



# BEVERLY™

## INSTALLATION INSTRUCTIONS

**52-INCH INDOOR LED CEILING FAN/ Damp Location Rated**



## READ AND SAVE THESE INSTRUCTIONS



**Before beginning installation of your new *Beverly* ceiling fan, read and follow these safety precautions. If you are not familiar with national and local electrical codes and basic electrical wiring procedures, we recommend that you have a qualified electrician install your new ceiling fan.**

***Warning:*** To avoid electrical shock turn off power at the fuse or breaker box

- ❖ Before you begin, **TURN OFF THE ELECTRICITY**. Determine which circuit your new fan will be using and remove the fuse or turn off the circuit breaker at the main electrical panel.
- ❖ Make sure that all wiring conforms to national and local electrical codes. If you are in question, obtain a copy of the codes and wire the fan accordingly. Never leave bare wires uncovered (*wire connection*), use wire nuts to cap all connections. Plastic electrical tape is not recommended.
- ❖ When working with electricity, never take short cuts. Follow the code in every respect. Basic requirements for a ceiling fan installed with lights are, 120 volts AC - 60Hz, on a grounded circuit with a 15 amp breaker or fuse. Make sure that your electrical system and choice of location meet these requirements.
- ❖ If the location where you plan to install your fan does not already have an electrical outlet, hire a licensed electrician to run the wiring and install an outlet box designed for ceiling fans or heavy fixtures. The outlet box should be able to support a minimum moving weight of 50 pounds and marked “Acceptable for Fan Support” (*Plastic outlet boxes are not recommended for ceiling fan installation*).
- ❖ If you plan to use an existing electrical location, check to make sure that the outlet box is not **PLASTIC**, that it is securely attached and able to support at least 50 pounds of moving weight and marked “Acceptable for Fan Support”. If you have any questions, outlet boxes and support systems for ceiling fans are available at most hardware and do-it-yourself centers. In most cases, your dealer will have all the necessary products for the proper and safe installation of your ceiling fan.
- ❖ The location you choose should have a minimum clearance of 20 inches from any wall to the blade tip at any point in its rotation and a minimum of 7 feet from blade level to floor and 10 inches from the blades to ceiling.

- ❖ This ceiling fan was not designed for installation in any location where it might be exposed to moisture or high humidity. Installation in this type of location could be UNSAFE, will most likely damage the fan and its finish... and will VOID YOUR WARRANTY.
- ❖ Every effort has been made to provide you with proper instructions for the safe installation of this ceiling fan. You could however, encounter situations or problems not covered in this manual. Should this occur, please refer to a do-it-yourself wiring handbook or hire a qualified electrician to install your fan.
- ❖ Never attach the blades to your ceiling fan before the fan body is properly mounted on the ceiling.
- ❖ Lubrication of your new ceiling fan is not necessary. The ball bearings have been adequately charged with grease and permanently sealed at the factory so that, under normal conditions, further attention is not necessary.



WARNING

To reduce the risk of fire, electrical shock, or personal injury, mount this fan to an outlet box marked “Acceptable for Fan Support of 22.7 kg ( 50 lbs )” or less and use Mounting Screws provided with the outlet box. **CAUTION:** Install the primary mounting means and use only the hardware provided with the fan.



WARNING

To reduce the risk of personal injury take care not to bend the blade brackets when installing the brackets, balancing the blades or clearing the fan. Be careful not to insert foreign objects in between rotating fan blades.



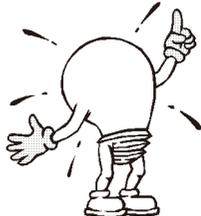
WARNING

To reduce the risk of fire or electrical shock, do not use this fan with any solid-state speed control device.



WARNING

The important 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 careful attention to detail are factors which cannot be built into this product. These factors must be supplied by the person or persons installing, caring for, and operating the unit.



