

# Henley Ceiling Fan

## OWNER'S MANUAL



## Falcon Drop Rod



## WE WANT YOU TO LOVE YOUR NEW FAN

SO WE'RE HERE IF YOU HAVE A QUESTION, NEED SOME HELP OR WANT TO CHAT ABOUT OUR PRODUCTS. SEND SUGGESTIONS OUR WAY TOO—WE'RE ALWAYS LOOKING TO MAKE YOUR EXPERIENCE WITH Henleyfan A POSITIVE ONE.

- > Website: [www.henleyfan.com](http://www.henleyfan.com)
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This manual contains complete instructions for the installation and operation of this fan. It has been designed to make the installation process as easy as possible. If you are unfamiliar or uncomfortable with wiring, please contact a qualified electrician. If you need additional assistance or have any questions, please reach out to us.



**CEILING FAN MUST BE INSTALLED  
BY A Licenced to Qualified**

(NO OTHER PERSONS SHOULD ATTEMPT TO INSTALL THIS FAN)

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You fan comes with a Lifetime Warranty on the motor against manufacturing defects and one year on the rest of the fan. For details please see [www.henleyfan.com/warranty-faqs](http://www.henleyfan.com/warranty-faqs).

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## WARNING:

Read and follow these instructions carefully and be mindful of all warnings shown throughout.

**NOTE:** Limit two fan per power circuit.

- 1 To ensure the success of the installation, be sure to read the instructions and review the diagrams thoroughly before beginning.
- 2 To avoid possible electric shock, be sure electricity is turned off at the main power box before wiring. All electrical connections must be made in accordance with local codes, ordinances and/or the National Electric Code. If you are unfamiliar with the methods of installing electrical wiring and products, secure the services of a qualified and licensed electrician as well as someone who can check the strength of the supportive ceiling members and make the proper installation(s) and connections.
- 3 **WARNING:** To reduce the risk of fire, electric shock, or other personal injury, mount fan only on an outlet box or supporting system marked acceptable for fan support of 35 lbs (15.9 kg) 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.
- 4 Make sure that your installation site will not allow rotating fan blades to come in contact with any object. Blades should be at least 7 feet from floor.
- 5 Blades should be attached after motor housing is hung and in place. Fan motor housing should be kept in the carton until ready to be installed to protect its finish. If you are installing more than one ceiling fan, make sure that you do not mix fan blade sets, as each blade is part of a weighted set.
- 6 After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the common conductor and the grounding conductor on one side of the outlet box, and the "HOT" wires on the other side.
- 7 Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL listed and should be installed per the light kit's installation instructions.
- 8 After fan is completely installed, check to make sure that all connections are secure to prevent fan from falling and/or causing damage or injury.
- 10 The fan can be made to work immediately after installation - the bearings are adequately charged with grease so that, under normal conditions, further lubrication should not be necessary for the life of the fan.

To operate the reverse function on this fan, press the reverse button while the fan is running.

## IMPORTANT SAFETY PRECAUTIONS

### WARNINGS:

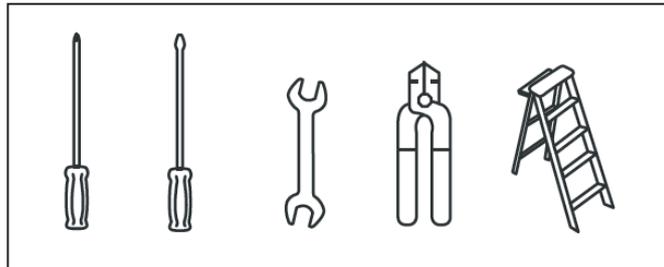
- Disconnect power by removing fuse or turning off circuit breaker before installing the fan and/or optional lighting.
- Support directly from building structure.
- To reduce the risk of fire, electric shock or personal injury, mount to outlet box marked "acceptable for fan support" and use mounting 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.
- Do not use an incandescent light dimmer. Do not use this fan with any transformer type fan speed control device.
- To reduce the risk of personal injury, do not bend the blade arms when installing them, balancing the blades or cleaning the fan. Do not insert any object(s) between rotating fan blades.

