



# Ball Flush

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

(ph) 888.588.3267  
www.modernfan.com

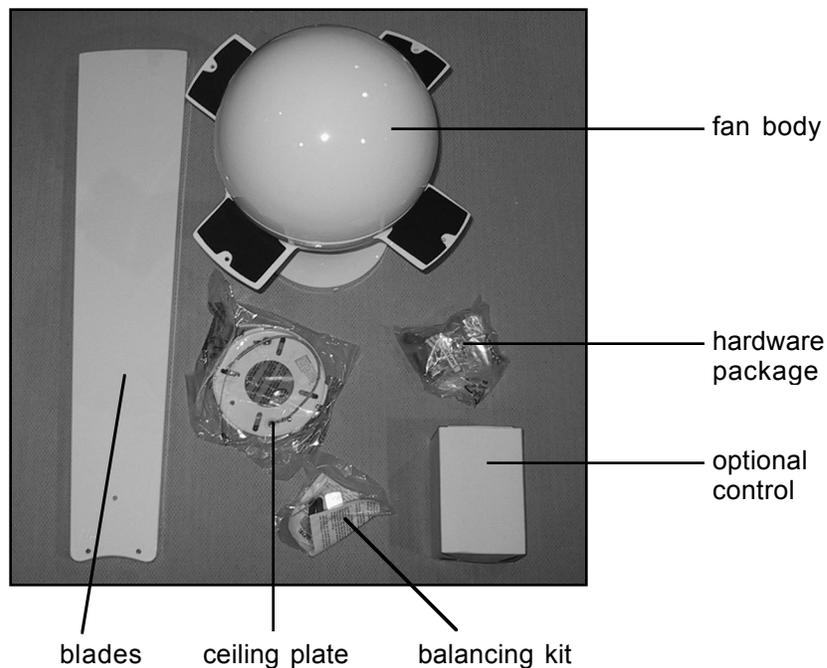
## **Ball Flush Fan- Installation instructions**

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

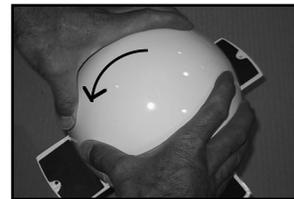
**Note:** Power supply must be turned off prior to any contact with electrical wires. It is recommended that a licensed electrician be hired to install your ceiling fan.

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(1) Remove and identify contents of carton.



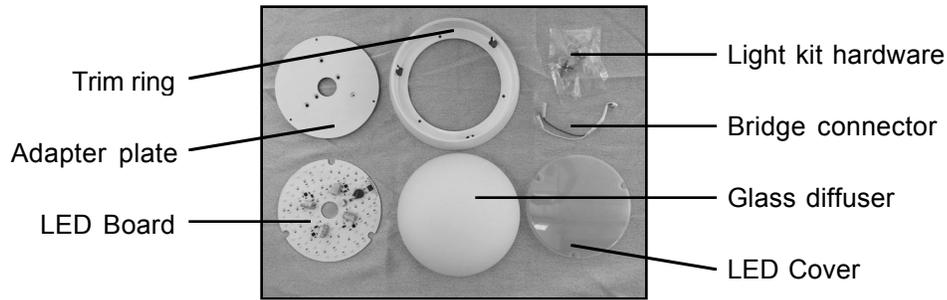
(2) Place fan on work area, bottom side up. Remove bottom dome by rotating counterclockwise. You may need to hold the upper portion of the fan body with one hand as you are removing (unthreading) the bottom dome with the opposite hand.



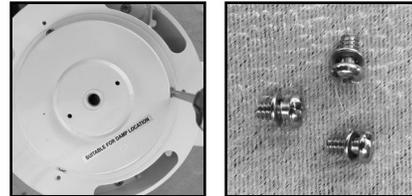
(3) Carefully insert blades into rotor slots, and using screws from hardware package, secure blades to rotor. The counter sink screws ("blade center screws") are for the single blade hole outside the rotor and the pan head screws ("blade holder screws") are for the two holes inside the rotor area for each blade.



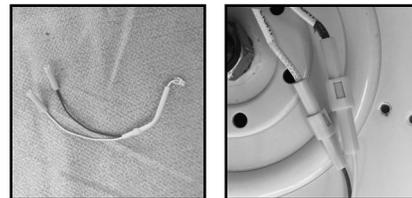
**(4)** If your fan was ordered/configured with a light, identify all parts as shown here and follow steps **(a)** through **(g)**. Otherwise, proceed to step **(5)**.



