

# OWNER'S MANUAL

## Ceiling Fan Installation Instructions



**For 5VBR60XXD Series 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 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. To reduce the risk of fire, electric shock, or personal injury, mount to outlet box or supporting system acceptable for fan support. (Mounting must support at least 35 lbs.) **Use only the mounting screws provided with the outlet box.**
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. NEVER place a switch where it can be reached from a tub or shower.
13. 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.
14. 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

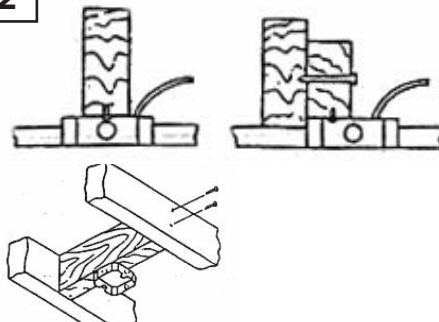
Step Ladder

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



Before installing this fan make sure the outlet box is properly installed to the house structure. To reduce the risk of fire, electric shock, or personal injury, mount to outlet box or supporting system acceptable for fan support. (Mounting must support at least 35 lbs.)

3

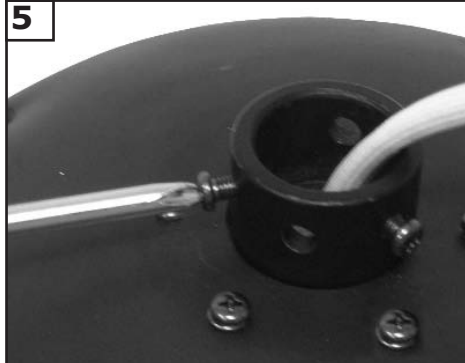
Use metal outlet box suitable for fan support (must support 35 lbs). Before attaching fan to outlet box, ensure the outlet box is securely fastened by at least two points to a structural ceiling member ( a loose box will cause the fan to wobble). **Use only the screws provided with the outlet box.**

4



Use metal outlet box suitable for fan support (must support 35 lbs). Before attaching fan to outlet box, ensure the outlet box is securely fastened by at least two points to a structural ceiling member ( a loose box will cause the fan to wobble). Install the mounting bracket with the 2 screws provided with the outlet box. **Use only the screws provided with the outlet box.**

5

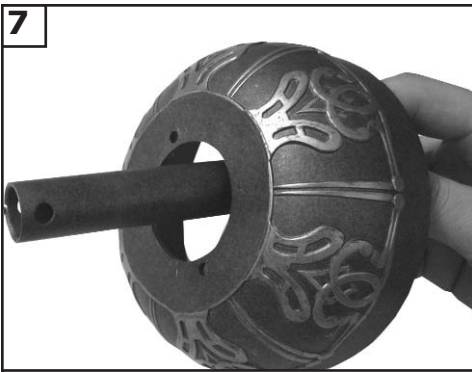


Loosen the 2 set screws in yoke for downrod to slip into yoke.

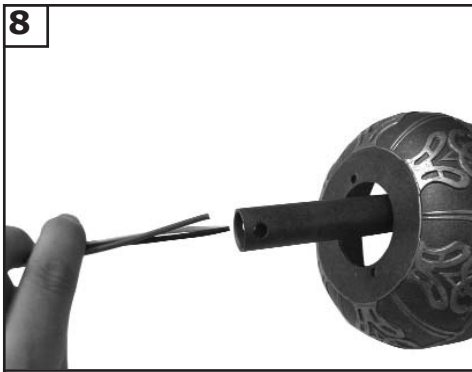
6



Remove the cotter pin and cross pin from downrod. Replace cotter pin into cross pin and save for later steps.



Place the canopy on the downrod.



Thread the leadwires and safety cable through the downrod.



Insert downrod into yoke on top of the Fan body. Align the hole in the downrod with the hole in the yoke. Insert the pin through the yoke and downrod until the point appears on the other side.



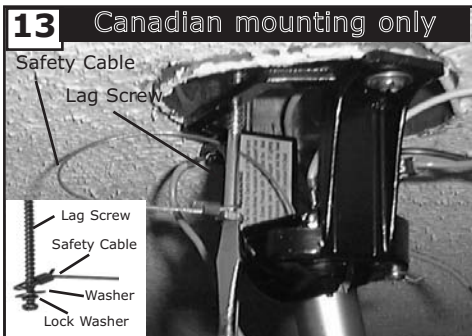
Install the keeper to the pin.



