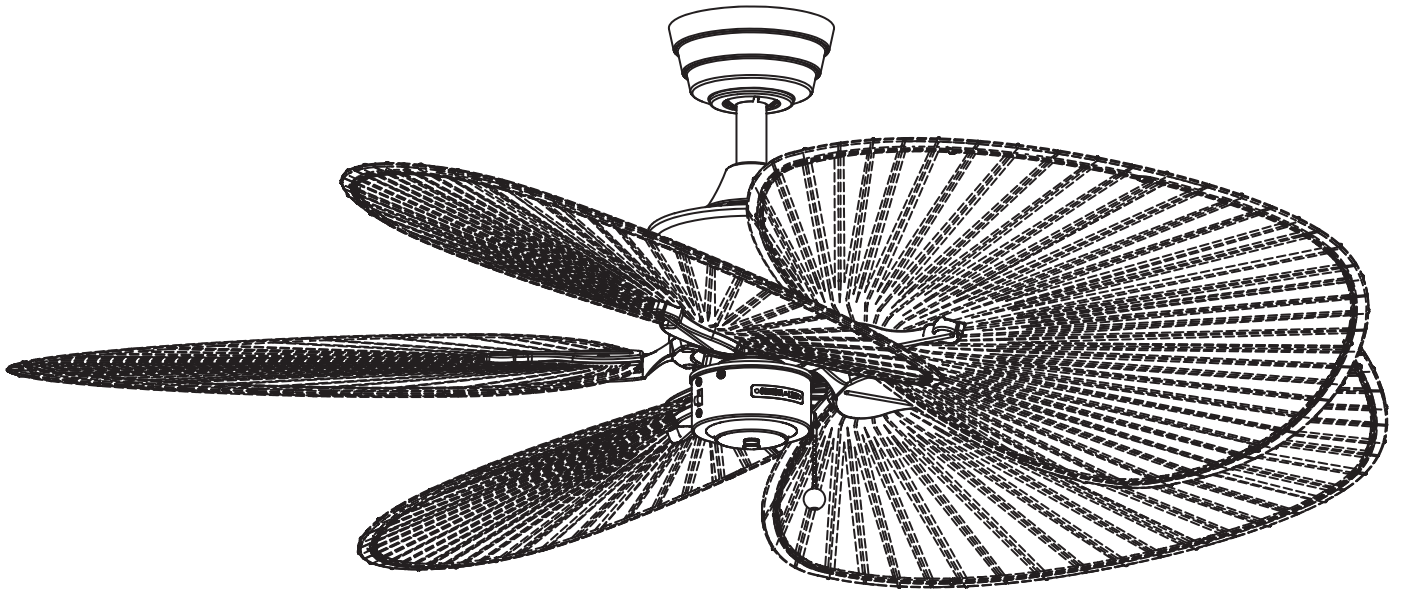


# SERENA & LILY

Belize Ceiling Fan *Assembly Instructions*



## Important Safety Instructions

**WARNING: To avoid fire, shock and serious personal injury, follow these instructions.**

1. Read your owner's manual and safety information before installing your new fan. Review the accompanying assembly diagrams.
2. Before servicing or cleaning unit, switch power off at service panel and lock service panel disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.
3. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
4. Do not insert anything into the fan blades while the fan is operating.
5. Do not operate reversing switch until fan blades have come to a complete stop.
6. The appliance is not intended for use by young children or infirm persons without supervision. Young children should be supervised to ensure that they do not play with the appliance.

## Additional Safety Instructions

1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
2. All wiring and installation procedures must satisfy National Electrical Codes (ANSI/ NFPA 70) and Local Codes. The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
3. The fan base must be securely mounted to the outlet box capable of reliably supporting at least 35 lbs. See page 4 of owner's manual for support requirements. Consult a qualified electrician if in doubt.
4. The fan must be mounted with the fan blades at least 7 feet from the floor to prevent accidental contact with the fan blades.
5. Follow the recommended instructions for the proper method of wiring your ceiling fan. If you do not have adequate electrical knowledge or experience, have your fan installed by licensed electrician.
6. This fan is suitable for use in dry and/or damp locations.
7. Use only with light kits marked suitable for use in damp locations.
8. For supply connections, if the conductor of a fan is identified as a grounded conductor, then it should be connected to a grounded conductor power supply. If the conductor of a fan is identified as an ungrounded conductor, then it should be connected to an ungrounded conductor power supply. If the conductor of a fan is identified for equipment grounding, then it should be connected to an equipment grounding conductor.

**WARNING:** TO REDUCE THE RISK OF ELECTRIC SHOCK, THIS FAN MUST BE INSTALLED WITH A GENERAL USE, ISOLATING WALL CONTROL/SWITCH.

**WARNING:** To Reduce The Risk Of Fire, Electric Shock Or Injury To Persons, Do Not Use Replacement Parts That Have Not Been Recommended By The Manufacturer (e.g. Parts Made At Home Using A 3D Printer).

**WARNING:** This product is designed to use only those parts supplied with this product and/or accessories designated specifically for use with this product. Using parts and/or accessories not designated for use with this product could result in personal injury or property damage.

**WARNING:** To reduce the risk of personal injury, do not bend the blade bracket (flange or blade holder) when installing the brackets, balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

