

Canopy Locking System Installation Guide

For Model:

CLS

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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 installation.

1. **READ ALL INSTRUCTIONS AND SAFETY INFORMATION CAREFULLY BEFORE INSTALLING THE ACCESSORY AND SAVE THESE INSTRUCTIONS. BE SURE TO HAVE AVAILABLE ALL SAFETY INSTRUCTIONS FOR THE FAN YOU HAVE INSTALLED.**

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

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 or if the house/building wires are different colors than those referred to in the instructions, please use a qualified electrician.
3. The outlet box and ceiling support joist used must be securely mounted, and capable of supporting at least 35 pounds (15.9 kilograms). The outlet box must be supported directly by the building structure.

WARNING: To reduce the risk of fire, electrical shock, or personal injury, mount to an outlet box marked "Acceptable for Fan Support of 15.9 kg (35 lb) or less," and use the mounting screws provided with the outlet box as well as the two bolt screws and washers included with this accessory. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and will need to be replaced. Consult a qualified electrician if in doubt. [See section 3, page 3 for additional information.]

4. After installation is complete, check that all connections are absolutely secure.

WARNING: To reduce the risk of serious bodily injury, DO NOT use power tools to assemble any part of the canopy locking system (or your fan, including the blades).

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

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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 canopy locking system.

1. Parts Inventory.

a. mounting plate. 1 piece

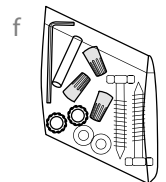
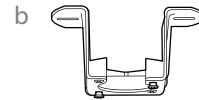
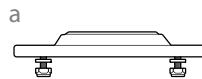
b. hanging bracket (pre-attached to mounting plate). 1 piece

c. hanging ball (pre-attached to hanging bracket). 1 piece

d. canopy (pre-attached to hanging bracket). 1 piece

e. canopy cover (pre-attached to canopy). 1 piece

f. hardware packs



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

2. Installation Preparation.

Installation requires these tools:

Phillips screwdriver, flat-head screwdriver, adjustable pliers or wrench, stepladder.

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.

Remove existing fan from outlet box (refer to fan installation manual if necessary).

WARNING: Be sure the existing outlet box is securely attached to the building structure and can support the full weight of the fan. Ensure outlet box is clearly marked "Suitable for Fan Support of 15.9 kg (35lb) or less" and use mounting screws provided with the outlet box as well as the two bolt screws and all washers included with the accessory. If the outlet box is not marked as stated above, it must be replaced with an approved outlet box. Failure to do so can result in serious injury.

WARNING: If outlet box is not supported by a wood ceiling joist, **YOU MUST MAKE SURE** outlet box is able to support the weight of the fan.

CAUTION: Be sure outlet box is grounded properly and that a ground wire (**GREEN** or bare) is present.

3. Mounting Plate & Hanging Bracket Installation.

Remove hanging ball from existing downrod by loosening set screw on hanging ball. Lower hanging ball and remove stop pin and then slide hanging ball off of the downrod. [Refer to **diagram 1**.] Save downrod for later use.

Remove canopy cover from underside of canopy by turning it to the left (counterclockwise). Grip canopy cover tightly to remove. Locate 2 screws on underside of hanging bracket and partially loosen the screw in the slotted hole. Remove the other screw. Twist canopy to remove. [Refer to **diagram 2**.]

Remove hanging ball from hanging bracket on canopy locking system by removing small screw from both sides of hanging bracket. Save screws for later use. [Refer to **diagram 3**.]

["Mounting Plate & Hanging Bracket Assembly" continued on next page.]

