

REGENCY®

CEILING FANS

• CEILING FAN OWNER'S MANUAL •



3/04

• REGATTA •

WARNING: Read and follow these instructions carefully and be mindful of all warnings shown throughout.

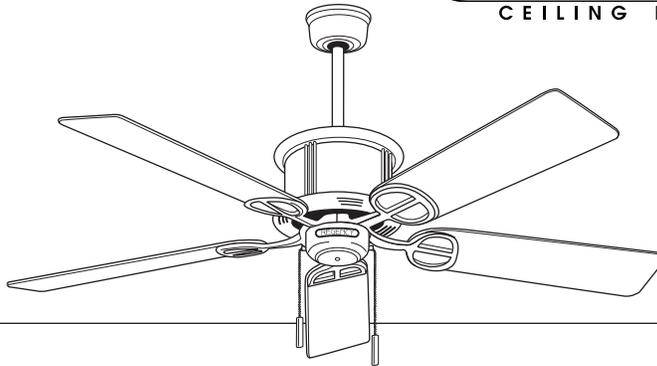
IMPORTANT SAFEGUARDS:

1. To ensure the success of the installation, be sure to read the instructions and review the diagrams thoroughly before beginning.
2. To avoid possible electric shock, be sure electricity is turned off at the main power box before wiring. All electrical connections must be made in accordance with local codes, ordinances and/or the National Electric Code. If you are unfamiliar with the methods of installing electrical wiring and products, secure the services of a qualified and licensed electrician as well as someone who can check the strength of the supportive ceiling members and make the proper installation(s) and connections.
3. Make sure that your installation site will not allow rotating fan blades to come in contact with any object. Blades should be at least 7 feet from floor when fan is operating.
4. If possible, mount ceiling fan on a ceiling joist - the joist must be able to support the motion and weight of the moving fan. If the fan will be mounted on a ceiling outlet box, an approved box UL listed as “suitable for fan support” is required. The box and its supporting members must be able to support the moving weight of the fan (at least 35lbs.). The box must not be able to twist or work loose. Installation on a concrete ceiling should be performed by qualified personnel.
5. Blades should be attached after motor housing is hung and in place. Fan motor housing should be kept in the carton until ready to be installed to protect its finish. If you are installing more than one ceiling fan, make sure that you do not mix fan blade sets, as each blade is part of a weighted set.
6. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the common conductor and the grounding conductor on one side of the outlet box, and the “HOT” wires on the other side.
7. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL listed and should be installed per the light kit’s installation instructions.
8. After fan is completely installed, check to make sure that all connections are secure to prevent fan from falling and/or causing damage or injury.
9. The fan can be made to work immediately after installation - the bearings are adequately charged with grease so that, under normal conditions, further lubrication should not be necessary for the life of the fan.
10. The fan should be turned off and allowed to stop rotating before reversing fan direction.
11. When inserting bulbs, do not exceed the 300-watt maximum. The upper lighting fixture uses four 25-watt bulbs, leaving the remaining 200 watts for the optional lower light kit.

IMPORTANT SAFETY PRECAUTIONS



Thank you for choosing a Regency Ceiling Fan. You have chosen the best! Your new ceiling fan has been designed to provide many years of service and enjoyment.



WARNINGS:

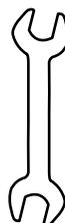
- * Disconnect power by removing fuse or turning off circuit breaker before installing the fan and/or optional lighting.
- * Support directly from building structure.
- * To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked “acceptable for fan support” and use mounting screws provided with 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.
- * To reduce the risk of fire, electrical shock, or personal injury, only use this fan with an appropriate speed control device designed for use with ceiling fans, if you choose a wall control. **DO NOT USE A SIMPLE INCANDESCENT LIGHT DIMMER.** Do not use this fan with any solid-state fan speed control device.
- * To reduce the risk of personal injury, do not bend the blade arms when installing or balancing the blades or cleaning the fan. Do not insert any objects between rotating fan blades.
- * If installing a light kit, be sure to use the lock washer and nut that comes with the kit to ensure that the kit remains securely fastened to the switch housing.

NOTE:

