

# Cortana Ceiling Fan



CR52

Installation Instructions  
Instrucciones de instalación  
Instructions d'installation

C R A F T M A D E  
air • light • sound

## *Read and Save These Safety Precautions*

1. Turn off electricity at main switch before wiring or servicing fan in order to avoid possible electrical shock.
2. All wiring must be in accordance with the National Electric Code (ANSI/NFPA70-1999) and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. After making the wire connections, the wires should be spread apart with the grounded conductor and the equipment-grounding conductor on the one side of the outlet box and the ungrounded conductor on the other side of the outlet box.
4. The splices after being made should be turned upward and pushed carefully up into the outlet box.
5. Conductor of a fan identified as grounded conductor to be connected to grounded conductor of power supply, conductor of a fan identified as ungrounded conductor to be connected to an ungrounded conductor of power supply, conductor of fan identified for equipment grounding to be connected to an equipment-grounding conductor.
6. Fan should not be mounted in an area where it might get wet.
7. **WARNING:** To reduce the risk of fire, electric shock or personal injury, mount to outlet box marked "Acceptable for Fan Support" and use mounting screws provide with the outlet box. The outlet box and its support must be able to support the moving weight of the fan (at least 35lbs)
8. For safety and best operating results, we recommend that you have a qualified electrician assemble and install your fan.
9. **WARNING:** To reduce the risk of fire or electric shock, use this fan only with solid state speed control device provided.
10. Wall switch, model UC9787TB, the switch has been investigated and found acceptable for use as a fan speed control.
11. **WARNING:** To reduce the risk of personal injury, do not bend the blade brackets when installing the brackets, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.
12. **Weight:** The weight of the complete fan, including assembly hardware is 20 lbs.

## *Trouble Shooting*

### Problem A: Fan Will not Start

#### Remedies:

1. Check fuse or circuit breaker and replace if necessary
2. Turn off electrical power and check all wire connectors.
3. Check on/off TCS and wall control selector switch. See operation instructions.

### Problem B: Fan is Excessively Noisy

#### Remedies:

1. Check that all screws in fan assembly are tight and properly seated.
2. Check to make sure mounting bracket is installed properly.
3. Check to make sure light kit and glass are installed properly and tight.
4. If wall control is used, insure the wall control is not a transformer or a variable speed type.

### Problem C: Fan Wobbles

#### Remedies:

1. Check that all blades are screwed firmly into blade holders.
2. Check that all blade holders are screwed firmly into motor.
3. Check the weight of blades. All our blades are weighed on electronic scales. The weight is marked on the reverse side of the fan blade near the motor end. All of the blades should be the same weight to prevent fan from wobbling.
4. A balancing kit is enclosed if needed.

*Before Assembly*

1. Make sure that the fan voltage (120) is compatible with your own electrical system.
2. Check to make sure that your carton contains all the parts mentioned in the parts list.

NOTE: The box can be used as a work space to prevent any damage on the ornamental surface.

CAUTION: Before installing, choose a location for mounting the fan where the blades have at least 7 feet of clearance from all objects and floor. Mount an outlet box to the ceiling or use an existing box.

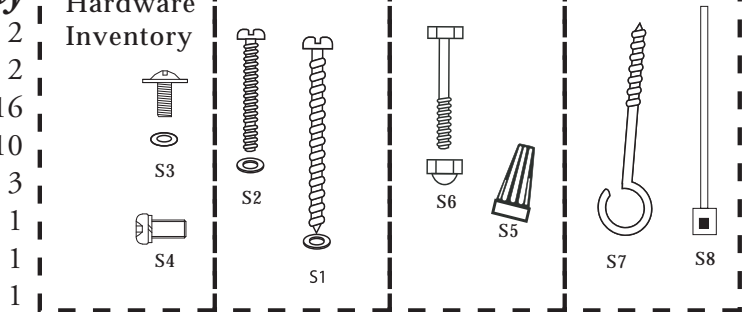
CAUTION: Do not mount fan to sheet rock or drywall type materials. To insure proper support, use the two #1 wood screws to secure mounting bracket to joist or beam. If the location you choose does not have a suitable support beam, install a 2" x 4" brace between ceiling joists to support.

**Screw Package**

- S1. Wood Screws & Washers
- S2. Bracket Screws & Washers
- S3. Blade Screws & Paper Washers
- S4. Blade Arm Screws
- S5. Wire Connectors
- S6. Safety Bolt & Nut
- S7. "J" Hook
- S8. Zip Tie

**Quantity**

**Hardware Inventory**



**Tools you Need**



1. Phillips Screwdriver



3. Adjustable Wrench



2. Flat Screwdriver



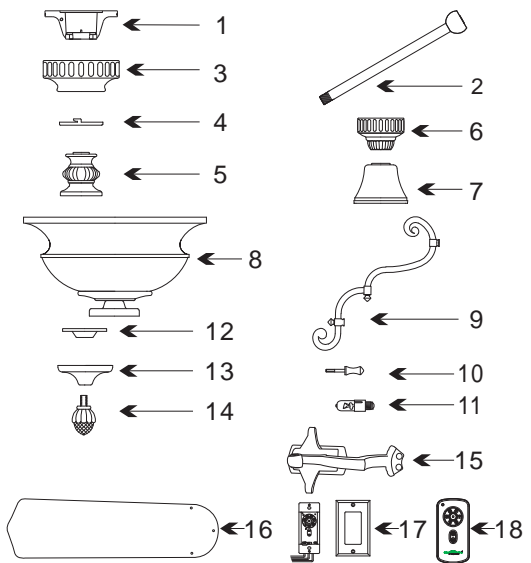
4. Wire Strippers

**What You Have**

*Parts*

- 1. Mounting Bracket
- 2. Down Rod Assembly
- 3. Canopy
- 4. Canopy Cover
- 5. Distributor
- 6. Downrod Accessory Distributor
- 7. Flange Cover
- 8. Fan Housing & Motor
- 9. Downrod Accessory
- 10. Decorative Screws
- 11. 50W Halogen Bulbs
- 12. Switch Cap Mounting Plate
- 13. Switch Cap
- 14. Finial
- 15. Blade Arms
- 16. Blades (Sold Separately)
- 17. Wall Control (Included)
- 18. Remote Control (Included)

