

Craftmade

CEILING FANS

Est. 1985

READ THESE INSTRUCTIONS AND
SAVE THEM FOR FUTURE USE



Installation Guide

For Model:
SE68SPZ

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net weight of fan: 32.01 lb (14.52 kg)

PRINTED IN CHINA

SAFETY TIPS.

WARNING: To reduce the risk of electrical shock, turn off the electricity to the fan at the main fuse box or circuit panel before you begin the fan installation or before servicing the fan or installing accessories.

1. **READ ALL INSTRUCTIONS AND SAFETY INFORMATION CAREFULLY BEFORE INSTALLING YOUR FAN AND SAVE THESE INSTRUCTIONS.**

CAUTION: To avoid personal injury, the use of gloves may be necessary while handling fan parts with sharp edges.

2. Make sure all electrical connections comply with Local Codes or Ordinances, the National Electrical Code, and ANSI/NFPA 70-1999. If you are unfamiliar with electrical wiring or if the house/building wires are different colors than those referred to in the instructions, please use a qualified electrician.
3. Make sure you have a location selected for your fan that allows clear space for the blades to rotate, and at least seven (7) feet (2.13 meters) of clearance between the floor and the fan blade tips. The fan should be mounted so that the tips of the blades are at least thirty (30) inches (76 centimeters) from walls or other upright structures.
4. The outlet box and ceiling support joist used must be securely mounted, and capable of supporting at least 35 pounds (16 kilograms). The outlet box must be supported directly by the building structure. Use only CUL (Canada) or UL (USA) listed outlet boxes marked "FOR FAN SUPPORT."

WARNING: To reduce the risk of fire, electrical shock, or personal injury, mount to the outlet box marked "Acceptable for Fan Support of 15.9 kg (35 lb) or less," and use the mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

WARNING: To reduce the risk of fire, electrical shock, or personal injury, wire connectors provided with this fan are designed to accept only one 12 gauge house wire and two lead wires from the fan. If your house wire is larger than 12 gauge or there is more than one house wire to connect to the corresponding fan lead wires, consult an electrician for the proper size wire connectors to use.

5. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be CUL (Canada) or UL (USA) listed and marked suitable for use with the model fan you are installing. Switches must be CUL (Canada) or UL (USA) general use switches. Refer to the instructions packaged with the light kits and switches for proper assembly.
6. After installation is complete, check that all connections are absolutely secure.
7. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on opposite sides of the outlet box.

WARNING: To reduce the risk of fire or electrical shock, do not use this fan with any solid state speed control device or control fan speed with a full range dimmer switch. [Using a full range dimmer switch to control fan speed will cause a loud humming noise from fan.]

8. Do not operate the reverse switch until the fan has come to a complete stop. **[Note:** If using remote control with reverse capability, reverse fan blade direction *only* when on LOW speed.]
9. Do not insert anything between the fan blades while they are rotating.

WARNING: To reduce the risk of personal injury, do not bend the blade arms during assembly or after installation. Do not insert objects into the path of the blades.

WARNING: To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.

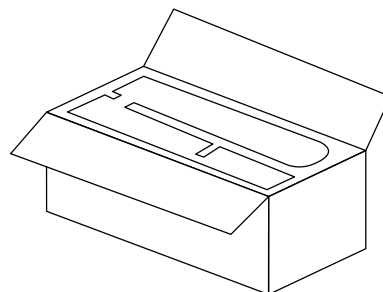
10. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.

WARNING: To reduce the risk of personal injury, use **only** parts provided with this fan. **The use of parts OTHER than those provided with this fan will void the warranty.**

NOTE: The important safety precautions and instructions appearing in the manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense and caution are necessary factors in the installation and operation of this fan.

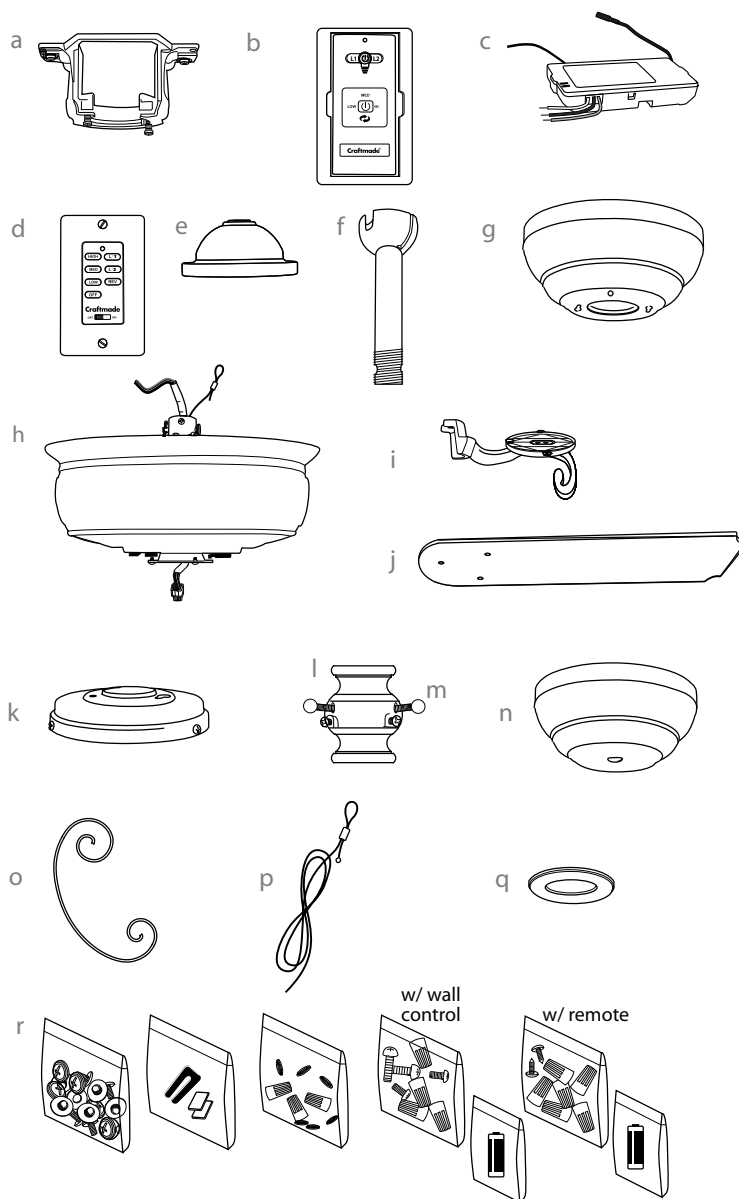
1. Unpacking Your Fan.

