



## Ceiling Fan Installation Manual



**P2524**

# ***PROGRESS LIGHTING 15-Year Limited Warranty***

PROGRESS LIGHTING FAN MOTORS ARE WARRANTED TO THE END USER TO BE FREE OF ELECTRICAL AND/OR MECHANICAL DEFECTS FOR A PERIOD OF 15 YEARS FROM DATE OF SALE. PULL CHAIN SWITCHES, REVERSE SWITCHES, CAPACITORS AND METAL FINISHES ARE WARRANTED FOR A PERIOD OF 1 YEAR. WARPING OF WOODEN OR PLASTIC BLADES IS NOT COVERED BY THIS WARRANTY.

THE END USER HAS THE OPTION OF RETURNING THE DEFECTIVE FAN TO THE PLACE OF PURCHASE DURING THE FIRST 30 DAYS FOR A REPLACEMENT. AFTER 30 DAYS, THE PURCHASER MUST CONTACT PROGRESS LIGHTING FOR REPAIR OR REPLACEMENT. THE END USER ALSO BEARS THE RESPONSIBILITY FOR ALL COSTS IN THE REMOVAL, SHIPPING AND REINSTALLATION OF FANS OR PARTS FOR REPAIR OR REPLACEMENT.

PROGRESS LIGHTING WILL NOT ASSUME LIABILITY OR RESPONSIBILITY FOR DAMAGES (INCLUDING INCIDENTAL OR CONSEQUENTIAL) CAUSED BY THE IMPROPER INSTALLATION OR OPERATION OF THE UNIT OR ITS COMPONENT PARTS, OR BY THE FAILURE OF SUPPORTING HARDWARE NOT SUPPLIED BY PROGRESS LIGHTING. THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER GUARANTEES, WHETHER EXPRESSED OR IMPLIED, AND IS VOIDED IN CASES OF ABUSE, MISUSE OR IMPROPER HANDLING, NEGLIGENCE, SHIPPING DAMAGE, UNAUTHORIZED REPAIRS (MADE OR ATTEMPTED) OR UNUSUAL APPLICATION.

SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS OR THE EXCLUSION OR LIMITATIONS OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATIONS AND EXCLUSIONS MAY NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC RIGHTS AND YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

Date Purchased \_\_\_\_\_

Store Purchased \_\_\_\_\_

Model No. \_\_\_\_\_

Serial No. \_\_\_\_\_

Vendor No. \_\_\_\_\_ 11221

UPC \_\_\_\_\_  
785247147670 (BN)  
785247147687 (WH)