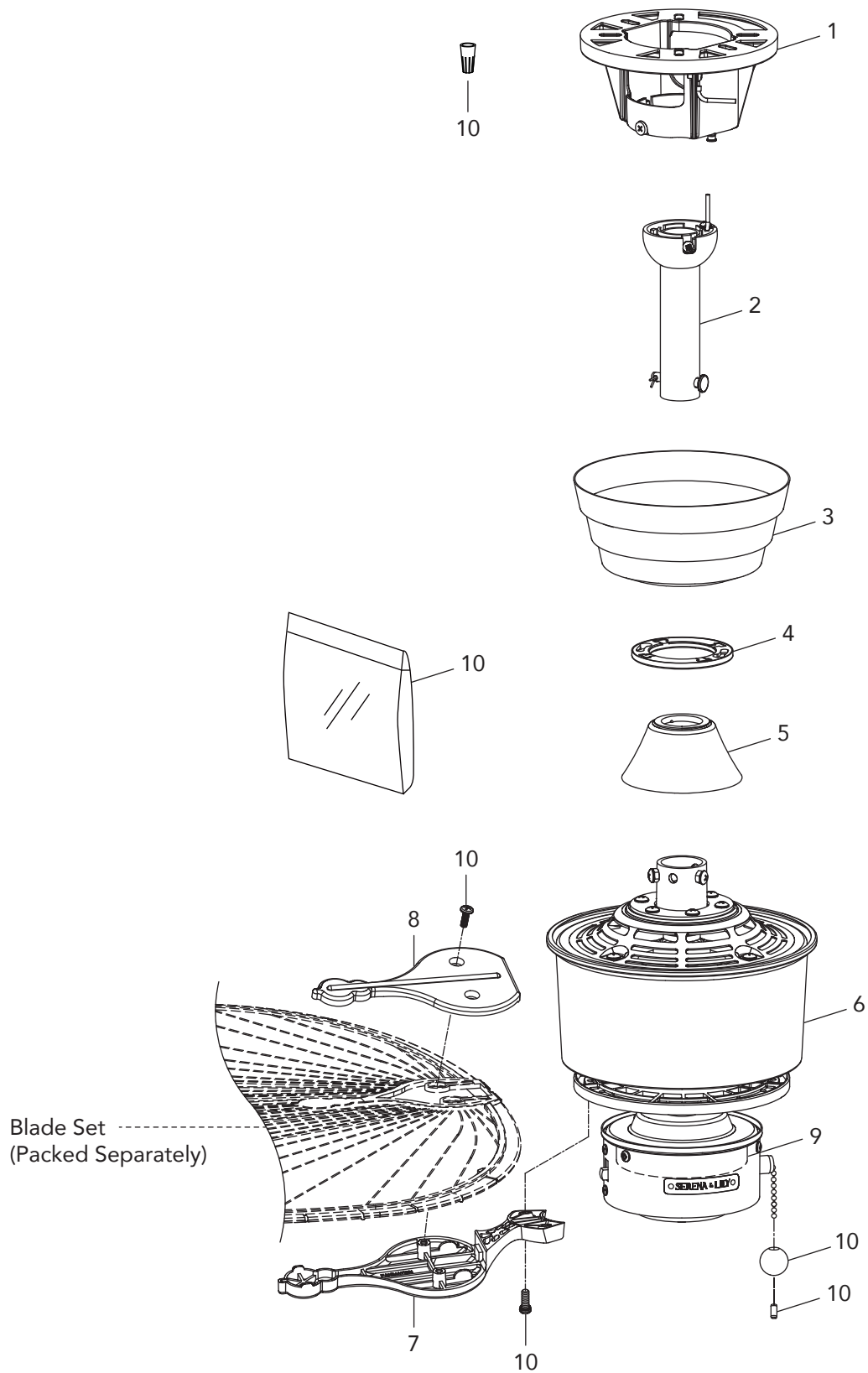
**WARNING:** Mount to an outlet box marked acceptable for fan support of 15.9 kg (35 lbs) or Less.

**WARNING:** To Reduce The Risk Of Fire Or Electric Shock, Do Not Use This Fan With Any Solid-State Speed Control Device.

**WARNING:** To Reduce The Risk Of Electric Shock. Disconnect The Electrical Supply Circuit To The Fan Before Installing Light Kit.



# Belize Ceiling Fan Exploded-View Illustration



**NOTE:** The illustration shown is not to scale or its actual configuration may vary. Product/parts are subject to change without notice.

## Energy Efficient Use of Ceiling Fans

Ceiling fan performance and energy savings rely heavily on the proper installation and use of the ceiling fan. Here are a few tips to ensure efficient product performance.

### Choosing the Appropriate Mounting Location

Ceiling fans should be installed, or mounted, in the middle of the room and at least 7 feet from floor to the blade and 18 inches from wall to the blade. If ceiling height allows, install the fan 8 - 9 feet from floor to the blade for optimal airflow.

### Turn Off When Not in the Room

Ceiling fans cool people, not rooms. If the room is unoccupied, turn off the ceiling fan to save energy.

### Using the Ceiling Fan Year Round

**Summer Season:** Use the ceiling fan in the counterclockwise direction. The airflow produced by the ceiling fan creates a wind-chill effect, making you "feel" cooler. Select a fan speed that provides a comfortable breeze, lower speeds consume less energy.

**Winter Season:** Reverse the motor and operate the ceiling fan at low speed in the clockwise direction. This produces a gentle updraft, which forces warm air near the ceiling down into the occupied space. Remember to adjust your thermostat when using your ceiling fan-additional energy and dollar savings could be realized with this simple step!

## Electrical and Structural Requirements

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 HZ, 15 Amp Circuit. Electrical code requires use of a fan-rated outlet box to support the extra weight and motion associated with a ceiling fan. A fan-rated outlet box will be labeled as such and typically supports up to a 70lb ceiling fan. Fan-Rated Outlet Boxes vary in ratings and design. Ensure the ratings of your ceiling fan outlet box meet the requirements for the ceiling fan being installed. Figure 1, Figure 2 and Figure 3 depicts different structural configurations that may be used for mounting the outlet box.

### Low profile outlet box (Figure 1)

A 1/2-in.-deep pancake box is meant to be screwed to a joist or block. It's used if only one cable is coming into the box. It is also available in a saddle-mount configuration.

### Deep outlet box (Figure 2)

A 2-1/4-in.-deep box can be attached to blocking between joists and is roomy enough to handle more than one cable.

