



METROPOL DC CEILING FAN

- **INSTALLATION**
- **OPERATION**
- **MAINTENANCE**

CAUTION
**READ INSTRUCTIONS CAREFULLY FOR SAFE
INSTALLATION AND FAN OPERATION.**

THANK YOU FOR PURCHASING

Thank you for purchasing the latest in energy saving ceiling fans. This fan runs on DC (direct current) power which gives it the benefit of being super energy efficient whilst still maintaining high volume air-movement and silent operation.

Energy saving - The DC motor is the latest technology in fan design. Its highly efficient motor saves up to 65% more energy than ceiling fans with traditional AC motors.

Silent operation – This DC fan motor is programmed with a stabilized current which efficiently reduces motor noise.

Low operating temperature – The DC power is managed effectively which brings down the motor operating temperature to less than 50°C. This results in a much cooler motor than a standard AC fan and increases the longevity of the motor.

6 speed remote control - Regular AC ceiling fans usually come with only 3 speeds, this DC fan comes complete with a 6 speed remote, which gives a greater choice of comfort levels.

SAFETY PRECAUTIONS

1. In Europe: This appliance can be used by children aged from 8 years and above and persons with reduced physical, sensory or mental capabilities or lack of experience and knowledge if they have been given supervision or instruction concerning the use of the appliance in a safe way and understand the hazards involved. Cleaning and maintenance shall not be undertaken by children without supervision.
2. In Australia/New Zealand: The appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning the use of the appliance by a person responsible for their safety.
3. Children should be supervised to ensure that they do not play with the appliance.
4. An all-pole disconnection switch must be incorporated into the fixed wiring, in accordance with local wiring rules.

IN NEW ZEALAND

WARNING:

FOR SAFE USE OF THIS FAN AN ALL-POLE DISCONNECTION MUST BE INCORPORATED INTO THE FIXED WIRING IN ACCORDANCE WITH THE WIRING RULES.

As outline in clause 7.12.2 of AS/NZS 60335-1 for meeting the minimum electrical safety of this standard.

Please note warranty will be void if installation is without a means for an all-pole disconnection incorporated in the fixed wiring in accordance with the wiring rules.

Example: If a fan is connected to a circuit that can be isolated via an all-pole safety switch at the switchboard, then this is considered to be an

all-pole disconnection to the ceiling fan electrical circuit, meeting the requirements of clause 7.12.2 of AS/NZS 60335.1.

A single-pole switch on the active of the receiver input of remote control must also be included in the wiring, and located the same room as the ceiling fan.



5. Do not dispose of electrical appliances as unsorted municipal waste, use separate collection facilities. Contact your local government for information regarding the collection systems available. If electrical appliances are disposed of in landfills or dumps, hazardous substances can leak into the ground water and get into the food chain, damaging your health and well-being.
6. The structure to which the fan is to be mounted must be capable of supporting a weight of 30kg.
7. The fan should be mounted so that the blades are at least 2.3 m above the floor in Europe or 2.1 m above the floor in Australia/New Zealand.
8. This fan is suitable for indoor, alfresco and coastal areas where the fan is fully undercover with a minimum of 1 wall. This fan is not waterproof. When installed in an alfresco or coastal area, the ceiling fan must be positioned in a location protected from water, wind and dust. Exposure to these elements will void the warranty. Mounting the fan in a situation where it is subject to water or moisture is dangerous and may increase the risk of damage, injury or electrical shock and will void the warranty.
9. Must be assembled and installed by a licensed electrician.
10. The replacement of parts of the safety suspension system device shall be performed by the manufacturer, its service agent or suitably qualified persons.
11. The fixing means for attachment to the ceiling such as hooks or other devices shall be fixed with a sufficient strength to withstand 4 times the weight of the ceiling fan; that the mounting of the suspension system shall be performed by the manufacturer, its service agent or suitably qualified persons.
12. WARNING: If unusual wobbling or oscillating movement is observed, immediately stop using the ceiling fan and contact the manufacturer, its service agent or suitably qualified persons.

METROPOL Fan Installation Instructions

PARTS LIST

- Unpack your ceiling fan carefully. Remove all parts and hardware.
- Lay out all the components on a smooth surface and make sure there are no components missing before assembling. If parts are missing, return the complete product to the place of purchase for inspection or replacement.
- Check whether the ceiling fan has been damaged during transport. Do not operate/install any product which appears damaged in any way. Return the complete product to the place of purchase for inspection, repair or replacement.
- Examine all parts, you should have the following:

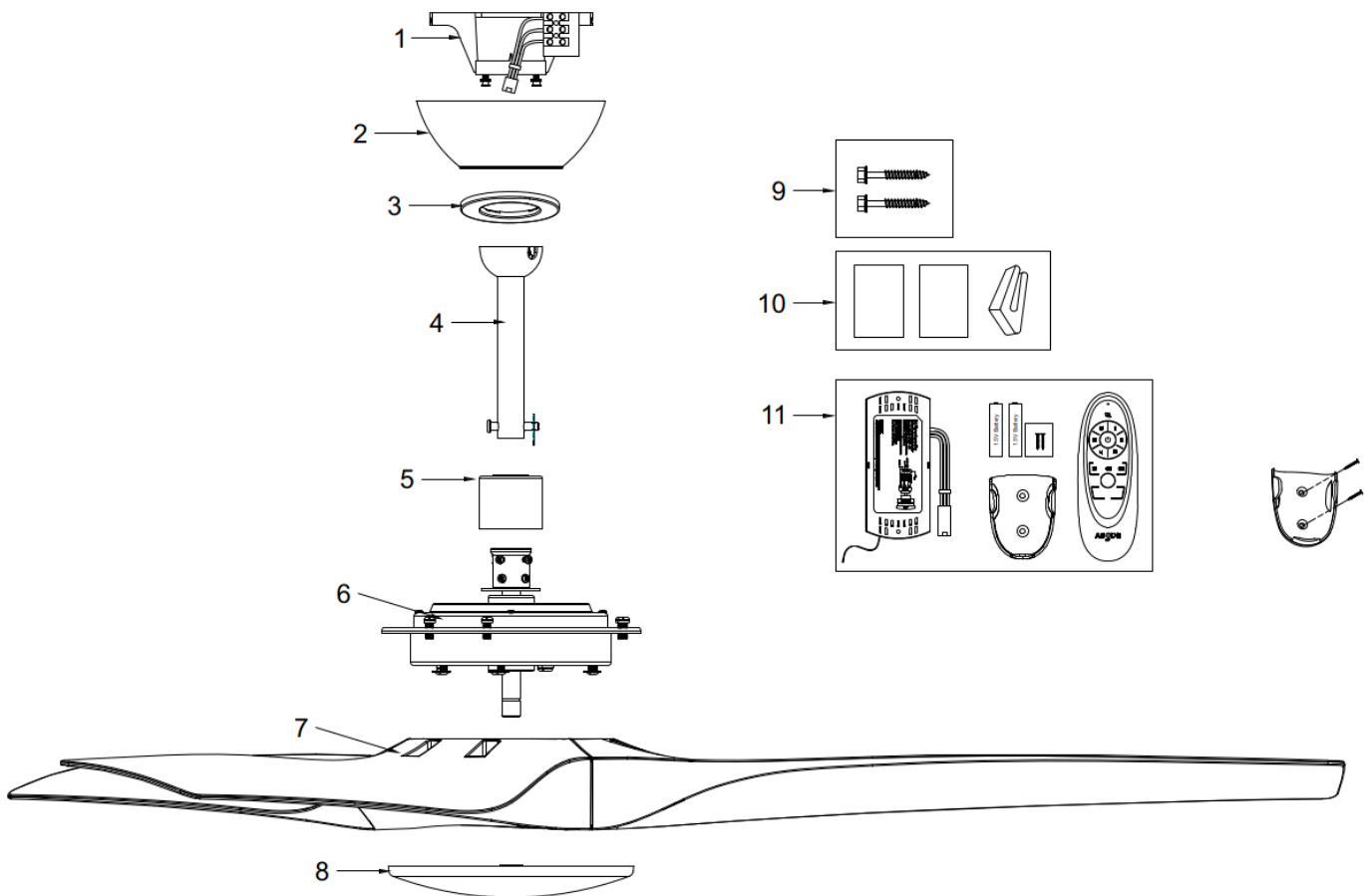


Fig. 1

1. Mounting bracket x 1	2. Canopy x 1
3. Canopy cover x 1	4. Fan downrod x1
5. Coupling cover x 1	6. Fan motor x 1
7. Fan blade x 3	8. Bottom cover x1
9. Mounting bracket screw x 2	10. Balance kit x 1
11. Remote set x 1 (including battery)	

INSTALLING THE MOUNTING BRACKET

- The ceiling fan must be installed in a location so that the blades are spaced 300mm from the tip of the blade to the nearest objects or walls.
- Install the hanging bracket to the ceiling joist or structure that is capable of carrying a load of at least 30kg, with two long screws provided. Ensure at least 30mm of the screw is threaded into the support. (Fig. 2)

