THE MOD-ERN FAN CO

A Collection of Ceiling Fans

Designed by Ron Rezek

A note about our online installation instructions:

Most Modern Fan Co. products have been in our assortment for several years or longer. As we continually work to improve product performance and user experience, we occasionally introduce subtle (and sometimes dynamic) product changes. These can affect the steps associated with assembly and installation of our products depending on when a fan was produced.

The instructions posted here are intended to represent our most current product versions and configurations and the associated installation steps. If your fan or parts of your fan do not appear to match what is included here, please contact customer service for guidance and support in identifying which version of a fan you may have and provision of the associated installation instructions which correspond to that version.

If in doubt, or if you have any questions at all related to assembly, installation or operation of your fan, please contact us!

VELO FLUSH DC

Installation Instructions and Owners Manual

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Please read and save these instructions.

Should you have any questions or difficulty installing your fan, **call us first**!

Customer Service
Monday-Friday, 8am - 4pm (PST)
(tel) 888.588.3267 or 541.482.8545
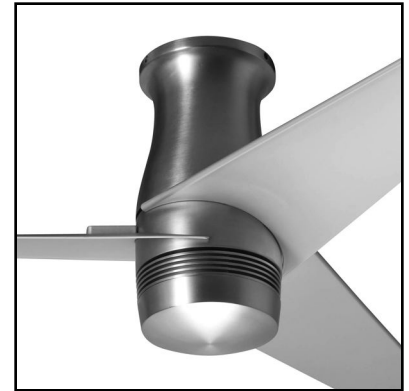
Velo Flush DC fan
Net weight: 14 lbs.

Safety Instructions

Please read all safety instructions prior to installing your ceiling fan and save this manual for future reference. If you are in doubt with any of the information provided, we recommend that you consult with or hire a qualified electrician to install your outlet box and ceiling fan.

If you have any questions or difficulty installing your fan, call our customer service at (888) 588-3267.

⚠️ **WARNING!!**

To reduce the risk of fire, electrical shock, or personal injury please observe the following:

• Mount fan directly from building structure and/or an outlet box marked "Acceptable for Fan Support" of 50 lbs (22.7 kg) and use the mounting screws provided with the outlet box. **Note:** Most outlet boxes commonly used for light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

• Prior to installation or servicing always disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breaker in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.

• Do not bend the blade brackets when installing the brackets, balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

• All wiring must be in accordance with national and local electrical codes ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.

• Use this unit only in the manner intended by the manufacturer. If you have any questions contact the Modern Fan Co at (888) 588-3267.

• Use only Modern Fan Co replacement parts.

Installation Preparation

⚠️ Make sure the installation site you choose allows the fan blades to rotate without and obstruction. Allow a minimum clearance of 7 feet from the floor to the blades and 30 inches from the wall to the end of the blades.

