

REGENCY®

CEILING FANS

Style that revolves around you.

• CEILING FAN OWNER'S MANUAL •



• TIER (Outdoor) •

12/16

WARNING: Read and follow these instructions carefully and be mindful of all warnings shown throughout.

IMPORTANT SAFEGUARDS:

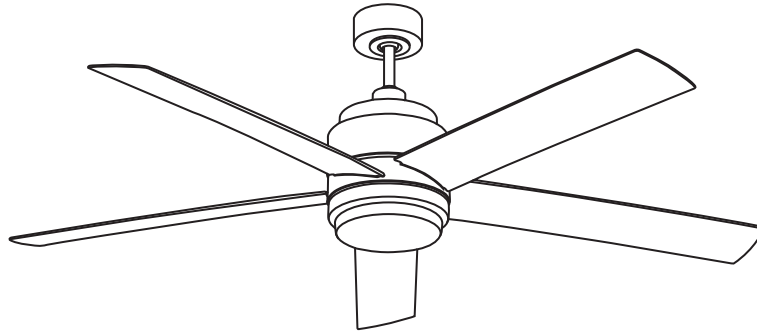
1. To ensure the success of the installation, be sure to read the instructions and review the diagrams thoroughly before beginning.
2. To avoid possible electric shock, be sure electricity is turned off at the main power box before wiring. All electrical connections must be made in accordance with local codes, ordinances and/or the National Electric Code. If you are unfamiliar with the methods of installing electrical wiring and products, secure the services of a qualified and licensed electrician as well as someone who can check the strength of the supportive ceiling members and make the proper installation(s) and connections.
3. Make sure that your installation site will not allow rotating fan blades to come in contact with any object. Blades should be at least 7 feet from floor.
4. **WARNING:** To reduce the risk of fire, electric shock, or other personal injury, mount fan only on an outlet box or supporting system marked acceptable for fan support of 35 lbs (15.9 kg) or less 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.
5. Blades should be attached after motor housing is hung and in place. Fan motor housing should be kept in the carton until ready to be installed to protect its finish. If you are installing more than one ceiling fan, make sure that you **do not mix fan blade sets**, as each blade is part of a weighted set.
6. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the common conductor and the grounding conductor on one side of the outlet box, and the "HOT" wires on the other side.
7. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL listed and should be installed per the light kit's installation instructions.
8. After fan is completely installed, check to make sure that all connections are secure to prevent fan from falling and/or causing damage or injury.
9. The fan can be made to work immediately after installation - the bearings are adequately charged with grease so that, under normal conditions, further lubrication should not be necessary for the life of the fan.
10. Do not operate the reverse switch while the fan blades are in motion. The fan must be turned off and the blades stopped before reversing the blades direction.

Weight of Fan: 22.22 Lbs

IMPORTANT SAFETY PRECAUTIONS



*Thank you for choosing a Regency Ceiling Fan. You have chosen the best!
Your new ceiling fan has been designed to provide many years of service and enjoyment.*



Warnings:

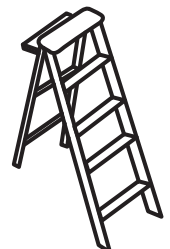
- **Disconnect power by removing fuse or turning off circuit breaker before installing the fan and/or optional lighting.**
- Support directly from building structure.
- To reduce the risk of fire, electric shock, or other personal injury, mount fan only on an outlet box or supporting system marked acceptable for fan support of 35 lbs (15.9 kg) or less 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.
- Do not use an incandescent light dimmer. Do not use this fan with any transformer type fan speed control device.
- To reduce the risk of personal injury, do not bend the blade arms when installing them, balancing the blades or cleaning the fan. Do not insert any objects(s) between rotating fan blades.

NOTE: The important precautions, safeguards and instructions appearing in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and carefulness are factors which cannot be built into this product. These factors must be supplied by the person(s) installing, caring for, and operating the unit.