### NOTE:

The important precautions, safeguards and instructions appearing 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 carefulness are factors which cannot be built into this product. These factors must be supplied by the person(s) installing, caring for and operating the unit.

## TOOLS & MATERIALS REQUIRED

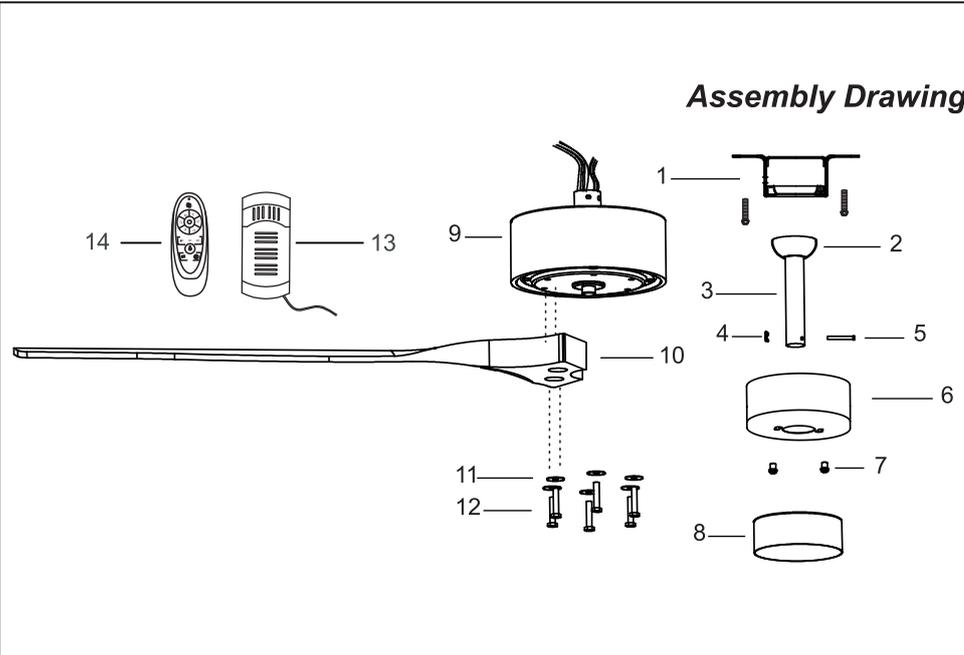
- PHILLIPS SCREWDRIVER
- FLAT SCREWDRIVER
- WRENCH OR PLIERS
- WIRE CUTTER
- STEPLADDER
- WIRING SUPPLIES AS REQUIRED BY ELECTRICAL CODE



# UNPACKING YOUR FAN

## UNPACK YOUR FAN AND CHECK THE CONTENTS.

- Do not discard the carton. If warranty replacement or repair is ever necessary, the fan should be returned in original packing. Remove all parts and hardware. Do not lay motor housing on its side, or the decorative housing may shift, be bent or damaged.
- Examine all parts. You should have the following:



HOVER PACKAGE CONTENT		
Ref.#	Description	Part#
1	Mounting bracket	1
2	Hanging ball	1
3	Down rod	1
4	Hairclip pin	1
5	Clevis pin	1
6	Canopy	1
7	Canopy screws	2
8	Connections cover	1
9	Motor	1
10	Blade	3
11	Washers	6
12	Blade screw	6
13	Actuator	1
14	Remote control	3

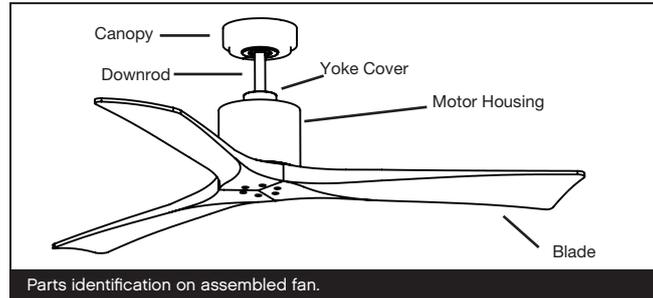
**NOTE:** Design of parts shown above may look slightly different for your specific model of fan.