Carefully open the packaging. Remove items from Styrofoam inserts. Remove motor housing and place on carpet or Styrofoam to avoid damage to finish. Do not discard fan carton or Styrofoam inserts should this fan need to be returned for repairs. Check against parts inventory that all parts have been included.



2. Parts Inventory.

- a.** hanging bracket. 1 piece
- b.** remote control transmitter and plate. 2 separate pieces
- c.** remote control receiver. 1 piece
- d.** wall control and plate. 2 separate pieces
- e.** yoke cover. 1 piece
- f.** 8in. downrod and hanging ball. 1 piece
- g.** canopy. 1 piece
- h.** motor housing. 1 piece
- i.** blade arm. 5 pieces
- j.** blade. 5 pieces
- k.** switch housing plate. 1 piece
- l.** scroll arm support. 1 piece
- m.** decorative screw. 6 pieces
(3 pre-attached to motor housing and 3 pre-attached to scroll arm support)
- n.** switch housing. 1 piece
- o.** scroll arm. 3 pieces
- p.** safety cable (already attached to motor). 1 piece
- q.** canopy cover (in hardware pack). 1 piece
- r.** hardware packs



! IMPORTANT REMINDER: You must use the parts provided with this fan for proper installation and safety. **!**

required bulbs:
lighted housing--4 x 15 watt max. candelabra base bulbs (included)



3. Installation Preparation.

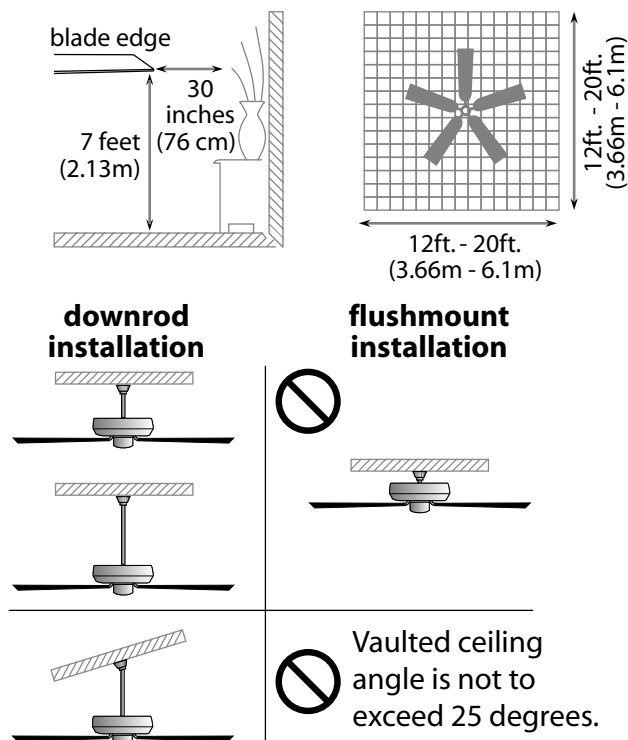
To prevent personal injury and damage, ensure that the hanging location allows the blades a clearance of 7 feet (2.13m) from the floor and 30in. (76cm) from any wall or obstruction.

This fan is suitable for room sizes up to 400 square feet (37.2 square meters).

This fan can be mounted with a **downrod** on a regular (no-slope) or vaulted ceiling. The hanging length can be extended by purchasing a longer downrod (0.5in./1.27cm diameter). Other installation, such as **flushmount**, is *not* available for this fan.

Installation requires these tools:

Phillips screwdriver, flathead screwdriver, adjustable pliers or wrench, stepladder, wire cutters and rated electrical tape



4. Hanging Bracket Installation.

Turn off circuit breakers to current fixture from breaker panel and be sure operating light switch is turned to the OFF position.

WARNING: Failure to disconnect power supply prior to installation may result in serious injury.

