



Lapa

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

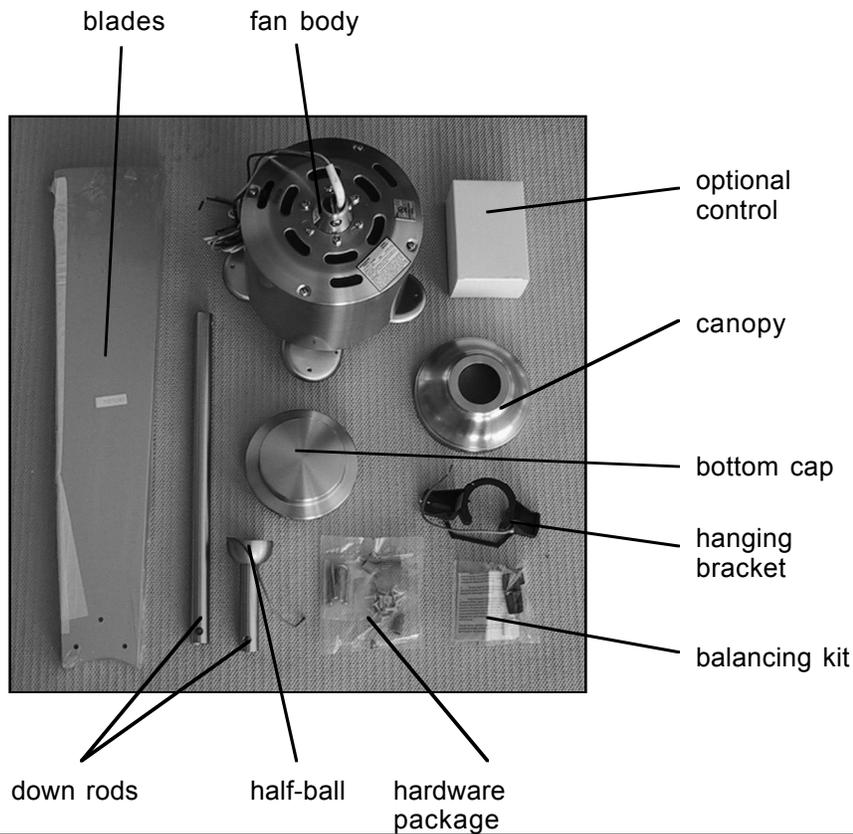
(ph) 888.588.3267
www.modernfan.com

Lapa 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.

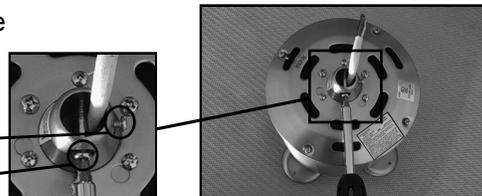


(2) Using machine screws from hardware package or existing screws in junction box, securely attach hanging bracket to ceiling junction box.



(3) Remove the stopper screw and loosen the set screw on the fan collar. Set the stopper screw aside for step (5).

set screw
stopper screw



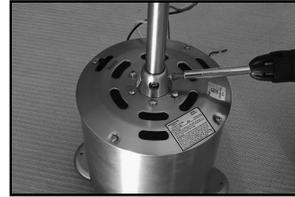
(4) Remove stopper pin and half ball from small down rod by loosening set screw on half ball. Set parts aside for step **(7)**.

set screw
stopper pin



(5) Run fan wires through selected down rod. Reinstall stopper screw from step **(3)** 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.

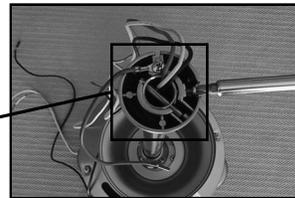
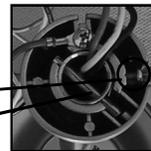


(6) Slide fan canopy over down rod and carefully rest on top of fan body.



(7) 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.

set screw
stopper pin



(8) 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 optional #003, #004 or #005 control, the receiving unit should be placed inside the arms of the hanging bracket and connected at this time.

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

set screw



(10) Insert one blade into rotor slot. Using blade screws from hardware package, secure blade to blade arm. Start all three screws before completely tightening. Repeat for all blades.



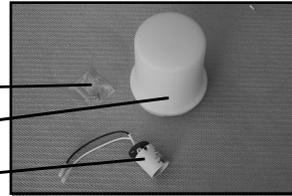
(11) Attach bottom cap to fan body by aligning slots on cap with fittings inside fan body, and rotating clockwise, or proceed to step **(12)** if you are using the optional light kit.



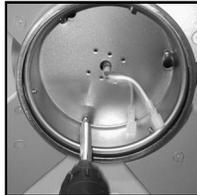
(12) To install optional light kit, begin by identifying all parts, then follow steps **(a)** through **(f)** below:

LED lamp/bulb
**not pictured*

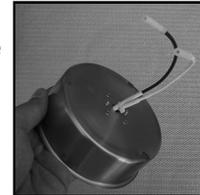
socket screws
globe
socket



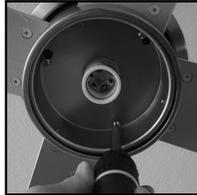
(a) Remove inner cup from fan body.



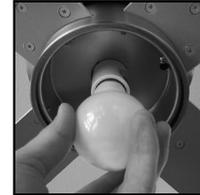
(b) Attach socket to inner cup and run wire leads through center hole.



(c) Snap together wire leads from fan body to wires from socket. Reinstall inner cup.

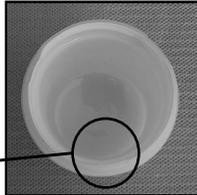


(d) Install LED lamp/bulb (included with light kit).

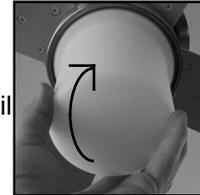


(e) Identify three channels in glass globe to align with fittings on inner cup.

channel



(f) Aligning channels and fittings, rotate glass globe in the clockwise direction until securely in place.



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

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

reverse switch



(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.

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