

CRAFTMADE™

READ THESE INSTRUCTIONS AND
AND SAVE THEM FOR FUTURE USE

Inspo

Installation Guide

For Models:

INS54

INS62

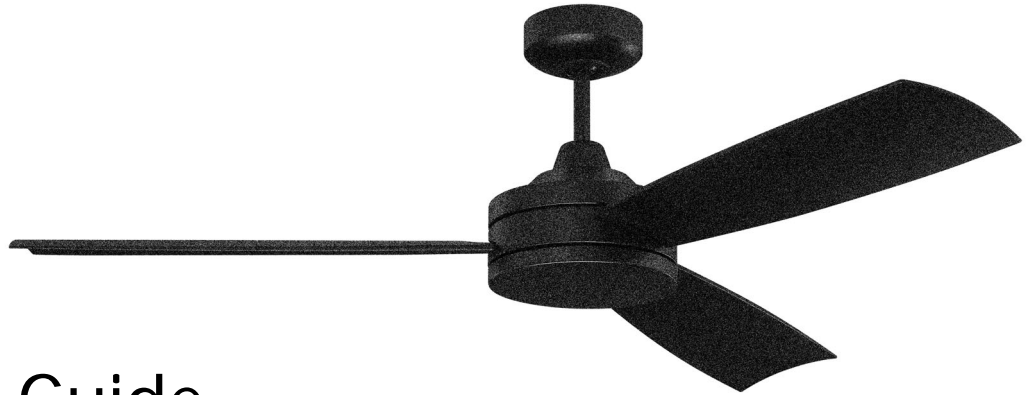


Table of Contents:

Safety Tips. pg. 2

Unpacking Your Fan. pg. 3

Parts Inventory. pg. 3

Installation Preparation. pg. 4

Hanging Bracket Installation. pg. 4

Fan Assembly. pgs. 5 - 6

Wiring. pgs. 6 - 7

Canopy Assembly. pg. 7

Blade Assembly. pg. 8

Final Assembly. pg. 8

Wall Control Operation. pg. 9

Testing Your Fan. pg. 9

Troubleshooting. pg. 10

Warranty. pg. 10

Parts, Replacement or Technical
Assistance. pg. 10



APPROVED FOR
INDOOR USE ONLY

Models:
INS54
INS62BNK3



APPROVED FOR
WET LOCATION ONLY

Models:
INS62FB3
INS62W3

net weight of fan: 17.86 lb (8.1 kg), INS54
19.07 lb (8.65 kg), INS62

PRINTED IN CHINA

SAFETY TIPS.

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

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.
- To reduce the risk of fire, electrical shock, or personal injury, mount to the 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. 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.
- To reduce the risk of fire, electrical shock, or personal injury, wire connectors provided with this fan are designed to accept only one 12 gauge house wire and two lead wires from the fan. If your house wire is larger than 12 gauge or there is more than one house wire to connect to the corresponding fan lead wires, consult an electrician for the proper size wire connectors to use.
- For Models INS62FB3 and INS62W3 only: If using this fan in a WET location, this fan must be connected to a supply circuit that is protected by a Ground Fault Circuit Interrupter (GFCI) to reduce the risk of personal injury, electrical shock or death.
- To reduce the risk of fire or electrical shock, do not use this fan with any solid state speed control device or control fan speed with a full range dimmer switch. [Using a full range dimmer switch to control fan speed will cause a loud humming noise from fan.]
- To reduce the risk of personal injury or damage to the fan and other items, do not bend the blades during assembly or after installation. Do not insert objects into the path of the blades.
- To reduce the risk of serious bodily injury, DO NOT use power tools to assemble any part of the fan, including the blades.
- To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
- This fan MUST be installed with the safety cable provided with the fan. Failure to use the safety cable provided may result in personal injury, damage to the fan or damage to other property.
- 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.**

CAUTION

- To avoid personal injury, the use of gloves may be necessary while handling fan parts with sharp edges.
1. 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.
 2. Make sure you have a location selected for your fan that allows clear space for the blades to rotate, and at least seven (7) feet (2.13 meters) of clearance between the floor and the fan blade tips. The fan should be mounted so that the tips of the blades are at least thirty (30) inches (76 centimeters) from walls or other upright structures.
 3. The outlet box and ceiling support joist used must be securely mounted, and capable of supporting at least 35 pounds (16 kilograms). The outlet box must be supported directly by the building structure. Use only CUL in Canada or UL in USA listed outlet boxes marked "FOR FAN SUPPORT."
 4. Electrical diagrams are for reference only.
 5. After installation is complete, check that all connections are absolutely secure.
 6. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on opposite sides of the outlet box.
 7. Do not operate the reverse switch until the fan has come to a complete stop.
 8. 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.

