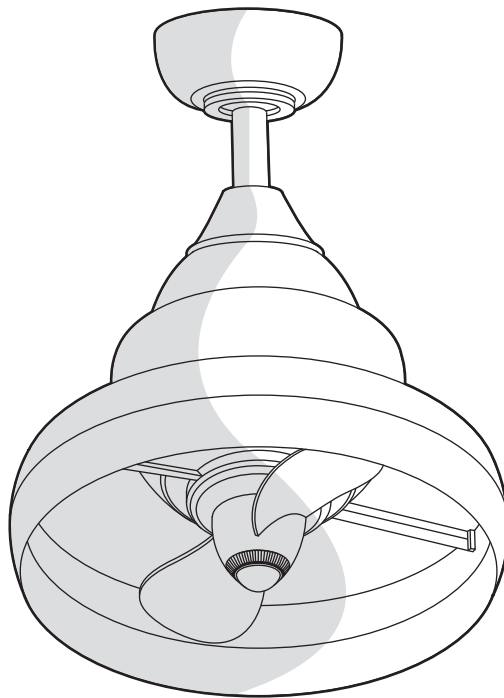


USE AND CARE GUIDE

NOVAK OSCILLATING 14 IN. CEILING FAN



Questions, problems, missing parts? Before returning to the store,
call Home Decorators Collection Customer Service
8 a.m. - 7 p.m., EST, Monday-Friday, 9 a.m. - 6 p.m., EST Saturday

1-800-986-3460

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THANK YOU

We appreciate the trust and confidence you have placed in Home Decorators Collection through the purchase of this ceiling fan. We strive to continually create quality products designed to enhance your home. Visit us online to see our full line of products available for your home improvement needs. Thank you for choosing Home Decorators Collection!

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Safety Information

1. To reduce the risk of electric shock, ensure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. All wiring must be in accordance with the National Electrical Code “ANSI/NFPA 70-1999” and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 35 (15.9 kg) lbs. Use only UL-listed outlet boxes marked “FOR FAN SUPPORT.”
4. **The fan must be mounted with a minimum of 10 ft (3.05m) clearance from the trailing edge of the blades to the floor.**
5. Avoid placing objects in the path of the blades.
6. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
7. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.
8. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and ungrounded conductor on the other side of the outlet box.
9. All setscrews must be checked and retightened where necessary before installation.
10. 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.

Warning: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: 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.



WARNING: To reduce the risk of electrical shock or fire, do not use this fan with any solid-state fan speed control device. It will permanently damage the electronic circuitry.



WARNING: Do not insert foreign objects between rotating fan blades.



WARNING: To reduce the risk of fire, electric shock or personal injury, mount the fan to the outlet box marked acceptable for fan support with the screws provided with the outlet box.



CAUTION: To reduce the risk of personal injury, use only the screws provided with the outlet box.



NOTE: Suitable for use in damp locations.

Warranty

We warrant the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a period of lifetime after the date of purchase by the original purchaser. We also warrant that all other fan parts, excluding any glass or acrylic blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of two years after the date of purchase by the original purchaser. We agree to correct such defects without charge or at our option replace with a comparable or superior model if the product is returned. To obtain warranty service, you must present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Damage to any part such as by accident, misuse, improper installation or by affixing any accessories, is not covered by this warranty. Because of varying climatic conditions this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. A certain amount of "wobble" is normal and should not be considered a defect. Servicing performed by unauthorized persons shall render the warranty invalid. There is no other express warranty. We hereby disclaim any and all warranties, including but not limited to those of merchantability and fitness for a particular purpose to the extent permitted by law. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the express warranty. Some states do not allow limitation on how long an implied warranty lasts, so the above limitation may not apply to you. The retailer shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives specific legal rights, and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties. Shipping costs for any return of product as part of a claim on the warranty must be paid by the customer.

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Pre-Installation

SPECIFICATIONS

Fan size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
14 in.	Low	120	0.14	11.04	882	441	3.89 kg (8.56 lbs.)	5.67 kg (12.47 lb)	2.82 cu. ft.
	Medium		0.17	15.34	1131	608			
	High		0.29	32.73	1527	877			



NOTE: These are approximate measures. They do not include amps and wattage used by the light kit.



TOOLS REQUIRED

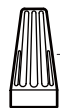


Pre-Installation (continued)

HARDWARE INCLUDED



NOTE: Hardware shown to actual size unless noted otherwise in the table below.



