



## ORIGINAL VAXCEL CEILING FAN LIMITED LIFETIME WARRANTY\*

*\*for full limited lifetime warranty details please see final page of these instructions.*

Model No.: F0103

### Safety Instructions

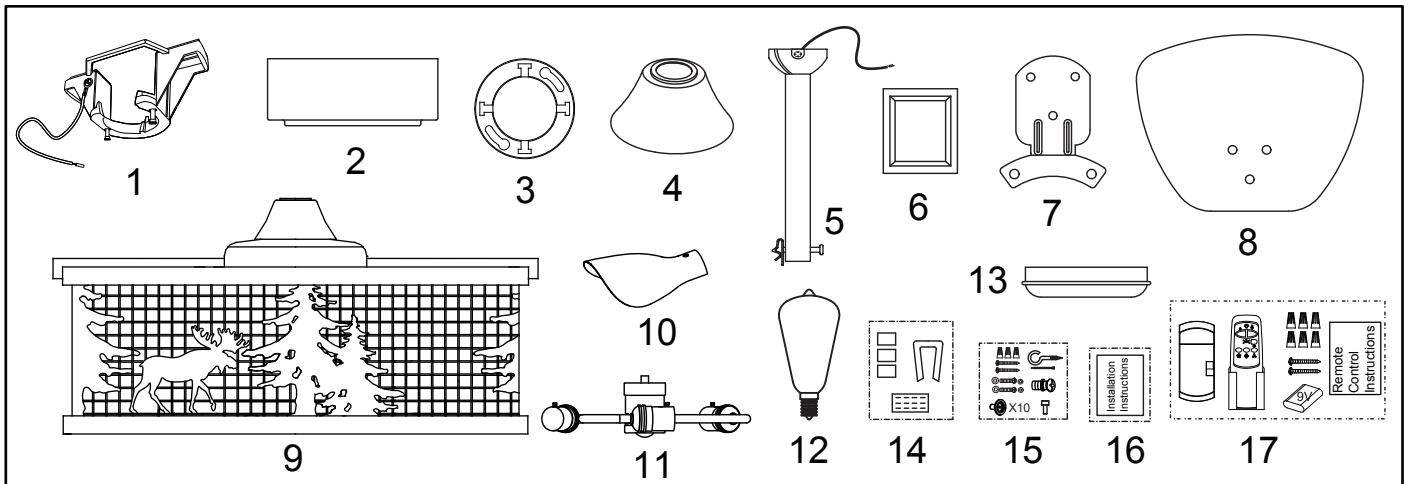
READ ALL SAFETY INFORMATION AND INSTALLATION INSTRUCTIONS BEFORE YOU BEGIN TO INSTALL THE FAN AND SAVE INSTRUCTIONS.

- All set screws of the fan must be checked and retightened where necessary before installation.
- To reduce the risk of 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 rotating fan blades.
- Before changing the fan direction, turn off the fan and wait for the fan blades to stop completely.
- The safeguards provided by these safety instructions and by the separate installation instructions are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and care are factors which can not be built into this product. These factors must be supplied by the person(s) installing, caring for and operating the fan.

#### **WARNING**

- TO AVOID RISK OF ELECTRIC SHOCK, BE SURE TO SHUT OFF POWER AT THE MAIN FUSE OR CIRCUIT BREAKER BOX BEFORE INSTALLING OR SERVICING THIS FIXTURE. TURNING OFF THE ELECTRICAL POWER BY USING THE LIGHT SWITCH IS NOT SUFFICIENT TO PREVENT ELECTRICAL SHOCK.
- TO REDUCE THE RISK OF INJURY, INSTALL THE FAN SO THAT THE BLADES ARE AT LEAST 7 FEET (2.1 METERS) ABOVE THE FLOOR AND AT LEAST 18 INCHES (0.5 METERS) FROM THE TIP OF THE BLADES TO THE WALL.
- 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.
- THE INSTALLATION HAS TO BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE, ANSI/NFPA 70-1999 AND LOCAL CODES. IF YOU ARE UNFAMILIAR WITH THE METHODS OF INSTALLING ELECTRICAL WIRING, SEEK THE SERVICES OF A QUALIFIED LICENSED ELECTRICIAN.
- CETL LISTED FOR DAMP LOCATIONS; FOR USE IN COVERED PORCHES PATIOS OR SUNROOMS WHERE RAIN OR WATER WILL NOT REACH THE CEILING FAN.

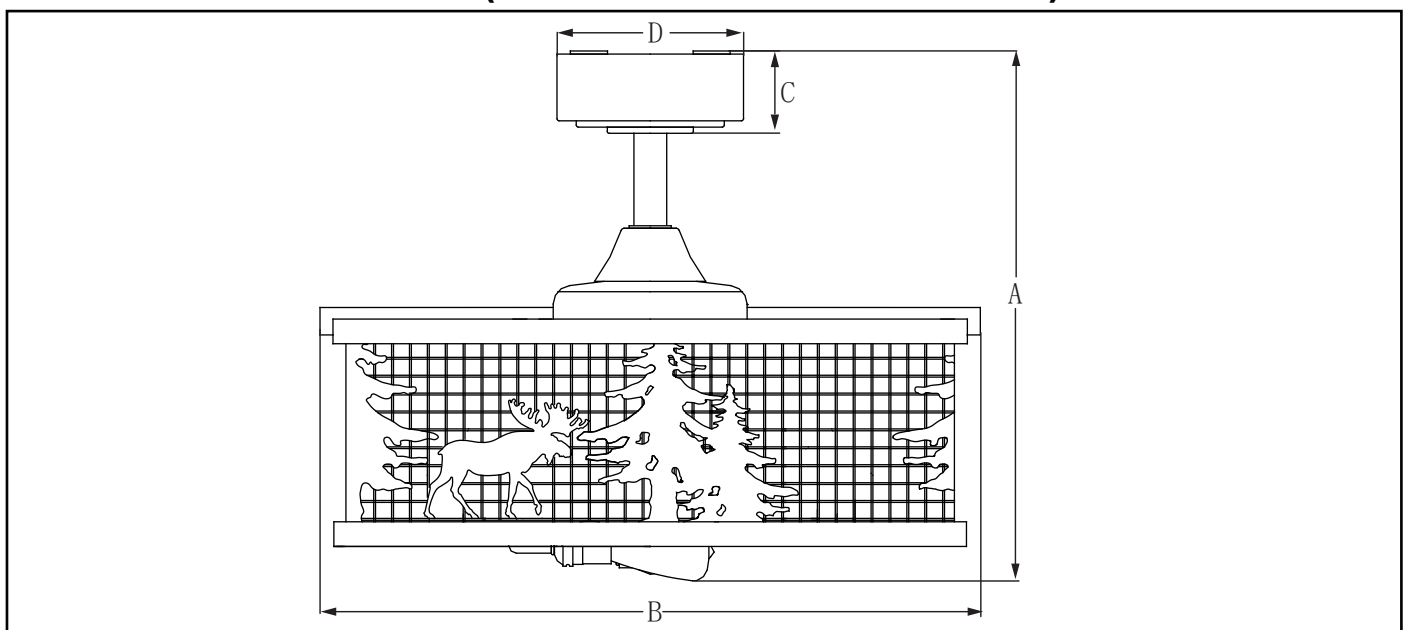
## Package Contents:



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

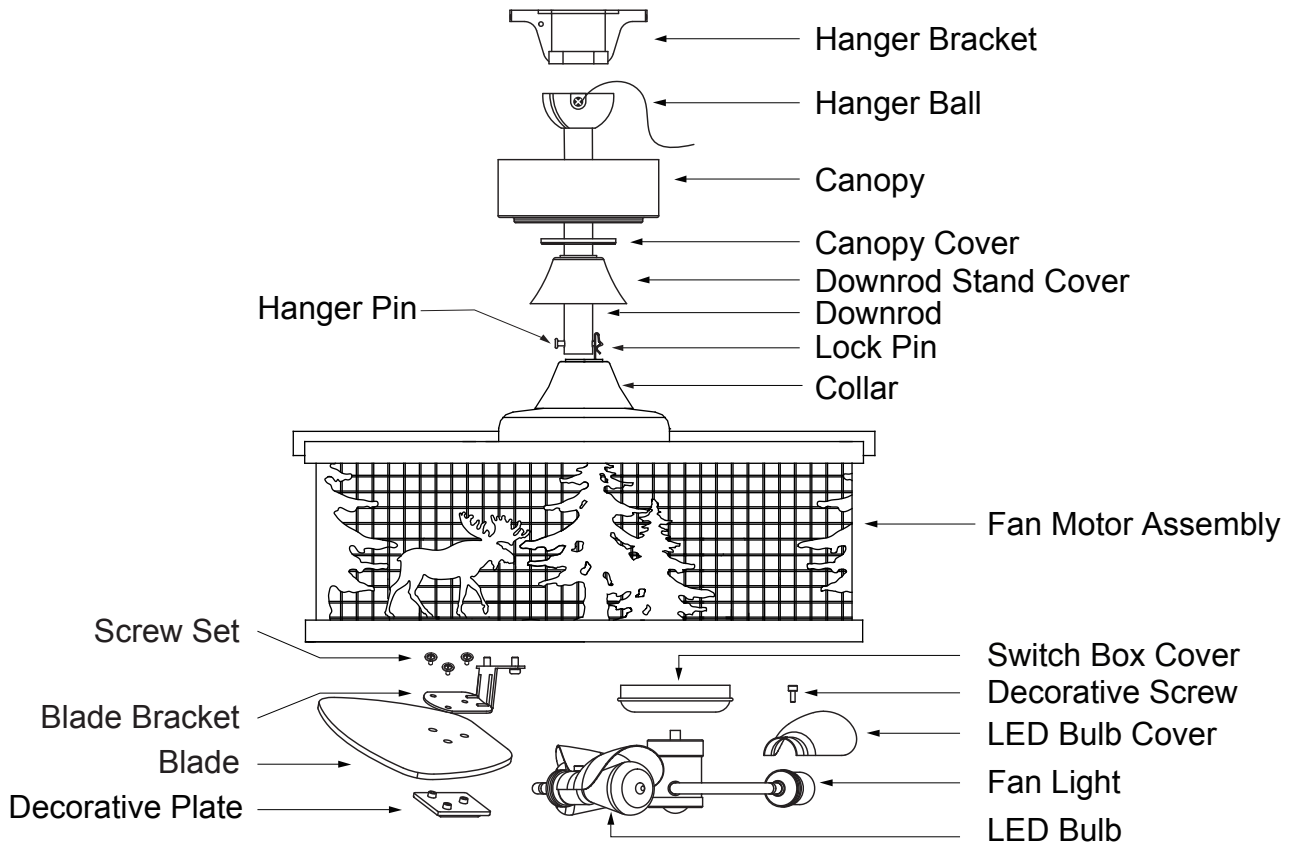
- 1.) Hanger Bracket
- 2.) Canopy
- 3.) Canopy Cover (Comes in a Separate Bag)
- 4.) Downrod Stand Cover
- 5.) Downrod Set (Includes Hanger Ball, 6" Downrod, Hanger Pin & Lock Pin)
- 6.) Decorative Plate (3 PCS)
- 7.) Blade Bracket (3 PCS)
- 8.) Fan Blade (3 PCS)
- 9.) Fan Motor Assembly
- 10.) LED Bulb Cover (3 PCS)
- 11.) Fan Light
- 12.) 5W E12 (C) Base ST15 Type LED Bulb (3PCS)
- 13.) Switch Box Cover
- 14.) Blade Balancing Kit
- 15.) Assembly Kit
- 16.) Installation Instructions
- 17.) Remote Control Set (Includes Receiver & Transmitter & Wire Connectors & Battery & Screws & Remote Control Instructions)

## Dimension Reference (Installed with 6" Downrod):

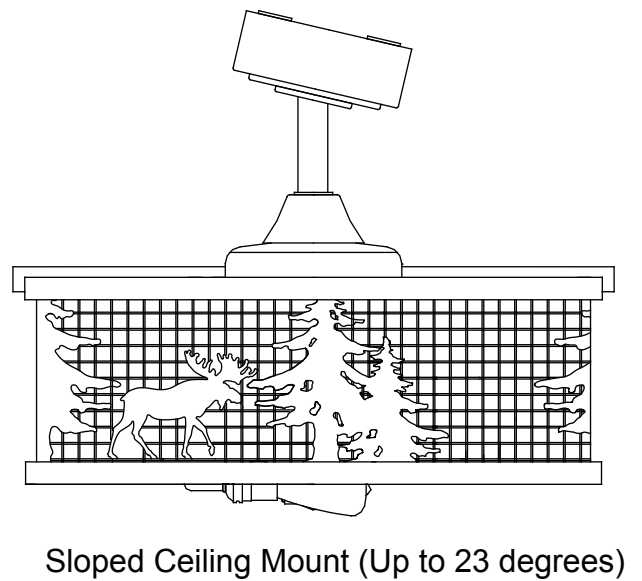
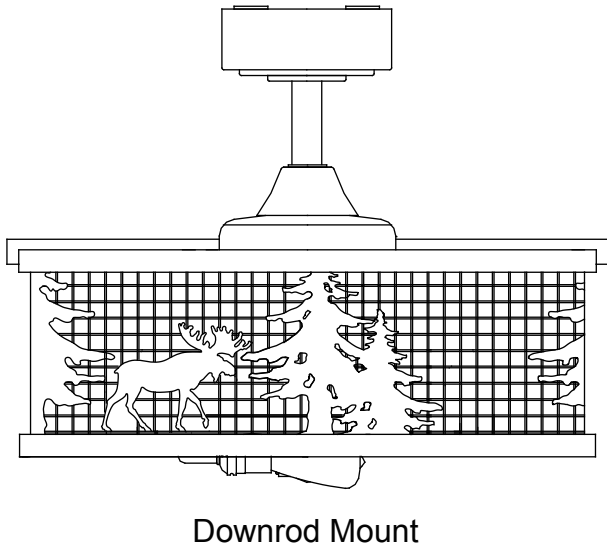


