



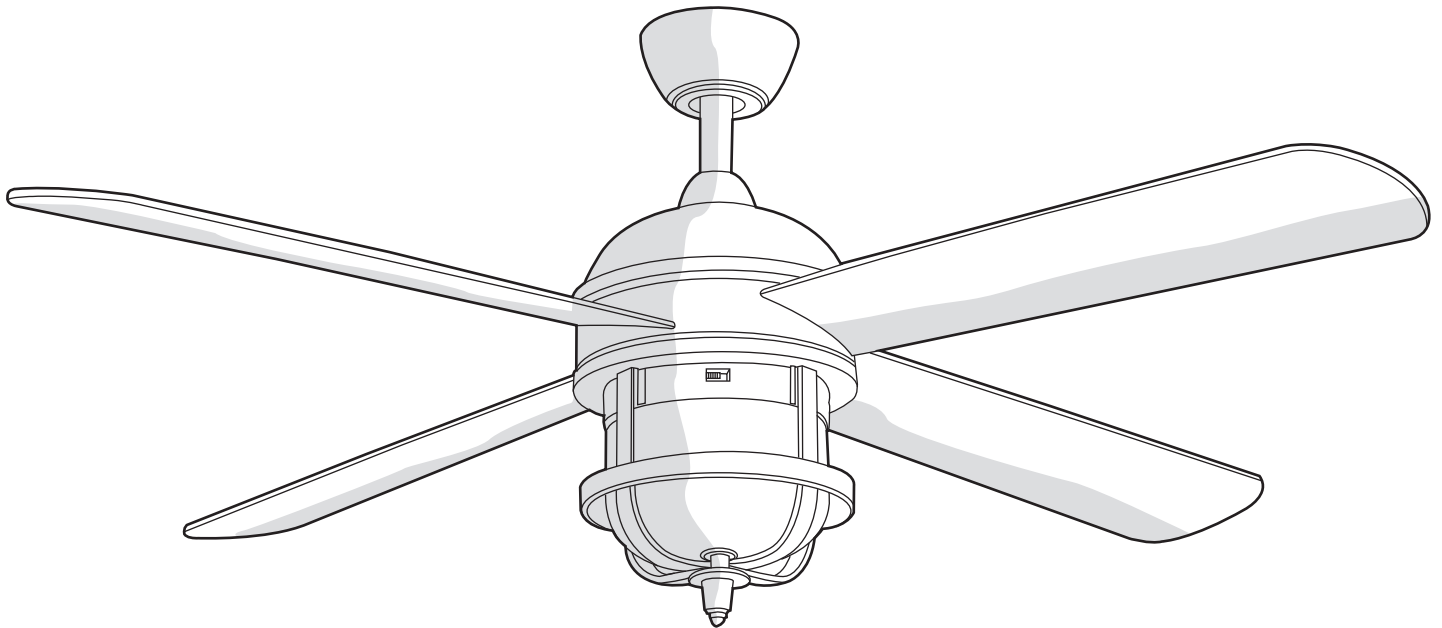
Item #597-730  
Model #24816-021

# USE AND CARE GUIDE

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SENZE 52 INCH CEILING FAN

## ASSEMBLY



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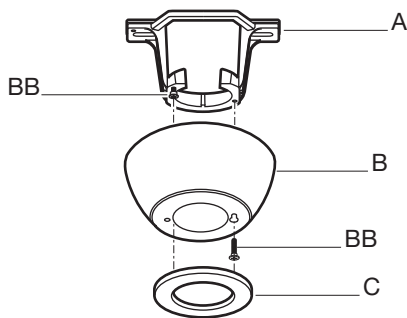
### THANK YOU

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# Assembly - Assembling the Fan Body

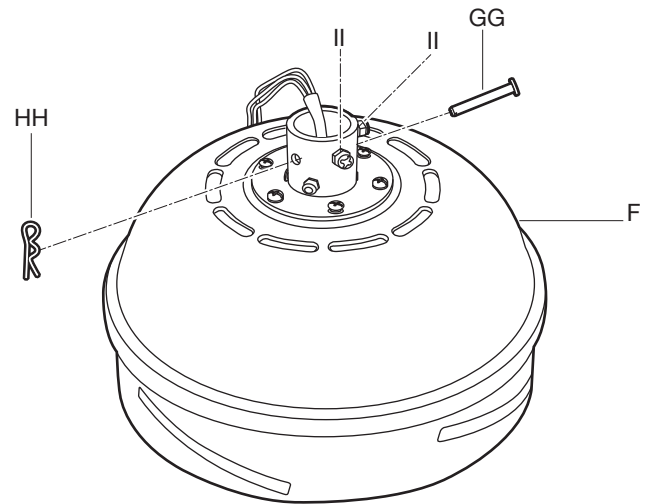
## 1 Preparing the canopy

- Remove the canopy bottom cover (C) from the canopy (B) by turning the canopy bottom cover (C) counter-clockwise.
- Remove the mounting bracket (A) from the canopy (B) by removing the non-slotted mounting bracket screw (BB) from the bottom of the canopy (B) and loosening the slotted mounting bracket screw (BB) a half turn from the screw head. Next, turn the canopy (B) counterclockwise to remove the mounting bracket (A) from the canopy (B).



## 2 Preparing the motor

- Remove the clevis pin (GG) and cotter pin (HH), and loosen the two collar setscrews (II) from the fan motor assembly (F) collar.



