



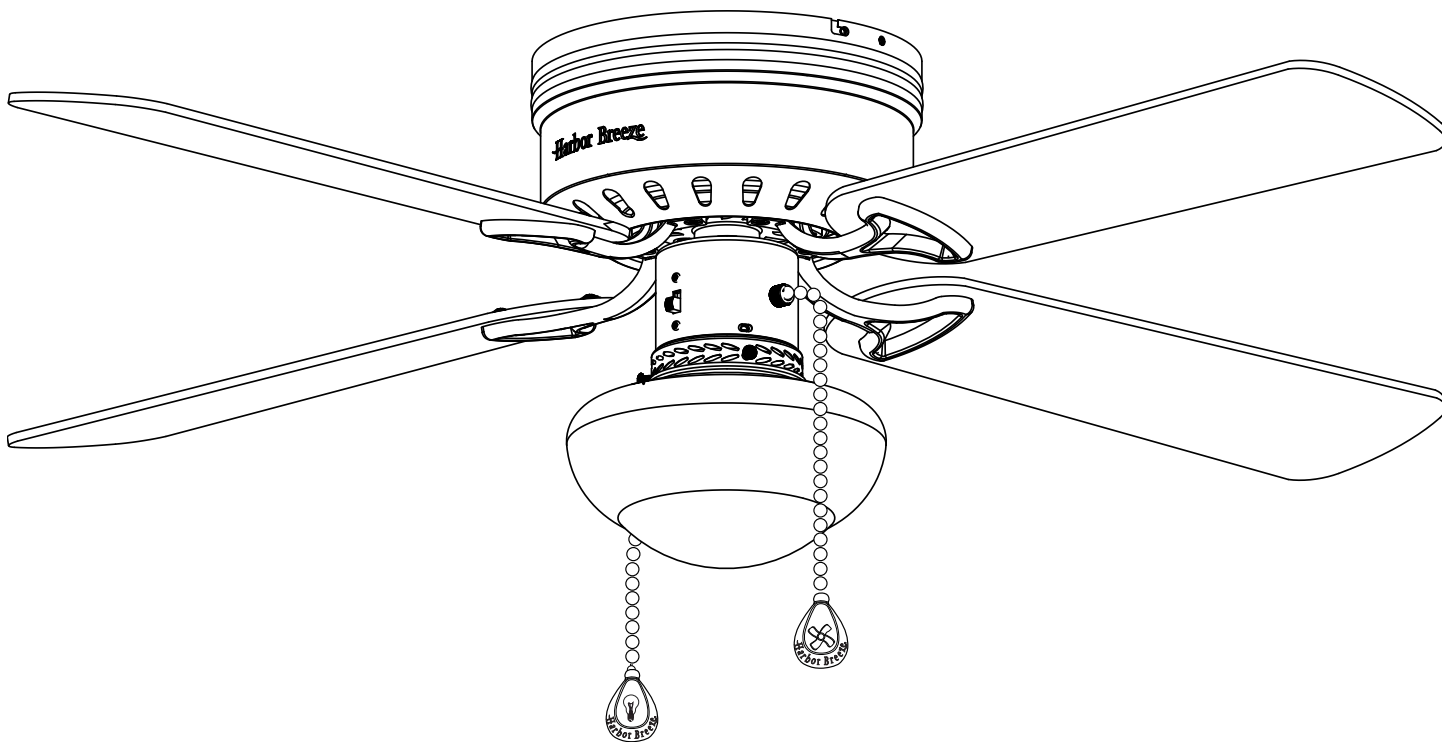
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ITEM #0373684

