

The Loreto Bay™

Snugger Ceiling Fan



Net Weight 11.25 kg (24.8 lbs)

Model No. FPS7840**

OWNER'S MANUAL
READ AND SAVE THESE INSTRUCTIONS



Important Safety Instructions

WARNING: To avoid fire, shock and serious personal injury, follow these instructions.

1. Read your owner's manual and safety information before installing your new fan. Review the accompanying assembly diagrams.
2. Before servicing or cleaning unit, switch power off at service panel and lock service panel disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.
3. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
4. Do not insert anything into the fan blades while the fan is operating.
5. Do not operate reversing switch until fan blades have come to a complete stop.

Additional Safety Instructions

1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
2. All wiring and installation procedures must satisfy National Electrical Codes (ANSI/ NFPA 70-1999) and Local Codes. The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
3. The fan base must be securely mounted and capable of reliably supporting at least 35 lbs. See page 4 of owner's manual for support requirements. Consult a qualified electrician if in doubt.
4. The fan must be mounted with the fan blades at least 7 feet from the floor to prevent accidental contact with the fan blades.
5. Follow the recommended instructions for the proper method of wiring your ceiling fan. If you do not have adequate electrical knowledge or experience, have your fan installed by licensed electrician.
6. Suitable for use with solid-state speed controls.

WARNING: TO REDUCE THE RISK OF SHOCK, THIS FAN MUST BE INSTALLED WITH AN ISOLATING WALL CONTROL/SWITCH.

WARNING: This product is designed to use only those parts supplied with this product and/or accessories designated specifically for use with this product. Using parts and/or accessories not designated for use with this product could result in personal injury or property damage.

WARNING: To reduce the risk of personal injury, do not bend the blade bracket (flange or blade holder) when installing the brackets, balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

LIMITED LIFETIME WARRANTY

Extends to the original purchaser of a Fanimation Fan

1. **LIMITED LIFETIME MOTOR WARRANTY** - If any part of your fan motor fails, due to a defect in materials or workmanship during the lifetime of the original purchaser, Fanimation will provide the replacement part free of charge, when the defective fan is returned to our national service center. Proof of purchase is required. Customer shall be responsible for all costs incurred in the removal or reinstallation and shipping of the product for repairs or replacement.
2. **ONE YEAR MOTOR LABOR WARRANTY** - If your fan motor fails at any time within one year from the original purchase, due to defects in materials or workmanship, labor to repair the motor will be provided free of charge at our national service center. Purchaser will be responsible for labor charges after this one-year period. Customer shall be responsible for all costs incurred in the removal or reinstallation and shipping of the product for repairs or replacement.
3. If any other part of your fan fails at any time within one year after original purchase, due to a defect in materials or workmanship, we will repair, or replace, at our option, the defective part free of charge for parts and labor performed at our national service center.
4. Because of varying climate conditions, this warranty does not cover changes in the finish, including rusting, pitting, corroding, tarnishing, or peeling.
5. This warranty is void and does not apply to damage from improper installation, neglect, accident, misuse, exposure to extremes of heat or humidity, or as a result of any modification to the original product.
6. All costs of removal and reinstallation of the fan are the sole responsibility of the owner of the fan and not the store that sold the fan or Fanimation.
7. Fanimation reserves the right to modify or discontinue any product at any time and may substitute any part under this warranty.
8. Under no circumstances may a fan be returned without prior authorization from Fanimation. The receipt of purchase must accompany authorized returns and must be sent freight prepaid to Fanimation. The fan to be returned must be properly packed to avoid damage in transit; Fanimation will not be responsible for any damage resulting from improper packaging.
9. It is understood that any repair or replacement is the exclusive remedy available from Fanimation. There is no other expressed or implied warranty. Fanimation hereby disclaims any and all implied warranties, including, but not limited to those of merchantability and fitness for a particular purpose to the extent permitted by law. Some states do not allow limitations on implied warranties. Fanimation will not be liable for incidental, consequential, or special damages arising out of or in conjunction with product use or performance, except as may otherwise be accorded by law. This warranty gives you special legal rights and you may also have other rights that vary from state to state.
10. A certain amount of wobble is normal and should not be considered a problem or a defect.

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This Manual is Designed to Make it as Easy as Possible for You to Assemble, Install, Operate, and Maintain Your Ceiling Fan

Tools Needed for Assembly

- One Phillips head screwdriver
- One wire stripper
- One stepladder
- Three wire connectors (supplied)
- One ¼" blade screwdriver

⚠ WARNING

Before assembling your ceiling fan, refer to section on proper method of wiring your fan (page 4). If you feel you do not have enough wiring knowledge or experience, have your fan installed by a licensed electrician.

