Installation Instructions

Information for the Owner

Care and Cleaning

• Periodic cleaning of the worn ceiling fan is the only maintenance that is needed. Use a soft brush or lint free cloth to avoid scratching the finish.
• Do not use water when cleaning your ceiling fan. It could damage the motor or the mail brackets and create the possibility of an electrical shock.
• Motors have permanently lubricated ball bearings. No need to oil.
• This fan is not intended for use by young children or infirm persons without supervision.
• Do not allow young children to play with the fan.

Weekly

• Gently fans tend to move during operation due to the fact that they are not generally rigidly mounted. If they were, they could generate excessive vibrations and stress on their mountings.
• Measurement of a couple of centimetres is quite OK, and does not suggest the fan will fall down.
• Gently fans are mounted very securely on steel brackets with rubber cushioning or with ball mountings.
• Please ensure that all ceiling fans are not the same, even in the same style – same size may move or twist like that others.
• The following precautions should be eliminated.
• Check that all blade brackets are tightened securely.
• Check that all screws are securely fastened finger tight.
• Normal Wear and Tear

• Threaded components working slightly loose or blade brackets can even slightly shake due to irregular cleaning or bumping can cause extra noise and vibrations. This is not covered under guarantee. But a little care and maintenance can reduce or prevent this problem.

Bump-in-the-night

This is the biggest cause for service calls which are outside the manufacturer’s warranty. If a fan has a ‘thud’, it will be noticeable at all times.
• Naturally when anything is at night, you will be more inclined to hear small noises which may not be noticeable at other times.
• Even slight power fluctuations, and mains frequency signals superimposed on a mains electricity supply for off-peak hot water control may cause a change in fan sound or rotor speed. This is normal.

Fan Locks

• Except for actual faults in manufacturer, which are extremely rare, they are light glass and glass are not covered under your guarantee. Noise and vibrations are often more accentuated when a fan is light.
• Note: A fan that is completely silent can cause a crisis. Care, again, and maintenance will reduce this.
• All electrical motors, including fans make some noise and may fail if touched – this is normal.

Summer/Winter Operation

This fan incorporates a reversing switch. The switch is located on the right side of the fan casing, just above the bracket. To switch from the upper position (marked “S” or “Canopy”) to the lower position (marked “O” or “Motor”) at this is done electrically. This is done for winter operation, assists in moving air around the room, makes heating more efficient.

Trouble Shooting Checklist

<table>
<thead>
<tr>
<th>Trouble</th>
<th>Problem Cause</th>
<th>Suggested Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fan will not start</td>
<td>a. Check main and branch circuit fuses or circuit breakers. b. Check line wire connections to fan. c. Check speed controller’s position. d. Check speed controller’s power supply.</td>
<td></td>
</tr>
<tr>
<td>Fan does not oscillate</td>
<td>a. Check oscillating feature switches or oscillating feature switch. b. Check oscillation feature switches or oscillation feature switch.</td>
<td></td>
</tr>
<tr>
<td>Fan sounds noisy</td>
<td>a. Measure from ceiling to tip of blades, but never over-tighten. b. Re-tighten all screws on fan blades.</td>
<td></td>
</tr>
<tr>
<td>Fan has a fault</td>
<td>a. Make sure all screws are securely fastened. b. Re-tighten all screws on fan blades. c. Re-tighten the screws in the upper side of motor.</td>
<td></td>
</tr>
<tr>
<td>Fan light glass should be removed</td>
<td>a. Remove light glass unit. b. Robotic switch does not operate.</td>
<td></td>
</tr>
<tr>
<td>No need to oil</td>
<td>Motor has permanently lubricated ball bearings.</td>
<td></td>
</tr>
</tbody>
</table>

For all Sales and Warranty inquiries

Arlec Australia Pty. Ltd. (A.C.N. 009 322 105) gives the Warranty and Customer Service: (03) 9982 5111.

Arlec’s telephone number, address and email address are:

Building 3, 31 – 41 Joseph Street, Blackburn North, Victoria, 3130
Arlec Australia Pty. Ltd. ACN 009 322 105 (“Arlec”) gives the Warranty.

Normal Wear

• Arlec guarantees this product in accordance with the Australian Consumer Law. You are entitled to compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced. Arlec will assess any claim you may make on the Warranty in the above manner and if, in Arlec’s reasonable opinion, the Warranty applies, Arlec will at its own option and expense replace the product (or part of the product) with the same or similar product (or part of the product) or repair the product. Arlec will pay for the cost of doing so. Arlec will also refund the purchase price if you are not able to have goods supplied by Arlec under your guarantee. If a fan has a fault, it will be noticeable at all times.

