42" Sutter Place™

A Kichler® Select™ ceiling fan

Instruction Manual

KICHLER
LIGHTING

Kichler® Lighting
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P.O. Box 318010
Cleveland, Ohio 44131-8010

Customer Service
866.558.5706
8:30 AM to 5:00 PM EST,
Monday - Friday

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1. SAFETY RULES

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.

2. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.

3. **WARNING:** Suitable for use with solid-state speed controls.

4. **WARNING:** To reduce the risk of personal injury, use only the two steel screws (and lock washers) provided with the outlet box for mounting to 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.

> **WARNING**
> TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED "ACCEPTABLE FOR FAN SUPPORT".

5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only CUL Listed outlet boxes marked "FOR FAN SUPPORT".

6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.

7. Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blade direction.

8. Avoid placing objects in the path of the blades.

9. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.

10. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.

11. After marking electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.

12. Electrical diagrams are reference only. Light kits that are not packed with the fan must be CUL Listed and marked suitable for use with the model fan you are installing. Switches must be CUL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.
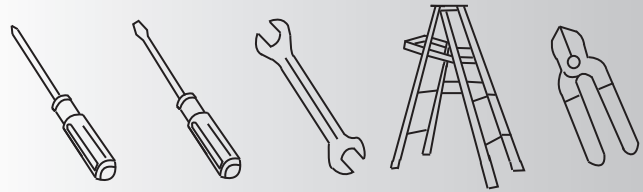
> **WARNING**
> TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS FLANGES) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