TOOLS AND MATERIALS REQUIRED



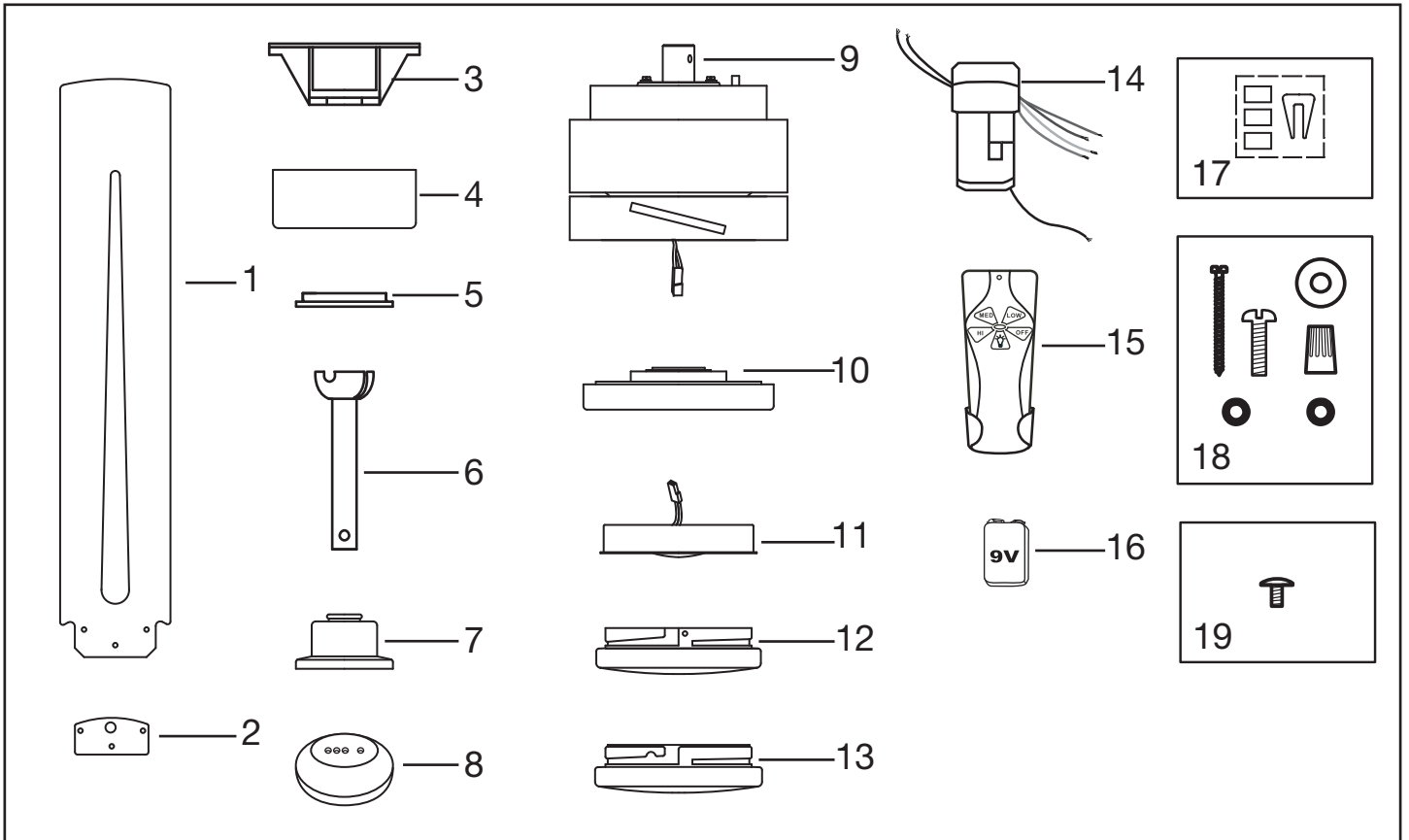
- Phillips screwdriver
- Blade screwdriver
- Wrench or pliers
- Wire cutter
- Stepladder
- Wiring supplies as required by electrical code



UNPACKING YOUR FAN



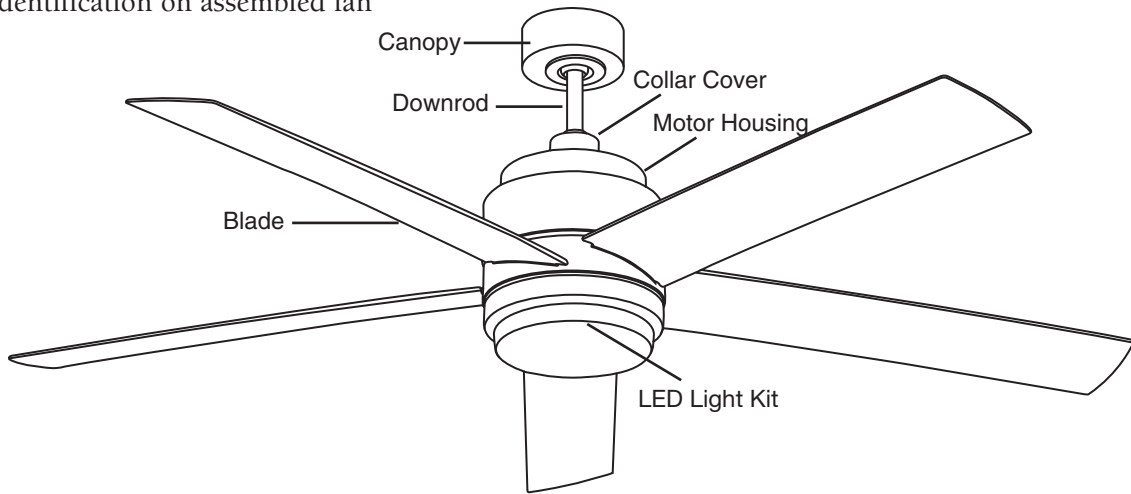
1. Unpack your fan and check the contents. Do not discard the carton. If warranty replacement or repair is ever necessary, the fan should be returned in original packing. Remove all parts and hardware. Do not lay motor housing on its side, or the decorative housing may shift, be bent or damaged.
2. Examine all parts. You should have the following:



1. Fan blades (5)
2. Blade support plates (5)
3. Hanging bracket
4. Ceiling canopy
5. Canopy screw cover plate
6. Downrod/ball assembly
7. Decorative collar cover
8. Ball moisture cap
9. Fan housing with motor (Remove and discard rubber shipping supports around motor, if included on your fan. Save screws.)
10. Mounting plate
11. 16W LED light kit
12. Glass shade
13. Metal light cover (for non light use)
14. Receiver+6 wire nuts
15. Transmitter+holder+2 mounting screws
16. 9 Volt battery
17. Balancing kit
18. Bracket mounting hardware (wood screws, screws, lock washers, washers, wire nuts)
19. Blade screws (16)

NOTE: Design of parts shown above may look slightly different for your specific model of fan.