BUILDER'S SERIES CEILING FAN

MODEL #40016

Español p. 18



ATTACH YOUR RECEIPT HERE

Serial Number _____ Purchase Date _____

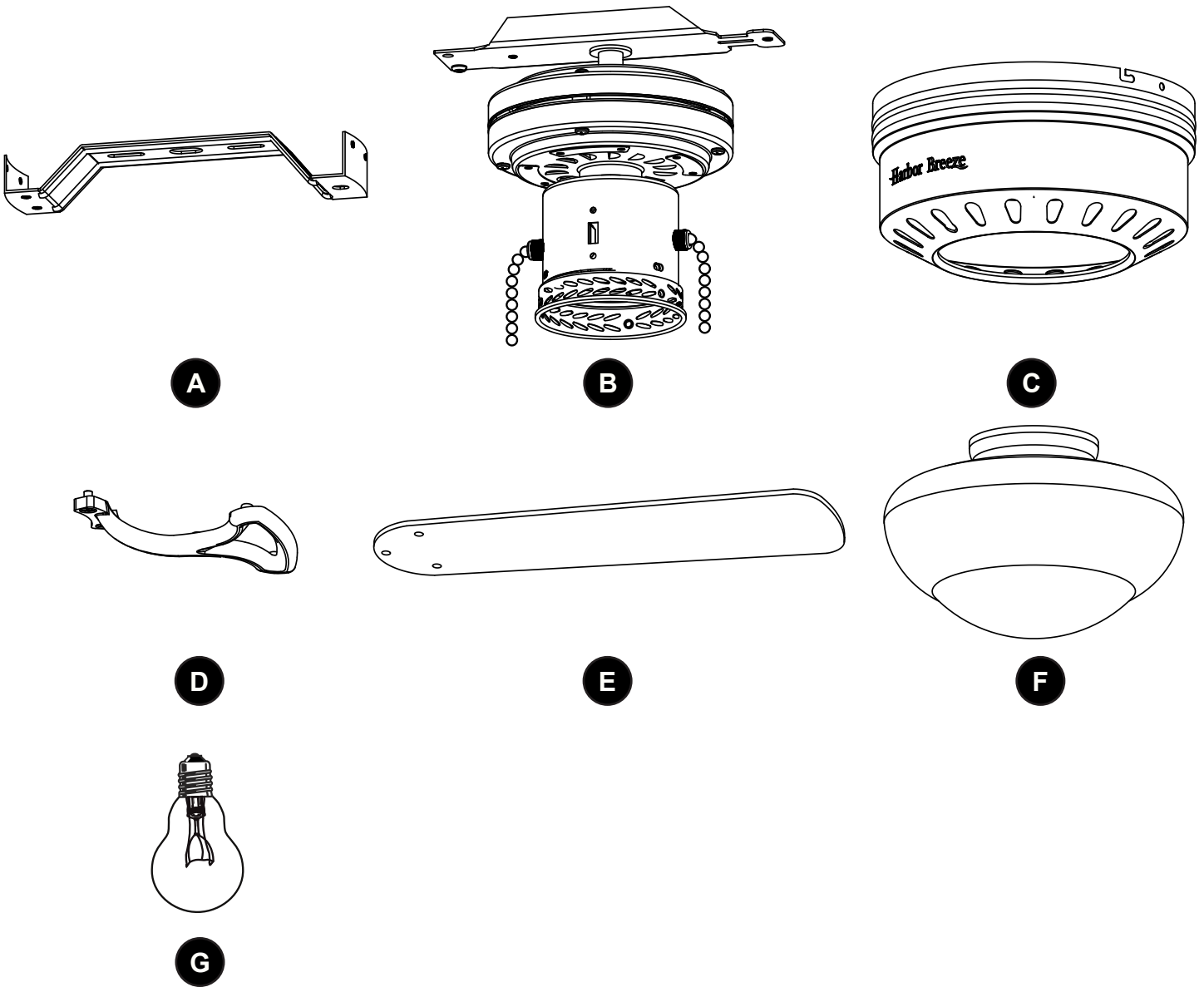


Questions, problems, missing parts? Before returning to your retailer, call our customer service department at 1-800-643-0067, 8 a.m. - 6 p.m., EST, Monday - Thursday, 8 a.m. - 5 p.m., EST, Friday.

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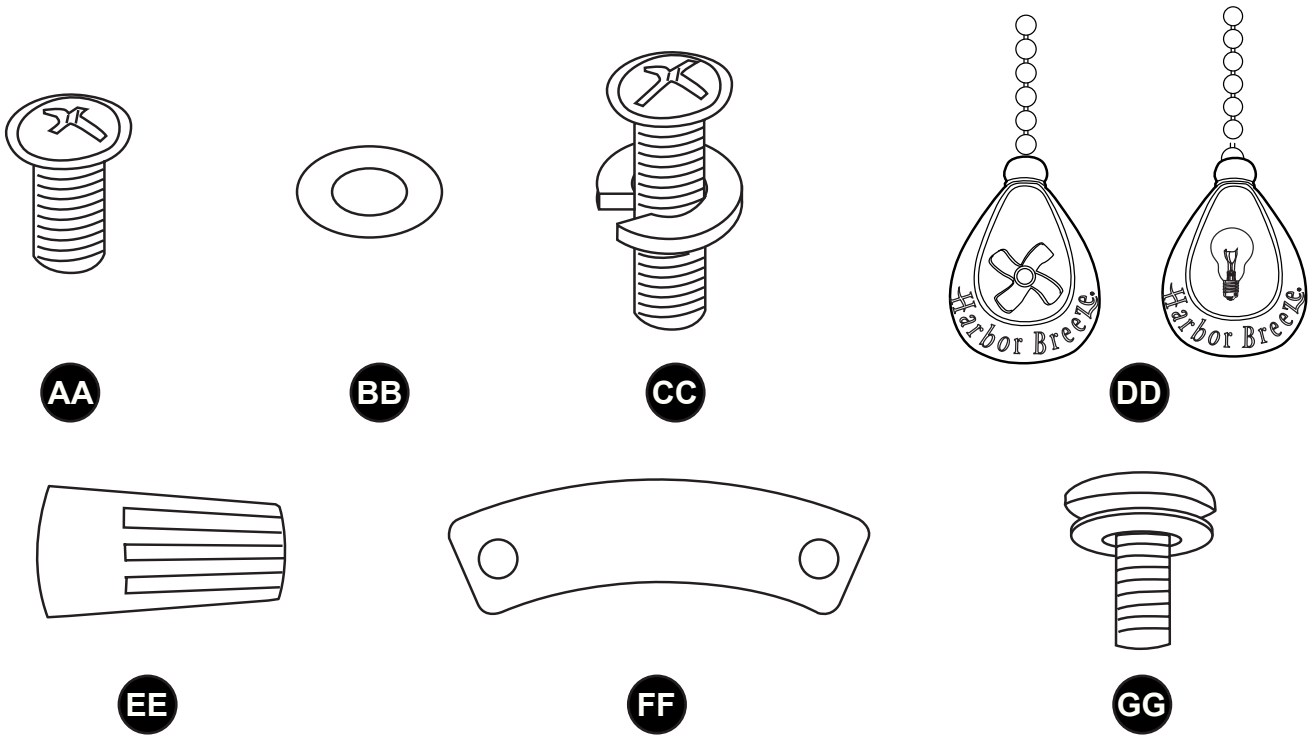
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PACKAGE CONTENTS



PART	DESCRIPTION	QUANTITY
A	Mounting Bracket	1
B	Motor Assembly	1
C	Motor Housing	1
D	Blade Iron	4
E	Blade	4
F	Glass Shade	1
G	Bulb	1




HARDWARE CONTENTS (shown actual size)



PART	DESCRIPTION	QUANTITY
AA	Blade Iron Screws	12 + 1 Extra
BB	Blade Washer	12 + 1 Extra
CC	Short Mounting Screw (preassembled)	3
DD	Pull Chain Extension	2
EE	Wire Connector	4
FF	Blade Isolator	4
GG	Motor Screw	8 Preassembled + 1 Extra

SAFETY INFORMATION

Please read and understand this entire manual before attempting to assemble, operate or install the product.



1. Before you begin installing the fan, disconnect the power by removing fuses or turning off circuit Breakers.
2.  **CAUTION:** Read all instructions and safety information before installing your new fan. Review the accompanying assembly diagrams.
3.  **WARNING:** To avoid personal injury, the use of gloves may be necessary while handling fan parts with sharp edges.
4. Make sure that all electrical connections comply with local codes, ordinances, the National Electrical Code and ANSI/NFPA 70-199. Hire a qualified electrician or consult a do-it-yourself wiring handbook, available at Lowe's, if you are unfamiliar with installing electrical wiring.
5. Make sure the installation site you choose allows a minimum clearance of 7 feet from the blades to the floor and at least 30 in. from the end of the blades to any obstruction.
6. The net weight of this fan is: 9.68 lbs. (4.50kg).
7.  **WARNING:** Using a full range dimmer switch to control fan speed will cause aloud humming noise from fan. To reduce the risk of fire or electric shock., do NOT use a full range dimmer switch to control.

DANGER






DANGER: When using an existing outlet box, make sure the outlet box is securely attached to the building structure and can support the full weight of the fan. Failure to do this can result serious injury or death. The stability of the outlet box is essential in minimizing wobble and noise in the fan after installation is complete.