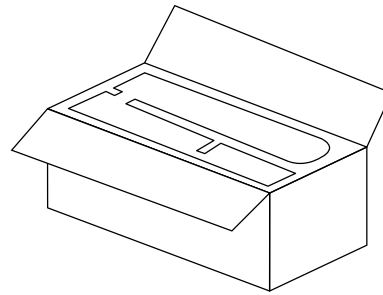
Distributed by: Craftmade, 3901 S. 20th Avenue, DFW Airport, TX, 75261; 1-800-486-4892

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 motor housing 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. canopy. 1 piece

b. downrod and hanging ball. 1 piece

c. hanging bracket. 1 piece

d. yoke cover. 1 piece

e. canopy cover. 1 piece

f. motor housing. 1 piece

g. wall control. 1 piece

h. plate. 1 piece

i. blade plate. 3 pieces

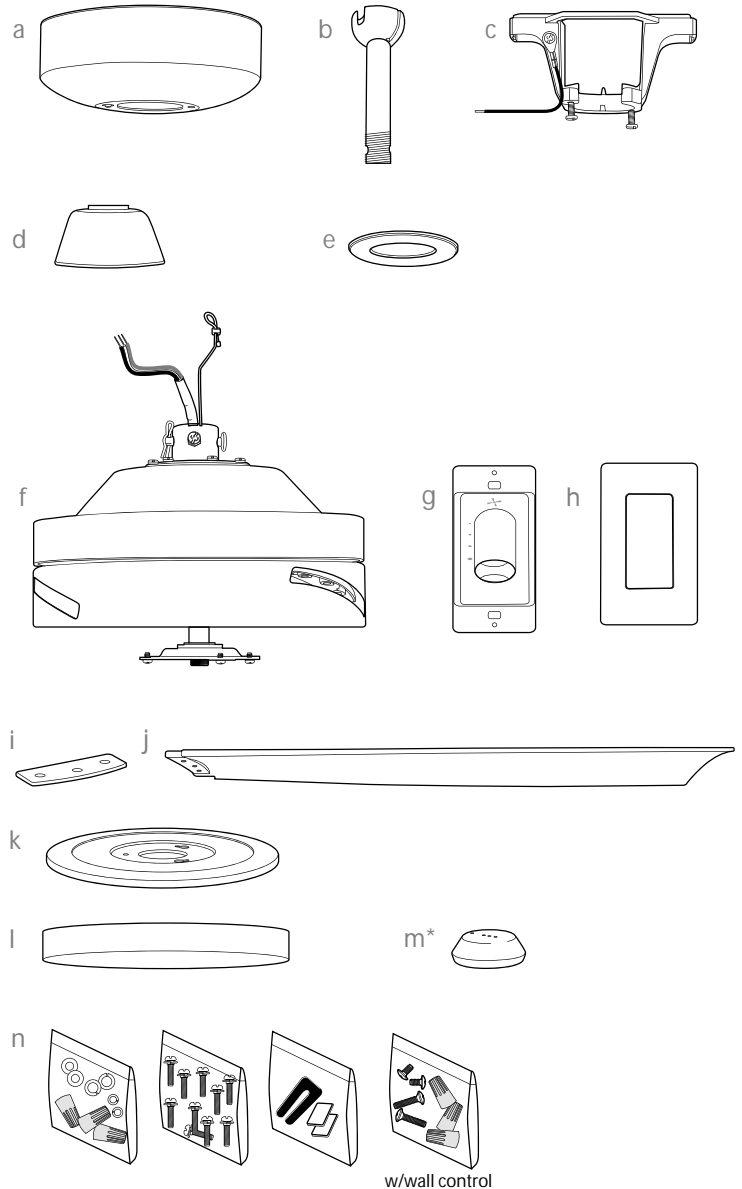
j. blade. 3 pieces

k. fitter plate. 1 piece

l. metal cover. 1 piece

m. weatherproof hanging ball cover. *1 piece

n. hardware packs

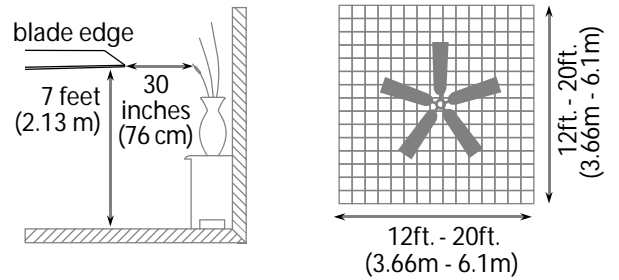


*Included only with Models:
INS62FB3 and INS62W3

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

3. Installation Preparation.

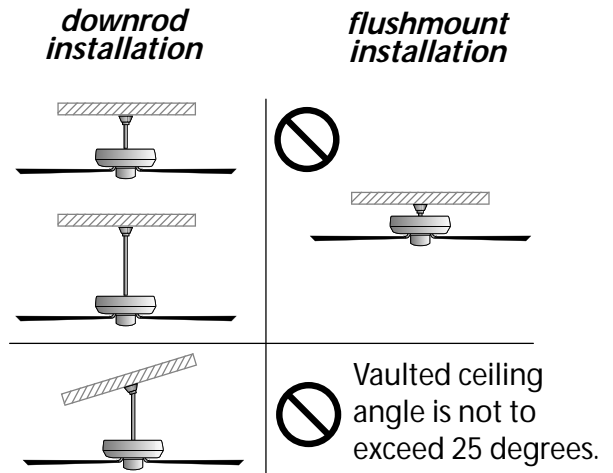
To prevent personal injury and damage, ensure that the hanging location allows the blades a clearance of 7 feet (2.13m) from the floor and 30in. (76cm) from any wall or obstruction. This fan is suitable for room sizes up to 400 square feet (37.2 square meters).



This fan can be mounted with a **downrod** on a regular (no-slope) or vaulted ceiling. The hanging length can be extended by purchasing a longer downrod (0.5in./1.27cm diameter). Other installation, such as **flushmount**, is **NOT** available for this fan.

Installation requires these tools:

