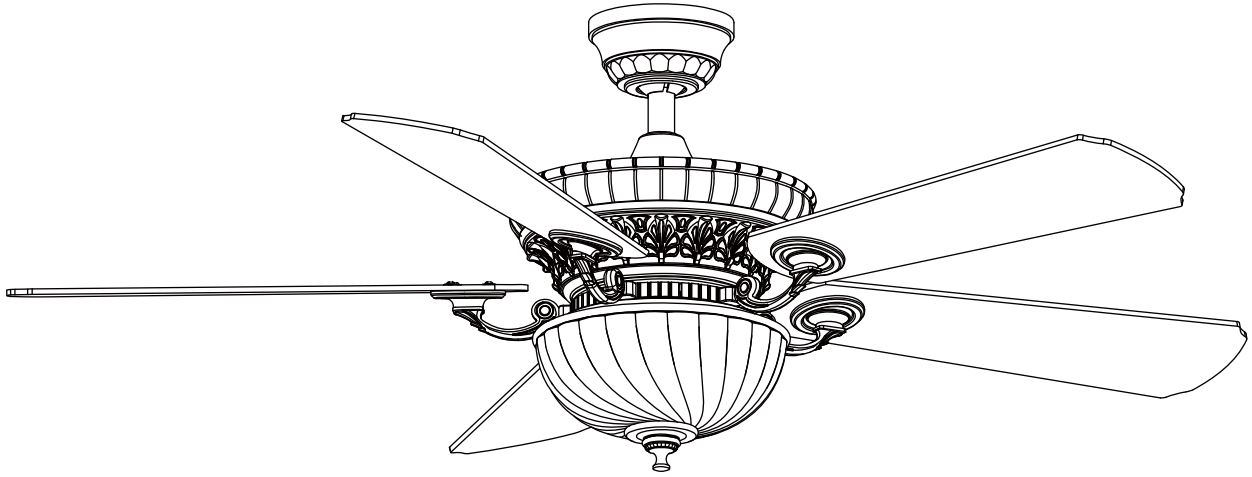


The Ventana™

Ceiling Fan



Finish: SB

Net Weight 11.1 kg. (24.48 lbs.)

Model No. FP8032

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. (fan and accessories not to exceed 35 lbs. or 15.9 kgs.). 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 fire or electric shock, this fan should only be used with Fan Speed Control Part No. UC7067RYL, manufactured by Rhine Electronic Co., Ltd.

WARNING: TO REDUCE THE RISK OF ELECTRIC SHOCK, THIS FAN MUST BE INSTALLED WITH A GENERAL USE, 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.

Table of Contents

Unpacking Instructions	3
Energy Efficient Use of Ceiling Fans	4
Electrical and Structural Requirements	4
How to Assemble Your Ceiling Fan	5
How to Hang Your Ceiling Fan	6
How to Wire Your Ceiling Fan	7
How to Install Your Canopy Housing	8

How to Assembly the Blades & Light Kit	9
How to Operate Your Ceiling Fan	11
Maintenance	12
How to Clean Your Ceiling Fan Blades	12
Trouble Shooting	13
Parts List	14
Exploded-View Illustration	15

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
- One 1/4" blade screwdriver
- Three wire connectors (supplied)

Materials

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

Installed Wire Length		Wire Size A.W.G.	
. t f	0 5	o t	1 U
. t f	0 0	1 - 0	2 1

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.

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.

Unpacking Instructions

For your convenience, check-off boxes are provided next to each step. As each step is completed, place a check mark in the box. This will insure that all steps have been completed and will be helpful in finding your place should you be interrupted.

