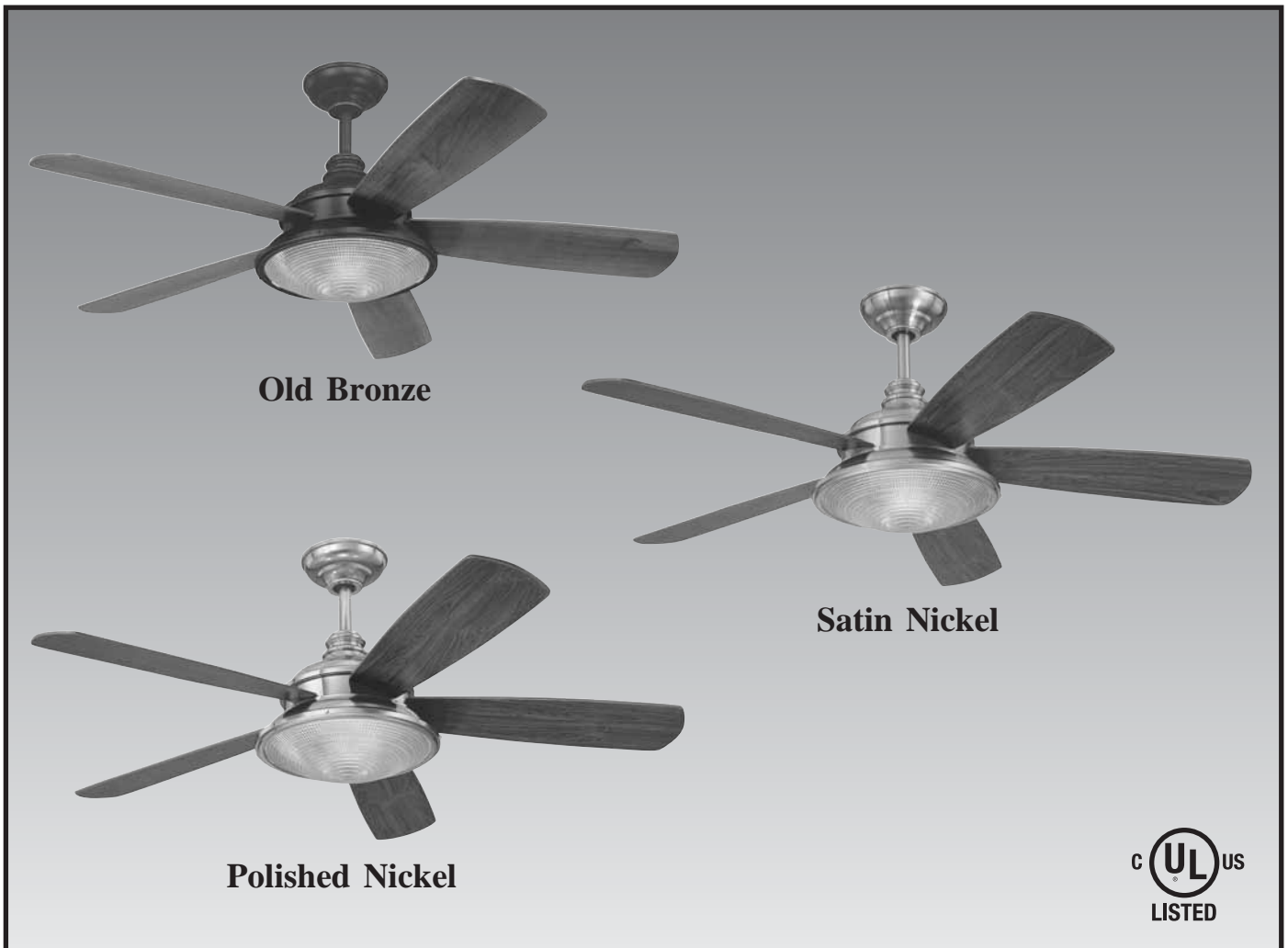




# CEILING FAN OWNER'S MANUAL

**MODEL: Woodstock  
HVFC 7599**



**READ AND SAVE THESE INSTRUCTIONS**

**FAN RATING AC 120V. 60Hz. CUL LISTED MODEL: AC-552LF6700  
WEIGHT OF THE FAN: 12.41KGS**

# 1. SAFETY RULES

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. **NOTE:** This fan are suitable for use with solid-state speed controls.
4. **WARNING:** To reduce the risk of personal injury, use only the two steel screws (and lock washers) provided with the outlet box for mounting to 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.
5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only CUL Listed outlet boxes marked "FOR FAN SUPPORT".
6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.
7. To operate the reverse function on this fan, press the reverse button while the fan is running.
8. Avoid placing objects in the path of the blades.
9. 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.
11. After marking electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
12. Electrical diagrams are reference only. Light kit that are not packed with the fan must be CUL Listed and marked suitable for use with the model fan you are installing. Switches must be CUL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.