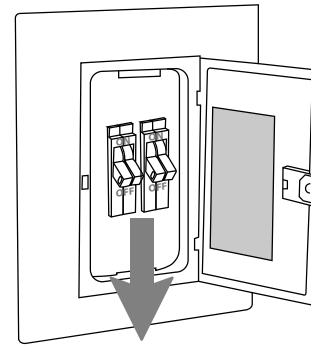


diagram 1

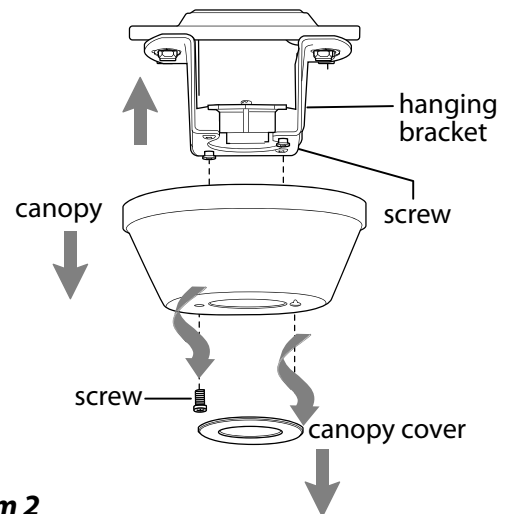
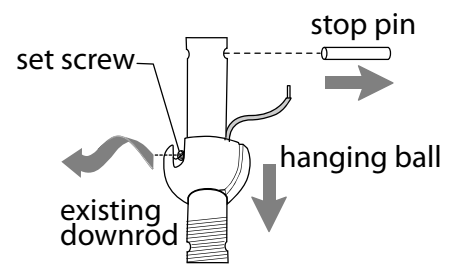


diagram 2

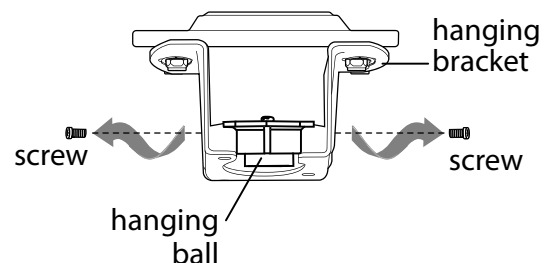


diagram 3

3. Mounting Plate & Hanging Bracket Installation. (cont.)

Remove 2 mounting nuts from underside of mounting plate with pliers. Carefully remove hanging bracket along with lock washers and flat washers. Save for later use. [Refer to **diagram 4**.]

IMPORTANT: Make sure to remove outlet box screws and spring washers are removed from existing outlet box before installing mounting plate.

Locate large bolt screws, lock washers and flat washers in a hardware pack. Install mounting plate to outlet box (and wood ceiling joist, if applicable) with large bolt screws, lock washers and flat washers by aligning 2 holes opposite each other on inner area of mounting plate to corresponding holes *inside* outlet box. Pull electrical wiring from outlet box through center hole in the mounting plate. [Refer to **diagram 5**.]

Attach hanging bracket to mounting plate by replacing flat washers, lock washers and mounting nuts on mounting plate. Arrange electrical wiring around the back of the hanging bracket and away from the hanging bracket opening. [Refer to **diagram 6**.]