Parts identification on assembled fan



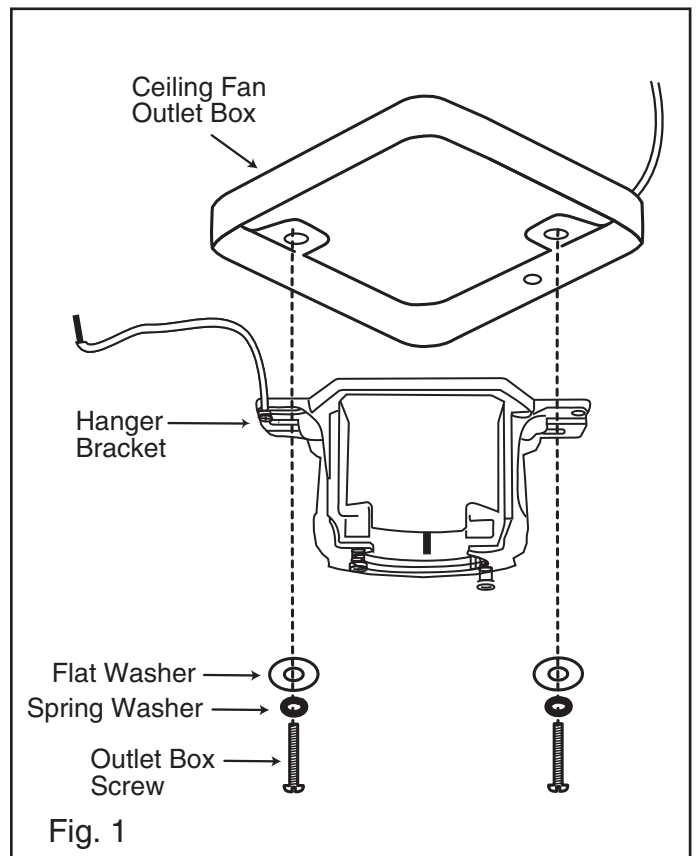
PREPARATION:

Verify you have all parts before beginning the installation. Check foam insert closely for missing parts. Remove motor from packing. To avoid damage to finish, assemble motor on soft padded surface or use the original foam inset in motor box. **Do not lay motor housing on its side as this could result in shifting of motor in decorative enclosure.**

INSTALLING THE HANGING BRACKET

Caution: To avoid possible electrical shock, be sure electricity is turned off at the main power box before wiring. All wiring must be in accordance with National and Local Electrical Codes and the ceiling fan must be grounded as a precaution against possible electric shock.

1. Locate ceiling joist where fan is to be mounted, being sure location agrees with the requirements in the minimum clearance section of this guide. Wood joist must be sound and of adequate size to support 35 lbs. (See Page 1, Items 3 and 4).
2. If not already present, mount a UL listed outlet box marked "suitable for fan support" following the instructions provided with the outlet box. The outlet box must be able to support a minimum of 35 pounds.
3. Attach hanging bracket to outlet box using screws provided with the outlet box.



1. Carefully support fan body (motor) in its styrofoam packing with the mounting collar (where the wires come out) facing upward.
2. Loosen the two set screws and remove the downrod pin and cotter pin from the top coupling of the motor assembly. (Fig. 1)
3. Remove ball from the downrod by loosening set screw in the side of the ball. Slide ball down and remove ball pin; remove ball.
4. Feed the wires from top of fan through end of the downrod of choice and set end of downrod into mounting collar so the hole in the downrod lines up with the hole in the side of the mounting collar.
5. Insert downrod pin through holes in mounting collar and downrod; slip cotter pin through small hole in end of downrod pin to hold downrod in place.
6. Tighten jam screws against downrod using a large flat blade screwdriver to ensure a tight fit against downrod. Tighten nuts against mounting collar.

NOTE: Fan has 6 feet of hook-up wire in case you are using a long extension downrod. Wires can be cut so only 8 inches or so extend beyond the top of the downrod to make the electrical connections easier and safer.

7. Feed wires through collar cover and slide collar cover down the downrod to top of fan.
8. Feed wires through canopy screw cover plate and canopy, then slide both over downrod to lay on top of collar cover. It will be attached to ceiling later.
9. Feed wires through ball and slide ball over downrod, past hole in the top end of the downrod. Insert ball pin (removed in step 3), slide ball up, and tighten set screw to secure ball in place.
10. (Outdoor rated fans only)
Feed wires through holes in rubber ball moisture cap and slide cap down over top of ball.
11. Lift ball/downrod/fan into hanging bracket opening.

NOTE: The tab opposite hanging bracket opening should fit in slot on ball.

