



Foremost in Fans™

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**Nevis  
52in (1.32m) Ceiling Fan  
Owner's Manual**

**Menards SKU 355-1857**



**READ AND SAVE THESE INSTRUCTIONS**

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# Safety Rules – Read and Save These Instructions

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. All wiring must be in accordance with the National Electrical Code “ANSI/NFPA 70-1999” and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. **WARNING:** To reduce the risk of electrical shock or fire, do not use this fan with any solid-state fan speed control device. It will permanently damage the electronic circuitry.
4. **CAUTION:** To reduce the risk of personal injury, use only the screws provided with the outlet box.
5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 35 pounds, Use only UL Listed outlet boxes marked “FOR FAN SUPPORT.”
6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.
7. Avoid placing objects in path of the blades.
8. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
9. 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.
10. 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 one side of the outlet box and ungrounded conductor on the other side of the outlet box.
11. All set screws must be checked and retightened where necessary before installation.

 **Warning: To reduce the risk of fire, electric shock or personal injury, mount fan to outlet box marked acceptable for fan support with the screws provided with the outlet box.**

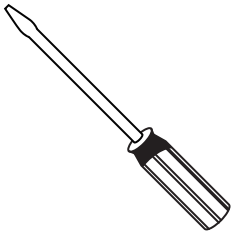
 **Warning: To reduce the risk of personal injury, do not bend the blade arms (also referred to as flanges), when installing the brackets, balancing the blades or cleaning the fan. Do not insert foreign objects in – between rotating fan blades.**

 **Warning: To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked "acceptable for fan support of 22.7 kg (50 lbs.) or less" and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of light fixtures are not acceptable for fan support and may need to be replaced. Due to the complexity of the installation of this fan, a qualified licensed electrician is strongly recommended.**

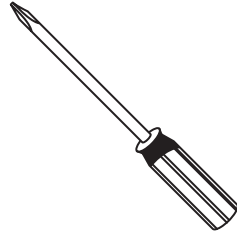
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## To Begin/Tools Needed (Not Supplied)