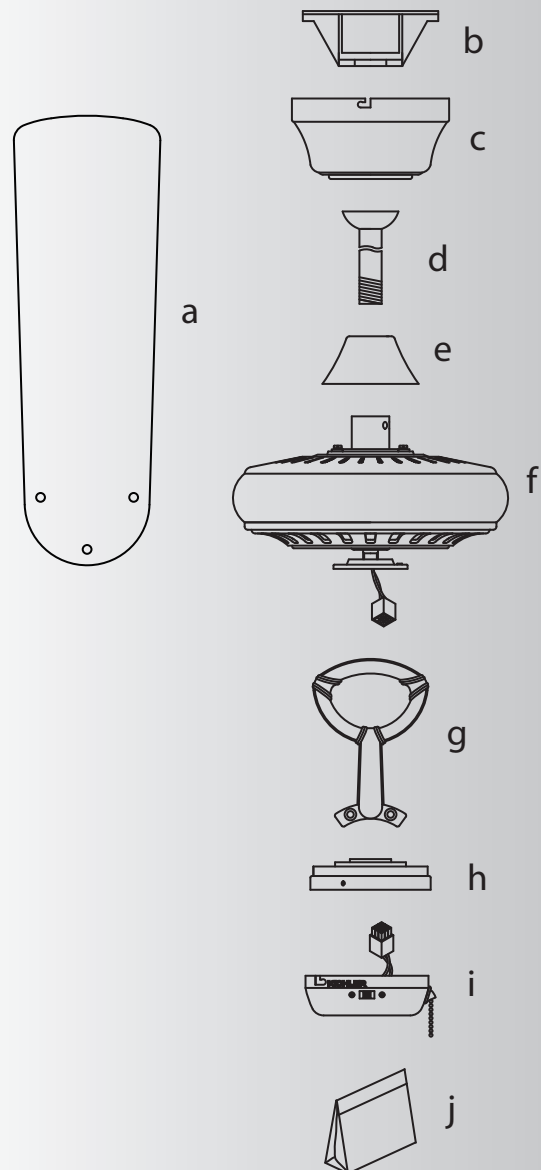## 2. TOOLS AND MATERIALS REQUIRED

- Philips screw driver
- Blade screw driver
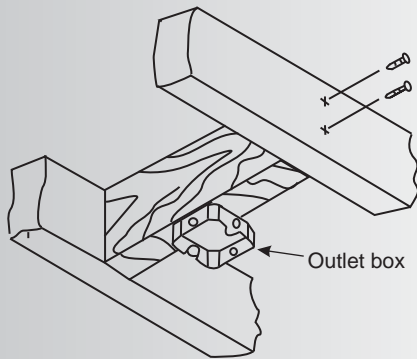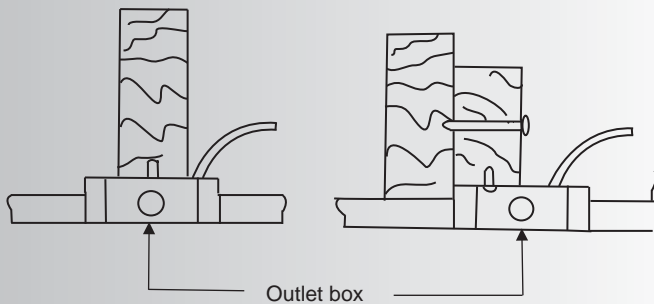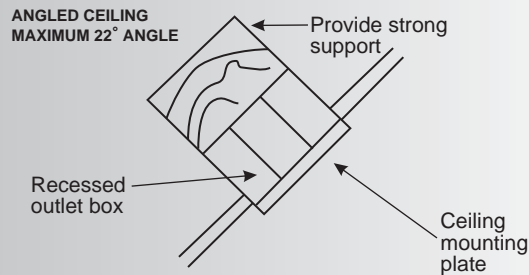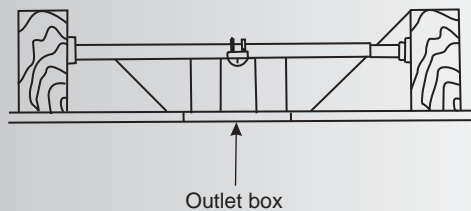- 11 mm wrench
- Step ladder
- Wire cutters

3. PACKAGE CONTENTS

Unpack your fan and check the contents. You should have the following items:

a. Fan blades (5)
b. Ceiling mounting bracket (Pre-installed in canopy
c. Canopy
d. Ball/downrod assembly
e. Coupling cover
f. Fan motor assembly
g. Set of 5 blade brackets and Pre-Installed mounting screws
h. Mounting plate
i. Switch housing
j. Part bag contents
  1) Mounting hardware :
     wood screws (2), flat washers (2), star washers (2), wire nuts (3), screws (2)
  2) Rubber gasket
  3) Blade attachment hardware:
     screws (17), fiber washers (17)
  4) Blade bracket attachment harware:
     screws (2)
  5) Safety cable hardware:
     wood screw, lock washer, flat washer
  6) Pull chain and fob
  7) Balance Kit

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Fig. 1

Outlet box

Fig. 2

Outlet box

ANGLED CEILING
MAXIMUM 22˚ ANGLE

Provide strong
support

Recessed
outlet box

Ceiling
mounting
plate

Fig. 3

Outlet box

Fig. 4

4. MOUNTING OPTIONS

If there isn't an existing UL (cUL for Canadian Installation) listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs). Do not use plastic outlet boxes.

Figures 1, 2 and 3 are examples of different ways to mount the outlet box.

NOTE: If you are installing the ceiling fan on a sloped (vaulted) ceiling, you may need a longer downrod to maintain proper clearance between the tip of the blade and the ceiling. A minimum clearance of 12" is suggested for optimal operation.

NOTE: Depending on the location you have selected for installation, you may need to purchase and install a "Joist Hanger" for the support of the outlet box. Make sure the joist hanger you purchase has been designed for use with ceiling fans. (Fig. 4)

5. HANGING THE FAN

NOTE: This ceiling fan is supplied with two types of hanging assemblies; a downrod and canopy mounting system and a "close to ceiling" Canopy ONLY system. The "close-to- ceiling" installation is recommended in rooms with less than 8-foot ceilings or in areas where additional space is desired from the floor to the fan blades. Once you have selected which mounting system you will use, proceed with the following instructions. Where necessary, each section of the instructions will note the different procedures to follow for the two types of mounting.

REMEMBER to turn off the power before you begin.
To properly install your ceiling fan, follow the steps below.