Tighten the 2 set screws on the yoke once the downrod is in place.



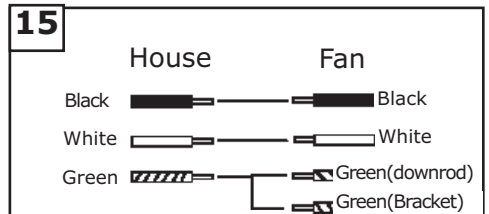
Hang assembled fan from the mounting bracket installed to ceiling in previous step. Make sure the fan is hanging straight. Rotate fan until the tab on the Mounting bracket engages the slot on the Downrod Ball. This must be done to prevent the fan body from rotating when the blades are in motion.



For Canadian installation the safety cable must be installed into the house structure beams using the 3" lag screws 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 sure the studs protruding from the bottom of the Mounting bracket are installed with threads all the way through the bracket.



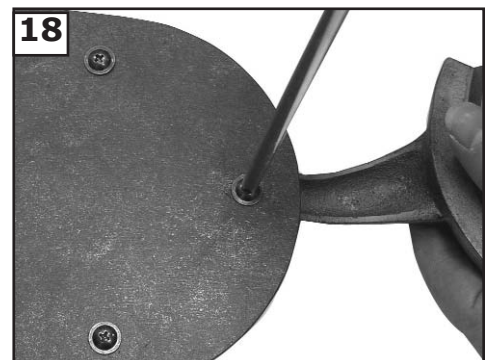
Make sure that all exposed wiring is secured inside wire nuts. Note: Wires from house may vary in color and may not include ground wire. After wiring is completed, gently push wires into junction box with wire nuts pointing upward.



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.



Lift canopy allowing the 2 studs to protrude through the canopy and install the knurled nuts as shown. Tighten the knurled nuts securely.



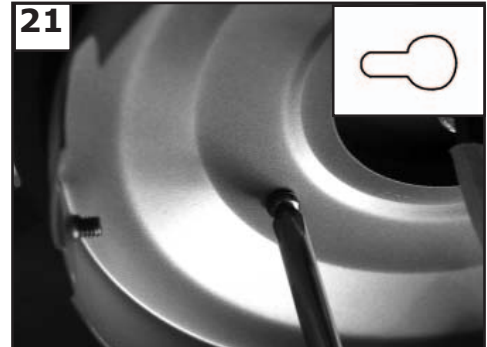
Install 3 screws with fiber washers per blade and tighten securely. Repeat for all 5 blades.



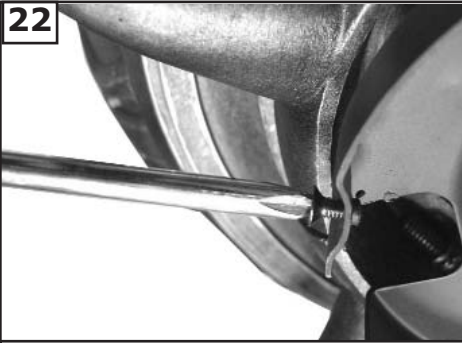
**19**  
Check the motor for shipping stabilizers and remove if present. Attach the blade assembly to the motor and tighten securely.



**20**  
Loosen 2 screws and remove 1 screw from motor plate and save.



**21**  
Align keyslot holes of the switch housing plate to the holes of the motor plate and twist to lock. Add the screw removed from step 20. Tighten securely.



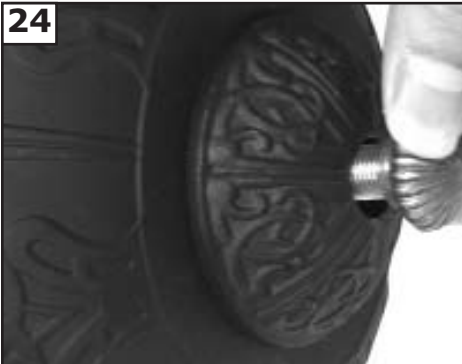
**22**  
Remove 3 screws from the switch cap cover, and save for use later.

