



# OWNERS INSTRUCTION MANUAL

132CM/52"

## Palm Fan

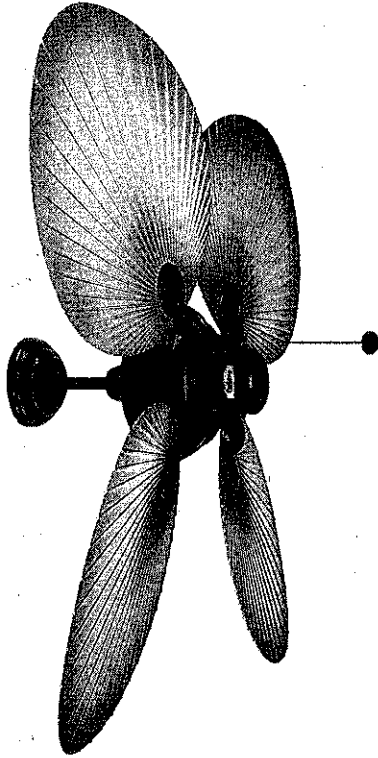
INSTALLATION  
OPERATION  
MAINTENANCE

### CAUTION

READ INSTRUCTIONS CAREFULLY FOR SAFE  
INSTALLATION AND FAN OPERATION. IF UNSURE CONSULT  
A QUALIFIED ELECTRICIAN

SUITABLE FOR 230V/50 CYCLE ELECTRICAL SUPPLY  
Enquiries on installing your fan please call our help line on

**01959-564440**



132cm/52"

## Palm Fan

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### Safety Precautions

1. To ensure the success of the installation be sure to read the instructions and study the diagrams thoroughly before commencing.
2. All electrical work should only be undertaken after disconnection of the power by removing fuses or turning off the circuit breaker to ensure all pole isolation of the electrical supply. If you are in any doubt the services of a qualified electrician should be sought to ensure that all work is carried out in accordance with the I.E.E. Regulations, current good practice and other national and local electrical codes.
3. Make sure that your installation site will not allow the rotating fan blades to come into contact with any object and that there is a minimum clearance of 150mm (6") from the blade tip to the wall or ceiling. Please note that the bigger this clearance is the better the airflow from your fan will be. Ensure the blades are mounted at a minimum height of 2.3 meters (7'6") from the floor when the fan is installed.
4. The fixing point for the fan must be able to support a weight of ten times that of the net weight of the fan. Net weights can be found on the bottom of the unit's box. If you are mounting the fan to a ceiling junction box, the box and it's fixing must be able to support the moving weight of the fan and must not twist or work loose.
5. The fan must be earthed.
6. Do not connect the fan motor to a dimmer switch. This may give an unsatisfactory performance (motor hum) and cause damage to the motor.
7. It is not recommended that ceiling fans and gas appliances are operated in the same room at the same time.
8. The fan must be turned off and stopped completely before reversing the fan direction. This will prevent any damage to the motor of the unit or controller (if installed).
9. Do not insert anything into the fan blades while the fan is operating. This will damage the blades and upset the balance of the unit causing the unit to wobble.
10. After the fan is completely installed make sure that all connections are secure and tight to prevent any problems.
11. Because of the fan's natural movement, some connections may loosen. Check the support connections, brackets and blade attachments twice a year to make sure they are all secure. If they are loose tighten with a screwdriver. (It is not necessary to take the fan down from the ceiling)

**Note :** The important safeguards and instructions given in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and care are factors which cannot be built into any product. These factors must be supplied by the persons caring for and using the unit.

For installation advice, or in the unlikely event of damaged or missing parts please ring:

**HELPLINE : 01959 564440**

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### Supplied Parts

- One fan motor assembly
- One hanger bracket fitted with terminal block and top rubber washers
- One 6" drop rod & canopy
- One set of acrylic palm blade
- One set of blade carriers
- One boss cover
- One screw-pack
- One installation booklet.

### Tools and Materials Required

- Philips screwdriver
- Blade screwdriver
- Small electrical screwdriver
- Electrical pliers
- Step ladder
- Wiring supplies as required by current electrical practice
- Bulbs if a light fitting is fitted / to be fitted
- In-line crimps or other suitable connectors if an extension rod in excess of 760mm (30 inch) is to be fitted.

