

# Tribeca

Owner's Guide and Installation Manual



English

**CASABLANCA**<sup>®</sup>  
FAN COMPANY

# Welcome

Your new Casablanca® ceiling fan is an addition to your home or office that will provide comfort and performance for many years. This installation and operation manual gives you complete instructions for installing and operating your fan.

We are proud of our work. We appreciate the opportunity to supply you with the best ceiling fan available anywhere in the world.

Before installing your fan, for your records and warranty assistance, record information from the carton and Casablanca nameplate label (located on the top of the fan motor housing).

## Cautions and Warnings

- **READ THIS ENTIRE MANUAL CAREFULLY BEFORE BEGINNING INSTALLATION. SAVE THESE INSTRUCTIONS.**
- Use only Casablanca replacement parts.
- To reduce the risk of personal injury, attach the fan directly to the support structure of the building according to these instructions, and use only the hardware supplied.
- To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.
- All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.
- To reduce the risk of personal injury, do not bend the blade attachment system when installing, balancing, or cleaning the fan. Never insert foreign objects between rotating fan blades.
- To reduce the risk of fire, electrical shock, or motor damage, do not use a solid-state speed control with this fan. Use only Casablanca speed controls.
- This product conforms to UL STD 507 and is certified to STD C22.2 No. 113.
- Wash your hands after your fan installation is complete.

### Table Of Contents

Preparing the Fan Site .....	3
1 • Getting Ready .....	6
2 • Installing the Ceiling Bracket .....	7
3 • Assembling and Hanging the Fan ...	8
4 • Wiring Your Ceiling Fan .....	9
5 • Installing the Canopy .....	10
6 • Assembling the Blades .....	11
7 • Installing the Switch Housing .....	12
8 • Installing the Wall Control .....	13
9 • Pairing the Remote .....	14
10 • Safe-Exit .....	14
11 • Operating Your Ceiling Fan .....	15
12 • Troubleshooting .....	16

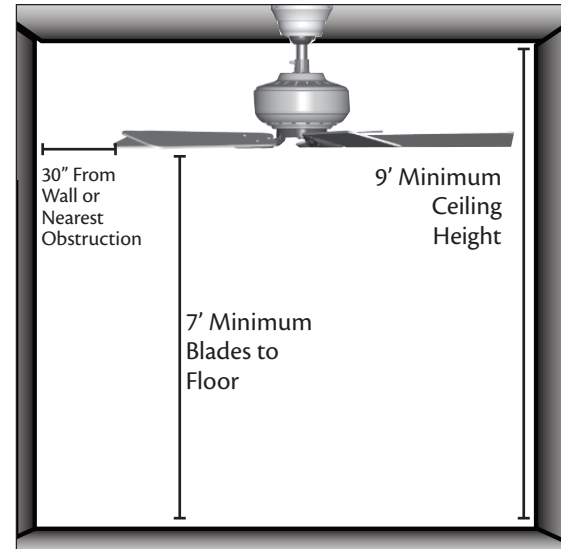
## Preparing the Fan Site

### Step 1 - Choose the Fan Site

Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.

#### Choose a fan site where:

- No object can come in contact with the rotating fan blades during normal operation.
- The fan blades are at least 7 feet above the floor and the ceiling is at least 9 feet high.
- The fan blades have no obstructions to airflow, such as walls or posts, within 30 inches of the fan blade tips.
- The fan is directly below a joist or support brace that will hold the outlet box and the full weight of the fan.



### Checklist for Existing Fan Site

If you want to use an existing fan site, complete the following checklist to determine if the site is acceptable and safe for your new Casablanca fan. If you cannot check off every item, prepare a new fan site as described on this page.

#### Fan Support System

- Fan attaches directly to building structure.
- Fan support system will hold full weight of the fan and light kit.

#### Ceiling Hole

- The outlet box clearance hole is directly below the joist or support brace.

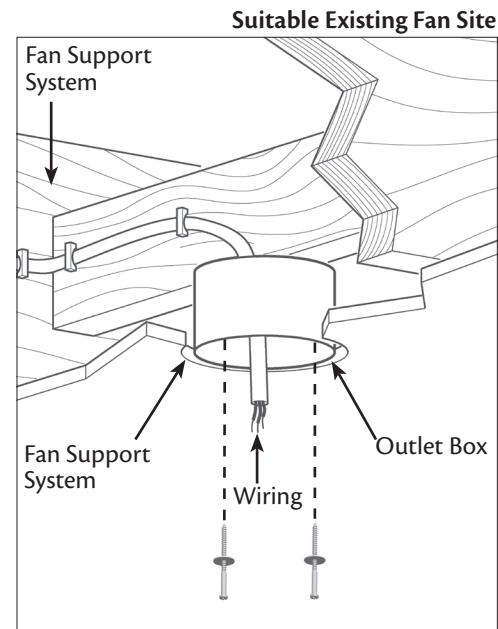
#### Outlet Box

- The outlet box is an UL-approved octagonal 4" x 1-1/2" outlet box (or as specified by the support brace manufacturer).
- The outlet box is secured to the joist or support brace by wood screws and washers through the inner holes of outlet box.
- The outer holes of the outlet box are aligned with joist or support brace.
- The bottom of the outlet box is recessed a minimum of 1/16" into ceiling.

#### Wiring

- The electrical cable is secured to outlet box by an approved connector.
- Six inches of lead wires extend from outlet box.