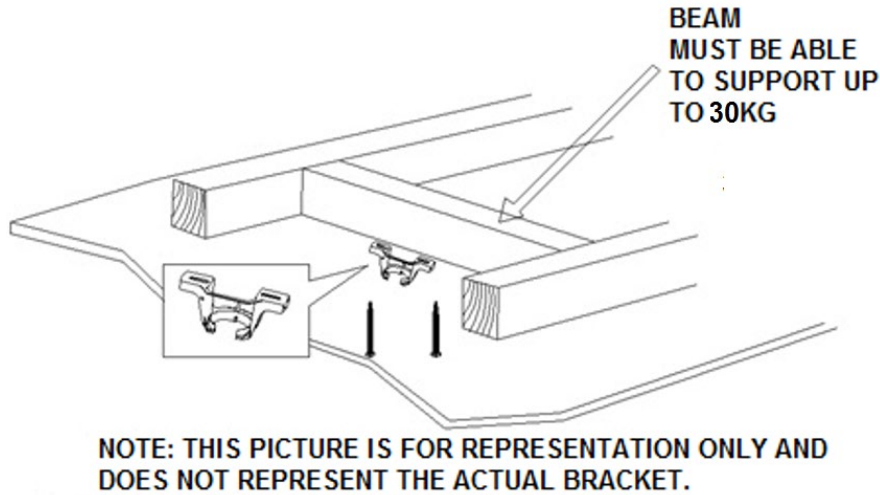


Fig. 2

NOTE: The bracket screws provided are for use with wooden structures only. For structures other than wood, the appropriate screw type **MUST** be used. Ensure the screws used are suitable for the mounting surface and the surrounding environment.

ANGLED CEILING INSTALLATION

This fan hanging system supports a maximum 12 degree angled ceiling installation. (Fig.3)

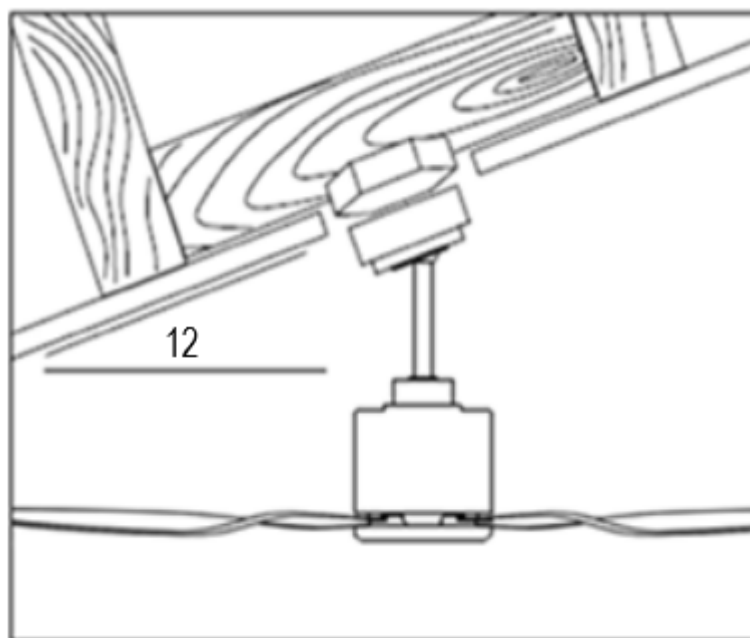


Fig. 3

ANGING THE FAN

Lift the fan assembly onto the mounting bracket. Ensure the registration slot (A) of the hanger ball is positioned on the stopper (B) of the mounting bracket (C) to prevent the fan from rotating when in operation. (Fig.4)

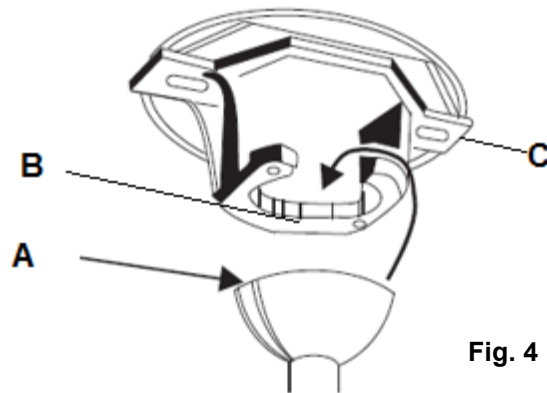


Fig. 4

INSTALLING THE FAN

INSTALLING THE DOWN ROD

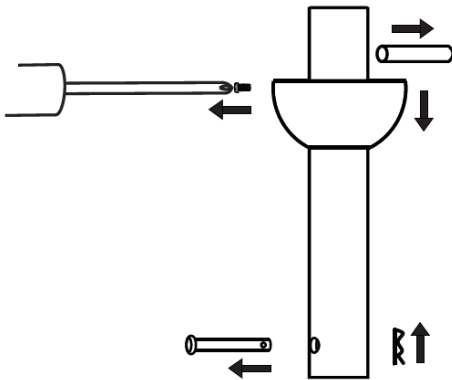


Fig. 5

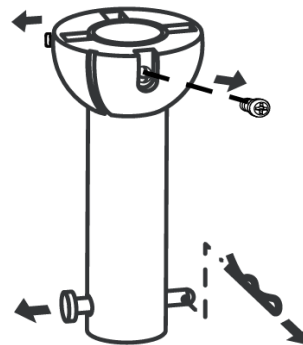


Fig. 6

1. Remove the ball joint and dowel pin by loosening the set screws from the down rod . **Fig.5**
2. Remove the hitch pin by removing the lock clip. **Fig.6**

NOTE: Do not discard keep these parts, they are required to reassemble later.