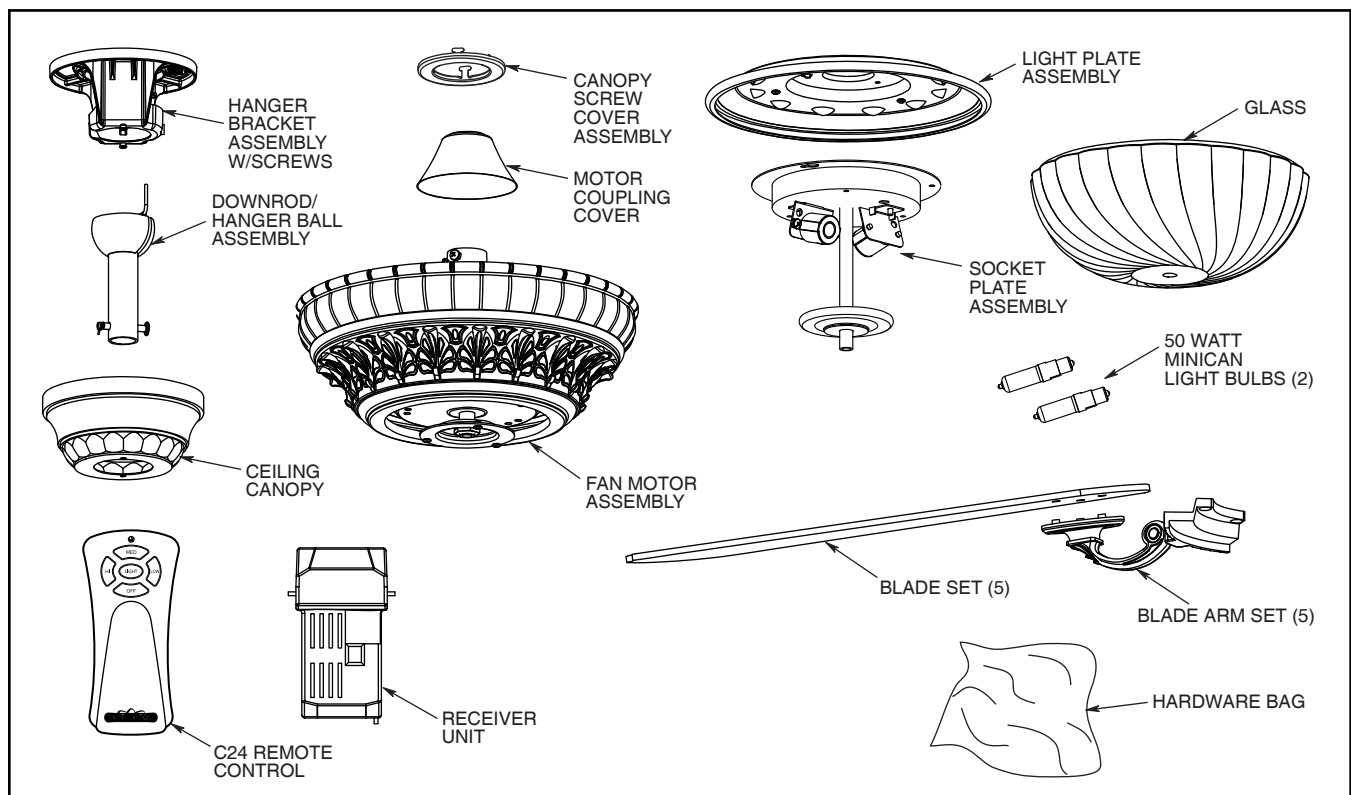
WARNING

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.

- Fan Motor Assembly
- Hanger Bracket Assembly with screws
- Downrod/Hanger Ball Assembly
- Ceiling Canopy
- Canopy Screw Cover Assembly
- Motor Coupling Cover Assembly
- Blade Arm Set (5)
- Blade Set (5)
- Light Plate Assembly
- Socket Plate Assembly
- Two 50W Minican Light Bulbs
- Glass
- C24 Remote Control
- Receiver Unit
- Hardware bags:
 - 3/16-24 x 8mm (blade to blade holder) Washer Head Screw
 - 3/16" Fiber Washer (blade to blade holder)
 - 1/4"-20 x 14mm (blade arm to motor) Pan Head Screw
 - Phillips Screwdriver, 4"
 - Four Wire Connectors
 - Balance Kit

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

NOTE: If you are uncertain of part description, refer to exploded view illustration.



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 counterclockwise 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 15.9 kg (35 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.

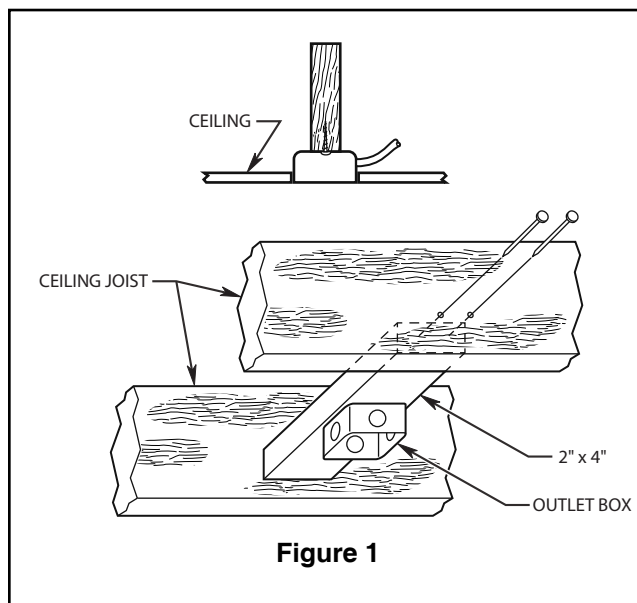


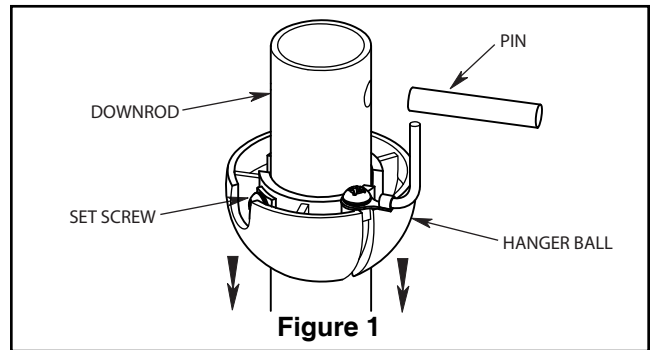
Figure 1

⚠ WARNING

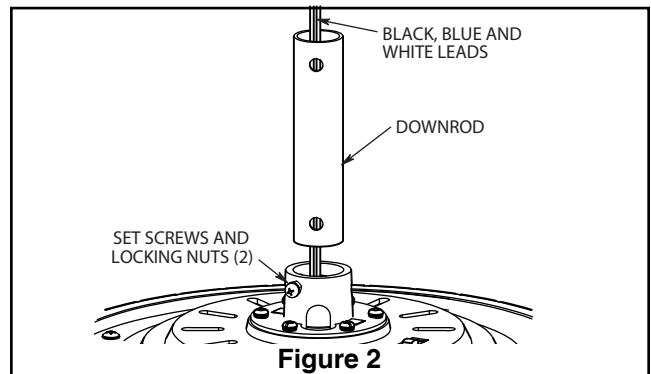
To avoid fire or shock, follow all wiring instructions carefully. Any electrical work not described in these instructions should be done or approved by a licensed electrician.

How to Assemble Your Ceiling Fan

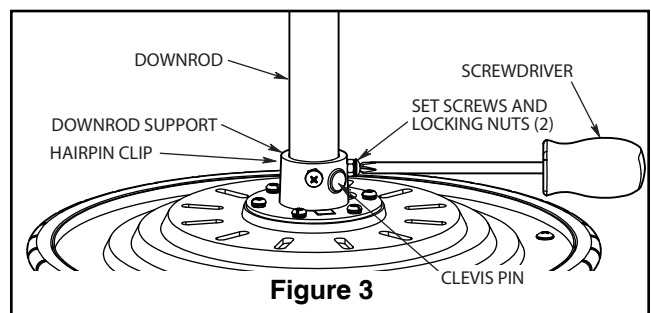
1. Remove the hanger ball portion from the downrod/hangerball assembly by loosening the set screw in the hanger ball until the ball falls freely down the downrod. Remove the pin from the downrod, then remove the hanger ball. Retain the pin and hanger ball for reinstallation in Step 4 (Figure 1).



