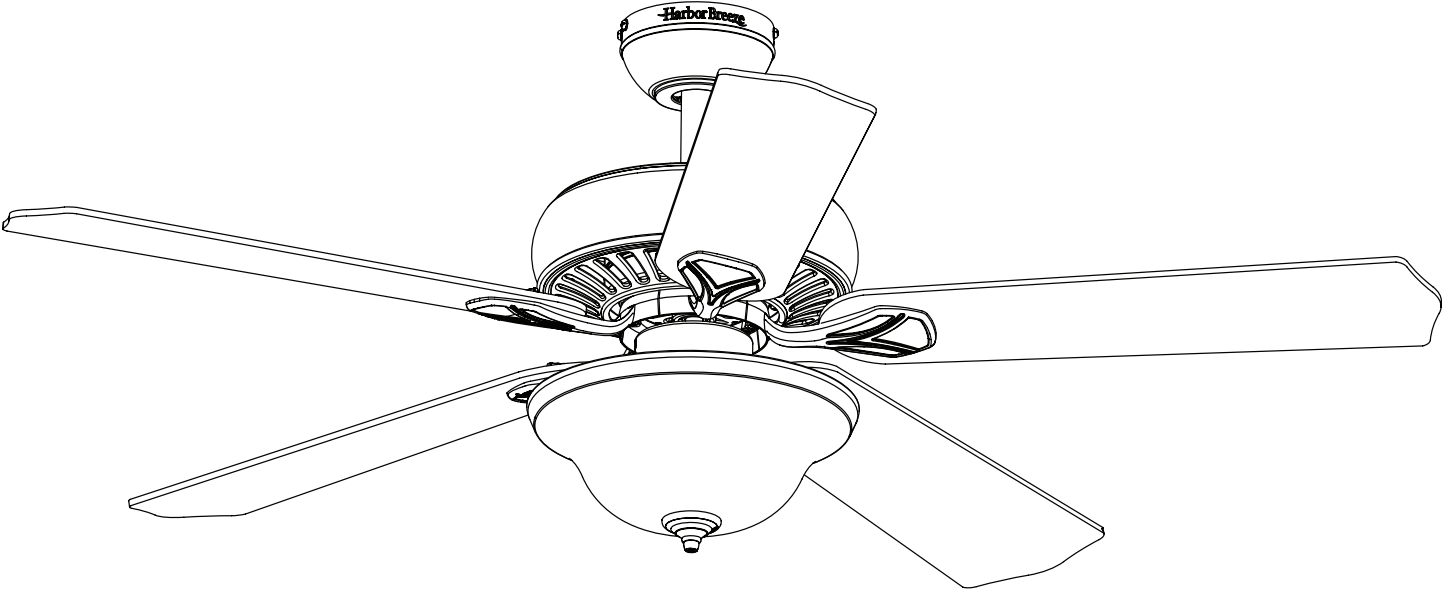# CROSSWINDS II CEILING FAN
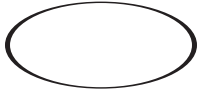
MODEL #40821, 40823, 40822

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ATTACH YOUR RECEIPT HERE

Serial Number _____   Purchase Date _____

Questions, problems, missing parts? Before returning to your retailer, call our customer service department at 1-800-643-0067, 8 a.m. - 6 p.m., EST, Monday - Thursday, 8 a.m. - 5 p.m., EST, Friday.
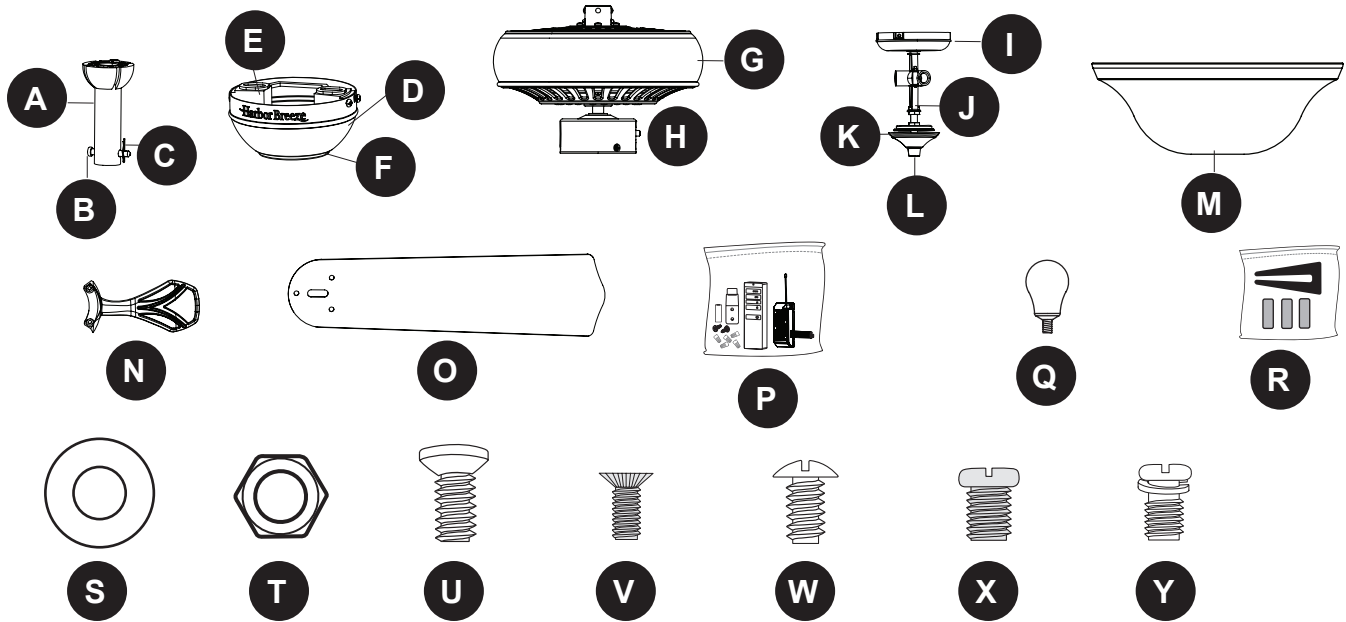
EB14216

TABLE OF CONTENTS

PACKAGE CONTENTS

PART	DESCRIPTION	QUANTITY
A	Downrod	1
B	Downrod Pin (preassembled to Downrod [A])	1
C	Downrod Clip (preassembled to Downrod [A])	1
D	Canopy	1
E	Mounting Bracket (preassembled to the Canopy [D])	1
F	Canopy Cover (preassembled to Canopy [D])	1
G	Motor Assembly	1
H	Switch Housing (preassembled to Motor Assembly [G])	1
I	Switch Housing Cap (preassembled to Light Kit [J])	1
J	Light Kit	1
K	Finial Cap (preassembled to Light Kit [J])	1
L	Finial (preassembled to Light Kit [J])	1
M	Glass Bowl	1
N	Blade Arm	5
O	Blade	5
P	Remote Pack	1
Q	Bulb	3
R	Blade Balancing Kit	1
S	Rubber Washer (preassembled to Light Kit [J])	1
T	Hex Nut (preassembled to Light Kit [J])	1
U	Motor Screw (preassembled to Motor Assembly [G])	10 + 1 extra
V	Switch Housing Screw (preassembled to Switch Housing Cap [I])	3
W	Mounting Bracket Screw (preassembled to Mounting Bracket [E])	4
X	Set Screw (preassembled to Motor Assembly [G])	2
Y	Phillips-head Closemount Screw (preassembled to Motor Assembly [G])	3

HARDWARE CONTENTS (shown actual size)

AA

BB

Plug Button
Qty. 1

Wire Connector
Qty. 1
+1 extra

⚠ SAFETY INFORMATION

Please read and understand this entire manual before attempting to assemble, operate or install the product.

- Before you begin installing the fan, disconnect the power by removing fuses or turning off the circuit breakers.

- Make sure all electrical connections comply with local codes, ordinances, the National Electrical Code, and ANSI/NFPA 70-199. Hire a qualified electrician or consult a do-it-yourself wiring handbook if you are unfamiliar with installing electrical wiring.

- Make sure the installation site you choose allows a minimum clearance of 7 ft. from the blades to the floor and at least 30 in. from the end of the blades to any obstruction.

- The net weight of this fan is: 16.4 lbs.

