CRAFTMADE™

Windswept

Installation Guide

For Models:

WND78
WND102
WND120

Table of Contents:

WARNING:
DC Motor will not
operate until blades
are installed

ETL
c LISTED us
Intertek

APPROVED FOR USE
IN DAMP LOCATIONS

net weight of fan: 37.48 lb (17 kg), WND78
39.68 lb (18 kg), WND102
41.89 lb (19 kg), WND120

SAFETY TIPS.

WARNING: To reduce the risk of electrical shock, turn off the electricity to the fan at the main fuse box or circuit panel before you begin the fan installation or before servicing the fan or installing accessories.

1. **READ ALL INSTRUCTIONS AND SAFETY INFORMATION CAREFULLY BEFORE INSTALLING YOUR FAN AND SAVE THESE INSTRUCTIONS.**

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

2. Make sure all electrical connections comply with Local Codes or Ordinances, the National Electrical Code, and ANSI/NFPA 70-1999. If you are unfamiliar with electrical wiring or if the house/building wires are different colors than those referred to in the instructions, please use a qualified electrician.
3. Make sure you have a location selected for your fan that allows clear space for the blades to rotate, and at least ten (10) feet (3.05 meters) of clearance between the floor and the fan blade tips. The fan should be mounted so that the tips of the blades are at least thirty (30) inches (76 centimeters) from walls or other upright structures.
4. The outlet box and ceiling support joist used must be securely mounted, and capable of supporting at least 50 pounds (22.68 kilograms). The outlet box must be supported directly by the building structure. Use only CETL or CUL in Canada or ETL or UL in USA listed outlet boxes marked "FOR FAN SUPPORT."

WARNING: To reduce the risk of fire, electrical shock, or personal injury, mount to the outlet box marked "Acceptable for Fan Support of 22.68 kg (50 lb) or less," 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.

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 gauge or there is more than one house wire to connect to the corresponding fan lead wires, consult an electrician for the proper size wire connectors to use.

5. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be CETL or CUL in Canada or ETL or UL in USA listed and marked suitable for use with the model fan you are installing. Switches must be CETL or CUL in Canada or ETL or UL in USA general use switches. Refer to the instructions packaged with the light kits and switches for proper assembly.
6. After installation is complete, check that all connections are absolutely secure.
7. 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 opposite sides of the outlet box.

WARNING: To reduce the risk of fire or electrical shock, do not use this fan with any solid state speed control device or control fan speed with a full range dimmer switch. [Using a full range dimmer switch to control fan speed will cause a loud humming noise from fan.] (**Note:** This fan is suitable for use with remote control approved for DAMP locations.)

8. Do not operate the reverse switch until the fan has come to a complete stop. [**Note**: If using remote control with reverse capability, reverse fan blade direction only when on LOW speed.]

9. Do not insert anything between the fan blades while they are rotating.

WARNING: To reduce the risk of personal injury, do not bend the blade arms during assembly or after installation. Do not insert objects into the path of the blades.

WARNING: 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.

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.**

WARNING: This fan MUST be installed with the safety cable provided with the fan. Failure to use the safety cable provided may result in personal injury, damage to the fan or damage to other property.

NOTE: The important safety precautions and instructions appearing in the manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense and caution are necessary factors in the installation and operation of this fan.

1. Unpacking Your Fan.

Carefully open the packaging. Remove items from Styrofoam inserts. Remove motor housing and place on carpet or Styrofoam to avoid damage to finish. Do not discard fan carton or Styrofoam inserts should this fan need to be returned for repairs.
Check against parts inventory that all parts have been included.
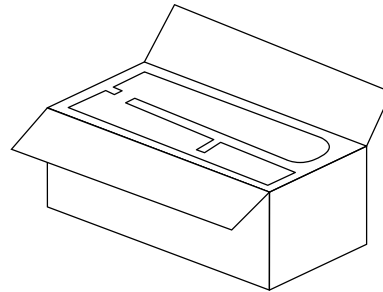
2. Parts Inventory.

