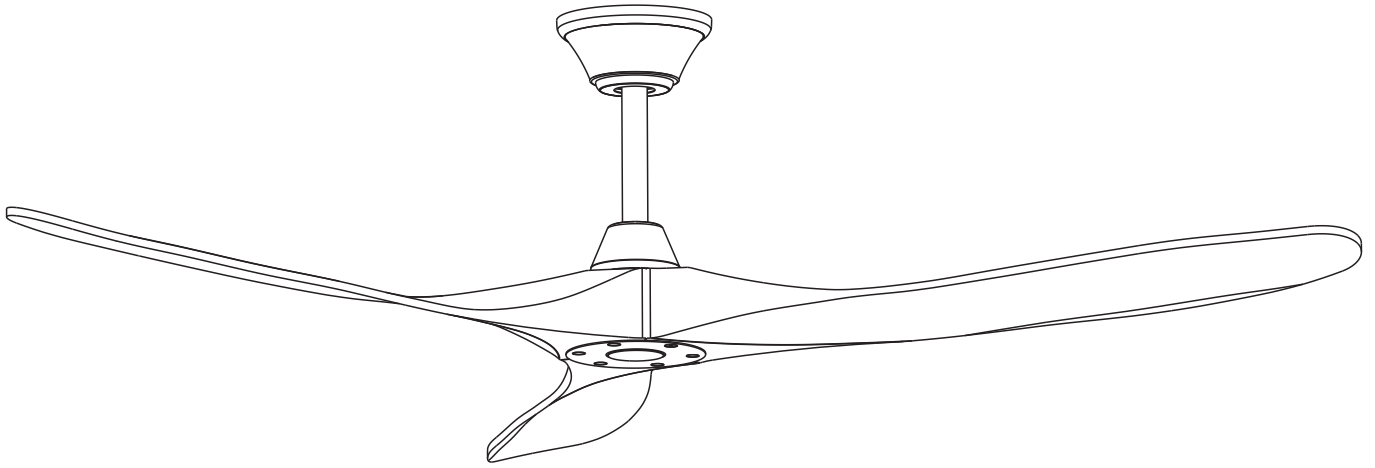




# **KOA**

## **DC Motor Ceiling Fan**



# **OWNER'S MANUAL**

**READ AND SAVE THESE INSTRUCTIONS**





## WARNING

**WARNING:** To avoid fire, shock and serious personal injury, please read the following instructions carefully.

# Important Safety Instructions

1. Read all instructions and safety information before installing your new fan. Review the accompanying assembly diagrams.
2. Before installing the fan, disconnect the power by removing fuses or turning off circuit breakers.
3. Make sure all electrical connections comply with local codes, ordinances, or National Electrical Codes. Hire a qualified electrician or consult a do-it-yourself wiring handbook if you are unfamiliar with installing electrical wiring.
4. Make sure the installation site you choose allows the fan blades to rotate without any obstructions. Allow a minimum clearance of 7 feet from the floor to the trailing edge of the blades.
5. If you are mounting the fan on a ceiling outlet box, use a metal outlet box. Secure the box directly to the building structure. The outlet box and its support must be able to support the moving weight of the fan ( at least 50 lbs.). Do not use a plastic outlet box. Attach the mounting bracket by using the hardware supplied with the ceiling outlet box.
6. If you are mounting the fan to a joist, make sure it is strong enough to support the moving weight of the fan (at least 50 lbs.)
7. After installing the fan, make sure all the connections are secured. This will prevent the fan from falling.
8. Do not insert anything into the fan blades while the fan is operating.
9. Turn the fan off and wait for it to stop before reversing fan direction.
10. To reduce risk of electrical shock and personal injury, do not install the fan on a sloped ceiling.
11. To reduce the risk of electrical shock and personal injury, do not use this fan with any solid-state.
12. To reduce risk of personal injury, use only the two steel screws and lock washers provided with the fan for mounting the outlet box.

