

# urban ambiance

## Ceiling Fan Installation Manual



**UHP9200**  
**UHP9201**  
**UHP9202**

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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. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
10. 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.
11. 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.
12. 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

**WARNING**

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

5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 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. To operate the reverse function on this fan, press the reversing button while the fan is running.
8. Avoid placing objects in the path of the blades.

**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.

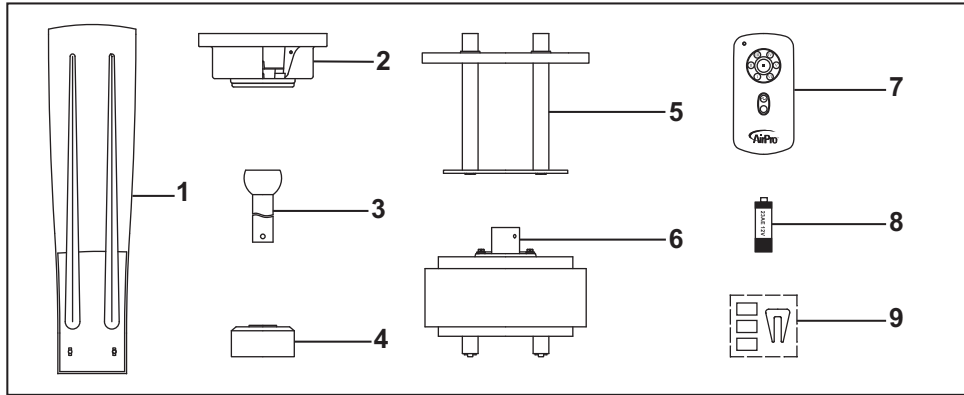
**WARNING**

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**

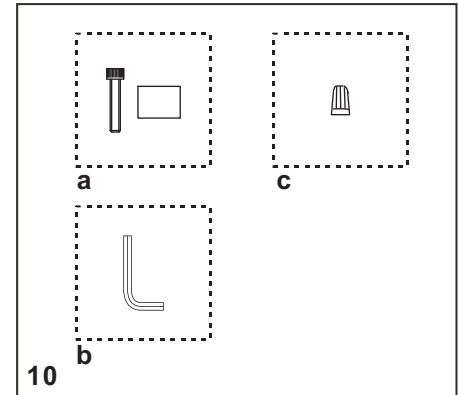
READ AND SAVE ALL INSTRUCTIONS!

# 1. Safety Rules



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

- |                          |                         |
|--------------------------|-------------------------|
| 1. Fan blades (5)        | 6. Fan motor assembly   |
| 2. Canopy assembly       | 7. Remote control       |
| 3. Ball/downrod assembly | 8. 12V MN21/A23 battery |
| 4. Coupling cover        | 9. Balancing kit        |
| 5. Decorative scroll     |                         |



10. Loose parts bag containing:

- a. Blade attachment hardware**  
(4 screws, 4 metal washers )
- b. Allen wrench**
- c. Mounting hardware**  
Wire nuts (3)

