

Optional Lightkits  
Available

**alcofin**<sup>®</sup>  
*ceiling fan specialist*

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Model: AC-203 & AC-218

# Instruction Manual

Attention:

This appliance is not intended for use by persons (including Children) with reduced physical, sensory or mental capabilities or lack of experience and knowledge unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety. Children should be supervised to ensure that they do not play with the appliance.

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## CONTENTS:

1. Safety Precaution .....	Page 2
2. Fan Structure Drawing .....	Page 3
3. Installation of Hanger Bracket .....	Page 4
4. Installation of Downrod / Hanger Ball .....	Page 4
5. Installation of Fan Blades .....	Page 5
6. Hanging and Wiring .....	Page 5 & 6
7. Installation of Canopy .....	Page 6
8. Installation of Lightkits .....	Page 7
9. Installation of Fan Cover (without Lightkits) .....	Page 8
10. Maintenance Tips .....	Page 9
11. Troubleshooting .....	Page 10
12. Notes .....	Page 11

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# SAFETY PRECAUTION:

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## IMPORTANT: PLEASE READ BEFORE INSTALLATION

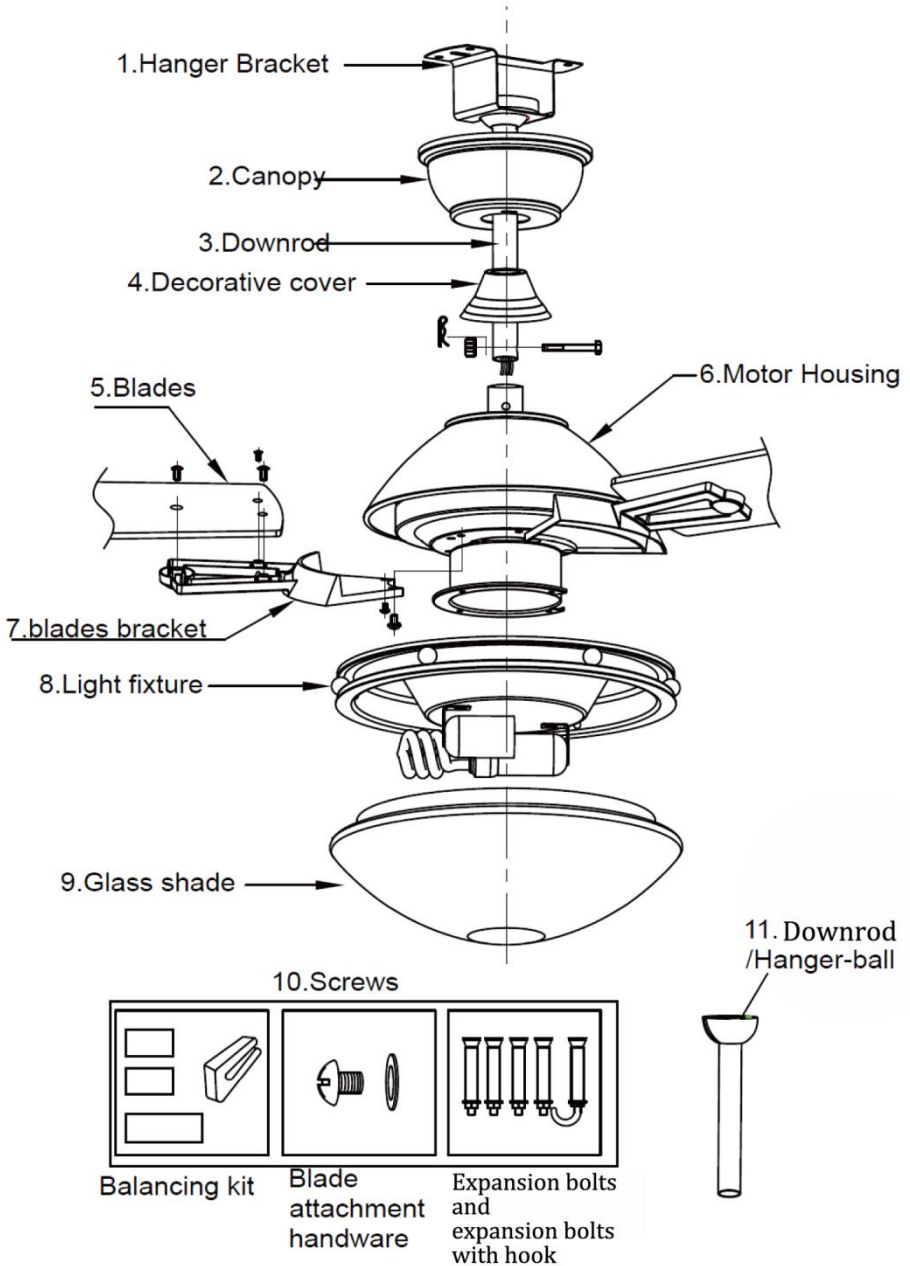
1. The installation work must be carried out by a qualified wiring installer.
2. Turn off the Electrical Main Switch at the circuit breaker fuse box.
3. Using power supply 220 – 240V/50HZ.
4. When mounting the fan, to ensure the safety cable is loop across the ceiling mounting 'J' hook.
5. The ceiling mounting hook must be able to withhold a min. of 35 pounds.
6. The ceiling fan must be mounted at a min. height of 2.3meters of clearance from the floor.
7. Do not insert any objects in the path of the blades.
8. When all electrical connections are done, store all wires neatly.
9. Make sure all screws and connections are tightly screwed and secured.
10. The supply wires live and neutral must be connected to a double pole switch having a contact of at least 3mm in all poles.