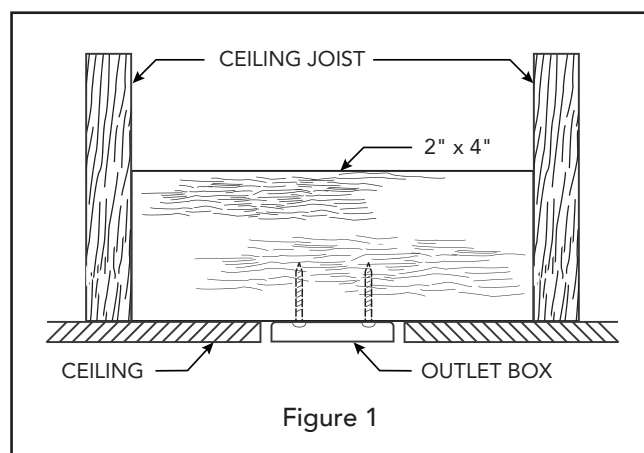


Figure 1

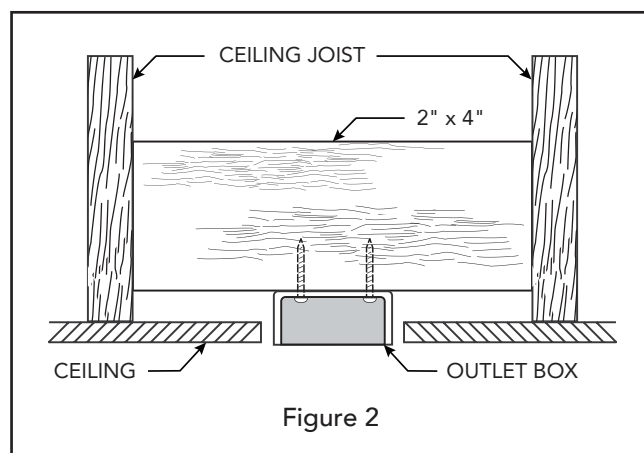


Figure 2

## Electrical and Structural Requirements (Continued)

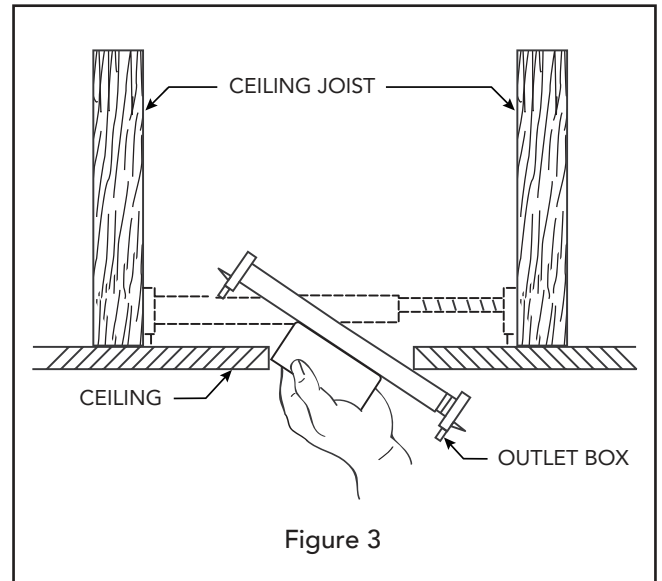
### Deep outlet box with brace (Figure 3)

Paired with a deep box, this hanger is meant to span between two joists and takes the place of wooden blocking.

#### **⚠ WARNING**

To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked acceptable for fan support of 15.9 kg (35 lbs) or less and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of luminaires are not acceptable for fan support and may need to be replaced, consult a qualified electrician if in doubt.

If your fan is to replace an existing light fixture, turn electricity off at the main fuse box at this time and remove the existing light fixture.



#### **⚠ WARNING**

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

#### **⚠ WARNING**

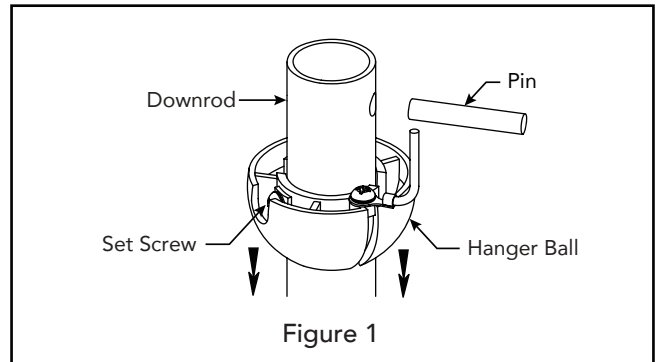
To avoid fire or shock, follow all wiring instructions carefully. Any electrical work not described in these instructions should be done or approved by a licensed electrician.

#### **⚠ WARNING**

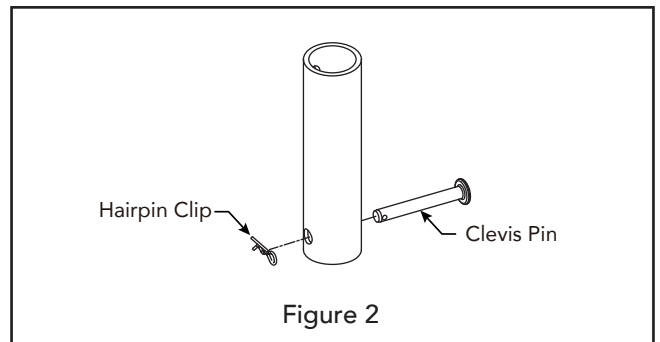
**Do not operate this fan with a variable (Rheostat) wall controller or dimmer switch. Doing so could result in damage to the ceiling fan's remote control unit.**

## How to Assemble Your Ceiling Fan

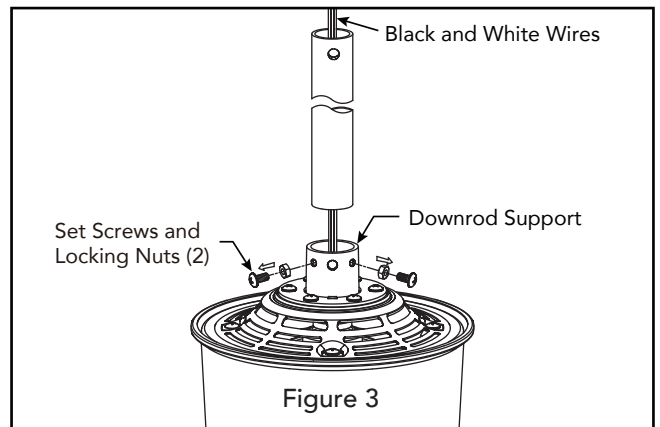
1. Remove the hanger ball portion from the downrod/hanger ball assembly by loosening the set screw in the hanger ball until the ball falls freely down the downrod. Remove the pin from the downrod, then remove the hanger ball. Retain the pin and hanger ball for reinstallation in Step 6. (Figure 1)