WARNING

1.  **WARNING:** To reduce the risk of fire, electric shock, or personal injury, mount fan 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. Secure the outlet box directly to the building structure. The outlet box and its support must be able to support the moving weight of the fan (at least 35 lbs.). Do NOT use a plastic outlet box.
2.  **WARNING:** To reduce the risk of fire, electrical shock, or personal injury, wire connectors provided with this fan are designed to accept only one 12-gauge house wire and two lead wires from the fan. If your house wire is larger than 12 gauge or there is more than one house wire to connect to the two fan lead wires, consult an electrician for the proper size wire connectors to use.

WARNING

3.  **WARNING:** To reduce the risk of fire or electric shock, do not use the fan with any solid state speed control device or control fan speed with a full range dimmer switch.
4.  **WARNING:** To reduce the risk of fire, electric shock, or personal injury, do not bend the blade arms when installing them, balancing the blades, or cleaning the fan. Do not insert objects between the rotating fan blades.
5.  **WARNING:** To reduce the risk of personal injury, use only parts provided with this fan. The use of parts OTHER than those provided with this fan will void the warranty.

CAUTION

1.  **CAUTION:** Be sure outlet box is properly grounded or that a ground (green or bare) wire is present.
After opening top of carton, remove mounting hardware package from foam inserts. Remove motor from packing and place on carpet or on foam to avoid damage to finish.
2.  **CAUTION:** Carefully check all screws, bolts and nuts on fan motor assembly to ensure that they are secured.

PREPARATION

Before beginning assembly of product, make sure all parts are present. Compare parts with package contents list and hardware contents above. If any part is missing or damaged, do not attempt to assemble the product. Contact customer service for replacement parts.

Estimated Assembly Time: 120 minutes

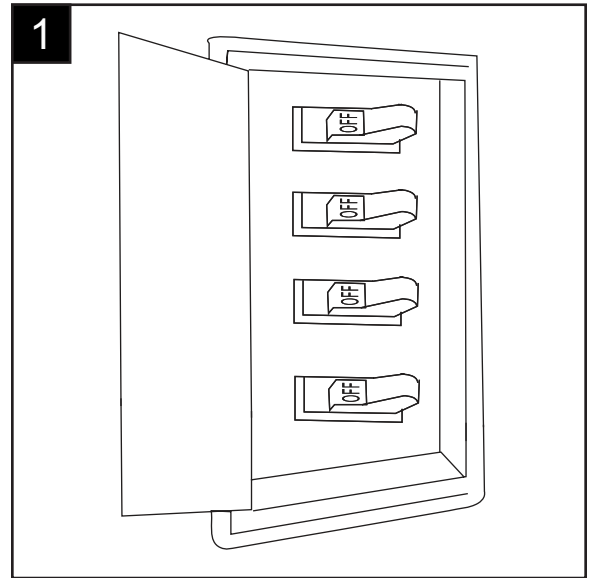
Tools required for Assembly (not included): Electrical Tape, Phillips Screwdriver, Pliers, Safety Glasses, Step Ladder and Wire Strippers

Helpful tools (not included): AC Tester Light, Tape Measure, Wiring Handbook, and Wire Cutters

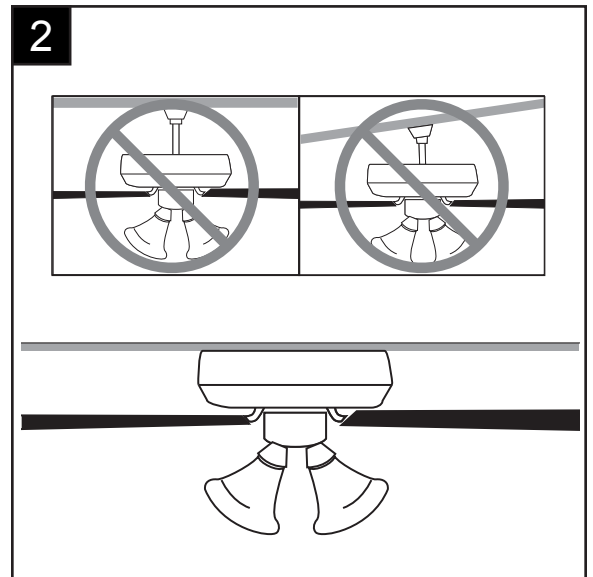
ASSEMBLY INSTRUCTIONS

1. Turn off circuit breakers and wall switch to the fan supply line leads.

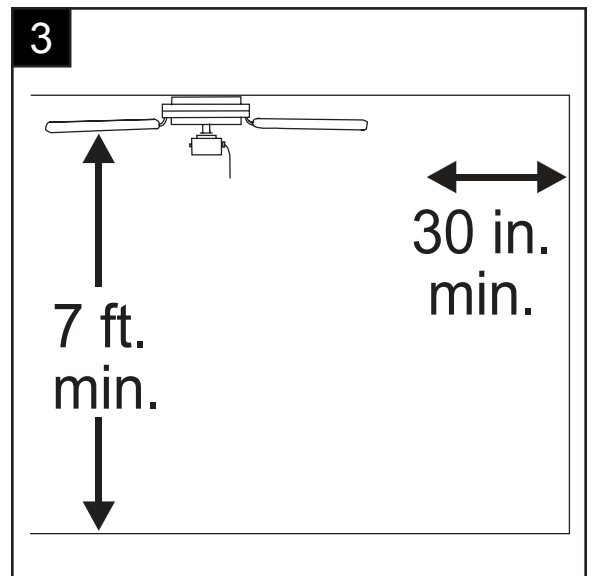
⚠ DANGER: Failure to disconnect power supply prior to installation may result in serious injury or death.



2. This fan can only be flushmounted to the ceiling; downrod mount and angle mount is not available for this fan.



3. Check to make sure blades (E) will be at least 30 in. from any obstructions. Check and ensure blades (E) are at least 7 ft. above the floor.

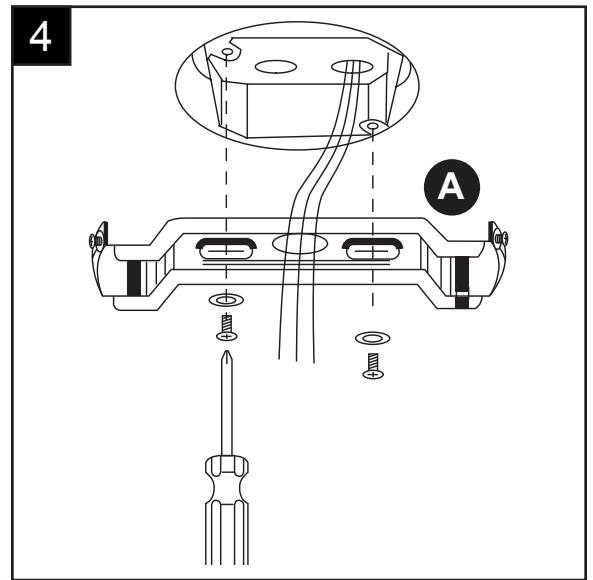


ASSEMBLY INSTRUCTIONS

4. Pass the 120-volt supply wires through the center hole in the mounting bracket (A).

Install the mounting bracket (A) by raising it to a UL listed electrical box (not included) and securing with mounting screws and washers (not included).