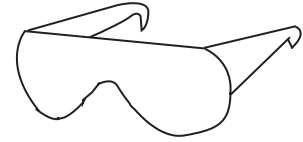
### Required



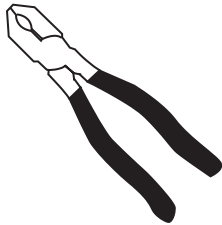
Flathead  
Screwdriver



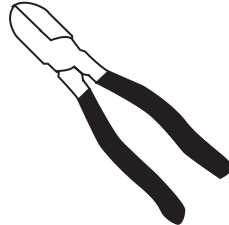
Phillips  
Screwdriver



Safety Glasses



Pliers



Wire Cutters

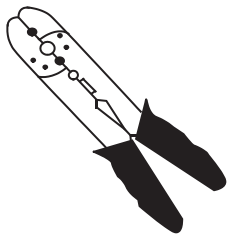


Electrical Tape

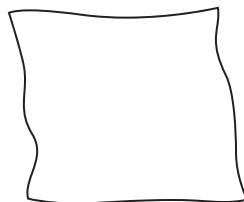


Step Ladder

### Helpful



Wire Strippers

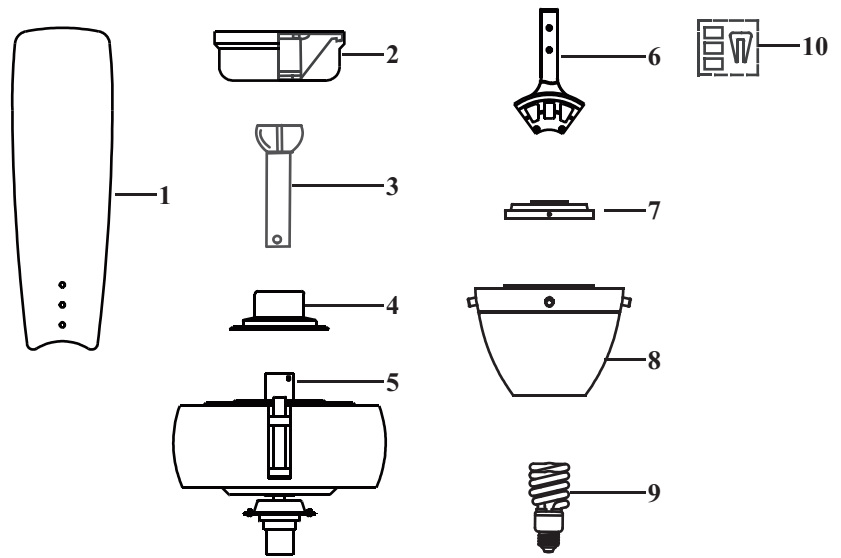


Soft Cloth

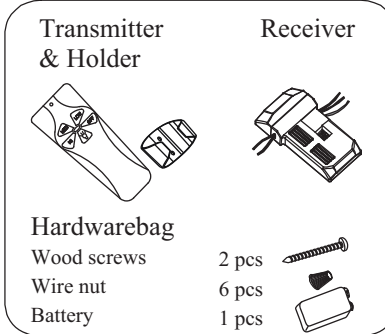
# Unpacking Your Fan

Unpack and inspect fan carefully to be certain all contents are included.

1. Set of blades (5)
2. Canopy assembly
3. Ball/4.5" downrod assembly
4. Coupling cover
5. Fan motor assembly
6. Blade arms (5)
7. Mounting plate
8. Shade assembly
9. 13 Watt compact fluorescent bulb
10. Balance kit



### Remote Control



### Hardware bag

Wood Screw	2 pcs	
Mounting Screws	2 pcs	
Star Washer	2 pcs	
Spring Washer	2 pcs	
Blade Screw	16 pcs	
Fiber Washer	16 pcs	
Wire nut	4 pcs	
Flat Washer	2 pcs	

# Installing Your Fan

**Figure 1**

Turn off power at breaker box to avoid possible electrical shock. (Fig. 1)

**Figure 2**

Use metal outlet box (sold separately) suitable for fan support. Secure outlet box directly to the building structure using wood screws (included). Outlet box must support 35 lbs min. (Fig. 2)

**Figure 3**

Install mounting bracket to Outlet box in ceiling using washers and the mounting screws provided in the hardware bag. (Fig. 3)

## Disassemble the Canopy Assembly

1. Remove the decorative canopy bottom cover from the canopy by turning the cover counter clockwise. (Figure 4)
2. Remove the mounting bracket from the canopy by removing the 1 of 2 screws from the bottom of the mounting bracket and loosening the other one a half turn from the screw head. Next, turn the canopy counter clockwise to remove the canopy cover from the canopy. (Figure 4)

**Warning:** Do not use the existing mounting bracket in the outlet box, replace it with new mounting bracket.

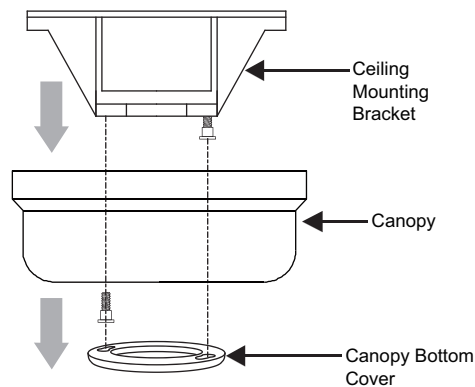


Figure 4

## Hanging the Fan

**REMEMBER** to turn off the power. Follow the steps below to hang your fan properly.

1. Remove the clevis pin, cotter pin and set screws from the top of the motor assembly. (Figure 5)
2. Route wires exiting from the top of the fan motor through the coupling cover, canopy cover, canopy and then through the ball/downrod. (Figure 5)

**NOTE:** if a longer downrod (not included) is needed, take out the screw located in the hanger ball, lower the hanger ball and remove the pin, remove all 3 pieces from the downrod and assemble them onto the new longer downrod before proceeding step 2.

