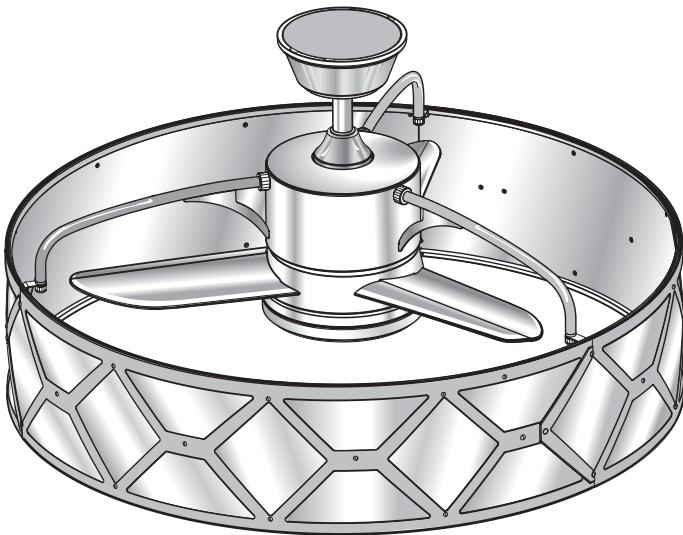




# INSTALLATION GUIDE

## GUIDE D'INSTALLATION / GUÍA DE INSTALACIÓN

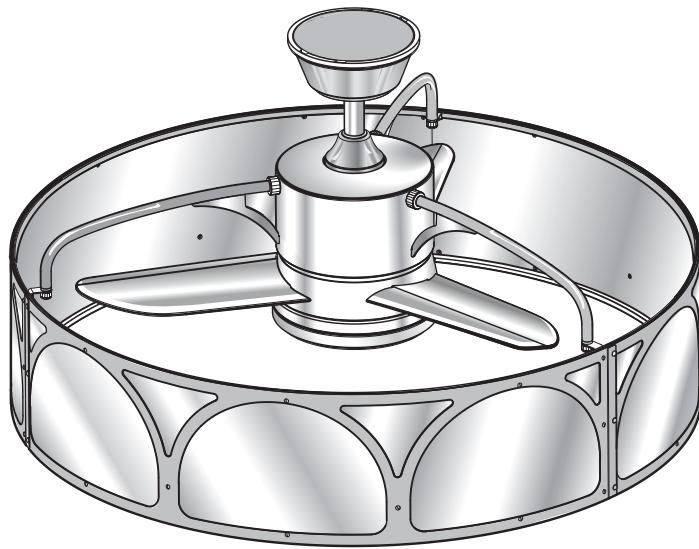
**Lancaster 36 in.  
Enclosed Ceiling Fan**  
**Lancaster de 36 po  
Ventilateur de plafond**  
**Lancaster de techo cerrado  
Anderson de 36 pulg.**



**CF13650**

**Lexington 36 in.  
Enclosed Ceiling Fan**  
**Lexington de 36 po  
Ventilateur de plafond**  
**Lexington de techo cerrado  
Anderson de 36 pulg.**

**CF23650**



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### WARNING :

To reduce the risk of injury, the user must read and understand the operator's manual before using this product.

**SAVE THIS MANUAL FOR  
FUTURE REFERENCE**

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### AVERTISSEMENT :

Pour réduire les risques de blessures, l'utilisateur doit lire et veiller à bien comprendre le manuel d'utilisation avant d'employer ce produit.

**CONSERVER CE MANUEL  
POUR FUTURE RÉFÉRENCE**

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### ADVERTENCIA:

Para reducir el riesgo de lesiones, el usuario debe leer y comprender el manual del operador antes de usar este producto.

**GUARDE ESTE MANUAL  
PARA FUTURAS CONSULTAS**

# **IMPORTANT SAFETY INSTRUCTIONS**

---

## **⚠ WARNING**

### **Read all safety warnings and all instructions.**

Failure to follow the warnings and instructions may result in electric shock, fire and/or serious injury.

## **READ AND SAVE THESE INSTRUCTIONS**

- Use this unit only in the manner intended by the manufacturer. If you have questions, contact the manufacturer.
- Before beginning installation, read and understand all instructions and safety information. Thoroughly review all assembly information and drawings and be sure you understand the assembly requirements.
- Before installing, servicing, or cleaning unit, switch power off at service panel and lock the service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.
- Installation work and electrical wiring must be done by qualified person(s) in accordance with all applicable codes and standards, including fire-rated construction.
- Installation and wiring must be in accordance with the National Electrical Code, ANSI/NFPA 70 and all local codes. If you are unfamiliar with or unable to comply with these requirements, have ceiling fan installed by a licensed electrician.
- When cutting or drilling into wall or ceiling, do not damage electrical wiring and other hidden utilities.
- If this unit is to be installed over a tub or shower, it must be marked as appropriate for the application and be connected to a GFCI (Ground Fault Circuit Interrupter) – protected branch circuit.
- Do not bend the blade brackets when cleaning the fan. Do not insert foreign objects in between rotating fan blades.

- Mount ceiling fan directly to a structural framing member or to a metal outlet box marked "Acceptable for Fan Support of 35 lbs. or less. For outlet box mounting, use mounting screws provided with the outlet box.
- When using an existing outlet box, make sure it is securely attached to the building structure and can support the full weight of the fan. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and would therefore need to be replaced. Do not use a plastic outlet box. Failure to follow this instruction can result in serious injury or death.
- This fan is not designed for use with separate switches to control the light and fan functions. Both functions are controlled by the remote control.
- Do not connect this fan to a dimmer switch. Since all fan and light functions are controlled by the remote control included with the fan, connecting to a dimmer switch can cause erratic performance and damage to the fan.
- To reduce the risk of injury to persons, install ceiling fan so that the blade guard is at least 7 feet above the floor.
- Ensure power is off before beginning installation. After making the wire connections, wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and the ungrounded conductor on the other side of the outlet box. Splices should be turned upward and pushed carefully up into the outlet box.
- Always turn fan off and allow to come to a complete stop before reversing blade direction.
- When installation is complete, make sure all connections are secure to prevent ceiling fan from falling.
- **Save these instructions.** Refer to them frequently and use them to instruct others who may use this product. If you loan someone this product, loan them these instructions also.

# SYMBOLS

The following signal words and meanings are intended to explain the levels of risk associated with this product.

SYMBOL	SIGNAL	MEANING
	<b>DANGER:</b>	Indicates a hazardous situation, which, if not avoided, will result in death or serious injury.
	<b>WARNING:</b>	Indicates a hazardous situation, which, if not avoided, could result in death or serious injury.
	<b>CAUTION:</b>	Indicates a hazardous situation, that, if not avoided, may result in minor or moderate injury.
	<b>NOTICE:</b>	(Without Safety Alert Symbol) Indicates information considered important, but not related to a potential injury (e.g. messages relating to property damage).

Some of the following symbols may be used on this product. Please study them and learn their meaning. Proper interpretation of these symbols will allow you to operate the product better and safer.

SYMBOL	NAME	DESIGNATION/EXPLANATION
	Safety Alert	Indicates a potential personal injury hazard.
	Read Operator's Manual	To reduce the risk of injury, user must read and understand operator's manual before using this product.
	Eye Protection	Always wear eye protection with side shields marked to comply with ANSI Z87.1.
	Keep Away From Small Children	Dispose of used button cell batteries immediately.
V	Volts	Voltage
A	Amperes	Current
Hz	Hertz	Frequency (cycles per second)
W	Watt	Power
min	Minutes	Time
~	Alternating Current	Type of current
n	Rated Speed	Maximum rotational speed
.../min	Per Minute	Revolutions, strokes, surface speed, orbits etc., per minute

# PACKAGE CONTENTS

## **⚠ WARNING:**

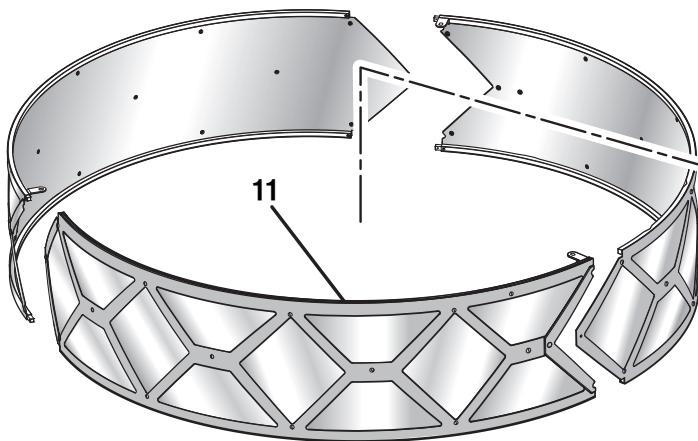
Items in this section are not assembled to the product by the manufacturer and require installation. Use of a product that may have been improperly assembled could result in serious personal injury.