Phillips screwdriver, flathead screwdriver, adjustable pliers or wrench, stepladder, wire cutters, and rated electrical tape.



4. Hanging 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.

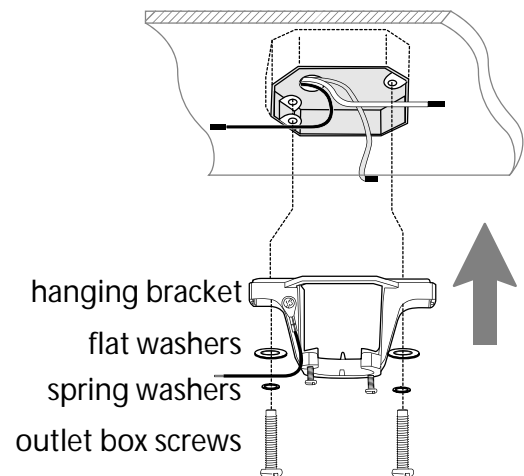
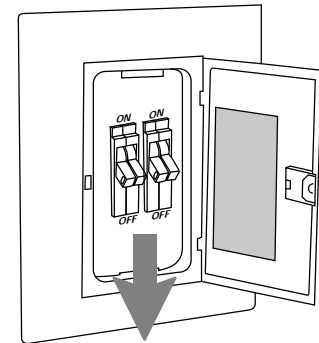
Remove existing fixture.

⚠️ WARNING: When using an existing outlet box, be sure the 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." If not, it must be replaced with an approved outlet box. Failure to do so can result in serious injury.

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

Install hanging bracket to outlet box using original screws, spring washers and flat washers provided with new or original outlet box. *If installing on a vaulted ceiling, face opening of hanging bracket towards high point of ceiling. Arrange electrical wiring around the back of the hanging bracket and away from the hanging bracket opening.

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



5. Fan Assembly.

Remove hanging ball from downrod provided 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.]

Loosen yoke set screws and nut at top of motor housing. Remove pin and clip from motor housing yoke. [Refer to diagram 2.]

Tip: To prepare for threading electrical wires through downrod, apply a small piece of electrical tape to the ends of the electrical wires--this will keep the wires together when threading them through the downrod. [Refer to diagram 2.]

