



# 52" Gaia Indoor Ceiling Fan

Owner's Manual  
Model #24404



# SAFETY INSTRUCTIONS

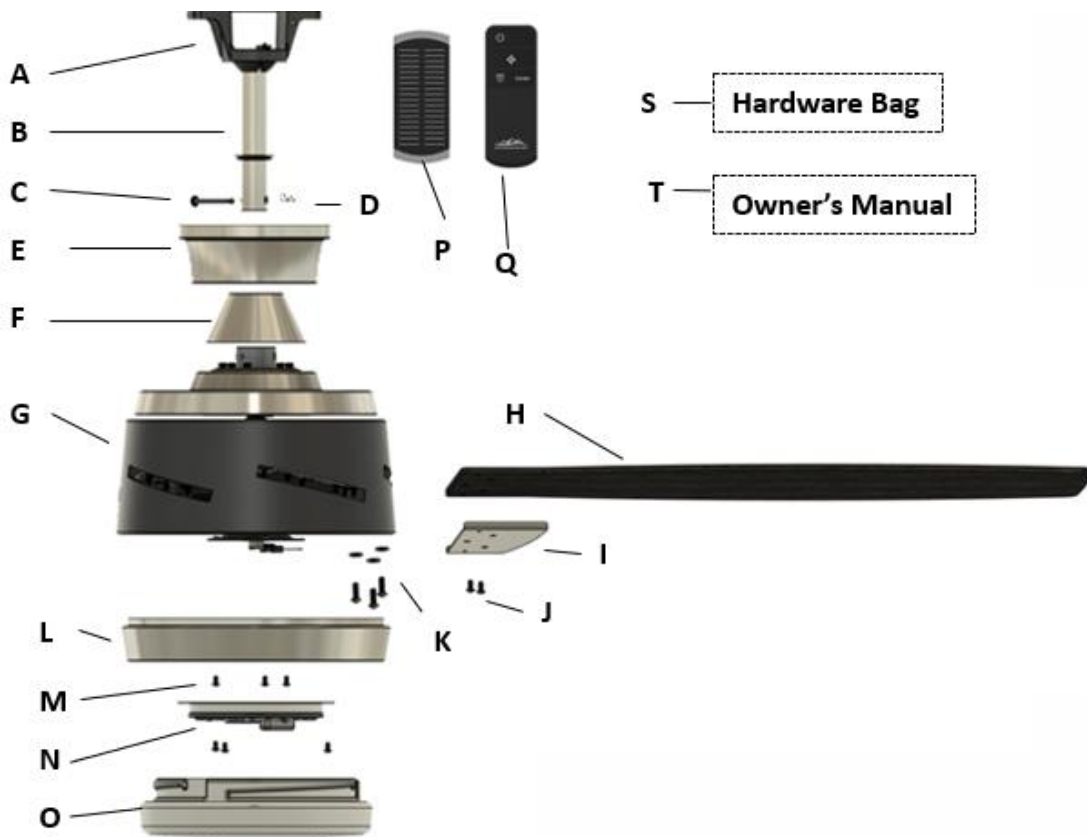
## WARNING:

- 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 fire, electric shock, or personal injury, mount fan to an outlet box marked “acceptable for fan support up to 35 lbs. (16 kg)” and use mounting screws provided with the outlet box. The total weight of this fan is approximately 18 lbs. (8.1 kg).
- 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.
- 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.

## CAUTION:

- 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 30 inches (0.76 meters) from the tip of the blades to the wall.
- Check and retighten all screws, nuts, and bolts to ensure they are secured prior to operating the fan.
- Be sure the 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 ensure 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



