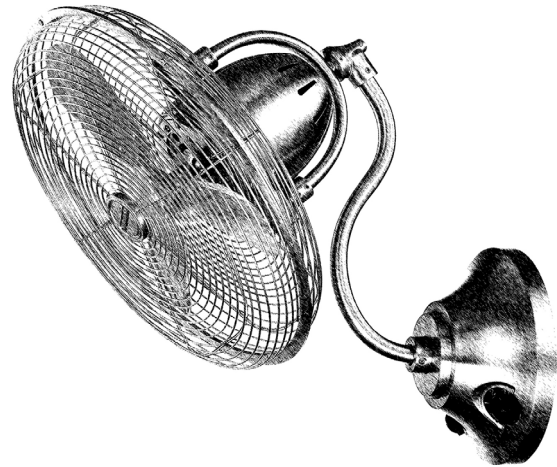


# CRAFTMADE™

READ THESE INSTRUCTIONS AND  
SAVE THEM FOR FUTURE USE



## Bellows I

# Installation Guide

For Model:  
**BW116-HW**

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**Intertek**

APPROVED FOR USE  
IN DAMP LOCATIONS

net weight of fan: 14.33 lb (6.5 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. There must be four house wires for proper installation and operation of the fan. If a fourth wire is not present, please obtain the services of a qualified electrician to have the wire installed.
5. After installation is complete, check that all connections are absolutely secure.
6. 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 insert objects into the path of the blades.

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

7. 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.

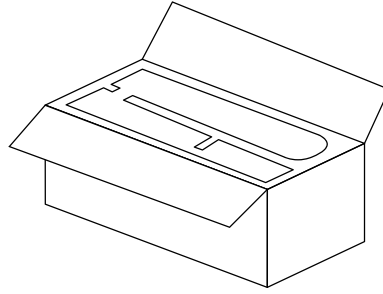
**WARNING:** To reduce the risk of personal injury, use **only** parts provided with this fan. **The use of parts OTHER than those provided with this fan will void the warranty.**

Distributed by: Craftmade, 650 S. Royal Lane, Coppell, TX, 75019; 1-800-486-4892

**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.

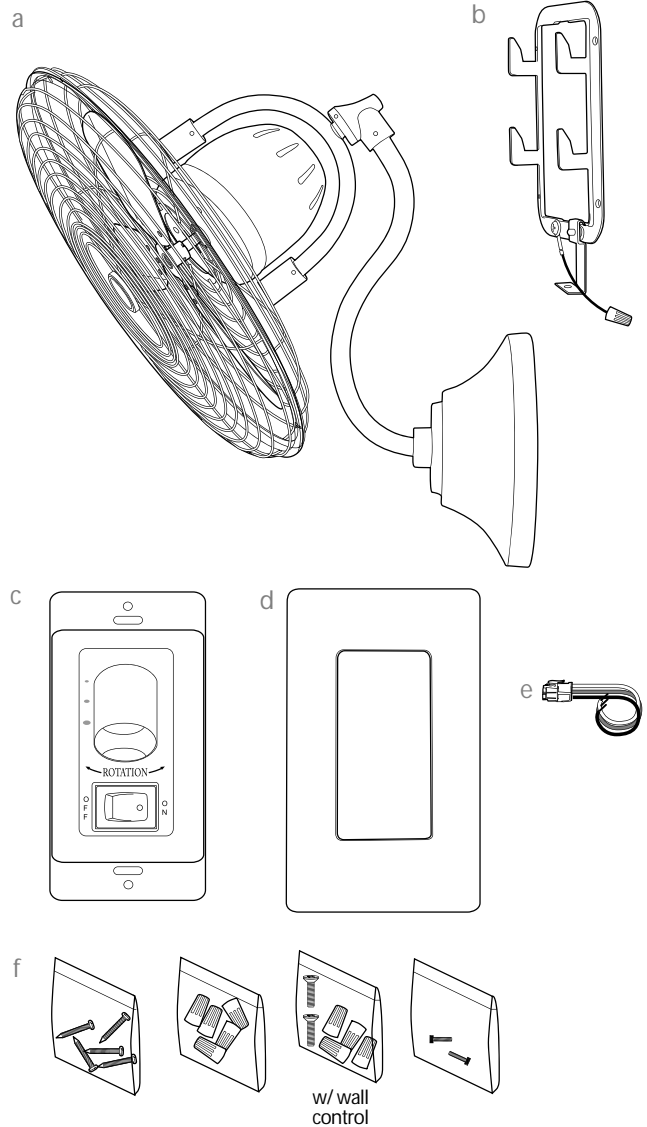
# 1. Unpacking Your Fan.

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.