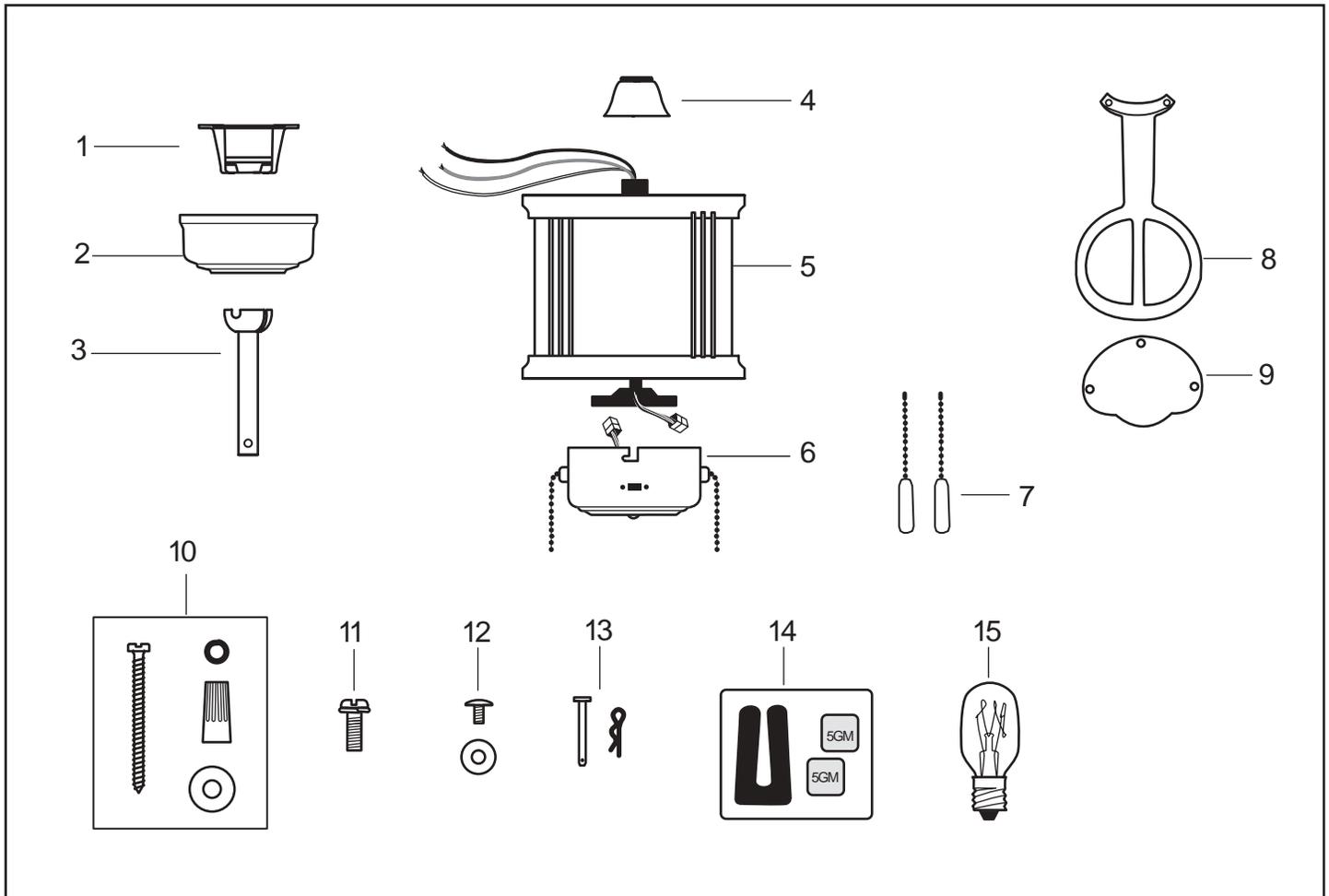
The important precautions, safeguards and instructions appearing in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution, and care are factors which cannot be built into this product. These factors must be supplied by the person(s) installing, caring for and operating the unit.

TOOLS AND MATERIALS REQUIRED

- Phillips screwdriver
- Blade screwdriver
- Wrench or pliers
- Wire cutter
- Stepladder
- Wiring supplies as required by electrical code

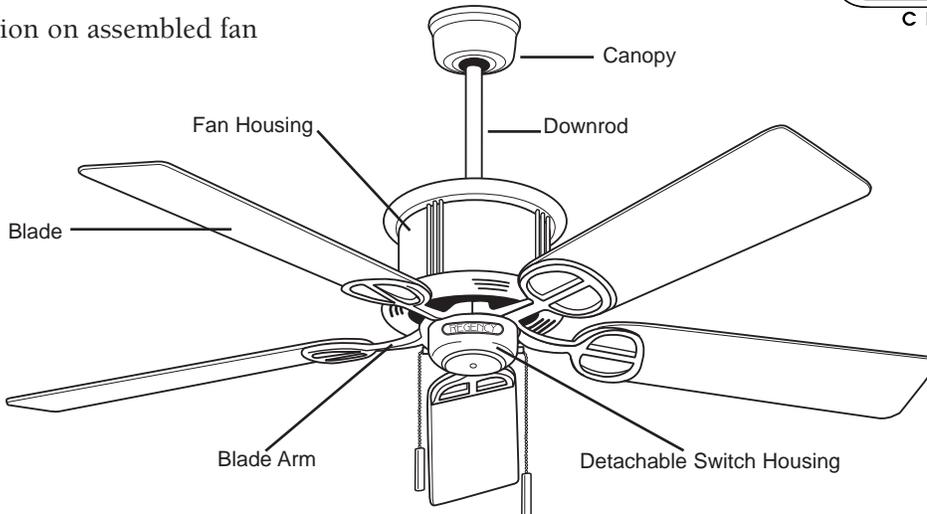


- Unpack your fan and check the contents. Do not discard the carton. If warranty replacement or repair is ever necessary, the fan should be returned in original packing. Remove all parts and hardware. Do not lay motor housing on its side, or the decorative housing may shift, be bent or damaged.
- Examine all parts. You should have the following:



- | | |
|--|--|
| <ol style="list-style-type: none"> Mounting bracket Ceiling canopy Downrod/ball assembly Decorative collar cover Fan housing with motor.
(Remove and discard rubber shipping supports, if included on your fan). Switch housing Pull chain with fob (2) | <ol style="list-style-type: none"> Blade arm (5) Blade arm filler disks (5) for use with Tropic Air silk or bamboo blades (not included) Bracket hardware (wood screws, washers, wire nuts) Blade arm to motor screws (located on motor) Blade to blade arm screws, w/washers Downrod pin, cotter pin Balance kit Light bulbs (E12, 25w x 4) |
|--|--|

