

Cortez™

A Kichler® Décor™ Ceiling Fan

KICHLER
LIGHTING 

Kichler® Lighting
7711 East Pleasant Valley Road
P.O. Box 318010
Cleveland, Ohio 44131-8010

Customer Service
866.558.5706
8:30 AM to 5:00 PM EST,
Monday - Friday

Instruction Manual

KICHLER
LIGHTING 

1. SAFETY RULES

1. To reduce the risk of electric shock, insure 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 and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. **WARNING:** To reduce the risk of electrical shock and fire, do not use this fan with any solid state fan speed control device.
4. **WARNING:** To reduce the risk of fire, electric shock, or personal injury, mount this fan to an outlet box marked "**Acceptable for Fan Support of 22.7 kg (50 lbs.) Or Less**" and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of light fixtures are not acceptable for fan support and may need to be replaced. Due to the complexity of the installation of this fan, a qualified licensed electrician is strongly recommended.
5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only CUL Listed outlet boxes marked "FOR FAN SUPPORT".
6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.
7. To operate the reverse function on this fan, press the reverse button while the fan is running.
8. Avoid placing objects in the path of the blades.
9. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
10. 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.
11. After marking electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
12. Electrical diagrams are reference only. Light kits that are not packed with the fan must be CUL Listed and marked suitable for use with the model fan you are installing. Switches must be CUL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.

WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED "ACCEPTABLE FOR FAN SUPPORT".

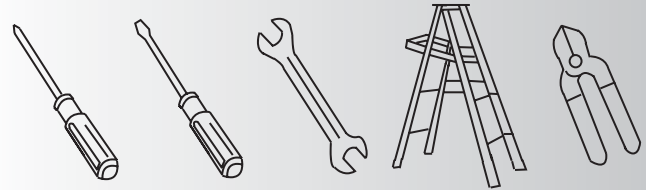
WARNING

TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS FLANGES) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

NOTE: NOT SUITABLE FOR USE WITH SOLID-STATE SPEED CONTROLS.

2. TOOLS AND MATERIALS REQUIRED

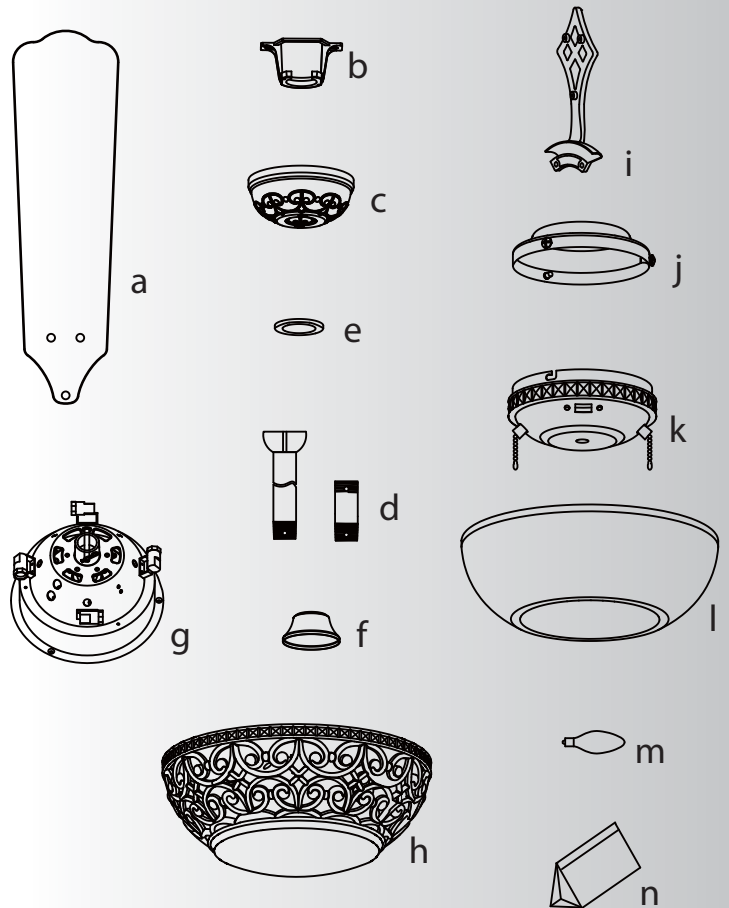
- Philips screw driver
- Slot screw driver
- 11 mm wrench
- Step ladder
- Wire cutters

