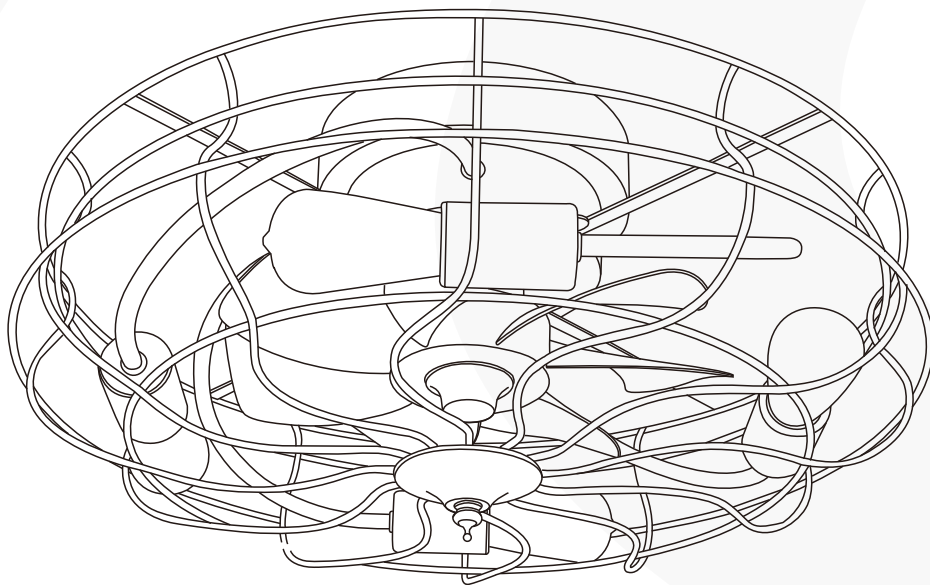


# USE AND CARE GUIDE

KBS-20K001



## — 20-INCH CEILING FAN —

### Questions or Support?

Email: [sofucor\\_service@163.com](mailto:sofucor_service@163.com)

Email: [sofucorceilingfan@163.com](mailto:sofucorceilingfan@163.com)

## 01 Safety Information

1. To reduce the risk of electric shock, ensure the electricity has been turned off at the circuit breaker or fuse box before you begin.
2. All wiring must be in accordance with the National Electrical Code ANSI/NFPA 70-1999 and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. The outlet box and support structure must be securely mounted and capable of reliably supporting 35 lbs. (15.9 kg). Use only UL Listed outlet boxes marked "Acceptable for Fan Support of 35 lbs. (15.9 kg) or less".
4. The fan must be mounted with a minimum of 7 ft. (2.1 m) clearance from the trailing edge of the blades to the floor.
5. Do not operate the reversing switch while the fan blades are in motion. You must turn the fan off and stop the blades before you reverse the blade direction.
6. Do not place objects in the path of the blades.
7. To avoid personal injury or damage to the fan and other items, use caution when working around or cleaning the fan.
8. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL-listed and marked suitable for use with the model fan you are installing. Switches must be UL General Use Switches. Refer to the instructions packaged with the light kits and switches for proper assembly.
9. 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 one side of the outlet box.
10. All setscrews must be checked and re-tightened where necessary before installation.



**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.



**WARNING:** Remove the rubber motor stops on the bottom of the fan before installing the blades or testing the motor.



**WARNING:** To reduce the risk of fire or electric shock, this fan is NOT suitable for use with solid-state speed controls.



**WARNING:** To avoid possible electrical shock, make sure that the electricity is turned off at the main power box before starting work. If you feel you do not have enough electrical wiring knowledge or experience, contact a licensed electrician.



**WARNING:** Electrical diagrams are for reference only. Optional use of any light kit shall be UL-listed and marked suitable for use with this fan



**WARNING:** To reduce the risk of fire, electrical shock or personal injury, ensure that the fan mounting bracket is supported directly from the building structure or the outlet box marked "Acceptable for Fan Support of 35 lbs. (15.9 kg) or less". Use only the screws provided with the outlet box.