Parts identification on assembled fan



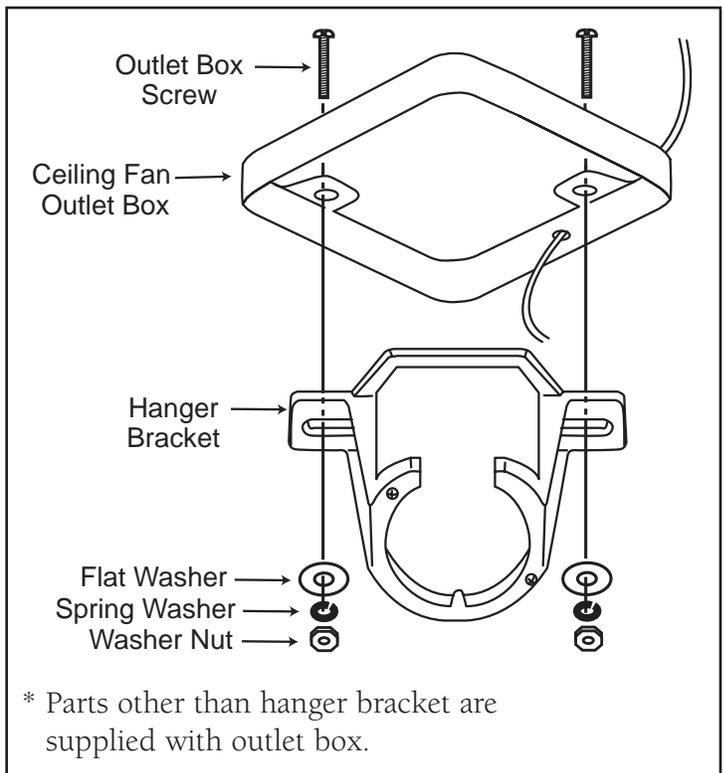
PREPARATION:

Verify that you have all parts before beginning the installation. Check foam insert closely for missing parts. Remove motor from packing. To avoid damage to finish, assemble motor on soft padded surface or use the original foam inset in motor box. Do not lay fan on its side as this could result in shifting of motor in decorative enclosure.

INSTALLING THE MOUNTING BRACKET

Caution: To avoid possible electrical shock, be sure electricity is turned off at the main power box before wiring. All wiring must be in accordance with National and Local Electrical Codes and the ceiling fan must be grounded as a precaution against possible electric shock.

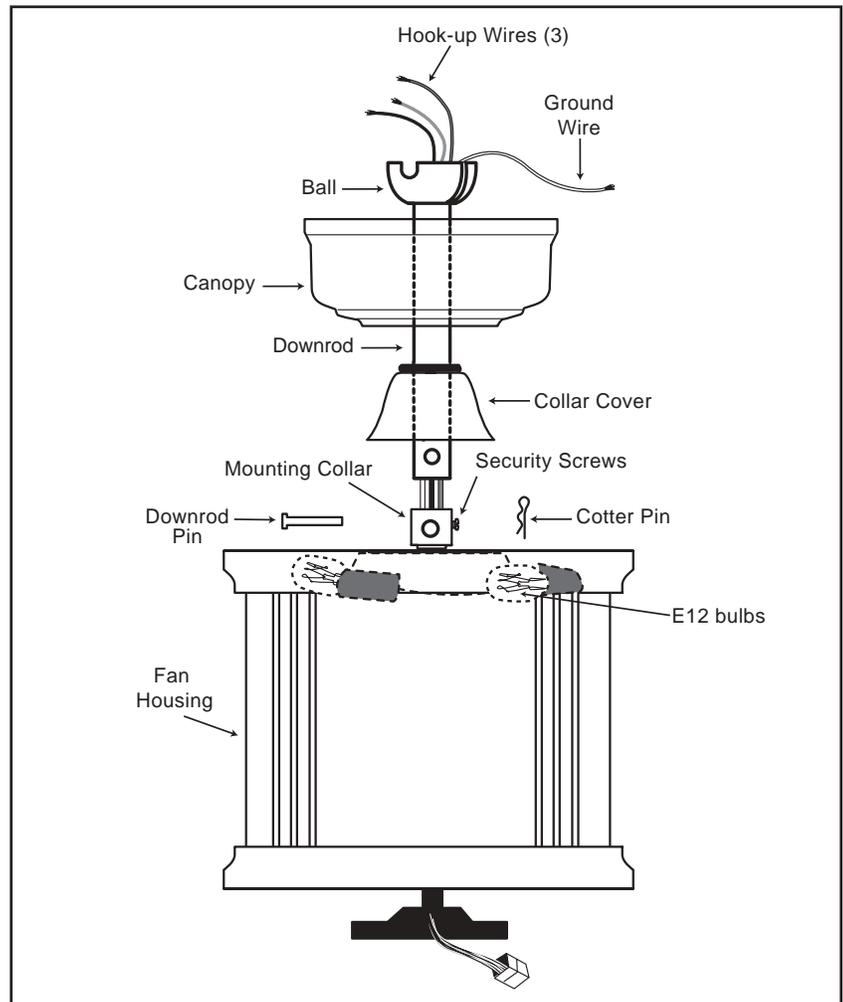
1. Locate ceiling joist where fan is to be mounted, being sure location agrees with the requirements in the minimum clearance section of this guide. Wood joist must be sound and of adequate size to support 35 lbs. (p. 1, #3 and #4)
2. If not already present, mount a UL listed outlet box marked "suitable for fan support" following the instructions provided with the outlet box. The outlet box must be able to support a minimum of 35 pounds.
3. Attach hanger bracket to outlet box using screws provided with the outlet box.*



