

# Highland Manor™

A Kichler® Décor™ ceiling fan

Designed to coordinate with a popular Kichler Lighting collection.



Includes our new  
CoolTouch™ Control System  
Looks permanent, but goes wherever you go!  
U.S. Patent Pending

**KICHLER**  
LIGHTING 

Kichler® Lighting  
7711 East Pleasant Valley Road  
P.O. Box 318010  
Cleveland, Ohio 44131-8010

Customer Service  
866.558.5706  
8:30 AM to 5:00 PM EST,  
Monday - Friday

Instruction Manual

**KICHLER**  
LIGHTING 

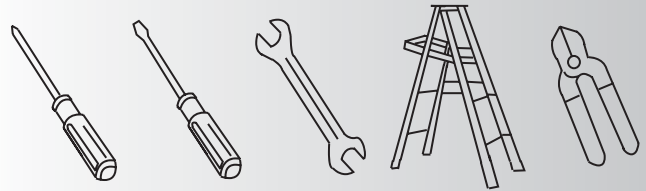


## 1. SAFETY RULES

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, ANSI/NFPA70-1999 and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
  3. **WARNING:** To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device.
  4. **WARNING:** 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 light fixtures are not acceptable for fan support and may need to be replaced. Due to the complexity of the installation of this fan, a qualified licensed electrician is strongly recommended.
- WARNING**  
TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED "ACCEPTABLE FOR FAN SUPPORT".
5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use the 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 conductor of a fan identified as grounded conductor to be connected to a grounded conductor of power supply, conductor to be connected to an ungrounded conductor of power supply, conductor of fan identified for equipment grounding to be connected to an equipment-grounding conductor.
  12. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be marked suitable for use with the model fan you are installing. Refer to the Instructions packaged with the light kits and switches for proper assembly.
- NOTE:** NOT SUITABLE FOR USE WITH SOLID-STATE SPEED CONTROLS.
- WARNING**  
TO REDUCE THE RISK OF PERSONAL INJURY DO NOT BEND THE BLADE BRACKET WHEN INSTALLING THE BRACKETS, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS IN BETWEEN ROTATING FAN BLADES.

## 2. TOOLS AND MATERIALS REQUIRED

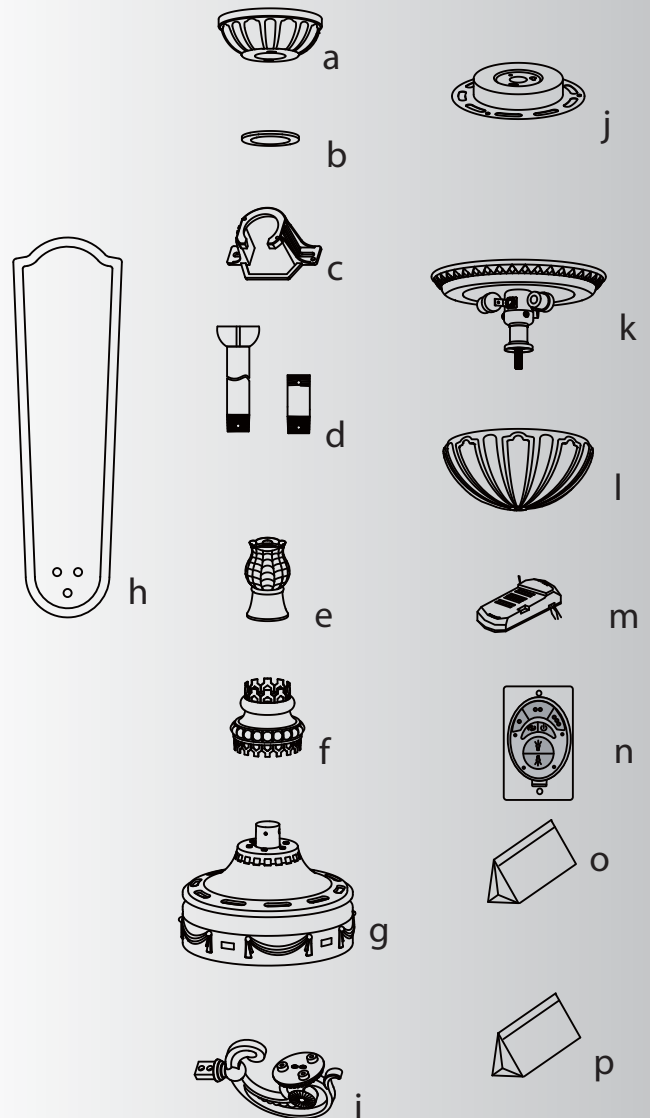
- Philips screw driver
- Slot screw driver
- 11 mm wrench
- Step ladder
- Wire cutters