a

b

a. canopy. 1 piece

b. hanging bracket. 1 piece

c

d

c. downrod and hanging ball (with pin and clip). 1 piece

d. motor housing. 1 piece

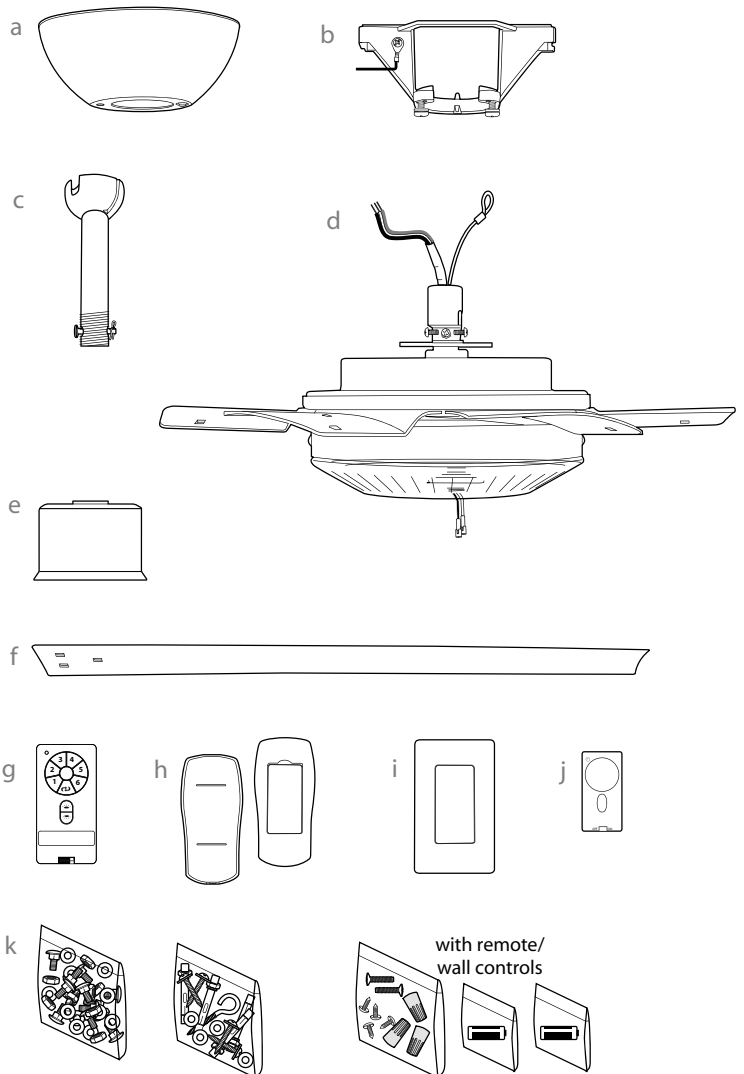**e.** yoke cover. 1 piece

f. blade. 6 pieces

e

g. wall control. 2 pieces

h. remote control cover. 2 separate pieces

f

i. plate. 2 pieces

j. faceplate. 3 pieces

g   h   i   j

k. hardware packs

k   with remote/
                                 wall controls

⚠ **IMPORTANT REMINDER**: You must use the parts provided with this fan for proper installation and safety. ⚠
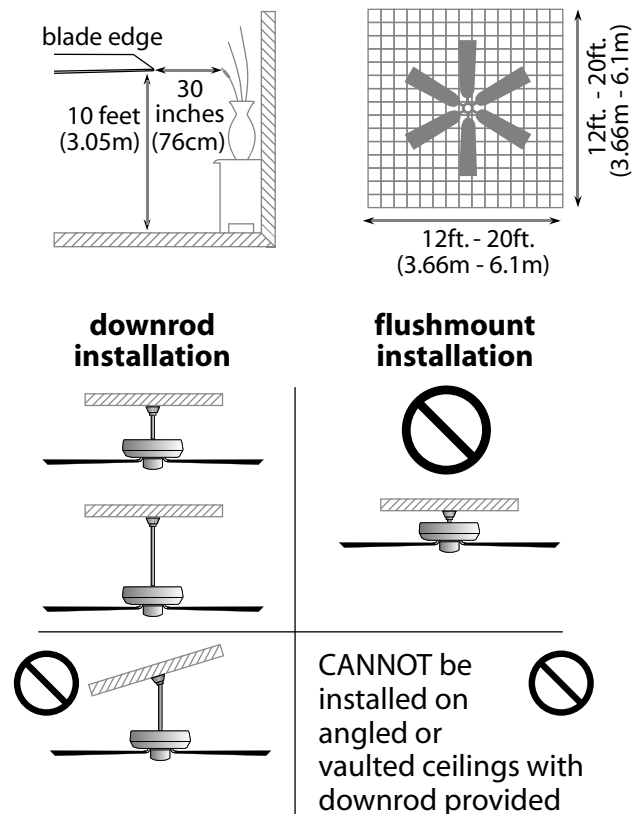
3. Installation Preparation.

To prevent personal injury and damage, ensure that the hanging location allows the blades a clearance of 10 feet (3.05m) from the floor and 30in. (76cm) from any wall or obstruction.
This fan is suitable for room sizes up to 400 square feet (37.2 square meters).

This fan can be mounted with a **downrod** on a regular (no slope) ceiling **only**. The hanging length can be extended by purchasing a longer downrod (0.5in./1.27cm diameter). Fan CANNOT be mounted as a flushmount NOR on a vaulted ceiling.

Installation requires these tools:
Phillips screwdriver, flathead screwdriver, adjustable pliers or wrench, stepladder, wire cutters, and rated electrical tape

blade edge
10 feet (3.05m)
30 inches (76cm)

12ft. - 20ft. (3.66m - 6.1m)
12ft. - 20ft. (3.66m - 6.1m)

downrod installation

flushmount installation

CANNOT be installed on angled or vaulted ceilings with downrod provided

4. Hanging Bracket Installation.

Turn off circuit breakers to current fixture from breaker panel and be sure operating light switch is turned to the OFF position.
*WARNING: Failure to disconnect power supply prior to installation may result in serious injury.*

Remove existing fixture.
WARNING: To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked "Acceptable for Fan Support of 22.68 kg (50lbs.) 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. When using an existing outlet box, be sure the outlet box is securely attached to the building structure and can support the full weight of the fan. Ensure it is clearly marked "Suitable for Fan Support." If not, it must be replaced with an approved outlet box. Failure to do so can result in serious injury.

CAUTION: Be sure outlet box is grounded and that a ground wire (GREEN or bare) is present.

Install hanging bracket to outlet box using original screws, spring washers and flat washers provided with new or original outlet box.* If installing on a vaulted ceiling, face opening of hanging bracket towards high point of ceiling. Arrange electrical wiring around the back of the hanging bracket and away from the bracket opening.

Note: It is very important that you use the proper hardware when installing the hanging bracket as this will support the fan.