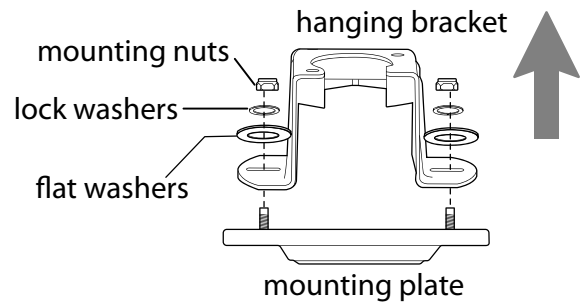


diagram 4

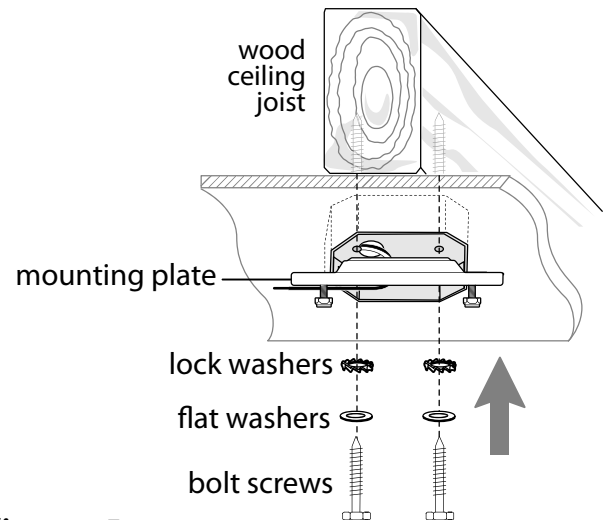


diagram 5

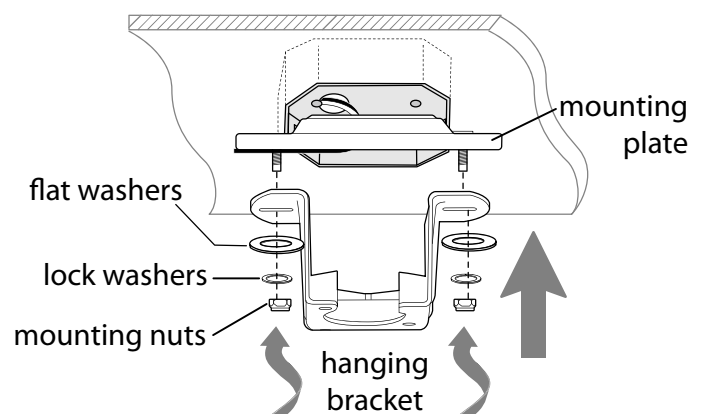


diagram 6

4. Final Installation.

Fan part drawings in Section 4 are representative only.

Thread all fan wiring and safety cable through threaded end of downrod that was previously removed and pull extra wire slack from the upper end of the downrod. [Refer to **diagram 1**.]

Replace downrod into the motor housing yoke and secure (refer to your fan assembly instructions in installation guide).

Slide yoke cover from fan (if applicable) over downrod, followed by canopy cover and canopy from canopy locking system.

Next, thread all fan wiring and safety cable through hanging ball of canopy locking system and then slide hanging ball over downrod. Insert stop pin (provided in hardware pack) into top of downrod and raise hanging ball. Be sure stop pin aligns with slots on the inside of the hanging ball. [Refer to **diagram 2**.]

Locate 2 Allen screws on lower portion of hanging ball. Secure hanging ball to downrod by tightening both Allen screws securely with the Allen wrench provided. [Refer to **diagram 2**.]

WARNING: Failure to tighten Allen screws (on hanging ball) completely could result in the fan becoming loose and possibly falling, which could cause serious injury or death.

["Final Installation" continued on next page.]

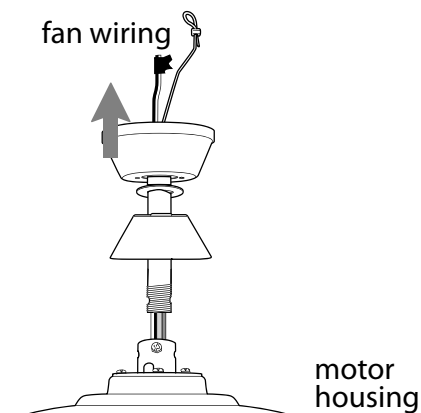


diagram 1

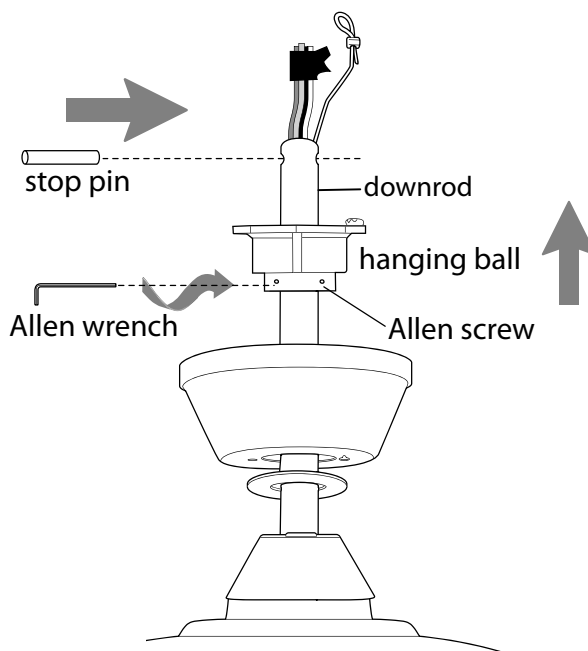


diagram 2

4. Final Installation. (cont.)

With the mounting plate and hanging bracket from the canopy locking system secured to the outlet box and able to support the fan, you are now ready to re-hang your fan. Grab the fan firmly with two hands. Slide downrod through opening in hanging bracket and turn downrod so that straight edges at top of downrod align with the sides on the inside of the hanging bracket and the screw holes at top of hanging ball align with screw holes on sides of hanging bracket. Pull down firmly on the downrod until it sits securely inside the hanging bracket. Secure downrod to hanging bracket by inserting small screws that were previously removed into holes on sides of hanging bracket. Tighten both screws securely. [Refer to **diagram 3**.]