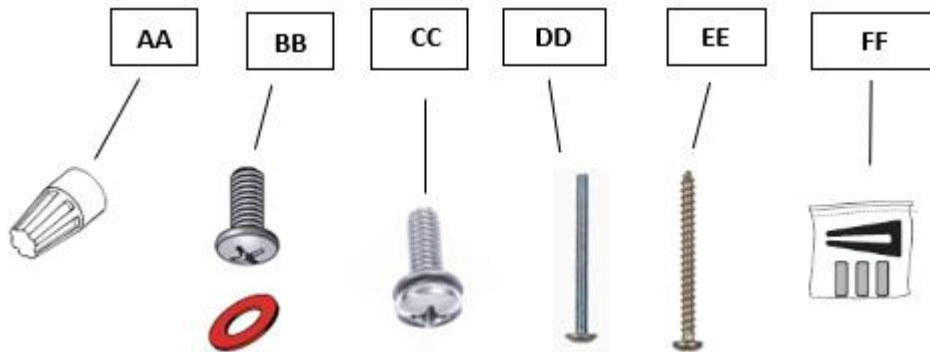
PART	DESCRIPTION	QUANTITY	PART	DESCRIPTION	QUANTITY
A	Mounting Bracket and (2) canopy screws	1	K	Blade Screws and Washers	15 each
B	Downrod and Downrod Ball	1	L	Light Kit Plate	1
C	Downrod Pin (pre-installed)	1	M	Light Kit Screws (pre-installed on motor shaft ring)	3
D	Downrod Clip (pre-installed)	1	N	LED Lighting Board and (Screws pre-installed on light kit plate)	1
E	Canopy	1	O	Light Kit Glass	1
F	Yoke Cover	1	P	Remote Receiver	1
G	Motor Housing	1	Q	Handheld Remote Control and (2) AAA batteries	1
H	Blades	5	R	Hardware Bag	1
I	Blade Holder	5	S	Owner's Manual	1
J	Blade Holder Screws	10			



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

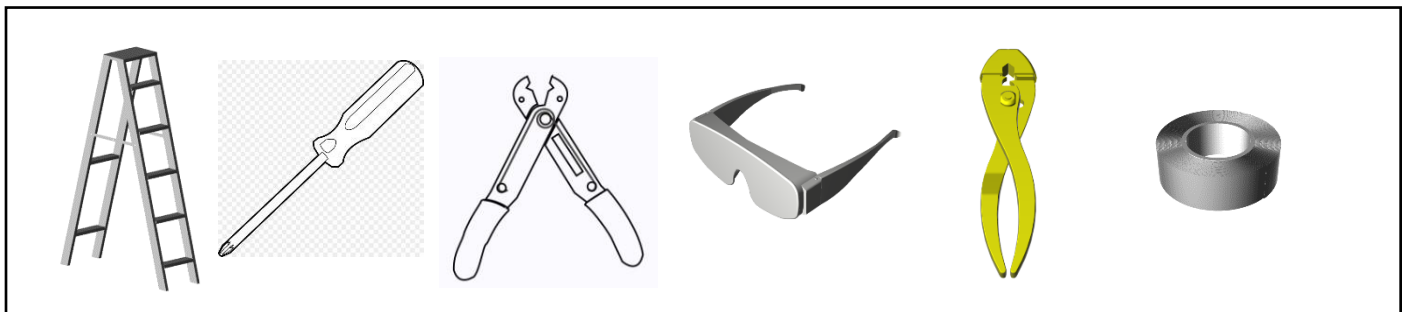
## HARDWARE KIT CONTENTS

PART	DESCRIPTION	QUANTITY
AA	Wire Connectors: 6 for remote receiver, 3 for house wiring	9
BB	Blade Iron Screws and Fabric Washers	15 each
CC	Blade Holder Screws	10
DD	Machine Screws and Lock Washers	2 each
EE	Wood Screws and Washers	2 each
FF	Balance Kit	1