## PREPARATION

### PREPARATION:

Verify you have all parts before beginning the installation. Check foam insert closely for missing parts. Remove motor from packing. To avoid damage to finish, assemble motor on soft padded surface or use the original foam inset in motor box.

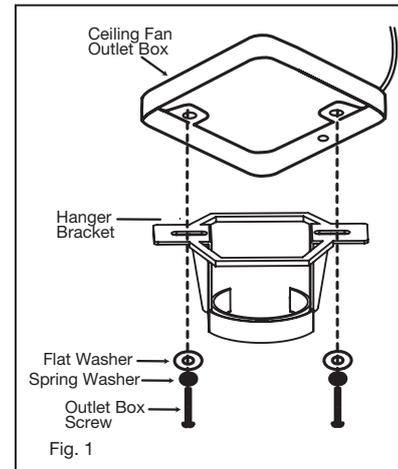
**DO NOT LAY MOTOR HOUSING ON ITS SIDE AS THIS COULD RESULT IN SHIFTING OF MOTOR IN DECORATIVE ENCLOSURE.**



## INSTALLING THE HANGING BRACKET

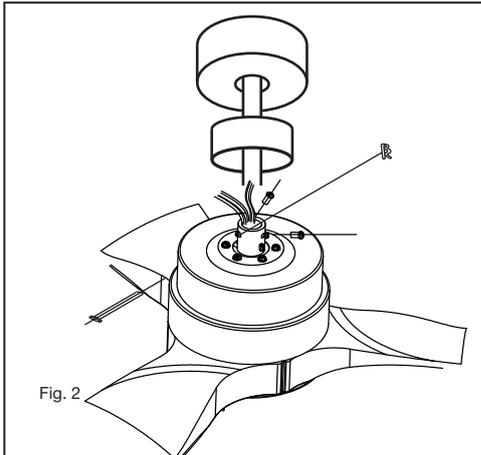
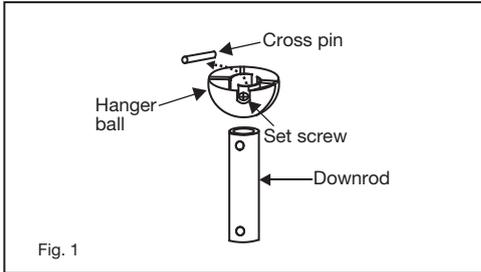
**CAUTION:** To avoid possible electrical shock, be sure electricity is turned off at the main power box before wiring. All wiring must be in accordance with National and Local Electrical Codes and the ceiling fan must be grounded as a precaution against possible electric shock.

- 1 Locate ceiling joist where fan is to be mounted, being sure location agrees with the requirements in the minimum clearance section of this guide. Wood joists must be sound and of adequate size to support 35 pounds (See page 2, items 3 and 4).
- 2 If not already present, mount a UL listed outlet box marked "suitable for fan support" following the instructions provided with the outlet box. The outlet box must be able to support a minimum of 35 pounds.
- 3 Remove canopy from hanger bracket. Remove twist-lock trim ring by rotating counter-clockwise. Remove canopy screw that does not have key slot in canopy. Loosen screw with key slot and remove canopy.
- 4 Attach hanging bracket to outlet box using screws provided with the outlet box.



## HANGING THE FAN

- 1 Remove ball from downrod by loosening set screw in the side of the ball. Slide ball down and remove ball pin; remove ball. (Fig. 1)
- 2 Carefully support fan body (motor) in its styrofoam packing with the mounting collar (where the wires come out) facing upward.
- 3 Loosen the two security set screws and remove the downrod pin and retaining clip from the coupling on top of the motor assembly. (Fig. 2)
- 4 Carefully feed the electrical lead wires and safety cable from the fan through the downrod. Thread downrod into coupler until holes align. Insert downrod pin through holes in mounting collar and downrod; clip cotter pin through small hole in end of downrod pin to hold downrod in place.
- 5 Tighten security set screws against downrod using a large flat blade screwdriver to ensure a tight fit against downrod. Tighten nuts against mounting collar.



