ELLINGTON
CEILING FANS by Craftmade

Federal regulations require ceiling fans with light kits manufactured or imported after January 1, 2009, to limit total wattage consumed by the light kit to 190W. Therefore, this fan is equipped with a wattage limiting device.

Installation Guide

For Models:
UBR52BNK4
UBR52ESP4

Table of Contents:

c(UL)us
LISTED
E192641

net weight of fan: 15.12 lb (6.86 kg)

PRINTED IN CHINA

SAFETY TIPS.

WARNING: To reduce the risk of electrical shock, turn off the electricity to the fan at the main fuse box or circuit panel before you begin the fan installation or before servicing the fan or installing accessories.

1. **READ ALL INSTRUCTIONS AND SAFETY INFORMATION CAREFULLY BEFORE INSTALLING YOUR FAN AND SAVE THESE INSTRUCTIONS.**

CAUTION: To avoid personal injury, the use of gloves may be necessary while handling fan parts with sharp edges.

2. Make sure all electrical connections comply with Local Codes or Ordinances, the National Electrical Code, and ANSI/NFPA 70-1999. If you are unfamiliar with electrical wiring or if the house/building wires are different colors than those referred to in the instructions, please use a qualified electrician.

3. Make sure you have a location selected for your fan that allows clear space for the blades to rotate, and at least seven (7) feet (2.13 meters) of clearance between the floor and the fan blade tips. The fan should be mounted so that the tips of the blades are at least thirty (30) inches (76 centimeters) from walls or other upright structures.

4. The outlet box and ceiling support joist used must be securely mounted, and capable of supporting at least 35 pounds (16 kilograms). The box must be supported directly by the building structure. Use only CUL (Canada) or UL (USA) listed outlet boxes marked "FOR FAN SUPPORT."

WARNING: To reduce the risk of fire, electrical shock, or personal injury, mount to the outlet box marked "Acceptable for Fan Support of 15.9 kg (35 lb) or less," and use the 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.

WARNING: To reduce the risk of fire, electrical shock, or personal injury, wire connectors provided with this fan are designed to accept only one12 gauge house wire and two lead wires from the fan. If your house wire is larger than 12 gauge or there is more than one house wire to connect to the corresponding fan lead wires, consult an electrician for the proper size wire connectors to use.

5. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be CUL (Canada) or UL (USA) listed and marked suitable for use with the model fan you are installing. Switches must be CUL (Canada) or UL (USA) general use switches. Refer to the instructions packaged with the light kits and switches for proper assembly.

6. After installation is complete, check that all connections are absolutely secure.

7. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on opposite sides of the outlet box.

WARNING: To reduce the risk of fire or electrical shock, do not use this fan with any solid state speed control device or control fan speed with a full range dimmer switch. [Using a full range dimmer switch to control fan speed will cause a loud humming noise from fan.] (**Note**: This fan *is* suitable for use with remote control.)

8. Do not operate the reverse switch until fan has come to a complete stop.

9. Do not insert anything between the fan blades while they are rotating.

WARNING: To reduce the risk of personal injury, do not bend the blade arms during assembly or after installation. Do not insert objects into the path of the blades.

WARNING: 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.
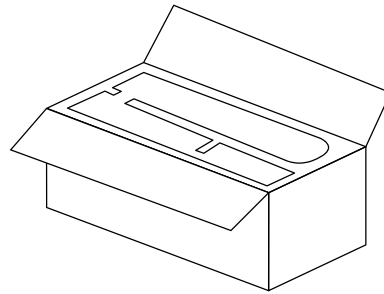
WARNING: To reduce the risk of personal injury, use *only* parts provided with this fan. **The use of parts OTHER than those provided with this fan will void the warranty.**

NOTE: The important safety precautions and instructions appearing in the manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense and caution are necessary factors in the installation and operation of this fan.
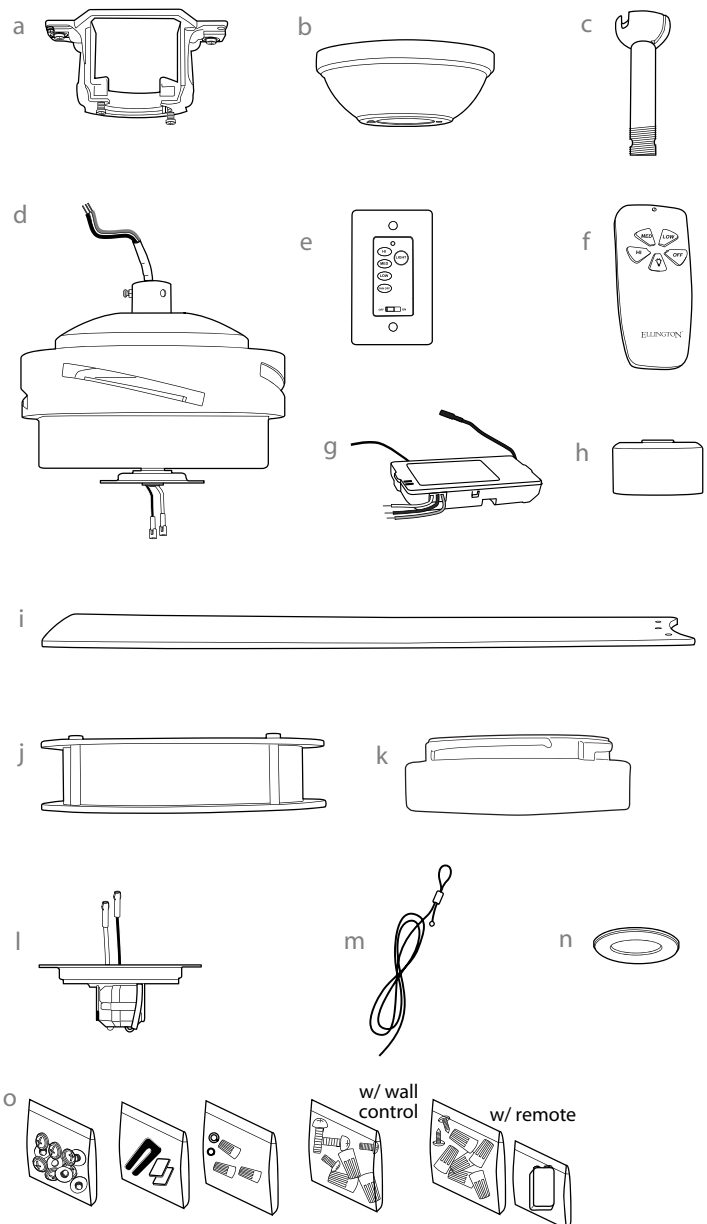
1. Unpacking Your Fan.