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

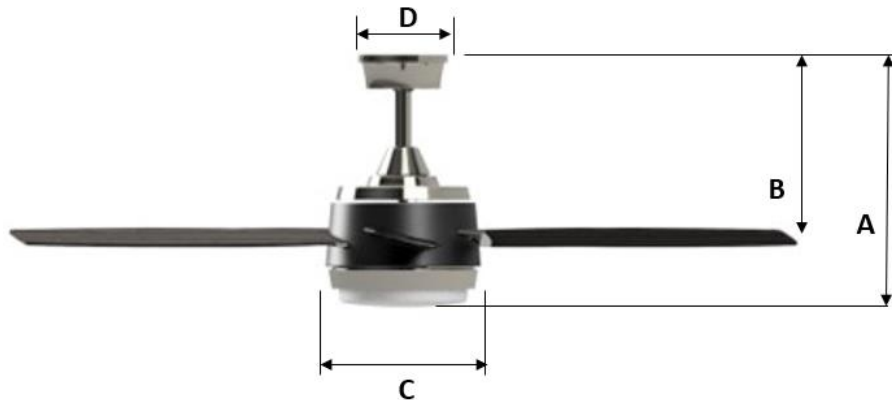
## TOOLS REQUIRED (not included)



**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: 16.1 in. B: 12.3 in. C: 9.9 in. D: 5.7 in. (Note: Dimensions with 6" downrod)**

Choose one of the following mounting options:

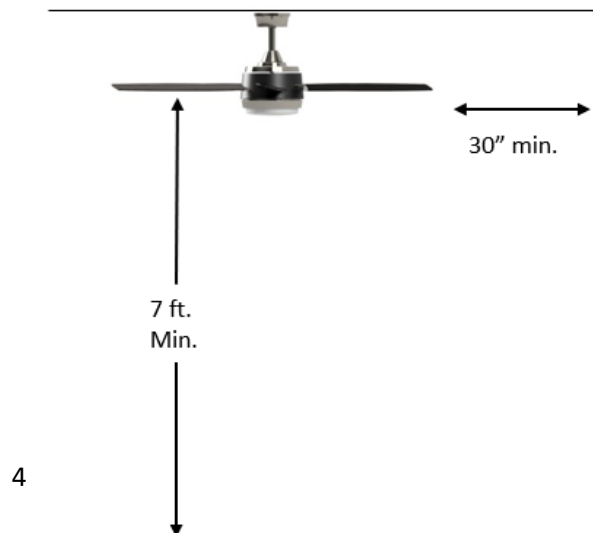
**Downrod Mount** is best suited for ceilings 8 ft. or higher. For taller ceilings you may want to use a longer downrod (sold separately).

