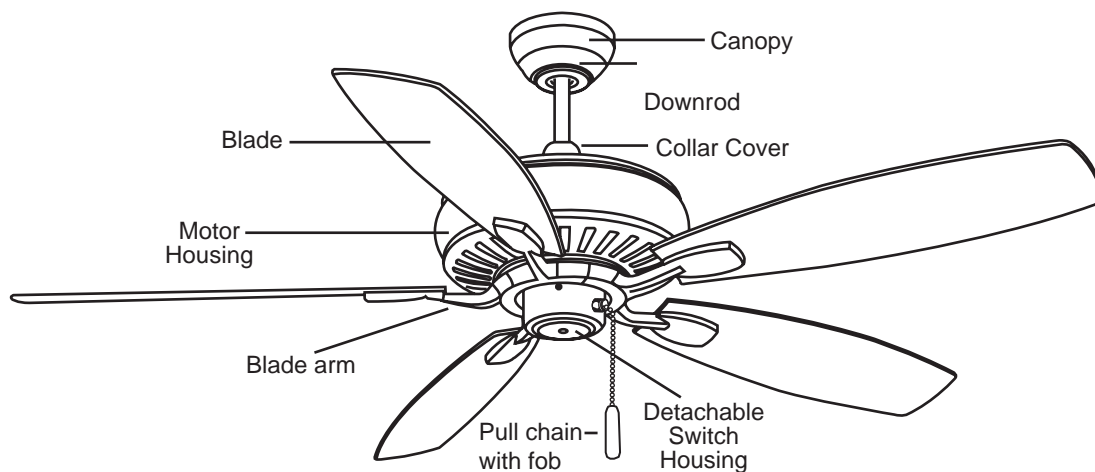


Parts identification on assembled fan



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.**

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.

IMPORTANT NOTE: THIS CEILING FAN EXCEEDS THE MAXIMUM WEIGHT (35 LBS) SPECIFIED BY UL FOR HANGING FROM A STANDARD CEILING FAN RATED OUTLET BOX. SPECIAL REINFORCEMENT TO THE CEILING IS REQUIRED FOR INSTALLATION!

CAUTION: Wood screws must go through the outlet box and directly into the building joist or into added cross support. (Fig. 1)

Step 1. Remove the two knock-outs from the outlet box to expose the joist. If the outlet box does not have knock-outs, you will need to drill the holes. (Fig. 1)

Step 2. Secure the mounting bracket directly to the joist from the building via the knock out holes from the outlet box. Secure the mounting bracket with the wood screws and lock-washers provided with the fan. (Fig. 1)

Step 3. Secure the hanger bracket to mounting bracket using the two hex nuts and washers provided, make sure nuts are securely tighten. (Fig. 2)

WARNING: Do not over-tighten the hex nut on the heavy duty hanging plate - properly tighten it until it is secured. Over-tightening the hex nut will result in the breakage of the bolt.