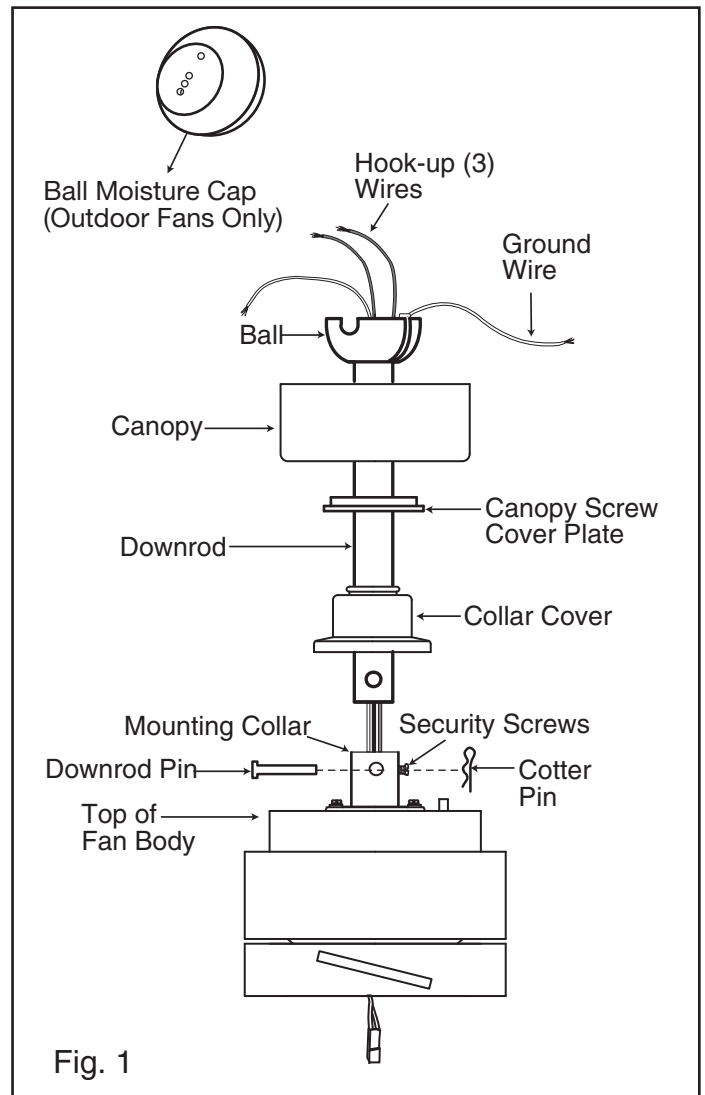


Fig. 1

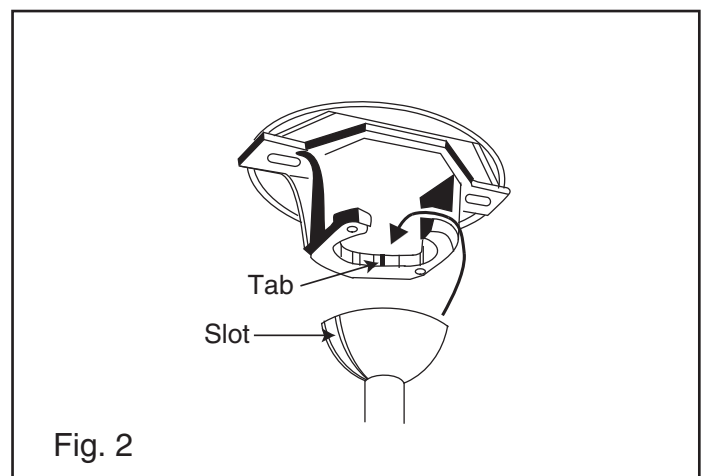


Fig. 2

WARNING: To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

Multiple code choices are included with your fan's remote control in case:

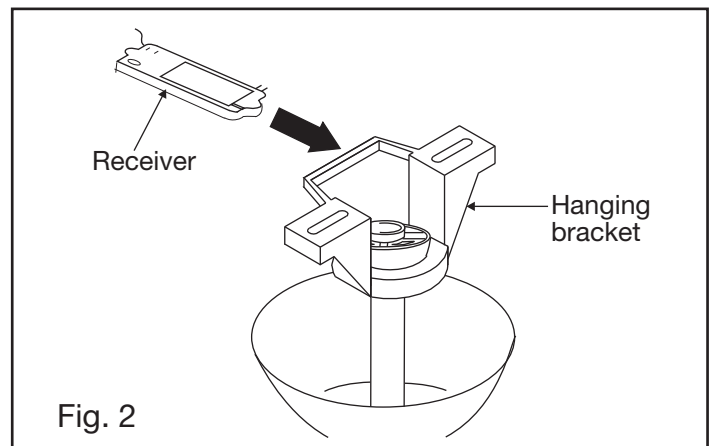
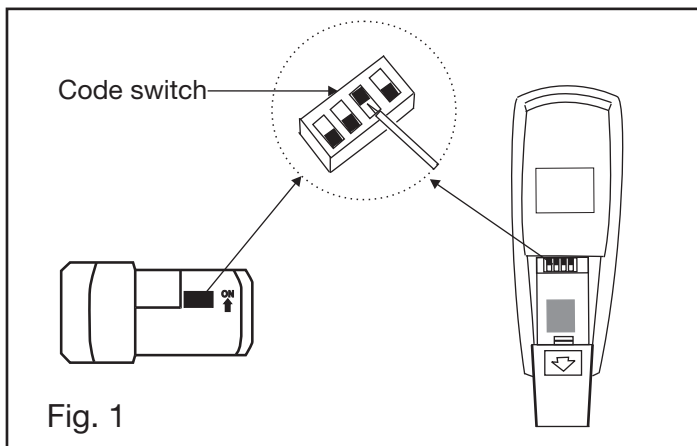
- * you have more than one remote control fan and want them to respond only to their own remote control.
- * you have other radio controlled devices in your home that may interfere with the fan remote control. (i.e. garage door opener)
- * you experience radio interference on a chosen frequency. (code setting)
- * do not use factory codes, change to new settings.

NOTE: This remote control unit is equipped with 16 code combinations to prevent possible interference from or to other remote units. The frequency switches on your receiver and transmitter have been preset at the factory. Please recheck to make sure the switches on transmitter and receiver are set to the same position, any combination of settings will operate the fan as long as the transmitter and receiver are set to the same position. (Fig. 1)

NOTE: The dip switches on the receiving unit are covered with a rubber cover, remove the rubber cover and then have it replaced after making any changes to the dip switches.

