

# ELLINGTON

CEILING FANS **by Craftmade**

READ THESE INSTRUCTIONS AND  
SAVE THEM FOR FUTURE USE

## Manor

# Installation Guide



For Models:

MAN52ABZ5C4

MAN52AN5C4

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**Intertek**  
4007498

net weight of fan: 23.59 lb. (10.7 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 ETL or UL 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 lbs) 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 ETL or UL listed and marked suitable for use with the model fan you are installing. Switches must be ETL or UL 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.] (**Note:** This fan *is* suitable for use with remote control.)

8. Do not operate the reverse switch until the fan has come to a complete stop.
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.

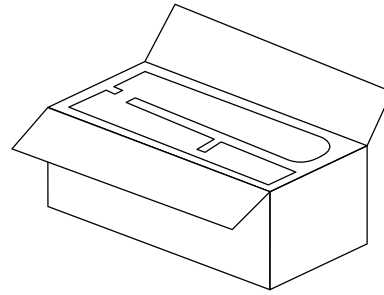
10. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.

**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.

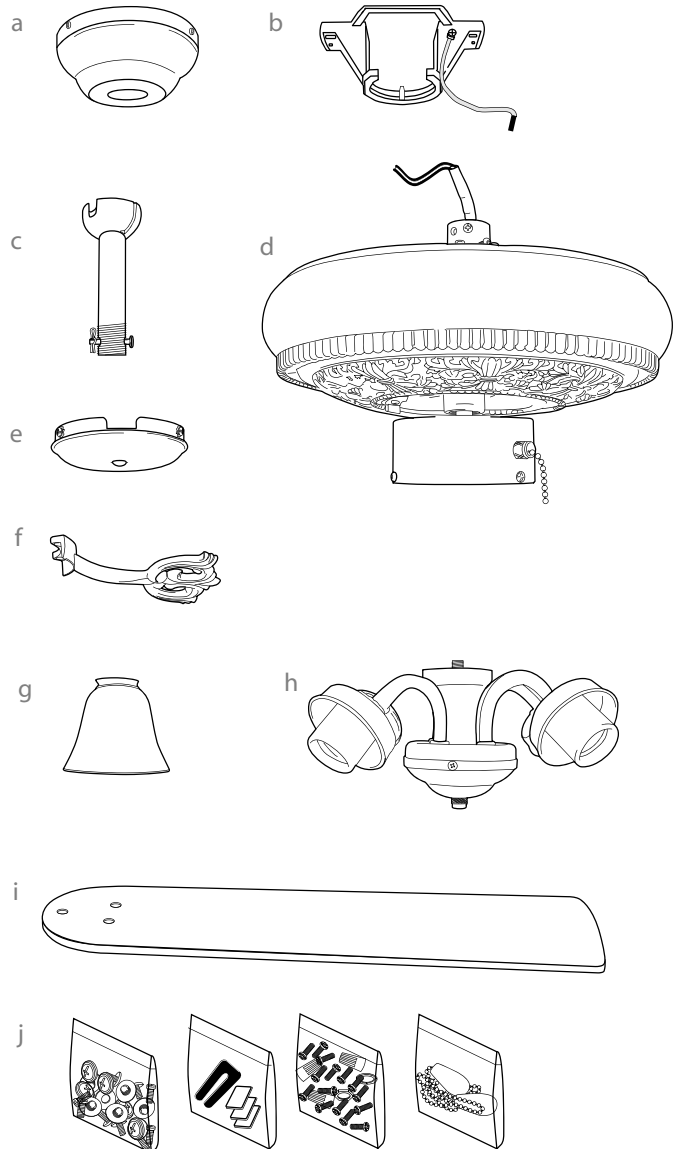
# 1. Unpacking Your Fan.

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. canopy, 1 piece
- b. hanging bracket (pre-attached to canopy), 1 piece
- c. downrod and hanging ball (with pin & clip), 1 piece
- d. motor housing, 1 piece
- e. switch housing cap, 1 piece
- f. blade arm, 5 pieces
- g. glass shade, 4 pieces
- h. light kit fitter, 1 piece
- i. blade, 5 pieces
- j. hardware packs



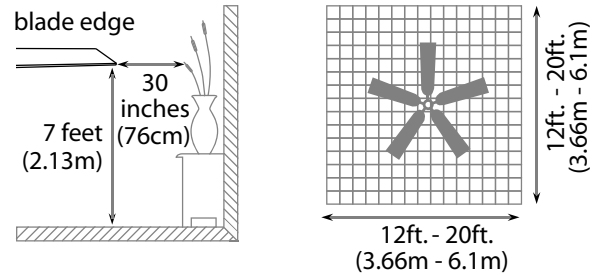
**IMPORTANT REMINDER:** You must use the parts provided with this fan for proper installation and safety.