**For fan with  
out light kit go  
to step 23.**

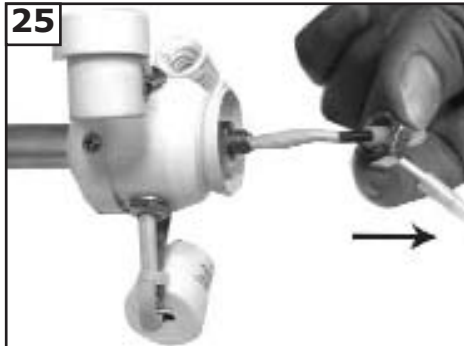
**For fan with  
light kit go to  
step 24-31.**



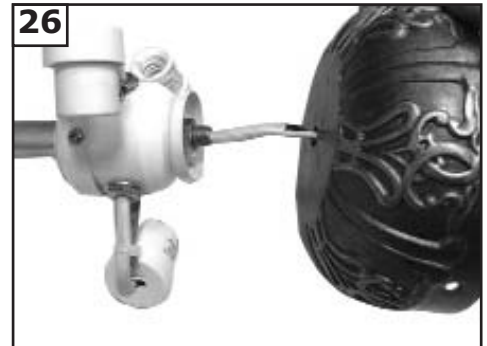
**23**  
Install the switch cap onto fan with the 3 screws removed previously and tighten the 3 screws securely.



**24**  
Remove the finial, finial cap and nipple from the switch cap, save for use later.



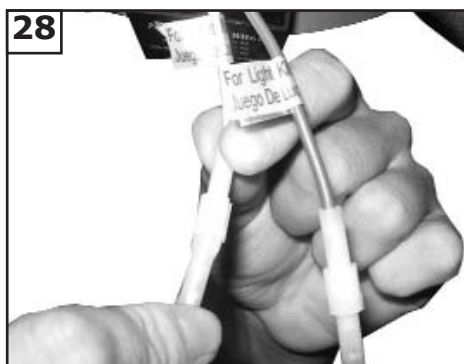
**25**  
Remove the hex nut from the light fitter and save for later use.



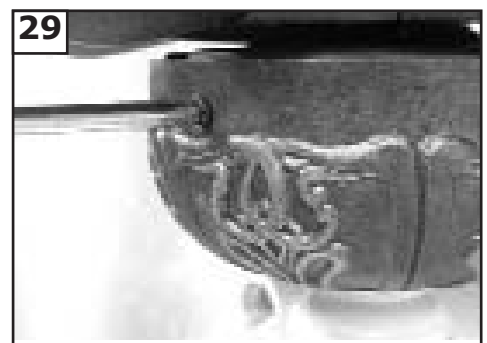
**26**  
Install the light fitter to the switch cap.



**27**  
Install the hex nut removed earlier over the lead wires and tighten the hex nut onto threaded pipe from the light fitter securely.



**28**  
Connect plug from fan to plug from light fixture.



**29**  
Install the light kit assembly to the fan with the screws removed previously and tighten the screws securely.

30



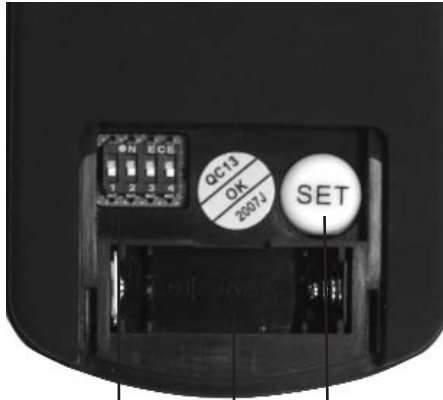
Install 3X40 watt Candelabra base bulbs. Bulbs are NOT included.

31



Place the glass on the fitter, install the finial cap and finial nut to the fitter. Tighten the finial nut securely by hand.

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 then press "SET" See next pg. for details.