Step 1. (Fig. 2) Insert the receiver into the mounting bracket with the flat side of the receiver facing the ceiling.

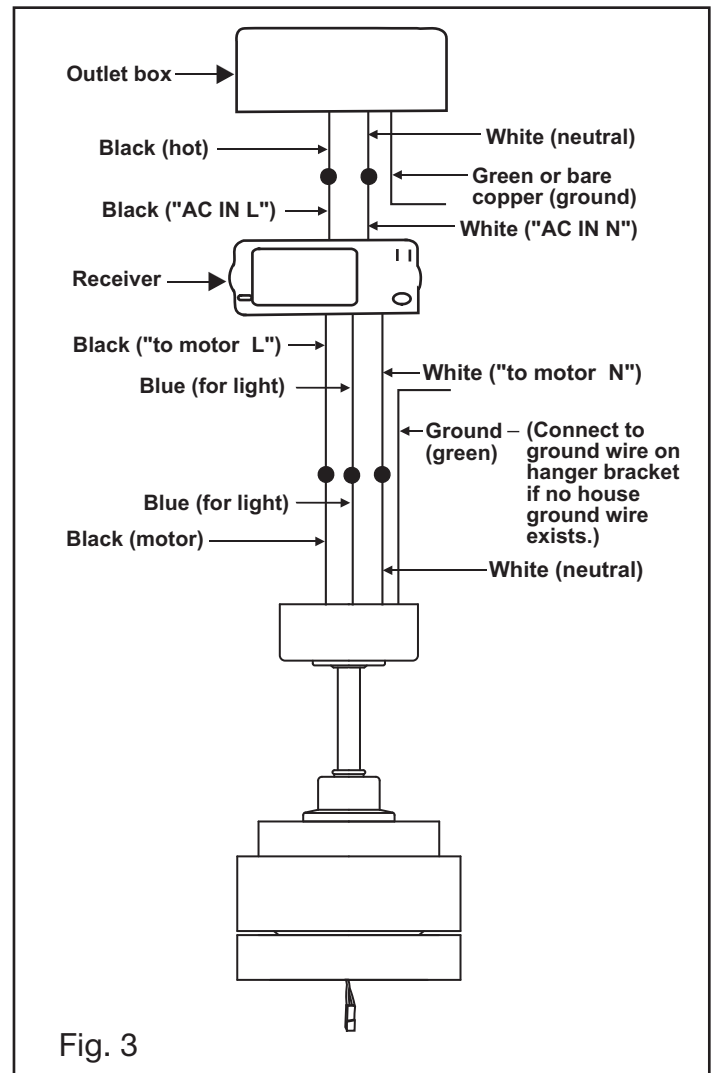
Step 2. (Fig. 3) Motor to Receiver Electrical Connections: Connect the black wire from the fan to black wire marked "TO MOTOR L". Connect the white wire from the fan to the white wire marked "TO MOTOR N" from the receiver. Connect the blue wire from the fan to the blue wire marked "For Light" from the receiver. Secure the wire connections with the plastic wire nuts provided.



Step 3. (Fig. 3) Receiver to House Supply Wires Electrical Connections: Connect the black (hot) wire from the ceiling to the black wire marked "AC in L" from the receiver. Connect the white (neutral) wire from the ceiling to the white wire marked "AC in N" from the Receiver. Secure the wire connections with the plastic wire nuts provided.

Step 4. (Fig. 3) If your outlet box has a ground wire (green or bare copper) connect it to the fan ground wires; otherwise connect the hanging bracket ground wire to the mounting bracket. Secure the wire connection with a plastic nut provided. After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and black and blue wires are on the other side. Carefully tuck the wire connections up into the outlet box.

NOTE: Fan must be installed at a maximum distance of 30 feet from the transmitting unit for proper signal transmission between the transmitting unit and the fan's receiving unit.



FINISHING THE INSTALLATION

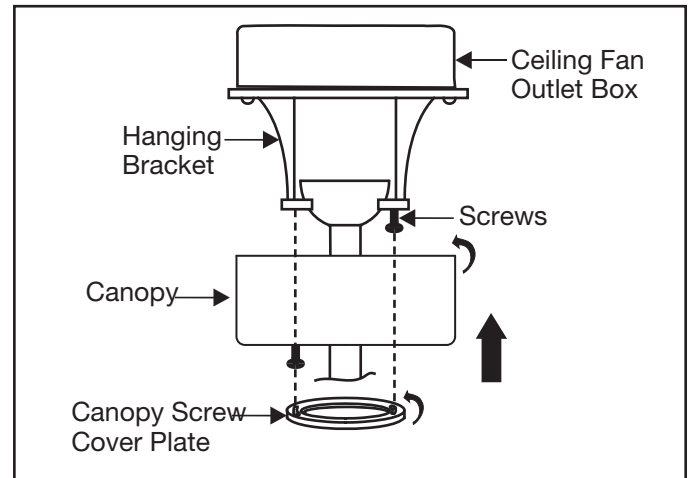


Step 1. Tuck connections neatly into ceiling outlet box.

Step 2. Slide the canopy up to mounting bracket and place the key hole on the canopy over the screw on the mounting bracket, turn canopy until it locks in place at the narrow section of the key holes.

Step 3. Align the circular hole on canopy with the remaining hole on the mounting bracket, secure by tightening the two set screws. **Note:** Adjust the canopy screws as necessary until the canopy and canopy cover are snug.