Carefully open the packaging. Remove items from Styrofoam inserts. Remove motor housing and place on carpet or Styrofoam to avoid damage to finish. Do not discard fan carton or Styrofoam inserts should this fan need to be returned for repairs.

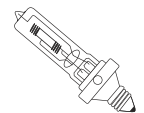Check against parts inventory that all parts have been included.

2. Parts Inventory.

a. hanging bracket. 1 piece

b. canopy. 1 piece

c. downrod and hanging ball. 1 piece

d. motor housing. 1 piece

e. wall control and plate. 2 separate pieces

f. remote control transmitter. 1 piece

g. remote control receiver. 1 piece

h. yoke cover. 1 piece

i. blade. 4 pieces

j. fitter plate. 1 piece

k. glass shade. 1 piece

l. light kit fitter. 1 piece

m. safety cable (already attached to motor). 1 piece

n. canopy cover (in hardware pack). 1 piece

o. hardware packs

a b c

d e f

g h

i

j k

l m n

o

w/ wall control   w/ remote

⚠ **IMPORTANT REMINDER:** You must use the parts provided with this fan for proper installation and safety. ⚠

bulbs required:
2 x 50 watt max. halogen bulbs, type JD E11 (included)
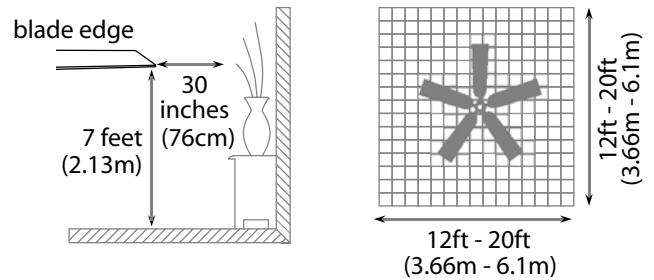
3. Installation Preparation.

To prevent personal injury and damage, ensure that the hanging location allows the blades a clearance of 7 feet (2.13m) from the floor and 30in. (76cm) from any wall or obstruction.
This fan is suitable for room sizes up to 400 square feet (37.2 square meters).
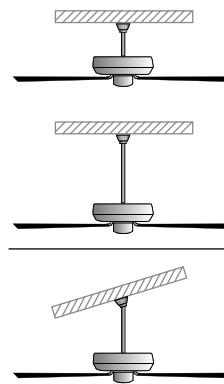
This fan can be mounted with a **downrod** on a regular (no-slope) or vaulted ceiling. The hanging length can be extended by purchasing a longer downrod (0.5in./1.27cm diameter). Other installation, such as **flushmount**, is *not* available for this fan.
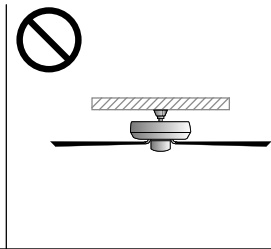
Installation requires these tools:
Phillips screwdriver, flathead screwdriver, adjustable pliers or wrench, stepladder, wire cutters, and rated electrical tape.

blade edge

30 inches (76cm)

7 feet (2.13m)

12ft - 20ft (3.66m - 6.1m)

12ft - 20ft (3.66m - 6.1m)

downrod installation

flushmount installation

Vaulted ceiling angle is not to exceed 25 degrees.

4. Hanging Bracket Installation.

Turn off circuit breakers to current fixture from breaker panel and be sure operating light switch is turned to the OFF position.
WARNING: *Failure to disconnect power supply prior to installation may result in serious injury.*
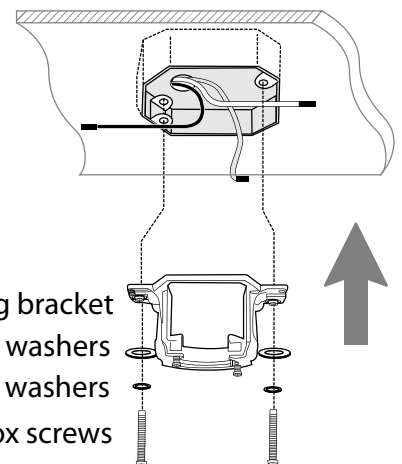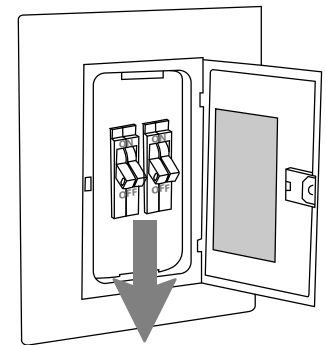
Remove existing fixture.
WARNING: *When using an existing outlet box, be sure the outlet box is securely attached to the building structure and can support the full weight of the fan. Ensure outlet box is clearly marked "Suitable for Fan Support." If not, it must be replaced with an approved outlet box. Failure to do so can result in serious injury.*

CAUTION: *Be sure outlet box is grounded properly and that a ground wire (**GREEN** or bare) is present.*

Install hanging bracket to outlet box, using original screws, spring washers and flat washers provided with new or original outlet box.* If installing on a vaulted ceiling, face opening of hanging bracket towards high point of ceiling. Arrange electrical wiring around the back of the hanging bracket and away from the bracket opening.

