

Crystal Bay™

A Kichler® Decor™ ceiling fan

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

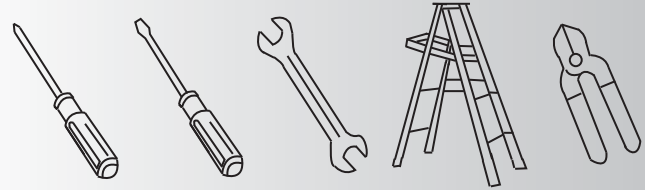
KICHLER
LIGHTING 

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 and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
 3. **WARNING:** 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.
- 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 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. **WARNING:** Use only with light kit marked "Suitable for Use in Wet Locations".
 9. Avoid placing objects in the path of the blades.
 10. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
 11. 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.
 12. After making the electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the ground wire and white (common) wire to one side with the black (load) wire to the other side of the outlet box.
 13. Electrical diagrams are reference only. Light kits 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 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

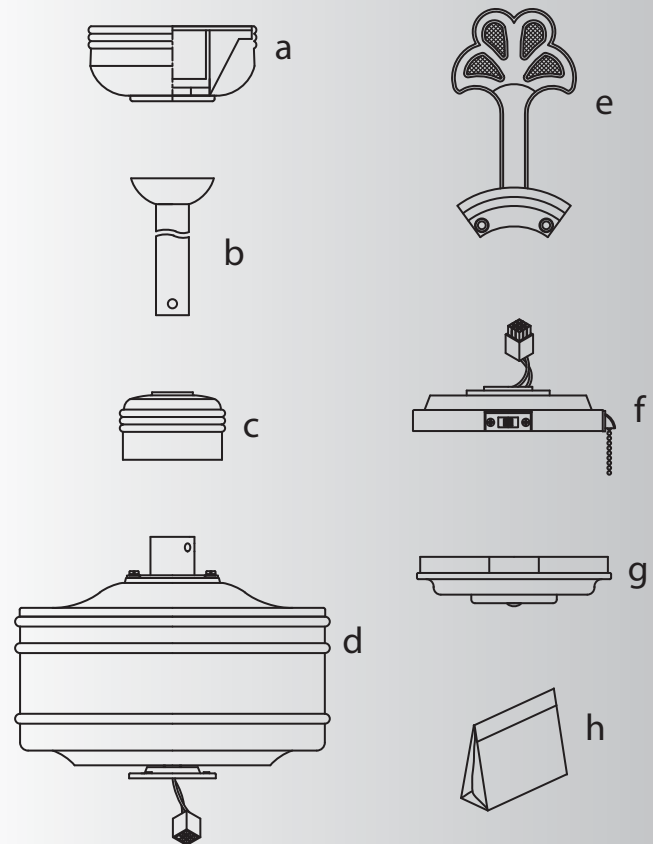
- Philips screw driver
- Blade screw driver
- 11 mm wrench
- Step ladder
- Wire cutters