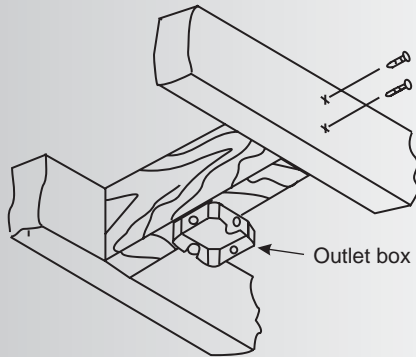
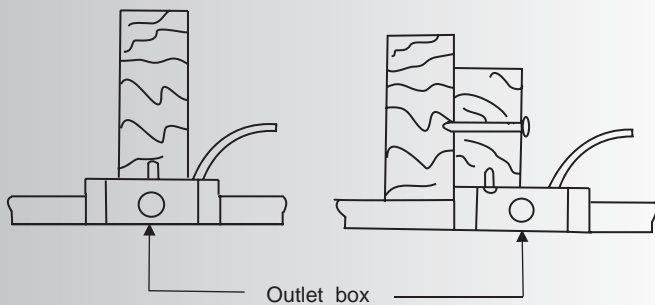
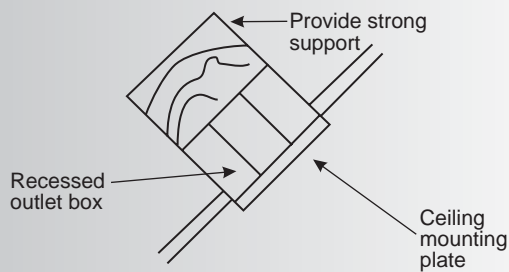
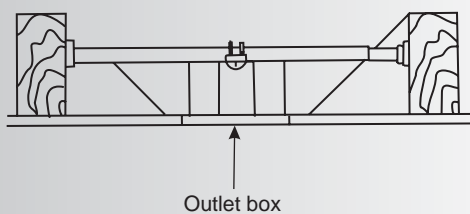


3. PACKAGE CONTENTS

Unpack your fan and check the contents. You should have the following items:

- a. Fan Blade (5)
- b. Mounting Bracket (1)
- c. Canopy (1)
- d. Canopy Décor (1)
- e. Ball/Downrod Assembly (1)
& Extra Downrod (1)
- f. Coupling Cover (1)
- g. Motor (1)
- h. Down Housing (1)
- i. Set Of Blade Bracket (5)
- j. Mounting Plate (1)
- k. Switch Housing (1)
- l. Upper Glass Bowl (1)
- m. Bulbs (4)
- n. Package Hardware
 - 1) Mounting hardware:
 - a. wood screws (2), flat washers(2), screws(2), wire nuts(4)
 - 2) Blade Attachment Hardware:
 - a. screws (16), flat washers (16), fiber washers (16)
 - 3) Blade Bracket Hardware:
 - a. screw (1)
 - 4) Safety Cable Hardware:
 - a. wood screw (1), spring washer (1), flat washer (1)
 - 5) Balance Kit
 - 6) Mounting Plate Hardware:
 - a. glass mounting plates (3)
 - 7) Fob (2)
 - 8) Motor Housing screws (4)




Fig. 1

Fig. 2

Fig. 3

Fig. 4

4. MOUNTING OPTIONS

If there isn't an existing UL (CUL for Canadian Installation) listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs). Do not use plastic outlet boxes.

Figures 1,2 and 3 are examples of different ways to mount the outlet box.

NOTE: You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. (Fig. 3)

To hang your fan where there is an existing fixture but no ceiling joist, you may need a joist hanging bracket as shown in Fig 4.

5. HANGING THE FAN

REMEMBER to turn off the power. Follow the steps below to hang your fan properly:

Step 1. Remove the down housing, upper glass bowl and motor from the protective plastic bag and take the lower Styrofoam packing pad out of the carton. Place the Styrofoam pad on the floor, then place the motor into the Styrofoam pad with the bottom of the motor facing up. (The Styrofoam pad serves as a holder for the fan during the first stages of assembly).

Remove the plastic motor shipping blocks and discard. (Fig. 5) Install the motor into the down housing with the screws provided.

Step 2. Secure the hanger bracket to the ceiling outlet box using screws and washers provided with the outlet box. (Fig. 6)

Step 3. Use a screwdriver to loose the safety cross pin and remove it from downrod assembly. Loose the set screw and rotate the hanger ball off the downrod. (Fig. 7)

Step 4. Loosen the two set screws and remove the hitch and lock pin from the motor coupling assembly. (Fig. 8)

Step 5. Carefully feed fan electrical wires up through the downrod. Thread the downrod onto the motor coupling until the hitch pin holes are aligned. Next, replace hitch pin and lock pin, and tighten both set screws. (Fig. 8)