⚠️ Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit. The outlet box must be securely anchored and capable of withstanding a load of 50 lbs.
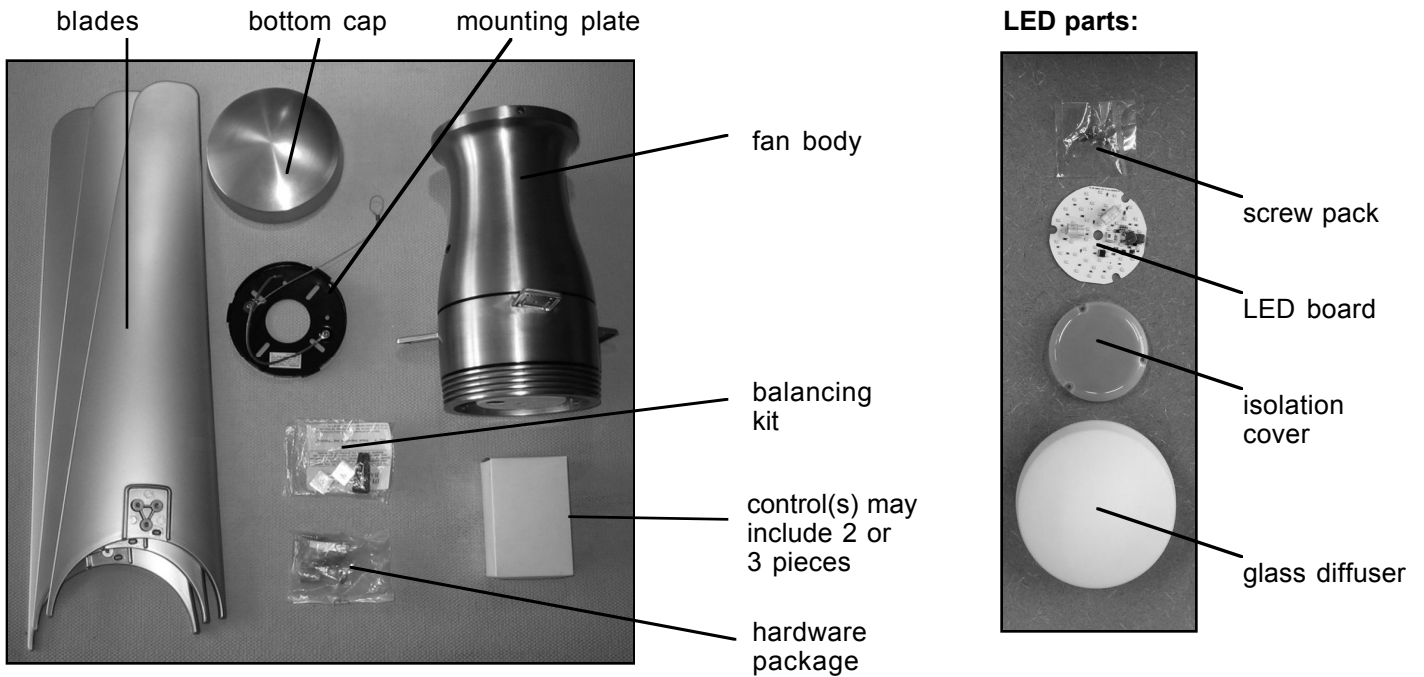
Tools Needed:
A stepladder, phillips head screwdriver and a wire stripper.

Fan Location

Minimum of 30 inches

Minimum of 7 Feet
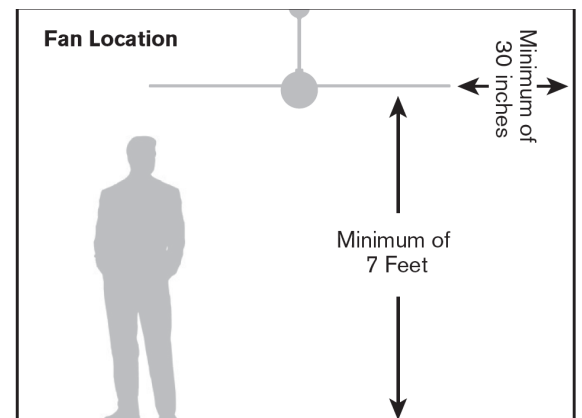
Fan Installation

1   Remove and identify contents of carton. LED components shown at right (except glass) may be preinstalled on fan.

blades   bottom cap   mounting plate

LED parts:

fan body

balancing kit

control(s) may include 2 or 3 pieces

hardware package

screw pack

LED board

isolation cover

glass diffuser

2   Position the first blade under one of the three rotor arms in the fan body. Using blade screws from hardware package, secure blade to rotor arms. Be sure blade is properly and completely seated onto rotor arm. Repeat for each remaining blade.
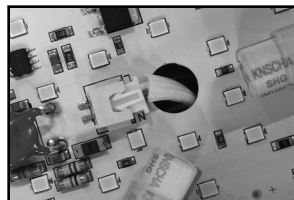
Attach blades

3   If your fan was ordered with the optional LED light, it should be pre-installed. However, if the LED components are not installed, begin by removing the bottom mounting cup. Route 2-pin connector through center hole on LED board and carefully insert into terminal. Position isolation cover over LED board and align holes with holes on fan body. Secure cover and LED board to fan.
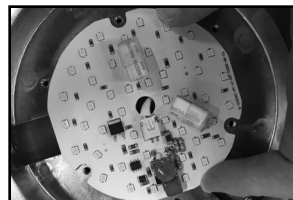
Remove mounting cup   **2-pin connector**   **Align board with holes**   **Secure cover & board**
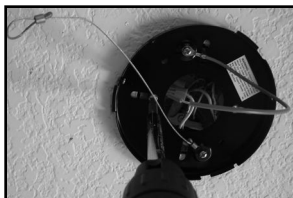
4   Using or existing screws from junction box or machine screws from hardware package, securely attach mounting plate to ceiling junction box. Junction box must be visibly marked as "Acceptable for Fan Support". Lift fan toward ceiling and suspend fan from mounting plate using security cable loop and washer hook.