Materials

Wiring outlet box and box connectors must be of type required by local code. The minimum wire would be a 3-conductor (2-wire with ground) of the following size:

<u>Installed Wire Length</u>	<u>Wire Size A.W.G.</u>
Up to 50 ft.	14
50 - 100 ft.	12

NOTE: Place the parts from the loose parts bags in a small container to keep them from being lost. If any parts are missing, contact your local retailer.

Unpacking Instructions

For your convenience, check-off each step. As each step is completed, place a check mark. This will ensure that all steps have been completed and will be helpful in finding your place should you be interrupted.

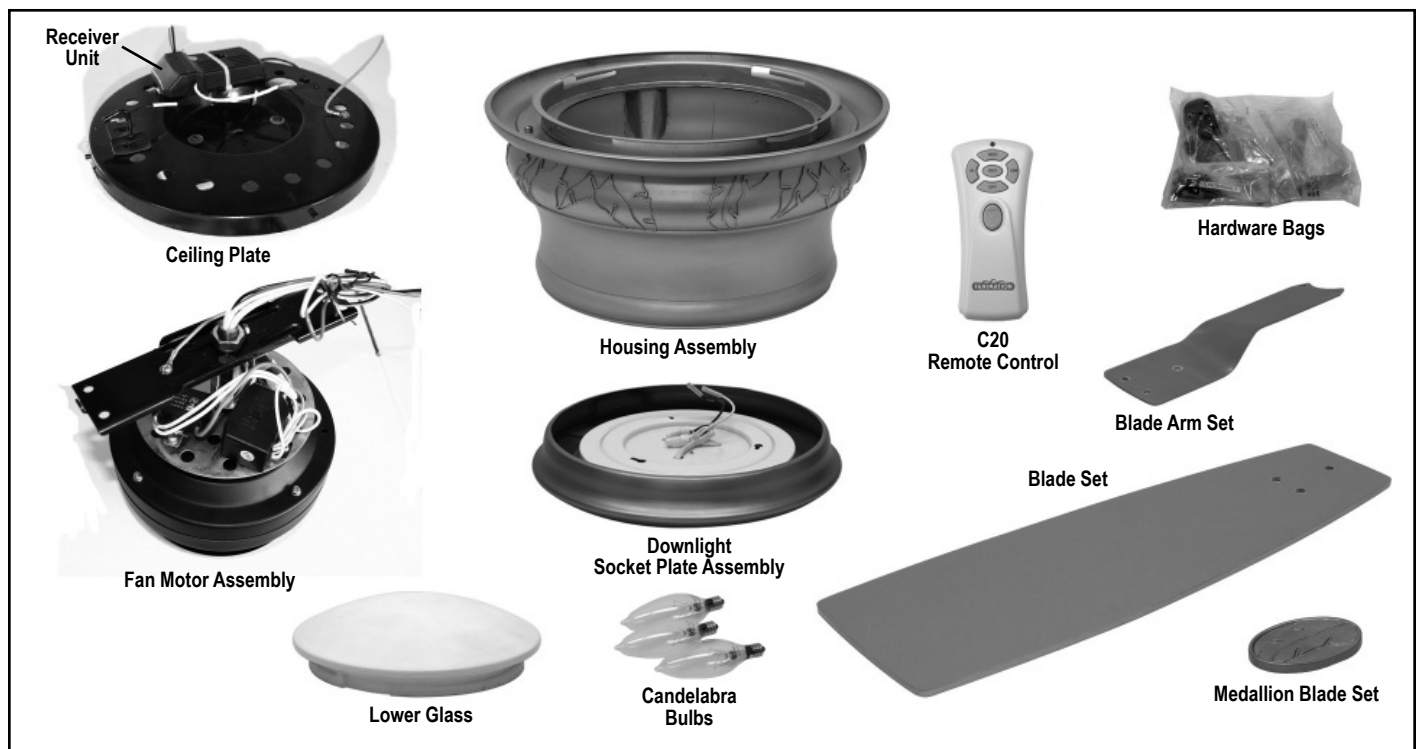
⚠ WARNING

Do not install or use fan if any part is damaged or missing. This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Fanimation. Substitution of parts or accessories not designated for use with this product by Fanimation could result in personal injury or property damage. Contact your retail store for missing or damaged parts.