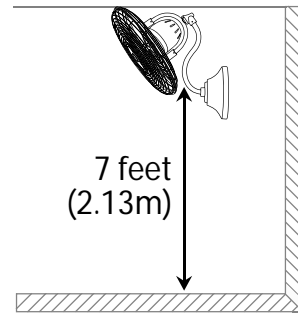
- a.** fan assembly. 1 piece
- b.** wall bracket. 1 piece
- c.** wall control. 1 piece
- d.** plate. 1 piece
- e.** 4-wire plug. 1 piece
- f.** hardware packs



**⚠ 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.

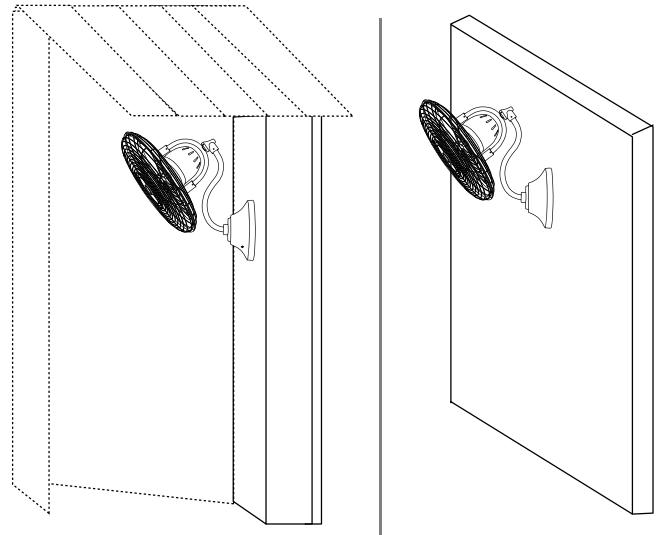


***This fan can only be mounted on an INDOOR wall or on an ENCLOSED porch or ENCLOSED patio wall.***

***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



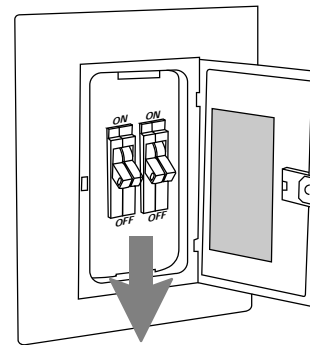
***ENCLOSED porch or ENCLOSED patio wall installation***

***INDOOR wall installation***

### 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 the 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.]

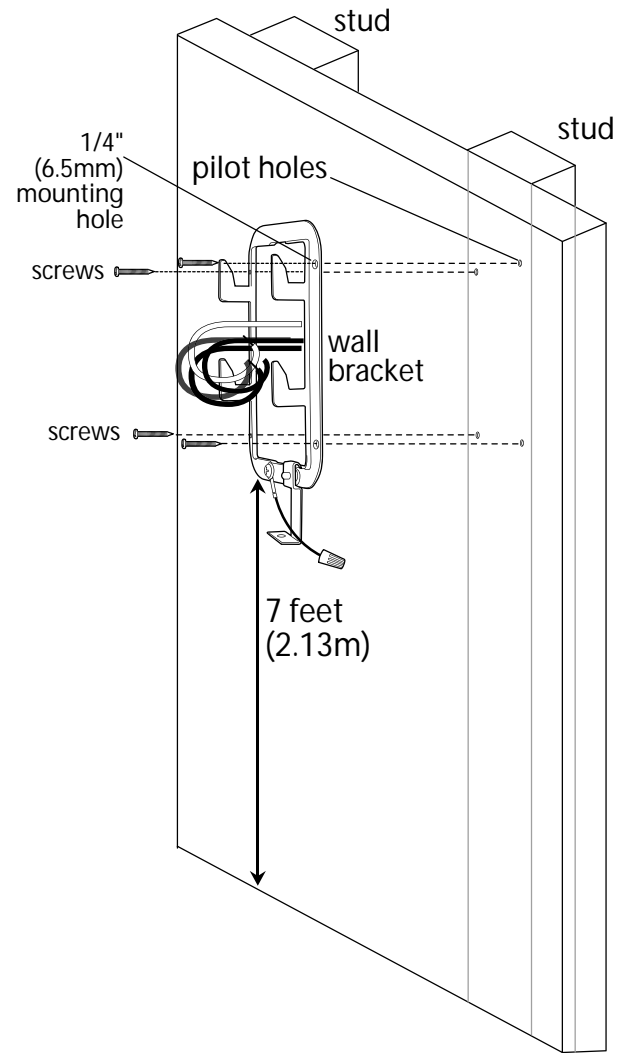
**NOTE:** Ensure there is an electrical source near the approximate location, such as an existing outlet box or an electrical outlet, as you will need to pull the supply wires through the opening in the middle of the wall bracket.