3. Align the holes at the bottom of the downrod with the holes in the coupling on top of the motor housing (Figure 5). Carefully insert the clevis pin through the holes in the collar and downrod. Be careful not to jam the clevis pin against the wiring inside the downrod. Insert the cotter pin through the hole near the end of the clevis pin until it snaps into its locked position, as noted in the circle inset of Fig. 5.

**Warning:** Failure to properly install cotter pin as noted in step 5 could result in fan loosening and possibly falling.

4. Tighten two set screws at top of the fan motor collar firmly and evenly. (Fig. 5)
5. Carefully lift the fan assembly up to the ceiling mounting bracket and seat the hanger ball in the mounting bracket socket. Make sure the tab on the mounting bracket socket is properly seated in the groove in the hanger ball (Figure 6). This will help to balance the ceiling fan.

**Warning:** The tab in the ring must rest in the groove of the hanger ball as figure 6. Failure to properly seat the tab in the groove could cause damage to wiring.

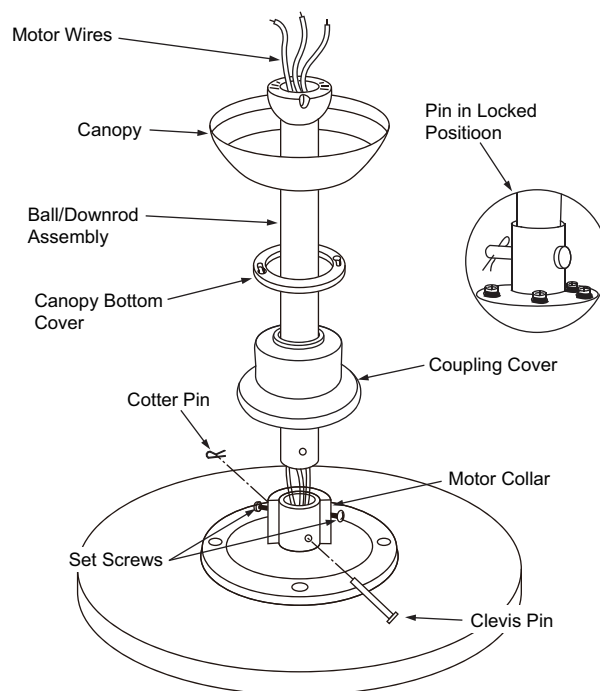


Figure 5

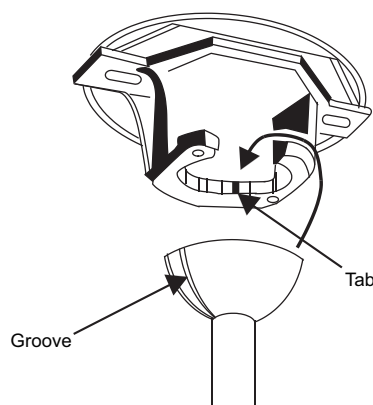


Figure 6

# Making the Electrical Connections

**Warning:** To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

If you feel you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

Follow the steps below to connect the fan to your household wiring. Use the wire nuts supplied with your fan. Secure the wire nuts with electrical tape. Make sure there are no loose strands or connections.

1. This remote control unit is equipped with 16 code combinations to prevent possible interference from or to other remote units. The frequency switches on your receiver and transmitter have been preset at the factory. Please recheck to make sure the switches on the transmitter and the receiver are set to the same position, any combination of settings will operate the fan as long as the transmitter and receiver are set to the same position. (Fig. 7)

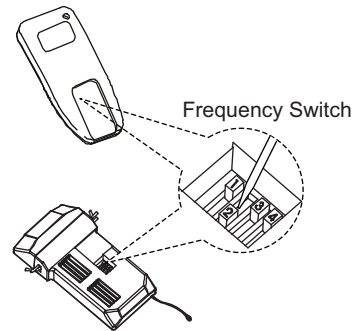


Figure 7

2. Insert the receiver into the mounting bracket with the flat side of the receiver facing the ceiling. (Fig. 8)

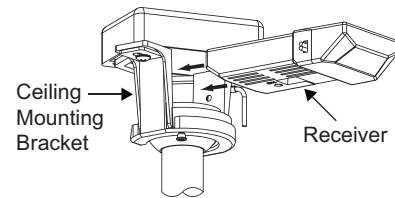


Figure 8

3. Motor to receiver electrical connections: Connect the black wire from the fan to black wire marked "TO MOTOR L". Connect the white wire from the fan to the white wire marked "TO MOTOR N" from the receiver. Connect the blue wire from the fan to the blue wire marked "For Light" from the receiver. Secure the wire connections with the plastic wire connecting nuts provided. (Fig. 9)