- Fan Motor Assembly
- Ceiling Plate with mounting screws & lockwashers (4)
- Housing Assembly
- Hanger Bracket
- Downlight Socket Plate Assembly
- Candelabra Bulbs (3)
- Lower Glass
- Blade Arm Set
- Blade Set
- Medallion Blade Set
- C20 Remote Control
- Receiver Unit
- Hardware bags:
 - 3/16-24 x 13mm screws with washer head (21)
 - Fiber washers (21)
 - 5/32-32 x .375" screws with lockwashers (3)
 - ¼-20 x ½" screws with lockwashers (11)
 - Wire nuts (4)
 - Balance Kit
 - Phillips screwdriver, 4"

1. Check to see that you have received the following parts:

NOTE: If you are uncertain of part description, refer to exploded view illustration. (Figure 1, page 13)



Energy Efficient Use of Ceiling Fans

Ceiling fan performance and energy savings rely heavily on the proper installation and use of the ceiling fan. Here are a few tips to ensure efficient product performance.

Choosing the Appropriate Mounting Location

Ceiling fans should be installed, or mounted, in the middle of the room and at least 7 feet above the floor and 18 inches from the walls. If ceiling height allows, install the fan 8 - 9 feet above the floor for optimal airflow. Consult your Fanimation Retailer for optional mounting accessories.

Turn Off When Not in the Room

Ceiling fans cool people, not rooms. If the room is unoccupied, turn off the ceiling fan to save energy.

Using the Ceiling Fan Year Round

Summer Season: Use the ceiling fan in the counter-clockwise direction. The airflow produced by the ceiling fan creates a wind-chill effect, making you "feel" cooler. Select a fan speed that provides a comfortable breeze, lower speeds consume less energy.

Winter Season: Reverse the motor and operate the ceiling fan at low speed in the clockwise direction. This produces a gentle updraft, which forces warm air near the ceiling down into the occupied space. Remember to adjust your thermostat when using your ceiling fan - additional energy and dollar savings could be realized with this simple step!

Electrical and Structural Requirements

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit. The outlet box must be securely anchored and capable of withstanding a load of at least 50 lbs. **Figure 1** depicts different structural configurations that may be used for mounting the outlet box.

⚠ WARNING

To reduce the risk of fire, electrical shock, or personal injury, mount fan to outlet box marked acceptable for fan support of 22.7 kg (50 lbs) or less. Use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

If your fan is to replace an existing light fixture, turn electricity off at the main fuse box at this time and remove the existing light fixture.

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

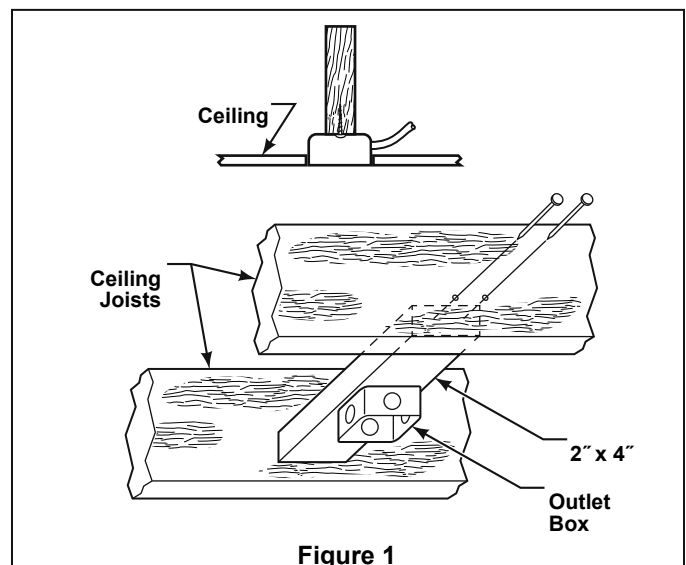


Figure 1

⚠ WARNING

To avoid fire or shock, follow all wiring instructions carefully. Any electrical work not described in these instructions should be done or approved by a licensed electrician.

How to Hang Your Ceiling Fan

⚠ WARNING

The fan must be hung with at least 7' of clearance from floor to blades (Figure 1)

⚠ WARNING

To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before hanging.
NOTE: If you are not sure if the outlet box is grounded, contact a licensed electrician for advice, as it must be grounded for safe operation.