- Remove all parts from the package, and verify that everything listed in this **Package Contents** section are present.
- Inspect the product carefully to make sure no breakage or damage occurred during shipping.
- Do not discard the packing material until you have carefully inspected and satisfactorily operated the product.
- If any parts are damaged or missing, please call 1-877-258-9740 for assistance.

## CEILING FAN PARTS AND ACCESSORIES

Part	Description	Quantity
1	Mounting bracket assembly*	1
2	Pivot ball/downrod assembly	1
3	Canopy*	1
4	Canopy screw cover ring*	1
5	Motor housing cap	1
6	Support arms	3
7	Motor assembly	1
8	Blades	3
9	LED light panel	1
10	Light lens	1
11	Light shade panels	3
12	Remote control	1
13	CR2032 button cell battery	1
14	Remote control wall mount	1
15	Remote receiver	1

\*For packing purposes, the mounting bracket assembly, canopy, and canopy screw cover ring are assembled together.



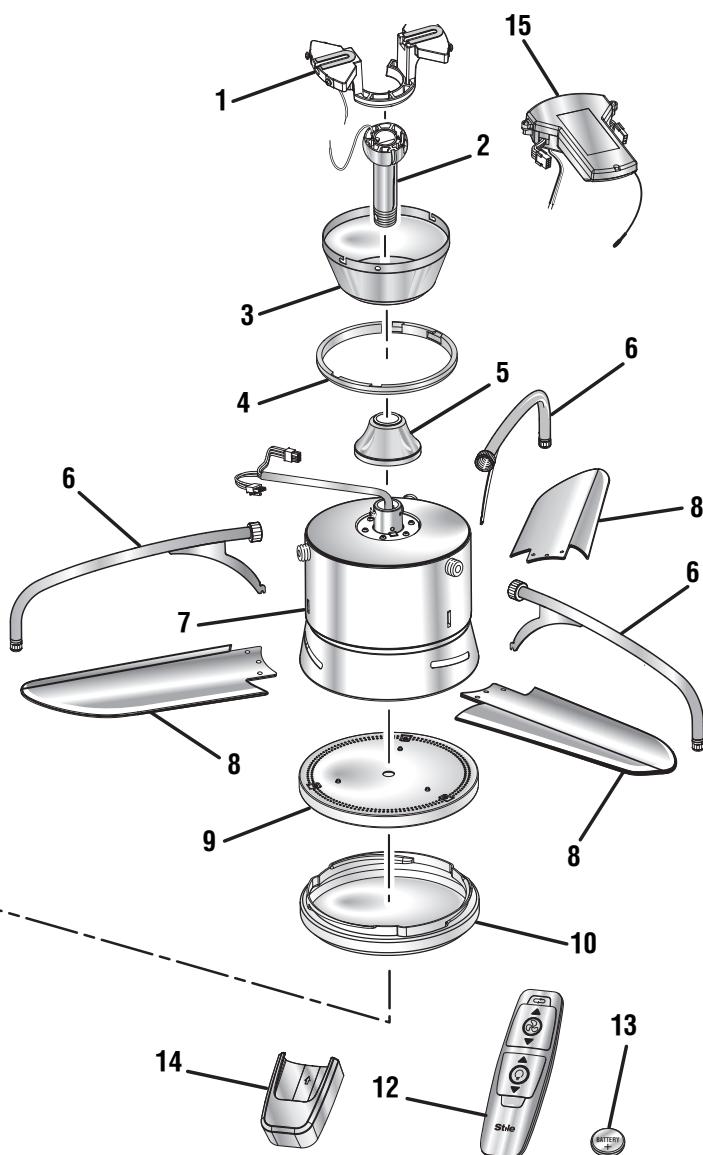
## **⚠ WARNING:**

If any parts are damaged or missing, do not operate this product until the parts are replaced. Use of this product with damaged or missing parts could result in serious personal injury.

## **⚠ WARNING:**

Do not attempt to modify this product or create accessories not recommended for use with this product. Any such alteration or modification is misuse and could result in a hazardous condition leading to possible serious personal injury.

**NOTE:** For purposes of the illustrations in the rest of this manual, only the Lancaster ceiling fan is shown. The Lexington fan looks different but installs the same way.

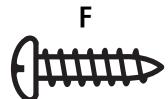
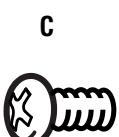


# PACKAGE CONTENTS

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## CEILING FAN HARDWARE

A

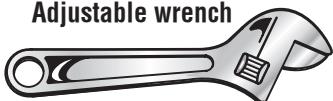


Part	Description of Enclosed Installation Hardware	Quantity
A	Canada installation hardware bag	1
B	Wire nuts	4
C	Blade screws (M4)	9
D	Lock washers	9
E	Light shade screws (M2.5)	6
F	Remote control wall mount screws	2

## TOOLS NEEDED

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Adjustable wrench



Wire cutters/Strippers

Phillips screwdriver



Flat head screwdriver



Step ladder



# PRODUCT SPECIFICATIONS

Speeds (RPM) .....	Hi - 1,400/min Med - 940/min Low - 500/min	Input ..... 120 V, AC only, 60 Hz, 0.61 Amps Max.
Airflow (cubic feet per minute).....	Hi - 1,437 CFM Med - 830 CFM Low - 445 CFM	Remote Control Battery..... CR2032 Button Cell
LED Color Temperature .....	Warm White to Daylight (2700K-5000K)	Net Weight..... approx. 24 lbs.
Ceiling Clearance Distance .....		10.4 in.
Ceiling Mount Options.....		Angled, Standard

## INSTALLATION

### BEFORE YOU BEGIN

#### WARNING:

To reduce the risk of fire, electric shock, or personal injury, turn off power to room and wall switch by removing fuses or turning off circuit breakers as needed before beginning installation.

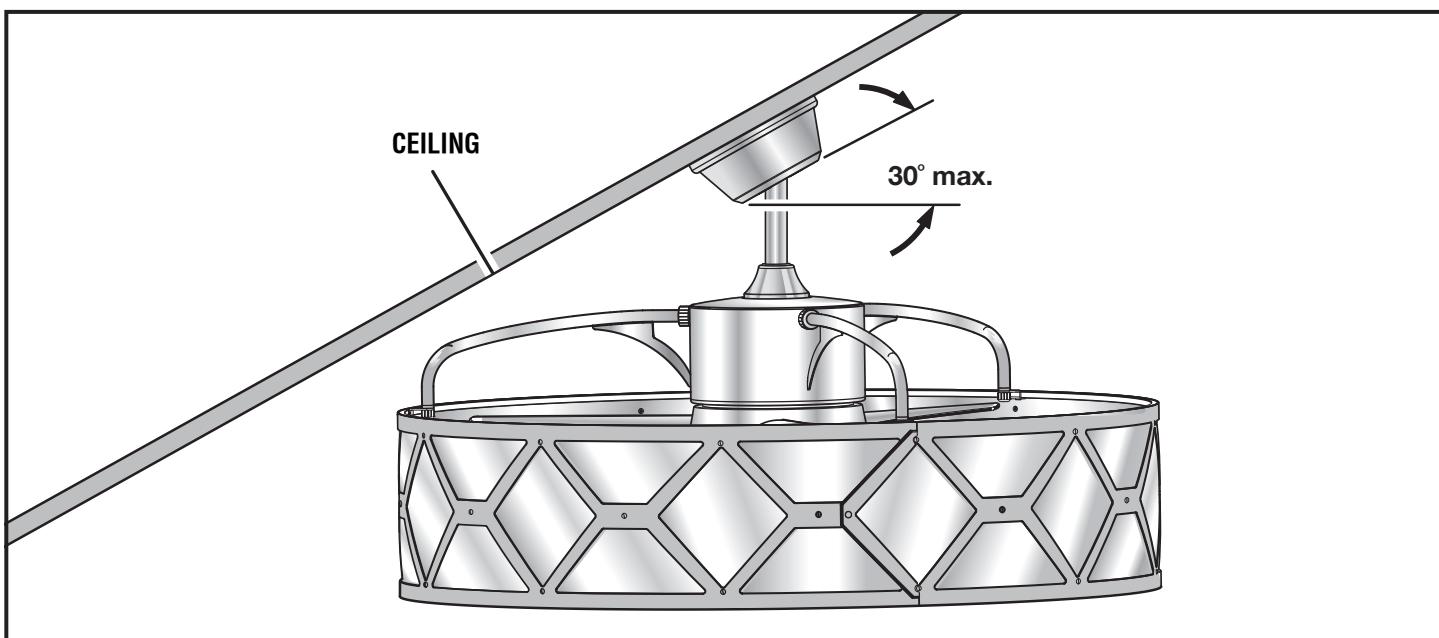
#### WARNING:

Mount fan only to a metal outlet box marked acceptable for fan support and use only the mounting screws provided with the outlet box. Plastic outlet boxes and outlet boxes commonly used for the support of lighting fixtures may not be acceptable for fan support and may need to be replaced. If you are unsure whether your outlet box is appropriate or uncertain about the proper method for mounting your ceiling fan, contact a qualified electrician.