## WARNING

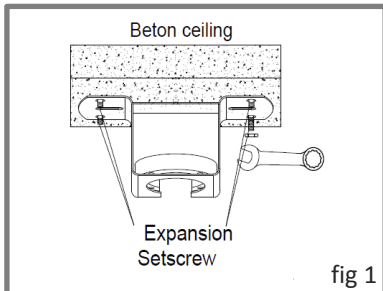
**TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADES BRACKETS DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT ANY OBJECTS IN THE PATH OF THE BLADES.**

**TO REDUCE THE RISK OF SHOCK, THIS FAN MUST BE INSTALLED WITH AN ISOLATION WALL CONTROL / SWITCH.**

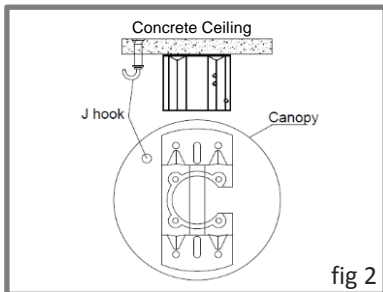
# FAN STRUCTURE DRAWING:



## INSTALLATION OF HANGER BRACKET:

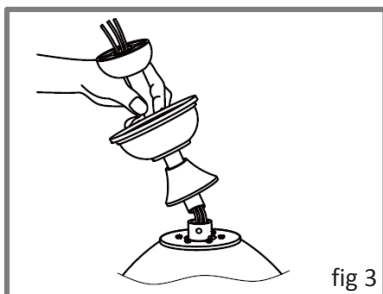


- 1) To use Four Expansion Setscrew to install the hanger bracket firmly. (fig 1)

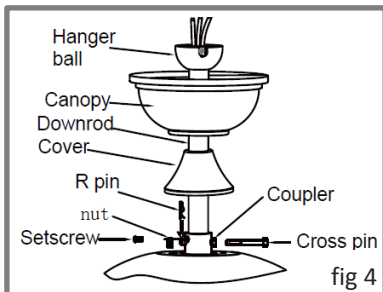


- 2) Install the 'J' hook onto the concrete ceiling and fasten firmly. Note the place of 'J' hook as (fig 2)

