

Craftmade

CEILING FANS

Est. 1985

READ THESE INSTRUCTIONS AND
SAVE THEM FOR FUTURE USE



Bellows I

Installation Guide

For Models:

BW116AG3

BW116SS3

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Intertek
3170356

APPROVED FOR USE
IN DAMP LOCATIONS

net weight of fan: 13.73 lb (6.23 kg)

PRINTED IN CHINA

SAFETY TIPS.

WARNING: To reduce the risk of electrical shock, turn off the electricity to the fan at the main fuse box or circuit panel before you begin the fan installation or before servicing the fan or installing accessories.

1. **READ ALL INSTRUCTIONS AND SAFETY INFORMATION CAREFULLY BEFORE INSTALLING YOUR FAN AND SAVE THESE INSTRUCTIONS.**

CAUTION: To avoid personal injury, the use of gloves may be necessary while handling fan parts with sharp edges.

CAUTION: To reduce the risk of personal injury, mount the fan base to a stud, wood post or beam using the hardware provided with your fan.

2. Make sure all electrical connections comply with Local Codes or Ordinances, the National Electrical Code, and ANSI/NFPA 70-1999. If you are unfamiliar with electrical wiring, please use a qualified electrician.
3. Make sure you have a location selected for your fan that allows clear space for the fan to rotate and at least seven (7) feet (2.13 meters)* of clearance between the floor and the fan.
*Please note that in Canada, it must be 8.3 feet (2.53 meters) of clearance.

WARNING: The stud, wood post or beam on which the fan will be installed must be securely mounted and capable of supporting at least 50 pounds (22,68 kilograms). The stud or wood beam must be supported directly by the building structure.

WARNING: Support Fan Directly from Building Structure. To avoid personal injury, damage to fan and possible electrical shock and/or fire, do NOT install fan directly to Sheetrock™ (drywall); fan must first be secured to appropriate size stud or wood beam underneath.

4. After installation is complete, check that all connections are absolutely secure.
5. Do not insert anything between the fan blades while they are rotating.

WARNING: To reduce the risk of personal injury or electrical shock, the fan should be installed where it will be out of reach of children. The fan is **NOT** a toy--**DO NOT** play with the fan or allow anyone else to play with the fan.

WARNING: To reduce the risk of personal injury, do not bend the blade arms. Do not insert objects into the path of the blades.

WARNING: To reduce the risk of personal injury or electrical shock, do not operate the fan if the cord or plug has been damaged.

WARNING: To reduce the risk of fire, avoid the use of an extension cord. **If** an extension cord is used, it **must** be CUL or CETL listed in Canada or UL or ETL listed in USA. **NEVER** use more than one extension cord to operate the fan.

WARNING: To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.

6. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.

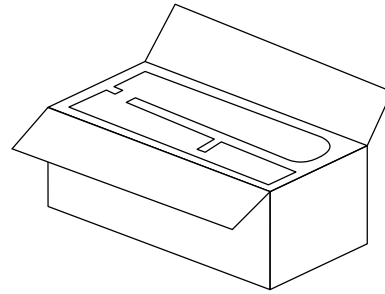
WARNING: To reduce the risk of personal injury, use **only** parts provided with this fan. **The use of parts OTHER than those provided with this fan will void the warranty.**

NOTE: The important safety precautions and instructions appearing in the manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense and caution are necessary factors in the installation and operation of this fan.