**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 18 degrees.

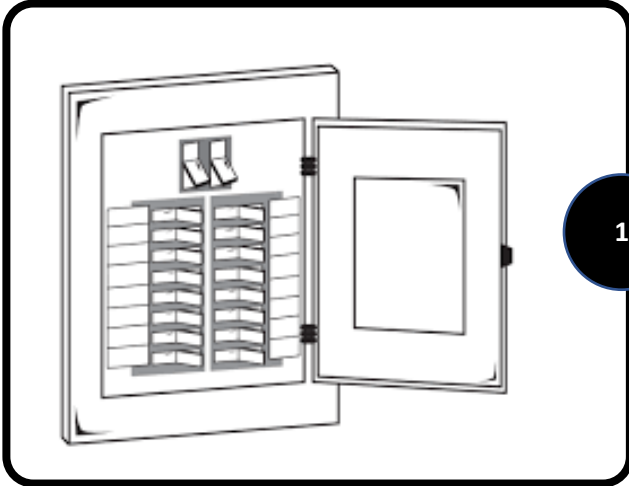
**Downrod Mount**



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

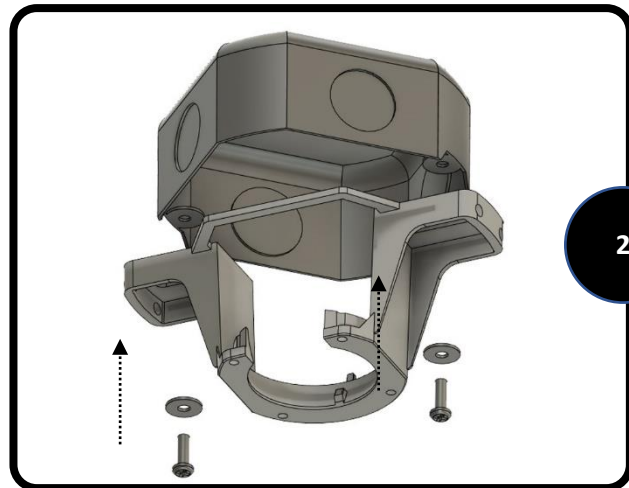


## ASSEMBLY INSTRUCTIONS



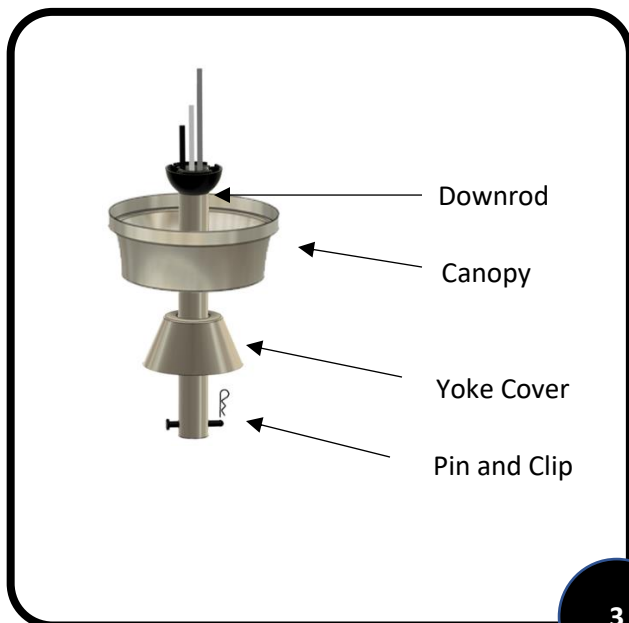
1. Turn OFF the electrical power at the main fuse or circuit breakers.

**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. The mounting bracket is shipped inside the canopy. Loosen the two canopy mounting screws and separate the bracket from the canopy. 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 for 6” DOWNROD** – 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 cover onto the downrod with the flat end toward the canopy and downrod ball.

If using 4” downrod (included), eliminate the yoke cup to allow for adequate access to canopy for wiring.

## 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.

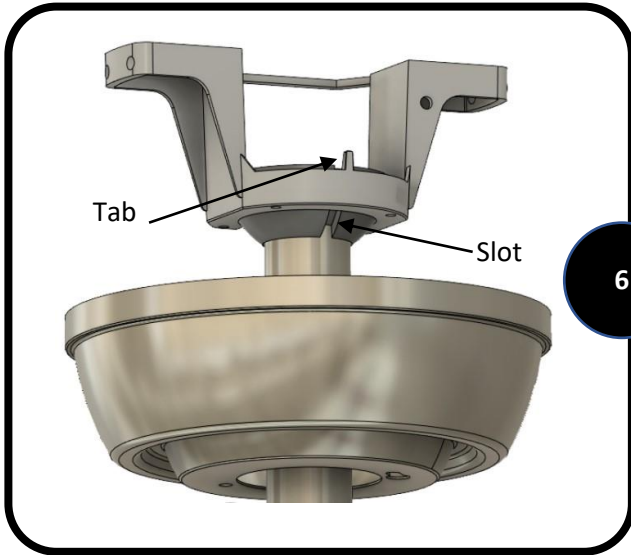


5. Feed the entire length of the 3 wires coming from the fan through the bottom of the downrod and out the top of the downrod ball. Insert the downrod into the yoke and reinstall the downrod pin and downrod clip. Then re-tighten the two set screws.

**NOTE:** With wiring extending out the top of the downrod ball, measure 10 - 12 inches of lead wire and cut the excess wire with wire cutters if using the 6" downrod. Then strip  $\frac{1}{2}$ " of insulation from the end of each wire.

For extension downrods measure as needed.