*Note: *It is very important that you use the proper hardware when installing the hanging bracket as this will support the fan.*

hanging bracket
flat washers
spring washers
outlet box screws

5. Fan Assembly.

If you wish to extend the hanging length of your fan, you must remove the hanging ball from the downrod provided to use with an extended downrod (sold separately). [*If you wish to use the downrod provided, please proceed to instructions following the dotted line below.*]

To remove hanging ball, loosen set screw on hanging ball, lower hanging ball and remove stop pin. Slide hanging ball off the original downrod, A, and slide it down the longer downrod, B (the top of the downrod should be noted as having a set screw hole; use this hole when setting the set screw). Insert stop pin into top of extended downrod and raise hanging ball. Be sure stop pin aligns with slots on the inside of the hanging ball. Tighten set screw securely.

Tip: To prepare for threading electrical wires through downrod, apply a small piece of electrical tape to the ends of the electrical wires--this will keep the wires together when threading them through the downrod.
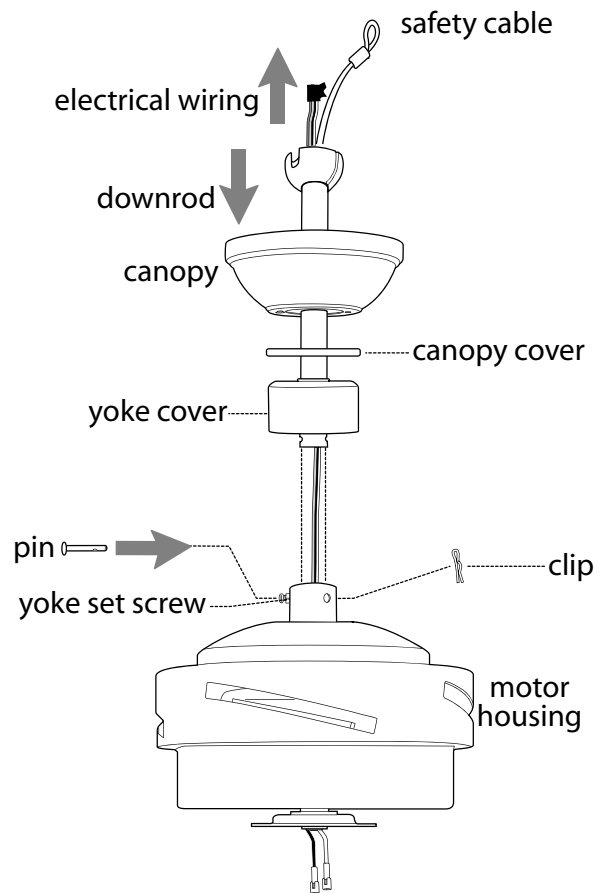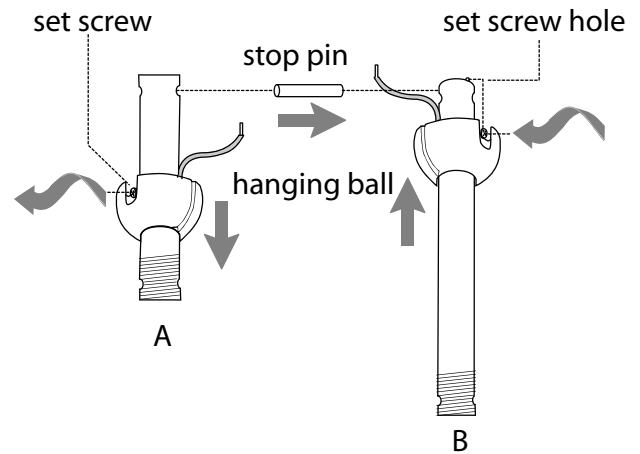
Locate canopy cover in hardware pack. Loosen yoke set screws and nuts at top of motor housing. Remove pin and clip from motor housing yoke. Slide downrod through canopy, canopy cover and yoke cover. [**Note**: Canopy cover must be turned with shiny side *toward* the motor.]

Thread safety cable and electrical wires through downrod and pull extra wire slack from the upper end of the downrod.

Thread downrod into the motor housing yoke until holes for pin and clip in downrod align with holes in yoke--*make sure wires do not get twisted*. Re-insert pin and clip that were previously removed. Tighten yoke set screws and nut securely. Lower weatherproof yoke cover to motor housing.