4. Receiver to house supply wires electrical connections: Connect the black (hot) wire from the ceiling to the black wire marked "AC in L" from the receiver. Connect the white (neutral) wire from the ceiling to the white wire marked "AC in N" from the receiver. Secure the wire connections with the plastic wire connecting nuts provided. (Fig. 9)

5. If your outlet box has a ground wire (green or bare copper) connect it to the fan ground wires; otherwise connect the hanging bracket ground wire to the mounting bracket. Secure the wire connection with a plastic nut provided. After connecting the wires spread them apart so that the green and white wires are on one side of the outlet box and black and blue wires are on the other side. Carefully tuck the wire connections up into the outlet box. (Fig. 9)

**Warning:** Fan must be installed at a maximum distance of 20 feet from the transmitting unit for proper signal transmission between the transmitting unit and the fan's receiving unit.

**Caution:** Do not use wall switch with dimmer function.

**Warning:** Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire nuts. Except for the ground wire.

**Warning:** Electrical diagrams are for reference only. Optional use of any light kit shall be UL listed and marked suitable for use with this fan.

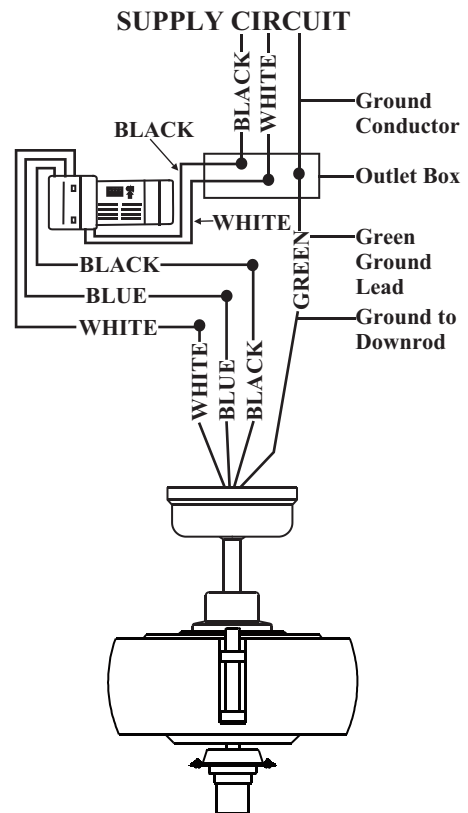


Figure 9

# Finishing the Fan Installation

1. Tuck connections neatly into ceiling outlet box.
2. Slide the canopy up to mounting bracket and place the key hole on the canopy over the screw on the mounting bracket, turn canopy until it locks in place at the narrow section of the key holes. (Fig. 10)
3. Unscrew the screws and washers from the bottom of motor. Align the circular hole on canopy with the remaining hole on the mounting bracket, secure by tightening the two set screws. **Note:** Adjust the canopy screws as necessary until the canopy and canopy cover are snug.

**Warning:** Make sure the tab on the hanging bracket properly sits in the groove in the hanger ball before attaching the canopy to the bracket by turning the housing until it drops into place.

