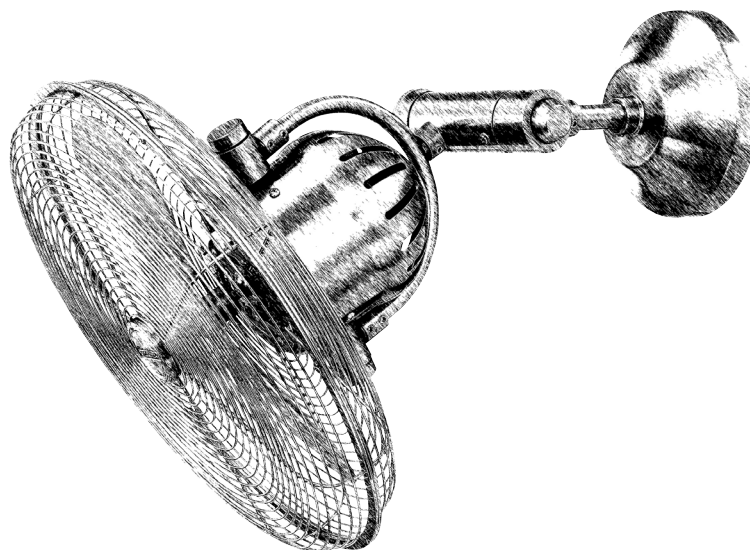


# CRAFTMADE™

READ THESE INSTRUCTIONS AND  
SAVE THEM FOR FUTURE USE



## Bellows IV

# Installation Guide

For Model:  
**BW414**

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**Intertek**  
3170356

APPROVED FOR USE  
IN DAMP LOCATIONS

net weight of fan: 14.52 lb (6.6 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 support joist on which the fan will be installed must be securely mounted and capable of supporting at least 35 pounds (16 kilograms). The support joist 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 serious bodily injury, DO NOT use power tools to assemble any part of the fan, including the blades.

**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 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.**

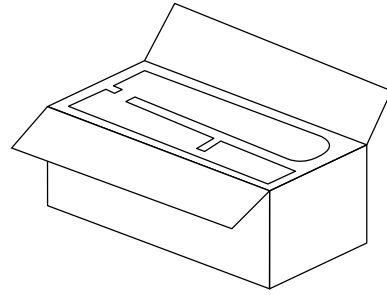
Distributed by: Craftmade, 3901 South 20th Avenue, DFW Airport, TX, 75261; 1-800-486-4892

**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

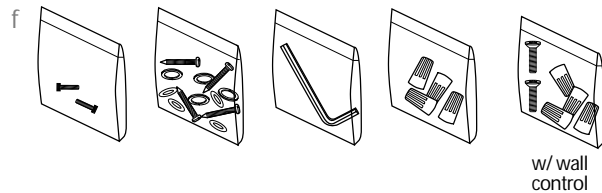
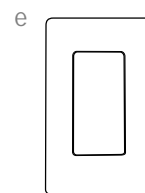
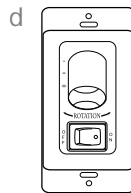
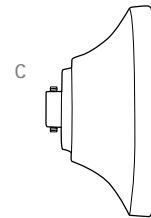
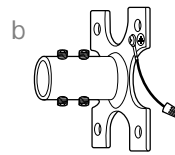
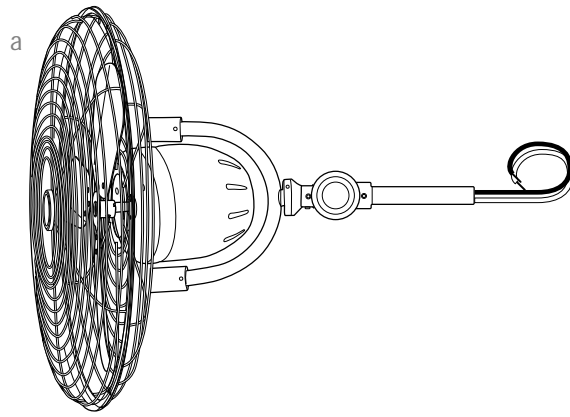
**b.** wall bracket. 1 piece

**c.** canopy. 1 piece

**d.** wall control. 1 piece

**e.** plate. 1 piece

**f.** hardware packs



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

### 3. Installation Preparation.

Determine the approximate position where you want the fan to be located on the wall. **Note:** To prevent personal injury and damage, this fan must be mounted at least 7 feet (2.13m) from the floor.

