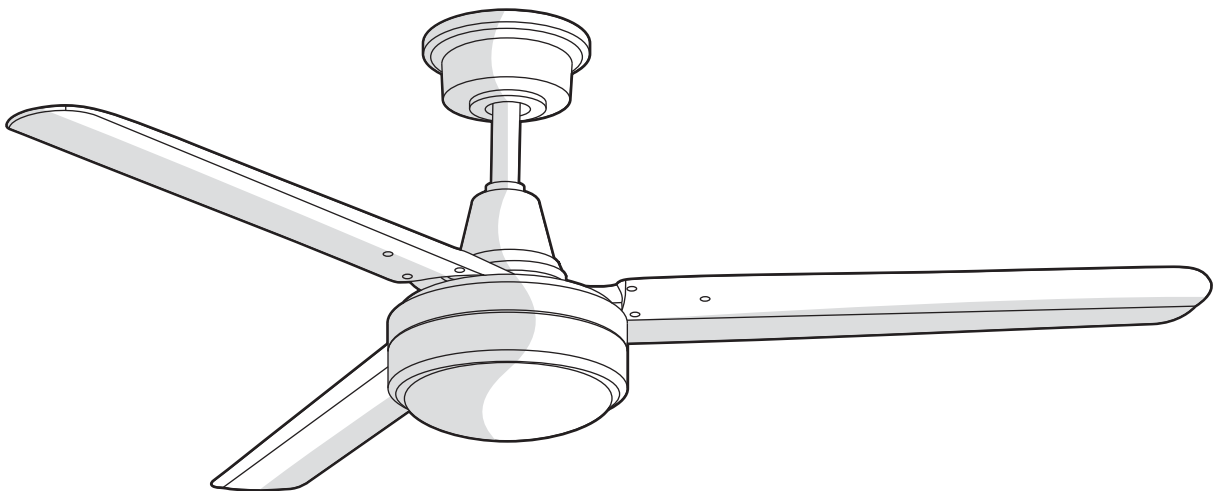


## USE AND CARE GUIDE

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### MERRYN POINTE 52 IN. CEILING FAN



Questions, problems, missing parts? Before returning to the store,  
call Home Decorators Collection Customer Service  
8 a.m. - 7 p.m., EST, Monday-Friday, 9 a.m. - 6 p.m., EST Saturday

1-800-986-3460

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**THANK YOU**

*We appreciate the trust and confidence you have placed in Home Decorators Collection through the purchase of this ceiling fan. We strive to continually create quality products designed to enhance your home. Visit us online to see our full line of products available for your home improvement needs. Thank you for choosing Home Decorators Collection!*

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# Safety Information

1. To reduce the risk of electric shock, ensure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. All wiring must be in accordance with the National Electrical Code "ANSI/NFPA 70-1999" and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 35 lbs (15.9 kg) or less. Use only UL-listed outlet boxes marked "FOR FAN SUPPORT."
4. The fan must be mounted with a minimum of 7 ft (2.1m) clearance from the trailing edge of the blades to the floor.
5. Avoid placing objects in the path of the blades.
6. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
7. 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.
8. 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 one side of the outlet box and ungrounded conductor on the other side of the outlet box.
9. All setscrews must be checked and retightened where necessary before installation.
10. This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

**Warning:** Changes or modifications to this unit not expressly 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.



**WARNING:** To reduce the risk of electrical shock or fire, do not use this fan with any solid-state fan speed control device. It will permanently damage the electronic circuitry.



**WARNING:** To reduce the risk of personal injury, do not bend the blade arms (also referred to as flanges), when installing the brackets, balancing the blades or cleaning the fan.



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



**WARNING:** To reduce the risk of fire, electric shock or personal injury, mount the fan to the outlet box marked acceptable for fan support with the screws provided with the outlet box.



**CAUTION:** To reduce the risk of personal injury, use only the screws provided with the outlet box.

# Warranty

We warrant the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a period of lifetime after the date of purchase by the original purchaser. We also warrant that all other fan parts, excluding any glass or acrylic blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of two years after the date of purchase by the original purchaser. We agree to correct such defects without charge or at our option replace with a comparable or superior model if the product is returned. To obtain warranty service, you must present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Damage to any part such as by accident, misuse, improper installation or by affixing any accessories, is not covered by this warranty. Because of varying climatic conditions this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. A certain amount of "wobble" is normal and should not be considered a defect. Servicing performed by unauthorized persons shall render the warranty invalid. There is no other express warranty. We hereby disclaim any and all warranties, including but not limited to those of merchantability and fitness for a particular purpose to the extent permitted by law. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the express warranty. Some states do not allow limitation on how long an implied warranty lasts, so the above limitation may not apply to you. The retailer shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives specific legal rights, and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties. Shipping costs for any return of product as part of a claim on the warranty must be paid by the customer.

