

# Global Ceiling Fans

## OWNERS INSTRUCTION MANUAL

### MODEL REFERENCE

106cm/42"

# RIO

- 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

**01959-564725**

## 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 sits 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.

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) 564 725**

### Supplied Parts

- One fan motor assembly
- One round plate fitted with terminal block and top rubber washers.
- One set of blades
- One set of blade carriers
- One screw-pack with balancing kit
- One installation booklet.

Only supplied on units supplied with pre-fitted lights  
One light fitting – factory fitted  
Three Tulip shade, one screw pack for light shade

### Tools and Materials Required

- Phillips 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 have been dispatched with parts missing or damaged please contact our help-line on (01959 564725). We will be very pleased to provide help or forward replacements parts to your immediately.

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

**HELPLINE**  
**01959 564725**

## ASSEMBLING AND HANGING YOUR CEILING FAN

### NOTE:

Before installing ensure that you have all poles disconnection of the electricity supply and that you refer to a qualified electrician to ensure that all wiring is carried out in accordance with I.E.E. Regulations, current good practice, national and local electrical codes.

## A. CLOSE TO CEILING MOUNTING

### STEP 1: MOUNTING PLATE INSTALLATION

- Loosen the screw of the mounting plate from canopy.
- Secure the mounting plate to joist with wood screws, rubber and steel washers. (See Fig. 1)/page 4.

**CAUTION:** Be sure that the mounting location can support load of at 70 kilos. (see Safety Precautions)

### STEP 2: HANGING

- Hang the motor on mounting plate with temporary support (a hook) (See Fig. 2)/page 4.
- This is an aid in marking the electrical connection.

### STEP 3: WIRING (See Page 7)

**CAUTION:** Carefully read the **WIRING INSTRUCTIONS** and **DIAGRAMS** Since improper installation may result in an electric short and void the warranty

### STEP 4: FAN HANGING

Carefully push all wiring into canopy. Life off temporary mount and position fan motor on mounting plate such that attachment screws align with keyed slots on upper side of motor housing secure the fan to mounting plate with serrated washers and screws provided (See Fig. 3). Ensure a good electrical connection by breaking lacquer finish as this forms the earth.

### STEP 5: FAN ASSEMBLING

Turn on the electricity. Check to see that the fans forward and reverse speeds work properly see operating instructions.

### STEP 6: GLASS ASSEMBLING

The light fitting has been pre-assembled to your fan (See Fig. 3) 3 x 60 watts max. Bulb (not provided) can be fitted. The shade is held in place by three thumbscrews, do not over tighten.

# FLUSH MOUNT STYLE ASSEMBLY DIAGRAMS

FIG. 1

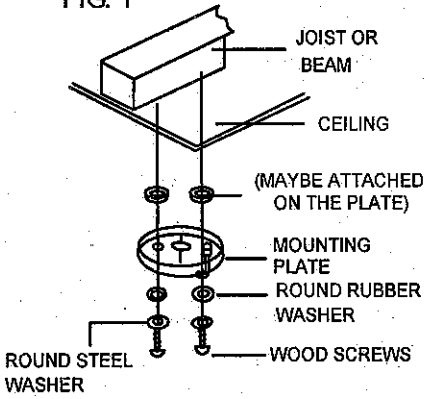


FIG. 2

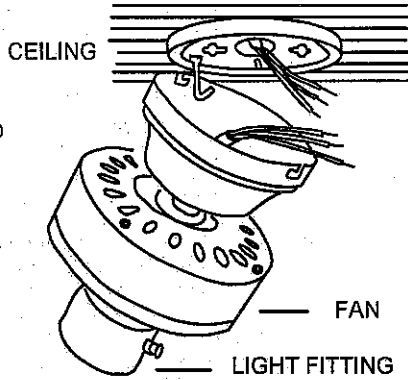
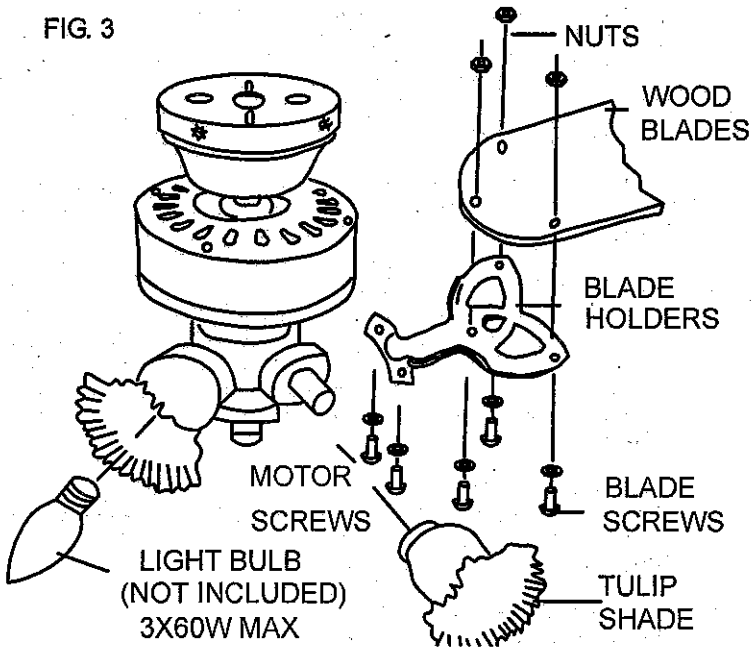