ON   ON
OFF   OFF

hanging bracket
flat washers
spring washers
outlet box screws
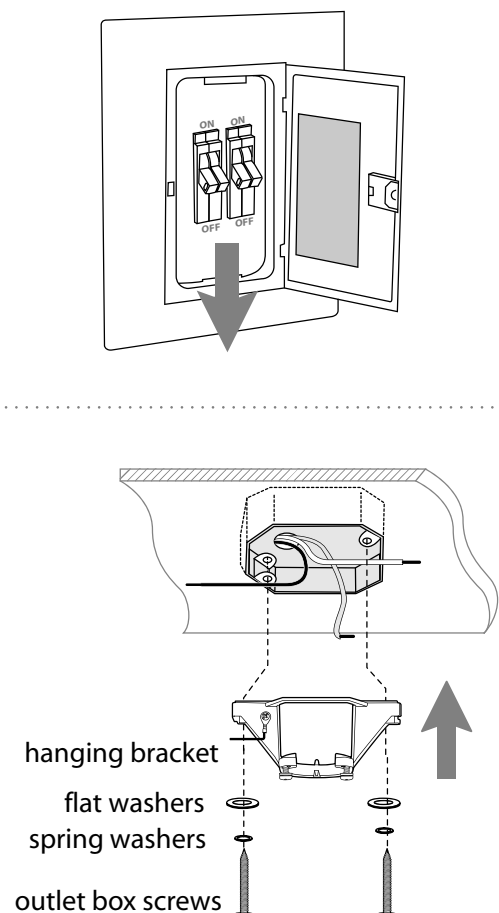
5. Fan Assembly.

Remove hanging ball from downrod provided by loosening set screw on hanging ball. Remove pin and clip. Lower hanging ball and remove stop pin and then slide hanging ball off of the downrod. [*Refer to **diagram 1**.*]

Loosen yoke set screws at top of motor housing. [*Refer to **diagram 2**.*]

Tip: To prepare for threading electrical wires through downrod, apply a small piece of electrical tape to the ends of the electrical wires--this will keep the wires together when threading them through the downrod. [*Refer to **diagram 2**.*]

Determine the length of downrod you wish to use. Thread safety cable and electrical wires through threaded end of downrod and pull extra wire slack from the upper end of the downrod. [*Refer to **diagram 2**.*]

Thread downrod into the motor housing yoke until holes for pin and clip in downrod align with holes in yoke--*make sure wires do not get twisted*. Re-insert pin and clip that were previously removed. Tighten yoke set screws securely. [*Refer to **diagram 2**.*]

Slide yoke cover and canopy over downrod. [*Refer to **diagram 3**.*]

Thread safety cable and wires through hanging ball and then slide hanging ball over downrod--the top of the downrod should be noted as having a set screw hole; use this hole when setting the set screw. Insert stop pin into top of downrod and raise hanging ball. Be sure stop pin aligns with slots on the inside of the hanging ball. Tighten set screw securely. [*Refer to **diagram 4**.*]

WARNING: Failure to tighten set screw (on hanging ball) completely could result in the fan becoming loose and possibly falling.

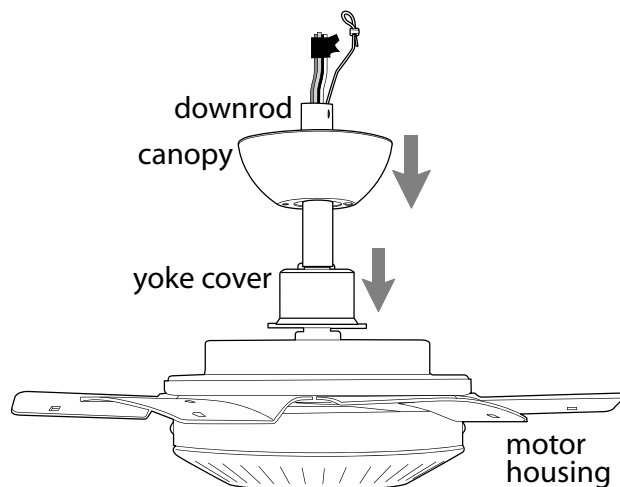**["Fan Assembly" continued on next page.]**

NOTE: The important safety precautions and instructions appearing in the manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense and caution are necessary factors in the installation and operation of this fan.
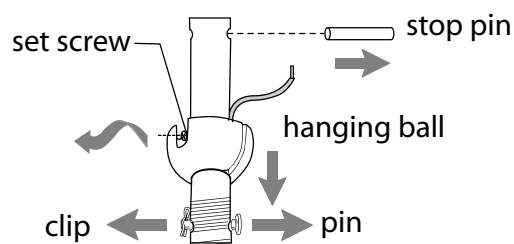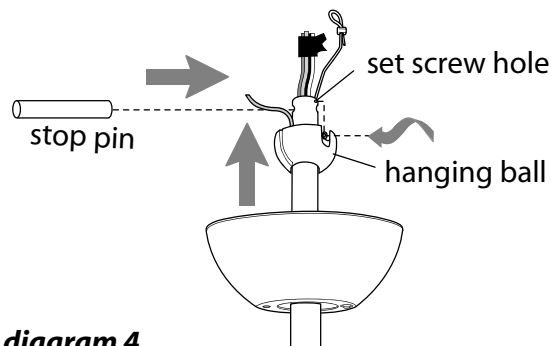

diagram 1
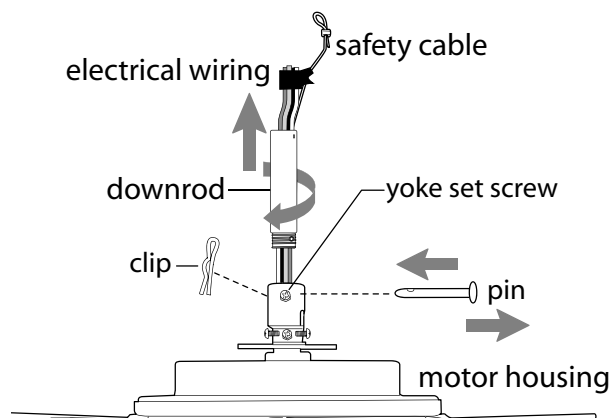
diagram 2

diagram 3

*diagram 4*

5. Fan Assembly. (cont.)

With the hanging bracket secured to the outlet box and able to support the fan, you are now ready to hang your fan. Grab the fan firmly with two hands. Slide downrod through opening in hanging bracket and let hanging ball rest on the hanging bracket. Turn the hanging ball slot until it lines up with the hanging bracket tab.