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# ASSEMBLY DRAWING & PARTS LIST

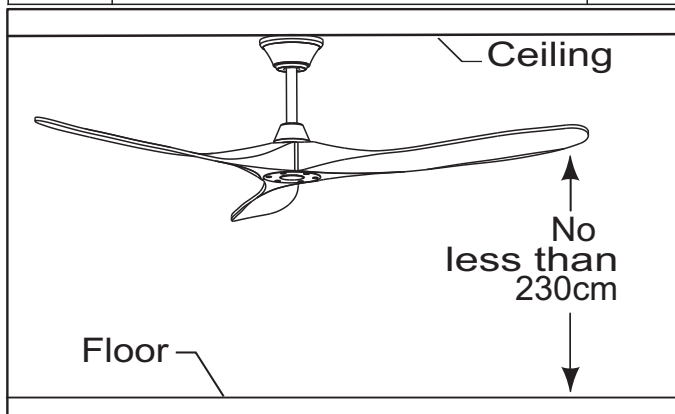
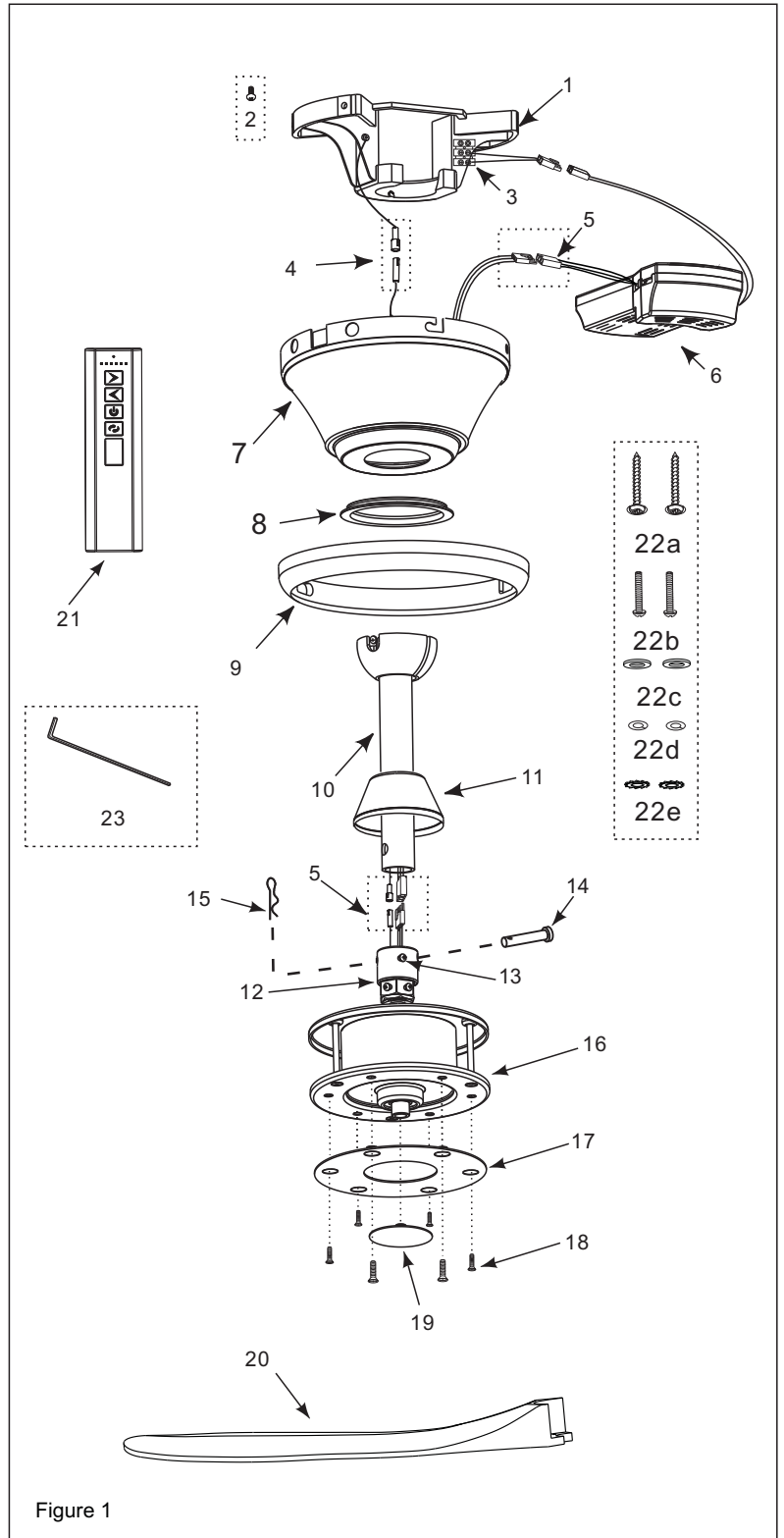
## Unpacking Your Fan

Unpack your fan and check the contents. Please check each item prior to installation. To reduce the chance of marks or possible damages, please remove the parts when required for installation.

