

THE ALTO CEILING FAN INSTALLATION INSTRUCTIONS

Please read and save these instructions



**These instructions are to be used in
the installation of the following
QUORUM INTERNATIONAL fans...**

The Alto

QUORUM
INTERNATIONAL

© 2018 Quorum International. All Rights Reserved.

1. SAFETY RULES

Model #40625-xx: 32.25 lbs

1. To avoid possible electric shock, **turn off the electricity** at the main fuse box or circuit panel before you begin the fan installation or before servicing the fan or installing accessories.
2. Read all instructions and safety information carefully before installing your fan and **save these instructions**.
3. Make sure all electrical connections comply with local codes or ordinances as well as the National Electrical Code. If you are unfamiliar with electric wiring, please use a qualified and licensed electrician.
4. Make sure you have a location selected for your fan which allows clear space for the blades to rotate, and at least seven (7) feet of clearance between the floor and the fan blade tips.
5. The outlet box and ceiling support joist used must be securely mounted, and **capable of supporting at least 50 pounds**. To reduce the risk of fire, electric shock, or personal injury, use only an outlet box clearly labeled "**Acceptable For Fan Support**".
6. To reduce the risk of personal injury use only approved hanging brackets and screws supplied with the outlet box for mounting to the outlet box.
7. After installation is complete, check that all connections are absolutely secure.
8. Do not insert anything into the fan blades while they are rotating.
9. Do not operate the reverse switch until the fan has come to a complete stop.

10. Do not attempt to control the operation of the fan (or an optional light kit) from any wall control that is not approved by Quorum for use with its fans. Do not use solid state wall controls. The use of any unapproved control voids the fan's warranty.

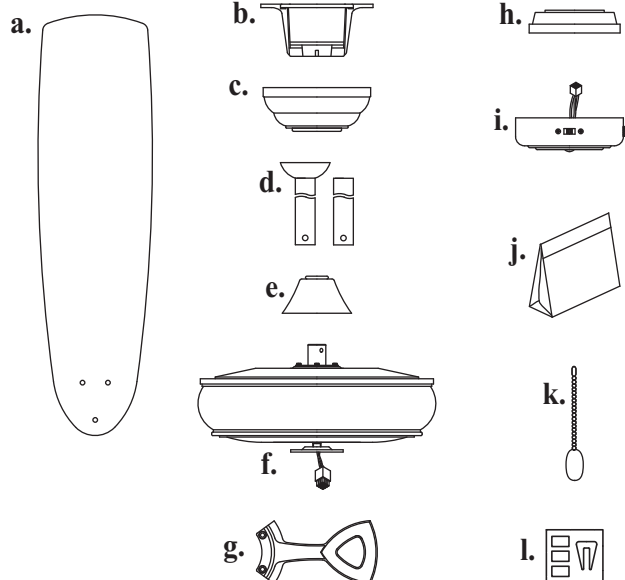
TOOLS REQUIRED FOR INSTALLATION

Phillips Screwdriver
Wire Cutters
Electrical Tape
Step Ladder

2. UNPACKING YOUR FAN

Unpack your fan and check the contents. Do not discard the carton. If warranty replacement or repair is ever necessary the fan should be returned in original packaging. Remove all parts and hardware. Do not lay motor housing on its side - because the decorative casing may shift. Check all visible screws, bolts and nuts for tightness. Examine all parts. The following parts should be included:

1. Set of blades (a)
2. Hanger/mounting bracket (b)
3. Ceiling canopy (c)
4. Downrod assembly (4") and Alternate downrod (6") (d)
5. Yoke cover (e)
6. Fan motor assembly (f)
7. Set of blade arms (g)
8. Control cup plate (h)
9. Control cup (i)
8. Parts bags (j) containing:
 - Blade attachment hardware (Screws/washers, washers may be attached to screws)
 - Mounting hardware (wire nuts, wood screws, machine screws, lock washers, spring washers, metal washers.)
9. Pull chain knob (k)
10. Blade balancing kit (l)



NOTE:

Some Quorum fan models will have slightly different parts than what is shown here depending upon the design you have chosen. Basic installation procedures are similar for all models.

