

## **READ AND SAVE THESE INSTRUCTIONS**

Metropolitan -

*Thank you for purchasing a Gulf Coast Fans, Inc. product. It will provide years of cost efficient comfort. With over a decade of experience in ensuring quality workmanship at an affordable price, we stand behind our product and we hope you will too.*

### **IMPORTANT PRECAUTIONS**

- 1** Read these instructions carefully before you start.
- 2** Turn off the power at the source before installation, servicing, or cleaning.
- 3** WARNING--TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT USE THIS FAN WITH ANY SOLID STATE SPEED CONTROL DEVICE. USE ONLY GULF COAST CONTROLS.
- 4** WARNING--TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE IRONS WHEN INSTALLING ON BLADES, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS IN BETWEEN ROTATING FAN BLADES.
- 5** WARNING--TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR PERSONAL INJURY, MOUNT FAN TO AN OUTLET BOX MARKED "ACCEPTABLE FOR FAN SUPPORT" AND USE MOUNTING SCREWS PROVIDED WITH THE OUTLET BOX.
- 6** If you don't feel comfortable hanging and wiring this fan, we recommend that you hire a qualified electrician to install it.
- 7** All wiring and electrical connections must meet the National Electrical Code and any local codes that may apply.
- 8** After installation, fan blades must be at least seven (7) feet from the floor.

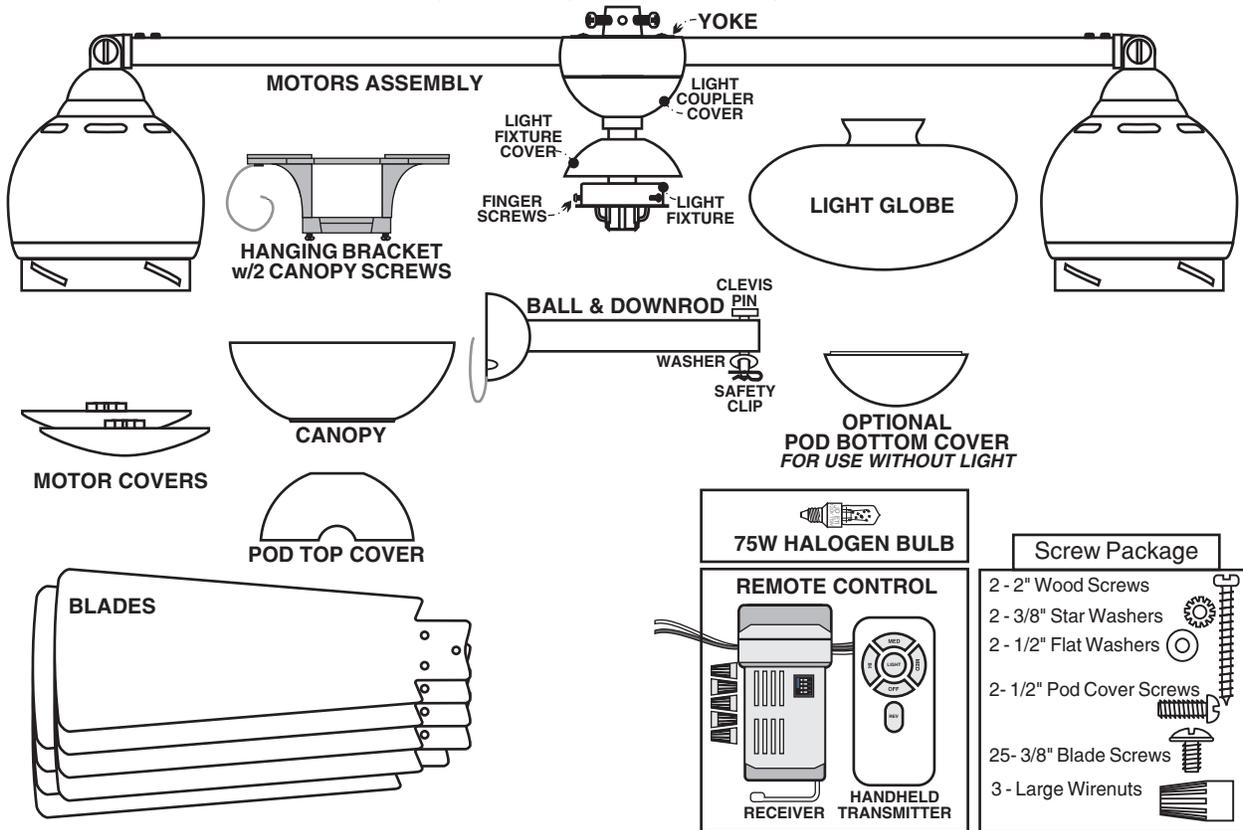
To begin with, the site of installation must be clear of any obstructions. Walls, cabinet or cupboard doors, and AC/heating vents (strong air currents will cause fan to wobble) are common obstructions.