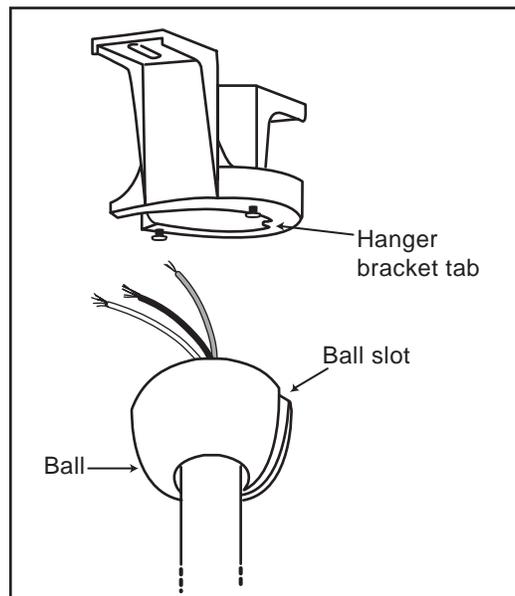
1. Carefully support fan housing (motor) in its styrofoam packing with the mounting collar (where the wires come out) facing upward.
2. Remove ball from downrod by loosening set screw in the side of the ball. Slide ball down and remove ball pin; remove ball. The 6" downrod is recommended (if clearance above floor allows) to provide greater air flow, since more space will be available above the blades for supply air.
3. Feed the wires from top of fan through the end of the downrod you have selected, and set end of downrod into mounting collar so the hole in the downrod lines up with the hole in the side of the mounting collar.
4. Insert downrod pin through holes in mounting collar and downrod; slip cotter pin through small hole in end of downrod pin to hold downrod pin in place.
5. Tighten security screws against downrod using a large flat blade screwdriver to ensure a tight fit against downrod. Then tighten lock nuts against mounting collar.

NOTE: Fan has 6 feet of hook-up wire in case you are using a long extension downrod. Wires can be cut so only 8 inches or so extend beyond the top of the downrod to make the electrical connections easier and safer.

6. Feed wires through and slide collar cover down the downrod to top of fan.
7. Feed wires through canopy and slide canopy over downrod to lay on top of collar cover. It will be attached to ceiling later.
8. Feed wires through ball and slide ball over downrod, past hole in the top end of downrod. Insert ball pin (removed in Step 2), slide ball up and tighten set screw to secure ball in place.
9. Install 4 candelabra base bulbs (E12, 25w max) in sockets.



1. Lift ball/downrod/fan into hanger bracket opening. NOTE: The tab opposite hanger bracket opening should fit in slot on ball.
2. Make wire connections, (refer to section titled “Electrical Connections”).
3. Slide canopy up and fasten to hanger bracket with screws provided.

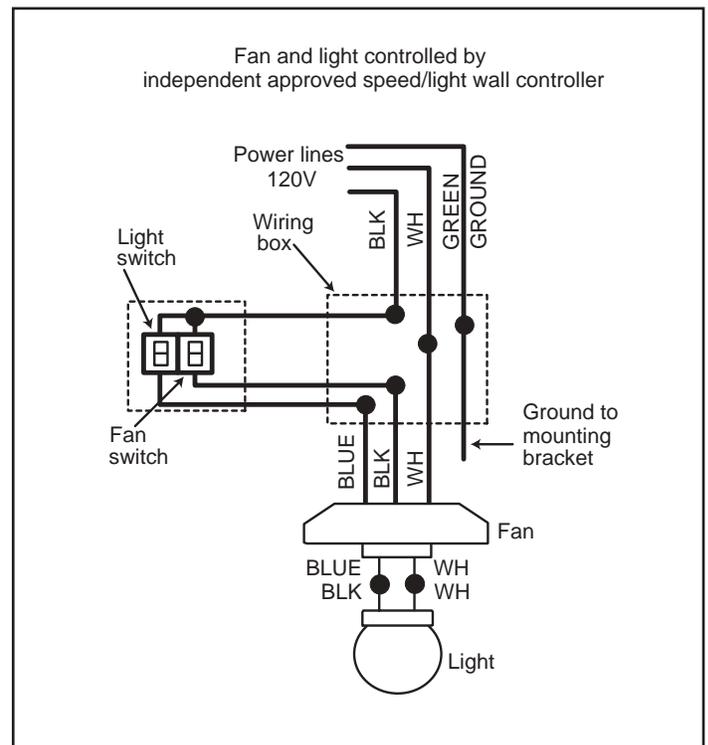
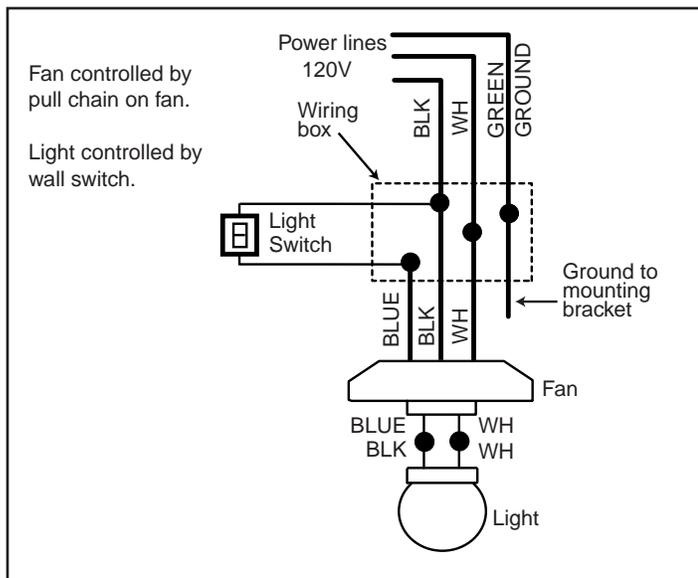
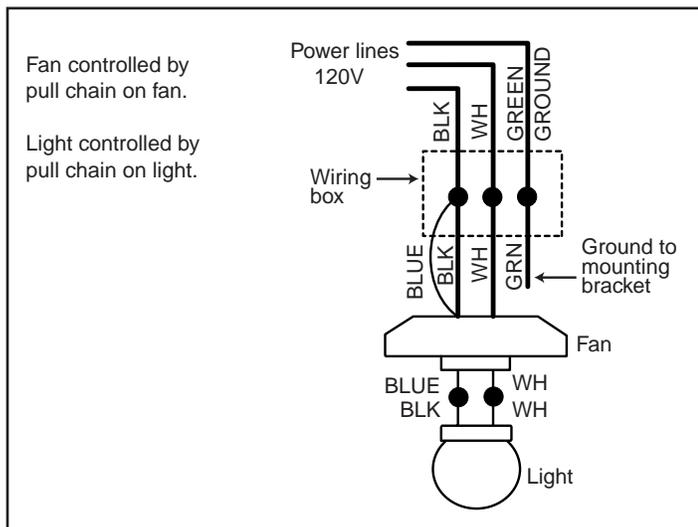


