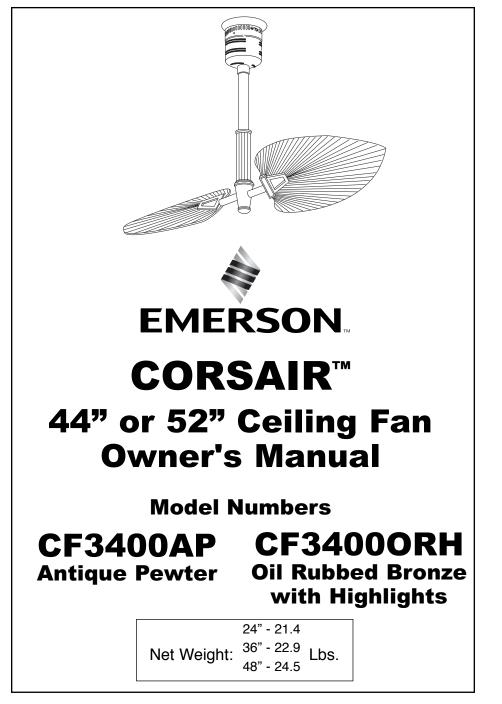
# READ AND SAVE THESE INSTRUCTIONS



Part No. F40BP73860000

Form No. BP7386 Model No.: CF3400

# 🕰 WARNING

Page 2

**WARNING:** To avoid fire, shock, and serious personal injury, follow these instructions.

### **Safety Instructions**

- 1. Read your owner's manual carefully and keep it for future reference.
- 2. Before servicing or cleaning unit, switch power off at service panel and lock service panel disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.
- 3. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
- 4. Do not put anything into the fan blades while they are turning.
- 5. Do not operate reversing switch until fan blades have come to a complete stop.

### Additional Safety Instructions for Installation

- 1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
- 2. The installation is to be in accordance with the National Electrical Code, ANSI/NFPA 70-2008 and Local Codes. Use the National Electrical Code if Local Codes do not exist. The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
- 3. The outlet box and joist must be securely mounted and capable of reliably supporting at least 50 pounds. Use only U.L. outlet boxes listed as "Acceptable for Fan Support", and use the mounting screws provided with the outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.
- 4. The fan must be mounted with the fan blades at least 7 feet from the floor to prevent accidental contact with the fan blades.
- 5. Follow the recommended instructions for the proper method of wiring your ceiling fan. If you do not know enough about electrical wiring, have your fan installed by a licensed electrician.

**NOTE:** This fan is suitable for use with solid-state speed controls.

**WARNING:** To reduce the risk of fire or electric shock, this fan should only be used with fan speed control UC9020 (SW46), manufactured by Rhine Electric Co, Ltd.

**WARNING:** This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.

**WARNING:** To reduce the risk of personal injury, do not bend the blade flange when installing the blade flanges, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

### DATE CODE:

The date code of this fan may be found on the box, stamped in ink on a white label. You should record this data above and keep it in a safe place for future use.

### This Manual is Designed to Make it as Easy as Possible for You to Assemble, Install, Operate and Maintain Your Ceiling Fan

### Tools Needed for Assembly

One Phillips head screwdriver One wire stripper One stepladder

### Materials

Wiring, outlet box and box connectors must be of type required by the local code. The minimum wire shall be a 3-conductor (2-wire with ground) of the following sizes:

Installed Wire Length	Wire Size A.W.G.
Up to 50 ft.	14
50-100 ft.	12



Before assembling your ceiling fan, refer to section on proper method of wiring your fan (Page 5). If you feel you do not have enough wiring knowledge or experience, have your fan installed by a licensed electrician.

### Unpacking Instructions

For your convenience, check-off boxes are provided next to each step. As each step is completed, place a check mark in the box. This will insure that all steps have been completed and will be helpful in finding your place should you be interrupted.

3

# 🕰 WARNING

Do not install or use fan if any part is damaged or missing. Call Toll-Free:

# 1-800-654-3545

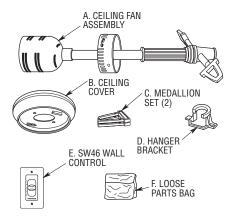
# A WARNING

This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.

□ 1. Open carton containing fan. Remove top half of styrofoam unit. Remove parts, placing all carton contents on a soft protective surface to prevent scratching the painted or plated finishes, and check to see that you have received the following parts:

NOTE: Place the parts from the loose parts bags in a small container to keep them from being lost.