Step 1. Remove the decorative canopy bottom cover from the canopy. (Fig. 5)

Step 2. Loosen the four screws on the top of the canopy. Remove the two non-slotted screws and loosen the slotted screws. This will enable you to remove the ceiling mounting bracket. (Fig. 5)

Step 3. Remove the ceiling mounting bracket from the canopy by loosening the two screws on the bottom of the ceiling mounting bracket. Turn the canopy counterclockwise and remove. (Fig. 5)

Step 4. Pass the 120 volt supply wires from the ceiling outlet box through the center of the ceiling mounting bracket. (Fig. 6)

Step 5. Attach the ceiling mounting bracket to the outlet box using the screws and washers included with the outlet box. (Fig. 6)

STANDARD CEILING INSTALLATION

Step 1. Remove the hanger ball from the downrod assembly by loosening the set screw, removing the cross pin and sliding the ball off the rod. (Fig.7)

Step 2. Loosen the two set screws and remove the hitch pin and retaining clip from the coupling on top of the motor assembly. (Fig. 7)
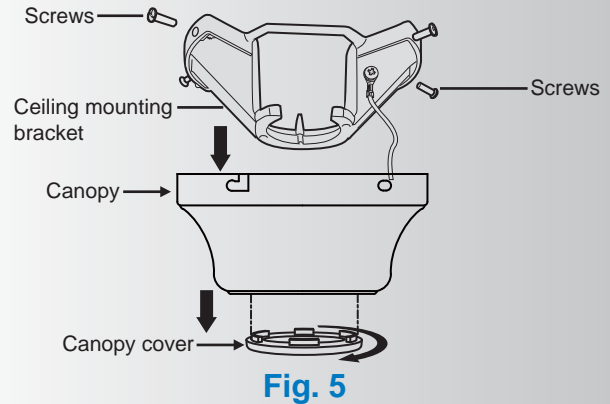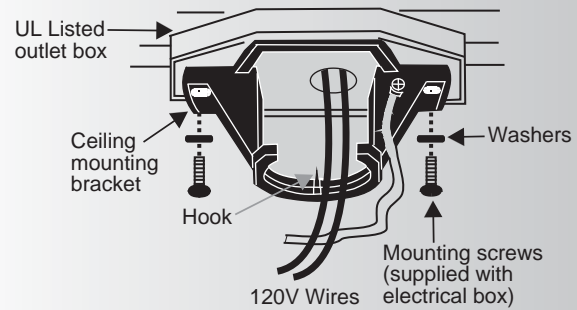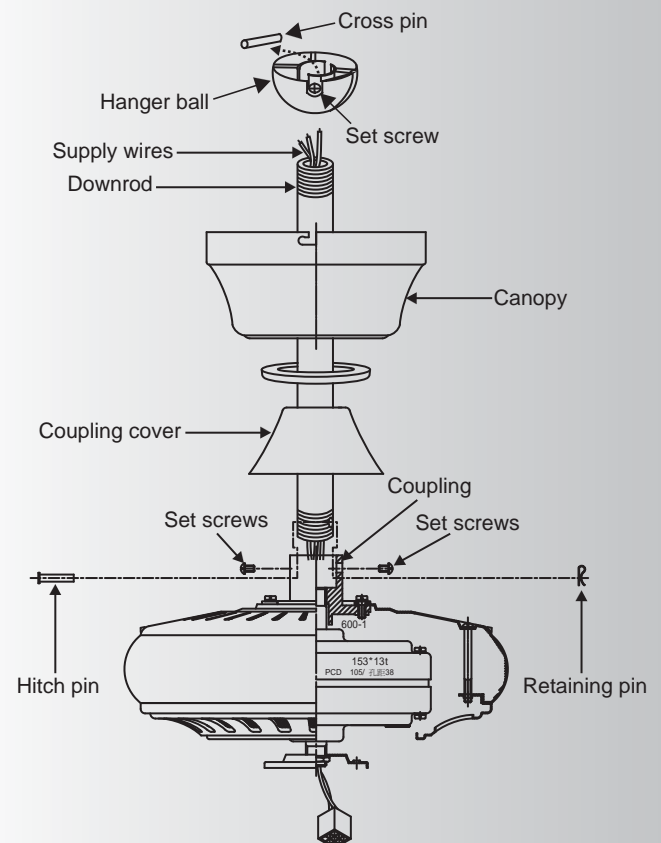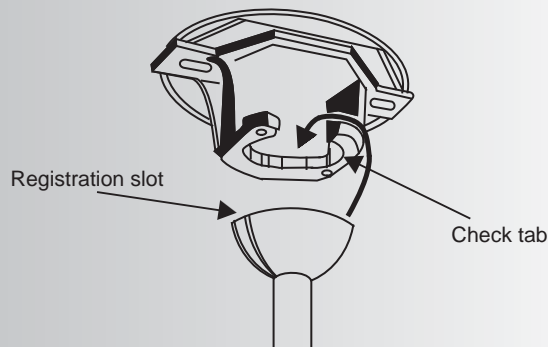
Fig. 5