1. Unpacking Your Fan.

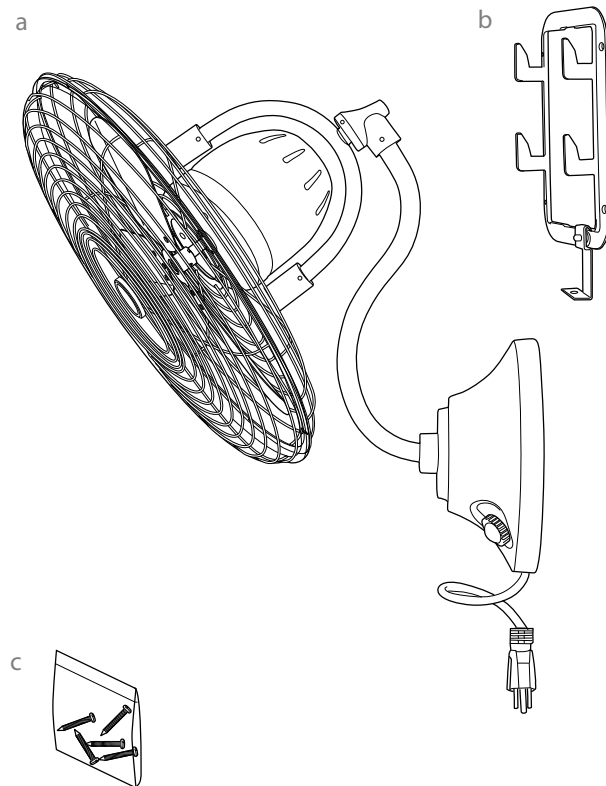
Carefully open the packaging. Remove items from Styrofoam inserts. Remove fan assembly and place on carpet or Styrofoam to avoid damage to finish. Do not discard fan carton or Styrofoam inserts should this fan need to be returned for repairs.

Check against parts inventory that all parts have been included.



2. Parts Inventory.

- a. fan assembly. 1 piece
- b. wall bracket. 1 piece
- c. hardware pack



⚠ IMPORTANT REMINDER: You must use the parts provided with this fan for proper installation and safety. **⚠**

3. Installation Preparation.

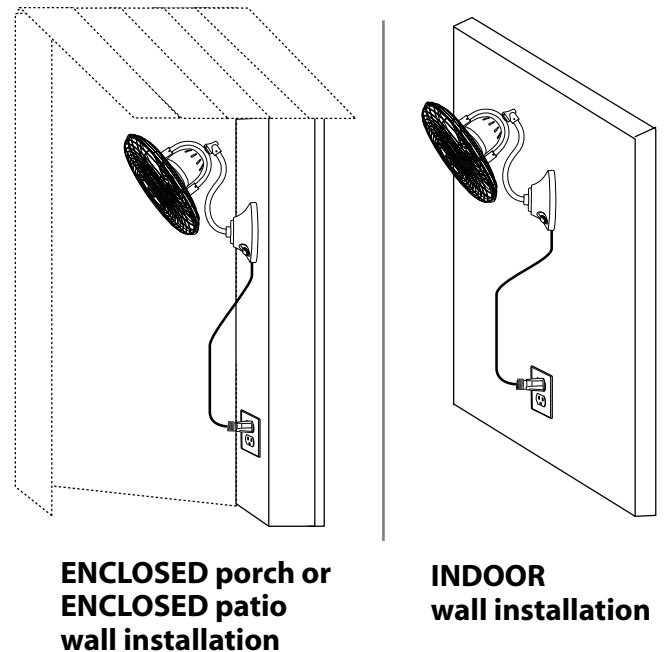
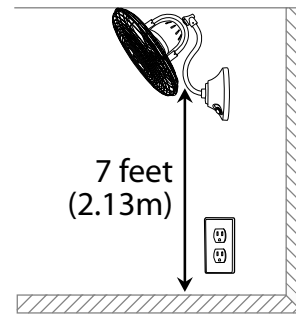
To prevent personal injury and damage, ensure that the hanging location allows the fan a clearance of 7 feet (2.13m) from the floor to prevent accidental contact with the fan blades.

*This fan can only be mounted on an **INDOOR wall** or on an **ENCLOSED porch** or **ENCLOSED patio wall**.*

CAUTION: If you are going to attach the fan to a wood stud or wood post, the stud or wood post must be wide enough and thick enough to sustain the wall bracket and the weight of the fan.

Installation requires these tools:

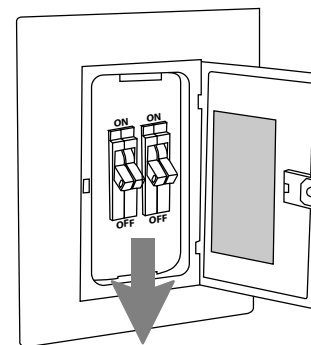
Phillips screwdriver, flathead screwdriver, adjustable pliers or wrench and stepladder



4. Installation of Wall Bracket.

Turn off circuit breakers to current fixture from breaker panel and be sure operating light switch is turned to the OFF position.

WARNING: Failure to disconnect power supply prior to installation may result in serious injury.



["Installation of Wall Bracket" continued on following page.]