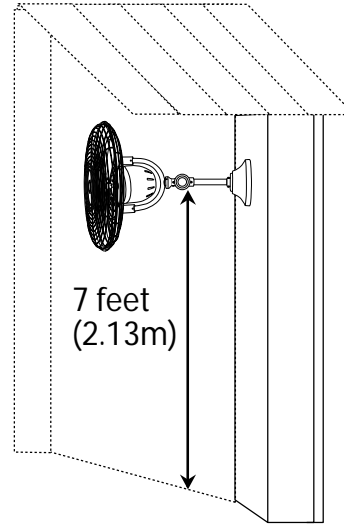
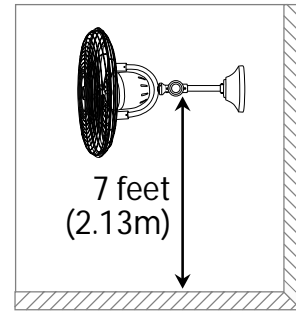
**This fan can only be mounted on an INDOOR wall or on an ENCLOSED porch or ENCLOSED patio wall.**

**NOTE:** Ensure there is an electrical source near the approximate location, such as an outlet box or an electrical outlet.

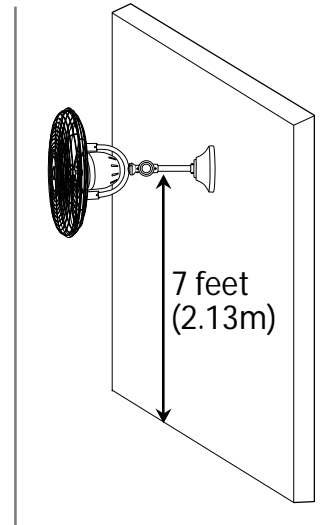
**CAUTION:** If you are going to attach the fan to a wood stud or wood post, the stud or wood post must be wide enough and thick enough to sustain the wall bracket and the weight of the fan.

**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. Wall Bracket Installation.

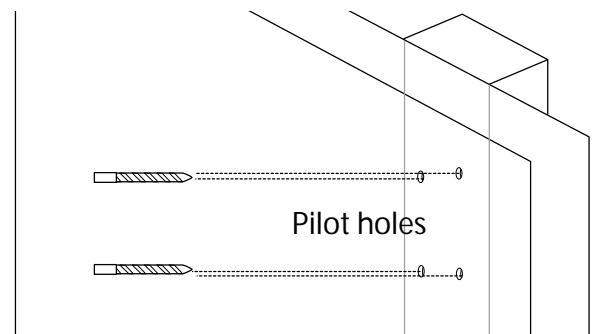
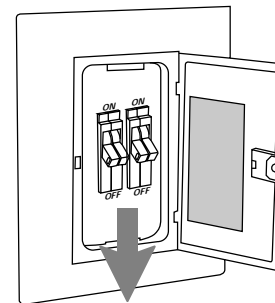
Turn off circuit breakers to current fixture from breaker panel and be sure operating light switch is turned to the OFF position.

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

You MUST use **ALL FOUR** holes in wall bracket when installing wall bracket. Position the wall bracket at desired installation spot and mark 4 hole locations.

Drill 4 **pilot holes** over hole locations marked onto mounting surface.