If your existing fan site is suitable, skip ahead to Section 2 • **Installing the Ceiling Plate.**



## Preparing the Fan Site (continued)

### Step 2 - Cut the Ceiling Hole

- 2-1. Locate the site for the ceiling hole directly below the joist or support brace that will hold the outlet box and fan.
- 2-2. Cut a 4" diameter hole through the drywall or plaster of the ceiling. You will use the hole to install the support brace and outlet box.

### Step 3 - Install a Support Brace, If Necessary

Determine if there is a ceiling joist directly above the ceiling hole. If the joist is there, determine if it is positioned to allow you to recess the outlet box a minimum of 1/16" into the ceiling. If NOT, install a support brace as follows:

- 3-1. Attach a 2" x 4" support brace between two joists. Position it to allow you to recess the bottom of the outlet box a minimum of 1/16" into the ceiling.
- 3-2. Check the support brace to ensure it will support the full weight of the fan and light kit.

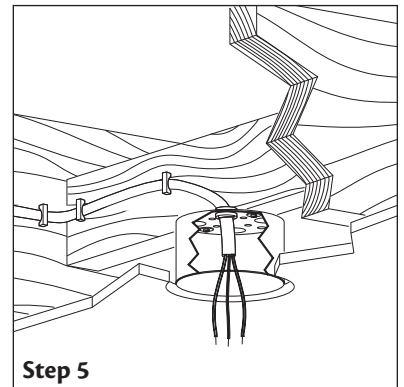
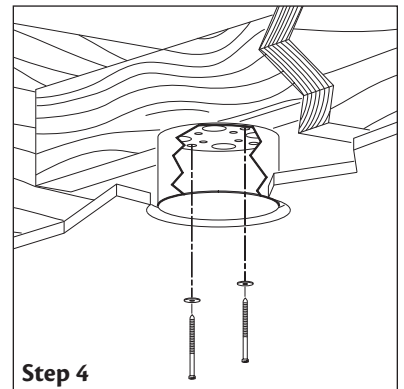
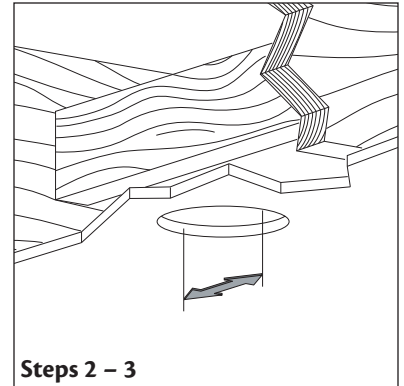
### Step 4 - Install the Outlet Box

- 4-1. Obtain a UL-approved octagonal 4" x 1-1/2" outlet box, plus two #8 x 1-1/2" wood screws and washers, available from any hardware store or electrical supply house.
- 4-2. Orient the outlet box so that both the inner and outer holes in the box align with the joist or support brace.
- 4-3. Drill pilot holes no larger than the minor diameter of the wood screws (5/64") through the inner holes of the outlet box.
- 4-4. Attach the outlet box directly to the support brace or joist with two #8 x 1-1/2" wood screws and washers. The bottom of the outlet box must be recessed a minimum of 1/16" into the ceiling.

### Step 5 - Prepare the Wiring

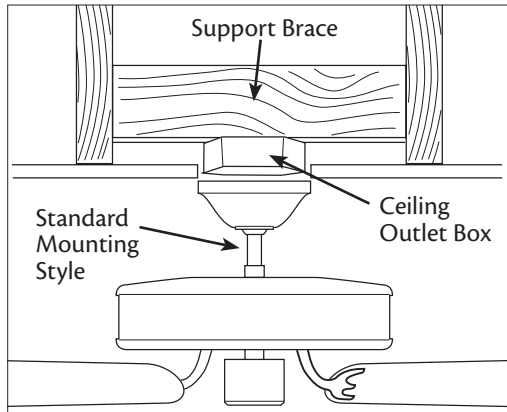
- 5-1. Make sure the circuit breakers to the fan supply line leads and associated wall switch location are turned off. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.
- 5-2. Thread the fan supply line through the outlet box so that the fan supply line extends at least 6" beyond the box.
- 5-3. Attach the fan supply line to the outlet box with an approved connector, available at any hardware store or electrical supply house.
- 5-4. Make certain the wiring meets all national and local standards and ANSI/NFPA 70.

You have now successfully prepared your ceiling fan site. For instructions to install your ceiling fan, go to your fan manual and continue with Section 2 • **Installing the Ceiling Bracket.**

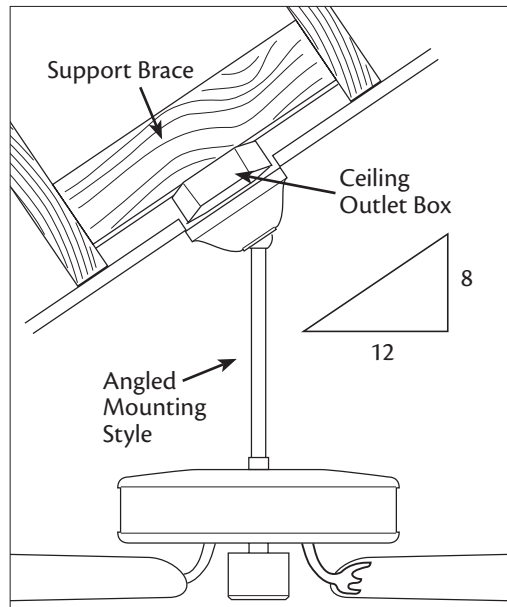


**▲ CAUTION:** All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.

## Installer's Choice and Optional Accessories



**Standard Mounting** hangs from the ceiling by a downrod (included).



**Angled Mounting** recommended for a vaulted or angled ceiling.

### Understanding Mounting and Installer's Choice

Casablanca's 2-position mounting system provides you maximum installation flexibility and ease. You can install your fan in one of two ways, depending on ceiling height and your preference: standard or angled mounting. The steps in this manual include instructions for both mounting methods.

