REGENCY®

CEILING FANS

Style that revolves around you.

• Ceiling Fan Owner's Manual •

• Vail • with DC motor

10/15

WARNING: Read and follow these instructions carefully and be mindful of all warnings shown throughout.

General Installation & Operation Instructions

REGENCY CEILING FANS

Important Safeguards:

1. **To ensure the success of the installation, be sure to read the instructions and review the diagrams thoroughly before beginning.**

2. **To avoid possible electric shock, be sure electricity is turned off at the main power box before wiring.** All electrical connections must be made in accordance with local codes, ordinances and/or the National Electric Code. If you are unfamiliar with the methods of installing electrical wiring and products, secure the services of a qualified and licensed electrician as well as someone who can check the strength of the supportive ceiling members and make the proper installation(s) and connections.

3. Make sure that your installation site will not allow rotating fan blades to come in contact with any object. Blades should be at least 7 feet from floor.

4. When mounting on a ceiling outlet box, an approved box UL listed as **"suitable for fan support of 35 lbs (15.9 kg) or less"** is required. The box and its supporting members must be able to support the moving weight of the fan's listed weight. The box must not be able to twist or work loose. Installation on a concrete ceiling should be performed by qualified personnel.

5. Blades should be attached after motor housing is hung and in place. Fan motor housing should be kept in the carton until ready to be installed to protect its finish. If you are installing more than one ceiling fan, make sure that you **do not mix fan blade sets,** as each blade is part of a weighted set.

6. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the common conductor and the grounding conductor on one side of the outlet box, and the "HOT" wires on the other side.

7. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL listed and should be installed per the light kit's installation instructions.

8. After fan is completely installed, check to make sure that all connections are secure to prevent fan from falling and/or causing damage or injury.

9. The fan can be made to work immediately after installation - the bearings are adequately charged with grease so that, under normal conditions, further lubrication should not be necessary for the life of the fan.

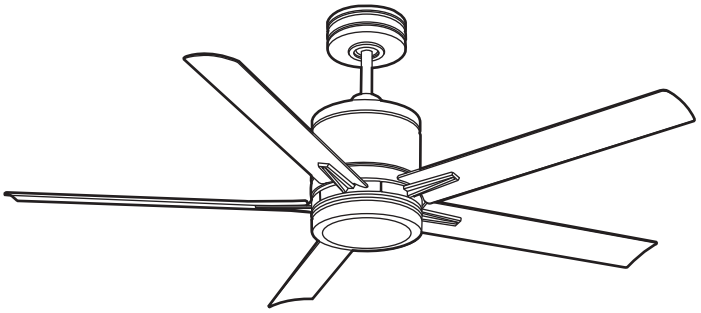
10. To operate the reverse function on this fan, press the reverse button while the fan is running.

Weight of Fan: xx.xx Lbs

IMPORTANT SAFETY PRECAUTIONS

REGENCY CEILING FANS

Thank you for choosing a Regency Ceiling Fan. You have chosen the best!
Your new ceiling fan has been designed to provide many years of service and enjoyment.



Warnings:

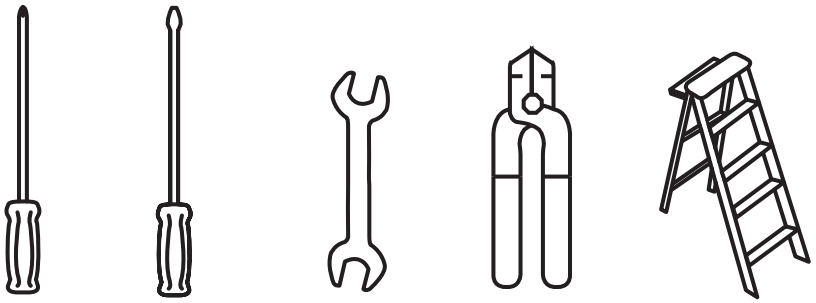
- **Disconnect power by removing fuse or turning off circuit breaker before installing the fan and/or optional lighting.**
- Support directly from building structure.
- To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked **"acceptable for fan support of 35 lbs (15.9 kg) or less"** and use 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.
- Do not use an incandescent light dimmer. Do not use this fan with any transformer type fan speed control device.
- To reduce the risk of personal injury, do not bend the blade arms when installing them, balancing the blades or cleaning the fan. Do not insert any objects(s) between rotating fan blades.

NOTE:The important precautions, safeguards and instructions appearing in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and carefulness are factors which cannot be built into this product. These factors must be supplied by the person(s) installing, caring for, and operating the unit.