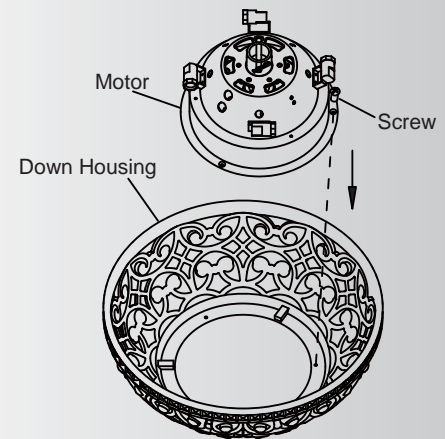


Fig. 5

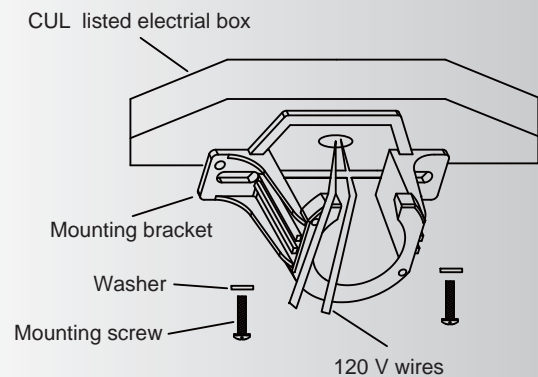


Fig. 6

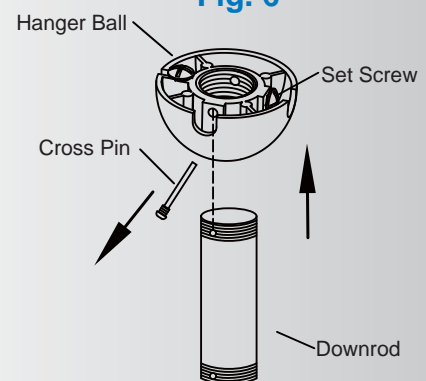


Fig. 7

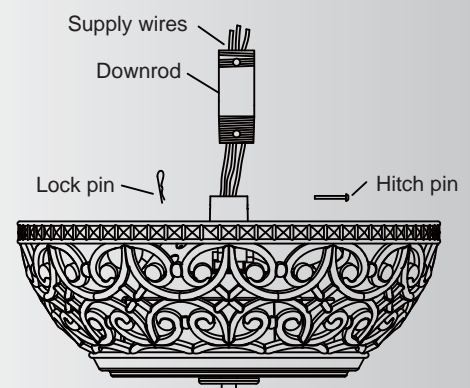
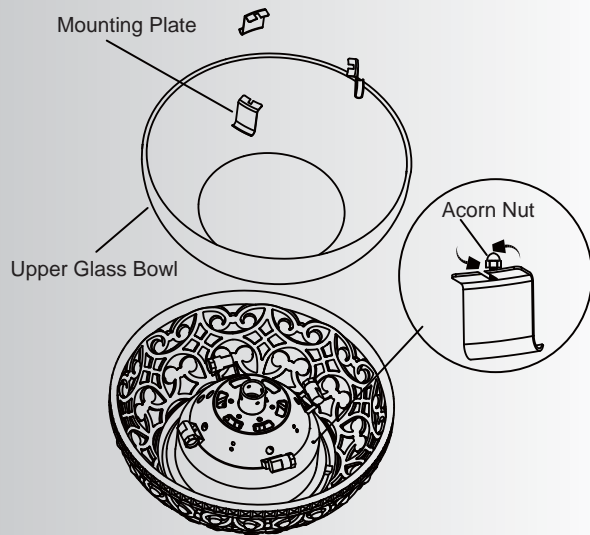
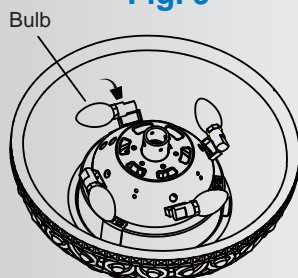
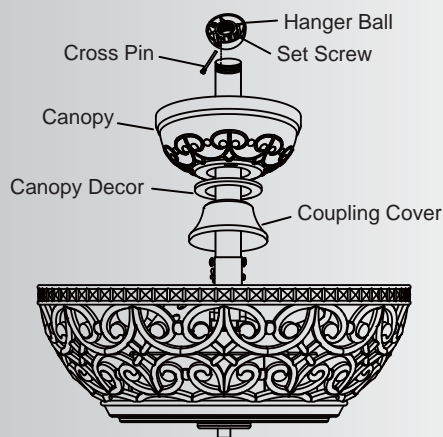
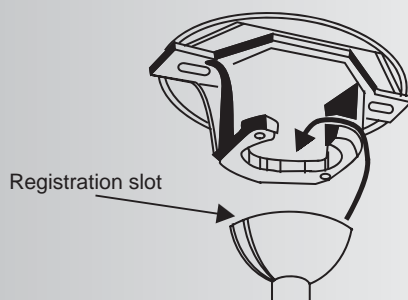


Fig. 8


Fig. 9

Fig. 10

Fig. 11

Fig. 12

Step 6. Carefully pass the upper glass bowl over the downrod and let it rest on top of the motor housing. Remove the acorn nut from the screw stem (Fig. 9). Align the slot on the mounting plate with the screw stem on the motor housing. Set the mounting plate so the screw stem comes through the slot on the mounting plate with the bottom curled end of the mounting plate resting against the side of the glass bowl. Replace and tighten the acorn nut previously removed. Repeat this process for the remaining two mounting plates.

Step 7. Install four (4) lamps (included), one in each socket. (Fig. 10)

Step 8. Slip the coupling cover, canopy décor and canopy onto the downrod. Reinstall the hanger ball onto the downrod and make sure the cross pin is in place and the set screw on hanger ball is tight. (Fig. 11)

Step 9. Now lift the motor assembly into position and place the hanger ball into the hanger bracket. Rotate motor assembly until the "Check Tab" has dropped into the "Registration Slot" and seats firmly. (Fig. 12)

NOTE: The entire motor assembly should not rotate if this is done correctly.

6. INSTALLATION OF SAFETY SUPPORT (For Canadian Installation ONLY)

A safety support cable is provided to help prevent the ceiling fan from falling, please install it as follows.