For ceilings higher than 9 feet, you can purchase Casablanca extension downrods. All Casablanca fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.

**▲ CAUTION:** To reduce the risk of personal injury, attach the fan directly to the support structure of the building according to these instructions, and use only the hardware supplied.

## 1 • Getting Ready

To install a ceiling fan, be sure you can do the following:

- Locate the ceiling joist or other suitable support in ceiling.
- Drill holes for and install wood screws.
- Identify and connect electrical wires.
- Lift 40 pounds.

If you need help installing the fan, your Casablanca fan dealer can direct you to a licensed installer or electrician.

### Gathering the Tools

You will need the following tools for installing the fan:

- Electric drill with 9/64" bit
- Standard screwdriver (magnetic tip recommended)
- Phillips-head screwdriver (magnetic tip recommended)
- Wrench or pliers
- Ladder (height dependent upon installation site)

### Checking Your Fan Parts

Carefully unpack your fan to avoid damage to the fan parts. Refer to the included Parts Guide. Check for any shipping damage to the motor or fan blades. If any parts are missing or damaged, contact your Casablanca dealer or call Casablanca Technical Support Department at 888-227-2178.

### Preparing the Fan Site

Before you begin installing the fan, follow all the instructions in "Preparing the Fan Site." Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.

**▲ WARNING!** To avoid possible electrical shock, make certain that electricity is turned off at the circuit breaker or fuse box before attempting any installation or repair procedure.

#### **Installing Multiple Fans?**

If you are installing more than one fan, keep the fan blades and blade irons (if applicable) in sets, as they were shipped.

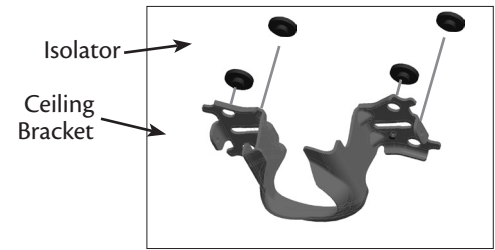
#### **If you are installing multiple remote-controlled fans on the same circuit breaker,**

you may need to perform a few extra steps to prevent interference or faulty operation of your remote controls. Go to [www.CasablancaFanCo.com/FAQs](http://www.CasablancaFanCo.com/FAQs) and click "How do I properly install multiple remote-controlled fans?" for more information.

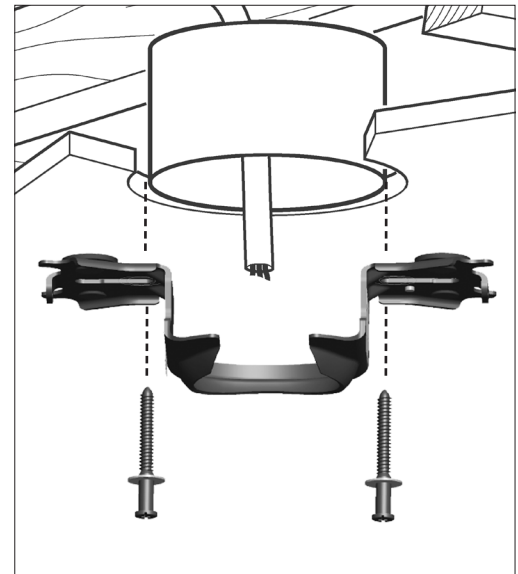
## 2 • Installing the Ceiling Bracket

**⚠ CAUTION:** To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.

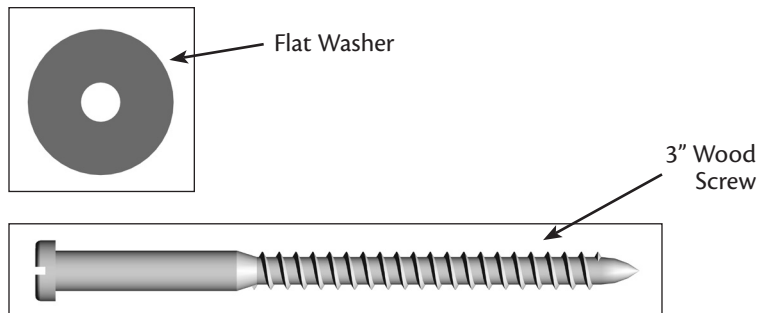
- 2-1. **Note:** The ceiling bracket may be mounted to an existing ceiling-fan-rated outlet box. If the outlet box is not ceiling-fan-rated, Drill two pilot holes into the wood support structure. The pilot holes should be  $9/64$ " in diameter and through the outermost holes in the outlet box.
- 2-2. Your fan comes with four neoprene noise isolators. Position the isolators between the ceiling bracket and the ceiling by inserting the raised areas on each isolator into the holes in the ceiling bracket.
- 2-3. Align the slotted holes in the ceiling bracket with the pilot holes you drilled in the wood support structure. **Note:** The isolators should be flush against the ceiling.
- 2-4. Place a flat washer on each of the two 3" wood screws and pass the screws through the slotted holes in the ceiling bracket into the pilot holes you drilled.
- 2-5. Tighten the screws into the  $9/64$ " pilot holes; do not use lubricants on the screws. Do not over tighten.