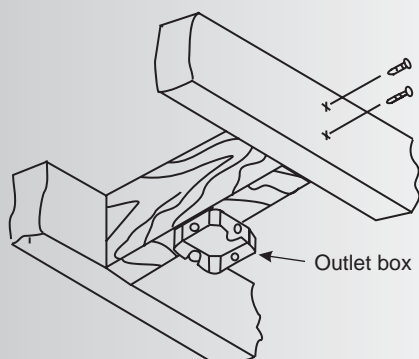
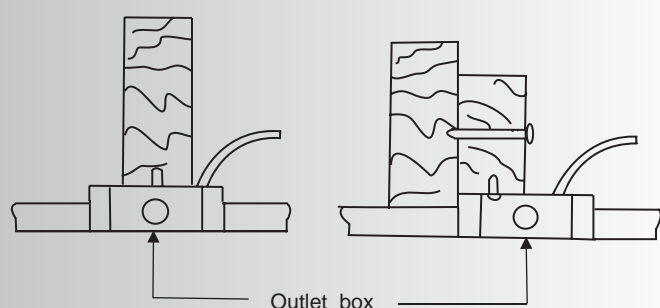
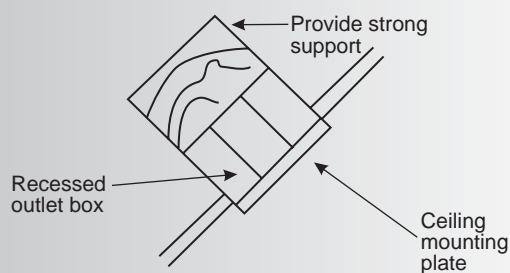
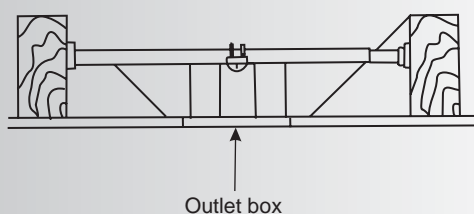


## 3. PACKAGE CONTENTS

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

- a. Canopy (1)
- b. Canopy Décor (1)
- c. Mounting Bracket (1)
- d. Ball / Downrod Assembly (1)  
& Extra Downrod (1)
- e. Rod Decoration 2 (1)
- f. Rod Decoration 1 (1)
- g. Fan Assembly (1)
- h. Fan Blades (5)
- i. Blade Brackets (5)
- j. Mounting Plate (1)
- k. Light kit (1)
- l. Glass Bowl (1)
- m. Receiver + 7 Wire Nuts
- n. CoolTouch™ Control System
- o. Package Hardware:
  - 1) Mounting hardware:
    - a. wood screws (2), flat washers(2), screws(2),wire nuts(4)
  - 2) Blade Attachment Hardware:
    - a. screws (16), flat washers(16), fiber washers(16)
  - 3) Blade Bracket Hardware:
    - a. screws (11)
  - 4) Light kit Hardware:
    - a. screws (4)
  - 5)Safety Cable Hardware:
    - a. wood screw (1), spring washer (1), flat washer (1)
  - 6) Balance Kit (1)
- p. Light Kit Hardware
  - a. manual nut (1), silicon washer (1), metal washer (1), finial (1)




**Fig. 1**

**Fig. 2**

**Fig. 3**

**Fig. 4**

## 4. MOUNTING OPTIONS

If there isn't an existing UL ( CUL for Canadian Installation) 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 a joist hanging bracket as shown in Fig 4.

## 5. HANGING THE FAN

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

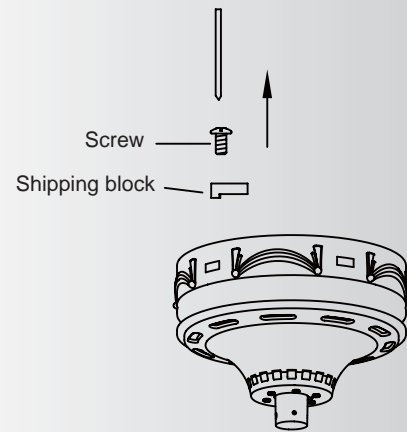
Step 1. Remove the fan motor and housing assembly from the protective plastic bag and take the lower Styrofoam packing pad out of the carton. Place the Styrofoam pad on the floor, then place the fan assembly into the Styrofoam pad with the bottom of the motor facing up. (The Styrofoam pad serves as a holder for the fan during the first stages of assembly). Remove the plastic motor shipping blocks and discard. (Fig. 5)

Step 2. Secure the mounting bracket to the ceiling outlet box using screws and washers provided with the outlet box. (Fig. 6)

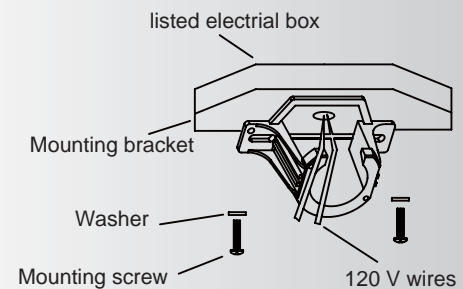
Step 3. Use a screwdriver to loose the cross pin and remove it from downrod assembly. Loose the set screw and rotate the hanger ball off the downrod. (Fig. 7)

Step 4. Loosen the two set screws and remove the hitch and lock pin from the motor coupling assembly. (Fig. 8)

