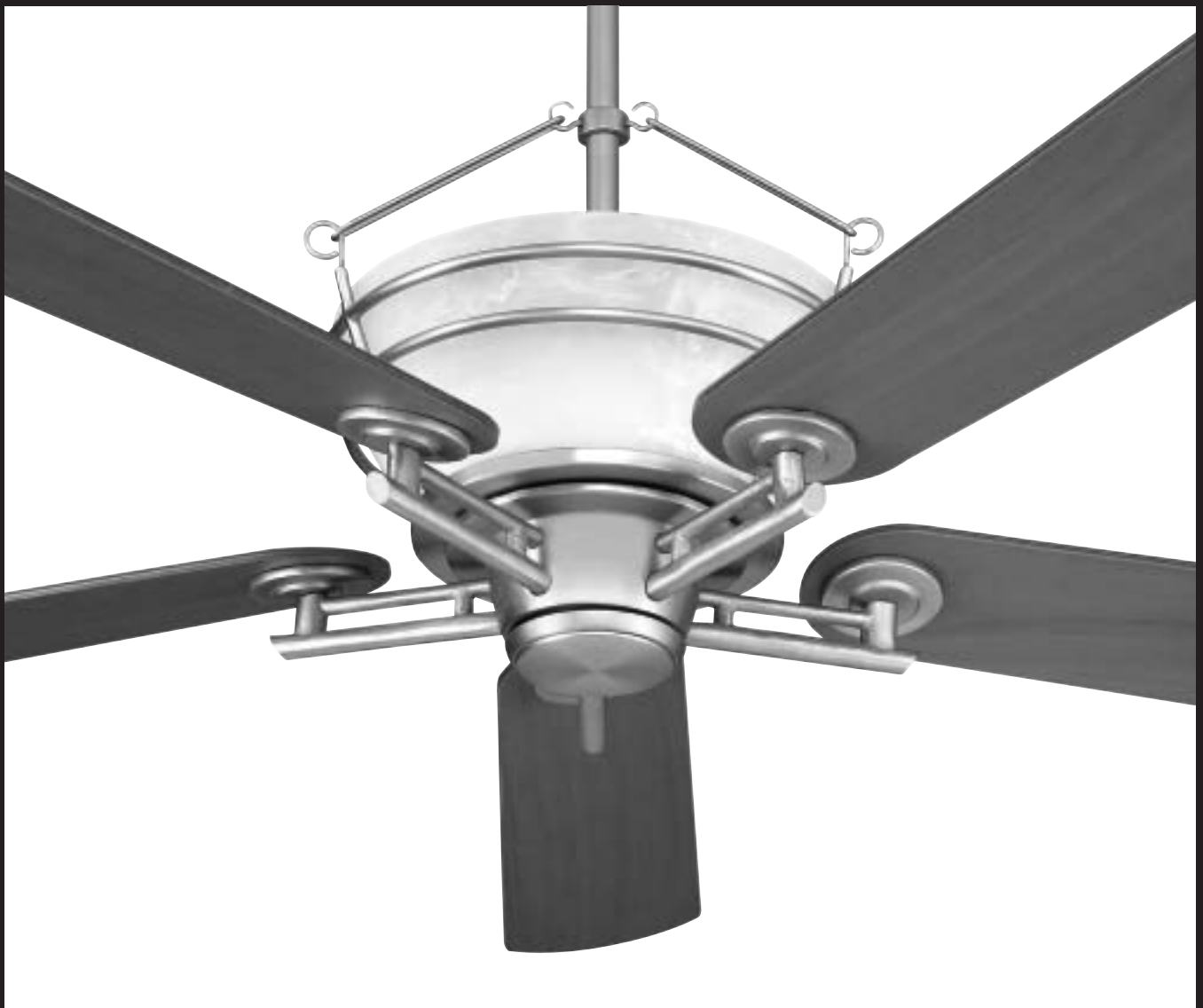


# REGENCY<sup>®</sup>

CEILING FANS

## • CEILING FAN OWNER'S MANUAL •



• AMANI •

1/07

WARNING: Read and follow these instructions carefully and be mindful of all warnings shown throughout.

## IMPORTANT SAFEGUARDS:

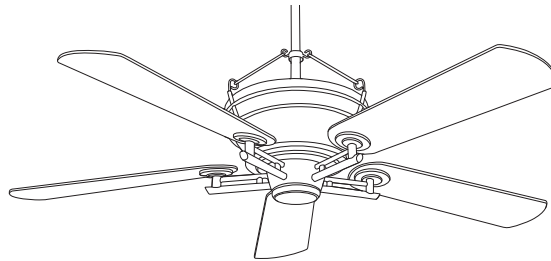
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1. **To ensure the success of the installation, be sure to read the instructions and review the diagrams thoroughly before beginning.**
2. **To avoid possible electric shock, be sure electricity is turned off at the main power box before wiring.** All electrical connections must be made in accordance with local codes, ordinances and/or the National Electric Code. If you are unfamiliar with the methods of installing electrical wiring and products, secure the services of a qualified and licensed electrician as well as someone who can check the strength of the supportive ceiling members and make the proper installation(s) and connections.
3. Make sure that your installation site will not allow rotating fan blades to come in contact with any object. Blades should be at least 7 feet from floor when fan is operating.
4. If possible, mount ceiling fan on a ceiling joist - the joist must be able to support the motion and weight of the moving fan. If the fan will be mounted on a ceiling outlet box, an approved box UL listed as “**suitable for fan support**” is required. The box and its supporting members must be able to support the moving weight of the fan (at least 35 lbs.). The box must not be able to twist or work loose. Installation on a concrete ceiling should be performed by qualified personnel.
5. Fan motor housing should be kept in the carton until ready to be installed to protect its finish. If you are installing more than one ceiling fan, make sure that you **do not mix fan blade sets**, as each blade is part of a weighted set.
6. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the common conductor and the grounding conductor on one side of the outlet box, and the “HOT” wires on the other side.
7. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL listed and should be installed per the light kit’s installation instructions.
8. After fan is completely installed, check to make sure that all connections are secure to prevent fan from falling and/or causing damage or injury.
9. The fan can be made to work immediately after installation – the bearings are adequately charged with grease so that, under normal conditions, further lubrication should not be necessary for the life of the fan.
10. The fan should be turned off and allowed to stop rotating before reversing fan direction.
11. Please note that the total wattage of the uplights and an optional downlight cannot exceed 300 watts.

