

# Owner's Manual

## Ceiling Fan Installation Instructions



**For 5GWR60XXD Fan**

**READ AND SAVE THESE INSTRUCTIONS**

Total fan weight  
with light kit

**MONTE  
CARLO**®



# Installation

## SAFETY TIPS

**WARNING: TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR INJURY TO PERSONS, OBSERVE THE FOLLOWING: READ AND SAVE THESE INSTRUCTIONS**

1. Installation work and electrical wiring must be done by qualified person(s) in accordance with applicable codes and standards (ANSI/NFPA 70-1999), including fire-rated construction.
2. Use this unit only in the manner intended by the manufacturer. If you have any questions contact the manufacturer.
3. After making the wire connections, the wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and ungrounded conductor on the other side of the outlet box.
4. Before you begin installing the fan, Switch power off at Service panel and lock service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.
5. Be cautious! read all instructions and safety information before installing your new fan. Review the accompanying assembly diagrams.
6. When cutting or drilling into wall or ceiling, do not damage electrical wiring and other hidden utilities.
7. Make sure the installation site you choose allows the fan blades to rotate without any obstructions. Allow a minimum clearance of 7 feet from the floor to the trailing edge of the blade.
8. **WARNING** – Risk of fire, electric shock, or personal injury, The fan in this box may be either directly supported from a structural framing member of a building and/or may be mounted to an outlet box marked acceptable for fan support of 16 kg. (35 lbs.) or less. Most outlet boxes commonly used for the support of luminaires may not be acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.
9. Do not bend blade holders during installation to motor, balancing or during cleaning. Do not insert foreign object between rotating blades.
10. Attach the mounting bracket using only the hardware supplied with the outlet box.
11. To reduce the risk of fire or electric shock, do not use this fan with any solid state fan speed control device, or variable speed control.
12. If this unit is to be installed over a tub or shower, it must be marked as appropriate for the application.
13. **NEVER** place a switch where it can be reached from a tub or shower.
14. The combustion airflow needed for safe operation of fuel-burning equipment may be affected by this unit's operation. Follow the heating equipment manufacturer's guideline safety standards such as those published by the National Fire Protection Association (NFPA), and the American Society for Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) and the local code authorities.
15. Before servicing or cleaning unit, Switch power off at Service panel and lock service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.

## TOOLS REQUIRED

Phillips Screwdriver

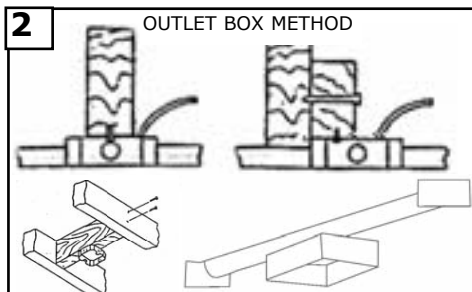
Wire Cutters

Pliers

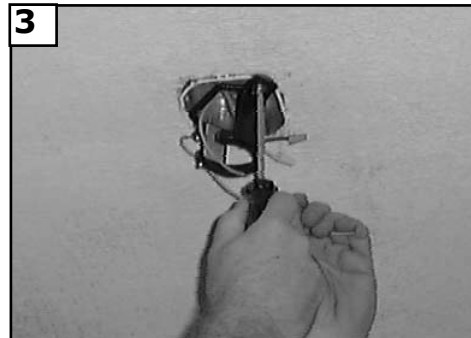
Step Ladder



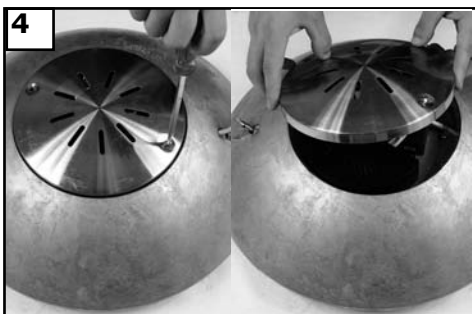
**1** Before you begin installing the fan, Switch power off at Service panel and lock service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.



**2** **Warning**-Risk of fire, electric shock, or personal injury. The fan in this box may be either directly supported from a structural framing member of a building and/or may be mounted to an outlet box marked acceptable for fan support of 16 kg (35 lbs) or less. Most outlet boxes commonly used for the support of luminaires may not be acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.



