

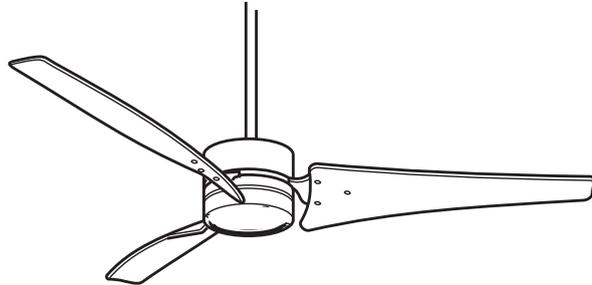
READ AND SAVE THESE INSTRUCTIONS



EMERSONTM

LOFTTM

**152 cm (60") Damp
Location Ceiling Fan
Owner's Manual**



Model Numbers

**ACF765BQ
ACF765BS
ACF765WW**

Net Weight: **7.6** Kg.



MOST IMPORTANT: READ THESE INSTRUCTIONS

This ceiling fan is approved to Australian Electrical Standards. The owner's manual is primarily meant for USA users and most information inside will help fan assembly if read carefully. There are differences when used in Australia that need to be followed:

- **THE FAN MUST BE INSTALLED BY A LICENSED ELECTRICIAN. (The warranty on this fan will be void if the appliance is not installed by a licensed electrician).**
- All wiring and installation procedures must comply with AS/NZS 3000 Wiring Rules and any local requirements. The ceiling fan is required to be earthed for protection against electric shock.
- If separate speed control wall switch is used, it must be an electronic type with suitable capacitor with characteristics similar to the following: 470K Ohm 1/2 W 2uF/350Vac & 3uF/350Vac.
- For disconnection from the supply this fan **MUST** be provided with a switch with air gap contact separation in all active (phase) conductors and shall be incorporated in the fixed wiring according to the wiring rules.
- This 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 use of the appliance by a person responsible for their safety.
- Children should be supervised to ensure that they do not play with the appliance.

This ceiling fan is imported by My Fan Pty Ltd ("MyFan") as an agent for the USA design owners' and can provide after sales service for this product if required. Contact can be made by phone, fax or email during normal trading hours. Copies of owner's manuals for each model can be found on our web site.

Phone: 1300 469 326
info@myfan.com.au

fax: (07) 3801 8575
www.myfan.com.au

⚠ WARNING

WARNING: To avoid fire, shock, and serious personal injury, follow these instructions.

Safety Instructions

1. Read your owner's manual carefully and keep it for future reference.
2. Before servicing or cleaning unit, switch power off at fuse box and lock to prevent power from being switched on accidentally. When the fuse box cannot be locked, securely fasten a warning device, such as a tag, to the fuse box.
3. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
4. Do not put anything into the fan blades while they are turning.
5. Do not operate reversing switch until fan blades have come to a complete stop.

Additional Safety Instructions for Installation

1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
2. All wiring must be in accordance with AS/NZS 3000 "The Wiring Rules". The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
3. The ceiling joist must be securely mounted and capable of reliably supporting at least 31 Kg.
4. The downrod furnished with the fan provides the minimum recommended floor to fan blade clearance for a 2.4 m ceiling.
5. The fan must be mounted with the fan blades at least 2.1 meters from the floor to prevent accidental contact with the fan blades.
6. Your licensed electrician must follow the recommended instructions for the proper method of wiring your ceiling fan.

NOTE: This fan is not suitable for use with solid-state speed controls.

WARNING: To reduce the risk of fire or electric shock, this fan should only be used with fan speed control supplied.

WARNING: This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.

WARNING: To reduce the risk of personal injury, do not bend the blade flange when installing the blade flanges, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

WARNING: To reduce the risk of electrical shock, this fan must be installed with an isolating wall control/switch.

THIS FAN IS SUITABLE FOR DAMP LOCATIONS SUCH AS COVERED PORCHES, COVERED PATIOS, AND COVERED DECKS. . . ANYWHERE THERE IS A ROOF OVERHEAD.

DATE CODE: _____

The date code of this fan may be found on the box, stamped in ink on a white label. You should record this data above and keep it in a safe place for future use.

This Manual Is Designed to Make it as Easy as Possible to Assemble, Install, Operate and Maintain Your Ceiling Fan

Tools Needed for Assembly

One Phillips head screwdriver
One stepladder
One wire stripper

MATERIALS

Wiring, outlet box and box connectors must be of type required by the local code. The minimum wire would be a 3-conductor (2-wire with ground):

WARNING

The fan must be installed by a licensed electrician.