AA



BB



CC



DD



EE



FF



GG



HH

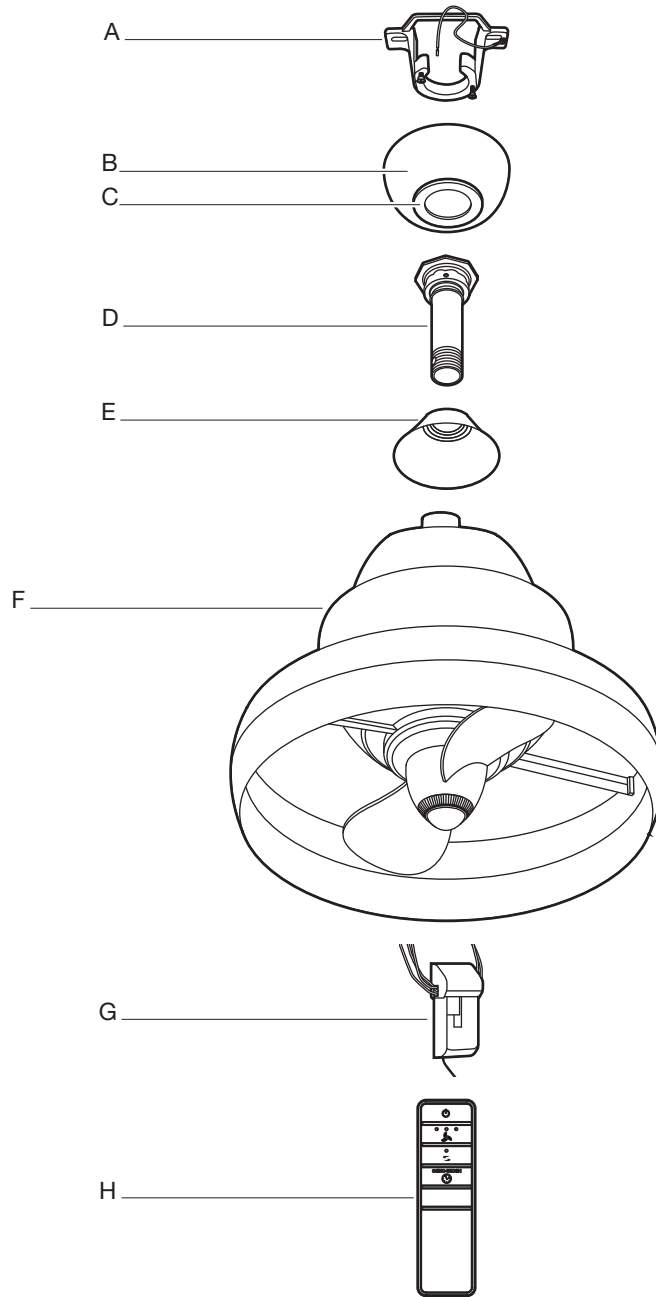


II

Part	Description	Quantity
AA	Plastic wire nut	3
BB	Canopy mounting screw (preassembled)	2
CC	Clevis pin (preassembled)	1
DD	Cotter pin (preassembled)	1
EE	Collar setscrew (preassembled)	2
FF	Cross pin (preassembled)	1
GG	Setscrew (preassembled)	1
HH	1.5V AAA battery (not to scale)	2
II	Plastic wire nut	6

Pre-Installation (continued)

PACKAGE CONTENTS



Part	Description	Quantity
A	Mounting bracket (preassembled)	1
B	Canopy	1
C	Canopy bottom cover (preassembled)	1
D	Hanger ball/downrod assembly	1

Part	Description	Quantity
E	Coupling cover	1
F	Fan motor assembly	1
G	Receiver	1
H	Remote control	1

Installation

MOUNTING OPTIONS

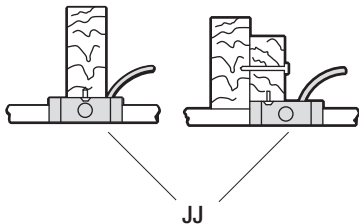
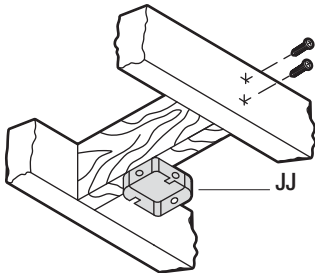


WARNING: To reduce the risk of fire, electric shock, or other personal injury, mount the fan only on an outlet box or supporting system marked acceptable for fan support of 35 lbs (15.9 kg) or less and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

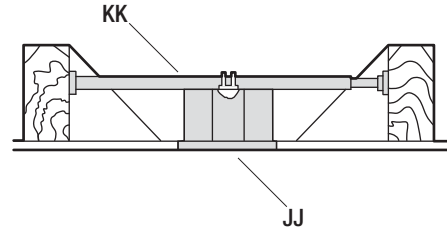
If your ceiling fan does not have an existing UL-listed mounting box, then install one using the following instructions:

- Disconnect the power by removing the fuses or turning off the circuit breakers.
- Secure the outlet box (JJ) (not included) directly to the building structure. Use appropriate fasteners and materials (not included). The outlet box and its bracing must be able to fully support the weight of the moving fan (at least 35 lbs.). Do not use a plastic outlet box.