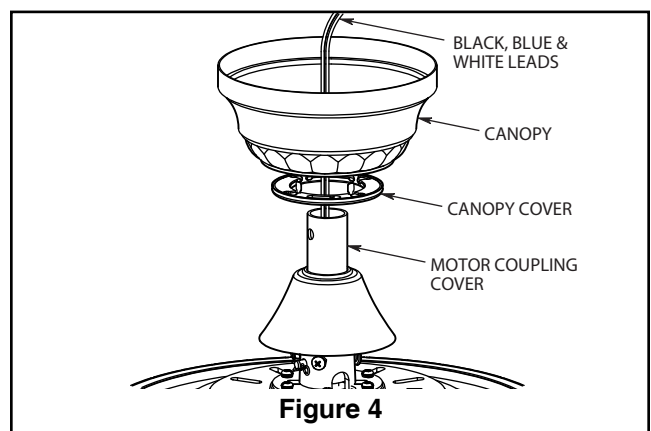
2. Loosen the two set screws in the downrod support. Route black, blue and white lead wires through the downrod (Figure 2).



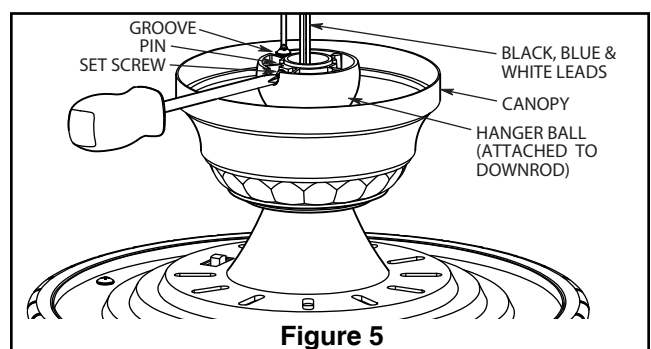
3. Position downrod support and align the clevis pin holes in both parts. Install the clevis pin and secure with the hairpin clip. Tighten the two set screws and locking nuts in the downrod support (Figure 3).



4. Route wires through motor coupling cover, canopy screw cover and canopy (Figure 4).



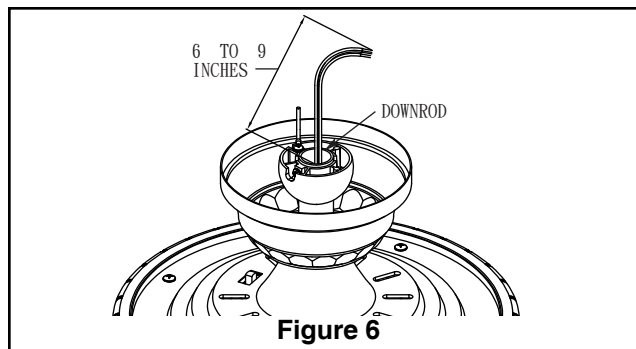
5. Reinstall the hanger ball on the downrod as follows. Route the three 80-inch wires through the hanger ball. Position the pin through the two holes in the downrod and align the hanger ball so the pin is captured in the groove in the top of the hanger ball. Pull the hanger ball up tight against the pin. Securely tighten the set screw in the hanger ball. A loose set screw could create fan wobble (Figure 5).



How to Assemble Your Ceiling Fan (continued)

- ☐ 6. Cut off excess lead wire approximately 6 to 9 inches above top of the top of the downrod. Strip insulation off 1/2-inch from the end of each lead wire (Figure 6).

NOTE: All set screws must be checked, and retightened where necessary, before installation.



How to Hang Your Ceiling Fan

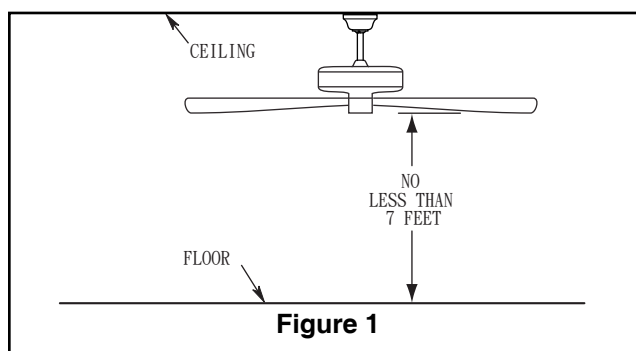
⚠ WARNING

To avoid possible fire or 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 advise, as it must be grounded for safe operation.

⚠ WARNING

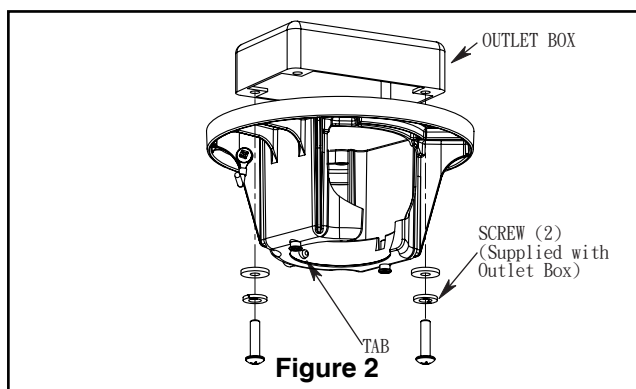
The fan must be hung with at least 7' of clearance from floor to blades (Figure 1).



- ☐ 1. Securely attach the hanger bracket to the outlet box using the outlet box screws and washers supplied with the outlet box (Figure 2).

⚠ WARNING

The outlet box must be securely anchored. Hanger bracket must seat firmly against outlet box. If the outlet box is recessed, remove wall board until bracket contacts box. If bracket and /or outlet box are not securely attached, the fan could wobble or fall.



