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

Altus
THE MODERN FAN COMPANY
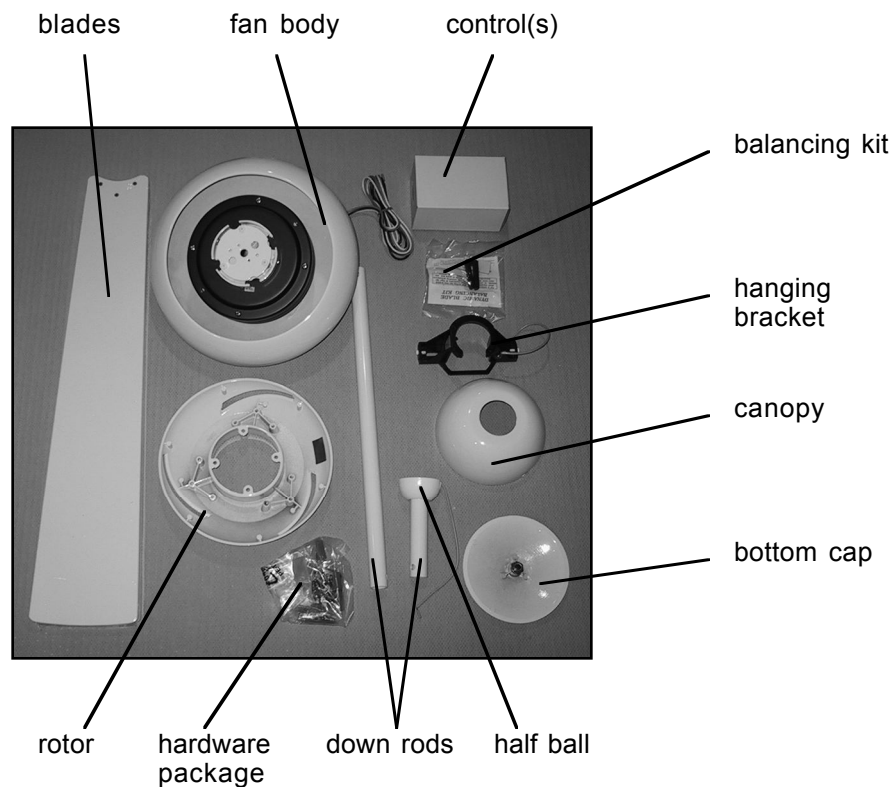Customer Service
M-F 8am - 4pm (PST)

(ph) 888.588.3267
www.modernfan.com

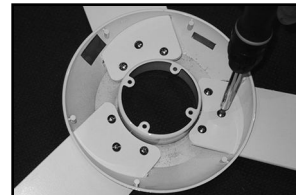## Altus Fan- Installation instructions
Should you have any questions or difficulty installing your new fan, please contact Modern Fan Co. customer service immediately.

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.
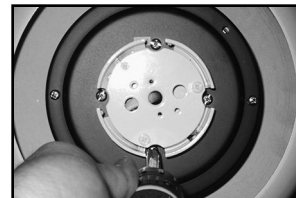
(1) Remove and identify contents of carton.

blades   fan body   control(s)

balancing kit

hanging bracket

canopy

bottom cap

rotor   hardware package   down rods   half ball
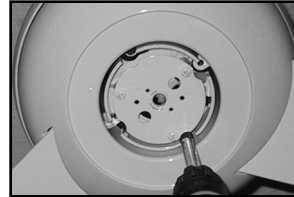
(2) Carefully insert blades into rotor slots, and using pan head screws from hardware package, secure blades to rotor.
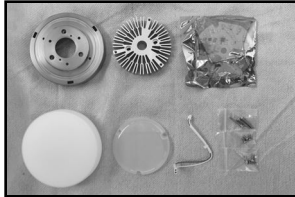

(3) Set fan body on either piece of packing foam, bottom side up. Remove four, phillips head rotor screws from motor and set aside for step **(4)**. Do NOT remove the multi-point, white screws.

(4) Rotate motor so that the empty screw holes from step **(3)** are aligned with the notches in the center hub. Carefully set rotor and blade assembly on motor so that attachment tabs are positioned over motor holes. Secure rotor to motor using the four screws from step **(3)**.