**[“Wall Bracket Installation” continued on next page.]**

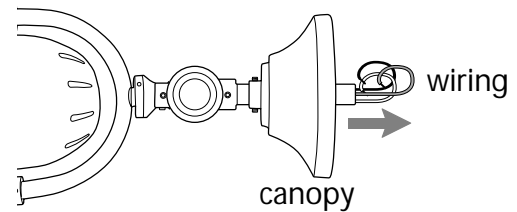
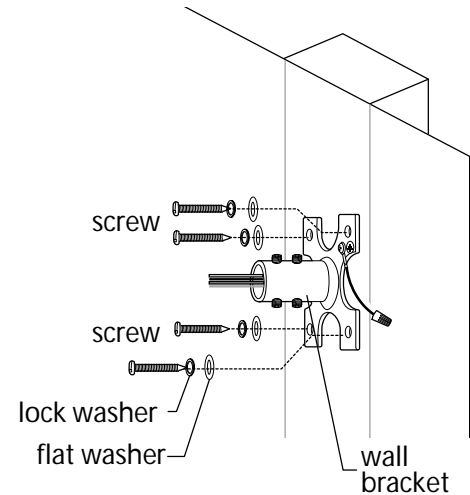


## 4. Wall Bracket Installation. (cont.)

Thread electrical wires from wall through the opening in the middle of the wall bracket. Position wall bracket over pilot holes and insert a lock washer, a flat washer and a screw (provided in hardware pack) into each hole. Tighten all screws securely with a Phillips screwdriver.

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

Thread electrical wires through the canopy. Pull extra wire slack completely through the canopy.



## 5. Wiring.

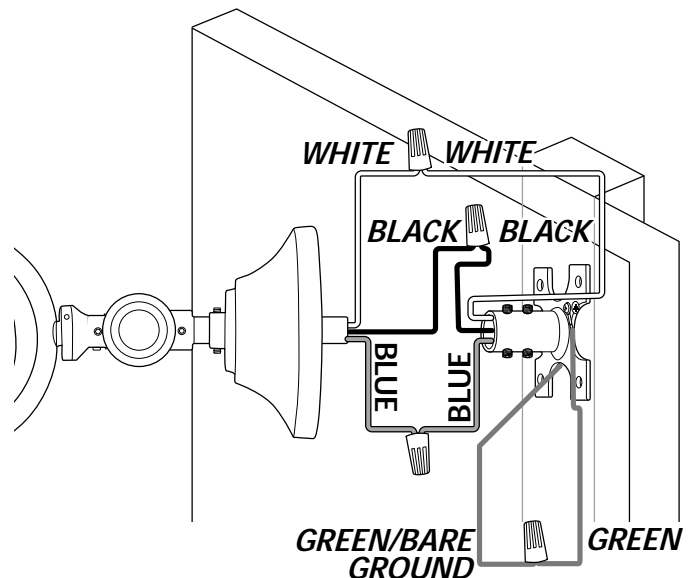
*Make sure all electrical connections comply with Local Codes or Ordinances and the National Electrical Code (or the Canadian Electric Code). If you are unfamiliar with electrical wiring or if the house/building wires are different colors than those referred to below, please use a qualified electrician.*

Connect **GROUND (GREEN)** wire from wall bracket to **BARE/ GREEN** wire from wall with wire connector provided.

Connect **WHITE** wire from fan assembly to **WHITE** wire from wall with wire connector provided.

Connect **BLACK** wire from fan assembly to **BLACK** wire from wall with wire connector provided.

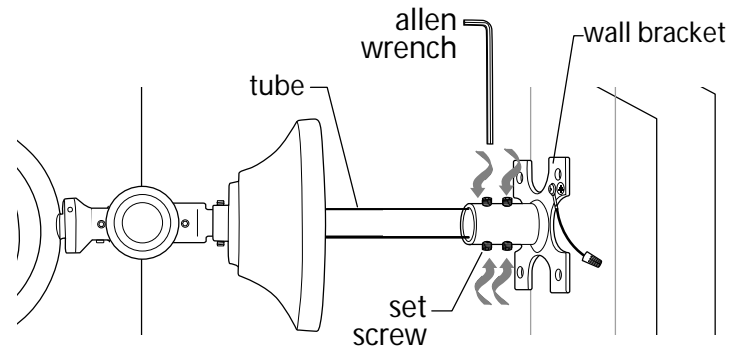
Connect **BLUE** wire from fan assembly to **BLUE** wire from wall with wire connector provided.