## INSTALLATION OF DOWNROD / HANGER BALL:

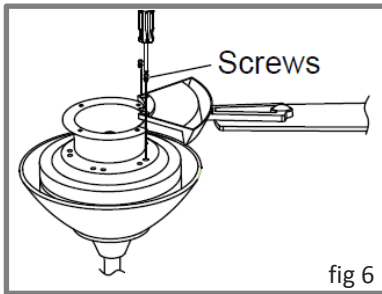
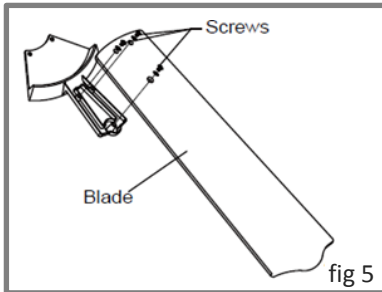


- 1) Remove the 'R' pin and Cross pin from the downrod. Thread the wires through the downrod, insert the downrod into the connector. (fig 3)



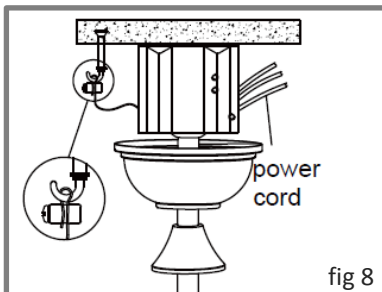
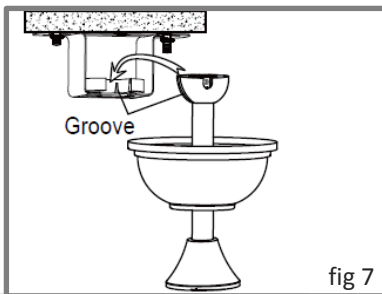
- 2) Loosen the two setscrews in the downrod support. Install back the Cross pin and secured with the 'R' pin. (fig 4)
- 3) The 'R' pin must be properly installed to prevent the Cross pin from working loose. (fig 4)

## INSTALLATION OF FAN BLADES:



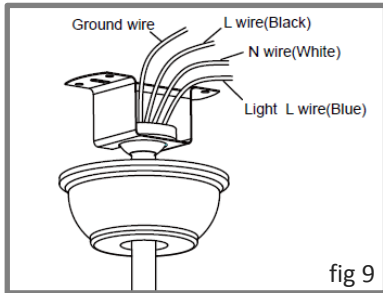
- 1) Install blade to blade bracket using the supplied screws. Start a screw into the bracket, repeat for the two remaining screws. (fig 5)
- 2) Tighten each screw securely.
- 3) Remove the three resistance pieces and ten screws off the motor. (fig 6)
- 4) Assemble and attach the blades/blade bracket to the motor holes, install with the ten screws. (fig 6)
- 5) Tighten each screw securely onto the motor. (fig 6)

## HANGING OF CEILING FAN:



- 1) Carefully lift the fan and assembly into hanger bracket which is attached to the outlet box.
- 2) Ensure the rod ball's groove is lined up with tab on the hanger bracket. (fig 7)
- 3) Attach the safety wire (cord) to the expansion 'J' hook for safety purposes.
- 4) Tighten the nuts firmly. (fig 8)

## WIRING OF CEILING FAN:

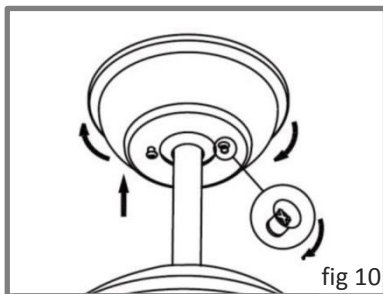


- 1) Total four colors of wires connected from the top of the motor:

- \* White – neutral wire
- \* Blue – live wire for lightkits
- \* Green – Ground wire
- \* Black – live wire for fan