Step 2-2



Steps 2-3 - 2-5



### 3 • Assembling and Hanging the Fan

**⚠ WARNING:** Fan may fall if not assembled as directed in these installation instructions.

You can assemble your fan for **standard** or **angled** mounting as shown in steps below.

3-1. Unbundle the wires from the fan.

3-2. Feed the wires from the fan through the downrod.

**Note:** Make sure all the wires are on the same side of the metal dowel pin inside the downrod.

3-3. Loosen the square head setscrew on the adapter in order to install the downrod.

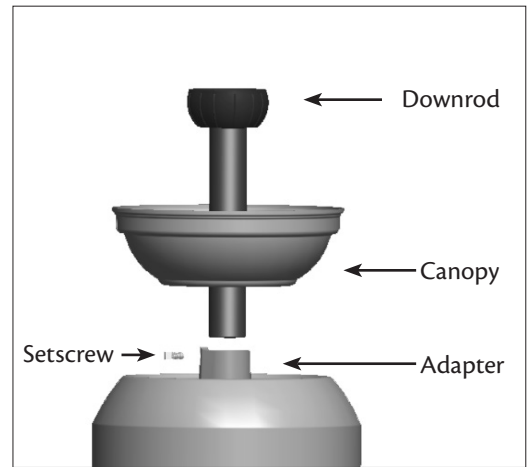
3-4. Insert the downrod into the adapter. Tighten by turning the downrod assembly at least 4-5 full turns until it stops.

**Note:** When the downrod assembly is fully installed, 2-3 threads on the pipe will still be visible; this is normal. Securely retighten the setscrew with a wrench or pliers.

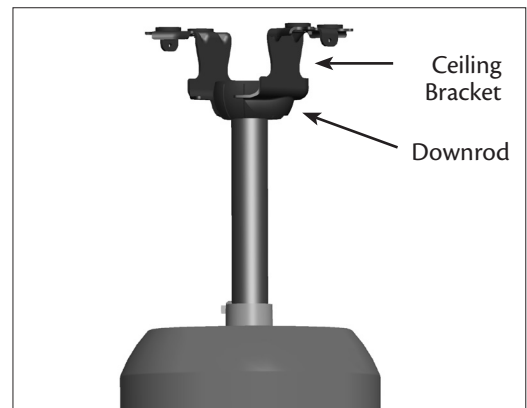
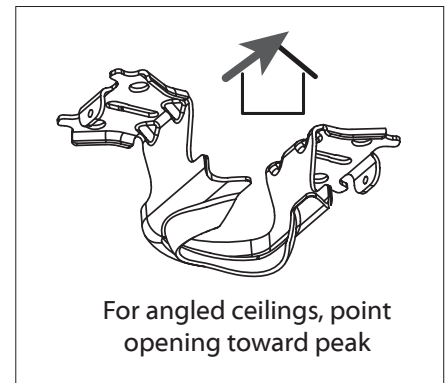
**⚠ WARNING:** If the setscrew is not tightened securely, the fan may fall.

3-5. (Optional) - The wires can be cut (shortened), but leave at least 8" extending from the top of the downrod.

3-6. Raise the fan and place the downrod ball into the ceiling bracket.



Steps 3-1 – 3-4



Step 3-6



## 4 • Wiring Your Ceiling Fan

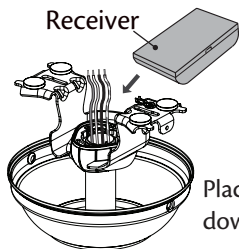
All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.

- 4-1. Make sure the power is still off at the breaker box.
- 4-2. To connect the wires, hold the bare metal leads together and place a wire connector over them, then twist clockwise until tight. For all wire connections use the wire connector provided.

**▲ CAUTION:** Be sure no bare wire or wire strands are visible after making connections.

- 4-3. Using a large (orange) wire connector, connect the green or bare wire (grounding) wire from the ceiling to the green with yellow striped wire from the ceiling bracket and the green with yellow striped wire from the downrod.
- 4-4. Using the small (blue) wire connector, connect the wires from the fan as follows:
  - The blue wire from the fan to the blue wire from the receiver (marked on white tag "LIGHT OUT")
  - The black wire from the fan to the black wire from the receiver (marked on white tag "FAN OUT")
  - The white wire from the fan to the white wire from the receiver (marked on white tag "COMMON OUT")

