



## Ceiling Fan Installation Manual



93089931\_A

**P2562**

# Limited Lifetime Warranty

Progress Lighting fan motors are warranted to the original purchaser to be free of electrical and/or mechanical defects for so long as the original purchaser owns the fan. Pull chain switches, reverse switches, capacitors and metal finishes are warranted to be free from defects in materials or workmanship for a period of 1 year from the date of purchase. Warping of wooden or plastic blades is not covered by this warranty nor is corrosion and/or deterioration of any finishes for fans installed within ten miles of any sea coast. Extended warranties for ENERGY STAR® qualified products may apply.

Progress Lighting ceiling fans with built-in LED light sources, when properly installed and under normal conditions of use, are warranted to be free from defects in material and workmanship which cause the light sources to fail to operate in accordance with the specifications for (i) five (5) years from the date of purchase on the LED Light modules and electrical components for fans used in single family residences, and (ii) three (3) years from the date of purchase on the LED Light modules and electrical components for fans used in multi-family or commercial applications. LED bulbs supplied by Progress Lighting carry no warranty other than manufacturer's warranty. Non-LED bulbs carry no warranty.

With proof of purchase, the original purchaser may return the defective fan to the place of purchase during the first 30 days for replacement. After 30 days, the original purchaser MUST contact Progress Lighting at (864) 678-1000 for repair or replacement which shall be determined in Progress Lighting's sole discretion and shall be purchaser's sole and exclusive remedy.

Labor and Shipping Excluded. This warranty does not cover any costs or fees associated with the labor (including, but not limited to, electrician's fees) required to install, remove, or replace a fan or any fan parts.

This warranty shall not apply to any loss or damage resulting from (i) normal wear and tear or alteration, misuse, abuse or neglect, or (ii) improper installation, operation, repair or maintenance by original purchaser or a third party, including without limitation improper voltage supply or power surge, use of improper parts or accessories, unauthorized repair (made or attempted) or failure to provide maintenance to the fan.

THE FOREGOING WARRANTIES STATE PROGRESS LIGHTING'S ENTIRE WARRANTY OBLIGATION AND ORIGINAL PURCHASER'S SOLE AND EXCLUSIVE REMEDY RELATED TO SUCH PRODUCTS. PROGRESS LIGHTING IS NOT RESPONSIBLE FOR DAMAGES (INCLUDING INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL), DUE TO PRODUCT FAILURE, WHETHER ARISING OUT OF BREACH OF WARRANTY, BREACH OF CONTRACT, OR OTHERWISE. THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESSED OR IMPLIED, INCLUDING THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENTMENT.

Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitations of incidental or consequential damages, so the above limitations and exclusions may not apply to you. This warranty gives you specific rights and you may have other rights which vary from state to state.

Date Purchased \_\_\_\_\_

Store Purchased \_\_\_\_\_

Model No. \_\_\_\_\_ P2562

Serial No. \_\_\_\_\_

Vendor No. \_\_\_\_\_ 109226

785247221585

785247221592

UPC  785247221608



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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:** 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 of 15.9 kg (35 lbs.) Or Less" 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.
9. 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.
10. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
11. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL Listed and marked suitable for use with the model fan you are installing. Switches must be UL General Use Switches. Refer to the Instructions packaged with the light kits.
12. **WARNING:** Use only with light kit marked "Suitable for Use in Wet Locations".

**WARNING**

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

**WARNING**

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

5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 35 lbs (15.9 kg) or less. Use only UL-listed outlet boxes marked **FOR FAN SUPPORT**.
6. The fan must be mounted with a minimum of 7 ft (2.1m) clearance from the trailing edge of the blades to the floor.
7. Avoid placing objects in the path of the blades.
8. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.