The illustrations below show two different ways to mount the outlet box (JJ) (not included).



WARNING: This fan is not suitable for sloped ceilings.

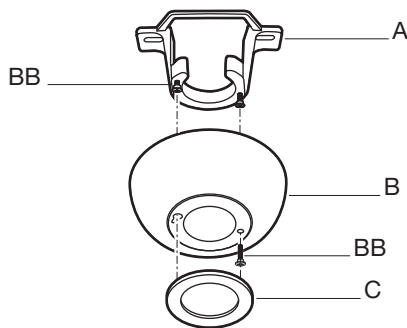


To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar (KK) (not included) as shown above.

Assembly

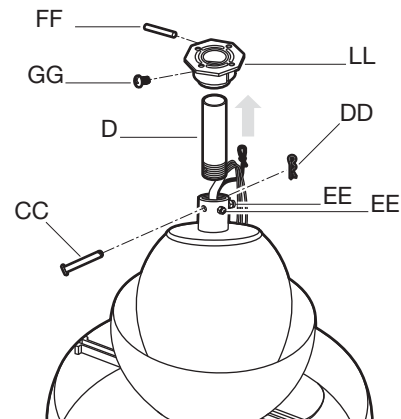
1 Preparing the canopy

- Remove the canopy bottom cover (C) from the canopy (B) by turning the canopy bottom cover (C) counter-clockwise.
- Remove the mounting bracket (A) from the canopy (B) by removing the non-slotted canopy mounting screw (BB) from the bottom of the canopy (B) and loosening the slotted canopy mounting screw (BB) a half turn from the screw head. Next, turn the canopy (B) counterclockwise to remove the mounting bracket (A) from the canopy (B).



2 Preparing the motor

- Remove the cotter pin (DD) and clevis pin (CC), and loosen the two collar setscrews (EE) from the motor collar.
- Take out the setscrew (GG) located in the hanger ball (LL) and lower the hanger ball (LL) and remove the cross pin (FF). Remove the hanger ball (LL) from the hanger ball/downrod assembly (D).



3 Assembling the fan

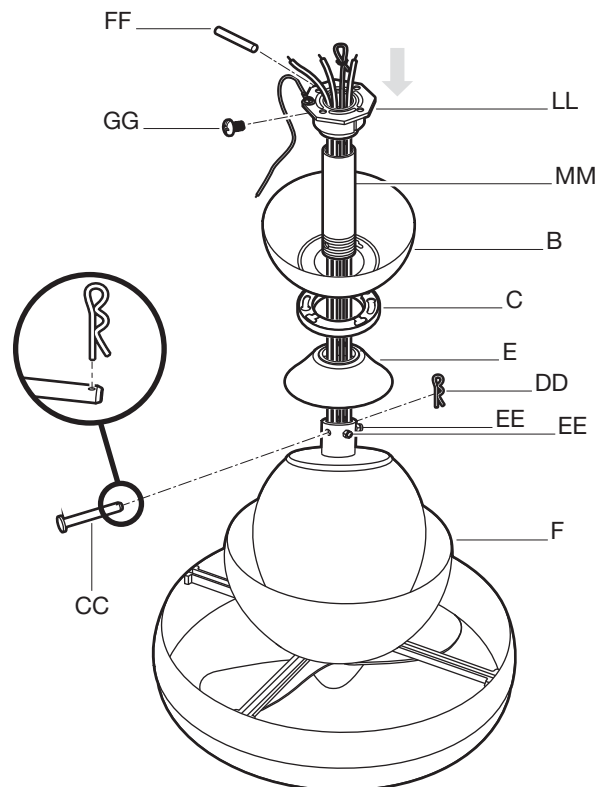


WARNING: Failure to properly install the cotter pin (DD) could result in the fan loosening and possibly falling.



NOTE: If a longer downrod (not included) is needed, take out the screw located in the hanger ball (LL), lower the hanger ball (LL) and remove the pin (FF). Remove all three pieces from the downrod and assemble them onto the new longer downrod before proceeding to the downrod installation.

- Carefully feed the motor wires up through the downrod (MM). Thread the downrod (MM) into the collar.
- Align the holes and replace clevis pin (CC) and cotter pin (DD). Tighten the two collar setscrews (EE).
- Slip coupling cover (E), canopy bottom cover (C), and canopy (B) onto the downrod (MM).
- Carefully reinstall the hanger ball (LL) onto the downrod (MM). Ensure that the cross pin (FF) is in the correct position, the setscrew (GG) is tightened and the wires are not twisted.