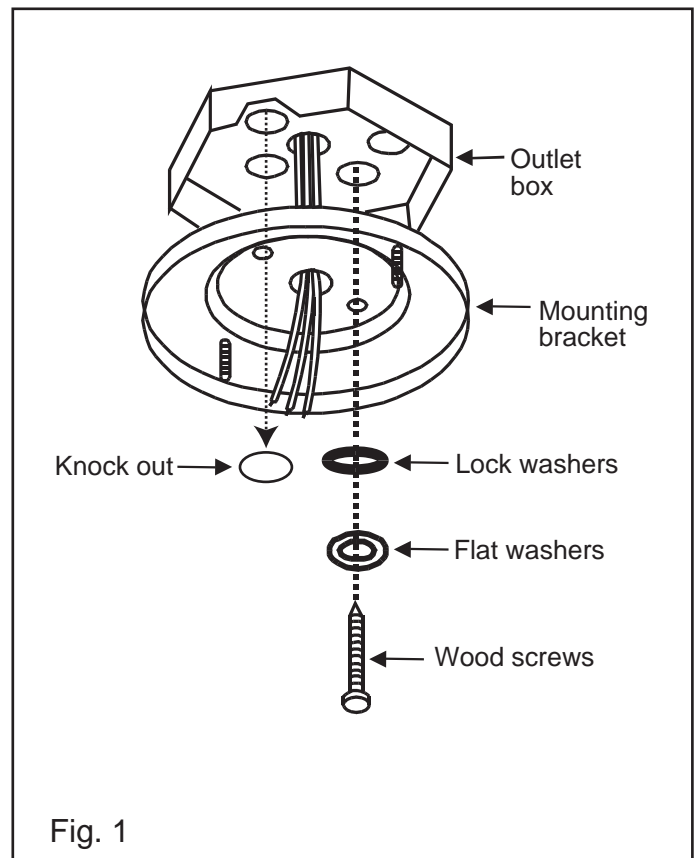


Fig. 1

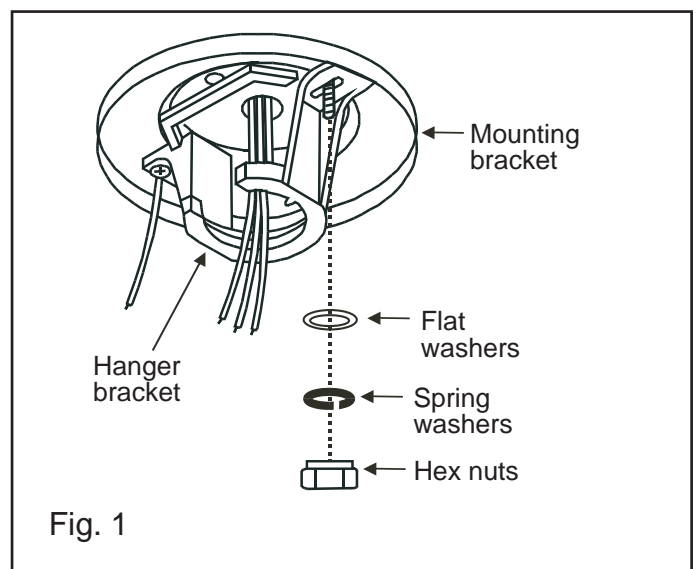
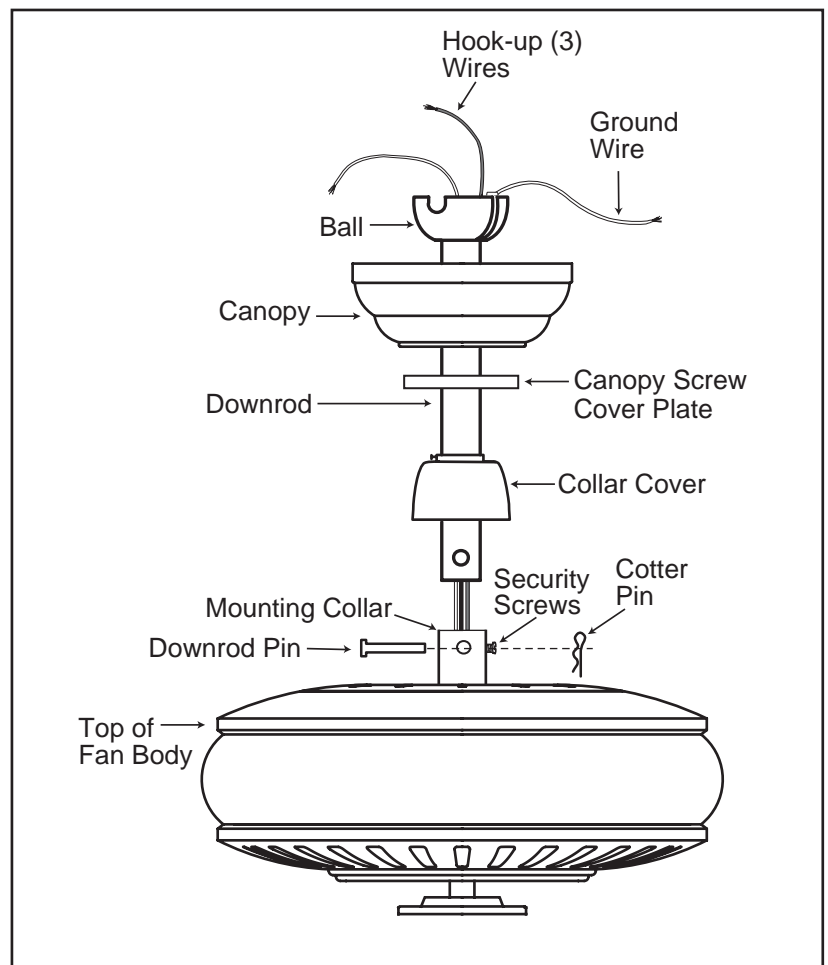


Fig. 1

1. Carefully support fan body (motor) in its styrofoam packing with the mounting collar (where the wires come out) facing upward.
2. Loosen the two set screws and remove the downrod pin and cotter pin from the top coupling of the motor assembly.
3. Remove ball from the downrod by loosening set screw in the side of the ball. Slide ball down and remove ball pin; remove ball.
4. Feed the wires from top of fan through end of the downrod of choice 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.
5. 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.
6. 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.