WARNING: Failure to align slot in hanging ball with tab in hanging bracket may result in serious injury or death.

CAUTION: Due to the size (width) of this fan, it is advisable to seek the help of another person to hold the stepladder in place and to then help lift the fan up to you once you are set on the ladder.

Find a secure attachment point (wood ceiling joist highly recommended) and secure safety cable. It will be necessary to use the "J" hook (in hardware pack) with the safety cable loop. [*Refer to drawing at right.*]

Adjust slack in cable to a hands length. The loop at the end of the safety cable should just fit over the "J" hook. If necessary, adjust the loop at the end of the safety cable. *Test safety cable by pulling on loose end of safety cable with pliers. If the cable slips, the loop must be adjusted tighter.* Extra cable slack can be left in ceiling area.
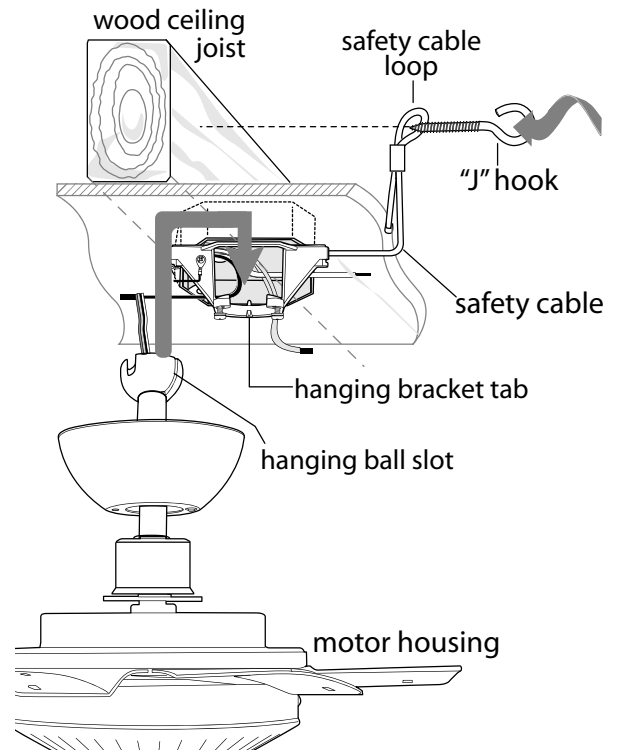
6. Wiring.

WARNING: Turn off circuit breakers to current fixture from breaker panel and be sure switch is turned to the OFF position.

CAUTION: *Be sure outlet box is properly grounded or that a ground wire (**GREEN** or Bare) is present.*

Make sure all electrical connections comply with Local Codes or Ordinances and the National Electrical Code. If you are unfamiliar with electrical wiring or if the house/building wires are different colors than those referred to below, please use a qualified electrician.

Note: *Excess lead wire length from the fan can be cut to the desired length and then stripped.*

When downrod is secured in place on the hanging bracket, electrical wiring can be made as follows:
Connect **BLACK** wire from fan to **BLACK** wire from ceiling with wire connector provided.
Connect **WHITE** wire from fan to **WHITE** wire from ceiling with wire connector provided.
Connect all **GROUND** (**GREEN**) wires together from fan to **BARE/GREEN** wire from ceiling with wire connector provided.

* Wrap each wire connector separately with electrical tape as an extra safety measure.

(wiring for fan)
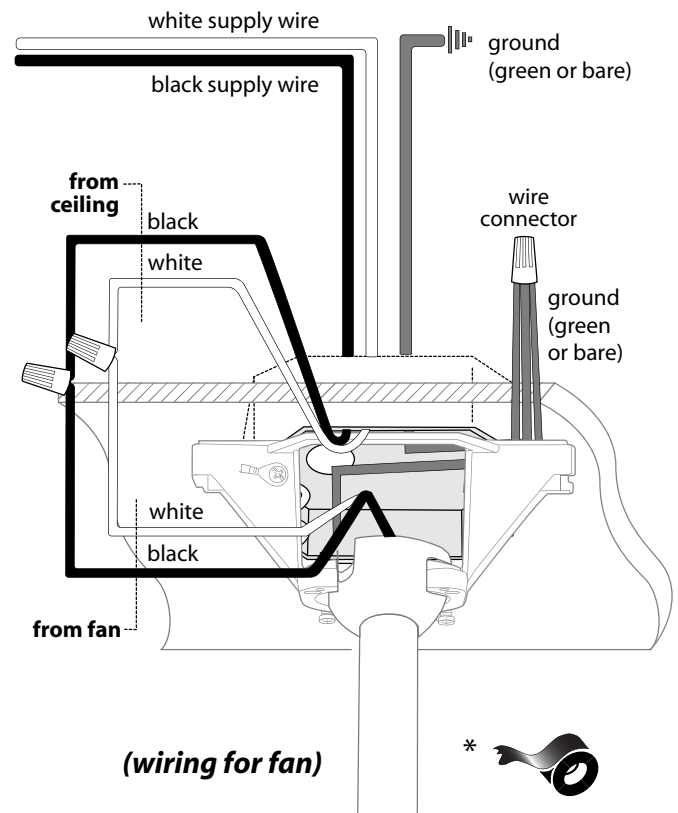
6. Wiring. (cont.)

[**PLEASE NOTE**: Wall and/or handheld remote control must be used for fan to operate. *If you do **not** wish to use the wall control, please proceed to Section 7 below to continue with fan installation.*]

To install wall control, remove existing wall switch. Wire one of the wall controls with wire connectors provided *as shown in diagram at right.*

*Wrap each wire connector separately with electrical tape as an extra safety measure. Gently push wires and taped wire connectors into outlet box.