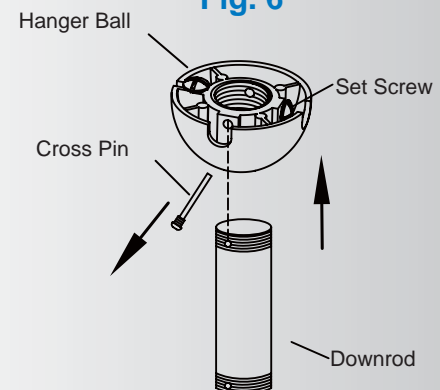
Step 5. Carefully feed fan electrical wires up through the downrod. Thread the downrod onto the motor coupling until the hitch pin holes are aligned. Next, replace hitch pin and lock pin, and tighten both set screws. (Fig. 8)



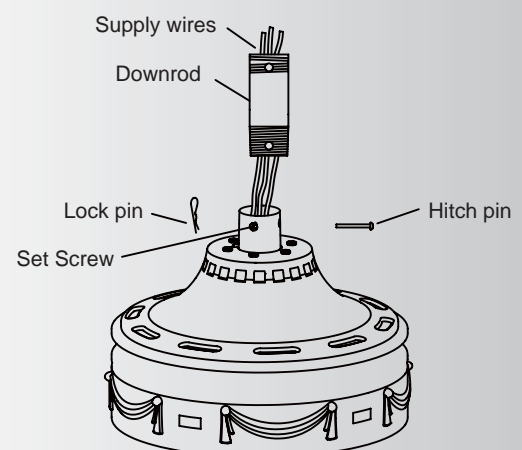
**Fig. 5**



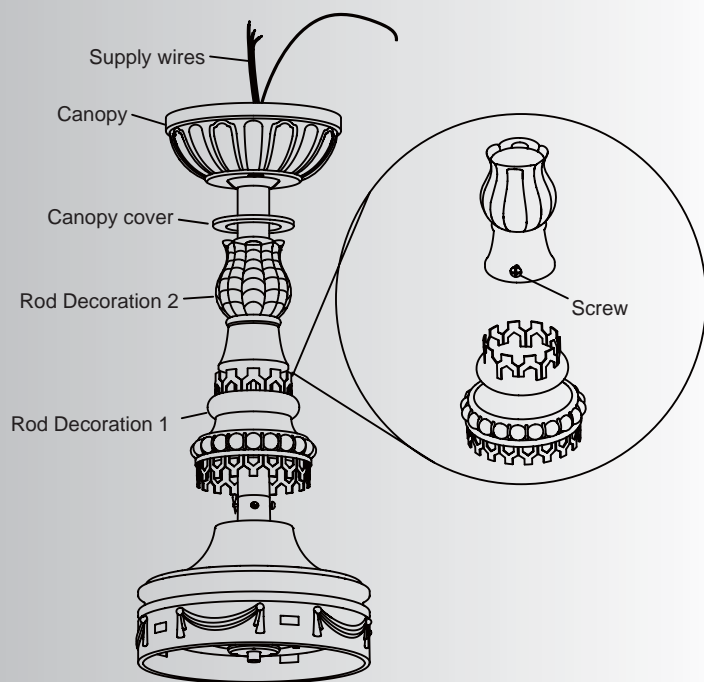
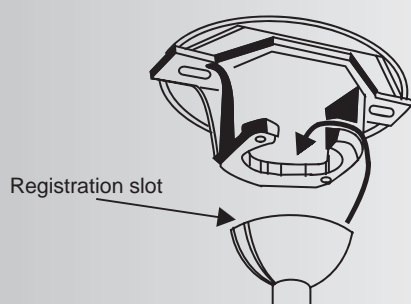
**Fig. 6**



**Fig. 7**



**Fig. 8**


**Fig. 9**

**Fig. 10**

Step 6. Loosen the screw on the bottom of the rod decoration 2. Slip the rod decoration 1, rod decoration 2, canopy décor and canopy onto the downrod. Reinstall the hanger ball onto the downrod and make sure the cross pin is in place and the set screw on hanger ball is tight. Finally let the rod decoration 2 seat on the top of the rod decoration 1 and tighten the screw loosened previously. (Fig. 9)

**NOTE:** If you choose to use the shorter downrod, please ignore to install the “rod decoration 2”.

Step 7. Now lift the motor assembly into position and place the hanger ball into the hanger bracket. Rotate motor assembly until the “Check Tab” has dropped into the “Registration Slot” and seats firmly. (Fig. 10)

**NOTE:** The entire motor assembly should not rotate if this is done correctly.

**NOTE:** Please make sure all set screws are in place and tight before installation the following steps.

## 6. INSTALLATION OF SAFETY SUPPORT ( For Canadian Installation ONLY )

A safety support cable is provided to help prevent the ceiling fan from failing, please install it as follows.