## *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.

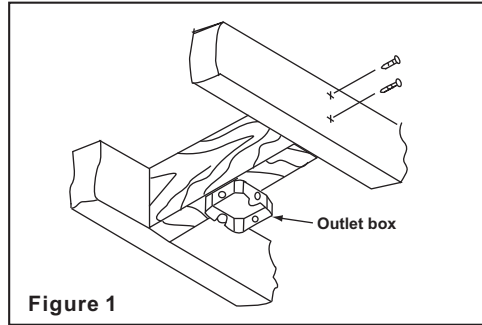


Figure 1

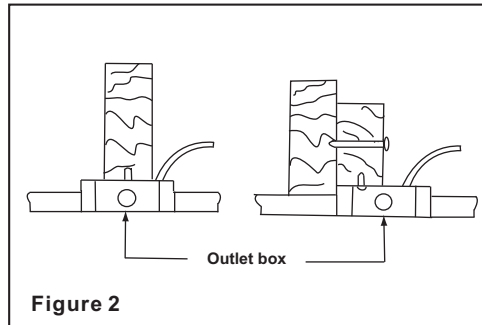


Figure 2

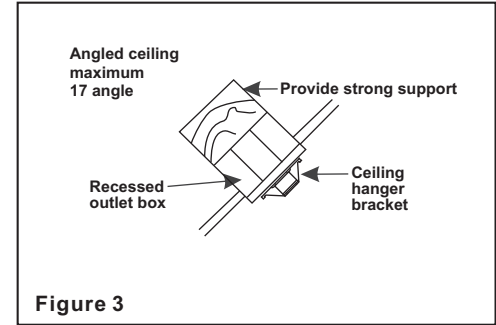


Figure 3

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

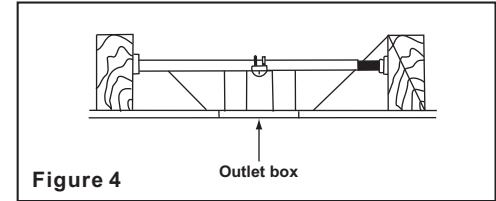


Figure 4

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.

# 3. Installing Your Fan

# Hanging the Fan

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

**NOTE:** This ceiling fan is supplied with two types of hanging assemblies; the standard ceiling installation using the downrod with ball and socket mounting, and the "close-to-ceiling" mounting. The "close-to-ceiling" mounting is recommended in rooms with less than 8-foot ceilings or in areas where additional space is desired from the floor to the fan blades.

When using the standard downrod installation, the distance from the ceiling to the bottom of the fan blades will be approximately 18 1/8 inches. The "close-to-ceiling" installation reduces the distance from the ceiling to the bottom of the fan blades to approximately 9 inches.

Once you have decided which ceiling installation you will use, proceed with the following instructions. Where necessary, each section of the instructions will note the different procedures to follow for the two types of installation.

## Option 1: Standard Ceiling Mounting

1. Remove the canopy ring from the canopy. (Figure 5)

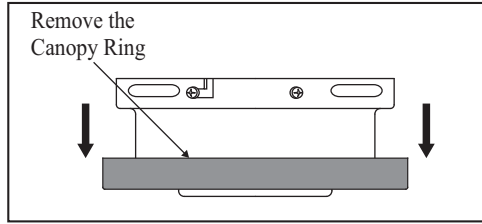


Figure 5

2. Remove the mounting bracket from the canopy by loosening the four screws on the top of the canopy. Remove the two non-slotted screws and loosen the slotted screws. (Figure 6)

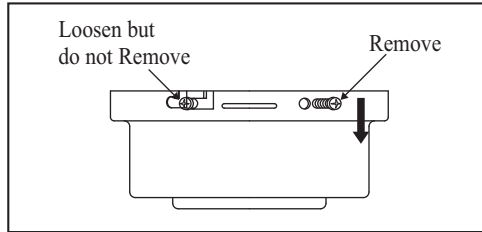


Figure 6

3. Route wires exiting from the top of the fan motor through the coupling cover, decorative scroll, canopy cover, canopy ring, canopy and then through the ball/ downrod. (Figure 7)
4. Loosen, but do not remove the 2 set screws on the collar on top of the motor housing.