NOTE: *The important safety precautions and instructions appearing in the manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense and caution are necessary factors in the installation and operation of this fan.*
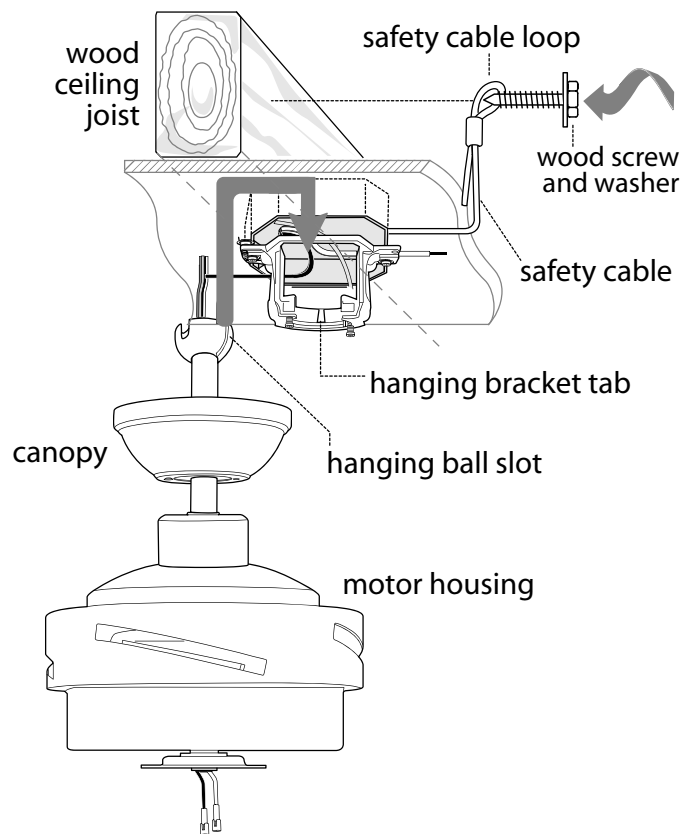
5. Fan Assembly. (cont.)

With the hanging bracket secured to the outlet box and able to support the fan, you are now ready to hang your fan. Grab the fan firmly with two hands. Slide downrod through opening in hanging bracket and let hanging ball rest on the hanging bracket. Turn the hanging ball slot until it lines up with the hanging bracket tab.

WARNING: Failure to align slot in hanging ball with tab in hanging bracket may result in serious injury or death.

Tip: Seek the help of another person to hold the stepladder in place and to help lift the fan up to you once you are set on the ladder.

Find a secure attachment point (wood ceiling joist highly recommended) and secure safety cable. It will be necessary to use a heavy duty wood screw, washer and lock washer (not supplied) with the safety cable loop. If necessary, adjust the loop at the end of the safety cable. The loop at the end of the safety cable should just fit over the threads on the wood screw. Extra cable slack can be left in ceiling area.

wood ceiling joist

safety cable loop

wood screw and washer

safety cable

hanging bracket tab

canopy

hanging ball slot

motor housing

6. Wiring.

CAUTION: *Be sure outlet box is properly grounded and that a ground wire (**GREEN** or Bare) is present.*

Make sure all electrical connections comply with Local Codes or Ordinances and the National Electrical Code. If you are unfamiliar with electrical wiring or if the house/building wires are different colors than those referred to in the diagram to the right, please use a qualified electrician.

When downrod is secured in place on the hanging bracket, **wire the RECEIVER** with wire connectors provided *as shown in diagram at right.*
Tip: While you are wiring, keep in mind that wires must not obstruct receiver from sliding into hanging bracket.

* Wrap each wire connector separately with electrical tape as an extra safety measure.

Gently insert receiver (flat side up) into hanging bracket and carefully push taped wire connectors into outlet box. Allow antenna from remote control receiver to hang *outside* of hanging bracket.

IN ORDER TO WIRE WALL CONTROL, remove existing wall switch. **Wire the WALL CONTROL** with wire connectors provided *as shown in diagram at right.*

* Wrap each wire connector separately with electrical tape as an extra safety measure. Gently push wires and taped wire connectors into outlet box.

Use a ballpoint pen or a small screwdriver to set the code switches 1 through 4 on the wall control. Factory setting is pre-set and not recommended for use. ***Write down number sequence for use in Section 10.***
Note: Since this fan comes with halogen bulbs, the dimmer switch (labeled **D** and **X**) has been pre-set to the "ON" position (**D**). If you do not wish to have dimming capability, please move the switch to the "OFF" position (**X**).
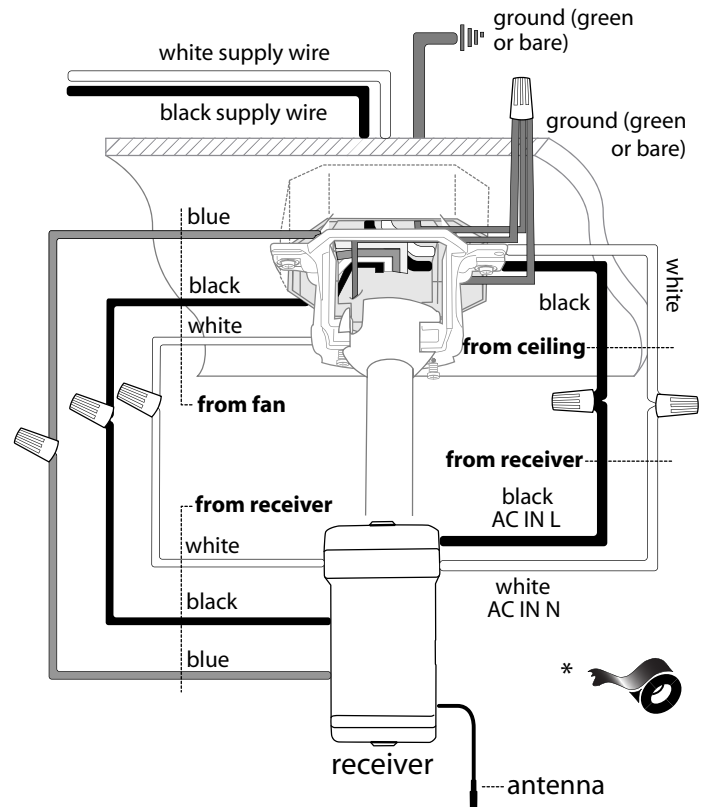
Attach wall control to outlet box and secure with screws from original wall switch. Attach front plate to wall control using 2 screws provided with the wall control.

