

Civa
48"

 PROMINENCE HOME

OWNER'S MANUAL

#51016

Indoor Ceiling Fan

Pull Chain



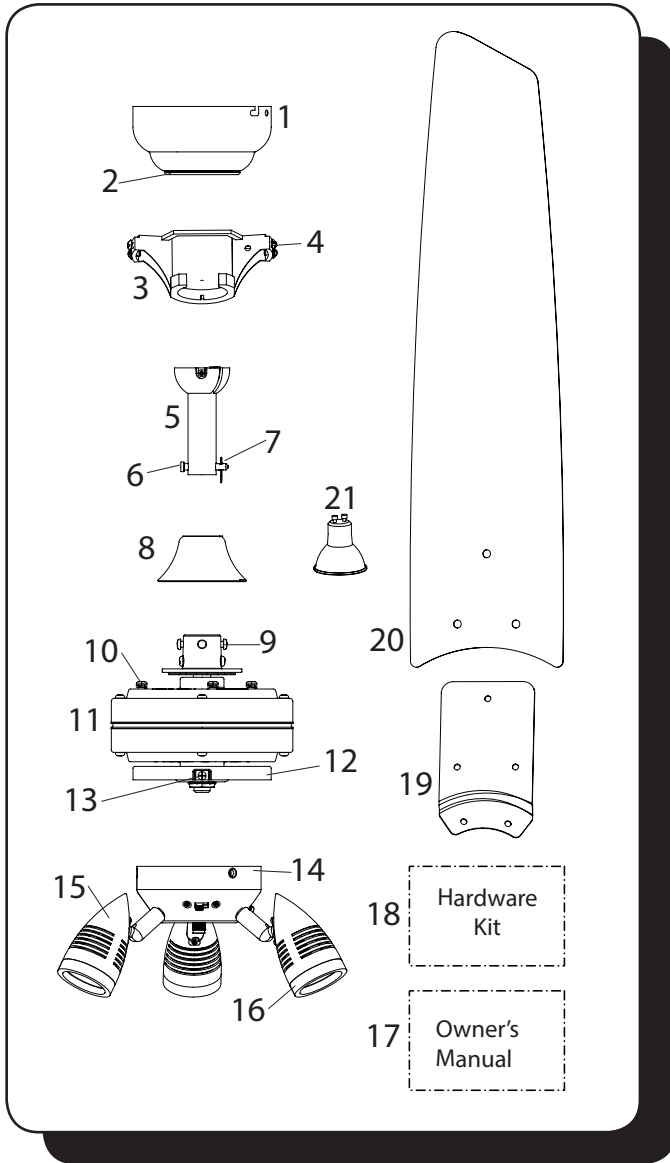
If a problem cannot be remedied or you are experiencing difficulty in installation, please contact the service department.

1-877-459-3267
8 a.m. - 5 p.m Central, Monday-Friday



Keeping You Cool Is What We Do Best!

PACKAGE CONTENTS



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

PACKAGE CONTENTS

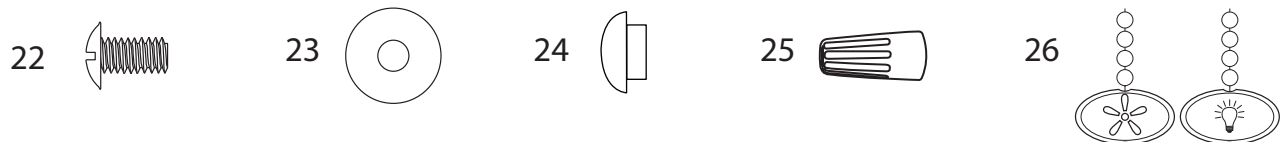
- | | |
|--------------------------------|-----------------------------|
| 1. Canopy | 11. Motor |
| 2. Canopy Cover | 12. Fitter Plate |
| 3. Mounting Bracket | 13. Fitter Plate Screw (x3) |
| 4. Mounting Bracket Screw (x4) | 14. Light Kit |
| 5. Downrod | 15. Light Housing (x3) |
| 6. Downrod Pin | 16. Light Ring (x3) |
| 7. Downrod Clip | 17. Owner's Manual |
| 8. Yoke Cover | 18. Hardware Kit |
| 9. Set Screw (x2) | 19. Blade Arm (x4) |
| 10. Motor Screw (x8) | 20. Blade (x4) |
| | 21. GU10-base LED Bulb (x3) |