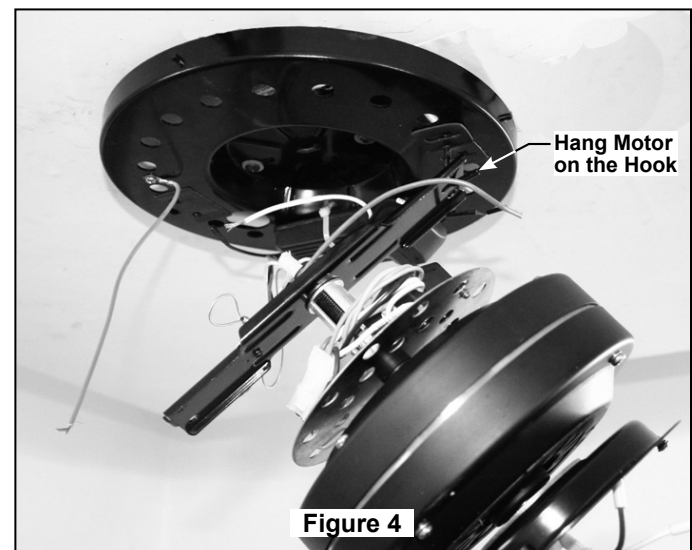
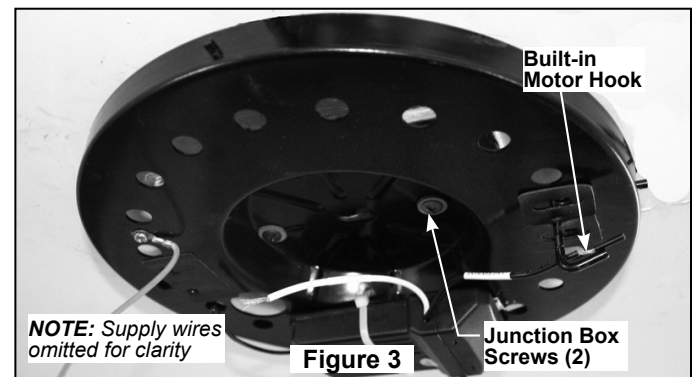
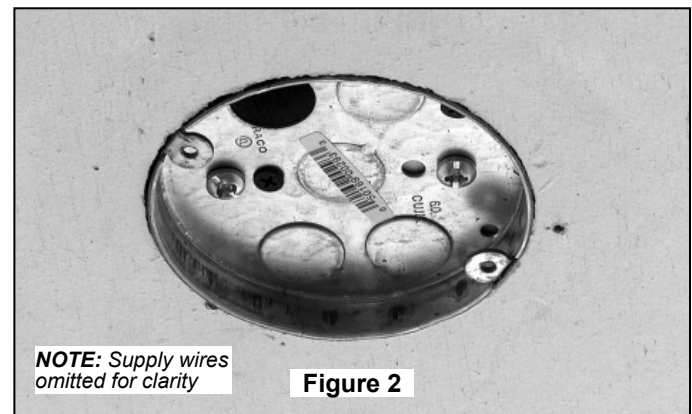
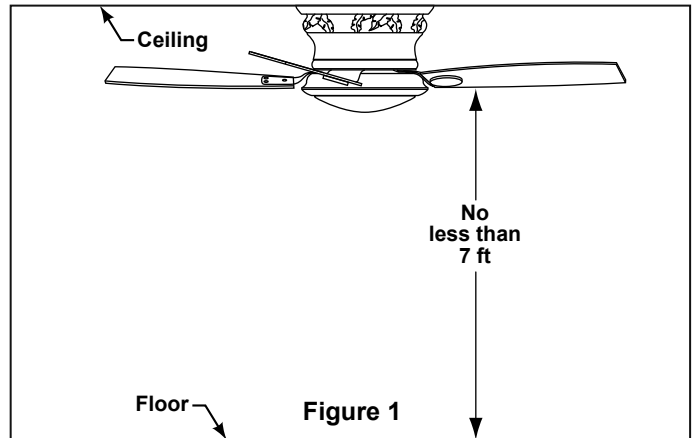
⚠ WARNING

It is critical that the outlet box and the screws are securely anchored to the building structure and capable of withstanding a load of at least 50 lbs. Failure to verify that the screws are properly installed could result in the fan falling. (Figure 2)

1. Securely attach the ceiling junction box **acceptable for ceiling support** into the building structure. (Figure 2)

2. Securely attach the ceiling plate to the ceiling junction box as shown. (Figure 3)

3. Hang the Motor Assembly as shown. (Figure 4) You can now proceed with the electrical wiring of your fan.



How to Wire Your Ceiling Fan - C20 Remote Control

If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

⚠ WARNING

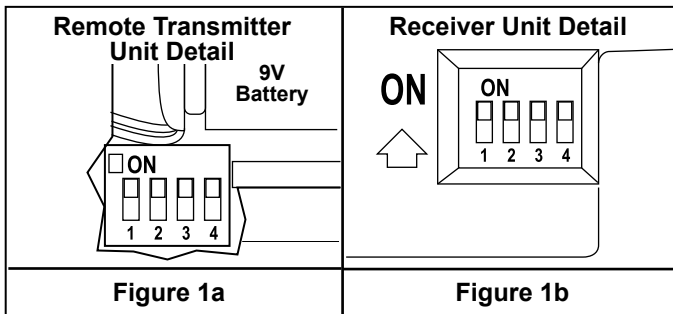
To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

NOTE: If you are not sure if the outlet box is grounded, contact a licensed electrician for advice, as it must be grounded for safe operation.