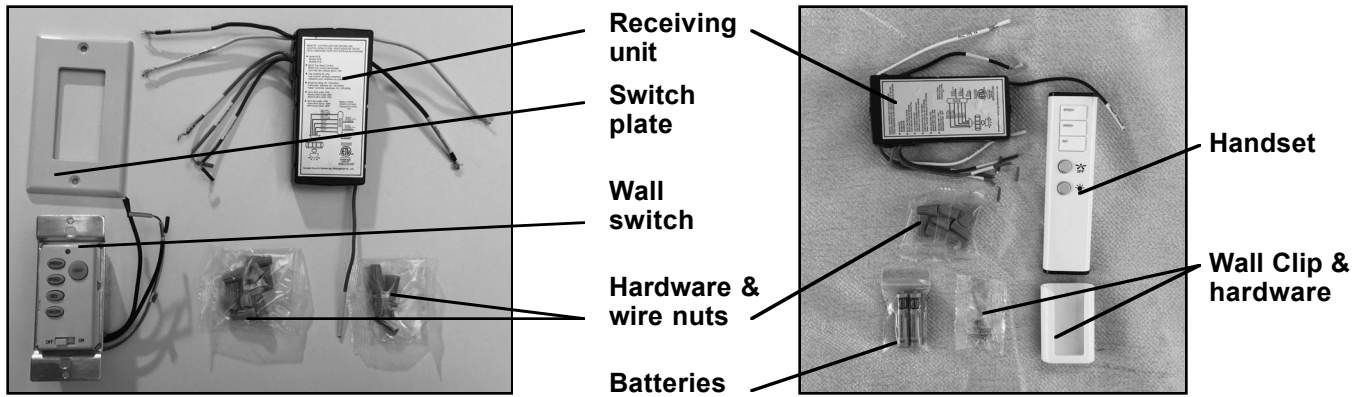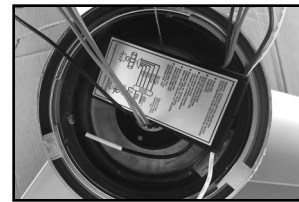**Secure mounting plate**   **Loop security cable**   **Suspend fan**

5 Identify control components from control package(s). In addition to a receiving unit, your fan may have been ordered with a wall control (transmitter), a handheld remote control (transmitter) or both.