WARNING: To avoid damaging the blade arms and blades, do not install blades onto fan until fan is fastened to ceiling. If arms are bent or misaligned, excessive wobble may occur.

ELECTRICAL CONNECTIONS: ✱ Be sure electricity is turned off at the main power box before wiring

- Four wires are connected to the fan.
 Black – this is the “hot” power to run fan.
 White – this is the “common” power to run fan and light.
 Blue – this is the “hot” power for uplight and light kit.
 Green – ground wire (on bracket or downrod).
- If fan and light are to be connected to the same circuit, black and blue wires can both be connected to house circuit black wire.

NOTE: The other end of the blue wire, (light circuit) is in the switch housing with a wire nut and label for light kit attachment. The white wire (common for light kit) is also there.



1. Place fiber washer on screw. Insert this assembly through the blade and start the screw into the blade arm. Repeat this procedure without tightening the screw until all 3 screws have been started into the blade arm (Fig. 1).
2. Tighten each screw, starting with center screw.

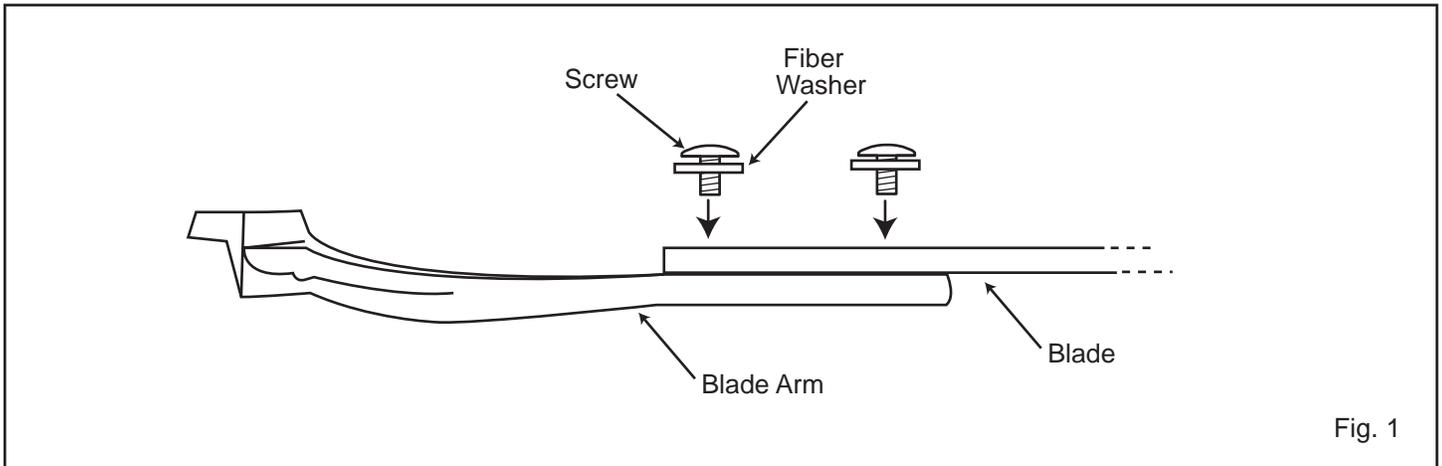


Fig. 1

3. Before fastening the blade assembly to the motor with screws and metal lockwashers provided, remove the rubber grommets (aka shipping supports) and motor screws. Keep the motor screws. These, too, will be used to attach the blade assembly to the motor. Repeat procedure for remaining blades (Fig. 2). Make sure screws are TIGHT! Use large, flat blade screwdriver for final tightening of motor screws to completely flatten the metal washers on the screws. Use of a cordless power screwdriver is not recommended, as they often strip the screw heads and do not tighten securely. Loose motor screws can contribute to unnecessary hum and wobble during operation.