Step 1. Attach the provided wood screw and washers to the ceiling joist next to the mounting bracket but do not tighten. See Figure 13-1

Step 2. Adjust the length of the safety cable to reach the screw and washers by pulling the extra cable through the cable clamp until the overall length is correct, put the end of the cable back through the cable clamp, forming a loop at the end of the cable. Tighten the cable clamp securely. Remove the excess safety cable. Now, put the loop in the end of the safety cable over the wood screw and under the washers. Tighten the wood screw securely. (Fig. 13-2)

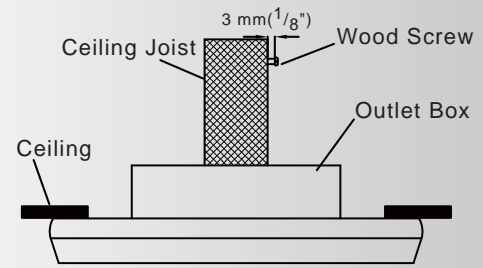


Fig. 13-1

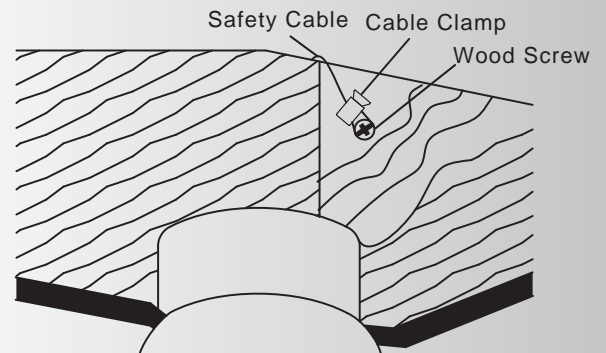


Fig. 13-2

7. MAKE THE ELECTRIC CONNECTIONS

WARNING: To avoid possible electrical shock, be sure the electricity is turned off at the main circuit breaker or fuse box before wiring.

WARNING: If your house wires are different colors than referenced in this manual, stop immediately. A professional electrician is recommended to determine proper wiring.

ALL electrical connections should be made with the supplied WIRE NUTS. Make sure each connection below is tight and secure.

Step 1. Connect the fan supply BLACK wire and fan light supply BLUE wire to the BLACK household supply wire as shown in Fig. 14.

Step 2. Connect the fan neutral WHITE wire to the household neutral WHITE wire as shown in Fig. 14.

Step 3. If your outlet box has a ground wire (GREEN or bare COPPER) connect it to the fan ground wire (GREEN); otherwise, connect the ground wire on the hanging bracket to the fan ground wire (GREEN).

WARNING: Be sure no bare wire or wire strands are visible after making all connections.

Step 4. After making all of the above connecting, spread them apart so the GREEN and WHITE wire connections are on one side of the outlet box and the BLACK and the BLUE wires connections are on the other side. Now, push the completed connections upward into the outlet box.

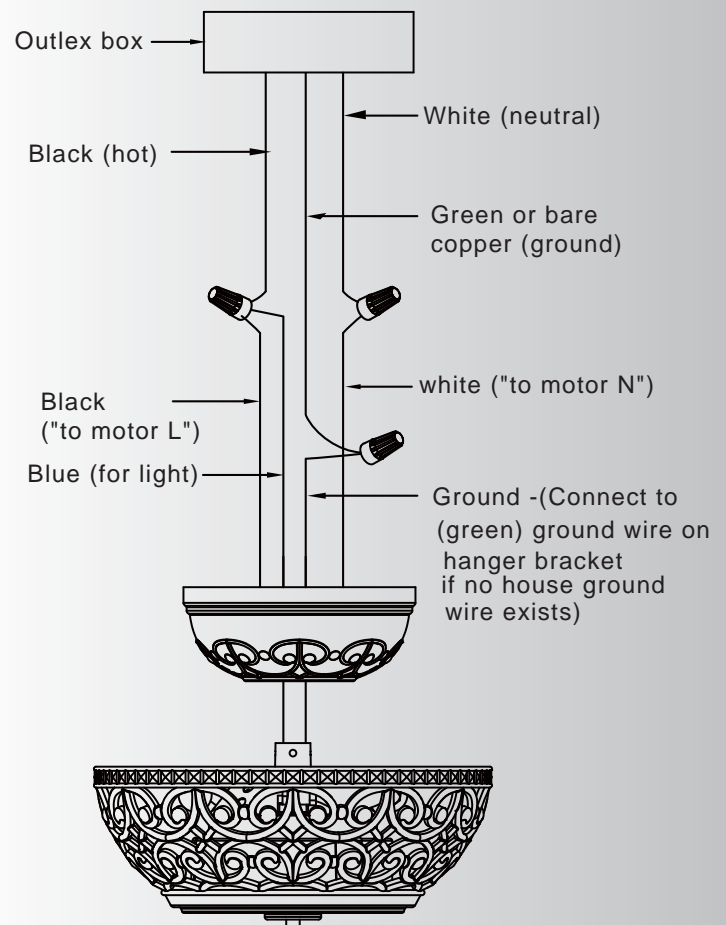
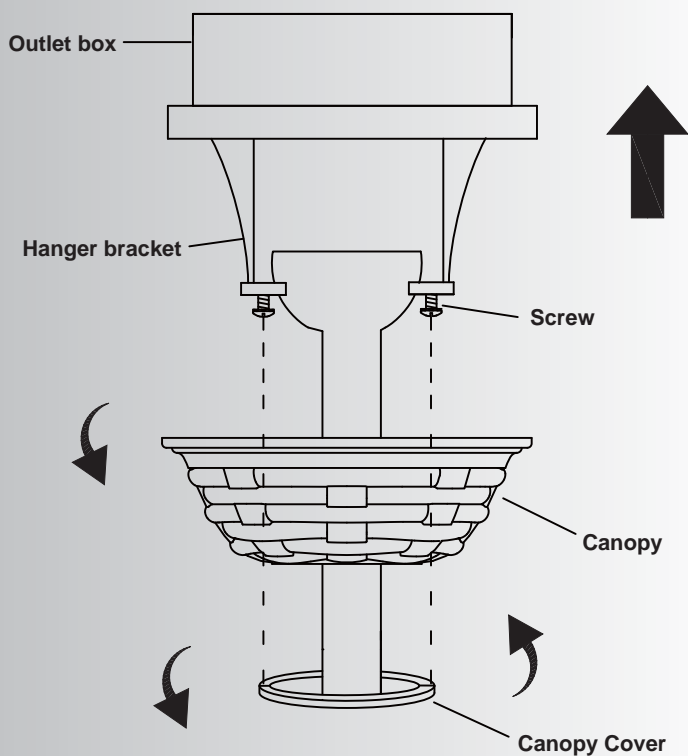