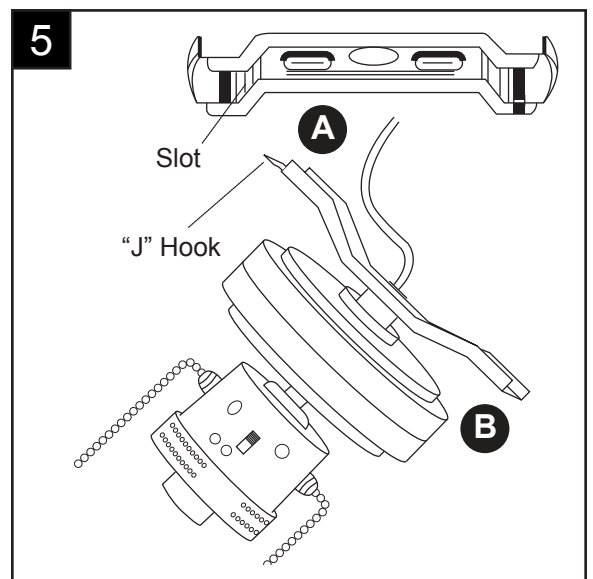
Note: It is very important that you use the proper hardware when installing the mounting bracket (A) as this will support the fan.



Note: Remove the preassembled short mounting screws (CC) from the mounting bracket (A) and motor assembly (B) before continuing to the next step.

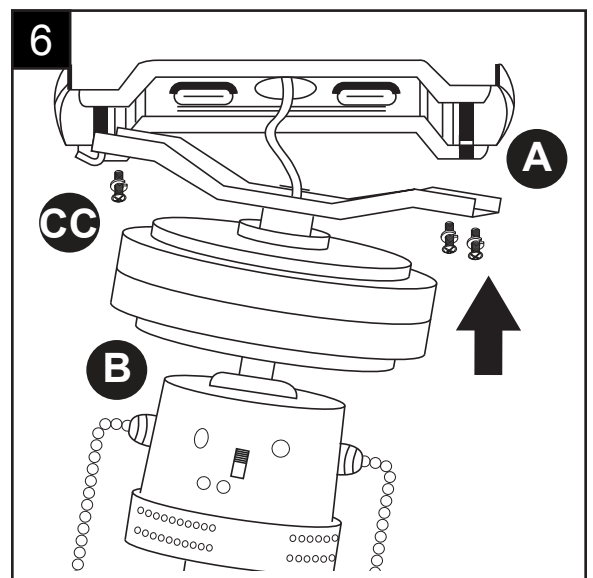
5. Carefully hang the motor assembly (B) onto the mounting bracket (A) by inserting the "J" hook into a slot on one side of the mounting bracket (A).

Hardware Used



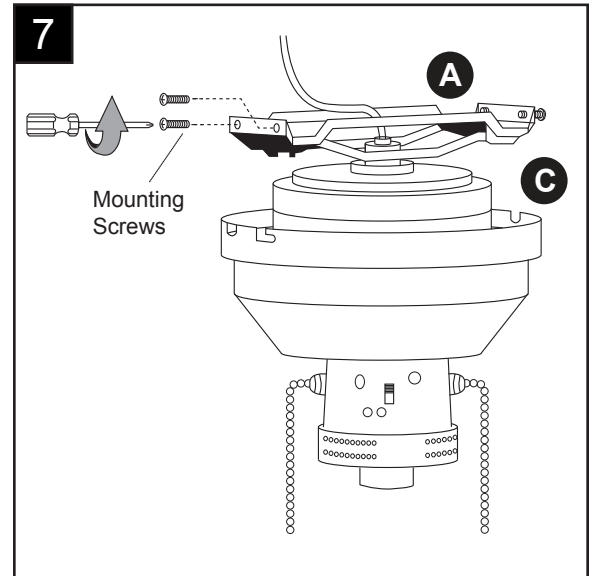
Note: See "Wiring" section for wiring the fan before continuing to Step 6.

6. Lift motor assembly (B) to mounting bracket (A). Align holes and secure motor assembly (B) with short mounting screws (CC).

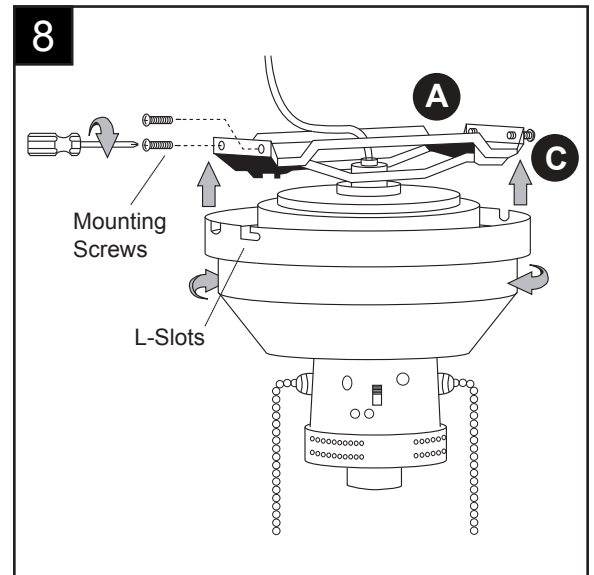


ASSEMBLY INSTRUCTIONS

7. There are 4 housing mounting screws preassembled on the periphery of the mounting bracket (A). Remove one pair of the screws that match the round holes of the motor housing (C) opposite each other, and loosen the remaining two screws.



8. Attach the motor housing (C) to the mounting bracket (A) by aligning the two loosened screws into the two L-slots of the motor housing (C). Then turn the housing clockwise so the screws move toward the end of the L-slots. The housing should now sit securely on the screws preassembled on the mounting bracket (A).