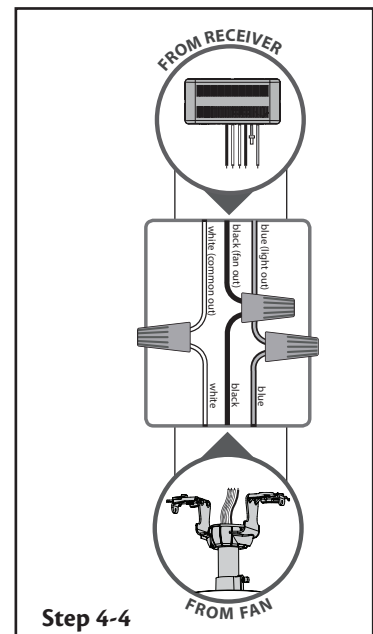
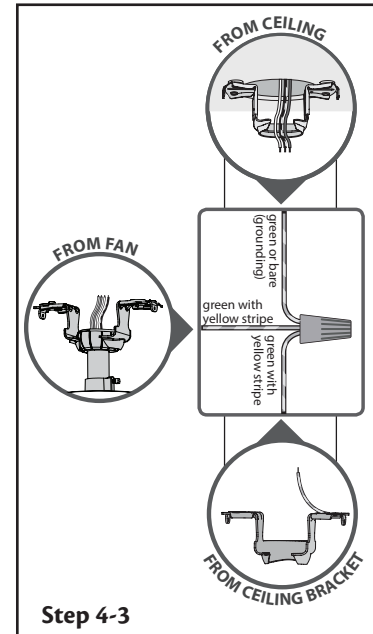
**Note:** The red wire from the receiver will not be used. It has a pre-installed wire terminator.



Place the receiver on top of the downrod assembly as shown.

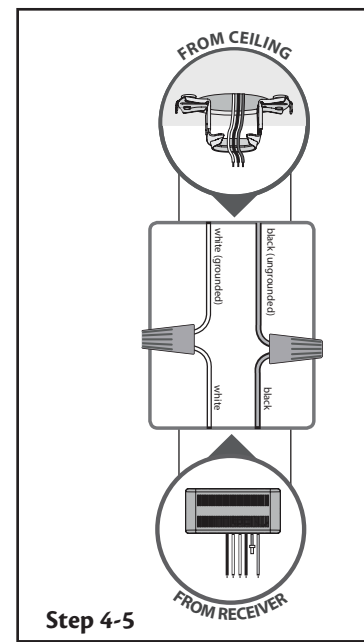


Wire Connector



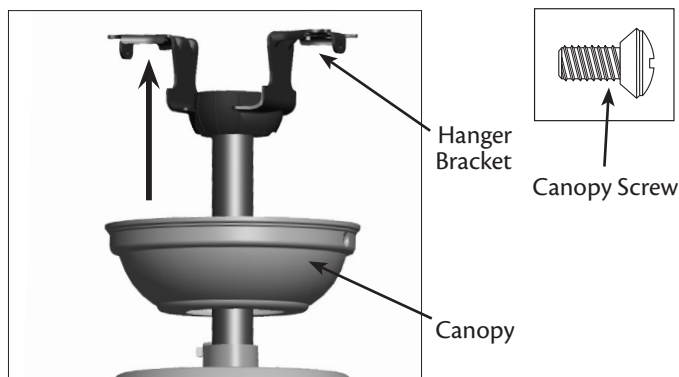
## 4 • Wiring Your Ceiling Fan (continued)

- 4-5. Using the large wire connectors, connect the white wire (grounded) and the black wire (ungrounded) from the ceiling as follows:
- The white (grounded) wire from the ceiling to the white wire from the receiver (marked on red tag "NEUTRAL IN")
  - The black (ungrounded) wire from the ceiling to the black wire from the receiver (marked on red tag "LIVE IN")
- 4-6. Check each connection to make sure no bare wire or wire strands are visible. Turn wire connectors upward and push them up into the outlet box. Be sure to separate the grounded wires from the ungrounded wires inside the outlet box.
- 4-7. Position the receiver in the canopy so that the antenna is close to the edge of the ceiling bracket for clear reception.

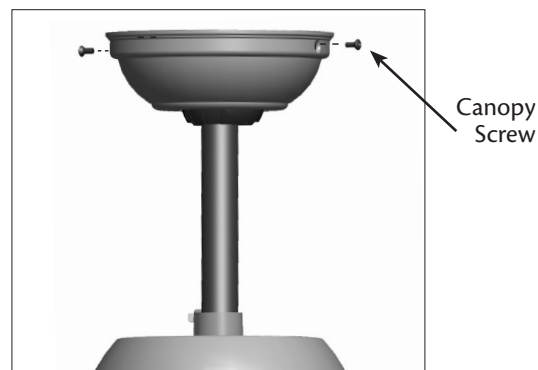


## 5 • Installing the Canopy

- 5-1. Raise the canopy over the ceiling bracket and align the two holes of the canopy and the ceiling bracket.
- 5-2. Insert and tighten the canopy screws securely.



Step 5-1



Steps 5-2

## 6 • Assembling the Blades

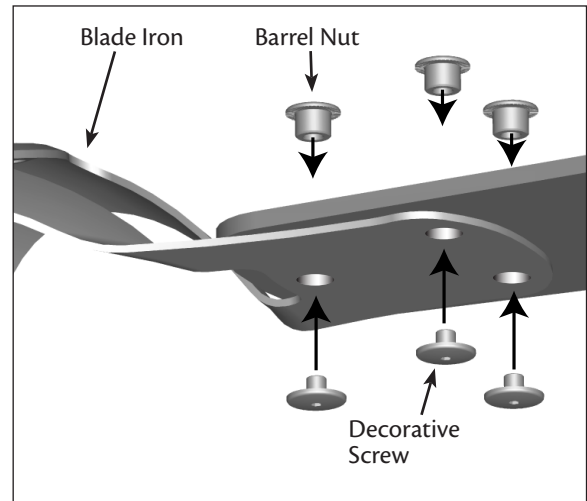
6-1. Using the provided Allen wrench, attach each blade to the blade iron using three barrel nuts and three decorative screws as shown.

**Note:** You have the option to install the blade above or below the blade iron. In either instance, you may place the decorative screws and barrel nuts facing up or down.