Fig. 14


Fig. 15

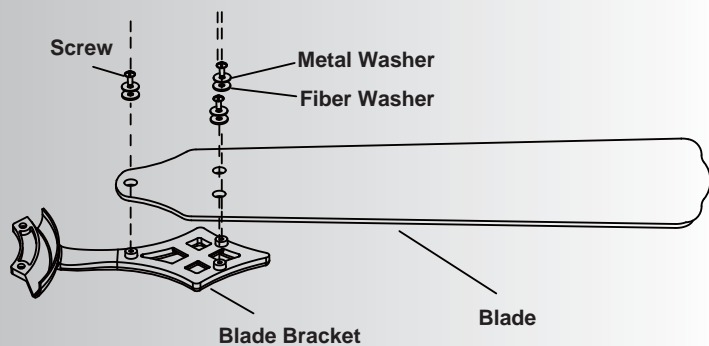
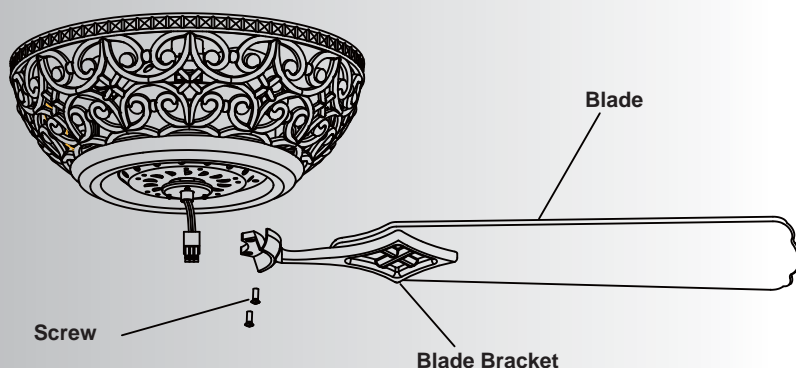
8. INSTALLING THE CEILING CANOPY

WARNING: One last time, make sure the “Check Tab” at the bottom of the hanger bracket is properly seated in the “Registration Slot” on the side of the hanger ball before attaching the canopy to the bracket. Failure to properly seat the “Check Tab” could damage the electrical wires when the ceiling fan blade direction is changed while the fan is running.

Step 1. Make sure all of the electrical connections are tucked neatly into ceiling outlet box.

Step 2. Slide the canopy up to ceiling and onto the two screws on hanger bracket. Rotate the canopy clockwise and tighten the two screws. Next, while holding the canopy with one hand, slide the canopy décor over the screws and rotate clockwise until tight.

NOTE: You may need to adjust the canopy mounting screws as necessary until the canopy and canopy cover have a snug fit. (Fig. 15)


Fig. 16

Fig. 17

9. ASSEMBLY AND ATTACHING THE FAN BLADES

Step 1. Attach the blade to the blade bracket using the screws, washers and fiber washers provided. Refer to Fig. 16 as needed. Start each screw into the bracket. Repeat for the two remaining screws.

Step 2. Make sure the blade is straight and tighten each screw until the fiber washer is slightly compressed and all three screws are secure.

Step 3. Attach each completed blade assembly to face of the motor using “pre-installed” mounting screws in each blade bracket. (Fig. 17) Make sure each mounting screw is securely tightened.

10. INSTALLING THE MOUNTING PLATE

Step 1. Remove 1 of the 3 screws in the mounting ring and loosen the other 2 screws, do not remove (The mounting ring located on the motor shaft).

Step 2. Place the key holes on the mounting place over the 2 screws previously loosened and turn the mounting plate until it locks in place at the narrow end of the key holes. Secure by tightening the 2 screws previously loosened and reinstall the one removed. (Fig. 18)