A. 17"    B. 21"    C. 2-1/2"    D. 6"

# Exploded View Detail



# Dual Mount Drawing



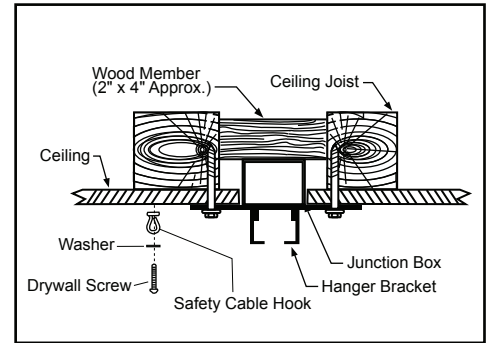
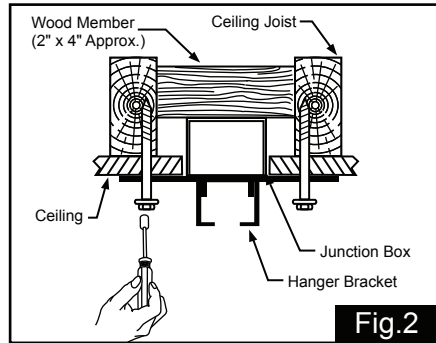
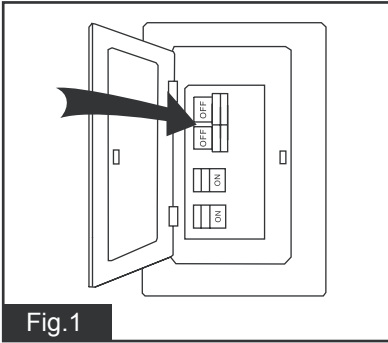
# INSTALLATION INSTRUCTIONS

## IMPORTANT:

- BEFORE YOU BEGIN INSTALLING THE FAN, CAREFULLY READ ALL INFORMATION IN THE SEPARATE SHEET "SAFETY INSTRUCTIONS" AS WELL AS THE FOLLOWING "INSTALLATION INSTRUCTIONS". IF IN DOUBT, CONSULT A QUALIFIED ELECTRICIAN.
- SAVE ALL INSTRUCTIONS.

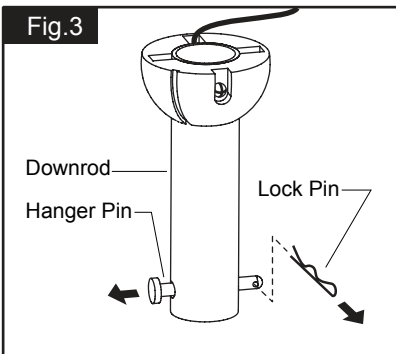
NOTE: The fan weight is 15.21 lbs (6.9 kg). Be sure the outlet box you are using is securely attached to the building structure and can support the full weight of the fan. Failure to do so can result in serious injury.

## Installation Steps :

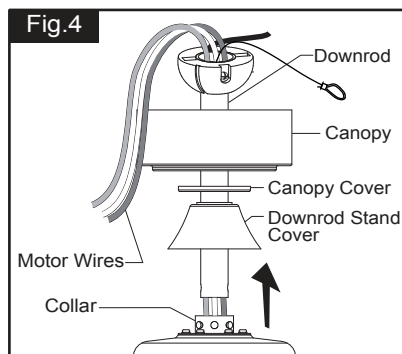


Turn OFF the electric circuit at the main fuse or circuit breaker box.

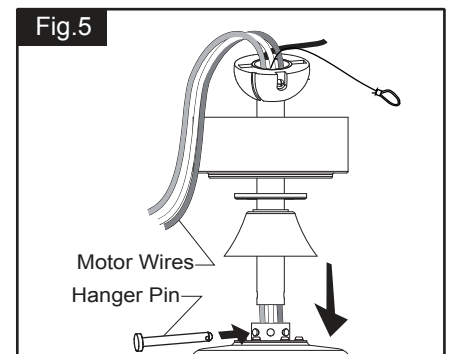
Tighten the hanger bracket to the outlet box with two mounting screws. **(Make sure the outlet box is securely installed so that it will be able to support at least the fan weight.)** Attach the safety cable hook to the ceiling with the drywall screw and washer, and make sure the safety cable hook is covered by the fan canopy. **WARNING: MOUNT ONLY TO AN OUTLET BOX MARKED "ACCEPTABLE FOR FAN SUPPORT"!**



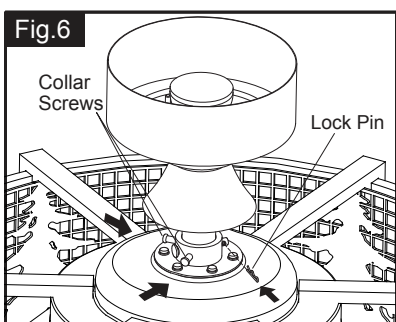
Remove the lock pin from hanger pin and remove the hanger pin from the downrod.



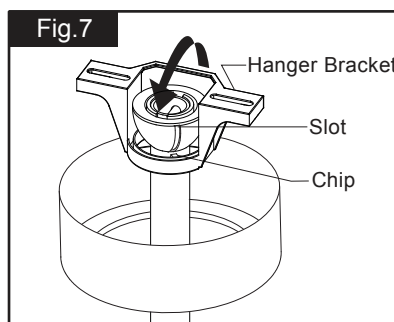
Slide canopy, canopy cover (Making sure the smooth side of canopy cover is facing downward.) and downrod stand cover onto downrod, as shown; then thread motor wires through downrod.



Loosen the collar screws out part way. Insert the downrod into the collar. Slide hanger pin through holes of collar and downrod.

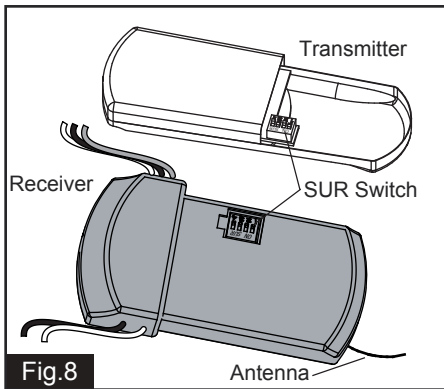


Tighten the two collar screws. Slide lock pin into hanger pin until it locks into position.



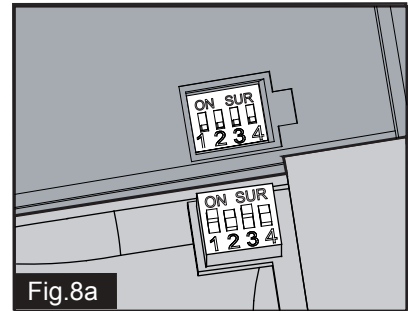
Hang fan on hanger bracket, and rotate the downrod until the chip on the hanger bracket snaps into the slot on the hanger ball.