Look for Me!  
I have safety Tips and  
Ideas for installation

*These instructions are designed for a number of similar but different ceiling fans. As you proceed, some steps may or may not apply to the fan you purchased. Compare each step or optional procedure to your fan and proceed accordingly.*



**Have you  
TURNED OFF  
the Electricity?**



**Step 1 Attach the mounting bracket**

Loosen the two canopy mounting screws on the downside face of the mounting bracket. Back them out about half way. This will allow for easier installation of the ceiling canopy later (see figure 1)

Install the mounting bracket on the electrical junction box in the ceiling. Using two machine screws, two washers and two lock washers (see figure 2-1)

The mounting bracket has slotted holes to enable it to move sideways for proper alignment. Make sure the mounting bracket is centered over the electrical junction box and that it is securely attached (see figure 3).

*NO MOVEMENT SHOULD OCCUR  
BETWEEN THE MOUNTING BRACKET AND  
THE ELECTRICAL JUNCTION BOX.*

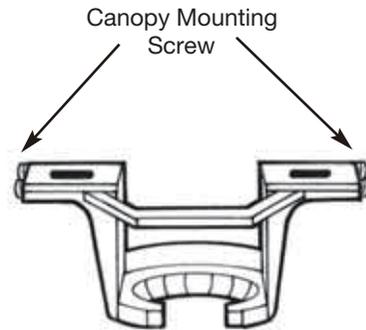


Fig. 1

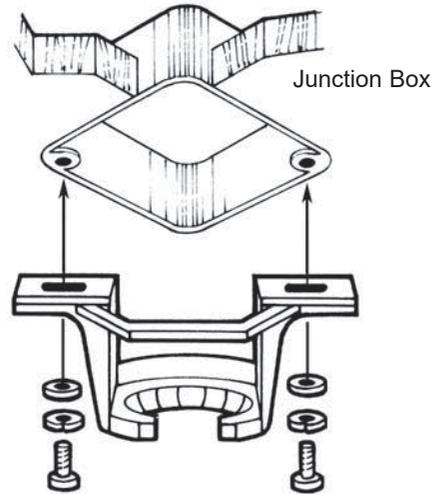


Fig. 2

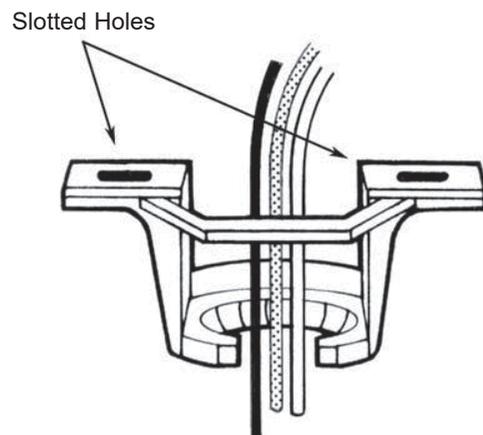


Fig. 3

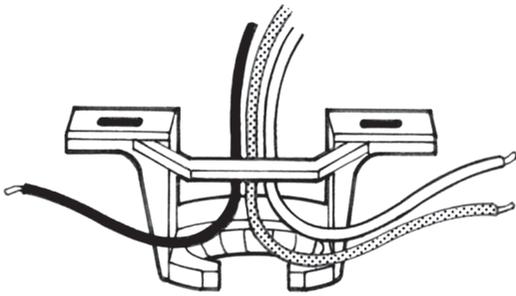
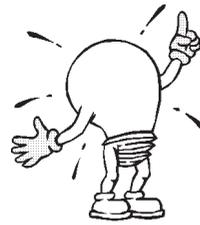


Fig. 4



*Pull the electric wires in the junction box down through the mounting bracket then bend them up and back out of the way. Place the black wire to one side and the white and ground wire to the other side (see figure 4) The wires should be off to the side and up against the ceiling. This will leave the mounting bracket open and ready to receive the ceiling fan.*



If you are using an extended support rod, (longer than the one supplied with your fan) remove the half ball from the support assembly and attach it to the extended support rod at this time. Make sure to retighten all screws and replace the safety screw.

## Step 2 Attach the support assembly

Back off (*loosen*) the set screws (2) in the support rod coupler located on until the inside channel is clear of the screw tip.

Remove and save the safety pin on the end of the support rod assembly.

Place the ceiling canopy face down (small end) over the support rod coupler on the motor housing.