Before starting the assembly and installation of your fan please ensure the safety precautions have been read and understood.

### Installation Difficulties, Missing or Damaged Parts

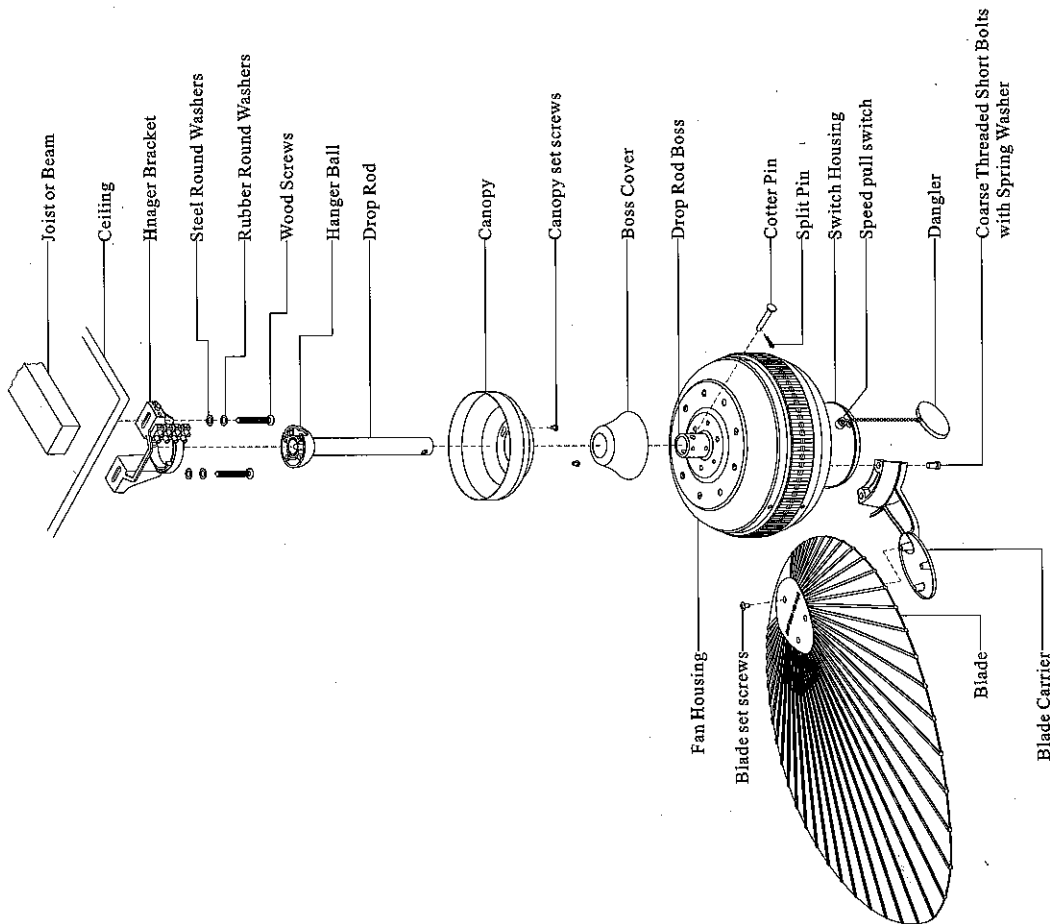
If you have any difficulty in installing your fan/light or if you are unfortunate enough to find that your fan has been dispatched with parts missing or damaged please contact our help-line on ( 01959 564440). We will be very pleased to provide help or forward replacements parts to you immediately.

In any communication with us please quote model reference, colour of the unit and the part missing or damaged.

**HELPLINE**  
**01959 564440**

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## Parts names and their relative positions



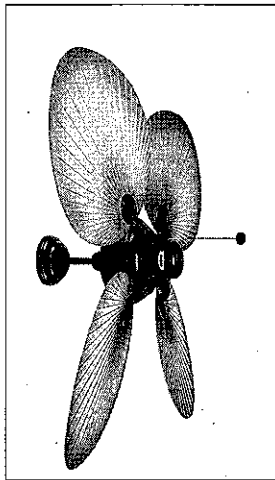
## Installing the fan

All electrical work should only be undertaken after disconnection of the power by removing fuses or turning off the circuit breaker to ensure all pole isolation of the electrical supply.