HARDWARE CONTENTS

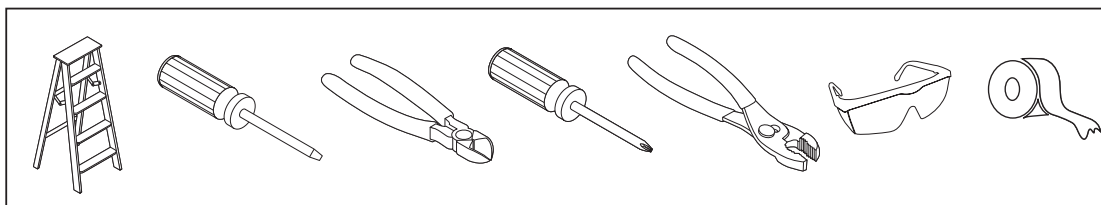
- | | |
|------------------------|-------------------------------|
| 22. Blade Screw (x12) | 25. Wire Connector (x3) |
| 23. Blade Washer (x12) | 26. Pull Chain Extension (x2) |
| 24. Screw Cap (x12) | |

Note: Some extra hardware has been included. The quantity listed above is the number required for installation.

HARDWARE CONTENTS



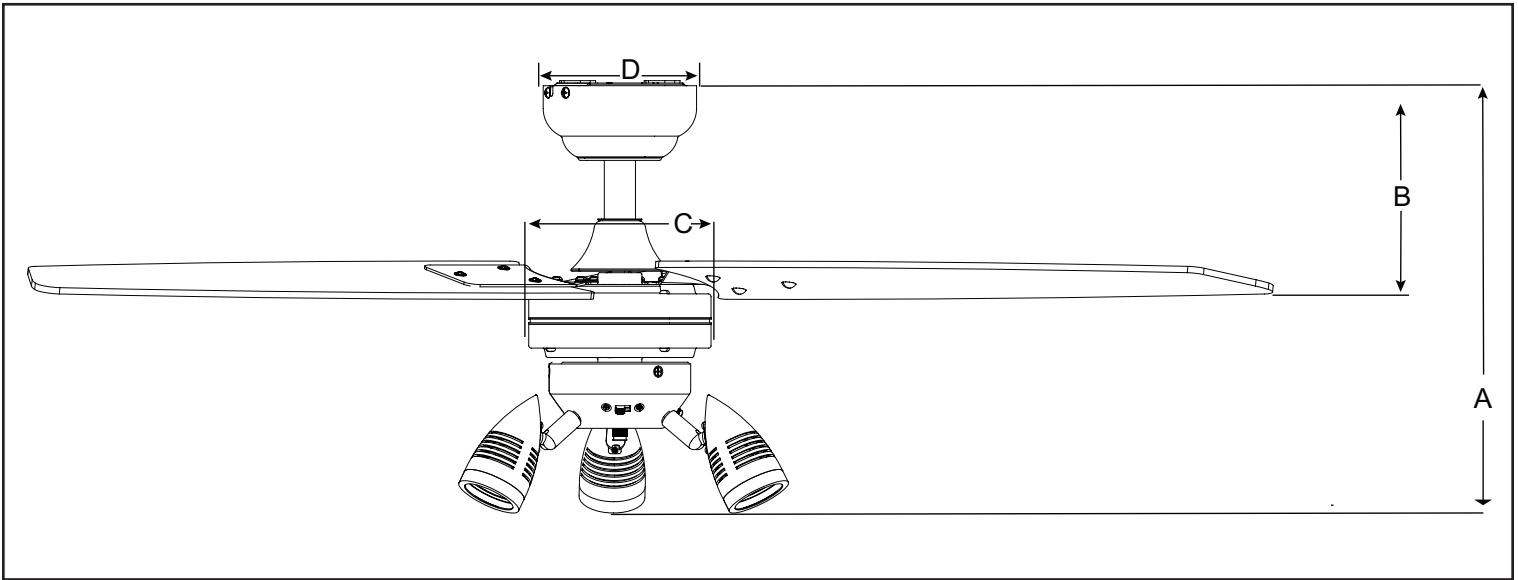
TOOL REQUIRED (not included)



Tool required for assembly: Electrical tape, Phillips Screwdriver, Pliers, Safety Glasses, Step Ladder, Wire Cutters and Wire Strippers