- A. Ceiling Fan Assembly
- B. One Ceiling Cover
- C. One Medallion Set (2 pieces)
- D. One Hanger Bracket
- E. One SW46 Wall Control
- F. One Loose Parts Bag Containing:
  - 1. Seven #10-32 x .75" Oval Head Screws
  - 2. Four #8-32 x .25 Flat Head Screws
  - 3. Four Wire Connectors



### **Electrical Requirements**

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit.

The outlet box must be securely anchored and capable of withstanding a load of at least 50 pounds.

### \Lambda WARNING

To reduce the risk of fire, electric shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

If your fan is to replace an existing ceiling light fixture, turn electricity off at the main fuse or circuit breaker box at this time and remove the existing light fixture.

# A WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse or circuit breaker box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

## 🕰 WARNING

To avoid possible fire or shock, follow all wiring instructions carefully. Any Electrical work not described in these instructions should be done or approved by a licensed electrician.

### How to Hang Your Ceiling Fan

### WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse or circuit breaker box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

#### 

The fan must be hung with at least 7' of clearance from floor to blades (Figure 1).



FLOOR FLOOR

#### 

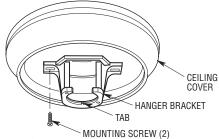
The outlet box and joist must be securely mounted and capable of supporting at least 50 lbs. Use only a U.L. outlet box listed as "Acceptable for Fan Support".

## A WARNING

To reduce the risk of fire, electric shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

□ 1. Pull the electrical supply wires through the center opening of the ceiling cover.



### Figure 2

 $\square$  2. Install the ceiling cover and hanger bracket together onto the outlet box using the two screws supplied with the  $\Box$  1. Connect the green grounding lead from outlet box. The hanger bracket will nest into the ceiling cover between the raised guides on the bottom surface of the cover. The center hole of the ceiling cover provides visual access to view installation of the outlet box screws into the threaded mounting holes of the box (Figure 2).

#### WARNING 4

To avoid possible fire or shock, do not pinch electrical wires between the ceiling cover and hanger bracket, or the electrical box and the ceiling cover.

- □ 3. Pull the electrical supply wires through the opening on the back side of the hanger bracket for installation of the fan's hanger ball.
- $\square$  **4.** To prevent scratching the fan assembly, secure the upper motor cover onto a blade flange with masking tape.
- □ 5. Carefully lift the fan assembly and install the fan's hanger ball into the hanger bracket. For added clearance, position the fan's reverse switch to the side of the hanger bracket during installation.
- □ 6. Carefully rotate the fan assembly to engage the hanger ball groove onto the hanger bracket locking tab. When locked in position, the fan will not rotate on the hanger bracket.

#### WARNING

Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.

### WARNING

To avoid possible fire or shock, do not pinch wires between the hanger ball/downrod assembly and hanger bracket.

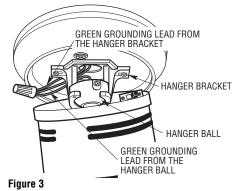
### How to Wire **Your Ceiling Fan**

NOTE: Pivot the fan on its mounting ball to improve access to the top of the motor when making electrical connections with supply wires (Figure 3).

the hanger ball and the green grounding lead from the hanger bracket to the grounding conductor of supply (this may be a bare wire or wire with green colored insulation) with wire connector supplied. (Figure 3.)

#### Æ WARNING

This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.



5

- $\Box$  2. Securely connect the fan motor white  $\Box$  6. Carefully slide the motor ring up the wire to the supply white (neutral) wire using wire connector supplied (Figure 4).
- □ 3. Securely connect the fan motor black wire to the supply black (hot) wire using wire connector supplied (Figure 4).

#### WARNING

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. Do not operate fan until blades are in place. Noise and fan damage could result.

- □ 4. After connections have been made, separate the white and green wires from the black wires.
- $\Box$  5. Carefully turn the wires upward and insert them up through the center opening of the ceiling cover and into the outlet box. Push the green and white wires into one side of the outlet box; push the black wires into the other side of the the outlet box.