## IMPORTANT SAFETY PRECAUTIONS



*Thank you for choosing a Regency Ceiling Fan. You have chosen the best!  
Your new ceiling fan has been designed to provide many years of service and enjoyment.*



### Warnings:

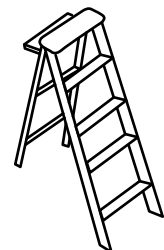
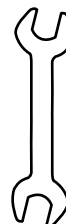
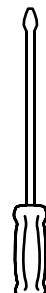
- **Disconnect power by removing fuse or turning off circuit breaker before installing the fan and/or optional lighting.** Support directly from building structure.
- To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked “**acceptable for fan support**” and use mounting screws provided with 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. Consult a qualified electrician if in doubt.
- To reduce the risk of fire, electrical shock, or personal injury, only use this fan with an appropriate speed control device designed for use with ceiling fans, if you choose a wall control. **DO NOT USE A SIMPLE INCANDESCENT LIGHT DIMMER. Do not use this fan with any transformer type fan speed control device.**
- To reduce the risk of personal injury, do not bend the blade arms when installing them, balancing the blades or cleaning the fan. Do not insert any objects(s) between rotating fan blades.

**NOTE: The important precautions, safeguards and instructions appearing in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and carefulness are factors which cannot be built into this product. These factors must be supplied by the person(s) installing, caring for, and operating the unit.**

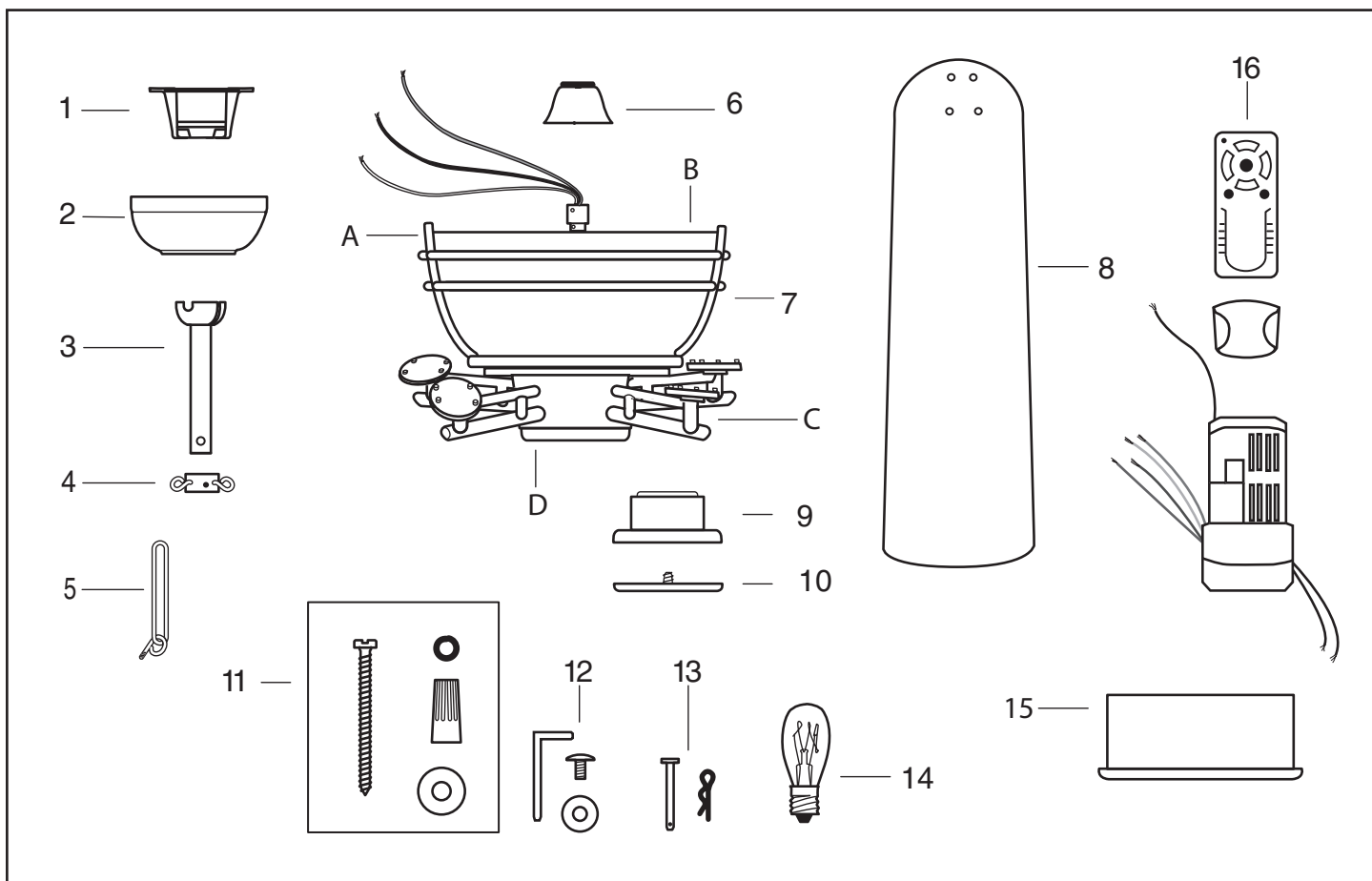
## TOOLS AND MATERIALS REQUIRED



- Phillips screwdriver
- Blade screwdriver
- Wrench or pliers
- Wire cutter
- Stepladder
- Wiring supplies as required by electrical code



1. Unpack your fan and check the contents. Do not discard the carton. If warranty replacement or repair is ever necessary, the fan should be returned in original packing. Remove all parts and hardware. Do not lay motor housing on its side, or the decorative housing may shift, be bent or damaged.
2. Examine all parts. You should have the following:



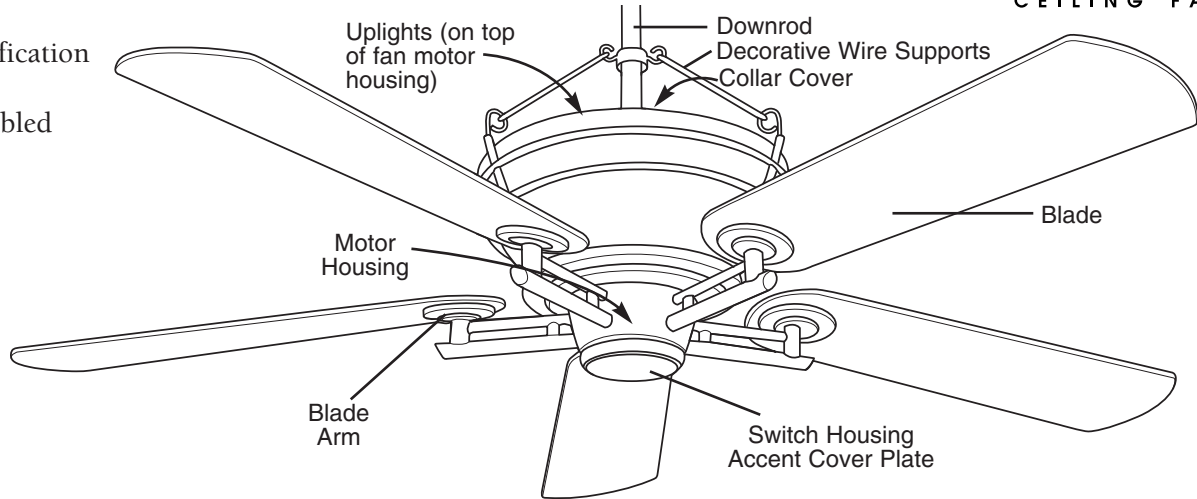
- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Hanging bracket</li> <li>2. Ceiling canopy</li> <li>3. Downrod/ball assembly</li> <li>4. Bracket for decorative wire supports</li> <li>5. Decorative wire supports with threaded loops (3)</li> <li>6. Decorative collar cover</li> <li>7. Motor assembly (all parts come separate in box):             <ul style="list-style-type: none"> <li>A. Glass support frame</li> <li>B. Motor housing glass shade</li> <li>C. Blade arm</li> <li>D. Switch housing cover</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>8. Fan blades (5)</li> <li>9. Switch housing</li> <li>10. Switch housing accent cover plate</li> <li>11. Bracket hardware (wood screws, washers, wire nuts)</li> <li>12. Blade to blade arm screws (20) with Allen wrench</li> <li>13. Downrod pin and cotter pin</li> <li>14. Light bulbs (25w) (4)</li> <li>15. Glass retainer bracket</li> <li>16. Transmitter and receiver with holster</li> </ol> |
|---|---|

NOTE: Design of parts shown above may look slightly different for your specific model of fan.

# PREPARATION



Parts identification on assembled fan



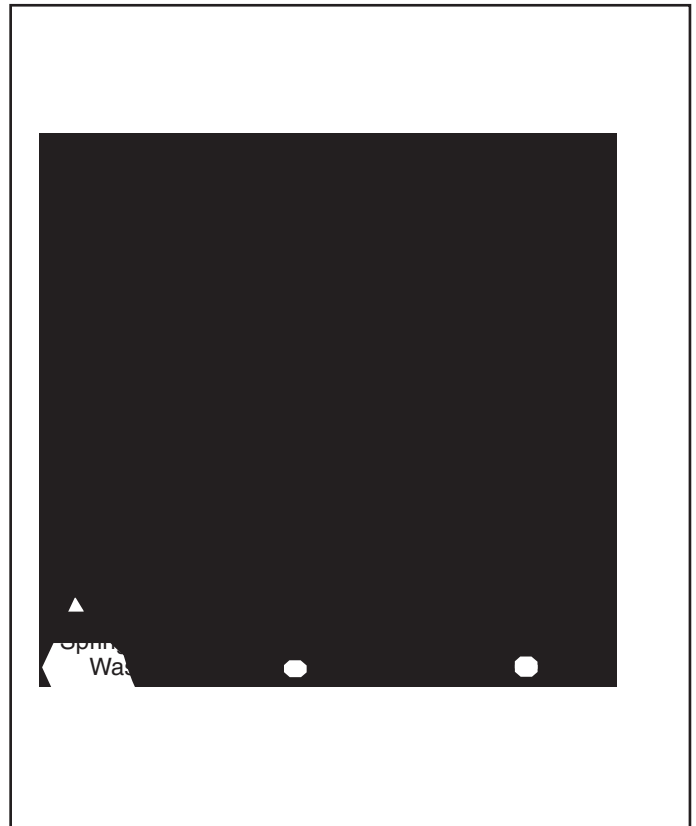
## PREPARATION:

Verify you have all parts before beginning the installation. Check foam insert closely for missing parts. Remove motor from packing. To avoid damage to finish, assemble motor on soft padded surface or use the original foam inset in motor box. Do not lay motor housing on its side as this could result in shifting of motor in decorative enclosure.

## INSTALLING THE HANGING BRACKET

**Caution:** To avoid possible electrical shock, be sure electricity is turned off at the main power box before wiring. All wiring must be in accordance with National and Local Electrical Codes and the ceiling fan must be grounded as a precaution against possible electric shock.

1. Locate ceiling joist where fan is to be mounted, being sure location agrees with the requirements in the minimum clearance section of this guide. Wood joist must be sound and of adequate size to support 35 lbs. (See page 1, #4).
2. If not already present, mount a UL listed outlet box marked "suitable for fan support" following the instructions provided with the outlet box. The outlet box must be able to support a minimum of 35 pounds.
3. Attach hanging bracket to outlet box using screws provided with the outlet box.