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(5) If installing optional #271 LED Light Kit, follow the steps below. Otherwise, skip this section and proceed to step **(6)**.
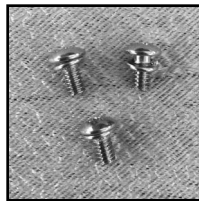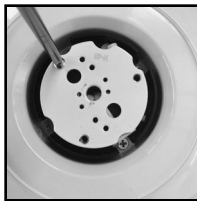
To install light kit, begin by identifying parts:
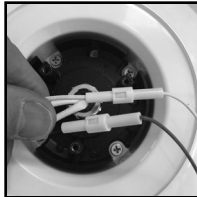
Top (left to right):
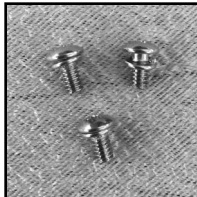 Light cup; Heatsink; LED Board

Bottom (left to right):
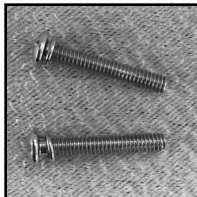 Glass diffuser; LED Cover; Bridge Connector; Hardware

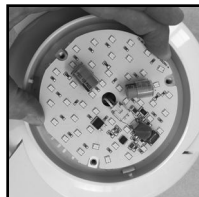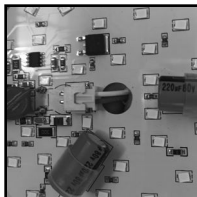Remove bottom cap (rotate to unthread and remove white plate held by three screws shown here.

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.
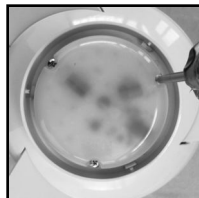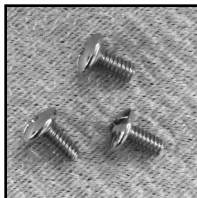
Place light cup over wire connectors so that the three posts are seated in holes on back of light cup and two pin connector passes through center hole. Use three countersink screws to fasten light cup in place.

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.
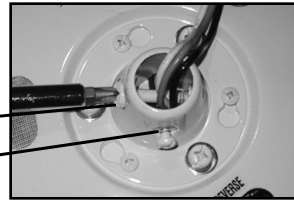
Align LED cover with fastening holes positioned over cutouts in LED board and screw holes in heatsink. Use short panhead screws to secure LED cover and LED board in place on heatsink.

(6) Carefully turn fan assembly over and place face down on either piece of packing foam. Remove the stopper screw and loosen the set screw on the fan collar. Set the stopper screw aside for step **(8)**.
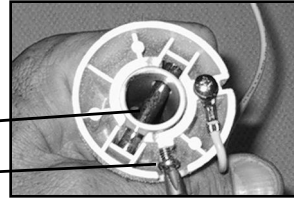
stopper screw

set screw

(7) Remove stopper pin and half ball from small down rod by loosening set screw on half ball. Set all parts aside for step **(10)**.
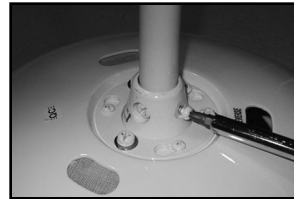
stopper pin

set screw

(8) Run fan wires through selected down rod. Reinstall stopper screw from step **(6)** and firmly tighten set screw on fan collar against down rod.

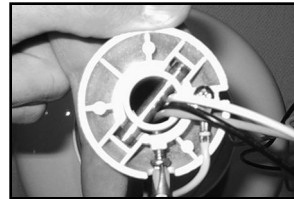Note: If ceiling height allows, using a longer down rod will increase airflow and efficiency.

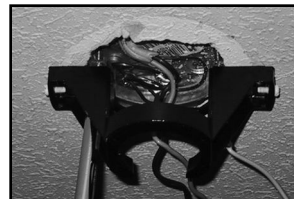**(9)** Slide fan canopy over down rod and carefully rest on top of fan body.

(10) Reinstall half ball on end of down rod. Be sure that stopper pin is inserted through down rod and seated in half ball. Tighten set screw against down rod.
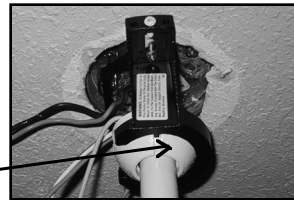
(11) Using the existing screws from your junction box, or the machine screws from the hardware package, secure the hanging bracket to the ceiling junction box.

(12) Lift fan to ceiling and set half ball in the hanging bracket so that the ridge on the edge of the hanging bracket is seated in the slotted channel in the half ball.
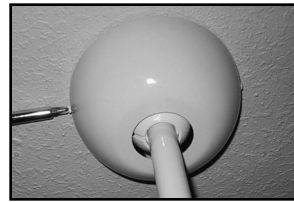
channel and ridge

With fan safely suspended by bracket, 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 arms of the hanging bracket and connected now.

(13) Remove set screws on the sides of the hanging bracket. Lift canopy to ceiling. With slots on side of canopy aligned with set screw holes on hanging bracket, reinstall and tighten set screws to hold canopy in place.

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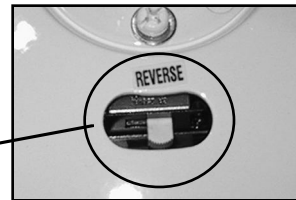
(15) Install wall control as described in the control installation instructions (unless you are using the handheld remote control only).

(16) Your fan is reversible for summer and winter operation. The reverse switch is located on the top of the fan body. The LEFT position is for summer and the RIGHT position is for winter.

reverse switch

(17) 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.