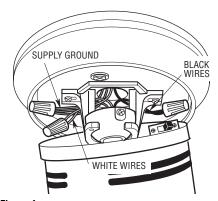
#### WARNING 4

To avoid possible fire or shock, do not pinch wires between the hanger ball/downrod assembly and hanger bracket.

# WARNING

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To avoid possible fire or shock, make sure that the electrical wires are completely inside the outlet box and not pinched between the ceiling cover and the ceiling.

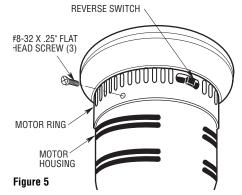




motor housing and position the ring so that the reverse switch slot in the ring is in the correct position (Figure 5).

NOTE: Careful not to scratch ceiling fan assembly while positioning the motor ring in place.

□7. Secure the motor ring to the motor housing assembly using the three #8-32 x .25" flat head screws supplied (Figure 5).



### Blade Installation

#### WARNING

To reduce the risk of personal injury, do not bend the blade flange when installing the blades, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

□ **1.** With the fan suspended on the ceiling, position a blade on top of the ceiling fan blade flange by aligning the raised bosses into the blade mounting holes. Carefully position the blade medallion onto the blade by aligning its bosses with the blade holes. Install three #10-32 x .75" oval head screws into the mounting holes of the medallion and securely tighten each screw (Figure 6). If using wooden blades, be very careful not to over tighten the blade screws.

NOTE: Screws for the wooden blades are shipped with the blades. Do not discard the blade packaging until you have located the screws.

NOTE: Recommend the blades screws be checked regularly for tightness.

6

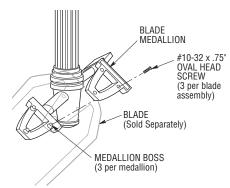


Figure 6

**2.** Assemble the remaining blade per previous instructions.

NOTE: Take care not to scratch fan blades during installation.

### How to Wire Your Ceiling Fan - SW46 Wall Control

This control is designed to operate only one ceiling fan.

# A WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse or circuit breaker box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

## 🕰 WARNING

To avoid possible fire or shock, follow all wiring instructions carefully. Any Electrical work not described in these instructions should be done or approved by a licensed electrician.

# A WARNING

To avoid possible electrical shock, be sure electricity is turned off at the main fuse or circuit breaker panel. NOTE: If you are not sure if the outlet box is grounded, contact a licensed

electrician for advise, as it must be grounded for safe operation.

7

- □ 1. Remove the wall plate and screws from the existing wall switch. Pull switch out from wall outlet box.
- **2.** Disconnect wire from existing fan wall switch (Figure 7).
- $\square$  3. Slide the fan control to the OFF position (0).

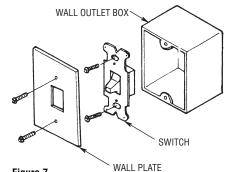


Figure 7

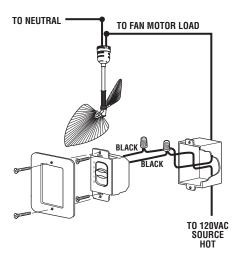
- 4. Connect one BLACK wire from the fan control to the fan/motor load wire with a wire connector (provided) (Figure 8).
- 5. Connect the other BLACK wire from the Fan Control to the 120VAC hot supply wire with a wire connector (provided with control).

# NOTE: Use wire connectors (supplied) to secure electrical connections.

☐ 6. If present, connect the supply white neutral wire to the branch circuit white neutral wire with a wire connector.

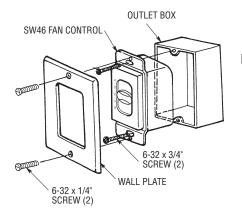


Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. Do not operate fan until blades are in place. Noise and fan damage could result.



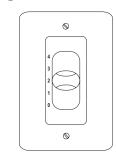
### Figure 8

- ☐ 7. Attach the fan control to the wall outlet box with two 6-32 x 3/4" screws (provided with control).
- 8. Position the wall plate (provided with control) onto the speed control. Using the two 6-32 x 1/4" screws, fasten the wall plate to the control (Figure 9).
- □ 9. Installation of the ceiling fan is now complete. Restore power at the main fuse box or circuit breaker panel.





## **Using Your Ceiling Fan**



# Figure 10

### IMPORTANT

Fan installation must be completed, including the installation of the fan blades, before testing of the controls.