## PRE-MOTOR ASSEMBLY

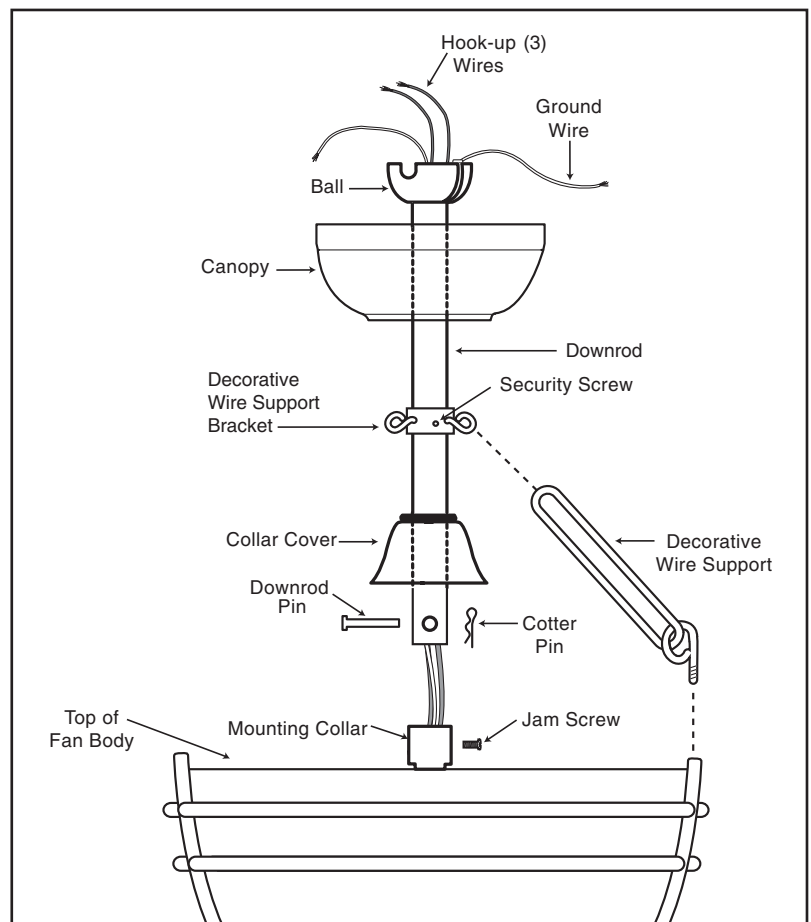
1. Place the motor assembly on a stable flat surface with the wire lead end facing up.
2. With the motor sitting upright, place the glass support frame onto the support flange of the motor housing assembly.
3. Place the motor housing glass shade into the frame.
4. Remove the 4 screws located on the side of the motor housing.
5. Install the glass retainer bracket using the 4 screws removed.
6. Install upright bulbs (4).

## ATTACH DOWNROD:

1. Carefully support fan body (motor) in its styrofoam packing with the mounting collar (where the wires come out) facing upward.
2. Remove ball from downrod by loosening set screw in the side of the ball. Slide ball down and remove ball pin; remove ball.
3. Feed the wires from top of fan through end of downrod you have chosen and set end of downrod into mounting collar so the hole in the downrod lines up with the hole in the side of the mounting collar.
4. Insert downrod pin through holes in mounting collar and downrod; slip cotter pin through small hole in end of downrod pin to hold downrod in place.
5. Tighten jam screws against downrod using a large flat blade screwdriver to ensure a tight fit against downrod. Tighten nuts against mounting collar.

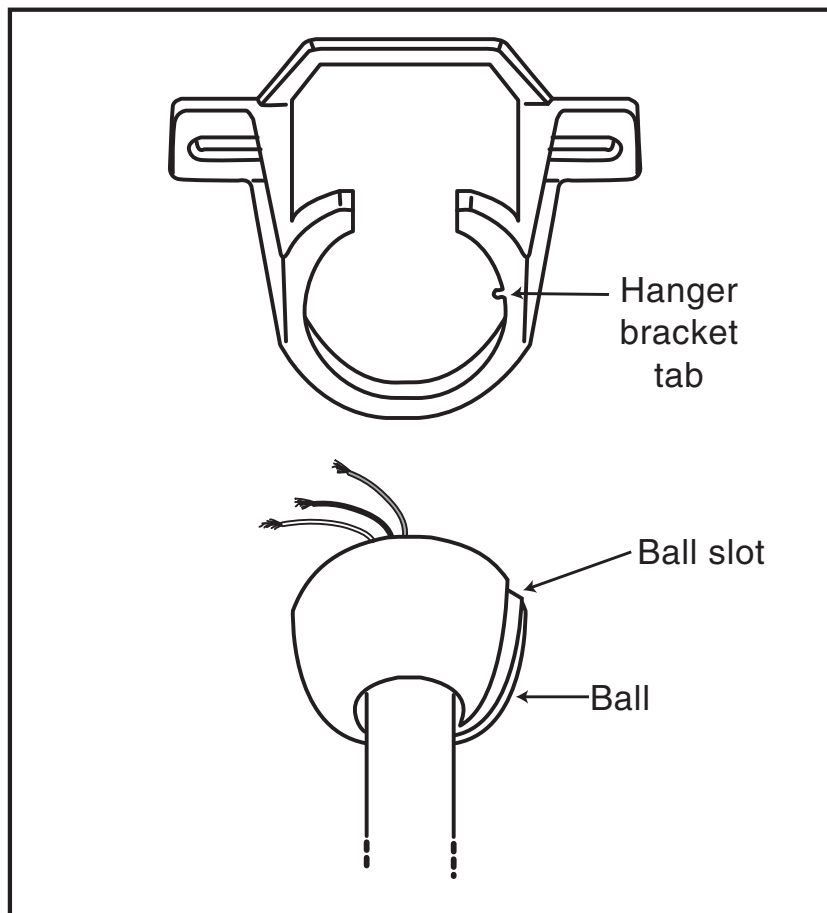
NOTE: Fan has 6 feet of hook-up wire in case you are using a long extension downrod. Wires can be cut so only 8 inches or so extend beyond the top of the downrod to make the electrical connections easier and safer.

6. Feed wires through collar cover and slide collar cover down the downrod to top of fan.
7. Feed wires through decorative wire support bracket so loop opening is at the top. Do not secure to downrod at this point.
8. Feed wires through canopy and slide canopy over downrod to lay on top of collar cover. It will be attached to ceiling later.
9. Feed wires through ball and slide ball over downrod, past hole in the top end of the downrod. Insert ball pin (removed in step 2), slide ball up, and tighten set screw to secure ball in place.



## HANG THE FAN

1. Lift ball/downrod/fan into hanging bracket opening. NOTE: The tab opposite hanger bracket opening should fit in slot on ball.
2. Make wire connections, (refer to section titled “Electrical Connections”).
3. Slide canopy up and fasten to hanging bracket with 2 screws provided.



\* Be sure electricity is turned off at the main power box before wiring.\*

Four wires are connected to the fan (plus the ground wire).

- Black - the “hot” power to run fan.
- White - the “common” power to run fan and light, also referred to as “AC neutral”.
- Blue - the “hot” power for lower light.
- Gray - the “hot” power for upper light.
- Green - ground wire.

Six wires are connected to the remote control receiver. Four will connect to the four wires coming out of the fan (matching color to color) and the remaining black wire and white wire will connect to the building 110v AC circuit.

**BE SURE ELECTRICITY IS TURNED OFF AT THE MAIN POWER BOX BEFORE WIRING.**

Connect six power wires as shown [Fig. 1], using wire nuts provided. Connect green ground wires to building ground wire circuit. Extend antenna wire inside canopy, but do not attach to any other wire.