## 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.

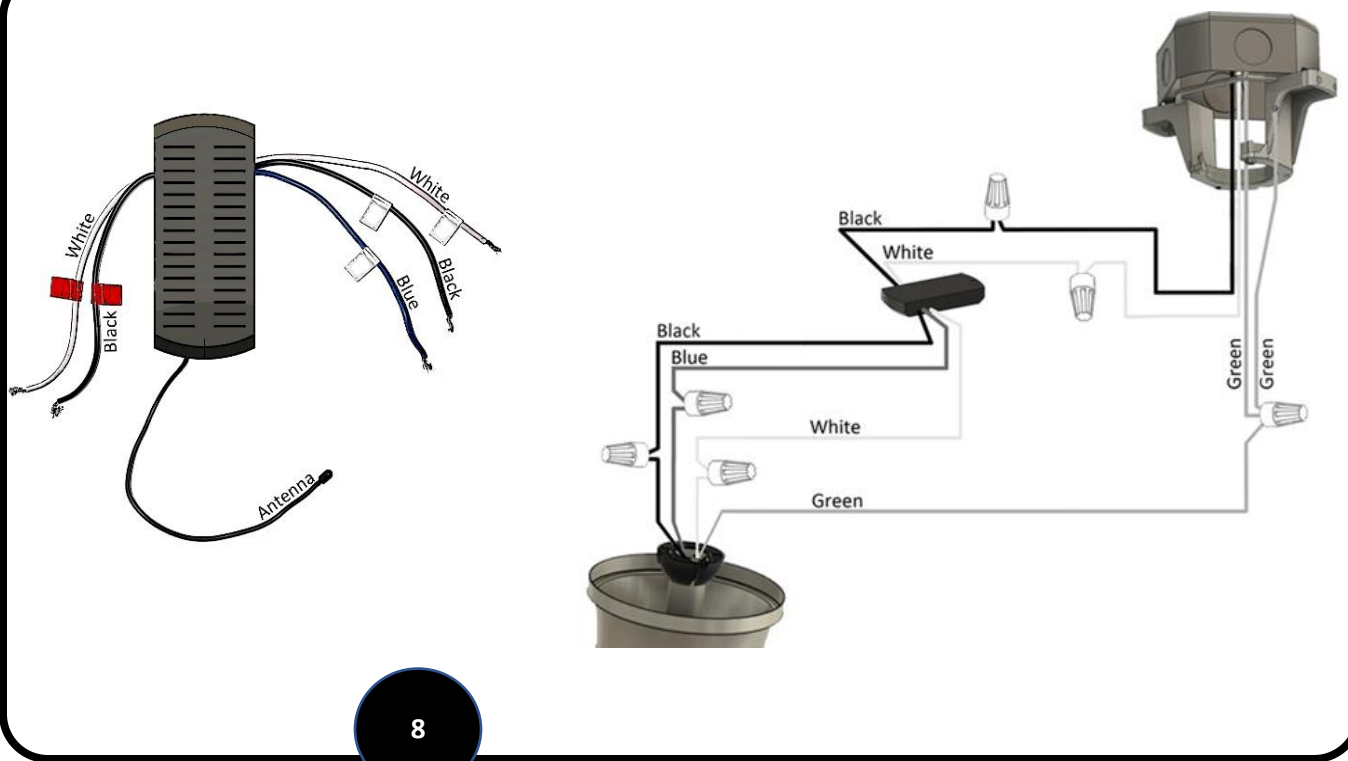
*Canopy as pictured for illustration purposes only – canopy shape in your specific fan may be different.*



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



## ASSEMBLY INSTRUCTIONS



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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:

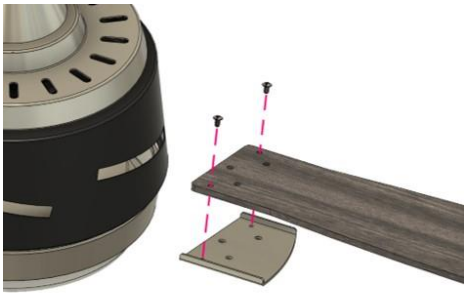
- Connect the white wire from the 2-wire side of the receiver to the white wire coming from the ceiling.
- Connect the black wire from the 2-wire side of the receiver to the black wire coming from the ceiling.
- Connect all green (ground) wires together: Connect the green wire from the downrod to the green wire from the mounting bracket and the green wire from the ceiling.
- **IMPORTANT:** Make sure all connections are secure and the wires do not come loose from the wire nuts. Carefully turn the splices upward through the hanger bracket and push them back up into the outlet box. Place the black and blue wire connections on one side of the outlet box and the white and green wire connections on the other side of the outlet box. Be sure to tuck the antenna wire inside the canopy but not up inside the outlet box.