WIRING

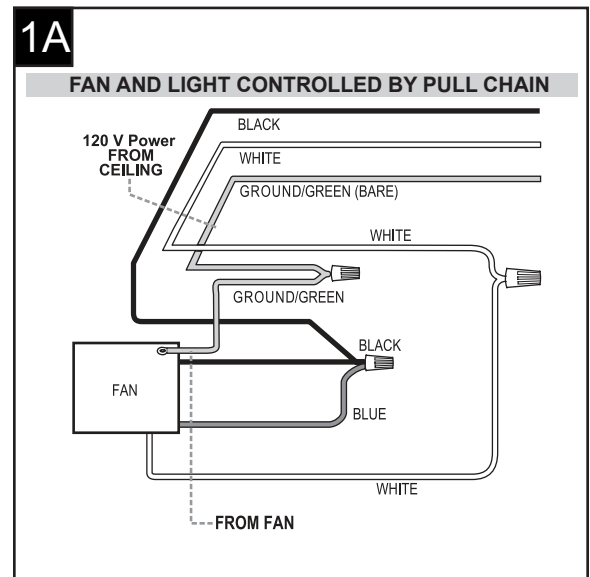
⚠ WARNING: To reduce the risk of fire, electrical shock, or personal injury, wire connectors provided with this fan are designed to accept only one 12-gauge house wire and two lead wires from the fan. If your house wire is larger than 12 gauges there is more than one house wire to connect to the two fan lead wires, consult an electrician for the proper size wire connectors to use.

⚠ CAUTION: Be sure outlet box is properly grounded or that a ground (green or bare) wire is present.

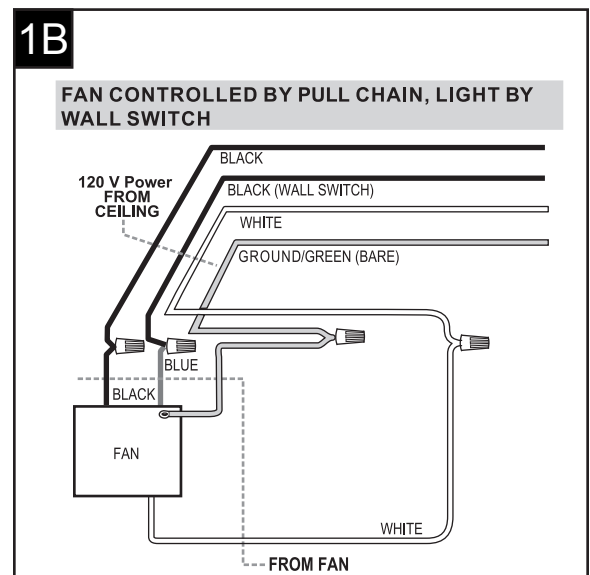
⚠ WARNING: if house wires are different colors than referred to in the following step, stop immediately. A professional electrician is recommended to determine wiring.

1. Choose wiring diagram that fits your situation and make appropriate wiring connections as follows:
[NOTE: For each wire connection below, and on the following page, use one of the wire connectors (EE), making sure to screw wire connector (EE) on in a clockwise direction.

1A. FAN AND LIGHT CONTROLLED BY PULL CHAINS: connect **BLACK** and **BLUE** wire from fan to **BLACK** wire from ceiling. Connect **WHITE** wire from fan to **WHITE** wire from ceiling. Connect all **GROUND (GREEN)** wires together from fan to **BARE/GREEN** wire from ceiling. [Fig. 1A]

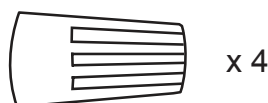


1B. FAN CONTROLLED BY PULL CHAIN, LIGHT BY WALL SWITCH: If you intend to control the fan by pull chains and light with a separate wall switch, connect **BLACK** wire from fan to **BLACK** wire from ceiling. Connect **BLUE** wire from fan to the **BLACK** wire from the independent wall switch for the light. Connect **WHITE** wire from fan to **WHITE** wire from ceiling. Connect all **GROUND (GREEN)** wires together from fan to **BARE/GREEN** wire from ceiling. [Fig. 1B]



Hardware Used

EE Wire connector



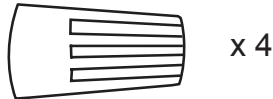
WIRING

1C. FAN AND LIGHT CONTROLLED BY TWO WALL SWITCHES: If you intend to control the fan and light with separate wall switches, connect **BLACK** wire from fan to **BLACK** wire from the independent wall switch for the fan. Connect **BLUE** wire from fan to the **BLACK** wire from the independent wall switch for the light. Connect **WHITE** wire from fan to **WHITE** wire from ceiling. Connect all **GROUND (GREEN)** wires together from fan to **BARE/GREEN** wire from ceiling. [Fig. 1C]

Note: *Black wire is hot power for fan. Blue wire is hot power for the light kit. White wire is common for fan and light kit. Green or bare wire is ground.*

Hardware Used

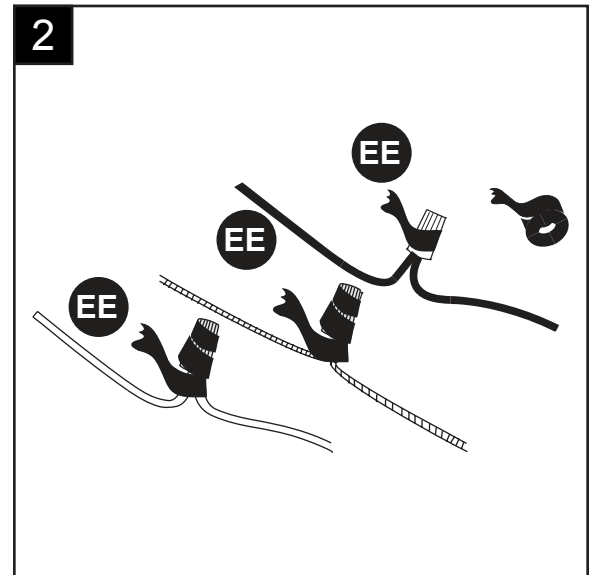
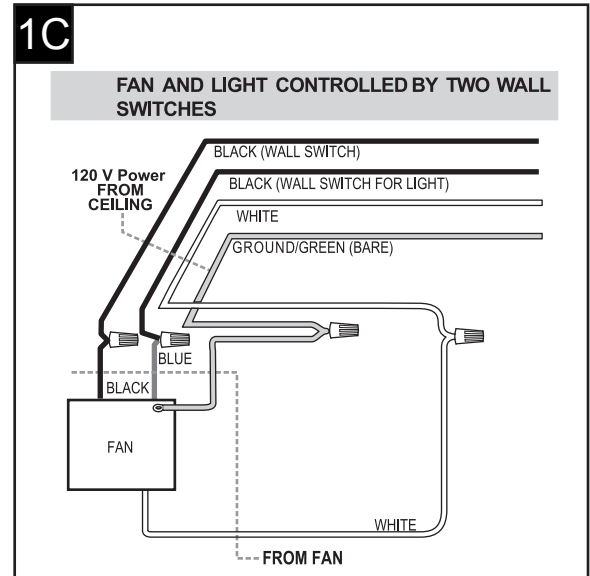
EE Wire connector



2. Wrap electrical tape (not included) around each individual wire connector (EE) down to the wire as shown in Fig. 2.

! WARNING: Make sure no bare wire or wire strands are visible after making connections. Place green and white connections on opposite side of box from the black and blue (if applicable) connections.