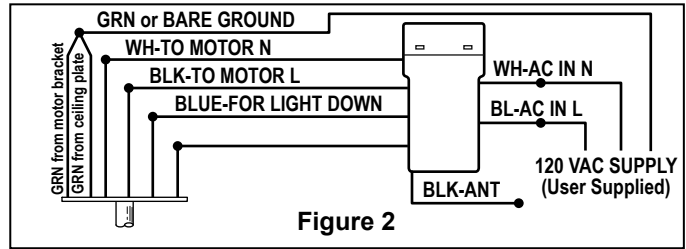
1. Setting the Code: The remote unit has 16 different code combinations. To prevent possible interference from or to other remote units such as garage door openers, car alarm or security systems, simply change the combination code in your transmitter and receiver. To set the code, perform these steps.

- **Transmitter:** remove battery cover. Press firmly below arrow and slide battery cover off. Slide code switches to your choice of up or down position. Factory setting is all up. Do not use this position. With a small screwdriver or ball point pen slide firmly up or down (Figure 1a). Replace battery cover on the transmitter.

- **Receiver:** Slide code switches to the same positions as set on your transmitter (Figure 1b).



NOTE: If fan or supply wires are different colors than indicated, have this unit installed by a qualified electrician.



2. Connecting Receiver Wires:

- Connect wires as indicated: (Figure 3)
 - Green Ceiling Plate and Motor Bracket wires to BARE (ground) wire.
 - BLACK Receiver Unit wire (AC IN L) to BLACK supply wire.
 - WHITE Receiver Unit wire (AC IN N) to WHITE supply wire.
 - WHITE Receiver Unit wire (TO MOTOR N) to WHITE fan wire.
 - BLACK Receiver Unit wire (TO MOTOR L) to BLACK fan wire.
 - BLUE Receiver Unit wire (FOR UP/DOWN LIGHT) to BLUE light wire.
- Position all connected wires and receiver antenna to allow installation of motor assembly.

3. After making the wire connections, the wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the ceiling plate and the ungrounded conductor on the other side of the ceiling plate.

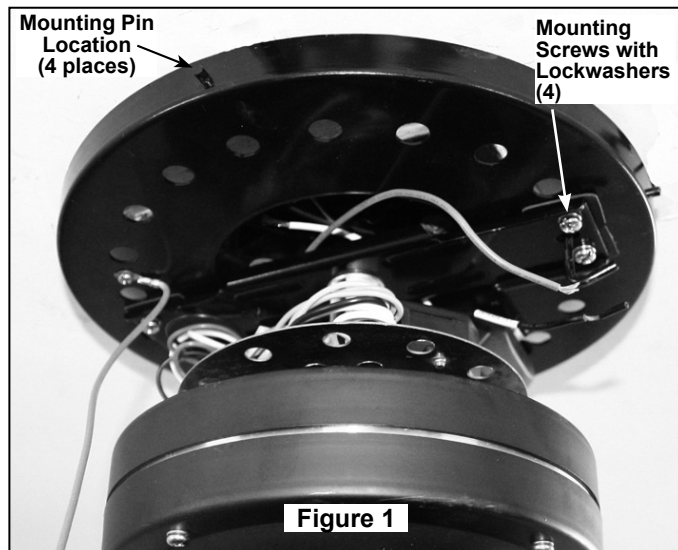
⚠ WARNING

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. Do not operate fan until the blades is in place. Noise and fan damage could result.

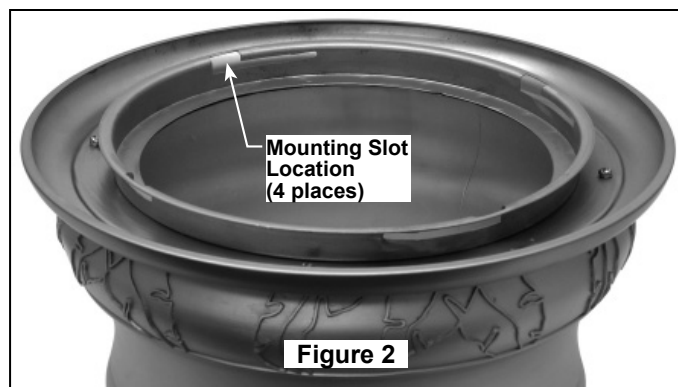
How to Assemble Your Ceiling Fan

NOTE: This step is applicable *after* the necessary wiring is completed. (see page 6)