## **WARNING**

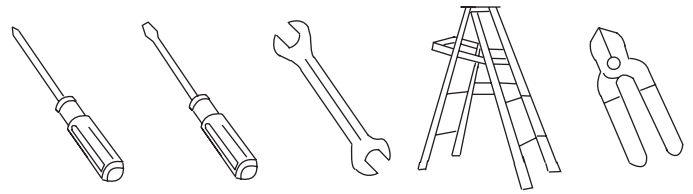
TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED "ACCEPTABLE FOR FAN SUPPORT".

## **WARNING**

TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS FLANGES) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

## 2. TOOLS AND MATERIALS REQUIRED

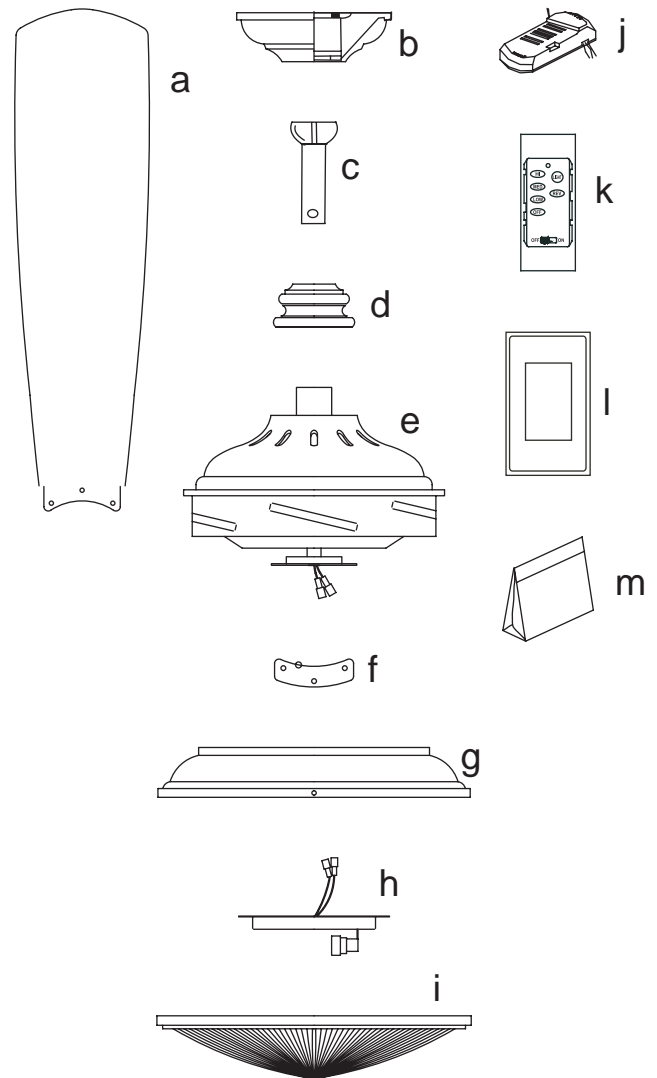
- Philips screw driver
- Blade screw driver
- 1/2" wrench
- Step ladder
- Wire cutters/strippers



## 3. PACKAGE CONTENTS

Unpack your fan and check the contents.  
You should have the following items:

- a. Set of fan blades (5)
- b. Hanger bracket assembly
- c. Downrod
- d. Coupling cover
- e. Fan motor assembly
- f. Set of blade support plates (5)
- g. Mounting plate
- h. Light plate
- i. Glass shade assembly
- j. Receiver+6 wire nuts
- k. Wall transmitter incl. 2 mounting screws and 3 wire nuts
- l. Wall plate w/2 mounting screws
- m. Package hardware
  - 1) Mounting hardware :  
screws (2), lock washers (2), star washers (2), wire nuts (3)  
wood screws (2), washers (2)
  - 2) Blade attachment hardware:  
screws (16), fiber washers (16)
  - 3) Balance Kit



## 4. MOUNTING OPTIONS

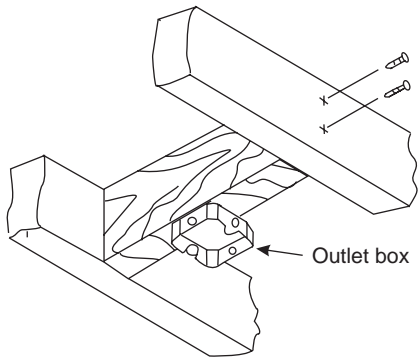
If there isn't an existing UL listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs). **DO NOT** use plastic outlet boxes.

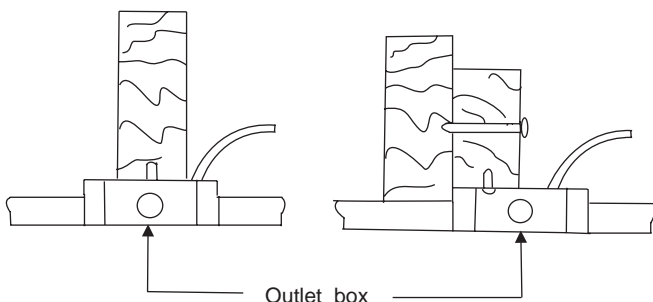
Figures 1, 2 and 3 are examples of different ways to mount the outlet box.