Unpacking Instructions

For your convenience, check-off boxes are provided next to each step. As each step is completed, place a check mark in the box. This will insure that all steps have been completed and will be helpful in finding your place should you be interrupted.

WARNING

Do not install or use fan if any part is damaged or missing, call:

1300 469 326

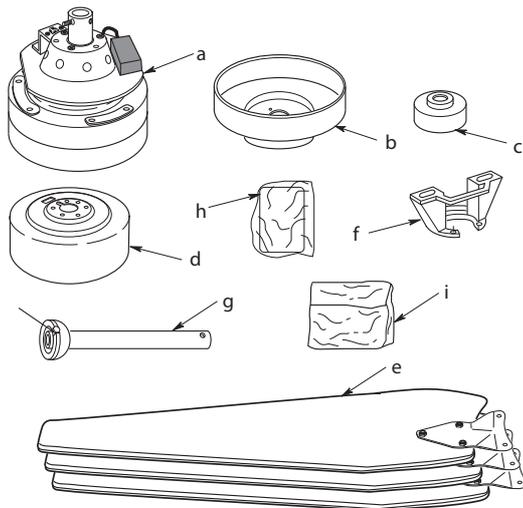
NOTE: Intermixing blades between fans can cause excessive wobble. Keep blades in original sets of three.

1. Unpack the items carefully to avoid damage to any of the components.

Check to see that you have received the following parts:

NOTE: If you are uncertain of part description, refer to the exploded view illustration.

- a. Fan motor assembly
- b. One ceiling cover
- c. One coupling cover
- d. One motor cover
- e. Three fan blade assemblies
- f. One hanger bracket
- g. One hanger ball/downrod assembly
- h. One wall control parts bag
- i. One loose parts bag, containing:
 1. One clevis pin
 2. One hairpin clip
 3. Three wire connectors
 4. Seven M6 x 12mm pan head blade screws
 5. Seven blade M6 lockwashers
 6. Four M5 x 10mm pan head screws
 7. Four M5 external tooth lockwashers
 8. Two 8-32 knurled nuts
 9. Two #8 external tooth lockwashers
 10. Two 8-32 x 1-1/4" threaded studs



Assembly Instructions

CAUTION: The blade assemblies must be mounted on the motor assembly so that the raised lip edge is facing up.

1. Rotate the motor hub so the notched area is above the screw hole in the motor hub. Install one blade assembly on the top of the motor assembly using two M6 x 12mm pan head screws and two M6 lockwashers (supplied) (Figure 1). Repeat this procedure for the remaining two blade assemblies.

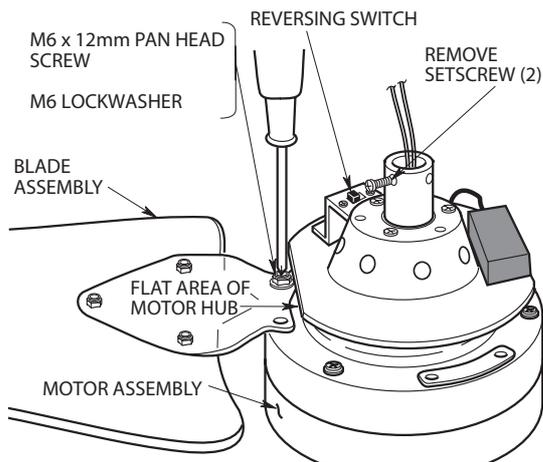


Figure 1

2. Remove the two setscrews from the top of the motor coupler (Figure 1). Retain the setscrews for future use.
3. Route the two motor leads through the center hole in the motor cover. Place the motor cover over the motor by aligning the reversing switch hole in the cover over the reversing switch as shown in Figure 2. Secure by installing three M5 x 10mm pan head screws and three M5 external tooth lockwashers (supplied) (Figure 2).

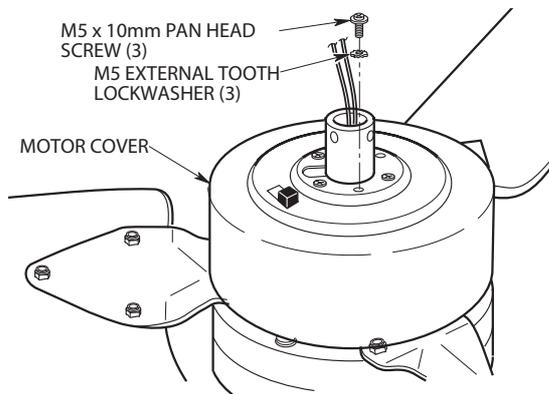


Figure 2

4. Remove the hanger ball by loosening the setscrew in the hanger ball until the ball falls freely down the downrod (Figure 3). Remove the pin from the downrod, then remove the hanger ball. Retain the pin and hanger ball for reinstallation in Step 9.