Receiving unit

Switch plate

Wall switch

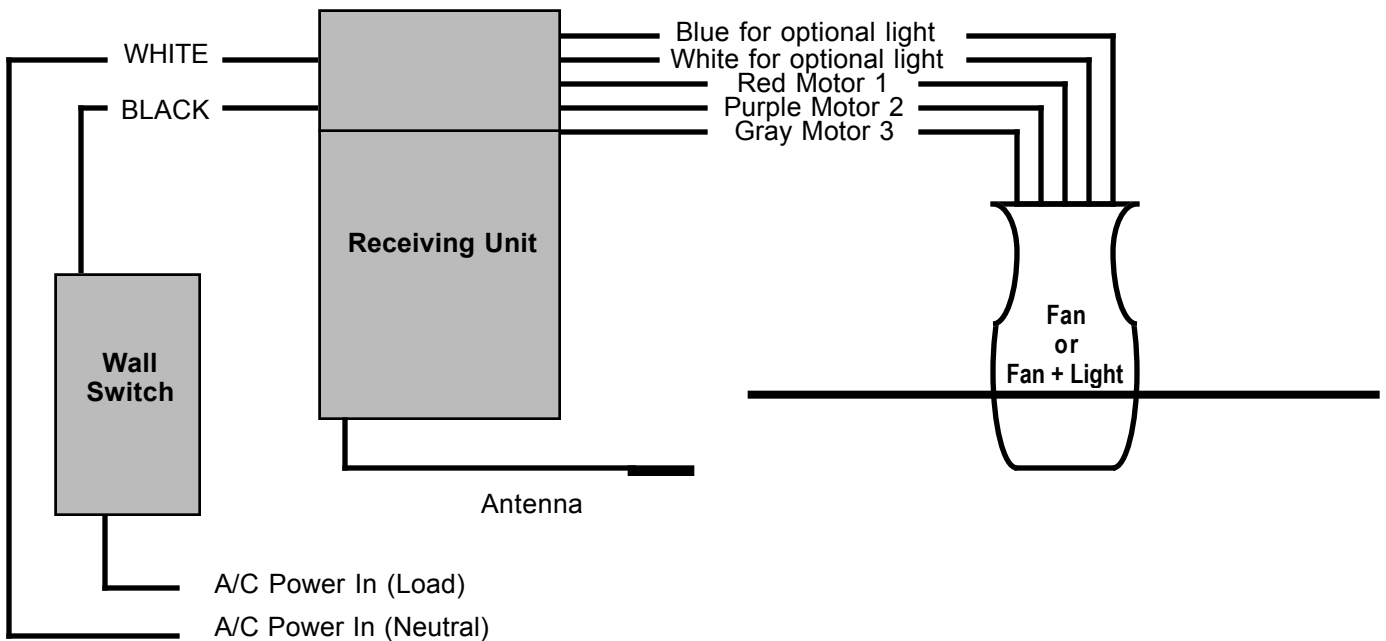Hardware & wire nuts

Handset

Wall Clip & hardware

Batteries

Insert receiving unit into upper cavity of fan body and make wire connections according to wire colors, labels and diagram below. If ordered, install wall switch into wall box, taking note of dip-switch settings and related instructions referenced below.

WARNING!!
Power must be disconnected at circuit breaker prior to any contact with electrical wires.

WHITE

BLACK

Blue for optional light
White for optional light
Red Motor 1
Purple Motor 2
Gray Motor 3

Receiving Unit

Wall Switch

Fan
or
Fan + Light
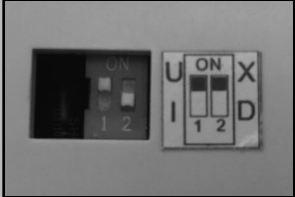
Antenna

A/C Power In (Load)

A/C Power In (Neutral)

6 Your control(s) or transmitter(s) ship configured to a "Universal" or common RF channel. If you have multiple fans in close proximity, you will want to pair your wall control and/or handheld transmitters to a dedicated (or Individual) channel for each transmitter. On the wall control/transmitter, the Individual Code can be set by moving the LEFT (or upper) dip switch down (from ON to 1). On the handset, this is achieved by moving the horizontally oriented dip switch to the RIGHT (from ON to 1).

You can also select "dimming" or "on/off" light function on the wall control and/or remote handset. These transmitters ship in the "on/off" configuration. To enable dimming function on the wall transmitter, move the RIGHT (or lower) dip switch down (from ON to 2). To enable dimming function on your handset, move the vertically oriented dip switch down (from ON to 1).
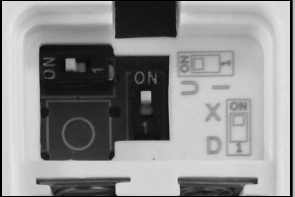
Dip switches on wall switch (on left side):

Dip Switch 1- RF Code Selection
 U = Universal code for multiple
  fans and controls on the
  same channel.
  or
 I = Individual Code for isolating
  each fan and control to a
  dedicated channel.

Dip Switch 2- Light Dimming
 X = On/Off only (dimming off)
 D = Dimming on

Dip switches on handset (inside battery cover):

Dip Switch 1- RF Code Setting
 U = Universal code for multiple
  fans and controls on the
  same channel.
  or
 I = Individual Code for isolating
  each fan and control to a
  dedicated channel.

Dip Switch 2- Light Dimming
 X = On/Off only (dimming off)
 D = Dimming on

7 Once wire connections are completed, 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. Take care to not pinch or damage internal wires.