### Parts List

Ref.#	Description	Part#
1	Hanger Bracket	1
2	Canopy Screw	4
3	Terminal Block	1
4	Earth Wire	1
5	Fan Wire	1
6	Receiver Unit	1
7	Canopy	1
8	Canopy Screw Cover	1
9	Canopy Ring	1
10	Down Rod and Hanger Ball	1
11	Motor Coupling Cover	1
12	Downrod Support	1
13	Downrod Support Screw	2
14	Clevis Pin	1
15	Hairpin Clip	1
16	Motor Assembly	1
17	Blade Cover	1
18	Blade Screw	6
19	Bottom Decoration Plate	1
20	Blade	3
21	Remote Control	1
22a	Lag Bolt	2
22b	Machine Screw	2
22c	Flat Washer	2
22d	Spring Washer	2
22e	Lock Washer	2
23	Hex Key	1

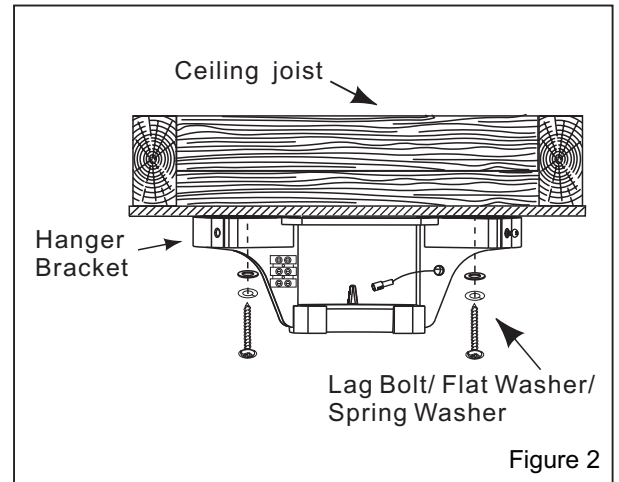
### Assembly Drawing



# HOW TO INSTALL THE FAN

1. Securely attach the hanger bracket to the ceiling joist using the lag bolts, flat washers and lock washers supplied.

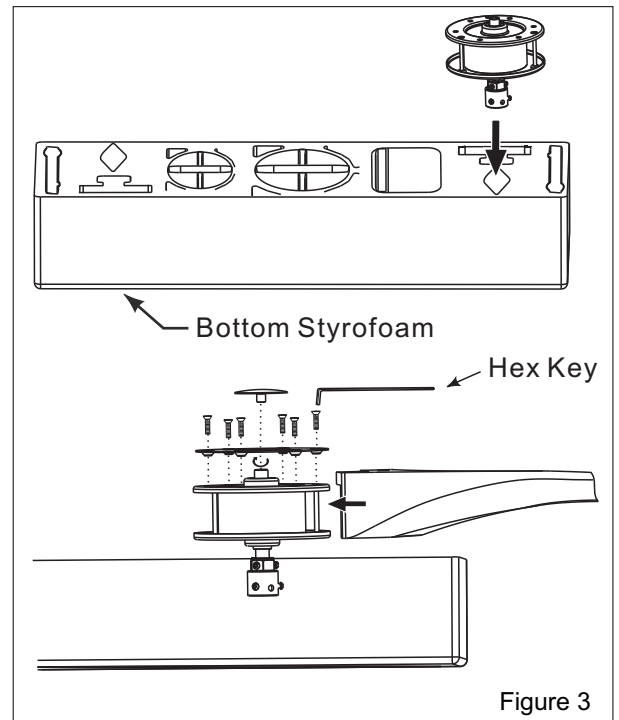
Pre-install two canopy screws on the opposite sides of the hanger bracket. (Do not tighten) (Figure 2)