4. Installation of Wall Bracket. (cont.)

First determine the approximate position of where you want the fan to be located on the wall. [Remember that the fan must be mounted at least 7 feet (2.13m) from the floor.] Then, locate the stud in the wall.

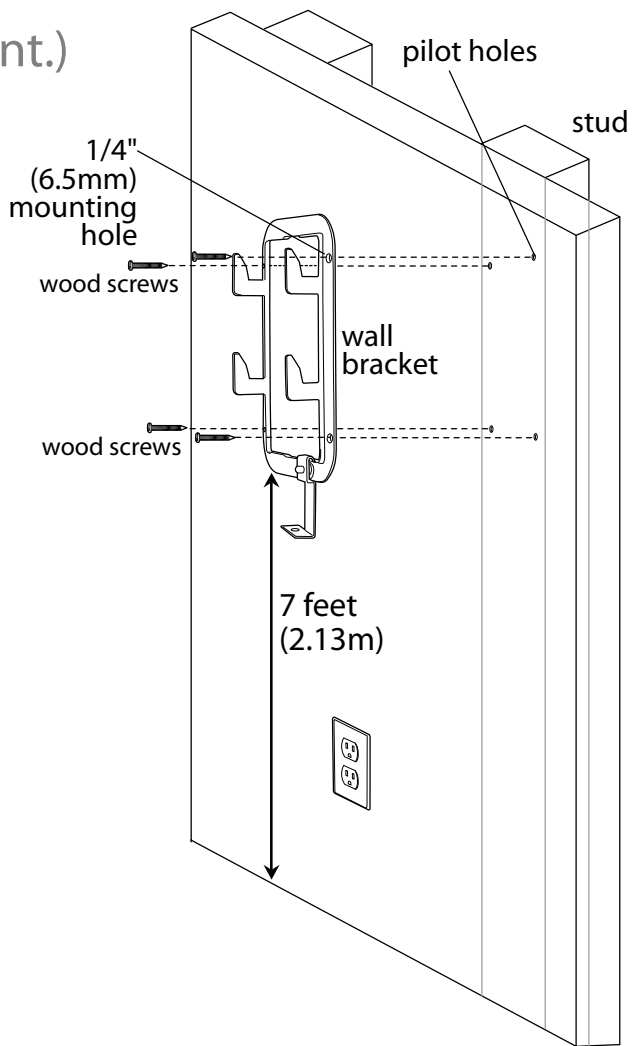
You **MUST** use **ALL FOUR** holes in wall bracket when installing wall bracket. Position wall bracket on wood stud or wood post and mark 4 hole locations.

Drill 4 **pilot holes** over holes marked into wood stud or wood post. Position wall bracket over pilot holes and install a wood screw (provided in hardware pack) into each hole.

ALTERNATE CONCRETE WALL INSTALLATION:

Use all 4 mounting 1/4" (6.5mm) holes when installing wall bracket on a concrete wall. The 3/16 in. (5mm) concrete wall anchors necessary for this type of installation are **NOT** provided and must be purchased separately. **Make sure that concrete wall anchors can support a total of 80 lbs.**

WARNING: It is very important that you use the proper hardware when installing the wall bracket as this will support the fan.



5. Installation of Fan.

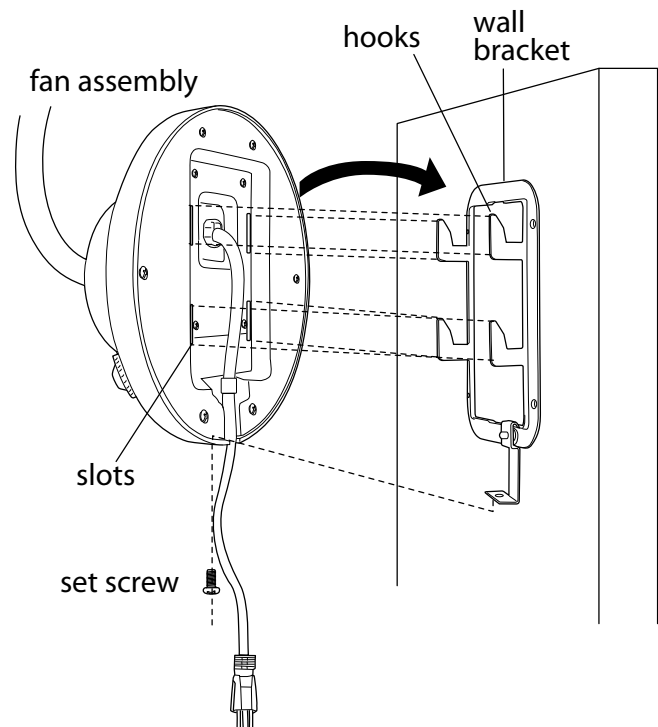
Tip: Seek the help of another person to hold the stepladder in place and to help lift the fan up to you once you are set on the ladder.

