



# Velo

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

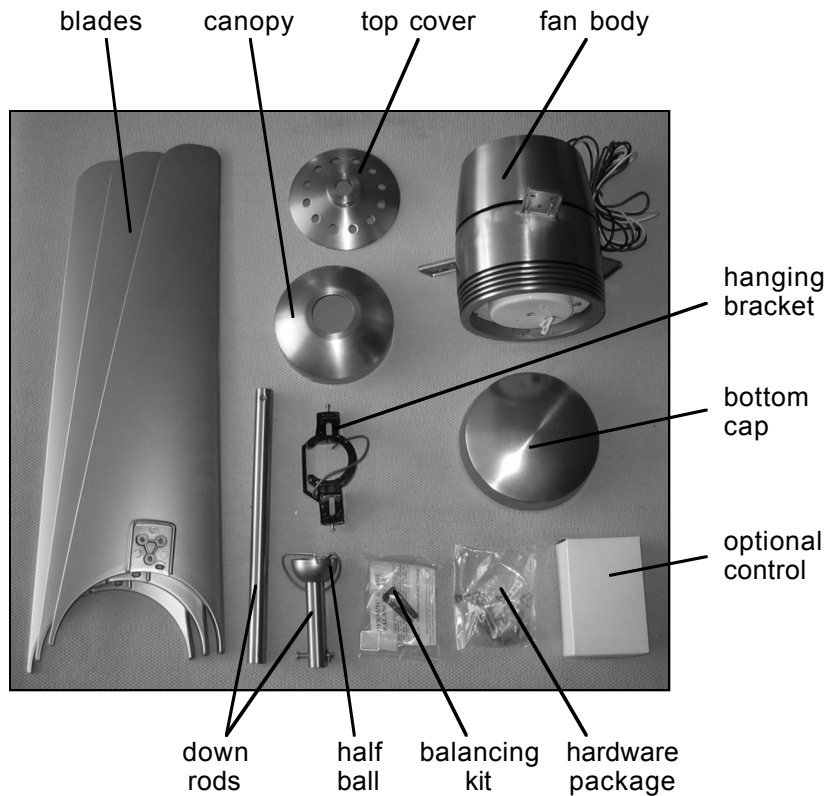
(ph) 888.588.3267  
www.modernfan.com

## Velo 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.

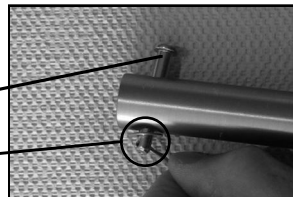


(2) Using machine screws from hardware package or existing screws in junction box, securely attach hanging bracket to ceiling junction box.



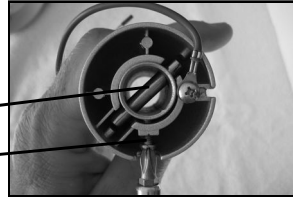
(3) Remove the cotter pin, washer and stopper pin assembly from the small down rod and set aside for step (6).

stopper pin  
cotter pin & washer



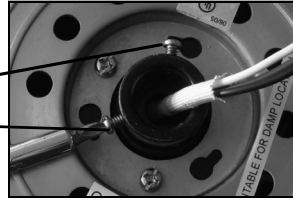
(4) Remove stopper pin and half ball from small down rod by loosening set screw on half ball. Set parts aside for reinstallation in step (9).

stopper pin  
set screw



(5) Slightly loosen two screws where down rod is to be installed in step (6).

set screws



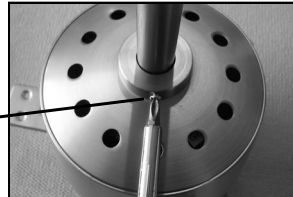
(6) Run fan wires through selected down rod. Reinstall stopper pin, cotter pin and washer from step (3) and firmly tighten set screws on fan collar against down rod.

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



(7) Slide top cover over down rod until seated against fan body. Firmly tighten set screw to hold in place.

set screws



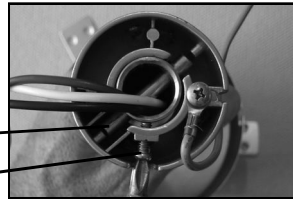
(8) Slide fan canopy over down rod and carefully rest on top of fan body.

canopy



(9) Reinstall half ball from step (4) 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.

stopper pin  
set screw



(10) Using blade screws from hardware package, secure blades to rotor arms.



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

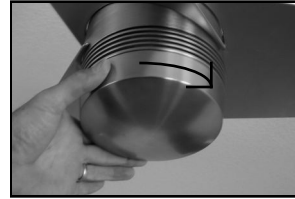
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(13) Remove set screws on the sides of the hanging bracket. Lift canopy to ceiling. Align slots on side of canopy with set screw holes on hanging bracket, reinstall and tighten set screws to hold canopy in place.

set screw



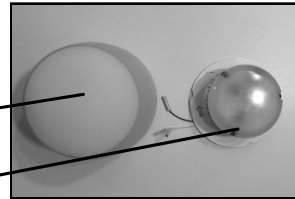
(14) If installing a light kit, proceed to step (15). Otherwise, install bottom cap by rotating clockwise until firmly attached.



(15) To install optional light, begin by identifying parts. Then follow steps below.

glass diffuser

LED module



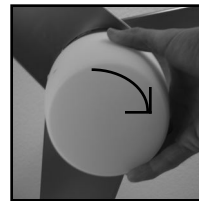
(a) Use quick connects to join wire leads from LED to wire leads from fan.



(b) Position wires inside light cup and using screws on the fan body, attach to fan. Be sure wires are clear of edges.



(c) Attach glass shade by aligning slots on glass with posts on fan. Rotate clockwise to secure.



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(16) Install optional wall control as described in the control installation instructions (unless using handheld remote control only).

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(17) Your fan is reversible for summer and winter operation. The reverse switch is located on the side of the fan body. When reading the REVERSE label, the LEFT position is for summer and the RIGHT position is for winter.

reverse switch



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(18) 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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