*Quantity*



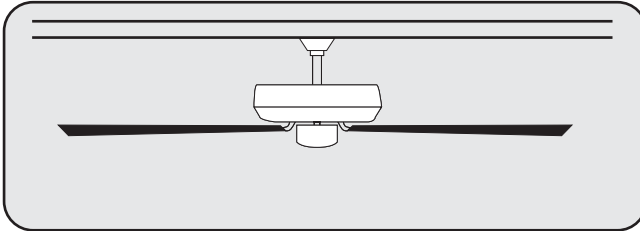
# 3

Turn off circuit breakers and wall switch to the fan supply line leads.

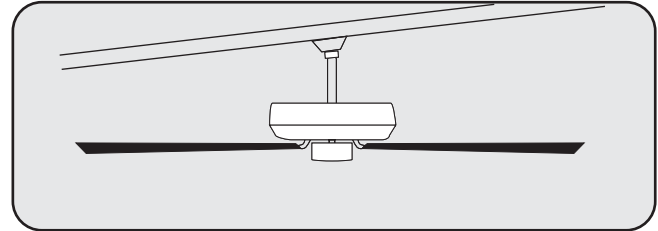


Preparation

**Important: When using an existing outlet box, be sure the box is securely attached to the building structure and can support the full weight of the fan. Failure to do so can result in serious injury or death.**

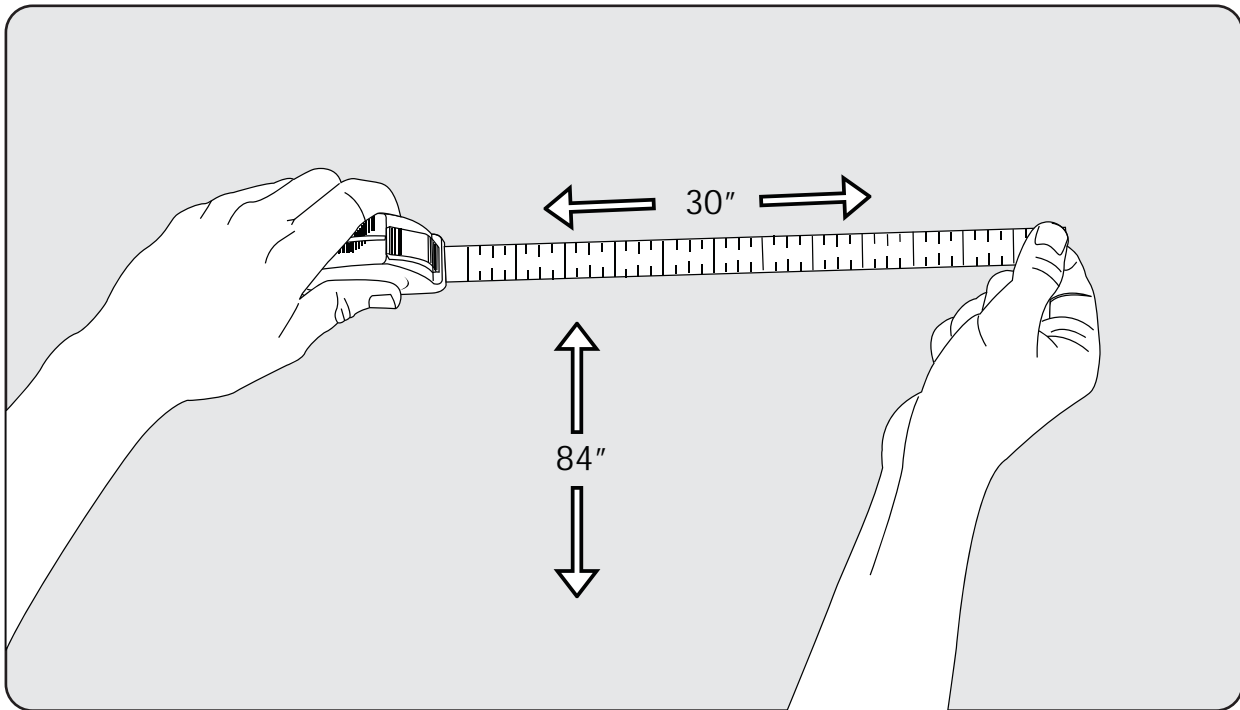


a.) Downrod Mount  
(Normal Ceilings)



