



# 52" Tulip Ceiling Fan

Owner's Manual  
Model #22500/22502



# SAFETY INSTRUCTIONS

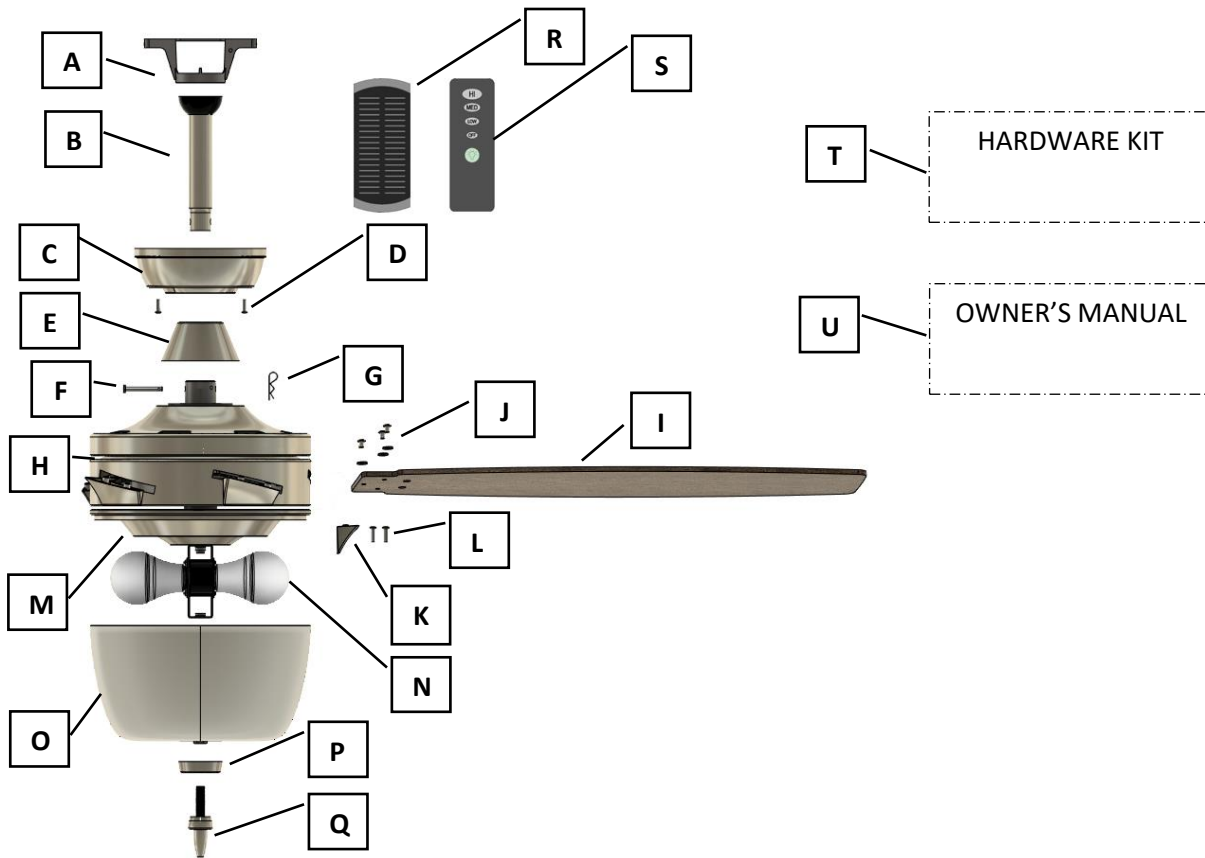
## WARNING:

- To avoid risk of electrical shock, be sure to shut off power at the main fuse or circuit breaker panel box before installing or servicing this fixture. Turning off the electrical power by using the light switch only is not sufficient to prevent electrical shock hazard.
- To reduce the risk of injury, install the fan so that the blades are at least 7 feet (2.1 meters) above the floor and at least 20 inches (0.5 meters) from the tip of the blades to the wall.
- To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked “acceptable for fan support up to 35 lbs. (16 kg)” and use mounting screws provided with the outlet box.
- All wiring must be in accordance with the National Electrical Code ANSI/NFPA 70 and any applicable local codes. Electrical installation should be performed by a qualified licensed electrician.
- To reduce the risk of fire or electric shock, do not use this fan with any solid-state speed control device.

## CAUTION:

- Check and retighten all screws, nuts, and bolts to insure they are secured prior to operating the fan.
- Do not bend the blade iron brackets when installing the brackets, balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.
- Be sure outlet box is properly grounded and that a ground wire (green or bare) is present.
- When changing (reversing) the blade direction, turn off the fan and wait for the fan blades to stop completely.
- To reduce the risk of serious bodily injury, do not use power tools to assemble any part of the fan, including the blades.
- To reduce the risk of personal injury, use only parts provided with this fan. The use of parts other than those provided with this fan will void the warranty.
- Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth is recommended to prevent scratching and will be suitable for most cleaning.
- In case this fan needs to be returned to the factory for repairs, it must be shipped in its original carton and foam inserts to insure proper protection against shipping damage that may exceed the initial cause for return.
- Please read and understand these safety instructions and the installation guide before attempting to assemble, install, or operate the fan.