## 02) Warranty

The supplier warrants the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a lifetime after the date of purchase by the original purchaser. The supplier also warrants that all other fan parts, excluding any glass or acrylic blades, to be free from defects in workmanship and material at the time.

of shipment from the factory for a period of two years after the date of purchase by the original purchaser. We agree to correct such defects without charge or at our option replace with a comparable or superior model if the product is returned.

To obtain warranty service, you must present a copy of the receipt as proof of purchase. All costs of removing and re-installing the product are your responsibility. Damage to any part such as by accident, misuse, improper installation, or by affixing any accessories, is not covered by this warranty.

Because of varying climatic conditions this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing, or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. A certain amount of "wobble" is normal and should not be considered a defect.

Servicing performed by unauthorized persons shall render the warranty invalid. There is no other express warranty. Sofucor hereby disclaims any and all warranties, including but not limited to those of merchant ability and fitness for a particular purpose to the extent permitted by law. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the express warranty. Some states do not allow a limitation on how long an implied warranty lasts, so the above limitation may not apply to you.

The retailer shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives specific legal rights, and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties. Shipping costs for any return of product as part of a claim on the warranty must be paid by the customer.

## 03) Pre-Installation

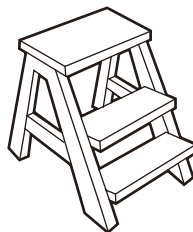
### TOOLS REQUIRED



Phillips  
screwdriver



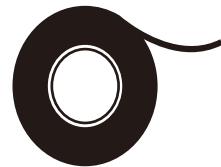
Flat blade  
screwdriver



Step  
ladder



Wire  
stripper

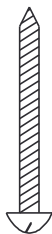


Electrical  
tape

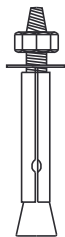
# 04) Pre-Installation(continued)

## HARDWARE INCLUDED

components table



AA

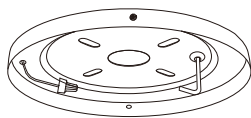


BB

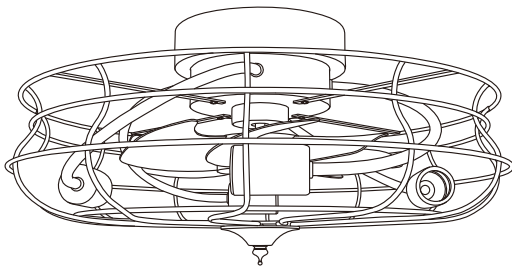


NOTE:Hardware not shown to actual size.