## 3 Assembling the fan



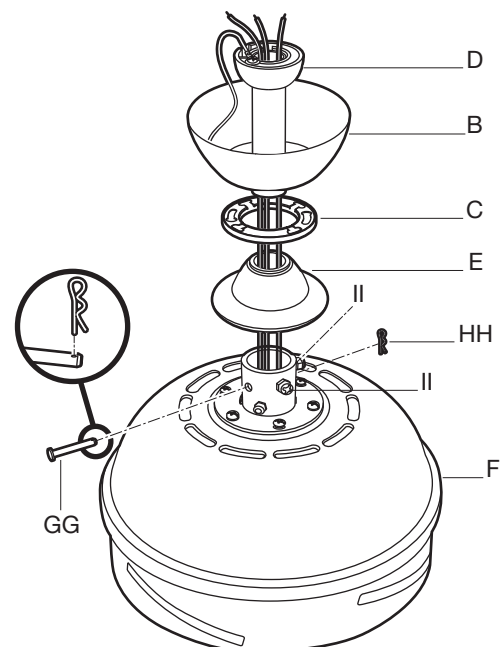
**WARNING:** Failure to properly install the cotter pin (HH) could result in the fan loosening and possibly falling.



**NOTE:** If a longer downrod (not included) is needed, take out the screw located in the hanger ball, lower the hanger ball, and remove the pin. Remove all three pieces from the downrod and assemble them onto the new, longer downrod before proceeding to the downrod installation.

- Route the wires exiting from the top of the fan motor assembly (F) through the coupling cover (E) and the canopy bottom cover (C). Ensure the slot openings are on top.
- Route the wires through the canopy (B) and then through the hanger ball/downrod assembly (D).
- Align the holes at the bottom of the hanger ball/downrod assembly (D) with the holes in the collar on top of the fan motor assembly (F).
- Carefully insert the clevis pin (GG) through the holes in the collar and the hanger ball/downrod assembly (D). Be careful not to jam the clevis pin (GG) against the wiring inside the hanger ball/downrod assembly (D).

- Insert the cotter pin (HH) through the hole near the end of the clevis pin (GG) until it snaps into the locked position.
- Firmly tighten the two collar setscrews (II) on top of the fan motor assembly (F).



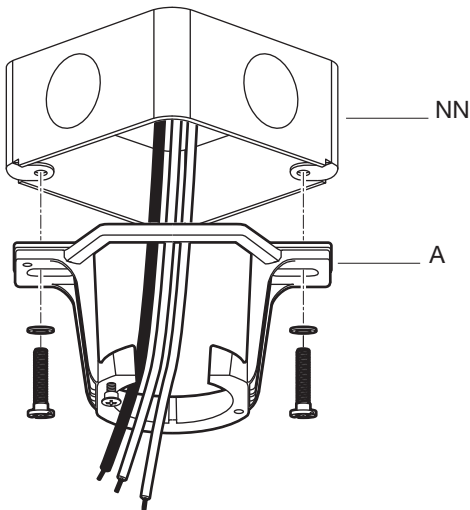
# Assembly – Hanging the Fan

## 4 Attaching the mounting bracket to the electrical box



**WARNING:** To reduce the risk of fire, electric shock, or other personal injury, mount the fan only to an outlet box or supporting system marked acceptable for fan support and use the mounting screws provided with the outlet box.

- Pass the 120 volt supply wires through the center hole in the mounting bracket (A).
- Attach the mounting bracket (A) to the outlet box (NN) with the screws and washers provided with your outlet box (NN).
- Securely tighten the two mounting screws.

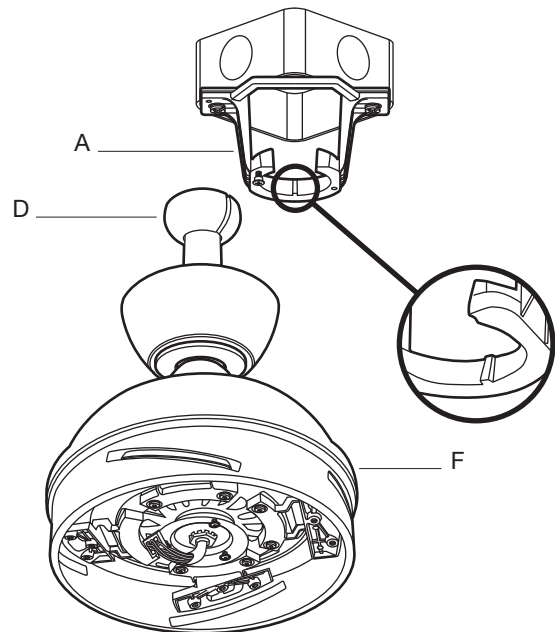


## 5 Hanging the fan from the mounting bracket



**WARNING:** The tab in the ring must rest in the groove of the hanger ball/downrod assembly (D). Failure to properly seat the tab in the groove could cause damage to the wiring.

- Carefully lift the fan motor assembly (F) up to the mounting bracket (A), and seat the hanger ball/downrod assembly (D) in the mounting bracket (A) socket. Make sure the tab on the mounting bracket (A) socket is properly seated in the groove in the hanger ball/downrod assembly (D). This will help to balance the ceiling fan.



# Assembly — Preparing the Remote Control

## 6 Preparing the receiver and remote control



**WARNING:** To avoid possible electrical shock, ensure electricity is turned off at the main fuse box before connecting the wiring.



**CAUTION:** The frequency switches on the receiving unit are covered with a rubber cover. Remove the rubber cover, and then replace it after making any changes to the frequency switches.