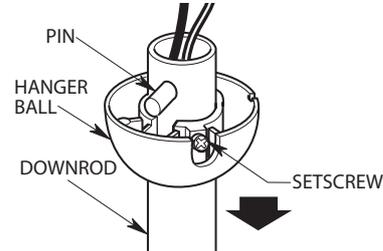


Figure 3

5. Separate, untwist and unkink the two motor leads, then route them through the hanger ball/downrod assembly and seat the downrod in the motor coupler (Figure 4).
6. Align the clevis pin holes in the downrod with the holes in the motor coupler. Install the clevis pin and secure with the hairpin clip (Figure 4). The clevis pin must go through the holes in the motor coupler. It is critical that the clevis pin in the motor coupler is properly installed and the setscrews securely tightened. Failure to verify that the pin and setscrews are properly installed could result in the fan falling.
7. Install two setscrews (previously removed in Step 2) in the motor coupler (Figure 4). While pulling up on the hanger ball, securely tighten both setscrews.

⚠ WARNING
<p>It is critical that the clevis pin in the motor coupling is properly installed and the setscrews securely tightened. Failure to verify that the pin and setscrews are properly installed (as shown in Figure 4) could result in the fan falling.</p>

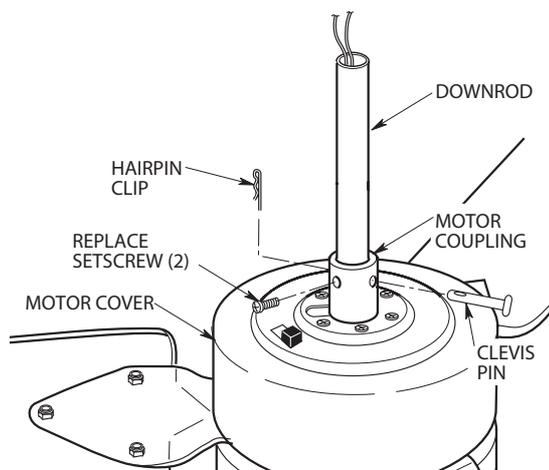
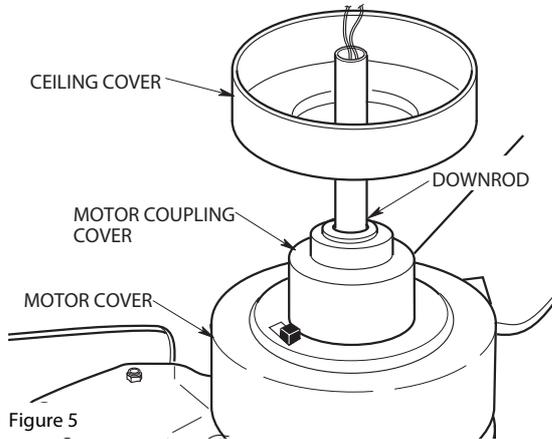


Figure 4

- 8. Make sure the grommet is properly installed in the coupling cover, then slide the coupling cover on the downrod until it rests on the motor housing. Place the ceiling cover over the downrod. Be sure that the ceiling cover and the coupling cover are both oriented correctly (Figure 5).



- 9. Reinstall the hanger ball (Figure 6) on the downrod as follows. Route the two motor leads through the hanger ball. Position the pin through the two holes in the downrod and align the hanger ball so the pin is captured in the groove in the top of the hanger ball. Pull the hanger ball up tight against the pin and securely tighten the setscrew in the hanger ball. Loose setscrews could create fan wobble.

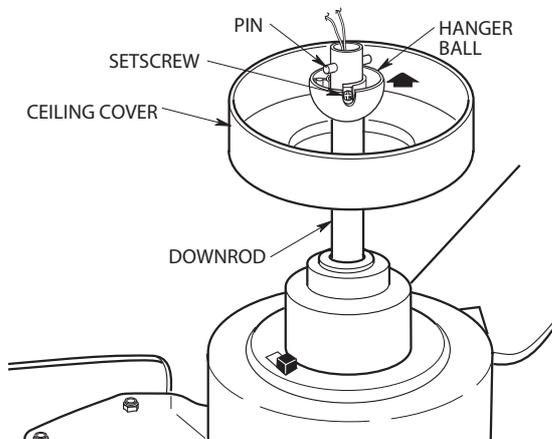


Figure 6

Electrical and Structural Requirements

The hanger bracket must be securely anchored and capable of withstanding a load of at least 31 Kg.