Modifications not approved by the party responsible for compliance could void the user's authority to operate the equipment.
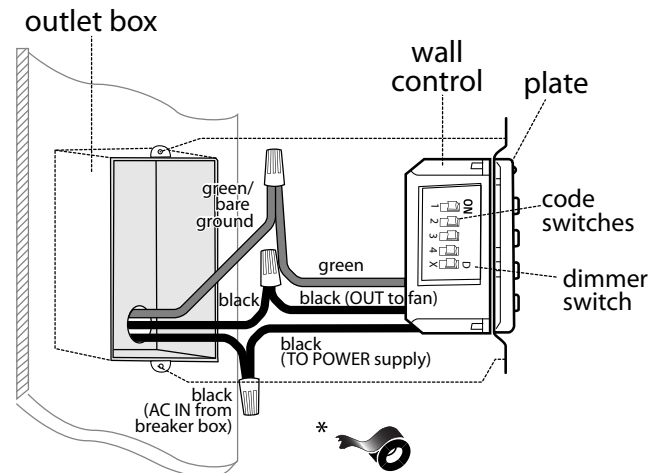
*NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
  * Reorient or relocate the receiving antenna.
  * Increase the separation between the equipment and receiver.
  * Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.
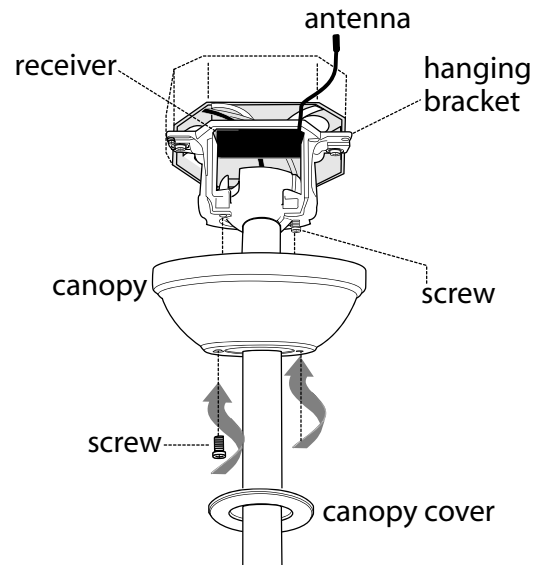
(wiring for receiver)

(wiring for wall control)

7. Canopy Assembly.

Locate 2 screws on underside of hanging bracket and remove screw closest to the open end of the hanging bracket. Partially loosen the other screw. Lift canopy to hanging bracket. Place rounded part of slotted hole in canopy over loosened screw in hanging bracket and push up. Twist canopy to lock. Re-insert screw that was removed and then tighten both screws securely. Slide canopy cover up to canopy, aligning rounded part of slotted holes in canopy cover with screwheads in bottom of canopy. Turn canopy cover to the right (clockwise) until it stops.

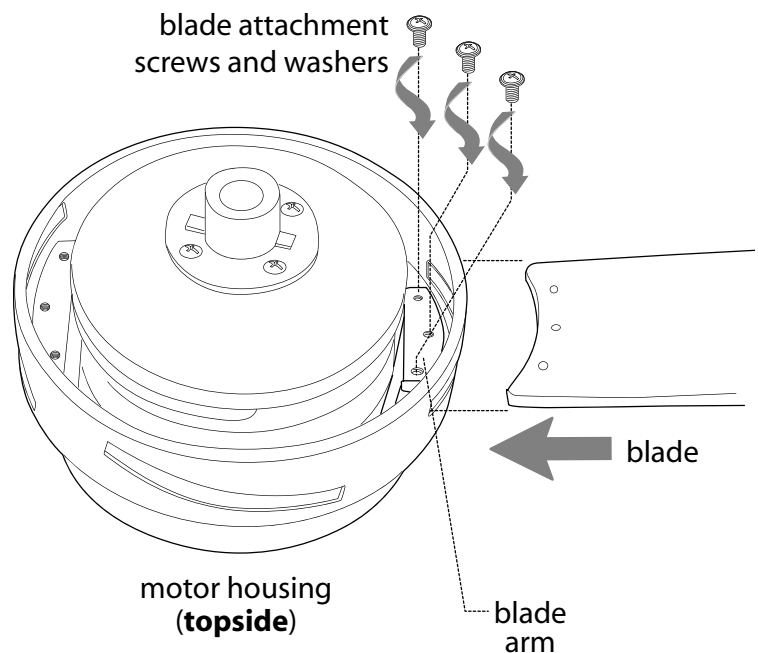*Remember that antenna for remote control receiver must rest *outside* of hanging bracket.

8. Blade Assembly.

Time Saver: Washers for blade screws can be set on each blade screw prior to installing blades.