- 1. Restore electrical power to the outlet box by turning the electricity on at the main fuse box or circuit breaker panel.
- □ 2. Check the operation of the fan by sliding the bar of the control through the four positions marked 1 4 ("0" position is OFF) (Figure 10).
- □ 3. All fans are shipped from the factory with the reversing switch positioned to circulate air downward. If airflow is desired in opposite direction, turn your fan OFF and wait for the blades to stop turning, then slide the reversing switch to the opposite position, and turn fan on again (Figure 11).
- **4.** The fan blades will turn in the opposite direction and reverse the airflow.

REVERSE SWITCH 、



Figure 11

8

# Maintenance

# IMPORTANT CARE INSTRUCTIONS 1. Blades (see store or catalog). for your Ceiling Fan

Periodic cleaning of your new ceiling fan is the only maintenance that is needed.

When cleaning, use only a soft brush or lint free cloth to avoid scratching the finish.

Abrasive cleaning agents are not required and should be avoided to prevent damage to finish.

# A WARNING

Do not use water when cleaning your ceiling fan. It could damage the motor or the blades and create the possibility of an electrical shock.

# Accessories

# A WARNING

The use of any other control not specifically approved for this fan could result in fire, shock and personal injury.

### WARNING

This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.

**WARNING:** FOR YOUR OWN SAFETY TURN OFF POWER AT FUSE BOX OR CIRCUIT BREAKER BEFORE TROUBLE SHOOTING YOUR FAN.

Trouble Shooting				
TROUBLE	PROBABLE CAUSE	SUGGESTED REMEDY		
1. Fan will not start.	1. Fuse or circuit breaker blown.	1. Check main and branch circuit fuses or circuit breakers.		
		WARNING: Make sure     main power is turned off.		
	2. Loose electrical connections to the fan or wall control.	2. Check that all electrical connections are secure.		
	3. Fan Wall Control is OFF.	3. Turn ON Fan Wall Control.		
		WARNING: Make sure main power is turned off.		
2. Fan sounds noisy.	1. Blades not securely attached to fan.	<ol> <li>Attach blades to fan before operating or tightening the blade screws.</li> </ol>		
3. Fan wobbles excessively.	1. Fan blades are not seated into the blade flanges properly.	1. Check to be sure that the flange and medallion bosses are seated into the blade mounting holes.		
	2. Fan blades are out of balance.	<ol> <li>Follow the instructions of the blade balancing kit supplied with the ceiling fan to correct the wobble.</li> </ol>		

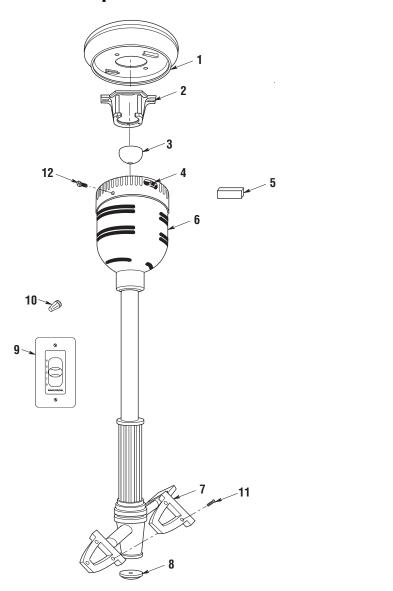
# Trouble Shooting

		Part Numbers	
Key No.	Description	Model No. CF3400AP00	Model No. CF34000RH00
1	Ceiling Plate (1)	763816-AP	763816-0RH
2	Hanger Bracket Assembly (1)	760732	760732
3	Hangerball Assembly (1)	763949	763949
4	Reverse Switch (1)	763898	763898
5	Axillary Capacitor 8.0 uF (1)	763948	763948
6	Motor Assembly, K55XL (1)	763820	763820
7	Medallions (set of two)	763897-AP	763897-0RH
8	Finial Cover (1)	763838-AP	763838-0RH
9	SW46 Wall Control (1)	761971	761971
*	Parts Bag, Containing:	763828	763828
10	Connectors, Wire, 12 Ga. (4)	—	—
11	#10-32 x .75" Oval Head Screws (7)	—	—
12	#8-32 x .25" Flat Head Screws (4)	—	—
—	Owner's Manual (1)	BP7386	BP7386

# **Repair Parts Listing**

10

# **Repair Parts**



Before discarding packaging material, be certain all parts have been removed.