WARNING: Make sure the hook on the hanging bracket properly sits in the groove in the hanger ball before attaching the canopy to the bracket by turning the housing until it drops into place.

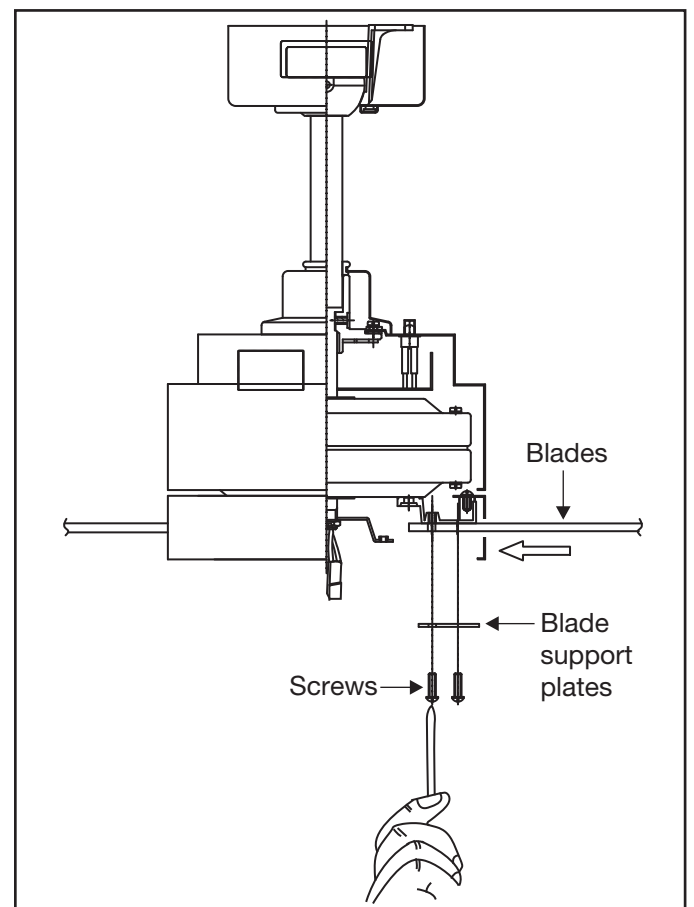


BLADE ATTACHMENT

CAUTION: Remove the two rubber packing mounts from the fan motor assembly and discard prior to attaching the blades.

Insert the blade through the slot on the housing. Align the holes on the blade and the fan motor assembly and secure with the blade support plates and blade attachment screws.

NOTE: Cordless power screwdrivers are NOT recommended, as they tend to strip the heads of the screws and usually will not fully compress the lock washers on the motor screws. Use a large flat blade screwdriver for final tightening to fully compress the washers. This will help ensure proper alignment of the blades and noise-free, wobble-free running.



INSTALLING THE LIGHT KIT AND GLASS SHADE



NOTE: Be sure the power is off before installing.

NOTE: If you do not plan to install the light kit with your fan at this time, skip step 5.

1. Remove one of the three screws on the mounting hub located on the fan motor. Loosen the other 2 screws. (Do not remove) (Fig. 1)

2. Pass the light wires through the center hole of the mounting plate.

3. Place the key holes on the mounting plate over the 2 screws previously loosened, turn the mounting plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed.

4. Remove one of the three screws on the mounting plate located on the fan motor. Loosen the other 2 screws. (Do not remove) (Fig. 2)