If your fan is to replace an existing ceiling light fixture, turn electricity off at the main fuse box at this time and remove the existing light fixture.

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

The ceiling fan is 230V 50Hz Class I appliance and will require an earth. Figure 7 depicts different structural configurations that may be used for securely mounting the fan.

⚠ WARNING

Disconnect electrical supply and test before you touch!

All wiring must be in accordance with AS/NZS 3000 "The Wiring Rules".

The warranty on this fan will be void if the appliance is not installed by a licensed electrician.

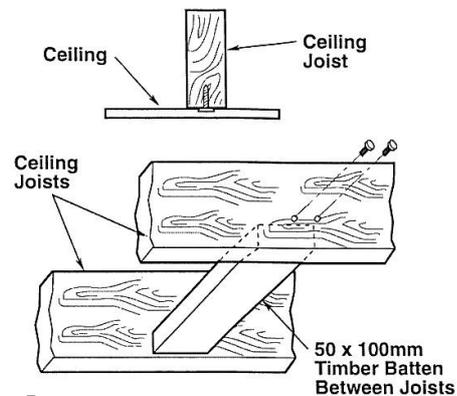


Figure 7

How To Hang Your Ceiling Fan

⚠ WARNING
The fan must be hung with at least 2.1 meters of clearance from floor to blades (Figure 8).

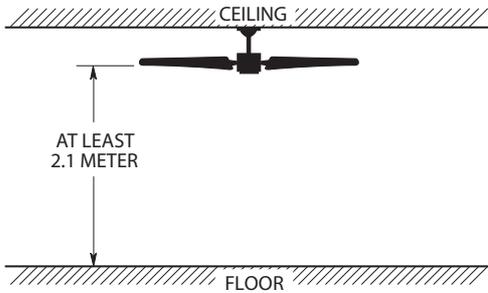


Figure 8

⚠ WARNING
The ceiling joist must be securely mounted and capable of supporting at least 31 Kg.

1. Securely attach the hanger bracket to the ceiling joist using the two screws supplied (Figure 9).

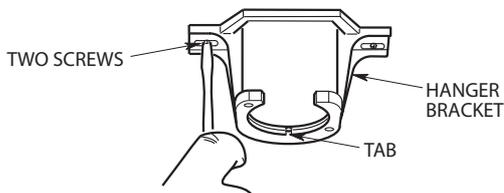


Figure 9

2. Carefully lift the fan and seat the hanger ball/downrod assembly on the hanger bracket that was just attached (Figure 9). Be sure the groove in the ball is lined up with the tab on the hanger bracket.

⚠ WARNING
Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.

NOTE: CEILING COVER, SUPPLY WIRES AND FAN WIRES OMITTED FOR CLARITY.

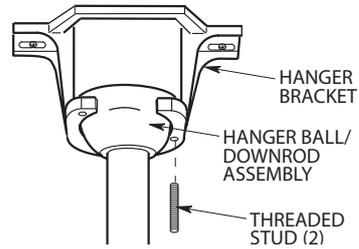


Figure 10

⚠ WARNING
To avoid possible fire or shock, do not pinch wires between the hanger ball/downrod assembly and hanger bracket.

How To Wire Your Ceiling Fan

⚠ WARNING
To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

1. Securely connect the green/yellow earth wires from the hanger ball and the hanger bracket and the supply green/yellow earth wire to the terminal block as shown in Figure 11.
2. Securely connect the blue fan motor wire and the black supply neutral to the "N" terminal of the connector block as shown in Figure 11.
3. Securely connect the brown fan motor wire and the red (Active) supply wire to the "L1" terminal of the connector block as shown in Figure 11. After connections have been made, turn leads upward and carefully push leads into the recess making sure there is separation between connectors.

⚠ WARNING

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. Do not operate fan until blades are in place. Noise and fan damage could result.