Also, you will need a securely mounted outlet box that is listed for fan support. You may also mount fan directly to a ceiling joist, but you must use a Ceiling Fan Swag Kit to provide power.

The only tools you will need are: A medium Phillips screwdriver, common sense, and a little caution.

I. Inventory the parts. Remove all of the parts from the top styrofoam and remove the styrofoam. Use this top piece to support the fan during preliminary assembly.

A. Remove all parts from plastic bags, including the screw package.



II. Preliminary Assembly.

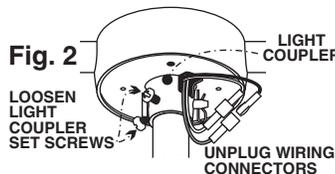
If you will be using the pre-installed optional light, proceed to II.B.

If you will be removing the pre-installed optional light, the following steps explain how to remove the light fixture.

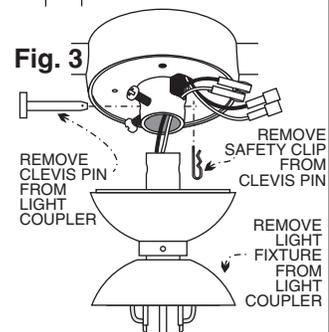
A.1. Loosen the set screw in the Light Coupler Cover, and slide down the light stem to expose the Light Coupler. See Fig 1.



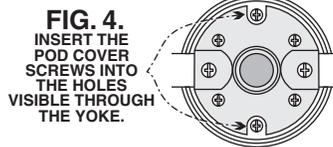
2. Loosen the two set screws in the Light Coupler, and unplug the wire connectors. See Fig 2.



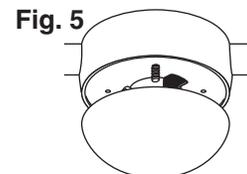
3. Remove the Safety Clip from the Clevis Pin. Remove the Clevis Pin from the Light Coupler. Remove the Light Fixture. See Fig 3.



4. Insert the two 1/2" Pod Cover Screws into the two holes visible through the notches in the yoke. See Fig 4.

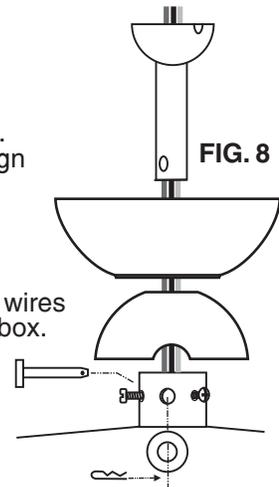
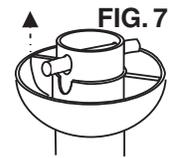
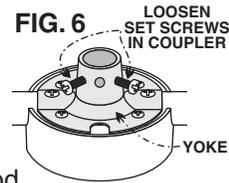


5. Place the Pod Bottom Cover over the Light Coupler, aligning the two Pod Cover Screws with the screw holes in the Pod Cover. Make sure none of the wires are being pinched and tighten the screws.



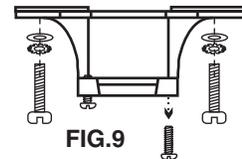
## II. Preliminary Assembly (cont.)

- B.1. Place the Motors Assembly so that the center yoke (top of center pod) is visible. Loosen the two set screws in the coupler. See Fig. 6.
2. Remove the Safety Clip and Clevis Pin from the ball and downrod.  
(If you are using a longer downrod than is provided, loosen the set screw on the ball, slide the ball down the downrod and remove. Replace the pin in the new downrod and slide the ball up so that the pin is in the slot in the ball. Tighten the set screw. Fig. 7.)
3. Place the downrod/ball combination through the Canopy and Pod Top Cover. Feed the fans wires through the downrod and insert downrod into coupler. Align the holes in the downrod with those in the coupler. Fig. 8
4. Insert the clevis pin and replace the washer and safety clip. Tighten the two set screws in the coupler.
5. Make sure all of the screws are tight. At this time you may want to shorten the wires from the fan to 6" from the ball. This helps when you tuck the wires into outlet box.