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# Pre-Installation

## SPECIFICATIONS

Fan size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
52 in.	Low	120	0.17	9.78	115	2307	8.8 kg (19.36 lbs.)	10.09 kg (22.2 lb)	1.513 cu. ft.
	Medium		0.24	20.03	188	3754			
	Med. High		0.29	28.7	227	4751			
	High		0.35	42.52	283	6003			



**NOTE:** These are approximate measures. They do not include amps and wattage used by the light kit.



## TOOLS REQUIRED

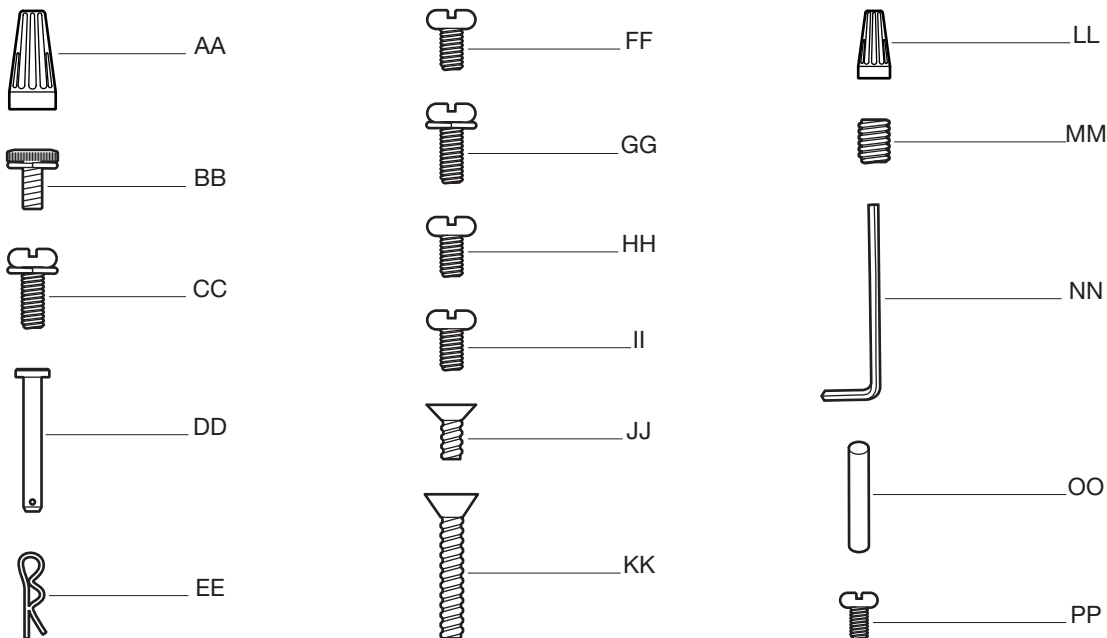


# Pre-Installation (continued)

## HARDWARE INCLUDED



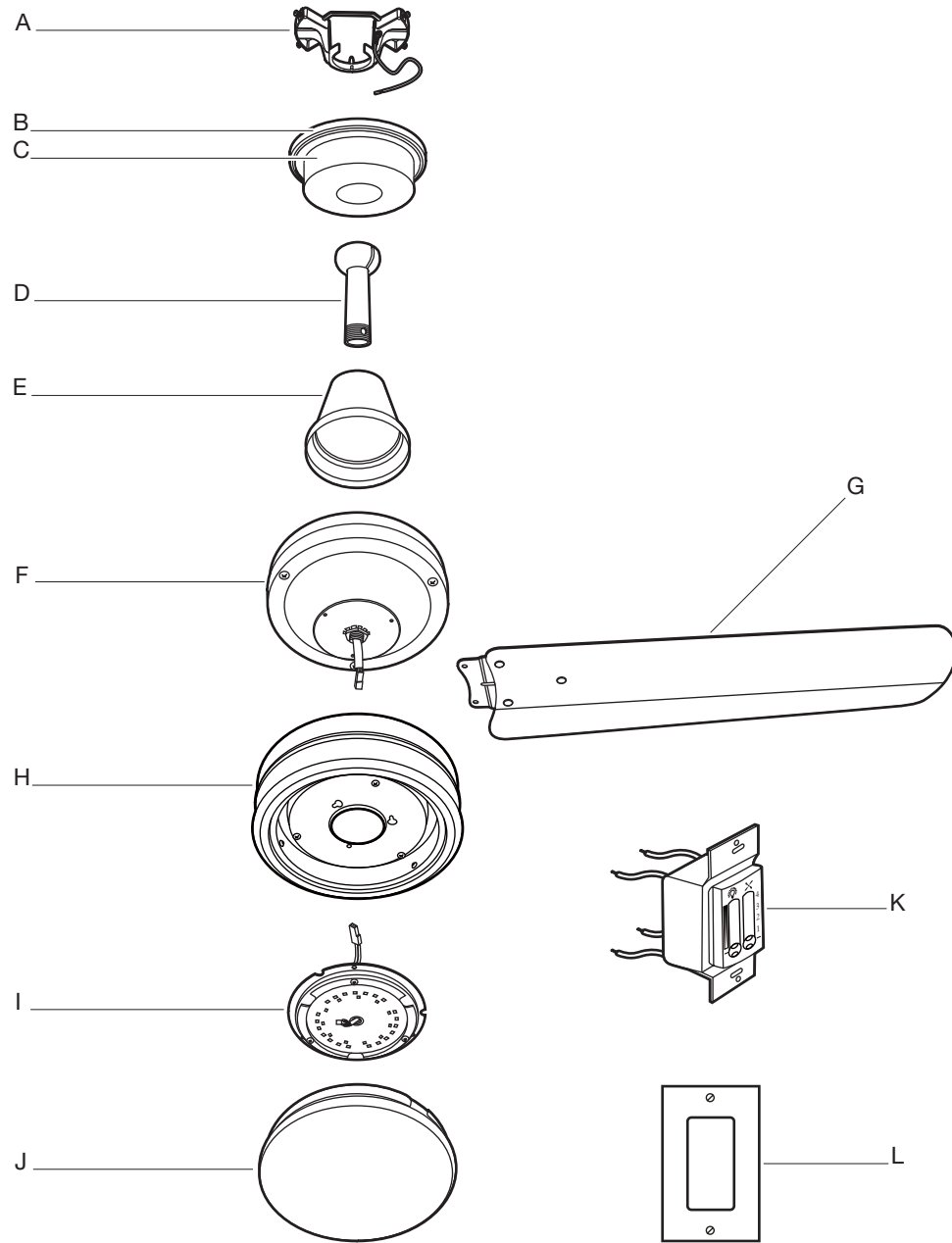
**NOTE:** Hardware shown to actual size unless noted otherwise in the table below.