**required bulbs:**  
4 x 40 watt max. candelabra base bulbs  
(included)

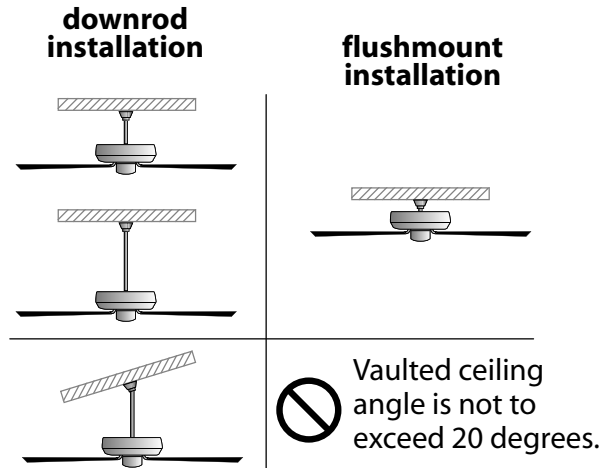


### 3. Installation Preparation.

To prevent personal injury and damage, ensure that the hanging location allows the blades a clearance of 7 ft. (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 also 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). After installing hanging bracket, continue to Section 5 on page 4 for those instructions. This fan can also be mounted as a **flushmount** on a regular (no-slope) ceiling. After installing hanging bracket, continue to Section 6 on page 5 for those instructions.



**Installation requires these tools:** Phillips screwdriver, flat-head 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.

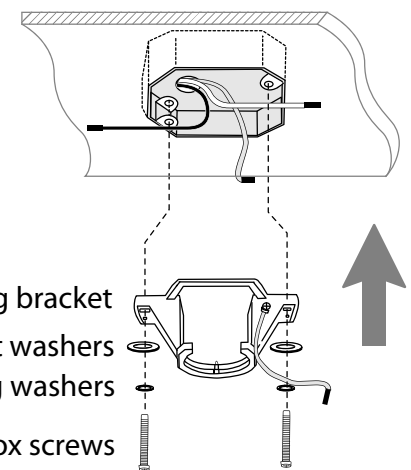
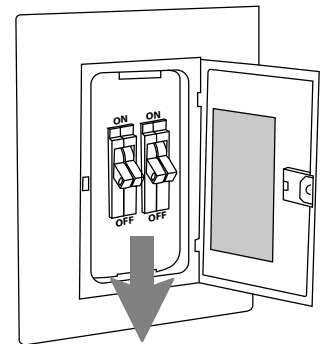
**WARNING:** When using an existing outlet box, be sure the outlet box is securely attached to the building structure and can support the full weight of the fan. Ensure the outlet box is clearly marked "Suitable for Fan Support." If not, it must be replaced with an approved outlet box. Failure to do so can result in serious injury.

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

Partially loosen screws in slotted holes of canopy. Remove the other 2 screws (along with the star washers)--save for later use. Twist canopy to remove hanging bracket.

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 (with downrod).

Remove hanging ball from downrod provided by loosening set screw on hanging ball. Remove pin and clip. Lower hanging ball and remove stop pin. Then slide hanging ball off downrod. [Refer to **diagram 1**.]

Loosen yoke set screws and nuts at top of motor housing. [Refer to **diagram 2**.]

**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. [Refer to **diagram 2**.]

Determine the length of downrod you wish to use. Thread electrical wires through threaded end of downrod and pull extra wire slack from the upper end of the downrod. [Refer to **diagram 2**.]

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 previously removed. Tighten yoke set screws and nuts securely. [Refer to **diagram 2**.]

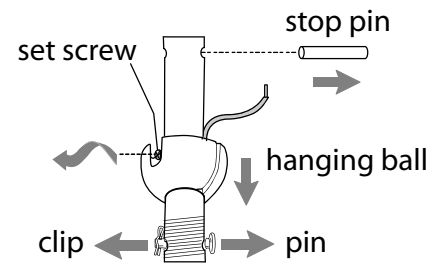
Slide canopy over downrod. [Refer to **diagram 3**.]