- If your installation site does not have an existing UL-listed metal outlet box, one must be installed before proceeding. Make sure box is mounted directly to the building structure using ceiling joist screws provided with the box.
- Once installed, there must be at least 7 ft. clearance between the bottom of the ceiling fan and the floor.
- Ceilings taller than 8 ft. may benefit from an extended-length downrod to achieve the best results.

**NOTE:** If using an extended-length downrod, you will also need a wiring extension cable. See the *Accessories* section later in this manual to determine the correct size extension cable needed to fit your downrod, then visit the retailer where you purchased this fan or call customer service to purchase.

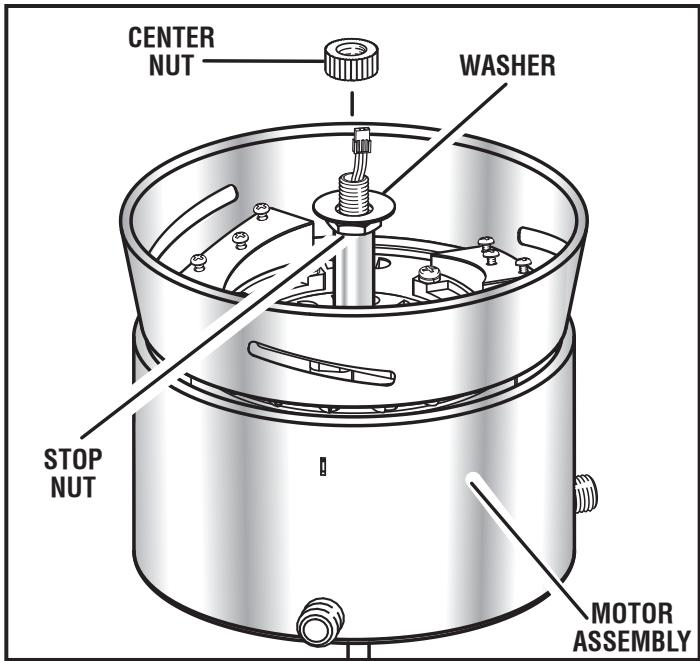
- Angled ceilings must not be steeper than 30° from the horizontal canopy.



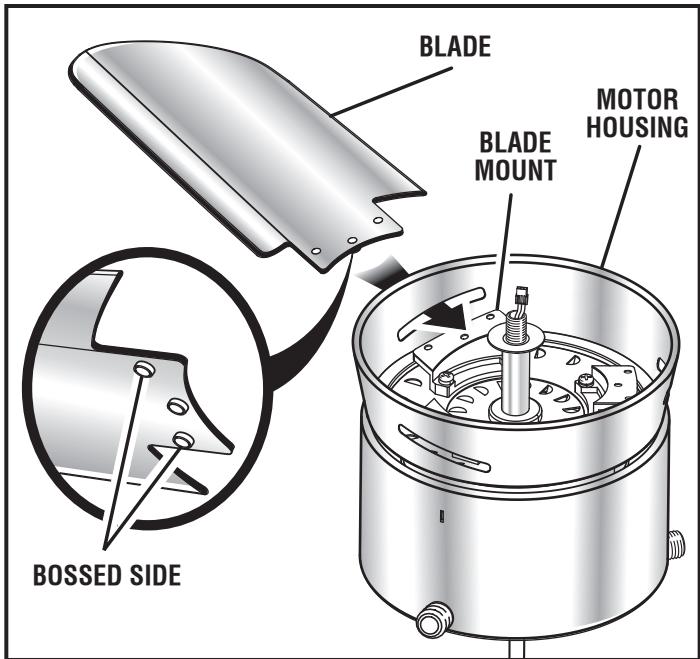
# INSTALLATION

## ASSEMBLING THE FAN

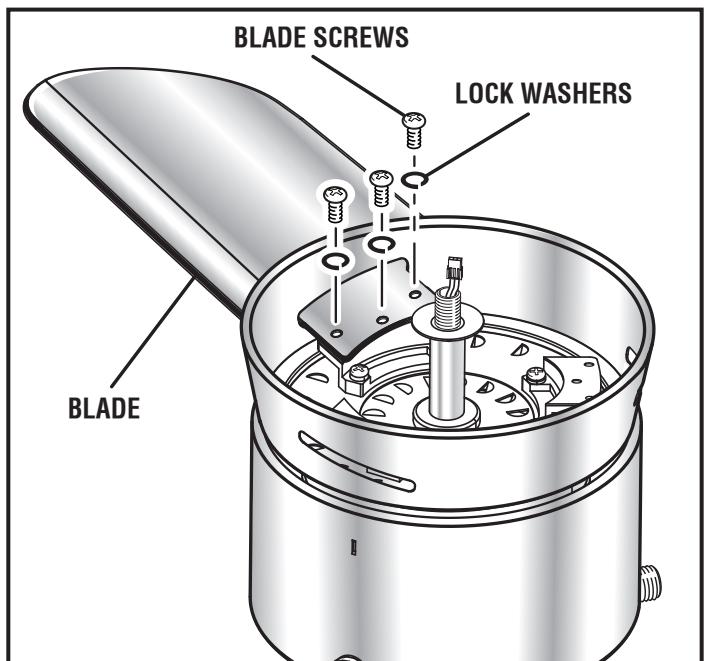
- Remove the center nut from the motor assembly. Leave the washer and stop nut on the shaft, and make sure the stop nut is bottomed out on the shaft.



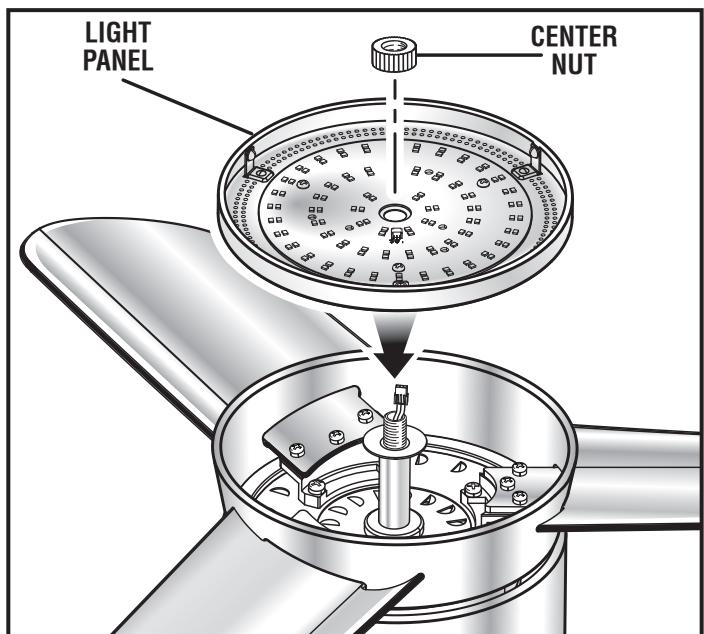
- With the bossed side of the blade facing the motor assembly, slide the blade through the outside of the motor housing and onto the blade mount so the bosses fully seat in the blade mounting holes.



- Install the lock washers and blade screws and tighten to secure the blade in place.