IF YOU FIND THAT PARTS ARE MISSING, CONTACT YOUR DEALER FOR REPLACEMENT, OR CALL QUORUM DIRECTLY AND WE WILL MAIL REPLACEMENTS TO YOU IMMEDIATELY.

3. MOUNTING OPTIONS

1. Disconnect the power by removing fuses or turning off circuit breakers.

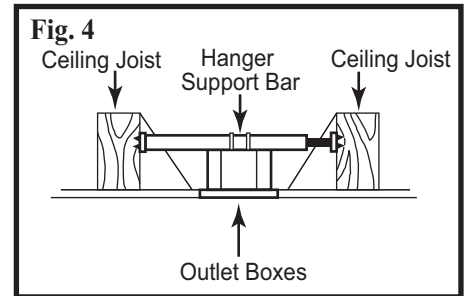
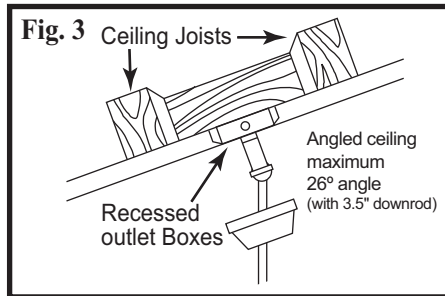
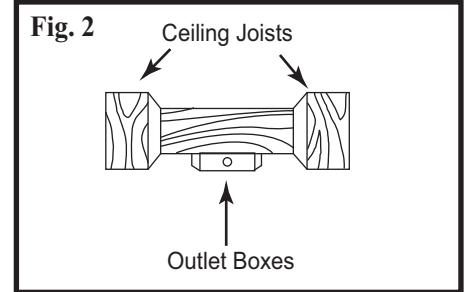
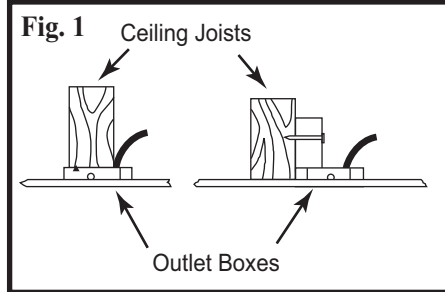
2. If there is an existing outlet box, ensure it is clearly marked "Suitable for Fan Support". If it is not so marked, it must be replaced with an approved one.

3. Secure the outlet box (or make sure the existing box is secured) directly to the building structure. Use appropriate fasteners and building materials.

4. Figures 1,2 and 3 are examples of different ways to mount the outlet box in different situations. A longer downrod may be required in sloped ceiling situations to maintain proper blade clearance.

5. To hang the fan in locations where no ceiling joist is available, a hanger support bar may be required (Figure 4). Quorum distributes approved hanger support bars and outlet boxes.

WARNING: TO REDUCE THE RISK OF ELECTRIC SHOCK, FIRE, OR PERSONAL INJURY, MOUNT THE FAN ONLY TO AN OUTLET MARKED ACCEPTABLE FOR FAN SUPPORT AND USE MOUNTING SCREWS PROVIDED WITH THE OUTLET BOX.



CAUTION: TO REDUCE THE RISK OF PERSONAL INJURY, INSTALL THE PRIMARY MOUNTING MEANS AND USE ONLY THE HARDWARE PROVIDED WITH THE FAN.

4. HANGING YOUR FAN

WARNING - Turn off the power!

DO NOT fasten the blades to the fan until it is assembled and hanging from the ceiling. To do so now will likely bend the blade arms and almost certainly cause wobble.

1. If not already affixed to the hanger bracket, place the rectangular rubber isolators between the hanger bracket and outlet box. Secure the hanger bracket to the outlet box using the 2 long steel screws supplied with the outlet box.

2. Remove the set pin and safety lock clip from the yoke on top of the motor assembly. Slide the downrod through the canopy and canopy cover. Slide the yoke cover onto the downrod (Fig. 5). Feed the wires from the fan motor through the downrod assembly.

3. (Fig. 6) Attach the downrod assembly by feeding the wires through the yoke cover, canopy cover, canopy and downrod assembly. Insert the downrod into the yoke. Slide the set pin through the yoke and downrod and secure with safety lock clip. Tighten the screws on yoke. Lower the yoke cover to conceal the yoke.