Locate 12 blade attachment screws and washers in one of the hardware packs. Slide blade through one of the narrow, rectangular openings on motor housing, aligning holes in blade with holes in blade arm (**located inside the rectangular opening in the motor housing**)--*refer to drawing at right*. Insert 3 blade attachment screws (along with washers) with fingers first and then tighten screws securely with a Phillips screwdriver. Repeat procedure for each remaining blade.
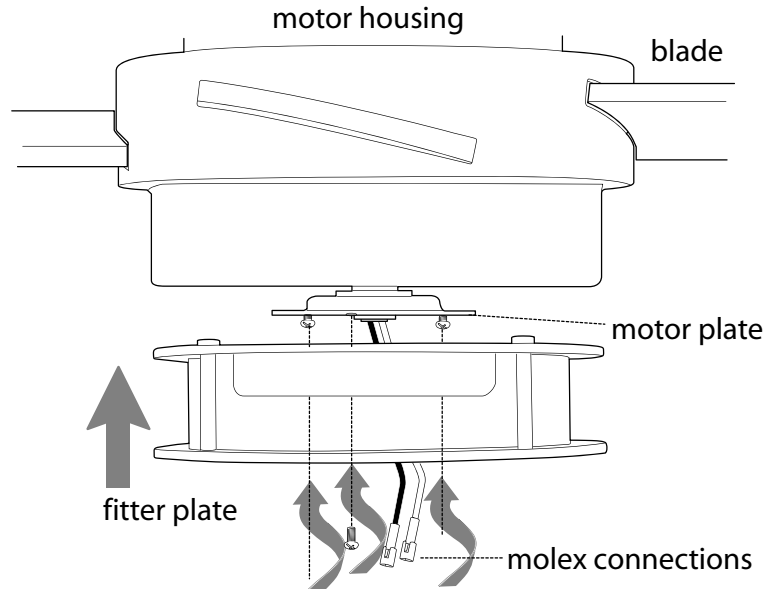
Note: Tighten blade arm screws twice a year.

9. Light Kit Assembly.

Remove 1 screw from motor plate on underside of motor housing and partially loosen the other 2 screws. Align slotted holes in center of fitter plate with loosened screws in motor plate, allowing molex connections from motor housing to come through hole in middle of fitter plate. Twist fitter plate to lock. Re-insert screw that was previously removed and securely tighten all 3 screws with Phillips screwdriver.

Remove 1 screw from underside of fitter plate and partially loosen the other 2 screws.

Connect **WHITE** wire from motor housing to **WHITE** wire from light kit fitter. Connect **BLACK** wire from motor housing to **BLACK** wire from light kit fitter. Be sure molex connections snap together securely.
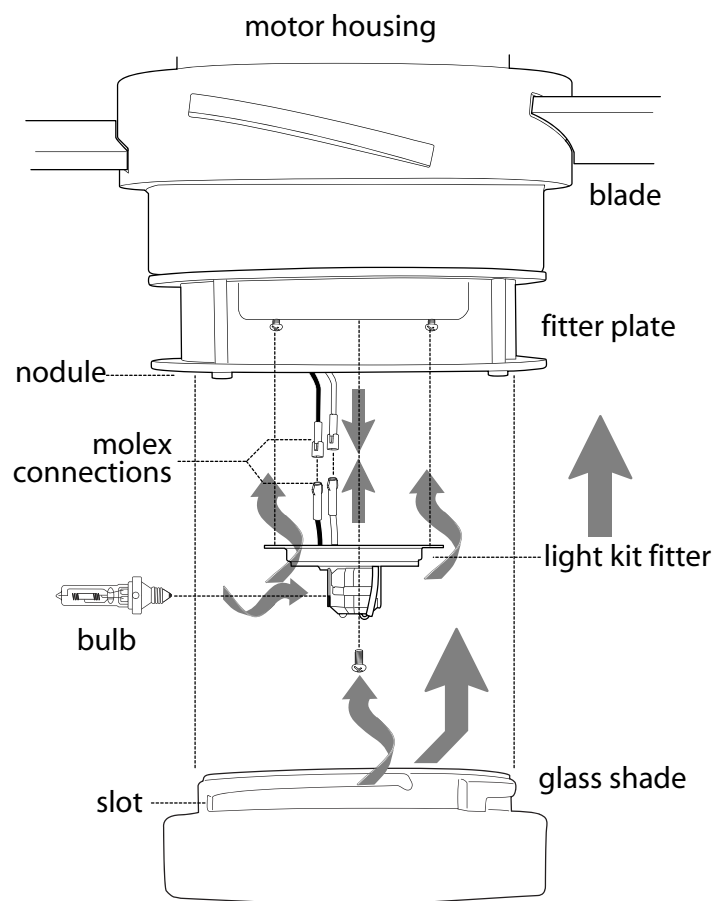
Align slotted holes in light kit fitter with loosened screws in fitter plate. Twist light kit fitter to lock. Re-insert screw that was previously removed and tighten all 3 screws securely.

Install two 50 watt max. halogen bulbs, type JD E11 (included).
Important: When replacing bulbs, please allow bulb(s) and glass shade to cool down before touching them.

Tip: *Do not touch glass portion of bulb with fingers or hands. Oil from skin can cause bulb to overheat and go out prematurely. Use cardboard box or foam wrapping bulb was packed with to layer around glass portion of bulb.*

Align grooves on glass shade with nodules on inside of fitter plate and push up gently on glass shade. Twist glass shade to the RIGHT (clockwise) until glass shade locks into place. *Pull down VERY GENTLY on glass shade to make sure that glass shade is secure.*

10. Automated Learning Process./ Activating Code.

CAUTION: *The remote control transmitter can be programmed to multiple receivers or fans. If this is not desired, turn wall switch off to any other programmable receiver or fan.*

This remote control transmitter is equipped with 16 code combinations to prevent possible interference from or to other remote units such as garage door openers, car alarms or security systems. If you find that your fan and light go on and off without using your remote control, simply change the combination code in your remote control transmitter (and wall control). **To set the code, perform these steps:**

Remove battery cover from back side of transmitter.