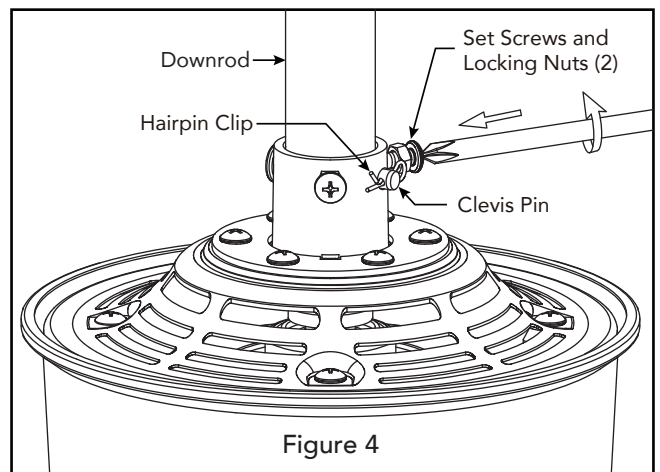
2. Remove the hairpin clip and clevis pin from the bottom of the downrod. Retain the pin and clip for reinstallation in Step 4. (Figure 2)



3. Loosen the two set screws and locking nuts in the downrod support of the motor assembly. Route the black and white wires through the downrod. (Figure 3)



4. Slide downrod into the downrod support on top of the motor. Install the clevis pin by aligning the holes in the downrod support with holes in the downrod. Secure clevis pin with hairpin clip. Tighten the two set screws with nuts in the downrod support. Securely tighten the set screws with screwdriver then fully tighten the nuts by hex wrench. (Figure 4)

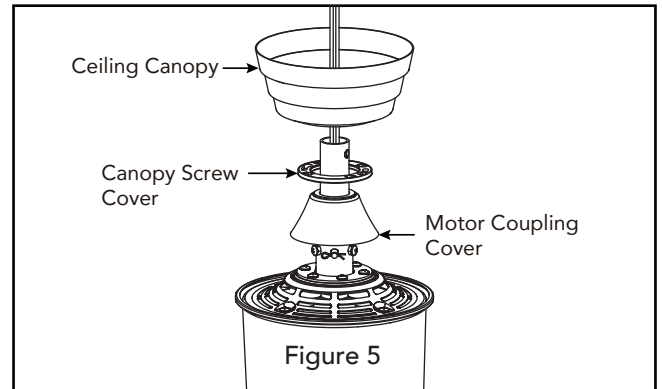


### **⚠ WARNING**

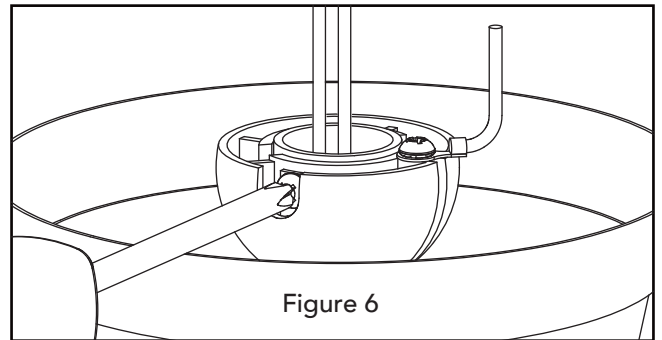
It is critical that the clevis pin in the downrod support is properly installed and the set screws and nuts are securely tightened. Failure to do so could result in the fan falling.

## How to Assemble Your Ceiling Fan (Continued)

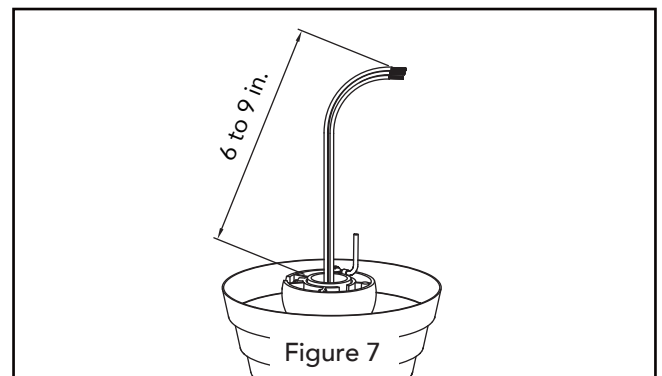
5. Route wires through motor coupling cover, canopy screw cover and ceiling canopy. (Figure 5)



6. Reinstall the hanger ball on the downrod as follows. Route the black and white wires through the hanger ball. Position the pin through the two holes in the downrod and align the hanger ball so the pin is captured in the groove in the top of the hanger ball. Pull the hanger ball up tight against the pin. Securely tighten the set screw in the hanger ball. A loose set screw could create fan wobble. (Figure 6)



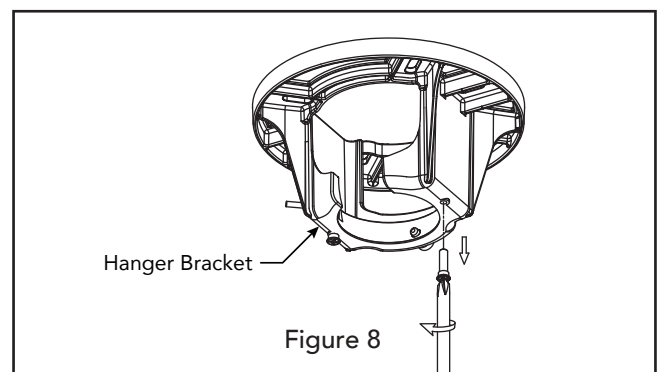
7. Cut off excess lead wire approximately 6 to 9 inches above top of the downrod. Strip insulation off 1/2 inch from the end of each lead wire. (Figure 7)



### CAUTION

All set screws must be checked, and retightened where necessary before installation.

8. Remove one of the two shoulder screws in the hanger bracket and retain the screw for later. Loosen the second shoulder screw without fully removing it. (Figure 8)



## How to Hang Your Ceiling Fan

### **⚠ WARNING**

To avoid possible fire or shock, be sure electricity is turned off at the main fuse box before hanging. (Figure 1)

**NOTE:** If you are not sure if the outlet box is grounded, contact a licensed electrician for advice, as it must be grounded for safe operation.

### **⚠ WARNING**

The fan must be hung with at least 7' of clearance from floor to blades. (Figure 2)

### **CAUTION**

Do not connect fan blades until the fan is completely installed. Hanging fan with blades connected may result in damage to the fan blades.

### **⚠ WARNING**

The outlet box must be securely anchored and capable of withstanding a load of at least 35 lbs. Hanger bracket must seat firmly against outlet box. If the outlet box is recessed, remove wallboard until bracket contacts box. If bracket and/or outlet box are not securely attached, the fan could wobble or fall.