**Note: For sloped ceiling installation, make sure the slot of hanger ball and the chip of hanger bracket are toward the floor.**



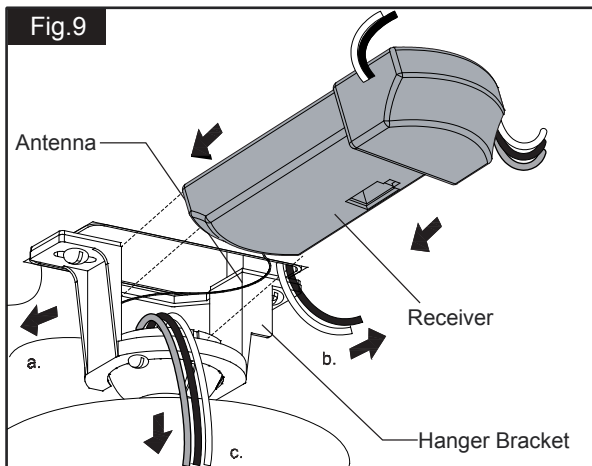
Both the transmitter and receiver have a 4-key unit code on each SUR Switch (Fig.8) and by default, all keys are pre-set to the "off" position. This means that the transmitter and receiver are already paired together. However, if you have multiple fans and remote controls and want to avoid interference between them, you can "pair" other transmitters and receivers together by adjusting the SUR switches, so the same numbered keys are in the "ON" position on both (Fig.8a).

**Note: The ceiling fan may work abnormally if there is interference from other remote controls.**

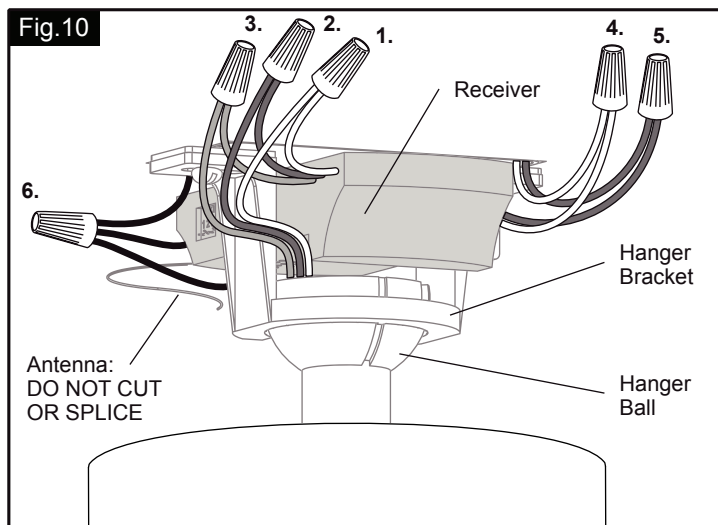


**Code example:**  
1-ON 2-OFF 3-ON 4-OFF on both SUR Switches.

**Note: If you have two ceiling fans with 2 remote control units, set 2 different codes for each set of transmitter / receivers.**



Move Ground Wires (a), Outlet Box wires (b), and Motor Wires (c) away from the center of the Hanger Bracket. Then slide Receiver through Hanger Bracket as shown, Antenna end first, until it is placed in the center. Finally, cut Motor Wires (c) to length needed for connections.

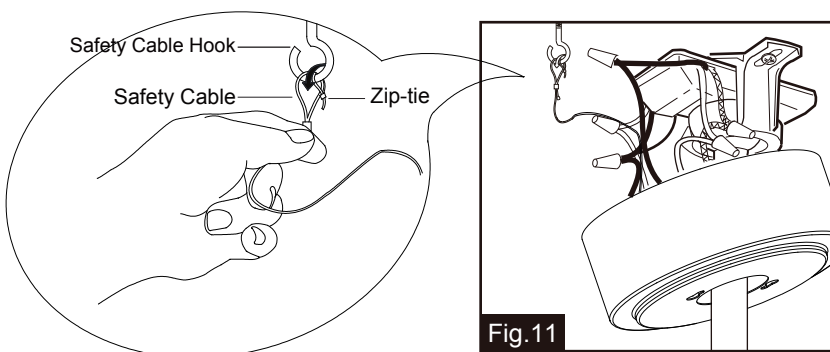


Make wire connections:

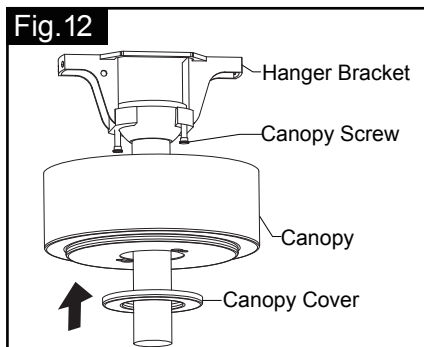
- 1) The Motor white wire to the white "To Motor N" wire from Receiver with a wire connector.
- 2) The Motor black wire to the black "To Motor L" wire from Receiver with a wire connector.
- 3) The Motor blue wire to the blue "For Light" wire from Receiver with a wire connector.
- 4) The white wire from Outlet Box to the white "AC in N" wire from Receiver with a wire connector.
- 5) The black (hot) wire from Outlet Box to the black "AC in L" wire from Receiver with a wire connector.
- 6) The ground wire from Outlet Box to the green ground wire from the Hanger Ball and the green ground wire from the Hanger Bracket with a wire connector.

Make sure all of wire connectors are connected firmly.

\*\*\* Tuck all wire connectors and wires carefully up into the Outlet Box.

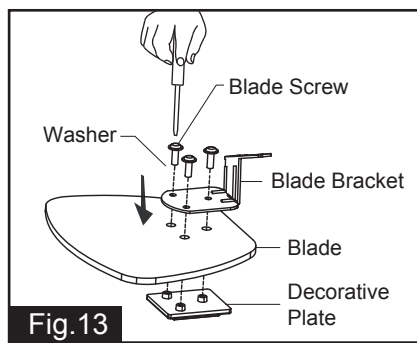


Hang the safety cable into the safety cable hook, tighten the safety cable to the safety cable hook by using the zip-tie.

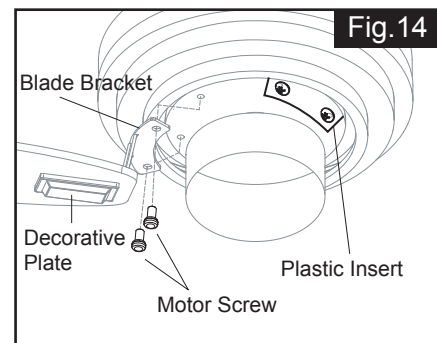


Slide the canopy up to ceiling and over the two canopy screws on hanger bracket. Rotate canopy clockwise, next, while holding the canopy with one hand, slide the canopy cover over the screws and rotate clockwise until tight.