⚠ **DANGER:** When using an existing outlet box, make sure the outlet box is securely attached to the building structure and can support the full weight of the fan. Failure to do this can result in serious injury or death. The stability of the outlet box is essential in minimizing wobble and noise in the fan after installation is complete.

⚠ **WARNING:** To avoid personal injury, the use of gloves may be necessary while handling fan parts with sharp edges.

⚠ **WARNING:** Using a full-range dimmer switch to control fan speed will cause a loud humming noise from the fan. To reduce the risk of fire or electric shock, do NOT use a full-range dimmer switch to control the fan speed.

⚠ **WARNING:** To reduce the risk of fire, electric shock, or personal injury, mount the fan to an outlet box marked "ACCEPTABLE FOR FAN SUPPORT" and use the 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. Secure the outlet box directly to the building structure. The outlet box and its support must be able to support the moving weight of the fan (at least 35 lbs.).

⚠ **WARNING:** To reduce the risk of fire, electric shock, or personal injury, wire connectors provided with this fan are designed to accept only one 12-gauge house wire and two lead wires from the fan. If your house wire is larger than 12 gauges and/or there is more than one house wire to connect to the two fan lead wires, consult an electrician for the proper size wire connectors to use.

⚠ **WARNING:** To reduce the risk of fire, electric shock or personal injury, do not bend the blade arms when installing them, balancing the blades, or cleaning the fan. Do not insert objects between the rotating fan blades.

⚠ **WARNING:** 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.

⚠️ SAFETY INFORMATION

CAUTION: Read all instructions and safety information before installing your new fan. Review the accompanying assembly diagrams.

CAUTION: Be sure the outlet box is properly grounded or that a ground (green or bare) wire is present.

CAUTION: Carefully check all screws, bolts and nuts on the fan motor assembly to ensure they are secured.

CAUTION: 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.

PREPARATION

Before beginning the assembly of this product, ensure all parts are present. Compare all parts with the package contents list and hardware contents list. If any part is missing or damaged, do not attempt to assemble the product.

**Estimated Assembly Time:** 120 minutes

Tools Required for Assembly (not included): Electrical Tape, Phillips Screwdriver, Pliers, Safety Glasses, Step Ladder, Wire Cutters and Wire Strippers

Helpful Tools (not included): AC Tester Light, Tape Measure and Wiring Handbook

INITIAL INSTALLATION

1. Turn off the circuit breakers and the wall switch to the fan supply line leads.

   ⚠️ **DANGER:** Failure to disconnect the power supply prior to installation may result in serious injury or death.
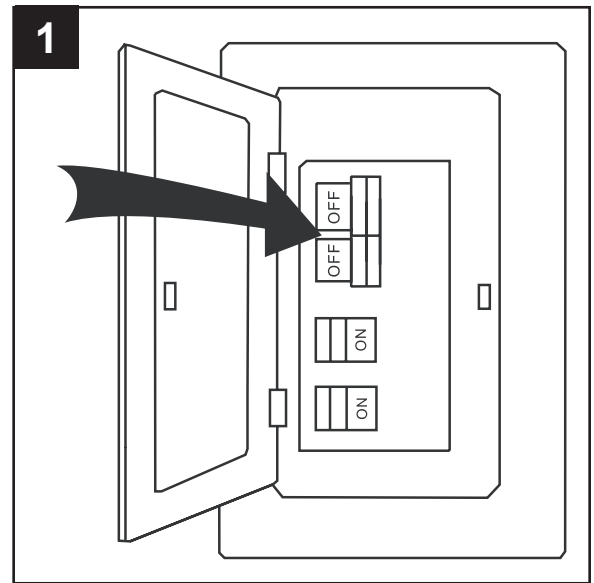

2. Determine the mounting method to use.

   Helpful Hint: Standard mounting is best suited for ceilings 8 ft. or higher. For taller ceilings you may want to use a longer downrod (sold separately). Angle mounting is best suited for angled or vaulted ceilings. A longer downrod is sometimes necessary to ensure proper blade clearance. Closemount-style mounting is more suitable for ceilings lower than 8 ft. high. Flushmount installation is not available for this item.

   Important: If using the angle mount, check to ensure the ceiling angle is not steeper than 10°.

Standard Mounting   Angle Mounting

Flushmount   Closemount
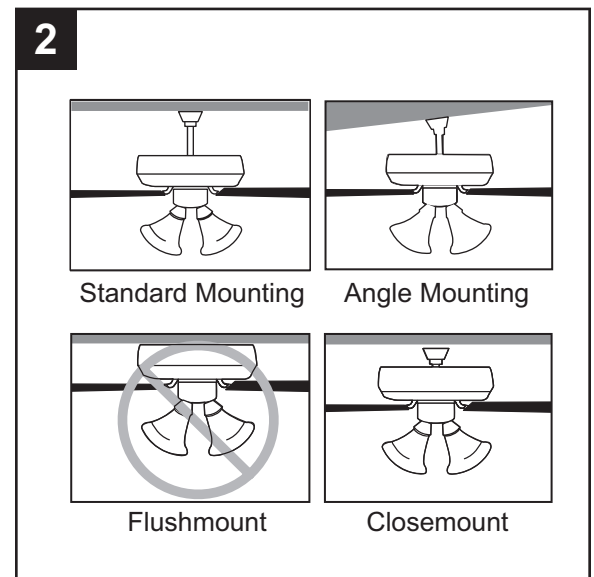
3. Ensure the blades (O) will be at least 30 in. from any obstructions. Also check the downrod (A) length to ensure the blades (O) will be at least 7 ft. above the floor.
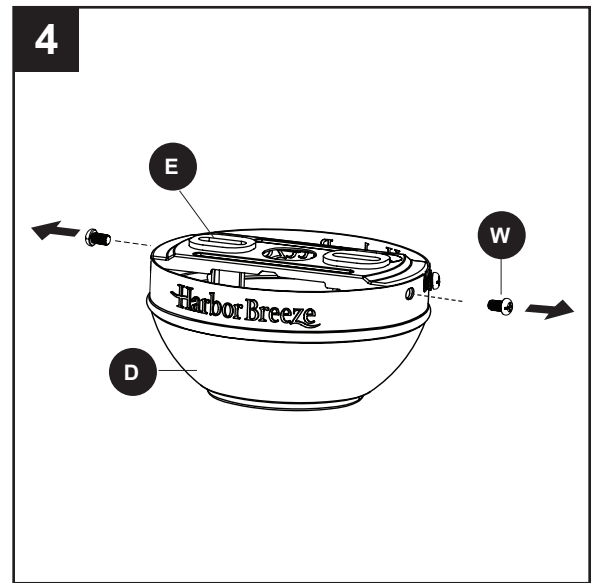

A

30 in. min.

O
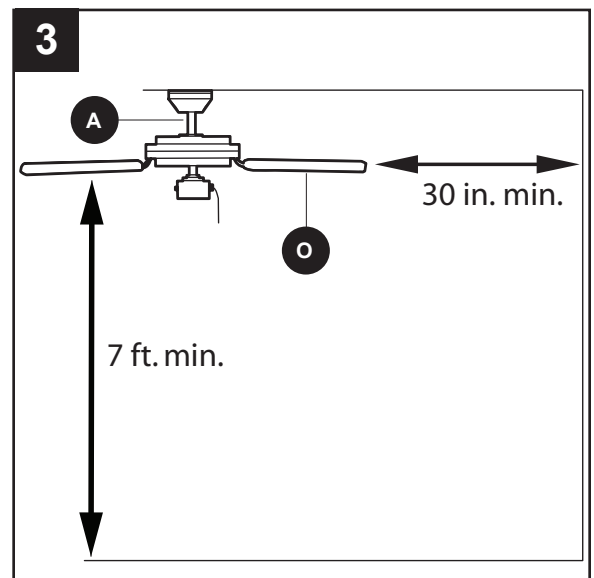
7 ft. min.

4. Loosen all four mounting brackets screws (W), then completely remove the two mounting bracket screws (W) from the round holes of canopy (D). Set aside for later use.

Detach mounting bracket (E) from canopy (D).

**Note:** Do NOT remove the mounting bracket screws (W) from the slotted holes.

5. Extend the supply wires from outlet box (not included) to one side of the mounting bracket (E) and secure the mounting bracket (E) to the outlet box using screws and washers provided with the outlet box.