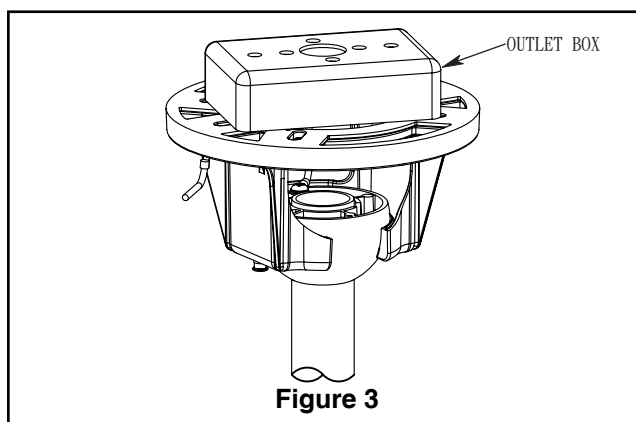
- ☐ 2. Carefully lift the fan and seat the downrod/hanger ball assembly on the hanger bracket that was just attached to the outlet box. Be sure the groove in the ball is lined up with tab on the hanger bracket (Figure 3).

⚠ WARNING

Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.

⚠ WARNING

To avoid possible shock, do not pinch wires between the hanger ball assembly and the hanger bracket.



How to Wire Your Ceiling Fan

WARNING

To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before hanging (Figure 1).

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.

NOTE: The hand-held remote included with this fan has 16 different code combinations. To prevent possible interference from or to other remote units, simply change the combination code in your transmitter and receiver.

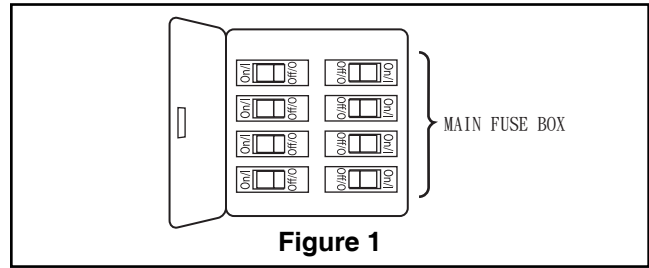


Figure 1

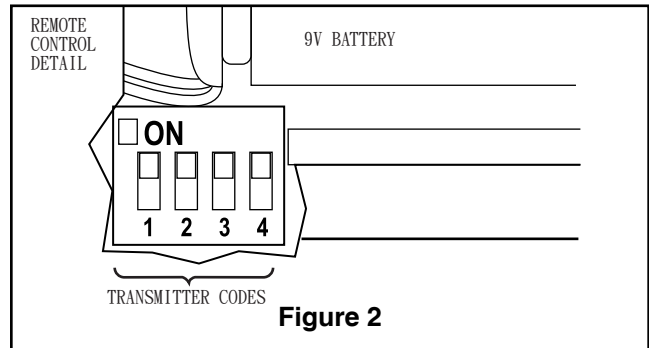


Figure 2

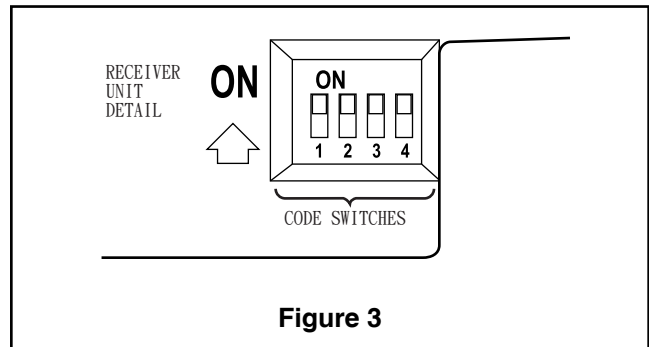


Figure 3

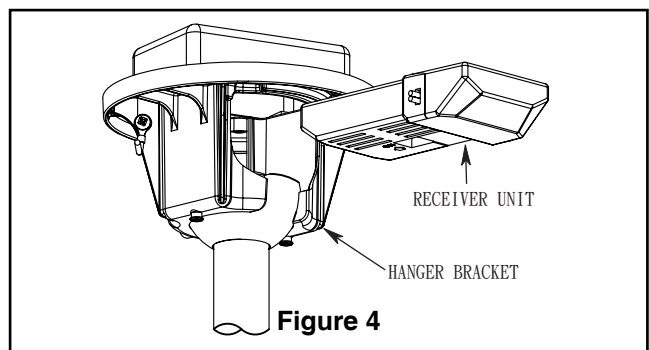


Figure 4

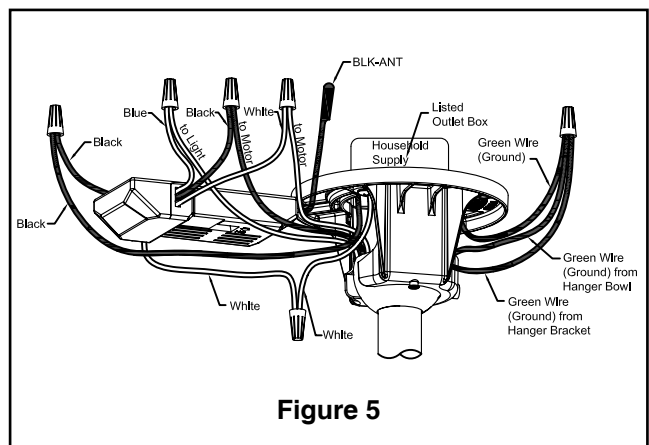


Figure 5

1. To set the transmitter code, remove battery cover by pressing firmly below arrow and sliding 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. Replace battery cover on the transmitter (Figure 2).

2. To set the receiver unit code, slide code switches to the same positions as set on your transmitter (Figure 3).

3. Slide the receiver unit into the open end of the hanger bracket (Figure 4).

4. Connect green wires from hanger bracket and hanger ball to bare (ground) wire using wire connector supplied. Connect black wire from receiver unit marked "AC IN L" to black supply wire using wire connector supplied. Connect white wire from receiver unit marked "AC IN N" to white supply wire using wire connector supplied. Connect white wire from receiver unit marked "TO MOTOR N" to white wire from fan using wire connector supplied with receiver. Connect black wire from receiver unit marked "TO MOTOR L" to black wire from fan using wire connector supplied. Lastly, connect blue wire from receiver to the blue fan light wire using wire connector supplied. Position all connected wires and receiver antenna to allow installation of ceiling canopy (Figure 5).