**Note: Adjust the canopy screws as necessary until the canopy and canopy cover are snug.**

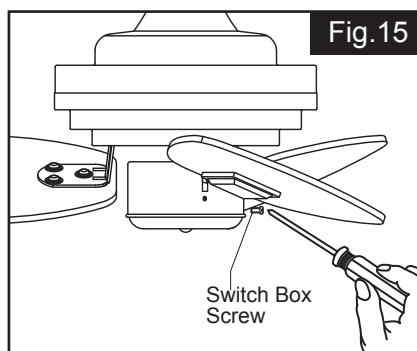


Thread the blade screws through the blade bracket, and blade into the decorative plate. Tighten all blade screws securely. Repeat to other blades.



Remove the motor screws from fan motor assembly. Secure blade brackets to the motor with motor screws.

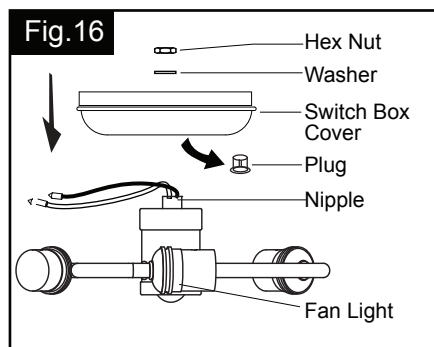
**NOTE: Before installing blade brackets to the motor, please remove the plastic inserts.**



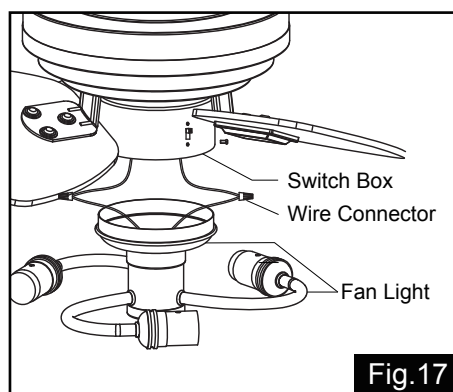
### Assembly without fan light

Make sure the lead wire of fan light in switch box is sealed with a wire connector exactly. Secure the switch box cover into switch box with the switch box screws.

## Fan Light Installation:

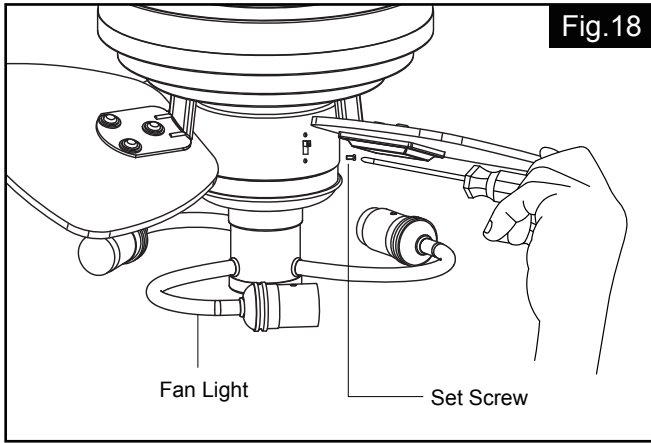


Remove the plug from the switch box cover. Attach the fan light to the switch box cover by threading the fan light wires (black and white) and rotate nipple through the hole of switch box cover and then screw them onto the switch box cover with nut & lock washer. Be sure it is tight enough to prevent light kit from vibrating loose.

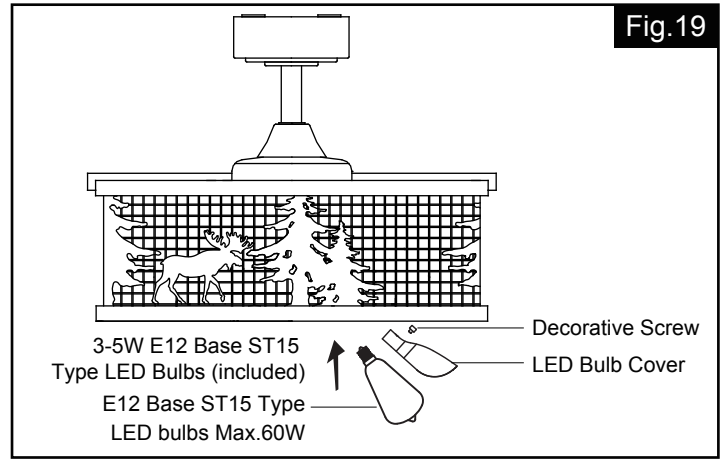


Make wire connection:

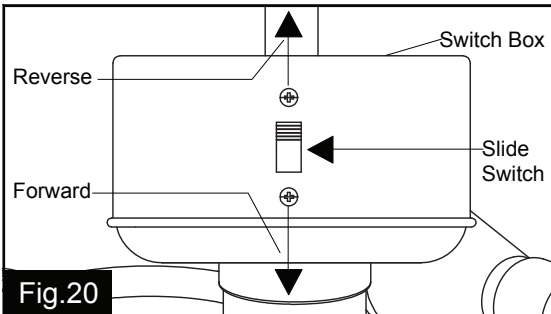
- connect the blue wire from the switch box to black wire from the fan light with wire connector.
- connect the white wire from the switch box to white wire from the fan light with wire connector.



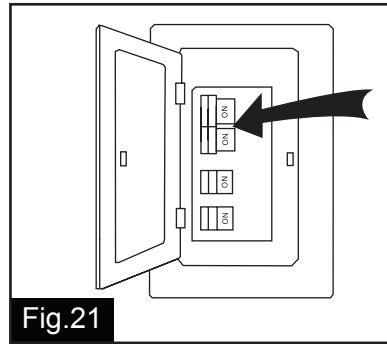
Carefully put the wires into the switch box, then attach the fan light into the switch box with the switch box screws.



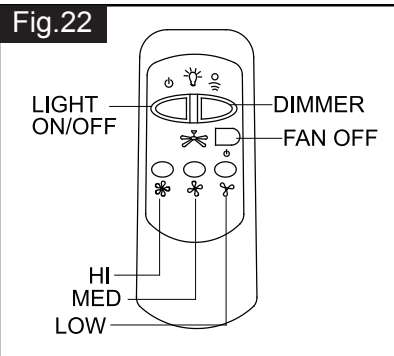
Install LED bulbs (included). See relamping label at socket area or packaging for maximum allowed wattage.  
**Optional:** To avoid reflection of light, remove the decorative screws from the lampholder, gently screw LED bulb covers on the lampholder with decorative screws.