1. Securely attach the hanger bracket to the outlet box using the outlet box screws and washers supplied with the outlet box. (Figure 3)

**NOTE:** Outlet box screws pass through slotted holes of the hanger bracket. (Figure 3)

2. Pull the electric wires in the outlet box down through the opening in the hanger bracket and bend wires up and out of the way so that the hanger ball will easily fit into the hanger bracket.
3. Carefully lift the fan and seat the downrod/hanger ball assembly onto the hanger bracket that was just attached to the outlet box. (Figure 4) Be sure the groove in the ball is lined up with tab on the hanger bracket. (Figure 3)

### **⚠ WARNING**

Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.

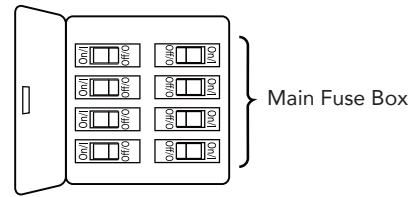


Figure 1

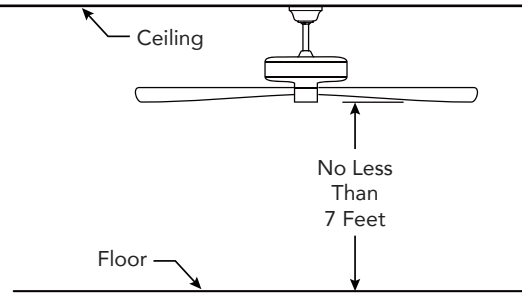


Figure 2

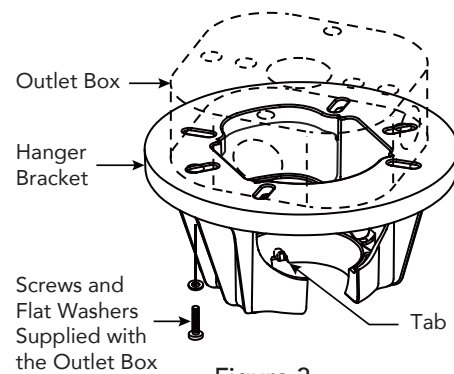


Figure 3

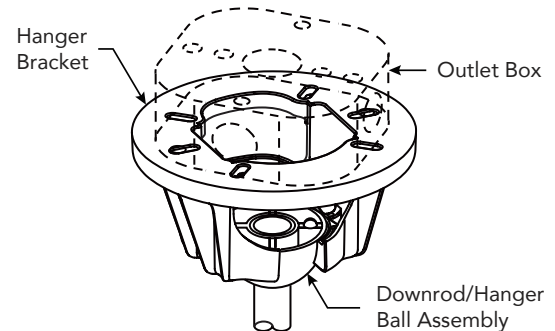


Figure 4

### **⚠ WARNING**

To avoid possible shock, do not pinch wires between the hanger ball assembly and the hanger bracket.

# How to Wire Your Ceiling Fan

## **⚠ WARNING**

To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. (Figure 1)

**NOTE:** If you are not sure if the outlet box is grounded, contact a licensed electrician for advice, as it must be grounded for safe operation.

**NOTE:** If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

### **Option A - with black and white supply wires only**

1. Connect the green grounding lead from the downrod and the green grounding lead from the hanger bracket to the supply grounding conductor (this may be a bare wire or wire with green colored insulation). Securely connect wires with wire connector. Securely connect the white fan motor wire to the white supply (neutral) wire using wire connector. Securely connect the black fan motor wire to the black supply wire using wire connector. (Figure 2A)

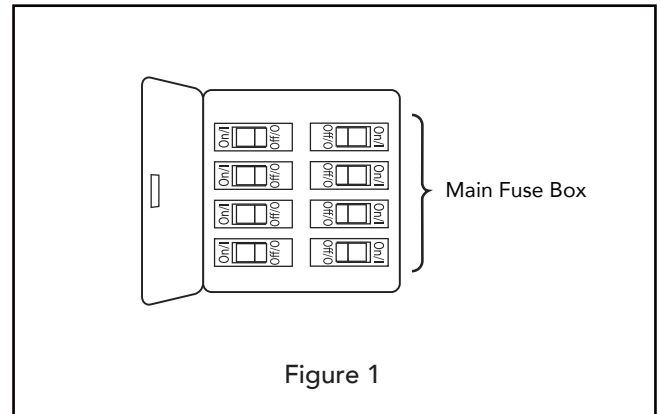


Figure 1

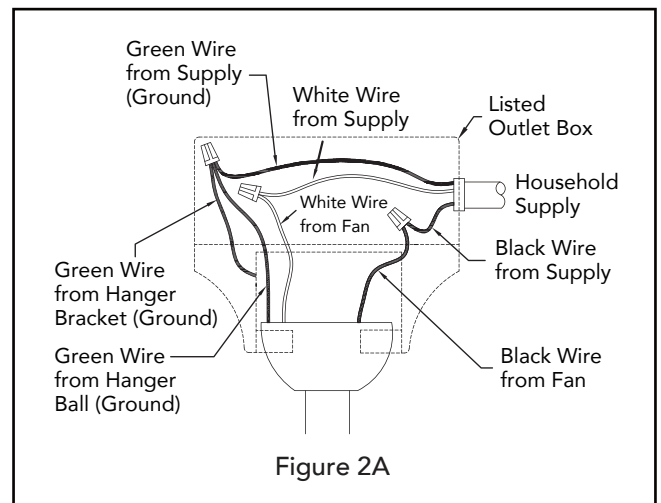


Figure 2A

### **HARDWARE USED:**

Wire Connectors



X 3

2. After connections have been made, taking care not to pinch the wires and put the white and green leads to one side and the black leads towards the other side, the connection should be turned upward and carefully push leads into the outlet box. The 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. (Figure 3A)

## **⚠ WARNING**

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors except for the ground wire. **Do not operate fan until the blades are in place. Noise and motor damage could result.**