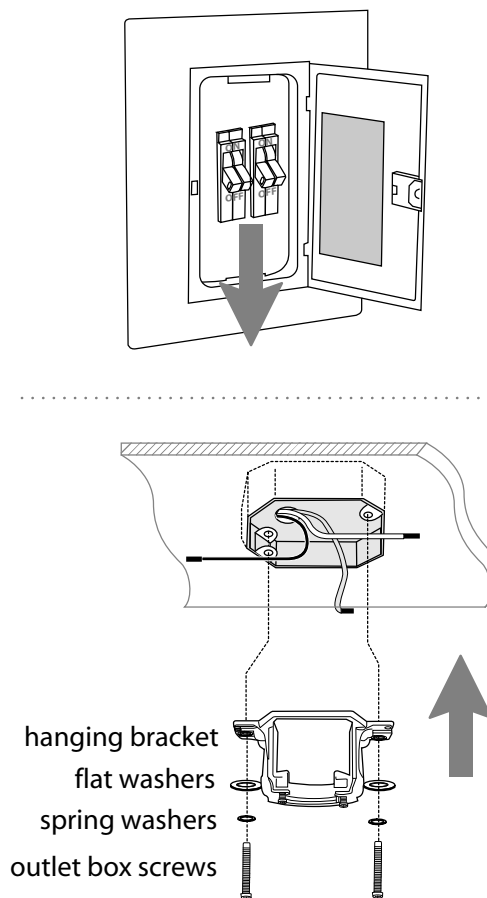
Remove existing fixture.

WARNING: To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked "Acceptable for Fan Support of 22.68 kg (50lbs.) or Less" and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt. When using an existing outlet box, be sure the box is securely attached to the building structure and can support the full weight of the fan. Ensure it is clearly marked "Suitable for Fan Support." If not, it must be replaced with an approved outlet box. Failure to do so can result in serious injury.

CAUTION: Be sure outlet box is grounded and that a ground wire (green or bare) is present.

Install hanging bracket to outlet box using original screws, spring washers and flat washers provided with new or original outlet box.* If installing on a vaulted ceiling, face opening of hanging bracket towards high point of ceiling. Arrange electrical wiring around the back of the hanging bracket and away from the bracket opening.

***Note:** It is very important that you use the proper hardware when installing the hanging bracket as this will support the fan.



5. Fan Assembly.

If you wish to extend the hanging length of your fan, you must remove the hanging ball from the 8in. downrod provided to use with an extended downrod (sold separately). [If you wish to use the 8in. downrod, please proceed to instructions following the dotted line below.]

To remove hanging ball, loosen set screw on hanging ball, lower hanging ball and remove stop pin. Slide hanging ball off the original downrod, A, and slide it down the longer downrod, B (the top of the downrod should be noted as having a set screw hole; use this hole when setting the set screw). Insert stop pin into top of extended downrod and raise hanging ball. Be sure stop pin aligns with slots on the inside of the hanging ball. Tighten set screw securely.

Tip: To prepare for threading electrical wires through downrod, apply a small piece of electrical tape to the ends of the electrical wires--this will keep the wires together when threading them through the downrod.

Locate sockets inside top of motor housing. Install 4 candelabra base 15 watt max. bulbs (included).

Important: When replacing bulbs, please allow bulb(s) and motor housing to cool down before touching.

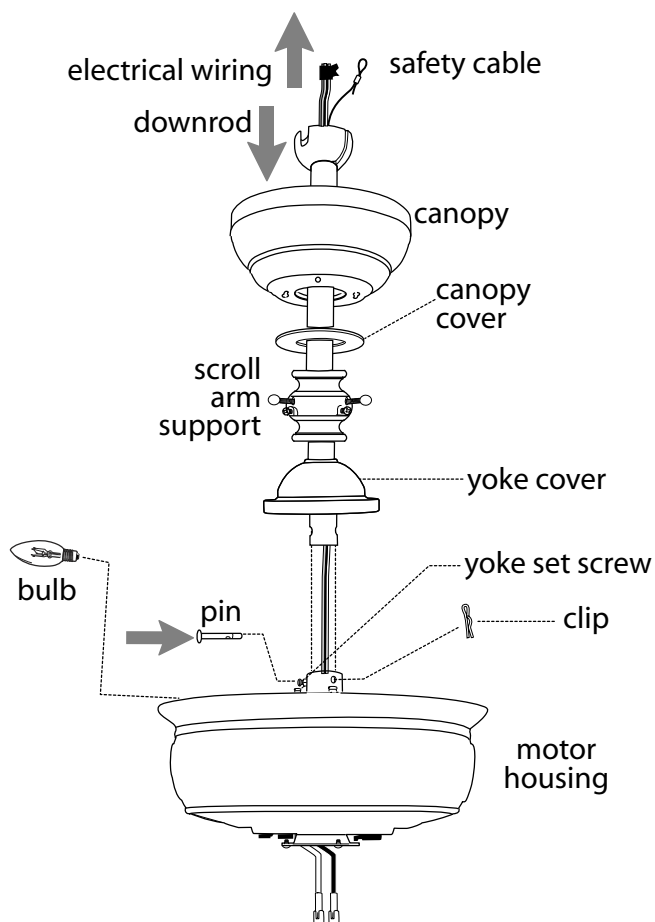
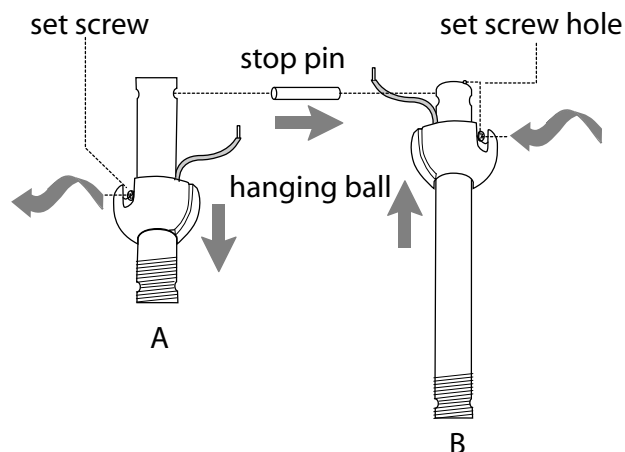
Locate canopy cover in hardware pack. Loosen yoke set screws and nuts at top of motor housing. Remove pin and clip from motor housing yoke. Slide downrod through canopy, canopy cover, scroll arm support and yoke cover. [Note: Canopy cover must be turned with shiny side toward the motor housing.]