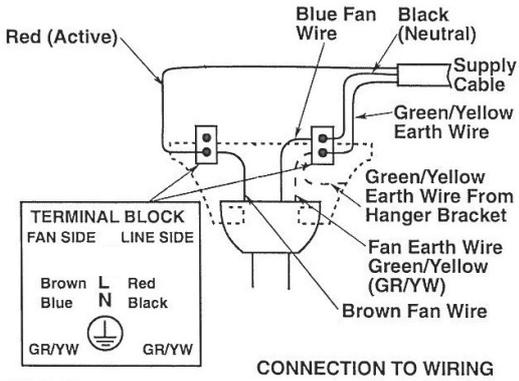


Figure 11

Final Installation

1. Screw the two 1-1/4" threaded studs (supplied) into the tapped holes in the hanger bracket (Figure 12).
2. Lift the ceiling cover up to the threaded studs and turn until studs protrude through the holes in the ceiling cover (Figure 12).
3. Secure the ceiling cover in place by sliding lockwashers over the threaded studs and installing the two knurled knobs (supplied) (Figure 12). Tighten the knurled knobs securely until the ceiling cover fits snugly against the ceiling. Your fan is now wired to be turned on and off from the wall switch.

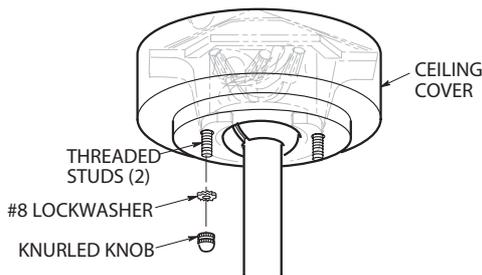


Figure 12

⚠ WARNING

To avoid possible fire or shock, make sure that the electrical wires are completely inside the outlet box and not pinched between the ceiling cover and the ceiling.

How To Wire Your Ceiling Fan Wall Switch

NOTE: This unit must be installed by a qualified electrician.

INSTALLING WALL CONTROL SWITCH

1. With electrical power still disconnected, install fan switch control wiring to desired location on wall.
2. Make sure wiring connections as shown in Figure 13.
Active (Red) wire to be connected to terminal "C" on the wall control switch
Return switched wire to ceiling fan to be connected to terminal 1 wall control switch.
3. Fit wall control mechanism to the face plate and attach to wall.

INSTALLATION NOTE

The "O" and the small corner cut-out on the front of the switch mechanism must be at the top and top left respectively (See Figure 14).

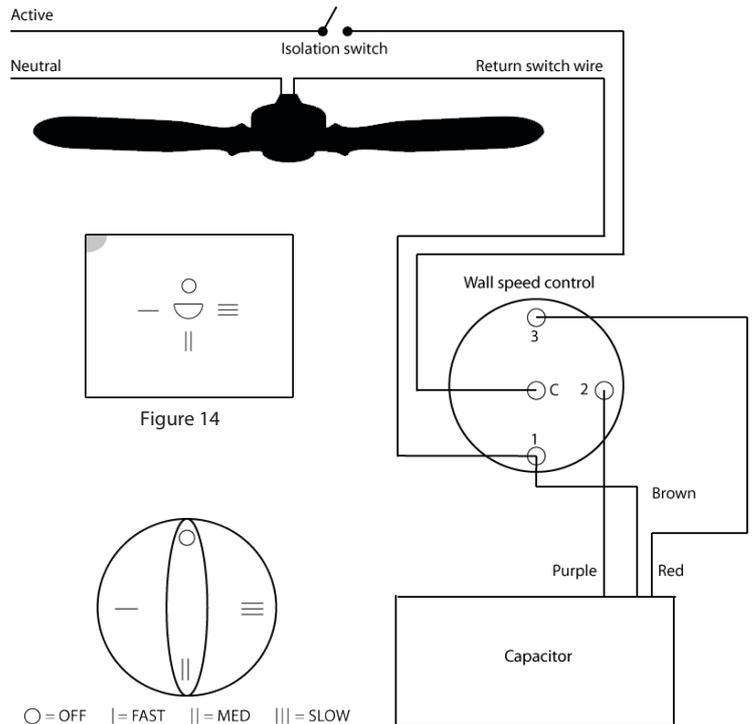


Figure 14

Figure 13

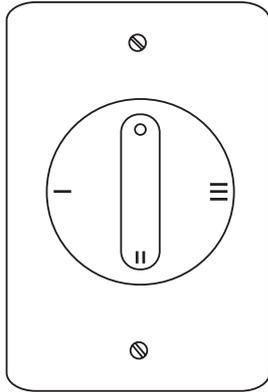


Figure 15

IMPORTANT

Fan installation must be completed, including the installation of the fan blades, before testing of the controls.