Your fan is a drop rod fan (Picture A) In this situation the drop rod assembly is used to lower the fan down from it's mounting position slightly. Extension rods, ranging from 12" to 72", are available if you need to lower your fan further. (This is normally the case in conservatories or rooms with very high ceilings.)

Rods can be trimmed if necessary. If trimming is required cut excess from the bottom of the rod and re-drill a hole for the cotter pin.

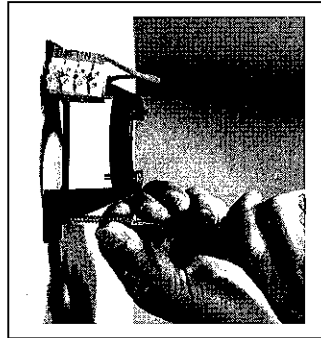
Picture A



The following steps will guide you to a successful installation:

1. Hanger bracket installation
2. Drop rod assembly
3. Wiring instructions
4. Attaching light fitting
5. Blade assembly
6. Attaching the blades

### 1. Hanger bracket installation

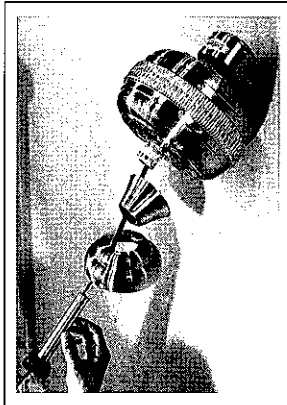


The hanger bracket should be screwed on to a firm flat surface. The fixing location must be able to withstand ten times the static weight of the fan. If you have any doubts as to the ability of your intended fixing location to be able to withstand this loading, please contact our service help-line or another competent authority to advise you. In most situation two wood screws screwed into a wooden joist is more than adequate to support your ceiling fan

The hanger bracket should be screwed onto the joist with the two wood screws provided. The washers provided should go in the following sequence:

Screw head > Steel round washer > Black rubber round washer > Hanger bracket > Ceiling. Screw the hanger bracket to the ceiling and make sure all connections are secure to prevent the fan from falling. Fixings must screw into a joist and not just the plasterboard. Loosen the two canopy screws from the hanger bracket.

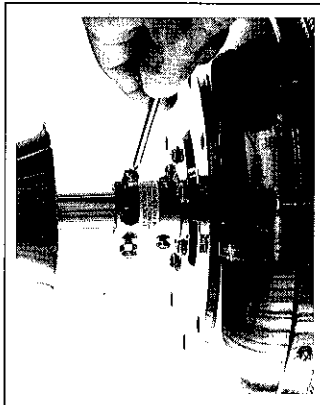
## 2. Drop rod assembly



Remove the cotter pin and split pin from the bottom of the drop rod. If a longer drop rod is going to be used transfer the ball joint to the longer rod.

Put the drop rod through the flared end of the canopy and boss cover and pass the electrical supply leads from the top of the motor through the drop rod until they exit at the top of the ball joint. Always ensure the rod passes through the canopy before the rod is connected to the fan. If an extension rod

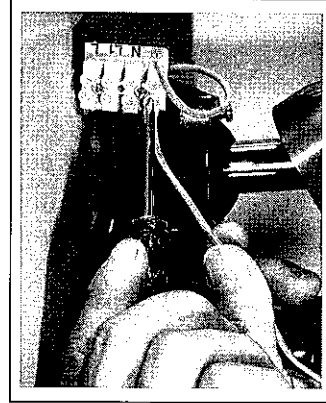
longer than 30 inches is to be used, the cables will need to be extended in an appropriate way.



Loosen the drop rod set screws on the boss, which is on top of the motor and insert the drop rod into the drop rod boss on top of the motor casing. Turn gently to align the holes in the boss with those in the rod. Ease the cotter pin through the boss and the rod taking care not to pinch or damage any cables. Fix in place by replacing the split pin.

Tighten all set screws at this point. This prevents the rod and the fan moving in relation to one and other. It also assists in

maintaining a good earth continuity through the fan, which is important to the safety of the unit. Failure to tighten the locking screws down may cause the motor to oscillate badly.