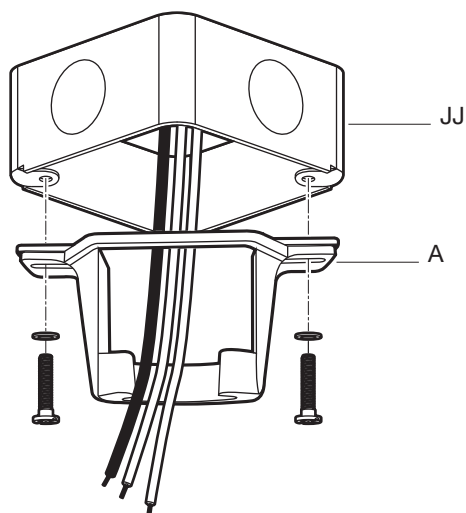
Assembly – Hanging the Fan

4 Installing the mounting bracket to the electrical box



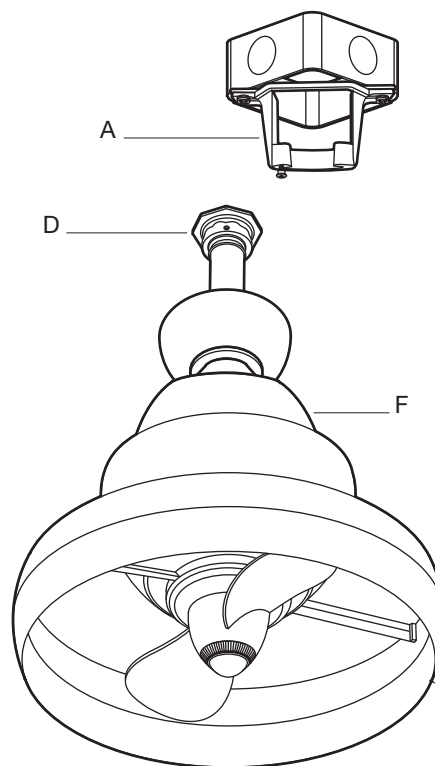
WARNING: To reduce the risk of fire, electric shock, or other personal injury, mount the fan only on an outlet box or supporting system marked acceptable for fan support of 35 lbs (15.9 kg) or less and use mounting screws provided with the outlet box.

- Pass the 120-volt supply wires through the center hole in the mounting bracket (A).
- Install the mounting bracket (A) to the outlet box (JJ) with the screws and washers provided with the outlet box (JJ).
- Securely tighten the two mounting screws.



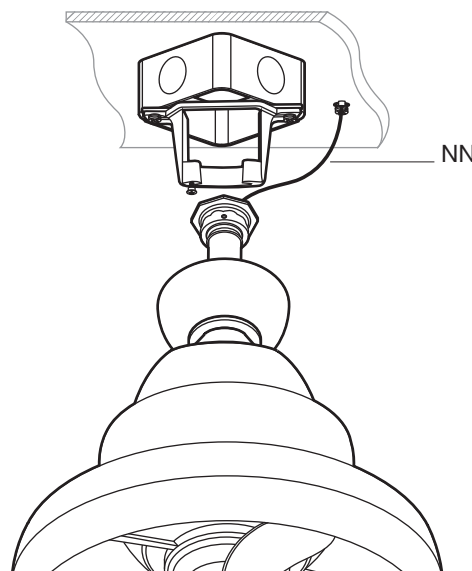
5 Hanging the fan from the mounting bracket

- Carefully lift the fan motor head (F) up to the mounting bracket (A) and seat the hanger ball/downrod assembly (D) in the mounting bracket (A) socket.



6 Installing the safety cable

- Secure the safety cable (NN) to the building structure using a wood screw (not included).



Assembly — Hanging the Fan (continued)

7 Preparing the receiver and remote control



NOTE: The frequencies on your receiver and remote control have been preset at the factory. Before installing the receiver, make sure the dip switches on the receiver and remote control are set to the same frequency. The dip switches on the remote control are located inside the battery compartment.