TOOLS AND MATERIALS REQUIRED

REGENCY CEILING FANS

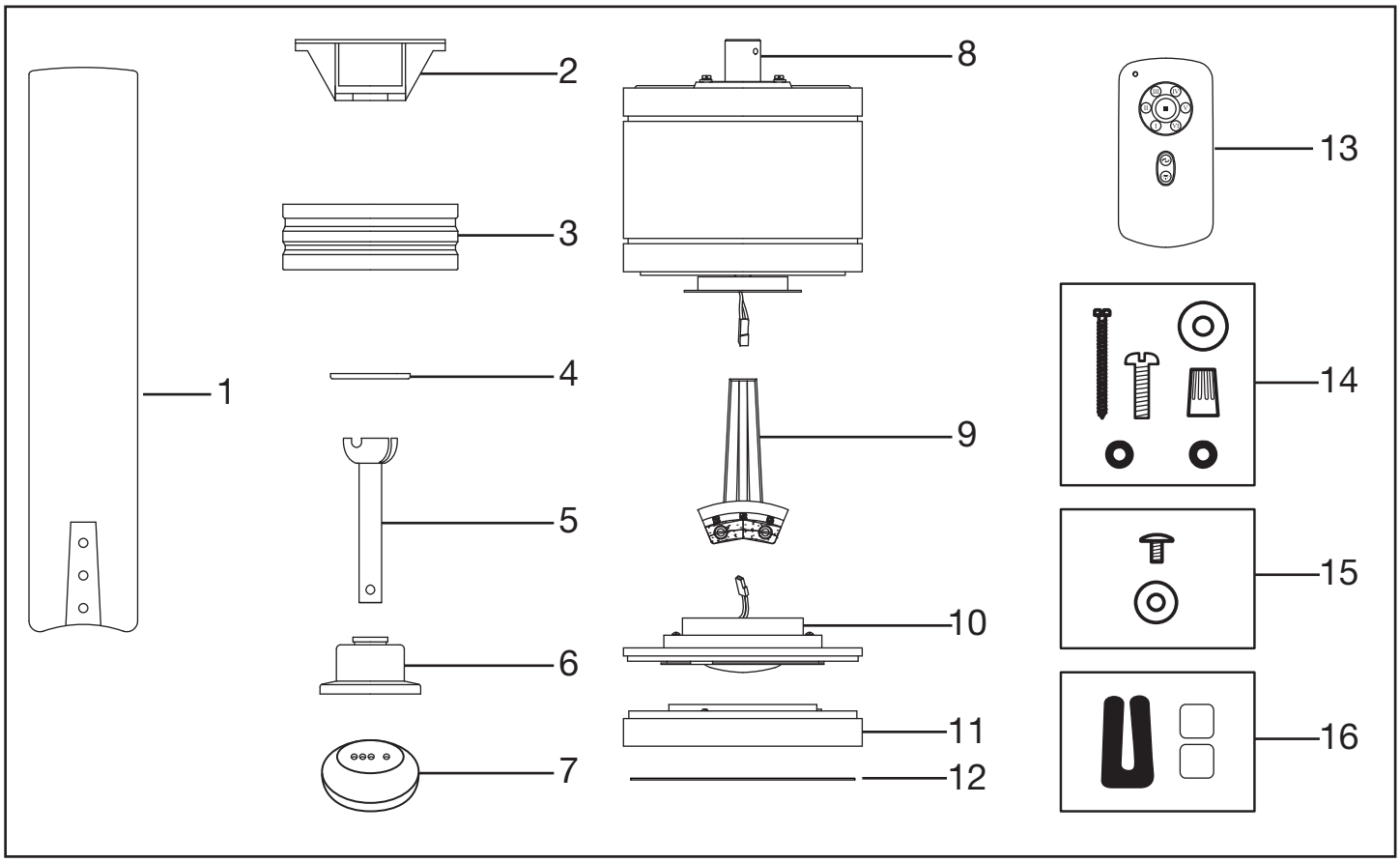
- Phillips screwdriver
- Blade screwdriver
- Wrench or pliers
- Wire cutter
- Stepladder
- Wiring supplies as required by electrical code



Unpacking Your Fan

1. Unpack your fan and check the contents. Do not discard the carton. If warranty replacement or repair is ever necessary, the fan should be returned in original packing. Remove all parts and hardware. Do not lay motor housing on its side, or the decorative housing may shift, be bent or damaged.