Thread wires through hanging ball; then slide hanging ball over downrod--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 downrod and raise hanging ball. Be sure stop pin aligns with slots on the inside of the hanging ball. Tighten set screw securely. [Refer to **diagram 4**.]

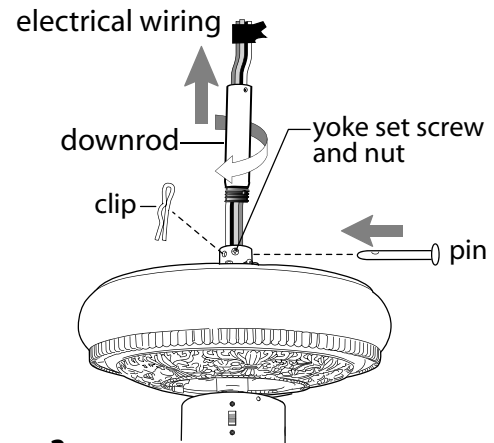
**WARNING:** Failure to tighten set screw (on hanging ball) completely could result in the fan becoming loose and possibly falling.

**["Fan Assembly" continued on next page.]**

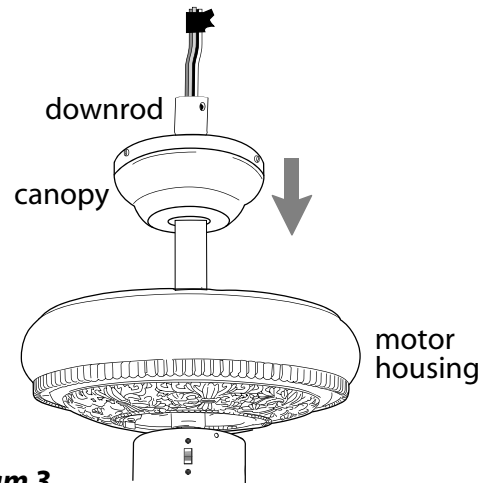
**NOTE:** The important safety precautions and instructions appearing in the manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense and caution are necessary factors in the installation and operation of this fan.



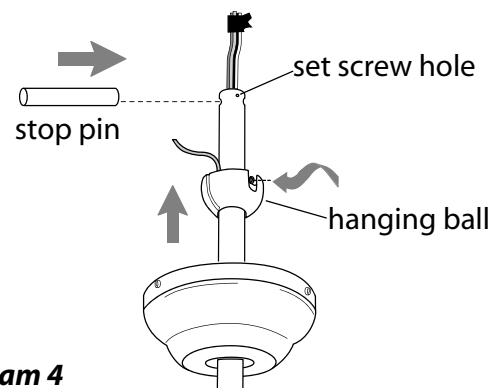
**diagram 1**



**diagram 2**



**diagram 3**



**diagram 4**

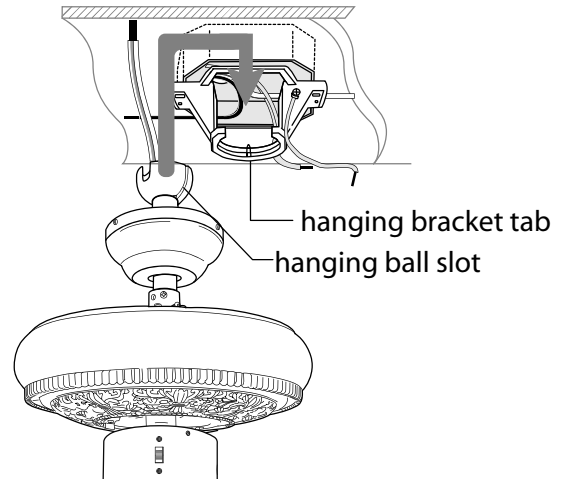
## 5. Fan Assembly (with downrod). (cont.)

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 lift the fan up to you once you are set on the ladder.

Continue to "Wiring" section for wiring diagram.