Insert and firmly tighten three set screws from hardware pack.

Note- Do not tighten down set screws until all three are partly screwed in.

Mount fan to plate

Secure with set screws

8 Align threaded rod in bottom cap with center hole on fan body and rotate until tight against fan body.

If your fan has the LED light kit, align slots in glass diffuser with studs on fan body, press up and gently rotate into place. There is no need to forcefully over tighten glass.

Bottom Cap (no light)

Glass diffuser (for LED)

Pairing Transmitter(s)

9 With dip switches on the transmitter(s) set for desired function, turn power off at the bottom of your wall control or at your on/off wall switch (if using a remote handset only). Turn power back on at the breaker.

Note: If your installation does not include a switch leg, you may need a second person to execute the pairing steps described below immediately after breaker is turned on.

To pair a transmitter with the receiver, move the on/off switch on your wall control or your on/off wall switch (if using remote handset only) to the **ON** position. Immediately press and hold down the **LIGHT** and **FAN OFF** buttons (simultaneously) on your transmitter for 10-15 seconds. Your receiver can pair with two separate transmitting codes. If using a wall transmitter and a handheld transmitter with your fan, repeat pairing steps with second device. If using only one transmitter, repeat pairing steps again with your primary device. This "pushes out" the Universal code from the receiver memory and will avoid unintended interference from any nearby transmitters using the Universal channel.

Test the pairing by pressing the **SPEED+** button once. Your fan will pause and make several subtle movements prior to achieving a normal spinning motion. If fan does not respond, verify that power is on at the breaker and repeat pairing steps above. If fan does respond as expected, press the **FAN OFF** button, wait for fan to come to complete stop and then test pairing of second transmitter (if applicable).

Fan Operation

10 The **ON/OFF** switch on the bottom of your wall control (transmitter) terminates power to the fan. This switch must be in the "**ON**" position for your fan to receive commands and to operate. Alternatively, you may use an on/off toggle switch at the wall box in combination with a remote control handset (transmitter). In some cases, when no switch leg is present, your fan may have continuous power to the receiving unit.

Your fan has six speeds, each of which can be reached by pressing the **SPEED+** or **SPEED-** buttons on the wall control or the remote handset. The fan will always start at speed 1 (slowest) and the receiving unit will provide an audible indication (using short "chirps" and longer "beeps") to confirm the speed you have selected as follows:

Audible fan speed indicators: 1 chirp = speed 1 (slowest)   1 beep = speed 4
                              2 chirps = speed 2   2 beeps = speed 5
                              3 chirps = speed 3   3 beeps = speed 6 (fastest)

The **REV** button can be used to change the direction of the fan for summer or winter operation. Allow adequate time for the fan to come to a complete stop and then restart in the opposite direction. The fan will return to the same speed at which it was operating prior to the **REV** button being used. Alternatively, you can leave your fan in the summer (downward) airflow setting and simply set it to a low speed for winter use. This method will also achieve effective destratification (recirculation) of warmer air trapped at the ceiling level.

The **LIGHT** button turns the light on and off with each contact. If the dip switch on your controller is set to "**D**" for dimming, pressing and holding the light button will achieve continuous dimming (cycling all the way down then all the way back up) until you release the **LIGHT** button. The top and bottom of the dimming range are indicated by an audible "chirp" from the receiving unit.

If you slide the **ON/OFF** switch to "**OFF**", the fan will return to the same speed and directional setting (and light setting if an optional light is installed) when you slide the switch back to the "**ON**" position. The same memory function will exhibit if you are using an **ON/OFF** toggle switch in combination with a handheld remote control (transmitter).

It is recommended that when the fan is not in use for an extended duration, the **ON/OFF** switch on the wall control (transmitter) should be moved to the "**OFF**" position. Similarly, if you are using an **ON/OFF** toggle switch in combination with a handheld remote control (transmitter), it is recommended that the switch be turned "**OFF**" when the fan is not in use for a continuous duration.

Fan Balancing

11   The rotor and motor of your fan have been dynamically tested and balanced during manufacturing and production. In addition, the blades have been matched to the nearest gram to ensure well balanced operation. 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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