## PACKAGE CONTENTS



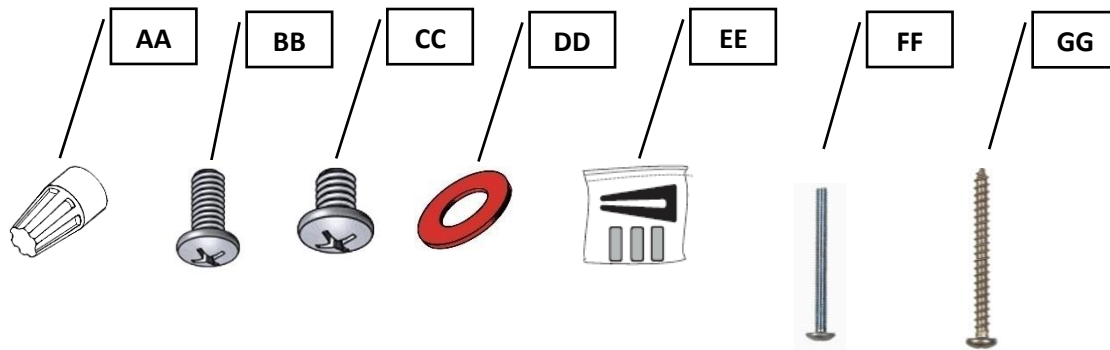
PART	DESCRIPTION	QUANTITY
A	Mounting Bracket	1
B	Downrod and Downrod Ball	1
C	Canopy	1
D	Canopy Screws (pre-installed in mounting bracket)	2
E	Yoke Cup	1
F	Pin (pre-installed)	1
G	Clip (pre-installed)	1
H	Motor Housing	1
I	Blades	5
J	Blade Screws and Washers	15 each
K	Blade Medallion	5

PART	DESCRIPTION	QUANTITY
L	Blade Medallion Screws and Washers	10 each
M	Light Kit Plate and Stem (stem pre-assembled to plate)	1
N	Light Bulbs	2
O	Light Kit Glass	1
P	Cap	1
Q	Finial	1
R	Remote Receiver	1
S	Handheld Remote Control, Battery	1
T	Hardware Kit and Balancing Kit	1
U	Installation Manual	1

**⚠ IMPORTANT REMINDER:** You must use the parts provided with this fan for proper installation and safety.

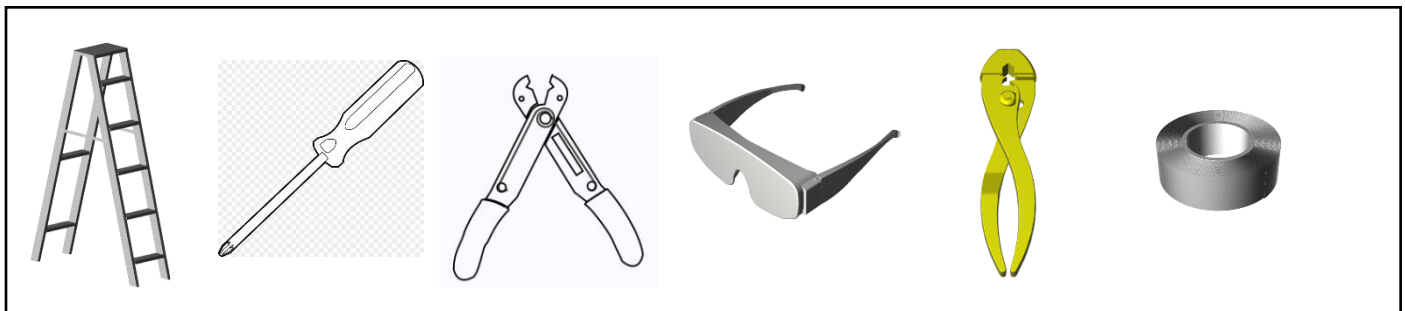
## HARDWARE KIT CONTENTS

PART	DESCRIPTION	QUANTITY
AA*	Wire Connector (*packed with remote control)	6
BB	Blade Screw	15
CC	Blade Medallion Screw	10
DD	Fiber Blade Washer	25
EE	Balance Kit	1
FF	Machine Screw	2
GG	Wood Screw	2



**NOTE:** For your convenience some extra hardware may be included. The quantity listed above is the number required for installation.