Determine the length of downrod you wish to use. Thread safety cable and electrical wires through threaded end of downrod and pull extra wire slack from the upper end of the downrod. [Refer to diagram 2.]

Thread downrod into the motor housing yoke until holes for pin and clip in downrod align with holes in yoke--**make sure wires do not get twisted**. Re-insert pin and clip that were previously removed. Tighten yoke set screws and nut securely. [Refer to diagram 2.]

Slide yoke cover, canopy cover and canopy over downrod. [Refer to diagram 3.] (**Note:** Canopy cover must be turned with shiny side **toward** motor housing.)

Thread safety cable and wires through hanging ball; then, slide hanging ball over downrod--the top of the downrod should be noted as having a set screw hole; use this hole when setting the set screw. Insert stop pin into top of downrod and raise hanging ball. Be sure stop pin aligns with slots on the inside of the hanging ball. Tighten set screw securely. [Refer to diagram 4.]

⚠ WARNING: Failure to tighten set screw (on hanging ball) completely could result in the fan becoming loose and possibly falling.

Remove electrical tape from electrical wiring and thread each of the wires and the safety cable through a different hole in the weatherproof hanging ball cover. Pull weatherproof hanging ball cover down securely over hanging ball (on downrod). [Refer to diagram 5.]

["Fan Assembly" continued on next page.]

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.