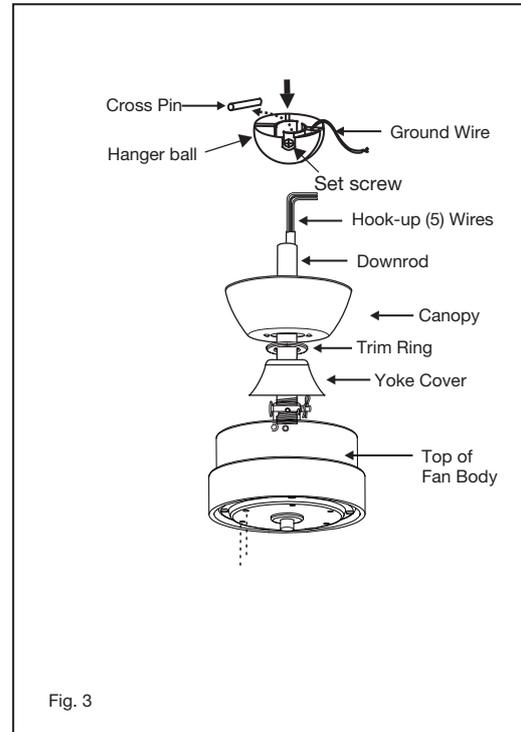
**REMEMBER** to turn off the power before you begin.

To properly install your ceiling fan, follow the steps below.

- 6 Slip the yoke cover, trim ring and canopy onto the downrod. (Fig. 3)
- 7 Slide the hanger ball onto the downrod, insert the cross pin through the downrod and tighten. Tighten the set screw.
- 8 Feed wires through holes in rubber ball moisture cap and slide cap down over top of ball. (Fig. 3)
- 9 Lift ball/downrod/fan into hanger bracket opening.  
**NOTE:** The tab opposite hanger bracket opening should fit in slot on ball. (Fig. 4)

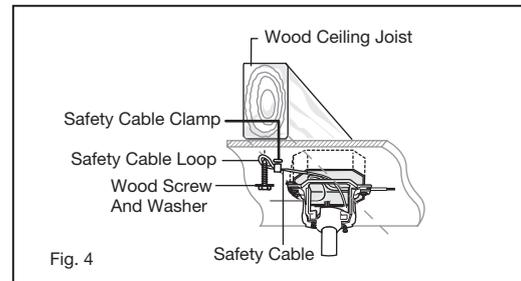
**NOTE:**

6 feet of lead wire is supplied on the fan for use with longer downrods.



### INSTALLATION OF SAFETY CABLE SUPPORT

Attach the wood screw and the flat washer to the ceiling joist as shown (do not fully tighten). Slide the cable clamp onto the safety cable from the fan. Loop the safety cable around the wood screw that was just attached to ceiling joist. Feed the end of the cable into the clamp and pull as much cable through as possible. Firmly tighten screw in the clamp. Cut off excess cable.



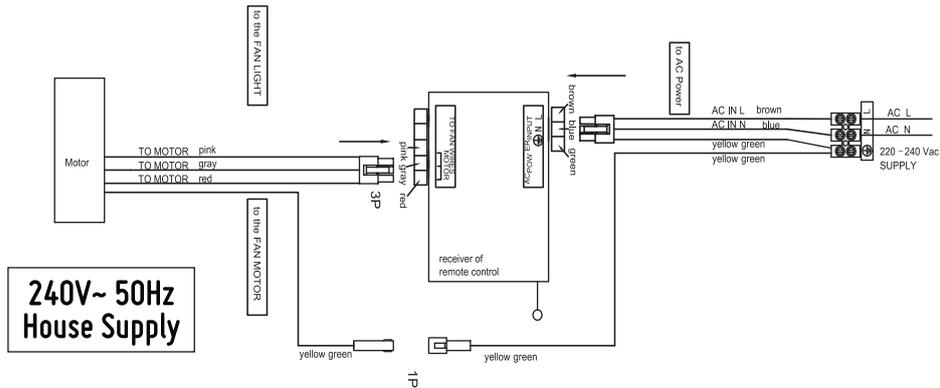
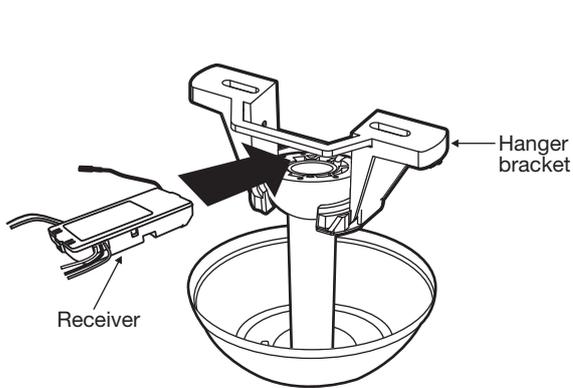
# ELECTRICAL CONNECTIONS