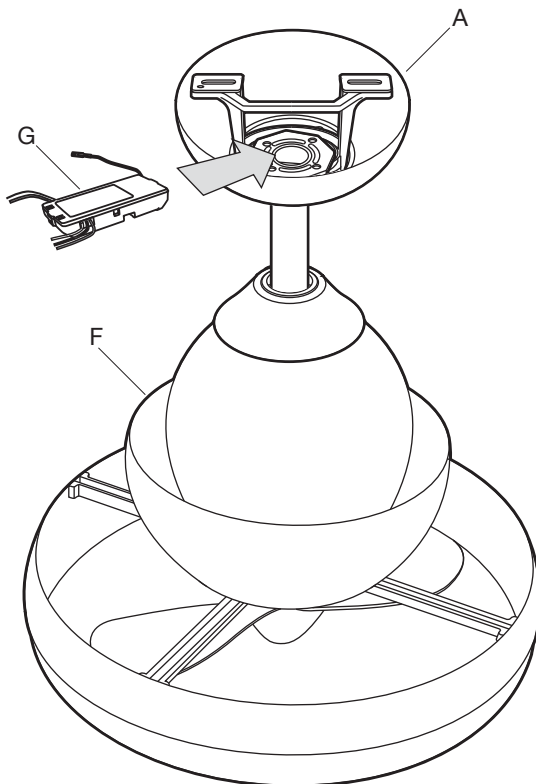
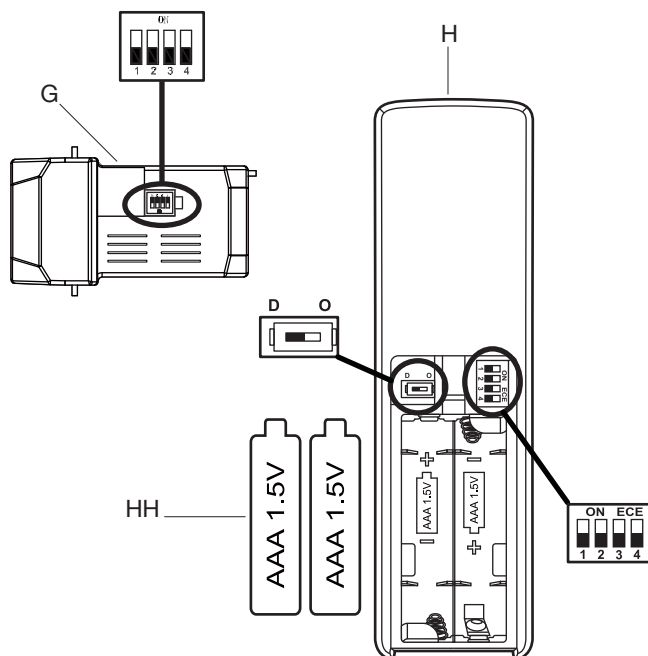
NOTE: The battery will weaken with age and should be replaced before leaking takes place as this will damage the remote control. Dispose of the used battery properly and keep the battery out of the reach of children.

Setting the Code on the Remote:

- Remove the battery cover on the back of the remote control (H) by pressing firmly on the arrow and sliding the cover off.
- Slide the code switches to your choice of either up or down. The factory setting is up.
- The switch marked O/D controls the dimming function of the lights. If using non-dimmable bulbs, use a ballpoint pen or small screwdriver to set the switch to O to disable the dimming function. If using dimmable bulbs, set the switch to D to enable the dimming function.
- Install two AAA batteries (HH) (included).
- Replace the battery cover on the remote control (H).

Setting the Code on the Receiver:

- Slide the code switches on the receiver (G) to the same positions as set on the remote control (H).



Assembly – Hanging the Fan (continued)

8 Making the electrical connections



WARNING: Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire nuts, except for the ground wire.



CAUTION: Do not use with a wall light dimmer switch.



NOTE: The fan must be installed at a maximum distance of 20 ft. from the remote control for proper signal transmission between the remote control and the fan's receiving unit.

Follow the steps below to connect the fan to your household wiring. Use the plastic wire nuts (AA or II) with your fan. Secure the plastic wire nuts (AA or II) with electrical tape. Make sure there are no loose strands or connections.

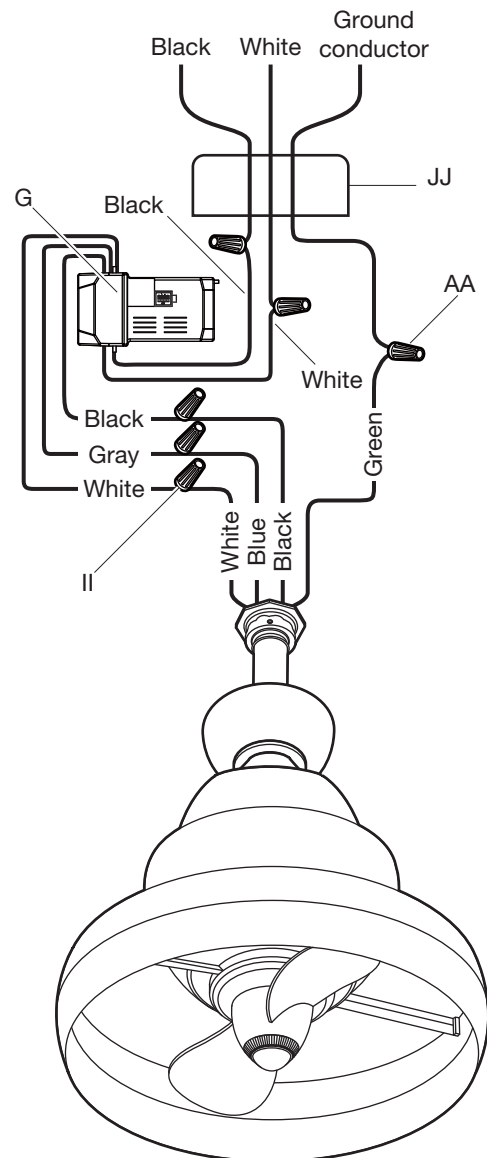
Motor to receiver electrical connections:

- Connect the black wire from the fan to the black wire marked "TO MOTOR L" from the receiver (G).
- Connect the white wire from the fan to the white wire marked "TO MOTOR N" from the receiver (G).
- Connect the blue wire from the fan to the gray wire marked "For Light" from the receiver (G).

Receiver to house supply wires electrical connections:

- Connect the black (hot) wire from the ceiling to the black wire marked "AC in L" from the receiver (G).
- Connect the white (neutral) wire from the ceiling to the white wire marked "AC in N" from the receiver (G).

- If your outlet box (JJ) has a ground wire (green or bare copper) connect it to the fan ground wires; otherwise connect the hanger ball/downrod assembly (D) ground wire to the mounting bracket (A).
- Secure each wire connection with a plastic wire nut (AA or II) provided with the electrical hardware.
- After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box (JJ) and the black and blue wires are on the other side. Carefully tuck the wire connections up into the outlet box (JJ).



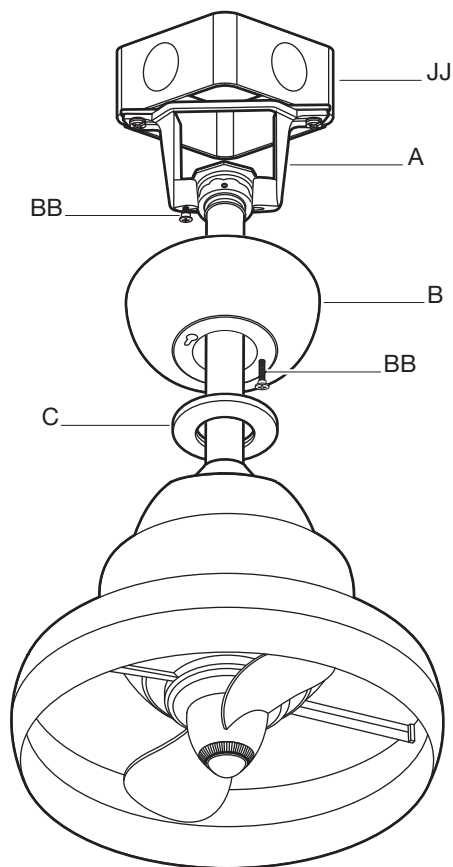
Assembly — Hanging the Fan (continued)

9 Installing the canopy



WARNING: Make sure the tab on the mounting bracket (A) properly sits in the groove in the hanger ball/downrod assembly (D) before attaching the canopy (B) to the mounting bracket (A) by turning the canopy until it drops into place.

- Tuck the connections neatly into the ceiling outlet box (JJ).
- Slide the canopy (B) up to the mounting bracket (A) and place the key hole on the canopy (B) over the loose canopy mounting screw (BB) on the mounting bracket (A). Turn the canopy (B) clockwise until the canopy (B) locks in place at the narrow section of the key holes.
- Align the circular hole on the canopy (B) with the remaining hole on the mounting bracket (A). Secure the canopy mounting screw (BB) previously removed in the hole and tighten the two canopy mounting screws (BB).



10 Attaching the canopy bottom cover to the canopy

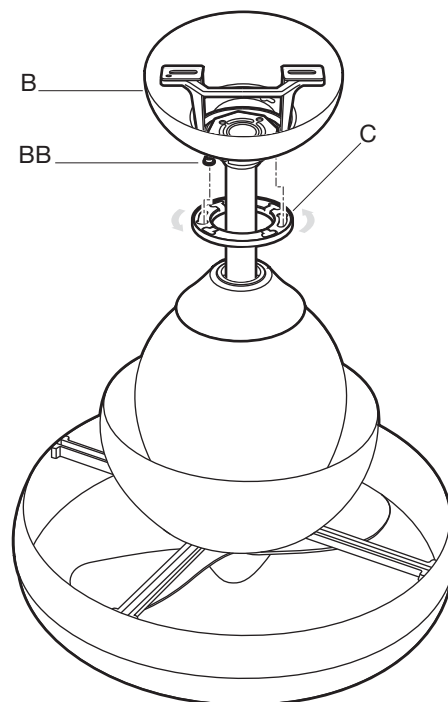


NOTE: Adjust the canopy mounting screw (BB) as necessary until the canopy (B) and canopy bottom cover (C) are snug.