Fig. 6

Fig. 7

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Registration slot

Check tab

Fig. 8

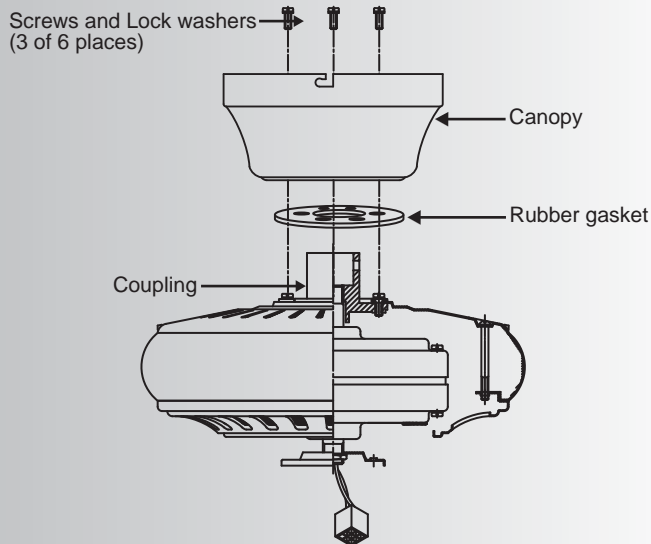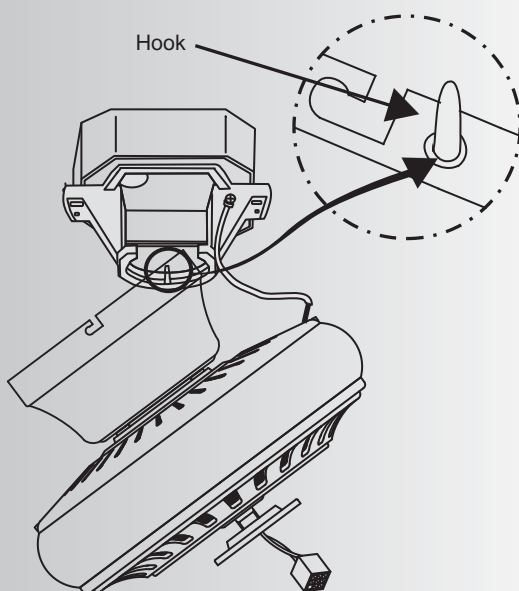Screws and Lock washers (3 of 6 places)

Canopy

Rubber gasket

Coupling

Fig. 9

Hook

Fig. 10

Step 3. Carefully feed the electrical lead wires from the fan up through the downrod. Thread the downrod into the coupling until the Hitch pin holes are aligned.

Next, replace the hitch pin and retaining clip. Tighten both set screws. (Fig. 7)

Step 4. Slip the coupling cover, canopy cover, decorative mounting screw cover and canopy onto the downrod.

Thread the hanger ball onto the downrod, insert the cross pin through the downrod and tighten. Now tighten the set screw. (Fig. 7)

Step 5. Lift the motor assembly into position and place the hanger ball into the ceiling mounting bracket.

Rotate the entire assembly until the "Check Tab" has dropped into the "Registration Slot" and seats firmly. (Fig. 8)

The entire motor assembly should not rotate (left or right) when seated properly.

WARNING: Failure to reattach the cross pin and seat the "Check Tab" can cause the fan to fall from the ceiling during operation. Take special care to make sure this pin is reattached.

CLOSE-TO-CEILING INSTALLATION

Step 1. Remove three of the six screws and lock washers (every other one) from the coupling on top of the motor assembly. Place the ceiling fan canopy and the rubber gasket over the coupling and align the mounting holes with the holes in the coupling. Attach the canopy with the rubber gasket and the three screws and lock washers previously removed. (Fig. 9)

WARNING: Failure to completely tighten the three mounting screws in step 9 could result in the fan possibly falling from the ceiling.