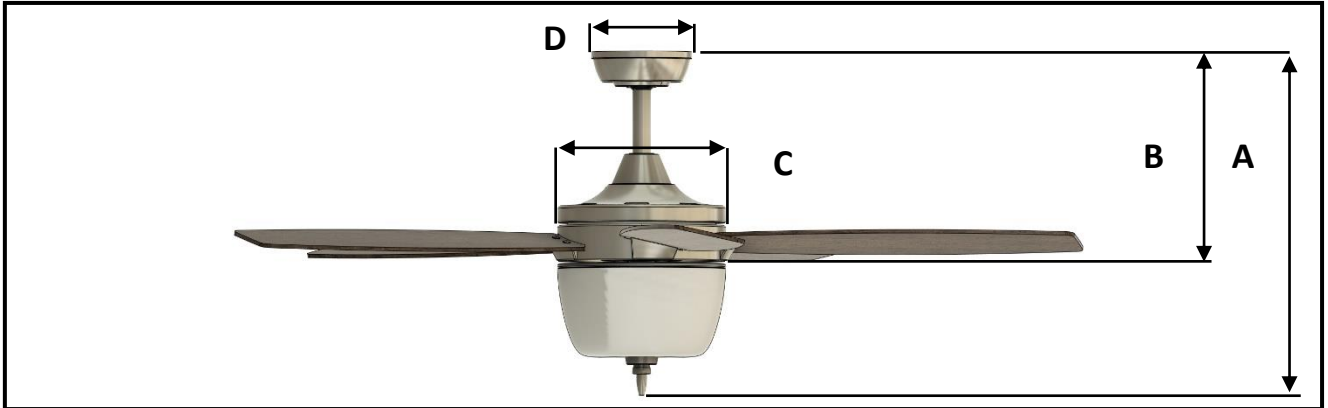
## TOOLS REQUIRED (not included)



**Tools required for assembly:** Step Ladder, Phillips Screwdriver, Wire Strippers, Safety Glasses, Pliers, and Electrical Tape.

**Helpful Tools:** AC Tester Light/Multimeter, Tape Measure, and Wiring Handbook

## DIMENSION REFERENCE



**A: 20.1 in. B: 11.8 in. C: 9.9 in. D: 5.8 in.**

Choose one of the following mounting options:

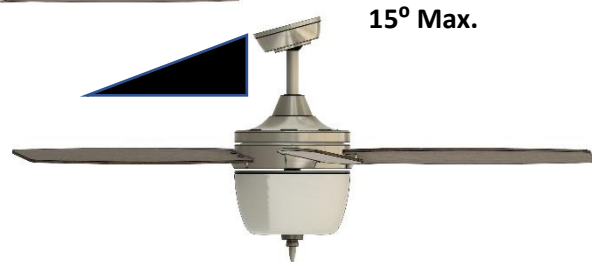
**Downrod Mount** is best suited for ceilings 8 ft. or higher. For taller ceilings you may want to use a longer downrod (sold separately).

**Angled Ceiling Mount** is best suited for angled or vaulted ceilings. A longer downrod is sometimes necessary to ensure proper blade clearance from the ceiling. If using the angled mount, check to ensure that the ceiling angle is not steeper than 15 degrees.