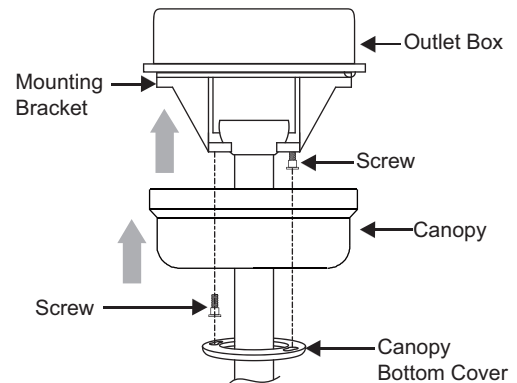


Figure 10

# Attaching the Fan Blades

1. Attach blades to blade arms using three screws and fiber washers (Fig. 11). Start a screw into the blade arm, do not tighten. Repeat for the 2 remaining screws and washers.
2. Tighten each screw securely starting with the center screw. Make sure the blade is straight. Repeat steps for the remaining blades.
3. Fasten the assembled blades to the motor by lining up the slots of the blade arms with the tabs on the motor, then tighten the two screws and washers already installed in the blade arms (Fig. 11).
4. Repeat procedure with remaining blade arms.

**Warning:** To reduce the risk of personal injury, do not bend the blade arms while installing, balancing the blades, or cleaning the fan. Do not insert foreign objects between rotating fan blades.

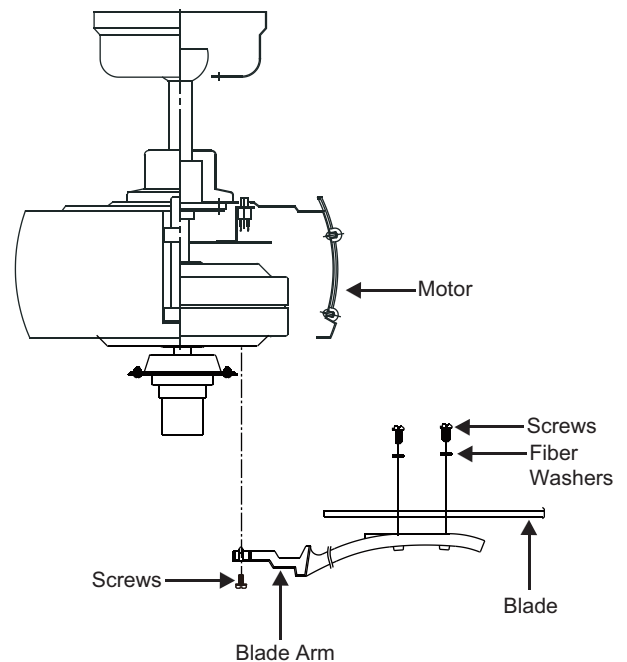


Figure 11

## Blade Balancing

The following procedure should correct most fan wobble. Check after each step.

1. Check that all blade and blade bracket screws are secure.
2. Most fan wobble problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure from a point on the center of each blade to the point on the ceiling. Measure this distance as shown in Figure 12. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. Measurements deviation should be within 1/8". Run the fan for 10 Minutes.
3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable.

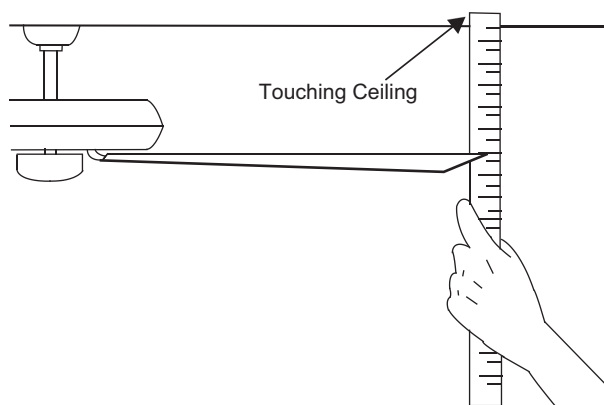


Figure 12

## Attaching the Mounting Plate

1. Remove 1 of 3 screws from the mounting ring and loosen the other 2 screws. (Do not remove)
2. Place the key holes on the mounting plate over the 2 screws previously loosened from the mounting ring, turn mounting plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 13)