Warranty

Arlec Australia Pty Ltd
Building 3, 31 – 41 Joseph Street
Blackburn North LPO, P.O. Box 1065
Blackburn North, 3130

CPIN002733

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Installation Instructions

Part Identification

1. Levelling Pad
2. Mounting Plate
3. Canopy Ring Screw and Lock Washer
4. Installation Hook
5. Mounting Screw and Washer
6. Ball Joint
7. Controller Wrench
8. Top Canopy
9. Downrod
10. Lower Canopy
11. Canopy Bolt Screw
12. Blade Bracket
13. Bracket Screws and Washers
14. Wooden Blade
15. Blade Bolt and Washer
16. Assembled Blade (fig. 5)
17. Fan Washer
18. Important Note
19. Decorative Nut (when light is not fitted)
20. Controller Screw
21. Screw Cap
22. Light Kit
23. Glass Light Cover (Oyster Style)

Part Identification

CSF SERIES

Light Adaption Models

17. Lower Canopy Set Screw
11. Lower Canopy
9. Downrod
7. Controller Wallplate
6. Ball Joint
2. Mounting Plate
1. Levelling Pad

Part Identification

14. Wooden Blade
13. Bracket Screws and Washers
12. Blade Bracket
11. Lower Canopy Set Screw
10. Lower Canopy
9. Downrod
7. Controller Wallplate
6. Ball Joint
2. Mounting Plate
1. Levelling Pad

Part Identification

22. Light Kit
21. Screw Cap
20. Controller Screw

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7. Controller Wallplate
6. Ball Joint
2. Mounting Plate
1. Levelling Pad

Warnings

Improperly installed ceiling fans can be dangerous and may result in injury and/or death. This fan is designed for indoor use only. Do not mount in positions where fan is subjected to rain or extremes. The fan must be installed so that the blades are greater than 2.1 metres from the floor.

Notes to the Installer

• Please read these instructions fully and give to the owner for their future reference.
• Wherever disconnections must be incorporated in this leaflet the word "shut off" is used. Where procedures are outlined in accordance with AS/NZS 3000 you are required to comply with the requirements at AS/NZS 3000.
• Use only with the controller supplied.
• Ensure all screws supplied for this fan are secured to the canopy screws in accordance with Fig 5.
• If installing more than one fan do not mix blade size.
• This appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety.

Installation

1. Choose a location for the fan which will ensure adequate clearance from all objects and walls and greater than 2.1 metres from the floor.
2. At the selected mounting position, check whether there is a suitable supporting member capable of supporting 20 kg. To check between ceiling posts. Secure the mounting plate (1) to the ceiling with two mounting screws (3) (pull roof tiling, pack beneath if required).

Note: Install the mounting plate with the wiring connection hook towards the floor. Temporarily hang the fan blades from the installation hook through a mounting hook. This method will support the entire weight of the motor housing while wiring installation takes place.

Light Adaption Models

1. Fasten the lower canopy (7) to the downrod as shown in Fig 6, with the bracket facing down.
2. Tighten the canopy screws firmly without over tightening. Once assembled, fit the blades to the fan motor as shown in Fig 6, with the bracket facing down.
3. Slide the canopy from the bracket assembly (8) onto the downrod. Once assembled, fit the blades to the fan motor as shown in Fig 6, with the bracket facing down.
4. Thread two canopy fixing screws and lock washers in the order as shown in Fig 6, with the bracket facing down.

Fig 2.

Blade to Fan Assembly

Fig 6.

Installation Record Form

A warranty claim will only be accepted if accompanied by the following:

1. A completed copy of this form.
2. Proof of purchase.
3. Proof of installation by a licenced electrical contractor.

Please retain all invoices if provided, as electrical certificates are proof that a qualified installer has performed this installation. The installer can assist in completing this form.

Electricians Details

Company Name and Address

Electrician’s Name

Registered Electrical Contractor No:

WARRANTY CLAIM:

Fax: 03 9902 3111
Tel: 1300 260 650
Mobile: 0411 666 000
Email: custserv@ifans.com.au

Please send a copy of this record form, a copy of your purchase receipt and a copy of your certificate of electrical compliance from a licenced electrician, plus your name, address and phone number.