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 onto mounting surface. Position wall bracket over pilot holes and install screws (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 you use the proper hardware when installing the wall bracket as this will support the fan.



## 5. 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 or if the house/building wires are different colors than those referred to below, please use a qualified electrician.**

**NOTE:** There must be four house wires for proper installation and operation of the fan. If a fourth wire is not present, please obtain the services of a qualified electrician to have the wire installed.

Attach wires from 4-wire plug (and wall bracket) to the supply wires (from the wall) as follows:

Connect **GREEN (GROUND)** wires (from 4-wire plug and wall bracket) to **GREEN/BARE** wire from wall with wire connector provided.

Connect **BLACK** wire from 4-wire plug to **BLACK** wire from wall with wire connector provided.

Connect **WHITE** wire from 4-wire plug to **WHITE** wire from wall with wire connector provided.

Connect **BLUE** wire from 4-wire plug to **RED** wire from wall with wire connector provided.

**IN ORDER TO WIRE WALL CONTROL**, remove existing wall switch. Wire the **WALL CONTROL** with wire connectors provided **as shown in diagram at right**.

\*Wrap each wire connector separately with electrical tape as an extra safety measure. Gently push wires and taped wire connectors into outlet box.

**WARNING: CONNECT WIRES IN THE FOLLOWING ORDER ONLY!**

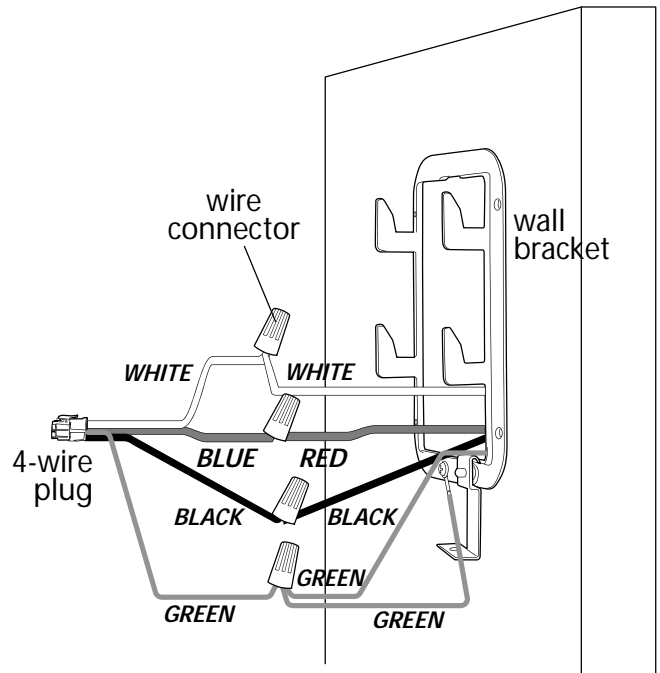
Connect **GREEN** ground wire to ground from house or directly to one of the screws from the outlet box.

Connect **BLACK/WHITE** wire from wall control to **BLACK** (hot) lead wire from house.

Connect **BLACK** wire from wall control to **BLACK** load wire to fan.

Connect **BLUE** wire from wall control to **BLUE** load wire to fan.

Attach wall control to outlet box and secure with screws from original wall switch. Attach front plate to wall control using 2 screws provided in the wall control.

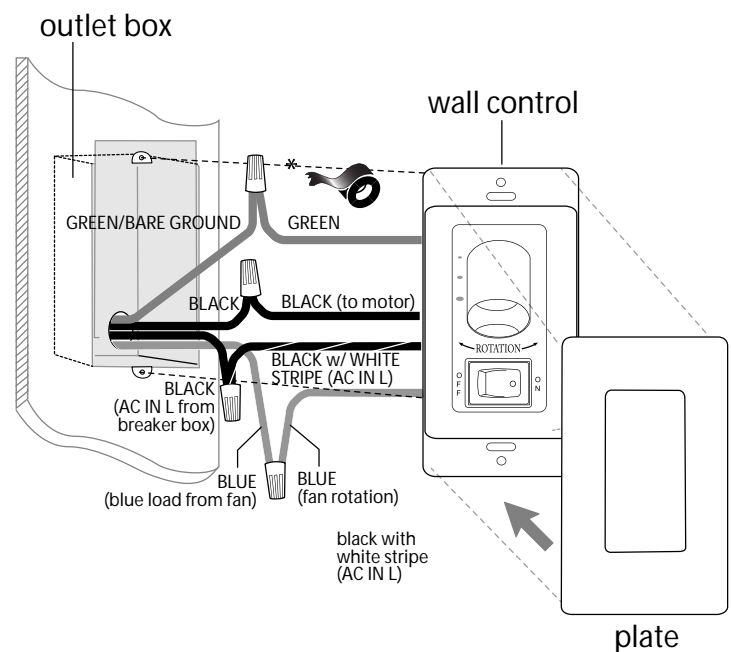


Modifications not approved by the party responsible for compliance could void the user's authority to operate the equipment.