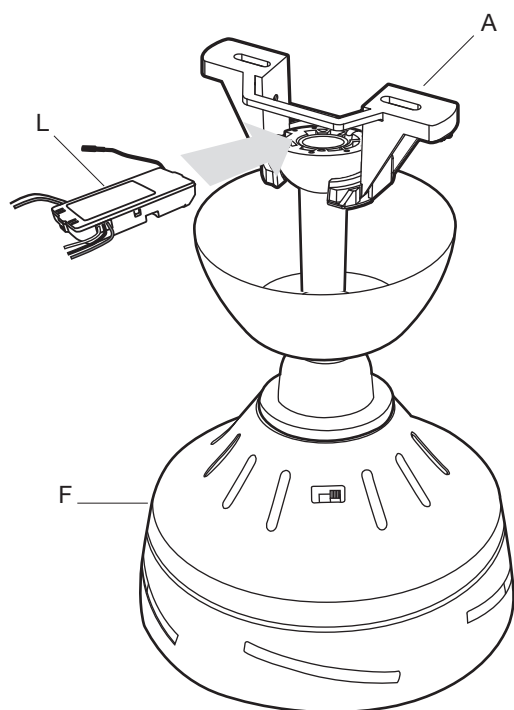
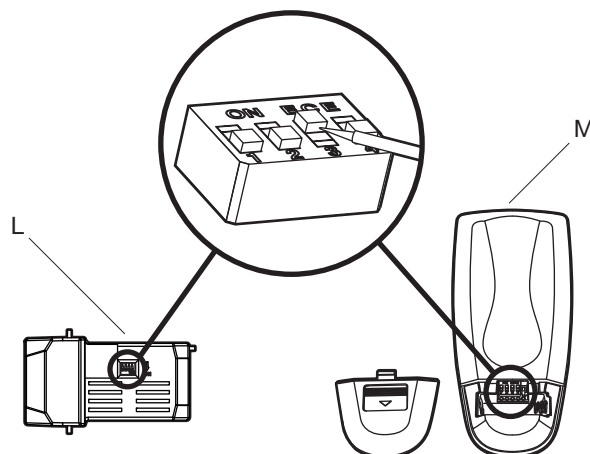


**CAUTION:** Do not use with a wall light dimmer switch.

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

This remote control unit is equipped with 16 code combinations to prevent possible interference from or to other remote units. The frequency switches on your receiver (L) and remote control (M) have been preset at the factory. Please recheck to make sure the switches on the remote control (M) and the receiver (L) are set to the same position. Any combination of settings will operate the fan as long as the switches in the remote control (M) and receiver (L) are set to the same position.

- After checking the switches, insert the receiver (L) into the mounting bracket (A) with the flat side of the receiver (L) facing the ceiling.



# Assembly – Making Electrical Connections

## 7 Making the electrical connections



**WARNING:** Check to see that all connections are tight, including the ground, and that no bare wire is visible at the wire nuts, except for the ground wire.



**CAUTION:** Do not use with a wall light dimmer switch.



**NOTE:** The fan must be installed at a maximum distance of 20 feet from the remote control for proper signal transmission between the remote control and the fan's receiving unit.

Follow the steps below to connect the fan to your household wiring. Use the plastic wire nuts (AA) with your fan. Secure the wire nuts (AA) with electrical tape. Make sure there are no loose strands or connections.

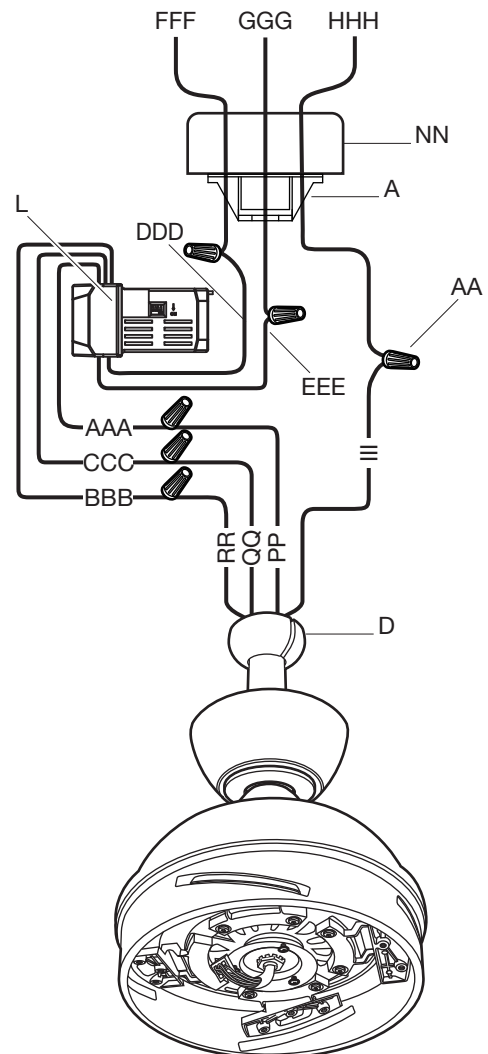
### Motor to receiver electrical connections:

- Connect the black wire (PP) from the fan to the black wire (AAA) marked "TO MOTOR L" from the receiver (L).
- Connect the white wire (RR) from the fan to the white wire (BBB) marked "TO MOTOR N" from the receiver (L).
- Connect the blue wire (QQ) from the fan to the blue wire (CCC) marked "For Light" from the receiver (L).

### Receiver to house supply wires electrical connections:

- Connect the black (hot) wire (FFF) from the ceiling to the black wire (DDD) marked "AC in L" from the receiver (L).
- Connect the white (neutral) wire (GGG) from the ceiling to the white wire (EEE) marked "AC in N" from the receiver (L).

