



Halo

MODERN FAN COMPANY
Customer Service
M-F 8am - 4pm (PST)

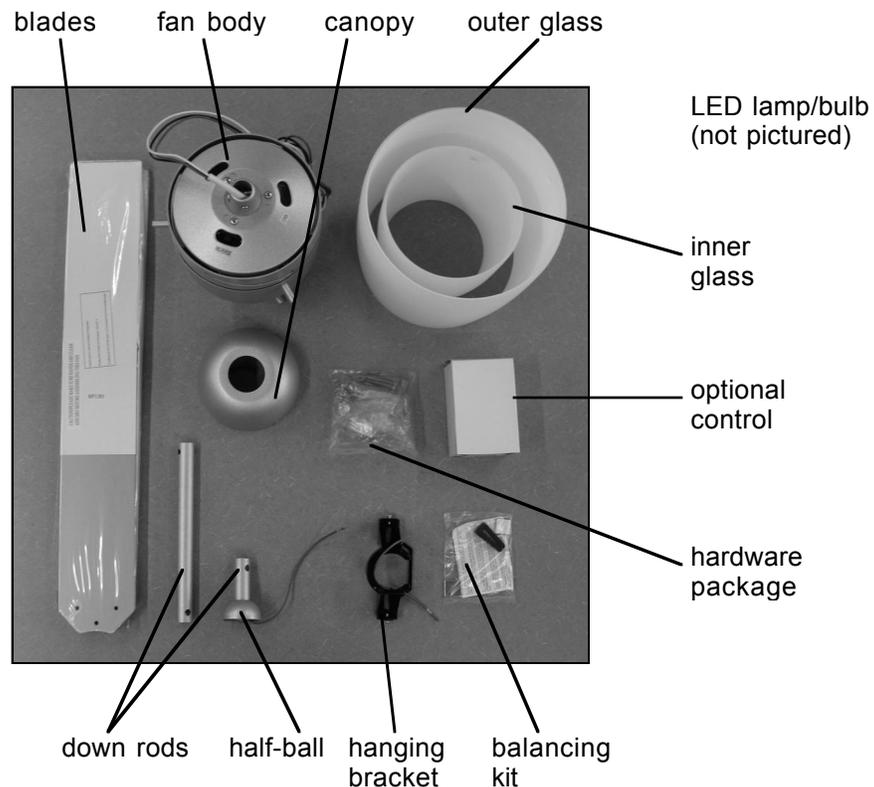
(ph) 888.588.3267
www.modernfan.com

Halo Fan- Installation instructions

Should you have any questions or difficulty installing your new fan, please contact Modern Fan Co. customer service immediately.

Note: Power supply must be turned off prior to any contact with electrical wires. It is recommended that a licensed electrician be hired to install your ceiling fan.

(1) Remove and identify contents of carton.



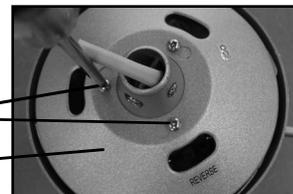
(2) Using machine screws from hardware package or existing screws in junction box, securely attach hanging bracket to ceiling junction box.



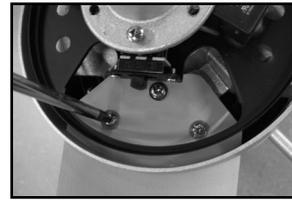
(3) Remove top cover by loosening the three screws holding it in place. Set cover aside to replace after blade installation.

top cover screws

top cover



(4) Insert one blade into rotor slot. Using blade screws from hardware package, secure blade to rotor. Start all three screws before completely tightening. Repeat for all blades.



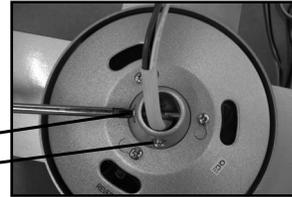
(5) Remove stopper pin and half ball from small down rod by loosening set screw on half ball. Set parts aside for **step (9)**.

set screw
stopper pin



(6) Replace top cover from **step (3)**, ensuring "reverse" switch opening is properly located. Then remove the stopper screw and loosen the set screw on the fan collar. Set the stopper screw aside for **step (7)**.

stopper screw
set screw



(7) Run fan wires through selected down rod. Reinstall stopper screw from **step (6)** and firmly tighten set screw on fan collar against down rod.

Note: If ceiling height allows, using a longer down rod will increase airflow and efficiency.



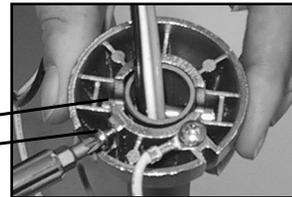
(8) Slide fan canopy over down rod and carefully rest on top of fan body.

canopy



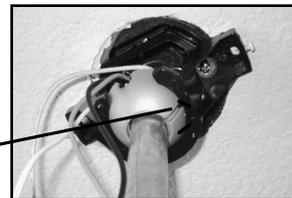
(9) Reinstall half ball from **step (5)** on end of down rod. Be sure that stopper pin is inserted through down rod and seated in half ball. Tighten set screw against down rod.

stopper pin
set screw



(10) Lift fan to ceiling and set half ball in the hanging bracket so that the ridge on the edge of the hanging bracket is seated in the slotted channel in the half ball.

channel and ridge



With fan safely suspended by bracket, make wire connections with wire nuts included in hardware package as described in the control installation instructions. If using the optional #003,#004 or #005 control, the receiving unit should be placed inside the arms of the hanging bracket and connected at this time.

(11) Loosen set screws on the sides of the hanging bracket. Lift canopy to ceiling. With holes in side of canopy aligned with set screw holes on hanging bracket, reinstall set screws to hold canopy in place.

set screw



(12) Carefully install the smaller, inner glass using the fasteners included in the hardware package. The fasteners screw into the “L- shaped” arms coming off the lower section of the fan body.

Tip 1: A second pair of hands can be very helpful.

Tip 2: Only partly screw in each fastener until all three are in place. Then tighten just firmly enough to keep glass from moving. DO NOT overtighten.



(13) Using same technique as above, carefully install the larger, outer glass. The fasteners screw into the straight arms coming off the upper section of the fan body.



(14) Carefully install LED lamp/bulb (provided with your fan).



(15) Install optional wall control as described in the control installation instructions. If you are using a handheld remote only, skip this step.

(16) Your fan is reversible for summer and winter operation. The reverse switch is located on top of the fan body. When reading the REVERSE label, the LEFT position is for summer and the RIGHT position is for winter.



(17) The rotor and motor of your fan have been dynamically balanced at the factory. In addition, the blades have been matched to the nearest gram to ensure a well balanced ceiling fan. Furthermore, a blade balancing kit has been included with your fan. Please refer to the instructions packaged with the balancing kit should your fan require additional balancing.

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