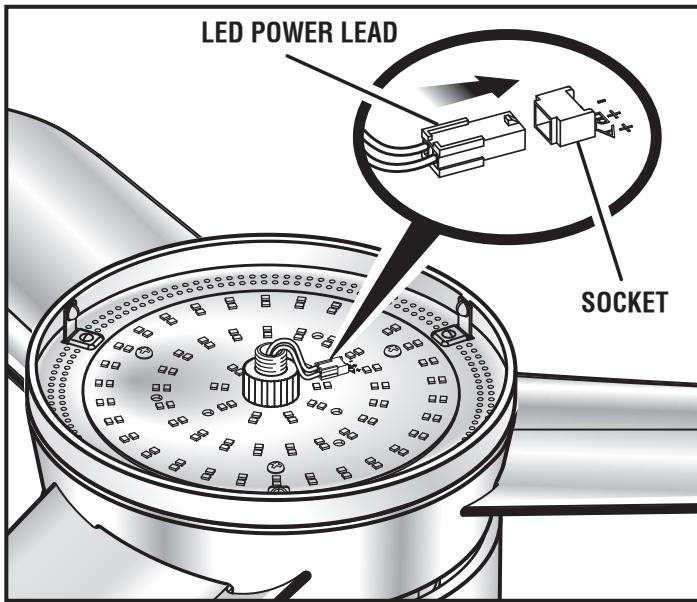


- Repeat the above steps to install the remaining two blades.
- Install the LED light panel as shown, then replace the center nut and tighten securely.

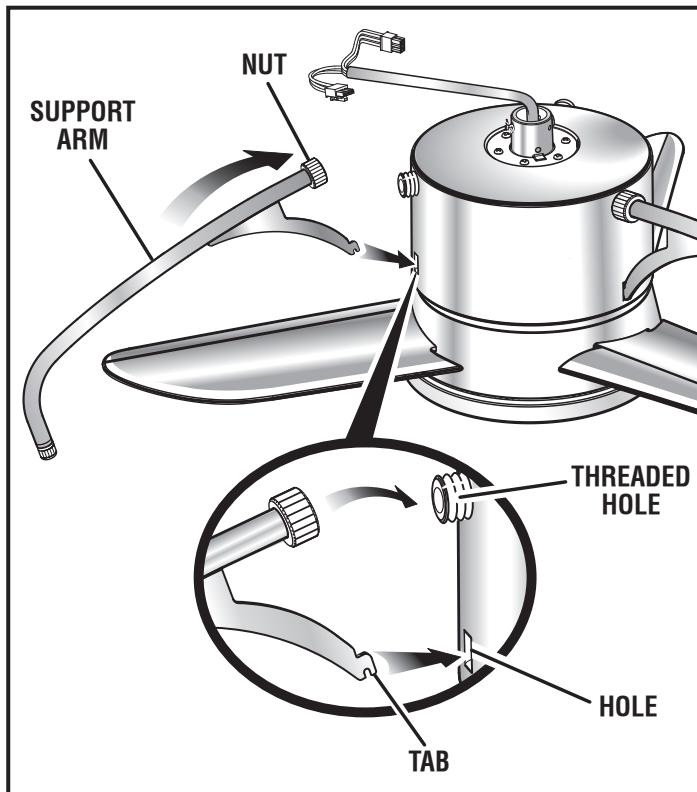


# INSTALLATION

- Insert the LED power lead into the socket on the light panel. Make sure the connection is securely seated, then flip the entire fan assembly right-side up to complete the rest of the assembly process.

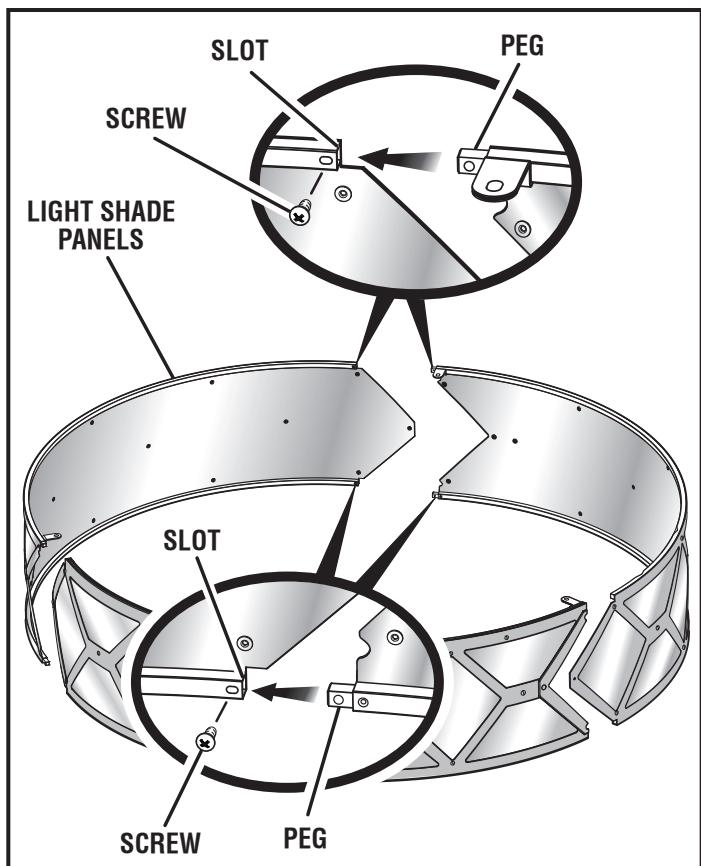


- Install a support arm by placing the tab of the arm into the hole on the motor housing, then angle the arm up until the nut is aligned with the threaded hole on the housing. Lower the nut on the arm to cover the connection and tighten securely. Repeat to install the remaining two arms.



- Assemble the light shade by sliding the peg on one shade panel into the slot on the next panel, aligning the screw holes. Insert a screw into each hole and tighten securely. Repeat to attach the third panel.

**NOTE:** When completely assembled, the flange of each panel will overlap the next.

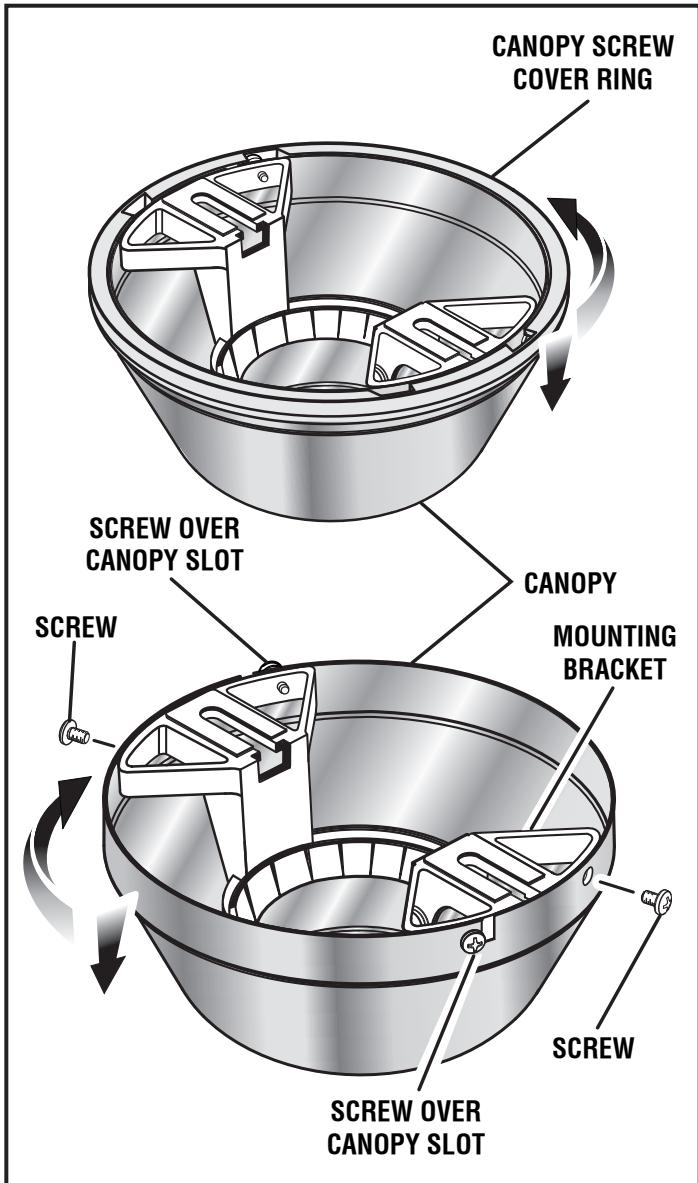


- Set aside the completed shade until the fan is ready to hang.