Helpful Tools: AC Tester Light, Tape Measure, and Wiring Handbook

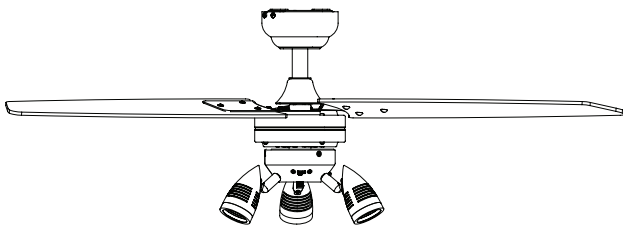
DIMENSION REFERENCE



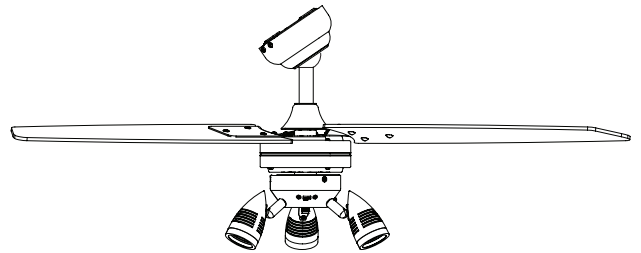
A. 14.6 in. B. 7.1 in. C. 7.5 in. D. 5.13 in.

MOUNTING OPTIONS

Dual Mount Options



Downrod Mount



Angle Ceiling Mount (Up to 16 degrees)

Choose one of the following mounting options:

Downrod Mount is best suited for ceilings 8 ft. or higher. For taller ceilings you may want to use a longer downrod (not included).

Angled Ceiling Mount is best suited for angled or vaulted ceilings. A longer downrod is sometimes necessary to ensure proper blade clearance from the ceiling. If using the angle mount, check to ensure the ceiling angle is not steeper than 16°.

SAFETY INSTRUCTIONS

READ ALL SAFETY INFORMATION AND INSTALLATION INSTRUCTIONS BEFORE YOU BEGIN INSTALLING THE FAN AND SAVE INSTRUCTIONS.

CAUTION:

- All set screws of the fan must be checked and retightened where necessary before installation.
- To reduce the risk of personal injury, do not bend the blade brackets when installing the brackets, balancing the blades or cleaning fan. Do not insert foreign objects in between rotating fan blades.
- Before changing the fan direction, turn off the fan and wait for the fan blades to stop completely.
- The safeguards provided by these safety instructions and by the separate installation instructions are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and care are factors which can not be built into this product. These factors must be supplied by the person(s) installing, caring for and operating the fan.
- The fan weight is Net Weight: 15.29 lbs. Be sure the outlet box (not included) is securely attached to the building structure and is marked "Acceptable For Fan Support". Failure to do so can result in serious injury.
- This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
 - Reorient or relocate the receiving antenna.
 - Increase the separation between the equipment and receiver
 - Connect the equipment into and outlet on a circuit different from that to which the receiver is connected.
 - Consult the dealer or an experienced radio/TV technician for help.

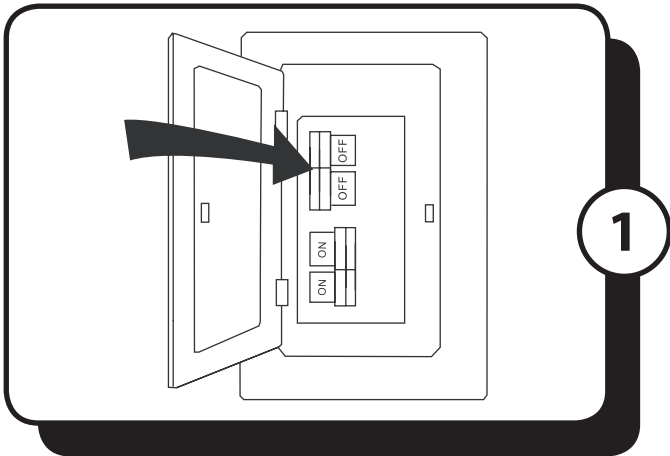
Please note changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

HKC-US
3350 Player's Club Parkway, #225
Memphis, TN 38125
1-800-643-0067

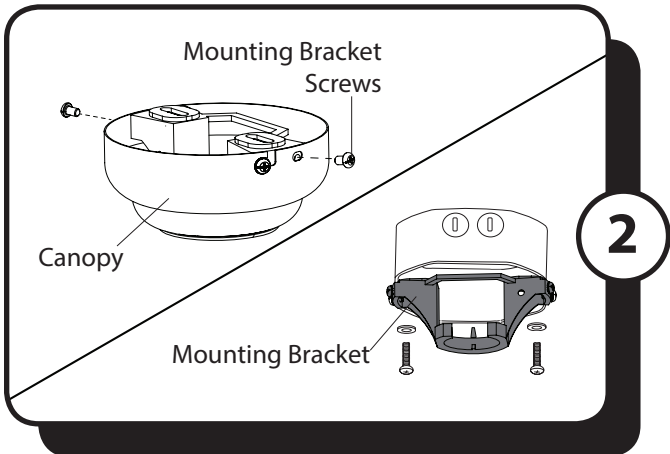
WARNING:

- To avoid risk of electric shock, be sure to shut off power at the main fuse or circuit breaker box before installing or servicing this fixture. Turning off the electrical power by using the light switch is not sufficient to prevent electrical shock.
- To reduce the risk of injury, install the fan so that the blades are at least 7 feet (2.1 Meters) above the floor and at least 18 inches (0.5 Meters) from the tip of the blades to the wall.
- To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked "acceptable for fan support" and use mounting screws provided with the outlet box.
- The installation has to be in accordance with the national electrical code, ansi/nfpa 70-1999 and local codes. If you are unfamiliar with the methods of installing electrical wiring, seek the services of a qualified licensed electrician.
- Using a full-range dimmer switch to control fan speed will cause a loud humming noise from the fan. To reduce the risk of fire or electric shock, do NOT use a full-range dimmer switch to control the fan speed.

ASSEMBLY INSTRUCTIONS

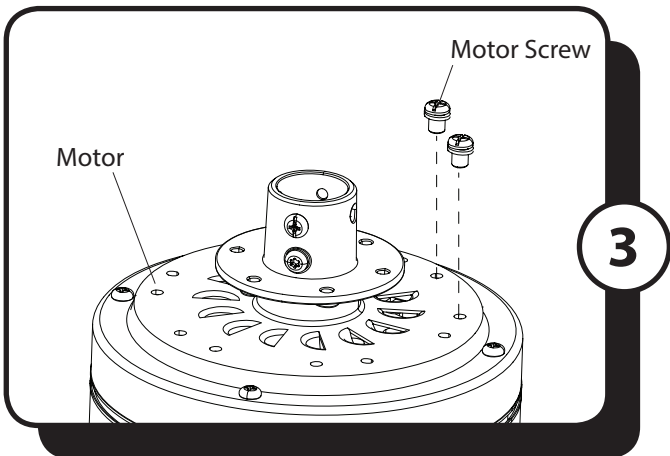


1. Turn **OFF** the electrical power at the main fuse or circuit breaker.

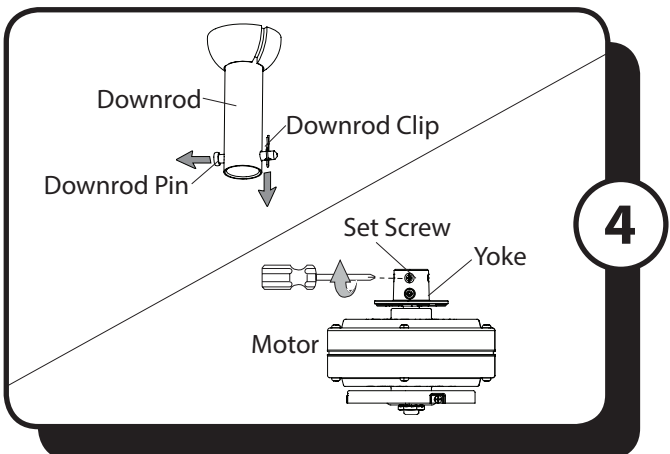


2. Remove the mounting bracket by removing the two mounting bracket screws from the round holes in the canopy. Then loosen the other two mounting bracket screws from the J-shaped slots. Retain the mounting bracket screws for later. Install the mounting bracket to the outlet box (not included) using the screws and washers provided with the outlet box.

Warning: To reduce the risk of fire electric shock, or personal injury, mount to the outlet box marked "acceptable for fan support" and use the mounting screws and washers provided with the outlet box.