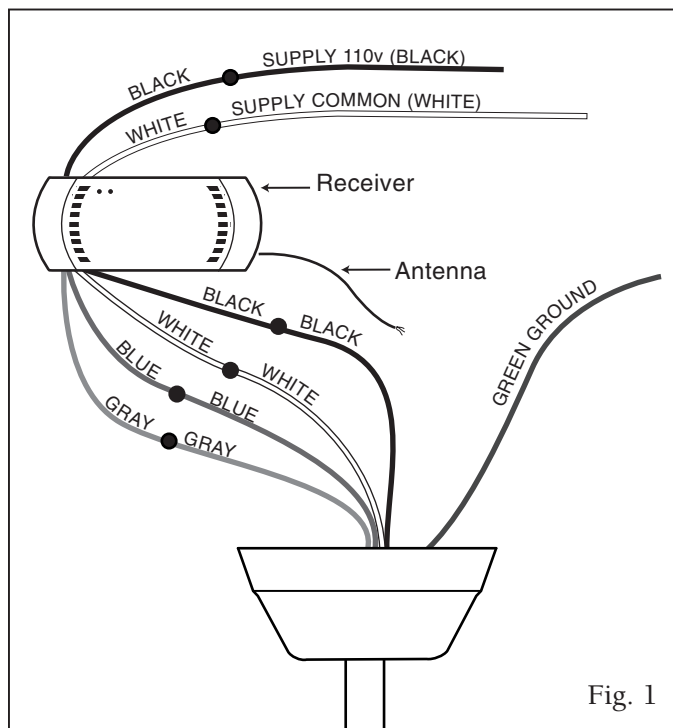


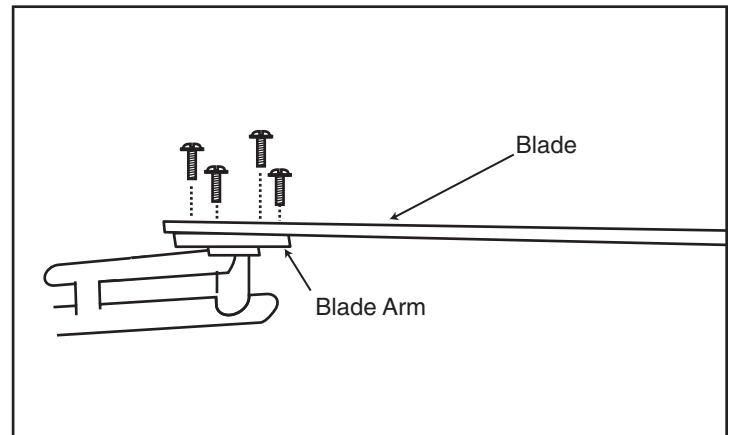
Fig. 1

NOTE: If power to the fan’s electrical ceiling box is controlled by a wall switch, the wall switch must remain ON for the radio remote control to operate. Turning the wall switch OFF will turn off all fan/light function and resets the receiver back to default mode. The wall switch will need to be turned back ON to allow use of remote control.

\* Restore power by replacing fuse or resetting circuit breaker ONLY AFTER ALL INSTALLATION AND ELECTRICAL WORK IS COMPLETED AND DOUBLE-CHECKED.

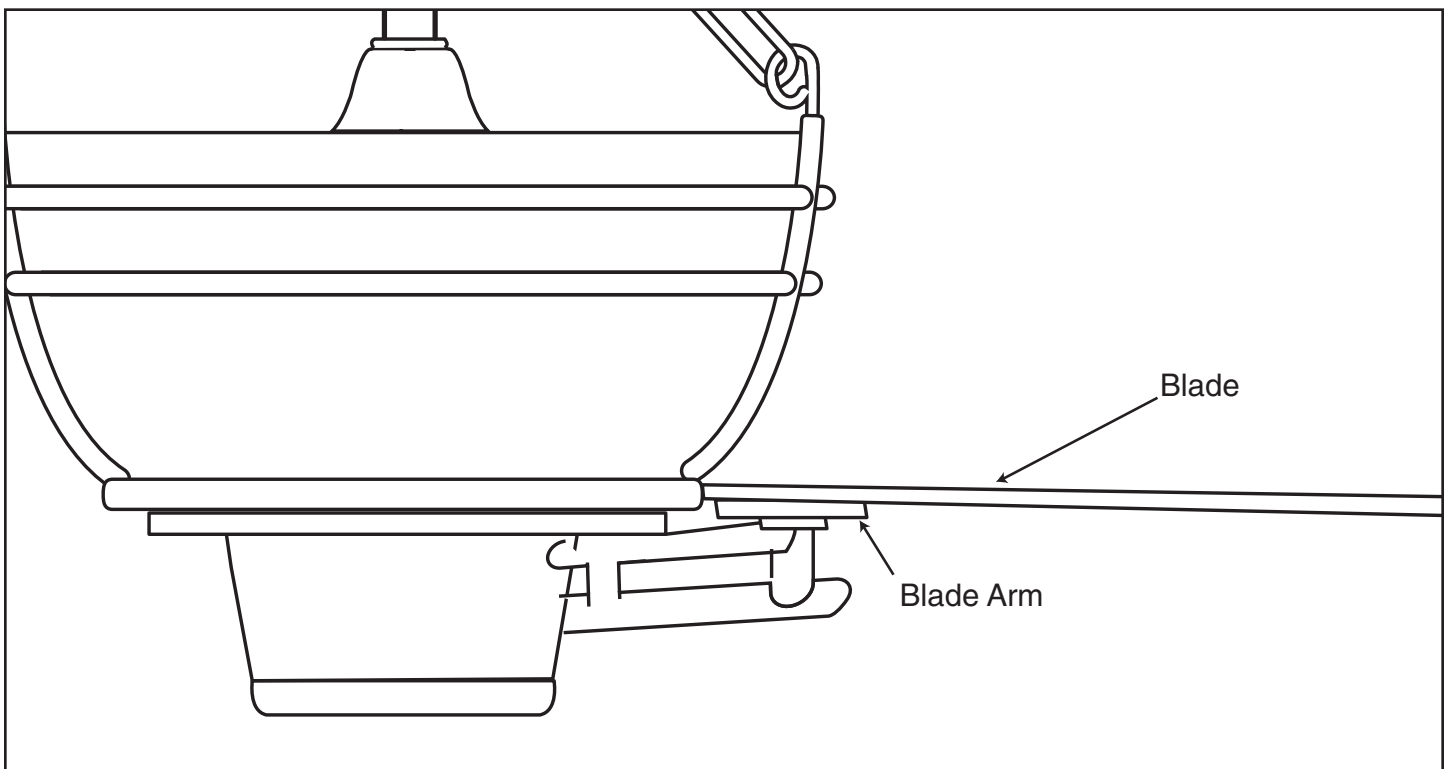
## BLADE TO BLADE ARM ATTACHMENT

1. Place washer on screw. Insert this assembly through the blade and start the screw into the blade arm. Repeat this procedure without tightening the screw until all 3 screws have been started into the blade arm (Fig. 2).
2. Tighten each screw, starting with center screw.