2. Examine all parts. You should have the following:

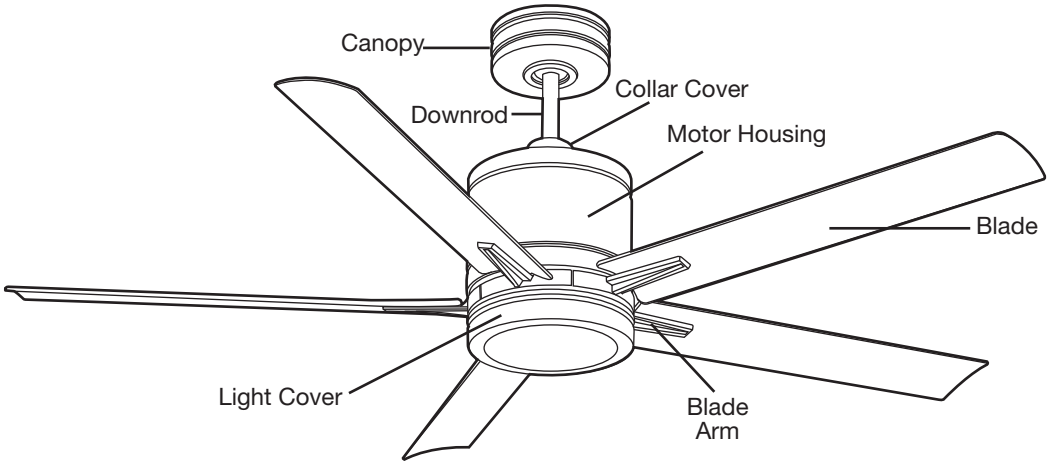


1. Fan blades (5)
2. Hanging bracket
3. Ceiling canopy
4. Canopy screw cover plate
5. Downrod/ball assembly
6. Collar cover
7. Ball moisture cap (Outdoor Fans Only)
8. Fan housing with motor (Remove rubber shipping supports around motor, if included on your fan. Save screws.)
9. Blade arms (5)
10. 16W LED light kit
11. Light cover
12. Metal cover
13. Transmitter+holder+2 mounting screws
14. Bracket mounting hardware (wood screws, screws, lock washers, washers, wire nuts)
15 Blade arm to blade screws, w/washers (16)
    * 2 set of screws are provided-a long set and a short set, depending on which type of blades you choose for your fan.
16. Balance kit

NOTE: Design of parts shown above may look slightly different for your specific model of fan.

PREPARATION

Parts identification on assembled fan



PREPARATION:
Verify you have all parts before beginning the installation. Check foam insert closely for missing parts. Remove motor from packing. To avoid damage to finish, assemble motor on soft padded surface or use the original foam inset in motor box. **Do not lay motor housing on its side as this could result in shifting of motor in decorative enclosure**.

INSTALLING THE HANGING BRACKET

Caution: To avoid possible electrical shock, be sure electricity is turned off at the main power box before wiring. All wiring must be in accordance with National and Local Electrical Codes and the ceiling fan must be grounded as a precaution against possible electric shock.

1. Locate ceiling joist where fan is to be mounted, being sure location agrees with the requirements in the minimum clearance section of this guide. Wood joist must be sound and of adequate size to support 35 lbs. (See Page 1, Items 3 and 4).

2. If not already present, mount a UL listed outlet box marked "suitable for fan support" following the instructions provided with the outlet box. The outlet box must be able to support a minimum of 35 pounds.

3. Attach hanging bracket to outlet box using screws provided with the outlet box.

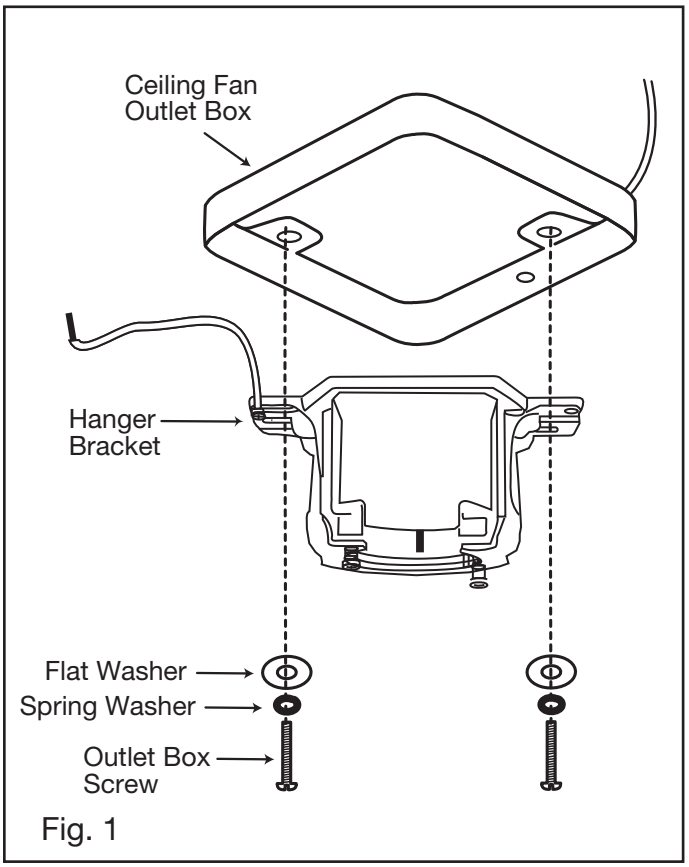


Fig. 1

INSTALLING THE FAN

1. Carefully support fan body (motor) in its styrofoam packing with the mounting collar (where the wires come out) facing upward.

2. Loosen the two set screws and remove the downrod pin and cotter pin from the top coupling of the motor assembly.

3. Remove ball from the downrod by loosening set screw in the side of the ball. Slide ball down and remove ball pin; remove ball.

4. Feed the wires from top of fan through end of the downrod of choice and set end of downrod into mounting collar so the hole in the downrod lines up with the hole in the side of the mounting collar.

5. Insert downrod pin through holes in mounting collar and downrod; slip cotter pin through small hole in end of downrod pin to hold downrod in place.