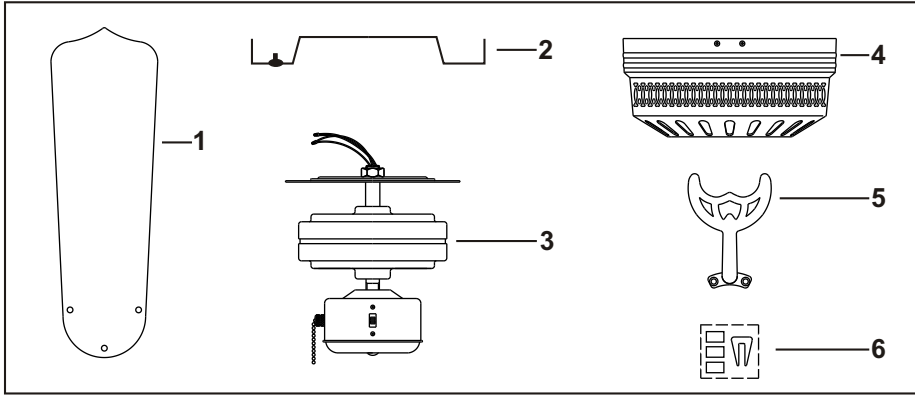
# *15-Year Limited Warranty*

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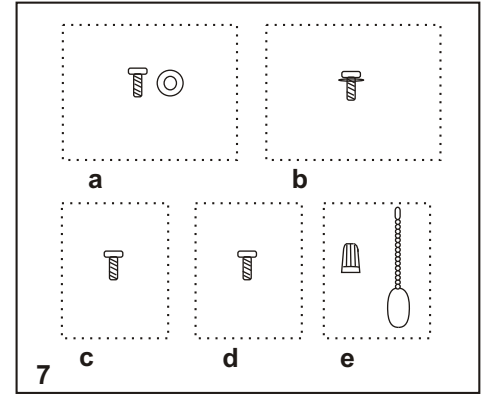
1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.
  2. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
  3. **WARNING:** To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device.
  4. **WARNING:** To reduce the risk of personal injury, use only the two steel screws (and lock washers) provided with the outlet box for mounting to 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.
- WARNING**  
TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED ACCEPTABLE FOR FAN SUPPORT.
5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 35 pounds. Use only UL Listed outlet boxes marked **FOR FAN SUPPORT**.
  6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.
  7. Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blade direction.
8. Avoid placing objects in the path of the blades.
  9. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
  10. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.
  11. After marking electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
  12. Electrical diagrams are reference only. Light kit that are not packed with the fan must be UL Listed and marked suitable for use with the model fan you are installing. Switches must be UL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.
- WARNING**  
TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS FLANGES) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.
- NOTE**  
READ AND SAVE ALL INSTRUCTIONS!

# *1. Safety Rules*



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

- |                       |                              |
|-----------------------|------------------------------|
| 1. Set of blades (4)  | 4. Motor housing             |
| 2. Mounting plate     | 5. Set of blades bracket (4) |
| 3. Fan motor assembly | 6. Balancing kit             |



7. Loose parts bag containing:

- a. Blade attachment hardware**  
(13 screws, 13 Fiber washers)
- b. Blade bracket attachment hardware**  
(1 screw with lock washers)
- c. Mounting hardware**  
(3 screws)
- d. Motor housing hardware**  
(4 screws)
- e. Electrical hardware**  
(4 plastic wire connectors, 1 Pullchain)

*Unpacking Your Fan 2.*

## Tools Required

Phillips screw driver, straight slot screw driver, adjustable wrench, step ladder, and wire cutters.

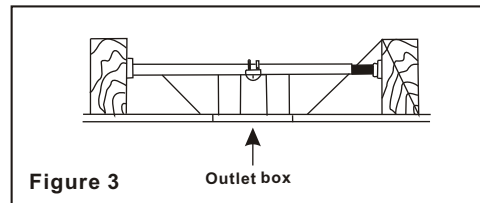
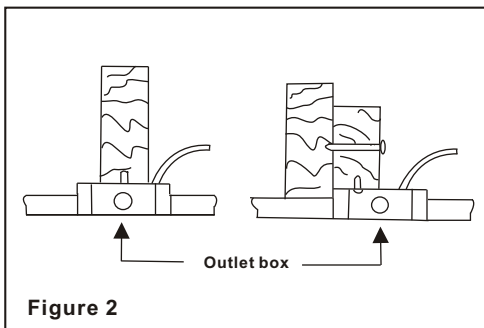
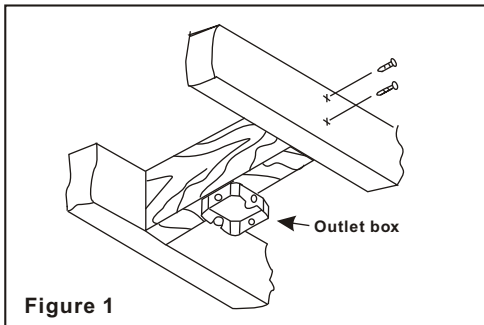
## Mounting Options

If there isn't an existing UL listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs). Do not use plastic outlet boxes.