METROPOL Fan Installation Instructions

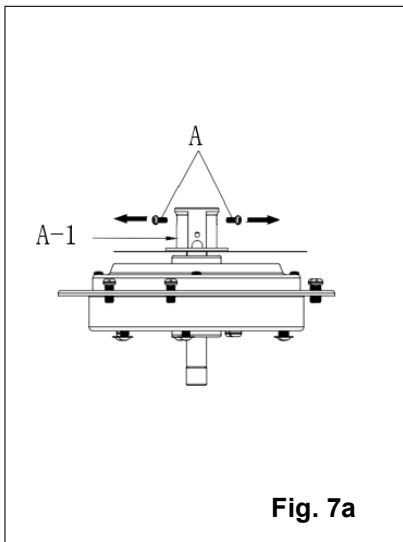


Fig. 7a

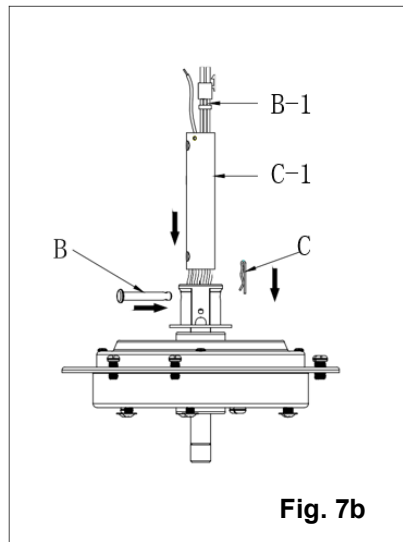


Fig. 7b

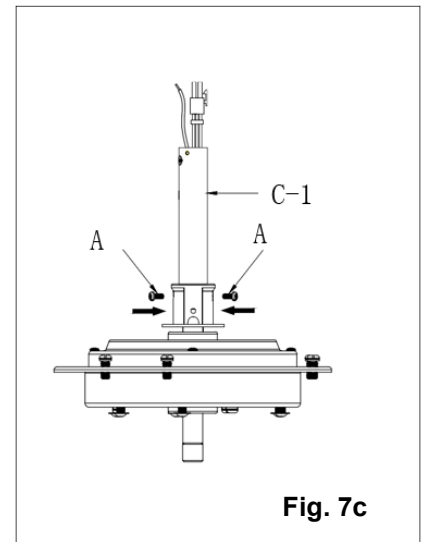


Fig. 7c

- Loosen the set screws (A) on the down rod coupling housing (A-1). **(Fig. 7a)**
- Carefully feed the fan wires (B-1) up through the down rod (C-1). **(Fig. 7b)**
- Assemble the down rod (C-1) into the down rod coupling housing (A-1), by inserting and line up the down rod coupling housing holes with the down rod holes and insert the hitch pin (B) and secure with the lock clip (C). **(Fig. 7b)**
- Secure the down rod (C-1) by tightening the set screws (A). **(Fig. 7c)**

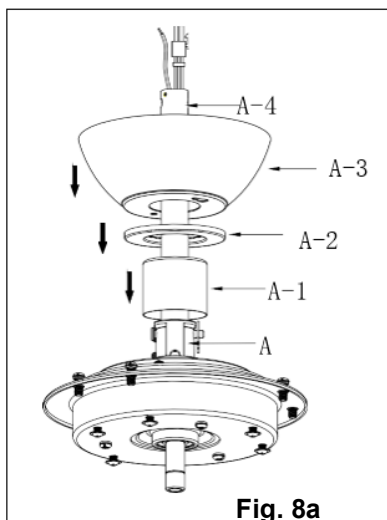


Fig. 8a

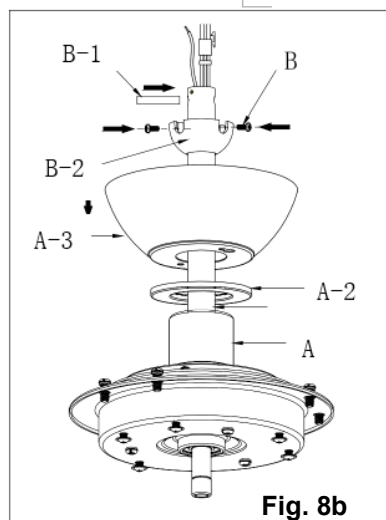


Fig. 8b

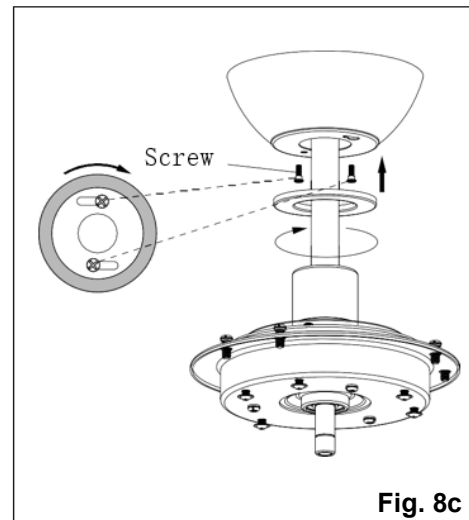


Fig. 8c

- Insert the coupling cover (A-1) onto the down rod (A-4) to cover the down rod coupling (A). **(Fig. 8a)**
- Insert the canopy (A-3) over the down rod (A-4) and install the ball joint (B-2) and dowel pin (B-1) back onto the down rod (A-4) and secure by tightening the set screws (B). **(Fig. 8b)**
- Slide the canopy cover up to the canopy by turning clockwise **(Fig. 8c)**