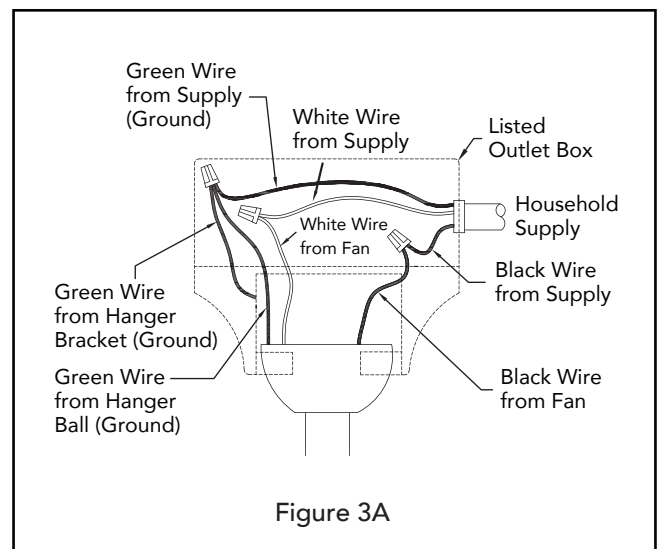
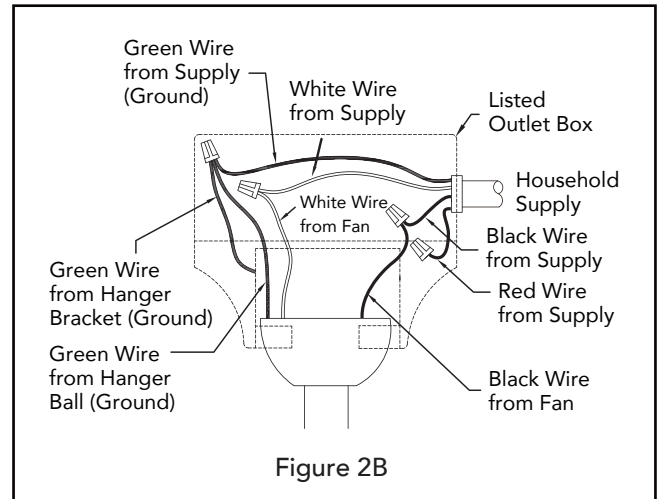


Figure 3A

## How to Wire Your Ceiling Fan (Continued)

### Option B - with black, white and red supply wires

1. Connect the green grounding lead from the downrod and the green grounding lead from the hanger bracket to the supply grounding conductor (this may be a bare wire or wire with green colored insulation). Securely connect wires with wire connector. Securely connect the white fan motor wire to the white supply (neutral) wire using wire connector. Securely connect the black fan motor wire to the black supply wire using wire connector. Securely enclose the red supply wire with wire connector. (Figure 2B)



#### HARDWARE USED:

Wire Connectors

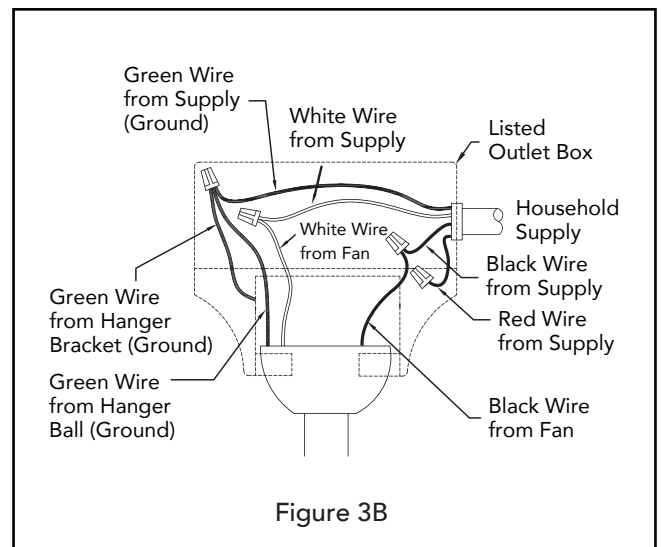


X 4

2. After connections have been made, taking care not to pinch the wires and put the white and green leads to one side and the black leads towards the other side, the connection should be turned upward and carefully push leads into the outlet box. The 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. (Figure 3B)

#### WARNING

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors except for the ground wire. **Do not operate fan until the blades are in place. Noise and motor damage could result.**



## How to Install Your Canopy Housing

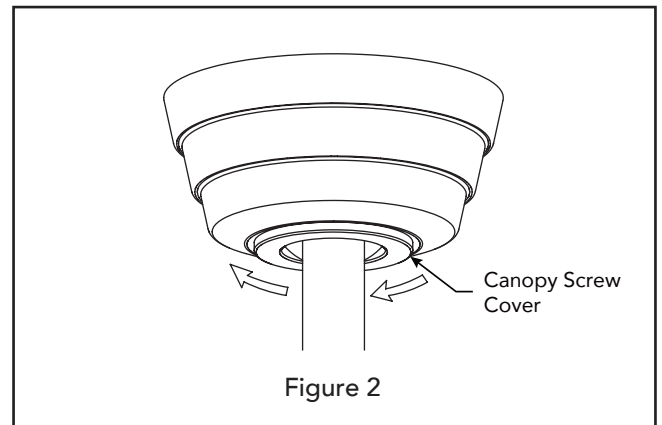
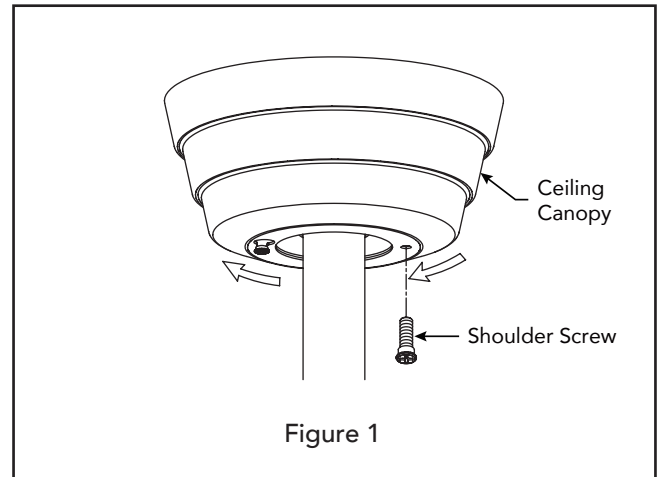
**NOTE:** This step is applicable after the necessary wiring is completed.

1. Assemble canopy by rotating key slot in canopy over shoulder screw in hanger bracket, taking care not to pinch the wires. Tighten shoulder screw. Fully assemble and tighten second shoulder screw that was previously removed. (Figure 1)

### WARNING

To avoid possible fire or shock, make sure that the electrical wires are completely inside the canopy housing and not pinched between the housing and the ceiling.

