



# Ball

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

(ph) 888.588.3267  
www.modernfan.com

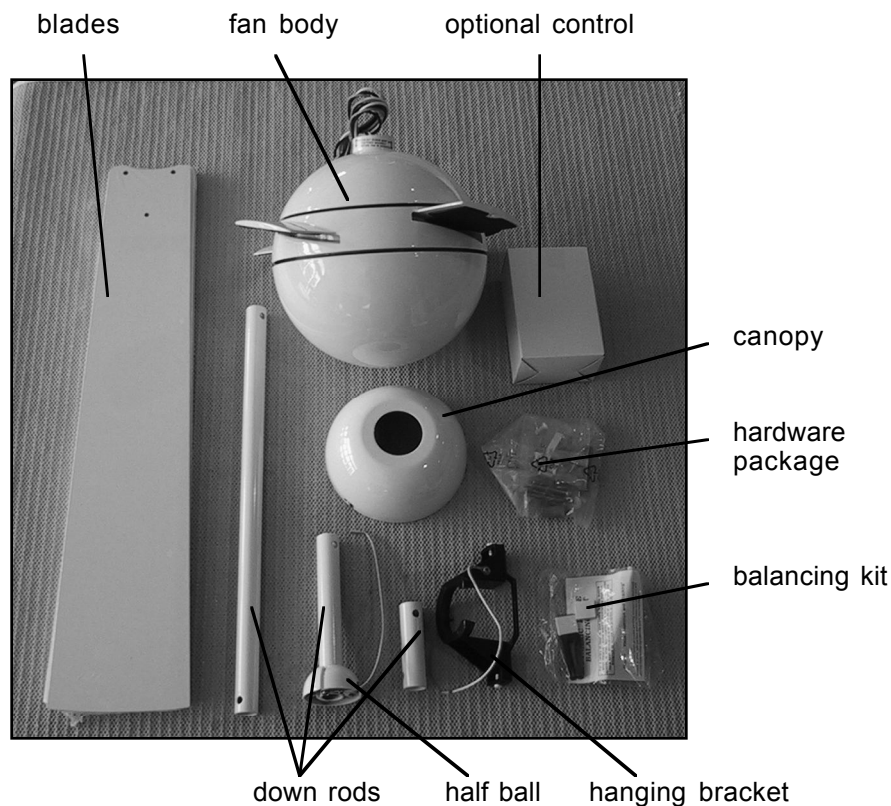
## **Ball Fan- Installation instructions**

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.

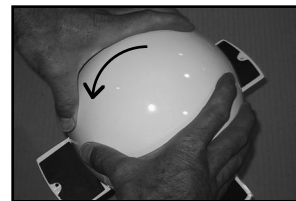
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(1) Remove and identify contents of carton.



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(2) 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. With bottom dome removed, place fan body on either piece of packing foam, with wire bundle facing down and bottom of fan facing up.

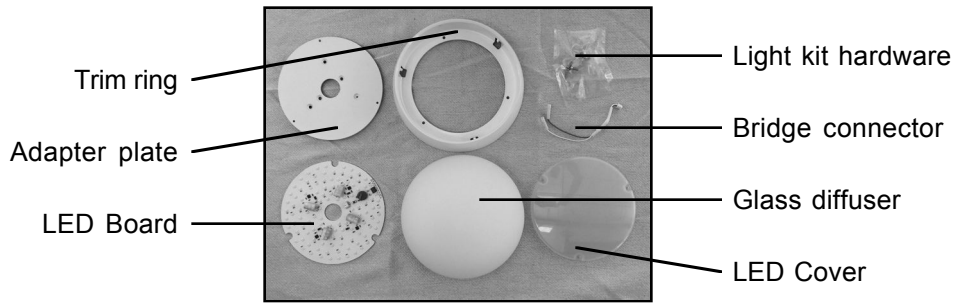


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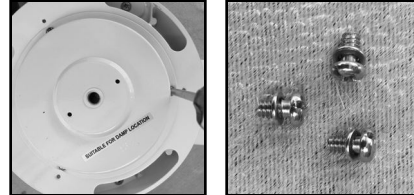
(3) Carefully insert blades into rotor slots, and using screws from hardware package, secure blades to rotor. The counter sink screws ("blade center screws") are for the single blade hole outside the rotor and the pan head screws ("blade holder screws") are for the two holes inside the rotor area for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



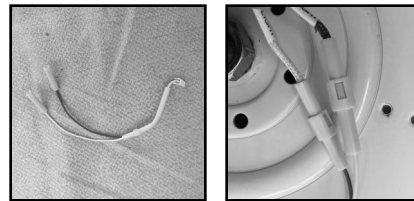
**(4)** If your fan was ordered/configured with a light, identify all parts as shown here and follow steps **(a)** through **(g)**. Otherwise, proceed to step **(5)**.