WARNING: *CONNECT WIRES IN THE FOLLOWING ORDER ONLY!*

Connect **GREEN/YELLOW** ground wire from wall control to ground wire from house or directly to one of the screws from the outlet box.

Connect one **BLACK** wire from wall control to **BLACK** (hot) lead wire from house. Connect second **BLACK** wire from wall control to **BLACK** load wire to fan.
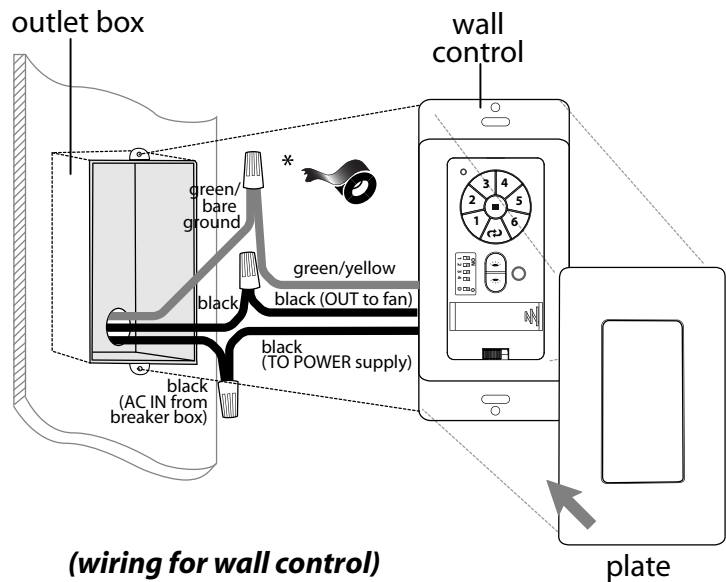
Attach wall control to outlet box and secure with screws from original wall switch. Attach front plate to wall control using 2 screws provided in the wall control.

Modifications not 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.

outlet box | **wall control**

green/bare ground
green/yellow
black | black (OUT to fan)
black (TO POWER supply)
black (AC IN from breaker box)

(wiring for wall control) | plate

7. Canopy Assembly.

Locate 2 screws on underside of hanging bracket and partially loosen both screws. Lift canopy to hanging bracket. Place rounded part of slotted holes in canopy over loosened screws in hanging bracket and push up. Twist canopy to lock and then tighten both screws securely.


hanging bracket
screw
screw
canopy
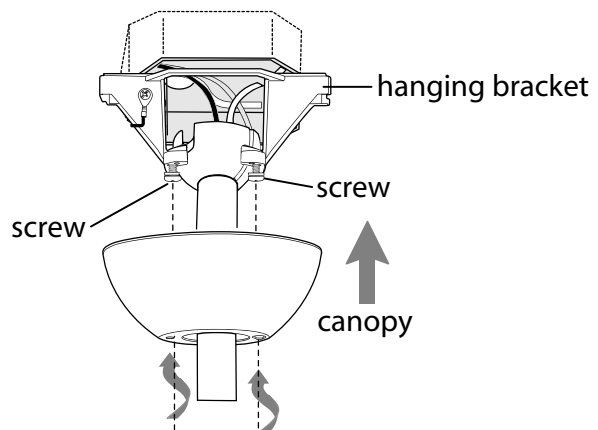
8. Blade Assembly.

WARNING: To reduce the risk of serious bodily injury, DO NOT use power tools to assemble the blades. If screws are overtightened, blades may crack and break.

Locate 18 blade attachment screws, 18 washers and 18 hex nuts in hardware pack. Place blade on TOPSIDE of one of the blade arms that extend from side of motor housing, aligning holes in blade with holes in blade arm *as shown in diagram at right*. Insert 1 blade attachment screw from **underside** of blade arm. [**NOTE**: It is recommended to start with the hole in the middle.] Install 1 washer and 1 hex nut from **topside** of blade, tightening with fingers only at this time. Insert the other 2 blade attachment screws and secure blade with washers and hex nuts. DO NOT tighten hex nuts completely until all 3 screws have been installed.

Repeat procedure for remaining blades. Once all blades have been installed, be sure all hex nuts have been tightened securely.

NOTE: Tighten hex nuts twice a year.

hex nuts and washers

blade

blade arm (*pre-attached*)

motor housing

blade attachment screws
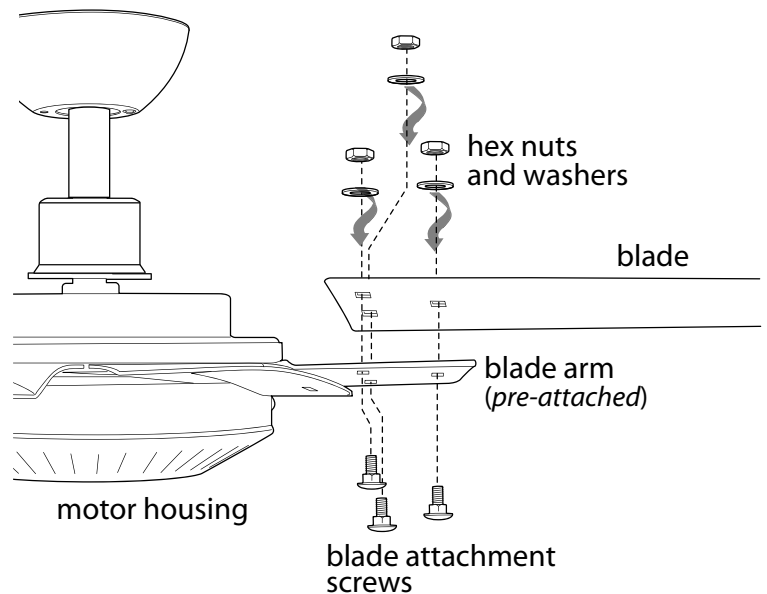
9. Handheld Remote Control Assembly.