7. Feed wires through collar cover and slide collar cover down the downrod to top of fan.
8. Feed wires through canopy screw cover plate and canopy, then slide both 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 3), slide ball up, and tighten set screw to secure ball in place.

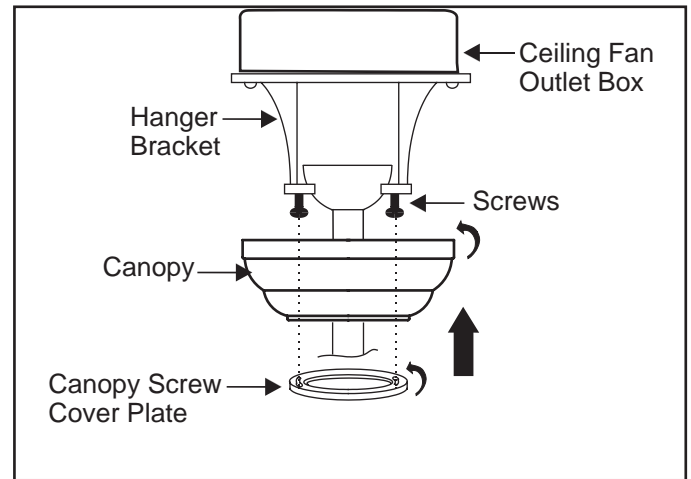


FINISHING THE INSTALLATION



1. Tuck connections neatly into ceiling outlet box.
2. Slide the canopy up to ceiling and over the 2 screws on the hanger bracket. Rotate canopy clockwise. Next, while holding the canopy with one hand, slide the canopy screw cover plate over the screws and rotate clockwise until tight. **NOTE:** adjust the canopy screws as necessary until the canopy and canopy screw cover plate are snug.

WARNING: Make sure the hook on the hanging bracket properly sits in the groove in the hanger ball before attaching the canopy to the bracket by turning the housing until it drops into place.



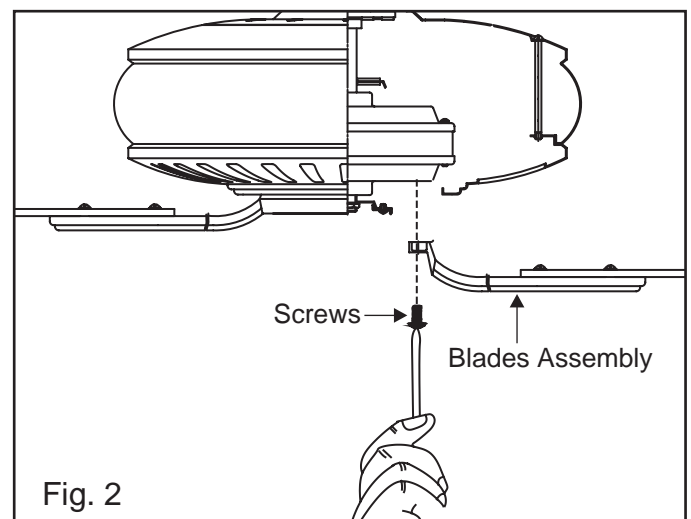
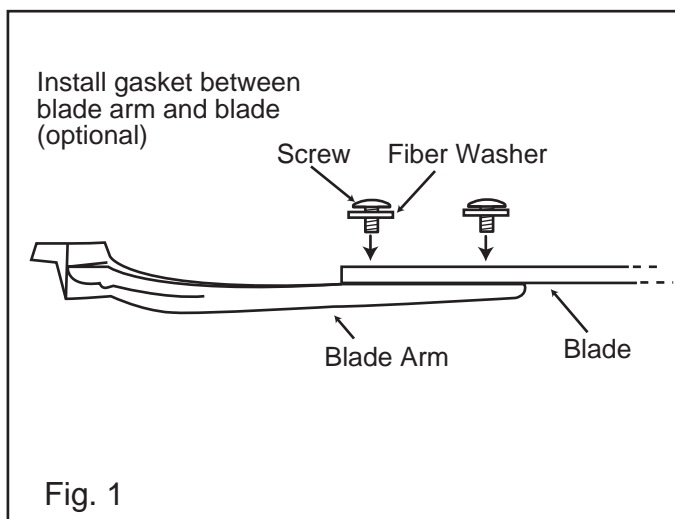
BLADE ATTACHMENT

1. Place fiber 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. 1).

NOTE: Fans that have painted finishes are packed with gaskets that can be used between the blade arm and blade to help prevent a clicking noise that may develop if blade screws loosen over time.