4. Lift the fan motor without the blades and place into the hanger bracket, rotating the ball until the groove engages the tab on the hanger bracket. This locks the ball mount and fan motor, preventing fan rotation during operation. (Fig. 7)

Fig. 5

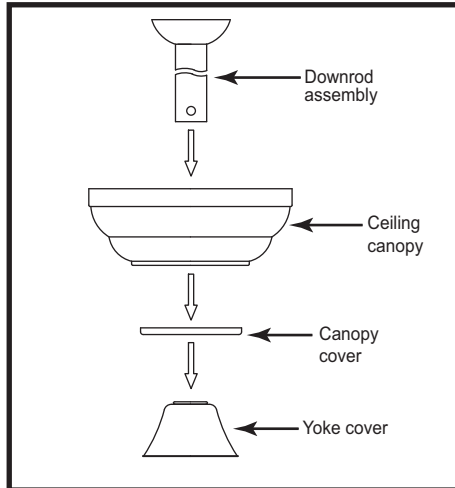


Fig. 6

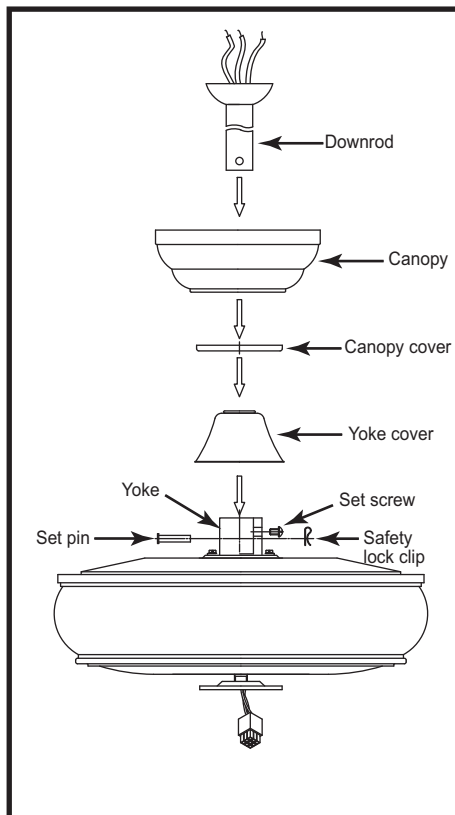
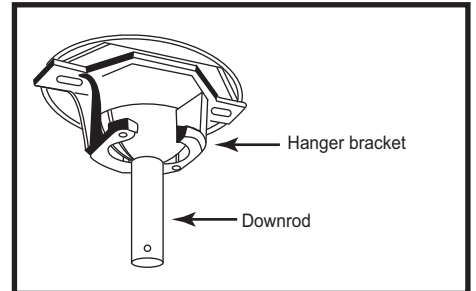


Fig. 7



5. ELECTRICAL CONNECTIONS

REMEMBER -Turn off the power!

Use the wire nuts supplied with your fan when making connections. Secure the connectors with electrical tape and make sure there are no loose connections or wire strands.

1. Spread the wires apart so that the black and blue wires from the fan are on one side of the mounting bracket and the white wire and green ground wire are on the other side.

2. (Fig. 8) Connect the BLACK building supply wire to the BLACK and BLUE fan wires. Connect the WHITE building neutral wire to the WHITE fan neutral wire. Connect the COPPER building ground wire to the GREEN fan ground wire.

3. Optional Wall Controls: Wiring connections for optional wall control are shown in Fig. 8a and 8b. Figure 8a shows how to wire a fan wall control switch. This controls the fan only. To separately control an optional light kit using the light kit pull chain, you would have to connect the blue wire from the fan to the house supply wire, before it goes to the wall control. This is not an easy connection, and we suggest you call a qualified electrician to do it for you.

4. Inside the ceiling junction box be sure to spread the wires apart so that the black and blue connections are on one side of the outlet box and the white/white and green/ copper connections are on the other side.

Use **ONLY** wall controls approved by Quorum. Use of unapproved wall controls will cause unacceptable humming noise, and avoids the fan warranty.