Thread safety cable and electrical wires through downrod and pull extra wire slack from the upper end of the downrod.

Thread downrod into the motor housing yoke until holes for pin and clip in downrod align with holes in yoke--make sure wires do not get twisted. Re-insert pin and clip that were previously removed. Tighten yoke set screws and nuts securely. Lower yoke cover to motor housing.

["Fan Assembly" continued on next page.]

NOTE: The important safety precautions and instructions appearing in the manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense and caution are necessary factors in the installation and operation of this fan.



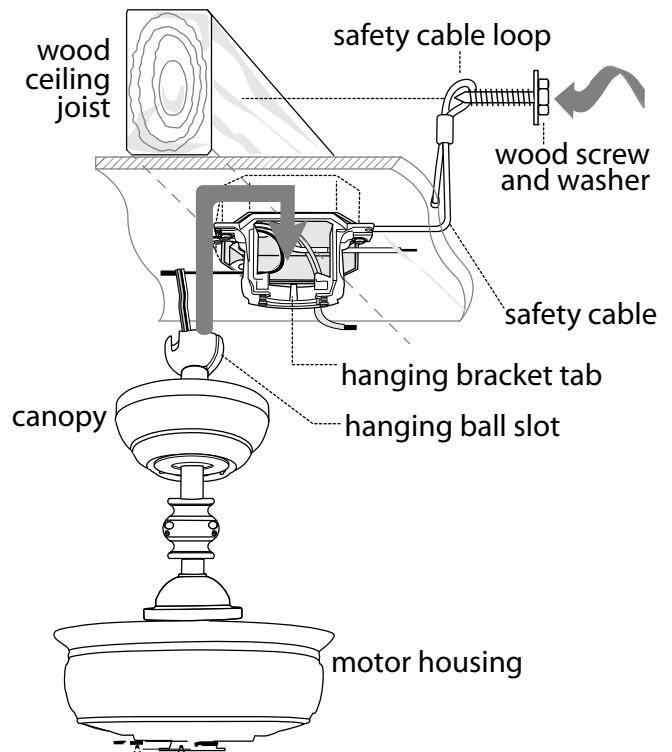
5. Fan Assembly. (cont.)

With the hanging bracket secured to the outlet box and able to support the fan, you are now ready to hang your fan. Grab the fan firmly with two hands. Slide downrod through opening in hanging bracket and let hanging ball rest on the hanging bracket. Turn the hanging ball slot until it lines up with the hanging bracket tab.

WARNING: Failure to align slot in hanging ball with tab in hanging bracket may result in serious injury or death.

Tip: Seek the help of another person to hold the stepladder in place and to help lift the fan up to you once you are set on the ladder.

Find a secure attachment point (wood ceiling joist highly recommended) and secure safety cable. It will be necessary to use a heavy duty wood screw, washer and lock washer (not supplied) with the safety cable loop. If necessary, adjust the loop at the end of the safety cable. The loop at the end of the safety cable should just fit over the threads on the wood screw. Extra cable slack can be left in ceiling area.



6. Wiring.

CAUTION: Be sure outlet box is properly grounded and that a ground wire (**GREEN** or Bare) is present.

Make sure all electrical connections comply with Local Codes or Ordinances and the National Electrical Code. If you are unfamiliar with electrical wiring or if the house/building wires are different colors than those referred to in the diagram to the right, please use a qualified electrician.

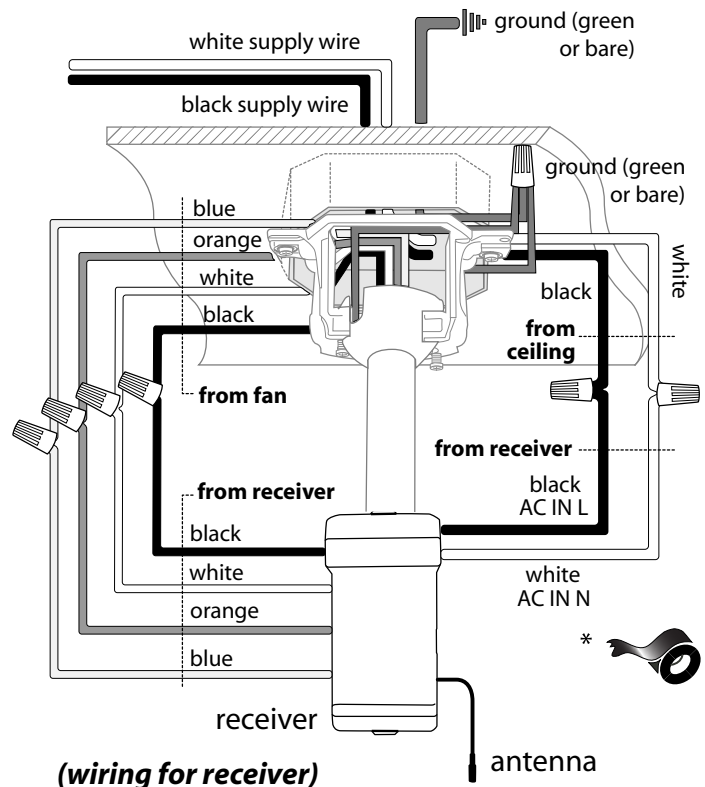
When downrod is secured in place on the hanging bracket, wire the **RECEIVER** with wire connectors provided as shown in diagram at right.