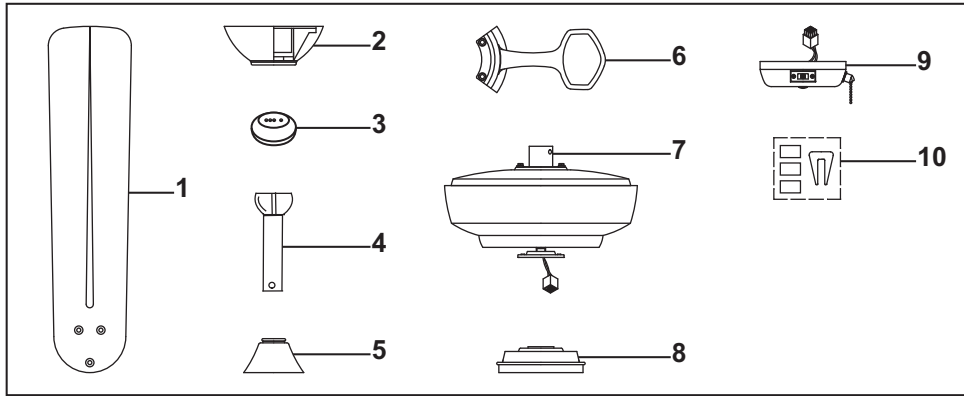
**WARNING**

THIS PRODUCT CONTAINS CHEMICALS KNOWN TO THE STATE OF CALIFORNIA TO CAUSE CANCER, BIRTH DEFECTS AND /OR OTHER REPRODUCTIVE HARM. THOROUGHLY WASH HANDS AFTER INSTALLING, HANDLING, CLEANING, OR OTHERWISE TOUCHING THIS PRODUCT.

**NOTE**

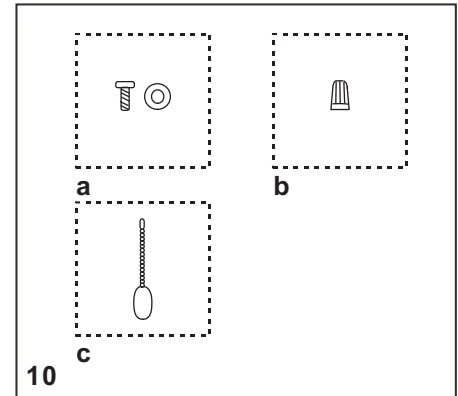
READ AND SAVE ALL INSTRUCTIONS!

# 1. Safety Rules



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

- |                          |                              |
|--------------------------|------------------------------|
| 1. Fan blades (5)        | 6. Set of blades bracket (5) |
| 2. Canopy assembly       | 7. Fan motor assembly        |
| 3. Down rubber cover     | 8. Mounting plate            |
| 4. Ball/downrod assembly | 9. Switch housing            |
| 5. Coupling cover        | 10. Balancing kit            |



10. Loose parts bag containing:

- a. Blade attachment hardware**  
(16 screws, 16 rubber washers )
- b. Mounting hardware**  
Wire nuts (3)
- c. Electrical hardware**  
Pull chain

*Unpacking Your Fan 2.*

## Tools Required

Phillips screw driver, straight slot screw driver, adjustable wrench, step ladder, and wire cutters.

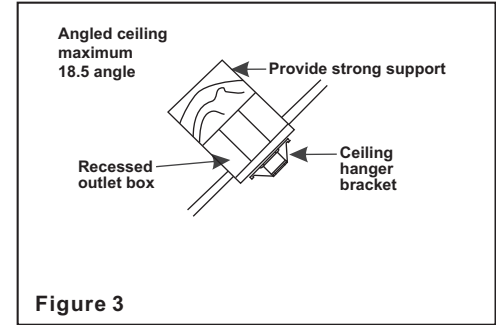
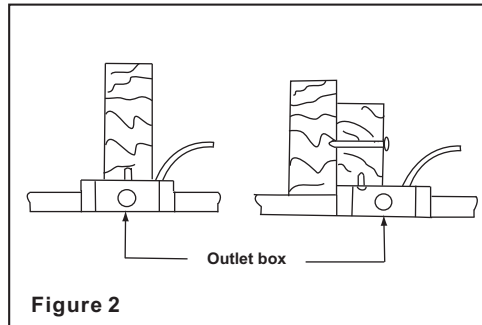
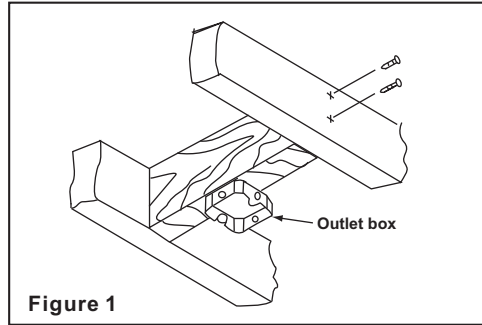
## Mounting Options