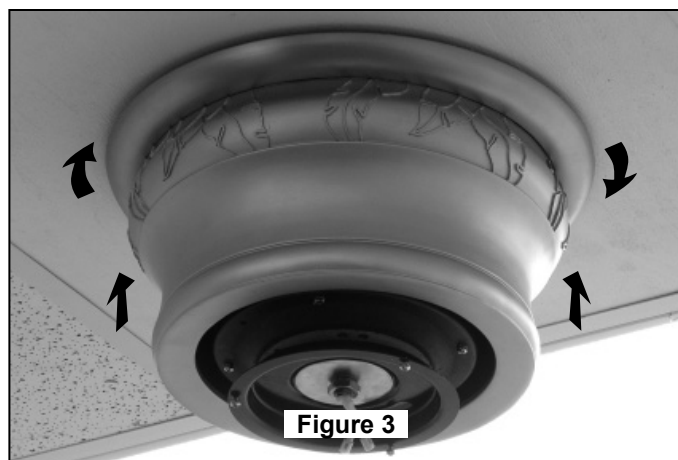
1. Fasten the Motor Assembly to the Ceiling Plate with supplied screws with lockwashers as shown. (Figure 1)



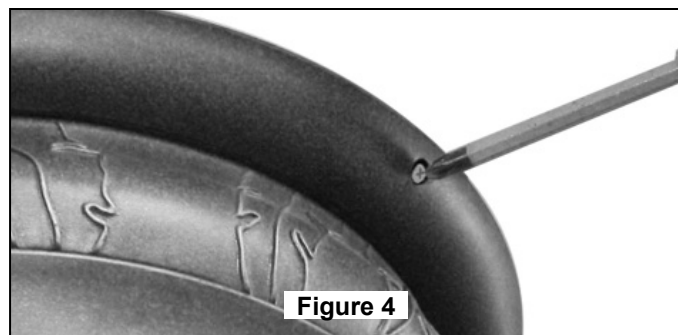
2. Prior to installing the housing assembly, note the location of the corresponding mounting pins on ceiling plate (Figure 1) and the mounting slots on the housing assembly (Figure 2).



3. Carefully secure the housing assembly onto the mounting pins on ceiling plate with the upward-clockwise, quarter-turn twist (Figure 3).

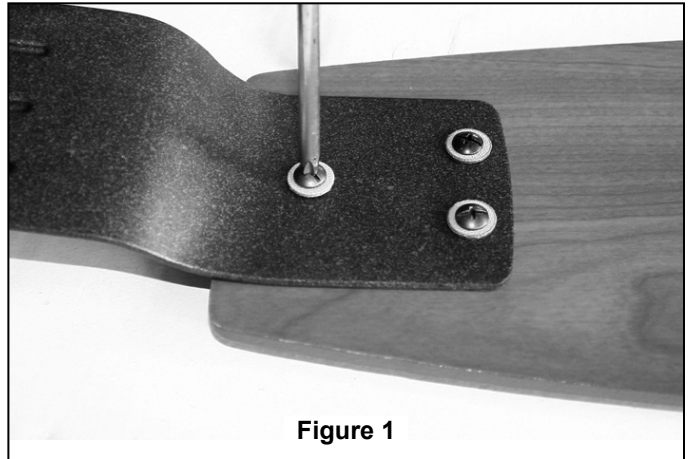


4. Secure the housing assembly onto the ceiling plate by tightening the set screw (Figure 4).

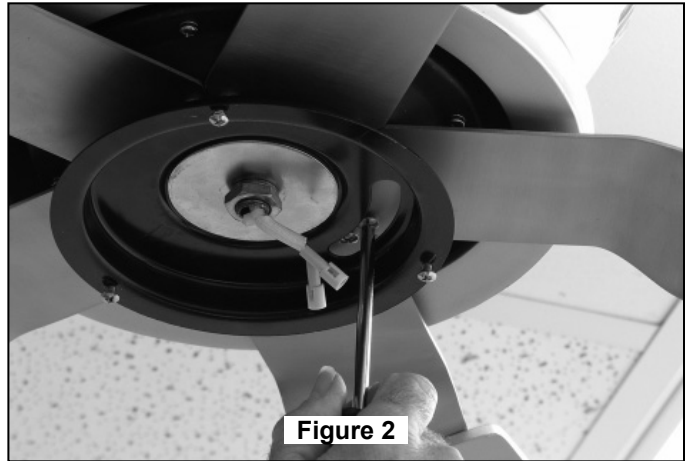


Assembling and Mounting the Fan Blades

1. Lay blade medallion with the threaded posts facing up.
2. Position the blade over the blade medallion with the threaded posts showing through the holes of the blade.
3. Install blade arm to blade medallion, with a Phillips screwdriver, tighten screws with fiber washers. (Figure 1)



4. Attach assembled blades and blade arms to the motor hub using the provided screws and lockwashers. (Figure 2)
5. Make sure the screws securing the blade arms to the motor hub are tight and that the blade arms are properly seated.