- 4. Restore electrical power to the ceiling fan by turning the electricity on at the main fuse box.
- 5. Check the operation of the fan by rotating the control through the four positions marked 0 - III ("0" position is OFF) (Figure 15).
- 6. All fans are shipped from the factory with the reversing switch positioned to circulate air downward. If airflow is desired in opposite direction, turn your fan OFF and wait for the blades to stop turning, then slide the reversing switch to the opposite position, and turn fan on again (Figure 16).
- 7. The fan blades will turn in the opposite direction and reverse the airflow.

Reverse Switch Information

Season	Rotation Direction
Summer	Counter-Clockwise
Winter	Clockwise

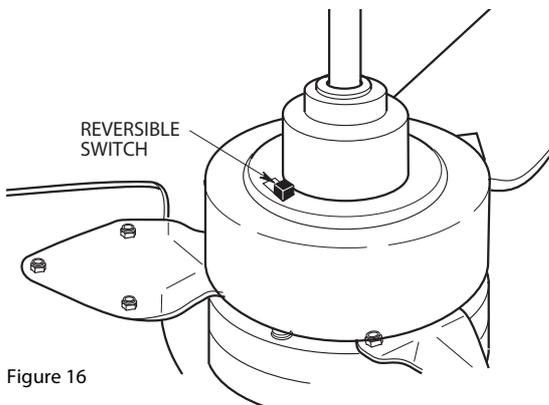


Figure 16

Maintenance

IMPORTANT CARE INSTRUCTIONS for your Ceiling Fan

Periodic cleaning of your new ceiling fan is the only maintenance that is needed.

When cleaning, use only a soft brush or lint free cloth to avoid scratching the finish.

Abrasive cleaning agents are not required and should be avoided to prevent damage to finish.

⚠ WARNING

Do not use water when cleaning your ceiling fan. It could damage the motor or the blades and create the possibility of an electrical shock.

Energy Efficient Use of Ceiling Fans

Ceiling fan performance and energy savings rely heavily on the proper installation and use of the ceiling fan. Here are a few tips to ensure quality and product performance.

Choosing the Appropriate Mounting Location. Ceiling fans should be installed, or mounted, in the middle of the room and at least 2.1 m above the floor and 50 cm from the walls. If ceiling height allows, install the fan 2.4 m above the floor for optimal airflow.

Using the Ceiling Fan Year Round. In the summer, use the ceiling fan in the counter-clockwise direction. The airflow produced by the ceiling fan creates a wind-chill effect, making you "feel" cooler. Select a fan speed that provides a comfortable breeze, lower speeds consume less energy. In the winter, reverse the motor and operate the ceiling fan at low speed in the clockwise direction. This produces a gentle updraft, which forces warm air near the ceiling down into the occupied space. Remember to adjust your AIRCON thermostat when using your ceiling fan - additional energy and dollar savings could be realized with this simple step!

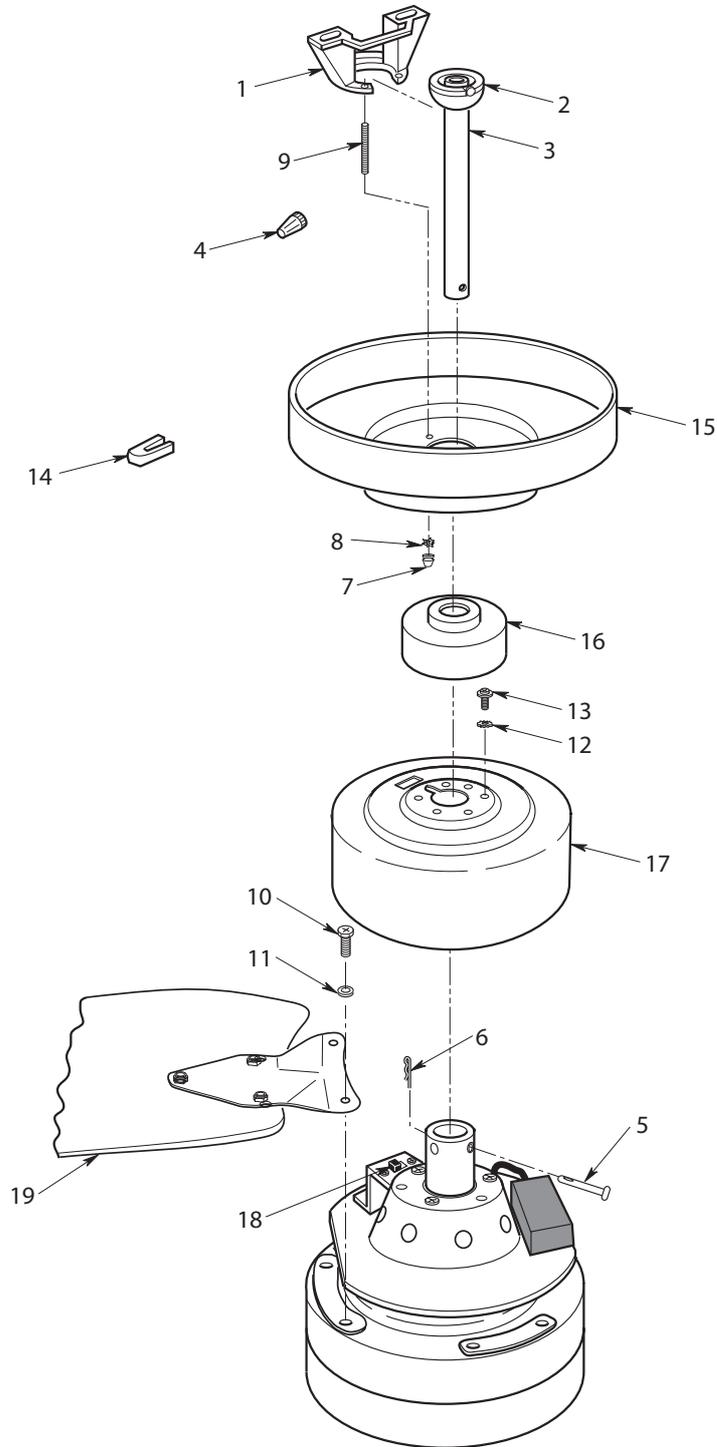
Turn Off When Not in the Room. Ceiling fans cool people, not rooms. If the room is unoccupied, turn off the ceiling fan to save energy.