How to Wire Your Ceiling Fan (continued)

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 are in place. Noise and motor damage could result.

HARDWARE USED:

WIRE
CONNECTORS



x 6

- ☐ 5. After connections have been made, turn leads upward and carefully push leads into the outlet box, with the white and green leads to one side of the box and the black leads towards the other side. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and the ungrounded conductor on the other side of the outlet box (Figure 6).

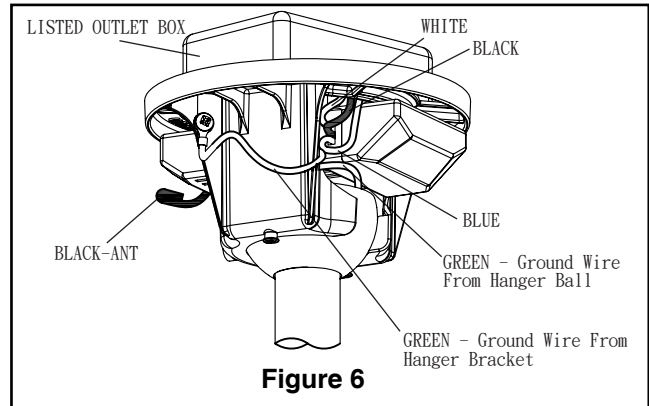


Figure 6

How to Install Your Canopy Housing

- ☐ 1. Remove one of the two shoulder screws in the hanger bracket. Loosen the second shoulder screw without fully removing it. Assemble canopy by rotating key slot in canopy over shoulder screw in hanger bracket. Tighten shoulder screw. Fully assemble and tighten second shoulder screw that was previously removed (Figure 1).

WARNING

To avoid possible fire or shock, make sure that the electrical wires are completely inside the canopy housing and not pinched between the housing and the ceiling.

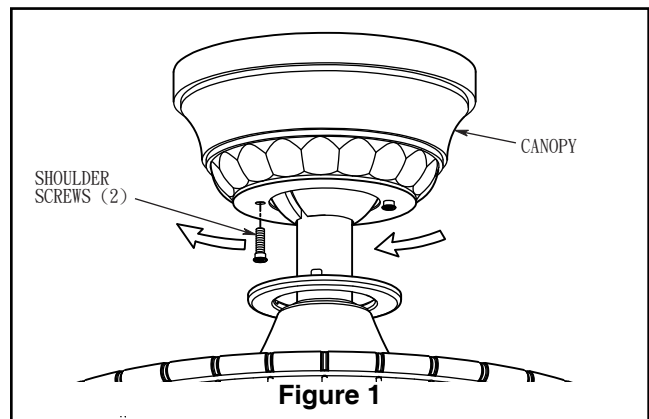


Figure 1

- ☐ 2. Securely attach and tighten the canopy screw cover over the shoulder screws in the hanger bracket utilizing the keyslot twist-lock feature (Figure 2).

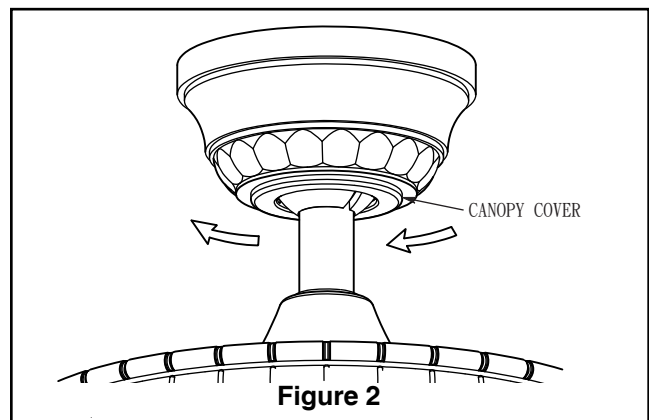


Figure 2

How to Assemble the Blades and Light Kit

1. Position the blade over the blade holder with threaded posts showing. Make sure the bottom edge of the blade is fully seated against the blade arm. With a Phillips screwdriver, tighten 3/16-24 x 8 mm washer head screws and fiber washers to secure the blade to the blade arm (Figure 1).

CAUTION

Do not connect fan blades until the fan is completely installed. Installing the fan with blades assembled may result in damage to the fan blades.

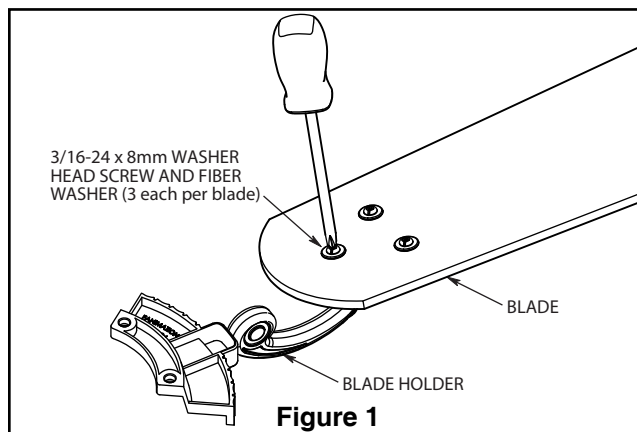


Figure 1

HARDWARE USED:

3/16-24 x 8mm
WASHER HEAD
SCREWS x 16

FIBER WASHER x 16

2. Secure the blade holders to the motor support using the 1/4-20 x 14mm screws through the holes located on the bottom of the motor support (Figure 2).

NOTE: Periodically check blade holder hardware and resecure if necessary.

WARNING

To reduce the risk of personal injury, do not bend the blade holders when installing, balancing the blades or cleaning the fan. Do not insert foreign objects in between the rotating blades.