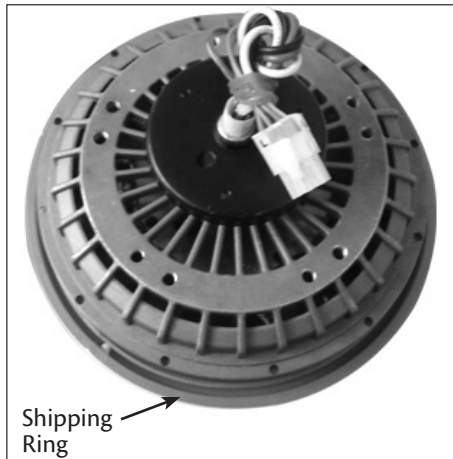
6-2. Remove the two orange shipping rings from motor by lifting up on the edge of the rings.

6-3. Align the five holes in the blade iron ring and the decorative ring with the five holes in the bottom of the motor and partially install the five blade mounting screws.

6-4. Once all five of the screws are partially installed, tighten them securely.

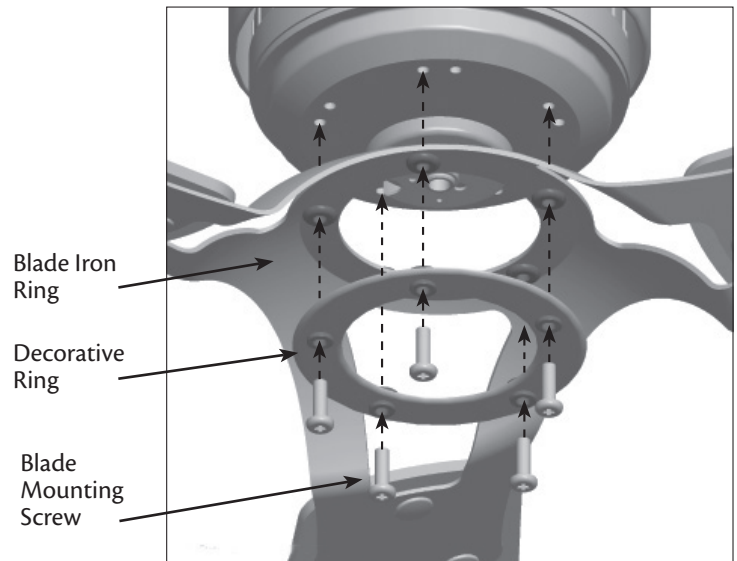
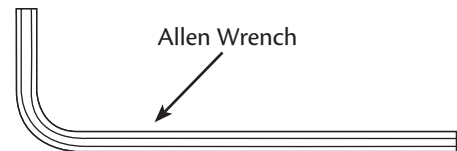


Step 6-1



Step 6-2

**Note:** The blades on this fan have been treated with Dust Armor protection, making the blades less likely to attract dust and dirt. Use a dry or slightly damp lint free cloth to clean the blades. Do not use a furniture polish or any other cleaners that leave any residue, as they will damage the protective Dust Armor on the blades.



Steps 6-3 - 6-4

## 7 • Installing the Switch Housing

- 7-1. To attach the upper switch housing, partially install two housing assembly screws into the switch housing mounting plate.
- 7-2. Feed the upper plug connector through the center opening of the housing.
- 7-3. Align the keyhole slots in the housing with the housing assembly screws.
- 7-4. Turn the housing counterclockwise until the housing assembly screws are firmly situated in the narrow end of the keyhole slots. Install the remaining screw into the housing. Tighten all three screws firmly.

**▲ CAUTION:** Make sure the upper switch housing is securely attached to the switch housing mounting plate. Failure to properly attach and tighten all three assembly screws could result in the switch housing fixture falling.

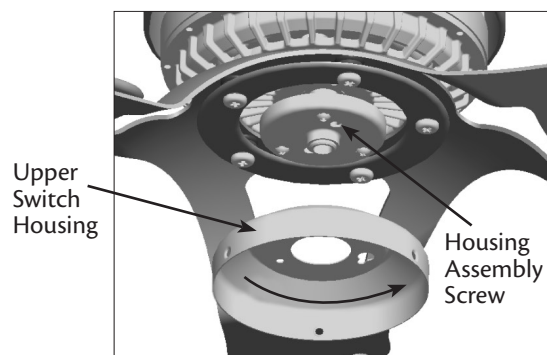
- 7-5. To attach the lower switch housing, connect the upper plug connector from the motor to the lower plug connector in the lower switch housing.

**Note:** Both plug connectors are polarized and will only fit together one way. Make sure the connectors are properly aligned before connecting them. Incorrect connection could cause improper operation and damage the product.

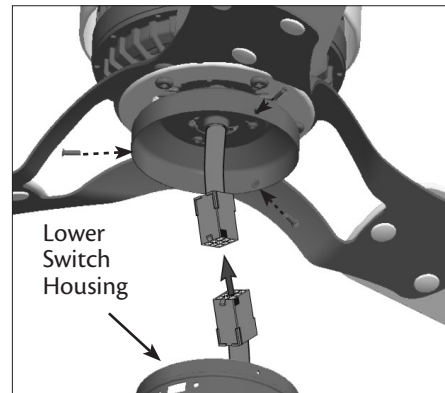
- 7-6. Place the lower switch housing assembly over the upper switch housing. Align the side screw holes in the upper and lower switch housings. Attach the lower switch housing to the upper switch housing with three housing assembly screws.