Tip: While you are wiring, keep in mind that wires must not obstruct receiver from sliding into hanging bracket.

* Wrap each wire connector separately with electrical tape as an extra safety measure.

Gently insert receiver (flat side up) into hanging bracket and carefully push wires and taped wire connectors into outlet box. Let antenna rest outside of hanging bracket.

["Wiring" continued on next page.]



6. Wiring. (cont.)

IN ORDER TO WIRE WALL CONTROL, remove existing wall switch. Wire the **WALL CONTROL** with wire connectors provided *as shown in diagram at right*.

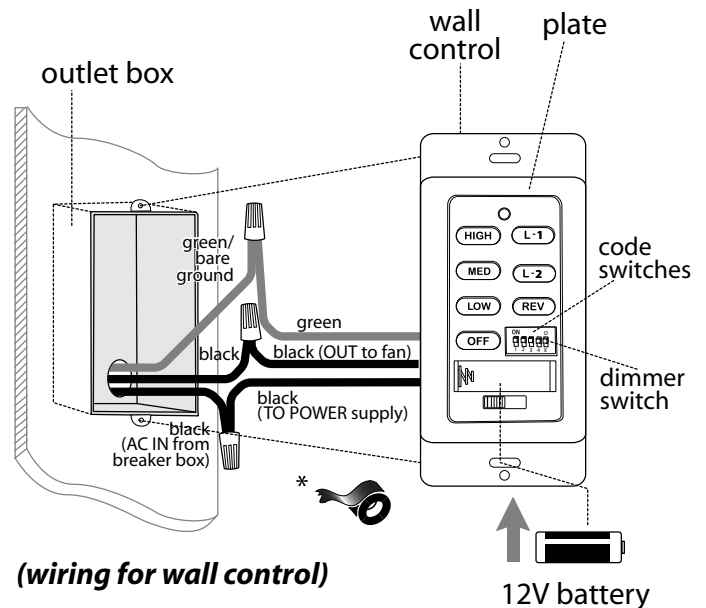
* Wrap each wire connector separately with electrical tape as an extra safety measure. Gently push wires and taped wire connectors into outlet box.

Use a ballpoint pen or a small screwdriver to set the code switches 1 through 4 on the wall control. Factory setting is pre-set and not recommended for use. **Write down the number sequence to use in Section 10.**

Note: The dimmer switch (labeled **D** and **X**) has been pre-set to the "ON" position (**D**). If you do not wish to have dimming capability, please move the switch to the "OFF" position (**X**).

Install one 12-volt battery (included) in wall control. Attach wall control to outlet box and secure with screws from original wall switch. Attach front plate to wall control using 2 screws provided in the wall control.

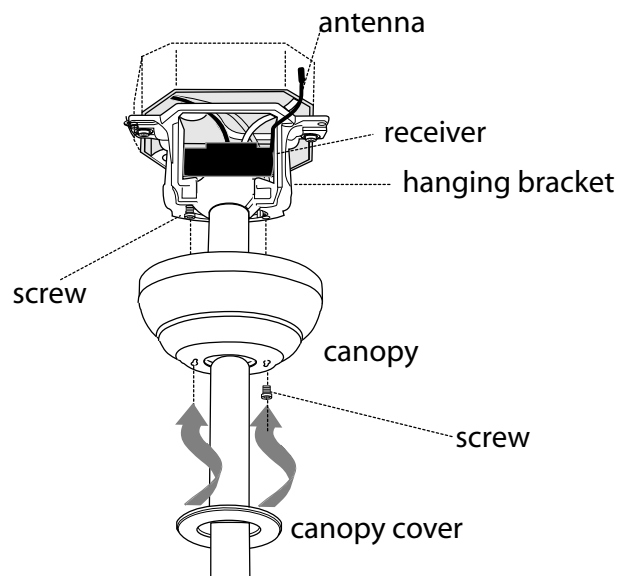
Important: Wall control will not function unless battery is installed.



7. Canopy Assembly.

Locate 2 screws on underside of hanging bracket and remove screw closest to the open end of the hanging bracket. Partially loosen the other screw. Lift canopy to hanging bracket. Place rounded part of slotted hole in canopy over loosened screw in hanging bracket and push up. Twist canopy to lock. Re-insert screw that was removed, and then tighten both screws securely. Slide canopy cover up to canopy, aligning rounded part of slotted holes in canopy cover with screw heads in bottom of canopy. Turn cover to the right (clockwise) until it stops.

*Remember that antenna for remote control receiver must rest *outside* of hanging bracket.