**Note:** You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. (Fig. 3)

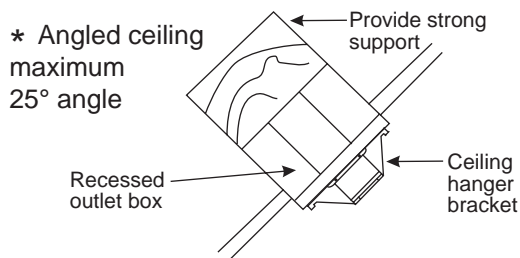
To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4.



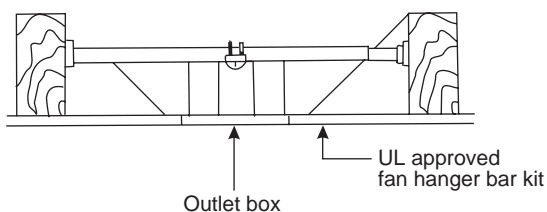
**Figure 1**



**Figure 2**



**Figure 3**



**Figure 4**

## 5. HANGING THE FAN

**REMEMBER** to turn off the power. Follow the steps below to hang your fan properly:

Step 1. Remove the decorative canopy bottom cover from the canopy by turning the cover counter clockwise. (Fig. 5)

Step 2. Remove the hanger bracket from the canopy by loosening the two screws on the bottom of the hanger bracket a half turn from the screw head and turning the canopy counter clockwise. (Fig. 5)

Step 3. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 6.

Step 4. Secure the hanger bracket to the ceiling outlet box with the screws and washers provided with UL Listed For Fan Support outlet box.

Step 5. Remove the hitch pin, lock pin and 2 set screws from the top of the motor assembly.

Step 6. Route wires exiting from the top of the fan motor through the coupling cover, canopy cover, canopy and then through the ball / downrod. (Fig. 7)

Step 7. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Fig.7). Carefully insert the hitch pin through the holes in the collar and downrod. Be careful not to jam the pin against the wiring inside the downrod. Insert the locking pin through the hole near the end of the hitch pin until it snaps into its locked position. (Fig.7)

Step 8. Tighten two set screws on top of the fan motor firmly. (Fig. 7)

Step 9. Place the downrod ball into the hanger bracket socket. (Fig. 8)