Turn spliced/taped wires upward and gently push wires and wire connector (EE) into outlet box.



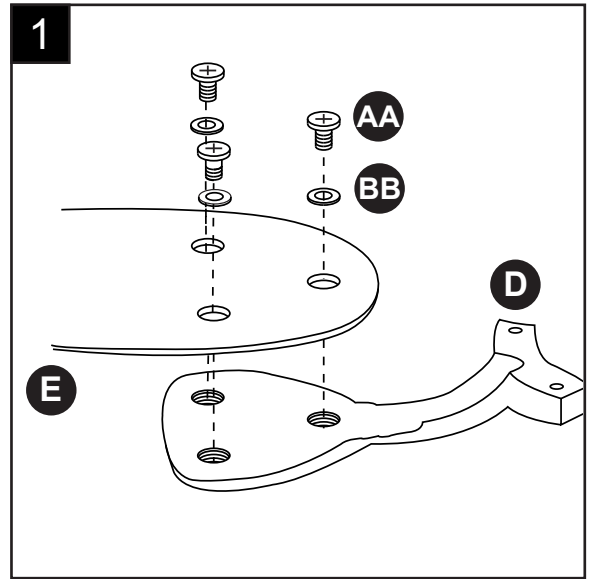
FINAL INSTALLATION

1. Attach blade (E) to blade bracket (D) using the blade iron screws (AA) and blade washer (BB). Insert a blade iron screw (AA) into the blade bracket (D). Repeat for the two remaining blade iron screws (AA).

Hardware Used

AA Blade Iron Screw  x 12

BB Blade Washer  x 12



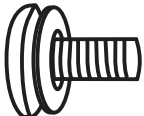
2. Fasten the blade assembly to the motor by inserting the alignment post into the slot on the bottom of the motor and tightening the motor screws (GG). Please note the motor screws may be preassembled to the motor.

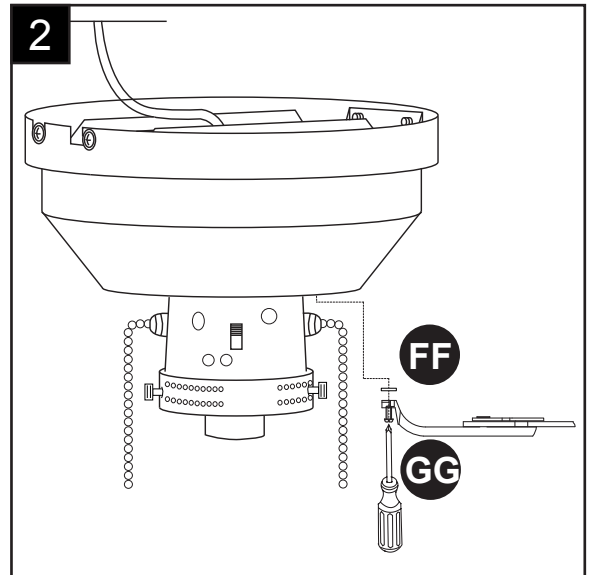
Note: Make sure to place a blade isolator (FF) between the blade assembly and the motor assembly.

Repeat steps 1 and 2 for the remaining blades.

Hardware Used

FF Blade Isolator  x 4

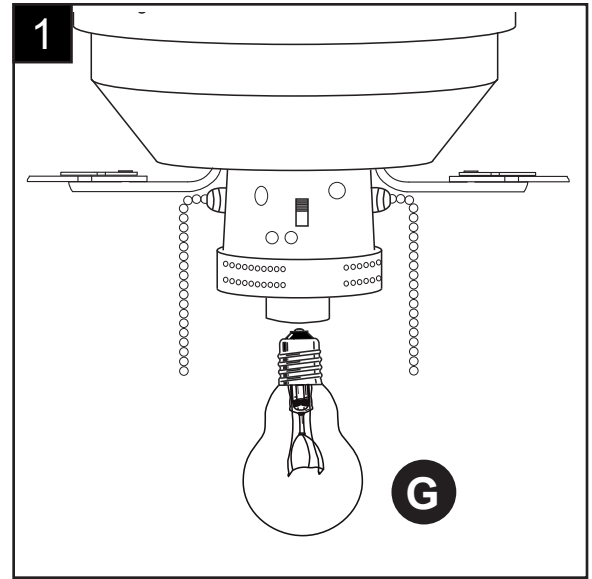
GG Motor Screw  x 8



LIGHT KIT INSTALLATION

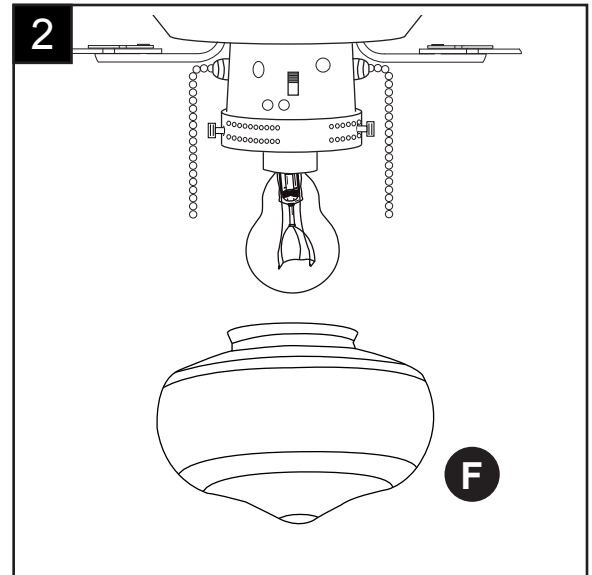
1. Install bulb (G).

Note: Fan uses one 60-watt max. candelabra-base bulb.