Step 2. Hang the fan on the ceiling mounting bracket by inserting the hook on the inside edge of the ceiling mounting bracket through one of the screw holes in the ceiling canopy (Fig. 10). This will allow you to have both hands free to make the wiring connections.

6. INSTALLATION OF SAFETY SUPPORT (required for Canadian installation ONLY)

A safety support cable is provided to help prevent the ceiling fan from falling.

Step 1. Attach the provided wood screw and washers to the ceiling joist next to the mounting bracket but do not tighten. (Fig. 11)

Step 2. Adjust the length of the safety cable to reach the screw and washers by pulling the extra cable through the cable clamp until the overall length is correct, put the end of the cable back through the cable clamp, forming a loop at the end of the cable. Tighten the cable clamp securely. Now, put the loop in the end of the safety cable over the wood screw and under the washer. Tighten the wood screw securely.

NOTE: Although the safety support cable is required for Canadian installations only. It's a good idea to make the attachment with any installation.
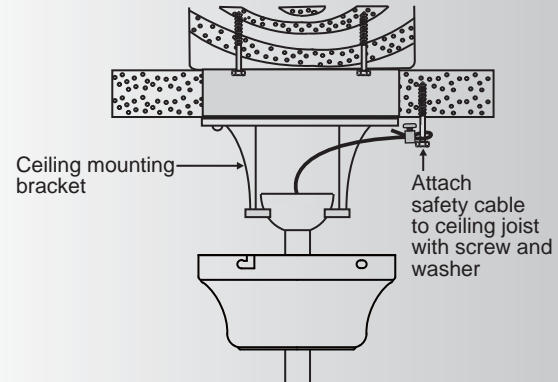
Ceiling mounting bracket

Attach safety cable to ceiling joist with screw and washer

Fig. 11

7. ELECTRICAL CONNECTIONS

WARNING: To avoid possible electrical shock, be sure you have turned off the power at the main circuit panel.

Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts suppled with your fan. Secure the connectors with electrical tape. Make sure there are no loose wire strands or connections.

Step 1. Connect the fan supply (black) wire and light supply (blue) wire to the black household supply wire as shown in Figure 12.

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

Step 3. Connect the fan ground wire (green) to the household ground wire.

Step 4. After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and the black wires is on the other side.

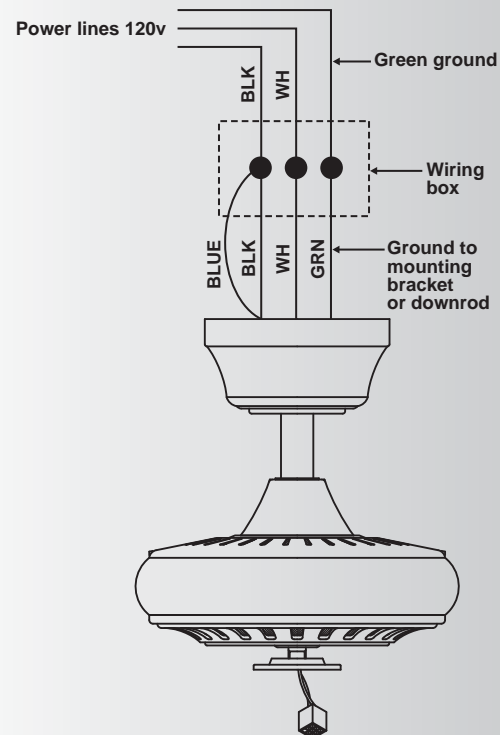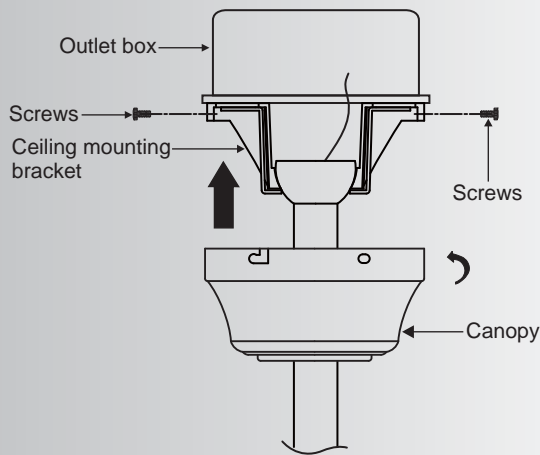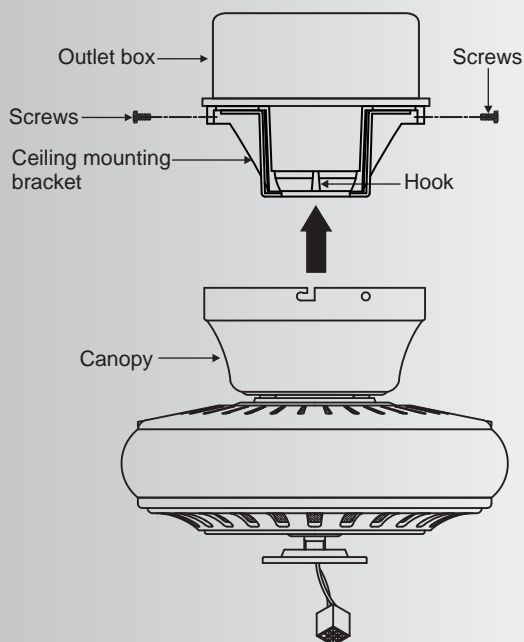**Step 5.** Turn the connecting nuts upward and push the wiring into the outlet box.