5. While holding the LED light kit under your fan, make the polarized plug connections: (Fig. 2)

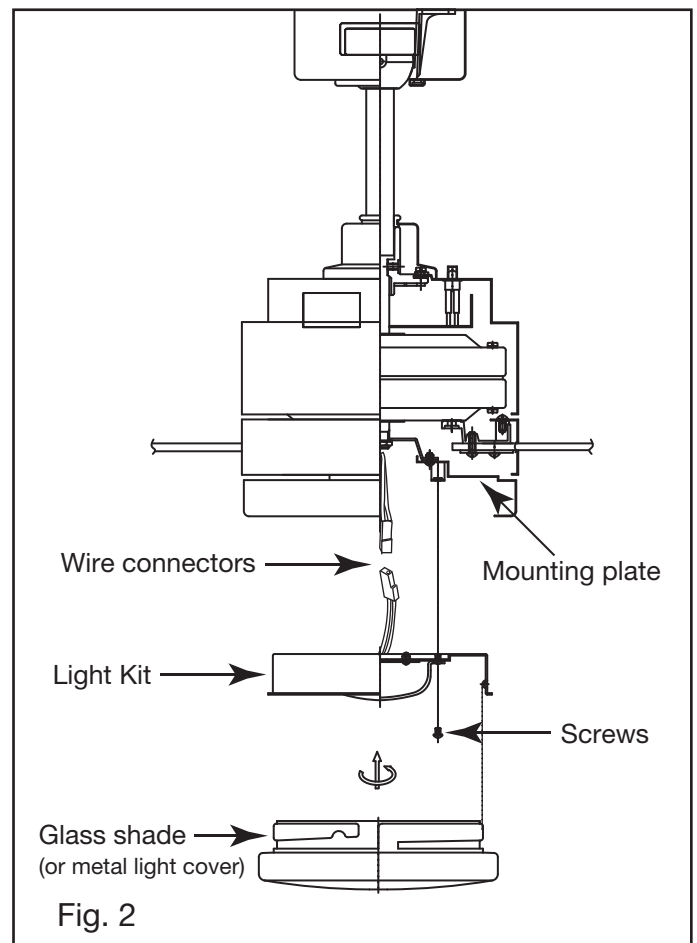
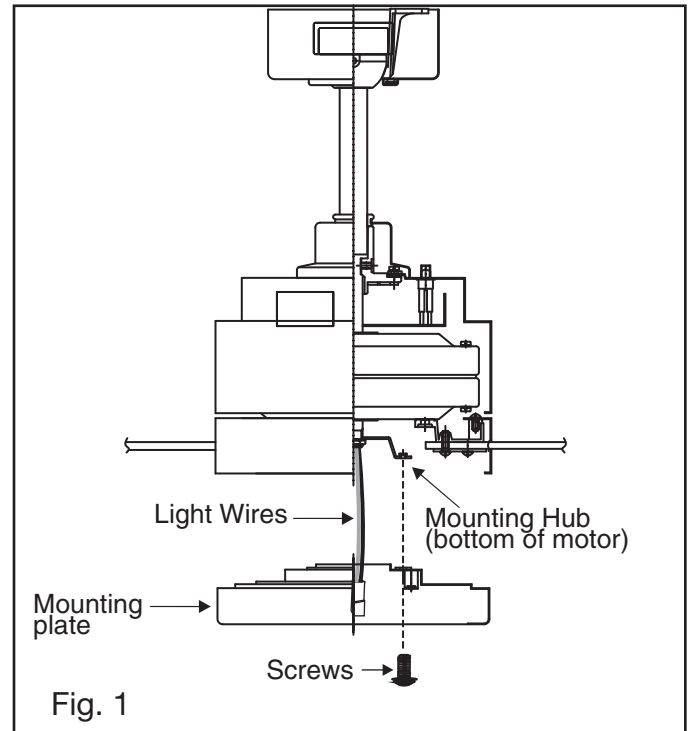
- Red to white
- Black to black

6. Tuck connections neatly into mounting plate. Place the key holes on the light kit over the 2 screws previously loosened, turn the light kit until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed.

7. Raise the glass shade against the LED light kit and turn clockwise until snug, DO NOT OVERTIGHTEN.

8. If installing the metal light cover, make sure is securely tighten. (Fig. 2)

9. Restore power and your light kit is ready for operation.



Restore power to ceiling fan and test for proper operation.

Install 9 Volt battery (included). To prevent damage to transmitter remove the batteries if not used for long periods of time. (Fig. 1)

1. "LO, MED, HI" buttons:


These three buttons are used to set the fan speed as follows:

LO= Low speed MED= Medium speed

HI= High speed

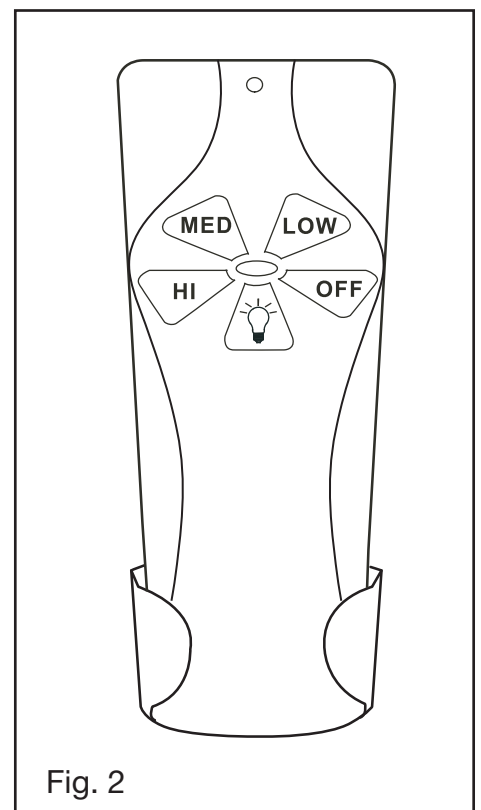
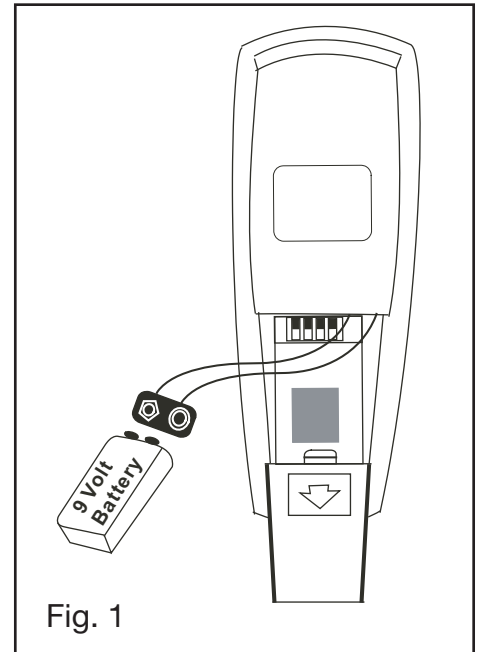
2. "OFF" button:

This button turns the fan off.

3. The "  " button are controlled by pressing the light button. Tap button quickly to turn light off or on. Push the button once and release to turn the light on to full brightness. Hold the button down to increase or decrease light brightness. Release the button at the desired light brightness and that setting will be remembered the next time the light is turned on. The pre-set brightness can be changed by holding down the light button again until the new desired brightness is reached.

NOTE: If power is lost to the fan receiver, the memory will be lost and all settings will return to the default.