METROPOL Fan Installation Instructions

Blade attachment

1. Before Installing the blades, take out the blade screw from fan installation kit.
2. Secure the blade onto the motor by using 2 blade screws with blade gasket to tighten it, ensuring they are tightened simultaneously. (Take care not to over tighten as this can damage blades)

Once completed, repeat the process on the remaining blades. **(Fig. 9a)**

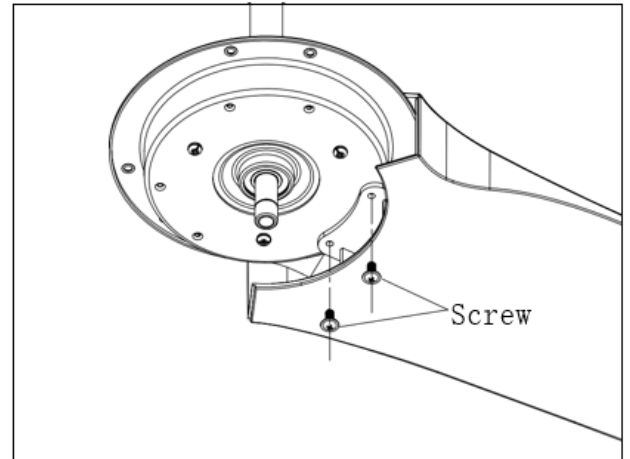
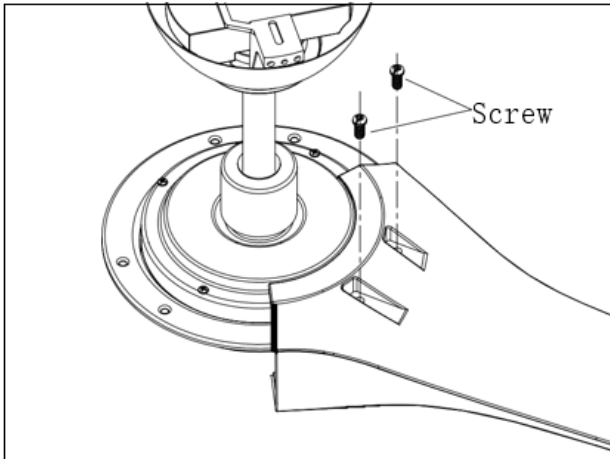


Fig. 9a

INSTALLATION OF Bottom cover (Fig. 10a)

- Install the bottom cover to the fan assembly then secure it by turning clockwise.

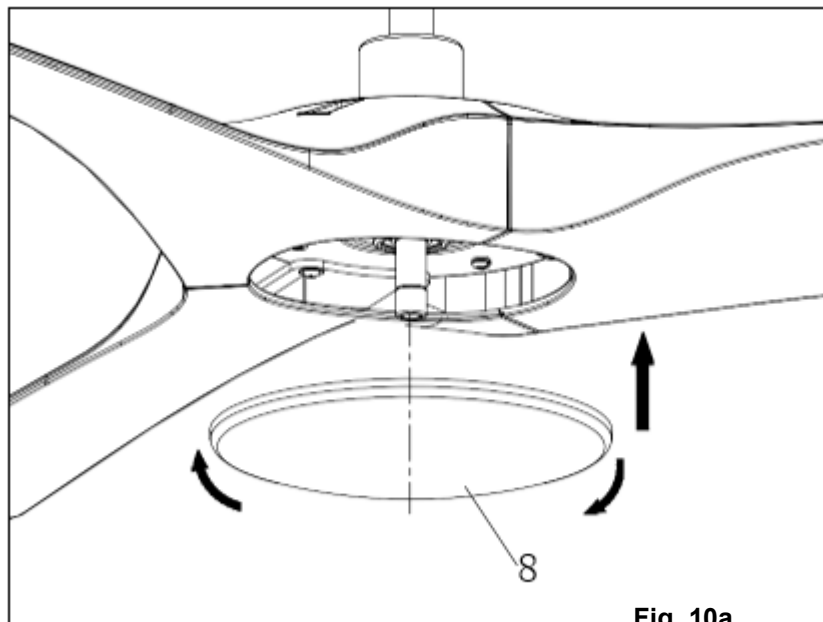


Fig. 10a

HANGING THE FAN

Lift the fan assembly onto the mounting bracket. Ensure the key slot (A) of the hanger ball is positioned on the key pin (B) of the mounting bracket (C) to prevent the fan from rotating when in operation. **(Fig. 11)**