**WARNING**  
TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR OTHER PERSONAL INJURY, MOUNT FAN ONLY TO AN OUTLET BOX MARKED ACCEPTABLE FOR FAN SUPPORT AND USE THE MOUNTING SCREWS PROVIDED WITH THE OUTLET BOX. OUTLET BOXES COMMONLY USED FOR THE SUPPORT OF LIGHTING FIXTURES MAY NOT BE ACCEPTABLE FOR FAN SUPPORT AND MAY NEED TO BE REPLACED. CONSULT A QUALIFIED ELECTRICIAN IF IN DOUBT.

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



To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4 (available at your Progress Lighting Retailer).

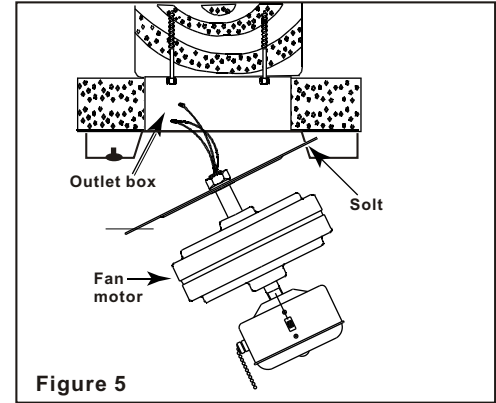
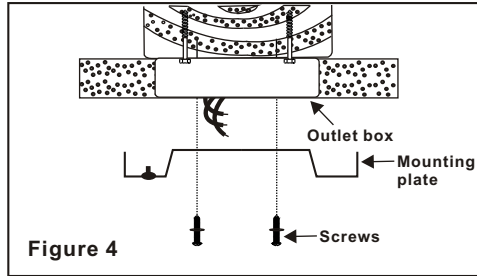
## 3. Installing Your Fan

# Hanging the Fan

REMEMBER to turn off the power.  
Follow the steps below to hang your fan properly.

1. Attach the mounting plate to the outlet box using the screws two screws and washers provided with the outlet box.(Fig. 4). For best performance be sure the mounting plate is level and secured firmly against the ceiling. You may need to insert additional washers (not provided) between the outlet box and mounting plate to make it level.
2. Carefully Lift the fan motor assembly (without the blades) and insert the T section of the motor housing plate into the slot in the mounting plate as shown in Fig. 5.

You are now ready to make the electrical connections.



# Making the Electrical Connections

**REMEMBER** to disconnect the power. If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan. Secure the connectors with electrical tape. Make sure there are no loose strands or connections.

**Step 1** Connect the fan supply (black) wire and light supply (blue) wire to the black household supply wire as shown in Figure 6.

**Step 2.** Connect the neutral fan (white) wire to the white neutral household wire.

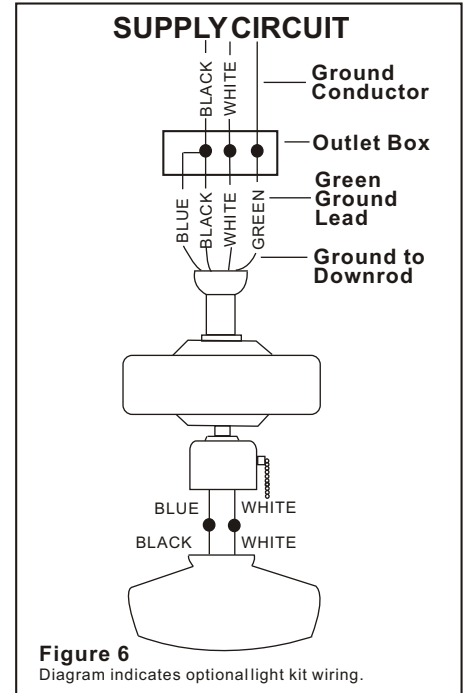
**Step 3** Connect the two green fan ground wires, located on the mounting plate and motor, to the household ground wire.