**Note:** You can customize your Casablanca fan with a number of accessory light kits. To install an optional light kit, remove the logo cap by removing the two screws located on the inside of the lower switch housing.

- 7-7. Use the optional switch housing cap to attach light kits that mount using a center stem attachment. Follow the instructions included with the light kit for the wiring, mounting, and assembly.

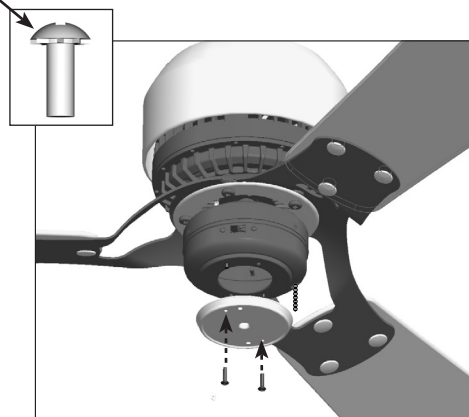


Steps 7-1 – 7-4



Steps 7-5 – 7-6

Housing  
Assembly  
Screw



Step 7-7

## 8 • Installing the Wall Control

**▲ WARNING!** To avoid possible electrical shock, make certain that electricity is turned off at the circuit breaker or fuse box before attempting any installation or repair procedure.

8-1. Use only the Casablanca wall control.

**Note:** Wall Control should only be used on Casablanca 5xxxx Series Fans.

8-2. Do not use any additional control with your fan (for example, dimmer, or fan speed control).

8-3. Tape the provided wall control template with painter's tape at the desired installation area.

8-4. Drill holes inside the four corners of the template.

**Note:** Make sure the wall control template is level before proceeding to the next step.

8-5. Using a 9/34 drill bit, drill a hole in each screw cut-out on the wall control template.

8-6. Using a hammer, tap an included drywall anchor into each hole until the drywall anchor is flush with the wall.

8-7. Using a drywall punch saw, cut out the interior shape of the template using one of the four drilled corners as a starting point.

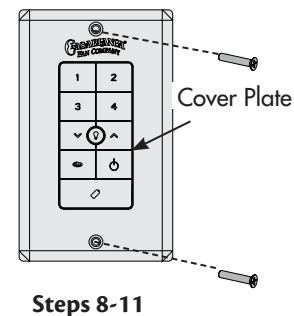
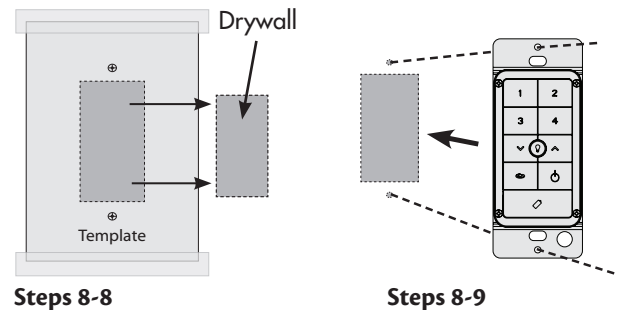
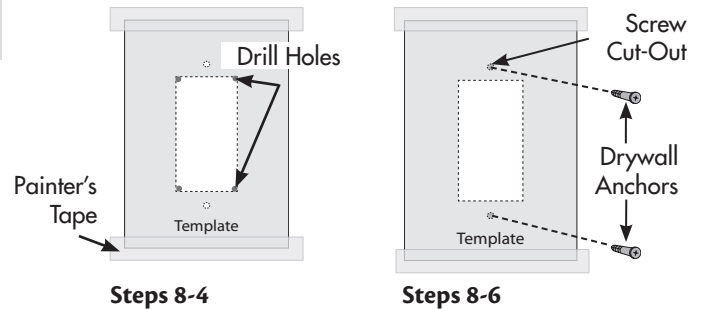
8-8. Remove the template and the cut-out section of drywall.

8-9. Insert the wall control into the dry wall cut out.

8-10. Align the screw holes in the wall control with the drywall anchors.

8-11. Install the cover plate using a Phillips Head screwdriver to secure the two cover plate screws through the wall control and into the drywall anchors.

**▲** If you are using an outlet box for wall control installation, the wires coming from the wall control must be grounded using the attached green wire. If not placed in an outlet box, cap the green wire coming from the wall control with an included wire nut.



## 9 • Pairing the Remote

### Pairing the Remote

**The remote transmitter should already be paired to the receiver and ready to use.**


**Note:** If you need to pair your remote, turn fan power off and back on at the circuit breaker. Within three minutes, press and hold both the Fan Off button and the 4 button for four seconds to pair the remote. **To prevent faulty operation, please disconnect power from all other ceiling fans within range while pairing.**

## 10 • Safe-Exit


### Safe-Exit® (for use with optional accessory light kit)

The Safe-Exit Program gives you about thirty seconds of light when you turn the lights off, enabling you to exit your home before the lights go out. To enter the Safe-Exit Program:

#### **Incandescent Lighting**

1. Press the  fan power button off for at least three seconds to initiate the Safe-Exit Mode.
2. The lights will flash for visual confirmation.
3. The lights will stay on 50% brightness for 20 seconds and then begin to dim. After a total of 30 seconds, the lights will be completely off.