Range of the transmitter is approximately 25 ft. A new alkaline battery will typically give range of 35 ft. or more.



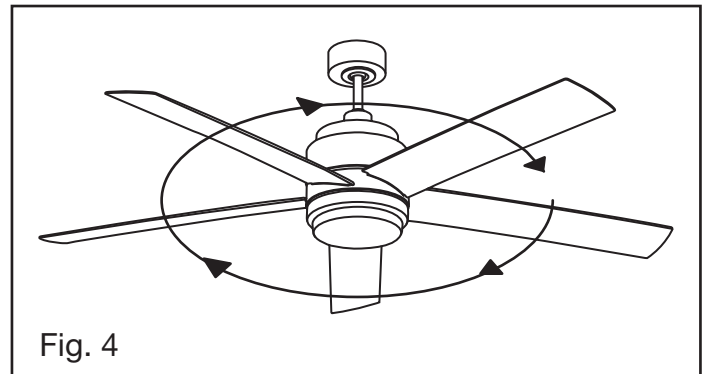
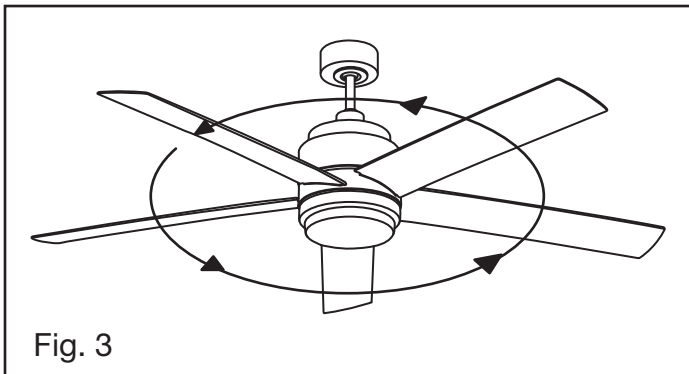
Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans, etc.

The reverse switch is located on top of the motor assembly. Slide the switch to the Left for warm weather operation. Slide the switch to the Right for cool weather operation.

NOTE: Wait for fan to stop before changing the setting of the slide switch.

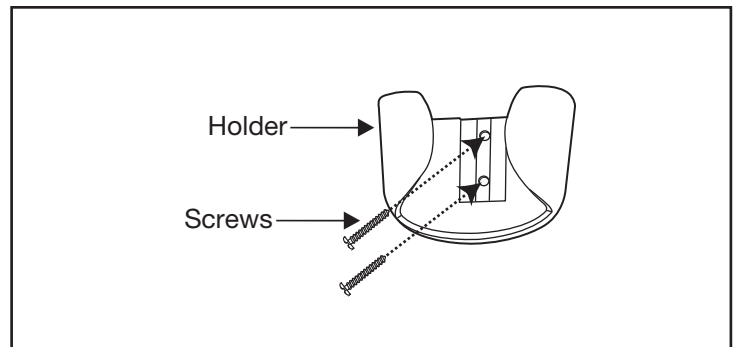
Warm weather-(Counter-Clockwise direction) A downward air flow creates a cooling effect.(Fig. 3) This allows you to set your air conditioner on a higher setting without affecting your comfort.

Cool weather-(Clockwise direction) An upward airflow moves warm air off the ceiling area.(Fig. 4) This allows you to set your heating unit on a lower setting without affecting your comfort.



INSTALLING THE TRANSMITTER HOLDER

1. Remove the cover from the holder.
2. Attach the holder with the two screws provided.



Periodically it may be necessary to re-tighten blade to blade arm screws or blade arm to motor screws to prevent clicking or humming sound during operation. This is especially true in climates with broad temperature and humidity ranges.

When dusting the blades, you must support the blade to prevent bending - no pressure should be applied to the blades. If you experience any flaws in the operation of your fan, please check the following points.

TROUBLESHOOTING - IN CASE OF DIFFICULTY

CAUTION: Switch off power supply before carrying out any of these checks.

1. If fan will not start: Check main and branch circuit breakers and/or fuses. Check line wire connections to fan housing wiring. Make sure forward/reverse switch is set to one or the other position, not stuck in between.
2. If fan is noisy: Check and make sure that all screws in motor housing are snug (but not over tight). Check that the screws securing blade arms to the motor are tight. Check that wire connectors in switch housing are not rattling against each other or the interior wall of the switch housing. Check that all glassware is finger tight and that bulb(s) are well held in the sockets, if a light kit is used. Check that the canopy is firmly attached to hanging bracket and not vibrating against ceiling.
3. If fan wobbles: Check that all blades are firmly screwed into blade arms. Check that all blade arms are firmly secure to the motor. Check to make sure that light kit (if present) is firmly attached to switch housing and that all glassware and shades are fastened properly. Wobble can also result from even the smallest deviations in distance from blade tip to blade tip. If measurements from blade tip to blade tip are not equal, loosen screws connecting blade to blade arm one at a time and adjust blade(s) so that distances are equal. Interchanging adjacent blades may redistribute mass and result in smoother operation. Blade arms can be bent slightly to restore same pitch to all blades if a blade is different than the other blades when viewed edge on. Most wobble can be traced to a loose electrical box or mounting bracket. Make sure these are tight and the ball is completely seated in the bracket.

THANK YOU FOR PURCHASING A REGENCY CEILING FAN.

Write to us at:

Regency Ceiling Fans

P.O. Box 730

Fenton, MO 63026

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