*IN ORDER TO USE THE HANDHELD REMOTE CONTROL, PLEASE CONTINUE WITH SECTION 9 for remote control assembly instructions. If you have already installed the wall control but do **not** wish to use the handheld remote control, please proceed to Section 10.*

If not already separated, gently pull on remote control cover to separate top and bottom parts. [*Refer to **diagram 1**.*]

In order to use wall control as a handheld remote control, cut each wire on wall control (that was not previously used)--use wire cutters to cut off each wire as close to the wall control as possible. [*Refer to **diagram 2**.*]

As this fan is sold without a light kit, the dimmer switch (labeled **O** and **D**) has been pre-set to the "OFF" position (**O**). If you purchase the light kit and wish to have dimming capability, please move the switch to the "ON" position (**D**). [*Refer to **diagram 2**.*]

remote control cover

(top)

(bottom)

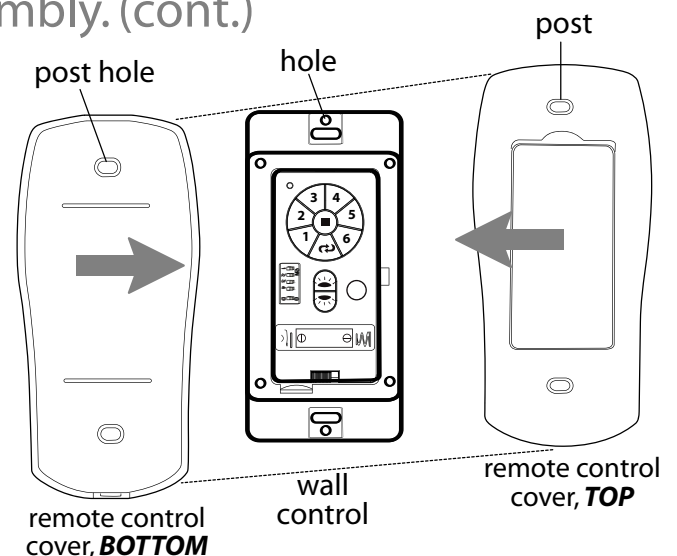*diagram 1*

wall control

wire

dimmer switch

wire

wire
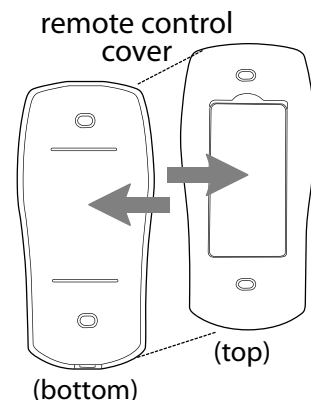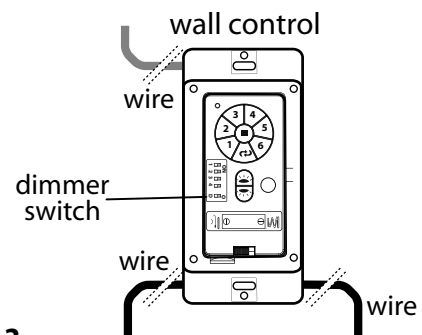
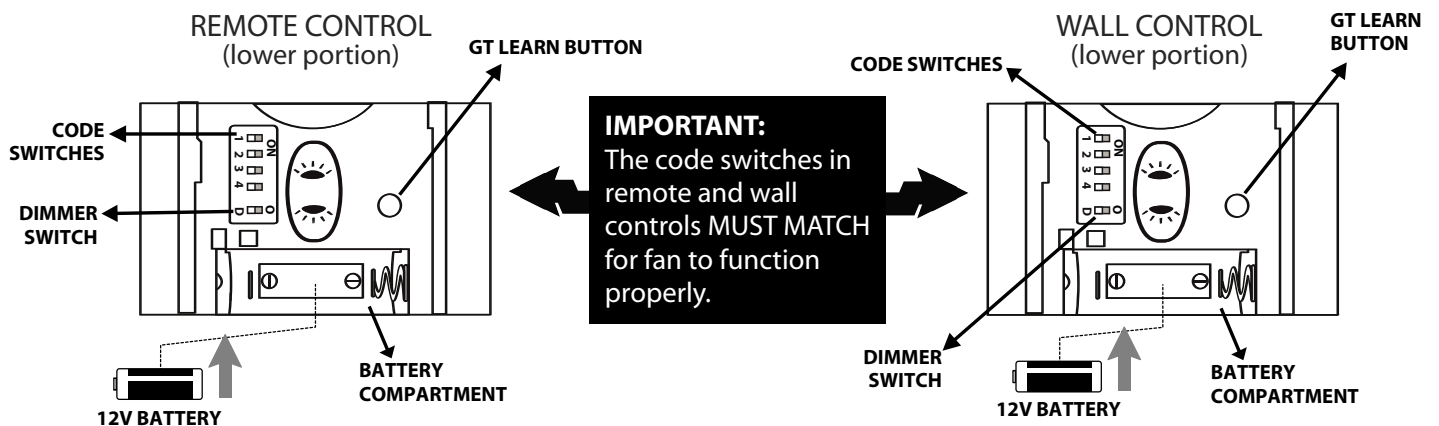*diagram 2*

9. Handheld Remote Control Assembly. (cont.)

Align holes in wall control with posts located on *inside* of TOP part of remote control cover and press together firmly. Place wall control into BOTTOM part of remote control cover, aligning posts in top of remote control cover with post holes in the bottom. [*Refer to diagram 3*.]