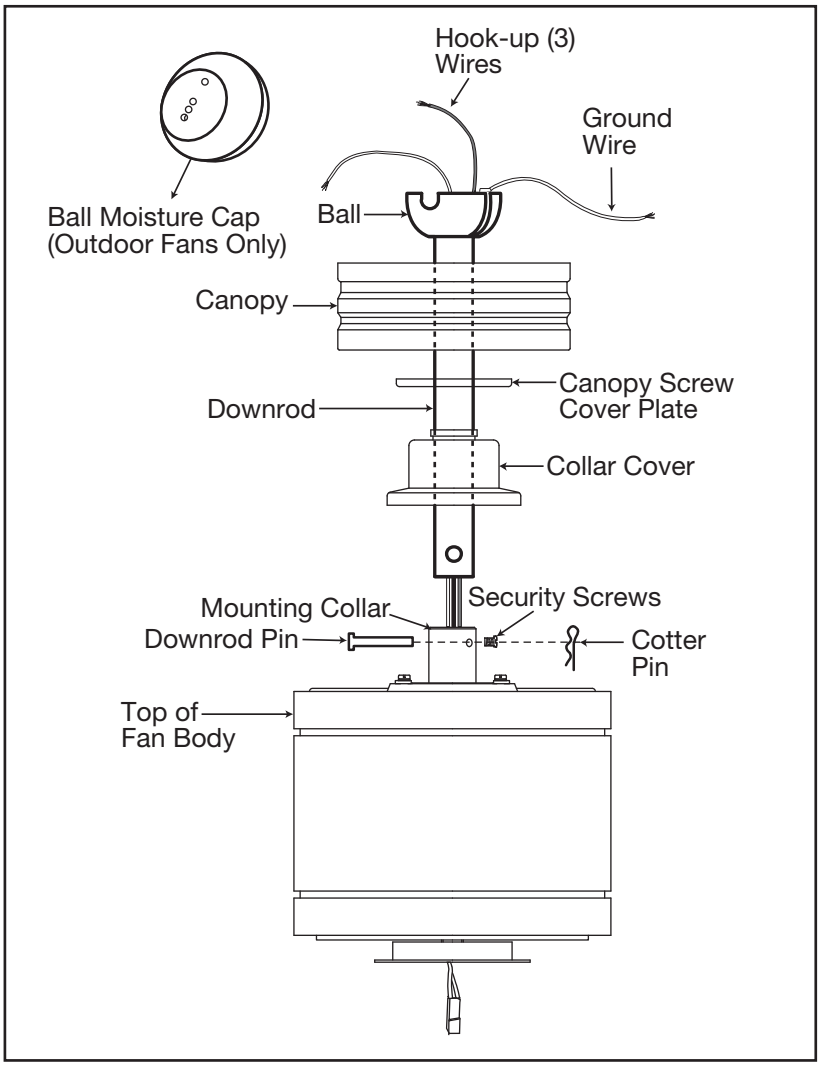
6. Tighten jam screws against downrod using a large flat blade screwdriver to ensure a tight fit against downrod. Tighten nuts against mounting collar.

NOTE: Fan has 6 feet of hook-up wire in case you are using a long extension downrod. Wires can be cut so only 8 inches or so extend beyond

7. Feed wires through canopy screw cover plate and canopy, then slide both over downrod to lay on top of collar rubber cover. It will be attached to ceiling later.

8 . Feed wires through ball and slide ball over downrod, past hole in the top end of the downrod. Insert ball pin (removed in step 3), slide ball up, and tighten set screw to secure ball in place.

9. (Outdoor rated fans only)
Feed wires through holes in rubber ball moisture cap and slide cap down over top of ball.



Installing the Fan

WARNING: To avoid damaging the blade arms and blades, do not install them onto fan until fan is fastened to ceiling.

1. Lift ball/downrod/fan into hanging bracket opening.

NOTE: The tab opposite hanging bracket opening should fit in slot on ball.

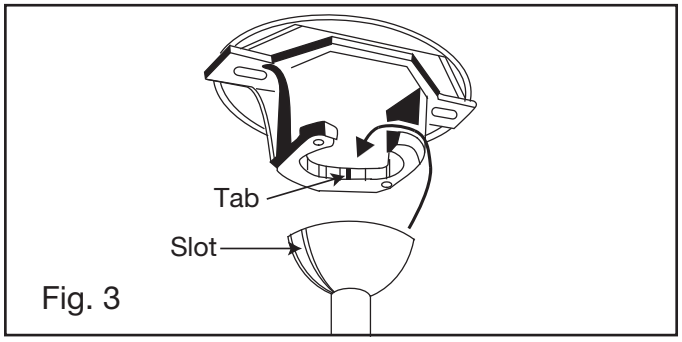


Fig. 3

Electrical Connections

WARNING: To avoid possible electrical shock be sure electricity is turned off at the main fuse or breaker box before wiring.

1. Connect the fan supply (black) wire to the black household supply wire as shown in Figure 4.

2. Connect the neutral fan (white) wire to the white neutral household wire. (Fig. 4)

3. After all splices are made, check to make sure there are no loose strands. As an additional precaution we suggest to secure the plastic wire connectors to the wires with electrical tape.

