Earhart

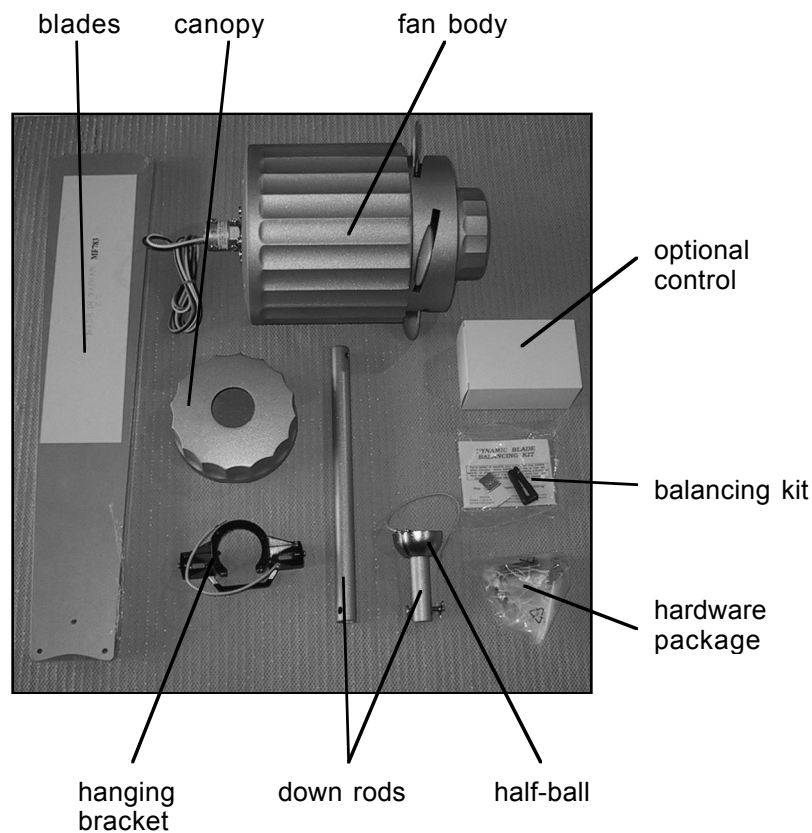## Earhart Fan- Installation instructions

Should you have any questions or difficulty installing your new fan, please contact Modern Fan Co. customer service immediately.

Note: Power supply must be turned off prior to any contact with electrical wires. It is recommended that a licensed electrician be hired to install your ceiling fan.

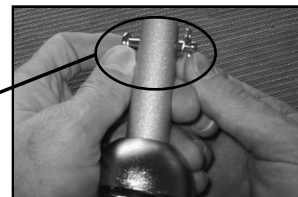**(1)** Remove and identify contents of carton.

blades   canopy   fan body

optional control

balancing kit

hardware package

hanging bracket   down rods   half-ball

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(2) Remove bottom cap by rotating in the counter-clockwise direction, and set aside for **step (12)**.
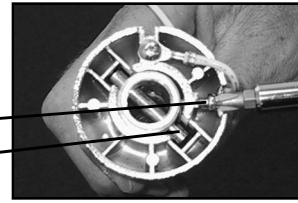
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(3) Remove the cotter pin, washer and stopper pin assembly from the small down rod and set aside for **step (5)**.

cotter pin, washer and stopper pin

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(4) Remove stopper pin and half ball from small down rod by loosening set screw on half ball. Set all parts aside for **steps (5)** and **(7)**.

set screw ————

stopper pin ————

(5) Run fan wires through selected down rod. Reinstall cotter pin, washer and stopper pin from **step (3)**. Firmly and evenly tighten set screws on fan collar against down rod.

Note: If ceiling height allows, using a longer down rod will increase airflow and efficiency.
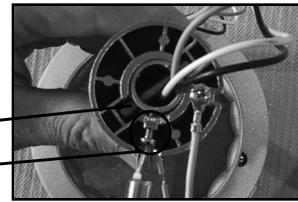
(6) Slide fan canopy over down rod and carefully rest on top of fan body.

