Lapa

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

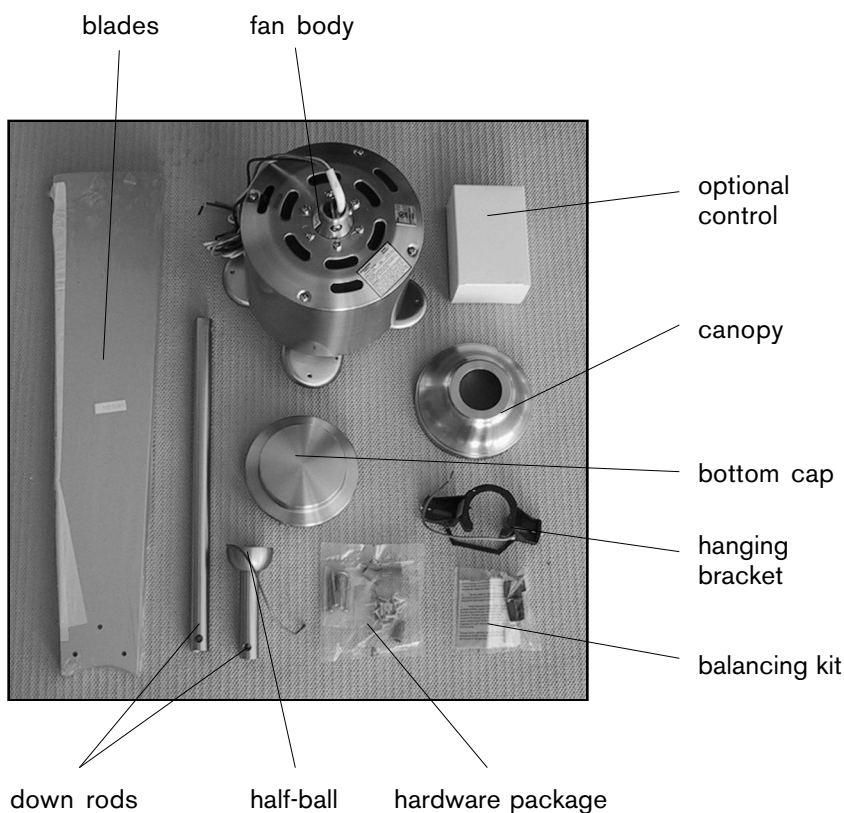## Lapa Fan - Installation instructions

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.

(1) Remove and identify contents of carton.

blades   fan body

optional control

canopy

bottom cap

hanging bracket

balancing kit

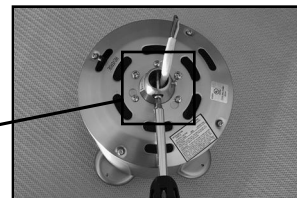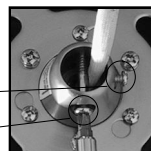down rods   half-ball   hardware package

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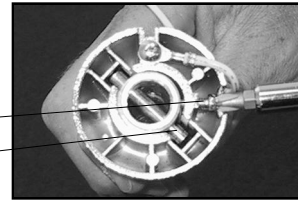hanging bracket to ceiling junction box.

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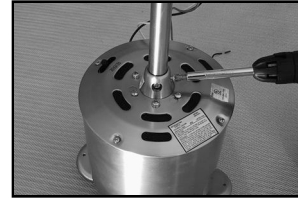stopper screw aside for step **(5)**.

set screw

stopper screw

(4) Remove stopper pin and half ball from small down rod by loosening set screw on half ball. Set all parts aside for steps **(5)** and **(7)**.

set screw

stopper pin

(5) Run fan wires through selected down rod. Reinstall stopper screw from step **(3)** 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.
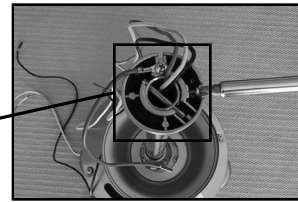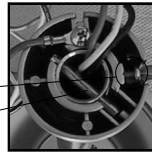
(6) Slide fan canopy over down rod and carefully rest on top of fan body.

(7) 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.

set screw

stopper pin

(8) 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.