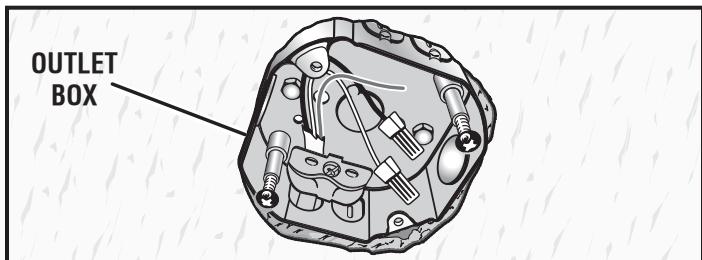
# INSTALLATION

## INSTALLING THE CEILING FAN MOUNTING BRACKET ASSEMBLY

- The mounting bracket assembly, canopy, and the canopy screw cover ring are assembled together for shipping purposes. If you haven't already done so, separate these pieces now.
  - Twist the canopy screw cover ring counterclockwise to release.
  - Loosen the two screws over the slots in the canopy.
  - Remove the two screws securing the canopy to the mounting bracket assembly, then twist the canopy counterclockwise to release from the other two screws.



- Remove any existing ceiling fan or light where you intend to install this ceiling fan. Verify the existing outlet box is marked acceptable for fan support up to 35 lbs. and that it is securely fastened to the ceiling joists.



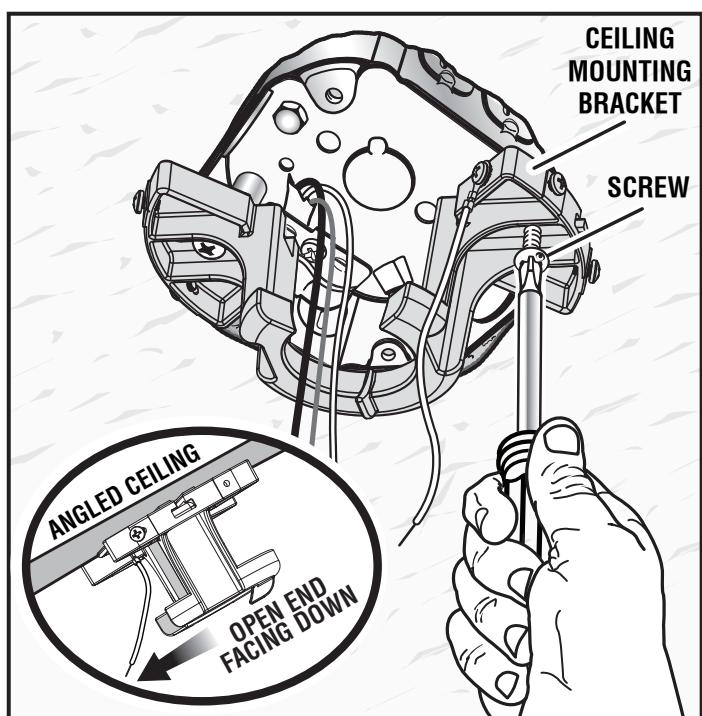
**STOP** For Canada installations, refer to the Canada Installation Addendum located in the Canada Installation Hardware Bag and install the eye bolt or anchor assembly now.

- Using the screws provided with the outlet box, attach the ceiling mounting bracket assembly to the electrical box, passing the 120V electrical supply wires through the hole in the center of the mounting bracket assembly.

**NOTE:** If you are installing the mounting bracket assembly for an angled orientation, make sure the open end of the bracket is installed facing the lower point of the ceiling.

### NOTICE:

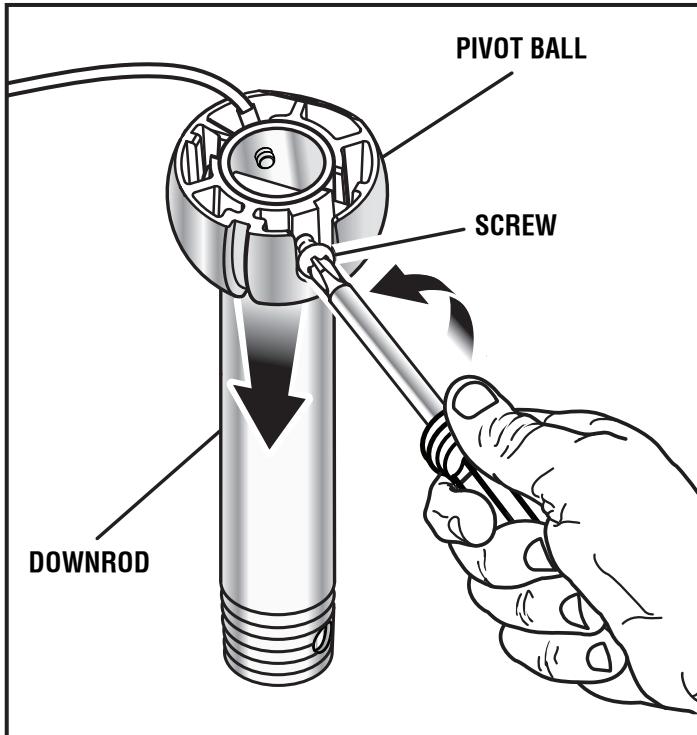
Be careful not to overtighten the screws, causing the outlet box to recess so it is no longer flush with the sheetrock. Doing so will prevent the canopy from aligning properly later in the installation process.



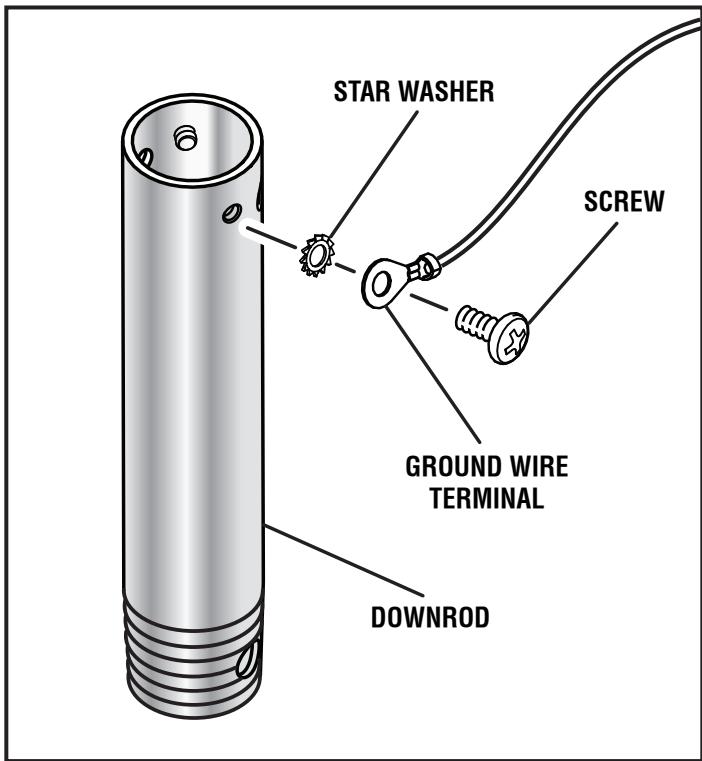
# INSTALLATION

## PREPARING YOUR CEILING FAN FOR MOUNTING

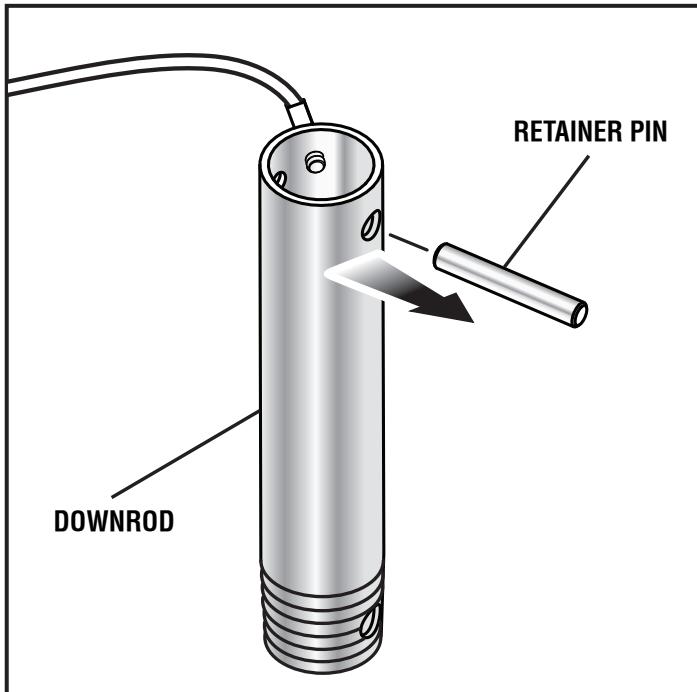
- Loosen the screw securing the pivot ball to the downrod. Slide the pivot ball down and off the downrod and set aside.