## 6. Fan Assembly.

Secure fan to wall bracket by inserting the tube into the wall bracket. Then, tighten the four set screws on the wall bracket with the Allen wrench provided in one of the hardware packs.

Slide canopy to wall bracket and tighten set screws on canopy with the Allen wrench.



## 7. Wall Control Wiring.

**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:**

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

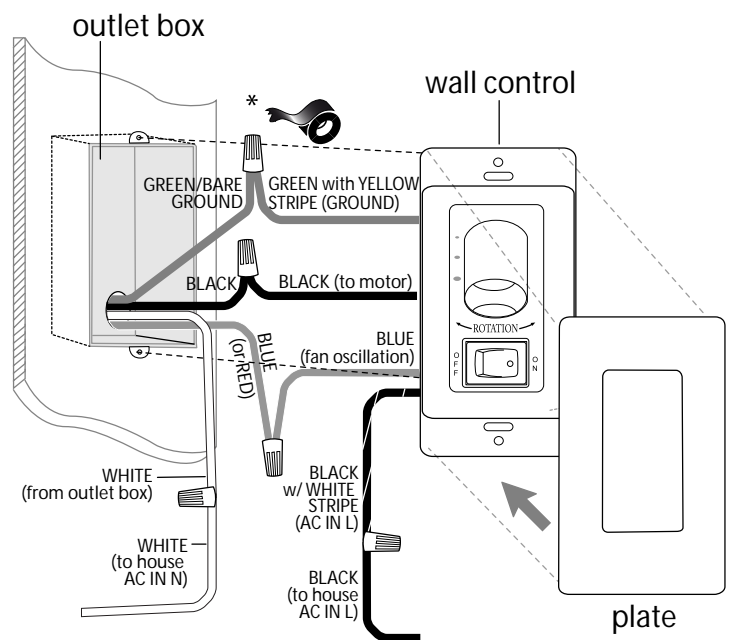
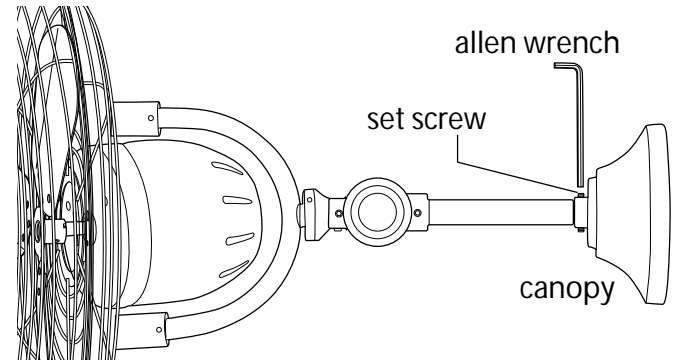
Connect **BLACK** wire with **WHITE STRIPE** from wall control to **BLACK** wire from house (AC IN L).

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

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

Connect **WHITE** wire from outlet box to **WHITE** wire from house (AC IN N).

Attach wall control to electrical 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:

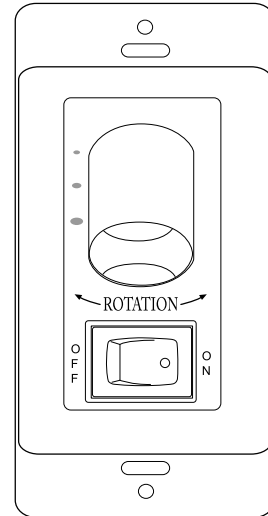
- \* Reorient or relocate the receiving antenna.
- \* Increase the separation between the equipment and receiver.
- \* Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