Once the drop rod assembly has been fitted- Lift the fan up to the hanger bracket. Steer the ball in from the side of the bracket and lower it into the recess of the bracket. Rotate the ball around until the protrusion on the side of the ball aligns with the groove on the upper edge of the recess. When aligned the fan should drop slightly as it assumes it's correct position. This is to prevent rotation of the rod and fan when the unit is working. Connect the wiring as shown in the wiring instructions. See pages 6-9.

## 3. Wiring Instructions

The fan now requires to be connected to your household supply in accordance with diagrams 1-6.

Please note:

Before installation ensure that you have all pole disconnection of the electricity supply and that all wiring is carried out in accordance with I.E.E. Regulations, current good practice, national and local electrical codes. Improper installation may result in an electrical short and may void your warranty.

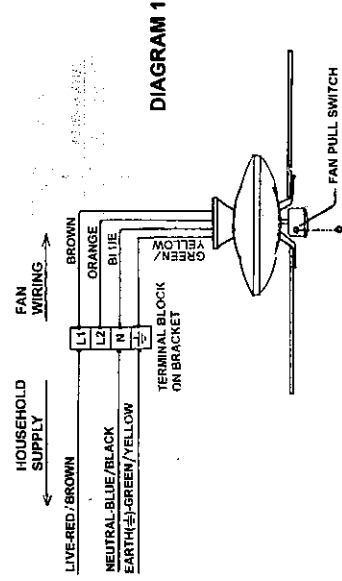
**IMPORTANT: THIS APPLIANCE MUST BE EARTHED.**

### Ways of wiring your fan

1. Fan only operated by pull switch ( no wall switch )

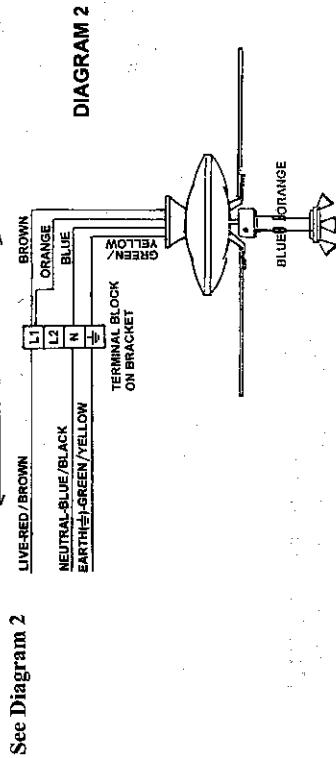
Brown wire on the fan is connected to the live supply (normally Red)  
 Blue wire on the fan is connected to the neutral supply (normally black)  
 Green/yellow wire on the fan is connected to the earth supply (Green/Yellow)  
 Connect the orange wire to the L2 terminal for use if you want to add a light kit at a later date. The fan speed is controlled by the pull switch on the fan.

### See diagram 1



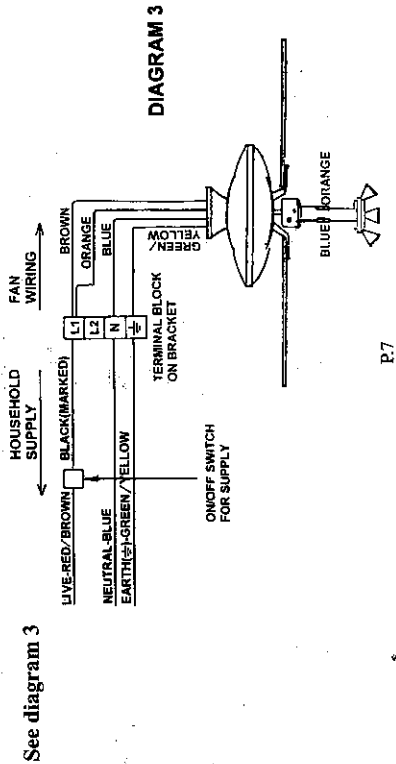
2. Fan & Light both operated by pull switches (no wall switches)

**Connections:** Brown & Orange supplies on the fan are connected to the Live supply (normally Red). Blue supply is connected to the Neutral supply (Black) Green/Yellow earth lead is connected to the Earth supply (Green/Yellow)  
**Operations:** The fan & light are controlled by the pull switches on the appliance. Both units can be operated independently.