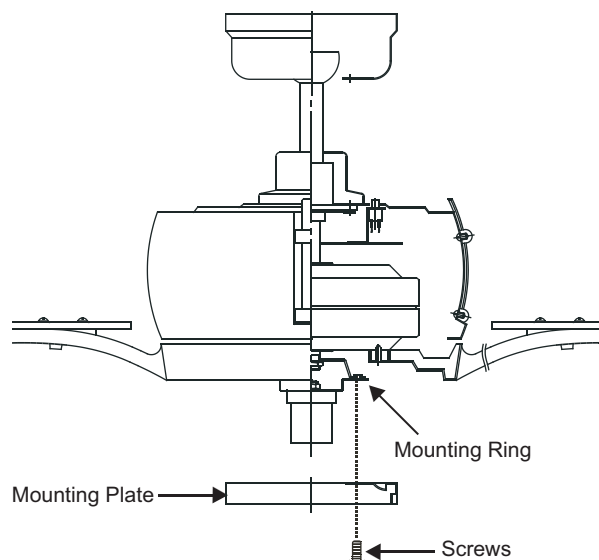


Figure 13

## Installing the Shade Assembly

**⚠ Note: Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at fuse box. Turning power off using the fan switch is not sufficient to prevent electric shock.**

1. Install the light bulb into the light socket on the light kit, use MAX 13W CFL bulb. (Bulb included).
2. Raise the shade assembly up against the mounting plate and secure it to the fan by twisting shade assembly clockwise until the tabs on the shade assembly properly sits in the notches on the mounting plate. **DO NOT OVER TIGHTEN.** (Fig. 14)
3. Restore power and your light kit is ready for operation.

**⚠ Note: CFL bulbs are NOT dimmable.**

**⚠ Note: Light bulbs have no warranty.**

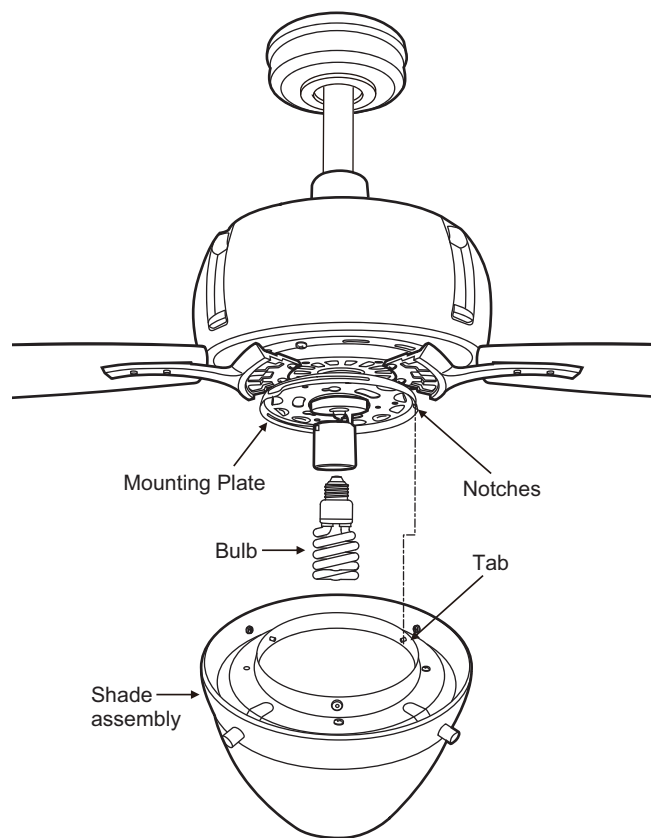


Figure 14

# Operating Your Transmitter

Restore power to ceiling fan and test for proper operation.

Install 9 volt battery (included), to prevent damage to transmitter, remove the battery if not used for long periods. (Figure 15)

A. LOW, MED and HI buttons:

These three buttons are used to set the fan speed as follows:

LOW = low speed

MED = medium speed

HI = high speed

B. OFF button:

This button turns the fan off.

C.  button:

This button controls the light. Press and release the button to turn the light ON or OFF.

The Reverse switch is located on the top of the motor. Slide the switch to the Left for warm weather operation. Slide the switch to the Right for cool weather operation.

Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans, and so on.