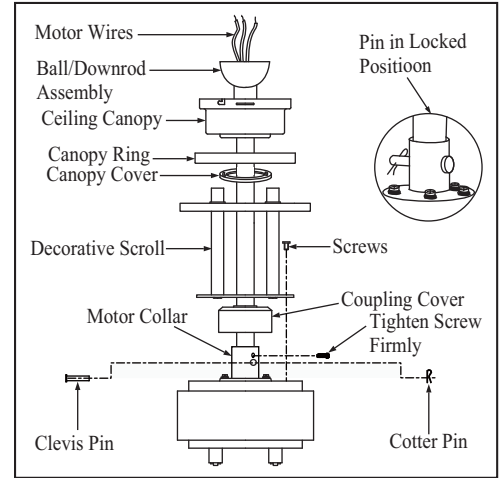


Figure 7

5. Align the holes at the bottom of the downrod with the holes in the coupling on top of the motor housing. (Figure 7) Carefully insert the clevis pin through the holes in the collar and downrod. Be careful not to jam the clevis pin against the wiring inside the downrod. Insert the cotter pin through the hole near the end of the clevis pin until it snaps into its locked position, as noted in the circle inset of Fig. 7.
6. Tighten two set screws on top of the fan motor firmly. Attach the decorative scroll to the motor housing using the screws provided. (Figure 7)

**WARNING**  
FAILURE TO PROPERLY INSTALL  
CLEVIS PIN AS NOTED IN STEP 5  
COULD RESULT IN FAN LOOSENING  
AND POSSIBLY FALLING.

**NOTE:** If a longer downrod is needed, take out the screw located in the hanger ball, lower the hanger ball and remove the pin, remove all 3 pieces from the downrod and assemble them onto the new longer downrod before proceeding step 3.

## Option 2: Close-to-Ceiling Mounting

1. Remove the canopy ring from the canopy. (Figure 5)
2. Remove the mounting bracket from the canopy by loosening the four screws on the top of the canopy. Remove the two non-slotted screws and loosen the slotted screws. (Figure 6)
3. Remove the decorative canopy bottom cover from the canopy by turning the canopy bottom cover counterclockwise. (Figure 8)

5.

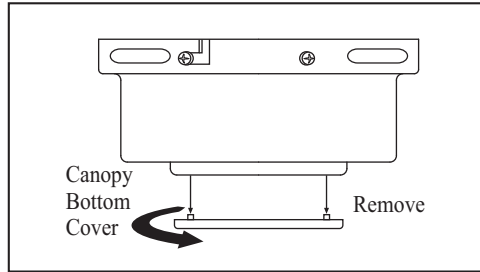


Figure 8

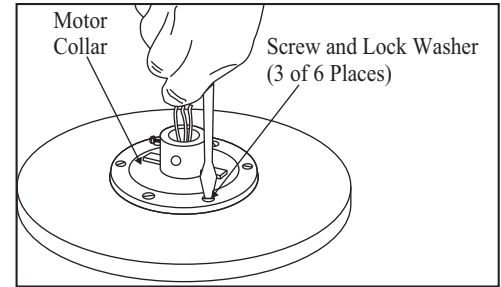


Figure 9

4. Remove three of the six screws and lock washers (every other one) from the collar of top motor. (Figure 9)
5. Route the wires exiting the top of the fan motor through the canopy ring (make sure the slot openings are on top), then proceed to place the ceiling canopy over the collar at the top of the motor. (Figure 10)
6. Align the mounting holes with the holes in the motor and fasten using the screws and lock washers removed in step 4. (Fig. 10)
7. Tighten the mounting screws security.

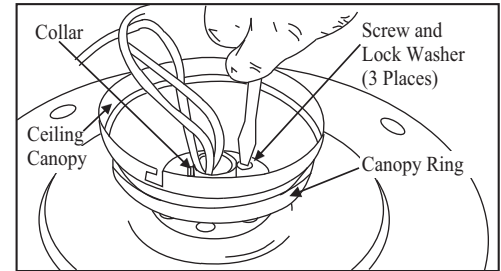


Figure 10

**WARNING**  
FAILURE TO COMPLETELY TIGHTEN  
THE THREE SCREWS IN STEP 7 COULD  
RESULT IN FAN LOOSENING AND  
POSSIBLY FALLING.

## Installing Fan to the Electrical Box

### WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR OTHER PERSONAL INJURY. MOUNT FAN ONLY TO AN OUTLET BOX OR SUPPORTING SYSTEM MARKED ACCEPTABLE FOR FAN SUPPORT AND USE THE MOUNTING SCREWS PROVIDED WITH THE OUTLET BOX.