⚠ WARNING: For your own safety, turn off power at fuse box or circuit breaker before trouble shooting your fan. Some suggested remedies require the attention of a licensed electrician.

Trouble Shooting

TROUBLE	PROBABLE CAUSE	SUGGESTED REMEDY
1. Fan will not start.	<ol style="list-style-type: none"> 1. Fuse or circuit breaker blown. 2. Loose power line connections to the fan, or loose switch wire connections in the switch housing. 3. Reversing switch in neutral position. 	<ol style="list-style-type: none"> 1. Check main and branch circuit fuses or circuit breakers. 2. Check line wire connections to fan and switch wire connections in the switch housing. ▲ WARNING: Make sure main power is turned OFF. 3. Make sure reversing switch position is all the way to one side.
2. Fan sounds noisy.	<ol style="list-style-type: none"> 1. Blades not attached to fan. 2. Loose screws in motor housing. 3. Screws securing fan blade flanges to motor hub are loose. 4. Wire connectors inside switch housing rattling. 5. Screws holding blades to flanges are loose. 	<ol style="list-style-type: none"> 1. Attach blades to fan before operating. 2. Check to make sure all screws in motor housing are snug (not over-tight). 3. Check to make sure the screws which attach the fan flanges to the motor hub are tight. 4. Check to make sure wire connectors in switch housing are not rattling against each other or against the interior wall of the switch housing. ▲ WARNING: Make sure main power is turned OFF. 5. Tighten screws securely.
3. Fan wobbles excessively.	<ol style="list-style-type: none"> 1. Setscrew in motor coupling is loose. 2. Setscrew in hanger ball/downrod assembly is loose. 3. Screws securing fan blade flanges to motor are loose. 4. Fan blade flanges not seated properly. 5. Hanger bracket and/or ceiling bracket is not securely fastened. 6. Fan blades out of balance. 	<ol style="list-style-type: none"> 1. Tighten both setscrews securely in the motor coupling. 2. Tighten the setscrew in the hanger ball/downrod assembly. 3. Check to be sure screws which attach the fan blade flanges to the motor are tight. 4. Check to be sure the fan blade flanges seat firmly and uniformly to the surface of the motor. If flanges are seated incorrectly, loosen the flange screws and retighten according to the procedure in the section on "Assembly Instructions". 5. Tighten the hanger bracket screws to the ceiling joist. 6. Interchanging an adjacent (side-by-side) blade pair can redistribute the weight and result in smoother operation.