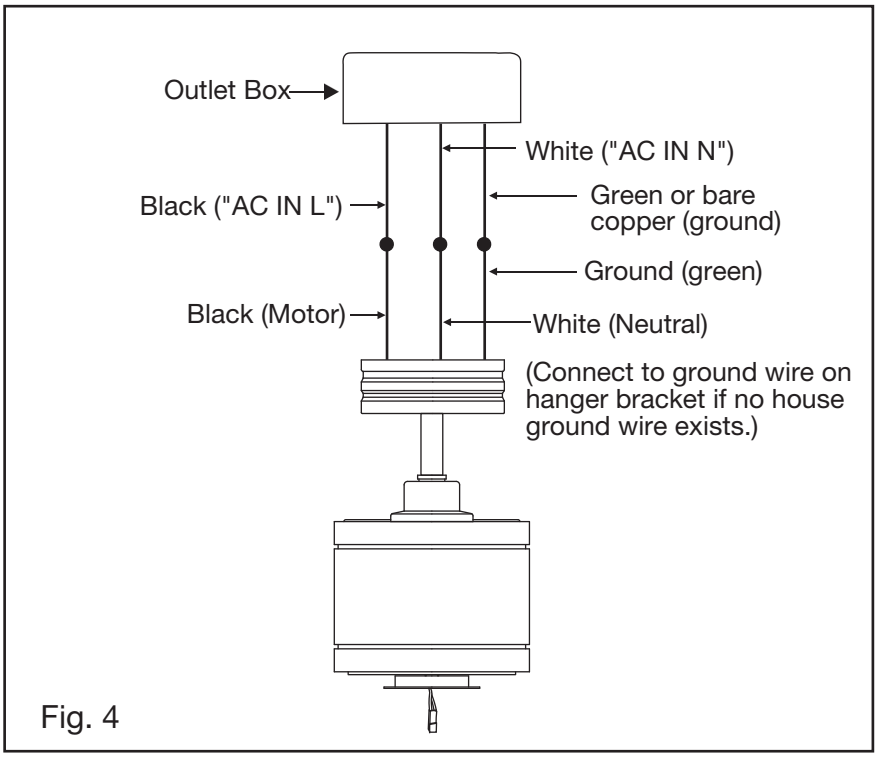


Fig. 4

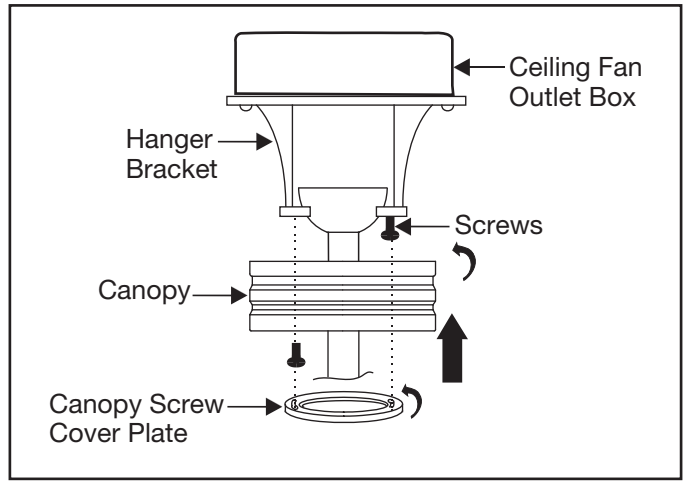
Finishing the Installation Installing the Fan

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.

3. 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 hook 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.



Blade Attachment

1. Place washer on screw. Insert this assembly through the blade and start the screw into the blade arm. Repeat this procedure without tightening the screw until all 3 screws have been started into the blade arm (Fig. 1).

NOTE: Fans that have painted finishes are packed with gaskets that can be used between the blade arm and blade to help prevent a clicking noise that may develop if blade screws loosen over time.

2. Tighten each screw starting with center screw.

3. Fasten blade assembly to motor with provided screws and lock lockwashers. Repeat procedure for remaining blades (Fig. 2). Make sure screws are **TIGHT!** Loose motor screws can contribute to unnecessary hum during operation.

NOTE: Cordless power screwdrivers are **NOT** recommended, as they tend to strip the heads of the screws and usually will not fully compress the lock washers on the motor screws. Use a large flat blade screwdriver for final tightening to fully compress the washers. This will help ensure proper alignment of the blades and noise-free, wobble-free running.

