer and hex nut.

1 . Blue wire from Light Kit to blue wire from fan and connect by wire nut.

2 . Orange wire from Light Kit to orange wire from fan and connect by wire nut.

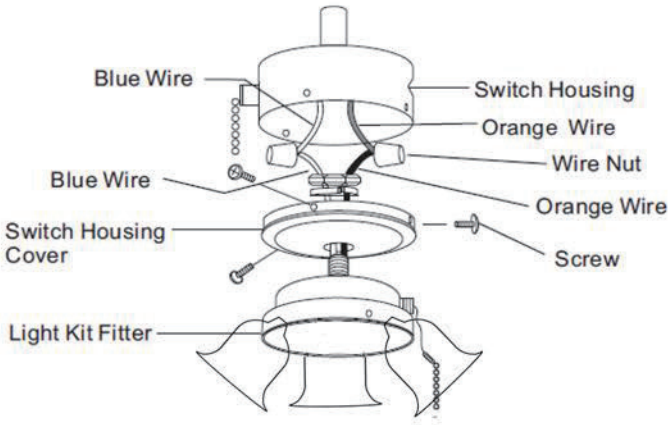


Figure 15

10. OPERATING YOUR FAN

Turn on the power and check the operation of your fan. The pull chain controls the fan speed as follows:

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.

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".

13. 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 bracket to the motor hub is 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 bulb is 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.
Fan wobble.	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. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within 1/8". 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 CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.