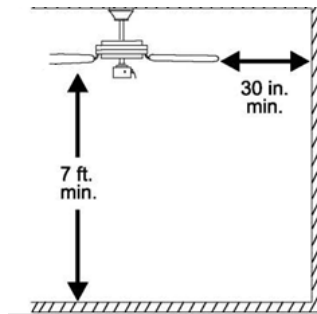
**Downrod Mount**



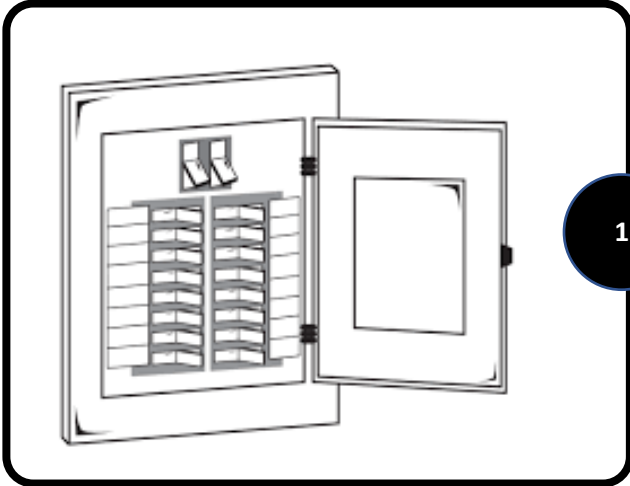
**Angled Mount**



**NOTE:** Make sure blades are at least 30 inches from any wall or obstruction and at least 7 feet above the floor.

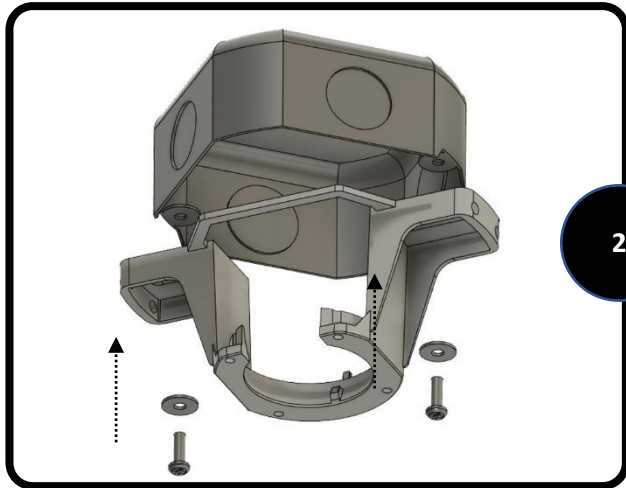


## ASSEMBLY INSTRUCTIONS



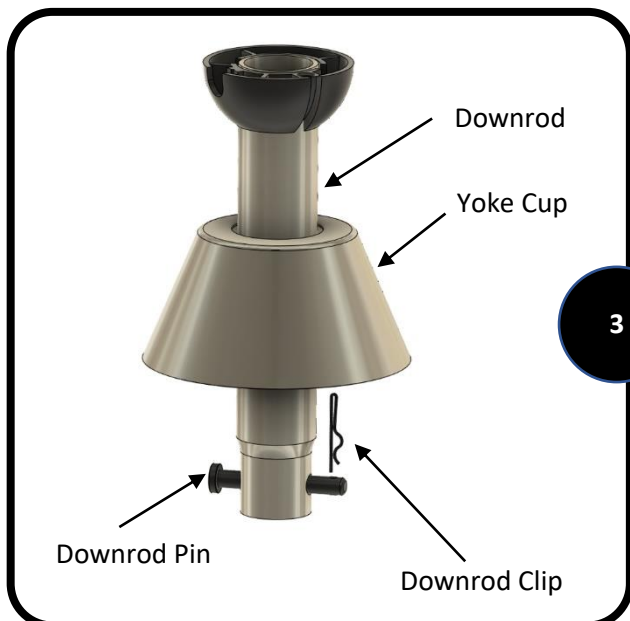
1. Turn OFF the electrical power at the main fuse or circuit breakers.

**NOTE:** Before continuing installation, confirm that the power is still turned off at the main circuit breaker or by removing the correct fuse. Turning the power off using a wall switch is not sufficient to prevent electrical shock.



2. Secure the mounting bracket to the outlet box (not included) using the screws and washers provided with the outlet box.

**WARNING:** To reduce the risk of fire electrical shock, or personal injury, mount to the outlet box marked “acceptable for fan support” using the mounting screws and washers provided with the outlet box.



3. **DOWNROD ASSEMBLY & MOUNT** – Remove the downrod pin and downrod clip from the downrod.

Slide the canopy onto the downrod with the open end facing up toward the ball. Then slide the yoke cup onto the downrod with the flat end toward the canopy and downrod ball.

## ASSEMBLY INSTRUCTIONS



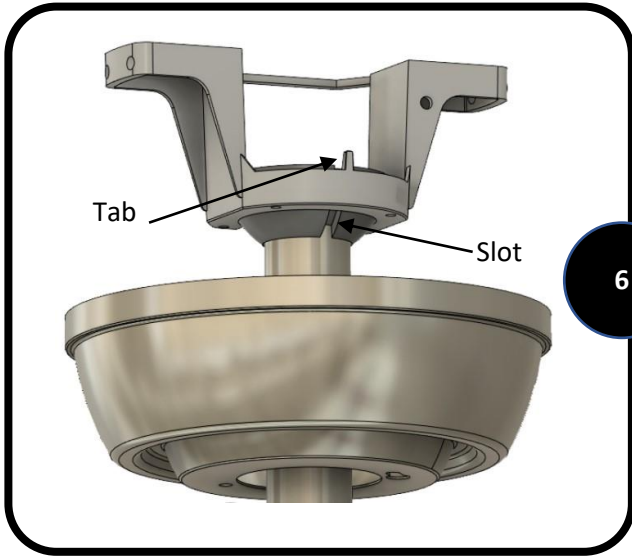
4. Loosen but do not remove the two set screws in the yoke. Set screws need to be loosened enough to fully insert the downrod.



5. Feed all the wires coming from the fan through the downrod and the downrod ball. Insert the downrod into the yoke and reinstall the downrod pin and downrod clip. Then re-tighten the two set screws.