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

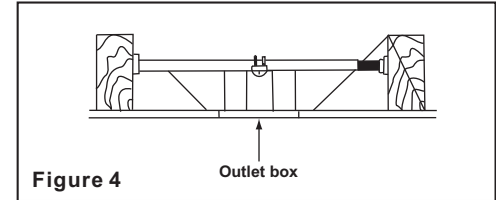
Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 35 lbs). Do not use plastic outlet boxes.

### WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR OTHER PERSONAL INJURY, MOUNT FAN ONLY TO AN OUTLET BOX MARKED ACCEPTABLE FOR FAN SUPPORT AND USE THE MOUNTING SCREWS PROVIDED WITH THE OUTLET BOX. OUTLET BOXES COMMONLY USED FOR THE SUPPORT OF LIGHTING FIXTURES MAY NOT BE ACCEPTABLE FOR FAN SUPPORT AND MAY NEED TO BE REPLACED. CONSULT A QUALIFIED ELECTRICIAN IF IN DOUBT.



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



To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4 (available at your Progress Lighting Retailer).

# 3. Installing Your Fan

# Hanging the Fan

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

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

**Step 2.** Remove the mounting bracket from the canopy by removing the 1 of 2 screws from the bottom of the mounting bracket and loosening the other one a half turn from the screw head. Next, turn the canopy counter clockwise to removing the mounting bracket from the canopy. (Fig. 5)

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

**Step 4.** Secure the hanger bracket to the ceiling outlet box with the screws and washers provided with your outlet box.

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

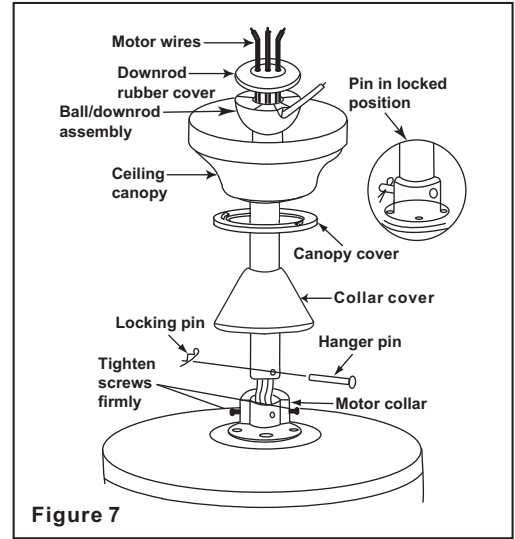
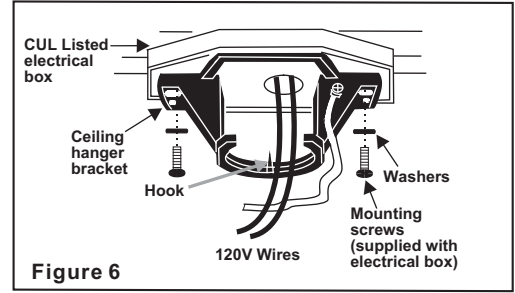
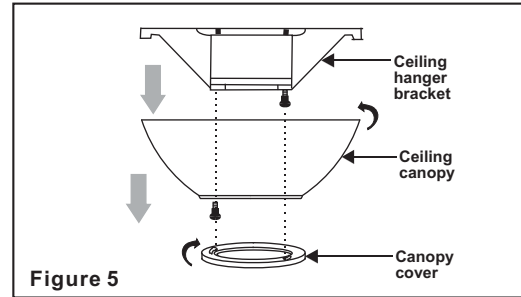
**Step 6.** Route wires exiting from the top of the fan motor through the collar cover, canopy cover, canopy and then through the ball / downrod. (Fig. 7)

**Step 7.** Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Fig. 7). Carefully insert the hanger pin through the holes in the collar and downrod. Be careful not to jam the pin against the wiring inside the downrod. Insert the locking pin through the hole near the end of the hanger pin until it snaps into its locked position, as noted in the circle inset of Fig. 7. Place downrod rubber cover onto the hanger ball.