2. Securely attach and tighten the canopy screw cover over the shoulder screws in the hanger bracket utilizing the key slot twist-lock feature. (Figure 2)



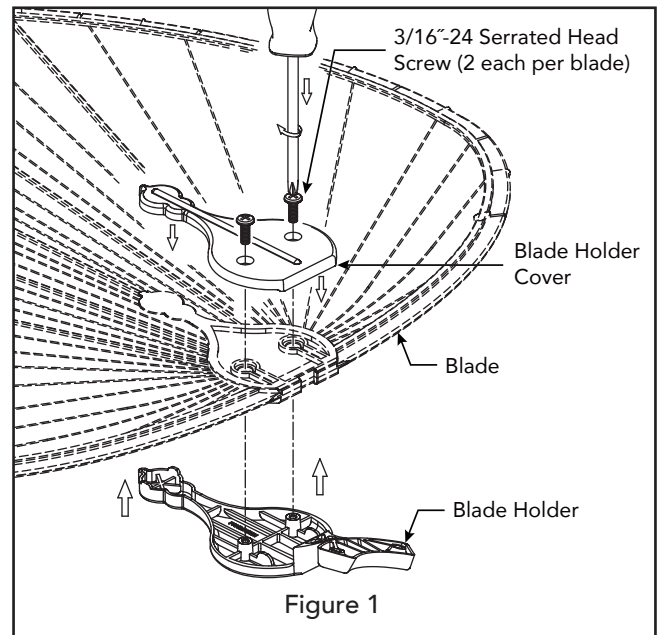
# How to Assemble Your Ceiling Fan Blades

**NOTE:** You will find the fan blade set packed in its own carton and the blade holders and hardware bags in the fan box.


## CAUTION

Do not connect fan blades until the fan is completely installed. Installing the fan with blades assembled may result in damage to the fan blades.

1. Lay the blade holder on a flat surface with the inside of the blade holder facing up. This is the side with the threaded posts and pitched foot. (Figure 1)
2. Position the palm leaf, or composite blade over the blade holder with the threaded posts showing. Make sure the bottom edge of the blade is fully seated against the blade holder.
3. Place the blade holder cover on top of the blade, positioning the holes over the threaded posts.
4. With a phillips screwdriver, thread the both 3/16"-24 serrated head screws into the posts but do not fully tighten.
5. Prior to final tightening, position the centerline of the blade holder with the center of the end of the blade.
6. Tighten both screws to secure the blade. (Figure 1)



## HARDWARE USED:

3/16"-24 Serrated Head Screw  X 10

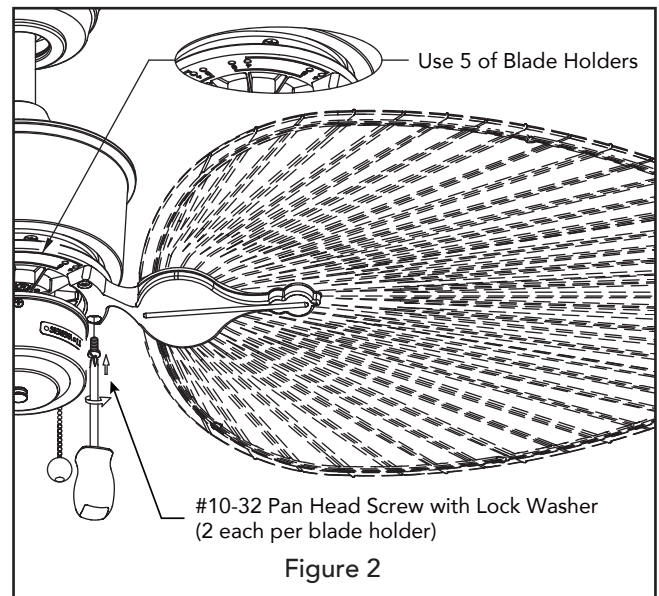
## INSTALLATION NOTE

Attach the Blades to the Rubber Flywheel using the holes marked #5 for 5-blade application.


## WARNING

To reduce the risk of personal injury, do not bend the blade holders when installing, balancing the blades or cleaning the fan. Do not insert foreign objects in between the rotating blades.

7. Attach blade holders to the bottom of the fan motor flywheel using the #10-32 pan head screws.
8. Make sure the screws securing the blade holders to the fan motor flywheel are tight and that the blade holders are properly seated on the flywheel. (Figure 2)



## HARDWARE USED:

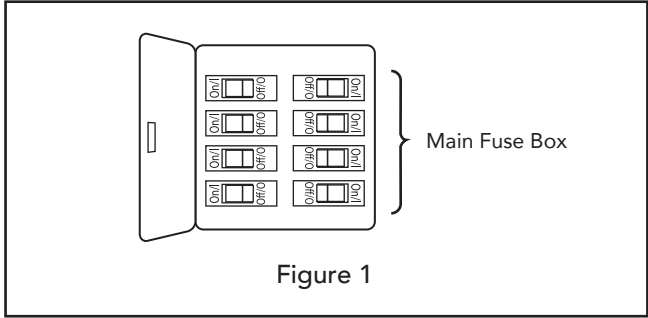
#10-32 Pan Head Screw with Lock Washer  X 10

**NOTE:** Periodically check blade holder hardware and resecure if necessary. (see Maintenance below)



# How to Operate Your Ceiling Fan

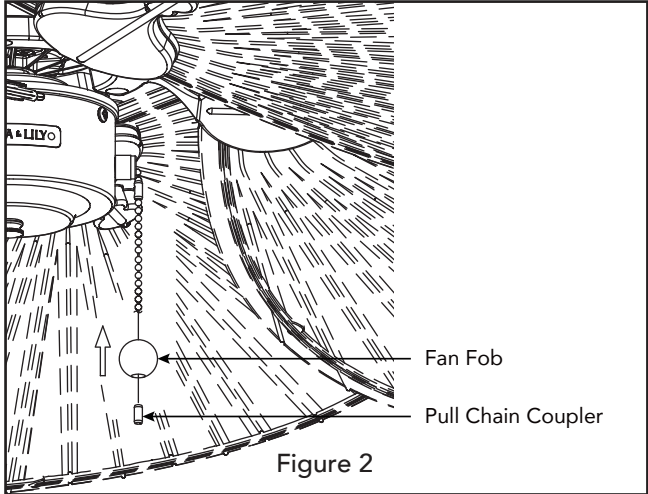
1. Restore electrical power to outlet box by turning the electricity on at the main fuse box. (Figure 1)