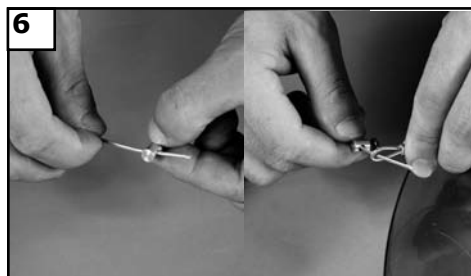
**3** Install the Mountiing Bracket to the Outlet box. **Use only the screws provided with the outlet box.**



**4** Disassemble the top housing cover by removing the 2 set screws. Keep the screws for later use.



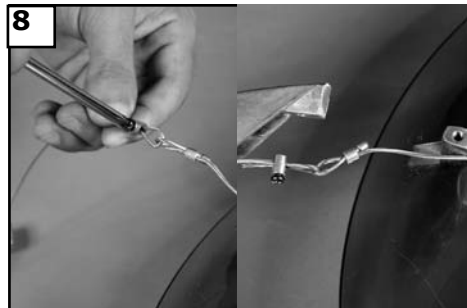
**5** connect the black wire from the arch assembly to the black wire from fan. Connect the white wire from the arch assembly to the white wire from fan.



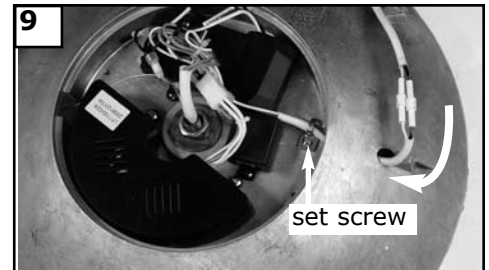
**6** Thread the safety cable from the arch assembly through the metal knot provided, then pass it through the loop of the safety cable from fan.



**7**  
Fold up the safety cable and, again thread it through the metal knot till the tip of the safety cable appear on the other side of the metal knot.



**8**  
Secure the safety cable by tightening the set screw on the metal knot.



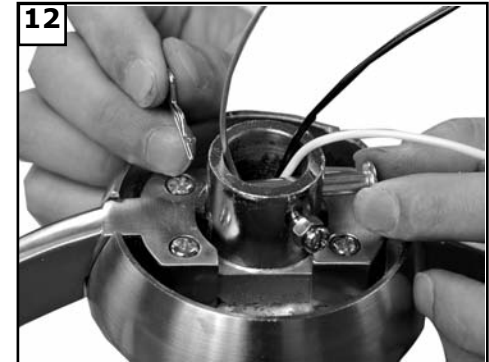
**9**  
Loosen the set screw as shown, and carefully pull back the wires for easy installation of the arch with top housing of fan. Tighten the set screw after installation.



**10**  
Remove the set screws with the allen wrench (provided) from the top housing, then align the arch assembly to the screw holes on the top housing. Install and tighten securely the two screws on each assembly arm. Repeat Process 1 more times.



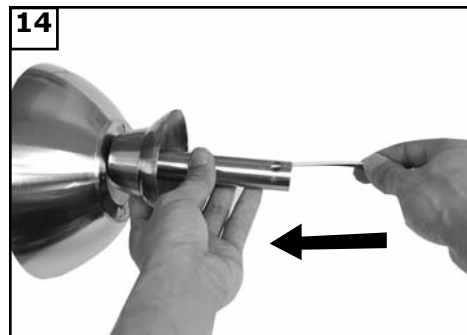
**11**  
Reinstall the top housing cover with the screws removed in step 4. Tighten securely.



**12**  
Remove the keeper pin and cotter pin.



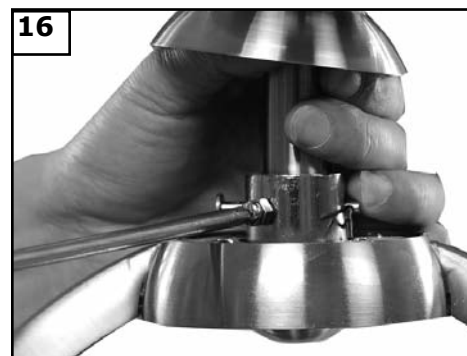
**13**  
Loosen the 2 set screws. You should be able to put your downrod into the yoke.



**14**  
Install canopy, safety cable and yoke cover over the downrod. Thread wire through downrod with canopy, safety cable and yoke cover assembled.