Part	Description	Quantity
AA	Plastic wire nut	4
BB	Canopy mounting bracket screw with lock washer (preassembled)	4
CC	Blade arm screw and lock washer (not to scale)	7
DD	Clevis pin (preassembled)	1
EE	Cotter pin (preassembled)	1
FF	Collar setscrew (preassembled)	2
GG	Collar mounting screw with lock washer (preassembled)	6
HH	Light kit mounting plate screw (preassembled)	3
II	Light kit mounting screw (preassembled)	3
JJ	Wall plate screw (not to scale)	2
KK	Wall control screw (not to scale)	2
LL	Plastic wire nut (not to scale)	4
MM	Coupling cover screw (preassembled)	1
NN	Hex wrench (not to scale)	1
OO	Cross pin (preassembled)	1
PP	Setscrew (preassembled)	1

# Pre-Installation (continued)

## PACKAGE CONTENTS



Part	Description	Quantity
A	Mounting bracket (preassembled)	1
B	Canopy ring (preassembled)	1
C	Canopy	1
D	Hanger ball/downrod assembly	1
E	Coupling cover	1
F	Fan motor assembly	1

Part	Description	Quantity
G	Blade	3
H	Light kit mounting plate	1
I	24 watt LED Light kit	1
J	Glass shade	1
K	Wall switch	1
L	Wall plate	1

# Installation

## MOUNTING OPTIONS

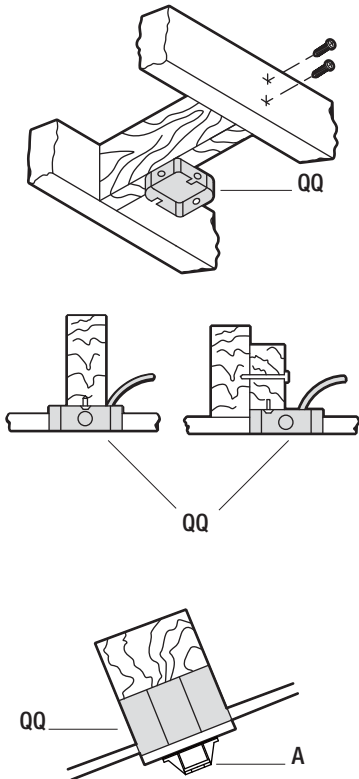


**WARNING:** To reduce the risk of fire, electric shock, or personal injury, mount the fan to an outlet box marked acceptable for fan support using the screws provided with the outlet box. An outlet box commonly used for the support of lighting fixtures may not be acceptable for fan support and may need to be replaced. If in doubt, consult a qualified electrician.

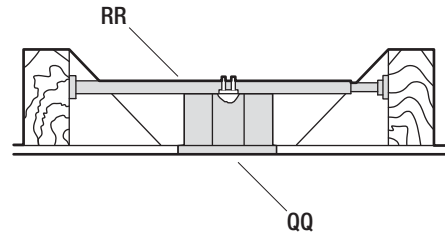
If your ceiling fan does not have an existing UL-listed mounting box, then install one using the following instructions:

- Disconnect the power by removing the fuses or turning off the circuit breakers.
- Secure the outlet box (QQ) (not included) directly to the building structure. Use appropriate fasteners and materials (not included). The outlet box and its bracing must be able to fully support the weight of the moving fan (at least 35 lbs.). Do not use a plastic outlet box.

The illustrations below show three different ways to mount the outlet box (QQ) (not included).



**NOTE:** You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. The maximum angle allowable is 18° away from horizontal. If the canopy (C) touches the hanger ball/downrod assembly (D), turn the canopy (C) 180° before attaching the canopy (C) to the mounting bracket (A).

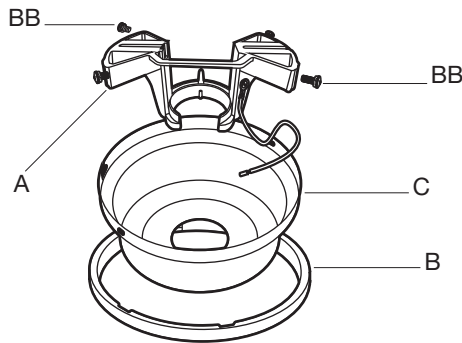


To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar (RR) (not included) as shown above.

# Assembly

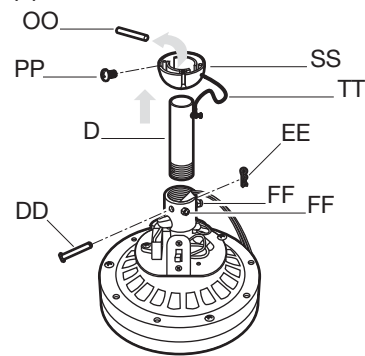
## 1 Preparing the canopy

- Remove the canopy ring (B) from the canopy (C).
- Remove the two non-slotted mounting bracket screws (BB) from the canopy (C), and loosen the slotted mounting bracket screws (BB) on the canopy (C).
- Remove the canopy (C) from the mounting bracket (A) by turning the canopy (C) counterclockwise.