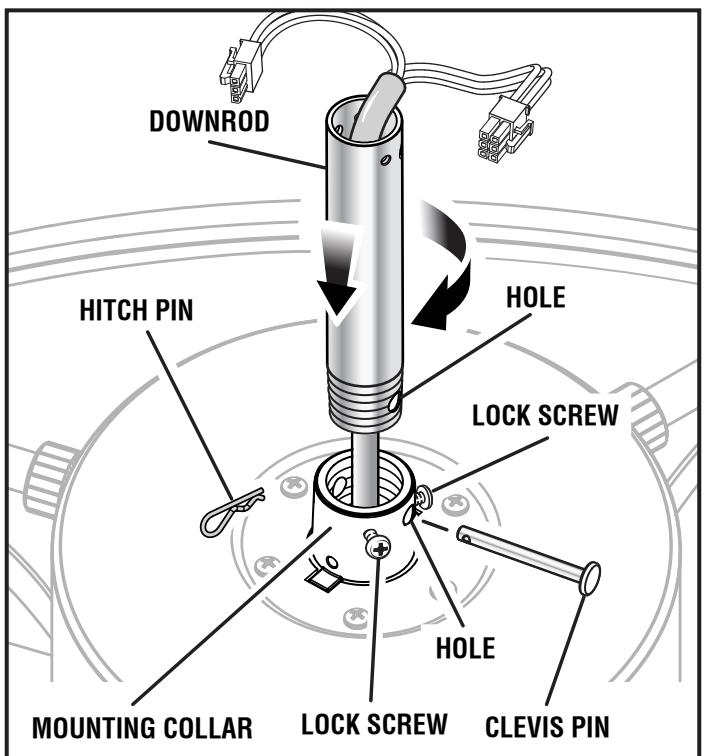
- Remove the screw and star washer securing the ground wire terminal to the downrod. Remove the wire and set aside.



- Remove the retainer pin from the downrod.

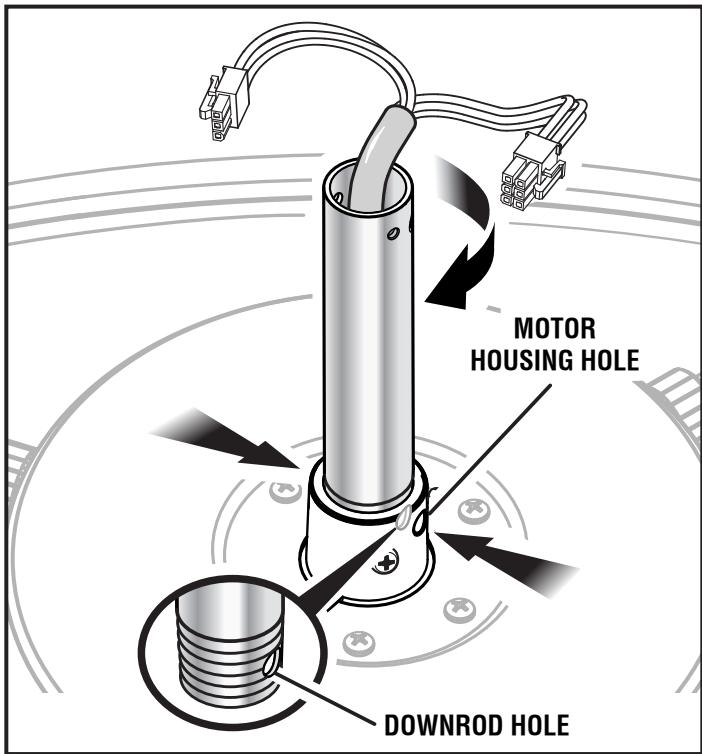


- Loosen (but do not remove) the lock screws that secure the downrod to the mounting collar on the fan assembly, then remove the hitch pin and the clevis pin from the mounting collar. Carefully feed the fan's electrical wiring up through the threaded end of the downrod.

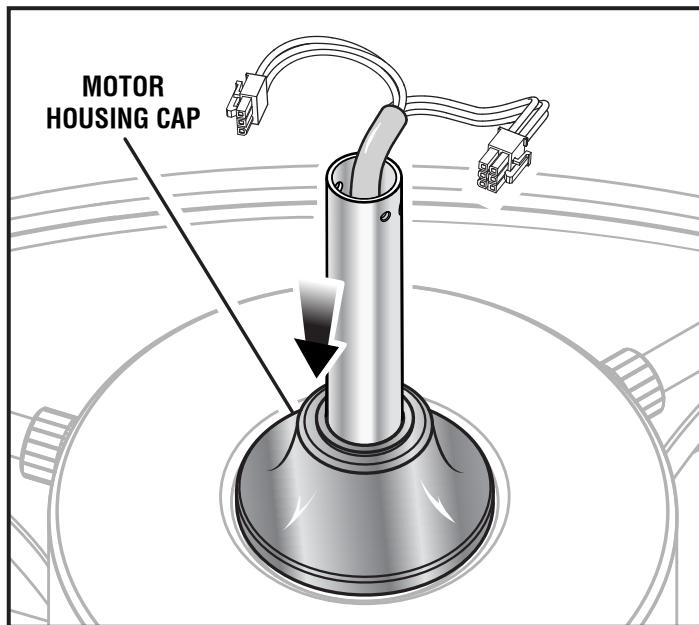


# INSTALLATION

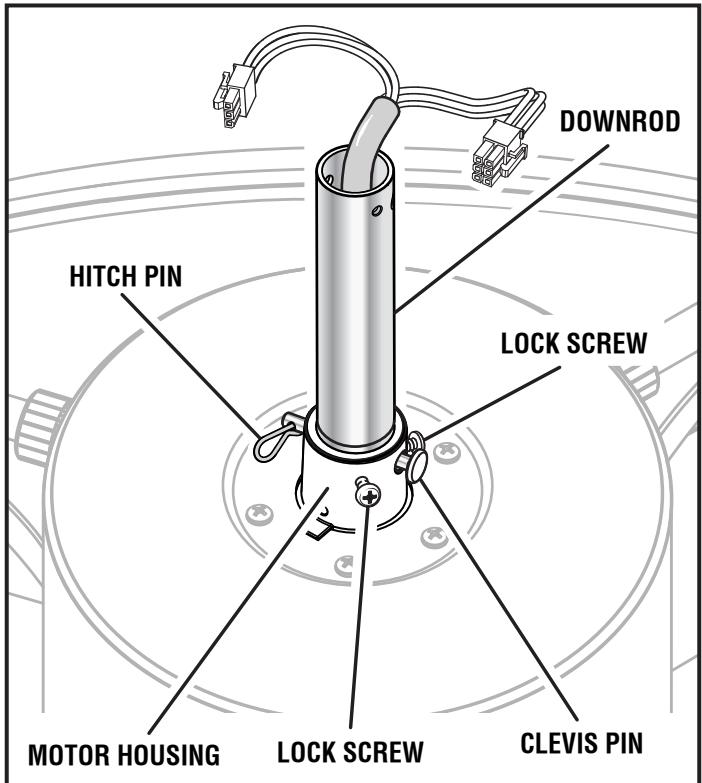
- Thread the downrod into the motor housing until it bottoms out, then back it out until the hole in the downrod aligns with the hole in the motor housing. Be careful not to twist the electrical wiring when tightening.



- Carefully feed the fan's electrical wiring through the motor housing cap, then install the cap as shown.