- If your outlet box (NN) has a ground wire (HHH) (green or bare copper) connect it to the fan ground wire (III); otherwise connect the hanger ball/downrod assembly (D) ground wire to the mounting bracket (A).
- Secure each wire connection with a plastic wire nut (AA) provided with the electrical hardware.
- After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box (NN) and the black and blue wires are on the other side. Carefully tuck the wire connections up into the outlet box (NN).



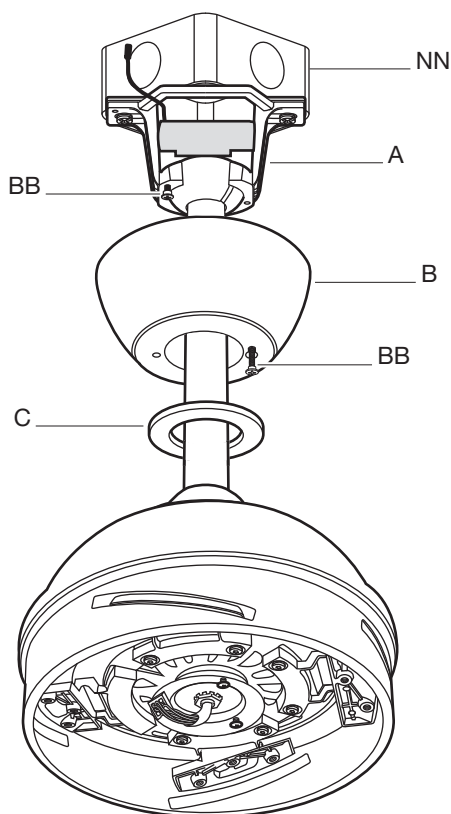
# Assembly — Completing the Fan Body

## 8 Installing the canopy



**WARNING:** Make sure the tab on the mounting bracket (A) properly sits in the groove in the hanger ball/downrod assembly (D) before attaching the canopy (B) to the mounting bracket (A) by turning the canopy housing until it drops into place.

- Make sure connections are neatly tucked in the ceiling outlet box (NN).
- Slide the canopy (B) up to the mounting bracket (A) and place the key hole on the canopy (B) over the loose mounting bracket screw (BB) on the mounting bracket (A). Turn the canopy (B) clockwise until it locks in place at the narrow section of the key holes.
- Align the circular hole on the canopy (B) with the remaining hole on the mounting bracket (A). Secure the mounting bracket screw (BB) previously removed in the hole, and tighten the two mounting bracket screws (BB).

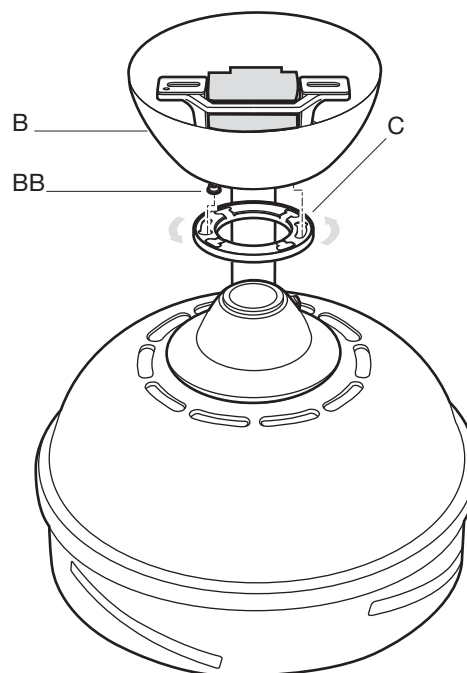


## 9 Attaching the canopy bottom cover

- Attach the canopy bottom cover (C) to the mounting bracket screw (BB) heads on the bottom of the canopy (B) by inserting the screw heads into the key slots in the canopy bottom cover (C) and rotating the canopy bottom cover (C) clockwise.



**NOTE:** Adjust the mounting bracket screws (BB) as necessary until the canopy (B) and canopy bottom cover (C) are snug.



## Assembly — Attaching the Fan Blades

### 10 Attaching the Fan Blades

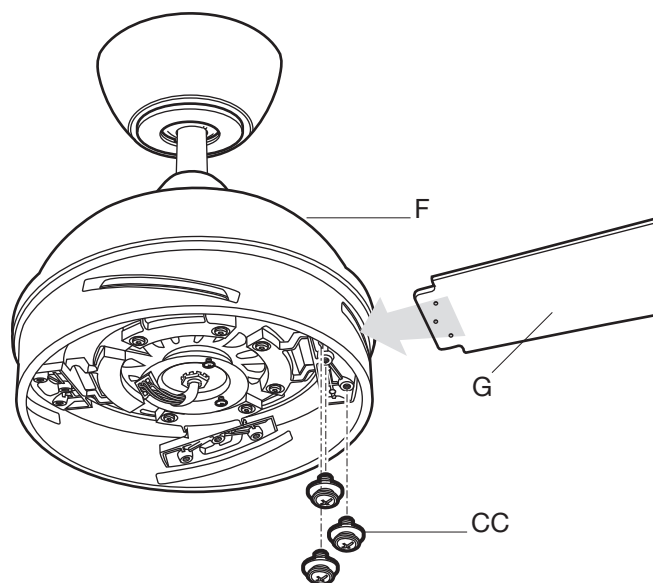


**WARNING:** To reduce the risk of personal injury, do not bend the blades (G) while installing, balancing the blades (G), or cleaning the fan.