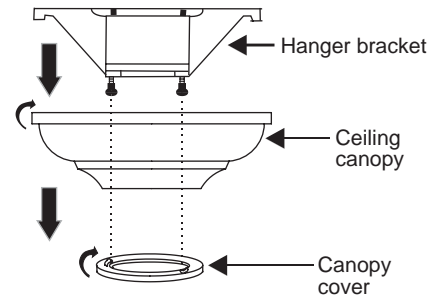


Figure 5

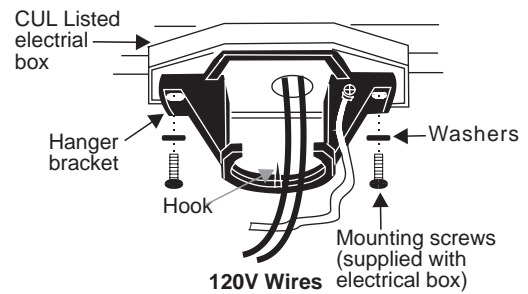


Figure 6

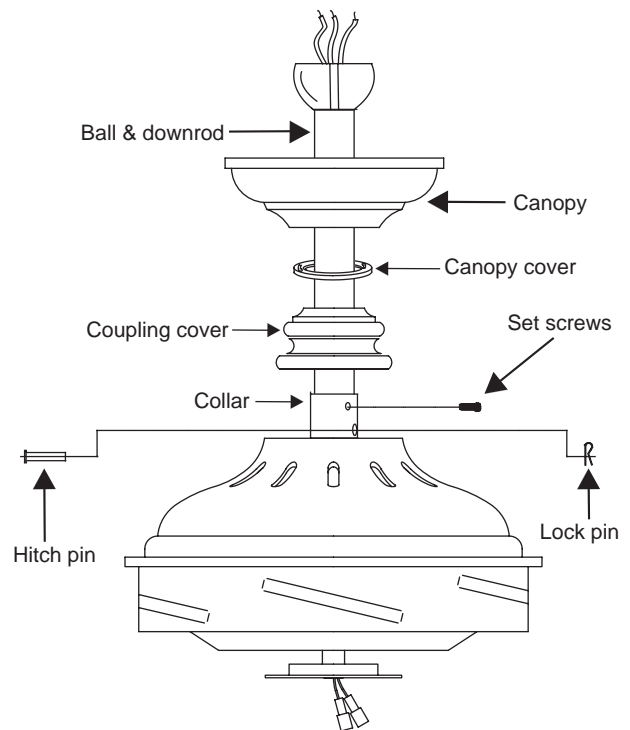


Figure 7

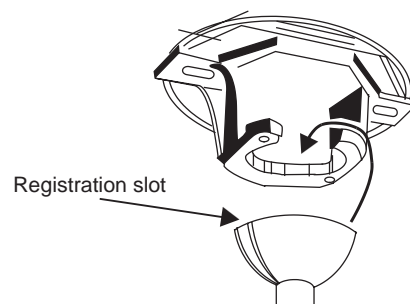


Figure 8

## INSTALLATION OF SAFETY SUPPORT

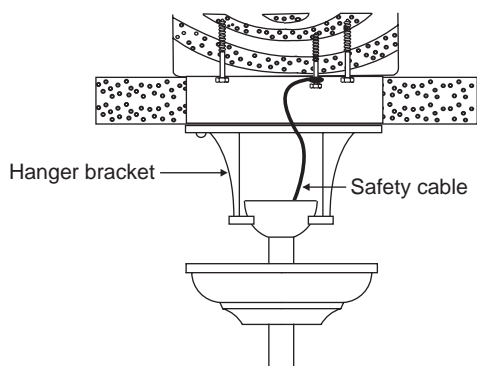


Figure 9

An additional safety support is provided to prevent the fan from falling. Secure the safety cable to the ceiling joist with screw and washer, as illustrated in Figure 9.

## 6. MAKE THE ELECTRIC CONNECTIONS

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

**NOTE:** This remote control unit is equipped with 16 code combinations to prevent possible interference from or to other remote units. The frequency switches on your receiver and wall transmitter have been preset at the factory. Please recheck to make sure the switches on transmitter and receiver are set to the same position, any combination of settings will operate the fan as long as the transmitter and receiver are set to the same position.(Fig. 10)

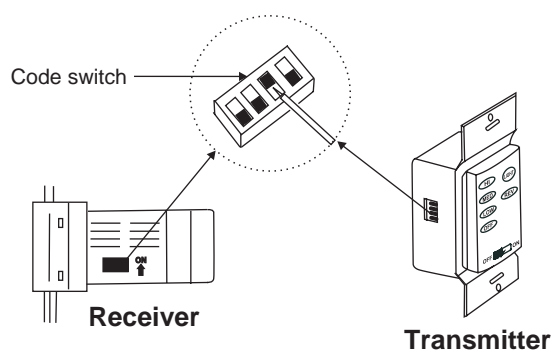


Figure 10

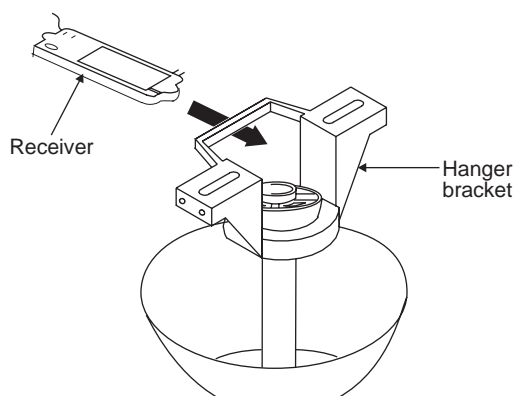


Figure 11

Step 1. (Fig. 11) Insert the receiver into the mounting bracket with the flat side of the receiver facing the ceiling.

Step 2. (Fig. 12 and 13) Motor to Receiver Electrical Connections: Connect the black wire from the fan to black wire marked "TO MOTOR L" from the Receiver. Connect the white wire from the fan to the white wire marked "TO MOTOR N" from the Receiver. Connect the blue wire from the fan to the blue wire marked "For Light" from the Receiver. Secure the wire connections with the plastic wire nuts provided.

Step 3. (Fig. 12 and 13) Receiver to house supply wires electrical connections: connect the black (hot) wire from the ceiling to the black wire marked "AC in L" from the Receiver. Connect the white (neutral) wire from the ceiling to the white wire marked "AC in N" from the Receiver. Secure the wire connections with the plastic wire nuts provided.

Step 4. (Fig. 12 and 13) If your outlet box has a ground wire (green or bare copper) connect it to the fan ground wires; otherwise connect the hanging bracket ground wire to the mounting bracket. Secure the wire connection with a plastic nut provided. After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and black and blue wires are on the other side.

**Note:** Fan must be installed no more than a maximum distance of 30 feet from the transmitting unit for proper signal transmission between the transmitting unit and the fan's receiving unit.