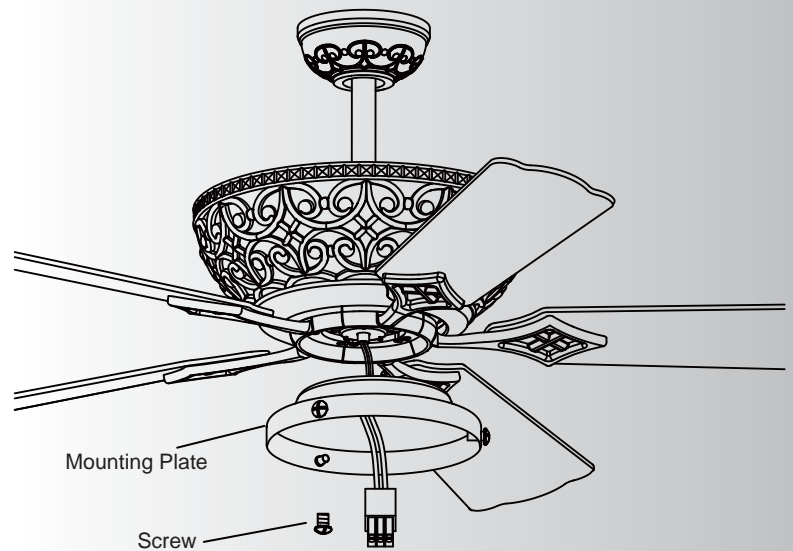


Fig. 18

11. INSTALLING THE SWITCH HOUSING

NOTE: Before continuing, make sure the power is disconnected by turning off the circuit breaker or removing the fuse at the circuit box.

NOTE: If you plan to install an “Optional” light fixture purchased separately, please skip to step 13 and continue. If you want your ceiling fan installed WITHOUT an “Optional” light fixture, follow steps below and then skip number 13 on the next page.

Step 1. Remove 1 of the 3 screws on the edge of the mounting plate and loosen the other 2 screws, do not remove.

Step 2. The square plastic wiring connector from the ceiling fan and the switch housing will only fit together one way. Match up the color on the side of each connector, then push them together until the snap engages.

Step 3. Tuck the new connection neatly into the switch housing. Align the key holes on the switch housing with the 2 screws on the mounting plate. Turn switch housing until it locks in place at the narrow end of the key holes. Tighten the 2 screws and reinstall the third screw, making sure all three are tight and secure. (Fig. 19)

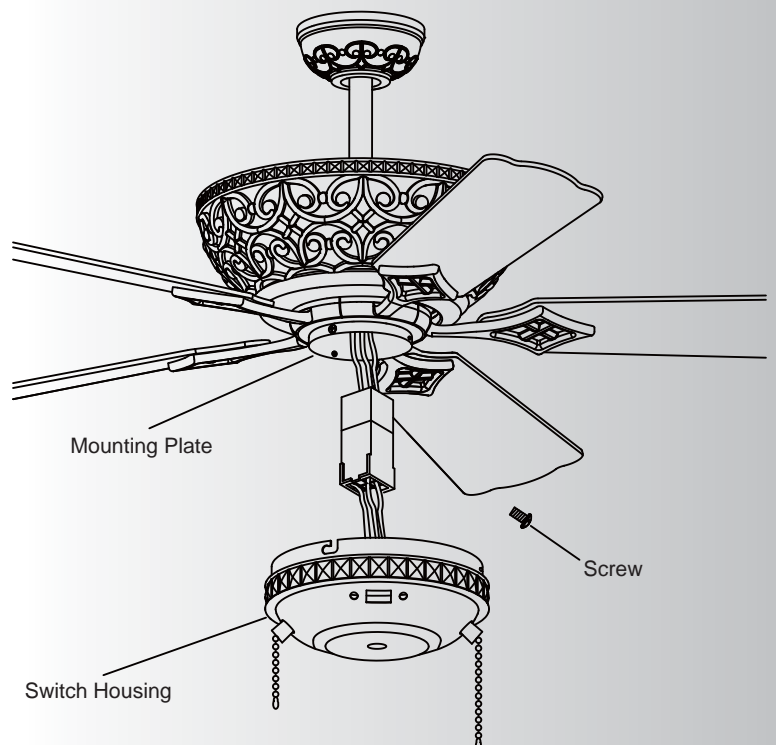
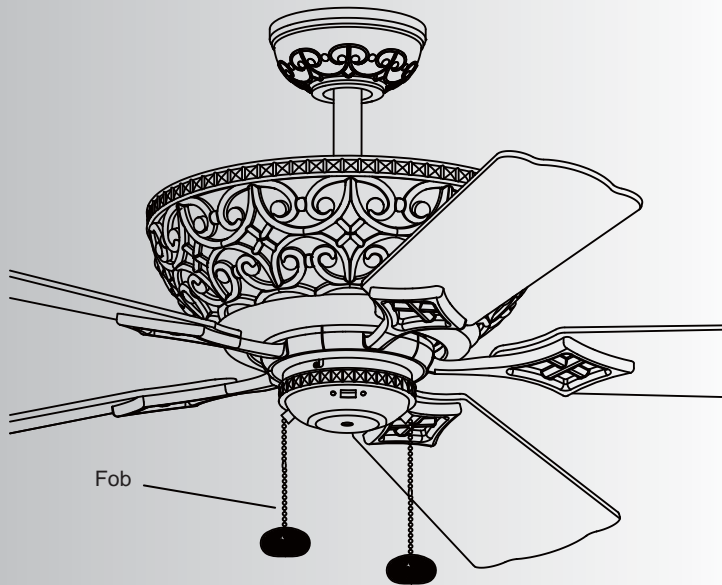


Fig. 19


Fig. 20

12. INSTALLING THE FOB

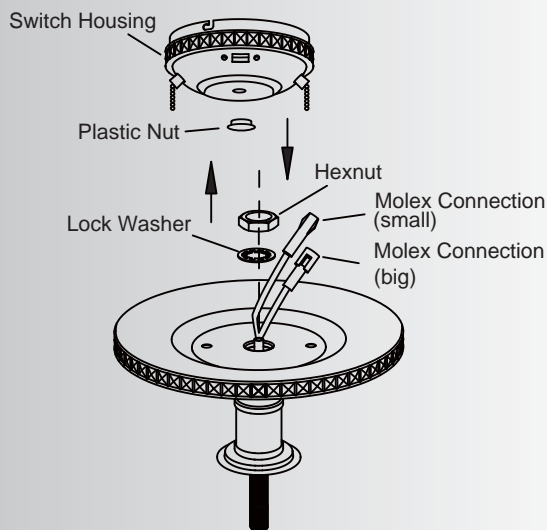
Step 1. Attach the decorative pull chain Fob to the pull chain coming out of the Switch Housing. Refer to Fig. 20

Step 2. The longer pull chain is for motor speed control and it has four positions. High, Medium, Low and Off. Pulling the Fob once for each position.