Remove set screw at bottom of fan assembly. With the wall bracket secured to the wall and able to support the fan, you are now ready to hang the fan.

Grab the fan firmly with two hands. Align the 4 slots in the middle of the back of the fan assembly with the 4 hooks on the wall bracket and then pull down firmly on fan assembly.

WARNING: Make sure that all 4 hooks on the wall bracket have engaged completely with the 4 slots in the fan assembly and that the fan assembly is stable.

Replace set screw at bottom of wall bracket--*be sure to securely tighten set screw.*



6. Wiring.

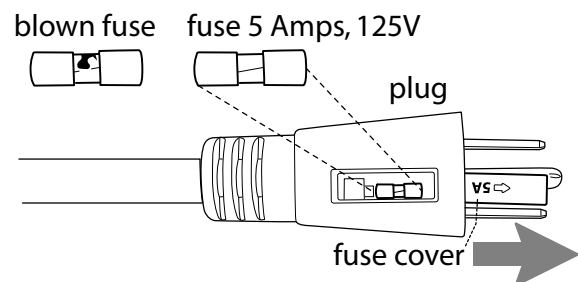
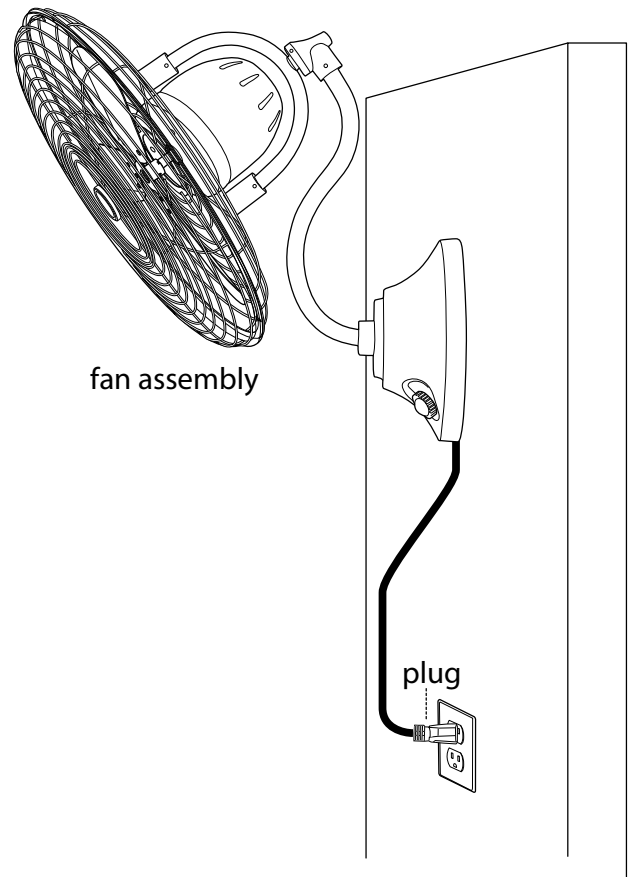
Make sure all electrical connections comply with Local Codes or Ordinances and the National Electrical Code (or the Canadian Electric Code). If you are unfamiliar with electrical wiring please use a qualified electrician.

Insert power cord securely into proper wall outlet.

WARNING: The power cord is equipped with a three-prong grounded plug that must be inserted into a matching receptacle. Under no circumstances must the grounding prong be cut off the plug. Where a two-prong wall receptacle is encountered, it must be replaced with a properly grounded **three-prong** receptacle installed in accordance with the National Electrical Code (or the Canadian Electric Code) and all applicable local codes and ordinances. This work must be done only by a qualified electrician, using copper wire only.