2. Tighten each screw starting with center screw.
3. Fasten blade assembly to motor with provided screws and lock lockwashers. Repeat procedure for remaining blades (Fig. 2). Make sure screws are **TIGHT!** Loose motor screws can contribute to unnecessary hum during operation.

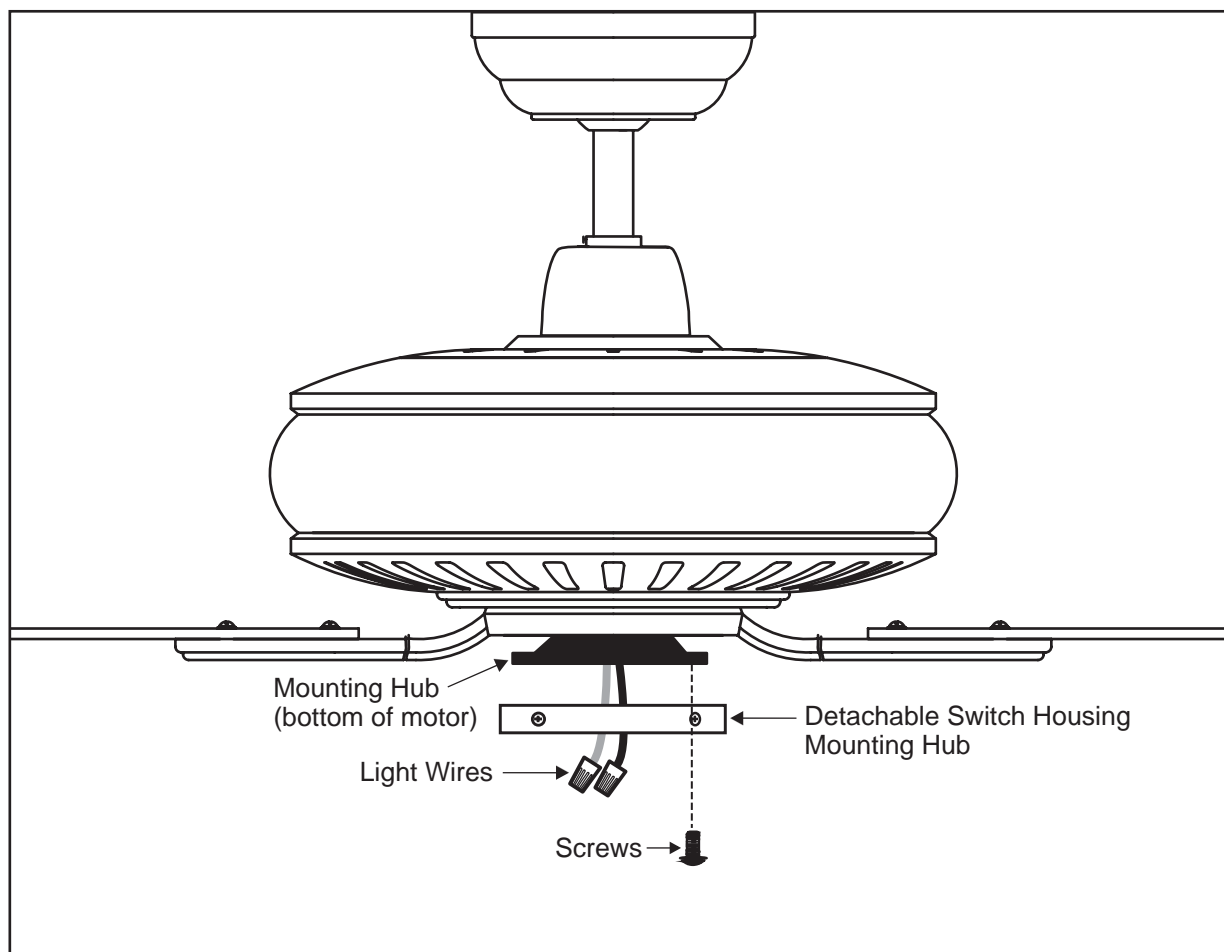
NOTE: Cordless power screwdrivers are **NOT** recommended, as they tend to strip the heads of the screws and usually will not fully compress the lock washers on the motor screws. Use a large flat blade screwdriver for final tightening to fully compress the washers. This will help ensure proper alignment of the blades and noise-free, wobble-free running.