Step 3. The shorter pull chain controls the up Light Fixture either ON or OFF with each pull of the chain.

NOTE: Reversing the direction of the ceiling fan blades is controlled by a horizontal "Slide Switch" located on the side of the switch housing.

NOTE: REVERSING the blade rotation and pushing the air UP during Winter months will help to keep a balanced room temperature.


Fig. 21

13. INSTALLING AN "OPTIONAL" LIGHT FIXTURE

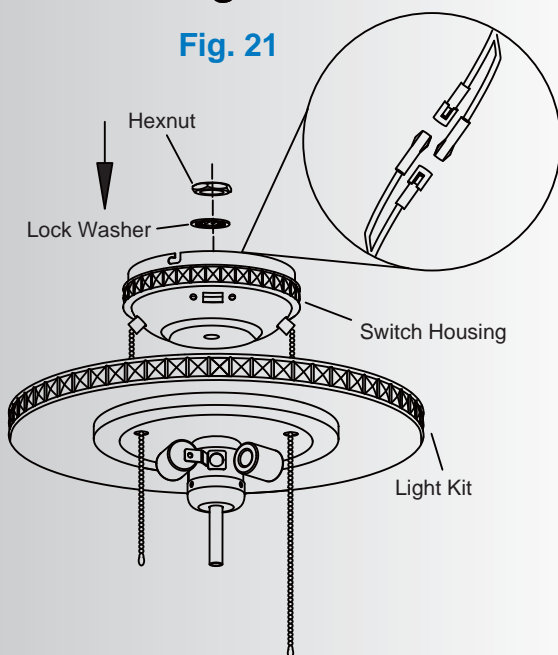
Step 1. Remove the finial NUT located in the center of the switch housing. See Fig. 21.

Step 2. Remove the lock washer and hex nut from the light fixture mounting stem. (Fig. 21)

Step 3. Feed the electrical wires from the light fixture through the hole in the switch housing (starting with the black wire first, it has a larger connector). Feed the two pull chains from switch housing through the holes on each side of the light kit. Threaded the light kit onto the switch housing, add the lock washer and hex nut on the inside of the switch housing and tighten securely. (Fig. 22)

Step 4. Connect the black wire connectors from the light fixture and switch housing by pushing them together. Follow the same procedure with the white wire connectors. (Fig. 22)

Step 5. The square plastic wiring connector from the ceiling fan and the light fixture will only fit together one way. Match up the color on the side of each connector, then push them together until the snap engages. (Fig. 23 on the next page)


Fig. 22

Step 6. Tuck the connections neatly into the switch housing. Align the key hole on the switch housing with the 2 screws on the side of the mounting plate. Turn the light fixture until it locks in place at the narrow end of the key holes. Reinstall the screw you removed and tighten the 2 other screws. Now, install 3, 40 watt candelabra base lamps (not included) in the light fixture. (Fig. 23)

Step 7. Feed the two (2) pull chains from light kit through the holes in the center of glass shade. Now secure the glass shade to the fixture by fitting it up securely to the light kit. Secure the glass shade with the washer (rubber against the glass), metal washer and manual nut. (Fig. 24)

Step 8. Feed each of the pull chains through the appropriate holes on the decorative cap, then place decorative cap against the underside of the glass and attach the finial nut snug but do not over tighten.

Step 9. Attach a decorative fob to the pull chain. (Fig. 24)

NOTE: The LONGER pull chain is for motor speed control and it has four positions. High, Medium, Low and Off. Pulling the Fob once for each position. The SHORTER pull chain is for light control, pull for ON or OFF.

NOTE: With the optional light installed, the pull chain functions as follows.

- * One pull on the chain turns the UP Light ON.
- * Second pull on the chain turns the UP Light OFF and the DOWN Light ON.
- * Third pull on the chain turns BOTH the UP and the Down Light ON.
- * Fourth pull on the chain turns BOTH Lights OFF.

NOTE: Reversing the direction of the ceiling fan blades is controlled by a horizontal "Slide Switch" located on the side of the switch housing.

Your New Kichler Ceiling Fan is now ready to use. Remember to RESTORE all power.