3. Fan & Light sharing a supply from a wall switch

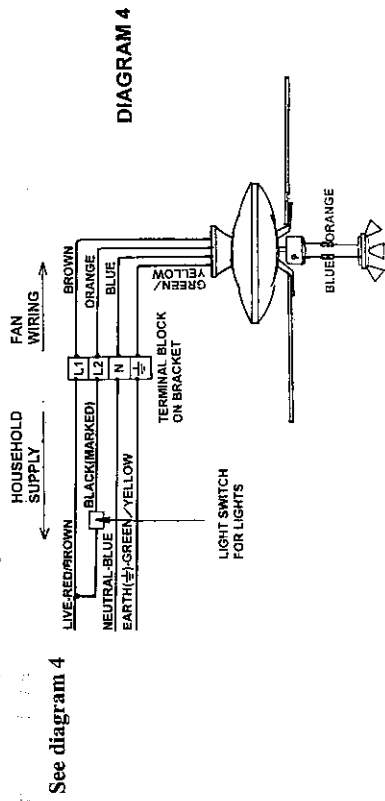
**Connections :** Brown & Orange supplies on the fan are connected to the Switched Live supply (normally Red). Blue supply is connected to the neutral supply (Black). Green/Yellow earth lead is connected to the Earth supply (Black).  
**Operations** The fan & light are controlled by the pull switches on the appliance. The wall switch will switch the supply to whole of the appliance. The wall switch must be an on/off type. Do not use a dimmer switch. Both units can be operated independently.



4. Wall switch operating the light, pull switch operating the fan.

**Connections** Brown supply on the fan is connected to the Permanent Live supply (Red), Orange supply is connected to the Switched Live supply (normally Black but marked as a live supply with red sleeving) Blue supply is connected to the neutral supply (Black), Green/Yellow earth lead is connected to the Earth supply (Green / Yellow)

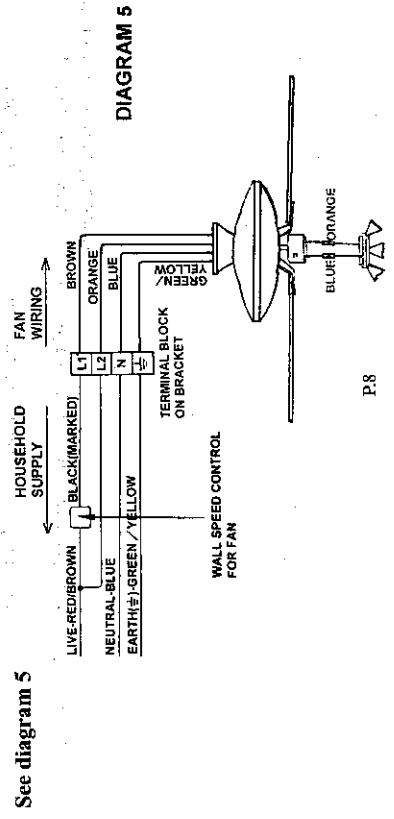
**Operations** The fan is controlled by the pull switch on the appliance. The wall switch will switch the light. A normal on/off or dimmer switch can be used here.



5. Wall switch operating the fan, pull switch operating the light.

**Connections** Orange supply on the fan is connected to the Permanent Live supply (Red). Brown supply is connected to the Switched Live supply (normally Black but marked as a live supply with red sleeving). Blue supply is connected to the Neutral supply (Black), Green/Yellow earth lead is connected to the Earth supply (Green/yellow)

**Operations** The light is controlled by the pull switch on the appliance. The wall switch will operate the fan. A normal on/off or wall mounted speed control can be used here. A dimmer switch can not be used.



## 6. Wall switches operating the fan and the light

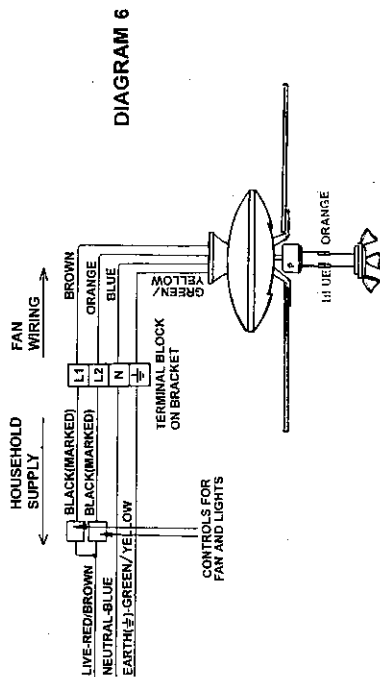
### Connection

Orange supply on the fan is connected to the Switched Live supply No. 1  
Brown supply is connected to the Switched Live supply no. 2  
Note : This type of installation requires two switched lines so a three core  
+ earth' cable is required. Blue supply is connected to the Neutral supply  
(Black). Green/yellow earth lead is connected to the Earth supply  
(Green/Yellow)