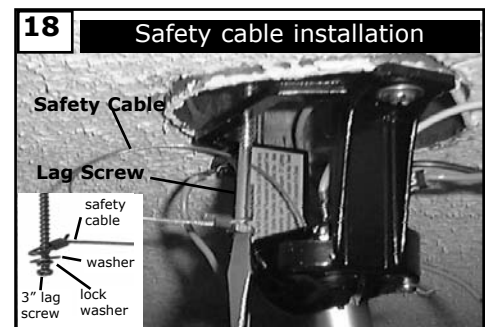
**15**  
Insert downrod into motor yoke. Next, insert clevis pin through yoke and downrod and secure with cotter pin.



**16**  
Tighten both yoke set screws to further secure downrod.



**17**  
Carefully lift fan assembly onto mounting bracket. Rotate fan so that the notch on the ball engages the ridge in the mounting bracket. This will allow hands-free wiring.



**18** Safety cable installation  
For Canadian installation and for USA fan and light kit combinations over 35 lbs, in both flush and downrod mode the safety cable must be installed into the house structure beams using the 3" lag screws, washers, and lock washers provided. Make sure that when the safety cable is fully extended the leadwires are longer than the cable and no stress is placed on the leadwires.



Make wire connections to power source using wire nuts provided. Make sure that no filaments are outside of the wirenut. After making the wire connections, the wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and ungrounded conductor on the other side of the outlet box.



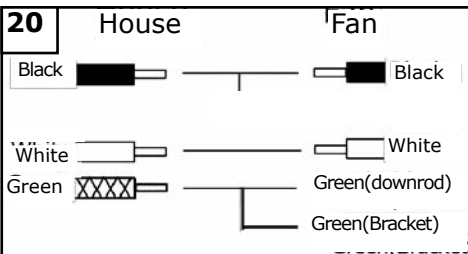
Attach blades to motor by placing the blade holders over the blades then using the motor screws to secure. Tighten screws securely.



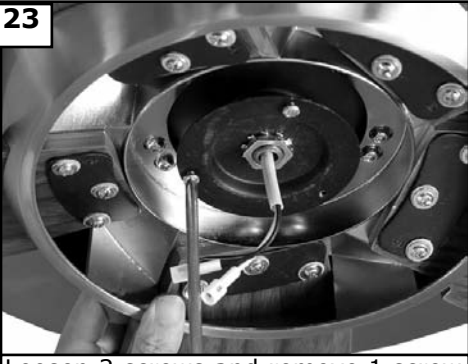
Remove the 3 screws on the light kit plate and save.



Install the 2x50 watt halogen bulbs. Bulbs Included. Do not touch bulb surface as oily residue from skin can cause the bulb to explode.  
**WARNING: Over lamping the fan will result in the fan lights shutting down until the proper wattage of bulbs are installed. Reset the lights by turning off the wall switch, breaker, or by remote. Replace bulbs with the correct wattage bulbs, turn the power on.**



Make sure that all exposed wiring is secured inside wire nuts. Note: Wires from house may vary in color and may not include ground wire. After wiring is complete, gently push wires into junction box with wire nuts pointing upward. Refer to point 3 of safety tips.



Loosen 2 screws and remove 1 screw and save.



Plug the black from the light kit to the black from the fan. Plug the white from the fan to the white from the light kit.



Install the glass and finial cap to the threaded rod. Hand tighten securely.



Raise the canopy up and align the two holes in the canopy with the two holes in the hanger bracket. Secure with two screws provided.