(7) Run fan wires through half ball and reinstall on end of down rod. Be sure that stopper pin is inserted through down rod and seated in half ball. Tighten set screw against down rod.

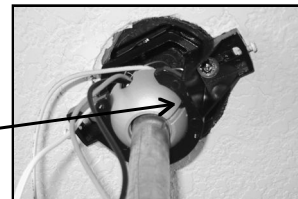stopper pin ————

set screw ————

(8) Using machine screws from hardware package or existing screws in junction box, securely attach hanging bracket to ceiling junction box.

(9) Lift fan to ceiling and set half ball in the hanging bracket so that the ridge on the edge of the hanging bracket is seated in the slotted channel in the half ball.
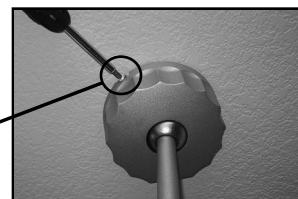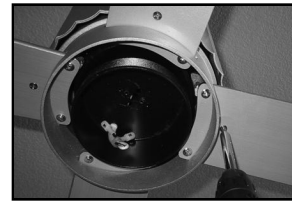
channel and ridge ————

With fan safely suspended by bracket, make wire connections with wire nuts included in hardware package as described in the control installation instructions. If using the optional #003, #004 or #005 control, the receiving unit should be placed inside the arms of the hanging bracket and connected at this time.

(10) Loosen set screws on the sides of the hanging bracket. Lift canopy to ceiling. Align slots on side of canopy with set screws on hanging bracket; tighten set screws to hold canopy in place.
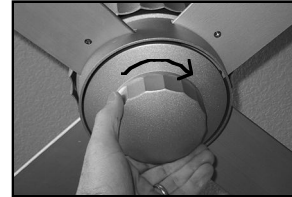
set screw ————

(11) Insert one blade into rotor slot. Using blade screws from hardware package, secure blade to blade arm. Start all three screws before completely tightening. Repeat for all blades. The counter sink screws ("blade center screws") are for the single blade hole outside the rotor and the pan head screws ("blade holder screws") are for the two holes inside the rotor area.

(12) Reinstall bottom cap by aligning threads and rotating in the clockwise direction, or if installing the optional light kit, proceed to next step.

(13) Install optional control (if purchased) as described in the control installation instructions.
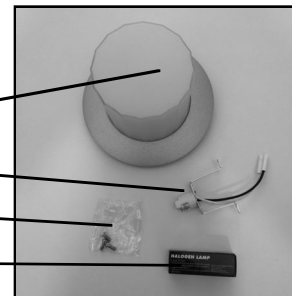
(14) To install optional light kit, begin by identifying all parts, then follow **steps (a)** through **(d)** below:
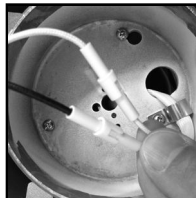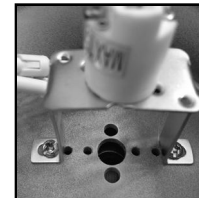
Glass

Socket

Hardware

Lamp

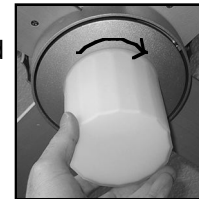**(a)** Snap together wire leads from fan to wires from socket.

(b) Attach socket and bracket to fan using screws from hardware package.

(c) Install G9 light bulb (75 watt max.) or 26W, GU24 compact fluorescent if ordered. Do NOT touch G9 lamp with bare fingers.

(d) Attach glass by aligning threads and rotating in the clock wise direction.

(15) Your fan is reversible for summer and winter operation. The reverse switch is located on top of the fan body. The LEFT position is for summer and the RIGHT position is for winter.

(16) The rotor and motor of your fan have been dynamically balanced at the factory. In addition, the blades have been matched to the nearest gram to ensure a well balanced ceiling fan. Furthermore, a blade balancing kit has been included with your fan. Please refer to the instructions packaged with the balancing kit should your fan require additional balancing.