1. Pass the 120-volt supply wires through the center hole in the mounting bracket. (Figure 11)
2. Attach the mounting bracket on the outlet box by sliding the mounting bracket over the screws provided with the outlet box. (Figure 11) When using “close-to-ceiling” mounting, it is important that the mounting bracket be level. If necessary, use leveling washers (not included) between the mounting bracket and the outlet box. Note that the flat side of the mounting bracket is toward the outlet box. (Figure 11)
3. Securely tighten the two mounting screws.

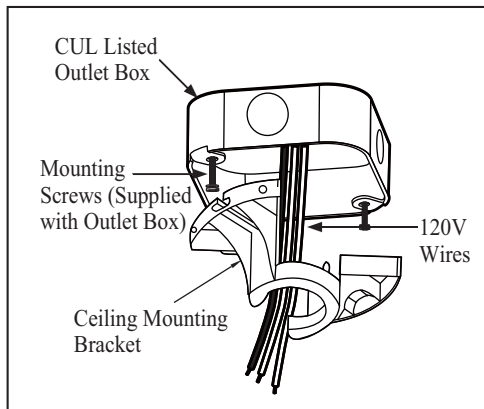


Figure 11

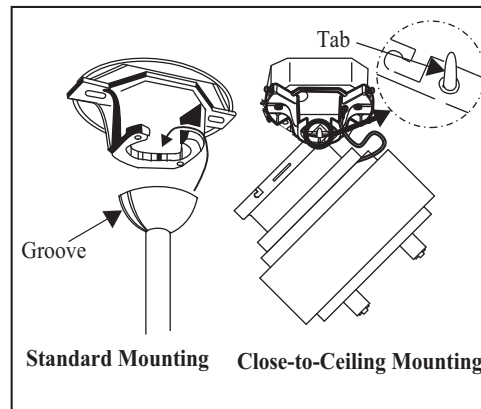


Figure 12

4. Carefully lift the fan assembly up to the ceiling mounting bracket and hang the fan on the tab provided by utilizing one of the holes at the outer rim of the ceiling canopy. (Figure 12) If using standard mounting, seat the hanger ball in the mounting bracket socket. Make sure the tab on the mounting bracket socket is properly seated in the groove in the hanger ball. (Figure 12)

### WARNING

THE TAB AS SHOWN IN FIGURE 12 IS ONLY TO BALANCE THE FAN WHILE ATTACHING WIRING. FAILURE TO HANG AS SHOWN IN FIGURE 12 MAY RESULT IN TAB BREAKING CAUSING THE FAN TO FALL. TAB MUST PASS FROM INSIDE TO OUTSIDE OF CANOPY.

### WARNING

WHEN USING THE STANDARD BALL/DOWNROD MOUNTING. THE TAB IN THE RING MUST REST IN THE GROOVE OF THE HANGER BALL. FAILURE TO PROPERLY SEAT THE TAB IN THE GROOVE COULD CAUSE DAMAGE TO WIRING.



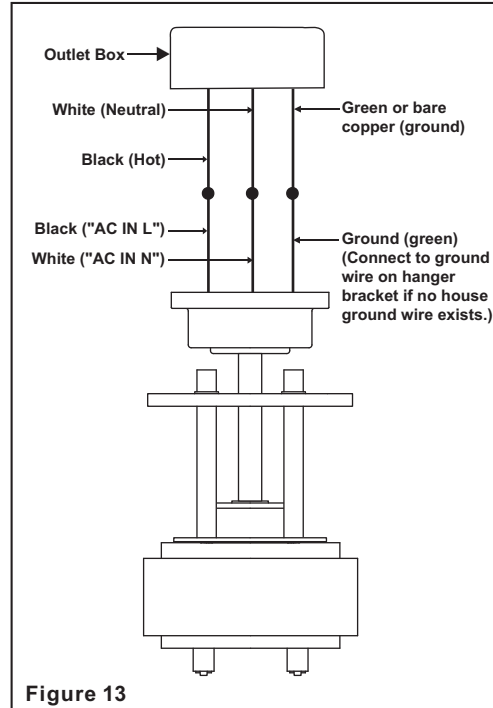
# Make the Electric Connections

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

**Step 1.** Motor to House Supply Wires Electrical Connections: Connect the WHITE wire (Neutral) from the outlet box to the WHITE wire marked "AC in N" from the motor. (Fig. 13)