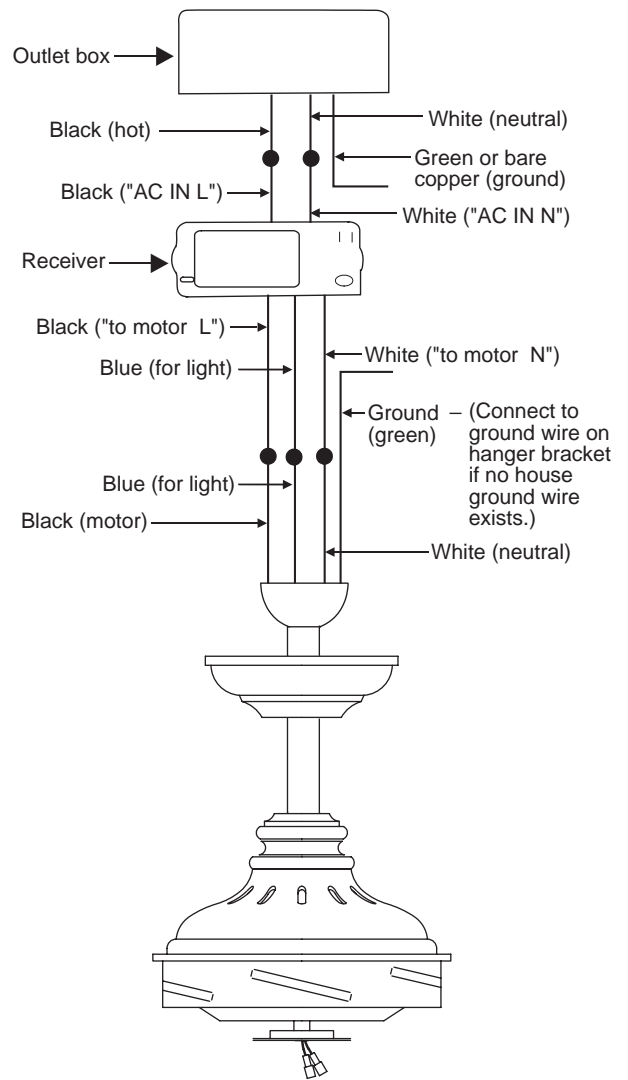


Figure 12

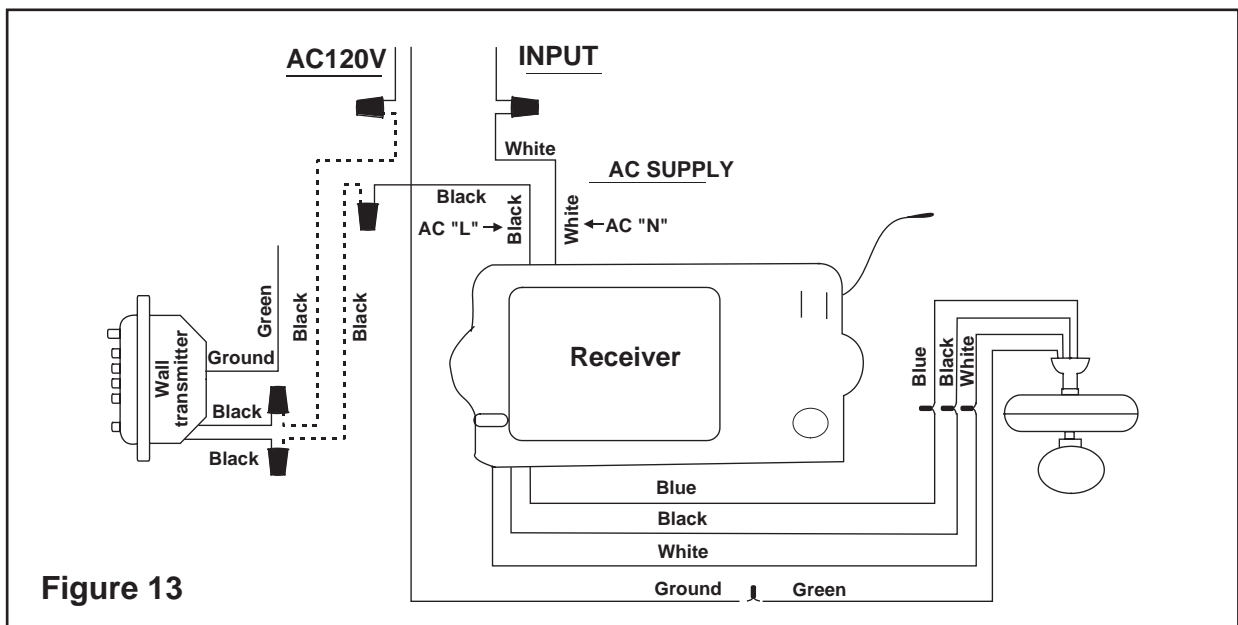


Figure 13

## 7. INSTALLING THE WALL TRANSMITTER

**REMEMBER** to Shut the Power Off at the Circuit Breaker or Fuse Box.

**WARNING:** Hook up in "series only" do not connect the hot and neutral wires of electric circuit to the transmitter wall switch - damage to the switch and possible fire could occur.

Step 1. Remove the existing wall plate and switch from the wall junction box.

Step 2. Make the electrical connections as shown in (Fig. 13). If your outlet box has a ground wire (green or bare copper) connect the wall transmitter's ground wire to it; otherwise connect the wall transmitter's ground wire directly to one of the screws from the outlet box.

Step 3. (Fig. 14) Carefully tuck the wire connections inside the junction box. Secure the wall transmitter with the two screws provided. Attach the wall plate over the wall transmitter and secure with the two screws provided.

## 8. FINISHING THE INSTALLATION

Step 1. Tuck connections neatly into ceiling outlet box.