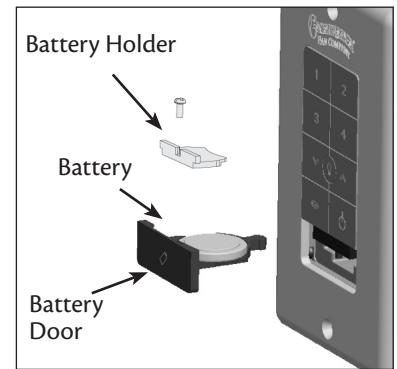
#### **CFL Lighting**

1. Press the  fan power button off for at least three seconds to initiate the Safe-Exit Mode.
2. The lights will flash for visual confirmation.
3. The lights will stay on 100% brightness for 30 seconds. After a total of 30 seconds, the lights will turn off.

# 11 • Operating Your Ceiling Fan

## Battery

1. Press on the battery door to eject it, and unscrew the battery holder.
2. Insert the battery with the positive (+) side facing downward.
3. Reinstall battery holder and insert the battery door into the wall control.



## Fan Power

The  fan power button controls power to the fan only. Figure 1.

## Speed Control

There are four individual speed settings for the fan. Each speed is indicated by the number on the controller and an audible tone for each speed.

### To select the desired fan speed:


Press the number on the controller corresponding to the speed desired. 4 is high, 3 medium, 2 low, and 1 ultra-low. Figure 2.

**Note:** It is normal for the fan to start in the “High” position from “Off” before changing to the selected speed.

## Reversing Airflow

The direction of airflow can be changed from downward to upward or from upward to downward. Figure 3.

### To reverse the airflow:

1. Make sure the fan is on and blades are turning.
2. Press the  reverse button. You will hear a series of clicks from the fan as it speeds up before coming to a stop and changing direction.

## Lights (for use with optional accessory light kit)

To turn the lights off and on, press either the up or down arrow.

To adjust the light level, press and hold either the down arrow to dim the light or the up arrow to return the light to full brightness.



Figure 1



Figure 2



Figure 3



Figure 4

**⚠ WARNING!** Your fan automatically detects what type of bulbs that are installed each time it is powered up. **NOTE:** If CFL bulbs are detected, the dimming function will automatically be disabled. Remember to turn off the lights before replacing bulbs.

## 12 • Troubleshooting

**Problem: Nothing happens; fan does not move.**

1. Turn power on, replace fuse, or reset breaker.
2. Loosen canopy, check all connections according to the wiring the fan section.
3. Remove the shipping bumpers.
4. Make sure the wall control is paired. (See Pairing the Wall Control on page 14.)

**Problem: Noisy operation.**

1. Tighten the blade assembly screws and blade iron armature screws until snug.
2. Check to see if the blade is cracked. If so, replace all the blades.

**Problem: Excessive wobbling.**

1. If your fan wobbles when operating, use the enclosed balancing kit and instructions to balance the fan.
2. Tighten all blade iron screws.
3. Turn power off, support fan very carefully, and check that the hanger ball is properly seated.

**Problem: If you have multiple remotes or multiple remote-controlled fans installed on the same circuit breaker and you are experiencing interference or faulty operation of your remote controls,** please go to [www.CasablancaFanCo.com/FAQs](http://www.CasablancaFanCo.com/FAQs) and click “How do I properly install multiple remote-controlled fans?” for information on how to correct this issue.

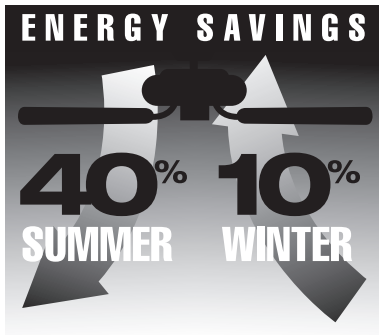
If you need parts or service assistance, please call 1-888-227-2178 or visit us at our website at <http://www.CasablancaFanCo.com>.

Casablanca Fan Company  
7130 Goodlett Farms Pkwy. #400  
Memphis, Tennessee 38016

### AUTHORIZED SERVICE CENTERS

For the most updated listing of Casablanca Authorized Service Centers, visit [www.CasablancaFanCo.com/servicecenters](http://www.CasablancaFanCo.com/servicecenters) or call toll free 1-888-227-2178.





Casablanca fans have the power to cut your cooling costs up to 40%.

### Beat the High Cost of Cooling

The air movement created by a Casablanca ceiling fan lets you set your thermostat higher and still stay comfortable. Every degree you raise the thermostat saves up to 7% on energy costs. So, you can cut back on expensive air conditioning ... and save up to 40%\* on cooling. In winter, your Casablanca fan recirculates warm air and saves up to 10%\* on heating bills.

\* On average at low speed settings. Your savings may vary based on climate, building type and thermostat setting.

### Save Energy and Money While Protecting the Environment

Congratulations! You're saving energy and money while protecting the environment by purchasing this ENERGY STAR qualified Casablanca ceiling fan! With this purchase, you are doing your part to protect the environment. In 2010, ENERGY STAR qualified ceiling fans are projected to cut air pollution by more than 500 million pounds!

Your new ceiling fan has earned the ENERGY STAR label because it meets high energy efficiency specifications set by the Environmental Protection Agency (EPA). ENERGY STAR labeled ceiling fans save energy because they have more efficient fan motors and air delivery due to more aerodynamic blade configurations. Ceiling fan models bearing the ENERGY STAR label move air 14 - 20% more efficiently than typical ceiling fan models. For more information on ENERGY STAR visit [www.energystar.gov](http://www.energystar.gov).