**WARNING:** Do not insert foreign objects between rotating fan blades (G).

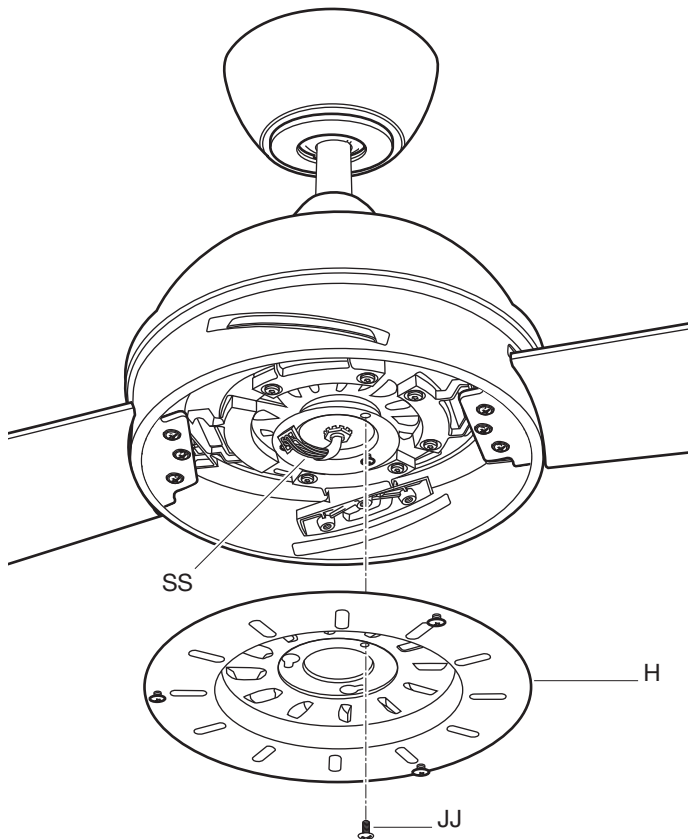
- Insert the blade (G) through the slot in the housing. Align the holes in the blade (G) and the fan motor assembly (F) and secure with a blade attachment screw and fiber washer (CC).
- Repeat this procedure with the remaining blades (G).



# Assembly – Installing the Light Kit

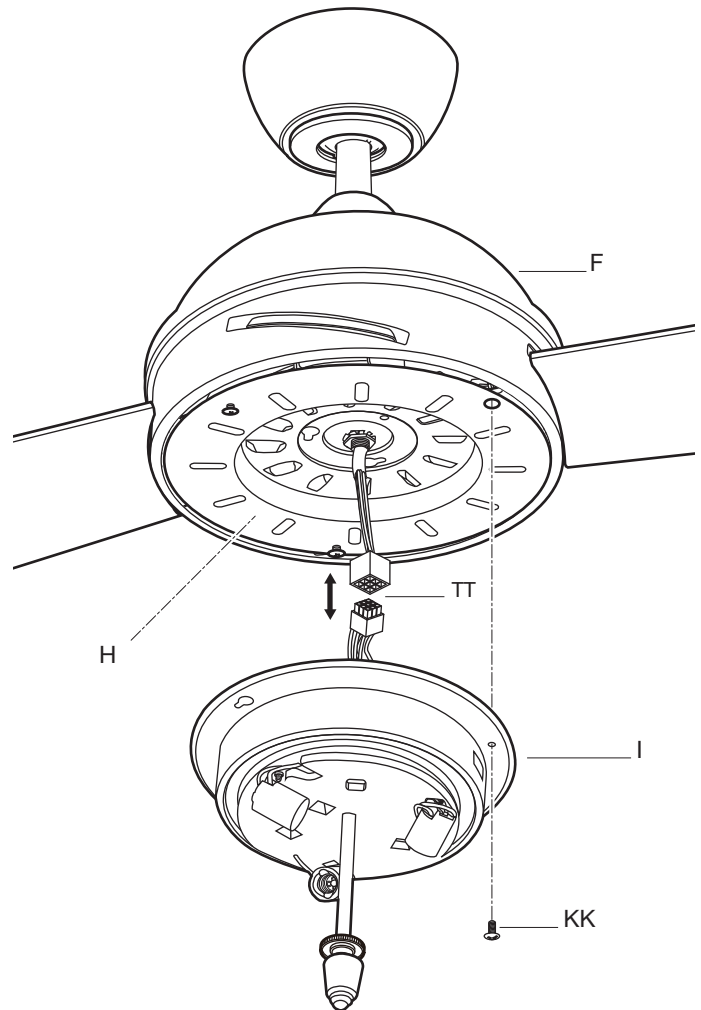
## 11 Attaching the light kit mounting plate to the mounting ring

- Remove one of the three mounting plate screws (JJ) from the mounting ring (SS), and loosen the other two screws. (Do not remove.)
- Place the key holes in the light kit mounting plate (H) over the two screws (JJ) previously loosened from the mounting ring (SS). Turn the light kit mounting plate (H) until it locks in place at the narrow section of the key holes. Secure by tightening the two mounting plate screws (JJ) previously loosened and the one (JJ) previously removed.



## 12 Attaching the light kit to the mounting plate

- Remove one of the three light kit mounting screws (KK) from the mounting plate (H), and loosen the other two screws (KK). (Do not remove.)
- While holding the light kit (I) under your fan (F), snap together the wire connection plugs (TT).
- Place the key holes in the light kit (I) over the two mounting screws (KK) previously loosened from the mounting plate (H). Turn the light kit (I) until it locks in place at the narrow section of the key holes. Secure by tightening the two light kit mounting screws (KK) previously loosened and the one (KK) previously removed.