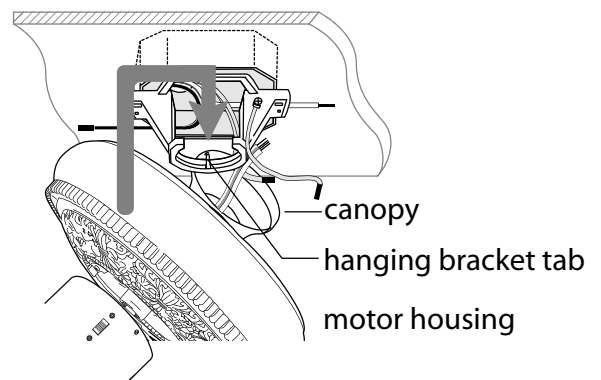
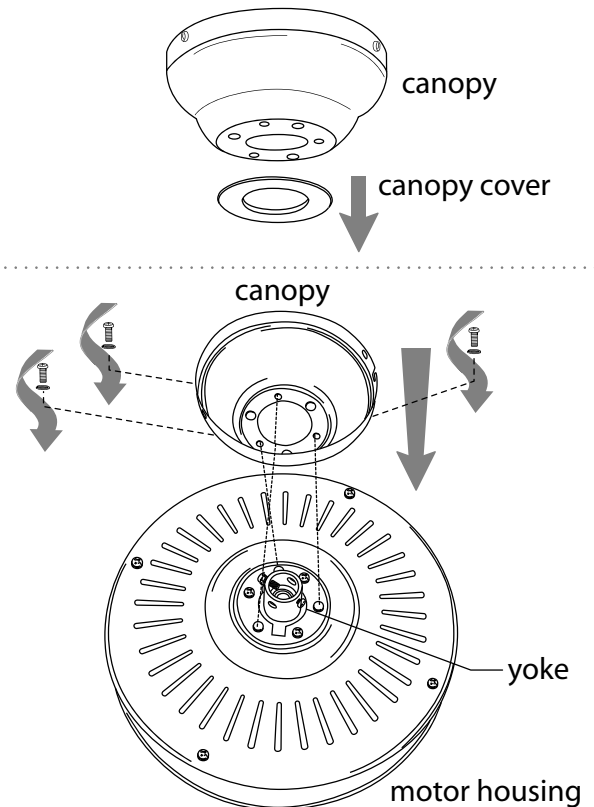
## 6. Fan Assembly (flushmount).

Remove and set aside canopy cover to reveal 6 holes. Notice that 3 holes are larger than the others.

If there are only **3** screws in top of motor housing, please proceed to next paragraph. If there are **6** screws in top of motor housing, removed every other screw and lock washer.

Thread wiring through canopy. Place canopy over yoke, aligning larger holes in canopy with the 3 existing screws in top of motor housing. Insert the 3 screws and 3 lock washers that were removed (if there were only 3 screws located in top of motor housing, these screws/lock washer will be located in one of the hardware packs) into the remaining holes. Securely tighten these screws.

To prepare the fan for wiring, hang fan onto hanging bracket by sliding the canopy over the hanging bracket tab. (Use one of the non-slotted holes on the rim of the canopy to do so.)



## 7. 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 instructions below, please use a qualified electrician.

When downrod is secured in place on the hanging bracket, electrical wiring can be made as follows:

Connect **BLACK** and **BLUE** wire from fan to **BLACK** wire from ceiling with wire connector provided.

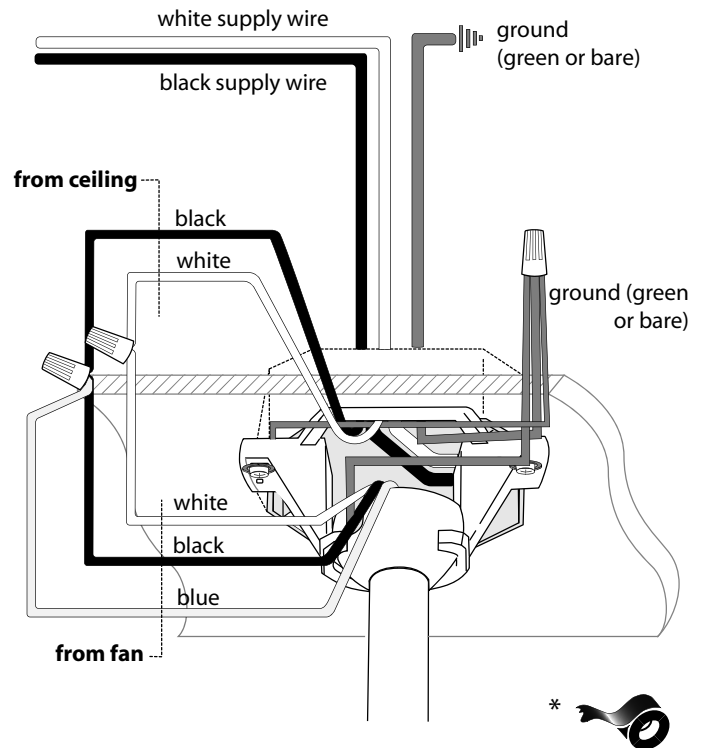
Connect **WHITE** wire from fan to **WHITE** wire from ceiling with wire connector provided.