# HOW TO ORDER REPAIR PARTS

WHEN ORDERING REPAIR PARTS, ALWAYS GIVE THE FOLLOWING INFORMATION:

- PART NUMBER
   PART DESCRIPTION
- NAME OF ITEM
   MODEL NUMBER

The model number of your Fan will be found on a label attached to the top housing. For repair parts, phone 1-800-654-3545.

11

### LIMITED WARRANTY

Page 12

### What The Warranty Covers:

This warranty covers the motor and the other components and accessories of your Emerson ceiling fan against all defects in workmanship and materials. You must be the original purchaser or user of the product to be covered.

### What The Period Of Coverage Is:

As it applies to the motor, this warranty will last for the lifetime of your ceiling fan. All other components and accessories are covered by this warranty for one year from the date you purchased your ceiling fan. ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, MADE WITH RESPECT TO COMPONENTS AND ACCESSORIES IS ALSO LIMITED TO ONE YEAR.

### What Will Emerson Electric Co. Do To Correct Problems:

Emerson Electric Co. will replace a defective Emerson Air Comfort Ceiling Fan motor, blade, component or other accessory at no charge to you. If repair of the motor or blades is not practical or possible within a reasonable time and no replacement can be provided, Emerson will refund the actual purchase price of your fan. WE WILL SHIP THE REPAIRED PRODUCT OR REPLACEMENT TO YOU AT NO CHARGE, BUT YOU ARE RESPONSIBLE FOR ALL COSTS OR REMOVAL, REINSTALLATION AND SHIPPING OF THE PRODUCT TO EMERSON ELECTRIC CO.

### How Can You Get Service:

YOU MUST HAVE PROOF OF YOUR PURCHASE OF THE CEILING FAN TO OBTAIN LIMITED WARRANTY SERVICE. KEEP YOUR RECEIPT OR OTHER PROOF OF PURCHASE. You can return the product to our factory or to your nearest authorized service center.

- To return the product to the factory, obtain a return authorization and service identification tag by writing to Air Comfort Products, Division of Emerson Electric Electric Co., 8100 W. Florissant Ave., St. Louis, MO 63136. Include all model numbers shown on the product with your request.
- To return the product to an authorized service center, call 1-800-654-3545 for the address of the nearest authorized service center.

You will be responsible for all insurance, freight or other transportation charges to our factory or authorized service center. Your Emerson Air Comfort Ceiling Fan should be properly packed to avoid damage in transit since we will not be responsible for any such damage.

### What Is Not Covered:

The glass globes and light bulbs of your ceiling fan are not covered by this warranty. This warranty also does not cover any defects, malfunctions or failures caused by:

- Repairs by persons not authorized by Emerson Electric Co.,
- Use of parts or accessories not authorized by Emerson Electric Co.,
- Mishandling, improper installation, modifications or damage to your ceiling fan while in your possession, or

Unreasonable use, misuse, abuse, including failing to do reasonable and necessary maintenance, and normal wear and tear.
 Additionally, this warranty and any implied warranty of merchantability or fitness for a particular purpose are voided when:

- Auditionality, this waitanty and any implied waitanty of merchanitability of nuless for
- The original purchaser or user ceases to own the product, or
- The fan is moved from its original point of installation.

This warranty is only valid within the 50 states of the United States and the District of Columbia. No other written or oral warranties apply, and no employee, agent, dealer or other person is authorized to give any warranties on behalf of Emerson Electric Co.

REPAIR, REPLACEMENT OR A REFUND ARE THE EXCLUSIVE REMEDIES AVAILABLE UNDER THIS WARRANTY AND EMERSON IS NOT RESPONSIBLE FOR DAMAGES OF ANY KIND, INCLUDING INCIDENTAL AND CONSEQUENTIAL DAMAGES. Incidental damages include but are not limited to such damages as loss of time and loss of use. Consequential damages include but are not limited to the cost of repairing or replacing other property which was damaged if this product does not work properly.

### How State Law Relates To The Warranty:

Some states do not allow the exclusion or limitation of incidental or consequential damages so the above exclusion or limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.



Air Comfort Products DIVISION OF EMERSON ELECTRIC CO. 8100 W. Florissant • St. Louis, MO 63136

Part No. F40BP73860000

Printed in China 11/09

Form No. BP7386 Model No.: CF3400