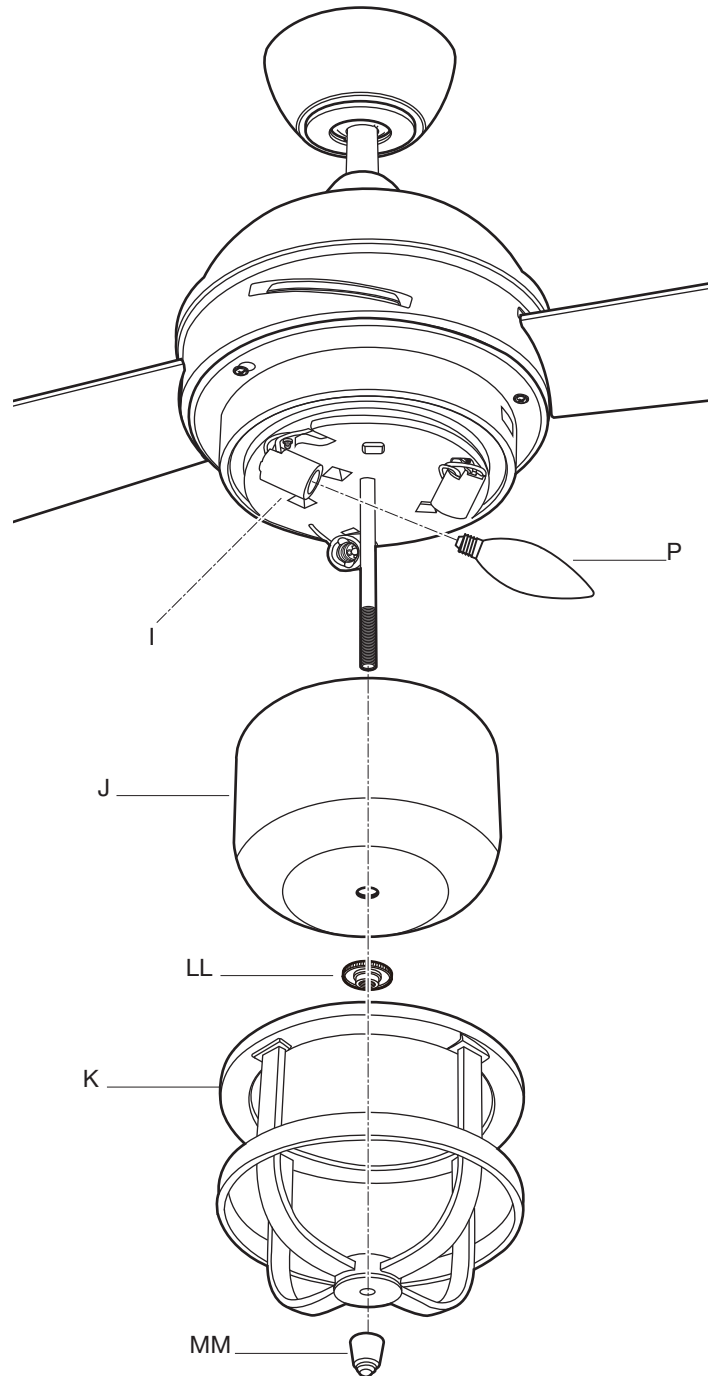




## Assembly – Installing the Light Kit (continued)

### 13 Installing the glass shade

- Remove the decorative nut (MM) from the light kit (I).
- Install the three 40-watt candelabra bulbs (P) (included).
- Place the glass shade (J) over the light kit (I) stem. Secure the glass shade (J) with the metal nut (LL) (rubber side on the top). Do not overtighten.
- Place the glass frame (K) onto the light kit (I) stem. Secure the glass frame (K) with the decorative nut (MM).




# Operation

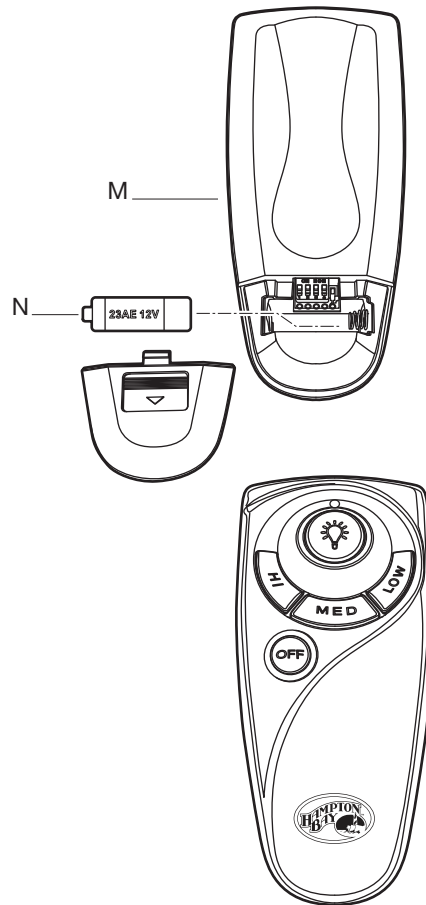
## REMOTE CONTROL OPERATING INSTRUCTIONS

- Install a 12V MN21/A23 battery (N) (included) into the remote control (M). To prevent damage to the remote control (M), remove the battery if not used for long periods.
- Restore power to the ceiling fan, and test for proper operation.

HI, MED, LOW buttons: set the fan speed.