## ASSEMBLY INSTRUCTIONS



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9. Locate the (2) screws on underside of the hanging bracket and loosen screws. Place slotted holes of canopy over the screws 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 and tighten the screws securely.



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### INSTALLING THE BLADES

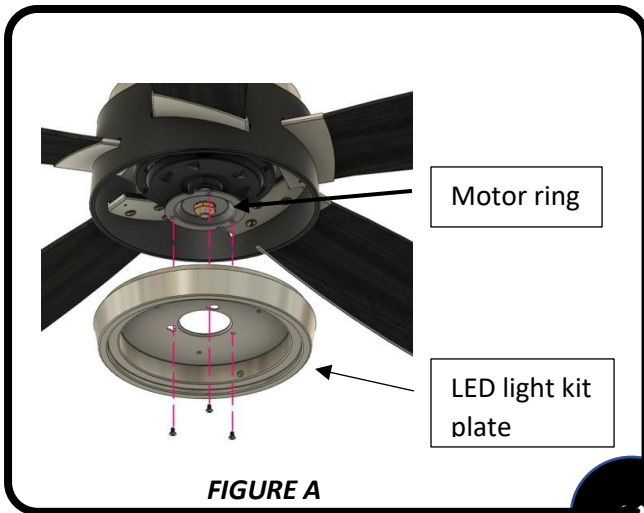
10. Place a blade holder on the bottom of the blade (the side of the blade you want to see) and line up the (2) holes on the blade holder with the (2) holes on the blade. Secure the blade holder to the blade using (2) blade holder screws. Repeat for the remaining blades.



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11. Insert the blade and blade holder into one of the blade slots around the motor housing and line up the (3) holes at the end of the blade holder with the (3) holes on the bottom of the motor housing. Secure the blade holder to the fan using (3) blade screws and fabric washers. Repeat for the remaining blades.

## ASSEMBLY INSTRUCTIONS

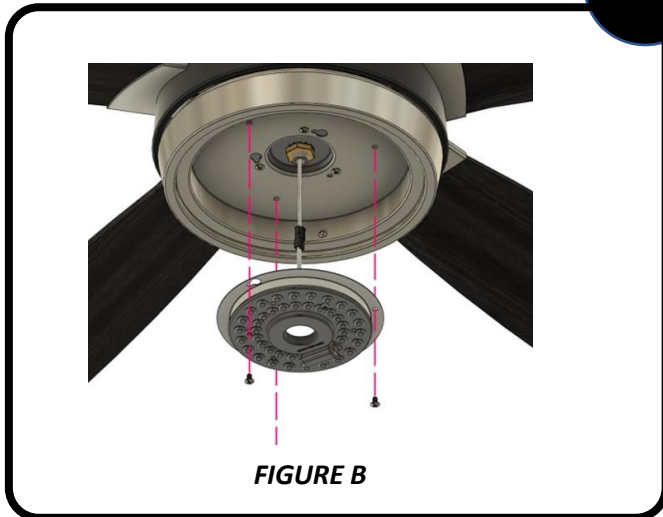


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### CONNECTING THE LIGHT KIT

- 12.** Remove one (1) of the pre-installed screws on the motor ring and loosen the other two (2) screws. Position the light kit plate under the fan and feed the light kit wire through the cut out in the center of the light kit plate. Line up the two keyhole slots on the light kit plate with the two loosened screws and lock into place and tighten down. Install the remaining screw in the remaining hole.