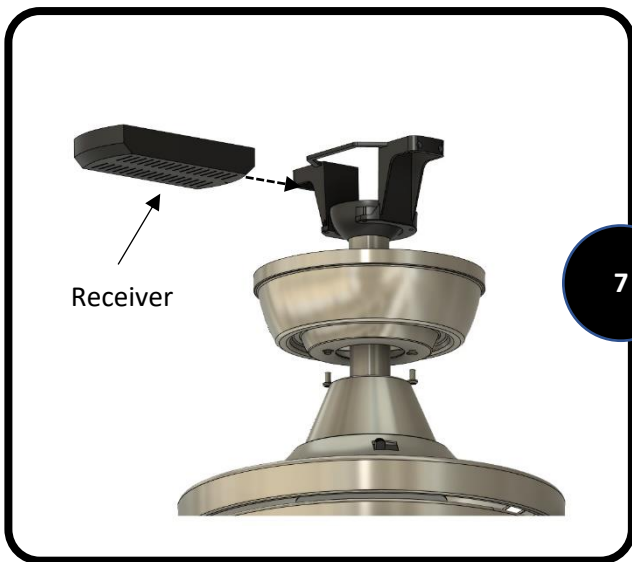
**NOTE:** With wiring extending out of the downrod, measure 8 - 10 inches of lead wire and cut the excess wire with wire cutters. Then strip  $\frac{1}{2}$ " of insulation from the end of each wire.

## ASSEMBLY INSTRUCTIONS



6. Lift the downrod into the mounting bracket. Rotate the downrod until the tab in the mounting bracket is seated in the slot in the downrod ball.

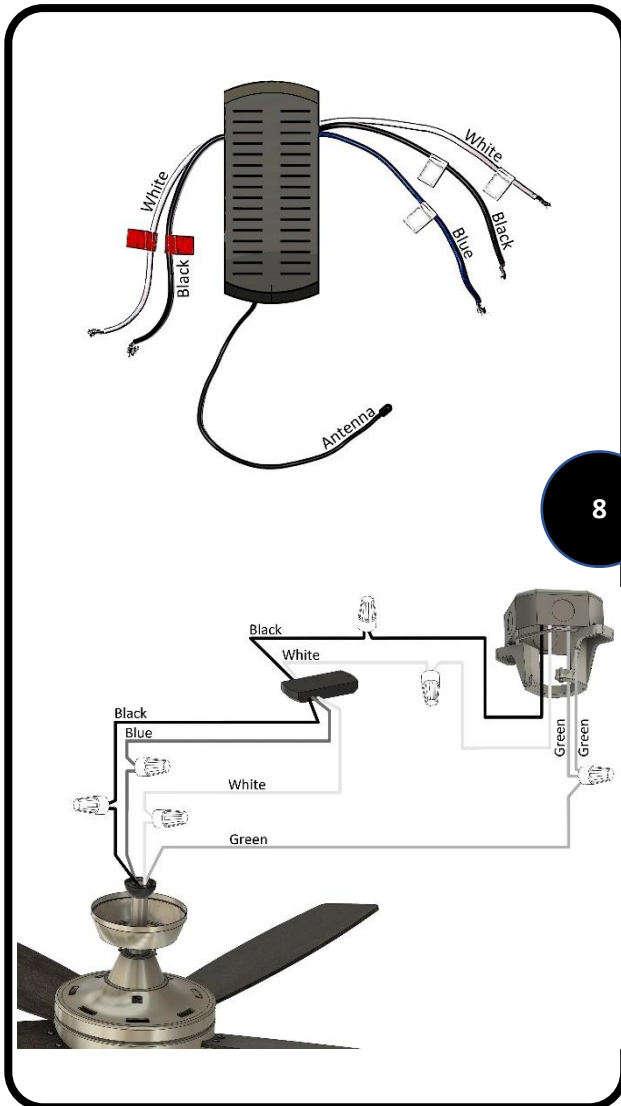
**WARNING:** The fan and/or downrod should not rotate in the mounting bracket if installed correctly. Failure to align the slot in the downrod ball with the tab may result in fan falling causing serious injury or death.



7. **WIRING THE FAN** -- Slide the remote receiver into the mounting bracket with the slotted side facing down toward the downrod ball.



## ASSEMBLY INSTRUCTIONS



8. Use the supplied wire connectors to connect the fan wires to the remote receiver and then the receiver to the power supply wires according to the wiring diagram and following instructions:

Connecting the fan to the remote receiver:

- Connect the white wire from the fan to the white (common) wire from the 3-wire side of the receiver.
- Connect the black wire from the fan to the black wire from the 3-wire side of the receiver.
- Connect the blue wire from the fan to the blue wire from the 3-wire side of the receiver.