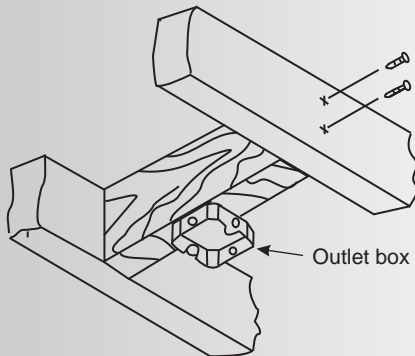
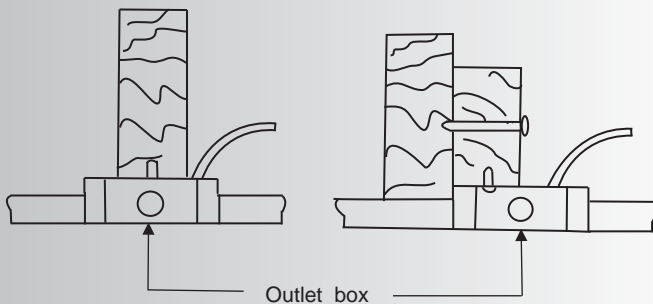
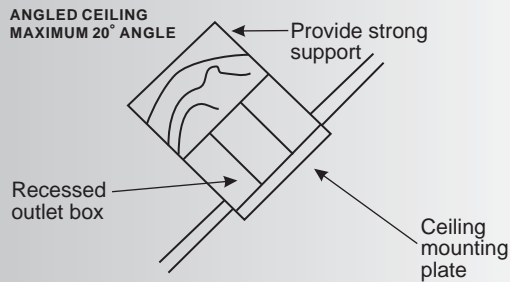
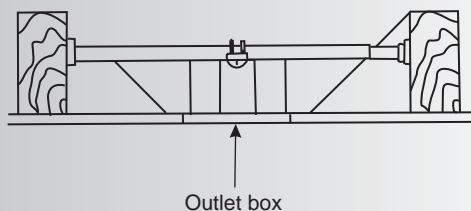


3. PACKAGE CONTENTS

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

- a. Canopy & Ceiling mounting bracket
- b. Ball/downrod assembly
- c. Coupling cover
- d. Fan motor assembly
- e. Set of 5 blade brackets and Pre-Installed mounting screws
- f. Switch housing
- g. Switch housing cover
- i. Part bag contents
 - 1) Mounting hardware:
star washers (2), wire nuts (3),
machine screws (2), washers (2),
screws (2)
 - 2) Safety cable hardware:
wood screw, lock washer, flat washer
 - 3) Pull chain and fob




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 an installation hanger bar as shown in Fig 4.

5. HANGING THE FAN

REMEMBER to turn off the power before you begin.

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

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

Step 2. Remove the ceiling mounting bracket from the canopy by removing (and save) one of the two screws. Loosen the remaining screw by a half turn. (Fig. 5)

Step 3. Pass the 120 volt supply wires from the ceiling outlet box through the center of the ceiling mounting bracket. (Fig. 6)

Step 4. Attach the ceiling mounting bracket to the outlet box using the screws and washers included with the outlet box. (Fig. 6)

Step 5. Remove the hanger ball from the downrod assembly by loosening the set screw, removing the cross pin and sliding the ball off the rod. (Fig. 7)

Step 6. Loosen the two set screws and remove the hitch pin and retaining clip from the coupling on top of the motor assembly. (Fig. 8)

Step 7. Carefully feed the electrical lead wires from the fan up through the downrod. Thread the downrod into the coupling until the Hitch pin holes are aligned.

Next, replace the hitch pin and retaining clip. Tighten both set screws. (Fig. 8)