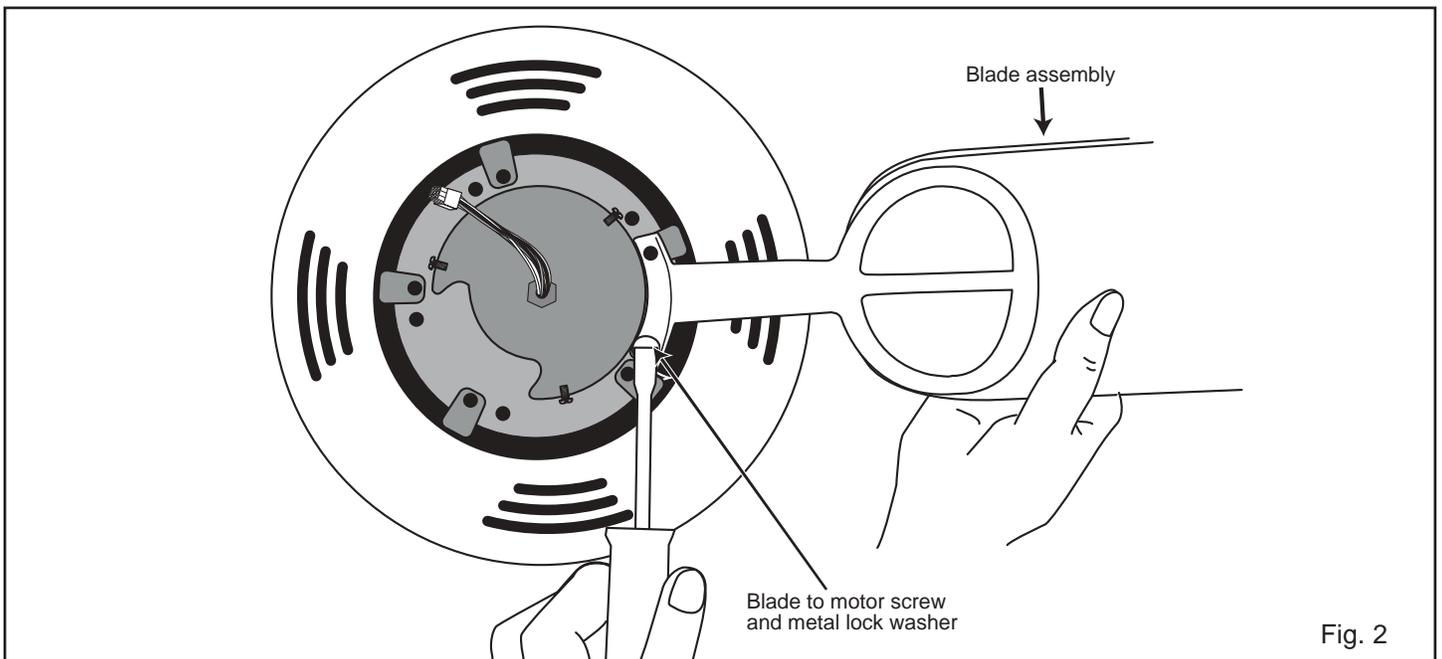


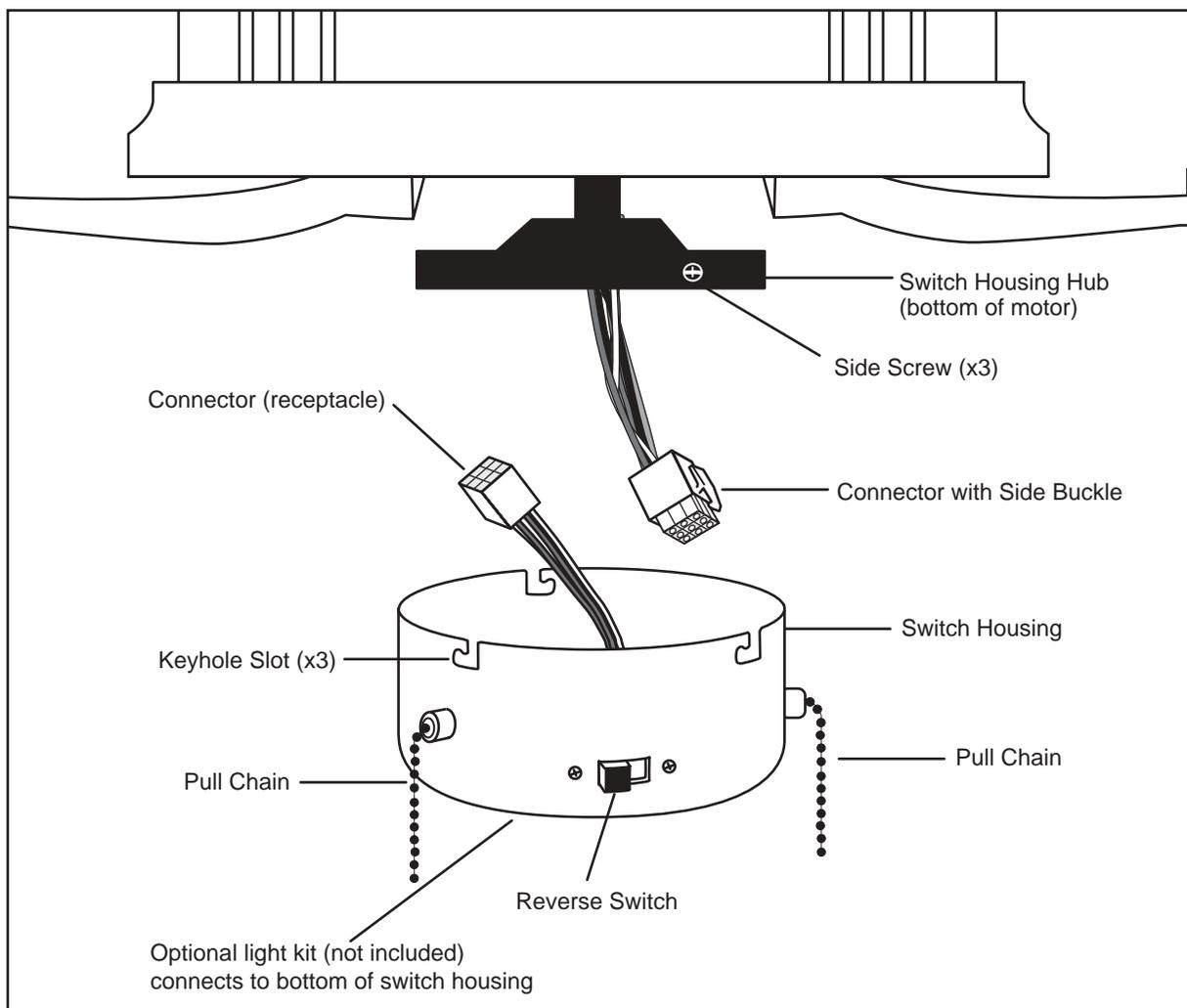
Fig. 2

INSTALLATION OF REMOVABLE SWITCH HOUSING



NOTE: Be sure the power is off before installing.

1. Loosen the 3 side screws on switch housing hub halfway.
2. If installing light kit, carefully remove light kit plug in bottom of switch housing. Attach light kit to switch housing per instructions supplied with light kit. See “Electrical Connections” for hook-up of light kit.
3. Connect the plug and receptacle and make sure side buckle snaps in place.
4. Attach the switch housing to the switch housing hub. Align the side screws with keyhole slots on edge of switch housing and tighten the side screws.
5. Attach pull chain fobs to ends of the switch’s pull chains – one for fan speed and one for upright on/off.
6. Install candelabra base (E12, 25 watt) bulbs into sockets on top of fan housing for upright. **DO NOT EXCEED THE RECOMMENDED WATTAGE FOR EACH BULB!**
7. Turn the power on. Your Regency Ceiling Fan is now ready to enjoy!



GENERAL INFORMATION

NOTE: For use with a standard remote control.

Multiple code choices are included with your fan's remote control in case:

- you have more than one remote control fan and want them to respond only to their own remote control
- you have other radio controlled devices in your home that may interfere with the fan remote control (i.e. garage door opener)
- you experience radio interference on a chosen frequency (code setting)

