



Stella

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

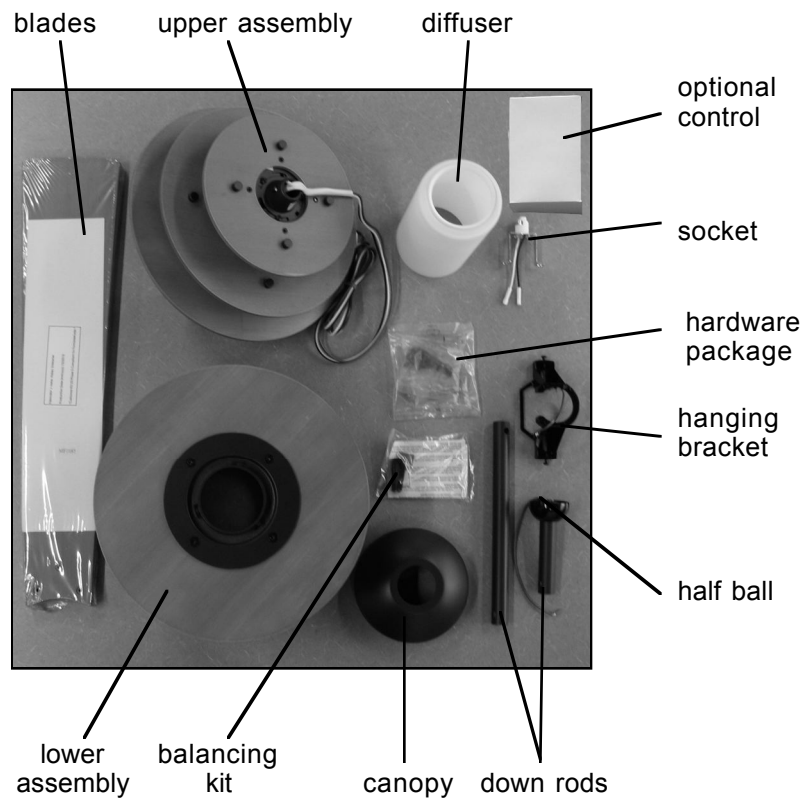
(ph) 888.588.3267
www.modernfan.com

Stella 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.

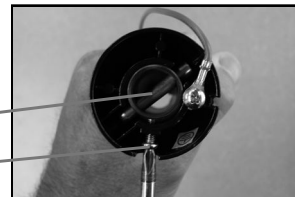


(2) Using machine screws and washers from hardware package or existing screws and washers in junction box, securely attach hanging bracket to ceiling junction box.



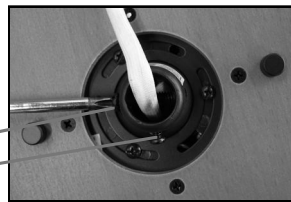
(3) Remove stopper pin and half ball from small down rod by loosening set screw on half ball. Set parts aside for reinstallation in step (7).

stopper pin
set screw



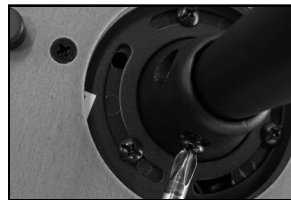
(4) Remove the stopper screw and loosen the set screw on the fan collar. Set the stopper screw aside for step (5).

stopper screw
set screw



(5) Run fan wires through selected down rod. Reinstall stopper screw from step (4) 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.



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

canopy



(7) Reinstall half ball from step (3) 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



(8) 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.



(9) 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 optional #003, #004 or #005 controls, the receiving unit should be placed inside the arms of the hanging bracket and connected at this time.

(10) Remove set screws on the sides of the hanging bracket. Lift canopy to ceiling. Align slots on side of canopy with set screws on hanging bracket. Reinstall and tighten set screws to hold canopy in place.

set screw



(11) Using blade screws from hardware package, secure blade to blade arm. Start all three screws before completely tightening. Repeat for all four blades.

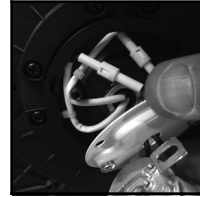


(12) Follow steps **(a)** through **(e)** to install socket and lamp:

(a) Remove three screws holding socket plate in position and set screws aside for step **(d)**.



(b) Route quick connect wires from socket through socket plate and connect to lead wires from fan.



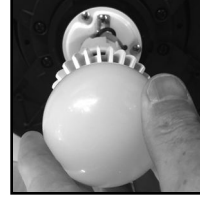
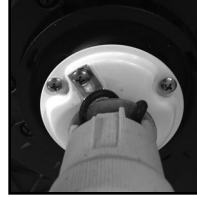
(c) Remove and use two remaining screws on socket plate to secure socket bracket to socket plate.



(d) Carefully position wire connections inside of posts on fan hub and place socket plate over attachment posts for reassembly with screws from step **(a)**.

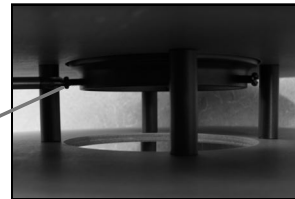


(e) With socket plate and socket attached to fan, install LED lamp/bulb.



(13) Loosen (but don't remove) all three diffuser screws on lower assembly so that the glass diffuser can be inserted.

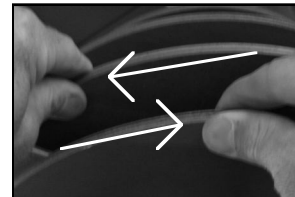
diffuser screws



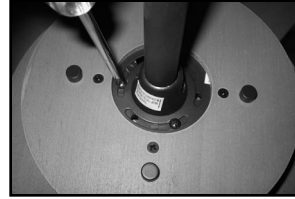
(14) Insert glass diffuser and tighten the three diffuser screws to secure to lower assembly. The rubber gasket around the neck of the diffuser may need to be adjusted or repositioned in order for the diffuser to insert fully into the metal fitting.



(15) Align tabs on lower ring assembly with slots in upper assembly and rotate clockwise to attach. Pull on outside edges of upper and lower assembly to ensure a snug fit.

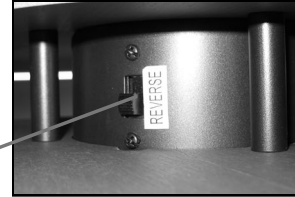


(16) In order to align posts on upper and lower ring assemblies, loosen three adjustment screws on upper assembly. Rotate upper assembly until posts are aligned with lower posts. Then tighten adjustment screws to secure in place.



(17) Install optional wall control as described in the control installation instructions (unless you are using a handheld remote control only).

(18) 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 DOWN position is for summer and the UP position is for winter.



reverse switch

(19) 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.