Feed the electrical wires from the fan housing through the support rod.

Thread the support rod into the support rod coupler until the safety pin can be inserted through the hole in both the rod and coupler.

Insert the safety screw through the hole in the support rod coupler and support rod then attach the washer and retaining clip on the other side.

Tighten both set screws and safety screw on the support rod coupling.

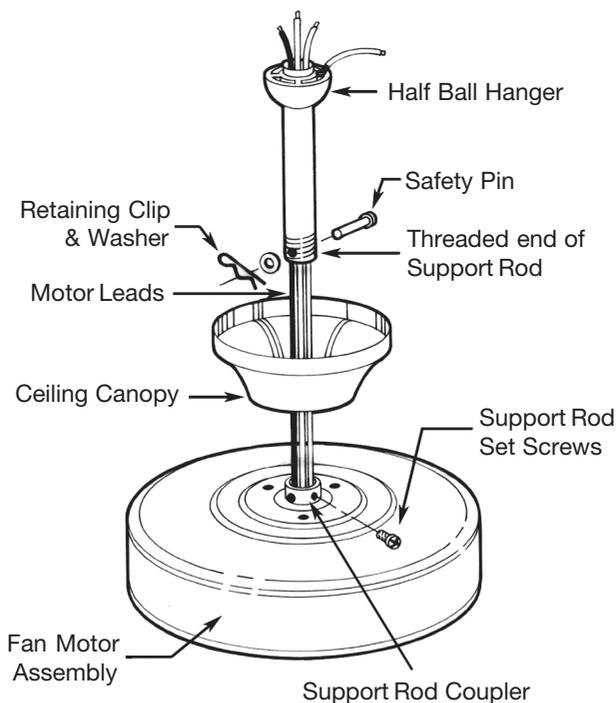


Fig. 5

This fan is designed to be mounted as a flush mount (for lower ceiling heights), or suspended.

**Flushmount** (see figure 6)

Loosen the set screws (2) in the support rod coupler located on the top center of the motor housing until the inside channel is clear.

Remove and save the safety screw from the coupler.

Place the ceiling canopy on top of the motor housing and secure with the three mounting screws.

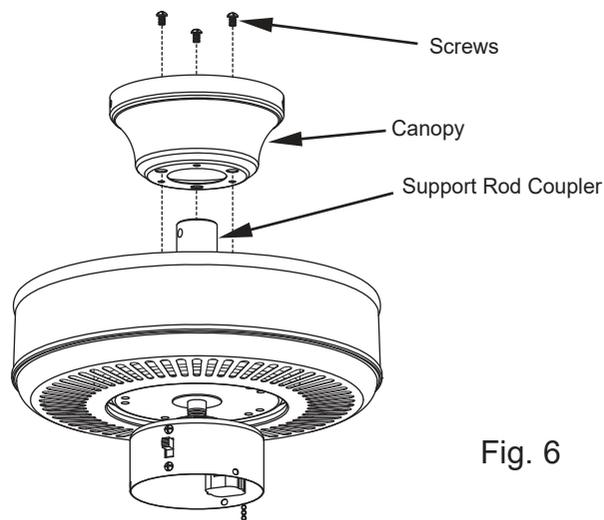


Fig. 6

**Step 3 Hanging the Fan Body**

Notice the half ball on the end of the support rod is grooved down one side (see figure 7). This Keyway fits over the small keyway pin on the inside of the mounting bracket and keeps the ceiling fan from spinning on the mounting bracket.

Using your step ladder, lift the fan and place the half ball in the center of the mounting bracket with the key way pin inserted into the key way on the ball. Turn the fan left and right slightly to make sure it is seated on the bracket with the keyway pin in the keyway (see figure 8).