 **Note: Wait for fan to stop before changing the setting of the slide switch.**

**Warm weather** - (Counter-Clockwise direction) A downward air flow creates a cooling effect as shown in Figure 17. This allows you to set your air conditioner on a higher setting without affecting your comfort.

**Cool weather** - (Clockwise direction) An upward air flow moves warm air off the ceiling as shown in Figure 18. This allows you to set your heating unit on a lower setting without affecting your comfort.

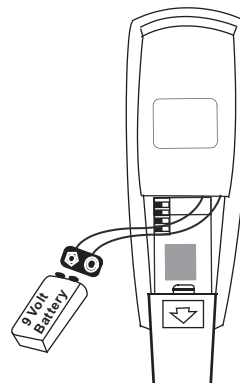


Figure 15

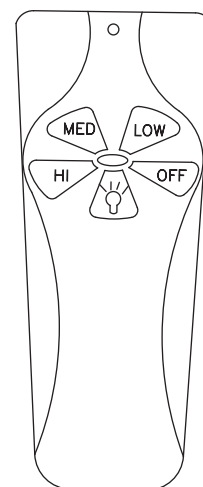


Figure 16

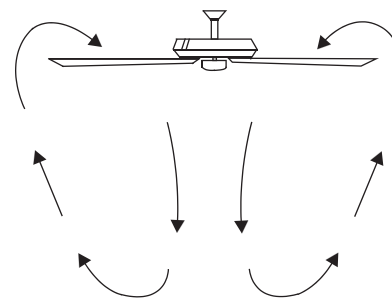


Figure 17

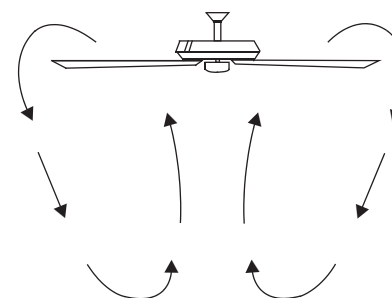


Figure 18

## Care of Your Fan

Here are some suggestions to help you maintain your fan.

1. Because of the fan's natural movement, some connections may become loose. Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. (It is not necessary to remove fan from ceiling.)
2. Clean your fan periodically to help maintain its new appearance over the years. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing. Do not use water when cleaning. This could damage the motor, the wood, or possibly cause an electrical shock.
3. You can apply a light coat of furniture polish to the wood blades for additional protection and enhanced beauty. Cover small scratches with a light application of shoe polish.
4. There is no need to oil your fan. The motor has permanently lubricated sealed ball bearings.

## Troubleshooting

PROBLEM	SOLUTION
Fan will not start	Check main and branch circuit fuses or breakers. Check line wire connections to the fan and switch wire connections in the switch housing. Check to make sure the dip switches from the transmitter and receiver are set to the same frequency.
Fan sounds noisy	Make sure all motor housing screws are snug. Make sure the screws that attach the fan blade bracket to the motor hub is tight. Make sure wire nut connections are not rattling against each other or the interior wall of the switch housing. Allow a 24-hour "breaking-in" period. Most noises associated with a new fan disappear during this time. If using ceiling fan light kit, make sure the screws securing the glassware are tight. Check that the light bulb is also secure. Make sure there is a short distance from the ceiling to the canopy. It should not touch the ceiling. Make sure your ceiling box is secure and rubber isolator pads are used between mounting bracket and outlet box.
Remote control	Do not connect the fan with a wall mounted variable speed control(s). Make sure the dip switches are set correctly.

 **Warning: Make sure the power is off at the electrical panel box before you attempt any repairs. Refer to the section, "making electrical connections".**

## Specifications

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
52"	High	120	0.68	82.0	175	5766.43	13.50 kg (29.76 lbs.)	15.10 kg (33.29 lbs.)	2.16'
	Med.	120	0.53	35.5	112	3618.63			
	Low	120	0.31	10.5	53	1456.36			

These are approximate measures. They do not include Amps and Wattage used by the light kit.

All performance data are all tested in factory. the actual data will be based on the products test individually.