## 2 Preparing the motor

- Remove the cotter pin (EE) and clevis pin (DD), and loosen the two collar setscrews (FF) from the motor collar.
- Take out the setscrew (PP) located in the hanger ball (SS), lower the hanger ball (SS) and remove the cross pin (OO). Remove the hanger ball (SS) from the hanger ball/downrod assembly (D).
- Remove the ground lead (TT) from the downrod assembly (D).



## 3 Assembling the fan

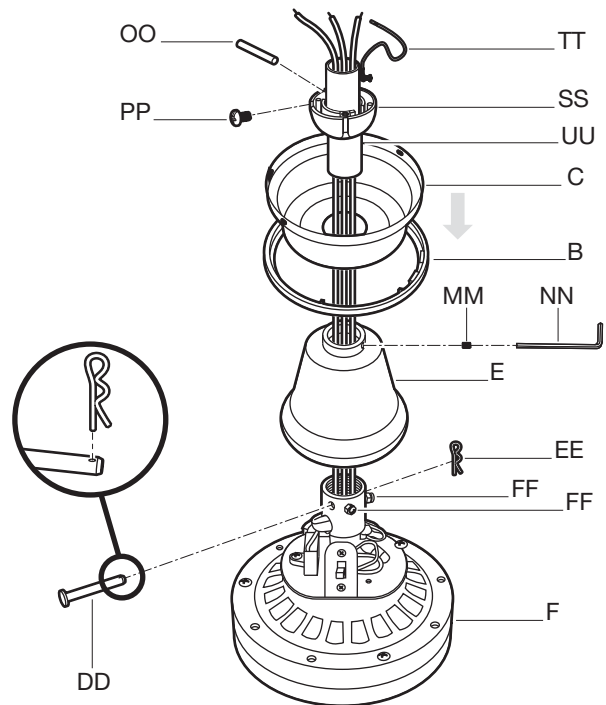


**WARNING:** Failure to properly install the cotter pin (EE) could result in the fan loosening and possibly falling.



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

- Carefully feed the motor wires up through the downrod (UU). Thread the downrod (UU) into the collar.
- Align the holes and replace clevis pin (DD) and cotter pin (EE). Tighten the two collar setscrews (FF).
- Slip the coupling cover (E), canopy ring (B), and canopy (C) onto the downrod (UU). Tighten the coupling cover screw (MM) by using the hex wrench (NN) provided.
- Carefully reinstall the hanger ball (SS) onto the downrod (UU) and reinstall the ground lead (TT) onto the downrod (UU). Be sure that the cross pin (OO) is in the correct position, the setscrew (PP) is tightened and wires are not twisted.





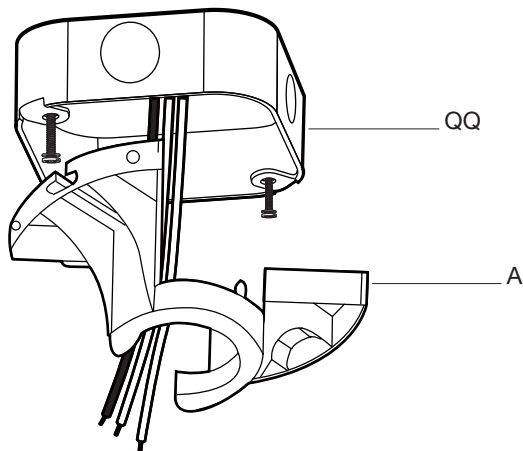
# Assembly – Hanging the Fan

## 4 Installing 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) on the outlet box (QQ) by sliding the mounting bracket (A) over the screws provided with the outlet box (QQ). Note that the flat side of the mounting bracket (A) is toward the outlet box (QQ).
- Securely tighten the two mounting screws.

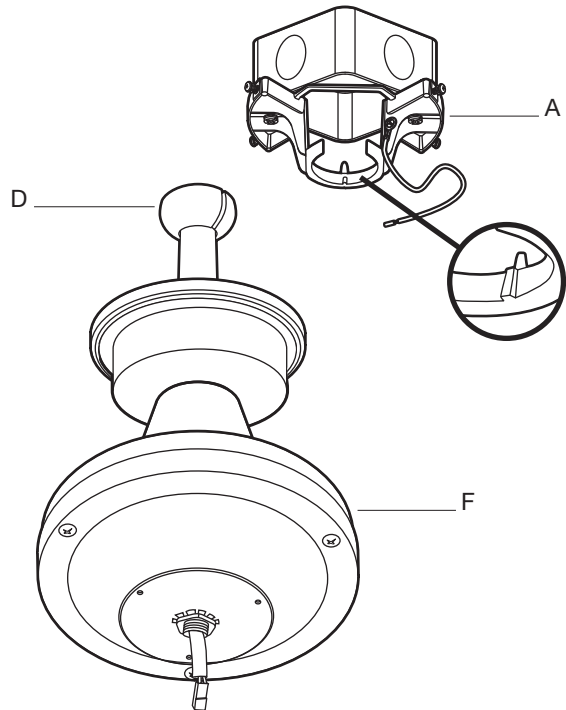


## 5 Hanging the fan to the mounting bracket



**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 — Hanging the Fan (continued)

## 6 Making the electrical connections



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



**NOTE:** Installation of this fan requires that a three-conductor cable with ground wire be run between ceiling and wall outlet box (VV).