Step 1. Attach the provided wood screw and washers to the ceiling joist next to the mounting bracket but do not tighten. (Fig. 11-1)

Step 2. Adjust the length of the safety cable to reach the screw and washers by pulling the extra cable through the cable clamp until the overall length is correct, put the end of the cable back through the cable clamp, forming a loop at the end of the cable. Tighten the cable clamp securely. Now, put the loop in the end of the safety cable over the wood screw and under the washer. Tighten the wood screw securely. See Fig. 11-2

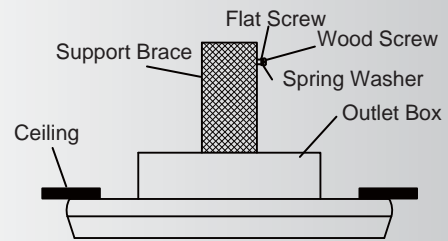


Fig. 11-1

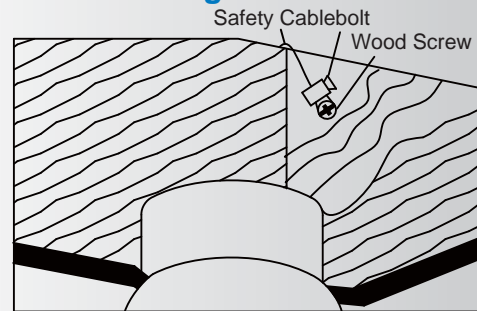


Fig. 11-2

## 7. MAKE THE ELECTRIC CONNECTIONS

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

**WARNING:** If your house wires are different colors than referenced in this manual, stop immediately. A professional electrician is recommended to determine proper wiring.

**NOTE:** The CoolTouch™ Control System is equipped with 16 code combinations to prevent possible interference from or to other remote units. The frequency switches on your receiver and transmitter have been preset at the factory. Please recheck to make sure the switches on the transmitter and receiver are set to the same position, any combination of setting will operate the fan as long as each switch on the transmitter and receiver are set to the same opposition. (Fig. 12) Changing the order of switches on each switch block, changes the operational frequency.

Step 1. Insert the receiver into the mounting bracket, with the flat toward the ceiling. (Fig. 13)  
Step 2. Motor to Receiver Electrical Connections:

**NOTE:** Make ALL of the following connections with "Wire Nut" connectors.

Connect the black wire from the fan to black wire marded "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 Bottom Light" from the receiver. Place a plastic wire nut on the end of the Orange Wire coming from the receiver marked "For Upper Light". Your ceiling fan is not equipped with a Upper Light. Secure all the wire connections with the plastic wire nut provided. (Fig. 14 on the next page)

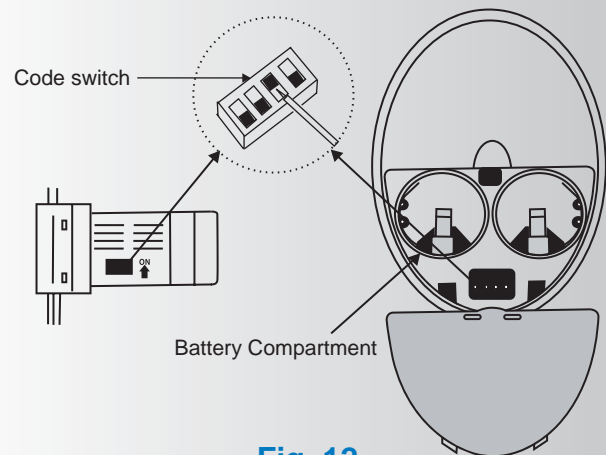


Fig. 12

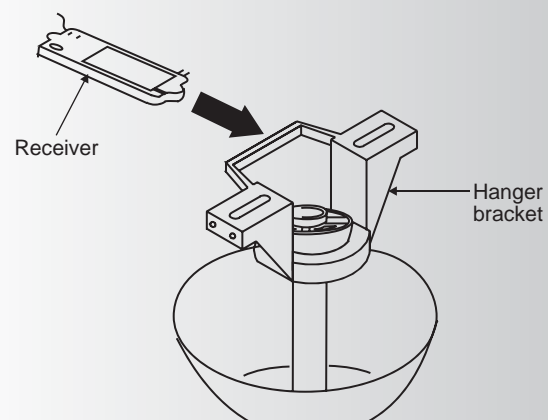
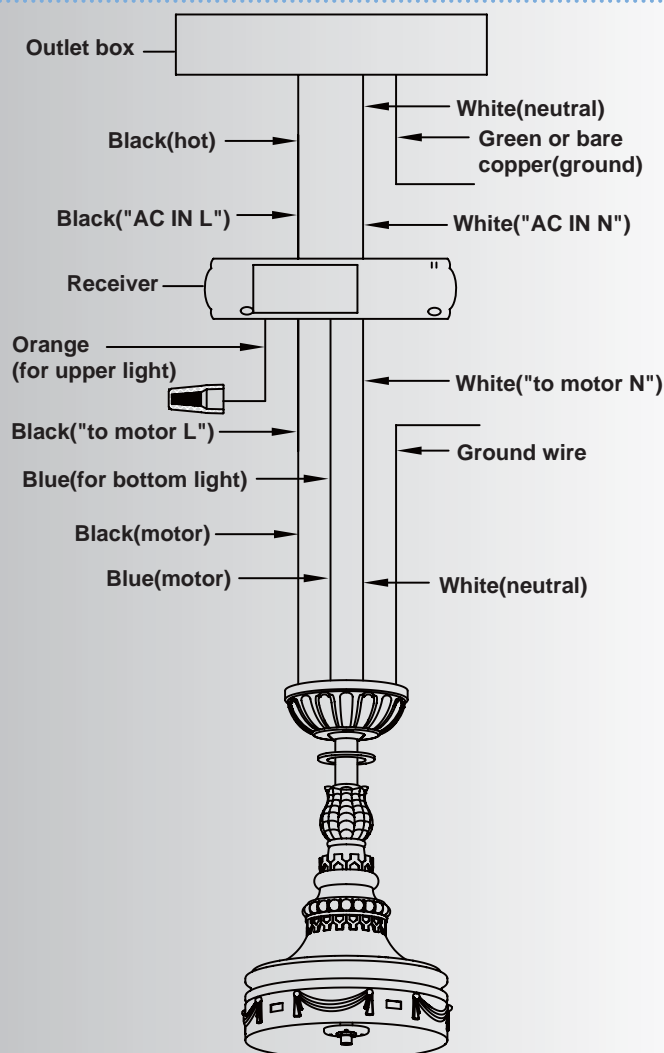