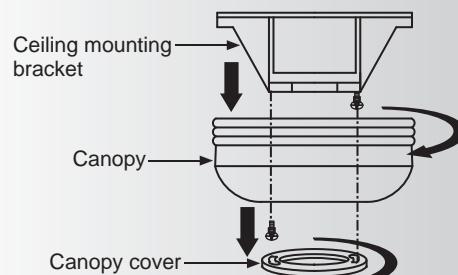


Fig. 5

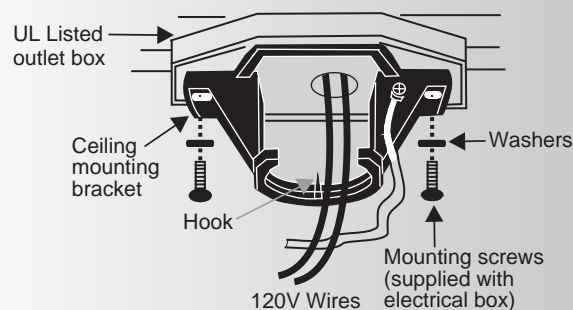


Fig. 6

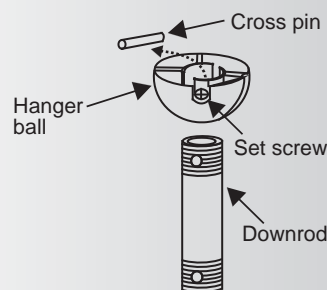


Fig. 7

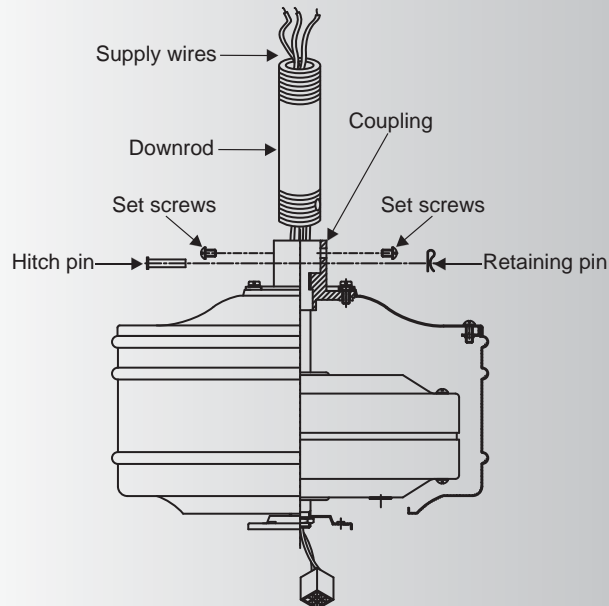
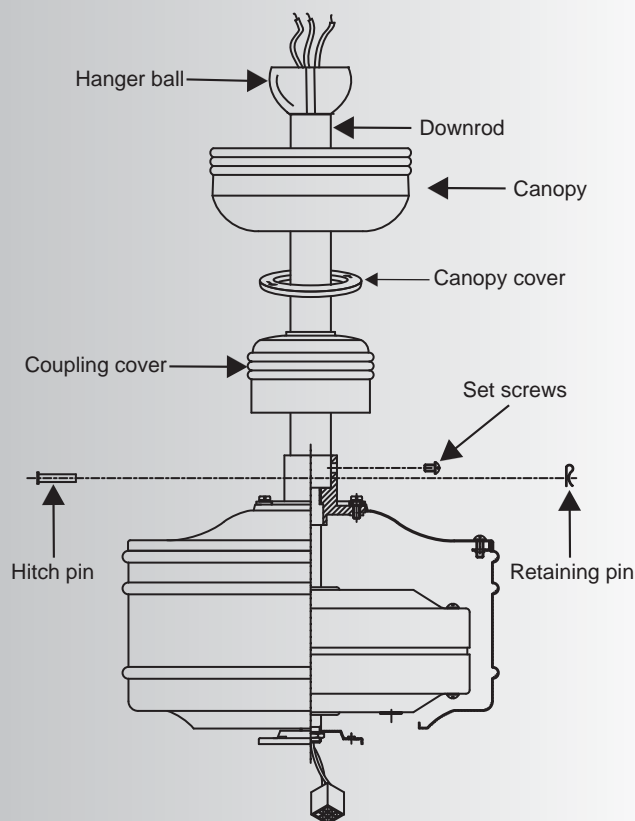
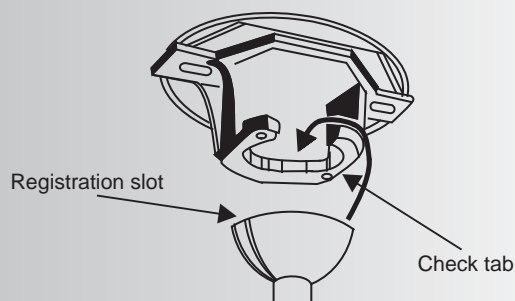


Fig. 8

**Fig. 9****Fig. 10**

Step 8. Slip the coupling cover, canopy cover and canopy onto the downrod. (Fig. 9)

Thread the hanger ball onto the downrod, insert the cross pin previously removed from the ball/downrod assembly through the downrod and tighten. Now tighten the set screw previously loosened. (Fig. 7)

Step 9. Lift the motor assembly into position and place the hanger ball into the ceiling mounting bracket.