2. Take out both styrofoams from box.

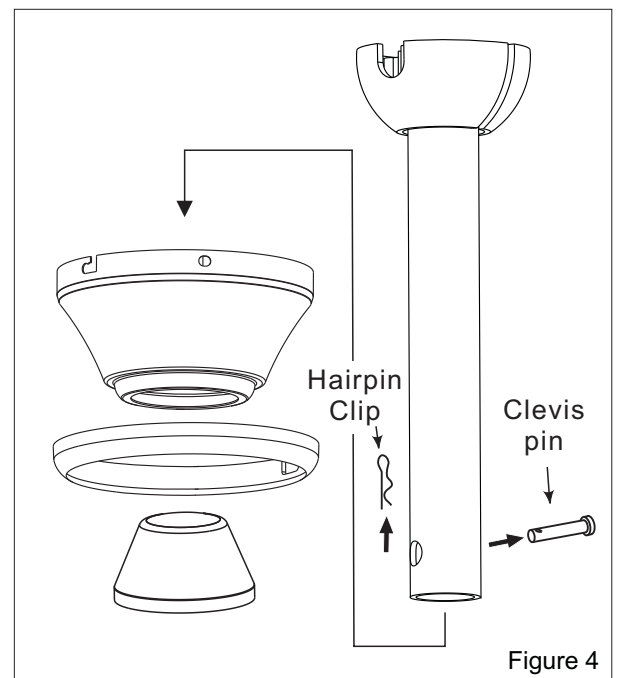
3. Put the fan motor assembly on the bottom styrofoam.

4. Use hex key to install fan blades. (Figure 3)



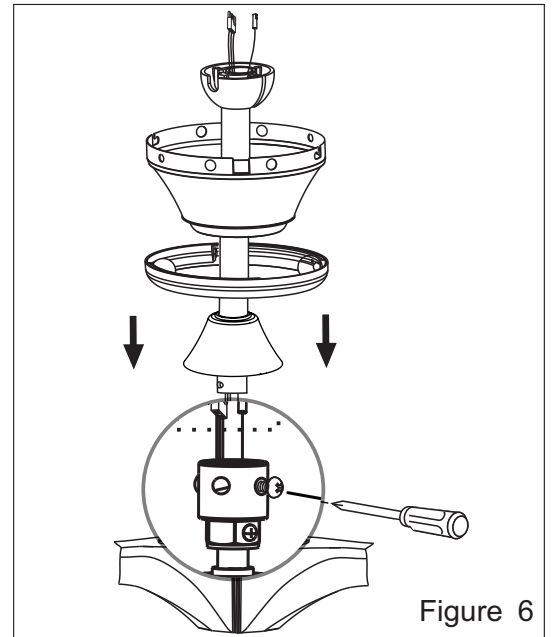
5. Uninstall the clevis pin from the downrod, retain the clevis pin and hairpin clip for later.

6. Install the canopy, canopy ring and motor coupling cover through downrod.

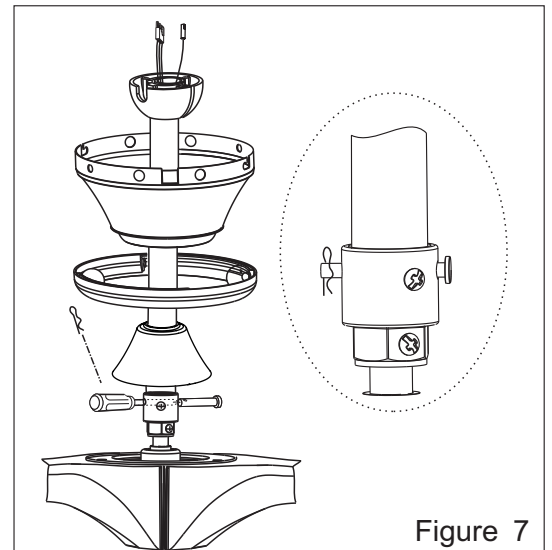


# HOW TO INSTALL THE FAN

7. Connect the wires from the motor to the wires from downrod.
8. Loosen two screws on the downrod support.
9. Place the downrod into downrod support. (Figure 6)