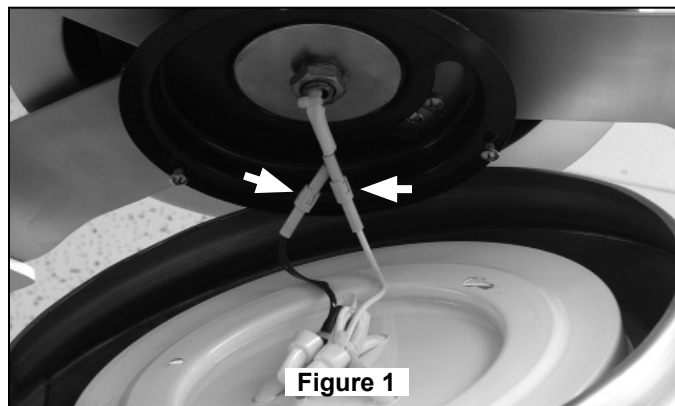


Installing the Downlight Housing Assembly

CAUTION

To avoid possible electrical shock, be sure electricity is turned off before installing downlight assembly.

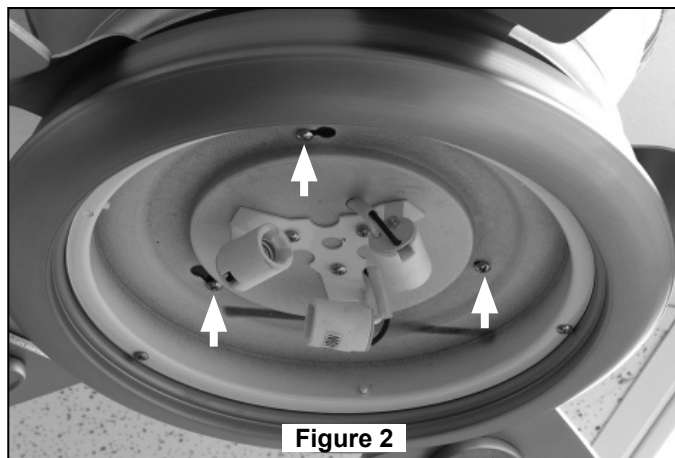
1. Securely attach plugs from motor to sockets on Downlight Socket Plate Assembly (Figure 1)



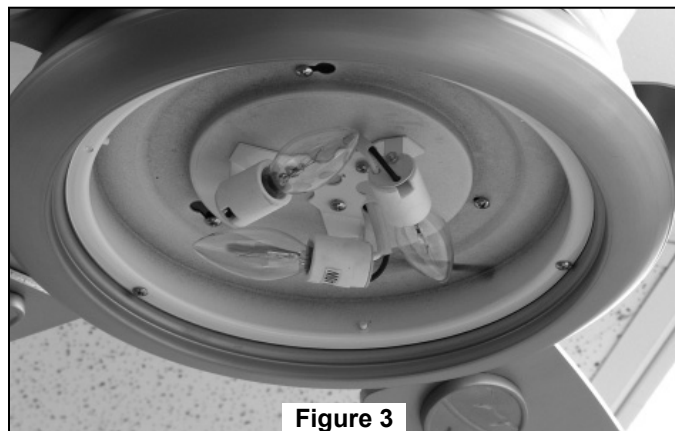
2. Securely attach Downlight Socket Plate Assembly to the Adapter Plate by tightening three screws provided with the fan. (Figure 2)

INSTALLATION NOTE

Be sure to line up the curved slotted holes located on the Downlight Socket Plate. (Figures 2)



3. Install three Candelabra Bulbs (included - 60 watts max) in each of the sockets on the Downlight Socket Plate Assembly. (Figure 3)



IMPORTANT

60 watt bulbs are the maximum wattage allowed to safely operate the fan.

4. Securely attach Lower Glass by twisting clockwise onto the Downlight Socket Plate Assembly. Don't overtighten or force it. (Figure 4)

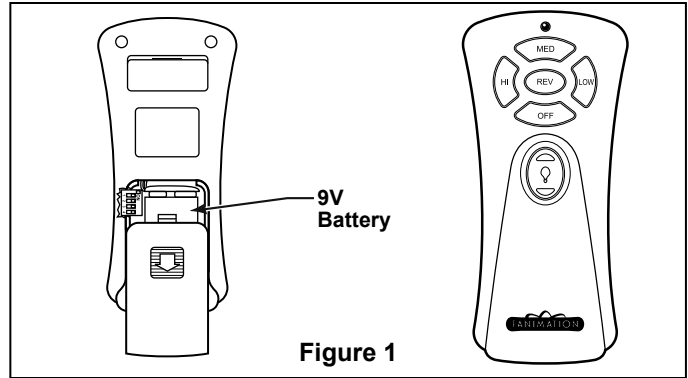
5. You have now completed the assembly of your ceiling fan. Restore electrical power.