FIG. 3



## B. DROP ROD STYLE INSTALLATION

### STEP 1 : MOUNTING PLATE INSTALLATION

- Loosen the screw of the mounting plate from canopy.
- Secure the mounting plate to joist with wood screws, rubber and steel washers. (See Fig. 4)

**CAUTION :** Be sure that the mounting location can support load of at 70 kilos. (See Safety Precautions)

### STEP 2 : DROP ROD ASSEMBLY

- Remove the three screws from boss of top housing to move the canopy from fan. (SEE FIG 5)
- 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 and the earth wire to the longer rod.
- Put the drop rod through the flared end of the canopy 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.
- Hang the motor on mounting plate with temporary support (a hook) for connecting wire. (SEE FIG 6)

### STEP 3 : WIRING (See Page 7)

**CAUTION:** Carefully read the **WIRING INSTRUCTIONS** and **DIAGRAMS**  
Since improper installation may result in an electric short and void the warranty

### STEP 4 : FAN HANGING

Carefully push all wiring into canopy. Life off temporary mount and position fan motor on mounting plate such that attachment screws align with keyed slots on upper side of motor housing secure the fan to mounting plate with serrated washers and screws provided. Ensure a good electrical connection by breaking lacquer finish as this forms the earth.

### STEP 5 : FAN ASSEMBLING

- Turn on the electricity. Check to see that the fans forward and reverse speeds work properly see operating instructions.
- Blades assembly, get more details at page 8.

### STEP 6 : GLASS ASSEMBLING

The light fitting has been pre-assembled to your fan  
(See Fig. 4) 3 x 60 watts max. Bulb (not provided) can be fitted. The shade is held in place by three thumb screws, do not over tighten.

**DROP ROD STYLE ASSEMBLY DIAGRAMS**

FIG. 4

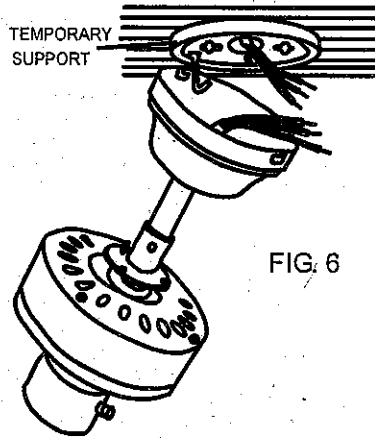
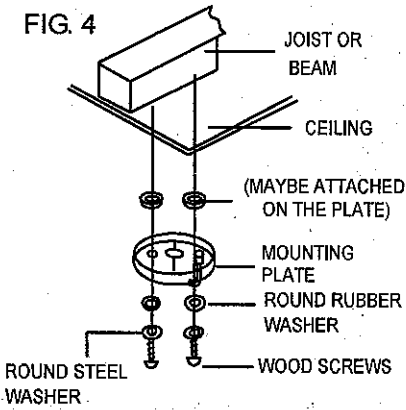


FIG. 6

FIG. 5

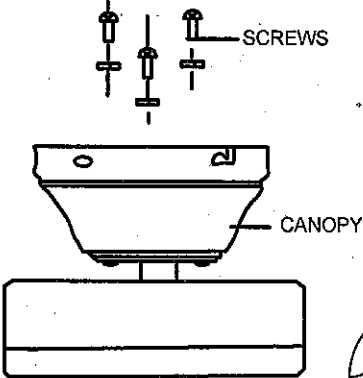
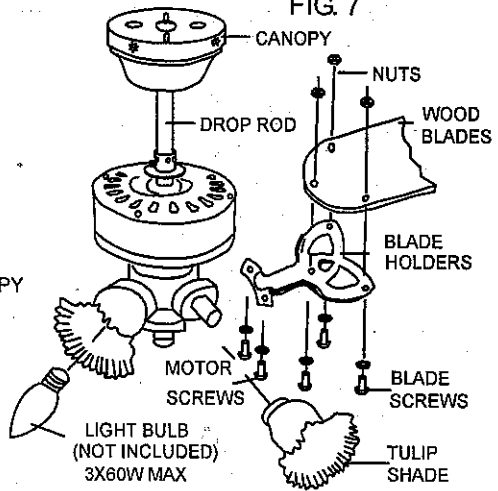


FIG. 7



## WIRING INSTRUCTIONS

**NOTE:**

Before installation ensure that you have all pole disconnection of the electricity supply and that you refer to a qualified electrician to ensure that all wiring is carried out in accordance with I.E.E. Regulations current goods practice national and local electrical codes.