Connecting the remote receiver to the power supply:

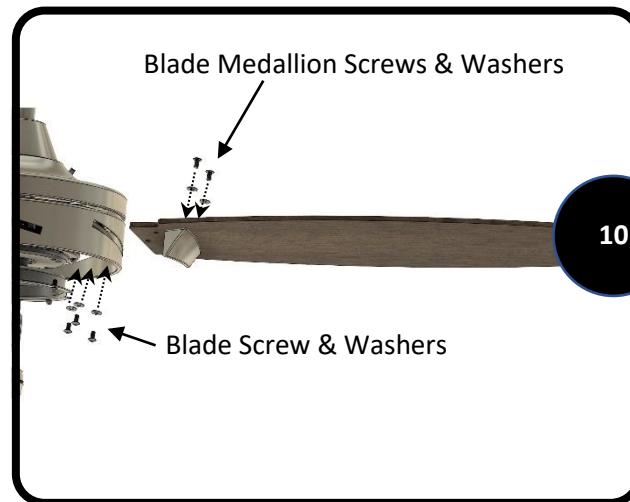
- Connect the white wire from the 2-wire side of the receiver to the white wire coming from the ceiling.
- Connect the black wire from the 2-wire side of the receiver to the black wire coming from the ceiling.
- Connect all green (ground) wires together: Connect the green wire from the downrod to the green wire from the mounting bracket and the green wire from the ceiling.

**IMPORTANT:** After the connections have been made, the wire should be turned upward and pushed carefully up into the outlet box. Place the black and white wire connections on opposite sides of the outlet box.

## ASSEMBLY INSTRUCTIONS



9. Locate the (2) screws on underside of hanging bracket and loosen screws. Place rounded part of slotted hole in canopy over the loosened screws in hanging bracket and push up. Make sure all wires are tucked into the canopy and will not be pinched, including the black antenna wire. Twist canopy to lock. Tighten screws securely.



10. **INSTALLING THE BLADES** – Insert the blade into the blade slot around the motor housing and line up the three (3) holes at the end of the blade with the 3 holes in the motor housing. Secure the blade to the fan using (3) blade screws and (3) washers.

Repeat for the remaining blades

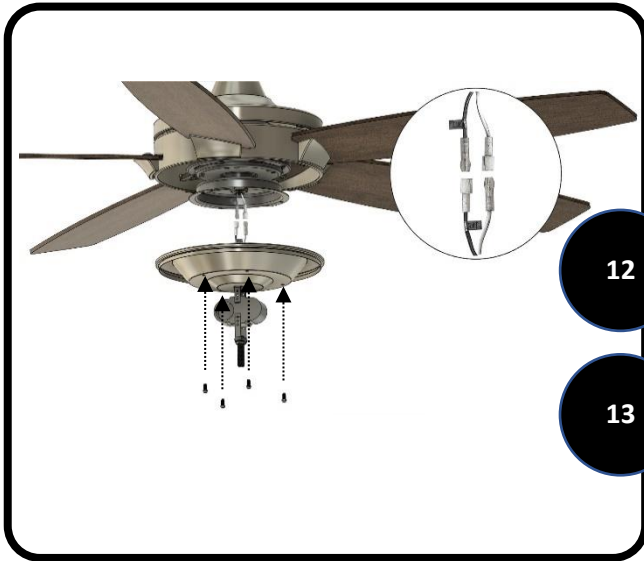
**NOTE:** Use the cut-out in the bottom of motor housing for easier accessibility to blade holder screw holes.



11. Line up the (2) holes on the top of the blade medallion with the (2) holes on the blade. Using (2) blade medallion screws and washers, attach the blade medallion onto the bottom of the blade by inserting the blade medallion into the two holes on the blade and screwing in from the top.

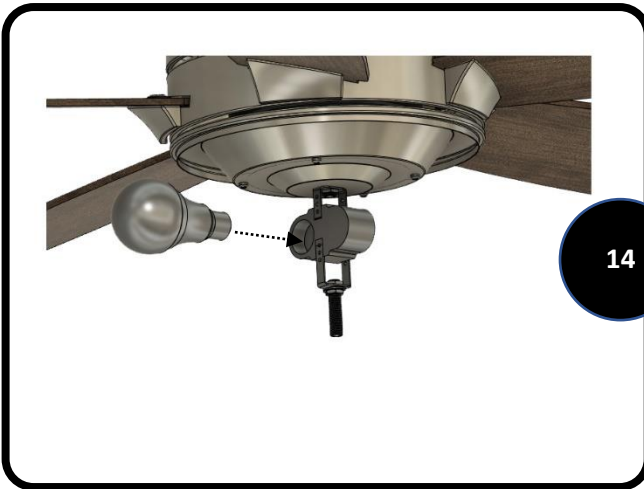
**PROGRESS CHECK – YOUR FAN BLADES SHOULD LOOK LIKE THIS**

## ASSEMBLY INSTRUCTIONS



### 12. CONNECTING THE LIGHT KIT --

Position the light kit plate and stem under the fan. Connect the light kit wiring harness by inserting the white wire from the fan to the white wire from the light kit and the black wire from the fan to the black wire from the light kit. Be sure connections are firmly inserted and secure.