**WARNING**  
FAILURE TO PROPERLY INSTALL  
LOCKING PIN AS NOTED IN STEP 7  
COULD RESULT IN FAN LOOSENING AND  
POSSIBLY FALLING.

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

**Step 9.** Place the downrod ball into the hanger bracket socket.



# Make the Electric Connections

**REMEMBER** to disconnect the power.

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

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 strands or connections.

**Step 1.** Connect the ground conductor of the 120V supply (this may be a bare wire or a wire with green colored insulation) to the green ground lead(s) of the fan. (Figure 8)

**Step 2.** Connect the fan motor white wire to the supply white (neutral) wire using a wire nut. (Figure 8)

**Step 3.** Connect the fan motor black wire to the supply black (hot) wire using a wire nut. (Figure 8)

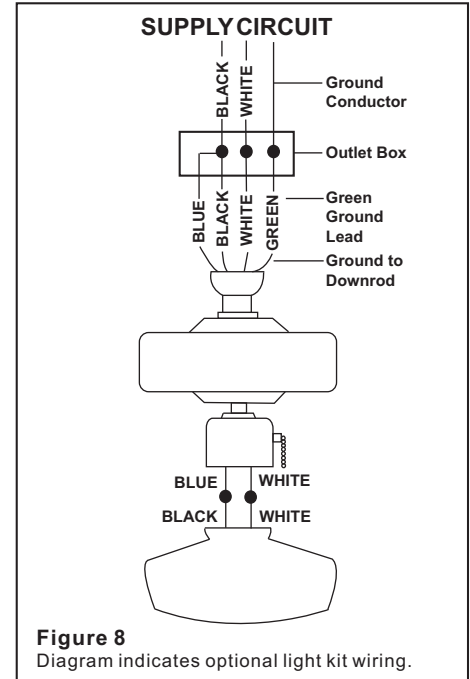
**Step 4.** Connect the blue wire for light kit to the black household supply wire.

**Step 5.** Turn wire nut connections upward, spreading them apart so the green (ground) will be on one side of the outlet box and the white, black and blue wire will be on the other side, and push carefully up into the outlet box.

**WARNING**  
CHECK TO SEE THAT ALL CONNECTIONS ARE TIGHT, INCLUDING GROUND, AND THAT NO BARE WIRE IS VISIBLE AT THE WIRE NUTS. EXCEPT FOR THE GROUND WIRE.

**WARNING**  
ELECTRICAL DIAGRAMS ARE FOR REFERENCE ONLY. OPTIONAL USE OF ANY LIGHT KIT SHALL BE UL LISTED AND MARKED SUITABLE FOR USE WITH THIS FAN.

**WARNING**  
TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT USE THIS FAN WITH ANY SOLID-STATE SPEED CONTROL DEVICE.



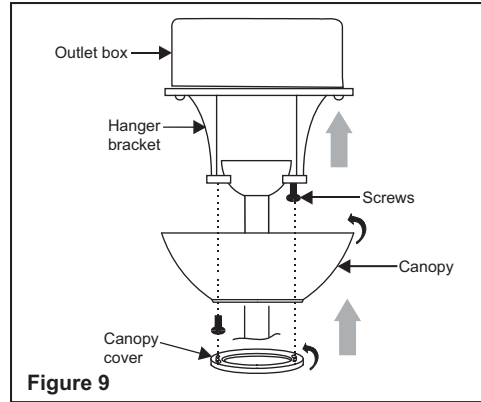
## Finishing the Installation

**Step 1.** Tuck connections neatly into ceiling outlet box.

**Step 2.** Slide the canopy up to 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. (Fig. 9)

**Step 3.** Align the circular hole on canopy with the remaining hole on the mounting bracket, secure by tightening the two set screws. Note: Adjust the canopy screws as necessary until the canopy and canopy cover are snug.