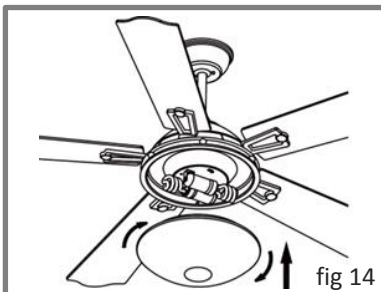
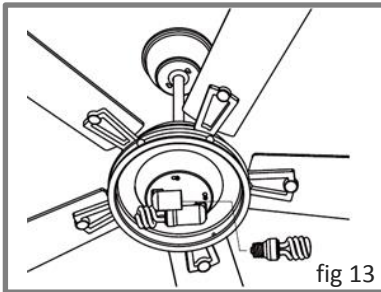
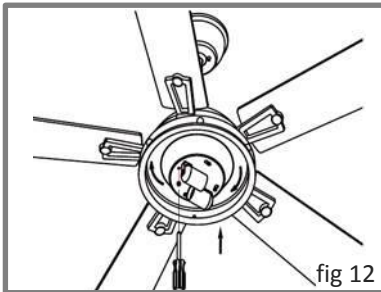
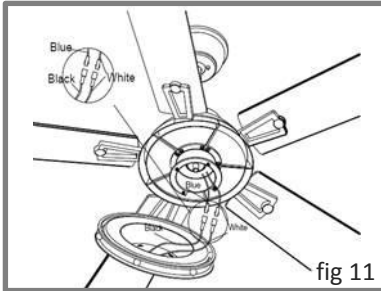
2. Connect fan wires to ceiling wires: White to White, Black to Black, Green to Green. If you opt for lightkits then connect the Blue to Blue wire. If not, cap the Blue wire off with a connector.
3. After connecting the wires, spread them apart so that the Green & White wires are on one side and the Black wire is on the other side. (fig 9)
4. Earth wire is longer than safety cord by 60mm and more. When the failure of the suspension system occurs, the current carrying conductor taut before the earthing conductor and the body of the fan assembly is still effectively earthed.

## INSTALLATION OF CANOPY:



- 1) After done up the wiring, attach the canopy to the hanger bracket by pushing up and twist to locate screws in the two key holes.
- 2) Tighten the two screws firmly. (fig10)

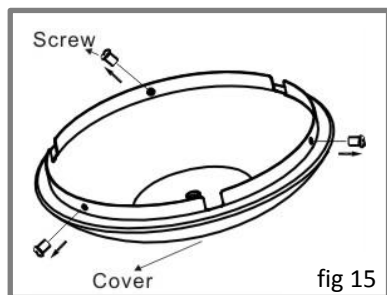
# INSTALLATION OF LIGHTKITS:



- 1) Remove one screw from the switch box, unscrew the other three screws out 3-4mm.
- 2) Install E27 lightkit: Attach lightkit to the switch box. Total two wires from the switch box.
- 3) Connect the lightkit wires to the switch box wires: White to White, Blue to Black. (fig 11)
- 4) Pointing the holes of lightkits to the three screws by pushing up and twist clockwise. (fig 12)
- 5) Fasten the first screw back to the hole and tighten all four screws firmly. (fig 12)
- 6) Install the bulbs. (fig 13)  
220-240V/50HZ  
E27-20W <max>
- 7) Carefully lift the lightkit cover by pushing up to the light fixture and twist clockwise until it is held tightly in place by the three tabs. (fig 14)

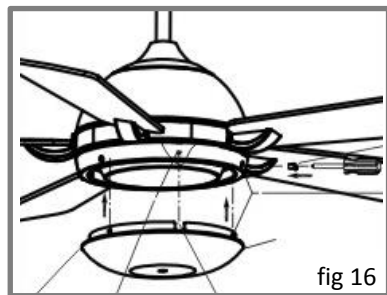


## INSTALLATION OF FAN COVER (WITHOUT LIGHTKITS):



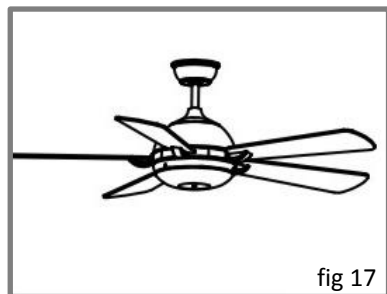
1) Remove all three screws from the cover. (fig 15)

2) Match and pushing up the three notches from the cover to the three bumps on the light fixture (without light socket). (fig 16)



3) Ensure the cover holes are pointing to the light fixture holes.