Step 2. Slide the canopy up to ceiling and over the two screws on hanger bracket. Rotate canopy clockwise, next, while holding the canopy with one hand, slide the canopy cover over the screws and rotate clockwise until tight. **Note:** adjust the canopy screws as necessary until the canopy and canopy cover are snug. (Fig.15)

**WARNING:** Make sure tab at bottom of hanger bracket is properly seated in groove of hanger ball before attaching canopy to bracket. Failure to properly seat tab in groove could cause damage to electrical wiring.

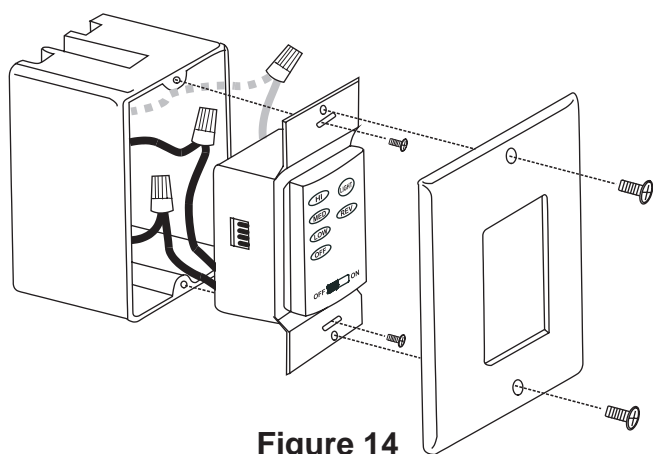


Figure 14

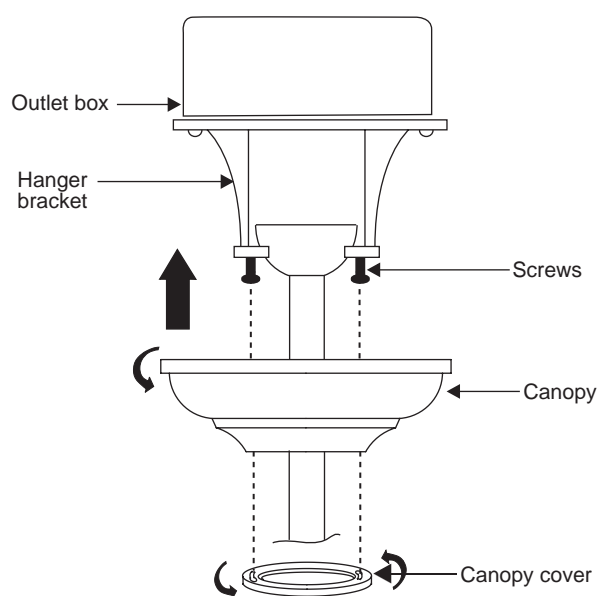


Figure 15



## 9. ATTACHING THE FAN BLADES

Step 1. Insert the blade through the blade slot in the decorative housing. Align the holes in blade and blade bracket, place the blade support plate on blade as showing in Figure 16, making sure the holes are also aligned and secure with the screws and fiber washers provided.

Step 2. Repeat process with other blades.

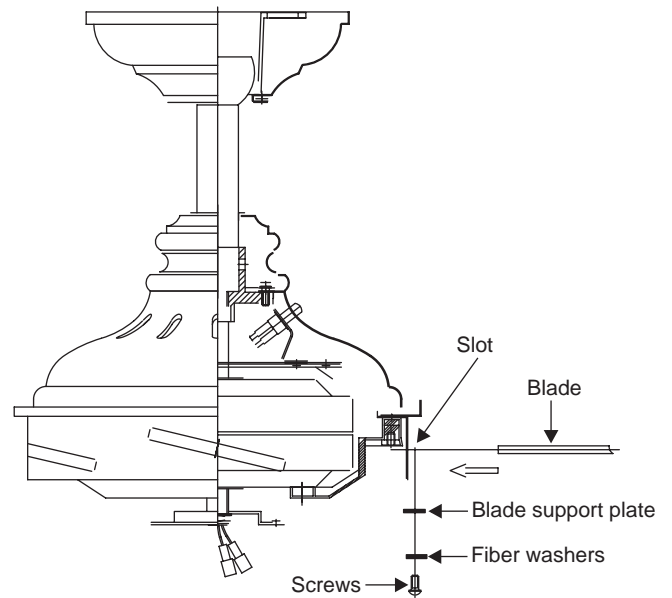


Figure 16

## 10. INSTALLING THE MOUNTING PLATE

1. Remove 1 of 3 screws from the mounting ring and loosen the other 2 screws. (Do not remove)

2. Place the key holes on the mounting plate over the 2 screws previously loosened from the mounting ring, turn mounting plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and install the one previously removed. (Fig. 17)