The three-prong plug is installed with a fuse that is a vital safety device. A filament inside the fuse is designed to melt and cut the circuit if the current gets too high. This prevents damage to your fan and the person using it and stops the power cord from overheating to the point where it could catch fire.

If you should need to replace the fuse, unplug fan. Locate the fuse cover at end of the plug on the power cord. Slide fuse cover open to expose fuse. Using needle-nose pliers, remove fuse. Inspect fuse--the small, glass tube with metal on each end--to determine whether it will need to be replaced. [If the fuse is blown, it will look dark and smudged or the visible wire inside will be broken.] Use a replacement fuse with a rating of 5 amps, 125 volts only and insert fuse in between the metal brackets inside the fuse housing. Slide the fuse cover completely back on.



7. Testing Your Fan.

It is recommended that you test the fan before finalizing installation. Restore power from circuit box and light switch (if applicable). Test fan speeds with wall control on the **left** side. Start at the "Off" position (no blade movement). One turn of dial on fan will set fan to HIGH (**H**). Two turns will set fan to MEDIUM (**M**). Three turns will set fan to LOW (**L**). Test the oscillation function with the wall control on the **right** side. Start at the "Off" position and turn to the ON position to . If fan does not function properly, please refer to "Troubleshooting" section to solve any issues before contacting Customer Service.

Troubleshooting.

WARNING: Failure to disconnect power supply prior to troubleshooting any wiring issues may result in serious injury.

Problem: Fan fails to operate.

Solutions:

1. Check power to wall switch.
2. Verify that dial on *left* side of fan is set on High (H), Medium (M), or Low (L) speed.
3. Check to be sure that the 3-prong plug from the fan is plugged in properly and into the correct outlet.
4. Check to be sure the fuse located in the 3-prong plug is still good. [**Note:** Check to be sure which appliance blew the fuse before replacing fuse.]

Problem: Fan fails to oscillate.

Solutions:

1. Check power to wall switch.
2. Verify that dial on *right* side of fan is set to the ON position.

Problem: Fan wobbles.

Solutions:

1. Check that wall bracket is secure.
2. Check to be sure that fan is securely mounted on wall bracket.
3. Check that set screw at base of wall bracket is securely tightened.

Warranty.

CRAFTMADE/ELLINGTON LIFETIME WARRANTY:

CRAFTMADE/ELLINGTON warrants this fan to the original household purchaser for use in damp locations (which is defined as indoors, enclosed porches or enclosed patios) under the following provisions:

1-YEAR WARRANTY: CRAFTMADE/ELLINGTON will replace or repair any fan which has faulty performance due to a defect in material or workmanship. Contact Craftmade/Ellington Customer Service at **1-800-486-4892** to arrange for return of fan. Return fan, shipping prepaid, to Craftmade/Ellington. We will repair or ship you a replacement fan, and we will pay the return shipping cost.

5-YEAR WARRANTY: CRAFTMADE/ELLINGTON will repair or replace at no charge to the original purchaser any fan motor that fails to operate satisfactorily when failure results from normal use.

RETURN FAN MOTOR ONLY, shipping prepaid, to Craftmade/Ellington. We will repair or ship purchaser a replacement motor and Craftmade/Ellington will pay the return shipping cost.

6-YEAR to LIFETIME LIMITED WARRANTY:

CRAFTMADE/ELLINGTON will repair the fan, at no charge for labor only to the original purchaser, if the fan motor fails to operate satisfactorily when failure results from normal use. Parts used in the repair will be billed to the purchaser at prevailing prices at time of repair.

The purchaser shall be responsible for all costs incurred in the removal, reinstallation and shipping of the product for repairs.

This warranty does not apply when damage from outdoor use and/or mechanical, physical, electrical or water abuse results in causing the malfunction. Deterioration of finishes or other parts due to time or exposure to salt air is specifically exempted under this warranty.

Neither Craftmade/Ellington nor the manufacturer will assume any liability resulting from improper installation or use of this product. In no case shall the company be liable for any consequential damages for breach of this, or any other warranty expressed or implied whatsoever. This limitation as to consequential damages shall not apply in states where prohibited.

Parts Replacement.

For parts and information, please refer to "Parts Inventory" on page 2.

Craftmade/Ellington Customer Support:

1-800-486-4892

www.craftmadebrands.com

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