Rotate the entire assembly until the "Check Tab" has dropped into the "Registration Slot" and seats firmly. (Fig. 10)

The entire motor assembly should not rotate (left or right) when seated properly.

WARNING: Failure to properly seat the "Check Tab" can damage the ceiling fan during operation.

6. INSTALLATION OF SAFETY SUPPORT (required for Canadian installation ONLY)

A safety support cable is provided to help prevent the ceiling fan from falling.

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

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.

NOTE: Although the safety support cable is required for Canadian installations only. It's a good idea to make the attachment with any installation.

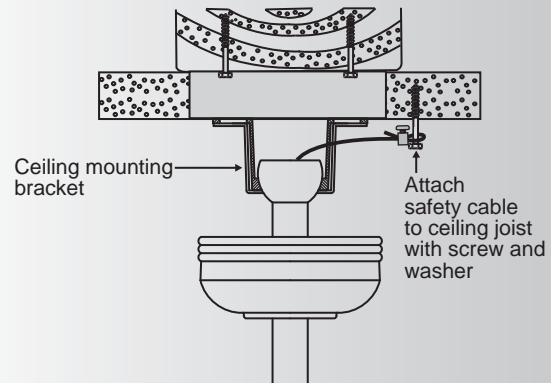


Fig. 11

7. ELECTRICAL CONNECTIONS

WARNING: To avoid possible electrical shock, be sure you have turned off the power at the main circuit panel.

Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan. Secure the connectors with electrical tape. Make sure there are no loose wire strands or connections.

Step 1. Connect the fan supply (black) wire to the black household supply wire as shown in Figure 13.

Step 2. Connect the neutral fan (white) wire to the neutral household (white) wire.

Step 3. Connect the fan ground wire (green) to the household ground wire.

Step 4. After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and the black wires is on the other side.

Step 5. Turn the connecting nuts upward and push the wiring into the outlet box.

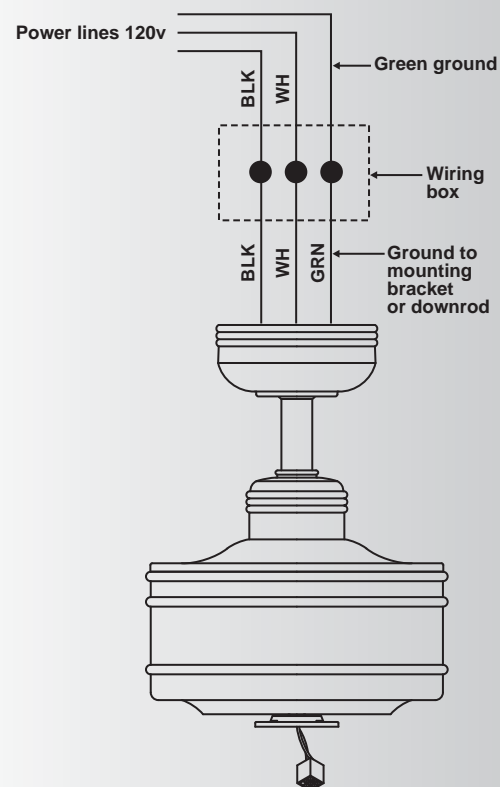
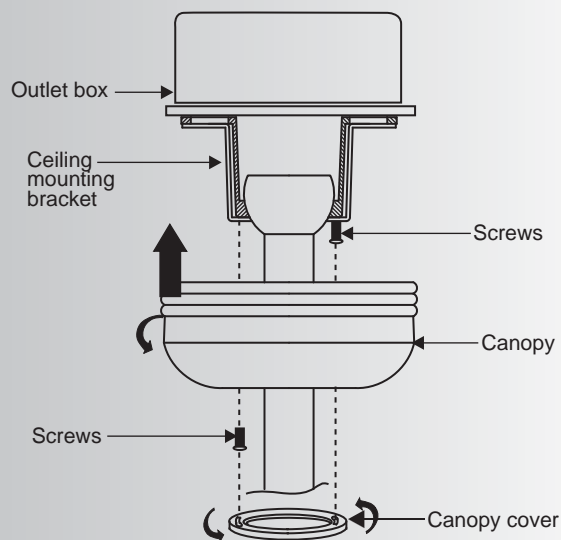