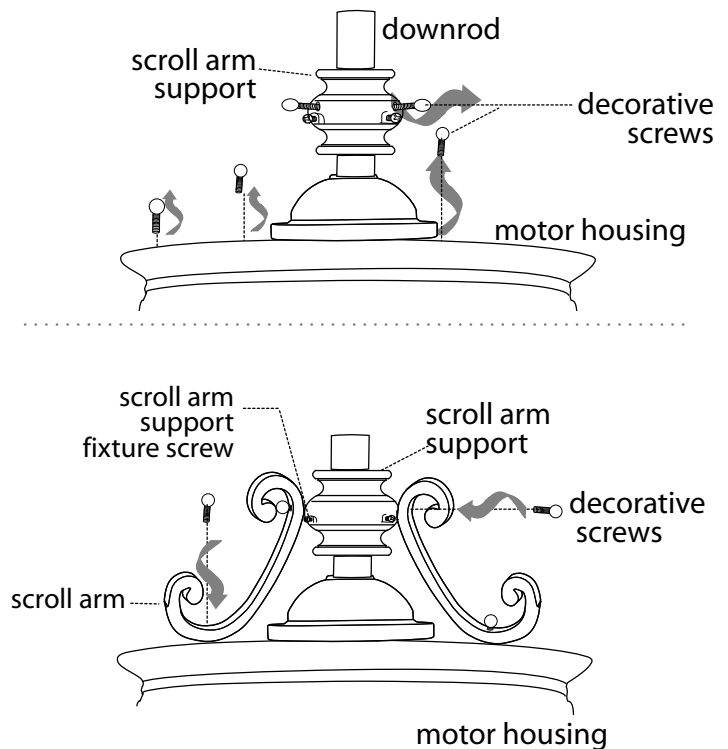


8. Scroll Arm Assembly.

Remove 3 decorative screws from inside top of motor housing. Remove decorative screws from scroll arm support.

Attach scroll arm to motor housing first. Align hole in larger end of one of the scroll arms with hole in top of motor housing--use decorative screw that was previously removed to secure scroll arm to motor housing. Adjust scroll arm support to the proper height and then secure the scroll arm to the scroll arm support with one of the decorative screws that was previously removed. Repeat for the remaining scroll arms.

Secure scroll arm support to downrod by tightening the 3 set screws in the scroll arm support.



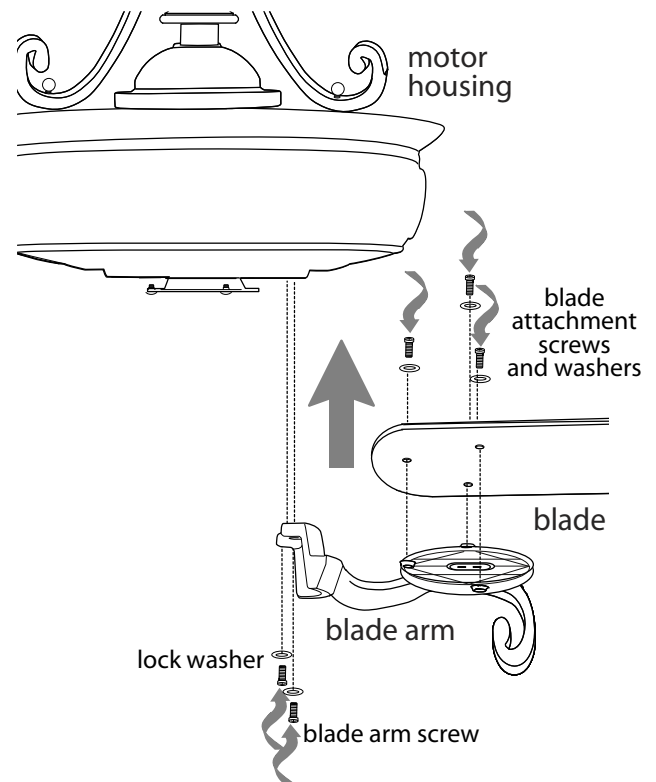
9. Blade Assembly.

Time Saver: Washers for blade screws can be set on each blade screw prior to installing blades.

Locate 15 blade attachment screws and washers in hardware pack. Hold blade arm up to blade and align holes. Insert 3 blade attachment screws (along with washers) with fingers first and then tighten screws securely with a Phillips screwdriver. Repeat for the remaining blades.

Remove blade arm screws and lock washers from underside of motor (save *blade arm screws and lock washers to secure blade arms*). Align blade arm holes with motor screw holes and attach blade arm with lock washers and blade arm screws. Before securing screws permanently, repeat with remaining blade arms. Securely tighten all screws.

Note: Tighten blade arm screws twice a year.