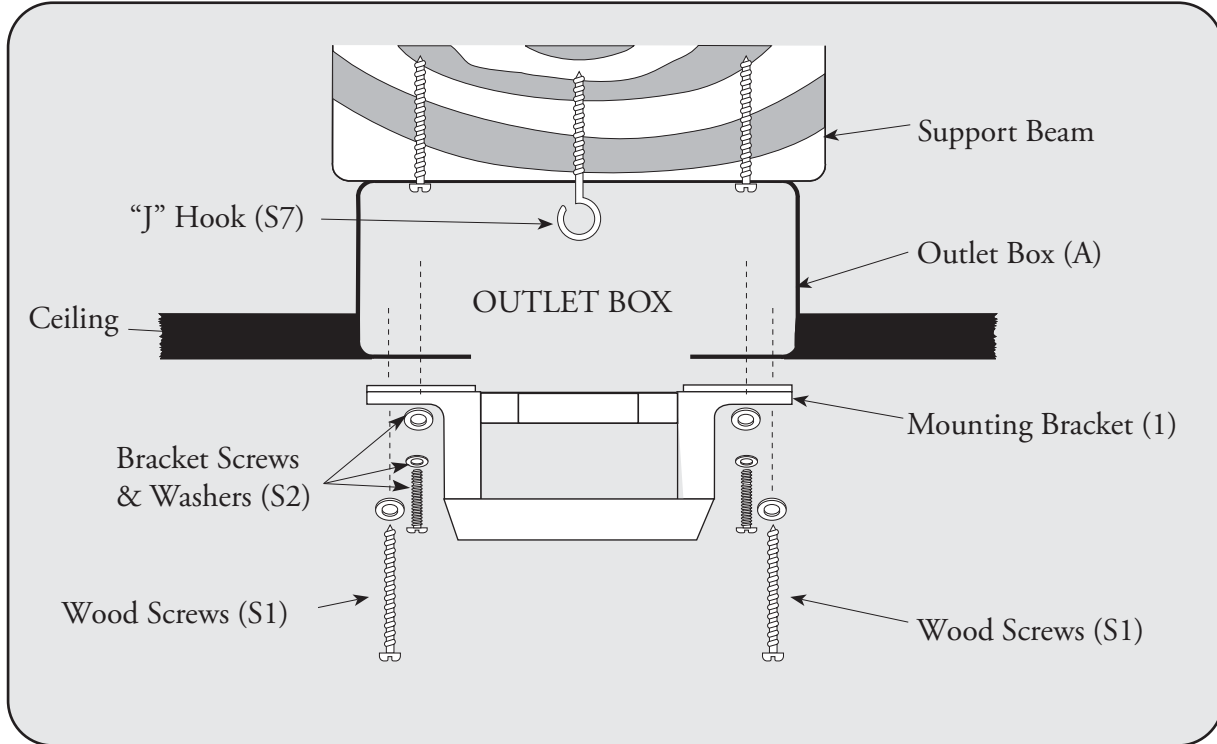
b.) Angle Mount  
(Vaulted Ceilings)

**IMPORTANT:** If using the angle mount method, check to make sure the ceiling angle is not steeper than 35°. Angles greater than 35° will require a 45° angle adapter.

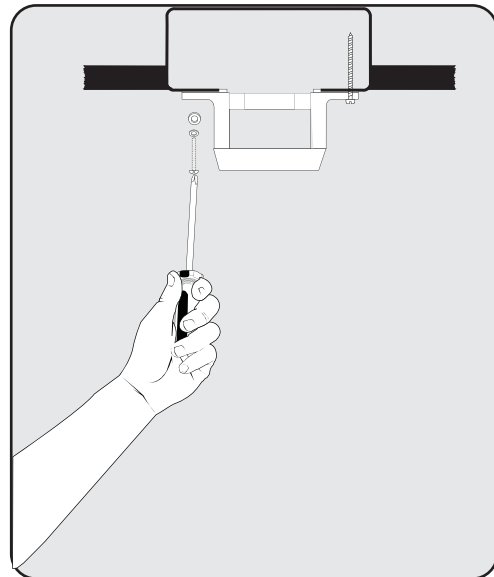
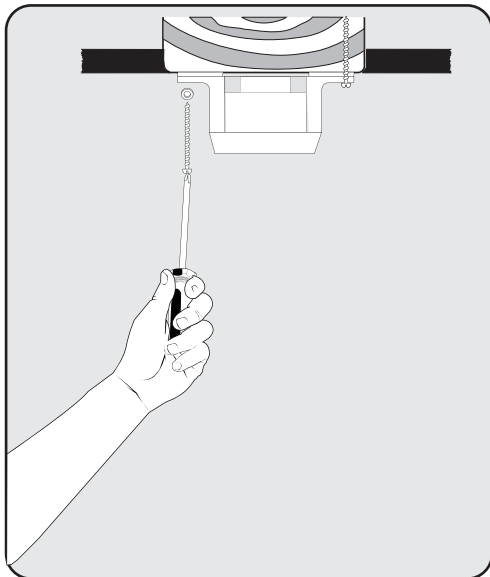


- Check to make sure blades are at least 30" from any obstruction.
- Check Down rod Length to make sure blades are at least 7' above the floor.

## Installing Mounting Bracket



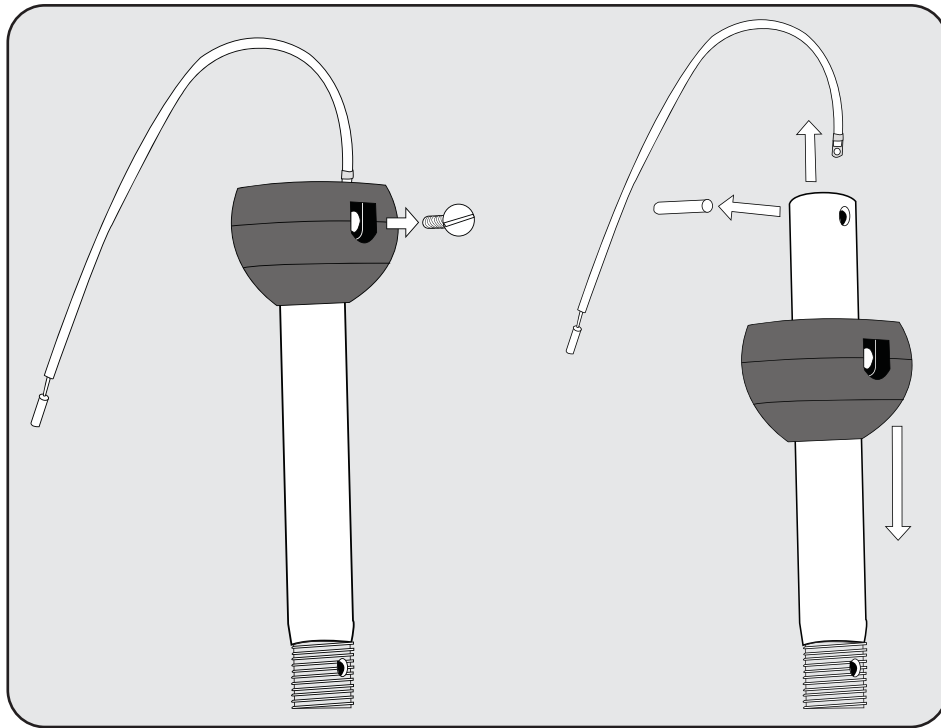
**NOTE:** Do not mount directly to sheet rock or ceiling tile.