CAUTION: It is very important you use the proper hardware when installing the mounting bracket (E) as this will support the fan.

**Note:** Do not feed supply wires through the hole in the top of the mounting bracket.

Important: If using the angle mount, ensure the open end of the mounting bracket (E) is installed facing the higher point of the ceiling.

Standard or Closemount Mounting

Angled Mounting
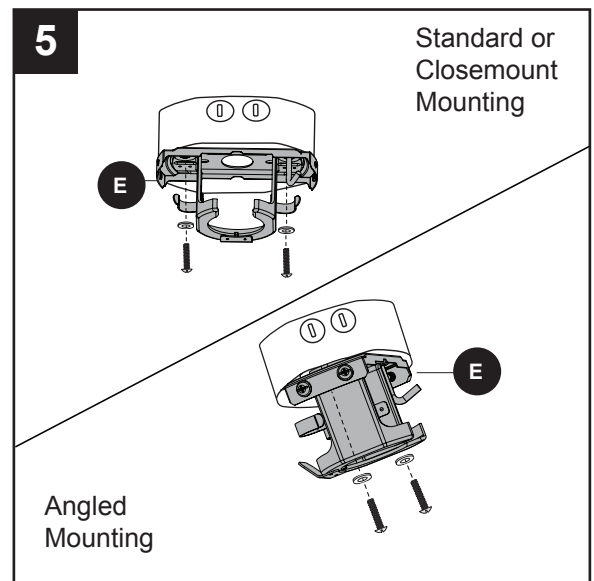
6. Remove all ten preassembled motor screws (U) and five preassembed motor blocks from the underside of the motor assembly (G). Then install the blade arms (N) into the underside of the motor assembly (G) using the ten motor screws (U).
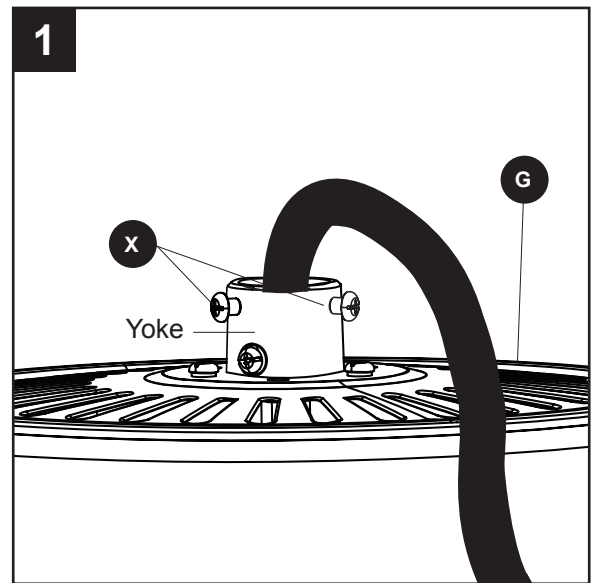
Discard the motor blocks.

For **Standard or Angle Mounting Instructions,** continue to page 9. For **Closemount Instructions,** proceed to page 11.


Motor Block
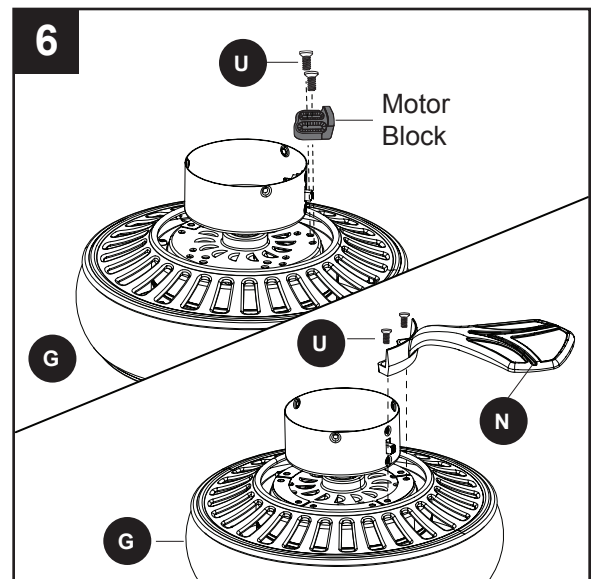
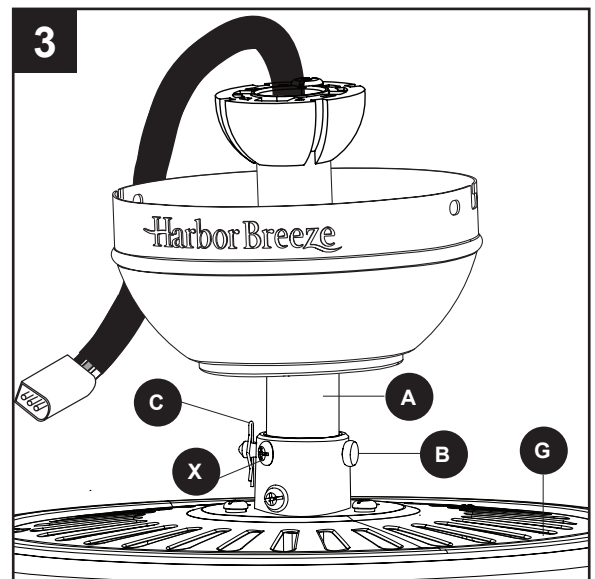## STANDARD OR ANGLE MOUNTING INSTRUCTIONS

1. Partially loosen the two set screws (X) in the yoke at the top of the motor assembly (G) to allow for installation of the downrod (A).

2. Remove the downrod pin (B) and downrod clip (C) from the downrod (A). Insert downrod (A) -- or a longer downrod, if purchased -- through canopy (D), then feed the wire harness from the fan through the downrod (A). Secure downrod (A) into the yoke of motor assembly (G).
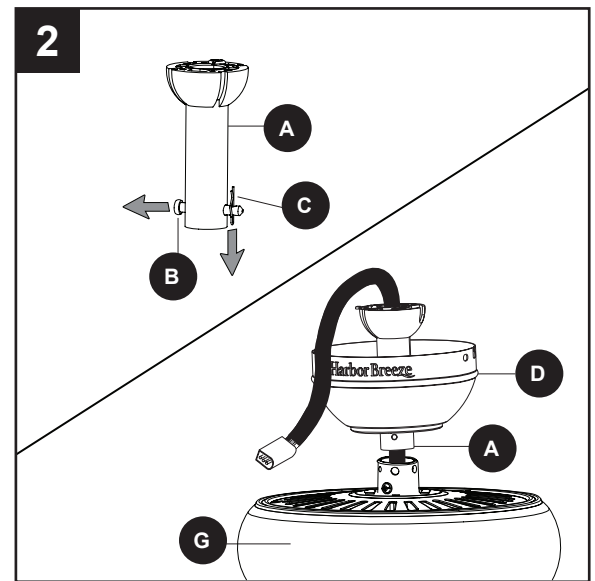

3. Align the holes of downrod (A) and the yoke of motor assembly (G), then re-install the downrod pin (B) and downrod clip (C). Once secure, re-tighten the set screws (X).

STANDARD OR ANGLE MOUNTING INSTRUCTIONS

4. Install the ball end of the downrod (A) into the opening of the mounting bracket (E). Rotate the fan in the mounting bracket (E) until a slot in the ball end of the downrod (A) engages the tab in the mounting bracket (E).

⚠️ **DANGER:** The fan and/or downrod (A) should not rotate in the mounting bracket (E) if installed correctly. Failure to align the slot with the tab may result in fan falling causing serious injury or death.
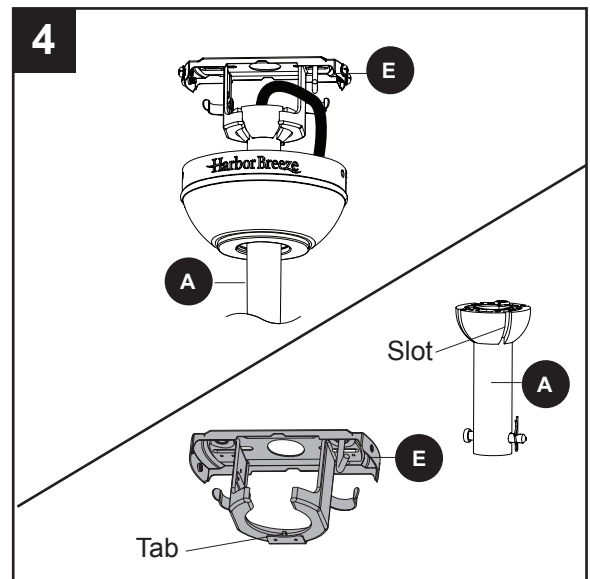
5. Insert the receiver from remote pack (P) into the mounting bracket (E) with the flat side of the receiver facing the ceiling.