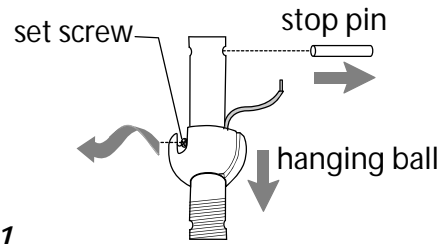


diagram 1

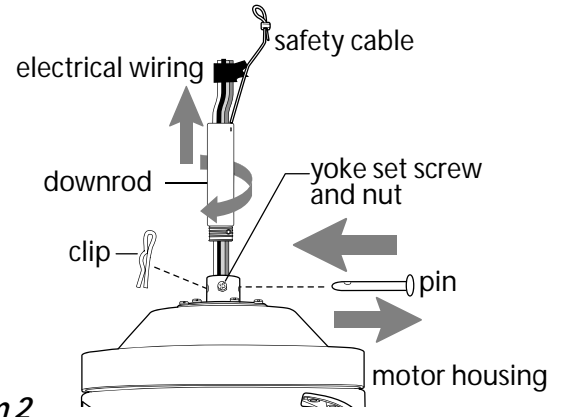


diagram 2

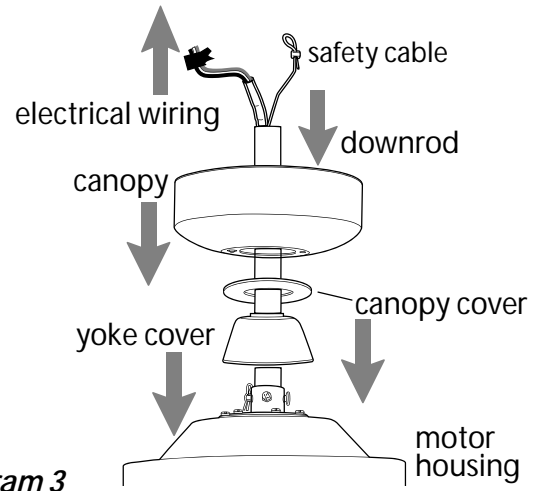


diagram 3

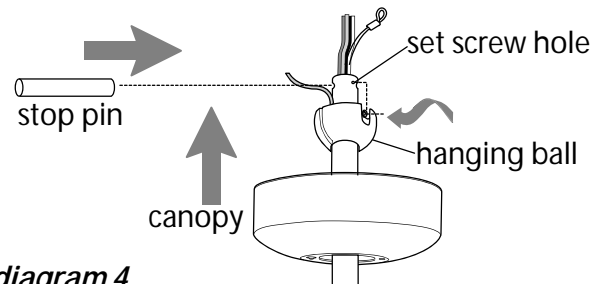


diagram 4

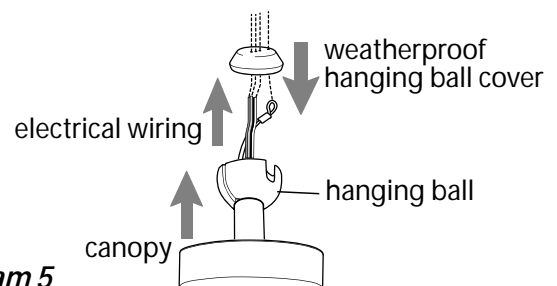


diagram 5

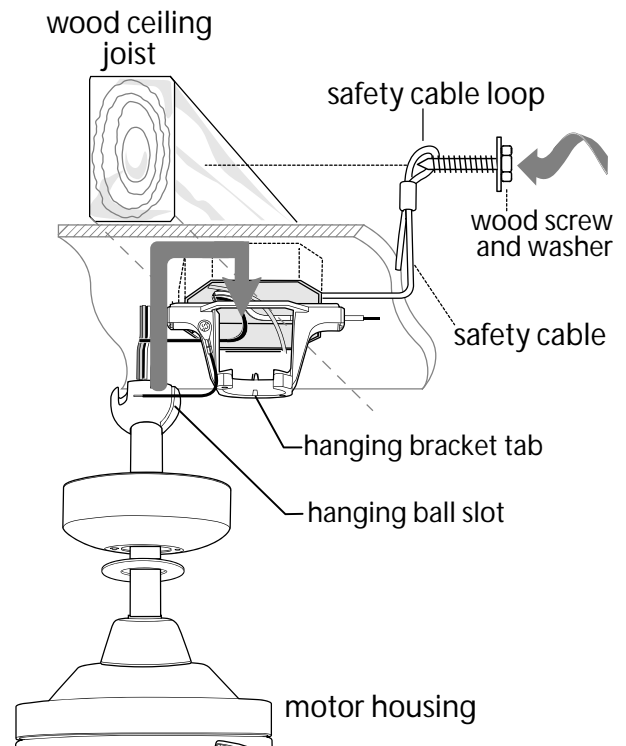
5. Fan Assembly. (cont.)

With the hanging bracket secured to the outlet box and able to support the fan, you are now ready to hang your fan. Grab the fan firmly with two hands. Slide downrod through opening in hanging bracket and let hanging ball rest on the hanging bracket. Turn the hanging ball slot until it lines up with the hanging bracket tab.

⚠ WARNING: Failure to align slot in hanging ball with tab in hanging bracket may result in serious injury or death.

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.

Find a secure attachment point (wood ceiling joist highly recommended) and secure safety cable. It will be necessary to use a heavy duty wood screw, washer and lock washer (not supplied) with the safety cable loop. If necessary, adjust the loop at the end of the safety cable. The loop at the end of the safety cable should just fit over the threads on the wood screw. **Test safety cable by pulling on loose end of cable with pliers. If the safety cable slips, the loop must be adjusted tighter.** Extra cable slack can be left in ceiling area.



6. Wiring.

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

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

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

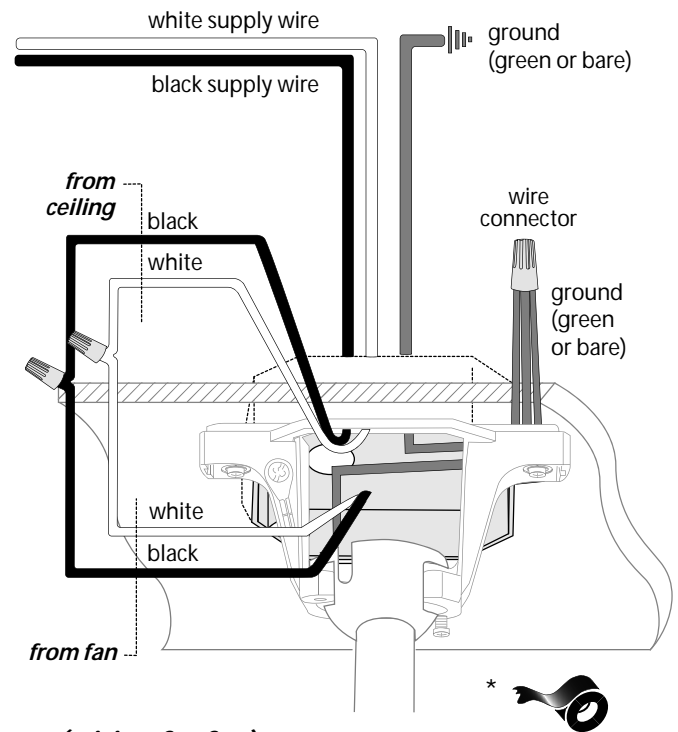
Note: Excess lead wire length from the fan can be cut to the desired length and then stripped.