Fig. 13




**Fig. 14**

**Step 3. Remote Receiver to Outlet Box 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. (Fig. 14)

**Step 4.** 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.

**NOTE:** Carefully tuck the wire connections up into the outlet box. (Fig. 14)

**NOTE:** The transmitting unit must be installed at a maximum distance of 30 feet from the ceiling fan for proper signal transmission between the transmitting unit and the fan's receiving unit.

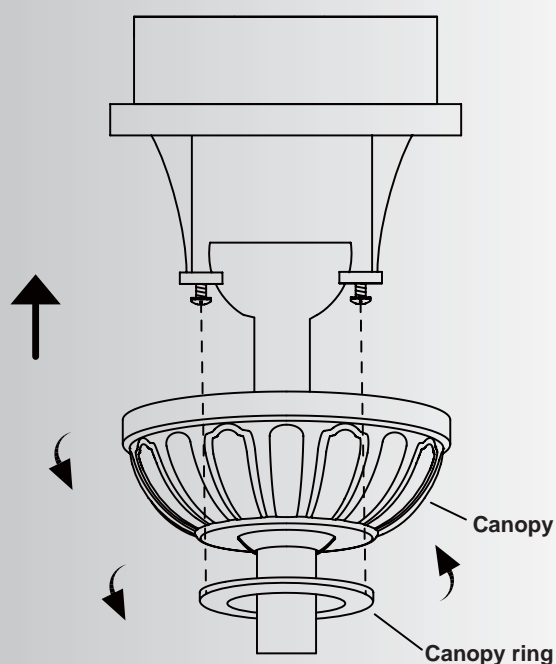
## 8. INSTALLING THE CEILING CANOPY

**WARNING:** One last time, make sure the "Check Tab" at the bottom of the hanger bracket is properly seated in the "Registration Slot" on the side of the hanger ball before attaching the canopy to the bracket. Failure to properly seat the "Check Tab" could damage the electrical wires when to ceiling fan blade direction is changed while the fan is running.

**Step 1.** Make sure all of the electrical connections are tucked neatly into ceiling outlet box.

**Step 2.** Slide the canopy up to ceiling fan and onto the two screws on hanger bracket. Rotate the canopy clockwise and tighten the two screws. Next, while holding the canopy with one hand, slide the canopy décor over the screws and rotate clockwise until tight.

**NOTE:** You may need to adjust the canopy mounting screws as necessary until the canopy and canopy cover have a snug fit. (Fig. 15)


**Fig. 15**

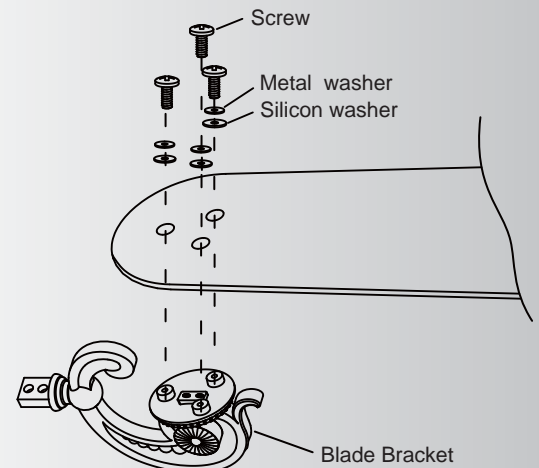


## 9. ASSEMBLYING AND ATTACHING THE FAN BLADES

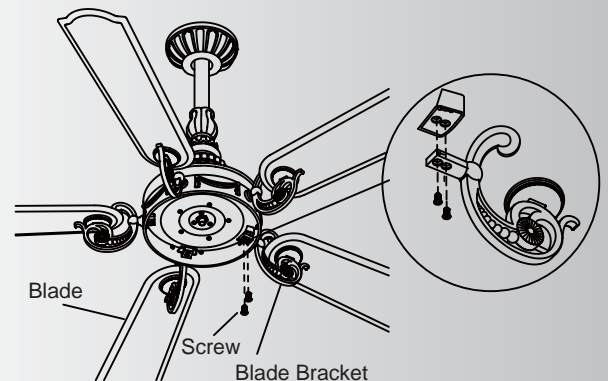
Step 1. Attach the blade to the blade bracket using the screws, washers and fiber washers provided. Refer to Fig. 16 as needed. Start each screw into the bracket. Repeat for the two (2) remaining screws.