Trim the lead wires, leaving about six inches of each wire extending from the support rod (see figure 9)

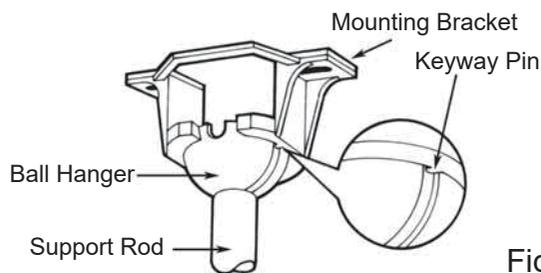


Fig. 7

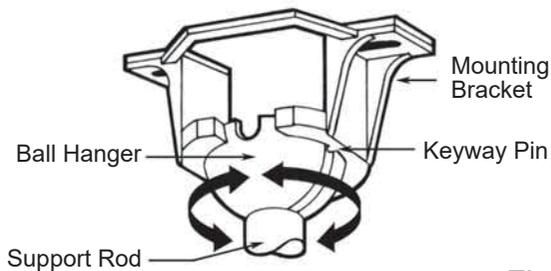


Fig. 8

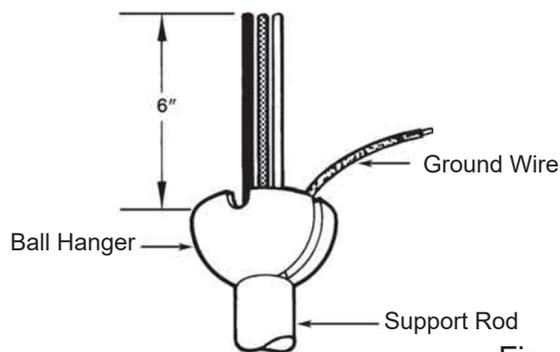


Fig. 9

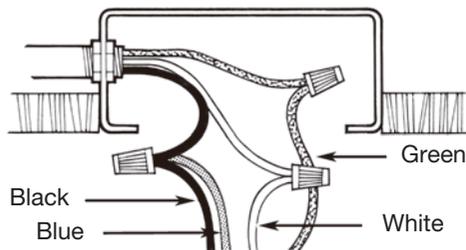


Fig. 10

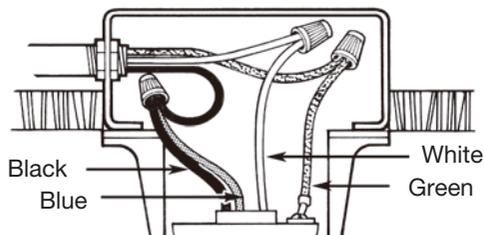


Fig. 11

## Making the electrical connections

To operate your ceiling fan with the pull chain(s) and switches mounted on your fan, follow the instruction below (see figure 10).



*If you require or would like to use a different method of controlling your fan, refer to the [Optional Electrical Wiring Procedures](#) on page 9.*

Attach the **GREEN** wire (connected to the half ball) to the GROUND wire in the junction box. The GROUND wire is usually a bare copper wire without plastic insulation. It could also be covered in green plastic insulation.

Attach the **BLACK** wire and **BLUE** wire from the ceiling fan to the BLACK wire in the junction box.

Attach the **WHITE** wire from the ceiling fan to the WHITE wire in the junction box.



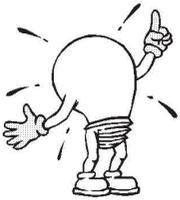
*Each of the above connections should be made as tight as possible using the proper size plastic wire nuts. Plastic electrical tape is not recommended for these connections.*

Fold the connected wire (see figure 11) and push them up inside the electrical junction box with the **BLACK** and **BLUE** wires to one side and the **WHITE** and **GREEN** to the other side. Make sure the wire nuts do not come loose during this operation.

#### Step 4 Install the ceiling fan

If you are using the Flush Mount System, skip this step.

Slide the ceiling canopy up into place over the ceiling mounting bracket (see figure 12). The two screws on the side of mounting bracket face should slip through the key hole slots in the canopy then tighten both screws.



*Depending on how deep the electrical junction box was installed in the ceiling, you might have a slight gap between the ceiling canopy and the ceiling. Junction boxes are commonly installed at different depths in the ceiling, so we have designed the mounting bracket and ceiling canopy to allow for this.*

#### Step 5 Blade And Blade Arm Assembly

This fan is supplied with a reversible blade finish. Choose the blade finish that you prefer and attach as follow:

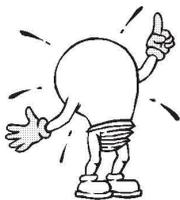
Attach each fan blade to a blade arm with three washer head screws and three screw pads (see figure 13). Each screw is passed through the screw pad, then the blade and screwed into the blade arm.