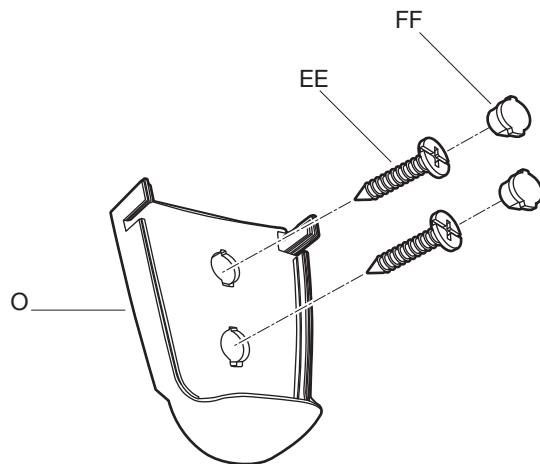
OFF button: turns the fan off.

 button: turns the light ON or OFF and also controls the brightness setting. Press and release the button to turn the light ON or OFF. Press and hold the button to set the desired brightness. The light button has an auto-resume; it will stay at the same brightness as the last time it was turned off.



## INSTALLING THE REMOTE CONTROL HOLDER

- Remove the two remote control holder plugs (FF) from the remote control holder (O). Note that the plugs have unique tabs that allow them to fit only in one hole.
- Attach the remote control holder (O) with the two remote control holder mounting screws (EE).
- Replace the two remote control holder plugs (FF) each into its own hole.



## Operation (continued)

### REVERSE SWITCH OPERATING INSTRUCTIONS

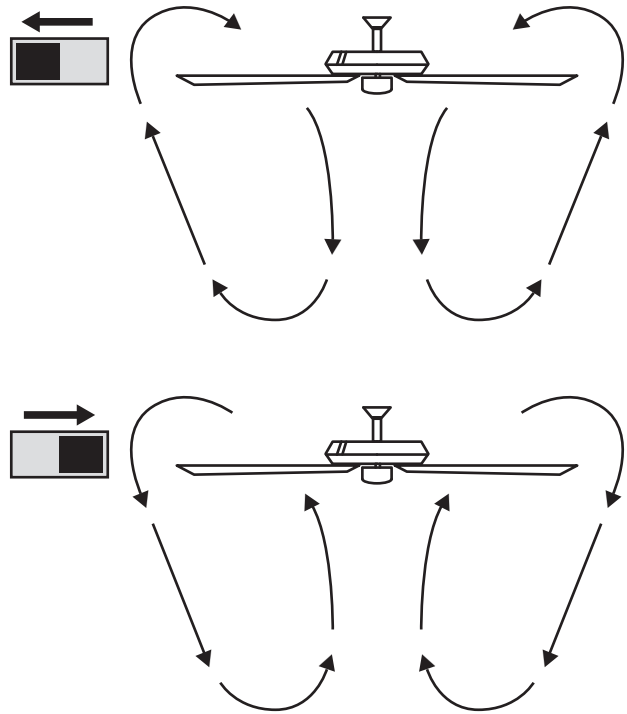
The reverse switch is located on the surface of the light kit. Slide the switch to the left for warm weather operation. Slide the switch to the right for cool weather operation.



**NOTE:** Wait for the fan to stop before reversing the direction of the blade rotation.

**Warm weather - (Counterclockwise Direction)** A downward air flow creates a cooling effect. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

**Cool weather - (Clockwise Direction)** An upward air flow moves warm air off the ceiling. This allows you to set your heating unit on a cooler setting without affecting your comfort.



## Care and Cleaning

### Do

- Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. Because of the fan's natural movement, some connections may become loose over time. It is not necessary to remove the fan from the ceiling.
- Clean your fan periodically. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing.
- (Optional) Apply a light coat of furniture polish to the wood blades.
- (Optional) Cover small scratches with a light application of shoe polish.

### Do not

- Use water when cleaning. Water could damage the motor, or the wood, or possibly cause an electrical shock.
- Apply oil to your fan or motor. The motor has permanently-lubricated sealed ball bearings.