Power lines 120v

BLK

WH

Green ground

Wiring box

BLUE BLK WH GRN

Ground to mounting bracket or downrod

Fig. 12

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Outlet box
Screws
Ceiling mounting bracket
Screws
Canopy

Fig. 13

Outlet box
Screws
Screws
Ceiling mounting bracket
Hook
Canopy

Fig. 14

8. FINISHING THE INSTALLATION

STANTARD CEILING INSTALLATION

Step 1. Tuck all the connections neatly into the ceiling outlet box.

Step 2. Slide the canopy up to ceiling and attach the canopy to the ceiling mounting bracket using 4 screws at the top edge of the mounting bracket. Insert each screw through the canopy mounting hole and into the mounting bracket. Tighten all screws securely. (Fig. 13)

CLOSE-TO-CEILING INSTALLATION

Step 1. Tuck all the wire connections neatly above the receiver and into the ceiling outlet box.

Step 2. Remove the fan from the hook on the ceiling mounting bracket. Attach the fan assembly to the ceiling mounting bracket using 4 screws at the top edge of the mounting bracket.

Align the keyhole slots on the canopy with the mounting screw heads on the sides of the mounting bracket. Lift up and turn the fan assembly until the heads of the mounting screws are in the narrow end of the keyhole slots.

Step 3. Make sure all four mounting screws are tight. (Fig. 14)

9. ATTACHING THE FAN BLADES

CAUTION: Remove the five rubber shipping blocks attached to the face of the motor. These blocks keep the motor from shifting during shipping and MUST be removed during installation.

Step 1. Attach a blade to a blade bracket using the screws and fiber washers provided. (Fig. 15)

Make sure the blade is straight when set on the blade bracket. Tighten each mounting screw until the fiber washer is slightly compressed. Repeat this procedure for each blade.

Step 2. Attach each blade assembly to the motor using the "Pre-Installed" mounting screws in the blade bracket. (Fig 15)
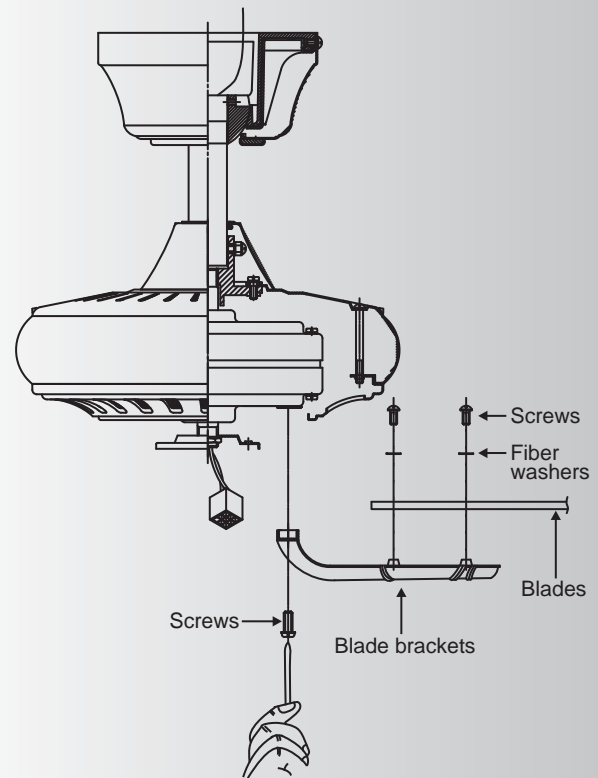
Fig. 15