⚠️ **WARNING:** Using a full-range dimmer switch to control fan will cause a loud humming noise from the fan and damage the remote. To reduce the risk of fire or electric shock, do NOT use a full-range dimmer switch to control the fan speed.
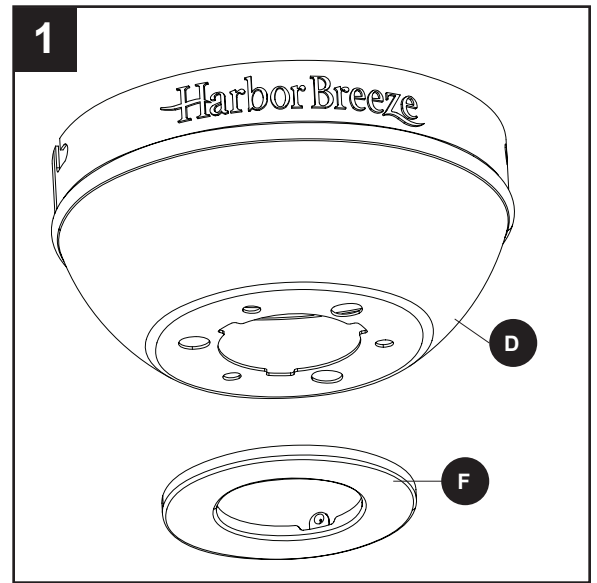
Proceed to **WIRING** on page 12.
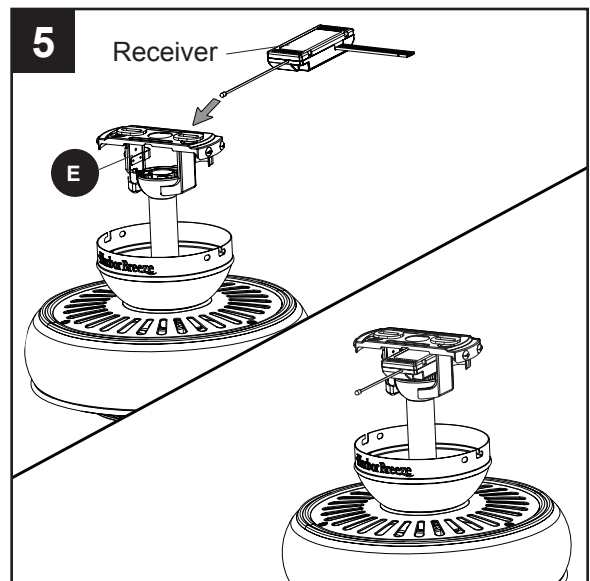
CLOSEMOUNT INSTRUCTIONS

1. Remove and discard the canopy cover (F) from the bottom of the canopy (D).

   Note: The downrod (A) and canopy cover (F) are not used in this type of installation.


2. Remove the three Phillips-head closemount screws (Y) from the top of the motor assembly (G). Align the canopy (D) with the holes in the top of motor assembly (G), then re-install the Phillips-head closemount screws (Y) to secure the canopy (D) to the top of the motor assembly (G).
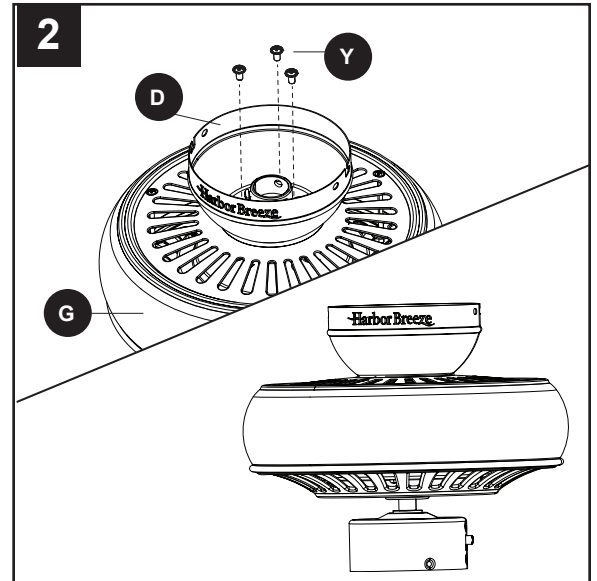
3. Raise the fan and place the canopy (D) on the hook on the mounting bracket (E) temporarily leaving hands free for the wiring process. Then, place the receiver from remote pack (P) inside the mounting bracket (E) with flat side facing the ceiling.

   ⚠️ **WARNING:** Using a full-range dimmer switch to control fan will cause a loud humming noise from the fan and damage the remote. To reduce the risk of fire or electric shock, do NOT use a full-range dimmer switch to control the fan speed.

Receiver
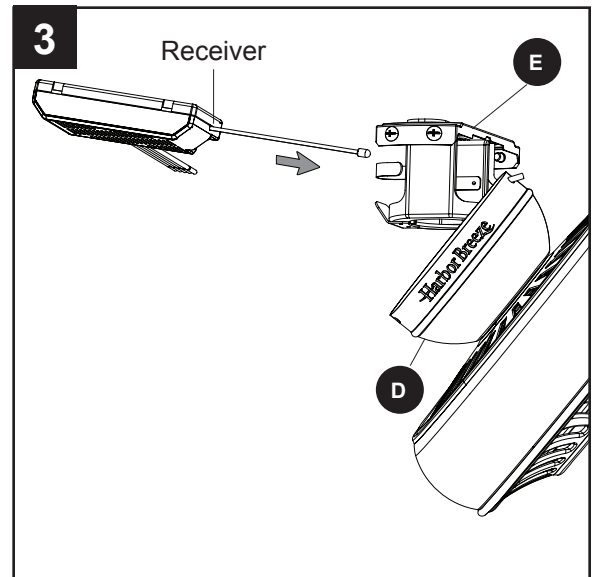
WIRING

⚠ **WARNING:** To reduce the risk of fire, electrical shock or personal injury, wire connectors provided with this fan are designed to accept only one 12-gauge house wire and two lead wires from the fan. If your house wire is larger than 12 gauges and/or there is more than one house wire to connect to the fan lead wire (red), consult an electrician for the proper size wire connectors to use.

CAUTION: Be sure the outlet box is properly grounded or that a ground (green or bare) wire is present.

1. Make the following wire connections according to the diagram and these steps:

   • Push the White (common/neutral) supply wire into the empty wire hole of the push-in wire connector preassembled to the White wire from the receiver of remote pack (P).

   • Push the Black (Live/Hot) supply wire into the empty wire hole in push-in wire connector preassembled to the Red wire from the receiver of remote pack (P).

   Important: The wire harness and the Bare/Green (ground) supply wire will be connected later. If supply wires are different colors than referred to above, a professional electrician should determine proper wiring.

   CAUTION: Fan must be installed with included receiver.

2. Connect the Green wires from the downrod (A) and the mounting bracket (E) to the Bare/Green (ground) supply wire using a wire connector (BB). **Note:** Closemount installation does not use a downrod (A), so there will only be two Green wires to connect.

   Then, wrap electrical tape (not included) around the wire connector (BB) down to the wire.

Hardware Used

BB	Wire Connector	〰	x 1

3. Turn the spliced/taped wires upward and gently push the wires and connectors into the outlet box.

   WARNING: Ensure no bare wire strands are visible after making connections. Place White wire connections on opposite sides of outlet box from the Black.