SET-UP AND OPERATING INSTRUCTIONS

Setting the code:

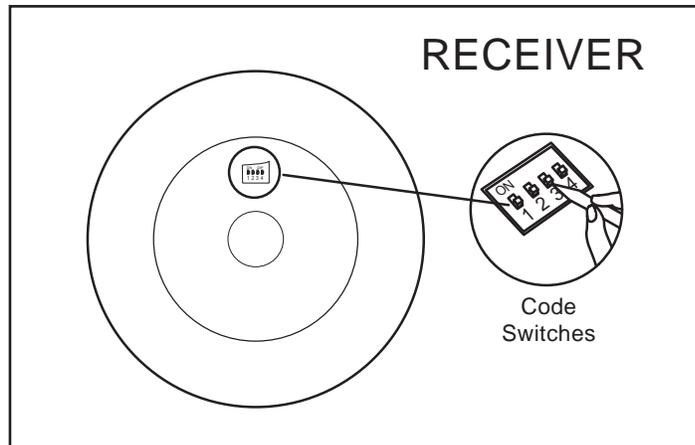
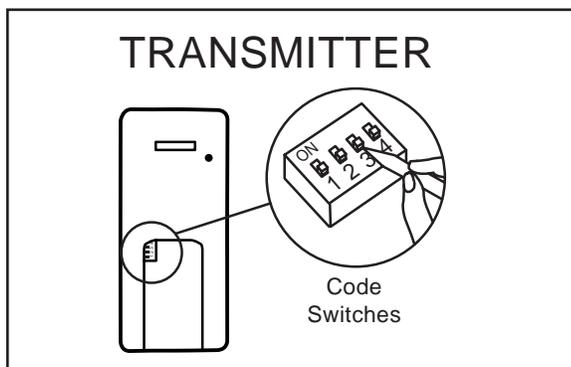
This unit has 16 different code combinations. To set the code, perform these steps:

1. Setting the code on the TRANSMITTER:

- Remove battery cover.
- Slide code switches to your choice of ON or OFF position. Use a small screwdriver or ball point pen to slide each switch firmly up or down.
- Install 9v battery (not included).
- Replace battery cover on transmitter.

2. Setting the code on the RECEIVER:

- Locate the code switches on the bottom of the remote receiver.
- Slide code switches to the SAME POSITIONS as set on your transmitter.



Operating buttons on the transmitter:

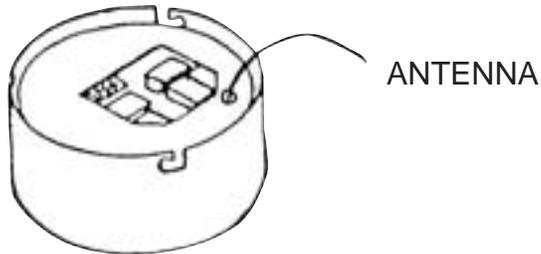
- HI – fan high speed
- MED – fan medium speed
- LOW – fan low speed
- FAN OFF – fan speed off
- LIGHT – light brightness and off
- FOR/REV – forward or reverse (down or up) air flow

- The light function is controlled by pressing the light button. Hold button down to increase or decrease light brightness. Tap button quickly to turn light off or on.
- Keep pressing the button for more than one second to dim the light and vary it cyclically from dim to bright and back again.
- The light button has auto return (memory function), so it will stay at the same brightness as the last time it was turned off.
- Range of the transmitter is approximately 25 ft.