The slide switch on switch box sets direction of fan rotation. Select the desired direction of fan rotation. Push the slide switch down for "Forward" and up for "Reverse".  
**Note: Wait for fan to stop before reversing the direction of blade rotation.**



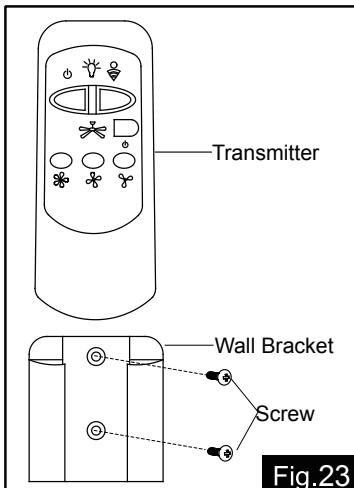
Turn ON the electric circuit at the main fuse or circuit breaker box.



Install the battery (9V, included) into the transmitter.  
 \* Press "HI" button to turn on the fan at high speed.  
 \* Press "MED" button to turn the fan in medium speed.  
 \* Press "LOW" button to turn the fan in low speed.  
 \* Press "FAN OFF" button to turn off the fan.  
 \* Press "LIGHT ON /OFF" button to turn on or turn off the light.  
 \* Press and hold the "DIMMER" button to dim or brighten lights to the desired level and release, and the brightness level will be memorized. Turn on the light again, then fan light will be restored to the brightness-level at which was dimmed last time.

**Note:**

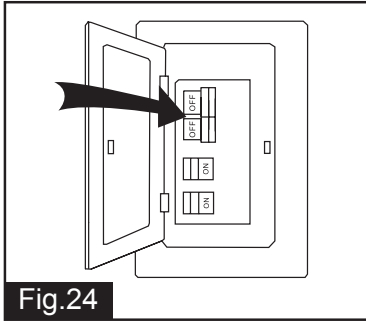
1. This remote controller has a memory function setting. The fan will operate at the same speed and the fan light will stay at the same brightness-level as the last time the power supply was turned off.
2. Compatible Wall Switches: Lutron SKU# S2-LFSQH-WH / Hunter SKU# 27183.
3. Compatible with E12 (C) base dimmable LED bulb: Feit Electric SKU# CTC40-827-LED-6.



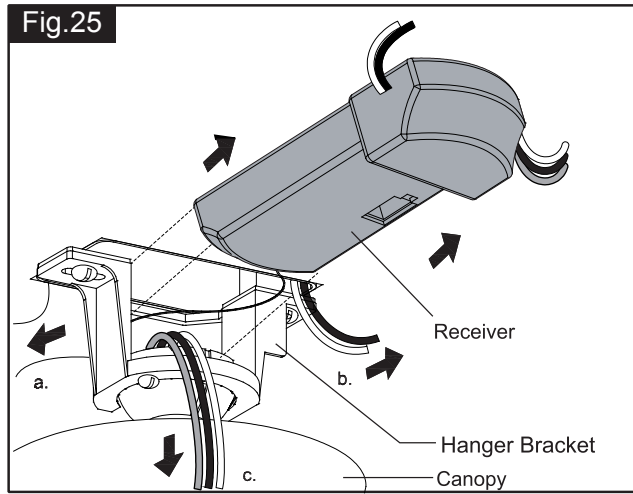
Install the transmitter wall bracket on the wall with two screws and place transmitter in it carefully.