12
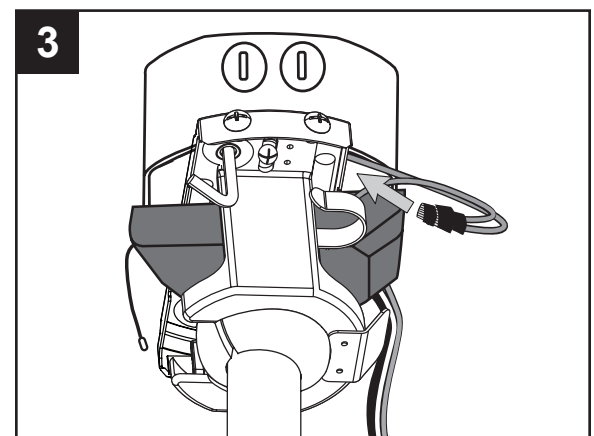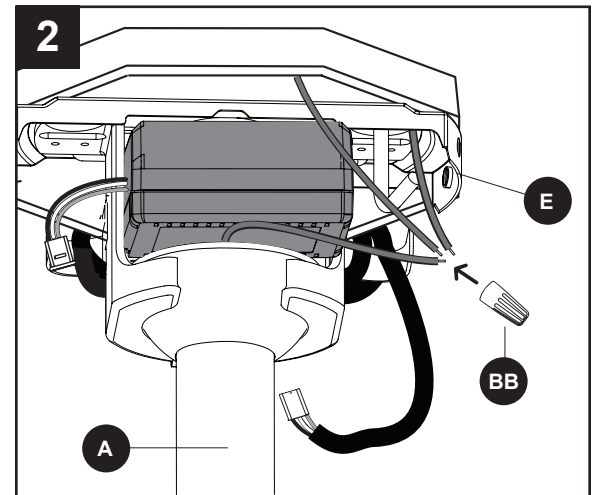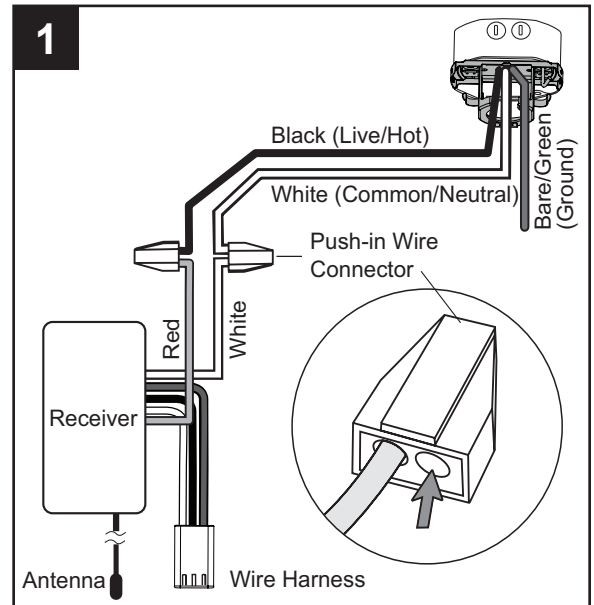
FINAL INSTALLATION

Note: Closemount installation will not have the downrod (A) or canopy cover (F). Downrod (A) is shown/referenced, but instructions are applicable to both standard and closemount-style installations.

1. Read and discard the paper tag attached to the wire hooks of the mounting bracket (E). Wrap the wire harness coming from the downrod (A) around the wire hooks.

   Important: Ensure the wire harness is supported by the wire support to prevent damage to the wire harness during canopy installation.

   **Note:** Extra wire harness length accommodates longer downrods.
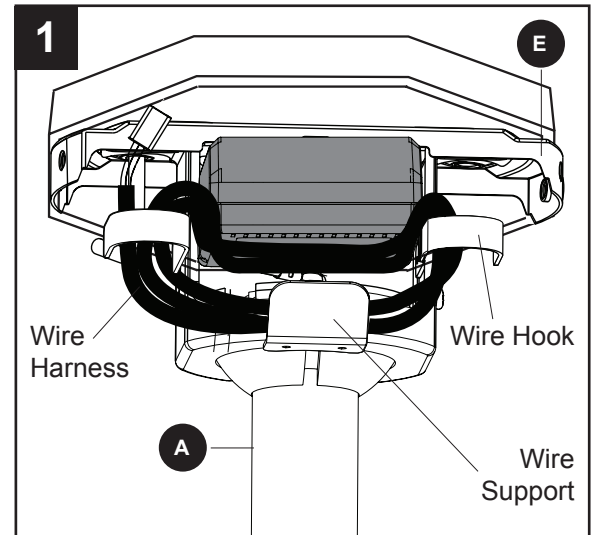
2. Connect the wire harness from the downrod (A) to the wire harness from the receiver from remote pack (P).
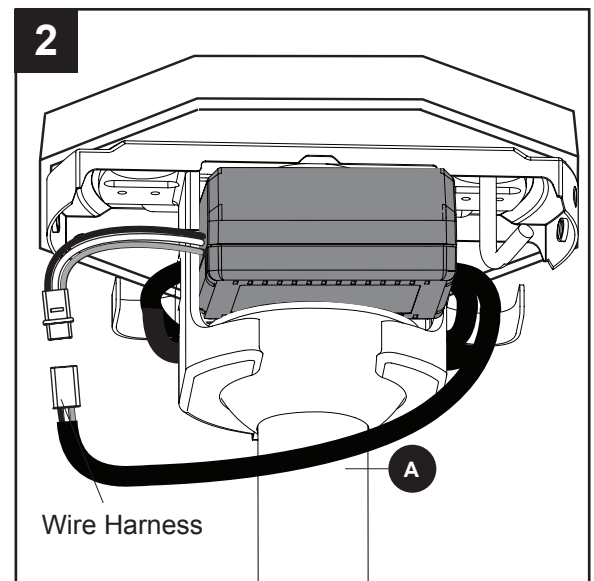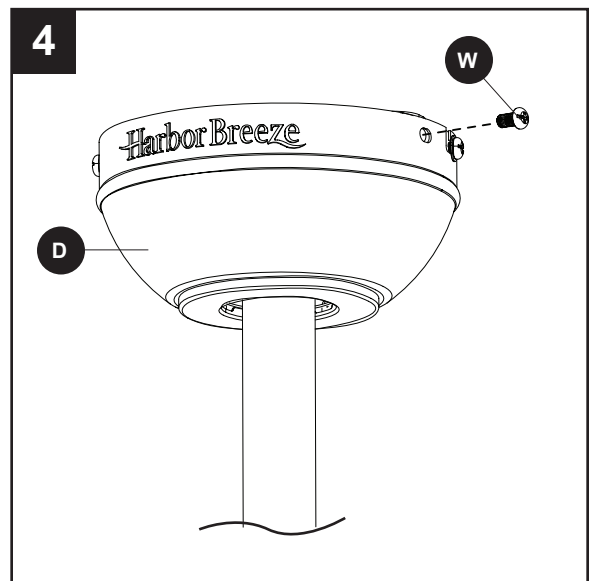
FINAL INSTALLATION

3. Align the canopy (D) over the loose mounting bracket screws (W) preassembled on mounting bracket (E). Place the keyholes of the canopy (D) onto the mounting bracket screws (W) and rotate the canopy (D) counterclockwise.

   Note: While raising the canopy (D), avoid pinching wiring or antenna of the receiver of remote pack (P) between the mounting bracket (E) and the canopy (D).
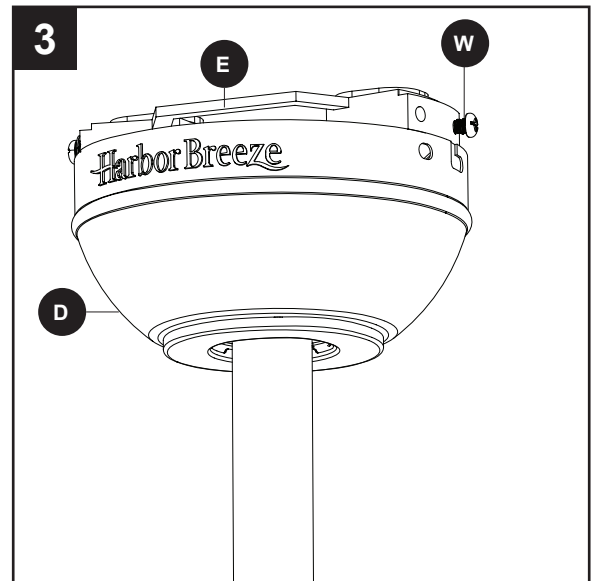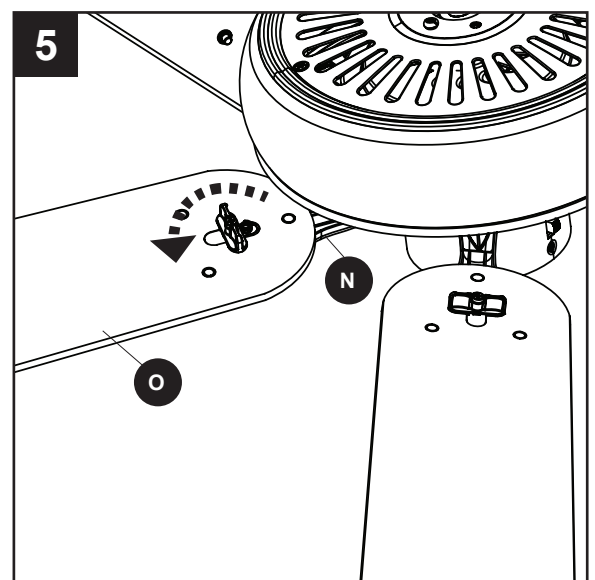
4. Secure the canopy (D) with the mounting bracket screws (W) previously removed (Step 4, page 8). Tighten all mounting bracket screws (W) securely.