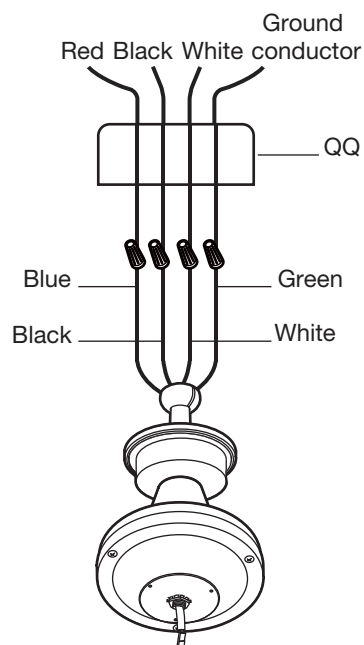
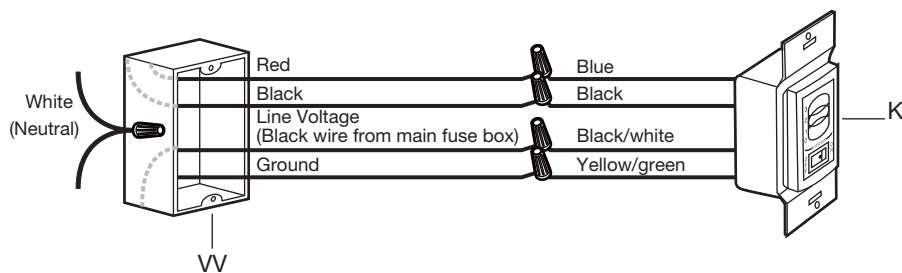
If you feel you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

- Disconnect the power and remove the existing wall plate and switch from the wall outlet box.
- Set the knob on the wall switch (K) to the “ — ” position.
- Make wire connections as follows using the wire nuts (AA).
  - a. Connecting the wires from the fan to the wires from the ceiling outlet box.
    1. Connect the red wire from the ceiling outlet box to the blue wire from the ceiling fan.
    2. Connect the black wire from the ceiling outlet box to the black wire from the ceiling fan.
    3. Connect the white wire from the ceiling outlet box to the white wire from the ceiling fan.
    4. Connect the green wires from the bracket and down rod to the ground conductor wire on the ceiling box.
  - b. Connecting the wires from the switch to the wires from the wall outlet box.



**WARNING:** Incorrectly connecting the black wires will cause the fan to not work and may damage the switch.

1. Connect the blue wire from the switch to the red wire from the wall outlet box.
2. Connect the black wire from the switch to the black wire from the wall outlet box that feeds up to the fan.
3. Connect the black / white striped wire from the switch to the black LINE VOLTAGE wire from the outlet box that feeds back to the main fuse box.
4. Connect the yellow / green striped wire from the switch to the ground terminal on the wall outlet box.



## Assembly — Hanging the Fan (continued)

### 7 Installing the wall switch

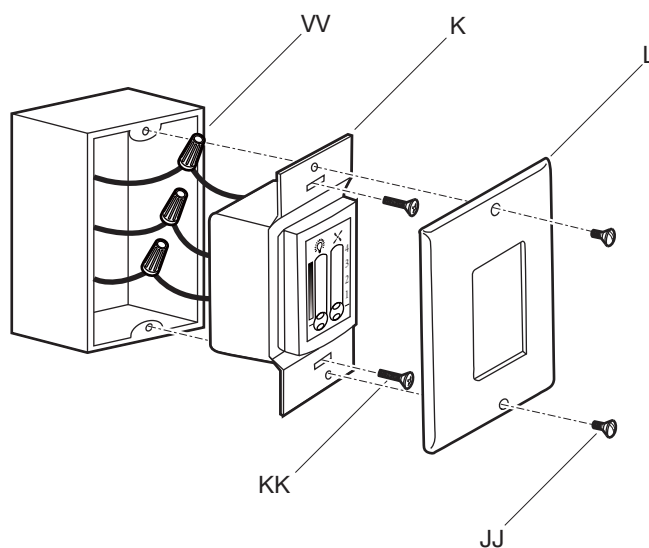


**WARNING:** Hook up in "series only". Do not connect the hot and neutral wires of the electric circuit to the wall switch - damage to the switch and possible fire could occur.



**WARNING:** Remember to shut the power off at the circuit breaker or fuse box.

- Carefully tuck the wire connections inside the junction box. Secure the wall switch (K) with the two wall switch screws (KK) provided.
- Attach the wall plate (L) over the wall switch (K) and secure with the two wall plate screws (JJ) provided.



## Assembly — Hanging the Fan (continued)

### 8 Installing the canopy

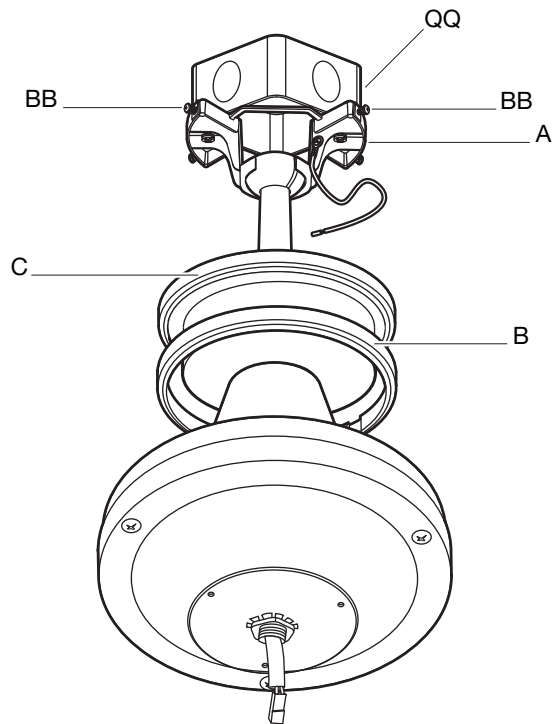


**WARNING:** Make sure the tab on the mounting bracket (A) properly sits in the groove in the hanger ball/downrod assembly (D) before attaching the canopy (C) to the mounting bracket (A) by turning the canopy (C) until it drops into place.