Screws should be tightened until the screw pads are compressed. Hold the blade arm decorative side down and place the blade on top with your choice of finish facing down.

#### Step 6 Blade Assembly Installation

Remove the large screws in the face of the motor. Discard any rubber blocks attached to these screws. The rubber blocks are installed at the factory to stabilize the motor during shipment.

Select the correct mounting pattern and attach each blade to the motor face using pre-installed screws (see figure 14). Take care not to bend the blade arms during installation. This will cause your fan to wobble while running.



*Try mounting the blades on opposing sides of the motor face. This will help keep the fan more level during blade installation.*

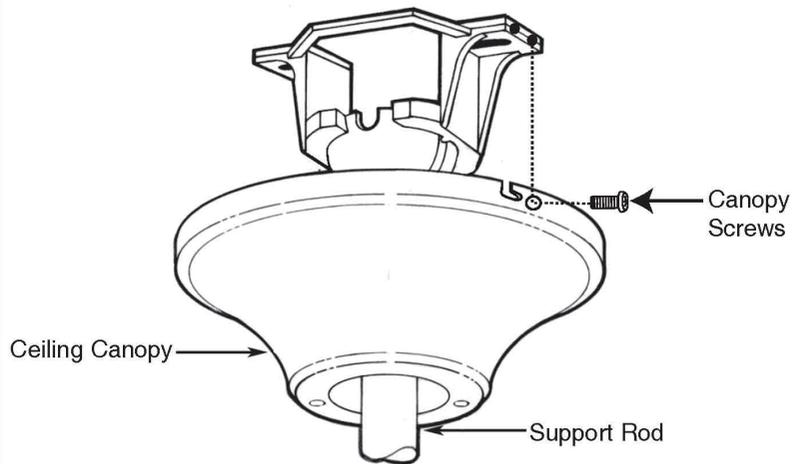


Fig. 12

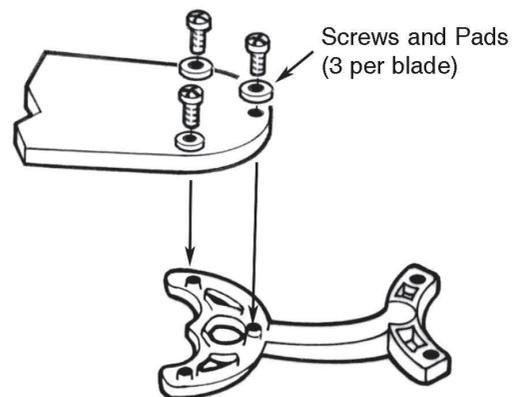


Fig. 13

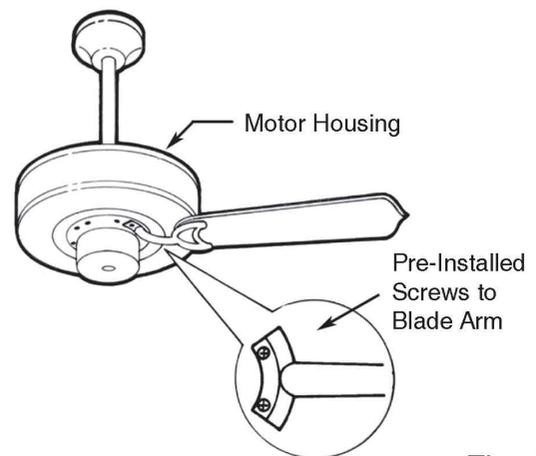


Fig. 14

Fan Controlled with wall switch and light controlled at fan

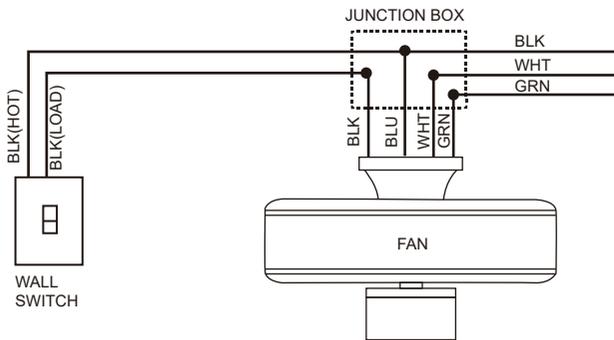


Fig. 15

Fan Controlled at fan with light controlled at wall switch

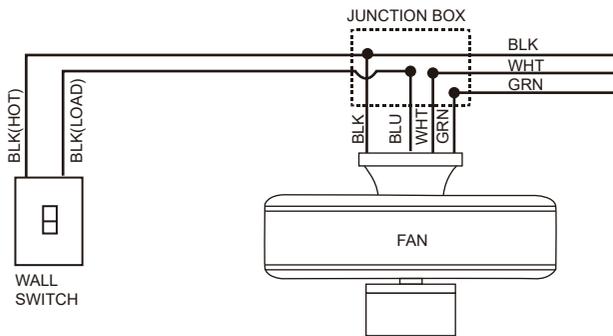


Fig. 16

Fan & Lights Controlled by wall switch or switches

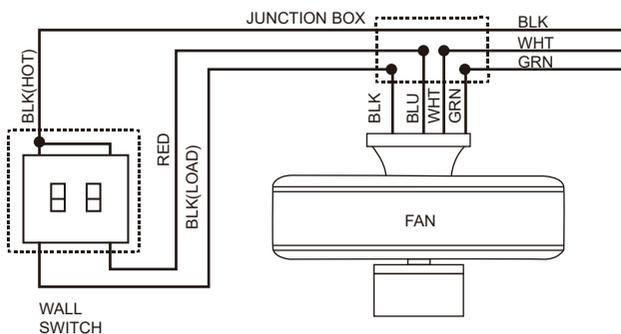


Fig. 17

## Optional Wiring Diagrams

Check that all safety pins, set screws and connections are properly in place and tight.

Check blade clearance and rotation.

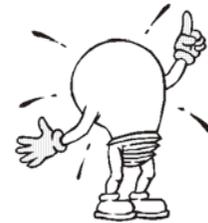
Attach the decorative pull chain tassel(s) to the switch housing.

Located on the side of the switch housing is a slide switch. This switch controls the direction of blade rotation. The UP position sets the blades in reverse rotation (air moves UP). The DOWN position sets the blades in forward rotation (air moves DOWN). Make sure this switch is all the way UP or DOWN, your fan will not run if it is in the middle.