**NOTE:** If the LED lighting board is not already attached to the LED lighting board tray, please assemble as per Figures A and B using the screws on the LED lighting board tray.

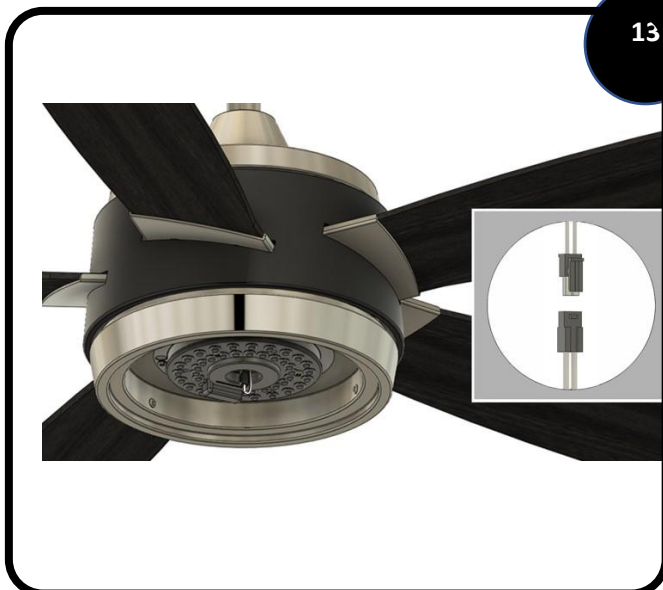


**FIGURE B**

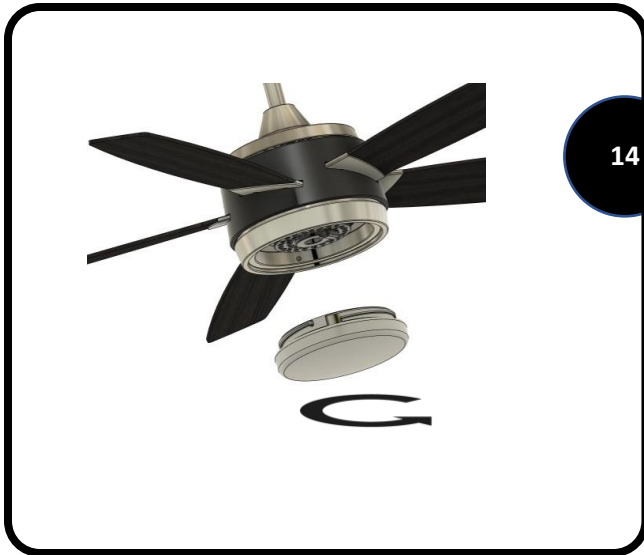
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- 13.** Connect the wiring from the LED lighting board to the fan wiring by connecting the two ends of the push-pin wiring harness.

**Note:** the clip on the outside of one connector should engage and snap together with the catch on the other connector. Push the connectors and excess wire back up into the center hole so that it will not block any of the light output.