Operating Instructions - C20 Remote Control

1. Operating & Using Remote Transmitter (Figure 1):
Install 9 volt battery (If not using for long periods of time, remove battery to prevent damage to transmitter). Store the transmitter away from excess heat or humidity.

- HI Push Button – high fan speed
- MED Push Button – medium fan speed
- LOW Push Button – low fan speed
- REV Push Button – toggles airflow direction
- OFF Push Button – fan off
- Light Push Button – on/off, hold for infinite light level



Maintenance

Periodic cleaning of your new ceiling fan is the only maintenance that is needed.

When cleaning, use only a soft brush or lint free cloth to avoid scratching the finish.

Abrasive cleaning agents are not required and should be avoided to prevent damage to finish.

CAUTION

Do not use water when cleaning your ceiling fan. It could damage the motor or the finish and create the possibility of electrical shock.

Blade Cleaning

Periodic light dusting of the blades is recommended. A feather duster will work best.

Avoid using water, cleansers, or harsh rags, which can warp and ruin the finish.

Trouble Shooting

⚠ WARNING

For your own safety turn off power at fuse box or circuit breaker before trouble shooting your fan.

Trouble	Probable Cause	Suggested Remedy
1. FAN WILL NOT START	<ol style="list-style-type: none">1. Fuse or circuit breaker blown.2. Loose power line connections to the fan, or loose switch wire connections in the switch housing.3. Dead battery in remote control.	<ol style="list-style-type: none">1. Check main and branch circuit fuses or circuit breakers.2. Check line wire connections to fan and switch wire connections in the switch housings. <p>CAUTION: Make sure main power is turned off !</p> <ol style="list-style-type: none">3. Replace with fresh battery.
2. FAN SOUNDS NOISY	<ol style="list-style-type: none">1. Blades not attached to fan.2. Loose screws in motor housing.3. Screws securing fan blade holders to motor hub are loose.4. Wire connectors inside housing rattling.5. Motor noise caused by solid state variable speed control.6. Screws holding blades to blade holders are loose.	<ol style="list-style-type: none">1. Attach blades to fan before operating.2. Check to make sure all screws in motor housing are snug (not over-tight).3. Check to make sure the screws which attach the fan blade holders to the motor hub are tight.4. Check to make sure wire connectors in motor housing are not rattling against each other or against the interior wall of the housing. <p>CAUTION: Make sure main power is turned off !</p> <ol style="list-style-type: none">5. Some fan motors are sensitive to signals from solid-state variable speed controls. Solid-state controls are not recommended, choose an alternative control method.6. Tighten screws securely.

Parts List

Model #FPS7840**

Ref. #	Description	Part #
1	Ceiling Plate with Motor Mounting Screws/Lockwashers (4)	P505201
2	Fan Motor Assembly	AMA7840BL
3	Housing Assembly	AP784001**
4	Blade Arm Set (5)	AP782008**
5	Blade Set (5)	AP782009**
6	Medallion Blade Set (5)	AP784010**
7	Downlight Socket Plate Assembly	AP782004**
8	Candelabra Bulbs (3)	
9	Glass Bowl - twist on	P782007WH
10	Receiver Unit	RECAN355
11	Remote Control	C20
12	<i>Hardware Bags Containing:</i>	HDWFPS7840
	Blade Balance Kit (BALKT)	
	Wire Connectors (4)	
	<i>Blade Mounting Hardware Bag Containing:</i>	HDWBH7840
	1/4-20 x 1/2" Screws with Washer Head (21)	
	Wire Connectors (4)	
	<i>Blade Assembly Mounting Hardware Bag Containing:</i>	HDWBM7840
	3/16-24 x 13mm Screws with Washer Head (21)	
	Fiber Washers (21)	
	Phillips Screwdriver, 4"	

****Insert FINISH CODES (Refer to fan model number located on downrod support)**

Before discarding packaging materials, be certain all parts have been removed

How To Order Parts	
Contact your retail store for repair parts. When ordering repair parts, always give the following information.	<ul style="list-style-type: none"> • Part Number • Part Description • Fan Model Number

The Loreto Bay™ FPS7840** Exploded-View



Figure 1

NOTE: The illustration shown is not to scale or its actual configuration or finishes may vary



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