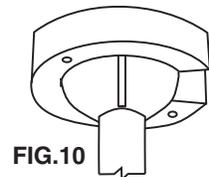
**WARNING - To Reduce The Risk Of Fire, Electric Shock, Or Personal Injury Mount Fan To Outlet Box Marked Acceptable For Fan Support And Use The Mounting Screws Provided With The Outlet Box**

- C.1. Take the hanging bracket and secure it to the outlet box (marked Acceptable For Fan Support) using the mounting screws provided with the outlet box, Fig 9. Tighten them evenly.
2. Remove one canopy screw (also Fig 9) and loosen the other. Make sure all of the wires are accessible and are not being pinched. Also, make sure the bracket doesn't wobble.



## III. Hanging the fan motor

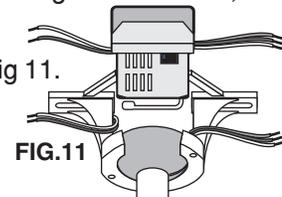
Holding the fan carefully, lift it up to hanging bracket. Place the ball into cradle of the bracket. Turn the motor assembly so that is it positioned in the direction preferred. Make sure the ball is seated fully in the hanging bracket. (There is no tab on the hanging bracket so that motor assembly can be positioned as preferred.). See Fig 10. Make sure the wires are not being pinched.



## IV. Wiring instructions.

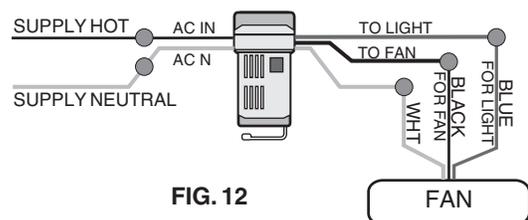
Please refer to any instructions included with the Remote Control for wiring. Keep in mind, the supply wire colors may vary. (The wire colors in parentheses are commonly found in existing structures.) Use the large orange wirenuts to make the connections. It is a good idea to wire the blue light kit wire now, even if you aren't using the light kit. It may save you some trouble in the future.

Slide the Remote Receiver into the hanging bracket above the ball as shown in Fig 11.



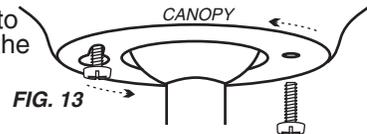
Remote Control wiring summary; See Fig 12.

1. Green ground wires to outlet box ground (bare)
2. AC IN of Remote to hot supply (black)
3. AC N of Remote to neutral supply (white)
4. TO FAN of Remote to FOR FAN (Black) of fan.
5. TO LIGHT of Remote to FOR LIGHT (Blue) of fan.
6. White of Remote to common neutral (White) of fan.

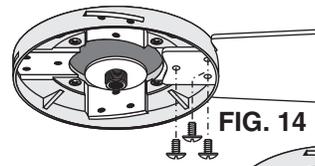


Now tuck the wires and wirenuts carefully into outlet box. Make sure the Green and White wires are tucked into one side of the box and the Black and Blue wires are tucked into the other side of the box. Make sure wirenuts remain tightly on connections.

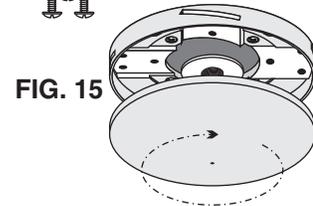
V. With the motor in place and the wires out of the way, slide the canopy up to the hanging bracket. The canopy screw in the bracket will come through the large end of the key slot in the canopy. Fig. 13. Turn the canopy slightly, counter-clockwise, to hold in place, and insert remaining canopy screw. Tighten the screws.



VI. To avoid damaging the motor, do not run the fan without blades. Slide a blade into a slot in the motor ring. Attach the blade to the Motor Ring with 3 blade screws. See Fig 14. Repeat with the remaining blades, and retighten all of the screws.