Fig. 12

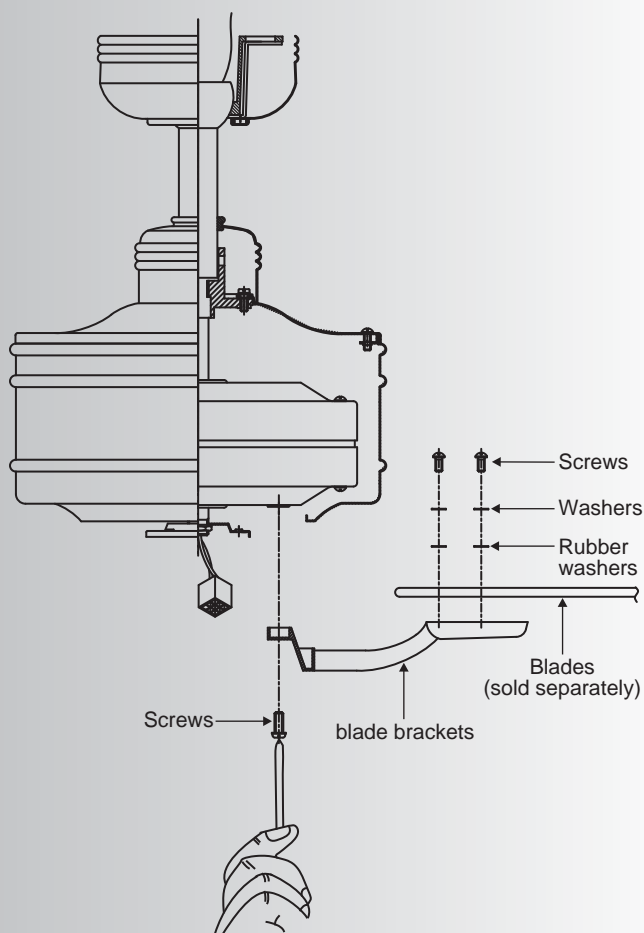

Fig. 13

8. FINISHING THE INSTALLATION

Step 1. Tuck all the connections neatly into the ceiling outlet box.

Step 2. Slide the canopy up to the mounting bracket and place the key hole on the canopy over the screw on the mounting bracket, turn canopy until it locks in place at the narrow section of the key holes.

Step 3. Align the circular hole on canopy with the remaining hole on the hanger bracket, secure by tightening the two set screws. 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.13)


Fig. 14

9. ATTACHING THE FAN BLADES

NOTE: Blade Sets for the model ceiling fan are sold separately. You must use blades specifically designed for this Crystal Bay™ ceiling fan. Any other blades will most likely not fit and fan performance will be unpredictable.

Step 1. Attach a blade to a blade bracket using the screws, metal washers and rubber washers included with the blades. (Fig. 14)

Make sure the blade is straight when set on the blade bracket. Tighten each mounting screw and then repeat this procedure for each blade.

Step 2. Attach each blade assembly to the motor using the "Pre-Installed" mounting screws in the blade bracket. (Fig. 14)

10. INSTALLING THE SWITCH HOUSING

NOTE: Before continuing installation, confirm that the power is still turning off at the main circuit breaker or by removing the correct fuse. Turning the power off using a wall switch is not sufficient to prevent electrical shock.

Step 1. While holding the switch housing under your ceiling fan, push the square wire connectors together. One from the fan and one from the switch housing.

NOTE: These connectors are color coded and will ONLY engage when the colored strips are matched (aligned).