## Install Without Remote Controller

**Note:** Remote controller can not be used along with a solid-state speed control at the same time.

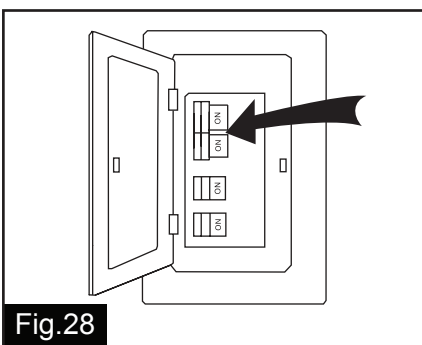
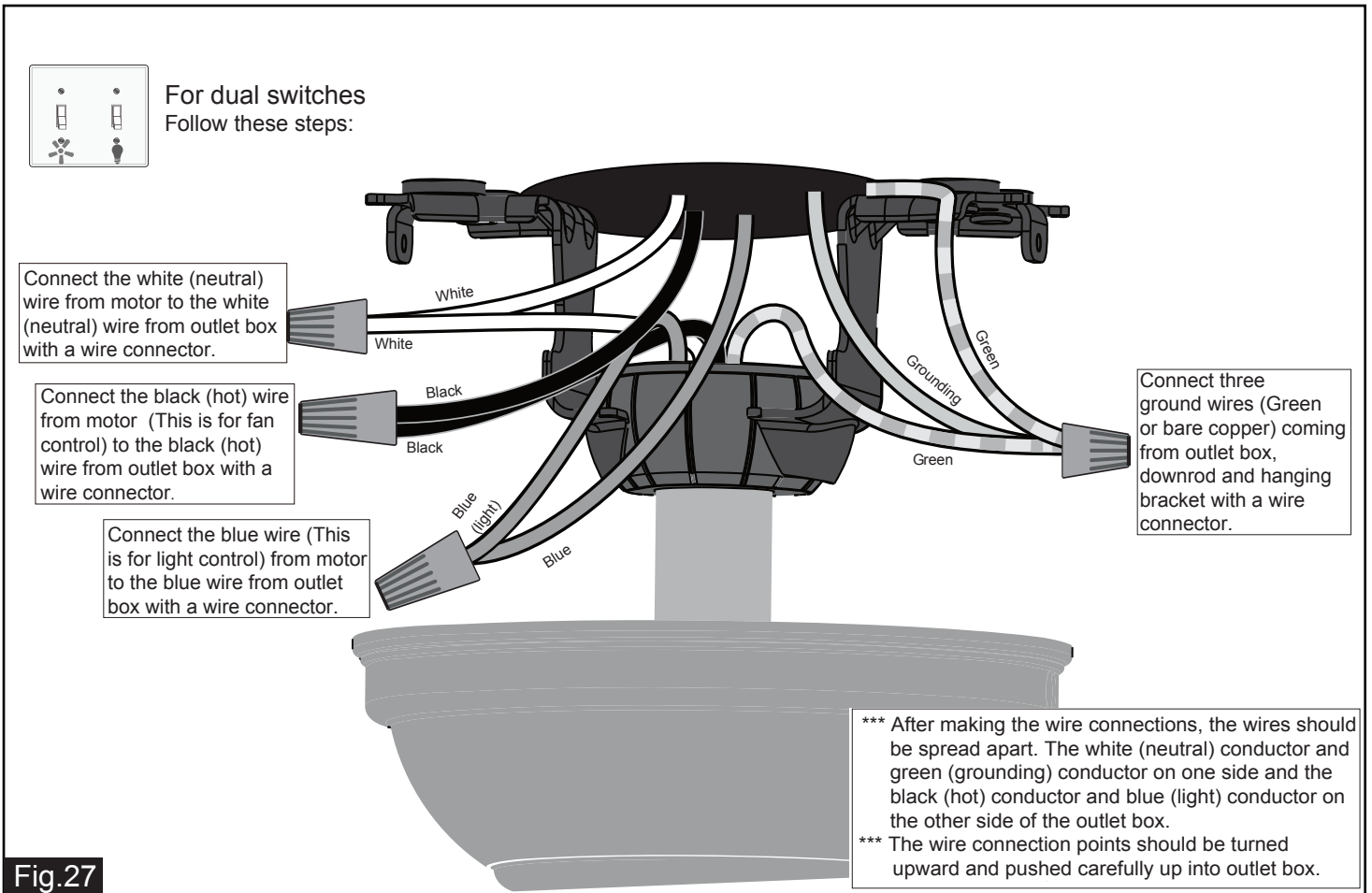
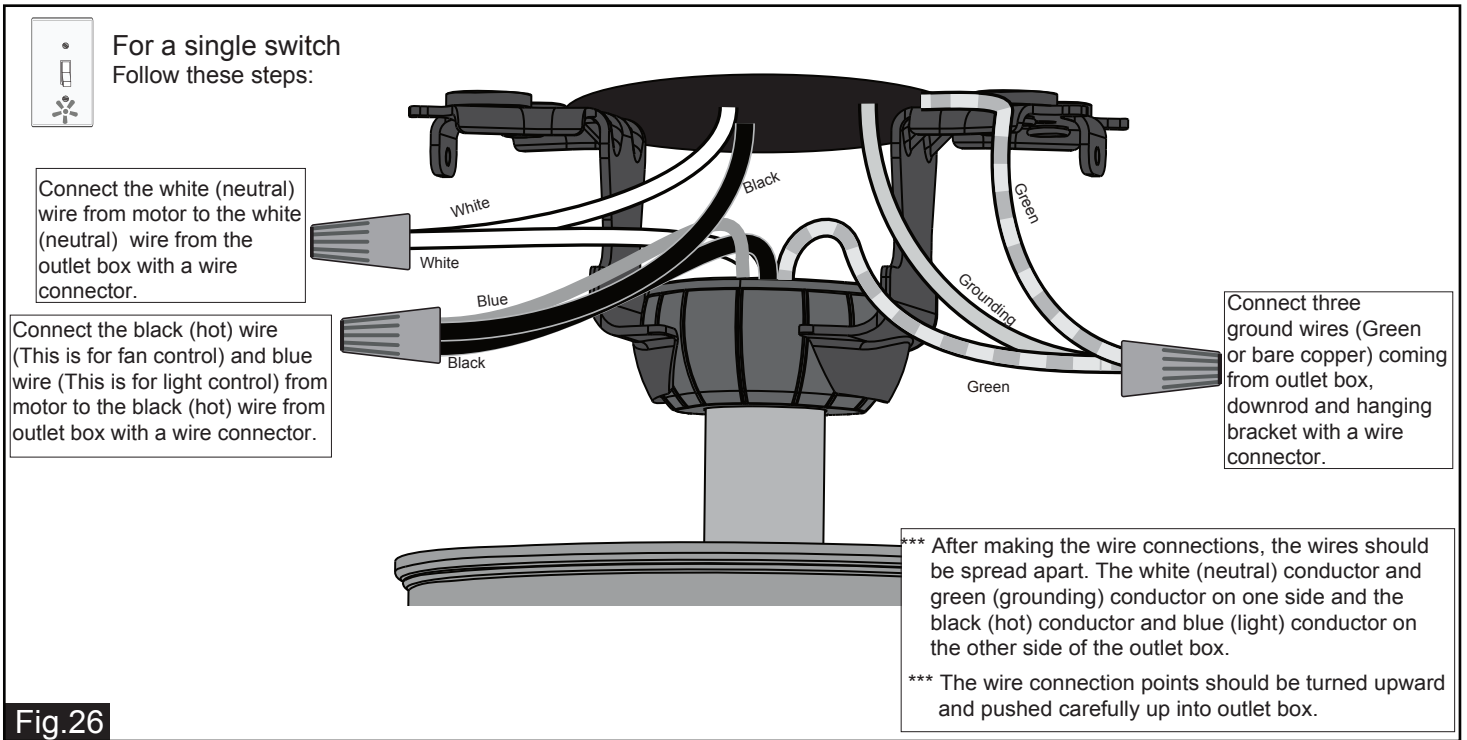


Turn OFF the electric circuit at the main fuse or circuit breaker box. (See Fig.24)



Unscrew the canopy. Remove the wire connectors from the fan to ceiling wire connection. The receiver should be removed from the hanger bracket. (See Fig.25)





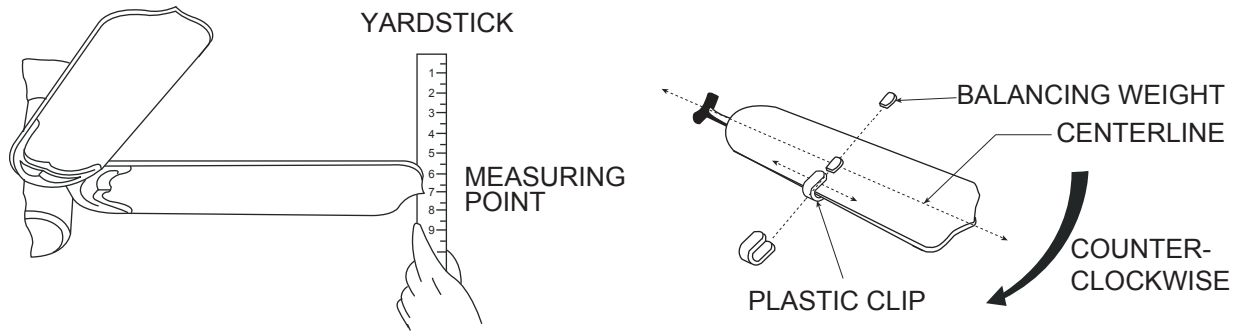
Turn ON the electric circuit at the main fuse or circuit breaker box.

## Troubleshooting Guide

If you have difficulty operating your new ceiling fan, it may be the result of incorrect assembly, installation or wiring. In some cases, these installation errors may be mistaken for defects. If you experience any faults, please check this Troubleshooting Guide. If a problem cannot be remedied or you are experiencing difficulty in installation, please call our Customer Service Department (1-800-482-9235).