Connect all **GROUND (GREEN)** wires together from fan to **BARE/GREEN** wire from ceiling with wire connector provided.

If you intend to control the fan light with a separate light switch, connect **BLUE** wire from fan to the **BLACK** (or **RED**) supply from the independent switch.

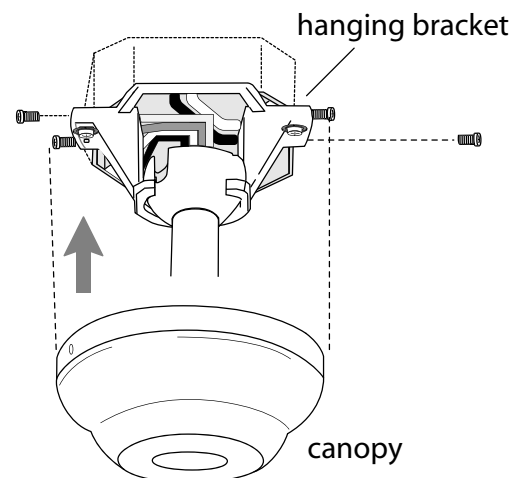
\* Wrap each wire connector separately with electrical tape as an extra safety measure.

*This fan is remote control adaptable (remote control sold separately).*



## 8. Canopy Assembly.

Raise canopy to hanging bracket, aligning slotted holes in canopy with loosened screws in hanging bracket. Twist canopy to lock. Re-insert screws (along with star washers) that were previously removed (page 3, Section 4) and secure all screws with Phillips screwdriver.



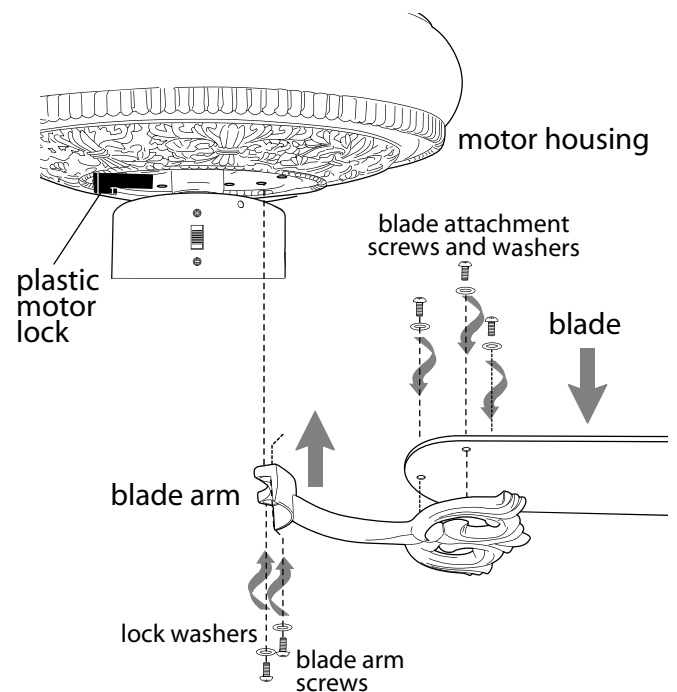
## 9. Blade Assembly.

**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. If plastic motor locks are installed with blade arm screws, discard plastic motor locks (*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 this procedure with remaining blade arms. Securely tighten all screws.