Step 2. Make sure the blade is straight and tighten each screw until the fiber washer is slightly compressed and all three screws are secure.

Step 3. Insert the blade assembly into one of the slots on the blade bracket ring, align the mounting holes on the blade bracket with the mounting holes on the inside of the bracket ring and insert two (2) mounting screws and tighten securely. Repeat this procedure for the remaining four (4) blade assemblies. See Fig. 17 as needed.



**Fig. 16**

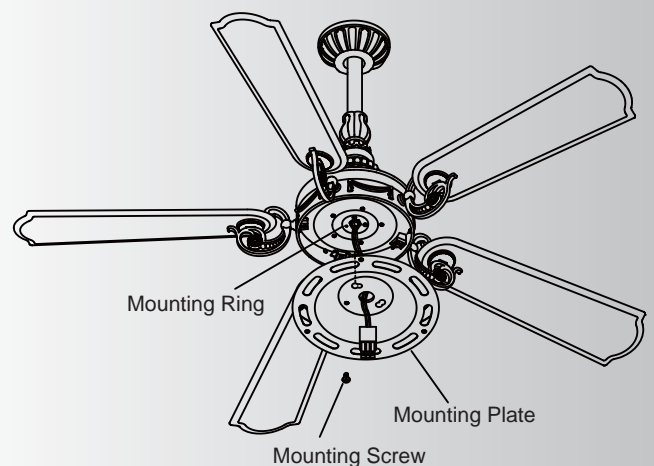


**Fig. 17**

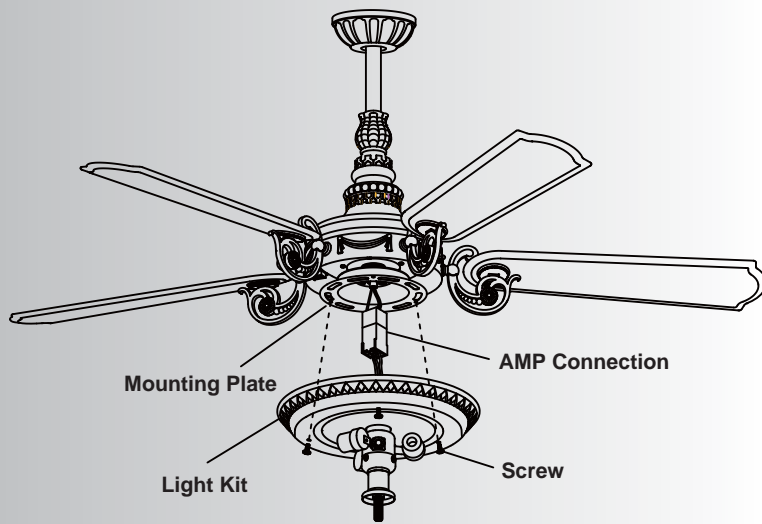
## 10. INSTALLATING THE MOUNTING PLATE

Step 1. Remove 1 of the 3 screws on the mounting ring and loosen the other 2 screws. Do not remove (the mounting ring located on the motor shaft).

Step 2. Place the key holes on the mounting plate over the 2 screws previously loosened and turn the mounting plate until it locks in place at the narrow end of the key holes. Secure by tightening the 2 screws previously loosened and reinsert the one removed. (Fig. 18)



**Fig. 18**


**Fig. 19**

## 11. INSTALLING THE LIGHT KIT

**NOTE:** Before continuing, make sure the power is disconnected by turning off the circuit breaker or removing the fuse at the circuit box.

Step 1. Remove the 3 screws on the mounting plate.

