



# Pensi

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

(ph) 888.588.3267  
www.modernfan.com

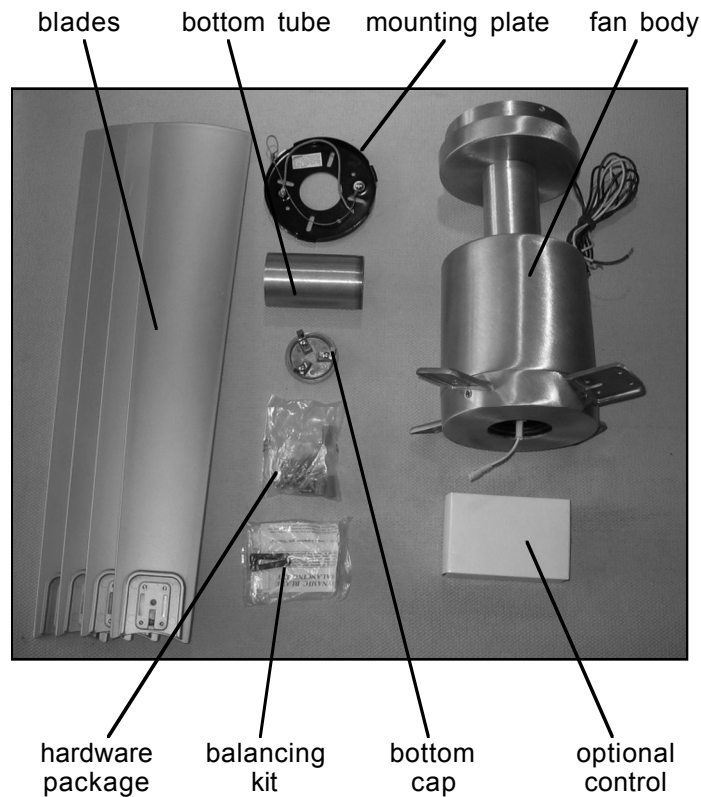
## **Pensi Fan- Installation instructions**

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.

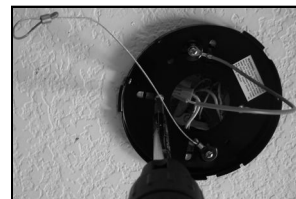
---

(1) Remove and identify contents of carton.



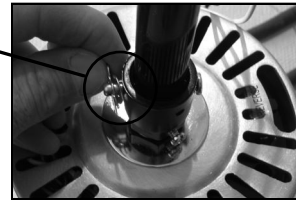
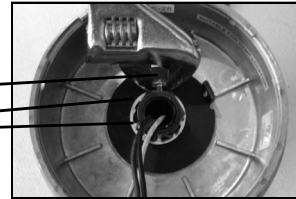
---

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



(3) If using an optional, longer down rod, dismantle standard down rod assembly:

- (a) loosen set screw inside top of fan
- (b) remove large nut and washers
- (c) remove canopy and outer down rod
- (d) remove cotter pin, washer and stopper pin from inner down rod
- (e) remove inner down rod/pipe
- (f) install replacement down rod by following steps (a) through (e) in reverse. Lead wires will need to be run through each part accordingly.



(4) Using blade screws from hardware package, secure blades to rotor arms.



(5) Suspend fan from mounting plate using security cable loop and washer hook.



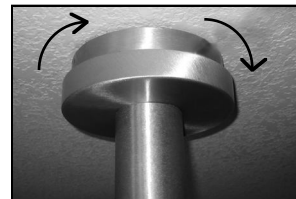
security cable

washer hook



(6) With fan safely suspended by cable, make wire connections with wire nuts included in hardware package as described in the **Control Installation Instructions**. If using optional #003, #004 or #005 controls, the receiving unit should be placed inside the top of the fan and connected at this time.

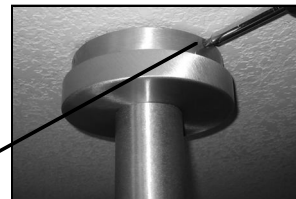
(7) Lift fan body and carefully align collar with ceiling plate. Tabs on ceiling plate should seat into channel on inside of fan collar. Rotate fan so that set screw holes on fan body align with set screw holes on ceiling plate.



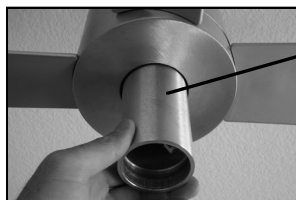
(8) Insert and firmly tighten three set screws.

**Note-** Do not tighten down set screws until all three are partly screwed in.

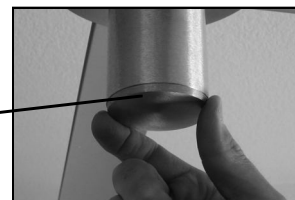
set screw hole



(9) If installing a light kit, proceed to step (10). Otherwise, install bottom tube by rotating clockwise, then insert bottom cap.



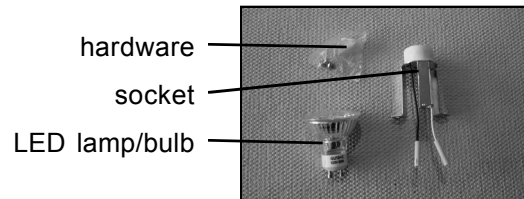
bottom tube



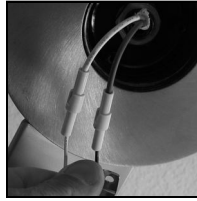
bottom cap

---

**(10)** To install optional light kit, begin by identifying all parts. Then follow steps (a) through (d):



**(a)** Connect wire leads from socket to wire leads from fan.



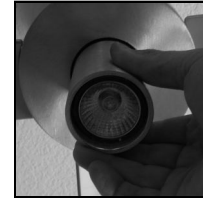
**(b)** Attach socket to fan with three screws.



**(c)** Insert GU10 base LED lamp/bulb.



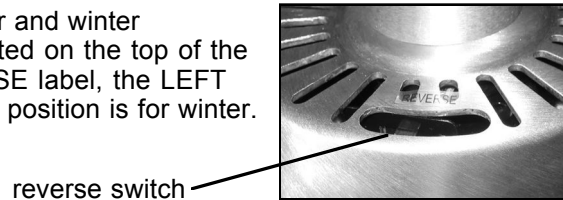
**(d)** Install bottom tube by rotating clockwise.



---

**(11)** Install optional wall control as described in the **Control Installation Instructions** (unless you are using a handheld remote control only).

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



---

**(13)** 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.

---