**Step 2.** Connect the BLACK wire (Hot) from the outlet box to the BLACK wire marked "AC in L" from the motor. (Fig. 13)

Secure all wire connections with the plastic wire nuts provided.



# Finishing the Fan Installation

## Standard Ceiling Mounting

**WARNING**  
LOCKING SLOTS OF CEILING CANOPY ARE PROVIDED ONLY AS AN AID TO MOUNTING. DO NOT LEAVE FAN ASSEMBLY UNATTENDED UNTIL ALL FOUR CANOPY SCREWS ARE ENGAGED AND FIRMLY TIGHTENED.

Slide canopy up to the ceiling as shown in Figure 14. Make sure you place the wires safely into the outlet box. Secure the canopy to the hanger bracket with the four screws with your fan. Raise up canopy ring and line up the 4 tabs with the 4 grooves on the canopy. Once lined up, slide the canopy ring and secure it to the canopy until snug.

**WARNING**  
MAKE SURE THE TAB 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.

## Close-to-Ceiling Mounting

Remove the fan from the tab on the hanger bracket. Secure the canopy to the hanger bracket with four screws included with your fan. (Fig. 15) Raise up canopy ring and line up the 4 tabs with the 4 grooves on the canopy. Once lined up, slide the canopy ring and secure it to the canopy until snug.

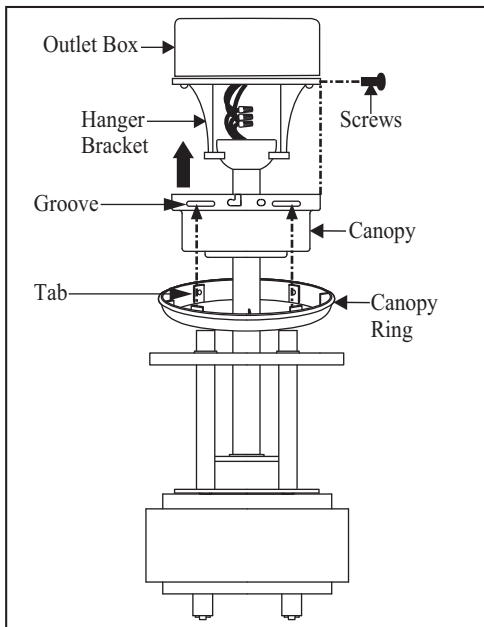


Figure 14

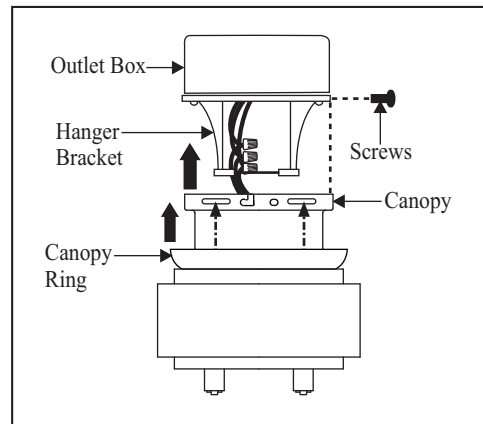
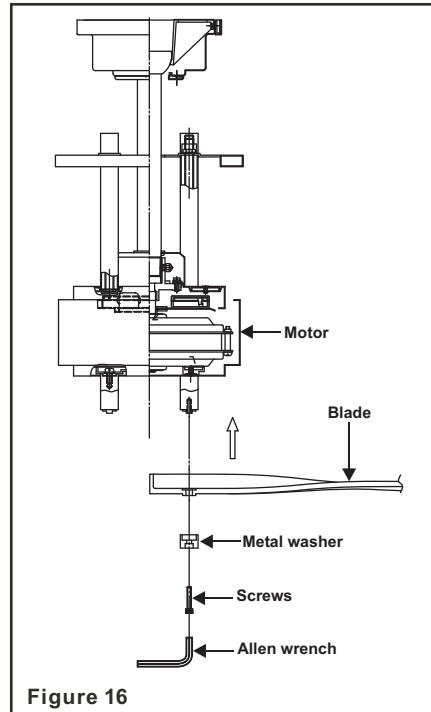