⚠ WARNING: For Models INS62FB3 and INS62W3 only: If using this fan in a **WET** location, this fan must be connected to a supply circuit that is protected by a Ground Fault Circuit Interrupter (GFCI) to reduce the risk of personal injury, electrical shock or death.

When downrod is secured in place on the hanging bracket, electrical wiring can be made as follows:
 Connect **BLACK** wire from fan to **BLACK** wire from ceiling with wire connector provided.
 Connect **WHITE** wire from fan to **WHITE** wire from ceiling with wire connector provided.
 Connect all **GROUND (GREEN)** wires together from fan to **BARE/GREEN** wire from ceiling with wire connector provided.

* Wrap each wire connector separately with electrical tape as an extra safety measure.

["Wiring" continued on next page.]



6. Wiring. (cont.)

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

⚠ WARNING: CONNECT WIRES IN THE FOLLOWING ORDER ONLY!

Connect **GREEN** wire *with YELLOW STRIPE* (ground) from wall control to ground from house or directly to one of the screws from the outlet box.

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

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

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

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.

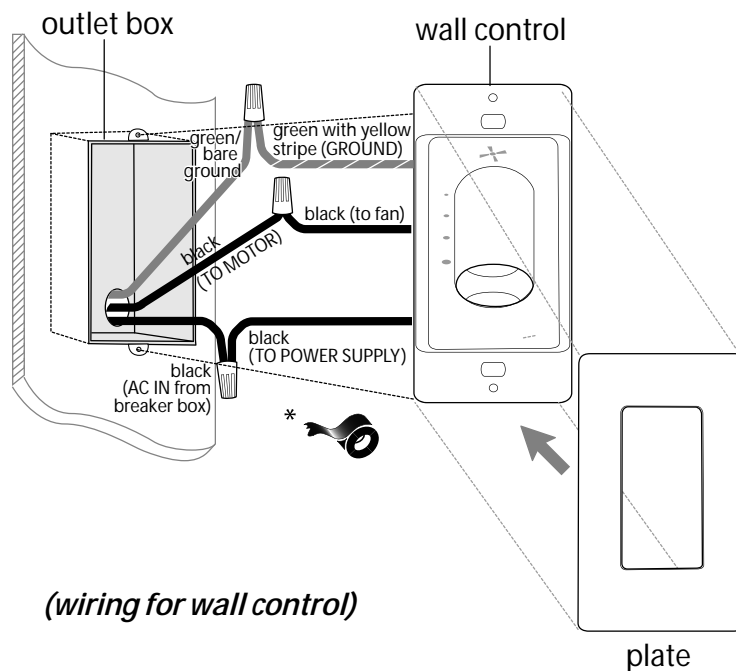
⚠ WARNING: If installing the wall control outdoors (Models [INS62FB3](#) and [INS62W3](#) only), to avoid direct contact with water, a waterproof protective cover should be used.

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.

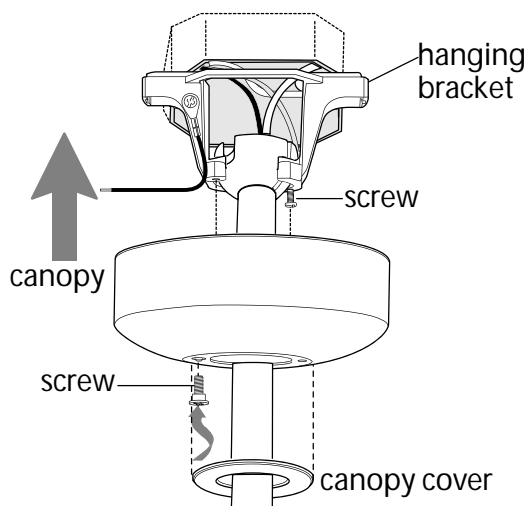
Consult the dealer or an experienced radio/TV technician for help.



7. Canopy Assembly.

Locate 2 screws on underside of hanging bracket and remove screw closest to the open end of the hanging bracket. Partially loosen the other screw. 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 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.