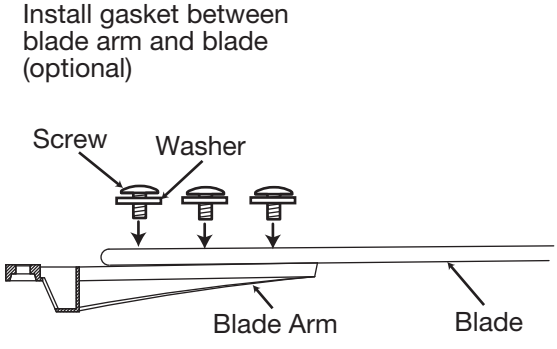


Fig. 1

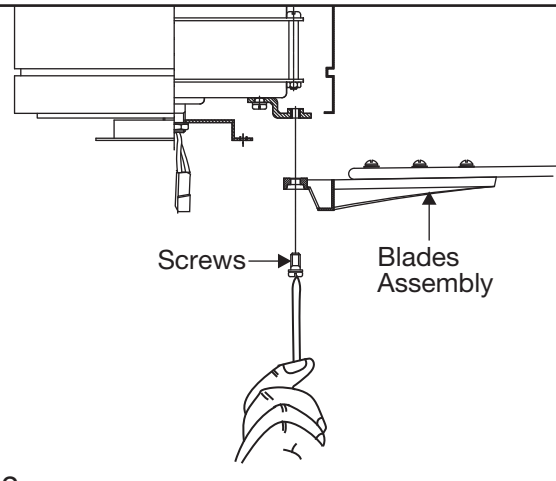


Fig. 2

INSTALLING THE LIGHT KIT AND GLASS SHADE

REGENCY® CEILING FANS

Step1. Remove one of the three screws on the mounting hub located on the fan motor. (Fig. 1)

Step 2. While holding the LED light kit under your fan, make the polarized plug connections: (Fig. 1)
- Red to white
- Black to black

NOTE: If you do not plan to install the LED light kit with your fan at this time, don't make the wire connections.

Remove the screws and take out the glass board form the light cover (Fig. 2), then attach the metal cover to the light cover B and light cover A with the screws provided. (Fig. 3)

Step 3. Tuck connections neatly into LED light kit, place the LED light kit to the mounting hub with 3 screws provided. (Fig. 1)

Step 4. Raise the light cover against the LED light kit and turn clockwise until snug, DO NOT OVERTIGHTEN. (Fig. 1)

Step 5. Restore power and your light kit is ready for operation.

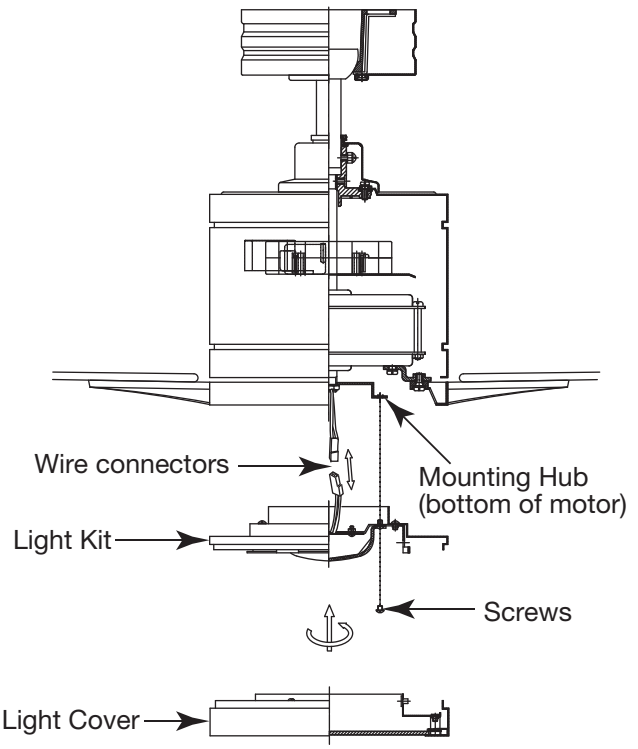


Fig. 1

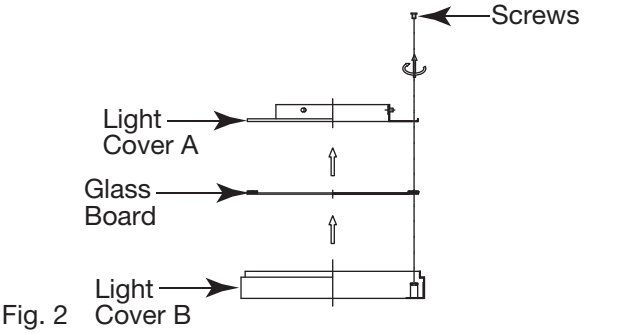


Fig. 2

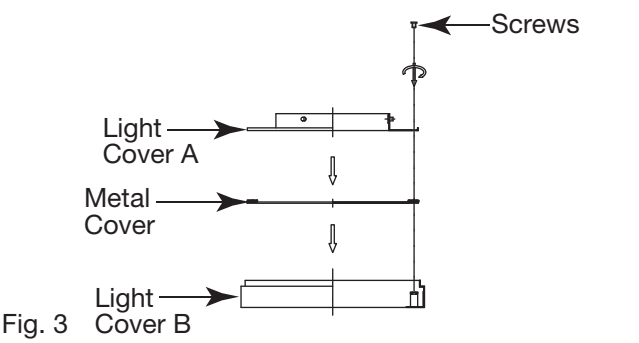


Fig. 3

OPERATING YOUR TRANSMITTER

Your DC brushless motor is equipped with a automatically learned type remote control. Restore power to ceiling fan and test the transmitter as below for proper operation:

Install one 23A/12V battery (included). To prevent damage to transmitter, remove the battery if not used for long periods of time (Fig. 1)

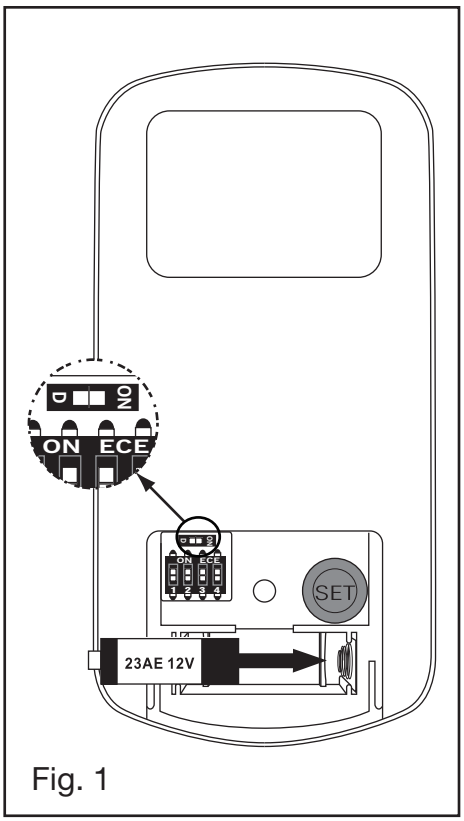


Fig. 1

A. I, II, III, IV, V and VI button:
These six buttons are used to set the fan speed as follows:
I = minimum speed
II = low speed
III = medium low speed
IV = medium speed
V = medium high speed
VI = high speed

B. ■ button:
This button turns the fan off.

C. Reverse button:
This button is to control fan direction

D. Light button
This button is to control light. Switch the "D" and "ON" dip switch on the back of transmitter to decide the light in "ON/OFF" or "Dimmable" condition.

E. SET code setting button:
Follow the below steps to set the remote control:
The auto learning function will only mandate within 60 seconds when turning the fan's AC power ON.

a) Select desired frequency from the back of transmitter.

b) From the back of the transmitter, press the "SET" button, and hold the "SET" button for over 5 seconds. Once the receiver has detected the frequency, the light will flash twice, and the fan will automatically begin to operate and start to rotate in the counterclockwise direction and on the highest RPM for 3 minutes. When counterclockwise rotation has finished, the fan will automatically reverse to clockwise direction again to the highest RPM for 3 minutes. Fan will shut off when the self calibration test has finished. The total self calibration test will last about 6 minutes.

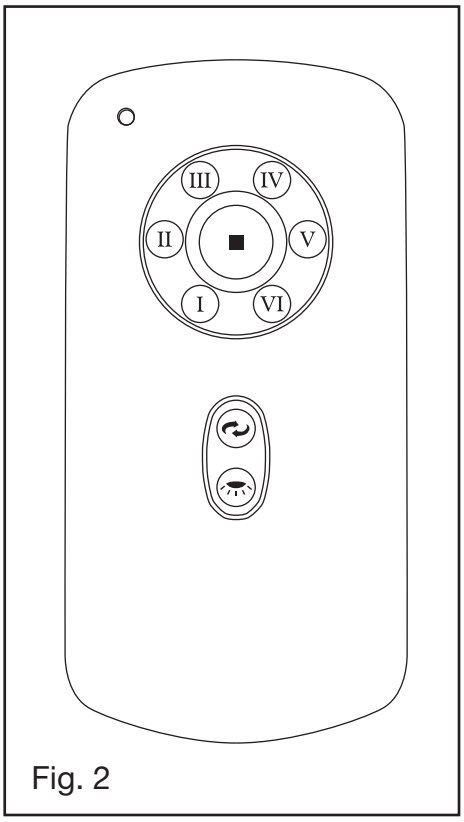


Fig. 2

NOTE: If the self calibration test failed, turn the AC power off; restore power and process the self calibration test again.

NOTE: During self calibration test, the remote is non-fuctional.

NOTE: The learning frequency function and self calibration test will continue to retain the last set frequency and calibration set even when the AC power is shut off. If the frequency is changed the self calibration test will occur again.

F. "D" and "ON" dip switch:
The "ON" selection is the light dimmable selection and is to be used with all bulbs except for CFL bulbs. The "D" selection is the light ON only (no dimming function) and is to be used with CFL bulbs as CFL bulbs in most cases cannot be used with dimming controllers.

This receiver provides the following protective function:
1. Lock Rotor Position: The DC motor has a built-in safety against a stalled or locked rotor condition (stalled blade rotation). If there is an obstruction or fault with the motor, the current monitoring function will automatically turn power off to the motor after 30 seconds. Remove the obstruction and turn the AC power off. Restore power and re-start fan motor.

2. Over 80W protection: When the receiver detects motor power consumption which is greater than 80W, the receiver power will be stopped and operation will immediately discontinue. Wait for 5 seconds and then turn the receiver power back on.

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

NOTE: To operate the reverse function on this fan, press the button while the fan is running.