13. Remove the (4) pre-installed screws on the ring on the bottom of fan and line up the holes with the (4) holes on the light kit plate. Firmly secure the light kit plate to the fan with the (4) screws.

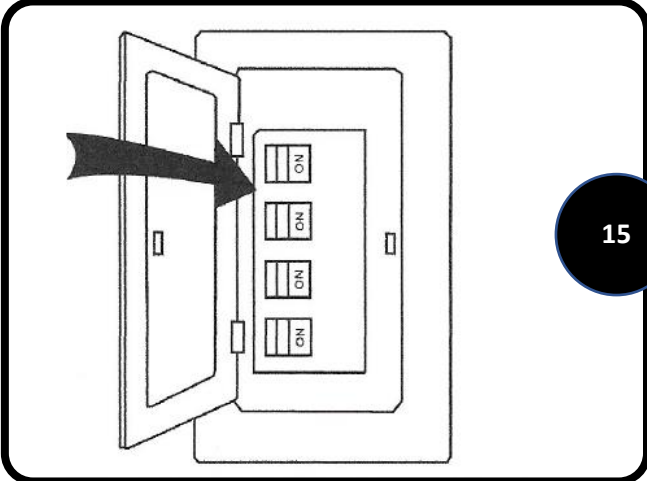


14. Screw in (2) LED bulbs provided into the light kit sockets

### INSTALLING THE LIGHT KIT GLASS AND FINIAL –

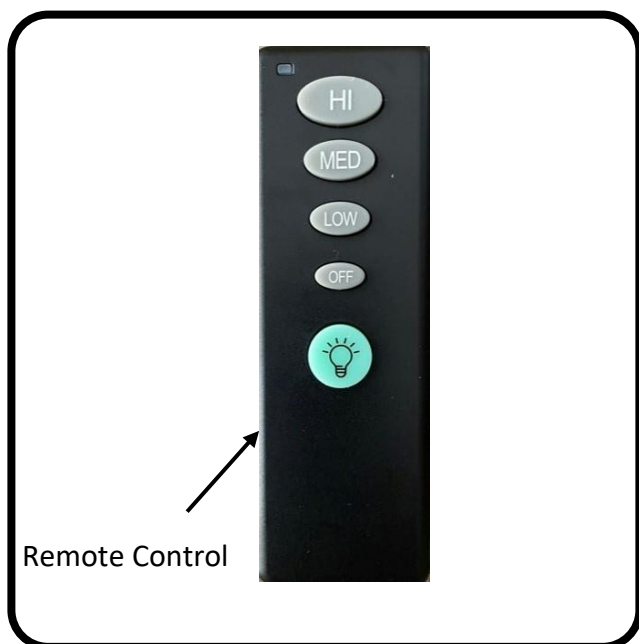
Place the glass bowl through the threaded stem on bottom of light kit. While holding the glass bowl in place, slide on the plastic washer, secure the nut (DO NOT OVER TIGHTEN), slide on the decorative cap, and screw on the finial (DO NOT OVER TIGHTEN).

**ASSEMBLY INSTRUCTIONS**



**15.**Restore the power to the main fuse or circuit breaker.

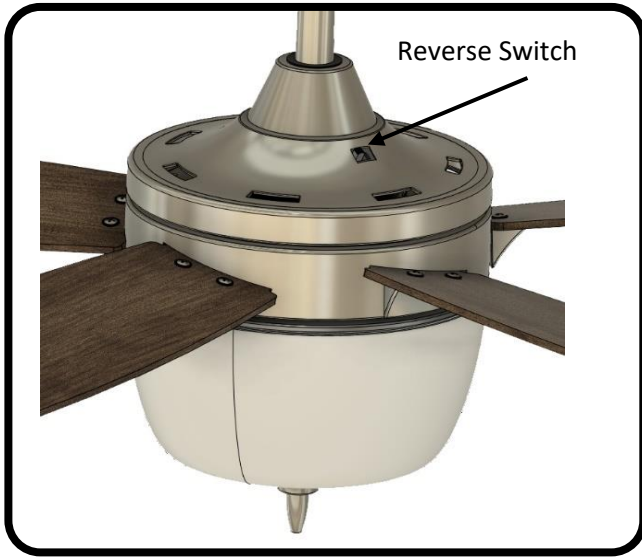
## OPERATING INSTRUCTIONS



### USING THE REMOTE CONTROL

- To turn the fan ON, press any of the three fan speed buttons (LOW, MED, HI).
- Press the OFF button to turn the fan off.
- To turn on the light, quickly press and release the light bulb button.
- To raise or dim the light level, hold down the light bulb button until the desired level of brightness is reached then release.
- To be sure your remote is set to the proper type of bulbs installed in the light, please check the switch in the battery compartment on the back of the remote:
  - Set the switch to “D” if using LED or incandescent bulbs
  - Set the switch to “CFL” if using compact fluorescent bulbs
- Using the “Safe Exit” feature: Your remote features our Safe Exit mode which allows extra time to safely exit the room with the light still on:
  - Press the fan OFF button for 5 seconds to initiate the Safe Exit mode.
  - The light will remain on, and the fan will be off.
  - The light will stay on for approximately 60 seconds and then turn off automatically.