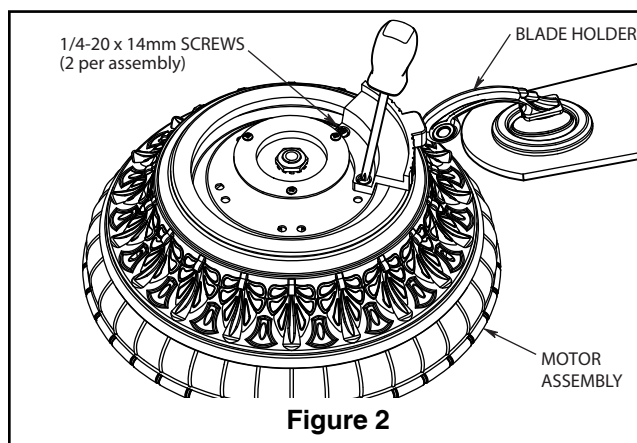


Figure 2

HARDWARE USED:

1/4-20 x 14mm
SCREWS x 11

CAUTION

To reduce the risk of electric shock, disconnect the electrical supply circuit to the fan before installing light kit.

3. Remove one of the three screws in the support bracket at the bottom of the motor assembly. Slightly loosen the remaining two screws. Assemble the light plate assembly to the support bracket using the two key slots in the socket plate. Replace the third screw and securely tighten all three screws (Figure 3).

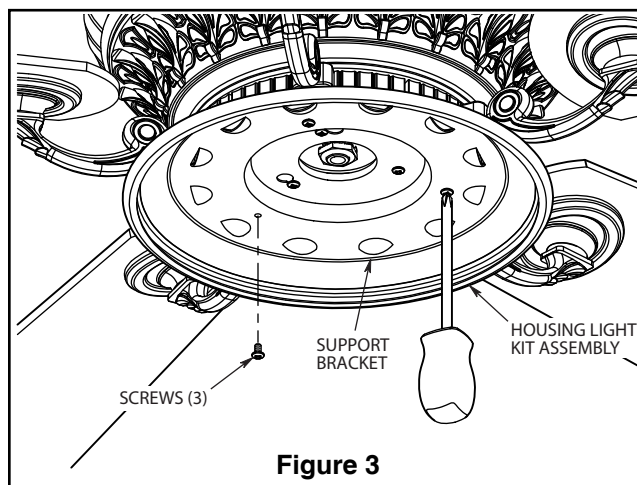
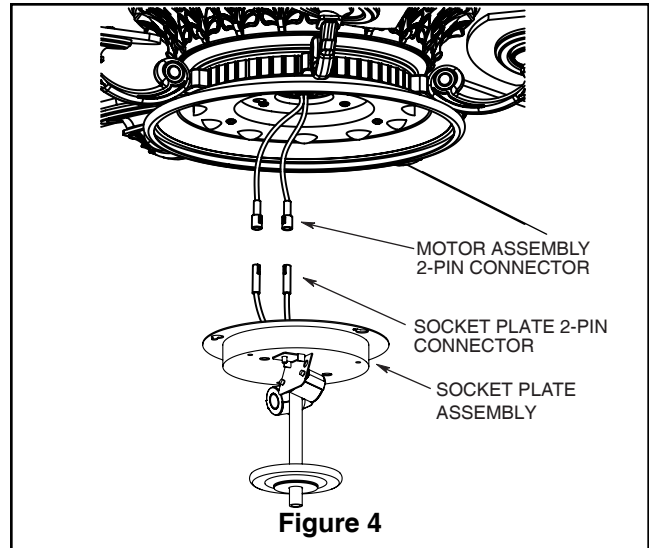


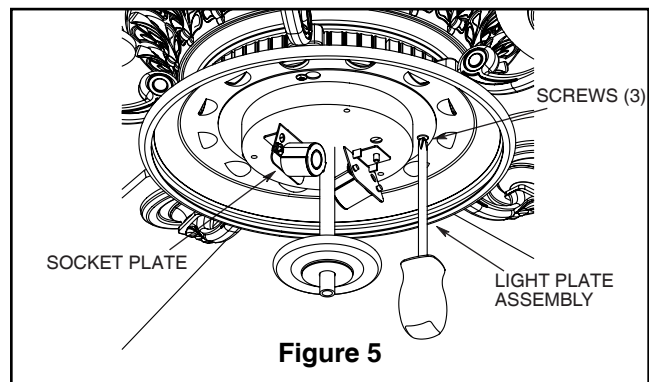
Figure 3

How to Assemble the Blades and Light Kit (continued)

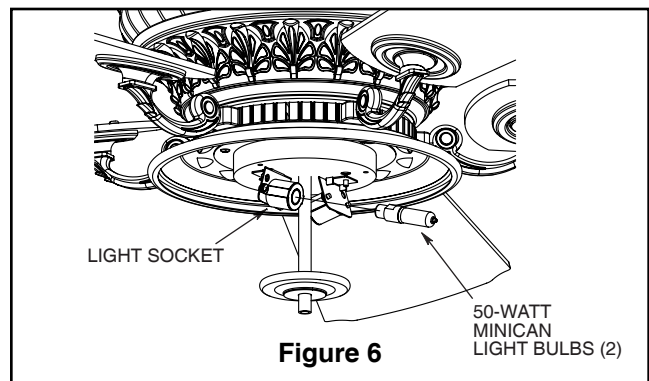
- ☐ 4. Connect the 2-pin connector from the socket plate to 2-pin connector from motor assembly (Figure 4).