Fig. 8

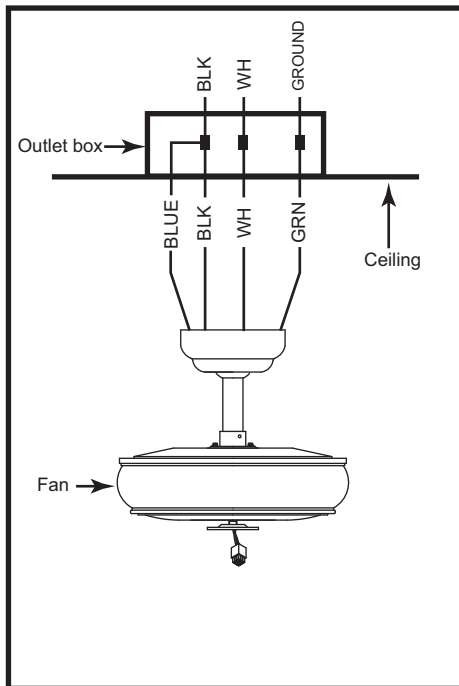


Fig. 8a

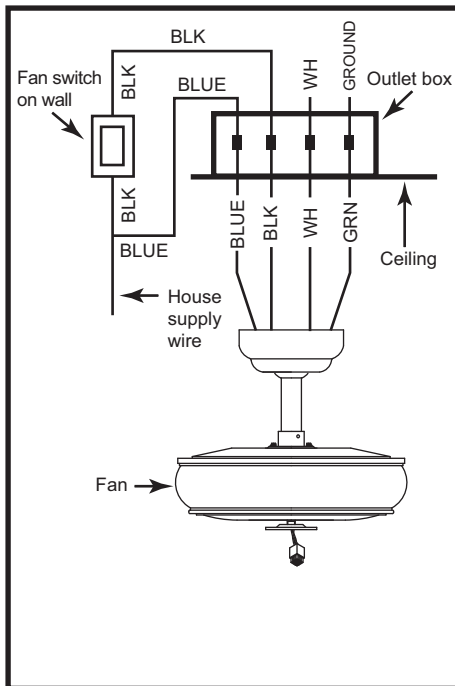
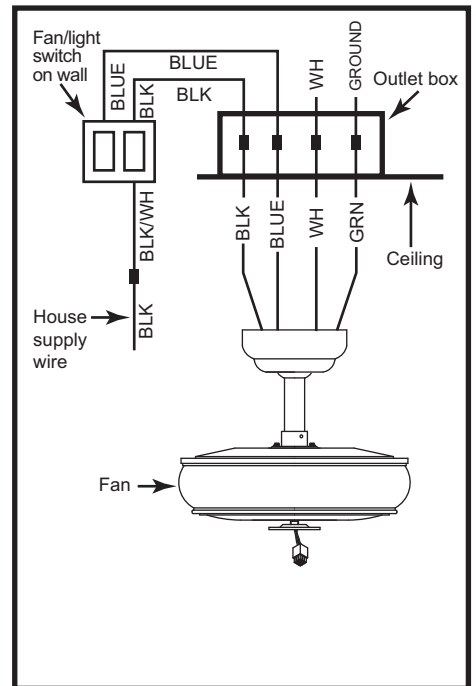


Fig. 8b



6. COMPLETING THE INSTALLATION

1. Make sure the wiring is safely inside the outlet box as instructed in **Step 5 - Electrical Connections**. To install the canopy, partially unscrew the 2 screws in the hanger bracket. Align the slotted holes in the canopy with the screws in hanger bracket. Push up the canopy so the screws slip into the slot. Turn the canopy so it locks in place. Make sure the canopy is not quite touching the ceiling. (Fig. 9)

2. **Blade Assembly & Installation (Fig. 10)**
The fan motor assembly is shipped with rubber packing mounts to prevent movement during transportation. Remove the five rubber packing mounts from the fan motor assembly and discard prior to attaching the blade arms.