Repair Parts



Repair Parts Listing

Key No.	Description	Part Numbers		
		Model No. ACF765BQ00	Model No. ACF765BS00	Model No. ACF765WW00
*	Hanger Ball Assembly, Consisting of:	761655-78	761655-27	761655-79
1	Hanger Bracket	—	—	—
2	Hanger Ball	—	—	—
3	Downrod	—	—	—
*	Parts Bag Containing:	763812-1	763812	763812
4	Wire Connector (3)	—	—	—
5	Pin, Clevis	—	—	—
6	Clip, Hairpin	—	—	—
7	Nut, Knurled, 8-32 (2)	—	—	—
8	Lockwasher, External Tooth, #8 (2)	—	—	—
9	Stud, Threaded, 8-32 x 1-1/4" (2)	—	—	—
10	Screw, Pan Head, M6 x 12mm (7)	—	—	—
11	Lockwasher, M6 (7)	—	—	—
12	Lockwasher, M5 (4)	—	—	—
13	Screw, Pan Head, M5 x 10mm (4)	—	—	—
14	Balancing Kit (1)	—	—	—
15	Cover, Ceiling	763804-BQ	763804-BS	763804-WW
16	Cover, Motor Coupling	763805-BQ	763805-BS	763805-WW
17	Housing, Upper	763806-BQ	763806-BS	763806-WW
18	Harness, Wiring	763811	763811	763811
19	Flange/Blade Assembly (set of 3)	763808-BQ	763808-BS	763808-WW
—	Owner's Manual	BP7425-1	BP7425-1	BP7425-1

Before discarding packaging material, be certain all parts have been removed.

HOW TO ORDER REPAIR PARTS

WHEN ORDERING REPAIR PARTS, ALWAYS GIVE THE FOLLOWING INFORMATION:

- PART NUMBER • NAME OF ITEM
- PART DESCRIPTION • MODEL NUMBER

The model number of your Fan will be found on a label attached to the top housing.

For repair parts:

Phone: 1300 469 326
info@myfan.com.au

fax: (07) 3801 8575
www.myfan.com.au

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a refund or replacement for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure. All products have been imported in good faith from the overseas manufacturer.

The following warranty only covers faults due to manufacturing defects in materials or workmanship. Only orders placed through My Fan Pty Ltd ("MyFan") or authorised sales partner are covered by this warranty.

Section 1: What to do if your fan has a problem

- 1 Satisfy yourself that there is not an installation problem.
- 2 Do NOT attempt to uninstall or repair your fan.
- 3 Call 1300 469 326 for further assistance.

Section 2: MyFan 12 month on-site warranty

Congratulations! By purchasing from an **Authorised Partner** or directly from MyFan, your products are now covered by our 12 month on-site warranty. Should your fan fail within the first 12 months, MyFan (at our sole discretion and conditional on the limitations outlined in Section 4) will **repair or replace the faulty component**.

Section 3: MyFan limited lifetime motor warranty

Should your fan's motor fail during its lifetime, due to a defect in materials or workmanship, MyFan (at our sole discretion and conditional on the limitations outlined in Section 4) will **repair or replace the motor**.

Section 4: Limitations of warranty

After the 12 month on-site warranty period, all costs of removal and/or re-installation of the product are the sole responsibility of the owner or their representative and not the supplier that sold the fan or MyFan.

You must have proof of your purchase to obtain any aftersales service. Keep your tax invoice or other proof of purchase together with the installing electrician's details. Do not uninstall or attempt to return the product to the supplier or MyFan unless advised to by MyFan. You must be the original purchaser of the product and it must be installed in its original point of installation to be covered by this warranty. Warranty periods begin from the date of purchase. Because of varying climate conditions, this warranty does not cover changes in finish, including rusting, pitting, corroding, tarnishing or peeling.

The warranty is void and does not apply to damage from improper installation, neglect, accident, misuse, exposure to extremes of heat or humidity or as a result of any modification to the original product. Force majeure, electrical surges, lightning, power grid fluctuations, water or by connection to alternative power supply sources (such as solar inverters) are not eligible for claims.

If electricians are engaged by MyFan to service fans that are installed in a location requiring special access equipment (such as scaffolding, scissor lifts, etc.) the cost of providing, installing and operating the special access equipment must be born by the site owner. The need for or use of such equipment must be stated when booking a service call.

MyFan reserves the right to charge for travelling costs incurred beyond 25km from Australian major capital cities. Travelling costs or other expenses must be agreed to prior to a service call being booked.

Signals sent through the power grid by the electricity supplier for the control of devices may cause intermittent noise in your product. These noises are not the result of a faulty product. Filters are available at the customer's expense.

A certain amount of wobble is normal and should not be considered a problem or a defect.

Solid state or dimmer controls may damage your fan. Use of controllers not approved by MyFan will void your warranty.

Call
1300 469 326

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(07) 3801 8575

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