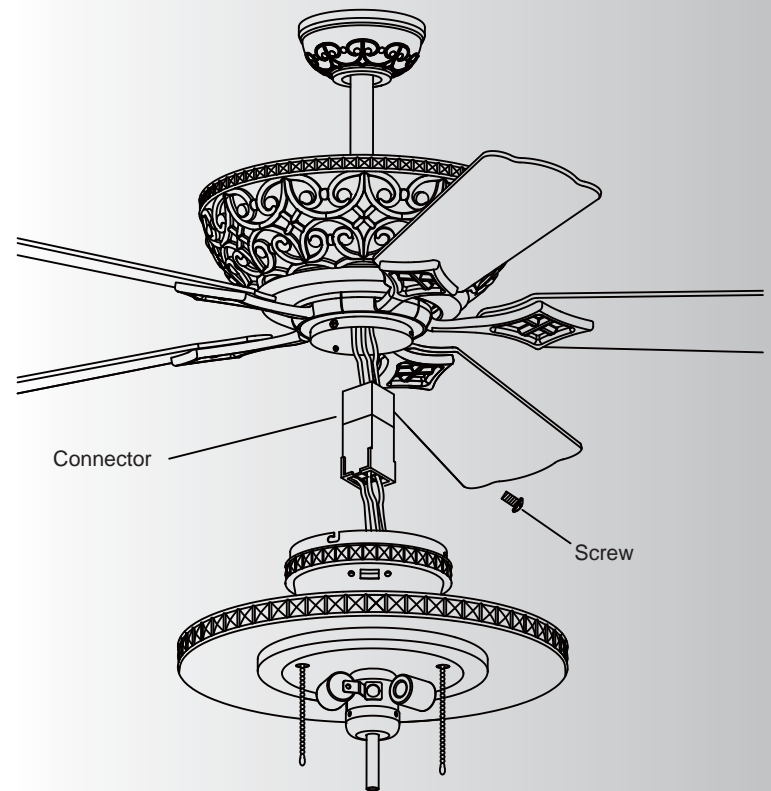


Fig. 23

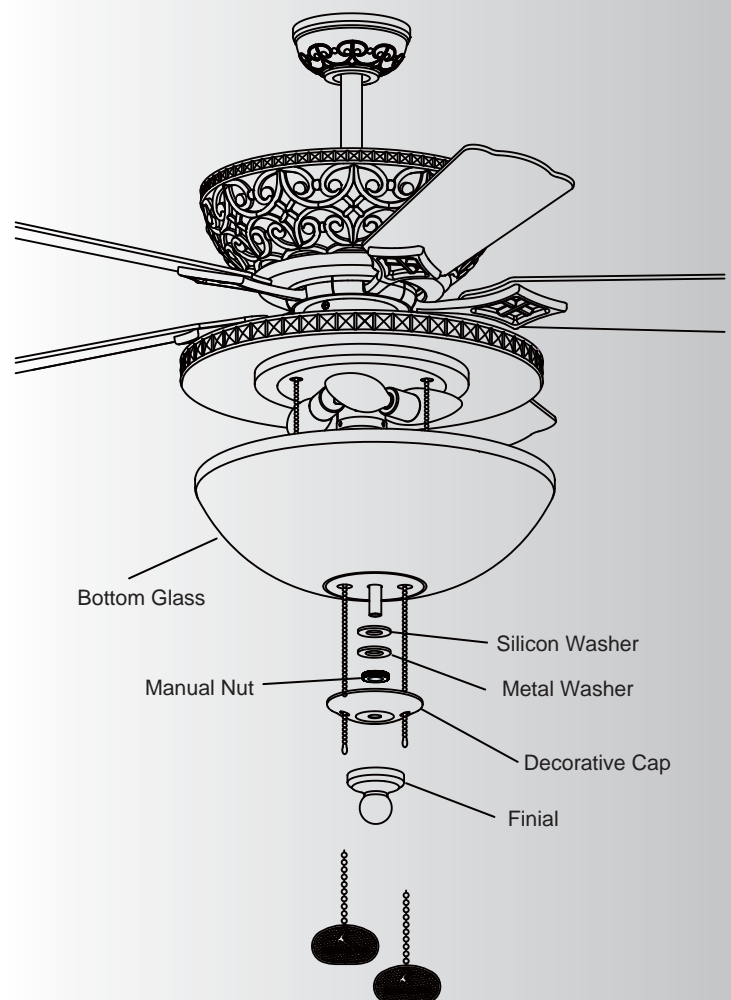


Fig. 24

14. TROUBLESHOOTING

Problem & Solution

Fan will not operate:

1. Check main circuit breakers or fuses.
2. Check all main wiring connections to the fan and the connections in the switch housing. CAUTION: Make sure main power is off.

Fan makes a noise while running:

1. Make sure all motor housing screws are snug.
2. Make sure the screws that attach the fan blade brackets to the motor face are tight.
3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. CAUTION: Make sure main power is off.
4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time.
5. If using an optional light kit, make sure the screws securing the glassware are tight, check lamp and make sure it is snug and not touching the glass.
6. Some fan motors are sensitive to signals from solid-state variable speed control. If you have installed this type of control, your ceiling fan and that control may not be compatible.
7. Make sure the ceiling canopy is short distance from the ceiling. It should not touch the ceiling.

Fan wobbles while running:

1. Check that all blade and blade arm screws are secure.
2. Most fan wobbling problems are caused when blade level are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure this distance. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within 1/8".
3. Use the enclosed blade balance kit if the blade wobble is still noticeable.
4. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.

15. SPECIFICATIONS

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
52"	Low	120	0.29	13.4	73	1984	13.22 kgs	15.22 kgs	2.07'
	Medium	120	0.47	36.3	133	3846			
	High	120	0.62	70.9	180	5627			

These are approximate measures. They do not include Amps and Wattage used by the light kit.