PROBLEM	SUGGESTED REMEDY
1. If fan does not start:	<ol style="list-style-type: none"><li>1. Check main and branch circuit fuses or circuit breakers.</li><li>2. Make sure forward/reverse switch is firmly in left or right position. Fan will not operate when switch is in the middle.</li><li>3. Make sure that the wall control is turned "ON".</li><li>4. Check line wire connections to fan and switch wire connections in switch housing. <b>CAUTION: Make sure main power is turned off.</b></li></ol>
2. If fan sounds noisy:	<ol style="list-style-type: none"><li>1. Make sure all screws in motor housing are snug. (not too tight)</li><li>2. Make sure the screws which attach the fan blade bracket to the motor are tight.</li><li>3. Make sure wire connectors in switch housing are not rattling against each other or against the interior wall of the switch housing. <b>CAUTION: Make sure main power is turned off before accessing switch housing.</b></li><li>4. If using an optional ceiling fan light kit, check to be sure the screws securing the glassware are finger tight. Check to be sure light bulb is tight in socket and not touching glass shade(s). If vibration persists from glass, remove glass and install a 1/4 in. wide rubber band on glass neck to act as an insulator. Replace glass and tighten screws against rubber band.</li><li>5. Some fan motors are sensitive to signals from Solid State variable speed controls. <b>DO NOT USE</b> a Solid State variable speed control.</li><li>6. Allow "break-in" period of 24 hours. Most noises associated with a new fan will disappear after this period.</li></ol>
3. If fan wobbles:	<p>All blades are weighed and grouped by weight. Natural woods vary in density which could cause the fan to wobble even though all blades are weight-matched. The following procedures should eliminate most of the wobble. Check for wobble after each step.</p> <ol style="list-style-type: none"><li>1. Check that all blades are screwed firmly into blade brackets.</li><li>2. Check that all blade brackets are tightened securely to motor.</li><li>3. Make sure that canopy and mounting bracket are tightened securely to ceiling junction box and junction box is mounted firmly to ceiling joist.</li><li>4. Most fan wobble problems are caused when blades are not equally level. To check the blade levels, select a point on the ceiling above the tip of any blade. Measure the distance from the ceiling to the blade tip, to an accuracy of 1/8 inch. Rotate the blades until the next blade is in the measuring position. Repeat measurement for each blade. If all blade levels are not equal, you can adjust blade levels by the following procedure. To adjust a blade tip down, insert a washer (not supplied) between the blade and blade bracket at the screw closest to the motor. To adjust a blade tip up, insert washer (not supplied) between the blade and blade bracket at the two screws farthest from the motor.</li><li>5. If blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.</li></ol>
4. If light does not work:	<ol style="list-style-type: none"><li>1. Check blue wire from fan to make sure it is connected to hot wire from house.</li><li>2. Check for loose or disconnected wires in fan switch housing.</li><li>3. Check for loose or disconnected wires in light kit.</li><li>4. Check for faulty light bulbs. <b>CAUTION: Make sure main power is turned off before accessing switch housing.</b></li></ol>

# DYNAMIC BLADE BALANCING KIT



## PREFACE

Your ceiling fan may sometimes have wobbling problems when operating due to irregularity in the blades or the blade brackets. Improper assembly in the mounting system may cause some additional problems. This balancing kit can be used to fix wobbling problems.

## DYNAMIC BLADE BALANCING KIT FOR CEILING FANS

1. Make sure that all blades are firmly screwed into the blade brackets.
2. Make sure that all blade brackets are firmly secured to the motor housing.
3. By looking up at the fan from below, check and be certain that none of the blade brackets are bent and that none of the blades are out of position.
4. Use a yardstick to check the blade tracking. Put the yardstick up against the ceiling vertically and against the outside leading edge of a blade. Note the distance of the edge of blade to the ceiling. Carefully turn the blades slowly by hand to check the remaining blades. All distances should be the same.

Operate the fan ten minutes. After following all the steps and if the wobbling problem is not solved, a dynamic balancing needs to be done with balancing kit. Follow the procedure listed below:

- Turn the fan off. Select one blade and place the plastic clip on it, with the plastic clip located halfway between the blade bracket and the blade tip on the edge of the blade.  
**Caution: The plastic clip should be placed on the windward edge of the blade for fear of clip flying off.**
- Turn the fan on (set the speed that causes the wobble most). Observe if the wobble is better or worse. Turn the fan off and move the clip to the next blade. Do the same for all blades and note on which blade the clip reduces the wobble most. Place the clip on the blade which showed the most improvement. Move the clip inward and outward on this blade and operate the fan to find the position where the clip gives the most improvement.  
**Caution: Stay clear of the blades. If the clip, for any reason, is not secure, injury could result.**
- Once the exact position is determined, place a weight on the top of the blade, on its centerline and as close as possible to the clip. Peel the paper off of the back of the weight and press firmly to ensure that it is securely attached to the blade. Remove the clip.  
**Caution: Clean the surface of fan blade before placing the balancing weight so that the balancing weight will be firmly attached to it.**

## ORIGINAL VAXCEL CEILING FAN LIMITED LIFETIME WARRANTY\*

The limited lifetime warranty covers this fan, for residential use by the original purchaser, against defects in material or workmanship as follows:

If your fan motor fails at any time during the lifetime of the original purchaser due to defects in material or workmanship, we will provide a replacement part free of charge.

If your fan motor fails at any time within one year after the original date of sale to the original purchaser due to defects in material or workmanship, we will provide labor to repair the defect, with the exception of take down/reinstallation, free of charge. The original purchaser will be responsible for all labor costs after this one year period.

If no replacement parts are provided for any part of your fan motor that fails at any time during your lifetime due to defects in material or workmanship, we will refund the original purchase price of your fan.

If your fan includes any integrated LED modules, the LED functionality is covered by a 5-year warranty.

If your fan blades, or any accessory, except glass globes and light bulbs, fails at any time within one year after the original date of purchase due to a defect in material and workmanship, we will repair or replace the defective blades, switch, or accessory free of charge, with the exception of take down/reinstallation services.

If the original purchaser ceases to own the fan, this warranty and any implied warranty, including but not limited to any implied warranty of merchantability or fitness for a particular purpose, become void. This warranty and any implied warranty, including but not limited to any implied warranty of merchantability or fitness for a particular purpose, does not cover glass globes, light bulbs, or finish on any metal portions of the fan.

This warranty is in lieu of express warranties. The duration of any implied warranty of merchantability or fitness for a particular purpose, with respect to any fan motor, blades, switch, or accessories, is expressly limited to the period of the express warranty set forth above for such motor, LED modules, blades, switch, or accessories.

This warranty excludes defects, malfunctions, or failures of any fan that are caused by repairs by persons not authorized by us, use of parts or accessories not authorized by us, mishandling, improper installation, modifications or damage to the fan while in your possession, or unreasonable use, including failure to provide necessary maintenance. This warranty does not include the failure of products from extreme acts of nature; environmental conditions not suited for the products intended use; operation in temperatures outside of the range specified in the instruction manual; usage with improper power supply, power surges or dips. For coastal locations, some corrosion is considered normal for the environment.

In no event shall VAXCEL be liable for consequential or incidental damages.

Some states do not allow the exclusion or limitation of consequential or incidental damages, in which case the above limitation or exclusion may not apply. This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

Vaxcel reserves the right to repair, replace or issue a credit for any properly installed product, provided it is returned per RMA instruction. This warranty is limited to the cost of the product only and does not extend to transportation, installation or replacement costs.

How can warranty service be obtained for your ceiling fan?

[info@vaxcel.com](mailto:info@vaxcel.com)

1-800-482-9235