**WARNING**  
MAKE SURE THE NOTCH ON THE HANGING BRACKET PROPERLY SITS IN THE GROOVE IN THE HANGER BALL BEFORE ATTACHING THE CANOPY TO THE BRACKET BY TURNING THE HOUSING UNTIL IT DROPS INTO PLACE.



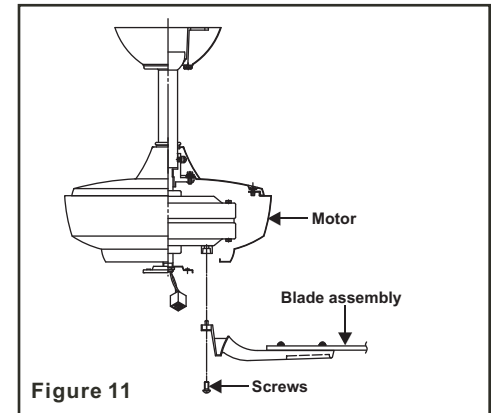
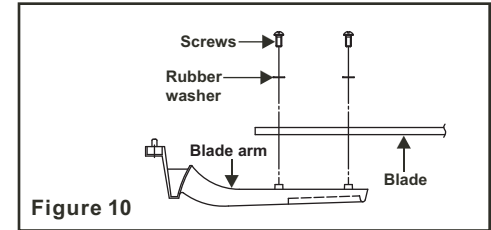
## Attaching the Fan Blades

**CAUTION:** Remove 5 rubber packing mounts and discard before installation.

**Step 1.** Attach the blades to the blade arms using three screws and rubber washers as shown in Figure 10. Start a screw into the arm, do not tighten. Repeat for the 2 remaining screws and washers.

**Step 2.** Tighten each screw securely starting with the center screw. Make sure the blade is straight.

**Step 3.** Fasten the blade assembly to the motor using the motor screws provided. (Figure 11)



## Blade Balancing

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 as shown in Figure 12. 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, DO NOT BEND THE BLADE HOLDERS WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.

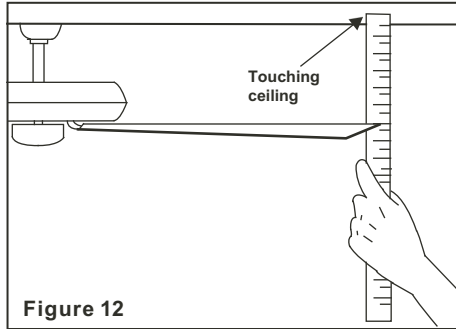


Figure 12

## Installing the Mounting Plate

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

**Step 2.** Place the key holes on the mounting plate over the 2 screws previously loosened from the mounting ring, turn mounting plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 13)

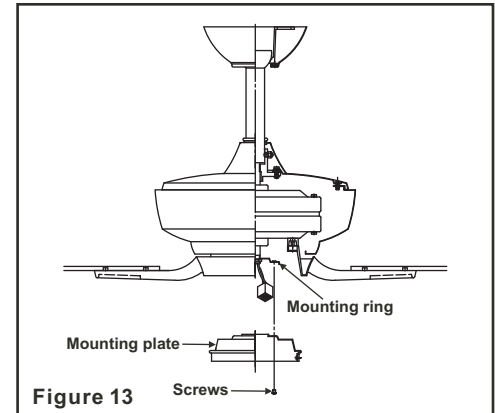


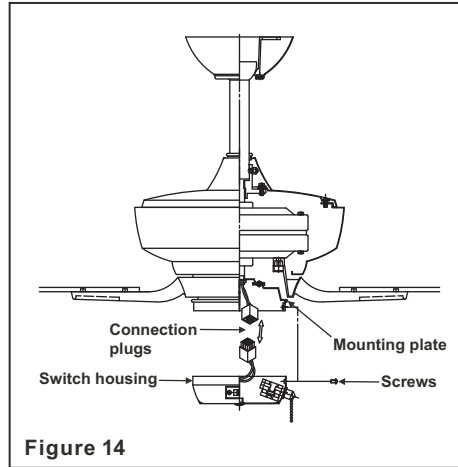
Figure 13

## Installing the Switch Housing

**Step 1.** Remove the 1 of 3 screws from the mounting plate and keep it for future use. Loosen the other 2 screws. (Do not remove)

**Step 2.** Snap the wire connection plugs together.

**Step 3.** Place the key holes on the switch housing over the 2 screws previously loosened from the mounting plate, 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. (Figure 14)



Turn on the power and check the operation of the fan. The pull chain controls the fan speed as follows:

- 1 pull - High
- 2 pulls - Medium
- 3 pulls - Low
- 4 pulls - Off.