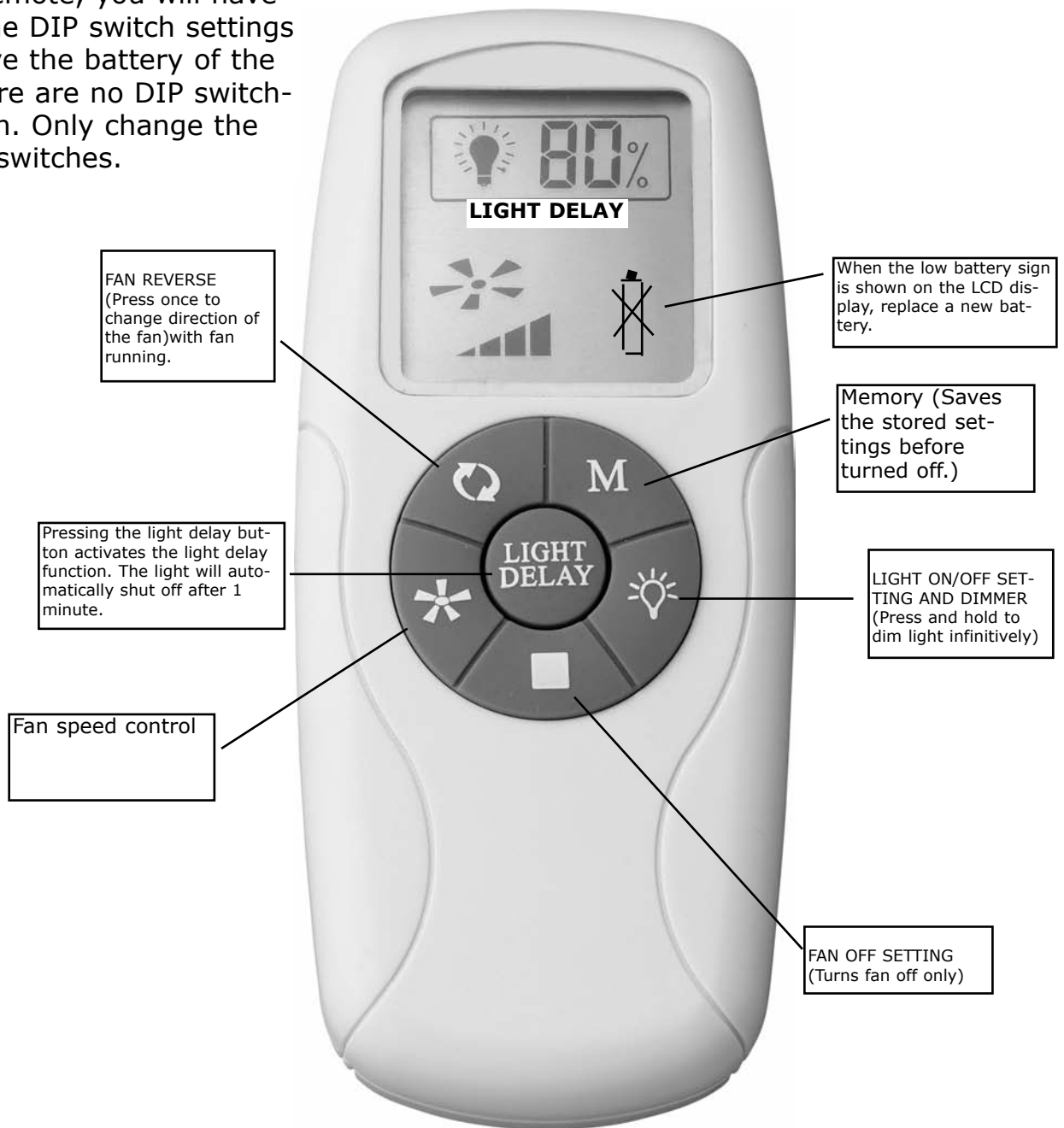



Install the light kit plate by aligning the 2 screws with the 2 key slot holes on the plate and twist to lock into place. Install the 1 screw removed and tighten the other 2 screws securely.





Install the light kit by aligning the 3 keyslot holes and twisting the light kit to lock. Tighten 3 screws securely.

NOTE: If you have more than 1 fan with a remote, you will have to change the DIP switch settings located above the battery of the remote. There are no DIP switches on the fan. Only change the remote DIP switches.



 **FAN SPEED** Depress "#1 bar is for highest speed. The #7 bar is for the lowest speed.

 **LIGHT DIMMER** To turn light on, press light dimmer once quickly. To turn off press once quickly while light is on. To dim light hold down button "light dimmer". The light will cycle from bright to dim to bright until button is released. Light will maintain last setting if turned off. You can see the percentage on the display screen.

 **FORWARD/REVERSE** Depress reverse button and allow a few seconds for remote to change rotation direction with fan running. The fan will come to a complete stop and then run in the opposite direction. This process may take 20-30 seconds.

## Receiver learning function (DC motor)

After the fan is powered (DC motor), the receiver will start sourcing the frequency in the first 60 seconds; during the time, any instruction from the transmitter (pressing any button) will be recognized and memorized as the ID frequency of the using transmitter; frequencies from the other transmitters won't be identified as the instruction to operate your fan. When the power is off and on again, if the receiver does not receive the frequency from the transmitter in 60 seconds, receiver will automatically use last frequency set before the power off.