\*NOTE: 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 an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.



## 6. 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.

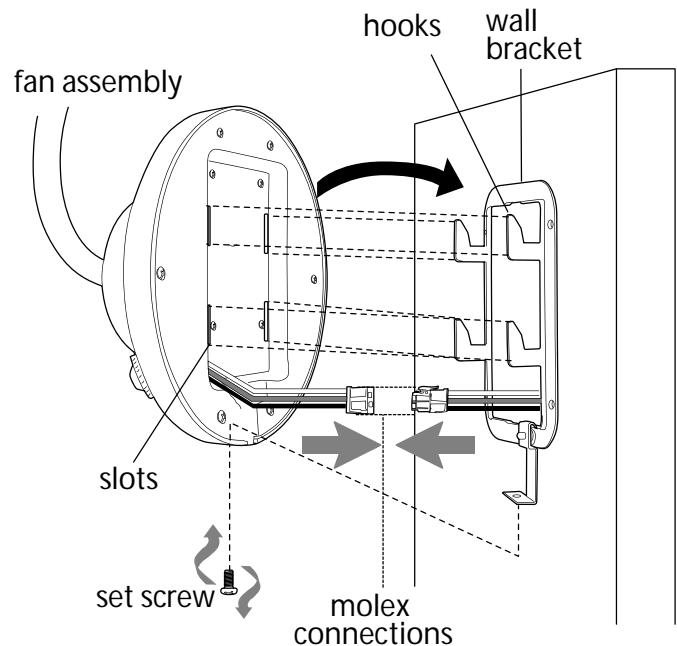
Remove set screw at bottom of fan assembly. With the wall bracket secured to the wall and able to support the fan, you are now ready to hang the fan.

Connect 4-wire plug from inside of fan assembly to 4-wire plug from wall. Be sure molex connections snap together securely.

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.

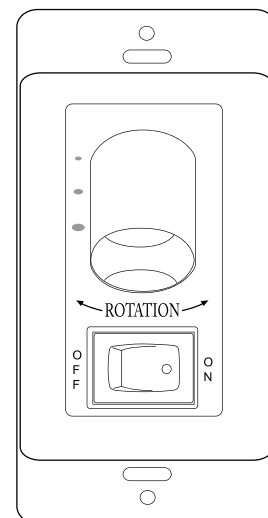
Replace set screw at bottom of wall bracket--**be sure to securely tighten set screw.**



## 7. Wall Control Operation.

- - turns fan to LOW speed
- - turns fan to MEDIUM speed
- - turns fan to HIGH speed
- (slider switch in lowest position) - fan OFF

**ON/OFF** switch - turns **oscillation** ON/OFF



## 8. Testing Your Fan.

It is recommended that you test fan before finalizing installation. Restore power from circuit box. Test fan speeds with wall control. Start at the OFF position (no blade movement) and try each of the 3 different fan speeds. Test oscillation function with the ON/OFF button.

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. Check to be sure wall control is wired properly.
3. Verify that dial on wall control is set on High (☀), Medium (☁) or Low (☁) speed.
4. Check to be sure that the 4-wire plug is wired properly.
5. Verify that mox connections from the fan to the wall are connected properly.

***Problem:*** Fan fails to oscillate.

***Solutions:***

1. Check power to wall switch.
2. Verify that button on wall control 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™ LIFETIME LIMITED WARRANTY:

CRAFTMADE warrants this fan to the original household purchaser for indoor use under the following provisions:  
1-YEAR WARRANTY: CRAFTMADE will replace or repair any fan which has faulty performance due to a defect in material or workmanship. Contact Craftmade Customer Service at **1-800-486-4892** to arrange for return of fan. Return fan, shipping prepaid, to Craftmade. We will repair or ship you a replacement fan, and we will pay the return shipping cost.

5-YEAR WARRANTY: CRAFTMADE 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 Industries. We will repair or ship purchaser a replacement motor and Craftmade will pay the return shipping cost.

6-YEAR to LIFETIME LIMITED WARRANTY: CRAFTMADE 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 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 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 3.

Craftmade Customer Support:

**1-800-486-4892**

[www.craftmade.com](http://www.craftmade.com)

# CRAFTMADE™