Step 2. Loosen two screws on the mounting ring attached to the motor shaft and "remove" and save the third screw. (Fig. 15)

Step 3. Place the key holes on the switch housing over the 2 screws previously loosened from the mounting ring, turn switch housing until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 15)

Carefully push all the wires into the switch housing.

Step 4. Attach the switch housing cover to the switch housing with the screws provided. Make sure each screw is tight. (Fig. 16)

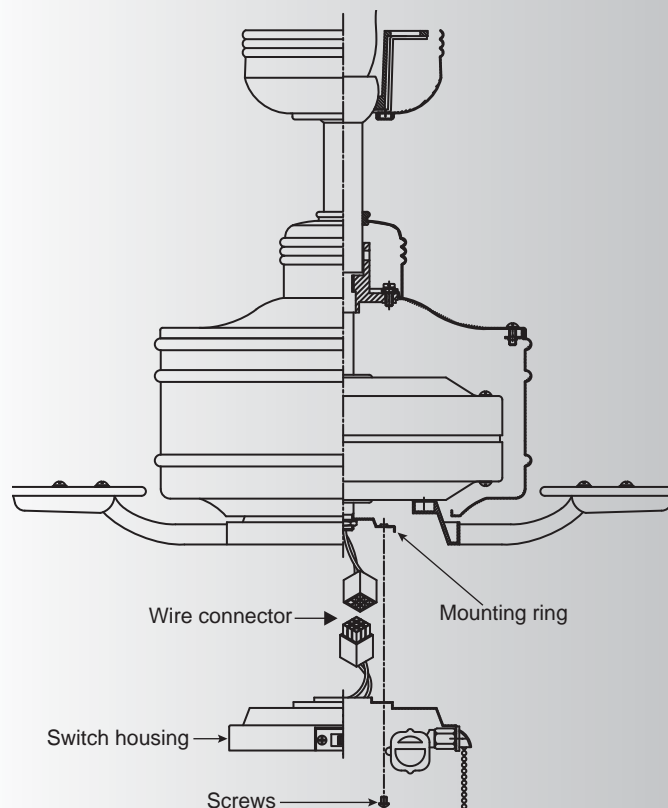


Fig. 15

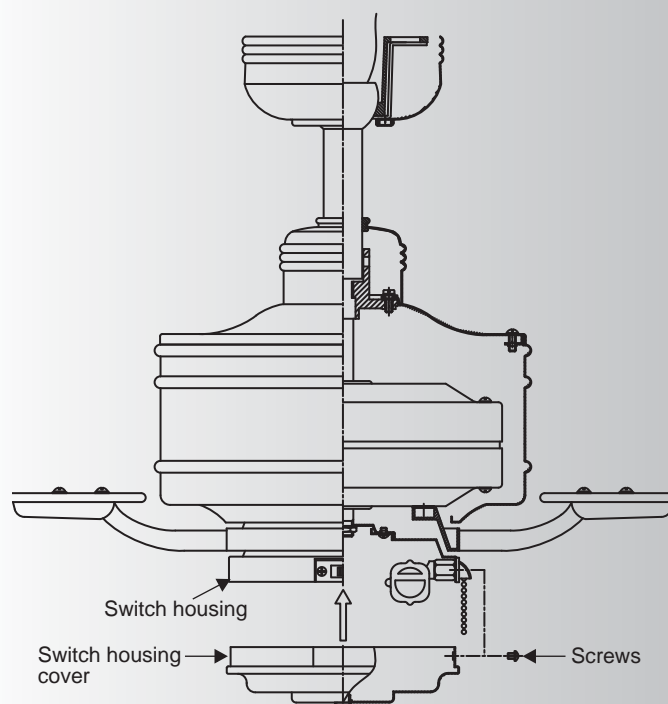
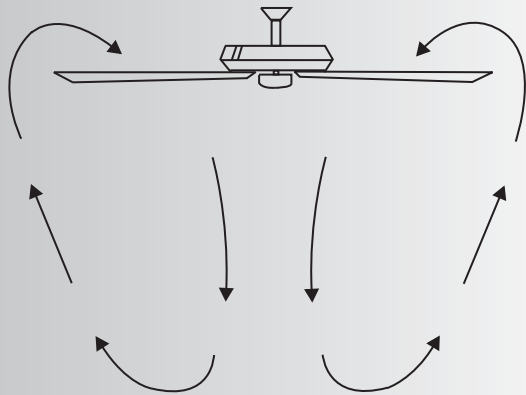
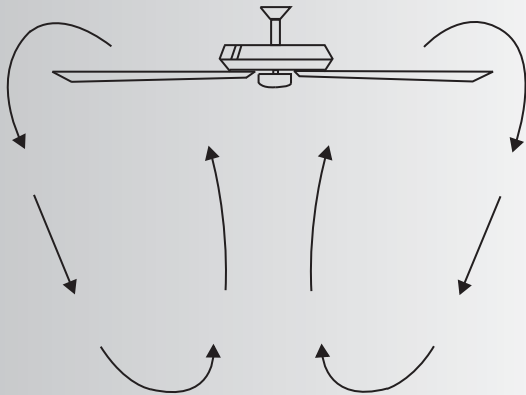