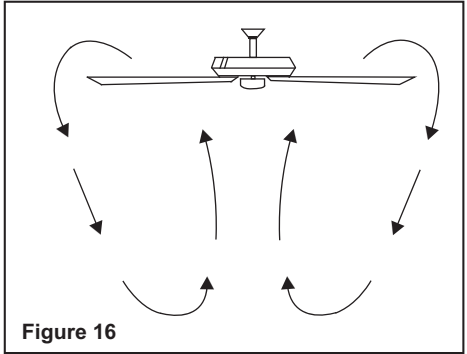
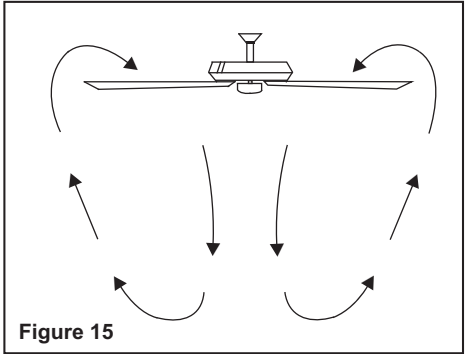
Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans, and so on.

The slide switch controls directions: forward (switch left) or reverse (switch right).

**NOTE**  
WAIT FOR THE FAN TO STOP BEFORE  
REVERSING THE DIRECTION  
OF THE BLADE ROTATION.

Warm weather - (Forward) A downward air flow creates a cooling effect as shown in Figure 15. This allows you to set your air conditioner on a higher setting without affecting your comfort.

Cool weather - (Reverse) An upward airflow moves warm air off the ceiling area as shown in Figure 16. This allows you to set your heating unit on a lower setting without affecting your comfort.



## 9. Operating Your Fan

Here are some suggestions to help you maintain your fan

1. Because of the fan's natural movement, some connections may become loose. **Check the support connections, brackets, and blade attachments twice a year.** Make sure they are secure. **(It is not necessary to remove fan from ceiling.)**

2. Clean your fan periodically to help maintain its new appearance over the years. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing. Do not use water when cleaning. This could damage the motor, or the wood, or possibly cause an electrical shock.

3. You can apply a light coat of furniture polish to the wood blades for additional protection and enhanced beauty. Cover small scratches with a light application of shoe polish.

4. **There is no need to oil your fan.** The motor has permanently lubricated bearings.

**IMPORTANT**  
MAKE SURE THE POWER IS OFF AT THE  
ELECTRICAL PANEL BOX BEFORE YOU  
ATTEMPT ANY REPAIRS. REFER TO THE  
SECTION "MAKING ELECTRICAL  
CONNECTIONS"

*Care of Your Fan 10.*

## Problem

## Solution

Fan will not start.

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

Fan sounds noisy.

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.  
**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 that light bulb is also secure.
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.

# *11. Troubleshooting*

<b>Fan Size</b>	<b>Speed</b>	<b>Volts</b>	<b>Amps</b>	<b>Watts</b>	<b>RPM</b>	<b>CFM</b>	<b>N.W.</b>	<b>G.W.</b>	<b>C.F.</b>
<b>60"</b>	<b>Low</b>	<b>120</b>	<b>0.263</b>	<b>13.9</b>	<b>55</b>	<b>2533.31</b>	<b>26.40 lbs</b>	<b>30.14 lbs</b>	<b>2.60'</b>
	<b>High</b>	<b>120</b>	<b>0.59</b>	<b>70.4</b>	<b>133</b>	<b>6472.21</b>			

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

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Greenville, SC 29607  
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*Specifications 12.*