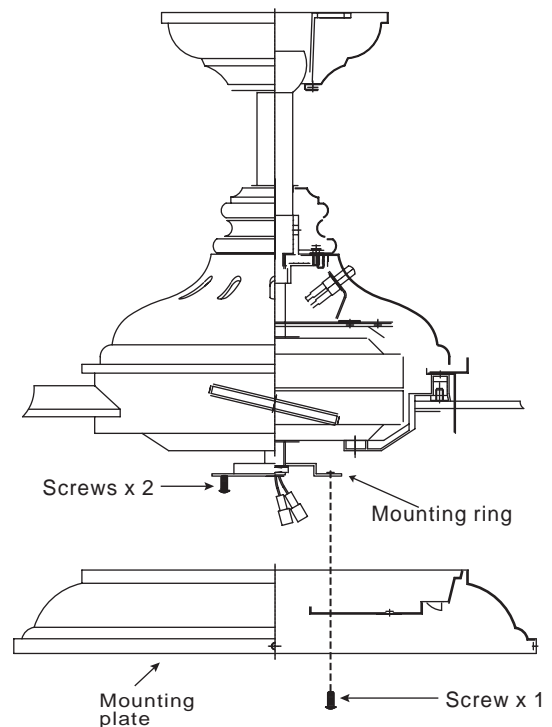


Figure 17

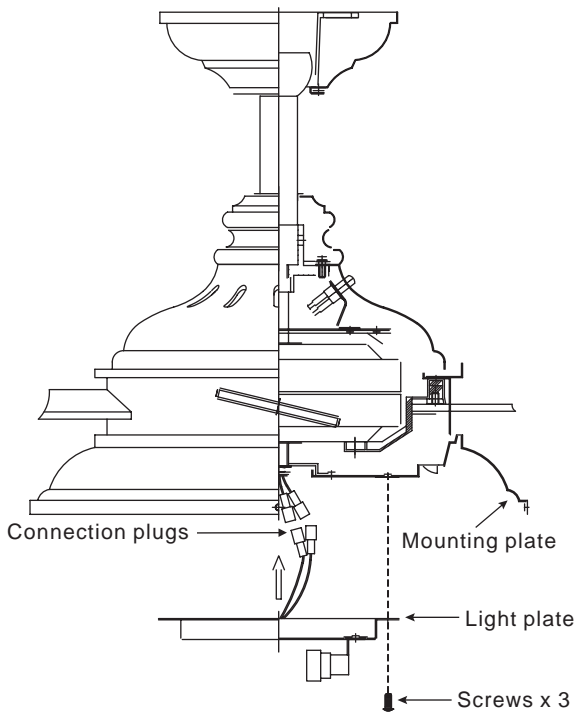
## 11. INSTALLING THE LIGHT PLATE

**NOTE:** Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at fuse box. Turning power off using the fan switch is not sufficient to prevent electric shock.

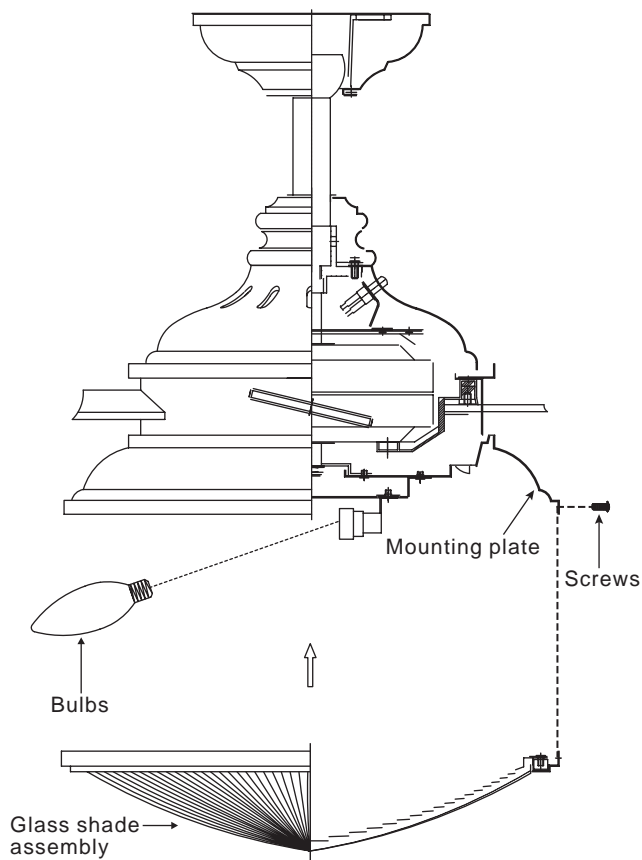
Step 1. Loosen the 3 screws from the mounting plate.

Step 2. Raise and hold the light plate close to the mounting plate and proceed to do the wire connections. Connect the white wire connectors from the light plate and fan, follow the same procedure with the black wire connectors. (Fig. 18)

Step 3. Tuck connections neatly into mounting plate, Place the light plate key holes over the 3 screws previously loosened from the mounting plate, turn light plate until it locks in place at the narrow section of the key holes. Secure by tightening the 3 screws previously loosened. (Fig. 18)



**Figure 18**



**Figure 19**

## 12. INSTALLING THE LIGHT BULBS & GLASS SHADE

1. Install 3 x 40W candelabra bulbs (not included). (Fig. 19)

2. Install the glass shade assembly to the mounting plate with screws provided. (Fig. 19)

3. Restore power and your light kit is ready for operation.

# 13. OPERATING INSTRUCTIONS

Restore power to ceiling fan and test for proper operation.