Illustrations in figures 15, 16 and 17 show optional wiring diagrams that you can use.

### ***IMPORTANT NOTE:***

**ONLY USE AN OPTIONAL WALL SWITCH THAT HAS BEEN DESIGNED FOR USE WITH CEILING FANS**



*Your dealer carries a number of different types of Beverly FANS wall switches that have been designed and tested for use with our products. To obtain the best performance electrical components should be matched for output, for that reason, we only recommend the use of products.*

If you elect to control the motor of your ceiling fan from a wall switch, remember that the wall switch will only turn your fan ON or OFF. The speed can be adjust at the fan.

If you elect to control the speeds of your ceiling fan from a wall switch, YOU MUST set the speed switch on the ceiling fan to HIGH speed and leave it in that setting.

Your new ceiling fan is now ready to use. Reset your circuit breaker and restore power to the circuit. See the Operation Instruction below to review the function of each control on your fan.

## **Operation Instructions**

The pull chain located on the switch housing controls the speeds of your fan. When the fan is off, pull the chain once for HIGH speed, twice for MEDIUM speed, three times for LOW speed and fourth time to turn it OFF again.

The slide switch located on the switch housing controls the direction of blade rotation. The UP position sets the blades in reverse rotation (air moves UP). The DOWN position sets the blades in forward rotation (*air move DOWN*).

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## **Maintenance**

Your fan requires very little maintenance. Cleaning of the housing should be done with a damp soft cloth, NO CLEANING AGENTS. On the blades, use a duster or dry cloth because any moisture could cause the blade to warp.