10. INSTALLING THE MOUNTING PLATE

Step 1. Loosen the two screws on the mounting ring attached to the motor shaft and "remove" and save the third screw. (Fig. 16)

Step 2. Place the key hole slots on the mounting plate over the two screws previously loosened on the mounting ring.

Turn the mounting plate until is locks in place at the narrow section of the key hole slots.

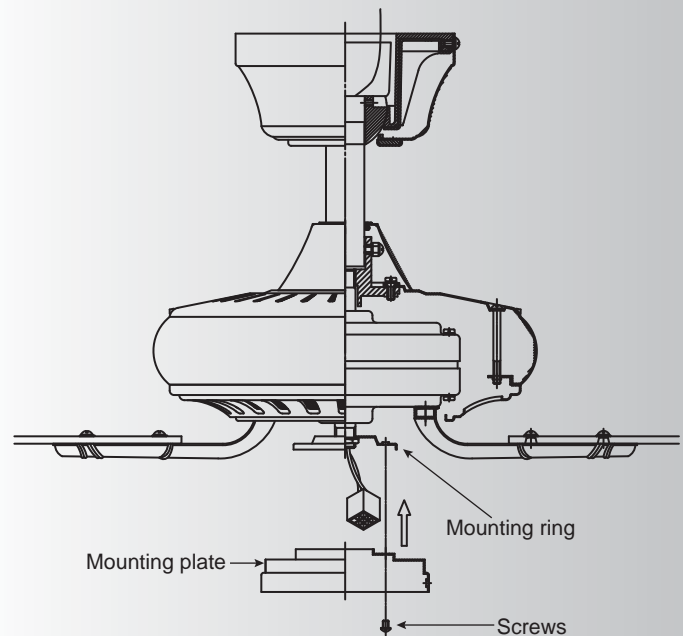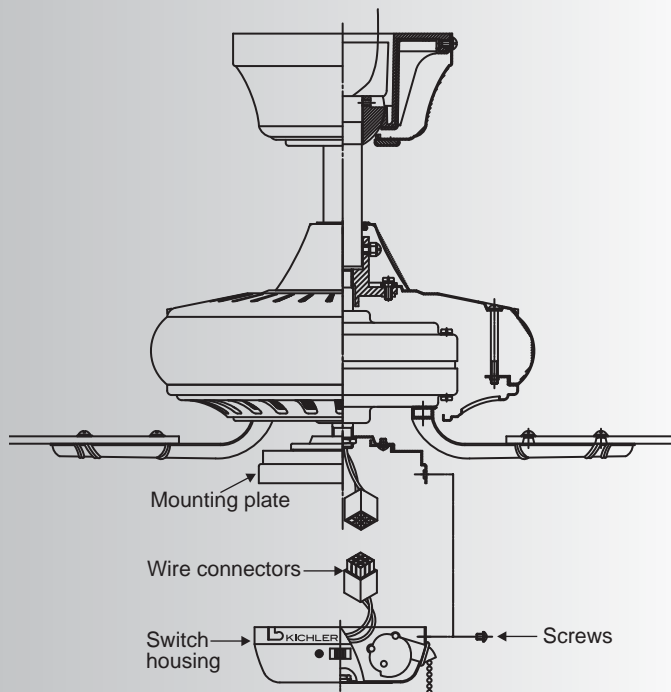Tighten both key hole screws and replace the third screw previously removed and tighten securely.

Fig. 16

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Mounting plate

Wire connectors

Switch housing

Screws

Fig. 17

11. INSTALLING THE SWITCH HOUSING

Step 1. While holding the switch housing under your ceiling fan, push the square wire connectors together. One from the fan and one from the switch housing.