Fig. 16

**Fig. 17****Fig. 18**

11. OPERATING INSTRUCTIONS

Turn the power on and check the operation of your ceiling fan.

The pull chain controls the 3 speeds of your ceiling fan.

1 pull = High, 2 pulls = Medium, 3 pulls = Low and the 4th pull turns the motor off.

The Black Slide Switch on the side of the switch housing controls the direction of the blades "Forward and Reverse"

Warm weather - Forward (counter clockwise)
A downward airflow creates a cooling effect as shown in Fig. 17. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool weather - Reverse (clockwise) An upward airflow moves warm air off the ceiling area as shown in Fig. 18. This allows you to set your heating unit on a cooler setting without affecting your comfort.

12. TROUBLESHOOTING

Problem	Solution
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Fan will not start.	<ol style="list-style-type: none">1. Check that all fuses or circuit breakers are installed or in the ON position.2. Check all electrical connections to insure proper contact. CAUTION: Make sure the main power is OFF when checking any electrical connection.
Fan sounds noisy.	<ol style="list-style-type: none">1. Make sure all motor housing screws are snug.2. Make sure the screws that attach the fan blade bracket to the motor hub is tight.3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. <p>CAUTION: Make sure main power is off.</p> <ol style="list-style-type: none">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. Make sure the light bulbs are not touching any other component.6. Some fan motors are sensitive to signals from solid-state variable speed controls. If you have installed this type of control, choose and install another type of control.7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.
Fan wobble.	<ol style="list-style-type: none">1. Check that all blade and blade arm screws are secure.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".3. Use the enclosed Blade Balancing 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.

WARNING: TO REDUCE THE RISK OF PERSONAL INJURY AND TO INSURE THE PROPER OPERATION OF YOUR CEILING FAN. NEVER ATTACH THE BLADE ASSEMBLIES UNTIL THE CEILING FAN HAS BEEN MOUNTING ON THE CEILING. DO NOT BEND THE BLADE ARMS WHILE INSTALLING, BALANCING OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.

13. SPECIFICATIONS

Performance Data for Blade set 370021

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	CFM/W	N.W.	G.W.	C.F.
52"	High	120	0.47	54.0	189	5555	103	8.48 kgs	9.20 kgs	1.04'
	Medium	120	0.35	28.5	124	3661	128			
	Low	120	0.22	11.5	74	2062	179			

Performance Data for Blade set 370022

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	CFM/W	N.W.	G.W.	C.F.
52"	High	120	0.47	54.0	181	5570	103	8.48 kgs	9.20 kgs	1.04'
	Medium	120	0.35	28.5	120	3738	131			
	Low	120	0.22	11.5	72	2224	193			

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