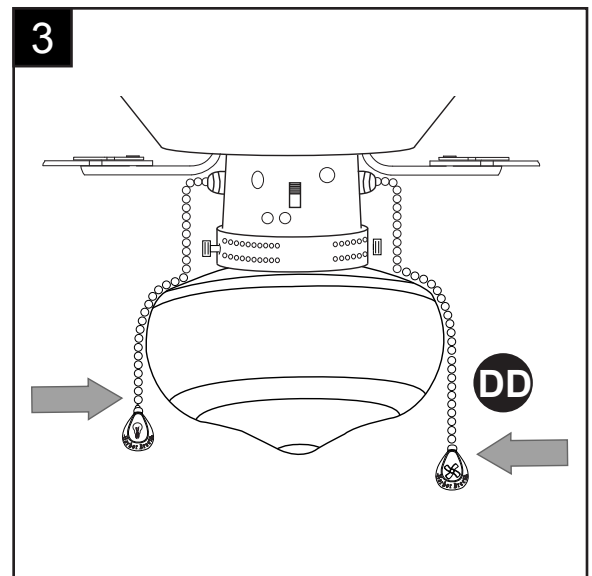


2. Insert the glass shade (F) into the fixture. Tighten preassembled glass mounting screws manually until finger tight. Do not overtighten.

Note: Loosen the thumbscrews before inserting the globe, then retighten securely.

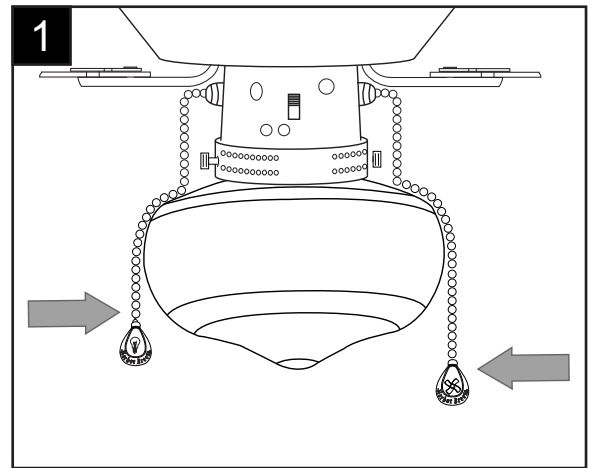


3. Attach the pull chain extensions (DD) to the light switch chain and the fan switch chain.



OPERATING INSTRUCTIONS

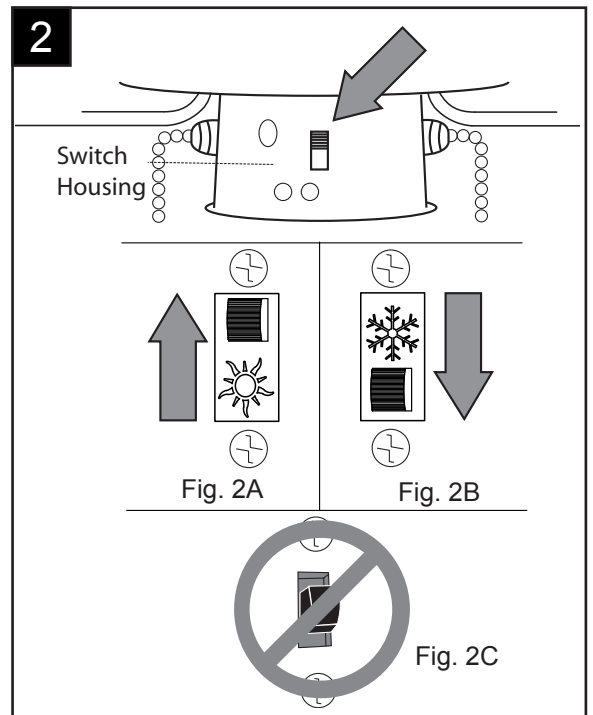
1. The pull chain labeled FAN has four positions to control fan speed. One pull is HIGH, two is MEDIUM, three is LOW and four turns the fan OFF.



2. Use the fan reverse switch, located on the switch housing, to optimize your fan for seasonal performance. A ceiling fan will allow you to raise your thermostat setting in summer and lower your thermostat setting in winter without feeling a difference in your comfort.
Note: Wait for fan to stop before moving the reverse switch.

- 2A. In **warmer** weather, push the reverse switch to **UP** and see a Sun icon, which will result in downward airflow creating a wind chill effect. [Fig. 2A]
- 2B. In **cooler** weather, push the reverse switch to **DOWN** and see a snowflake, which will result in upward airflow that can help move stagnant, hot air off the ceiling area. [Fig. 2B]

IMPORTANT: Reverse switch must be set either completely to the UP or completely to the DOWN for fan to function. If the reverse switch is set in the middle position [Fig. 2C], fan will not operate.



CARE AND MAINTENANCE

At least twice each year, lower canopy to check down rod assembly, and then tighten all screws on fan. Clean motor housing with only a soft brush or lint-free cloth to avoid scratching the finish. Clean blades with a lint-free cloth. You may occasionally apply a light coat of furniture polish to wood blades for added protection. Important: Shut off main power supply before beginning and maintenance. Do not use water or a damp cloth to clean the ceiling fan.

TROUBLESHOOTING

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION
Fan does not move.	<ol style="list-style-type: none"> 1. Reverse switch not engaged. 2. Wall switch is turned off. 3. Power is off or fuse (breaker) is blown. 4. Faulty wire connection. 	<ol style="list-style-type: none"> 1. Push switch firmly either to "Left" or "Right". 2. Make sure the wall switch is turned on. 3. Turn power on or check fuse (breaker). 4. Turn power off; check all connections at ceiling outlet box.
Noisy operation	<ol style="list-style-type: none"> 1. Blades are loose. 2. Cracked blade/blades. 3. Non-compatible wall control. 4. Break in period not surpassed. 5. Outlet box is not secured. 6. Mounting bracket is not secured. 	<ol style="list-style-type: none"> 1. Check and tighten all screws that hold fan blades to blade arms and motor. 2. Replace cracked blade. 3. Do not use a full range dimmer switch to control fan speed. 4. Run fan 24-48 hours continuously on medium or high speed for "break in" period. 5. Make sure the outlet box is secured to building structure. 6. Make sure the mounting bracket is secured to the outlet box, screws are tight.
Excessive wobbling	<ol style="list-style-type: none"> 1. Blades and/or blade are loose. 2. Blades are unbalanced. 3. Fan mounting not secure. 4. Fan too close to vaulted ceiling. 5. Set screw on motor housing yoke loose. 	<ol style="list-style-type: none"> 1. Check and tighten all screws that hold fan blades to blade arms and blade arms to motor. 2. Switch one blade with a blade from the opposite side. Or balance fan using balancing kit (not supplied). 3. Turn off power. Loosen canopy and verify that mounting bracket is secure to electrical outlet box. Bracket must be flush without movement against outlet box. 4. Use a longer down rod or move fan to another location. 5. Lift up yoke cover and tighten set screw to yoke until secure.