(**NOTE**: Make sure to align narrower ends of remote control cover before closing.) Squeeze top and bottom of remote control cover together until you hear a click at each end, indicating that the remote control cover has closed completely.

post hole   hole   post

remote control cover, *BOTTOM*   wall control   remote control cover, *TOP*

diagram 3

10. Automated Learning Process./Activating Code.

REMOTE CONTROL (lower portion)

GT LEARN BUTTON

CODE SWITCHES

DIMMER SWITCH

12V BATTERY

BATTERY COMPARTMENT

IMPORTANT: The code switches in remote and wall controls MUST MATCH for fan to function properly.

WALL CONTROL (lower portion)

GT LEARN BUTTON

CODE SWITCHES

DIMMER SWITCH

12V BATTERY

BATTERY COMPARTMENT

Install one battery in handheld remote control and one in wall control (if applicable). [Batteries are included.] **IMPORTANT**: Remote/wall control will not function unless battery is installed.

CAUTION: Store the handheld remote control away from excess heat or humidity. To prevent damage to handheld remote control, remove the battery if not used for long periods.
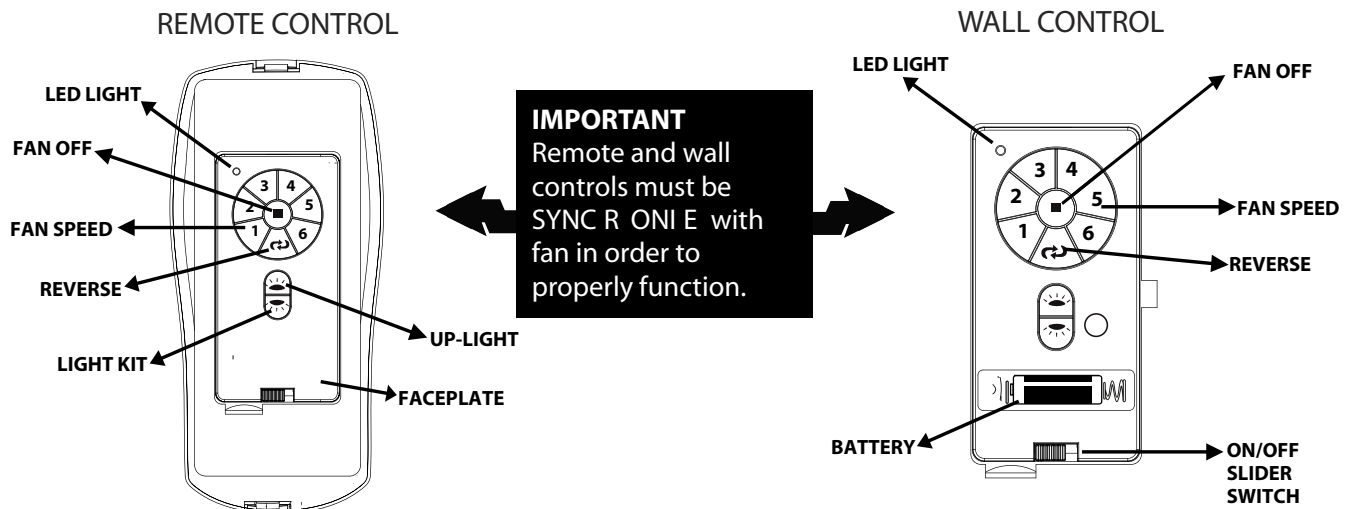
CAUTION: "DO NOT DISPOSE OF BATTERIES IN FIRE, BATTERIES MAY EXPLODE OR LEAK." - When disposing of household alkaline batteries, it is best to check with your local and state recycling or household hazardous waste coordinators concerning the specifics of the program in your area. You may also locate a recycling center by calling 1-800-8-BATTERY or 1-877-2-RECYCLE or visit www.epa.gov/epawaste/index.htm or www.earth911.org for more information.

WARNING: *Choking Hazard* - Small parts. Keep battery away from children.

CODE SWITCHES & **GT LEARN** Button: With fan power OFF, set **CODE SWITCHES** on handheld remote control and/or wall control to desired code setting. Turn fan power on. Within 30 seconds of powering fan, press and hold **GT LEARN** button on remote control and/or wall control for 5 seconds (or until fan beeps twice) in order to synchronize remotes with fan motor.

DIMMER SWITCH: Dimming capability is determined by the type of bulbs provided with the light kit (*sold separately*).
ON position = **D**   OFF position = **O**

10. Automated Learning Process./Activating Code. (cont.)

REMOTE CONTROL

LED LIGHT
FAN OFF
FAN SPEED
REVERSE
LIGHT KIT
UP-LIGHT
FACEPLATE

IMPORTANT
Remote and wall controls must be SYNC R ONI E with fan in order to properly function.

WALL CONTROL

LED LIGHT
FAN OFF
FAN SPEED
REVERSE
BATTERY
ON/OFF SLIDER SWITCH

LED LIGHT:	Lights up when any button is pressed.
FAN SPEED, Buttons **1-6**:	Use to control the ceiling fan speed 1-6.
REVERSE Button:	Use to control fan direction.
UP-LIGHT:	Use for up-light (if applicable; *not applicable for this fan*).
LIGHT KIT:	Use for light kit (if applicable; *light kit sold separately*).
FAN OFF:	Use to turn fan off.
ON/OFF Slider Switch:	[*Wall control only*] Use to turn wall control on or off.

Select faceplate for remote control and/or wall control and press firmly onto front of remote control and/or wall control.