Figure 15

# Attaching the Fan Blades

**Step 1.** Align the holes from the blade to the holes from the motor, and secure the blade in place by using the screws and metal washers with the allen wrench provided. (Fig. 16)

**Step 2.** Repeat this process to attach the other blades. (Fig. 16)



## Blade Balancing

All blades are grouped by weight. Because natural woods vary in density, the fan may wobble even though the blades are weighed equally.

The following procedure should correct most fan wobbling problems. Check after each step.

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 17. 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.

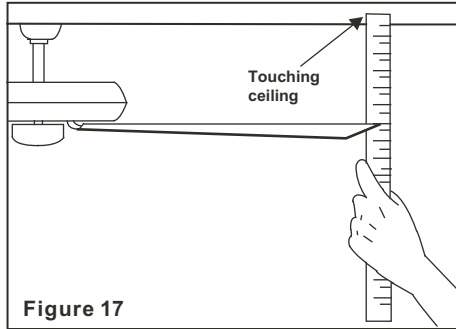


Figure 17

## Installing the battery

Your DC brushless motor is equipped with an automatically learned type remote control. Restore power to ceiling fan and test the transmitter as below for proper operation. (Fig. 18)

Install a 12V MN21/A23 battery (included) into the remote control. To prevent damage to the remote control, remove the battery if not used for long periods. (Fig. 18)

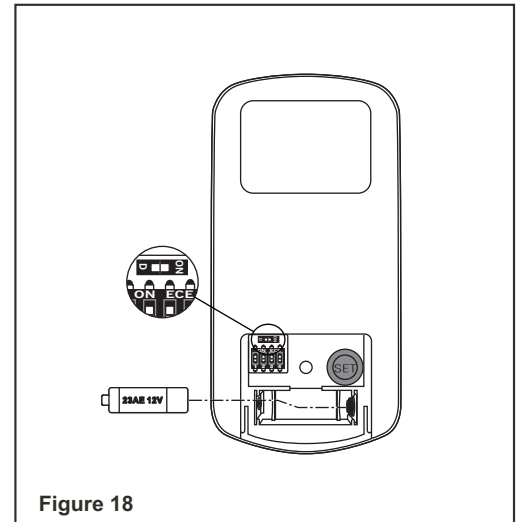


Figure 18

### Remote Control Button Definitions:

These six buttons are used to set the fan speed as follows:

I = minimum speed

II = low speed

III = medium low speed

IV = medium speed

V = medium high speed

VI = high speed

■ button: Turns the fan off.

⊗ button: Controls fan direction.

### Setting the Remote Control

Follow the below steps to set the remote control:

The auto learning function will only mandate within 60 seconds when turning the fan's AC power ON.

1. Select desired frequency from the back of transmitter.
2. From the back of the transmitter, press the "SET" button, and hold the "SET" button for over 5 seconds. Once the receiver has detected the frequency, the light will flash twice, and the fan will automatically begin to operate and start to rotate in the counterclockwise direction and on the highest RPM for 3 minutes. When counterclockwise rotation has finished, the fan will automatically reverse to clockwise direction again to the highest RPM for 3 minutes. Fan will shut off when the self calibration test has finished. The total self calibration test will last about 6 minutes.

**NOTE:** If the self calibration test failed, turn the AC power off; restore power and process the self calibration test again.