**Note:** Tighten blade arm screws twice a year.



## 10. Light Kit Assembly (Optional).

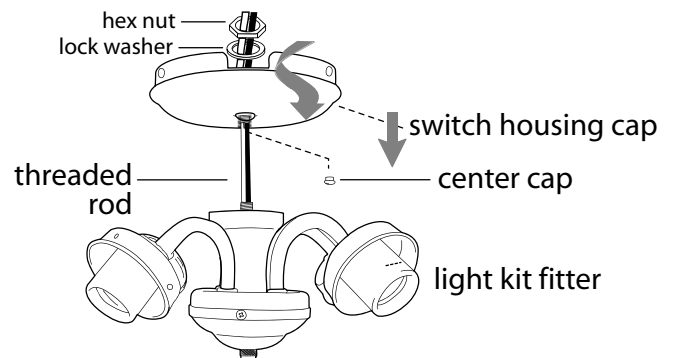
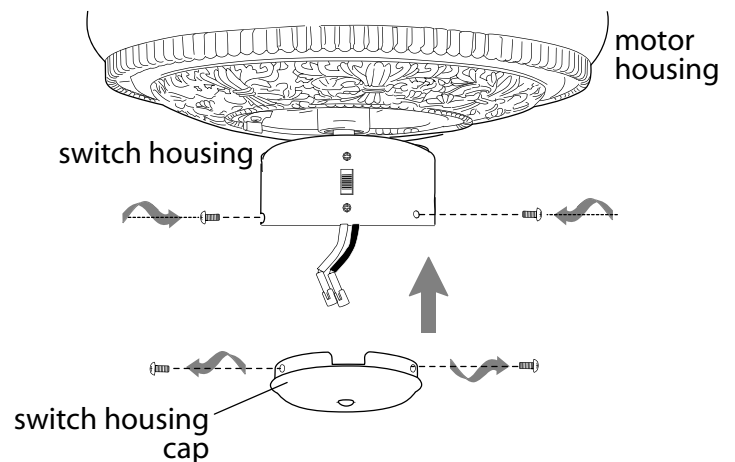
Remove 3 screws and star washers from switch housing cap.

**If you wish to use your fan WITHOUT the light kit,** align holes in switch housing cap with holes in switch housing. (Note: The gap on the top edge of the switch housing cap must align with the reverse switch on the switch housing for the proper fit.) Secure switch housing cap with 3 screws that were just removed. Please proceed to Section 11 on the following page to complete installation without light kit.

**If you wish to use your fan WITH the light kit,** locate **BLACK** (or **BLUE**) and **WHITE** wires in switch housing labeled FOR LIGHT. Remove and discard plastic that holds these 2 wires together.

Remove the hex nut and lock washer from threaded rod in light kit fitter. Punch center cap out of switch housing cap with a screwdriver. Feed wires from light kit fitter through center hole in switch housing cap. Screw switch housing cap onto threaded rod on light kit fitter followed by lock washer and hex nut. Tighten hex nut over lock washer for a secure fit.

**["Light Kit Assembly" continued on next page.]**





## 10. Light Kit Assembly (Optional). (cont.)

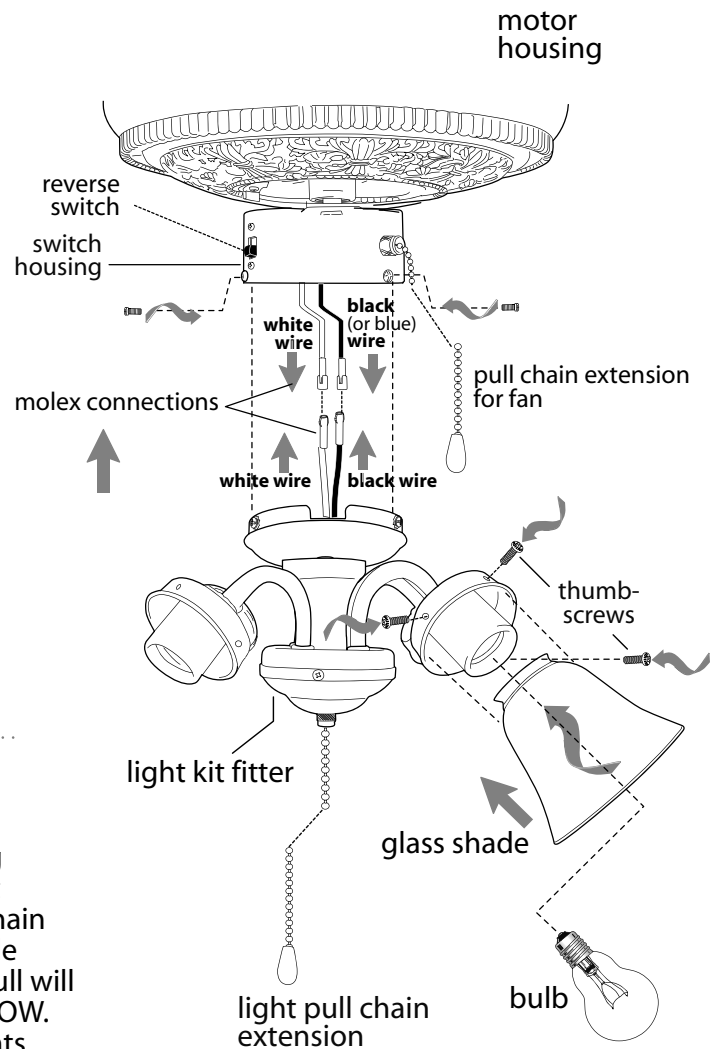
Connect **BLACK** (or **BLUE**) wire from switch housing to **BLACK** wire from light kit fitter. Connect **WHITE** wire from switch housing to **WHITE** wire from light kit fitter. Be sure that molex connections snap together securely.