**WARNING:** The locking slots of the canopy (C) are provided only as an aid to mounting. Do not leave the fan assembly unattended until all four canopy mounting bracket screws (BB) are engaged and firmly tightened.

- Slide the canopy (C) up to the ceiling. Make sure you have placed the wires safely into the outlet box (QQ).
- Secure the canopy (C) to the mounting bracket (A) with the four canopy mounting bracket screws and lock washers (BB) included with your fan.
- Raise up canopy ring (B) and line up the four tabs with the four grooves on the canopy (C). Once lined up, slide the canopy ring (B) and secure it to the canopy (C) until snug.



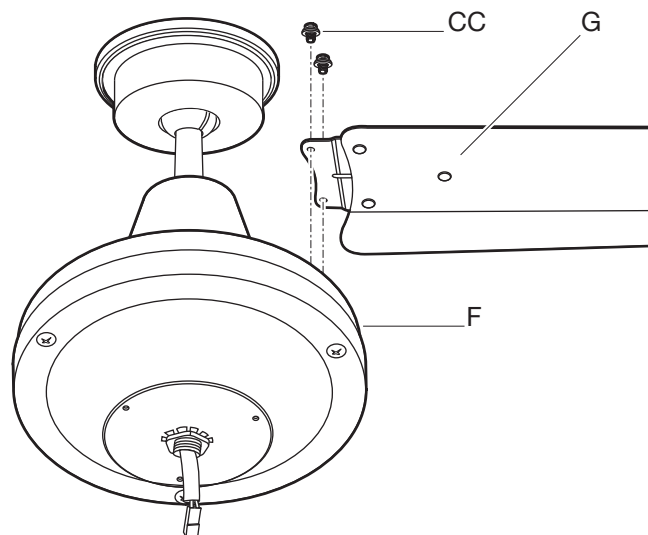
## Assembly — Attaching the Fan Blades

### 9 Fastening the blade assemblies to the motor



**WARNING:** To reduce the risk of personal injury, do not insert foreign objects between rotating fan blades (G).

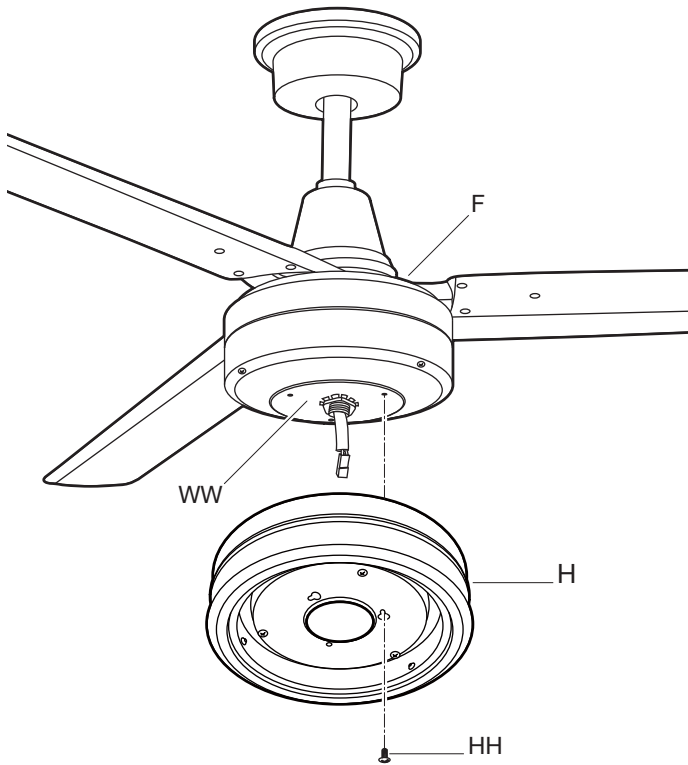
- Align the holes from the blade (G) to the holes from the motor (F), and secure the blade in place with screws and washers (CC) provided.
- Repeat this process to attach the other two blades (G).



# Assembly – Installing the Light Kit

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

- Remove one of the three light kit mounting plate screws (HH) from the mounting ring (WW) and loosen the other two screws. (Do not remove.)
- Place the key holes in the light kit mounting plate (H) over the two screws (HH) previously loosened from the mounting ring (WW). Turn the light kit mounting plate (H) until the light kit mounting plate (H) locks in place at the narrow section of the key holes.
- Securely tighten the two light kit mounting plate screws (HH) previously loosened and the one (HH) previously removed.

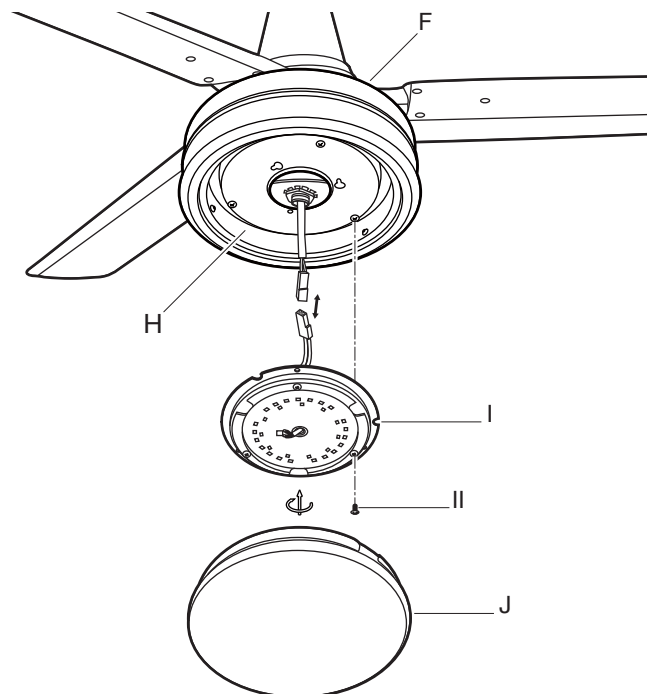


## 11 Attaching the LED light kit and glass shade



**CAUTION:** Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at the fuse box. Turning power off using the fan switch is not sufficient to prevent electric shock.