**NOTE:** During self calibration test, the remote is non-functional.

**NOTE:** The learning frequency function and self calibration test will continue to retain the last set frequency and calibration set even when the AC power is shut off. If the frequency is changed the self calibration test will occur again.

"D" and "ON" dip switch:

1. The "ON" selection is the light dimmable selection and is to be used with all bulbs except for CFL bulbs. The "D" selection is the light ON only (no dimming function) and is to be used with CFL bulbs as CFL bulbs in most cases cannot be used with dimming controllers.

This receiver provides the following protective function:

1. Lock Rotor Position: The DC motor has a built-in safety against a stalled or locked rotor condition (stalled blade rotation). If there is an obstruction or fault with the motor, the current monitoring function will automatically turn power off to the motor after 30 seconds. Remove the obstruction and turn the AC power off. Restore power and re-start fan motor.

2. Over 80W protection: When the receiver detects motor power consumption which is greater than 80W, the receiver power will be stopped and operation will immediately discontinue. Wait for 5 seconds and then turn the receiver power back on.

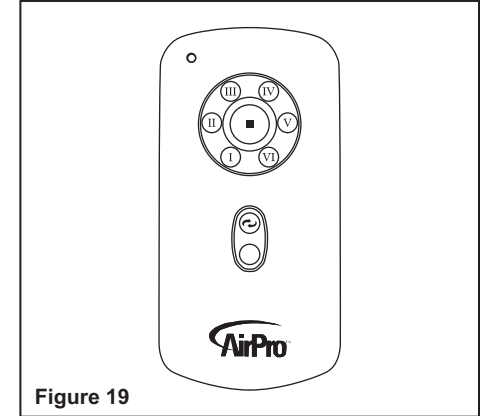


Figure 19

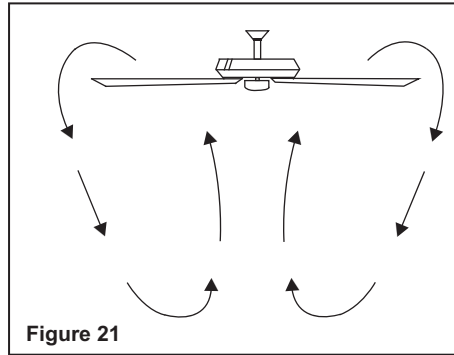
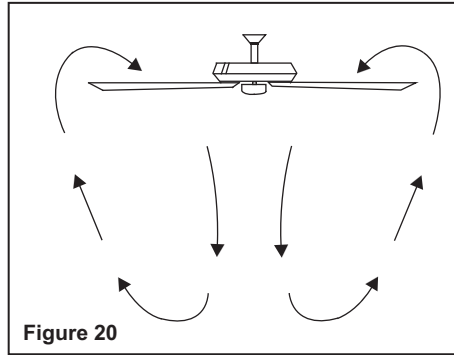
# 11. Operating Your Transmitter

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

**NOTE:** To operate the reverse function on this fan, press the reverse button while the fan is running.

Warm weather - (Forward) A downward airflow creates a cooling effect as shown in Fig. 20. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool weather - (Reverse) An upward airflow moves warm air off the ceiling area as shown in Fig. 21. This allows you to set your heating unit on a cooler setting without affecting your comfort.



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"

## *13. Care of Your Fan*

## 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.
3. Check to make sure the dip switches from the transmitter and receiver are set to the same frequency.

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.

Remote control malfunction

1. Do not connect the fan with wall mounted variable speed control (s).
2. Make sure the dip switches are set correctly.

*Troubleshooting 14.*



<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>56"</b>	<b>Low</b>	<b>120</b>	<b>0.046</b>	<b>2.08</b>	<b>53</b>	<b>1951.56</b>	<b>17.41 lbs</b>	<b>19.84 lbs</b>	<b>2.10'</b>
	<b>High</b>	<b>120</b>	<b>0.43</b>	<b>32.67</b>	<b>159</b>	<b>6767.71</b>			

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

## *15. Specifications*