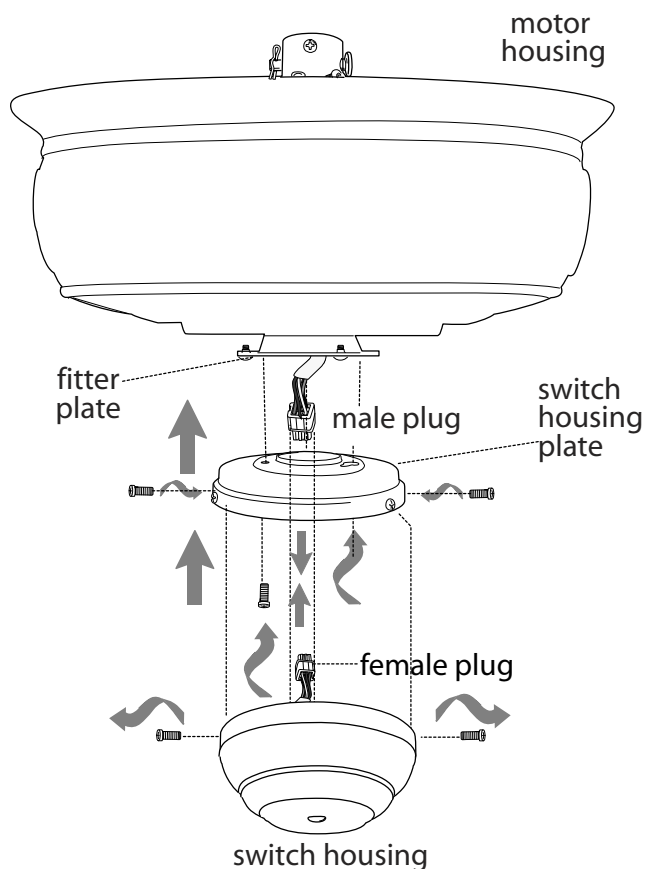
10. Switch Housing Assembly.

Remove 3 screws from outer edge of switch housing plate (*save screws for later use*).

Remove 1 screw from fitter plate on underside of motor and partially loosen the other 2 screws. Align slotted holes in center of switch housing plate with loosened screws in fitter plate, allowing male plug from motor housing to come through hole in middle of switch housing plate. Twist switch housing plate to lock. Re-insert screw that was removed and secure all screws.

Connect male plug from motor housing to female plug from switch housing. Make sure plugs connect tightly.

Align holes in switch housing with holes in switch housing plate. Re-insert screws that were previously removed and use a Phillips screwdriver to secure all screws.



11. Automated Learning Process./Activating Code.

CAUTION: *The remote control transmitter can be programmed to multiple receivers or fans. If this is not desired, turn wall switch off to any other programmable receiver or fan.*

This remote control transmitter is equipped with 16 code combinations to prevent possible interference from or to other remote units such as garage door openers, car alarms or security systems. If you find that your fan and light go on and off without using your remote control, simply change the combination code in your remote control transmitter (and wall control).

To set the code, perform these steps:

Remove battery cover from back side of transmitter.

Use a ballpoint pen or a small screwdriver to set the code switches 1 through 4 for the transmitter. **Use the same number sequence used when wiring the wall control in Section 6 (page 6).**

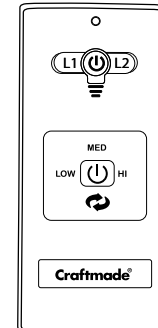
Note: The dimmer switch (labeled **D** and **X**) has been pre-set to the "ON" position (**D**). If you do not wish to have dimming capability, please move the switch to the "OFF" position (**X**).

Install one 12-volt battery (included) in transmitter and then re-attach the battery cover.

IMPORTANT: Store the transmitter away from excess heat or humidity. To prevent damage to transmitter, remove the battery if not used for long periods.

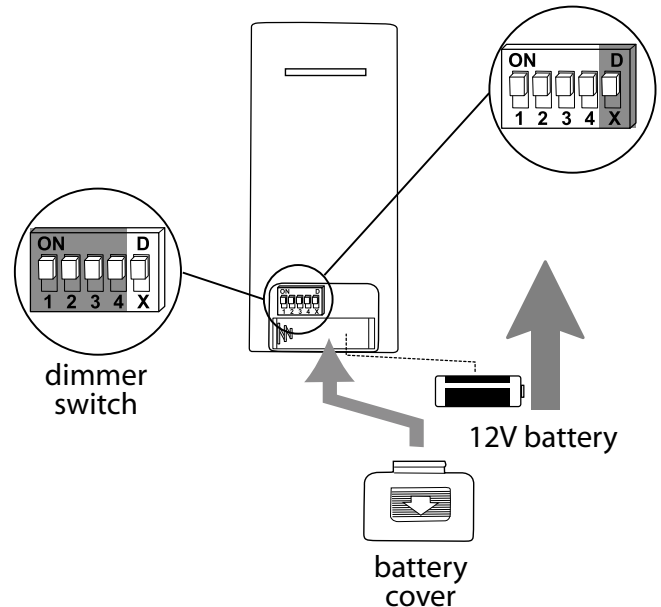
Restore electrical power and then set slider switch on wall control to the ON position. Within 30 seconds of turning on the wall control, press and hold the "OFF" button (⏻), located on the front of the transmitter, for 5 seconds or until lower light on fan blinks twice. Test the fan and light functions to confirm the learning process is complete--see Section 13.

TRANSMITTER
(front)



transmitter
(back)

code
switches



12. Wall Control Operation.

ON/OFF slider switch - turns *wall control* ON or OFF

HIGH button - turns *fan* to HIGH speed

MED button - turns *fan* to MEDIUM speed

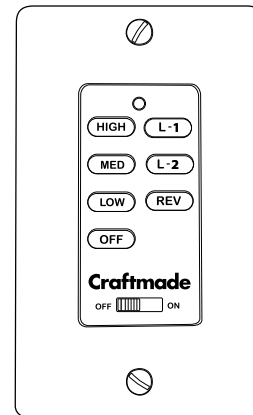
LOW button - turns *fan* to LOW speed

OFF button - turns *fan* OFF

L1 button - turns *lower light* ON/OFF when pressed once; dims *lower light* when pressed and held down

L2 button - turns *upper light* ON/OFF when pressed once; dims *upper light* when pressed and held down