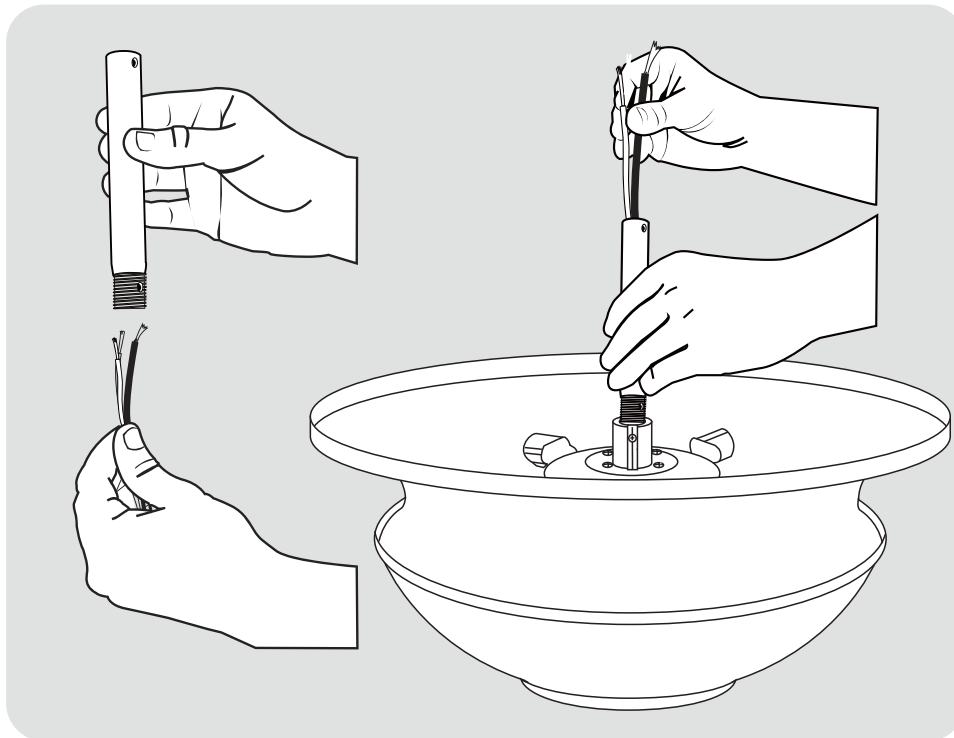
Prior to securing mounting bracket, screw "J" hook (S6) into ceiling outlet box as a secondary support means. Secure mounting bracket (#1) to the outlet box (A) by tightening bracket screws & washers (S2) as shown. If not mounting to an outlet box, use wood screws (S1) and washers (S1) and mount securely to ceiling beam. Be sure at this point to insert canopy screws in bracket.

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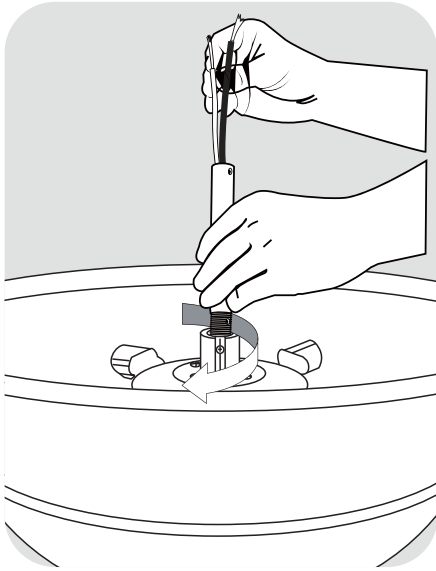
### *Downrod Assembly*



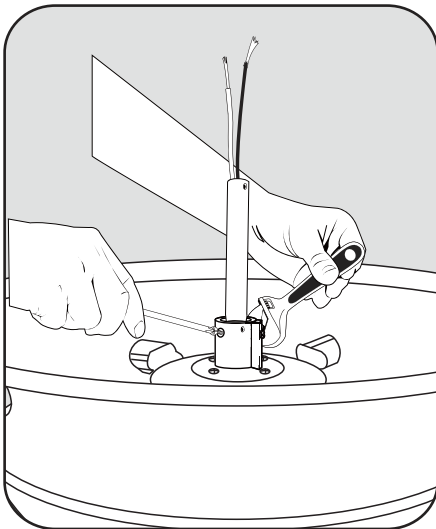
Locate downrod assembly (#2). Loosen ball screw on black hanging ball to free lock pin. Black hanging ball will slide down. Remove ground screw and green ground wire. Remove hanging ball from downrod and save all parts. Insert fan wires through downrod.