Warm Weather (forward):
A DOWNWARD airflow creates a cooling effect as shown in Figure 1. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool Weather (Reverse):
An UPWARD airflow moves warmer air off the ceiling area as shown in Figure 2. This allows you to set your heating unit on a cooler setting without affecting your comfort.

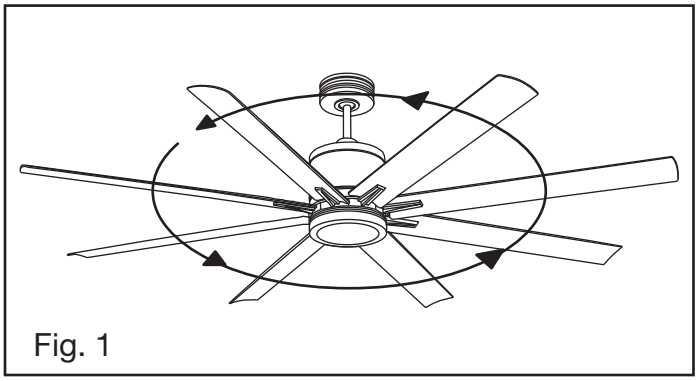


Fig. 1

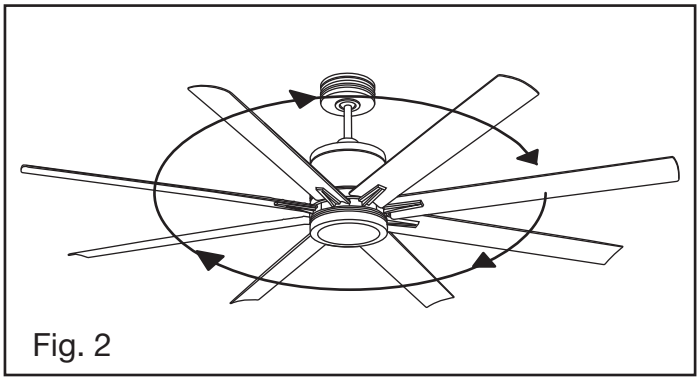


Fig. 2

Installing the Transmitter Holder

1. Remove the cover from the holder.

2. Attach the holder with the two screws provided.

3. Replace the cover into holder.

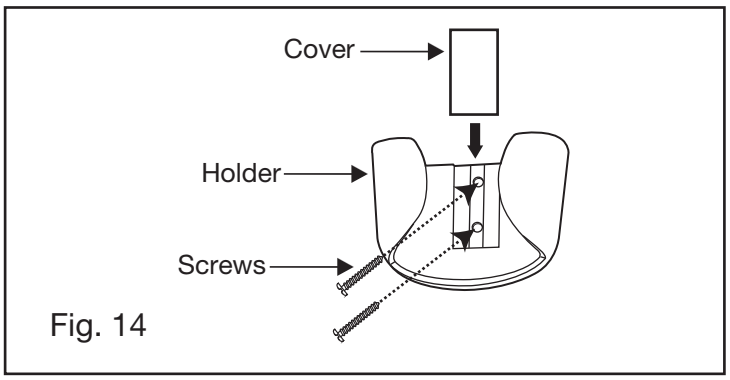


Fig. 14

Care and Cleaning

Periodically it may be necessary to re-tighten blade to blade arm screws or blade arm to motor screws to prevent clicking or humming sound during operation. This is especially true in climates with broad temperature and humidity ranges.

When dusting the blades, you must support the blade to prevent bending - no pressure should be applied to the blades. If you experience any flaws in the operation of your fan, please check the following points.

Troubleshooting - In Case of Difficulty

CAUTION: Switch off power supply before carrying out any of these checks.

1. If fan will not start: Check main and branch circuit breakers and/or fuses. Check line wire connections to fan housing wiring. Make sure forward/reverse switch is set to one or the other position, not stuck in between.

2. If fan is noisy: Check and make sure that all screws in motor housing are snug (but not over tight). Check that the screws securing blade arms to the motor are tight. Check that wire connectors in switch housing are not rattling against each other or the interior wall of the switch housing. Check that all glassware is finger tight and that bulb(s) are well held in the sockets, if a light kit is used. Check that the canopy is firmly attached to hanging bracket and not vibrating against ceiling.

3. If fan wobbles: Check that all blades are firmly screwed into blade arms. Check that all blade arms are firmly secure to the motor. Check to make sure that light kit (if present) is firmly attached to switch housing and that all glassware and shades are fastened properly. Wobble can also result from even the smallest deviations in distance from blade tip to blade tip. If measurements from blade tip to blade tip are not equal, loosen screws connecting blade to blade arm one at a time and adjust blade(s) so that distances are equal. Interchanging adjacent blades may redistribute mass and result in smoother operation. Blade arms can be bent slightly to restore same pitch to all blades if a blade is different than the other blades when viewed edge on. Most wobble can be traced to a loose electrical box or mounting bracket. Make sure these are tight and the ball is completely seated in the bracket.

Thank you for purchasing a Regency Ceiling Fan.

Write to us at:
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