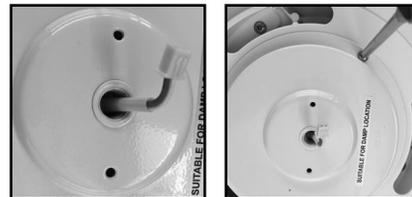
**(a)** Remove switch housing screws to access light kit leads. Set the screws aside for reinstallation at step **(c)**. *Note:* Depending on when you fan was produced, the 2-pin connector may already be installed. If so, skip to step **(d)**.



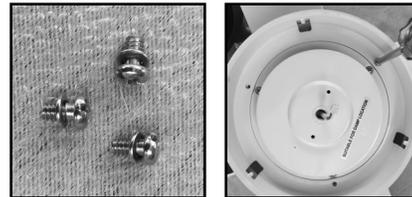
**(b)** Join bridge connector with light kit lead wires from fan. *Note:* Skip this step if 2-pin connector is already present.



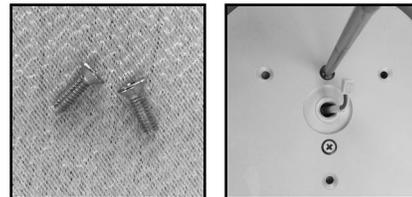
**(c)** Route 2-pin end of connector out of center hole on switch housing and carefully reinstall switch housing with screws from step **(a)**. Be sure that all wires are inside the outer edges of the switch housing. *Note:* Skip this step if 2-pin connector is already present.



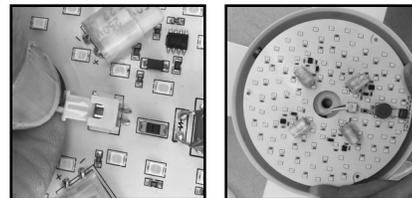
**(d)** Attach trim ring using small button head screws included in hardware pack.



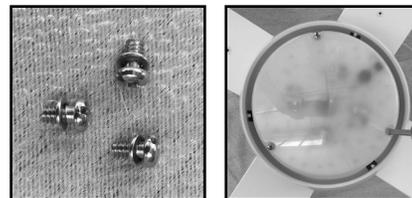
**(e)** Align holes on adapter plate with holes on switch housing. Using countersink screws included with hardware pack, secure adapter plate to switch housing.



**(f)** Position and insert 2-pin connector into terminal near center hole of LED board. Position LED board flat on adapter plate so that three cutouts are positioned over attachment holes. Feed any excess wire back into switch housing.



**(g)** Position LED cover over LED board so that attachment holes are aligned with cutouts and holes in adapter plate. Using three additional, small pan head screws included with hardware pack, secure LED cover and LED board to adapter plate.



**(5)** 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 wires must be accessible through the hole in the center of the ceiling plate.

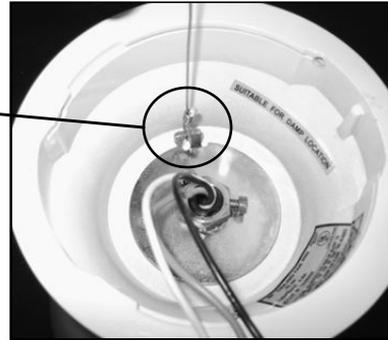
suspension cable  
and loop



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

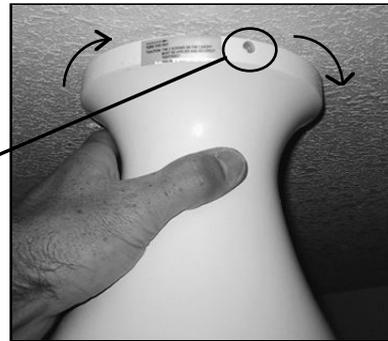
hook

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 optional #003, #004 or #005 control, the receiving unit should be connected at this time and placed inside the top of the fan.



**(7)** 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



**(8)** Insert and firmly tighten three set screws. Hint- do not tighten down set screws until all three are partly screwed in.



**(9)** Your fan is reversible for summer and winter operation. The reverse switch is located just inside the labeled opening on the upper motor housing. The LEFT position is for summer and the RIGHT position is for winter.



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**(10)** Reinstall bottom dome or glass diffuser if your fan has a light kit. Rotate in the clockwise direction until dome or diffuser comes to a stop.



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

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**(12)** 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.

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