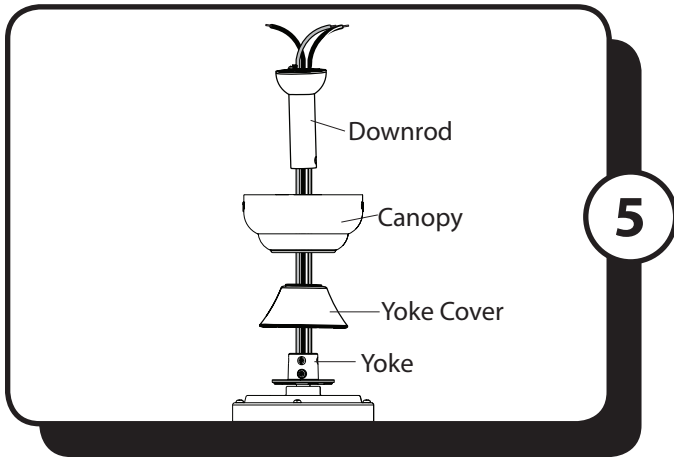


3. Remove the eight Phillips-head motor screws from the top of the motor. Set screws aside for later use.

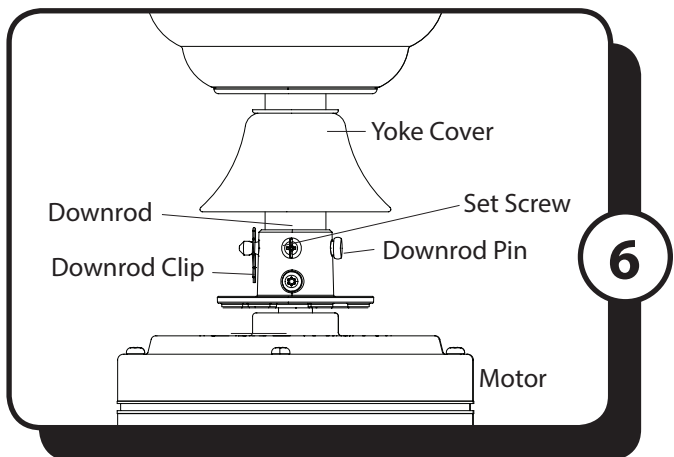


4. Remove the downrod clip and downrod pin from the downrod. Then partially loosen the two set screws in the yoke at the top of the motor.

ASSEMBLY INSTRUCTIONS

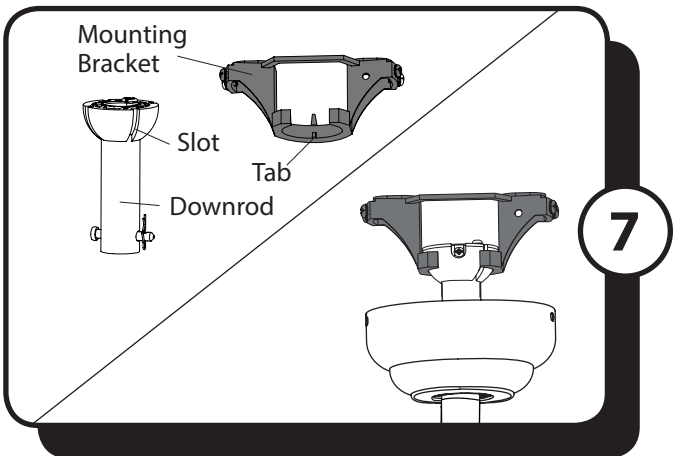


5. Feed the wires coming from the yoke through the yoke cover, canopy, and downrod.



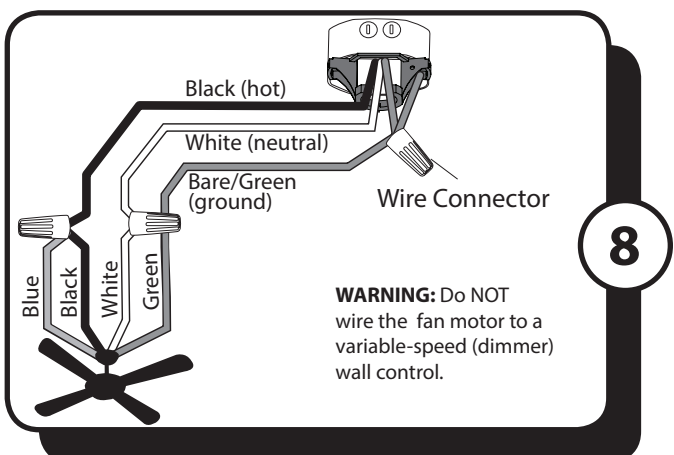
6. Insert the downrod into the yoke and reinstall the downrod pin and downrod clip. Then retighten the two set screws.

Note: With wiring extending out of the downrod, measure 8 inches of lead wire and cut the excess wire with wire cutters (not included). Then strip 1/2" of insulation from the end of each wire.



7. Lift the downrod into the mounting bracket. Rotate the downrod until the tab in the mounting bracket is seated in the slot in the downrod ball.

WARNING: The fan and/or downrod should not rotate in the mounting bracket if installed correctly. Failure to align the slot in the downrod ball with the tab may result in fan falling causing serious injury or death.