5. Align the holes in a blade (O) over the pins on a blade arm (N). Push the pins through the blade and twist the lock on the blade arm (N) counterclockwise to secure the blade (O).

   Repeat for remaining blades (O).

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FINAL INSTALLATION

**Note:** If you wish to install the fan without the light kit, proceed to step 11.

6. **To install the light kit (J)**, first remove all three switch housing screws (V) from the switch housing cap (I). Then connect the single-pin connectors from the switch housing (H) to the single-pin connectors from the light kit (J) -- blue to black and white to white.
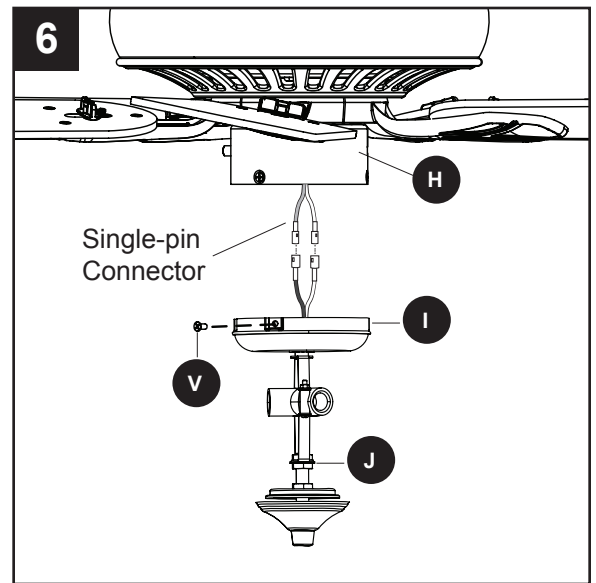
7. Align the notch in the switch housing cap (I) with the reverse switch on the switch housing (H). Then secure the light kit (J) to the switch housing (H) using the previously removed switch housing screws (V)**.**
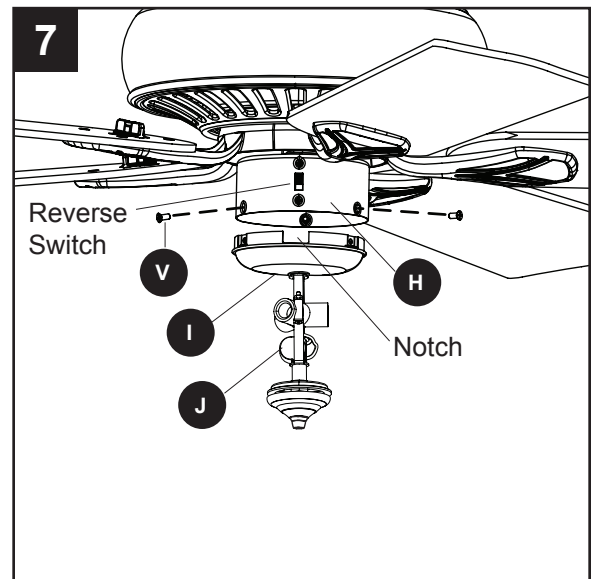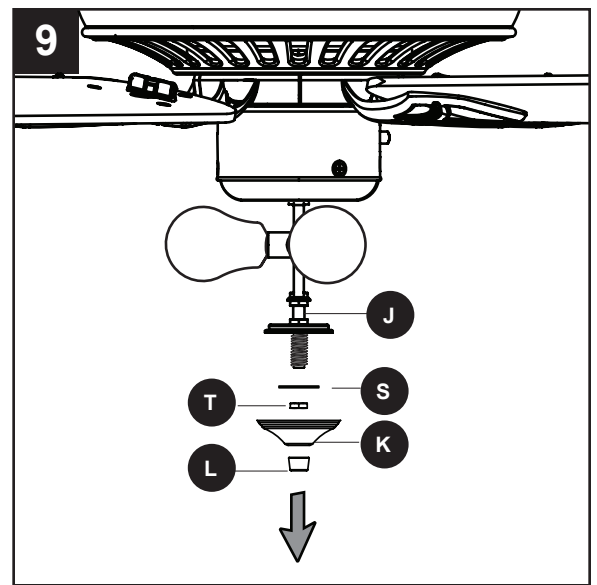
8. Install the bulbs (Q) into the sockets on the light kit (J).

   IMPORTANT: Make sure you allow the bulbs (Q) and light kit (J) to cool before you replace the bulbs.
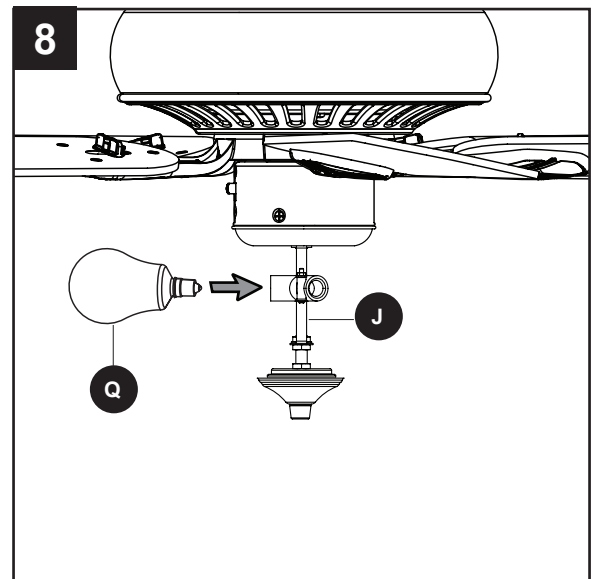
FINAL INSTALLATION

9. Remove the preassembled finial (L), finial cap (K), hex nut (T) and rubber washer (S) from the light kit (J).

9

10. Lift the glass bowl (M) onto the threaded rod at the bottom of the light kit (J). Re-install rubber washer (S) and secure with hex nut (T). Lift the finial cap (K) onto the threaded rod, securing with finial (L).
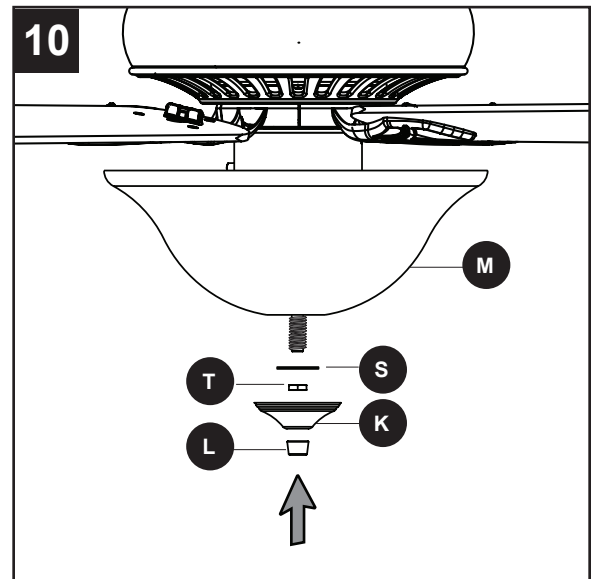
   Proceed to step 13.

10

11. **To install the fan without the light kit (J),** remove the hex nut and lock washer from the rod on the inside of the switch housing cap (I). Remove light kit (J) from the switch housing cap (I) and discard, then install the plug button (AA) into the center hole of the switch housing cap (I).