4) Tighten all three screws firmly. (fig 17)



## MAINTENANCE TIPS:

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1. Because of the fan's natural movement, some connections may be loose. To check the support connections, brackets and blades attachments 2 times a year. Make sure they are all secured (It is not necessary to dismantle the entire fan from ceiling).
2. Clean your fan periodically to help maintain its appearance over the years. Do not use water when cleaning, use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is coated with a lacquer to minimize the ratio of discoloration or tarnishing which would damage the motor or the wood or possibly cause an electric shock.
3. You can apply a light coat of furniture varnishing to the wood for additional protection and enhance its beauty. Surface scratched mark can be touch-up with a light coat of shoe polish.
4. There is no need to oil your fan. The motor is created with lubricated sealed ball bearings.

### **WARNING**

**MAKE SURE THE POWER IS SWITCH OFF AT THE ELECTRICAL PANEL BOX BEFORE YOU ATTEMPT TO ANY REPAIRS (REFER TO THIS SECTION), MAKING ELECTRICAL CONNECTIONS.**

## TROUBLESHOOTING:

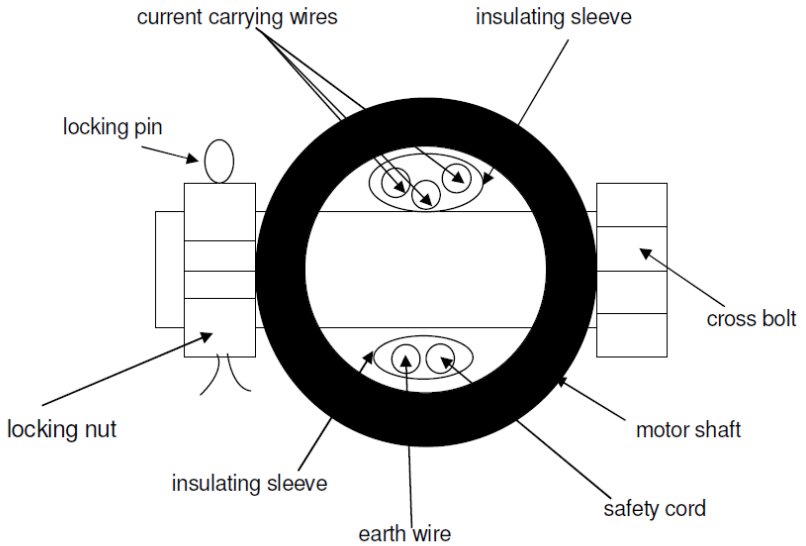
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### PLEASE CHECK THE FOLLOWING BEFORE LODGING A SERVICE REPORT

PROBLEM	REASON	SOLUTION
Fan not moving	<ol style="list-style-type: none"><li>1) Main cables not connected.</li><li>2) Check the line wires.</li></ol>	<ol style="list-style-type: none"><li>1) Check mains &amp; sub circuit breakers or fuse.</li><li>2) Check the line wires connections to the fan &amp; switch housing.</li></ol>
Fan noisy	<ol style="list-style-type: none"><li>1) Housing screw loose.</li><li>2) Wire nut connections rattles against each other.</li><li>3) Canopy touches the ceiling.</li></ol>	<ol style="list-style-type: none"><li>1) Tighten all screws.</li><li>2) Separate &amp; store neatly all the wire nut connections.</li><li>3) Check &amp; ensure the canopy is not touching or too close to the ceiling.</li></ol>

# NOTES:

## DRAWING SHOWING THE ASSEMBLY OF WIRES THROUGH FAN MOTOR SHAFT FOR DECORATIVE CEILING FAN



**Figure B: Acceptable (wires not under stress)**