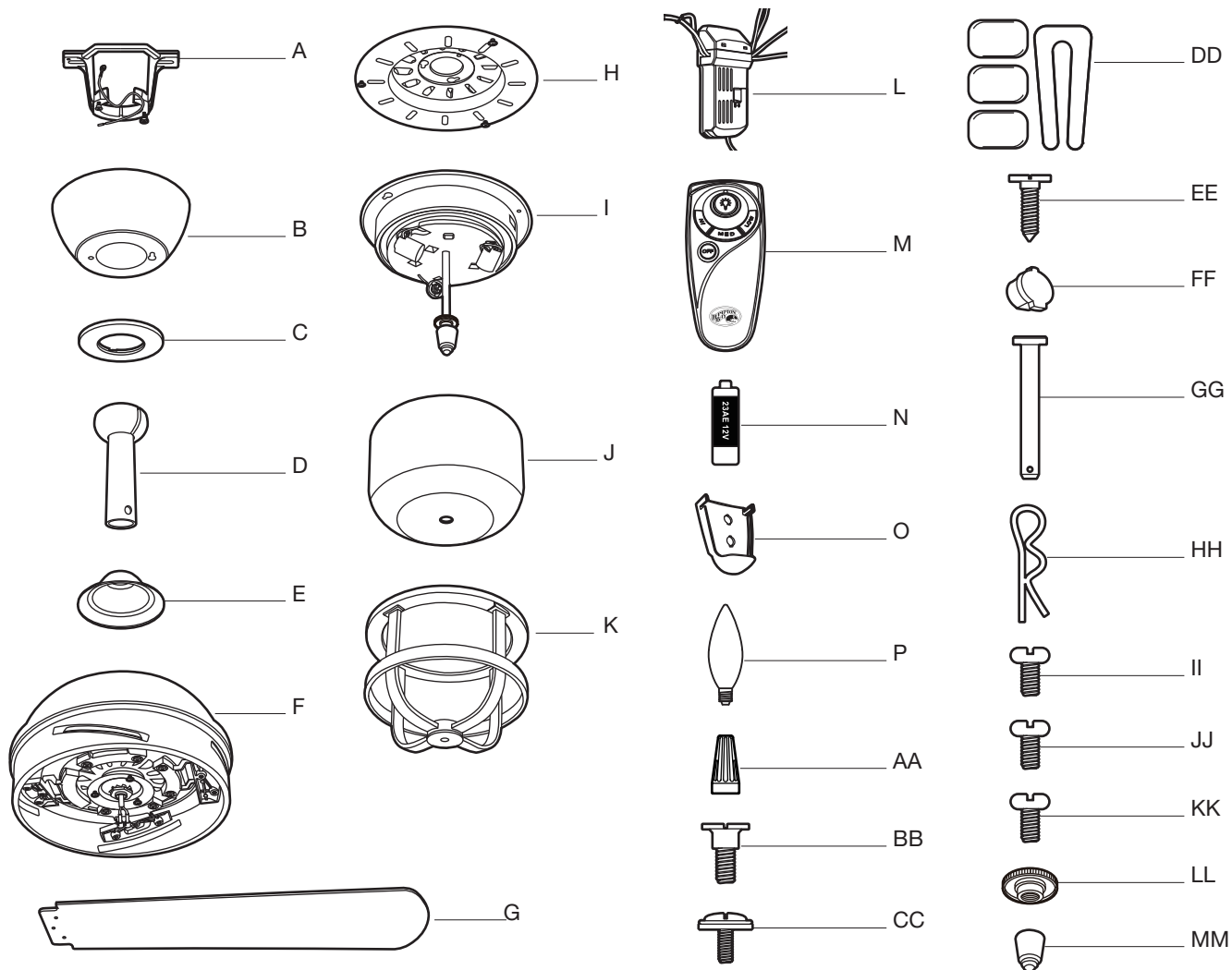
# Troubleshooting



**WARNING:** Ensure the power is off at the electrical panel box before you attempt any repairs. Refer to step 8 “Making the Electrical Connections” on page 11.

Problem	Solution
The fan will not start.	<input type="checkbox"/> Check the main and branch circuit fuses or breakers.
	<input type="checkbox"/> Check the line wire connections to the fan and switch wire connections in the switch housing.
	<input type="checkbox"/> Check to make sure the dip switches from the remote control and receiver are set to the same frequency.
The fan sounds noisy.	<input type="checkbox"/> Make sure all motor housing screws are snug.
	<input type="checkbox"/> Make sure the screws that attach the fan blade arm to the motor hub are tight.
	<input type="checkbox"/> Make sure wire nut connections are not rattling against each other or the interior wall of the switch housing.
	<input type="checkbox"/> Allow a 24-hour "breaking-in" period. Most noises associated with a new fan disappear during this time.
	<input type="checkbox"/> If using the ceiling light kit, make sure the metal nut securing the glassware is tight. Check that the light bulb is also secure.
	<input type="checkbox"/> Make sure there is a short distance from the ceiling to the canopy. It should not touch the ceiling.
The lights turn off and will not come back on.	<input type="checkbox"/> Make sure your ceiling box is secure and rubber isolator pads are used between the mounting bracket and outlet box.
	<input type="checkbox"/> This unit is equipped with a wattage limiting device. Lamping in excess of 190 watts will disable your ceiling fan's light kit. To reset your light kit you must turn the power off and relamp, keeping the wattage under 190 watts. Restore power to your ceiling fan and continue normal operation.
The remote control is not working.	<input type="checkbox"/> Do not connect the fan with wall mounted variable speed control(s).
	<input type="checkbox"/> Check to make sure the dip switches from the remote control and receiver are set to the same frequency.
The fan wobbles.	<input type="checkbox"/> Check that all blade and blade arm screws are secure.
	<input type="checkbox"/> Most fan wobble problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure from a point on the center of each blade to the point on the ceiling. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. Measurements deviation should be within 1/8 in. Run the fan for 10 minutes.
	<input type="checkbox"/> Use the enclosed blade balancing kit if the blade wobble is still noticeable.

# Service Parts



Part	Description
A	Mounting bracket (preassembled)
B	Canopy
C	Canopy bottom cover
D	Hanger ball/downrod assembly
E	Coupling cover
F	Fan motor assembly
G	Blades
H	Mounting plate
I	Light kit
J	Glass shade
K	Glass frame
L	Receiver
M	Remote control
N	12V MN21/A23 battery
O	Remote control holder

Part	Description
P	40 Watt candelabra bulb
AA	Plastic wire nut
BB	Mounting bracket screw (preassembled)
CC	Blade attachment screw and fiber washer
DD	Balance kit
EE	Remote control holder mounting screw
FF	Remote control holder plug (preassembled)
GG	Clevis pin (preassembled)
HH	Cotter pin (preassembled)
II	Collar setscrew (preassembled)
JJ	Mounting plate screw (preassembled)
KK	Light kit mounting screw (preassembled)
LL	Metal nut (preassembled to the light kit)
MM	Decorative nut



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