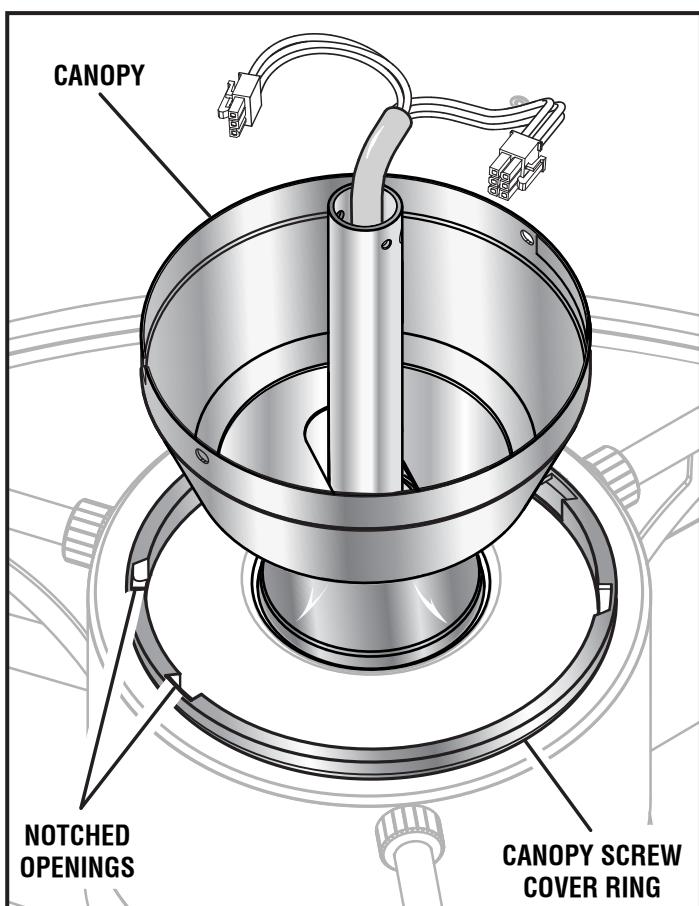


- Install the clevis pin through the holes in the motor housing and the downrod, then reinsert hitch pin. Retighten the lock screws to secure.



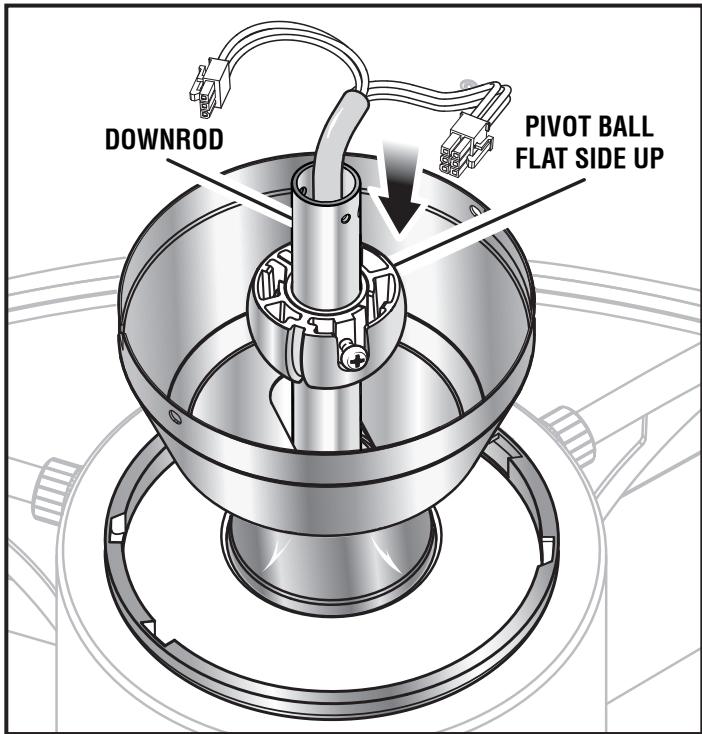
- Carefully feed the fan's electrical wiring through the canopy screw cover ring and canopy, then install the cover ring and canopy on the downrod as shown.

**NOTE:** Make sure the notched openings on the rim of the canopy screw cover ring are facing up.

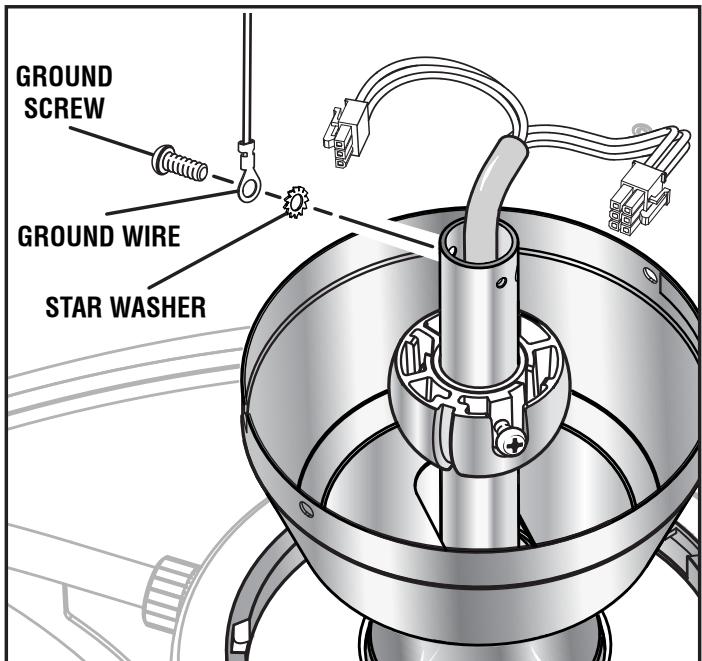


# INSTALLATION

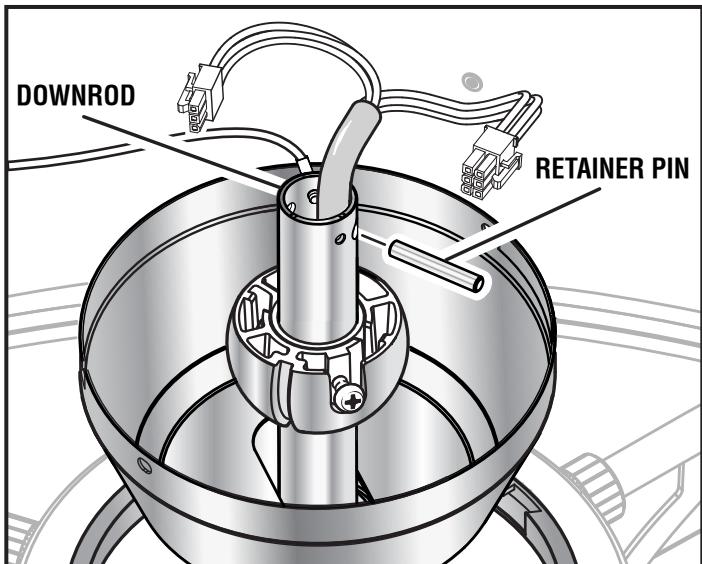
- Carefully feed the fan's electrical wiring through the pivot ball, then reinstall the pivot ball on the downrod with the flat side facing the ceiling.



- Reinstall the ground wire with the wire facing up to ensure proper grounding, make sure the star washer is reinstalled in the location shown below.



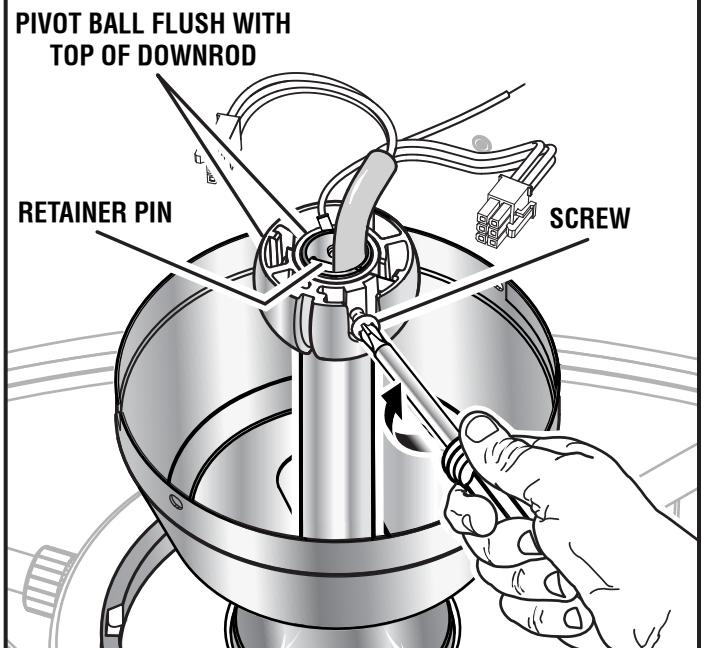
- Reinstall the retainer pin in the downrod.



**STOP** For Canada installations, refer to the Canada Installation Addendum and install the support cable on the retainer pin now.