**(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)**.*



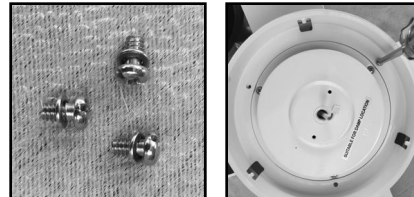
**(b)** Join bridge connector with light kit lead wires from fan. *Note: Skip this step if 2-pin connector is already present.*



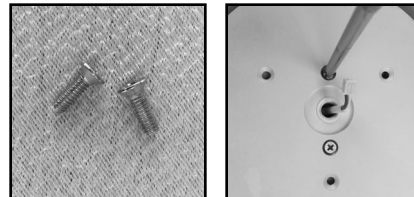
**(c)** Route 2-pin end of connector out of center hole on switch housing and carefully reinstall switch housing with screws from step **(a)**. Be sure that all wires are inside the outer edges of the switch housing. *Note: Skip this step if 2-pin connector is already present.*



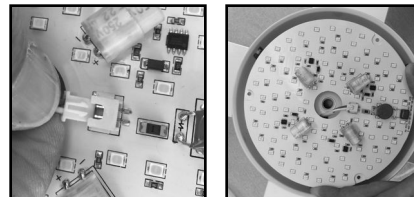
**(d)** Attach trim ring using small button head screws included in hardware pack.



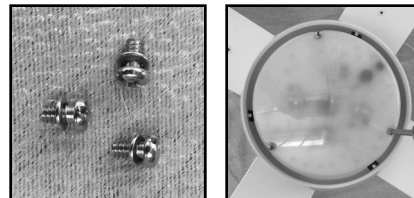
**(e)** Align holes on adapter plate with holes on switch housing. Using countersink screws included with hardware pack, secure adapter plate to switch housing.



**(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.

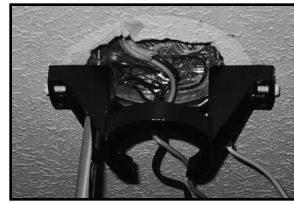


**(g)** Position LED cover over LED board so that attachment holes are aligned with cutouts and holes in adapter plate. Using three additional, small pan head screws included with hardware pack, secure LED cover and LED board to adapter plate.



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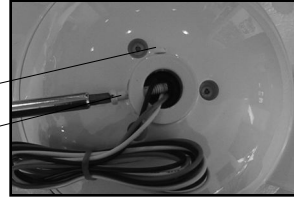
**(5)** Using the existing screws from your junction box, or the machine screws from the hardware package, secure the hanging bracket to the ceiling junction box.



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**(6)** Remove the stopper screw and loosen the set screw on the fan collar. Set the stopper screw aside for step **(8)**.

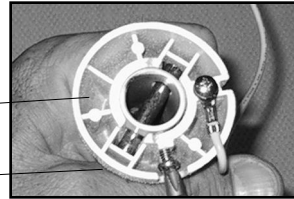
set screw  
stopper screw



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**(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)**.

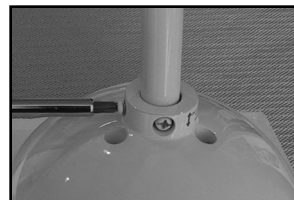
stopper pin  
set screw



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**(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.



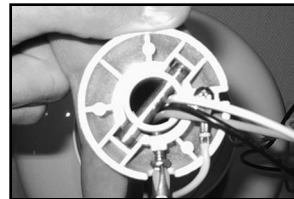
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**(9)** Slide fan canopy over down rod and carefully rest on top of fan body.



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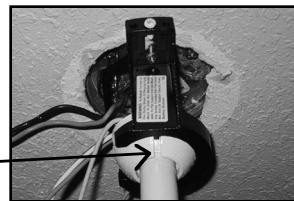
**(10)** Reinstall half ball on end of down rod. Be sure that stopper pin is inserted through down rod and seated in half ball. Tighten set screw against down rod.



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**(11)** 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



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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 optional #003, #004 or #005 control, the receiving unit should be placed inside the arms of the hanging bracket and connected now.

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**(12)** 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.



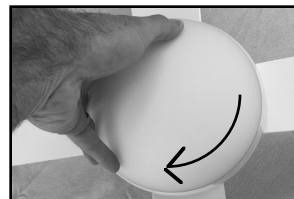
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**(13)** Your fan is reversible for summer and winter operation. The reverse switch is located just inside the labeled opening on the upper motor housing. The LEFT position is for summer and the RIGHT position is for winter. Because the switch is recessed, it will be necessary to use the end of a pencil or screwdriver to carefully move the switch.



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

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**(16)** 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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