## ⚠ WARNING

To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

Connect 220-240V main power (dwelling) to the Terminal Block located on the hanger bracket. Plug the receiver in the hanger bracket with the flat side facing up.

- Insert the 3P connector of hanger bracket into the AC POWER INPUT socket of receiver
- Insert the 3P motor connector of fan motor assembly into the 3P MOTOR socket of receiver
- Connect the 1P yellow/green connectors of fan motor assembly and hanger bracket.

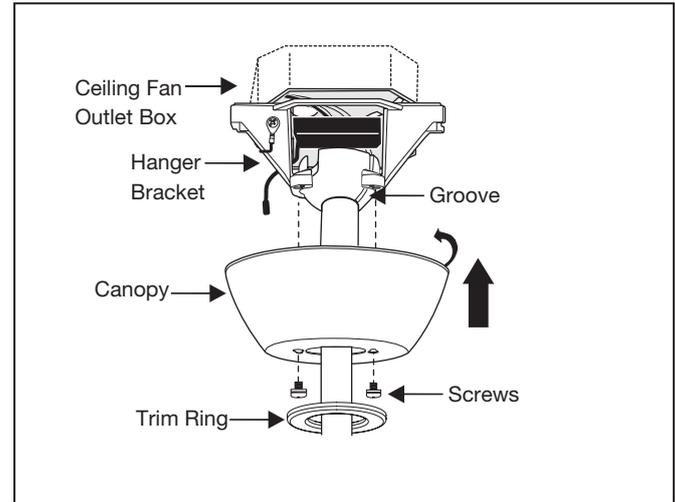


**NOTE:** One fan per power circuit.

## FINISHING THE INSTALLATION

- 1 Tuck connections neatly into ceiling outlet box.
- 2 Slide the canopy up to mounting bracket and align the key hole on the canopy to the screw on the mounting bracket, turn canopy until it locks in place at the narrow section of the key holes.
- 3 Align the circular hole on canopy with the remaining hole on the mounting bracket, secure by tightening the two set screws.
- 4 Assemble trim ring by aligning slots in trim ring with canopy screw heads. Twist to lock into place.