- Lift the pivot ball back to the top of the downrod until the retainer pin is captured. Tighten the screw to secure.

**NOTE:** When the pivot ball is oriented correctly, it will also cover the ground screw and will be flush with the top of the downrod.



**STOP** For Canada installations, refer to the Canada Installation Addendum and test the support cable connection now.

# INSTALLATION

## HANGING THE CEILING FAN

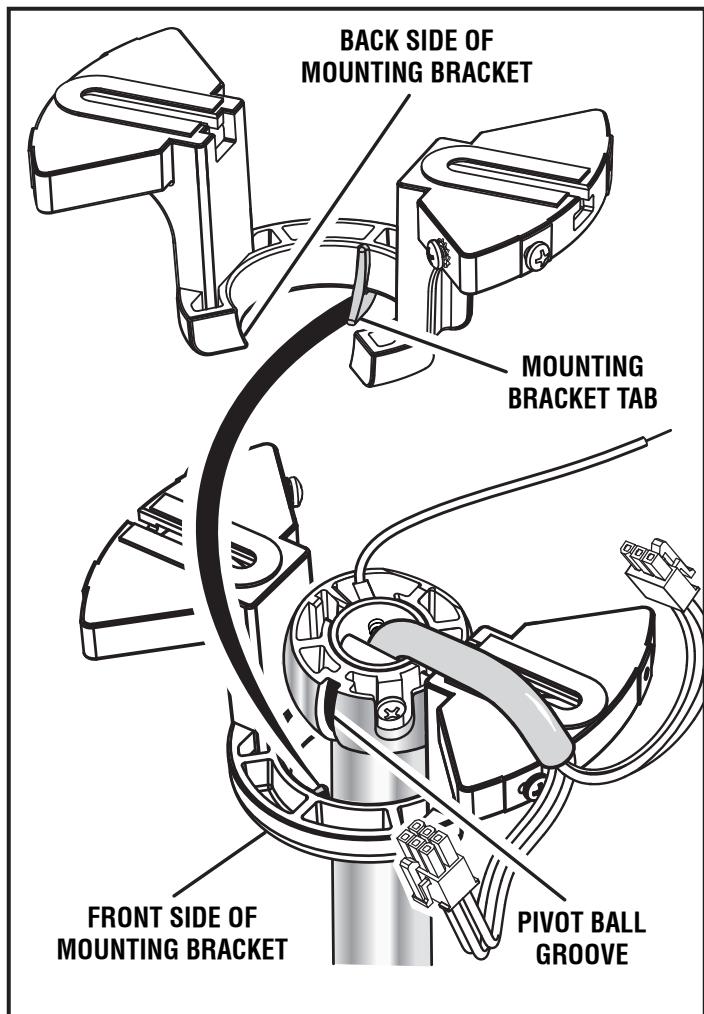
### **⚠ WARNING:**

Once you begin the process of hanging the ceiling fan, do not leave the fan unattended until the installation process is complete. A falling fan could cause serious personal injury or death.

- Carefully lift the assembled fan up to the mounting bracket assembly and seat the pivot ball in the mounting bracket socket. Rotate the fan as needed so the tab on the mounting bracket socket seats in the groove in the pivot ball.

### **⚠ WARNING:**

Failure to engage the fan's tab into the groove on the mounting bracket could allow the fan to wobble and/or fall. A falling fan could cause serious personal injury or death.



# INSTALLATION

## MAKING THE ELECTRICAL CONNECTIONS

### ⚠ WARNING:

Verify the power has been disconnected to both the room and the wall switch before making the electrical connections. Failure to do so could cause fire, electric shock, serious personal injury, or death.

### NOTICE:

When shipped, the electrical wires from the ceiling fan offer enough length to accommodate only the downrod included. If you intend to use an extended-length downrod (not included), you will need to purchase a wiring extension cable also. See the Accessories section later in this manual to determine the size extension cable needed to fit your downrod, then visit the retailer where you purchased this fan or call customer service to purchase.

#### Connect the ceiling fan to the receiver:

- Connect the fan plugs at the end of the fan's electrical wiring into their corresponding sockets on the receiver.

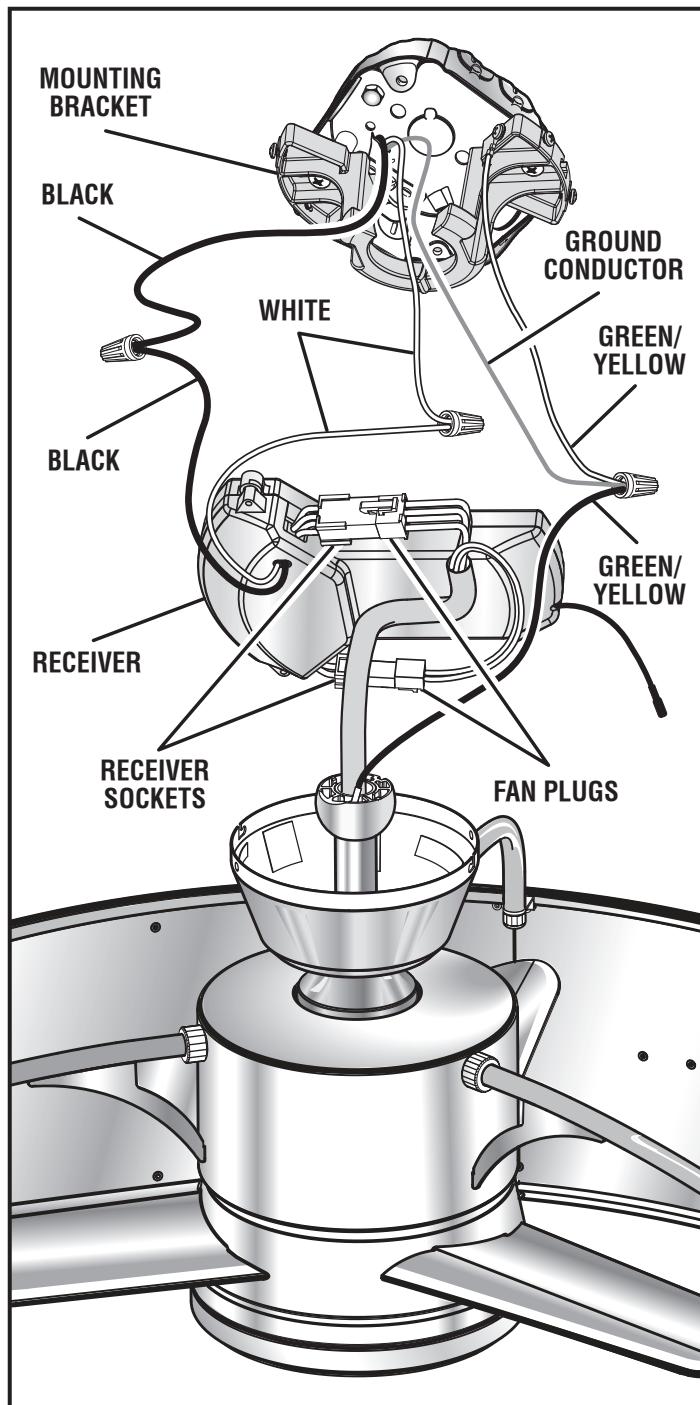
#### Connect the receiver to the 120V electrical supply wires:

- If your outlet box has a ground wire (green or bare copper), connect it to the ground wire on the ceiling fan's pivot ball. If there is no ground wire in your outlet box, connect the ground wire on the pivot ball to the ground wire on the mounting bracket assembly.
- Connect the white (neutral) supply wire to the white wire on the receiver marked **AC in N**.
- Connect the black (hot) supply wire to the black wire on the receiver marked **AC in L**.

**NOTE:** If your electrical box has both red and black hot wires, only one of these will be needed. Choose the supply wire that matches the wall switch you want to use for your ceiling fan. Use a wire cap and electrical tape to seal off the other wire and tuck it back up into the box and out of the way.

- Install a plastic wire nut over each connection to secure. Reinforce with electrical tape as needed to make sure no bare wire is visible at the wire nuts (except for a bare ground wire, if present).
- Spread the wires apart so the green/yellow and white wires go to one side and the black wire goes to the other, then carefully tuck all the wire connections up into the outlet box.

**NOTE:** Orient the wires so the wire nuts are facing up and are not touching each other. This will help minimize potential noise once the installation is complete.



For Canada installations, refer to the Canada Installation Addendum and connect the support cable to the eye bolt or anchor assembly now.