# Altus Flush

## Altus Hugger Fan - Installation instructions

Should you have any questions or difficulty installing your new fan,
please contact Modern Fan Co. customer service immediately.

**Note:**  Power supply must be turned off prior to any contact with electrical wires.  It is recommended that a licensed electrician be hired to install your ceiling fan.

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**(1)** Remove and identify contents of carton.



fan body

ceiling plate

control(s)

blades          hardware package          balancing kit

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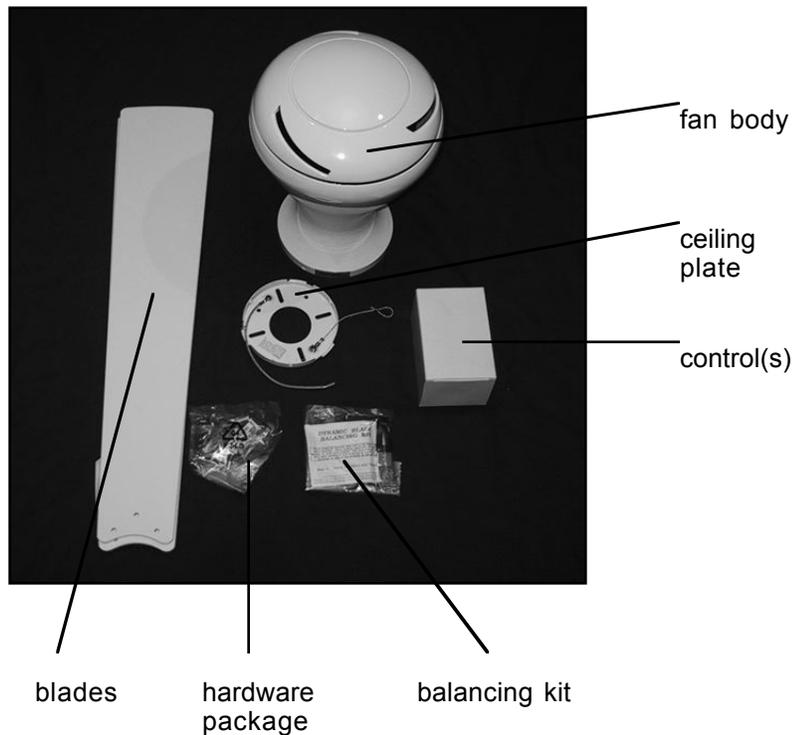
**(2)**  Carefully place fan body (bottom side up) on work area.  Remove and set aside bottom cap by rotating counter-clockwise.



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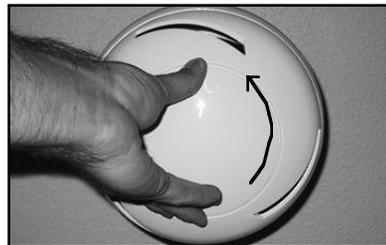
**(3)**  Disassemble rotor from fan motor by removing the four phillips head rotor screws.  Keep rotor screws for reinstallation in step **(6)**.  Do NOT remove multi-point, white screws from guide plate assembly.



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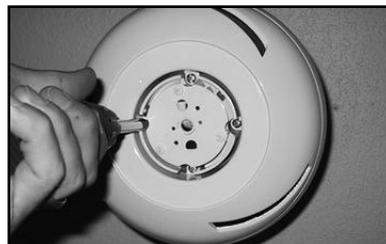
**(4)** IMPORTANT: Remove packing material (foam roll) from space between motor and housing.

foam roll
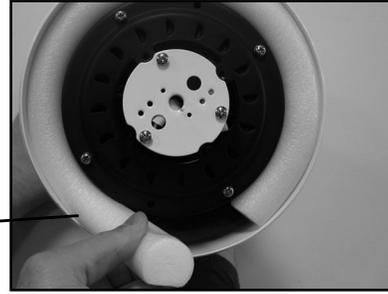
**(5)** Carefully insert blades into rotor slots, and using pan head screws from hardware package, secure blades to rotor.
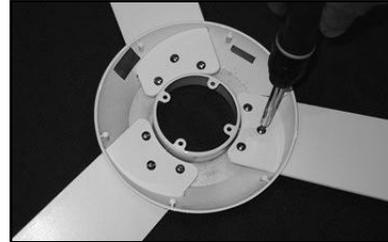
**(6)** Reinstall rotor using the four rotor screws from step **(3)**. Be sure screw tabs on rotor are properly aligned with correct holes on motor.
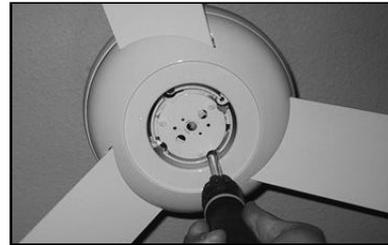
**(7)** If installing optional #271 LED Light Kit, follow the steps below. Otherwise, skip this section and proceed to step **(8)**.
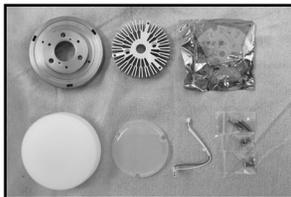
To install light kit, begin by identifying parts:

Top (left to right):
  Light cup; Heatsink; LED Board

Bottom (left to right):
  Glass diffuser; LED Cover; Bridge Connector; Hardware
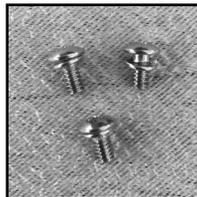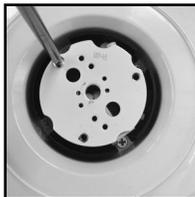
Remove bottom cap (rotate to unthread and remove white plate held by three screws shown here.
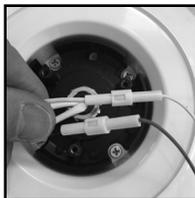
Join ends of bridge connector wires with wire leads from fan. Position wires so that connectors are flat and to side of three posts inside connection cavity.
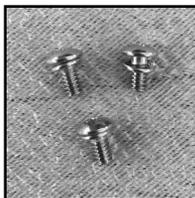
Place light cup over wire connectors so that the three posts are seated in holes on back of light cup and two pin connector passes through center hole. Use three countersink screws to fasten light cup in place.
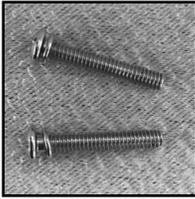
Route bridge connector through center of heatsink and place heatsink inside light cup so that fastening holes are alighed over two fastening posts. Using the long panhead screws, secure heatsink in place with screw heads recessed into milled side of heatsink.
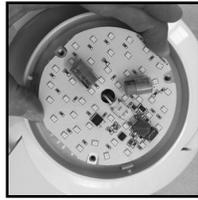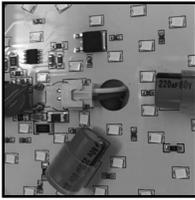
Feed bridge connector through center hole of LED board and carefully insert into two pin connector. Gently push excess wire back into light cup and place LED board flat on heatsink with cutouts positioned over holes on heatsink.
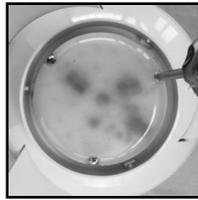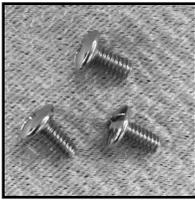
Align LED cover with fastening holes positioned over cutouts in LED board and screw holes in heatsink. Use short panhead screws to secure LED cover and LED board in place on heatsink.

**(8)** Using the existing screws from your junction box, or the machine screws from the hardware package, secure the ceiling plate to ceiling junction box. The electrical wire must be accessible through the hole in the center of the ceiling plate.

suspension cable and loop

**(9)** Secure suspension cable loop around the hook inside the top of the fan body.

hook
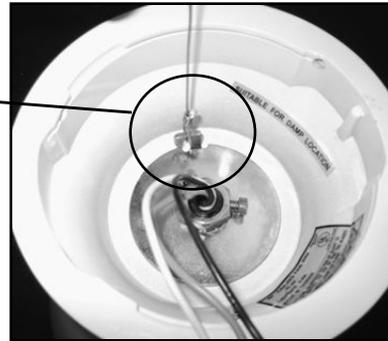
With fan safely suspended by cable, make wire connections with wire nuts included in hardware package as described in the control installation instructions. If using the #003, #004 or #005 control, the receiving unit should be placed inside the top of the fan and connected at this time.

**(10)** Lift fan body and carefully align collar with ceiling plate. Tabs on ceiling plate should seat into channel on inside of fan collar. Rotate fan so that set screw holes on fan body align with set screw holes on ceiling plate.

set screw hole
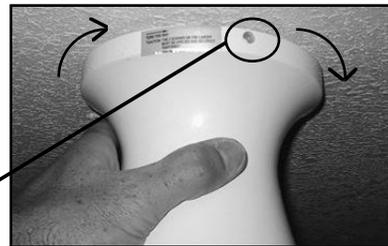
**(11)** Insert and partially thread each of the three set screws. Once all three screws are partially threaded, firmly tighten each one.

**(12)** Install bottom cap if your fan does not have a light kit or the glass diffuser if your fan does have a light kit. In either case, rotate clockwise until cap or diffuser comes to a stop.
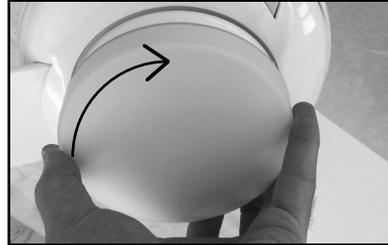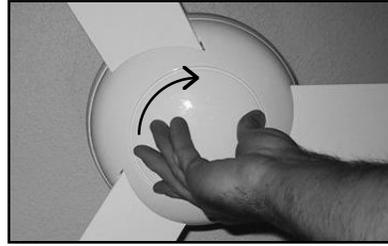
**(13)** Your fan is reversible for summer and winter operation. The reverse switch is located on the side of the fan body. The LEFT position is for summer and the RIGHT position is for winter.

reverse switch

**(14)** Install wall control as described in the control installation instructions (unless you are using a handheld remote control only).

**(15)** The rotor and motor of your fan have been dynamically balanced at the factory. In addition, the blades have been matched to the nearest gram to ensure a well balanced ceiling fan. Furthermore, a blade balancing kit has been included with your fan. Please refer to the instructions packaged with the balancing kit should your fan require additional balancing.

**THE MOD-ERN FAN CO**
A Collection of Ceiling Fans
Designed by Ron Rezek