(9) Remove 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.
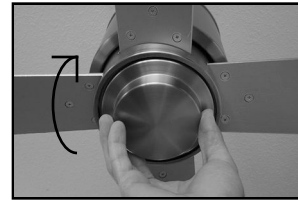
set screw

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

(11) Attach bottom cap to fan body by aligning slots on cap with fittings inside fan body, and rotating clockwise, or proceed to step **(12)** if you are using the optional light kit.
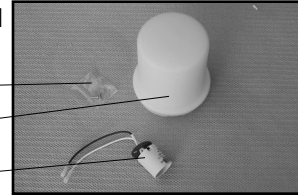
(12) To install optional light kit, begin by identifying all parts, then follow steps **(a)** through **(f)** below:
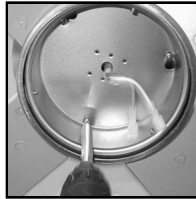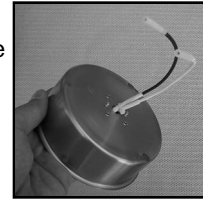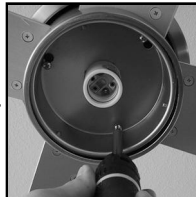
socket screws

globe

socket

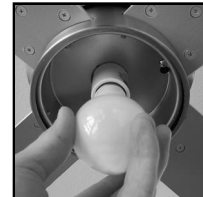**(a)** Remove inner cup from fan body.

(b) Attach socket to inner cup and run wire leads through center hole.

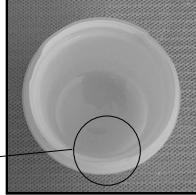**(c)** Snap together wire leads from fan body to wires from socket. Reinstall inner cup.

(d) Install standard light bulb (75 watt max.). Not included.

(e) Identify three channels in glass globe to align with fittings on inner cup.

channel

(f) Aligning channels and fittings, rotate glass globe in the clockwise direction until securely in place.

(13) Install control as described in the control installation instructions.

(14) Your fan is reversible for summer and winter operation. The reverse switch is located on top of the fan body. The LEFT position is for summer and the RIGHT position is for winter.

reverse switch

(15) 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.

Lapa Hugger Kit

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

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Lapa Hugger Kit- Installation instructions

Should you have any questions or difficulty installing your new fan, please contact Modern Fan Co. customer service immediately.
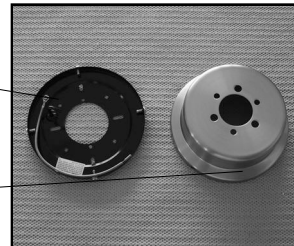
Note: Power supply must be turned off prior to any contact with electrical wires. It is recommended that a licensed electrician be hired to install your ceiling fan.

Note: These instructions replace steps **(2)** through **(9)** of the Lapa Fan Installation Instructions. However, you will need to refer to the Lapa Fan Installation Instructions to complete your installation.
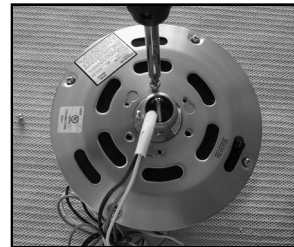
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(1) Identify Hugger Kit parts:

ceiling plate

hugger canopy

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(2) Remove six screws around top of fan body. Take note of two sizes of screws and locations.

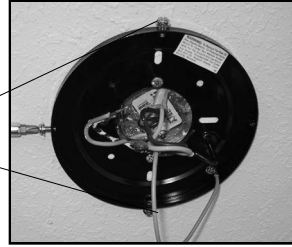**(3)** Using screws from step **(2)**, attach hugger canopy to fan body.

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(4) Using the existing screws from your junction box, or the machine screws from the fan hardware package, secure the ceiling plate to ceiling junction box. The electrical wires must be accessible through the hole in the center of the ceiling plate.

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(5) Remove two of the set screws from the ceiling plate opposite one another and set aside for step **(7)**. Loosen the other two without removing them from the plate.

loosened set screws

(6) Lift fan body and hang from ceiling plate hook. The hook should go through one of the closed holes in the hugger canopy.

hook through canopy hole

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

(7) Carefully lift fan off hook and align open holes/slots on hugger canopy with the two set screws that remain partially in the ceiling plate. Twist the fan so the these two set screws hold it in place. Reinstall the additional two set screws through the closed holes in the hugger canopy and into the ceiling plate . Tighten all four screws firmly.

Refer to the Lapa Fan Installation Instructions to complete installation of the blades, bottom cap, and/or the optional light.