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

## 8. 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



## 9. Testing Your Fan.

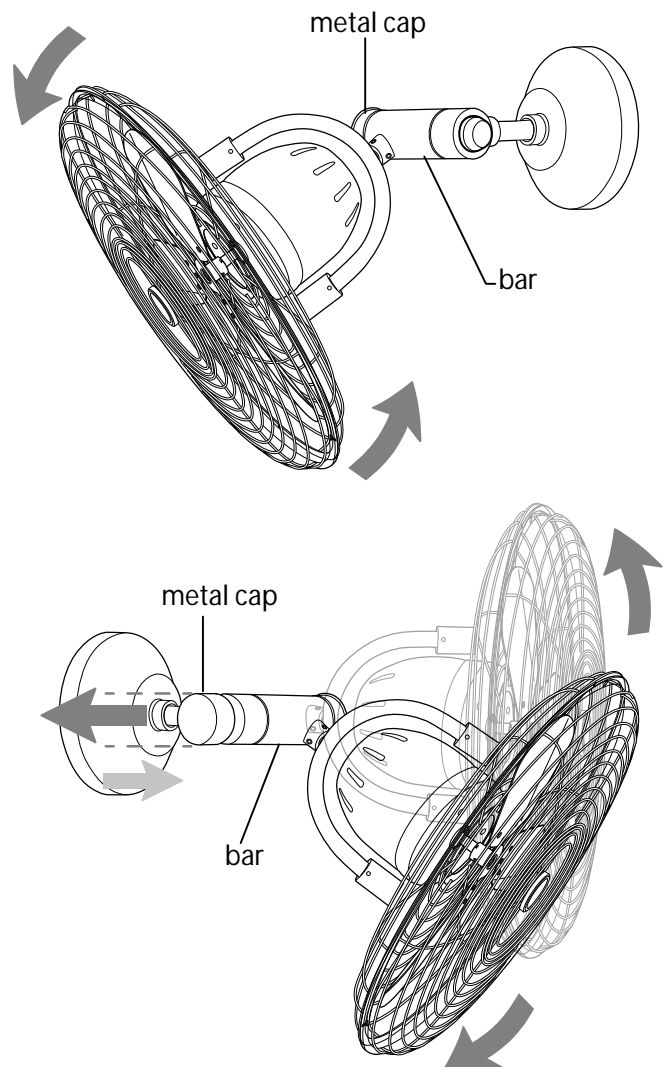
It is recommended that you test fan before finalizing installation. Restore power from circuit box. Test fan speeds with wall control. Start at the OFF position (no blade movement) and try each of the 3 different fan speeds. Test oscillation function with the ON/OFF button.

The tilt angle of the fan may be adjusted up or down.

**WARNING: To avoid personal injury or damage to the fan, the fan MUST BE TURNED OFF before adjusting the tilt angle of the fan up or down.**

Locate the metal cap on the end of the bar that holds the fan motor. Pull out on the metal cap and then move the fan gently up or down. Once you have decided on the angle of the fan, release the metal cap.

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 slider switch on wall control is set on High (●), Medium (◐) or Low (◑) speed.
4. Verify 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.

## 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)

## Warranty.

CRAFTMADE LIMITED LIFETIME WARRANTY:

CRAFTMADE warrants this fan for use as intended under the following provision: CRAFTMADE will replace any fan which has faulty performance due to a defect in material or workmanship or fails to operate satisfactorily when failure results from normal use. Contact Craftmade Customer Service at **1-800-486-4892, Option 1** or via email at [customerservice@craftmade.com](mailto:customerservice@craftmade.com).

In the event a product is no longer available, CRAFTMADE will make best efforts to offer a comparable product or credit towards another CRAFTMADE fan.

The purchaser shall be responsible for all costs incurred in the removal and reinstallation.

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. Shades and light bulbs are not covered by this warranty but will be replaced if found broken at time of purchase.

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 or Technical Assistance.

For parts, replacement, technical assistance or additional information, please have the fan model number, name or picture available and contact Craftmade in one of the following ways:

Customer Support:

**1-800-486-4892**, Option 1

Technical Support:

**1-800-486-4892**, Option 2

Email:

[customerservice@craftmade.com](mailto:customerservice@craftmade.com)

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

# CRAFTMADE™