### Setting up the DIP switch: Follow below steps:

1. Cut off power supply (turn off the power switch) to the fan before setting up and matching between the fan and the transmitter.
2. Then set/change the DIP switch on the transmitter wanted to work with the fan.
3. Then re-connect the power supply (turn on) the fan again.
4. Push any key on transmitter within 60 second, the fan will match and set up with the transmitter.
5. Repeat the above steps for the other set of fans and transmitters in the house.

### Special note:

1. If there is a power failure, and you have more than one fan inside the house, do not push the transmitter within 60 seconds, otherwise the transmitter signal will be picked up by all fans and the fans cannot be controlled separately.
2. The fan can remember the running setting before power failure or cut off.
3. If the new fan runs after connected to power, it may be due to the fan remembering the previous running setting in the factory during the QC process, push "stop" key on transmitter twice to stop.

### Operation & Installation:

1. Remove the battery cover and the battery from the transmitter, you will see 4 dipswitches with on/off printing, adjust the dipswitches with your own choice (different combinations).
2. Power your fan, use the transmitter to send the signal to the receiver by pressing any button on the transmitter, the receiver will memorize the frequency from the transmitter as the ID signal from now.

### Tips for end users:

1. Once the power is off from last using and you want to restart your fan, in case there are two fans or more in your house with the same transmitter and receiver set, REMEMBER to wait for 60 seconds before using the transmitter, otherwise it will cause a transmitter to control both fans in the same time.
2. Receiver has the memory function, fan will automatically return to the previous setting before power off.
3. If you fan is operated automatically after installation, it is because your fan still memorize the previous setting at factory, just simply press the "stop" button on the transmitter twice to stop your fan.

# Trouble Shooting

If you have difficulty operating your new ceiling fan, it may be the result of incorrect assembly, installation, or wiring. In some cases, these installation errors may be mistaken for defects. If you experience any faults, please check this Trouble Shooting Chart. If a problem cannot be remedied, or you are experiencing difficulty in installation, please call our Customer Service Center at the number printed on your parts list insert sheet.

**Warning: Before servicing or cleaning unit, Switch power off at Service panel and lock service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.**

1. If fan does not start:

1. Check main and branch circuit fuses or circuit breakers.
2. Check line wire connections to fan and switch wire connections in switch housing.

**CAUTION: Make sure main power is turned off.**

2. If fan sounds noisy:

1. Check to make sure all screws in motor housing are snug (not over tightened).
2. Check to make sure the screws which attach the fan blade holder to the motor are tight.
3. Check to make sure wire nut 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 before entering switch housing.**

4. Some fan motors are sensitive to signals from Solid State variable speed controls. **DO NOT USE a Solid State variable speed control.**
5. Allow "break-in" period of 24 hours. Most noises associated with a new fan will disappear after this period.

3. If fan wobbles:

1. Make sure that the ridge of the canopy engages the notch in the downrod ball.
2. Check that all blades are screwed firmly into blade holders.
3. Check that all blade holders are tightened securely to motor.
4. Make sure that canopy and mounting bracket are tightened securely to ceiling junction box and junction box is mounted firmly to ceiling joist.
5. Most fan wobble 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 from blade tip to ceiling. Keeping measure within 1/8", rotate the fan until the next blade is positioned for measurement. Repeat for each blade. If all blade levels are not equal, you can adjust blade levels by the following procedure. To adjust a blade tip down, insert a washer (not supplied) between the blade and blade holder at the screw closest to the motor. To adjust a blade tip up, insert washer (not supplied) between the blade and blade holder at the two screws farthest from the motor. Reverse the position of the washer if blades mount from top of blade.
6. If blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.

4. If light does not work:

1. Check wire from fan to make sure it is connected to hot wire from house.
2. Check for loose or disconnected wires in fan switch housing.
3. Check for loose or disconnected wires in light kit.
4. Check for faulty light bulbs.

**WARNING: Over lamping the fan will result in the fan lights shutting down until the proper wattage of bulbs are installed. Reset the lights by turning off the wall switch, breaker, or by remote. Replace bulbs with the correct wattage bulbs, turn the power on.**

**CAUTION: Make sure main power is turned off before entering switch housing.**

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