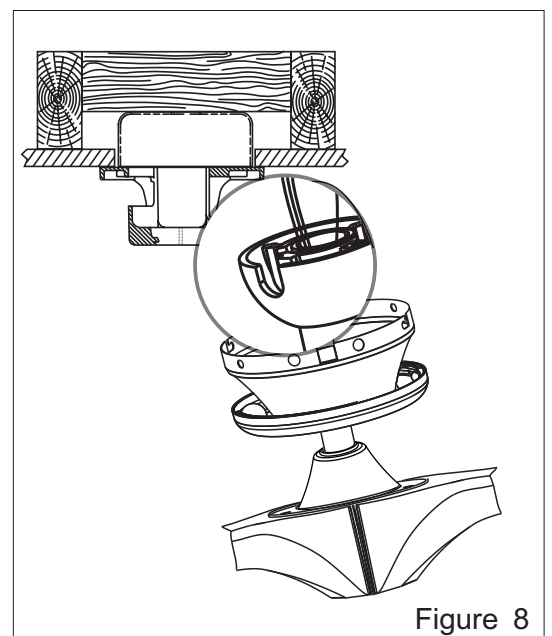
10. Align the holes on the downrod support to the holes on downrod.
11. Fix the clevis pin through the hole.
12. Install the hairpin clip.
13. Tighten the two screws on the downrod support. (Figure 7)



## **! WARNING**

*It is critical that the clevis screw in the downrod support is properly installed and the setscrews are securely tightened. Failure to verify the clevis screw, hairpin clip and setscrews are properly installed could result in the fan falling.*

14. Carefully lift the fan, and set the downrod / hanger ball assembly on the hanger bracket.
15. Be sure the groove in the ball is properly aligned with the tab on the hanger bracket. (Figure 6)



## **! WARNING**

*Failure to align slot on ball with tab may result in serious injury.*

# HOW TO INSTALL THE FAN

## **⚠ WARNING**

*Before commencing installation, turn off electricity supply at the main power box or disconnect power by removing fuse or turning off circuit breaker.*

16. Connect 240V main power (dwelling) to the Terminal Block located on the hanger bracket.

### 17. Connections:

- **Brown** fan wire is connected to the Live supply.
- **Blue** fan wire is connected to the Neutral supply.
- **Green/yellow** fan wire is connected to the Earth supply.

18. Connect the Fan wires from the downrod to the 3P plug from the Receiver.

19. Connect the 2P plug from Receiver to the 3P plug from the terminal block.  
(Figure 9)

20. Install the receiver into the hanger bracket, above the hanger ball.  
(Figure 10)

21. Slide the canopy up to the mounting bracket and place the key hole slots on canopy over the two screws on the mounting bracket.