WARNING: Do not manually move the fan head. Doing so will destroy the gears in the oscillating mechanism.

- Attach the canopy bottom cover (C) to the canopy (B) by inserting the canopy mounting screw (BB) into the key slots in the canopy bottom cover (C) and rotating the canopy bottom cover (C) clockwise.



Operation

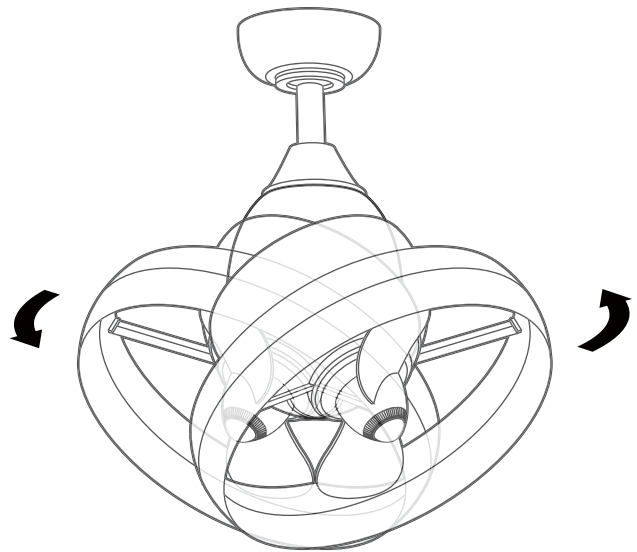
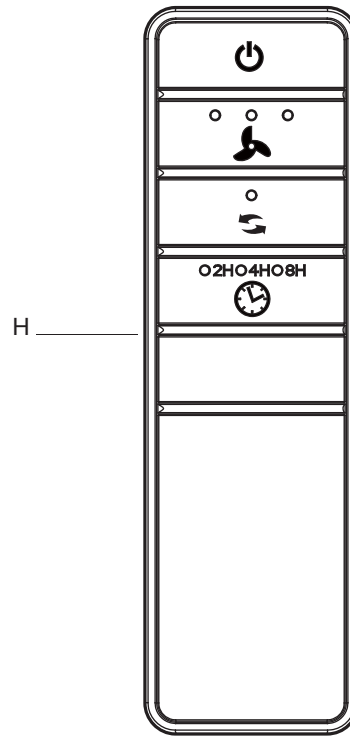
REMOTE CONTROL OPERATING INSTRUCTIONS

⏻ - Press and release the ⏻ button to turn the fan on or off.

- 🌀 - Press and release 1 time - turns the fan on high speed.
- Press and release 2 times - turns the fan on medium speed.
- Press and release 3 times - turns the fan on low speed.
- Press and release 4 times - turns the fan off.

↻ - This button is used for oscillating operation. Press “↻” to set the fan to oscillation. Press “↻” to turn off the oscillation. The fan will stay at the same direction where the oscillation is turned off.

- 🕒 - While the fan is on press 1 time - turns on a 2 hour run timer.
- While the fan is on press 2 times - turns on a 4 hour run timer.
- While the fan is on press 3 times - turns on an 8 hour run timer.



Care and Cleaning

Do

- Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. Because of the fan's natural movement, some connections may become loose over time. It is not necessary to remove the fan from the ceiling.
- Clean your fan periodically. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing.
- (Optional) Apply a light coat of furniture polish to the wood blades.
- (Optional) Cover small scratches with a light application of shoe polish.

Do not

- Use water when cleaning. Water could damage the motor, or the wood, or possibly cause an electrical shock.
- Apply oil to your fan or motor. The motor has permanently-lubricated sealed ball bearings.