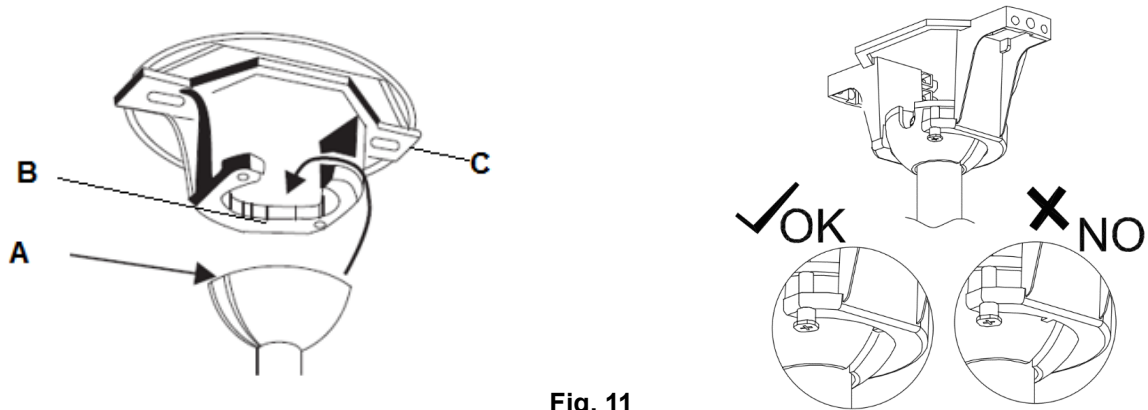


Fig. 11

ELECTRICAL WIRING DIAGRAM

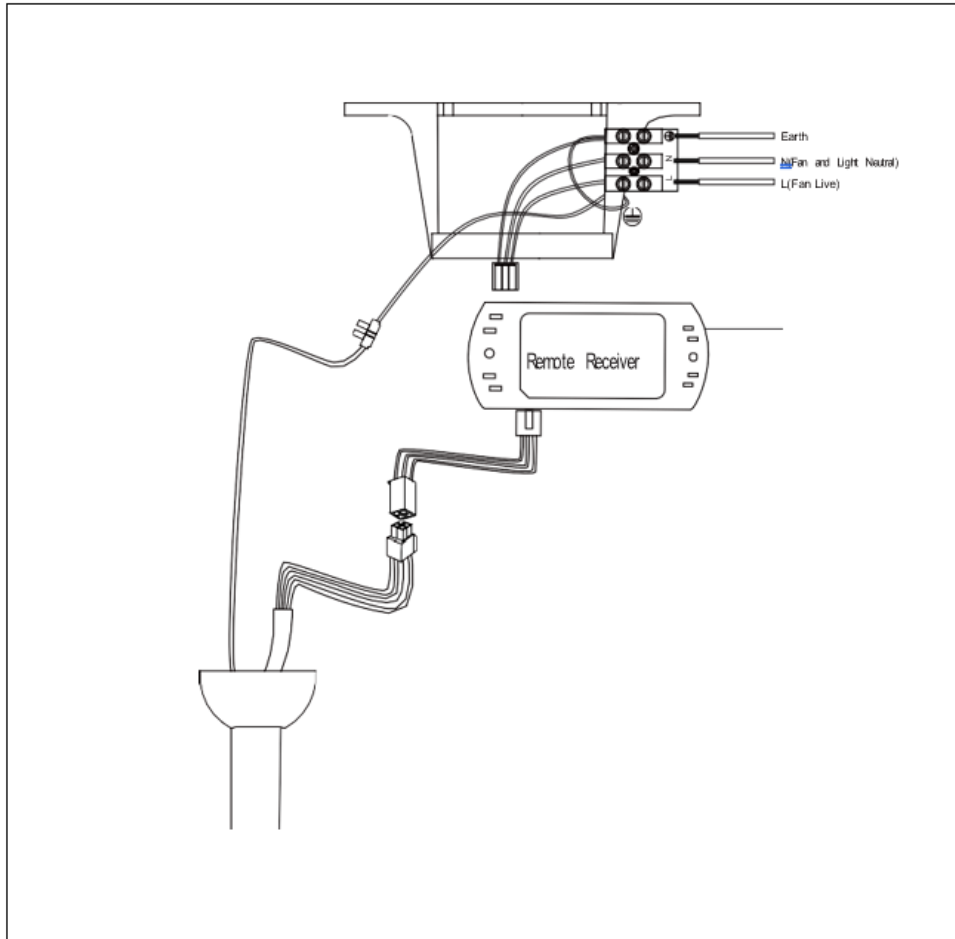
PREPARE AND COMPLETE THE ELECTRICAL WIRING --- WIRING DIAGRAM (FIG. 8)

WARNING: FOR YOUR SAFETY ALL ELECTRICAL CONNECTIONS MUST BE UNDERTAKEN BY A LICENSED ELECTRICIAN.

NOTE: AN ADDITIONAL ALL POLE DISCONNECTION SWITCH MUST BE INCLUDED IN THE FIXED WIRING.