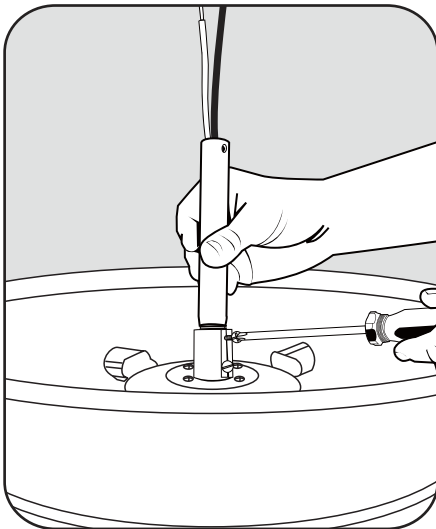
6



Thread the downrod onto the motor housing making sure the wires don't get twisted.

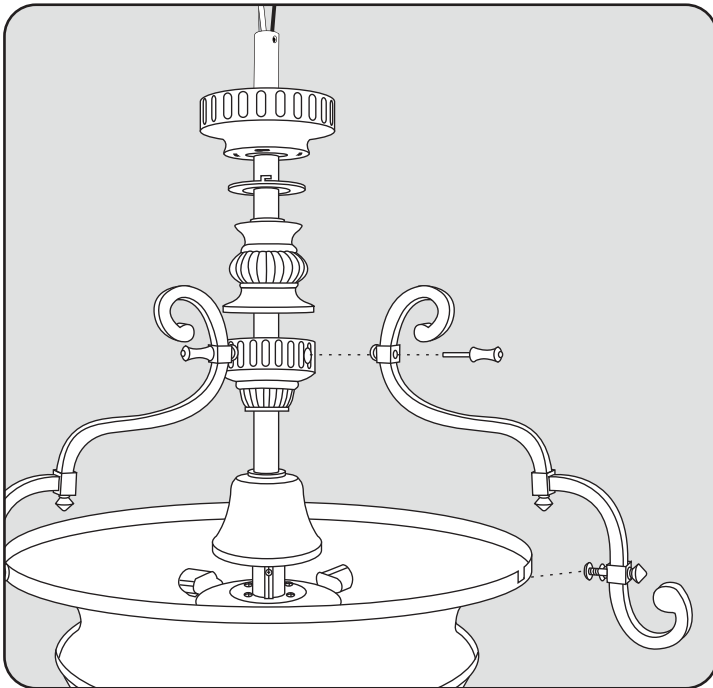


Insert safety bolt (S6) through flange & downrod and attach nut. Tighten firmly.



Tighten set screw against downrod.

7



Place Flange Cover (7), Downrod Accessory Distributor (6), Upper Distributor Cover (5), Canopy Cover (4) and Canopy (3) over downrod assembly.

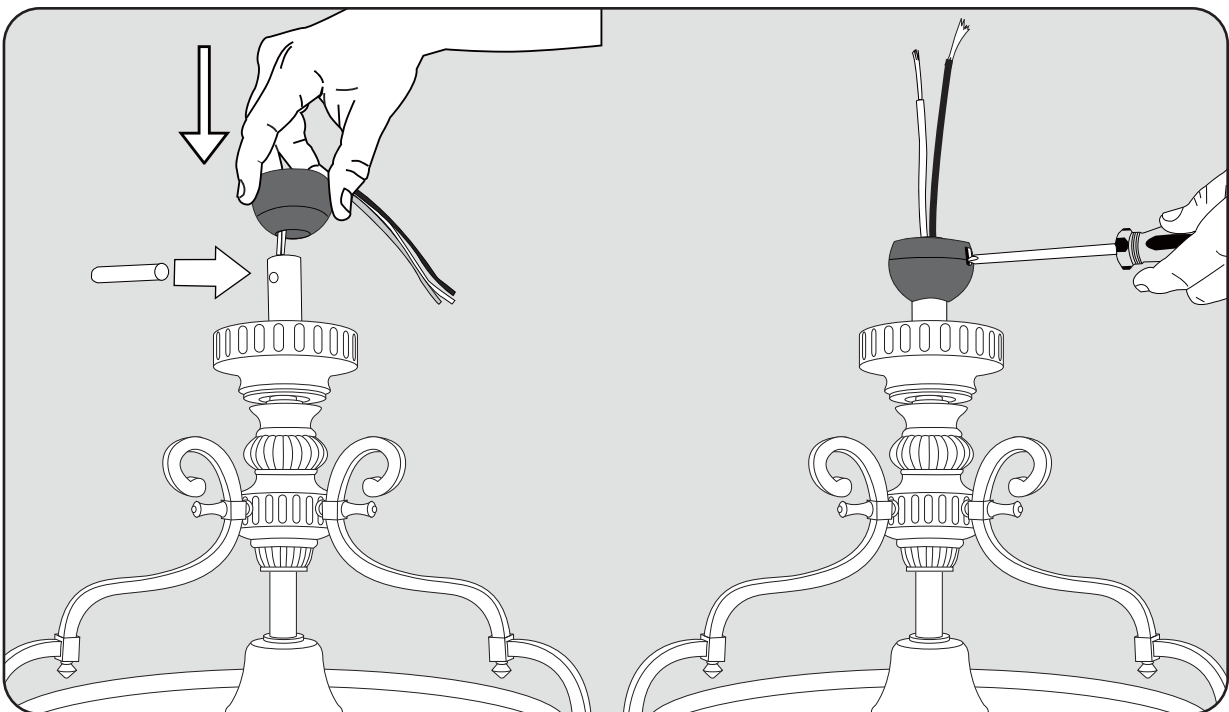
Align and insert Decorative Screws (10) through Downrod Accessory arm (9) with the holes of the distributor.

Align screws on lower downrod accessory arm with slots in the top of the fan housing (8).

Tighten all screws securely.