22. Rotate the canopy until the screws head locks in place.

23. Re-tighten the 2 screws and reinstall the other 2 screws.

24. Install the canopy ring by pushing it up to the canopy.  
(Figure 11)

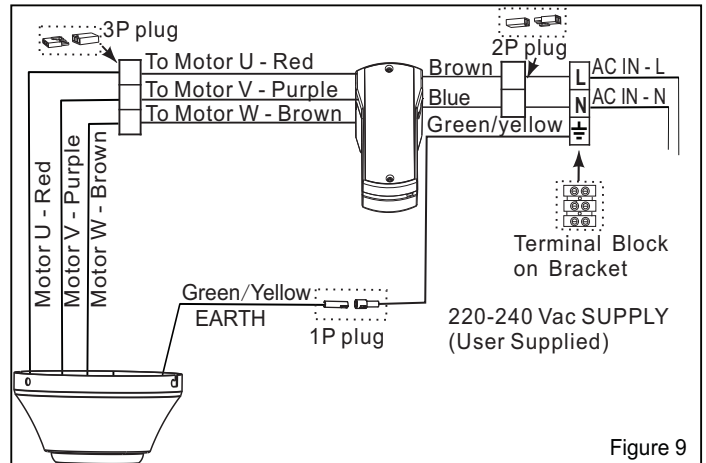


Figure 9

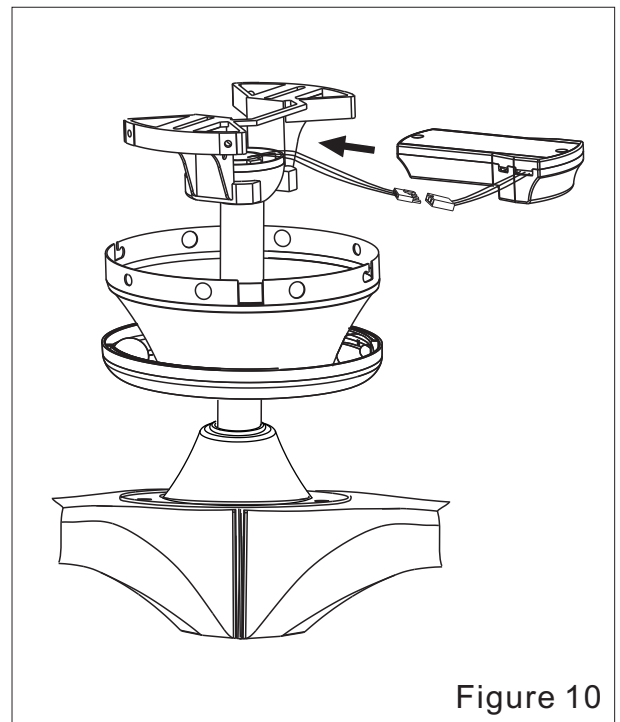


Figure 10

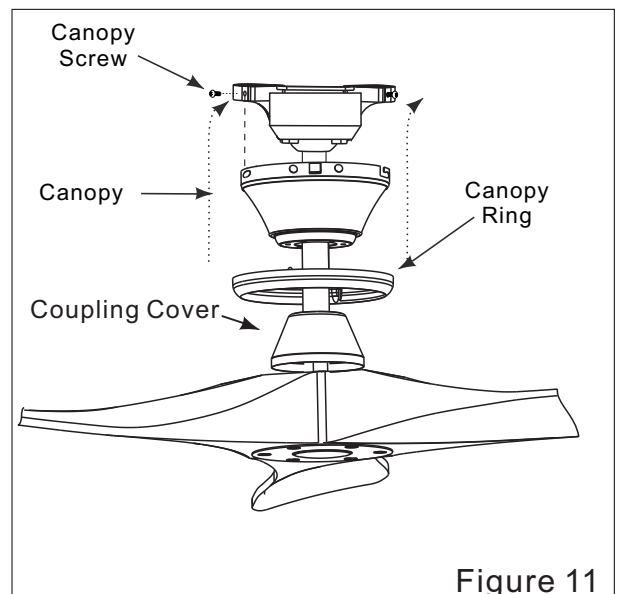


Figure 11

# REMOTE CONTROL SETTING AND OPERATION

1. Restore electrical to the outlet box by turning the electricity on at the main fuse box.  
(Fig. 1)

2. Remove the battery cover from the remote control transmitter, install the battery, and replace the cover.

Note:

1. Use 2 1.5V/AAA battery to replace battery. (Fig. 2)
2. If not using for long periods of time, remove the battery to prevent damage to the remote transmitter, and store the remote transmitter away from excess heat or humidity.

3. Universal Mode and Learning Mode:

Universal Mode: Set both DIP (code) switches to the UPPER position.






Your fan with the remote controller is ready to use. (Fig. 3)

Note: In universal mode, your fan can be controlled with other remote transmitters with the same setting.

Learning mode: To control the fan with a specific remote transmitter, choose this mode by setting the DIP (code) switch to LOWER position within 5 meters distance from the fan. Restore power to your fan. Next, press and hold the "SET" bottom for about 4 seconds until the buzzer inside of the receiver sounds. Your remote controller is ready to operate the fan. You must press the "SET" button within 1 minute of restoring power to the fan. (Fig. 3)

Note: If the power is on already, you must turn the power off for at least 5 seconds before restoring power for remote control learn function setting. The buzzer inside of the receiver will sound for about 4 seconds after turning the power back on. This signals that it is ready for the learning function setting. If the fan is running after turn on the power, wait for at least 5 seconds and then press and hold the "SET" button for about 4 seconds until buzzer inside receiver sounds. Your remote controller is ready to operate the fan.

4. The buttons on the remote control transmitter control the fan speed and light as follows. (Fig. 4)

-  Press the button to get desired fan speed, Low to High.
-  Press the button to get desired fan speed, High to Low.
-  Press the OFF button to turn fan off. Fan speed will maintain last setting if turned off.
-  Press this forward/reverse button to get desired airflow direction. Fan must be running to reverse. It will take about 25 seconds for fan to slow down and change rotation direction.
-  No function

5. Install Transmitter wall mount cradle with 2 screws provided. Move the trim plate out from wall mount cradle and install the wall mount cradle with 2 screws provided. Replace the trim plate. (Fig. 5)