REV button - used to REVERSE blade direction (fan must be set on *low* **before** reversing blade direction)



13. Remote Control Operation.

HI button - turns *fan* to HIGH speed

MED button - turns *fan* to MEDIUM speed

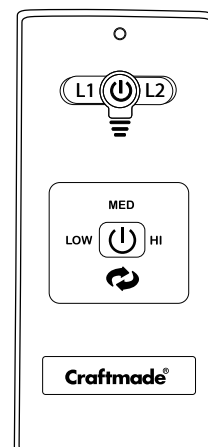
LOW button - turns *fan* to LOW speed

↺ button - used to REVERSE blade direction (fan must be set on *low* **before** reversing blade direction)

⏻ button - turns *fan* OFF

L1 button - turns *lower light* ON/OFF when pressed once; dims *lower light* when pressed and held down

L2 button - turns *upper light* ON/OFF when pressed once; dims *upper light* when pressed and held down



14. Testing Your Fan.

It is recommended that you test fan before finalizing installation. Locate ON/OFF slider switch on wall control and set to the ON position. Test light and dimmer functions with the L1 and L2 light buttons and then test fan speeds with different fan speed control buttons on the wall control. Next, locate remote control transmitter. Test fan speeds with the different fan speed buttons on remote control. Test the light ON/OFF function with the L1 button on the remote control; repeat with the L2 button. Test dimmer function by holding down the L1 button for more than 2 seconds; repeat with the L2 button. If the remote control operates all of the functions of the fan and light, battery has been installed correctly. If the wall and/or remote controls do (does) not operate all of the fan/light functions, please refer to "Troubleshooting" section to solve any issues.

Fan *must* be on LOW *before* setting the fan to reverse direction. Use "reverse" button to recirculate air depending on the season.

NOTE: If the remote control interferes with other appliances, change code switches on the transmitter (AND the wall control) to another code. If you do change the code, **turn power off first**, remove the battery cover, and, after setting the new code, go back to the instructions in the last paragraph of Section 10 (page 9).

Troubleshooting.

Warning: Failure to disconnect power supply prior to troubleshooting any wiring issues may result in serious injury.

Problem: Fan fails to operate.

Solutions:

1. Check power to wall switch/wall control.
2. Check to be sure code switches in remote control transmitter and wall control are set properly.
3. Verify that receiver is wired properly.
4. Verify that wall control is wired properly.
5. Check to be sure fan is wired properly.
6. Check that red light on remote control transmitter turns on when a button is pressed indicating that the battery is good.
7. Learning process between fan, remote control transmitter and wall control may not have been successful and code was not activated. Turn off power and repeat instructions in the last paragraph of Section 11 (page 9).

Problem: Fan fails to operate with remote control.

Solutions:

1. Check battery power to remote control.
2. Check to be sure code switches are set properly in remote control transmitter and wall control.
3. Learning process between fan, remote control transmitter and wall control may not have been successful and code was not activated. Turn off power and repeat instructions in the last paragraph of Section 11 (page 9).

Problem: Fan wobbles.

Solutions:

1. Use the balancing kit provided in one of the hardware packs.
If no blade balancing kit is provided, please call Customer Support, 1-800-486-4892, to request one.
2. Check to be sure set screw(s) on motor housing yoke is (are) tightened securely.
3. Check to be sure set screw on hanging ball is tightened securely.

Warranty.

CRAFTMADE/ELLINGTON LIFETIME WARRANTY:

CRAFTMADE/ELLINGTON warrants this fan to the original household purchaser for indoor use under the following provisions:

1-YEAR WARRANTY: CRAFTMADE/ELLINGTON will replace or repair any fan which has faulty performance due to a defect in material or workmanship. Contact Craftmade/Ellington Customer Service at **1-800-486-4892** to arrange for return of fan. Return fan, shipping prepaid, to Craftmade/Ellington. We will repair or ship you a replacement fan, and we will pay the return shipping cost.

5-YEAR WARRANTY: CRAFTMADE/ELLINGTON will repair or replace, at no charge to the original purchaser, any fan motor that fails to operate satisfactorily when failure results from normal use.

RETURN FAN MOTOR ONLY, shipping prepaid, to Craftmade/Ellington. We will repair or ship purchaser a replacement motor and Craftmade/Ellington will pay the return shipping cost.

6-YEAR to LIFETIME LIMITED WARRANTY:

CRAFTMADE/ELLINGTON will repair the fan, at no charge for labor only to the original purchaser, if the fan motor fails to operate satisfactorily when failure results from normal use. Parts used in the repair will be billed to the purchaser at prevailing prices at time of repair.

The purchaser shall be responsible for all costs incurred in the removal, reinstallation and shipping of the product for repairs.

This warranty does not apply when damage from mechanical, physical, electrical or water abuse results in causing the malfunction. Deterioration of finishes or other parts due to time or exposure to salt air is specifically exempted under this warranty.

Neither Craftmade/Ellington nor the manufacturer will assume any liability resulting from improper installation or use of this product. In no case shall the company be liable for any consequential damages for breach of this, or any other warranty expressed or implied whatsoever. This limitation as to consequential damages shall not apply in states where prohibited.

Parts Replacement.

For parts and information, please refer to "Parts Inventory" on page 2.

Craftmade/Ellington Customer Support:
1-800-486-4892
www.craftmade.com

Craftmade

CEILING FANS

Est. 1985