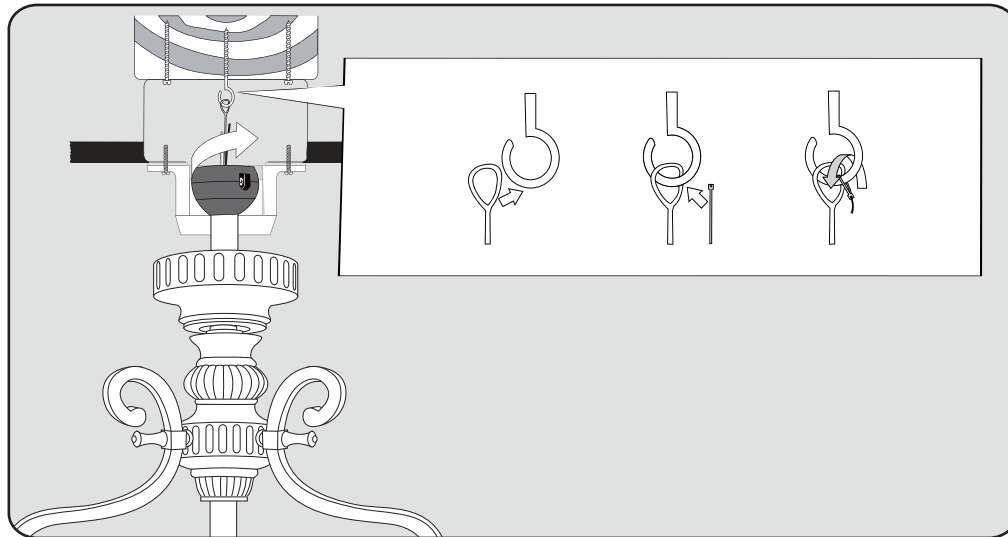


**WARNING:** Failure to completely tighten downrod as described in steps above could result in the fan loosening and possibly falling.



Replace hanging ball, insert hanging pin through downrod and tighten set screw through hanging ball into downrod.



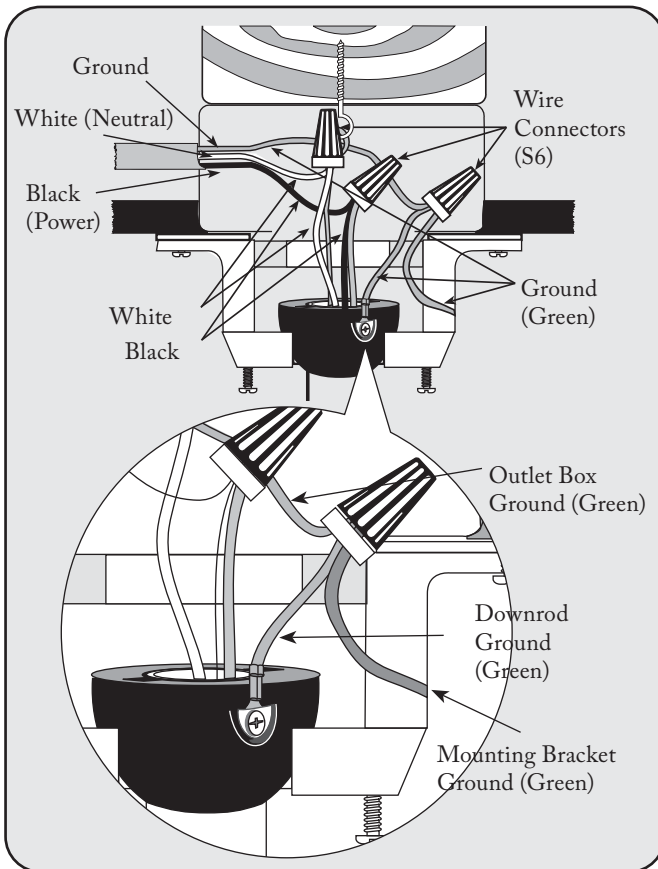


Lift fan onto the mounting bracket (#1). Turn housing until hanging ball seats itself into ball socket (listen for click).

For added security, attach safety cable from fan unit to "J" hook (S7) in outlet box. Secure by looping zip tie (S8) through safety cable and "J" hook. Tighten zip tie securely.

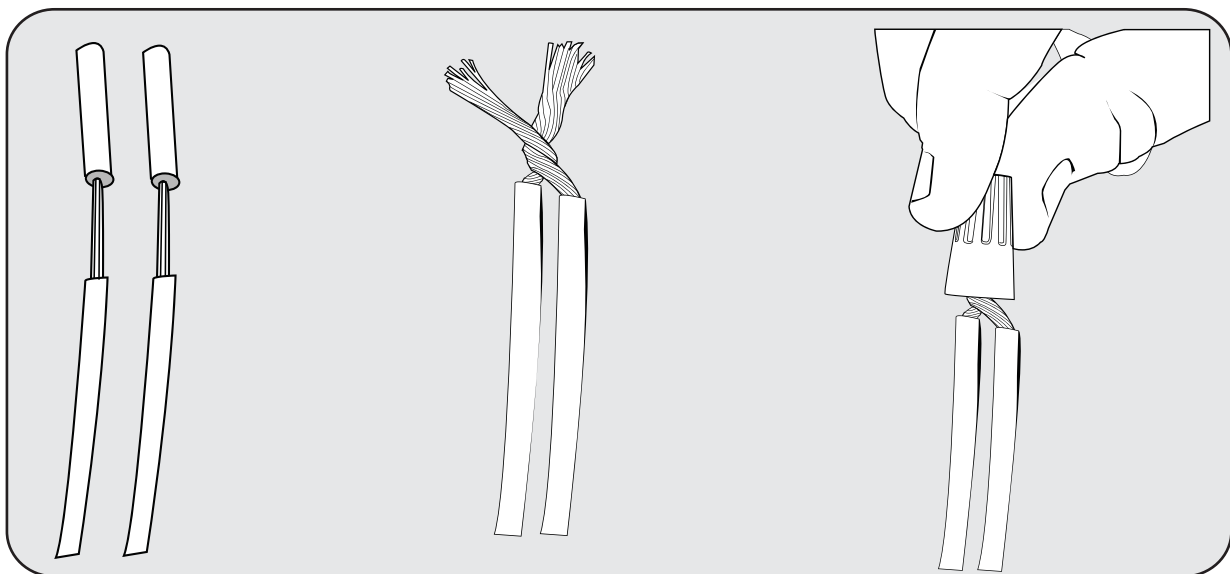


**WARNING:** To reduce the risk of fire, electric shock or personal injury, mount so outlet box marked "acceptable for fan support" and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