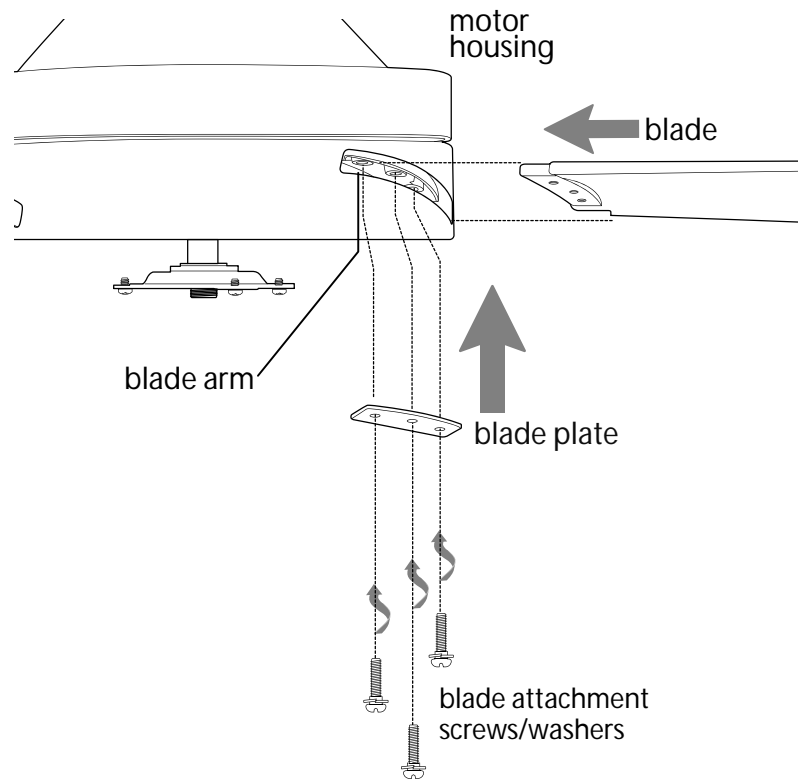


8. Blade Assembly.

⚠ WARNING: To reduce the risk of serious bodily injury, DO NOT use power tools to assemble the blades. If screws are overtightened, blades may crack and break.

Locate 3 blade plates and 9 blade attachment screws/washers in hardware packs. Slide blade through one of the narrow, rectangular openings on motor housing, aligning holes in blade with holes in blade arm (*located on the underside of the motor housing*)--refer to drawing at right. Hold 1 blade plate up to a blade, placing the flat side of the blade plate against the blade, and align holes *as shown*. [**IMPORTANT:** Be sure to install blade with *ridged side* facing UP and *smooth side* facing the FLOOR.] Insert 3 blade attachment screws/washers with fingers first and then tighten screws securely with a Phillips screwdriver. Repeat procedure for remaining blades.

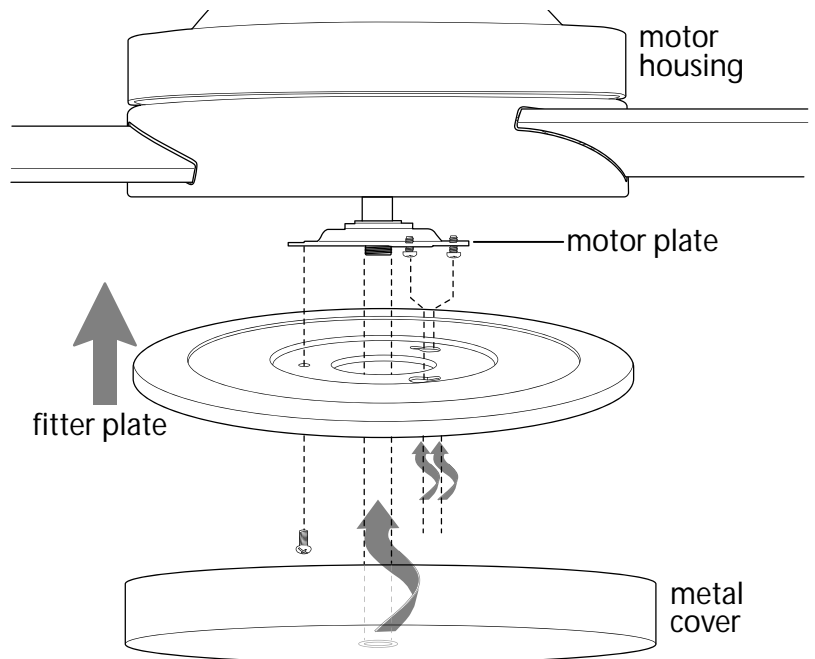
NOTE: Tighten blade attachment screws twice a year.