AA	Mounting screws	4
BB	Expansion Bolts	2



Mounting bracket



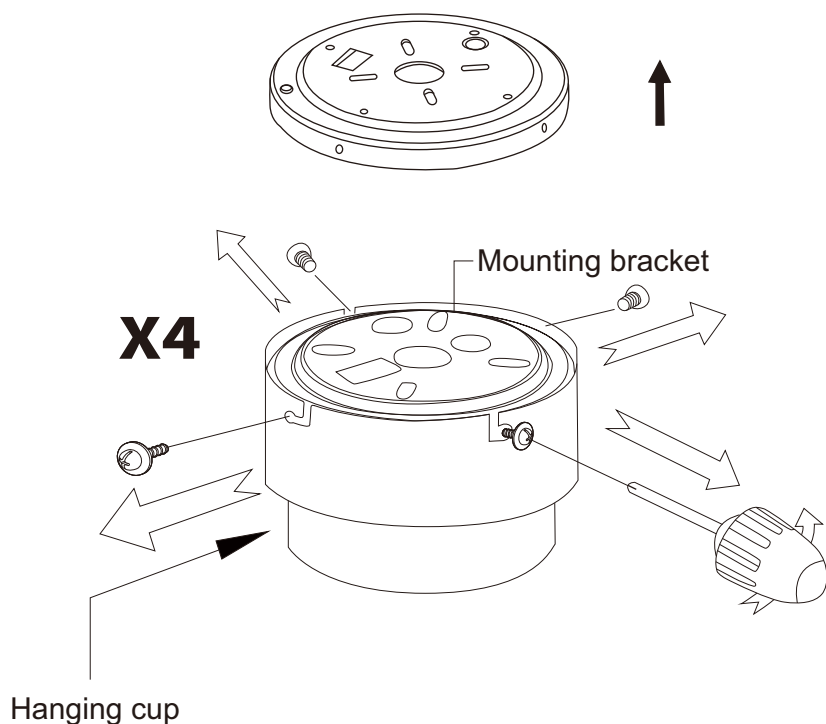
Fan



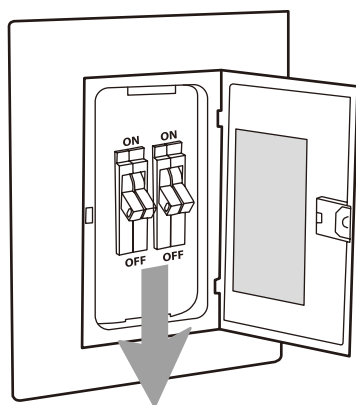
Light bulb\*6



## 05) Remove the mounting bracket

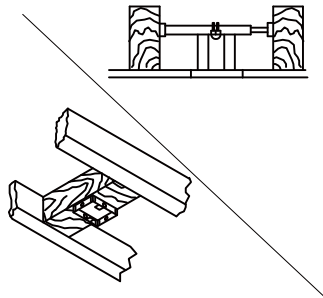


1. Remove four oval hole screws for standby.
2. Rotate the Mounting bracket counterclockwise to remove the mounting bracket from the upper cup.

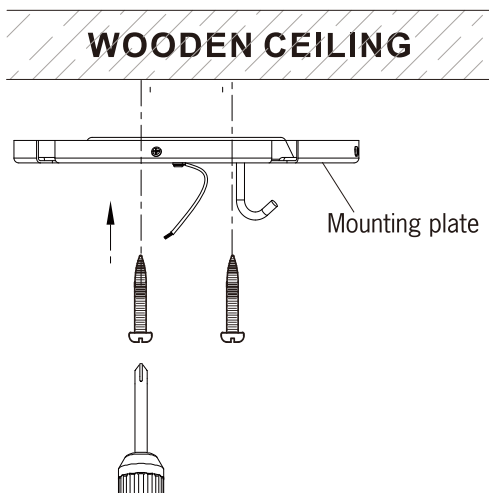


Before you begin installing the fan, Switch power off at Service panel and lock service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.

## 06 Installation of the hanging bracket(suspension part)



Before installing this fan make sure the outlet box is properly installed to the house structure. To reduce the risk of re, electric shock, or personal injury, mount to outlet box or supporting system acceptable for fan support.  
(Mounting must support at least 35 lbs.)



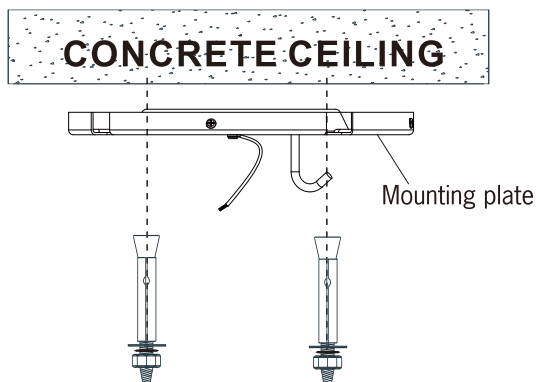
For wooden ceiling, use wood screw to drill on the wooden beam or the "junction box" to fix the hanging bracket (selection is made according to actual requirements of the customers).

### STEP 1A-WOODEN CEILING

SWITCH OFF THE ELECTRICAL MAINS AT THE CIRCUIT BREAKER FUSE BOX.

- 1) Use the Mounting Bracket (A) as a guide, mark the spots where the 4 Self Tapping Screws (B) will be drilled.
- 2) Remove the Mounting Bracket (A), drill 4 holes for 3MM diameter, install the mounting bracket onto wooden ceiling with the 4 Self Tapping Screws (B) & Washers (C).

**⚠ IMPORTANT : SCREWS MUST BE TIGHTENED TILL SNUG**



For concrete ceiling, use the percussion bit with diameter 8mm to drill holes according to the length of expansion screws. Then use the attached expansion screws to fix the hanging bracket onto the ceiling (selection is made according to actual requirements of the customers).