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION
Fan operated but lights fail (if applicable).	<ol style="list-style-type: none"> 1. Bulb(s) not installed correctly. 2. Light kit wire plugs not connected properly. 3. Faulty wire connection. 4. The total power of light is exceed 190W. 	<ol style="list-style-type: none"> 1. Re-install bulb(s). 2. Make sure the male and female plugs in light kit fitter are connected properly. 3. Turn power off; check all connections at ceiling outlet box. 4. The fan is with 190W limiter. When the total watts of light is over 190W, the light will be off. Please replace with bulbs in lower watts.

LIMITED LIFETIME WARRANTY

The manufacturer warrants this fan to be free from defects in workmanship and materials present at time of shipment from the factory for a lifetime from the date of purchase by the original purchaser. The retailer also warrants that all other fan parts, excluding any glass or plexiglass blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of one year after the date of purchase by the original purchaser. The manufacturer agrees to correct such defects without charge or at our option replace the ceiling fan with a comparable or superior model.

To obtain warranty service, present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Any damage to any part such as by accident or misuse or improper installation or by affixing any accessories, is not covered by this warranty. The manufacturer assumes no responsibility whatsoever for fan installation during the limited lifetime warranty. Any service performed by an unauthorized person will render the warranty invalid.

Due to varying climatic conditions, this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. Any glass provided with this fan is not covered by the warranty.

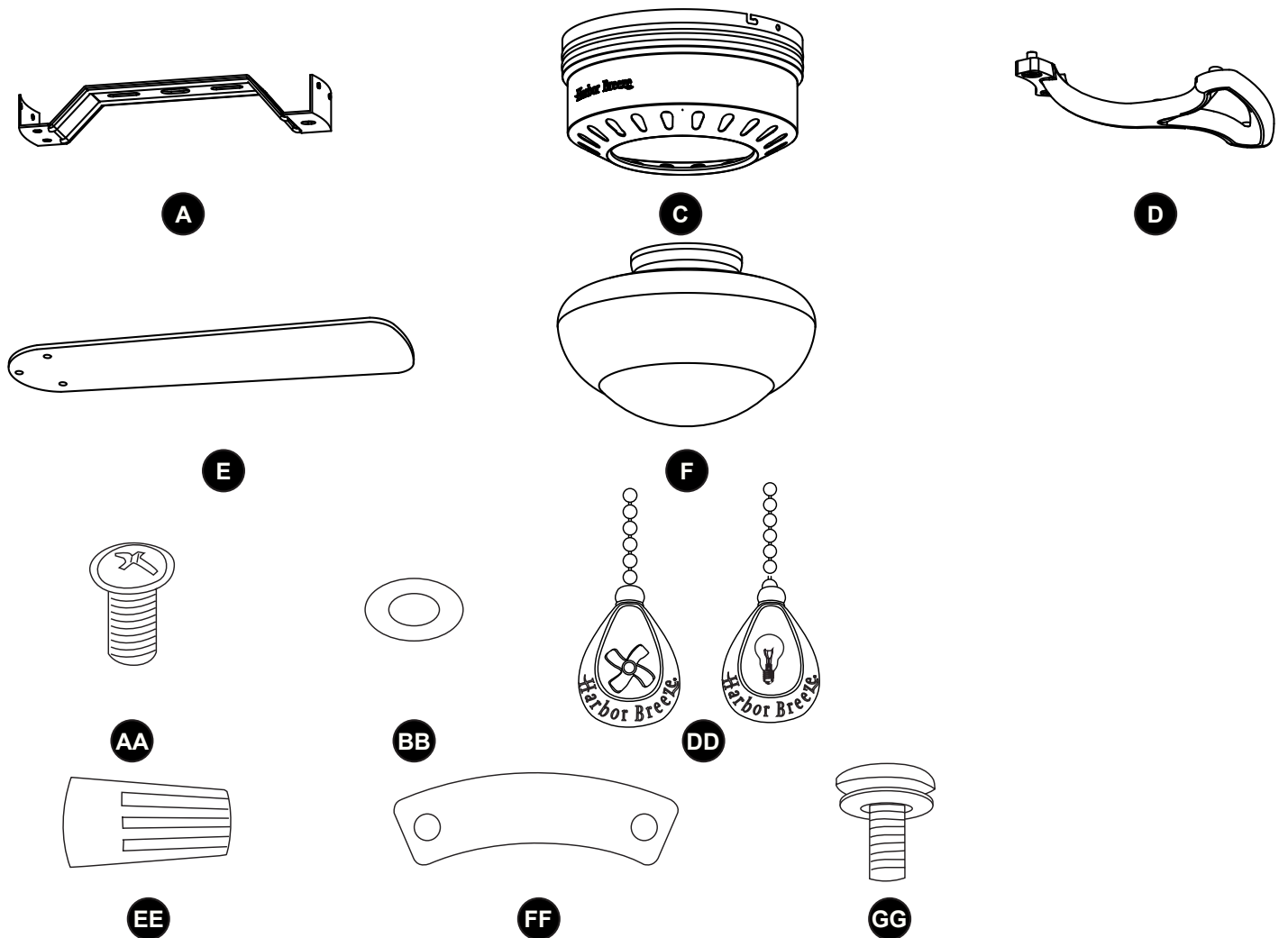
Any replacement of defective parts fro the ceiling fan must be reported within the first year from the date of purchase. For the balance of the warranty, call our customer service department for return authorization and shipping instructions so that we may repair or replace the ceiling fan. Any fan or parts returned improperly is the sole responsibility of the purchaser. There is no other expressed warranty. The manufacturer disclaims any and all warranties. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the expressed warranty. The manufacturer shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law. This warranty gives specific legal rights, and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties.

Note: A small amount of “wobble” is normal and should not be considered a defect.

REPLACEMENT PARTS LIST

For replacement parts, call customer service department at 1-800-643-0067, 8 a.m. - 6 p.m., EST, Monday - Thursday, 8 a.m. - 5 p.m., EST, Friday.

PART	DESCRIPTION	PART #
A	Mounting Bracket	4L0000000024
C	Motor Housing	4L0000000025
D	Blade Iron	4L0000000026
E	Blade	4L0000000027
F	Glass Shade	4L0000000028
AA	Blade Iron Screw	4L0000000029
BB	Blade Washer	
DD	Pull Chain Extension	
EE	Wire Connector	
FF	Blade Isolator	
GG	Motor Screw	



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