11

Hex Nut

Washer
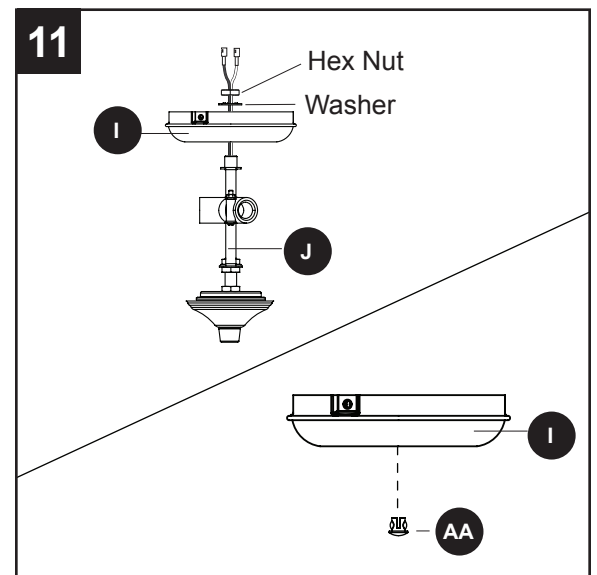
FINAL INSTALLATION

12. Remove all three switch housing screws (V) from the switch housing cap (I). Align the notch in the switch housing cap (I) with the reverse switch located on switch housing (H), then re-install all three switch housing screws (V).

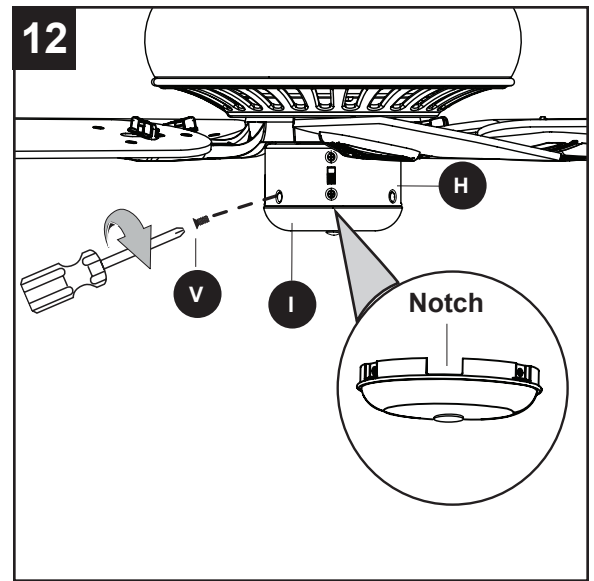13. **OPTIONAL:** If you wish to install the wall bracket from remote pack (P), choose desired location and insert screws from remote pack (P) into holes of wall bracket and into installation site. Store the remote from remote pack (P) on the wall bracket by placing the slot on the back of the remote onto the wall bracket.
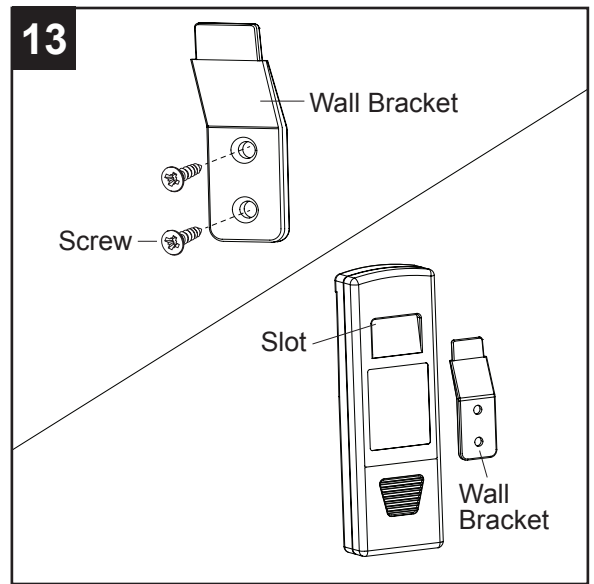
14. Turn on the circuit breakers and the wall switch to the fan supply line leads.

   Assembly is complete.
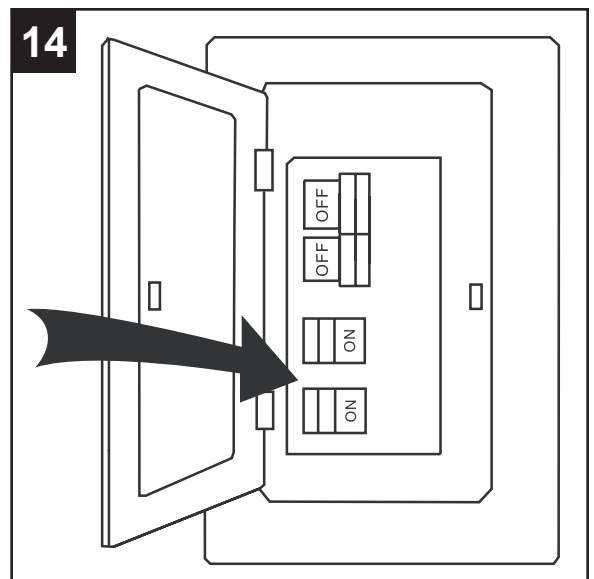
OPERATING INSTRUCTIONS

1. Remove the battery cover from the back of the remote found in remote pack (P). Insert the battery from remote pack (P) into the remote; ensure polarity of battery matches the polarity indicated in the battery compartment -- positive (+) to positive (+) and negative (-) to negative (-). Replace the battery cover and press the fan power button on the remote to ensure the LED indicator illuminates and the remote turns on the fan.

   Note: If remote doesn't turn on the fan, see TROUBLESHOOTING (page 20).

2. To operate the fan using the remote, press and release the following buttons:

   1 - High fan speed

   2 - Medium fan speed

   3 - Low fan speed

   4 - Fan Power - Turns the fan off.

   Light Delay Off mode - Press and hold the fan power button (4) for five seconds, which will turn off light after one minute. The LED indicator on the remote will flash four times to confirm mode setting.

   5 - Light Control:

   Incandescent Bulbs - Press light control to turn lights off and on. Press and hold light control to dim or brighten the lights.

   CFL Bulbs -Turns the lights on and off. **Note:** The dimmer function does not work with CFL bulbs.

   6 - D/CFL Switch: Switch should be set to "D" to correspond with the included incandescent bulbs, which will enable the dimming function. Flip to "CFL" if you change to corresponding bulbs.
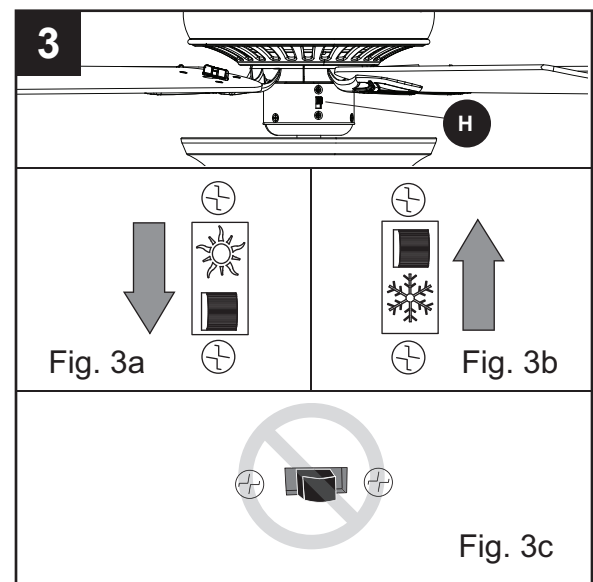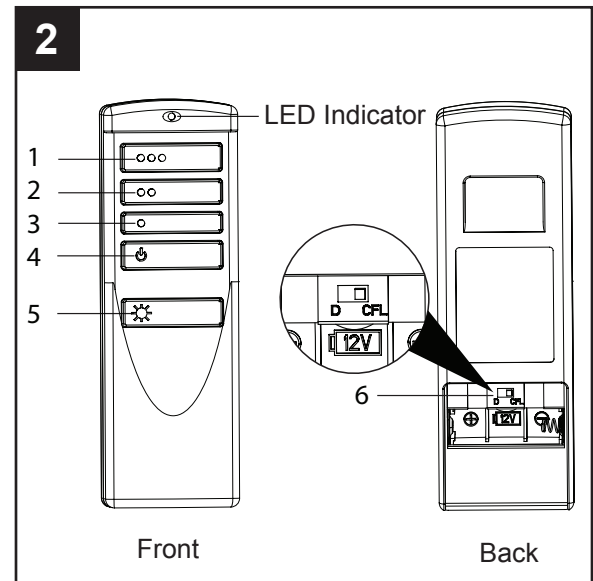
3. The reverse switch is located on the switch housing (H).