<b>⚠ WARNING</b>
Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. <b>Do not operate fan until the blades are in place. Noise and fan damage could result.</b>



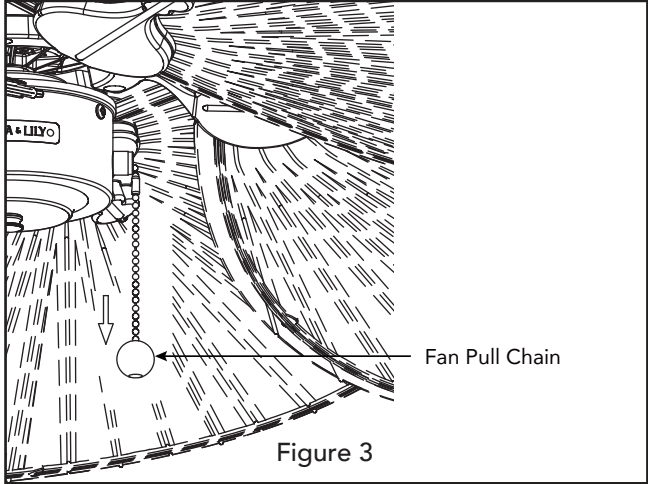
2. Install the fan fob with pull chain coupler. (Figure 2)

HARDWARE USED:		
Fan Fob		X 1
Pull Chain Coupler		X 1



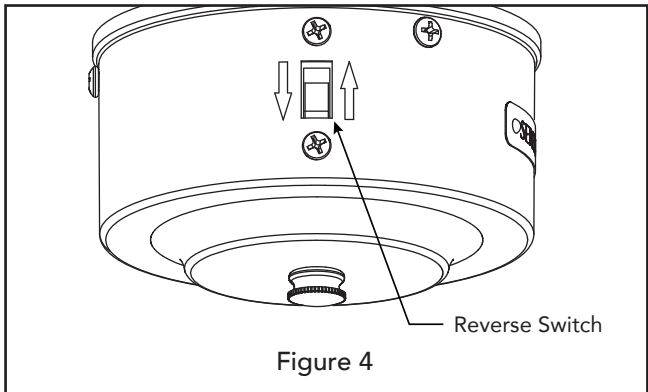
3. Check the operation of the fan by gently pulling on the fan pull chain. (Figure 3)

Fan Pull Chain Operating Sequence	
1 <sup>st</sup> Pull	High
2 <sup>nd</sup> Pull	Medium
3 <sup>rd</sup> Pull	Low
4 <sup>th</sup> Pull	Off



4. If airflow is desired in the opposite direction, turn the fan off and wait for the blades to stop turning. Then slide the reverse switch to the opposite position and turn fan on again. (Figure 4)

Reverse Switch Information		
Season	Rotation Direction	Switch Position
Summer	Counterclockwise	Down
Winter	Clockwise	Up



# Troubleshooting

## WARNING

For your own safety turn off power at fuse box or circuit breaker before trouble shooting your fan.

Trouble	Probable Cause	Suggested Remedy
<b>1. FAN WILL NOT START.</b>	<ol style="list-style-type: none"> <li>1. Fuse or circuit breaker blown.</li> <li>2. Loose power line connections to the fan, or loose switch wire connections in the switch housing.</li> <li>3. Reversing switch in neutral position.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check main and branch circuit fuses or circuit breakers.</li> <li>2. Check line wire connections to fan and switch wire connections in the switch housings. <b>CAUTION: Make sure main power is turned off !</b></li> <li>3. Make sure reversing switch position is all the way to one side.</li> </ol>
<b>2. FAN SOUNDS NOISY.</b>	<ol style="list-style-type: none"> <li>1. Blades not attached to fan.</li> <li>2. Loose screws in motor housing.</li> <li>3. Wire connectors inside housing rattling.</li> <li>4. Screws securing fan blade holders to motor flywheel are loose.</li> <li>5. Screws holding blades to blade holders are loose.</li> <li>6. Lower housing support set screw loose.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Attach blades to fan before operating.</b></li> <li>2. Check to make sure all screws in motor housing are snug (not over-tight).</li> <li>3. Check to 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 !</b></li> <li>4. Check to make sure the screws which attach the fan blade holders to the motor flywheel are tight.</li> <li>5. Tighten screws securely.</li> <li>6. Tighten set screw securely.</li> </ol>
<b>3. FAN WOBBLES EXCESSIVELY.</b>	<ol style="list-style-type: none"> <li>1. Setscrew in downrod support is loose.</li> <li>2. Setscrew in downrod/hanger ball assembly is loose.</li> <li>3. Screws securing fan blade holders to motor hub are loose.</li> <li>4. Blade holders not seated properly.</li> <li>5. Hanger bracket and/or ceiling outlet box is not securely fastened.</li> <li>6. Fan blades out of balance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Tighten both setscrews securely in downrod support.</li> <li>2. Tighten the setscrew in the downrod/hanger ball assembly.</li> <li>3. Check to be sure screws which attach the fan blade holders to the flywheel are tight.</li> <li>4. Check to be sure the fan blade holders seat firmly and uniformly to the surface of the motor housing. If holders are seated incorrectly, loosen the screws and retighten.</li> <li>5. Tighten the hanger bracket screws to the outlet box, and secure outlet box.</li> <li>6. Interchanging position of fan blades can redistribute the weight and result in a smoother operation. For example, exchange blades in positions 1 and 3 or 1 and 4. If this does not improve wobble, exchange 2 and 3 or 2 and 4.</li> </ol>
<b>4. NOT ENOUGH AIR MOVEMENT.</b>		<ol style="list-style-type: none"> <li>1. If possible, consider using a longer downrod (not included).</li> </ol>

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## Maintenance

Periodic cleaning of your new ceiling fan is the only maintenance necessary.  
When cleaning, use only a soft brush or lint free cloth to avoid scratching the finish.  
Abrasive cleaning agents are not required and should be avoided to prevent damage to finish.

CAUTION
Do not use solvents when cleaning your ceiling fan. It could damage the motor or the blades and create the possibility of electrical shock.

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## How to Clean Your Ceiling Fan Blades

Periodic light dusting of the blades is recommended. A feather duster will work best.

Avoid using water, cleansers, or harsh rags, which can warp and ruin the blades.