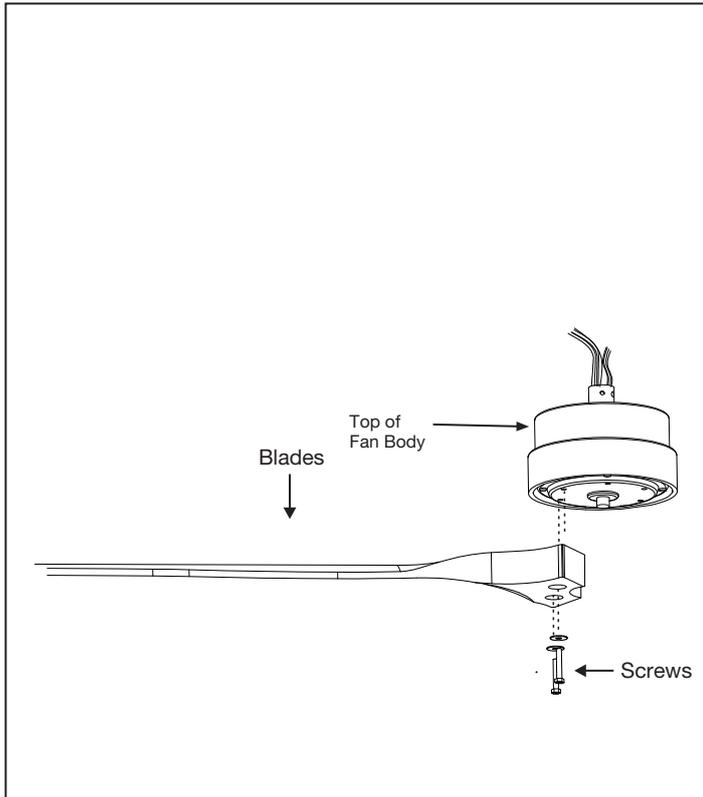
**NOTE:** Adjust the canopy screws as necessary until the canopy and trim ring are snug.



### WARNING:

Make sure the hook on the hanging bracket properly sits in the groove in the hanger ball before attaching the canopy to the bracket by turning the housing until it drops into place.

## BLADE ATTACHMENT



**NOTE:** Remove any rubber supports that are installed for shipping.

Assemble blade to motor with provided screws, lock washers and flat washers. Repeat procedure for all blades. Make sure screws are TIGHT! Loose motor screws can contribute to unnecessary wobble or fan noise.

**NOTE:**  
Cordless power screwdrivers are **NOT** recommended, as they usually strip the heads of the screws and usually will not fully compress the lock washers on the motor screws. Use a large flat blade screwdriver for final tightening to fully compress the washers. This will help ensure proper alignment of the blades and noise-free, wobble-free running.

## REMOTE CONTROL SETTING AND OPERATION

The direction switch on the fan body controls air flow:

- Winter function: Press the switch UP for the blades to move warm air near the ceiling around.
- Summer function: Press the switch DOWN for blades to create breeze and improve air circulation.

**Warning:** Before using the direction switch, turn the fan off and make sure the fan has stopped rotating in order to prevent possible injuries and motor damage.

Change direction by pushing the switch up or down when the fan is off.

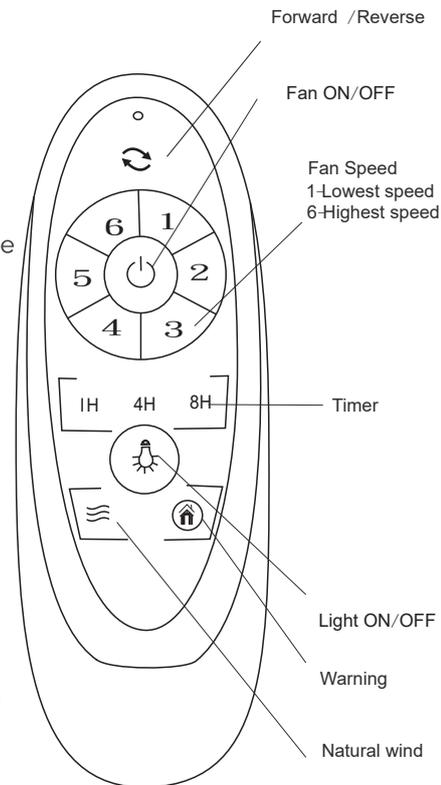
### Remote Control

Use the remote control to turn the fan on and off and to change speed.

### Changing the Light Mode

The light has three inbuilt colour modes. You can cycle through these by turning the light on and off with the button on the remote.

The colour options are: cool white, yellow, and natural.