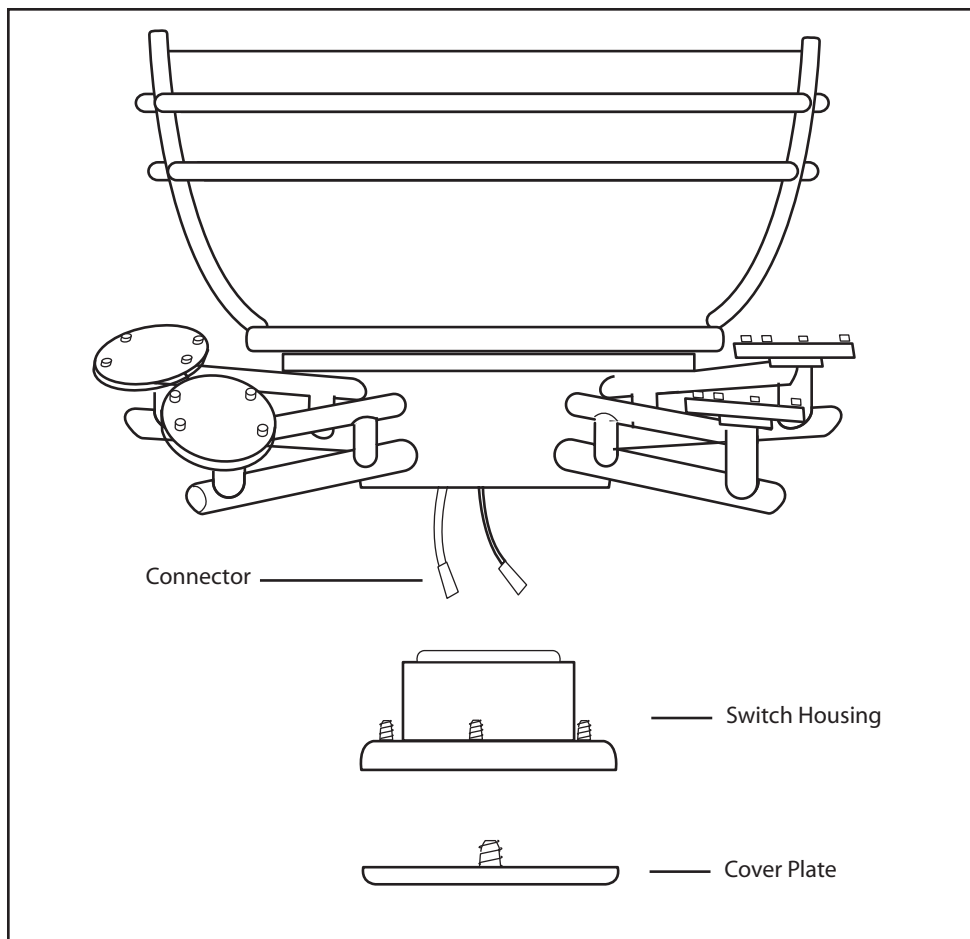


## BLADE ARM TO MOTOR ASSEMBLY

1. With the motor assembly hung in place, the blade arms with blades attached can be installed. Remove the screws and L-wrench from the screw packet supplied.
2. One by one, place the blade arms with blade attached to the mounting holes on the rotor. Align the holes in the arms with matching holes on the rotor and install the screws from inside of the rotor using the supplied L-wrench. Note: Blade arm should be below the blade and not on top of the blade.
3. Once both of the screws are installed in each blade arm, secure the screw tight with the supplied L-wrench.



1. With the blade arms attached to the fan, you can attach the switch housing.
  2. Loosen two of the three screws located on the mounting hub and remove the third.
  3. Feed the light wires through the switch housing.
  4. Install the switch housing by aligning the holes in the switch housing to the mounting hub screws. Rotate the switch housing so the third screw hole comes into alignment and attach the third screw. Tighten all three screws once the third screw is installed.
  5. If no light kit is used, the switch housing cover can be installed. Remove the three screws on the switch housing and install the cover using the three screws.
- Note: If a down light kit is to be used, see (Option) for light installation.
6. Again, if no light kit is to be used, install the accent cover plate. The cover plate simply screws onto the switch housing cover and gently tighten.



## INSTALLATION OF LIGHT KIT (OPTION)



1. With the fan body installed to the ceiling, remove the switch housing cover from the packing.
2. The cover will have three mounting holes in it unlike the access cover which has a threaded pipe.
3. Install the cover to the light kit to be used by threading on the cover to the threaded pipe on the light kit assembly. Feed the wires through while installing the cover to the light kit.  
Note: Be sure to attach the locking nut to threaded pipe once the cover is attached. This nut will stop the light kit from coming loose over time.
4. Remove the three screws on the switch housing. (Screws will be used later for mounting light kit to fan)
5. Install the light kit electrical connections to the fan by matching the white wire to the white wire on the fan. Then, install the power wire from the light kit to the power wire in the fan housing.
6. Install the light kit to the fan using the three screws removed and secure to the fan.

