Velo

MODERN FAN COMPANY
Customer Service
M-F 8am - 4pm (PST)
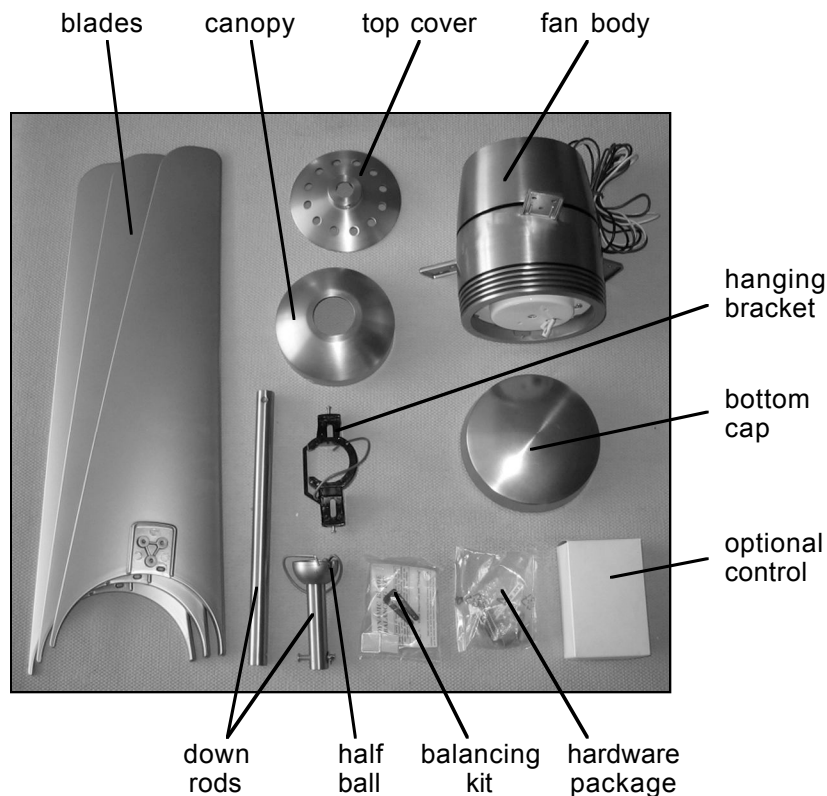
(ph) 888.588.3267
www.modernfan.com

Velo 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   canopy   top cover   fan body

hanging bracket

bottom cap

optional control

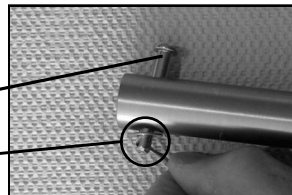down rods   half ball   balancing kit   hardware package

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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 the cotter pin, washer and stopper pin assembly from the small down rod and set aside for step **(6)**.
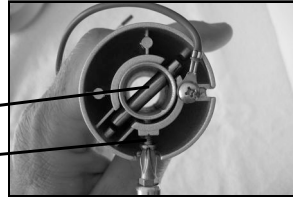
stopper pin

cotter pin & washer

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(4) Remove stopper pin and half ball from small down rod by loosening set screw on half ball. Set parts aside for reinstallation in step **(9)**.
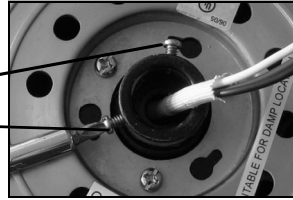
stopper pin

set screw

(5) Slightly loosen two screws where down rod is to be installed in step **(6)**.
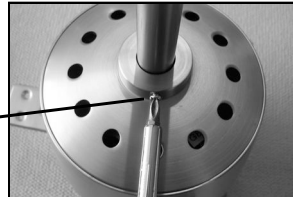
set screws

(6) Run fan wires through selected down rod. Reinstall stopper pin, cotter pin and washer from step **(3)** and firmly tighten set screws on fan collar against down rod.

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

(7) Slide top cover over down rod until seated against fan body. Firmly tighten set screw to hold in place.

set screws

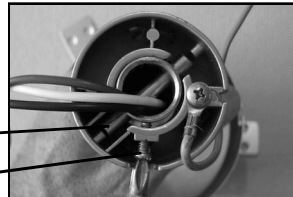**(8)** Slide fan canopy over down rod and carefully rest on top of fan body.

canopy

(9) Reinstall half ball from step **(4)** 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

(10) Using blade screws from hardware package, secure blades to rotor arms.

(11) 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

(12) 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 optional #003, #004 or #005 controls, the receiving unit should be placed inside the arms of the hanging bracket and connected at this time.

(13) Loosen set screws on the sides of the hanging bracket. Lift canopy to ceiling. Align slots on side of canopy with set screws on hanging bracket, rotate canopy and tighten set screws to hold canopy in place.
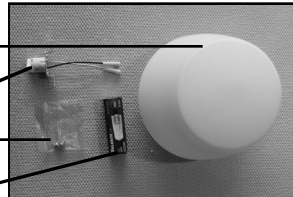
set screw

(14) If installing a light kit, proceed to step **(15)**. Otherwise, install bottom cap by rotating clockwise until firmly attached.
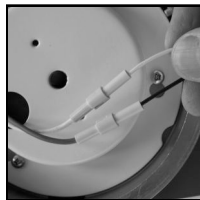
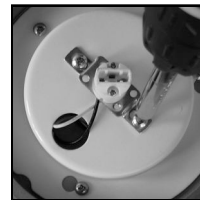**(15)** To install optional light kit, begin by identifying all parts. Then follow steps (a) through (d):

shade

socket

hardware

lamp

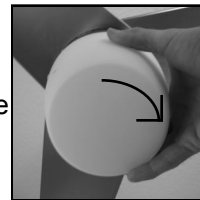**(a)** Connect wire leads from socket to wire leads from fan.

(b) Attach socket to fan with two screws. Tuck extra wire into housing.

(c) Insert lamp:
   75W G-9
      or
   26W GU-24 CFL

(d) Attach glass shade by aligning slots on glass with posts on fan. Rotate clockwise to secure.

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

(17) Your fan is reversible for summer and winter operation. The reverse switch is located on the side of the fan body. When reading the REVERSE label, the LEFT position is for summer and the RIGHT position is for winter.

reverse switch

(18) 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.