### STEP 2A- CONCRETE CEILING

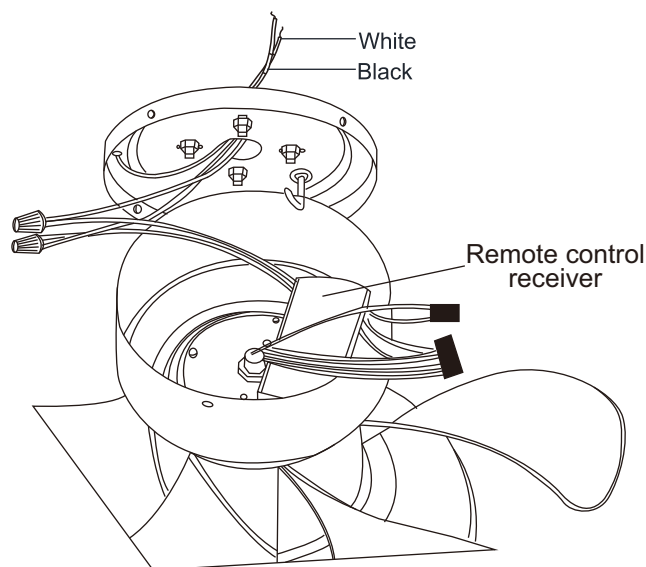
SWITCH OFF THE ELECTRICAL MAINS AT THE CIRCUIT BREAKER FUSE BOX.

- 1) Use the Mounting Bracket (A) as a guide, mark the spots where the 4 Expansion Bolts (B) will be drilled.
- 2) Remove the Mounting Bracket (A), drill 4 holes and insert 4 Expansion Bolts (2) into the concrete ceiling, install the mounting bracket and secure with Flat Washers (C), Spring Washers (D) and Nuts (E).

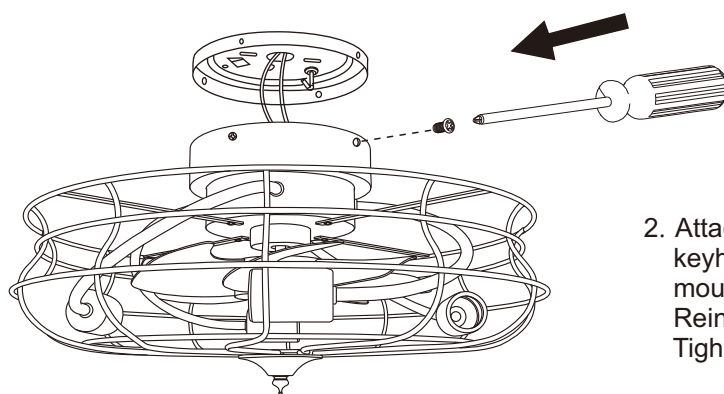
**⚠ IMPORTANT : SCREWS & NUTS MUST BE TIGHTENED TILL SNUG**

## 07) Assembly – Hanging the Fan(continued)

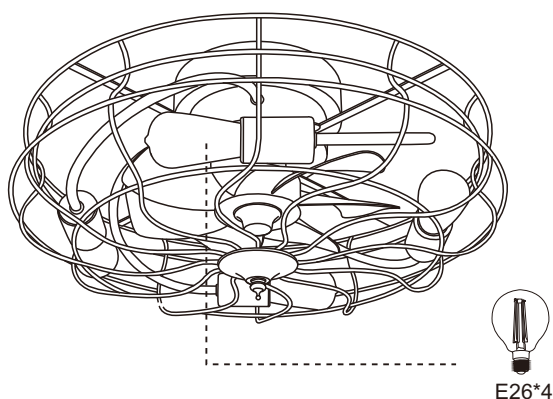
### Preparing for mounting



1. Make Wiring connections using wire connectors provided as indicated above.  
White from house to White from remote receiver marked AC N.  
Black from house to Black from remote marked AC L.  
Connect all green grounded Wires to Grounded Wire from House.  
Make sure that no laments are outside of the wire connector.