NOTE: IF THERE ARE TWO OR MORE DC CEILING FANS INSTALLED IN THE ONE LOCATION, AN ISOLATION SWITCH IS REQUIRED FOR EACH CEILING FAN. THIS IS REQUIRED WHEN PROGRAMMING THE REMOTE AND RECEIVER TO PAIR TOGETHER.

NOTE: Ensure the motor earth wire is connected to the single earthing terminal block "1" in the diagram below (Fig. 12).



From mains supply to mounting bracket terminal block: (Fig. 12)

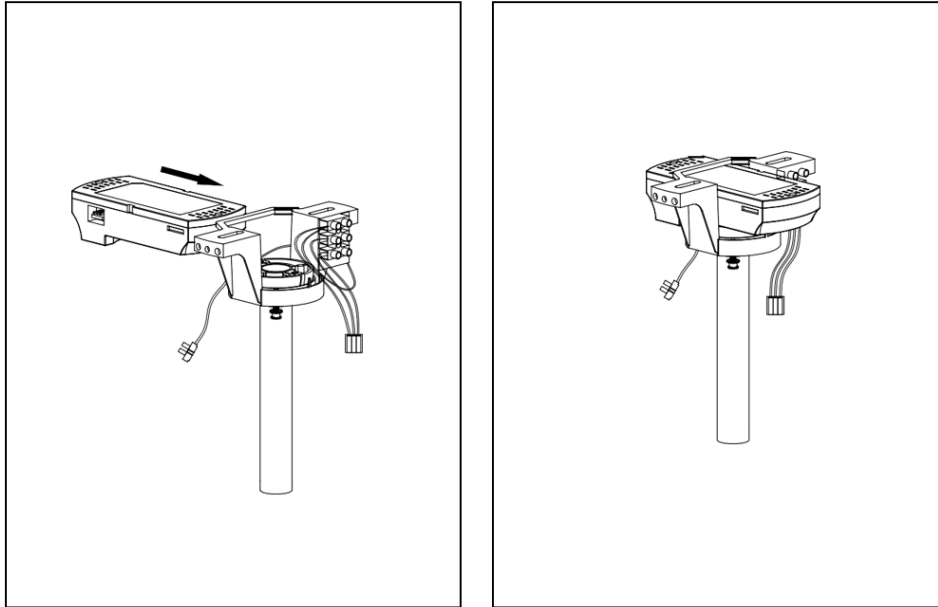
- Connect the live supply wire to the “L” terminal of the terminal block on the mounting bracket.
- Connect the neutral supply wire to “N” terminal of the terminal block on the mounting bracket.
- Connect earth wire to the earth terminal of the terminal block on the mounting bracket.

From mounting bracket to receiver and motor: (Fig. 12)

- Connect the supply wiring from the mounting bracket to the input of the DC motor driver/receiver.
- Connect the output wires of DC motor driver/receiver to the input wires of the fan motor and the light kit.
- Connect the earth wire of DC motor driver/receiver to the single earthing terminal block “1” in the diagram below.

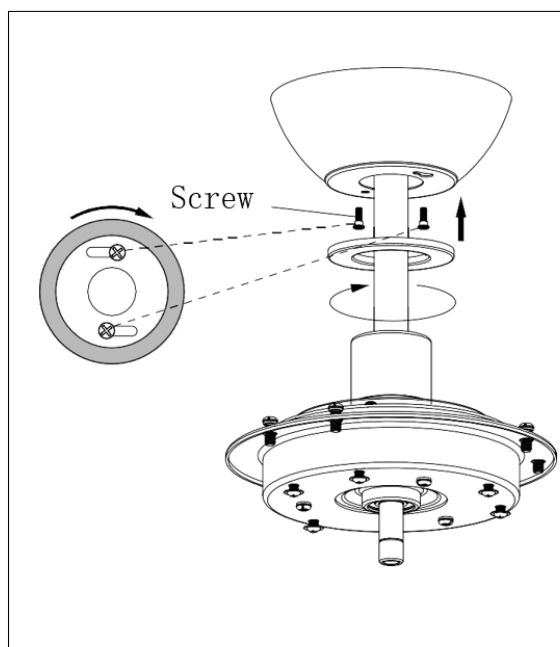
METROPOL Fan Installation Instructions

Carefully insert the Remote Receiver above the hanger ball in the remainder spacing in the mounting bracket. Take care not to damage or loosen any of the wiring. **(Fig. 12a)**.