## OPERATING INSTRUCTIONS



### REVERSE SWITCH

Use the fan reverse switch, located on the switch housing to optimize your fan for seasonal performance. Using a ceiling fan will allow you to raise your thermostat setting in summer and lower your thermostat setting in winter without feeling a difference in your comfort.

**In warmer weather**, move the reverse switch to the left which will result in downward airflow creating a wind chill effect.

**In cooler weather**, move the reverse switch to the right which will result in upward flow that can help move stagnant, hot air off the ceiling area.

**IMPORTANT:** Wait for fan to stop before moving the reverse switch. The reverse switch must be set either completely to the left or right for the fan to function correctly. If the reverse switch is set in the middle position, the fan will not operate.

## TROUBLESHOOTING

### FAN DOES NOT START:

- Check the circuit breaker and confirm the power is ON.
- Make sure wall switch is ON.
- Confirm the battery is installed correctly in the handheld remote; install a fresh battery.
- Make sure you are in the normal range for the remote control of 10' – 20' (3m – 6m).
- Check that the motor reversing switch is correctly engaged and set to left or right position. The reverse switch will either be on the top of the motor housing or in the remote battery compartment (varies by model). Fan will not run if switch is in the middle.
- Confirm that the blades spin freely and that there are no obstructions between the blades or into the motor housing. Turn off power at circuit breaker and at wall switch, loosen the canopy, and check that all wiring connections from the household supply wires to the remote receiver and to the fan wires are secure.

### FAN IS NOISY:

- Make sure all screws are snug and secure including blade screws into the blade irons, blade irons onto the motor, and screws on canopy and switch housing cover.
- Make sure all blades and blade irons are properly installed.
- Some ceiling fan motors are sensitive to solid state variable speed wall controls. If the fan is controlled by these types of controls remove the control and replace with a standard wall switch to enable the remote control to operate the fan and light.

### FAN WOBBLES:

- Make sure fan mounting bracket is securely tightened to the ceiling outlet box and the ceiling box is securely fastened to the ceiling joist or other adequate support structure.
- Confirm that the hanger ball is properly seated in the mounting bracket. The tab in the mounting bracket should be seated in the slot in the downrod ball.
- Make sure all blades are installed correctly and all screws are secure. Also confirm that the two set screws in the downrod are tight in the yoke.
- Balance the fan blades using the blade balancing kit included with the fan.



**WARNING:** Before beginning any troubleshooting or maintenance work always shut off the power supply to avoid electrical shock hazard.

# LIMITED LIFETIME WARRANTY

This limited lifetime warranty covers the ceiling fan from the date of purchase, for residential use by the original purchaser, against defects in material and/or workmanship as follows:

**Motor Limited Lifetime Warranty:** If the ceiling fan motor fails during the ownership of the fan due to a defect in material or workmanship, as determined solely by Blue Mountain Fans, a replacement fan will be provided at no charge. If no replacement product or part can be provided, then we will provide a comparable fan or part at the sole discretion of Blue Mountain Fans. This limited lifetime motor warranty applies only to the motor itself and does not apply to electronic controls (remote control transmitters, remote control receivers, or capacitors) used in conjunction with the motor. The aforementioned electronic items are covered under the one-year warranty below.

**One Year Warranty on all other parts:** Except as otherwise indicated throughout this warranty, if any part of your Blue Mountain ceiling fan fails at any time within one year of the date of purchase due to a defect in material or workmanship and as solely determined by Blue Mountain Fans, a replacement part will be provided at no charge.

Glass globes, light bulbs, remote control batteries, ordinary wear and tear, and fans that are damaged by improper installation, mishandling, modifications, or damage to the fan while in your possession, or unreasonable use including failure to provide necessary maintenance are not covered under this warranty. This warranty does not cover any costs or fees associated with the labor required to install, remove, or replace a fan or any fan parts, including electrician fees or labor charges.

Any replacement of defective parts for the ceiling fan must be reported within the first year from date of purchase. Original purchaser must present a sales receipt or other document that establishes proof of purchase. To obtain service please contact Blue Mountain Fans Customer Service online or by phone as noted below. Do not attempt to ship your fan or any parts to Blue Mountain Fans without prior written approval as otherwise your delivery will be refused. Blue Mountain Fans shall not be liable for any incidental, consequential or special damages arising at or in connection with product use or performance except as may otherwise be accorded by law. This warranty gives you specific legal rights and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties.

## Blue Mountain Fans Customer Service:

☎ 1-770-486-2000



CustomerService@BlueMountainFans.com