- A. **HI, MED, and LOW** buttons:  
These three buttons are used to set the fan speed as follows:  
**HI**= high speed  
**Med**= medium speed  
**Low**= low speed

- B. **FAN OFF** button:  
This button turns the fan off.

- C. **LIGHT** button:  
This button controls the light. Press and release the button to turn the light ON or OFF. Press and HOLD the button to set the desired brightness. The light key has an auto-resume, it will stay at the same brightness as the last time it was turned off.

- D. **REV** Button:  
This button is used to set the fan forward or reverse, press the button forward (for warm weather) or reverse (for cool weather).

- E. **"ON-OFF"** Slide Button:  
This button turns the power On and Off to the Fan and Light(s).

Speed settings for warm or cool weather depend on factors such as the room size. Ceiling height, number of fans and so on.

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

Warm weather - (Forward) A downward airflow creates a cooling effect as shown in Fig. 21. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool weather - (Reverse) An upward airflow moves warm air off the ceiling area as shown in Fig. 22. This allows you to set your heating unit on a cooler setting without affecting your comfort.

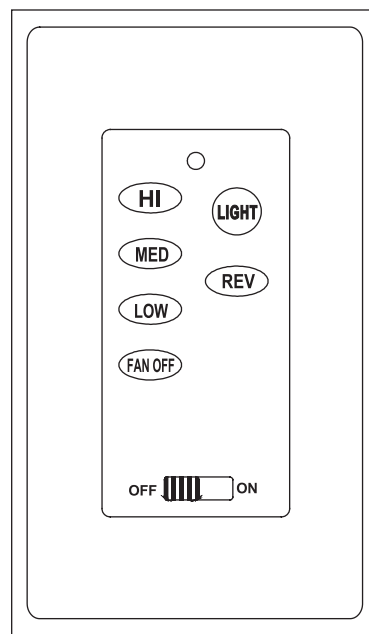


Figure 20

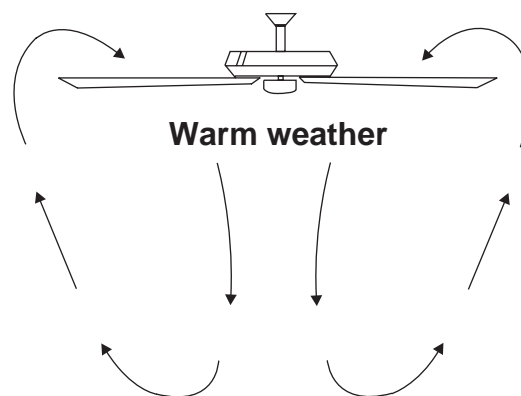


Figure 21

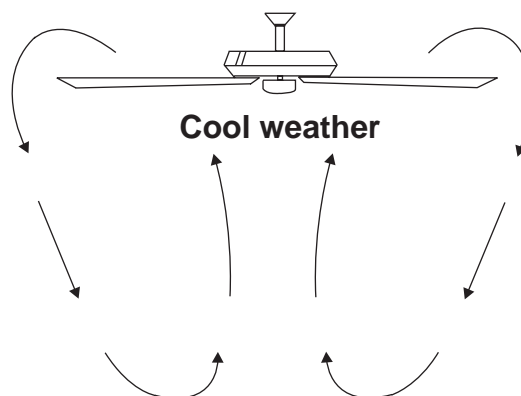


Figure 22

# 14. TROUBLESHOOTING

<b>Problem</b>	<b>Solution</b>
Fan will not start.	<ol style="list-style-type: none"><li>1. Check circuit fuses or breakers.</li><li>2. Check line wire connections to the fan and switch wire connections in the switch housing. <b>CAUTION:</b> Make sure main power is off.</li><li>3. Check to make sure the dip switches from the transmitter and receiver are set to the same frequency.</li></ol>
Fan sounds noisy.	<ol style="list-style-type: none"><li>1. Make sure all motor housing screws are snug.</li><li>2. Make sure the screws that attach the fan blade bracket to the motor hub is tight.</li><li>3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. <b>CAUTION:</b> Make sure main power is off.</li><li>4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan will disappear during this time.</li><li>5. If using an optional light kit, make sure the screws securing the glassware are tight. Check that light bulbs are also secure.</li><li>6. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.</li></ol>
Remote control malfunction.	<ol style="list-style-type: none"><li>1. Do not connect the fan with wall mounted variable speed control (s).</li><li>2. Make sure the dip switches are set correctly.</li></ol>
Fan wobble.	<ol style="list-style-type: none"><li>1. Check that all blade and blade arm screws are secure.</li><li>2. Most fan wobbling problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure this distance. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within 1/8".</li><li>3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable.</li><li>4. 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></ol> <p><b>WARNING: TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE ARM WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.</b></p>