INSTALLATION OF DETACHABLE SWITCH HOUSING MOUNTING HUB



1. Remove one of the three screws on the mounting hub located on the fan motor.
2. Loosen the other two screws.
3. Install detachable switch housing mounting hub to mounting hub.
4. Pass the 2 light wires through the center hole of the detachable switch housing mounting hub.
5. Line up the two slotted holes with the two loose screws on the mounting hub located on fan motor.
6. Re-install the third screw removed and tighten all three.

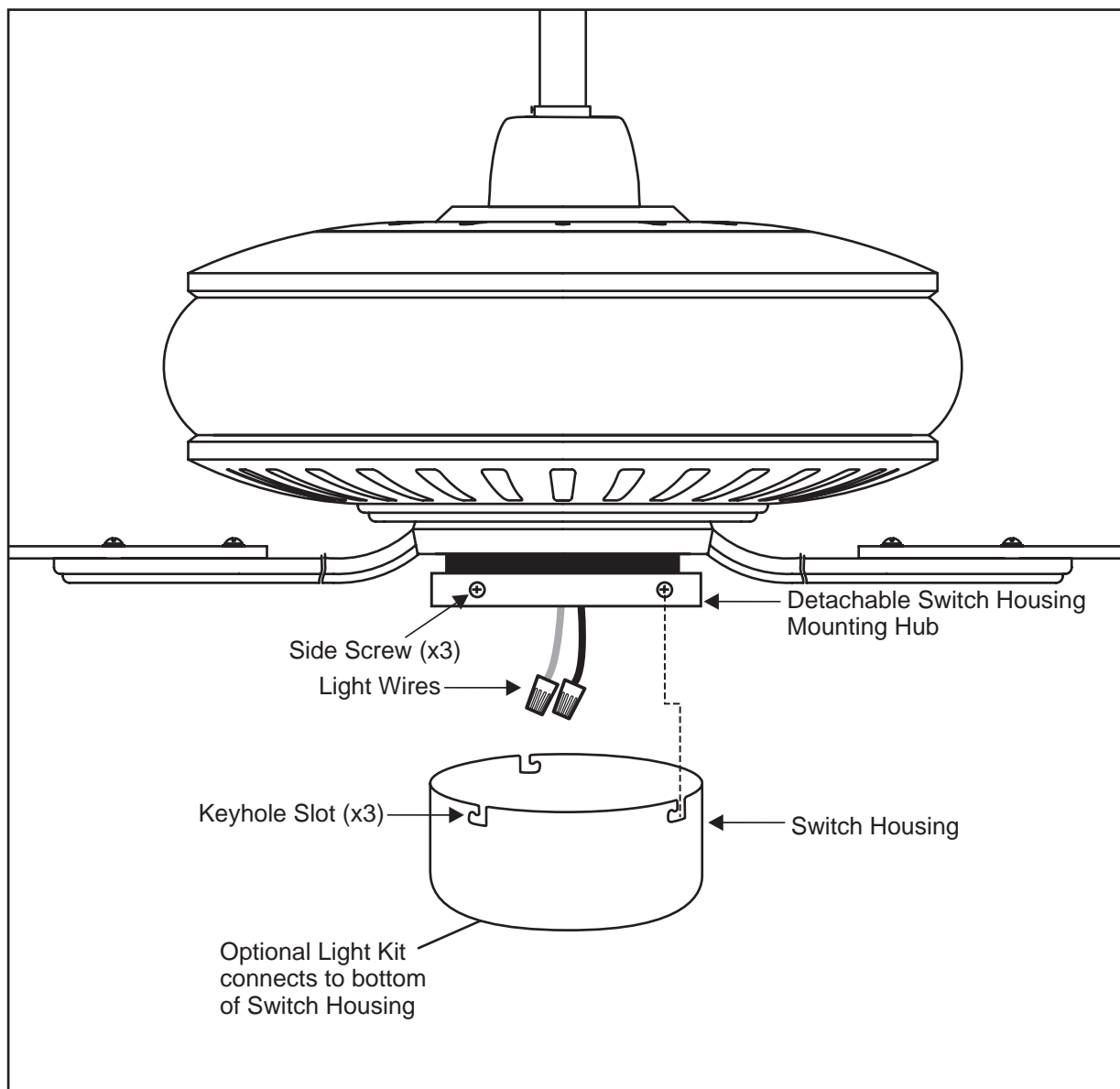


INSTALLING THE REMOVABLE SWITCH HOUSING



NOTE: Be sure the power is off before installing.