**Step 4** After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and the black wire is on the other side.

**Step 5** Turn the connecting nuts upward and push the wiring into the outlet box.

**WARNING**  
TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT USE A WALL MOUNTED SOLID STATE SPEED CONTROL WITH THIS FAN. IT WILL PERMANENTLY DAMAGE THE ELECTRONIC CIRCUITRY.

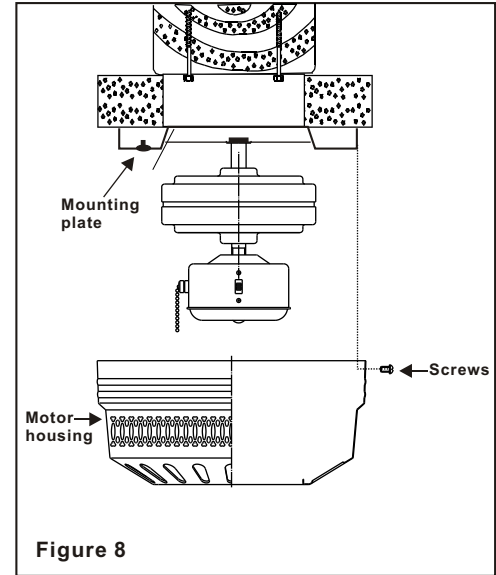
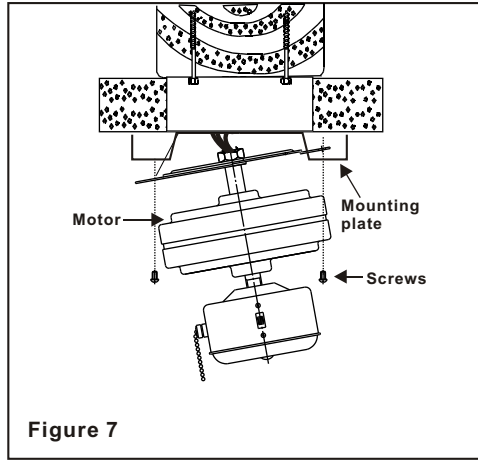
**WARNING**  
ELECTRICAL DIAGRAMS ARE FOR REFERENCE ONLY. OPTIONAL USE OF ANY LIGHT KIT SHALL BE UL LISTED AND MARKED SUITABLE FOR USE WITH THIS FAN.





# Finishing the Installation

1. Swing the motor assembly up into position under the mounting bracket. Secure the bracket to the plate with the screws provided. (Fig. 7)
2. Carefully lift the motor housing onto the mounting plate, properly align the holes and tighten the motor housing with the four screws supplied.(Fig. 8)



# Attaching the Fan Blades

**NOTE:** Your fan blades are reversible. Select the blade side finish which best accentuates your décor.

**Step 1** Attach the blades to the blade arms using three screws and fiber washers as shown in Fig. 9. Start a screw into the arm, do not tighten. Repeat for the 2 remaining screws and washers.