### Operations

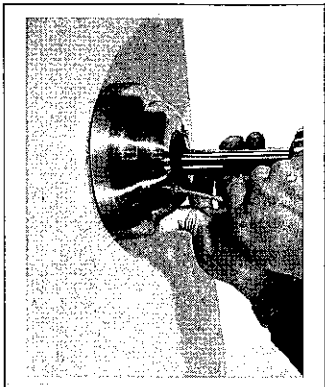
The light is controlled by the wall switch. The fan is controlled by the  
wall switch. Two switches are used here. A normal on/off or dimmer  
switch can be used for the light. A normal on/off or wall mounted speed  
control can be used for the Fan.

See Diagram 6



Do not connect the motor supply cable to a dimmer switch. If a wall mounted control  
for the fan is required then we recommend you contact our help-line.

It is possible to control your fan and light with a remote control system. For further  
details please contact the help-line.



Once the cables of the fan have been connected.  
Offer the canopy up to the hanger bracket and  
insert the screws in the hanger bracket. Tighten  
all the screws to ensure a good safe fixing.

It is important to fix the canopy properly as this  
offers another level of safety should anything  
happen to the hanger bracket.

Now is a good time to test that the fan operates  
correctly.

With the power switched on check that the fan operates in both directions and that there  
is a difference in speed (this won't be exact as the blades are not installed yet).

If all is well proceed with the rest of the installation. If a problem is experienced please  
refer to the fault finding section at the back of this leaflet.

Connect the dangler to the end of the pull chains. If you require longer chain please call  
our help-line.

### 4. Adding a light kit

If your unit has been supplied pre-fitted with a light, mount the glass shades onto the  
light fitting using the spring clips and secure in place with the thumb screws provided.

Fit the bulbs.

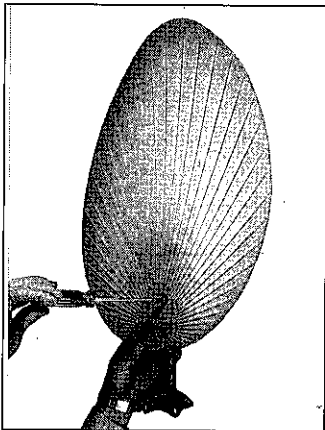
Clip the dangler for the light onto the pull chain

To install an optional light kit first ensure all pole disconnection of the electricity supply.  
Then unscrew the three screws at the bottom of the switch housing and remove the  
switch housing plate. Your light fitting will either replace this plate entirely or will  
connect on to the plate via the push out centre stud. ( Refer to instructions that are  
supplied with your light fitting ). The light is then offered up to the switch housing .  
locate the two cables marked "for light". Connect the blue and orange cables with their  
corresponding colour cables on the light fitting. The orange wire is the 'live' supply for  
the light and the blue wire is the 'neutral'. The connection is made with push together  
connectors.

When assembling the lighting attachment back onto the fan ensure there are no cables  
trapped between the metal surfaces. Also ensure that there are serrated washers on the  
three screws at the bottom of the switch housing. This ensures good earth continuity to  
the light.

*If the light fitting is not required the above procedure is reversed. The switch  
housing plate is provided with your fan.*

## 5. Assembling the blades



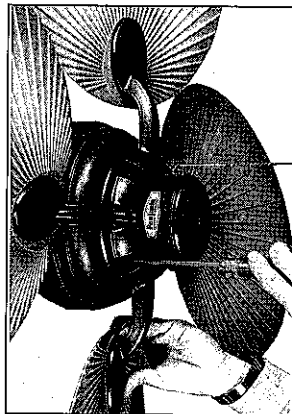
The acrylic palm blades now need to be assembled on to the carrier brackets.