WARNING: Failure to align straight edges at top of downrod with sides of hanging bracket may result in serious injury or death.

Lift canopy to hanging bracket. Place rounded part of slotted hole in canopy over loosened screw in hanging bracket and push up. Twist canopy to lock. Re-insert screw that was previously removed and then tighten both screws securely. Slide canopy cover up to canopy, aligning rounded part of slotted holes in canopy cover with screwheads in bottom of canopy. Turn canopy cover to the right (clockwise) until it stops. [Refer to **diagram 4**.]

Refer to your fan instruction guide for any additional installation instructions that may be necessary for your fan.

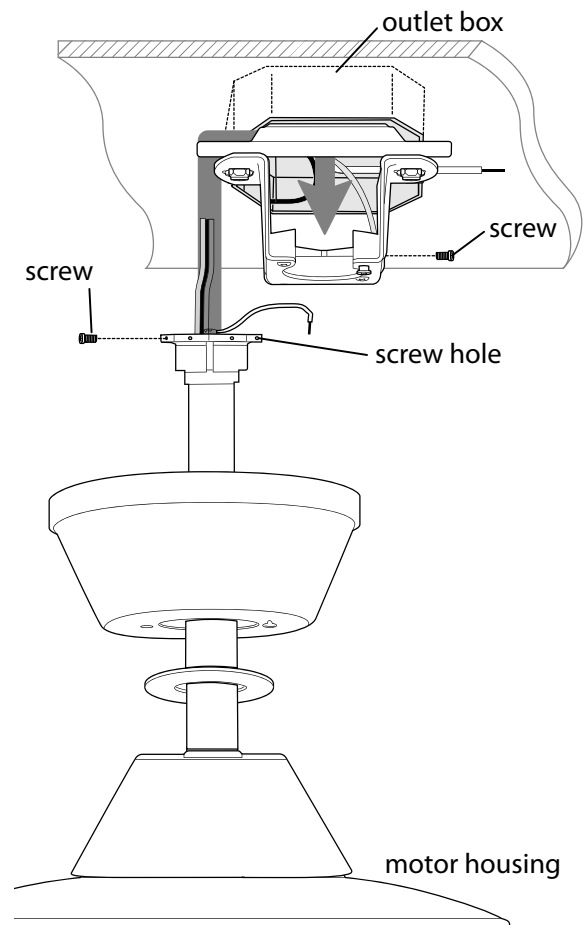


diagram 3

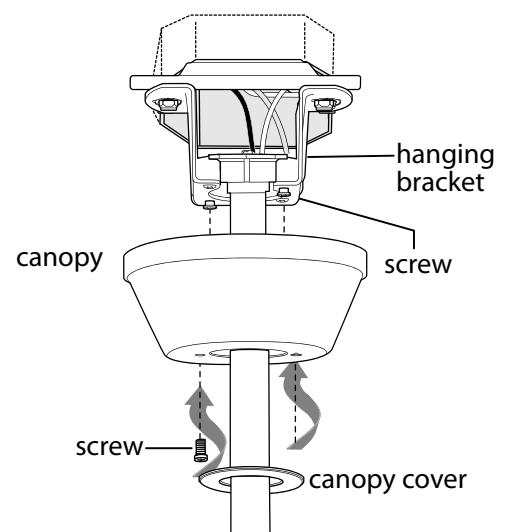


diagram 4

Warranty.

CRAFTMADE™ One-Year Limited Warranty:

CRAFTMADE warrants this accessory to the original household purchaser for indoor use under the following provisions:

1-YEAR WARRANTY: CRAFTMADE will replace or repair any accessory 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 accessory for repair. Return accessory, shipping prepaid, to Craftmade. We will repair the accessory or ship you a replacement, and we will pay the return shipping cost.

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 2.

Craftmade Customer Support:

1-800-486-4892

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