Use a ballpoint pen or a small screwdriver to set the code switches 1 through 4 for the transmitter. **Use the same number sequence used when wiring the wall control in Section 6. Note**: Since this fan comes with halogen bulbs, the dimmer switch (labeled **D** and **X**) has been pre-set to the "ON" position (**D**). If you do not wish to have dimming capability, please move the switch to the "OFF" position (**X**).
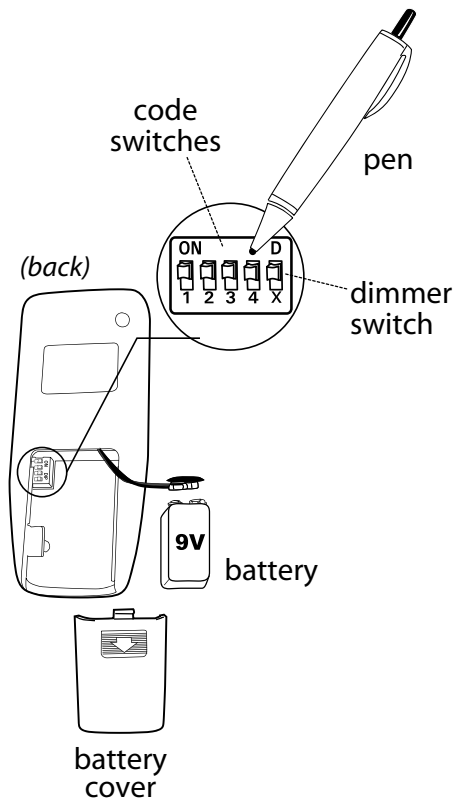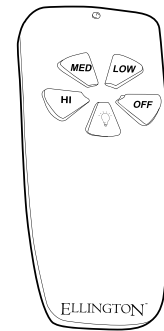
Install 9-volt battery (included) in transmitter and then re-attach the battery cover..
[**IMPORTANT**: To prevent damage to transmitter, remove the battery if not used for long periods.]

Restore electrical power and then set slider switch on wall control to the ON position. Within 30 seconds of turning on the wall control, press and hold the "OFF" button on the front of the transmitter for 5 seconds or until light on fan blinks twice. Test the fan and light functions to confirm the learning process is complete--see Section 13.

TRANSMITTER

(front)

code switches

pen

(back)

dimmer switch

9V

battery

battery cover

11. Wall Control Operation.

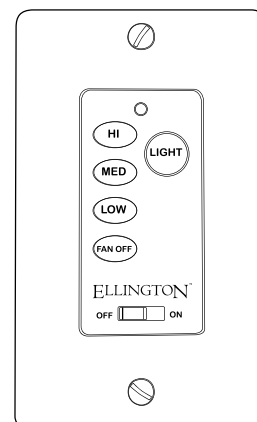**ON/OFF slider switch** - turns *wall control* ON or OFF
HI button - turns *fan* to HIGH speed
MED button - turns *fan* to MEDIUM speed
LOW button - turns *fan* to LOW speed
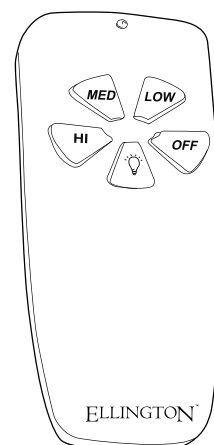**FAN OFF** button - turns *fan* OFF

LIGHT button - turns *light* ON/OFF when pressed once; dims *light* when pressed and held down

12. Remote Control Operation.

HI button - turns fan to HIGH speed
MED button - turns fan to MEDIUM speed
LOW button - turns fan to LOW speed
OFF button - turns fan OFF

☼ button - controls LIGHT function: turns light ON/OFF when tapped quickly. Pressing and holding button down for more than 0.7 seconds converts it into a dimmer. Auto resume capability keeps light at same brightness level as the last time it was turned off.

13. Testing Your Fan.

It is recommended that you test fan before finalizing installation. Locate ON/OFF slider switch on wall control and set to the ON position. Test light and dimmer function and then test fan speeds. Next, locate remote control transmitter. Test fan speeds with the different fan speed buttons on remote control. Test the light ON/OFF function with the ☼ button on the remote control. Test dimmer function by holding down the ☼ button for more than 2 seconds. (**diagram 1**) If the remote control operates all of the functions of the fan and light, battery has been installed correctly. If fan and/or light do (does) not function, please refer to "Troubleshooting" section to solve any issues.
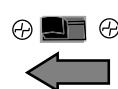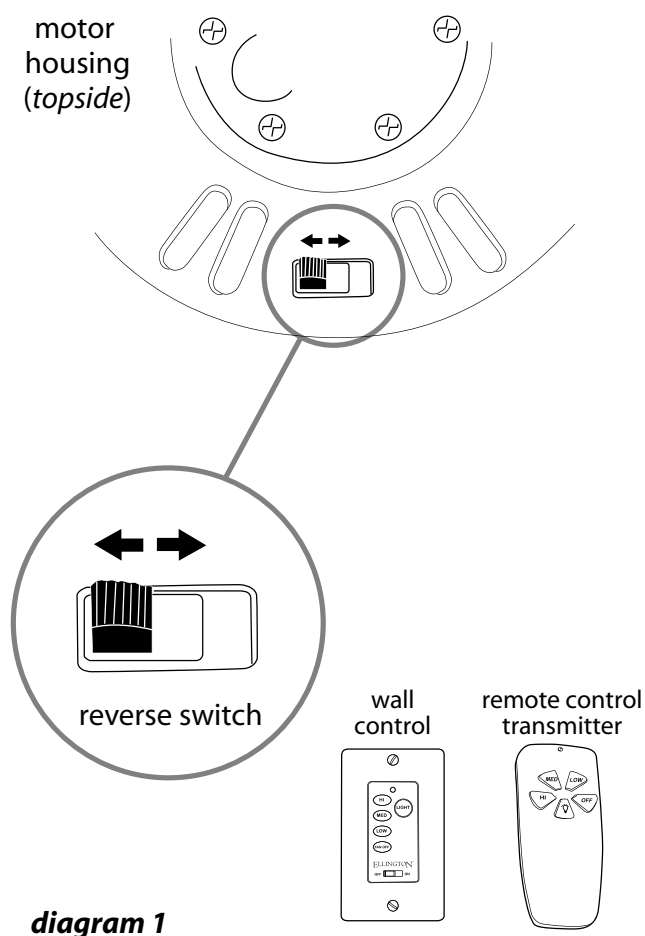
Turn fan completely off *before* moving the reverse switch (located on top of motor housing). Set reverse switch to recirculate air depending on the season:
- LEFT position in summer (**diagram 2**)
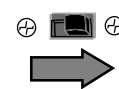- RIGHT position in winter (**diagram 3**)
A ceiling fan will allow you to raise your thermostat setting in summer and lower your thermostat setting in winter without feeling a difference in your comfort.