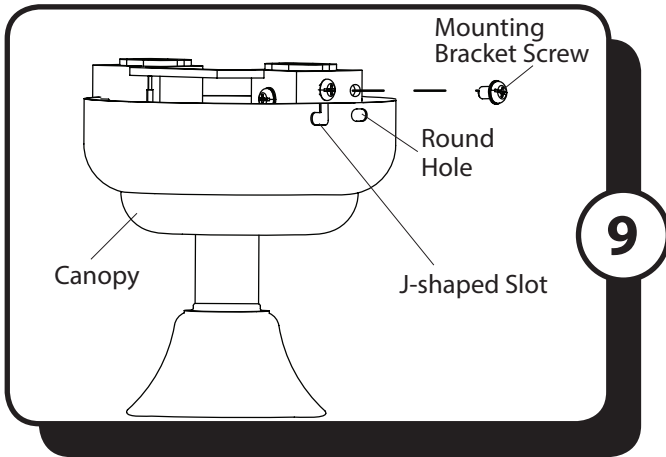
8. Use wire connectors to connect the fan wires to the power supply wires according to the wiring diagram and the following instructions:

- Connect the green wire from the downrod and mounting bracket to the bare/green (ground) supply wire.
- Connect the white wire from the fan to the white (neutral/common) supply wire.
- Connect the black and blue wires from the fan to the black (live/hot) supply wire.

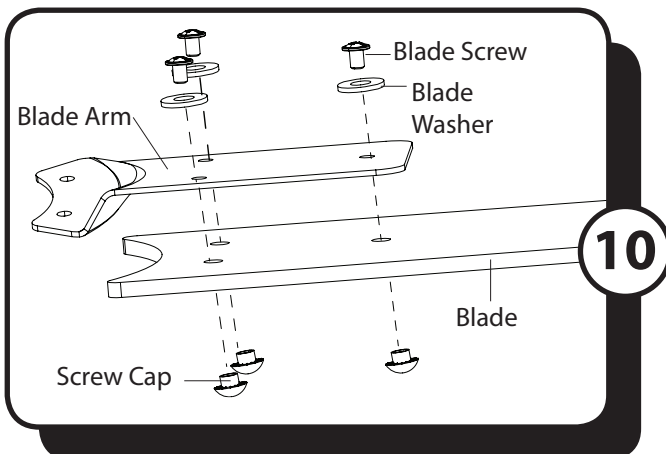
Note: If there is a second hot/power wire coming from the outlet box, connect it to the Blue (light power) fan wire for separate light and fan control.

Important: After the connections have been made, the connected wires should be turned upward and pushed carefully up into the outlet box. Place the black and white wire connections on opposite sides of the outlet box.

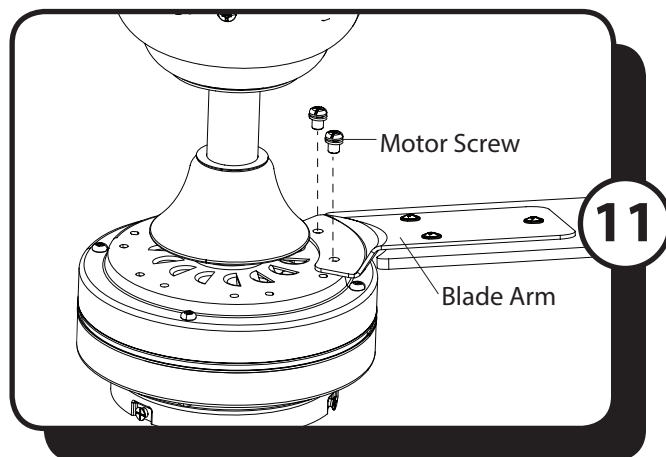
ASSEMBLY INSTRUCTIONS



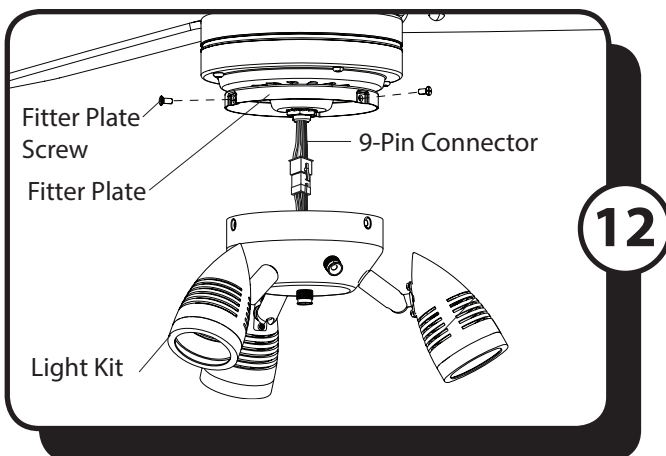
9. Raise the canopy, ensure the two mounting bracket screws are aligned with the J-shaped slots in the canopy. Then turn the canopy in a clockwise direction until the mounting bracket screws are completely engaged in the J-shaped slots. Install the two previously removed mounting bracket screws in the round holes. Securely tighten all four mounting bracket screws.