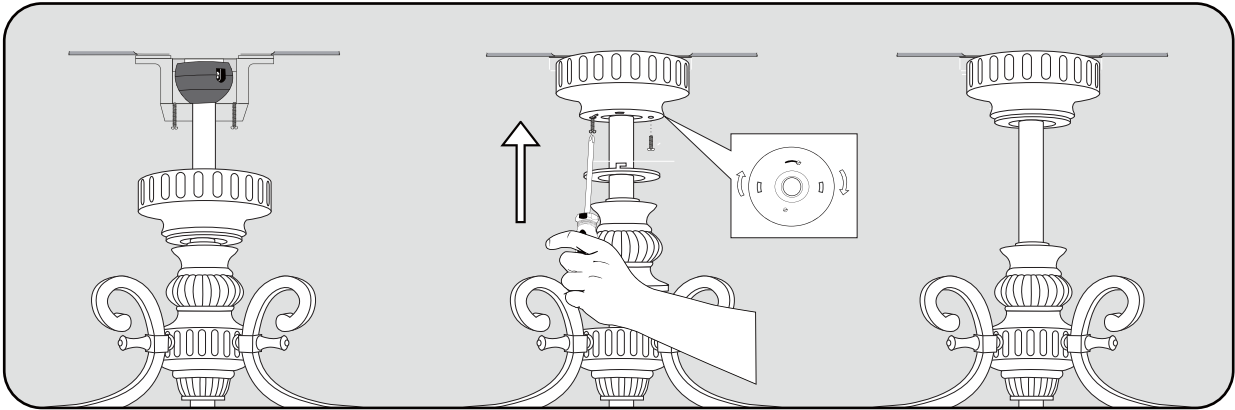


1. Connect fan wires to ceiling wires: white fan wire to white outlet wire, black to black. Wire connectors (S6) are provided for your convenience.

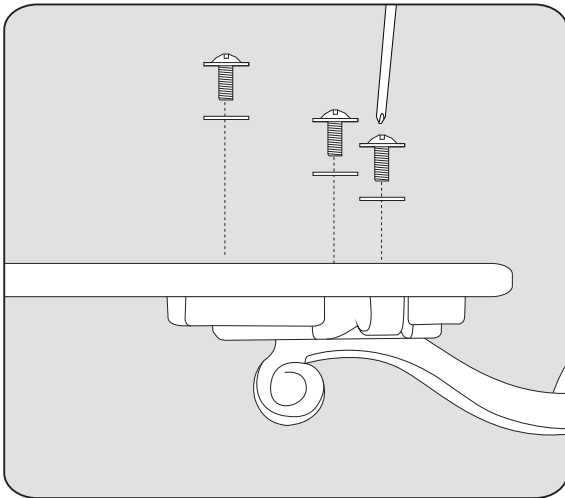
2. After connections are made, turn splices upward and push carefully into outlet box. Separate black wires on one side of the box, and white wires on the other side.



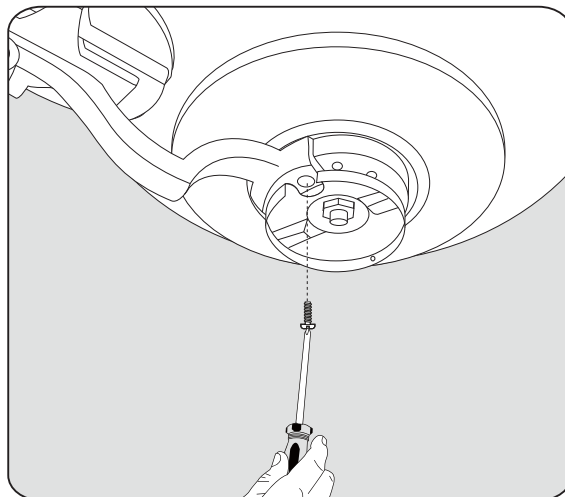
There are 2 colored wires coming from the top of the motor.



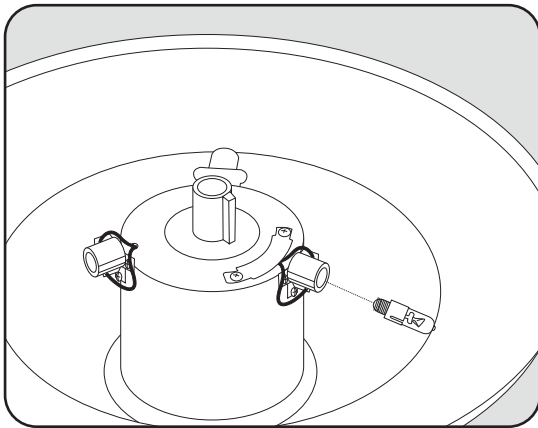
Loosen two screws from the hanger bracket. Align the canopy up to ceiling and over the loosened screws. Place the canopy into the keyhole and rotate canopy clockwise. Secure the canopy by tightening the previous loosened screws. Rotate the canopy cover clockwise.