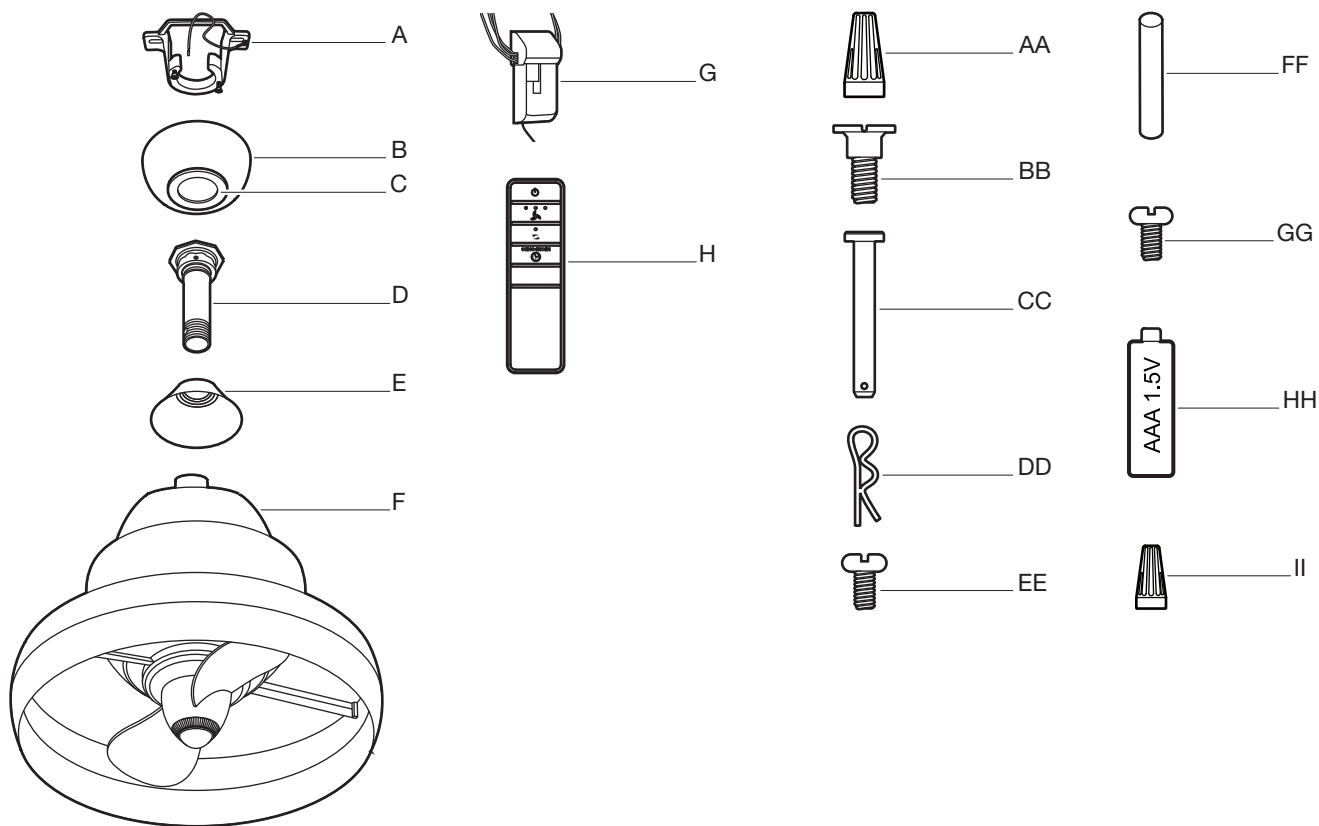
Troubleshooting



WARNING: Make sure the power is off at the electrical panel box before you attempt any repairs. Refer to step 8 "Making the electrical connections" on page 11.

Problem	Solution
The fan will not start.	□ Check the main and branch circuit fuses or breakers.
	□ Check the line wire connections to the fan and switch wire connections in the switch housing.
	□ Check to make sure the frequency switches from the remote control and receiver are set to the same frequency.
The fan sounds noisy.	□ Make sure all motor housing screws are snug.
	□ Make sure the screws that attach the fan blade to the motor hub are tight.
	□ Make sure the wire nut connections are not rattling against each other or the interior wall of the switch housing.
	□ Allow a 24-hour "breaking-in" period. Most noises associated with a new fan disappear during this time.
	□ Make sure there is a short distance from the ceiling to the canopy. It should not touch the ceiling.
	□ Make sure your ceiling box is secure and that rubber isolator pads are used between the mounting bracket and outlet box.
The remote control is not working.	□ Do not connect the fan with wall mounted variable speed control(s).
	□ Make sure the frequency switches are set correctly.

Service Parts



Part	Description
A	Mounting bracket (preassembled)
B	Canopy
C	Canopy bottom cover (preassembled)
D	Hanger ball/downrod assembly
E	Coupling cover
F	Fan motor assembly
G	Receiver
H	Remote control

Part	Description
AA	Plastic wire nut
BB	Canopy mounting screw (preassembled)
CC	Clevis pin (preassembled)
DD	Cotter pin (preassembled)
EE	Collar setscrew (preassembled)
FF	Cross pin (preassembled)
GG	Setscrew (preassembled)
HH	1.5V AAA battery
II	Plastic wire nut

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