THE MOD-ERN FAN CO
A Collection of Ceiling Fans
Designed by Ron Rezek
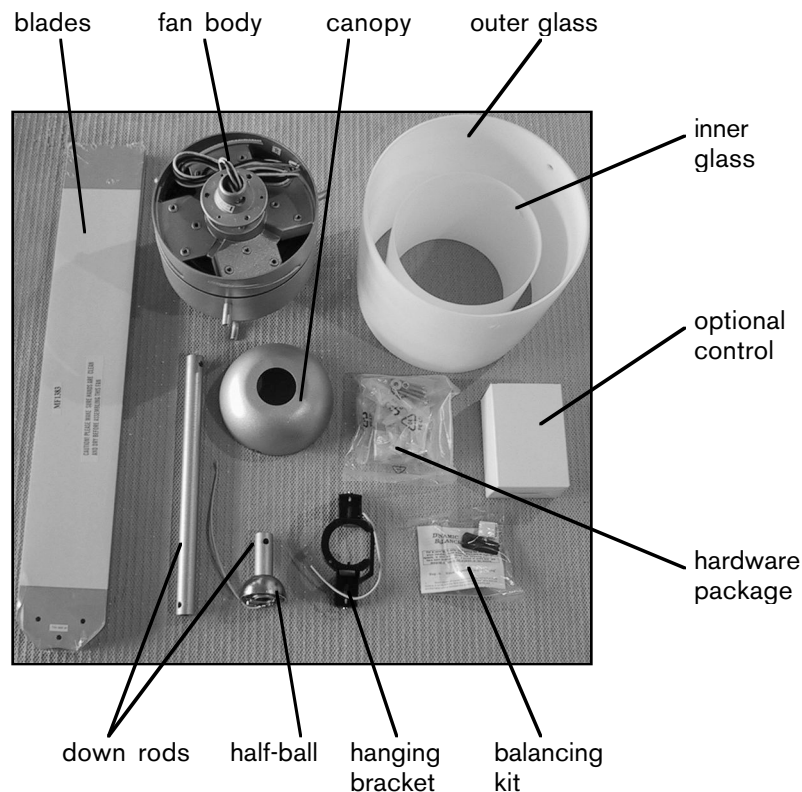
Halo

MODERN FAN COMPANY
Customer Service
M-F 8am - 4pm (PST)

(ph) 888.588.3267
www.modernfan.com

Halo Fan - Installation instructions

Should you have any questions or difficulty installing your new fan,
please contact Modern Fan Co. customer service immediately.

Note: Power supply must be turned off prior to any contact with electrical wires.
It is recommended that a licensed electrician be hired to install your ceiling fan.

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(1) Remove and identify contents of carton.

blades   fan body   canopy   outer glass

inner glass

optional control

hardware package

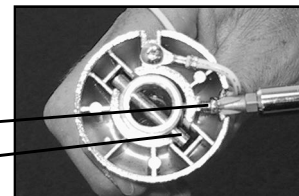down rods   half-ball   hanging bracket   balancing kit

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(2) Using machine screws from hardware package
or existing screws in junction box, securely attach
hanging bracket to ceiling junction box.

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(3) Remove stopper pin and half ball from small
down rod by loosening set screw on half ball. Set
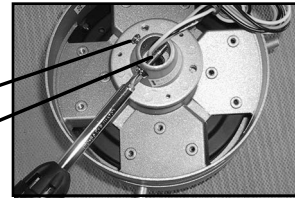parts aside for step **(8)**.

set screw

stopper pin

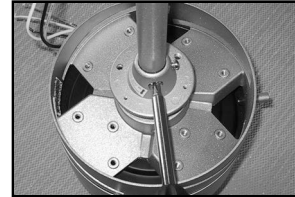**(4)** Remove the stopper screw and loosen the set screw on the fan collar. Set the stopper screw aside for step **(5)**.
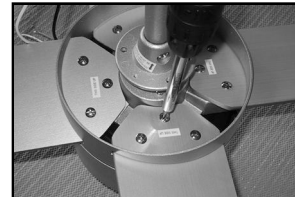
set screw

stopper screw

(5) Run fan wires through selected down rod. Reinstall stopper screw from step **(4)** and firmly tighten set screw on fan collar against down rod.

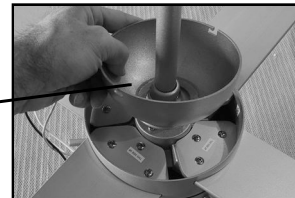**Note:** If ceiling height allows, using a longer down rod will increase airflow and efficiency.

(6) Insert one blade into rotor slot. Using blade screws from hardware package, secure blade to rotor. Start all three screws before completely tightening. Repeat for all blades.

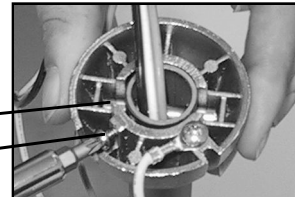**(7)** Slide fan canopy over down rod and carefully rest on top of fan body.

canopy

(8) Reinstall half ball on end of down rod. Be sure that stopper pin is inserted through down rod and seated in half ball. Tighten set screw against down rod.
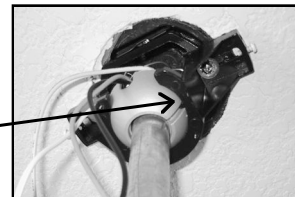
stopper pin

set screw

(9) Lift fan to ceiling and set half ball in the hanging bracket so that the ridge on the edge of the hanging bracket is seated in the slotted channel in the half ball.

channel and ridge

With fan safely suspended by bracket, make wire connections with wire nuts included in hardware package as described in the control installation instructions. If using the optional #003 or #004 control, the receiving unit should be placed inside the arms of the hanging bracket and connected at this time.

(10) Loosen set screws on the sides of the hanging bracket. Lift canopy to ceiling. With holes in side of canopy aligned with set screw holes on hanging bracket, reinstall set screws to hold canopy in place.

set screw

(11) Carefully install the smaller, inner glass using the fasteners included in the hardware package. The fasteners screw into the "L- shaped" arms coming off the lower section of the fan body.

<u>Tip 1</u>: A second pair of hands can be very helpful.

<u>Tip 2</u>: Only partly screw in each fastener until all three are in place. Then tighten just firmly enough to keep glass from moving. DO NOT overtighten.

(12) Using same technique as above, carefully install the larger, outer glass. The fasteners screw into the straight arms coming off the upper section of the fan body.

(13) Carefully install lamp:
   - 100 watt, A-19, standard light bulb (not included)
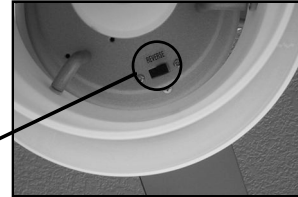   - or PL-26W (included if fluorescent option ordered)

(14) Install optional wall control as described in the control installation instructions.

(15) Your fan is reversible for summer and winter operation. The reverse switch is located on the bottom of the fan, inside the glass. When reading the REVERSE label, the RIGHT position is for summer and the LEFT position is for winter.

reverse switch

(16) The rotor and motor of your fan have been dynamically balanced at the factory. In addition, the blades have been matched to the nearest gram to ensure a well balanced ceiling fan. Furthermore, a blade balancing kit has been included with your fan. Please refer to the instructions packaged with the balancing kit should your fan require additional balancing.