Using the supplied blade arm screws, attach the blades to the blade arms. In some cases the metal washer is permanently fixed to the screw head. Ensure all screws are used for each blade. Next attach the blades to the motor assembly using the supplied screws. **DO NOT bend the blade arms when installing the blades.**

3. **Attaching the Control Cup Plate (Fig. 11)**
Attach the control cup plate to the flange of the motor by using the three (3) screws provided that are preinstalled on the flange.

4. **Attaching the Control Cup (Fig. 12)**
While holding the control cup under your fan, snap together the wire connection plugs. Carefully push all wires back into the control cup, then install control cup onto the control cup plate with 4 screws provided. Be sure to tighten all screws. (Fig. 12)

A certain amount of wobble may be considered normal, especially if the fan is on a downrod long than 12".

Fig. 9

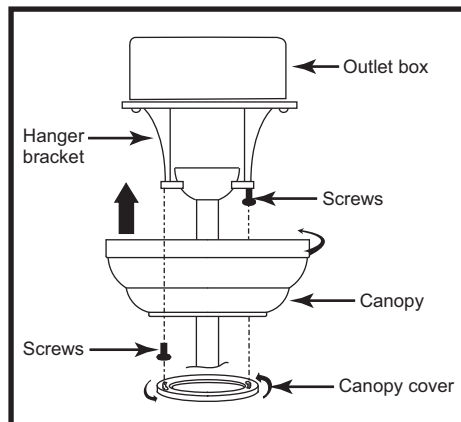


Fig. 12

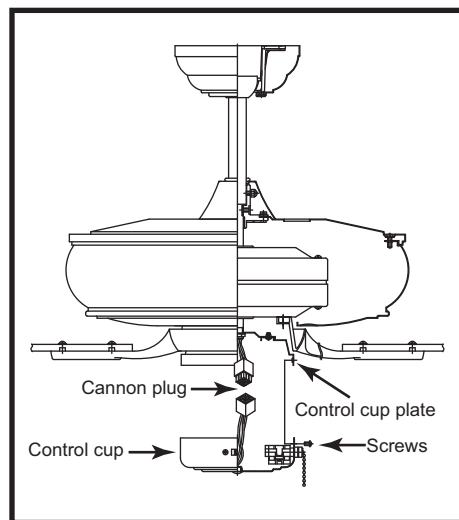


Fig. 10

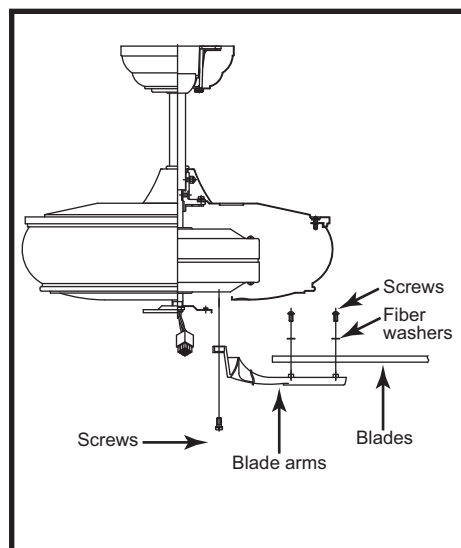
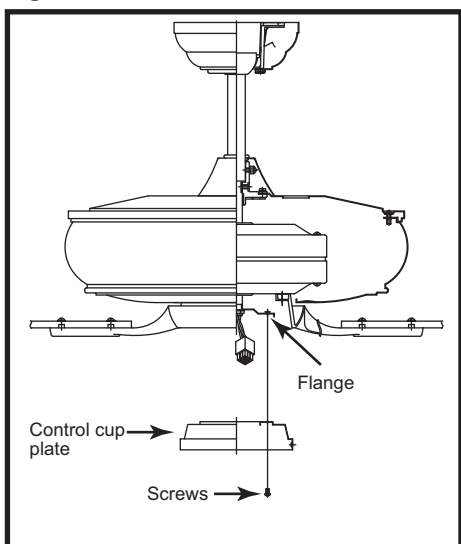


Fig. 11



7. FAN OPERATION AND CARE

1. A ceiling fan is an environmentally smart choice to cool as well as to help warm your home or office. Adjust your HVAC thermostat during fan use to save additional energy and money on your air conditioning and heating utility bills. You should see a significant reduction in both your heating and cooling costs by regular use of your fan.