**Step 2** Tighten each screw securely starting with the center screw. Make sure the blade is straight.

**Step 3** Fasten the blade assembly to the motor using the motor screws provided. (Fig. 10)

**Step 4** Install an optional light kit if you wish. Follow the instructions included with the kit.

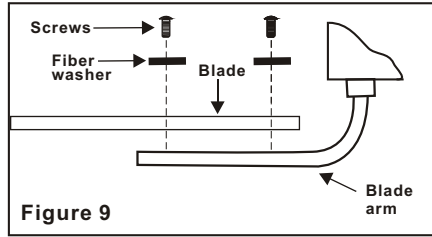


Figure 9

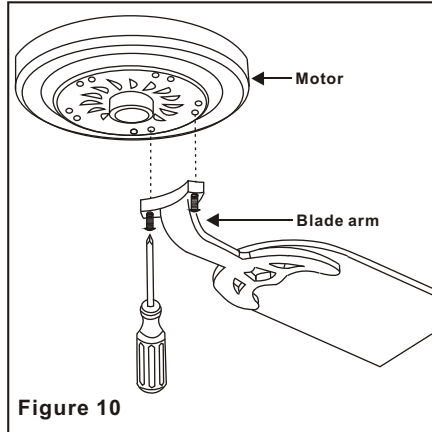


Figure 10

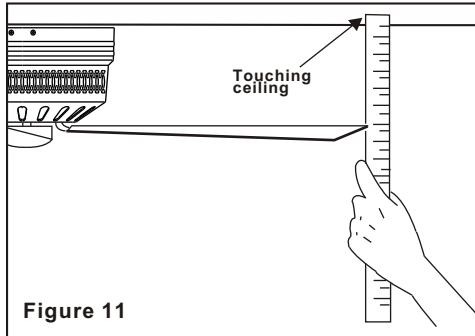
## Blade blancing

All blades are grouped by weight. Because natural woods vary in density, the fan may wobble even though the blades are weighed equally.

The following procedure should correct most fan wobbling problems. Check after each step.

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 as shown in Figure 11. 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 HOLDERS WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.



**NOTE**  
WAIT FOR FAN TO STOP BEFORE CHANGING THE SETTING OF THE SLIDE SWITCH.

Turn on the power and check the operation of your fan. There are two pull chains available in your fan:

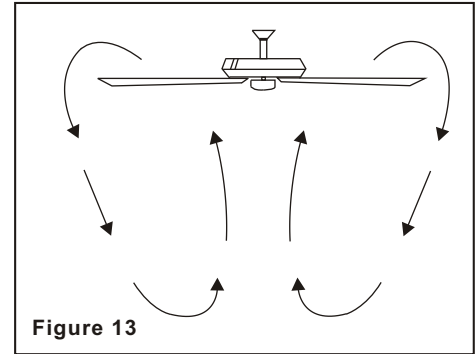
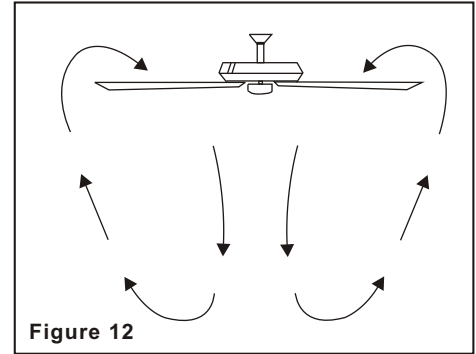
1. 3-speed pull chain- it controls the fan speed as follows: 1 pull- High, 2 pulls- Medium, 3 pulls- Low, and 4 pulls- Off.

Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans, and so on.

The slide switch controls directions: forward (switch down) or reverse (switch up).

Warm weather - (Forward) A downward air flow creates a cooling effect as shown in Figure 12. This allows you to set your air conditioner on a higher setting without affecting your comfort.

Cool weather - (Reverse) An upward airflow moves warm air off the ceiling area as shown in Figure 13. This allows you to set your heating unit on a lower setting without affecting your comfort.



*Operating Your Fan 8.*

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"

## *9. Care of Your Fan*

## Problem

Fan will not start.

## Solution

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 disappears 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.**

*Troubleshooting 10.*

<b>Fan Size</b>	<b>Speed</b>	<b>Volts</b>	<b>Amps</b>	<b>Watts</b>	<b>RPM</b>	<b>CFM</b>	<b>N.W.</b>	<b>G.W.</b>	<b>C.F.</b>
<b>42"</b>	<b>Low</b>	<b>120</b>	<b>0.16</b>	<b>10</b>	<b>105</b>	<b>900</b>	<b>4.4 kgs</b>	<b>5.5 kgs</b>	<b>0.85'</b>
	<b>Medium</b>	<b>120</b>	<b>0.26</b>	<b>24</b>	<b>173</b>	<b>2000</b>			
	<b>High</b>	<b>120</b>	<b>0.34</b>	<b>45</b>	<b>210</b>	<b>4000</b>			

These are approximate measures. They do not include Amps and Wattage used by the light kit.

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Greenville, SC 29607  
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## *11. Specifications*