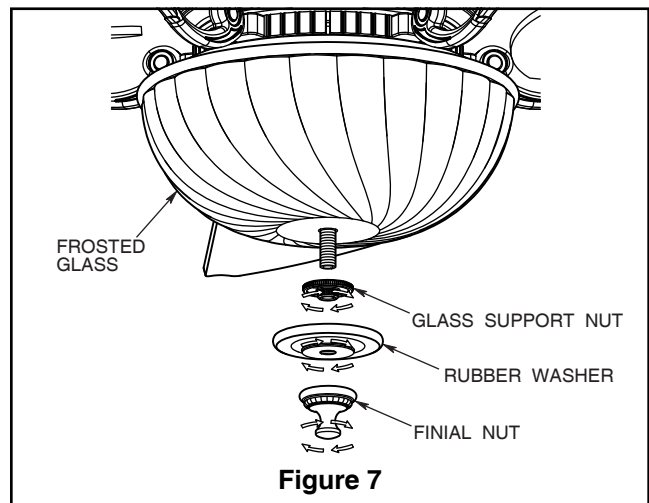
- ☐ 5. Remove one of the three screws in the housing light kit assembly. Slightly loosen the remaining two screws. Assemble the socket plate to the light plate assembly using the two key slots. Replace the third screw and securely tighten all three screws (Figure 5).



- ☐ 6. Insert light bulbs into sockets (Figure 6).



- ☐ 7. Remove finial nut, glass support nut, and rubber washer from threaded post on socket plate. Position glass onto Socket Plate Post and secure with rubber washer and glass support nut. Assemble finial nut onto threaded shaft. Do not over-tighten (Figure 7).



How to Operate Your Ceiling Fan

- ☐ 1. Restore electrical power to the outlet box by turning the electricity on at the main fuse box (Figure 1).

⚠ 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 are in place. Noise and fan damage could result.

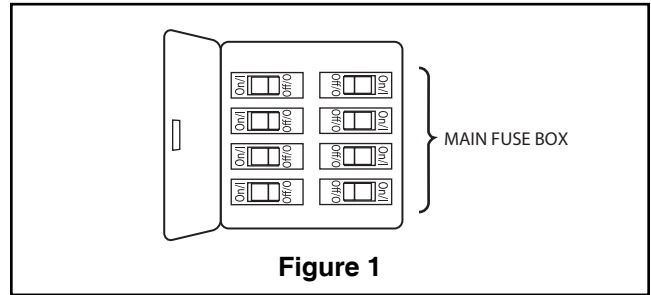


Figure 1

- ☐ 2. To make fan operational, install 9-volt battery in hand-held remote transmitter, (if not using for long periods of time, remove battery to prevent damage to transmitter). Store the remote away from excessive heat or humidity (Figure 2).

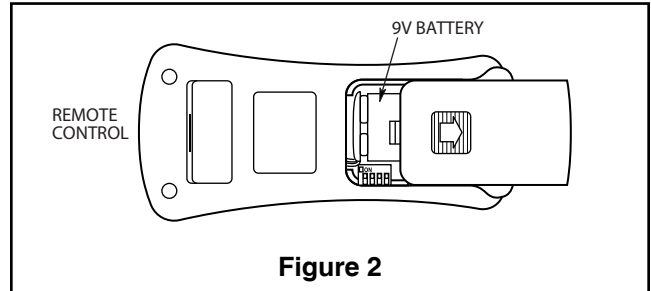


Figure 2

- ☐ 3. The 5-button hand-held remote transmitter includes five buttons for high, medium and low fan speeds as well as fan off and light on/off. Infinite light levels are available by holding the light on/off button (Figure 3).

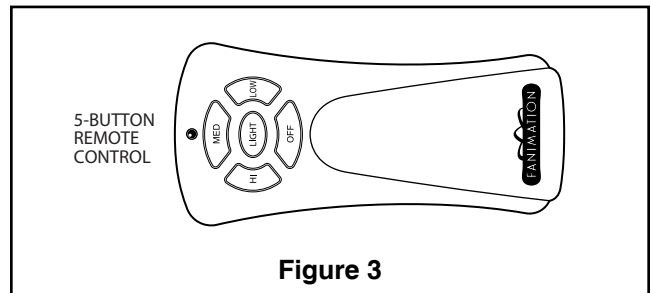
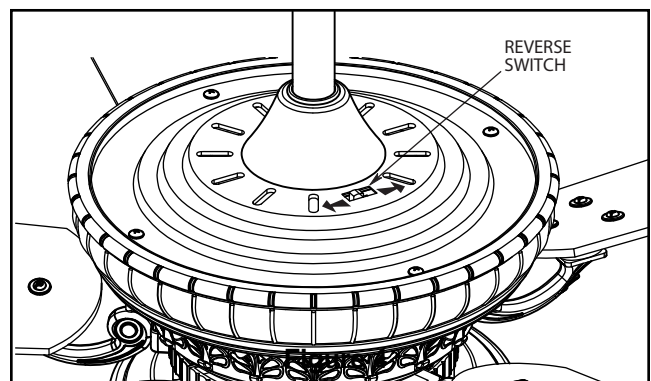


Figure 3

- ☐ 4. If airflow is desired in the opposite direction, turn the fan off and wait for the blades to stop turning. Then slide the reverse switch on top of motor assembly to the opposite position and turn fan on again (Figure 4).

Reverse Switch Information		
Season	Rotation Direction	Switch Position
Summer	Counter-Clockwise	Left
Winter	Clockwise	Right



Maintenance

- ☐ 1. 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.

How to Clean Your Ceiling Fan Blades

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. Reversing switch in neutral position. 4. 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. CAUTION: Make sure main power is turned off ! 3. Make sure reversing switch position is all the way to one side. 4. 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 flywheel 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. 7. Lower housing support set screw 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 flywheel are tight. 4. Check to make sure wire connectors in switch housing are not rattling against each other or against the interior wall of the switch housing. CAUTION: Make sure main power is turned off ! 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. 7. Tighten set screw securely.
3. FAN WOBBLER EXCESSIVELY	<ol style="list-style-type: none"> 1. Setscrew in downrod support is loose. 2. Setscrew in downrod/hanger ball assembly is loose. 3. Screws securing fan blade holders to motor hub are loose. 4. Blade holders not seated properly. 5. Hanger bracket and/or ceiling outlet box is not securely fastened. 6. Fan blades out of balance. 	<ol style="list-style-type: none"> 1. Tighten both setscrews securely in downrod support. 2. Tighten the setscrew in the downrod/hanger ball assembly. 3. Check to be sure screws which attach the fan blade holders to the flywheel are tight. 4. Check to be sure the fan blade holders seat firmly and uniformly to the surface of the motor housing. If holders are seated incorrectly, loosen the screws and retighten. 5. Tighten the hanger bracket screws to the outlet box, and secure outlet box. 6. Balance blades using balance kit provided in hardware bag.
4. NOT ENOUGH AIR MOVEMENT		<ol style="list-style-type: none"> 1. If possible, consider using a longer downrod. For example, use a 12" downrod instead of the 4½" downrod that comes with your fan.