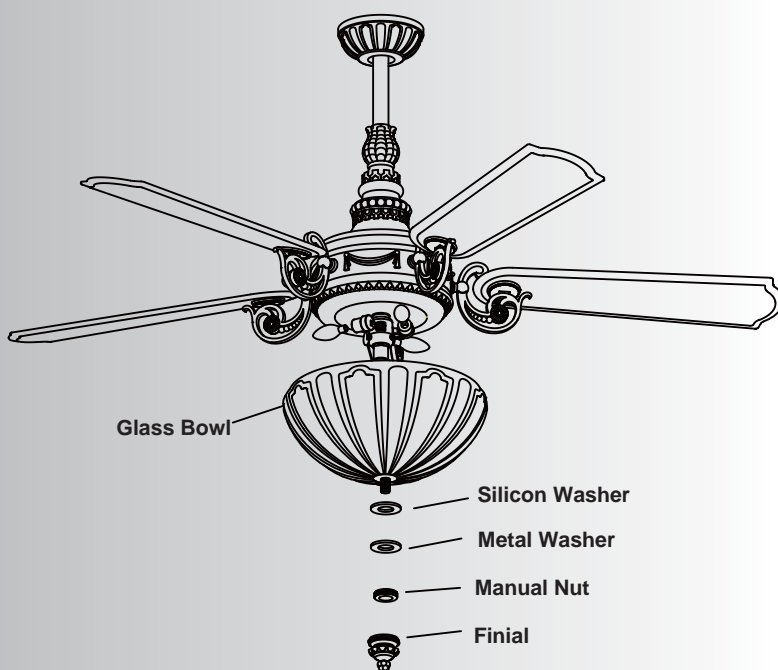
Step 2. The square wiring connector from the ceiling fan and the light fixture will only fix together one way. Match up the same color on the side of the connector, then push them together until the snap engages. (Fig. 19)

Step 2. Tuck the connections neatly into the mounting plate. Align the holes on the mounting plate and light kit. Tighten the 3 screws removed previously and make sure all three are tight securely. (Fig. 19)

## 12. INSTALLING THE LIGHT BULB & GLASS BOWL

Step 1. Install three 40 watt lamp into each of the three sockets in the light fixture.

Step 2. Slide the glass bowl over the threaded pipe on the light fixture. Place the silicon washer, metal washer and thread the manual nut onto the pipe. Attach and tighten the decorative finial. (Fig. 20)


**Fig. 20**

## 13. OPERATING INSTRUCTIONS

Restore power to ceiling fan and test for proper operation.

A. ●, ●●, and ●●● buttons:

These three buttons are used to set the fan speed as follows:

- = low speed
- = medium speed
- = high speed

B. ⏻ button:

This button turns the fan off.

C. The "💡" button:

Press to turn the upper light on and off, hold for full range dimming. (If your ceiling fan is equipped with an "Upper Light")

D. The "💡" button:

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. The "↻" button is used to set the fan forward or reverse, press the button forward (for warm weather) or reverse (for cool weather).

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. 22.. 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. 23. This allows you to set your heating unit on a cooler setting without affecting your comfort.