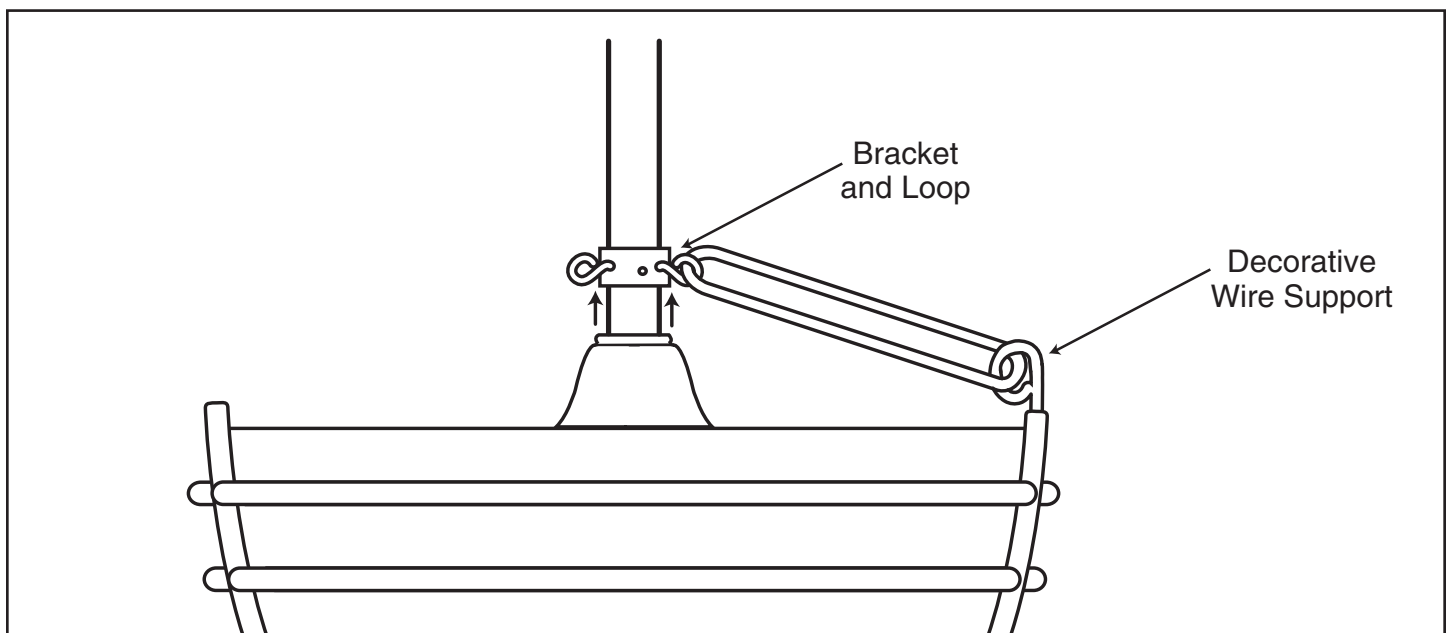
## INSTALLATION OF LIGHT KIT ON EXISTING FAN (OPTION)

### TURN POWER OFF TO FAN

1. To install a light kit, the switch housing cover will need to be removed from the fan and installed onto the light kit.
2. Remove the accent cover plate by turning counter clockwise and removing.
3. With the accent cover plate removed, the three mounting screws that hold the switch housing cover to the switch housing are exposed. Remove the three screws holding the cover. Once removed, the switch housing cover will come off and the wire connections are exposed.
4. Attach the switch housing cover to the light kit by threading the cover onto the threaded pipe on the light kit. Feed the wires through the cover while attaching the cover to the pipe.  
Note: Be sure to attach the locking nut to the threaded pipe once the cover is attached. This nut will stop the fixture from coming loose over time.
5. Attach the wires to matching connection in the switch housing of the fan. Connect the white to the white and then attach the power wire to the power wire in the fan.
6. With the wires attached, re-install the switch housing cover back on to the fan with the light kit attached using the three screws removed earlier.
7. Assemble the light kit if needed.
8. Turn the power back on to the fan.

1. Install 4 candelabra base bulbs (E12, 25 watt maximum) into sockets on top of fan body.
2. Screw decorative wire support into metal frame of fan body.
3. Hook decorative wire support into corresponding loop on bracket.
4. Slide bracket up downrod as far as it can go and tighten security screw.

CONGRATULATIONS! Your fan is now ready to enjoy!



## GENERAL INFORMATION

Multiple code choices are included with your fan's remote control in case:

- you have more than one remote control fan and want them to respond only to their own remote control
- you have other radio controlled devices in your home that may interfere with the fan remote control (i.e. garage door opener)
- you experience radio interference on a chosen frequency (code setting)

## SET-UP AND OPERATING INSTRUCTIONS

### Setting the code:

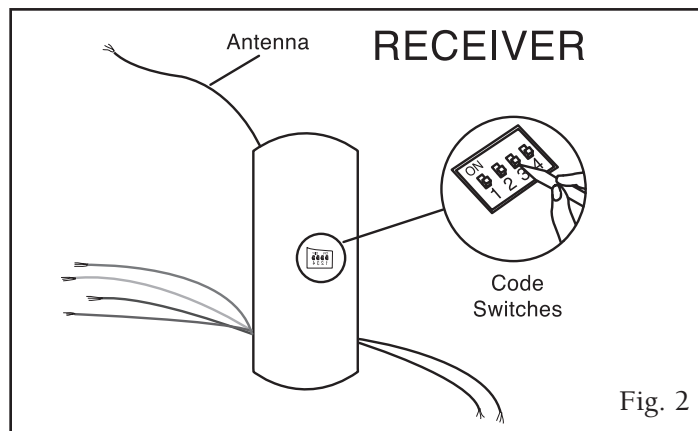
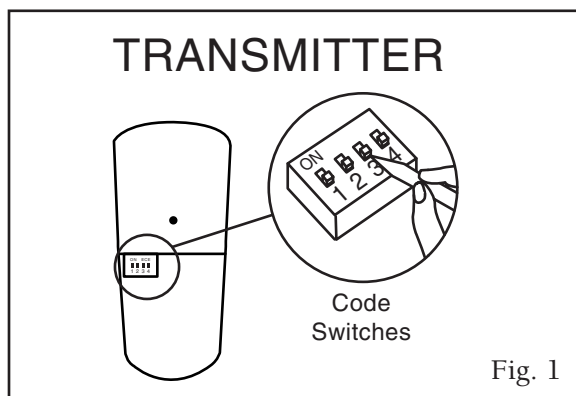
This unit has 16 different code combinations. To set the code, perform these steps:

1. Setting the code on the TRANSMITTER [Fig. 1]:

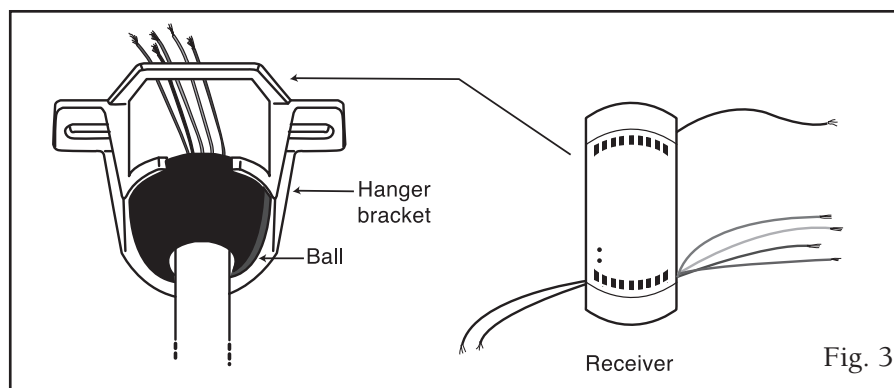
- Remove battery cover.
- Slide code switches to your choice of ON or OFF position. Use a small screwdriver or ball point pen to slide each switch firmly up or down.
- Install 9v battery (not included).
- Replace battery cover on transmitter.

2. Setting the code on the RECEIVER [Fig. 2]:

- Locate the code switches on the bottom of the remote receiver.
- Slide code switches to the SAME POSITIONS as set on your transmitter.



After codes are set, install the receiver in the space above the ball in the hanger bracket [Fig. 3]. Be careful not to pinch any of the receiver's wires.



## OPERATING BUTTONS ON THE TRANSMITTER

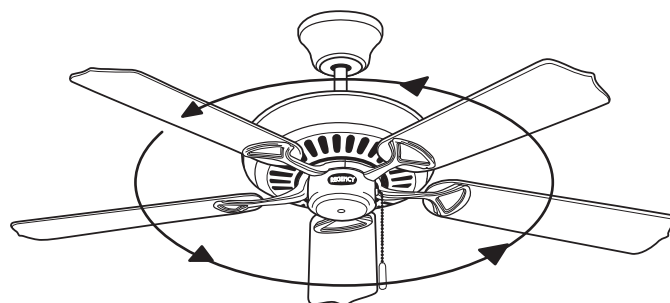
- HI – fan high speed
- MED – fan medium speed
- LOW – fan low speed
- FAN/OFF – fan speed off
- LIGHT – light brightness and off function for uplight
- FOR/REV – forward and reverse

- The light functions are controlled by pressing the light button. Tap button quickly to turn light off or on. Push the button once and release to turn the light on to full brightness. Hold the button down to increase or decrease light brightness. Release the button at the desired light brightness and that setting will be remembered the next time the light is turned on. The pre-set brightness can be changed by holding down the light button again until the new desired brightness is reached.

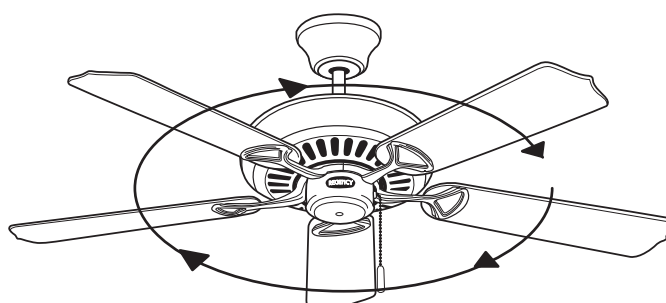
NOTE: If power is lost to the fan receiver, the memory will be lost and all settings will return to the default.

- Keep pressing the button for more than one second to dim the light and vary it cyclically from dim to bright and back again.
- Range of the transmitter is approximately 25 ft.
- Forward/Reverse Direction:
  - Forward* is a counterclockwise rotation of the blades when viewed from beneath the fan. This will create a downward breeze that can be felt below the fan. This is the normal direction for the fan to run when the weather is warm.
  - Reverse* (clockwise) will draw air up through the blades and towards the ceiling, down the walls, and into the living space during the cooler months.

**IMPORTANT: To prevent damage or cause injury, be sure that fan is switched to off and blades have stopped moving completely before attempting to change direction of rotation.**



WARM MONTHS  
Forward (counterclockwise)



COOL MONTHS  
Reverse (clockwise)

## TROUBLESHOOTING - IN CASE OF DIFFICULTY

**IMPORTANT: To prevent damage or cause injury, be sure that fan is switched to off and blades have stopped moving completely before attempting to change direction of rotation.**

1. If fan will not start: Check main and branch circuit breakers and/or fuses. Check line wire connections to fan and switch housing wiring. Make sure forward/reverse switch is set to one or the other position, not stuck in between.
2. If fan is noisy: Check and make sure that all screws in motor housing are snug (but not over tight). Check that the screws securing blade brackets to the motor are tight. Check that wire connectors in switch housing are not rattling against each other or the interior wall of the switch housing. Check that all glassware is finger tight and that bulb(s) are well held in the sockets, if a light kit is used. Check that the canopy is firmly attached to hanging bracket and not vibrating against ceiling.
3. If fan wobbles: Check that all blades are firmly screwed into blade arms. Check that all blade arms are firmly secured to the motor. Make sure that the light kit (if present) is firmly attached to switch housing and that all glassware and shades are fastened properly. Wobble can also result from even the smallest deviations in distance from blade tip to blade tip - if measurements from blade tip to blade tip are not equal, loosen screws connecting blade to bracket one at a time and adjust blade(s) so that distances are equal. Interchanging adjacent blades may redistribute mass and result in smoother operation. Blade arms can be bent slightly to restore same pitch to all blades if a blade is different than the other blades when viewed edge on.

## CARE AND CLEANING

Periodic cleaning of your new ceiling fan is about the only maintenance that is needed. Only use a soft brush or lint free cloth to avoid scratching the finish. **DO NOT** use water when cleaning your ceiling fan. It could damage the motor or the wood blades, and/or create the possibility of electrical shock.

**NOTE: Periodically it may be necessary to re-tighten blade screws to prevent clicking or humming sound during operation. This is especially true in climates with broad temperature and humidity ranges and in fans with painted or high gloss blades.**

**NOTE: When dusting the blades, you must support the blade to prevent bending - no pressure should be applied to the blades.**

# THANK YOU FOR PURCHASING A REGENCY CEILING FAN.

Write to us at:

Regency Ceiling Fans

P.O. Box 730

Fenton, MO 63026

For additional troubleshooting tips,  
visit us on the Web at: **[www.regencyfan.com](http://www.regencyfan.com)**