Important: Reverse switch must be set either *completely to the LEFT* or *completely to the RIGHT* for fan to function. If the reverse switch is set in the *middle* position (**diagram 4**), fan will not operate.

NOTE: If the remote control interferes with other appliances, change code switches on the transmitter to another code. If you do change the code, **turn power off first**, remove the battery cover, and, after setting the new code, go back to the instructions in the last paragraph of Section 10 (page 9).

motor housing (*topside*)

reverse switch

wall control

remote control transmitter

diagram 1

diagram 2   **diagram 3**   **diagram 4**

Troubleshooting.

WARNING: *Failure to disconnect power supply prior to troubleshooting any wiring issues may result in serious injury.*

Problem: Fan fails to operate.
Solutions:
1. Check power to wall switch/wall control.
2. Verify that reverse switch is set completely in either direction.
3. Check to be sure code switches in remote control transmitter and wall control are set properly.
4. Verify that receiver is wired properly.
5. Verify that wall control is wired properly.
6. Check to be sure fan is wired properly.
7. Check that red light on remote control transmitter turns on when a button is pressed indicating that the battery is good.
8. Learning process between fan, remote control transmitter and wall control may not have been successful and code was not activated. Turn off power and repeat instructions in the last paragraph of Section 10 (page 9).

Problem: Light kit not lighting.
Solutions:
1. Check wall switch to fan.
2. Check that bulbs are installed correctly.
3. Check that wires in canopy are wired properly.
4. Check to be sure code switches are set properly in remote control transmitter and wall control.
5. Verify that molex connections in light kit fitter are connected properly.
6. Learning process between receiver and transmitter may not have been successful and code was not activated. Turn off power and repeat instructions in the last paragraph of Section 10 (page 9).
7. Check to be sure that bulbs total no more than 190W. [Note: Lamping light kit with bulb that totals more than 190W will cause the wattage limiting device to interrupt the flow of electricity to the light kit.]

Problem: Fan operates but light fails.
Solutions:
1. Check that bulbs are installed correctly.
2. Check to be sure wires in canopy are wired properly.
3. Verify that molex connections in light kit fitter are connected properly.
4. Replace defective bulbs with same type of bulb.
5. Check to be sure that bulbs total no more than 190W. [Note: Lamping light kit with bulb that totals more than 190W will cause the wattage limiting device to interrupt the flow of electricity to the light kit.]

Problem: Fan and light fail to operate with remote control.
Solutions:
1. Check battery power to remote control.
2. Check to be sure code switches are set properly in remote control transmitter and wall control.
3. Learning process between fan, remote control transmitter and wall control may not have been successful and code was not activated. Turn off power and repeat instructions in the last paragraph of Section 10 (page 9).

Problem: Fan wobbles.
Solutions:
1. Use the balancing kit provided in one of the hardware packs. *If no blade balancing kit is provided, please call Customer Support, 1-800-486-4892, to request one.*
2. Check to be sure set screw(s) on motor housing yoke is (are) tightened securely.
3. Check to be sure set screw on hanging ball is tightened securely.

Warranty.

CRAFTMADE/ELLINGTON LIFETIME WARRANTY: CRAFTMADE/ELLINGTON warrants this fan to the original household purchaser for indoor use under the following provisions:
1-YEAR WARRANTY: CRAFTMADE/ELLINGTON will replace or repair any fan which has faulty performance due to a defect in material or workmanship. Contact Craftmade/Ellington Customer Service at **1-800-486-4892** to arrange for return of fan. Return fan, shipping prepaid, to Craftmade/Ellington. We will repair or ship you a replacement fan, and we will pay the return shipping cost.
5-YEAR WARRANTY: CRAFTMADE/ELLINGTON will repair or replace at no charge to the original purchaser any fan motor that fails to operate satisfactorily when failure results from normal use.
RETURN FAN MOTOR ONLY, shipping prepaid, to Craftmade/Ellington. We will repair or ship purchaser a replacement motor and Craftmade/Ellington will pay the return shipping cost.
6-YEAR to LIFETIME LIMITED WARRANTY: CRAFTMADE/ELLINGTON will repair the fan, at no charge for labor only to the original purchaser, if the fan motor fails to operate satisfactorily when failure results from normal use. Parts used in the repair will be billed to the purchaser at prevailing prices at time of repair.

   The purchaser shall be responsible for all costs incurred in the removal, reinstallation and shipping of the product for repairs.

   This warranty does not apply when damage from mechanical, physical, electrical or water abuse results in causing the malfunction. Deterioration of finishes or other parts due to time or exposure to salt air is specifically exempted under this warranty.

   Neither Craftmade/Ellington nor the manufacturer will assume any liability resulting from improper installation or use of this product. In no case shall the company be liable for any consequential damages for breach of this, or any other warranty expressed or implied whatsoever. This limitation as to consequential damages shall not apply in states where prohibited.

Parts Replacement.

For parts and information, please refer to "Parts Inventory" on page 2.
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