- Remove one of the three light kit mounting screws (II) from the light kit mounting plate (H) and loosen the other two screws (II). (Do not remove.)
- While holding the 24W LED light kit (I) under the fan motor assembly (F), make the 2-pin wire connections:
  - Red to white
  - Black to black
- Place the key holes in the 24W LED light kit (I) over the two mounting screws (II) previously loosened from the light kit mounting plate (H). Turn the 24W LED light kit (I) until the 24W LED light kit (I) locks in place at the narrow section of the key holes. Secure by tightening the two light kit mounting screws (II) previously loosened and the one (II) previously removed.
- Raise the glass shade (J) up against the light kit mounting plate (H) and secure it to the fan by turning the glass shade (J) clockwise until snug. **DO NOT OVERTIGHTEN.**



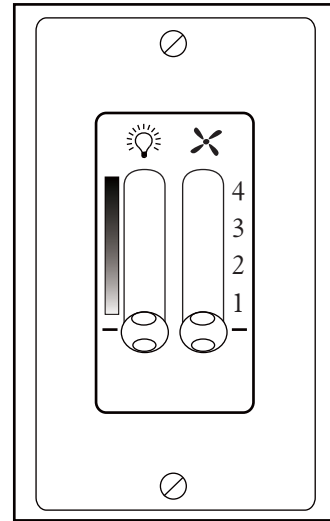
# Operation

## WALL SWITCH OPERATING INSTRUCTIONS

Restore power to the ceiling fan, and test for proper operation.

“✕” button: The button is used to set the fan speed as follows:  
— = Turns the fan off, 1 = High Speed, 2 = Medium High Speed, 3 = Medium Speed, and 4 = Low Speed.

“💡” button: The button will turn the light on and off and will also control the light brightness. Slide the button to set the desired light brightness.



## Operation (continued)

### REVERSE SWITCH OPERATING INSTRUCTIONS

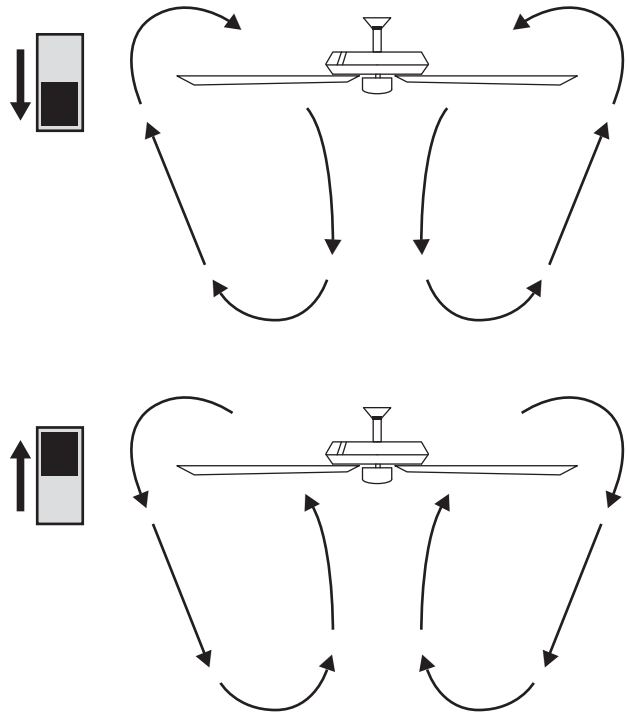
The reverse switch is located on the surface of the coupling cover. This switch controls directions: forward (switch down) or reverse (switch up).