10. Insert the blade screws along with the blade washers through the blade arm and the blade and secure with a screw cap. Repeat this step for the remaining blades and blade arms.

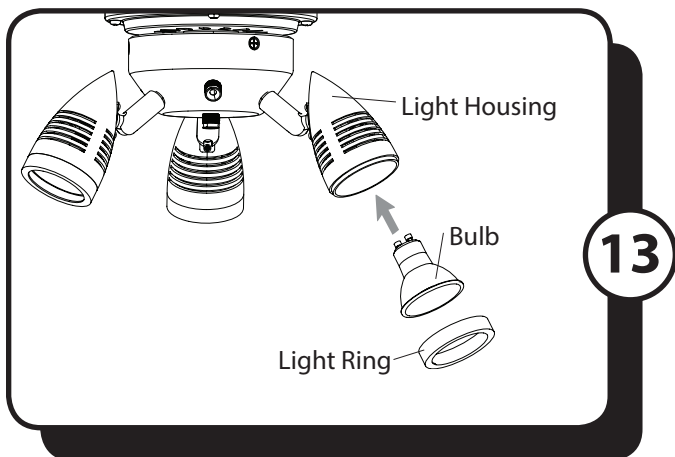


11. Secure the blade arm to the top side of the motor using the previously removed motor screws. Completely secure each blade arm to motor before moving to the next.

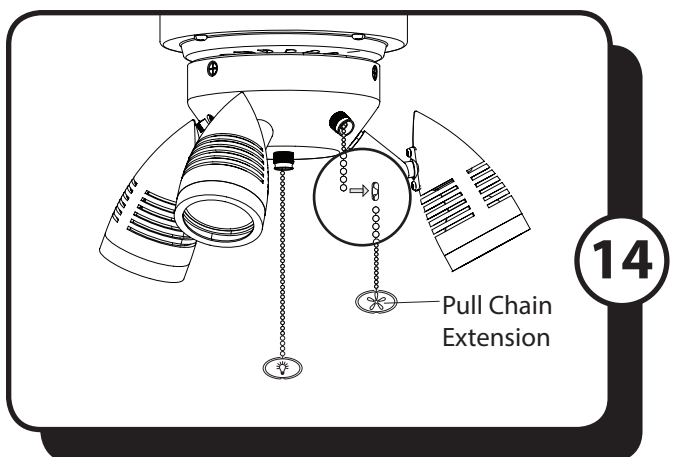


12. Remove the three fitter plate screws from the fitter plate. Connect the 9-pin connector from the fan to the 9-pin connector in the light kit. Then, lift the light kit over the fitter plate and secure using the three previously removed fitter plate screws.

ASSEMBLY INSTRUCTIONS



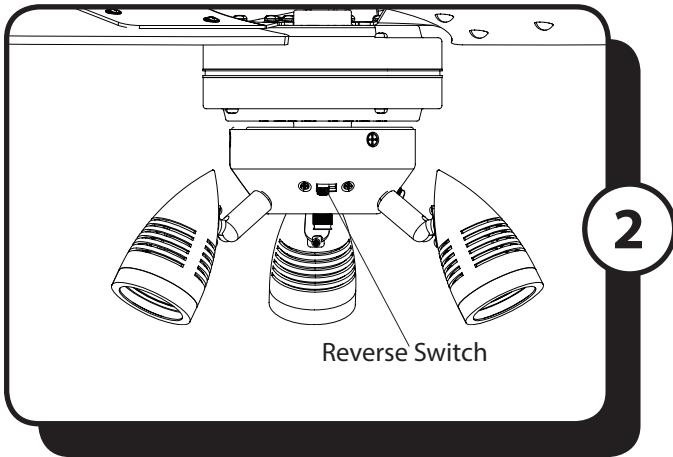
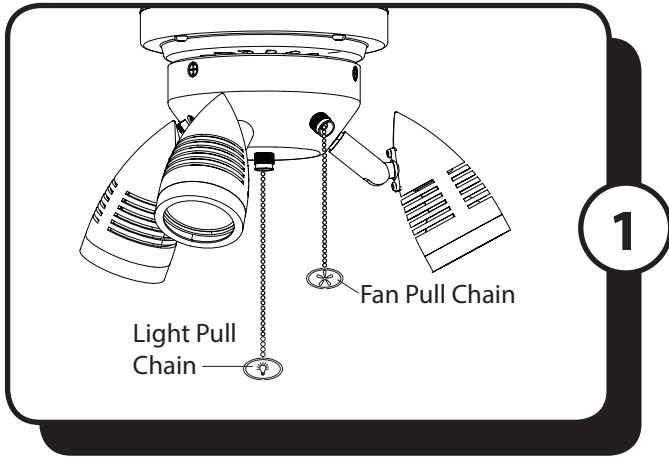
13. Unscrew and remove the light rings from the bottom of the three light housings. Then, install the GU10-base LED bulbs and re-install the light rings.