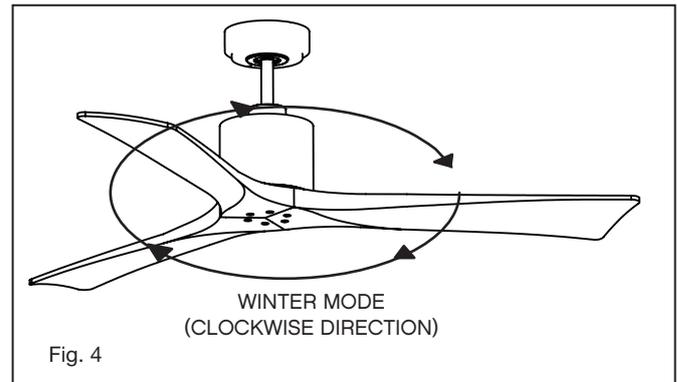
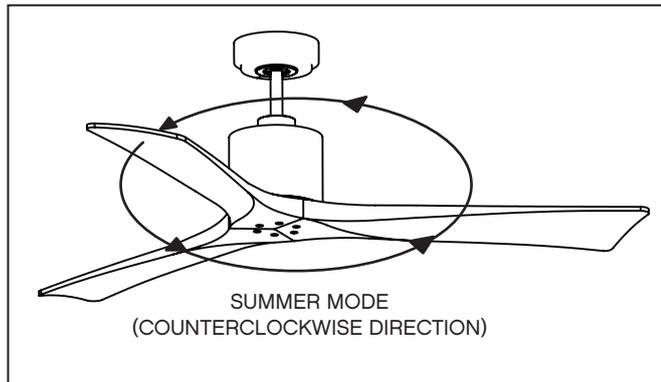
## Summer Mode and Winter Mode Operation

Summer Mode (forward):

A DOWNWARD airflow creates a cooling effect as shown in Figure 3. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Winter Mode (Reverse):

An UPWARD airflow moves warmer air off the ceiling area as shown in Figure 4. This allows you to set your heating unit on a cooler setting without affecting your comfort.



## CARE AND CLEANING

Periodically it may be necessary to re-tighten blade to blade arm screws or blade arm to motor screws to prevent clicking or humming sound during operation. This is especially true in climates with broad temperature and humidity ranges.

When dusting the blades, you must support the blade to prevent bending - no pressure should be applied to the blades. If you experience any flaws in the operation of your fan, please check the following points.

## TROUBLESHOOTING

### CAUTION:

Switch off power supply before carrying out any of these checks.

PROBLEM	SOLUTION
FAN WILL NOT START	<ol style="list-style-type: none"><li>1. Check circuit fuses or breakers.</li><li>2. Check wall control LED indicator light. If LED is not illuminated when pushing a button, it is not transmitting a signal. Please check power to wall control/circuit breaker and all electrical connections.</li><li>3. Assure there are no more than 2 fans operating on a circuit through the wall control. Assure that there are no more than 12 fans operating on a circuit through an on/off wall switch or a breaker (not through a wall control).</li><li>4. Assure that the fan is within range of the WiFi (150 ft.) or wall control (30 ft.).</li><li>5. Check to assure only one fan is installed in the power circuit.</li></ol>
FAN SOUNDS NOISY	<ol style="list-style-type: none"><li>1. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan will disappear during this time.</li><li>2. Make sure all motor housing screws are securely fastened.</li><li>3. Make sure the screws that attach the fan blade to the fan are tight.</li><li>4. Make sure your ceiling box is secure and rubber isolator pads are used between the mounting bracket and outlet box.</li></ol>
FAN WOBBLER	<ol style="list-style-type: none"><li>1. Check that all blade and blade arm screws are secure.</li><li>2. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.</li><li>3. Check to assure all dowrods to motor hardware and/or hanger ball are tight.</li><li>4. Make sure ceiling box is secure.</li></ol>

Henley Fan IS PROUD TO PROVIDE YOU WITH CEILING FAN PRODUCTS THAT ENHANCE YOUR SPACE WITH COMFORT, PURPOSE AND STYLE. AS A FAMILY COMPANY, WE ARE COMMITTED TO DESIGN, PERFORMANCE AND QUALITY, AND WHAT'S IMPORTANT TO YOU IS PARAMOUNT TO US. FOR A COMPLETE ASSORTMENT OF OUR PRODUCTS AND SOURCE BOOKS, VISIT Website: [www.henleyfan.com](http://www.henleyfan.com)



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