Carefully unwrap the carrier bracket.

Align the bracket with the holes in the blades and use the screws and fibre washers provided to connect them.

The fibre washer should go on top the blade between the head of the screw and the surface of the blade. Ensure the screws are tightened up firmly.

## 6. Attach the assembled blades onto the fan



Using the coarse threaded short bolts and the spring washers provided, bolt the carrier bracket on to the motor. Ensure the bolts are tightened firmly.

Be careful not to bend the carrier brackets during installation as this may result in an imbalance and induce wobble.

If installing more than one fan be careful not to mix the blade sets. Each set is carefully manufactured to be evenly balanced, mixing would break up a balanced set and again this could induce wobble.

## Operating instructions

Having checked that all electrical connections are securely made and insulated, turn on the power and check the operation of the fan. The pull switch on the side of the motor housing is the selection switch for the speed function of the fan and is also the on/off function. The first pull from the off position takes you onto the high speed; the second onto medium speed; the third onto slow speed and the fourth pull to the off position.

The slide switch on the other side of the switch housing changes the direction of rotation of the blades. (Remember to let the fan slow to a complete stop before changing the direction of rotation). When looking up at the fan blades, anti-clockwise rotation achieves a downward flow of air and clockwise rotation achieves an upward movement of air.

**Summer operation** – In warm weather a downward movement of air is more desirable as this achieves a greater cooling effect.

**Winter operation** – In winter a movement of air moving upwards and then back down the sides of the room achieves a more balanced temperature throughout the room.

If a wall control or remote control system has been used refer to the accompanying leaflets enclosed in these systems.

## Blade balancing

Whilst every precaution is taken at the factory to ensure your fan is of the highest quality, imbalance may occur. This may be due to slight irregularities in the blades or blade carriers. Further problems can be caused by deviating from these instructions.

The following procedure may help to rectify the situation.

The hanger bracket must always be tight against the ceiling so that no movement can occur.

Make sure that the rod is firmly locked into the boss on top of the fan. The locking screw should be securely tightened.

Check all the blades are firmly tightened on to their carrier brackets.

Check all the carrier brackets are tightened on to the motor firmly.

Blade tracking can easily be checked by holding a yardstick or similar measure vertically from the ceiling to the tip of the blade. Then check all blades measure the same distance from that point. To correct slight problems in the alignment of a blade, gently bend the carrier to bring it back in line.

Changing over two adjacent blades – may correct any imbalance.

Use the universal balancing kit supplied with the fan.

Please note that drop rod styles of fans do have a slight level of movement but this is in no way dangerous.

## Care and cleaning

Ensure that periodic checks of the fixings takes place. (see Safety Precaution 11)

Periodic cleaning of your new Fantasia fan is recommended particularly the blades. The plated or painted surfaces of your fan have been sealed with a lacquer to minimize any discoloration or tarnishing. Therefore use a soft brush or lint free cloth to avoid scratching the surface.

The motor has permanently sealed bearings so no lubrication is necessary

Do not use water when cleaning you fan as this could damage the surfaces of the casing and the blades and may create the possibility of a electric shock.

## Tips from Fantasia

If you have a false ceiling, connect the hanger bracket onto the main structure and use an extension rod to lower the fan below the false ceiling. (Remember to allow adequate clearance for the rotating blades – see Safety Precaution3).

The hanger bracket can be mounted onto a surface up to 40°. The fan will have to be installed in the drop rod style of mounting for this (Remember to allow adequate clearance for the rotating blades – see Safety Precaution 3).

Do not forget to put the canopy on the rod before connecting the rod onto the fan.

Extension chain is available if the control chains are not long enough, please ring the help-line for further details.

If you are installing more than one fan make sure that you do not mix the fan blade sets.

## Fault Finding

Noise level unacceptable  
Noises from fans are usually due to something being loose on the fan. As a first corrective measure ensure all screws are tight (including shade screws if a light is fitted )

Fan wobbles excessively  
The blades may have imbalance. Follow the blades balancing section.  
The drop rod boss set screws may not be locked tightly. Tighten and retry.

Fan will not rotate  
Check supply connections.  
Check that the blades are not fowling anything

Light will not work  
Check supply connections.

Fan is tarnishing  
Check that no solvents have been used in the vicinity of the fan – especially floor adhesives and brick acids.