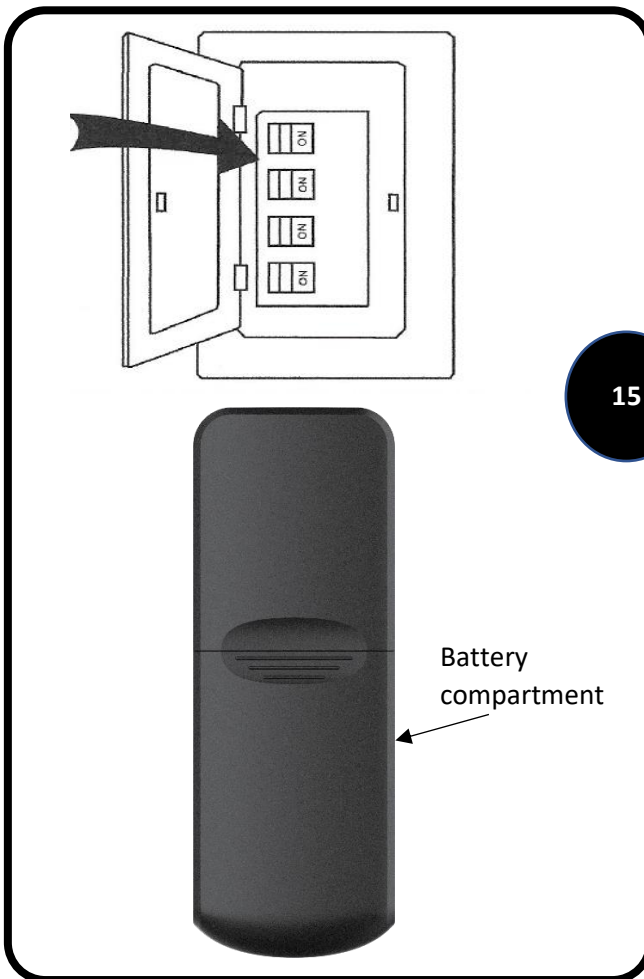
## ASSEMBLY INSTRUCTIONS



### 14. INSTALLING THE LIGHT KIT GLASS

Position the glass bowl to line up with the bottom of the light kit. While holding the glass up to the bottom of the light kit, turn the glass clockwise until the notch in the glass slips into the light kit channel. Continue to turn clockwise until snug and tight. **DO NOT OVERTIGHTEN.**

**Assembly complete.**



**15.** Restore the power to the main fuse or circuit breaker. Install the batteries into the battery compartment on the back of the handheld remote control.

Battery  
compartment

## OPERATING INSTRUCTIONS



### USING THE REMOTE CONTROL

- Power button: Turns fan ON/OFF. The remote has built-in memory: the fan and light will come on at the same settings as the last time the power supply was turned off.
- Fan Speed button: Controls the 3 speeds of the fan. With the fan on, push once and release for next speed setting. The cycle is HIGH>MED>LOW and OFF.
- Light Dimming and Color Changing button (fan must be on):
  - For adjusting light brightness level, push and hold the button. Light will adjust in brightness from full brightness or down to fully dimmed until button is released.
  - For color changing: with the LED light on, push this button once to turn the light off and then push again within 8 seconds to adjust the color. Repeat the cycle until desired color temperature is obtained. Cycle is Soft White (3000K), Bright White (4000K), and Daylight (6000K).
- Timer (OFF) button: Offers 1-, 2-, or 4-hour delay. With fan on, press once for 1 hour (LEDs flash 1X), press again for 2 hours (LEDs flash 2X), and press again for 4 hours (LEDs flash 3X). Pressing one last time or pressing the power button OFF will cancel the timer setting.
- 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 and hold the fan OFF button for 5 seconds and then release it to initiate the Safe Exit mode.
  - The light will briefly flash and remain on, and the fan will be off.
  - The light will stay on for approximately 60 seconds and then turn off automatically.

## OPERATING INSTRUCTIONS



### OPTIMIZING YOUR FAN'S PERFORMANCE USING THE REVERSE SWITCH

Use the fan reverse switch, located on the top of the motor housing underneath the yoke cover, 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 sacrificing your comfort.

**In warmer weather**, change the fan blade rotation to a counterclockwise direction which will result in downward airflow creating a cooling wind chill effect.

**In cooler weather**, reverse the fan blade rotation to a clockwise direction which will result in upward flow that can help move stagnant, hot air off the ceiling area and back down into the room.

**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.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed and used in accordance with the instructions may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Caution: modifications not approved by the party responsible for compliance could void user's authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.



## TROUBLESHOOTING

### FAN DOES NOT START:

- Check the circuit breaker and confirm the power is ON.
- Make sure the wall switch is ON.
- Confirm the battery is installed correctly in the handheld remote; install fresh batteries.
- 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, blade iron screws (if applicable), light kit screws, 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 it with a standard wall switch to enable the remote control to operate the fan and light.

### FAN WOBBLES:

- Make sure the 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 the date of purchase. The 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 damage 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](mailto:CustomerService@BlueMountainFans.com)