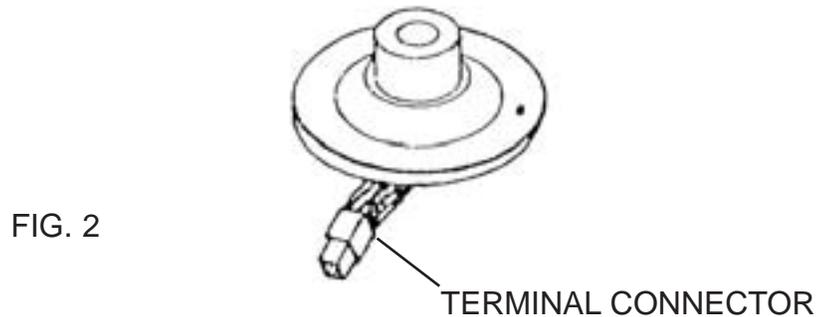
NOTE: Wall switch must stay ON for normal operation. Loss of power will reset receiver to the default mode.

3. After you have preset the code selectors, insert the terminal connector from the fan motor into the terminal connector inside the receiver (Fig. 2). The terminal plug can only be inserted one way to prevent improper connection.

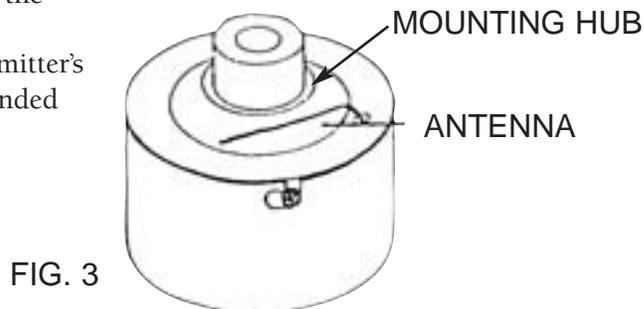
SWITCH HOUSING RECEIVER



FAN'S SWITCH HOUSING HUB



4. Insert the antenna wire through one of the small holes in the switch housing hub. (Fig. 3) For best reception of the transmitter's signal the antenna should be fully extended outside of the switch housing.

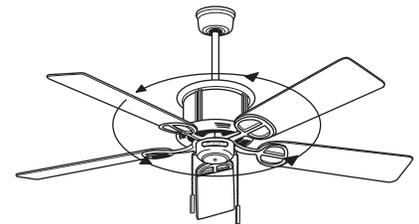


5. Secure the receiver housing to the mounting hub by sliding the housing onto the 3 screws on the hub and turning clockwise. Tighten the 3 screws when in place.

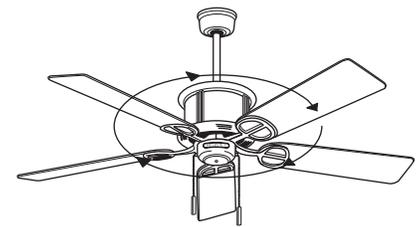
Forward/Reverse Direction:

Forward is a counterclockwise rotation of the blades when viewed from beneath the fan. This will create a downward breeze that can be felt below the fan. This is the normal direction for the fan to run when the weather is warm.

Reverse (clockwise) will draw air up through the blades and towards the ceiling, down the walls, and into the living space during the cooler months.



WARM MONTHS
Forward (counterclockwise)



COOL MONTHS
Reverse (clockwise)

CARE AND CLEANING

Periodic cleaning of your new ceiling fan is about the only maintenance that is needed. Only 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 wood blades and/or create the possibility of electrical shock.

Periodically it may be necessary to re-tighten blade to blade arm screws or blade arm to motor screws to prevent clicking or humming sound during operation. This is especially true in climates with broad temperature and humidity ranges and in fans with painted or high gloss blades.

When dusting the blades, you must support the blade to prevent bending – no pressure should be applied to the blades. If you experience any flaws in the operation of your fan, please check the following points:

TROUBLESHOOTING - IN CASE OF DIFFICULTY

CAUTION: Switch off power supply before carrying out any of these checks.

1. If fan will not start: Check main and branch circuit breakers and/or fuses. Check line wire connections to fan and switch housing wiring. Make sure forward/reverse switch is set to one or the other position, not stuck in between.
2. If fan is noisy: Check and make sure that all screws in motor housing are snug (but not over tight). Check that the screws securing blade brackets to the motor are tight. Check that wire connectors in switch housing are not rattling against each other or the interior wall of the switch housing. Check that all glassware is finger tight and that bulb(s) are well held in the sockets, if a light kit is used. Check that the canopy is firmly attached to hanging bracket and not vibrating against ceiling.
3. If fan wobbles: Check that all blades are firmly screwed into blade arms. Check that all blade arms are firmly secured to the motor. Make sure that the light kit (if present) is firmly attached to switch housing and that all glassware and shades are fastened properly. Wobble can also result from even the smallest deviations in distance from blade tip to blade tip - if measurements from blade tip to blade tip are not equal, loosen screws connecting blade to bracket one at a time and adjust blade(s) so that distances are equal. Interchanging adjacent blades may redistribute mass and result in smoother operation. Blade arms can be bent slightly to restore same pitch to all blades if a blade is different than the other blades when viewed edge on.

THANK YOU FOR PURCHASING A REGENCY CEILING FAN.

Write to us at:

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Visit us on the Web at: www.regencyfan.com