**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.



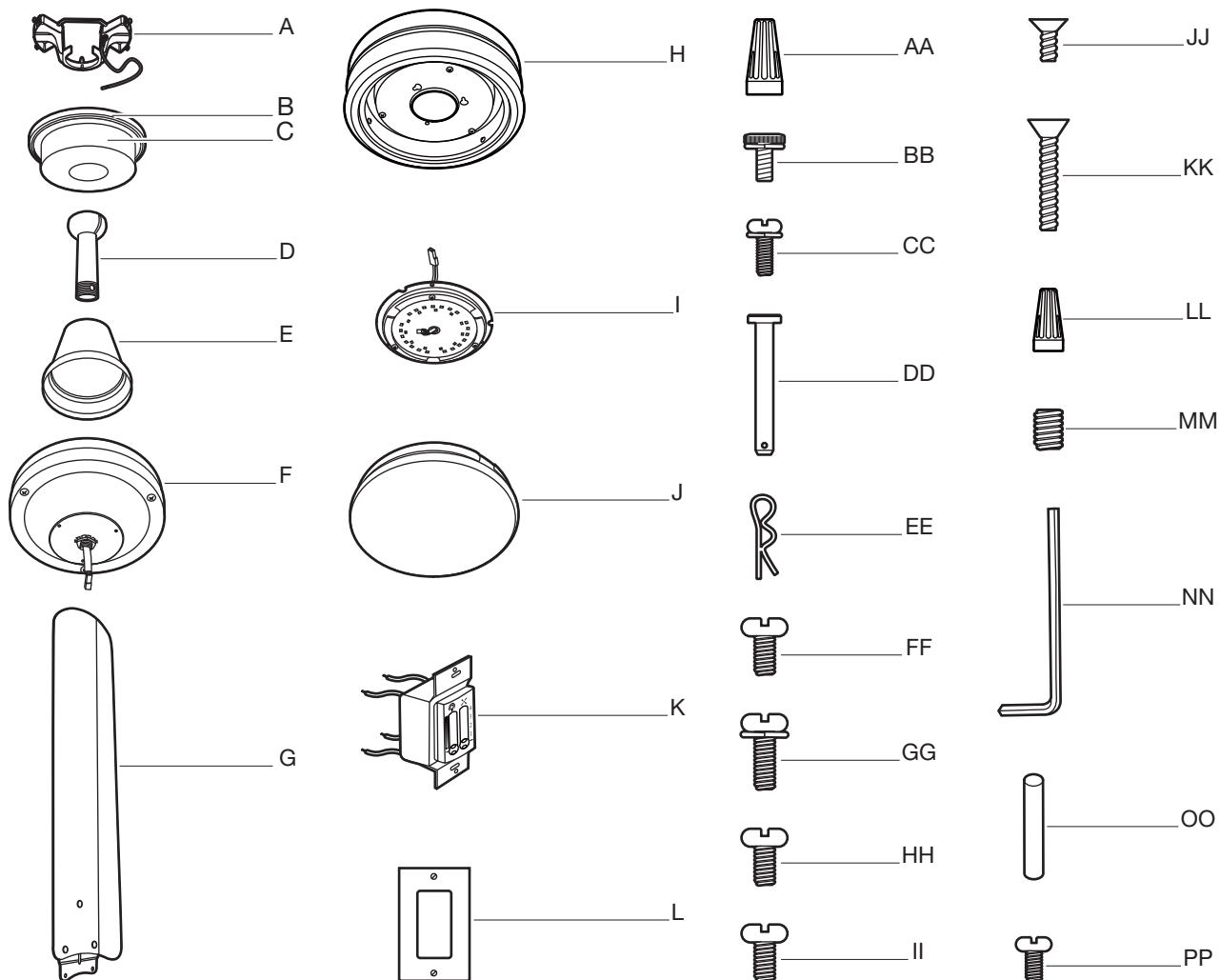
# Troubleshooting



**WARNING:** Make sure the power is off at the electrical panel box before you attempt any repairs. Refer to step 6 "Making the electrical connections" on page 10.

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 frequency 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 to the motor hub are tight.
	<input type="checkbox"/> Make sure the 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 glassware is secured tightly.
	<input type="checkbox"/> Make sure there is a short distance from the ceiling to the canopy. It should not touch the ceiling.
The remote control is not working.	<input type="checkbox"/> Do not connect the fan with wall mounted variable speed control(s).
	<input type="checkbox"/> Make sure the frequency switches are set correctly.
The fan wobbles.	<p><input type="checkbox"/> Verify that all blades and blade bracket screws are secure (most fan wobble problems are caused by loose parts). Once the fan is properly installed, run the ceiling fan for 10 minutes to let the fan self-adjust.</p> <p>If wobble occurs after running the fan for 10 minutes, verify blade level using the following process:</p> <ul style="list-style-type: none"> <li>- Select a point on the ceiling above the tip of one of the blades, then select any fan blade and measure from the center of the selected blade to the point on the ceiling. Rotate the fan until the next blade is positioned and repeat the measurement using the same point from the ceiling for every blade. Measurement deviations should be within 1/8 in..</li> <li>- If all deviations are less than 1/8 in. and the fan continues to wobble, please call Customer Service (1-800-986-3460) to order a complimentary Blade Balancing Kit.</li> <li>- If deviation is greater than 1/8 in. , please call Customer Service (1-800-986-3460) to order complimentary replacements of your brackets.</li> </ul>

# Service Parts



Part	Description
A	Mounting bracket (preassembled)
B	Canopy ring (preassembled)
C	Canopy
D	Hanger ball/downrod assembly
E	Coupling cover
F	Fan motor assembly
G	Blade
H	Light kit mounting plate
I	24 watt LED Light kit
J	Glass shade
K	Wall switch
L	Wall plate
AA	Plastic wire nut
BB	Canopy mounting bracket screw with lock washer (preassembled)

Part	Description
CC	Blade arm screw and lock washer
DD	Clevis pin (preassembled)
EE	Cotter pin (preassembled)
FF	Collar setscrew (preassembled)
GG	Collar mounting screw with lock washer (preassembled)
HH	Light kit mounting plate screw (preassembled)
II	Light kit mounting screw (preassembled)
JJ	Wall plate screw
KK	Wall control screw
LL	Plastic wire nut
MM	Coupling cover screw (preassembled)
NN	Hex wrench
OO	Cross pin (preassembled)
PP	Setscrew (preassembled)

# HOME DECORATORS COLLECTION

Questions, problems, missing parts? Before returning to the store,  
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8 a.m. - 7 p.m., EST, Monday-Friday, 9 a.m. - 6 p.m., EST Saturday

1-800-986-3460

[HOMEDEPOT.COM/HOMEDECORATORS](http://HOMEDEPOT.COM/HOMEDECORATORS)

Retain this manual for future use.

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