14. Attach the pull chain extensions to each of the pull chains. The fan pull chain extends from the side of the light kit and the light pull chain extends from the center of the light kit.

Restore the power at the main fuse or circuit breaker.

OPERATING INSTRUCTIONS



1. The fan pull chain has four positions to control the fan speed. One pull is HIGH, two is MEDIUM, three is LOW, and four turns the fan OFF. The pull chain in the center of the light kit turns the lights ON and OFF.

2. Use the reverse switch, located on the light kit to optimize your fan for seasonal performance.

Using 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.

In warmer weather, push the reverse switch to the left which will result in downward airflow creating a wind chill effect.

In cooler weather, push the reverse switch to the right which will result in upward airflow that can help move stagnant, hot air off the ceiling area.

Important: Wait for the fan to stop before moving the reverse switch. The reverse switch must be set either completely left or right in order for the fan to function correctly. If the reverse switch is set in the middle position, the fan will not operate.

TROUBLESHOOTING

If you have difficulty operating your new ceiling fan, it may be the result of incorrect assembly, installation or wiring. In some cases, these installation errors may be mistaken for defects. If you experience any faults, please check the Troubleshooting section below. If a problem cannot be remedied or you are experiencing difficulty in installation, please contact the Service Department: 1-877-706-3267, 9 a.m.- 5 p.m. Central time.

PROBLEM	SUGGESTED REMEDY
1. Fan does not start	<ol style="list-style-type: none">1. Check main and branch circuit fuses or circuit breakers.2. Check power supply wire connections to fan and switch wire connections in switch housing. CAUTION: Make sure main power is turned off.3. Make sure forward/reverse switch pushed completely left or right. Fan will not operate when switch is in the middle.4. Make sure that the wall control is turned ON.
2. Fan is noisy	<ol style="list-style-type: none">1. Make sure all screws in motor housing are snug, but not overtightened.2. Make sure the screws which attach the blade arm to the motor are tight.3. Make sure wire connectors in switch housing are not rattling against each other or against the interior wall of the switch housing. CAUTION: Make sure main power is turned off before entering switch housing.4. If using a light kit, be sure the glass shades are finger tight. Check to be sure light bulb are snug in sockets and not touching glass shade(s). If vibration persists from glass, remove glass and install a 1/4 in. wide rubber band on glass neck to act as an insulator. Replace glass and tighten screws against rubber band.5. Some fan motors are sensitive to signals from Solid State variable speed controls. DO NOT USE a Solid State variable speed control.
3. Fan wobbles	<ol style="list-style-type: none">1. Ensure all blades are screwed firmly into blade arms.2. Ensure all blade arms are tightened securely to motor.3. Ensure canopy and mounting bracket are tightened securely to outlet box and outlet box is mounted firmly to ceiling joist.4. Switch one blade with a blade from the opposite side. Or balance the fan using a balancing kit.5. If blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.
4. Light does not work:	<ol style="list-style-type: none">1. Ensure the 9-pin connectors from the fan are firmly connected to the 9-pin connectors from the light kit.2. Check for loose or disconnected wires in fan switch housing.3. Check for loose or disconnected wires in light kit.4. Check for faulty light bulbs. CAUTION: Make sure main power is turned off before entering switch housing.

LIMITED LIFETIME WARRANTY

To obtain Service, please contact the Service Department:
1-877-706-3267, 9 a.m.- 5 p.m. Central time.

Model Name: 48" Civa Ceiling Fan
Model No: 51016 - Chrome

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 acrylic 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 its 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 climate 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 from 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.