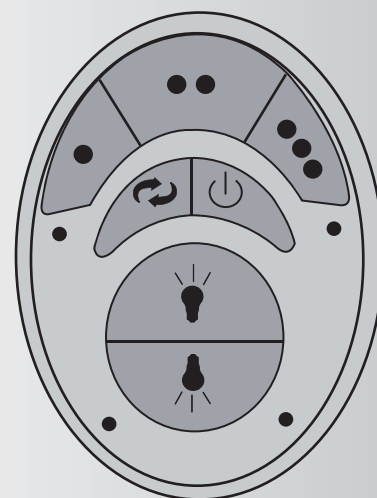


Fig. 21

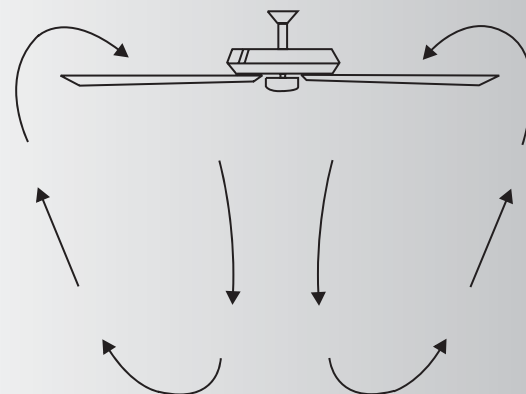


Fig. 22

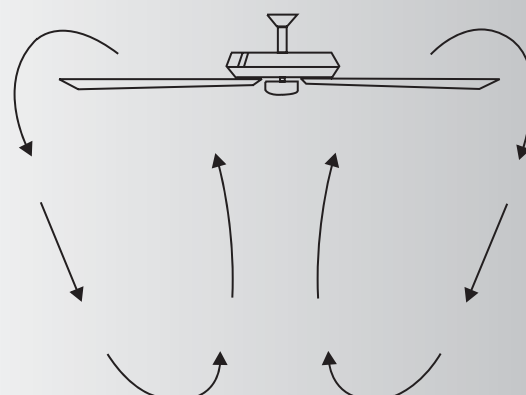
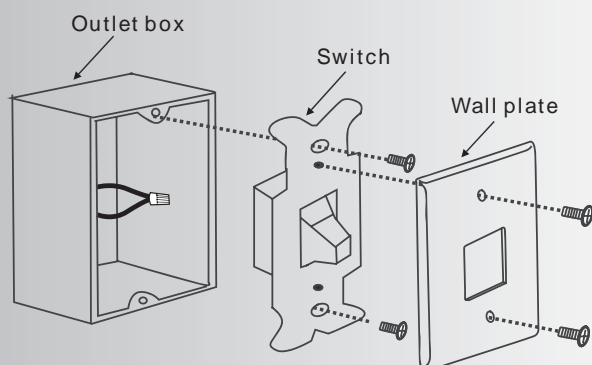
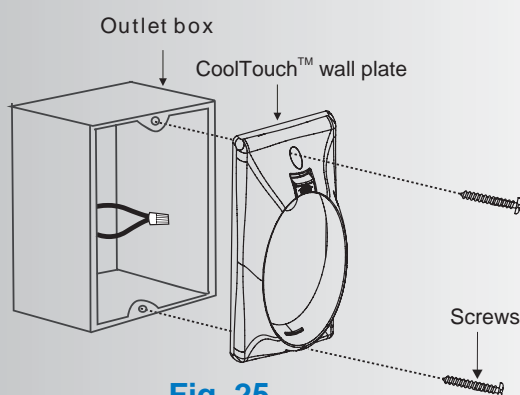
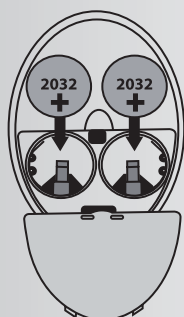
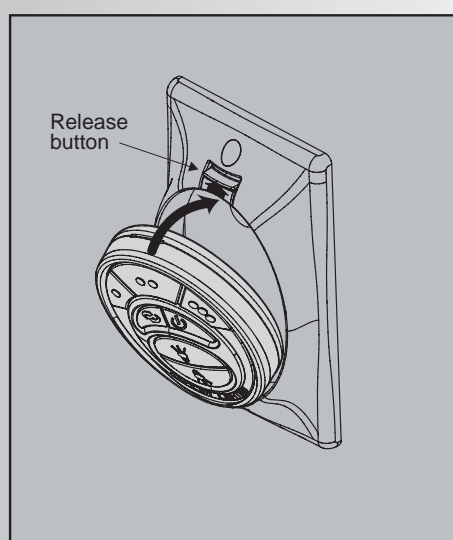


Fig. 23



**Fig. 24****Fig. 25****Fig. 26****Fig. 27**

## 14. INSTALLING THE COOLTOUCH™ CONTROL SYSTEM WALL PLATE

**MAKE SURE THE ELECTRICITY IS TURNED OFF AT THE MAIN JUNCTION BOX OR THE CORRECT FUSE HAS BEEN PULLED AT THE MAIN JUNCTION BOX BEFORE CONTINUING.**

To install the CoolTouch™ Control System wall plate, you can select ANY of the following options / locations.

### **Install Using any existing wall outlet box:**

Step 1. Remove the existing wall plate and the old switch from the outlet box. Wire nut the BLACK leads (hot) together and push back inside the outlet box. (Fig. 24)

Step 2. Place the CoolTouch™ wall plate on the outlet box (with the Release Button at the top) and secure it with the two screws provided (Fig. 25). After the screws are snug, fill the hole by pushing the plastic plugs into each hole, making sure the sloped surface is in the tight direction.

### **Install on any flat wall surface:**

Step 1. Attach the CoolTouch™ wall plate to any flat surface (with the Release Button at the top) with wall anchors or wood screws provided.

Install two (2), 3 volt#2032 batteries in the hand held CoolTouch™ transmitter. Refer to Fig. 26. Make sure the + sign is visible on each battery after installation.

## 15. INSTALLING AND REMOVING THE HAND HELD TRANSMITTER

1. To place the transmitter in the wall plate, put the bottom end in first and then press the top into the wall plate. The transmitter is now held in the wall plate and will function from here. (Fig. 27)

2. To remove the transmitter from the wall plate, push the release button and the transmitter will fall into your hand. Now the transmitter can be used "Anywhere" as long as you are within 30 feet of the ceiling fan.

## 16. TROUBLESHOOTING

### Problem & Solution

#### Fan will not operate:

1. Check main circuit breakers or fuses.
2. Check all main wiring connections to the fan and the connections in the switch housing. CAUTION: Make sure main power is off.

#### Fan makes a noise while running:

1. Make sure all motor housing screws are snug.
2. Make sure the screws that attach the fan blade brackets to the motor face are tight.
3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. CAUTION: Make sure main power is off.
4. Allow a 24-hour “breaking-in” period. Most noise associated with a new fan disappear during this time.
5. If using an optional light kit, make sure the screws securing the glassware are tight, check lamp and make sure it is snug and not touching the glass.
6. Some fan motors are sensitive to signals from solid-state variable speed control. If you have installed this type of control, your ceiling fan and that control may not be compatible.
7. Make sure the ceiling canopy is short distance from the ceiling. It should not touch the ceiling.

#### Fan wobbles while running:

1. Check that all blade and blade arm screws are secure.
2. Most fan wobbling problems are caused when blade level 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”.
3. Use the enclosed blade balance kit if the blade wobble is still noticeable.
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.

## 17. SPECIFICATIONS

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
56"	Low	120					11.78 kgs	13.78 kgs	1.75'
	Medium	120							
	High	120							

These are approximate measures. They do not include Amps and Wattage used by the light kit.