9. Final Assembly.

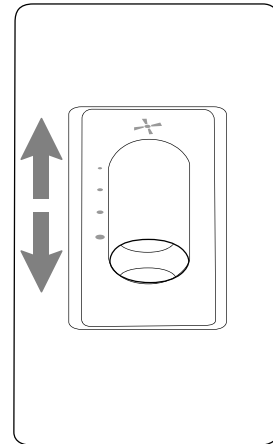
Remove 1 screw from motor plate on underside of motor housing and partially loosen the other 2 screws. Align slotted holes in fitter plate with loosened screws in motor plate. Twist fitter plate to lock. Re-insert screw that was previously removed and securely tighten all 3 screws with a Phillips screwdriver.

Align hole inside metal cover with threaded rod located in center of motor plate. Tighten metal cover completely to secure.



10. Wall Control Operation.

- - turns fan to LOW speed
- - turns fan to MEDIUM speed
- - turns fan to MEDIUM-HIGH speed
- - turns fan to HIGH speed
- - turns fan OFF



11. 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 4 different fan speeds.

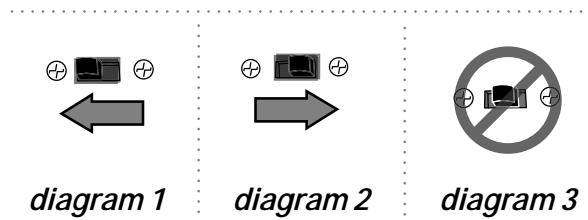
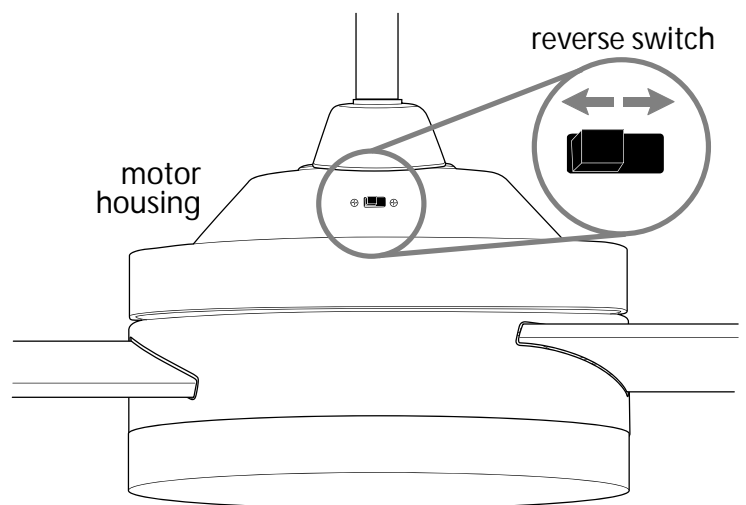
If fan does not function properly, please refer to "Troubleshooting" section to solve any issues before contacting Customer Service.

Turn fan completely off *before* moving the reverse switch, located at the top of the motor housing. Set reverse switch to recirculate air depending on the season:

- LEFT position in summer (*diagram 1*)
- RIGHT position in winter (*diagram 2*)

A ceiling fan will allow you to raise your thermostat setting in summer and lower your thermostat setting in winter without feeling a difference in your comfort.

IMPORTANT: Reverse switch must be set either *completely to the LEFT* or *completely to the RIGHT* for fan to function. If the reverse switch is set in the *middle* position (*diagram 3*), fan will not operate.



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 wall switch to fan/wall control.
2. Check to be sure wall control is wired properly.
3. Check to be sure fan is wired properly.
4. Verify that slider switch for fan is set on High (➔), Medium-High (➔), Medium (➔) or Low (➔) speed.
5. Verify that reverse switch is set completely in either direction.

Problem: Fan wobbles.

Solutions:

1. Use the balancing kit in one of the hardware packs. *If no blade balancing kit is provided, please call Customer Support, at 1-800-486-4892, to request one.*
2. Check to be sure set screw(s) on motor housing yoke is (are) tightened securely.
3. Check to be sure set screw on hanging ball is tightened securely.

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**.

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

www.craftmade.com

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