IMPORTANT: **The Automated Learning Process takes 5 minutes to complete. Please leave the fan "on" for the duration of the 5-minute programming and DO NOT use the remote control during this time.**

11. Testing Your Fan.

It is recommended that you test fan before finalizing installation. Locate handheld remote control. Test fan speeds with the different fan speed buttons (1 - 6) on handheld remote control. Test the light ON/OFF function with the ⬤ button and then test the dimmer function by pressing the ⬤ button and holding it down for up to 5 seconds. Test wall control (optional installation) by locating ON/OFF slider switch on wall control, then set to the ON position. Test fan speeds and light as was done for handheld remote control. If the wall/remote control operate(s) the functions of the fan and light, battery (batteries) has (have) been installed correctly. If the wall and/or remote control do (does) not operate the fan/light functions, refer to "Troubleshooting" section to solve any issues before contacting Customer Service.

Fan *must* be on LOW *before* setting the fan in reverse. Use the ↻ button to recirculate air depending on the season. 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: If the wall/remote control interferes with other appliances, change code switches on the wall/remote control to another code. If you do change the code, *turn power off first*. After setting the new code on the wall/remote control, go back to the instructions for the GT LEARN button in Section 10 (page 8).

IMPORTANT: Remote control (and wall control, if applicable) must be synchronized with fan in order to function properly.
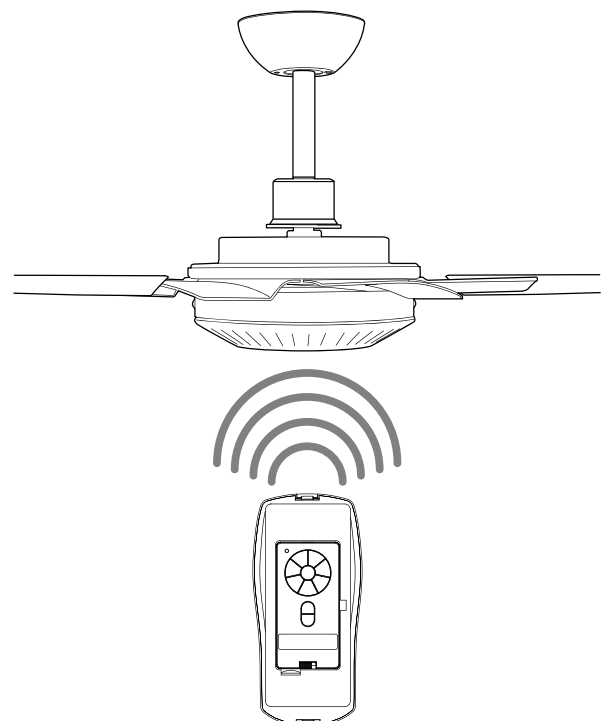
Troubleshooting.

WARNING: *Failure to disconnect power supply prior to troubleshooting any wiring issues may result in serious injury.*

Problem: Fan fails to operate.
Solutions:
1. Check power to wall switch/wall control.
2. Check to be sure code switches in remote control transmitter and wall control are set properly.
3. Verify that wall control is wired properly.
4. Check to be sure fan is wired properly.
5. Learning process between fan, remote control transmitter and, if applicable, wall control may not have been successful and code was not activated. Turn off power and repeat instructions regarding Code switches and GT LEARN button in Section 10 (page 8).
6. Check that blue light on handheld remote control turns on when a button is pressed indicating that the battery is good.

Problem: Fan fails to operate with wall control (optional) and/or remote control.
Solutions:
1. Check battery power to remote and/or wall control.
2. Check to be sure code switches are set properly in remote control transmitter and wall control.
3. Learning process between fan, remote control transmitter and, if applicable, wall control may not have been successful and code was not activated. Turn off power and repeat instructions regarding Code switches and GT LEARN button in Section 10 (page 8).
4. If using optional wall control, check that battery in wall control is still good.

Problem: Fan wobbles.
Solutions:
1. Check to be sure set screw(s) on motor housing yoke is (are) tightened securely.
2. Check to be sure set screw on hanging ball is tightened securely.

Parts Replacement.

For parts and information, please refer to "Parts Inventory" on page 2.
Craftmade Customer Support:
1-800-486-4892
www.craftmade.com

Warranty.

CRAFTMADE™ LIFETIME LIMITED WARRANTY:
CRAFTMADE warrants this fan to the original household purchaser for indoor use under the following provisions:
1-YEAR WARRANTY: CRAFTMADE will replace or repair any fan which has faulty performance due to a defect in material or workmanship. Contact Craftmade Customer Service at **1-800-486-4892** to arrange for return of fan. Return fan, shipping prepaid, to Craftmade. We will repair or ship you a replacement fan, and we will pay the return shipping cost.
5-YEAR WARRANTY: CRAFTMADE will repair or replace at no charge to the original purchaser any fan motor that fails to operate satisfactorily when failure results from normal use.
RETURN FAN MOTOR ONLY, shipping prepaid, to Craftmade. We will repair or ship purchaser a replacement motor and Craftmade will pay the return shipping cost.
6-YEAR to LIFETIME LIMITED WARRANTY: CRAFTMADE will repair the fan, at no charge for labor only to the original purchaser, if the fan motor fails to operate satisfactorily when failure results from normal use. Parts used in the repair will be billed to the purchaser at prevailing prices at time of repair.

The purchaser shall be responsible for all costs incurred in the removal, reinstallation and shipping of the product for repairs.

This warranty does not apply when damage from mechanical, physical, electrical or water abuse results in causing the malfunction. Deterioration of finishes or other parts due to time or exposure to salt air is specifically exempted under this warranty.

Neither Craftmade nor the manufacturer will assume any liability resulting from improper installation or use of this product. In no case shall the company be liable for any consequential damages for breach of this, or any other warranty expressed or implied whatsoever. This limitation as to consequential damages shall not apply in states where prohibited.

CRAFTMADE™