1. Loosen the 3 side screws on detachable mounting plate halfway.
2. If installing light kit, carefully remove light kit cover in bottom of switch housing. Attach the light kit to the switch housing per instructions supplied with light kit. (Follow the instructions included with the kit.)
3. Connect the plug and receptacle and make sure side buckle snaps in place.
4. Attach the switch housing to the mounting plate.
5. Align the side screws with keyhole slots on edge of switch housing and tighten the side screws.
6. Turn the power on. Your Regency Ceiling Fan is now ready to enjoy!



Turn on the power and check operation of the fan. The fan is controlled by the use of the pull chain as follows:

- one pull = high speed
- two pulls = medium speed
- three pulls = low speed
- four pulls = off

For proper functions, ensure that the chain is pulled down fully and released each time.

NOTE: Leave pull chain switch in "high speed" position when using optional wall control.

The slide switch on the side of the switch housing controls forward or reverse rotation. Make sure switch is not stuck between forward and reverse positions.

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.

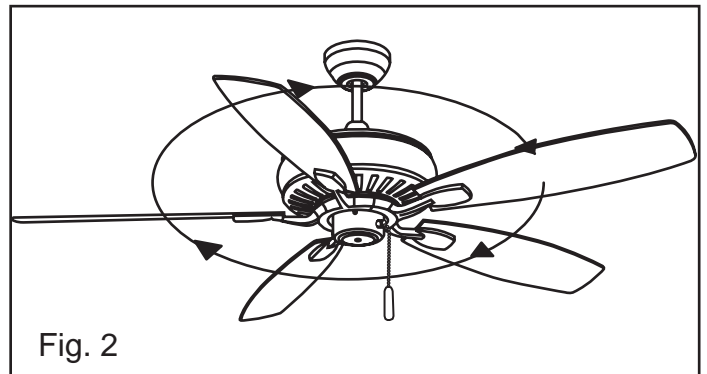
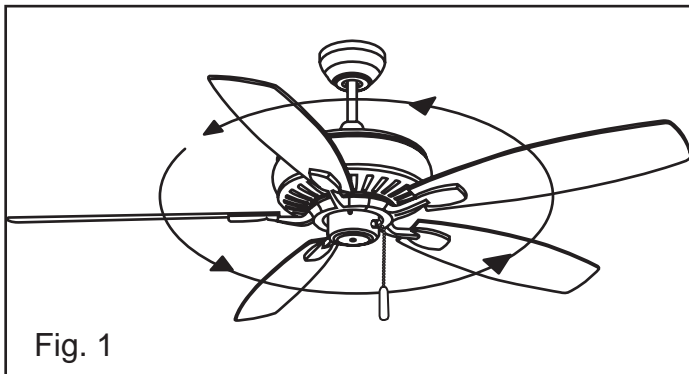
Forward/Reverse Direction:

Warm Weather (forward):

A DOWNWARD airflow creates a cooling effect as shown in Figure 1. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool Weather (Reverse):

An UPWARD airflow moves warmer air off the ceiling area as shown in Figure 2. This allows you to set your heating unit on a cooler setting without affecting your comfort.



Periodically it may be necessary to re-tighten blade to blade arm screws or blade arm to motor screws to prevent clicking or humming sound during operation. This is especially true in climates with broad temperature and humidity ranges.

When dusting the blades, you must support the blade to prevent bending - no pressure should be applied to the blades. If you experience any flaws in the operation of your fan, please check the following points.

TROUBLESHOOTING - IN CASE OF DIFFICULTY

CAUTION: Switch off power supply before carrying out any of these checks.

1. If fan will not start: Check main and branch circuit breakers and/or fuses. Check line wire connections to fan 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 arms 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 secure to the motor. Check to make sure that 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 blade arm 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. Most wobble can be traced to a loose electrical box or mounting bracket. Make sure these are tight and the ball is completely seated in the bracket.

THANK YOU FOR PURCHASING A REGENCY CEILING FAN.

Write to us at:

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Fenton, MO 63026

Visit us on the Web at: www.regencyfan.com