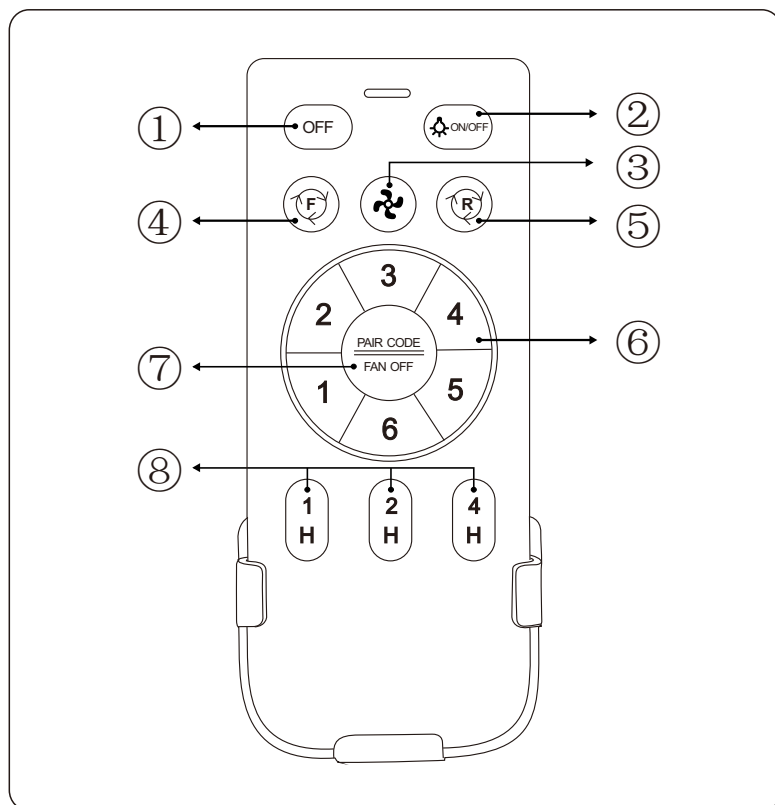


2. Attach the housing to the mounting plate, aligning the keyhole slots on the housing with the screws on the mounting plate and twist clockwise until tight.  
Reinstall the screws that were removed in the Mounting bracket.  
Tighten these 4 screws.



3. Select the appropriate bulb and install it on the lamp holder .

## 08) Use of remote control



- ① ALL OFF : Turn off the lights and fans at the same time
- ② Light on/off
- ③ The wind close
- ④ Fan forward rotation
- ⑤ Fan reversal
- ⑥ Regulating fan wind speed
- ⑦ Match code / Close the wind fan
- ⑧ Timer : It will turn off the light and the fan when the time is over

**Match code:** Turn on the controller , then you will hear a sound " Di " .

Press "PAIR CODE" within 2 minutes till you hear the sound "DIDI". Check code is done. If not , turn off the controller , and repeat it after 1 minute.

**Note: the remote control must match the same code receiver**

## 09 Care and Cleaning



**WARNING:** Make sure the power is off before cleaning your fan.

- Because of the fan's natural movement, some connections may become loose. Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. It is not necessary to remove the fan from the ceiling.
- Clean your fan periodically to help maintain its new appearance over the years. Do not use water when cleaning, as this could damage the motor, or the wood, or possibly cause an electrical shock. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing.
- You can apply a light coat of furniture polish to the wood for additional protection and enhanced beauty. Cover small scratches with a light application of shoe polish.
- You do not need to oil your fan. The motor has permanently-lubricated sealed ball bearings.

## 10 Troubleshooting

Problem	Solution
The fan will not start.	<ul style="list-style-type: none"><li>□ Check the main and branch circuit fuses or breakers.</li><li>□ Check the line wire connections to the fan and switch wire connections in the switch housing.</li></ul>
The fan is noisy.	<ul style="list-style-type: none"><li>□ Ensure all motor housing screws are snug.</li><li>□ Ensure the screws that attach the fan blade bracket to the motor hub are tight.</li><li>□ Ensure the wire nut connetions are not ratting against each other or the interior wall of the switch housing.</li><li>□ Allow a 24-hour "breaking in" period. Most noises associated with a new fan disappear during this time.</li><li>□ If you are using the Ceiling Fan light kit,ensure the screws securing the glassware are tight.Check that the light bulbs are also secure.</li><li>□ Ensure the canopy is a short distance from the ceiling.It should not touch the ceiling.</li><li>□ Ensure your outlet box is secure and rubber isolator pads wereused between the mounting plate and outlet box.</li></ul>