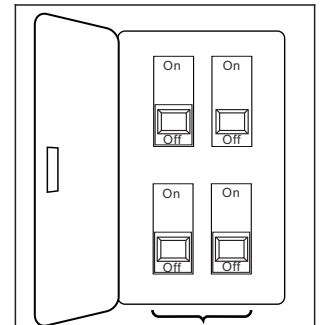


Fig 1 MAIN FUSE BOX

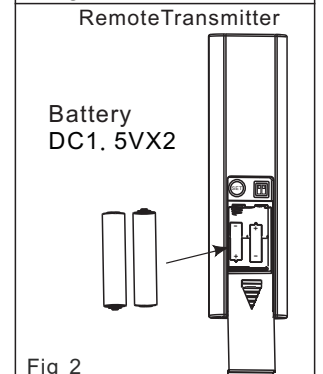


Fig 2

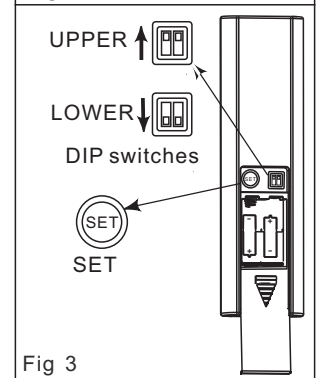


Fig 3

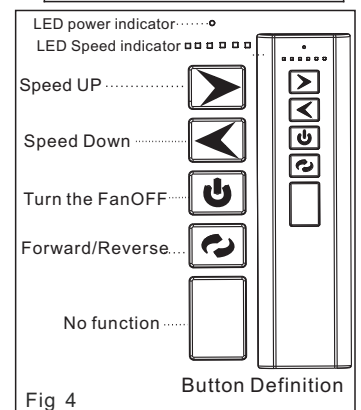


Fig 4

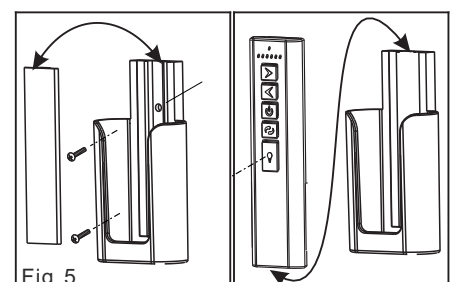
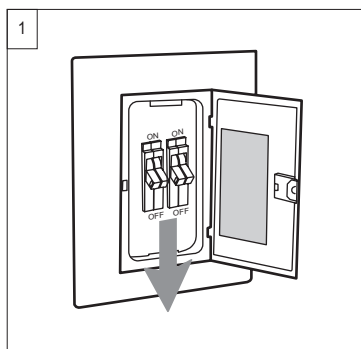


Fig 5

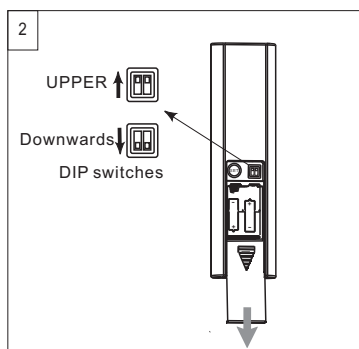


# HOW TO SET UP LEARNING MODE IF MULTIPLE FANS ARE INSTALLED IN THE SAME HOUSE

*If the end user owns more than one ceiling fan in the same room/household, read this instruction manual and follow the steps carefully to connect each fan with its respective handheld remote controller.*

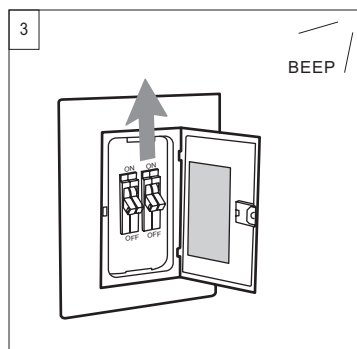


1 Turn off the main power to all the fans.

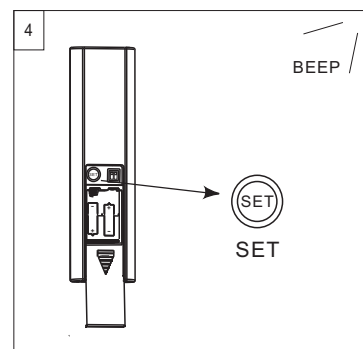


2 Remove the handheld remote controller battery cover.

Place both DIP switches in the downwards position. You may use a test pen to move the switches.