Parts List

Model No. FP8032SB

Reference #	Description	Part #
1	Hanger Bracket Assembly w/Screws	AP255BL
2	Ball - Downrod Assembly (4½)	ADR1-45SB
3	Canopy	P803201SB
4	Canopy Screw Cover Assembly	AP260SB
5	Motor Coupling Cover Assembly	AP1115SB
6	Fan Motor Assembly	AMA8032SB
7	Light Plate Assembly	AP803207SB
8	Socket Plate Assembly	AP803213SB
9	50W E11 Minican Light Bulb (2)	PPE11B50
10	Glass	P803209AT
11	Blade Holder Set (5)	AP803212SB
12	Blade Set (5)	AP803206**
13	Hand Held Remote Control	C24
14	Receiver Unit	RECAN65
15	Bag Assembly, Loose Parts:	HDWFP8032SB
—	Wire Connector (4)	—
—	Washer Head Screw, 3/16-24 x 8 mm (16)	—
—	Fiber Washer, 3/16" (16)	—
—	Pan Head Screw 1/4-20 x 14mm w/Lock (11)	—
—	4" Phillips Head Screw Driver	—
—	Balance Kit	—

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

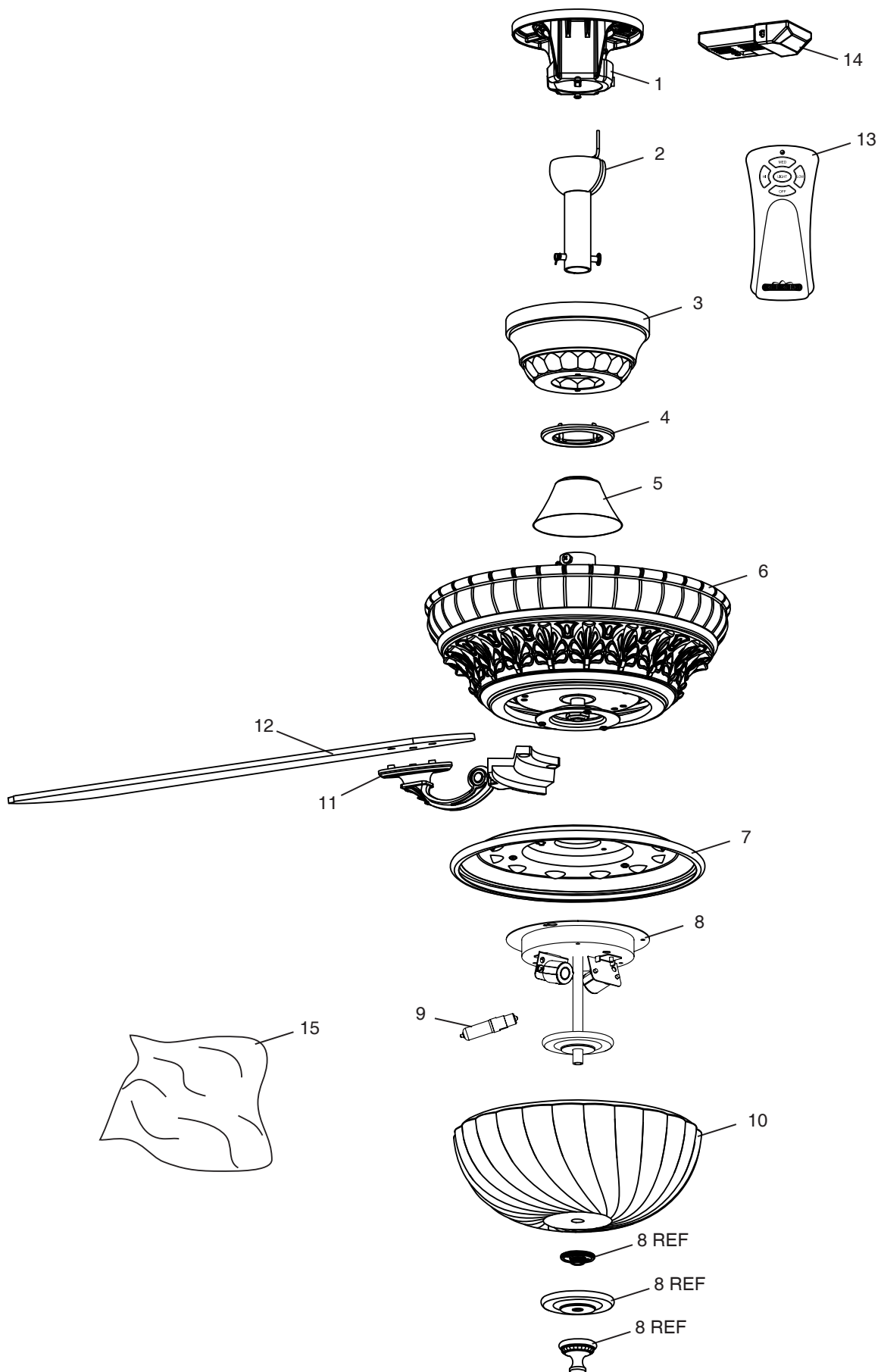
Before discarding packaging material, be certain all parts have been removed.

HOW TO ORDER REPAIR PARTS

When ordering repair parts, always give the following information:

- Part Number
- Part Description
- Fan Model Number

Contact your retail store for repair parts.



NOTE: The illustration shown is not to scale or its actual configurations may vary.



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