NOTE: These connectors are color coded and will ONLY engage when the colored strips are matched (aligned).

Step 2. Carefully push all the wires into the switch housing.

Attach the switch housing to the mounting plate with the screws provided. Make sure each screw is tight. (Fig. 17)

12. OPERATING INSTRUCTIONS

Turn the power on and check the operation of your ceiling fan.

The pull chain controls the 3 speeds of your ceiling fan.

1 pull = High, 2 pulls = Medium, 3 pulls = Low and the 4th pull turns the motor off.

The Black Slide Switch on the side of the switch housing controls the direction of the blades "Forward and Reverse".

Warm weather - Forward (counter clockwise) A downward airflow creates a cooling effect as shown in Fig. 18. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool weather - Reverse (clockwise) An upward airflow moves warm air off the ceiling area as shown in Fig. 19. This allows you to set your heating unit on a cooler setting without affecting your comfort.
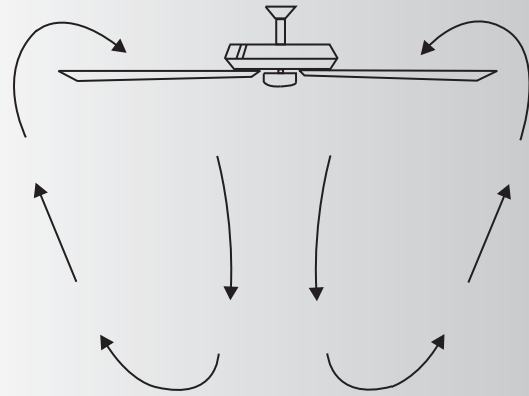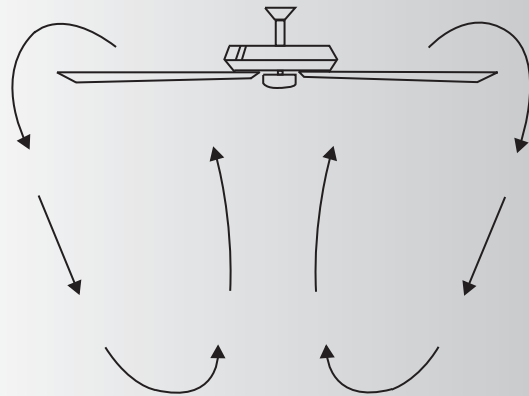
Fig. 18

Fig. 19

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13. TROUBLESHOOTING

Problem   **Solution**

Fan will not start.   1. Check that all fuses or circuit breakers are installed or in the ON position.
                       2. Check all electrical connections to insure proper contact. **CAUTION:** Make sure the main power is OFF when checking any electrical connection.

Fan sounds noisy.   1. Make sure all motor housing screws are snug.
                       2. Make sure the screws that attach the fan blade brackets to the motor are tight.
                       3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. **CAUTION:** Make sure main power is off.
                       4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time.
                       5. If using an optional light kit, make sure the screws securing the glassware are tight. Make sure the light bulbs are not touching any other component.
                       6. Some fan motors are sensitive to signals from solid-state variable speed controls. If you have installed this type of control, choose and install another type of control.
                       7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.

Fan wobble.   1. Check that all blade and blade arm screws are secure.
                       2. Most fan wobbling problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure this distance. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within 1/8".
                       3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable.
                       4. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.

                       WARNING: TO REDUCE THE RISK OF PERSONAL INJURY AND TO INUSRE THE PROPER OPERATION OF YOUR CEILING FAN. NEVER ATTACH THE BLADE ASSEMBLIES UNTIL THE CEILING FAN HAS BEEN MOUNTING ON THE CEILING. DO NOT BEND THE BLADE ARMS WHILE INSTALLING, BALANCING OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.

14. SPECIFICATIONS

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	CFM/W	N.W.	G.W.	C.F.
42"	High	120	0.39	47	230	3774	80	6.09 kgs	7.65 kgs	2.09'
	Medium	120	0.31	27	173	2923	110			
	Low	120	0.20	11	103	1664	158			

These are approximate measurements. They do not include data for any lamps or fixtures attached to the ceiling fan.