3 Turn on the power supply to the fan you are programming. The fan will beep for 4 seconds.



4 Within 30 seconds after the beeping sound, press and hold the "SET" button for 4 seconds. Once the receiver has detected and learned the frequency, the receiver will beep again. This means the self-learning process is complete and the fan is ready to use.

5. Wait for at least 3 minutes after setting up the learning mode for the first fan. The receiver will lock this code automatically within these 3 minutes.

6. Connect the power supply to the second fan and repeat steps 1-6 for the second fan. While programming the second fan, keep the power supply on for the first fan.

7. Please follow the steps above to set up the learning mode for your other fans.

## NOTE:

There are 67,000 different codes (combinations) of learning modes. When you set up the learning mode for a fan, the receiver will randomly pick a code. The possibility of choosing the same code is minimal.

Please note that if you have more than one fan in close proximity, different ceiling fans can be controlled by one handheld remote controller using the universal mode.

**IMPORTANT:** Learning mode will not work for fans that are controlled by the same wall switch.

# PROTECTIVE FUNCTIONS OF THE RECEIVER

Lock protection- The DC motor has a built-in safety feature against blade or motor obstruction during operation. If something obstructs the fan blades or motor, the motor will keep trying to run and then stop operation after about 30 seconds of interruption. Please remove obstacles and reset. To reset: Turn the fan off by remote transmitter and then turn the fan on.

Over load protection (current limit)- The device will limit the maximum current output from the receiver/drive if the fan load has increased abnormally.

## Tips

1. If your fan is operates automatically after installation and power on, it is because your fan has memorized the previous factory setting. Use the Universal Mode or the learning function and your fan will be ready for use.
2. If the fan or light isn't working, reset power (turn the power off for at least 5 seconds and then turn the power back on) and redo the learn function setting.
3. It is not possible to remotely operate more than one fan in the same room (in the area where the remote signal can reach to) if they share the same power supply. Separate power supplies (such as using individual wall switches for each fan) is required if you want to separately control more than one fan in same room.
4. When the fan is turned on or operated using forward/reverse function, it shutters & goes back & forth until it turns.  
This is a normal and it will take a few seconds to run this operation.

## MAINTENANCE

1. Periodic cleaning of your new ceiling fan is the only maintenance that is needed.
2. When cleaning, use only a soft brush or lint free cloth to avoid scratching the finish.
3. Abrasive cleaning agents are not required and should be avoided to prevent damage to finish.



### WARNING

*Do not use solvents when cleaning your ceiling fan. It could damage the motor and create the possibility of electrical shock.*

### RECOMMENDED:

Periodically check that the blade sets to the fan motor setscrews are secure and tight.

# BALANCING FAN / WOBBLING TROUBLE SHOOTING

Please note that all ceiling fans are not the same, even in the same model—some may move more or less than others.

Movement of a couple of centimeters is quite acceptable and does not suggest the fan will fall down.

Even though all blades are weighted and grouped by weight, it is impossible to eliminate wobble altogether. This should not be considered a fault. Ceiling fans tend to move during operation due to the fact that they are not generally rigidly mounted.

## **TRY THE FOLLOWING TO REDUCE A WOBBLING FAN;**

1. Check that all of the blade mounting screws are tightened and secure.
2. Wobbling problems may result from inconsistent blade level. To check the blade level, measure the distance from each blade tip to the ceiling. Note: If measurements are inconsistent:
  - Be sure the blade mount screws are not too tight or too loose, which may cause wobbling due to an unlevel blade tip
  - An out of shape blade can cause wobbling. Check by removing the blade and placing on a flat surface.
3. Blade tracking may be checked simply by use of a household ruler. Place the ruler vertically against the ceiling and even with the outside leading edge of a blade. Note the distance of the edge of a blade compared to the others. Turn the blade slowly by hand to check the remaining blades.  
If a blade is not in alignment, the blade is either out of shape, warped or the blade screws are not evenly tighten or either loose.

## **BALANCING KIT**

A Balancing Kit has been provided to assist with reducing a wobble. Please retain the kit as it may become useful should the fan develop a wobble in the future. Instructions on how to use the Balancing kit can be found within the Kit.