Carefully read the wiring instructions and diagrams since improper installation may result in an electrical short and void the warranty.

In most cases connect the fan motor BROWN wire to the supply wire coloured RED or BROWN, connect the fan motor neutral BLUE wire to the neutral supply normally coloured BLUE or BLACK, connect the mounting plate GREEN or GREEN/YELLOW earth wires to the earth supply. SEE FIG. 8

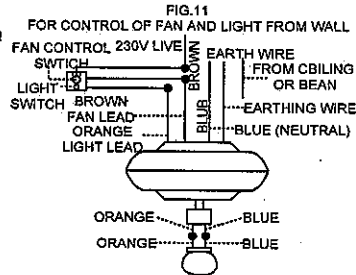
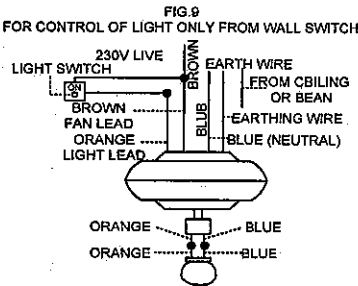
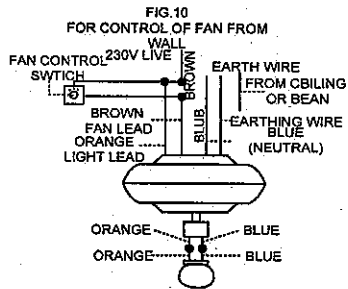
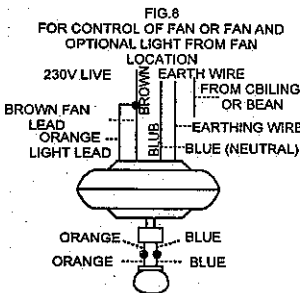
When underlight is attached, connect the ORANGE light wire to the supply live wire, normally coloured RED or BROWN. If light to be independently operated from a wall switch a separate live supply is required. SEE FIG.9

If fan is controlled independently from a wall switch. SEE FIG. 10

If a separate wall control is to be used for both fan and light please see wiring diagram supplied with control or SEE FIG. 11.

Check to see that all your connections are tight and that no bare wires are visible or touchable at any of the wire connectors. Except for the earth wire. Gently tuck all of the completed wiring carefully into the canopy.

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





## Assembling the blades

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

Note that blades can be installed with either surface facing down.

Carefully unwrap the blade and a 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.

Repeat this process for all blades.

## Attach the assembled blades onto the fan

Release motor screws from fan motor, then, put blade carrier with blade on the motor. Using motor screws to screw it. Please make sure it is tight enough. Be careful not to bend the blades or 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 on to the high speed; the second on to medium speed; the third on to 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.

### **IMPORTANT**

*This fan is provided with a 3-speed pull chain type switch for choice of speeds. The slide switch allows for forward or reverse action of the blades. Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blades direction.*

## **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 round plate must always be tight against the ceiling so that no movement can occur.

If the installation requires a rod style 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**

Periodic cleaning of your new 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 an electric shock.

### Tips

If you have a false ceiling, connect the mounting plate on to 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.

The mounting plate can be mounted on to 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.

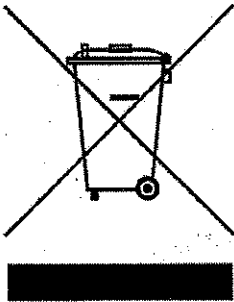
Do not forget to put the canopy on the rod before connecting the rod onto the fan.

Blades may be reversed so the alternative finish can be seen.

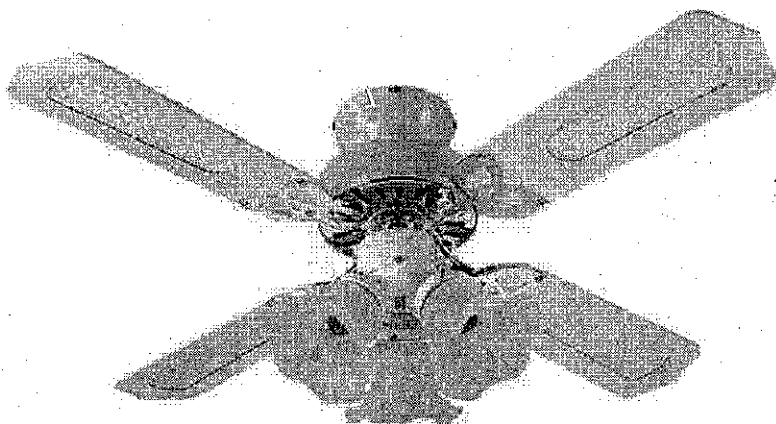
Extension chain is available if the control chains are not long enough; please ring the help-line for further details.

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

### Product Disposal Instructions



This product has been classed as Electrical or Electronic Equipment and should not be disposed of with other household or commercial waste at the end of it's working life. The Waste of Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC) has been put in place to recycle products using best available precise and minimize the impact upon the environment



106cm/42"

# RIO

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