Do not hesitate to use your fan during summer and winter months. In summer, (Fig. 13) using the reverse switch, adjust the fan's direction so cool air is blown down, producing a cooling breeze. In winter, (Fig. 14) reverse the fan so that an upward airflow will push warm air off the ceiling and circulate it downwards into the living area. In winter months, use the fan at a lower speed than summer.

2. Periodically check tightness of all screws securing the blades to the blade arm attachment points. A clicking or a rattling noise is a sure indication of loosening screws. Since screws will invariably work loose over time, at least once a year, tighten all the screws attaching blades to blade arms. **Do not bend blade arms when cleaning or servicing the fan.**

3. Clean you fan periodically using only a cloth dampened with a mild detergent solution for all hardware - never use solvents. The finish plating is lacquered to prevent tarnishing. Use a lint-free cloth with clean water to clean blades.

4. You will never need to oil or lubricate your fan. Its permanently sealed bearings will provide trouble free, silent operation for many years.

5. If repairs or servicing are ever required, to avoid possible electric shock, **turn off the electricity** at the main fuse or circuit panel before you begin.

Fig. 13

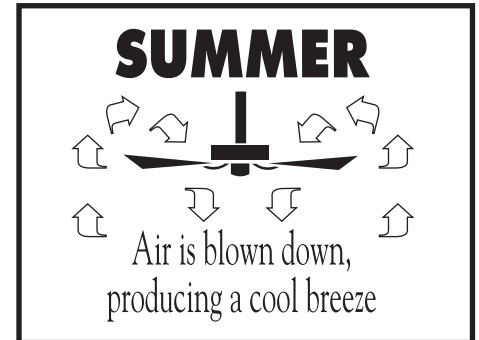
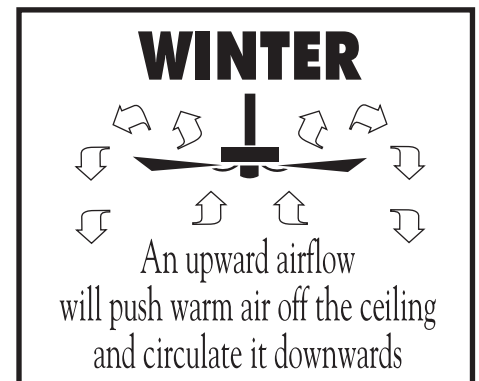


Fig. 14



8. TROUBLESHOOTING

FAN WILL NOT START

1. Check that the electricity has been turned on at the circuit breaker which had probably been turned off during installation.
2. Turn off the electricity. Check all connections in the wiring of the fan at the ceiling and make sure it follows the wiring instructions outlined in this manual.

NOISE

Note: Always allow a day or two "run-in" time for any new fan at medium or high speed. When attempting to diagnose noise, listen carefully from several sides to try and isolate the location of the noise (blade, upper end, motor, light kit, etc.)

1. Tighten all screws attaching blades to blade arms. Remember to tighten these screws at least once a year because they may loosen slowly over time and cause a clicking noise.
2. Turn off the power. Loosen the canopy and check that the wiring and/or wire nut connectors are not resting against the canopy, possibly vibrating while the fan is on.

3. Use of a standard light rheostat or an unapproved fan wall control to control the fan speed will always cause an annoying "hum". Many fan motors do not work quietly with solid state variable speed controls.
4. Check that the rubber gasket on the mounting bracket has been installed if called for in the installation instructions.
5. Check that the canopy is not touching the ceiling.
6. Check that all screws on the motor housing and the bottom housing are tight.

FAN TURNS, BUT DOES NOT MOVE MUCH AIR

1. The fan may be running in reverse. The reverse switch located on the switch housing. (see Fig. 15)
2. The distance from the ceiling to the blades may be too small. For downrod fans, optimal placement would be 8-9 feet from the floor.
3. The room may contain items which obstruct the air flow.
4. The fan may be too small for the size of the room.

EXCESSIVE WOBBLE

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

1. Make certain all blades are tightly attached to each blades' respective blade arm.

REPLACEMENT PARTS

For replacement parts, contact your local dealer.

Fig. 15