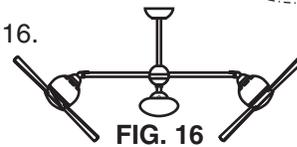


VII. Install the motor covers by screwing them clockwise onto each motor. See Fig 15.



VIII. If you are not using the light kit, the fan is complete; proceed to step IX. If you are using the installed light kit... Without touching the glass bulb, install the halogen bulb in the light fitter. Raise the Light Cover, and loosen the glass finger-screws in the light fitter. Raise the Glass Globe into place and gently tighten the glass finger-screws.

IX. The angle of the motors can be adjusted up to 45 degrees, See Fig 16. Loosen the set screw over one motor, angle motor to your preference and re-tighten the set screw. Repeat with other motor.

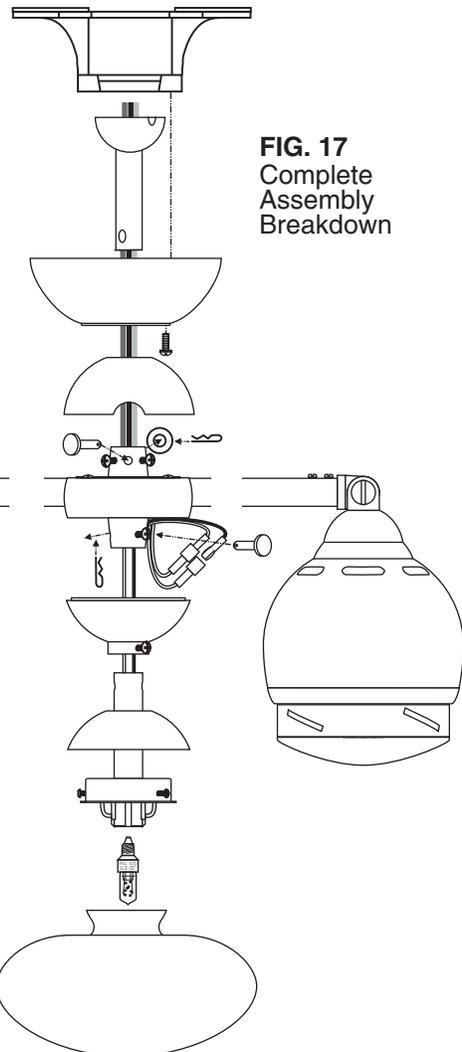


X. Turn the power supply back on and prepare to be comfortable.

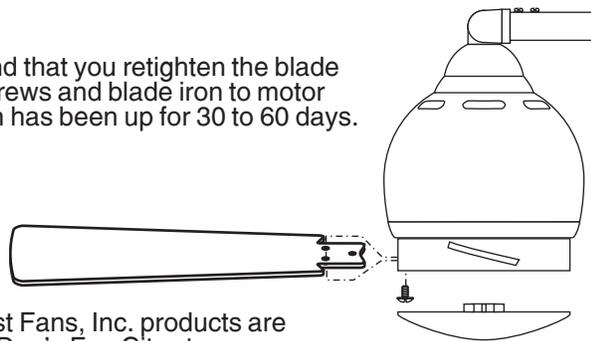
The remote control operates the fans' High, Medium and Low Speeds as well as Off. Reverse Switches are located on the top of each motor. With the reverse switch in the 'down' position (CCW), the fan will provide downward air movement and positive air flow to cool you in the hot season. In the 'up' position (CW), air movement is upward and will bring heat trapped at the ceiling, down around the rooms walls, warming you in the cold season.

**\*CAUTION - DO NOT ATTEMPT TO REVERSE THE FAN WHILE BLADES ARE IN MOTION\***

XI. Troubleshooting	
Fan won't run -	Check power supply. Reverse switch is not fully engaged. Pin is pushed out of switch cup wire connector
Fan makes noise -	Please allow 24 hrs. running time to fully seat bearings. Screw(s) is(are) loose somewhere. Ball is not seated properly in hanging bracket. Variable speed control (dimmer) in fan circuit.
Fan wobbles -	Bracket is loose on ceiling. Loose screw at top of fan. Ball is not seated properly in hanging bracket. Try switching opposing blades. Try the blade balancing kit included.



We recommend that you retighten the blade iron to blade screws and blade iron to motor screws after fan has been up for 30 to 60 days.



Gulf Coast Fans, Inc. products are sold at Dan's Fan City stores. Our service department is always ready to help. We stand behind our product and always strive to satisfy our customer.

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