Align holes in light kit fitter with holes in switch housing. (**Note:** The gap on the top edge of the switch housing cap must align with the reverse switch on the switch housing for the proper fit.) Attach light kit fitter with screws that were removed on previous page. Securely tighten all 3 screws with a Phillips screwdriver.

Attach 4 glass shades using thumbscrews provided in one of the hardware packs. *Do NOT overtighten thumbscrews as glass may crack or break.*

Install 4 candelabra base 40 watt max. bulbs (included).

**Important:** When replacing bulbs, please allow bulb(s) and glass shade(s) to cool down before touching them.



## 11. Testing Your Fan.

It is recommended that you test fan before finalizing installation. Restore power from circuit box and light switch (if applicable). Test fan speeds with the pull chain on switch housing. Start at the OFF position (no blade movement). First pull will set the fan to HI. Second pull will set the fan to MEDIUM. Third pull will set the fan to LOW. Fourth pull will re-set the fan to OFF setting. Test lights with pull chain in the middle. If fan and/or lights do (does) not function, please refer to "Troubleshooting" section to solve any issues before contacting Customer Service.

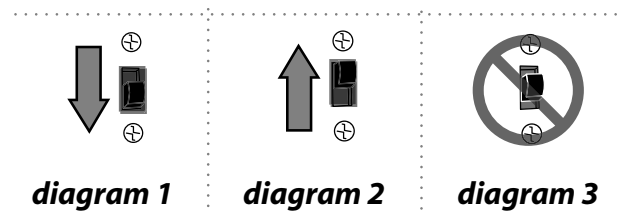
Turn fan completely off *before* moving the reverse switch. Set reverse switch to recirculate air depending on the season:

- DOWN position in summer (**diagram 1**)
- UP position in winter (**diagram 2**)

A ceiling fan will allow you to raise your thermostat setting in summer and lower your thermostat setting in winter without feeling a difference in your comfort.

**Important:** Reverse switch must be set either completely UP or completely DOWN for fan to function. If the reverse switch is set in the middle position (**diagram 3**), fan will not operate.

Attach pull chain extensions supplied or custom pull chain extensions (sold separately) to the ends of the pull chains.



## 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 wall switch to fan.
2. Verify that reverse switch is set completely in either direction.
3. Check that fan is wired properly.

**Problem:** Light kit (optional) not lighting.

**Solutions:**

1. Check wall switch to fan.
2. Check that bulbs are installed correctly.
3. Check that wires in canopy are wired properly.
4. Verify that mox connections in switch housing are connected properly.

**Problem:** Fan operates but lights fail (if applicable).

**Solutions:**

1. Check that bulbs are installed correctly.
2. Check to be sure wires in canopy are wired properly.
3. Verify that mox connections in switch housing are connected properly.
4. Replace defective bulbs with same type of bulb.

**Problem:** Lighting source (up-light, down-light or both) not functioning.

**Solution:**

Wattage Limiting Device has interrupted the flow of electricity to the light source. Ensure bulbs total no more than 190W in the light source.

**Problem:** Fan wobbles.

**Solutions:**

1. Use the balancing kit 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.

Ellington Customer Support:

**1-800-486-4892**

[www.craftmadebrands.com](http://www.craftmadebrands.com)

**ELLINGTON**

CEILING FANS **by Craftmade**