DIP switches

SET button

Battery Compartment

Red LED indicator

FAN OFF SETTING  
(Turns fan off only)

Speed 3

Speed 2

Speed 1

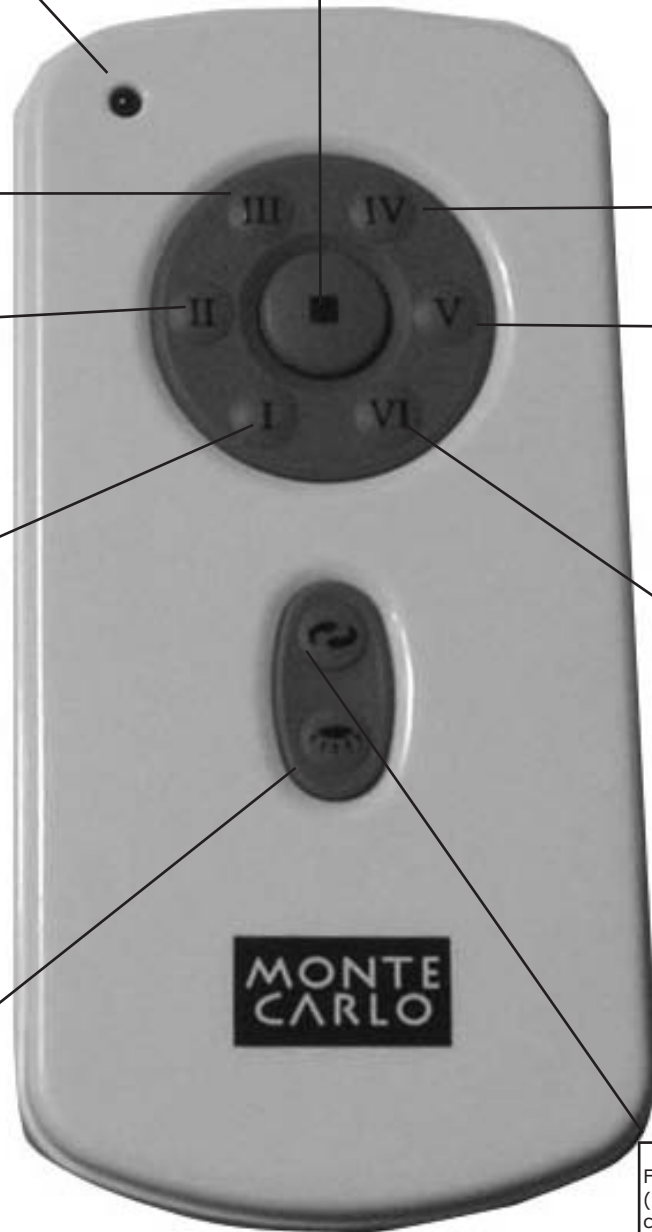
Speed 4

Speed 5

Speed 6

LIGHT ON/OFF SETTING AND DIMMER  
(Press and hold to dim light infinitely)

FAN REVERSE  
(Press once to change direction of the fan) with fan running.



## Setting the dip switch and learning function of the Remote controller

Turn the power on of the fan and press " set " within 60 seconds ( press and hold the set button for at least 5 seconds ). If the fan includes a light, the light will flash twice indicating the success of the learning function setting.

If you cannot finish the setting in 60 seconds. Turn the power off for at least 5 seconds and then turn the power on again and press " Set " for at least 5 seconds within 60 seconds.

The fan will go to the last factory setting. This could be any speed or off.

If you have more than 1 fan with the Remote controller, you will have to change the DIP switch settings of the Remote Transmitter located beside the battery compartment of the remote. There is no dip switch on the Receiver.

Make sure that the power is off to at least one of the fans.

Use the steps above to set the learning function for the first fan.

Turn the power off to the first fan and power on the second fan and use the setting above to set the learning function on the second fan.

When completed, turn both fans on.

To set 2 fans to the same transmitter use the steps above with both fans powered on.

## 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.**
  3. Make sure forward/reverse switch is firmly in up or down position. Fan will not operate when switch is in the middle.
  4. Make sure that shipping stabilizer tabs have been removed from motor.
  
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. If using an optional Ceiling Fan Light Kit, check to be sure the screws securing the glassware are finger tight. Check to be sure light bulb is tight in socket and not touching glass shade(s). If vibration persists from glass, remove glass and install a 1/4" wide rubber band on glass neck to act as an insulator. Replace glass and tighten screws against rubber band.
  5. Some fan motors are sensitive to signals from Solid State variable speed controls. **DO NOT USE a Solid State variable speed control.**
  6. 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 blue 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.

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

**Mounting of fan for top performance, see below.**

**Note:** Mount fan at least 3 ft from any wall, if possible.

Mount fan with 3 ft of blade to ceiling clearance when mounted on vaulted or angled ceilings.  
Fan blades **Must** maintain 7 feet from the floor.

# MONTE CARLO®

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