   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. **Note:** Wait for the fan to stop before moving the reverse switch.

   In warmer weather, push the reverse switch down to display a sun icon, which will result in downward airflow creating a wind chill effect (Fig. 3a).

   In cooler weather, push the reverse switch up to display a snowflake icon, which will result in upward airflow that can help move hot air off the ceiling area (Fig. 3b).

   Important: The reverse switch must be set either completely up or down in order for the fan to function correctly. If the reverse switch is set in the middle position, the fan will not operate (Fig. 3c).

1 — Remote
LED Indicator
Fan Power
Battery Compartment
Battery

2 — LED Indicator
1
2
3
4
5
6
Front
Back

3 — H
Fig. 3a
Fig. 3b
Fig. 3c

18
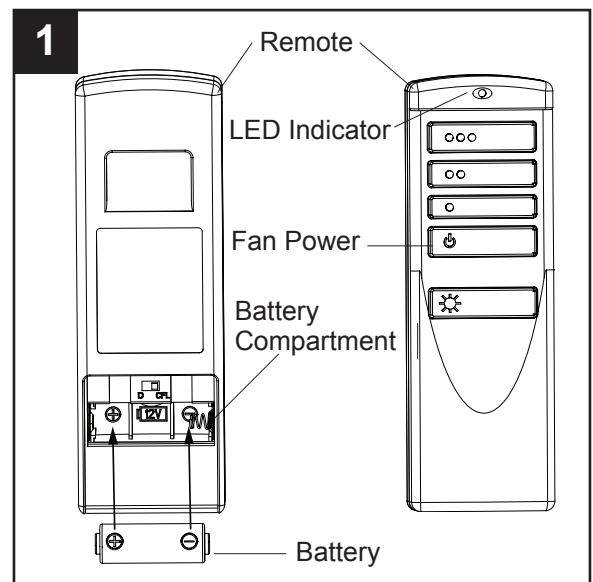
CARE AND MAINTENANCE

At least twice each year, tighten all screws on the fan. Clean the motor housing with only a soft brush or lint-free cloth to avoid scratching the finish. Clean the blades with a lint-free cloth. You may occasionally apply a light coat of furniture polish to wood blades for added protection.

Bulb Replacement: Use 40-watt max. candelabra-base bulbs or CFL equivalent.

Battery Replacement for Remote: Use A23 12-volt battery.

Important: Shut off the main power supply before you begin any maintenance tasks. Do not use water or a damp cloth to clean the ceiling fan.

TROUBLESHOOTING

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION
The fan does not move.	1. The power is off or the fuse is blown. 2. There is a faulty wire connection. 3. The plugs are not connected properly. 4. The reverse switch is not completely engaged.	1. Turn the power on or check the fuse. 2. Turn the power off. Loosen the canopy and check all connections. 3. Check that the connectors from the light kit and fan are connected properly. 4. Push the reverse switch completely to the left or right.
There is excessive wobbling.	1. The blades and/or blade are loose. 2. The blades are unbalanced. 3. The fan mounting is not secure. 4. The fan is too close to vaulted ceiling. 5. Set screw on the yoke of the motor housing is loose.	1. Check and tighten all screws that hold the fan blades to the blade arms and the blade arms to the motor. 2. Switch one blade with a blade from the opposite side. Or balance the fan using the blade balancing kit (R). 3. Turn off the power. Verify the mounting bracket is secure to the electrical outlet box. The bracket must be flush without movement against the outlet box. 4. Use a longer downrod (sold separately) or move fan to a different location. 5. Tighten the set screw on the yoke of the motor housing.

TROUBLESHOOTING

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION
The fan is noisy.	1. The blades are loose. 2. There is a cracked blade. 3. The outlet box is not secure. 4. The mounting bracket is not secure.	1. Check and tighten all screws that hold the fan blades to the blade arms and the motor. 2. Replace the cracked blade. 3. Ensure the outlet box is secured to the building structure. 4. Ensure the mounting bracket is secured to the outlet box and that the screws are tight.
The fan operates correctly, but the lights are not working.	1. The bulbs are not installed correctly. 2. The light kit wire plugs are not connected properly. 3. There is a faulty wire connection.	1. Re-install the bulb(s). 2. Ensure the single-pin connectors in the light kit are connected properly. 3. Turn the power off and check all connections at the ceiling outlet box.
Remote doesn't work.	1. LED indicator does not illuminate when remote button is pushed. 2. The remote control is not synced with the fan's receiver.	1. Replace the remote battery with a new 12-volt battery. 2. Turn off the main power, then turn it back on. Within 30 seconds, press and hold the high and low speed buttons on the remote at the same time for 5 seconds. The LED indicator will flash 3 times, signaling a successful synchronization. Once complete, the fan will start on the low speed with the light (if applicable) off.

LIFETIME LIMITED WARRANTY

The manufacturer warrants this fan to be free from defects in workmanship and materials present at time of shipment from the factory for a lifetime from the date of purchase by the original purchaser. The retailer also warrants that all other fan parts, excluding any glass or plastic blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of one year after the date of purchase by the original purchaser. The manufacturer agrees to correct such defects without charge or at its option replace the ceiling fan with a comparable or superior model.

To obtain warranty service, present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Any damage to any part such as by accident or misuse or improper installation or by affixing any accessories, is not covered by this warranty. The manufacturer assumes no responsibility whatsoever for fan installation during the limited lifetime warranty. Any service performed by an unauthorized person will render the warranty invalid.

Due to varying climate conditions, this warranty does not cover any changes in plated finishes, including rusting, pitting, corroding, tarnishing or peeling. Plated metals give their longest useful life when protected from varying weather conditions. Any glass provided with this fan is not covered by the warranty.

Any replacement of defective parts from the ceiling fan must be reported within the first year from the date of purchase. For the balance of the warranty, call our customer service department for return authorization and shipping instructions so that we may repair or replace the ceiling fan. Any fan or parts returned improperly is the sole responsibility of the purchaser. There is no other expressed warranty. The manufacturer disclaims any and all warranties. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the expressed warranty. The manufacturer 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. 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.

 Note: A small amount of "wobble" is normal and should not be considered a defect.

REPLACEMENT PARTS LIST

For replacement parts, call the customer service department at 1-800-643-0067, 8 a.m. - 6 p.m., EST, Monday - Thursday, 8 a.m. - 5 p.m., EST, Friday.

| PART	DESCRIPTION	#0599849 PART #	#0599656 PART #	#0599848 PART #
A	Downrod	0599849-A	0599656-A	0599848-A
D	Canopy	0599849-D	0599656-D	0599848-D
E	Mounting Bracket	0599849-E	0599656-E	0599848-E
F	Canopy Cover	0599849-F	0599656-F	0599848-F
K	Finial Cap	0599849-K	0599656-K	0599848-K
L	Finial	0599849-L	0599656-L	0599848-L
M	Glass Bowl	0599849-M	0599656-M	0599848-M
N	Blade Arm	0599849-N	0599656-N	0599848-N
O	Blade	0599849-O	0599656-O	0599848-O
P	Remote Pack	0599849-P	0599656-P	0599848-P
HW	Hardware Kit	0599849-HW	0599656-HW	0599848-HW
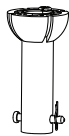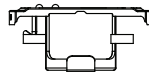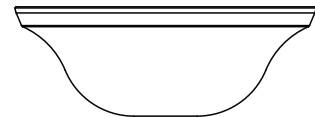
A   D   E   F   M
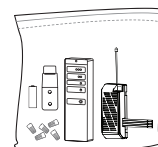
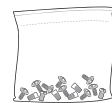N   O   K   L   P   HW

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WARNING:

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 .

Changes or Modifications not expressly approved by the party responsible could void the user's authority to operate this device.
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 aredesigned 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 harmfulinterference 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.

The device has been evaluated to meet general RF exposure requirement.