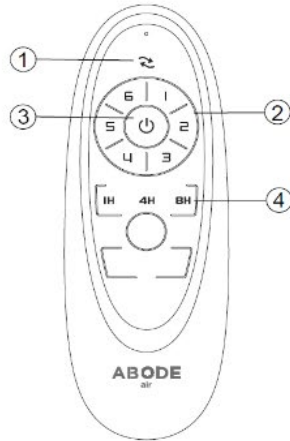
FINISHING THE INSTALLATION

- Ensure the earth wiring is secure and correct, by performing an earthing continuity test from the fan's accessible metal body back to the earth terminal at the terminal block on the mounting bracket.
- Loosen the two screws at the bottom of the mounting bracket by half a thread. **(Fig. 13)**
- Slide the canopy up to the mounting bracket and align the key holes on the canopy with the screws on the mounting bracket. Turn the canopy until it locks into place with the narrow section of the key holes and secure it by tightening the two screws. Avoid damaging the electrical wiring prepared previously. **(Fig. 13)**
- Slide the canopy cover up to the canopy by turning clockwise **(Fig. 13)**



USING YOUR CEILING FAN

REMOTE CONTROL



- ① Direction of the fan (reverse switch)
- ② Speed of the fan
- ③ ON/OFF the fan
- ④ Timing control of the fan

REPAIRING THE FAN RECEIVER & REMOTE PAIRING

NOTE: The pairing of the remote and receiver has been done at the factory.

When the ceiling fan is installed, pairing the fan receiver and remote is **NOT** required.

Should the remote and receiver lose control after installation or during use, the pairing of the remote and the receiver must be repaired. Below are the operating symptoms and method to repair the pairing of the DC ceiling fan remote and receiver.

Issues:

- Loss of control - Fan is only running at high speed after installation
- Loss of control - No reverse function after installation
- Loss of control - Remote cannot communicate with the receiver

Solution:

- Switch off the main power of ceiling fan.
- Switch on the main power of the ceiling fan. Press and hold the On/Off button on the remote for 5 seconds within 30 seconds after switching on. There will be a notification 'beep' sound from the receiver to indicate that the pairing process is successful.
- Turn on and select the different speed of the ceiling fan to check the operation of the fan.

AFTER INSTALLATION

NOTE: ceiling fans tend to move during operation due to the fact that they are mounted on a rubber grommet. If the fan was mounted rigidly to the ceiling it would cause excessive vibration. Movement of a few centimeters is quite acceptable and DOES NOT suggest any problem.

TO REDUCE THE FAN WOBBLE: Please check that all screws which fix the mounting bracket and down rod are secure.

BALANCING KIT: A balancing kit is provided to balance the ceiling fan on initial installation. Please refer to the instruction on how to use the balancing kit. The balancing kit can be used to assist re-balancing should the ceiling fan become un-balanced again. Store your balancing kit away after installation for future use if required.

NOISE:

When it is quiet (especially at night) you may hear occasional noises. Slight power fluctuations and frequency signals superimposed in the electricity for off-peak hot water control, may cause a change in fan motor noise. This is normal. Please allow a 24-hour “settling-in” period, most noises associated with a new fan disappear during this time.

The manufacturer’s warranty covers actual faults that may develop and NOT minor complaints such as hearing the motor run – All electric motors are audible to some extent.

CARE AND CLEANING:

NOTE: Always turn OFF the power at the mains switch before performing any maintenance or attempting to clean your fan.

- Every 6 months periodic cleaning of your ceiling fan is the only maintenance required. Use a soft brush or lint free cloth to avoid scratching the paint finish. Please turn off electricity power when you do so.
- Do not soak or immerse your ceiling fan in the water or other liquids. It could damage the motor or the blades and create the possibility of an electrical shock.
- Ensure that the fan does not come in contact with any organic solvents or cleaners.
- To clean the fan blade, wipe with only a damp clean cloth with NO organic solvents or cleaners.
- The motor has a permanently lubricated ball bearing so there is no need to oil.

METROPOL Fan Installation Instructions

SAFETY PRECAUTIONS FOR BATTERY:

- **WARNING** – Keep new and used batteries away from children.
- **CAUTION** – Do not ingest battery—Chemical burn hazard.
- Always use 2 x AAA battery type with this ceiling fan remote controller.
- Ensure the batteries are inserted with the correct polarity.
- To prevent false operation during battery insertion or replacement, this ceiling fan must be disconnected from the supply mains.
- Remove batteries from the product when not in use for long periods of time.
- Batteries must be removed from the remote transmitter before it is discarded.
- Dispose of exhausted batteries immediately and safely (so they cannot be retrieved by children). Batteries can still be dangerous. Contact your local council to safely dispose of the battery.
- Regularly check the product and make sure the battery box lid is correctly secured. If the battery compartment does not close securely, stop using the product and keep it away from children.
- If you think batteries might have been swallowed or placed inside any part of the body, seek immediate medical attention. If you suspect your child has swallowed or inserted a button battery, immediately call the 24-hour Poisons Information Centre on 0800 764 766 for fast, expert advice.

Battery Leaks: Battery contains chemicals and should be treated as any chemical would. Take precautions when handling leaked battery chemicals. Battery chemicals should not be placed near the eyes or ingested. Contact Poisons Information Centre on 0800 764 766 for fast, expert advice

TECHNICAL INFORMATION

SKU	#22459
Fan Models	52" DC fan-METROPOL
Rated Voltage	220-240V~ 50Hz
Rated Wattage (Motor)	35W
Rated wattage (Lamp)	N/A
Battery for remote	2 x AAA (Included)
Weight	5.2 kg
Canopy Dimensions	H:55mm Dia:150mm