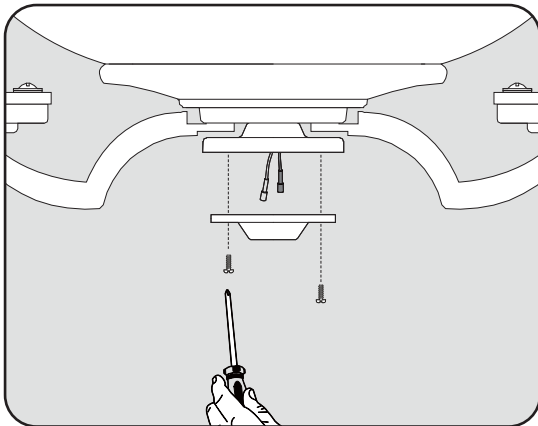
Attach the blades to the blade arms by using three blade screws (S3) and paper washers. Tighten securely.



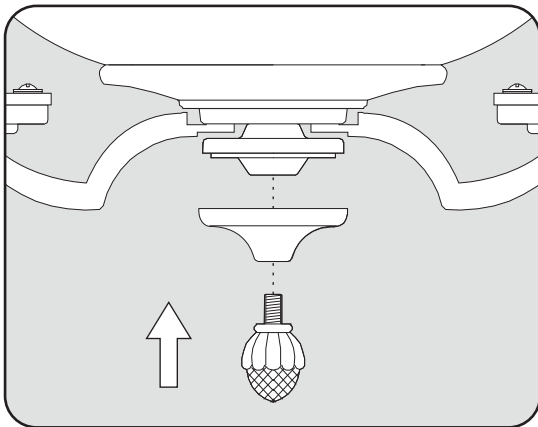
Remove rubber shipping grommets before attaching blade assembly. For blade assembly, position slot on fan motor housing so that you can access the screws.



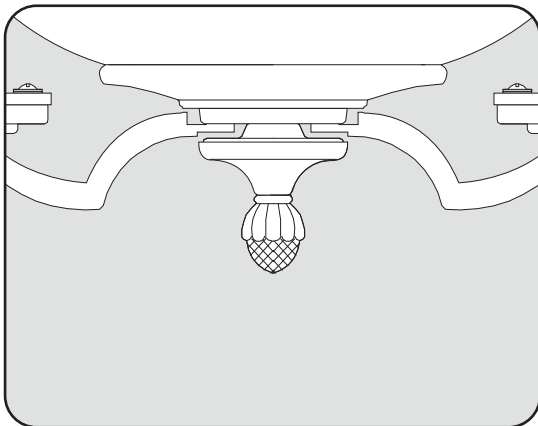
Install the three 50W bulbs. (Included)  
Take care not to touch bulb with bare fingers. Wipe bulb with clean cloth to remove oily residue.



Remove two set screws on the mounting ring, align the keyholes of the mounting plate and the Switch Cap Mounting Plate, attach two screws previously removed and tighten screws securely.



Align the switch cap to the switch cap mounting plate and tighten by twisting the finial.



## Remote Control Operation Instructions

ON/OFF	For emergency shut off.
SPEED CONTROL	Controls fan motor speed. To select desired speed, press button once and release.
REVERSE	Controls direction of fan blades. To reverse fan blades, press once and release.
FAN OFF or STOP	Turns fan motor speed off. Press once to turn off. To start motor speed again, hit one of the motor speed buttons.
L-1 or UPLIGHT	Controls the on/off and intensity* for integrated light kit. Push and release for on/off function. Hold down for full range light dimming.
L-2 or DOWNLIGHT	Controls the on/off and intensity* for optional light kit. Push and release for on/off function. Hold down for full range light dimming.
NOTE:	The “High”, “Medium” or “Low” buttons may be used to start the fan motor. The speed of the fan may be changed at anytime.

\*Light intensity control only available with incandescent bulbs.

## **IMPORTANT! PLEASE READ:**

**All Craftmade Ceiling Fans** are prepared with a durable lacquer or a painted finish. Your proper care will enhance both the life and appearance. Post treatments, such as clear lacquer, are not recommended.

### **PROPER CARE**

In order to maximize the appearance of your Craftmade ceiling fan, it is important that dust and debris is removed from the surface periodically. It is recommended that the motor housing be wiped down weekly using a soft, dry or damp cloth and the blades cleaned with a soft, dry or damp cloth or fan blade duster.

**DO NOT** use any abrasives such as car wax, brass cleaners or other polishes, glass cleaners or chemicals, as this will scratch/remove/ damage the protective coating.

### **FAILURE TO FOLLOW THE ABOVE CARE INSTRUCTIONS WILL VOID THE WARRANTY.**

For information regarding replacement parts, please write to:  
Craftmade, P.O. Box 1037, Coppell, TX 75019

Please send the following information...

1. The Model Number and Finish.
2. The name of the part – if you have a parts problem.
3. Your name, mailing address and phone number (with area code).

### **LIMITED WARRANTY**

Craftmade warrants against defects in materials or workmanship for a period of ONE (1) YEAR from date of purchase for use, and agrees to repair or, at our option, replace a defective unit without charge.

**IMPORTANT:** This Warranty does not cover damage resulting from accident, misuse or abuse, lack of reasonable care (see above), the affixing of any attachment not provided with the product, alteration of any attachments factory installed, loss of parts or subjecting the fixture to any but the specified electrical service. No responsibility is assumed for any special incidental or consequential damages. Damages occurring during transit are not covered by this warranty.

To obtain warranty service, mail sales receipt as proof of purchase-date, and a brief explanation of the nature of the defect, to P.O. Box 1037, Coppell, TX 75019. You will receive, by mail, a Return Goods Authorization number issued by Craftmade International Inc., and returned freight prepaid.

For Installation or Technical Support, call 1-800-486-4892, 8 a.m. - 5 p.m., Central Time, Monday-Friday.